



CMS SYSTEMS SOLUTIONS
CASEWARE AUTHORISED DISTRIBUTOR

RECOMMENDED PROCEDURE



Updating existing Working Papers client files to the latest version of Financial Statements Template

VERSION 5.00

PROCEDURE SUMMARY

1. **Backup client file.....3**

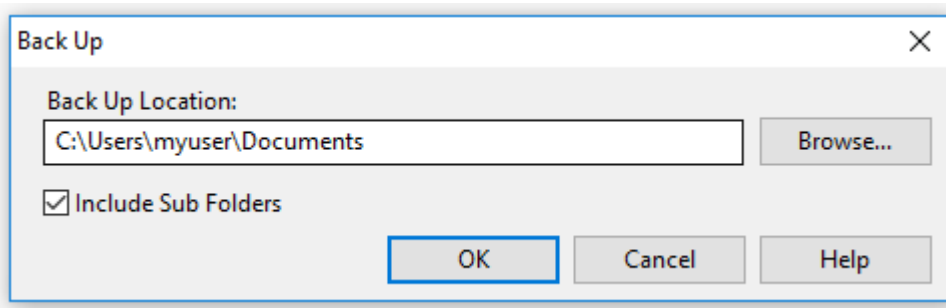
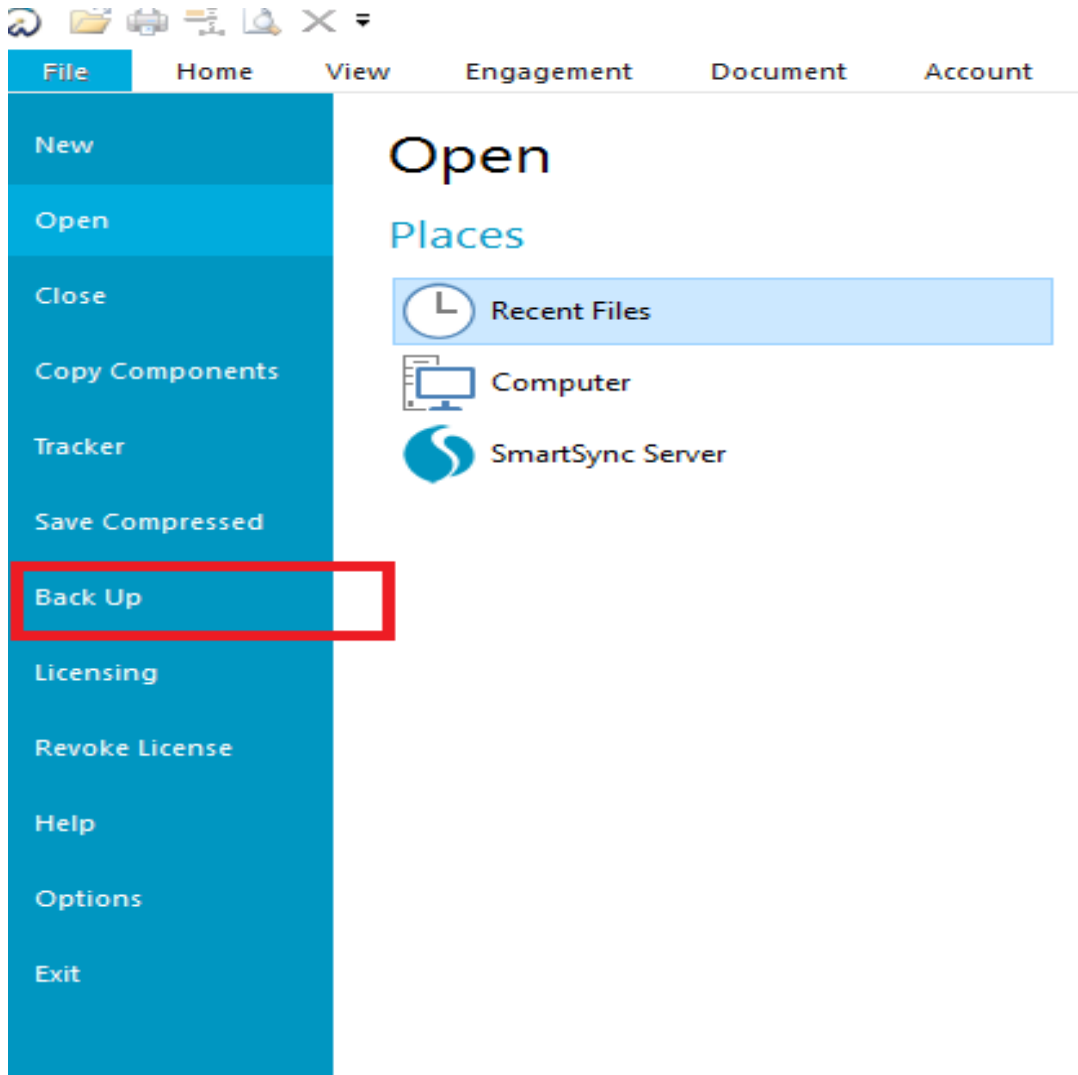
2. **Year End Close the client file.....4**

3. **Copy updated components from the Template into the client file.....6**

4. **Open Information Store document (01.14) to select the correct library path and
update fs document 13**

1. Backup client file

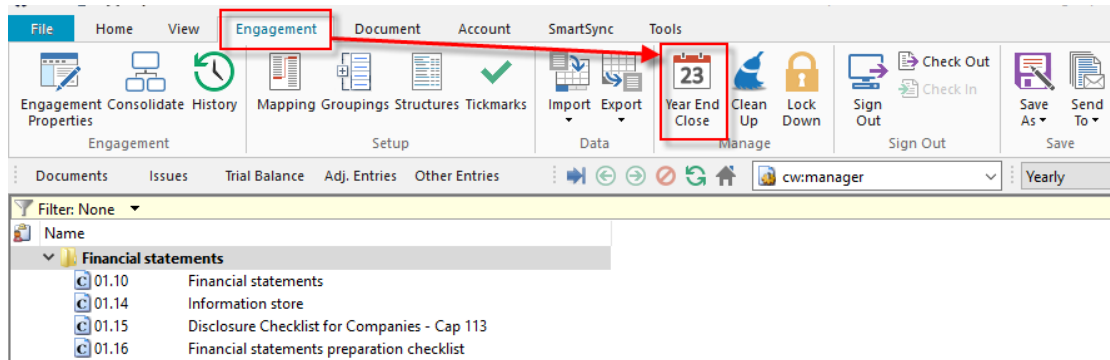
- a. Open client file and make a Backup. Tick the Include Sub Folders option.



