



CMS SYSTEMS SOLUTIONS
CASEWARE AUTHORISED DISTRIBUTOR

RECOMMENDED PROCEDURE



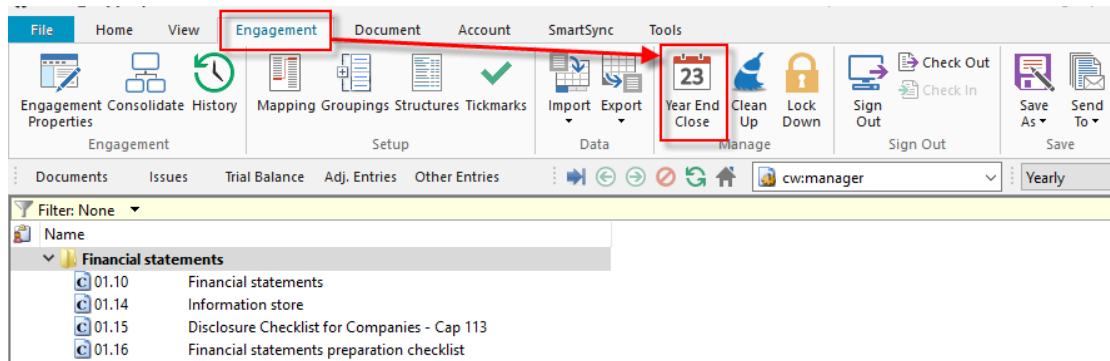
**Roll Forward of a CaseWare client file
created with Financial Statements
Template to Audit International Template**

PROCEDURE SUMMARY

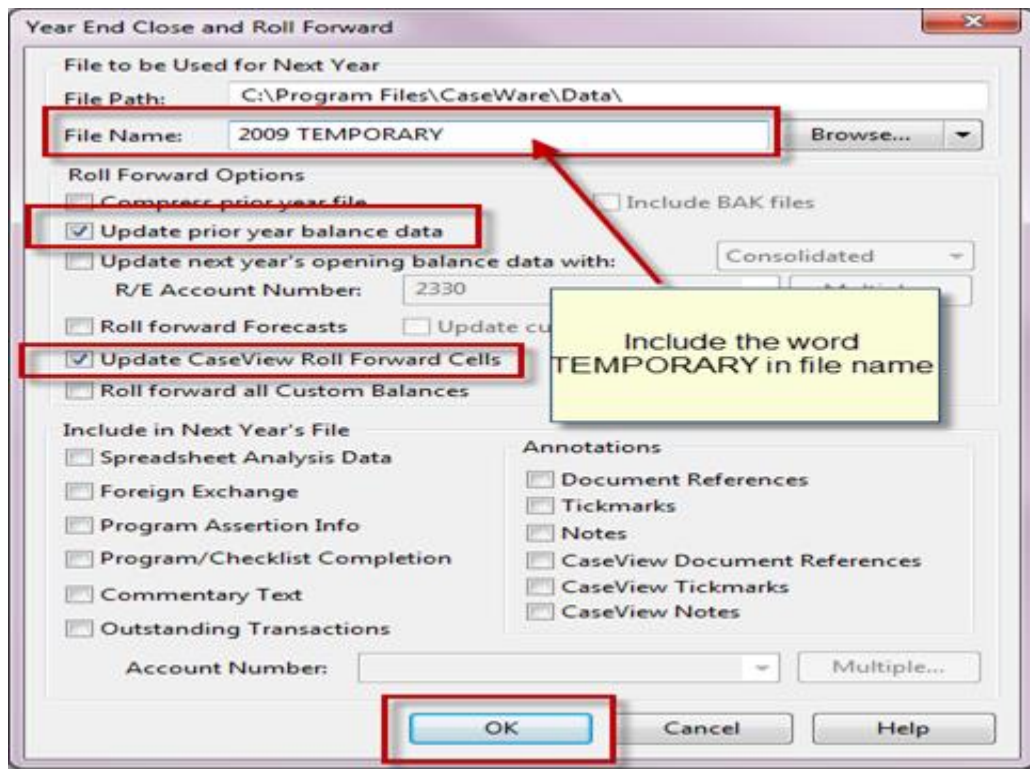
1. **Open the client file which is based on Financial Statements Template, and Roll forward the client file** 3
2. **Create a new file, based on the Audit International Template.** 4
3. **Copy Financial Statements and Trial Balance components from Temporary file (Step 1) into the New file (step 2).** 5
4. **Use Autofill command where trial balance has been copied from a file based on a template other than Audit International.** 9
5. **Open Information Store document (01.14) to Update document properties and scripts** 10
6. **While in the Information Store document (01.14), select the correct library path and update the sub-sections** 11

1. Open the client file which is based on Financial Statements Template, and Roll forward the client file

a. To perform the roll forward, select **Engagement / Year End Close**.

