



SYSTEMS SOLUTIONS

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



**caseware**<sup>TM</sup>

VERSION 2.00

**PROCEDURE SUMMARY**

1. Open the client file which is based on the Financial Statements Template, and proceed with the Roll forward procedure .....3

2. Create a New file, based on the Review Engagement Template .....4

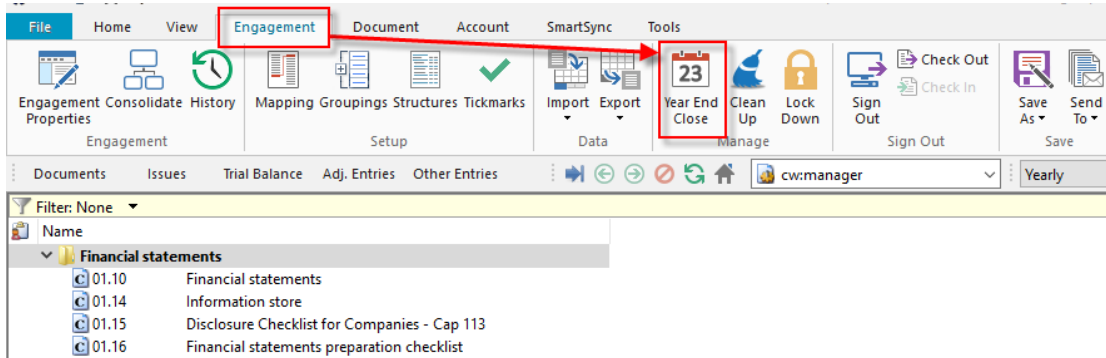
3. Copy Financial Statements, information store and Trial Balance components from the Temporary file created into the New client file .....5

4. Copy the Groupings / Mappings from the Review Engagement Template into the client file.....9

5. Open the (01.14) Information Store document, and check the library path .....14

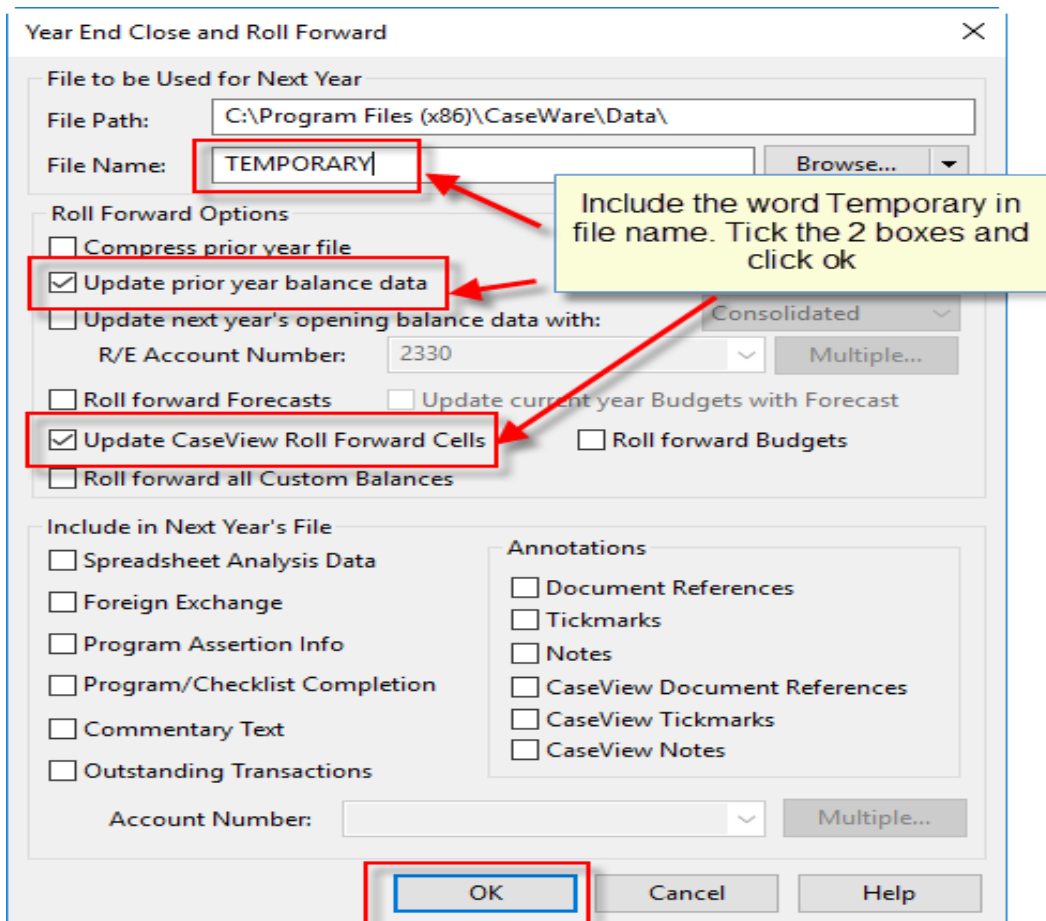
1. Open the client file which is based on the Financial Statements Template, and proceed with the Roll forward procedure

a. Select Engagement and then Year End Close.



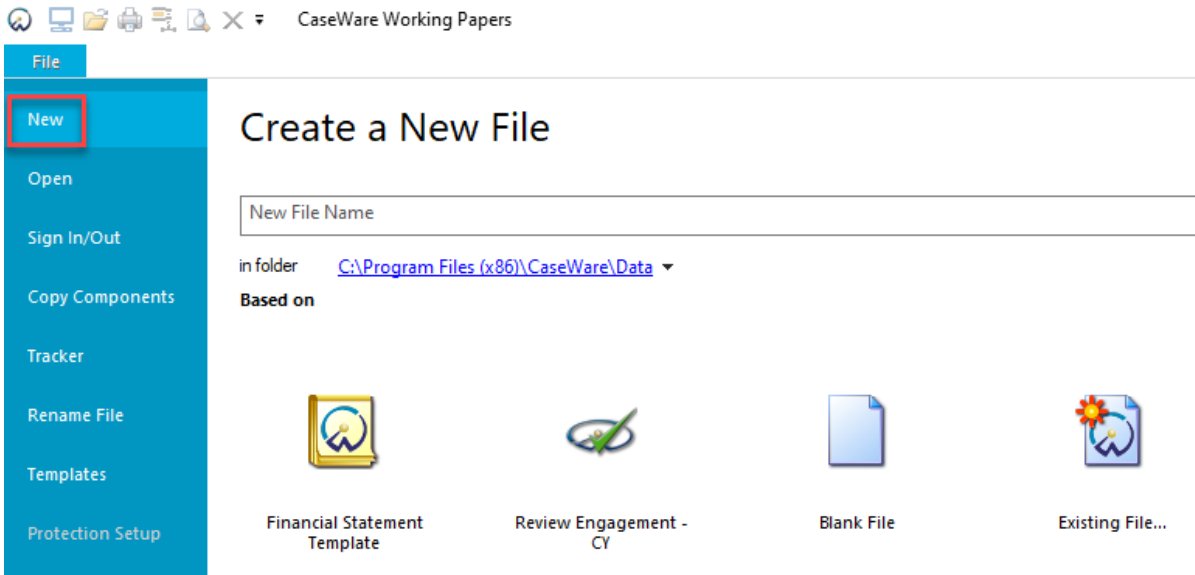
b. Do not change the file path, in the file name write "Temporary" since this will be deleted at a later stage. Make sure you have selected the following tick boxes only:

