Procedure for updating existing client files to the latest version of Financial Statements Template

VERSION 1.00

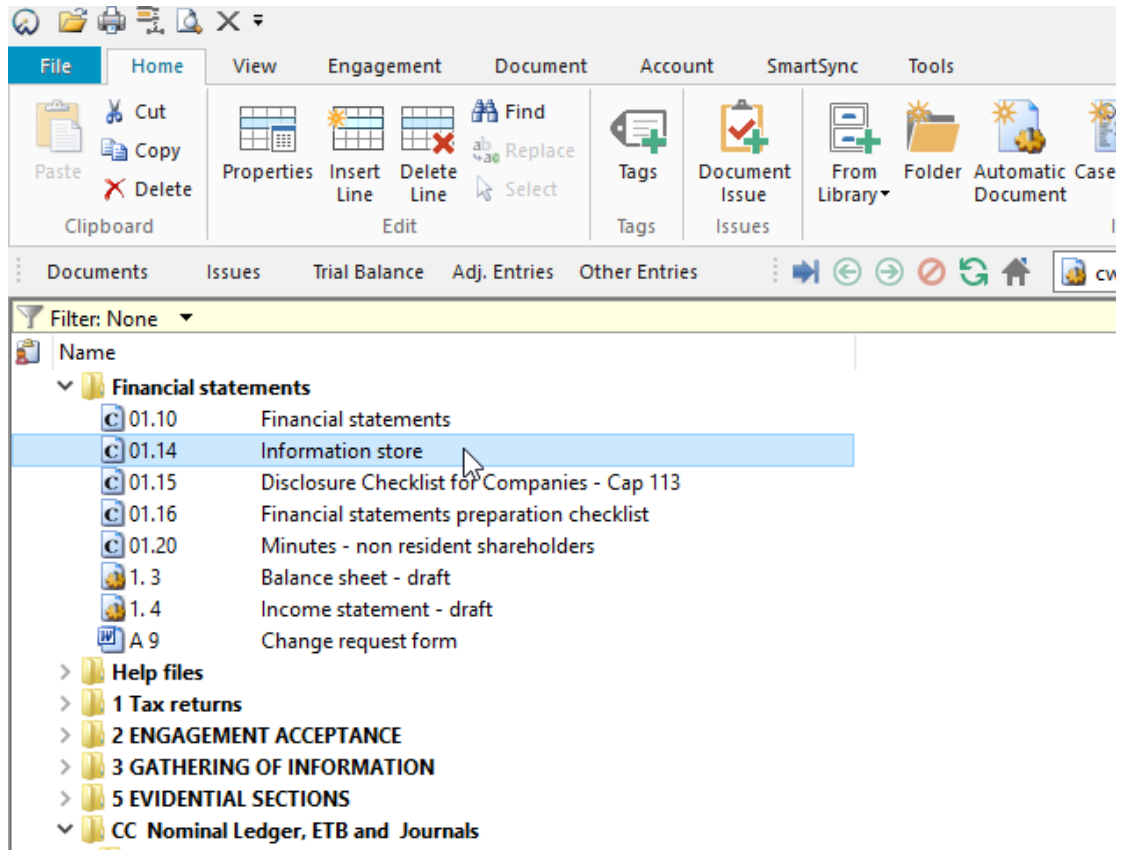# PROCEDURE SUMMARY

1. **Follow the procedure of [Year End Close](#)**

2. **Follow the procedure of [Copy Components from the template to the client file](#)**

3. **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.
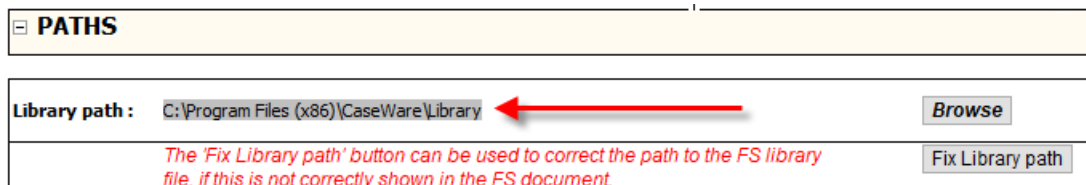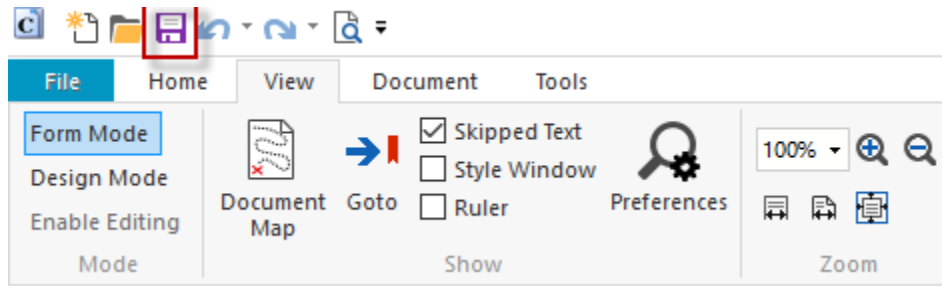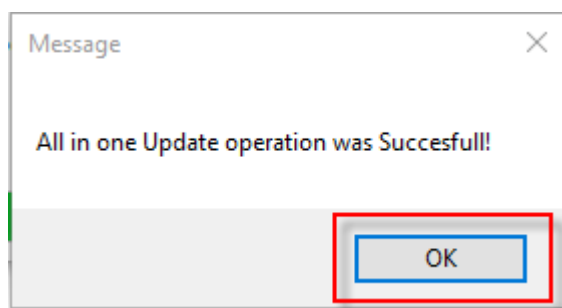
   c. In the Updates to Documents section make sure the FS document is selected (01.10 Financial statements) and that the FS document is not open. Click the UPDATE FS DOCUMENT.
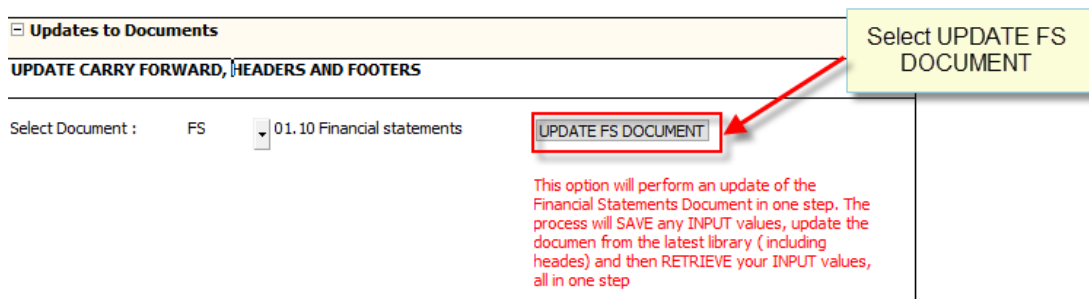
When the update completes you will get the message: "All in one Update operation was Successful". Press OK.

IMPORTAND NOTE: This option will perform an update of the Financial Statements Document in one step. The process will SAVE any INPUT values, update the financial statements document from the latest library (including headers) and then RETRIEVE your INPUT values, all in one step.

The engagement now has the latest Financial Statements.