

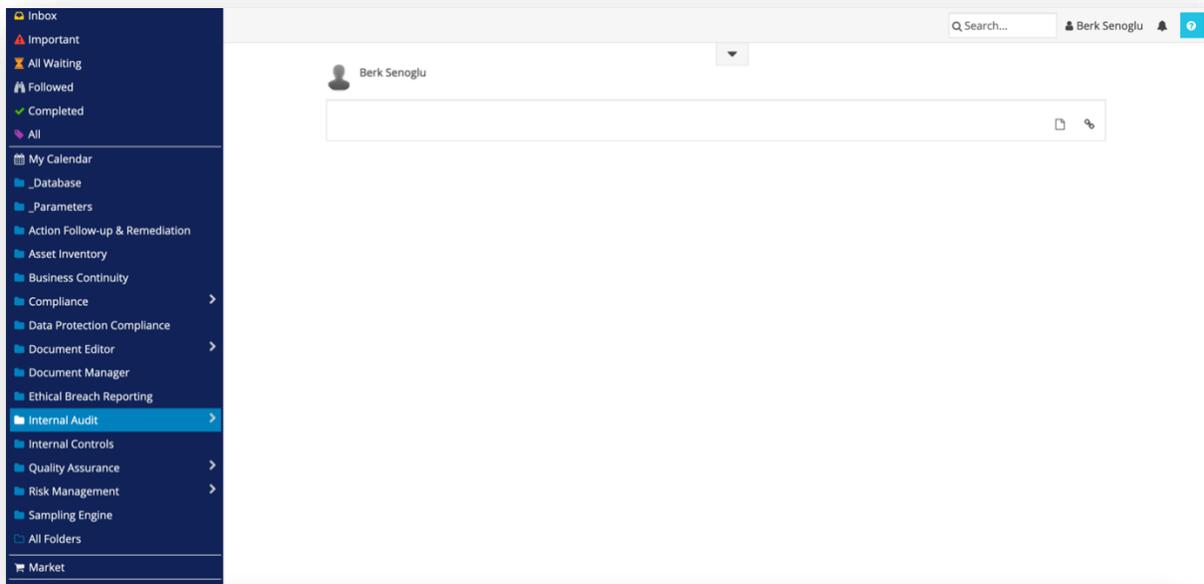
# INTERNAL AUDIT ACTIVITY

## Related Product Video:

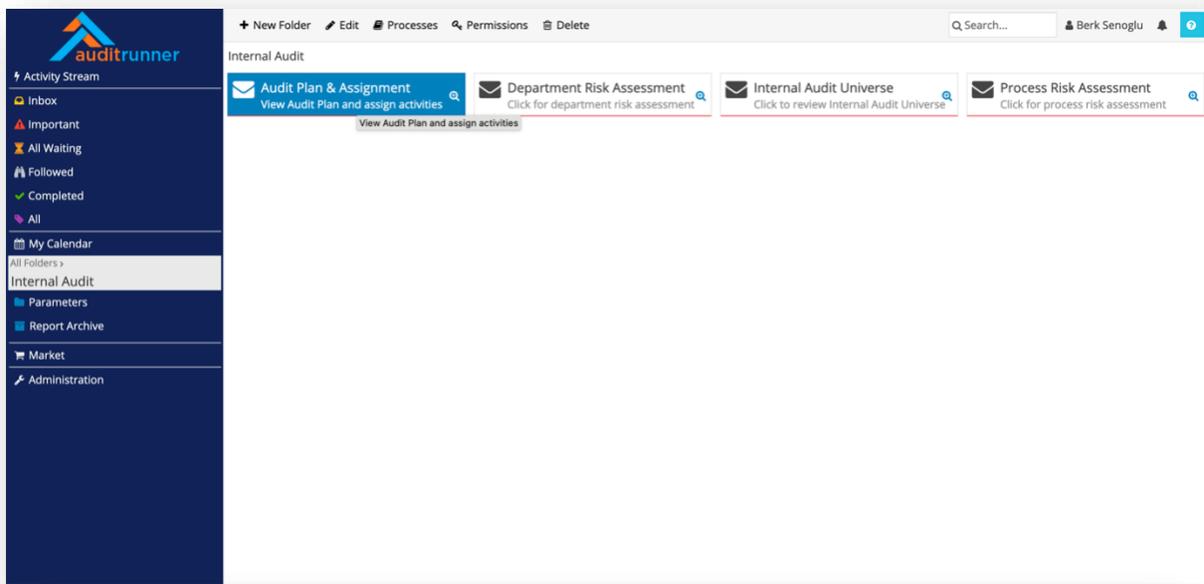
<https://www.youtube.com/watch?v=ybQ6fL0D7VA>

