



SYSTEMS SOLUTIONS

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



casewareTM

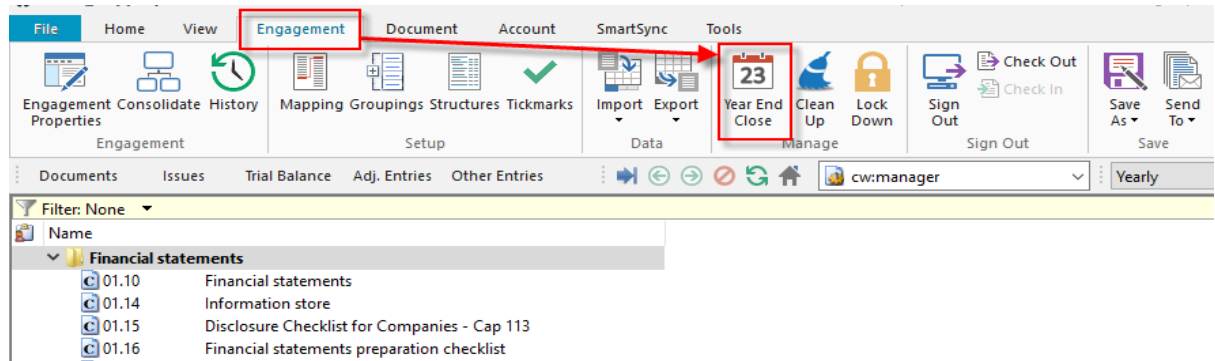
VERSION 1.00

PROCEDURE SUMMARY

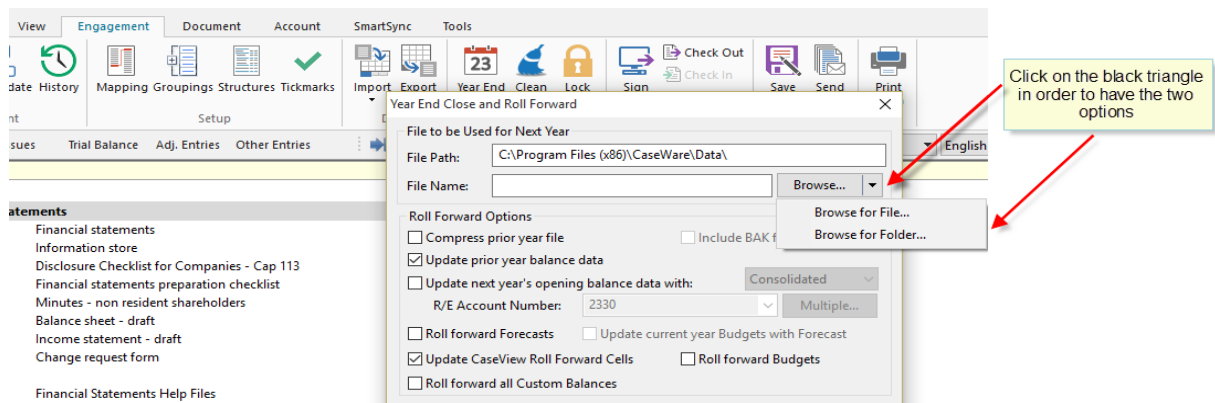
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1. Open previous year's file. Year End Close the client file and create a temporary file

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. It has several sections: 'File to be Used for Next Year' with fields for 'File Path' (C:\Users\christina.psatha\Desktop\) and 'File Name' (Temporary); 'Roll Forward Options' with checkboxes for 'Compress prior year file', 'Update prior year balance data' (checked), 'Update next year's opening balance data with:' (with 'R/E Account Number' 2330), 'Roll forward Forecasts', 'Update CaseView Roll Forward Cells' (checked), and 'Roll forward all Custom Balances'; 'Include in Next Year's File' with checkboxes for 'Spreadsheet Analysis Data', 'Foreign Exchange', 'Program Assertion Info', 'Program/Checklist Completion', 'Commentary Text', and 'Outstanding Transactions'; and 'Annotations' with checkboxes for 'Document References', 'Tickmarks', 'Notes', 'CaseView Document References', 'CaseView Tickmarks', and 'CaseView Notes'. At the bottom are 'OK', 'Cancel', and 'Help' buttons. Red arrows point from yellow callout boxes to specific elements: one points to the 'File Name' field with the text 'In File Name put the word Temporary'; another points to the 'Update prior year balance data' checkbox with the text 'Tick the 2 boxes'; a third points to the 'Update CaseView Roll Forward Cells' checkbox with the text 'Click OK'; and a fourth points to the 'OK' button with the text 'Click OK'.

Year End Close and Roll Forward

File to be Used for Next Year

File Path: C:\Users\christina.psatha\Desktop\

File Name: Temporary

Roll Forward Options

☐ Compress prior year file

☒ Update prior year balance data

☐ Update next year's opening balance data with:

R/E Account Number: 2330

☐ Roll forward Forecasts

☐ Update current year Budgets with Forecast

☒ Update CaseView Roll Forward Cells

☐ Roll forward all Custom Balances

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:

OK Cancel Help

In File Name put the word Temporary

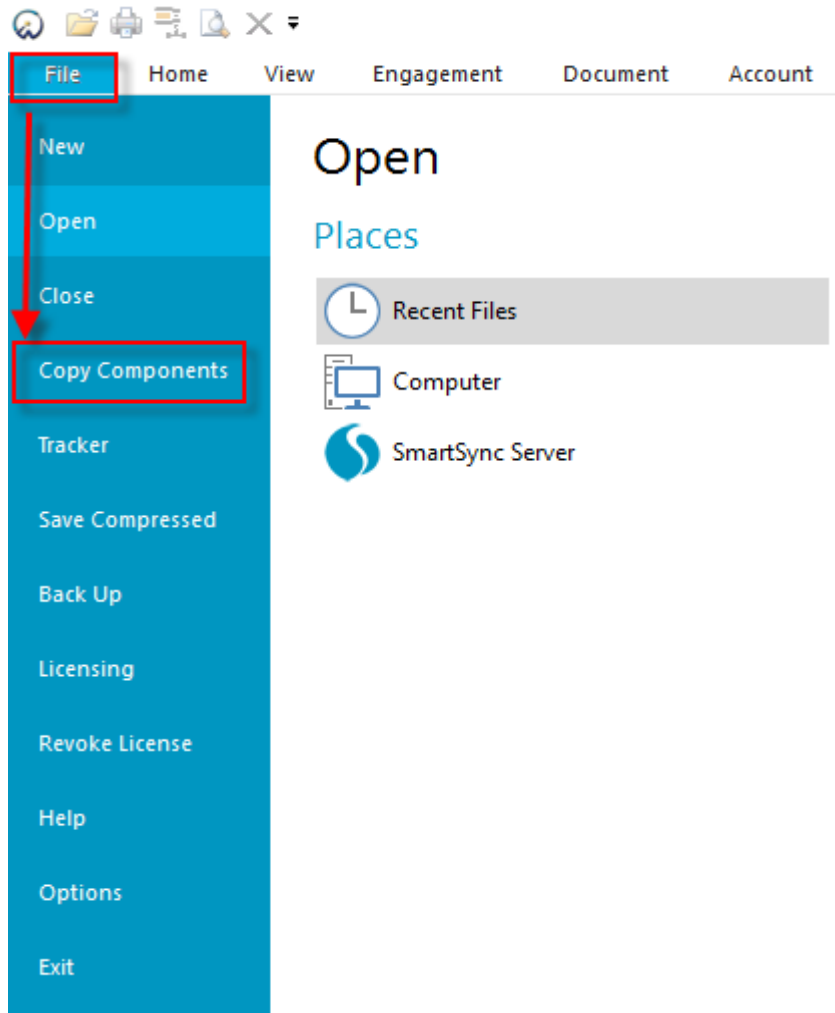
Tick the 2 boxes

Click OK

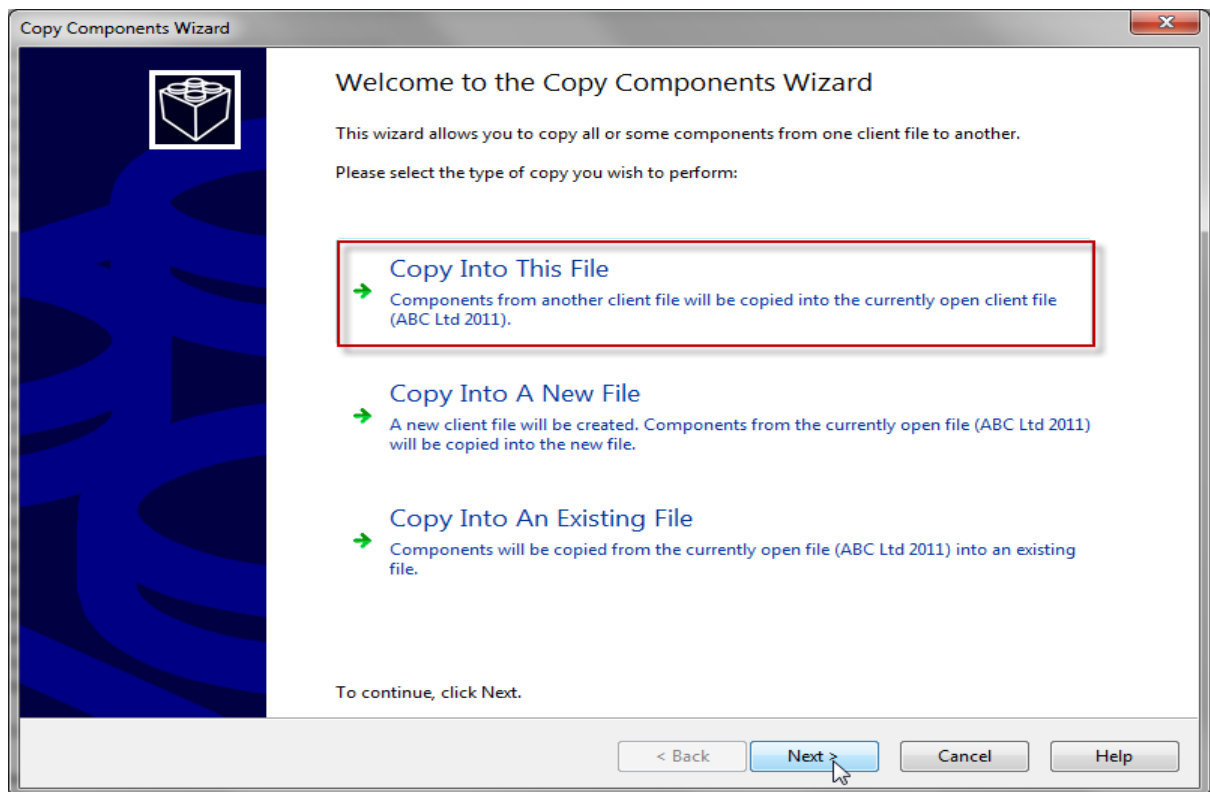
2. Copy components from the Template into the Temporary file

Using the Copy Components feature, copy the new information store from the template.

