

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 |
|-----|--|
| 2. | Click on the notification balloon |
| 3. | Follow the onscreen instructions to update the file3 |
| 4. | On "Template Update" select Update4 |
| 5. | At the window "Backup" select Cancel4 |
| 6. | Select the documents you wish to add, delete and update5 |
| 7. | Table below shows a summary of the available updates for the applicable WorkPrograms and Checklists.7 |
| 8. | Update process7 |
| 9. | Copy components from the Template into the client file8 |
| 10. | Repeat the procedure of the copy components (Step 9)11 |
| 11. | Open the Information Store document (01.14) to select the correct library path and to update the fs document |

- 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.

| uditINT (19) | | | ^ |
|---|--------------------|---------------------------|------------------|
| Name | Category | Engagement Version | Template Version |
| Content | Template (content) | 25.0.343 | 26.0.358 |
| Document Structure | Component | 12.0.0 | 13.0.0 |
| 400-2 Optimiser checklist | Document (content) | 10.0.0.0 (CV) | 11.0.0.0 (CV) |
| 405 Engagement - Acceptance/Continuance (Core) | Document (content) | 9.0.0.0 (CV) | 10.0.0.0 (CV) |
| 430 Overall audit strategy (Core) | Document (content) | 5.0.0.0 (CV) | 6.0.0.0 (CV) |
| 455 Preparing the risk assessment procedures (Core) | Document (content) | 4.0.0.0 (CV) | 5.0.0.0 (CV) |
| 436 Team planning discussions (Core) | Document (content) | 6.0.0.0 (CV) | 7.0.0.0 (CV) |
| 510 Identifying risks through understanding the entity (Core) | Document | 6.0.0.0 | 7.0.0.0 |
| 511 Understanding the IT Environment (Core) | Document (content) | 2.0.0.0 (CV) | 3.0.0.0 (CV) |
| 511-1 Understanding the IT environment - | Document | 2000 | 3000 |

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 | Update | select (| pdate" | late | "Temp | On | 4. |
|---------------------------------------|--------|----------|--------|------|-------|----|----|
|---------------------------------------|--------|----------|--------|------|-------|----|----|

| III CaseWare® Audit | _ | | × |
|---|----|-------|--------|
| Template Update A new version of the template is available | | 4 | Ø |
| Audit | | | |
| ISA Engagement | | | |
| Revision B | | | |
| Your file will be updated from version 25.00 to 26.00. | | | |
| Update Functionality Only | | | |
| Update actions | | | |
| Copyright Caseware International Inc. © 2024 | | | |
| Release notes | Up | odate | 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 | |
| | OK 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**'.

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

| CaseWare ® Audit | | - | | × |
|--|----------------|--------|------|--------|
| Documents | | | C. | S |
| Select the document to add, delet | te, and update | | | |
| *Close all documents before proceeding | | | | |
| | | | | |
| New Documents (45) | | | | ^ |
| | More | | | |
| Deleted Documents (25) | | | | ^ |
| | More | | | |
| Updated Documents (9) | | | | ^ |
| | 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 | cuments | | | C | S |
| Select | the document | to add, delete, and update | | | |
| *Close all | documents before p | roceeding | | | |
| | | | | | |
| New Do | cuments (45) | | | | ^ |
| □ A | dd | | ~ | N/A | |
| | © 400. | Optimiser checklist | Z | | |
| | C 400-1. | Optimiser checklist | Z | | |
| | © 400-3. | Optimiser checklist | | | |
| | C ONEFORM. | 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 | ~ | | |
| | 406 . | Engaged expert firm independence | ✓ | | - |
| Release note | 25 | Show N/A | Update | 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.

