



GET AHEAD OF THE CURVE

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



casewareTM

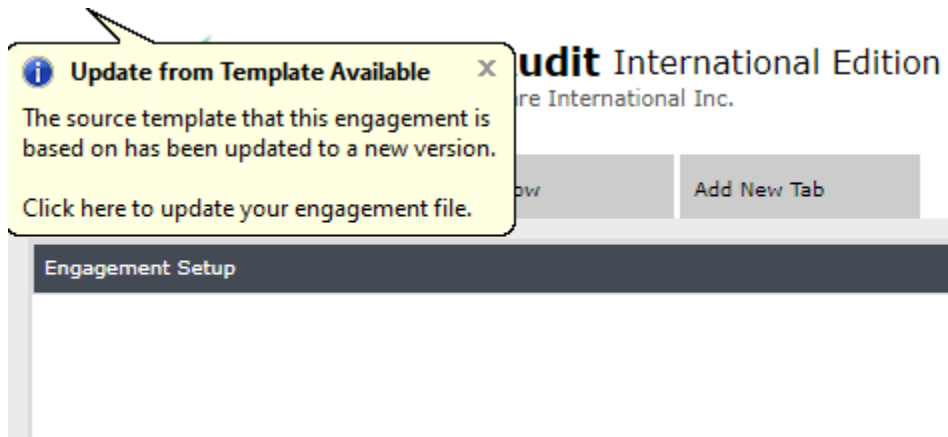
VERSION 1.00

PROCEDURE SUMMARY

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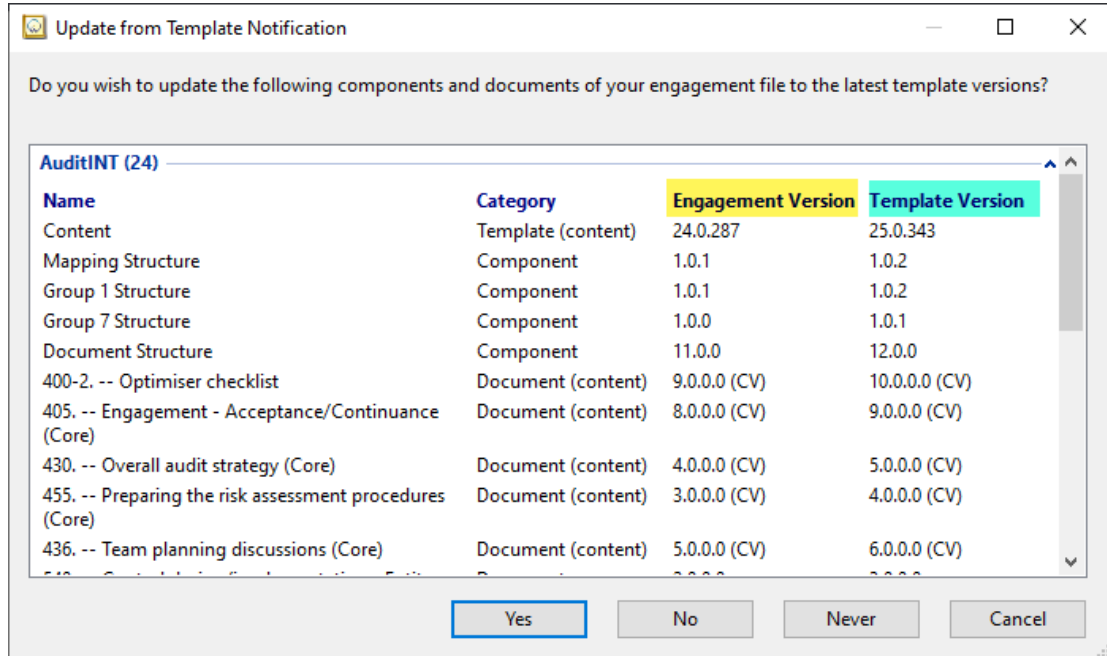
1. Follow the procedure of [Year End Close](#), in case you already did then proceed with step 2.

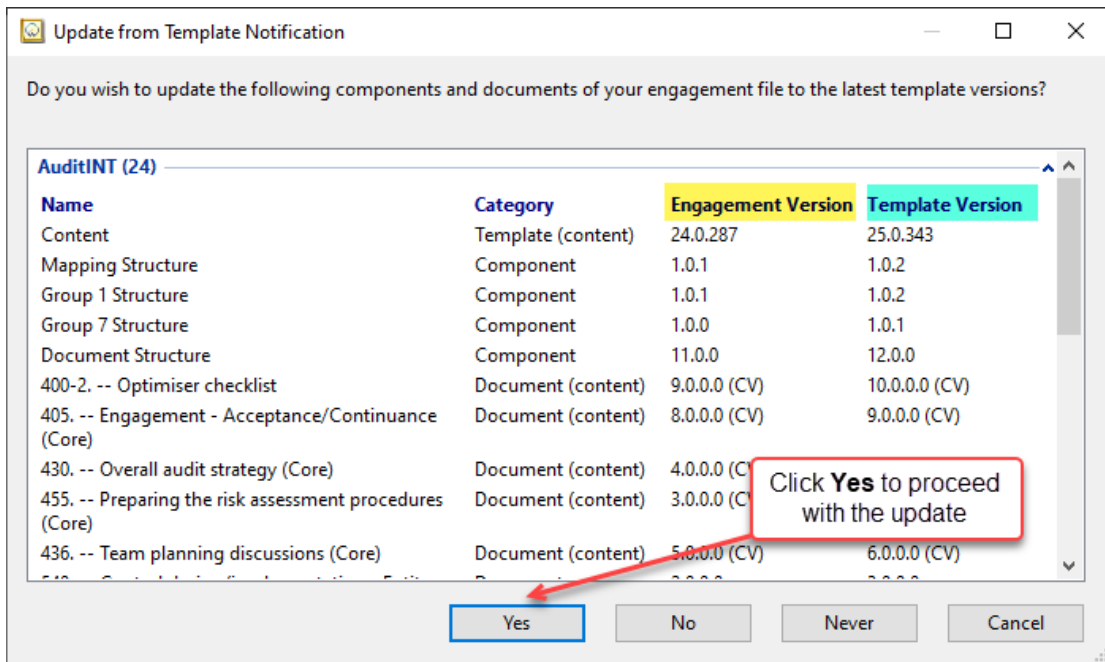
2. Click on the notification balloon.



