

Procedure for updating prepared IR4 return



VERSION 1.00

PROCEDURE SUMMARY

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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.



2. Select to Back Up file

a. Select File / Back Up



NOTE: CLOSE ALL DOCUMENTS BEFORE PROCEEDING

3. Copy information store from the Template into the client file

Using the Copy Components feature, update the client file with 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.

Note make sure that the Financial Statements template is the most update one. If not then follow the procedure to <u>download</u> and then to <u>install</u> the Financial Statements Template.

Copy Components Wizard
Select Source Please choose the file you wish to copy from.
File Recent Template
Select Financial statement template from the installed template files Click Next to continue
< Back Next > Cancel Help

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
Tags	4	ements	~
Tickmarks	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
User Defined Data	🗆 🖳 🗛 9	Change request form	
CV External Data	🖻 🗌 퉬 Help files		
CaseView Repository Files	D 🗌]] 1 Tax returns	5	
Mapping Purges	D 2 ENGAGEME	ENT ACCEPTANCE	
	🛯 🖉 🎒 3 GATHERIN	G OF INFORMATION	¥
Click "Deselect All" and select	<		>
"01 14 Information store" document			
	Copy Documents of	ny (no roideis)	Select All Deselect All
	Show empty folders		
		< 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 Tickmark Annotations CaseView Notes CaseView Tickmarks	
< Back Next > Cancel	Help

f. Click Finish to complete the Copy Components wizard.



4. Select to open 01.14 Information store

 Name Financial statements C 01.10 Financial statements C 01.14 Information store C 01.15 Disclosure Checklist for Companies - Cap 113 C 01.16 Financial statements preparation checklist C 01.20 Minutes - non resident shareholders 	🍸 Filter: None 💌						
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O1.16 Financial statements preparation checklist O1.20 Minutes - non resident shareholders		C 01.15	Disclosure Checklist for Companies - Cap 113				
© 01.20 Minutes - non resident shareholders		01.16	Financial statements preparation checklist				
		01.20	Minutes - non resident shareholders				
01.20 Detailed Income statement		01 20	Datailed Income statement				

a. Check if your Library path is correct.

PATHS		
Library path :	C:\Program Files (x86)\CaseWare\Library	Browse

b. In UPDATES TO DOCUMENTS section select return e.g. IR4 2016 document. Click on the button to UPDATE IR4 2016



IMPORTAND NOTE: This option will perform an update of the specified document in one step. The process will SAVE any INPUT values, update the document from the latest library and then RETRIEVE your INPUT values, all in one step.

The file is now ready with the updated IR4 return