

Procedure for updating existing client files to the latest version of Audit International Template V25



VERSION 1.00

PROCEDURE SUMMARY

1.	Follow the procedure of Year End Close, in case you already did then proceed with step 2
2.	Click on the notification balloon3
3.	Follow the onscreen instructions to update the file
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- 1. Follow the procedure of <u>Year End Close</u>, in case you already did then proceed with step 2.
- 2. Click on the notification balloon.

Update from Template Available X The source template that this engagement is based on has been updated to a new version.	udit Inte	rnational Edition
Click here to update your engagement file.	pw	Add New Tab
Engagement Setup		

3. Follow the onscreen instructions to update the file

The screen shows the applicable components and documents of your engagement that will be updated to the latest AIT version. Therefore, what you see below might not be the same.

AuditINT (24)			^
Name	Category	Engagement Version	Template Version
Content	Template (content)	24.0.287	25.0.343
Mapping Structure	Component	1.0.1	1.0.2
Group 1 Structure	Component	1.0.1	1.0.2
Group 7 Structure	Component	1.0.0	1.0.1
Document Structure	Component	11.0.0	12.0.0
400-2 Optimiser checklist	Document (content)	9.0.0.0 (CV)	10.0.0.0 (CV)
405 Engagement - Acceptance/Continuance (Core)	Document (content)	8.0.0.0 (CV)	9.0.0.0 (CV)
430 Overall audit strategy (Core)	Document (content)	4.0.0.0 (CV)	5.0.0.0 (CV)
455 Preparing the risk assessment procedures (Core)	Document (content)	3.0.0.0 (CV)	4.0.0.0 (CV)
436 Team planning discussions (Core)	Document (content)	5.0.0.0 (CV)	6.0.0.0 (CV)

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430 Overall audit strategy (Core)	Document (content)	4.0.0.0 (C) Click Ve	to proceed
455 Preparing the risk assessment procedures (Core)	Document (content)	3000(01	es to proceed the update
436 Team planning discussions (Core)	Document (content)	5.0.0.0 (CV)	6.0.0.0 (CV)

Click 'Yes' to proceed with the update.

Note: We recommend if you want to update the file once the engagement audit work has commenced then give us a call to explain the procedure.

4. On "Template Update" select Update

🛍 CaseWare® Audit	_		×
Template Update		6	\checkmark
A new version of the template is available			
Audit			
ISA Engagement			
Revision B			
Your file will be updated from version 24.00 to 25.00.			
Update Functionality Only			
Update actions			
· · · · · · · · · · · · · · · · · · ·			
Copyright Caseware International Inc. © 2023			
Release notes	Upda	ate	Cancel

5. At the window "Backup" select Cancel

Backup		×
We recommend making a backup of files prior to updating.		
Make Backup Copy in:		
C:\Users\christina.psatha\Documents		Browse
✓ Include Sub Folders	ОК	Cancel Help

Note: In case you need to update an engagement file that has already commenced then select '**OK**' to proceed with the backup. In case though the engagement has been created with the year-end close procedure, and you want to proceed with the update prior commencing audit work then press '**Cancel**'.

1	CaseWare® Audit						\times
G	roupings					Í	
Up	dates to the mappings a	nd grouping structures					
	Jpdate	Component			□ N//	A	
	Map No	New Version: 1.0.2					
	L/S	New Version: 1.0.2					
	Group 7	New Version: 1.0.1					
Rel	ease notes	Show N/A	- 0	Update	Skip	Cancel	•

6. Select to update the Groupings

7. Select the documents you wish to add, delete and update

👔 CaseWare® Audit					×
Documents				(S
Select the document t	o add, delete, a	and update			
*Close all documents before pro	oceeding				
New Documents (135)					^
		More			
Deleted Documents (1)					*
		More			
Updated Documents (11)					^
		More			
Release notes	Show N/A		 Update	Skip	Cancel

Note: Audit engagement files are different from client to client therefore print screens below will differ from the one you are updating. What you need to consider is that the '**New Documents'** dialogue will show various documents that you may or may not want to add in your engagement. Therefore, select **only** the ones you will use during your audit or do not add any new documents, the latter will speed up the update process, you can add any document at a later stage using the 'From Library' option.

