



SYSTEMS SOLUTIONS

**Roll Forward a CaseWare client file  
created with Financial Statements  
Template to Review Engagement Template**



**caseware**<sup>™</sup>

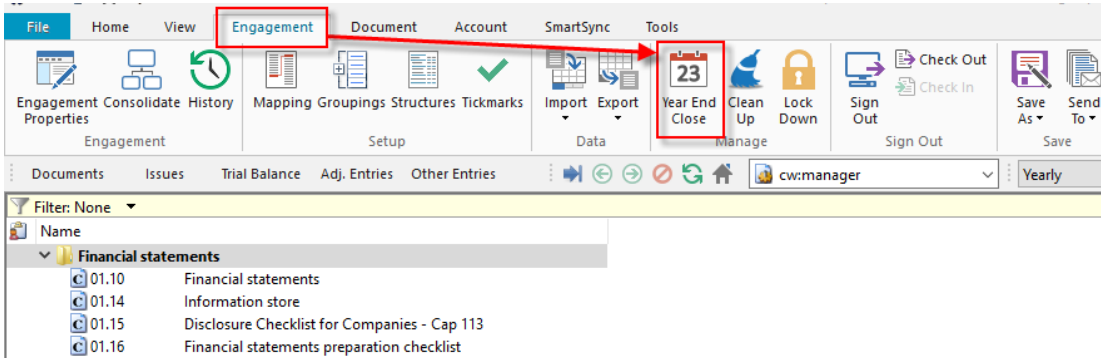
VERSION 2.00

## **PROCEDURE SUMMARY**

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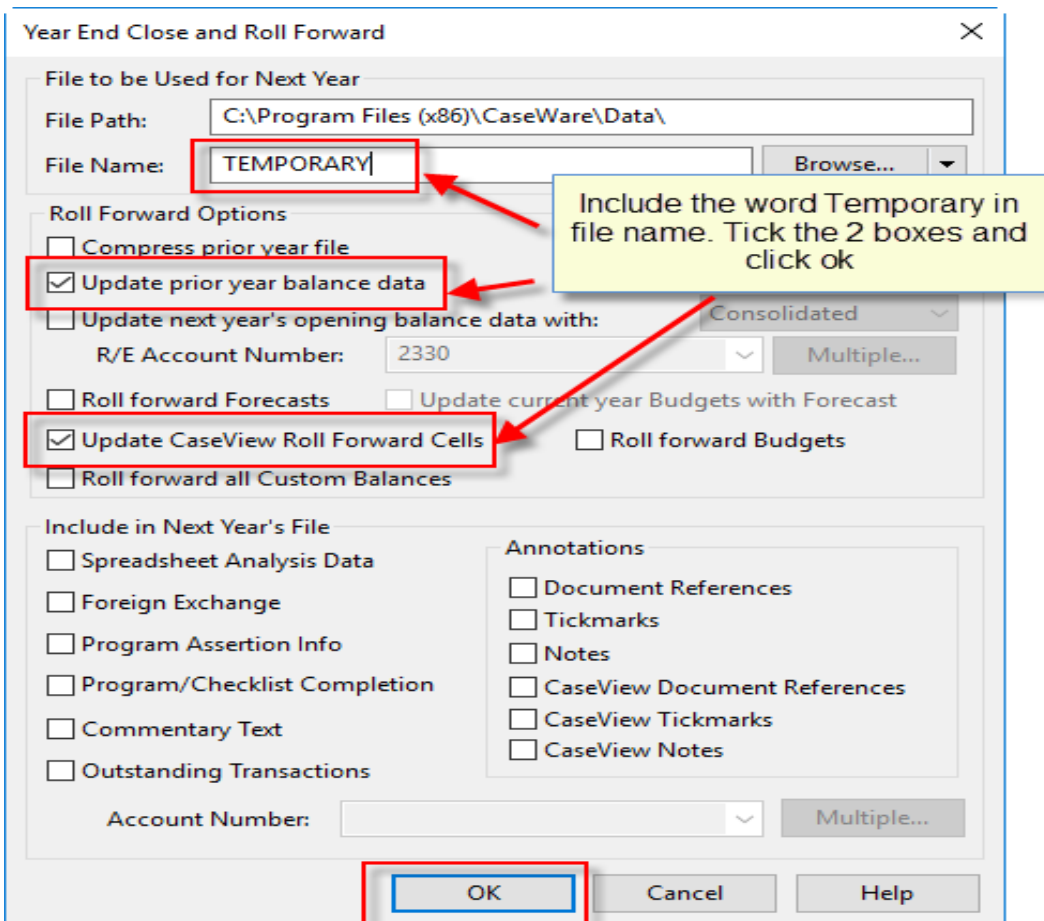
**1. Open the client file which is based on the Financial Statements Template, and proceed with the Roll forward procedure**

**a. Select Engagement and then Year End Close.**



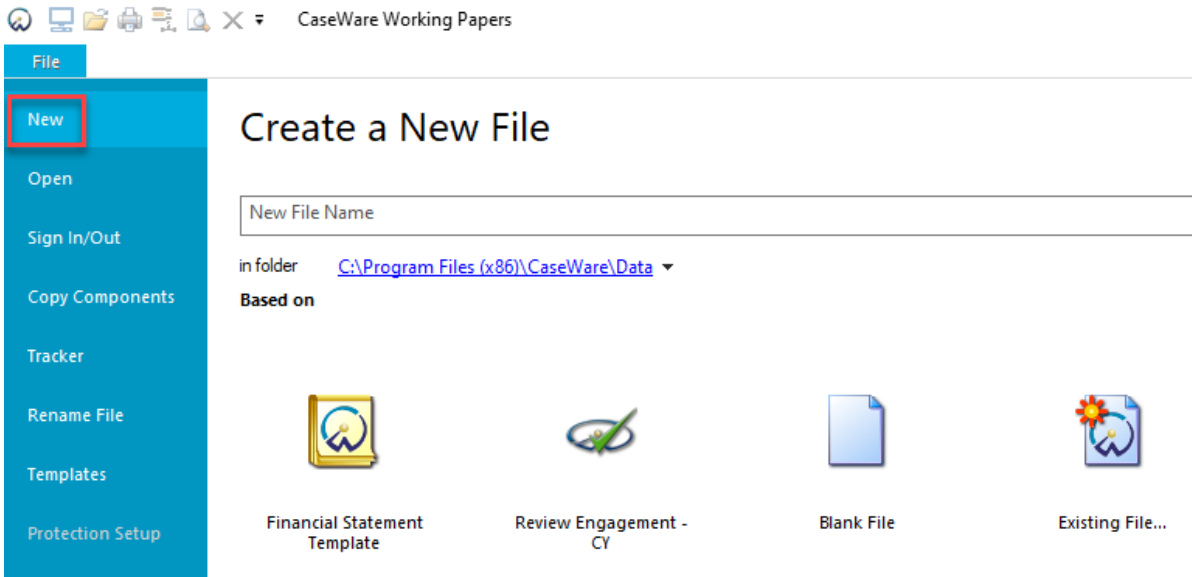
**b. Do not change the file path, in the file name write "Temporary" since this will be deleted at a later stage. Make sure you have selected the following tick boxes only:**

- i) **Update prior year balance data**
- ii) **Update CaseView Roll Forward cells**

