



CMS SYSTEMS SOLUTIONS

CASEWARE AUTHORISED DISTRIBUTOR

Procedure for updating existing client files to the latest version of Audit International Template V20 to V22



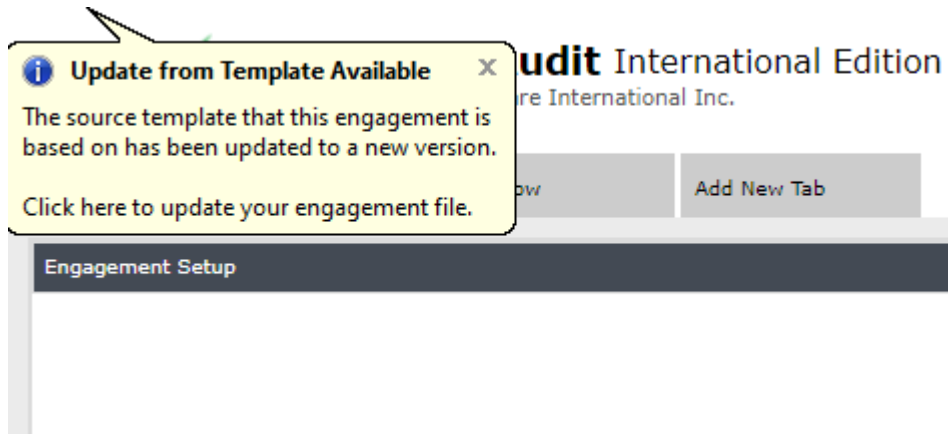
VERSION 1.00

PROCEDURE SUMMARY

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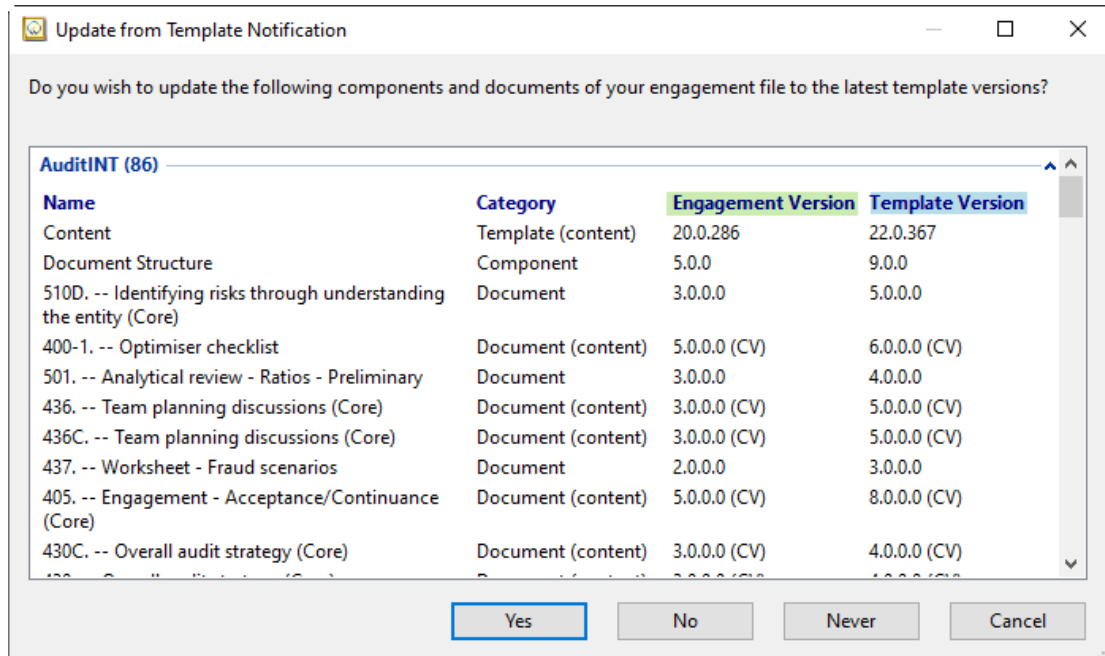
1. Follow the procedure of [Year End Close](#), in case you already did then proceed with step 2.

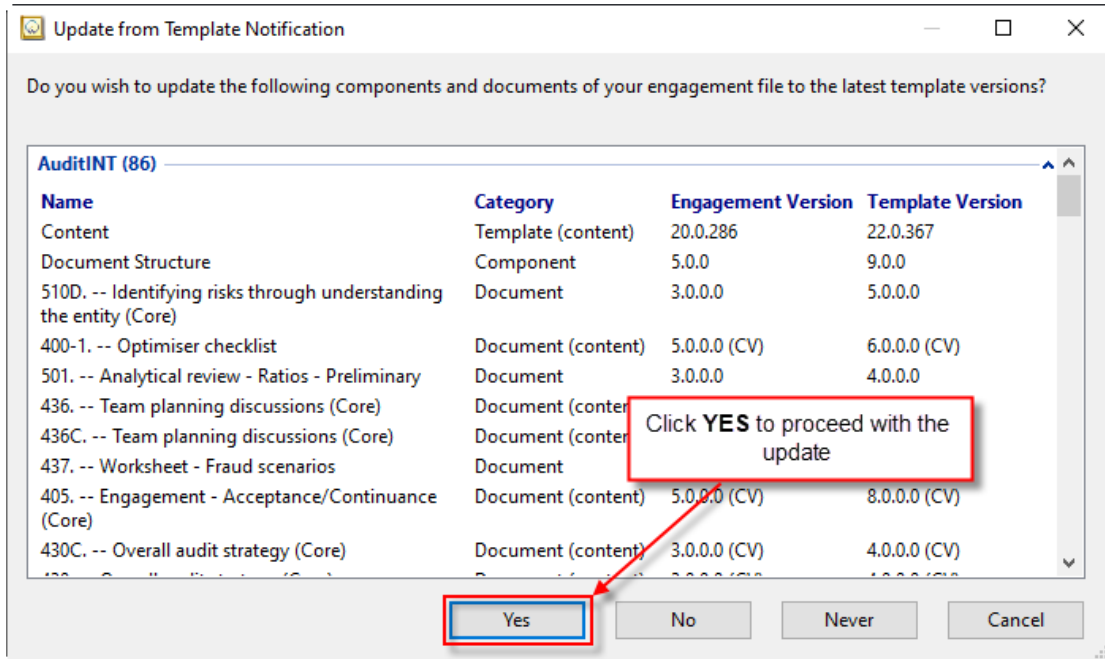
2. Click on the notification balloon.



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.

