



**Procedure for updating existing  
client files to the latest version of  
Audit International Template V27  
for Core and One Form+**

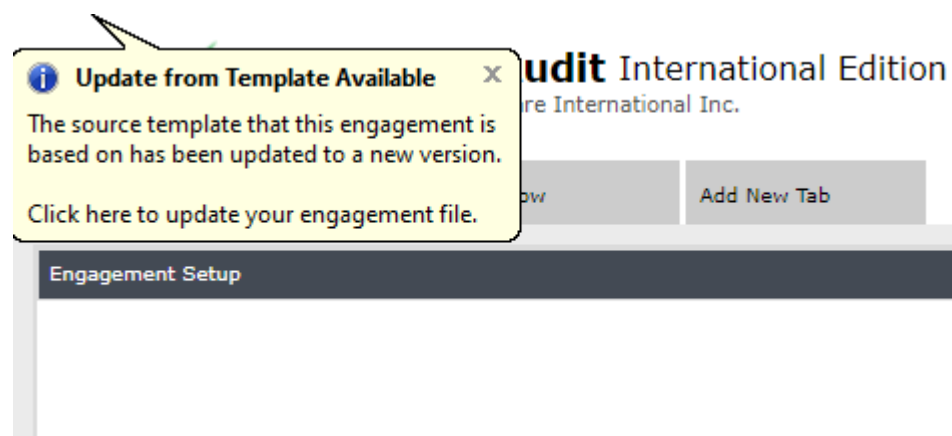


VERSION 1.00

## **PROCEDURE SUMMARY**

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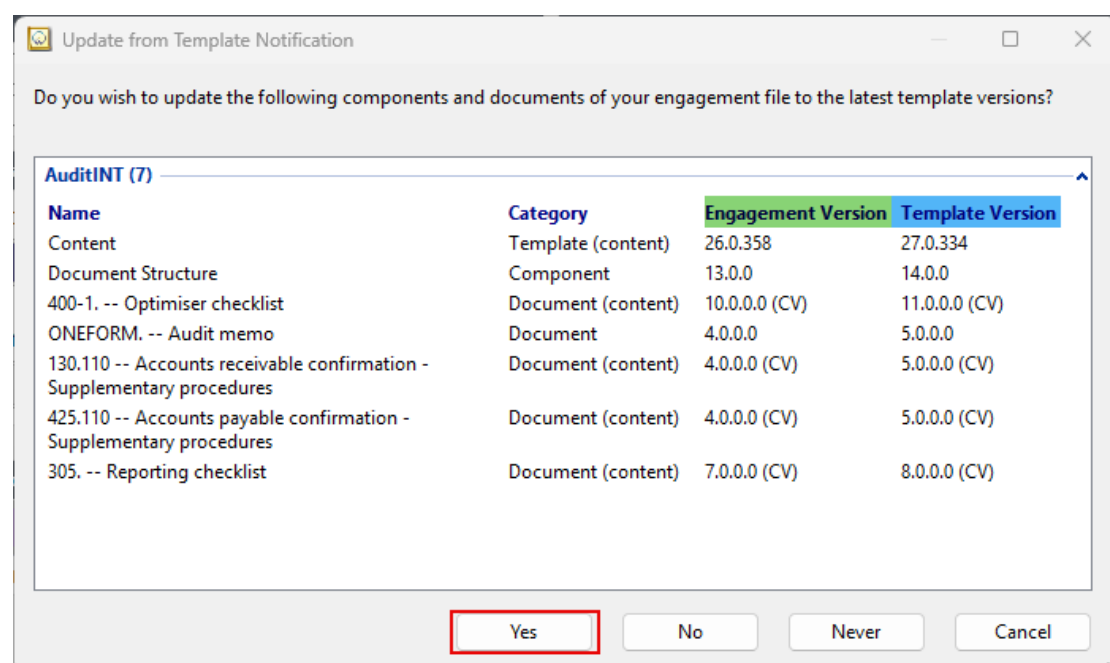
1. Follow the procedure of [Year End Close](#), in case you already did then proceed with step 2.
2. Click on the notification balloon.



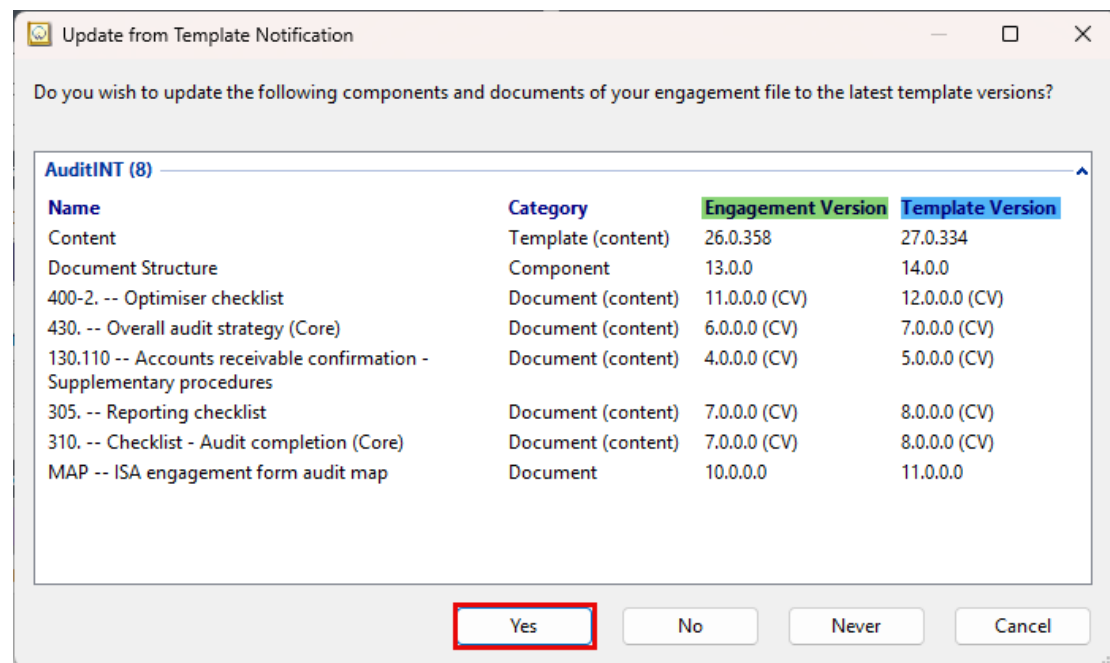
### 3. Follow the onscreen instructions to update the file

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.

