

# Roll Forward a CaseWare client file created with Audit International Template to Review Engagement Template



VERSION 2.00

### PROCEDURE SUMMARY

1.	Open the client file, which is based on the Audit International Template, and proceed with the Roll forward procedure
2.	Create a New file, based on the Review Engagement Template4
3.	Copy Financial Statements, information store and Trial Balance components from the Temporary file created into the New client file
4.	Copy the Groupings / Mappings from the Review Engagement Template into the client file
5.	Open the (01.14) Information Store document, and check the library path

## 1. Open the client file, which is based on the Audit International Template, and proceed with the Roll forward procedure

a. Select Engagement and then Year End Close.

File	Home	View	Engagement	Documen	t Account	SmartSyr	nc To	ools	_	
							5	23		
Propert	ies	idate Hist	ory Mapping Gr	oupings Stru	ictures lickmar	ks Import	Export	Year End Close	Up	Down
	Engageme	ent		Setup		Dat	ta		Manage	
Docur	nents	Issues	Trial Balance	Adj. Entries	Other Entries		Q	0 0		Constel
🗊 Nam	e									
5	0	Work	ing paper index							
× ]	Engagem	ent File S	etup							
	<u>c</u> 400-1.	O	otimiser checklist							
	C AOCR	Αι	ıdit Optimiser con	firmation rep	oort					
> 📔	General									
> 🎽	Audit									

- **b.** Do not change the file path, in the file name write "Temporary" since this will be deleted at a later stage. Make sure you have selected the following tick boxes only:
  - i) Update prior year balance data
  - ii) Update CaseView Roll Forward cells

Year End Close and Roll Forward	×
File to be Used for Next Year	
File Path: C:\Program Files (x86)\	CaseWare\Data\
File Name: TEMPORARY	Browse 👻
Roll Forward Options Compress prior year file Update prior year balance data	Include the word Temporary in file name. Tick the 2 boxes and click ok
Update next year's opening balance	data with: Consolidated 🗸
R/E Account Number: 2330	<ul> <li>Multiple</li> </ul>
Roll forward Forecasts Updat	te current year Budgets with Forecast
Update CaseView Roll Forward Cells	Roll forward Budgets
Roll forward all Custom Balances	4
Include in Next Year's File Spreadsheet Analysis Data Foreign Exchange Program Assertion Info Program/Checklist Completion Commentary Text Outstanding Transactions	Annotations Document References Tickmarks Notes CaseView Document References CaseView Tickmarks CaseView Notes
Account Number:	✓ Multiple
0	K Cancel Help

#### 2. Create a New file, based on the Review Engagement Template

**a.** Double click the CaseWare Working Papers icon on your desktop and wait for the software to open. Select the "New" option to **Create a New File.** 

File							
New	Create a New	File					
Open							
Sign In/Out	New File Name	New File Name					
Copy Components	Based on						
Tracker							
Rename File	$\swarrow$	Q	$\swarrow$		1		
Templates							
Protection Setup	Audit International - CY	Financial Statement Template	Review Engagement - CY	Blank File	Existing File		
Licensing							
Pevoke Lizense							

**b.** In Create a New File window, put the new file name for the review engagement file. Browse in folder to specify the location you will create the new file. Base the file on Review Engagement. Select to create file.

ω 및 ≌ ⊜ ₹ Δ	X   CaseWare Working Pa	pers			
File					
New	Create a New	File	1 Dut the p	ow file name for the	
Open			Review	Engagement file	
Size In (Out	ABC LTD 2022				
sign in/Out	in folder <u>C:\Program Files</u>	(x86)\CaseWare\Data 🔻 🛻		2 Browno in fold	lasta
Copy Components	Based on			specify the location	you will
Tracker				create the new	file
Rename File					<del>4</del> 20
	$\langle \! \! \! \! \rangle$		$\langle \! \! \! \rangle$		3. Base the file on
Templates				•	Select "Create file".
	Audit International - CY	Financial Statement Template	Review Engagement - CY	Blank File	
Licensing			Create file		
			Create file and import dat	ta	
Revoke Ličense			Create file and copy docu	iments from another template	1

c. On creation of the file and in the Engagement Profile Selector, click OK.

