Procedure for updating Auditors report only

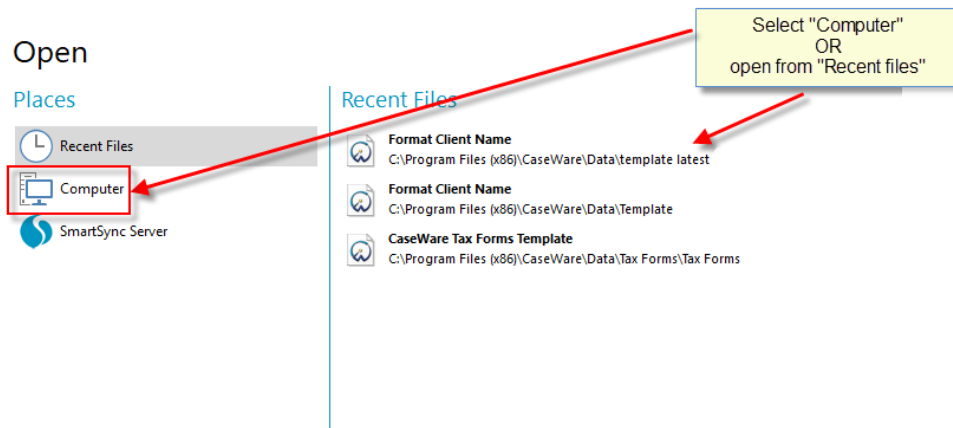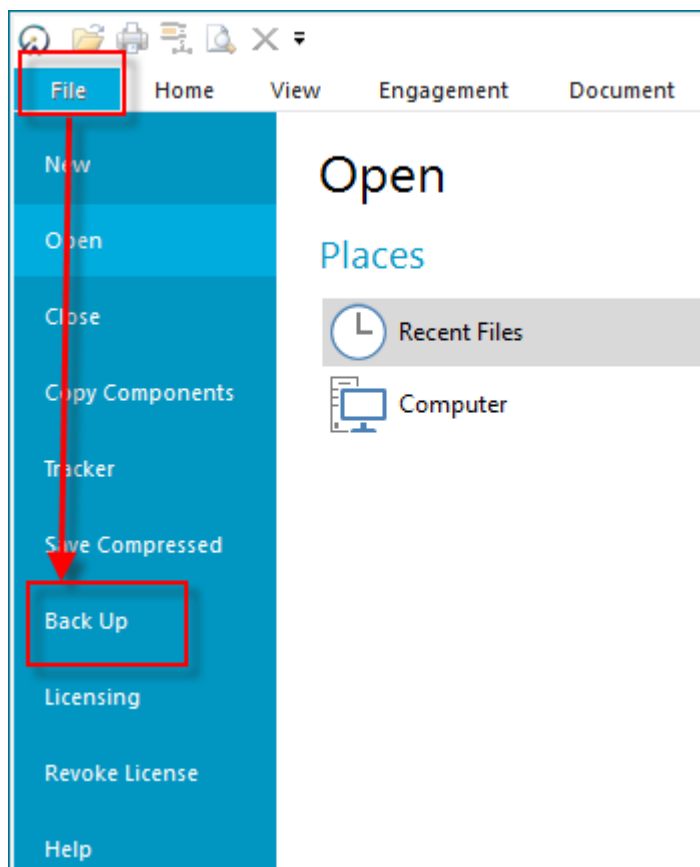caseware.

VERSION 1.00

PROCEDURE SUMMARY

1. **Open Caseware Client File.**

    a. Open Caseware Working Papers and either select your file form the Recent files list (if this has been recently opened) or click **Computer** to select the file from your computer or server.

