Procedure for updating existing client files to the latest version of Audit International Template V25
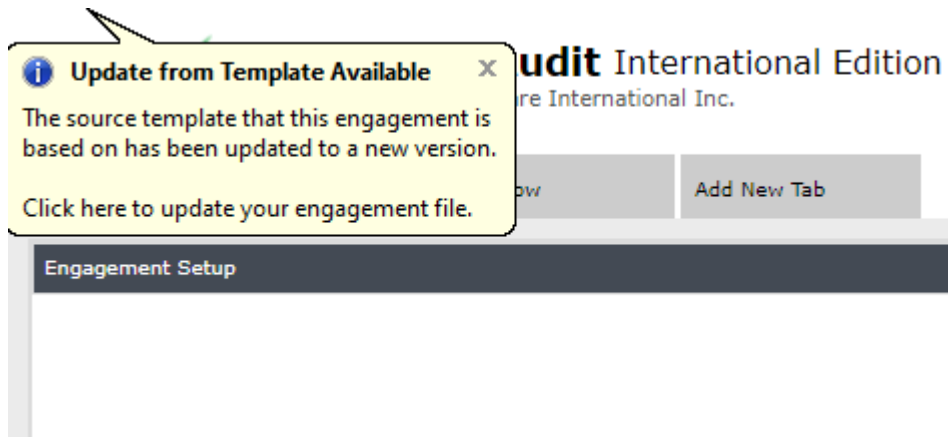
VERSION 1.00

PROCEDURE SUMMARY

1. **Follow the procedure of [Year End Close](), in case you already did then proceed with step 2.**
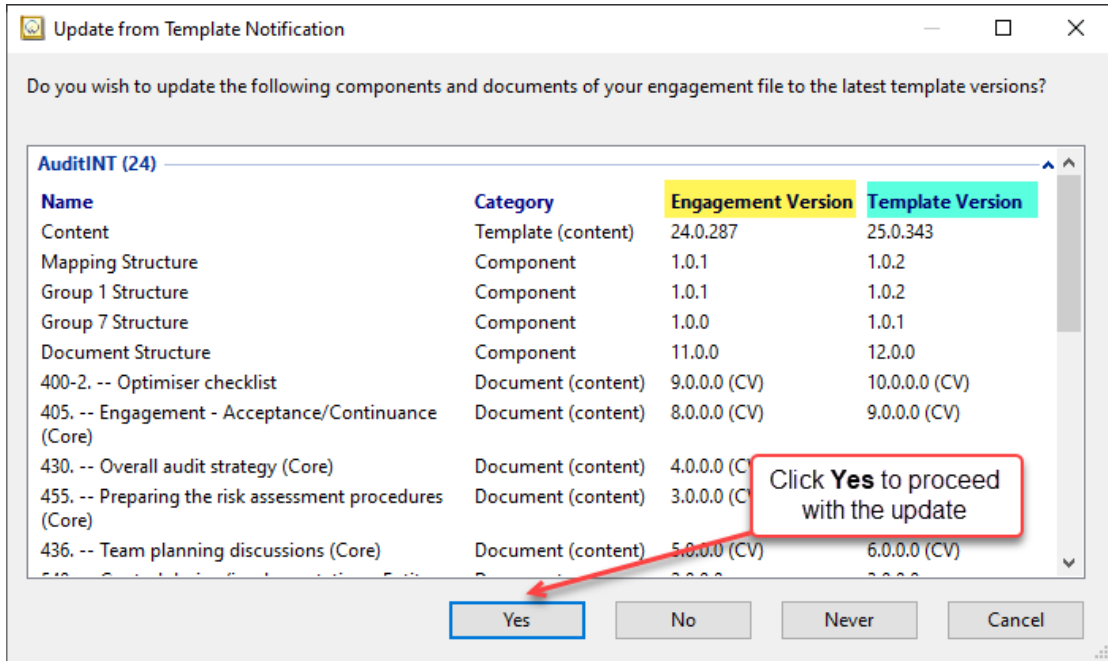
2. **Click on the notification balloon.**