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.

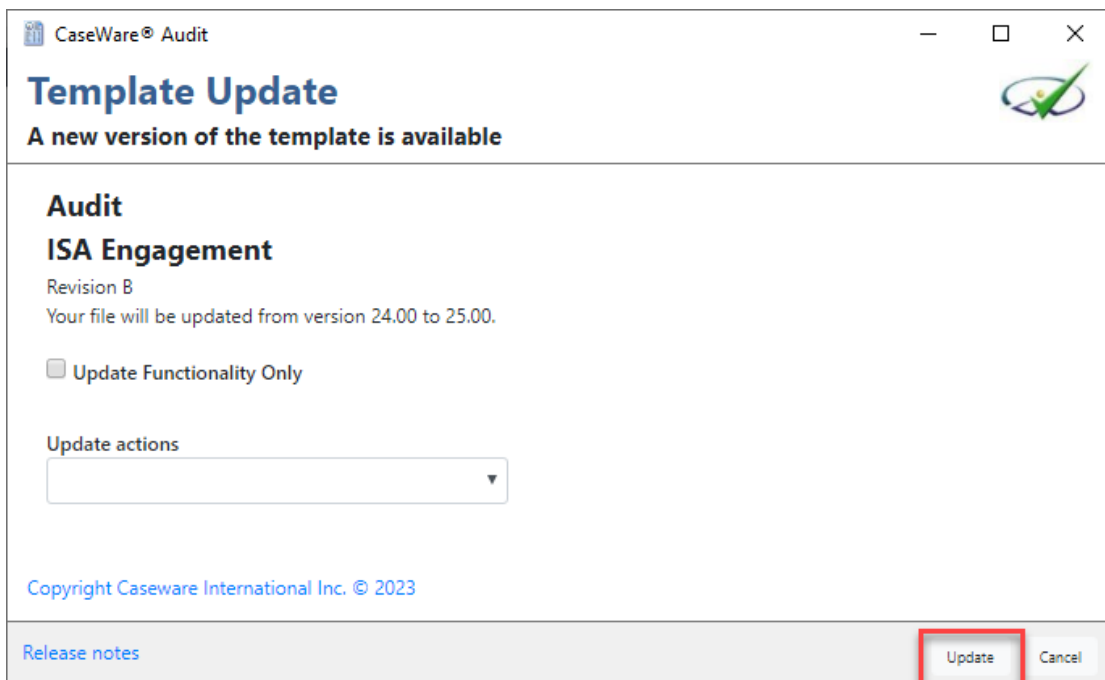




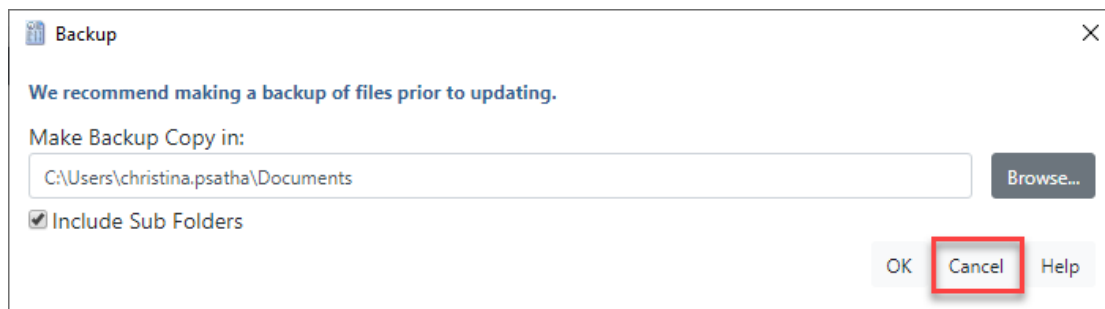
Click 'Yes' to proceed with the update.