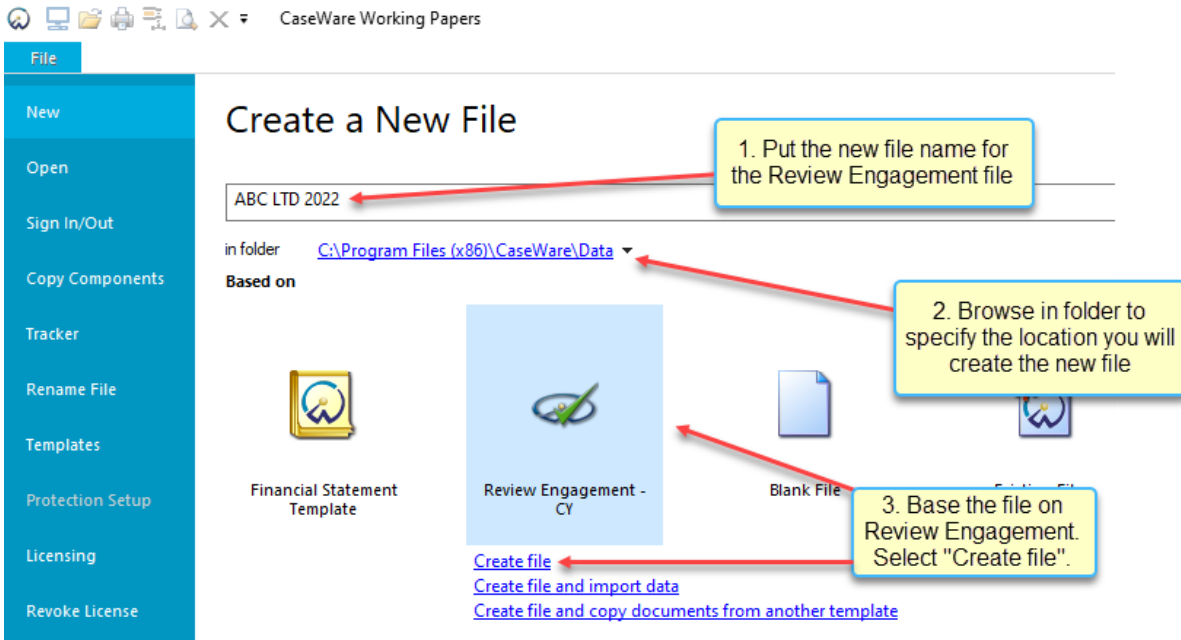


## 2. Create a New file, based on the Review Engagement Template

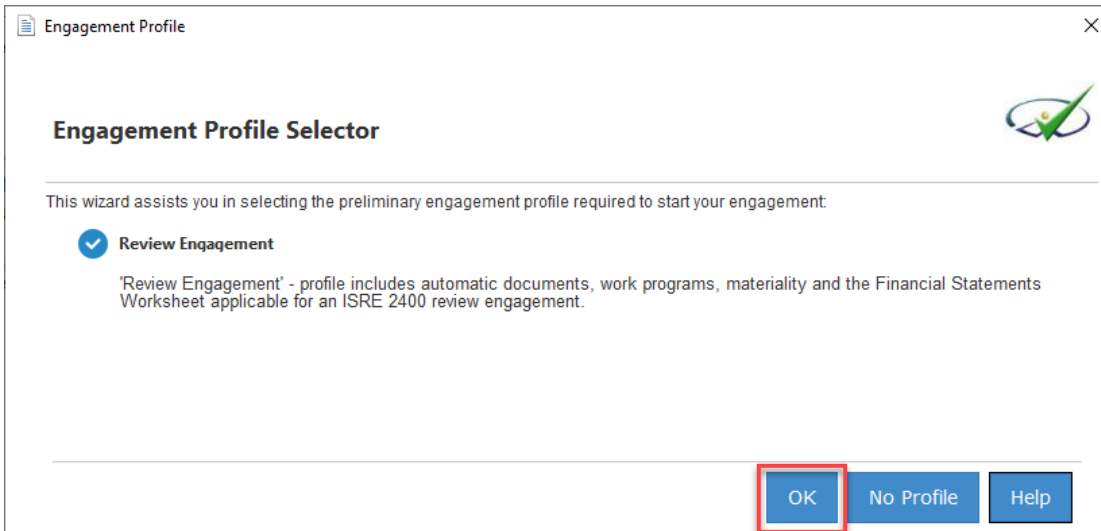
- a. Double click the CaseWare Working Papers icon on your desktop and wait for the software to open. Select the “New” option to **Create a New File**.



- 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.



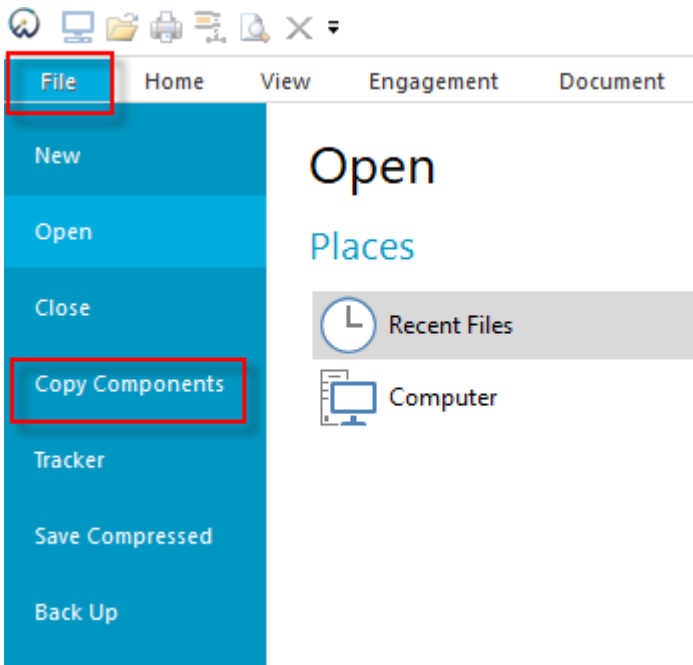
- c. On creation of the file and in the Engagement Profile Selector, click OK.



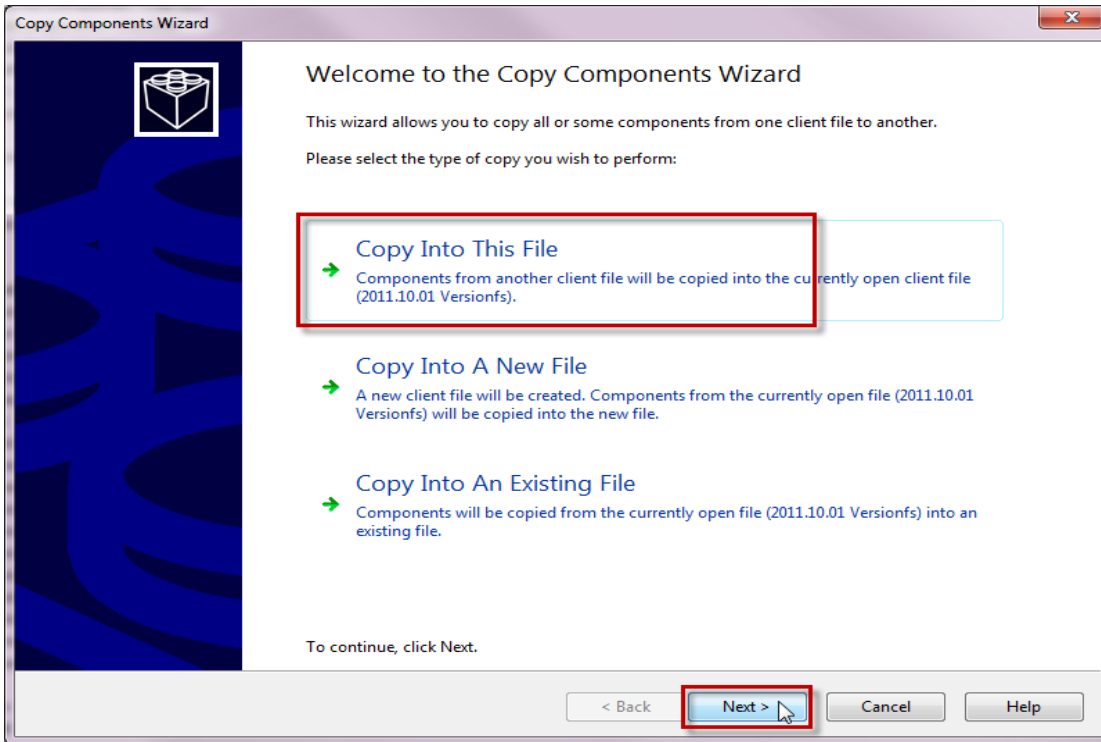
### 3. Copy Financial Statements, information store and Trial Balance components from the Temporary file created into the New client file

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).

