

Procedure for preparing yearly financial statements based on the Caseware file used for the interim financial statements



VERSION 3.00

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1. Intro

To prepare the yearly financial statements we need a different Caseware file from the interim Caseware file.

The procedure below describes the steps on how to create the yearly Caseware file based on the Caseware file used for the interim financial statements.

In this way the interim balances will be retrieved in future files and in the next year's interim financial statements.

2. Open the Caseware file of the interim financial statements and Select File / Copy Components



3. Select "Copy into a new file" and press "Next"

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 (TEST).	
	Copy Into A New File A new client file will be created. Components from the currently open file (TEST) will be copied into the new file.	
	Copy Into An Existing File Components will be copied from the currently open file (TEST) into an existing file.	-
	To continue, click Next.	
	< Back Next > Cancel H	lelp

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4. Browse for the location you want to save the full year file, write the name of the file and then press "Next"

I.e. ABC Year 2021

Copy Components Wizard				×
Select New Destination File Please choose the location and name of the new file.				
New File Name:				
ABC Year 2021				
Location:				
C:\Program Files (x86)\CaseWare\Data			Browse 🔻	
				1
	< Bac	k Next >	Cancel	Help
	< Dat	N HEAL?	Curreer	The

5. Select "All Components" and then press "Next"

All Components	; you want to copy to the desti	nation file.	
Components	Documents		
Documents Groupings/Mapping	Document Filter:	All Documents	\sim
Iags Role Sets Tickmarks Journal Types Language IDs Trial Balance Document Filters Layout History Settings User Defined Data CV External Data CaseView Repository Files Mapping Purges	 ✓ ☑ in Financial sta ☑ in 1.10 ☑ in 1.14 ✓ in Help files ☑ in Help ✓ in Help files ☑ 28090 ☑ 28090 ☑ 28100 ☑ 28100 ☑ 28110 ☑ 28120 ☑ 28130 ☑ 28140 	tements Financial statements Information store Financial Statements Help Files L REVIEW Document manager Ratios List of ratios.pdf Analytical review Trends Five Year Summary - Balance Sheet Five year summary - Profit and Ioss account	^
	Copy documents o	only (no folders) Select All	Deselect All

6. Press "Next"

opy 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.	
Account Balances □pregran/Checklist □program Assertion □Commentary Text □Document Reference Annotations □Note Annotations □tickmark Annotations □caseView Notes □caseView Tickmarks	
< Back Next > Cancel	Help

7. Press "Finish"

Copy Components Wizard		×						
	Copy Components Wizard Complete							
Once you proceed, the following actions will occur:								
Copy to C:\Program Files (x86)\CaseWare\Data\ABC Year 2021\ABC Year 2021.ac								
	Copy from C:\Program Files (x86)\CaseWare\Data\ABC Interim 2021\ABC Interim 2021.ac							
	All components will be copied							
	To proceed, click Finish,							
	• •							
	< Back Finish Cancel Help							

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8. In the "Engagement Properties" window of the new file created press "OK"

9. Import the trial balance for the year

The import process is similar to the normal import. The additional necessary settings during the import are explained below:

a) In the first dialog window, make sure the Period Date Sequence for importing peiod balances is set to "Semi-Annually".

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Excel File Import		×
	Welcome to the Import Wizard	
	This wizard helps you import Excel files.	
	Please specify whether you would like to import the Chart of Accounts and General Ledger Balances, the General Ledger Detail or Adjusting Journal Entries.	
	Select the Excel file you wish to import.	
	If you wish to use settings from a previous import you may do so by indicating it in the Record Layout File field.	
	Import File Settings	
	Components to import: Chart of Accounts & General Ledger Balances	\sim
	EXCEL file to import: C:\Program Files (x86)\CaseWare\Dal Browse	
	Select a worksheet: 1	
	Record layout file (optional): Browse	
	Period Date Sequence for importing period balances:	~
	< Back Next > Finish Cancel Help	

