AuditAdvanced

(Mercia) template suite

Engagement File Update v24.0.00 to v24.0.01

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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 <u>here</u>.

ii) Updating Year End Close settings in WP 2021/22

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 or WP 2022 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.

File path:	C:\Program Files (x86)	\CaseWare\Data\					
File name:				Browse			
Roll Forward O	ptions						
Compress the	he prior year file	Include BAK fi	les				
🗹 Update the j	prior year balance data						
Update the i	next year opening balar	nce data with:	Consolida	ted ~			
R/E accour	nt number:		~	Multiple			
Roll forward	forecast data	Update budge	t data with fored	ast data			
			Roll forward budget data				
∠] Update Case	eView roll forward cells	Roll forward b	udget data				
Roll forward	eView roll forward cells I all custom balances	Roll forward b	udget data				
vpate Case Roll forward Include in the N Spreadsheet Foreign excl Program ass Program/ch Commentar Outstanding	eView roll forward cells all custom balances Vext Year File analysis data hange sertion information vecklist completion y text g transactions	 ☐ Roll forward by Annotations ☑ Document refe ☐ Tickmarks ☐ Notes ☑ CaseView doct ☐ CaseView note 	erences ument reference marks is	5			

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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 Mercia'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 screenshot below shows the effect of the update on the planning section of an unadjusted Company Audit file:-

2	C 801	Planning Checklist	
-	C B01-FREE	Planning Checklist - Freeform Memorandum Approach	(+) UPDATED X
	C 805	Freeform Audit Planning Memorandum	(+) UPDATED ×
	C B10	Engagement Review	+
	RFWDISS	Roll Forward Issues	(\pm)
	C 802	Audit Strategy	(\pm)
	C B11	Acceptance of Appointment/Reappointment	(+) UPDATED ×
	C B12	Compliance with the Ethical Standard	(+) UPDATED X
	C 803	Preliminary Engagement Quality Review	(+) UPDATED X
	C B21	Audit Data Analytics Assessment	(+) UPDATED X
	C B22-1	Communication with Management	(+) UPDATED X
	C B22-2	Communication with those Charged with Governance	(+) UPDATED X
	C B23 (1)	Preliminary Analytical Review	+ UPDATED×
	C B24 (1)	Design and Implementation of Controls	+
	C B35	Audit Team Discussion	+ UPDATED×
	C B35-1	Audit Team Discussion Meeting Attendees	+ UPDATED X
	C B41 (1)	Audit Team Briefing	+
	C B41-1 (1)	Audit Team Briefing Meeting Attendees	+
	🗊 B15	Signed Audit Engagement Letter	(\pm)
	C B20 (1)	Information Gathering Summary	+
	C B32-KAE	Key Accounting Estimate Summary	(+) UPDATED×
	C B33	Going Concern Risk Assessment	(+) UPDATED×
	C B34	Fraud Risk Assessment	+
	C B30-1	Risk Assessment - (risk report - planning view)	(+) UPDATED×
	C B30-FFORM	Freeform Risk report	(+) UPDATED×
	C B30_FSA	Financial Statement Areas Worksheet	(+) UPDATED×
	C B24-1	Control Procedures Summary	(+) UPDATED×)
	C B25	Materiality	
	🗊 B27	Company Searches	(\pm)
	C B30 (1)	Inherent and Control Risk Assessment	(+)
	■ B50	Budget	(+)
	C B50-1	Budget Costings Worksheet	(UPDATEDX)

All the files with a (1) after them relate to documents where a previous document used that number.

These should be amended by right clicking on the document and selecting Properties.

C B22-1	Communication with Management		
C B22-2	Communication v 200		
C B23 (1)	Preliminary Analy	Alt+Enter	
C P24 (1)	Decision and Imple		

The number can then be amended on the General tab.

CaseView	Docume	nt Properties	; - B23 (1) Prelimin	ary Analytical Review	×
General	Roles	Headings	Issues	History		
<u>N</u> umbe	r:	B23 (1)				
N <u>a</u> me:		Prelimina	ry Analyt	ical Revie	N]

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.



v) Accounting Estimates forms

The accounting estimates documentation has moved from B30 to B32.

In the new B32-KAE (which replaces the old B30) we have provided a way to renumber your old B30_QX documents to appear as B32_QX documents, if you wish to keep them from one year to the next.

