



Procedure for updating Auditors report only



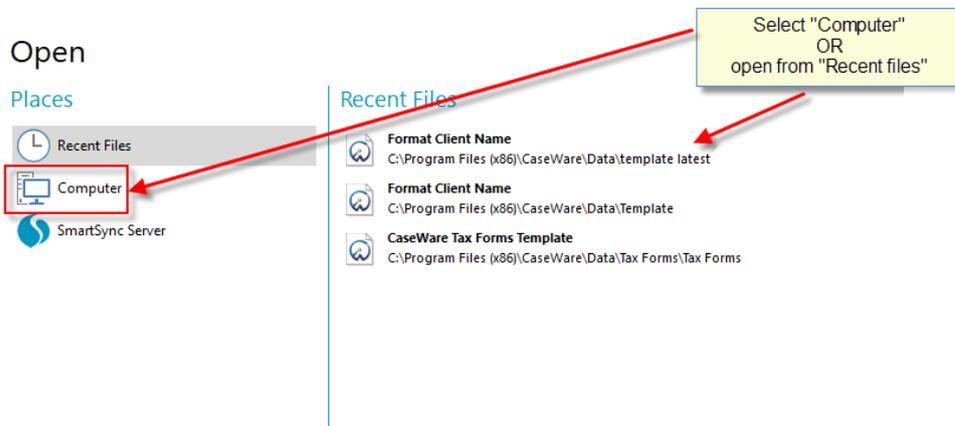
VERSION 1.00

PROCEDURE SUMMARY

1.	Open Caseware Client File	3
2.	Select to Back Up file	3
3.	Copy updated component from the Template into the client file	4
4.	Select to open 01.10 Financial statements	7
5.	Update the Freeze menu section. Select Update / From Library Section / Freeze ..	8
6.	Update the "Audit Report" section. From the Freeze menu select UPDATE / From Library Section / Audit Report ONLY.	8

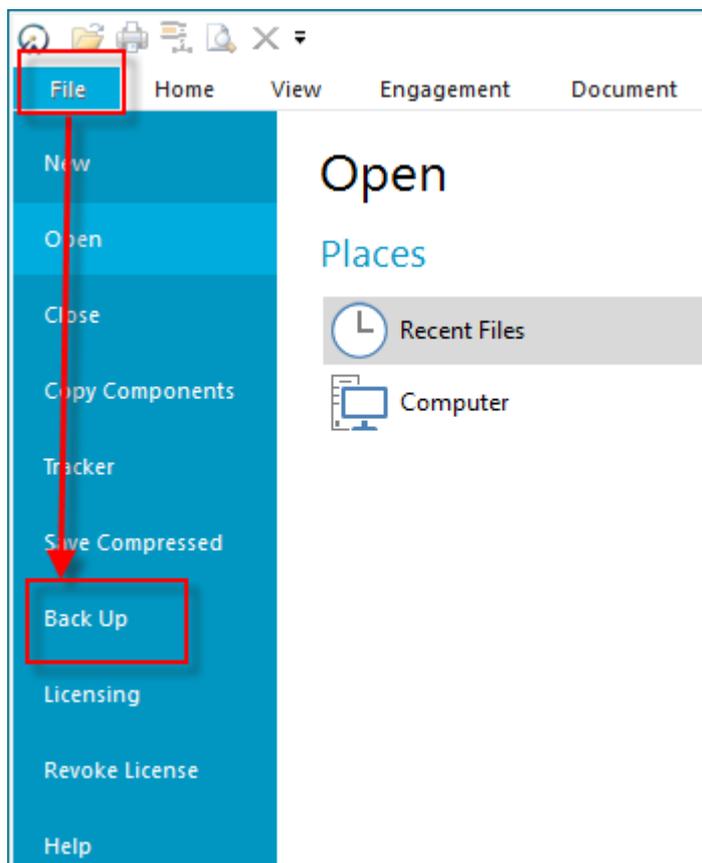
1. Open Caseware Client File.

- a. Open Caseware Working Papers and either select your file from 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.