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

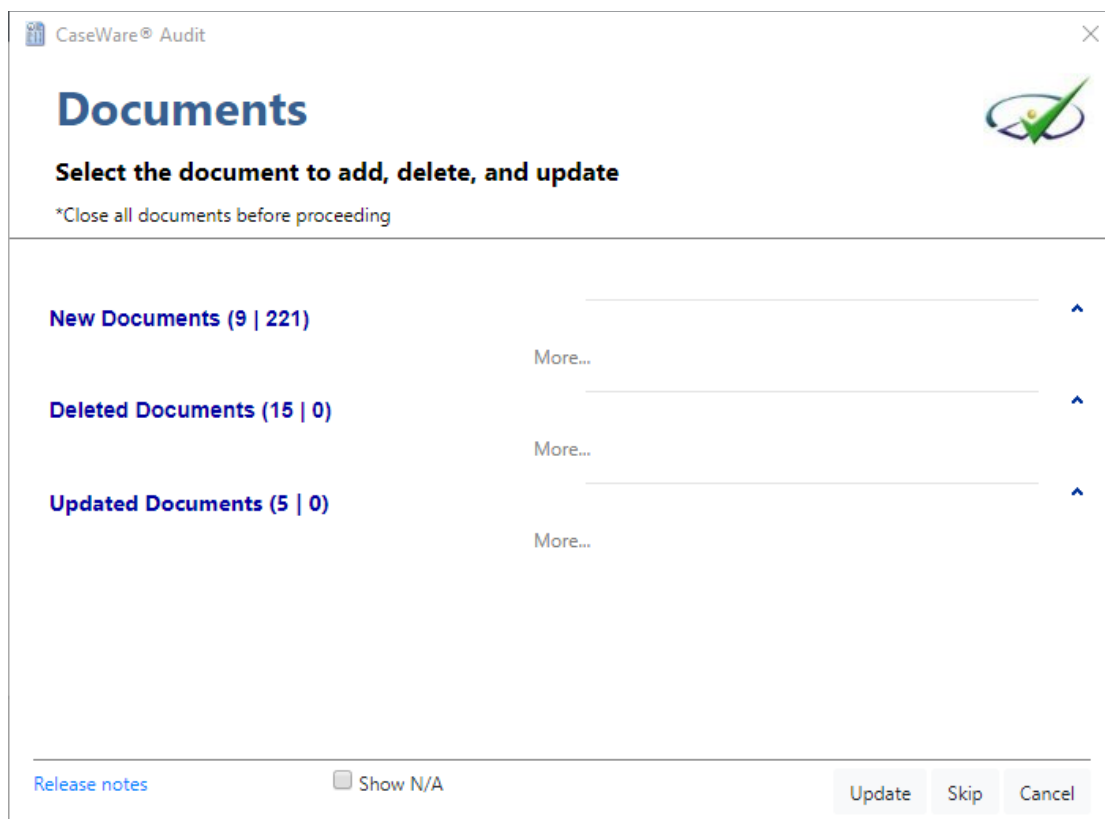


5. At the window "Backup" select Cancel



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 yearend 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



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

Documents

Select the document to add, delete, and update

*Close all documents before proceeding

New Documents (135)

<input type="checkbox"/>	Add		<input checked="" type="checkbox"/>	N/A
<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"/>	ONEFORMX.	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"/>	

Release notes 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.

CaseWare® Audit

Documents

Select the document to add, delete, and update

*Close all documents before proceeding

New Documents (135)
More...

Deleted Documents (1)

<input type="checkbox"/>	Delete		<input checked="" type="checkbox"/>	N/A
<input type="checkbox"/>	350.	Written representations (management representation letter) (Core)	<input checked="" type="checkbox"/>	

Updated Documents (11)
More...

Release notes Show N/A Update Skip Cancel

CaseWare® Audit

Documents

Select the document to add, delete, and update

*Close all documents before proceeding

More...

Updated Documents (11)

<input checked="" type="checkbox"/>	Update	<input type="checkbox"/> N/A
<input checked="" type="checkbox"/>	540. Control design/implementation - Entity level and general IT controls (Core)	<input type="checkbox"/>
<input checked="" type="checkbox"/>	545. Control design/implementation - Revenues, receivables, receipts (Core)	<input type="checkbox"/>
<input checked="" type="checkbox"/>	550. Control design/implementation - Purchases, payables, payments (Core)	<input type="checkbox"/>
<input checked="" type="checkbox"/>	555. Control design/implementation - Payroll (Core)	<input type="checkbox"/>
<input checked="" type="checkbox"/>	560. Control design/implementation - Financial reporting (Core)	<input type="checkbox"/>
<input checked="" type="checkbox"/>	561. Control design/implementation - Inventory (Core)	<input type="checkbox"/>

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.

CaseWare® Audit

Work Programs and Checklists

There are content updates available within the following documents.

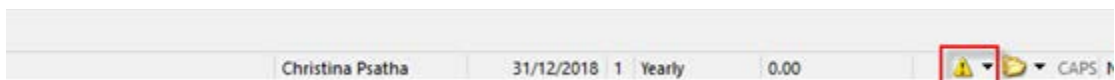
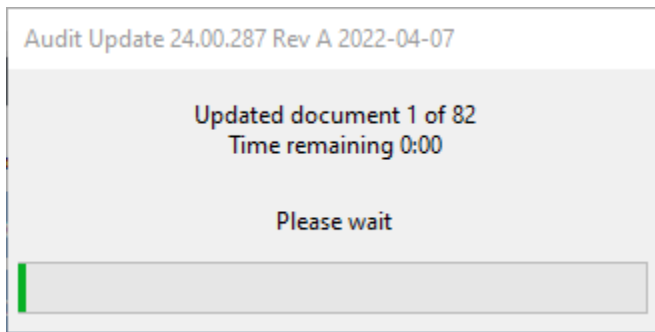
*Close all documents before proceeding

	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"/>
15.101. Agricultural assets - Audit procedures		✓	<input type="checkbox"/>
305. Reporting checklist		✓	<input type="checkbox"/>
310. Checklist - Audit completion (Core)	✓	✓	<input type="checkbox"/>

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

Select 'Update' to proceed.

