



CMS SYSTEMS SOLUTIONS
CASEWARE AUTHORISED DISTRIBUTOR

RECOMMENDED PROCEDURE



Updating existing client files to the latest version of Audit International Template

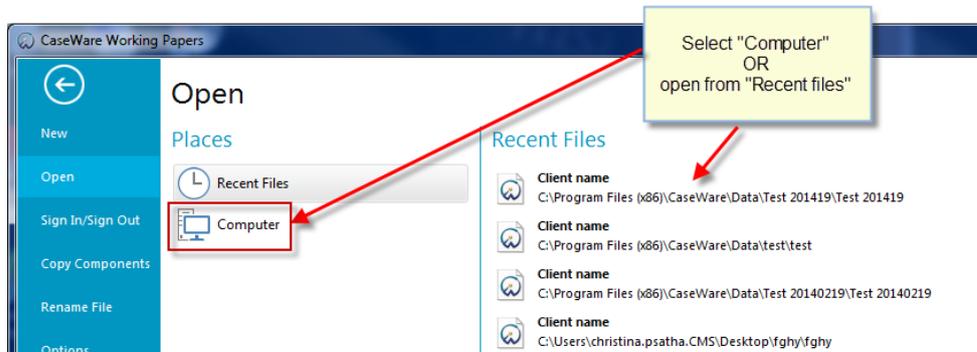
VERSION 5.00

PROCEDURE SUMMARY

1.	Open CaseWare Client File.....	3
2.	Roll forward the client IF REQUIRED. If not, skip Step 2 to Step 7	3
3.	Select File / Copy Components to copy Information Store (01.14) and all the Tax Returns from the Audit International Template to the client file	6
4.	Open Information Store document (01.14) to Update document properties and scripts.....	12
5.	While in the Information Store document (01.14), select the correct library path and update the sub-sections.....	13
6.	Click on the notification balloon.....	14
7.	Follow the onscreen instructions to update the file	15
8.	Click “Yes” to proceed with the update.....	15
9.	Select to create a backup file before updating	16
10.	Wait for the process to finish and carefully read the onscreen information on the table below	16
11.	Documents with Updated procedures will appear on this table	17
12.	Update is completed once the following message appears	17

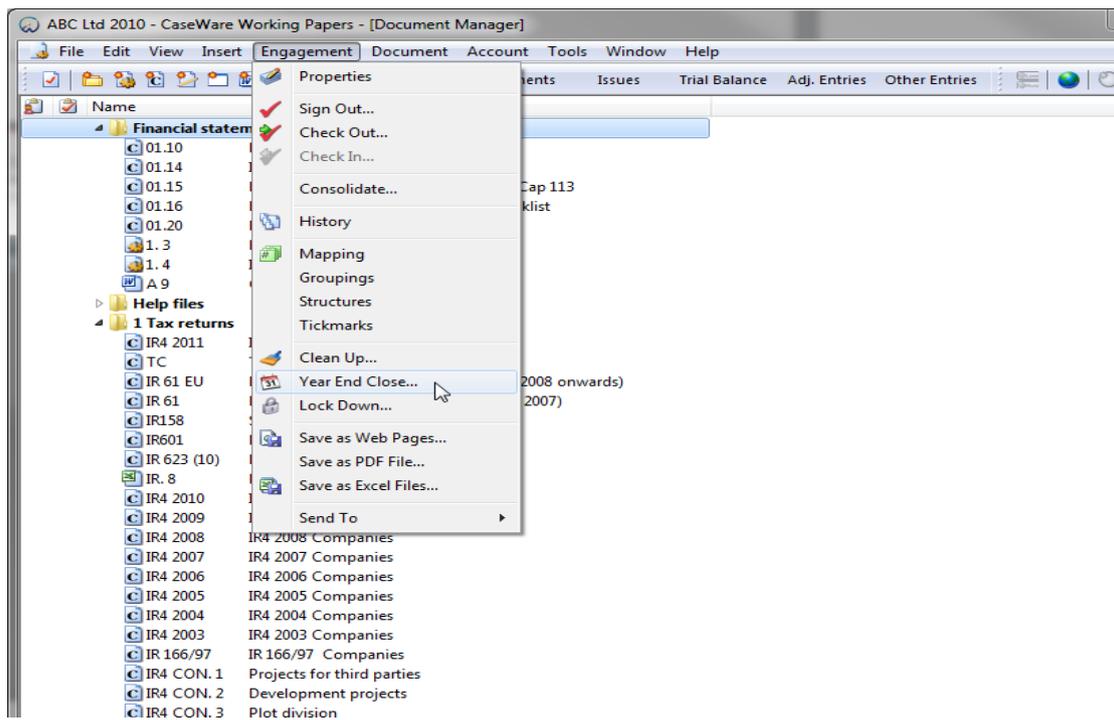
1. Open CaseWare Client File

- 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.

