Procedure for preparing quarterly financial statements for the first time in Caseware

VERSION 2.00

PROCEDURE SUMMARY

1. Intro

This procedure outlines the steps to follow if this is the first time that quarterly accounts will be prepared in Caseware, and the comparatives should also be presented.

The example used in this procedure is for the presentation of the first quarterly accounts for the period from 01/01/2022 to 31/03/2022.

Using the following steps, the result in the Financial statements will be:
- Balance sheet current balances: as at 31/03/2022
- Balance sheet comparative balances: as at 31/12/2021
- Income Statement current period balances: from 01/01/2022 to 31/03/2022
- Income Statement comparative period balances: from 01/01/2021 to 31/03/2021

2. Create a new Caseware file

3. Define Engagement Properties / Reporting Dates as follows:

a) Set the **"Year End Date"** to be the last day of the yearly financial statements that will be associated with the current period.
I.e. for quarterly accounts from 01/01/2022 to 31/03/2022, where the full year's last date is 31st of December, then the year end date should be: 31/12/2022

b) Set the **"Year Begin Date"** to be the first day of the current period.
I.e. for quarterly accounts from 1/1/2022 to 31/3/2022, then the year begin date should be: 01/01/2022

c) Always tick the **"Quarterly"** checkbox and in **"Compute quarterly balances from:"** select the **"Independent"** option

d) Always tick the **"Yearly"** checkbox (even if its quarterly financial statements) and in **"Compute yearly balances from:"** select the **"Quarterly"** option

e) In **"Current Period Date Sequence:"** select the **"Quarterly"** option

f) In **"Current Active Period"** write the quarter that the quarterly accounts will relate to

i.e. For the first quarter: write "1"

g) Press **"OK"**

4. **Import the quarterly trial balances of the first quarter for the comparative period and the fourth quarter of the comparative period (comparative year)**

   Note: *The trial balances that can be imported for each quarter can either be:*
   - *year-to-date balances (which is recommended for the fourth quarter yearly balances and covers the periods from the beginning of the year up to the end of the respective quarter) or*
   - *cover the movement of the respective quarter only.*