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

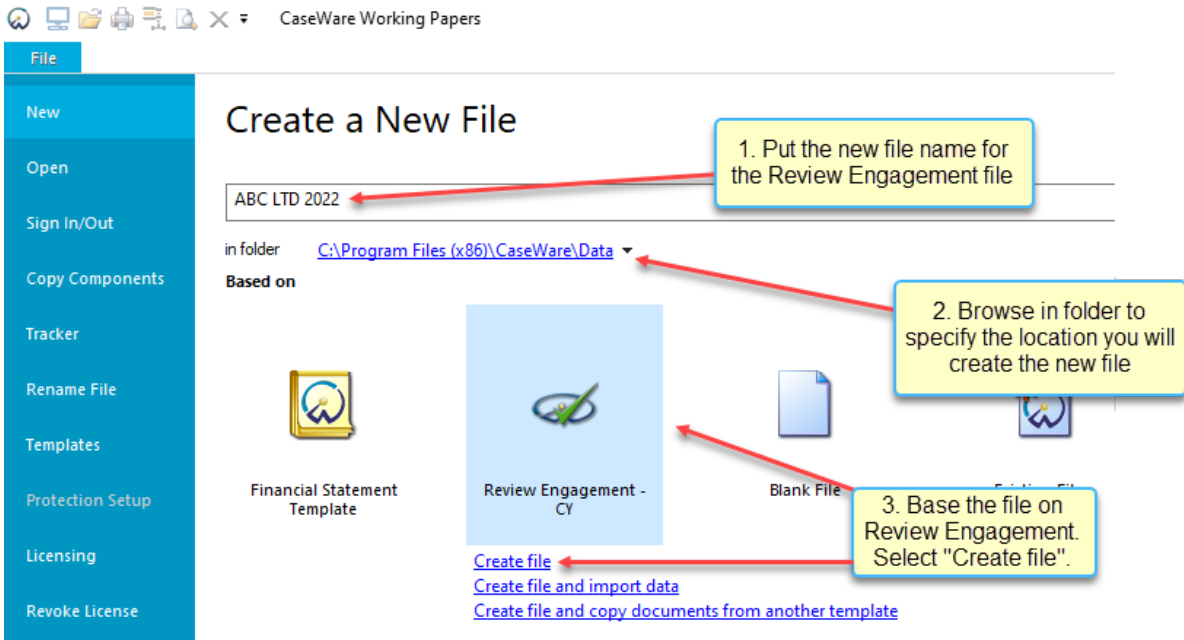


## 2. Create a New file, based on the Review Engagement Template

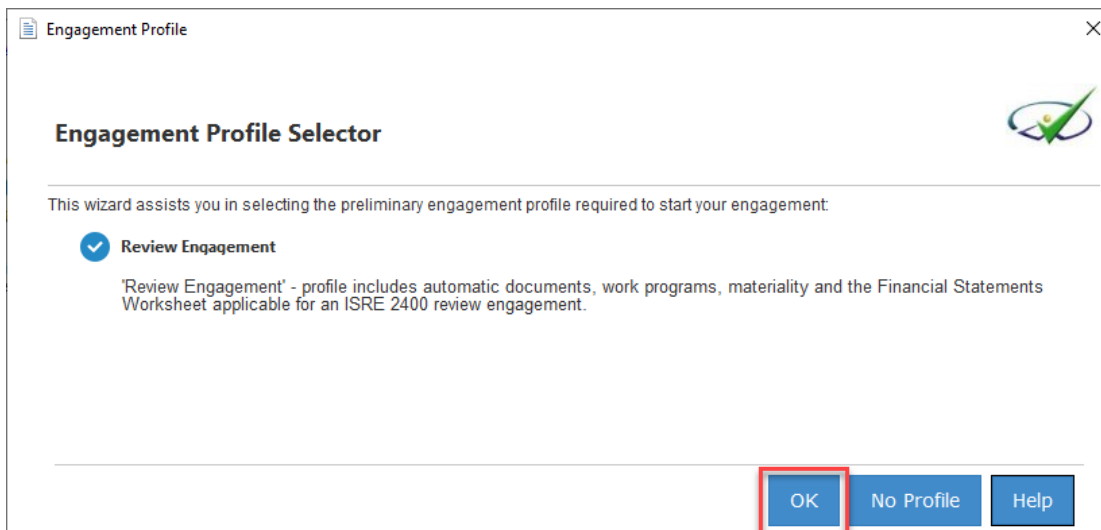
- a. Double click the CaseWare Working Papers icon on your desktop and wait for the software to open. Select the “New” option to **Create a New File**.



- 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.



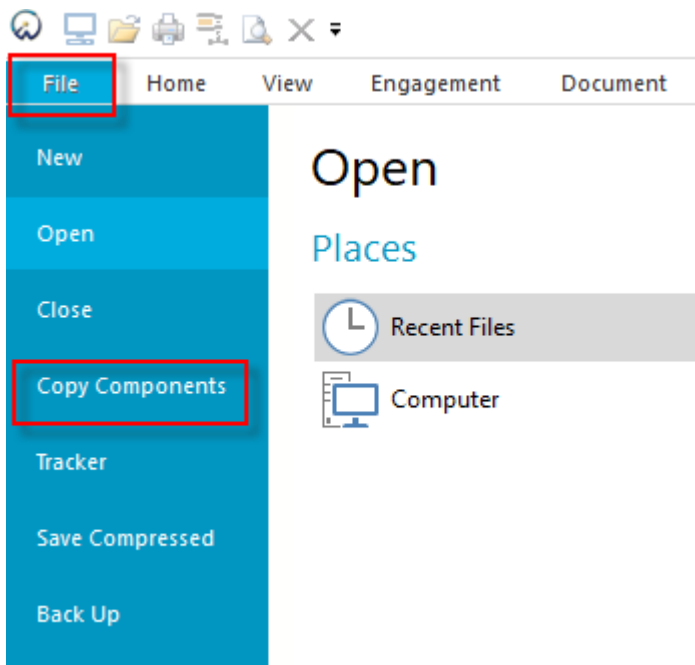
- c. On creation of the file and in the Engagement Profile Selector, click OK.



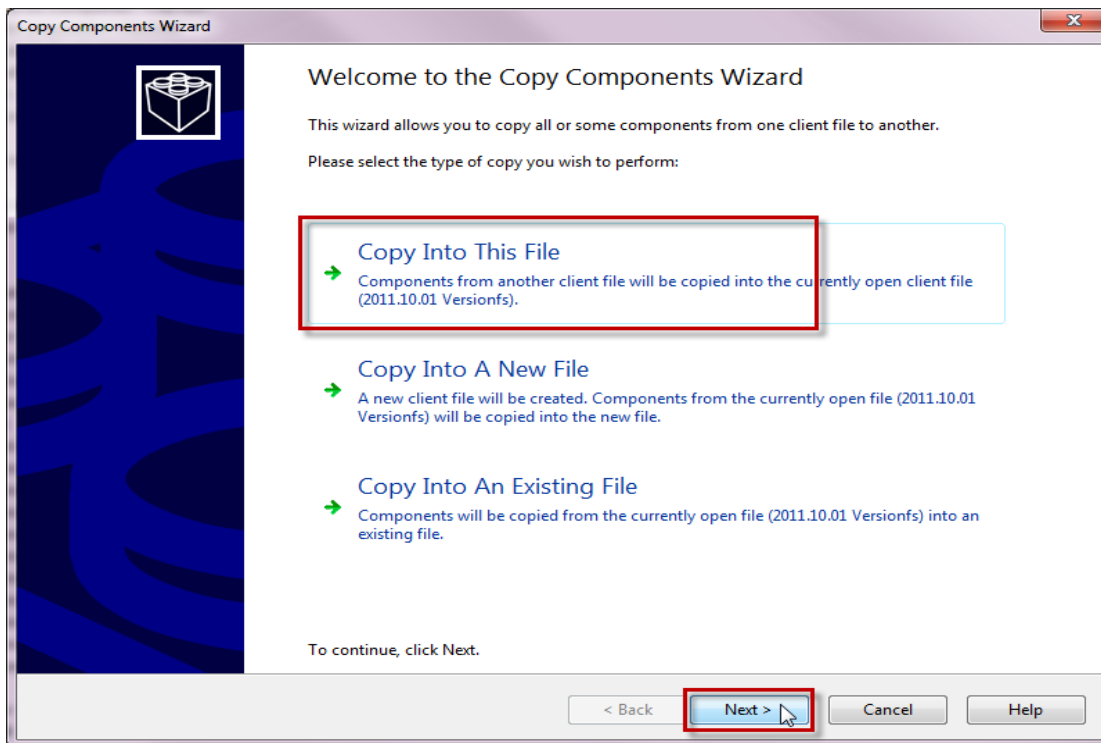
**3. Copy Financial Statements, information store and Trial Balance components from the Temporary file created into the New client file**

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).

