

Complete Engagement

AuditDesktop enables you to complete engagements, once you have finished working on them. In this way, all [working papers](#) can be locked so as to prevent others from making changes to them.

Note



Only the engagement's Team leader has rights to complete an audit engagement.

To complete an engagement:

1. Open the **Home** tab and click the [All](#) button.
2. From the list of engagements, select the engagement and click **Complete**.
3. In the window that opens, mark which subsequent actions will be performed.
4. Once you are ready, click **Complete**.

Engagement completion

Settings | **Advanced** | Planned engagements

Lock current engagement

Complete documents

All uncompleted documents will be set as Complete. The active user will be set as their creator. Creation date will be set to current date.

Restore working paper Active state

Creating subsequent engagement

Choosing this option will create new engagement which includes:

- method of current engagement
- transferred issues to next engagement
- copy pinned files and working papers
- name of current set as name of previous auditor
- transfer final statements and trial balance as previous

The name of previous auditor in newly created engagement will be:

Name of organisation Name of team leader

Subsequent engagement type

Initial Subsequent Intermediate Follow-up Other

Transfer team and permission levels

Settings

- **Lock current engagement** – the engagement will be locked and document editing will not be allowed. By default, completed engagements are not visible in the [Select engagement](#) window. To visualise them, click the **Completed** button located in the toolbar at the bottom of the window.
- **Complete documents** – all uncompleted documents will be marked as **Complete**. The date of completion will be recorded in the **Creation date** field of all documents set up as templates. The Team leader will be displayed as the user who completed the documents. Creation date will be set to current date; if you are using the [network version](#), the date will be the server's. Document completion is not mandatory in order to mark an engagement as complete.
- **Restore working paper Active state** – you can restore the **Active status** of working papers in subsequent engagement.
- **Creating subsequent engagement** – a new engagement will be created with the following conditions:
 - Copied method of current engagement
 - Transferred issues from previous engagement to next one
 - Transferred all documents and attached files marked as **Copy for next engagement**
 - Set the previous auditor's name as the name of current one (the name selected can be either the name of the organisation or the name of the Team leader)
 - Subsequent engagement type: **Initial**, **Subsequent**, **Intermediate**, **Follow-up**, or **Other**

- Transfer the team and their permission levels to the newly created engagement
- Transfer final statements and trial balance as previous

Note



If the **Transfer team and permission levels** option is left unmarked, you will have to select the team members for the newly created engagement and define their [permission levels](#). Otherwise, you will not be able to work on the engagement.

When loading Previous trial balance in Initial engagement, you can use Control TB or Final TB, depending on the [accounting settings](#) of the engagement.

Advanced

Options

Here you can select the data that will be transferred when creating a subsequent engagement. If you mark an option, its data will be transferred, whereas if you unmark it, the data will be skipped.

To save time, you can use these two buttons:

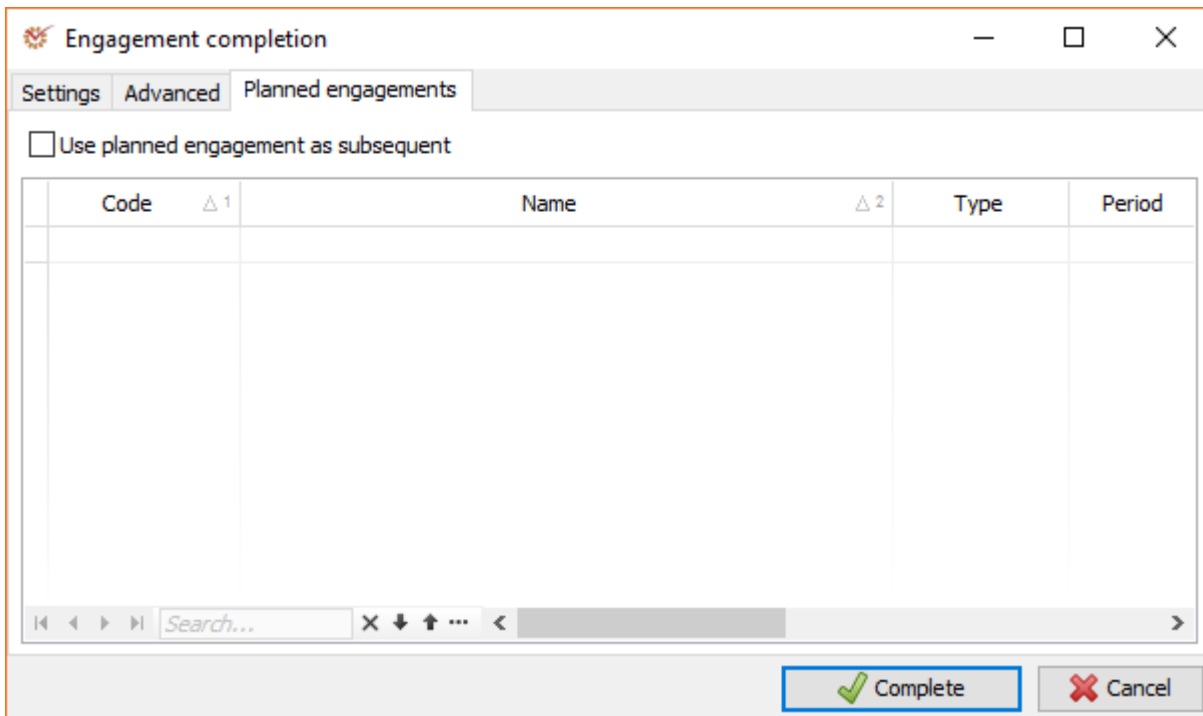
- **All** – mark all options
- **None** – unmark all options

Option	Description
Attached files	Copies all files attached to working papers, questions, or sections, which are marked as "For next engagement".
Adjustments	All adjustments and their entries.
Chart of accounts	Entered chart of accounts . It affects both the trial balance and the errors in accounts.
Parameters: Materiality	Determined engagement materiality .
Documents: Findings and recommendations	Findings and recommendations entered in the working papers.
Documents: Conclusions	Conclusions entered in the working papers.
Documents: Questions	Entered questions for the client, team, from a previous or subsequent engagement .
Documents: Other information	Entered other information (comments, applied procedures, etc.).
Documents: Lead schedule data	Data entered in the lead schedule when using spreadsheet
Checklist: Answers and notes	Answers and attached notes in checklists .
Plan: Tasks	Tasks associated with an engagement.
Statements: Transaction log	Transaction log and its samples (depends on the Samples option).
Statements: VAT logs	Purchase and Sale logs, Documents , as well as samples (depends on the Samples option).
Statements: Trial balance	Entered trial balances .
Statements: Statement of financial position	Entered statement of financial position (initial and final).
Statements: Income statement	Entered income statement (initial and final).
Statements: Samples	Statement samples .
Risks: Statement analysis	Selected material items .
Risks: Risk register	Identified risks .
Risks: Control activities	Entered control activities .

Planned engagements

AuditDesktop can complete an engagement selected by the user, by transferring all data into an already planned engagement (See [Create an Audit Engagement](#)). All settings in the **Settings** tab apply to **Planned engagements** as well.

Once you mark the **Use planned engagement as subsequent** option, a list of all planned engagements created for the specific client will be displayed.



Note



The **Planned engagements** window displays only the planned engagements created for a specific client. Planned engagements created for other clients will not be displayed.