

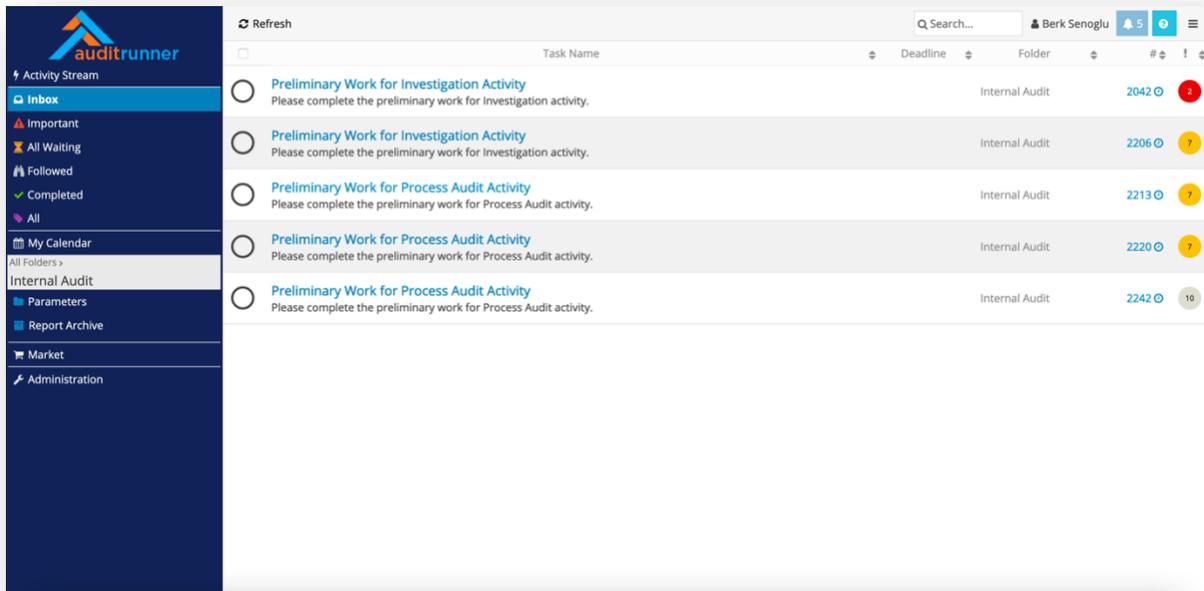
AUDIT ACTIVITY PROCESSES

Related Product Video:

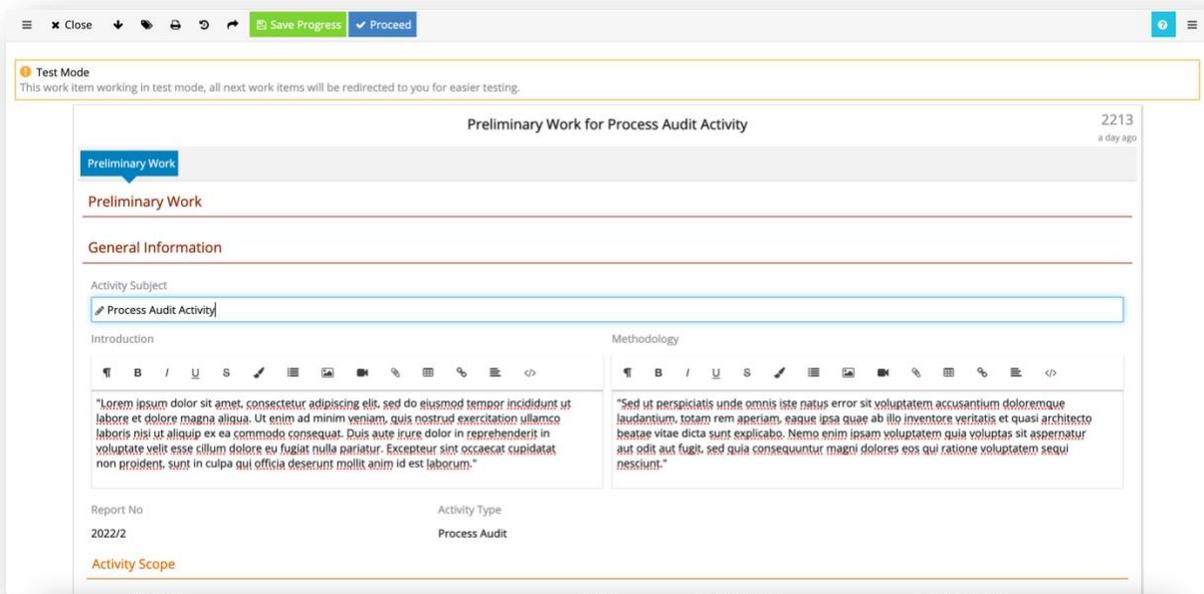
https://www.youtube.com/watch?v=6k1lb_ICw3k

PRELIMINARY WORK

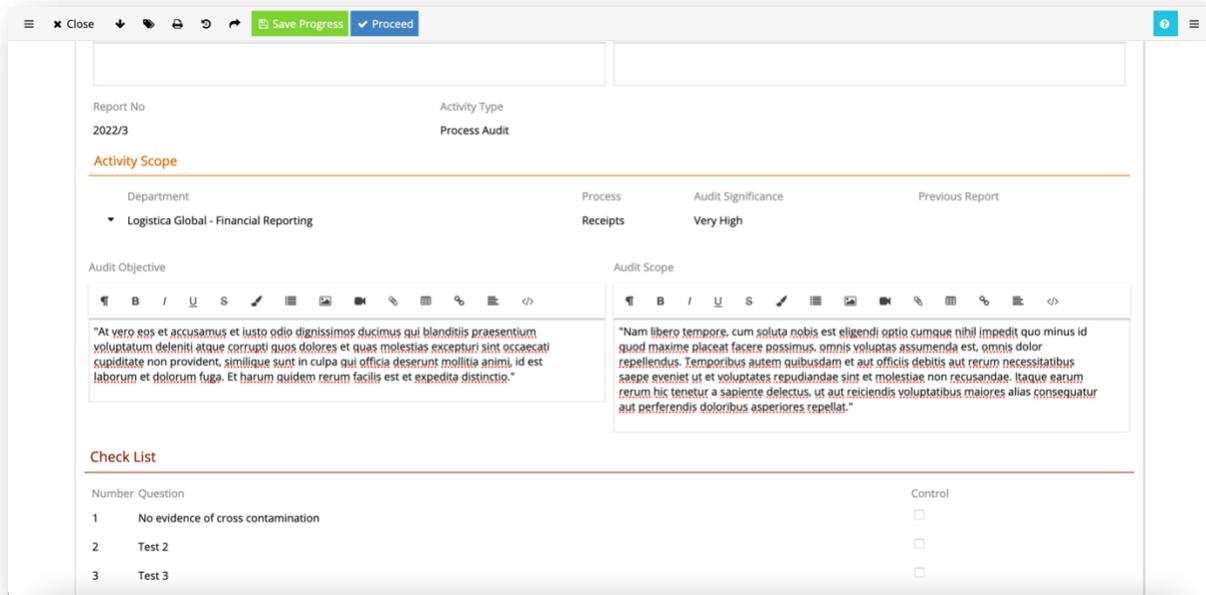
1. In the *Inbox* section, select *Preliminary Work for Process Audit Activity*.



2. In the *General Information* section, first name the *Activity Subject*. Then, fill in the *Introduction* and *Methodology* fields.



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



Report No: 2022/3
Activity Type: Process Audit

Activity Scope

Department: Logistica Global - Financial Reporting
Process: Receipts
Audit Significance: Very High
Previous Report:

Audit Objective

"At vero eos et accusamus et iusto odio dignissimos ducimus qui blanditiis praesentium voluptatum deleniti atque corrupti quos dolores et quas molestias excepturi sint occaecati cupiditate non provident, similique sunt in culpa qui officia deserunt mollitia animi, id est laborum et dolorum fuga. Et harum quidem rerum facilis est et expedita distinctio."

