

Archiving an Internal Audit Project

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Overview

When an Internal Audit Project is complete, the project will move to the **Complete** workflow state. When the final adjustments are made on the Internal Audit Project it can be archived.

User Account Requirements

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

Related Information/Setup

Before an Internal Audit Project can be archived, it must first be completed. Please refer to the Complete an Internal Audit Project article.

Complete an Internal Audit Project

Navigation

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



Home Dropdown

2. From the *Risk Management* screen, click the *Mange Audits* tab.



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Internal Au	udit Manag	ement ~	Risk Assessment	Audit Plan	Planning	Fieldwork	Reporting	Issues & Actions	Manage Audits				
	Risk Ass	essment											
	Risk Ass	essment											
	Perform p	eriodic risk asse	essments on various aud	itable entities & v	iew results from	n the Risk Manag	ement team's risk	assessments to prioriti	ze a risk-based audit plar	n.			
	Auditabl	e Entity Ris	k Assessment Grid	1									
	C-1	Riverdale	Industries						Active				
	Audit Un	iiverse Heat	Мар										
	C-1	Riverdale	Industries						Active				

Manage Audits Tab

3. From the *Mange Audits* screen, click a completed **Internal Audit Project** link in the *Audit Listing* section.

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Internal Auc	dit Managei	ment v	Risk Assessment	Audit Plan	Planning	Fieldwork	Reporting	Issues & Actions	Audit Committee Dashboar	ď			
	Audit Listing Sorted by Unique ID (Ascen						orted by Unique ID (Ascendin	ng)					
	IA-1	Operatio OPERATIO	ons Audit 2024 Q1 องร						Complete				
	IA-2	IT Audit 2024 CORPORATE							Fieldwork				
	IA-3	IT Audit	2024 Q1						Not Started				

Internal Audit Project Link

Archiving an Internal Audit Project

 From the *Internal Audit Project* screen, scroll to the bottom of the screen and click the Archive button.



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Internal Audit Management	✓ Risk Assessment	Audit Plan	Planning	Fieldwork	Reporting	Issues & Actions	Audit Committee Dashboard		
Audit Summary & Conclusion	Audit Rating Guidance								
Executive Sum	nary								
The evaluation relations was	n of recruitment, training, per effective, and controls are no	formance mana w in place.	gement, and em	ployee					
Audit Conclusie	n								
Audit Rating				10					
Good				~					
		AL AUDIT REPOR	т						
			_						
				ARCHIVE					

Archive Button