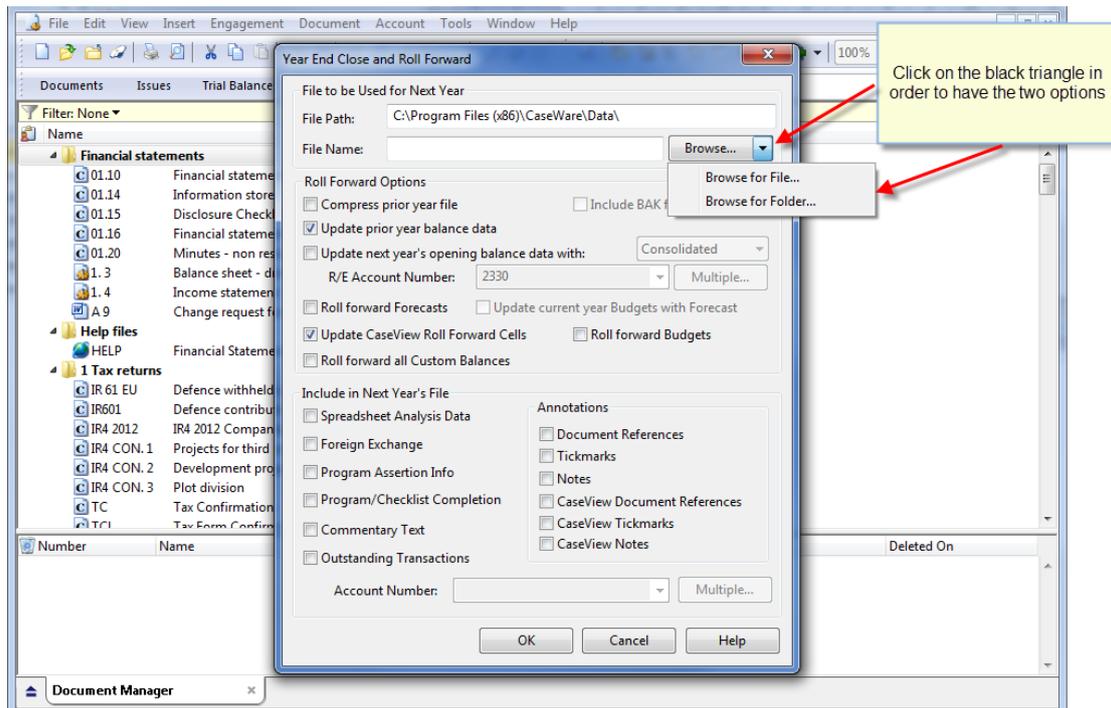


2. Roll forward the client IF REQUIRED. If not, skip Step 2 to Step 3

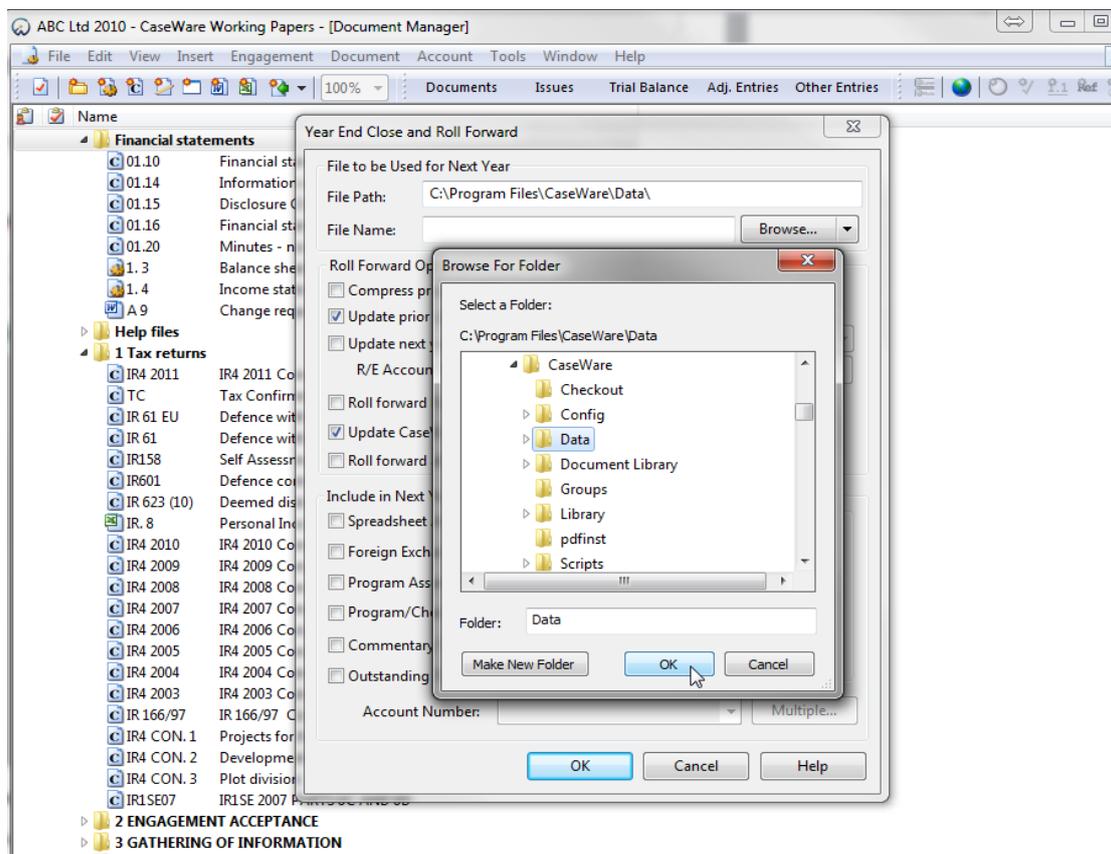
- a. Select **Engagement / Year End Close**



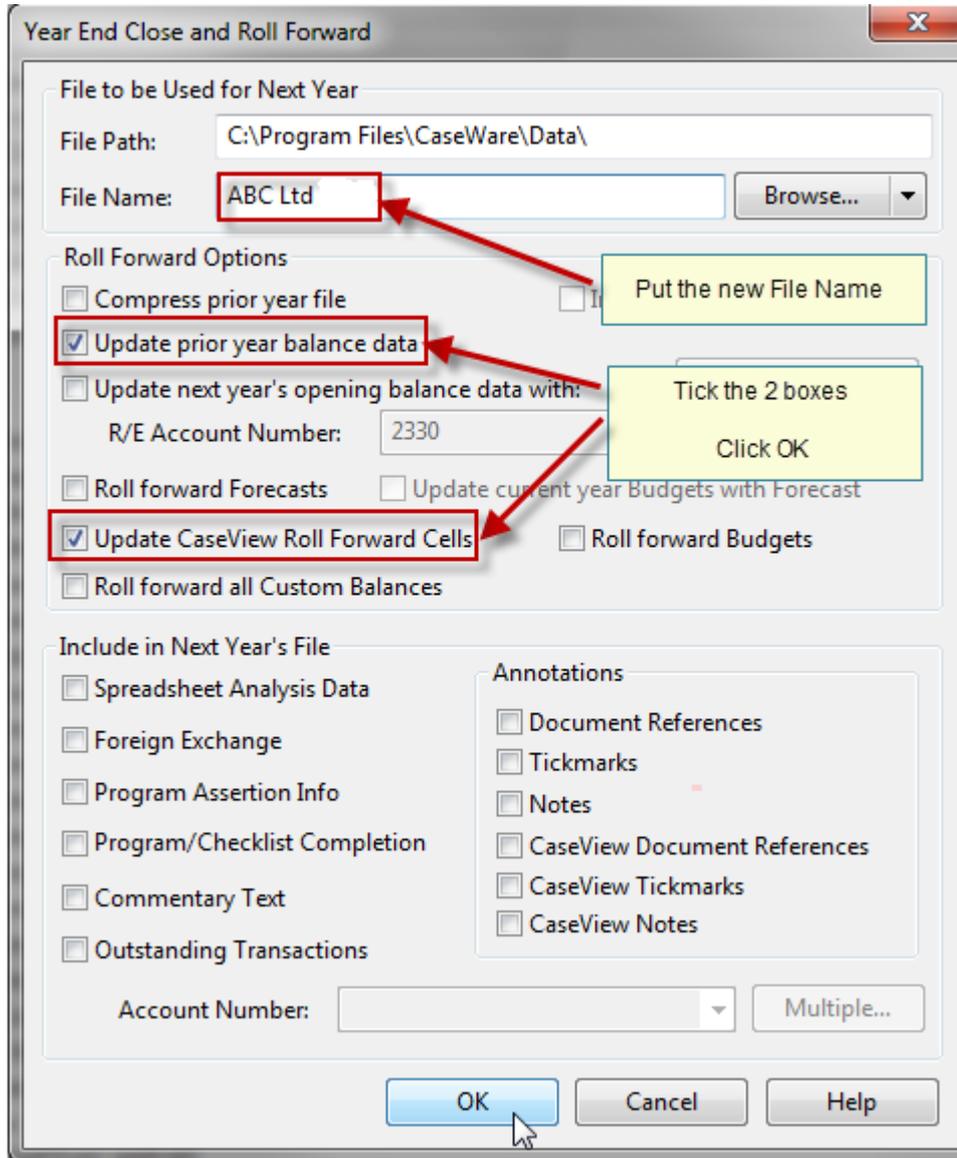
- b. Click on the black triangle in order to specify the location you will create the new year's file.



- c. Browse for the folder and click OK.

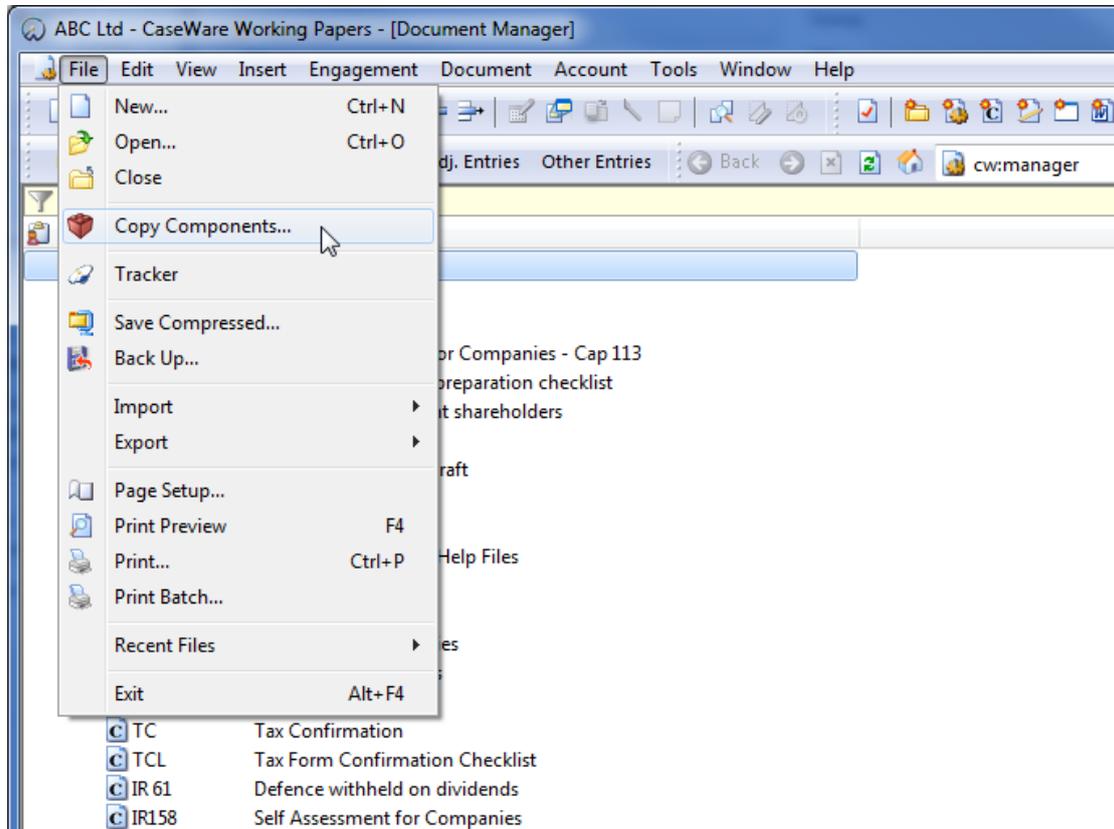


- d. Put the new file name. On the Roll Forward Options the boxes that should be ticked are the **Update prior year balance data** and **Update CaseView Roll Forward Cells**. Click OK.



