

## **RECOMMENDED PROCEDURE**



# Procedure for updating prepared IR4 2016 return

VERSION 5.00

## PROCEDURE SUMMARY

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## 1. Open CaseWare Client File

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

CaseWare Wor	king Papera	Select "Computer"
€	Open	open from "Recent files"
Metw	Places	Recent Files
08en	E Recent Files	Ctient name
Sign In Sign Ci	a Computer	(Clent name
Supy Compone	nts	Client name
Resame File		ChProgram Files (x86)/CaseWare/Data(Test 20140219/Test 20140219
Ontorn		Cient name C:SUcerschnistina.psatna.CNS/Desktop/sghy/sghy

#### 2. Select to Back Up file

a. Select File / Back Up



## NOTE: CLOSE ALL DOCUMENTS BEFORE PROCEEDING

## 3. Copy information store 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



- × Copy Components Wizard Welcome to the Copy Components Wizard This wizard allows you to copy all or some components from one client file to another. Please select the type of copy you wish to perform: Copy Into This File Components from another client file will be copied into the currently open client file (ABC Ltd 2011). Copy Into A New File A new client file will be created. Components from the currently open file (ABC Ltd 2011) will be copied into the new file. Copy Into An Existing File Components will be copied from the currently open file (ABC Ltd 2011) into an existing file. To continue, click Next. Help < Back Next > Cancel
- b. Select Copy into This File. Click Next.

c. Choose the Financial Statements Template and click Next.

Copy Components Wizard	
Select Source Please choose the file you wish to copy from	
File Recent Template	Select Financial statement template from the installed template files Click Next to continue
	< Back Next > Cancel Help

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

Please select which components	you want to copy to the dest	ination file.	Select "The following and tick "Docum	components ients" box
All Components				
The following components	Documents			
Documents Groupings/Mapping	Document Filter:	All Documents		Ŷ
Issues Tags Role Sets Tickmarks Journal Types Language IDs Trial Balance Security Document Filters Layout History Settings User Defined Data CV External Data CaseView Repository Files Mapping Purges	Name Financial st C 01.10 C 01.14 C 01.15 C 01.16 C 01.20 1.3 1.4 P A 9 Help files C 1 Tax retur C 2 ENGAGE	atements Financial statements Information store Disclosure Checklist for I Financial statements pre Minutes - non resident s Balance sheet - draft Income statement - draft Change request form TINS MENT ACCEPTANCE	Companies - Cap 113 paration checklist hareholders	
Click "Deselect All" and sele 1.14 Information store" docu	ct Copy Documents	ING OF INFORMATION	Sélect All	> >

### e. On Copy Components Wizard choose Next to continue

Copy Components Wizard				×
Clearing Components Please select which components you wish to clear in the destination	on file. Only data	that is being copied v	vill be cleared.	
Spreadsheet Analysis         Program/Checklist         Foreign Exchange         Role Completion         Program Assertion         Commentary Text         Document and Group/Map Number Tags         Document Reference Annotations         Note Annotations         Tickmark Annotations         CaseView Document References         CaseView Notes         CaseView Tickmarks				
	< Back	Next >	Cancel	Help

- Copy Components Wizard
   C

   Copy Components Wizard Complete
   Once you proceed the following copy actions will be peformed:

   Copy to C:\Program Files (x86)\CaseWare\Data\template 2017.09.act
   Copy from C:\Program Files (x86)\CaseWare\Template\Financial Statements Template\Format.act

   Components will be copied
   Documents

   Documents
   To proceed, click Finish.
- f. Click Finish to complete the Copy Components wizard.

## 4. Select to open 01.14 Information store

🍸 Filter: None 🔻					
👔 Name					
Y 📙 Financial statements					
<b>C</b> 01.10	Financial statements				
C 01.14	Information store				
C 01.15	Disclosure Checklist for Companies - Cap 113				
© 01.16 Financial statements preparation checklist					
© 01.20 Minutes - non resident shareholders					
01 20	Datailed Income statement				
a.	Check if your Library path is correct.				

PATHS		
Library path :	C:\Program Files (x86)\CaseWare\Library	Browse

**b.** In TAX FORMS OPTIONS select IR4 2016 document and then click button to save input values to file



5. Select to open IR4 2016 return

Clipboard



Document

a. From Toolbar Select UPDATE..From Library Section – Update Everything

Font



At the message "Would you like to keep entered data for input cells and paragraphs?" select "No"



## b. Select VIEW - Show SAVE/RETRIEVE INPUT VALUES TO FILE

OPTIONS -	VIEW - GOTO - UPDATE - TOOLS -
	Show Differences
Show / bido diff	Show SAVE/ RETRIEVE INPUT VALUES TO FILE
Show / hide dill	Show Validation
	Show File created for transfer to Caseware Tax Forms
	Show Print options

**c.** Select RETRIEVE VALUES

		-	
SAVE / RETRIEVE INPUT VALUES TO FILE	SAVE VALUES	RETRIEVE VALUES	

At the message "Input Values have been successfully restored from saved file" click OK

Restore complete	×	
Input Values have been successfully restored from saved file		
Filename : C:\PROGRAM FILES (X86)\CASEWARE\DATA\TEMP 2017.09.02\IR4 2016_INPUT_VALUES.txt		
ок		

The file is now ready with the updated IR4 2016 return