## START A NEW INTERNAL AUDIT ACTIVITY

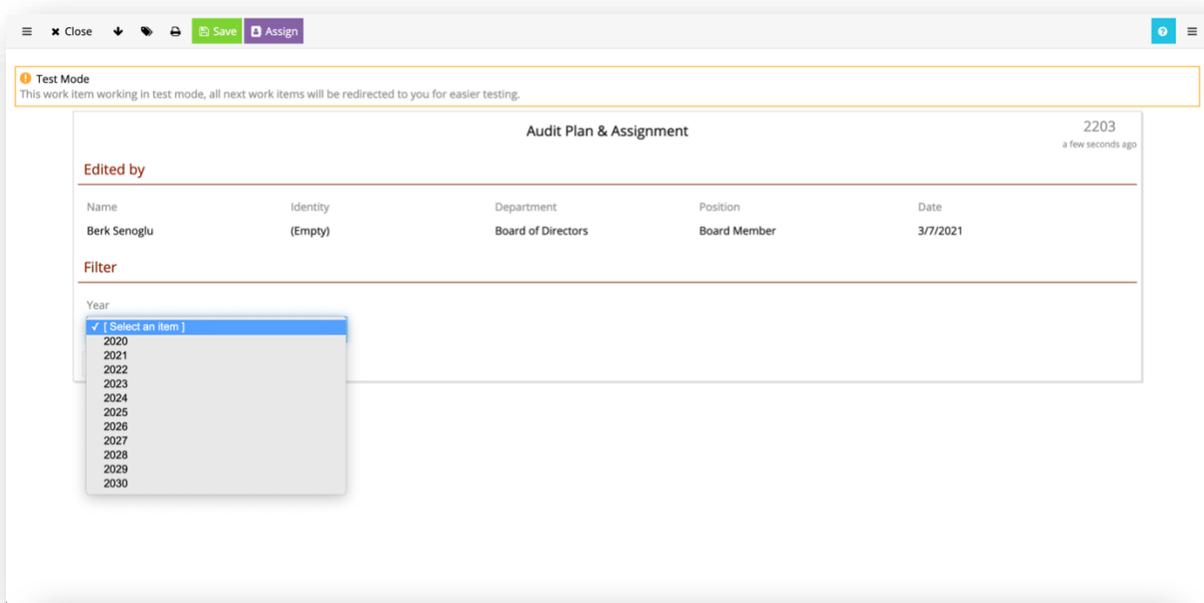
1. Click *Internal Audit* module that appears in the left-bottom side of the screen.



