

## Procedure of copying Wear and Tear Allowances from previous year to current year



VERSION 3.00

## PROCEDURE SUMMARY

1.	Open previous year's file. Year End Close the client file and create a temporary file	. 3
2.	Copy components from the Template into the client file	5
4.	Open the Information Store document (01.14) to select the correct library path and to update the fs document	. 8
3.	Open new year's file, enter 01.10 Financial statements document	10

- 1. Open previous year's file. Year End Close the client file and create a temporary file
  - a. Select Engagement / Year End Close



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



c. In the File Name write "Temporary" since this will be deleted at a later stage. In the *Roll Forward Options* make sure Update prior year balance data and Update CaseView Roll Forward Cells are selected. Click OK

Year End Close and Roll Forward X						
File to be Used for Next Year						
File Path: C:\Users\christina.psatha\Desktop\						
File Name:	Temporary			Browse	•	
Roll Forward	Options					
Compress	prior year file	In	la Ella Nu			
🗹 Update pri	or year balance data		word T	emporary	L	
Update ne	t year's opening balance	e data with:		omportary		
R/E Acco	unt Number 2330		$\sim$	Multiple		
Roll forwar	rd Forecasts	te current yea	r Budgets wi	ith Forecast		
Update Ca	seView Roll Forward Cell	s T-			1	
Roll forwar	d all Custom Balances		lick the	2 boxes	L.	
Include in Nex	d Year's File		Click OK			
Spreadshee	et Analysis Data	Annotations Document References Tickmarks Notes CaseView Document References CaseView Tickmarks CaseView Notes				
Foreign Ex	change					
Program A	ssertion Info					
Program/C	Checklist Completion					
	T+					
Comment	ary Text					
Outstandir	ng Transactions					
Account	Number:		$\sim$	Multiple		
	(	ОК	Cancel	Help		

## 2. Copy components from the Template into the Temporary file

Using the Copy Components feature, copy the new information store from the template.

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	
Statemen	Select Financial statement template from the installed template files Click Next to continue
	< Back Next > Cancel Help

**d.** In the Copy Components Wizard select "The following components" and the "Documents" box. Click "Deselect All" and then select document "01.14 Information store". Select Next.

	Copy Com	ponents Wizard		×
Copy Components Please select which components you	Select "The following and tick "Docume	components" ents" box		
○ All Components				
The following components				
Components	Documents			
Documents Groupings/Mapping	Document Filter:	All Documents		~
	Name			Clear
Bole Sets	4 🔳 퉲 Financial stat	tements		~
Tickmarks	<b>C</b> 01.10	Financial statements	_	
Journal Types	✓ C 01.14	Information store		
Language IDs	C 01.15	Disclosure Checklist for	Companies - Cap 113	
Trial Balance	01.16	Financial statements pre	paration checklist	
Security		Minutes - non resident s	hareholders	
Document Filters	1.3	Balance sheet - draft		
Layout		Income statement - drat	ft	
History Settings		Change request form	-	
User Defined Data		enangerequestronn		
CoopView Perpetitory Files		-		
Mapping Purges				
	S GATHERIN	G OF INFORMATION		× *
Click "Deselect All" and select				/
"01.14 Information store" document	Copy Documents o	niy (no folders)		and a state
	Show empty folder	5	Select All	eselect All
			-	
		< Back N	ext > Cancel	Help
			cuncer	

e. Click Next to continue

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

Copy Components Wizard	×
Copy Components Wizard Complete	
Once you proceed, the following actions will occur:	
Copy to C:\Program Files (x86)\CaseWare\Data\TEMPORARY	TEMPORARY.ac
Copy from C:\Program Files (x80)\CaseWare\Template\Finance □ Components will be copied Documents	cial statements lemplate\Financial statem
To proceed, click Finish.	
< Back Finis	Cancel Help

f. Click Finish to complete the Copy Components wizard.

- 4. Open the Information Store document (01.14) to select the correct library path and to update the fs document
  - **a.** In the document manager double click to open the 01.14 Information Store.

😞 🖻 🕯	) 🖹 🔔	×Ŧ								
File	Home	View	Engagement	Document	Accou	int Sma	rtSync	Tools		
Paste	K Cut ≧ Copy K Delete	Properties	Insert Delete Line	<b>ቶ Find</b> 라 Replace 다 Select	Tags	Document Issue	From Library	Folder	Automat Documer	ic Case
Спрь	oard		Edit		lags	Issues				
Docum	ents	Issues 1	Trial Balance 🛛	Adj. Entries O	ther Entrie	s 📕		€ 🖉 🖲	G 🏦 🗌	🔬 си
Filter: N	None 🔻									
👔 Name	2									
<ul> <li>V</li> <li>Image: Image: Im</li></ul>	Financial s	tatements								
	01.10	Financ	cial statements							
	01.14	Inform	nation store							
•	01.15	Disclo	sure Checklist f	orCompanies	- Cap 113					
	01.16	Financ	cial statements	preparation che	ecklist					
	01.20	Minut	es - non resider	nt shareholders						
3	1.3	Balanc	ce sheet - draft							
3	31.4	Incom	ne statement - d	Iraft						
E Contraction of the second se	D A 9	Chang	ge request form							
> 📗	Help files									
> 📗	1 Tax retu	irns								
> 📗	> 퉬 2 ENGAGEMENT ACCEPTANCE									
> 🌗	> 퉲 3 GATHERING OF INFORMATION									
> 🎽	5 EVIDEN	TIAL SECTIO	NS							
~	Y 퉬 CC Nominal Ledger, ETB and Journals									

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.