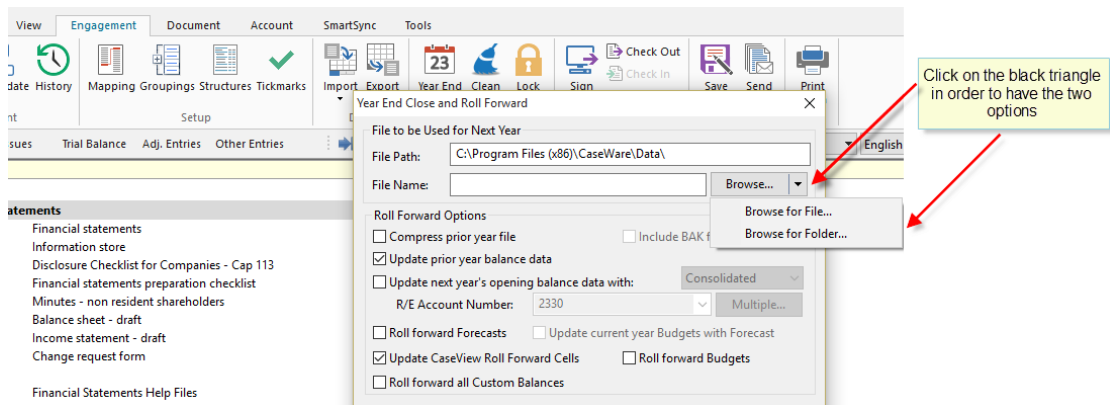
NOTE: You can use the backup in case something goes wrong in the procedure or as a fall back in case the procedure outcome is not the desired.

2. Year End Close the client file

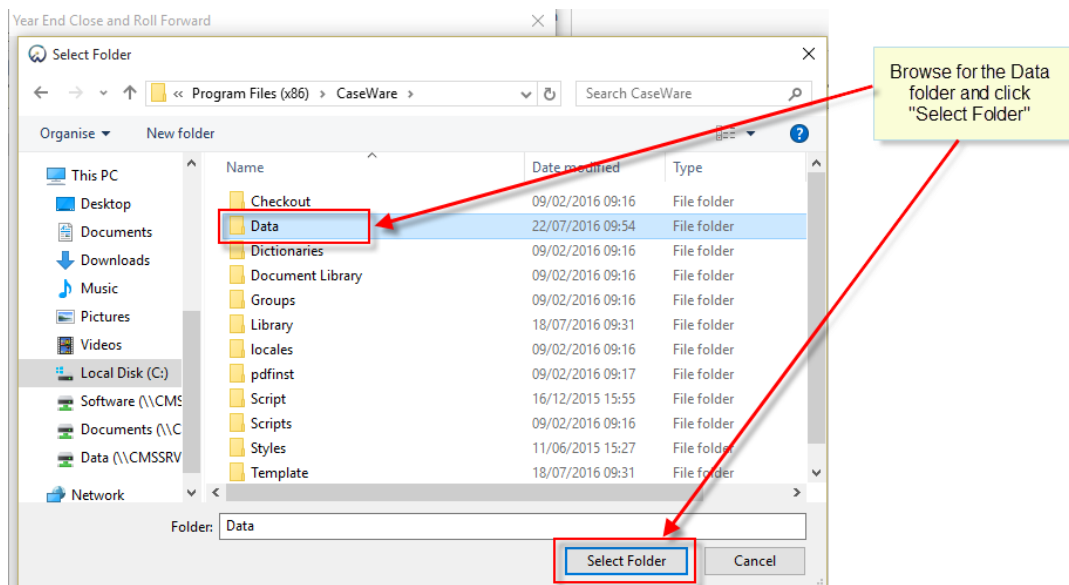
a. Select *Engagement / Year End Close*



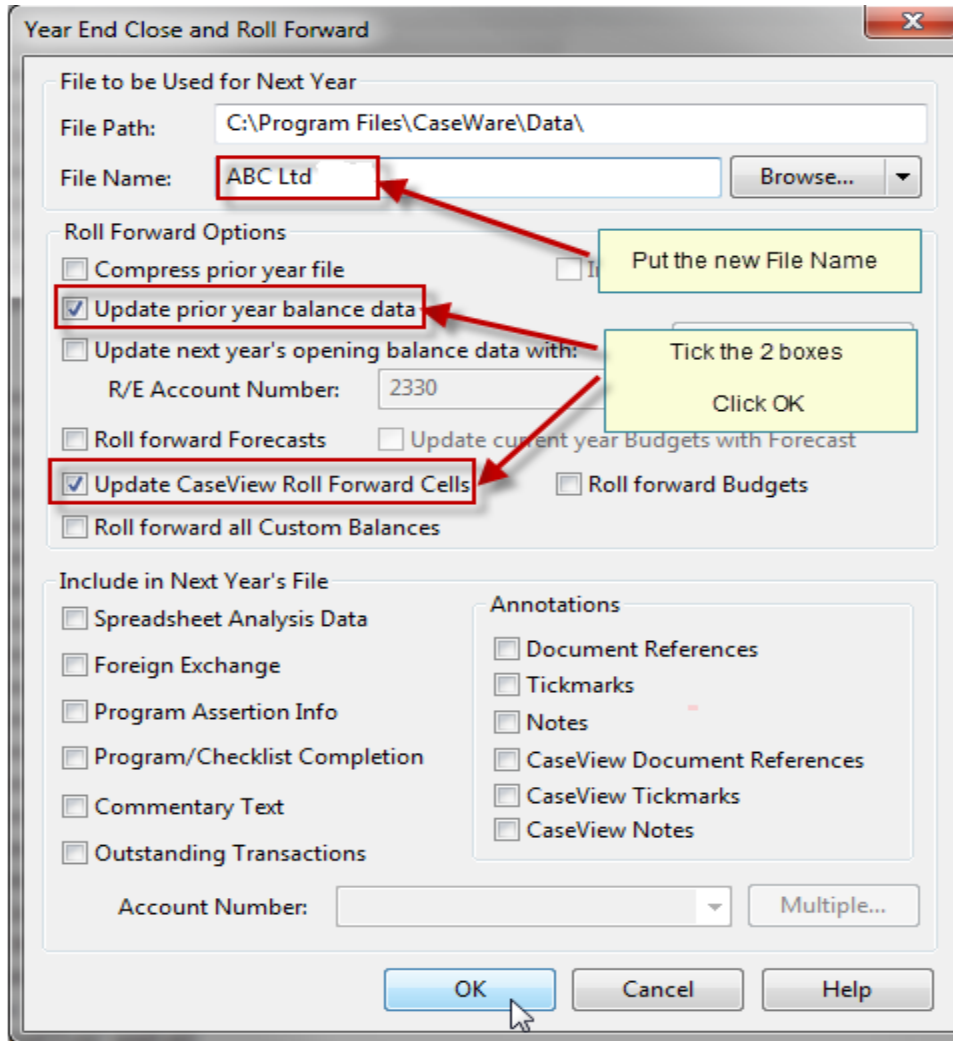
b. Click on the black triangle in order to specify the location you will create the new year's file.



c. Browse for the folder and click "Select Folder".