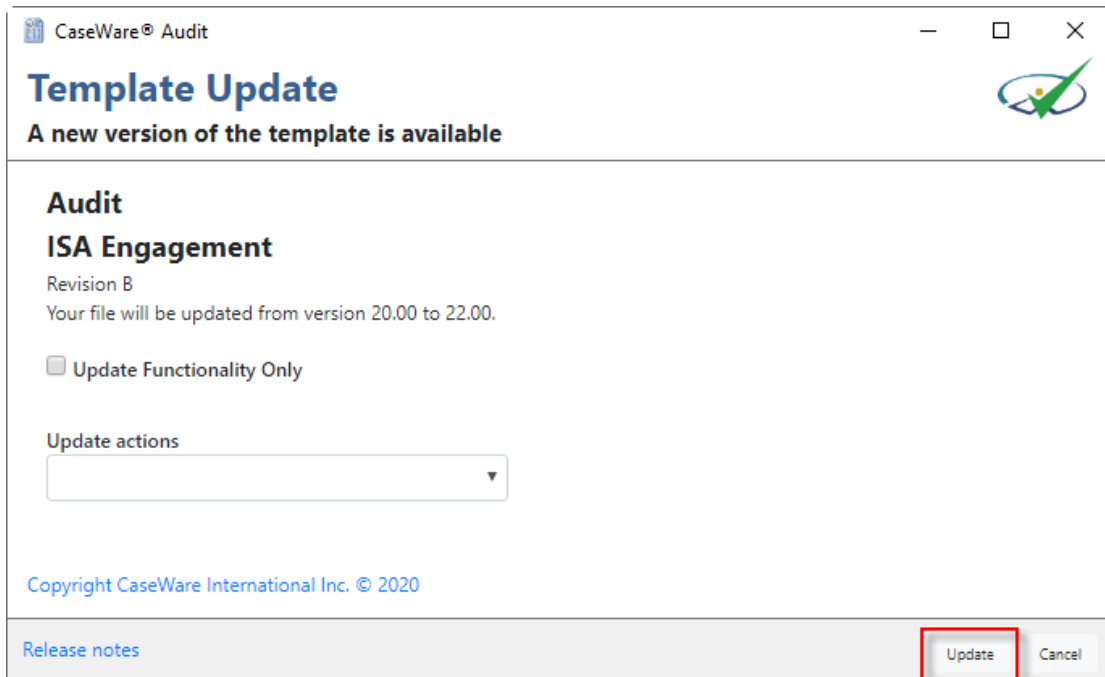




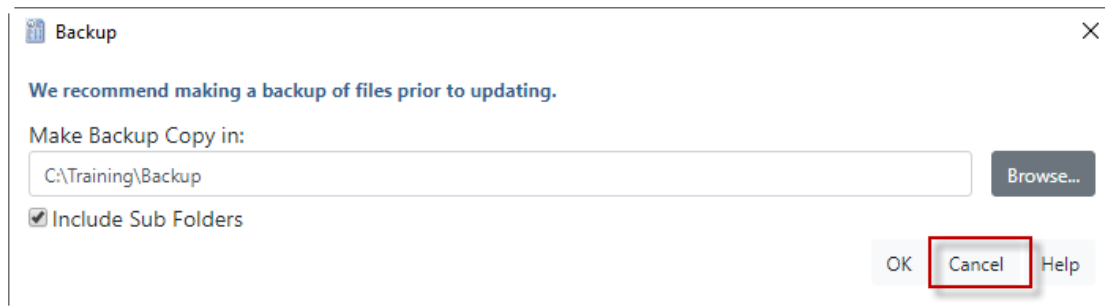
Click **Yes** to proceed with the update.

Note: We recommend *NOT* to update the file, once the engagement audit work has commenced.

4. On Template Update select Update

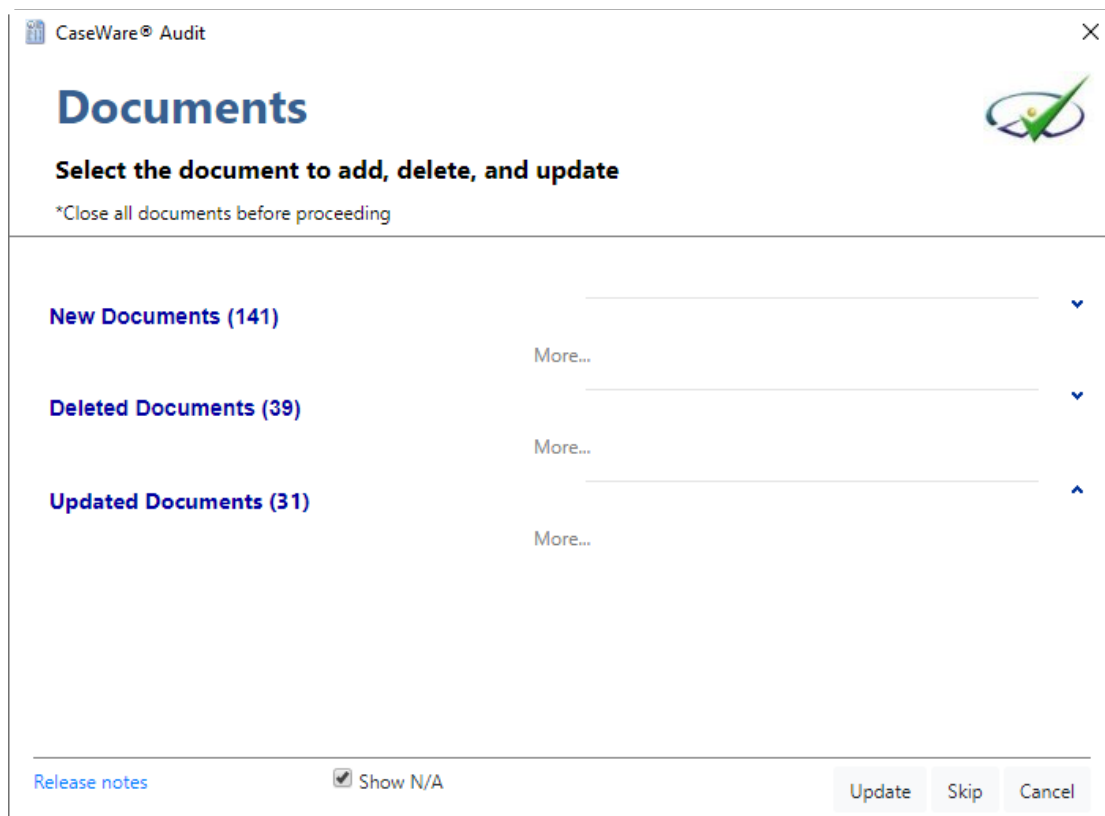


5. At the window "Backup" select Cancel



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 yearend close, and you want to proceed with the update prior commencing audit work then press cancel.

6. On the next table you may select the documents you wish to add, delete and update



Note: Audit engagement files are different from client to client therefore print screen 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.

CaseWare® Audit

Documents

Select the document to add, delete, and update

*Close all documents before proceeding

New Documents (3 | 139)

Add N/A

<input checked="" type="checkbox"/>	410.101	Deferred income - Audit Procedures	<input type="checkbox"/>
<input checked="" type="checkbox"/>	1600.120	Finance income expense - Audit procedures	<input type="checkbox"/>
<input checked="" type="checkbox"/>	IFRSDC	IFRS Disclosure Checklist	<input type="checkbox"/>

Deleted Documents (1 | 38) More...

Updated Documents (30 | 0) More...

Release notes Show N/A Update Skip Cancel

Note: In the **Deleted documents** dialogue make sure you will not delete the following documents if applicable to your engagements: financial statements, information store, IR4s, engagement and disengagement letters, bank confirmation, financial support and fixed assets register.

CaseWare® Audit

Documents

Select the document to add, delete, and update

*Close all documents before proceeding

New Documents (3 | 139) More...

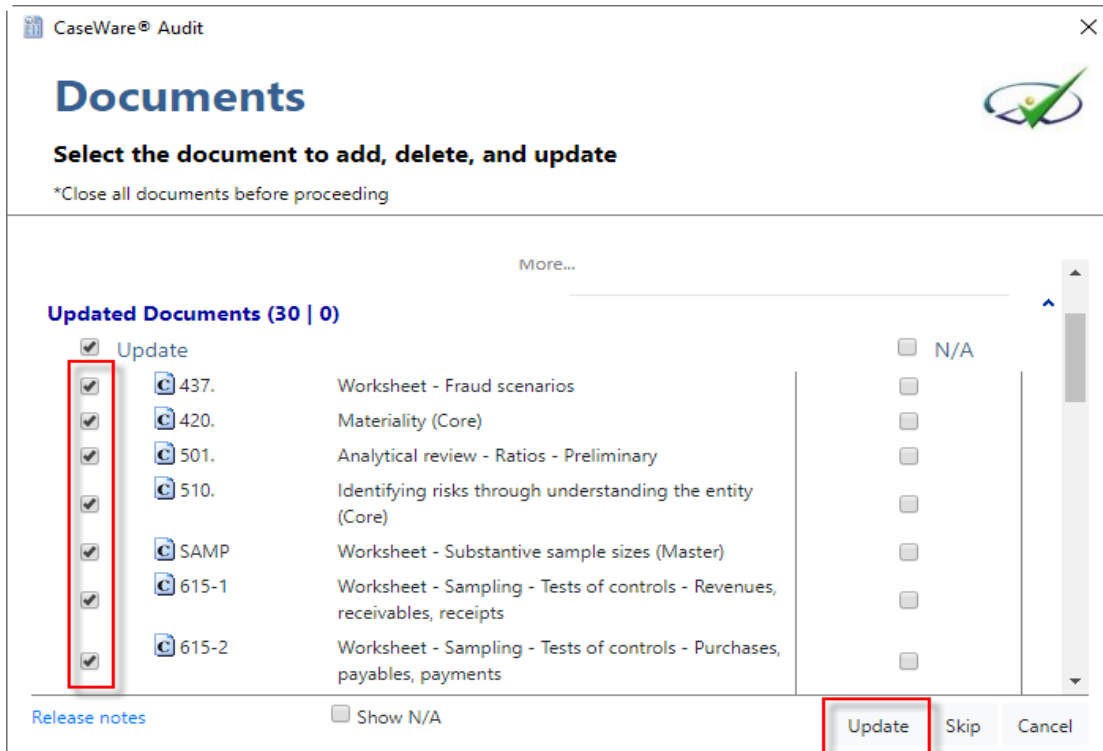
Deleted Documents (1 | 38)