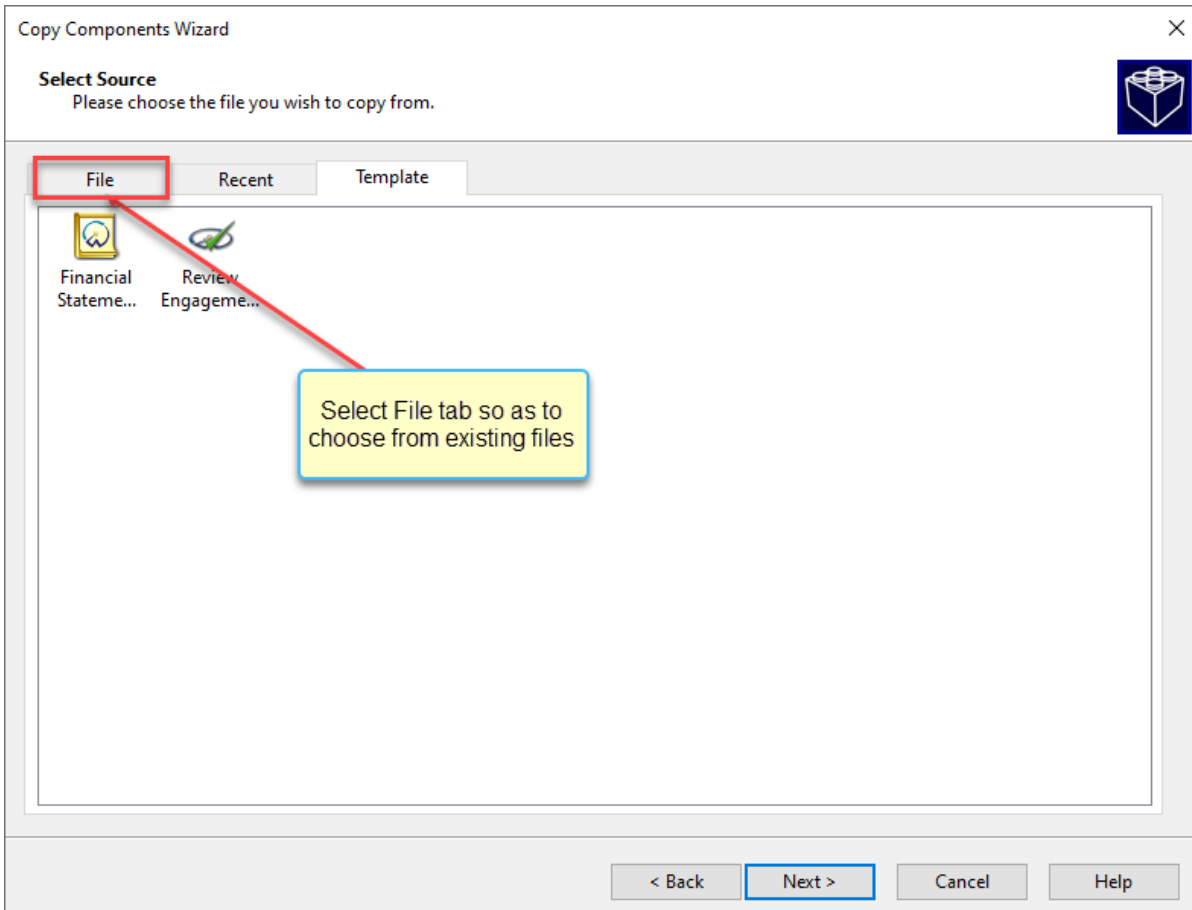
- a. In the newly created file select **File/Copy Components**.



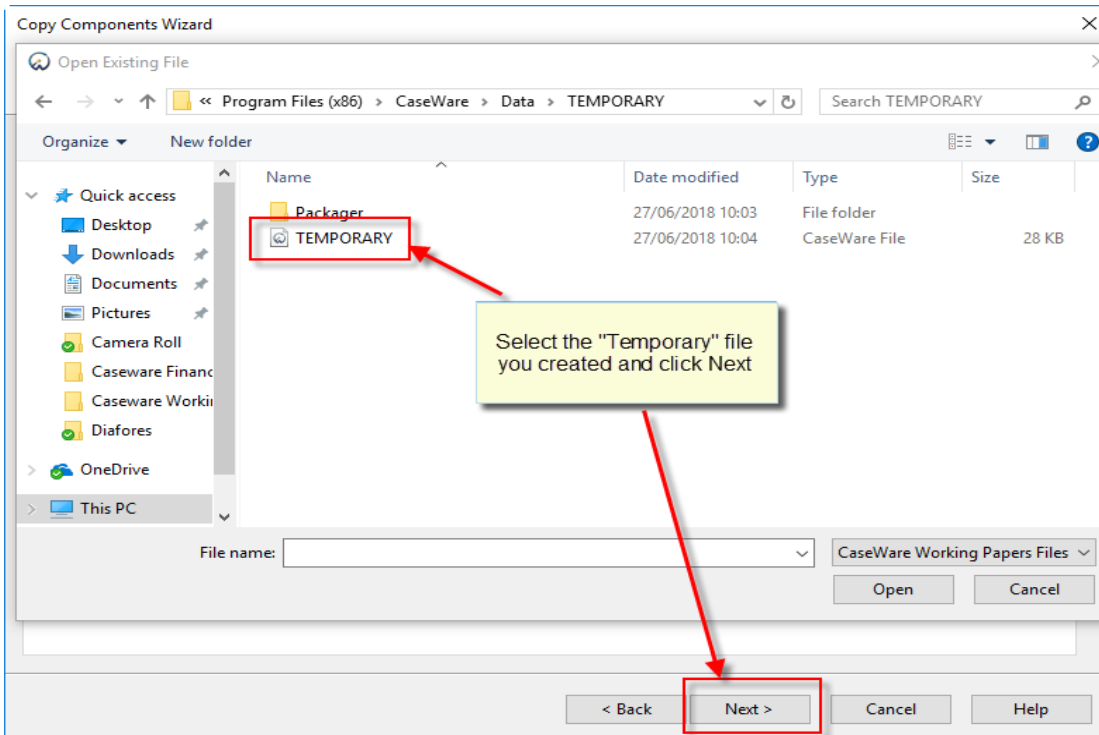
b. Select **Copy into This File** and click Next.



c. Select **File** to go to your existing files.



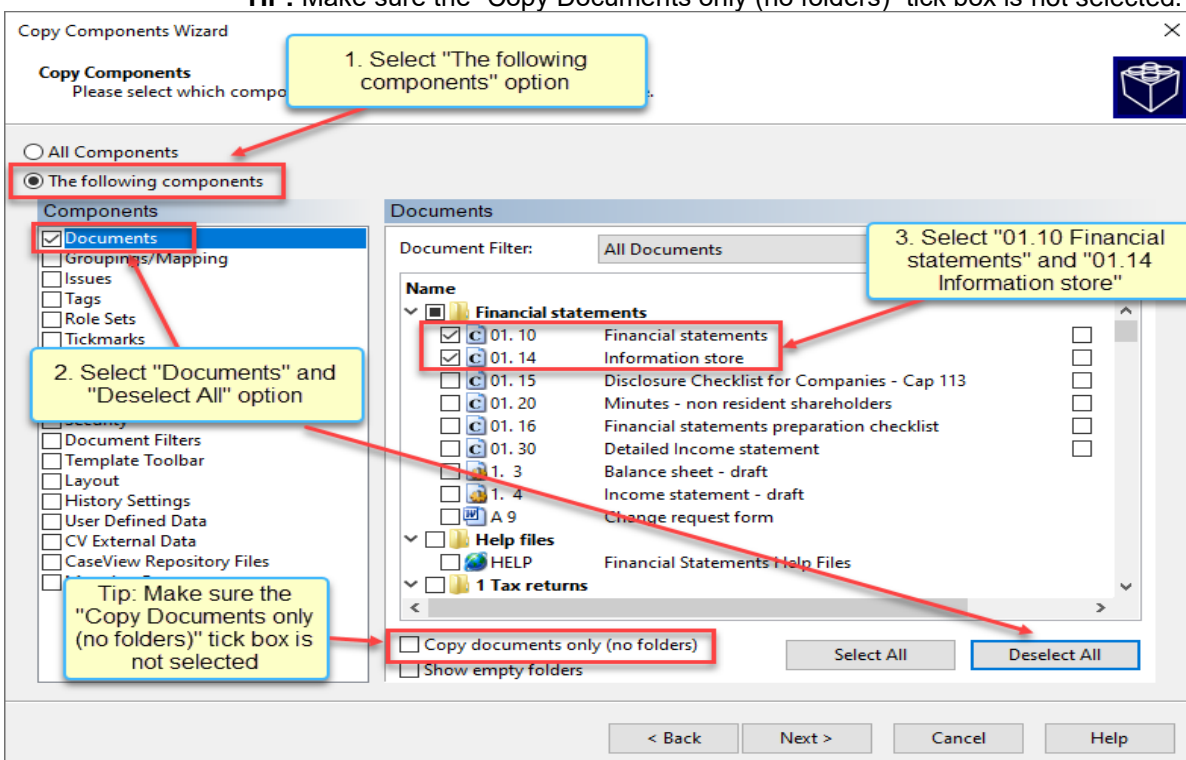
- d. Select the file you wish to copy from. Select the Temporary file you have created. Click Next.