   The import process is similar to the usual 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 **"Quarterly"**.
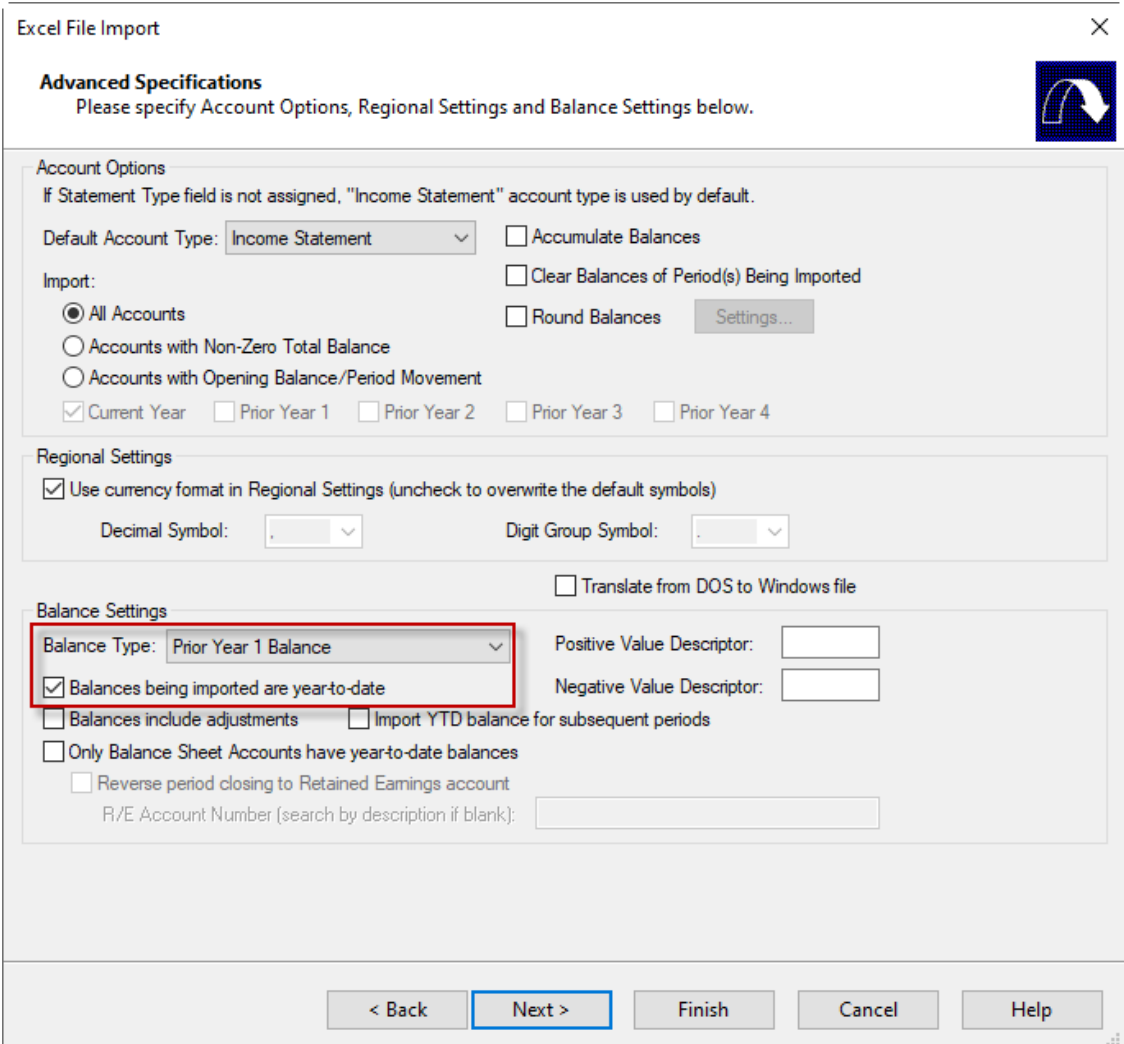
b) In the **"Field Details"** dialog, define the field details accordingly and for the first quarter balances column select: **Balances / Prior Year 1 Balance / Period 1**
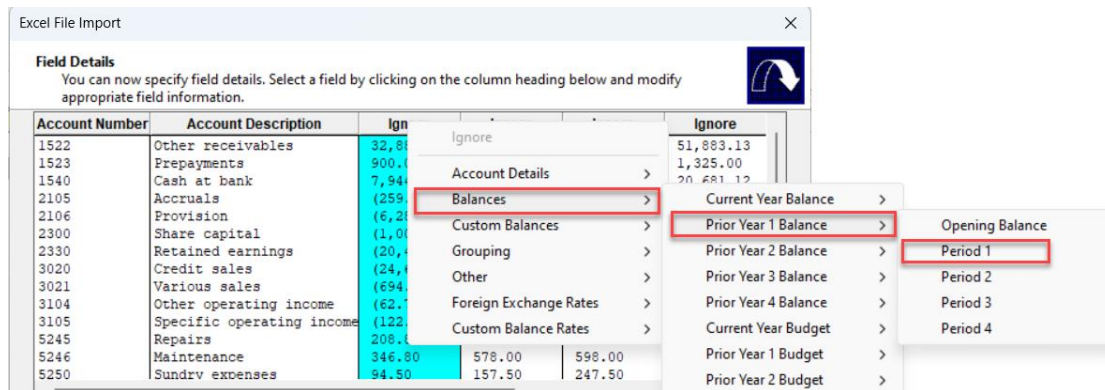
c) In the same dialog in the "**Field Details**" for the fourth quarter yearly balances select **Balances / Prior Year 1 Balance / Period 4**:
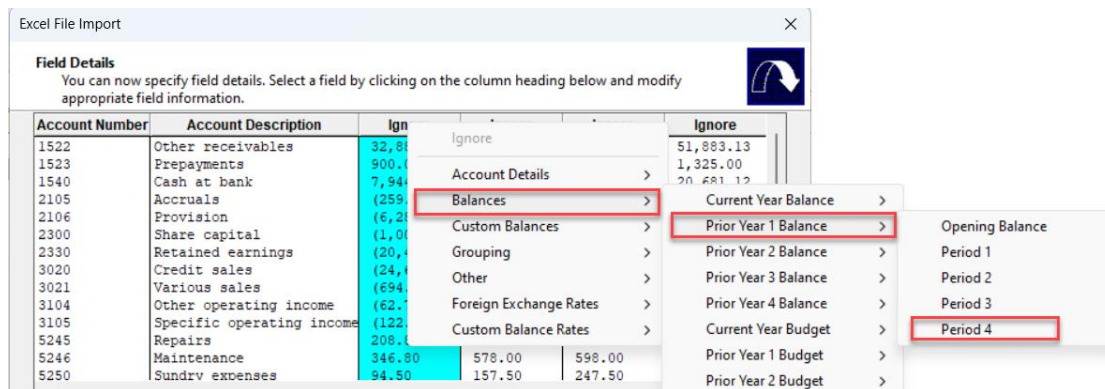
d) In the **"Advanced Specifications"** dialog select:
  - Balance Settings Balance Type: **"Prior Year 1 Balance"**

