



CMS SYSTEMS SOLUTIONS
CASEWARE AUTHORISED DISTRIBUTOR

Procedure for updating Auditors report only



VERSION 6.00

PROCEDURE SUMMARY

1. **Open CaseWare Client File.....3**

2. **Select to Back Up file.....3**

3. **Copy updated component from the Template into the client file.....4**

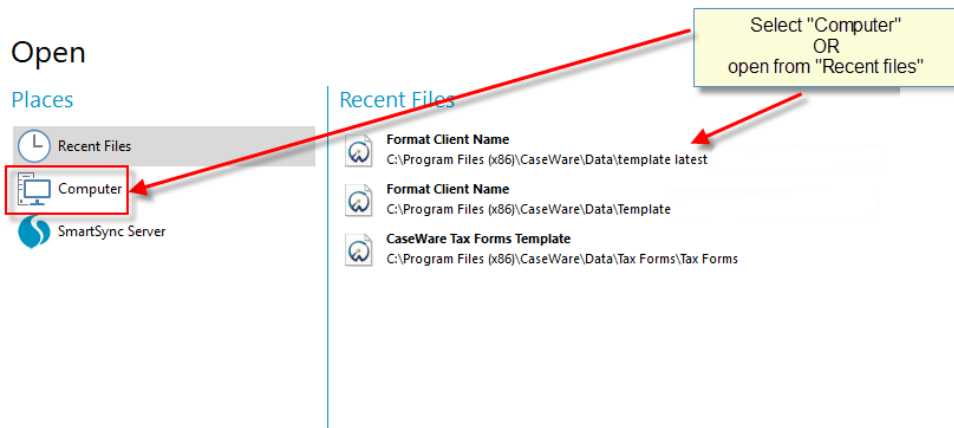
4. **Select to open 01.10 Financial statements7**

5. **Update the Freeze menu section. Select Update / From Library Section / Freeze ..8**

6. **Update the “Audit Report” section. From the Freeze menu select UPDATE / From Library Section / Audit Report ONLY. 8**

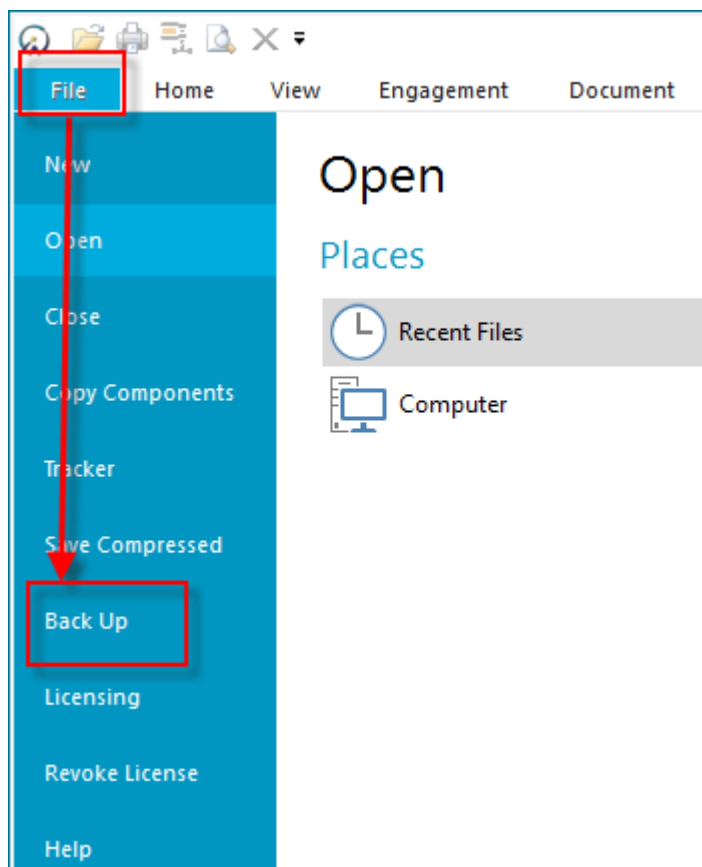
1. Open CaseWare Client File.

