Audit Assistant

Tools for Accountants - User Handbook

March 2020

Introduction

Audit Assistant was conceived in the late 1990's when Chartered Accountant Clive McKegg began using Excel spreadsheets to create audit work papers in terms of the NZ Codified Auditing Standards. This became popular with New Zealand auditing firms.

In 2008 Matt McKegg joined Clive as co-director to form the present company. As an experienced developer Matt created a cloud-based platform for a new version of Audit Assistant while Clive created content based on the New Zealand versions of the International Auditing Standards (ISA NZ's).

The reach of the product expanded deeper into the NZ market as firms began to transition into paperless and cloud-based applications.

While we work with a wide cross section of auditing and assurance firms, we are committed in particular to supporting firms in their service of SME businesses and charities. Our primary focus is on Australasia and the Pacific however our products also translate well into other jurisdictions using international auditing and assurance standards.

We partner with reputable providers and consultants to provide the best quality service for the demanding world of assurance services. With a growing team we are expending our product range in the assurance world while also offering our platform into parallel industries and markets.

Contact us at:

PO Box 1498, Whangarei,
New Zealand, 0140

021 169 4097

support@auditassistant.com

auditassistant.com

Audit Assistant.
Rest Assured.

Overview

What is Audit Assistant?

Audit Assistant is an online audit, compliance, compilation and review engagement documentation system.

- Includes letters and documents appropriate to job (engagement letters, client letters, reports etc.).

- Allows multiple users access to multiple jobs and multi-site access in real time including peer-review.

- Online sharing of pages with clients and other third parties for gathering information.

- Import of client trial balance and creation of draft journals for export back to accounting software.

- Paperless – all documents may be uploaded/attached – or may be printed if required.

- Export of completed job to PDF for archiving.

- Rollover feature to minimise repetition in future periods.

- User customisability if required (additional training available).

- Secure access via SSL/TLS protocols and full secure backup provision for workbooks and attachments.

- Additional security features may be activated by account owner (two-factor authentication, time-out, requirement for strong passwords etc.).

- A platform for a wide diversity of compliance, review, assurance, inspection, interactive documentation processes.

Why use this technology?

Accounting and auditing was traditionally carried out using paper-handwritten files. Then with the advent of the personal computer accountants began to realise the efficiency gains available by using word-processor and spreadsheet programs.

Audit Assistant combines concepts from all these plus harnessing the power of real-time on-line processing via the Internet. The following trends have driven the move towards this type of technology:

- Trend for firms towards multi-site, outsourcing and remote working to utilise resources to the fullest.

- Issues of security and disaster recovery – using cloud specialist hosting providers and ISO 27001 certified backup storage provides peace of mind beyond in-house networks.

- Move to paperless office environments.

- Requirement for peer review/ quality control – often from another location.

- Developments in web/cloud technology that allow web-based applications to run as well as or better than desktop solutions.

- The potential for running a professional practice without expensive hardware.

- Trend to "software as a service" (SaaS) over ownership as a more predictable and economical cost model.

- Software that is continually updated and serviced rather than requiring major re-writes and reinstallation.

- Ability for smaller specialist firms to stay competitive with greater demands and fee pressure – high quality work at a reasonable cost.

- Higher risk environment for accountants and auditors requiring a more standardised and rigorous approach.

- International Standards require a much higher level of documentation – best provided in an online, paperless, on-demand manner.

Current Templates for Accountants

Compilation engagement tools

A secure digital file for each client – including data collection, SES-2 and Code of Ethics requirements and financial reporting templates (where applicable).

- *Compilation – SPFR for FPE Company* – For compilation of financial statements and workpapers for SME company clients using SPFR for FPE reporting.

- *Compilation – Sole Trader/Partnership* – For compilation of financial statements and workpapers for partnerships and sole traders using special purpose reporting.

- *Compilation – Special Purpose Company* – For compilation of financial statements and workpapers for tax purposes using special purpose reporting.

- *Compilation – Tier 3 PBE* – For compilation of financial statements and workpapers for public benefit entities using PBE SFR-A (NFP) reporting.

- *Compilation – Tier 4 PBE* – For compilation of financial statements and workpapers for public benefit entities using PBE SFR-C (NFP) reporting.

- *Compilation – Tier 2 PBE* – For compilation of financial statements and workpapers for public benefit entities using NZ PBE (RDR) standards reporting.

- *Compilation – Tier 1 PBE –* For compilation of financial statements and workpapers for public benefit entities using NZ PBE standards reporting.

- *Compilation – Tier 2 FPE –* For compilation of financial statements and workpapers for for-profit entities using NZ IFRS (RDR) standards reporting.

- *Compilation – Tier 1 FPE –* For compilation of financial statements and workpapers for for-profit entities using NZ IFRS standards reporting.

Data collection tools (stand alone)

- *Year End Individual Client Data Collection* – A questionnaire for collecting year end client data for individuals with salary, rental, investment and other income for accounts and tax preparation.

- *Year End Business Client Data Collection* – A questionnaire for collecting year end client data for businesses for accounts and tax preparation.

- *Year End Farming Client Data Collection* – A questionnaire for collecting year end client data for farming clients for accounts and tax preparation.

Financial Reporting Checklists

The following are included within the relevant compilation template and also available in stand-alone format:

- *NZ IFRS Requirements Checklist (2019)* – 2 versions for use in For Profit entities using Tier 1 and 2 – Incorporating disclosures required under New Zealand equivalents to International Financial Reporting Standards (NZ IFRS).

- *NZ PBE Requirements Checklist (2019)* – 2 versions for use in Public Benefit Entities under Tier 1 and 2 New Zealand Public Benefit Entities Standards (NZ PBE).

- *PBE Simple Format Reporting – Accrual (2019)* – For use in Public Benefit Entities under Tier 3 New Zealand Public Benefit Entities Standards (PBE SFR-A (NFP)) – incorporating disclosures required under PBE SFR-A (NFP) standards.

- *PBE Simple Format Reporting – Cash (2019)* – For use in Public Benefit Entities under Tier 4 New Zealand Public Benefit Entities Standards (PBE SFR-C (NFP)) – incorporating disclosures required under PBE SFR-C (NFP) standards.

- *SPFS for FPE Requirements Checklist (2018)* – For use in NZ by small and medium sized for profit Entities – incorporating disclosures required under "A Special Purpose Financial Reporting Framework for use by For-Profit Entities" (SPFR for FPEs) by CAANZ.

- *Financial Reporting Regime Testing Tool* – A tool to test whether accounting regime selected by client is appropriate (in terms of *NZ For Profit Entity Tier system* and *Public Benefit Entity Tier system*).

Other tools

- *Tier 4 PBE Simple Format Reporting Tool* – for accountants and third parties to create Performance Reports that meet the requirements of the *PBE SFR-C (NFP) – Public Benefit Entity Simple Format Reporting – Cash (NFP).*

- *File Transfer Portal* – Used for the transfer of files between client and firm that is outside of the assurance file.

Note:

- We periodically update our templates to meet the requirements of the latest changes in standards and when we add new features.

- Sometimes updates are made within the existing template (which only update un-concluded pages) and sometimes the changes are significant enough to warrant completely new

templates – a warning message appears when there is a new version available.

- When a new version is available templates may be swapped on current jobs and in most cases all the relevant data will simply transfer into the new style template.

- Individual jobs may be user-customised and users may also make their own custom templates – training and notes available on request.

- We are also open to collaboration with other content developers who wish to utilise our platform – contact us.

Hosting and data security

Audit Assistant runs in a MySQL database hosted in Auckland, NZ at a data centre operated by Sitehost (https://sitehost.nz/). Their systems include:

- Biometric & RFID security systems ensuring authorised access.

- 24/7 camera monitoring of facility entrances and server rooms.

- Multiple HVAC units produce a climate-controlled environment and optimised airflow distribution for optimal hardware performance and lifetime.

- Redundant parallel UPS and auto-start backup generator with standby diesel ensuring continuous supply of power.

- Redundant A+B power distribution units (PDU) ensuring continuous power supply inside cabinets.

- Secure buildings with double layer concrete and steel mesh wall structure.

- Modern fire detection & suppression system.

- Exhaustive backup processes in off-site location.

- Top of the line hardware with 24/7 engineer on call with access.
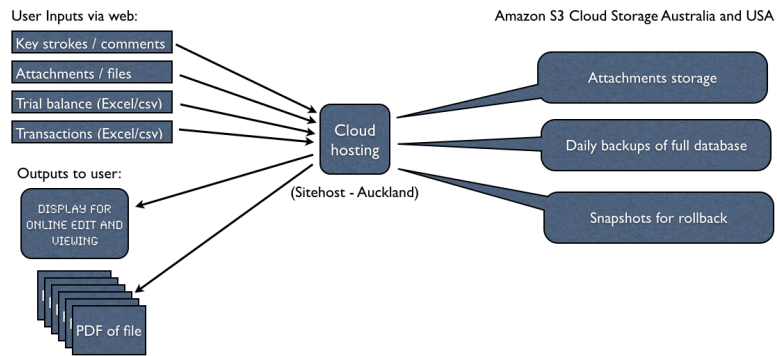
In addition, we also:

- Run full daily backups plus snapshots made at critical points – these are stored with data storage provider Amazon S3 in Australia.

- Use transport layer security (TLS) to provide a secure protocol whereby all data in transit is protected by encryption to minimise the possibility of access by unauthorised parties.

- Provide every user firm has a unique URL which ensures that there is no possibility of data being accessed by other firms.

- Provide every user within a firm with a unique log-in so that all work may be traced to a specific user – users are controlled by the account owner (the administrator within the accounting firm).

- Provide options for account owners to require users to use strong passwords, to set up time-out rules, generate two-factor authentication when login from a new device detected etc.

- Restrict access to client records – client data is only accessed by us with owner permission for support purposes.

Hardware and software requirements

Audit Assistant runs on the Internet within the user's browser – so it will run on any hardware capable of running modern browsers:

- Tested in current versions of Chrome, Firefox, Internet Explorer/Edge and Safari – older versions may not work at all or not display properly (drag and drop of attachments for example).

- Will run over remote desktop and/or terminal server environments but may need some permissions adjusted – these environments introduce factors beyond our control so for easier operation and better speed it is preferable to run directly on the browser.

- May also be accessed (with some limitations) from tablet and smartphone – snapshots to be uploaded directly into attachments – for scanning documents.

Where unable to access Internet access may be gained via cellphone networks:

- Access through tethered smart-phone with data plan or data device.

- Data use is minimal for normal work, but adding larger attachments will use more – may be preferable to save on device and upload later if data is limited.

- Speed depends on signal strength but is generally similar to high speed internet access.

Work-flow

The compilation templates follows a similar pattern, following a logical sequential flow through the job:

- Each job is driven from the control page (A1) – a summary of the whole job with branches to subsections.

- The user begins work in the A section, completing independance and engagment acceptance and continuance processes, creating a description of the client, sharing questionnaires for gathering data and uploading a client trial balance.

- The G to V sections are lead schedule for the various components of the trial balance (revenue, expenditure, bank etc) where basic prompts are included for work to be done, and further workpapers to be attached, and any adjustments or suggestions created (points to year-end letter).

- In the W to Z sections the work is completed with a summary of adjustments to be made, checklists for making sure disclosure meets requirements of reporting regime, a final letter to the client and a compilation report.

Glossary of terms

- *Account* – each firm using Audit Assistant creates an account under which all their clients are accessed.

- *Account owner* – the person who signs up for an Audit Assistant account – usually a partner or director. By default they set up and maintain other users but they may also assign someone else in the firm to also do this. They may also assign another user to receive monthly bills.

- *Archived jobs* – jobs that have been rolled over or not accessed for 30 days are called as archived as opposed to open. The categories are for display purposes only as all jobs on the system are included in monthly billing.

- *Attachments* – any sort of digital file may be added to a work-item within a job – including PDFs, Word or Excel documents,

scanned files, photographs and so on. These are then available from within the job. In addition links to external websites or digital storage may be added as attachments.

- *Documents* – a type of sub-page use for creating letters and reports. Generally populated from *variables* from previous tables, paragraphs, text boxes, multi-choice or yes/no responses and so on. May be edited on job level or at a template level. Generally printed as a PDF or may be exported to word processor.

- *Client* – refers to the company or other entity being audited (or other type of engagement being carried out).

- *Contact* – there are two types of contact: an external contact (client contact) and a user (staff of the firm).

- *Firm* – refers to the name of the firm – the name under which the Audit Assistant account has been created.

- *Job* – when a template is opened and assigned a client name it is called a job e.g. a Compilation – SPFR for FPE Company (template type) for XYZ Limited (client).

- *Respawner* – pages for which multiple versions may be created, and the user is prompted for an alternative page name e.g. where a personal questionnaire is created for several different directors.

- *Rollover* – when a job is completed and every page has been concluded an option appears to roll the job over – this creates a PDF of the completed job including attachments, updates the date to the next year-end, deletes conclusions, moves the Trial Balance data into the prior column, and makes all work items in suspension able to be brought forward and edited if required.

- *Sharing* – a link created from a page allowing a third party to have temporary access to that page to add comments, answer questions, upload attachments etc.

- *Snapshot* – a full version of a job that is automatically created daily when work has been done, and also before rollover or before pages have been deleted to provide a restore point if recovery or rolling the job back is required.

- *Template* – a basic set of work-papers that is used to create a job. These are usually based around type of job and financial reporting standard.

- *Users* – staff members set up by account owner. Exist in various permission levels (limited, standard, manager etc). All have individual log-ins. Any work added by users is automatically tagged and dated within jobs.

- *Variables* – options that are set or triggered by answers to work items, which then trigger responses or content within documents or pages elsewhere in the job.

- *Workbook* – another way of describing a job.

- *Work item* – an individual step within a workbook.

Support

We do our best to offer personal and prompt support. Our preferred method is through our help-desk in the first instance:

- To access our help-desk click help link from bottom right of screen:

- This opens a contextual search function with a number of suggestions – if the suggestions are not suitable use the search bar to access all the content on our support site:
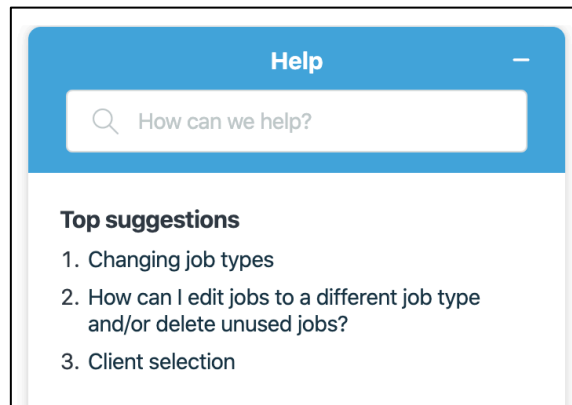
- The help topic will open in the side bar, but clicking on the up arrow (⬀) will open the full article in the help website.

- There is an area at the bottom of the home page that is linked to the latest articles on our website.
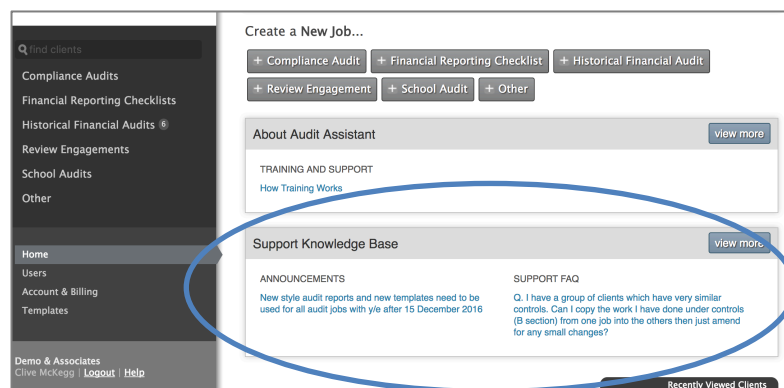
- On the help website search or browse knowledge base area.