CaseWare	® Audit					×
Doc	uments				C.	S
Select	the document	to add, delete, and update				
*Close all	documents before p	roceeding				
New Doo	cuments (135)			_		· · ·
A	dd				N/A	
	© 400.	Optimiser checklist				
	C 400-1.	Optimiser checklist				
	© 400-3.	Optimiser checklist				
	C ONEFORM.	Audit memo				
	C ONEFORMX.	Audit memo				
	C 415.	Terms of engagement (engagement letter) (Core)				
	C A1. 2	Letter to a predecessor accounting firm				
	C A1. 3	Letter to a successor accounting firm - Regarding a review of audit working papers		•		
	C A1. 4	Hiring an external audit expert				-
Release note	25	✓ Show N/A	Upd	late	Skip	Cancel

Note: If a '**Deleted documents'** dialogue appear make sure to select 'N/A' option as not to delete any document, you can delete whatever document is not needed after the update process is complete.

👔 CaseV	Vare® Audit		×
Do	ocuments		$\langle \rangle$
Sele	ct the document	to add, delete, and update	
*Close	e all documents before p	roceeding	
New	Documents (135)		~
		More	
Delet	ed Documents (1)		<u> </u>
	Delete		☑ N/A
	C 350.	Written representations (management representation letter) (Core)	
Unda	ted Documents (11)		
oput		More	
Release		Show N/A	
Nelease	notes	Show N/A	Update Skip Cancel
Second	Vare® Audit		×
			^
Do	ocuments		
مامک	ct the document	to add, delete, and update	
	e all documents before p	•	
		More	*
Upda	ted Documents (11)		^
	Update		N/A
	C 540.	Control design/implementation - Entity level and general IT controls (Core)	
	C 545.	Control design/implementation - Revenues, receivables, receipts (Core)	
	C 550.	Control design/implementation - Purchases, payables, payments (Core)	
	C 555.	Control design/implementation - Payroll (Core)	
	C 560.	Control design/implementation - Financial reporting (Core)	
	C 561.	Control design/implementation - Inventory (Core)	•
	notes	Show N/A	

Select 'Update' to proceed.

8. Table below shows a summary of the available updates for the applicable Work Programs and Checklists.

	ograms and Checklists ant updates available within the following do before proceeding	ocuments.		
	_	New	Updated	🗆 N/A
c 400-2.	Optimiser checklist	~	· · ·	
c 405.	Engagement - Acceptance/Continuance (Core)	~	~	
C 430.	Overall audit strategy (Core)		~	
<u>c</u> 455.	Preparing the risk assessment procedures (Core)	~	~	
C 436.	Team planning discussions (Core)	~	~	
C 15.101	Agricultural assets - Audit procedures		~	
C 305.	Reporting checklist		~	
C 310.	Checklist - Audit completion (Core)	~	~	
			1 1	
elease notes	Show N/A		Update	Skip Cance

Select 'Update' to proceed.

9. Update process

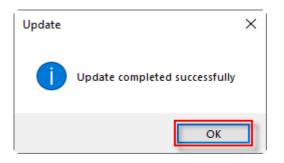
Updated document 1 of 131 Time remaining 168:39 Please wait
Please wait

Note: Ignore the time remaining. It is estimated between 6 to 16 minutes depending on the number of documents needed to be updated.

You may notice that during the process at the bottom right corner of you screen, there is an exclamation mark indicating that the update is not complete.

Once the update is completed then the exclamation mark vanishes.

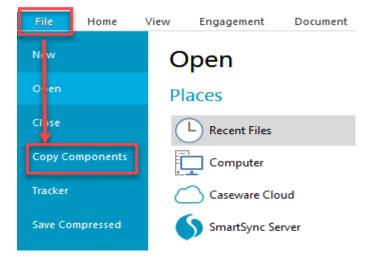
At the message "Update completed successfully" click OK.



10. Copy components from the Template into the client file

Using the Copy Components feature, update the client file with the necessary components from the Template. Select to copy information store.