b) In the "Field Details" dialog, define the field details accordingly and for the balances select Balances / Current Year Balance / Period 2:

ield Details You can now s appropriate fi	specify field details. Select a field by clicking on the column h eld information.	eading below and	modify			
Account Number	Account Description	Ignc	lanana la s	-		
1010	Goodwill	282,4	lgnore			
015	Amortisation of goodwill	-113,	Account Details	>		
020	Computer software	282,4	Account Details	· 1		
.025	Amortisation of software	-118,	Balances	>	Current Year Balance > Openin	g Balance
.030	Research and development	540,4	Custom Balances	>	Prior Vear 1 Balance > Period 1	1
.035	Amortisation of research and development	-123,	Custom bulances			
.040	Patents and trademarks	555,4	Grouping	>	Prior Year 2 Balance > Period 2	2
.045	Amortisation of patents and trademarks	-53,4	Other	>	Drior Vear 3 Balance	
050	Franchising	150,4	other	·	r nor rear 5 balance	
055	Amortisation of franchising	-39,4	Foreign Exchange Rates	>	Prior Year 4 Balance >	
056	Other intangibles	1551	Custom Balance Rates	>	Current Vear Budget	
057	Amortisation of other intangibles	-1471	custom buildice rates		current rear budget	
060	Property under construction	94,4	94,4 47,		Prior Year 1 Budget >	
065	Land and buildings	282.4	282.4 235 *		Prior Vear 2 Budget	
			>		indirear 2 budget	

- c) In the "Advanced Specifications" dialog select:
 Balance Settings Balance Type: "Current Year Balance"
 Tick the checkbox next to "Balances being imported are year-to-date"

xcel File Import	×
Advanced Specifications Please specify Account Options, Regional Settin	ngs and Balance Settings below.
Account Options	
If Statement Type field is not assigned, "Income Statemen	nt" account type is used by default.
Default Account Type: Income Statement	Accumulate Balances
Import:	Clear Balances of Period(s) Being Imported
All Accounts	Round Balances Settings
◯ Accounts with Non-Zero Total Balance	
O Accounts with Opening Balance/Period Movement	
Current Year Prior Year 1 Prior Year 2	Prior Year 3 Prior Year 4
Balance Settings	Translate from DOS to Windows file
Balance Type: Current Year Balance	Positive Value Descriptor:
	Negative Value Descriptor:
Balances include adjustments	alance for subsequent periods
Only Balance Sheet Accounts have year-to-date balar	nces
Reverse period closing to Retained Earnings acco	unt
R/E Account Number (search by description if bla	ank):
< Back	Next > Finish Cancel Help
N Dack	The Things

d) Finalise the importing procedure as usual

10. Select "Yearly" in the context menu as shown below:

File	Home Viev	/ E	ngagement	Document	Account	Cloud	Tools								
Engageme Propertie	ent Consolidate I	listory	Mapping G	Froupings Structu	Ires Tickmarks	Import	Export	23 Year End Close	Clean Up	Lock Down	Sign Out	Save As •	Send To T	Print Batch	
	Engagement			Setup		Da	ata	N	/lanage		Sign Out	Sa	ve	Print	
Docume	ents Issues	Tr	ial Balance	Adj. Entries O	ther Entries	Cloud	•	€ ∋	0 5	} ₩	cw:WT	~	Ye	early	-

11. Result presented in Entry Table of the financial statements

Open Financial Statements CaseView document and make sure in the Entry Table the following apply:

- a) In the "Select YEAR or PERIOD" area:
 - -
 - The "For current period" is set to "Year" The "For comparatives" is set to "Year" (unless anything else is required, depending on the specific entity)

Select YEAR or PERIOD 🗹			
Т	(For current period)	Year 🔍	/ Period O
	(For comparatives)	Year 🔘	/ Period O

b) In the "Select ANNUAL or INTERIM FS" area the "Annual" selection is selected

Select ANNUAL or INTERIM FS 🕮 🖂		
	Annual 🔍	Interim O Interim without comparatives