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.
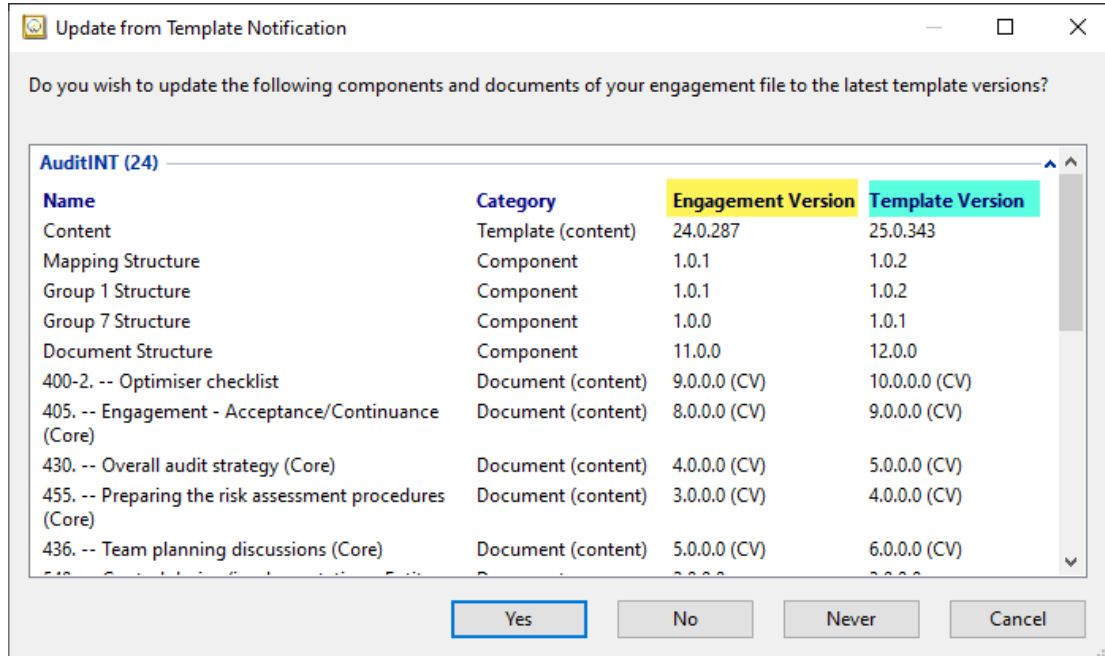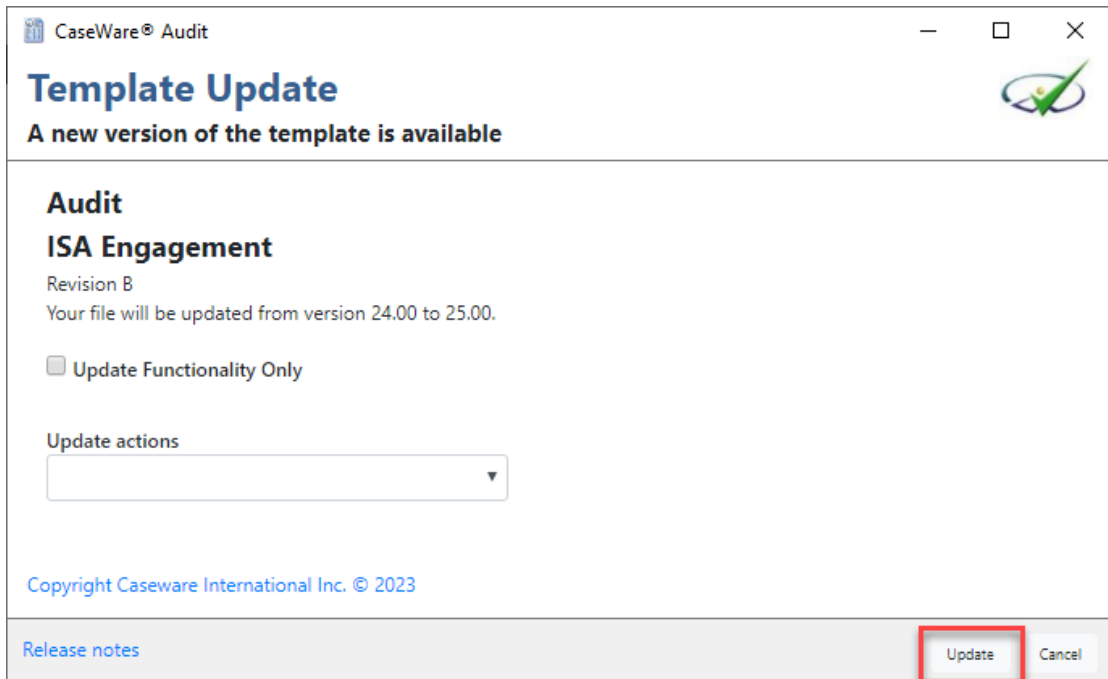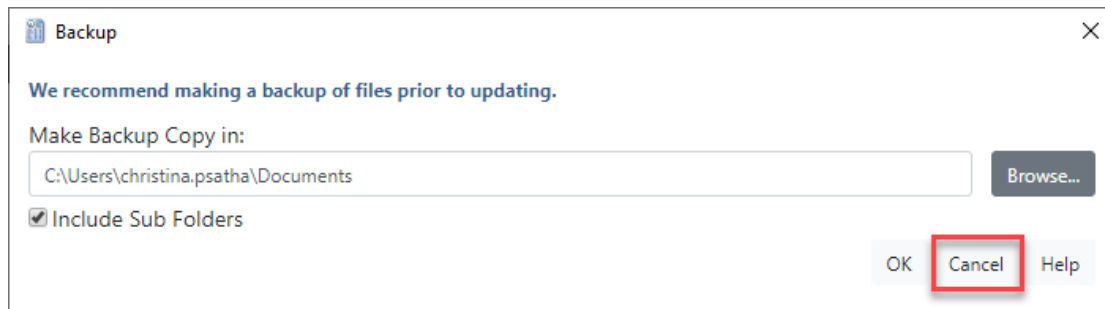
Click '**Yes'** to proceed with the update.

