



Procedure for updating existing client files to the latest version of Audit International Template V26

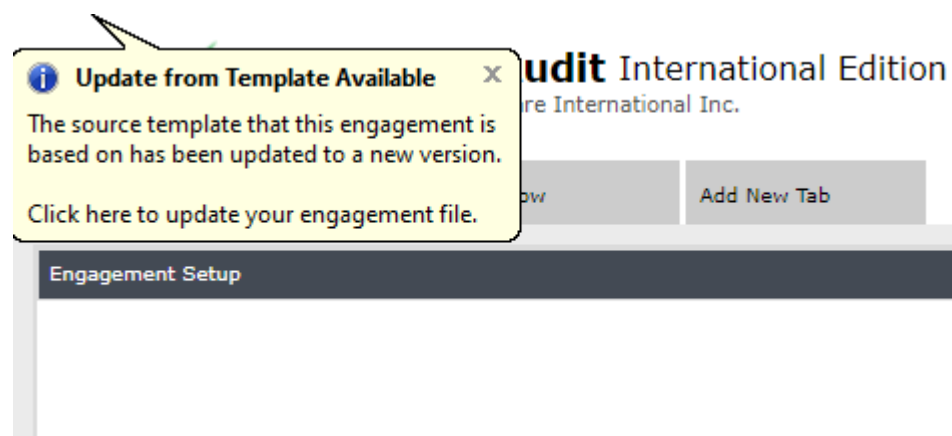


VERSION 1.00

PROCEDURE SUMMARY

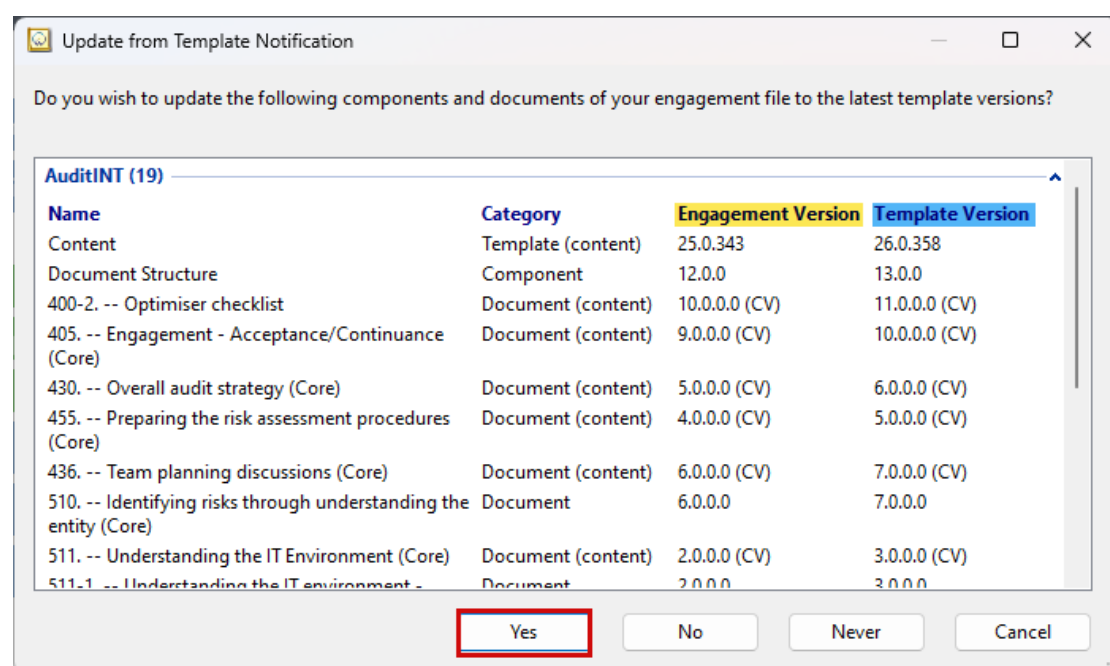
1.	Follow the procedure of Year End Close, in case you already did then proceed with step 2.	3
2.	Click on the notification balloon.....	3
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5.	At the window “Backup” select Cancel	4
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1. Follow the 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

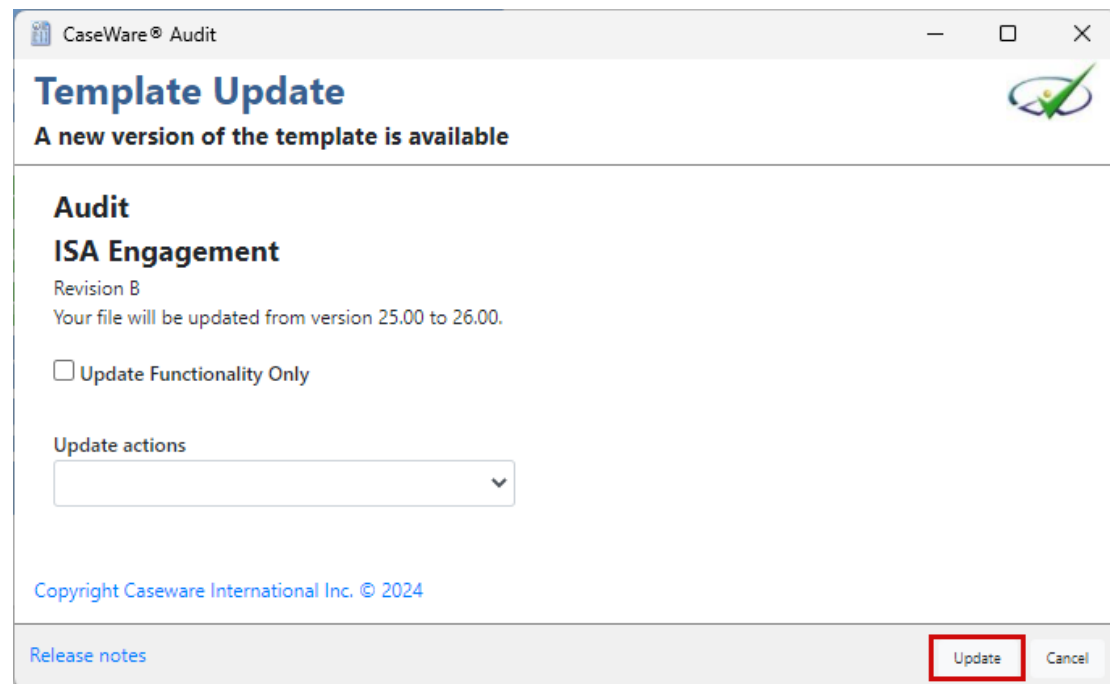
The screen shows the applicable components and documents of your engagement that will be updated to the latest AIT version. Therefore, what you see below might not be the same.