#### ONE FORM



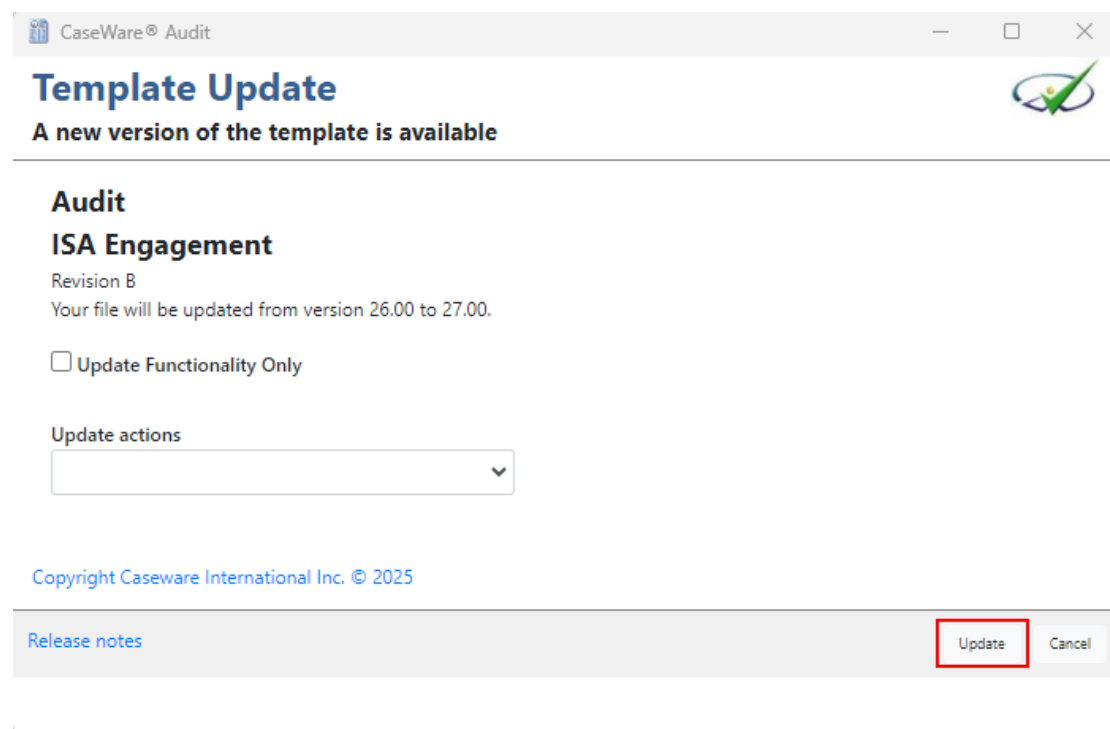
## CORE



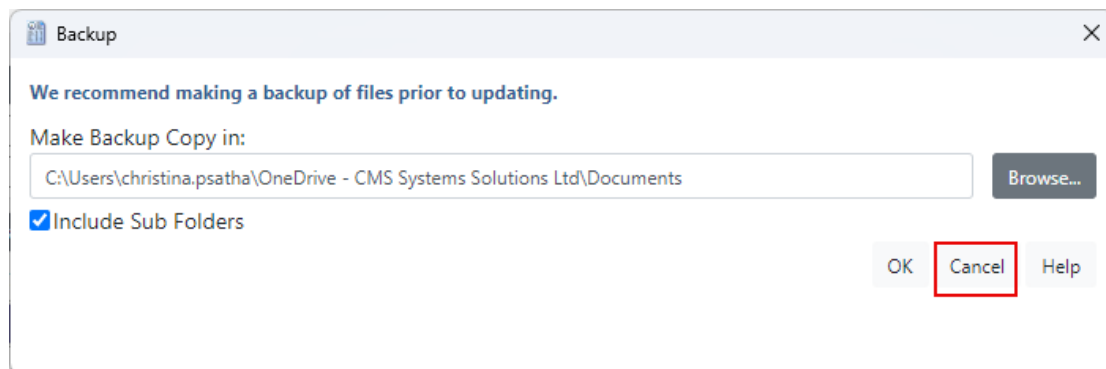
Click 'Yes' to proceed with the update.

