



Procedure for updating files with new lead sheets



VERSION 1.00

PROCEDURE SUMMARY

1. Backup client file.....3

2. Year End Close the client file4

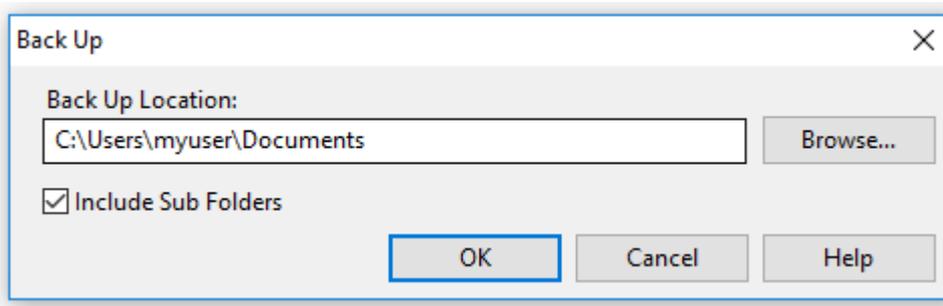
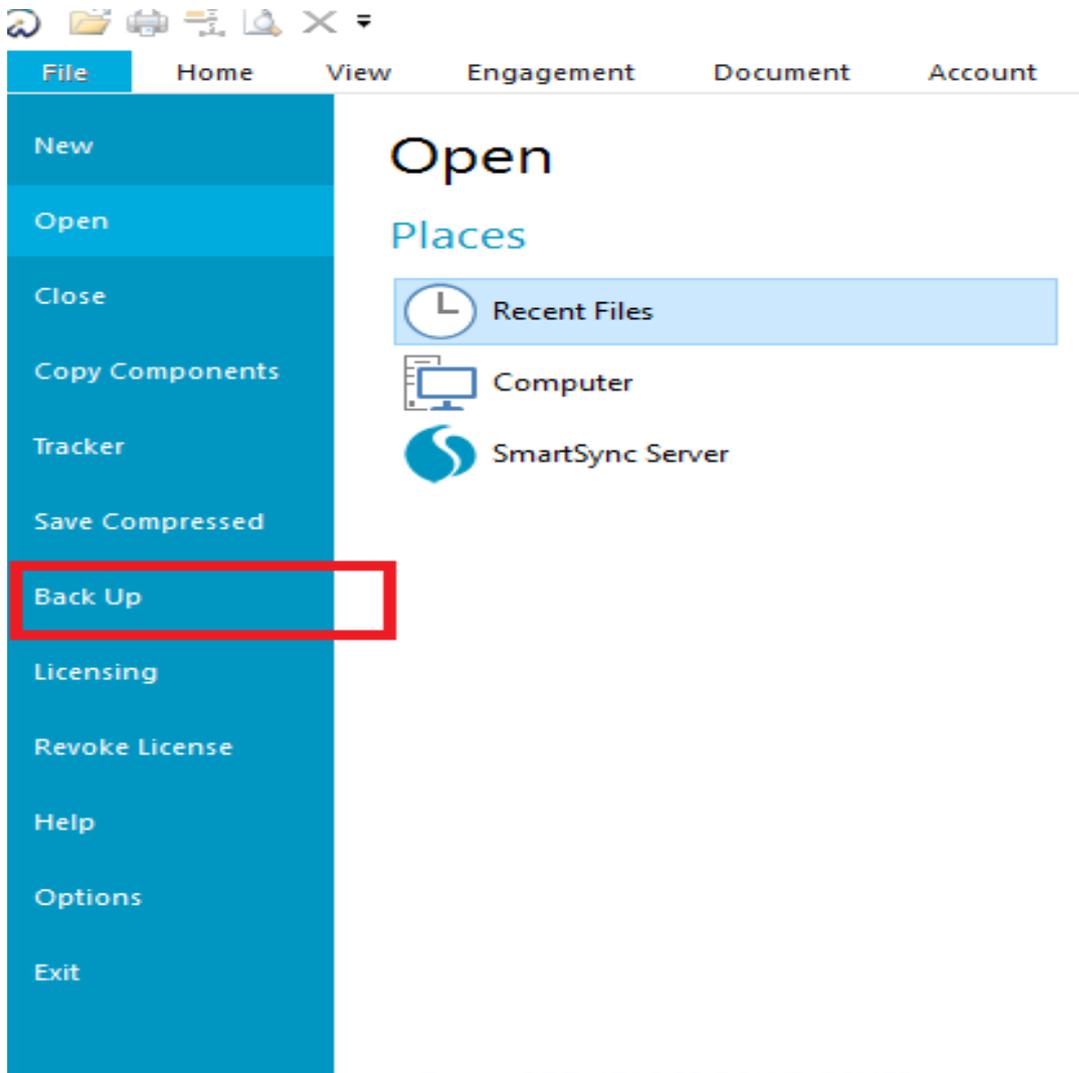
3. On Roll Forward old lead sheets show5

4. Copy components from the Template into the client file..... 6-9

5. Open the Information Store document (01.14)11

1. Backup client file

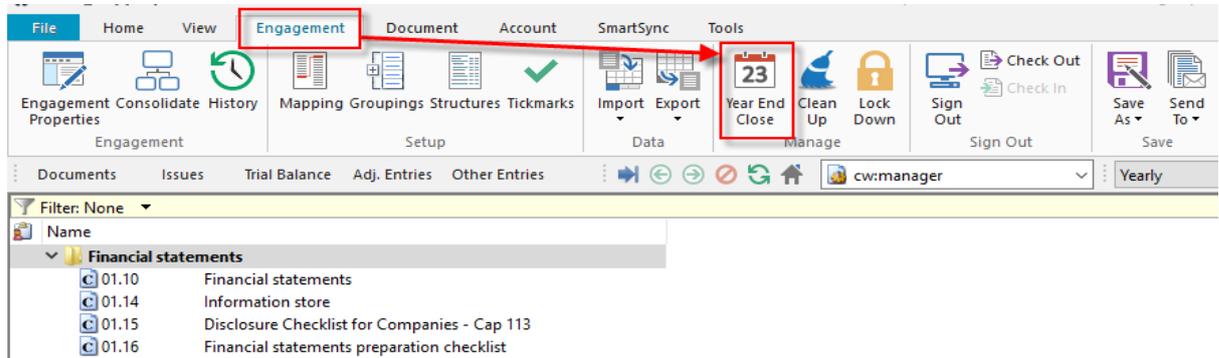
- a. Open client file and make a Backup. Tick the Include Sub Folders option.



