

AUDIT ACTIVITY PROCESSES

Related Product Video:

https://www.youtube.com/watch?v=6k1lb_lCw3k

PRELIMINARY WORK

1. In the Inbox section, select Preliminary Work for Process Audit Activity.

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auditrunner	Task Name	\$	Deadline	e 🌲		Folder	¢	#\$! ≑
 Activity Stream Inbox 	O Preliminary Work for Investigation Activity Please complete the preliminary work for Investigation activity.				Intern	al Audit	204	42 🔿	2
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Internal Audit Parameters Report Archive	Preliminary Work for Process Audit Activity Please complete the preliminary work for Process Audit activity.				Intern	al Audit	224	42 📀	10
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2. In the *General Information* section, first name the *Activity Subject*. Then, fill in the *Introduction* and *Methodology* fields.

m working in test mode, all next work items will	be redirected to you for easier testing.		
	Preliminary Work f	for Process Audit Activity	2213
Preliminary Work			a day ago
Preliminary Work			
General Information			
Arthebu Subject			
Process Audit Activity			
Introduction		Methodology	_
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Report No	Activity Type		
2022/2	Process Audit		



3. In the Activity Scope section, fill in Audit Objective and Audit Scope fields.

Report No	Activity Type	
2022/3	Process Audit	
Activity Scope		
Department		Process Audit Significance Previous Report
 Logistica Global - Financial Reporting 		Receipts Very High
Audit Objective		Audit Scope
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Check List		
Number Question		Control
1 No evidence of cross contamination		
2 Test 2		

4. In the *Check List* section, select the proper boxes under the *Control* headline for the current audit activity.

Check List	
Number Question	Control
1 No evidence of cross contamination	8
2 Test 2	8
3 Test 3	8
4 Test 4	8
5 Test 5	8
6 Test 6	8
7 Test 7	8
8 Tast 8	
10 Test 10	-
» RCM Library	
Risk - Control Matrix	
Plan Risk	
Receipts Possible Risks	Ĥ



5. In the *Risk-Control Matrix* section, enter the possible risks by clicking +Add New button. Expand the area by clicking the arrow under the *Plan* header. Next, fill in the *Control Definition* field. If you want to add a test, click the + Add New Test button, name the Test Title and fill in the Test Steps & Details field.

Plan Risk				
Receipts			Û	
Risk	Auditor	State	Finding	
Possible Risks	🗏 Berk Senoglu	Waiting	No	
Control Definition				
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"Quis autem vel eum iure reprehenderit qui in ea voluptate Tests	velit esse quam nihil molestiae consequatur, vel illum qui d	ilorem eum fugiat quo volup	atas nulla pariatur?" //	
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6. In the Audit Team section, select the Auditor(s) and Cap Auditor(s).

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+ Add New Test							D 9
扉 Delete						-	
+ Add New Control							
+ Add New						_	
udit Team						_	
You can only select members	of the "Internal Audit" group here						
Auditor			Cap Auditor				
Berk Senoglu		\$					
+ Add New							
Annual Audit Plan		Cap Auditor's Scl	nedule Forecas	st			
Planned Start Date	Planned End Date	Stage	Start Date	End Date	Work Day		
3/10/2021	3/24/2021	Preliminary Work		m	(Empty)		
Work Day		Stage	Start Date	End Date	Work Day		
4.11		Field Work	m Date		(Empty)		
Ø 11							
Ø 11		Stage	Start Date	End Date	Work Day		



7. In the *Annual Audit Plan* section, enter the each *Start Date* and *End Date* for the current audit activity. Then, in the *Files* section, add any related file by clicking *+Add New*.

Annual Audit Plan			Cap Auditor's Sch	edule Forecast		
Planned Start Date	Planned End Date		Stage	Start Date	End Date	Work Day
3/8/2021	3/12/2021		Preliminary Work	m 03/08/2021	103/09/2021	2
Work Day			Stage	Start Date	End Date	Work Day
<i>₽</i> 5			Field Work	iii 03/09/2021	m 03/11/2021	3
			Stage	Start Date	End Date	Work Day
			Report Preparation	m 03/11/2021	m 03/12/2021	2
File						
(Empty) 🛓 Select File		8 +				
+ Add New						
Audit Announcement Distributi	on List					
 No item found on this list. 						
+ Add New			-			
<>> XML Copy						
0.10						

8. In the *Audit Announcement Distribution List* section, share the audit activity with those who need to see by clicking *+Add New*.