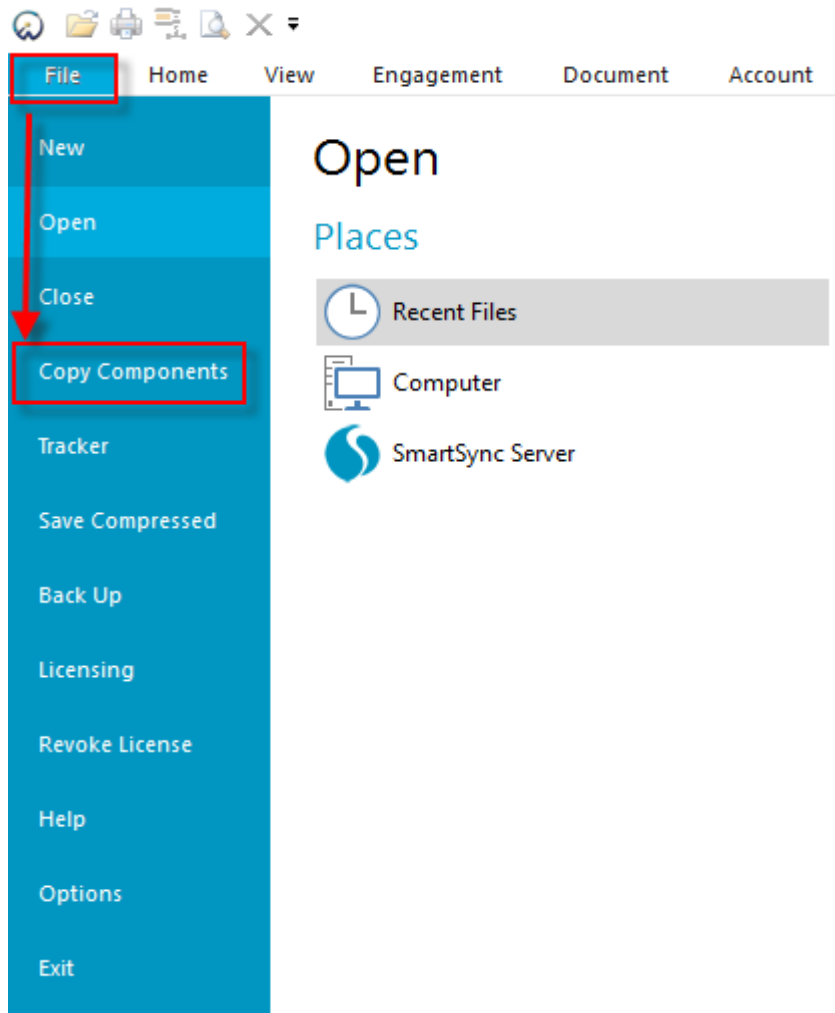## 2. **Select to Back Up file.**

    a. Select **File / Back Up**

3. Copy component from the updated Template into the client file (for the procedure on how to install the most recent Financials Statements Template click [here](#)).

