Procedure of copying Wear and Tear Allowances from previous year to current year
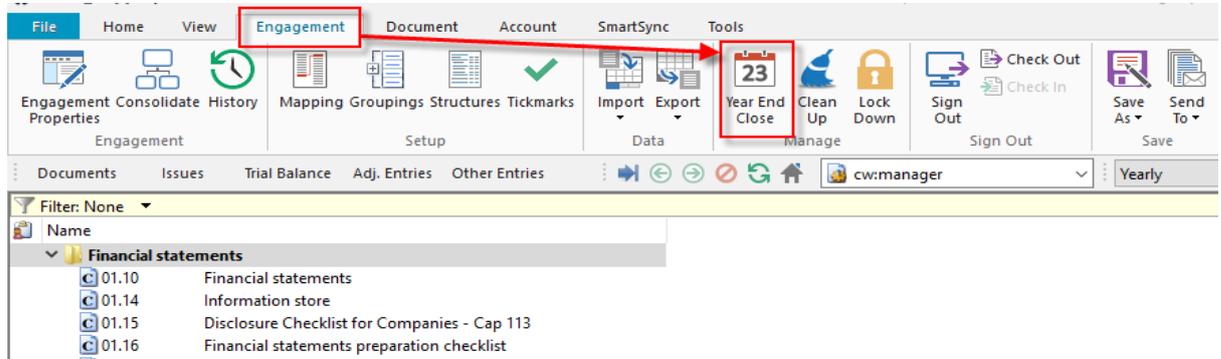
VERSION 3.00

PROCEDURE SUMMARY

1. Open previous year's file. Year End Close the client file and create a temporary file

    a. Select *Engagement / Year End Close*

    b. Click on the black triangle to specify the location you will create the new year's file
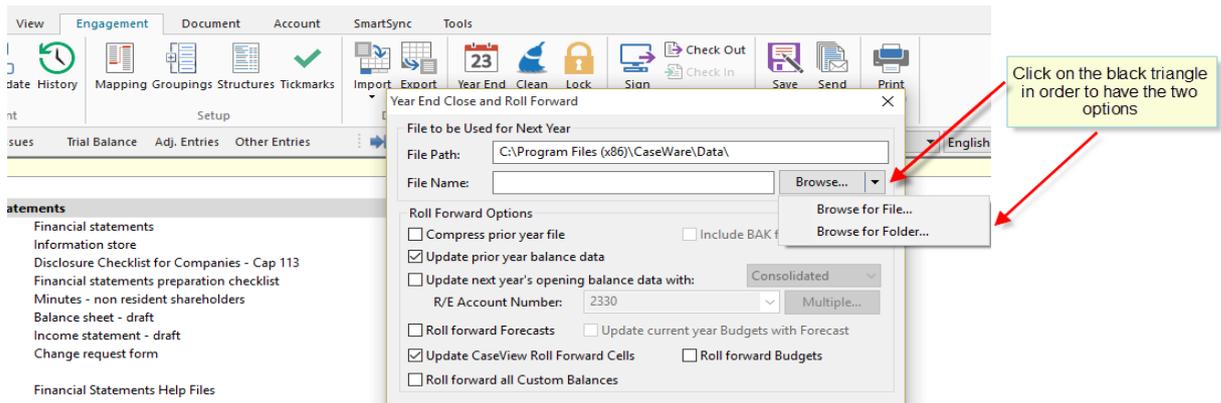
c. In the File Name write "Temporary" since this will be deleted at a later stage. In the *Roll Forward Options* make sure **Update prior year balance data** and **Update CaseView Roll Forward Cells** are selected. Click OK
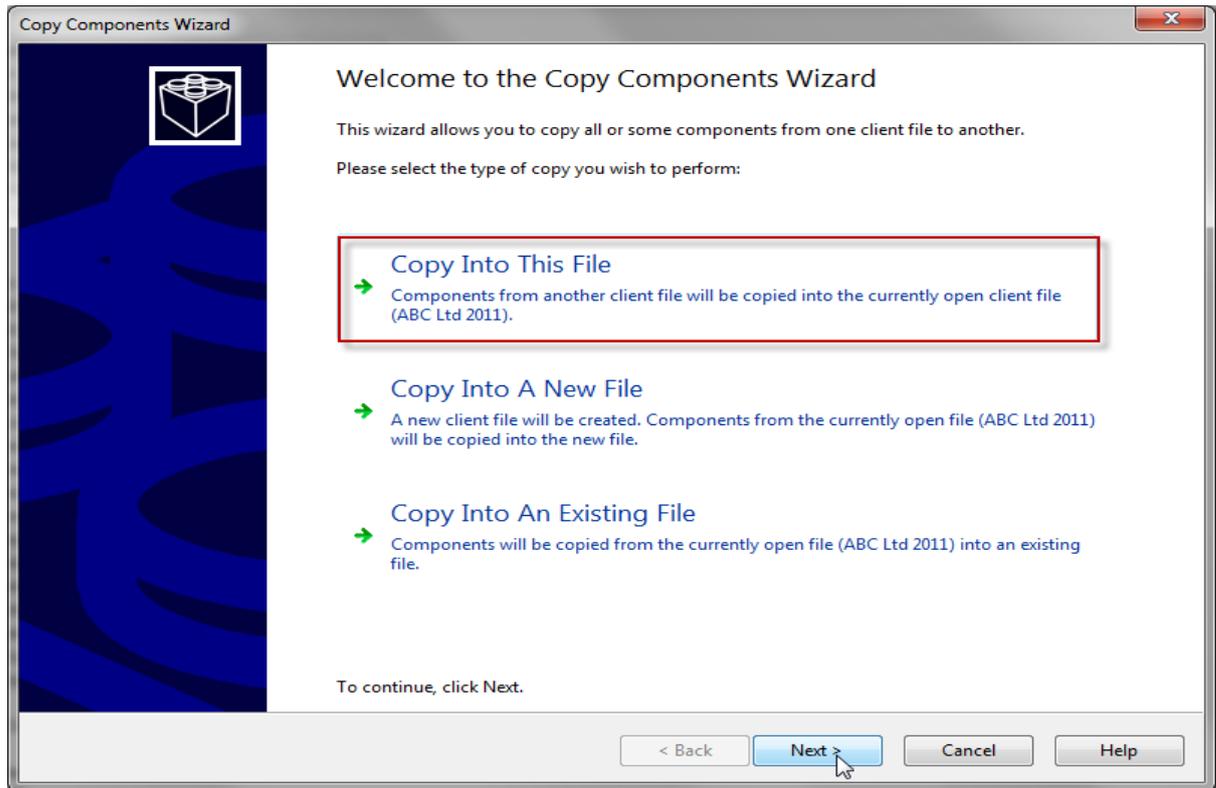
2. Copy components from the Template into the Temporary file