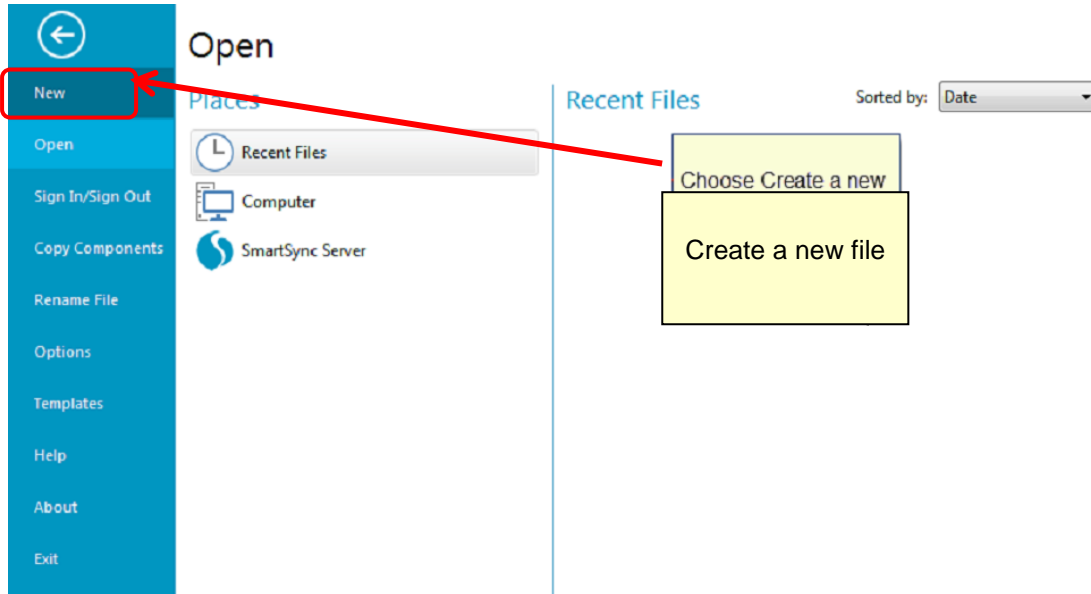


b. Make sure you have selected the following boxes only: **Update prior year balance data** and **Update CaseView Roll Forward cells**. The file created is temporary therefore include the word TEMPORARY in its name so that it may be easily identified later and deleted. **Press OK**.

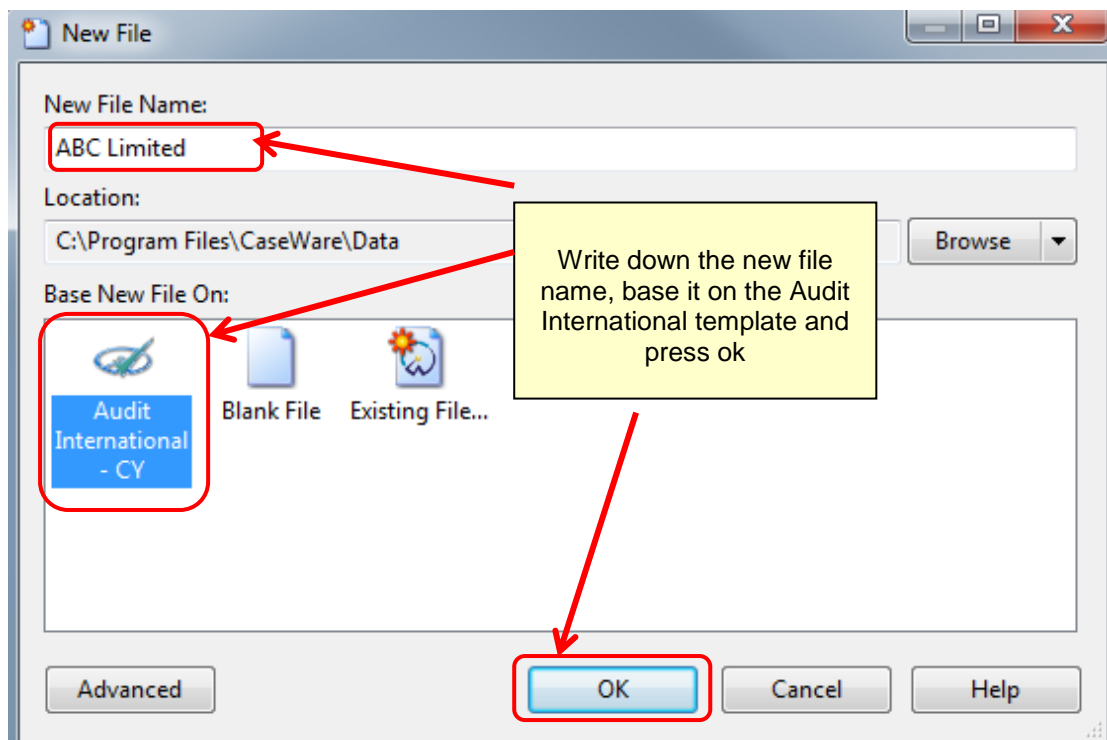


2. Create a new file, based on the Audit International Template.

- a. Enter CaseWare Working Papers and choose **Create a new file**.



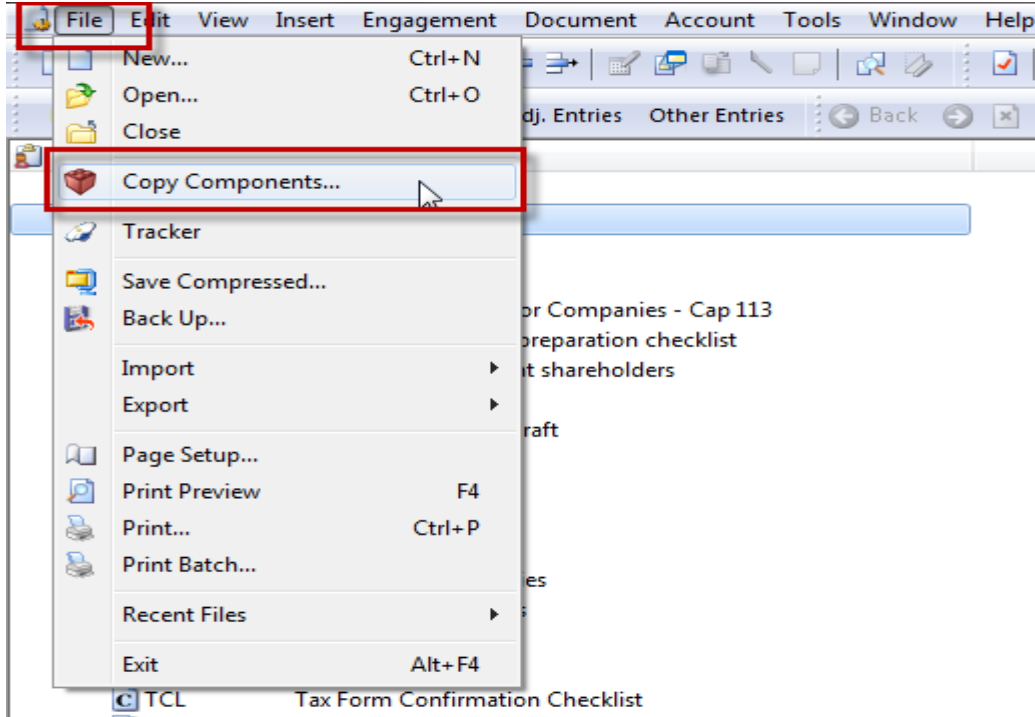
- b. In **New File Name** write the new file name and select to base the file on the Audit International Template and click OK.