- If unable to find an answer use the "Contact us" button to log a support ticket or email us at: support@auditassistant.com.

- Our response will depend on the urgency of the request and time of the day – ranging from immediately to the following day.

- Please also contact us to make suggestions and provide feedback – this is most helpful.

While the help-desk or email is most reliable way to contact us in the first instance if really urgent and we haven't responded on the help-desk try calling us (in business hours) on:

- *021 169 4097 (Clive – content and admin); or*

- *021 2746007 (Martin – general support); or*

- *022 199 6830 (Swikrit – technical issues).*

Subscribe to receive monthly email updates – go to users tab, edit personal details and tick subscribe to the Audit Assistant newsletter:

As a service to our users we have a sections on our website called "Find Accountants in your area" (plus for firms offering AML audit) and an area for classified listings.

- Allows firms in different locations to advertise with logo and link to websites.

- "Classified Listings" is free service for firms looking for staff, mentors, peer reviewers, buying or selling block of fees etc.

- We also encourage users to add the Audit Assistant logo and link to their website – contact us for details (firm accreditation process is also being developed).

Training

We are committed to the ongoing satisfaction of our users. To this end we aim to provide best quality support and training:

- Most firms are able to start using the software immediately, but find training useful once they have a basic familiarity.

- We provide annual regional training opportunities.

- Full in-house training for firms in New Zealand as required at fixed cost regardless of location (outside of NZ by negotiation).

- Training qualifies for Professional Development hours.

- Training is typically held in a boardroom type setting with between 5 and 10 users to ensure maximum participation.

- We schedule training in to a city or region at the request of a user, but to make the trip economical we usually contact other users in the area about whether they wish to participate in a training event also.

Training options are as follows:

- Basic training sessions for bringing new staff up to date with the basics of Audit Assistant and for those who want to make sure that they are using all the available features.

- Advanced training sessions: for existing firms wanting to work through specific types of work or features.

Custom integration, content and data migration

We are able to build add-ons for specific integration or automation tasks on top of standard Audit Assistant functionality e.g:

- Creating new files in bulk from CSV file created from practice management software.

- The ability to create page sharing emails in bulk using the client's email address and custom emails with firm branding (for gathering data for annual compilation work).

- Custom content for specific applications.

- Data migration to assist with setting up client files from other software, importing trial balances etc.

- As these integrations are specific to a particular firm setups they tend to be bespoke developments that we charge out on a time basis.

Housekeeping

Sign-up, billing and service levels

Initial sign-up is made from the auditassistant.com pricing and signup page (https://signup.auditassistant.com/signup) **– choose plan and add-ins if applicable:**

- The person who signs up becomes is known as account owner and is able to add and remove other users, add firm logos and set security levels (contact us if a change of owner is required).

- Payment is made monthly in advance, based on plan chosen.

- Transfer of clients between firms is possible – contact us for details and costs.

- Payment may be made by credit card, direct credit or direct debit – there is a link to download a DD form from the account and billing page – 3% discount is allowed for DD.

- Invoices are emailed automatically to account owner, or the account owner may also set up another user (say an account payable person) to receive invoices from account and billing.

- Billing emails also contain a full report of current jobs at invoice date, (in CSV format) allowing firms to review and as basis for disbursement of costs directly to clients if required.

- If a change is plan or a customised plan is required contact us.

Log-in

Access to the unique homepage/welcome page for each firm is from a URL chosen on signup:

- This consists of firm name (or abbreviation) followed by .auditassistant.com (e.g. https://demo.auditassistant.com).

- The account owner (on initial sign-up) chooses the URL and their own username and password.

- They then set up further users, generating a password and sign-in invitation email (users may then reset their passwords if they wish).

- Account owner sets security level for other users (password strength, time-out period, reCAPCHA options etc.).

- In the example below the firm Demo and Associates has a shortened URL https://demo.auditassistant.com.

To log in, type the firm URL into browser – this will return a screen as follows:
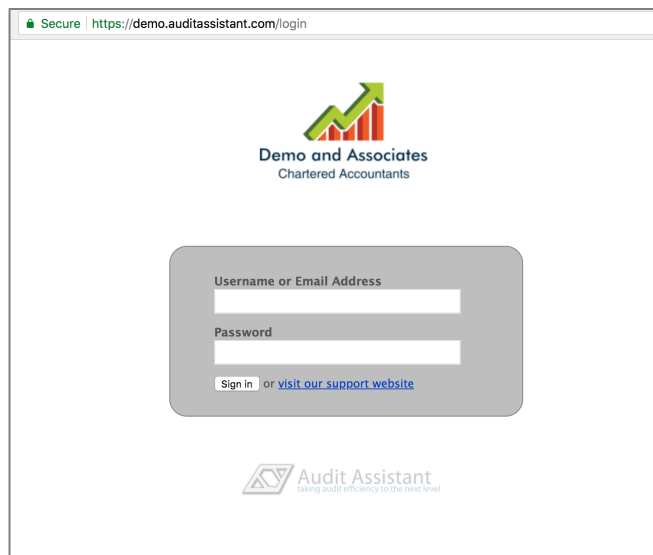
- Enter username and password then click "sign in" or press enter to access the homepage.

- Each user should have their own unique login and password (see users) – do not share login details.

- Multiple instances of Audit Assistant may be open at once – say on dual screens, or on more than one computer at a time (different jobs and/or different parts of the same job).

- May copy and paste comments or attachments between jobs or pages within jobs and drag and drop text or attachments to duplicate to new location or create cross references.

- Multiple users may access the same job at the same time as all data is updated in real-time and tagged with the user name and date of entry.

Users

Users are those with unique logins who will carry out and review the work (including external peer reviewers):

- The account owner is the first user to be set up – they set up further users from the users tab in the sidebar.

- The account owner will be emailed monthly invoices and may access billing information, but this may also be assigned to one other user (for example an account payable person).

- Once logged in the work of each user is automatically tracked, dated and tagged with abbreviated user name.

- The person creating a job is automatically assigned to that job, and may assign other staff from the users portion of the sidebar – allowing those assigned people to add work to those jobs.

- Third parties (e.g. clients) are not normally set up as users but may also have access to individual pages through the sharing system (see sharing pages with third parties).

- Only the account owner may change role, suspend or delete users, however they may also give further user(s) the ability to add or suspend additional users (say of the account owner is unavailable):

- When a staff member leaves the firm or no longer carries out work on the system they may be suspended so that they may no longer log in or reset their own password.

- Suspension may be a temporary state or a preliminary step prior to deletion – it is a status change made from the users tab just like changing a limited user to a standard user.

- Before deleting a user ensure that all their jobs are complete and rolled over – it is better in these cases to suspend the user to deny access but leave their work history intact.

- To delete a user select edit from the users tab and click the delete button at the bottom right – see above.

Full user roles and levels of authority are as follows:

Role	Create Jobs	View all jobs	Create custom pages	Carry out work	Create Review Notes	Sign off jobs
Limited User				✓		
Standard User	✓	✓	✓	✓		
Manager	✓	✓	✓	✓	✓	
Partner	✓	✓	✓	✓	✓	✓
Peer Reviewer					✓	

- Limited users and peer reviewers may only view jobs that they are assigned to – other staff see all jobs but may only carry out work on jobs that they are assigned to.

- Peer reviewers may only add review notes and complete review checklists – they may not change or add other content.

Security settings

Each account owner may access security options from the Account & Billing page. From the page, click the Security tab to open up the security options:

- Every security option affects all users on the account so it is good practice to advise all users of any changes to these options.

- Forgotten passwords or login details may be reset by the account owner (this option is used as it is a more secure password reset method than users contacting support or having a forgot password button).

- If the account owner forgets their details they will need to contact our help-desk.

Strong passwords:

- Whether the require new passwords to be strong option is used or not, an account owner may generate a new strong password from the users tab on the sidebar, selecting the user to edit, clicking the checkbox next to generate new password and saving (the new password will be generated and sent to the user's email address).

- Strong passwords (when activated) applies to new password changes on the account – all automatically generated passwords are strong.

- User-created passwords will be rejected unless the password is considered strong by our algorithm – a bar displays the password strength and changes will not be saved unless the bar indicates that the password is strong.

- Old passwords will NOT be affected by switching on require new passwords to be strong option, however if the account owner wants everyone on the account to start using strong passwords they should generate new passwords for each user using generate new password.

- If strong passwords option is not activated all existing or user generated passwords will continue to be accepted.

Two factor authentication when using a new device:

- If the enable two factor authentication when using a new device option is set, then when a user log in from a different device is detected the user will be locked out of Audit Assistant and will be emailed a security code to unlock their account.

- All log in attempts from other devices will create and send a new security code to the users email address and the old code will become invalid.

- Even when enable two factor authentication when using a new device is not activated an email to the effect that someone has logged in to your account from a different device will be sent when the system detects a login attempt.

- If a user receives this email and it was not them logging in, they should click the link provided in the email to generate a new password (in which case they will be logged off all Audit Assistant sessions until they log in again using their new password).

Google reCAPTCHA:

- A reCAPTCHA is an automated test used to tell whether the log-in is a potentially malicious machine-generated attempt or initiated by a genuine person.

- If the reCAPTCHA option is checked a simple checkbox to verify that the user is human will appear on the login page for the account.

- If the reCAPTCHA suspects that the user is a robot it will ask for further tests such as identifying images.

- Most automated systems attempting to login will be stopped by reCAPTCHA.

- Google may use old cookies stored on the machine (only cookies they made themselves), information about current browser, number of clicks made on the login page, etc. to do a

reCAPTCHA check (Google WILL NOT have access to any Audit Assistant account, user and client data).

Timeout:

- If the timeout option is checked, then when the user is not active on the system for the timeout period, they will be logged out.

- To ensure work is not lost, a small prompt to log back in will appear, and if a timed out user logs in successfully they may continue without any loss of work.
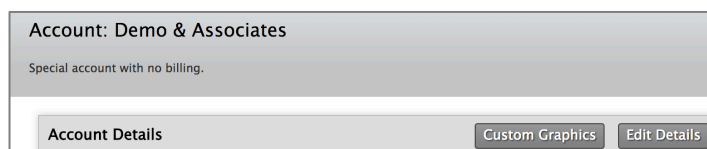
Enable strict review mode:

- While not specifically a security feature, this is accessed from the security area as it is an options some firms may wish to add. With this selected the person completing a work-paper is restricted from also adding review stamps (those with reviewer status).

Adding firm logos and letterhead

This option allows firms to customise the look of the software by inserting their own logos and to create letters and documents with letterhead graphics printed:

- Go to account and billing click the custom graphics button – then tick the items to be added and browse to the appropriate files:

Account: Demo & Associates

Special account with no billing.

| Account Details | Custom Graphics | Edit Details |

- The graphics will automatically resize to suit; however, we suggest that the firm and display logos should be 500 to 800 pixels wide.
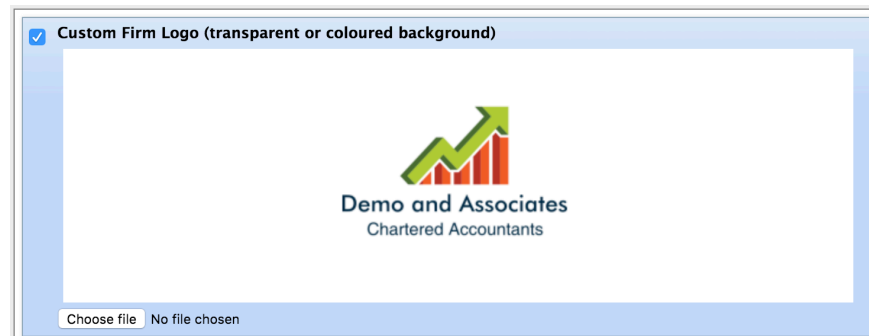
- A higher resolution logo will look better – we recommend .PNG format as this usually provides the lowest file size for the sharpest images.

- Firm logo will now display on the login page, on the homepage and on the top right of each page in the workbook.

If used, the letterhead graphic will be inserted at the top of each document – if not displaying by default edit the document from the parent page – tick "use firm letterhead":
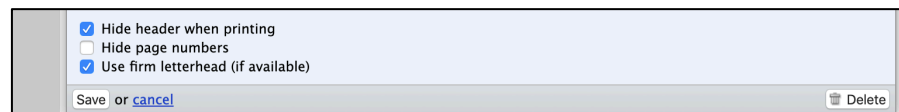

- Display letterhead on documents should be between 1000 and 2000 pixels wide, and it will be resized to fit the page, height should be no more than a ratio of width to height of 8:1.

- If documents are to be printed onto standard letterhead paper this step is not required (see creating documents and reports).

Client creation and deletion

On the home page there is an option create a new job – click on the type of job to be created to view the optional sub-types that are available – will vary depending on the subscribed plan:

- New jobs may also be created by clicking on the list of types of jobs (compliance etc.) in the sidebar – there is an option on each of these pages for creating a new job.

- Enter client name.

- Select specific template from options – using descriptions to help choose.

- Select year end date then press save at the bottom of the dialog box.

- To edit or delete a job select the edit icon on the far right of the client name on the client selection page:
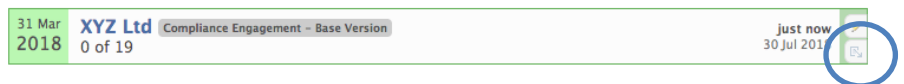
- Before deleting ensure that a PDF of the completed job has been copied for legal retention purposes.
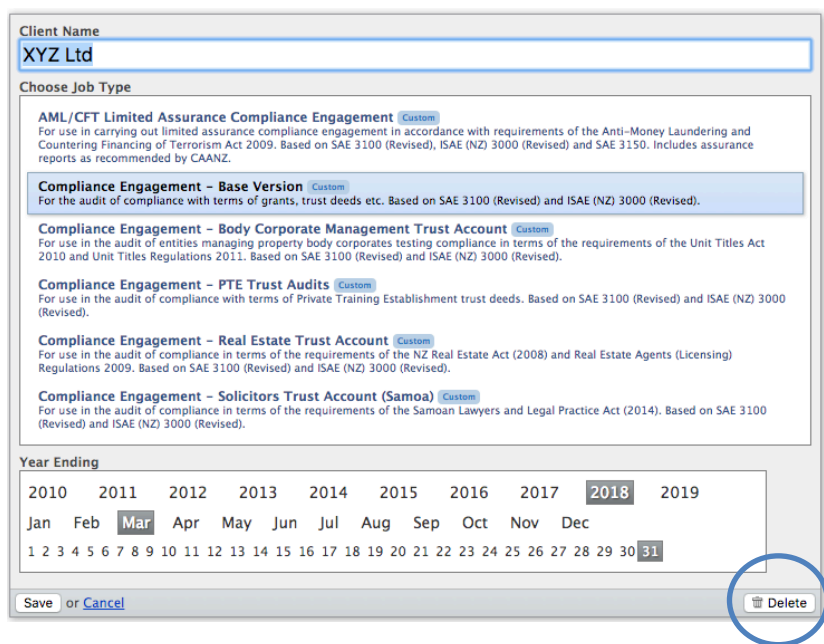
- Use Delete button at the bottom right of the client edit window.

- If a deleted job is required to be reinstated from backup contact support to do this (currently at a charge of $50/job).

- All details may also be edited from this view (year-end date, client name, change job type).

- A job may also be created by duplicating another job (see duplicate and restore function).

Once client jobs have been created all work on them is updated in real-time (no save button is required):

- Multiple jobs may be opened and updated concurrently by the same user as required, and jobs may also be accessed concurrently by different users from different locations.

Jobs are rolled over on completion, maintaining the previously entered relevant data and creating a PDF of the completed year:

- Prior year files are accessible from the client sidebar (retained in our system for at least three years).