Delete N/A

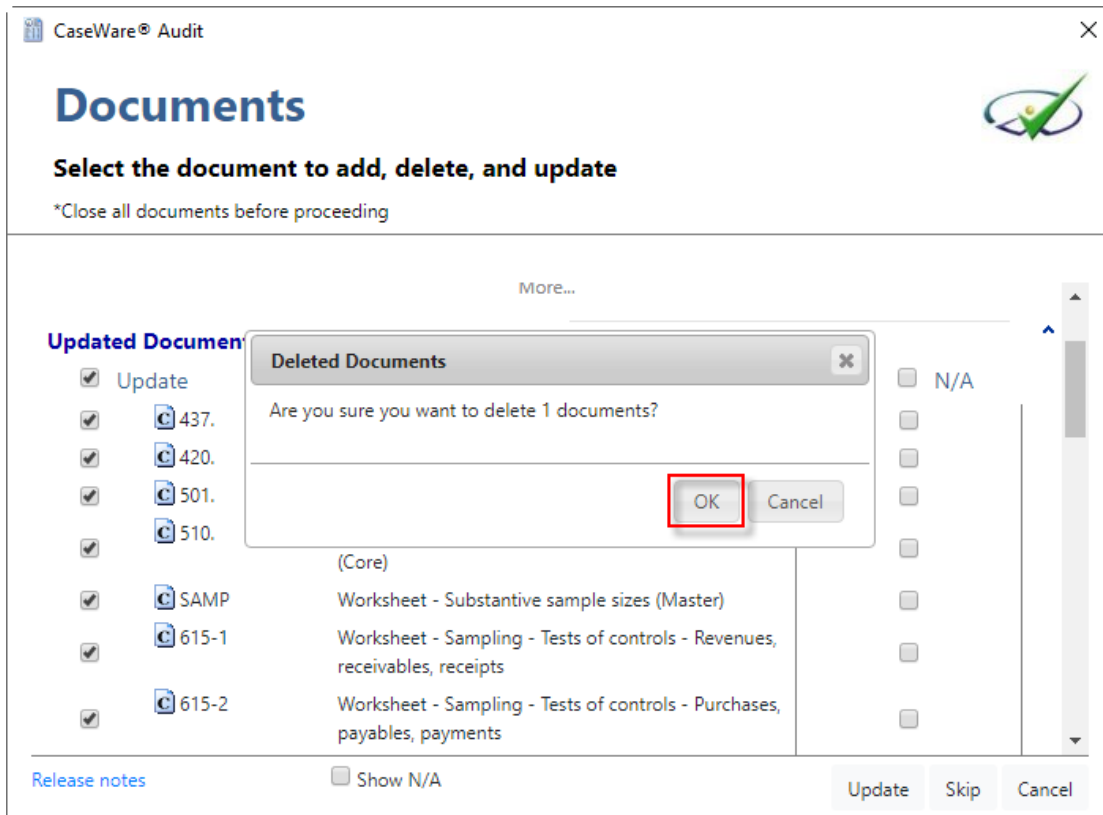
<input checked="" type="checkbox"/>	1600.120	Finance Cost - Audit Procedures	<input type="checkbox"/>
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Updated Documents (30 | 0) More...

Release notes Show N/A Update Skip Cancel

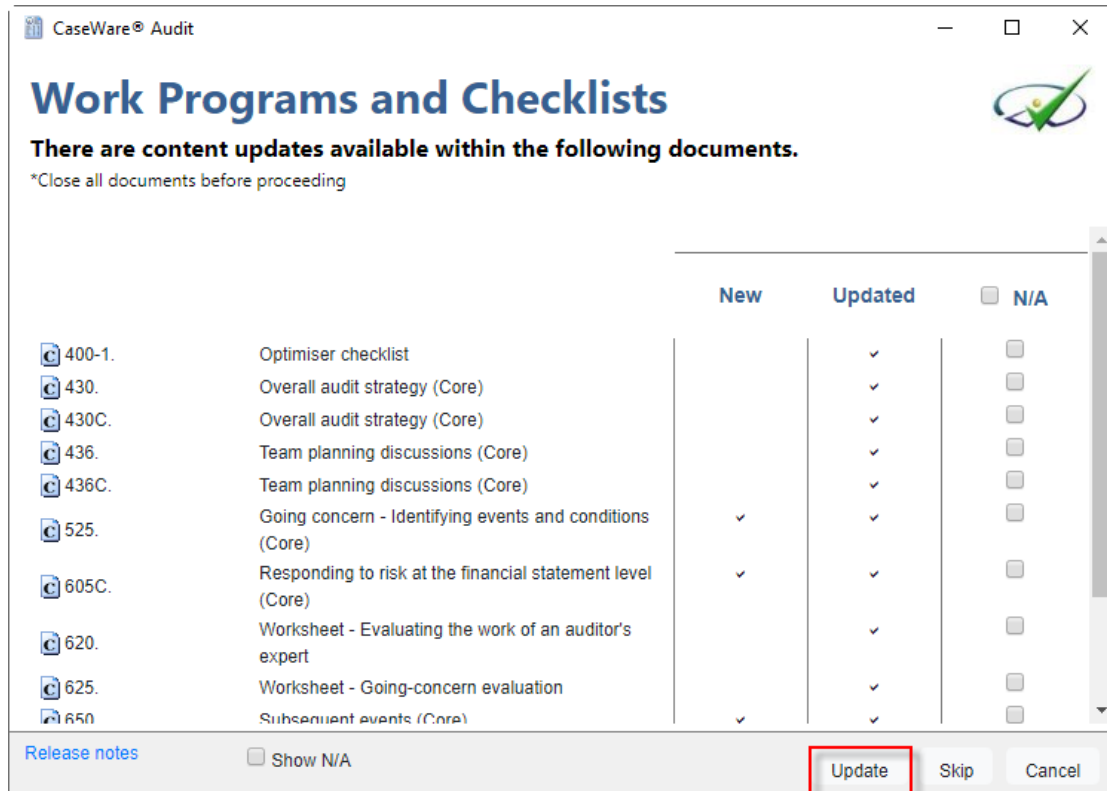


Select **Update** to proceed.



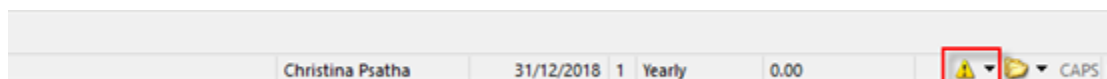
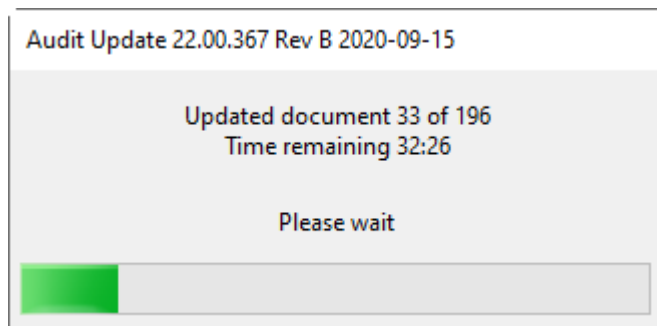
Click **OK** to continue.

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



Select **Update** to proceed.

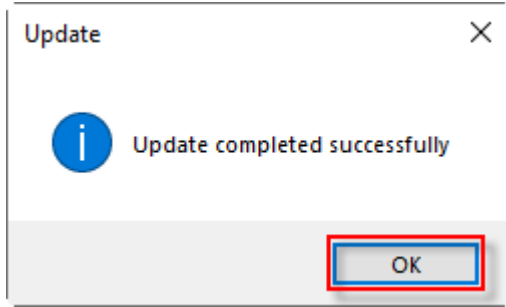
8. Update process



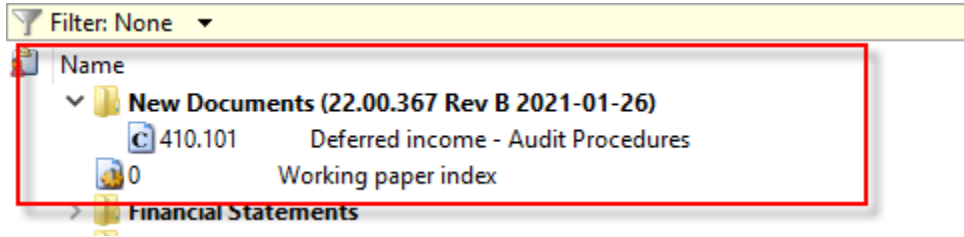
Note: Ignore the time remaining. It is estimated between 6 to 16 minutes depending on the number of documents needed to be updated.

