



**Procedure for updating the Template  
with pre mapped Trial Balance to the  
latest version of Financial Statements  
Template**



VERSION 1.00

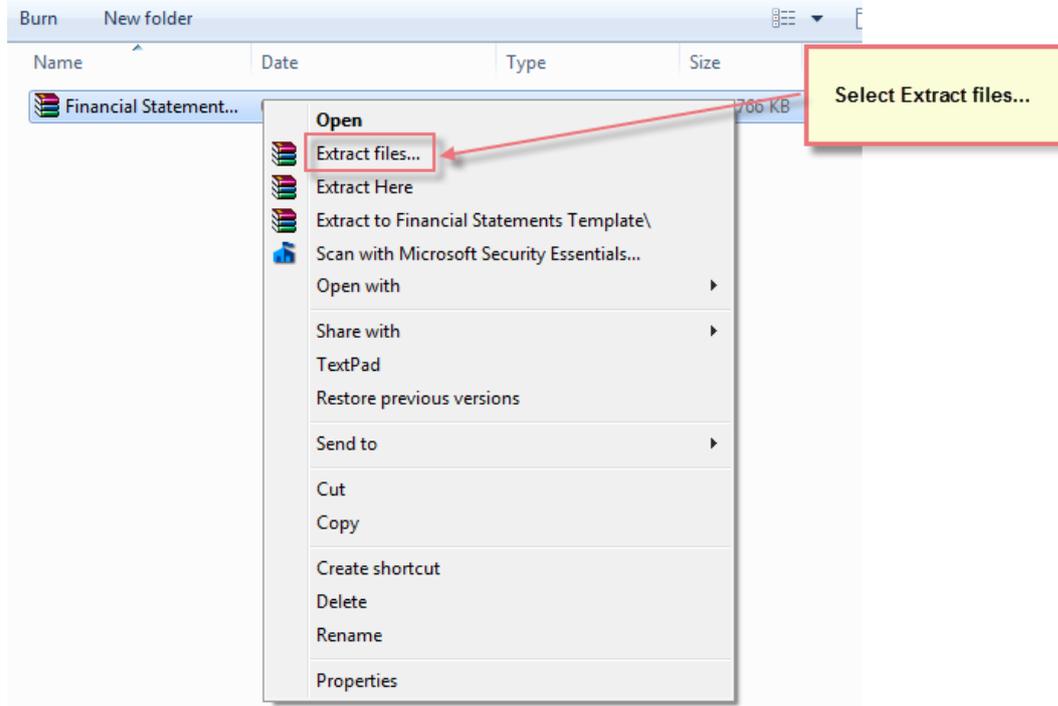
## **PROCEDURE SUMMARY**

1. **Follow the procedure for downloading Financial Statements Template.....3**
2. **Locate the zip file and Extract Files .....3**
3. **Open Caseware Working Papers and select Templates .....6**
4. **Copy components from the new version of Financial Statements Template into the Template with the mapped trial balance..... 7**

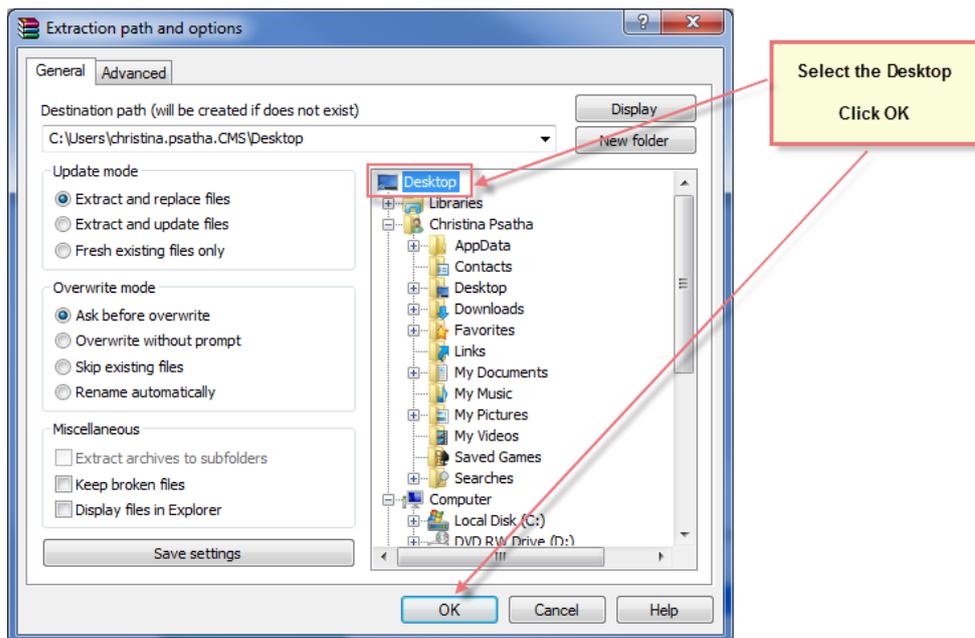
1. Follow the procedure for [downloading Financial Statements Template](#)