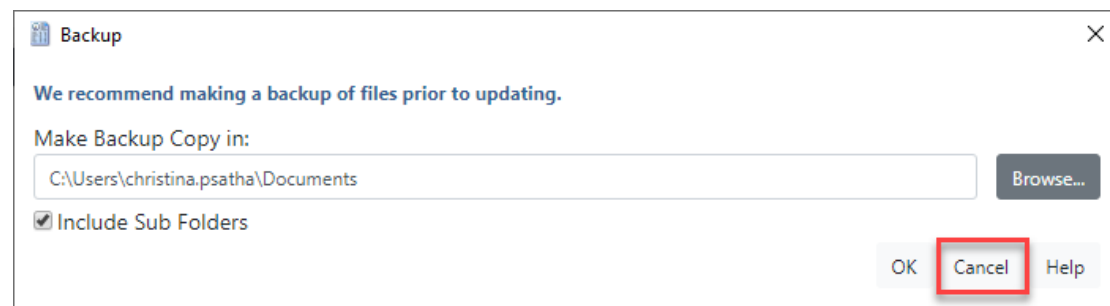
Click 'Yes' to proceed with the update.

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

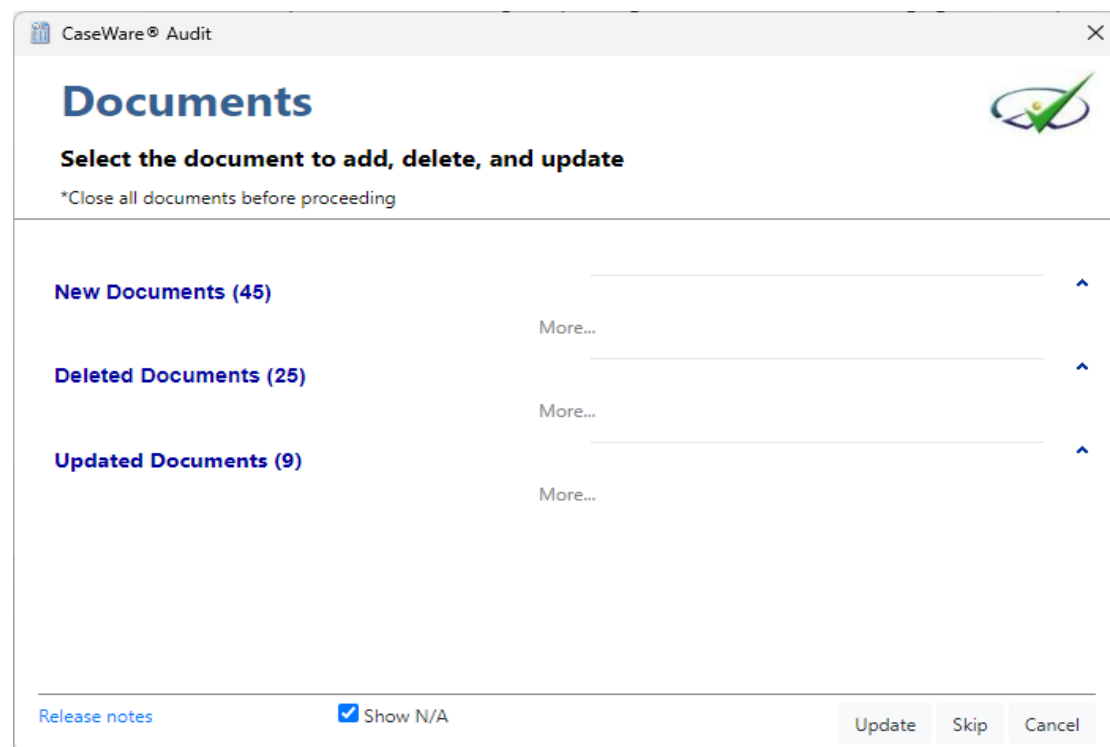


5. At the window "Backup" select Cancel



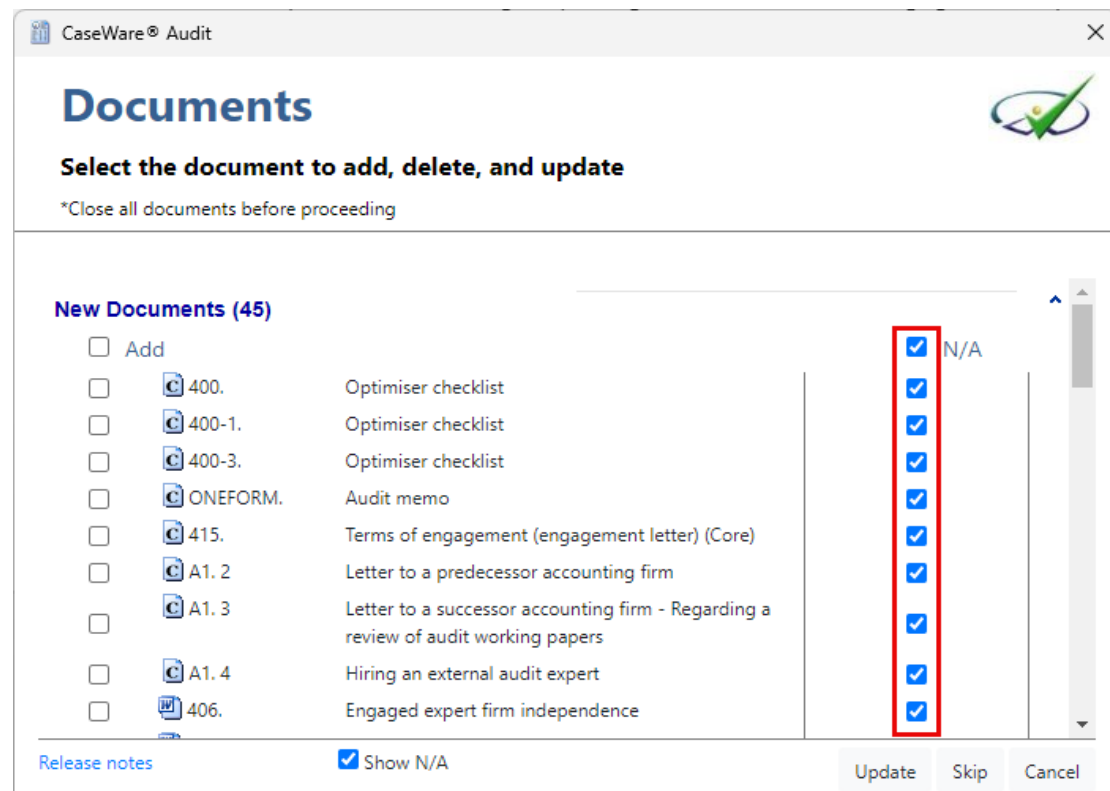
Note: In case you need to update an engagement file that has already commenced then select '**OK**' to proceed with the backup. In case though the engagement has been created with the year-end close procedure, and you want to proceed with the update prior commencing audit work then press '**Cancel**'.

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



The screenshot shows the 'Documents' dialog box in CaseWare Audit. The title bar reads 'CaseWare® Audit'. The main heading is 'Documents' with a green checkmark icon. Below it, the instruction 'Select the document to add, delete, and update' is displayed, followed by a note: '*Close all documents before proceeding'. The dialog is divided into three sections: 'New Documents (45)', 'Deleted Documents (25)', and 'Updated Documents (9)'. Each section has a 'More...' link to its right. At the bottom, there is a 'Release notes' link, a checked 'Show N/A' checkbox, and three buttons: 'Update', 'Skip', and '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.



This screenshot shows the 'Documents' dialog box with the 'New Documents (45)' section expanded. It displays a list of documents with checkboxes for selection. A red box highlights the 'N/A' column, where all documents are checked. The documents listed are:

Document ID	Document Name	Selection
<input type="checkbox"/> Add		<input checked="" type="checkbox"/>
<input type="checkbox"/> 400.	Optimiser checklist	<input checked="" type="checkbox"/>
<input type="checkbox"/> 400-1.	Optimiser checklist	<input checked="" type="checkbox"/>
<input type="checkbox"/> 400-3.	Optimiser checklist	<input checked="" type="checkbox"/>
