Procedure of Copy Components from the template to the client file

VERSION 2.00

PROCEDURE SUMMARY

1. Copy components from the Template into the client file

Using the Copy Components feature, update the client file with the necessary components from the Template. Information Store, Tax returns and Mappings Structure.

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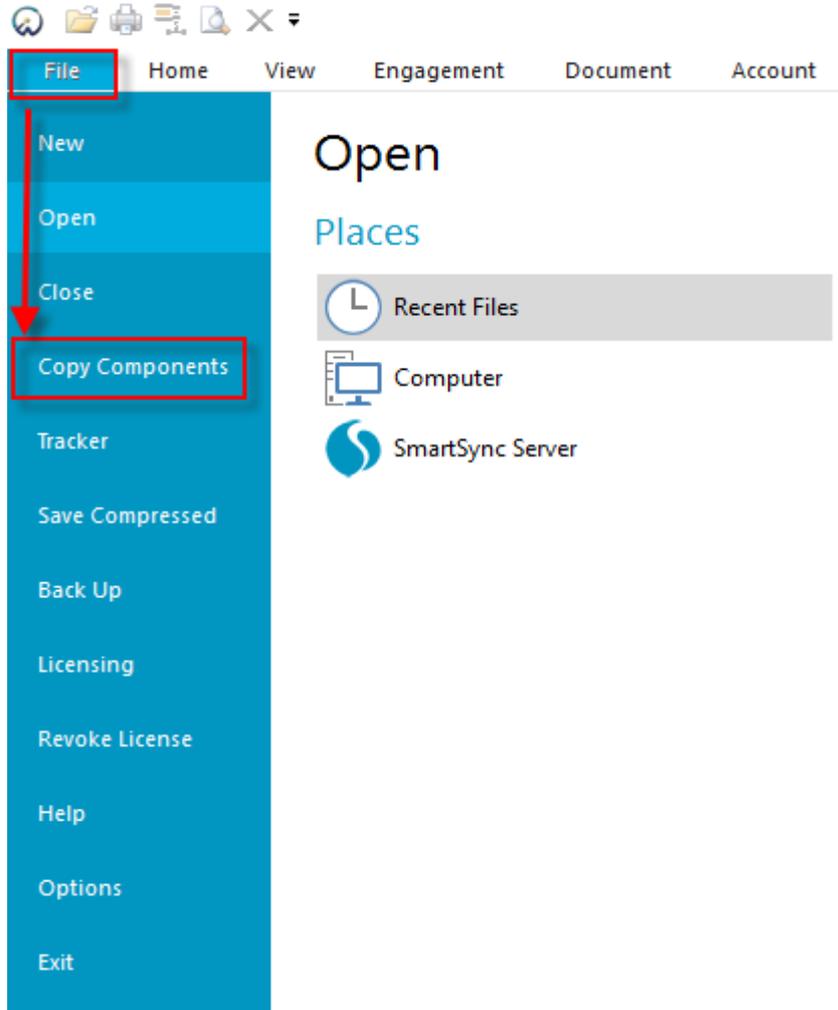
b. Select Copy into This File. Click Next.

c. Choose the Financial Statements Template and click Next.