Engagement Profile			>
Engagement Profile Selector			Á
This wizard assists you in selecting the preliminary engagement profile required to start your	r engagement:		
< Review Engagement			
'Review Engagement' - profile includes automatic documents, work programs, Worksheet applicable for an ISRE 2400 review engagement.	materiality and	the Financial Sta	tements
	OK	No Drofile	1.1 ala

### 3. Copy Financial Statements, information store and Trial Balance components from the Temporary file created into the New client file

While in the New File, go to File option and select Copy Components (this is done to copy Documents 1.10 Financial Statements, 01.14 Information store and the Trial Balance from the previously created Temporary file).

a. In the newly created file select File/Copy Components.



b. Select Copy into This File and click Next.



c. Select File to go to your existing files.

Copy Components Wizard			×
Select Source Please choose the file you wish to copy from.			
File Recent Template Audit Financial Review Internation Stateme Select File tab so as to choose from existing files			
	< Back Next >	Cancel	Help

**d.** Select the file you wish to copy from. Select the Temporary file you have created. Click Next.



- **e.** Follow the below guidance:
  - 1. Select "The following components" option
  - 2. Select "Documents" and the "Deselect All" option
  - 3. Select "01.10 Financial Statements" and "01.14 Information store"

**TIP:** Make sure the "Copy Documents only (no folders)" tick box is not selected.

Copy Components Wizard	×
Copy Components Please select which compo	Select "The following components" option
All Components     The following components     Components	Documents
Groupings/Mapping	Document Filter:     All Documents     3. Select "01.10 Financial statements" and "01.14 Information store"
Role Sets	✓ ■ Financial statements
Tickmarks     2. Select "Documents" and     "Deselect All" option     Document Filters     Template Toolbar     Layout     History Settings     User Defined Data     CV External Data     CaseView Repository Files     Tip: Make sure the     "Copy Documents only     (no folders)" tick box is     not selected	C 01. 10       Financial statements         C 01. 14       Information store         C 01. 15       Disclosure Checklist for Companies - Cap 113         C 01. 15       Disclosure Checklist for Companies - Cap 113         C 01. 16       Financial statements preparation checklist         C 01. 30       Detailed Income statement         D 1. 4       Income statement - draft         D A 9       Change request form         Help files       Financial Statements Help Files         C 01 1 Tax returns       Copy documents only (no folders)         Show empty folders       Select All
	< Back Next > Cancel Help

f. Under the Components options tick the Trial Balance. Click Next.

Copy Components Wizard		×
Copy Components Please select which components you v	want to copy to the destination file.	
<ul> <li>All Components</li> <li>The following components</li> </ul>		
Components	Trial Balance	
Documents Groupings/Mapping Structures Issues Tags Role Sets Jickmarks Journal Types	Select this option to copy the working trial balance. The chart of accounts, report setup, adjusting entries, other entries and reporting date will be copied. Any accounts that are locked in the source file will also be locked in the destination file. Choosing to clear the account balances will unlock all accounts.	
I anguage IDs Trial Balance Security Decumant Eilterr	Select the Trial Balance. Click Next.	
History Settings		
User Defined Data		
CV External Data		
CaseView Repository Files		
Mapping Purges		
	< Back Next > Cancel He	elp

g. On Clearing Components Wizard select Next.

Copy Components Wizard <b>Clearing Components</b> Please select which components you wish to clear in the destination file. Only data that is being copied will be cleared.	×
Account Balances	
< Back Next > Cancel	Help

Copy Components Wizard		×
	Copy Components Wizard Complete	
	Once you proceed, the following actions will occur:	
	Copy to C:\Program Files (x86)\CaseWare\Data\ABC LTD 2022\ABC LTD 2022.ac	
	Copy from C:\Program Files (x8b)\CaseWare\Data\TEMPORARY\TEMPORARY.ac	ľ
	Components will be copied Documents Trial Balance	
	To proceed, click Finish.	
	< Back Finish Cancel Help	

h. On Copy Components Wizard complete select Finish.

