

# Procedure for updating files with new lead sheets



VERSION 1.00

# PROCEDURE SUMMARY

1.	Backup client file	3
2.	Year End Close the client file	4
3.	On Roll Forward old lead sheets show	5
4.	Copy components from the Template into the client file	6-9
5.	Open the Information Store document (01.14)	11

#### 1. Backup client file

**a.** Open client file and make a Backup. Tick the Include Sub Folders option.

ଛ 🔛	🖶 🕂 🦚	×Ŧ					
File	Home	View	Engagement	Document	Account		
New		С	pen				
Open		Places					
Close		C	L Recent Files				
Сору Со	omponents	Į	Computer				
Tracker			SmartSync S	erver			
Save Co	mpressed						
Back Up	•						
Licensin	ng						
Revoke	License						
Help							
Option	s						
Exit							
Back Up					×		
Back U	p Location:						
C:\Use	ers\myuser\Doc	uments		Brow	/se		
✓ Inclu	ude Sub Folders						
			ОК С	ancel He	lp.		

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 one.

#### 2. Year End Close the client file

a. Select Engagement / Year End Close and proceed with the creation of new years file

File Home View	Engagement Document Account S	SmartSync Tools		-
5 🖫 🖾		23 🚄	☐ Greck Out Sheck In	R
Engagement Consolidate Histo Properties	ory Mapping Groupings Structures Tickmarks	Import Export Year End Clean	Lock Sign Save Down Out As •	Send To 🔻
Engagement	Setup	Data Manage	Sign Out Si	ave
Documents Issues Trial Balance Adj. Entries Other Entries 🕴 🏟 🔄 🤗 ⊘ 😋 👫 🎑 cw:manager 🗸 🕴 Vearly				
🍸 Filter: None 🔻				
👔 Name				
🗸 🗸 🌽 Financial statements	s			
C 01.10 Finan	ncial statements			
© 01.14 Information store				
© 01.15 Disclosure Checklist for Companies - Cap 113				
01.16 Finan	ncial statements preparation checklist			

After the engagement has been successfully rolled forward the user needs to decide, whether to keep the existing lead sheets (Option 1) or to proceed and update them as per the new lead sheets structure (Option 2).

	Financial Statements	Financial Statements
	version 2018.09.02 old	version 2018.12.01
Folder		
5 Evidential Sections		
Engagement working papers	Applicable	Updated to be in line with the Audit International Template
5C Balance Sheet (Old referencing)	Applicable	Deleted
5D Profit & Loss account (Old referencing)	Applicable	Deleted
5E Profit & Loss account L/S (Based on Map no)	Applicable	Deleted
5F Balance Sheet lead sheets (Based on Mapping no)	Applicable	Deleted

# **OPTION 1:**

3. On Roll Forward the client file will have the following lead sheet structure (old)



If you want to proceed with the above lead sheet structure and leave everything unchanged from last year then you should follow the procedure for "<u>Updating existing</u> <u>Caseware Client files to the latest version of Financial Statements Template"</u>

#### **OPTION 2:**

#### 4. Copy components from the Template into the client file

#### If you want to proceed and update the lead sheet structure to be in line with the Audit International Template then follow the procedure in this step.

Using the Copy Components feature, update the client file with the necessary components from the Template. Information Store and Mappings Structure.





#### **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:				
	Copy Into This File Components from another client file will be copied into the currently open client file (ABC Ltd 2011).			
	<ul> <li>Copy Into A New File</li> <li>A new client file will be created. Components from the currently open file (ABC Ltd 2011) will be copied into the new file.</li> </ul>			
	Copy Into An Existing File Components will be copied from the currently open file (ABC Ltd 2011) into an existing file.			
	To continue, click Next.			
	< Back Next Cancel Help			

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

c. Choose the Financial Statements Template and click Next.

**d.** Choose "The following components" and tick the Documents box. Click "Deselect All" and then select document "01.14 Information store"



- Make sure that "Copy Documents only (no folders)" box is not selected

All Components     The following components			
Components	Documents		
Documents Groupings/Mapping	Document Filter:	All Documents	~
Issues         Tags         Role Sets         Tickmarks         Journal Types         Language IDs         Make sure "Copy         Documents only (no         folders) box is unticked         Journal Types         Language IDs         History Settings         User Defined Data         CV External Data         CaseView Repository Files         Mapping Purges	Name         ♥       ● Financial state         ©       01. 10         Ø       01. 14         ©       01. 15         ©       01. 15         ©       01. 16         Ø       01. 20         Ø       01. 30         Ø       1. 3         Ø       1. 4         Ø       A 9         ♥       ● Help files         Ø       HELP         ♥       ● I Tax returns         <	ments         Financial statements         Information store         Disclosure Checklist for Companies - Cap 113         Financial statements preparation checklist         Minutes - non resident shareholders         Detailed Income statement         Balance sheet - draft         Income statement - draft         Change request form         Financial Statements Help Files         y (no folders)       Select All	Clear
		< Back Next > Cancel	Help

e. In the same Copy Components Wizard, update the mapping structure from the latest Template.

