



VERSION 1.00

PROCEDURE SUMMARY

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1. Follow the procedure for downloading Financial Statements Template

2. Locate the zip file and Extract Files

a. Right click and choose Extract files.

Burn New folder				:==	▼ E
Name	Date	Ту	уре	Size	Soloct Extract files
Financial Statement		Open		766 KB	Select Extract mes
		Extract files Extract Here			
	۱	Extract to Financial Statem	nents Template\		
	•	Scan with Microsoft Secur	rity Essentials		
		Open with			
		Share with		•	
		TextPad			
		Restore previous versions			
		Send to		•	
		Cut			
		Сору			
		Create shortcut			
		Delete			
		Rename			
		Properties			

b. At destination path select the Desktop and click OK.



c. The extracted file is a Caseware Package File as shown below. To install the template, double click on it.



d. In the Install Template Package window, click to proceed with the installation.

🔯 Install Template Package	
	FINANCIAL STATEMENTS TEMPLATE INSTALLATION Welcome to the Financial Statements Template Installation Wizard It is strongly recommended that you exit all Windows programs before installing the template files. Click Cancel to quit Setup and then close any programs you have running. Click Next to continue with the Setup program. The installation wizard guides you through the steps to install the Financial Statements Template to your system. WARNING : This template is protected by copyright law and international treaties. Unauthorised reproduction or distribution of this template , or any portion of it is strigtly prohibited.
	< Back Next > Cancel Help

e. On the next screen, click Yes to accept the User Licence Agreement.

Install Template Package	
End User License Agreement	CoMS Systems Solutions
Please read the following License Agreement. Press PAGE DOWN to see the rest of the agreement.	
LICENSE IMPORTANT - READ CAREFULLY BEFORE INSTALLING. INSTALLING INDICATES ACCEPTANCE OF A BINDING LEGAL AGREEMENT.	
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Licensee accuracy all responsibility for selection of the enclosed program(s) to achieve its intended results	
Do you accept all the terms in the preceding License Agreement? If you choose No, set up will close. You must accept this agreement to continue.	Print
< Back. Yes No	Help

f. Then enter	the installation key "FORMAT" and click Next >	
J Install Template Package		×
Install Code		AMS Sigstus Solutions
This template requires one or morenter the corresponding installation	re installation keys to be specified before proceeding. Select an entry on key in the box that appears.	below and
FORMAT	EORMAT	
Tottinet	TOWAT	•
	< Back Next > Cancel	Help

g. Click Browse to install Program (Library) folder. Depending on the location of your library select to save it locally or centrally. Save the Template folder on desktop. Click Finish.

 Install Template Package Setup will now begin the installation of the template. The template will be installed in the folder below. The libraries, scripts, and styles) will be installed to their or the Program Folder below. To install to these folders, click Finish. To install to different folders, click Browse and choose Program Folder: W:\CaseWare\ Template Folder: C:\Users\christina.psatha\Desktop\ Back up existing template ✓ Uninstall existing template 	mplate components (such as orresponding subfolders in e alternate folders.	Depending on the location of your library select to save the library locally or centrally. Browse to save the Template Folder on desktop. Select Finish.
< Back Finish	Cancel Help	

3. Open Caseware Working Papers and select Templates



a. Select to open the Template with the mapped Trial balance.

Templates Template		_		×
Template with mapped			Add Uninstall	
ТВ			Edit	
			Сору	
			Properties	;
Repackage	ОК	Cancel	Help	

4. Copy components from the new version of Financial Statements Template into the Template with the pre mapped trial balance

Using the Copy Components feature, update the client file with all the Documents and Groupings/Mapping

a. Select the command File / Copy Components.



b. Select Copy into This File. Click Next.

Copy Components Wizard	\times
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 (Template with mapped TB).	
Copy Into A New File A new client file will be created. Components from the currently open file (Template with mapped TB) will be copied into the new file.	
Copy Into An Existing File Components will be copied from the currently open file (Template with mapped TB) into an existing file.	
To continue, click Next.	
< Back Next > Cancel Help	

c. Choose file and select the Financial Statements Template folder created on your desktop. Select Format and "Open".