Precently Used Organization Q Search Results	Stage	Start Date	End Date	Work Day
- 🗑 Internal Audit	Field Work	m 03/09/2021	m 03/11/2021	3
+ 🚨 James Hammond	Stage	Start Date	End Date	Work Day
+ 🙀 Ozgur Hamurcu	Report Preparation	m 03/11/2021	m 03/12/2021	2
+ 1 Richard May + 1 Yigit Taka + 12 Internal Audit Group Mgmt		Total Work	Day :7	
	ê +			
¥ Close	8 +			
+ Add New 				



9. Click *Proceed* to finish *Preliminary Work* part.

s work item working in test m	iode, all next work	citems will b	e ri			•	Yes X Car	ncel											
					Pre	elimin	ary Work fo	or Proce	ss Aud	it Activit	y								2220 a day ago
Preliminary Work																			
Preliminary W	ork																		
General Inform	nation																		
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Activity																			
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Report No					Activity Ty	/pe													
2022/3					Process A	udit													
Activity Scope																			

OPENING MEETING

1. In the *Opening Meeting* part, fill in all the required fields to arrange an opening meeting for the current audit activity. Then, click *Proceed* to move forward.

it Mode ork item working in test mode, all next work items will be n		✓ Yes 🗙 Can	icel			
		Opening Meeting for Pro	ocess Audit Act	ivity - Activity		2220 a day ago
Preliminary Work Opening Meeting						
Opening Meeting						
Meeting Information						
Activity Start - End Dates:		Meeting Date		Meeting Place		
3/8/2021 / 3/12/2021		m 03/11/2021 12:00 am		A Meeting Roo	m	
Participants		CC - To be informed			Contact Persons	
🛔 Berk Senoglu	ŧ	🎂 Yigit Taka		Ê	🎄 Berk Senoglu	÷
🛔 Ozgur Hamurcu	ŧ	+ Add New			+ Add New	
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Meeting Minutes			Department's R	equests		
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FIELDWORK

1. To complete the Fieldwork section, go to *All Waiting* and select the required activity from there.

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auditrunner		Task Name	¢	Started At	Deadling	ne ≑ Folder	\$ #	¢		*	•
Activity Stream	\sim	Manage Fieldwork of Investigation Activity - Process Audit Activity				Interna	1		Filter		
A Important	0	Fieldwork tasks are assigned to auditors. Please complete the fieldwork of investigation activity "Process Audit Activity".	n	a minute ago)	Audit	22060	9	O Clos	ing Me	eeting Reports (3)
I Waiting	\cap	Fieldwork of Investigation Activity - Process Audit Activity		a minute ago		Interna	2557	0	O Field Proces	lwork 5 Audi	of Investigation Activity - t Activity (1)
n Followed	\cup	Please complete the fieldwork of Investigation activity "Process Audit Activity".		a minute ago	,	Audit	25571		O Mar	age Fi	eldwork of Investigation
Completed	Ο	Opening Meeting Minutes		4 minutes ag	0	Interna Audit	2555	Ð	O Ope	ning N	Neeting Minutes (3)
mi My Calendar	-	Please tiltk for Addit Opening Meeting Report.				Audit			O Prel	minar	y Work for Process Audit
All Folders> Internal Audit	0	Opening Meeting Minutes Please click for Audit Opening Meeting Report.		4 minutes ag	0	Interna Audit	2554 (Ð	Activity	(2)	
Parameters	\bigcirc	Opening Meeting Minutes		4 minutes ag	0	Interna	2552	D			
Report Archive		Please click for Audit Opening Meeting Report.				Audit					
F Market	0	Preliminary Work for Process Audit Activity Please complete the preliminary work for Process Audit activity.		19 minutes a	go	Interna Audit	2551 (Ð			
	0	Preliminary Work for Process Audit Activity Please complete the preliminary work for Process Audit activity.		27 minutes a	go	Interna Audit	2546	Ð			
	0	Closing Meeting Reports Please click for Audit Closing Meeting Report.		35 minutes a	go	Interna Audit	2541 (Ð			
	0	Closing Meeting Reports Please click for Audit Closing Meeting Report.		35 minutes a	go	Interna Audit	2540	Ð			
	0	Closing Meeting Reports Please click for Audit Closing Meeting Report.	_	35 minutes a	go	Interna Audit	2539	Ð	_		

2. In the Control section, select the appropriate ones from the *Objective, Criticality, Function, IT Dependency and Frequency* options.

