

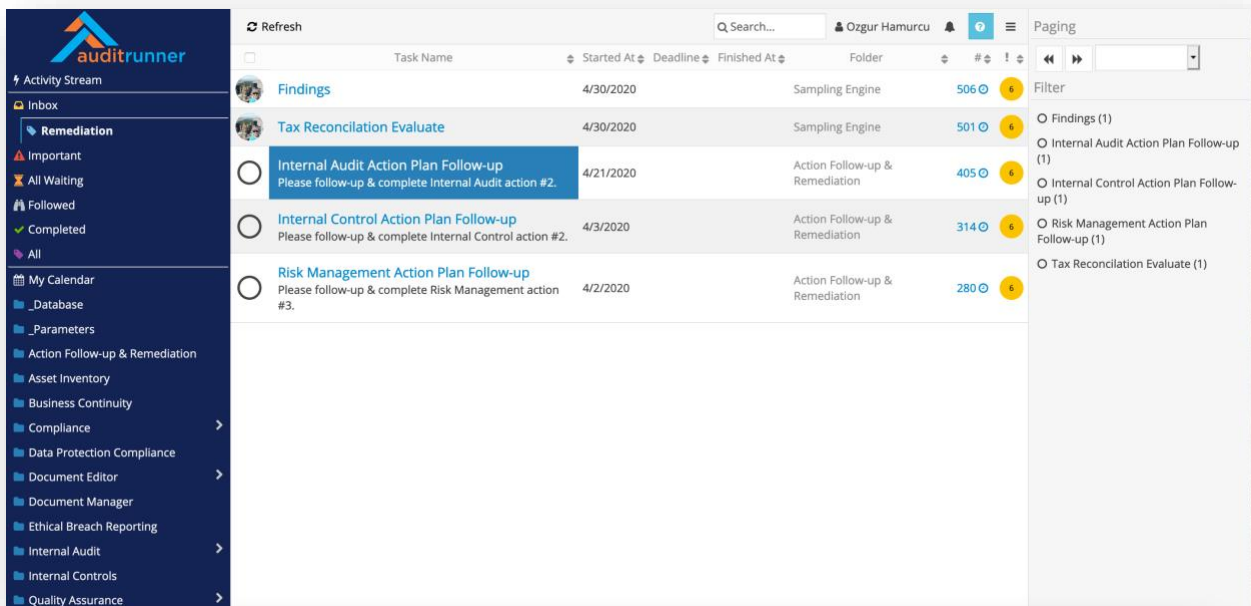
INTERNAL AUDIT ACTION PLAN

Related Product Video:

<https://www.youtube.com/watch?v=jfdtr5mGRqU>

AUDIT ACTION FOLLOW UP

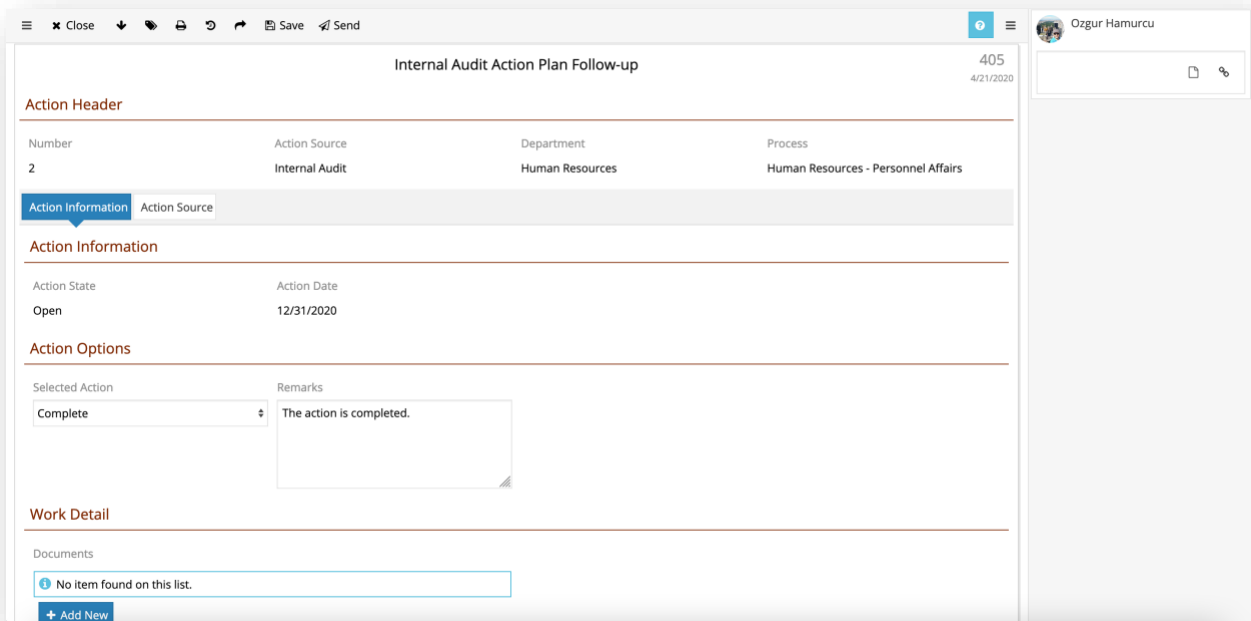
1. Click *Inbox* to find the *Internal Audit Action Plan Follow-up* task after completing an audit activity.



The screenshot shows the AuditRunner interface with a sidebar on the left containing navigation options like 'Inbox', 'Remediation', 'Important', etc. The main area displays a table of tasks. The 'Internal Audit Action Plan Follow-up' task is highlighted in blue. The table columns include Task Name, Started At, Deadline, Finished At, Folder, and a count. The task details are as follows:

Task Name	Started At	Deadline	Finished At	Folder	Count
Findings	4/30/2020			Sampling Engine	506
Tax Reconciliation Evaluate	4/30/2020			Sampling Engine	501
Internal Audit Action Plan Follow-up Please follow-up & complete Internal Audit action #2.	4/21/2020			Action Follow-up & Remediation	405
Internal Control Action Plan Follow-up Please follow-up & complete Internal Control action #2.	4/3/2020			Action Follow-up & Remediation	314
Risk Management Action Plan Follow-up Please follow-up & complete Risk Management action #3.	4/2/2020			Action Follow-up & Remediation	280

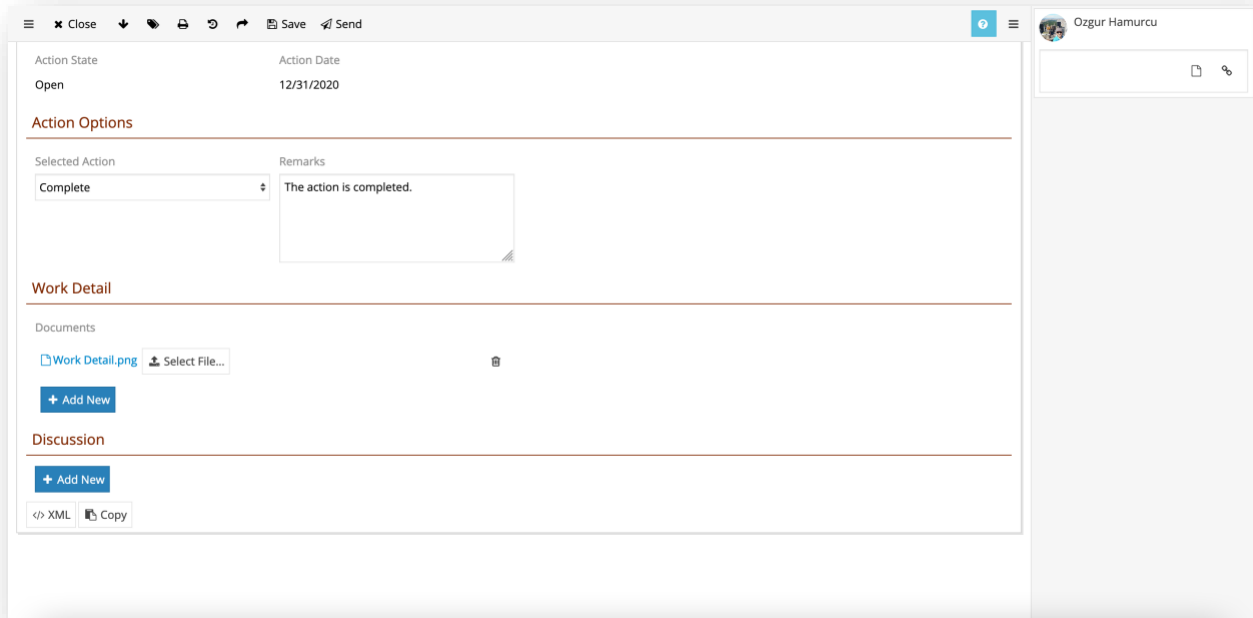
2. In the *Action Options* section, select an action, and write a review in the *Remarks* field.



