

# Australian Audit How to use our Client Portal

June 2021

A portrait of a young man with short blonde hair, smiling. He is wearing a dark suit jacket, a light blue patterned shirt, and a teal tie. The background behind him is an abstract painting with splatters of red, yellow, and blue.

1

A top-down view of a white desk. On the left is a silver laptop with a black keyboard. Next to it are a pair of glasses. In the bottom left is an open notebook with a yellow pencil. In the bottom right is a black smartphone and two books, one blue and one teal. The text "Providing information to the Auditor" is centered in white, with "Australian Audit Portal" below it.

2

Email  
notification  
of queries

CaseWare Cloud Notification

AA Australian Audit <donotreply@casewarecloud.com>  
 To: Audit Team

! If there are problems with how this message is displayed, click here to view it in a web browser.

AA Building Company Pty Ltd

AUSTRALIAN  
AUDIT

**Hi Antony Example,**

Alastair Abbott emailed an activity to you.

Hi Antony,  
Please respond to the included queries.  
Kind Regards,  
Australian Audit

[View Details](#)

3

Or just log into the portal

All Entities
+
?
AT

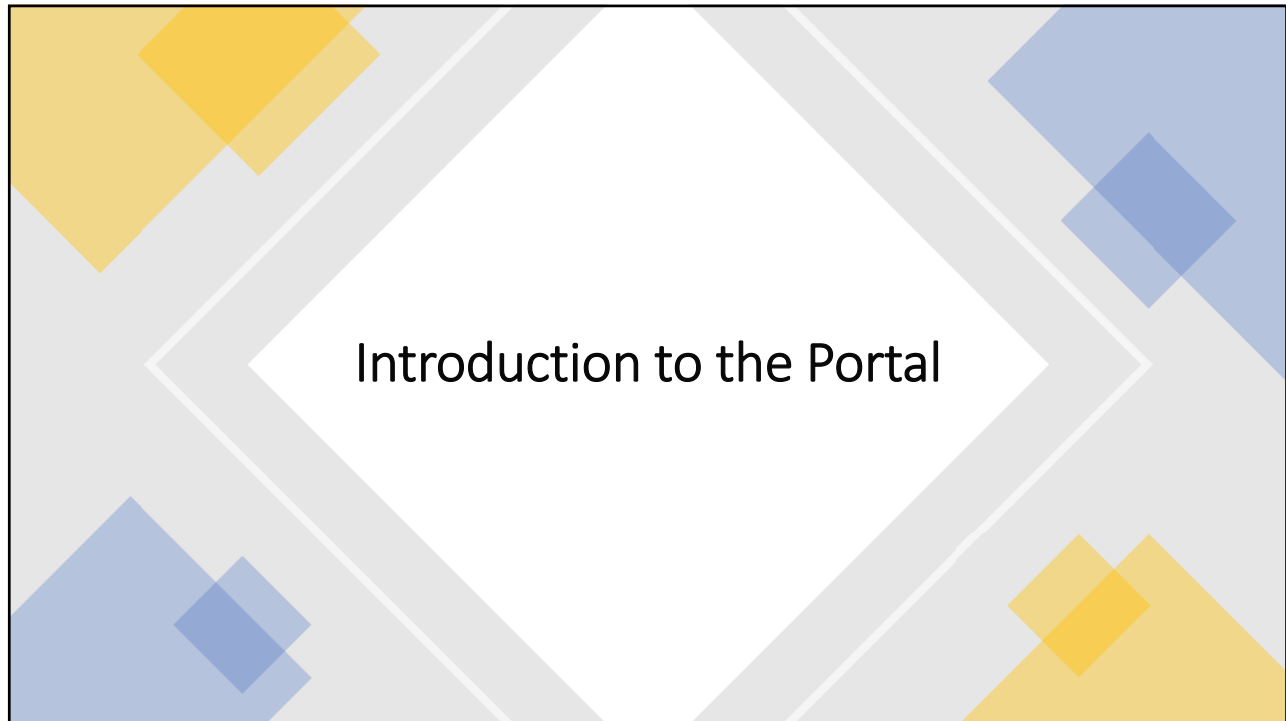
My Work 1-4

Subject	Assigned To	Status	Due	Created	Entity Name
<span style="color: #00aaff;">?</span> AFSL Request for Informa...	All contacts of AA Fina...	<span style="color: #00aaff;">Open</span>	21/7/21	9:52 PM (Alastair Abbott)	AA Finance Company ...
<span style="color: #00aaff;">?</span> Request for Information (...)	All contacts of AA Buil...	<span style="color: #00aaff;">Open</span>	17/8/21	9:49 PM (Alastair Abbott)	AA Building Company ...
<span style="color: #00aaff;">?</span> Request for Information	All contacts of AA Buil...	<span style="color: #00aaff;">Open</span>	15/6/21	9:49 PM (Alastair Abbott)	AA Building Company ...
<span style="color: #00aaff;">?</span> Request for Information (...)	All contacts of AA Buil...	<span style="color: #00aaff;">Open</span>	15/7/21	9:49 PM (Alastair Abbott)	AA Building Company ...

Files

No files have been added that match the selected filters.

