SYSTEMS SOLUTIONS

Procedure for maintaining information store values after the release

caseware

VERSION 1.00

PROCEDURE SUMMARY

1. **Back-up Information Store details..……..... 3**

2. **Follow the procedure in downloading the Financial Statements Template……. 6**

3. **Follow the procedure in installing the Financial Statements Template……. 6**

4. **Open the updated financial statements template…… 6**

5. **Logos are not retrieved from the back up, therefore are defined manually. Follow procedure for defining logos in the Financial Statements Template……6**

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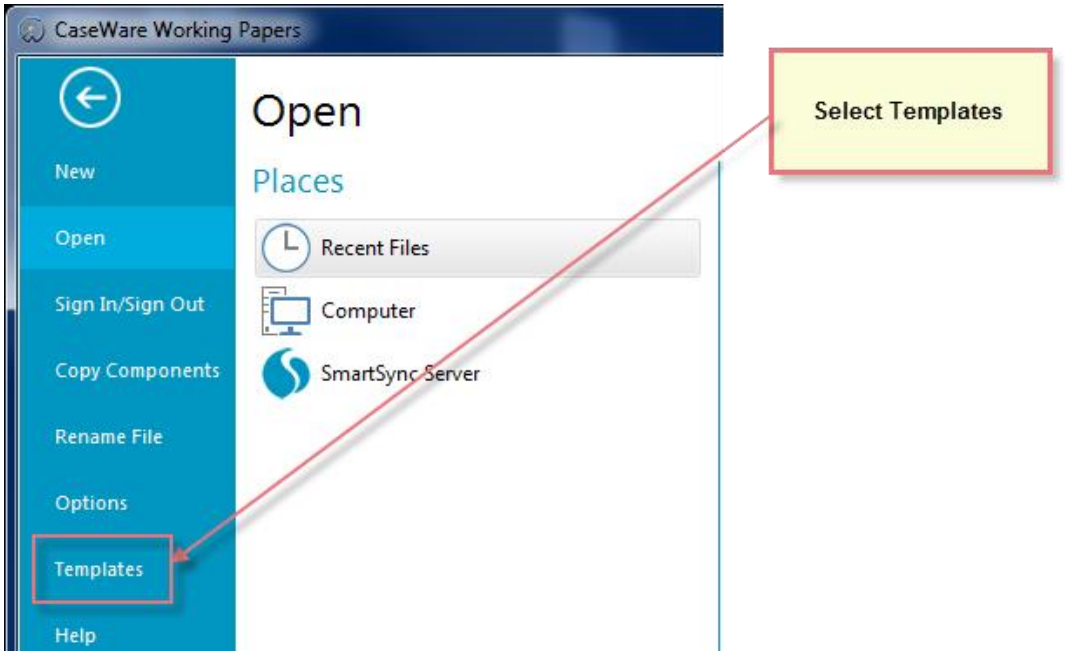
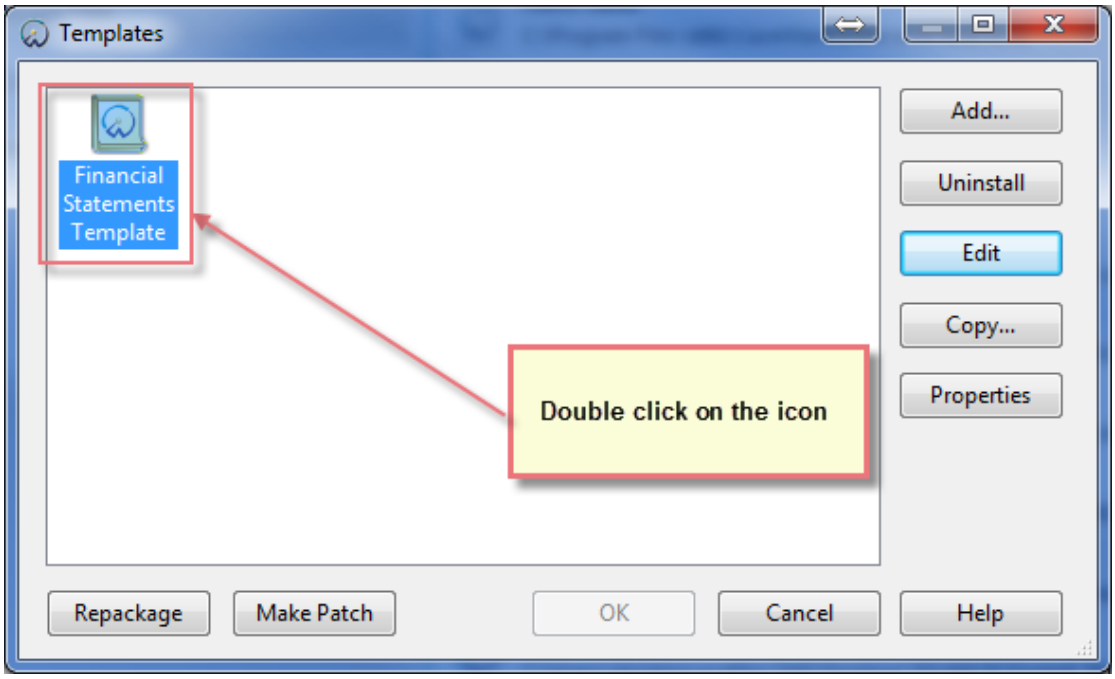
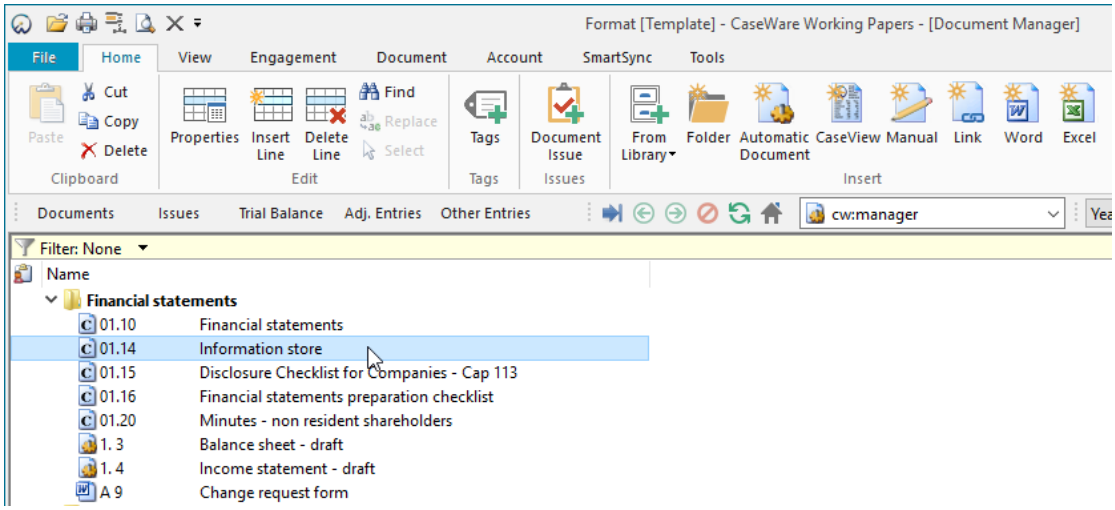
1. Back-up Information Store details.