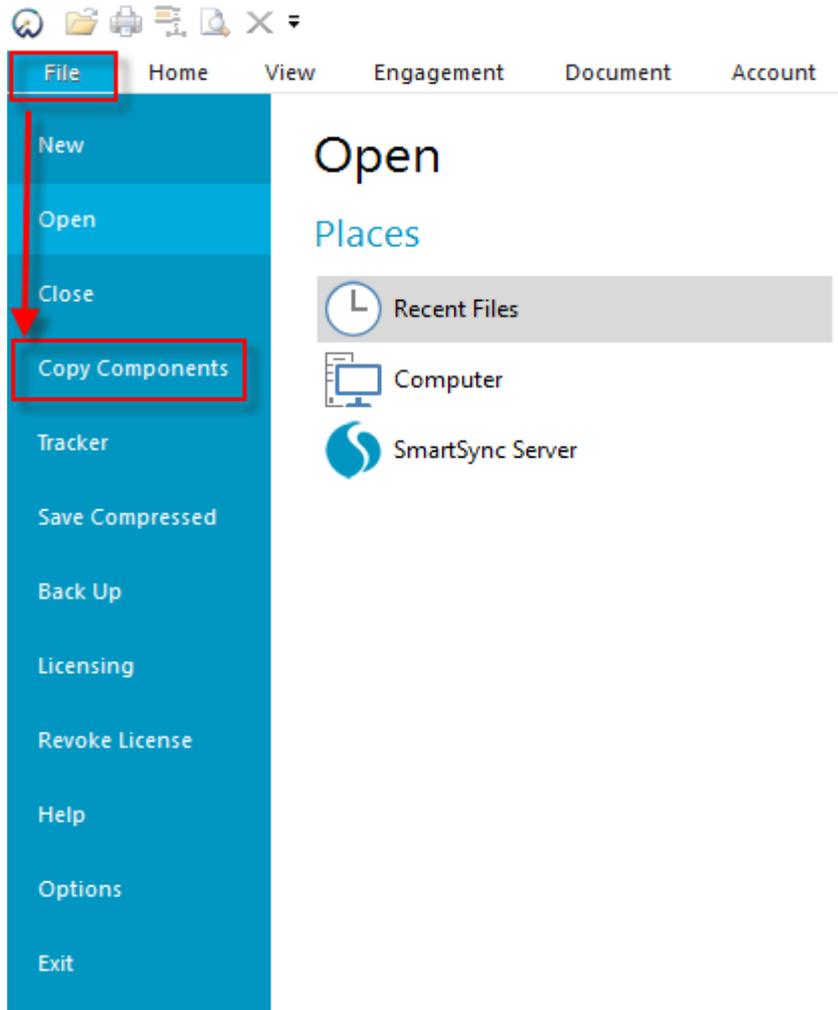
- a. Select **File / Back Up**



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

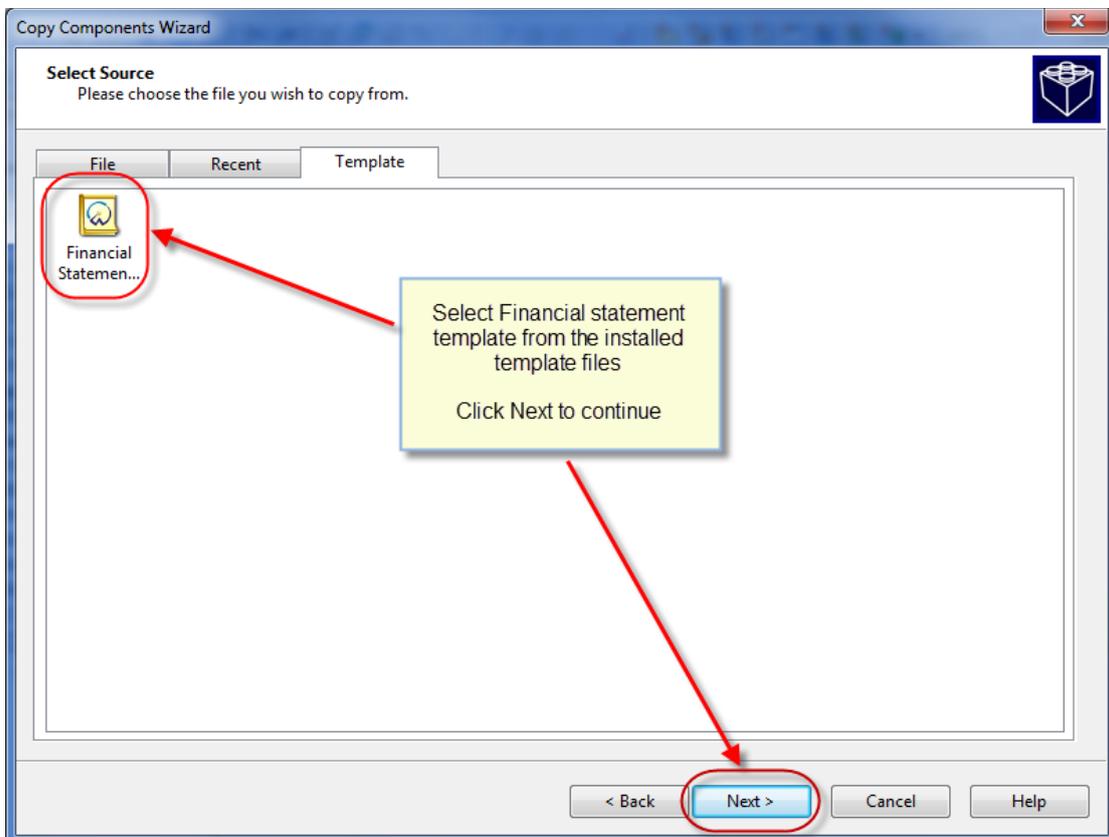