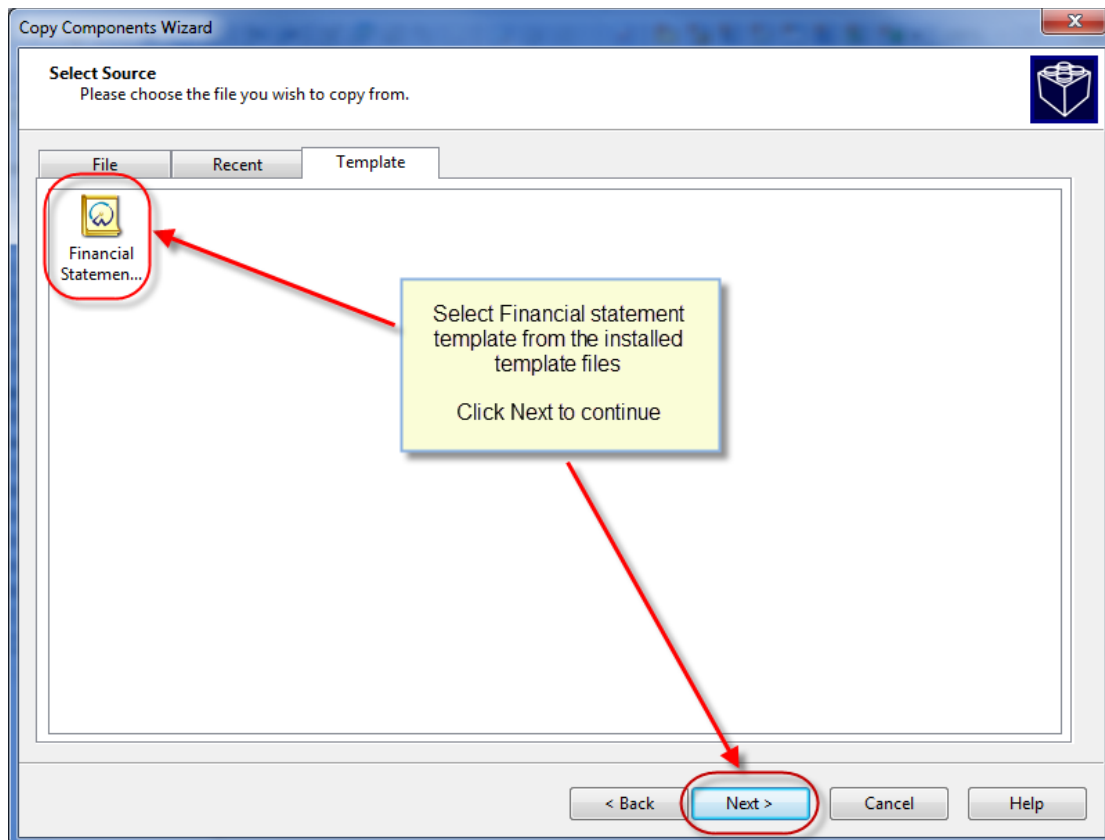
- a. Select the command **File / Copy Components**



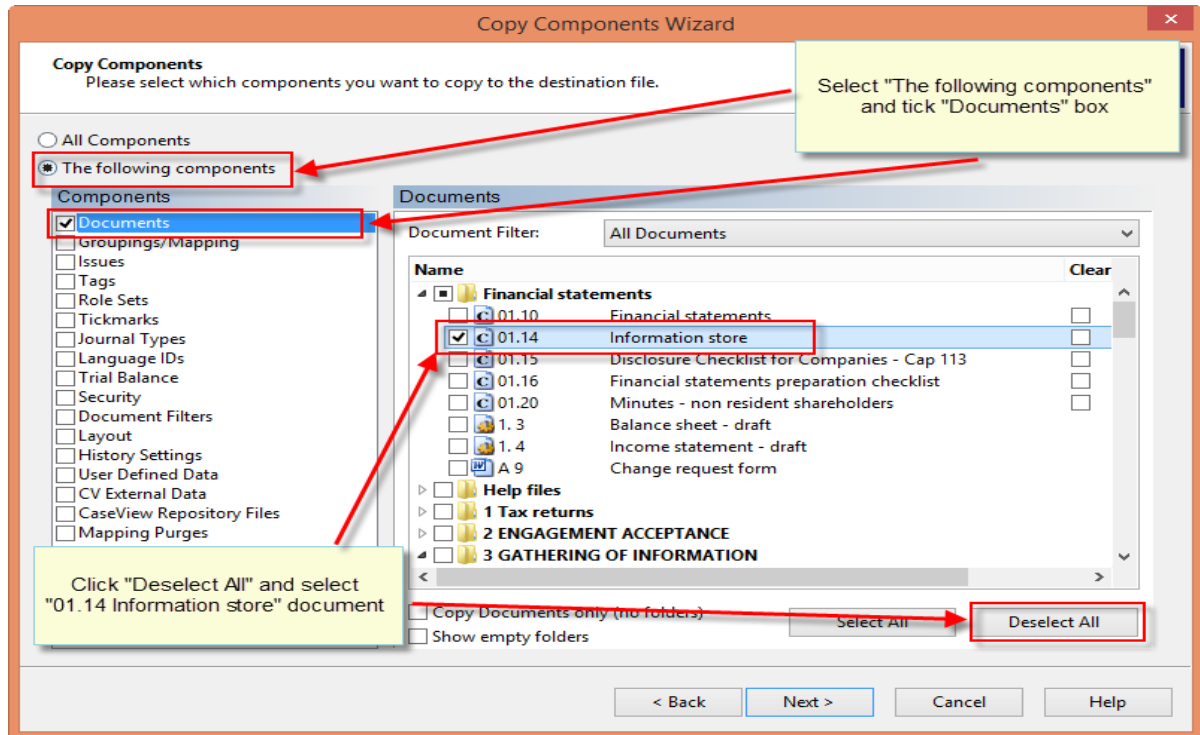
b. Select Copy into This File. Click Next.



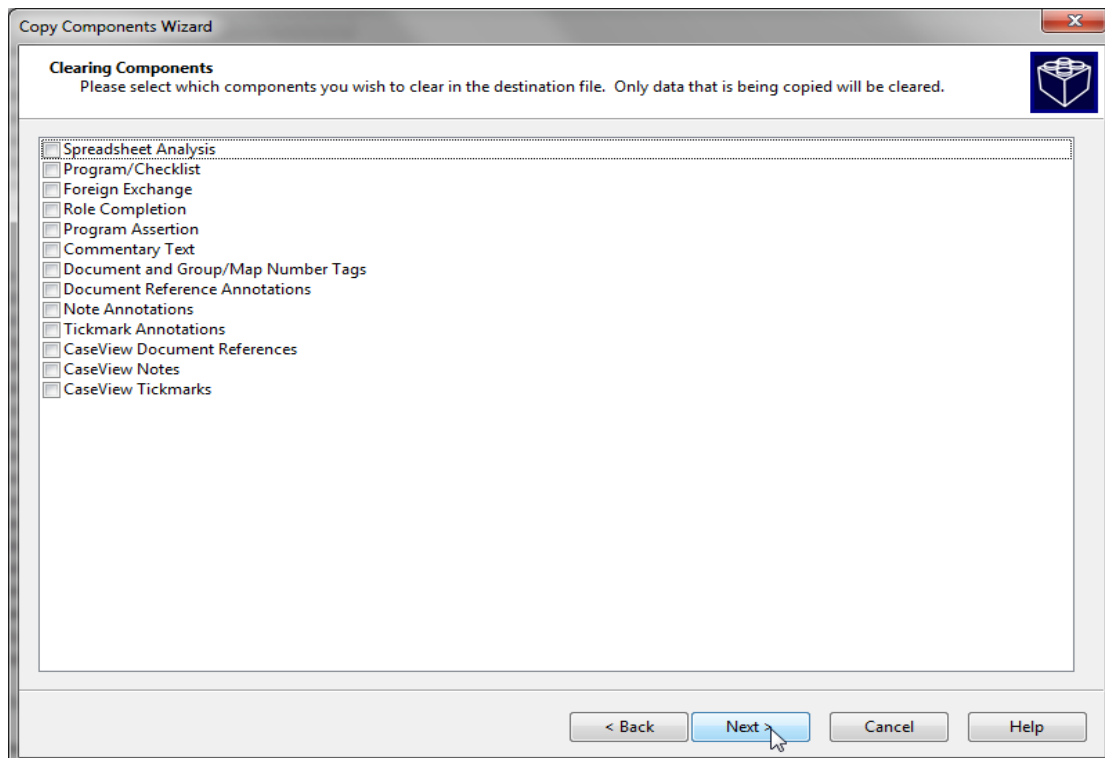
c. Choose the Financial Statements Template and click Next.



