

Procedure for updating existing client files to the latest version of Review Engagement 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 balloon3
3.	Follow the onscreen instructions to update the file
4.	On "Template Update" select Update4
5.	At the window "Backup" select Cancel4
6.	The window to add 'New Documents' appears5
7.	Update process5
8.	Copy components from the Template into the client file
9.	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.

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File Home	View	Engagement	Document	Αςςοι	unt Tool	s			
Paste Clipboard	Properties	Insert Delete Line Line Edit	H Find ^{4b} ae Replace ⓒ Select	Tags	Document Issue Issues	From Library	Folder		
Documents Issues Trial Balance Adj.Entries Other Entries 📿 Q 💽 🧭 🔯									
Filter Yone Filter Yone Update from Template Available The source template that this engagement is based on has been updated to a new version. Click here to update your engagement file. Click here to update your engagement file. AOCR Audit optimiser confirmation report Acceptance									

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 Review Engagement version.

Update from Template Notification	n				×
Do you wish to update the following	components and documents of your eng	agement file to the latest	template	versions?	
					_
Name	Category	Engagement Version	Template	Version	^
Content	Template (content)	24.0.287	26.0.358		
	Yes	Never		Cancel	

Click 'Yes' to proceed with the update.

4. On "Template Update" select Update

CaseWare® Audit	-		×
Template Update A new version of the template is available		Ç	×
Audit			
Review Engagement - ISRE 2400 Revision A			
Your file will be updated from version 24.00 to 26.00.			
Update Functionality Only			
Update actions			
Copyright Caseware International Inc. © 2024			
Release notes	Up	date	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**'.

6. The window to add 'New Documents' appears

Note: 'New Documents' can be added at a later stage using the 'From Library' option. Therefore, the 'N/A' box is selected by default. Press 'Skip'.

CaseWare® Audit		
Document	ts	A
Select the docume	nt to add, delete, and update	
*Close all documents befor	e proceeding	
New Documents (0 3	7)	
Add		🗹 N/A
	All documents in this section are set as Not Applicable To review these documents, select Show N/A. To stop receiving notification of pending updates, select "Never" in the "Update from Template Notification" dialog which appears after selecting to perform the update in Working Papers.	
Release notes	□ Show N/A Upda	ate Skip Cancel

7. Update process

Please wait
Please wait

Note: On update process 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.



8. 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".

	Copy Comp	onents Wizard		×
Copy Components Please select which components you wa	Select "The following components" and tick "Documents" box			
All Components The following components				
Components	Documents			
Ocuments Groupings/Mapping	Document Filter:	All Documents		~
Issues	Name			Clear
Tags	A	ements		~
Kole Sets		Financial statements		
	C 01.14	Information store		
Language IDs	C 01.15	Disclosure Checklist for	Companies - Cap 113	
Trial Balance		Einancial statements pre	enaration checklist	
Security		Minutes - non resident	shareholders	
Document Filters		Balance sheet - draft	and cholders	
Layout		Income statement - draft	6	
History Settings		Change request form		
User Defined Data		Change request form		
CV External Data				
CaseView Repository Files		NT ACCEPTANCE		
	a GATHERING	3 OF INFORMATION		~
Click "Deselect All" and select	۲.			7
"01.14 Information store" document	Copy Documents on	iv ino folders)		
	Show empty folders	.,	Select All Desele	ect All
	onow empty rolders		-	-
		< Back N	ext > Cancel	Help

e. Click Next

Please select which components	s you want to copy to the desti	nation file.	V
All Components			
The following components			
Components	Documents		
Documents Groupings/Mapping	Document Filter:	All Documents	~
Issues	Name		Clear
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	 ✓ ■ → Financial st: ○ 01. 10 ✓ ○ 01. 14 ○ 01. 15 ○ 01. 20 ○ 01. 20 ○ 01. 30 ○ 1. 3 ○ 1. 3 ○ 1. 4 ○ 01. 30 ○ 1. 3 ○ 1. 4 ○ ● Help files ○ ● Help files ○ ● Help ✓ ● 1 Tax retur Copy documents of Show empty folder 	atements Financial statements Information store Disclosure Checklist for Companies - Cap 113 Minutes - non resident shareholders Financial statements preparation checklist Detailed Income statement Balance sheet - draft Income statement - draft Change request form Financial Statements Help Files ns ponly (no folders) rs	Deselect All

f. Click Next to continue.

Copy Components Wizard	×
Clearing Components Please select which components you wish to clear in the destination file. Only data that is being copied will be cleared.	\bigcirc
Spreadsheet Analysis Program/Checklist Foreign Exchange Role Completion Conmentary Text Document and Group/Map Number Tags Document Reference Annotations Note Annotations Case View Notes CaseView Tickmarks	
< Back Next > Cancel	Help

g. Click Finish to complete the Copy Components wizard.

Conv Components Wizard		×
copy components wizard		~
	Copy Components Wizard Complete	
	Once you proceed, the following actions will occur:	
	Copy to C:\Program Files (x86)\Caseware\Data\REV RF\REV RF.ac	
	Copy from C:\Program Files (x86)\Caseware\Template\Financial Statements Template\Financial State	em
	 Components will be copied Documents 	
	To proceed, click Finish.	
	z Back Finish Cancel Help	

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

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File Home	View	Engagement	Document	Accour	nt Smar	tSync	Tools		
Paste Delete	Properties	Insert Delete	Find 라 Replace 다 Select	Tags [Document Issue	From Library	Folder	Automat Docume	tic Case
Clipboard		Edit		lags	issues				-
Documents	Issues	Trial Balance A	Adj. Entries O	ther Entries	E 📫		0 5	G 🕋	🛃 см
🍸 Filter: None 🔻									
💼 Name									
🗸 🧼 🖓 🗸 🗸 🗸	statements								
C 01.10	Finand	cial statements							
C 01.14	Inform	nation store							
C 01.15	Disclo	sure Checklist f	or Companies	- Cap 113					
C 01.16	Financ	cial statements p	preparation che	ecklist					
C 01.20	Minut	es - non resider	nt shareholders						
1.3	Baland	ce sheet - draft							
1.4	Incom	ne statement - d	Iraft						
🖳 A 9	Chang	ge request form							
> 퉲 Help files									
🔰 🔰 🕌 1 Tax reti	urns								
> 퉲 2 ENGAG	EMENT ACC	EPTANCE							
🔰 🔰 > 🕌 3 GATHEI	RING OF INF	FORMATION							
> 🌉 5 EVIDEN	TIAL SECTIO	ONS							
🔰 🗸 🕌 CC Nomi	nal Ledger, I	ETB and Journa	als						

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.

□ 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

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File Hom	e View	Document Tools					
Form Mode	200	Skipped Text	Ω	100% - 🕀 🤤			
Design Mode	Document	Goto Ruler	Preferences				
Mode	мар	Show		Zoom			

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 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	The the es,

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!			
	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.