- a. Select the command **File / Copy Components**



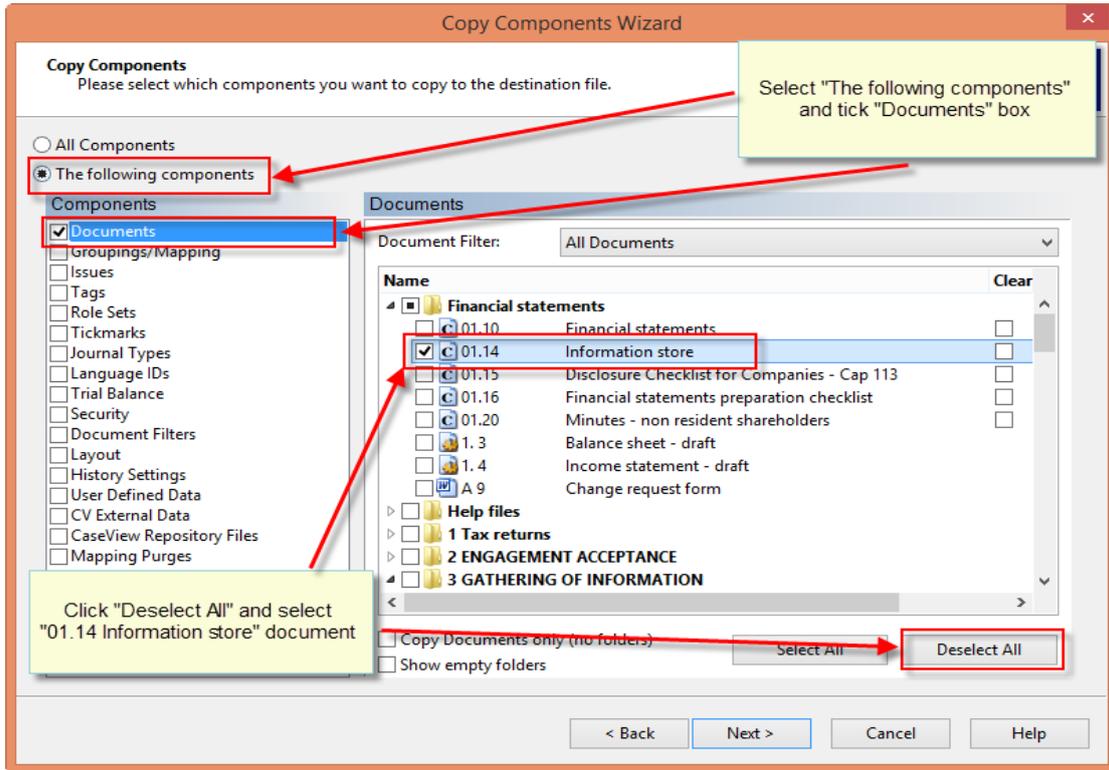
b. Select Copy into This File. Click Next.



