CHECKPOINT TOOLS PPC's SMART Practice Aids

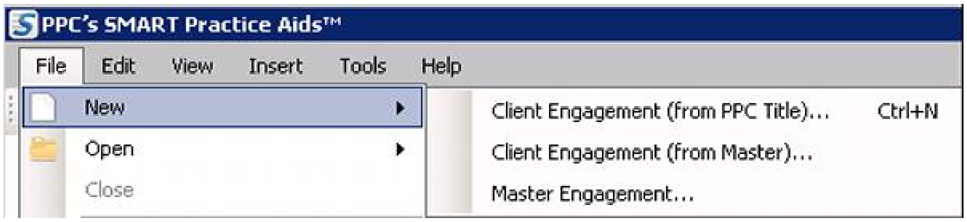
THOMSON REUTERS

PPC'S SMART PRACTICE AIDS – RISK ASSESSMENT QUICK REFERENCE

Create a Client Engagement

PPC's SMART Practice Aids® is an innovative audit tool that brings advanced functionality to your licensed PPC's Practice Aids products, allowing auditors to optimize the overall audit planning process.

You can create a client engagement from a **PPC Title** or from a **Master Engagement**.



- Creating an engagement from a PPC Title creates a blank engagement based on the PPC title you select.
- Creating an engagement from a Master Engagement imports any information from the previously generated master engagement into the new client engagement.

For support, go to http://support.rg.thomsonreuters.com, or call 800.431.9025.

W-329872

Allow Multi-User

You have the option, when opening an existing engagement, to allow multiple users to work on the engagement at the same time. Otherwise, other users who have access to the engagement will only be able to open the engagement in read-only mode.

To set the option to allow multi-user:

1. On the **File** menu, click **Open** (or click the **Open** button on the tool bar).
2. Select the **Allow multi-user for this engagement** check box. This option allows multiple users to edit parts of the engagement at the same time.

To unlock a locked engagement:

1. On the **Tools** menu, click **Options**, and then click **Application Settings**.
2. Click the **Multi-User** tab of the **Options – Application Settings** window.

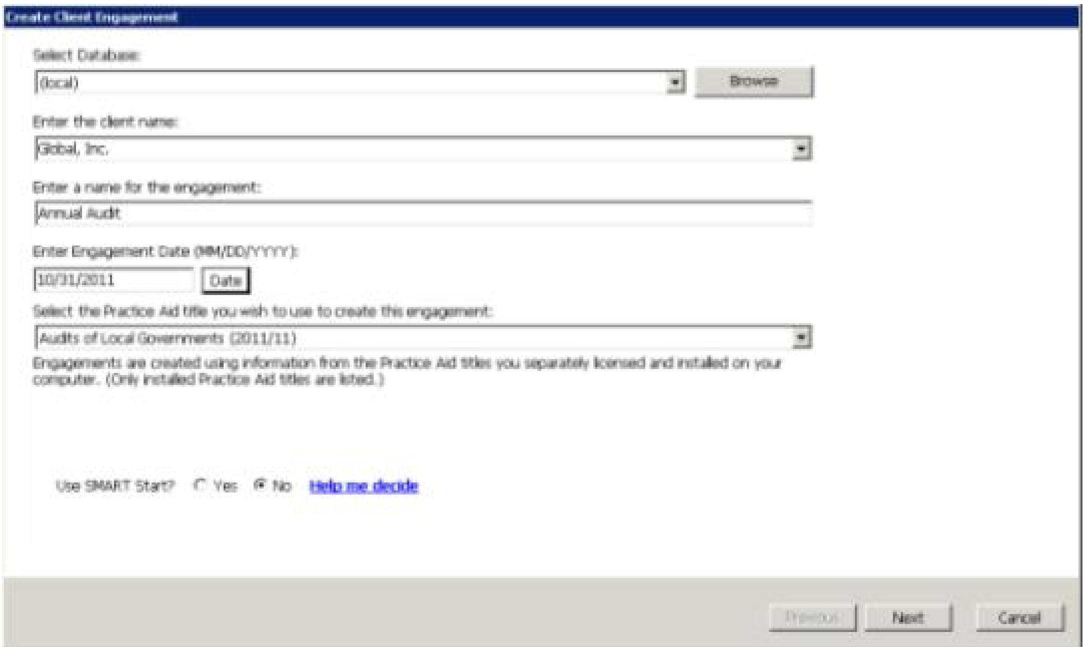
Create a SMART Start Client Engagement

If you select practice aids titles with SMART Start data, you will see a new option on the **Create Client Engagement** window that lets you enable SMART Start, an audit process for small, noncomplex entities.

