



**CMS SYSTEMS SOLUTIONS**  
CASEWARE AUTHORISED DISTRIBUTOR

# **RECOMMENDED PROCEDURE**



## **Procedure for updating Audit report only**

VERSION 5.00

**PROCEDURE SUMMARY**

1. **Open CaseWare Client File.....3**

2. **Select to Back Up file.....3**

3. **Copy updated component from the Template into the client file.....4**

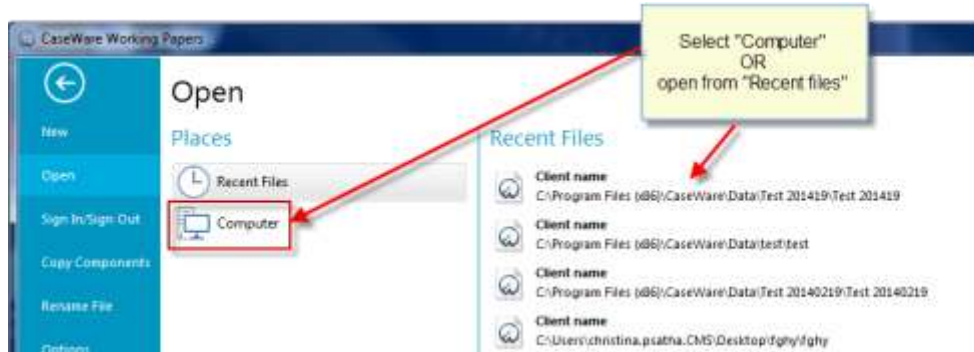
4. **Select to open 01.10 Financial statements .....7**

5. **Update the Freeze menu section. Select Update / From Library Section / Freeze ..8**

6. **Update the “Audit Report” section. From the Freeze menu select UPDATE / From Library Section / Audit Report ONLY. .... 8**

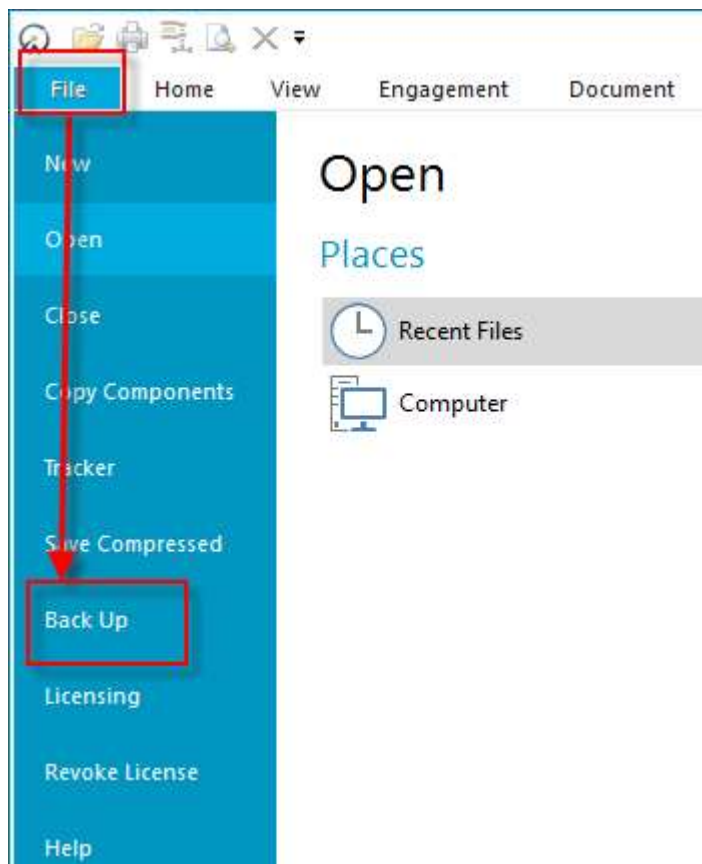
## 1. Open CaseWare Client File

- a. Open CaseWare Working Papers and either select your file from the Recent files list (if this has been recently opened) or click **Computer** to select the file from your computer or server.