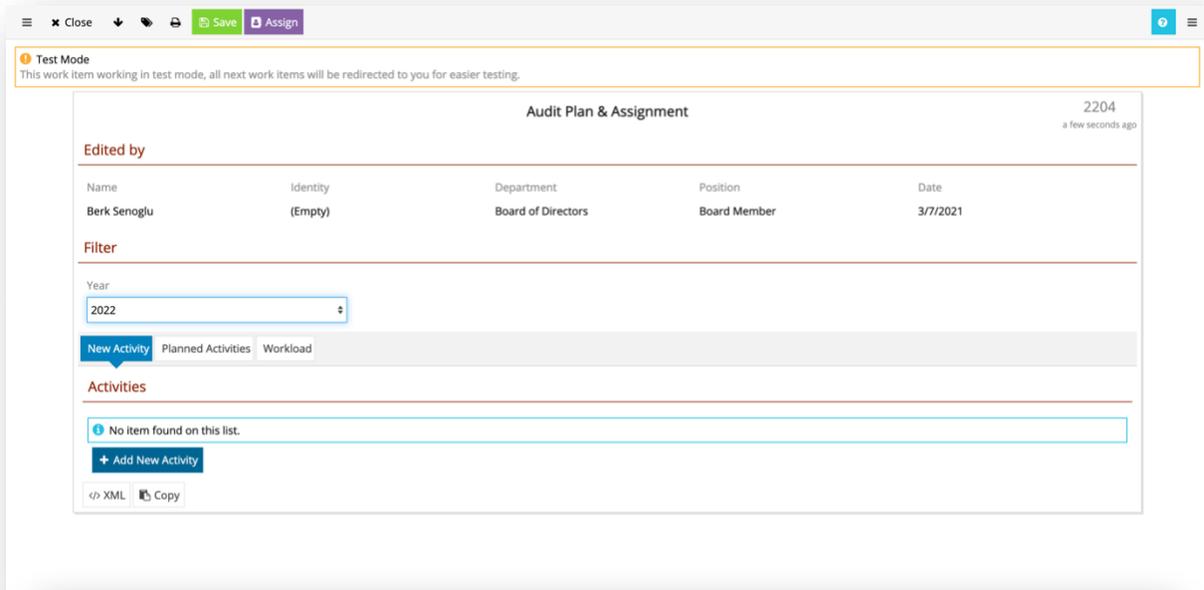
2. Select the *Audit Plan & Assignment* activity.



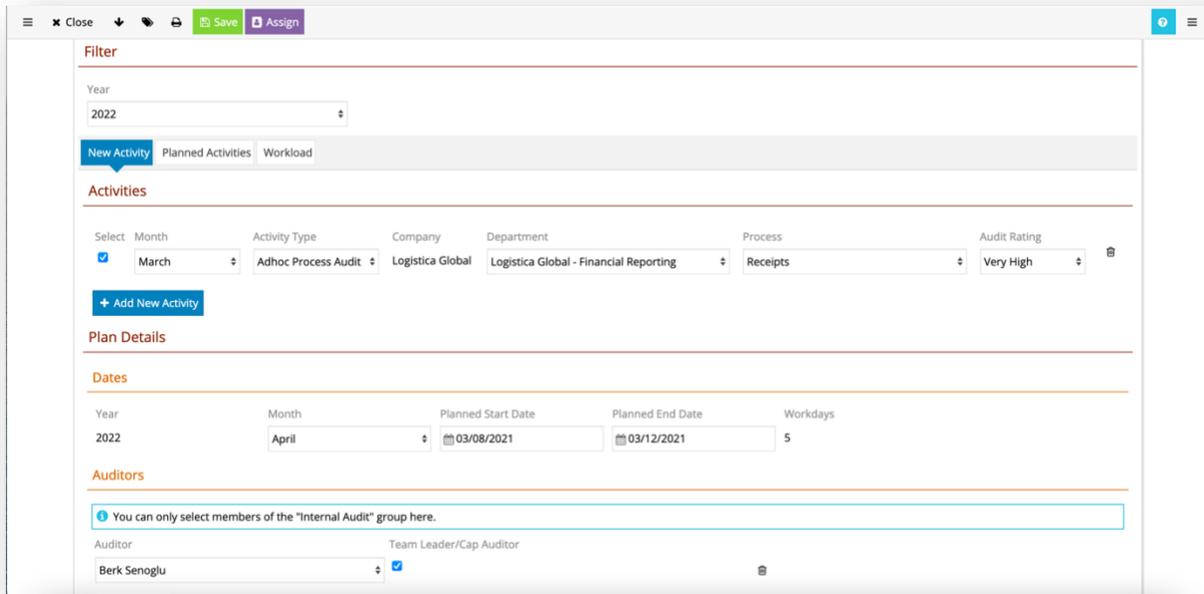
3. Select *Year* under the *Filter* section.