To create a SMART Start client engagement:

1. On the **File** menu, click **New**.
2. Click **Client Engagement (from PPC Title)**.
3. Select a **practice aid** title for this engagement. (Only installed practice aids titles are listed.)

   If you select a practice aids title with SMART Start data, you may see a new option called "**Use SMART Start?**."



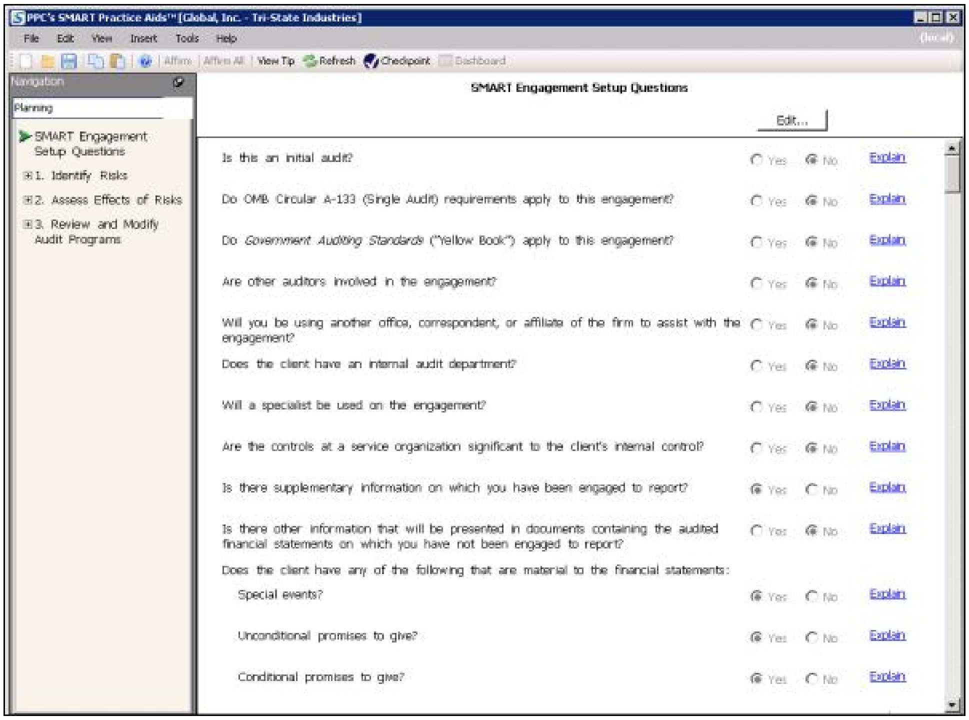
Note: Click the **Help me decide** link for a summary of benefits, cautions, and other considerations when using SMART Start.

The system automatically selects the Risk Assessment module. Then it disables and deselects the Internal Control module and provides the ability to enable Disclosure and Field Work.

The system creates a new client engagement, populates the engagement with SMART Start content, opens the engagement to the first planning form in the engagement, and places the SMART Engagement Setup Questions report in the engagement as the first form in the planning area (immediately before Identified Risks).