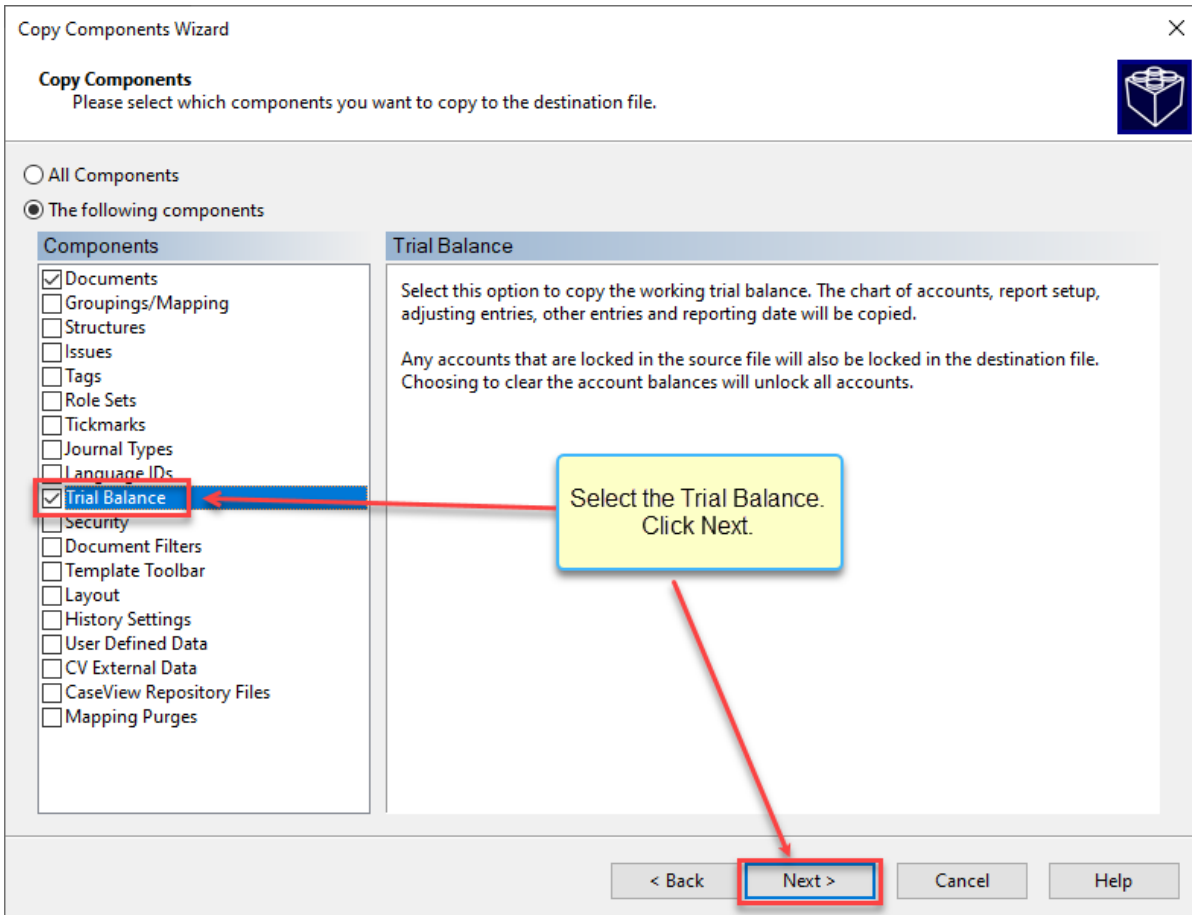
- e. Follow the below guidance:

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"

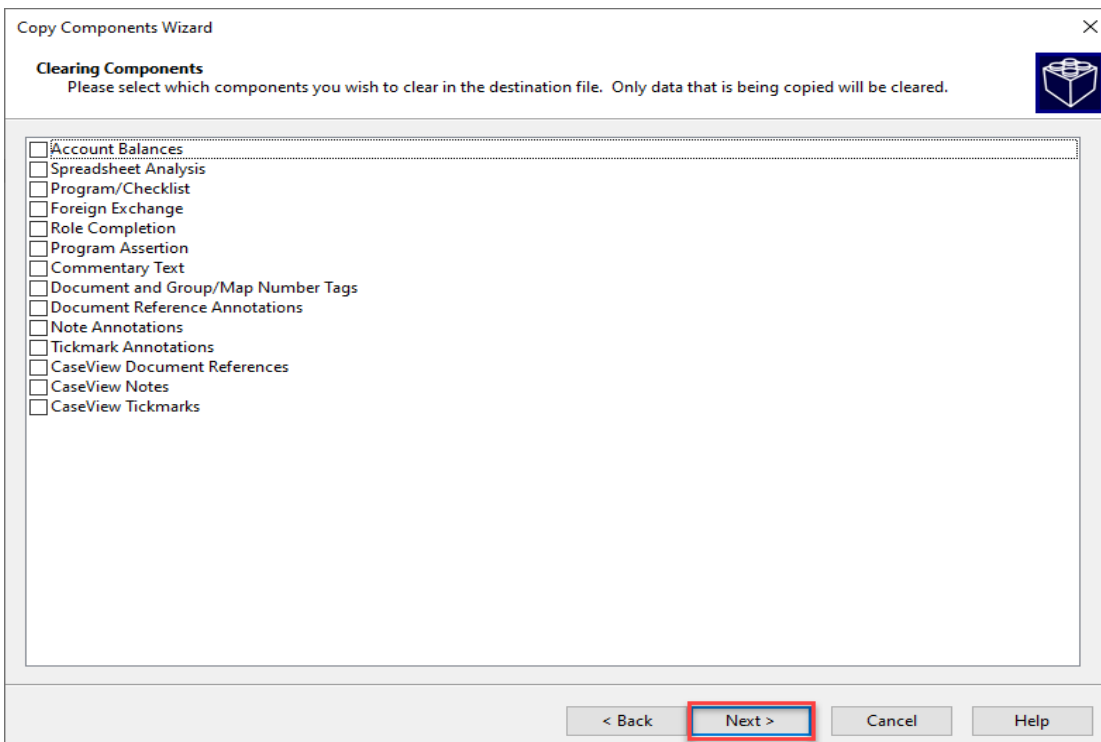
**TIP:** Make sure the "Copy Documents only (no folders)" tick box is not selected.