4



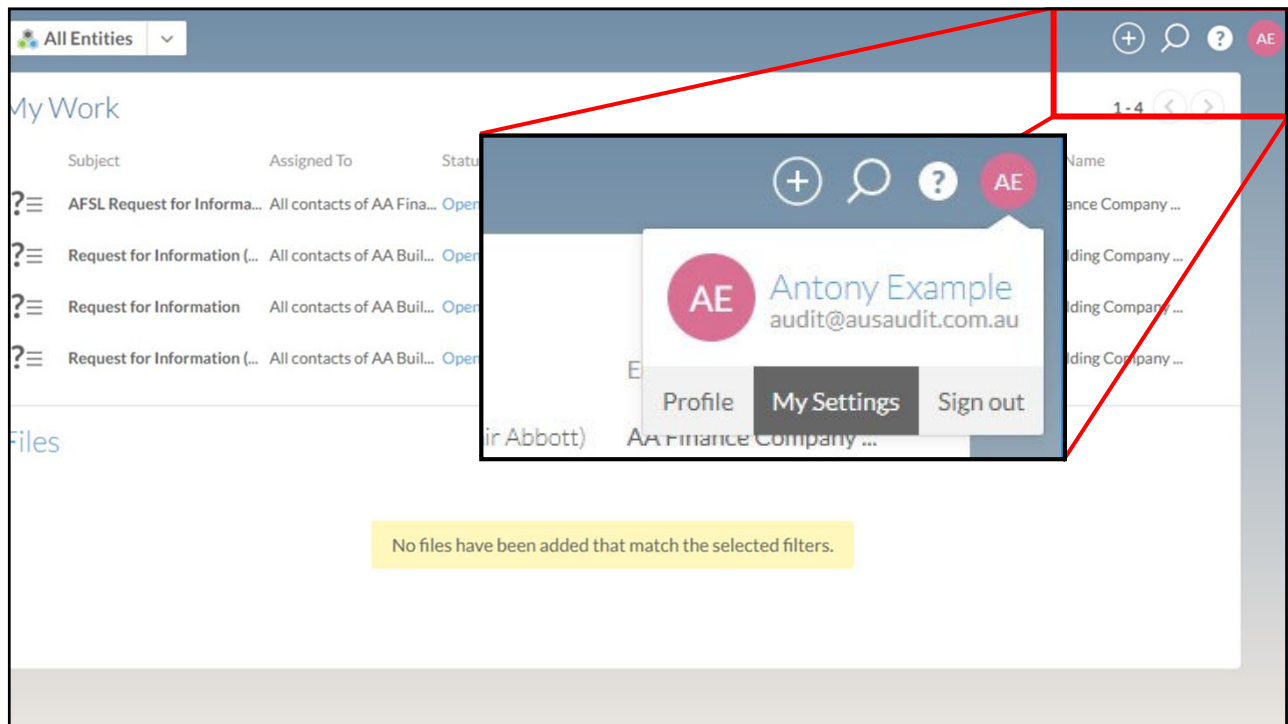
5

The screenshot displays the 'My Work' section of a portal. At the top, there is a navigation bar with 'All Entities' and a dropdown arrow, along with icons for adding, searching, and help. Below this is a table with the following data:

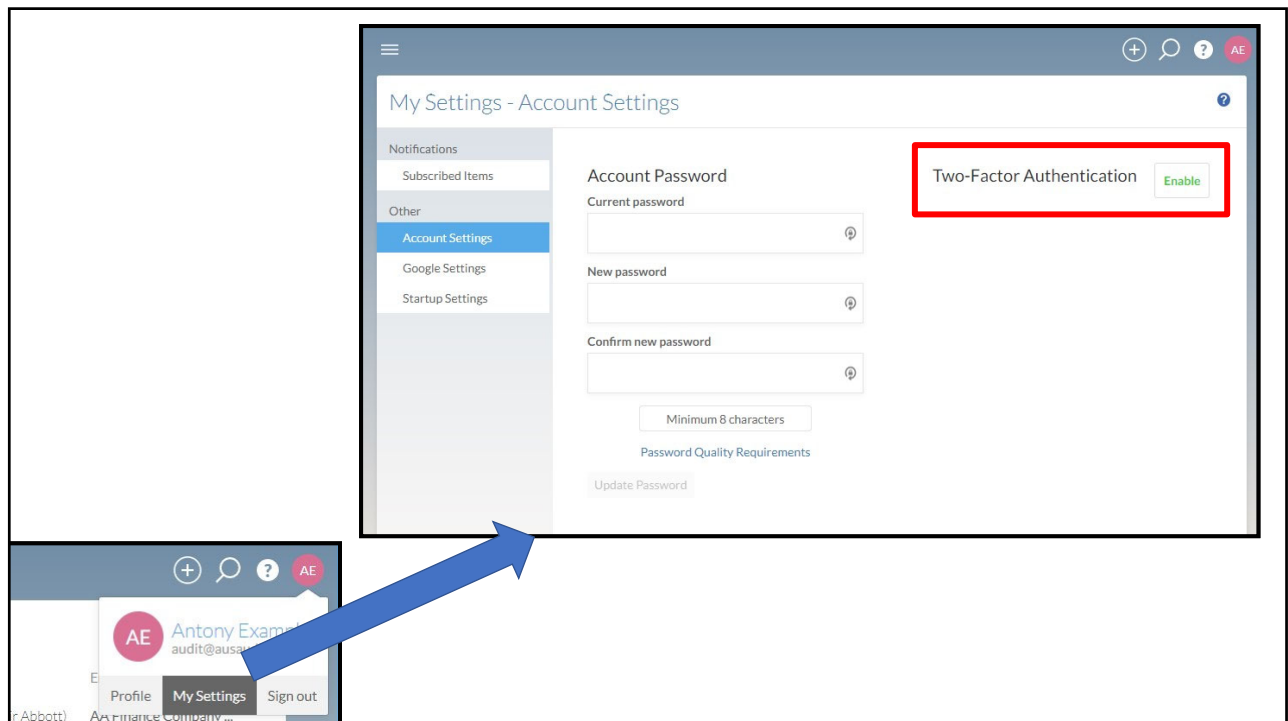
Subject	Assigned To	Status	Due	Created	Entity Name
AFSL Request for Informa...	All contacts of AA Fina...	Open	21/7/21	9:52 PM (Alastair Abbott)	AA Finance Company ...
Request for Information (...)	All contacts of AA Buil...	Open	17/8/21	9:49 PM (Alastair Abbott)	AA Building Company ...
Request for Information	All contacts of AA Buil...	Open	15/6/21	9:49 PM (Alastair Abbott)	AA Building Company ...
Request for Information (...)	All contacts of AA Buil...	Open	15/7/21	9:49 PM (Alastair Abbott)	AA Building Company ...