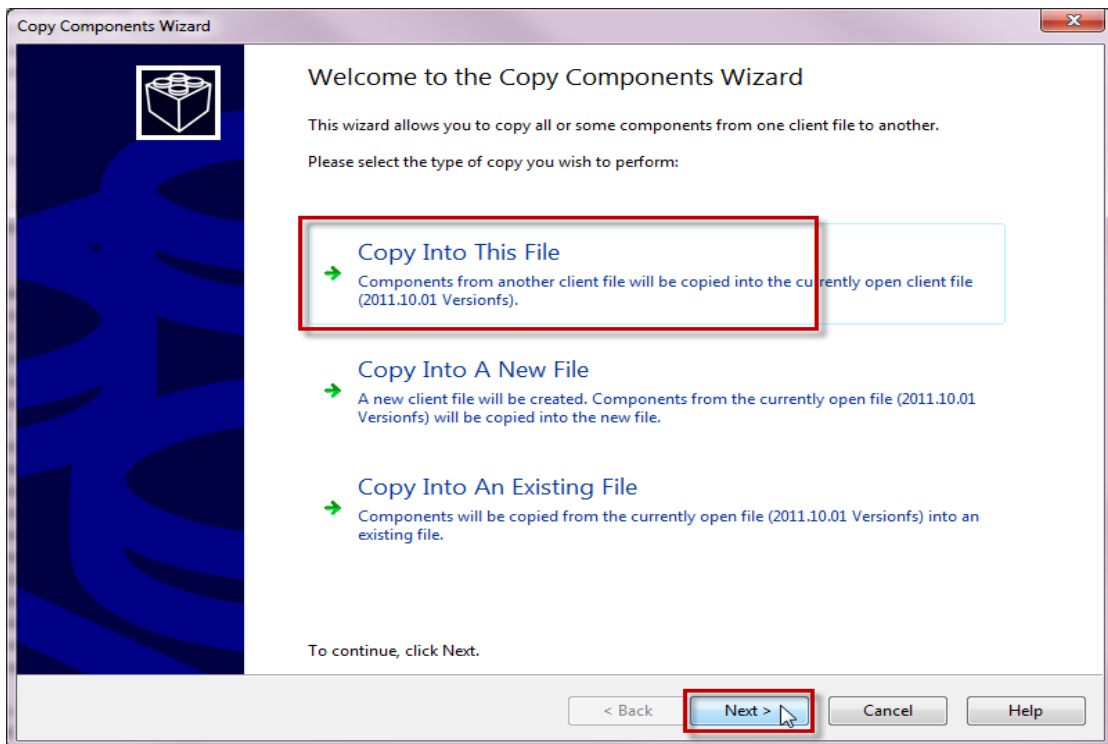
3. Copy Financial Statements and Trial Balance components from Temporary file (Step 1) into the New file (step 2).

Use the command File / Copy Components to copy Document 1.10 Financial Statements and the Trial Balance from your previously created temporary file.

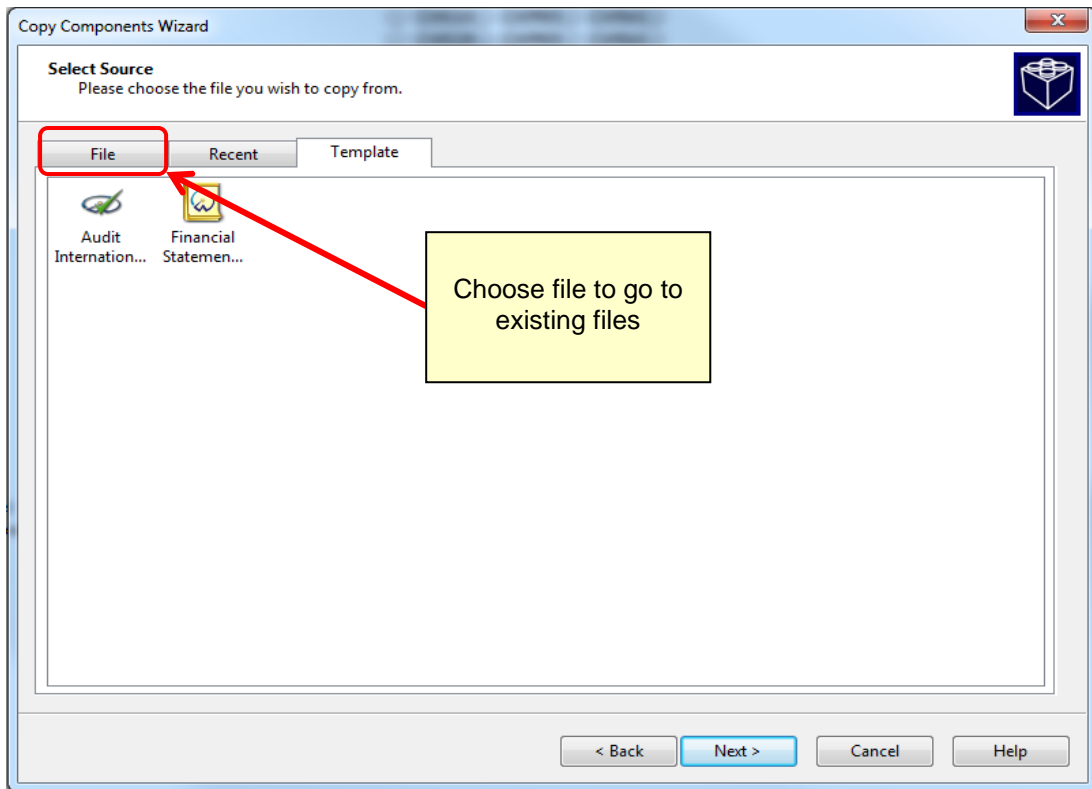
- a. In the newly created file choose **File/Copy Components**.