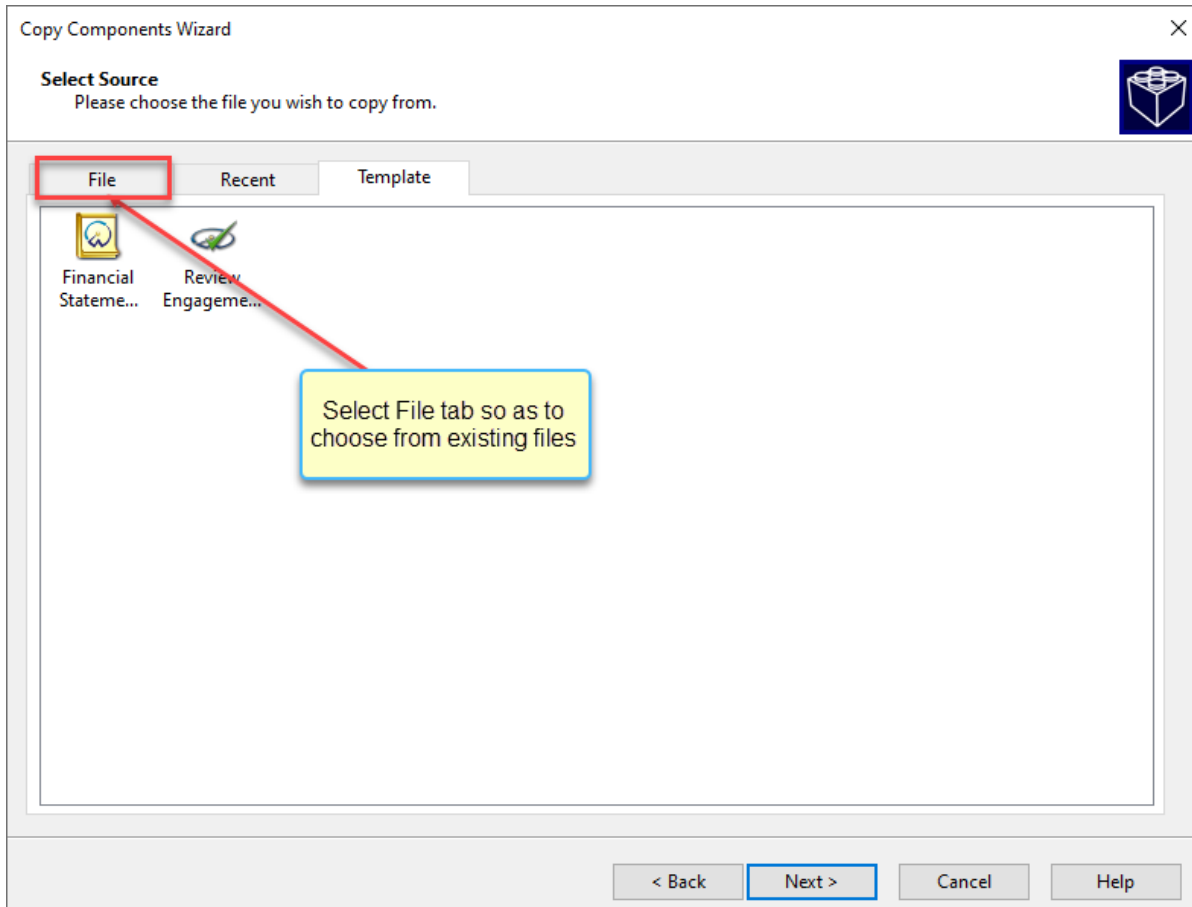
- a. In the newly created file select **File/Copy Components**.



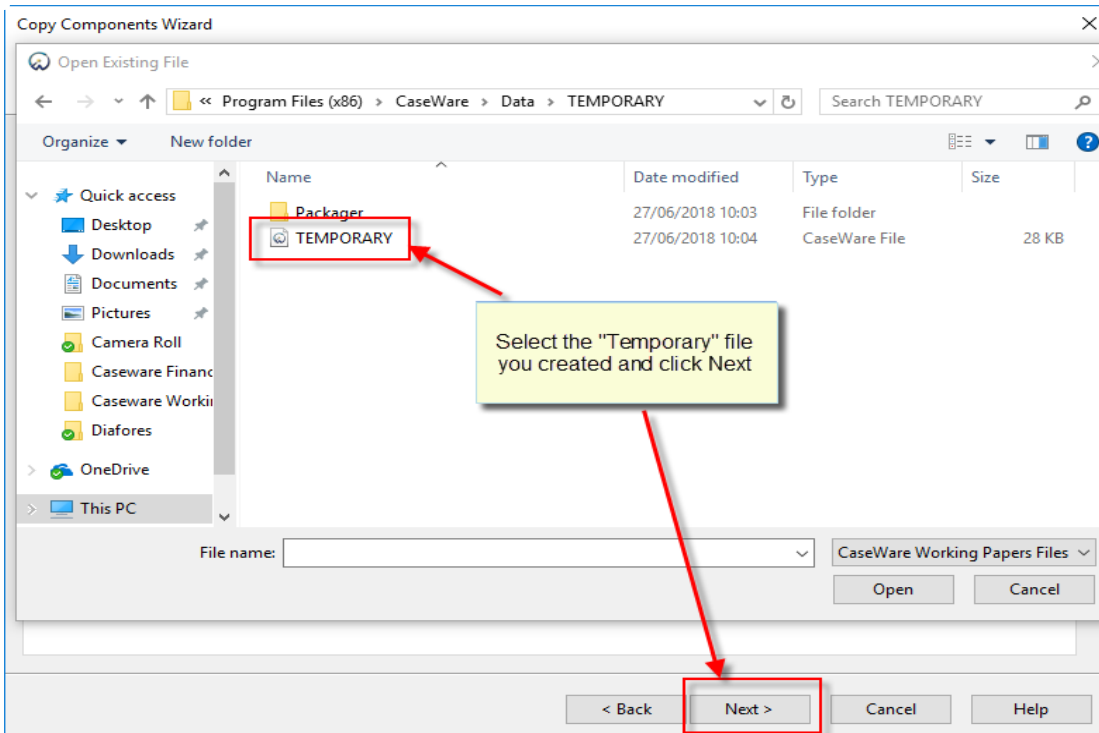
b. Select **Copy into This File** and click Next.



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



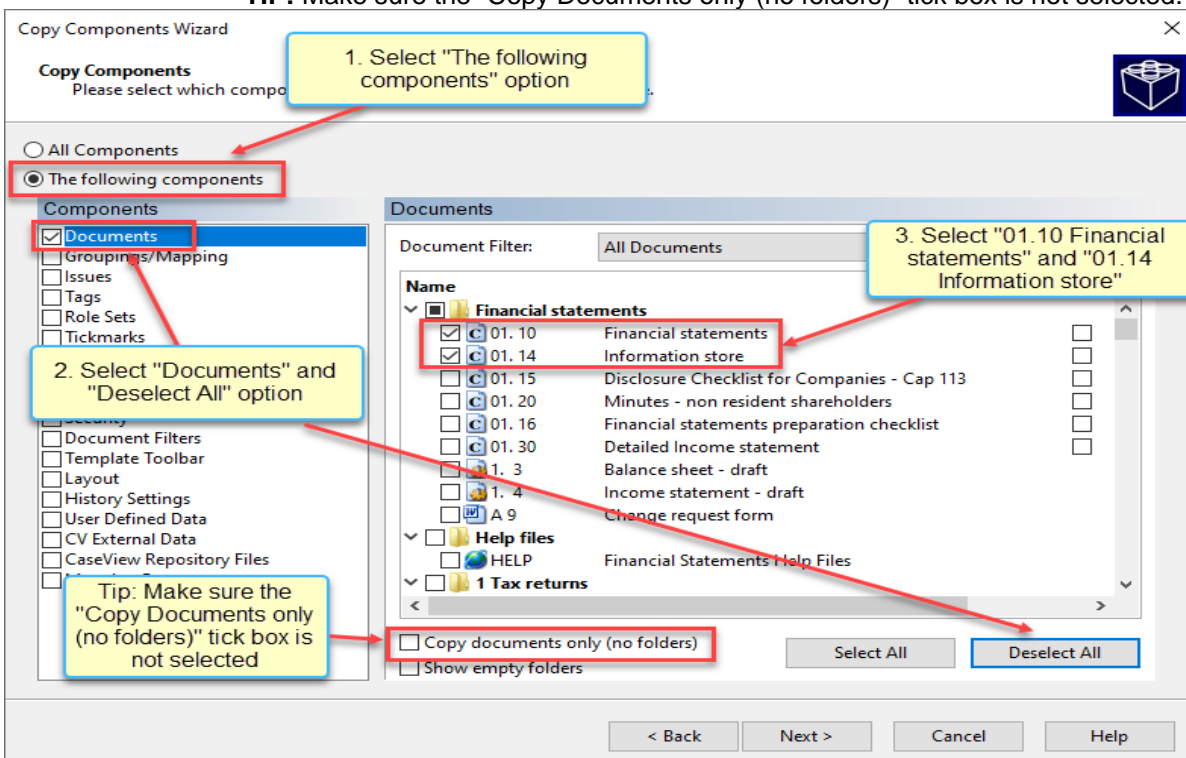
- d. Select the file you wish to copy from. Select the Temporary file you have created. Click Next.