- a. Open CaseWare Working Papers and either select your file from the Recent files list (if this has been recently opened) or click **Computer** to select the file from your computer or server.



2. Select to Back Up file.

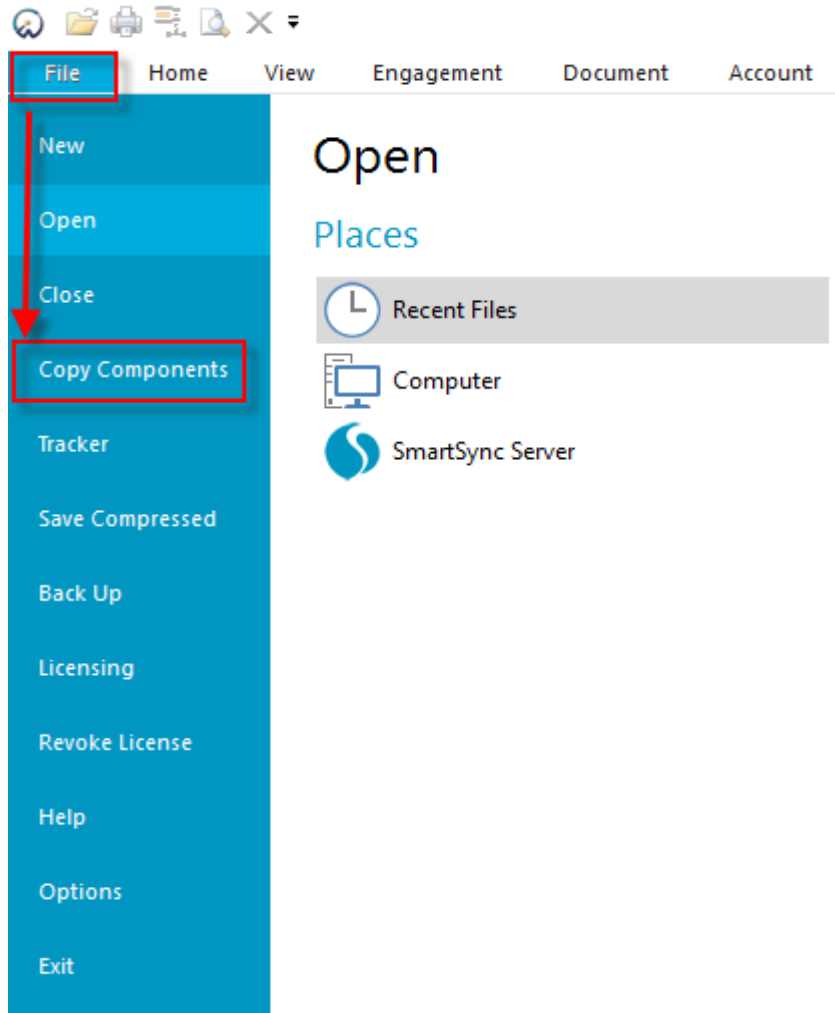
- a. Select File / Back Up



3. Copy component from the updated Template into the client file (for the procedure on how to install the most recent Financials Statements Template click [here](#)).

Using the *Copy Components* feature, update the client file with the Information Store