- For long term storage (especially if not printing hard copy) a copy of the rolled over file must be downloaded to firm backup system as a permanent record (see rollover).

Links to standards

Much of the workflow is adapted from or lifted directly out of the relevant standards. To assist the user to delve deeper into these standards if required there are numerous live links providing cross references into the NZ XRB website or another relevant website:

- Here for example to a paragraph in SES-2:

TIP: We do our best to keep the links up to date but from time to time these change – please let us know if any dead or out of date links are found

> **Document client background and details:** See SES-2, 45,46
>
> *NOTE: This knowledge is usually obtained through an understanding of the business and operations of the entity, the accounting principles and practices of the relevant industry and familiarity with the form and content of the appropriate financial information. The following are suggested procedures to help this understanding. Either add a comment or attach supporting notes.*

- Clicking the blue link will open or download the standard to allow the user to read the text detail (access is generally to the

whole standard rather than to the specific clause although the link usually references the specific paragraph).

- The links are provided for reference and ease of access to the standard only – no specific work is required to be done unless the user deems it to be so.

- To find the standards referenced within a particular job type, open the templates option in the homepage sidebar, go to the job type required then select the standards tab at the top:

Masters Standards Documents Variables

Compilation – SPFR for FPE Company
Audit Assistant

Standards

- To print a report of all the standards linked within a particular job type and the pages that they appear on there is a button at the bottom right called "Export Mapping Report CSV":

Export Mapping Report CSV

- Click to download the report as per extract example below:

17	A2 - Independence	heading	Indicators of potential independence issues:	SES-2, 25-28
18	A2 - Independence	sub_step	1.11.0	SES-2, 28
19	A2 - Independence	heading	Safeguards and further actions:	SES-2, 26
20	A3 - Engagement Acceptance and Continuance	heading	Conflict of interest:	NZICA Code of Ethics, R310.1-13
21	A3 - Engagement Acceptance and Continuance	sub_step	1.7.0	NZICA Code of Ethics, R310.9-13
22	A3 - Engagement Acceptance and Continuance	heading	Acceptance and continuance:	NZICA Code of Ethics, 320.1-3
23	A3 - Engagement Acceptance and Continuance	sub_step	2.1.1	NZICA Code of Ethics, 320.3 A2

Client selection

To open an existing job click the client name from the home page (displays the last jobs used):

- Use search bar to find client by starting to type name.

- May also sort by job type, active or archived, deadline, year-end or last updated.

- A yellow box around the year end date indicates jobs accessed in the last six hours, grey indicates less recently accessed jobs, and grey without a border indicates archived jobs (those that have been rolled over or not been used in the last 30 days – archiving is automatic).
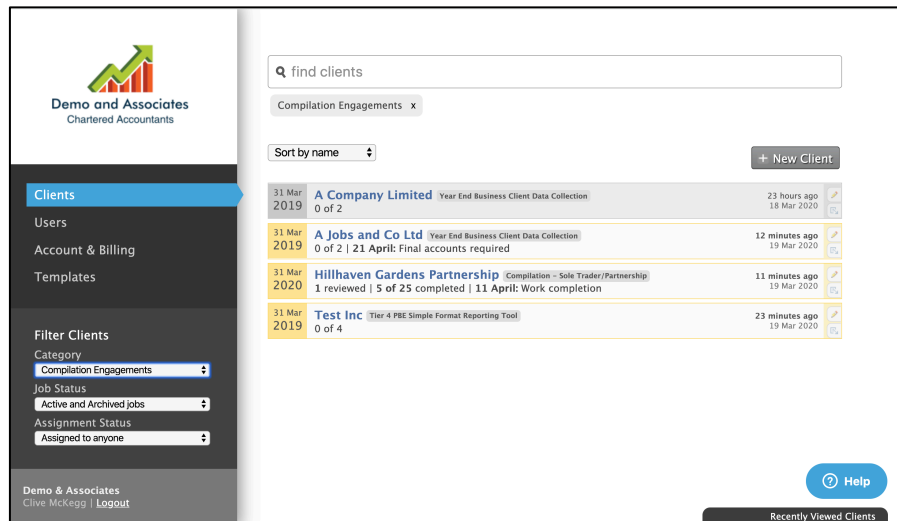
- Once an archived job is selected it will automatically become current.

- May show just jobs assigned to or all jobs of that type in the system (a limited user or a peer reviewer will only see jobs that they are assigned to).

- At bottom right there is a recently viewed clients pop-up that shows the last 10 jobs accessed by the current user on that computer - hover over the tab to activate:

Other points to note about the client selection view:

- The grey boxes after the client name indicate the template type used for the job – also displayed in the sidebar when opening the job.

- Client names, year-end and template type may be edited by selecting the pencil icon () at the right-hand end of the client selection box.

- The green box with down arrow icon at the right-hand end of the client selection box is used to duplicate a client (see duplicate and restore function).

Assigning users to a job

The account owner must first add the users to the firm (see users):

- When a new job is created the user creating it is automatically assigned to the job – they may then allow other users access to the job by adding their names from the users area in the sidebar.
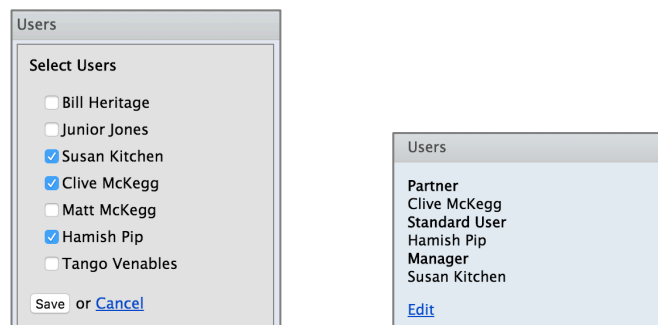
- Assigned users may then carry out work on the jobs.

- Prior to being assigned they are read-only for standard users, partners and managers and not visible to limited users and peer-reviewers.

- The assigned user list may be edited by a partner or manager.

- Sometimes steps within the workflow request a contact name to be inserted (say for person who will be signing off letters - to include in official communications).

- Users assigned to the job may then be selected:
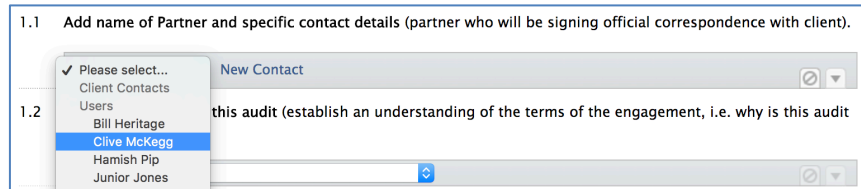
Client duplicate and restore function

Jobs may be duplicated for the purpose of reusing parts in a new job – say for a branch or very similar job (where say the planning will be the same), and restored back to previous points of the job:

- Duplicate/restore is accessed from bottom icon at right end of client box.
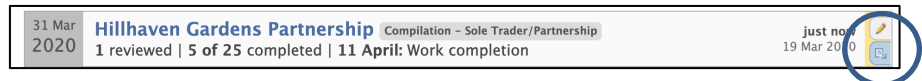
- May be used in cases where a series of similar jobs exist (say a series of branches) by setting up one job including say file structure and planning then duplicating.
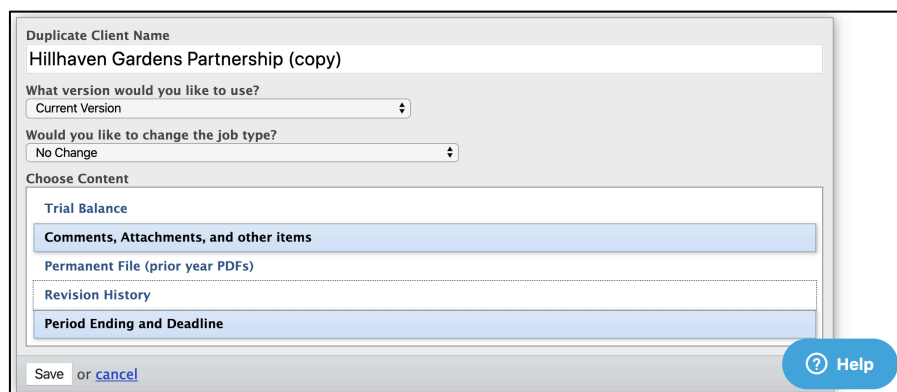
- May duplicate trial balance, comments, attachments, prior years, revision history etc. by selecting or deselecting choose content options (revision history includes the prior snapshots of that job).

- Jobs may be renamed during duplication or names edited later.

Duplicate also contains options for recovery (say in case of accidental page deletion etc.) to a prior point for rolling back – from "what version would you like to use?":
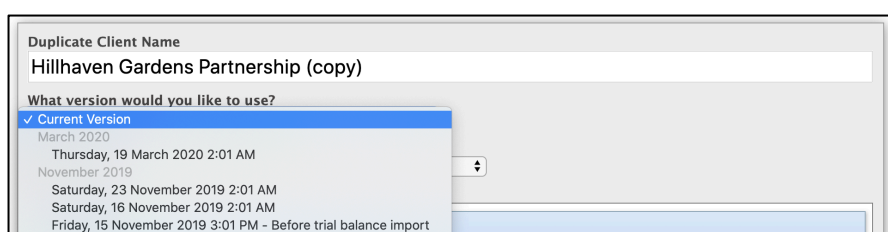
- These versions are taken from snapshots:

  - Snapshots are created daily (at 2:00am NZ time) if work has been done on the file in the previous day.

  - Plus a snapshot is created every time a page is deleted, prior to trial balance import and rollover prior to action in case recovery is required.

  - Snapshots are retained in the system for twelve months to allow recovery of lost data.

*TIP: Make sure that temporary duplicates are removed as soon as no longer required to avoid confusion

- To roll back, duplicate all content, select which version required from drop-down list and create the duplicate.

- Lost data may be copied out of the prior version (copy) into the later version (by copying and pasting) then the duplicate may be deleted.

- Alternatively, if the duplicated prior version is to be used the later version may be deleted (once confident that the duplicate version is correct) and the copy renamed.

Prompt for job template updates

When we make changes to our templates that are substantial or involve removing content or changing how pages are configured together, we have to release a new version:

- This may also occur when we create more detailed templates and there becomes a choice of two or more when there was previously only one option – the following message will appear:
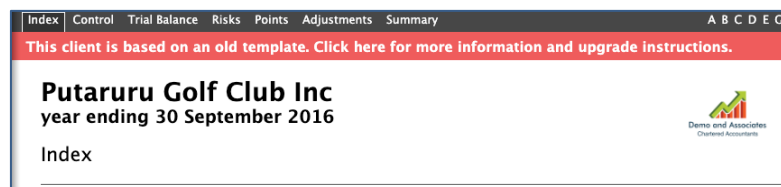
- Clicking on the bar will reveal a dialog box showing one or more upgrade options.

- The description indicates what the options are and why they apply (if it is not clear there will be more detail on the support site, or contact us for clarification).

- Either select the most appropriate and then click "Upgrade Now" or select "Remind me after rollover" or click "Cancel" (red warning bar will remain).

- Sometimes it may be more appropriate to complete the job in the current template, in other cases it will be helpful to upgrade immediately.

- In most cases most or all of the current content transfers over on upgrade.

- If "Remind me after rollover" is selected the red warning message will disappear until rollover has been done.

- Job types may still be changed manually at any stage, and jobs may be reverted if necessary.

Work at the client level

Index and Navigation

The index page appears when a job is opened, showing all the pages used in the file, including attachments and generated documents and letters:

- Pages are not required to be marked as reviewed, but all pages must be concluded before job may be rolled over.

- Page status is shown – incomplete (red arrow), concluded (green bar) and reviewed (reviewer's name on coloured background – blue for manager, green for partner and yellow for peer reviewer):

To view all available pages including those that have not yet been used select view all available pages button at bottom right of index page – (unused pages are in blue shading):
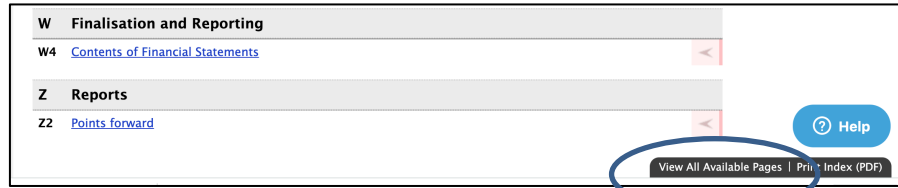
- The index page will then show the already used pages normally, and the unused pages with shading behind:
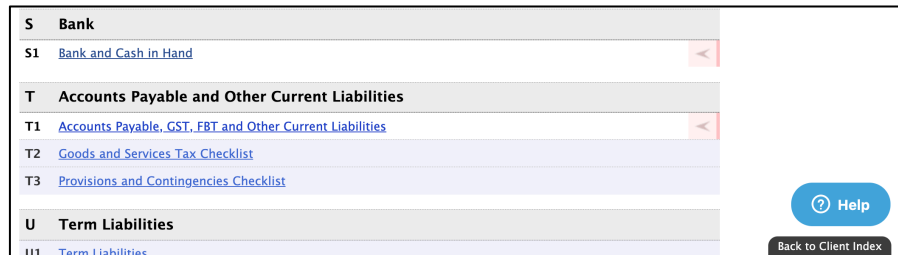
- Attachments, tables and documents are not shown in this view.

- Clicking on the link – say U1 here to open the Term Liabilities page – will link back to the point on the parent page from where the required page may be created – in the case above to page A1 point 7.10.

- Follow the path to create the page and section – pages may not be created without creating their pathway via other pages:
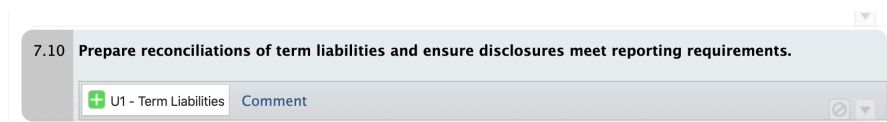
Every page has a top bar that allows direct access tabs to index, control, trial balance and adjustments (journals):

- Every page also contains page back and forward arrows on left and right of screen to move consecutively through file – especially useful for reviewing:
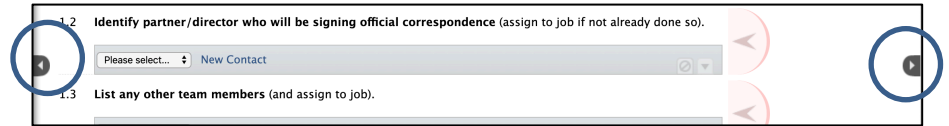
- At the top left of the screen, the back to Audit Assistant home takes the user back to client view/homepage:
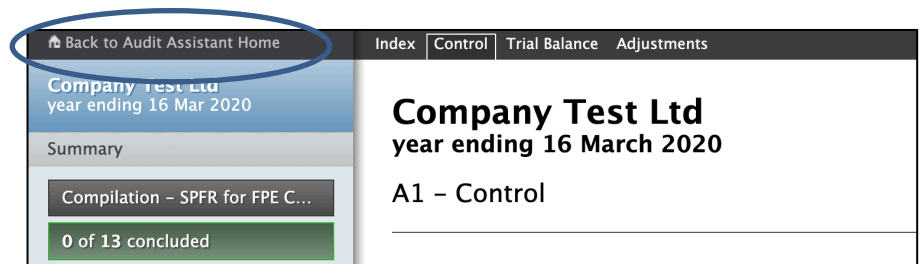
- Tabs at top right allow direct access to pages – hovering over section shows drop-downs of pages available:
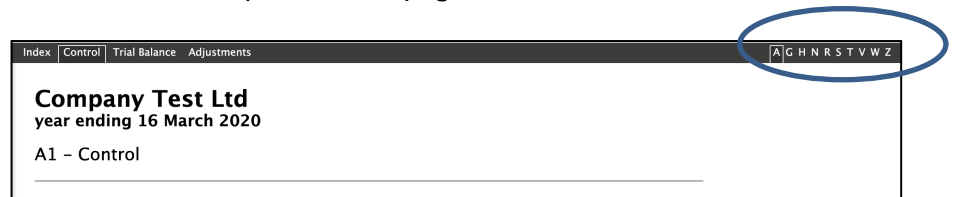
The progress bar in the sidebar shows the number of pages created and completed opening the page indicates how many work items on each page are outstanding:

- When less than five items are outstanding on a page these items are displayed individually to quickly identify exactly what work remains (particularly useful as the job is nearing completion):
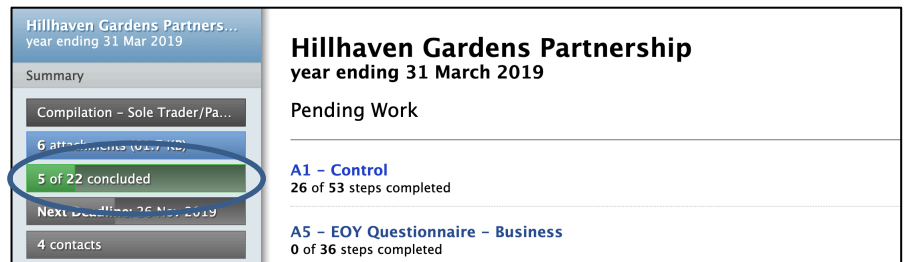
Using the Control Page (A1)

The control page provides a complete summary of the whole process, branching into subpages via links to the more detailed parts of the client workbook:

- This is the branching point for all the sections, and once sections are completed the conclusions from sub-pages update the control page.

