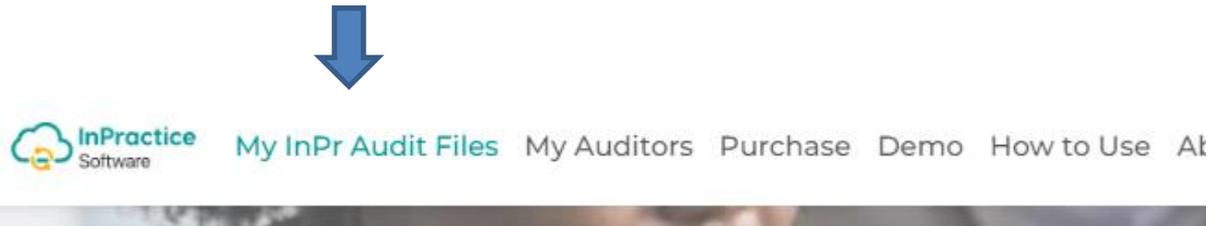


## SETUP AN InPractice Audit File

1. Login



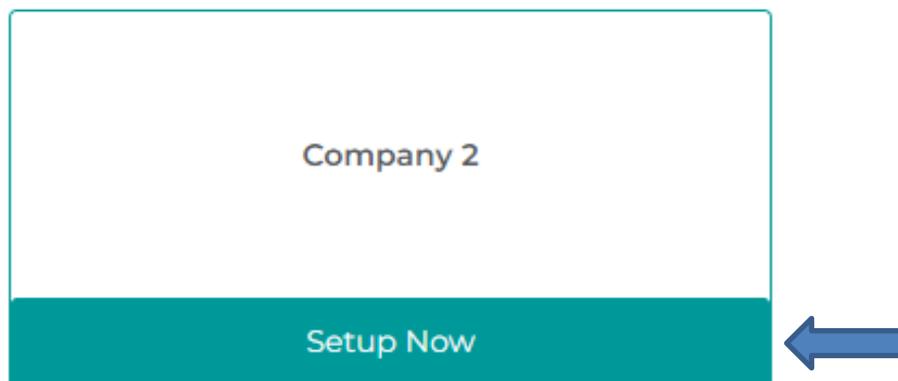
2. Click on "My InPr Audit File" (Header, top left of screen)



3. Click on the year you want to work on



4. Choose an unused audit file you bought, click on "Setup Now"



## Fill in data - Box marked \* requires data

### Setup

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

Permanent Audit File

Current Audit File

Company Name \*  
2022 Test Co Ltd

Accounting Period Start \*  
01/02/2021

Accounting Period End \*  
31/01/2022

This Accounting Period  
2022

Comparative Accounting Period \*  
2021

Currency \*  
MUR

Statutory Auditor \*  
JAFFER MANEK

Second Review Partner  
Select Second Review Partner

External Reviewer  
Select External Reviewer

Auditor Organisation \*  
My Audit Practice & Co

Audit Regulator  
ICAEW

Auditor Address \*  
4 Chiswick Place, Eastbourne BN21 4NH

First Email (link for PDF emailed to this on sign off) \*  
affilica@gmail.com

Second Email (link for PDF emailed to this on sign off) \*  
AFFILICA@OUTLOOK.COM

Company Registration Number \*  
75387597

Company Secretary

Company Registered Address \*  
4 Chiswick Place, Eastbourne BN21 4NH

Balance Sheet Signed (select date or type over)  
24/02/2021

Auditor's Report Date (select date) \*  
24/02/2021

[Save](#) [Cancel](#)

Now move to top left corner of the screen, choose/click on  
[My InPr Audit Files](#) [My Auditors](#) [Purchase](#) [About](#) [Contact](#)

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6.



Are you sure the spelling and dates are accurate?

[No](#) [Yes](#)



Last chance to edit, standing data is locked

[No](#) [Yes](#)