■ PATHS	· · · · · · · · · · · · · · · · · · ·	
Library path :	C:\Program Files (x86)\CaseWare\Library	Browse
	The 'Fix Library path' button can be used to correct the path to the FS library file, if this is not correctly shown in the FS document.	Fix Library path

ci 🐮 👝 🗄	ທ <u>,</u> ທ . ເ	<u>a</u> <del>-</del>
File Home	e View	Document Tools
Form Mode Design Mode	Document	→ I Skipped Text Style Window Goto Ruler Preferences Rule
Mode	Мар	Show Zoom

**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.

Updates to Docu UPDATE CARRY FO	Select UPDATE FS DOCUMENT			
Select Document :	FS	v 01.10 Financial statements	UPDATE FS DOCUMENT This option will perform an update of the Financial Statements Document in one step. T process will SAVE any INPUT values, update ti documen from the latest library (including heades) and then RETRIEVE your INPUT value all in one step	he he es,

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



3. Open new year's file, enter 01.10 Financial statements document.

T Filter: None 🔻	
🚺 Name	
✓ → Financial statements	
C 01. 10 Financial statements	
C 01. 14 Information store	
© 01. 15 Disclosure Checklist for Companies - Cap 11	3
a. Enter design mode and select Document / Com	pare
c] * 🛅 🔚 🖌 • 🖎 • 🗟 =	
File Home View Document Tools	
Paste Editing Lock/Unlock B I U	
Clinhoard Desument Font	-
Cipboard Document Point	
🗟 * 🞦 🧰 🛃 🖍 r 🖎 r 👌 =	
File Home View Insert Document Tools	
	NI
	<b>-7</b> 1
Settings Lock Compare Spelling Hyphenation Note Number	Tabs
Styles	
Settings Lock Review Format	
b. On "Compare" window leave selection "Compare to	anothe
select "Next"	

Compare	×
Choose the type of comparison: Compare to a Milestone Compare to another file Compare Knowledge Library Links to their source	
< Back Next > Cancel Help	_

c. On "Compare to a File" window click Browse... and select the Temporary file you have created. Select to open TemporaryFS caseview file



## d. Select "Next"

Compare to a	File	×
Filename:	C:\Users\christina.psatha\Desktop\Temporary\TemporaryFS. Browse	
 3	< Back Next > Cancel Help	

e. Select "Finish"

Compare to a File		×
C:\Users\christina	.psatha\Desktop\Temporary\TemporaryFS.cvw	
Document Type:	Knowledge Library $\sim$	
Only compare of	common sections	
	Canada Finish Canada Hala	-
	< Back Finish Cancel Help	

f. On "Section Comparison Results" window, select Add info-capital allowances and then "Compare"

Section Comparison Res	sults			_		×
Section Label	Status		^	C	Compare	
Add info - finance inc	Different				1.0	$\sim$
Add info - schedule of	Different			VI	sual Compa	are
Extra Page	Different				Close	
Add info - capital allow	Different					
Add into - balancing st	Different				Help	
Add info - Defence tax	Different					
Add info - CT computa	Different					
Add info - Letter of rep	Different					
Add info - appendix 1	Different					
M_Chairman	Different					
M_Notice	Different					
M_Presentation of fina	Different					
M_Approval of financia	Different					
M_Directors remunerat	Different		¥			
<		>				

g. Select "Replace"

Comparison - Add info - capital allowances		— 🗆 X
Current Document: Prev Diff Next Diff Print	]	Close
α ΚΑΤΑΣΤΑΣΗ ΚΕΦΑΛΑΙΟΥΧΙΚΩΝ ΕΚΠΤΩΣΕΩΝ	1589 ,	Replace
C4689 β1 Δεκεμβρίου 2019		Flag Section
	1204	Help
<	>	
Other Document: Prev Diff Next Diff Print	View	
COMPUTATION OF WEAR AND TEAR ALLOW 31 December 2018	ANCES	Previous Section
The entity has deemed capital allowances, insert an additional colur Enter year for deemed capital allowances calculation 2003	nn	Next Section
COST Balance Add	litions Disp	<b>*</b>

**h.** At the message "Would you like to keep entered data for input cells and paragraphs?" Select "No"

Update	×
?	Would you like to keep entered data for input cells and paragraphs?
	Yes No

i. At the following windows select "Close"

Comparison - Add info - balancing statement	
Current Document: Prev Diff Next Diff Print	Close
εΞΙΣΩΤΙΚΗ ΚΑΤΑΣΤΑΣΗ ΚΕΦΑΛΑΙΟΥΧΙΚΩΝ ΕΚΠΤΩΣΕΩΙ	Replace
	Flag Section
	Help
< >>	
Other Document: Prev Diff Next Diff Print View	
BALANCING STATEMENT OF CAPITAL ALLOWANCES	Previous Section
31 December 2018	Next Section
Description of fixed asset     Cost     Annual     Written down        allowances     value         >	



Capital Allowances are now copied in new year's file.