**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

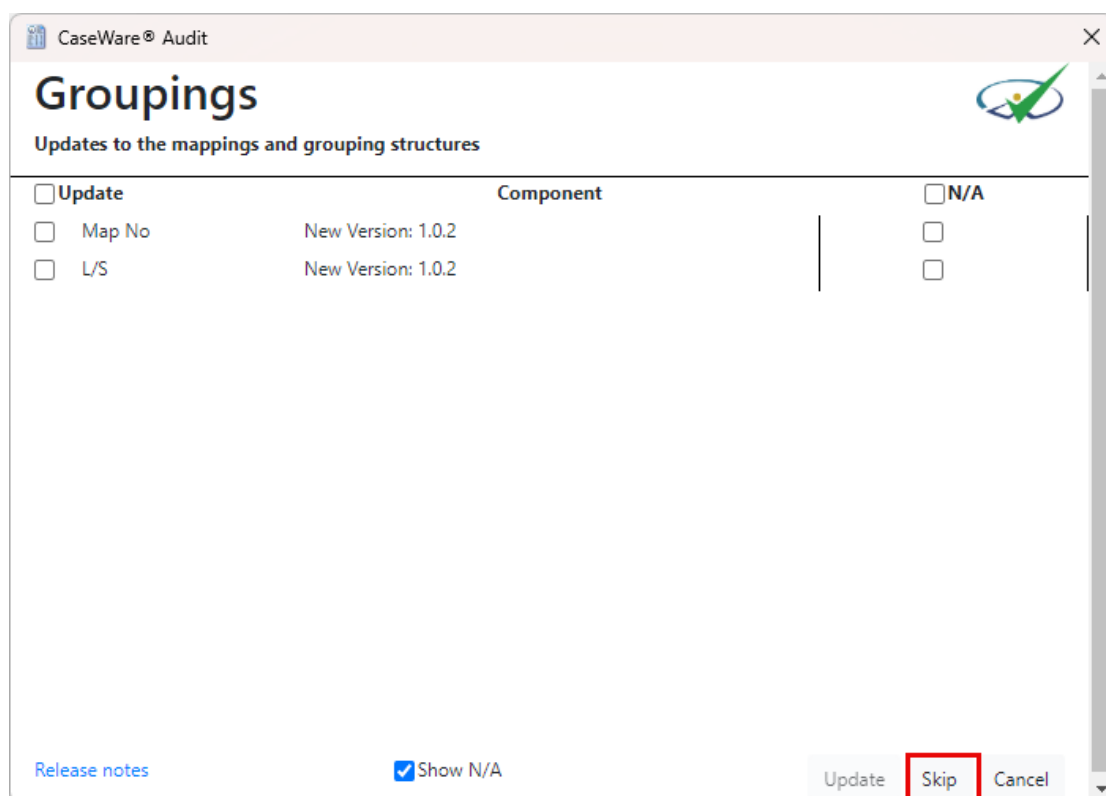


## 5. At the window "Backup" select Cancel



**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 'Skip' to the Updates to the mappings and grouping structures



## 7. Select the documents you wish to add 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 (194)**

<input type="checkbox"/> Add		<input checked="" type="checkbox"/> N/A
<input type="checkbox"/> 400.	Optimiser checklist	<input checked="" type="checkbox"/>
<input type="checkbox"/> 400-2.	Optimiser checklist	<input checked="" type="checkbox"/>
<input type="checkbox"/> 400-3.	Optimiser checklist	<input checked="" type="checkbox"/>
<input type="checkbox"/> 408.	Initial audit engagement - Opening balances (Core)	<input checked="" type="checkbox"/>
<input type="checkbox"/> 415.	Terms of engagement (engagement letter) (Core)	<input checked="" type="checkbox"/>
<input type="checkbox"/> 415. -1	Terms of engagement (engagement letter) (Core) - signed	<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 the 'N/A' option as not to delete any document, you can delete whatever document is not needed after the update process is complete.

## ONE FORM

CaseWare® Audit

## Documents

Select the document to add, delete, and update

\*Close all documents before proceeding

**New Documents (194)**

More...

**Updated Documents (1)**

<input type="checkbox"/> Update		<input checked="" type="checkbox"/> N/A
<input type="checkbox"/> ONEFORM.	Audit memo	<input checked="" type="checkbox"/>

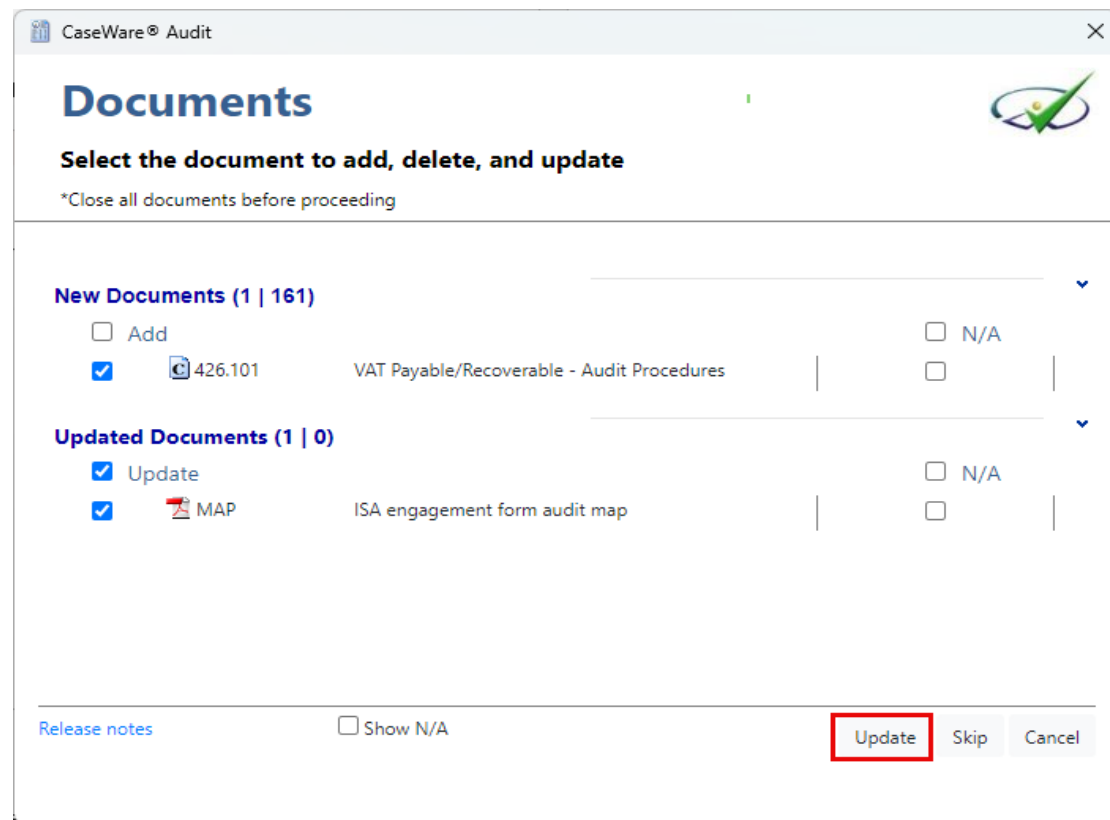
[Release notes](#) ☒ Show N/A

Update **Skip** Cancel

**Note:** To the 'Updated Documents' select the 'N/A' option as not to update the 'Audit memo' since the document doesn't have material updates from previous version and to ensure that any work already completed in the memo is not lost.

Select 'Skip' to proceed.

## CORE



CaseWare® Audit

### Documents

Select the document to add, delete, and update

\*Close all documents before proceeding

**New Documents (1 | 161)**

<input type="checkbox"/> Add			<input type="checkbox"/> N/A
<input checked="" type="checkbox"/> 426.101	VAT Payable/Recoverable - Audit Procedures		<input type="checkbox"/>