NOTE: You can use the backup in case something goes wrong in the procedure or as a fall back in case the procedure outcome is not the desired one.

2. Year End Close the client file

a. Select **Engagement / Year End Close** and proceed with the creation of new years file

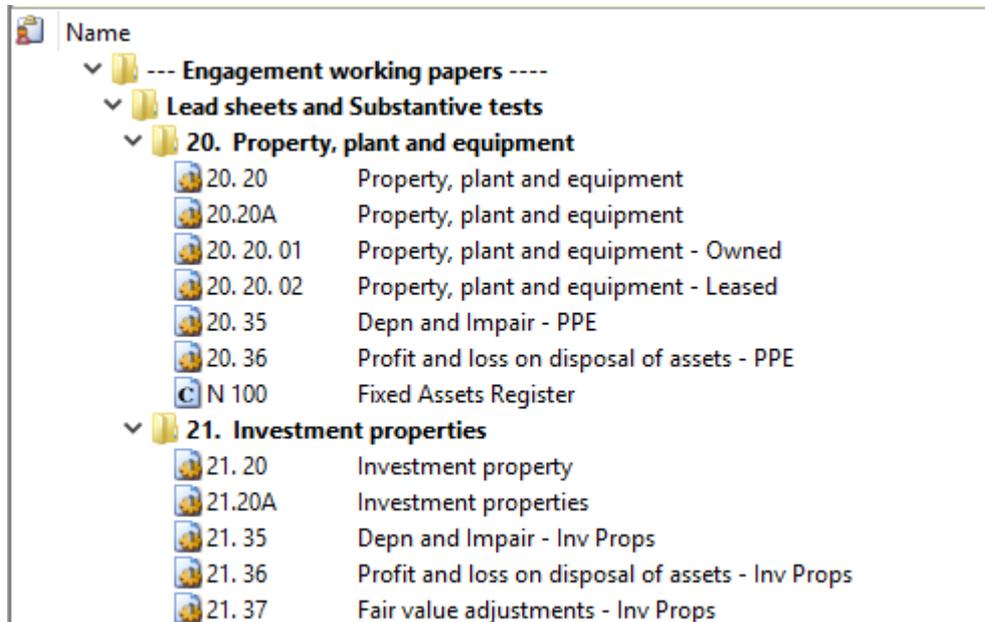


After the engagement has been successfully rolled forward the user needs to decide, whether to keep the existing lead sheets (Option 1) or to proceed and update them as per the new lead sheets structure (Option 2).

	Financial Statements version 2018.09.02 old	Financial Statements version 2018.12.01
Folder		
5 Evidential Sections		
Engagement working papers	Applicable	Updated to be in line with the Audit International Template
5C Balance Sheet (Old referencing)	Applicable	Deleted
5D Profit & Loss account (Old referencing)	Applicable	Deleted
5E Profit & Loss account L/S (Based on Map no)	Applicable	Deleted
5F Balance Sheet lead sheets (Based on Mapping no)	Applicable	Deleted

OPTION 1:

3. On Roll Forward the client file will have the following lead sheet structure (old)



Name	
--- Engagement working papers ---	
Lead sheets and Substantive tests	
20. Property, plant and equipment	
20.20	Property, plant and equipment
20.20A	Property, plant and equipment
20.20.01	Property, plant and equipment - Owned
20.20.02	Property, plant and equipment - Leased
20.35	Depn and Impair - PPE
20.36	Profit and loss on disposal of assets - PPE
N 100	Fixed Assets Register
21. Investment properties	
21.20	Investment property
21.20A	Investment properties
21.35	Depn and Impair - Inv Props
21.36	Profit and loss on disposal of assets - Inv Props
21.37	Fair value adjustments - Inv Props

If you want to proceed with the above lead sheet structure and leave everything unchanged from last year then you should follow the procedure for ["Updating existing Caseware Client files to the latest version of Financial Statements Template"](#)

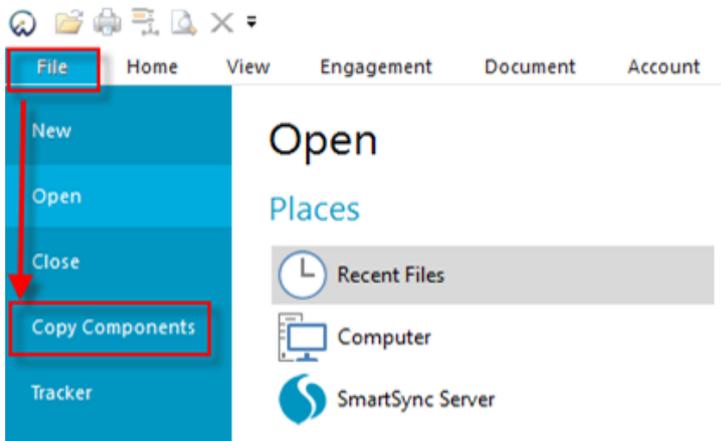
OPTION 2:

4. Copy components from the Template into the client file

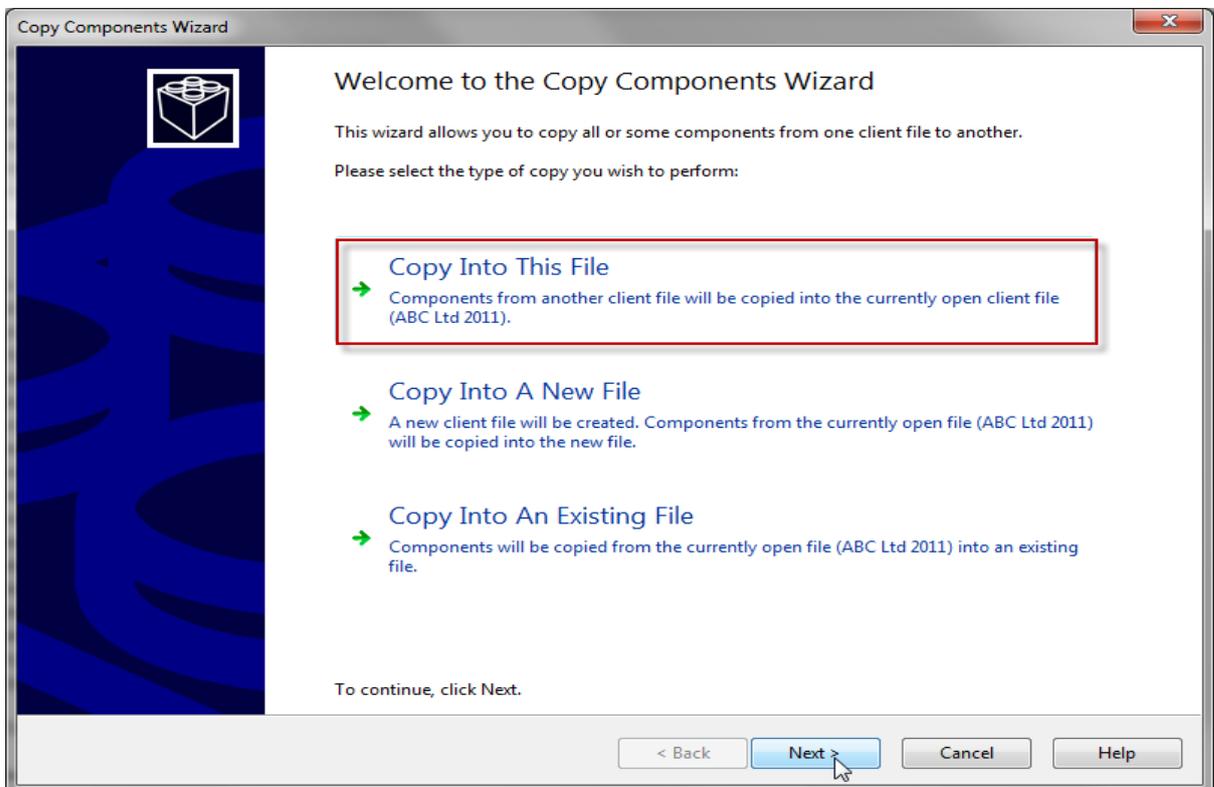
If you want to proceed and update the lead sheet structure to be in line with the Audit International Template then follow the procedure in this step.

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

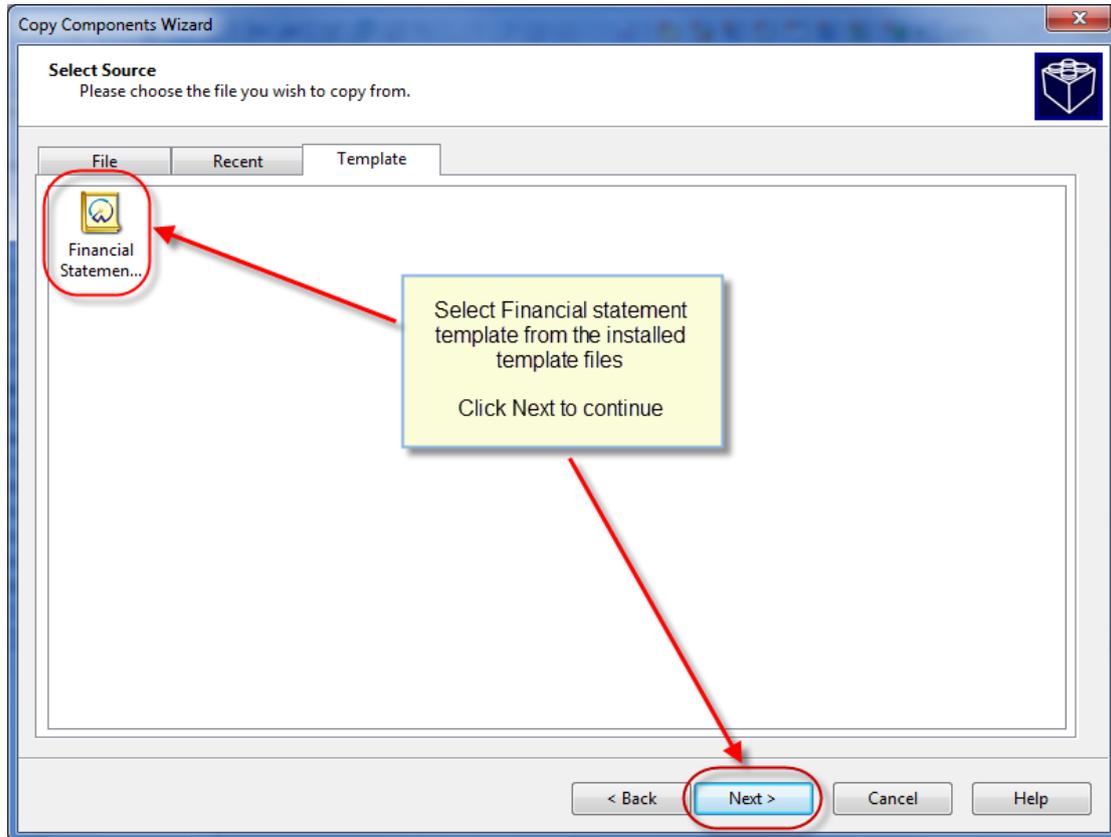
- a. Select the command **File / Copy Components**