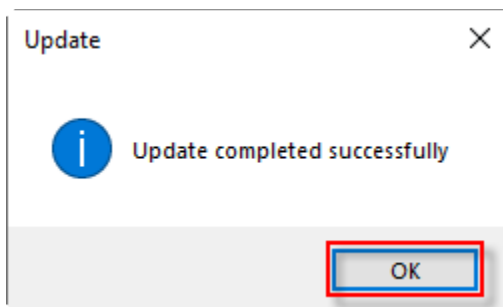
8. Update process



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 you screen, there is an exclamation mark indicating that the update is not complete.

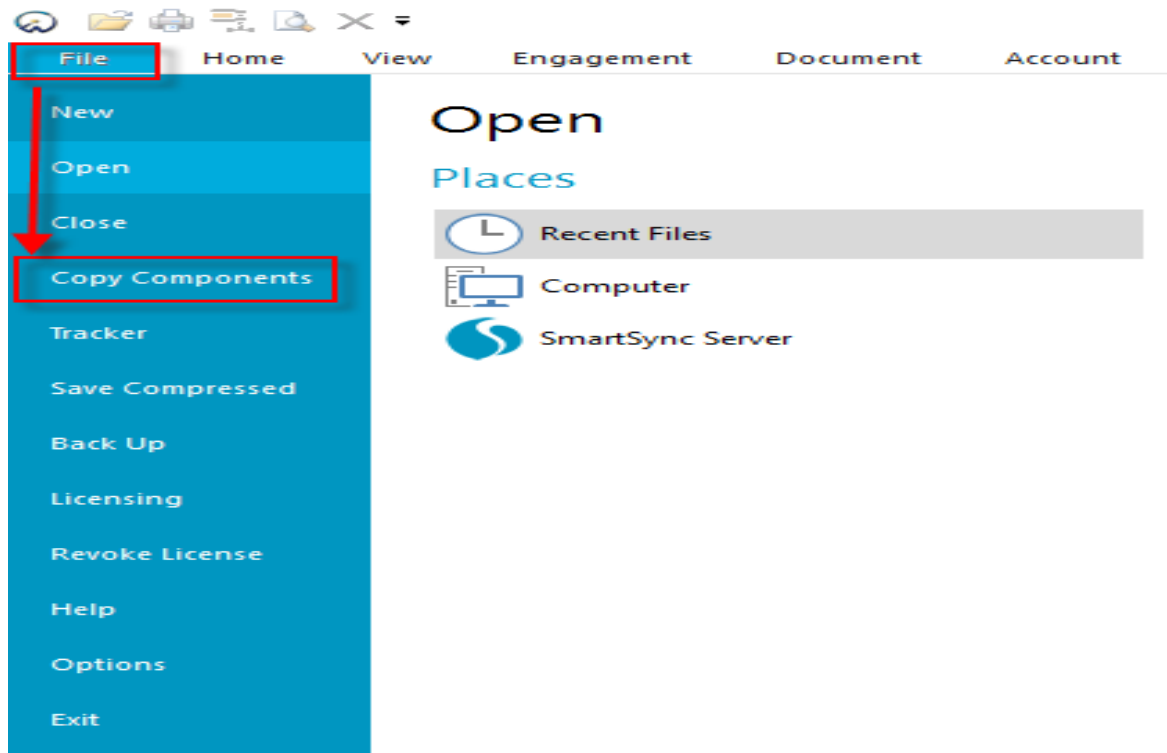
Once the update is completed then the exclamation mark vanishes. At the message "Update completed successfully" click OK.



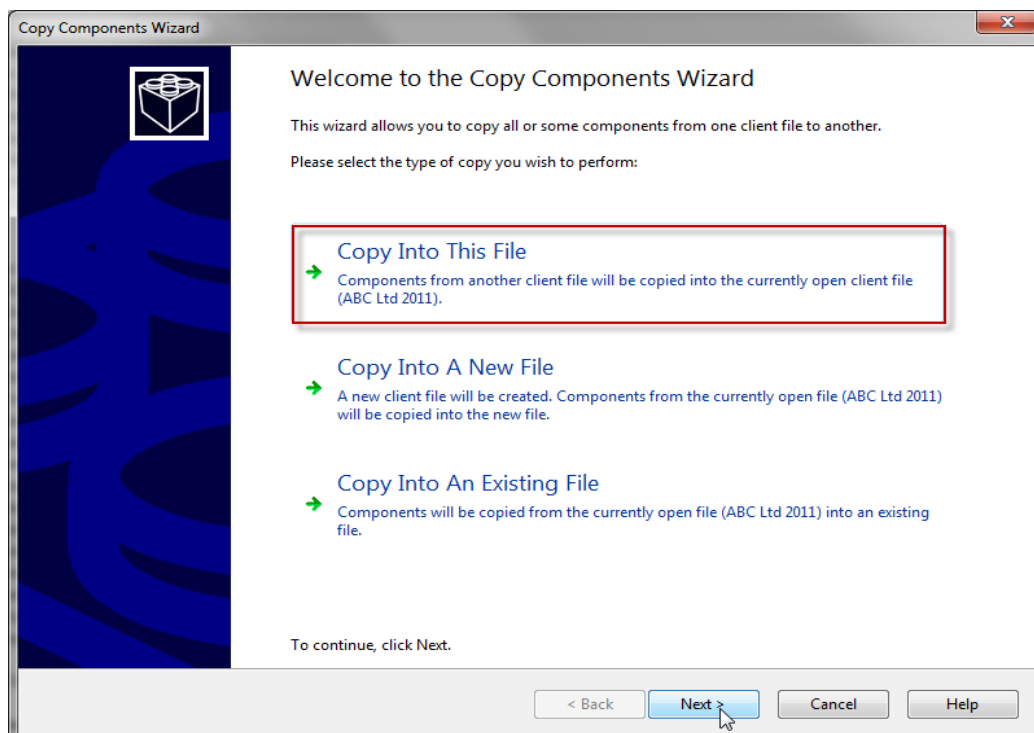
9. Copy components from the Template into the client file