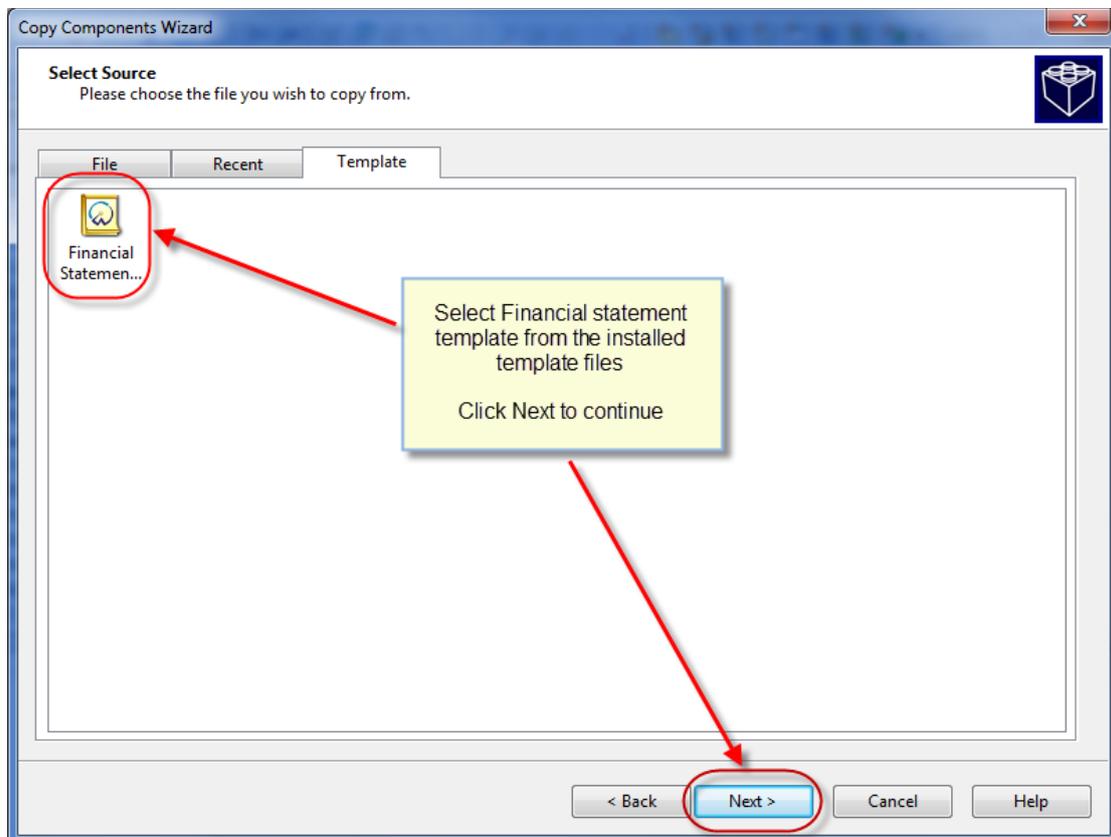Using the Copy Components feature, copy the new information store from the template.