3. Select File / Copy Components to copy Information Store (01.14) and all the Tax Returns from the Audit International Template to the client file

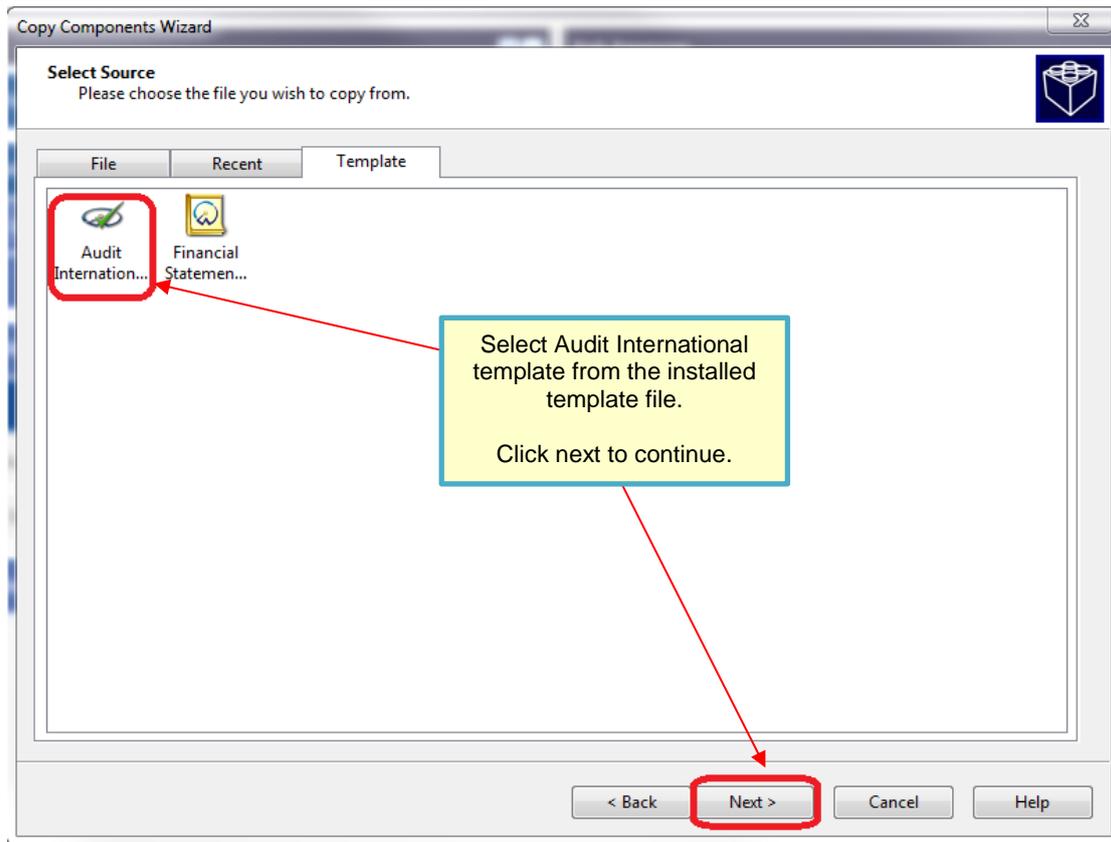
a. Select the command **File / Copy Components**



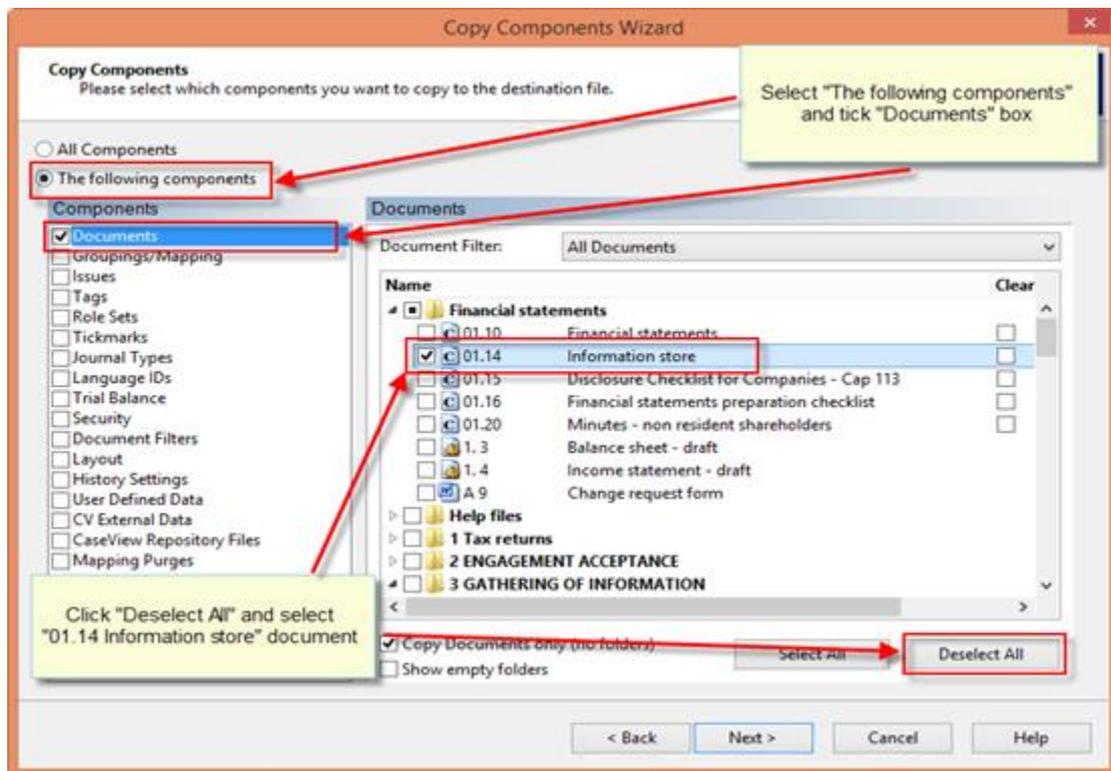
b. Select Copy Into This File. Click Next.



c. Choose the Audit International Template and click Next.

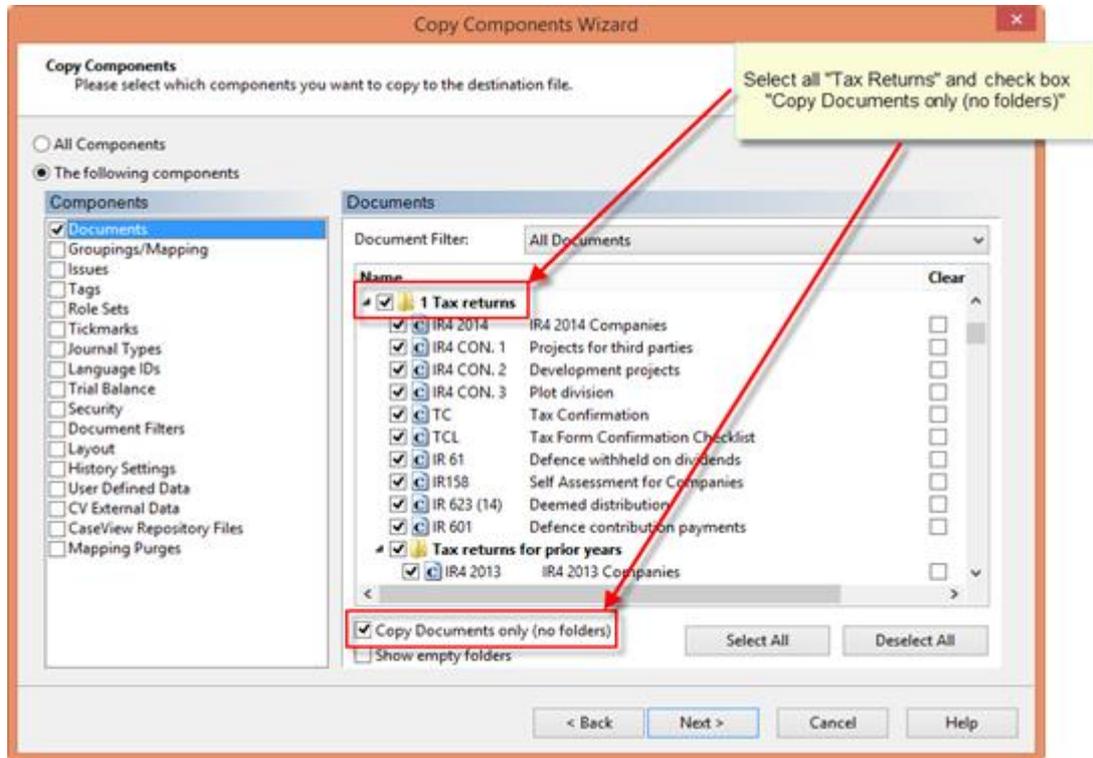


d. Choose "The following components" and tick the Documents box. Click "Deselect All" and then select document "01.14 Information store"



