



**CMS SYSTEMS SOLUTIONS**

CASEWARE AUTHORISED DISTRIBUTOR

**Procedure of copying Wear and  
Tear Allowances from previous  
year to current year**



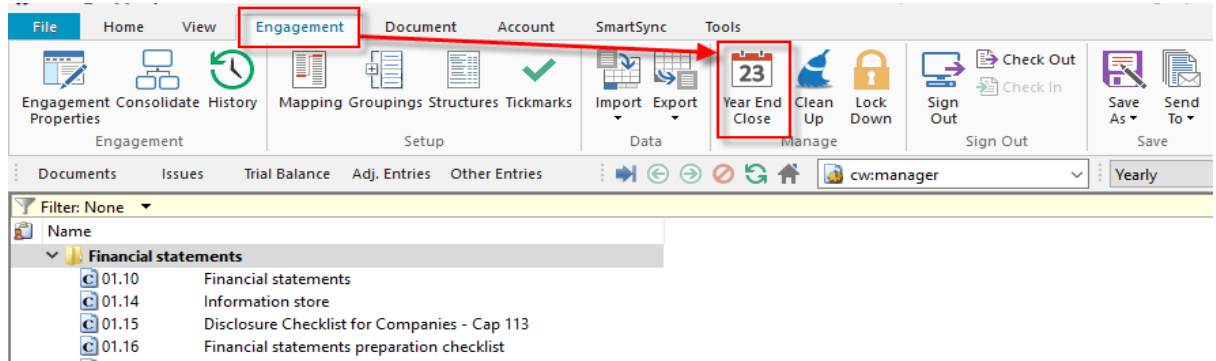
VERSION 1.00

**PROCEDURE SUMMARY**

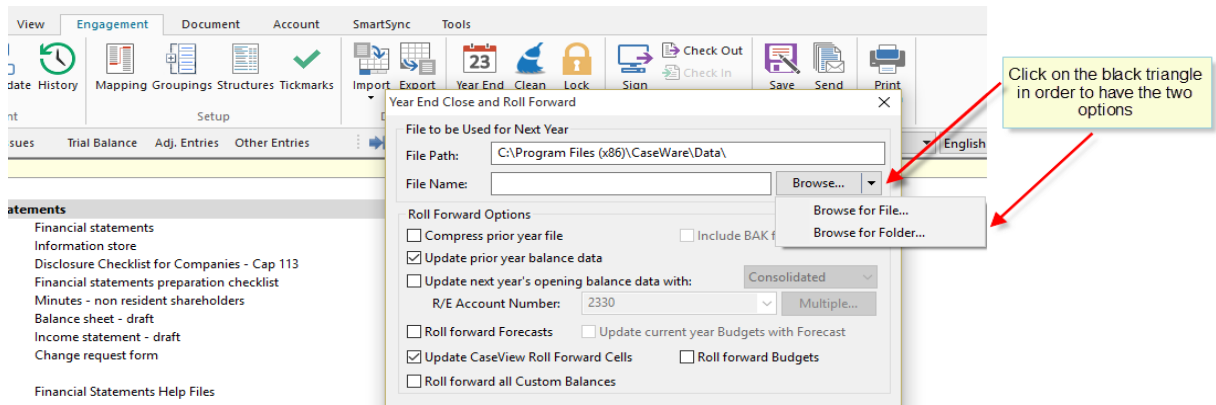
1. **Open previous year's file. Year End Close the client file and create a temporary file ..... 3**
2. **Open new year's file.....5**