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

5. At the window "Backup" select Cancel

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'.**

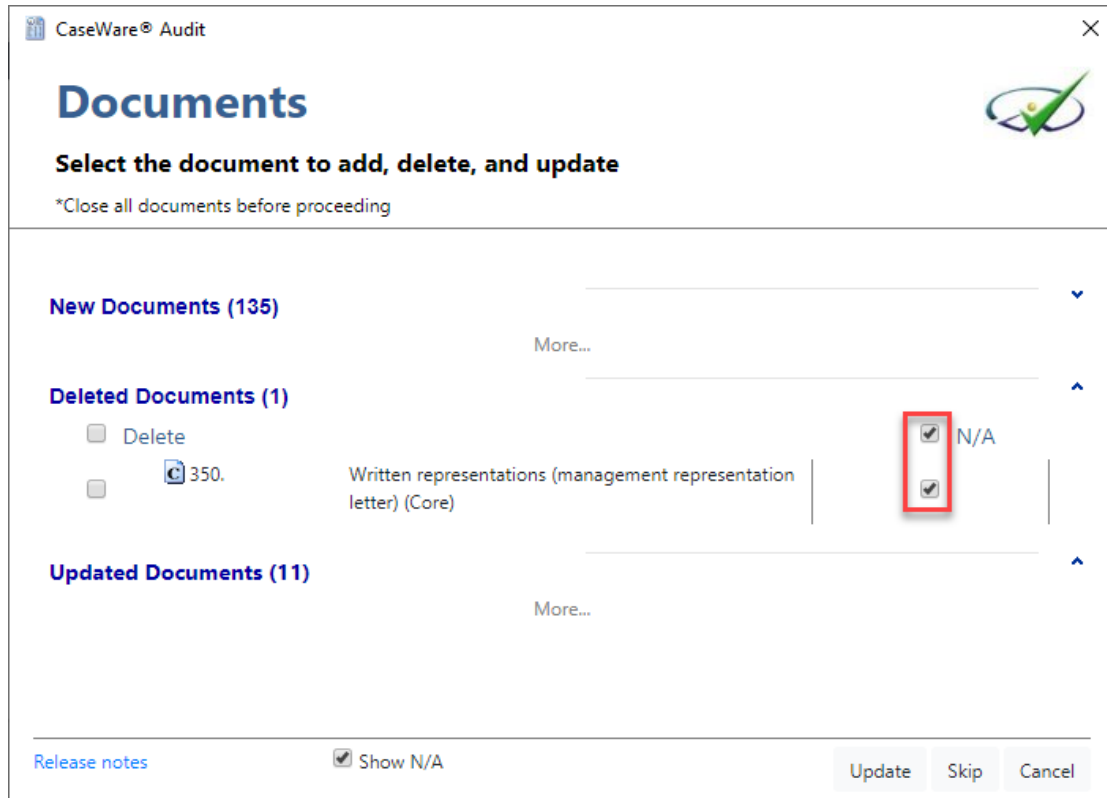### 6. Select to update the Groupings

7. Select the documents you wish to add, delete and update
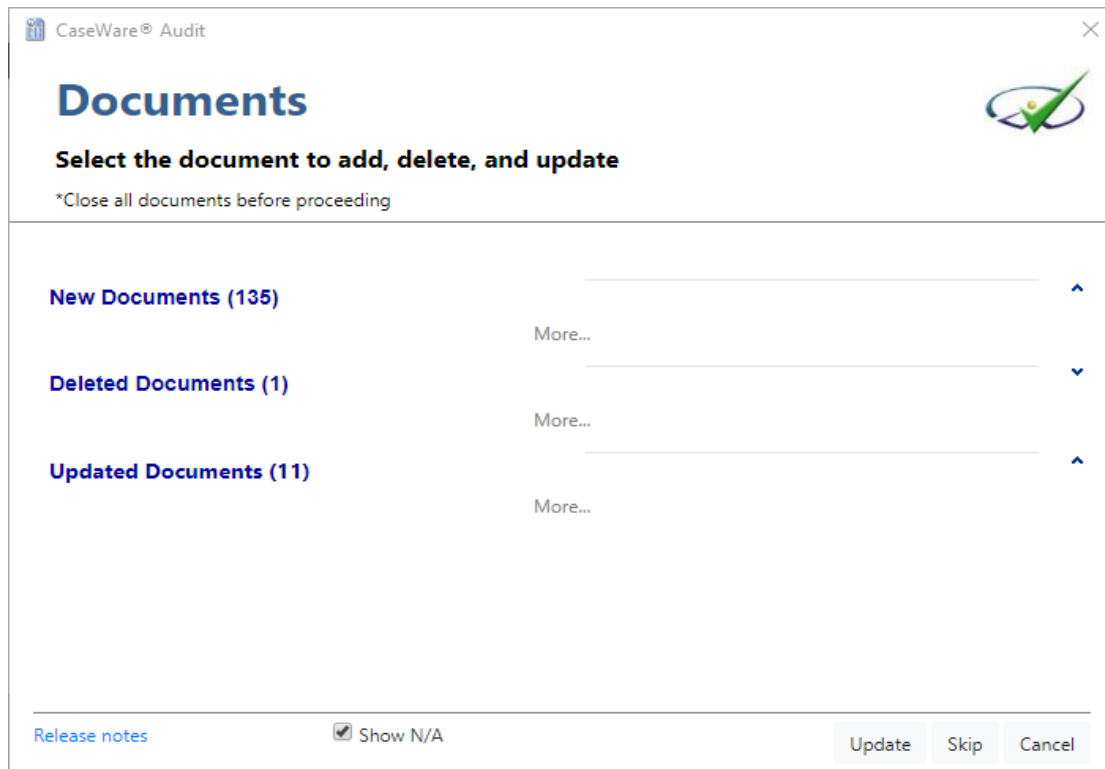
Note: Audit engagement files are different from client to client therefore print screens below will differ from the one you are updating. What you need to consider is that the '**New Documents'** dialogue will show various documents that you may or may not want to add in your engagement. Therefore, select **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.
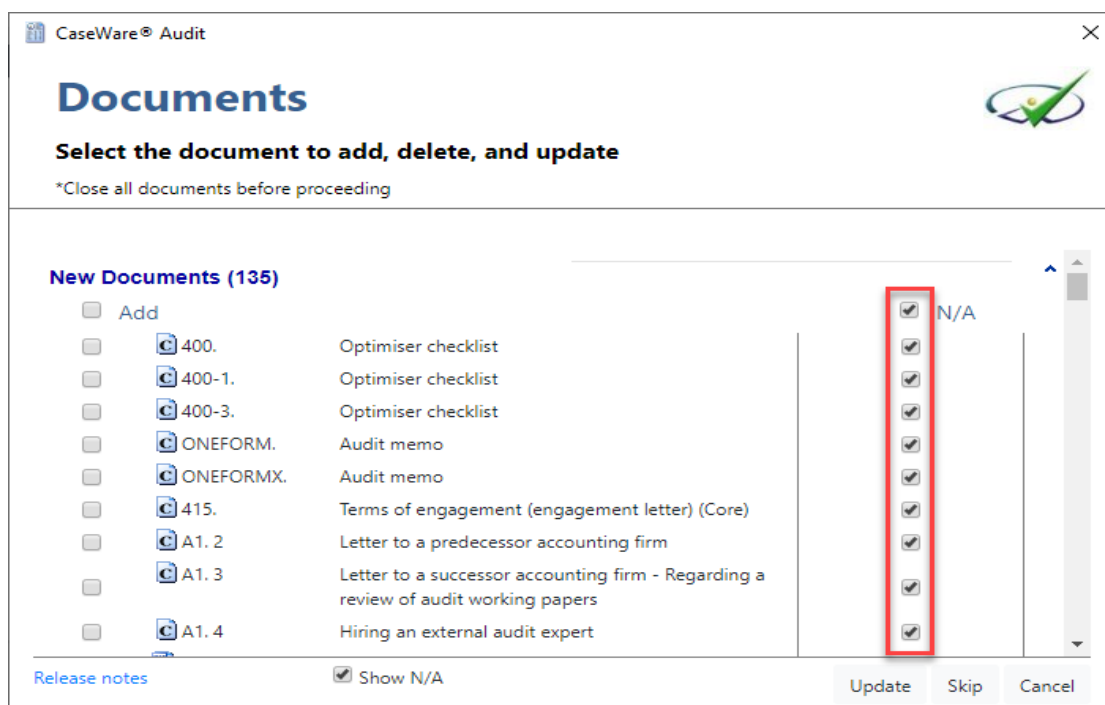
Note: If a '**Deleted documents'** dialogue appear make sure to select 'N/A' option as not to delete any document, you can delete whatever document is not needed after the update process is complete.
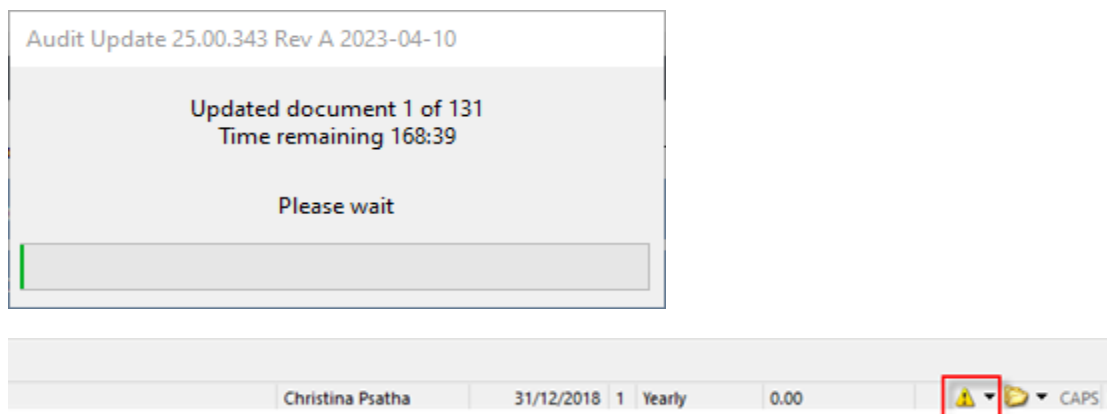

Select '**Update'** to proceed.

