Procedure to copy values from previous tax return

VERSION 1.00

PROCEDURE SUMMARY

1. Follow the procedure of Year End Close

2. Open Previous Year's return

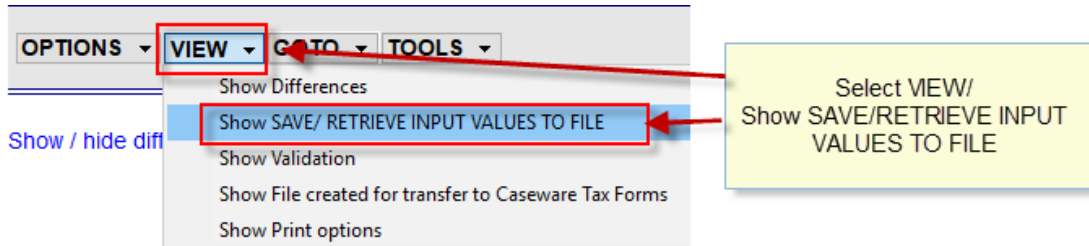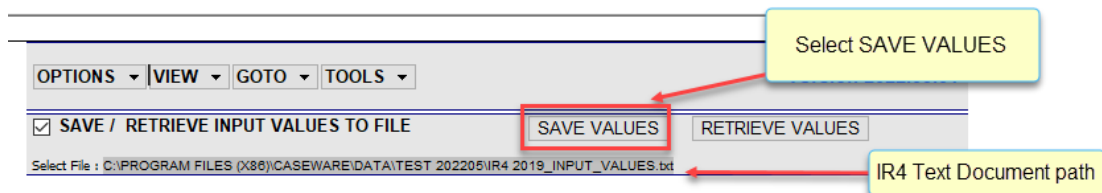   **a.** Open previous year's return e.g. IR4 2019 return. Select View/Show SAVE/RETRIEVE INPUT VALUES TO FILE
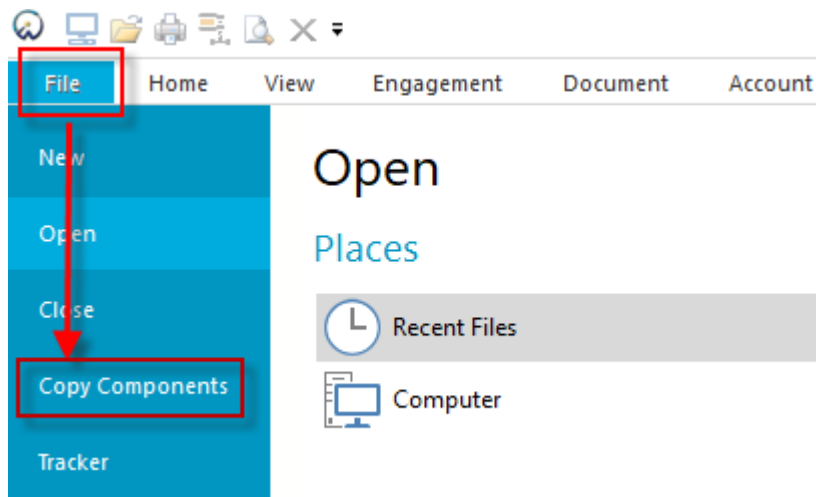