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

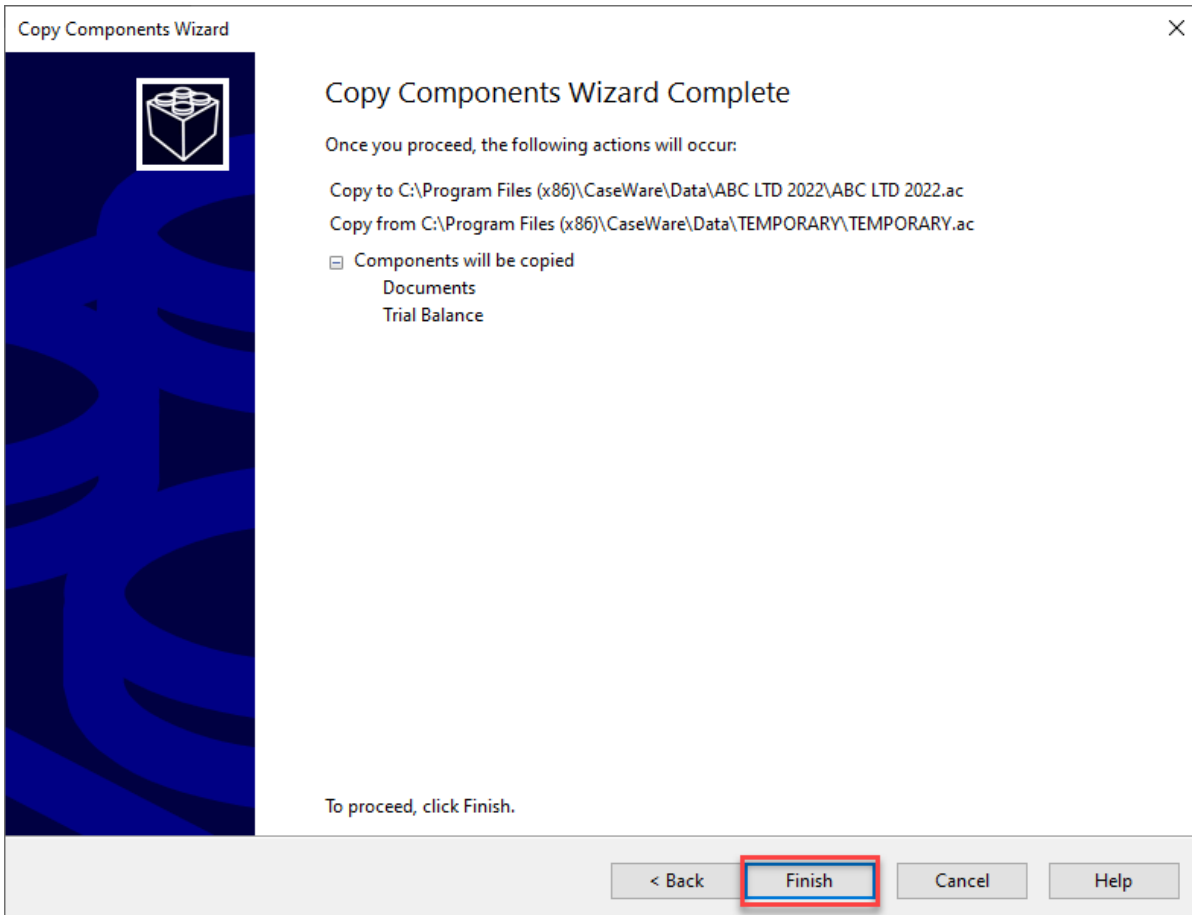


g. On Clearing Components Wizard select Next.





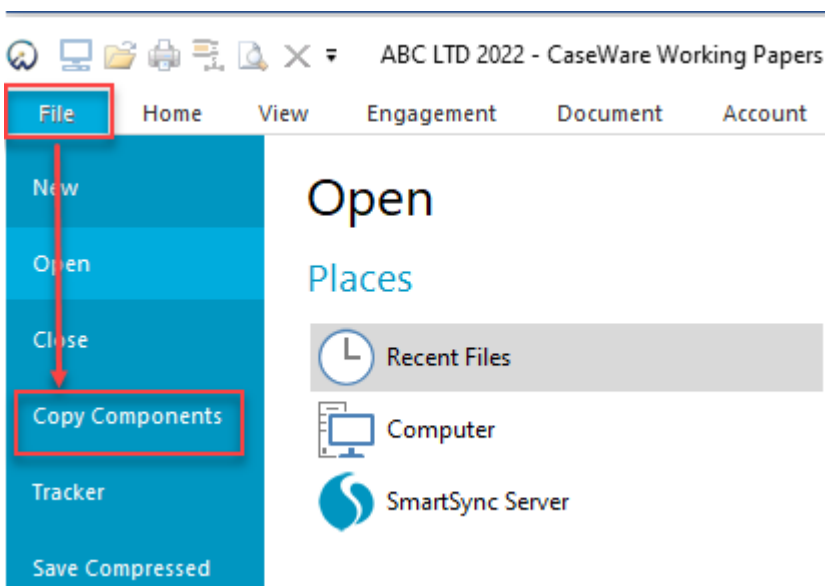
h. On Copy Components Wizard complete select Finish.



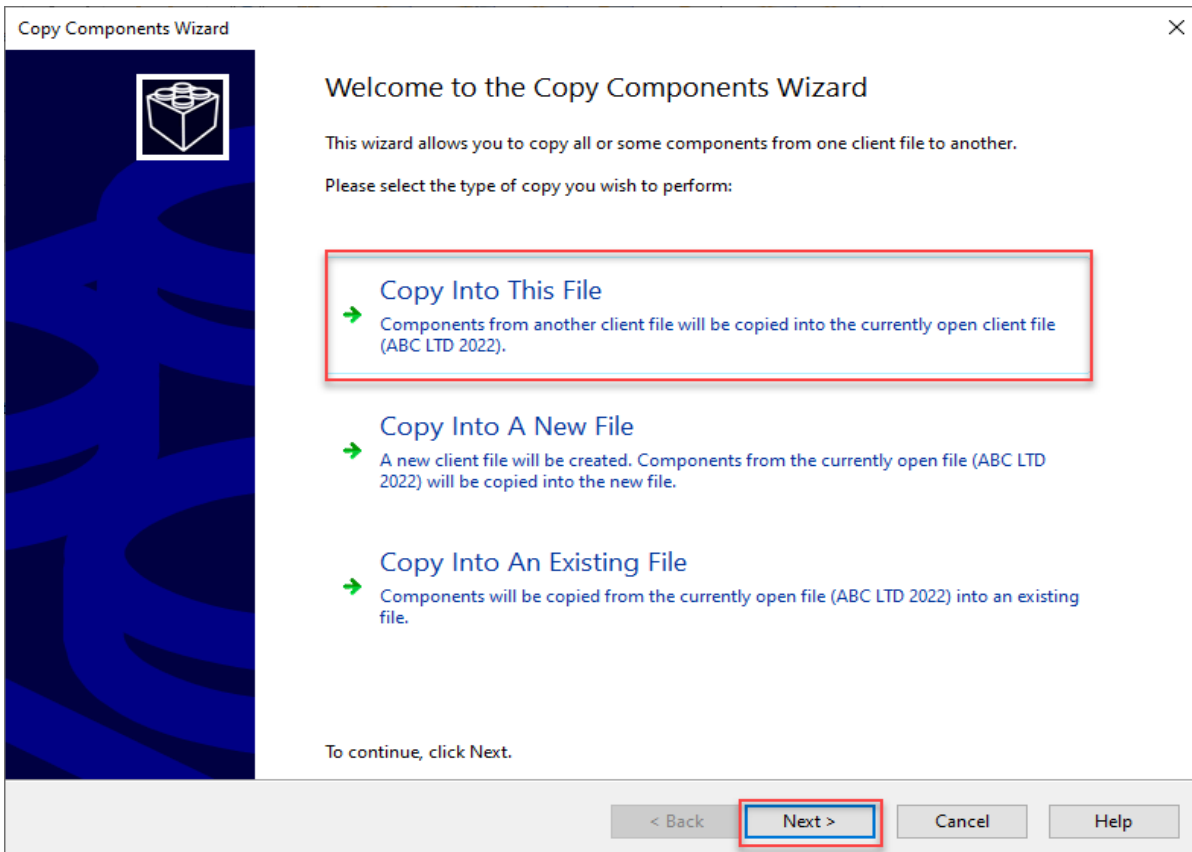
#### 4. Copy the Groupings / Mappings from the Review Engagement Template into the client file

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

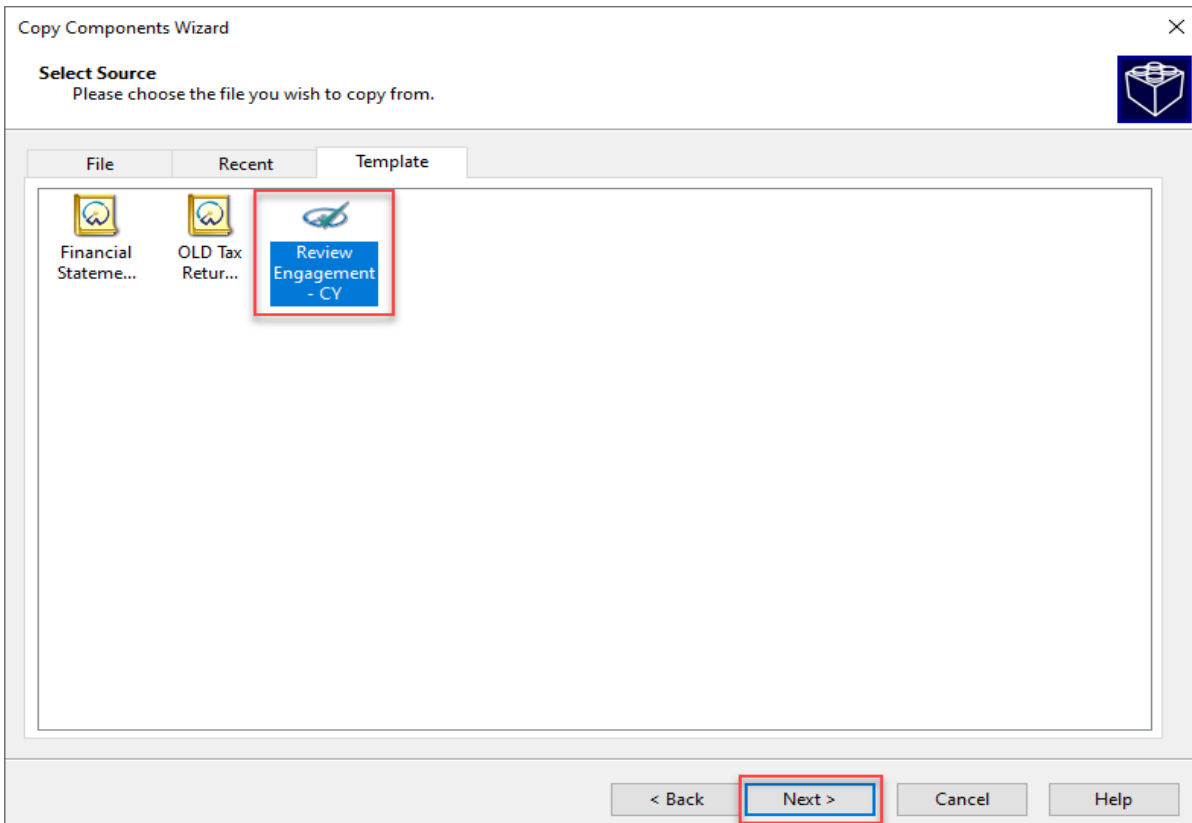
a. Select the command **File / Copy Components**.



b. Select Copy into This File. Click Next.

