



SYSTEMS SOLUTIONS

Procedure for preparing yearly financial statements when quarterly Caseware files exist



caseware™

VERSION 2.00

PROCEDURE SUMMARY

1. **Intro..... 3**
2. **Follow the procedure “Procedure for preparing the next quarterly financial statements (quarters 2-4) using the previous quarter Caseware file” to create the Caseware file for the fourth quarter (Quarter 4) of the year, and import the respective trial balance..... 3**
3. **After importing the Trial Balance, select “Yearly” in the context menu as shown below: 3**
4. **Result presented in Entry Table of the financial statements..... 3**

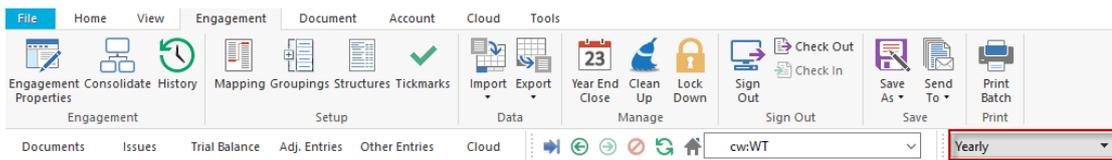
1. Intro

To prepare the yearly financial statements the users have two options:

- a) They can create the yearly Caseware file by roll-forwarding the previous year's Caseware file and ignoring the quarterly balances (this procedure is described in "Procedure to Year End Close a file").
- b) They can follow the steps outlined below and create the yearly Caseware file based on the latest Caseware file used for quarterly financial statements (i.e. Quarter 3 of 2022 year). In this case they will be able to retrieve the quarterly balances in future files without additional steps.

2. Follow the procedure "Procedure for preparing the next quarterly financial statements (quarters 2-4) using the previous quarter Caseware file" to create the Caseware file for the fourth quarter (Quarter 4) of the year, and import the respective trial balance.

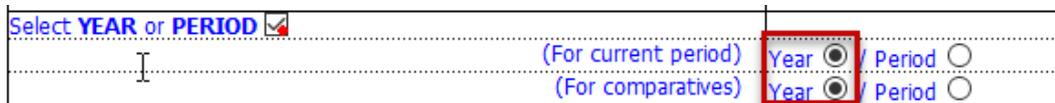
3. After importing the Trial Balance, select "Yearly" in the context menu as shown below:



4. 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)



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

