



Procedure for preparing yearly financial statements based on the Caseware file used for the interim financial statements



VERSION 1.00

PROCEDURE SUMMARY

1.	Intro.....	3
2.	Open the Caseware file of the interim financial statements and Select File / Copy Components.....	3
3.	Select “Copy into a new file” and press “Next”	3
4.	Browse for the location you want to save the full year file, write the name of the file and then press “Next”	4
5.	Select “All Components” and then press “Next”	4
6.	Press “Next”	5
7.	Press “Finish”	5
8.	In the “Engagement Properties” window of the new file created press “OK”	6
9.	Import the trial balance for the year	6
10.	Select “Yearly” in the context menu as shown below:	8
11.	Result presented in Entry Table of the financial statements.....	9

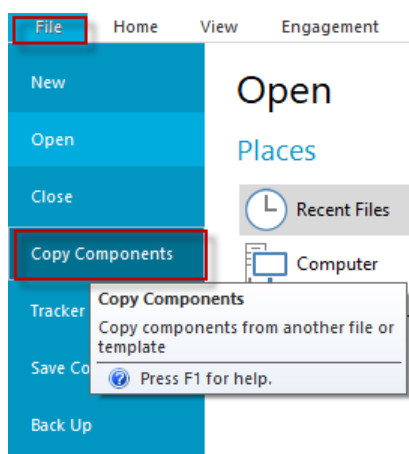
1. Intro

To prepare the yearly financial statements we need a different Caseware file from the interim Caseware file.

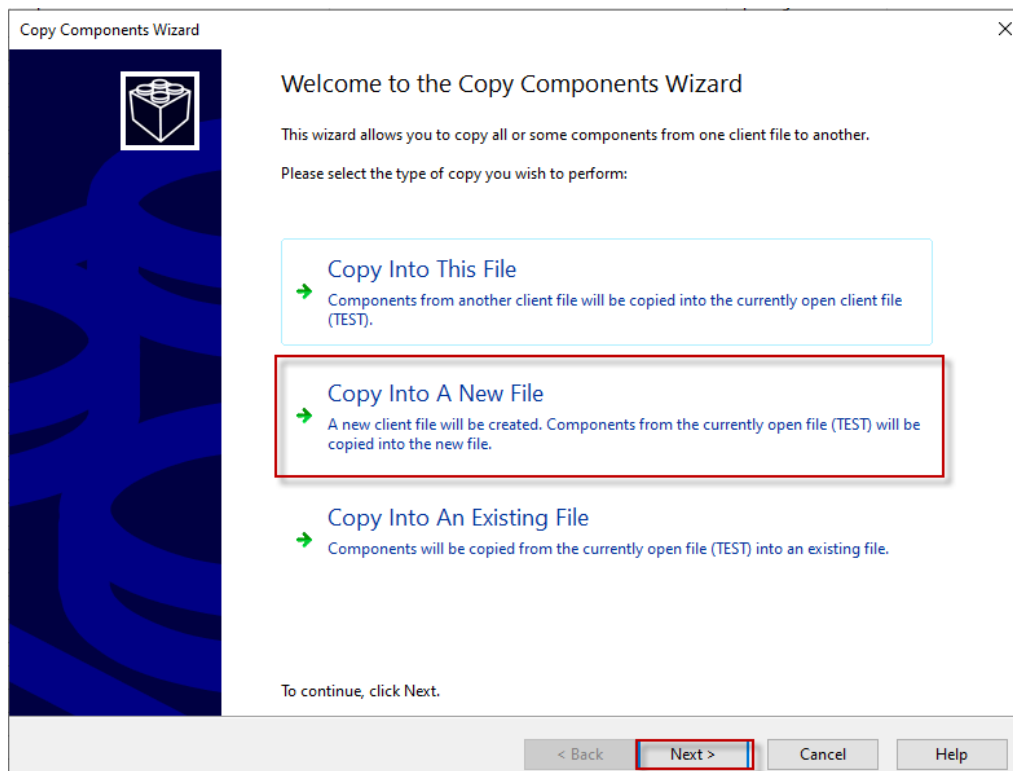
The procedure below describes the steps on how to create the yearly Caseware file based on the Caseware file used for the interim financial statements.