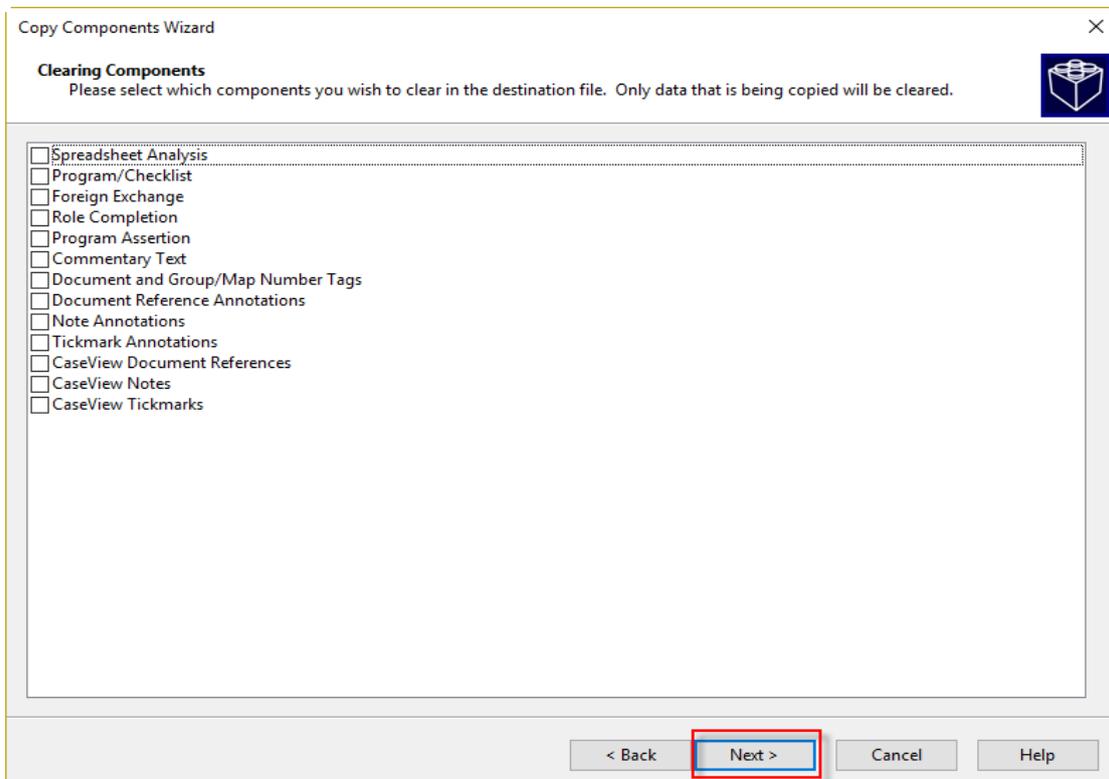
c. Choose the Financial Statements Template and click Next.