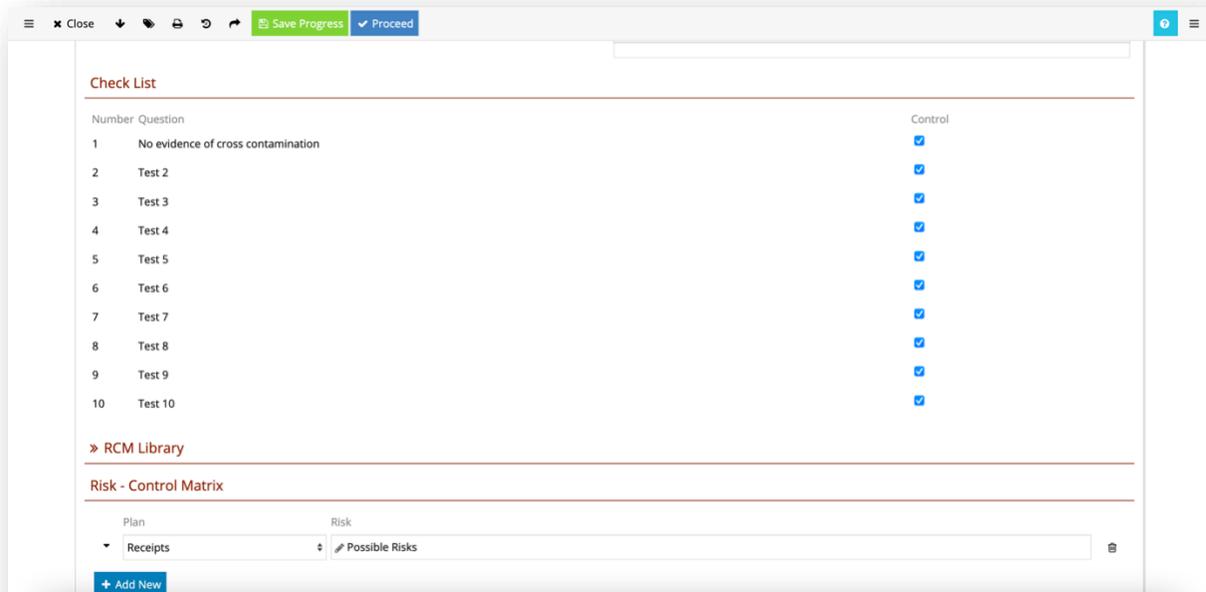
Audit Scope

"Nam libero tempore, cum soluta nobis est eligendi optio cumque nihil impedit quo minus id quod maxime placeat facere possimus, omnis voluptas assumenda est, omnis dolor repellendus. Temporibus autem quibusdam et aut officiis debitis aut rerum necessitatibus saepe eveniet ut et voluptates repudiandae sint et molestiae non recusandae. Itaque earum rerum hic tenetur a sapiente delectus, ut aut reiciendis voluptatibus maiores alias consequatur aut perferendis doloribus asperiores repellat."

Check List

| Number | Question | Control |
|--------|------------------------------------|--------------------------|
| 1 | No evidence of cross contamination | <input type="checkbox"/> |
| 2 | Test 2 | <input type="checkbox"/> |
| 3 | Test 3 | <input type="checkbox"/> |

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 | <input checked="" type="checkbox"/> |
| 2 | Test 2 | <input checked="" type="checkbox"/> |
| 3 | Test 3 | <input checked="" type="checkbox"/> |
| 4 | Test 4 | <input checked="" type="checkbox"/> |
| 5 | Test 5 | <input checked="" type="checkbox"/> |
| 6 | Test 6 | <input checked="" type="checkbox"/> |
| 7 | Test 7 | <input checked="" type="checkbox"/> |
| 8 | Test 8 | <input checked="" type="checkbox"/> |
| 9 | Test 9 | <input checked="" type="checkbox"/> |
| 10 | Test 10 | <input checked="" type="checkbox"/> |