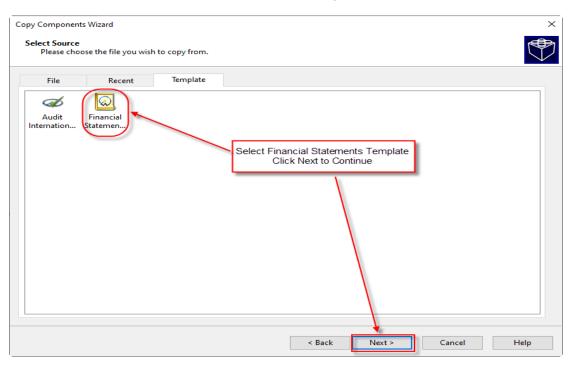
a. Select File / Copy Components.



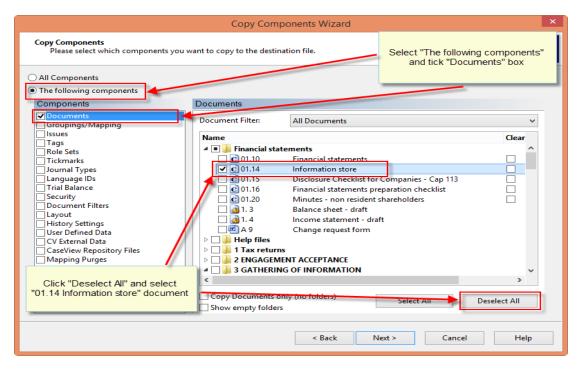
b. Select Copy into This File. Click Next.

Copy Components Wizard		×
	Welcome to the Copy Components Wizard This wizard allows you to copy all or some components from one client file to another. Please select the type of copy you wish to perform:	
	Copy Into This File Components from another client file will be copied into the currently open client file (ABC Ltd 2011).	
	 Copy Into A New File A new client file will be created. Components from the currently open file (ABC Ltd 2011) will be copied into the new file. 	
	Copy Into An Existing File Components will be copied from the currently open file (ABC Ltd 2011) into an existing file.	
	To continue, click Next.	
	< Back Next Cancel Hel	lp

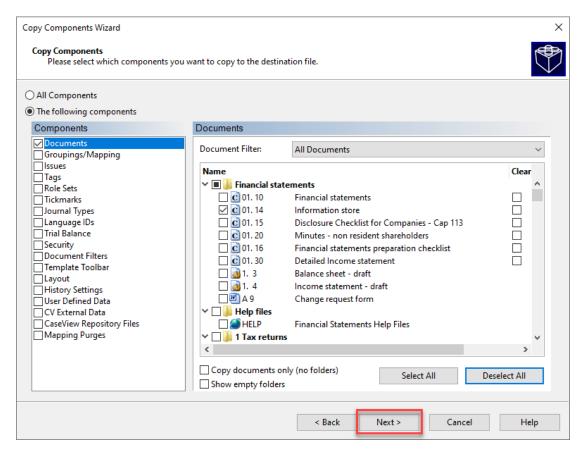
c. Choose Financial Statements Template and click Next.



d. In the Copy Components Wizard select "The following components" and the "Documents" box. Click "Deselect All" and then select document "01.14 Information store".



е.	Click	Next
U .	Chor	1 IOAL



f. Click Next to continue.

Clearing Components Please select which components you wish to clear in the destinat	tion file. Only data th	at is being copied w	ill be cleared.	
Spreadsheet Analysis Program/Checklist Foreign Exchange Role Completion Program Assertion Commentary Text Document and Group/Map Number Tags Document Reference Annotations Note Annotations Tickmark Annotations CaseView Notes CaseView Tickmarks				
	< Back	Next >	Cancel	Help

g. Click Finish to complete the Copy Components wizard.

Copy Components Wizard		Х
	Copy Components Wizard Complete	
	Once you proceed, the following actions will occur:	
	Copy to C:\Program Files (x86)\CaseWare\Data\AIT V24 core\AIT V24 core.ac	
	Copy from C:\Program Files (x86)\CaseWare\Template\Financial Statements Template\Financial Statem	
	Components will be copied Documents	
	To proceed, click Finish.	
	• •	
	< Back Finish Cancel Help	

11. Repeat the procedure of the copy components (Step 9)

In this case choose the Audit International Template instead and at the "following components" screen select the structures box. Proceed to complete the copy components wizard.