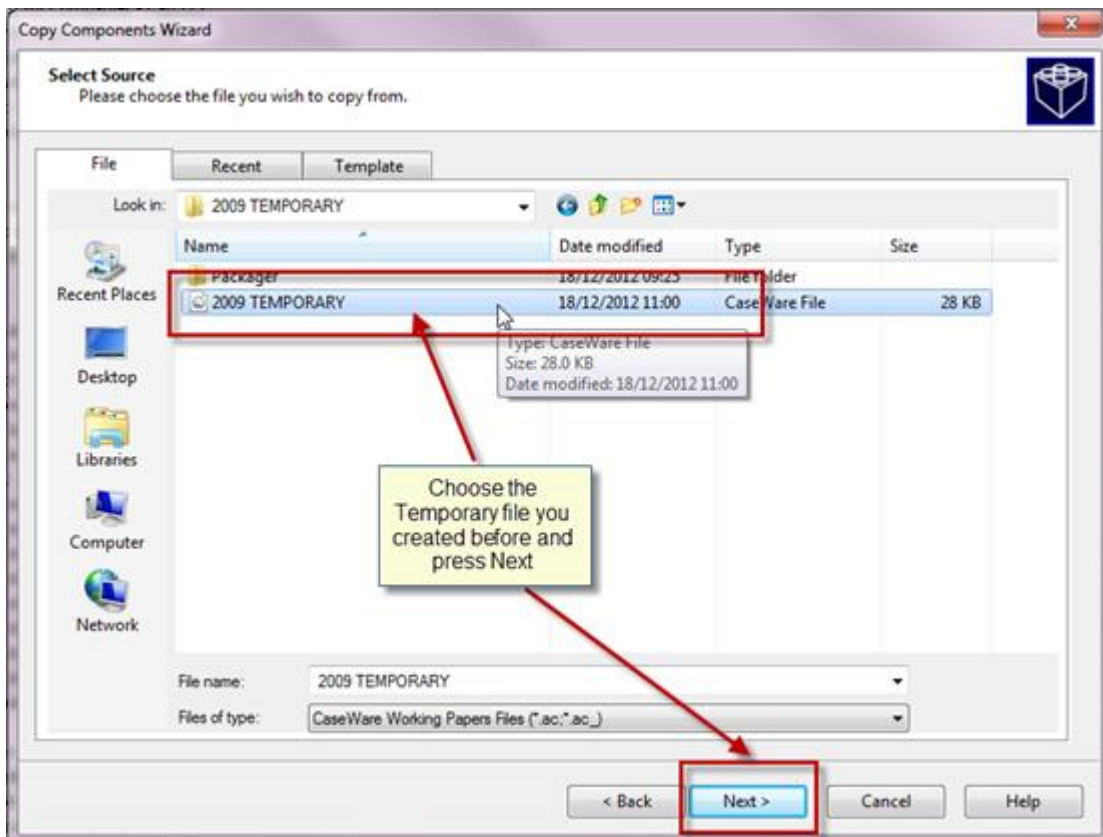
- b. Select **Copy into This File** and click Next.



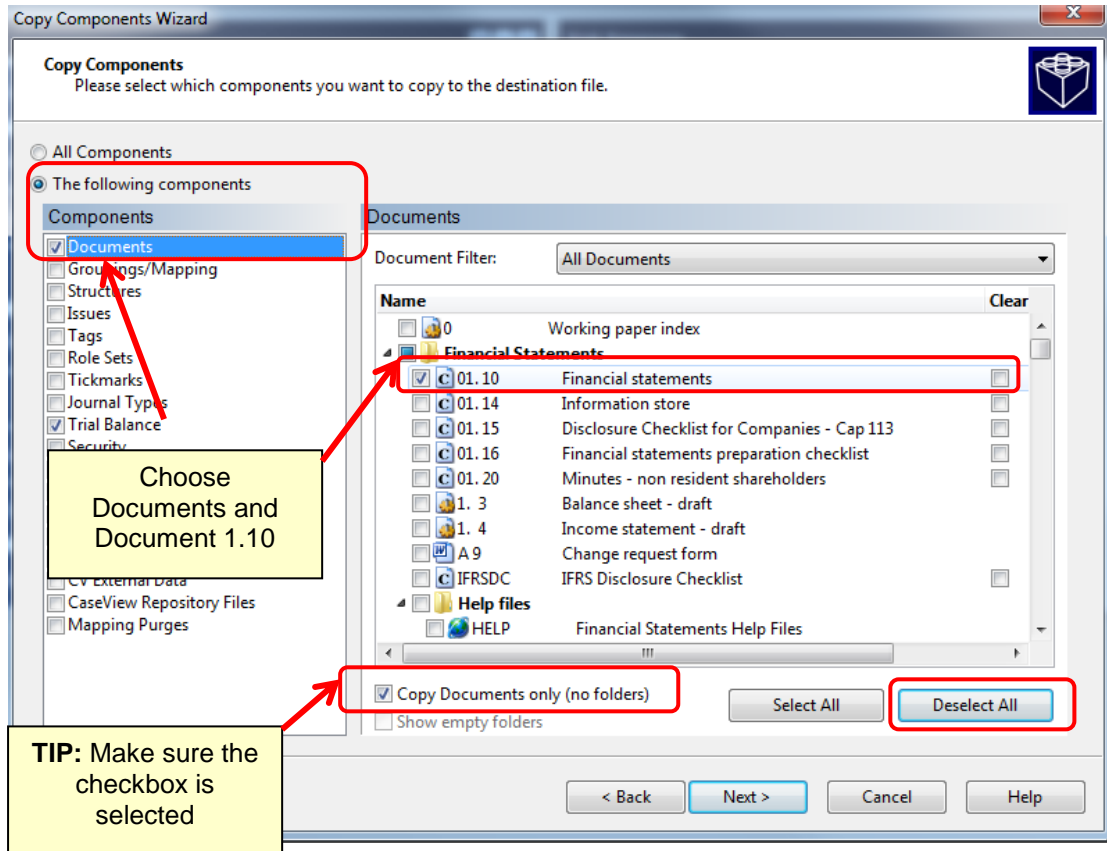
c. **Choose File** to go to your existing files.