Using the Copy Components feature, update the client file with the necessary components from the Template. Information Store, Groupings/Mapping.

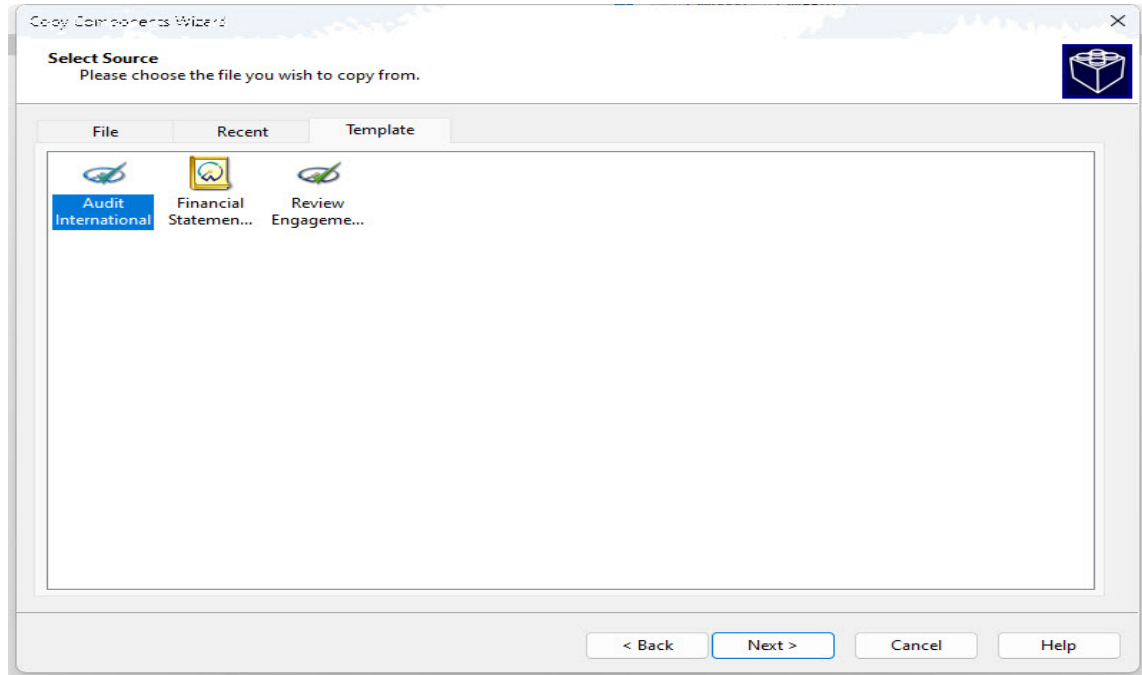
- a. Select **File / Copy Components**.



- b. Select Copy into This File.