2. Locate the zip file and Extract Files

a. Right click and choose Extract files.



b. At destination path select the Desktop and click OK.

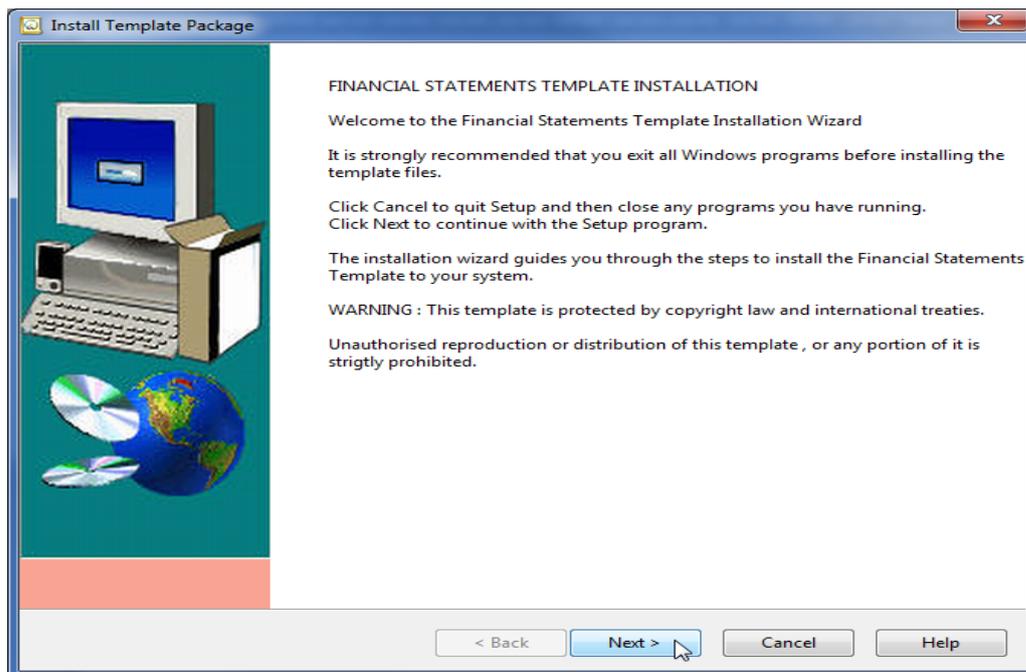


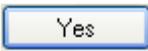
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- c. The extracted file is a Caseware Package File as shown below.  
To install the template, double click on it.



