AuditWare
Development Company

944 East Coral Gables Drive Phoenix, AZ 85022
Phone: (800) 688-2333 Fax: (866) 703-4581
Email: auditware@cox.net
www.theAudit.com

AuditWare 2021 Webinar Series

Texas

Workshop Offerings	Time	CPE	Location	Course#
NEW Audit Efficiencies in Excel				
May 4, 2021	8:00 – 4:30 CDT	8 CPE Credits	Online	OL2101
Getting Started with AuditWare – An AuditWare Overview for Beginning Users				
June 24, 2021	9:00 - 12:45 CDT	4 CPE Credits	Online	OL2102
Leases: Getting Ready for GASB 87				
July 13, 2021	10:00 - 1:45 CDT	4 CPE Credits	Online	OL2104
July 15, 2021	9:00 - 12:45 CDT	4 CPE Credits	Online	OL2105
Managing AuditWare Output: Advanced Training on AuditWare's OfficeWork & Settings Modules				
July 22, 2021	10:00 - 12:00 CDT	2 CPE Credits	Online	OL2107
How AuditWare Works at the Account Level: Understanding and Setting up the Chart of Accounts				
July 28, 2021	9:00 - 12:45 CDT	4 CPE Credits	Online	OL2108
Managing AuditWare Input: Advanced Training on AuditWare's FieldWork Module				
August 3, 2021	9:00 - 12: 45 CDT	4 CPE Credits	Online	OL209
AuditWare Annual Update: Includes Comprehensive Training on all Aspects of AuditWare				
August 12, 2021	10:00 - 1:45 CDT	4 CPE Credits	Online	OL2111
August 17, 2021	9:00 - 12:45 CDT	4 CPE Credits	Online	OL2112
AuditWare Masters Class: Understanding AuditWare Report Master and ASCII Conversion				
August 19, 2021	10:00 - 12:00 CDT	2 CPE Credits	Online	OL213

California

Workshop Offerings	Time	CPE	Location	Course#
Getting Started with AuditWare – An AuditWare Overview for Beginning Users				
June 29, 2021	9:00 - 12:45 PDT	4 CPE Credits	Online	OL2103
Leases: Getting Ready for GASB 87				
July 13, 2021	8:00 – 11:45 PDT	4 CPE Credits	Online	OL2104
July 15, 2021	7:00 – 10:45 PDT	4 CPE Credits	Online	OL2105
Managing AuditWare Input: Advanced Training on AuditWare's FieldWork Module				
July 20, 2021	9:00 - 12:45 PDT	4 CPE Credits	Online	OL2106
Managing AuditWare Output: Advanced Training on AuditWare's OfficeWork & Settings Modules				
July 22, 2021	8:00 – 10:00 PDT	2 CPE Credits	Online	OL2107
How AuditWare Works at the Account Level: Understanding and Setting up the Chart of Accounts				
August 5, 2021	9:00 - 12:45 PDT	4 CPE Credits	Online	OL2110
AuditWare Annual Update: Includes Comprehensive Training on all Aspects of AuditWare				
August 12, 2021	8:00 – 11:45 PDT	4 CPE Credits	Online	OL2111
August 17, 2021	7:00 – 10:45 PDT	4 CPE Credits	Online	OL2112
AuditWare Masters Class: Understanding AuditWare Report Master and ASCII Conversion				
August 19, 2021	8:00 – 10:00 PDT	2 CPE Credits	Online	OL2113

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GROUP REGISTRATION FORM
Complete the following information for persons registering from your organization.

ORGANIZATION NAME _____

EMAIL _____ TEL. # _____

	Participant Name *Please Print*	Participant Email *Emails needed for login instructions & course material*	Seminar Date
1.			
2.			
3.			
4.			
5.			
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9.			
10.			