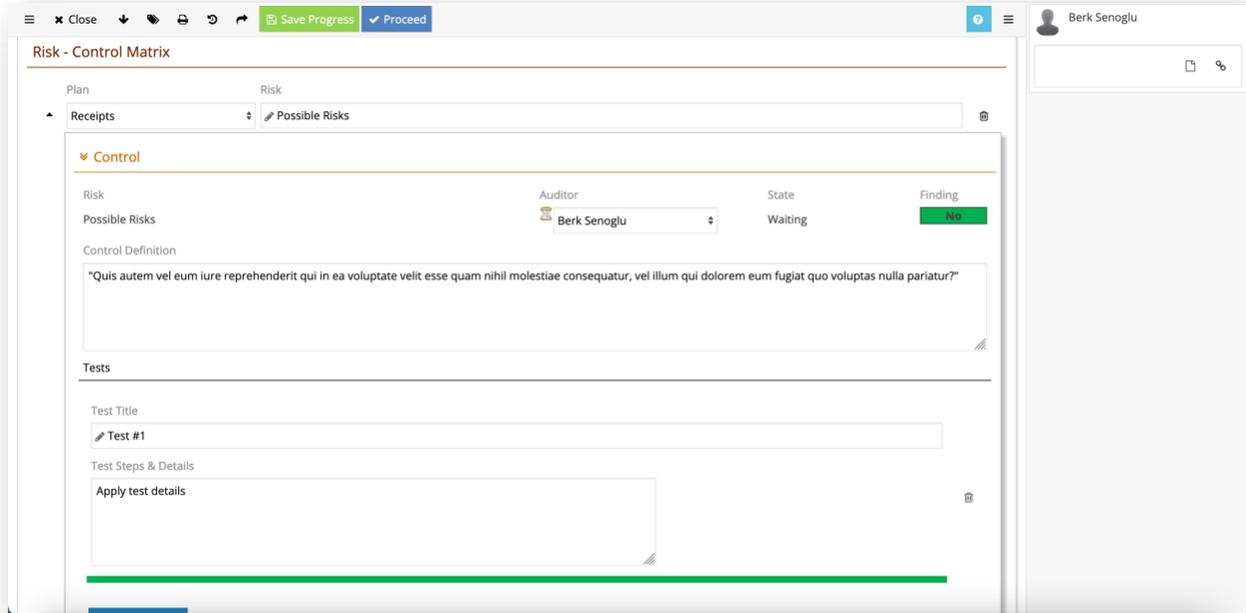
» RCM Library

Risk - Control Matrix

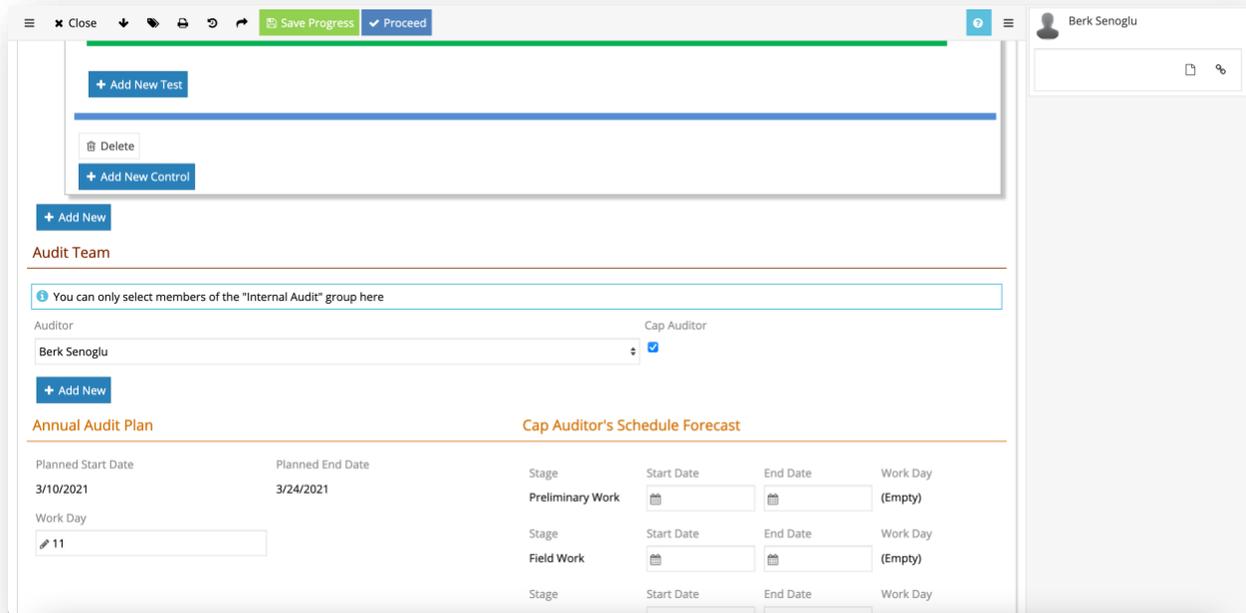
Plan: Receipts
Risk: Possible Risks

+ Add New

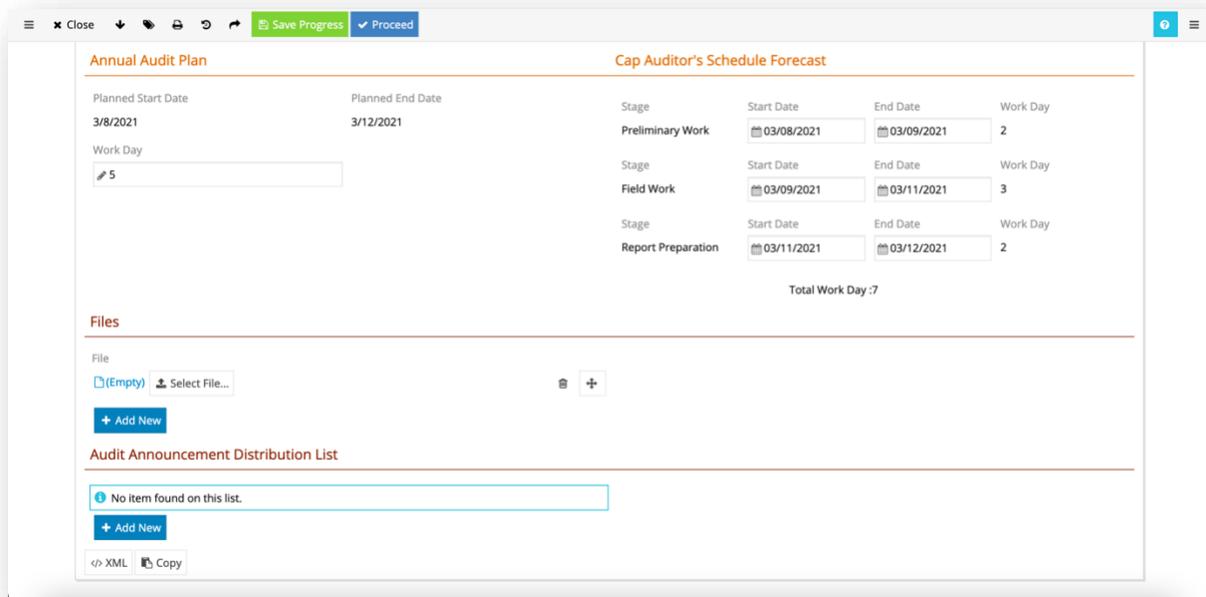
- In the *Risk-Control Matrix* section, enter the possible risks by clicking *+Add New button*. Expand the area by clicking the arrow under the *Plan* header. Next, fill in the *Control Definition* field. If you want to add a test, click the *+ Add New Test* button, name the *Test Title* and fill in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



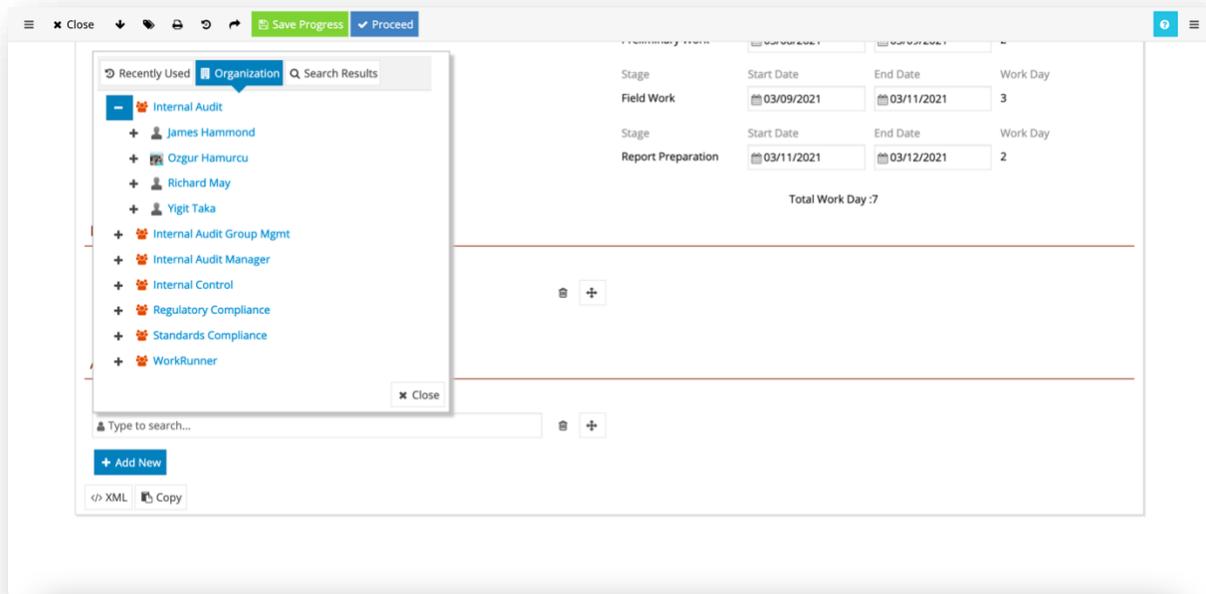
- In the *Audit Team* section, select the *Auditor(s)* and *Cap Auditor(s)*.



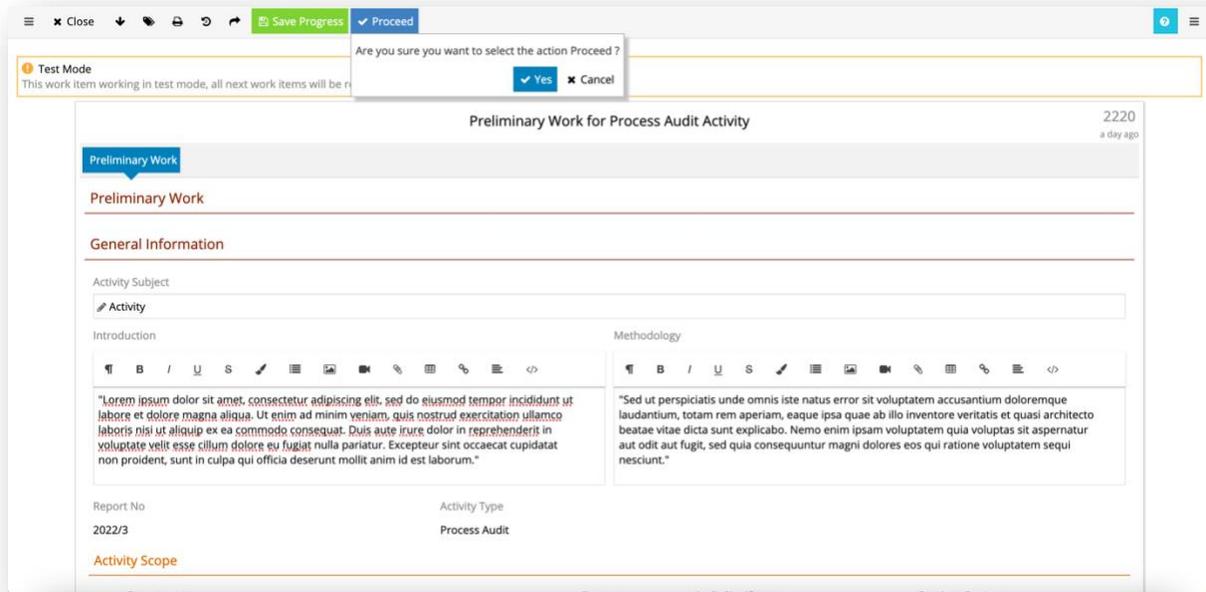
- In the *Annual Audit Plan* section, enter the each *Start Date* and *End Date* for the current audit activity. Then, in the *Files* section, add any related file by clicking *+Add New*.



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

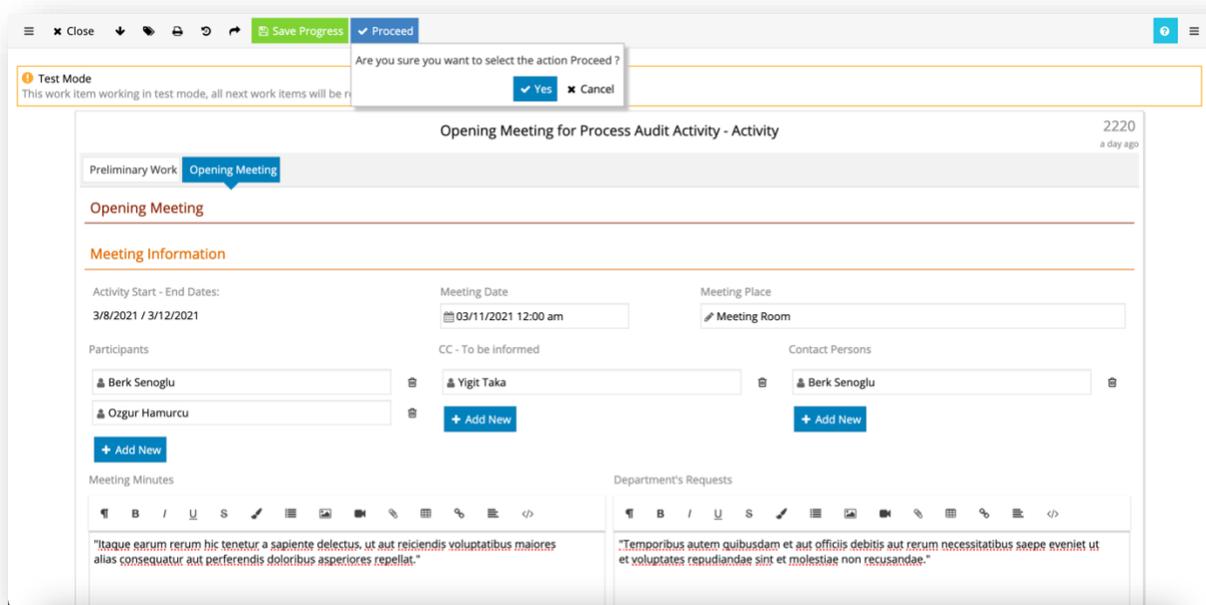


9. Click *Proceed* to finish *Preliminary Work* part.



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.



