

Adding an Existing Internal Audit Project to an Audit Plan

Last Modified on 05/13/2024 3:55 pm EDT

Overview

Users can use an existing Internal Audit Project when adding an Internal Audit Project to a new Audit Plan.

User Account Requirements

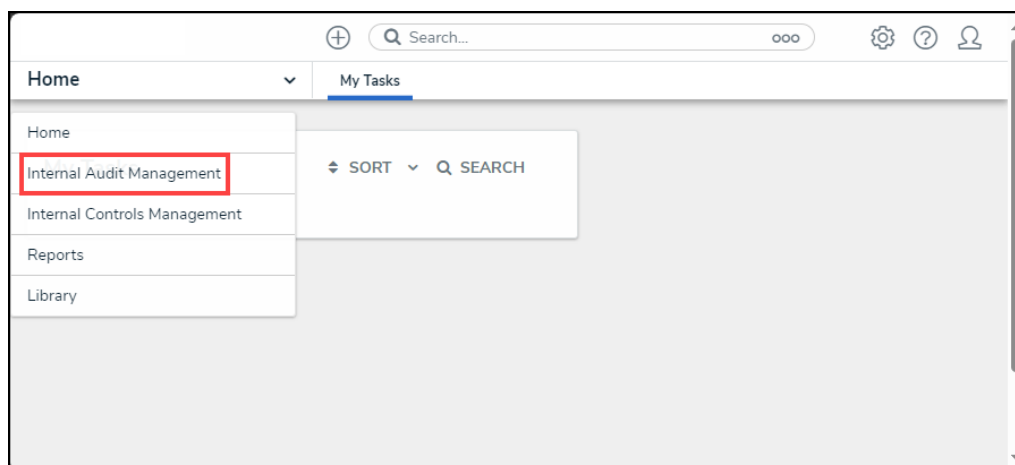
The user account used to log into Resolver must be added to the Internal Audit Team user group.

Related Information/Setup

Please refer to the [Creating an Audit Plan](#) article for further information on creating a new audit plan.