Below the table is a 'Files' section with a message: 'No files have been added that match the selected filters.'

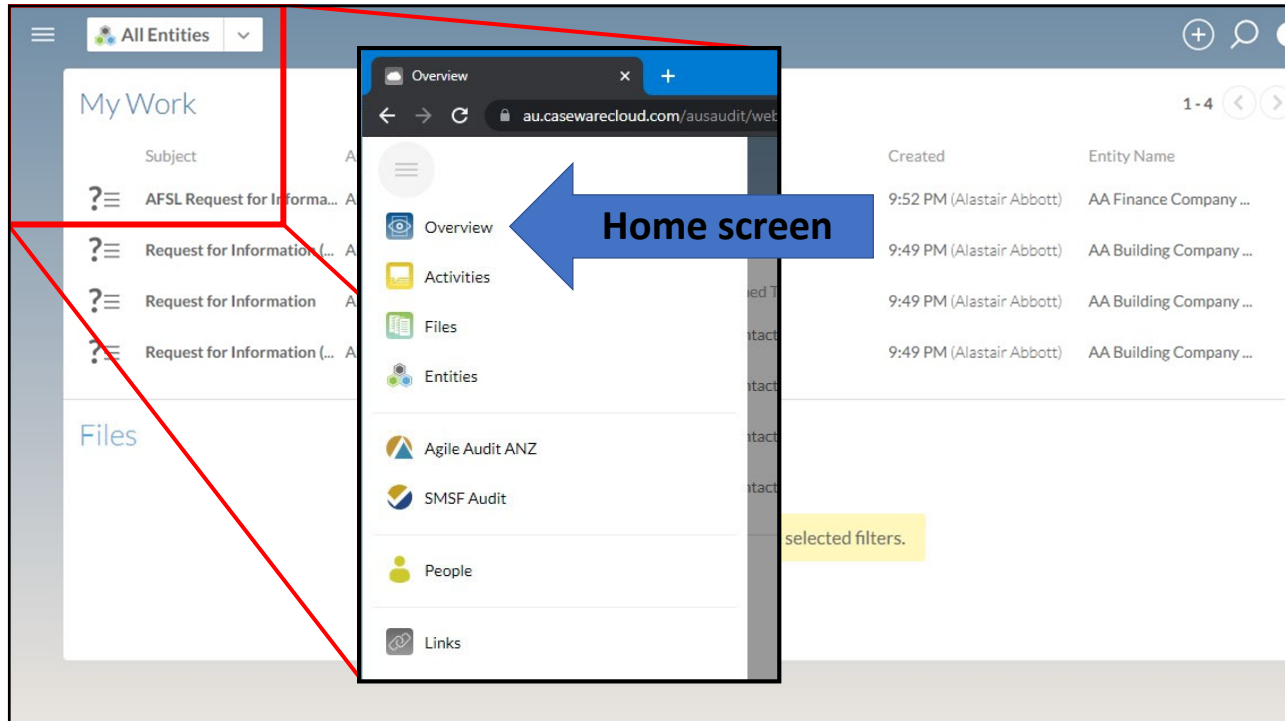
6



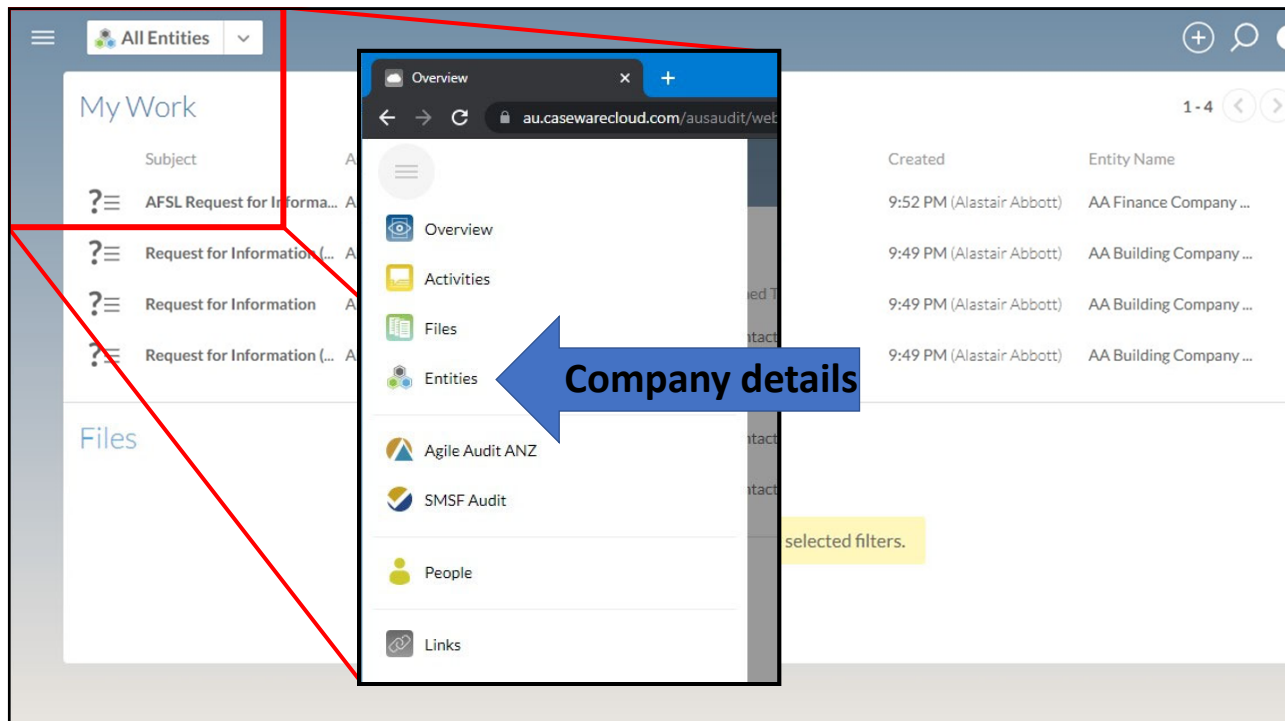
7



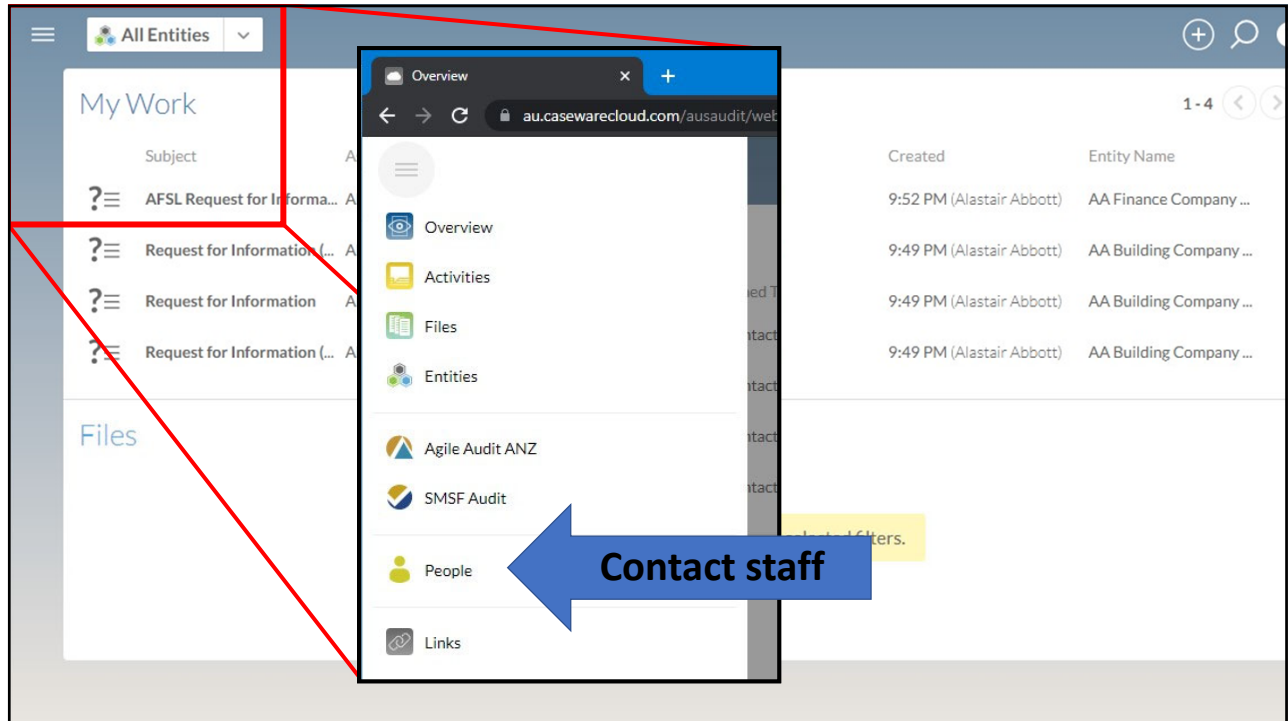
8



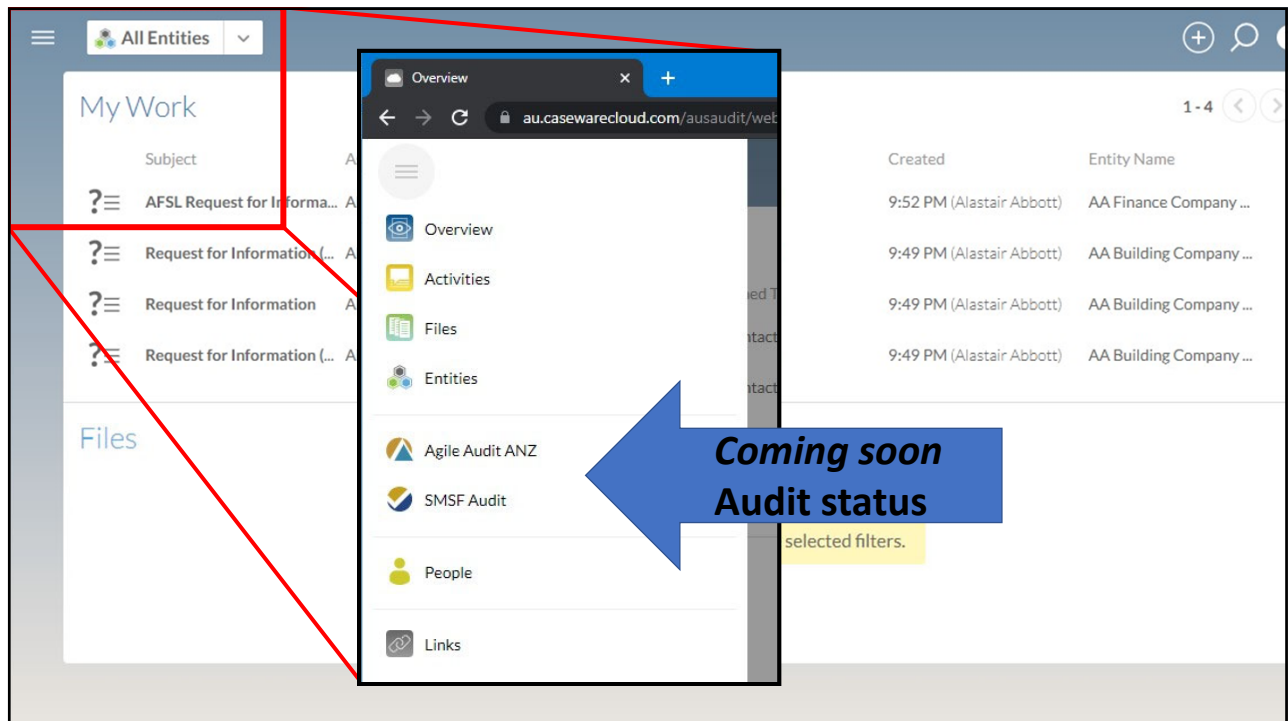
9



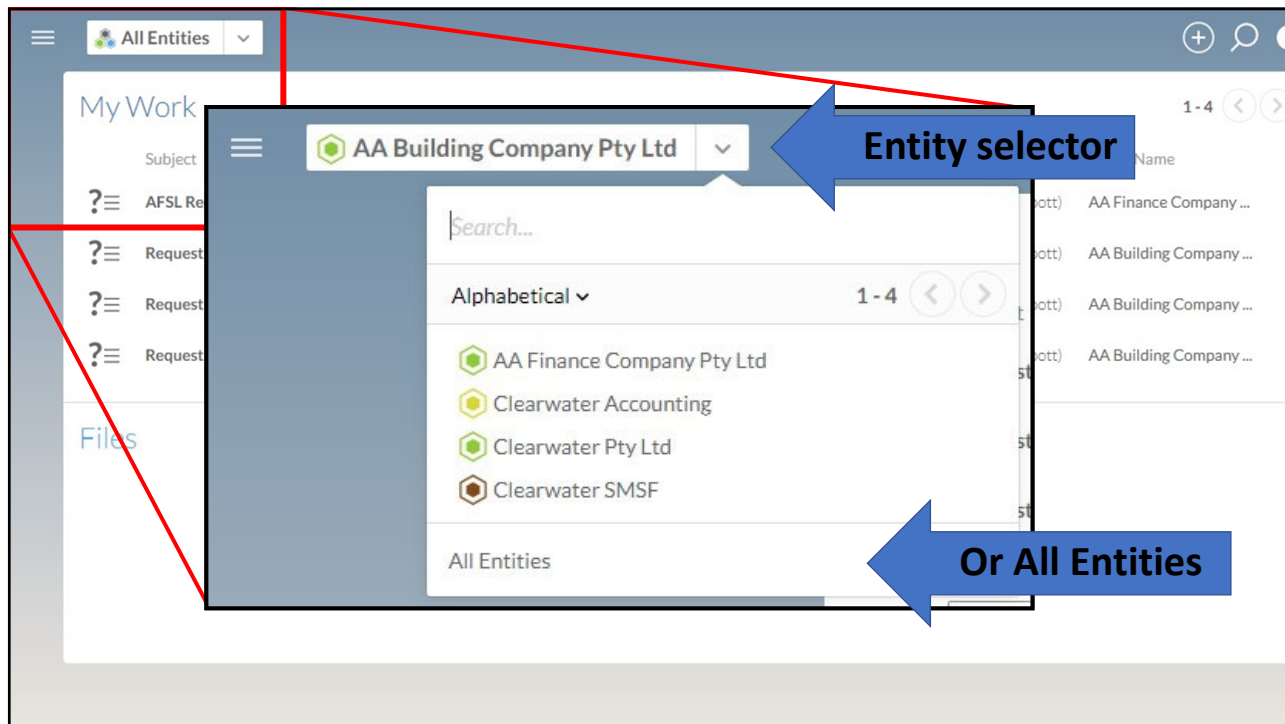
10



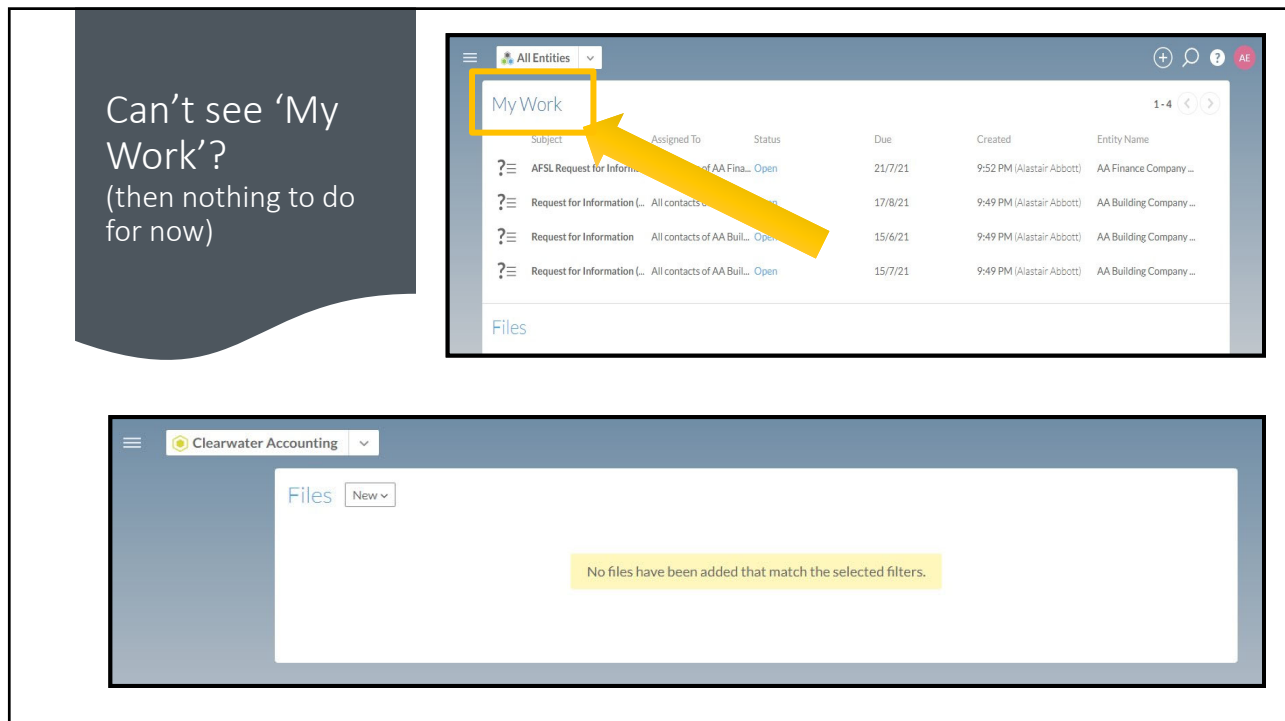
11



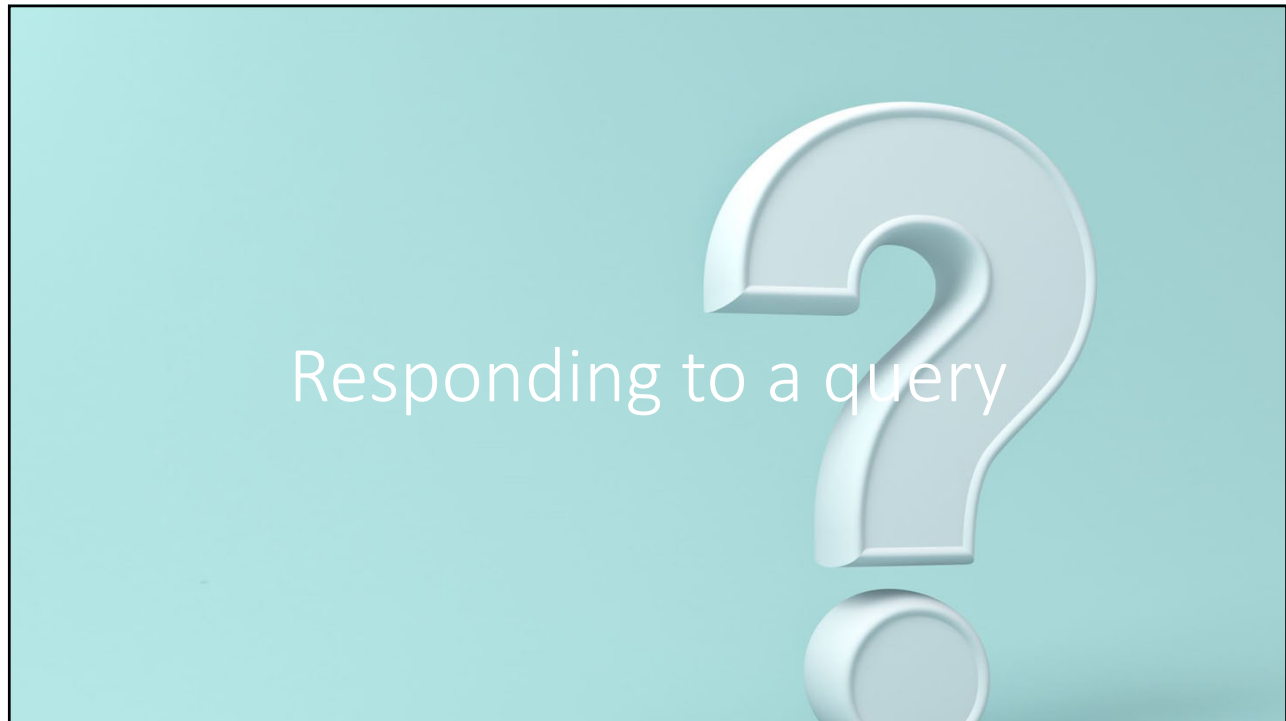
12



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## Filter what you are looking at