8. Table below shows a summary of the available updates for the applicable Work Programs and Checklists.
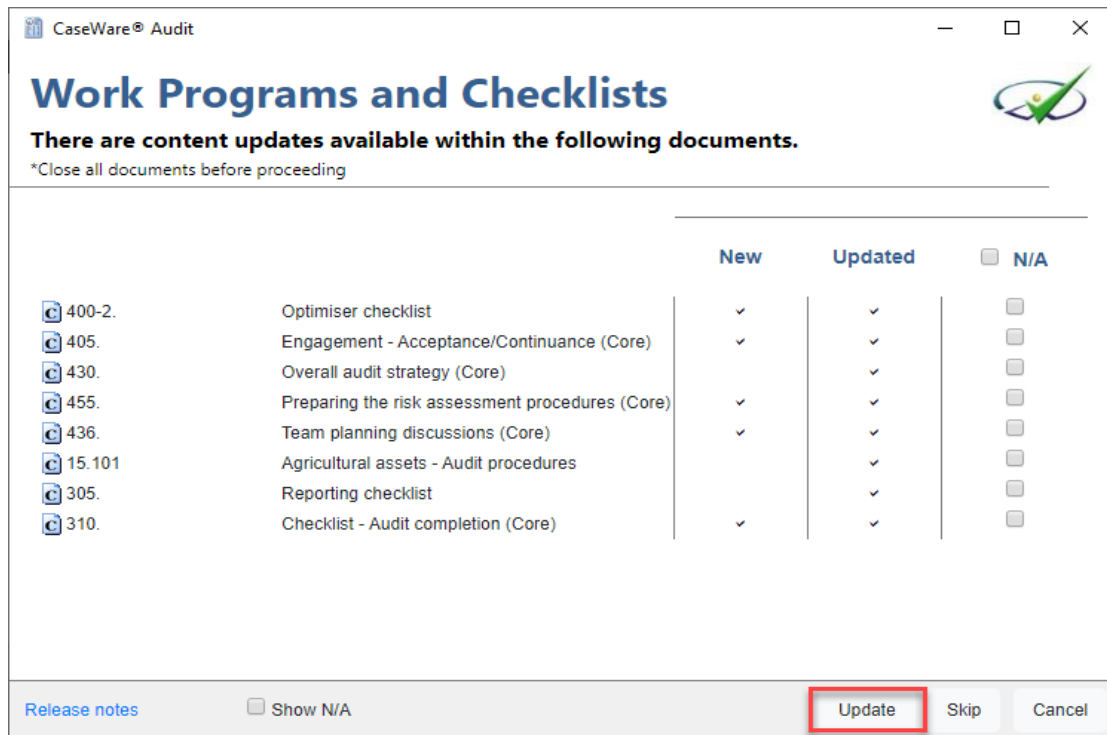
Select '**Update'** to proceed.

9. Update process

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.

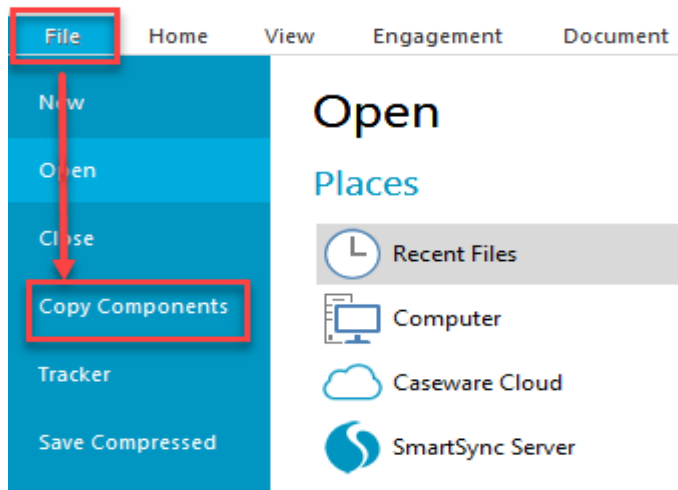Once the update is completed then the exclamation mark vanishes.

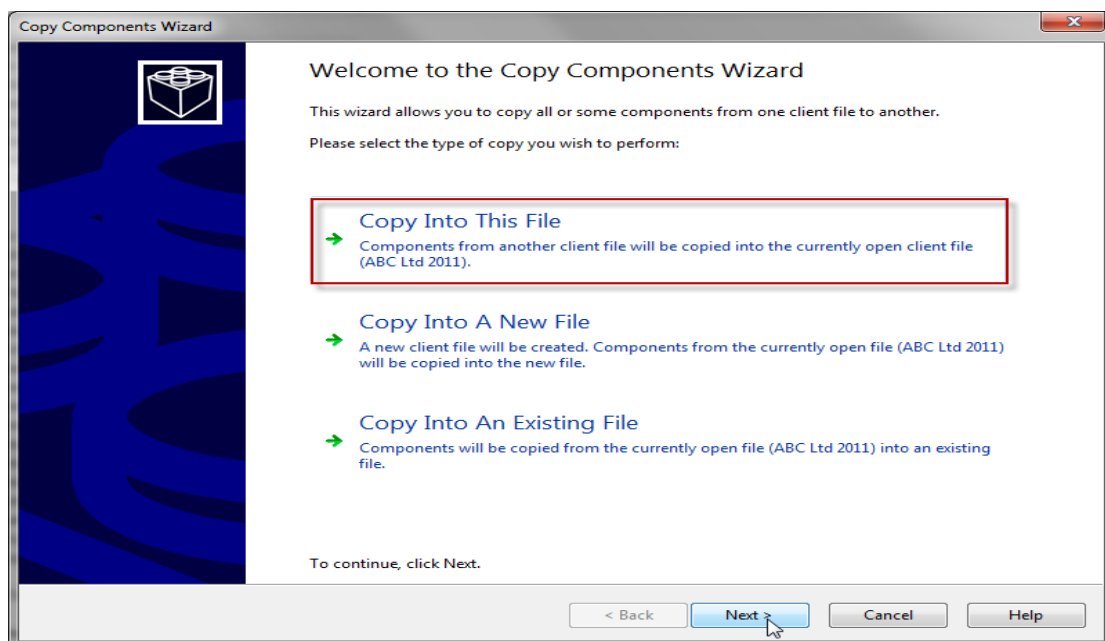At the message "Update completed successfully" click OK.
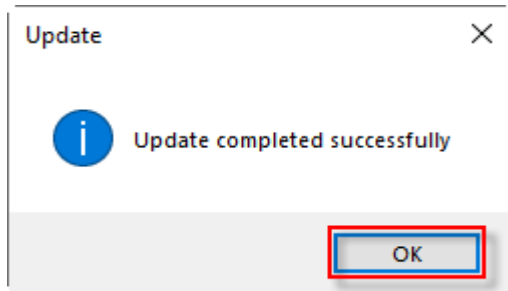
10. Copy components from the Template into the client file