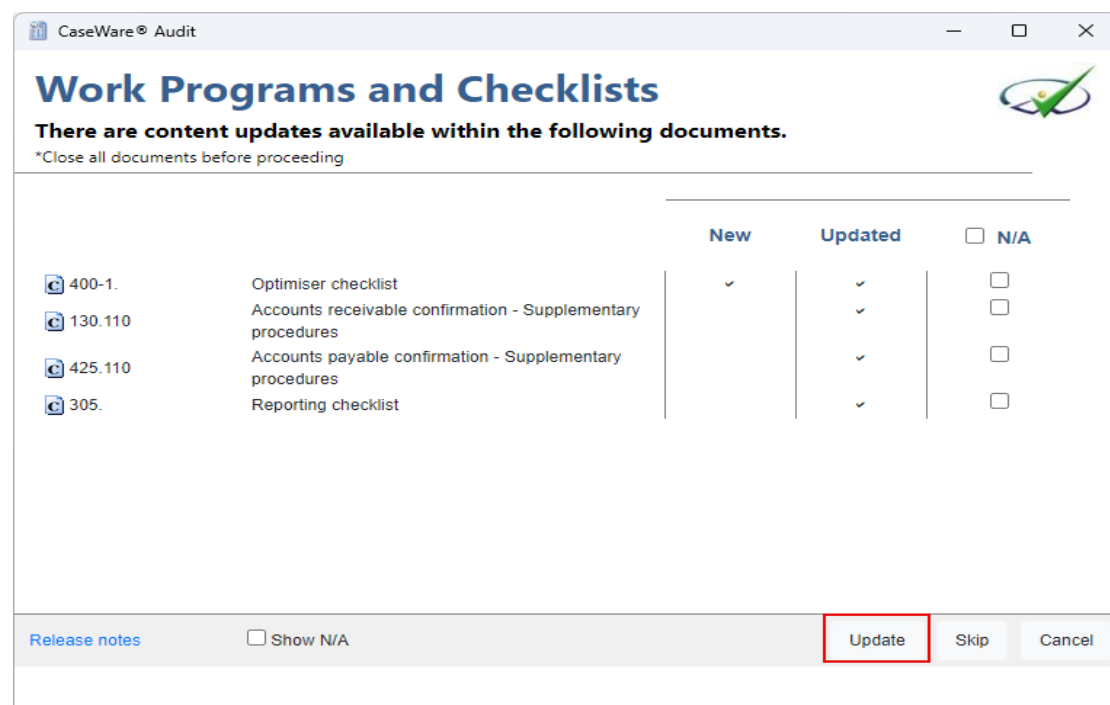
**Updated Documents (1 | 0)**

<input checked="" type="checkbox"/> Update			<input type="checkbox"/> N/A
<input checked="" type="checkbox"/> MAP	ISA engagement form audit map		<input type="checkbox"/>

[Release notes](#) ☐ Show N/A **Update** Skip Cancel

New Audit procedure for the VAT is added. Select 'Update'.

### 8. 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.

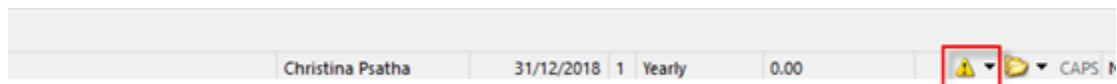
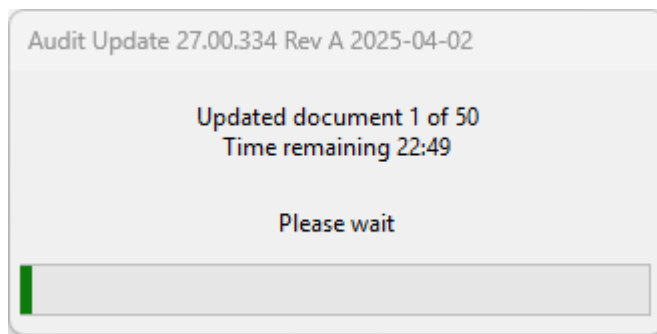
\*Close all documents before proceeding

		New	Updated	<input type="checkbox"/> N/A
<input checked="" type="checkbox"/> 400-1.	Optimiser checklist	✓	✓	<input type="checkbox"/>
<input checked="" type="checkbox"/> 130.110	Accounts receivable confirmation - Supplementary procedures		✓	<input type="checkbox"/>
<input checked="" type="checkbox"/> 425.110	Accounts payable confirmation - Supplementary procedures		✓	<input type="checkbox"/>
<input checked="" type="checkbox"/> 305.	Reporting checklist		✓	<input type="checkbox"/>

[Release notes](#) ☐ Show N/A **Update** Skip Cancel

Select 'Update' to proceed.

## 9. Update process

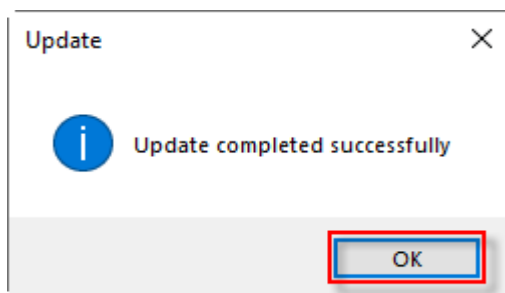


**Note:** Ignore the time remaining. It is estimated between 6 to 16 minutes depending on the number of documents needed to be updated.

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

Once the update is completed then the exclamation mark vanishes.

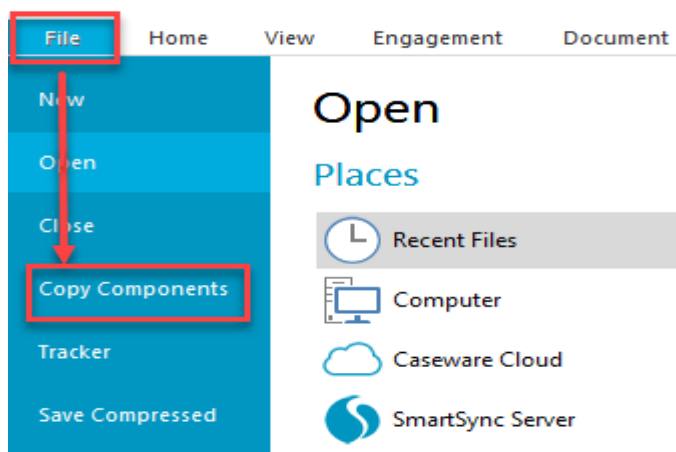
At the message "Update completed successfully" click OK.