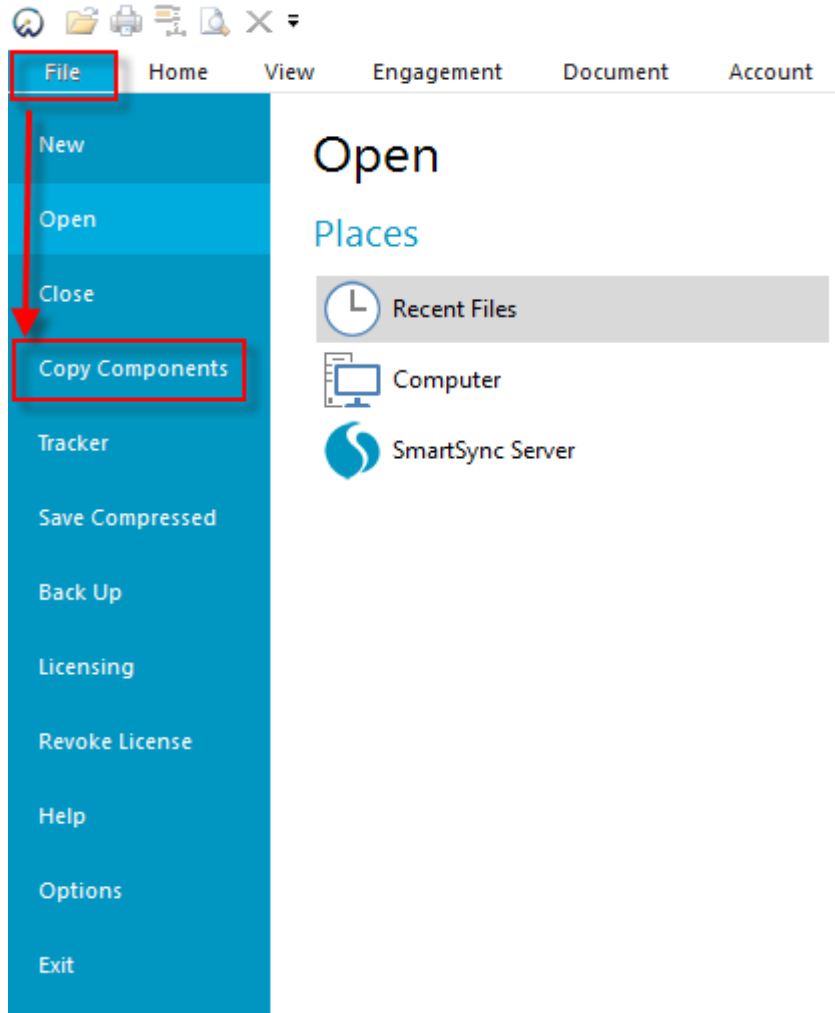
- d. Enter desired name for the new client file. In the *Roll Forward Options* make sure **Update prior year balance data** and **Update CaseView Roll Forward Cells** are selected. Click OK.



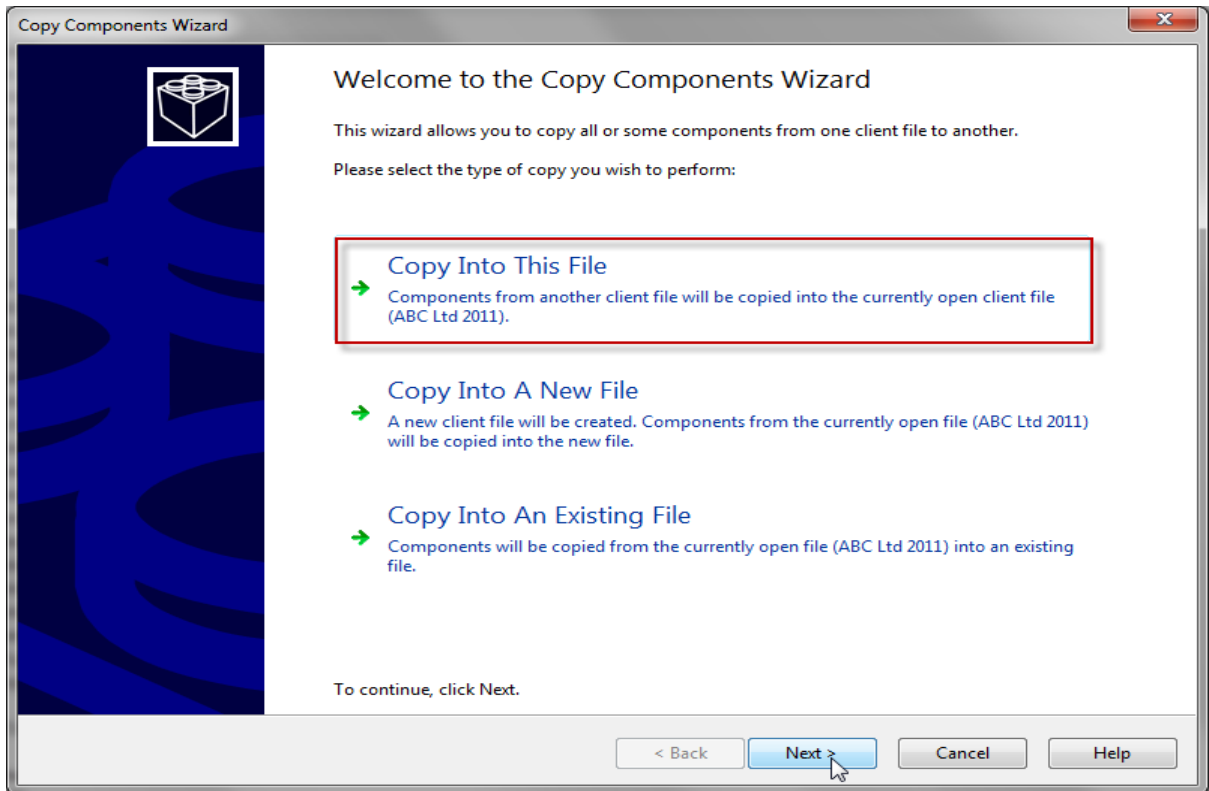
3. Copy updated components from the Template into the client file

Using the Copy Components feature, update the client file with the necessary components from the Template. Information Store, Tax returns and Mappings Structure.

