

CCH Axxess™ Knowledge Coach and CCH® ProSystem fx® Knowledge Coach

Welcome to 2022 Knowledge-Based Examinations of Service Organizations for Knowledge Coach

This bulletin provides important information about the 2022 release of Knowledge Based Examinations of Service Organizations. 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 practitioner efficiently and effectively conduct examination engagements of service organizations in accordance with applicable standards issued by the American Institute of Certified Public Accountants (AICPA). The knowledge-based methodology for service organization engagements is a risk-based methodology for conducting examination engagements of service organizations. It emphasizes using knowledge of the entity, subject matter, and criteria to make the risk assessments and recommendations in connection with an engagement. The more accurately a practitioner assesses risks of material misstatement or deviation, the more assurance the practitioner has that the procedures performed in response to the risk assessments will detect material misstatements or deviations.

Examination of Service Organizations are often unique and complex, and require specialized accounting, and attestation knowledge. Conducting Examination of Service Organizations requires the exercise of the practitioner's professional judgment. This edition includes specific up-to-date guidance for Examination of Service Organizations and is published for the purpose of communicating, to users of the toolset, updates and enhancements included in the current version.

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.

The 2022 title includes 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! SSAE No. 21 is effective for practitioners' assertion-based examination reports dated on or after June 15, 2022. Practitioners who have not implemented the provisions of SSAE No. 21 should continue to use the 2021 title, released on 2/18/2021.

New in this Release

2022 Edition of Knowledge-Based Examinations of Service Organizations

This edition features numerous enhancements, including:

- Moving the documentation of “Compensating Controls” from ATT-401 and ATT-401 to KBA-101
- New column in KBA-103, “Describe Any Compensating Control(s) that Limit the Severity of the Deficiency” for documenting compensating controls
- Enhancing instructions and procedures throughout the toolset to improve workflow
- Adding new Practice Points, see KCO-001, regarding SSAE-21

[Click here](#) for the 2022 Service Organizations Title Overview for Knowledge Coach Users.

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

- AICPA Auditing Standards Board (ASB) Statements on Standards for Attestation Engagements (SSAE) No. 21, Direct Examination Engagements
- 2018 Revision of Government Auditing Standards (GAGAS, or the Yellow Book)

CCH® ProSystem fx® Engagement 2020 Compatibility

This title can be installed on Engagement v2020 by first installing the Engagement v2020.2.3 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.

CCH Axxess Knowledge Coach Instructions and Information

No installation is necessary. Once released, the title will be available for use after login. See the help topic [Updating Industry Content to the Latest Version](#) for instructions about applying the updated title.

CCH ProSystem fx Knowledge Coach Instructions and Information

Updating Your Title

If you are updating from a previous version of this title, review **Help > Knowledge Coach Help Topics**, then select “Updating to the Latest Version of a Workpaper” from the Table of Contents.

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 saves all data within tables.
- You can view other Knowledge Coach best practices on our [Website](#).

License Requirements

This title requires the Knowledge-Based Audits of Commercial Entities 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 Website.
- For more information on assigning licenses, see [How do I assign Engagement licenses?](#) on our Support Website.

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 2021 Financial Statement Base title before installing this title.
- This title can be installed on Engagement v2020 by installing the v2020.2.3 or later update available on Software Delivery Manager.
- On some occasions the content package file (.KCP) will download 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.