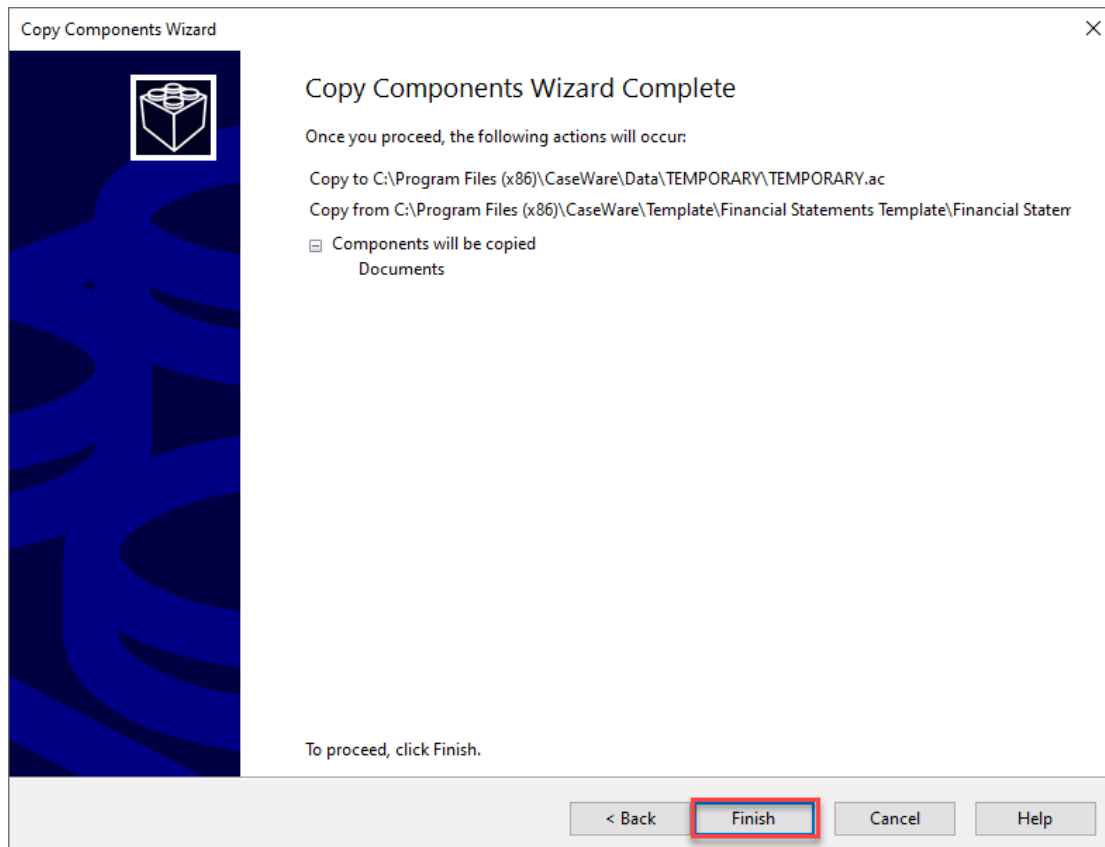
- d. In the Copy Components Wizard select "The following components" and the "Documents" box. Click "Deselect All" and then select document "01.14 Information store". Select Next.



- e. Click Next to continue

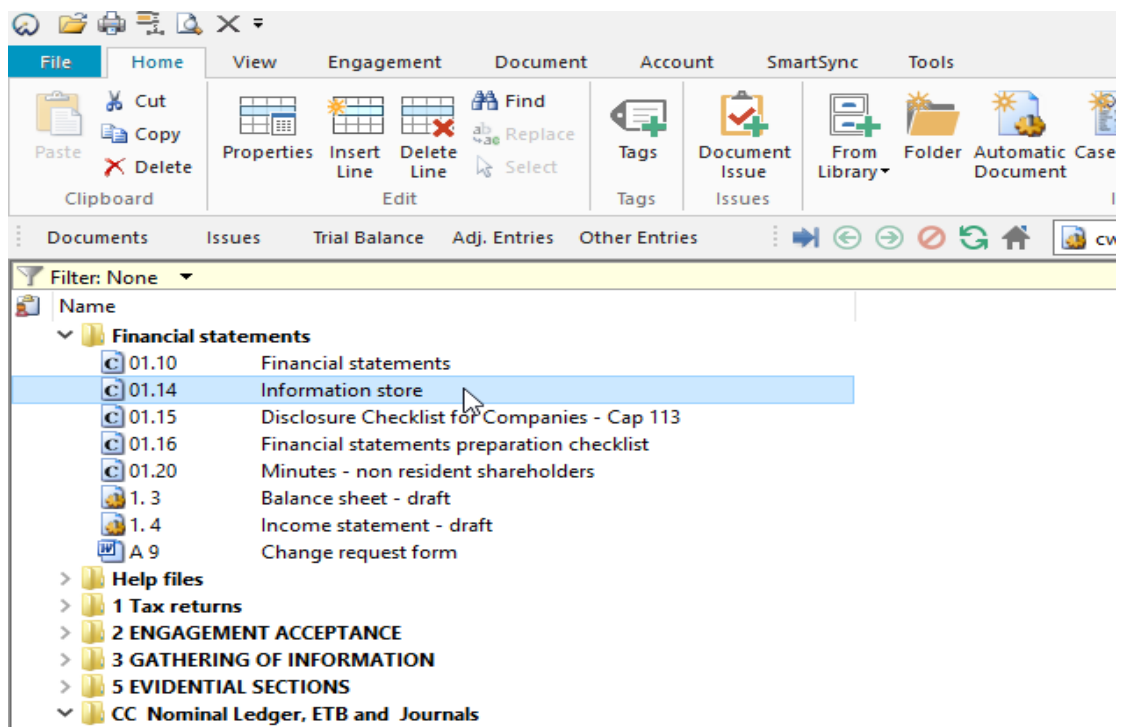


- f. Click Finish to complete the Copy Components wizard.