<input type="checkbox"/> ONEFORM.	Audit memo	<input checked="" type="checkbox"/>
<input type="checkbox"/> 415.	Terms of engagement (engagement letter) (Core)	<input checked="" type="checkbox"/>
<input type="checkbox"/> A1. 2	Letter to a predecessor accounting firm	<input checked="" type="checkbox"/>
<input type="checkbox"/> A1. 3	Letter to a successor accounting firm - Regarding a review of audit working papers	<input checked="" type="checkbox"/>
<input type="checkbox"/> A1. 4	Hiring an external audit expert	<input checked="" type="checkbox"/>
<input type="checkbox"/> 406.	Engaged expert firm independence	<input checked="" type="checkbox"/>

At the bottom, there is a 'Release notes' link, a checked 'Show N/A' checkbox, and three buttons: 'Update', 'Skip', and '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.

CaseWare® Audit

Documents

Select the document to add, delete, and update

*Close all documents before proceeding

Deleted Documents (25)

☐ Delete

☐ 5101 Worksheet - Group audit - Acceptance and planning

☐ 5102 Worksheet - Group audit - Communications

☐ 5103 Worksheet - Group audit - Evaluation and conclusion

☐ 5000 Worksheet - Consolidation completion

☐ 5001 Worksheet - EQR checklist - Group audits involving component auditors

☐ 5002 Worksheet - Group audit - Overall strategy

☐ 5003 Worksheet - Group audit - Group audit plan

☐ 5004 Worksheet - Group audit - Group audit planning memorandum

☒ N/A

☒

☒

☒

☒

☒

☒

☒

☒

☒

Release notes

☒ Show N/A

Update

Skip

Cancel

CaseWare® Audit

Documents

Select the document to add, delete, and update

*Close all documents before proceeding

Updated Documents (9)

☒ Update

☒ 510. Identifying risks through understanding the entity (Core)

☒ 511-1. Understanding the IT environment - Listing (Core)

☒ 530. Identifying risks through understanding the components of the entity's system of internal control (Core)

