

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.

Planning	Risk Assessment	Risk Response	Completion	Partner/Manager Review
	R B Q a-o Q S s Cycles (6) S S o S S S s Cycles (6) S S S o S S S S o S S S S o S S S S o S S S S o S S S S o S S S S o S S S S o S S S S o S S S S S o S <td>0</td> <td>•</td> <td>Fraud Dave</td>	0	•	Fraud Dave
Categori Unassoc	iated	00	•	

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.

> FSAs (17)	FSAs (17)
▼ Business Cycles (6)	Business Cycles (0)
Associated Risks	Associated Risks
0 0	0 0
Associated Controls	Associated Controls
0	0 0
✓ Unassociated	Unassociated
Financial Reporting	🔲 Financial Reporting
	Payroll
🕑 Purchases, Payables, Payments	Purchases, Payables, Payments
Receivables, Receipts	Receivables, Receipts
🗹 Revenue, Sales	🔲 Revenue, Sales
	Revenue, Receivables, Receipts
• Risks (2)	• 🔗 Risks (2)
Controls (0)	Controls (0)
Reportable Items (1)	> Reportable Items (1)
Entity Level Risk Categories (2)	Entity Level Risk Categories (2)

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".

Please ente	er the name of	the file:
onstellation		

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

≻ ± O	52	8	A document numbered "CONST0 Constellation" was
		Q	created for the current filter.
	•		
0-0-0	0-0		

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



Nar	ne	
~	Assurance	
	CONST0.	Constellation
	C PRELIM	Preliminary Tailoring Checklist
	C AOCR	Audit optimiser confirmation report
	CONST.	Constellation

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

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

Nam	ne	
~	Assurance	
	C PRELIM	Preliminary Tailoring Checklist
	C AOCR	Audit optimiser confirmation report
	CONST.	Constellation
	C DSORPT	Document sign-off report
3	> <u>]</u> File Admin	istration

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.