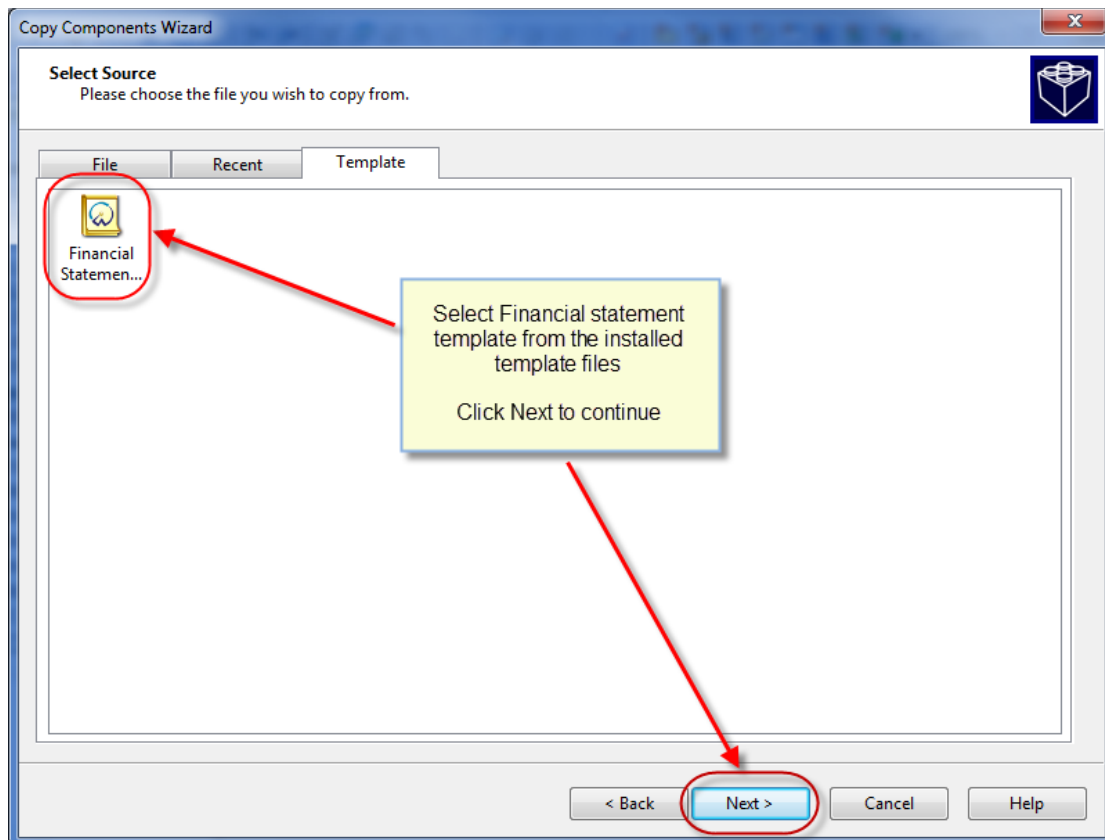Using the *Copy Components* feature, update the client file with the Information Store

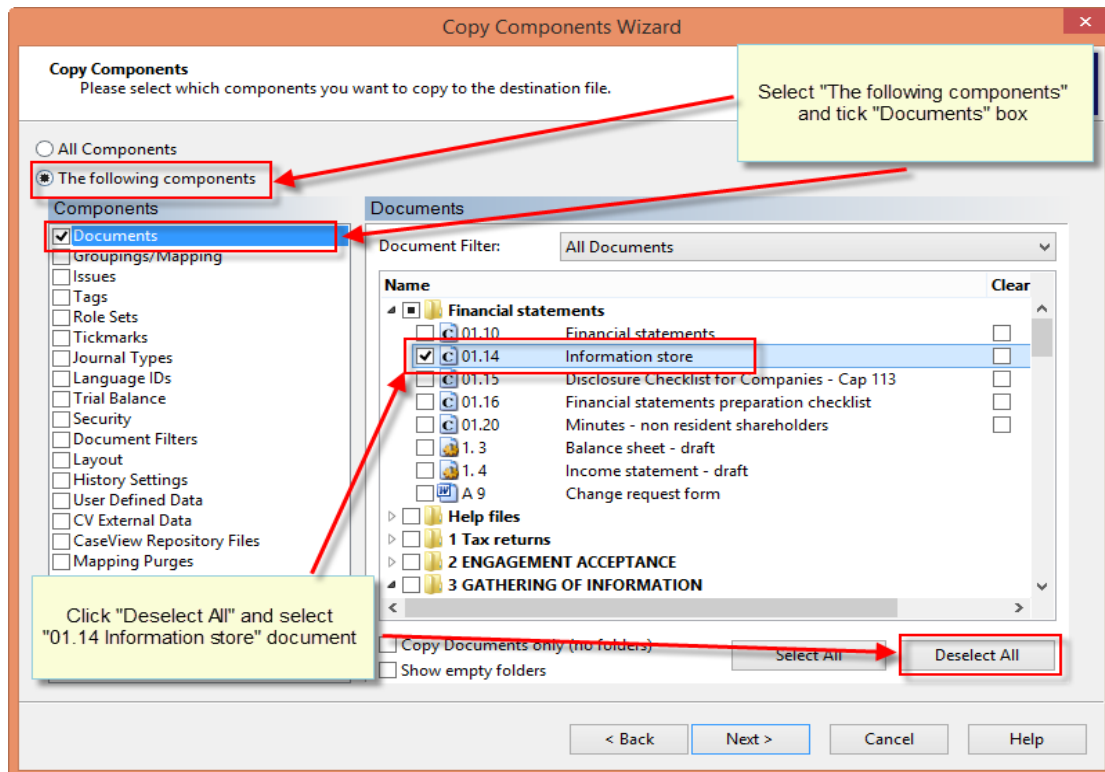   **a.** Select the command **File / Copy Components**