In this way the interim balances will be retrieved in future files and in the next year's interim financial statements.

2. Open the Caseware file of the interim financial statements and Select File / Copy Components



3. Select "Copy into a new file" and press "Next"



4. Browse for the location you want to save the full year file, write the name of the file and then press "Next"

I.e. ABC Year 2021

Copy Components Wizard

Select New Destination File
Please choose the location and name of the new file.

New File Name:
ABC Year 2021

Location:
C:\Program Files (x86)\CaseWare\Data Browse

< Back Next > Cancel Help

5. Select "All Components" and then press "Next"

Copy Components Wizard

Copy Components
Please select which components you want to copy to the destination file.

☒ All Components
☐ The following components

Components

- ☐ Documents
- ☐ Groupings/Mapping
- ☐ Issues
- ☐ Tags
- ☐ Role Sets
- ☐ Tickmarks
- ☐ Journal Types
- ☐ Language IDs
- ☐ Trial Balance
- ☐ Document Filters
- ☐ Layout
- ☐ History Settings
- ☐ User Defined Data
- ☐ CV External Data
- ☐ CaseView Repository Files
- ☐ Mapping Purges

Documents

Document Filter: All Documents

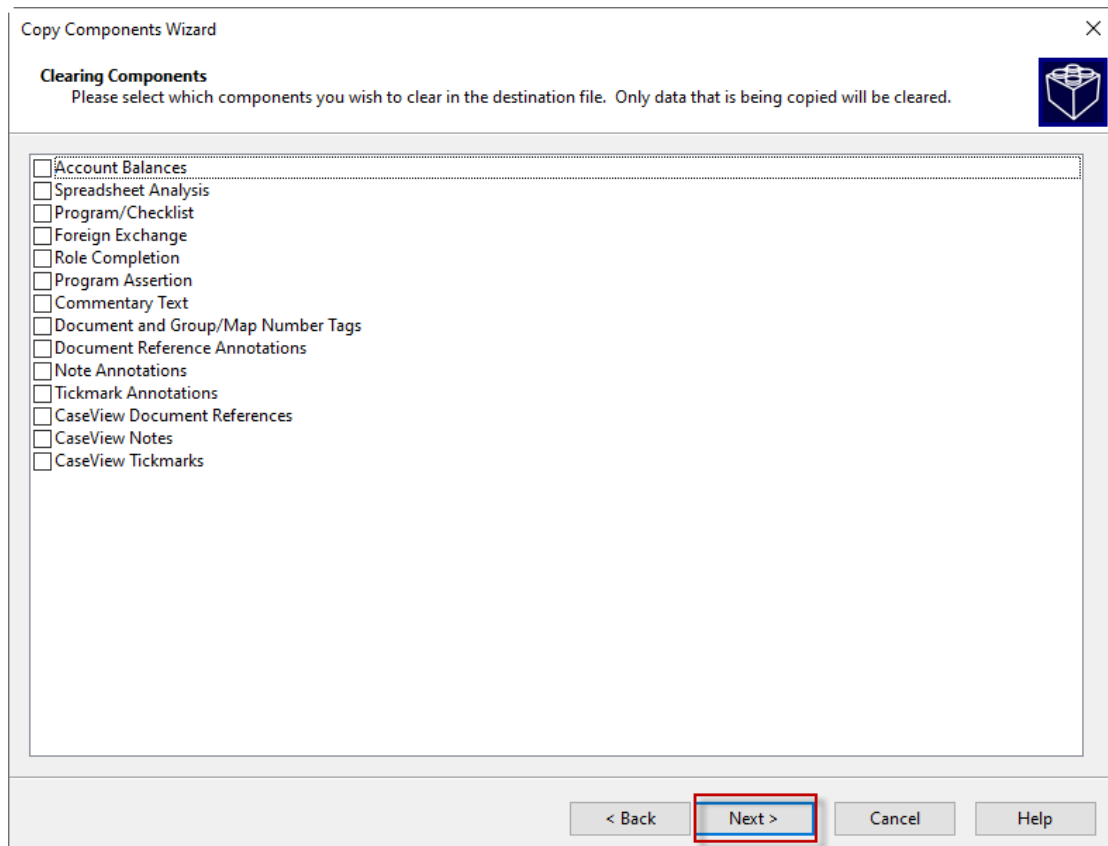
Name	
<input checked="" type="checkbox"/> Financial statements	
<input checked="" type="checkbox"/> 01. 10 Financial statements	<input type="checkbox"/>
<input checked="" type="checkbox"/> 01. 14 Information store	<input type="checkbox"/>
<input type="checkbox"/> Help files	
<input type="checkbox"/> HELP Financial Statements Help Files	
<input type="checkbox"/> ANALYTICAL REVIEW	
<input type="checkbox"/> 2B090 Document manager	
<input type="checkbox"/> 2B100 Ratios	
<input type="checkbox"/> 2B101 List of ratios.pdf	
<input type="checkbox"/> 2B110 Analytical review	
<input type="checkbox"/> 2B120 Trends	
<input type="checkbox"/> 2B130 Five Year Summary - Balance Sheet	
<input type="checkbox"/> 2B140 Five year summary - Profit and loss account	