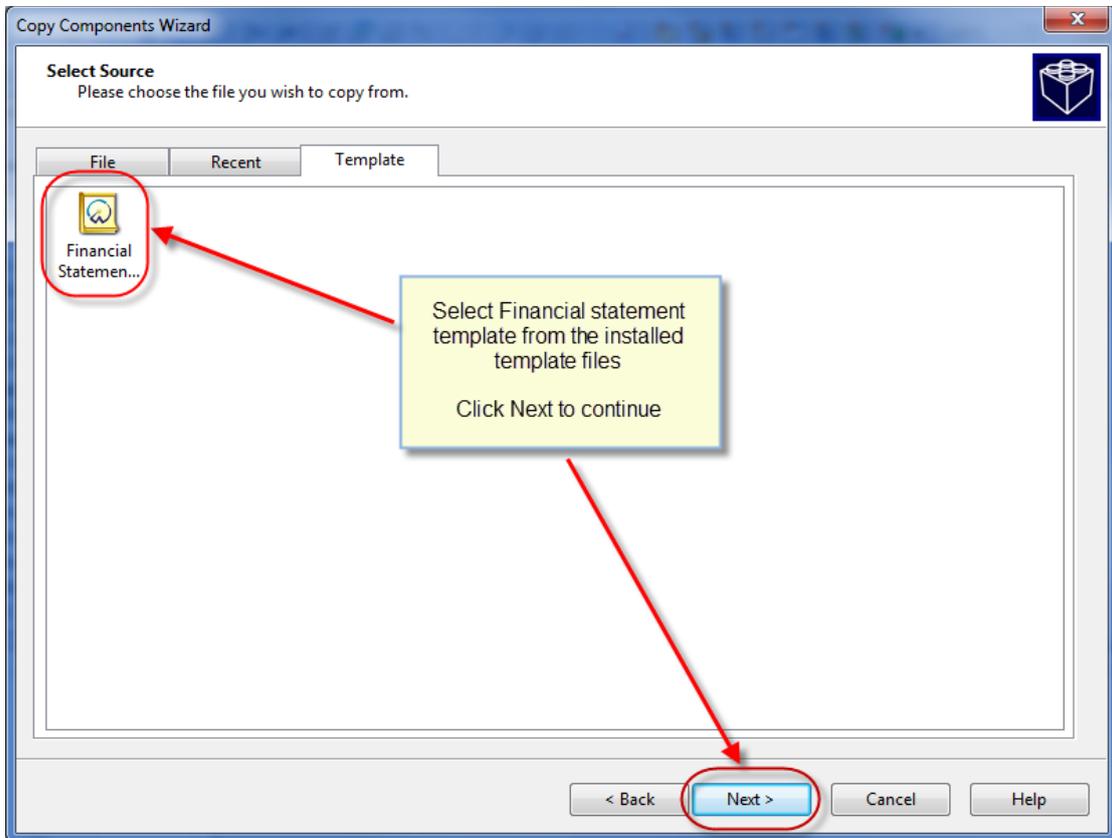
    d. In the Copy Components Wizard select "The following components" and the "Documents" box. Click "Deselect All" and then select document "01.14 Information store" and IR4 tax return.
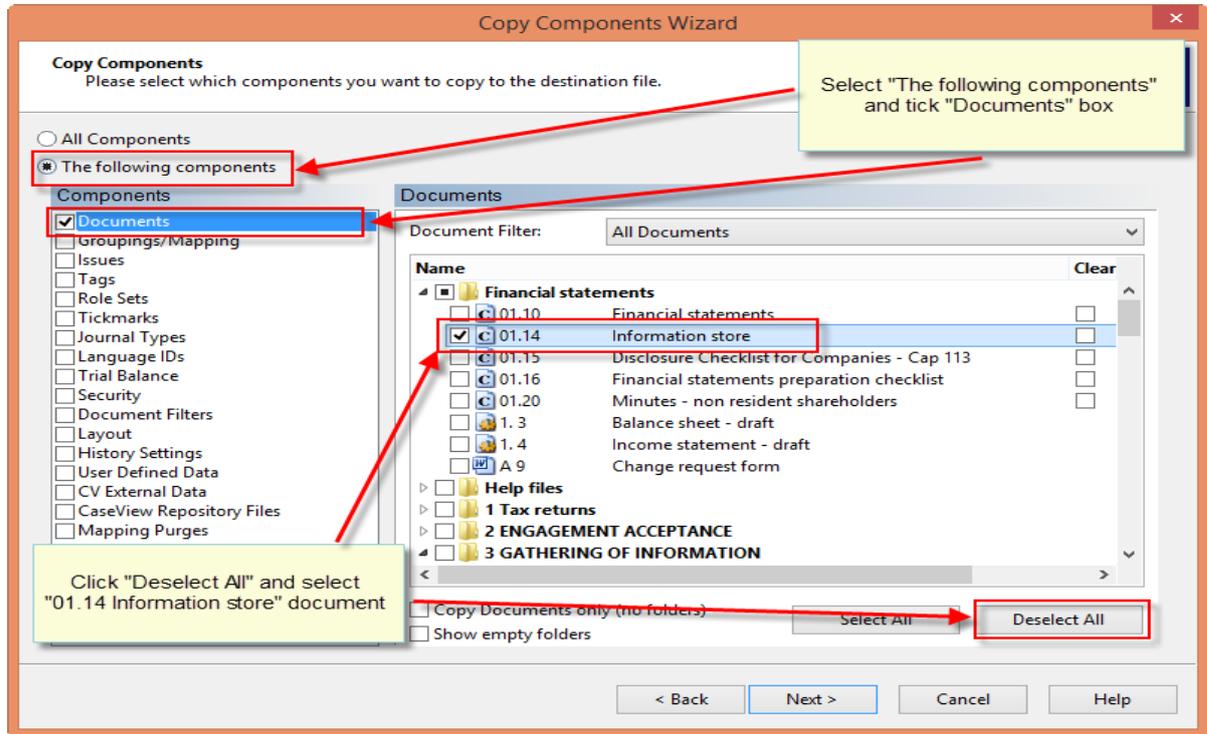