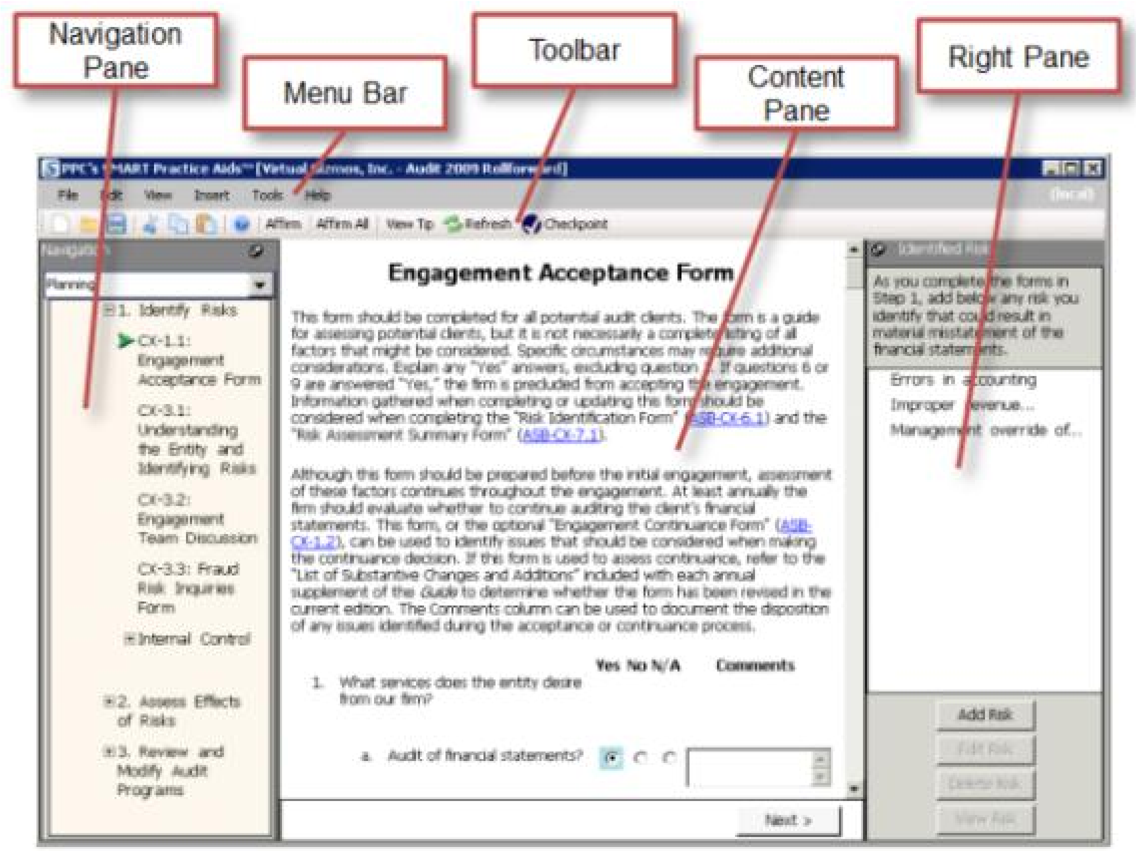
SMART Engagement Setup Questions

Answer SMART Engagement Setup Questions to automatically streamline and tailor your practice aids and audit programs based on your answers. You can click the **Explain** link next to each question for an explanation. Planning questions not applicable to your client's situation will be removed automatically, and audit programs will be tailored automatically.



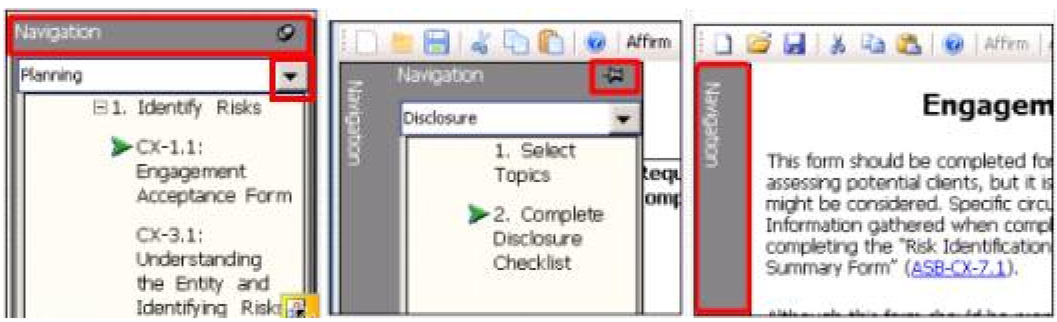
General Navigation

SMART Practice Aids uses an easy-to-navigate three-pane design. Take a few minutes to get familiar with the names of the interface features. This will help you better understand the Help's step-by-step procedures that show you how to use SMART Practice Aids.



