

## **AuditWare 2019 Summer Seminars**

### **Texas**

<b>Workshop Offerings</b>	<b>Time</b>	<b>CPE</b>	<b>Location</b>	<b>Course#</b>
<b>AuditWare Basics</b>				
Tues. June 25, 2019	9:00 - 12:30 CDT	4 CPE Credits	Online	OL1902
<b>GASB 87 - Getting Ready for Big Changes in Lease Accounting</b>				
Wed. July 17, 2019	9:00 - 12:30 CDT	4 CPE Credits	Online	OL1904
<b>Mitigating Threats to Auditor Independence Under Yellow Book 2018</b>				
Thurs. July 25, 2019	9:00 - 12:30 CDT	4 CPE Credits	Online	OL1906
<b>AuditWare Annual Update</b>				
Tues. July 30, 2019	10:00 - 12:00 CDT	2 CPE Credits	Online	OL1907
Thurs. August 8, 2019	10:00 - 12:00 CDT	2 CPE Credits	Online	OL1909
<b>Understanding the FieldWork Module</b>				
Tues. August 13, 2019	9:00 - 12:30 CDT	4 CPE Credits	Online	OL1910
<b>Understanding the OfficeWork &amp; Settings Modules</b>				
Thurs. August 15, 2019	10:00 - 12:00 CDT	2 CPE Credits	Online	OL1911
<b>Setting up AuditWare Chart of Accounts for ALG</b>				
Tues. August 20, 2019	9:00 - 12:30 CDT	4 CPE Credits	Online	OL1912
<b>AuditWare Masters Class: Understanding AuditWare Report Master and ASCII Master</b>				
Thurs. August 22, 2019	10:00 - 12:00 CDT	2 CPE Credits	Online	OL1913

### **California**

<b>Workshop Offerings</b>	<b>Time</b>	<b>CPE</b>	<b>Location</b>	<b>Course#</b>
<b>AuditWare Basics</b>				
Thurs. June 20, 2019	9:00 - 12:30 PDT	4 CPE Credits	Online	OL1901
<b>GASB 87 - Getting Ready for Big Changes in Lease Accounting</b>				
Mon. July 15, 2019	9:00 - 12:30 PDT	4 CPE Credits	Online	OL1903
<b>Mitigating Threats to Auditor Independence Under Yellow Book 2018</b>				
Tues. July 23, 2019	9:00 - 12:30 PDT	4 CPE Credits	Online	OL1905
<b>AuditWare Annual Update</b>				
Tues. July 30, 2019	8:00 - 10:00 PDT	2 CPE Credits	Online	OL1907
Thurs. August 8, 2019	8:00 - 10:00 PDT	2 CPE Credits	Online	OL1909
<b>Understanding the FieldWork Module</b>				
Thurs. August 1, 2019	9:00 - 12:30 PDT	4 CPE Credits	Online	OL1908
<b>Understanding the OfficeWork &amp; Settings Modules</b>				
Thurs. August 15, 2019	8:00 - 10:00 PDT	2 CPE Credits	Online	OL1911
<b>AuditWare Masters Class: Understanding AuditWare Report Master and ASCII Master</b>				
Thurs. August 22, 2019	8:00 - 10:00 PDT	2 CPE Credits	Online	OL1913
<b>Setting up AuditWare Chart of Accounts for ALG</b>				
Tues. August 27, 2019	9:00 - 12:30 PDT	4 CPE Credits	Online	OL1914

## SEMINAR GROUP REGISTRATION FORM

Complete the following information for persons registering from your organization.