☒ 365. Management letter

☒ 366. Report for those charged with governance

☒ 367. Audit findings - Sample letter

☒ 369. Significant deficiencies in internal control (These

☐ N/A

☐

☐

☐

☐

☐

☐

☐

Release notes

☒ Show N/A

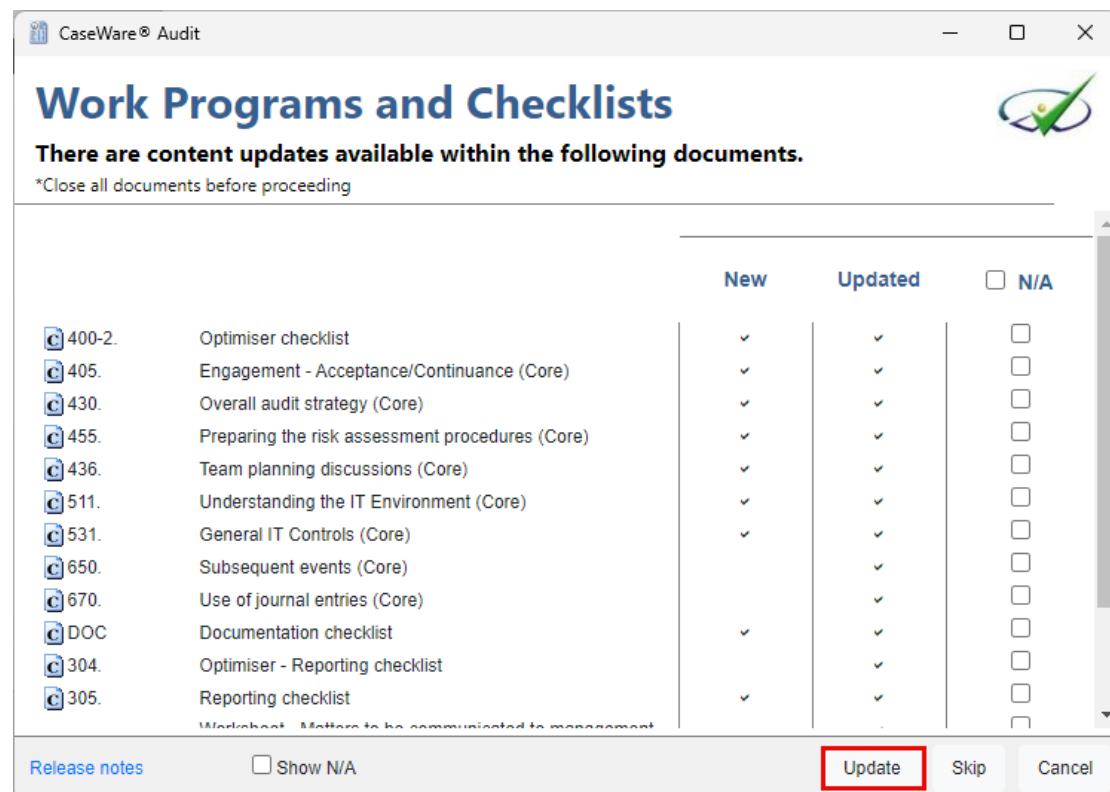
Update

Skip

Cancel

Select 'Update' to proceed.

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



Work Programs and Checklists

There are content updates available within the following documents.

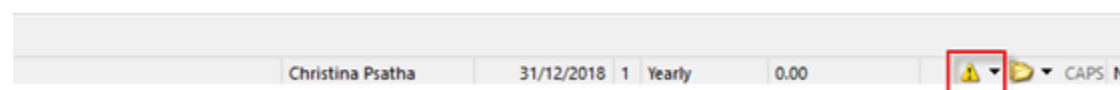
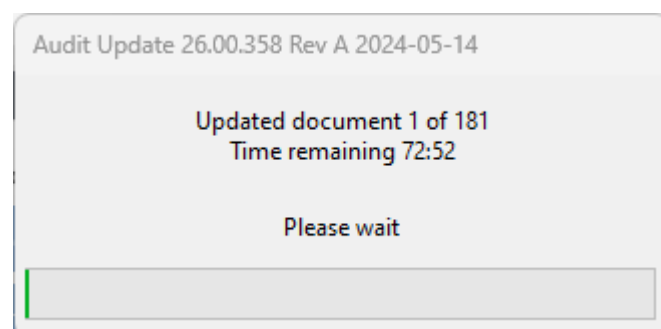
*Close all documents before proceeding

		New	Updated	<input type="checkbox"/> N/A
400-2.	Optimiser checklist	✓	✓	<input type="checkbox"/>
405.	Engagement - Acceptance/Continuance (Core)	✓	✓	<input type="checkbox"/>
430.	Overall audit strategy (Core)	✓	✓	<input type="checkbox"/>
455.	Preparing the risk assessment procedures (Core)	✓	✓	<input type="checkbox"/>
436.	Team planning discussions (Core)	✓	✓	<input type="checkbox"/>
511.	Understanding the IT Environment (Core)	✓	✓	<input type="checkbox"/>
531.	General IT Controls (Core)	✓	✓	<input type="checkbox"/>
650.	Subsequent events (Core)		✓	<input type="checkbox"/>
670.	Use of journal entries (Core)		✓	<input type="checkbox"/>
DOC	Documentation checklist	✓	✓	<input type="checkbox"/>
304.	Optimiser - Reporting checklist		✓	<input type="checkbox"/>
305.	Reporting checklist	✓	✓	<input type="checkbox"/>
	Worksheet: Matters to be communicated to management			<input type="checkbox"/>

Release notes ☐ Show N/A **Update** Skip Cancel

Select '**Update**' to proceed.

8. Update process

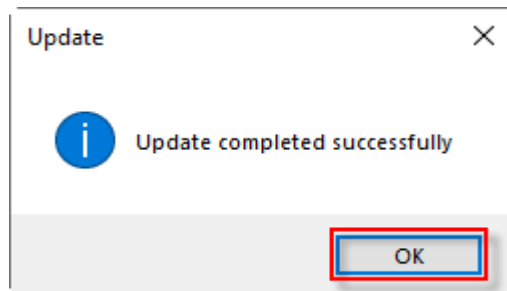


Note: Ignore the time remaining. It is estimated between 6 to 16 minutes depending on the number of documents needed to be updated.

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

Once the update is completed then the exclamation mark vanishes.

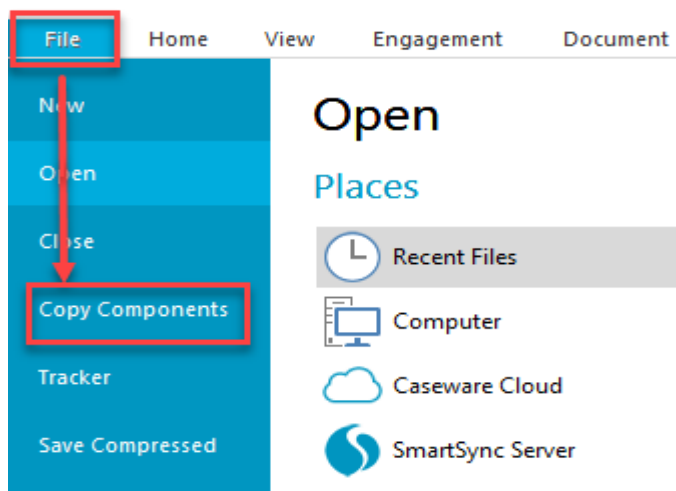
At the message “Update completed successfully” click OK.