Navigation Pane

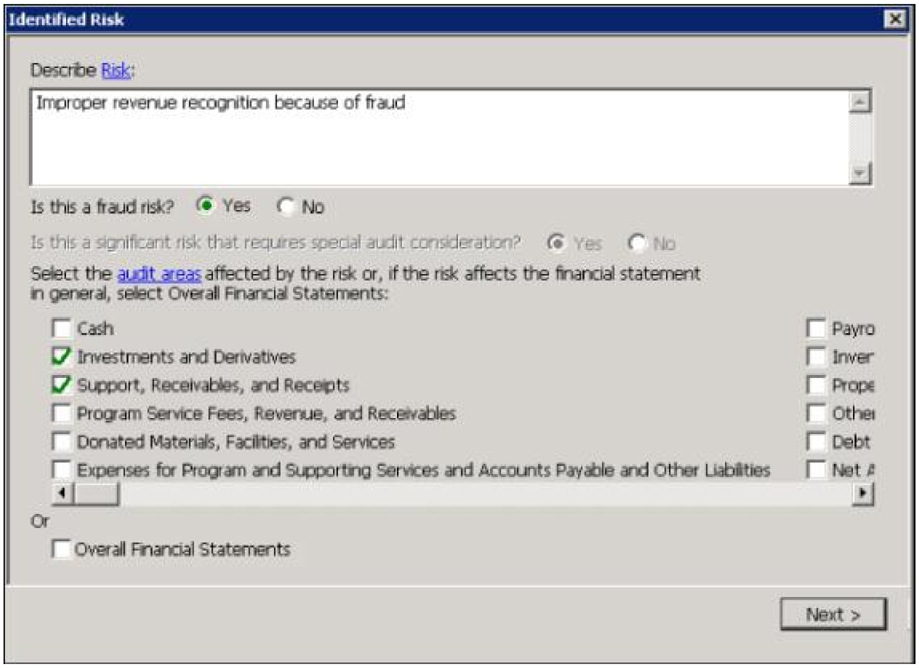
You can hide or display the **Navigation** pane and right pane using the "pin" icons that appear at the top of the panes.



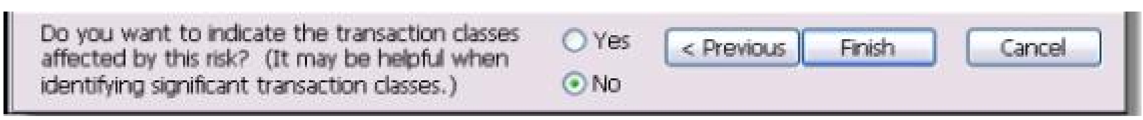
Step 1 - Identify Risk

As you complete the planning forms in Step 1 - Identify Risks, you can add to the engagement any risks that could result in material misstatement of the financial statements.

To access this window, click the **Add Risk** button in the **Identified Risks** right pane.

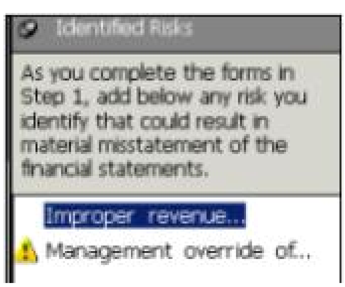


Users who have enabled **SMART Practice Aids – Internal Control** for the engagement will see an additional option below the assertions list asking if you want to indicate transaction classes affected by the risk.

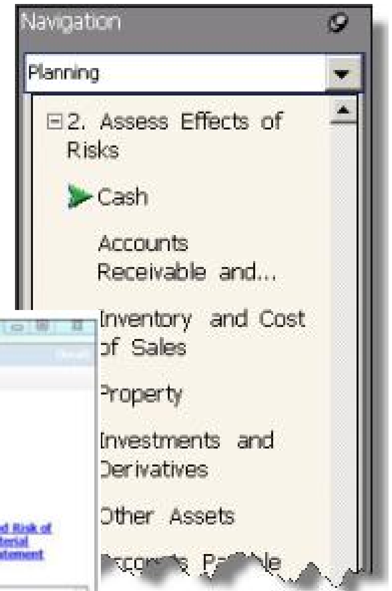


The risks you identified appear in the **Identified Risks** area in the right pane.

A  symbol appears next to any risk for which you opted not to select the transaction classes affected by the risk.