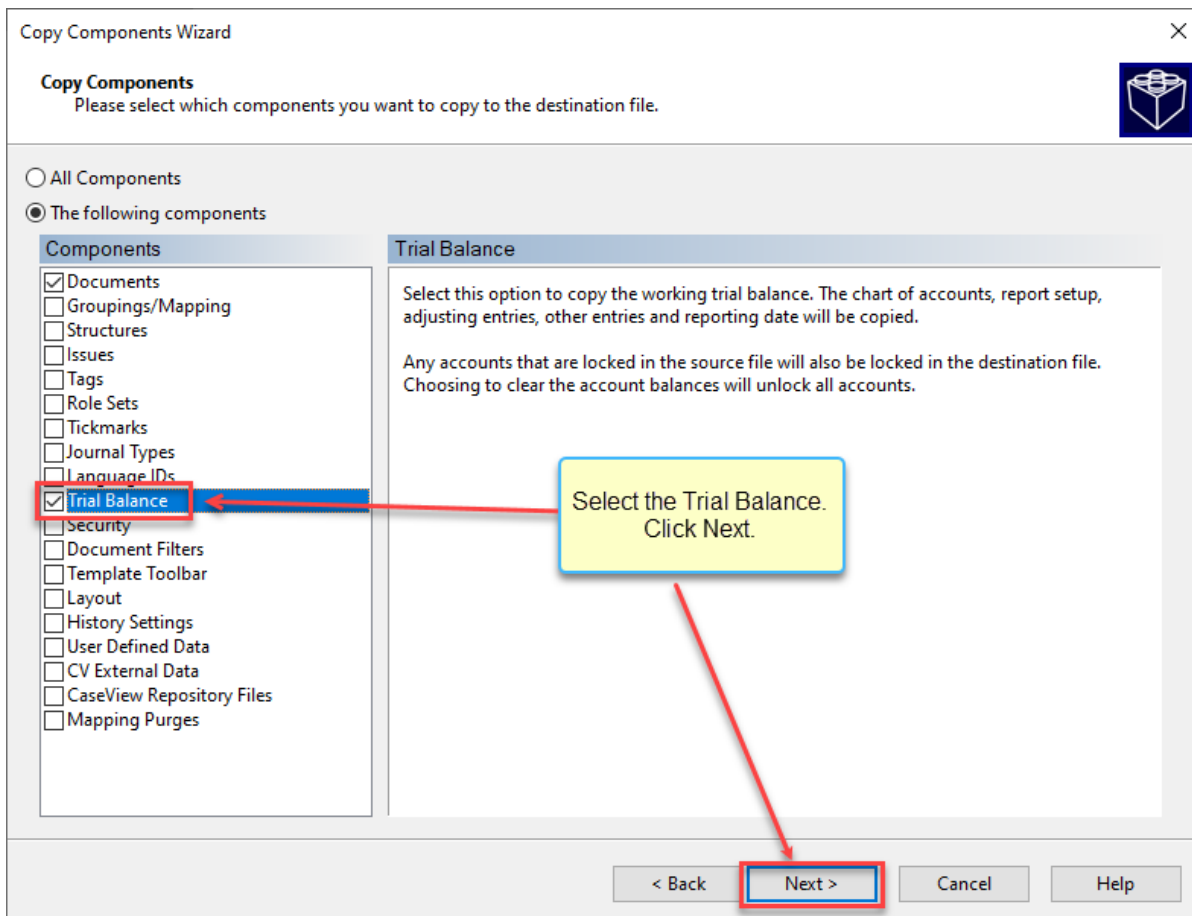
- e. Follow the below guidance:

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.



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
- ☐ Structures
- ☐ Issues
- ☐ Tags
- ☐ Role Sets
- ☐ Tickmarks
- ☐ Journal Types
- ☐ Language IDs
- ☒ **Trial Balance**
- ☐ Security
- ☐ Document Filters
- ☐ Template Toolbar
- ☐ Layout
- ☐ History Settings
- ☐ User Defined Data
- ☐ CV External Data
- ☐ CaseView Repository Files
- ☐ Mapping Purges

**Trial Balance**

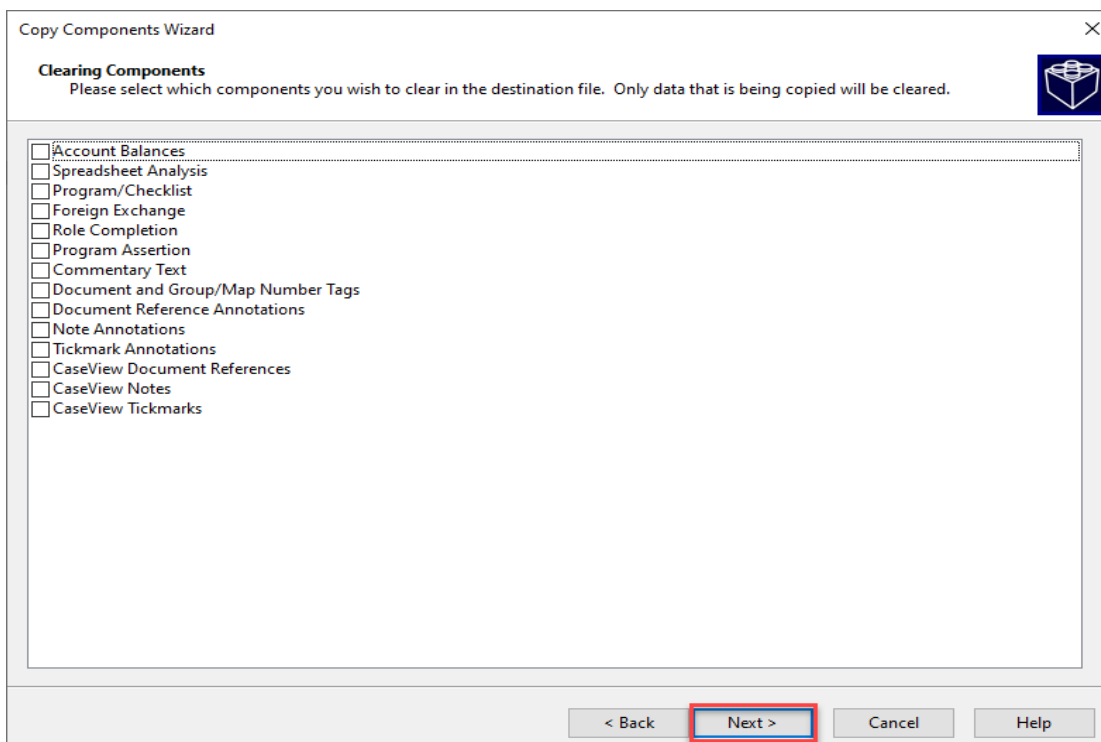
Select this option to copy the working trial balance. The chart of accounts, report setup, adjusting entries, other entries and reporting date will be copied.

Any accounts that are locked in the source file will also be locked in the destination file. Choosing to clear the account balances will unlock all accounts.

Select the Trial Balance.  
Click Next.

< Back **Next >** Cancel Help

- g. On Clearing Components Wizard select Next.