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. New documents added

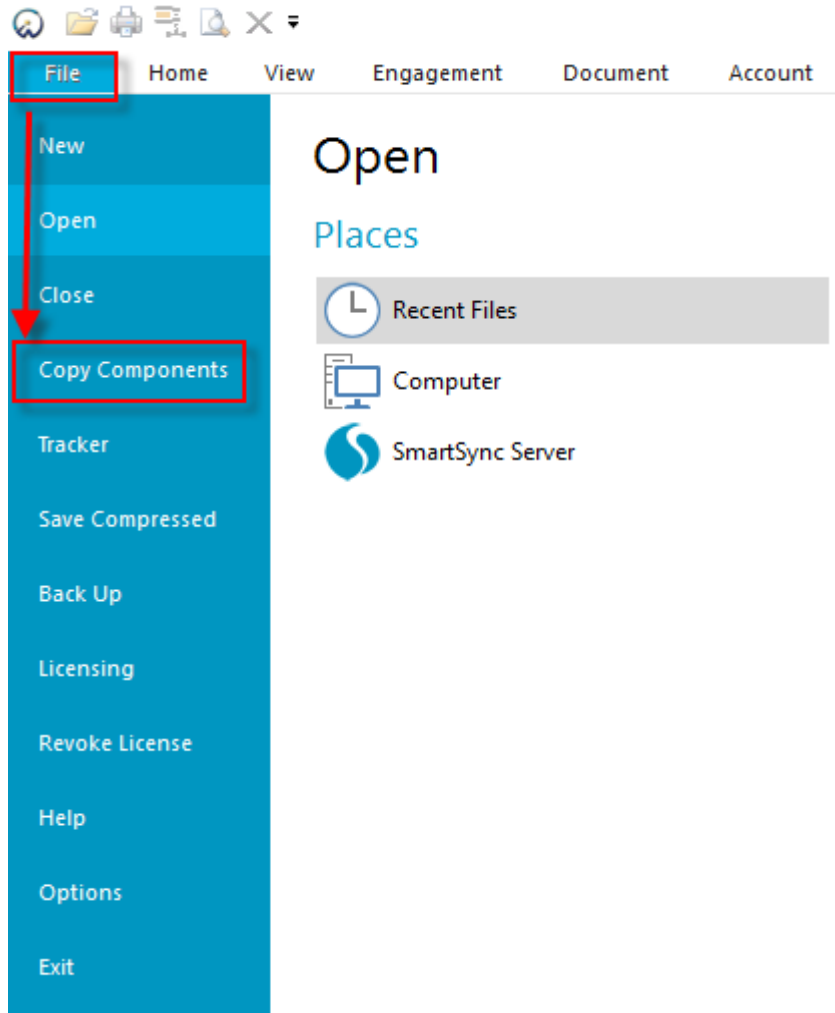


The new documents added are shown at the top of the document manager. If applicable to the engagement file, then proceed and move them to the appropriate audit area/folder.

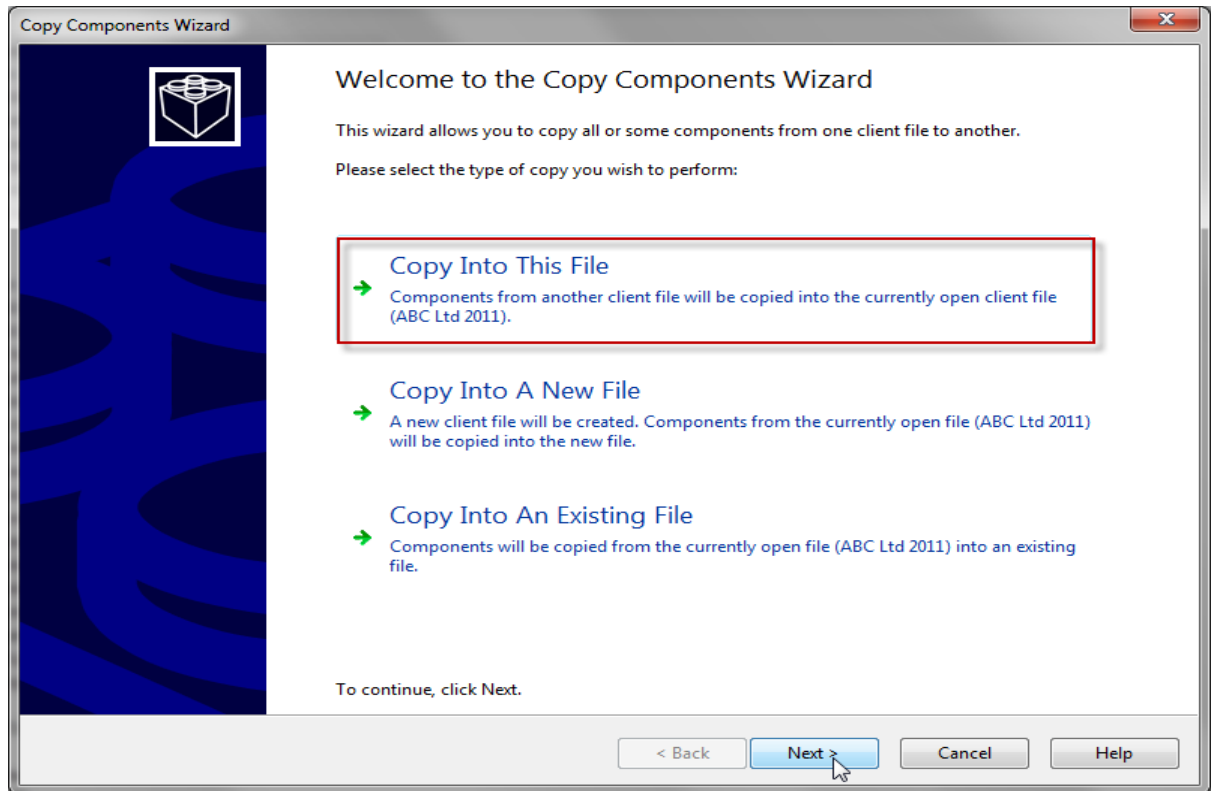
10. Copy components from the Template into the client file

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

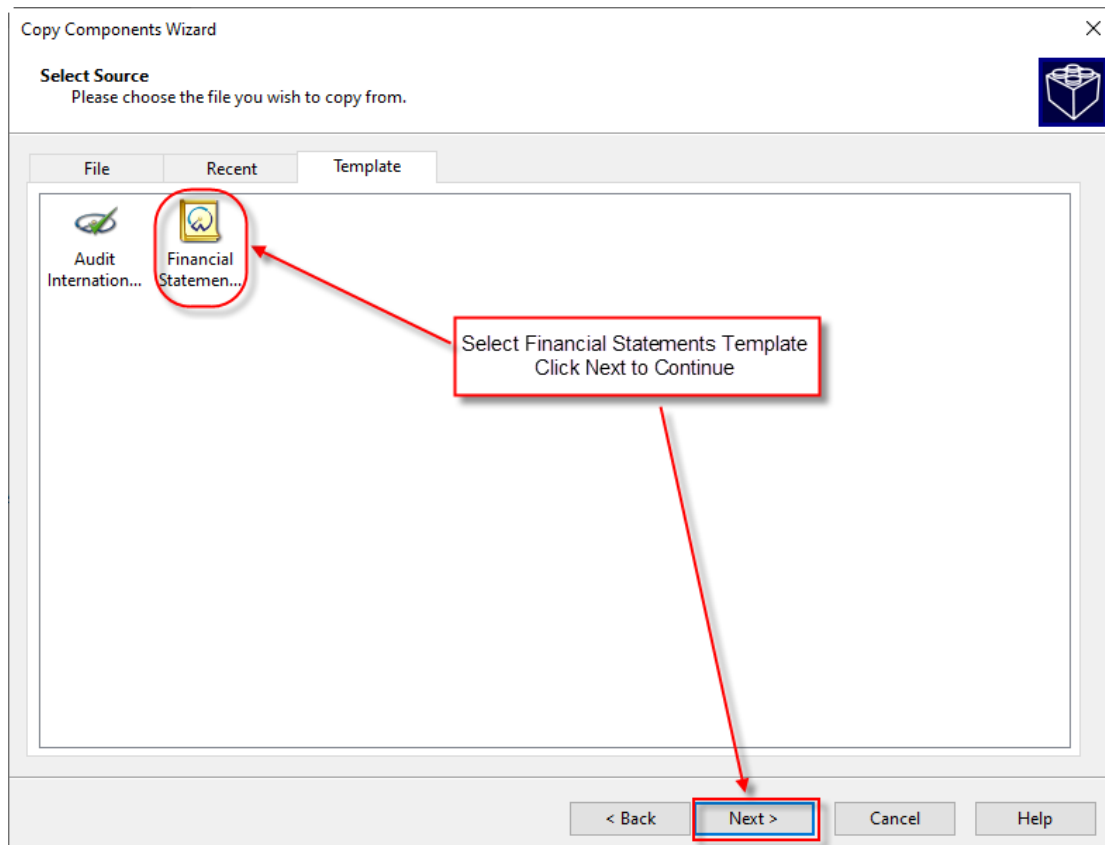
a. Select File / Copy Components.