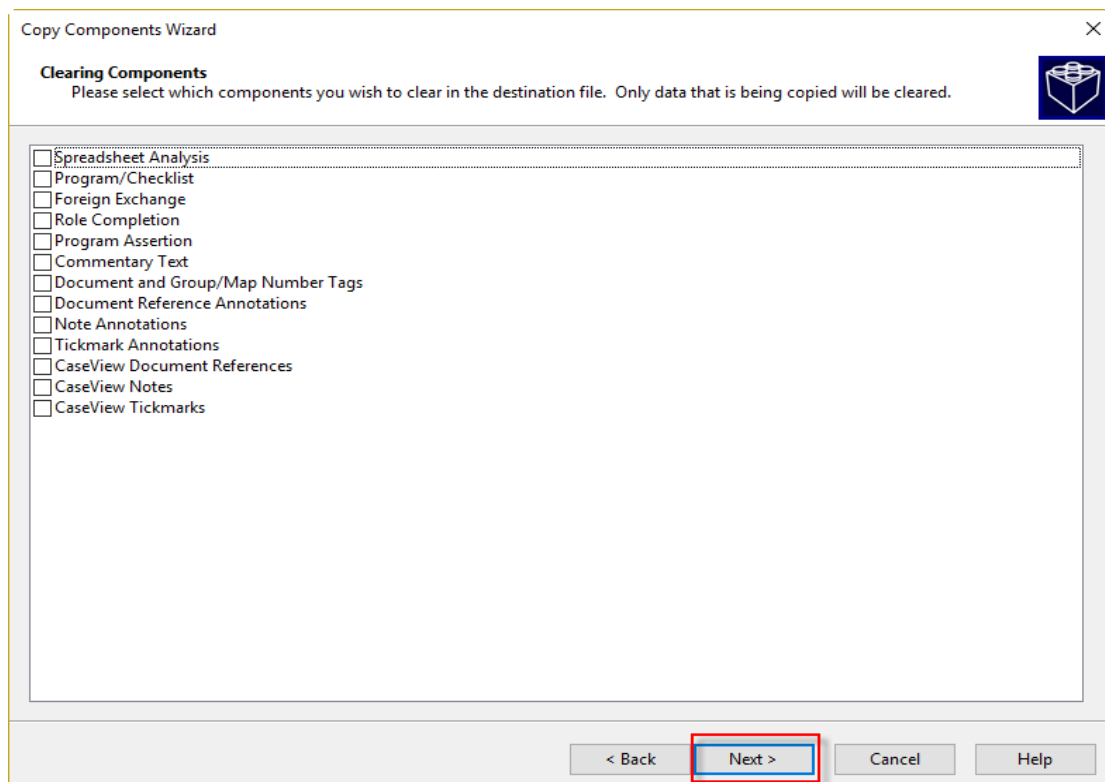**b.** Select Copy into This File. Click Next.