## 2. Select to Back Up file

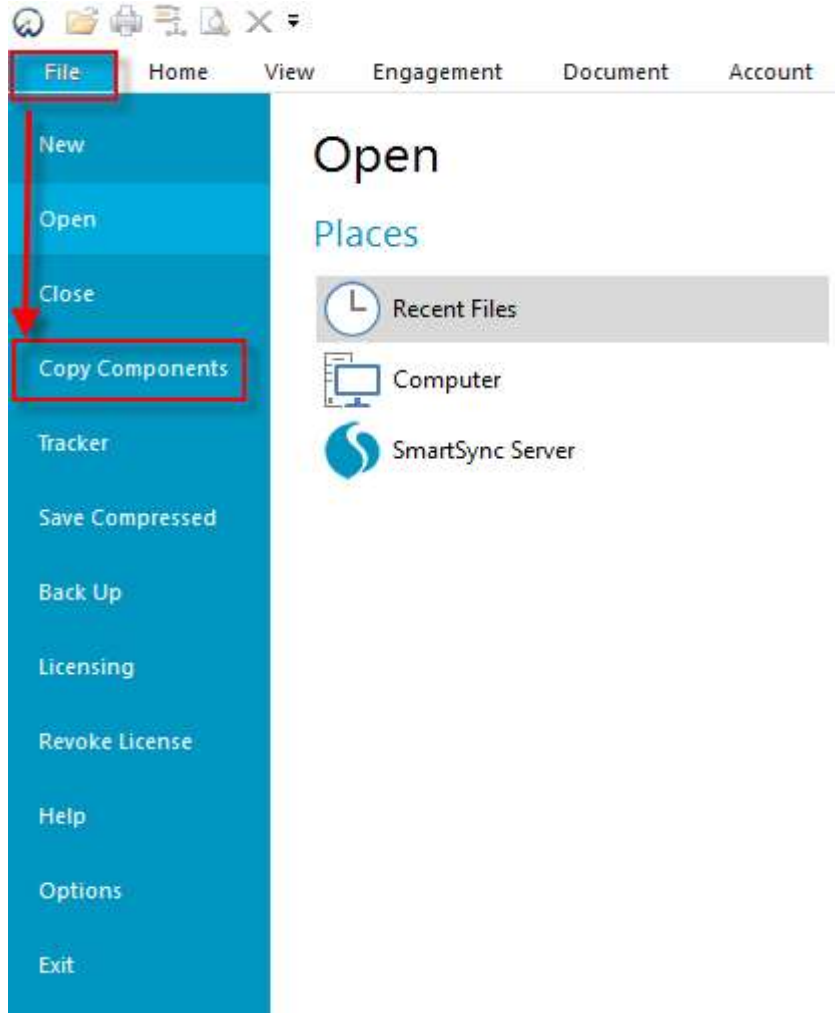
- a. Select **File / Back Up**



### 3. Copy updated component from the Template into the client file

Using the Copy Components feature, update the client file with Information Store

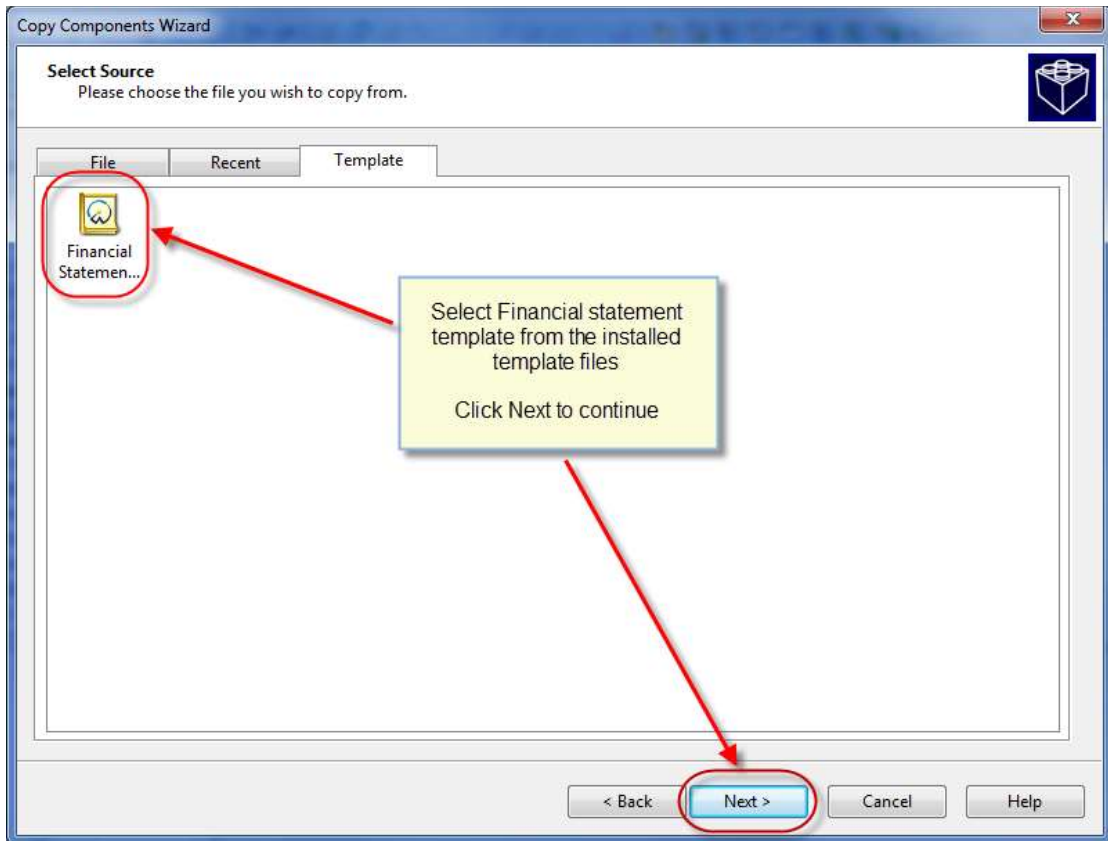
- a. Select the command **File / Copy Components**



