



## Policy Manager: Bulk Import

There is no import feature in Policy Manager as standard because there are a lot of conditions that policies could be imported, which makes a one-size-fits-all feature difficult to implement.

Generally, the Claromentis team can assist with a bulk import of policies to your Intranet, as long as you have these stored somewhere (generally as Word, PDF, HTML, etc.).

If you would like to arrange an import, please raise a [change request ticket](#) and our team will discuss this further with you.

Otherwise, the alternative is for your team to manually implement policies in the Intranet using the available [asset type](#).

The most popular used is 'page' as this means the content is wholly managed in the Intranet rather than externally:

A screenshot of the Policy Manager interface. At the top, there are radio buttons for 'File upload', 'Page' (selected), 'File from Documents', and 'Weblink'. Below this is a rich text editor with a toolbar containing various icons for text formatting, alignment, and insertion. The editor contains the following text:

Audit procedures are an important area of the syllabus, though candidates often use inappropriate audit procedures to answer questions. The following tips will help you to understand the concepts and write appropriate audit procedures.

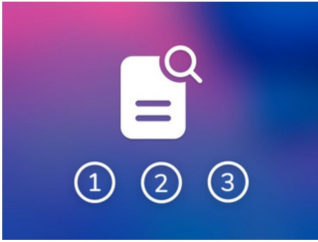
Every procedure must state:

- The assertion tested
- The audit procedure
- The reason for the procedure

Each of these points is explained below.

**Step 1 – Identify**  
Audit procedures are performed in order to test financial statement assertions. Therefore, the first step in explaining an audit procedure is to identify the assertion that needs to be tested.

**Step 2: Identify the audit procedure**  
Choose from Completeness, Valuation, and Allocation



### PROCEDURES PDR-0003 - Audit Procedures

Distribution Policy version 2 audit , internal

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PDR-0003 - Audit Procedures

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