**1. Open previous year's file. Year End Close the client file and create a temporary file**

**a. Select *Engagement / Year End Close***



**b. Click on the black triangle to specify the location you will create the new year's file**

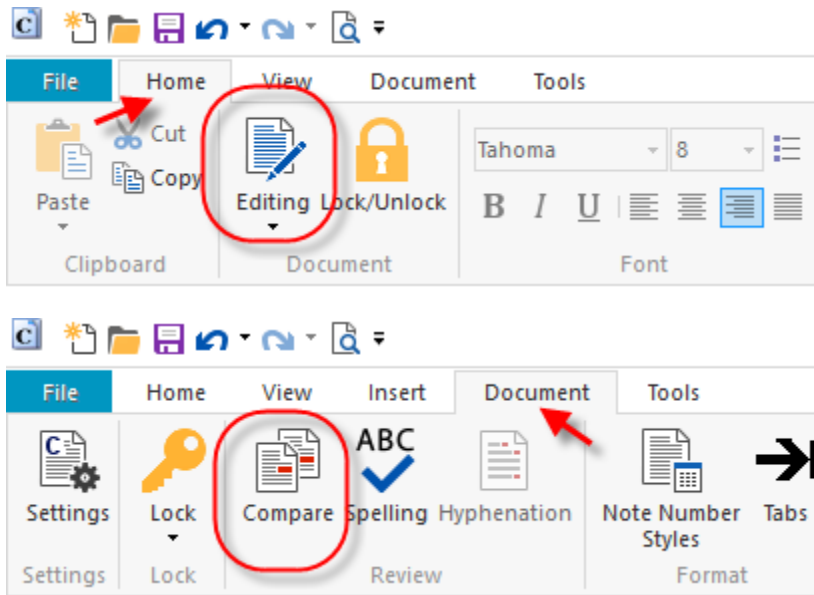


- c. In the File Name write "Temporary" since this will be deleted at a later stage. In the *Roll Forward Options* make sure **Update prior year balance data** and **Update CaseView Roll Forward Cells** are selected. Click OK

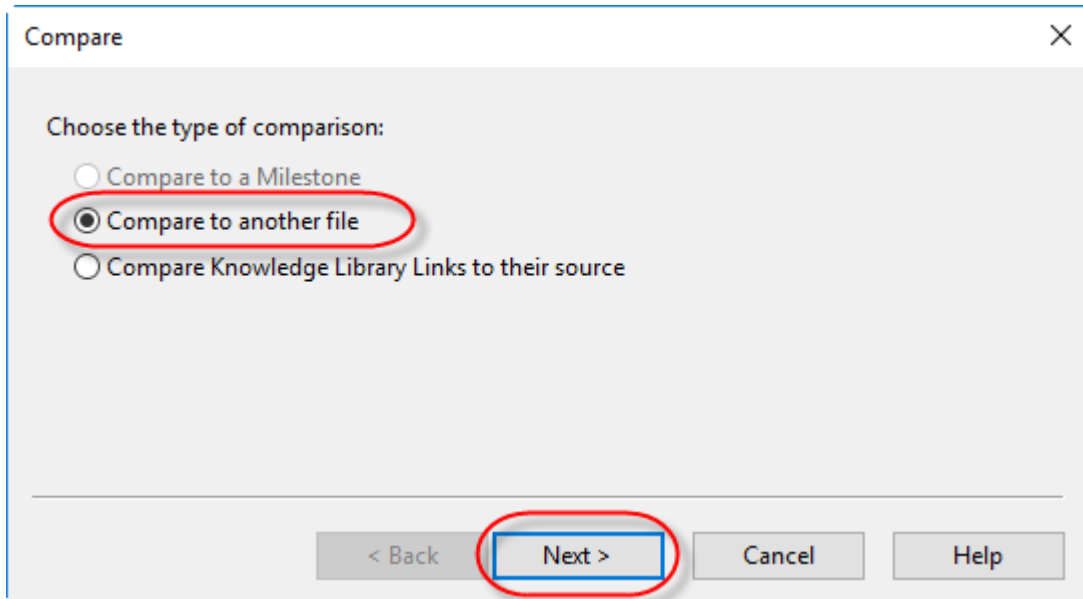
The screenshot shows the 'Year End Close and Roll Forward' dialog box. The 'File to be Used for Next Year' section has 'File Path' set to 'C:\Users\christina.psatha\Desktop\' and 'File Name' set to 'Temporary'. The 'Roll Forward Options' section has 'Update prior year balance data' and 'Update CaseView Roll Forward Cells' checked. The 'Include in Next Year's File' section has several options unchecked. The 'Annotations' section has several options unchecked. The 'OK' button is highlighted with a blue box. Red arrows point from yellow callout boxes to the 'File Name' field, the 'Update prior year balance data' checkbox, the 'Update CaseView Roll Forward Cells' checkbox, and the 'OK' button. The callout boxes contain the text: 'In File Name put the word Temporary', 'Tick the 2 boxes Click OK', and 'Click OK'.

