

Activating an Internal Audit Plan

Last Modified on 05/17/2024 2:57 pm EDT

Overview

Once an Audit Plan has been created, it must be moved from a **Draft** state to an **Active** state. Additionally, the internal audit team can manage the Audit Plan by attaching new or existing audits and by setting its budget of hours.

User Account Requirements

The user account used to log into Resolver must be added to the Internal Audit Team user group.

Related Information/Setup

Please refer to the Creating an Audit Plan article for further information on creating a new audit plan.

Navigation

 From the *Resolver Home* screen, click the Home dropdown and select the Internal Audit Management link.

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Home ~	My Tasks		
Home			
Internal Audit Management	♦ SORT ~ Q SEARCH		
Internal Controls Management			
Reports			
Library			

Home Dropdown

2. From the *Risk Assessment* screen, click on the Audit Plan tab.



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Internal Audit Management v Risk Assessment Audit Plan Planning	Fieldwork									
Risk Assessment Perform periodic risk assessments on various auditable entities & view results from the Risk Management team's risk assessments to prioritize a risk-based audit plan.										
Auditable Entity Risk Assessment Grid	Sorted by Ur	nique ID (Ascending)								
c-1 Riverdale Industries		Active								

Audit Plan Tab

3. From the *Audit Plan* screen, click on an **Audit Plan** in a **Draft** state from the **Audit Plans** section.

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Internal Audit Management 🛛 🗸	Risk Assessment	Audit Plan	Planning	Fieldwork	Reporting		
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Audit Plans						Sorted by Uniq	ue ID (Ascending)
AP-3 2023 Audit Plan							Active
AP-4 2024 Audit Plan							Draft
AP-5 2025 Audit Plan							Draft
AP-6 2024 Internal Audit Internal Audit Plan between i	Plan 01/2024 to 06/2024						Draft
Pending Audits						Sorted by Uniq	ue ID (Ascending)

Draft - Audit Plan

Activating an Audit Plan

 From the *Audit Plan* screen, you can edit a **Start Date** or **Stop Date** by clicking on the dropdown and selecting a new date from the *Calendar* pop-up.



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Internal Audit Management 🗸 🗸	Risk Assessment Audit Plan Planning Fie	eldwork Reporting ***					
2024 Internal Audit	Plan	AP-6 DRAFT ••••					
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Calendar Pop-up

2. Click on the **Description** field to edit the Audit Plan description.

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Description Field

 The *Audit Plan Overview* section allows users to view a summarized view of all Audit Projects that are attached to the Audit Plan.



- 4. Select one of the following options to add an Internal Audit Project to the Audit Plan:
 - Add Existing Internal Audit Project: Click the Add Existing Internal Audit Project link to select an existing internal audit project from the Add Existing Internal Audit Project pop-up.
 - + Create New: Click the + Create New link to create a new internal audit project on the Create a New Internal Audit Project pop-up.

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Internal Audit Project Links

5. Click the **Audit Plan and Status Report** button to view a report detailing all the audits attached to this Audit Plan.

Resolver.

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Assessment Audit Plan Planning	Fieldwork Re	porting ***		
Communications				
Audit Plan Overview				
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Audit Plan and Status Report Button

- 6. In the *Budget & Capacity Planning* section, enter how many hours have been budgeted for this Audit Plan (this includes all Internal Audit Projects connected to the Audit Plan) in the **Audit Capacity (Hours)** field.
 - The hours entered in the **Audit Capacity (Hours)** field can be allocated to the Internal Audit Projects connected to the Audit Plan.
 - The **Audit Capacity (Hours)** field tracks employee capacity and the number of hours left within an Audit Plan.

Internal Audit Management 🗸 Risk	Assessment Au Budget & The total available	udit Plan Planning Capacity Planning audit capacity (in hours) sho within the start and end dat	Fieldwork Report	nount of auditor ho	urs that a	are	
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Audit Capacity (Hours) Field

7. Click **Approve Audit Plan** button to move the audit plan to the **Active** state.

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Approve Audit Plan Button