

# PAF – PERMANENT AUDIT FILE

1. Login > your audit file > PAF

audit.inpracticesoftware.com/login

Login Register

audit.inpracticesoftware.com/my-audit-files

2020 View

Company 2 Setup Now

My InPr Audit Files My Auditors Purchase Demo How to Use At

Setup Permanent Audit File Current Audit File

2. From the Index, click on “ A Overview ” (First section to fill in) and then B C and more

Permanent Audit File

Company Name: 2022 Test Co Ltd  Yes, I will click "save" to see attached graphics

Date: 01-February-2021 to 31-January-2022  For my input not to vanish, I will click on "save"

Licensed user: MMA & Co

INDEX

Name	Title	Action
A	Overview	<a href="#">Click to view</a>
B	Review of the changes	<a href="#">Click to view</a>
C	Internal Controls & Accounting Information System	<a href="#">Click to view</a>
D	Objectives, strategies and related business risks	<input type="checkbox"/>
E	Significant Accounting Policies	<input type="checkbox"/>

Blue buttons are interactive

### 3. Start filling in the data required

Permanent Audit File

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

Prepared by: JM  
Reviewed by: XYZ

#### OVERVIEW

Main Business Activity: An Alliance of Accountants & Lawyers internationally

Secondary Business Activity: Consulting on marketing for professional practices

Business Address: 4 Chiswick Place, Eastbourne BN21 4NH, U.K.

Telephone Number: +44 7500 222008

Email: AFFILICA@OUTLOOK.COM

Website: www.AFFILICA.com

Name	Shareholding %	Director	Job Title (if yes a director)	Appointed	Resigned	
ABC	51	<input checked="" type="radio"/> Yes <input type="radio"/> No	Managing Director	DD/MM/YYYY	DD/MM/YYYY	X
DEF	30	<input type="radio"/> Yes <input checked="" type="radio"/> No	Office Manager	DD/MM/YYYY	DD/MM/YYYY	X
GHI	19	<input checked="" type="radio"/> Yes <input type="radio"/> No	Finance Director	DD/MM/YYYY	DD/MM/YYYY	X

Save

Must click "save" for the data input not to vanish.

### 4 – Click on box = blue box appears

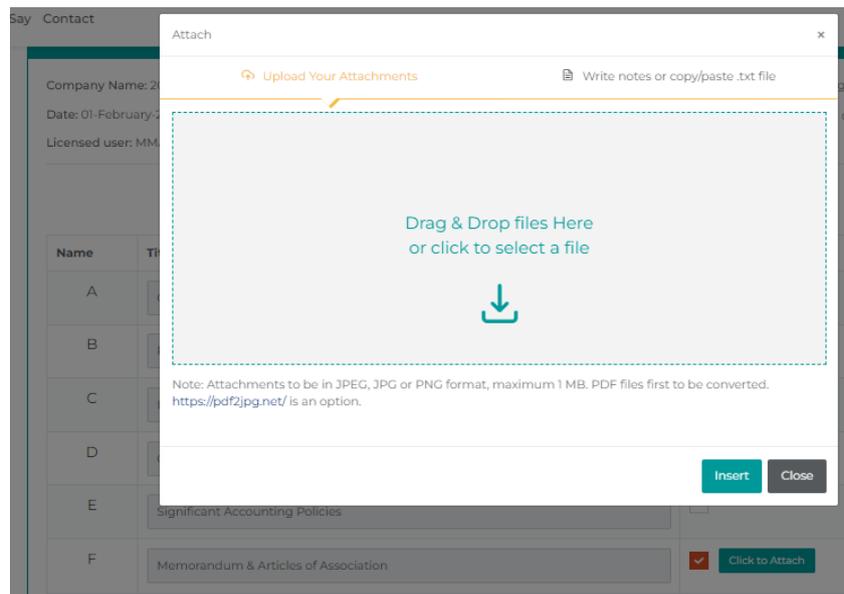
F

Memorandum & Articles of Association

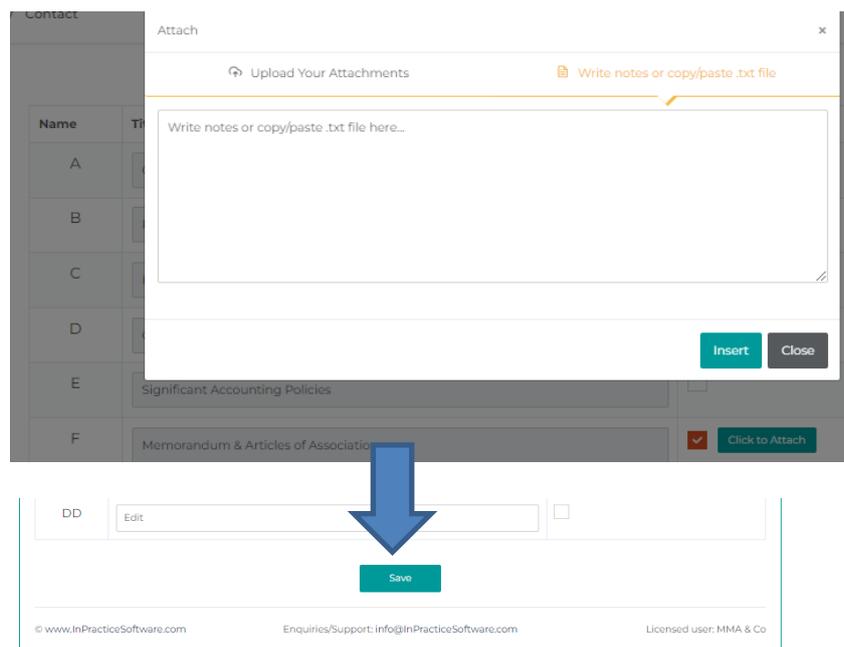
Click to Attach

5 – Click on blue box, this frame appears.

Click on tab “Upload Your Attachments” to insert graphics of the Memo & Articles



Click on tab “Write notes or copy/paste .txt file” to type in your comments, observations, queries



## 6 – Roll over PAF (works if you used InPractice Audit File for the previous year year’s audit) Setup

Warning! \*InPractice does not receive/see the below data; it stays private and confidential between the user and their client\*

Company Name \*

XYZ Ltd

Roll over PAF of Previous A/C Period

Into PAF of This A/C Period

In the second year you use this software to audit the same client, you can roll forward the PAF data from the previous year (in the Setup of the same client in the second year). Then edit the PAF data for any changes. Click on the blue roll over graphic and follow online instructions.