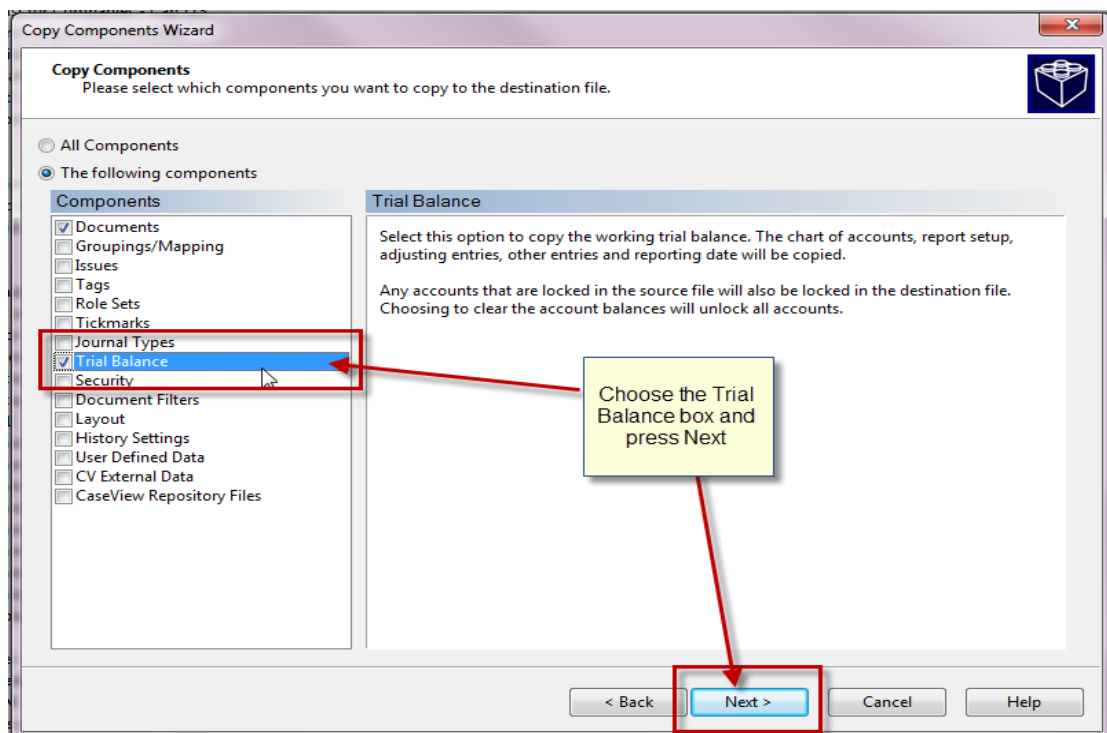
d. Choose the file you wish to copy from. **Select the temporary file you have created (step 1).** Click Next.