## 2. Open new year's file

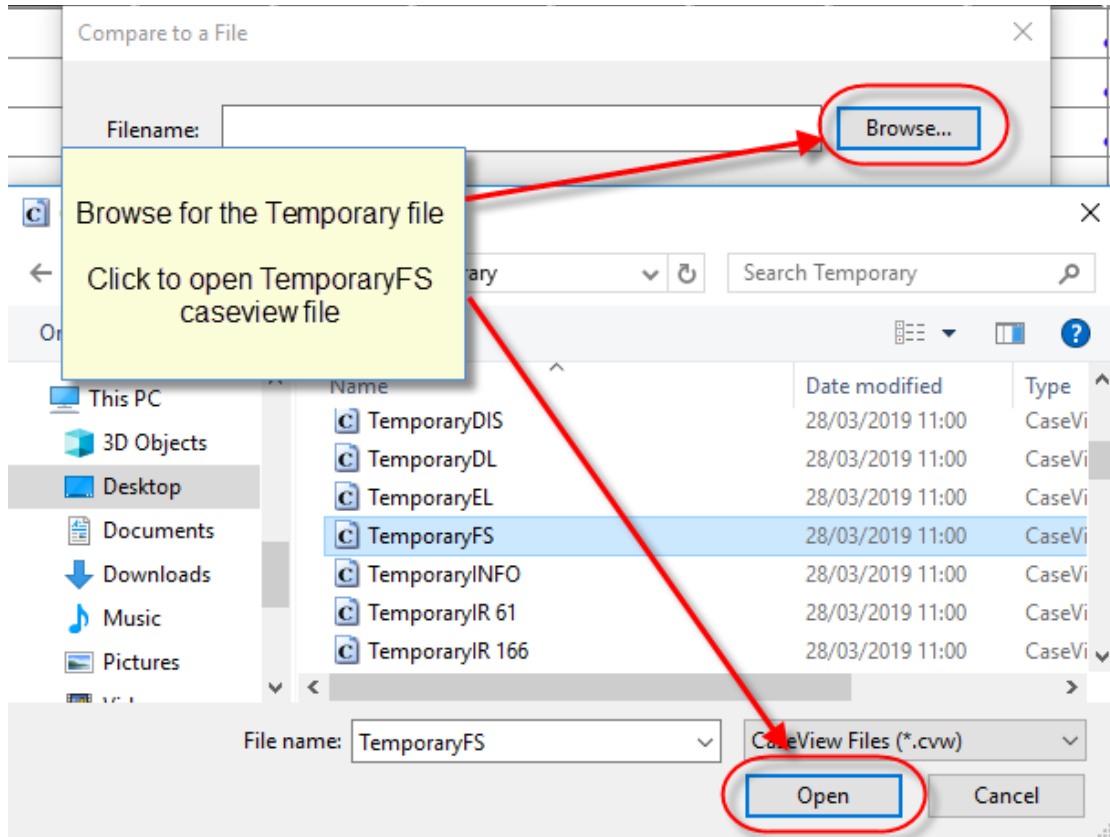
- a. Enter design mode and select Document / Compare