Copy Componen	ts Wizard					×
Select Source Please cho	ose the file you wish	to copy from.				
File	Recent	Template				
Audit International - CY	Financial Statemen					
			< Back	Next >	Cancel	Help

Copy Components Wizard					×
Copy Components Please select which components you	want to copy to the de	estination fi	le.		
 All Components The following components Components Documents Groupings/Mapping Structures Issues Tags Role Sets Tickmarks Journal Types Language IDs Trial Balance Security Document Filters Template Toolbar Layout History Settings User Defined Data CV External Data CaseView Repository Files Mapping Purges 	Structures	over	Structure 1 Structure 2	∽ ✓ Set as Default	
			< Back New	xt > Cancel	Help

12. Open the Information Store document (01.14) to select the correct library path and to update the fs document.

a. In the document manager double click to open the 01.14 Information Store.

🐼 🐸 🖨 🗮 🖾	$\times \cdot$							
File Home	View E	ngagement	Document	Accou	int Sma	rtSync	Tools	
Paste X Delete	Properties In	nsert Delete Line Line	라 Find 환 Replace 다 Select	Tags	Document Issue	From Library •		Automatic Case Document
Clipboard				Tags	Issues			
Documents	lssues Tria	al Balance A	dj. Entries Of	ther Entrie	s : I) 0 (G 🕋 🔝 🗠
Tilter: None 🔻								
💼 Name								
🗸 🍑 🖓 🗸 🗸 🗸 🗸 🗸	tatements							
C 01.10	Financia	l statements						
C 01.14	Informat	tion store						
C 01.15	Disclosure Checklist for Companies - Cap 113							
01.16	Financial statements preparation checklist							
C 01.20	Minutes - non resident shareholders							
1.3	Balance sheet - draft							
1.4	Income	statement - dr	aft					
🖳 A 9	Change	request form						
> 퉲 Help files	_							
> 퉲 1 Tax retu	irns							
> 퉲 2 ENGAGI	EMENT ACCEP	TANCE						
> 퉲 3 GATHEF	RING OF INFO	RMATION						
> 🎴 5 EVIDEN	> 🚺 5 EVIDENTIAL SECTIONS							
~ 🎩 CC Nomir	al Ledger, ETI	B and Journal	ls					

b. In the PATHS section, confirm that the Library Path is the correct one. If not press the browse button to set the correct Library path e.g. C:\ Program Files (x86)\ CaseWare\ Library. Then press Save Button.

■ PATHS	· · · · · · · · · · · · · · · · · · ·	
Library path :	C:\Program Files (x86)\CaseWare\Library	Browse
	The 'Fix Library path' button can be used to correct the path to the FS library file, if this is not correctly shown in the FS document.	Fix Library path

c) * B 🖸 - 🗗 -File Home Document View Tools Skipped Text Form Mode 100% -Style Window Design Mode Document Goto Preferences Ruler ₽

Show

Map

c. In the Updates to Documents section make sure the FS document is selected (01.10 Financial statements) and that the FS document is not open. Click the UPDATE FS DOCUMENT.

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日中

Zoom

Updates to Doct UPDATE CARRY FO		HEADERS AND FOOTERS		Select UPDATE FS DOCUMENT
Select Document :	FS	▼ 01.10 Financial statements	UPDATE FS DOCUMENT This option will perform an update of the Financial Statements Document in one step. T process will SAVE any INPUT values, update t documen from the latest library (including heades) and then RETRIEVE your INPUT valu all in one step	he

When the update completes you will get the message: "All in one Update operation was Successful". Press OK.

Message	\times
All in one Update operation was Succesfu	11!
ОК	

IMPORTAND NOTE: This option will perform an update of the Financial Statements Document in one step. The process will SAVE any INPUT values, update the financial statements document from the latest library (including headers) and then RETRIEVE your INPUT values, all in one step.

Enable Editing

Mode