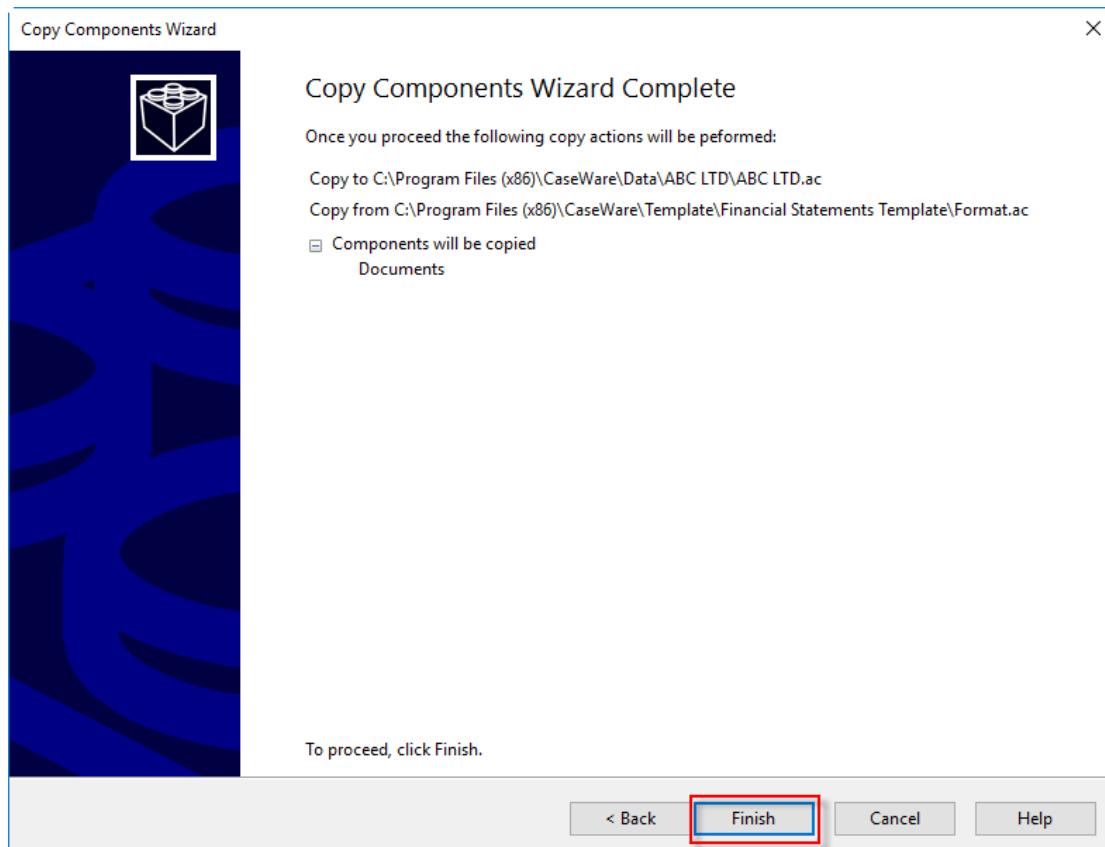**c.** Choose the Financial Statements Template and click Next.

d. Choose "The following components" and tick the Documents box.
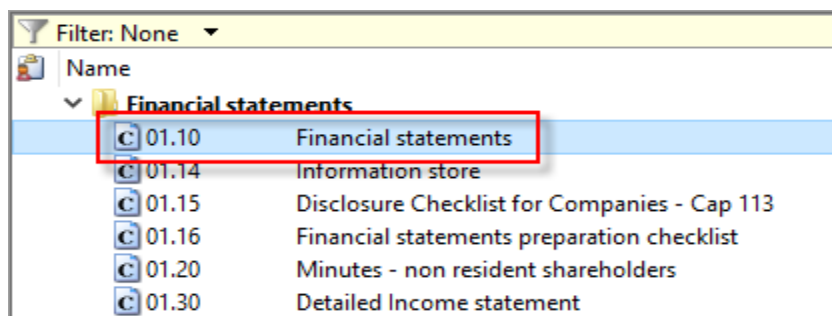Click "Deselect All" and then select document "01.14 Information store".