FIELDWORK

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

The screenshot shows the 'All Waiting' section of the auditrunner interface. On the left is a navigation sidebar with options like 'Inbox', 'All Waiting', 'Followed', 'Completed', 'All', 'My Calendar', 'Internal Audit', 'Parameters', 'Report Archive', 'Market', and 'Administration'. The main area displays a table of tasks:

| Task Name | Started At | Deadline | Folder | # |
|--|----------------|----------|----------------|------|
| Manage Fieldwork of Investigation Activity - Process Audit Activity Fieldwork tasks are assigned to auditors. Please complete the fieldwork of Investigation activity "Process Audit Activity". | a minute ago | | Internal Audit | 2206 |
| Fieldwork of Investigation Activity - Process Audit Activity Please complete the fieldwork of Investigation activity "Process Audit Activity". | a minute ago | | Internal Audit | 2557 |
| Opening Meeting Minutes Please click for Audit Opening Meeting Report. | 4 minutes ago | | Internal Audit | 2555 |
| Opening Meeting Minutes Please click for Audit Opening Meeting Report. | 4 minutes ago | | Internal Audit | 2554 |
| Opening Meeting Minutes Please click for Audit Opening Meeting Report. | 4 minutes ago | | Internal Audit | 2552 |
| Preliminary Work for Process Audit Activity Please complete the preliminary work for Process Audit activity. | 19 minutes ago | | Internal Audit | 2551 |
| Preliminary Work for Process Audit Activity Please complete the preliminary work for Process Audit activity. | 27 minutes ago | | Internal Audit | 2546 |
| Closing Meeting Reports Please click for Audit Closing Meeting Report. | 35 minutes ago | | Internal Audit | 2541 |
| Closing Meeting Reports Please click for Audit Closing Meeting Report. | 35 minutes ago | | Internal Audit | 2540 |
| Closing Meeting Reports Please click for Audit Closing Meeting Report. | 35 minutes ago | | Internal Audit | 2539 |

On the right side, there is a 'Filter' section with a list of tasks and their counts, such as 'Closing Meeting Reports (3)', 'Fieldwork of Investigation Activity - Process Audit Activity (1)', etc.

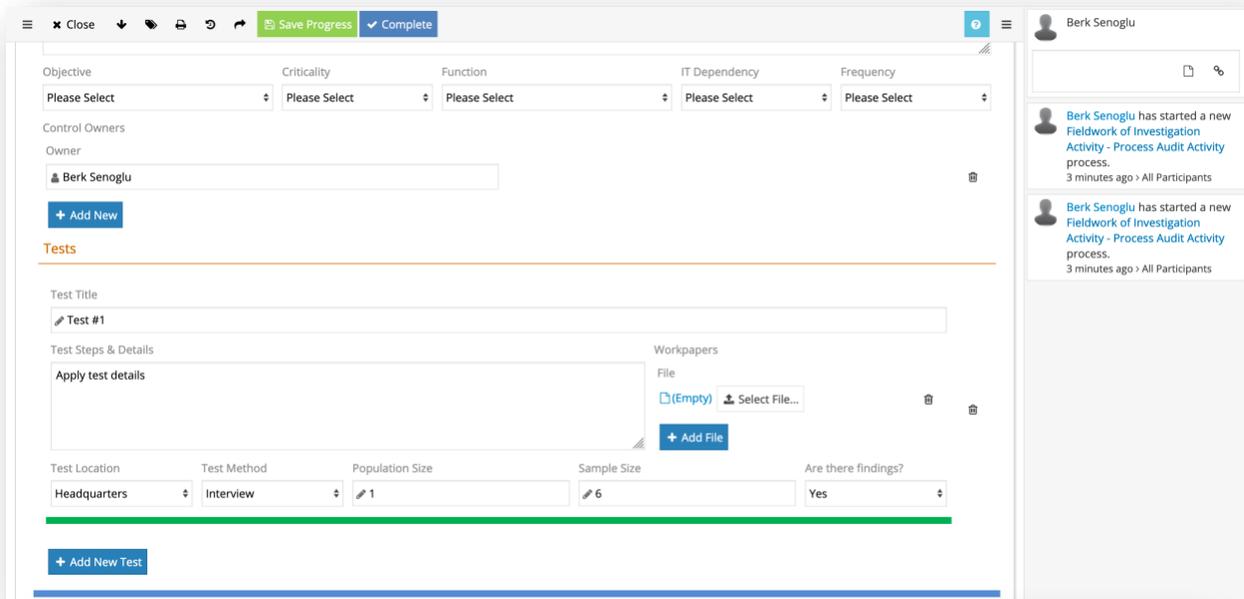
- In the Control section, select the appropriate ones from the *Objective, Criticality, Function, IT Dependency and Frequency* options.

The screenshot shows the 'Control' section of the auditrunner interface. At the top, there are buttons for 'Close', 'Save Progress', and 'Complete'. Below this, there are several dropdown menus for defining test parameters:

- Objective:** Reporting
- Criticality:** Standart Control
- Function:** Directive
- IT Dependency:** Automatic
- Frequency:** Monthly

Below these are sections for 'Control Owners' (Owner: Berk Senoglu), 'Tests' (Test Title: Test #1), 'Test Steps & Details' (Apply test details), and 'Workpapers' (File: (Empty)). At the bottom, there are fields for 'Test Location' (Headquarters), 'Test Method' (Interview), 'Population Size' (1), 'Sample Size' (6), and 'Are there findings?' (Yes).

- 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: Please Select, Criticality: Please Select, Function: Please Select, IT Dependency: Please Select, Frequency: Please Select

Control Owners
Owner: Berk Senoglu
+ Add New

Tests

Test Title: Test #1

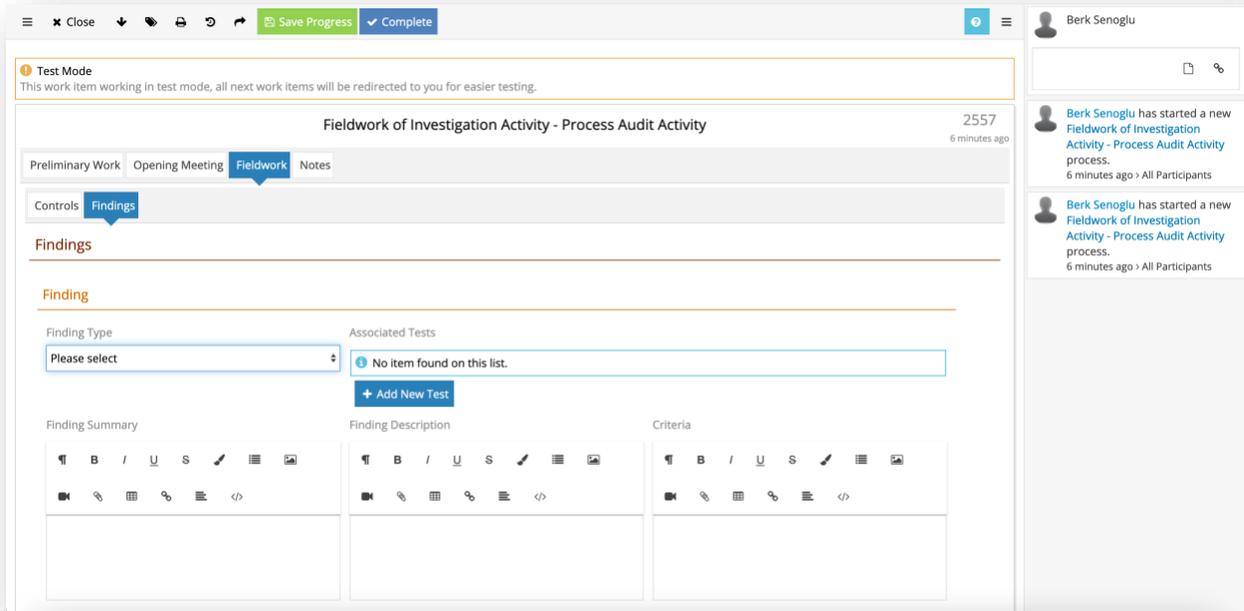
Test Steps & Details: Apply test details

Workpapers: File (Empty), Select File..., + Add File

Test Location: Headquarters, Test Method: Interview, Population Size: 1, Sample Size: 6, Are there findings?: Yes

+ Add New Test

- Go to Findings, and add a new Finding by clicking *+Add New Finding*.