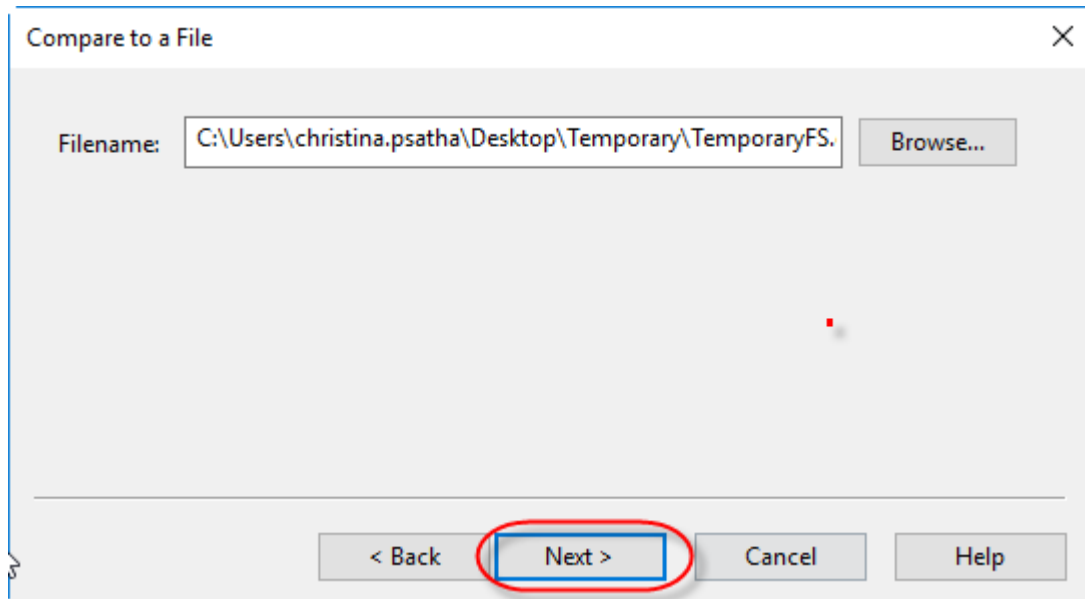
- b. On "Compare" window leave selection "Compare to another file" as it is and select "Next"



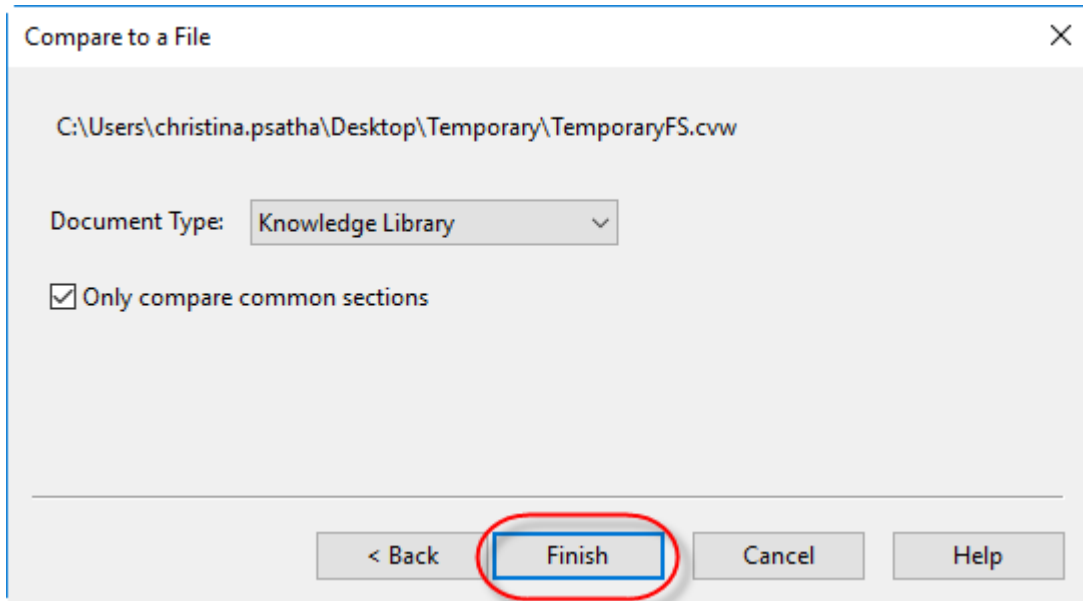
- c. On “Compare to a File” window click **Browse...** and select the Temporary file you have created. Select to open TemporaryFS caseview file