Document Guidance	
Use this document to create and review documents for each ke	y accounting estimate that has been identified.
Warning: Documents previously named B30_Q must now be re carry out this renumbering automatically.	numbered to B32_Q. Click the button below to
Renumber old documents	

The key area in these documents that has been enhanced is "Risk assessment procedures relating to the key accounting estimate" section.

Risk assessment procedures relating to the key accounting estimate The key accounting estimate should be included on <u>B30</u> . The responses below should be used to justify the information included in the table on <u>B30</u> . Assess the inherent risk Degree of estimation uncertainty (eg. inherent lack of precision in measurement): (-)
Degree of subjectivity (before consideration of controls): 🕣
Degree of complexity (before consideration of controls): 🕣
Degree of other inherent factors (eg. management bias or fraud; changes in the nature or circumstances of the item; changes in the requirements of the financial reporting framework etc. before consideration of controls): 🕣
Assess the inherent risk of material misstatement (RMM) for each relevant assertion: Inherent risk assessment: ?
Control risk Assess and describe the control risk for each relevant assertion: Only required where the auditor plans to test the operating effectiveness of controls.
RMM at the assertion level Assess the RMM at the assertion level for each relevant assertion:

However, please be aware any B30_QX documents converted in this way **will not have this enhanced content in it.**

We recommend that you take the opportunity to revisit your accounting estimates forms and copy across any detail you wish to keep from the old forms into newly created ones.

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Please also be aware that if you create a new form (say B32_QA) and then afterwards try to covert an old form with the same suffix (i.e. a B30_QA in this example) you will cause an error in the automatic update process and the conversion will not take place.

Script Error	
A document with that id exists already. [800488d9]	

vi) New documents appearing blank on first opening

Some new documents, when opened for the first time, may appear to be blank.

Closing and opening the document again will solve the problem, allowing the document to render correctly.

E.g. A46 on initial opening -

É	🚓 🍸 A46 Fraud Update and Evaluation								
Da	ment	Procedures Ar	eas	Options	Help				
cedu	ure customi	zations unlocked	- 🤇) No	🖉 🔹 🖏	· 📑 🖪	5 📝		A -
	All	Document Guida	nce	Filter	Procedures	AUDIT C	ONCLUS	IONS	
				Drolimi	any Matariality		Fina	Matariality	
				FIGHIN	ially materiality		r ind	i materiality	
	Overall			£	-		£	-	
	Performance	e		£	-		£	-	

On second opening -

ነሻ	A46 Fra	ud U	pdate	and Eva	luation									
ocument	Procedure	es	Areas	Options	Help									
	0 -	31	• •	°,	 • 	м ж		٥		P		•	1	1
All	Docume	nt Gui	dance	Filter	Procedure	5	AUD		VCLUS	IONS				
				Prelim	inary Mater	iality			Final	I Mater	iality			
Overall				£	-			£		-				
Performance	e			£	-			£		-				
All reference	the a suffi conc	issess icient a clude w	ments of t ppropriate thether the (meland)	the risks of r audit evide e financial s	material mis nce has be tatements a	stateme en obtai ire matei	nt (RMM ned rega rially mis	I) due t arding f sstated <i>Ethical</i>	o frauc the ass as a r Stand	d remai sessec esult o	in app d RMM of frau	ropriate due to d.	; fraud; (and
														Yes
Audit evi	dence													

vii) Update to Risks rolled forward in the engagement file

The update process will not amend risks that are selected to roll-forward from one year to the next.

You will therefore need to review all the risks carried forward in your file and update them for the new Risk dialogue fields that have been added for ISA 315.

This also applies to the two default risks "Revenue Recognition" and "Management Override".

The new default settings for these are shown below and should be updated on your engagement file, as appropriate (the Pension Scheme template has slightly different referencing and can be found in the Appendix):-

Control & Edit association Reportable Item & Edit association	Risk Identification Revenue recognition Revenue recognition gives rise to Source/Reference Financial Statement Areas Assessment Inherent Risk Factors Likelihood of Misstatement Magnitude of Misstatement Inherent RMM Control Risk RMM Significant risk Fraud risk Roll forward Risk Response Audit Response Audit has properly addressed this Addressed Associations	0 a risk of material miss B30-1 Fraud Income C 5 (High) 5 (High) 5 (High) 5 (High) n/a 5 (High) √ ✓ ✓ ✓ ✓ Fraud S (High) S (High) A	

Edit association	Risk Identification Management override				
Edit association	Intrinsically there is always a risk of material misstate Source/Reference B30-1 Financial Statement Areas Fraud				
	Assessment Inherent Risk Factors Likelihood of Misstatement Magnitude of Misstatement Inherent RMM Control Risk RMM	✓ ✓ ✓ ✓ ✓ ✓ ✓			
	Fraud risk Roll forward Risk Response	8			
	Audit Response Audit has properly addressed this Addressed	s risk v N N			

The most significant change for these is that they are now defaulted to show as Fraud risks, and that they are both risks at the Financial Statement Level as well as at the individual Financial Area Level.