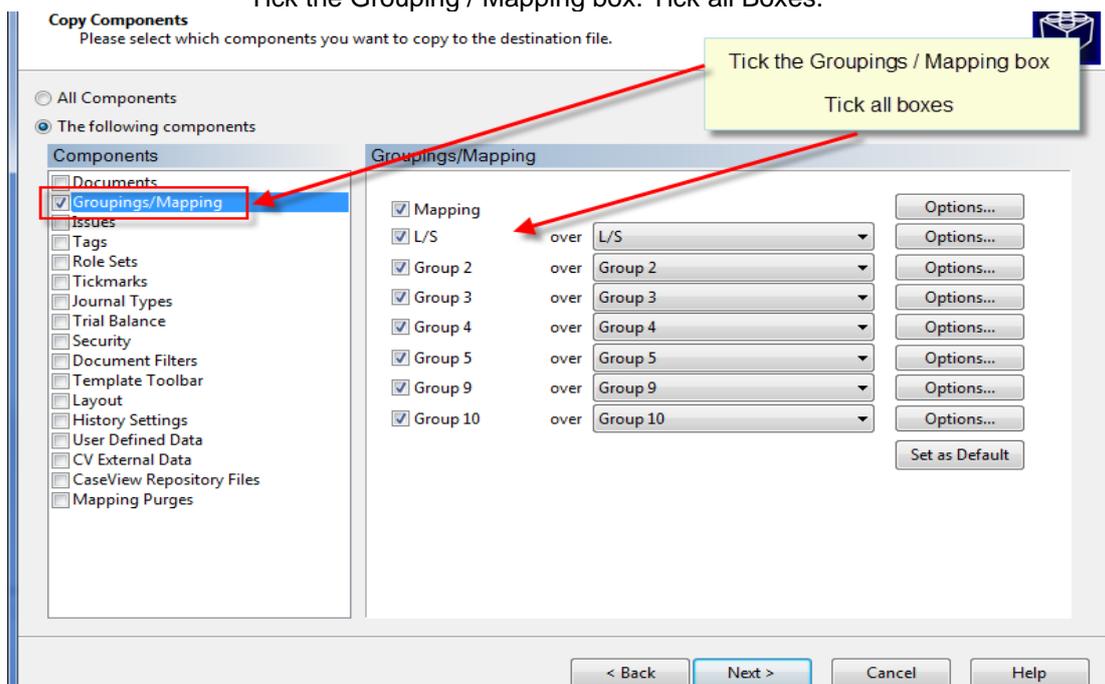
- e. Select all the Tax returns. Please notice that Returns IR4 CON.1, CON.2, CON.3 are not necessary to be copied for construction companies. Also, make sure that the box "Copy Documents only (no folders)" is checked.

NOTE: Select from the list any other documents you want to replace e.g. Engagement letter, Bank Confirmation, Disengagement letter etc. This action will delete the existing document.

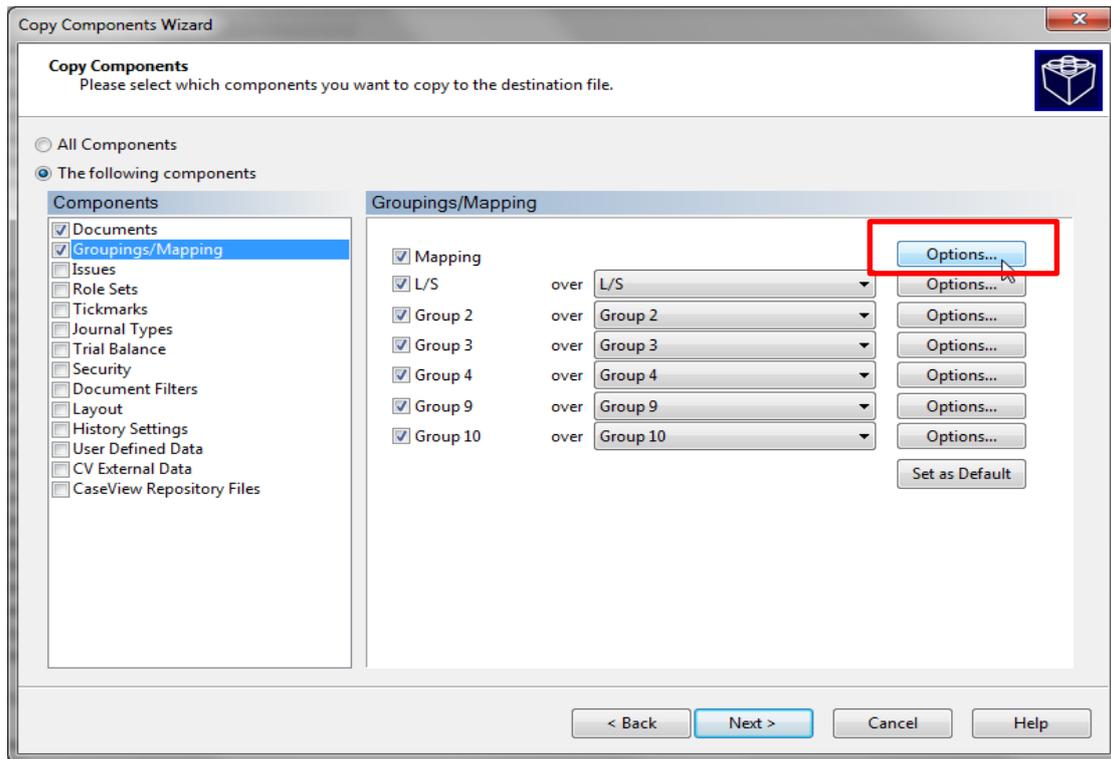


- f. In the same Copy Components Wizard, update the mapping structure from the latest Financial Statements Template.

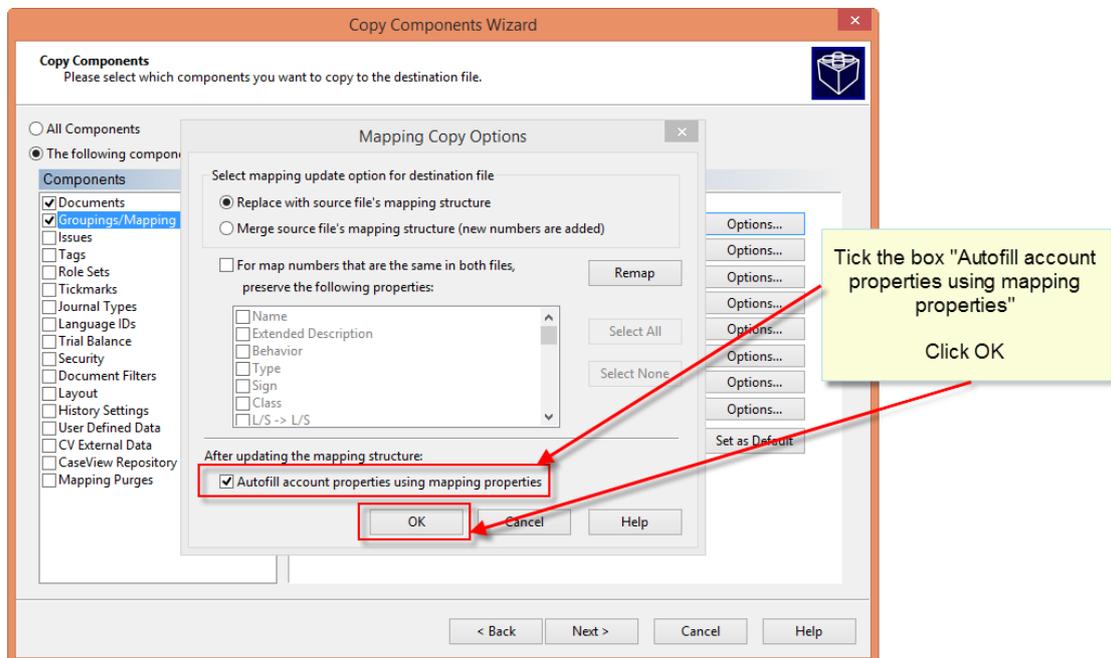
Tick the Grouping / Mapping box. Tick all Boxes.