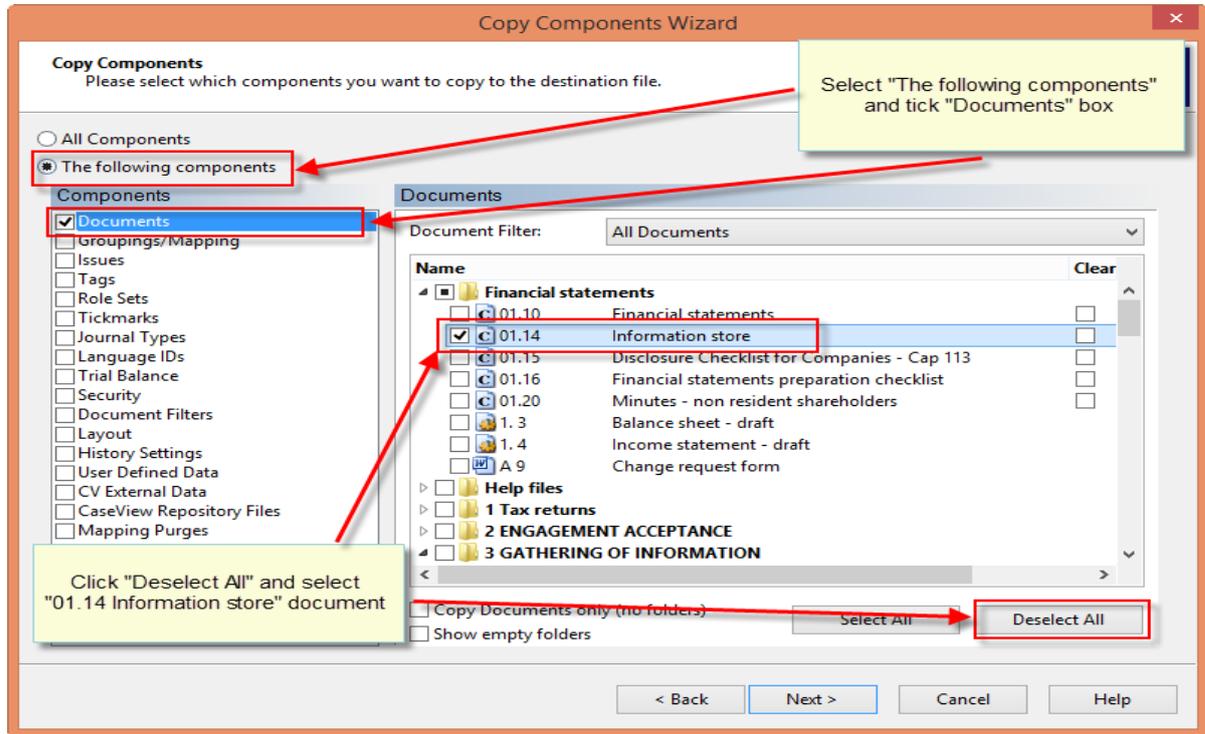   **a.**   Select the command **File / Copy Components**
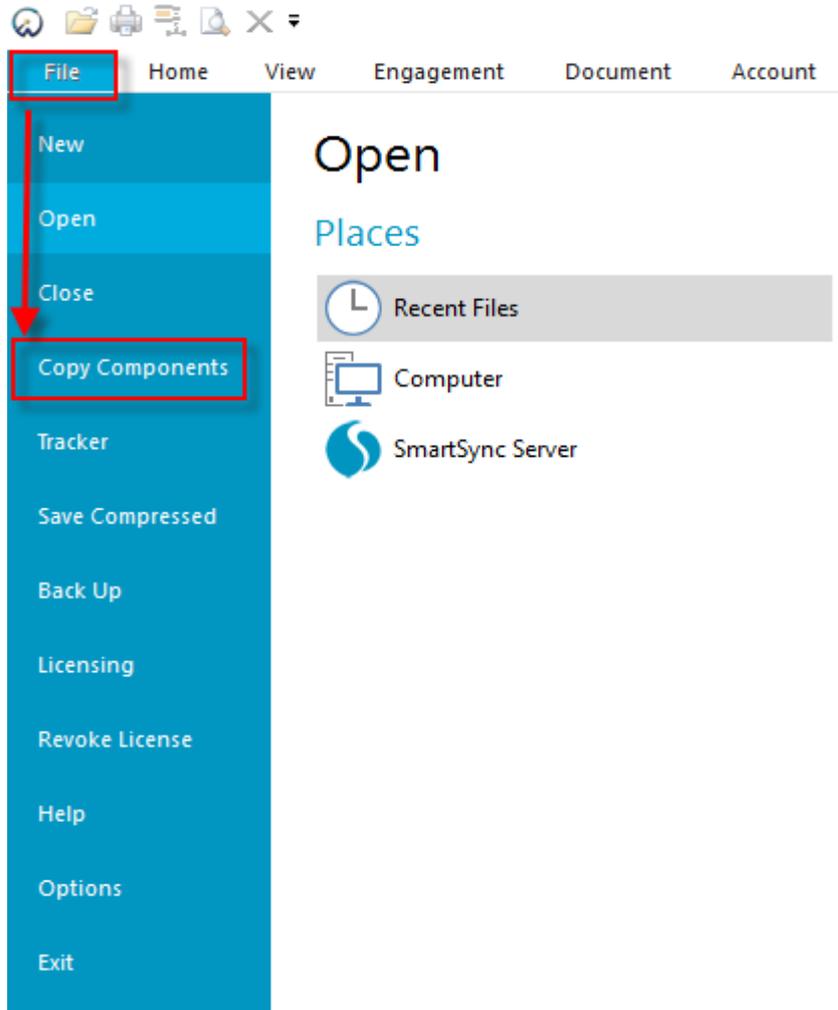
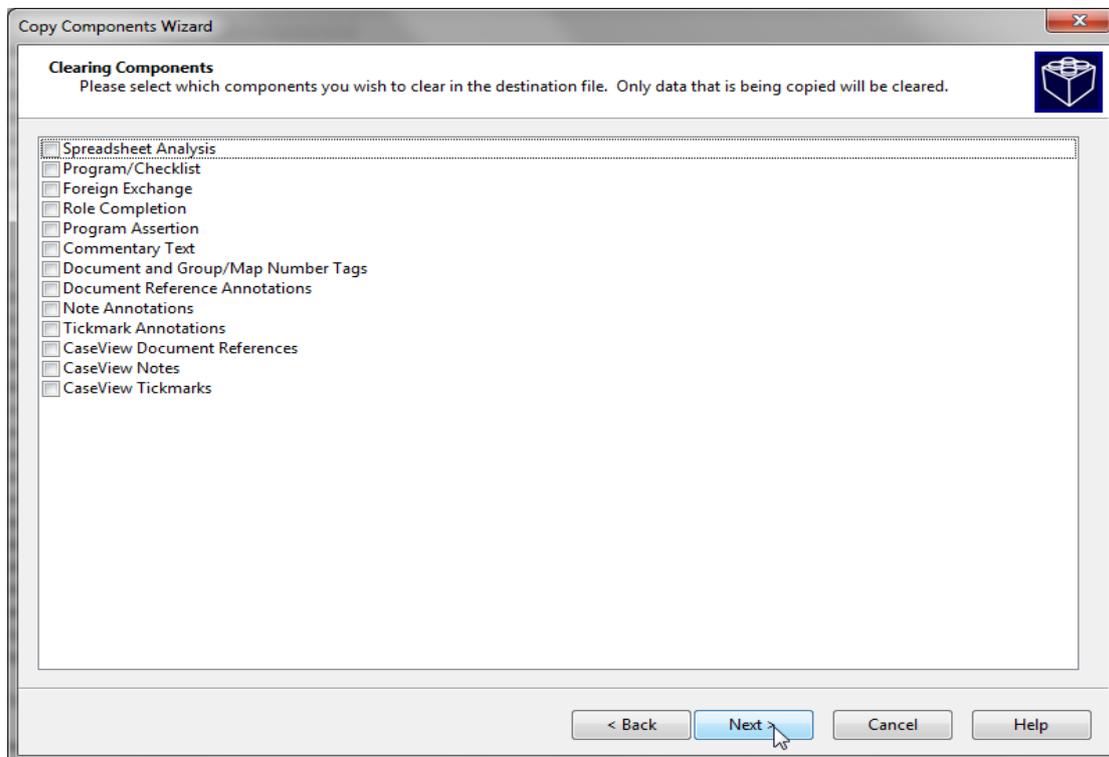**b.** Select Copy into This File. Click Next.