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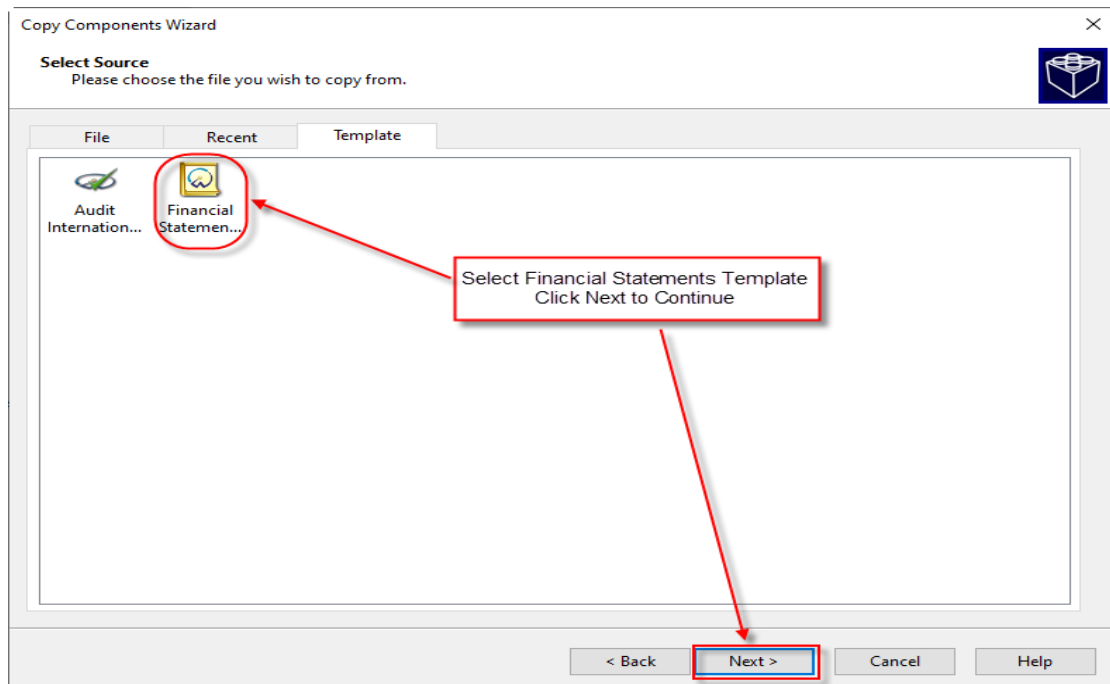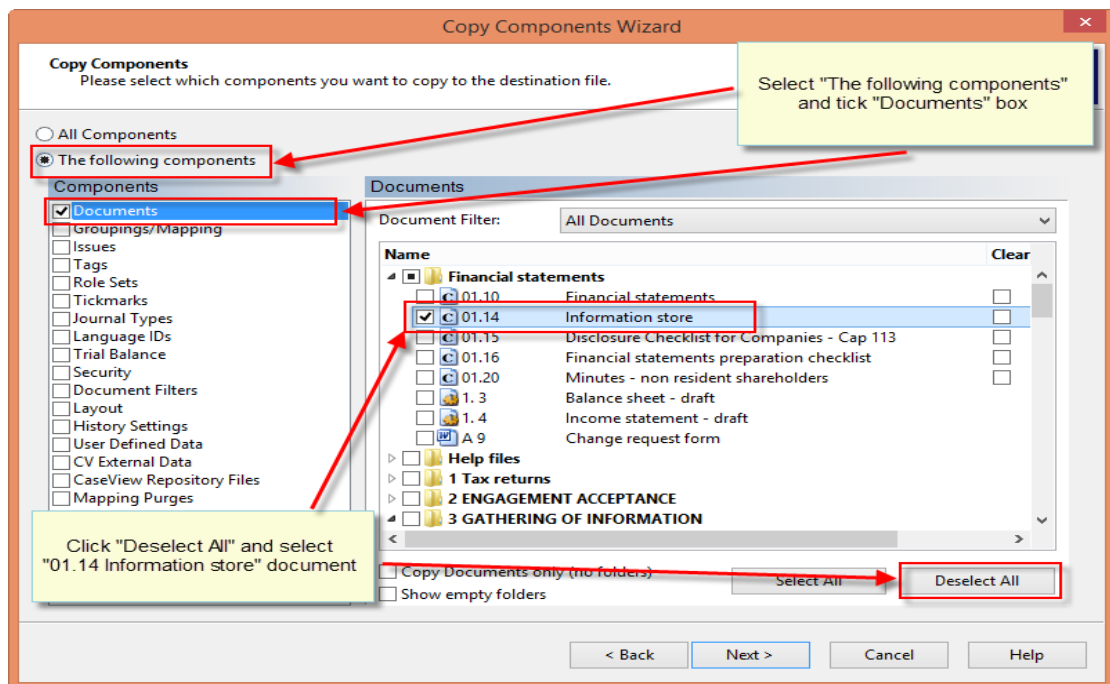
a. Select **File / Copy Components.**

