



SYSTEMS SOLUTIONS

Procedure for preparing yearly financial statements based on the Caseware file used for the interim financial statements



caseware[™]

VERSION 3.00

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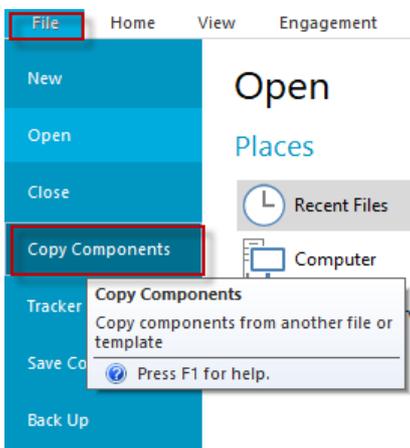
1. Intro

To prepare the yearly financial statements we need a different Caseware file from the interim Caseware file.

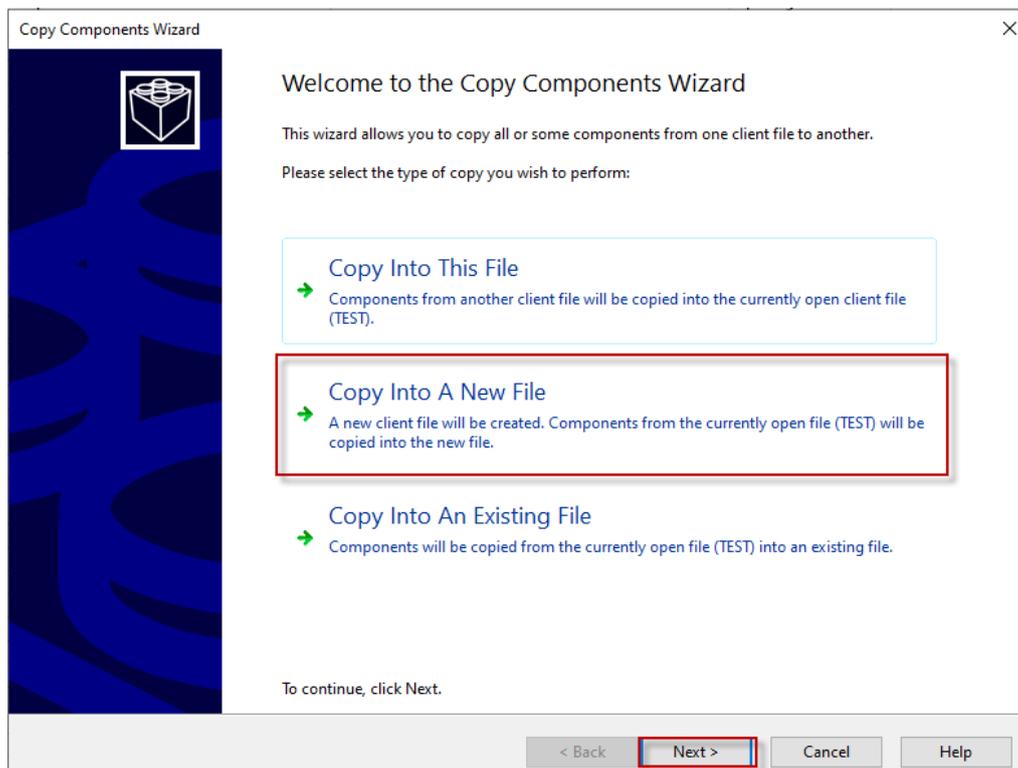
The procedure below describes the steps on how to create the yearly Caseware file based on the Caseware file used for the interim financial statements.

In this way the interim balances will be retrieved in future files and in the next year's interim financial statements.