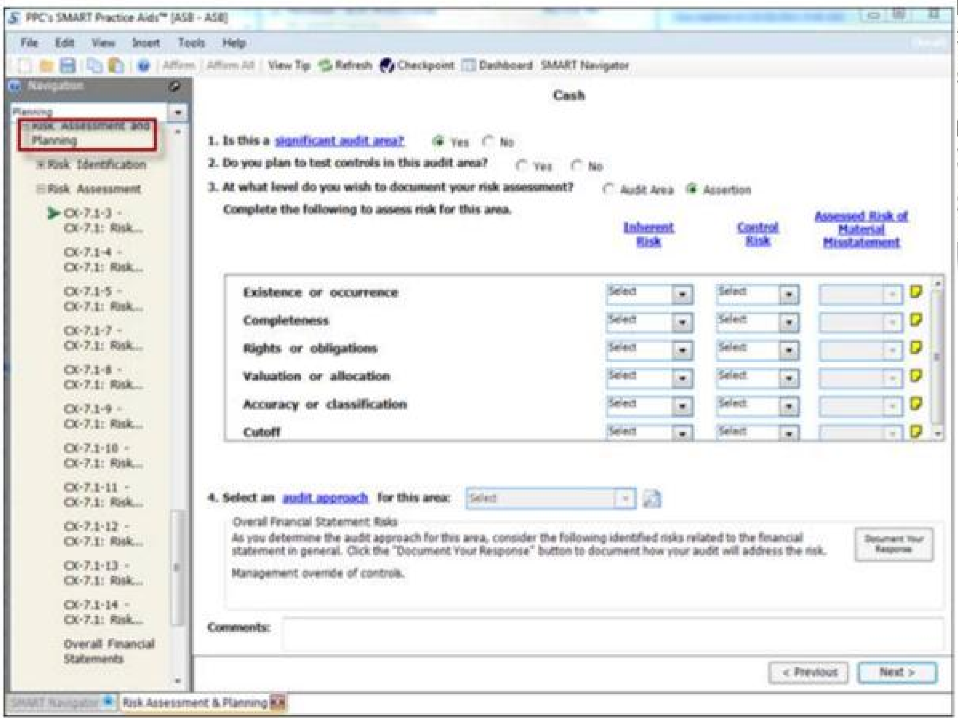


Step 2 – Assess the Effects of Risk



The second step in completing an engagement is to assess how the risks that you identified when completing the planning forms in Step 1 affect the audit procedures you will perform. Each audit area is represented by an Assess Effects of Risks window that displays the identified risks organized by affected assertion.

To access this window, from the **Navigation** pane, select any of the audit areas under **Risk Assessment and Planning**.



As you complete each audit area's risk assessment, click **Next** to move to the next audit area.

Overall Financial Statement Risks

In the Overall Financial Statement risks form, review the planned audit response to identified risks and make changes if applicable.

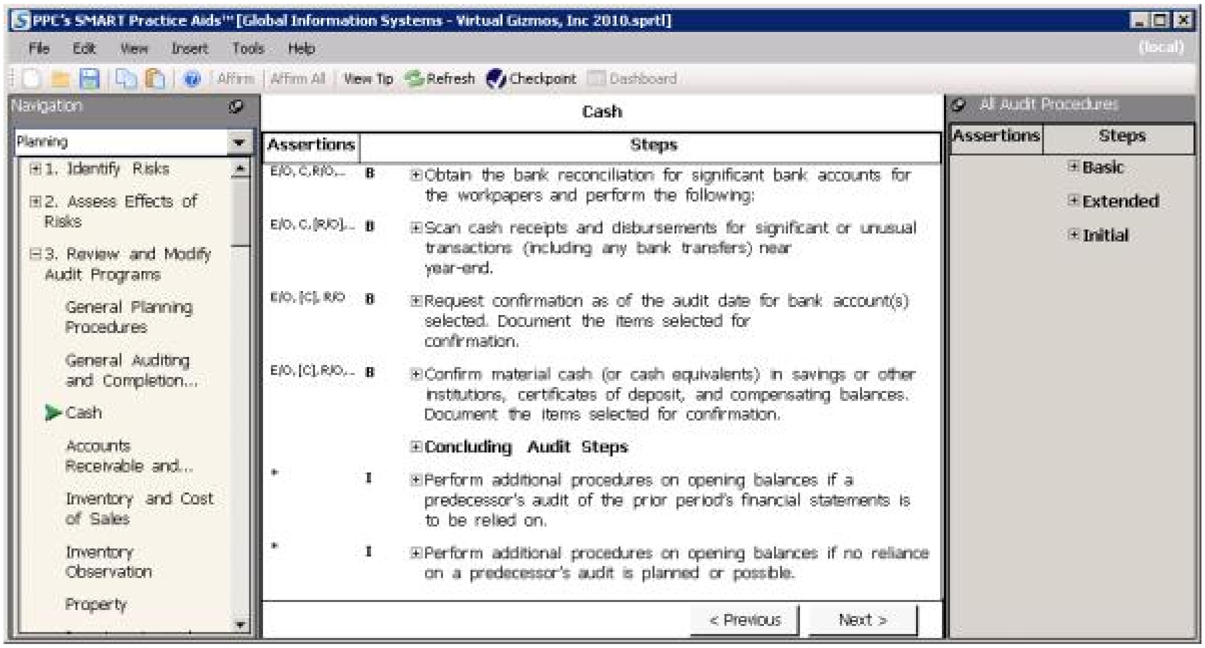
All risks identified as affecting the financial statement in general are listed in the **Identified Risks** field. For the risk management override of controls, a response is provided. You can edit the planned audit response text, add procedures/comments, or make changes to the text as needed.