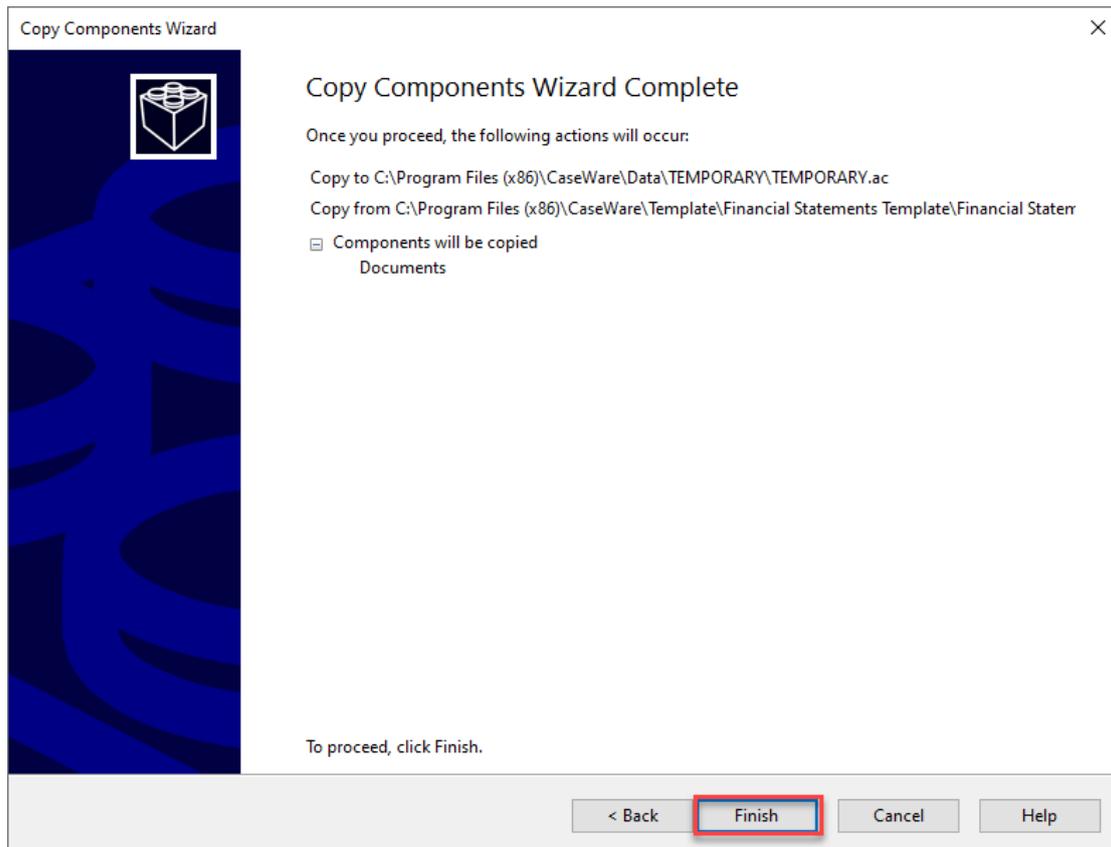**c.** Choose the Financial Statements Template and click Next.

    d. In the Copy Components Wizard select "The following components" and the "Documents" box. Click "Deselect All" and then select document "01.14 Information store". Select Next.
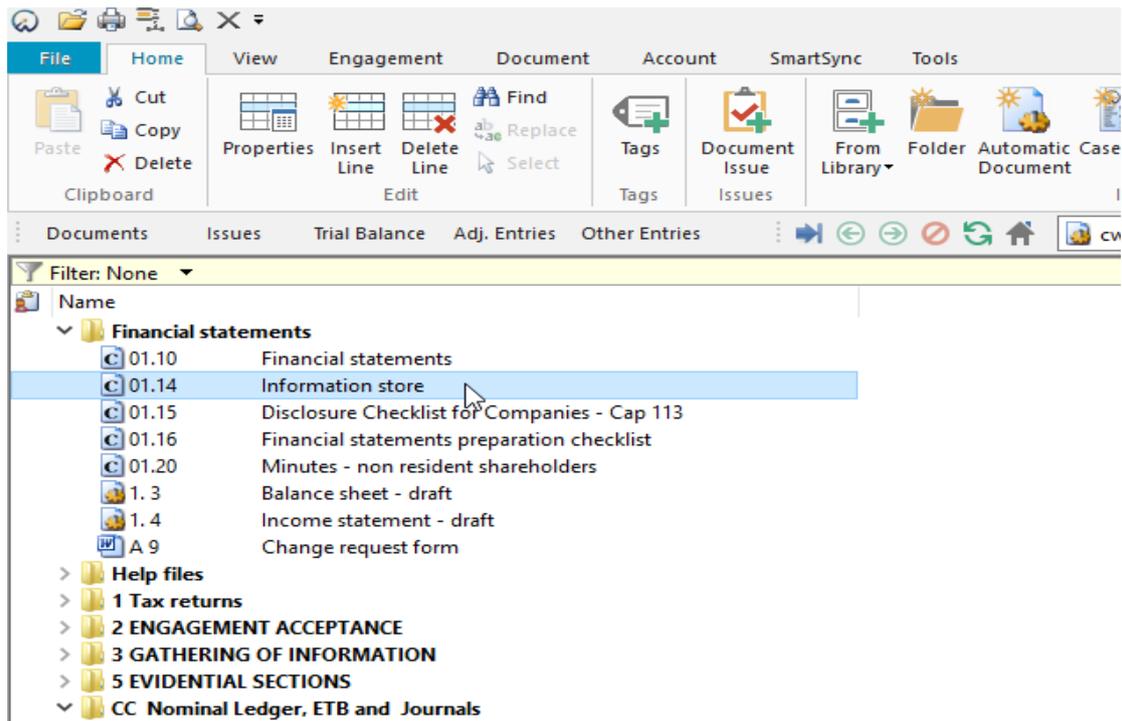

    e. Click Next to continue

f. Click Finish to complete the Copy Components wizard.

