

Procedure to copy values from previous tax return



VERSION 1.00

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PROCEDURE SUMMARY

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1. Follow the procedure of <u>Year End Close</u>

2. Open Previous Year's return

a. Open previous year's return e.g. IR4 2019 return. Select View/Show SAVE/RETRIEVE INPUT VALUES TO FILE



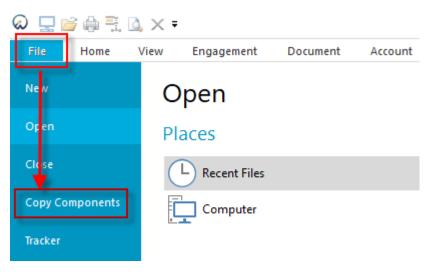
b. Select SAVE VALUES. Values will be saved in a text document in the client folder. Path will appear at the bottom

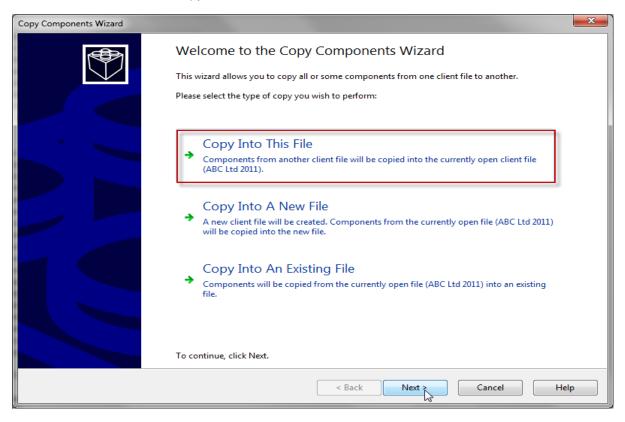
OPTIONS - VIEW - GOTO - TOOLS -			Select S	SAVE VALU	JES	
SAVE / RETRIEVE INPUT VALUES TO FILE	SAVE VALUES	RETRIE	VE VALUES]		
Select File : C:\PROGRAM FILES (X86)\CASEWARE\DATA\TEST 202205\IR4 2	019_INPUT_VALUES.txt			IR4 Text D	ocumen	it path

3. 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.

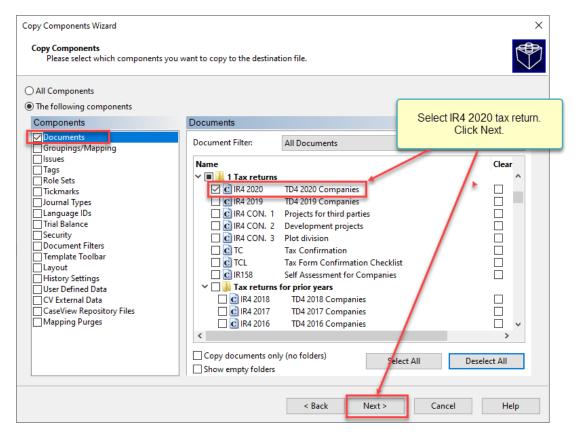
Note: Make sure that the Financial Statements template is the latest one. You can check this by selecting the Financial Statements Template icon right click and select properties, compare the version installed with the version as per our website. If this are the same proceed and select the Financial 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	
< Back Next > Cancel H	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.

Copy Components Wizard ×						
Copy Components Please select which components you want to copy to the destination file.			Select "The following components and tick "Documents" box			
O All Components						
The following components				_		
Components	Documents					
Groupings/Mapping	Document Filter:	All Documents	¥	_		
	Name		Clear			
☐ Tags □ Role Sets	4 🔳 鷆 Financial stat	ements	^			
	01.10	Financial statements				
Journal Types	✓ C 01.14	Information store				
Language IDs	C 01.15	Disclosure Checklist for	Companies - Cap 113			
Trial Balance	/ 🗌 🖸 01.16	Financial statements pre	paration checklist			
Security	01.20	Minutes - non resident s	hareholders			
Document Filters	1.3	Balance sheet - draft				
Layout	1.4	Income statement - draf	ť			
History Settings		Change request form				
CV External Data	Image:	3				
CaseView Repository Files	I Tax returns					
Mapping Purges		NT ACCEPTANCE				
		G OF INFORMATION				
			· · · · · · · · · · · · · · · · · · ·			
Click "Deselect All" and select			-			
"01.14 Information store" document	Copy Documents or	niy (no folders)	Select All			
Show empty folders						
		< Back Ne	ext > Cancel Help			

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. Only data that is being copied will be cleared.	×
Spreadsheet Analysis Program/Checklist Foreign Exchange Role Completion Program Assertion Commentany Text Document and Group/Map Number Tags Document Reference Annotations Note Annotations Tickmark Annotations CaseView Document References CaseView Tickmarks	
< Back 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		

4. Open IR4 return (Current Year)

a. Open current year's return e.g. IR4 2020 return. Select View/Show SAVE/RETRIEVE INPUT VALUES TO FILE

Show / hide diff	EW CONTINUES CONTINUES OF CONTI	Caseware Tax Forms prowse for the te e Text Documen	xt document of t and click Ope	en
SAVE / RETRIEVE INPU			Browse For Browse For	Distriction of
Select File : C:/PROGRAM FILES (X8)	8)ICASEWARE\DATA\TEMPLATE 1201\IR4 2017_INPUT_V	(ALUES.tx)	Drowser or	
OPTIONS - VIEW -	GOTO - TOOLS -		Version 2022.05.01	
SAVE / RETRIEVE IN	PUT VALUES TO FILE SA	VE VALUES RETRIEV	/E VALUES	Browse For Save
Select File : C:\PROGRAM FILES	(X86)\CASEWARE\DATA\TEST 202205\IR4 2020_IN	IPUT_VALUES.txt		Browse For Retrieve
C Open			:	×
$\leftarrow \rightarrow \land \uparrow$	aseWare → Data → test 202205	✓ Č Sei	arch test 202205	
Organize 🔻 New fold	ler		💷 👻 🛄 🍕	Select Browse For
This PC	Name	Date modified	Туре	Retrieve
3D Objects	Logos	02/05/2022 10:29	File folder	o:-
Desktop	Packager	02/05/2022 10:24	File folder	
Documents	CmpChart.txt	02/05/2022 10:27 24/05/2022 09:12	Text Document Text Document	I No:-
Downloads				
Music		Select	IR4 2019_INPUT_V	ALUES
Pictures Videos			Select Open	
Local Disk (C:)			Select Open	
	<			>
File r	name: IR4 2019_INPUT_VALUES.txt	✓ TXTFiles		
				.8
с. 5	Select RETRIEVE VALUE	S		

Values are now copied in new year's tax return