

SYSTEMS SOLUTIONS

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.



- × Copy Components Wizard Welcome to the Copy Components Wizard This wizard allows you to copy all or some components from one client file to another. Please select the type of copy you wish to perform: Copy Into This File Components from another client file will be copied into the currently open client file (ABC Ltd 2011). Copy Into A New File A new client file will be created. Components from the currently open file (ABC Ltd 2011) will be copied into the new file. Copy Into An Existing File Components will be copied from the currently open file (ABC Ltd 2011) into an existing file. To continue, click Next. < Back Next > Cancel Help
- **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.

Copy Components Wizard Copy Components Please select which components	you want to copy to the de	stination f	ïle.		×
 All Components The following components Components 	Groupings/Mappir	Ig		Tick the Gro Ti	upings / Mapping box ck all boxes
Groupings/Mapping Issues Tags Role Sets Tickmarks Journal Types Language IDs Trial Balance Security Document Filters Template Toolbar Layout History Settings User Defined Data CV External Data CaseView Repository Files Mapping Purges	 ✓ Mapping ✓ L/S ✓ Group 2 ✓ Group 3 ✓ Group 4 ✓ Group 5 ✓ Group 6 ✓ Group 7 ✓ Group 8 	over over over over over over	L/S Group 2 Group 3 Group 4 Group 5 Group 6 Group 7 Group 8		Options Options Options Options Options Options Options Options Set as Default
			< Back Next	> Car	ncel Help

Tick the Groupings / Mapping box. Tick all Boxes.

f. Select Mapping Options

Copy Components Wizard Copy Components Please select which components you	u want to copy to the d	estination f	ile.		×
All Components The following components Components	Groupings/Mapp	ina			
Groupings/Mapping Susues Tags Role Sets Tickmarks Journal Types Language IDs Trial Balance Security Document Filters Template Toolbar Layout History Settings User Defined Data CV External Data CS exView Repository Files Mapping Purges	Mapping L/S Group 2 Group 3 Group 4 Group 5 Group 6 Group 7 Group 8	over over over over over over	L/S Group 2 Group 3 Group 4 Group 5 Group 6 Group 7 Group 8	 <	Options Options Options Options Options Options Options Options Options Set as Default
			< Back Next >	Can	icel Help

	 Tick the box "Autofill account properties using mapping properties" Choose OK to perform Mapping Copy Options.
Copy Components Please select which co	Copy Components Wizard
 All Components The following components ✓ Documents ✓ Documents ✓ Groupings/Mapping Issues Tags Role Sets Tickmarks Journal Types Language IDs Trial Balance Security Document Filters Layout History Settings User Defined Data CaseView Repository Mapping Purges 	Mapping Copy Options Select mapping update option for destination file • Replace with source file's mapping structure • Merge source file's mapping structure (new numbers are added) • Options • Options
	< Back Next > Cancel Help

TO PRESERVE GROUP 8 DESCRIPTIONS (Expenses by nature note)

g. Select Group 8 Options

All Components The following components				
Components	Groupings/Mapp	ng		
 ✓ Documents ✓ Groupings/Mapping Issues Issues Tags Role Sets Tickmarks Journal Types Language IDs Trial Balance Security Document Filters Template Toolbar Layout History Settings User Defined Data CV External Data CV External Data CASeView Repository Files Mapping Purges 	 ✓ Mapping ✓ L/S ✓ Group 2 ✓ Group 3 ✓ Group 4 ✓ Group 5 ✓ Group 6 ✓ Group 7 ✓ Group 8 	over over over over over over over	L/S Group 2 Group 3 Group 4 Group 5 Group 6 Group 7 Group 8	Options Options Options Options Options Options Options Options Set as Default

 In Group 8 Copy Options window select the button "Merge source file's Group 8 structure (new numbers are added). Click OK

Group 8 Copy Options	×
Select Group 8 update option for destination file:	
Replace with source file's Group 8 structure	
Merge source file's Group 8 structure (new numbers are added)	
For Group 8 numbers that are the same in both files, replace the following properties:	
Name Extended Description	Select All
	Select None
OK Cancel	Help

i. Click Next to continue.

Copy Components Wizard Copy Components Please select which components you	want to copy to the d	estination f	ile.		×
 All Components The following components Components Groupings/Mapping Issues Tags Role Sets Tickmarks Journal Types Language IDs Trial Balance Security Document Filters Template Toolbar Layout History Settings User Defined Data CV External Data CaseView Repository Files Mapping Purges 	Groupings/Mapp ✓ Mapping ✓ L/S ✓ Group 2 ✓ Group 3 ✓ Group 4 ✓ Group 5 ✓ Group 6 ✓ Group 7 ✓ Group 8	ing over over over over over over over	L/S Group 2 Group 3 Group 4 Group 5 Group 6 Group 7 Group 8		Options Options Options Options Options Options Options Options Set as Default
			< Back Next >	Can	Icel Help

Copy Components Wizard				×
Clearing Components Please select which components you wish to clear in the destinatior	n file. Only data	that is being copied	will be cleared.	
Spreadsheet Analysis Program/Checklist Foreign Exchange Role Completion Program Assertion Commentary Text Document and Group/Map Number Tags Document Reference Annotations Note Annotations Tickmark Annotations CaseView Document References CaseView Notes CaseView Tickmarks				
	< Back	Next >	Cancel	Help

j. Click Finish to complete the Copy Components wizard.

Copy Components Wizard	
	Copy Components Wizard Complete
	Once you proceed the following copy actions will be peformed:
	Copy to C:\Users\christina.psatha.CMS\Desktop\ABC Ltd\ABC Ltd.ac
	Copy from C:\Program Files (x86)\CaseWare\Template\Financial Statements Template\Format.ac
	Components will be copied Documents Groupings/Mapping
	To proceed, click Finish.
	< Back Finish Cancel Help