2. Open the Caseware file of the interim financial statements and Select File / Copy Components

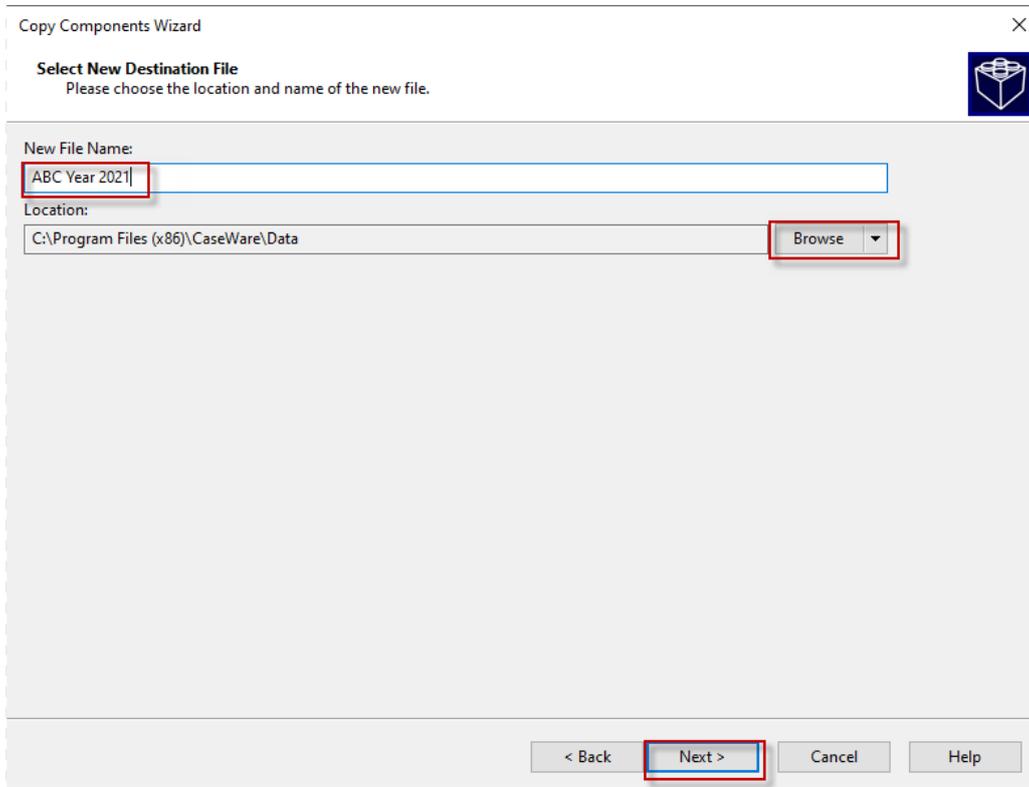


3. Select "Copy into a new file" and press "Next"