- Each item asks users to answer multi-choice questions, yes/no options, create sub-pages for further work.

- May select drop-down at lower right of each work item for other options (comments, attachments, journal entries, management letter points, key issues, follow-ups, and review notes):
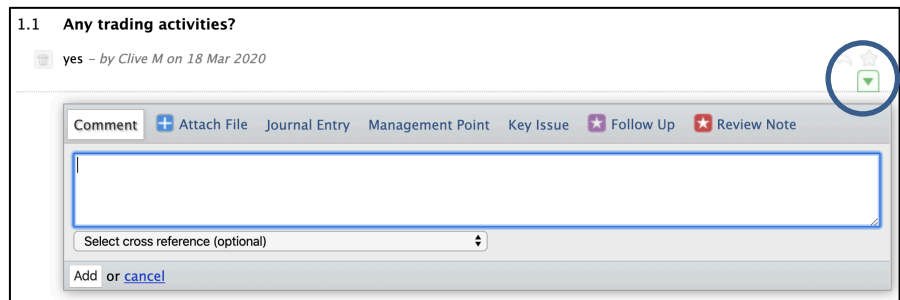
- Incomplete work items have red arrowhead warning at right – all items must be addressed before a page may be concluded:

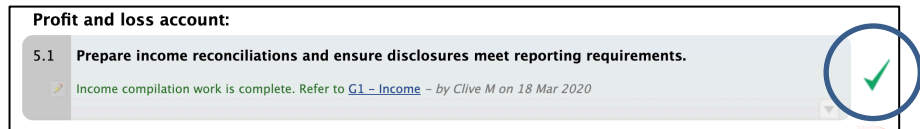- When a sub-page is created work-items become the aim on the top of the sub-page:

G1 – Income

Aim

A1 – Control: **Prepare income reconciliations and ensure disclosures meet reporting requirements.**
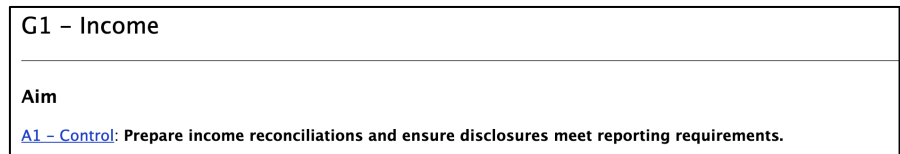
- Completed conclusions from sub-pages are sent back to parent page and item on parent page reads as completed (green tick):

- Review notes / follow ups created on a page pre-conclusion must be cleared prior to page conclusion (see more under review notes).

- Selecting "conclude page" tags the page as concluded and updates the index with a green tick (see conclusions).

- A review stamp is then available at the bottom of each page – adds reviewers name and red tick in index (see review notes).

Client contacts

Early in a job it is a good practice to set up client contacts – the people who will receive documentation (engagement letters etc.), and who will be required to complete shared questionnaires and checklists:

- In the sidebar there is a button marked "contacts" – select "Add client contact" box to create additional contacts, entering role in organisation, and all relevant contact details.

- To edit select the pencil icon at the top right of each client contact box).

- Within the workbook there are a places where the details of these contacts will be requested by selecting the name from the dropdown:
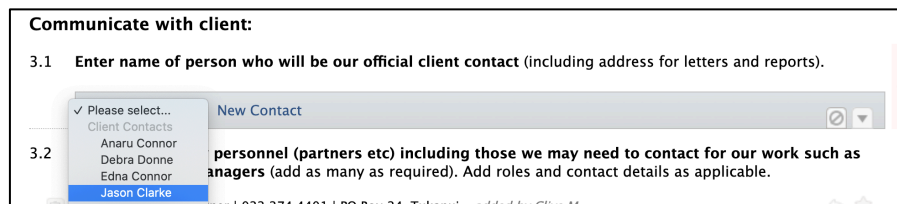
- Client details may also be entered directly at these points – this will also update the contacts list:

TIP: New contacts may also be added at many points, but they may only be edited from the sidebar client contacts tool
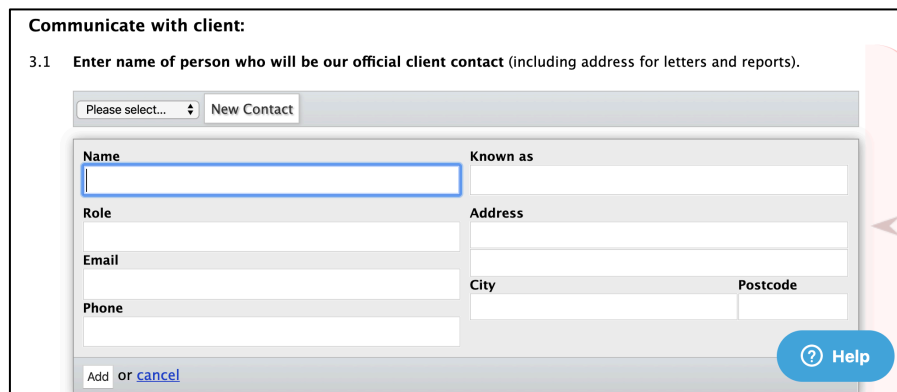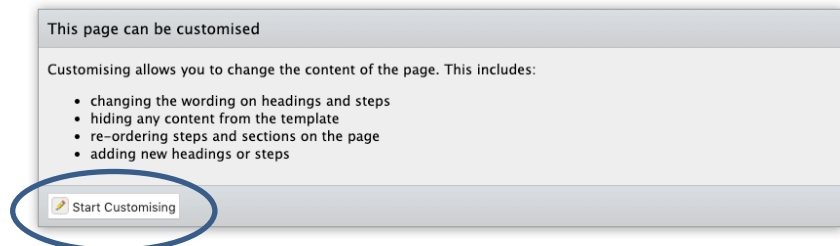

Customising pages within individual jobs

Individual work-papers within a job may be customised. To customise a page:

- Click the link at the bottom right of the page to begin:

- If the page hasn't been customised before, there will be a help box at the top of the page detailing what is able to be done on a custom page and a Start Customising button:
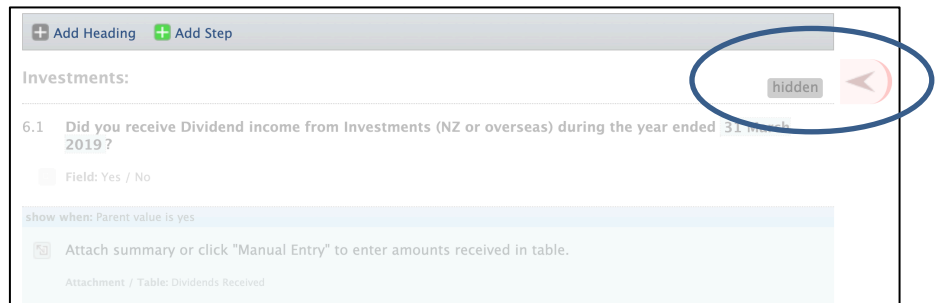

- Instructions on how to customise the page are shown:

- To restore to original select "Remove All Customisation".

- All items including all optional sub-items are shown.

- Clicking the X button hides the item and any sub items and marks the item as hidden.
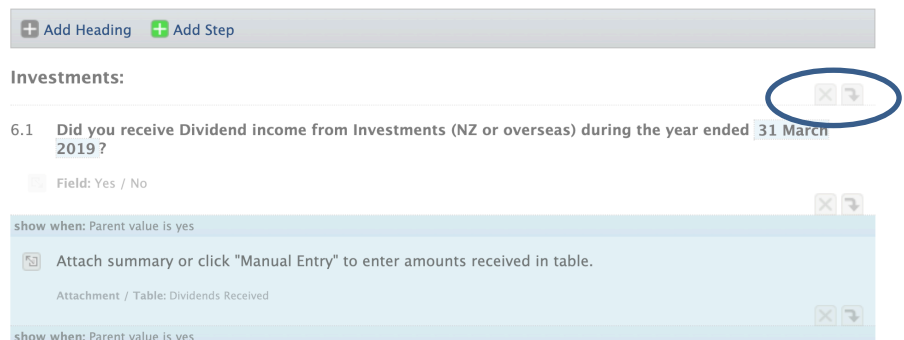
- Red arrow indicates change – all sub-items are also hidden (sub items may also be hidden individually).

- Un-hide an item by clicking the "hidden" button.

- To edit an item click the down arrow – the item will appear in darker text with an edit button next to it.

- Changes made from the original are highlighted with the red arrow.

- Items may be dragged into different sequence, and sections may be dragged and dropped into different locations.

- To add a heading or an additional step, use controls on bars above each section:
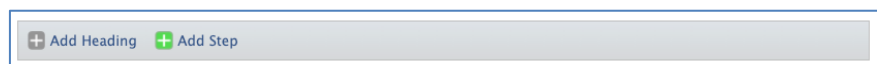
- Additional sub-steps may be added from the arrow next to the "Field" option:
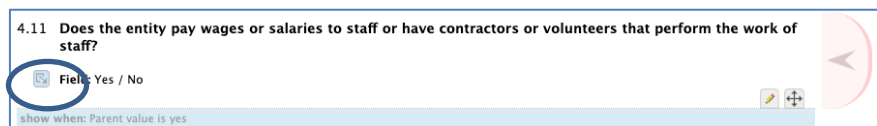
- "Step Type" refers to the kind of actions that the step may make

    o Includes whether to add a yes/no response, multi-choice, prompting for an attachment, a text box etc:

- "Standard" dropdown allows a hyperlink to be added from dropdown options, respawner allows multiple selection of the item

- "Use as Variable" is not selectable in this mode (see template customisation).

- Any changes made to work-papers this way are implemented in the page immediately (no need to publish).

- "View work-paper" (from bar at bottom) returns to the standard view.

Other Notes:

- The index shows that the page is customised with a tag next to the item:

- The index page also has a "View Customised Pages" button on the bottom right. This shows a reduced index that lists all

custom pages:

- Pages are locked on conclusion so pages may not be customised once concluded.

- Customising is limited to standard users, managers and partners – peer reviewers and limited users may not edit custom pages but they may inspect see what has been changed from the original.

Creating documents and reports

Documents may be produced automatically for all kinds of letters (e.g. engagement letters), plus for reports (e.g. compilation report).

- Documents are generally already customised for the type of job used but may be further customised.

- To access a document, click on tab within work paper:
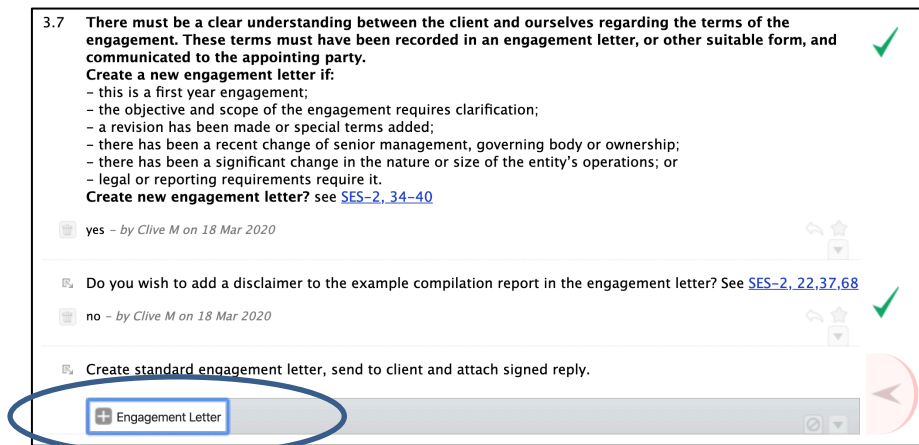
- Documents are accessed as required from within work papers and are populated by fields drawn from:

   o Firm (name and addresses etc.).

   o The client job (client name, year-end etc.).

- o Fields completed as part of the job (e.g. relevant legislation, client contact names and addresses etc.)

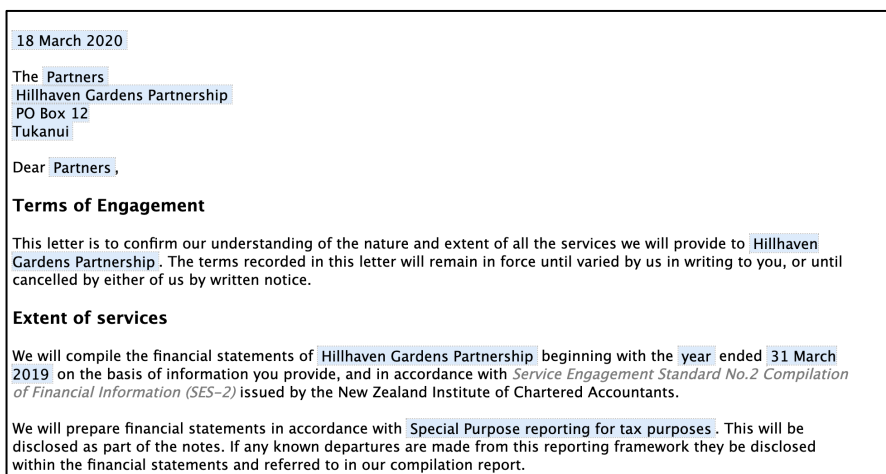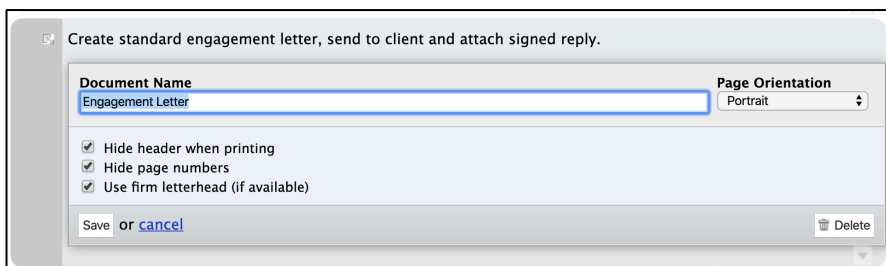- Click the box with the plus button to create the document, then click the link to open the document:

> Create standard engagement letter, send to client and attach signed reply.
>
> **Document:** A1-3.7 – Engagement Letter
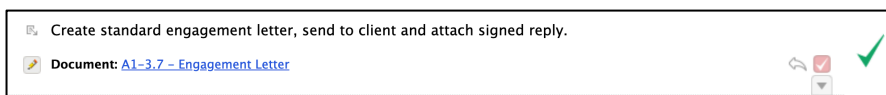
- Most of the custom fields (blue highlighted areas) will be complete if the workflow has been followed up to this point:

> 18 March 2020
>
> The Partners
> Hillhaven Gardens Partnership
> PO Box 12
> Tukanui
>
> Dear Partners ,
>
> **Terms of Engagement**
>
> This letter is to confirm our understanding of the nature and extent of all the services we will provide to Hillhaven Gardens Partnership . The terms recorded in this letter will remain in force until varied by us in writing to you, or until cancelled by either of us by written notice.
>
> **Extent of services**
>
> We will compile the financial statements of Hillhaven Gardens Partnership beginning with the year ended 31 March 2019 on the basis of information you provide, and in accordance with *Service Engagement Standard No.2 Compilation of Financial Information (SES-2)* issued by the New Zealand Institute of Chartered Accountants.
>
> We will prepare financial statements in accordance with Special Purpose reporting for tax purposes . This will be disclosed as part of the notes. If any known departures are made from this reporting framework they be disclosed within the financial statements and referred to in our compilation report.