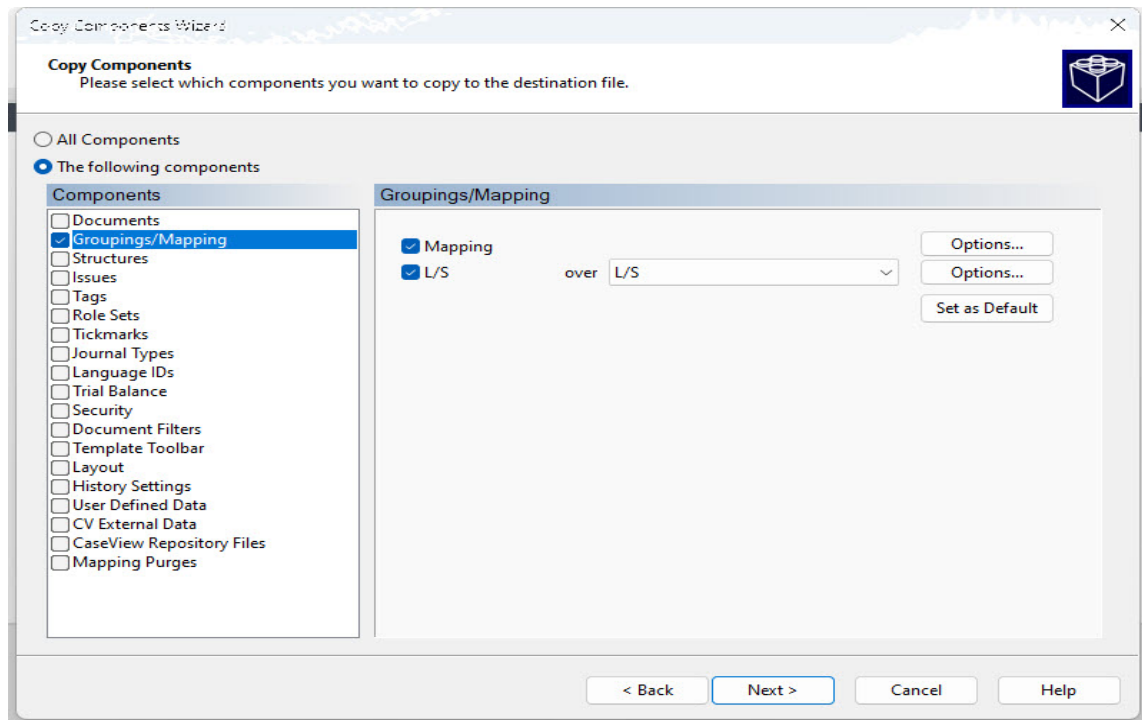


c. Select the Audit International Template

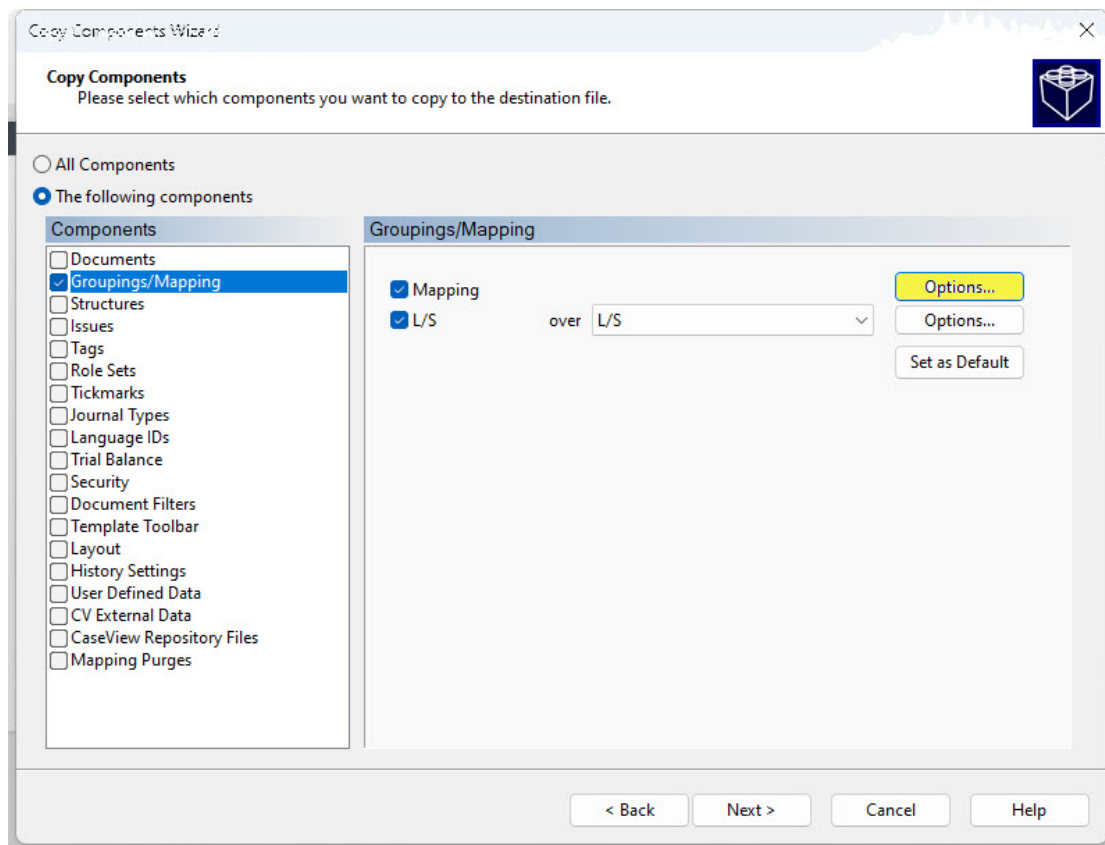



d. In the Copy Components Wizard, update the mapping structure from the latest Template.