a. Select Templates. Then double click on financial statements template to open it

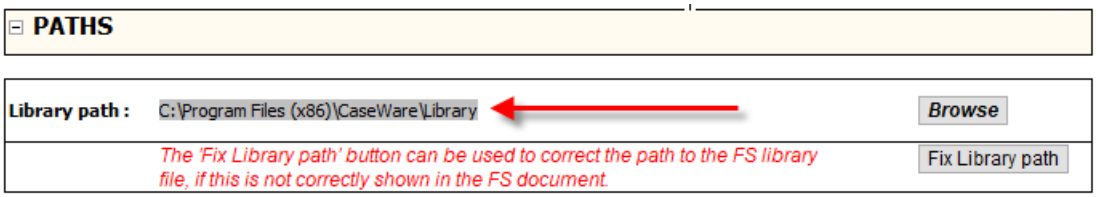




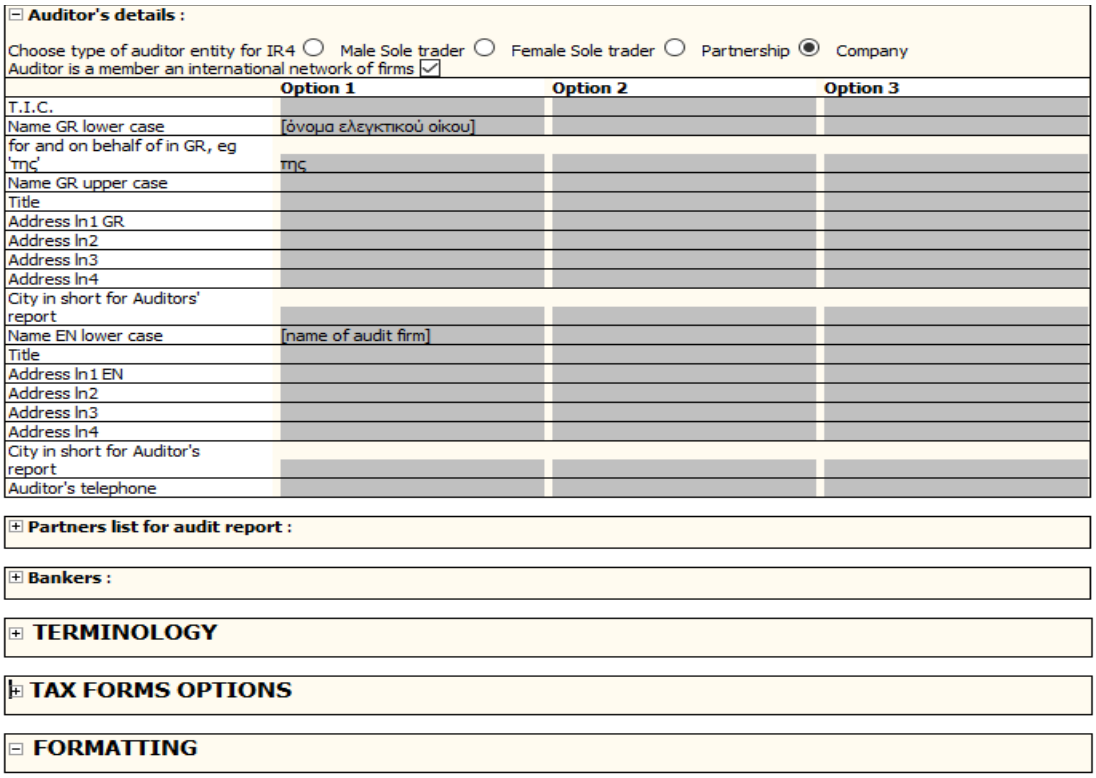
b. Select to open 01.14 Information store