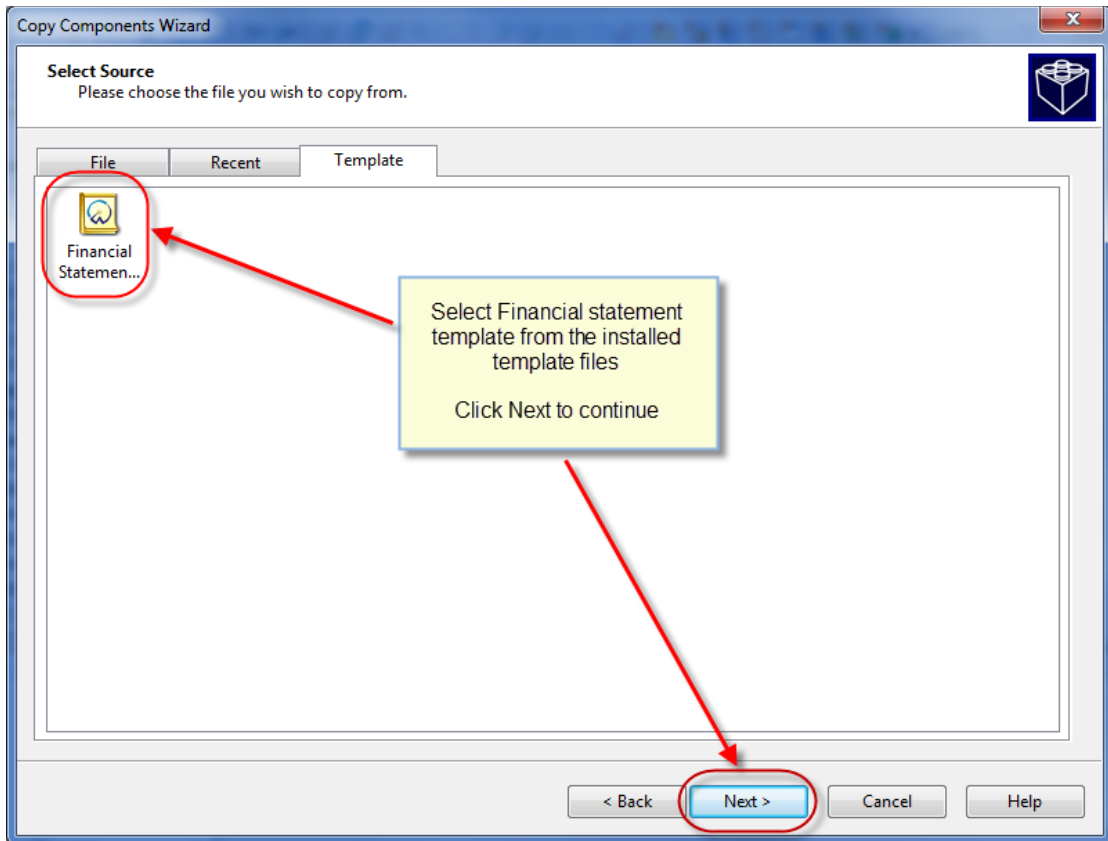
- a. Select the command **File / Copy Components**



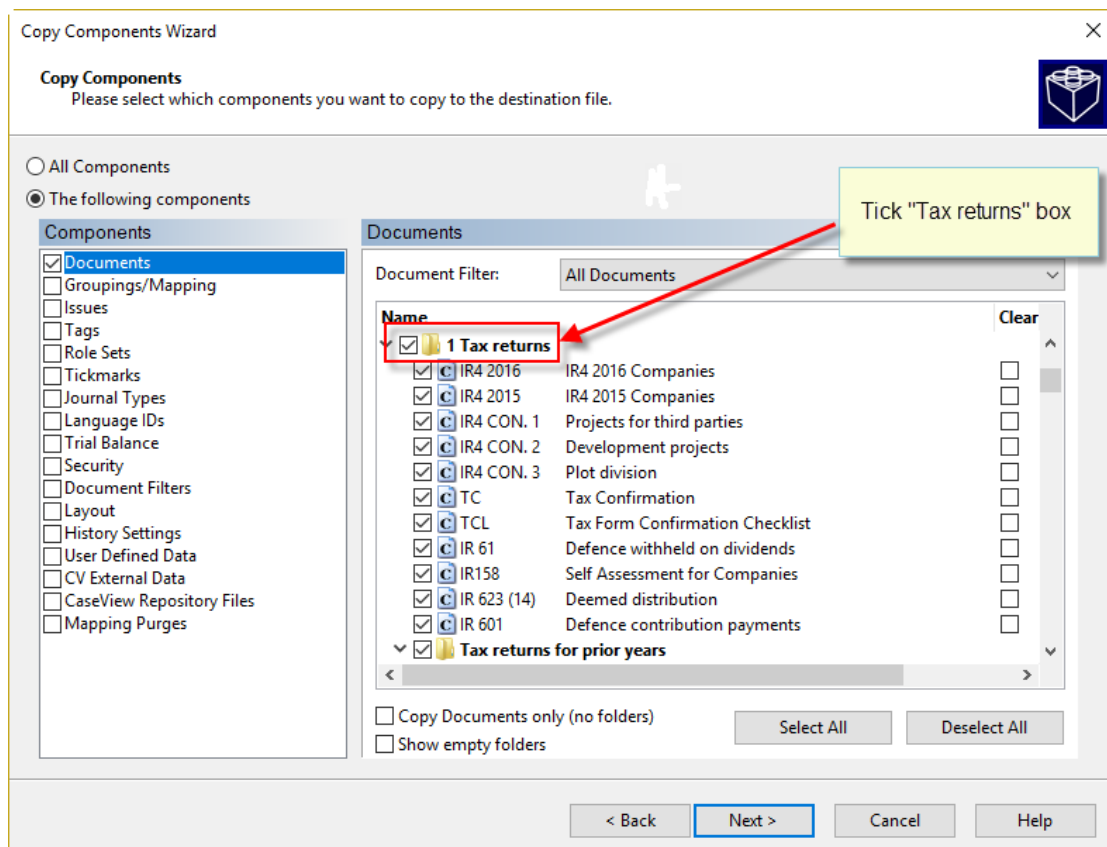
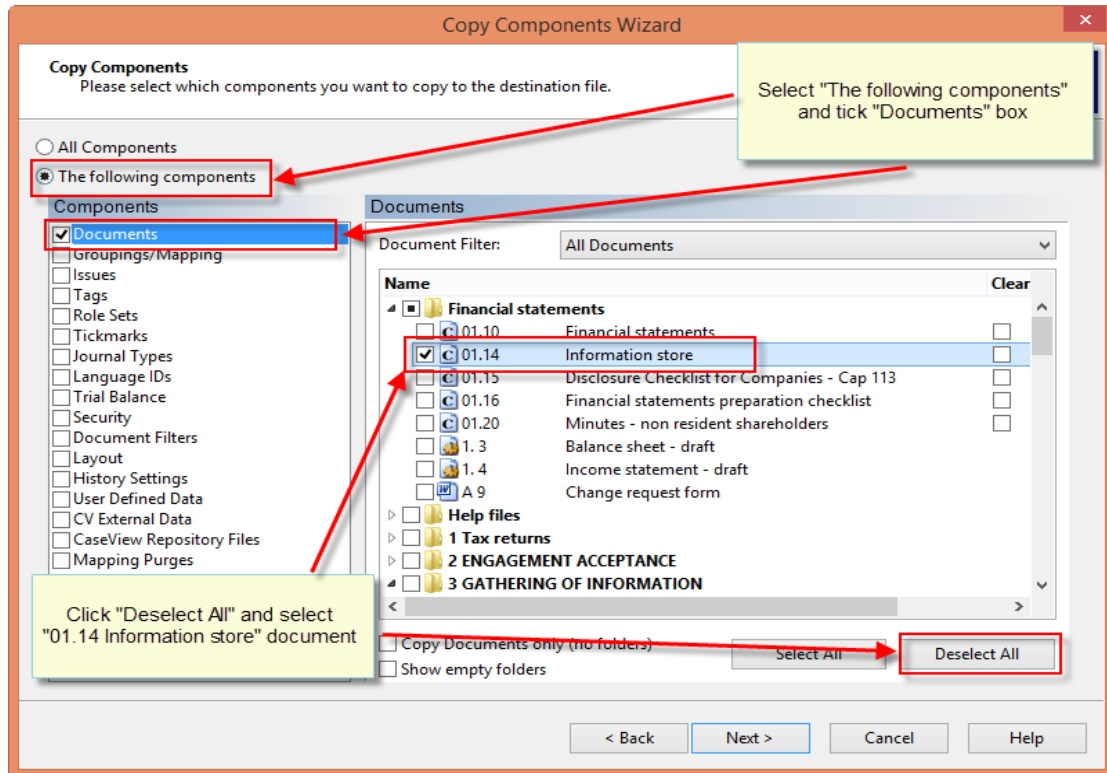
b. Select Copy into This File. Click Next.