9. 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.

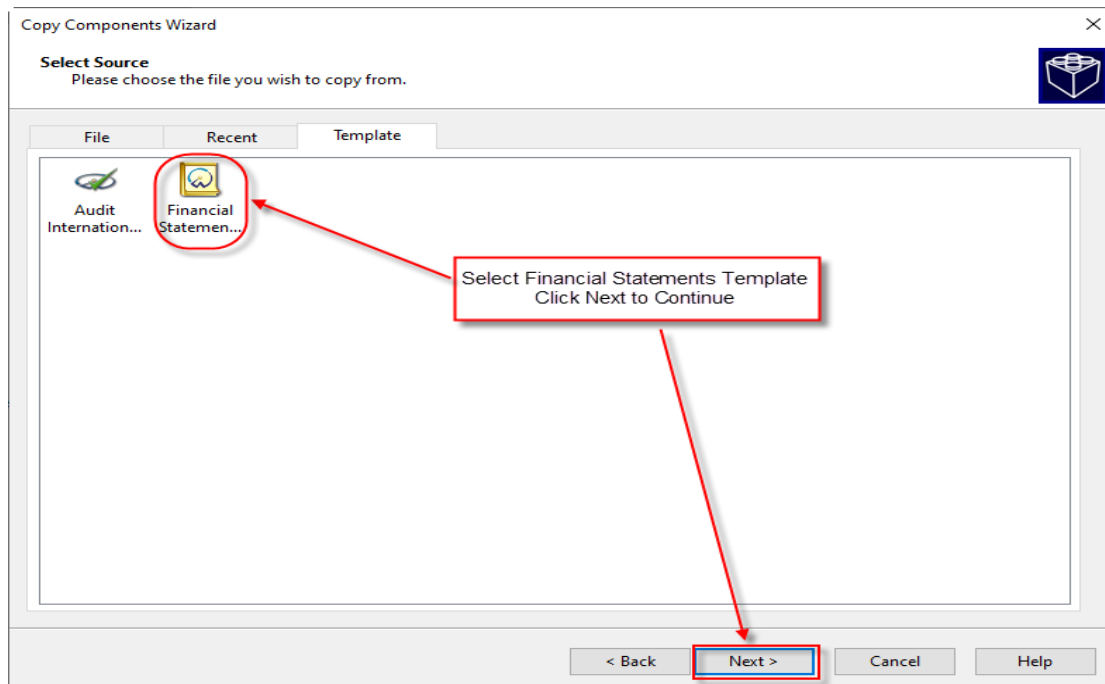
- a. Select **File / Copy Components**.



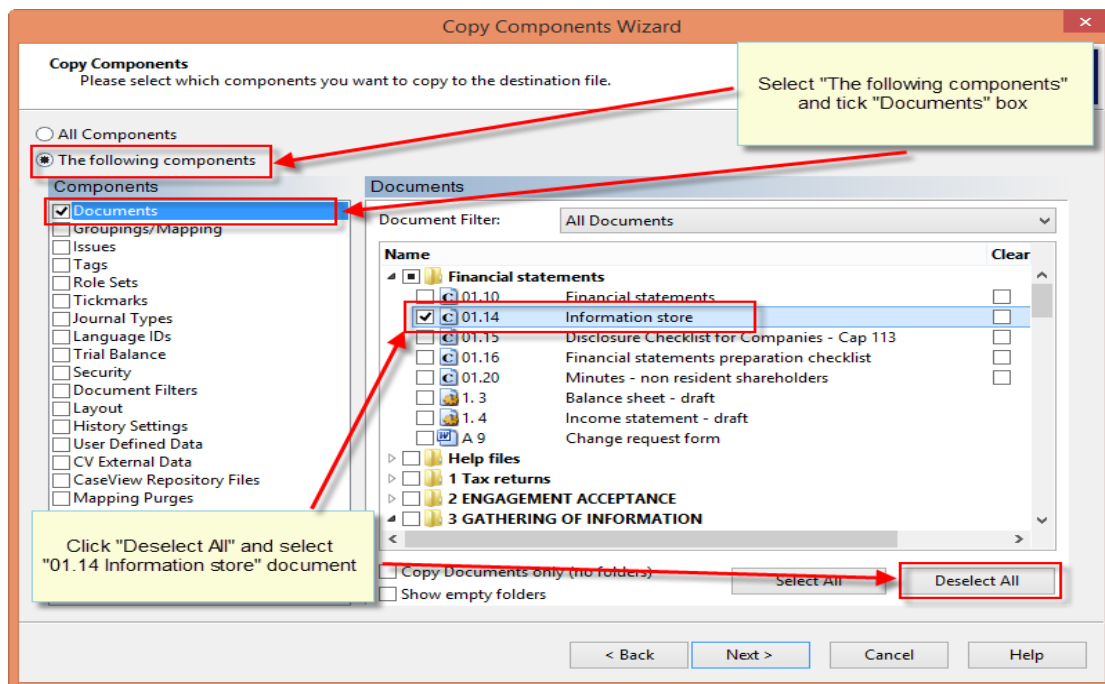
- b. Select Copy into This File. Click Next.