Dbjective		Criticality		Function			IT	Dependency		Frequency				
Reporting	\$	Standart Co	ontrol \$	Directive			\$ A	Automatic	¢	Monthly		¢	Berk Sepoglu has s	tarted a n
Control Owners Owner A Berk Senoglu												â	Fieldwork of Invest Activity - Process A process. 10 minutes ago > All	igation udit Activit Participants
+ Add New Fests					1								Berk Senoglu has s Fieldwork of Invest Activity - Process A process. 10 minutes ago > All	tarted a ne igation udit Activit Participants
Test Title														
∂ Test #1														
Test Steps & Details						W	Vorkpa	apers						
Apply test details						F	File							
						1	C) (Em	Select File			Ê	Ĥ		
						h.	+ A	dd File						
Test Location Test Me	thod		Population Size		Sa	ample Size			Are th	ere findings?				
Headquarters \$ Interview	w	\$	ar 1		6	<i>₽</i> 6			Yes		\$			
A Add Mary Tank														
+ Add New Test														



3. First, choose the *Control Owner*. Then, in the *Tests* section, Test Location, Test Method, Population Size, Sample Size, and Are there any findings? Select the appropriate ones from the options.

Objective	C	Iriticality		Function			IT De	pendency		Frequency				
Please Select	¢	Please Selec	ct \$	Please Selec	t		Plea	se Select	\$	Please Select		\$		
Control Owners Owner & Berk Senoglu												ŧ	-	Berk Senoglu has started a Fieldwork of Investigation Activity - Process Audit Act process. 3 minutes ago > All Participan
+ Add New													-	Berk Senoglu has started a Fieldwork of Investigation Activity - Process Audit Act process. 3 minutes ago > All Participan
Test Title														
Test Steps & Details						V	Vorkpape	rs						
Apply test details						1	File							
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Test Location Test I	Method		Population Size			Sample Size		_	Are th	ere findings?				
Headquarters \$ Inter	view	¢	<i>ø</i> 1			<i>s</i> 6			Yes		\$			
+ Add New Test														
T Add New Test														

4. Go to Findings, and a new Finding by clicking +Add New Finding.

est Mode work item working in test mode, all next work items v	ill be redirected to you for easier testing.			<u> </u>
	Fieldwork of Investigation Activity - Process Aud	lit Activity	2557 6 minutes ago	Berk Senoglu has started a ne Fieldwork of Investigation Activity - Process Audit Activit
eliminary Work Opening Meeting Fieldwork Note	S			6 minutes ago > All Participants
ontrols Findings indings				Berk Senoglu has started a nu Fieldwork of Investigation Activity - Process Audit Activit process. 6 minutes ago > All Participants
Finding			_	
Finding Type	Associated Tests			
Please select	Image: Second			
Finding Summary	+ Add New Test Finding Description	Criteria		
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5. Fill in all the requires fields.

Finding				
Finding Type	Associated Tests			
Operational	♦ Test			Berk Senoglu has started a ne
	Test #1	\$	Ĥ	Fieldwork of Investigation Activity - Process Audit Activity
	+ Add New Test			process. 8 minutes ago > All Participants
Finding Summary	Finding Description	Criteria		Berk Senoglu has started a ne
¶ B / U S 🖋 🗮 🖼	¶ B / U S 🖌 🗮 🖬	¶ B / U S 🖋 🗮 🖬		Activity - Process Audit Activit process.
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+ Add New Action Owner				
Impact Type Impact Score	Likelihood Score Risk Rating	Risk Class		
Operational \$	¢ 3 ¢ High - 12	Operational \$		
Root Cause	Recommendations	Potential Risks & Effects		

