

CCH® TeamMate — Libraries & TeamStores

Knowledge base and templates

A companion tool for housing your team members' details, best practice work programs and workpaper templates and standard reporting issues.



ENSURE STANDARDIZATION

Your department's existing methodology and detailed workpaper templates can quickly and easily be incorporated into a master audit library, so that TeamMate EWP matches the way you work.

Once a project file has been created from the chosen Library, its work plan is further built from a database known as a TeamStore, which includes work programs and procedures; workpaper templates; standard wordings of audit findings and issues; and the names of the department's team members/resources.

STREAMLINE YOUR AUDIT WITH TEAMMATE LIBRARIES

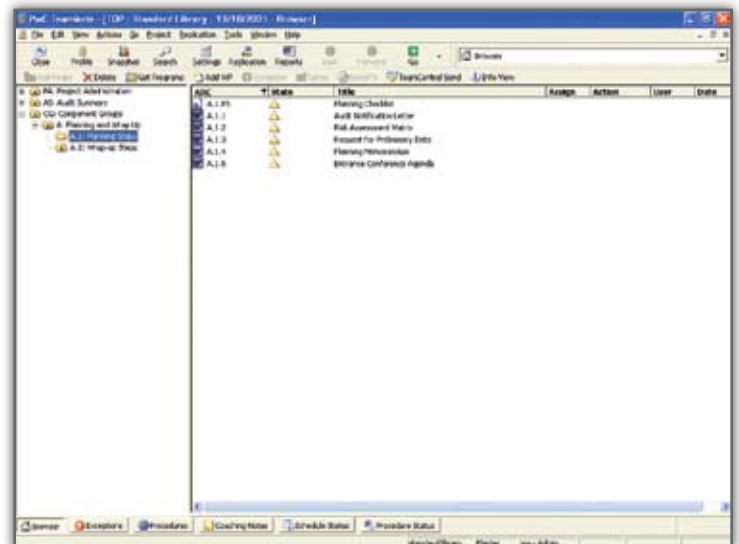
TeamMate EWP project files are created from user-defined templates known as Libraries. Using a TeamMate EWP Library enables your department's standard TeamMate EWP file structure and terminology to be applied to each and every project.

In addition, any and all procedures to be performed on every project, planning checklists and documents, notification letters, risk matrices, etc., included in your Library will be automatically inserted into each new project file.

Creating a custom Library for your department will help ensure that all of your best practice elements are included in each new project and that workpaper structure is standardized. The Library provides assurance that your teams adhere to organizational requirements. New user training time is

minimized and, overall, your teams spend less time getting started. Your TeamMate EWP Library will enable your teams to hit the ground running.

The Library is used as a "Head Start" file when creating new projects, and users can create a number of different Libraries for different types of engagements. By including detailed audit procedures in a Library, it is possible to create "off-the-shelf" project files for regularly performed assignments. Complete project templates can be created from any existing project file.



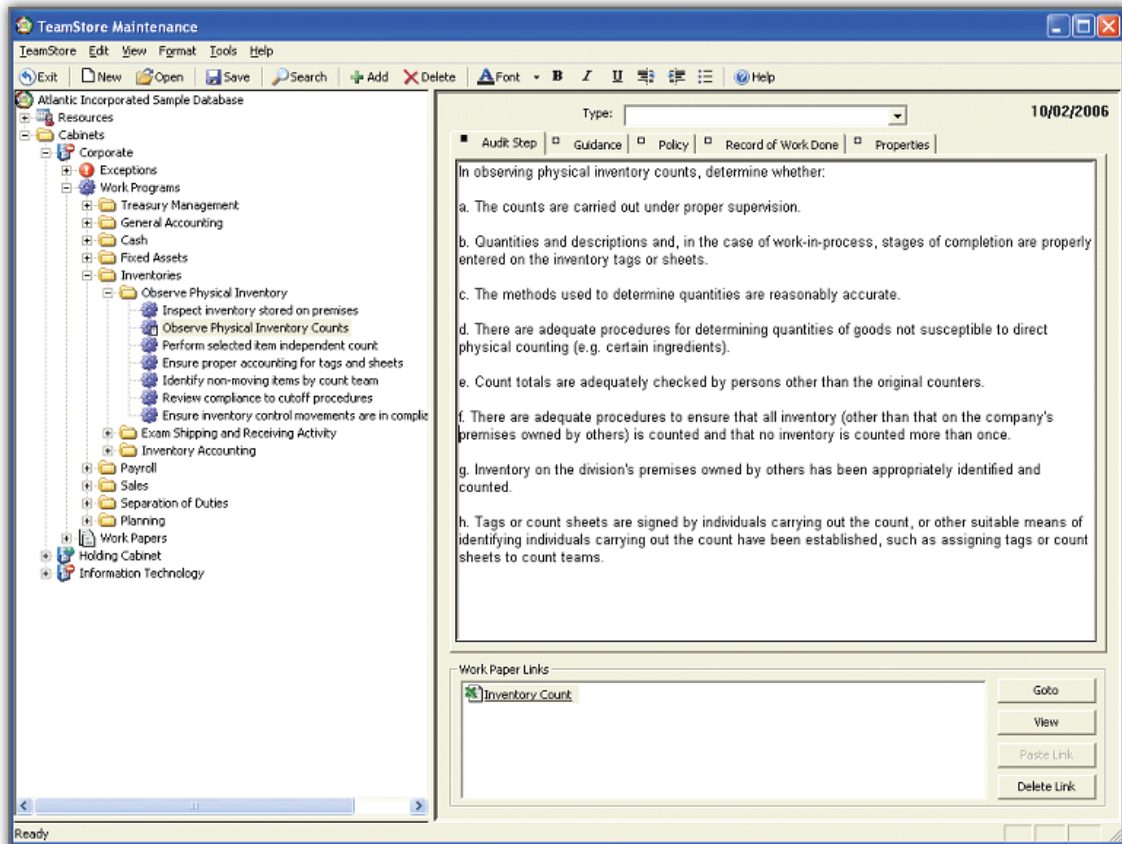
Library files help you get a head start by standardizing your audits.

LEVERAGE AUDITOR KNOWLEDGE WITH TEAMSTORE

If you have any existing standard work programs and/or workpapers, these can easily be migrated to TeamStore, enabling you to import them into project files in seconds.

Reportable issues, or exceptions, can also be saved in TeamStore for future use. The next time the same exception is encountered, a draft write-up of the finding and/or recommendation can be imported from the TeamStore.

Work programs, workpapers and exceptions documented in TeamMate EWP project files can be exported to TeamStore so that information is captured only once. Individual cabinets within TeamStore can be restricted so that only authorized team members can move these new programs, workpapers and exceptions into production.



TeamStore functions as a knowledge base of work programs, workpapers, and exceptions.