Workshop	CPE	Pricing	Amount
Audit Efficiencies in Excel	8 CPE Credits	_____ @ $200/each	$ _____
Leases: Getting Ready for GASB 87	4 CPE Credits	_____ @ $125/each	$ _____
Getting Started with AuditWare	4 CPE Credits	_____ @ $125/each	$ _____
AuditWare Annual Update	4 CPE Credits	_____ @ $125/each	$ _____
Managing AuditWare Input	4 CPE Credits	_____ @ $125/each	$ _____
Managing AuditWare Output	2 CPE Credits	_____ @ $75/each	$ _____
How AuditWare Works at the Account Level	4 CPE Credits	_____ @ $125/each	$ _____
AuditWare Masters Class	2 CPE Credits	_____ @ $75/each	$ _____
		TOTAL	$ _____

Payment Options:
o Check Enclosed
o Credit Card:

      ⊙ AMEX   Card #_____ Exp. Date ____ / _____ CVV_____
      ⊙ Visa
      ⊙ Discover
      ⊙ M/C   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

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2021 AuditWare Course Listing

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 "Getting Started" and "Update" seminars is encouraged for users to get a comprehensive overview of AuditWare and the year's changes. We also recommend attending our more detailed training to drill down to more than 50 features and settings, as well as exploring several tips and tricks to manage your workflow in AuditWare.

We are pleased to have Cameron Gulley with us again for a fourth season to present two seminars for AuditWare. As the implementation of GASB 87 is required this year, Cam will be presenting another seminar on the ins and outs of Leases under the new pronouncement. Cam will also be teaching a course called Audit Efficiencies in Excel designed for auditors of Texas Schools.

Audit Efficiencies in Excel (8 CPE Credits)

Prerequisites: Some experience in School District Auditing in Texas is assumed

Course Content: This course presents steps for planning and conducting the field work for auditing a Texas school district. The presenter is Cameron (Cam) Gulley, CPA. Cam is a member of AICPA, TXCPA, GAQC and PCPS. He has specialized in auditing Texas school districts for over 30 years. Cam will use real LEA data and access to TxEIS to present suggested data gathering and structuring to assist in the audit process.

Learning Objectives: Upon completing this course, attendees should have a good understanding of data sources and techniques helpful in planning and conducting the audit including:

- Pre-audit activities – things to do and consider when planning the engagement;
- Data to gather in order to gain an understanding of internal controls and flow of transactions;
- Which files to identify from the district's accounting system that will be needed and used for "data-mining";
- Where to start in planning and performing audit field-work; and
- Techniques for building nearly all audit test data files using Excel.

Who should take it? This course is designed for auditors of Texas schools.

Leases: Getting Ready for GASB 87 (4 CPE Credits)

Prerequisites: None

Course Content: This is a follow-up class from Cam's seminar from 2019, "Getting Ready for Big Changes in Lease Accounting". We will review the significant changes in lease accounting under GASB 87 including lease recognition and measurement and the new disclosure requirements for leases. We will also highlight new developments since last year's class for GASB 87.

Learning Objectives: Upon completing this course, attendees should:
1) Have a thorough overview of GASB 87 and it's effects on the Annual Financial Report;
2) Understand the various methodologies that can be used to implement GASB 87;
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 it's accounting implications for leases.

Getting Started with AuditWare (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.

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AuditWare Annual Update (2 CPE Credits)

Prerequisites: Attendance at a "Getting Started with AuditWare" 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 2021 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.

Managing AuditWare Input (4 CPE Credits)

Prerequisites: Attendance at an "AuditWare Update" or "Getting Started with AuditWare" 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.

Managing AuditWare Output (2 CPE Credits)

Prerequisites: Attendance at an "AuditWare Update" or "Getting Started with AuditWare" 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 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;
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.

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How AuditWare Works at the Account Level (4 CPE Credits)

Prerequisites: Attendance at an "AuditWare Update" or "Getting Started with AuditWare" 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 Conversion (2 CPE Credits)

Prerequisites: Attendance at an "AuditWare Update" or "Getting Started with AuditWare" 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" because 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;
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.

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 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.