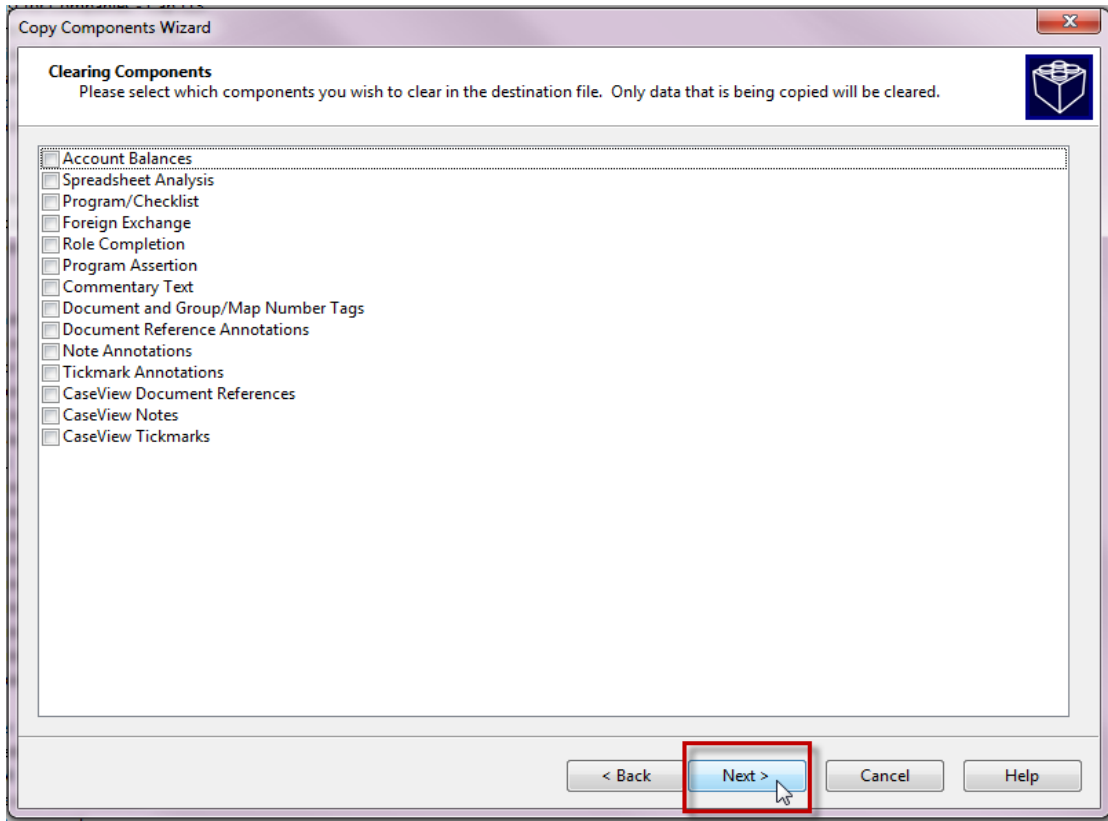
- e. Choose “The following components” and tick the **Documents** box. Click “Deselect All” and then select document “**01.10 Financial statements**”.



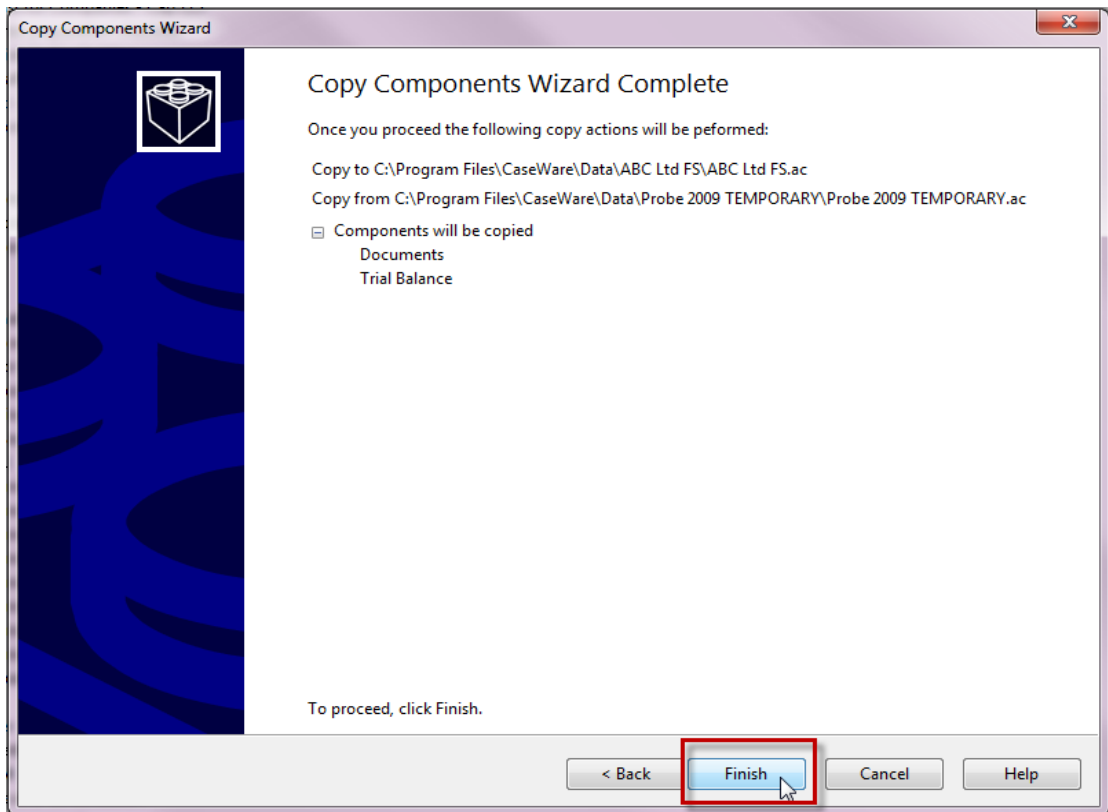
- f. Under Components tick the **Trial Balance** box and click Next.



g. On Clearing Components Wizard choose Next.