☒ Copy documents only (no folders)
☐ Show empty folders

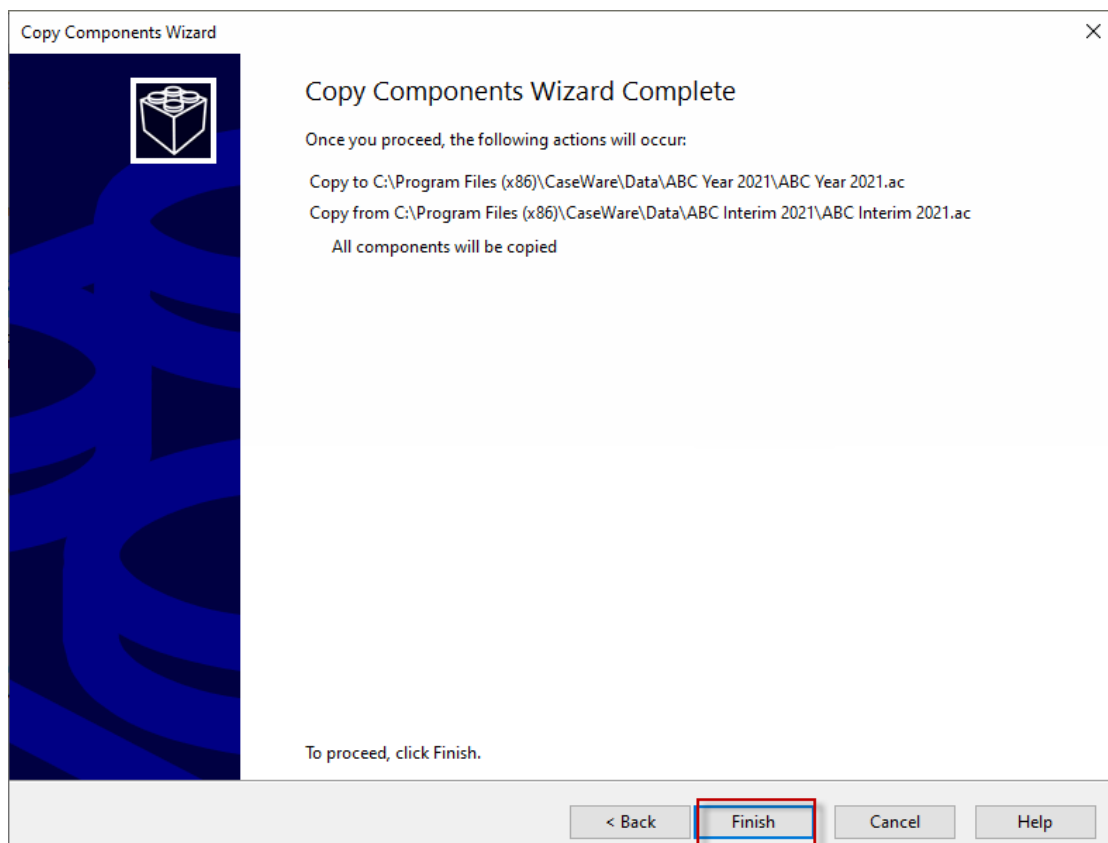
Select All Deselect All

< Back Next > Cancel Help

6. Press "Next"



7. Press "Finish"



8. In the “Engagement Properties” window of the new file created press “OK”

The screenshot shows the 'Engagement Properties' dialog box with the 'Reporting Dates' tab selected. The 'Year End Date' is set to 31/12/2021 and the 'Year Begin Date' is set to 01/01/2021. Under 'Reporting Period Date Sequences', the 'Yearly' option is selected. The 'Current Period Date Sequence' is set to 'Semi-annual' and the 'Current Active Period' is set to 1. The 'OK' button is highlighted with a red rectangle.

