

Quick - Start Guide - Creation of Engagement

1. LOG IN

User name

Password

LOG IN

2. Create new engagement

To Check - Engagements - Other -

BO2 -

To Check

Active

Archive

Select Engagements - Active

Clients to Check	Deal to Check	Result ↑	Check Until ↓	Automatic Check	Inspecting Branch Office	Requesting Branch Office	Note
No data							

To Check - Engagements - Other -

BO2 -

Engagement Checks - Active

Create new engagement

Check Until ↓	Deal Name	Branch Office	Scope	Status	
June 30, 2019	19 SSS @ 31.12.2019	BO2 CZ	International	Approved	
June 30, 2019	NNN1@31.12.2019	BO2 CZ	International	Approved	

3. Enter engagements details

To Check ▾ Engagements ▾ Other ▾ BO2 ▾

Engagement

Deal Name
Deal name 1@ 31.12.2019

Client Names To Check
[Client name](#)

Tax ids To Check
[Tax ids](#)

Note
note - audit of financial statements as at 31.12.2019

[Create](#)

Branch Office *
BO2 CZ

Scope *
International

Check until
July 01, 2019

International means Transnational audit - All ECOVIS network will be notified

enter engagement details (points to Deal Name field)

select scope and independence, check end deadline (points to Scope and Check until fields)

Confirm (points to Create button)

To Check ▾ Engagements ▾ Other ▾ BO2 ▾

Engagement Checks - Active

Check Until ▾	Deal Name	Branch Office	Scope	Status
July 01, 2019	Deal name 1@ 31.12.2019	BO2 CZ	International	New
June 30, 2019	19 SSS @ 31.12.2019	BO2 CZ	International	Approved

4. Engagement check results

Předmět: Your Independence Check Results

 **report.pdf**
54,5 kB

-----Original Message-----
From: noreply@auereitools.com [mailto:noreply@auereitools.com]
Sent: Friday, June 28, 2019 3:51 PM
Subject: Your Independence Check Results

Please note a new independence check result is ready to review.

You can check item here.

After the deadline, you will receive notification

4.1. In case when one branch identifies conflict, the engagement is rejected



Engagement Check Results

Status: Rejected

Deal Name: Deal name 1@ 31.12.2019

Branch Office: B02 CZ

Clients to Check: Client name

Tax Ids to Check: Taxids

Check Until: July 01, 2019

Your option is to change the preliminary results:
edit the engagement

Note:
note - audit of financial statements as at 31.12.2019

Inspected By Branch Office	Result	Note	Office Email	Office Phone
BO1 CZ	IsConflict	xxxxxxx	m.smrcek@attis.cz	605836341
BO3	Okay		pmzlin@gmail.com	

4.2. You can change the status to approved

To Check - Engagements - Other -
BO1 -

Engagement

Deal Name: AUDIT @ 31.12.2019

Client Names To Check: CCC

Tax Ids To Check:

Note: Audit of financial statements @ 31.12.2019

XXXXXXXX

Save Approve

Status: Rejected

Documentation your decision is requested

XXXXXXXX

You can change the status to approved

Branch Office: BO1 CZ

Scope: International

Check until: June 28, 2019

Inspecting BranchOffice	Result	Automatic Check Finished	Fiction Consent	Note
BO2 CZ	IsConflict	ConflictFound	☐	Serving the client with VAT.
BO3	Okay	NotAvailable	☐	



Engagement Check Results

Status: Approved

Deal Name:

AUDIT @ 31.12.2019

Branch Office:

BO1 CZ

Clients to Check:

CCC

Check Until:

June 28, 2019

Note:
Audit of financial statements @ 31.12.2019

XXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Inspected By Branch Office	Result	Note	Office Email	Office Phone
BO2 CZ	IsConflict	Serving the client with VAT.	milos.fiala@ecovis.cz	
BO3	Okay		pmezlin@gmail.com	