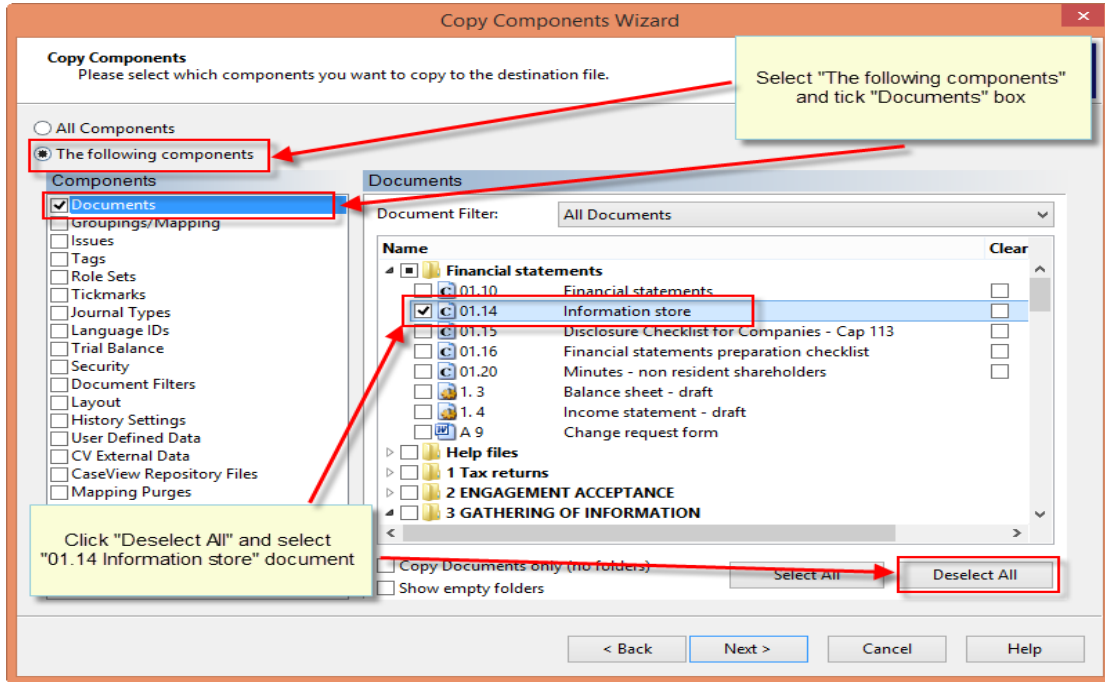
b. Select Copy into This File. Click Next.



c. Choose Financial Statements Template and click Next.

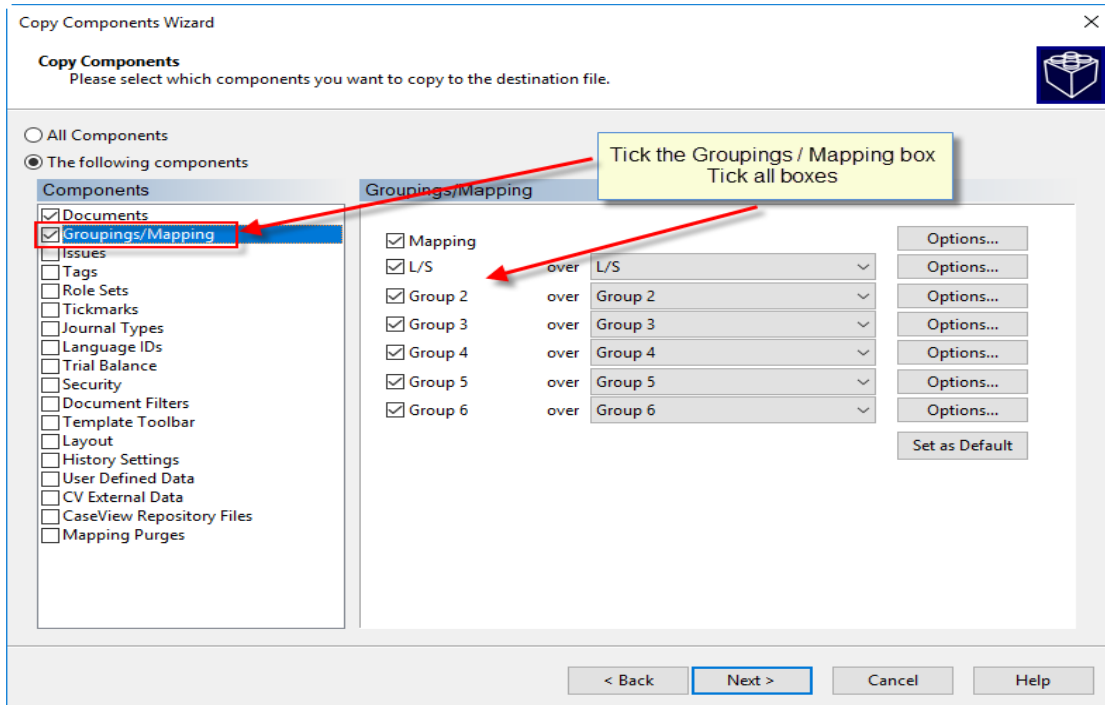


- d. In the Copy Components Wizard select “The following components” and the “Documents” box. Click “Deselect All” and then select document “01.14 Information store”.

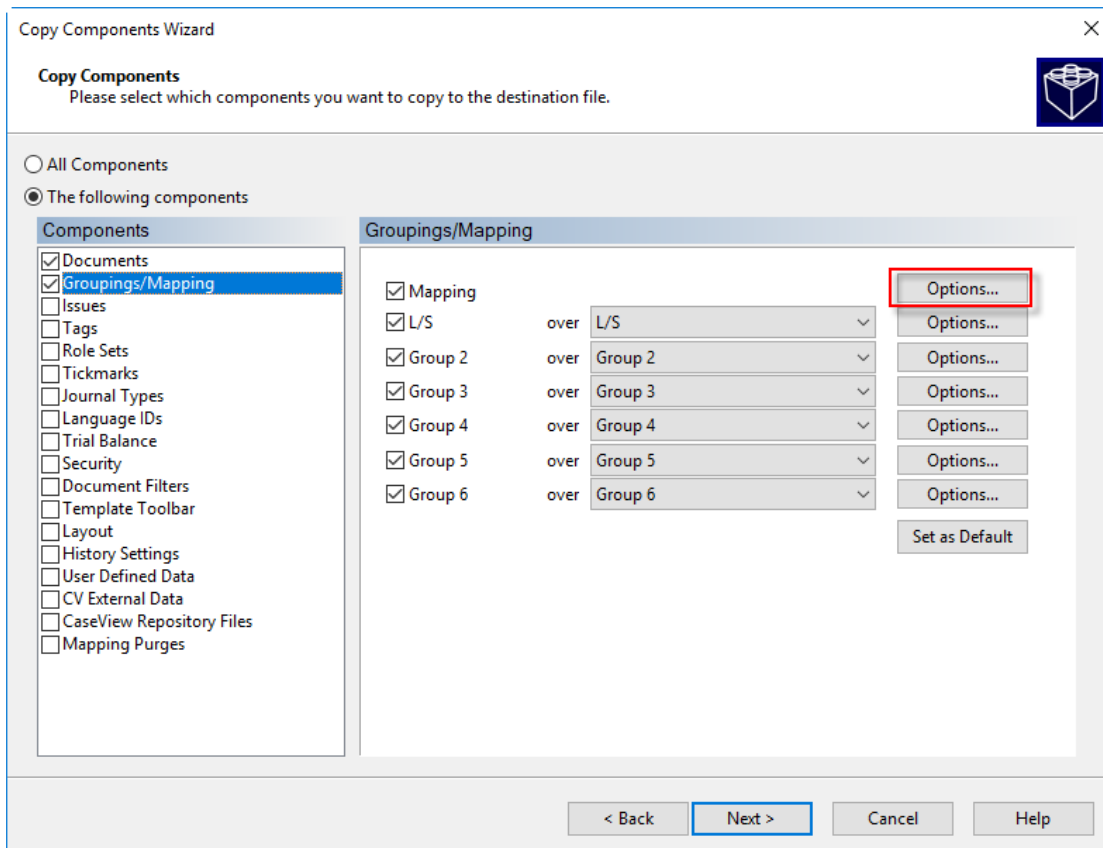


- e. In the same Copy Components Wizard, update the mapping structure from the latest Template.

