**Generated report in Word file**

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| --- | --- | --- | --- | --- | --- | --- |
| **Report Field** | | **Related Field** | **Module Name** | | | **Answer by KPMG** |
| **Cover page/ First Page** | | | | | | |
| Organization Name | Name | | | Auditable Entity | |  |
| Function | Division | | | Auditable Entity | | Just change the area to 'Function' for which master would be prepared after creation of auditable entity. |
| Location | Location | | | Auditable Entity | | It should be like unit location details even in same location or city. |
| Process | Title | | | Audit plan 🡪Process | |  |
| Sub Process | Title | | | Audit plan 🡪 Sub Process | |  |
| Date of report |  | | | Current Date | |  |
| Distribution | Distribution List | | | Report Management | |  |
| Closing meeting | Closure Meting Date | | | MOM | | The format of closing meeting is going to be similar to MoM. |
| Audit Period | Audit Start Date, Audit End Date | | | Audit Plan-> Identified on , Due Date | | It is difference between start and end date of particular process review, during which actual audit execution has been carried out. |
| Audit team member (s) | Audit Team | | | Auditable Entity | |  |
| Audit Rating | Audit Rating | | | Audit Rating | | It would be a master under report management. It’s an input field. Audit rating will be provided based on the rating criteria defined by individual for their each report. |
| Comment | Comment | | | Report Management | |  |
| **Details** | | | | | | |
| Background | | Overview and Background | Audit Plan | | |  |
| Audit scope & objective | | **?** | **?** | | |  |
| **Observations** | | | | | | |
|  | |  |  | |  | |
| Heading | | Heading | Report Management | |  | |
| Process | | Process | Report Management | |  | |
| SubProcess | | SubProcess | Report Management | |  | |
| Rating | | Rating | Report Management | |  | |
| Type | | Type | Report Management | | It will be input field. It is basically the person who would take care to correct the issue. | |
| Category | | Category | Report Management | |  | |
| Status | | Status | Report Management | | Observation status would be a drop down with status like open, closed, pending for discussion, draft. | |
| Repeated Observation | | Repeated Observation | Report Management | |  | |
|  | |  | Report Management | | It would be part of observation management master. This would be captured at observation management level and would be picked from there in audit report. | |
| Target Date | | Target Date | Report Management | | Person responsible will be name of Auditee. It would be a free text with email id. | |
| Background | | Background | Report Management | | It should be input field. It will be captured at observation management level. | |
| Observation | | Observation | Report Management | | It’s an input field. | |
| Root Cause | | Root Cause | Report Management | | It should be input field. One needs to write the action plan. | |
| Implication | | Implication | Report Management | | Executive summary will be added during report generation | |
| Recommendation | | Recommendation | Report Management | | It’s an input field. | |
| Add Table | | Add Table | Report Management | | It should be linked to audit plan and work status where we will be using color coding for the status. | |
| Upload Image | | Upload Image | Report Management | | It should be linked to audit plan and work status where we will be using color coding for the status. | |
| Working File Upload | | Working File Upload | Report Management | |  | |
| Management Response | | Management Response | Report Management | |  | |
| Conclusion | | Conclusion | Report Management | |  | |
| Linked Observation | | Linked Observation | Report Management | |  | |
| Disposition | | Disposition | Report Management | |  | |
| Responsible Person | | Responsible Person | Report Management | |  | |
| Auditor | | Auditor | Report Management | |  | |
| Comment | | Reviewer Comment | Report Management | |  | |