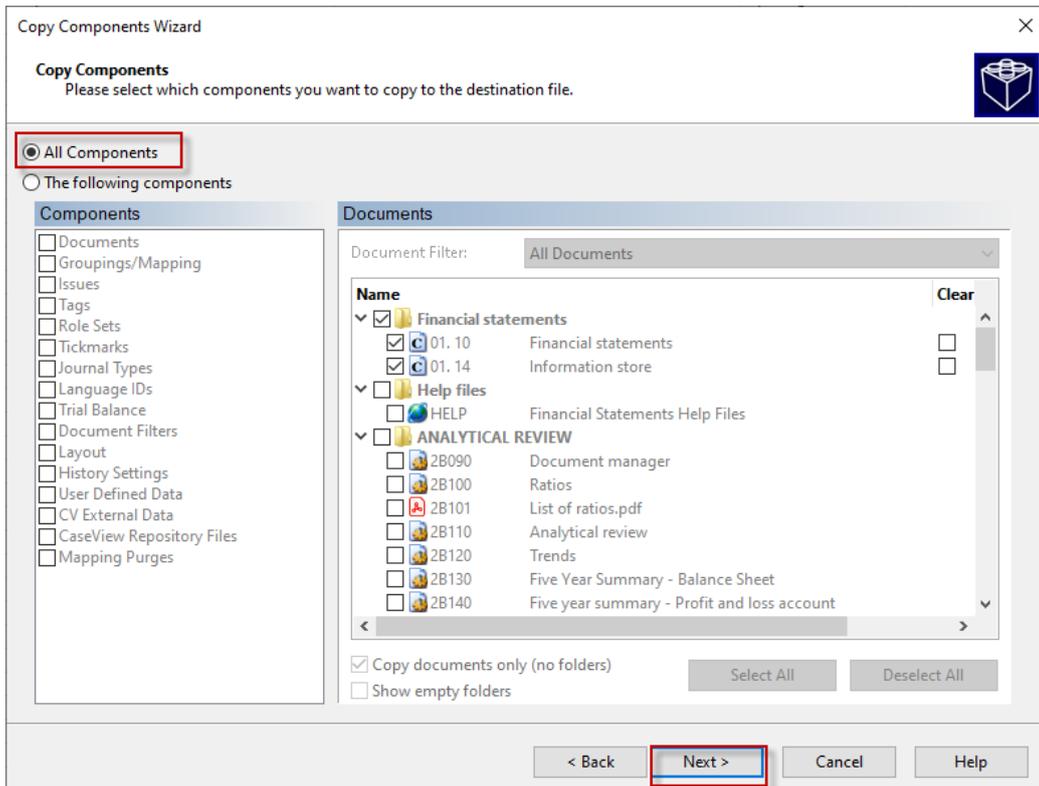


4. Browse for the location you want to save the full year file, write the name of the file and then press "Next"

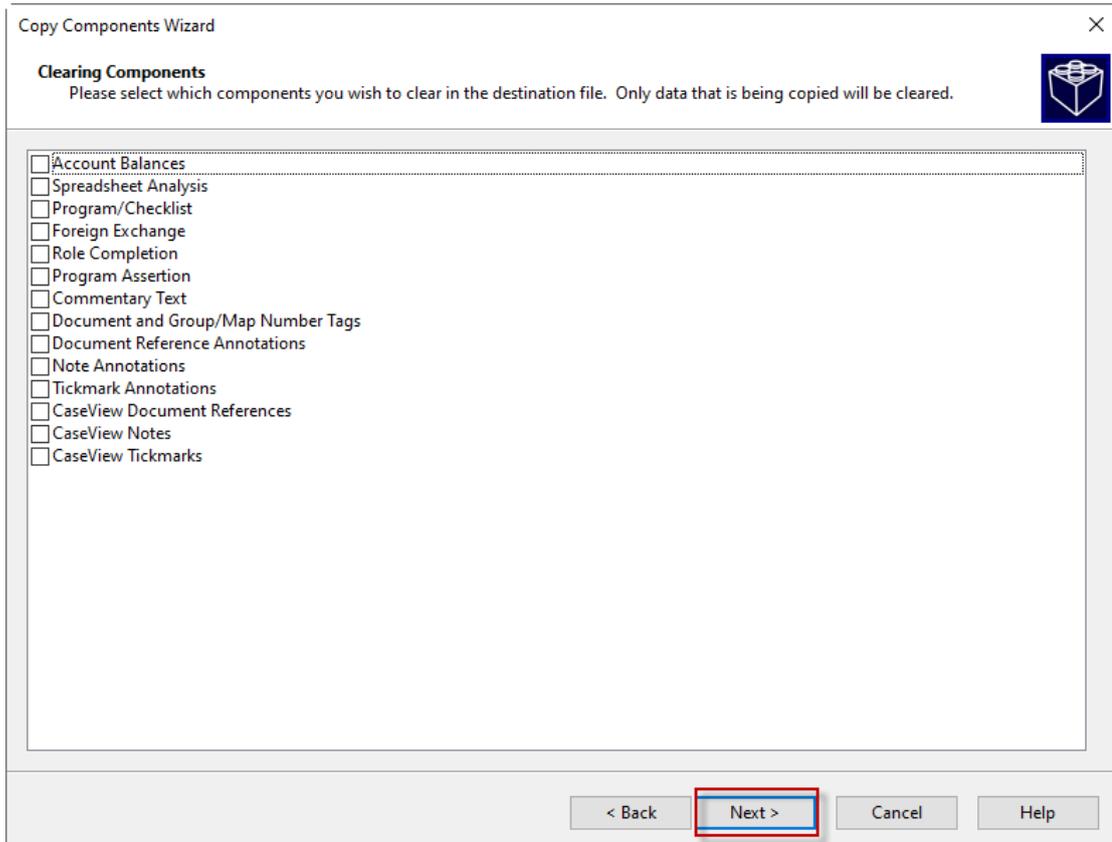
