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# AuditAdvanced

(Mercia) Company Audit

Engagement File Update

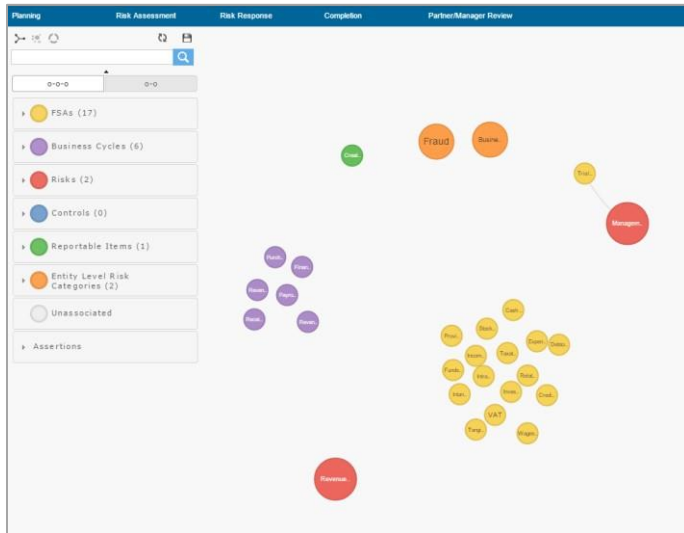
v18.0.01 to v18.0.02



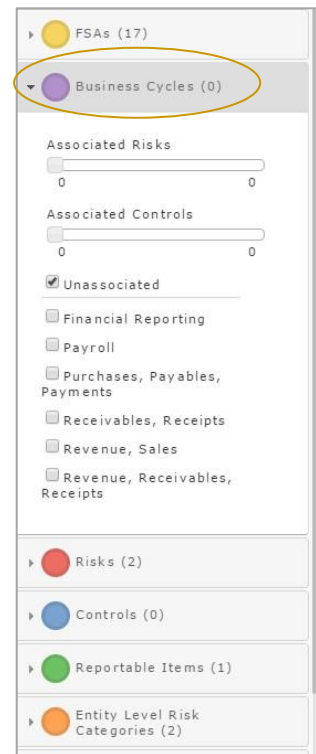
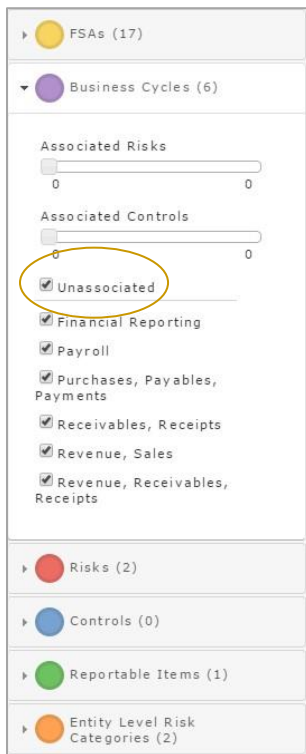
## Engagement file amendments

### Removing Business Cycles from Constellation CONST. Document

Business Cycles are not used in the AuditAdvanced system, however, currently they are shown by default in the Constellation document of an updated engagement file and will appear as purple circles.



To remove them select Business Cycles in the filter menu on the left of the screen and then deselect all items with the exception of "Unassociated". The menu should then indicate there are no Business Cycles remaining.



To stop this reverting to the default position, save this view by clicking on the Save icon in the top right of the filter menu.



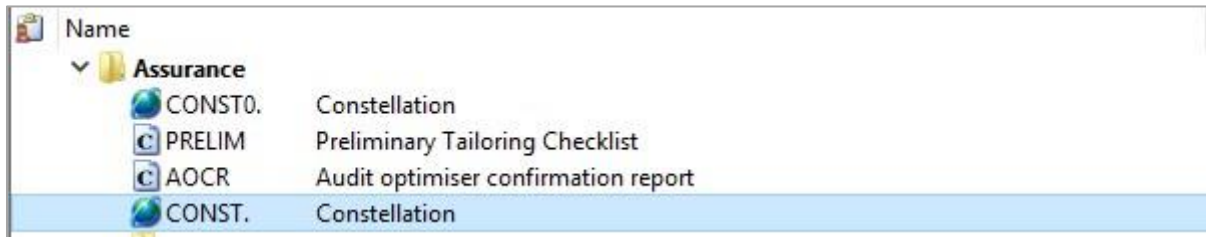
When prompted, name the file "Constellation".



A notification will then show indicating a new file has been created.

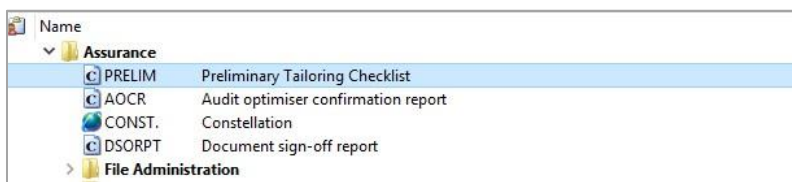


The new document will be added to the top of the Assurance folder on the Document Manager.



The original CONST. document should then be deleted and the new document renamed CONST.

The default position for the CONST. document is shown below:



**Please note:** Depending on the template version of the current engagement file, the CONST. document may initially be found in the 'File Administration' folder of the updated file. It is important that the CONST. document is moved towards the top of the Document Manager in order for the DSORPT document to generate fully.