

Procedure for updating Auditors report only



VERSION 1.00

PROCEDURE SUMMARY

1.	Open Caseware Client File3
2.	Select to Back Up file3
3.	Copy updated component from the Template into the client file4
4.	Select to open 01.10 Financial statements7
5.	Update the Freeze menu section. Select Update / From Library Section / Freeze8
6.	Update the "Audit Report" section. From the Freeze menu select UPDATE / From Library Section / Audit Report ONLY

1. Open Caseware Client File.

a. Open Caseware Working Papers and either select your file form the Recent files list (if this has been recently opened) or click **Computer** to select the file from your computer or server.

Open	Select "Computer" OR open from "Recent files"
Places	Recent Files
Computer SmartSync Server	Format Client Name C:\Program Files (x86)\CaseWare\Data\template latest Format Client Name C:\Program Files (x86)\CaseWare\Data\Template C:\Program Files (x86)\CaseWare\Data\Tax Forms\Tax Forms

2. Select to Back Up file.

a. Select File / Back Up



3. Copy component from the updated Template into the client file (for the procedure on how to install the most recent Financials Statements Template click <u>here</u>).

Using the Copy Components feature, update the client file with the Information Store

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".

	Copy Comp	oonents Wizard	×	
Copy Components Please select which components you want to copy to the destination file.			. Select "The following components" and tick "Documents" box	
○ All Components				
The following components				
Components	Documents			
Documents Groupings/Mapping	Document Filter:	All Documents	¥	
	Name		Clear	
Polo Sete	4 🔳 퉲 Financial stat	ements	~	
	01.10	Financial statements		
Journal Types	✓ C 01.14	Information store		
Language IDs	01.15	Disclosure Checklist for	Companies - Cap 113	
Trial Balance	/ 🗌 🖸 01.16	Financial statements pre	eparation checklist	
Security	01.20	Minutes - non resident	shareholders	
Document Filters	🗌 🎑 1. 3	Balance sheet - draft		
Layout	🗌 🛃 1. 4	Income statement - dra	ft	
Ulser Defined Data	🗆 🖳 A 9	Change request form		
CV External Data	Image: Image: Image: Provide the second s			
CaseView Repository Files	I Tax return	5		
Mapping Purges	D 2 ENGAGEMI	ENT ACCEPTANCE		
· · · ·	🛯 🖉 🎒 3 GATHERIN	G OF INFORMATION	~	
Click "Deselect All" and select	<		>	
"01 14 Information store" document				
or remonitation store document	Copy Documents of	niy (no folders)	Select All Deselect All	
	Show empty folders	L		
		< Back N	ext > Cancel Help	

e. On Copy Components Wizard choose 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 Document Reference Annotations Note Annotations CaseView Document References CaseView Notes CaseView Tickmarks	
< Back Next > Cancel	Help

Copy Components Wizard		×
	Copy Components Wizard Complete	
	Once you proceed the following copy actions will be peformed:	
	Copy to C:\Program Files (x86)\CaseWare\Data\ABC LTD\ABC LTD.ac	
	Copy from C:\Program Files (x86)\CaseWare\Template\Financial Statements Template\Format.ac	
	Components will be copied Documents	
	To proceed, click Finish.	
	< Back Finish Cancel Help	

f. Click Finish to complete the Copy Components wizard.

4. Select to open 01.10 Financial statements

Y	Filte	er: None 🔻	
	Na	me	
	~	Einancial st	atements
		C 01.10	Financial statements
		C 01.14	Information store
		C 01.15	Disclosure Checklist for Companies - Cap 113
		01.16	Financial statements preparation checklist
		01.20	Minutes - non resident shareholders
		C 01.30	Detailed Income statement

5. Update the Freeze menu section. Select Update / From Library Section / Freeze.

OPTIONS VIEW V FORMAT V GOTO V UPDATE V TOOLS V		_
From Library Section >	Audit Report ONLY	
"perything" section from other CaseView file	IFRS adoption policy	
0101000120001301014010160001800017010180110180101001011110111	Freeze	
FINANCIAL STATEMENTS (FS) EN RY TABLE 📑 🛛 📝 🦯	ALL Headers and Footers	1
Enter the company NAME 🗹	Headers and Footers separately	×
FORMAT CLIENT NAME FOR IR4 as per Tax nutrication FORMAT CLIENT NAME FORMAT CLIENT NAME FORMAT CLIENT NAME		
Change ENTITY TYPE		
Tick this box for -CONSOLIDATED FS Click on Update From Click on Update From Library Section. Freeze		
IFRS 7 disclosures to be included 🗹		

When asked "Would you like to keep entered data for input cells and paragraphs?" Click <<YES>>.



6. Update the "Audit Report" section. From the Freeze menu select UPDATE / From Library Section / Audit Report ONLY.

OPTIONS • VIEW • FORMAT • GOTO •	UPDATE - TOOLS -				
	From Library Sectio	n	>	Audit Report ONLY	
	"Everything" sectio	n from other CaseView file		FRS adoption policy	
Note the second s second second s	CONTRACTOR OF A CONTRACTOR	NT-1		Freeze	
FINANCIAL STATEMENTS (FS) ENTRY TAB	LE		ALL Headers and Footers	
Enter the company NAME 🗹	in LOWER case	Format Client Name		Headers and Footers separately	_
for IR4	as per Tax notification	FORMAT CLIENT NAM			
Select accounts to be PRINTED		Full set 🔹 🚽	/		
Change ENTITY TYPE 🗌					
Tick this box for -CONSOLIDATED FS 🗌	C ¹¹ 1				
UNAUDITED FS	Click or	n Update From			
Change TEXT repeated numerous times in FS 🗌	Library Sec	ction Audit Report			
AS 1 Presentation options		ONLY			

The file is now ready with the latest Auditors report.

in the