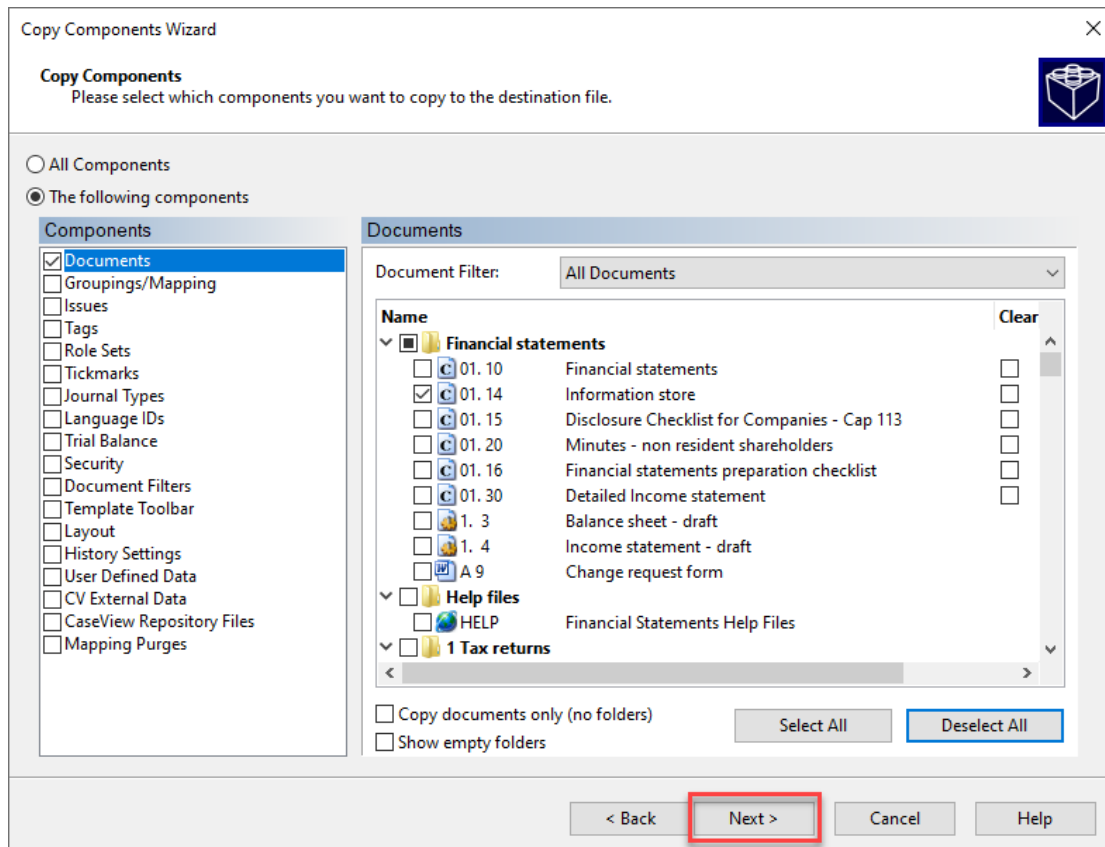
- c. Choose Financial Statements Template and click Next.



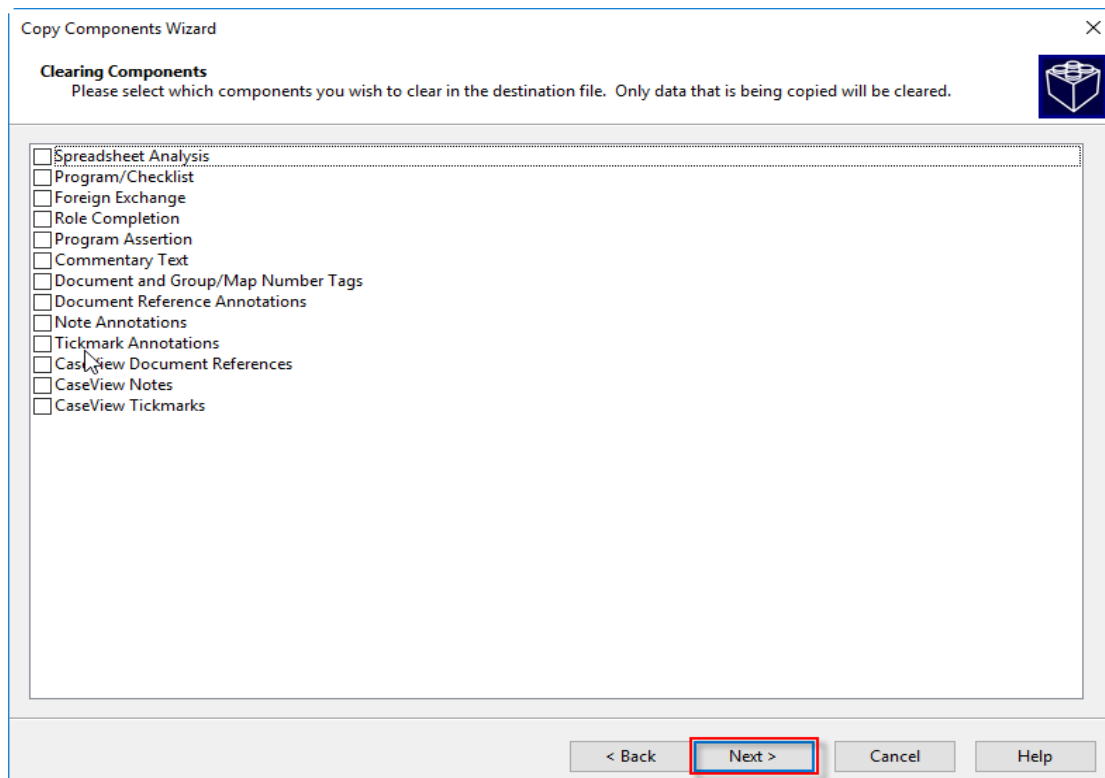
- d. In the Copy Components Wizard select "The following components" and the "Documents" box. Click "Deselect All" and then select document "01.14 Information store".



