Viewing an Audit Plan and Status Summary Report

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Overview

The Audit Plan and Status Summary report gives a user insight into an Audit Plan and its attached Internal Audit Projects, including Internal Audit Project statuses, access to individual Internal Audit Projects, and Audit Plan budget status.

User Account Requirements

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

Required Information/Setup

Please refer to the Activating an Audit Plan article for further information on activating an Audit Plan in a Draft state.
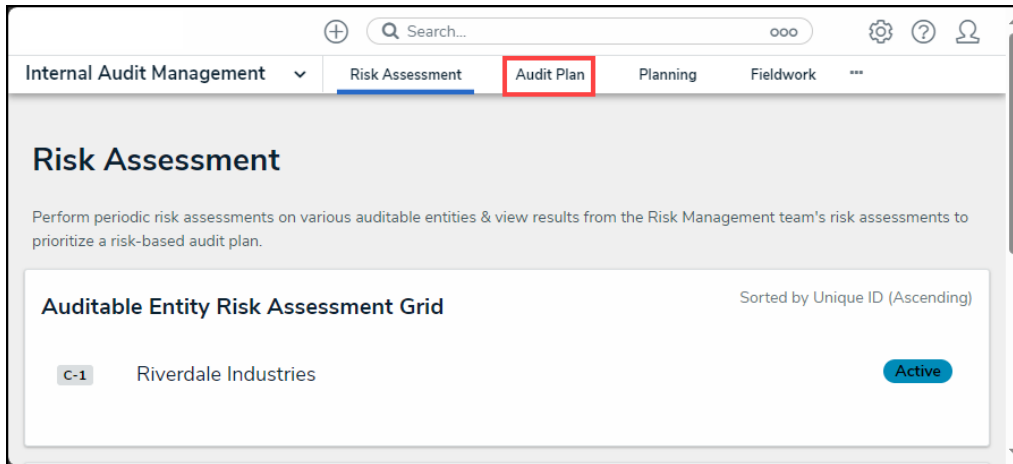
Navigation

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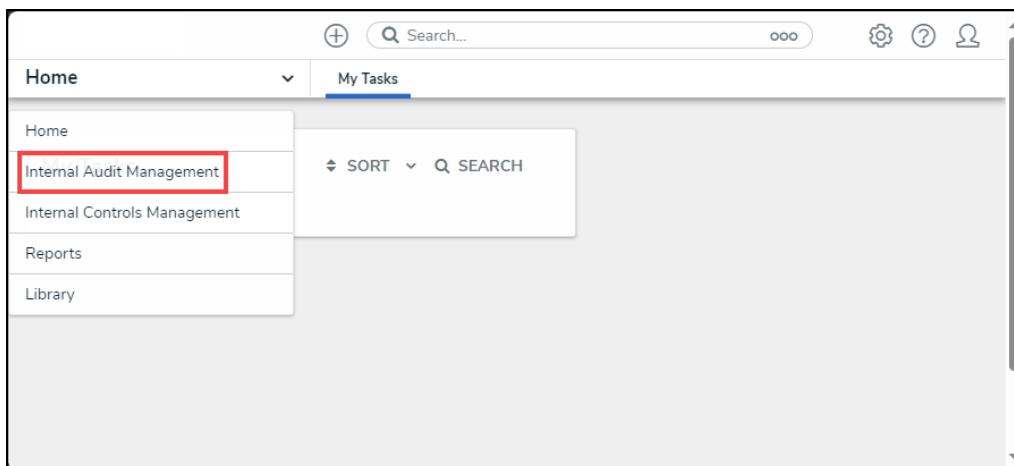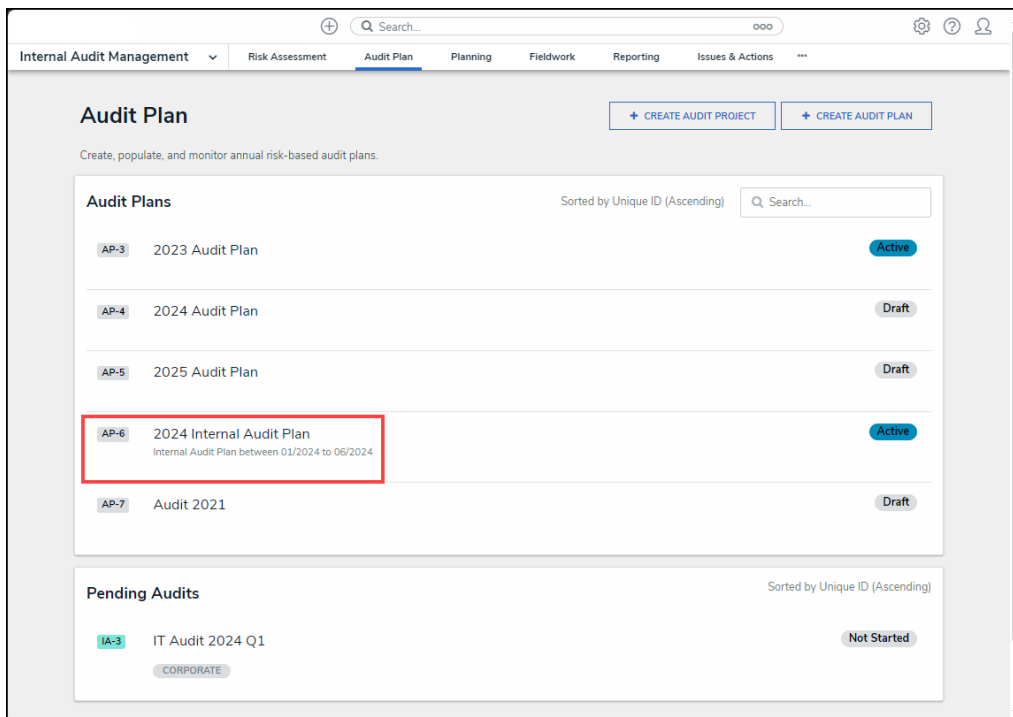