c. Choose the Financial Statements Template and click Next.

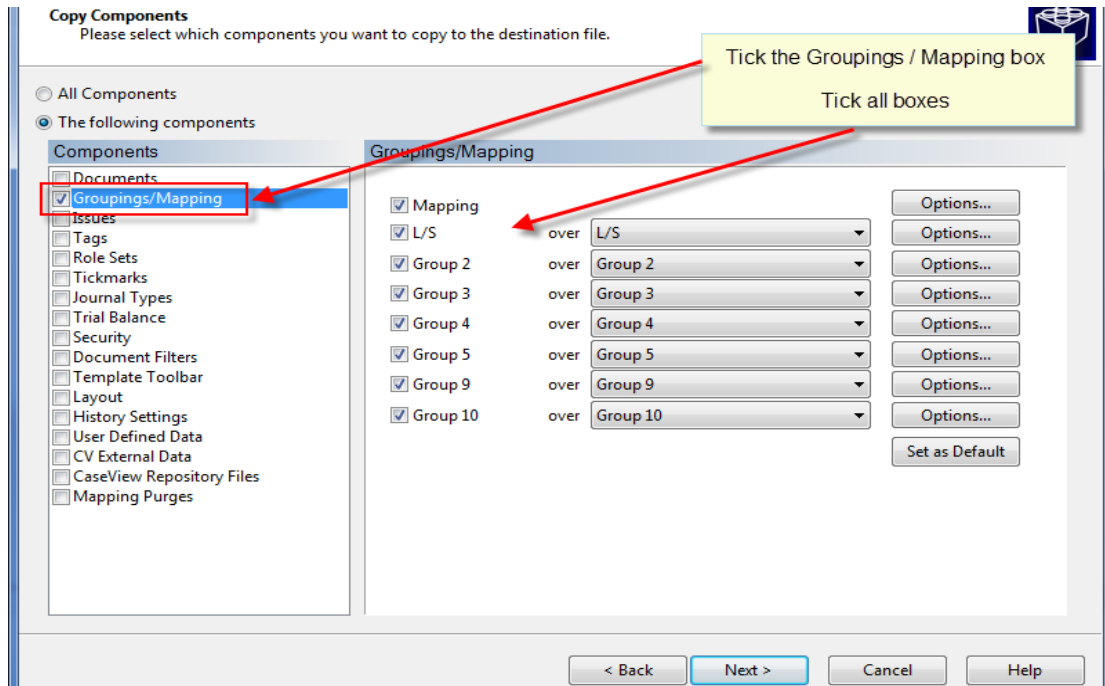


- d. Choose "The following components" and tick the Documents box. Click "Deselect All" and then select document "01.14 Information store" and "Tax returns".

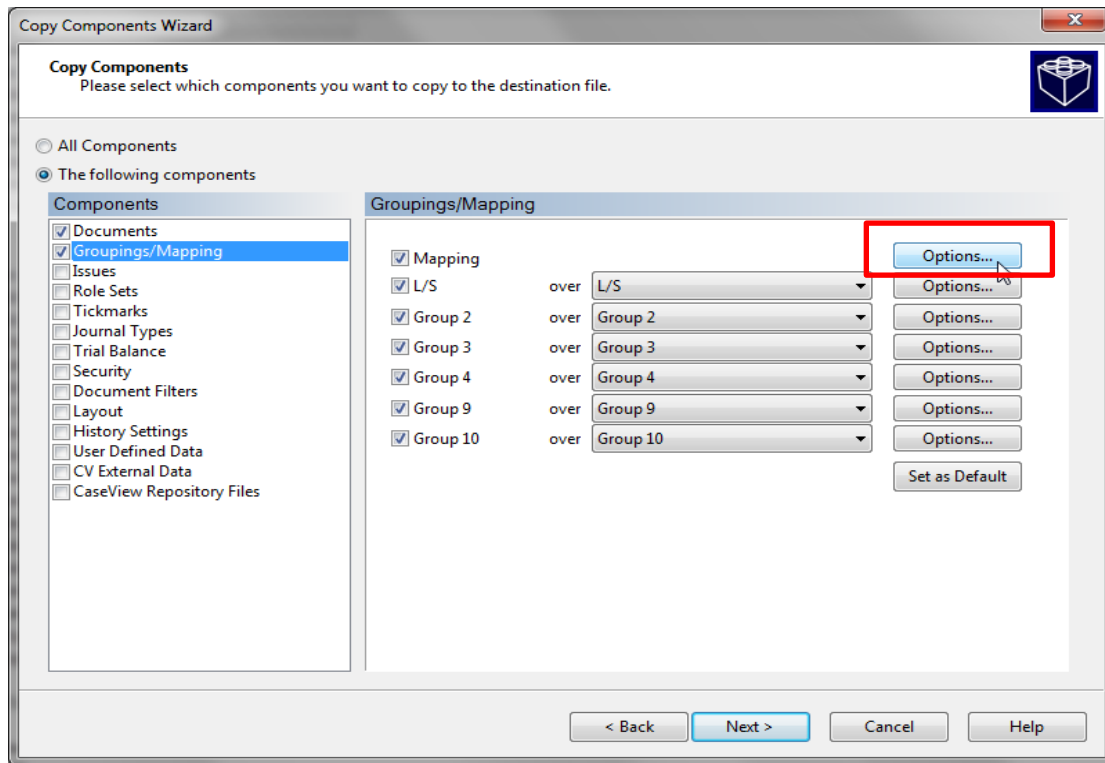


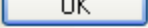
- e. In the same Copy Components Wizard, update the mapping structure from the latest Financial Statements Template.