    b. Select SAVE VALUES . Values will be saved in a text document in the client folder. Path will appear at the bottom
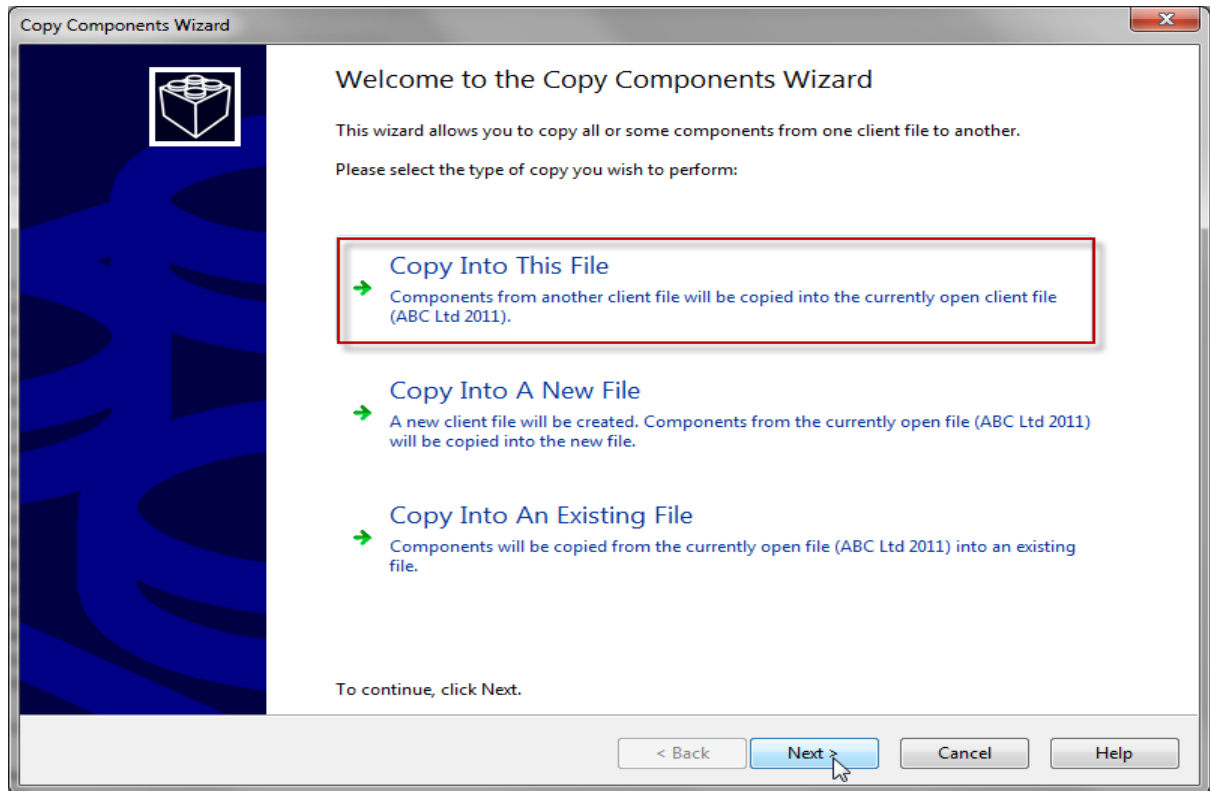

3. Copy updated components from the Template into the client file

Using the Copy Components feature, update the client file with the necessary components from the Template.

   **a.** Go to **File / Copy Components**

b. Select Copy Into This File. Click Next.