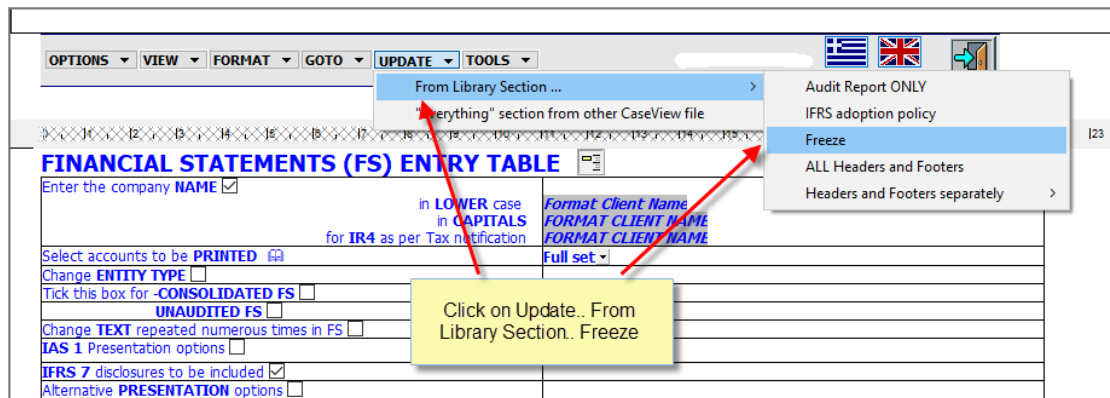**e.** On Copy Components Wizard choose Next to continue

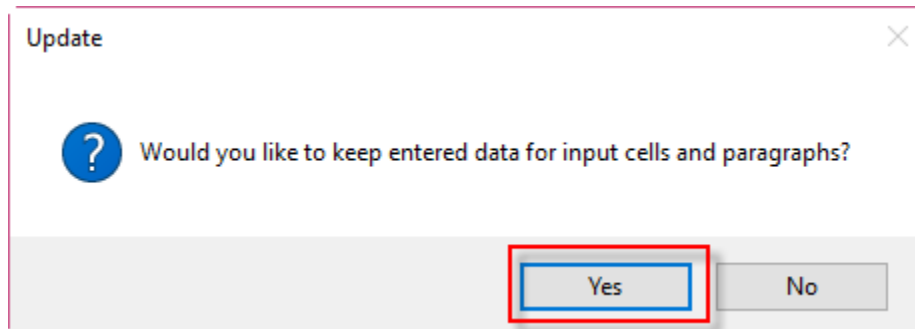**f.** Click Finish to complete the Copy Components wizard.

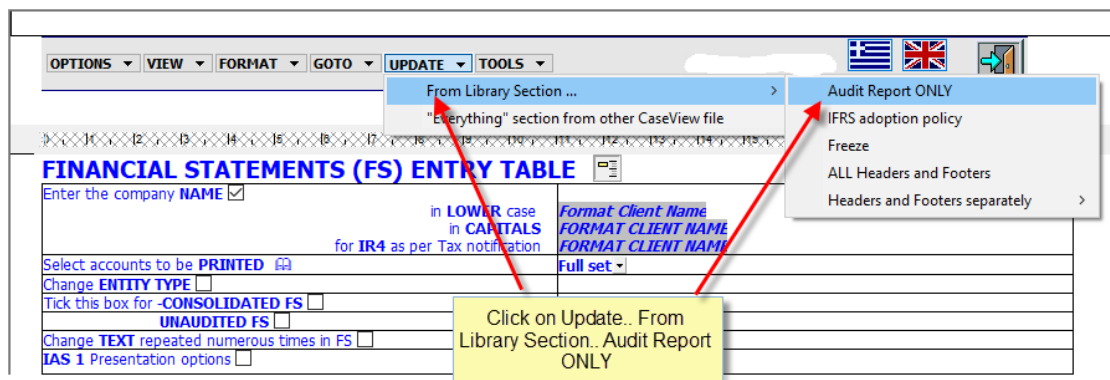## 4. Select to open 01.10 Financial statements

5. **Update the Freeze menu section. Select Update / From Library Section / Freeze.**

When asked "**Would you like to keep entered data for input cells and paragraphs?**" Click <<**YES**>>.

6. **Update the "Audit Report" section. From the Freeze menu select UPDATE / From Library Section / Audit Report ONLY.**

The file is now ready with the latest Auditors report.