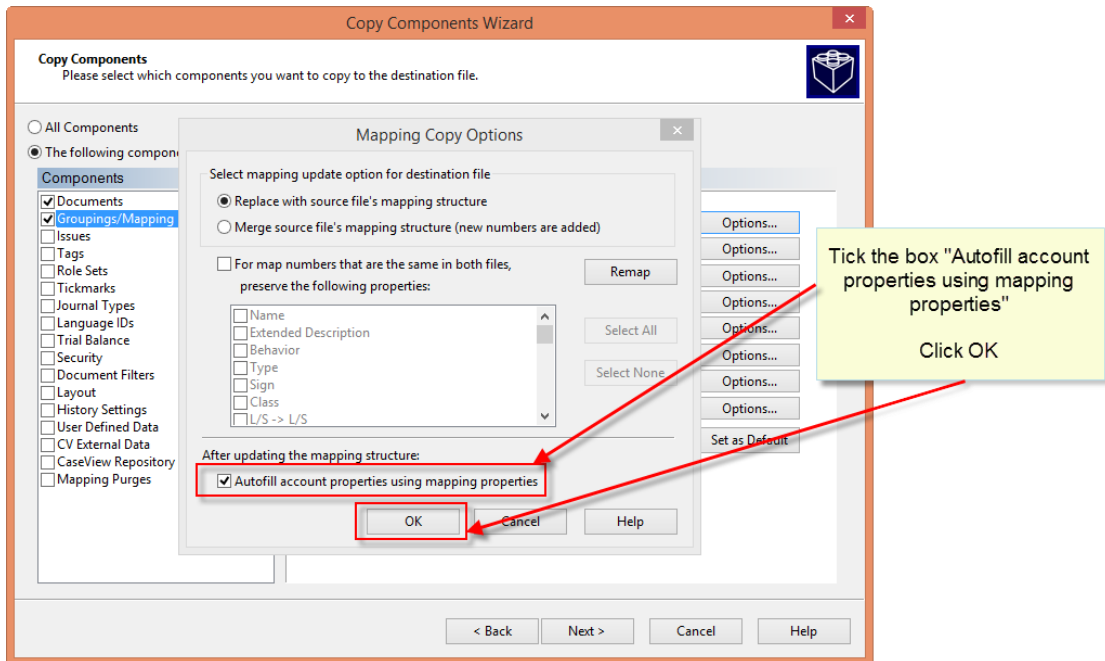
Tick the Grouping / Mapping box. Tick all Boxes.



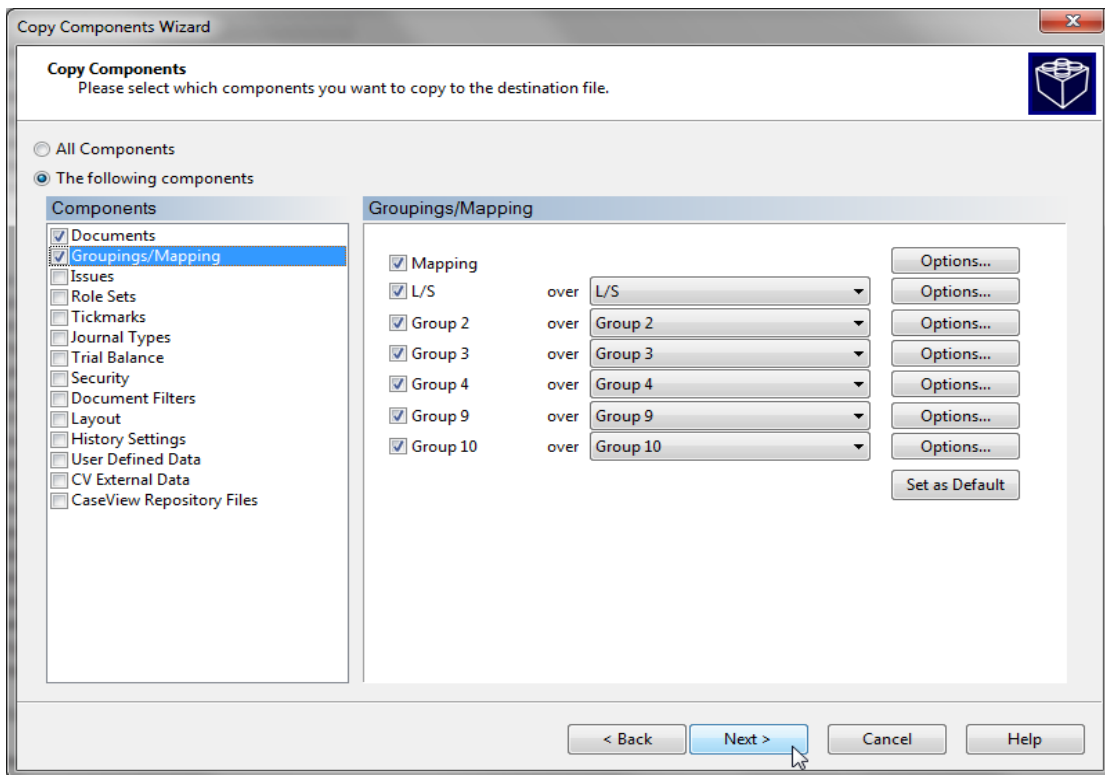
Select Options



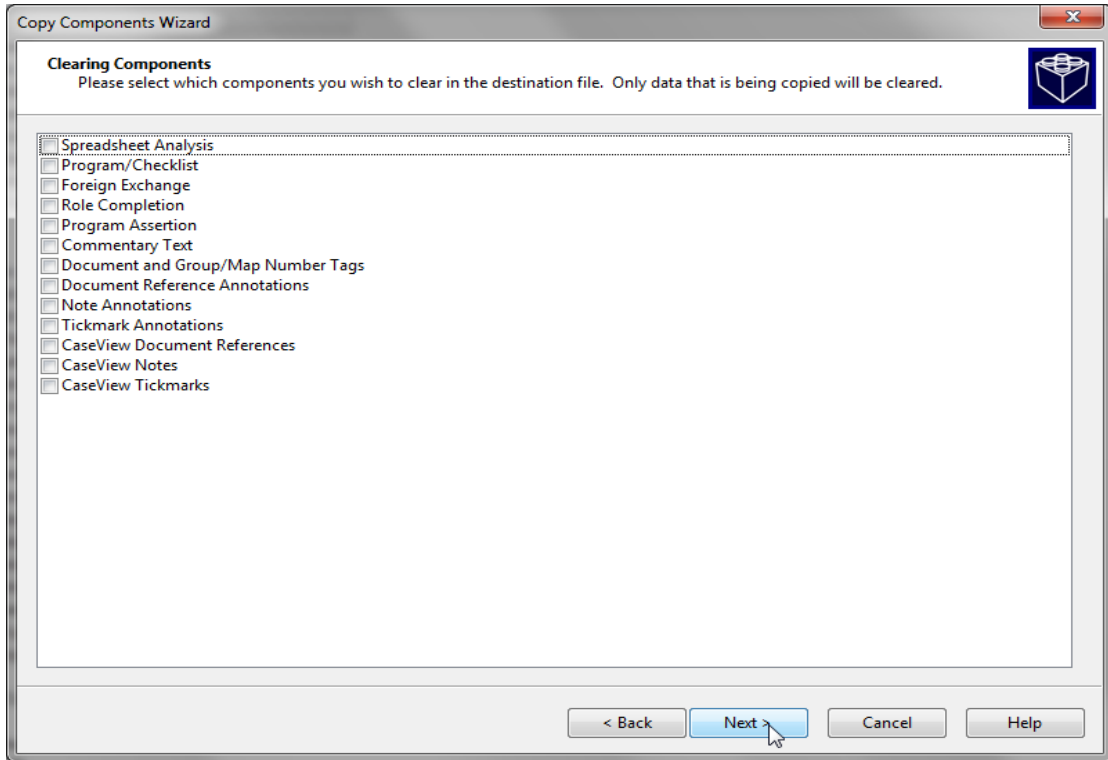
Tick the box "Autofill account properties using mapping properties". Choose  to perform Mapping Copy Options.