## 10. Copy components from the Template into the client file

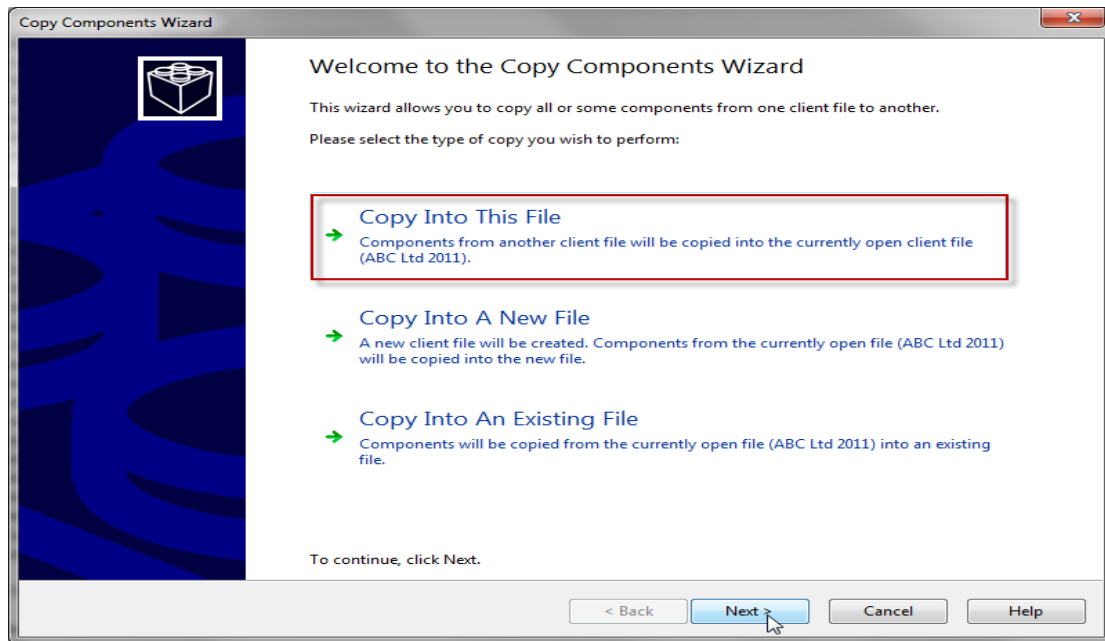
Using the Copy Components feature, update the client file with the necessary components from the Template. Select to copy information store.

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

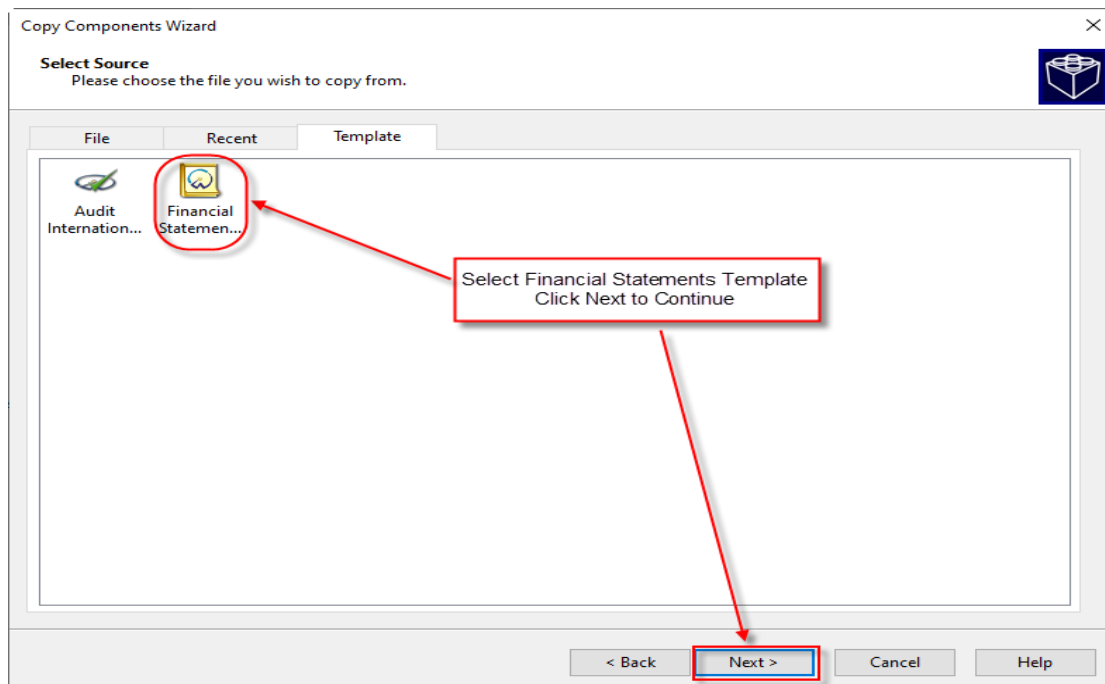




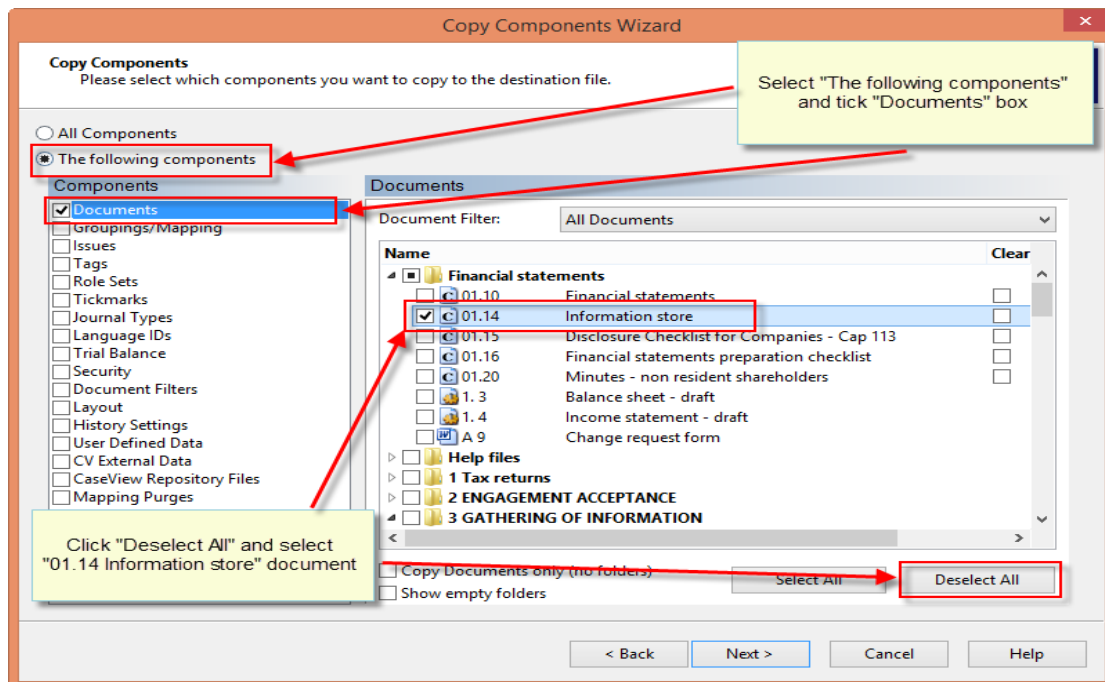
b. Select Copy into This File. Click Next.