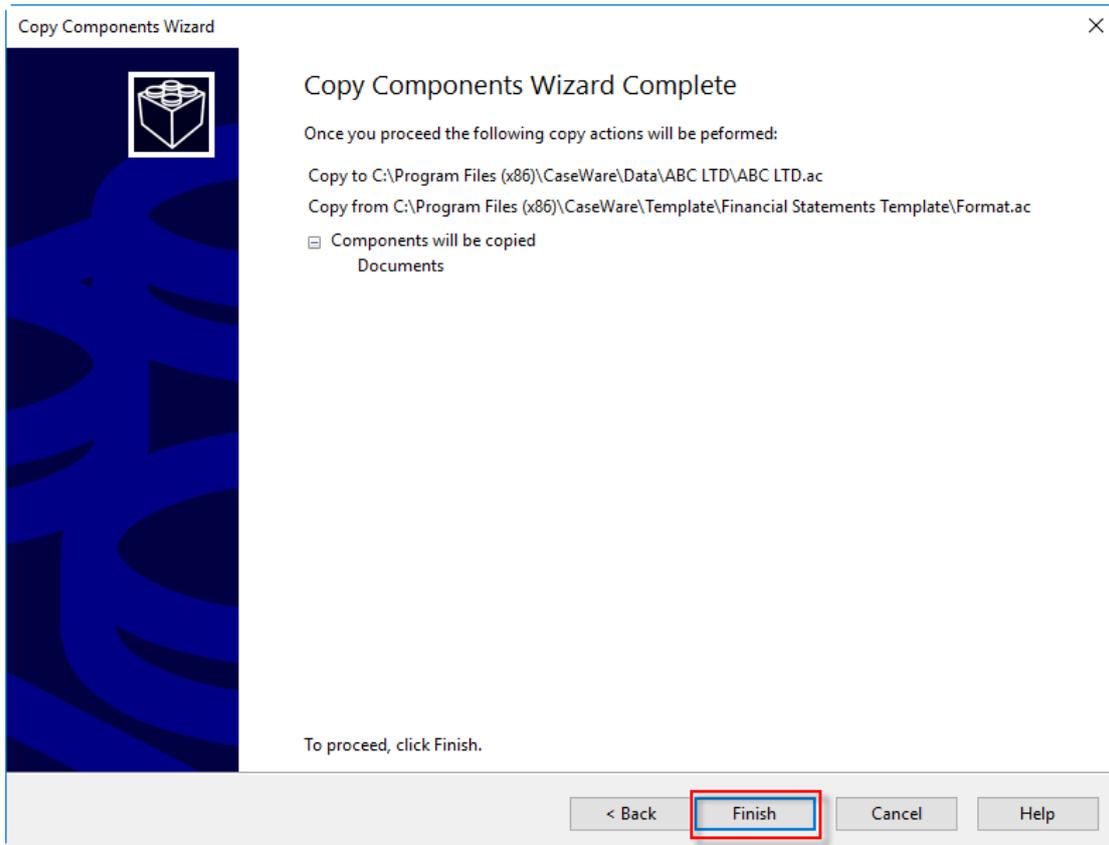
- d. Choose "The following components" and tick the Documents box. Click "Deselect All" and then select document "01.14 Information store".



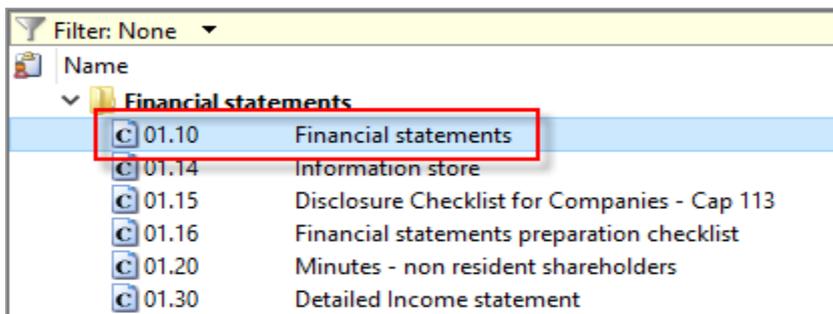
- e. On Copy Components Wizard choose Next to continue