Test Mode: This work item working in test mode, all next work items will be redirected to you for easier testing.

Fieldwork of Investigation Activity - Process Audit Activity 2557 (6 minutes ago)

Preliminary Work, Opening Meeting, Fieldwork, Notes

Controls, Findings

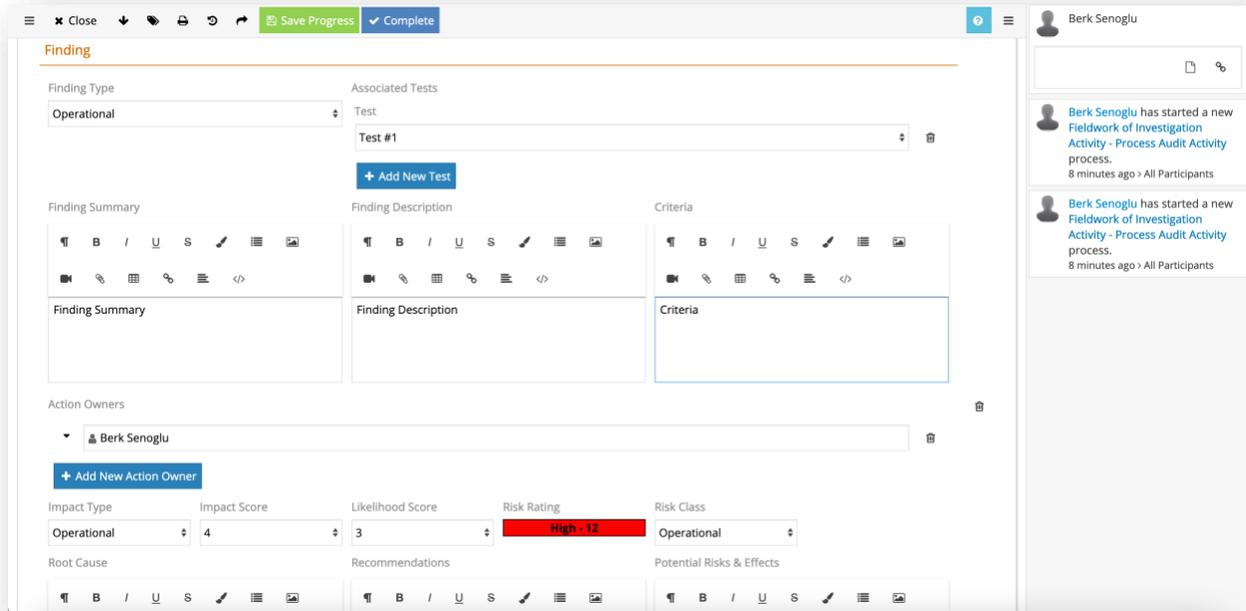
Findings

Finding

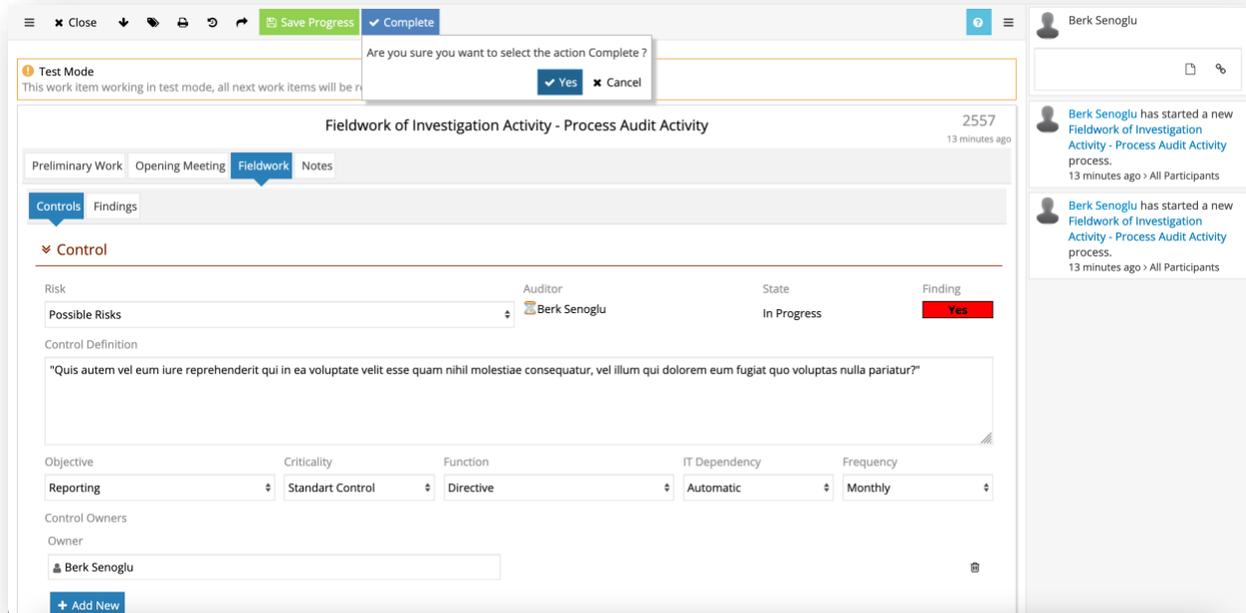
Finding Type: Please select, Associated Tests: No item found on this list, + Add New Test

Finding Summary, Finding Description, Criteria

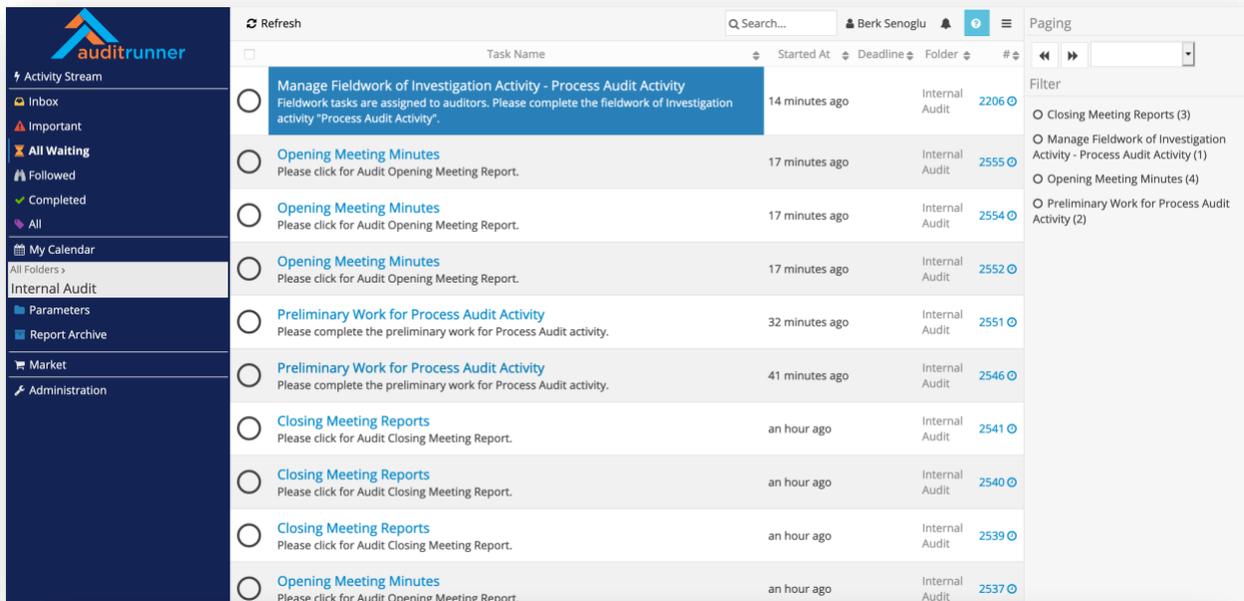
5. Fill in all the requires fields.