Financial Statement Areas		×
Financial Statement Level Categories ☐ Business ✔ Fraud Financial Areas		*
Material		
 Directors and Related Parties Trial Balance 	C E A V RO O CL CP CO LR C E A V RO O CL	
No		
Non-material		
Taxation	C E A V RO O CL CP CO LR	
Tangible Fixed Assets		*
	ОК	Cancel

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viii) Updating Role Set

The Default role set in the template has been updated to include an EQ Review Assistant signature.

If that is required in any engagement it will need to be added to the file using the Copy Components feature.

Under the File menu select the Copy Components feature



Select "Copy Into This File"



In the "Select Source" screen, under the "Template" tab select the relevant template



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In the "Copy Components" screen, select the "Role Sets" option.



In the "Clearing components" screen, leave all options unselected.



Complete the process by selecting "Finish"



You should then have the "EQ Review Asst" signature available in the sign-off area

Year End:	Prepared by	Reviewed by	Final Review	R.I. Review	EQ Review	EQ Review
December 31, 2022						Asst



Appendix 1

Company Audit Planning and Permanent sections on an unamended / untailored file

<u>_</u> ~]	Group Specific	c Planning Documents
-0	C B01-GROUP	Group Planning Checklist
	C 822-1-GROU	JP Communication with Group Management
	C 822-2-GROU	JP Communication with those Charged with Governance of the Group
	C B23-GROUP	Group Preliminary Analytical Review
	C B25-1	Component Materiality
	C B26	Component Auditors - Communication / Review of Risk Assessment
	B30-GROUP	Component Risk Assessment
	C B35-GROUP	Group Audit Team Discussion
	C PF1-5	Groups
	C PF1-9	Component Auditors
3 🔨 🍿	B - Planning Doo	cuments
>	Group Specif	ic Planning Documents
	C B01	Planning Checklist
	C B01-FREE	Planning Checklist - Freeform Memorandum Approach
	RFWDISS	Roll Forward Issues
	C B02	Audit Strategy
	C 803	Preliminary Engagement Quality Review
	C 805	Freeform Audit Planning Memorandum
	C B10	Engagement Review
	C B11	Acceptance of Appointment/Reappointment
	C B12	Compliance with the Ethical Standard
	C B13	New Client Checklist
	C B14	Opening Balances and Consistency of Accounting Policies
i	T B15	Signed Audit Engagement Letter
	C B20	Information Gathering Summary
	C B21	Audit Data Analytics Assessment
	C B22-1	Communication with Management
	C B22-2	Communication with those Charged with Governance
	C B23	Preliminary Analytical Review
	C B24	Design and Implementation of Controls
	C B24-1	Control Procedures Summary
	C B25	Materiality
i i	T B27	Company Searches
	C B30	Inherent and Control Risk Assessment
	C B30-1	Risk Assessment - (risk report - planning view)
	C B30-FFORM	Freeform Risk report
	B30_FSA	Financial Statement Areas Worksheet
	C B32-KAE	Key Accounting Estimate Summary
	C B33	Going Concern Risk Assessment
	C B34	Fraud Risk Assessment
	C B35	Audit Team Discussion
	C B35-1	Audit Team Discussion Meeting Attendees
	C B41	Audit Team Briefing
	C B41-1	Audit Team Briefing Meeting Attendees
i	T B50	Budget
	C B50-1	Budget Costings Worksheet

🗠 🎽 Permanent File	
PF1-1	The Entity and Its Environment
C PF1-2	The Applicable Financial Reporting Framework
C PF1-3	Laws and Regulations
C PF1-4	Related Parties
C PF1-4-2	Related Parties (list)
C PF1-6	Using a Service Organisation
C PF1-7	Using the Work of an Expert
C PF1-8	Accounting Estimates
C PF1-10	Going concern
C PF2-1	Systems Overview & Key Internal Controls Summary
C PF2-2	Internal Control Overview
C PF2-3	Using the Work of and Communicating with Internal Auditors
📰 PF3-1	New Client Checklist - Placeholder



