

CCH® ProSystem fx® Knowledge Coach

Welcome to 2021 Knowledge-Based Audits™ of Employee Benefit Plans for Knowledge Coach

This bulletin provides important information about the 2021 release of Knowledge Based Audits of Employee Benefit Plans. Please review this bulletin carefully. If you have any questions, additional information is available on CCH [Support Online](#).

Information about the Title

This title is designed to help the auditor efficiently and effectively perform financial statement audits of employee benefit plans in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS). Knowledge-Based Audit™ Methodology is a risk-based methodology that emphasizes using knowledge of the entity to make risk assessments in connection with a financial statement audit. This methodology allows the auditor to more appropriately focus audit efforts on those areas which, in the auditor's judgment, are the most significant and pose the most risk of material misstatement to the financial statements.

Conducting audits of employee benefit plans requires the exercise of the auditor's professional judgment. Additionally, the operations of employee benefit plans are often unique and complex and may require specialized accounting and auditing knowledge. This edition includes specific up-to-date guidance for auditing employee benefit plans of all types, including defined benefit, defined contribution, and health and welfare plans.

This document is published for the purpose of communicating the updates and enhancements included in the current version to users of the toolset. This document is not, and should not be used as, an audit program to update the audit documentation of an engagement started in a previous version of this product.

If you are updating from a previous version of this title, refer to the *Knowledge Coach User Guide*, Chapter 12. The guide is found on the Engagement File Room Help menu.

The 2021 documents include CCH® Accounting Research® material links to specific guidance, providing instant access to detailed analysis related to the steps and processes discussed in the workpapers.

Caution: This title should only be used by auditors who are implementing the requirements of SAS No. 134 – 140. For engagements where those standards will not yet be implemented, the auditor should continue to use the 2020 title, released on 3/12/2020. The procedures and illustrative letters and reports in the 2020 title are current through SAS No. 133, Auditor Involvement with Exempt Offering Documents, and AICPA Ethics Interpretation, Hosting Services (ET sec 1.295.143).

New in this Release

CCH® ProSystem fx® Engagement 2019 Compatibility

This title can be installed on Engagement v2019 by first installing the Engagement v2019.2.6 Update. The latest update can be downloaded via CCH Software Delivery Manager. This update allows you to use the 2021 content without installing Engagement v2020 until your firm plans to update.

KBA-901 Financial Statement Disclosure Checklist

If you are not an early adopter, you still must install this title to obtain the updated KBA-901 Financial Statement Disclosure Checklist. The disclosure checklist is an independent workpaper and can be added to a binder without updating the other content for the new standards.

After installing, if you choose not to release the title, there are three options for inserting the updated disclosure checklist into a binder:

Note: Each of these options requires a staff member or group to have the "Insert Workpapers from Unreleased Titles" right, which can be assigned in the ADMIN module. The staff with this right are noted as "select staff members" in the options below.

- Select staff members can insert the updated checklist and delete the existing checklist from the binder. The new checklist will not include any of the prior responses. However, the user can refer to the checklist in the prior year binder and copy/paste any relevant information.
- Select staff members can use the Update Knowledge Coach Content feature to update to the 2020 checklist. To do this, first check in all workpapers except KBA-901 Financial Statement Disclosures Checklists to avoid accidentally updating other workpapers. Then, right-click on KBA-901 in the binder and select **Update Knowledge Coach Content > Update Selected Knowledge Coach Workpapers** to update only the disclosure checklist to the 2020 version. This option retains responses from the prior year other than the tailoring questions (table of contents).

Note: If other forms are accidentally updated, the changes cannot be undone.

- Select staff members can create a binder template with just the updated disclosure checklist. Then, other staff members can copy and paste the disclosure checklist from the template into the client engagement binders. The new checklist will not include any of the prior responses. However, the user can refer to the checklist in the prior year binder and copy/paste any relevant information.

Caution: If your firm will not be implementing the requirements of SAS No. 134 – 140 and will continue using the 2020 Employee Benefit Plan title but will need the PCAOB updates, which incorporate the new and reviewed requirements of PCAOB Auditing Standards AS 1105 (Revised) Audit Evidence, AS 1201 (Revised), Supervision of the Audit Engagement, AS 1210, Using the Work of an Auditor-Engaged Specialist, and AS 2501 (Revised), Auditing Accounting Estimates, Including Fair Value Measurements, please obtain the [KBA Employee Benefit Plans Supplement – PCAOB Updates for Firms NOT implementing SAS Nos. 134-140](#) on Accounting Research Manager. These standards are effective for audits of periods ending on or after December 15, 2020 and were not include in the 2020 title. If your firm doesn't have access to Accounting Research Manager, please email KCQuestions@wolterskluwer.com for access to this supplement.