Home Dropdown

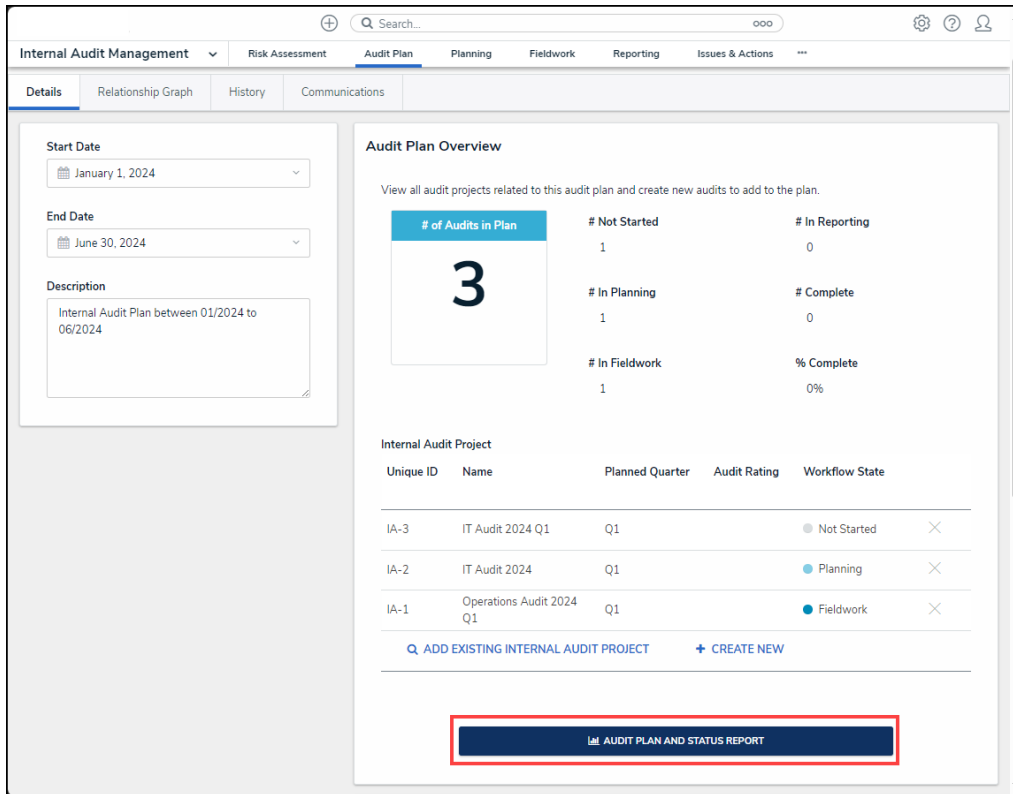2. From the **Risk Assessment** screen, click on the **Audit Plan** tab.