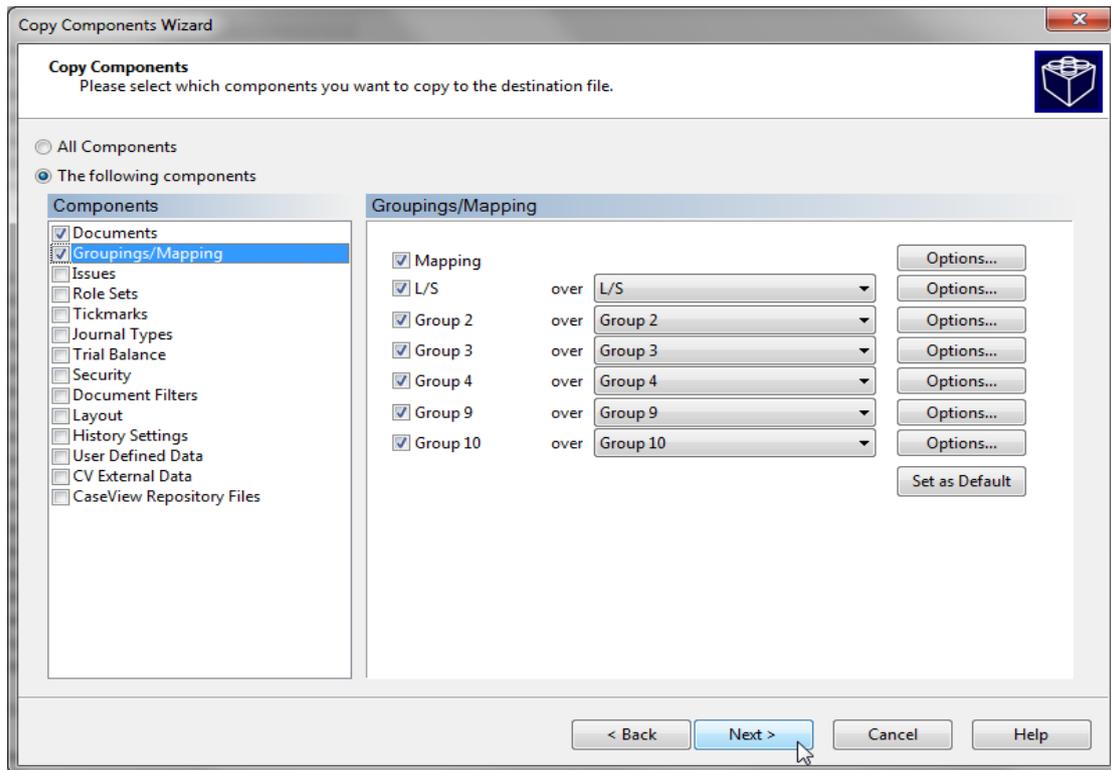
Select Options



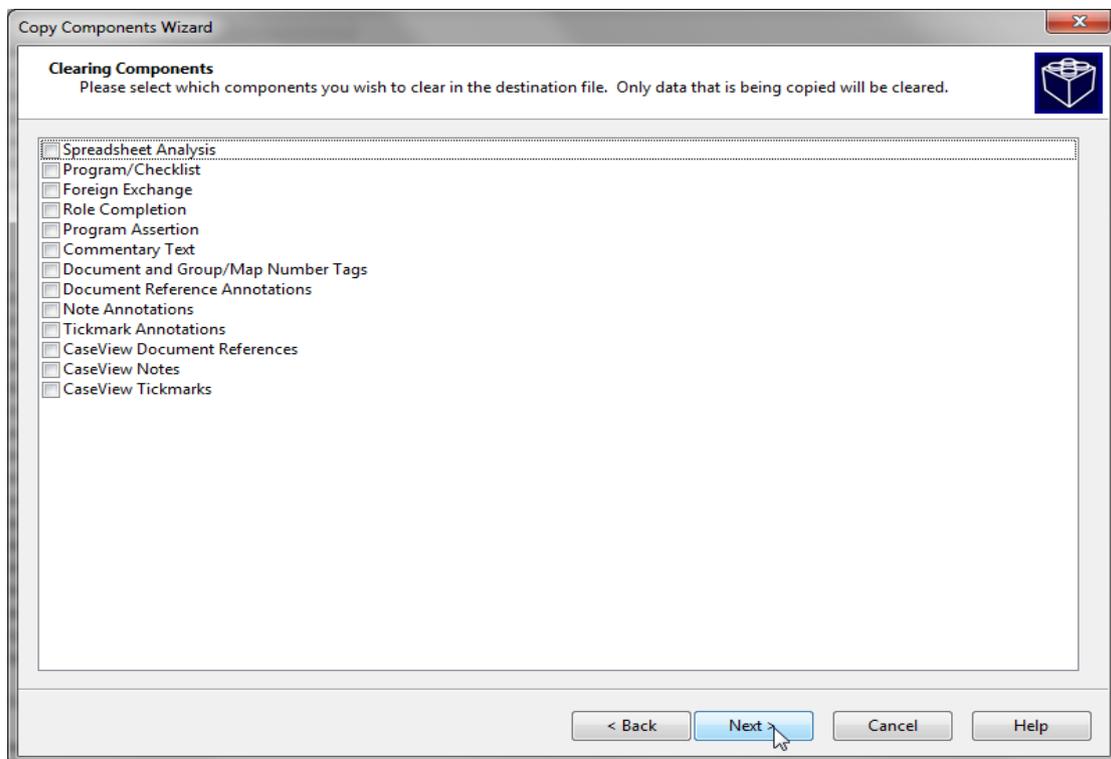
Tick the box "Autofill account properties using mapping properties". Choose  to perform Mapping Copy Options.



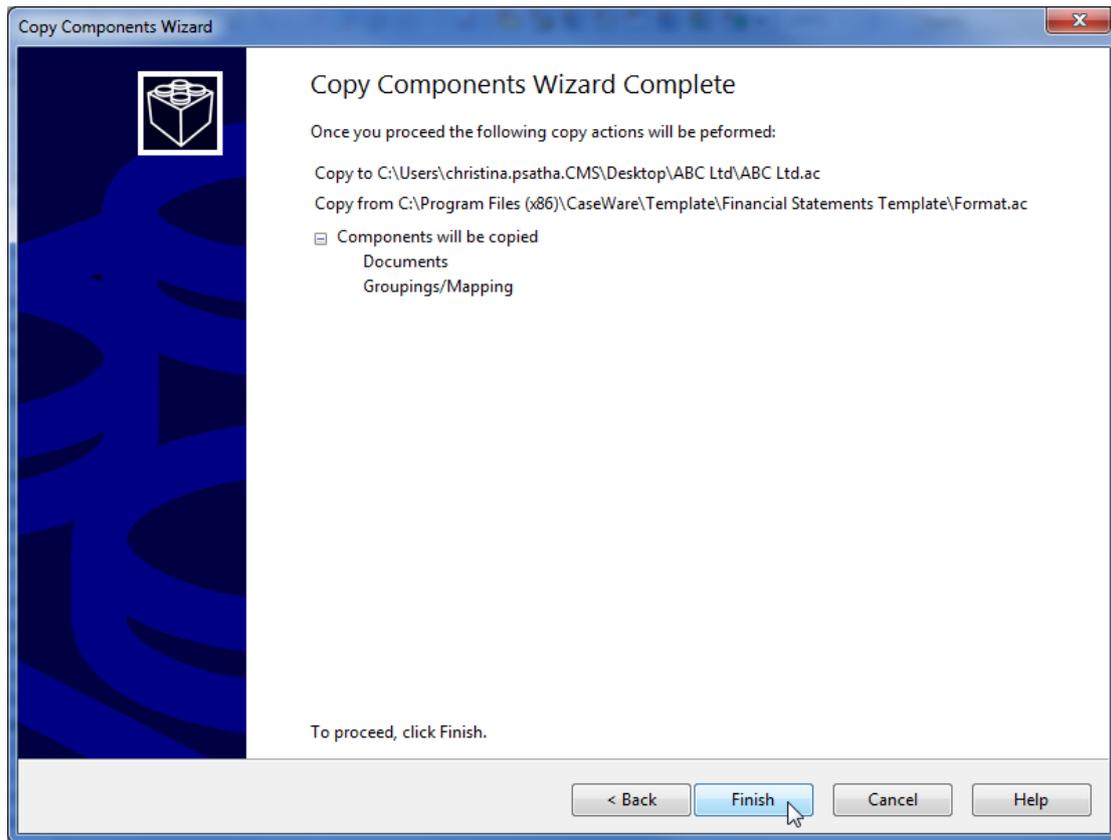
g. Click Next



h. On Clearing Components Wizard choose Next to continue

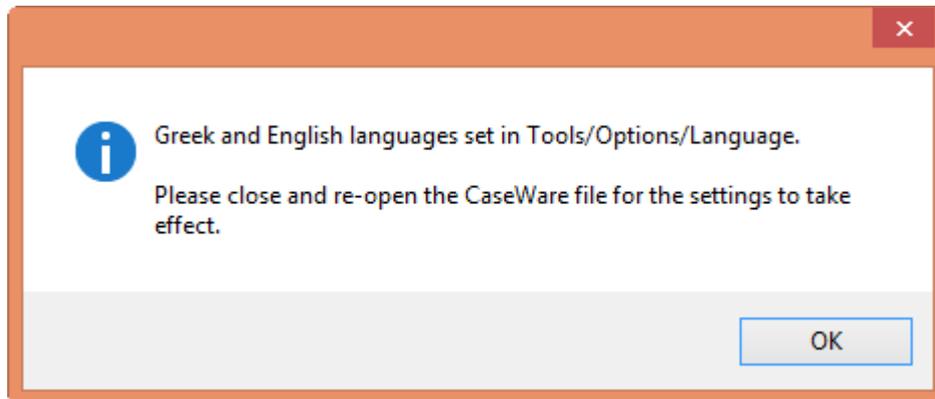


- i. Click Finish to complete the Copy Components wizard.