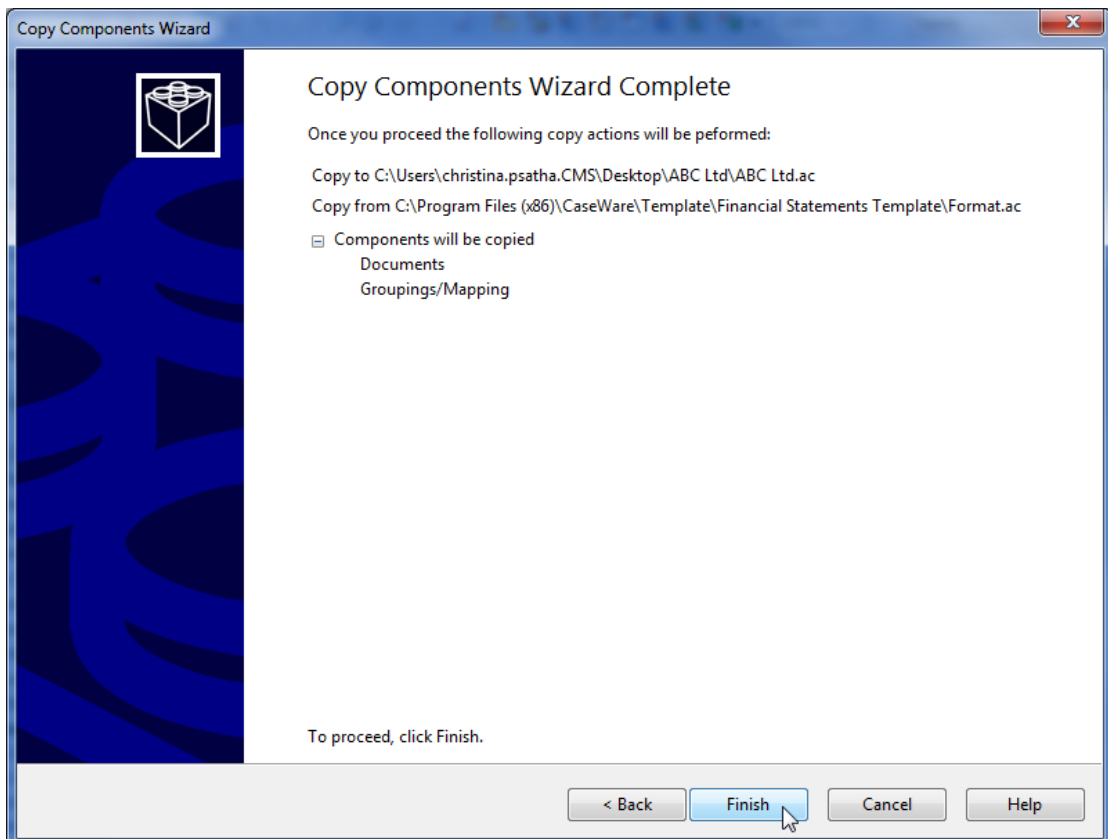
f. Click Next



g. On Copy Components Wizard choose Next to continue

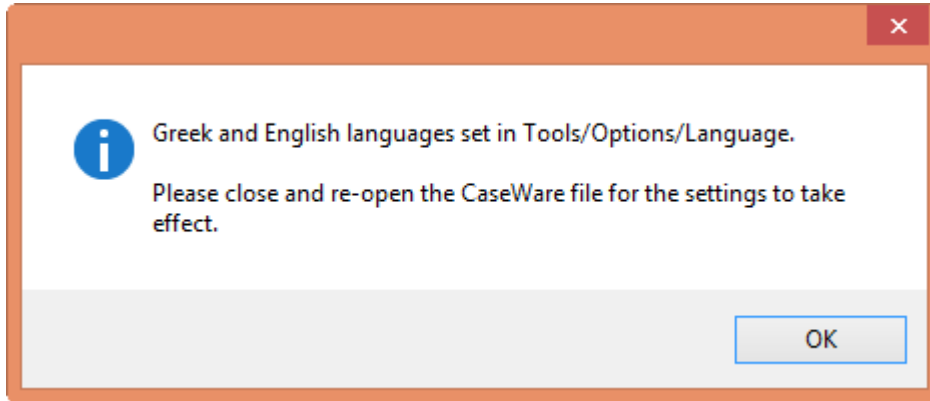


h. Click Finish to complete the Copy Components wizard.

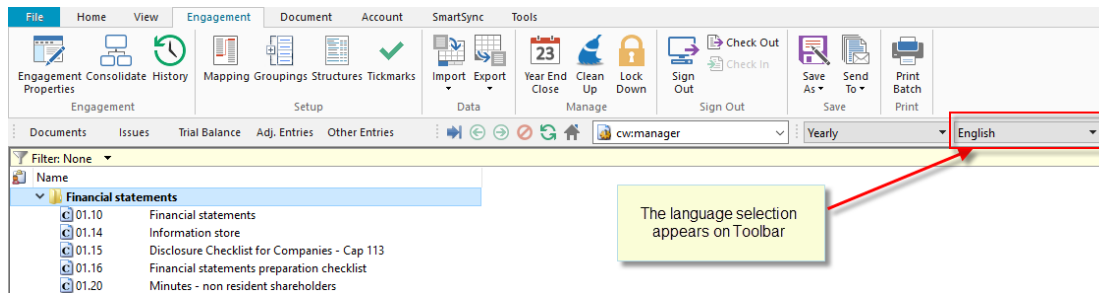


When process completes a note will appear. Click OK.