**c.** Choose the Financial Statements Template and click Next.

Note: *Make sure that the Financial Statements template is the latest one. You can check this by selecting the Financial Statements Template icon right click and select properties, compare the version installed with the version as per our website. If this are the same proceed and select the Financial Statements Template. If not then follow the procedure to download and then to install the Financial Statements Template.*
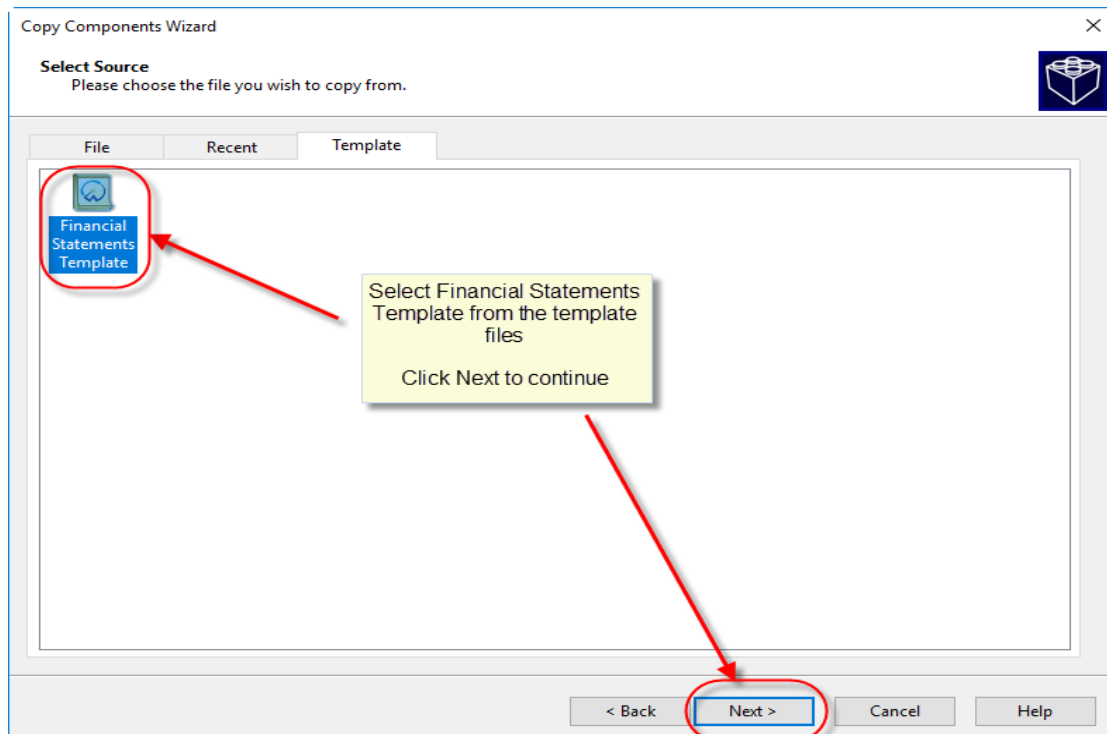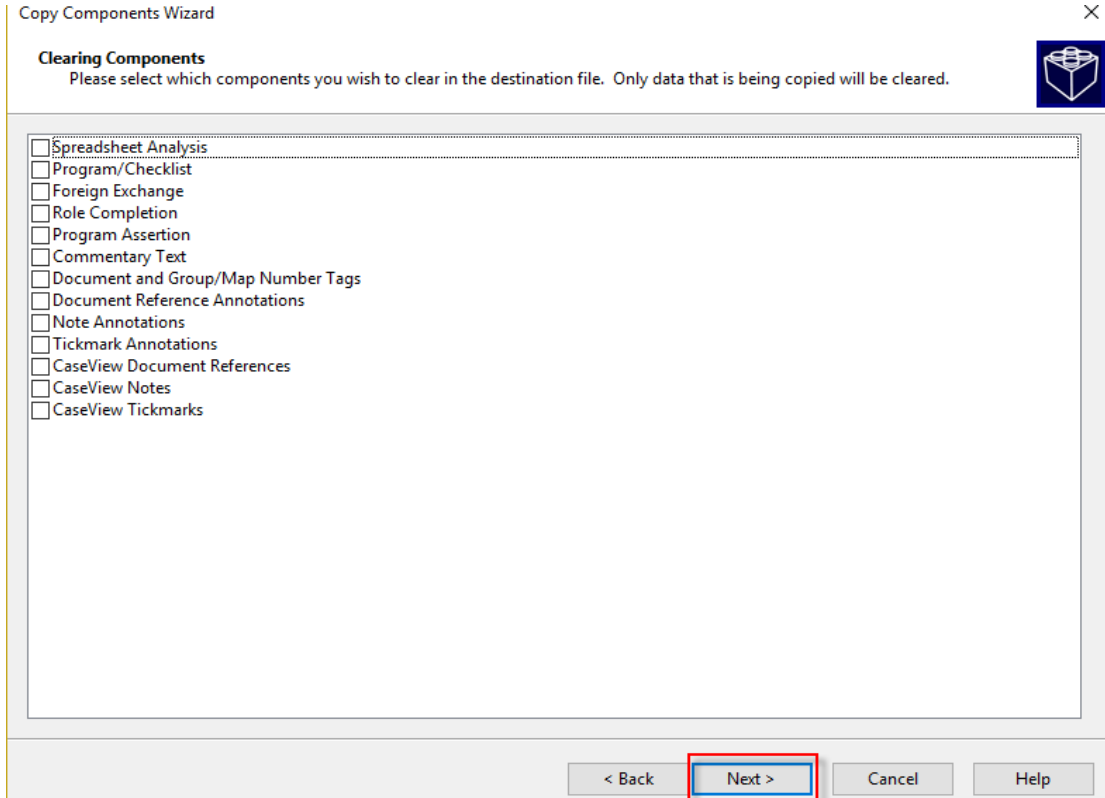
d. Choose "The following components" option and tick the Documents box. Click "Deselect All" and then select document "01.14 Information store" and "IR4 Tax return". Click Next.
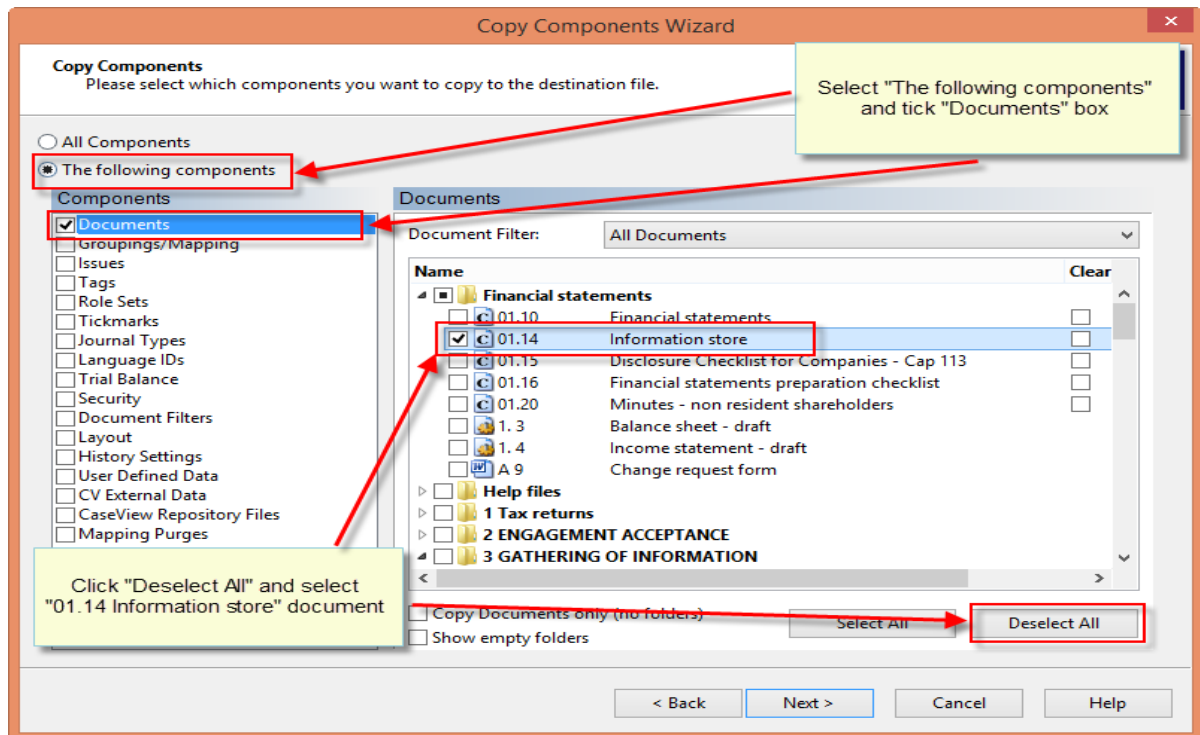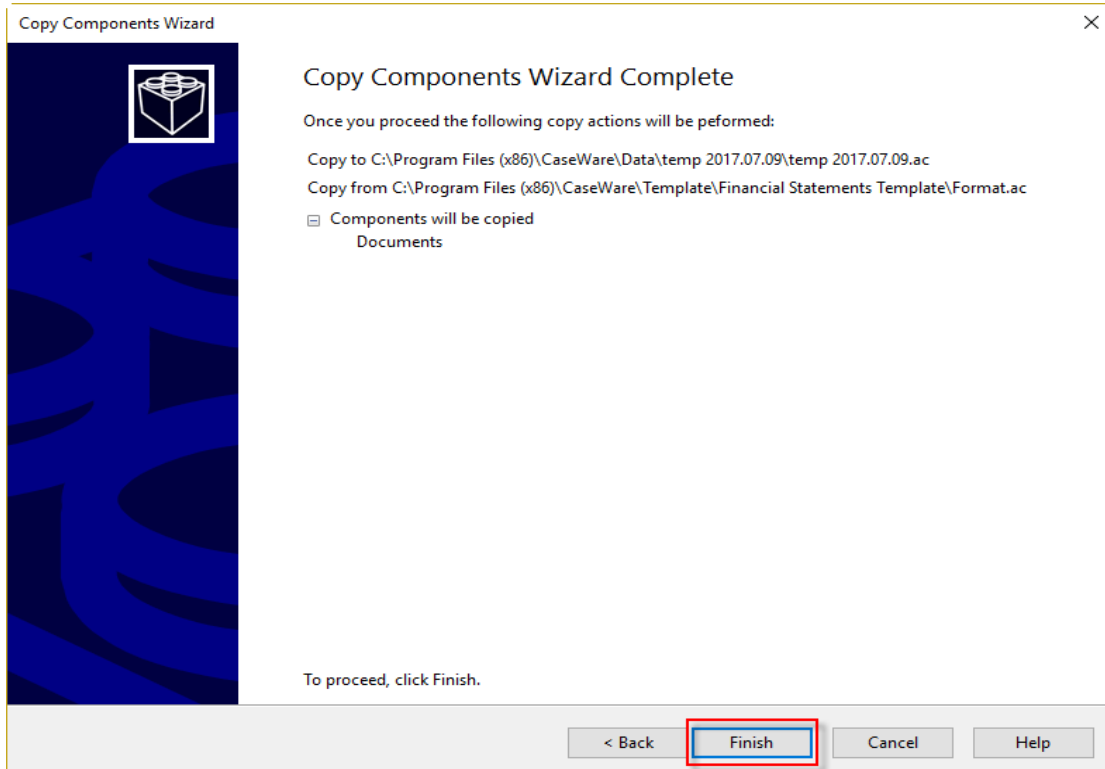