4. Open the Information Store document (01.14) to select the correct library path and to update the fs document

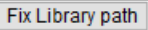
- a. In the document manager double click to open the 01.14 Information Store.

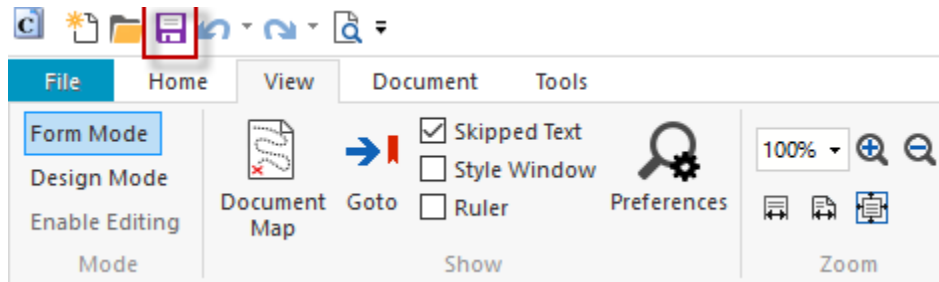


- b. In the PATHS section, confirm that the Library Path is the correct one. If not press the browse button to set the correct Library path e.g. C:\ Program Files (x86)\ Caseware\ Library. Then press Save Button.

PATHS

Library path : C:\Program Files (x86)\Caseware\Library  


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. 



- c. 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 Documents

UPDATE CARRY FORWARD, HEADERS AND FOOTERS

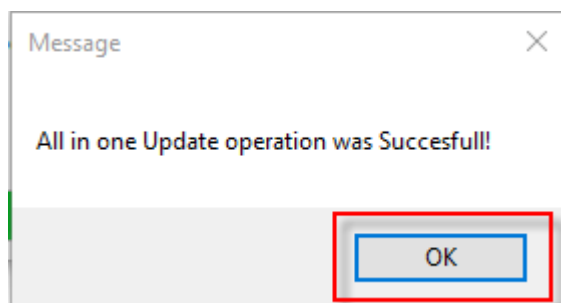
Select Document : FS 01.10 Financial statements 

UPDATE FS DOCUMENT

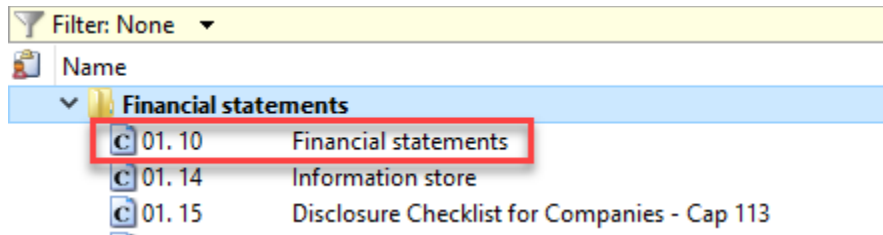
This option will perform an update of the Financial Statements Document in one step. The process will SAVE any INPUT values, update the document from the latest library (including heads) and then RETRIEVE your INPUT values, all in one step



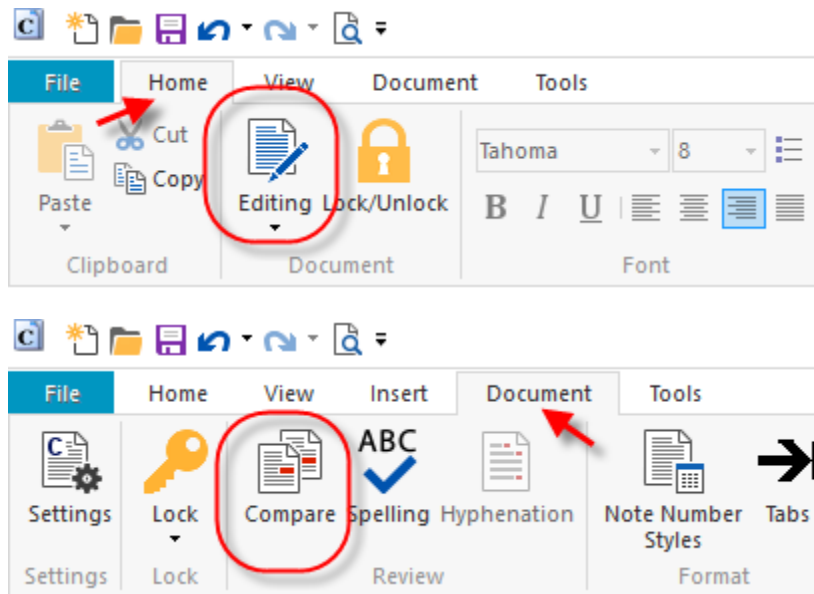
When the update completes you will get the message: "All in one Update operation was Successful". Press OK.