Step 3 – Review and Modify Your Audit Programs

You perform this step in the **Review and Modify Audit Programs** section in the **Navigation** pane. Here you access the suggested audit procedures for all audit area and modify them if necessary.

Center Pane Contents

The center pane lists suggested audit procedures for the audit area. You can click a **+** icon to expand a selected category or procedure section.



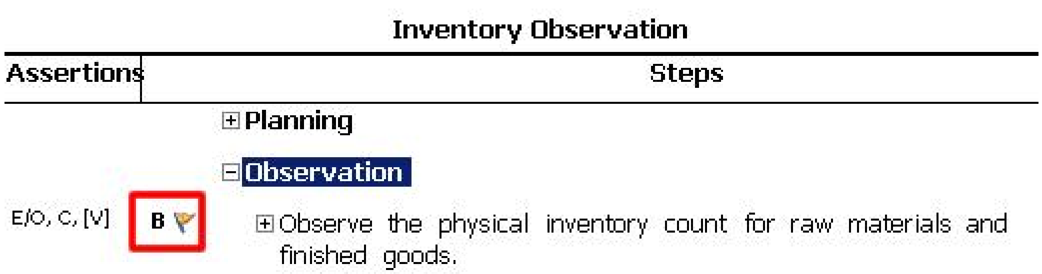
Right Pane Contents

The right pane lists all audit procedures available for the audit area. Use the **+** and **-** icons to expand and collapse the different procedure sections. Procedures currently included in your audit program appear in light gray text. Other procedures available for selection appear in dark text.

Prior Period and Current Period Procedures

There are navigational aids to help identify differences between prior period and current period audit procedures.

In the center pane a modified step **flag icon** is displayed next to each procedure that contains differences between the current period and prior period.



Click the **flag icon** to display the Reset Procedure window. The prior period, original PPC procedure - current period , and modified current period versions of the procedure text are displayed for comparison. Select the version of the procedure text that you want to use for the current period. Click **OK** to confirm the change.

A flag icon also appears in the right pane for each audit procedure step that was selected in the prior period.

Add, Modify, Delete Procedures

To add a procedure:

You can add pre-defined procedures or your own custom procedures.

- To add pre-defined procedures to your audit program, drag and drop a procedure in the right pane to the center pane.
- To add your own custom procedures, select **Procedure Above** or **Procedure Below** (depending on where you want it to appear) from the **Insert** menu.

To modify a procedure:

Double-click any procedure to modify it. You can also select **Modify** from the **Edit** menu to edit a selected procedure. To assist reviewers, your changes appear in red.

To delete a procedure:

To delete a procedure you have added, highlight the procedure in the center pane and select **Delete** from the **Edit** menu.

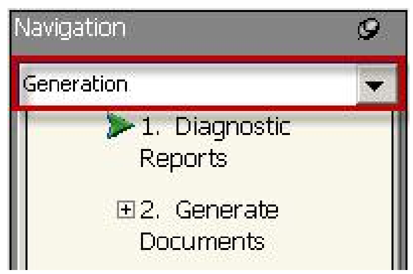
You can also drag and drop unwanted procedures from the center pane to the right pane using your mouse to remove procedures from your audit program.