Copy Components Wizard						
Select Source Please choose the file you wish to copy from.						
File Existing File Path:	Recent	Template				

					×
This PC	> Desktop > Financial Statements Template			✓ O Search Financial Stateme	nts T 🔎
older			-		•
	html Packager	Date modified 02/08/2019 12:51 02/08/2019 12:51 02/08/2019 12:52	Type File folder File folder CaseWare File	Select Financial Statements Template from Desktop and then Format. Click Open.	
×					
e name:				CaseWine Working Pape	rs Files ∨ Cancel

d. In the Copy Components Wizard tick the "Documents" box. Select to copy all the documents.



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

Copy Components Wizard Copy Components Please select which components yo	u want to copy to the de	stination f	ile.		×
 All Components The following components Components 	Groupings/Mappin	ng	Tick the Groupi Tick	ings / Mapping all boxes	box
Documents Groupings/Mapping Issues Tags Role Sets Journal Types Language IDs Trial Balance Security Document Filters Template Toolbar Layout History Settings User Defined Data CV External Data CaseView Repository Files Mapping Purges	 ✓ Mapping ✓ L/S ✓ Group 2 ✓ Group 3 ✓ Group 4 ✓ Group 5 ✓ Group 6 	over over over over over	L/S Group 2 Group 3 Group 4 Group 5 Group 6	· · · · · · · · · · · · · · · · · · · ·	Options Options Options Options Options Options Set as Default
			< Back Nex	t > Can	cel Help

Tick the Grouping / Mapping box. Tick all Boxes.

f. Select Options.

Copy Components Wizard						×
Copy Components Please select which components you want to copy to the destination file.						
 All Components The following components Components Documents Groupings/Mapping Issues Tags Role Sets Tickmarks Journal Types Language IDs Trial Balance Security Document Filters Template Toolbar Layout History Settings User Defined Data CV External Data CV External Data CaseView Repository Files Mapping Purges 	Groupings/Mapp Mapping L/S Group 2 Group 3 Group 4 Group 5 Group 6	ing over over over over over	L/S Group 2 Group 3 Group 4 Group 5 Group 6		Options Options Options Options Options Options Set as Default	
			< Back Next >	Car	ncel Help	

g. Tick the box "Autofill account properties using mapping properties".

Choose	ОК

to perform Mapping Copy Options.

Copy Components Wizard	×
Copy Components Please select which components you want to copy to the destination file.	
All Components Mapping Copy Options × Omponents Select mapping update option for destination file ● Occuments ● Replace with source file's mapping structure ● Orgouings/Mapping • Merge source file's mapping structure ● Orgouings/Mapping • Merge source file's mapping structure ● Okrmarks • For map numbers that are the same in both files, preserve the following properties: ● Ournant Types ● Balance ● Select All Behavior ● Select All ● Behavior Occument Filters ● Sign ● Select Nons Isidory Settings ● Class ● Select Nons User Defined Data ● ● Atter updating the mapping structure: ● Atter updating the mapping properties ● Mapping Purges ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ●	Options Options Options Options Options Options Options Options Options Set as Defent tel Help

h. Click Next.

Copy Components Wizard Copy Components Please select which components you y	want to copy to the de	stination f	ile.				×
 All Components The following components Components Documents 	Groupings/Mappin	ng					
Groupings/Mapping Issues Tags Role Sets Tickmarks Journal Types Language IDs Trial Balance Security Document Filters Template Toolbar Layout History Settings User Defined Data CV External Data CaseView Repository Files Mapping Purges	 ✓ Mapping ✓ L/S ✓ Group 2 ✓ Group 3 ✓ Group 4 ✓ Group 5 ✓ Group 6 	over over over over	L/S Group 2 Group 3 Group 4 Group 5 Group 6		> > > > > >	Options Options Options Options Options Set as Default	
			< Back	Next >	Can	cel He	elp

i. 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.
Spreadsheet Analysis Program/Checklist Foreign Exchange Role Completion Program Assertion Commentary Text Document and Group/Map Number Tags Occument Reference Annotations Note Annotations CoseView Document References CaseView Notes CaseView Tickmarks
< Back Next Cancel Help

j. Click Finish to complete the Copy Components wizard.



The template with the pre mapped Trial Balance is now ready with the latest version of Financial Statements Template