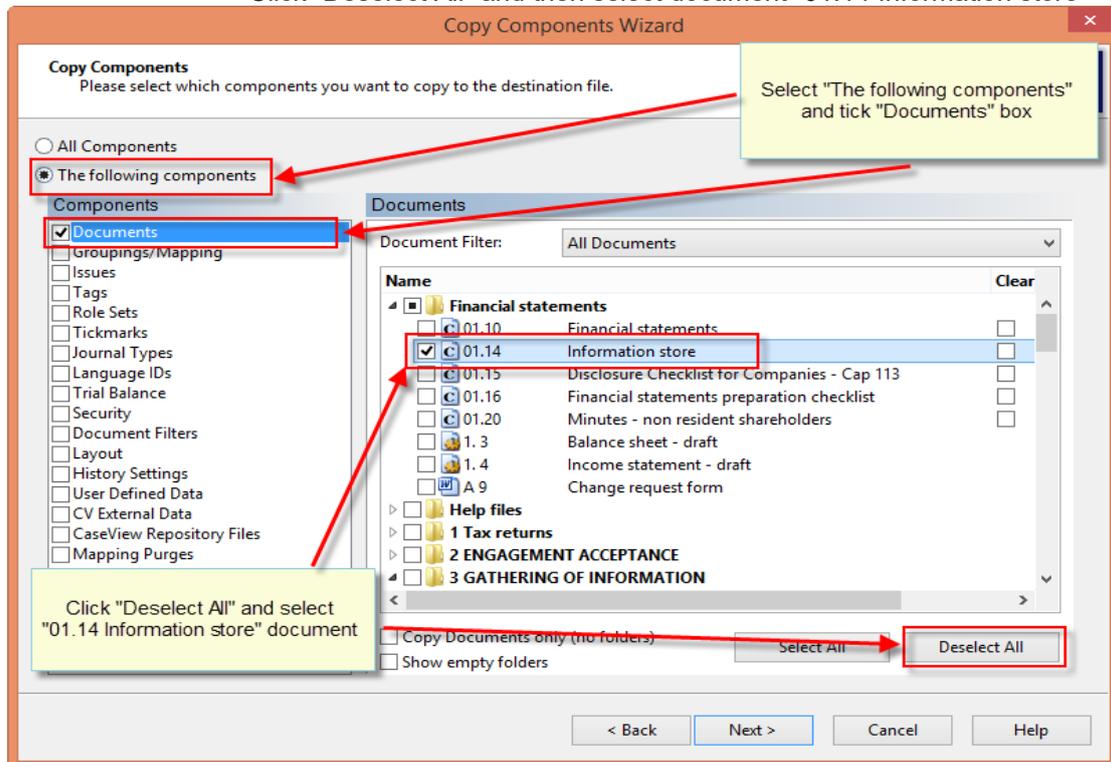
- b. Select Copy into This File. Click Next.



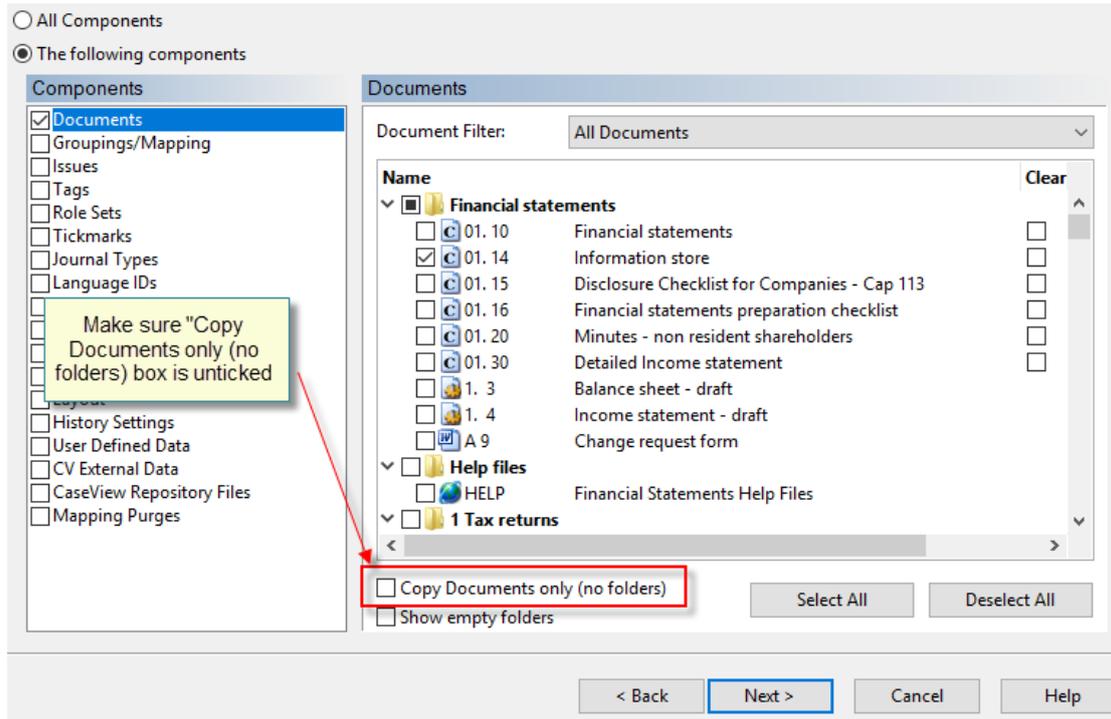
c. Choose the Financial Statements Template and click Next.