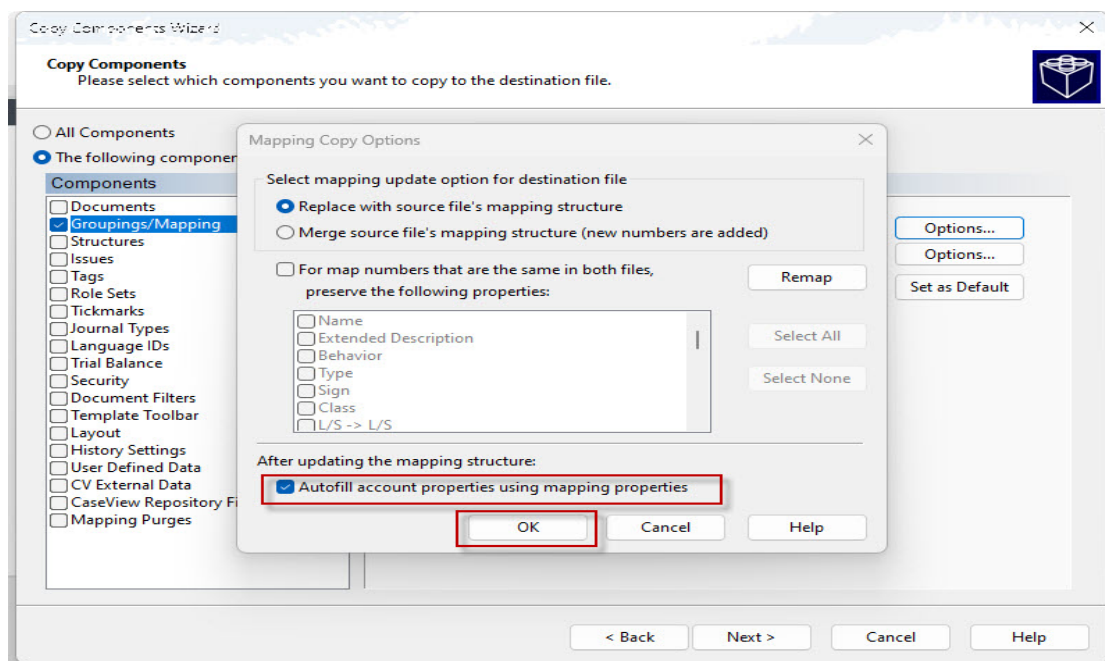
Tick the Groupings / Mapping box. Tick all Boxes.