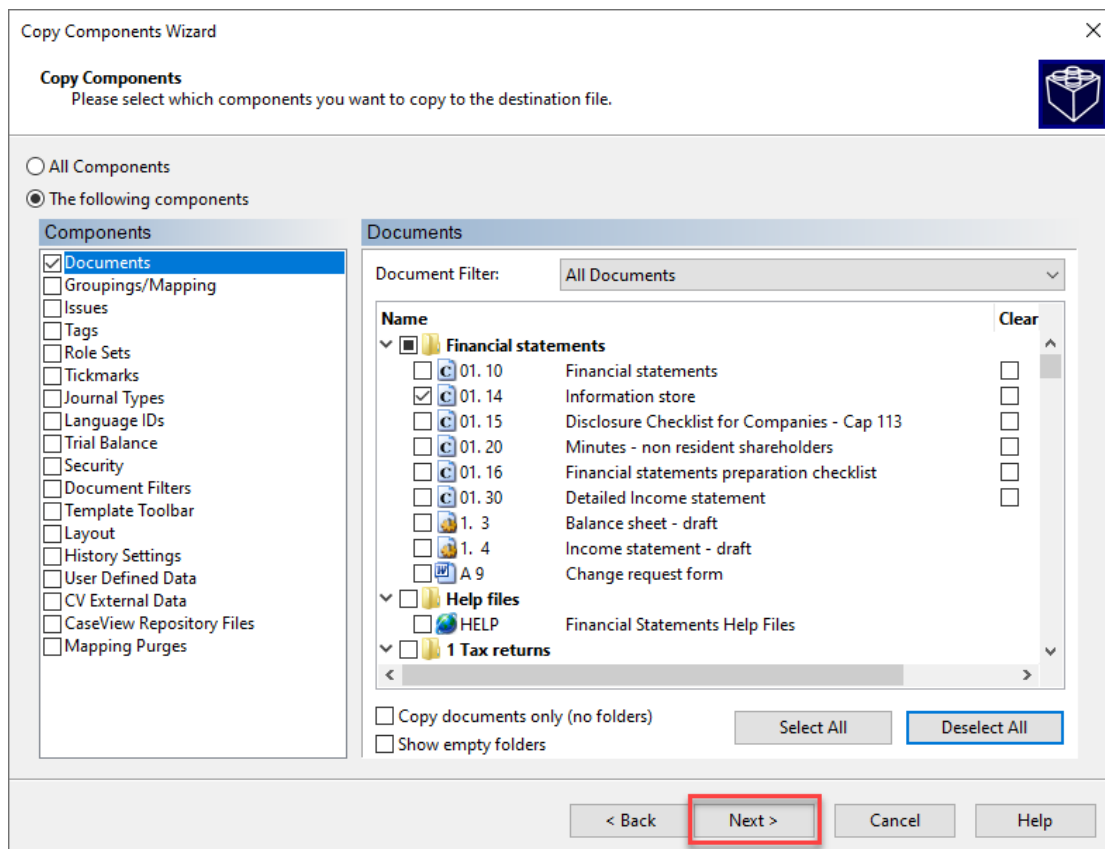
c. Choose Financial Statements Template and click Next.



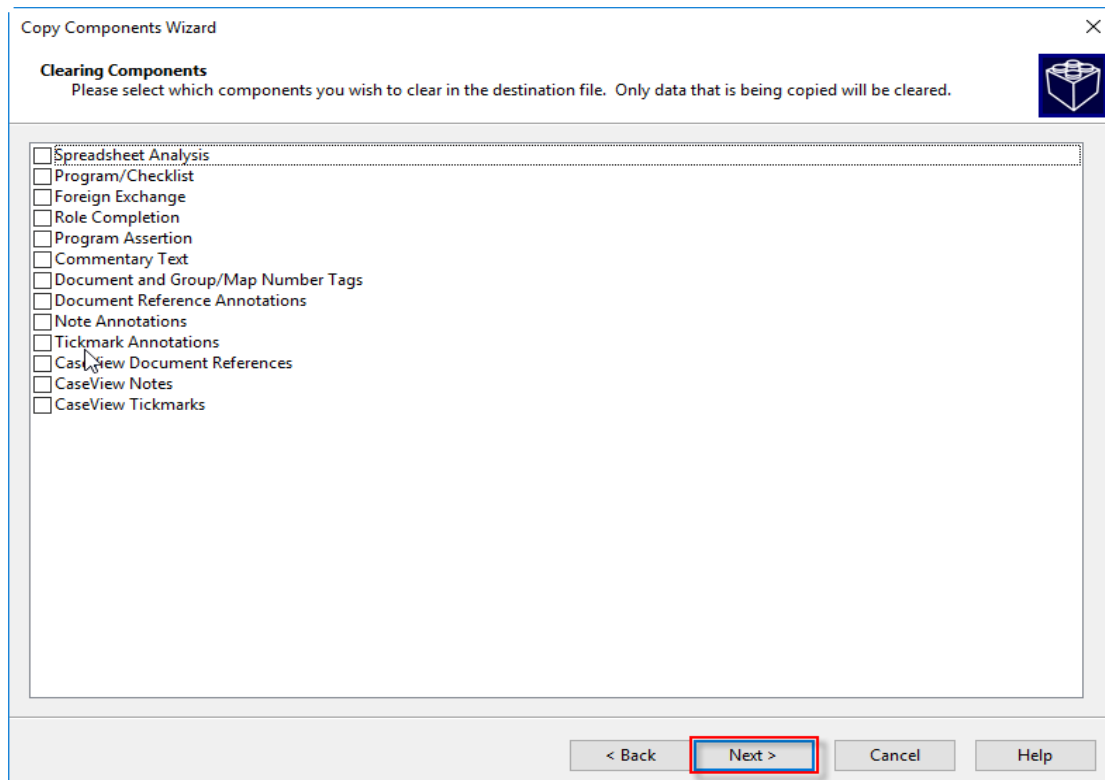
- d. In the Copy Components Wizard select "The following components" and the "Documents" box. Click "Deselect All" and then select document "01.14 Information store".