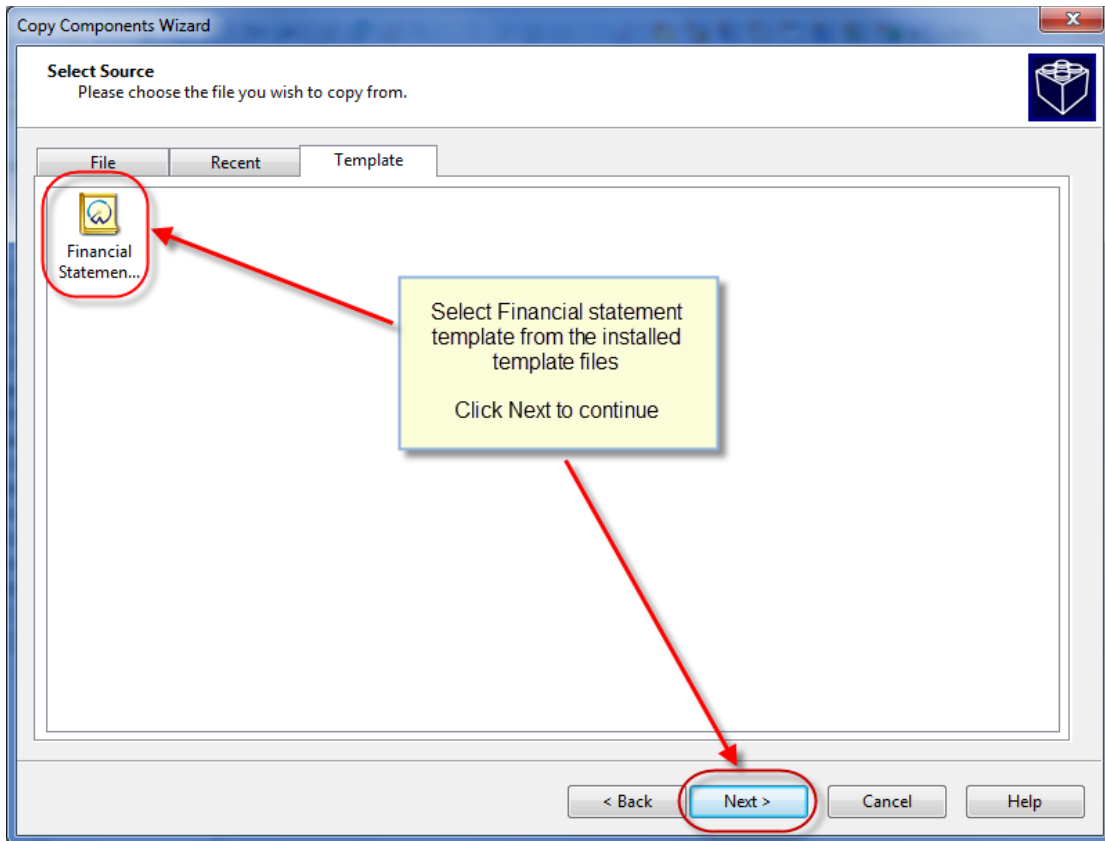
- a. Select the command **File / Copy Components**



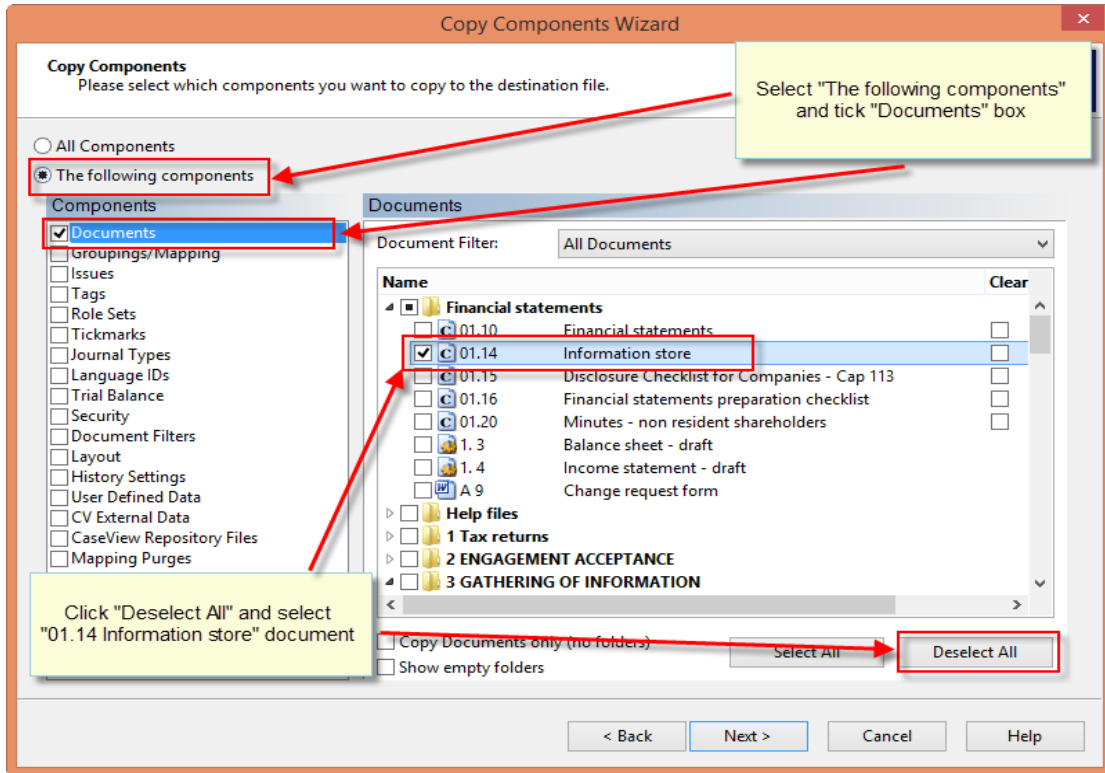
b. Select Copy into This File. Click Next.



