

CURRENT AUDIT FILE

Login > your audit file > CAF

The image shows the login process for InPractice Software. It starts with a browser window at `auditinpracticesoftware.com/login`. The login form includes fields for Email and Password, a 'Remember Me' checkbox, and a 'Forgot Password?' link. A blue arrow points from the 'Login' button to the next screen.

The next screen is the dashboard at `auditinpracticesoftware.com/my-audit-files`. It features a navigation menu with 'My InPr Audit Files', 'My Auditors', 'Purchase', 'Demo', and 'How to Use At'. Below the menu, there are two main cards: '2020' with a 'View' button and 'Company 2' with a 'Setup Now' button. A blue arrow points from the 'View' button to the 'CAF Index' screen.

At the bottom right, there are three small images: 'Index', 'Permanent Audit File', and 'Current Audit File'. A blue arrow points from the 'Current Audit File' image to the 'CAF Index' screen.

CAF Index – Stage 2 is Field Work - click on L (to record our audit work for Bank & Cash)

The screenshot shows the 'Current Audit File' interface. At the top, there are buttons for 'Back', 'Setup', and 'Permanent Audit File'. The main content area displays the following information:

- Company Name: 2022 Test Co Ltd
- Date: 01-February-2021 to 31-January-2022
- Licensed user: MMA & Co

There are two checkboxes for user preferences:

- Yes, I will click "save" to see attached graphics
- For my input not to vanish, I will click on "save"

A yellow box contains the following instructions:

- Only the Statutory Auditor can allocate personnel to each section of the Current Audit File.
- Only those allocated to a particular section can work on that section (precludes alteration by others)
- Tick in the index column means its conclusion is signed-off (easy to see the sections requiring work)

The 'INDEX' table is as follows:

Index	Title	
A	Completion Memorandum	Audit work stage 4: Outcome
B	Financial Statements	
C	Disclosure Checklist	Audit work stage 3: Completion
D	Letters & Checklists	
E	Audit Completion	
F	Audit Plan, Time Budget	Audit work stage 1: Planning
G	Statutory & Capital	Audit work stage 2: Field work
H	Fixed Assets	
I	Investments	
J	Debtors & Prepayments	
K	Stock & Long Term Contracts	
L	Bank & Cash	
M	Creditors & Accruals	
N	Taxation	

A blue arrow points to the 'L' row in the index table.

Audit test 5.1 not required. Click a red line appears on a discarded audit test

Audit test 6.1 is required. Tick turns into

Index

L-Bank & Cash

Company Name: First Time Use Ltd Prepared by: Date:

Date: 01-January-2020 to 31-December-2020 Reviewed by: Date:

Licensed user: Efficient Progressive & Co

L
L2
L3
L4
L6.1
L6.2
L7.1
L7.2
L7.3
L7.4
L8
L9
L10

	Done	Schd Ref:
1 Our planning and F10 show the below deleted tests are unnecessary. <input type="button" value="F10"/>	<input checked="" type="checkbox"/>	<input type="button" value="Attach"/>
2 Obtain/prepare a Lead Schedule 2.1 - Bank Accounts 2.2 - Cash Floats 2.3 - Petty Cash (not detailed unless material)	<input checked="" type="checkbox"/>	<input type="button" value="L2"/>
3 Separate any overdrafts from credit balances. <input type="button" value="Delete"/>	<input checked="" type="checkbox"/>	<input type="button" value="L3"/>
4 Agree Lead Schedule to the financial statements being audited, and to the underlying accounts balances (in Nominal Ledger, Trial Balance)	<input checked="" type="checkbox"/>	<input type="button" value="L4"/>
5 Is petty cash material? <input type="button" value="Delete"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	
5.1 Would an error in Petty Cash balance materially affect the financial statements? <input type="button" value="Reinstate"/>	<input type="checkbox"/>	
5.1 (a) - If YES, count the cash and reconcile to petty cashbook balance <input type="button" value="Reinstate"/>	<input type="checkbox"/>	
5.1 (b) - scrutinise petty cash for any large transactions <input type="button" value="Reinstate"/>	<input type="checkbox"/>	
5.1 (c) - review petty cash transactions with directors <input type="button" value="Reinstate"/>	<input type="checkbox"/>	
6 Obtain Bankers Report for Audit Purposes for each bank account <input type="button" value="Delete"/>		
6.1 - check carefully for any clerical errors in bank's reply <input type="button" value="Delete"/>	<input checked="" type="checkbox"/>	<input type="button" value="L6.1"/>
6.2 - ensure all guarantees are disclosed <input type="button" value="Delete"/>	<input checked="" type="checkbox"/>	<input type="button" value="L6.2"/>
11 Additional audit tests considered necessary (avoid under-auditing) for the particular circumstances/features of this entity <input type="button" value="F11"/>		
11.1 <input type="text" value="Edit"/>	<input type="checkbox"/>	

CONCLUSION:

I am satisfied the cash and bank balances:

- exist
- belong to the company
- are fairly stated in the financial statements,

subject to resolving all items on O/S Matters list.

Signed:

Date:

Click on **L6.1** to record your audit test work.

OBJECTIVE is the same wording as in the audit program line 6.1

METHOD RESULTS for the auditor to write

CONCLUSION is ready made, you can edit if necessary (text in blue can be edited)

Index

L-Bank & Cash

Company Name: First Time Use Ltd

Date: 01-January-2020 to 31-December-2020

Licensed user: Efficient Progressive & Co

Prepared by:

Reviewed by:



AUDIT TEST

OBJECTIVE:

6.1 - check carefully for any clerical errors in bank's reply

METHOD:

Checked each word and amount from banker's report to Trial balance ledger amounts.

RESULTS:

No errors observed.

Attach

CONCLUSION: In my opinion,

the objective has been achieved satisfactorily

subject to any items on O/S Matters List (OS - A4).

Signed:

Date:

Save

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If you agree with the overall conclusion wording, click to tick.

CONCLUSION:

I am satisfied the cash and bank balances:

- exist
- belong to the company
- are fairly stated in the financial statements,

subject to resolving all items on O/S Matters list.

If cannot agree, put a note on "Outstanding Matters" list, tick conclusion when resolved.

INDEX

Index	Title
A	Completion Memorandum

"Outstanding Matters" list is the 4th item in section A

[Index](#) **A-Completion Memorandum** [Setup](#) [Permanent Audit File](#)

Company Name: 2022 Test Co Ltd Prepared by:

Date: 01-February-2021 to 31-January-2022 Reviewed by:

Licensed user: MMA & Co

A1 ————— **A2** ————— **A3** ————— **OS**

Unresolved item	How it was resolved	Initials	Date
<input type="text" value="Edit"/>	<input type="text" value="Edit"/>	<input type="text" value="Edit"/>	<input type="text" value="DD/MM/YYYY"/>

[Add More](#)

All items on the Outstanding Matters List have been resolved Yes No

When all Outstanding Matters are resolved and the relevant working papers have been upgraded, this NOT-O/S LIST becomes redundant and therefore needs to be vacated.

The Monitoring Inspector (or a prosecuting lawyer) can be curious about areas that took a little longer to resolve. However, when queries are resolved and the audit file upgraded, ISA 230 permits deleting a resolved O/S List: "The completion of the assembly of the final audit file after the date of the auditor's report is an administrative process that does not involve the performance of new audit procedures or the drawing of new conclusions. Changes may, however, be made to the audit documentation during the final assembly process if they are administrative in nature. Examples of such changes include:

- Deleting or discarding superseded documentation.

[Previous](#) [Save](#)