4. **Open the Information Store document (01.14) to select the correct library path and to update the fs document**

a. In the document manager double click to open the 01.14 Information Store.
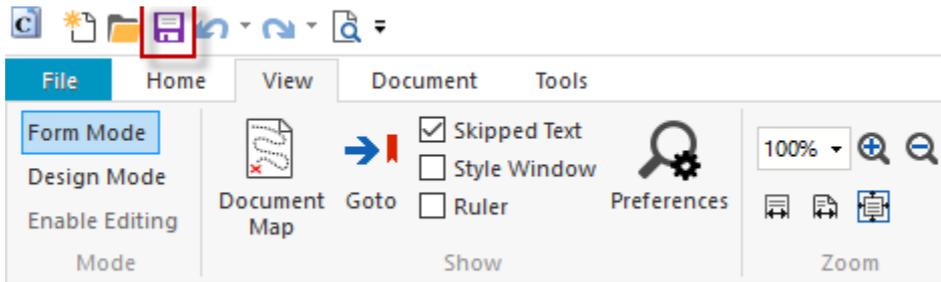
b. In the PATHS section, confirm that the Library Path is the correct one. If not press the browse button to set the correct Library path e.g. C:\ Program Files (x86)\ Caseware\ Library. Then press Save Button.

c. 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.
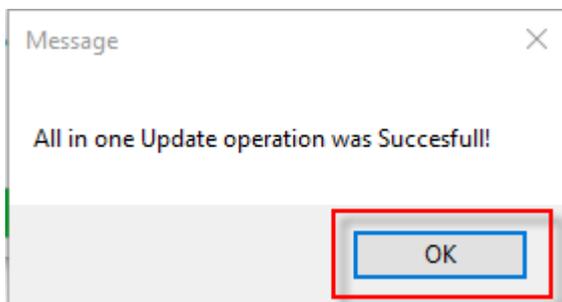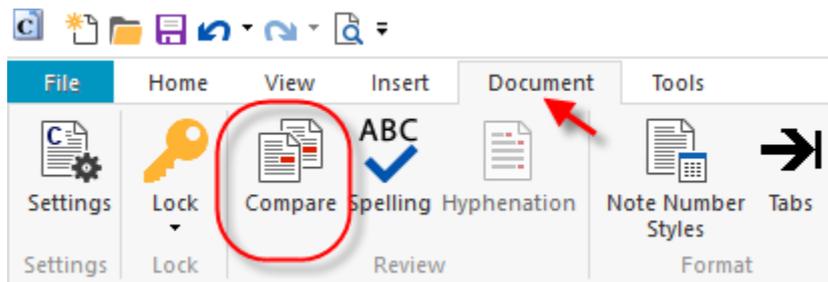