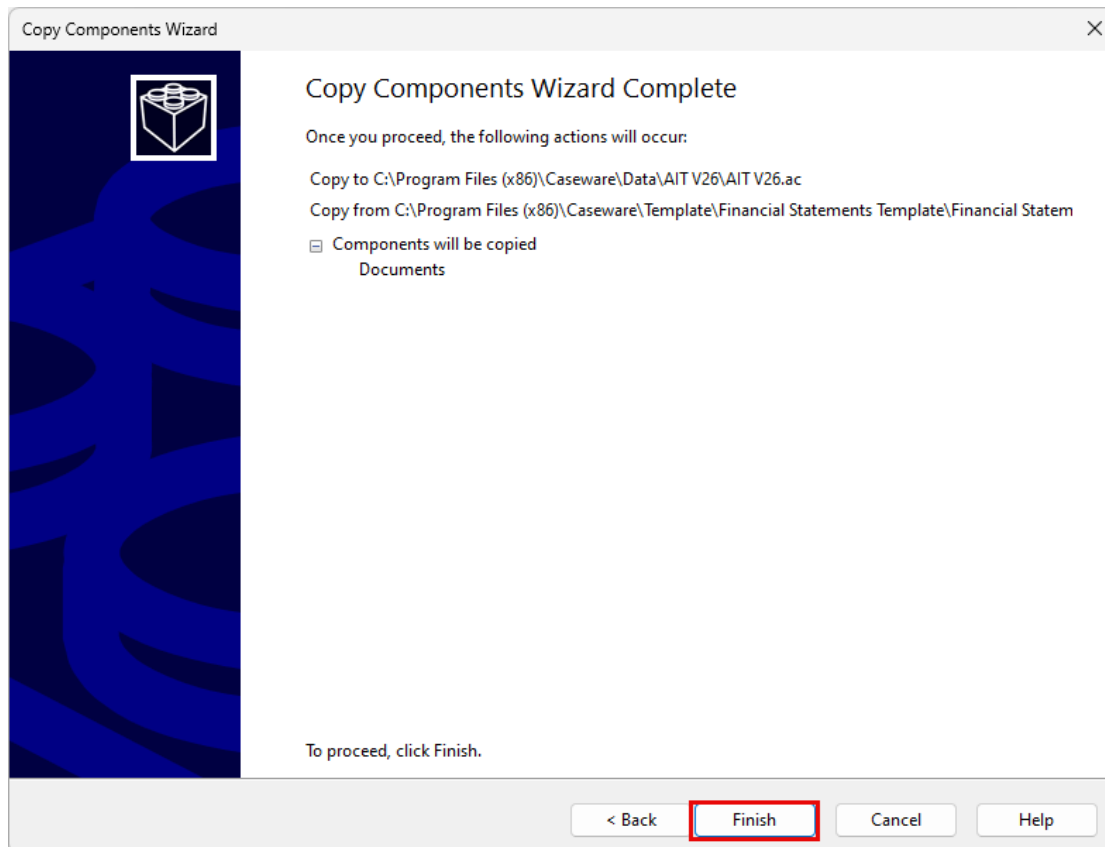
e. Click Next



f. Click Next to continue.