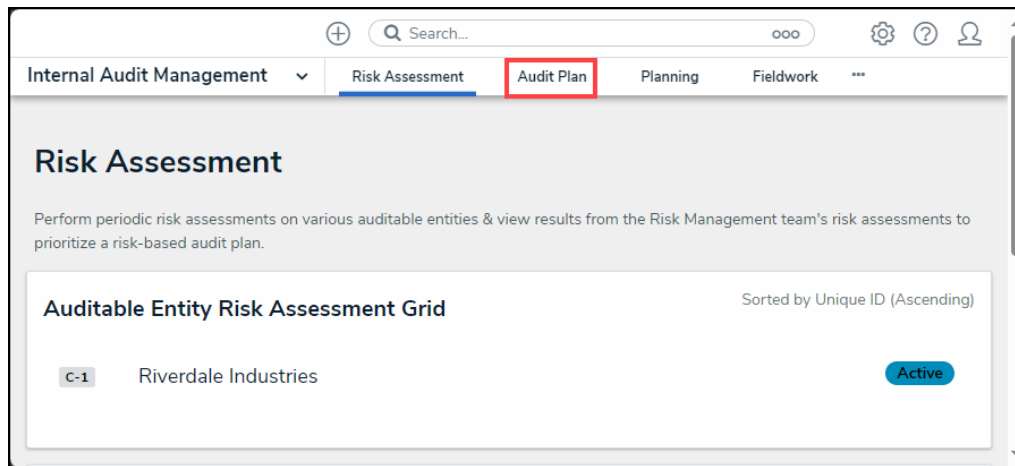
Navigation

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



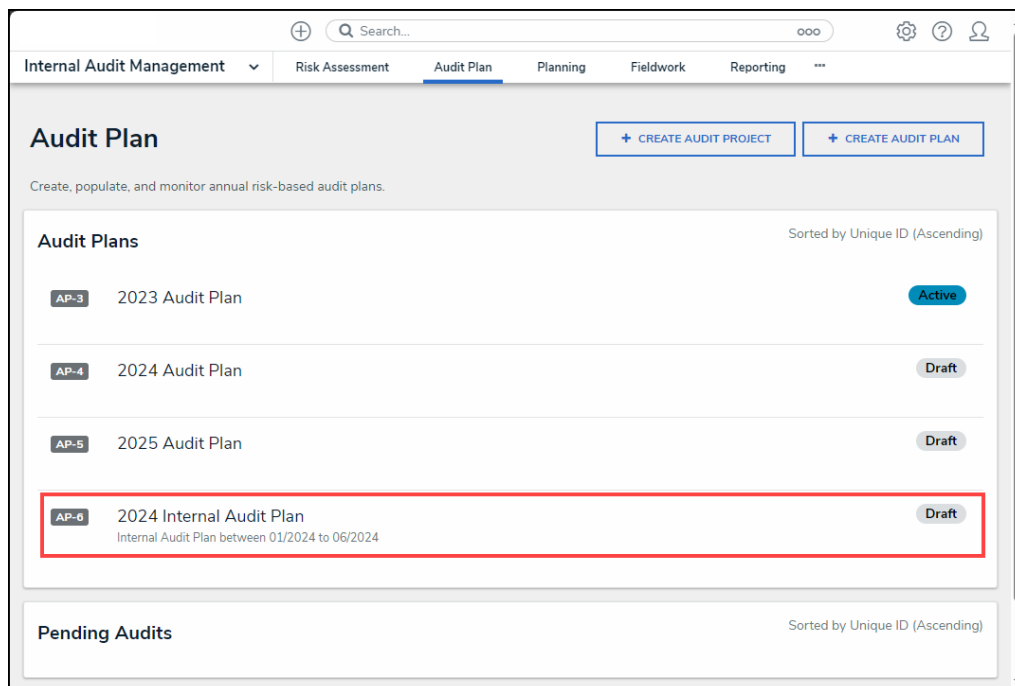
Home Dropdown

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



Audit Plan Tab

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



Draft - Audit Plan

Adding an Existing Internal Audit Project to an Audit Plan

- From the **Audit Plan** screen, click on the **Add Existing Internal Audit Project** link.

2024 Internal Audit Plan AP-6 DRAFT

Audit Plan Overview

View all audit projects related to this audit plan and create new audits to add to the plan.

# of Audits in Plan	# Not Started	# In Reporting
0	0	0
	# In Planning	# Complete
	0	0
	# In Fieldwork	% Complete
	0	0%

Internal Audit Project

Unique ID	Name	Planned Quarter	Audit Rating	Workflow State
No data to display				

[ADD EXISTING INTERNAL AUDIT PROJECT](#) [+ CREATE NEW](#)

Add Existing Internal Audit Project Link

- From the **Add Existing Internal Audit Project** pop-up, select an existing Internal Audit Project by clicking on the **+ Add** link next to the Internal Audit Project.

