

Procedure to include IR4 Tax Return



VERSION 1.00

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PROCEDURE SUMMARY

1.	Backup client file	3
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2.	Copy updated components from the Template into the client file	4

1. Backup client file

a. Open client file and proceed with Backup. Tick the Include Sub Folders option.

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File	Home	View	Engageme	nt Doc	ument	Account
New		С	pen			
Open		PI	aces			
Close			C Recent F	iles		
Сору С	omponents		Comput	er		
Tracker			SmartSy	nc Server		
Save Co	ompressed					
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Option	s					
Exit						
Back Up						×
Back U	p Location:	umonte]	Drawer	
	ers\myuser\D0c	uments			browse	
✓ Inclusion	ude Sub Folders	_				
			OK	Cancel	Help	

NOTE: You can use the backup in case something goes wrong in the procedure or as a fall back in case the procedure outcome is not the desired.

2. Copy updated components from the Template into the client file

Using the Copy Components feature, update the client file with the necessary components from the Template.



a. Go to 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 latest one. You can check this by selecting the Financial Statements Template icon right click and select properties, compare the version installed with the version as per our website. If this are the same proceed and select the Financial Statements Template. 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 Financial Select Financial Statements Template from the template files Click Next to continue Click Next to continue Click Next to continue	
< Back Next > Cancel Help	

d. Choose "The following components" option and tick the Documents box. Click "Deselect All" and then select document "01.14 Information store" and "IR4 Tax return". Click Next.



Note: Depending the year of your engagement file select the appropriate tax return e.g. IR4 2020.



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. On	ly 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 Tickmark Annotations CaseView Document References CaseView Notes CaseView Tickmarks	
< Ba	ick Next > Cancel Help

f. Click Finish to complete the Copy Components wizard.

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\temp 2017.07.09\temp 2017.07.09\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					

The file is now ready with the latest version of the IR4 return.