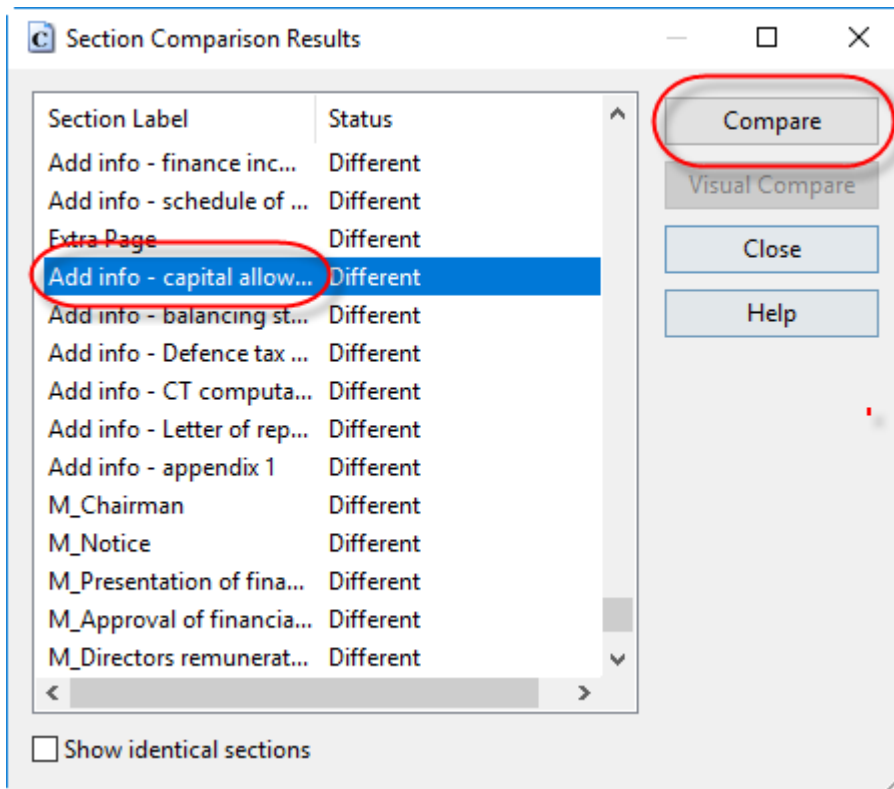
- d. Select “Next”



