Flow 1: Migrate Form 4.30 and 5.10 from Knotia template to QMG Cloud

1. Open your edited Knotia template 4.30 and 5.10

2. Copy the relevant content from your edited Knotia template to Knotia migration template provided by Auvenir under prospective tabs and columns
   After copy is done, please make sure the following columns are following the standard format.
   - "Quality Objectives" under same component needs to be combined and copied to the first cell (highlighted) of each component under migration template
   - The values under "Component" column are selected from the drop-down list
   - The values under "Risk Ref" column are following the pattern of "1""2""3""4""5"
   - The values under "Response Ref" column are following the pattern of "QR.1""QR.2""SR.1""SR.2"
   - The values under "Assessment" and "Quality Risk" columns are selected from the drop-down list
   - The values under "Frequency of procedure" column are selected from the drop-down list

Response ref.	Quality risk ref.¹	Policies (See 5.10-1 for sample policies and procedures)	Procedures (See 5.10-1 for sample policies and procedures)	Frequency of procedure (e.g., annual, weekly, daily)	Responsibility	Who to communicate (e.g., all staff, managers, partners)	Mode of communication (e.g. policy)
QR.1	1	A second partner at the firm will review the financial statements for all engagements to ensure they are formatted correctly and include the necessary disclosures.

It is the engagement partners responsibility to ensure that all supporting evidence is included in the working paper file prior to issuance of the financial statements. | The second partner will complete their review of all financial statements before they are issued. Proof of their review will be their signature and date of the paper copy of the work order. | As needed | Partners | Partners | Engagement files |
| QR.2 | 1 2 3 | The chargeable and non-chargeable time for all staff is budgeted, and all larger assurance engagements will be scheduled to ensure staff availability and to avoid the overlapping of jobs. | the hours for the upcoming year using an Excel template. The budgeting process will include looking at the past year's hours and taking into account any significant new/lost engagements for the upcoming year to ensure the firm has sufficient staff. The budget is communicated to each accounting staff person via email. The partners will review the actual hours worked compared to the budgeted hours at each monthly partner meeting. Any shortfalls or questionable items will be discussed with the staff person.

Also in the fall of each year, the partners or a senior staff person, will contact all assurance clients that require their engagements to be done between January and June of the following year. At this time, the assurance engagement will be scheduled to ensure it does not overlap with another job and that the appropriately experienced staff person is available. This schedule is agreed upon by all partners and is communicated to all staff that are involved in assurance engagements. The firm realizes that flexibility will be required based on unforeseen circumstances.

Before an engagement is accepted (as defined in the policy), the engagement partner will communicate to the other partners with a conclusion that the firm has sufficient staffing, appropriate independence, experience and resources to complete the engagement within the expected timeframe with the appropriately experienced staff.

This information and request for consideration will be communicated via a standard email to all partners, and confirmation of acceptance will be saved on the partner network drive along with the initial email request. | Annually | Partners | PartnersOffice manager | ChronobillEmailIn-person meeting |

3. Open the target firm's SOQM and go to Documentation tab, import the Knotia migration template by clicking "Add new" - "Upload QMG Documents" under Documentation tab

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- Standard form(s)
- File(s) from Firm Templates
- File(s) from upload
- Custom document(s)
- Folder
- Subfolder
- Upload QMG Documents

	Form ID	Content Update	Status	Prepared by	Reviewed by	Open	Cleared	Closed	Comments
	-	-	-	-	-	0	0	0	💬 0 ⓘ
your system									
tem	-	-	✎	-	-	0	0	0	💬 0 ⓘ
roles and responsibilities									
☐ Form 3.10 – Firm's leadership roles and responsibilities	-	-	-	-	-	0	0	0	💬 0 ⓘ
☐ 📁 Step 4 – Establish quality objectives + identify and assess qualit...									
☐ Form 4.30 – Set quality objectives, identify and assess risks	-	-	✎	-	-	0	0	0	💬 0 ⓘ
☐ 📁 Step 5 – Design and implement responses to quality risks									
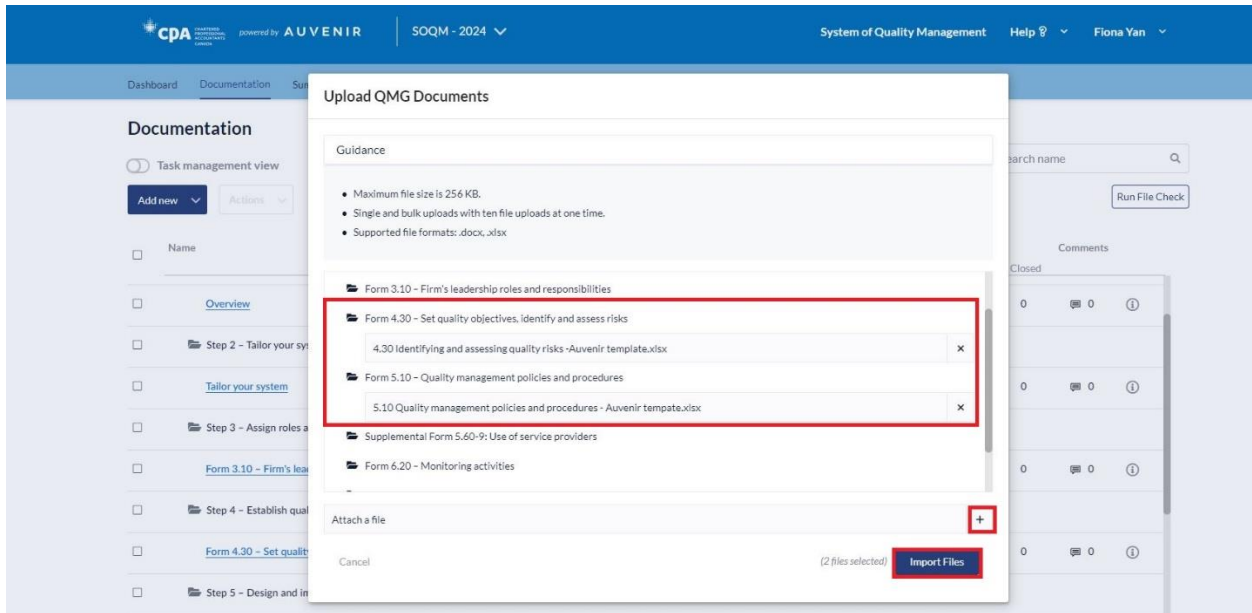
4. Add/update content where needed

Notes:

1. Certain columns will only accept valid content, such as Likelihood, Impact, Quality risk level, Response frequency
2. Risk and Response references only accept valid format and need to be matched from each side (e.g. Risk – 1, 2, 3, 4; Response – QR.1, QR.2, QR.3, QR.4)