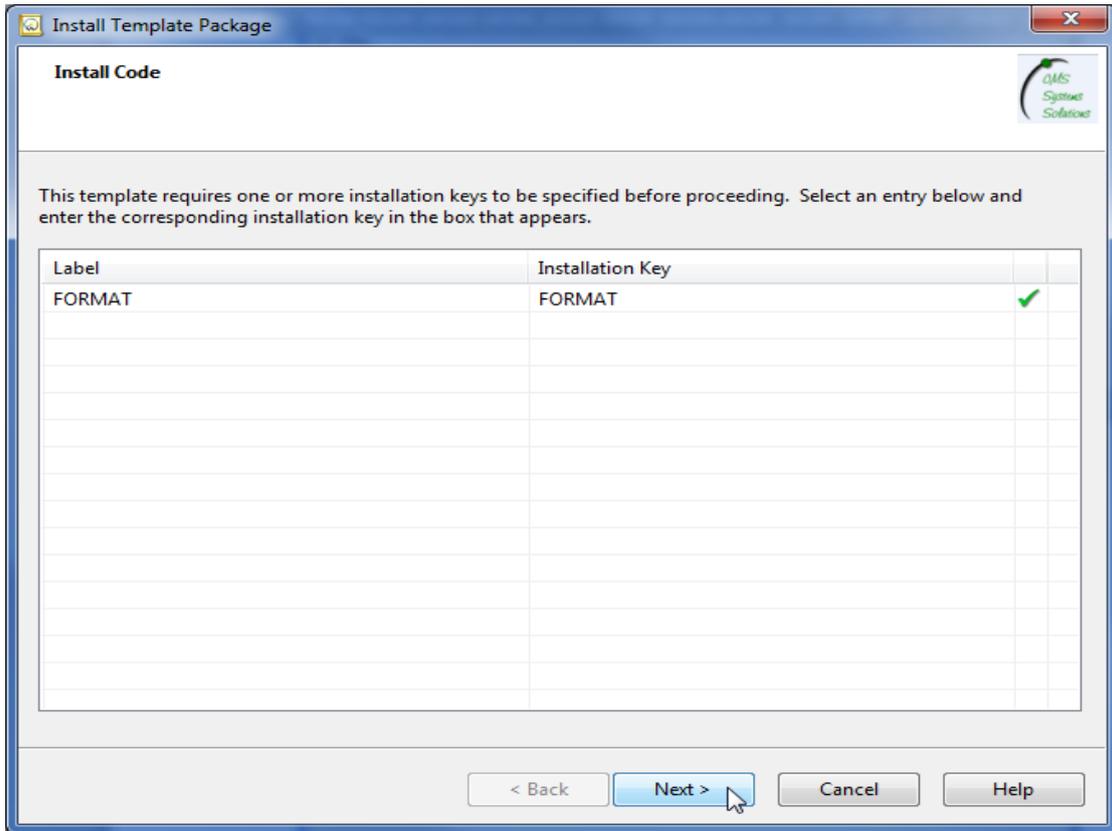
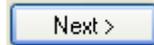
- d. In the Install Template Package window, click  to proceed with the installation.



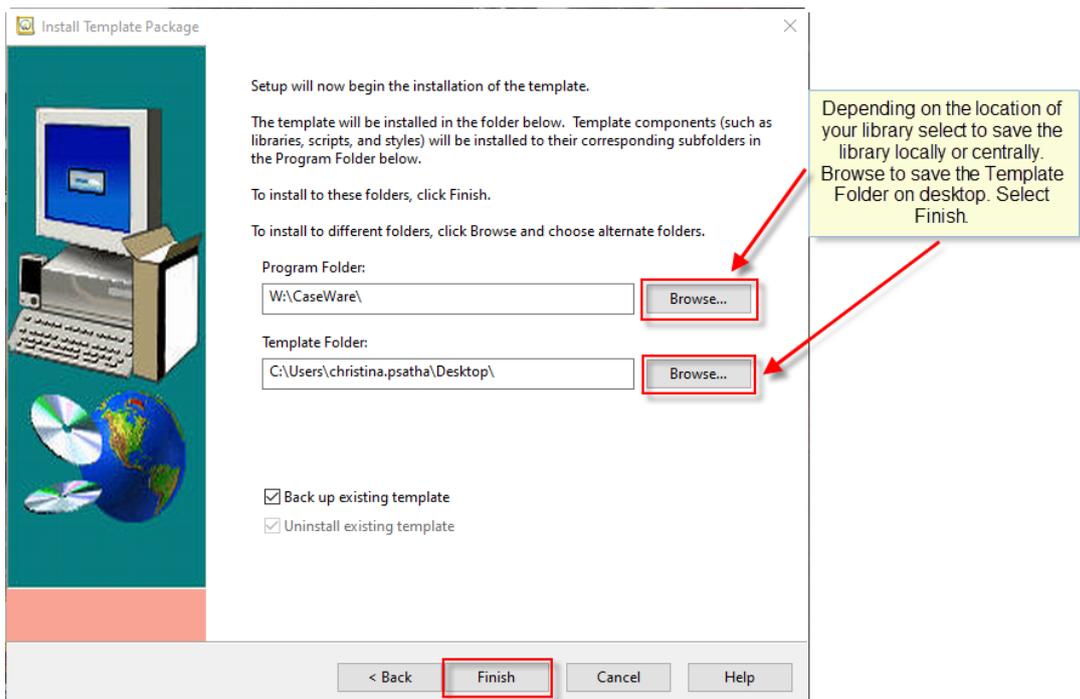
- e. On the next screen, click  to accept the User Licence Agreement.