6. Click *Complete* to proceed.

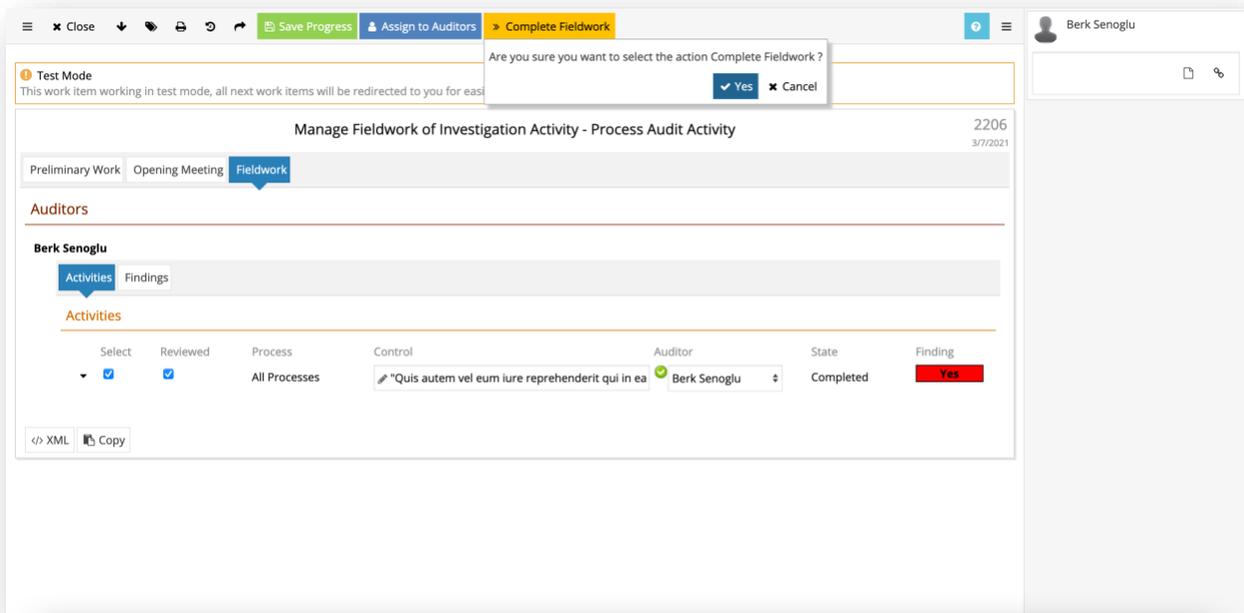


7. In the All Waiting section, select the *Manage Fieldwork of Investigation Activity - Process Audit Activity*.



| Task Name | Started At | Deadline | Folder | # |
|---|----------------|----------|----------------|------|
| Manage Fieldwork of Investigation Activity - Process Audit Activity Fieldwork tasks are assigned to auditors. Please complete the fieldwork of Investigation activity "Process Audit Activity". | 14 minutes ago | | Internal Audit | 2206 |
| Opening Meeting Minutes Please click for Audit Opening Meeting Report. | 17 minutes ago | | Internal Audit | 2555 |
| Opening Meeting Minutes Please click for Audit Opening Meeting Report. | 17 minutes ago | | Internal Audit | 2554 |
| Opening Meeting Minutes Please click for Audit Opening Meeting Report. | 17 minutes ago | | Internal Audit | 2552 |
| Preliminary Work for Process Audit Activity Please complete the preliminary work for Process Audit activity. | 32 minutes ago | | Internal Audit | 2551 |
| Preliminary Work for Process Audit Activity Please complete the preliminary work for Process Audit activity. | 41 minutes ago | | Internal Audit | 2546 |
| Closing Meeting Reports Please click for Audit Closing Meeting Report. | an hour ago | | Internal Audit | 2541 |
| Closing Meeting Reports Please click for Audit Closing Meeting Report. | an hour ago | | Internal Audit | 2540 |
| Closing Meeting Reports Please click for Audit Closing Meeting Report. | an hour ago | | Internal Audit | 2539 |
| Opening Meeting Minutes Please click for Audit Opening Meeting Report. | an hour ago | | Internal Audit | 2537 |

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.



Are you sure you want to select the action Complete Fieldwork ?

Test Mode
This work item working in test mode, all next work items will be redirected to you for easi

Manage Fieldwork of Investigation Activity - Process Audit Activity 2206
3/7/2021

Preliminary Work Opening Meeting **Fieldwork**

Auditors

Berk Senoglu

Activities Findings

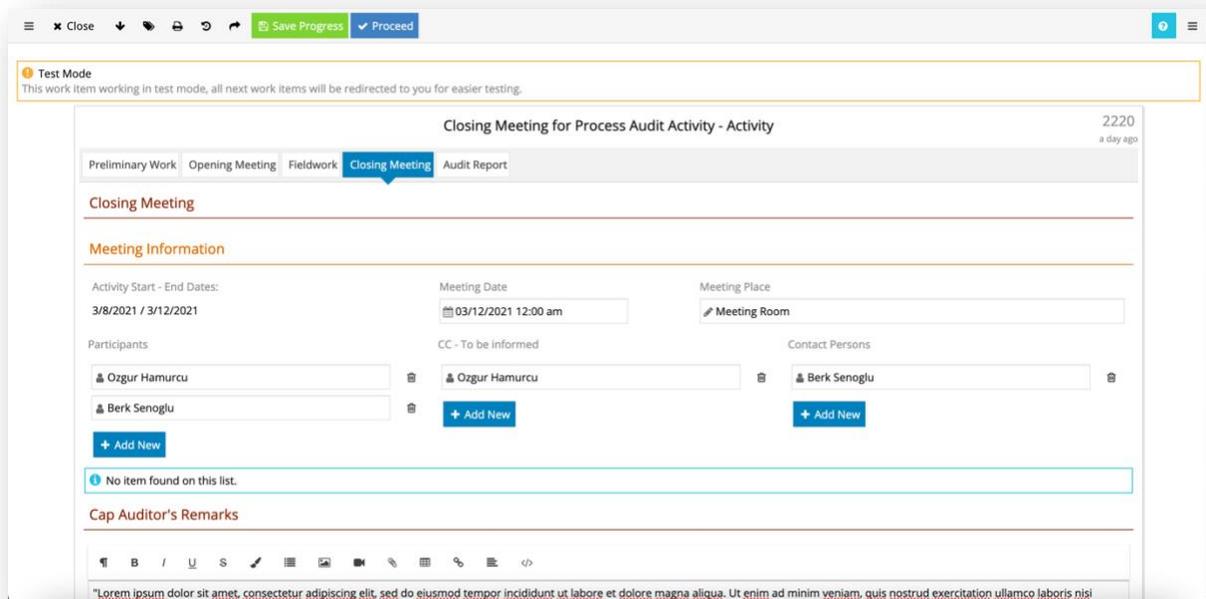
Activities

| Select | Reviewed | Process | Control | Auditor | State | Finding |
|-------------------------------------|-------------------------------------|---------------|--|--------------|-----------|---------|
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | All Processes | "Quis autem vel eum iure reprehenderit qui in ea | Berk Senoglu | Completed | Yes |

</> XML Copy

CLOSING MEETING

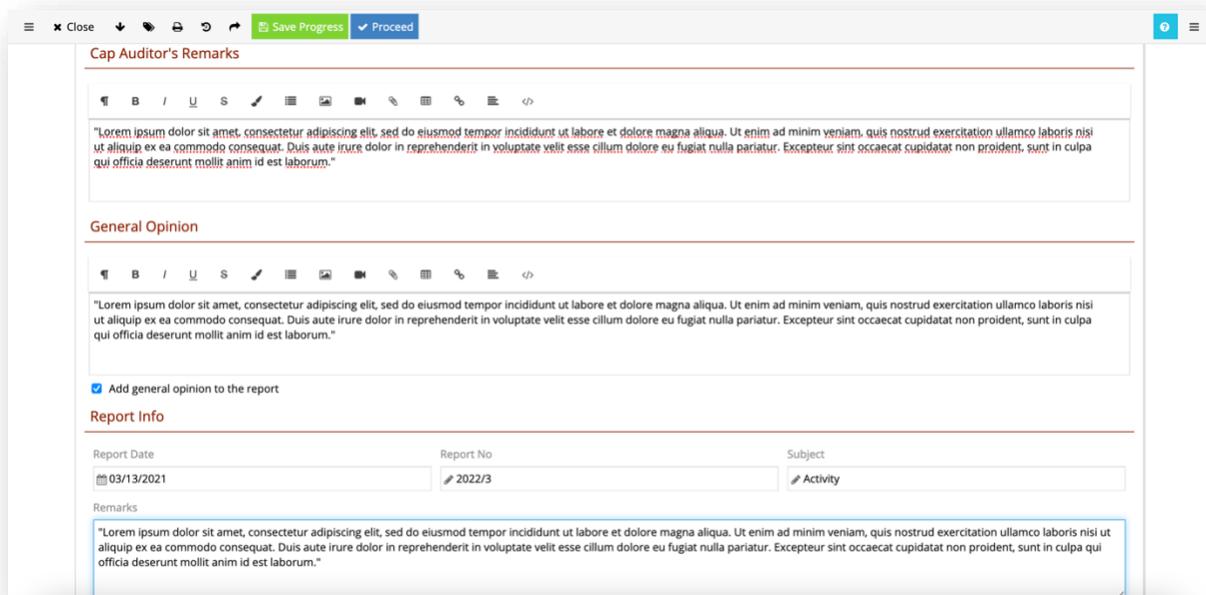
1. In the *Closing Meeting* part, fill in all the required fields to arrange a closing meeting for the current audit activity.