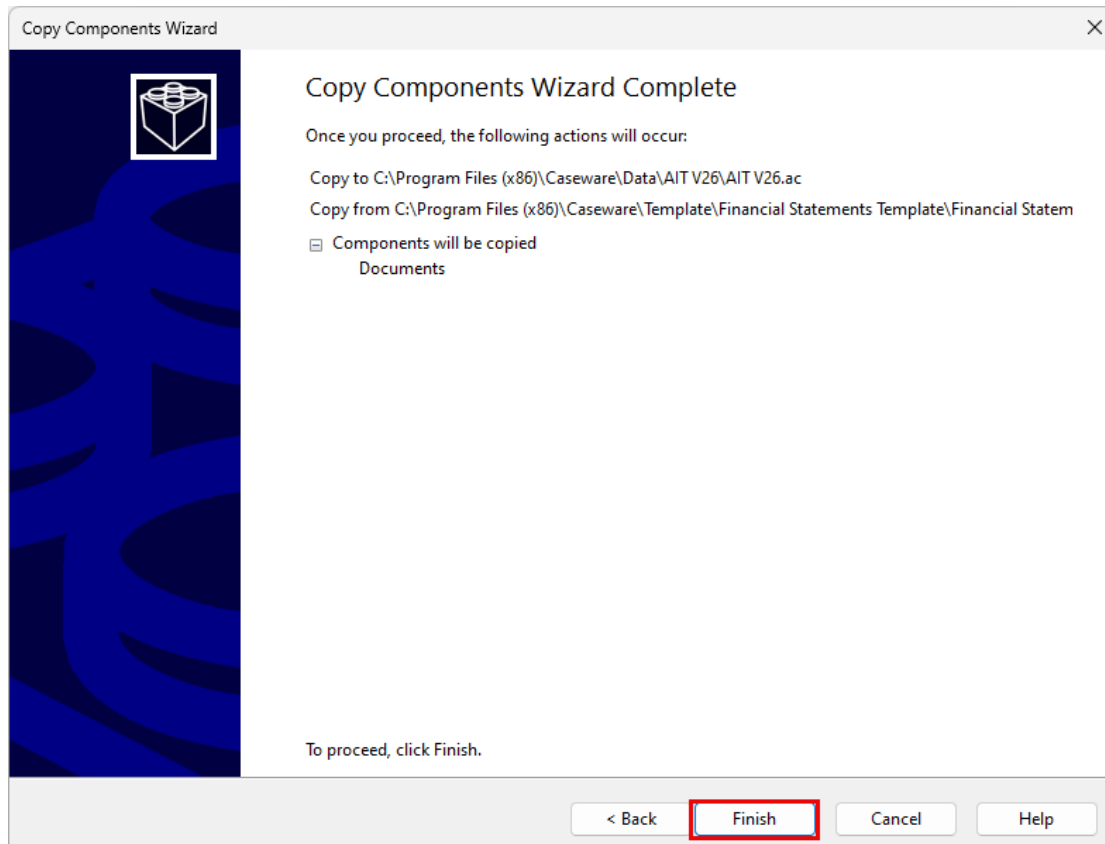
- e. Click Next



f. Click Next to continue.

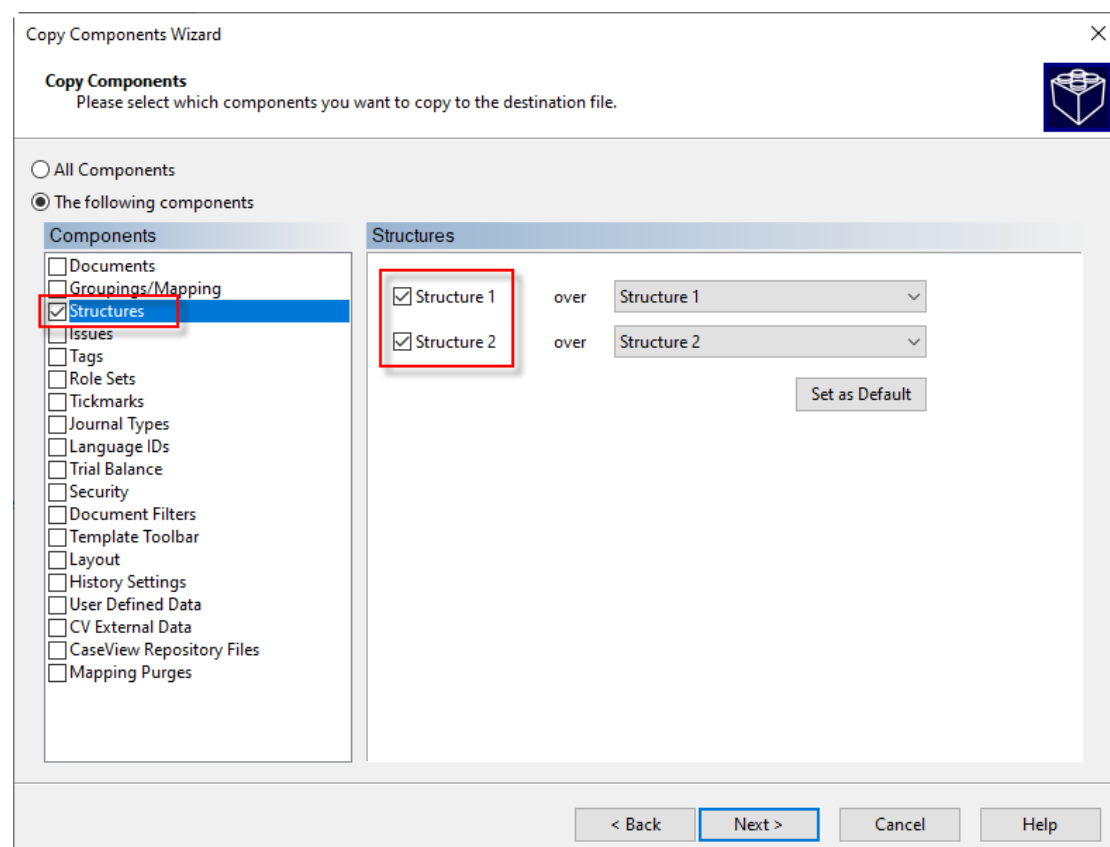
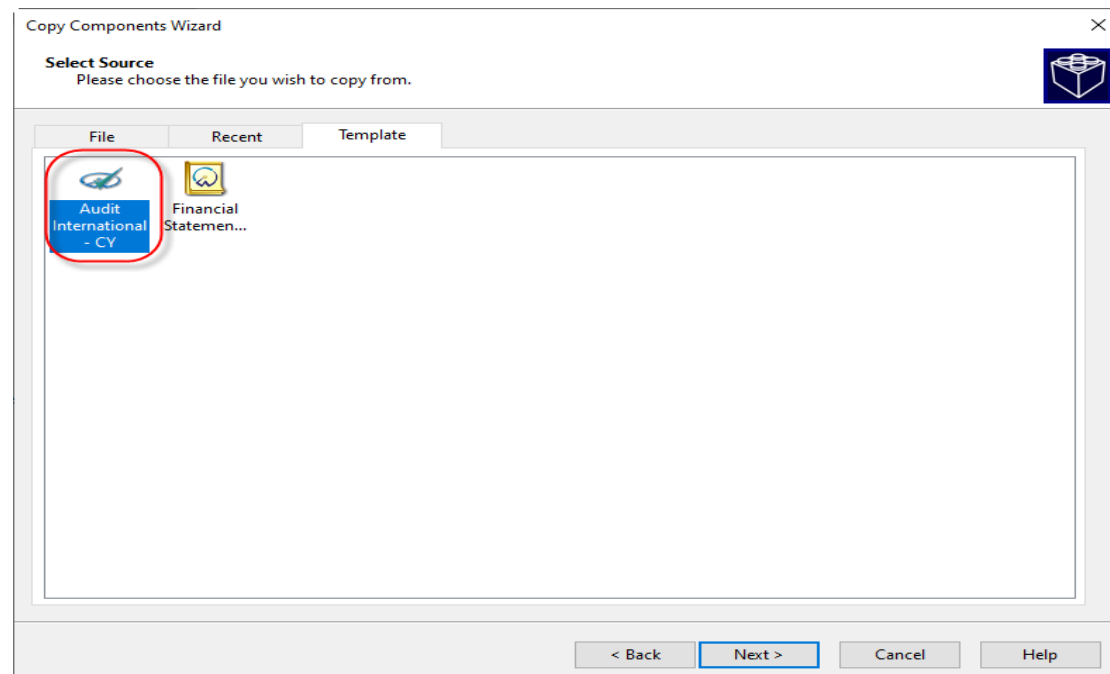