2021 Edition of Knowledge-Based Audits of Employee Benefit Plans

This edition features numerous enhancements, including:

- Functionality of KBA-901 updated for a new, streamlined approach to tailoring.
- Adding a new tailoring question, "Is the auditor engaged to report on Key Audit Matters?" to AUD-100. The question flows to multiple forms to show or hide steps. Please review KCO-003 Answer Effects for the Engagement-Level Tailoring Questions Workpaper for more information about this new tailoring question.
- Adding a new tailoring question, "Was the current year audit an ERISA section 103(a)(3)(C) audit?" that flows to multiple forms to show or hide steps. Please review KCO-003 Answer Effects for the Engagement-Level Tailoring Questions Workpaper for more information about this new tailoring question.
- Adding new columns to document "Key Audit Matters" in KBA-102. These new columns show or hide based on the new tailoring question in AUD-100.
- Adding new default answers in KBA-103 for columns 13, 14, and 15 based on answers in column 12.
- Adding sorting to the "Communication of Internal Control Deficiencies" table in KBA-103. The flow of deficiencies to this table is automatically sorted based on the text in the Deficiency No. column in the first table.
- Modifying the answer floatie in the conclusion section of KBA-303 from "No" to "No Inconsistencies Noted."

- Adding a new default answer in Column 7, “CR” in KBA-502. If a user selects “Yes” to one of the questions below in AUD 100 and selects “No” in Column 5 of KBA 502, “Controls Selected for Testing of Operating Effectiveness,” then CR will default to “Max.”
 - Has the auditor been engaged to perform an integrated audit (i.e., an audit of internal control over financial reporting that is integrated with the audit of financial statements)?
 - Does the auditor intend to test the operating effectiveness of internal controls over financial reporting?
- Adding columns to KBA-503 for relevant assertions and inherent risk assessment that will flow from KBA-502. Also changing functioning so that the user selects which audit areas to flow from KBA-502.
- Modifying the header in the second column "Section I: Risk Assessment Procedures and Related Activities" to now read, "Does the Factor Exist Yes/No" to avoid confusion on how this column should be documented.
- Removing colons from workpaper names so that the user may publish or save forms outside of engagement without receiving the error message for an invalid character.
- Enhancing instructions and procedures throughout the toolset to improve workflow.
- Adding new AUDs, CORs, and RESs as follows:
 - AID-847 Analysis of Service Auditor Report
 - COR-219A Auditor's Agreement with and Request for Representations from the Auditor Engaged Specialist Who Performs Certain Audit Procedures (For 11-K Filings)
 - RPT-0909A Unmodified Opinion: Emphasis-of-Matter Paragraph Related to Going Concern: Substantial Doubt has Been Alleviated
 - RPT-0975 Defined Contribution Plan Subject to ERISA when Management Elects an ERISA Section 103(a)(3)(C) Audit Including Supplementary Information
 - RPT-0976 Defined Contribution Plan Subject to ERISA when Management Elects an ERISA Section 103(a)(3)(C) Audit in the Current Year with a DOL Limited Scope Audit Performed in the Prior Year
 - RPT-0977 Qualified Opinion on Financial Statements of a Defined Contribution Plan Subject to ERISA when the Auditor Has Performed an ERISA Section 103(a)(3)(C) Audit
 - RPT-0978 Adverse Opinion on Financial Statements of a Defined Contribution Plan Subject to ERISA when the Auditor Has Performed an ERISA Section 103(a)(3)(C) Audit
 - RPT-0979 Disclaimer of Opinion, Due to the Auditor's Inability to Obtain Sufficient Appropriate Audit Evidence Because the Plan has not Maintained Sufficient Accounting Records, on Financial Statements of a Defined Contribution Retirement Plan Subject to ERISA when Management Elects an ERISA Section 103(a)(3)(C) Audit for Both Years
 - RES-030 Determining and Communicating Key Audit Matters (KAMs) Decision Tree

[Click here](#) for the 2021 Employee Benefit Plans Title Overview for Knowledge Coach Users.