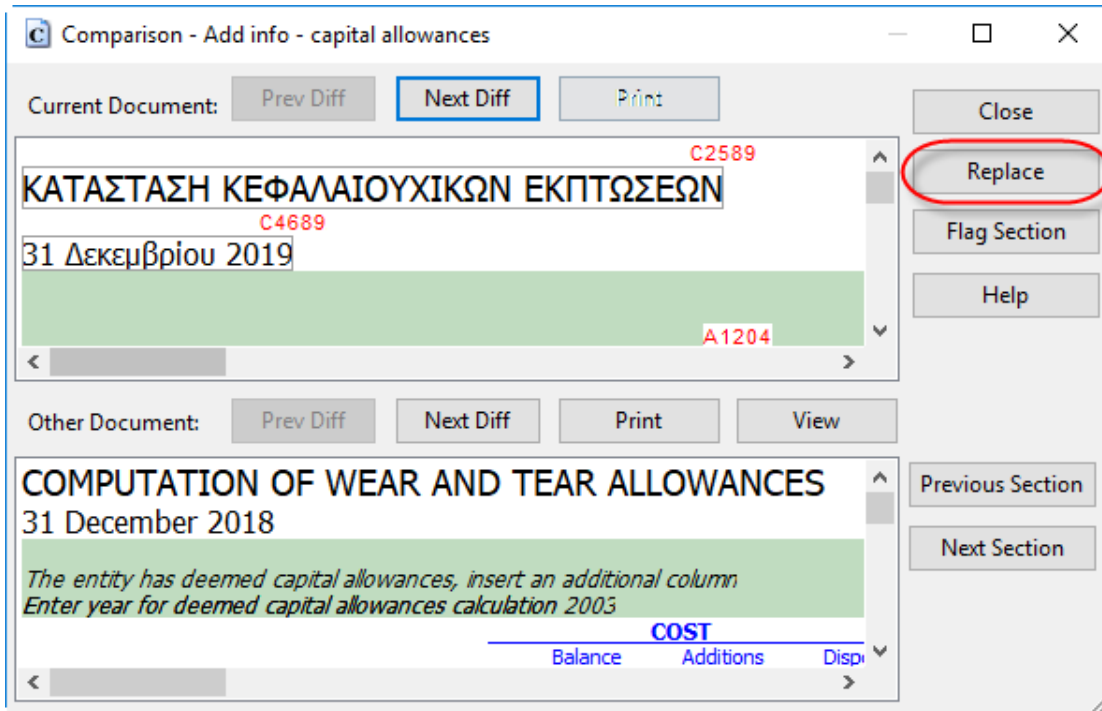
- e. Select "Finish"



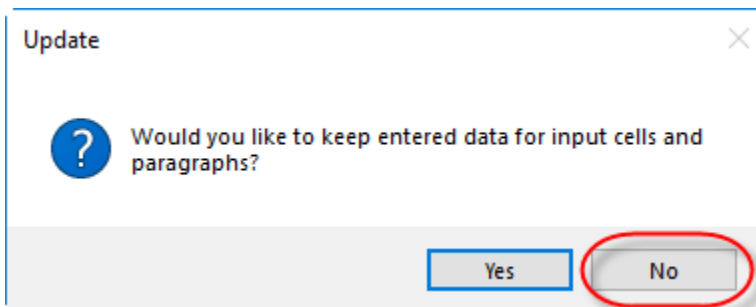
- f. On "Section Comparison Results" window, select Add info-capital allowances and then "Compare"



g. Select "Replace"