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

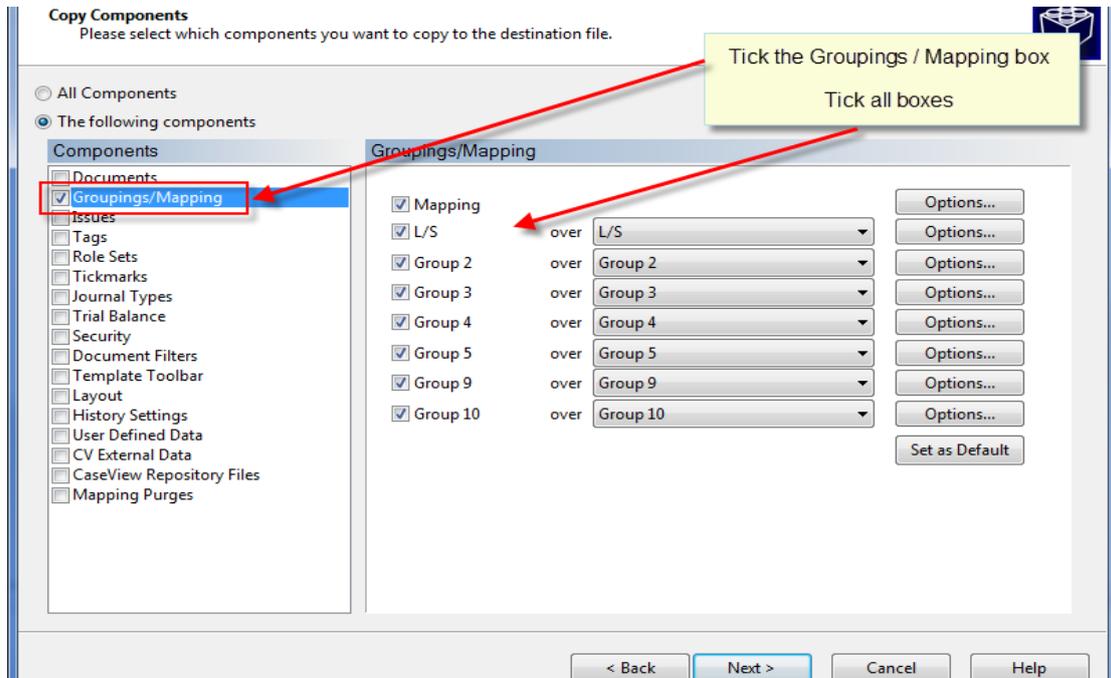


- Make sure that "Copy Documents only (no folders)" box is not selected

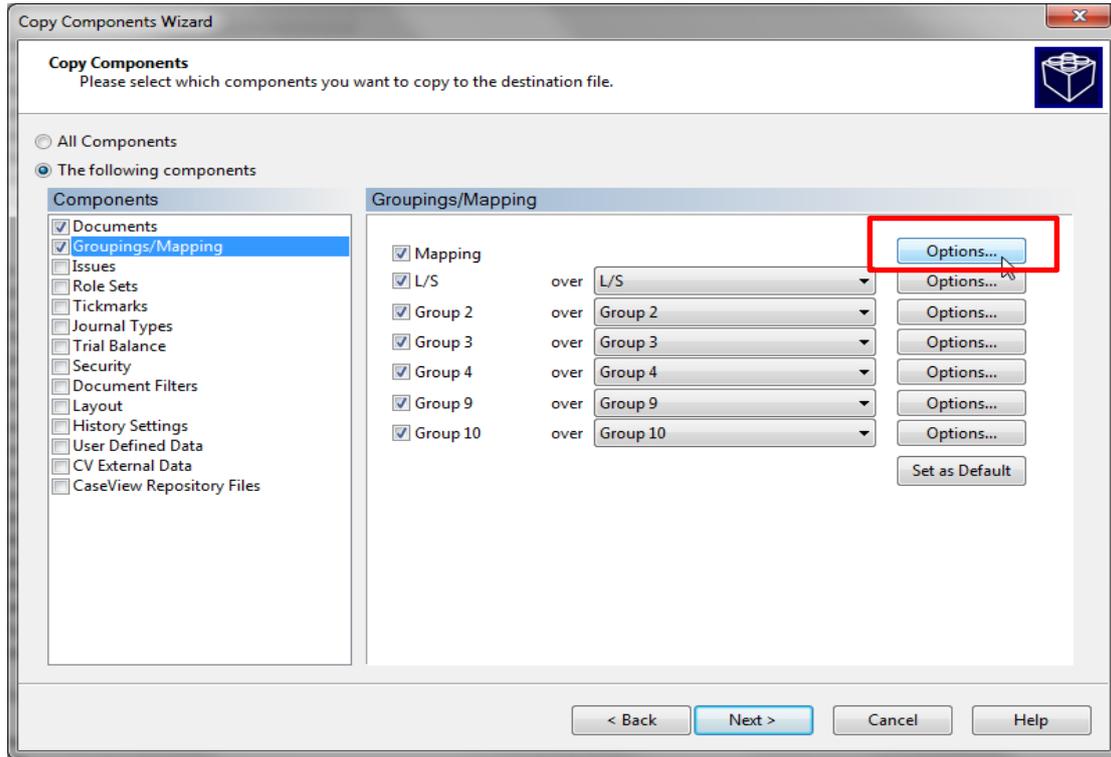


- e. In the same Copy Components Wizard, update the mapping structure from the latest Template.

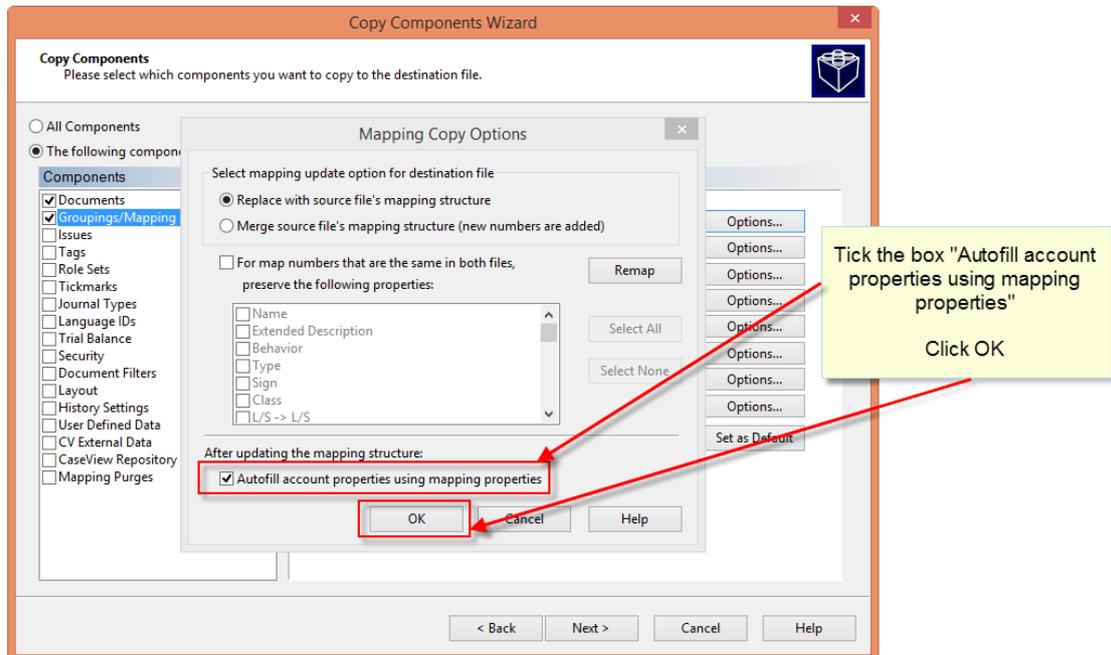
Tick the Grouping / Mapping box. Tick all Boxes.