When the update completes you will get the message: "All in one Update operation was Successful". Press OK.
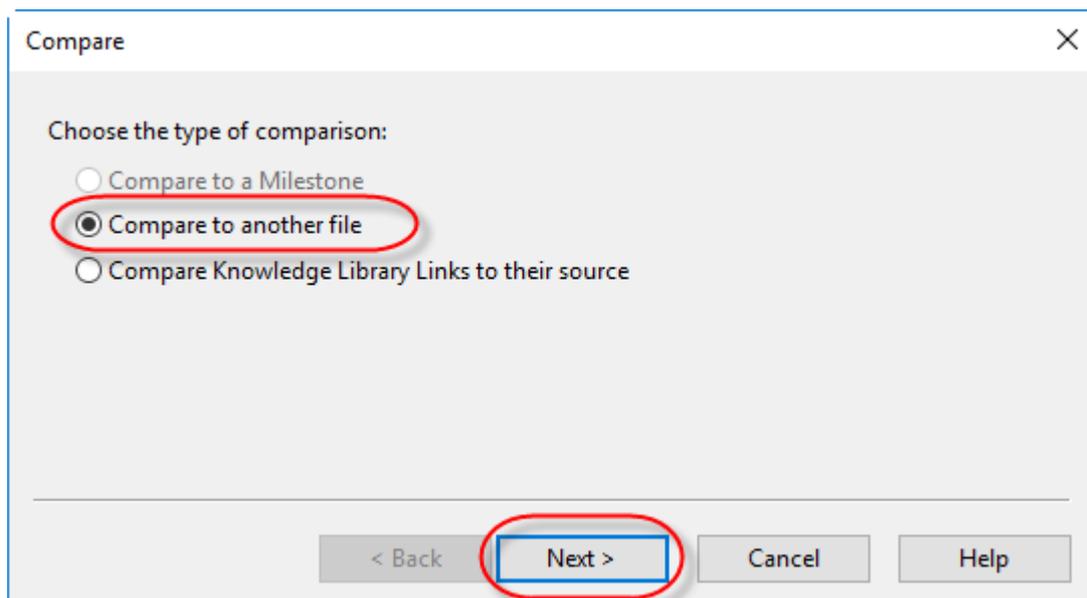
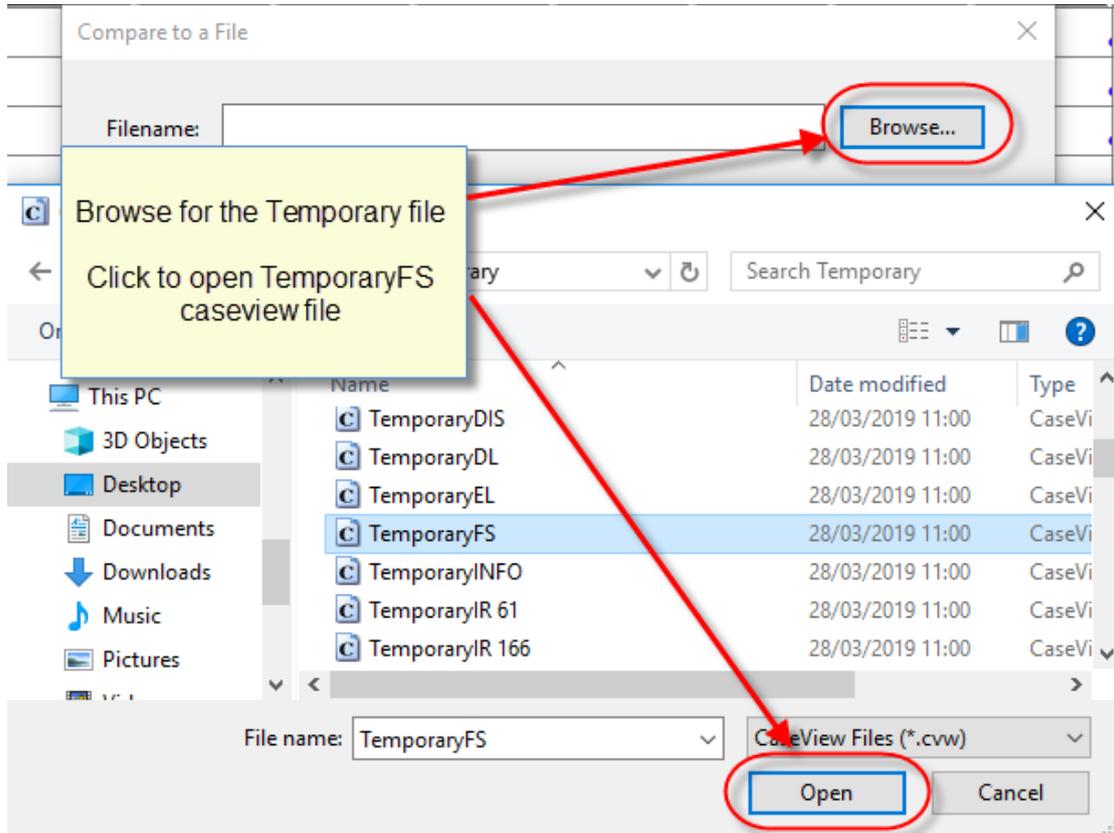### 3. Open new year's file, enter 01.10 Financial statements document.
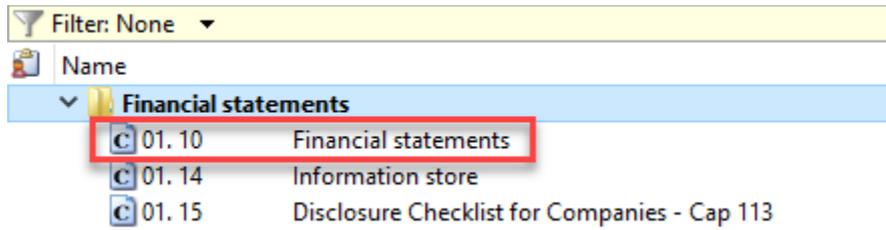
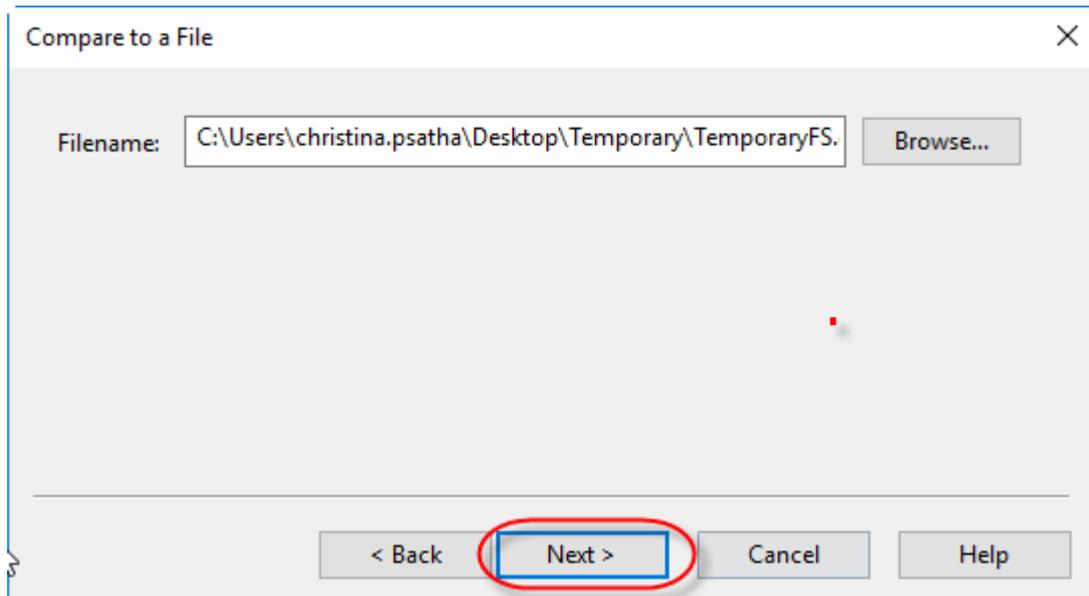   **a.** Enter design mode and select Document / Compare