The screenshot displays the 'Request for Information' interface for 'AA Building Company Pty Ltd'. The left sidebar is titled 'Request for Information' and contains a 'FILTERS' section with the following items:

- Awaiting Response (31)
- Response Submitted (0)
- Returned (0)
- Accepted (0)
- All questions (31)

The main content area includes an 'Instructions' box with the text: 'Please provide us with the documentation and information requested below to assist us with planning the current year audit.' Below this is a 'General' section with a 'Trial Balance' subsection. The 'Trial Balance' section contains the text: 'Copy of Trial Balance file, in a compatible Excel format (e.g. xls, .csv)' and a 'File upload' field with a dashed border and the text 'Drag and drop here or click to browse'.

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## Contents summary

The screenshot displays the 'Request for Information' interface for 'AA Building Company Pty Ltd'. The left sidebar contains a 'FILTERS' section with checkboxes for 'Awaiting Response' (31), 'Response Submitted' (0), and 'Returned' (0). Below this is a 'QUESTION SETS' section, which is highlighted with a yellow box and pointed to by a yellow arrow. The 'QUESTION SETS' list includes 'General', 'Trial Balance', 'General Ledger / Detailed Account Tra...', 'Minutes and board reports', 'Understanding the entity', 'Understanding the entity workpapers', 'Service delivery model', and 'Key client personnel for communication'. The main content area shows an 'Awaiting response' status, a 'MARK RESPONDED' button, and an 'Instructions' box. Below the instructions is a 'General' section with a 'Trial Balance' subsection, which includes a file upload field and a 'Drag and drop here or click to browse' prompt.