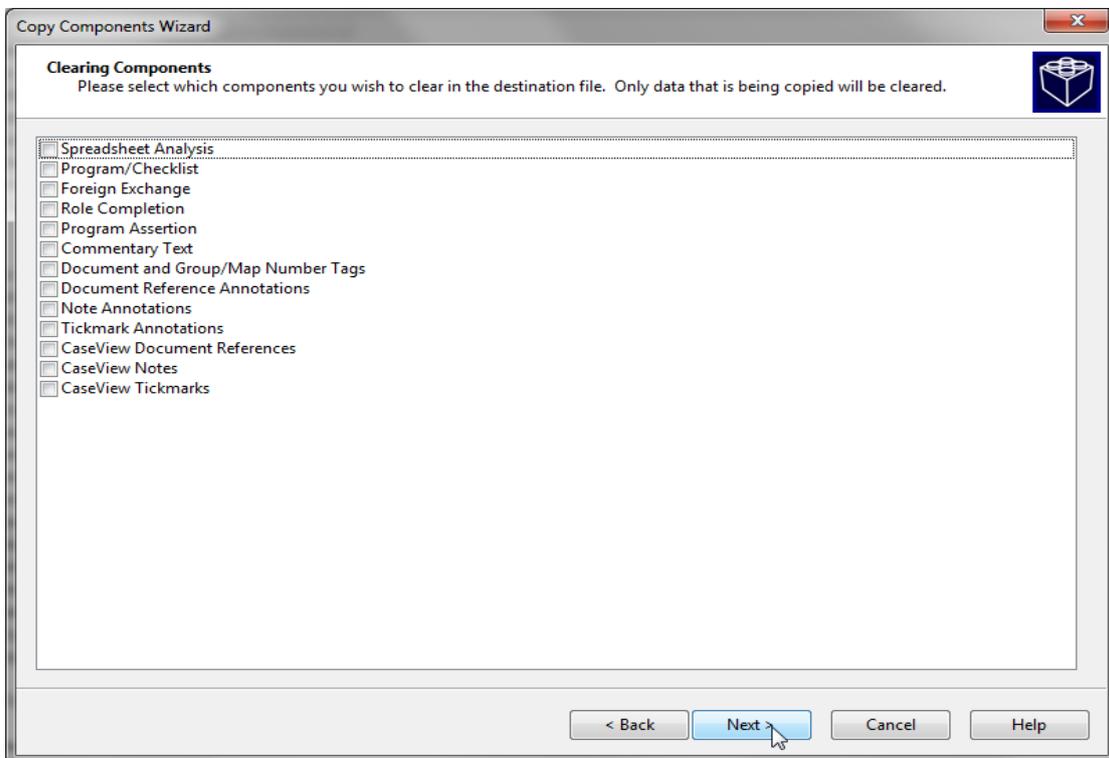
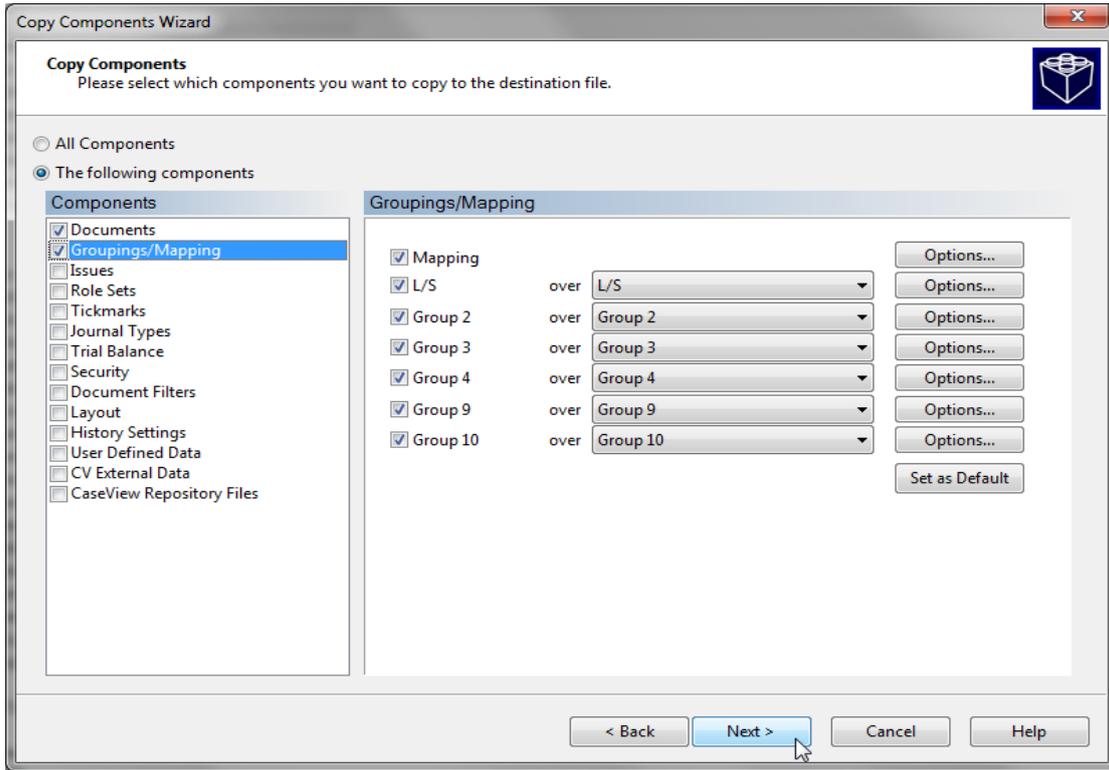
f. Select Options