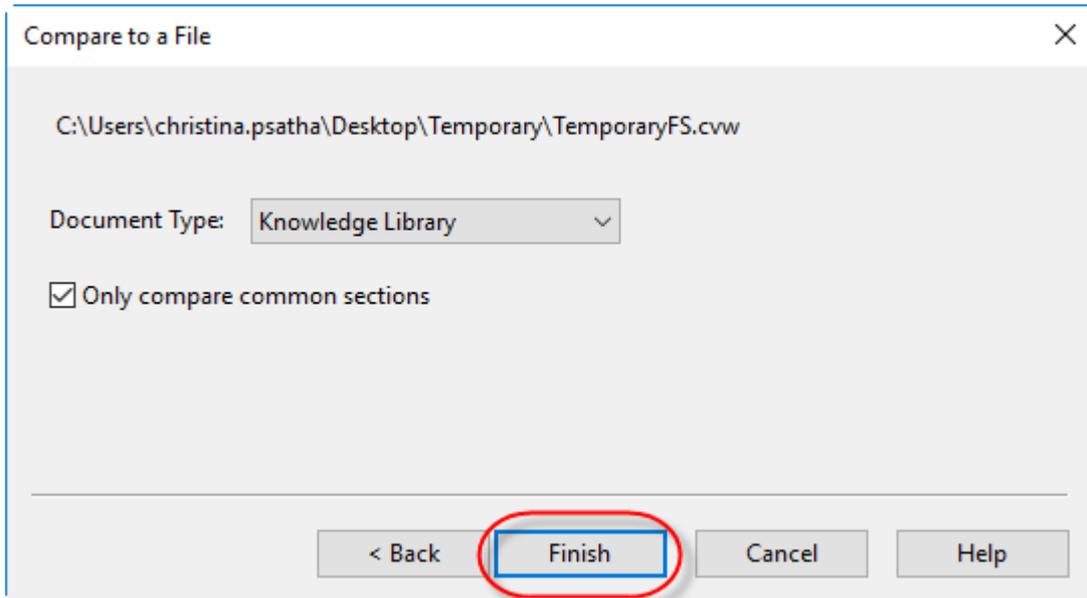   **b.** On "Compare" window leave selection "Compare to another file" as it is and select "Next"

c. On "Compare to a File" window click [Browse...] and select the Temporary file you have created. Select to open TemporaryFS caseview file
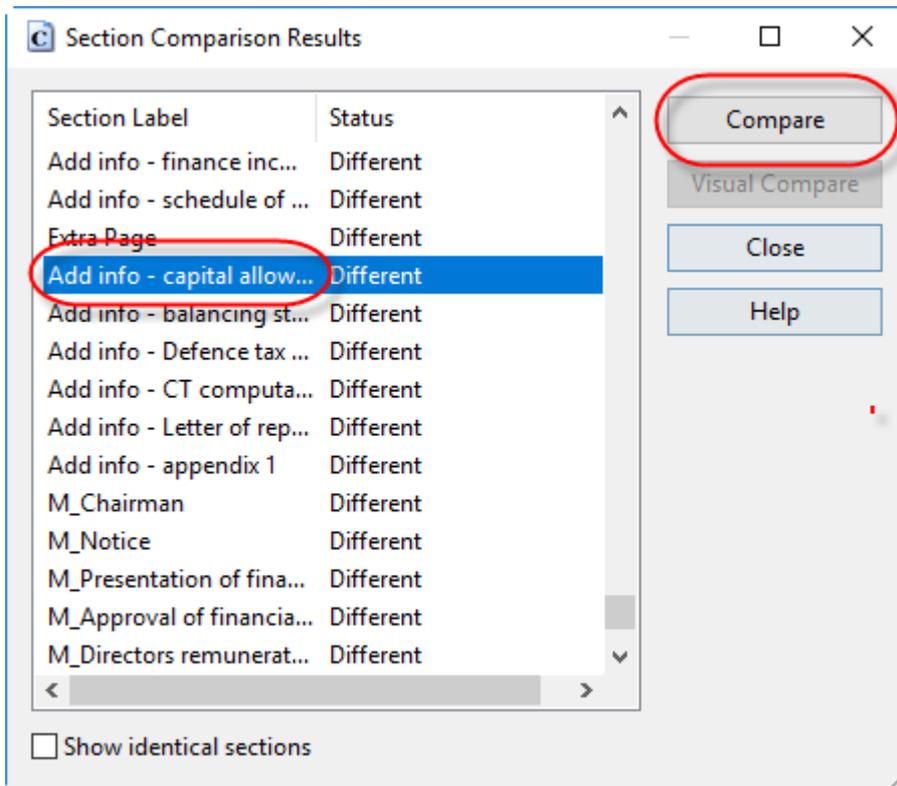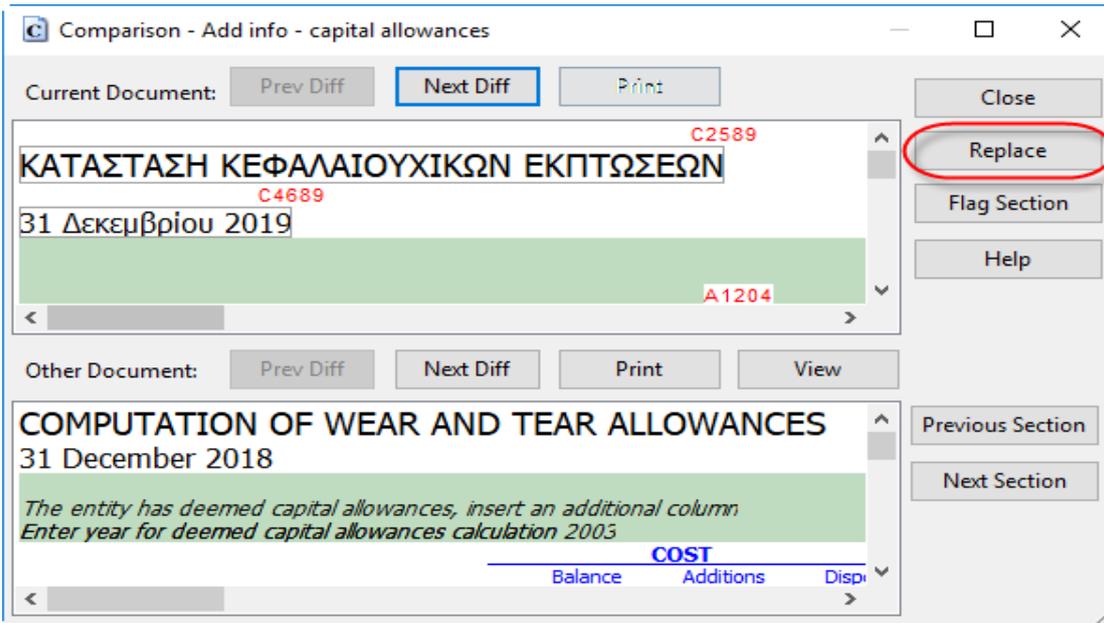