Copy Components Wizard

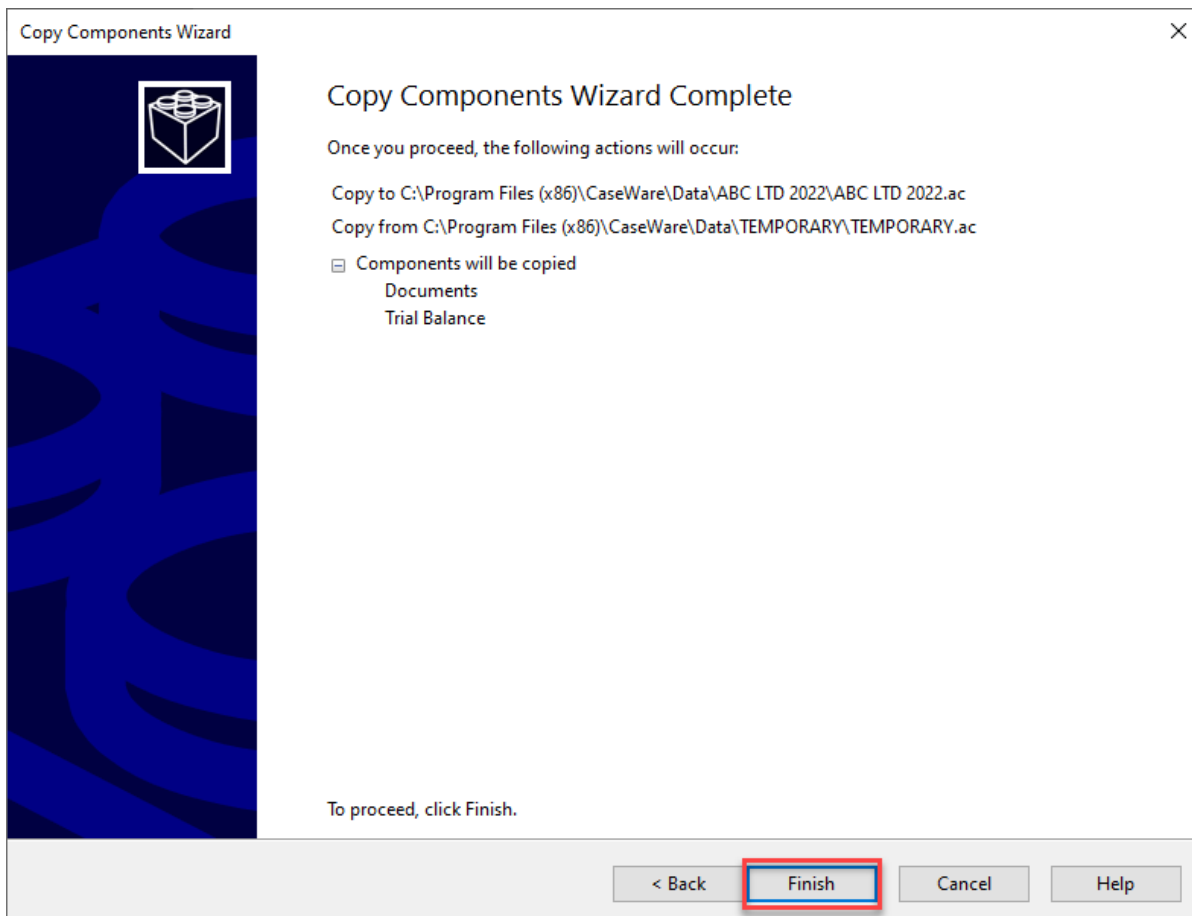
**Clearing Components**  
Please select which components you wish to clear in the destination file. Only data that is being copied will be cleared.

- ☐ Account Balances
- ☐ Spreadsheet Analysis
- ☐ Program/Checklist
- ☐ Foreign Exchange
- ☐ Role Completion
- ☐ Program Assertion
- ☐ Commentary Text
- ☐ Document and Group/Map Number Tags
- ☐ Document Reference Annotations
- ☐ Note Annotations
- ☐ Tickmark Annotations
- ☐ CaseView Document References
- ☐ CaseView Notes
- ☐ CaseView Tickmarks

< Back **Next >** Cancel Help



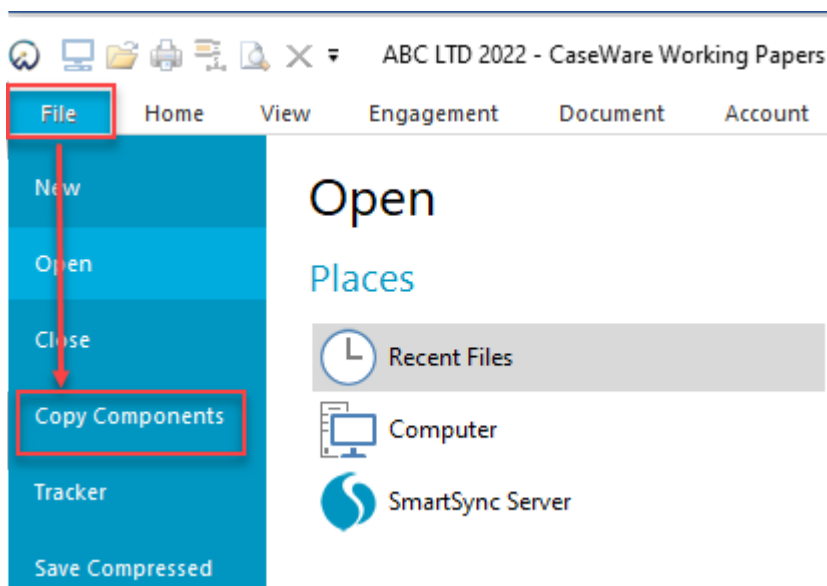
- h. On Copy Components Wizard complete select Finish.



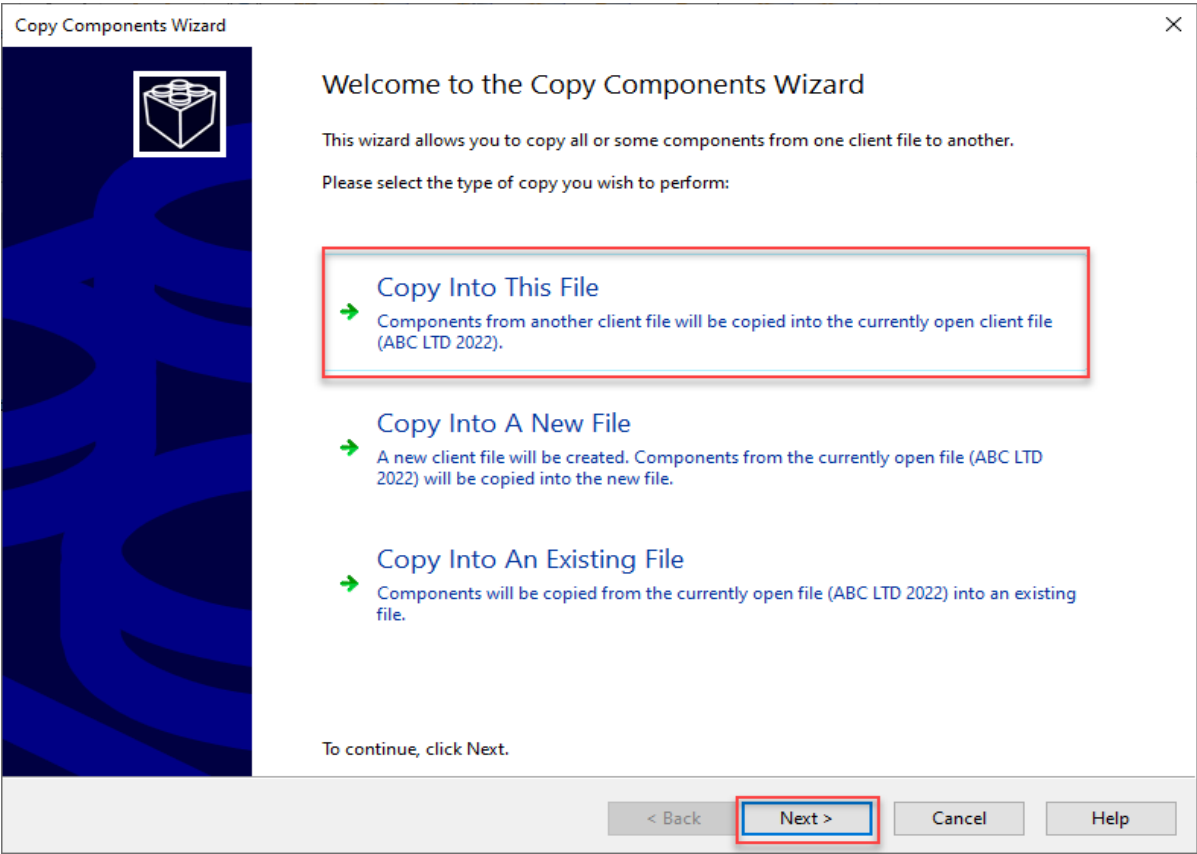
4. Copy the Groupings / Mappings from the Review Engagement Template into the client file

