Viewing an Audit Corrective Actions Summary Report

Overview

The Audit Committee Summary report displays information on all internal audit projects within an internal audit plan. Users can see Audit Ratings, Issue Priority, Audits Reports Issued in the last quarter, and the status of all internal audit projects within an audit plan.

User Account Requirements

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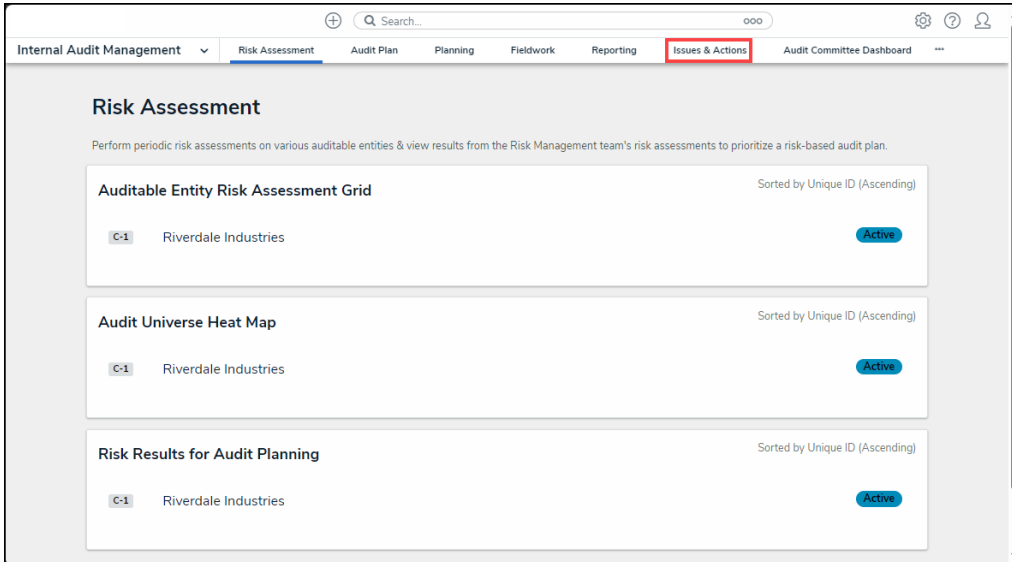
Navigation

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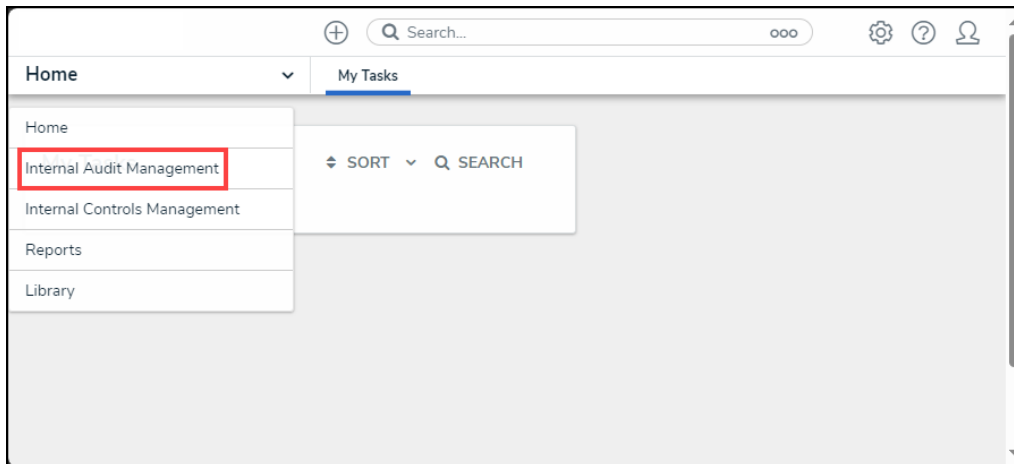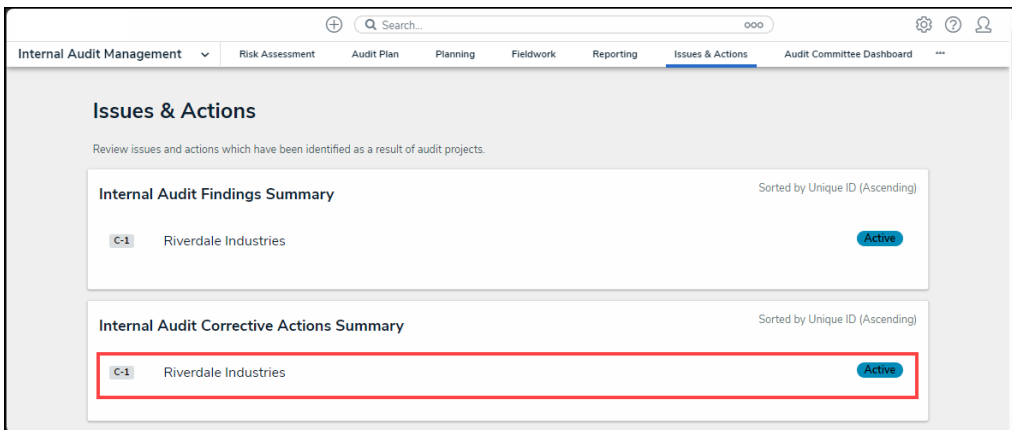