Generate Diagnostics Report

After creating an engagement and completing all pertinent forms, you are ready to run the **Diagnostics Report**. Review this report to discover inconsistencies or other conditions that you should consider before generating your planning forms and audit programs.

To generate the Diagnostics Report:

On the **Navigation** pane, select **Generation** from the **Navigation** drop-down list.



Generate Planning Forms and Audit Programs

The final step in the risk assessment process is to generate the engagement's planning forms and audit programs.

1. In the **Navigation** pane, select **Generation** from the drop-down list.
2. Expand **Generate Documents** and click **Planning Forms**.
3. Select the check box for each planning form you want to generate.
4. Click **Create Practice Aids** to generate fully functional Practice Aid versions of the selected planning forms.

   The **Create Practice Aids** window appears.
5. Either type in the directory path or use the **Browse** button to locate the folder where you want to save the planning forms.

Note: **To generate audit programs**, the procedures are similar to those for generating planning forms, except that you perform the steps on the Generate Audit Programs window instead of on the Generate Planning Forms window.

To use the print preview feature:

Click the print preview icon next to the form you want to preview.

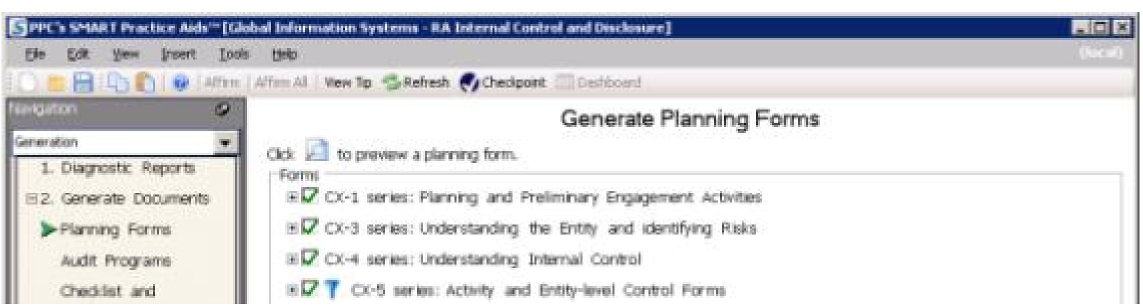
The print preview opens in the **Preview** window.

To use the preview right-click feature:

Once you open a document or form in preview mode (see the previous procedure), you can right-click anywhere in the document to bring up a shortcut menu. This menu has options that let you print the previewed document, add to favorites, create a shortcut, and export to Microsoft Excel.

Set Filter Option

To use a filter for CX-5 forms using SMART Practice Aids - Internal Control, click the **Set Filter** icon next to the CX-5 series.



Select the check boxes for the controls you want to display in the preview or generated document.

Engagement Rollforward

The SMART Practice Aids **Rollforward** feature provides two ways to create a new client engagement and transfer prior-period engagement answers and customizations into it:

- Rollforward to a new client engagement
- Merge with a master engagement

Rollforward the Client Engagement to a New Client Engagement

This option is considered the typical rollforward method. It creates a new engagement based on an equal or newer version of the Practice Aid title used to create the original engagement, then transfers the selected prior-period engagement data into it.

Merge the Client Engagement with a Master Engagement

This option is useful for firms that want their auditors to begin with the current master engagement (created and maintained by the firm), but want the new engagement to include responses and other data from the prior-period engagement. It allows firms to effectively use master engagements without losing documentation that was created in the prior period client engagement. When this option is chosen, the selected master engagement and prior-period client engagement are merged as follows to form the new client engagement.

To rollforward a client engagement:

1. Open an engagement to be rolled forward.
2. On the **File** menu, click **Rollforward**.

Tools Menu

These options are available from the **Tools** menu on the main menu bar.