ORGANIZATION NAME \_\_\_\_\_

EMAIL \_\_\_\_\_ TEL. # \_\_\_\_\_

	<b>Participant Name</b> <i>Please Print</i>	<b>Participant Email</b> <i>Emails needed for login instructions &amp; course material</i>	<b>Seminar Date</b>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____

Workshop	CPE	Pricing	Amount
<b>GASB 87- Lease Accounting</b>	4 CPE Credits	_____ @ \$125/each	\$ _____
<b>Mitigating Threats to Auditor Independence</b>	4 CPE Credits	_____ @ \$125/each	\$ _____
<b>AuditWare Basics</b>	4 CPE Credits	_____ @ \$125/each	\$ _____
<b>AuditWare Annual Update</b>	2 CPE Credits	_____ @ \$75/each	\$ _____
<b>Understanding the FieldWork Module</b>	4 CPE Credits	_____ @ \$125/each	\$ _____
<b>Understanding the OfficeWork Module</b>	2 CPE Credits	_____ @ \$75/each	\$ _____
<b>Setting up AuditWare Chart of Accounts for ALG</b>	4 CPE Credits	_____ @ \$125/each	\$ _____
<b>AuditWare Masters Class</b>	2 CPE Credits	_____ @ \$75/each	\$ _____
		<b>TOTAL</b>	<b>\$ _____</b>

### Payment Options:

Check Enclosed

Credit Card:

AMEX

VISA

Discover

M/C

Card # \_\_\_\_\_ Exp. Date \_\_\_\_/\_\_\_\_ CVV \_\_\_\_\_

Cardholder Name \_\_\_\_\_ Zip Code \_\_\_\_\_

Mail check to AuditWare Development Company, 944 E. Coral Gables Drive, Phoenix, AZ 85022  
Or if paying by credit card you may fax this sheet to (866) 703-4581 or email to [auditware@cox.net](mailto:auditware@cox.net)

## 2019 AuditWare Course Listing

We are pleased to have our guest presenter, Cameron Gulley with us again this year for two seminars, *GASB 87 - Getting Ready for Big Changes in Lease Accounting* and *Mitigating Threats to Auditor Independence Under Yellow Book 2018*. We are also offering a new *AuditWare Masters Class* which will concentrate on ASCII Master and Report Master.

Our CPE seminars are designed to update you on the primary regulatory changes and to make “power users” out of beginning and intermediate AuditWare users. Attendance at the “Getting Started” and “Update” seminars is encouraged for users to get a comprehensive overview of AuditWare and the year’s changes. Then attending the other seminars is important to get detailed, “in the weeds” training on more than 50 AuditWare features and settings, as well as exploring several tips, traps and tricks.

### **GASB 87 - Getting Ready for Big Changes in Lease Accounting (4 CPE Credits)**

**Prerequisites:** None

**Course Content:** An in-depth look at the significant changes in lease accounting under GASB 87 including lease recognition and measurement and the new disclosure requirements for leases.

**Learning Objectives:** Upon completing this course, attendees should: 1) Have a thorough overview of GASB 87 and its effects on the Annual Financial Report; 2) Understand the various methodologies that can be used to implement GASB 87 (hint: there's more than one); 3) Know the extended lease classifications (or categories) and their implications on your reports; 4) Understand the new disclosure requirements in the notes to the financial statements; 5) Be able to apply the new and expanded definition of a lease and its accounting implications for leases..

### **Mitigating Threats to Auditor Independence Under Yellow Book 2018 (4 CPE Credits)**

**Prerequisites:** None

**Course Content:** In this seminar, Cam will take a look at the new independence standards for Yellow Book compliance concerning report writing for the annual financial report. We will also look at a test and documentation work-paper to deal with the new changes in auditor independence.

**Learning Objectives:** After attending this course, attendees should: 1) Be familiar with the new standards from Yellow Book 2018 concerning threats to Auditor independence; 2) Have an understanding of the GOA documentation requirements for the new independence standards ; 3) Understand how to avoid a nonconforming engagement when providing non-attestation services; 4) Have a working knowledge of the tools and safeguards presented in this seminar to mitigate threats to auditor independence.