Note: *Depending the year of your engagement file select the appropriate tax return e.g. IR4 2020.*
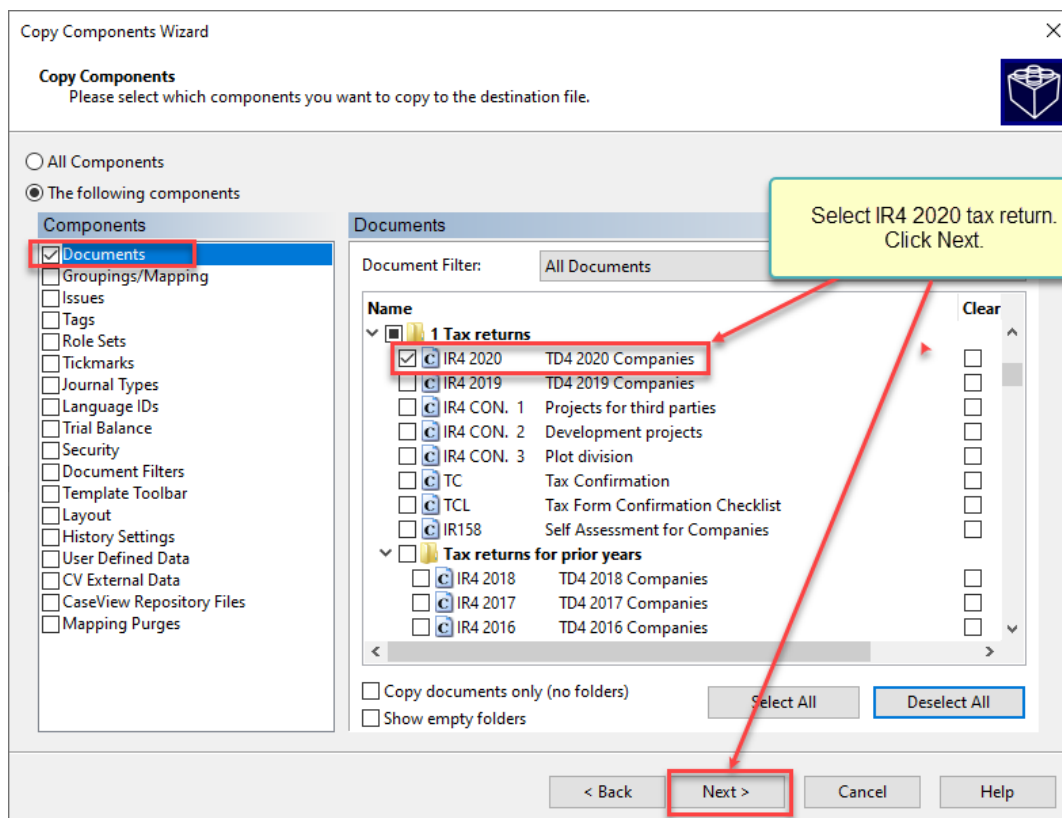
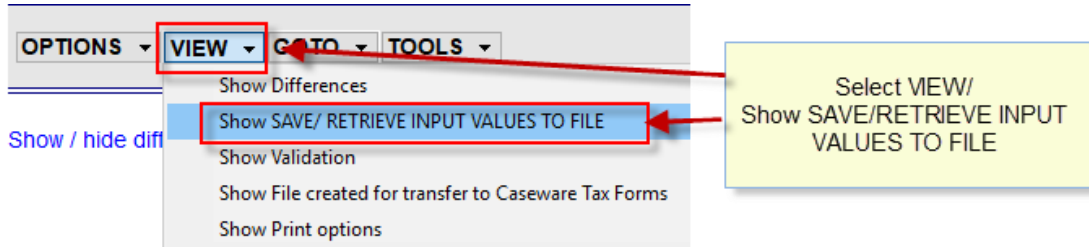**e.** On Copy Components Wizard choose Next to continue.