- Areas within documents hide or show depending on answers to questions in the work papers, providing extensive variation.

- Defaults (orientation, name, header, page numbers and whetehr lettergead is included) may be edited from where they branch off the parent page:

> Create standard engagement letter, send to client and attach signed reply.
>
> **Document Name**   **Page Orientation**
> Engagement Letter   Portrait
>
> ☑ Hide header when printing
> ☑ Hide page numbers
> ☑ Use firm letterhead (if available)
>
> Save or cancel   🗑 Delete

- Document pages have headers (for referencing) but these are marked as hidden by default (greyed out when previewing but not appearing at all when sent to PDF) – header may be shown.

- Page numbers may also be shown or hidden from this dialog.

- If a firm letterhead has been uploaded this may be selected or deselected for printing from this dialog.

- Page orientation may also be edited from this view.

- All blue fields in a document are linked to a variable – clicking the blue field will link to where the data was entered (allowing for edit).

- Contact names and addresses are edited from the sidebar contacts box, and entity name is edited from the job title.

To print, click "Print Page (PDF)" at the bottom right of the screen – for additional editing (to change font say), use "Copy to Clipboard" then paste into a word processor:
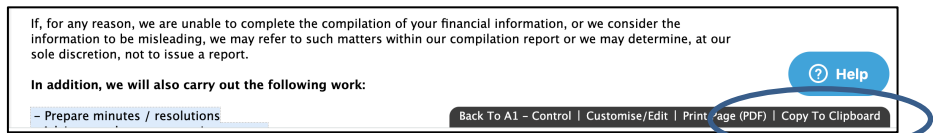
- Documents are shown on the index page with a distinctive icon to differentiate them from a normal attachment:
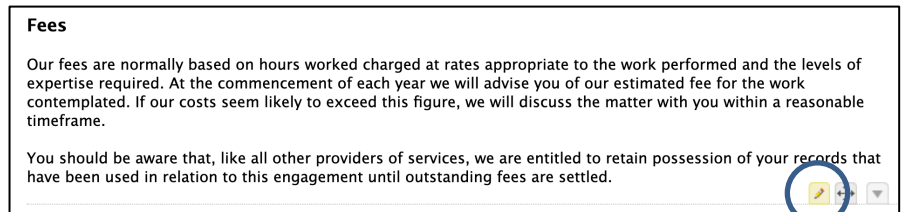

If further editing of documents at the client level is required, click "Customise/Edit" at the lower right:
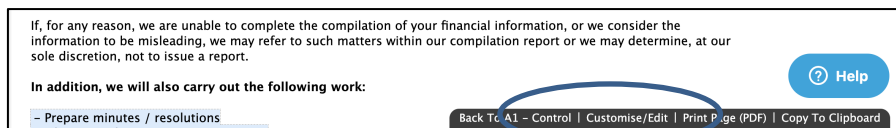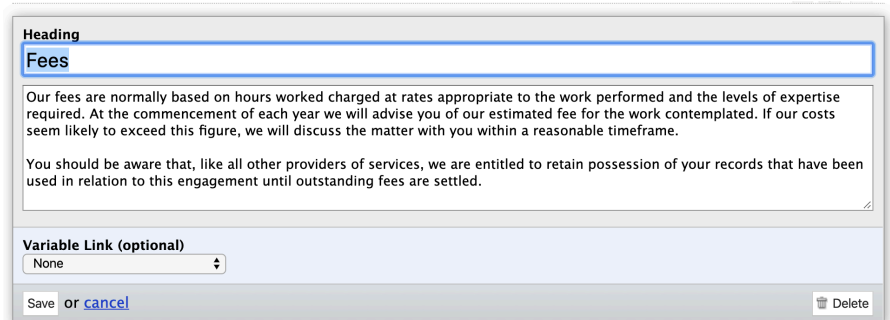
- In this mode clicking the pencil icon at bottom right of each section opens that section for editing:


- In edit mode the section will look like this:

- After required changes are made press save – changes to documents will be retained for future once rolled forward.

- To reset document back to standard text, delete and recreate.

- Any section may be deleted from this view if required (button at bottom right in edit mode).

- The variable link dropdown may be used to trigger the area to show or not show based on other parts for the workbook – this is used extensively in reports to hide or show optional areas – in this case this section in the compilation report will show when a variable at A2, item 2.1 where text has been added indicating areas where the firm is not independant:
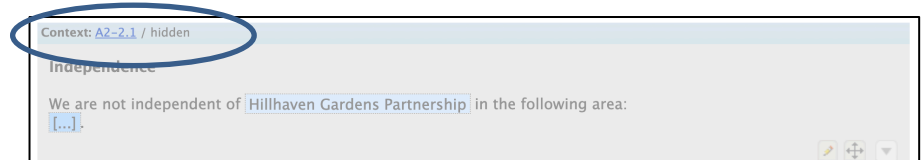
- Editing the section above shows how the variable link works text from variable is inserted in {{_}}, and presence of this text triggers paragraph):
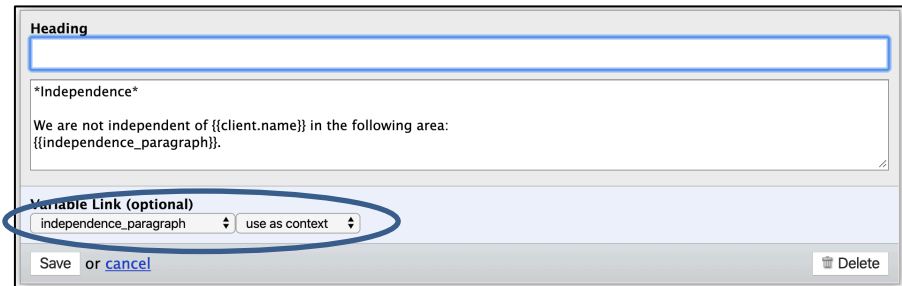
- Variable names may be inserted into the text (creating blue links) by using {{double_curly}} brackets to say bring in the client name expressed as {{client.name}}.

- New areas may be added to a document by clicking the down arrow icon, and areas may also be reordered by dragging and dropping as required using the drag icon.

- On some documents a date is automatically assigned (date of creation of document) – this may be refreshed to the current date by going to the work item where the letter was created and clicking the edit icon there, and then saving the item.

- For further information on how to create or customise documents at a client or firm wide level contact support.

Adding deadlines

Deadlines are set at the planning stage to indicate job progress and to provide prompt when a job may be falling behind:

- Click "Add Deadline" from the deadlines page (in the A section) then select from drop-down box the appropriate date.

- The deadline description may be edited if required.

- The next deadline now shows in the sidebar:

- Clicking on this sidebar button displays all deadlines and their status:

- As deadlines are met the user ticks these off in page accessed from the sidebar, and the next deadline status updates.

- This status is also displayed on the home page, so a user may be alerted to the next deadline at a glance.

- The deadline changes to green on the due date, and when a deadline has passed the colour changes to red to indicate a problem.

Sharing pages with third parties

Sharing pages allows secure real-time access to selected pages within a client workbook say to invite a client to answer a questionnaire, to attach items or make a comment directly into the software:

- To create a new share, go to the page you want to share and click "Share" in the bottom right corner:
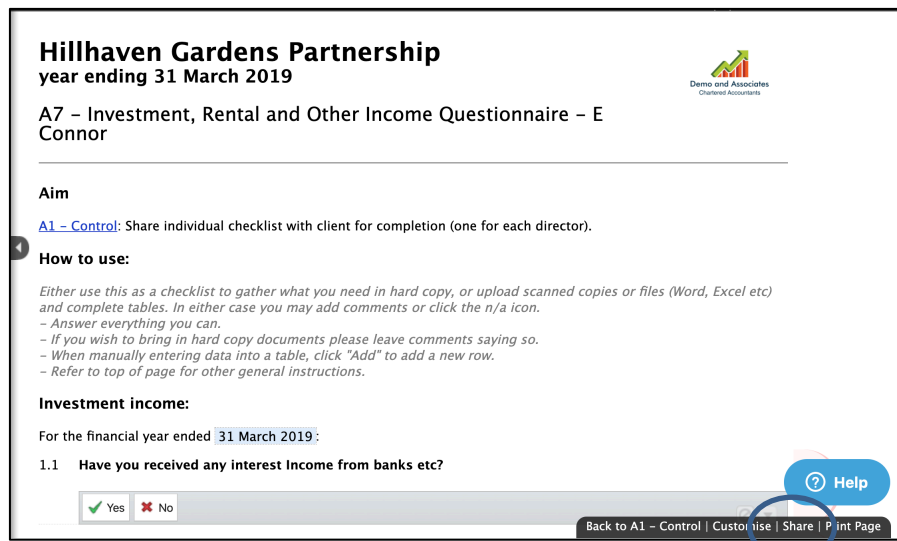
- A share dialog like this will appear:

- It may be useful to customise pages to be shared to remove or add relevant content.

- Sections may be deselected if these are not appropriate for the job or for the third party to see.

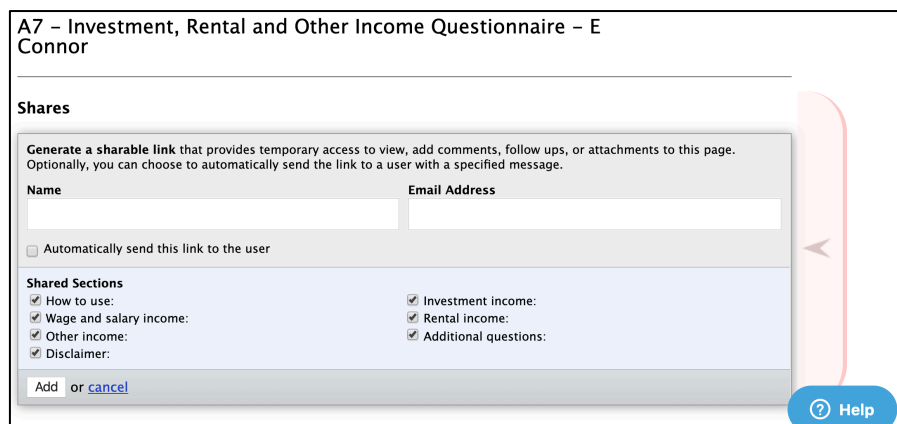- Names and email addresses of contacts already set up are available via dropdown box, or if a person is not an existing contact their details may be entered manually.

There are two options:

- Ticking the box "Automatically send this link to the user" brings up a box where a message is then added which will appear on an automatically generated email to be sent with the invitation:

- Then click "Add" to send the client an email (includes a link to access the page to answer questions, add comments and attachments):

- Alternatively, if the "Automatically send this link to the user" box is not ticked a dialog appears as follows:
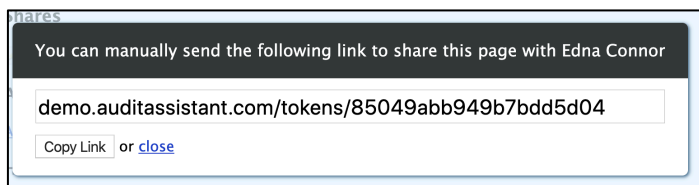
- Copy the link into a regular email. Some firms prefer to send all their links together to the client this way.

- When the client opens the link, they are asked to verify their name and email (in case the link has been forwarded) – if they update these details this will show on their responses.
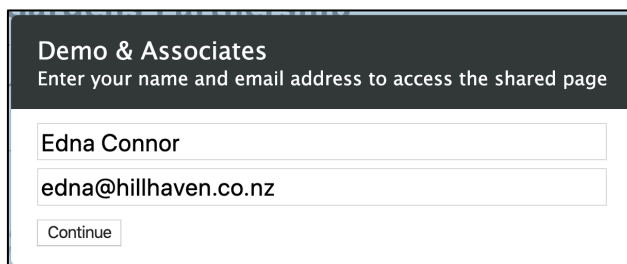
- After they confirm their identity they see the page shared plus instructions on how to comment and add attachments:
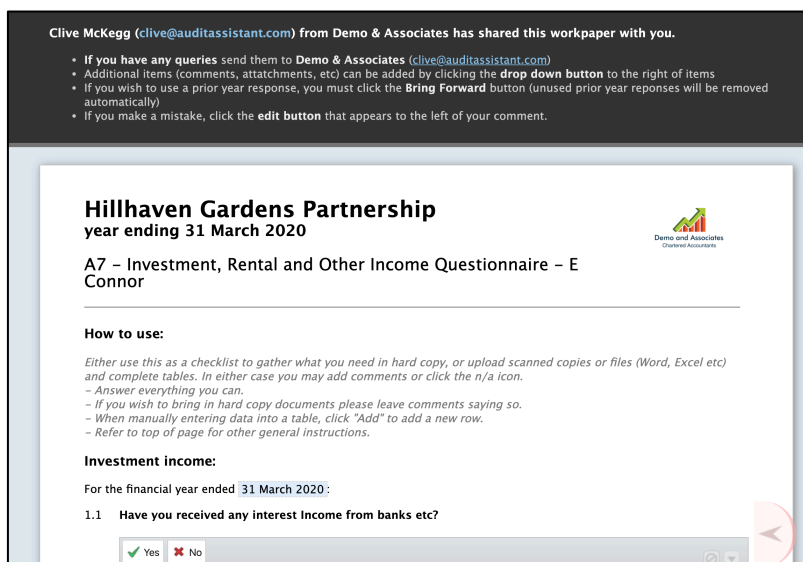
- Ony shared pages and attached tables are accessible to the client.

- Work items will be tagged with the name of the client and date of entry and marked with "client name (shared)":

- The client may open a shared page any number of times reusing the link in email.

- The same page may be shared with multiple people if required – they will see each other's comments and attachments.