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

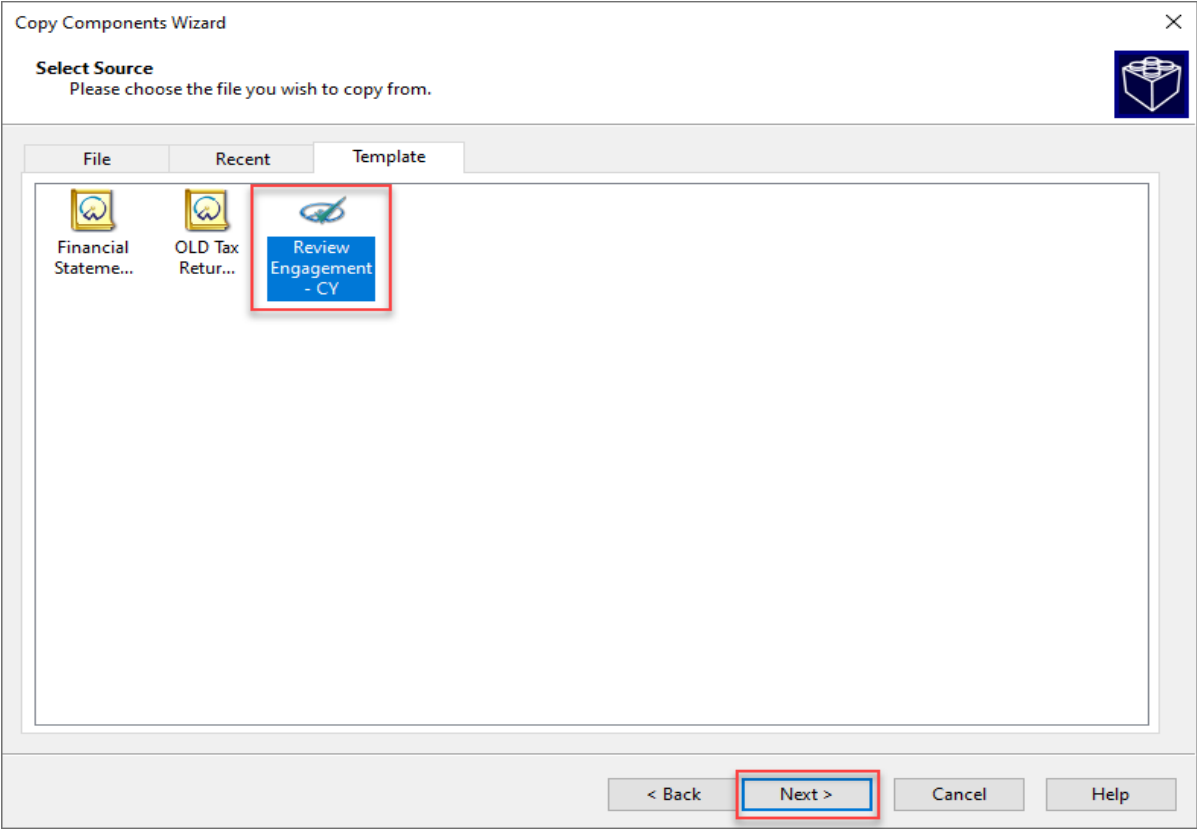
- a. Select the command **File / Copy Components**.



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.

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

**Groupings/Mapping**

<input checked="" type="checkbox"/> Mapping	over	L/S	Options...
<input checked="" type="checkbox"/> L/S	over	L/S	Options...
<input checked="" type="checkbox"/> Group 2	over	Group 2	Options...
<input checked="" type="checkbox"/> Group 3	over	Group 3	Options...
<input checked="" type="checkbox"/> Group 4	over	Group 4	Options...
<input checked="" type="checkbox"/> Group 5	over	Group 5	Options...
<input checked="" type="checkbox"/> Group 6	over	Group 6	Options...
<input checked="" type="checkbox"/> Group 7	over	Group 7	Options...

Set as Default

< Back   Next >   Cancel   Help

- e. Select Options

Copy Components Wizard

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

☐ All Components  
☒ The following components

**Components**

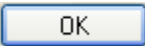
- ☐ Documents
- ☒ Groupings/Mapping
- ☐ Structures
- ☐ Issues
- ☐ Tags
- ☐ Role Sets
- ☐ Tickmarks
- ☐ Journal Types
- ☐ Language IDs
- ☐ Trial Balance
- ☐ Security
- ☐ Document Filters
- ☐ Template Toolbar
- ☐ Layout
- ☐ History Settings
- ☐ User Defined Data
- ☐ CV External Data
- ☐ CaseView Repository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

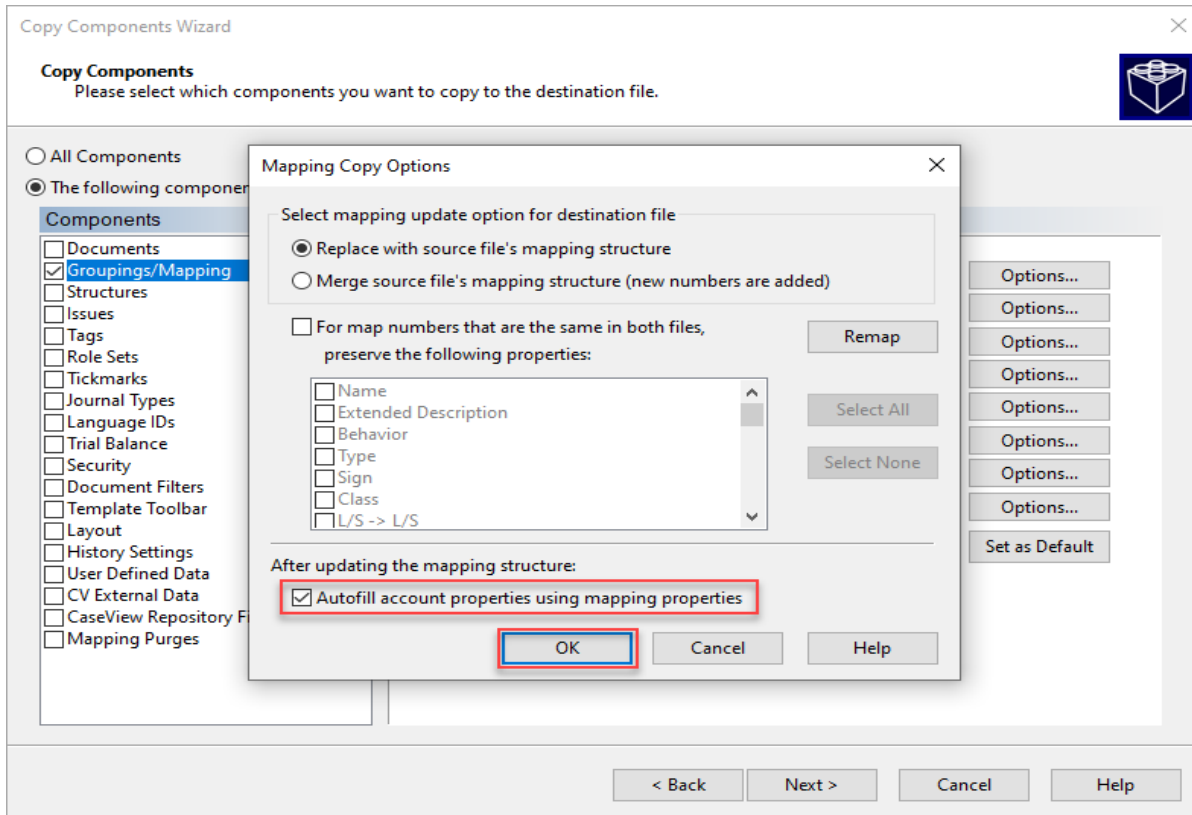
**Groupings/Mapping**

<input checked="" type="checkbox"/> Mapping	over	L/S	Options...
<input checked="" type="checkbox"/> L/S	over	L/S	Options...
<input checked="" type="checkbox"/> Group 2	over	Group 2	Options...
<input checked="" type="checkbox"/> Group 3	over	Group 3	Options...
<input checked="" type="checkbox"/> Group 4	over	Group 4	Options...
<input checked="" type="checkbox"/> Group 5	over	Group 5	Options...
<input checked="" type="checkbox"/> Group 6	over	Group 6	Options...
<input checked="" type="checkbox"/> Group 7	over	Group 7	Options...