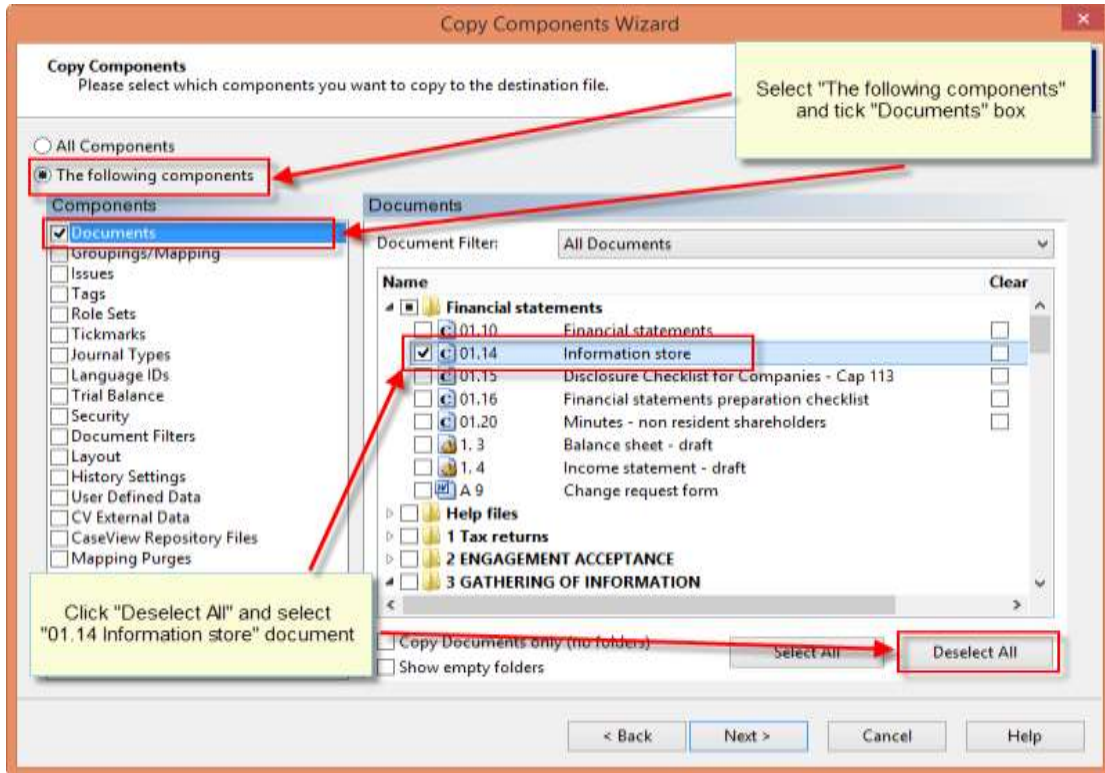
b. Select Copy into This File. Click Next.