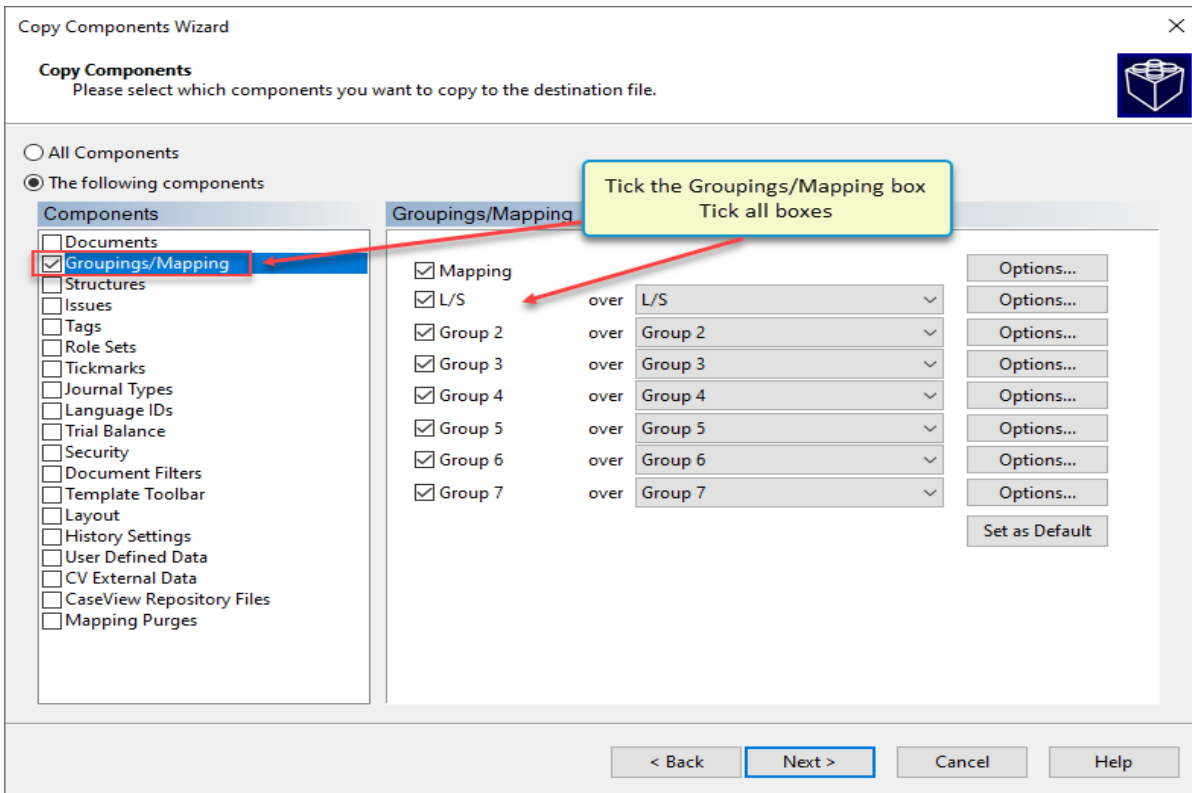


c. Choose the Review Engagement Template and click Next.

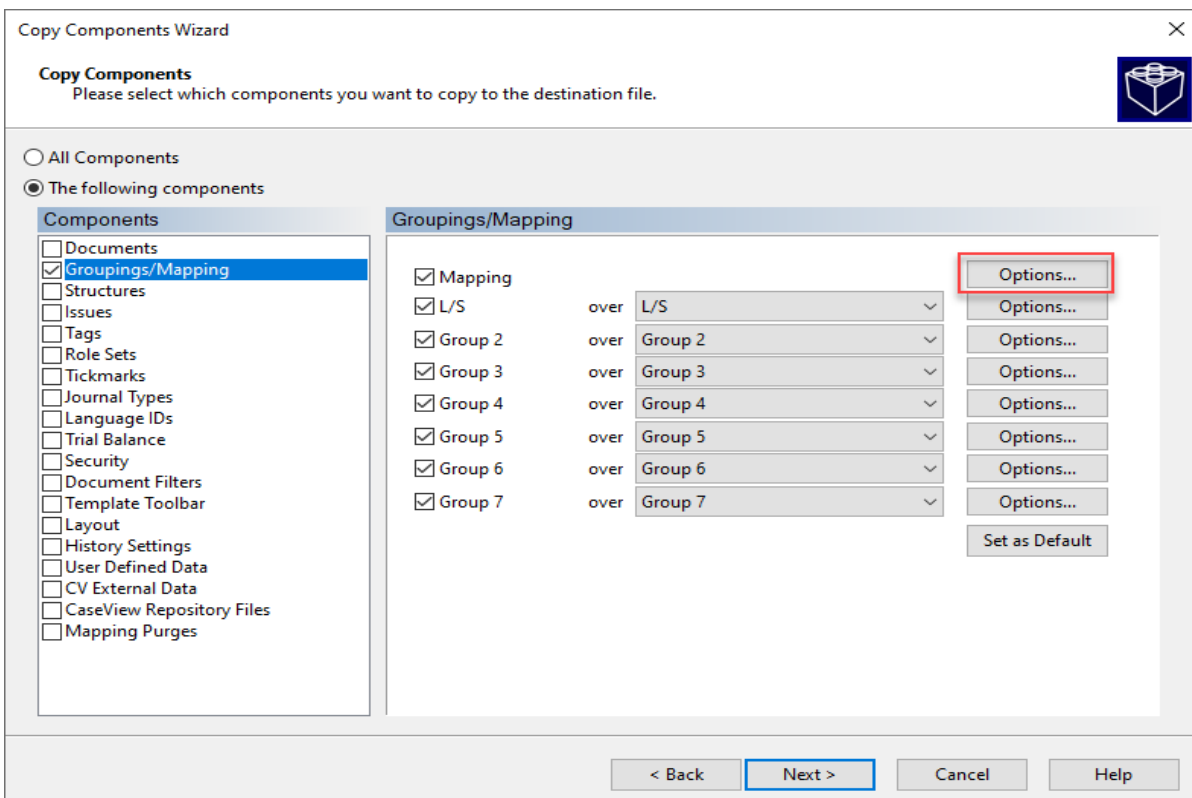


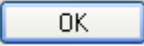
- d. In the Copy Components Wizard, update the mapping structure from the Review Engagement Template.