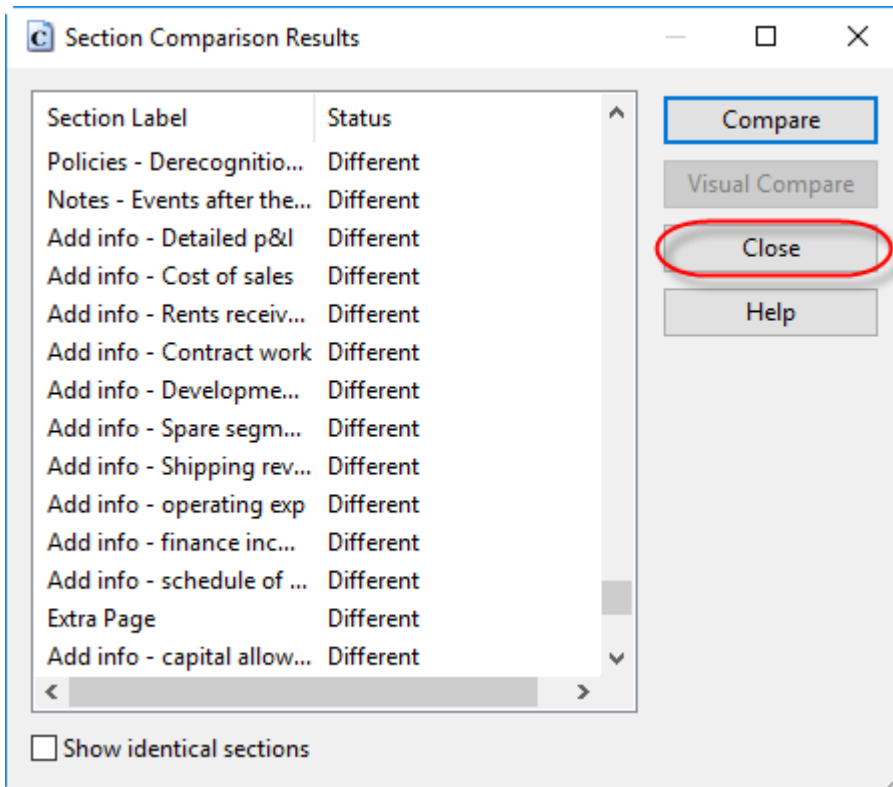
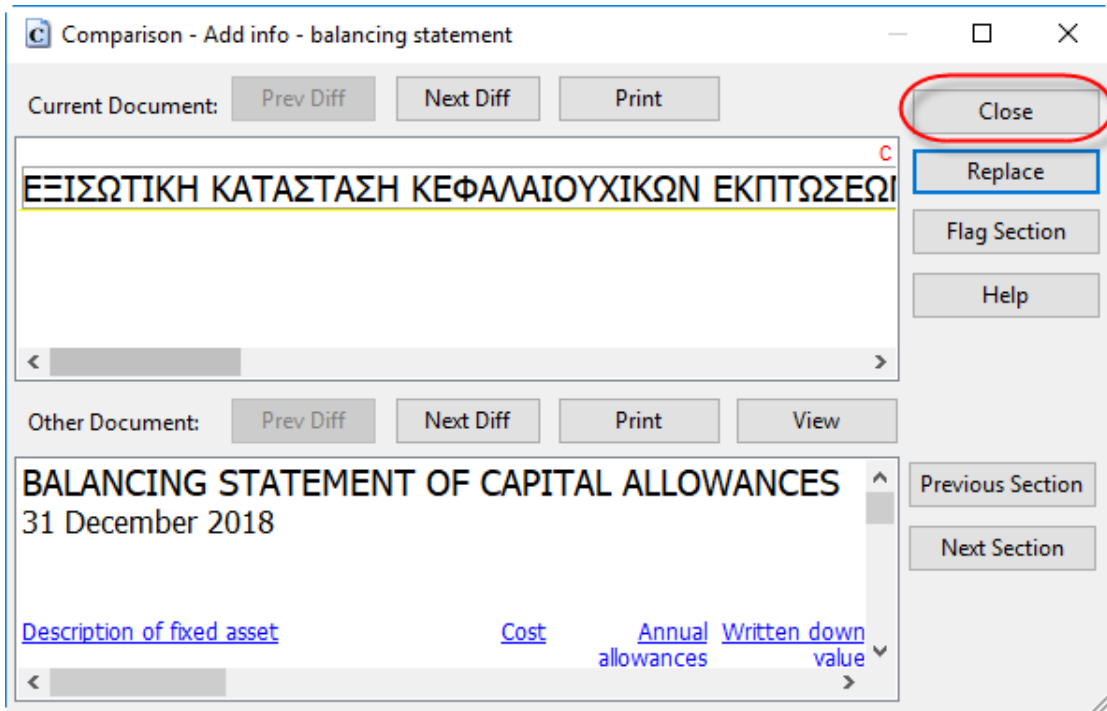


h. At the message "Would you like to keep entered data for input cells and paragraphs?" Select "No"





- i. At the following windows select "Close"



Capital Allowances are now copied in new year's file.