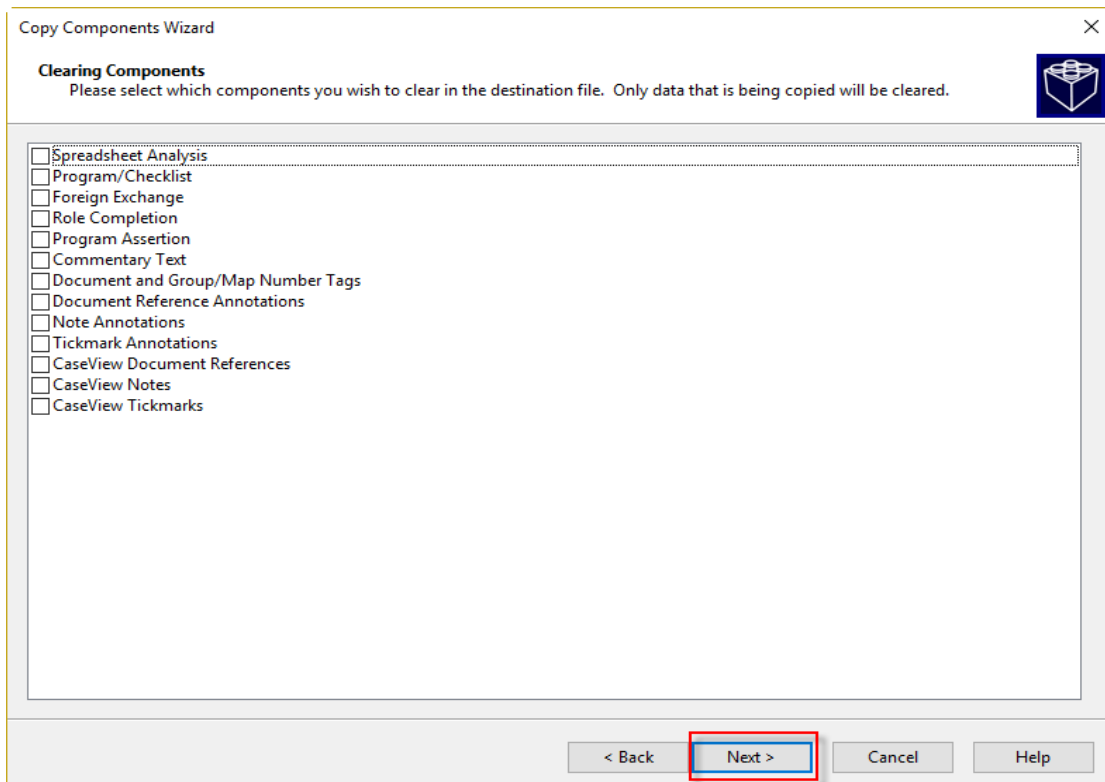
c. Choose the Financial Statements Template and click Next.



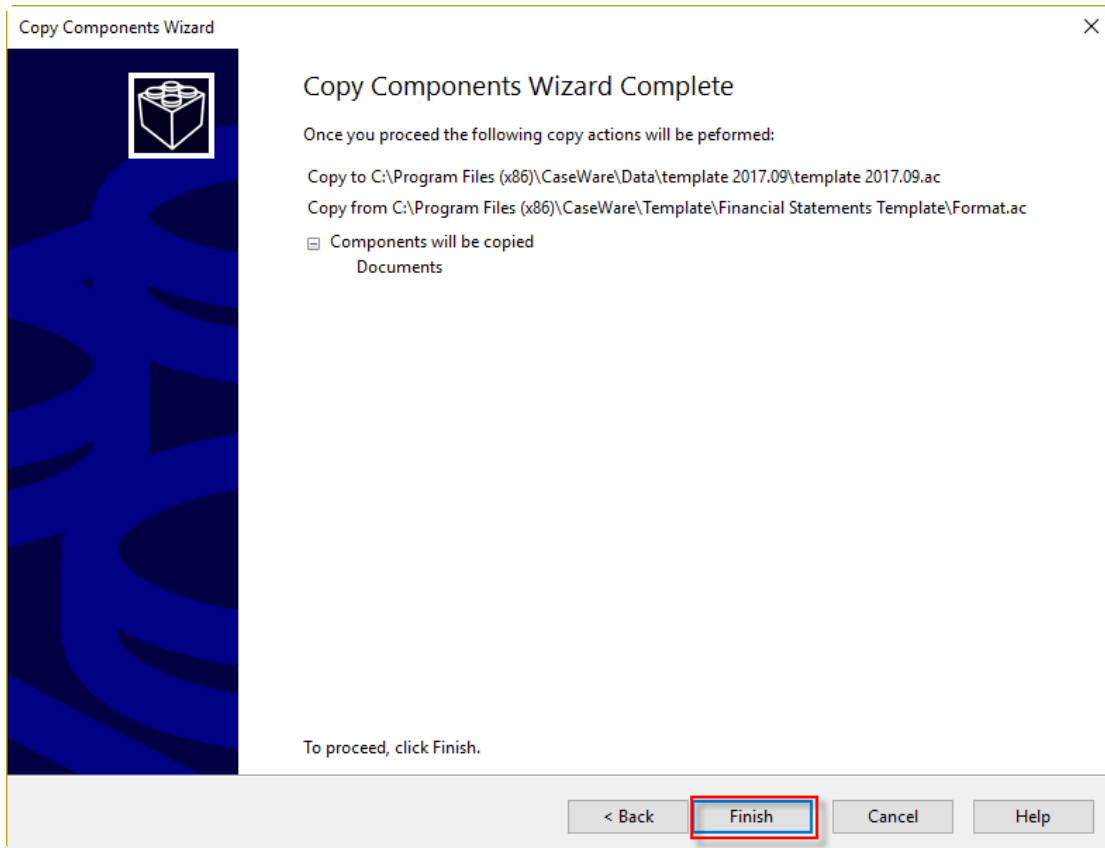
- d. Choose "The following components" and tick the Documents box. Click "Deselect All" and then select document "01.14 Information store".