The screenshot shows the 'Closing Meeting for Process Audit Activity - Activity' form. The form is in 'Test Mode' and has a '2220 a day ago' timestamp. The form is divided into several sections:

- Navigation:** Preliminary Work, Opening Meeting, Fieldwork, **Closing Meeting**, Audit Report.
- Meeting Information:**
 - Activity Start - End Dates: 3/8/2021 / 3/12/2021
 - Meeting Date: 03/12/2021 12:00 am
 - Meeting Place: Meeting Room
- Participants:**
 - Ozgur Hamurcu
 - Berk Senoglu
 - + Add New
- CC - To be Informed:**
 - Ozgur Hamurcu
 - + Add New
- Contact Persons:**
 - Berk Senoglu
 - + Add New
- Message:** No item found on this list.
- Cap Auditor's Remarks:** A rich text editor with a toolbar and a text area containing placeholder text.

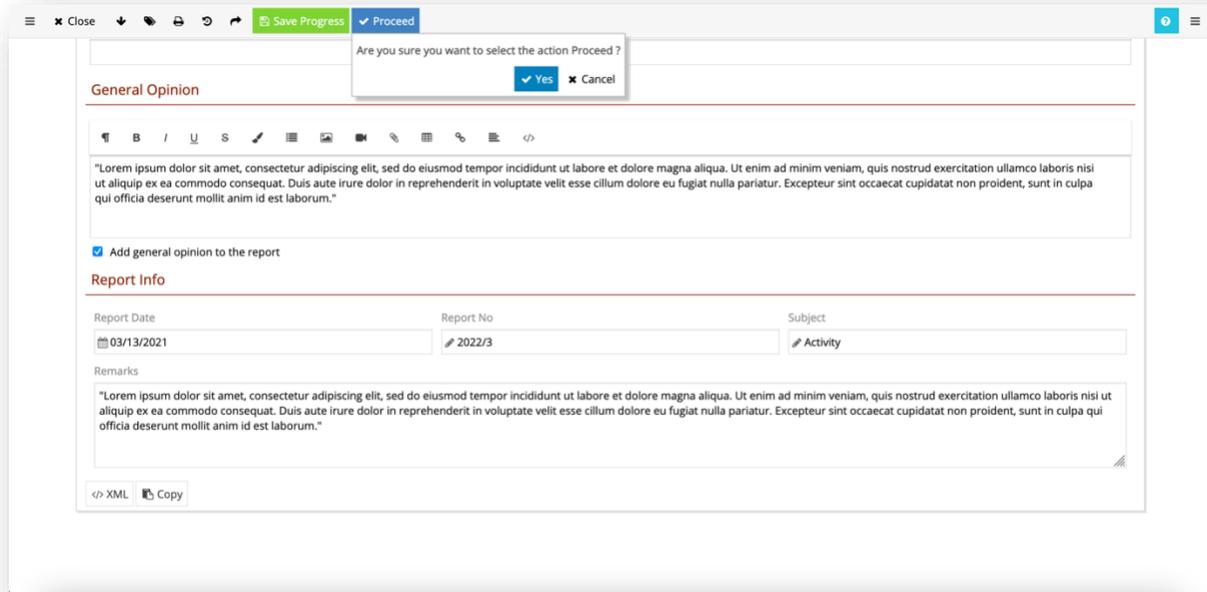
2. Fill in *Cap Auditor's Remarks*, *General Opinion* and *Report Info* fields.



The screenshot shows the 'Cap Auditor's Remarks', 'General Opinion', and 'Report Info' form. The form is in 'Test Mode' and has a '2220 a day ago' timestamp. The form is divided into several sections:

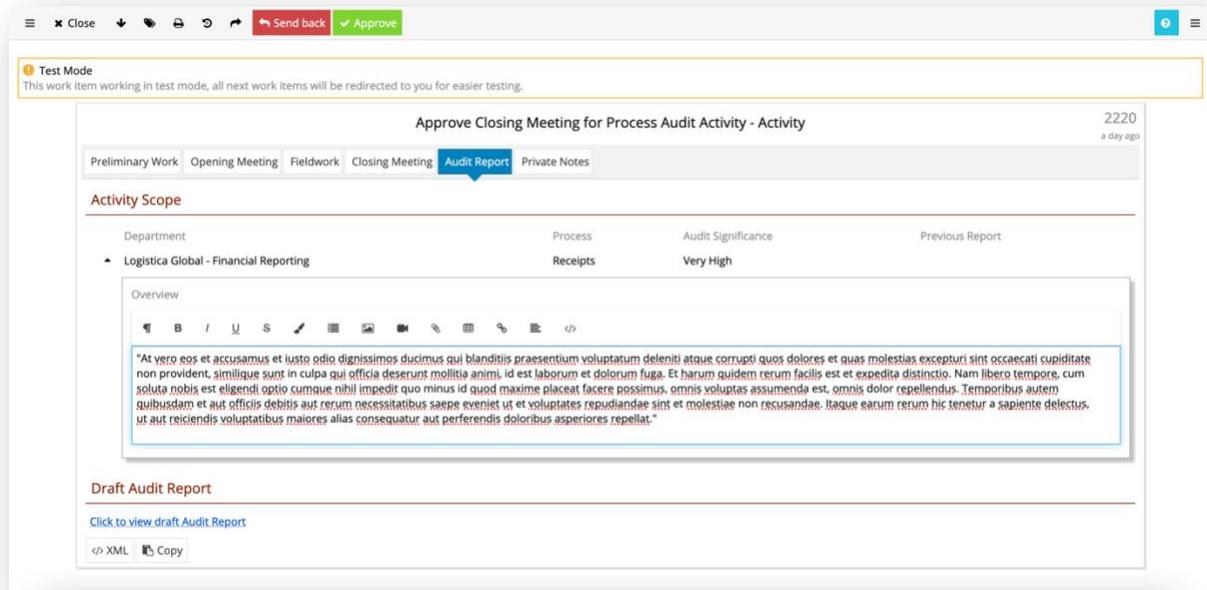
- Cap Auditor's Remarks:** A rich text editor with a toolbar and a text area containing placeholder text.
- General Opinion:**
 - A rich text editor with a toolbar and a text area containing placeholder text.
 - Add general opinion to the report
- Report Info:**
 - Report Date: 03/13/2021
 - Report No: 2022/3
 - Subject: Activity
 - Remarks: A rich text editor with a toolbar and a text area containing placeholder text.