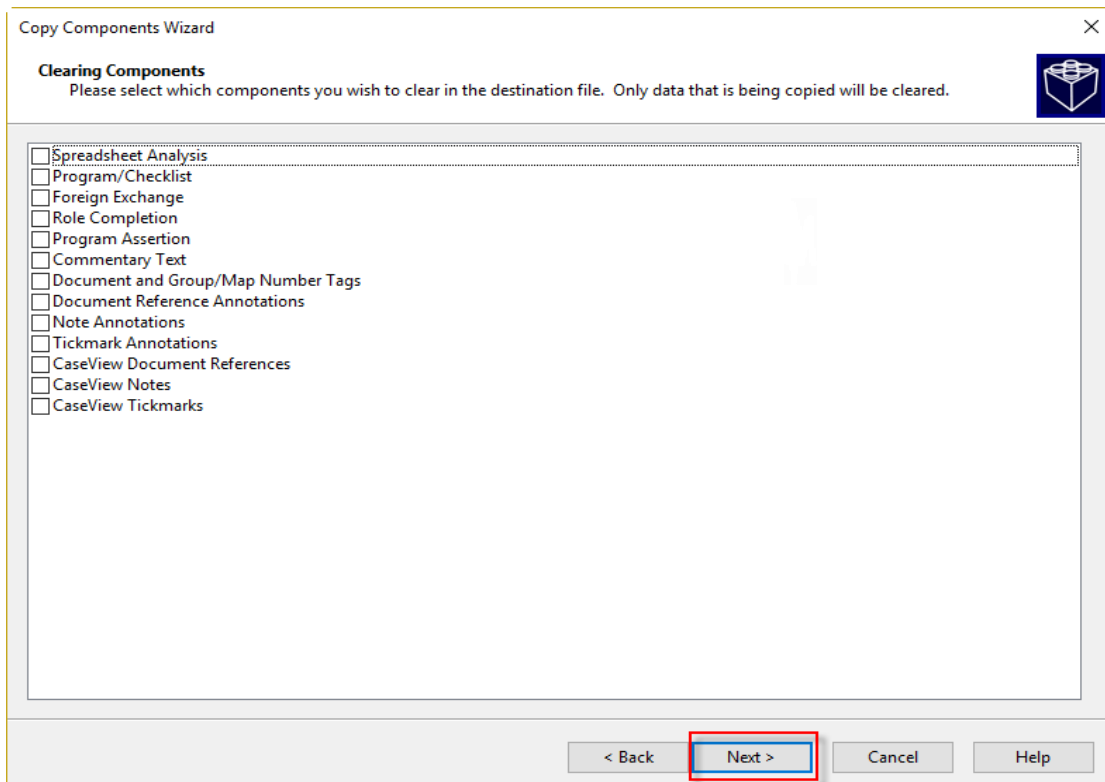
c. Choose the Financial Statements Template and click Next.