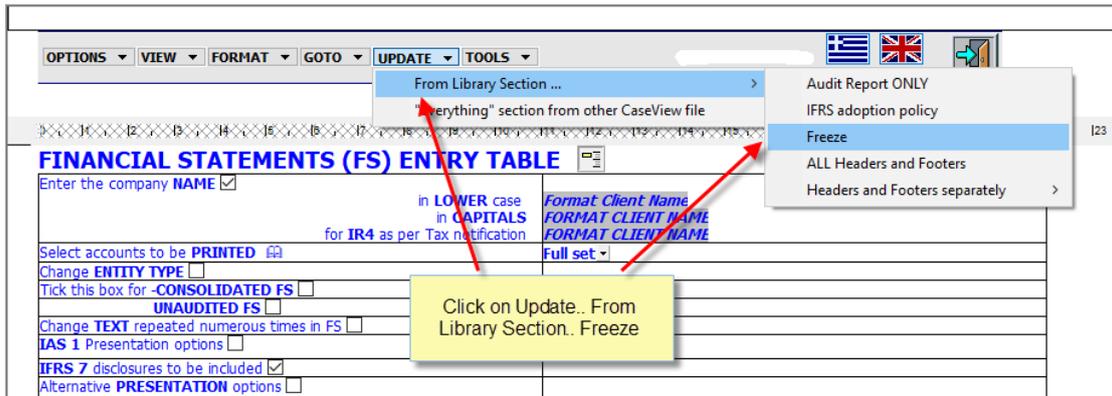
- f. Click Finish to complete the Copy Components wizard.



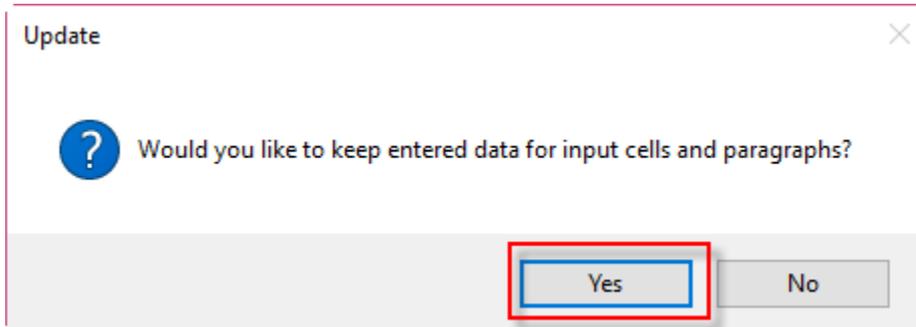
4. Select to open 01.10 Financial statements



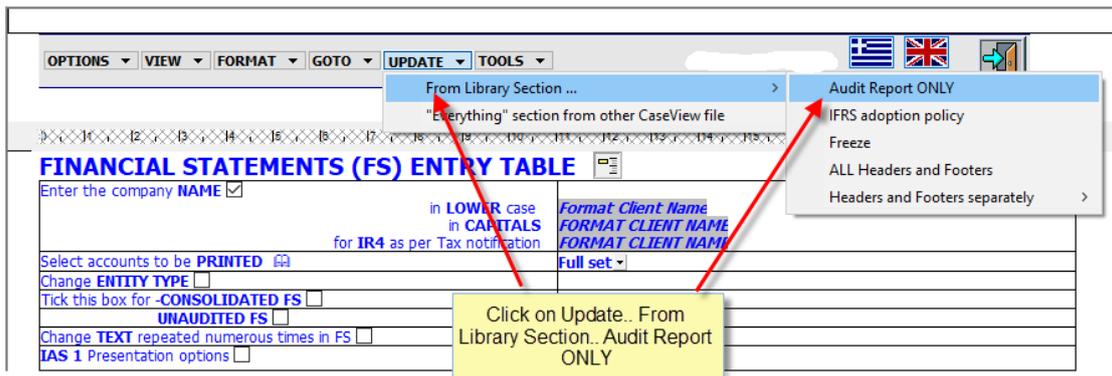
5. Update the Freeze menu section. Select Update / From Library Section / Freeze.



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.