Home Dropdown

2. From the **Risk Assessment** screen, click on the **Issue & Actions** tab.

Issue & Actions Tab

3. From the **Issue & Actions** screen, click a **Business Unit** link on the **Internal Audit Corrective Actions Summary** section.
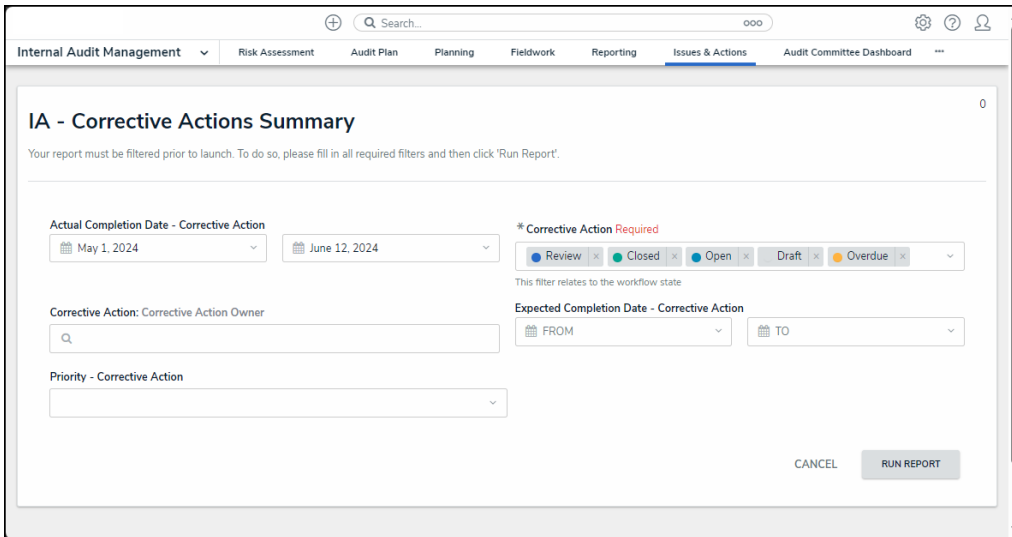

Business Unit Link

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1. From the **Findings Summary** screen, fill out the filter fields to narrow the search results.
   - **Actual Completion Date - Corrective Action:** Enter a date range for when the corrective action was completed.
     - **From:** Enter the from date, creating the start date for the range.
     - **To:** Enter the to date, creating the end date for the range.
   - **Corrective Action - Corrective Action Owner:** Enter a user or user group name and select the user or user group responsible for the corrective action.
   - **Priority - Corrective Action:** Select a corrective action priority from the dropdown menu (e.g., Low, Medium, or High).

- **Corrective Action:** Select a corrective action status type from the dropdown menu to include corrective actions with the selected status type(s) (e.g., draft, complete, etc.).
- **Expected Completion Date - Corrective Action:** Enter a date range for the corrective action's expected completion date.
    - **From:** Enter the from date, creating the start date for the range.
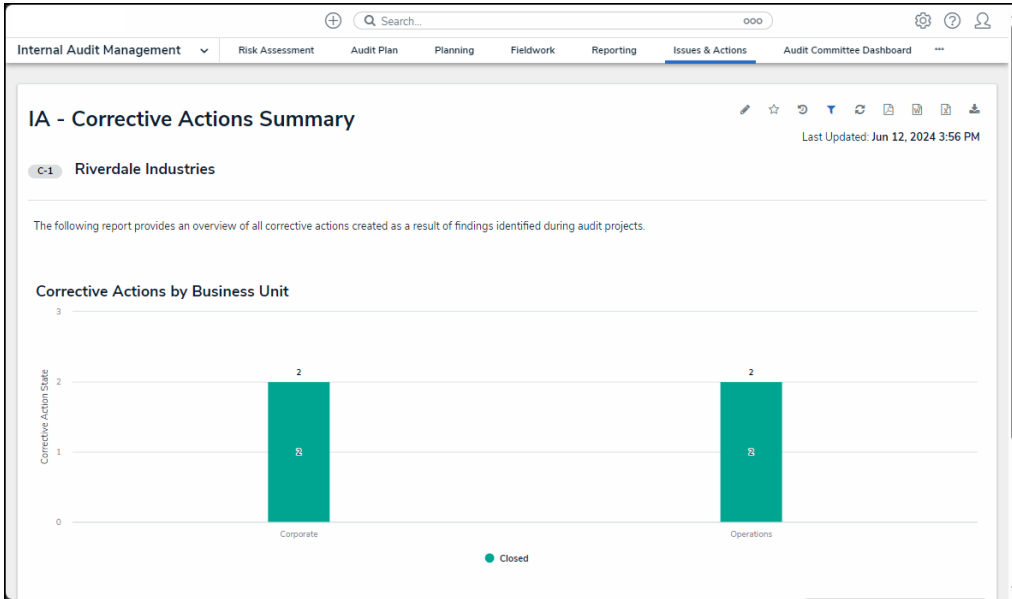   - **To:** Enter the to date, creating the end date for the range.