- The accountant sees what client is adding, and client sees comments by added by accountant in real time (to say allow the them to speak to the client by phone while completing the form together).
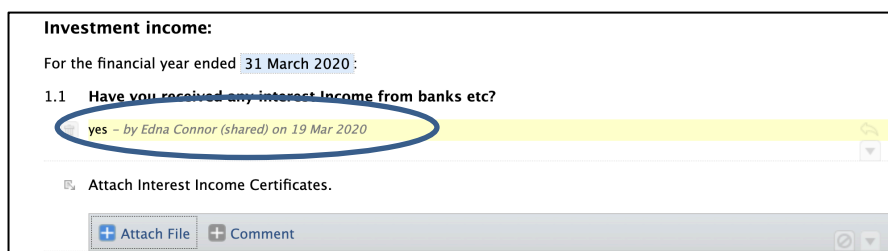
TIP: Problems with access by third parties commonly result from them using out–dated browsers or trying to access via remote desktop

- The share link will remain able to access the page until client clicks "Mark as Completed" or the accountant deletes the "shared with…" message on top of the page:
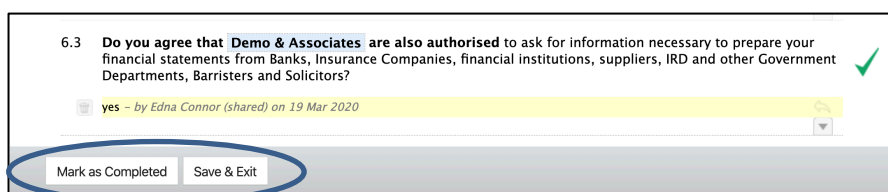
- The third party may also use "Save and Exit" to close the page when incomplete, then use the link again to access later.

- There is a link to view a list of all shared pages in sidebar:

- Clicking the sidebar shows the status of the shares – which are marked as completed, and which have pending items.

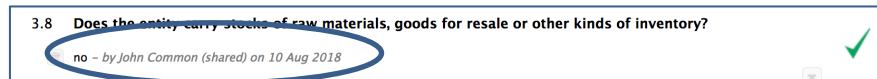*TIP: If a page is shared and the client indicates that they have not received the email it will likely be a spam filter issue – the link may still be shared by clicking edit on share link – copy the link from there and paste into a regular email to client*

- When the "Mark as Completed" button is pressed the page closes, an email notification is sent back to the accountant and a number appears after the work-papers shared tab in the sidebar to indicate number of shares complete.

- In second and subsequent years the client is able to see prior year comments and attachments and bring forward and edit these if required (this may be deselected on sharing if required).

- Prior year shared comments or attachments may be ignored a new response made – the bring forward option will disappear.

- Brought forward items are tagged with current share name and date.

- Scripts to bulk-share pages and/or bulk create clients have been built. Contact us to discuss.

Trial balance import

Entering client draft trial balance data takes place once client information is recieved:
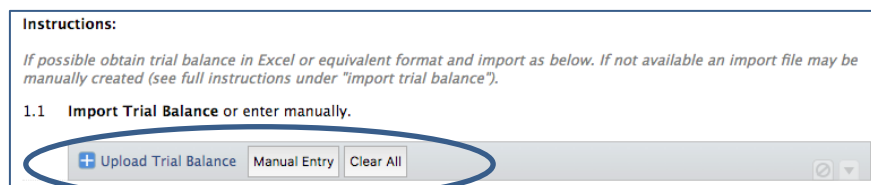
- After import the data is then inspected, sorted, grouped (see trial balance sorting and sub-totals).

- The data feeds through to the lead schedule pages.

- Journal entries are created against this for adjustments – adjusted amounts are displayed in the "final" column.

- Trial balance data may include budget if required and prior year and account codes may be omitted if not required (say in second year of use):

   o If omitting account codes ensure that account names are unique or the first use of the name will be replaced by the second and the trial balance will not balance.

- Profit/Loss is calculated within the Equity section (total of Income, Expenditure and Payroll sections):

   o Any adjustments will dynamically update the total.

   o The calculated profit/loss is excluded from the check total at the bottom of the trial balance and the Equity lead schedule shows includes the calculated balance in the total.

TB data may be entered manually line-by-line however it is faster to upload directly from a file provided by the client as follows:

Trial balance data from client in Xero

A Xero trial balance may be exported to Excel as follows:

- From Xero TB use "Export", "Excel" to create a trial balance:
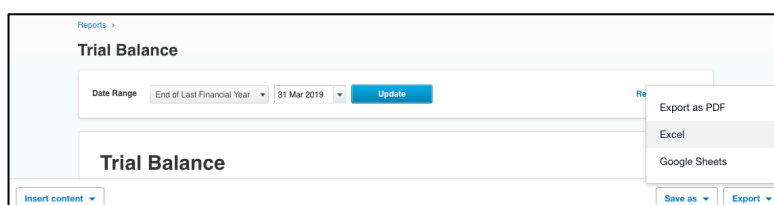
- The Excel Trial Balance should look like this:

- Import the file into Audit Assistant (see below).

- Drag and drop any accounts that are out of place, (Xero puts Tax under current liabilities so it defaults to T section), and Intangibles as Fixed Assets (so it defaults to N section). Use shift and click to select multiple codes to drop and drop into the correct section.)

Trial balance data from client in MYOB AO

An MYOB Accountants Office trial balance may be exported to Excel as follows:

- In MYOB use "print trial balance – to Excel file".

Trial Balance					
Report Run : 27/08/16 02:39:19 PM					
-Account-		Current Year		Last	
No.	Name	Debit	Credit	Year	Section
272/00	Envelope Giving	0	50343.2	-48061.1	G
272/01	Offerings - Direct Credit	0	15076	-10220	G
272/02	Loose Offerings	0	4396.5	-7985.88	G
272/03	Church Camp Donations	0	265	-1035	G
272/04	Special Offerings	0	116.3	-608.8	G
272/05	Missions Giving	0	1112	-750.3	G
272/07	Other Offering Income	0	490.2	-555.2	G
272/08	Photocopying Income	0	5.34	-96	G
272/09	Income - Other	0	95	-51.05	G
272/10	Fundraising	0	356	-1020	G
273	Youth Income	0	699	-590.9	H
274	Interest Received	0	52.99	-109.35	H
277	Rent Received	0	600	-600	H
289	Advertising	519.21	0	966	H
291	Audit Fees	1250	0	1177.78	H

- TB should look something like example above (with current year debit and credit columns and single column for last year).

- Add a "Section" column to right and insert section codes (G for income etc) corresponding to trial balance import page.

- Once the section column has been added save the file ready for importing (see below).

Other trial balance data from client in Excel/CSV

Most software allows exporting of a trial balance to Excel/CSV format, and this may then be imported with a few adjustments:

- Correct trial balance headings are essential for import and should be amended if necessary to the following column titles: code | name or account | current or draft (or may have two columns called debit and credit) | plus prior (optional) | and budget (optional).

- To map the accounts into the correct section add a column to the right with a heading called "Section" then enter references to match appropriate section code from trial balance page (e.g. G for income):

	A	B	C	D	E	F	G
1	Code	Name	Draft	Final	Budget	Prior	Section
2	272/00	Subscriptions	-62095	-62095	0	-60547	G
3	272/01	Green Fees	-13917	-13917	0	-19072	G
4	272/02	Donations	-5539	-5539	0	-7422	G
5	272/03	Bar Sales	-100654	-100654	0	-106875	G

- When using section column anything un-coded will be skipped over and not imported – so may use this to skip headings, subtotals or irrelevant accounts (or just delete these extra unwanted lines).

- As an alternative put sub-headings into the trial balance corresponding exactly to the trial balance section names e.g. "Income" for the G section ("Sales" say will not be recognised):

- Save file for importing (see below).

Using downloadable CSV template for trial balance data

If no suitable Excel/CSV trial balance is available from the client, we have provided a standard import template:

- Select "Download import template file" from import trial balance dialog box:
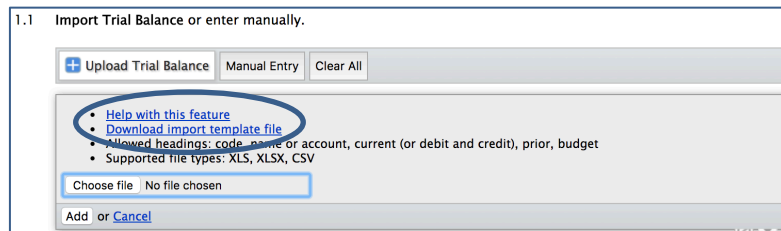
- The template has some basic instructions and an example line:

- Type data in manually or copy and paste into template – then save file for importing.

Importing Excel/CSV trial balance

Once the TB is in Excel/CSV format it is ready to be imported:

- Go to import dialog on trial balance page and browse to Excel/CSV file previously saved using choose file button.

- Ensure current file is displayed next to choose file button then click add to complete import – in the example below the file is Trial balance.xls:
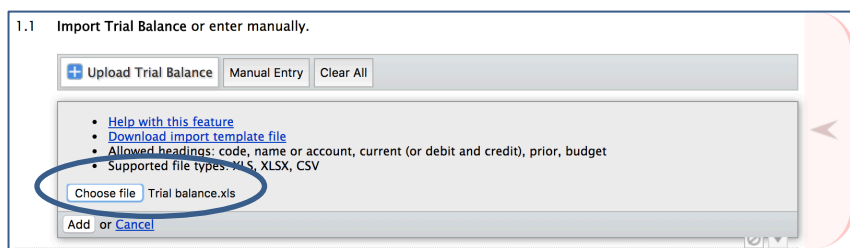

- The table at top of trial balance page should populate immediately – if not there is a problem with the trial balance import file – check the headings and try again.

- Data may be cleared using the "Clear All" button in the import dialog box and re-imported if required – but remember that this will also remove any prior year work, sub-headings or risk flagging so should be used with caution in second and subsequent year.

- In the case of a later trial balance being provided by the client a second import over the top will update the differences only and leave any sorting and subtotalling already done intact.

- If a mistake is made in second year import rather than using clear all it will be better to restore a duplicate from backup (see duplicate/restore function).

Problems with trial balance import

Troubleshooting:

- If no data is imported the likely problem is incorrect headings – double check if not working – they must be on the same line and use the wording alternatives as described above.

  o If that doesn't work, try deleting extra lines to the side of the right-hand column – any odd (and sometimes hidden) characters may interfere with import.
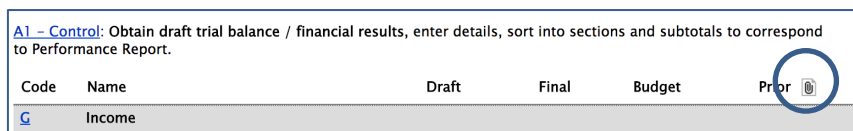
o   If the file is in Excel, try saving as a CSV and importing – Excel is a more complex format and sometimes there may be hidden formatting that should go away if saved as CSV.

- If data import is incomplete (the check totals at the bottom of the trial balance equal zero) this may be due to duplicated names or duplicated account codes overwriting each other – if account codes are unique account names need not be unique – but if account codes are not used then all account names must be unique.

Second and subsequent year trial balance import

In second and subsequent years it is not necessary to import prior column data as this will already be present as a result of the roll over process – if prior data not be used delete prior heading.

- It is also not necessary to use a "Section" column or subheadings as items with identical account codes and names will automatically match to prior year – and any new items will be listed at top of trial balance page for later sorting.

- Another option for second year imports is to download a copy of the prior year trial balance in CSV format and use this as the starting point for adding current year figures – this download is done by clicking the paper-clip icon next to the prior heading at the top of the trial balance page:

A1 – Control: Obtain draft trial balance / financial results, enter details, sort into sections and subtotals to correspond to Performance Report.

Code	Name		Draft	Final	Budget	Prior 📎
G	Income					

- The download will contain the correct account names, and the prior year column – current year data may then be typed or pasted into the draft column then the file re-imported (all columns to the right of draft may be deleted):

Trial balance sorting and sub-totals

Trial balance items that are not in correct sections may be sorted as follows:

- May drag and drop lines to change section or sequence from drag handle that appears when hovering over a line (select multiple lines using ctrl+enter – lines turn blue):

- Selected lines may also be deleted using delete key.

- May edit the item or change the section by using edit option from icon to the left:

- Section headings may be dragged into position from the drag handle that appears on when hovering over them.

- New lines or subtotals may be added from the drop-down at the right:

The trial balance data may be sub-totaled (e.g. GST below):

T	Accounts Payable and Other Current Liabilities					
630/01	GST Outputs	(6)	(6)	–	–	☆
630/03	GST Payments	–	–	–	(1,400)	☆
630/02	GST Inputs	(20)	(20)	–	–	☆
630/00	GST Adjustments	564	564	–	1,510	☆
Total	GST	539	539	–	110	⭐
800	Accounts Payable	(636)	(4,636)	–	(903)	☆
U	Term Liabilities					
850/01	Loan – Opening Balance	(5,000)	(5,000)	–	(10,000)	☆
850/04	Payments	4,000	4,000	–	5,000	☆
Total	Loan	(1,000)	(1,000)	–	(5,000)	⭐

- Used to combine figures to match the trial balance amounts to the draft financial statements or for totalling divisions or account classes.

- Subtotals may be moved by dragging and dropping into different places from drag handle that appears whole hovering over them – the total will update.

- Subtotals calculate on lines above up to section heading or to another sub-total (only one level of subtotals may be created).

- Subtotals created in one year are maintained for future years after roll-over and may then be further edited or deleted as required.

- Subtotals are automatically transferred (along with other TB data) onto section lead schedules once these are created (from bottom of trial balance page):

1.4	**Create Lead Schedules based on groups created above.**	
	Lead schedules generated based on data above. *– by Clive M on 15 Nov 2019*	☆

Journal entries (adjustments)

Once the trial balance items are loaded they populate the draft column on the trial balance page in the A section. Any errors/ adjustments found during the work are entered as journal entries from the drop-down box at bottom right of every work item or displayed account line by selecting journal entry tab:

- The "Please select" drop-down shows all accounts in the trial balance.

- Select accounts to be adjusted and amount – use negatives for credits - cents may be included if required.

- Unlimited lines may be added to the journal entry.
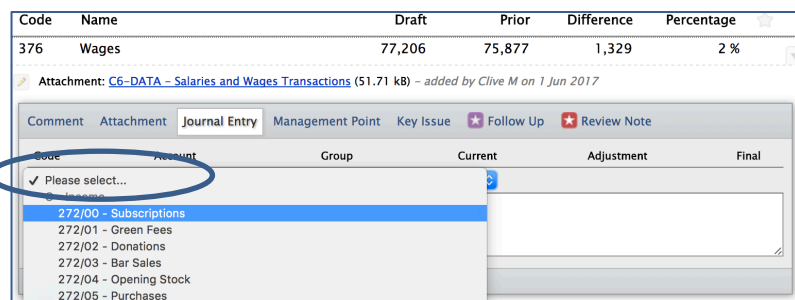
- If an account is not yet in the trial balance select add account from drop down at the bottom of the section in the drop-down where the new account is required:
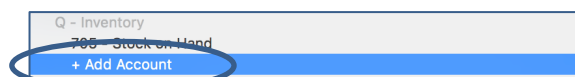
- Add narration – to describe the nature of the error:
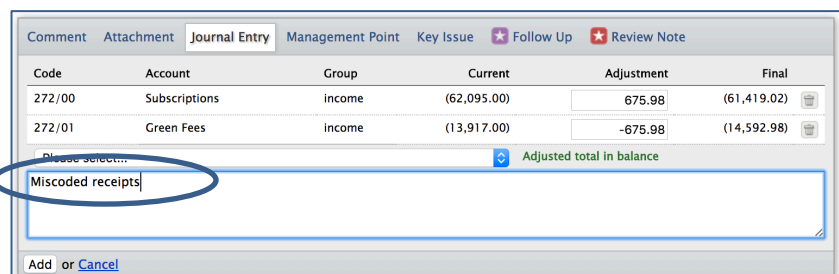
- For instances of non-monetary adjustments (such as disclosure errors) just add narration only (no $ values).

- Check total indicates if journal is in balance (it is not required that journals must balance to allow for instances where one-sided journals may be appropriate).

- Once journals have been created against a TB items that item will show as red wherever it is displayed.

- Clicking on the red item will open the adjustments page and highlight the journals:

Code	Name	Draft	Current	Budget	Prior
272/00	Subscriptions	(62,095)	(62,095)	–	(60,547)
272/01	Green Fees	(13,917)	(13,917)	–	(19,072)
272/02	Donations	(5,539)	(5,539)	–	(7,422)

All journals are accumulated on the Adjustments page W1 (this page may also be accessed from adjustments tab in top bar) – the adjustment displays on the adjustments page as follows:

DATA Miscoded receipts.