#### Copy the Groupings / Mappings from the Review Engagement Template into the 4. client file

Using the Copy Components feature, update the client file's Mappings Structure.

- 😡 🖵 💕 🏟 🗒 📐 🗙 🔻 ABC LTD 2022 - CaseWare Working Papers Home View Engagement Document Account New Open Open Places Close **Recent Files** Copy Components Computer Tracker SmartSync Server Save Compressed VERSION 2.00 Page 9 of 15
- a. Select the command File / Copy Components.

b. Select Copy into This File. Click Next.

Copy Components Wizard		×
	Welcome to the Copy Components Wizard This wizard allows you to copy all or some components from one client file to another. Please select the type of copy you wish to perform:	
	<ul> <li>Copy Into This File</li> <li>Components from another client file will be copied into the currently open client file (ABC LTD 2022).</li> </ul>	
	<ul> <li>Copy Into A New File</li> <li>A new client file will be created. Components from the currently open file (ABC LTD 2022) will be copied into the new file.</li> </ul>	
	<ul> <li>Copy Into An Existing File</li> <li>Components will be copied from the currently open file (ABC LTD 2022) into an existing file.</li> </ul>	
	To continue, click Next.	
	< Back Next > Cancel H	lelp

#### c. Choose the Review Engagement Template and click Next.

Copy Component	s Wizard					×
Select Source Please choo	ose the file you wish	to copy from.				$\bigcirc \bigcirc$
File	Recent	Template				
Financial Stateme	OLD Tax Retur	View jement CY				
			< Back	Next >	Cancel	Help

### **d.** In the Copy Components Wizard, update the mapping structure from the Review Engagement Template.

Copy Components Wizard				×
Copy Components Please select which components you v	vant to copy to the destin	ation file.		
<ul> <li>All Components</li> <li>● The following components</li> <li>Components</li> <li>Documents</li> <li>Structures</li> <li>Issues</li> <li>Tags</li> <li>Role Sets</li> <li>Tickmarks</li> <li>Journal Types</li> <li>Language IDs</li> <li>Trial Balance</li> <li>Security</li> <li>Document Filters</li> <li>Template Toolbar</li> <li>Layout</li> <li>History Settings</li> <li>User Defined Data</li> <li>CV External Data</li> <li>CV External Data</li> <li>CV External Data</li> <li>CaseView Repository Files</li> <li>Mapping Purges</li> </ul>	Groupings/Mapping Mapping L/S Group 2 Group 3 Group 4 Group 5 Group 6 Group 7	Tick the Groupings/Mapping Tick all boxes         over       L/S         over       Group 2         over       Group 3         over       Group 4         over       Group 5         over       Group 7	box	Options Options Options Options Options Options Options Set as Default
		< Back Next >	Ca	ncel Help

Tick the Groupings / Mapping box. Tick all Boxes.

#### e. Select Options

Copy Components Wizard					×
Copy Components Please select which components you w	vant to copy to the de	estination f	ile.		
<ul> <li>All Components</li> <li>● The following components</li> <li>■ Documents</li> <li>■ Groupings/Mapping</li> <li>■ Structures</li> <li>■ Issues</li> <li>■ Tags</li> <li>■ Role Sets</li> <li>■ Tickmarks</li> <li>■ Journal Types</li> <li>■ Language IDs</li> <li>■ Trial Balance</li> <li>■ Security</li> <li>■ Document Filters</li> <li>■ Template Toolbar</li> <li>■ Layout</li> <li>■ History Settings</li> <li>■ User Defined Data</li> <li>■ CV External Data</li> <li>■ CV External Data</li> <li>■ CASeView Repository Files</li> <li>■ Mapping Purges</li> </ul>	Groupings/Mappi Mapping L/S Group 2 Group 3 Group 4 Group 5 Group 6 Group 7	ng over over over over over	L/S Group 2 Group 3 Group 4 Group 5 Group 6 Group 7		Options Options Options Options Options Options Options Set as Default
			< Back Next >	Car	Help

f. Tick the box "Autofill account properties using mapping properties". Choose
 OK to perform Mapping Copy Options.