6. Click *Complete* to proceed.

		Are you s	ure you want to se	lect the action Complete ?					
est Mode work item working in test mode	e, all next work	items will be n	,	✓ Yes 🗙 Cancel					Ľ
		Fieldwork of I	nvestigation A	ctivity - Process Audit	Activity		2557 13 minutes ago	1	Berk Senoglu has started a n Fieldwork of Investigation Activity - Process Audit Activi
eliminary Work Opening Meet	ing Fieldwor	< Notes							process. 13 minutes ago > All Participant
ontrols Findings								-	Berk Senoglu has started a n Fieldwork of Investigation Activity - Process Audit Activit process.
Risk				Auditor	State		Finding		is minutes ago i ni i an acipante
Possible Risks			\$	Berk Senoglu	In Progress	5	Yes		
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Objective		Criticality	Function		IT Dependency	Frequency	li.		
Objective	¢	Criticality Standart Control	Function		T Dependency Automatic	Frequency Monthly	<i>li.</i>		
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Objective Reporting Control Owners Owner	¢	Criticality Standart Control	Function		IT Dependency Automatic	Frequency Monthly	<i>ll.</i> ♦		



7. In the All Waiting section, select the *Manage Fieldwork of Investigation Activity - Process Audit Activity*.

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auditrunner		Task Name	\$	Started At	Deadline	Folder 🖨	; #	•		₩	•
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X All Waiting	\frown	Opening Meeting Minutes				Internal		3	O N Activ	lanag vity -	ge Fieldwork of Investigation Process Audit Activity (1)
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N All	\sim	Please click for Audit Opening Meeting Report.			0	Audit		ĺ	neun	ity (2	c)
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	\circ	Closing Meeting Reports		an hour ago		Internal	2541 0				
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	Ο	Closing Meeting Reports Please click for Audit Closing Meeting Report.		an hour ago		Internal Audit	2539 0				
	Ο	Opening Meeting Minutes Please click for Audit Opening Meeting Report.		an hour ago		Internal Audit	2537 0				

8. In the *Fieldwork* part, the system shows each auditor's individual *Activities* and *Findings* for the current audit activity. Click *Complete Fieldwork* to go to the next part.

Test Mode	to the state of the set			Ves X Cancel		Ľ %
s work item working	in test mode, all	next work items will be	redirected to you for easi			
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reliminary Work O	pening Meeting	Fieldwork				
uditors						
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Activities						
Select	Reviewed	Process	Control	Auditor Stat	te Finding	
▼		All Processes	P "Quis autem vel eum iure reprehenderit qui i	n ea 🎴 Berk Senoglu 💠 Con	npleted Yes	
> XML 🖪 Copy						



CLOSING MEETING

1. In the *Closing Meeting* part, fill in all the required fields to arrange a closing meeting for the current audit activity.

		Closing Meeting for Process	Audit Activity - Activit	у	2220 a day ago
Preliminary Work Opening Meeting Fieldwo	rk Closing Meeting	Audit Report			
Closing Meeting					
Meeting Information					
Activity Start - End Dates:		Meeting Date	Meeting Place	e	
3/8/2021 / 3/12/2021		m 03/12/2021 12:00 am		loom	
Participants		CC - To be informed		Contact Persons	
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🋔 Berk Senoglu	8	+ Add New		+ Add New	
+ Add New					
No item found on this list.					
Cap Auditor's Remarks					

2. Fill in Cap Auditor's Remarks, General Opinion and Report Info fields.

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General Opinion			
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ut aliquip ex ea commodo consequat. Du qui officia deserunt mollit anim id est lab	ir adipiscing eit, sed do eiusmod tempor incididuit ut labore et doi uis aute irure dolor in reprehenderit in voluptate velit esse cillum do xorum."	lore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris ni olore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culp	Da
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Add general opinion to the report Report Info	ir adipiscing eilt, sed do euismod tempor incidiadunt ut labore et doi uis aute irure dolor in reprehenderit in voluptate velit esse cillum dr porum."	lore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris n olore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culp Subject	pa
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3. Click *Proceed* to finish *Closing Meeting* part.

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AUDIT REPORT

1. In the *Audit Report* part, write an *Overview* for the current audit activity. Then, if any, add a *Draft Audit* Report (optional).

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PRIVATE NOTES

1. If any, add Private Notes by clicking +Add New.

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2. By clicking *Approve,* finalize the audit activity.

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3. Distribution can be done both internally and externally. In the *Internal Distribution List*, select the Person. After clicking the box next to "*Would you like to distribute the report by e-mail as well?*", fill in the required fields that appear at the bottom of the screen.

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4. Share the Audit Report by clicking Distribute Report.

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