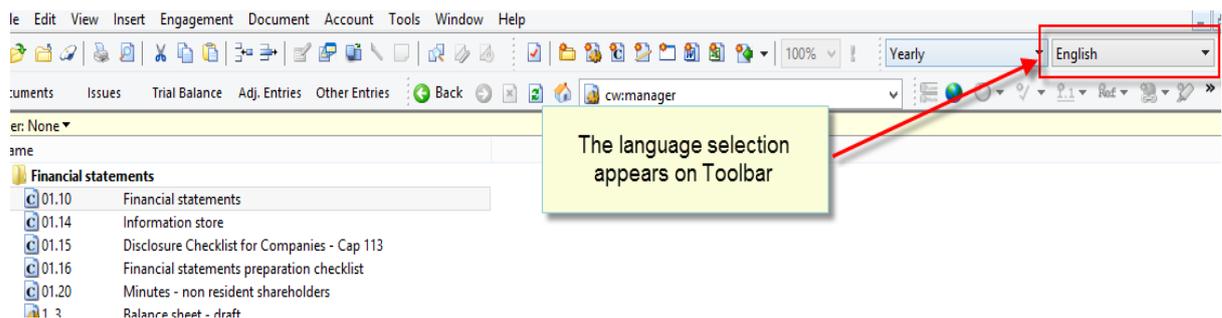


When process completes a note will appear. Click OK.

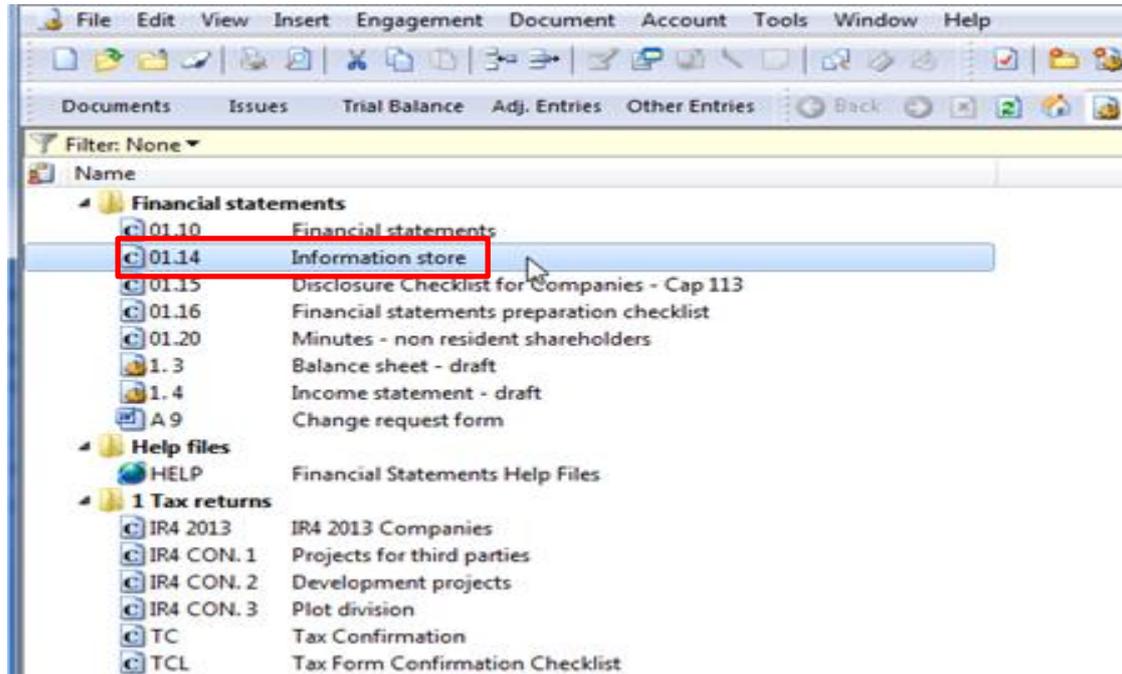
NOTE: Close and re-open the CaseWare file for the language settings to take effect.



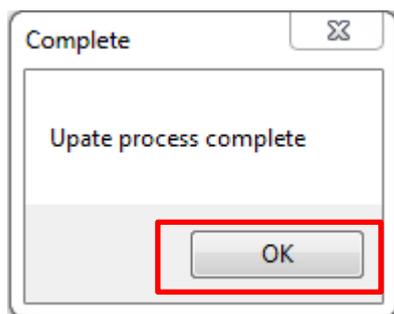
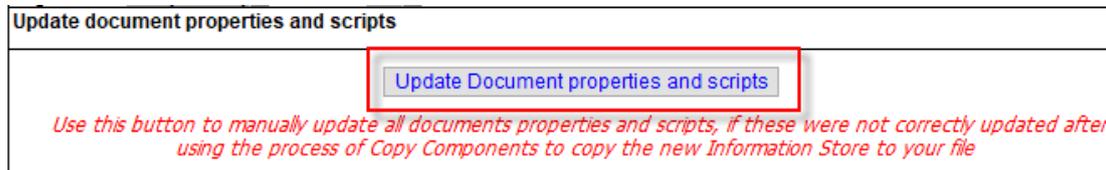
- j. On opening the file the language selection will appear on the toolbar



4. Open Information Store document (01.14) to Update document properties and scripts

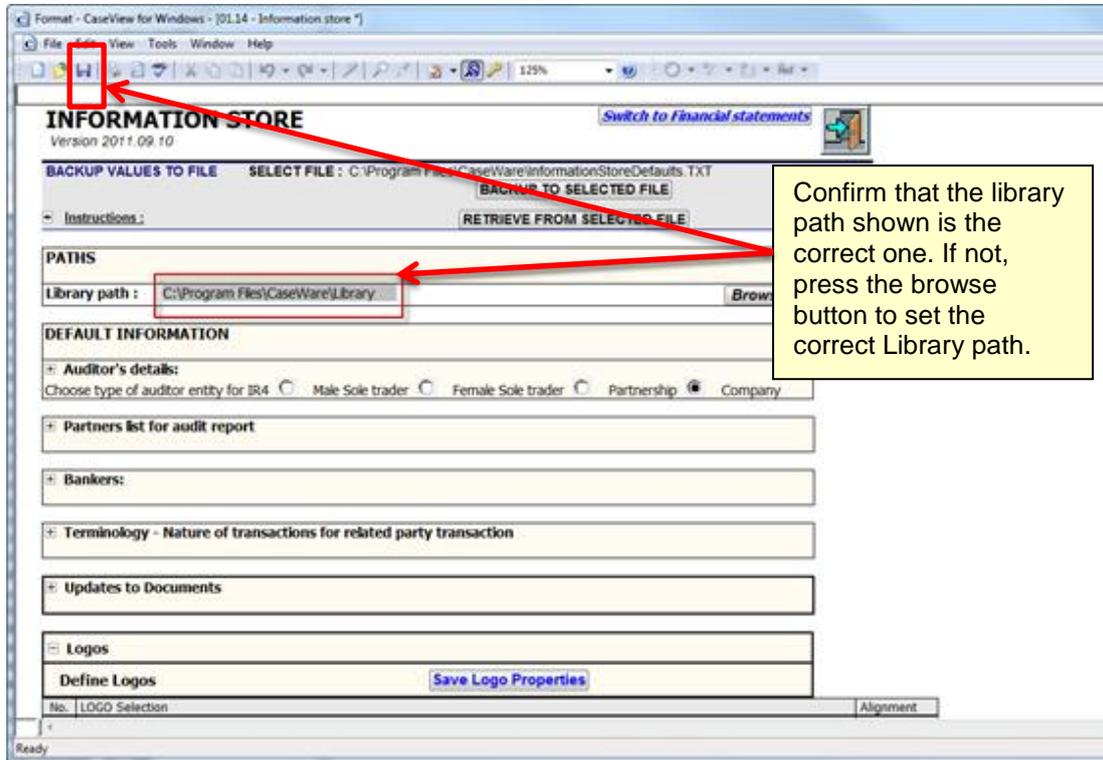


- a. Click on “Update Document properties and scripts” button. Click OK when finish.