I.e. ABC Year 2021



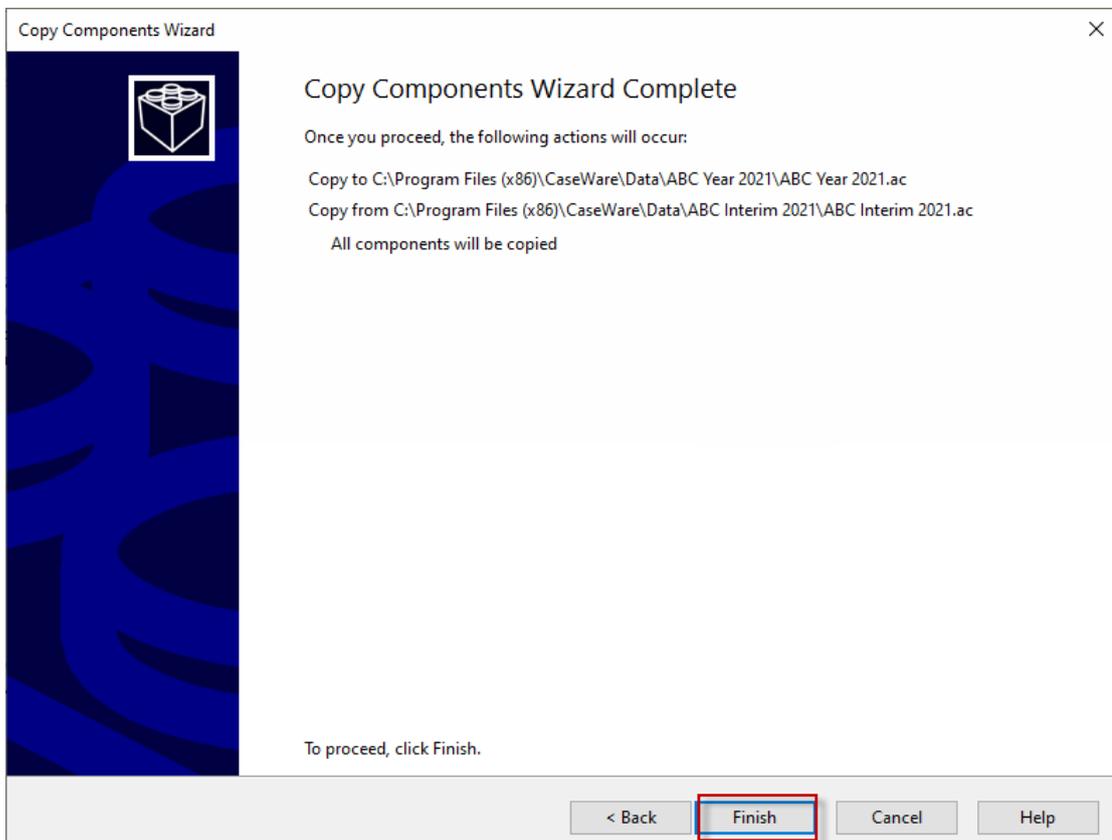
5. Select "All Components" and then press "Next"



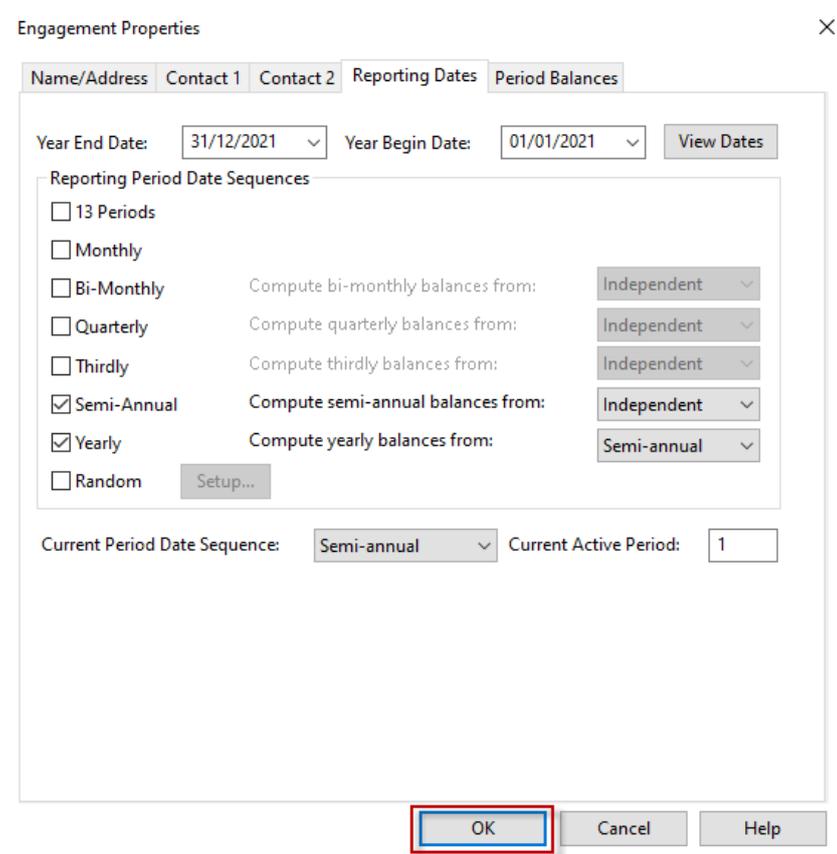
6. Press "Next"