In addition, forms and practice aids throughout have been updated to include new examples and tips. Where applicable, they take into account new literature, standards, and developments reflected in the following current audit and accounting guidance:

- AICPA Statement on Auditing Standards (SAS) No. 134, Auditor Reporting and Amendments, Including Amendments Addressing Disclosures in the Audit of Financial Statements; 2018 Revision of Government Auditing Standards (GAGAS, or the Yellow Book)
- SAS No. 135, Omnibus Statement on Auditing Standards – 2019
- SAS No. 136, Forming an Opinion and Reporting on Financial Statements of Employee Benefit Plans Subject to ERISA

- SAS No. 137, The Auditor’s Responsibilities Relating to Other Information Included in Annual Reports
- SAS No. 138, Amendments to the Description of the Concept of Materiality
- SAS No. 139, Amendments to AU-C Sections 800, 805, and 810 to Incorporate Auditor Reporting Changes From SAS No. 134
- SAS No. 140, Amendments to AU-C Sections 725, 730, 930, 935, and 940 to Incorporate Auditor Reporting Changes From SAS Nos. 134 and 137
- AICPA Ethics Interpretation, Information System Services (ET sec.1.295.145)
- ASU No. 2020-11 Financial Services – Insurance (Topic 944): Effective Date and Early Application
- For 11-K audits, PCAOB auditing standards and rules issued through June 2020, including AS 1210, Using the Work of an Auditor-Engaged Specialist, and AS 2501 (Revised), Auditing Accounting Estimates, Including Fair Value Measurements

Best Practices

- Save changes to workpapers before closing the workpaper or the binder to ensure data is correctly updated.
- If Microsoft® Word crashes when using Knowledge Coach, before closing the binder, use the **Save Knowledge Coach Answers** option in the binder view under the Tools menu. This step saves all data within tables.
- You can view other Knowledge Coach Best Practices on our [Web site](#).

License Requirements

This title requires the Knowledge-Based Audits of Employee Benefit Plans license. Users who do not have a license for this title cannot use Knowledge Coach functionality in workpapers.

For information on updating your licensing, see [How do I add or update CCH ProSystem fx Engagement Licenses?](#) on our Support Web site.

For more information on assigning licenses, see [How do I assign Engagement Licenses?](#) on our Support Web site.

Download and Installation Instructions

See [How do I add a new CCH® ProSystem fx® Knowledge Coach title to CCH® ProSystem fx® Engagement?](#) for instructions on installing a new Knowledge Coach title.

Notes:

- You must install the 2020 Financial Statement Base title before installing this title.
- This title can be installed on Engagement v2019 by installing the v2019.2.6 or later update available on Software Delivery Manager.
- On some occasions the content package file (KCP) downloads with the extension changed to ZIP. If this occurs, change the extension of the downloaded file to KCP, using all capital letters.

We also have a utility to help you install and release your titles. See [How do I use the CCH® ProSystem fx® Knowledge Coach Title Install Utility?](#) for more information.

Using Your Knowledge Coach Content with CCH® Accounting Research Manager®

CCH Accounting Research Manager (ARM) is the most comprehensive, up-to-date, and objective online database of financial reporting literature. It includes all authoritative and proposed accounting, auditing, and SEC literature, plus independent, expert-written interpretive guidance.

Available on ARM, the Knowledge-Based Audits of Employee Benefit Plans Guide helps you comply with the most recent professional standards and guidance for conducting audits of Employee Benefit Plans. It integrates the use of practice aids, tools, and other resources with its guidance. This publication supplements and complements the knowledge-based documents that are available in Knowledge Coach.

If you subscribe to an ARM library that includes Employee Benefit Plans content, you can link directly to source material from Resources within Knowledge Coach documents. These links have been updated to refer to the accounting standards under the FASB Accounting Standards Codifications. Also, if you subscribe to the Knowledge-Based Audits of Employee Benefit Plans Guide on ARM, you can take advantage of references to the guide material from within the Knowledge Coach documents.

With Accounting Research Manager, you maximize the efficiency of your research time, while enhancing your results. Learn more about our content, our experts, and how you can request your free trial by visiting the [ARM Web site](#). You can also access the ARM Web site by selecting **Engagement > Binder Window > Shortcuts Bar > Guidance tab**.