Tick the Grouping / Mapping box. Tick all Boxes.

Copy Components					
Please select which components you want to copy to the destination me.				Tick the Groupir	ngs / Mapping box 🗧
<ul> <li>All Components</li> <li>The following components</li> </ul>				Tick a	all boxes
Components	Groupings/Map	ping			
Documents Groupings/Mapping Issues Tags Role Sets Journal Types Trial Balance Security Document Filters Template Toolbar Layout History Settings User Defined Data CV External Data CaseView Repository Files Mapping Purges	<ul> <li>✓ Mapping</li> <li>✓ L/S</li> <li>✓ Group 2</li> <li>✓ Group 3</li> <li>✓ Group 4</li> <li>✓ Group 5</li> <li>✓ Group 9</li> <li>✓ Group 10</li> </ul>	over over over over over over	L/S Group 2 Group 3 Group 4 Group 5 Group 9 Group 10	• • • • • •	Options Options Options Options Options Options Options Set as Default
			< Back	Next > Ca	ancel Help

f. Select Options

Copy Components Wizard				<b>X</b>
Copy Components Please select which components y	rou want to copy to the d	estination f	ïle.	
<ul> <li>All Components</li> <li>The following components</li> <li>Components</li> <li>Groupings/Mapping</li> <li>issues</li> <li>Role Sets</li> <li>Tickmarks</li> <li>Journal Types</li> <li>Trial Balance</li> <li>Security</li> <li>Document Filters</li> <li>Layout</li> <li>History Settings</li> <li>User Defined Data</li> <li>C V External Data</li> <li>CaseView Repository Files</li> </ul>	Groupings/Mapp Mapping L/S Group 2 Group 3 Group 4 Group 9 Group 10	ing over over over over over	L/S Group 2 Group 3 Group 4 Group 9 Group 10	Options Vi Options Options Options Options Options Options Set as Default
			< Back Next >	Cancel Help

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

	Copy Components Wizard	×	
Copy Components Please select which co	mponents you want to copy to the destination file.		
<ul> <li>All Components</li> <li>The following compon</li> <li>Components</li> <li>Groupings/Mapping</li> <li>Issues</li> <li>Tags</li> <li>Role Sets</li> <li>Trickmarks</li> <li>Journal Types</li> <li>Laguage IDs</li> <li>Trial Balance</li> <li>Security</li> <li>Oocument Filters</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>CV External Data</li> <li>GV External Pata</li> <li>Anter Steiw Repository</li> <li>Mapping Purges</li> </ul>	Mapping Copy Options         Select mapping update option for destination file            • Replace with source file's mapping structure             • Merge source file's mapping structure (new numbers are added)             • Por map numbers that are the same in both files,         preserve the following properties:             • Marme             • Bethenwore             • Type             • Glass             • L/S -> L/S             • OK	Options Options Options Options Options Options Options Options Options Options Set as Defeat	utofill account ing mapping rties" OK
	COCK NELLS	uncer incip	

h. Click Next

Copy Components Wizard						X
Copy Components Please select which components you	u want to copy to the de	estination f	ile.			$\bigcirc$
<ul> <li>All Components</li> <li>The following components</li> <li>Components</li> <li>Documents</li> <li>Groupings/Mapping</li> <li>Issues</li> <li>Role Sets</li> <li>Tickmarks</li> <li>Journal Types</li> <li>Trial Balance</li> <li>Security</li> <li>Document Filters</li> <li>Layout</li> <li>History Settings</li> <li>User Defined Data</li> <li>CV External Data</li> <li>CaseView Repository Files</li> </ul>	Groupings/Mapping V Mapping L/S Group 2 Group 3 Group 4 Group 9 Group 10	over over over over over	L/S Group 2 Group 3 Group 4 Group 9 Group 10		Options Options Options Options Options Options Set as Default	
			< Back Next >	Car	ncel H	elp

Copy Components Wizard	
Clearing Components Please select which components you wish to clear in the destination	on file. Only data that is being copied will be cleared.
<ul> <li>Spreadsheet Analysis</li> <li>Program/Checklist</li> <li>Foreign Exchange</li> <li>Role Completion</li> <li>Program Assertion</li> <li>Commentary Text</li> <li>Document and Group/Map Number Tags</li> <li>Document Reference Annotations</li> <li>Note Annotations</li> <li>CaseView Document References</li> <li>CaseView Document References</li> <li>CaseView Tickmarks</li> </ul>	
	< Back Next Cancel Help

Copy Components Wizard	CONTRACTOR AND CONTRACTOR OF A	x
	Copy Components Wizard Complete Once you proceed the following copy actions will be peformed:	
	Copy to C:\Users\christina.psatha.CMS\Desktop\ABC Ltd\ABC Ltd.ac Copy from C:\Program Files (x86)\CaseWare\Template\Financial Statements Template\Format.ac Components will be copied	
	Documents Groupings/Mapping	
	To proceed, click Finish.	
	< Back Finish Cancel Help	

i. Click Finish to complete the Copy Components wizard.