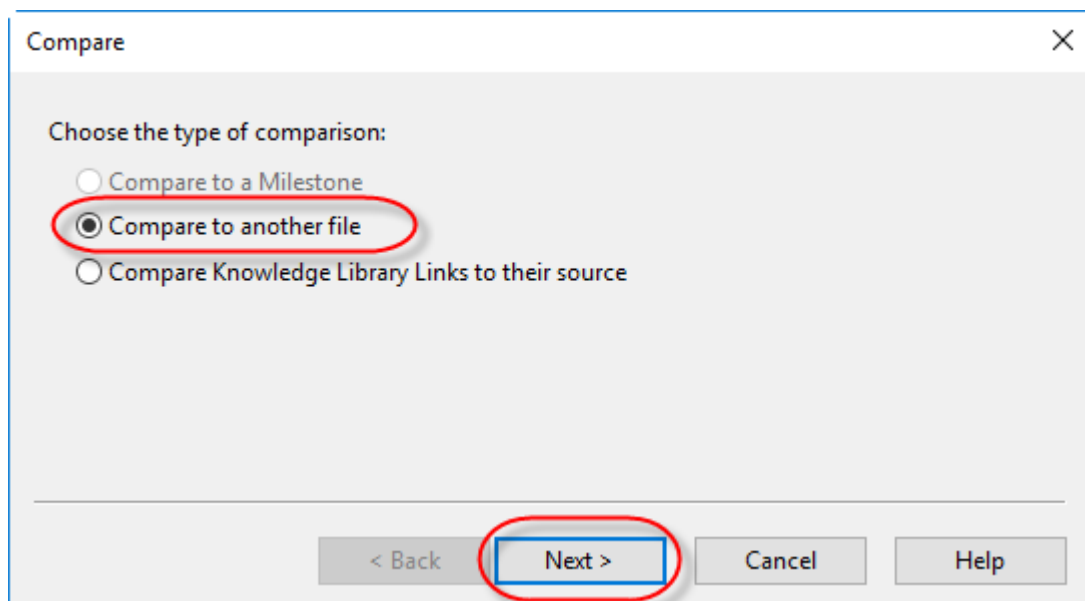
3. Open new year's file, enter 01.10 Financial statements document.



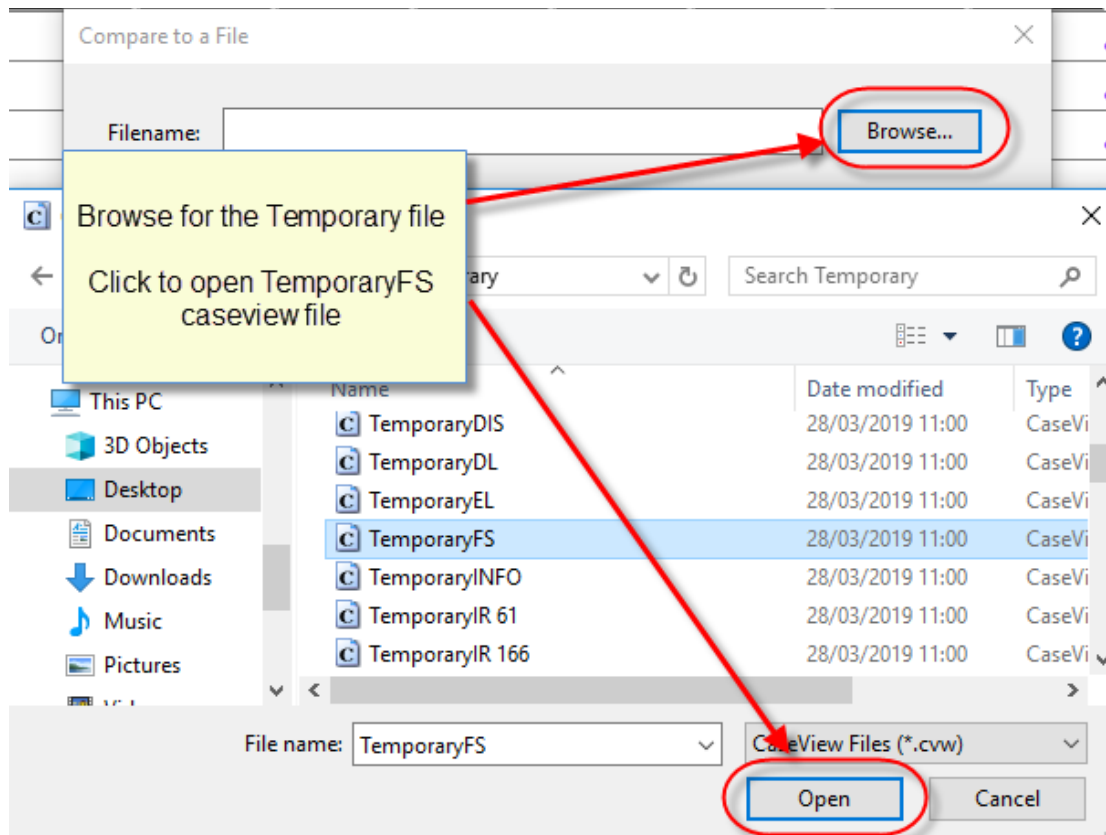
a. Enter design mode and select Document / Compare



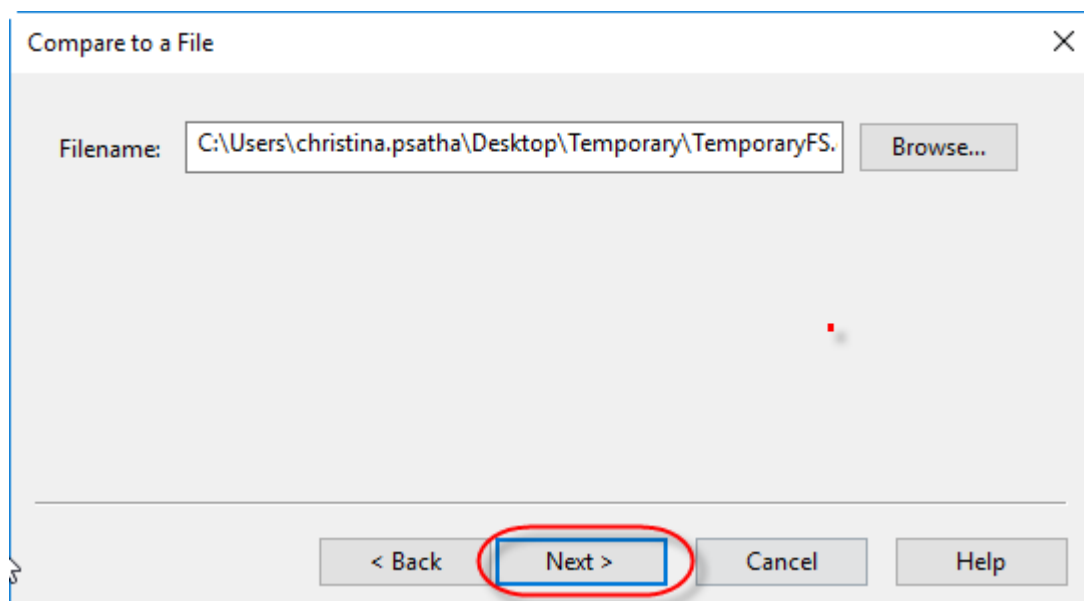
b. On "Compare" window leave selection "Compare to another file" as it is and select "Next"



