

# AuditAdvanced

(HAT) template suite

Engagement File Update

v24.0.00 to v24.0.01

## Further Information on the v24.0.00 to v24.0.01 Update

### i) Application of updated mapping

There are always likely to be mapping changes from one year to the next when an engagement file is updated.

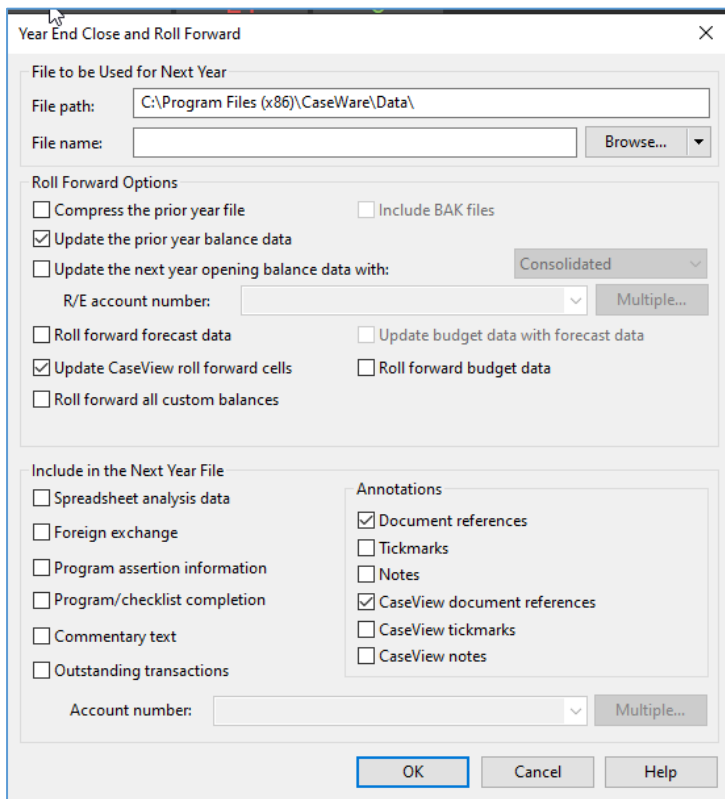
To apply the new mapping to your engagement file please follow the details in our article that can be found on our Help Site [here](#).

### ii) Updating Year End Close settings in WP 2021

The v24.0.01 templates will only run on WP 2021 and above. Sometimes the installation of a new version of Working Papers will cause some previously saved settings to be reset.

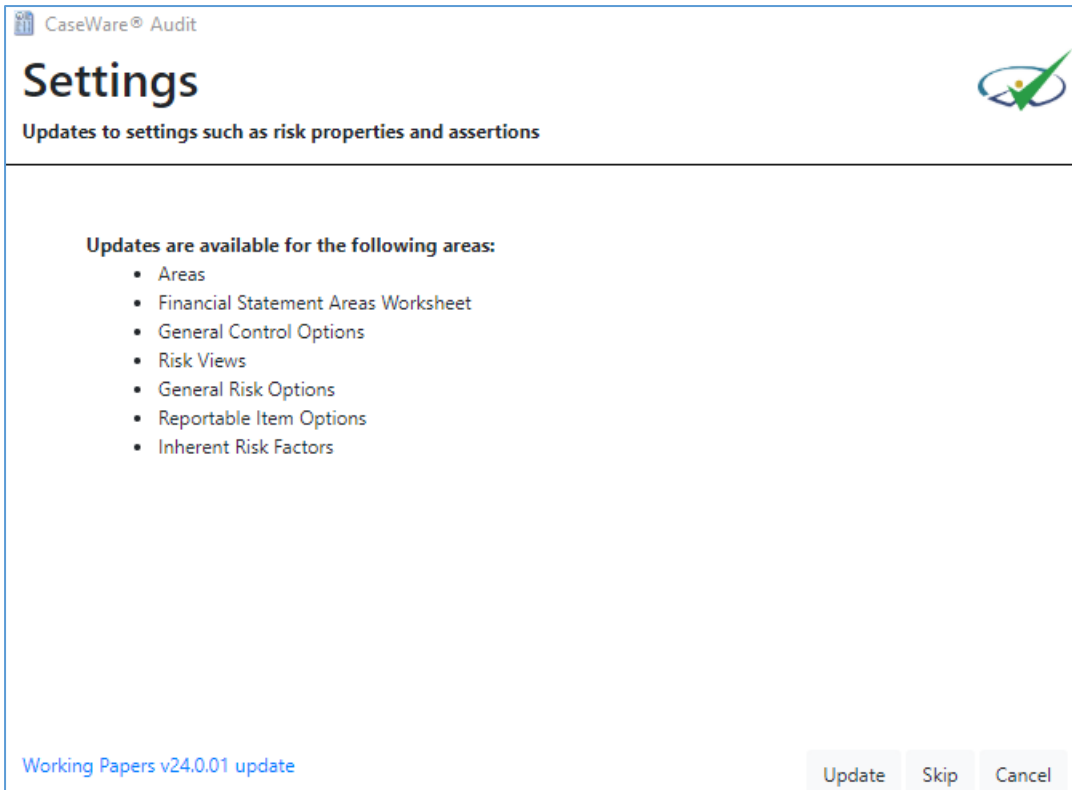
Normally, settings for the Year End Close routine will be retained on an individual machine, however these may have been reset with the update to WP 2021 and it is important that this is checked.

