Audit Software Application Course Syllabus

<u>Course Number:</u>	AS807A
<u>Course Name:</u>	Audit Software Application
<u>Instructors:</u>	Wang Jinchao
<u>Students:</u>	Auditing.
<u>Required Text:</u>	2022 edition, 2023 edition
<u>Course Description:</u>	Gain an understanding of the CPAS system and its applications in the audit work of certified public accountants.

Familiarize yourself with the organizational structure and personnel management of accounting firms, the management of roles and permissions, and the basic methods of customer management, independence management, knowledge management, and template management.

Master the methods for creating, maintaining, and synchronizing projects, and be able to proficiently use the working paper platform to manage, operate, and maintain audit working papers.

Understand data collection tools and common collection methods, master data conversion and data initialization methods, be proficient in the use of commonly used data analysis tools, and be able to use the templates provided by the system to prepare trial balances, perform financial statement analysis, and economic indicator analysis.

Be proficient in the basic methods of risk assessment through the CPAS system, be able to conduct preliminary business activities based on the CPAS system, understand the enterprise and its environment, determine the significance level and important accounts, and formulate audit strategies based on risk assessment.

Be proficient in the basic methods of control testing through the CPAS system, be familiar with commonly used control testing working papers and control testing summary tables, and master the basic methods of control testing sampling and internal control deficiency management.

Be proficient in the basic methods of substantive testing through the CPAS system, be familiar with commonly used substantive testing working papers, and master the use of risk response tools.

Be proficient in the use of audit difference, internal control deficiency, significant matters summary tables and related working papers, and be familiar with the basic methods of working paper review and project archiving.

Understand the concepts of group audit and components, and master the basic methods of preparing consolidated statements, notes, and reports.

Topic Outline:		Hours/Minutes
Chapter 1	Introduction to Auditing Software	2

1. Teaching Content:

Basic concepts of audit management, audit work, and auditing software

Organization structure, personnel, roles, and permission management

Customer management

Independence management

Management of legal and regulatory libraries, risk control libraries, audit case libraries, audit procedure libraries, and audit prompt libraries

Management of working paper templates and importance level templates

Project creation, maintenance, execution, synchronization, and archiving, personnel and control point assignment, component management

2. Teaching Objectives:

	Understand the basic concepts of audit management and audit work, and the basic functions of auditing software	
	Understand the organization and personnel management of accounting firms, the concept of roles and permissions, and how to set them up	
	Be familiar with the basic methods of customer management, independence management, knowledge management, and template management	
	Master the functions and basic operation methods of the project management platform and the working paper preparation platform	
	Understand the basic methods of operating on projects, such as opening, synchronizing, backing up, restoring, and archiving	
Chapter 2	Data Collection	4
	1. Teaching Content:	
	Principles of data collection	
	Data collection on the server, on the client, data backup collection, template-less data collection	
	Data conversion	
	Initialization data	
	Standard subject correspondence	
	Import of business data	
	Import of fixed asset data and category correspondence	
	Import of inventory data and category correspondence	
	2. Teaching Objectives:	
	Be familiar with common methods of data collection in financial software and be able to collect data from Yonyou U8 financial data	
	Master the data conversion function and be able to collect and convert demonstration data to the auditing system	
	Master the method of data initialization	
Chapter 3	Data Analysis	6
	1. Teaching Content:	
	Query and analysis of account books such as account tables, balance sheets, detailed accounts, cash journals, bank journals, monthly detailed sheets, balance sheets, and auxiliary accounts	
	Trend, structure, comparative analysis, and counterpart subject analysis of subjects	
	Category structure analysis, department composition analysis, and depreciation calculation of fixed assets	
	Inventory general ledger, valuation and analysis	
	Trial balance	
	Financial statement analysis	
	Economic indicator analysis	
	2. Teaching Objectives:	
	Master the various functions of account book query, be able to query and analyze account books such as balance sheets, detailed accounts, journals, and auxiliary accounts, and be able to output the analysis results to Excel files or other files	
	Master the various functions of subject analysis, be able to perform trend analysis, structure analysis, comparative analysis, and counterpart subject analysis on account book data	
	Master the methods of trial balance, financial statement analysis, and economic indicator analysis	

Chapter 4	Risk Assessment	6

1. Teaching Content:

Preliminary business activities

Enterprise and its environment and internal control

Risk assessment and response measures

Significance level and important accounts

Risk assessment results summary table

2. Teaching Objectives:

Understand the working papers of preliminary business activities

Be familiar with the working papers of the enterprise and its environment and internal control

Master the methods of risk identification, evaluation, and response measures formulation

Master the methods and procedures for determining significance level and important accounts

Be able to summarize risks and formulate an overall audit strategy

Chapter5	Control Testing	6

1. Teaching Content:

Control test working papers

Control test statistical sampling

Control test non-statistical sampling

Control test summary table

Internal control deficiency management

2. Teaching Objectives:

Understand the operation methods of control test related working papers

Be familiar with the operation methods of control test audit sampling

Master the methods of filling in the control test summary table and internal control deficiencies

Chaptre6	Substantive Testing	8

1. Teaching Content:

Substantive working papers and their loading items

Audit procedures

Schedules and detailed schedules

Disclosure tables

Detail test audit sampling

Adjusting entry summary table

Inquiry letter summary table

Aging analysis tool

Interest calculation tool

Bank reconciliation check

Advanced voucher query

Comprehensive query tool

2. Teaching Objectives:

Understand the functions and applications related to substantive procedures

Master the preparation methods of substantive working papers

Understand the application of audit sampling in detail testing

Be familiar with the application methods of auditing tools such as aging analysis, interest calculation, and bank reconciliation

Chapter7	Audit Completion	4

1. Teaching Content:

Audit difference summary table and related working papers

Internal control deficiency summary table and related working papers

Significant matters summary table and related working papers

Working paper review

Audit report

Project archiving and archive management

2. Teaching Objectives:

Understand the main work content and procedures of the audit completion stage

Be able to summarize and evaluate the misstatements, internal control deficiencies, and significant matters identified during the audit

Master the methods of internal working paper review and quality control review

Be able to form audit opinions and prepare audit reports based on the evaluation of audit results

Be familiar with the methods and procedures for project archiving and archive management

Chapter8	Group Audit	4

1. Teaching Content:

Creation and component management of group audit projects

Special considerations for group audits

The group and its environment, and the components and their environment

Risk assessment and audit strategy for group audits

Consolidated statements

Consolidated notes

Consolidated report

2. Teaching Objectives:

Understand the difference between group audit projects and single-entity audit projects

Be familiar with group audit working papers

Master the management methods of components

Be able to proficiently use the consolidation management tool to produce group consolidated statements,consolidated notes, and consolidated reports

Summary of Microeconomics		Hours/Minutes
a.	introduction to Auditing Software	2
b.	Data Collection	4
c.	Data Analysis	6
d.	Risk Assessment	6
e.	Control Testing	6

f.	Substantive Testing	8
g.	Audit Completion	4
h.	Group Audit	4
	Total Estimated CPC Coverage Hours	40