Engagement Properties

Name/Address Contact 1 Contact 2 Reporting Dates Period Balances

Year End Date: 31/12/2021 Year Begin Date: 01/01/2021 View Dates

Reporting Period Date Sequences

☐ 13 Periods

☐ Monthly

☐ Bi-Monthly Compute bi-monthly balances from: Independent

☐ Quarterly Compute quarterly balances from: Independent

☐ Thirdly Compute thirdly balances from: Independent

☒ Semi-Annual Compute semi-annual balances from: Independent

☒ Yearly Compute yearly balances from: Semi-annual

☐ Random Setup...

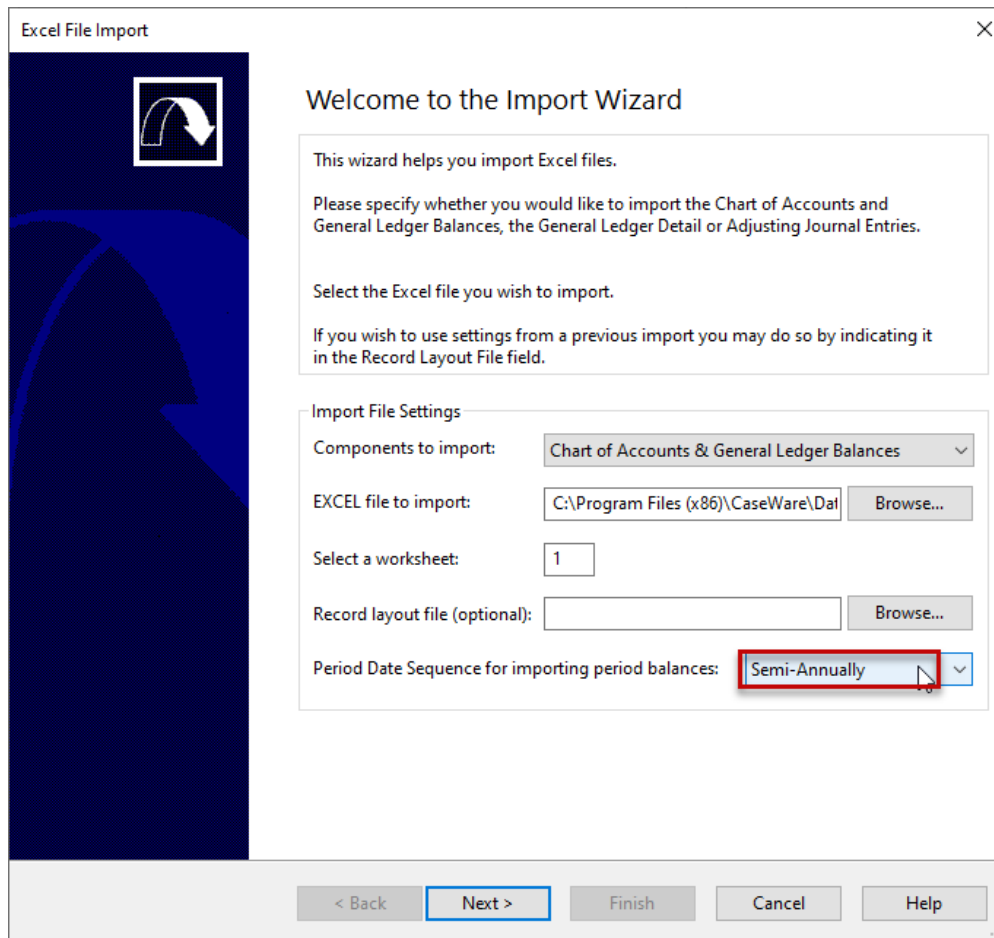
Current Period Date Sequence: Semi-annual Current Active Period: 1