| Casewar | e® Audit | | |
|---------------------------------------|---|--|-------------------|
| Doo | cument | ts | |
| Select | the documer | nt to add, delete, and update | |
| | l documents befor | | |
| | | | |
| Deleted | Documents (2 | 5) | |
| _ |)elete | 5) | ☑ N/A |
| п. | C 5101 | Worksheet - Group audit - Acceptance and planning | |
| | C 5102 | Worksheet - Group audit - Communications | |
| | C 5103 | Worksheet - Group audit - Evaluation and conclusion | |
| | C 5000 | Worksheet - Consolidation completion | |
| | C 5001 | Worksheet - EQR checklist - Group audits involving component auditors | |
| | C 5002 | Worksheet - Group audit - Overall strategy | |
| | C 5003 | Worksheet - Group audit - Group audit plan | |
| | 🖲 5004 | Worksheet - Group audit - Group audit planning memorandum | |
| | | | |
| lease not | es | Show N/A | Update Skip Cance |
| CaseWar Do Select | e® Audit Cument the documer | S nt to add, delete, and update | Update Skip Cance |
| CaseWar Do Select | e® Audit Cument | S nt to add, delete, and update | Update Skip Cance |
| CaseWar Do Select | e® Audit Cument the documer | S nt to add, delete, and update | Update Skip Cance |
| CaseWar Doc Select *Close al | e® Audit Cument the documer | ts Int to add, delete, and update re proceeding More | Update Skip Cance |
| CaseWar Doo Select *Close al | e® Audit Cument the document I documents befor | ts Int to add, delete, and update re proceeding More | Update Skip Cance |
| CaseWar Doo Select *Close al | e® Audit Cument the document I documents befor | ts Int to add, delete, and update re proceeding More | |
| CaseWar Do Select *Close al | e® Audit Cument the document I documents befor documents befor documents (9 pdate c) 510. c) 511-1. | The second secon | |
| Do Select *Close al | e® Audit Cument the document I documents befor d Documents (9 Jpdate © 510. | More 9) Identifying risks through understanding the entity (Core) | |

Select 'Update' to proceed.

C 366.

C 367.

260

1

Release notes

Report for those charged with governance

atrol (Th

Audit findings - Sample letter

Show N/A

Cignificant deficiencies in internal of

Skip

Cancel

Update

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

| nere are co | Programs and Checklists | locuments | | |
|------------------|--|-----------|---------|-------|
| lose all docum | ents before proceeding - | New | Updated | □ N/A |
| c) 400-2. | Optimiser checklist | ~ | ~ | |
| c) 405. | Engagement - Acceptance/Continuance (Core) | ~ | ~ | |
| c) 430. | Overall audit strategy (Core) | ~ | ~ | |
| c) 455. | Preparing the risk assessment procedures (Core) | ~ | ~ | |
| c) 436. | Team planning discussions (Core) | ~ | ~ | |
| c]511. | Understanding the IT Environment (Core) | ~ | ~ | |
| c) 531. | General IT Controls (Core) | ~ | ~ | |
| c) 650. | Subsequent events (Core) | | ~ | |
| c) 670. | Use of journal entries (Core) | | ~ | |
| DOC | Documentation checklist | ~ | ~ | |
| c) 304. | Optimiser - Reporting checklist | | ~ | |
| c) 305. | Reporting checklist | ~ | ~ | |
| | Markabaat Mattara to be communicated to management | | I . | |

Select '**Update'** to proceed.

8. Update process

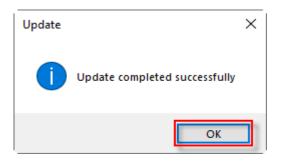
| Updated document 1 of 181 Time remaining 72:52 Please wait |
|--|
| Please wait |
| |
| |

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.

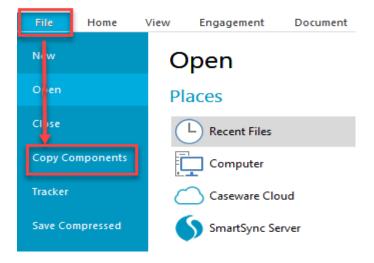
At the message "Update completed successfully" click OK.



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.