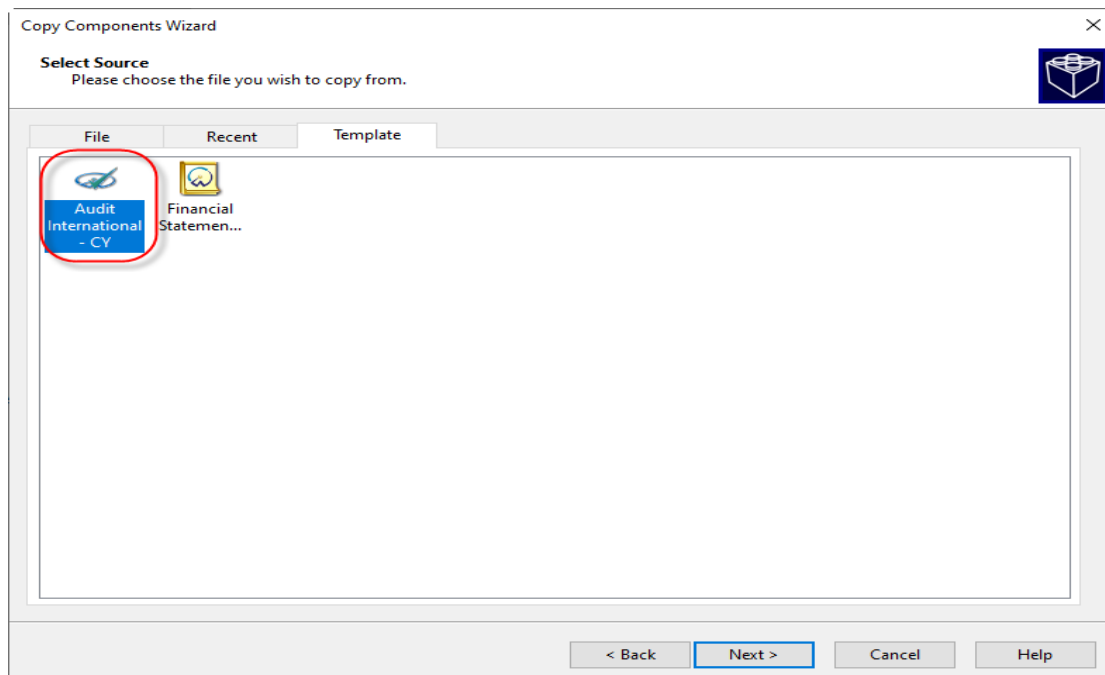


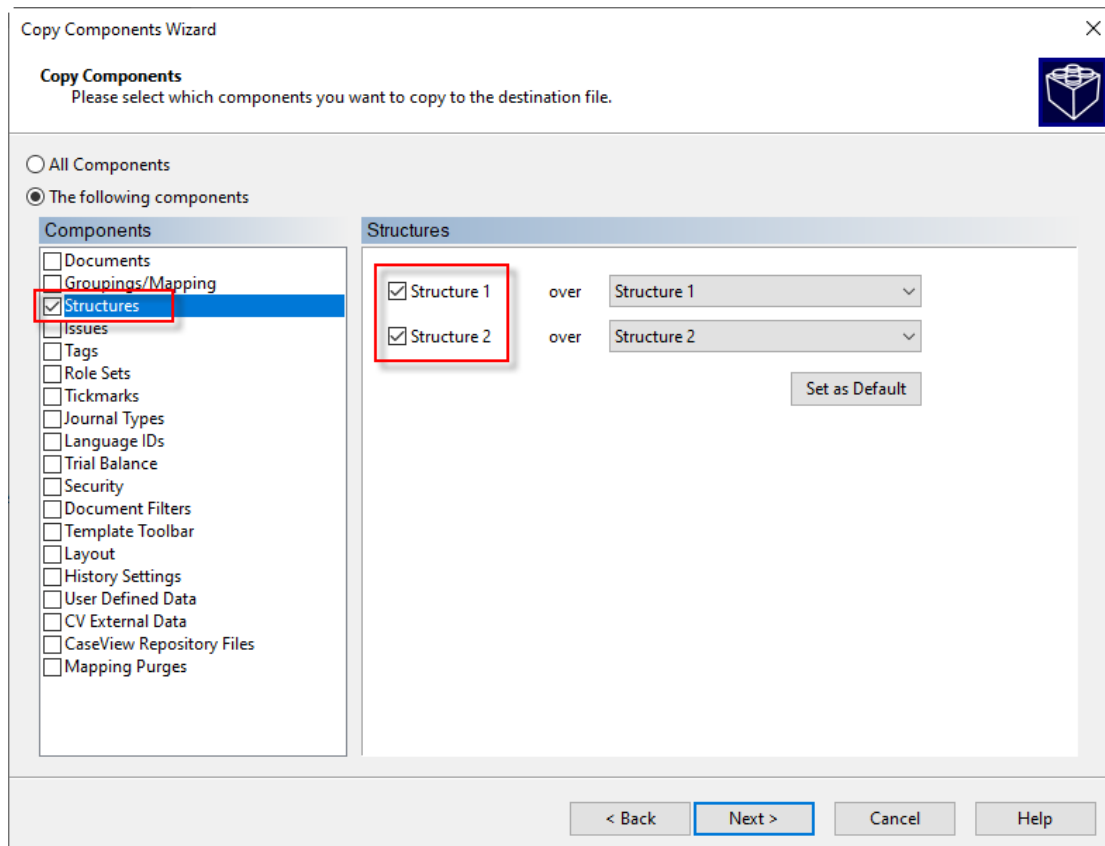
- g. Click Finish to complete the Copy Components wizard.



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

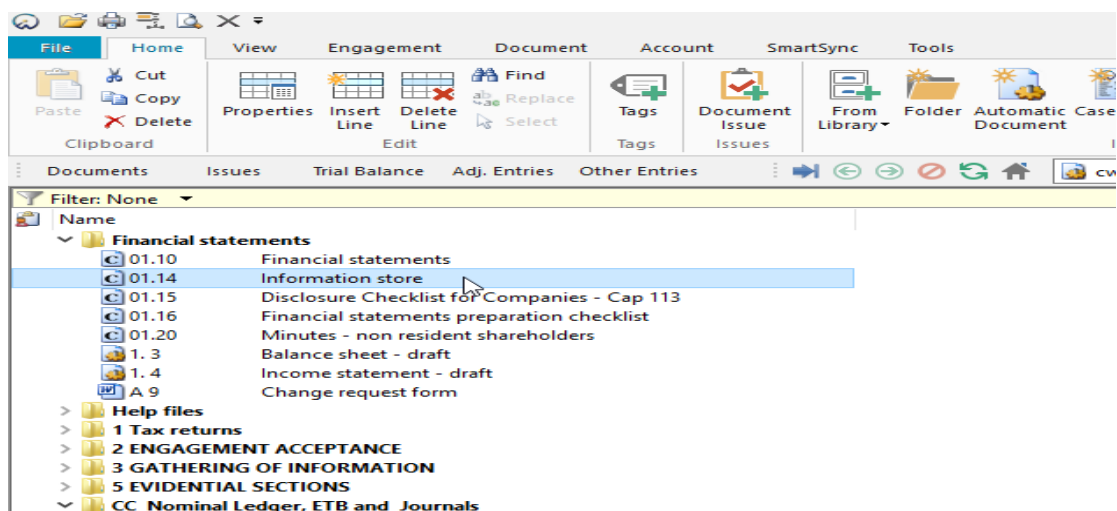
In this case choose the Audit International Template instead and at the “following components” screen select the structures box. Proceed to complete the copy components wizard.





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

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

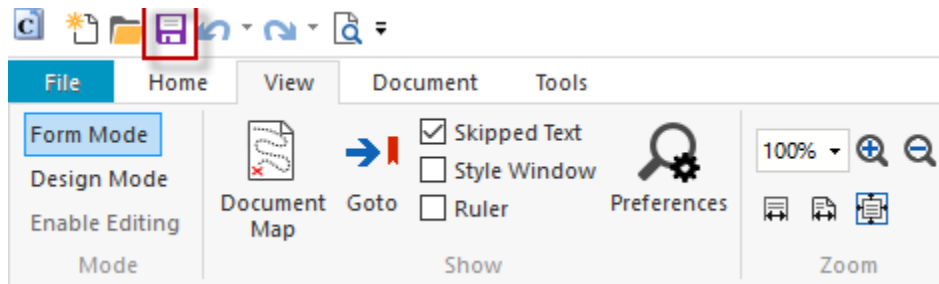


- b. In the PATHS section, confirm that the Library Path is the correct one. If not press the browse button to set the correct Library path e.g. C:\ Program Files (x86)\ CaseWare\ Library. Then press Save Button.

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. 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.

Updates to Documents

UPDATE CARRY FORWARD, HEADERS AND FOOTERS

Select Document : FS 01.10 Financial statements UPDATE FS DOCUMENT Select UPDATE FS DOCUMENT

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

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

Message

All in one Update operation was Succesfull!

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.