OK Cancel Help

9. Import the trial balance for the year

The import process is similar to the normal import. The additional necessary settings during the import are explained below:

- a) In the first dialog window, make sure the Period Date Sequence for importing period balances is set to **“Semi-Annually”**.



Excel File Import

Welcome to the Import Wizard

This wizard helps you import Excel files.

Please specify whether you would like to import the Chart of Accounts and General Ledger Balances, the General Ledger Detail or Adjusting Journal Entries.

Select the Excel file you wish to import.

If you wish to use settings from a previous import you may do so by indicating it in the Record Layout File field.

Import File Settings

Components to import: **Chart of Accounts & General Ledger Balances**

EXCEL file to import: **C:\Program Files (x86)\CaseWare\Dat** **Browse...**

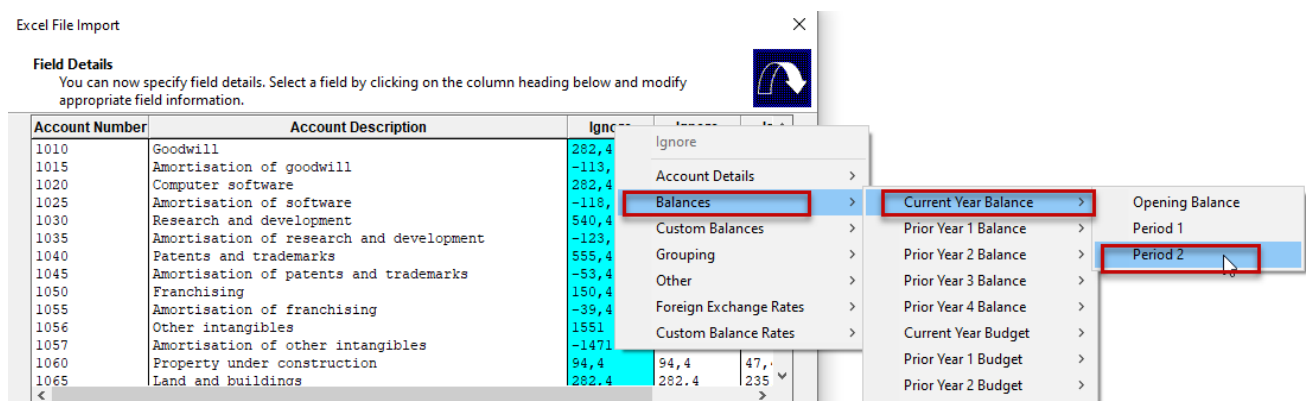
Select a worksheet: **1**

Record layout file (optional): **Browse...**

Period Date Sequence for importing period balances: **Semi-Annually**

< Back **Next >** **Finish** **Cancel** **Help**

- b) In the “Field Details” dialog, define the field details accordingly and for the balances select **Balances / Current Year Balance / Period 2**:



Excel File Import

Field Details

You can now specify field details. Select a field by clicking on the column heading below and modify appropriate field information.