### **AuditWare Basics (4 CPE Credits)**

**Prerequisites:** None

**Course Content:** Initial training for beginning and prospective users of AuditWare.

**Learning Objectives:** Upon completing this course, attendees should: 1) Have a thorough overview of the AuditWare program and its uses; 2) Be able to sign in to their AuditWare station and copy a file there from their computer; 3) Understand the various commands on the AuditWare Access Menu; 4) Know the basic steps required to produce the annual audit report; 5) Know how to make adjustments, revise page numbers, justify paragraphs, use Report Master for trial balance and other reports; and 6) Know the key settings used by the annual report; and 7) Understand the manual input involved with producing the report.

## AuditWare Annual Update (2 CPE Credits)

**Prerequisites:** Attendance at a "AuditWare Basics" seminar or the equivalent in experience is encouraged but not required.

**Course Content:** This seminar will cover regulatory changes from the GASB as they relate to the operation of AuditWare for 2019 along with improvements in the AuditWare program itself for this year.

**Learning Objectives:** After attending this course, attendees should: 1) Know the primary regulatory changes affecting audit reporting this year; 2) Be familiar with the AuditWare changes and how to use them; 3) Have a comprehensive knowledge of the AuditWare Access Menu and all three AuditWare Modules in a fair amount of detail; 4) Know the basic steps in producing an audit report from importing the trial balance data to fine tuning the finished product; and 5) Be aware of the more in-depth AuditWare training available this year.

## Understanding the FieldWork Module (4 CPE Credits)

**Prerequisites:** Attendance at an "AuditWare Update" or "AuditWare Basics" seminar or the equivalent in experience.

**Course Content:** Advanced training on AuditWare's FieldWork module including a deeper look at trial balances, fund level and government-wide adjustments, footnotes, fund and exhibit creation, manual schedules and more.

**Learning Objectives:** Upon completing this course, attendees should have an in-depth knowledge of the FieldWork module and be able to:

- 1) Import trial balance data from an ASCII file;
- 2) Make fund-level adjustments;
- 3) Make government-wide adjustments and entries for the reconciliation schedules;
- 4) Perform input for all of the special schedules required by the states of California and Texas;
- 5) Use all of the 20+ FieldWork "Quick Keys" in trial balances and other schedules;
- 6) Provide the needed input and paragraph justification in notes to the financial statements;
- 7) Produce all 7 of the report types provided by AuditWare's Report Master, including trial balance, lead schedule and variance reports and know how to change both their local and global settings;
- 8) Understand how the auditor reports (letters) are generated in AuditWare and how entries in the Questionnaire for the Letters affect the letters themselves;
- 9) Learn to use AuditWare's "chart of accounts" entries for production of the government-wide financial statements; and
- 10) Perform the steps to produce the SEFA when necessary, including the new requirements to group by cluster.

## Understanding the OfficeWork and Settings Modules (2 CPE Credits)

**Prerequisites:** Attendance at an "AuditWare Update" or "AuditWare Basics" seminar or the equivalent in experience.

**Course Content:** This seminar deals with using the OfficeWork and Settings modules to create and print the annual audit report. Users will learn numerous ways to customize the report and produce an accurate and attractive end product that will satisfy their firm's standards and peer review.

**Learning Objectives:** While creating the annual report with AuditWare's "Turnkey" command is not complicated, there are a number of important steps to insure that the report passes muster with the firm's standards and peer review even apart from FieldWork Module issues. This seminar deals with using the OfficeWork and Settings modules to create and print the annual audit report. After this course, attendees should:

- 1) Have a working knowledge of all settings which affect the nature and composition of the audit report and how to use them;
- 2) Understand the effect of differing client fund types on the nature and composition of the audit report;
- 3) Learn the details of Individual Fund Settings and how they affect the audit report;
- 4) Master the review and changing of page numbers and how to update the table of contents;
- 5) Be familiar with how to improve the justifying of paragraphs by adding or subtracting characters and prevent associated errors when creating documents;
- 6) Be able to change the sequence of schedules and exhibits and update the table of contents;
- 7) Learn about the schedules which are entered manually and how to pull forward the prior year version to save time. This includes the special State-required schedules, the 10-year pension and OPEB schedules and the 10-year CAFR schedules when applicable;
- 8) For users of the Texas school product, know how to create and review the data feed submission required by the TEA.

