

Creating a New Corrective Action

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Overview

While reviewing issues attached to a control, members of the internal audit team can add corrective actions to help mitigate the issues.

Related Information/Setup

Please refer to the Opening a Corrective Action article for further information on filling out and opening a corrective action.

Navigation

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

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Home	✓ My Tasks		
Home Internal Audit Management Internal Controls Management	\$ SORT ∽ Q SEARCH		
Reports Library			

Home Dropdown

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



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Risk Assessment	ous auditable entities &	view results fron	n the Risk Manag	ement team's ri	sk assessments to	o prioritize a risk-base	ed audit plan.	
C-1 Riverdale Industries	ssment Grid					Sorted by Uniq	ue ID (Ascent	
Audit Universe Heat Map						Sorted by Uniq	ue ID (Ascen	ding)
C-1 Riverdale Industries							Active	

Fieldwork Tab

 From the *Fieldwork* screen, click on the Internal Audit report name that contains the Control Test you want to perform from the *Audits in Progress* section.

Internal Audit Management Risk Assessment Audit Plan Planning Fieldwork Reporting Issues & Actions Fieldwork Perform testing activities for audits that are in progress. Sorted by Unique ID (Ascending) View the full scope of an audit (tree view). Image: Operations Audit 2024 Q1 Sorted by Unique ID (Ascending) Fieldwork Fieldwork Fieldwork Sorted by Unique ID (Ascending) Fieldwork Fieldwork Fieldwork Control of the project Overview Image: Operations Audit 2024 Q1 Operations Aud		(Q Searc	h				000	\$? <u>?</u>	2
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Internal Audit Report

- From the *Audit Project Overview* screen, click on the **Expand** icon on the **Navigation** Tree to expand the nodes until you find the desired control.
- Click the control to open the *Control Details* pop-up. Controls are indicated with a C icon next to the control name on the node.



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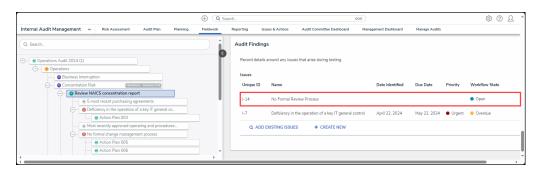
Control Overview Pop-up

6. From the *Control Overview* pop-up, scroll to the *Audit Findings* section.

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Internal Audit Management v Risk Assessment Audit Plan Planning Fieldwork	Reporting Issues & Actions Audit Committee Dashboard	Management Dashboard Manage Audits	
Q. Search.)	Audit Findings Record details around any issues that arise during testing.	
Operations Audit 2024 Q1 Operations Operations Operations Operations		Issues	
Concentration Risk		Unique ID Name Date Due Date Priority Workflow Identified State	
Review NAICS concentration report S most recent purchasing agreements		I-9 No formal change management April 20, 2024 May 20, Draft Drocess Low Draft	×
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Most recently approved operating and procedures		Q, ADD EXISTING ISSUES + CREATE NEW	
Action Plan 005 Action Plan 005			

Audit Findings Section

7. Click an **Issue** with an open workflow status from on the **Issues** table.



Issue

 From the *Issue* pop-up, scroll to the *Corrective Actions* tab and click the + Create New link.



Search			ISSUE						đ
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	Review of contract approval process		Q AI	DD EXISTI	NG CORRECTIVE	ACTION	S + CREATE	E NEW	
	Review of critical IS information								_
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+ Create New Link

Creating a New Corrective Action

 From the *Create a New Corrective Action* pop-up, enter a corrective action name in the Corrective Action Name field.

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Operations Operations - Business Unit					
Business Interruption		Correctiv	ve Action Name		
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Central Concentration report					
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Review of critical IS information					
Geview of geographical concentration					CREATE AND SAVE AS
+ O Customer success					DRAFT
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Operational Effectiveness					
+ G Signature approval on checks					CANCEL

Corrective Action Name Field

2. Enter a brief description outlining the steps within the corrective action in the **Description** field.



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Operation of a key IT general co		The co	ontrol process needs to	be documented and reviewed t	to ensure that it is effective.	
🛛 😣 Action Plan 003						
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Description Field

3. Click the **Create and Save as Draft** button to create the new corrective action.

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Create and Save as Draft Button

4. The **Corrective Action** will be added to the **Corrective Actions** table.

Testing Summary		Documer	it Requests	Related Data	Sar	ISSUE						
Test						Corrective	Actions	Related Data				
Unique ID	Name			# of Samples Te	sted	Existing	Corrective	actions required to Action at the botton	n of the tab	le. If a new cor	rective action i	is required,
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Total Samples	Planne	d					Control	The control process needs to				
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Corrective Action