

Procedure for maintaining information store values after the release



VERSION 1.00

PROCEDURE SUMMARY

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5.	Logos are not retrieved from the back up, therefore are defined manually. Follow procedure for defining logos in the Financial Statements Template	.6

1. Back-up Information Store details.

a. Select Templates. Then double click on financial statements template to open it



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- b. Select to open 01.14 Information store

c. 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.

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

d. Complete Information Store with the Firm's details

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e. In BACKUP VALUES TO FILE click the button "BACKUP TO SELECTED FILE" to save information store values.

Note: If you want to save information store values in a different location Browse to select the desired path.

INFORMATION STORE	GOTO 🔻	4	
Library path : C: (Program Files (x86))(CaseWare\Library	Browse		Click to back up information
BACKUP VALUES TO FILE SELECT FILE : C:\Program Files (x86)\CaseWare\InformationStoreDefaults BACKUP TO SELECTED FILE	.TXT	Browse	Store values to selected the
+ Instructions : RETRIEVE FROM SELECTED FILE		Browse	

CLOSE INFORMATION STORE AND CASEWARE WORKING PAPERS

- 2. Follow the procedure in <u>downloading</u> the Financial Statements Template.
- 3. Follow the procedure in <u>installing</u> the Financial Statements Template.

4. Open the updated financial statements template

- a. Open 01.14 Information store
- b. Ensure that the library path is correct

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

c. and click button "RETRIEVE FROM SELECTED FILE".

Note: If you have selected to save values in a different location browse for the file and then retrieve the values.

INFORMATION STORE	6010 •
Library path : C: Program Files (x86) (CaseWare (Library	Browse Click to retrieve information store values from selected file
BACKUP VALUES TO FILE SELECT FILE : C: \Program Files (x86) \CaseWare \InformationStoreDefaults. BACKUP TO SELECTED FILE	s.TXT Browse
Instructions : RETRIEVE FROM SELECTED FILE	Browse

5. Logos are not retrieved from the back up, therefore are defined manually. Follow procedure for defining logos in the Financial Statements Template

The information store values are now copied in the latest Financial Statements template.