Audit Plan Tab

3. From the ***Audit Plan*** screen, click an **Audit Plan** from on the **Audit Plans** section.
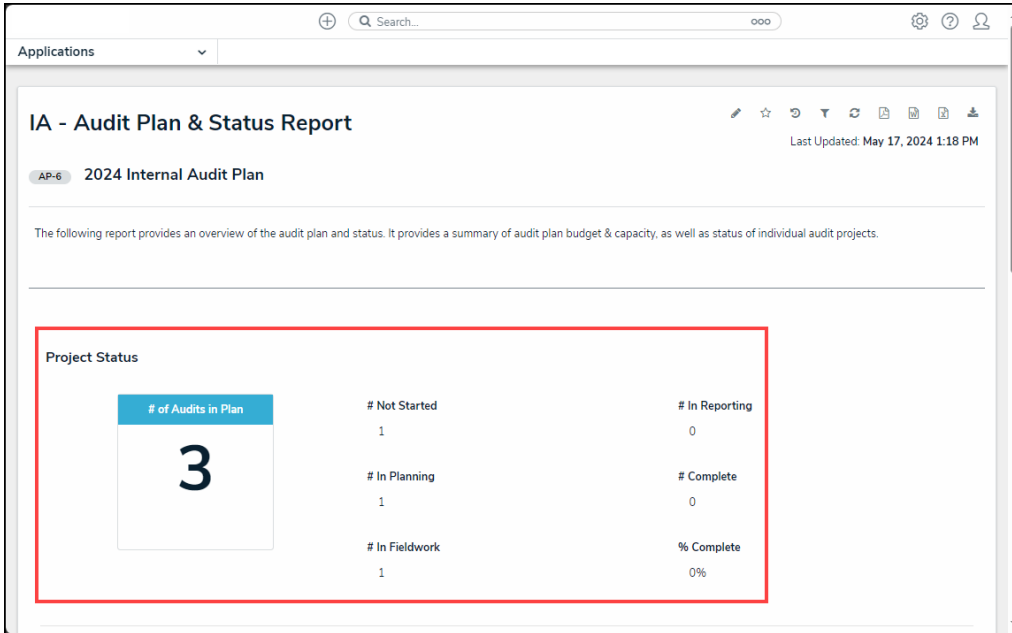

Audit Plan

4. From the ***Audit Plan*** screen, click the **Audit Planand Status Report** button.

Audit Plan and Status Report Button

Viewing an Audit Plan and Status Summary Report

1. From the **Audit Plan & Status Report** screen, the **Project Status** section shows the current status of all Internal Audit Projects connected to the Audit Plan.

   - **# of Audits in Plan**
   - **# Not Started**
   - **# In Planning**
   - **# In Fieldwork**
   - **# In Reporting**
   - **# Complete**
   - **% Complete**
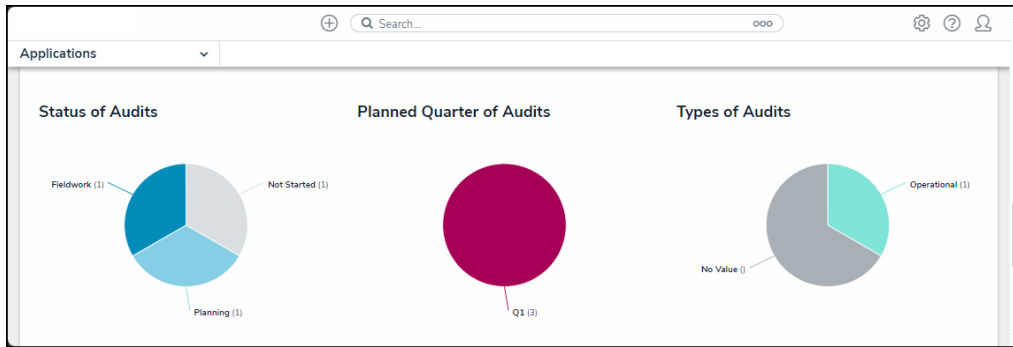
Project Status Section