Note: *Depending the year of your engagement file select the appropriate tax return e.g. IR4 2022.*
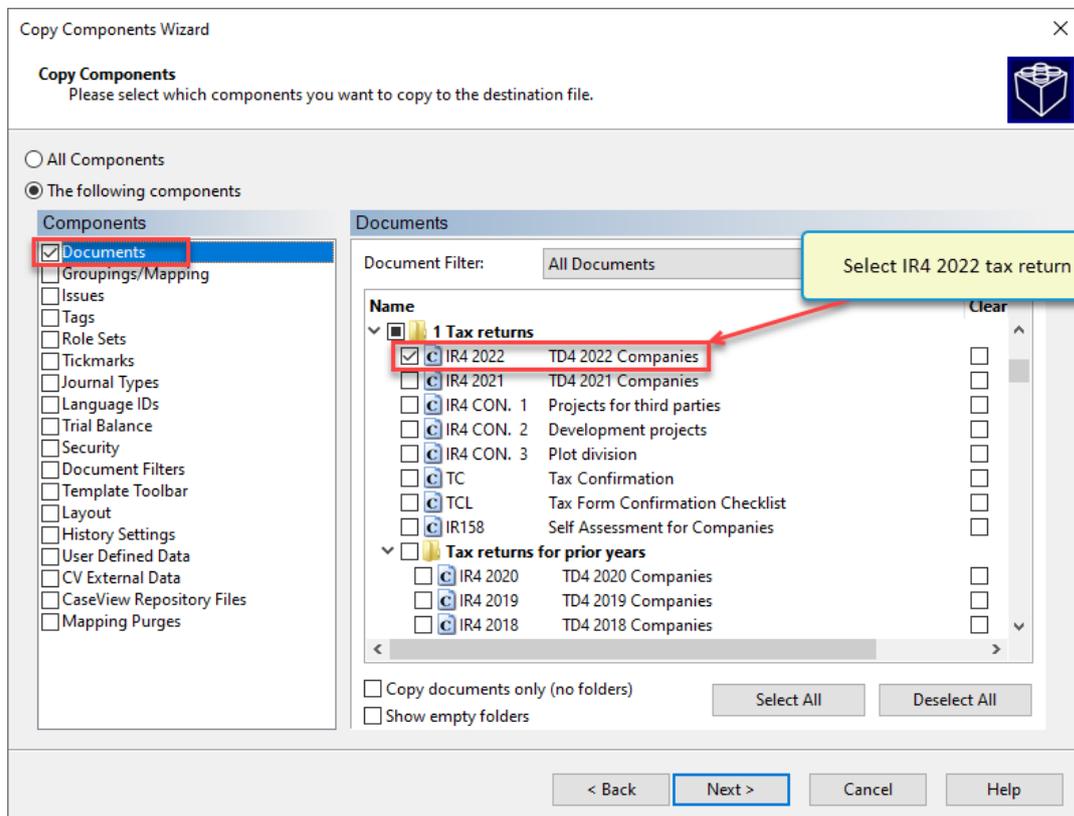
e. In the same Copy Components Wizard, update the mapping structure from the latest Template.