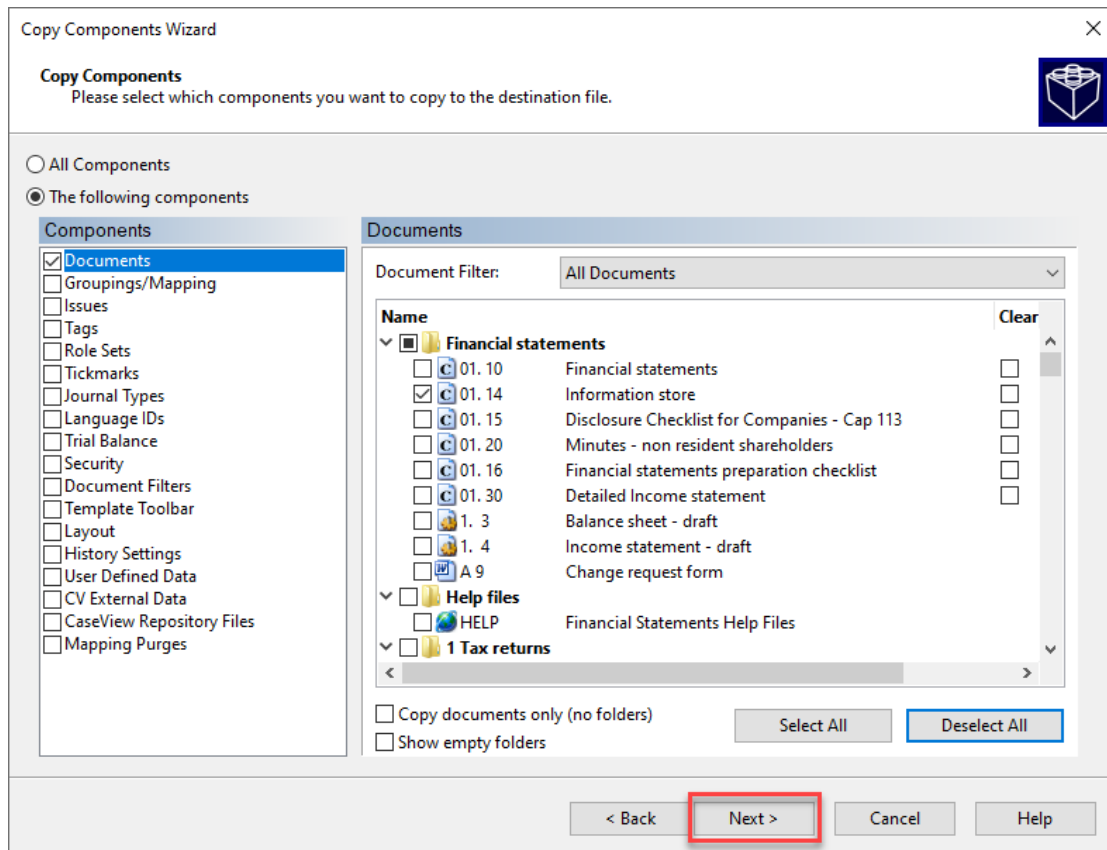**b.** Select Copy into This File. Click Next.

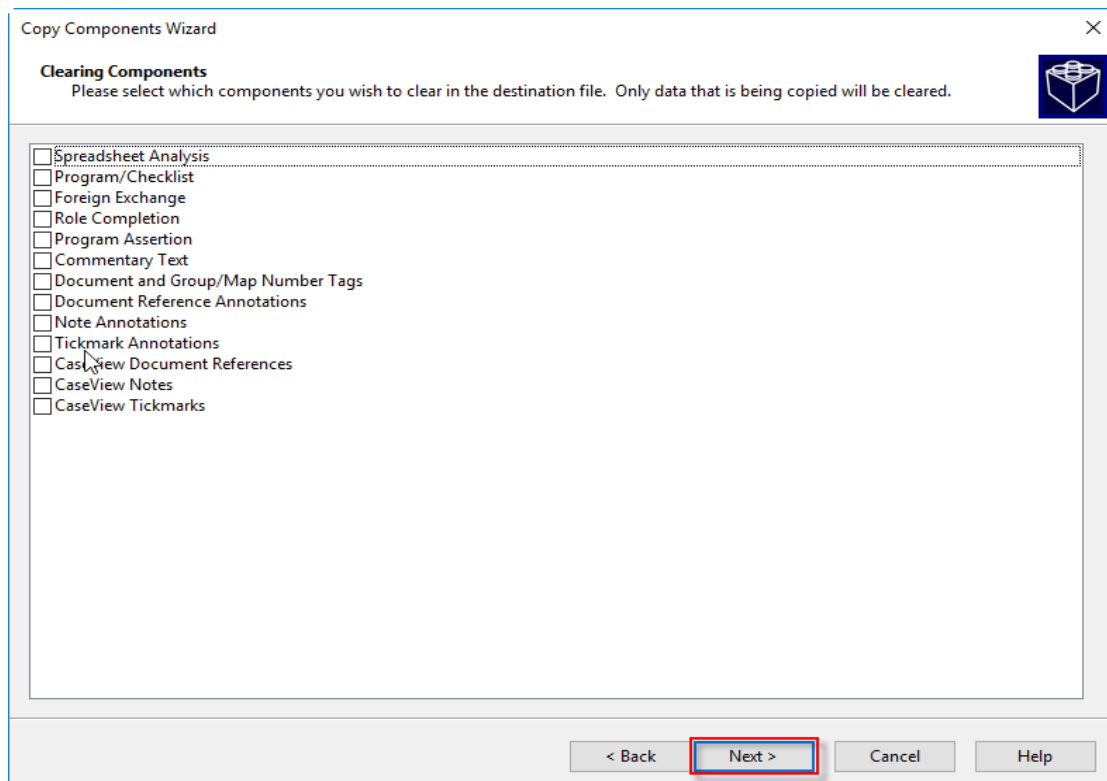**c.** Choose Financial Statements Template and click Next.