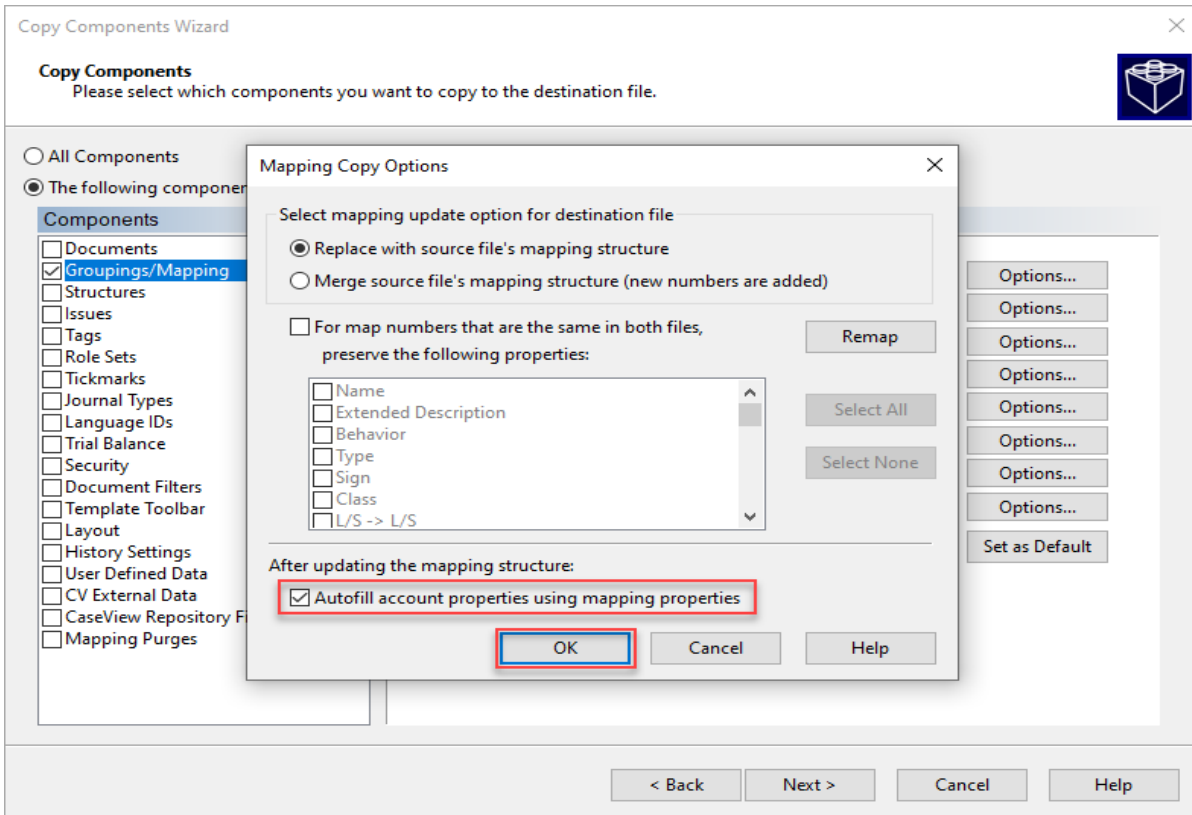
Tick the Groupings / Mapping box. Tick all Boxes.



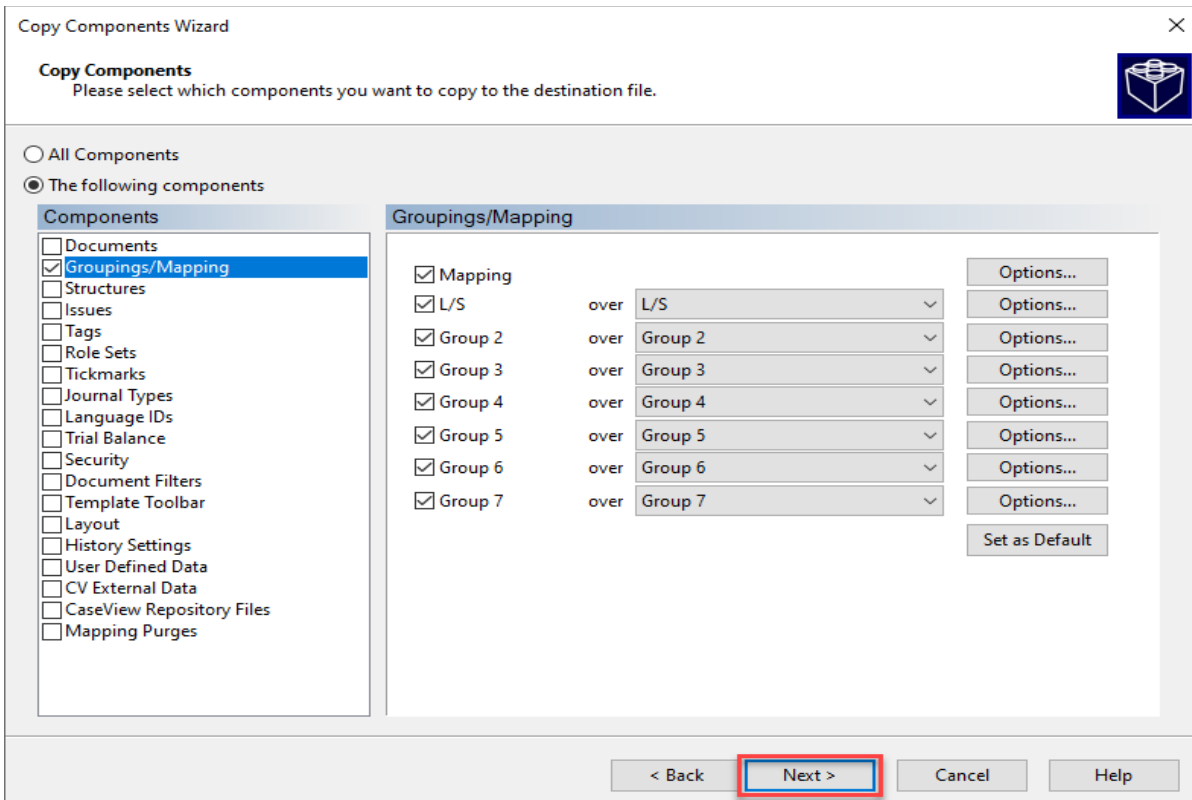
- e. Select Options



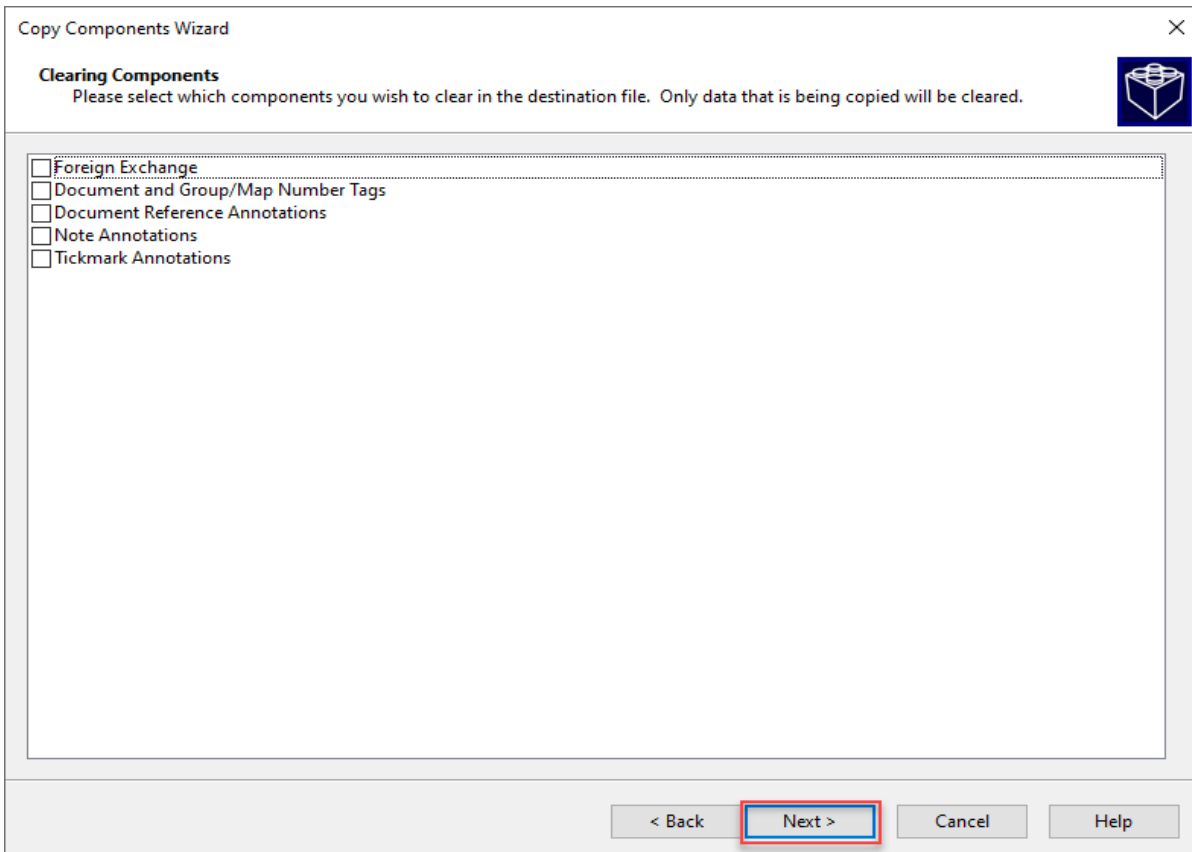
- f. Tick the box “Autofill account properties using mapping properties”. Choose  to perform Mapping Copy Options.