Tick the Groupings / Mapping box. Tick all Boxes.
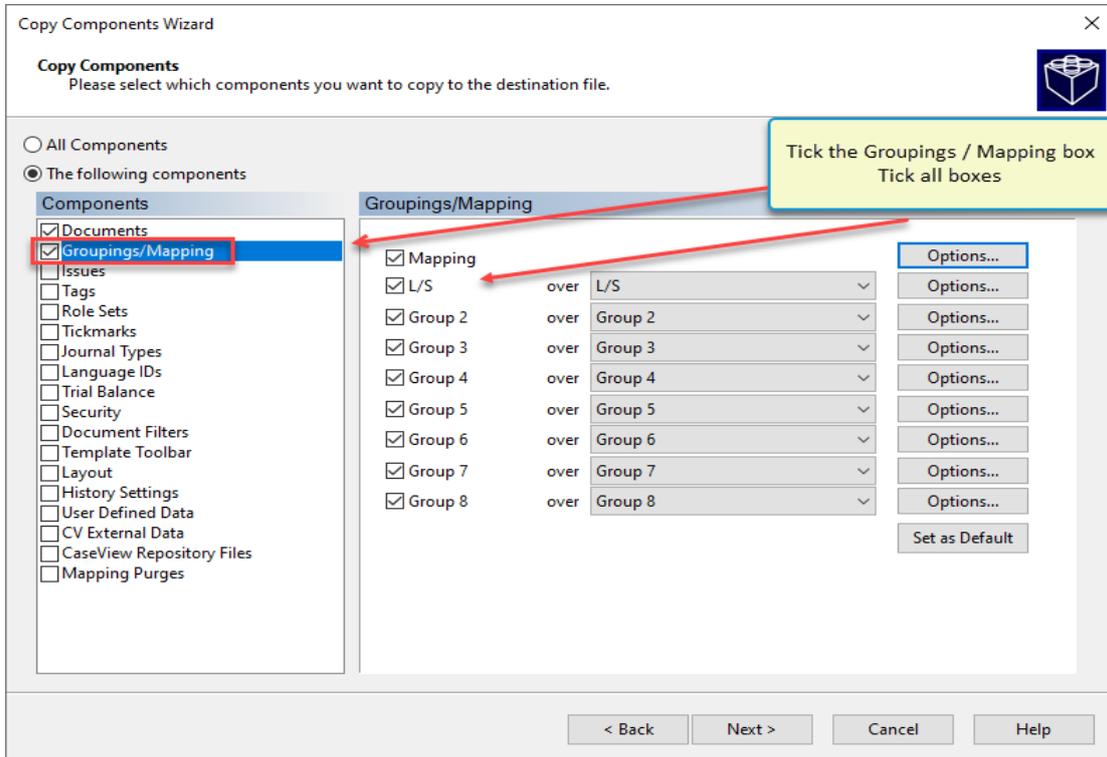
f. Select Mapping Options
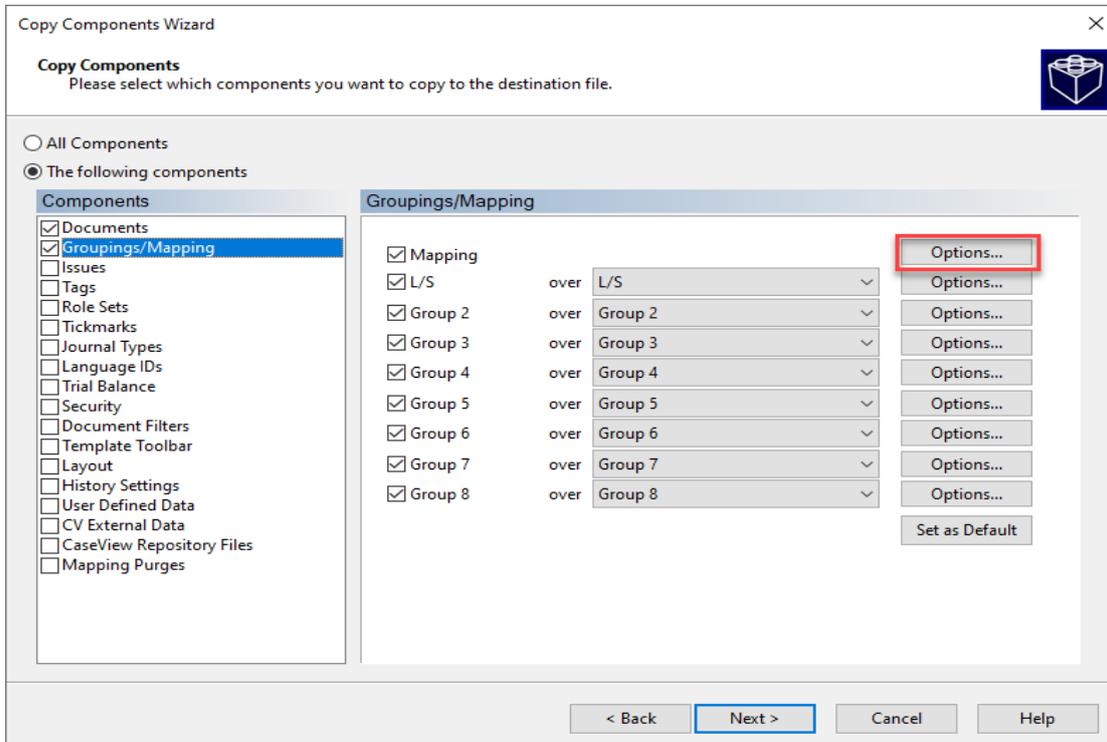