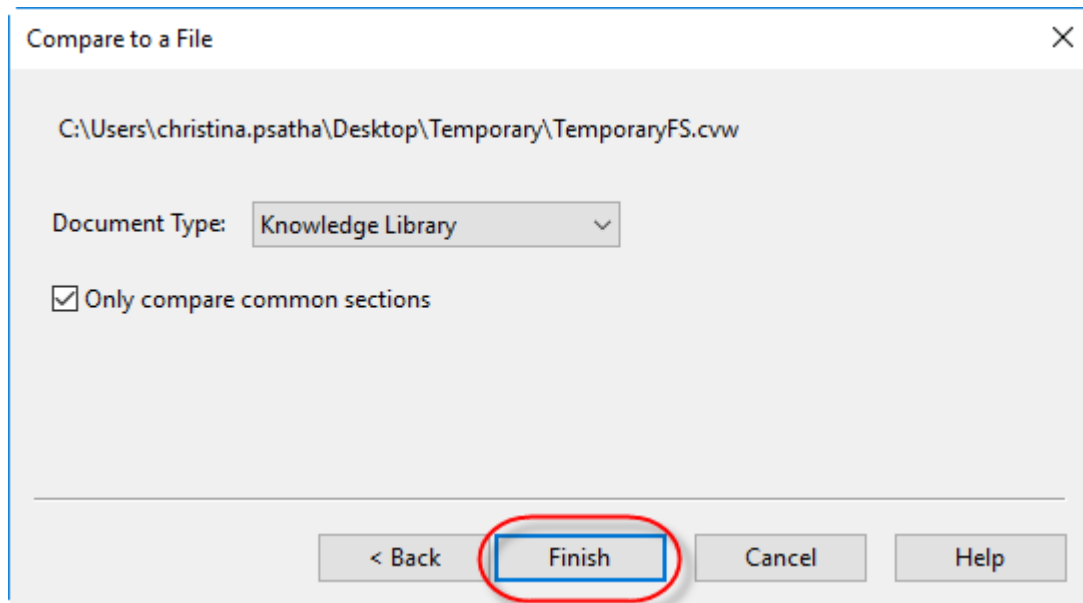
- c. On “Compare to a File” window click **Browse...** and select the Temporary file you have created. Select to open TemporaryFS caseview file



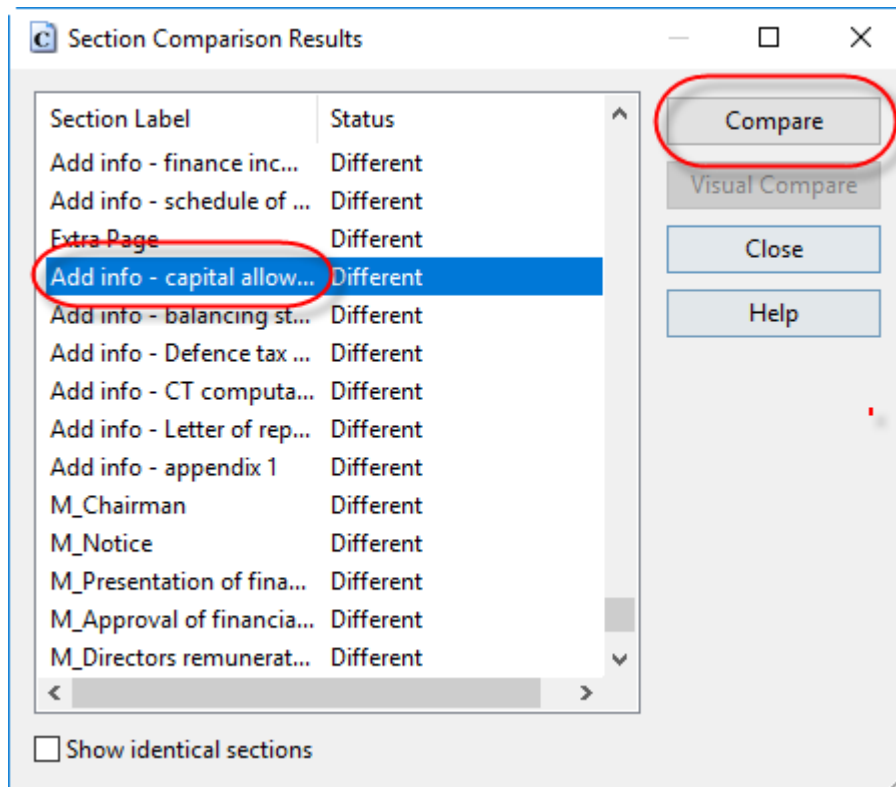
- d. Select “Next”



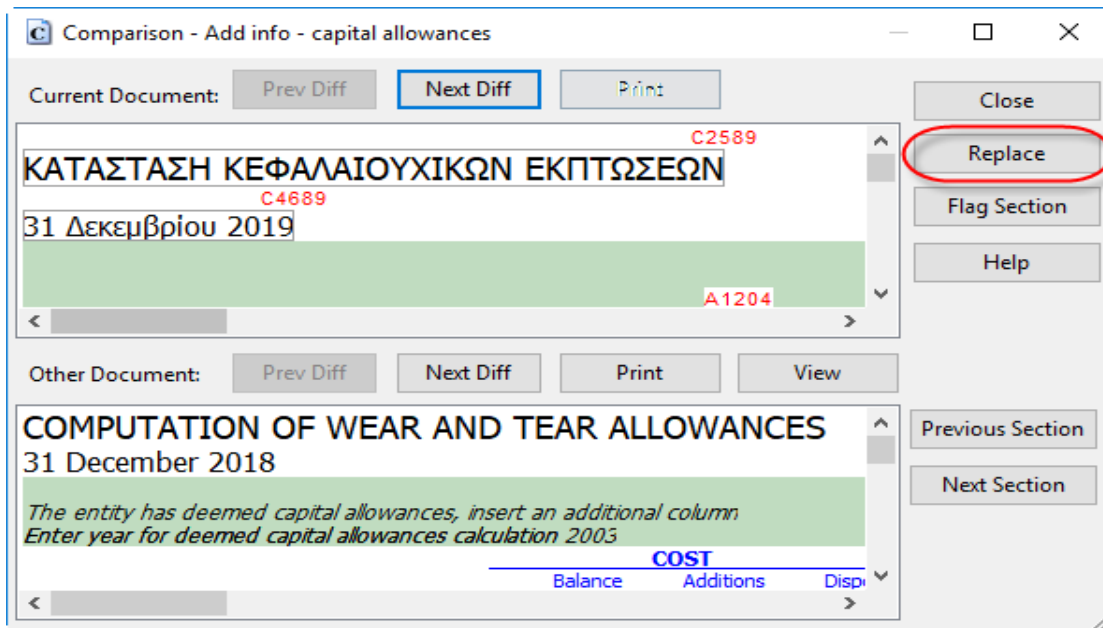
- e. Select "Finish"