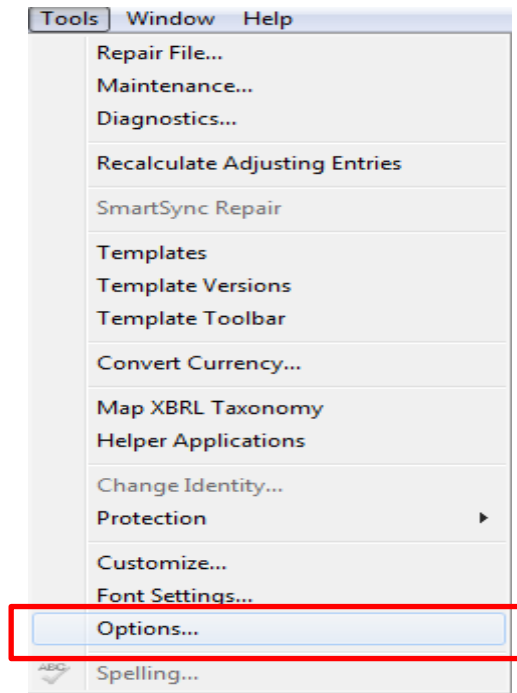


h. and then Finish

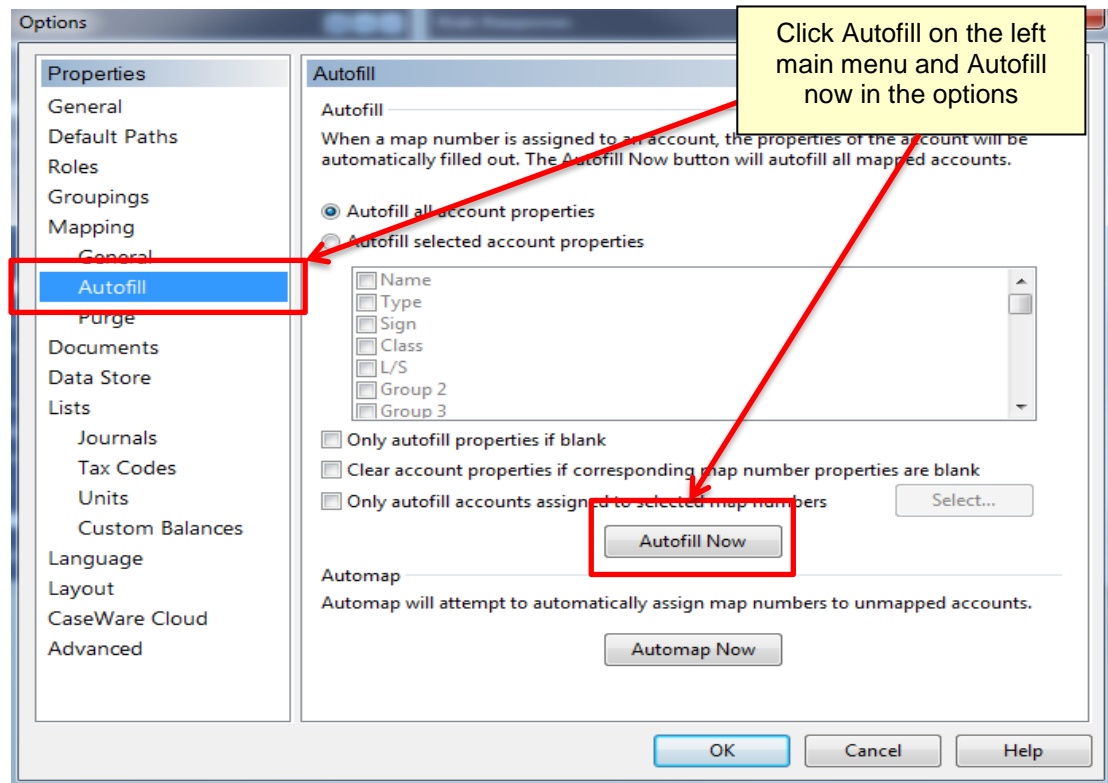


4. Use Autofill command where trial balance has been copied from a file based on a template other than Audit International.

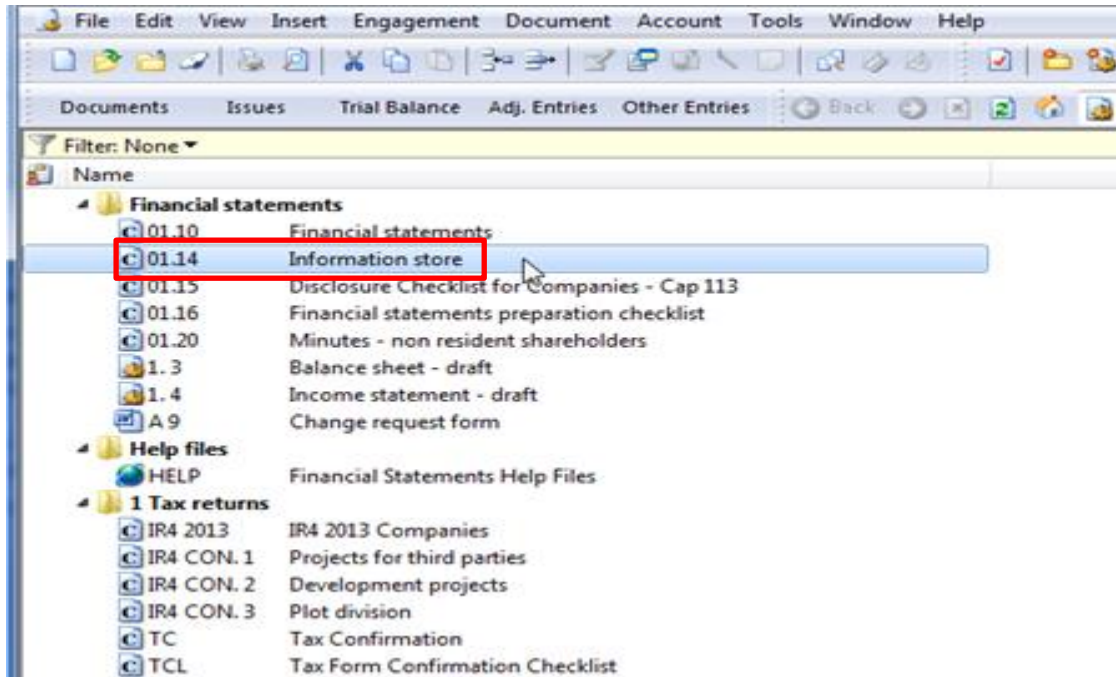
In Working Papers, go to Tools / Options / Autofill and click on "Autofill now"