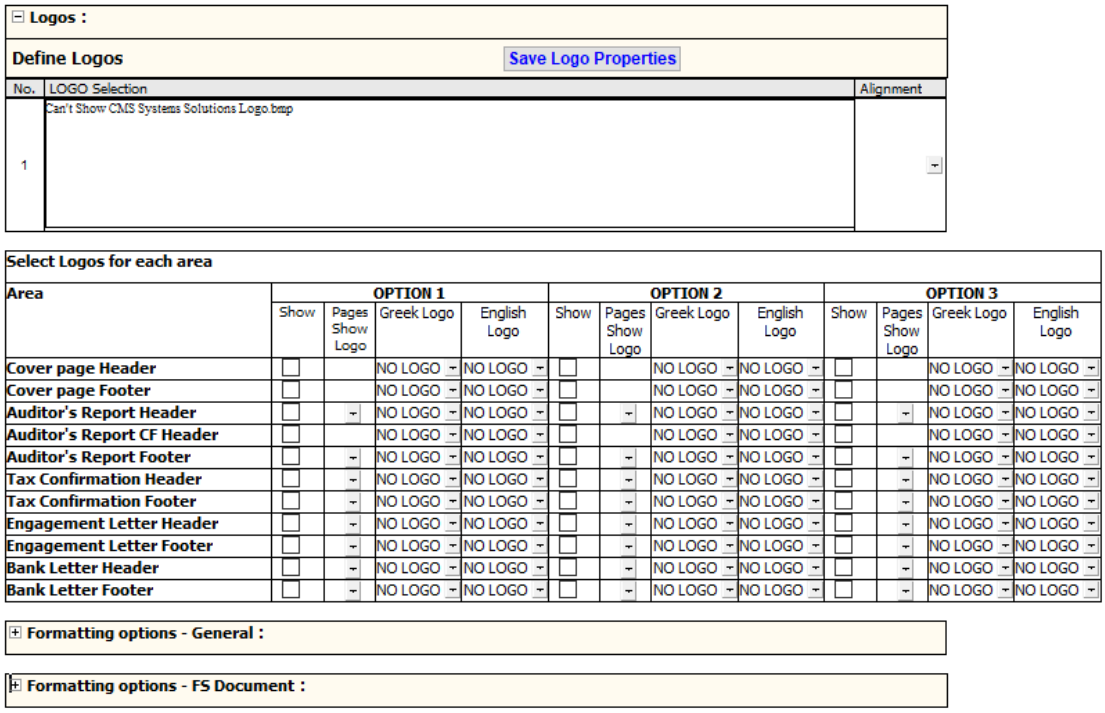


c. In the PATHS section, confirm that the Library Path is the correct one. If not press the browse button to set the correct Library path e.g. C:\ Program Files (x86)\ Caseware\ Library.



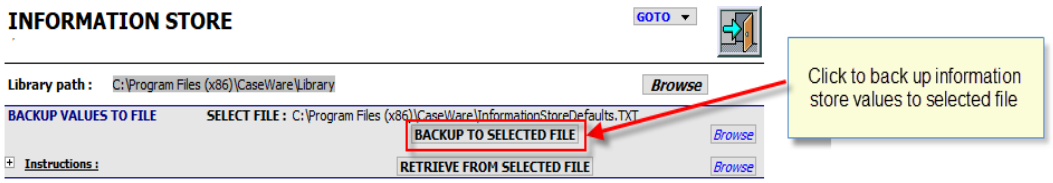
d. Complete Information Store with the Firm's details





e. In BACKUP VALUES TO FILE click the button “BACKUP TO SELECTED FILE” to save information store values.

Note: If you want to save information store values in a different location Browse to select the desired path.



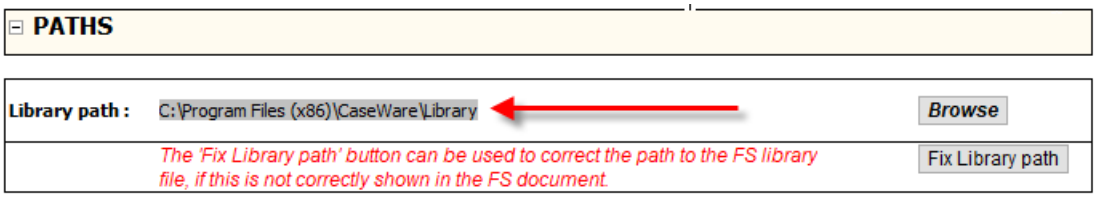
CLOSE INFORMATION STORE AND CASEWARE WORKING PAPERS

2. **Follow the procedure in downloading the Financial Statements Template.**

3. **Follow the procedure in installing the Financial Statements Template.**

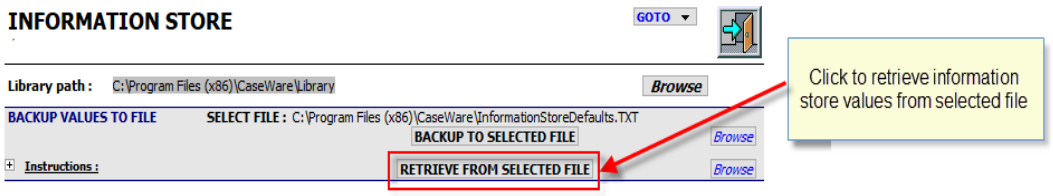
4. **Open the updated financial statements template**

   a. Open 01.14 Information store
   b. Ensure that the library path is correct



   c. and click button “RETRIEVE FROM SELECTED FILE”.

Note: If you have selected to save values in a different location browse for the file and then retrieve the values.



5. **Logos are not retrieved from the back up, therefore are defined manually.**
   Follow procedure for defining logos in the Financial Statements Template

The information store values are now copied in the latest Financial Statements template.