Set as Default

< Back   Next >   Cancel   Help

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



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

**Mapping Copy Options**

Select mapping update option for destination file

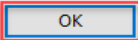
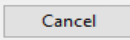
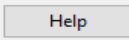
☒ Replace with source file's mapping structure  
☐ Merge source file's mapping structure (new numbers are added)


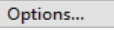
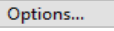
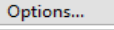

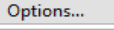
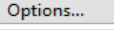
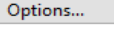
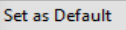
☐ For map numbers that are the same in both files, preserve the following properties:

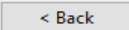
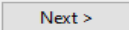
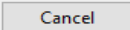
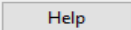
- ☐ Name
- ☐ Extended Description
- ☐ Behavior
- ☐ Type
- ☐ Sign
- ☐ Class
- ☐ L/S -> L/S

After updating the mapping structure:

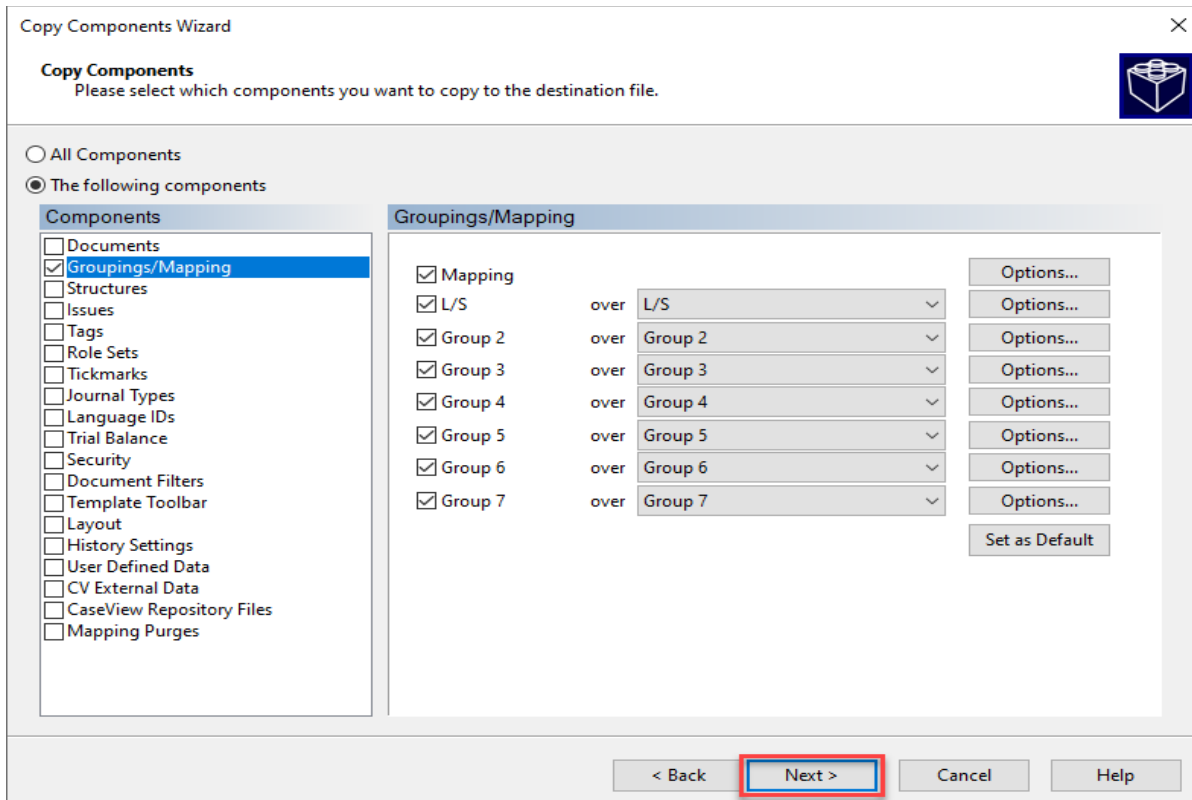
☒ Autofill account properties using mapping properties

- g. Click Next



Copy Components Wizard

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

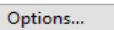
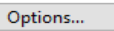
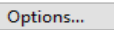

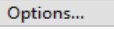
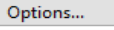
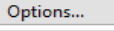


☐ All Components  
☒ The following components

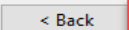
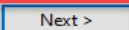
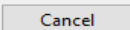
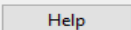
**Components**

- ☐ Documents
- ☒ Groupings/Mapping
- ☐ Structures
- ☐ Issues
- ☐ Tags
- ☐ Role Sets
- ☐ Tickmarks
- ☐ Journal Types
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- ☐ CV External Data
- ☐ CaseView Repository Files
- ☐ Mapping Purges