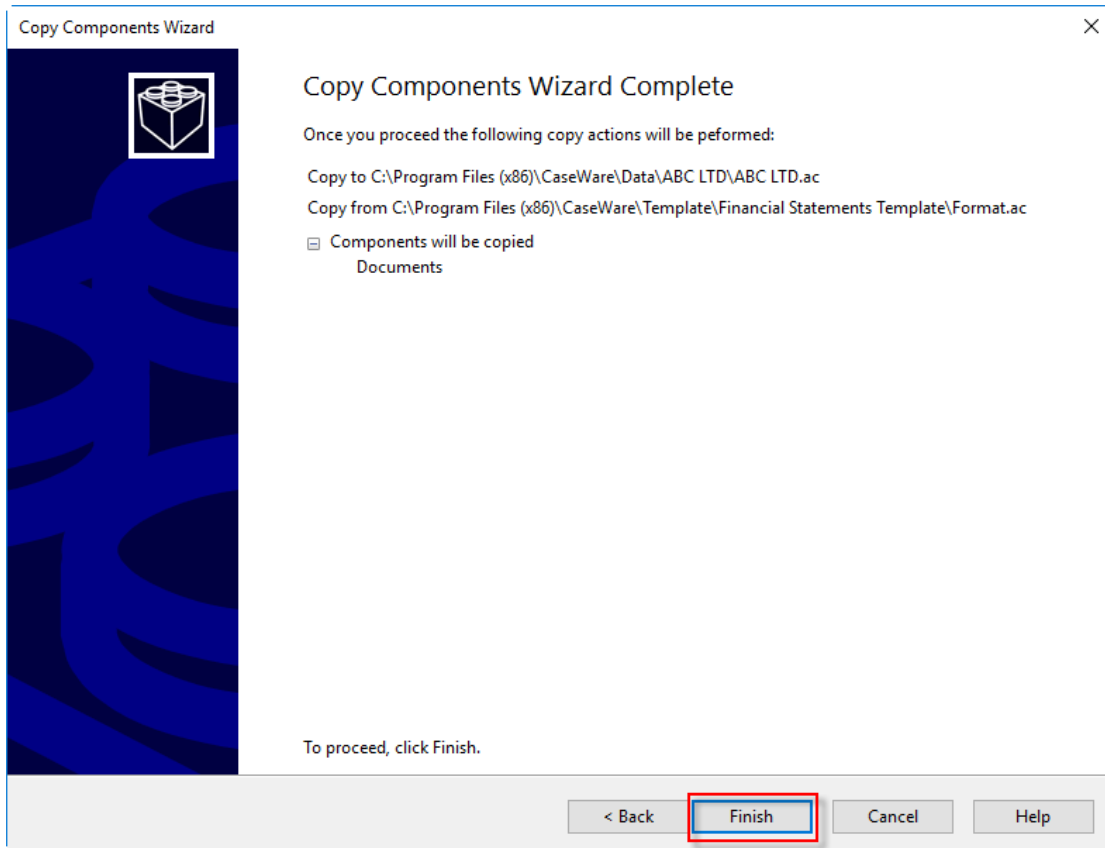
- d. Choose "The following components" and tick the Documents box. Click "Deselect All" and then select document "01.14 Information store".



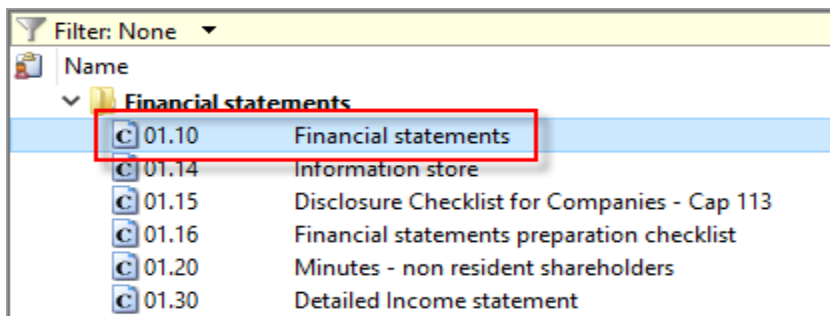
- e. On Copy Components Wizard choose Next to continue