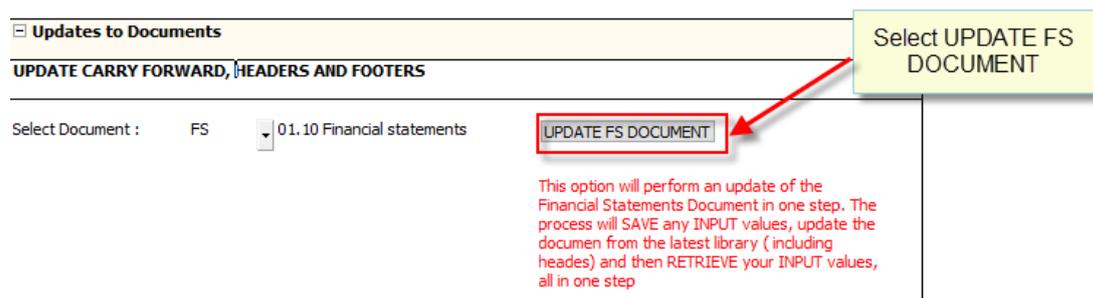


5. While in the Information Store document (01.14), select the correct library path and update the sub-sections

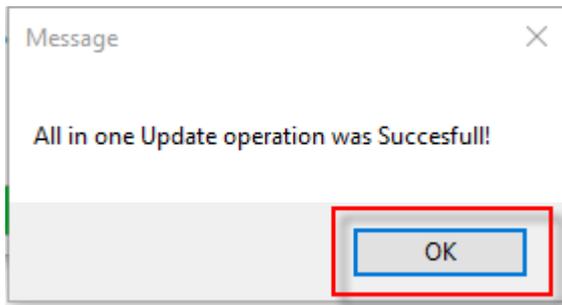
- a. In the **PATHS** section, confirm that the **Library Path** is the correct one. If not press the **browse** button to set the correct Library path e.g. **C:\Program Files\CaseWare\Library**



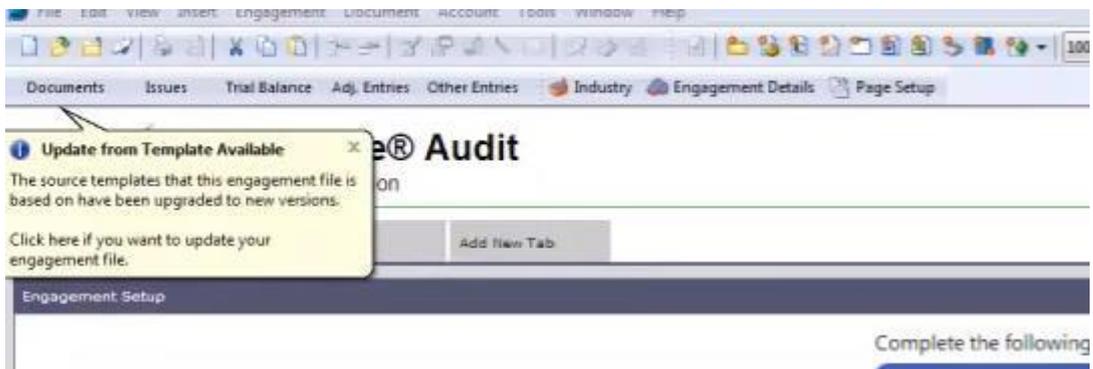
- b. In the **Updates to Documents** section make sure the **FS** document is selected (**01.10 Financial statements**) and that the **FS** document is not open. Click the **UPDATE FS DOCUMENT**



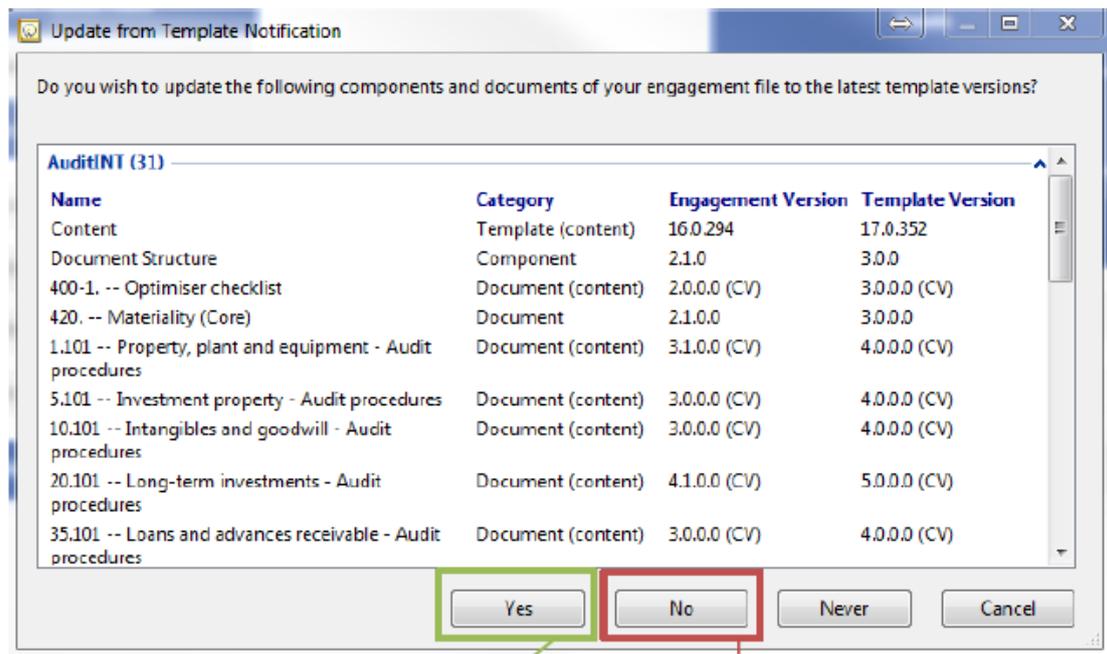
When the update completes you will get the message: "All in one Update operation was Successful". Press OK.



6. Click on the notification balloon



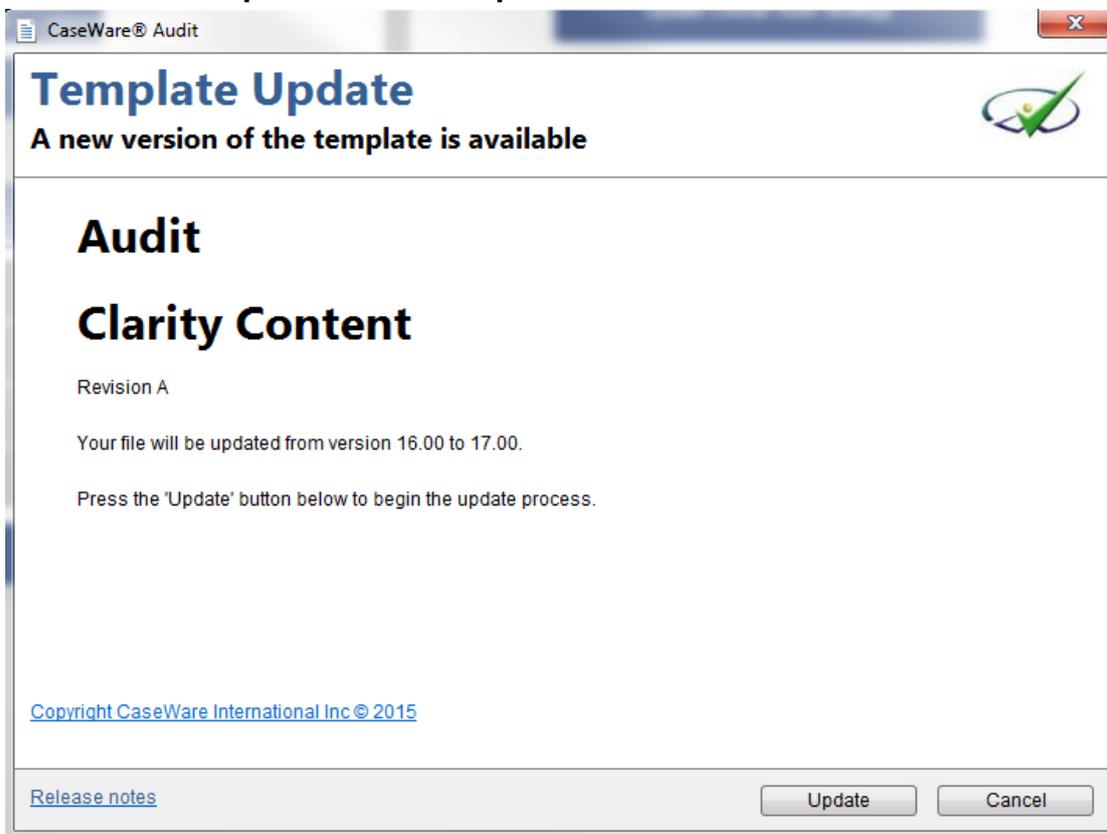
7. Follow the onscreen instructions to update the file