d. Select "Next"
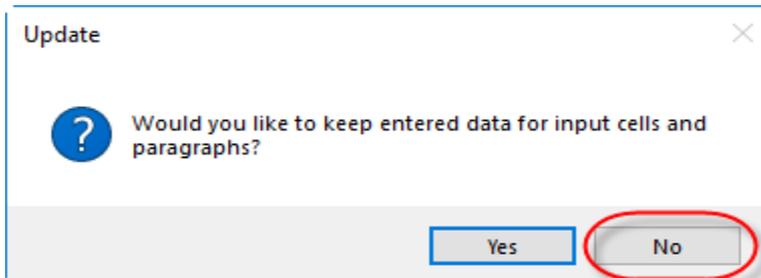
e. Select "Finish"

f. On "Section Comparison Results" window, select Add info-capital allowances and then "Compare"
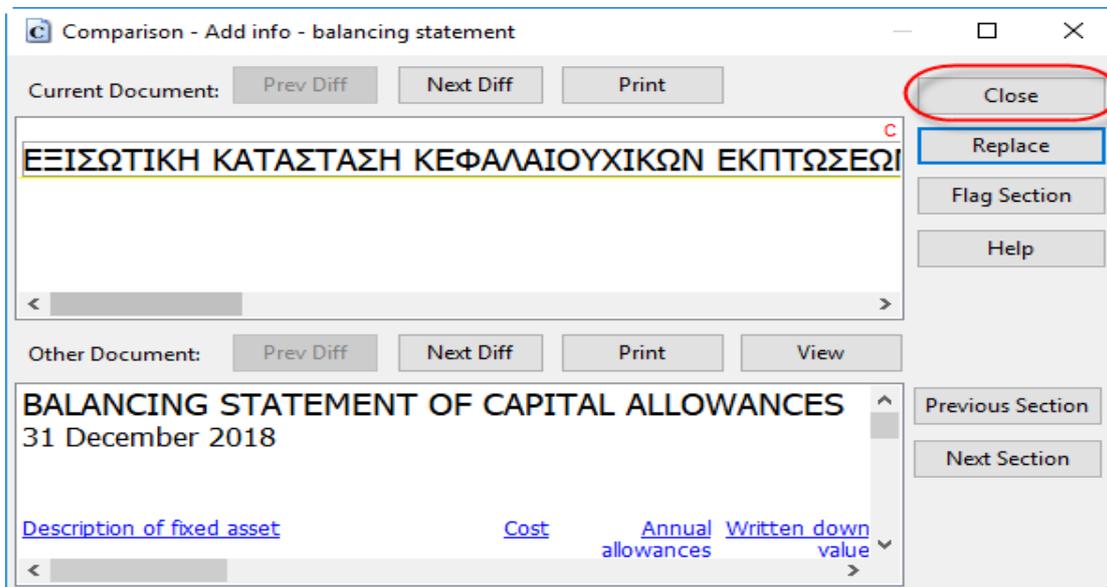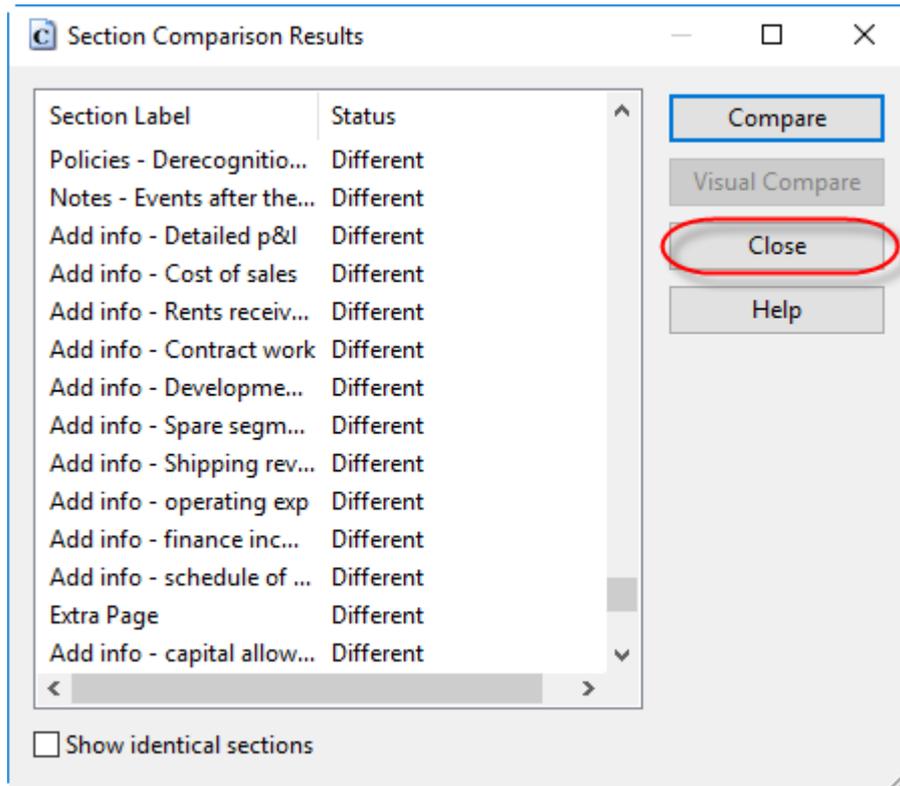
g. Select "Replace"

h. At the message "Would you like to keep entered data for input cells and paragraphs?" Select "No"

i. At the following windows select "Close"

Capital Allowances are now copied in new year's file.