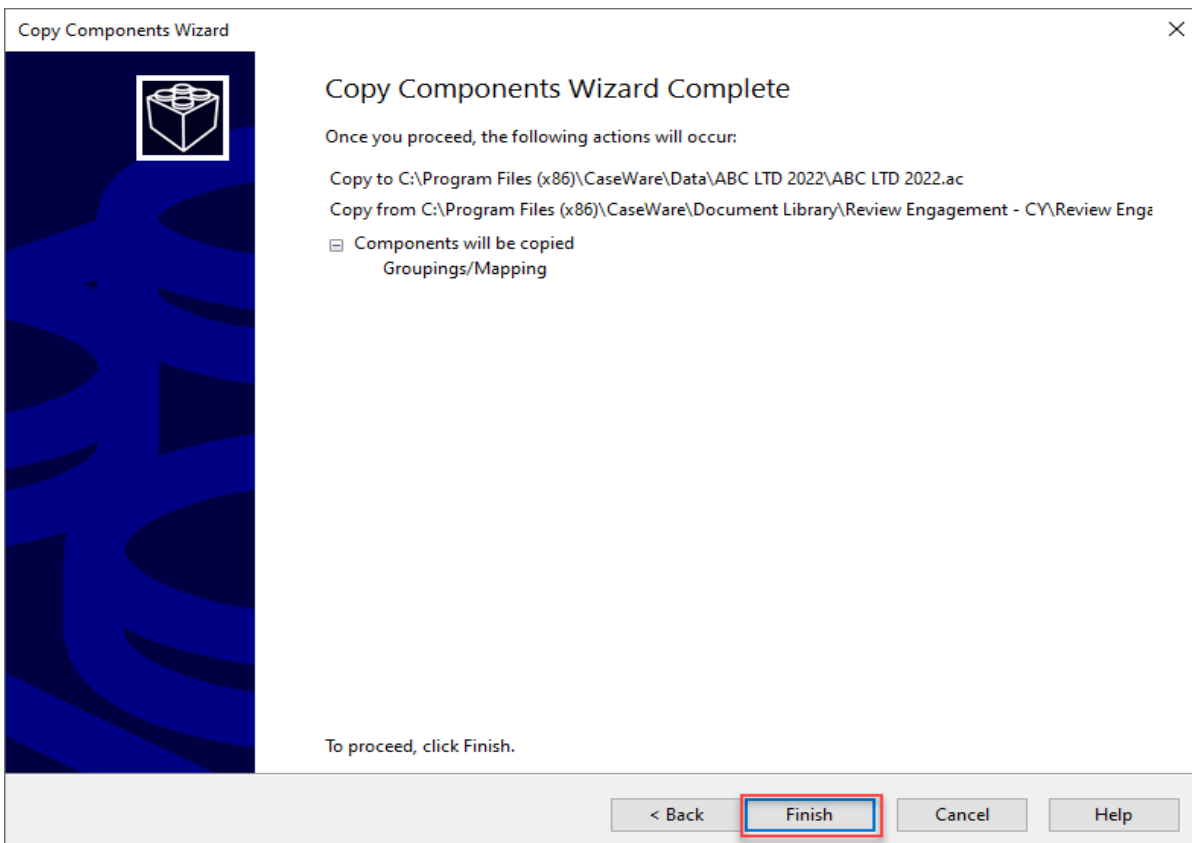
- g. Click Next



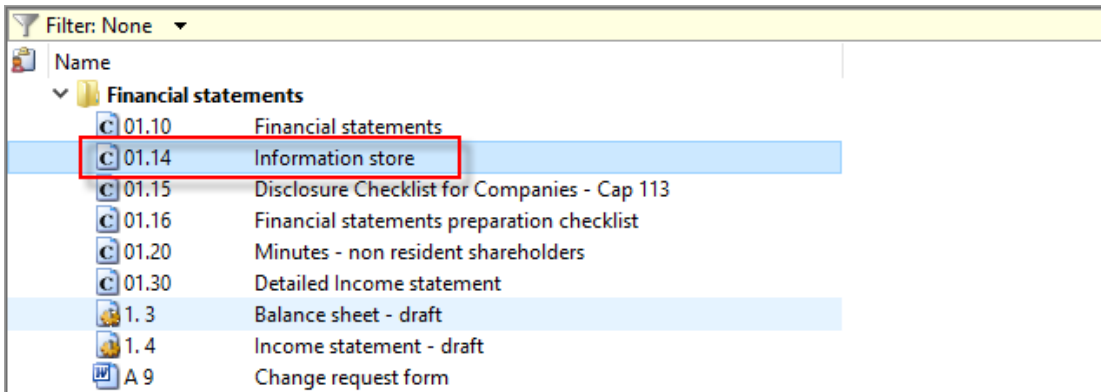
h. On Clearing Components click Next to continue.



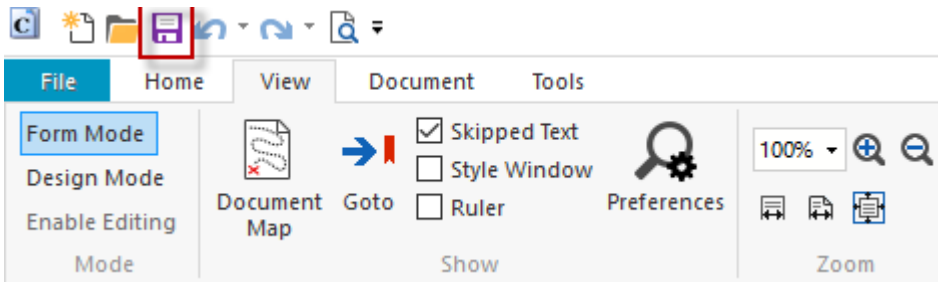
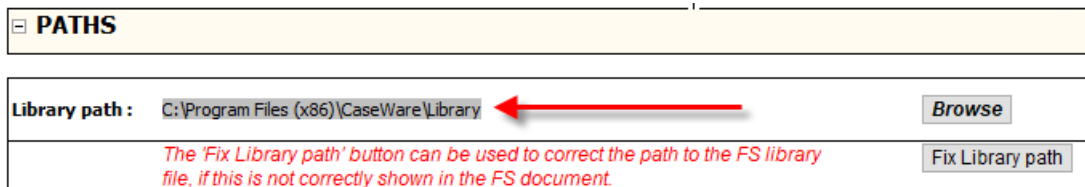
i. On Copy Components Wizard complete select Finish



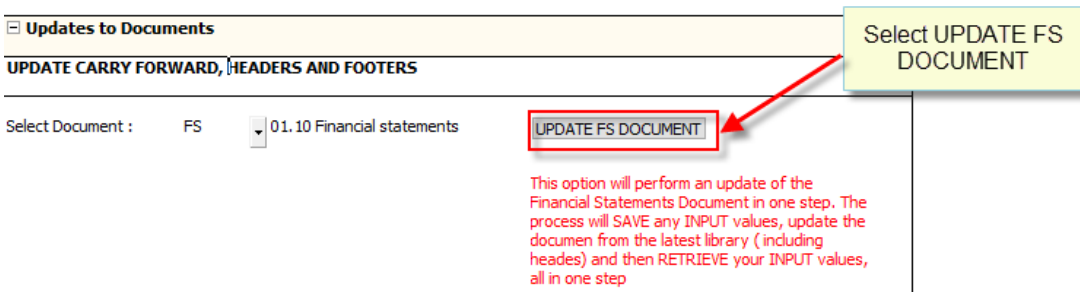
**5. Open the (01.14) Information Store document, and check the library path**



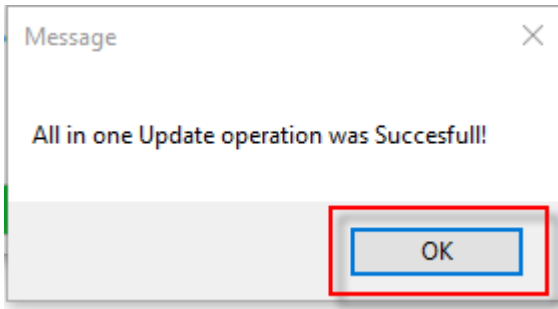
- a. In the **PATHS** section, confirm that the **Library Path** is the correct one. If not click the **browse** button and set the correct Library path e.g. **C:\ Program Files (x86)\ CaseWare\ Library**. Then click the Save Button.



- 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.



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.**