Appendix 2

Charity Audit Planning sections on an unamended / untailored file

🕆 퉬 Independent l	Examination Planning Documents
C B01-IE	Planning Checklist - Independent Exam
C B02-IE	Audit Exemption Eligibility Checklist
C B11-IE	Acceptance of Appointment/Reappointment
C B12-IE	Assessment of independence threats and safeguards
C WP-IE	Independent Examination Work Programme
Group Speci	The Planning Documents
	OUD Group Planning Checklist
B22-1-GR	OUP Communication with Group Management
B22-2-GR	OUP Communication with those Charged with Governance of the Group
B23-GKUU	Group Preliminary Analytical Review
0 025-1	Component Materiality
B20	Component Auditors - Communication / Review of Risk Assessment
B30-GROU	JP Component Risk Assessment
	Group Audit Team Discussion
	Groups
C PE1-9	Component Auditors
B01	Planning Checklist
B01-EREE	Planning Checklist - Freeform Memorandum Approach
	Audit Strategy
0 802	Audit Strategy
0 005	Freeform Audit Diagning Management
	Preeform Audit Planning Memorandum
M REWDISS	Koll Forward Issues
C BIU	Engagement Review
CBII	Acceptance of Appointment/Reappointment
C B12	Compliance with the Ethical Standard
C BI3	New Client Checklist
C B14	Opening Balamces and Consistency of Accounting Policies
■ B15	Signed Audit Engagement Letter
C B20	Information Gathering Summary
C B21	Audit Data Analytics Assessment
C B22-1	Communication with Management
C B22-2	Communication with those Charged with Governance
C B23	Preliminary Analytical Review
C B24	Design and Implementation of Controls
C B24-1	Control Procedures Summary
C B25	Materiality
🗊 B27	Company Searches
C B30	Inherent and Control Risk Assessment
C B30-1	Risk report - Planning View
C B30-FFORM	Freeform Risk report
C B30_FSA	Financial statement areas worksheet
C B32-KAE	Key Accounting Estimates Summary
C B33	Going Concern Preliminary Assessment
C B34	Fraud Risk Assessment
C 835	Audit Team Discussion
C B35-1	Audit Team Meeting Attendees
C B41	Audit Team Briefing
C B41-1	Audit Team Briefing Meeting Attendees
T B50	Budget
C B50-1	Budget Costings Worksheet
C B50-1	Budget Costings Worksheet



Appendix 3

LLP Audit Planning and permanent sections on an unamended / untailored file

V 🕌 Audit Exemption Documentation			
C 801-EX	Audit Exemption - Planning Checklist		
🕘 B02-EX	Audit Exemption Eligibility Checklist (planning)		
🛃 B03-EX	Audit Exemption - Client's Needs Checklist (planning)		
C 840-EX	Audit Exemption - Overall Approach		
🗾 B-EX	Blank Audit Exemption Programme.doc		
C 801	Planning Checklist		
B01-FREE	Planning Checklist - Freeform Memorandum Approach		
C 802	Audit Strategy		
C 803	Preliminary Engagement Quality Review		
C 805	Freeform Audit Planning Memorandum		
RFWDISS	Roll Forward Issues		
C B10	Engagement review		
C 811	Acceptance of Appointment/Reappointment		
C B12	Compliance with the Ethical Standard		
C B13	New Client Checklist		
C B14	Opening balances and consistency of accounting policies		
B15	Signed Audit Engagement Letter		
C 820	Information Gathering Summary		
C 821	Audit Data Analytics Assessment		
C 822-1	Communication with Management		
C B22-2	Communication with those Charged with Governance		
C 823	Preliminary Analytical Review		
C 824	Design and Implementation of Controls		
C 824-1	Control Procedures Summary		
C 825	Materiality		
B 27	Entity Searches		
C 830	Inherent and Control Risk Assessment		
C B30-1	Risk Assessment - (risk report - planning view)		
B30-FFORM	Freeform Risk report		
B30_FSA	Financial statement areas worksheet		
C 832-KAE	Key Accounting Estimate Summary		
C 833	Going Concern Risk Assessment		
C 834	Fraud Risk Assessment		
C 835	Audit Team Discussion		
B35-1	Audit Team Discussion Meeting Attendees		
C 841	Audit Team Briefing		
C 841-1	Audit Team Briefing Meeting Attendees		
F B50	Budget		
P50 1	Budget Costings Worksheet		