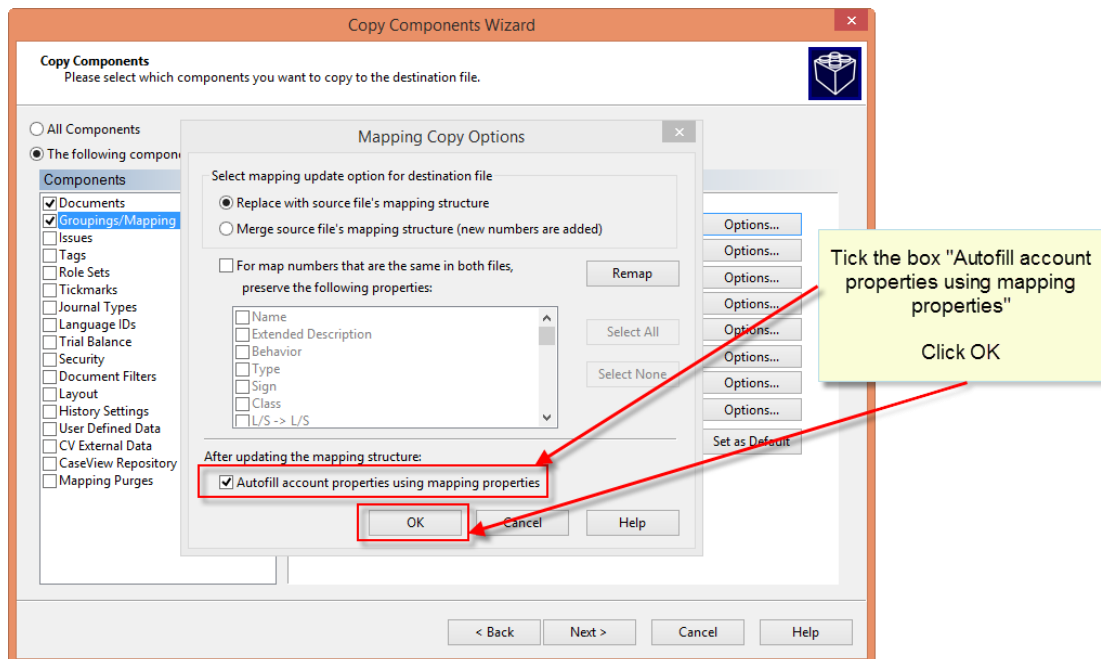
Tick the Grouping / Mapping box. Tick all Boxes.



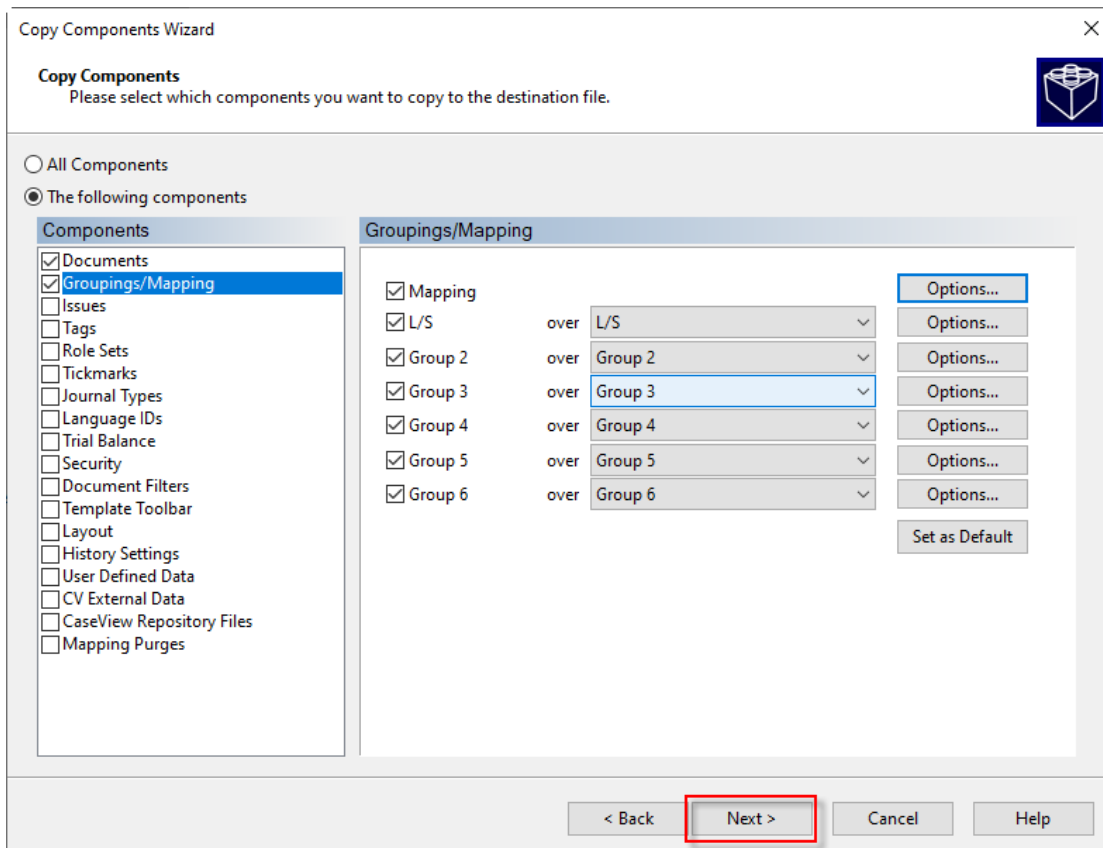
- f. Select Options



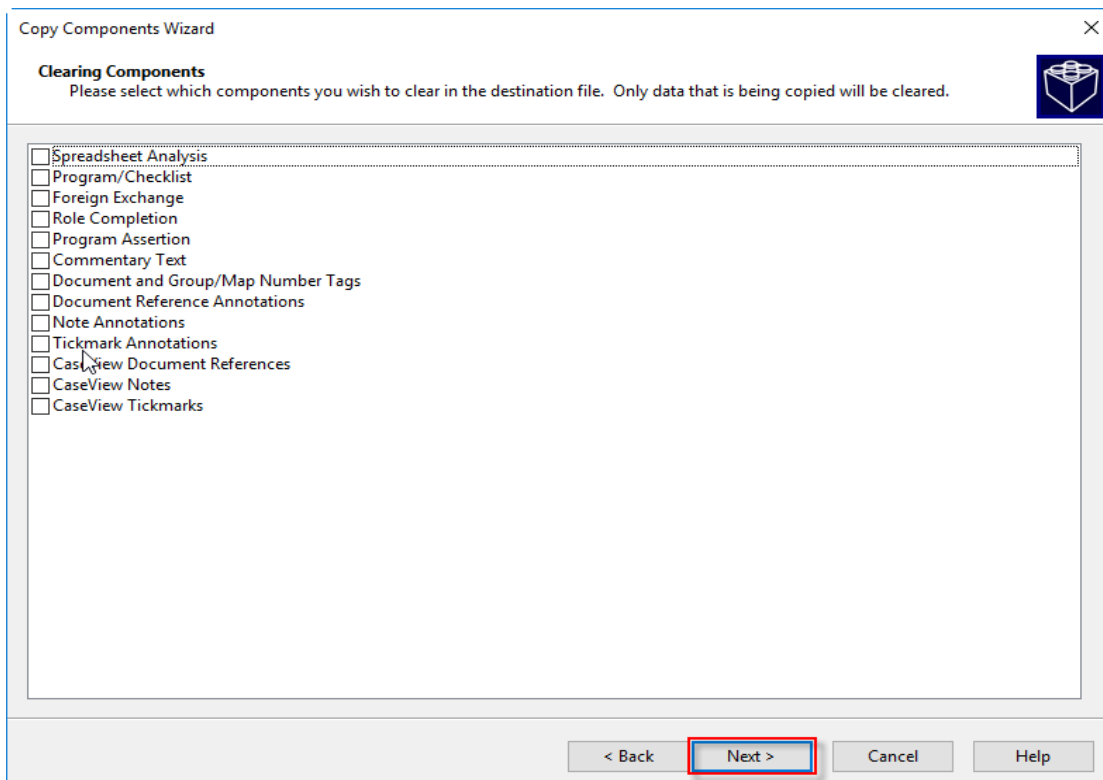
- g. Tick the box "Autofill account properties using mapping properties".
Choose to perform Mapping Copy Options.