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".
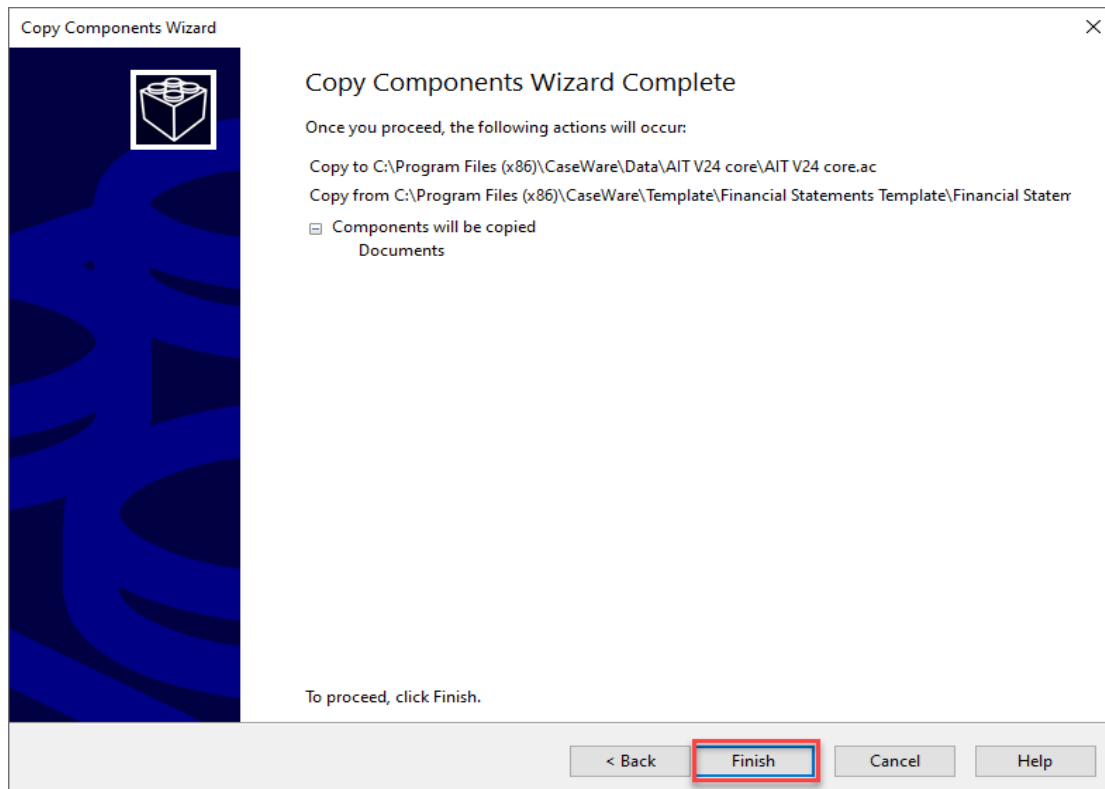
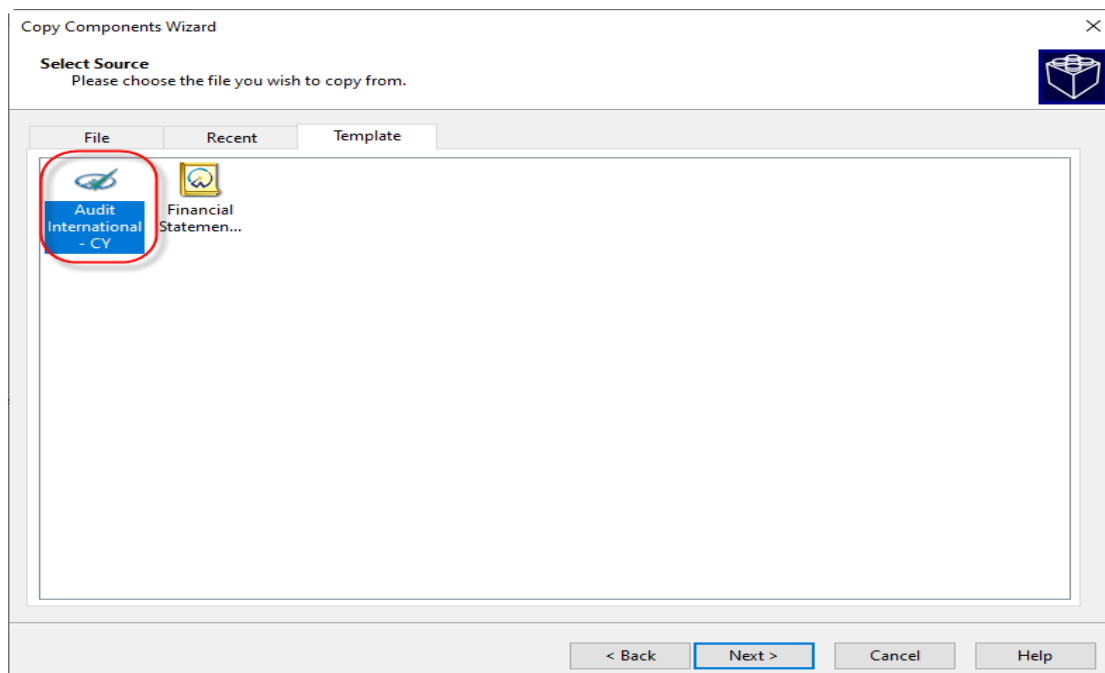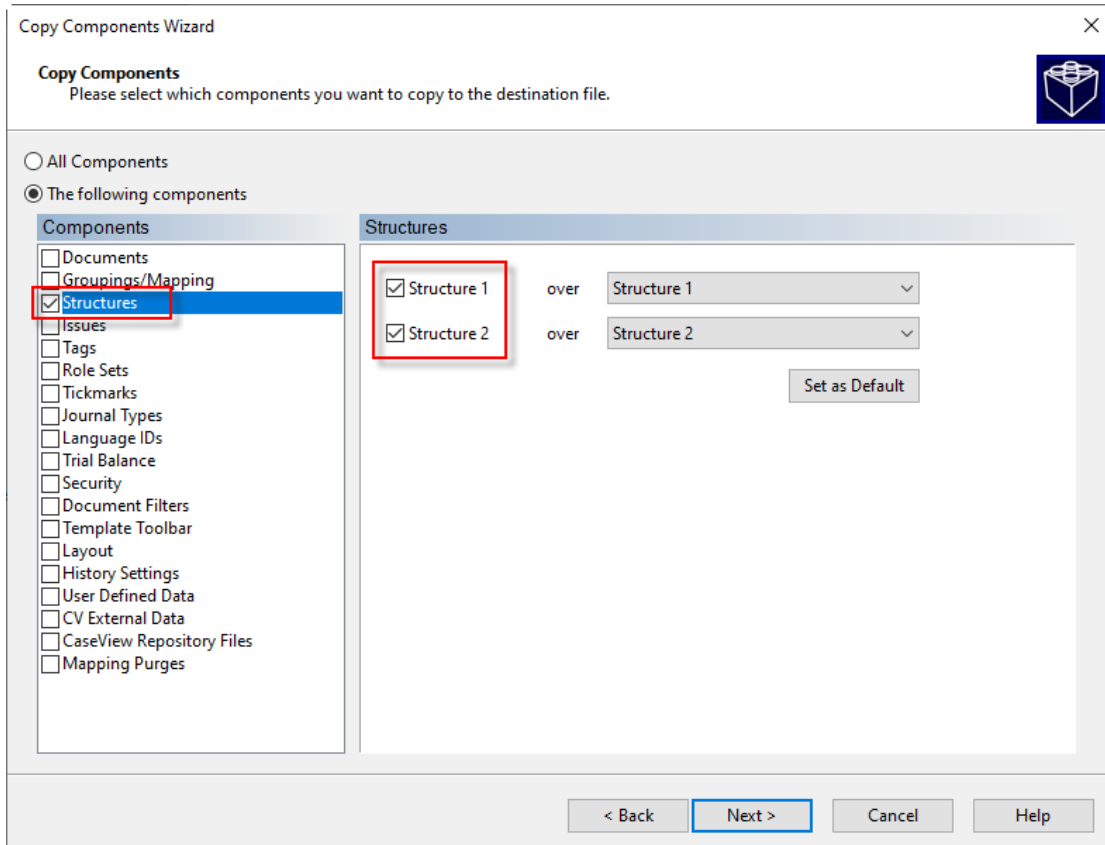**e.** Click Next

f. Click Next to continue.

g. Click Finish to complete the Copy Components wizard.