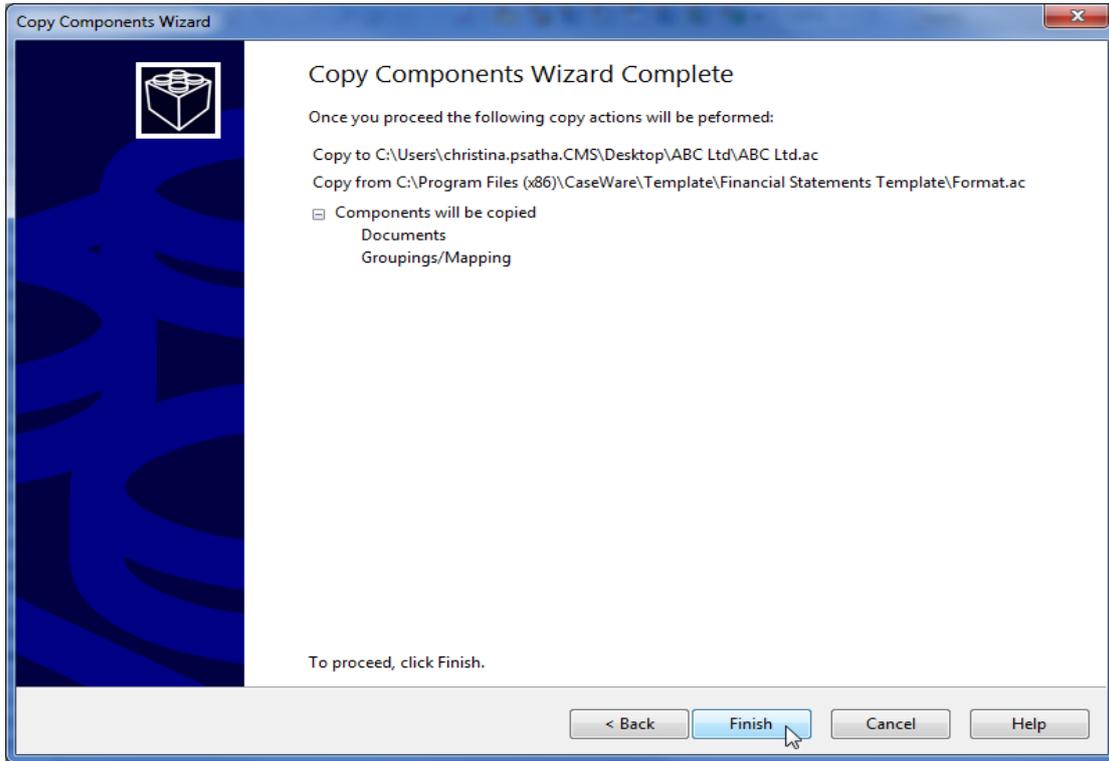
g. Tick the box "Autofill account properties using mapping properties". Choose to perform Mapping Copy Options.



h. Click Next

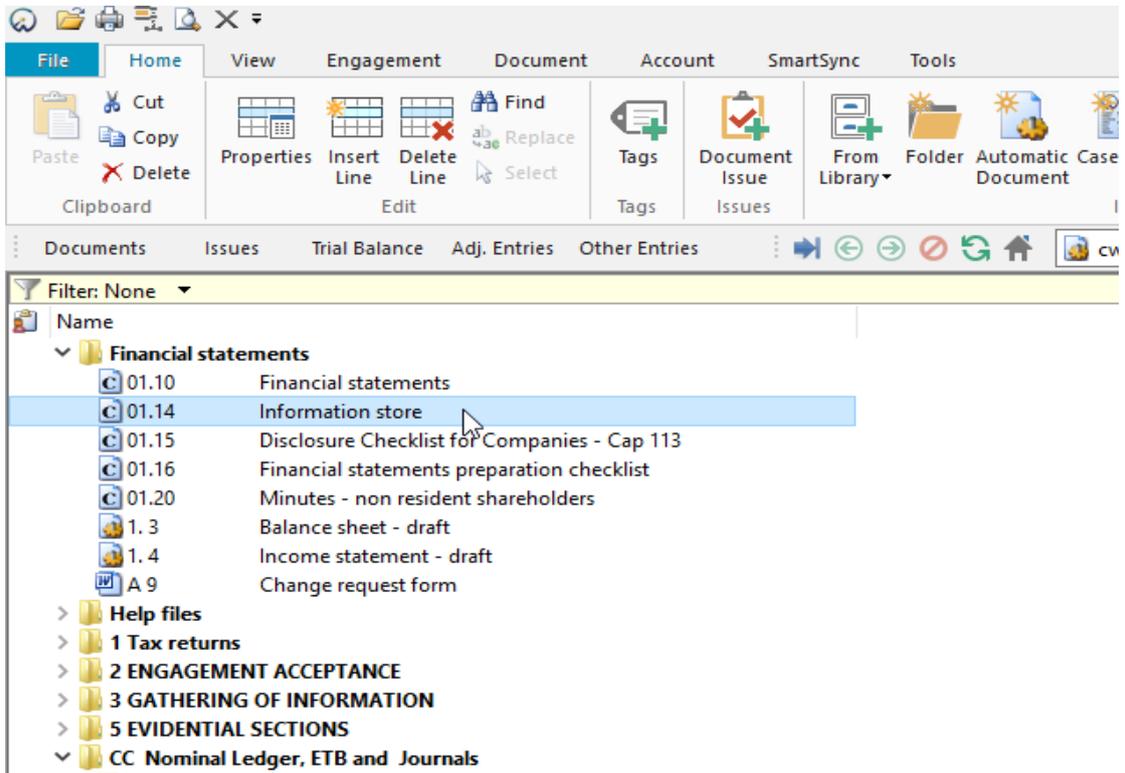


- i. Click Finish to complete the Copy Components wizard.

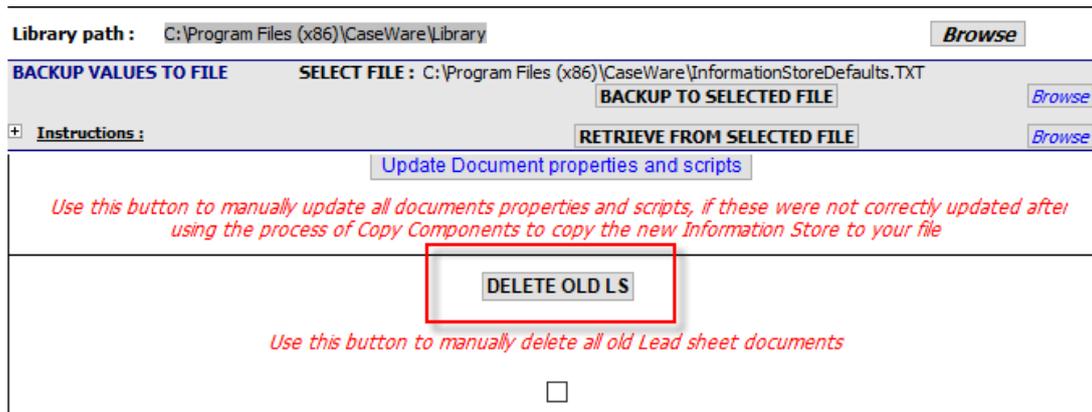


5. Open the Information Store document (01.14)

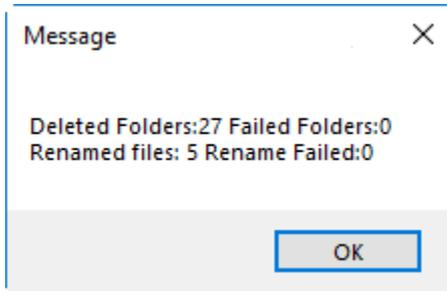
- a. In the document manager select to open the 01.14 Information Store.