2. The **Budget Status** section shows the budget information for the Audit Plan.

- **Audit Capacity (Hours):** The number of hours budgeted for the Audit Plan (this includes all Internal Audit Projects connected to the Audit Plan). The Audit Capacity helps to track employee capacity and the number of hours left within an Audit Plan.
- **Total Budgeted Hours:** The total number of hours budgeted for the Audit Plan.
- **Total Actual Hours:** The total number of hours actual hours used to complete the Audit Plan.
- **% of Allocation Capacity:** The percentage of hours that have been allocated to Internal Audit Projects.
- **% of Budget Remaining:** The percentage of budget hours remaining for the Audit Plan.
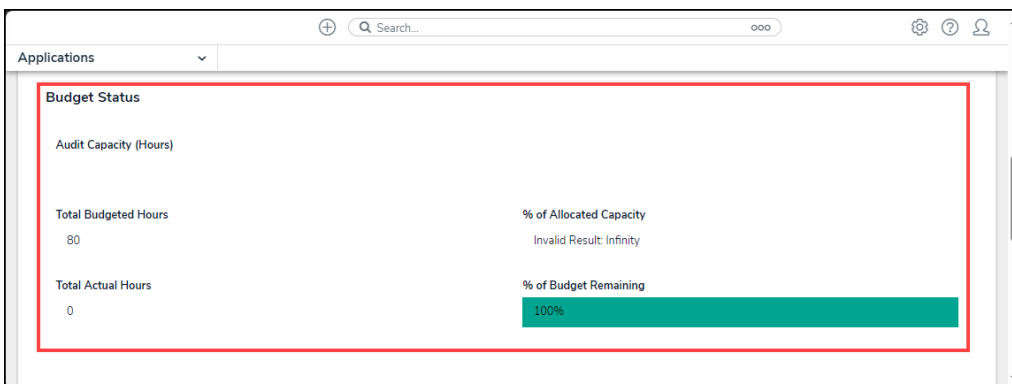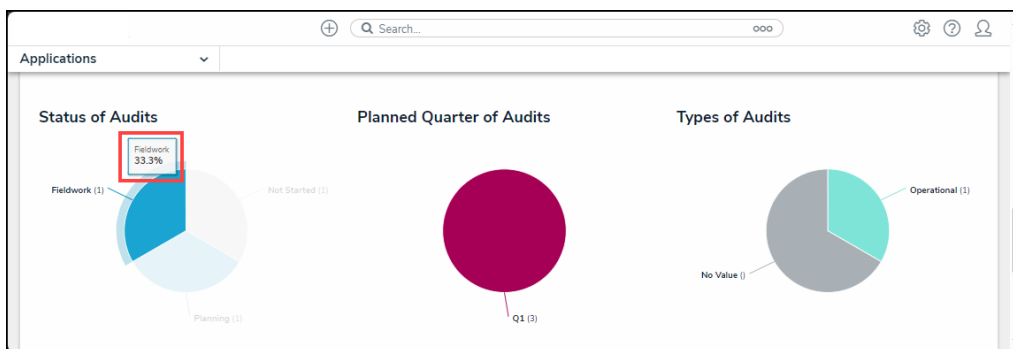

Budget Status Section

3. The **Audit's Status** section shows various pie charts depicting the Audit Status, Planned Quarter of Audits, and Type of Audits.

Audit's Status Section

4. Hovering your cursor over a portion of a pie chart will show the percentage of that portion.

Chart Percentage Pop-up

5. The ***Internal Audit Projects*** table lists all Internal Audit Projects connected to the Audit Plan.

- **Internal Audit Project Name**
- **Internal Audit Project State**
- **Planned Quarter**
- **Audit Type**
- **Internal Audit Lead**
- **Internal Audit Staff**
- **Audit Client**
- **Date of Fieldwork Start**
- **Date of Fieldwork End**
- **Budget Status**

Internal Audit Project Table

6. Click on the Internal Audit Project table to open the **Internal Audit Project** pop-up that lists details, scope, key dates, budget, reports, etc.

Internal Audit Projects Pop-up