- Tick the box "Autofill account properties using mapping properties" Choose **OK** to perform Mapping Copy Options.
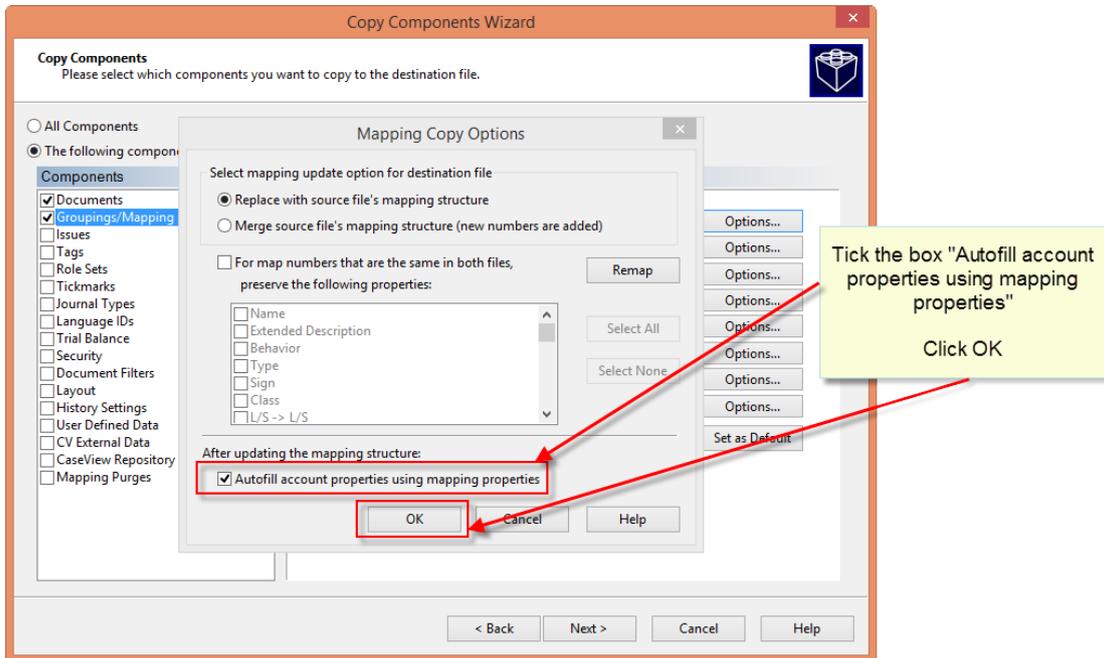