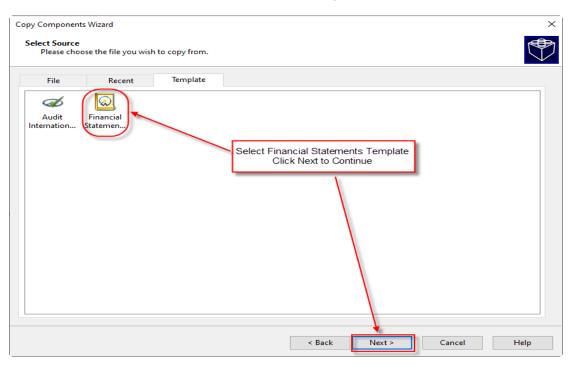
a. Select File / Copy Components.



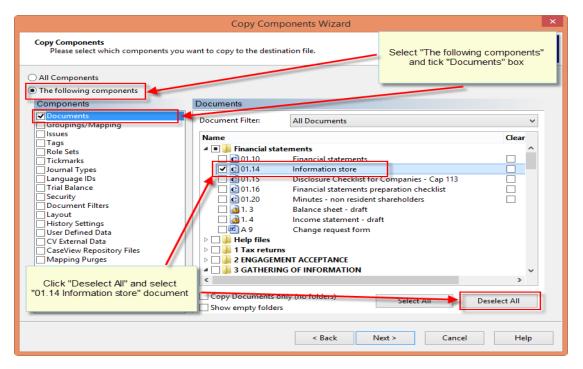
b. Select Copy into This File. Click Next.

| 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 |

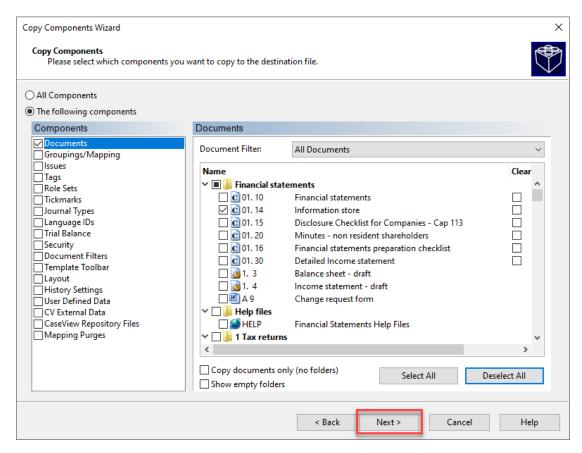
c. Choose Financial Statements Template and click Next.



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".



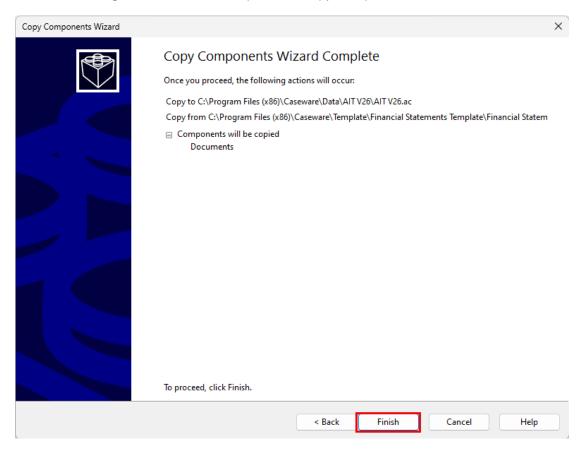
| е. | Click | Next |
|------------|-------|--------|
| U . | Chor | 1 IOAL |



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.



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.

| Copy Components Wizard | × |
|--|---------------------------|
| Select Source Please choose 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 v | 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 CV External Data CaseView Repository Files Mapping Purges | Structures | over over | Structure 1 Structure 2 | ✓ ✓ Set as Default | |
| | | | < Back Next | > Cancel | Help |

11. 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 | Disclosu | re Checklist fo | ဂ်ိဳCompanies · | - Cap 113 | | | | |
| 01.16 | Financial statements preparation checklist | | | | | | | |
| C 01.20 | Minutes | 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 | > 🚺 3 GATHERING OF INFORMATION | | | | | | | |
| > 🛃 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) * R 🖸 - 🗗 -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.

 \odot Θ

日中

Zoom

| Updates to Docu UPDATE CARRY FO | | HEADERS AND FOOTERS | | | CTUPDATE FS |
|-------------------------------------|----|-------------------------------|---|----|-------------|
| 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