Code	Account	Group	Debit	Credit
272/00	Subscriptions	income	675.98	–
272/01	Green Fees	income	–	675.98

Post Journal   Edit Journal   Comment   Follow Up

- New adjustments default to pending status.

- Journals may be edited from this view or from the original page.

- A follow up may be added describing the status of the error prior to agreement being reached over adjustment – journals with follow-ups added may be printed as a client report (see below).

- Once adjusted by client in financial statements accountant marks as posted by selecting "Post journal".

- This changes the status to adjusted:

- If a journal is not to be adjusted in the financial statements a comment must be added as to why not – it will then be classed as an unadjusted error.

A summary at the top of the adjustment page represents the combined effect of pending, adjusted and unadjusted entries on income, expenses, assets, liabilities and profit:

Adjustments:

Summary	Expenses	Income	Assets	Liabilities	Profit
Pending	–	–	–	–	–
Unadjusted	–	(987.98)	987.98	–	(987.98)
Adjusted	(1,000.00)	1,765.00	(765.00)	–	765.00
Total	(1,000.00)	777.02	222.98	–	(222.98)

- Once posted the journal updates the trial balance final column – indicated by changing from red to green.

- Posted adjustments also carry through to lead schedules.

The adjustments page contains an option to print a report for the client so that they can make the suggested adjustments, or as a source for the accountant to post to the client ledger system:

Management report (final letter to client)

Management report points they may be created at any work item (any question or task on a work paper) and also from any account line within a table of trial balance data anywhere in the workbook:

- To create a point click the drop-down dialog at right end of all work items and trial balance lines and select "Management Point":
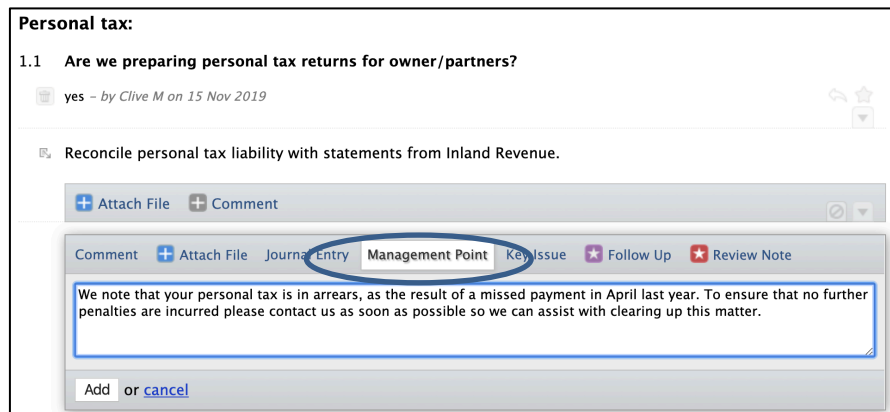
- This adds a point on the Letter to Client page (in the Y section).

- The accountant may make a draft summary note when they find the point, and tidy it up later on the Management Report page (Y1) using "Edit Point" button.

- The point may then be inserted into the letter (using "Post Point" button).

- If point is not to be included in letter add a comment to indicate how points have been/are to be otherwise resolved.

- Create letter from link further down page, and review:
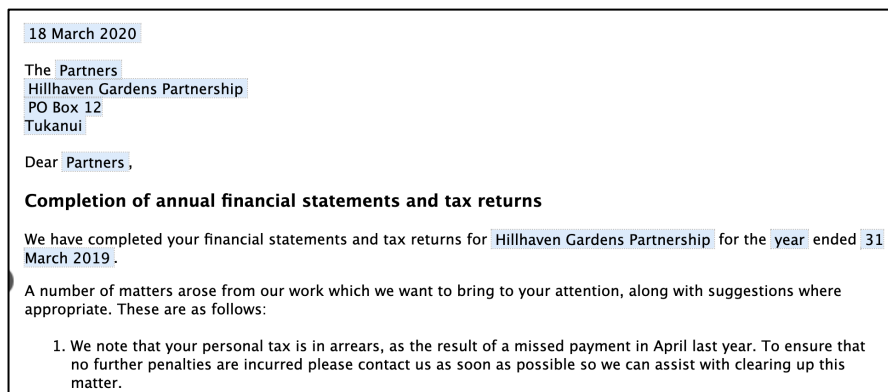
- Other text in management letter document may also be edited – refer to documents and letters.

Adding an attachment

Users may attach into the workbook any supporting work papers such as scanned documents, PDF, Excel, Word, photos or audio/video files or hyperlinks to external documents and websites at the appropriate steps to achieve fully paperless files if desired:

- Select "Attachment" button from the options from the drop-down box at the end of any work item.

- Click "File" from dropdown and navigate to the file location:
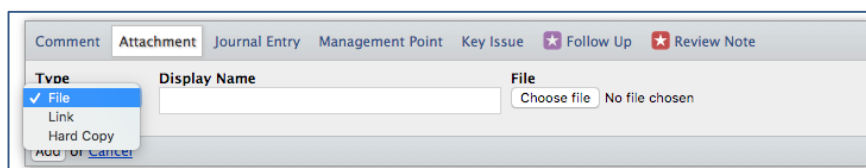
- "Display Name" may be changed from the default name of the attachment file by overtyping – if left blank display name defaults to the file name:

Significant entity information:

Add copies of or links to the following:

1.1   **Any founding document** (e.g. partnership agreement).

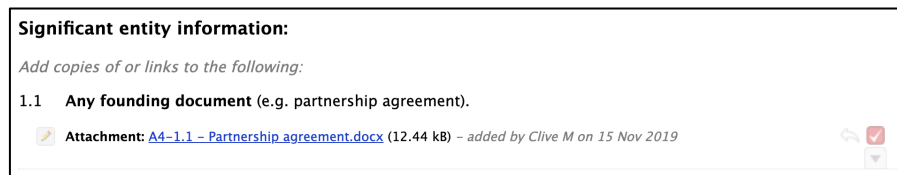| Type	Display Name	File	
File ▾	Partnership agreement.docx	📎 Partnership agreement.docx (12.44 kB)	Replace

Save   or cancel   🗑 Delete

- Click add and file is uploaded – it will then be accessed from hyperlink created:

Significant entity information:

Add copies of or links to the following:

1.1   **Any founding document** (e.g. partnership agreement).

✏️ **Attachment:** A4–1.1 – Partnership agreement.docx (12.44 kB) *– added by Clive M on 15 Nov 2019*   ↶ ✅

- Optionally an attachment may be added by drag and drop onto work item from file manager.

- Referencing is automatic –based on the page and work-item number – attachments display in the index as follows:
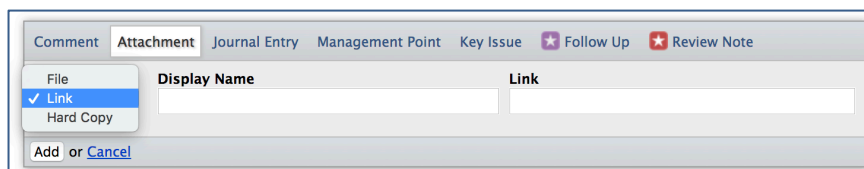
A4   Entity and Environment   ◄
📎   1.1   Partnership agreement.docx
✏️   1.3   website

- To replace an attached file, click the edit icon on the attachment, click the "Replace file" button, then upload the new file – the old file will be deleted.

- To amend an attached file (say an Excel spreadsheet comparing several years data that is to be updated), download the attachment by clicking the link, make the changes then use "Replace file" to re-attach, replacing previous version.

- The name of the attachment may also be amended from the attachment dialog box once edit is selected.

- Attachments may be marked as reviewed from red tick box at right.

*TIP: If the linked file is to form part of the final file then at the end of the job the link should be replaced with the an actual copy of the document

Links to documents and spreadsheets in Sharepoint, Google Drive and similar may be created from the attachments tab to allow them to be worked on collaboratively:

- Select link to provide access to the files:

- For example, on the Entity and Environment page we can link to the firm website, facebook page and Xero site:
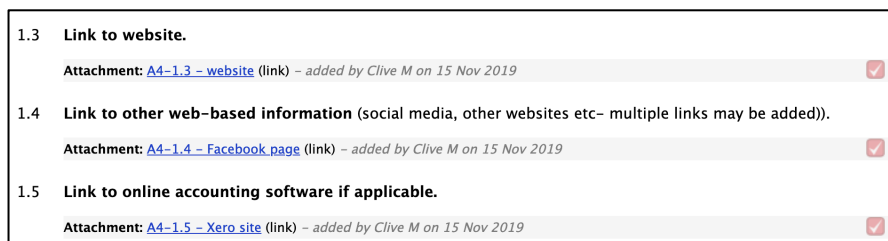
- Paste the link into the link box, then edit the display name to show a more meaningful name for the link. Then "Save":

- Clicking the link will now open it in a new window in the browser.

To create links to attachments in other parts of the workbook open the original page and target page in different windows and drag and drop attachments between the pages:

- This creates a duplicate path to the file (e.g. files uploaded by client in items required page that are needed elsewhere in the file).

*TIP: There is no limit to the size of attachments that may be added, but be aware that these attachments will affect the size of the final PDF file and very large files may take some time to roll over – so choose smaller versions of files if possible

View attachments uploaded by clicking on link in sidebar:


- To delete an attachment or link, click edit icon next to attachment download, and click delete icon at bottom right.

Cross-references may be made to attachments from comments by editing the comment and selecting the attachment name from the drop-down list:

- Attachments may be accessed by a reviewer, may be carried forward for future years and they are attached into the rolled over PDF version of the job (by way of a zip file).

Where a paperless file is not required a placeholder may be added into the index for items physically filed in the hard copy file:

- Select "Hard Copy" from drop down to create index placeholder.
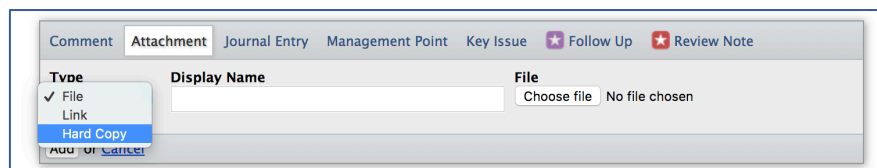
- Type the name of the document in the attachment box then tick the "Hard Copy" document check-box and select Add to create:
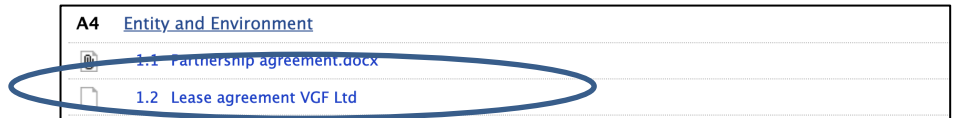

- The added item will appear like this in the workbook:

- The attachment will again show on the index referenced with the work-item on the parent page but with an icon identifying it as a shared copy attachment (an empty page rather than paperclip icon):

A4	Entity and Environment
📎	1.1 Partnership agreement.docx
📄	1.2 Lease agreement VGF Ltd

- Third party users may also add attachments where the accountant has shared a page for gathering information.

Adding a comment

Comment boxes are utilised where text-based answers are required. For multi-choice, attachments, or yes/no answers optional comments may be added:

- Comments may be added to default comment boxes or extra comment boxes may be accessed from the drop-down arrow at end of each work-item.

- To enter "n/a" in a comment box click the (🚫) icon on right (also enter n/a using the esc key on any comment box).

- To make a paragraph within a comment box or a conclusion use shift+enter.

- When completing a series of comment boxes use enter key after completing to save and move to the next comment box.

- Add multiple comments by reselecting drop-down box.

- Text may be drag and dropped into a comment box from elsewhere or use copy and paste.

- A work item is treated as complete once it has received at least one comment – it receives a green tick – all items on a page must show a tick before a page may be concluded.

A cross reference to another work paper or to referenced attachment may be added to a comment:
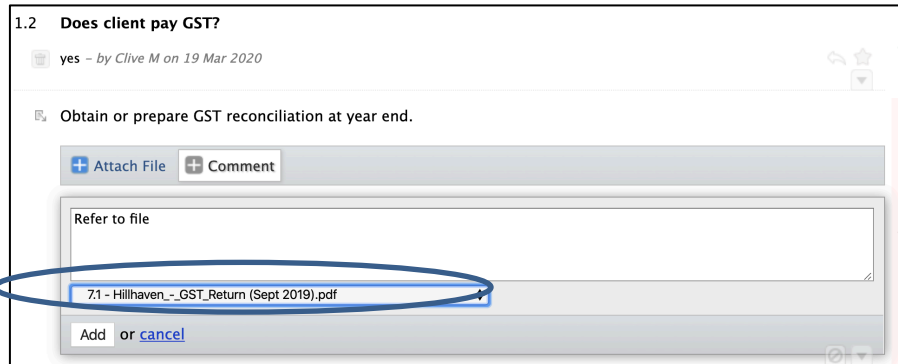

- The work item will display a link to the target work paper, but no link is shown on that work paper – if required create a second reference back from that page:
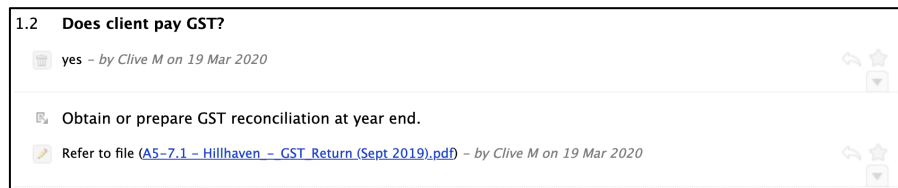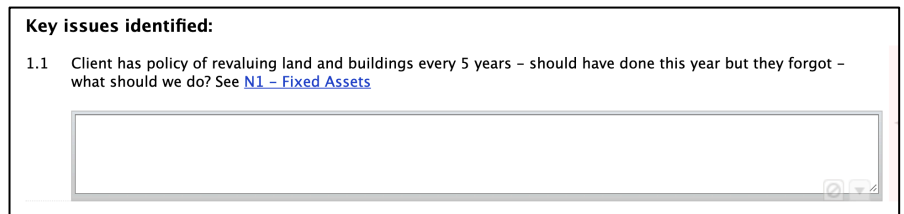

Adding a key issue

A key issue is used for identifying issues that are especially relevant to the job and require specific partner attention.

- A key issue may be created from the drop down dialogue that end of each work item.
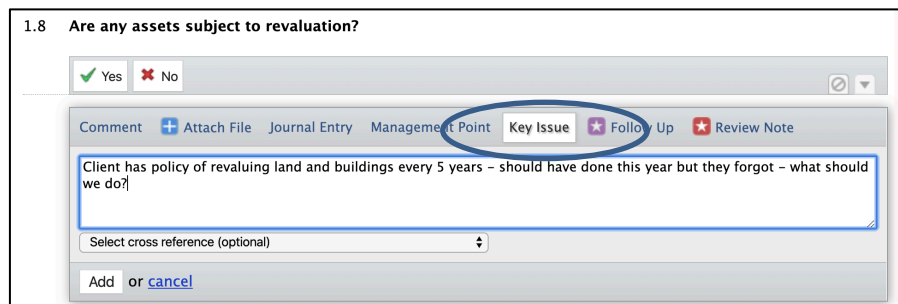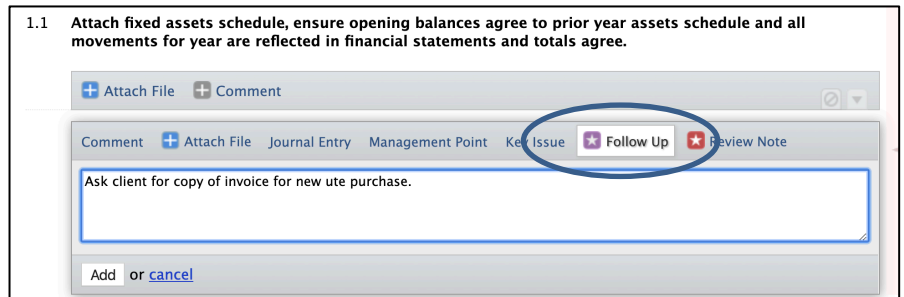
- A key issue may also be sent to the top of any other page in the client workbook using select target work paper at the bottom of the key issue dialog box.