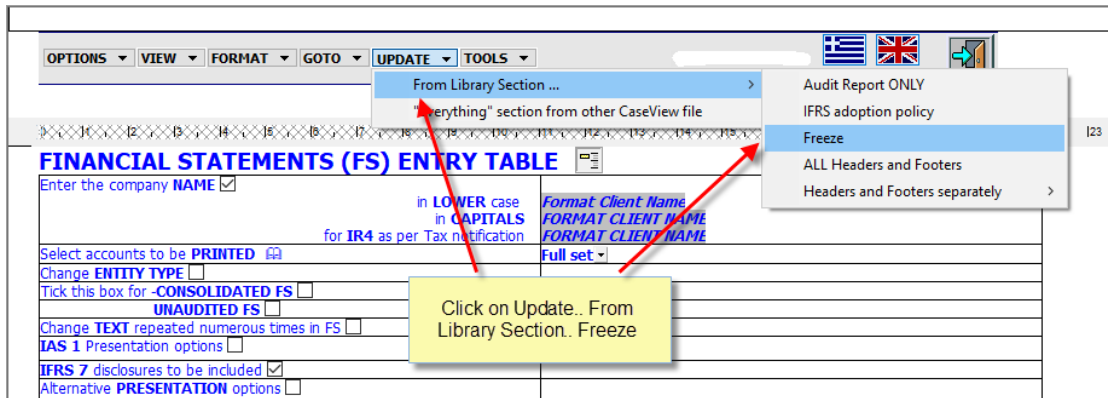
- f. Click Finish to complete the Copy Components wizard.



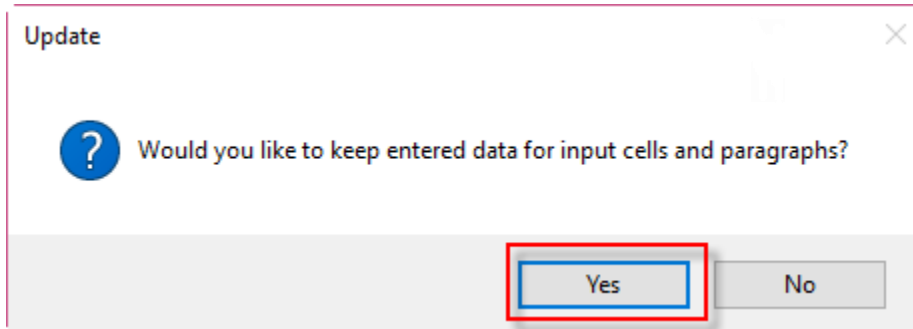
4. Select to open 01.10 Financial statements



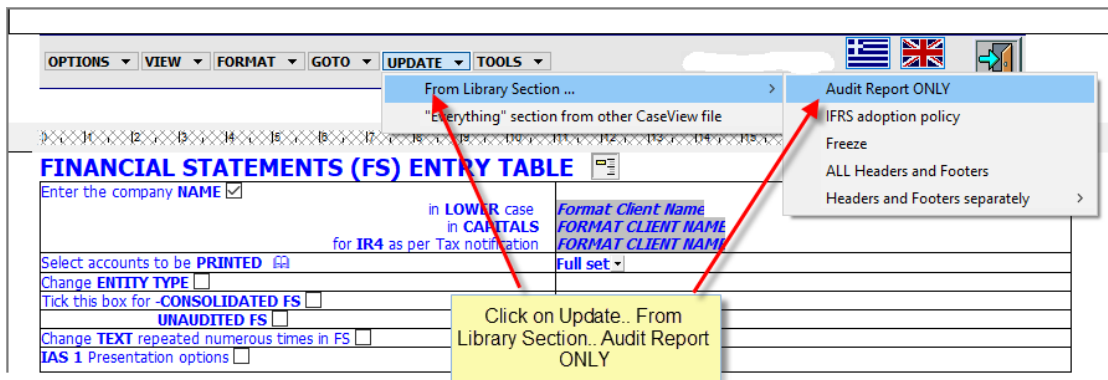
5. Update the Freeze menu section. Select Update / From Library Section / Freeze.



When asked “Would you like to keep entered data for input cells and paragraphs?” Click <<YES>>.



6. Update the “Audit Report” section. From the Freeze menu select UPDATE / From Library Section / Audit Report ONLY.



The file is now ready with the latest Auditors report.