Throughout the templates links are provided to other documents within the template and some of these can only be linked through 'Annotations'. Whatever else your personal settings are, it is important that on a roll-forward the 'CaseView document reference' is ticked under the 'Annotations' section, otherwise these links will be removed from the file during the roll-forward process.



### iii) Settings screen

As there have been a number of changes to the functionality settings to accommodate ISA 315 in this update, you will see a Settings screen if you choose the Update option in the update dialogue screens. Please ensure you accept those changes for any files that need to be audited under ISA 315 (Revised) by selecting 'Update'.

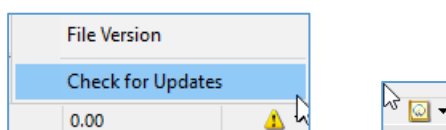


### iv) Document numbering on update

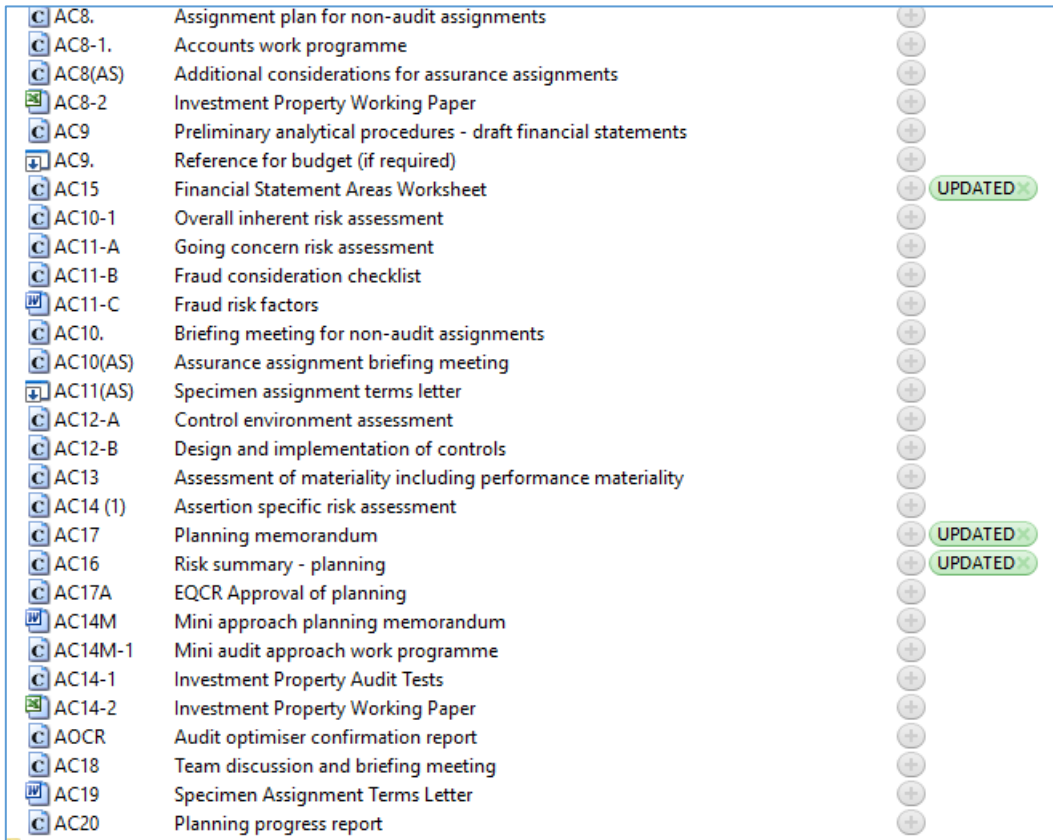
The renumbering of the planning section means that after an update the Document Manager will not necessarily be in the correct order and will need to be manually adjusted. This is particularly the case for documents which have a new number but where that number existed previously.

This also applies to documents that you have added to the Document Manager that use numbers that are now being used by HAT's new forms.