7. Press "Finish"



8. In the “Engagement Properties” window of the new file created press “OK”

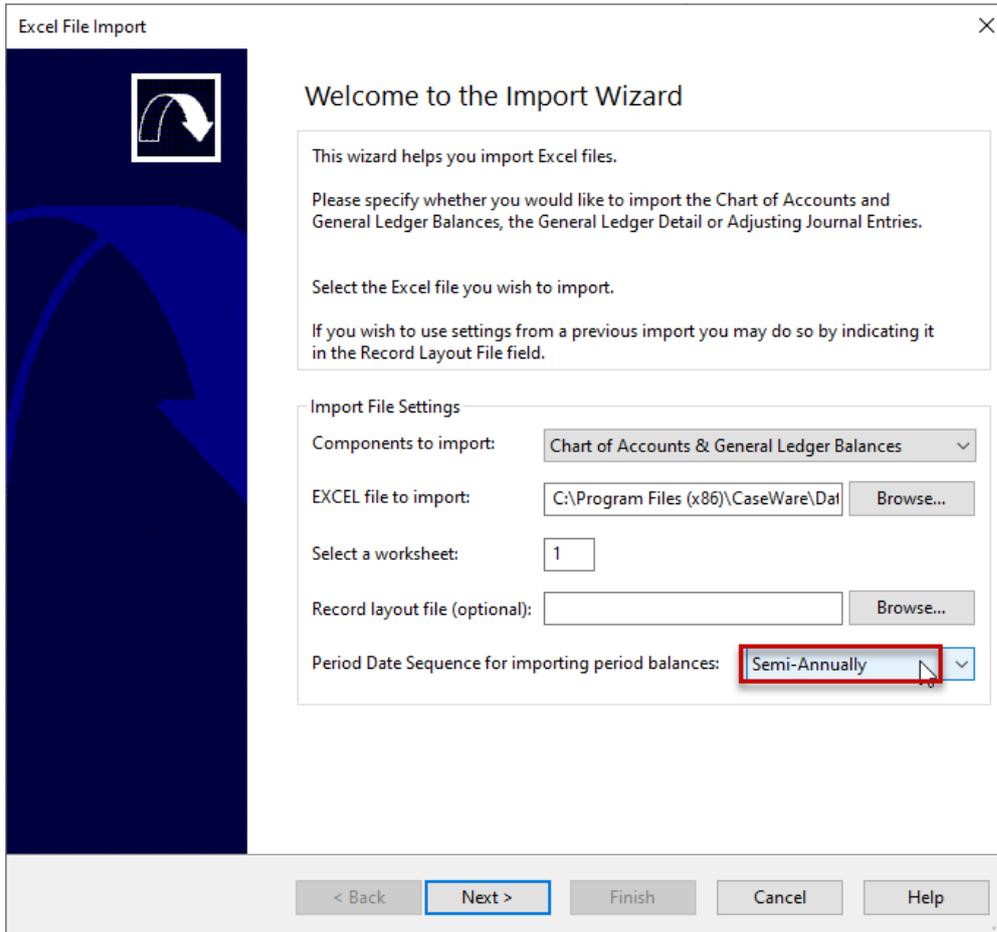


9. Import the trial balance for the year

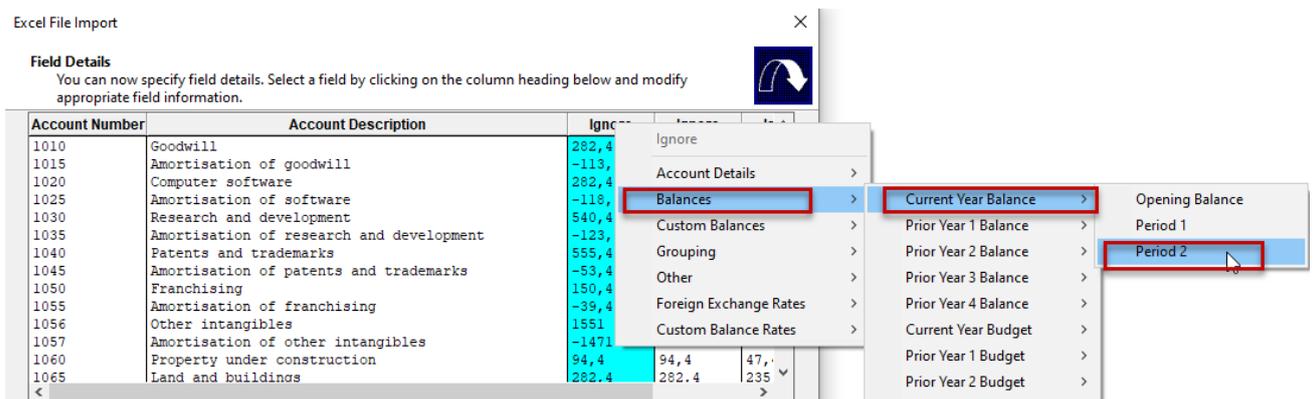
The import process is similar to the normal import. The additional necessary settings during the import are explained below:

- a) In the first dialog window, make sure the Period Date Sequence for importing period balances is set to “Semi-Annually”.

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b) In the “Field Details” dialog, define the field details accordingly and for the balances select **Balances / Current Year Balance / Period 2**:

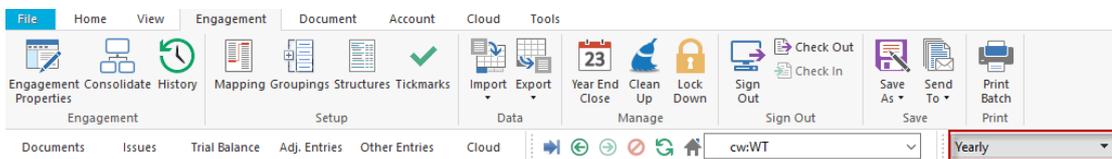


- c) In the “**Advanced Specifications**” dialog select:
- Balance Settings Balance Type: “**Current Year Balance**”
 - Tick the checkbox next to “**Balances being imported are year-to-date**”

The image shows the 'Excel File Import' dialog box with the 'Advanced Specifications' tab selected. The 'Balance Settings' section is highlighted with a red box, showing 'Balance Type' set to 'Current Year Balance' and the checkbox 'Balances being imported are year-to-date' checked. Other options include 'Accumulate Balances', 'Clear Balances of Period(s) Being Imported', 'Round Balances', and 'Translate from DOS to Windows file'. The 'Regional Settings' section includes 'Use currency format in Regional Settings' and 'Decimal Symbol' and 'Digit Group Symbol' dropdowns. The 'Account Options' section includes 'Default Account Type' and 'Import' options like 'All Accounts', 'Accounts with Non-Zero Total Balance', and 'Accounts with Opening Balance/Period Movement'. The 'Finish' button is highlighted in blue.

- d) Finalise the importing procedure as usual

10. Select “Yearly” in the context menu as shown below:



11. 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 “Select **YEAR** or **PERIOD**” area:
- The “For current period” is set to “Year”
 - The “For comparatives” is set to “Year” (unless anything else is required, depending on the specific entity)

Select YEAR or PERIOD 	
(For current period) Year <input checked="" type="radio"/> / Period <input type="radio"/>	
(For comparatives) Year <input checked="" type="radio"/> / Period <input type="radio"/>	

- b) In the “Select **ANNUAL** or **INTERIM FS**” area the “**Annual**” selection is selected

Select ANNUAL or INTERIM FS 	
Annual <input checked="" type="radio"/> Interim <input type="radio"/> Interim without comparatives <input type="checkbox"/>	