# 5. Open the Information Store document (01.14)

🐼 💕 🖨 🗟 🔕	×Ŧ							
File Home	View	Engagement	Document	Acco	unt Sma	rtSync	Tools	
Paste ↓ Cut ↓ Copy ↓ Delete	Properties	Insert Delete Line Line	<b>ቶ Find</b> む Replace 다 Select	Tags	Document Issue	From Library	Folder	Automatic Case Document
Clipboard		Edit		Tags	Issues			1
Documents	Issues 1	frial Balance 🛛 🧍	Adj. Entries O	ther Entrie	es 🛛		) 🖉 🕻	G 🌴 🚺 cv
🍸 Filter: None 💌								
👔 Name								
🗸 🌗 Financial s	tatements							
C 01.10	Financ	ial statements						
C 01.14	Inform	nation store						
C 01.15	Disclo	sure Checklist f	or Companies	- Cap 113				
01.16	Financ	ial statements	preparation che	ecklist				
C 01.20	Minut	es - non resider	nt shareholders					
1. 3	Balanc	ce sheet - draft						
31.4	Incom	ie statement - d	Iraft					
🖳 A 9	Chang	je request form						
> 퉬 Help files								
🔰 🔿 퉬 1 Tax retu	irns							
> 🕌 2 ENGAGEMENT ACCEPTANCE								
> 🌽 3 GATHERING OF INFORMATION								
> 🕌 5 EVIDENTIAL SECTIONS								
CC Nomir	al Ledger, f	TB and Journa	als					

a. In the document manager select to open the 01.14 Information Store.

# b. Select button to DELETE OLD LS

Library path :	C:\Program Files (x86)\CaseWare\Library	Browse
BACKUP VALUES	5 TO FILE SELECT FILE : C:\Program Files (x86)\CaseWare\InformationStoreDefaults.T BACKUP TO SELECTED FILE	XT Browse
+ Instructions :	RETRIEVE FROM SELECTED FILE	Browse
	Update Document properties and scripts	
Use this but	tton to manually update all documents properties and scripts, if these were not corre using the process of Copy Components to copy the new Information Store to you	ectly updated after Ir file
	DELETE OLD LS	
	Use this button to manually delete all old Lead sheet documents	

- When procedure is completed you will get the following message. Click OK.

Message	×
Deleted Folders:27 Failed Folders:0 Renamed files: 5 Rename Failed:0	
ОК	ו

#### 6. Repeat step 4 and copy lead sheets from the template

Copy Components Wizard Copy Components Please select which components you	ı want to copy to the destination file.	×
All Components     The following components     Components	Documents	
Groupings/Mapping     Issues     Tags     Role Sets     Journal Types     Language IDs     Trial Balance     Security     Document Filters     Template Toolbar     Layout     History Settings     User Defined Data	Document Filter:       All Documents         Name       Property         > 5 EVIDENTIAL SECTIONS         >       >         >       >         >       >         >       >         >       >         >       >         >       >         >       >         >       >         >       >         >       >         >       >         >       >         >       >         >       >         >       >         >       >         >       >         >       >         >       >         >       >         >       >         >       >         >       >         >       >         >       >         >       >         >       >         >       >         >       >	Clear
CaseView Repository Files	Copy Documents only (no folders)     Show empty folders     Cancel	e v v v v v v v v v v v v v v v v v v v

#### New lead sheets structure

•

🗸 퉲 Engagement wo	rking papers
✓ 🃗 Lead sheets and St	ubstantive tests
Assets	
🗸 퉲 Property, Plant	t And Equipment
3 1. 1	Property, plant and equipment - Cost
3 1. 2	Property, plant and equipment - Depreciation
C N 100	Fixed Assets Register
🕆 鷆 Investment Pr	operty
3 5. 1	Investment property - Cost
3 5. 2	Investment property - depreciation and impairment
🗸 퉲 Intangible Asse	ets
3 10. 1	Intangible assets - Cost
3 10. 2	Intangible assets - Amortisation and impairment
10. 3	Goodwill - Cost
3 10. 4	Goodwill - Amortisation and impairment
🕆 퉬 Biological asse	ts
3 15. 1	Biological assets leadsheet - cost
3 15. 2	Biological assets leadsheet - depreciation and impairment
🕆 퉬 Investments	
<u>a</u> 20. 1	Investments in subsidiaries
<u>3</u> 20. 2	Investments in associates

# IMPORTANT NOTE: Last year's case view documents are transferred at the bottom of the document manager

- 1. Fixed Assets Register
- 2. Group company confirmation request
- 3. Directors / shareholders confirmation request
- 4. Financial support confirmation
- 5. Bank confirmation request