<table>
<tr><th>Name</th><th>Description</th><th>Shortcut</th></tr>
<tr><td>Add Risk</td><td>Add a new risk to the current form when working in Step 1 - Identify Risks and Step 2 - Assess Effects of Risks.</td><td>Alt + T + A</td></tr>
<tr><td>Regenerate Audit Area</td><td>Clears the audit program and reselect procedures based on the current risk assessments.</td><td>N/A</td></tr>
<tr><td>Clear Risk Assessment</td><td>Clears all risk assessments for the current audit area and sets them back to "Select."</td><td>N/A</td></tr>
<tr><td>Workpaper Status Report</td><td>Runs the Workpaper Status Report. (If you have Field Work installed, this option will be enabled.)</td><td>N/A</td></tr>
<tr><td>Transfer Engagement</td><td>The Transfer Engagement submenu has the following options.
<table>
<tr><th>Name</th><th>Description</th><th>Shortcut</th></tr>
<tr><td>Client Engage-ment</td><td>Transfer an existing client engagement to another database.</td><td>F10</td></tr>
<tr><td>Master Engage-ment</td><td>Transfer an existing master engagement to another database.</td><td>N/A</td></tr>
</table></td><td>Alt + T + T</td></tr>
<tr><td>Receive Engagement</td><td>Import an existing engagement into your database.</td><td>Shift F10</td></tr>
<tr><td>Affirm</td><td>Confirm a prior period assertion for the current period.</td><td>Alt + T + M</td></tr>
<tr><td>Affirm Row</td><td>Affirms the responses in the entire row of a table.</td><td>N/A</td></tr>
<tr><td>Affirm Table</td><td>Affirms the responses in the entire table.</td><td>N/A</td></tr>
<tr><td>Affirm All</td><td>Confirm all prior period assertions for the current period.</td><td>Alt + T + L</td></tr>
<tr><td>Update SMART Engagement</td><td>Update an audit program within the current engagement to include user's changes to the generated version of the same audit program document.</td><td>N/A</td></tr>
<tr><td>Wrap-up</td><td>The Wrap-up submenu has the following options.</td><td>N/A</td></tr>
</table>

<table>
<tr><th>Name</th><th>Description</th><th>Shortcut</th></tr>
<tr><td></td><td>
<table>
<tr><th>Name</th><th>Description</th><th>Shortcut</th></tr>
<tr><td>Delete Backup Files</td><td>Select and delete backup files that have been created using the File > Backup action.</td><td>Alt + T + W</td></tr>
<tr><td>Delete Transfer Files</td><td>Select and delete files that have been transferred to another database.</td><td>Alt + T + W</td></tr>
<tr><td>Clear Unused Data</td><td>Select and delete unnecessary data.</td><td>Alt + T +</td></tr>
</table>
</td><td></td></tr>
<tr><td>Options</td><td>The Options submenu has the following options.
<table>
<tr><th>Name</th><th>Description</th><th>Shortcut</th></tr>
<tr><td>File Locations</td><td>Define default file locations for engagement backups, transferred engagements, and generated Practice Aids.</td><td>Alt + T + O + F</td></tr>
<tr><td>Content Settings</td><td>Set the location of reference materials such as PPC</td><td>Alt + T + O + S</td></tr>
</table>
</td><td>Alt + T + O</td></tr>
</table>

<table>
<tr><th>Name</th><th>Description</th><th>Shortcut</th></tr>
<tr><td></td><td>
<table>
<tr><th>Name</th><th>Description</th><th>Shortcut</th></tr>
<tr><td></td><td>Guidance and Checkpoint.</td><td></td></tr>
<tr><td>Point to Different Database</td><td>Change the database for your PPC's SMART Practice Aids client.</td><td>Alt + T + O + P</td></tr>
<tr><td>Point to Firm Library Database</td><td>Set the database to use for loading your firm libraries. (If you have the Disclosure module installed, this option will be available.)</td><td>N/A</td></tr>
<tr><td>Application Settings</td><td>Change your user name; set multi-user options.</td><td>Alt + T + O + A</td></tr>
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</td><td></td></tr>
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Access From Virtual Office CS

When you access **SMART Practice Aids** from **Virtual Office CS**, the following menu options become available on the **Tools** menu under the **VO Options** submenu. These menu options are available only from the Virtual Office-launched version.

Name	Description	Shortcut
Set/Update Login	Set up initial login or update existing login information.	N/A

Name	Description	Shortcut
Information		
Refresh Product List	Refresh list of licensed product titles to ensure availability via Virtual Office CS.	N/A