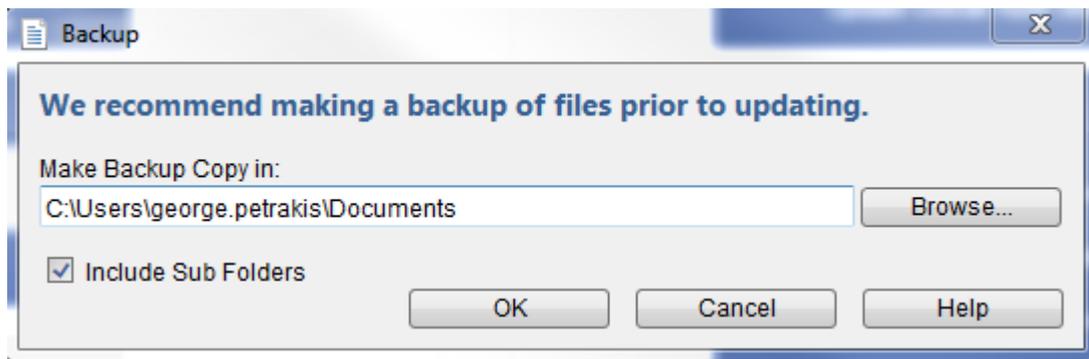
Click YES to proceed with the update.

We recommend not to update the file, once the engagement audit work has commenced.

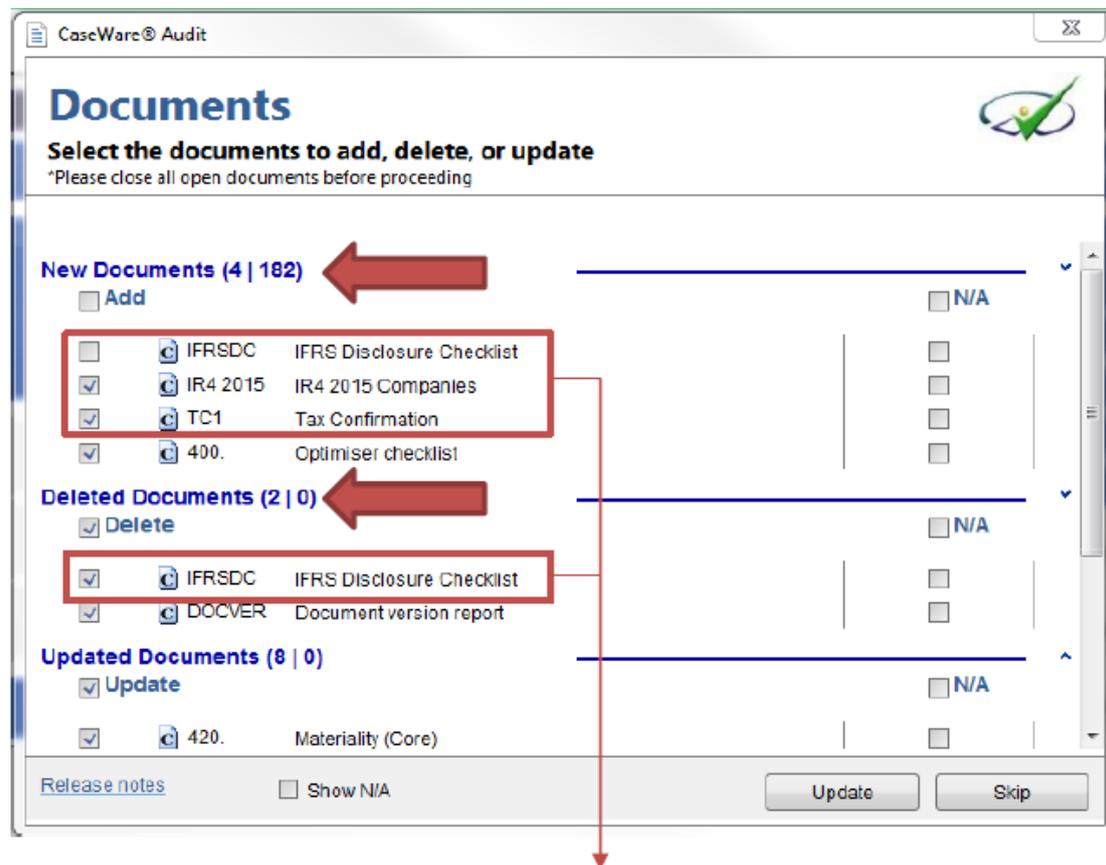
8. Click "Yes" to proceed with the update



9. Select to create a backup file before updating



10. Wait for the process to finish and carefully read the onscreen information on the table below



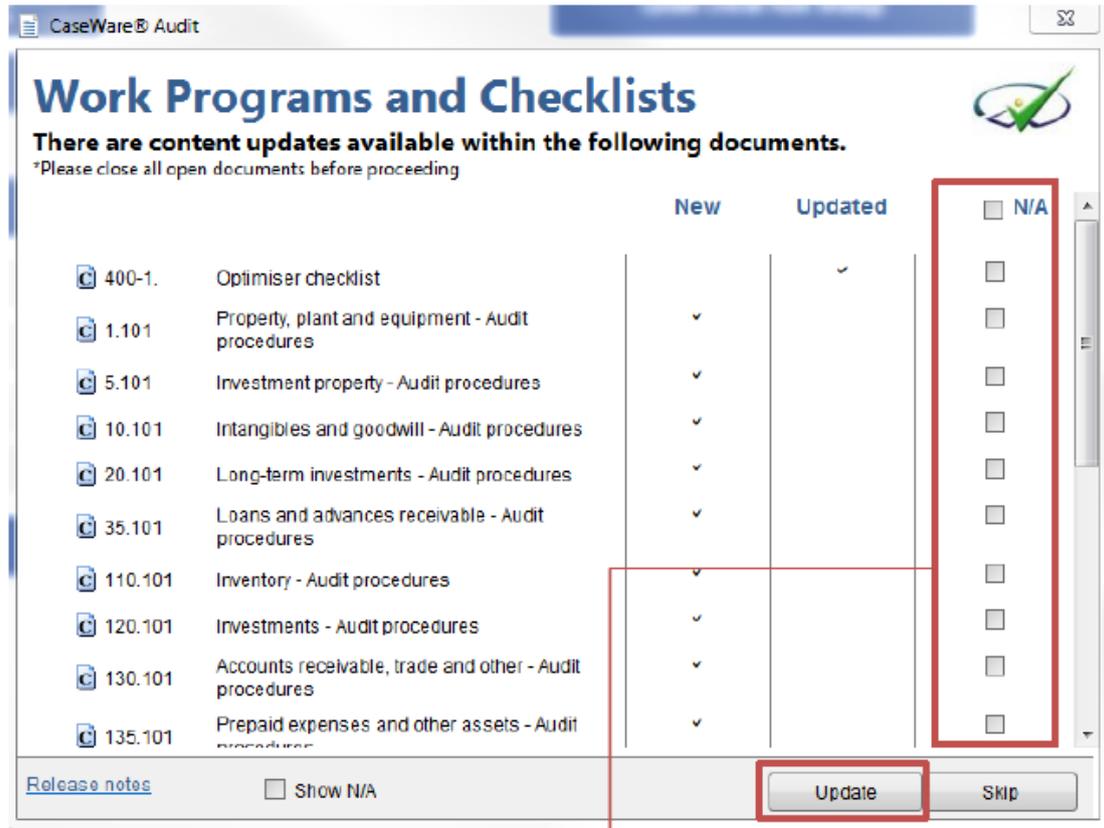
IMPORTANT NOTE:

Tax returns and **Financial Statements** should NEVER be Deleted or Added through this process.

Deselect them if they appear on the list above, using the checkbox on the left of each document.

Click the **Update** button to proceed.

11. Documents with Updated procedures will appear on this table



In case you wish to skip the update of a document, deselect from the checkbox next to each document.

Then click **Update** to continue.

12. Update is completed once the following message appears