4. Then, press the *+ Add New Activity* button.



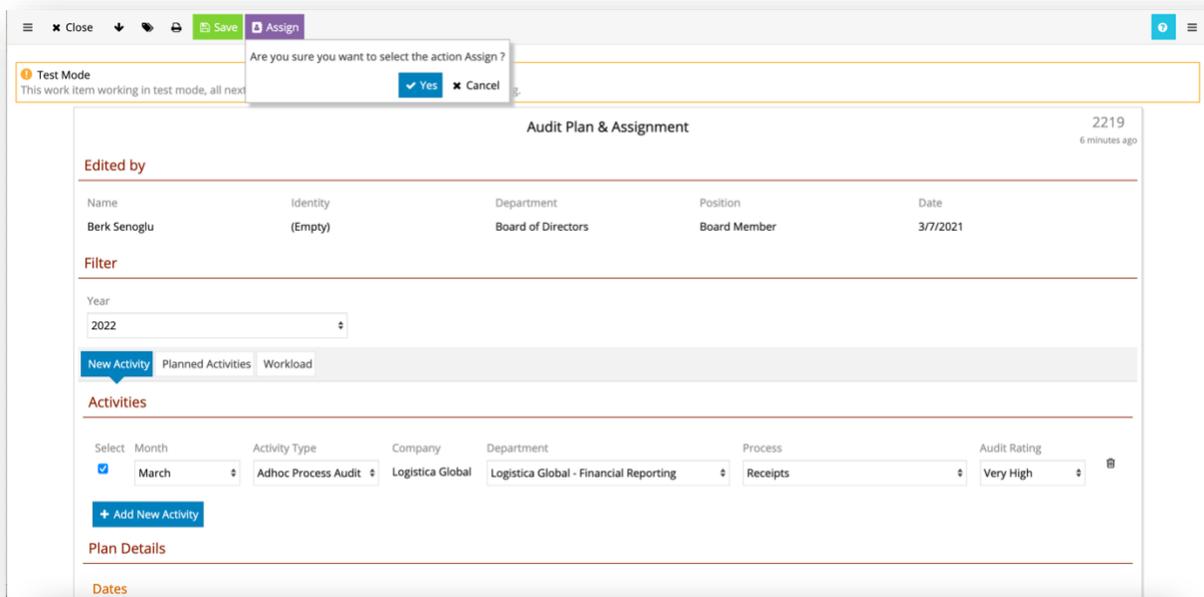
- Select the box under *Select* and fill in the *Month*, *Activity Type*, *Company Department*, *Process* and *Audit Rating* sections. Choose the dates in the *Plan Details* section and the auditors from the *Auditors* section that will appear at the bottom of the page.



The screenshot shows the 'Audit Plan & Assignment' form with the following sections:

- Filter:** Year set to 2022.
- Activities:** Select (checked), Month: March, Activity Type: Adhoc Process Audit, Company: Logistica Global, Department: Logistica Global - Financial Reporting, Process: Receipts, Audit Rating: Very High.
- Plan Details:** Year: 2022, Month: April, Planned Start Date: 03/08/2021, Planned End Date: 03/12/2021, Workdays: 5.
- Auditors:** Auditor: Berk Senoglu, Team Leader/Cap Auditor (checked).

- Lastly, *Assign* the activity.