3. Click *Proceed* to finish *Closing Meeting* part.



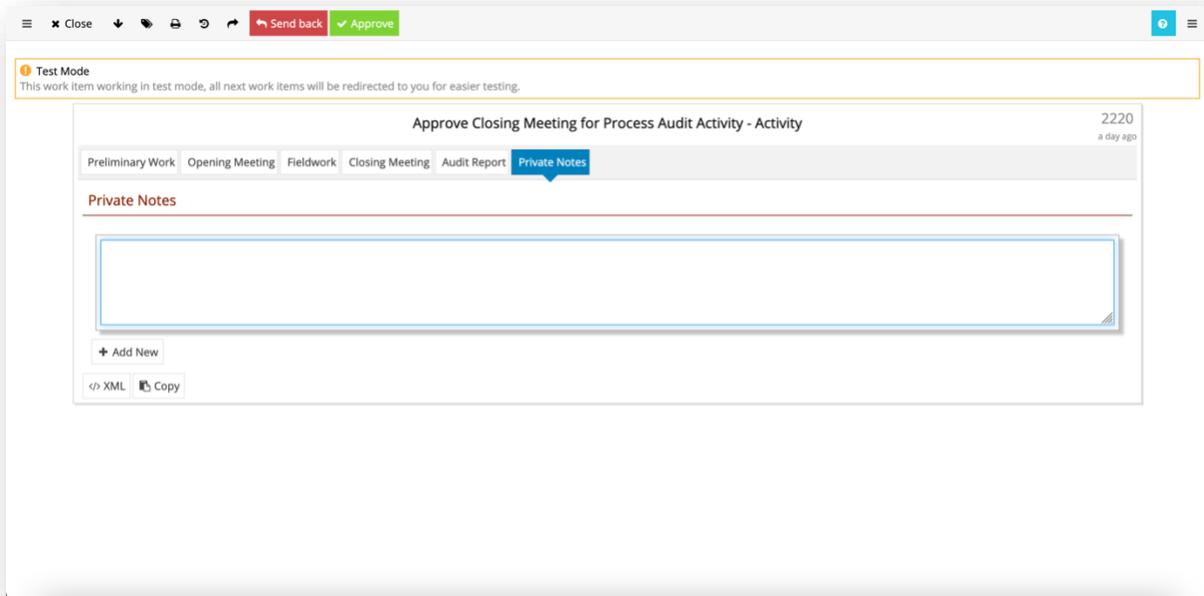
AUDIT REPORT

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

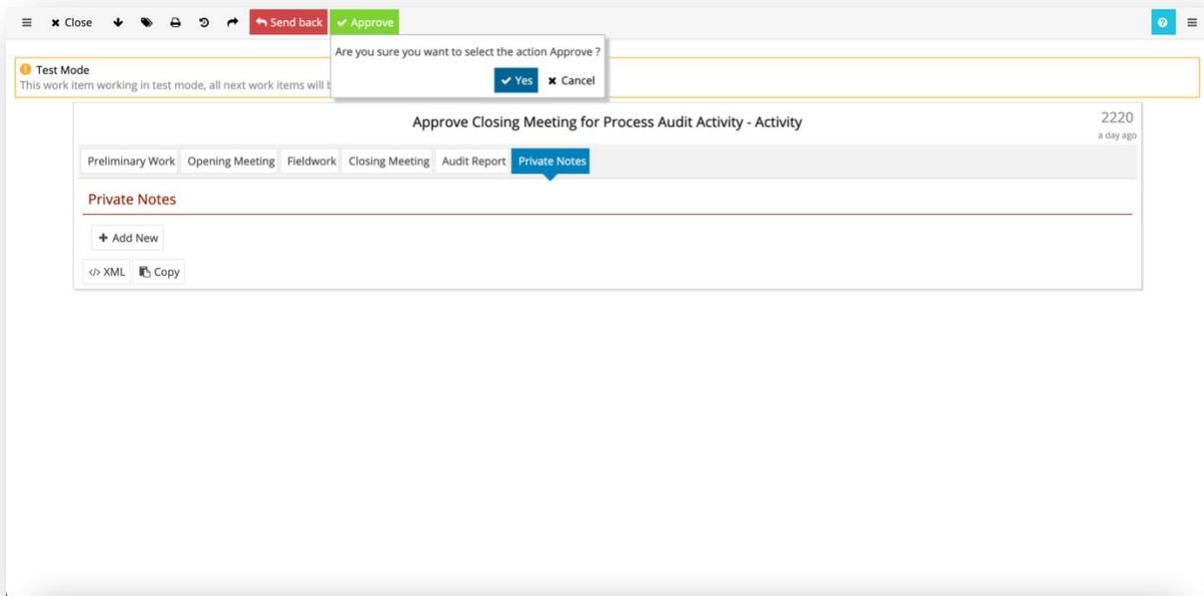


PRIVATE NOTES

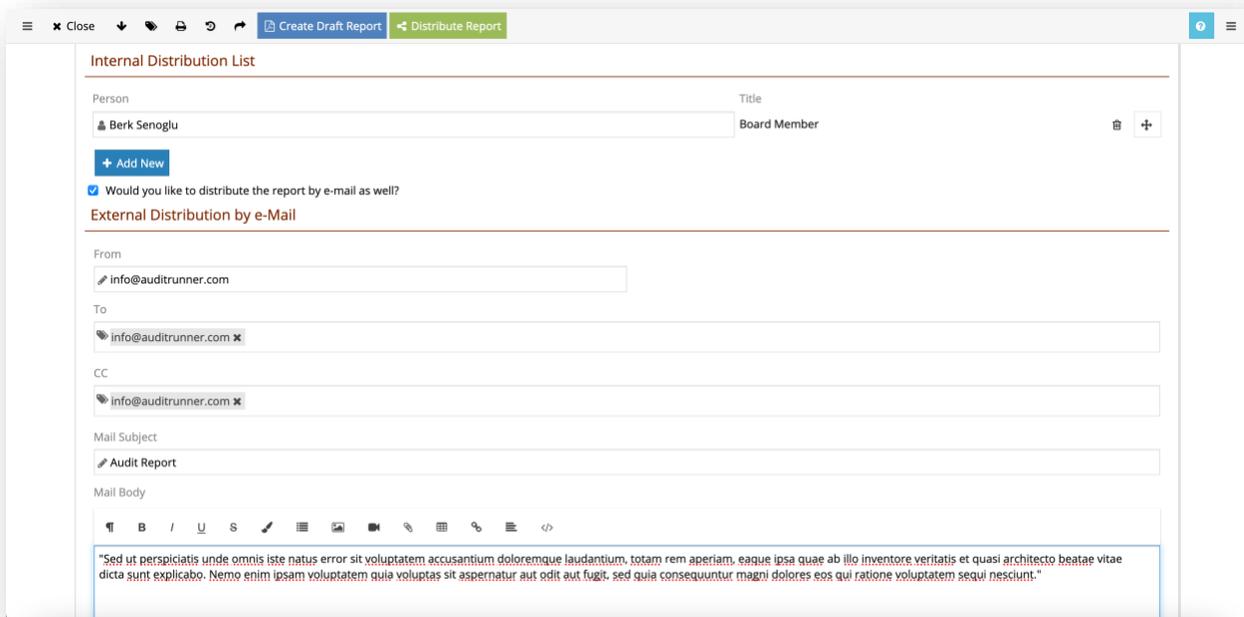
1. If any, add Private Notes by clicking *+Add New*.



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



- 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.



Internal Distribution List

Person: Berk Senoglu, Title: Board Member

Would you like to distribute the report by e-mail as well?

External Distribution by e-Mail

From: info@auditrunner.com

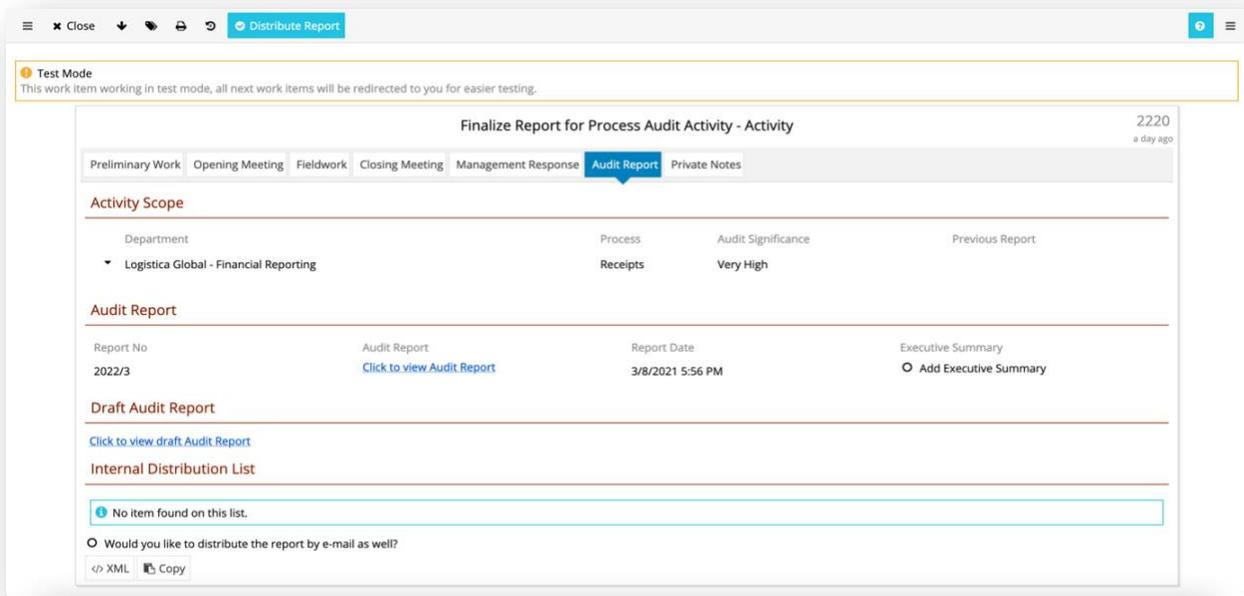
To: info@auditrunner.com

CC: info@auditrunner.com

Mail Subject: Audit Report

Mail Body:
 Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt explicabo. Nemo enim ipsam voluptatem quia voluptas sit aspernatur aut odit aut fugit, sed quia consequuntur magni dolores eos qui ratione voluptatem sequi nesciunt.

- Share the *Audit Report* by clicking *Distribute Report*.



Finalize Report for Process Audit Activity - Activity 2,220 a day ago

Preliminary Work | Opening Meeting | Fieldwork | Closing Meeting | Management Response | **Audit Report** | Private Notes

Activity Scope

Department: Logistica Global - Financial Reporting | Process: Receipts | Audit Significance: Very High | Previous Report:

Audit Report

Report No: 2022/3 | Audit Report: [Click to view Audit Report](#) | Report Date: 3/8/2021 5:56 PM | Executive Summary: Add Executive Summary

Draft Audit Report

[Click to view draft Audit Report](#)

Internal Distribution List

No item found on this list.

Would you like to distribute the report by e-mail as well?

XML Copy