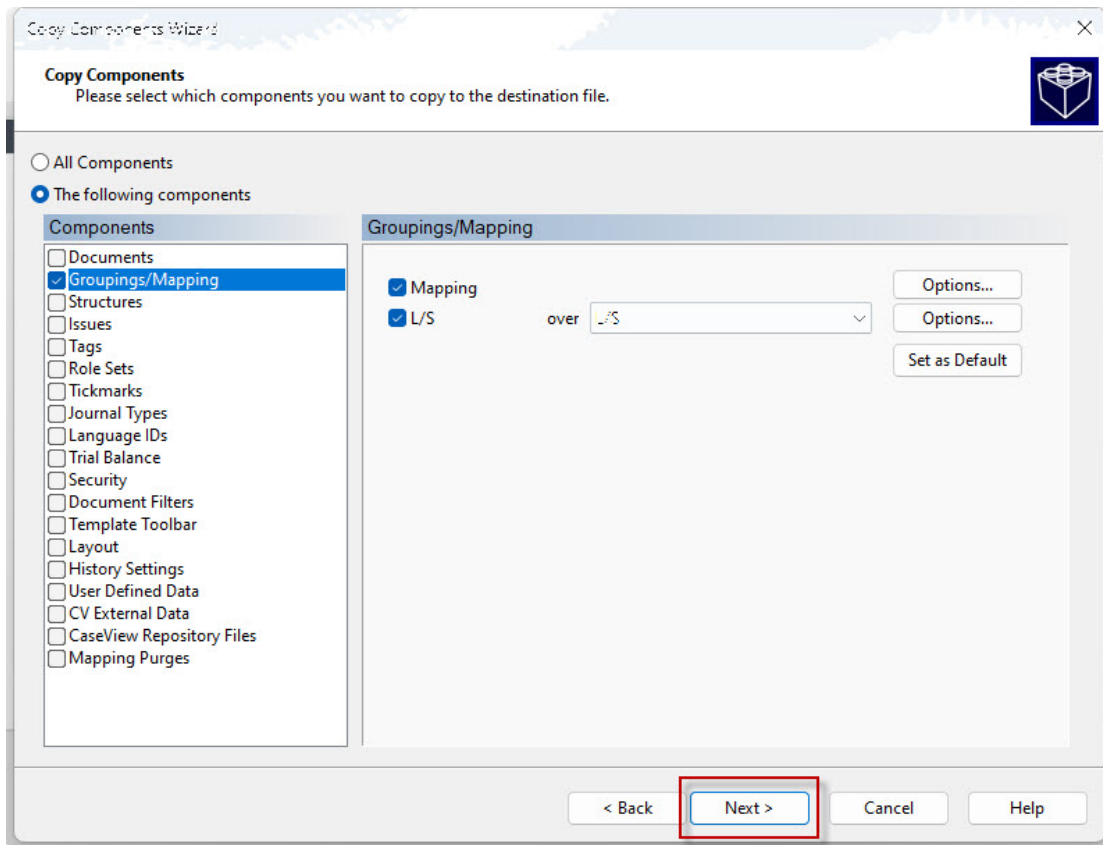
e. Select Options



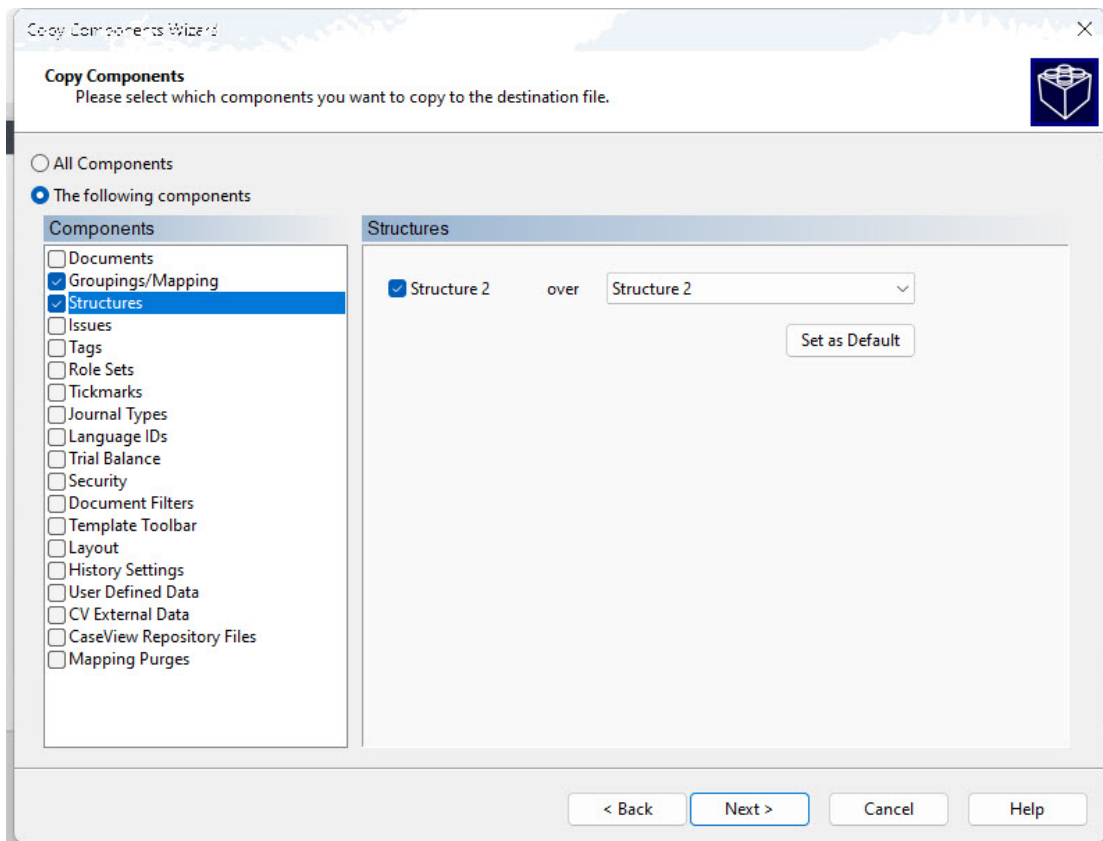
f. Tick the box "Autofill account properties using mapping properties". Choose  to perform Mapping Copy Options.



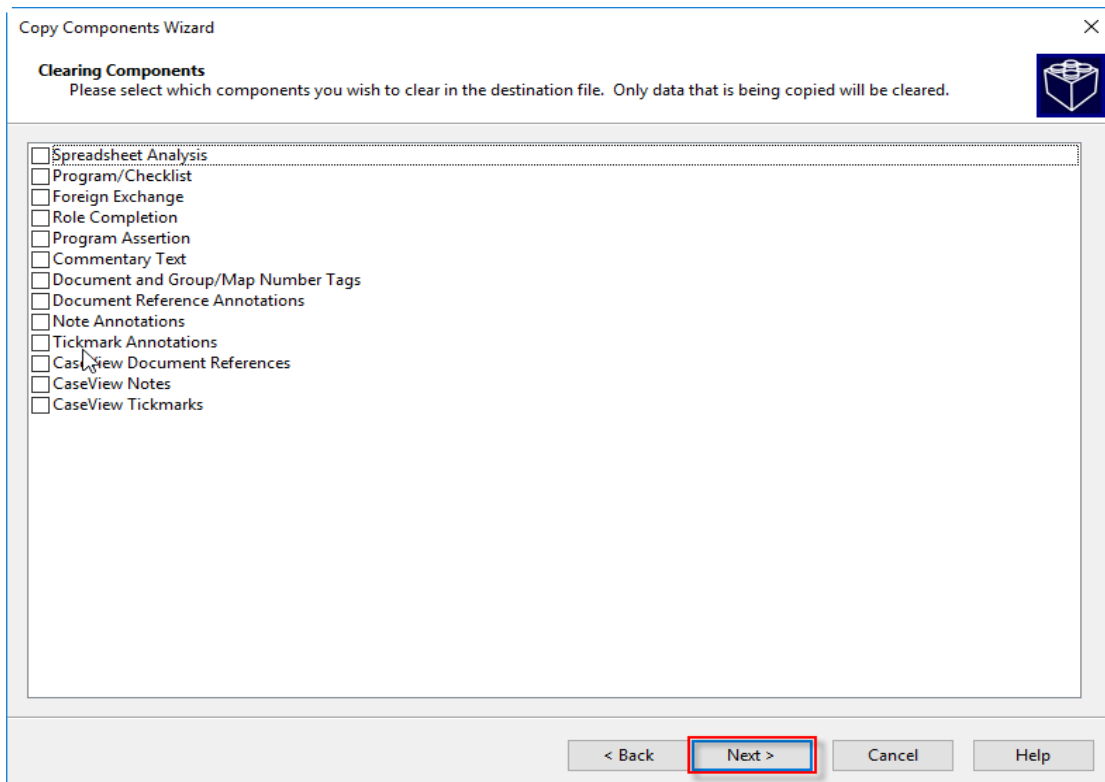
g. Click Next



h. Tick the structures box and select structure 2.



i. Click Next to continue.



j. Click Finish to complete the Copy Components wizard.