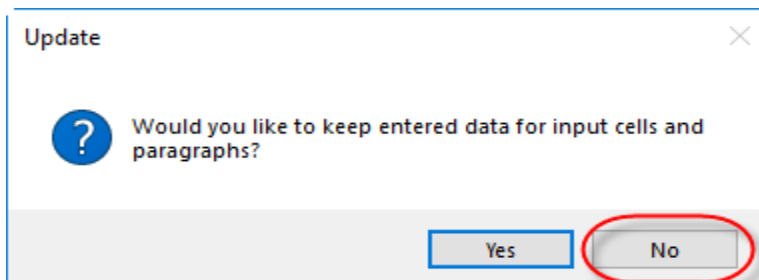
- f. On "Section Comparison Results" window, select Add info-capital allowances and then "Compare"



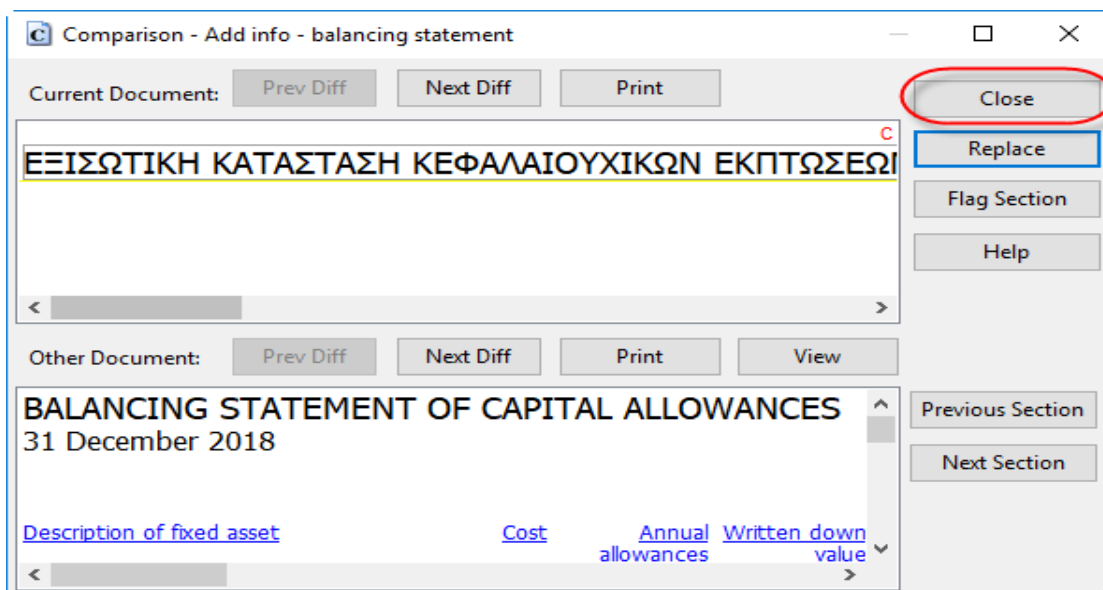
g. Select "Replace"

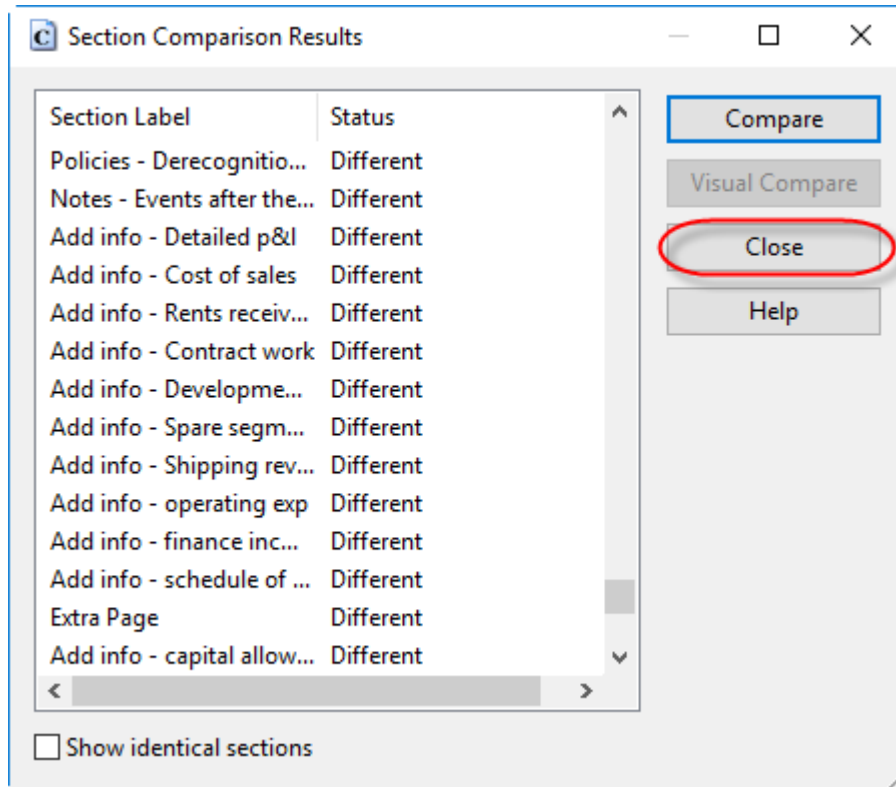


h. At the message "Would you like to keep entered data for input cells and paragraphs?" Select "No"



i. At the following windows select "Close"





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