- Any key issue created will appear on the top of the Z1 page.

- A text box is added that must be completed indicating how the key issue was dealt with:

Key issues identified:

1.1 Client has policy of revaluing land and buildings every 5 years – should have done this year but they forgot – what should we do? See N1 – Fixed Assets

Adding a follow up

A follow up is a quick way to create a bookmark of something the accountant wishes to highlight for further attention:

- Entered from "Follow Up" tab accessed from drop-down on right side of work items.

1.1 **Attach fixed assets schedule, ensure opening balances agree to prior year assets schedule and all movements for year are reflected in financial statements and totals agree.**

Attach File   Comment

Comment   Attach File   Journal Entry   Management Point   Key Issue   Follow Up   Review Note

Ask client for copy of invoice for new ute purchase.

Add   or cancel

- Does not form part of the final file, but ensures easy method of tagging unfinished items for follow up.

- All follow up items are listed under follow up box in the sidebar.
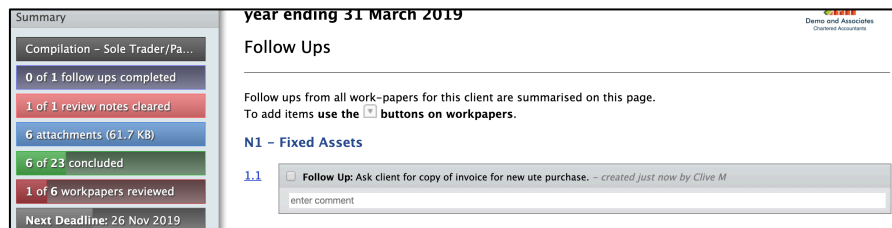
- Other people may answer - the box changes colour when someone else comments to indicate a response.

- Or user may answer their own follow up – or simply tick as completed when addressed.

- A page may not be completed until follow ups are cleared (unless the follow up has been created on conclusion box).

- Follow ups show greyed-out once ticked as completed.

- They disappear altogether once page is concluded so ensure all detail addressing the issue is entered on page (not in the follow up itself).

- Follow ups may be created on a conclusion box after it has been concluded if necessary - so that the job may continue without un-concluding (for non-essential items).

Adding a Conclusion

Once a page is completed and all items have green ticks, a conclusion box appears at the bottom of the page:
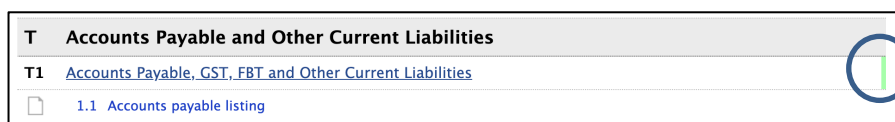
- The default conclusion is a suggestion only – it may be edited, deleted or replaced simply by adding or removing text:
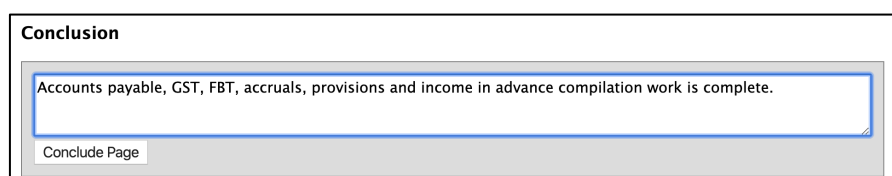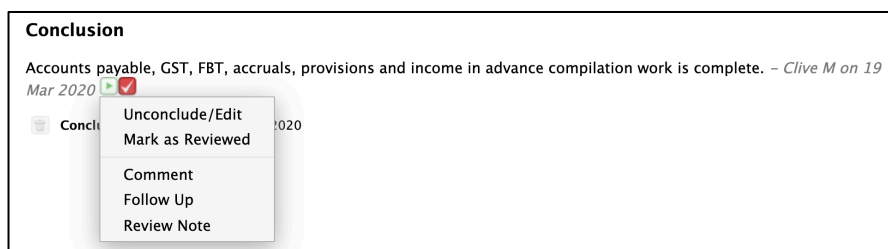
- Like a comment box, paragraphs breaks may be added using shift+enter.

- Once concluded, the date of conclusion and identity of the user concluding the page is added:
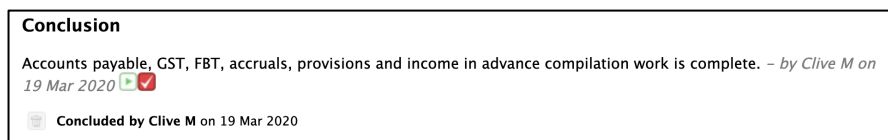
- On the index page, a concluded page is indicated by a green line:

- A dropdown box appears at the end of the conclusion allowing for extra items to be added:

- Once concluded a page is locked, so to edit a page it must first be unconcluded – the first option in the dropdown.

- The page may also be marked as reviewed – also accomplished by clicking the red tick – only a user with partner or manager status has this option (see also review notes).

- In addition, comments, follow up items and review notes may be added without unconcluding the page – used where the user or reviewer wishes to add something that does not require the page to be unconcluded but just to add a note such as training instructions.

- When a page is unconcluded then reconcluded these details are recorded to provide a history of the page – explaining to a reviewer perhaps that a planning section was concluded earlier then revisited at a later date:

> **Conclusion**
>
> Accounts payable, GST, FBT, accruals, provisions and income in advance compilation work is complete. *– by Clive M on 19 Mar 2020* ▶ ✅
>
> 🗑 **Concluded by Clive M** on 19 Mar 2020
> 🗑 **Unconcluded by Clive M** on 19 Mar 2020
> 🗑 **Concluded by Clive M** on 19 Mar 2020

Adding review notes and review stamps

Creating a review note is very much like creating a follow up, but in this case a reviewer creates them:

> **1.11 In addition to compilation of annual financial statements, what other kinds of work are we offering the client?** (Select those that are applicable – will be inserted into engagement letter.) see <u>SES-2, 41</u>
>
> ✏ – Prepare minutes / resolutions *– by Clive M on 15 Nov 2019*   ↩ ☆
> ✏ – Advise on relevant accounting matters *– by Clive M on 15 Nov 2019*   ↩ ☆
> ✏ – Assist with adjustments to the accounting records *– by Clive M on 15 Nov 2019*   ↩ ☆
> ✏ – Taxation advisory services *– by Clive M on 15 Nov 2019*   ↩ ☆
>
> [Please select... ▾] Other   ▾
>
> Comment ➕ Attach File   Journal Entry   Management Point   Key Issue   ⭐ Follow Up   ⭐ Review Note
>
> Also we should be disclosing that we have assisted with setting up their accounting system.
>
> [Add] or <u>cancel</u>

- The reviewer is a user (manager, partner or peer reviewer) who is assigned to the job and logged in – but another staff member may reply.

- Reviewing may take place concurrently with work being performed as it is done online and from any location where there is internet access – any number of users may be concurrently working on a job in real time.

- May be added to any line item before a page is concluded and may be added to conclusion on pages already concluded (see conclusions).
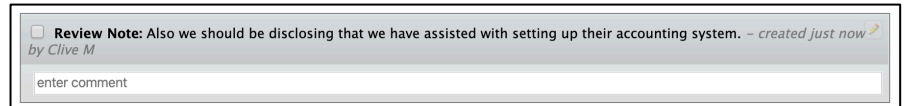

- Once addressed they may be ticked as completed – this changes note to crossed out and greyed out:


- Once page is concluded review notes within the body of the page disappear so ensure all detail addressing the issue is entered on page – review notes do not form part of the final file.

- Page may not be concluded until reviews in body of page are cleared.

- May be created post-conclusion if necessary – so that the job may continue (non-essential items such as training-related instructions).

- There is an option is security settings to specify that the same person who concludes the page may not also review it:

  o This is optional as some firms find it more efficient that a reviewer be able to unconclude, make a change, reconclude and mark as reviewed.

- Review notes are listed in the side bar which also displays how many review notes are incomplete:
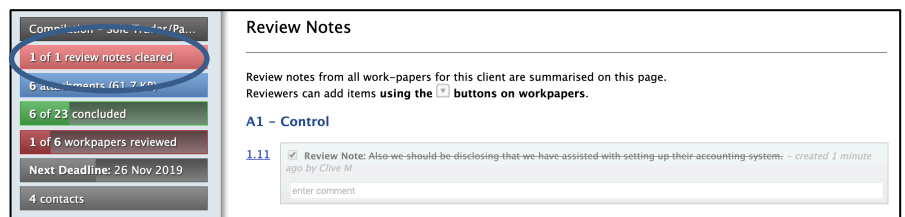
- Attachments and tables may be given a review stamp to show that they have been approved (select red tick box at right of attachment or table):
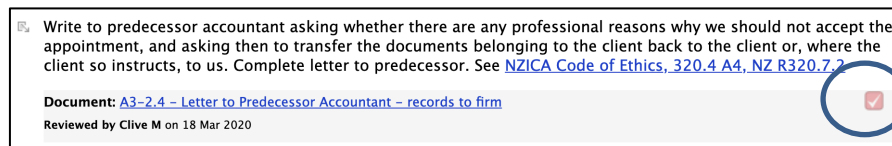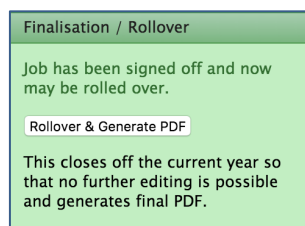

- For a concluded page use review stamp (☑) to enter reviewed by (click on red tick) – also appears in index – blue background for manager, green for partner, and yellow for peer reviewer:
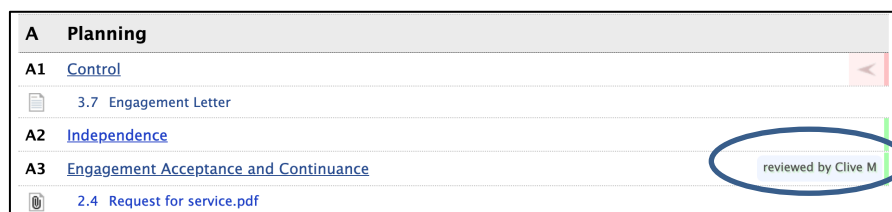
Annual rollover

At the completion of work (after signing off A1 page) an annual rollover dialog box appears in the sidebar:

- Click "Rollover and Generate PDF" to start a new year with conclusions deleted and current year data moved to prior.

- The client will be locked while the rollover is completed – usually no more than a couple of minutes – other jobs may be opened while this is happening.

*TIP: Save a copy of this file to the firm backup system – right click on link and download

- Rollover is normally carried out as soon as possible after job is completed – preferably at about the same time the A1 page is finalised.

- The rollover produces a PDF version of the completed year, and a copy is kept at the bottom of the sidebar:

  Prior Years

  y/e 31 Mar 2016 (449.1 KB)
  y/e 31 Mar 2015 (400 KB)
  y/e 31 Mar 2014 (968.1 KB)

- Attachments may be accessed on line from the PDF file – but they are also added into a ZIP file for permanent storage.

- If printing is required attachments they must be printed separately using the appropriate program (Word, Excel etc.) – click on the links and the attachment will open.

- Rolled over job includes all comments and attachments as prior year (greyed out).

- Brought forward items from prior year (indicated by green arrow pointing down) may be adopted by clicking the green bring-forward arrow then edited as required.

  Is this an initial engagement?

  Prior year no – *by Clive M on 23 May 2017*   Bring Forward
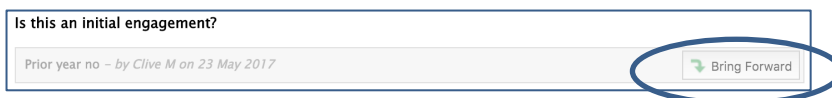
- After bringing comments forward they may be edited – the user name and date will be updated.

- Brought forward items from prior year that have not been adopted disappear on conclusion as do completed follow- ups and review notes (may still see history of reviews and follow-ups in sidebar) so they may be ignored if not required.

- Trial balance is moved from current to prior – section classifications and sub-totals are maintained.

- New year trial balance may now be imported (see second and subsequent year trial balance import).

Printing and export options

Printing and exporting is optional. If all attachments are uploaded no printed file is required. However if required the completed PDF may be printed, or print individual pages:

- If printing wait until the entire job is finished and then printing all pages at once to ensure all pages are complete.

- Pages may be printed individually if required from the print command (tab at the bottom right of each page).

- A job may also be printed to PDF at any stage if required from the print/export client (PDF) command in the sidebar.
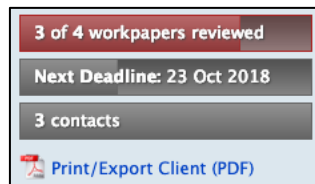
- Clicking the link will open a dialog with options to either download the job as a PDF with all attachments as links within the PDF or downloading a ZIP file with all attachments separately as shown below:
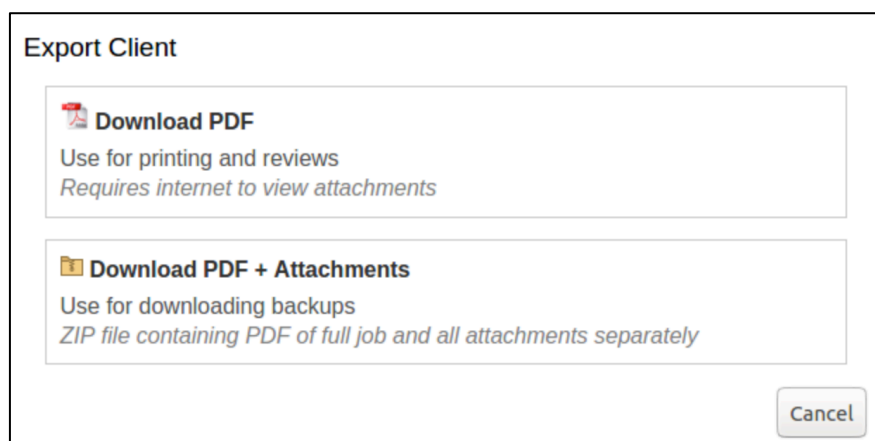
- Pages from outside the workbook (for instance review notes and follow ups) are not included in the final file but may be printed if required using the browser print (ctrl+p) function.

Formatting and variables

Formatting applies specifically for editing documents and creating new documents, however bolding and italics may be applied in work items when editing work-papers, and in comments boxes when doing regular work:

- Asterisk ***for bold***

- Underline __for italic__

*TIP: Open any existing documents or work-papers to see how formatting is used, and how variables are used to toggle fields on and off

- Space/dash – for a bullet point

- To insert a yellow field (user-editable area directly in document) use [[double_square_brackets]] – this may also act as a "highlighter" to draw attention to the item.

- Hash **#for extra large bold#**

- Double hash

##for large with line across underneath##

_____

- Triple hash

###for large bold (same size as heading)###

- Variables may be used anywhere to pull in data from elsewhere in the file – common default variables are:

- o {{client.name}} – the job name (edit from job set up on home page)

- o {{account.firm_name}} – the name of the firm (as set up on sign-up but may be edited by account owner)

- o {{firm_partner.name}} (the partner assigned to the job on A1)

- o {{client.current_year_end}} (edit from job set up on home page)