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## Current status

The screenshot displays the 'Request for Information' interface for 'AA Building Company Pty Ltd'. The left sidebar is identical to the previous screenshot. The main content area shows the 'Awaiting response' status, which is highlighted with a yellow box and pointed to by a yellow arrow. The 'MARK RESPONDED' button is also visible. The 'Instructions' box and the 'Trial Balance' section with the file upload field are also present.

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## Due date

The screenshot displays the 'Request for Information' interface for 'AA Building Company Pty Ltd'. On the left, there are filters for 'Awaiting Response' (31), 'Response Submitted' (0), and 'Returned' (0). The main content area shows 'Instructions' and a 'General' section with a 'Trial Balance' question. A yellow box highlights the 'Due in 6 days' status, with a yellow arrow pointing to it from the top left.

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## Print responses to keep a record

The screenshot displays the same 'Request for Information' interface. A yellow box highlights the print icon in the top right corner, with a yellow arrow pointing to it from the top right.

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## General instructions

The screenshot displays the 'Request for Information' interface for 'AA Building Company Pty Ltd'. The left sidebar contains filters and question sets. The main content area shows a yellow 'Instructions' box with the text: 'Please provide us with the documentation and information requested below to assist us with planning the current year audit.' A yellow arrow points to this box. Below the instructions, the 'General' question set is visible, featuring a 'Trial Balance' question with a file upload field and a 'Drag and drop here or click to browse' prompt.

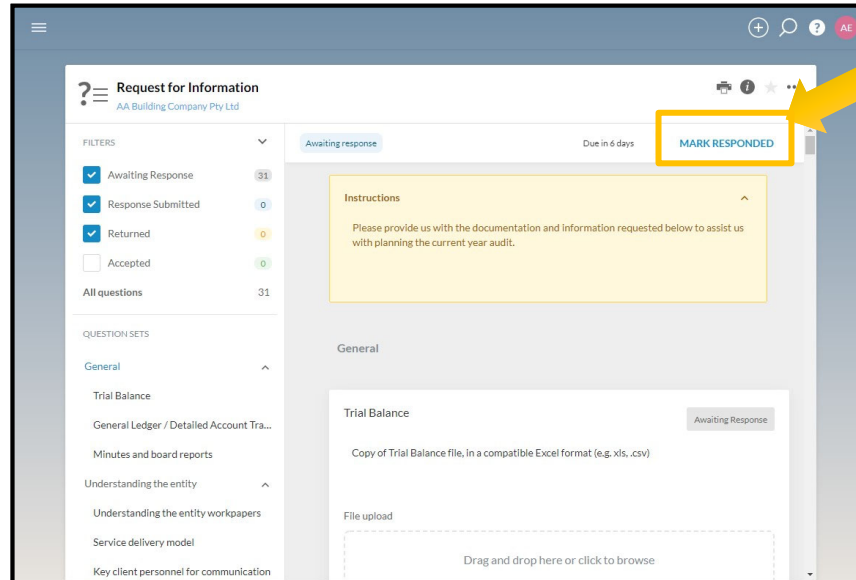
21

## Question tiles

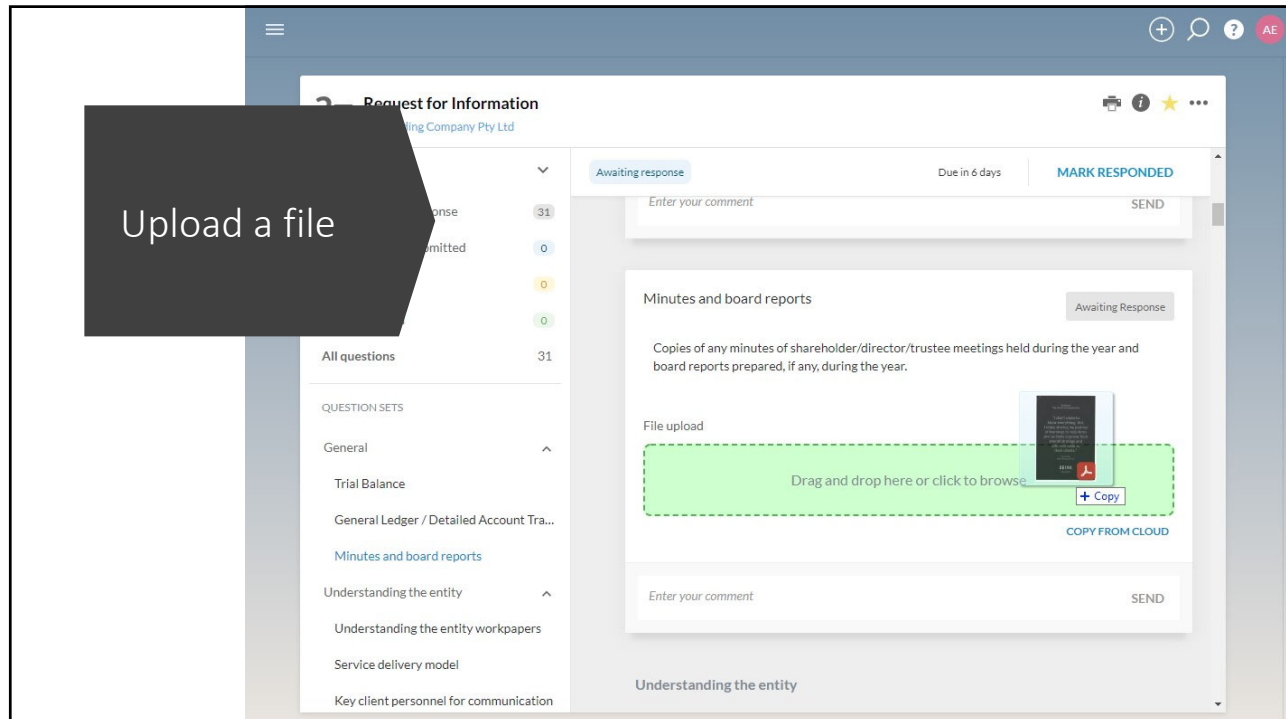
This screenshot is identical to the one above, showing the 'Request for Information' interface. In this view, a yellow box highlights the 'General' question set area, which includes the 'Trial Balance' question and its associated file upload field. A yellow arrow points to this highlighted area.