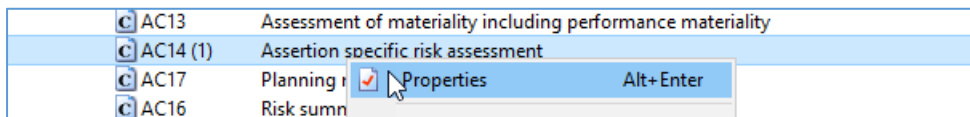
After running the update you may also find that the update icon in the bottom right hand corner is still showing a warning sign. Right click on the sign, select 'Check for Updates' and run the update again. Once completed the warning sign should change to the old Caseware icon



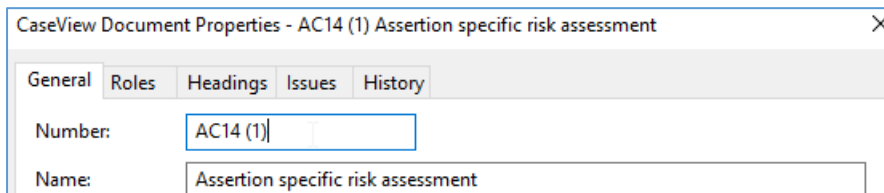
The main area affected will part of the planning section (Ac). The screenshot below shows the effect of the update on the relevant part of that section of an unadjusted Working Papers file:-



Any file with a (1) after it relates to a document where a previous document used that number. These should be amended by right clicking on the document and selecting Properties.



The number can then be amended on the General tab.



We recommend doing this after you have tailored the file for the current year. **It is important** this is carried out to ensure that document references within the template link up correctly.

A number of documents will also appear in the wrong place. The appendices show how the planning section should look on an unamended / untailored file.

## Appendix 1

### Working Papers Planning section on an updated unamended / untailed file

+	AC6	Prior year management letter - replace with scanned copy if appropriate	+
+	AC7	Ensure the permanent section above is updated	+
C	AC7.	Assessment of materiality	+
C	AC8	Preliminary planning activities - client involvement	+
C	AC8-1	Client information request response summary	+
+	AC8-1R	Completed client information request response	+
C	AC8.	Assignment plan for non-audit assignments	+
C	AC8-1.	Accounts work programme	+
C	AC8(AS)	Additional considerations for assurance assignments	+
W	AC8-2	Investment Property Working Paper	+
C	AC9	Preliminary analytical procedures - draft financial statements	+
+	AC9.	Reference for budget (if required)	+
C	AC10-1	Overall inherent risk assessment	+
C	AC11-A	Going concern risk assessment	+
C	AC11-B	Fraud consideration checklist	+
W	AC11-C	Fraud risk factors	+
C	AC10.	Briefing meeting for non-audit assignments	+
C	AC10(AS)	Assurance assignment briefing meeting	+
+	AC11(AS)	Specimen assignment terms letter	+
C	AC12-A	Control environment assessment	+
C	AC12-B	Design and implementation of controls	+
C	AC13	Assessment of materiality including performance materiality	+
C	AC14	Assertion specific risk assessment	+
W	AC14M	Mini approach planning memorandum	+
C	AC14M-1	Mini audit approach work programme	+
C	AC14-1	Investment Property Audit Tests	+
W	AC14-2	Investment Property Working Paper	+
C	AC15	Financial Statement Areas Worksheet	+
C	AC16	Risk summary - planning	+
C	AC17	Planning memorandum	+
C	AC17A	EQCR Approval of planning	+
C	AOCR	Audit optimiser confirmation report	+
C	AC18	Team discussion and briefing meeting	+
W	AC19	Specimen Assignment Terms Letter	+
C	AC20	Planning progress report	+

## Appendix 2

### Charity Template Planning section on an updated unamended / untailed file

Ac Planning		
AC1	File set-up optimiser (audit files)	+
AC2	Regulation of Auditor's Checklist	+
AC3	Provision of non-audit services	+
AC4	Points forward from last year - replace with scanned copy	+
AC5	Prior year signed financial statements - replace with scanned copy	+
AC6	Prior year management letter - replace with scanned copy if appropriate	+
AC7	Ensure the permanent section above is updated	+
AC8	Preliminary planning activities - client involvement	+
AC8-1	Client information request response summary	+
AC9	Preliminary analytical procedures - draft financial statements	+
AC10-1	Overall inherent risk assessment	+
AC11-A	Going concern risk assessment	+
AC11-B	Fraud considerations checklist	+
AC11-C	Fraud risk factors	+
AC12-A	Control environment checklist	+
AC12-B	Design and implementation of controls	+
AC13	Assessment of materiality and performance materiality	+
AC14-ARA	Assertion specific risk assessment	+
AC15-FSA	Financial Statement Areas Worksheet	+
AC16	Risk summary - planning	+
AC17-PM	Planning memorandum	+
AC17A	EQCR Approval of planning	+
AOCR	Audit optimiser confirmation report	+
AC18	Team discussion and briefing meeting	+
AC19	Assignment Terms Letter	+
AC20	Planning progress report	+