) All Components	Mapping Copy Options ×	
Components	Select mapping update option for destination file © Replace with source file's mapping structure	
Groupings/Mapping Structures Issues Tags	<ul> <li>Merge source file's mapping structure (new numbers are added)</li> <li>For map numbers that are the same in both files,</li> <li>Remap</li> </ul>	Options Options
Role Sets     Tickmarks     Journal Types     Language IDs     Trial Balance     Security     Document Filters     Template Toolbar	preserve the following properties:	Options Options Options Options Options
Layout     History Settings     User Defined Data     CV External Data     CaseView Repository F     Mapping Purges	After updating the mapping structure:	Set as Default

#### g. Click Next

Copy Components Wizard						×
Copy Components Please select which components you v	vant to copy to the d	estination f	ile.			
<ul> <li>All Components</li> <li>The following components</li> <li>Documents</li> <li>Groupings/Mapping</li> <li>Structures</li> <li>Issues</li> <li>Tags</li> <li>Role Sets</li> <li>Tickmarks</li> <li>Journal Types</li> <li>Language IDs</li> <li>Trial Balance</li> <li>Security</li> <li>Document Filters</li> <li>Template Toolbar</li> <li>Layout</li> <li>History Settings</li> <li>User Defined Data</li> <li>CV External Data</li> <li>CaseView Repository Files</li> <li>Mapping Purges</li> </ul>	Groupings/Mapp	ing over over over over over	L/S Group 2 Group 3 Group 4 Group 5 Group 6 Group 7		Options Options Options Options Options Options Options Set as Default	
			< Back Nex	ct > Ca	ncel Hel	p

**h.** On Clearing Components click 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.	
Foreign Exchange Document and Group/Map Number Tags Document Reference Annotations Note Annotations Tickmark Annotations	
< Back Next > Cancel	Help

#### i. On Copy Components Wizard complete select Finish

Copy Components Wizard		×
	Copy Components Wizard Complete	
	Once you proceed, the following actions will occur:	
	Copy to C:\Program Files (x86)\CaseWare\Data\ABC LTD 2022\ABC LTD 2022.ac	
	Copy from C:\Program Files (x86)\CaseWare\Document Library\Review Engagement - CY\Review Enga	
	Components will be copied Groupings/Mapping	
	To proceed, click Finish.	
	< Back Finish Cancel Help	

5.	Open the (	(01.14) Information	Store document, a	nd check the library path
----	------------	---------------------	-------------------	---------------------------

Fi	ilter: None 🔻	
	Name	
	🗸 퉲 Financial sta	atements
	<b>c</b> 01.10	Financial statements
	<b>C</b> 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
	01.30	Detailed Income statement
	1.3	Balance sheet - draft
	<b>a</b> 1. 4	Income statement - draft
	🖳 A 9	Change request form

a. In the PATHS section, confirm that the Library Path is the correct one. If not click the browse button and set the correct Library path e.g. C:\ Program Files (x86)\ CaseWare\ Library. Then click the Save Button.

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

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File Hon	ne View	Document Tools		
Form Mode Design Mode Enable Editing	Document Map	Skipped Text Style Window Goto Ruler	Preferences	100% • <b>Q</b> Q
Mode		Show		Zoom

b. In the Updates to Documents section make sure the FS document is selected (01.10 Financial statements) and that the FS document is not open. Click the UPDATE FS DOCUMENT.

Updates to Docu UPDATE CARRY FO	uments RWARD,	HEADERS AND FOOTERS		Sele D	CTUPDATE FS
Select Document :	FS	<ul> <li>01. 10 Financial statements</li> </ul>	UPDATE FS DOCUMENT This option will perform an update of the Financial Statements Document in one step. Ti process will SAVE any INPUT values, update ti documen from the latest library (including heades) and then RETRIEVE your INPUT value all in one step	he he es,	

When the update completes you will get the message: "All in one Update operation was Successful". Press OK.



The file is now ready for use and is based on the Review Engagement Template.