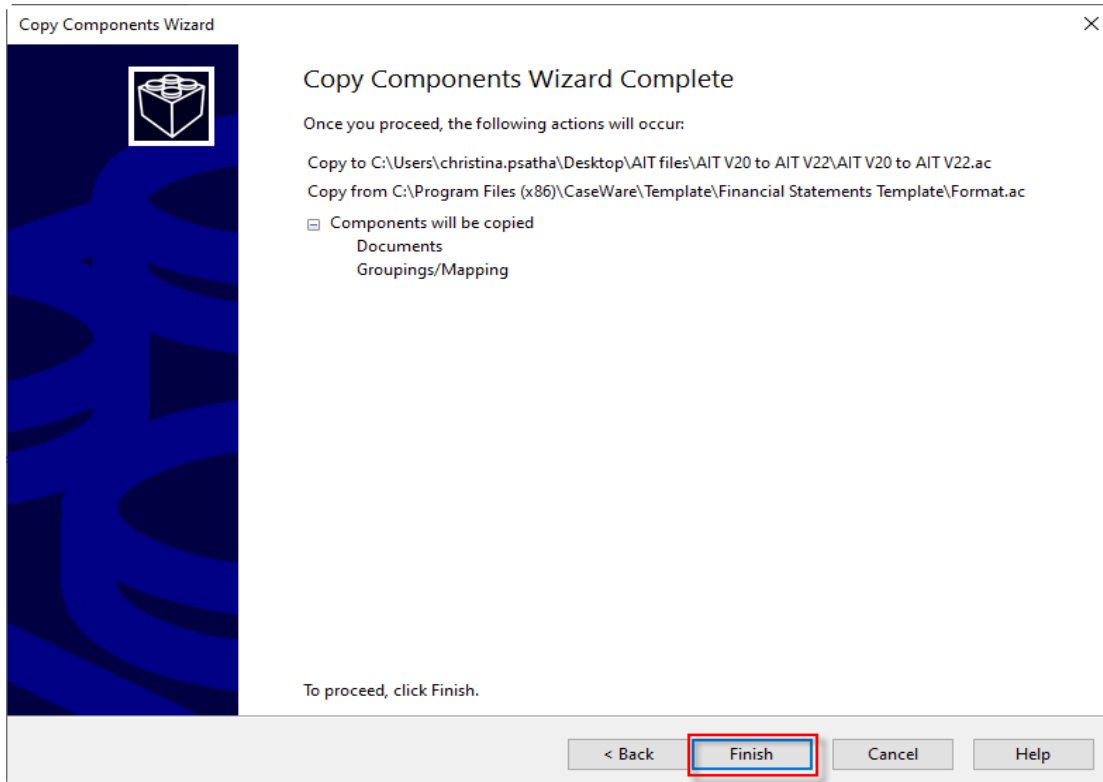
- h. Click Next



i. Click Next to continue.

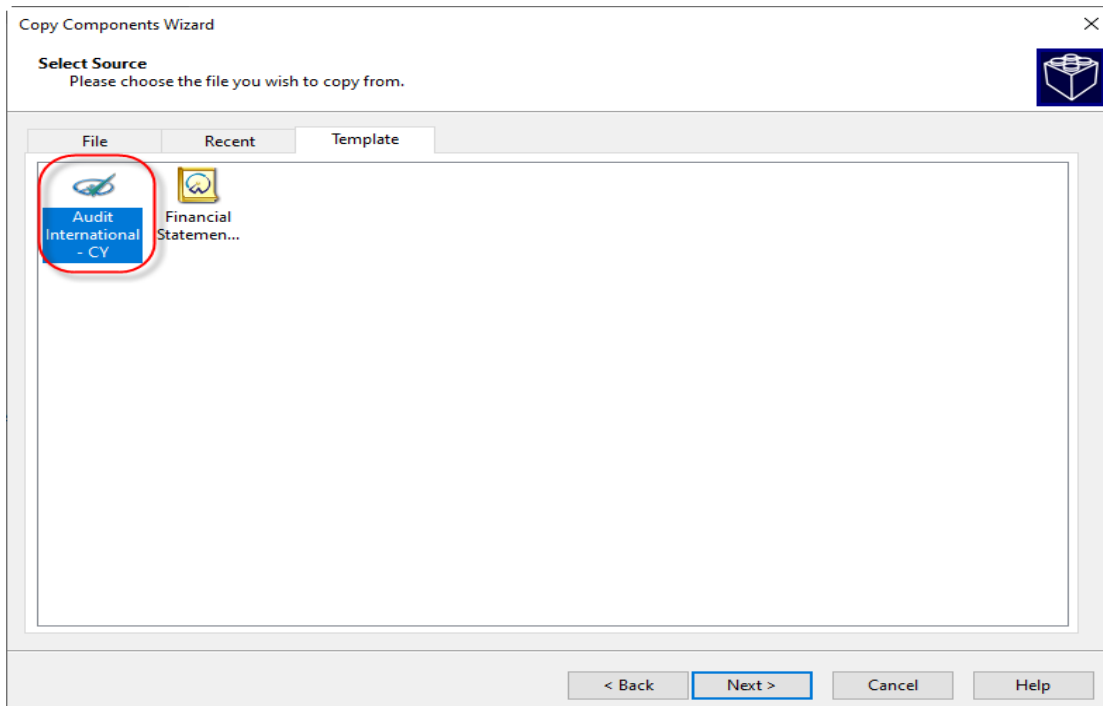


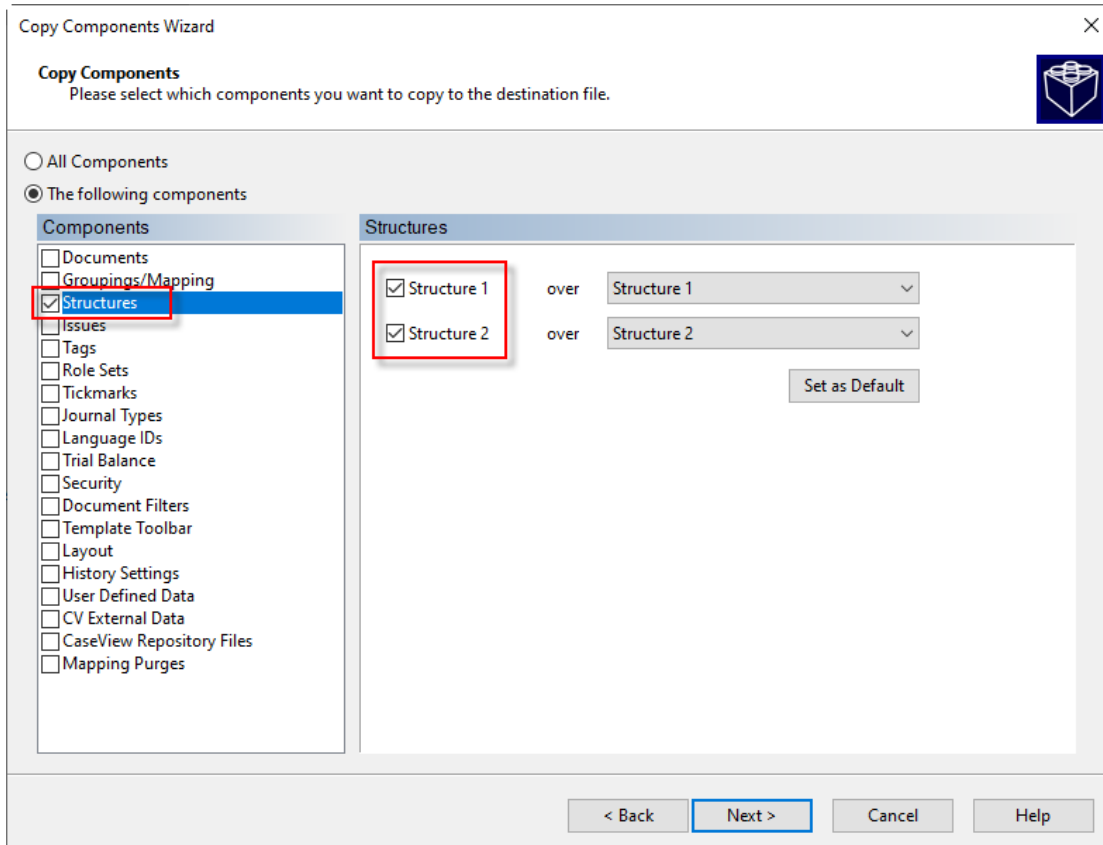
j. Click Finish to complete the Copy Components wizard.