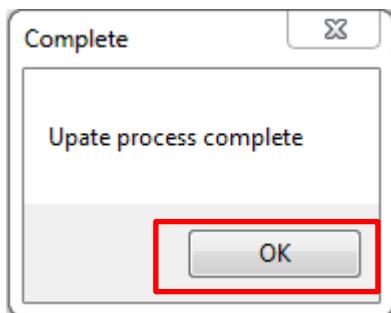
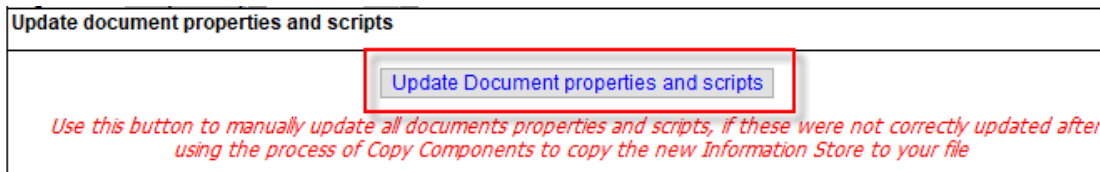
The following window will appear, click on **Autofill** and **Autofill now**



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

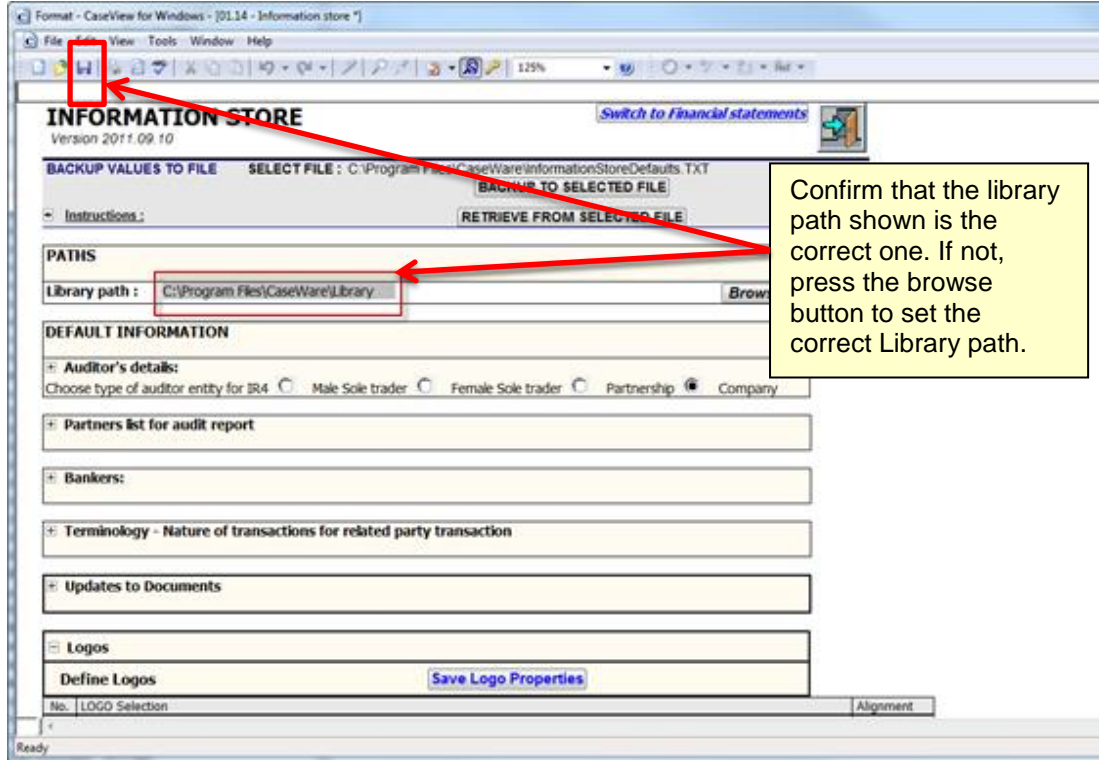


- a. Click on “Update Document properties and scripts” button. Click OK when finish.

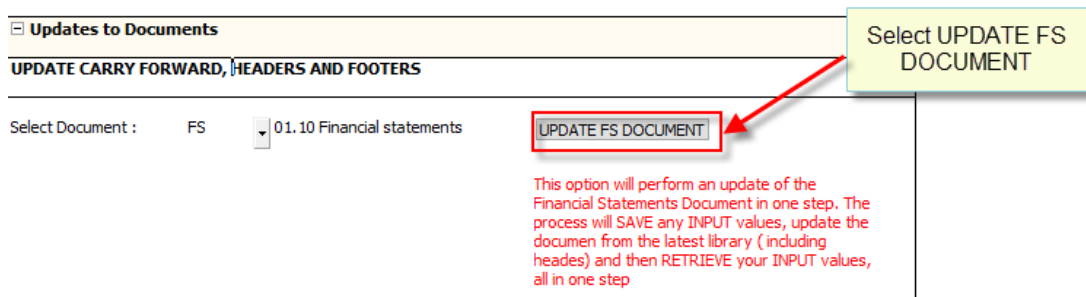


6. While in the Information Store document (01.14), select the correct library path and update the sub-sections

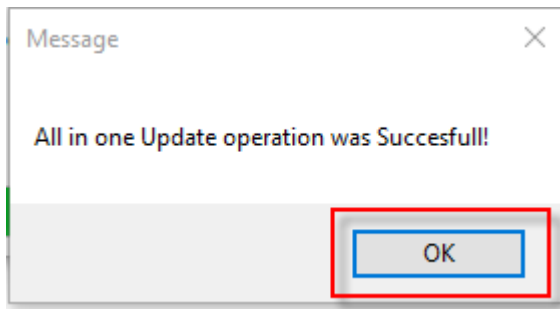
- a. In the **PATHS** section, confirm that the **Library Path** is the correct one. If not press the **browse** button to set the correct Library path e.g. **C:\Program Files\CaseWare\Library**



- 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.



The file is now ready for use and based on the Audit International Template.