AuditWare
Development Company

12632 N. 17th Ave. Phoenix, AZ 85029
Phone: (602) 550-6577
Email: auditware@cox.net
www.theAudit.com

AuditWare 2023 Webinar Series

Texas	Workshop Offerings	Time	CPE	Location	Course#
	AuditWare Basics – An AuditWare Overview for Beginning Users				
	June 22, 2023	9:00 – 1:00 CDT	4 CPE Credits	Online	OL2301
	Understanding AuditWare OfficeWork & Settings Modules				
	July 24, 2023	10:00 - 12:00 CDT	2 CPE Credits	Online	OL2304
	Setting up AuditWare Chart of Accounts for ALG				
	July 27, 2023	9:00 – 12:00 CDT	3 CPE Credits	Online	OL2305
	Understanding AuditWare FieldWork Module				
	August 1, 2023	9:00 – 1:00 CDT	4 CPE Credits	Online	OL2306
	Practical Applications: GASB 94, 96 & 101				
	August 10, 2023	10:00 – 2:00 CDT	4 CPE Credits	Online	OL2308.1
	August 15, 2023	8:30 – 12:30 CDT	4 CPE Credits	Online	OL2309.2
	AuditWare Annual Update: Includes Comprehensive Training on all Aspects of AuditWare				
	August 10, 2023	3:00 – 6:00 CDT	3 CPE Credits	Online	OL2308
	August 15, 2023	1:30 – 4:30 CDT	3 CPE Credits	Online	OL2309
	Understanding AuditWare Report Master and ASCII Conversion				
	August 17, 2023	10:00 - 12:00 CDT	2 CPE Credits	Online	OL2310

California	Workshop Offerings	Time	CPE	Location	Course#
	AuditWare Basics – An AuditWare Overview for Beginning Users				
	June 28, 2023	9:00 – 1:00 PDT	4 CPE Credits	Online	OL2302
	Understanding AuditWare FieldWork Module				
	July 20, 2023	9:00 – 1:00 PDT	4 CPE Credits	Online	OL2303
	Understanding AuditWare OfficeWork & Settings Modules				
	July 24, 2023	8:00 – 10:00 PDT	2 CPE Credits	Online	OL2304
	Setting up AuditWare Chart of Accounts for ALG				
	August 8, 2023	9:00 – 12:00 PDT	3 CPE Credits	Online	OL2307
	Practical Applications: GASB 94, 96 & 101				
	August 10, 2023	8:00 – 12:00 PDT	4 CPE Credits	Online	OL2308.1
	August 15, 2023	6:30 – 10:30 PDT	4 CPE Credits	Online	OL2309.2
	AuditWare Annual Update: Includes Comprehensive Training on all Aspects of AuditWare				
	August 10, 2023	1:00 – 4:00 PDT	3 CPE Credits	Online	OL2308
	August 15, 2023	11:30 – 2:30 PDT	3 CPE Credits	Online	OL2309
	Understanding AuditWare Report Master and ASCII Conversion				
	August 17, 2023	8:00 – 10:00 PDT	2 CPE Credits	Online	OL2310

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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.			
6.			
7.			
8.			
9.			
10.			

Workshop	# of Attendees	Pricing	Amount
Practical Applications: GASB 94, 96 & 101 (4 CPE Credits)	_____	**$150/each**	$ 0
AuditWare Basics (4 CPE Credits)	_____	**$150/each**	$ 0
AuditWare Annual Update (3 CPE Credits)	_____	**$125/each**	$ 0
Understanding FieldWork Module (4 CPE Credits)	_____	**$150/each**	$ 0
Understanding OfficeWork & Settings Modules (2 CPE Credits)	_____	**$100/each**	$ 0
Setting up AuditWare Chart of Accounts for ALG (3 CPE Credits)	_____	**$125/each**	$ 0
AuditWare Masters Class (2 CPE Credits)	_____	**$100/each**	$ 0
		TOTAL	$ 0

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,
12632 N. 17th Avenue. Phoenix, AZ 85029 or email to auditware@cox.net

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2023 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.

NEWPractical Applications: GASB 94, 96 & 101 (4 CPE Credits)

Prerequisites: Some experience in Auditing for Local Governments is assumed

Course Content: We will review GASB Pronouncement No. 94, "Public-Private Partnerships and Availability Payment Arrangements", No. 96, "Subscription Based IT Arrangements" and No. 101, "Compensated Absences" along with the implications for next year's newly Revised Audit Standard (SAS 145) issued by the AICPA and its impact on audit procedures and risk assessments.

Learning Objectives: Upon completing this course, attendees should:
1) Have a thorough understanding of GASB Statements 94, 96 and 101 and their effects on Annual Financial Audits;
2) Understand the potential changes from the newly effective GASB pronouncements on your Annual Financial Report;
3) Understand the relationship between GASB Statement No. 87, *Leases* and Pronouncements 94 & 96
4) Be familiar with and identify the steps necessary for implementation of GASB 94, 96 & 101
5) Have a thorough overview of SAS 145 for new changes in audit and risk assessment procedures

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.

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AuditWare Annual Update (3 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 2023 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 AuditWare FieldWork Module (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.

Understanding AuditWare OfficeWork & Settings Modules (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 ACFR 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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Setting up AuditWare Chart of Accounts for ALG (3 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 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 several 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 ACFR 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 (602) 550-6577.

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.