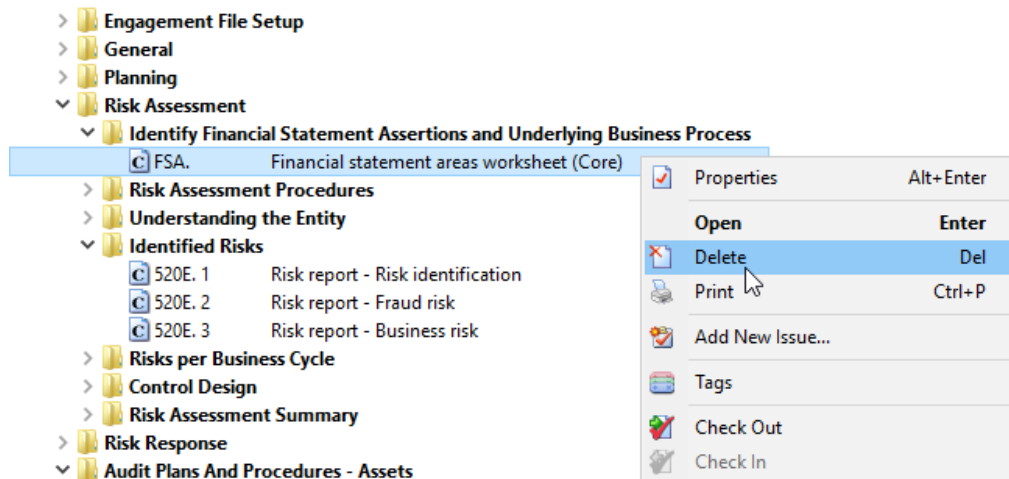
11. Repeat the procedure of the copy components (Step 10)

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

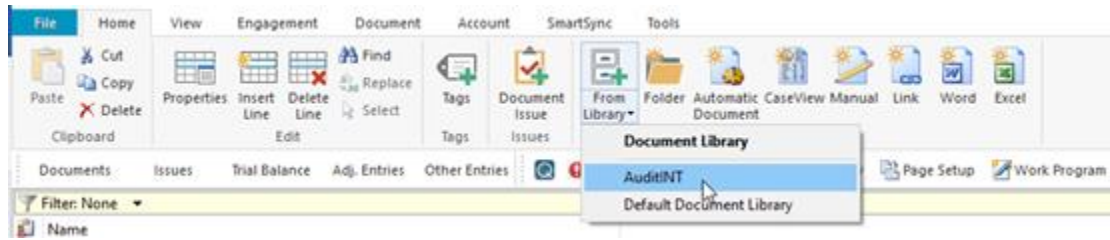




12. On Document Manager locate FSA. Financial statement areas worksheet (Core), right click and select to "Delete"

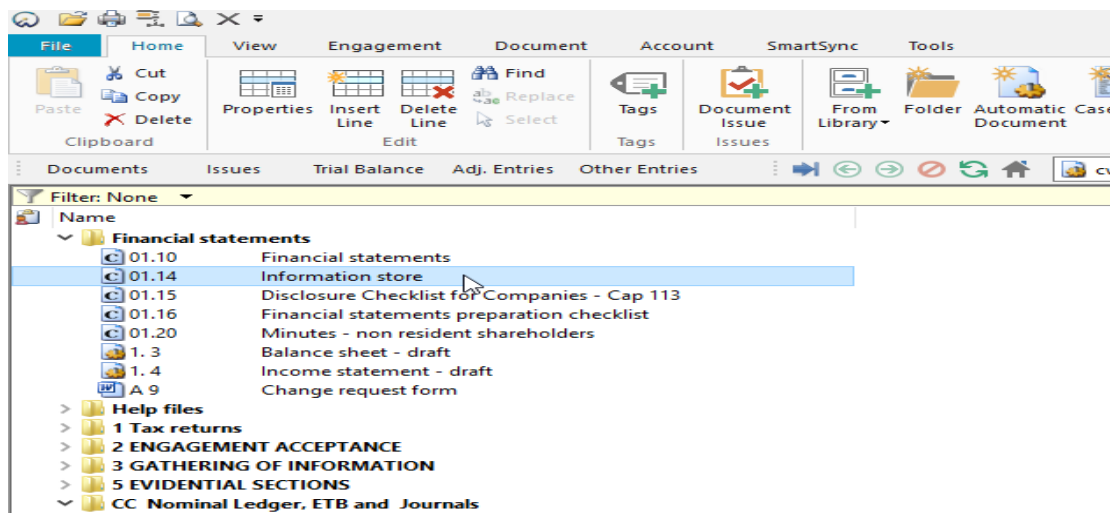


13. From "Home" select "From Library" and add the FSA document to the client file

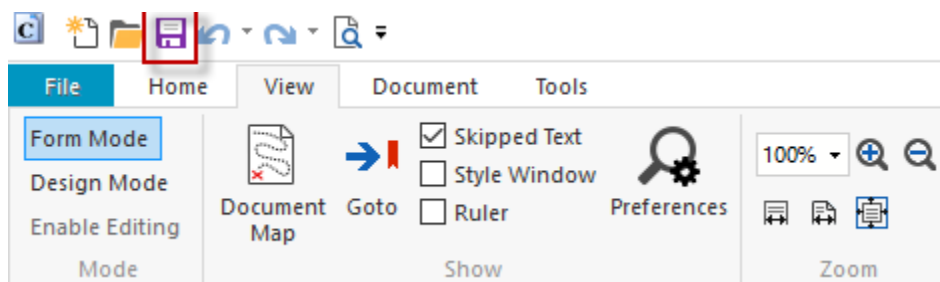
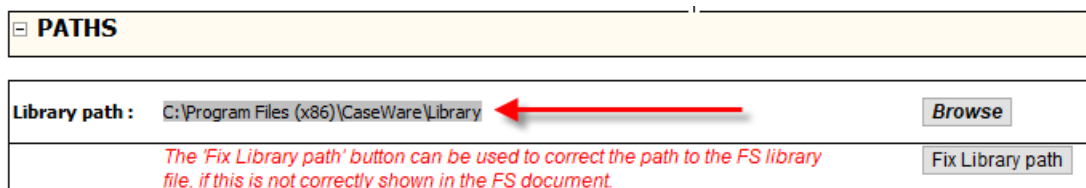


14. Open the Information Store document (01.14) to select the correct library path and to update the fs document.

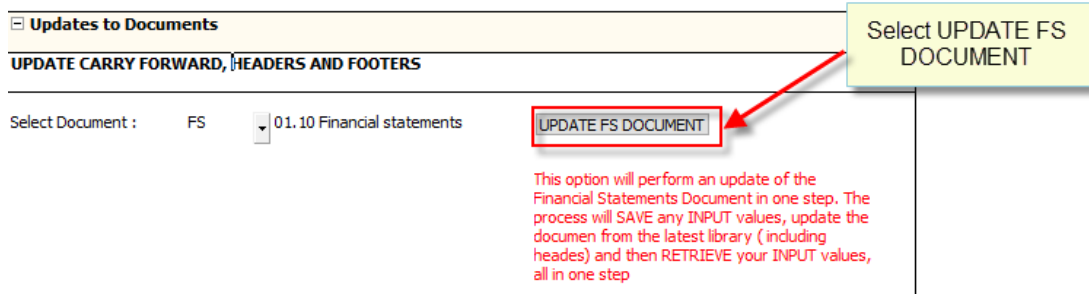
- a. In the document manager double click to open the 01.14 Information Store.



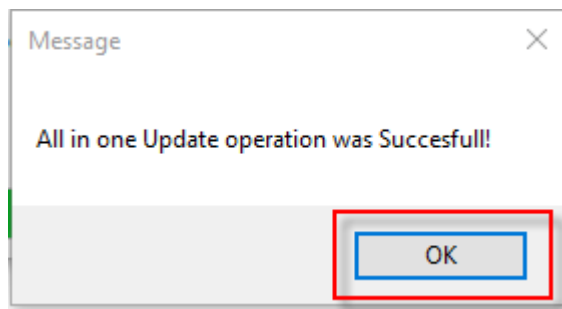
- b. In the PATHS section, confirm that the Library Path is the correct one. If not press the browse button to set the correct Library path e.g. C:\ Program Files (x86)\ CaseWare\ Library. Then press Save Button.



- 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.



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



IMPORTANT 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.