Findings Summary Filter Fields

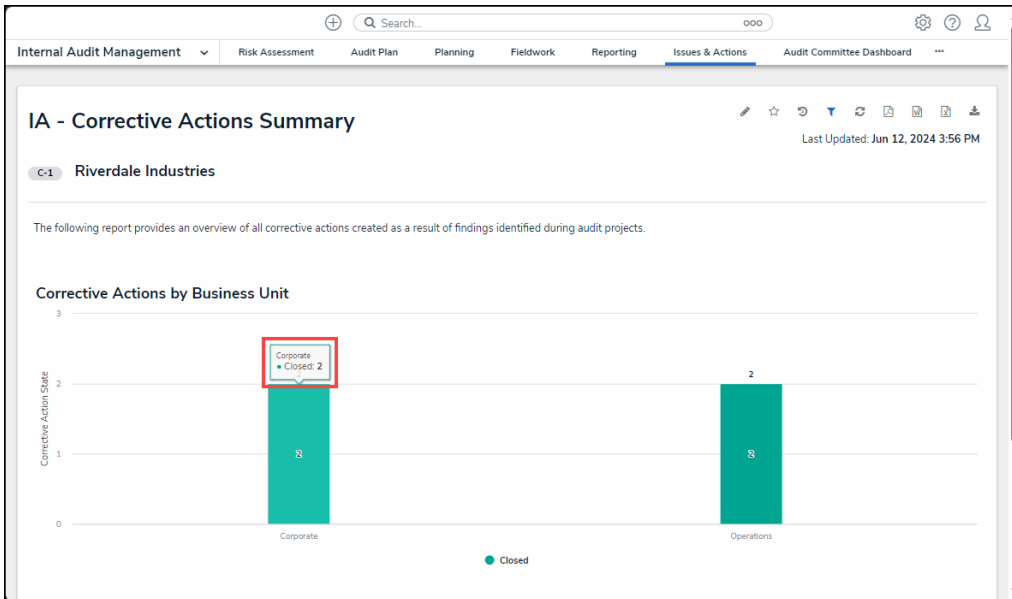2. Click the **Run Report** button to generate the report based on the filter field values.
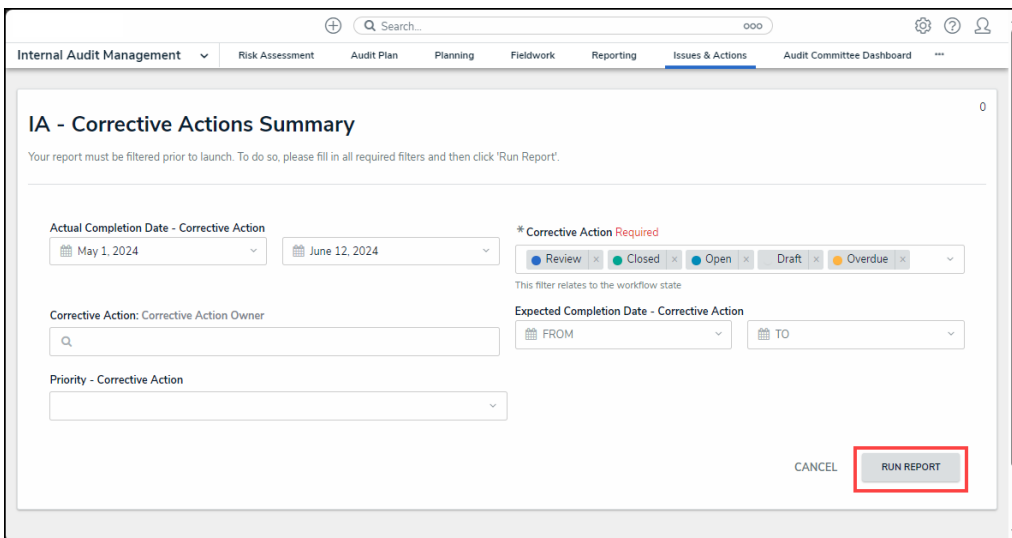
Run Report Button

3. The **Findings by Business Unit** graph shows the status of all corrective actions for the selected business unit.

Findings by Business Unit Graph

4. Hover the cursor over a bar graph to see the corrective action's type, status, and number of issues in that status.

Bar Graph Hover Over

5. The **Corrective Actions** table displays all corrective actions for the selected business unit.

Corrective Action Unique ID	Corrective Action Name	Corrective Action Description	Corrective Action Owner	Expected Completion Date	Actual Completion Date	Priority	Corrective Action State
CA-6	Action Plan 006	Regular Internal Communications		May 1, 2024	May 1, 2024	Medium	● Closed
CA-3	Action Plan 003	Segregation of Duties Policy Development	Internal Controls First Line Users (Limited User)	June 12, 2024	June 5, 2024	Medium	● Closed

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6. Click a **Corrective Actions** link for more detailed information and to move an issue through the stages from draft to complete.

Corrective Actions Link