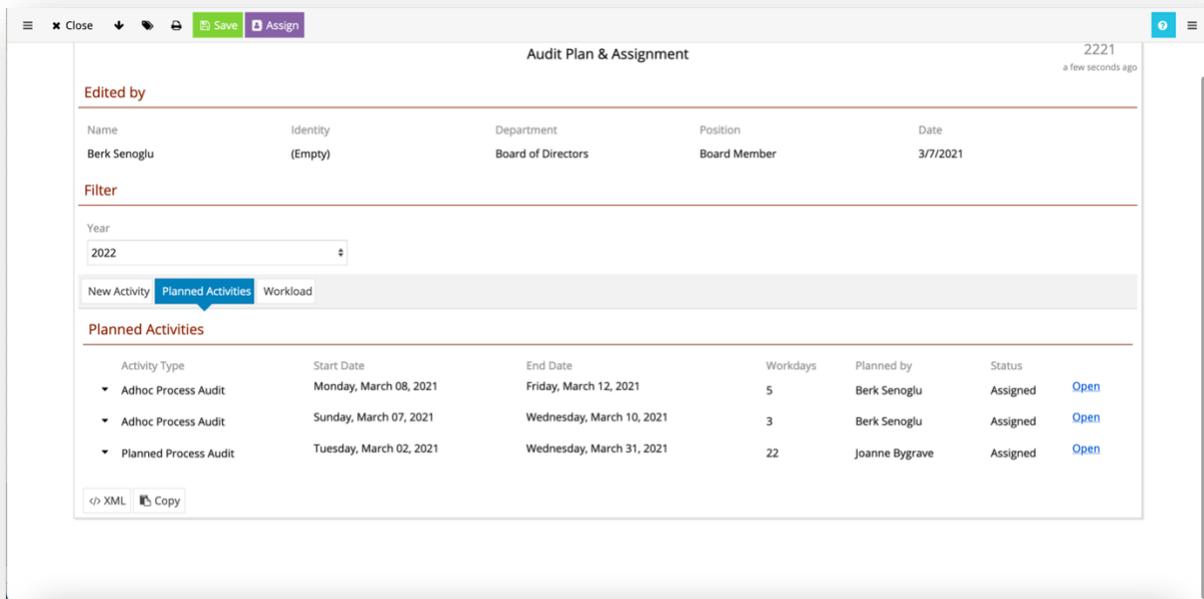


The screenshot shows the 'Audit Plan & Assignment' form with an 'Assign' dialog box open. The dialog box asks 'Are you sure you want to select the action Assign?' with 'Yes' and 'Cancel' buttons. Below the dialog box, the 'Edited by' section is visible:

Name	Identity	Department	Position	Date
Berk Senoglu	(Empty)	Board of Directors	Board Member	3/7/2021

The form also shows a 'Test Mode' warning and the same filter, activities, plan details, and auditors sections as in the previous screenshot.

7. Now, the activity will appear under the *Planned Activities* section.



The screenshot shows the 'Audit Plan & Assignment' interface. At the top, there are navigation buttons: 'Close', 'Save', and 'Assign'. The page title is 'Audit Plan & Assignment' with a timestamp '22:21 a few seconds ago'. Below the title, there is an 'Edited by' section with a table:

Name	Identity	Department	Position	Date
Berk Senoglu	(Empty)	Board of Directors	Board Member	3/7/2021

Below the table is a 'Filter' section with a 'Year' dropdown menu set to '2022'. There are three tabs: 'New Activity', 'Planned Activities' (which is selected), and 'Workload'. The 'Planned Activities' section contains a table with the following data:

Activity Type	Start Date	End Date	Workdays	Planned by	Status
Adhoc Process Audit	Monday, March 08, 2021	Friday, March 12, 2021	5	Berk Senoglu	Assigned <a href="#">Open</a>
Adhoc Process Audit	Sunday, March 07, 2021	Wednesday, March 10, 2021	3	Berk Senoglu	Assigned <a href="#">Open</a>
Planned Process Audit	Tuesday, March 02, 2021	Wednesday, March 31, 2021	22	Joanne Bygrave	Assigned <a href="#">Open</a>

At the bottom left of the interface, there are buttons for '</ XML' and 'Copy'.