g. Click Finish to complete the Copy Components wizard.



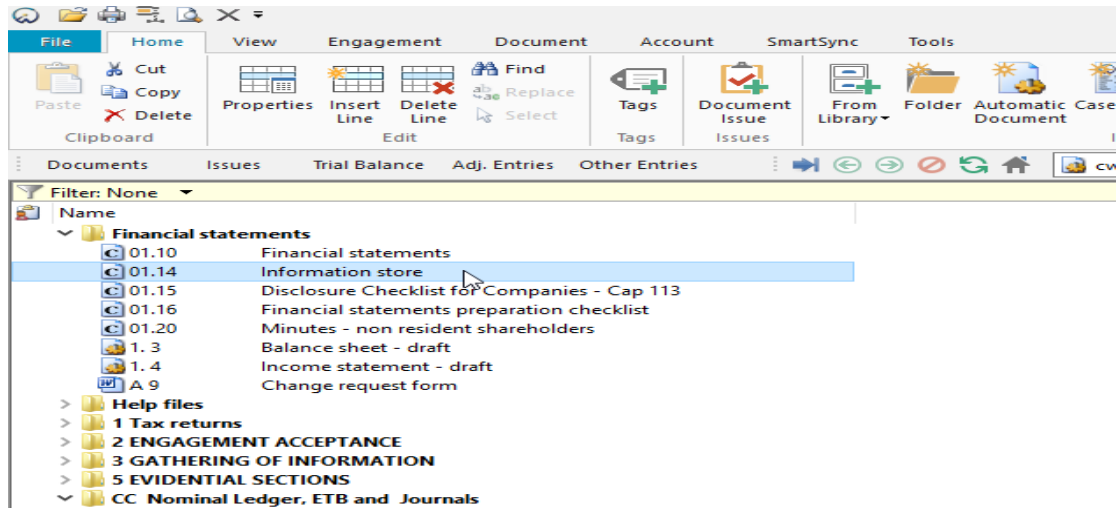
## 11. Repeat the procedure of the copy components (Step 9)

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.



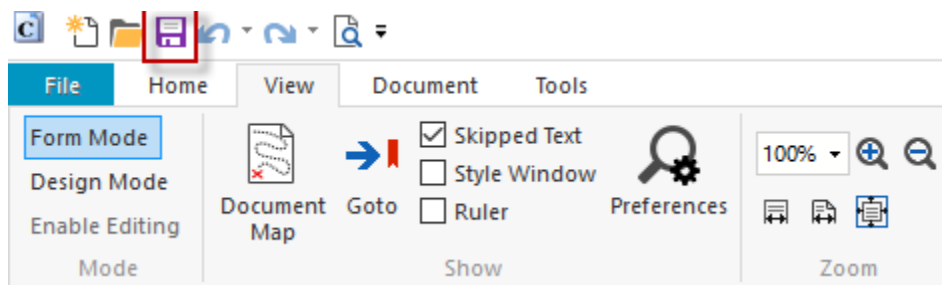
**12. Open the Information Store document (01.14) to select the correct library path and to update the fs document.**

- 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.

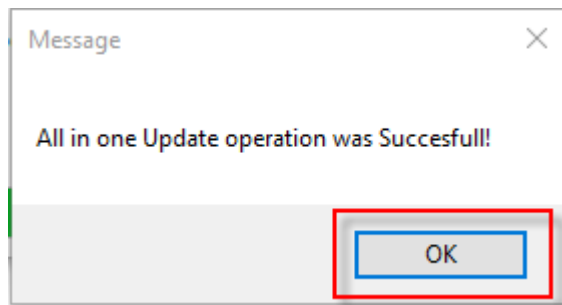
PATHS	
Library path :	C:\Program Files (x86)\CaseWare\Library <span style="float: right;">Browse</span>
<i>The 'Fix Library path' button can be used to correct the path to the FS library file, if this is not correctly shown in the FS document.</i> <span style="float: right;">Fix Library path</span>	



- 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.

The screenshot shows a software window titled "Updates to Documents". Below the title bar, there is a section labeled "UPDATE CARRY FORWARD, HEADERS AND FOOTERS". Under this section, there is a label "Select Document :" followed by a dropdown menu showing "FS" and a list item "01.10 Financial statements". To the right of this list item is a button labeled "UPDATE FS DOCUMENT", which is highlighted with a red rectangular box. A red arrow points from a yellow callout box to this button. The callout box contains the text "Select UPDATE FS DOCUMENT". Below the button, there is a red text box containing the following text: "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.



**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.