## Setting Up AuditWare Chart of Accounts for ALG (4 CPE Credits)

**Prerequisites:** Attendance at an "AuditWare Update" or "AuditWare Basics" seminar or the equivalent in experience.

**Course Content:** All users should know the basics of how AuditWare computes various amounts listed as accounts in the trial balance of certain fund types and converts them into line items of the financial statements. It is the "magic" behind how all AuditWare products work and is the basis for all future AuditWare products. This seminar will cover the six primary "Setups" which control the creation of basic financial statements, as well as any combining statements which may be active. For primary benefit of ALG product users, the steps in setting up a chart of accounts will also be covered, including steps for overcoming inconsistencies in the chart of accounts. This seminar is vital for new ALG users. For CSD and TSD users, it is an opportunity to "look under the hood" and gain a deeper understanding of how AuditWare works in calculating the annual financial statements.

**Learning Objectives:** Upon completing this course, attendees should:

- 1) Have a thorough overview of the AuditWare program and its uses;
- 2) Be able to sign in to their AuditWare station and copy a file there from their computer;
- 3) Understand the various commands on the AuditWare Access Menu;
- 4) Know the basic steps required to produce the annual audit report;
- 5) Know how to make adjustments, revise page numbers, justify paragraphs, use Report Master for trial balance and other reports; &
- 6) Know the key settings used by the annual report; and
- 7) Understand the manual input involved with producing the report.

## AuditWare Masters Class: Understanding AuditWare Report Master and ASCII Master (2 CPE Credits)

**Prerequisites:** Attendance at an "AuditWare Update" or "AuditWare Basics" seminar or the equivalent in experience.

**Course Content:** Advanced training on AuditWare's Report Master program and ASCII Master program. These two "Masters" are often misunderstood in the overall operation of AuditWare. Even the name "Master" can be misleading. Both programs are named "Master" due to the fact that each has its own discrete internal settings that are independent and set apart from the AuditWare Settings Module. This class is designed to give better access and understanding to the self-contained features and settings used in these two programs.

**Learning Objectives:** While creating the annual report with AuditWare's "Turnkey" command is not complicated, there are a number of important steps to ensure that the report passes muster with the firm's standards and peer review even apart from FieldWork Module issues. This seminar deals with using the OfficeWork and Settings modules to create and print the annual audit report. After this course, attendees should:

- 1) Have a working knowledge of all settings which affect the nature and composition of the audit report and how to use them;
- 2) Understand the effect of differing client fund types on the nature and composition of the audit report;
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- 6) Be able to change the sequence of schedules and exhibits and update the table of contents;
- 7) Learn about the schedules which are entered manually and how to pull forward the prior year version to save time. This includes the special State-required schedules, the 10-year pension and OPEB schedules and the 10-year CAFR schedules when applicable;
- 8) For users of the Texas school product, know how to create and review the data feed submission required by the TEA.

## Other Information for Attendees

You will need access to a computer with high speed internet connection and audio speakers. A dual monitor set-up is recommended but not essential to be able to follow along in AuditWare during seminars. You will be given instructions via email for logging on and participating in our online seminar prior to your seminar date. If you have any questions concerning our seminar content or technical questions about connecting to your seminar, please email us at [auditware@cox.net](mailto:auditware@cox.net) or call (800) 688-2333.

Cancellations received less than 7 calendar days prior to the workshop will be assessed a 50% processing fee with the remainder refunded. "No-shows" will not receive any refund.

We are registered with the Texas State Board of Public Accountancy as a CPE sponsor for our Texas seminars. We follow the guidelines of the California Board of Accountancy for our California seminars. This registration does not constitute an endorsement by either Board as to the quality of the CPE Program.