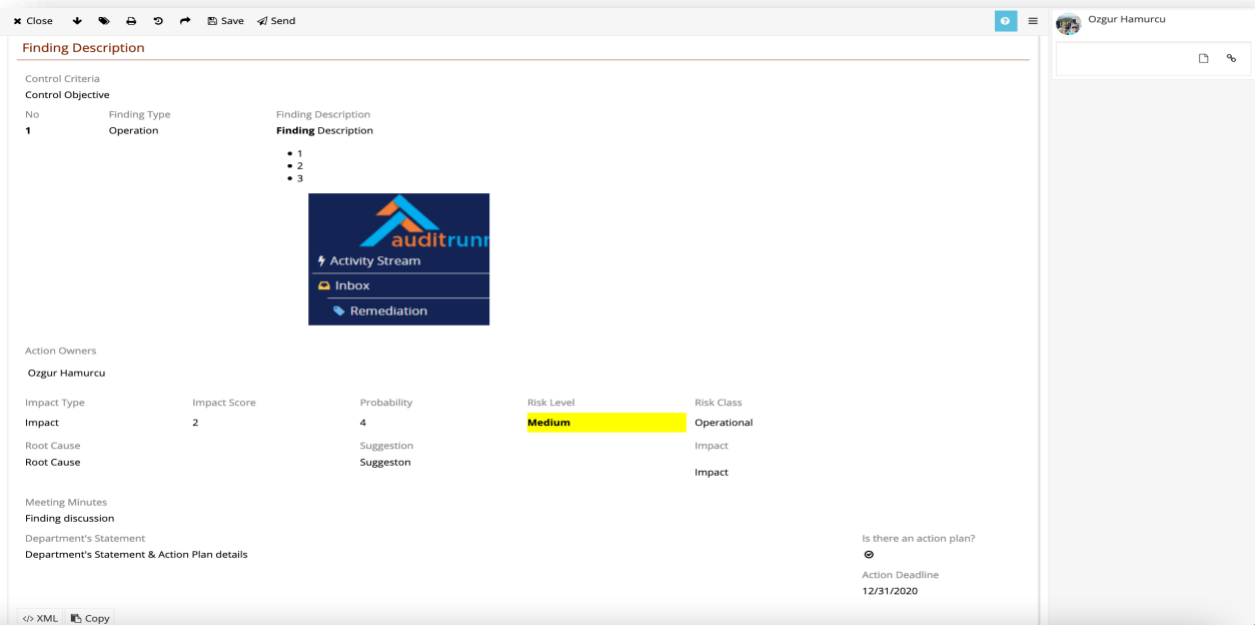
The screenshot shows the details of the 'Internal Audit Action Plan Follow-up' task. The page is divided into several sections:

- Action Header:** Shows the task number (2), action source (Internal Audit), department (Human Resources), and process (Human Resources - Personnel Affairs).
- Action Information:** Shows the action state (Open) and action date (12/31/2020).
- Action Options:** Shows the selected action (Complete) and the remarks field containing the text 'The action is completed.'
- Work Detail:** Shows a section for documents with the message 'No item found on this list.' and an 'Add New' button.