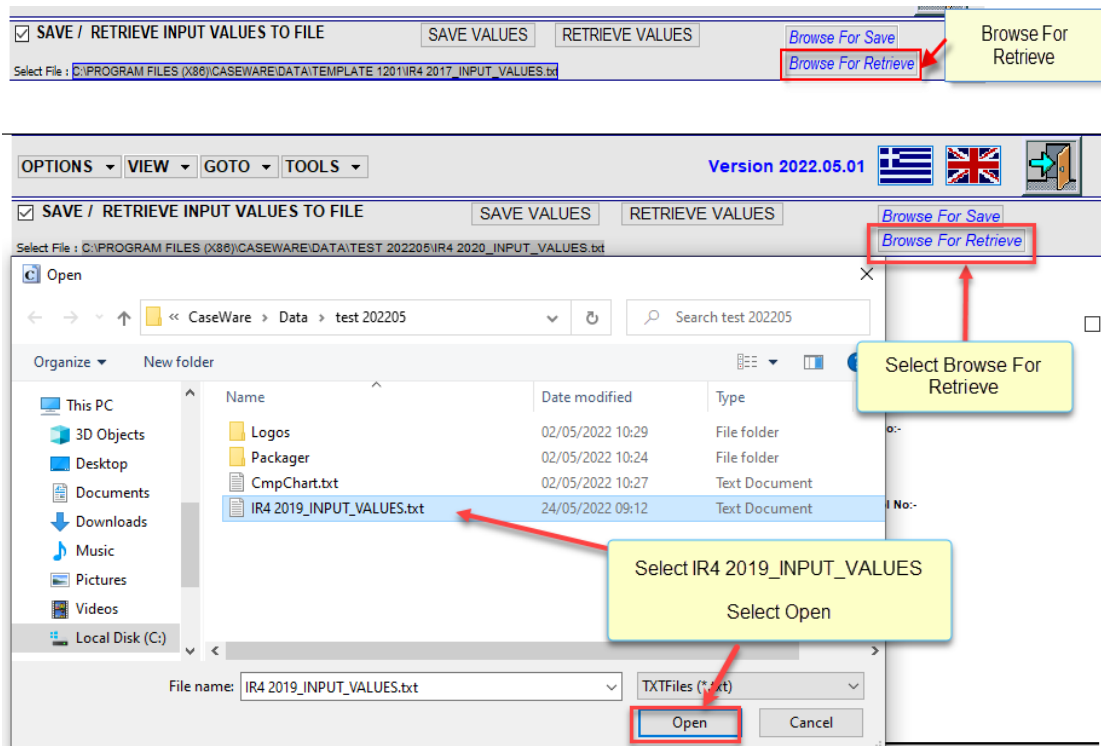**f.** Click Finish to complete the Copy Components wizard.

4. Open IR4 return (Current Year)

a. Open current year's return e.g. IR4 2020 return. Select View/Show SAVE/RETRIEVE INPUT VALUES TO FILE

b. On *Browse For Retrieve*, browse for the text document of IR4 return (Previous Year). Select the Text Document and click Open

c. Select RETRIEVE VALUES

Values are now copied in new year's tax return