TO PRESERVE GROUP 8 DESCRIPTIONS (Expenses by nature note)

g. Select Group 8 Options
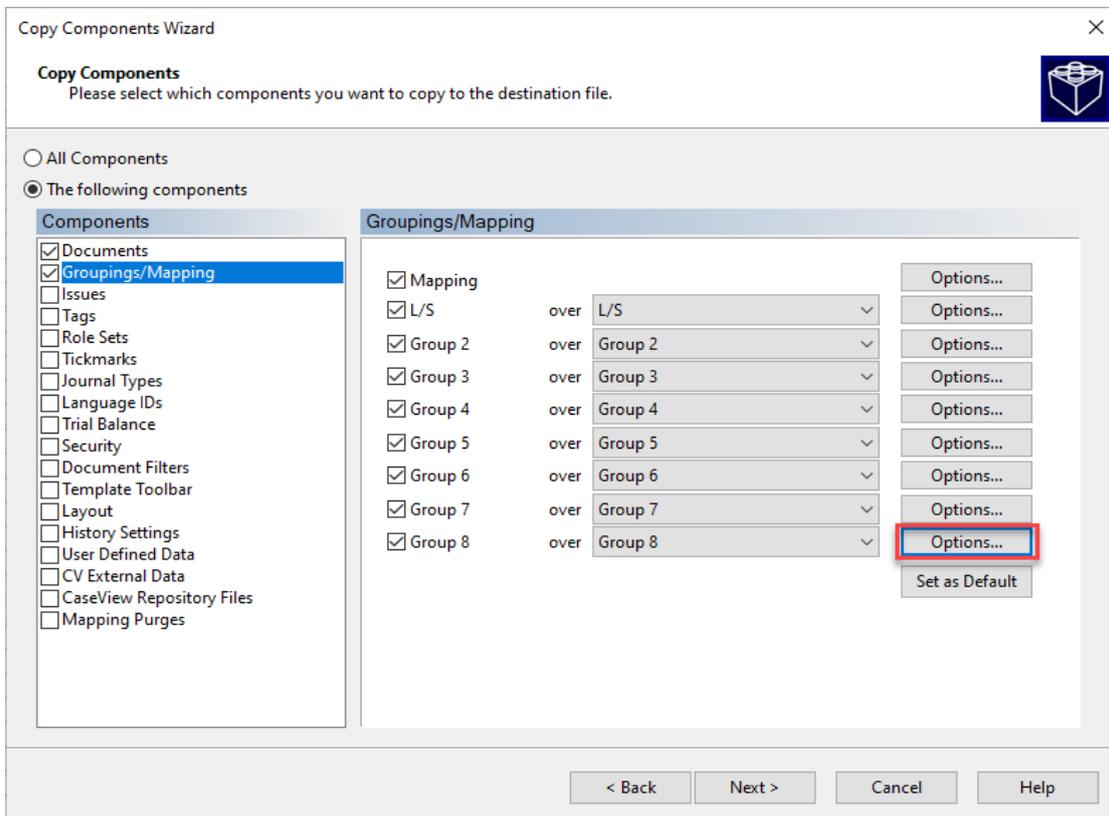