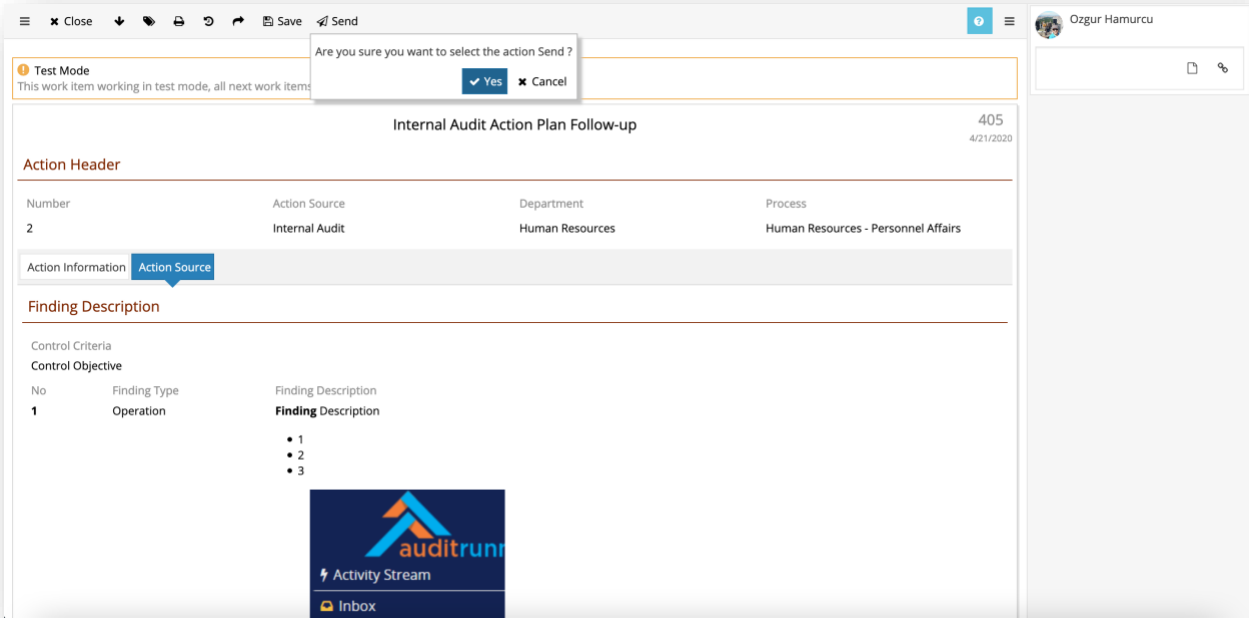
- In the *Work Detail* section, attach related *Documents* by clicking *+Add New*. Then, in the *Discussion* section, add any related comments/notes by clicking *+Add New*.



- Check out the summary of *Finding Description* part.



5. Finish the activity by clicking *Send* button.



The screenshot shows the AuditRunner web application interface. At the top, there is a navigation bar with icons for Close, Save, and Send. A user profile for 'Ozgur Hamurcu' is visible in the top right corner. The main content area displays an activity titled 'Internal Audit Action Plan Follow-up' with the number 405 and a date of 4/21/2020. Below the title, there is a table with columns for Number, Action Source, Department, and Process. The table contains one row with the following data:

Number	Action Source	Department	Process
2	Internal Audit	Human Resources	Human Resources - Personnel Affairs

Below the table, there are tabs for 'Action Information' and 'Action Source'. The 'Action Source' tab is active. Underneath, there is a section for 'Finding Description' with a table for 'Control Objective' and 'Finding Description'.

No	Finding Type	Finding Description
1	Operation	Finding Description <ul style="list-style-type: none">• 1• 2• 3

At the bottom of the interface, there is a dark blue sidebar with the AuditRunner logo and icons for 'Activity Stream' and 'Inbox'. A confirmation dialog box is overlaid on the 'Send' button, asking 'Are you sure you want to select the action Send?' with 'Yes' and 'Cancel' options.