C PF1-1	The Entity and Its Environment
C PF1-2	The Applicable Financial Reporting Framework
C PF1-3	Laws and Regulations
C PF1-4	Related Parties
C PF1-4-2	Related Parties (list)
C PF1-6	Use of Service Organisations
C PF1-7	Using the Work of an Expert
C PF1-8	Accounting Estimates
C PF1-10	Going concern
C PF2-1	Systems Overview & Key Internal Controls Summary
C PF2-2	Internal Control Overview
C PF2-3	Using the Work of and Communicating with Internal Auditors
🗊 PF3-1	New Client Checklist - Placeholder
C PF2-EX	Audit Exemption - Systems and Controls Procedures Checklist
C PF3-EX	Audit Exemption - Involvement in Accounts Preparation

Appendix 4

Pension Schemes Audit Planning and permanent sections on an unamended / untailored file

C 801	Planning Checklist
B01-FREE	Planning Checklist - Freeform Memorandum Approach
C 802	Audit Strategy
B 03	Preliminary Engagement Quality Review
C 805	Freeform Audit Planning Memorandum
RFWDISS	Roll Forward Issues
B10	Engagement Review
C 811	Acceptance of Appointment/Reappointment
C B12	Compliance with the Ethical Standard
C B13	New Client Checklist
C B14	Opening Balances and Consistency of Accounting Policies
3 B15	Terms of engagement - placeholder
C 820	Information Gathering Summary
C 821	Audit Data Analytics Assessment
C B22-1	Communication with Management
C 822-2	Communication with those Charged with Governance
C 823	Preliminary Analytical Review
C 824	Design and Implementation of Controls
C B24-1	Control Procedures Summary
C 825	Materiality
B27	Entity Searches
C 830	Inherent and Control Risk Assessment
C B30-1	Risk Assessment (risk report - planning view)
B30-FFORM	Freeform Risk report
B 30_FSA	Financial statement areas worksheet
B32-KAE	Key Accounting Estimate Summary
B 33	Going Concern Risk Assessment
C 834	Fraud Risk Assessment
C 835	Audit Team Discussion
C B35-1	Audit Team Discussion Meeting Attendees
C 841	Audit Team Briefing
C 841-1	Audit Team Briefing Meeting Attendees
3 B50	Budget
C 850-1	Budget Costings Worksheet

-	🌽 Permanent File	
	C PF1-1	The Entity and Its Environment
	C PF1-2	The Applicable Financial Reporting Framework
	C PF1-3	Laws and Regulations
	C PF1-4	Related Parties
	C PF1-4-2	Related Parties (list)
	C PF1-6	Use of Service Organisations
	C PF1-7	Using the Work of an Expert
	C PF1-8	Accounting Estimates
	C PF1-10	Going Concern
	C PF2-1	Systems Overview & Key Internal Controls Summary
	C PF2-2	Internal Control Overview
	C PF2-3	Using the Work of and Communicating with Internal Auditors
	PF3-1	New Client Checklist - Placeholder



👔 Risk * Income recognition = Control P **Risk Identification** Edit association Income recognition Reportable Item P Income recognition gives rise to a risk of material misst... Edit association Source/Reference B30-1 Financial Statement Areas Fraud Contributions | C Assessment Inherent Risk Factors Likelihood of Misstatement 5 (High) Magnitude of Misstatement 5 (High) Inherent RMM 5 (High) Control Risk n/a RMM 5 (High) 1 Significant risk 1 Fraud risk 1 Roll forward **Risk Response** Audit Response Audit has properly addressed this risk . H-C Addressed Associations Control P Reportable Item @ Cancel OK Apply Help 🛍 Risk × * Management override = Control P **Risk Identification** Edit association Management override Reportable Item @ There is always a risk of material misstatement due to fr... Edit association Source/Reference B30-1 Financial Statement Areas Fraud Other Audit Areas Assessment Inherent Risk Factors Likelihood of Misstatement . Magnitude of Misstatement Inherent RMM . Control Risk . RMM . Significant risk 1 Fraud risk 1 Roll forward **Risk Response** Audit Response Audit has properly addressed this risk

Addressed

Associations Control e K

Reportable Item @

Apply

Cancel

Help

OK

Pension Schemes Risk Dialogues for Income Recognition and Management Override