Account Number	Account Description	Ignore	Account Details	Current Year Balance	Opening Balance
1010	Goodwill	282,4			
1015	Amortisation of goodwill	-113,4			
1020	Computer software	282,4			
1025	Amortisation of software	-118,4			
1030	Research and development	540,4			
1035	Amortisation of research and development	-123,4			
1040	Patents and trademarks	555,4			
1045	Amortisation of patents and trademarks	-53,4			
1050	Franchising	150,4			
1055	Amortisation of franchising	-39,4			
1060	Other intangibles	1551			
1065	Amortisation of other intangibles	-1471			
1060	Property under construction	94,4	94,4	47,4	
1065	Land and buildings	282,4	282,4	235,4	

Ignore

Account Details

Balances

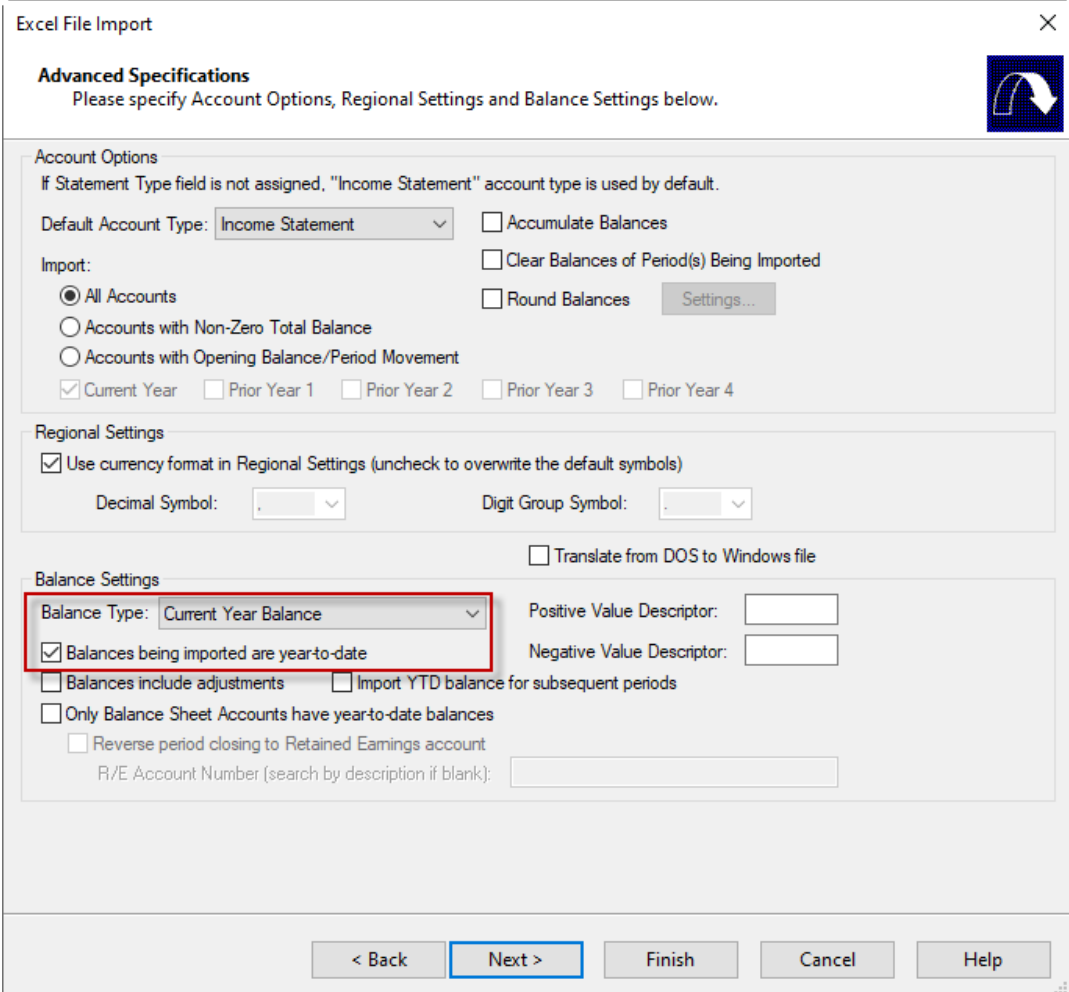
Current Year Balance

Opening Balance

Period 1

Period 2

- c) In the “**Advanced Specifications**” dialog select:
- Balance Settings Balance Type: “**Current Year Balance**”
 - Tick the checkbox next to “**Balances being imported are year-to-date**”