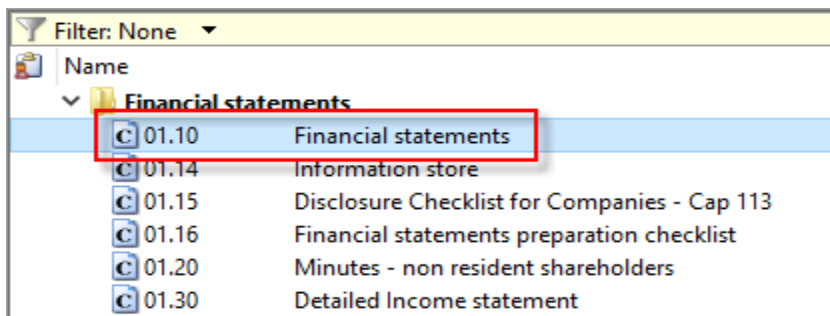
- e. On Copy Components Wizard choose Next to continue



- f. Click Finish to complete the Copy Components wizard.



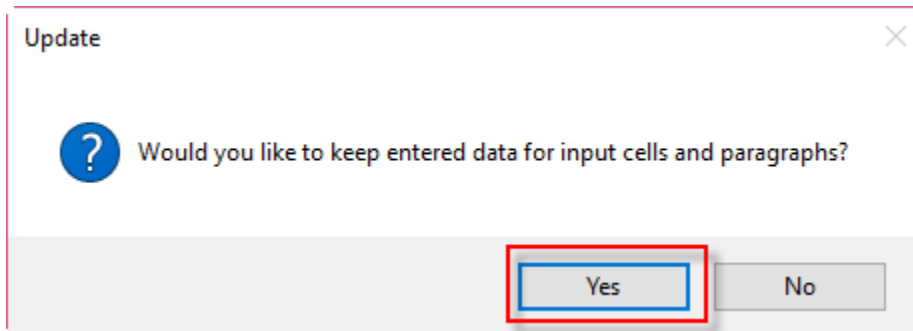
#### 4. Select to open 01.10 Financial statements



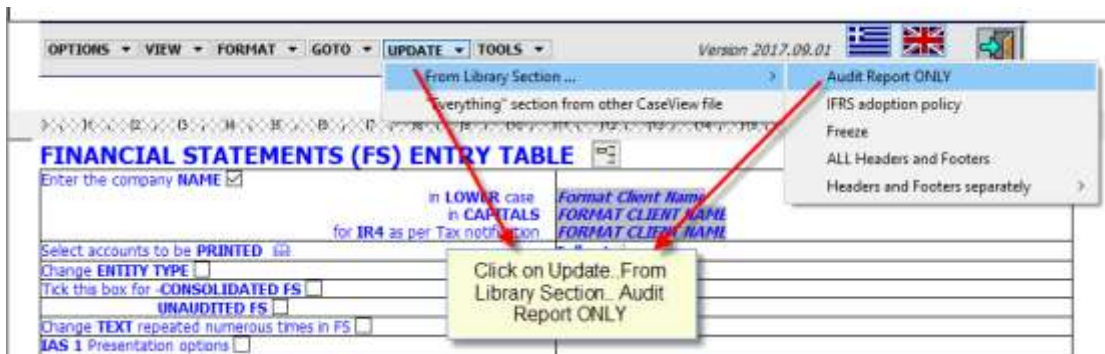
**5. Update the Freeze menu section. Select Update / From Library Section / Freeze**



When asked “Would like to keep entered data for input cells and paragraphs?” Click <<YES>>.



**6. Update the “Audit Report” section. From the Freeze menu select UPDATE / From Library Section / Audit Report ONLY.**



The file is now ready with the latest Audit report.