ADD EXISTING INTERNAL AUDIT PROJECT

Start typing to find an existing Internal Audit Project

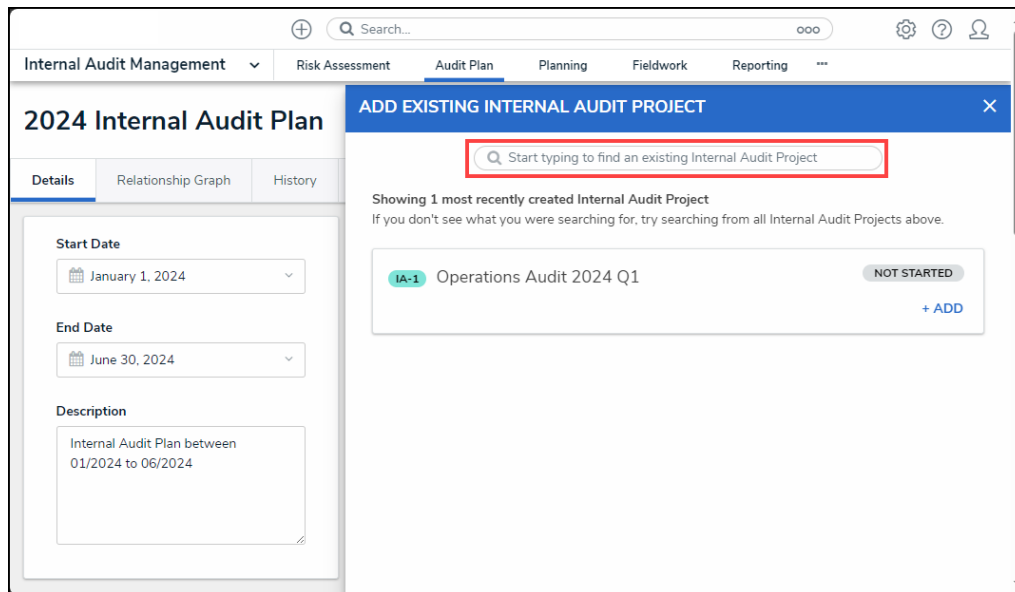
Showing 1 most recently created Internal Audit Project
If you don't see what you were searching for, try searching from all Internal Audit Projects above.

IA-1	Operations Audit 2024 Q1	NOT STARTED
------	--------------------------	-------------

[+ ADD](#)

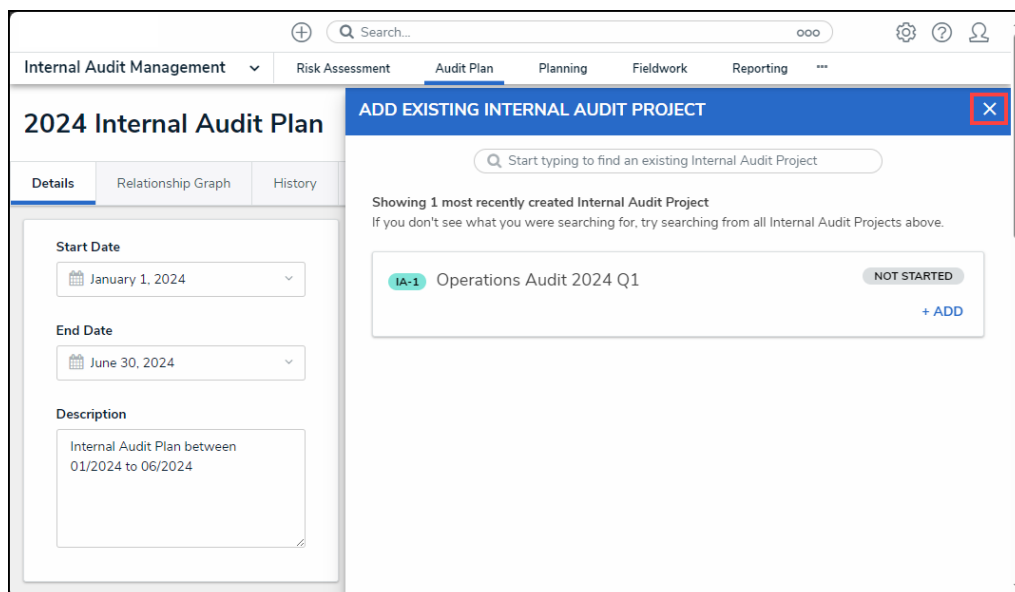
+ Add Link

- (Optional)** Enter a keyword in the **Search** field if you cannot find the Internal Audit Project you are looking for on the most recently create list.



Search Field

- When an Internal Audit Project has been selected, click the **x** icon to close the **Add Existing Internal Audit Project** pop-up and return to the **Audit Plan** screen. The Internal Audit Project will appear in the **Internal Audit Project** table.



X Icon