  - Tick the checkbox next to **"Balances being imported are year-to-date"**
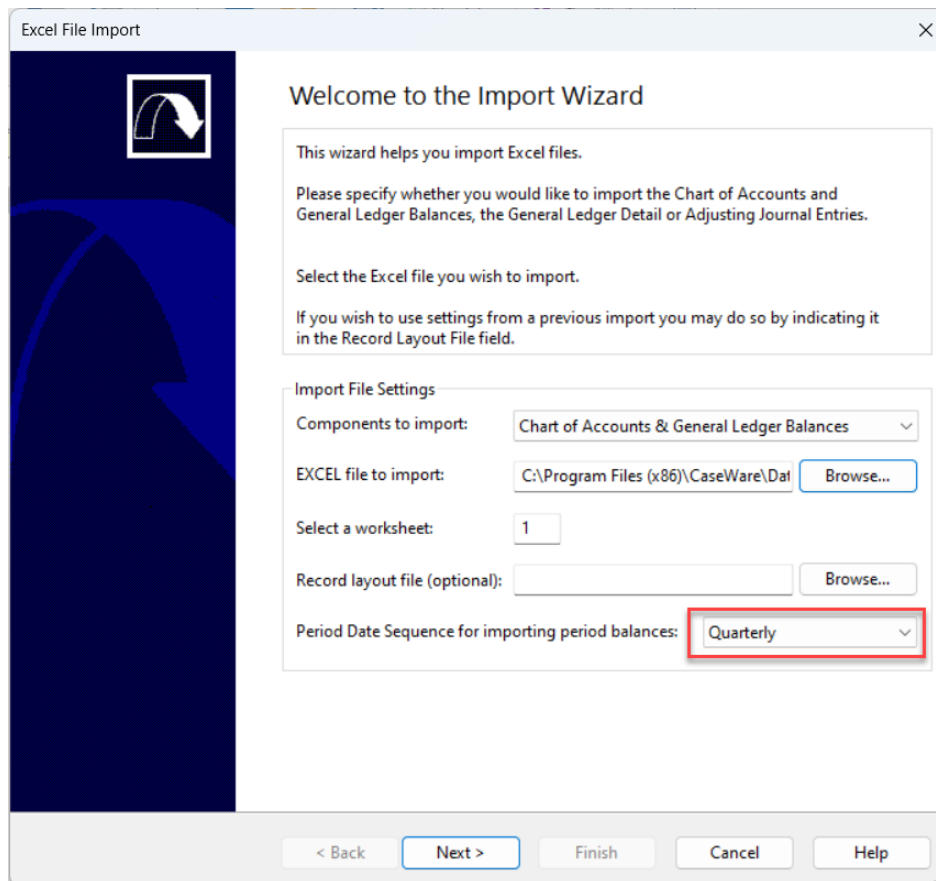

e) Finalize the importing procedure as usual

5. Import the trial balance of the current quarter

For this example the current quarter is the first quarter and covers the period from 01/01/2022 to 31/03/2022

The import process is similar to the usual 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 "**Quarterly**".

b) In the "**Field Details**" dialog, define the field details accordingly and for the balances select **Balances / Current Year Balance / Period 1**:

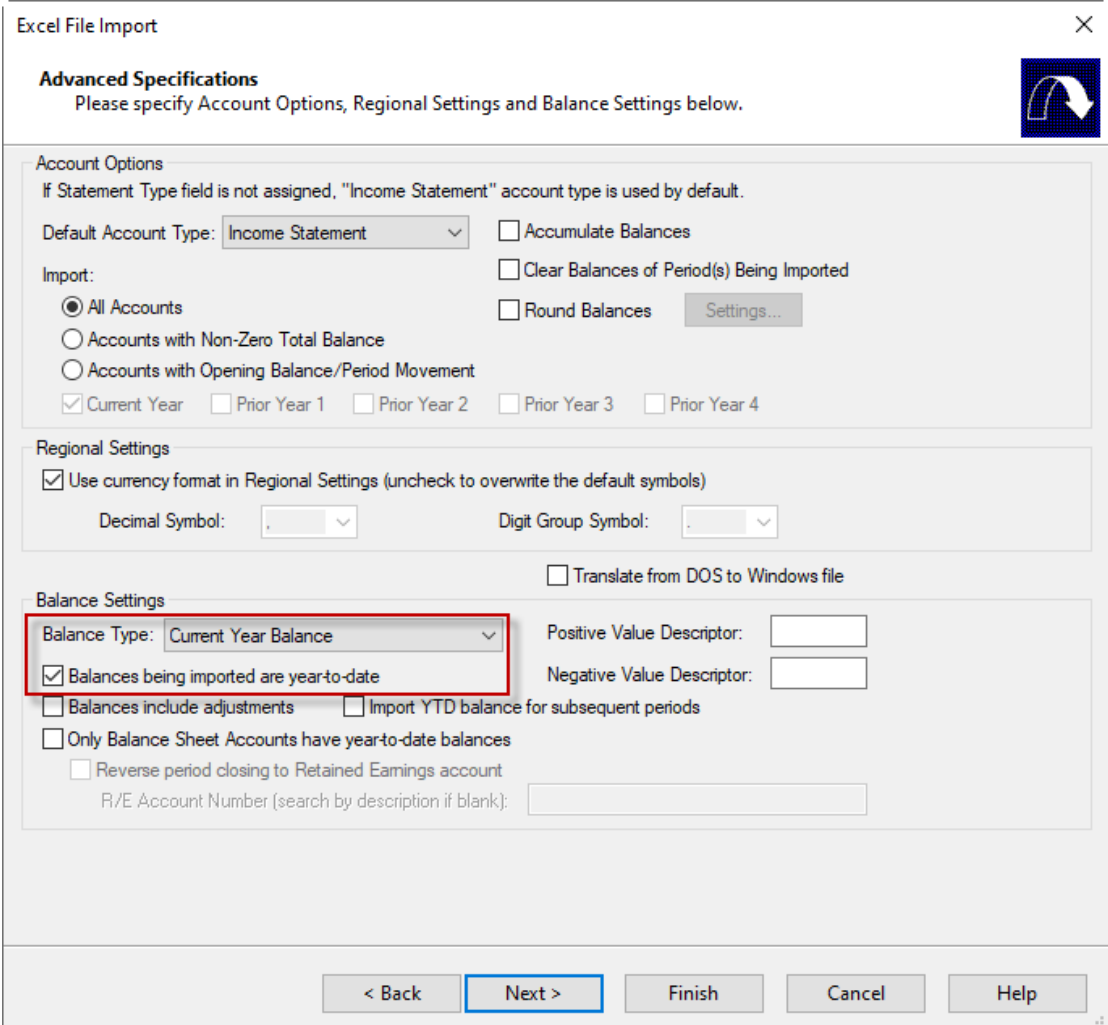**c)** In the "**Advanced Specifications**" dialog select:
-   Balance Settings Balance Type: "**Current Year Balance**"

-   Tick the checkbox next to "**Balances being imported are year-to-date**"

d) Finalize the importing procedure as usual

6. **Select the "First Quarter" in the context menu as shown below:**
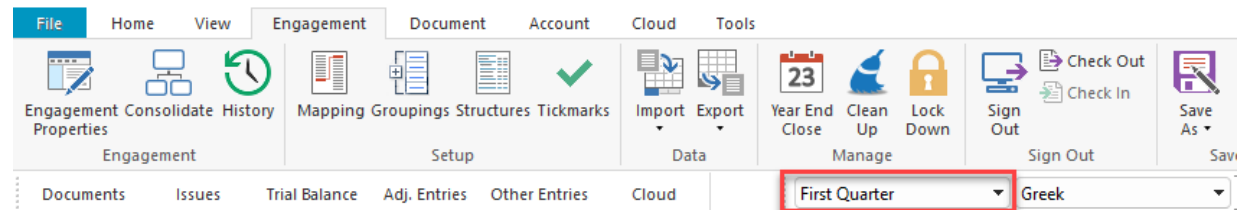
7. **Result presented in Entry Table of the financial statements**

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

a) In the "Define **DATES** throughout FS" area, check the dates that are presented, and change them accordingly, if needed:

b) In the "Select **ANNUAL** or **INTERIM** FS" area the "**Interim**" selection is selected