h. In Group 8 Copy Options window select the button "Merge source file's Group 8 structure (new numbers are added). Click OK
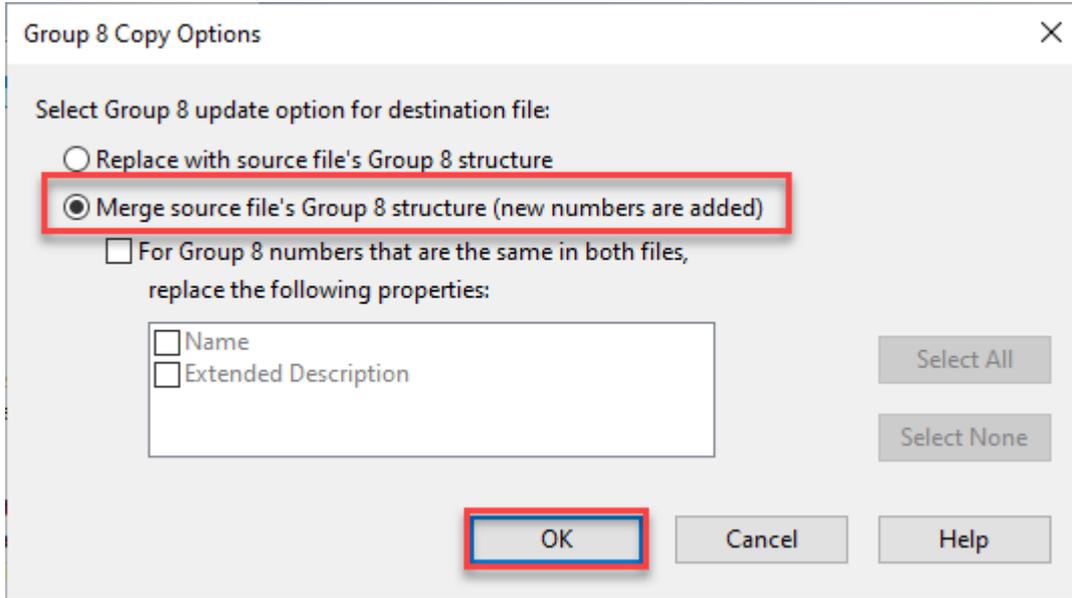