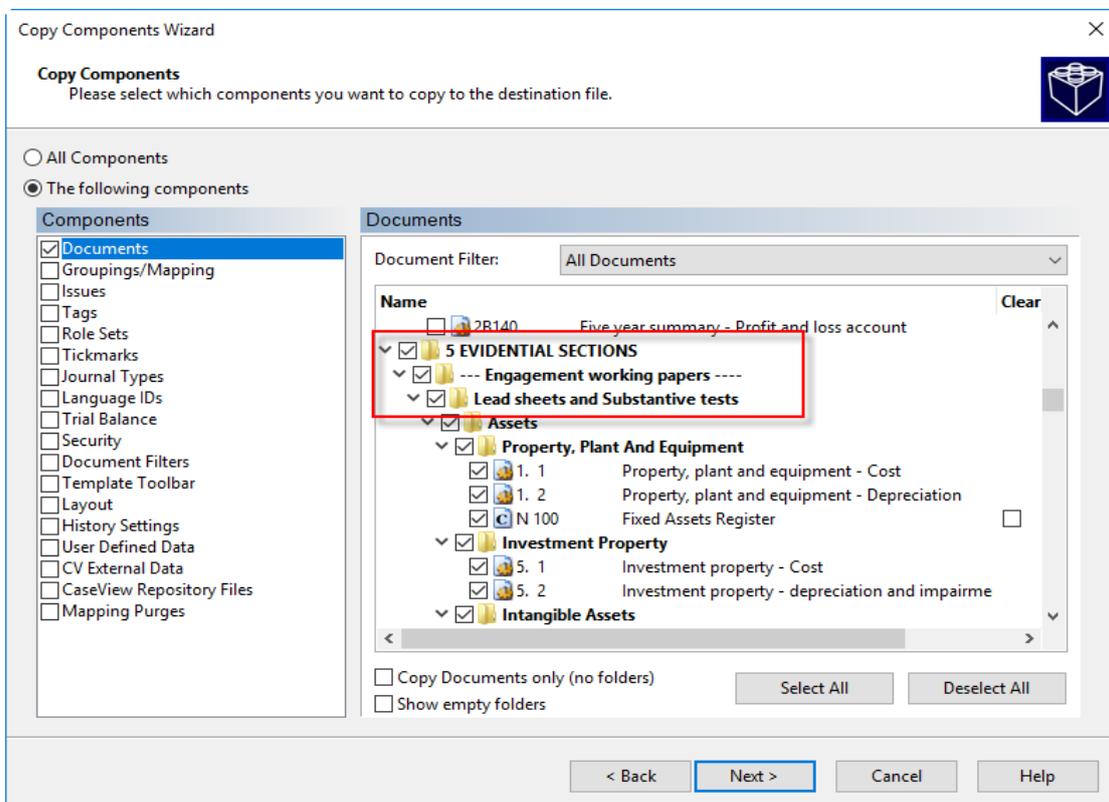
b. Select button to DELETE OLD LS



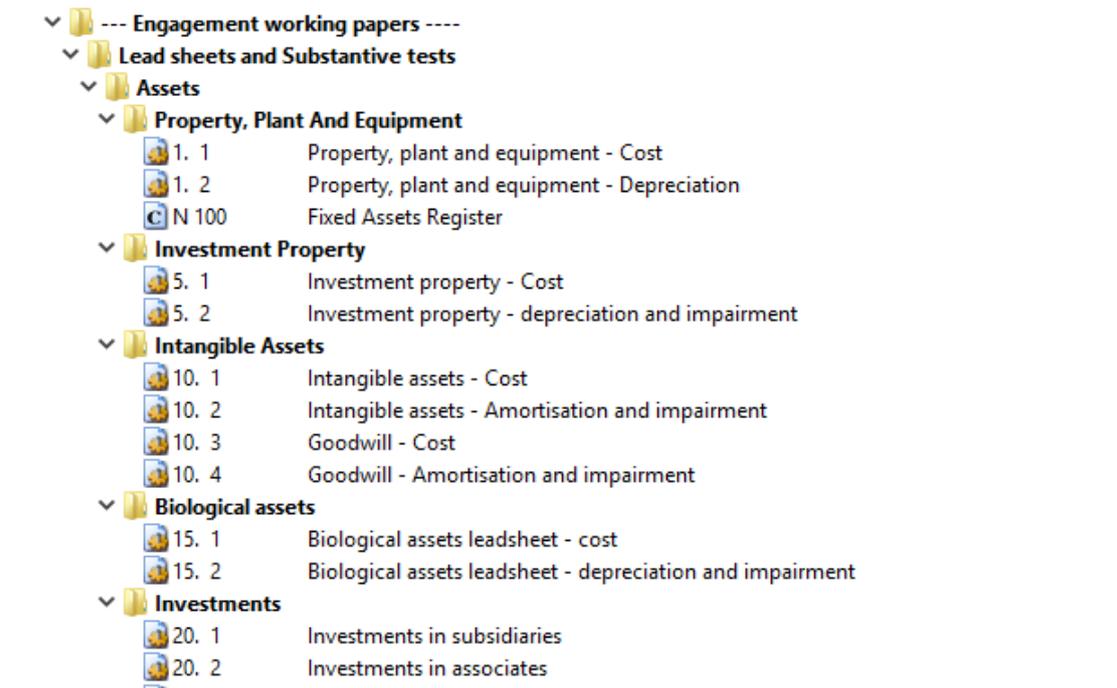
- When procedure is completed you will get the following message. Click OK.



6. Repeat step 4 and copy lead sheets from the template



New lead sheets structure



IMPORTANT NOTE: Last year's case view documents are transferred at the bottom of the document manager

1. Fixed Assets Register
2. Group company confirmation request
3. Directors / shareholders confirmation request
4. Financial support confirmation
5. Bank confirmation request