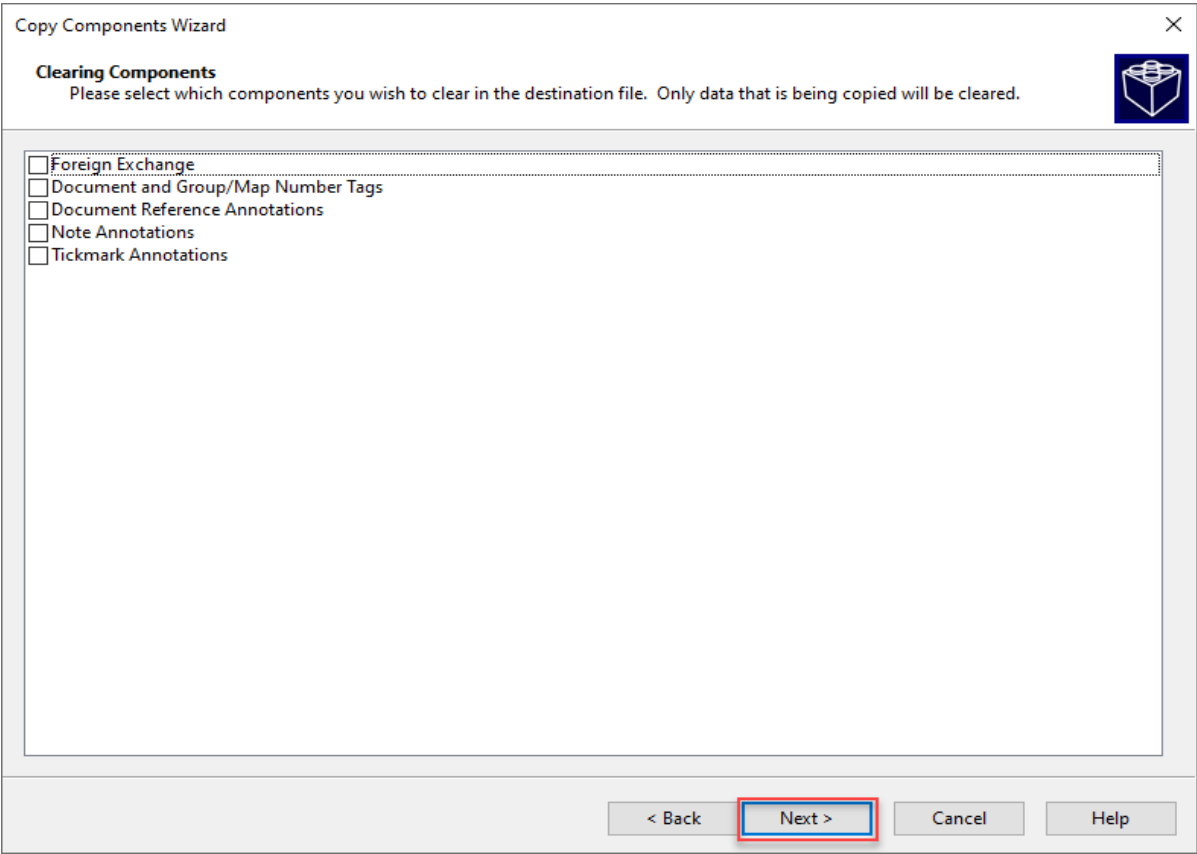
**Groupings/Mapping**

Mapping	over	L/S
<input checked="" type="checkbox"/> Mapping		
<input checked="" type="checkbox"/> L/S		
<input checked="" type="checkbox"/> Group 2		
<input checked="" type="checkbox"/> Group 3		
<input checked="" type="checkbox"/> Group 4		
<input checked="" type="checkbox"/> Group 5		
<input checked="" type="checkbox"/> Group 6		
<input checked="" type="checkbox"/> Group 7		

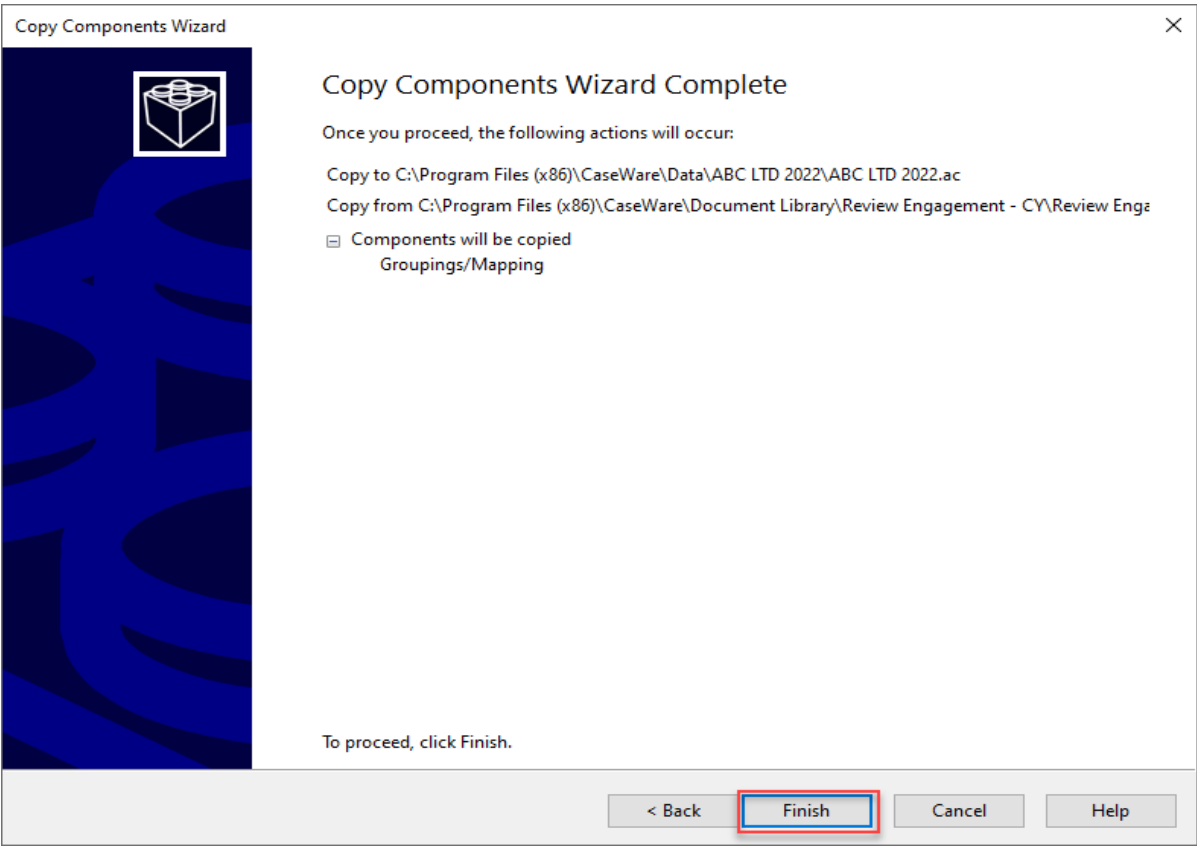
        

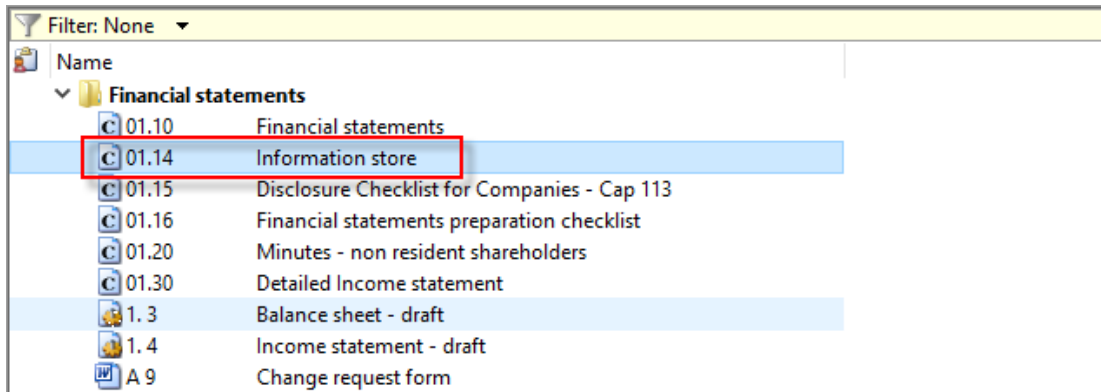
h. On Clearing Components click Next to continue.



i. On Copy Components Wizard complete select Finish



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

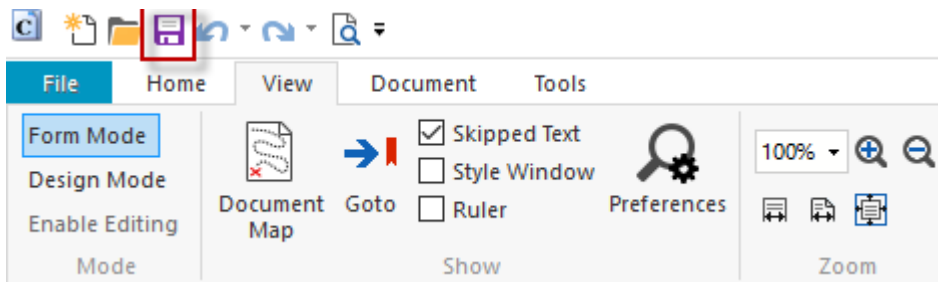


- a. In the **PATHS** section, confirm that the **Library Path** is the correct one. If not click the **browse** button and set the correct Library path e.g. **C:\ Program Files (x86)\ CaseWare\ Library**. Then click the Save Button.

**PATHS**

Library path : C:\Program Files (x86)\CaseWare\Library Browse

*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.* Fix Library path



- 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.

**Updates to Documents**

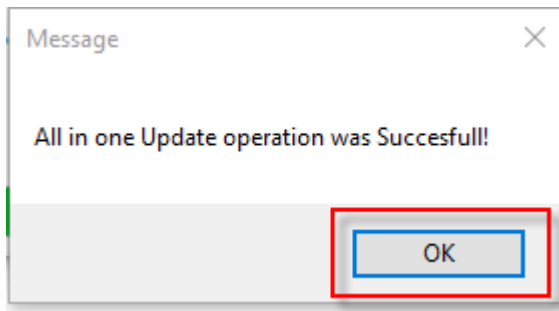
UPDATE CARRY FORWARD, HEADERS AND FOOTERS

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 headers) and then RETRIEVE your INPUT values, all in one step*

Select 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.**