

Procedure to Year End Close a file



VERSION 1.00

PROCEDURE SUMMARY

1.	Backup client file	\$
2.	Year End Close the client file	ļ

1. Backup client file

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

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File	Home	View	Engagement	Docume	nt Acco	ount
New		С	pen			
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Back Up)					
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Back U	p Location:				D	
C:\Use	ers\myuser\Doc	uments			srowse	
✓ Inclu	ide Sub Folders					
			ОК	Cancel	Help	

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

File Home View	Engagement Document Account SmartSync Tools
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🍸 Filter: None 🔻	
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C 01.10 Fi	nancial statements
01.14 In	formation store
01.15 Di	isclosure Checklist for Companies - Cap 113
01.16 Fi	nancial statements preparation checklist

b. Click on the black triangle in order to specify the location you will create the new year's file.



c. Browse for the folder and click "Select Folder".



d. Enter desired name for the new client file. In the *Roll Forward Options* make sure Update prior year balance data and Update CaseView Roll Forward Cells are selected. Click OK.

File to be Use	ed for Next Year						
File Path:	C:\Program Files (x86)\CaseWare\Data\						
File Name:	ABC LTD			Browse			
Roll Forward	I Options	<u> </u>					
Compres	s prior year file		Insert the n	ew File Name			
🗹 Update p	rior year balance data		-				
Update n	ext year's opening balanc	e data with:	Cons	olidated 🔍 😪			
R/E Acc	ount Number: 2320		Tick the	2 hoves			
Roll forwa	ard Forecasts Upd	ate current y	There are	2 00763			
Updatet	aseView Roll Forward Cel	s	Clic	k OK			
Roll forwa	ard all Custom Balances						
Include in N	ext Year's File						
Spreadsh	eet Analysis Data	Annotation	IS				
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Program	Assertion Info						
Program/	Checklist Completion		w Documen	t Referencer			
		CaseView Tickmarks					
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Outstand	ing Transactions						
Outstand	ing Transactions nt Number:		Ŷ	Multiple			

The procedure of Year End Close is now completed.