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

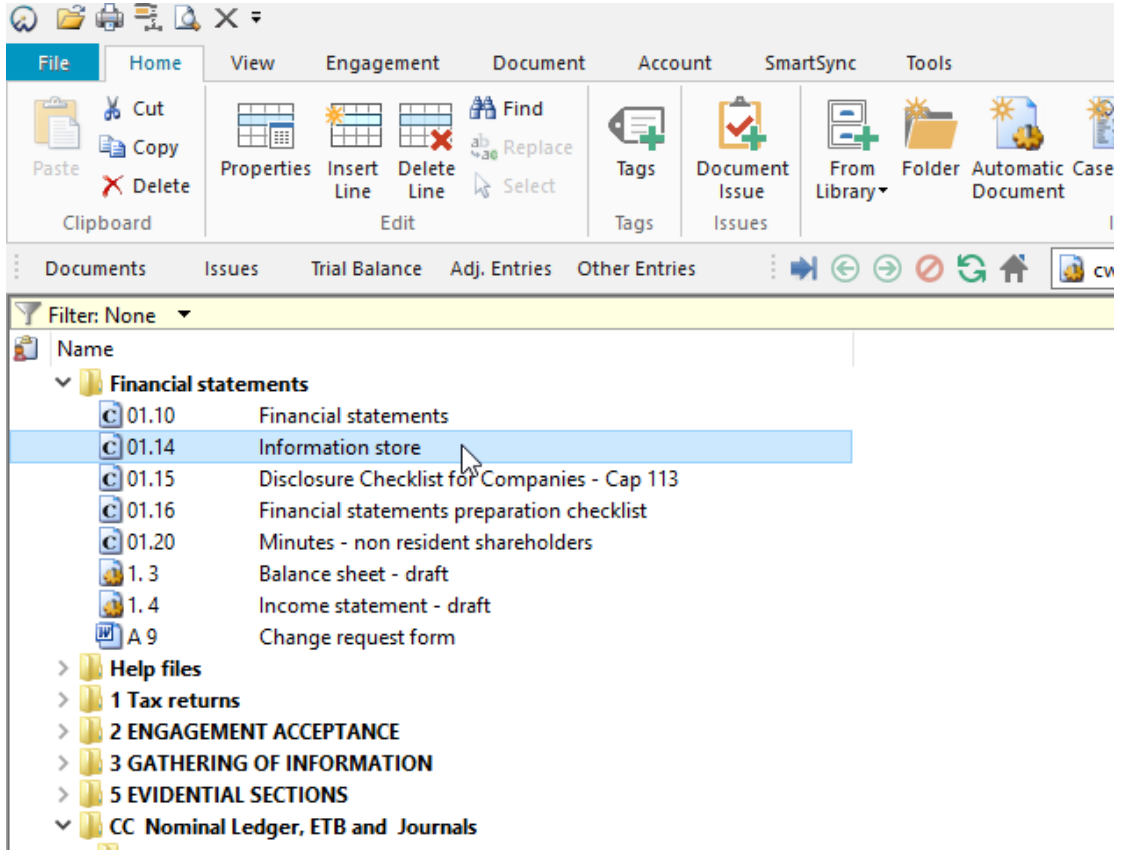


i. On opening the file, the language selection will appear on the toolbar

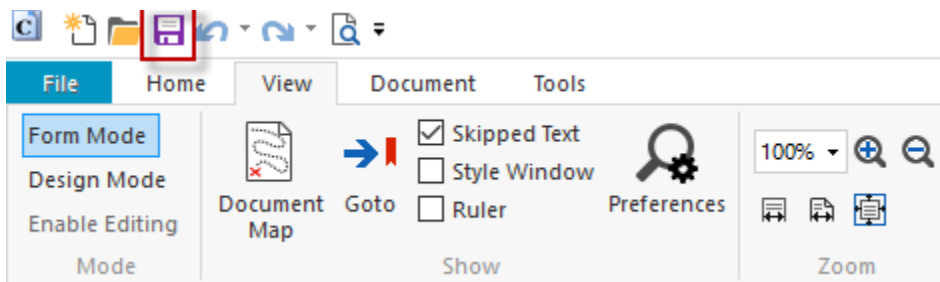
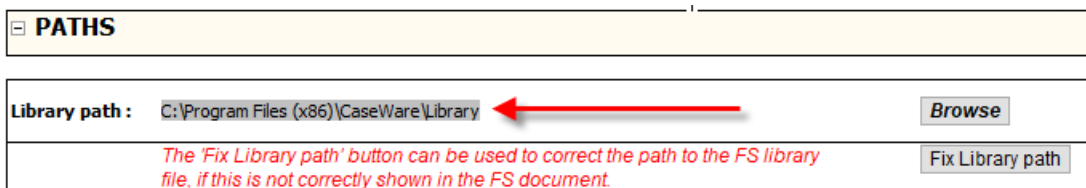


4. Open Information Store document (01.14) to select the correct library path and update fs document

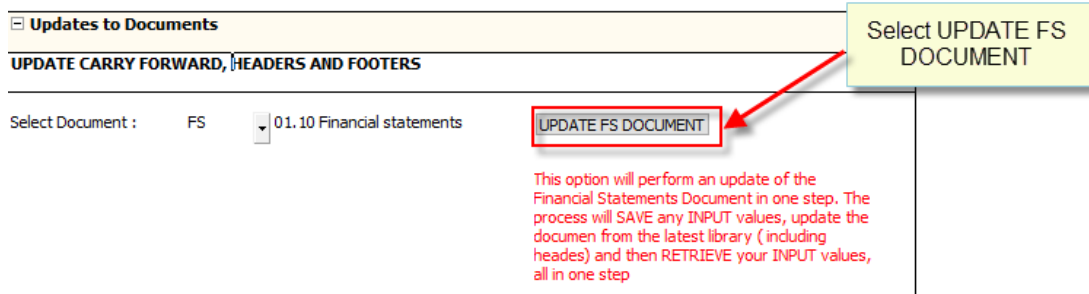
- a. Click on 01.14 on the document manager to open the Information Store document



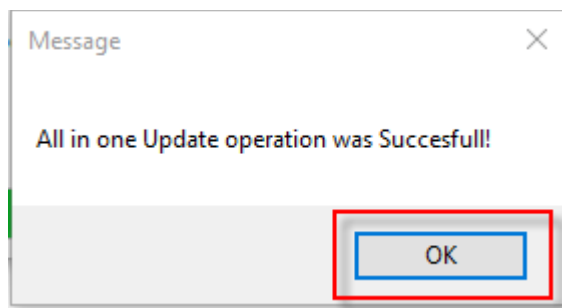
- b. In the PATHS section, confirm that the Library Path is the correct one. If not press the browse button to set the correct Library path e.g. C:\ Program Files (x86)\ CaseWare\ Library. Then press Save Button.



- c. 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.



IMPORTANT NOTE: This option will perform an update of the Financial Statements Document in one step. The process will SAVE any INPUT values, update the financial statements document from the latest library (including headers) and then RETRIEVE your INPUT values, all in one step.

The file is now ready for the preparation of the latest version of Financial Statements.