i. Click Next to continue.
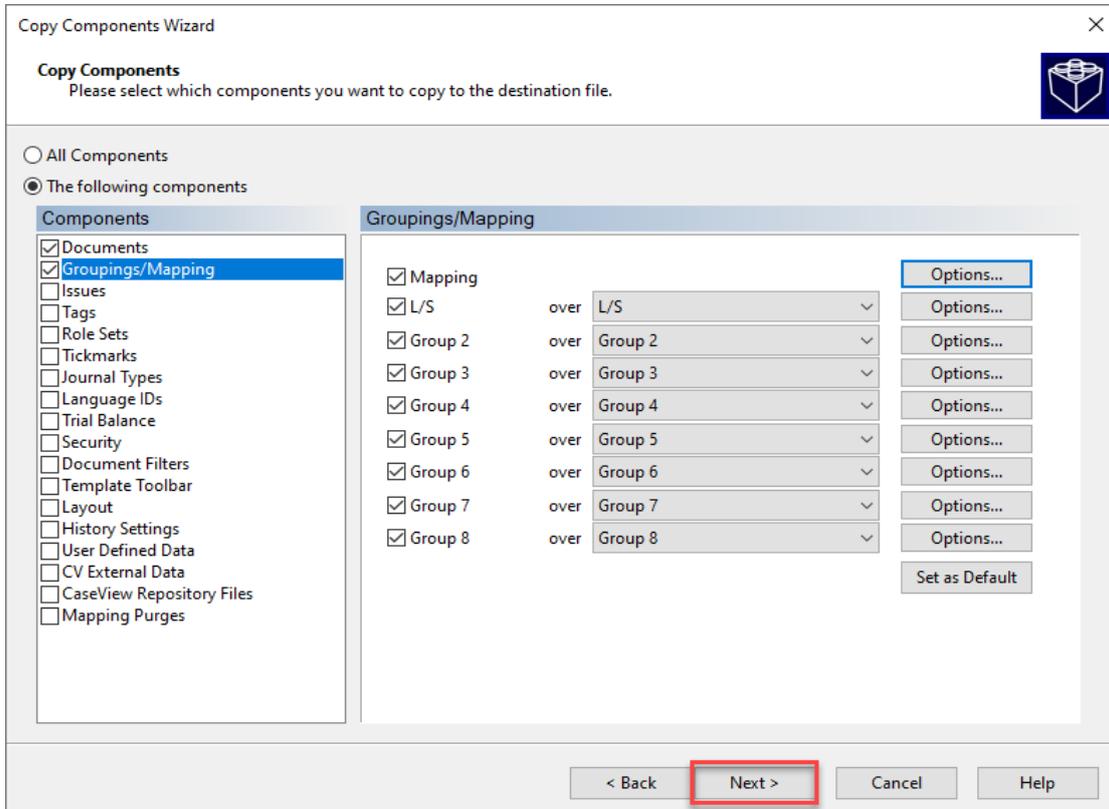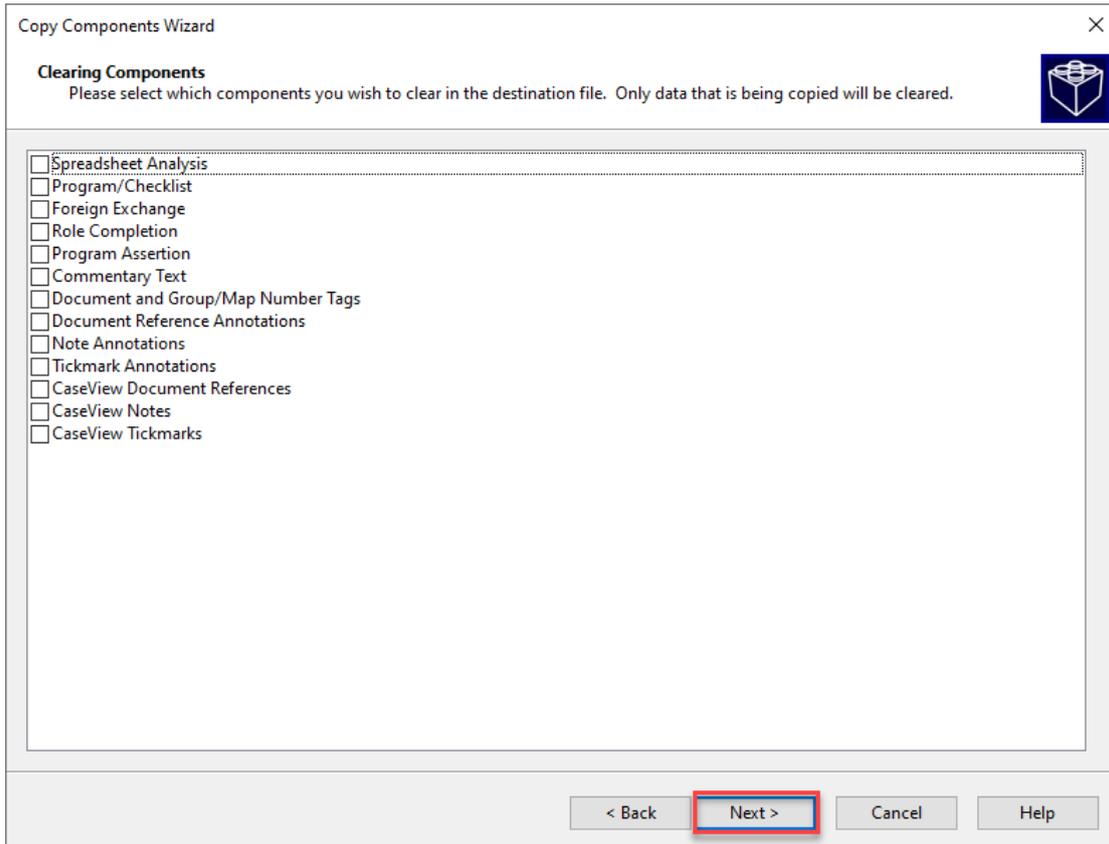
j. Click Finish to complete the Copy Components wizard.