## 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.

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.
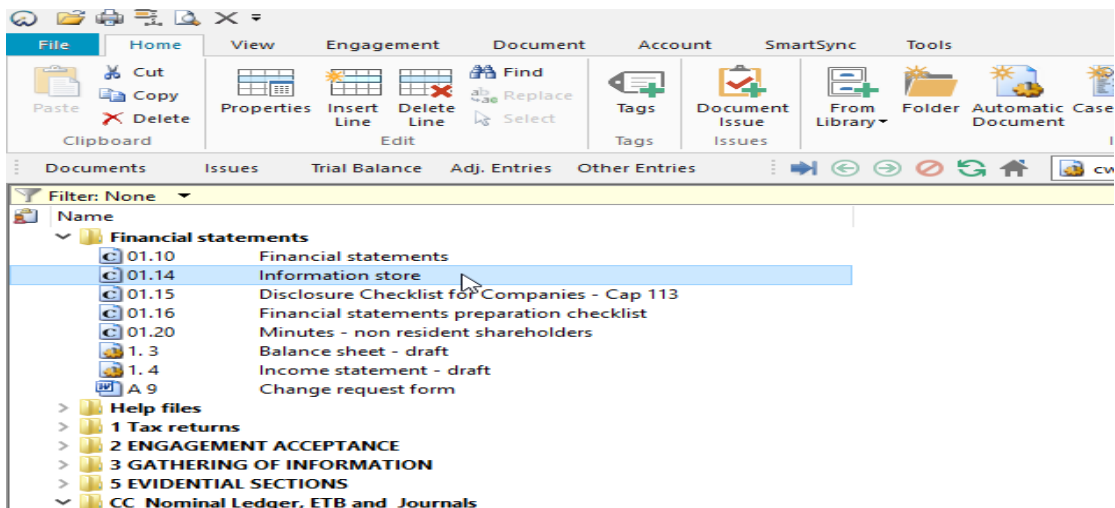
b. In the PATHS section, confirm that the Library Path is the correct one. If not press the browse button to set the correct Library path e.g. C:\ Program Files (x86)\ CaseWare\ Library. Then press Save Button.
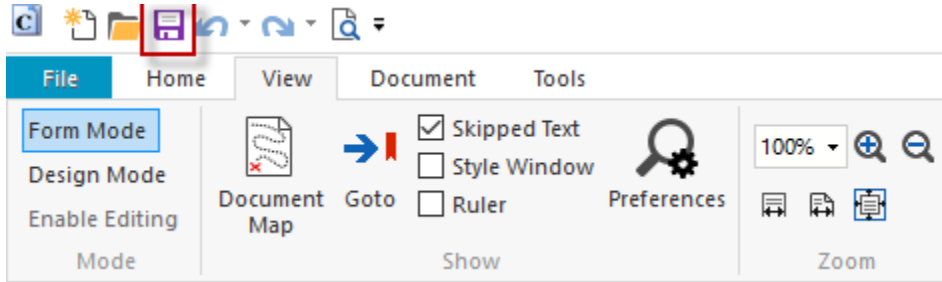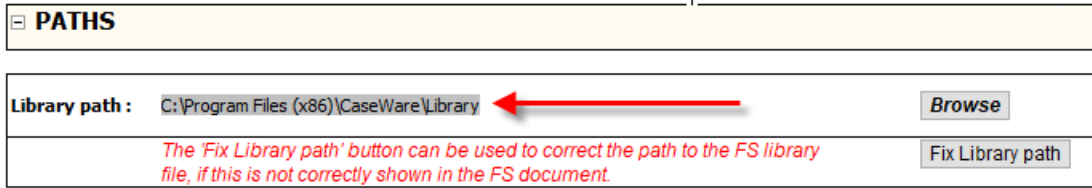
c. In the Updates to Documents section make sure the FS document is selected (01.10 Financial statements) and that the FS document is not open. Click the UPDATE FS DOCUMENT.
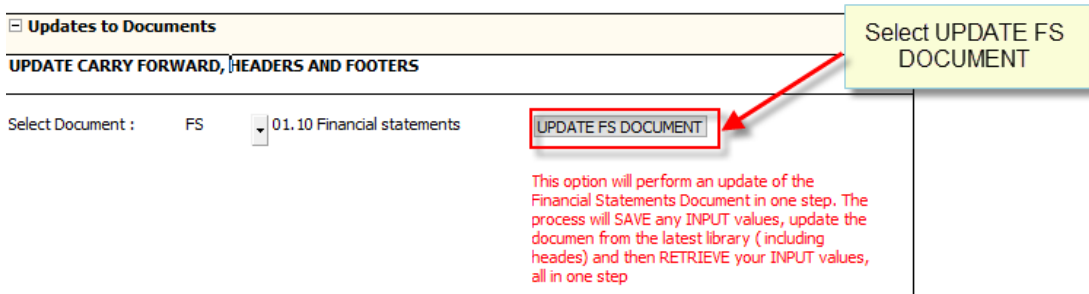
When the update completes you will get the message: "All in one Update operation was Successful". Press OK.
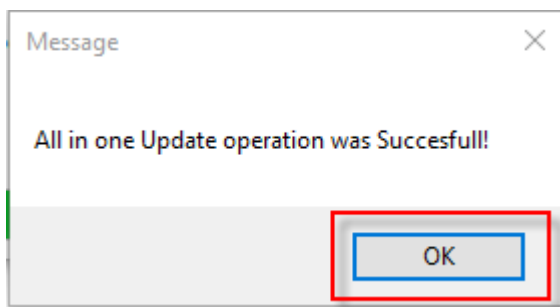
IMPORTAND NOTE: This option will perform an update of the Financial Statements Document in one step. The process will SAVE any INPUT values, update the financial statements document from the latest library (including headers) and then RETRIEVE your INPUT values, all in one step.