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# When ALL questions are completed

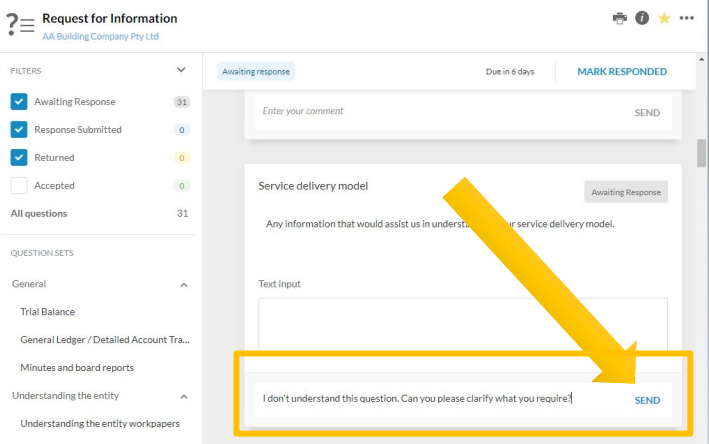


23



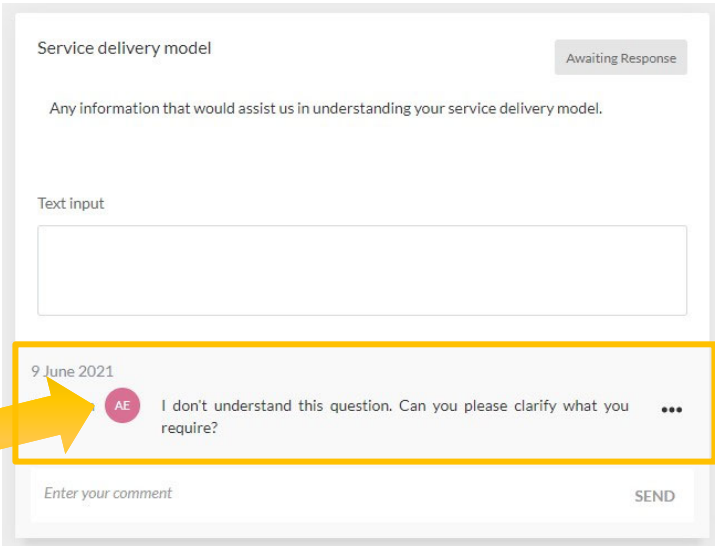
24

Add a comment



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Send the comment



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Service delivery model Awaiting Response

Any information that would assist us in understanding your service delivery model.

Text input

We provide XYZ services by ...

9 June 2021

**AE** I don't understand this question. Can you please clarify what you require? ...

**[Profile]** Please describe a summary of your main operations

Enter your comment SEND

**Submit Response**

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### If a question isn't complete

**Request for Information**  
AA Building Company Pty Ltd

**FILTERS**

- Awaiting Response 27
- Response Submitted 1
- Returned 2
- Accepted 1

All questions 31

**QUESTION SETS**

- General
- Trial Balance
- General Ledger / Detailed Account Tra...
- Minutes and board reports
- Understanding the entity
- Understanding the entity workpapers

Reopened Due in 6 days MARK RESPONDED

**Significant accounting e** Returned

Details of any methods and significant assumptions and relevant data used in developing accounting estimates for financial reporting purposes.

Text input

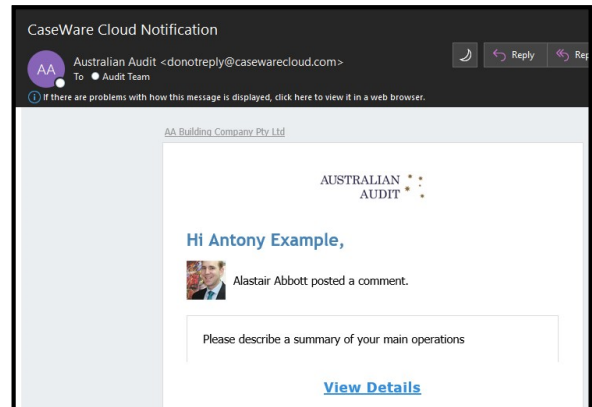
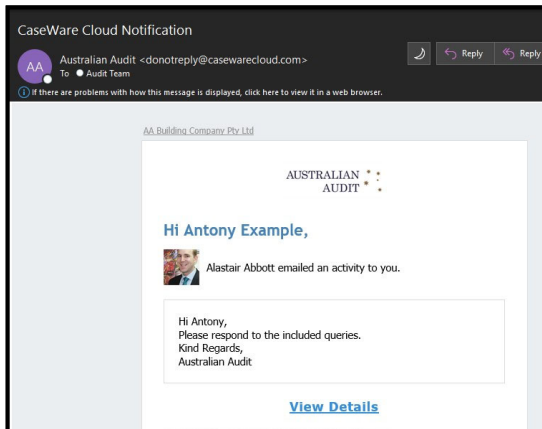
[incomplete answer]

Enter your comment SEND

**Submit Response**

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# Email notifications – add as safe sender



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## Any issues – don't stress

Should you have any questions or need any guidance, please contact our office on

**08 9218 9922**  
**info@ausaudit.com.au**

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