The image shows the "Excel File Import" dialog box with the "Advanced Specifications" tab selected. The dialog is titled "Excel File Import" and has a close button (X) in the top right corner. Below the title bar, there is a section titled "Advanced Specifications" with a subtitle "Please specify Account Options, Regional Settings and Balance Settings below." and a circular arrow icon. The dialog is divided into three main sections: "Account Options", "Regional Settings", and "Balance Settings".

Account Options:

- If Statement Type field is not assigned, "Income Statement" account type is used by default.
- Default Account Type: Income Statement (dropdown menu)
- Import: ☒ All Accounts, ☐ Accounts with Non-Zero Total Balance, ☐ Accounts with Opening Balance/Period Movement
- ☐ Accumulate Balances
- ☐ Clear Balances of Period(s) Being Imported
- ☐ Round Balances (with a "Settings..." button)
- ☒ Current Year, ☐ Prior Year 1, ☐ Prior Year 2, ☐ Prior Year 3, ☐ Prior Year 4

Regional Settings:

- ☒ Use currency format in Regional Settings (unchecked to overwrite the default symbols)
- Decimal Symbol: (dropdown menu)
- Digit Group Symbol: (dropdown menu)
- ☐ Translate from DOS to Windows file

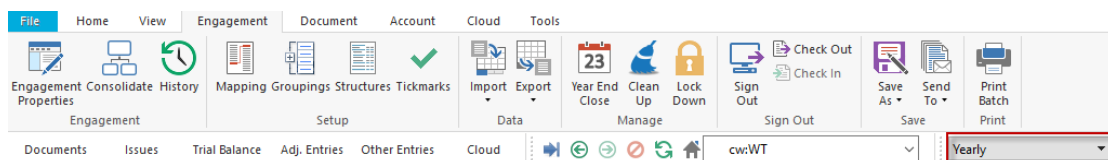
Balance Settings:

- Balance Type: Current Year Balance (dropdown menu, highlighted with a red box)
- ☒ Balances being imported are year-to-date (checkbox, highlighted with a red box)
- Positive Value Descriptor: (text field)
- Negative Value Descriptor: (text field)
- ☐ Balances include adjustments
- ☐ Import YTD balance for subsequent periods
- ☐ Only Balance Sheet Accounts have year-to-date balances
- ☐ Reverse period closing to Retained Earnings account
- R/E Account Number (search by description if blank): (text field)

At the bottom of the dialog, there are five buttons: "< Back", "Next >" (highlighted with a blue border), "Finish", "Cancel", and "Help".

- d) Finalise the importing procedure as usual


10. Select “Yearly” in the context menu as shown below:



11. Result presented in Entry Table of the financial statements

Open Financial Statements CaseView document and make sure in the **Entry Table** the following apply:

- a) In the “Select **YEAR** or **PERIOD**” area:
- The “For current period” is set to “Year”
 - The “For comparatives” is set to “Year” (unless anything else is required, depending on the specific entity)

Select YEAR or PERIOD 	
(For current period)	Year <input checked="" type="radio"/> / Period <input type="radio"/>
(For comparatives)	Year <input checked="" type="radio"/> / Period <input type="radio"/>

- b) In the “Select **ANNUAL** or **INTERIM** FS” area the “**Annual**” selection is selected

Select ANNUAL or INTERIM FS 	
Annual <input checked="" type="radio"/> Interim <input type="radio"/> Interim without comparatives <input type="checkbox"/>	