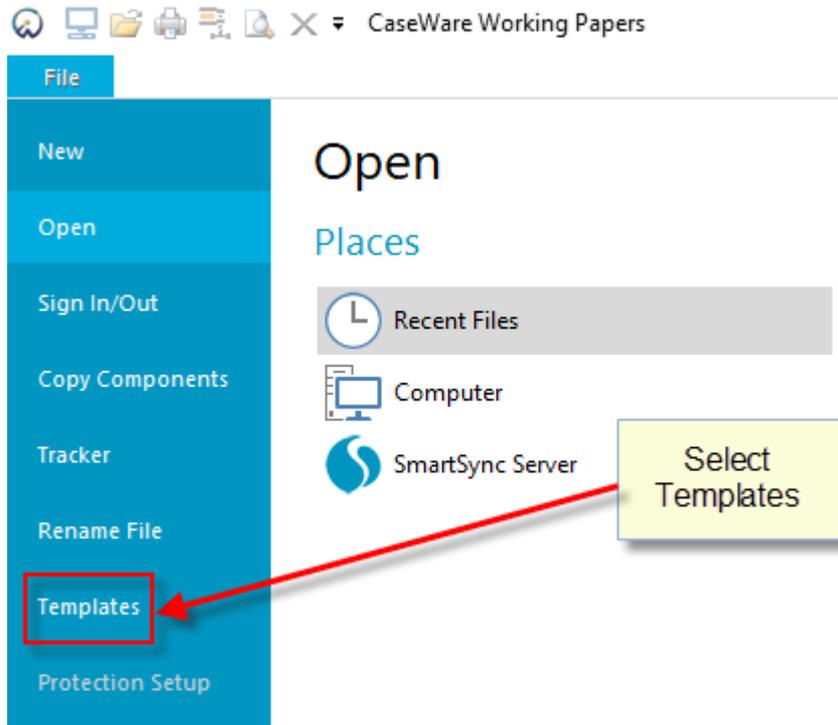
f. Then enter the installation key "FORMAT" and click



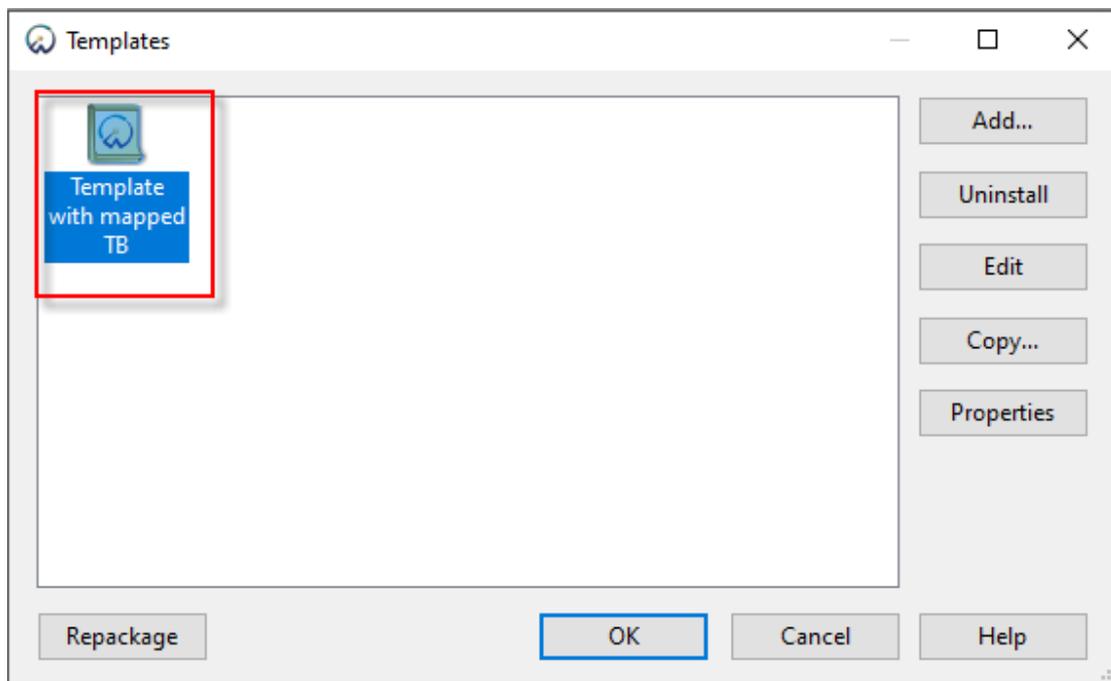
g. Click Browse to install Program (Library) folder. Depending on the location of your library select to save it locally or centrally. Save the Template folder on desktop. Click Finish.



### 3. Open Caseware Working Papers and select Templates



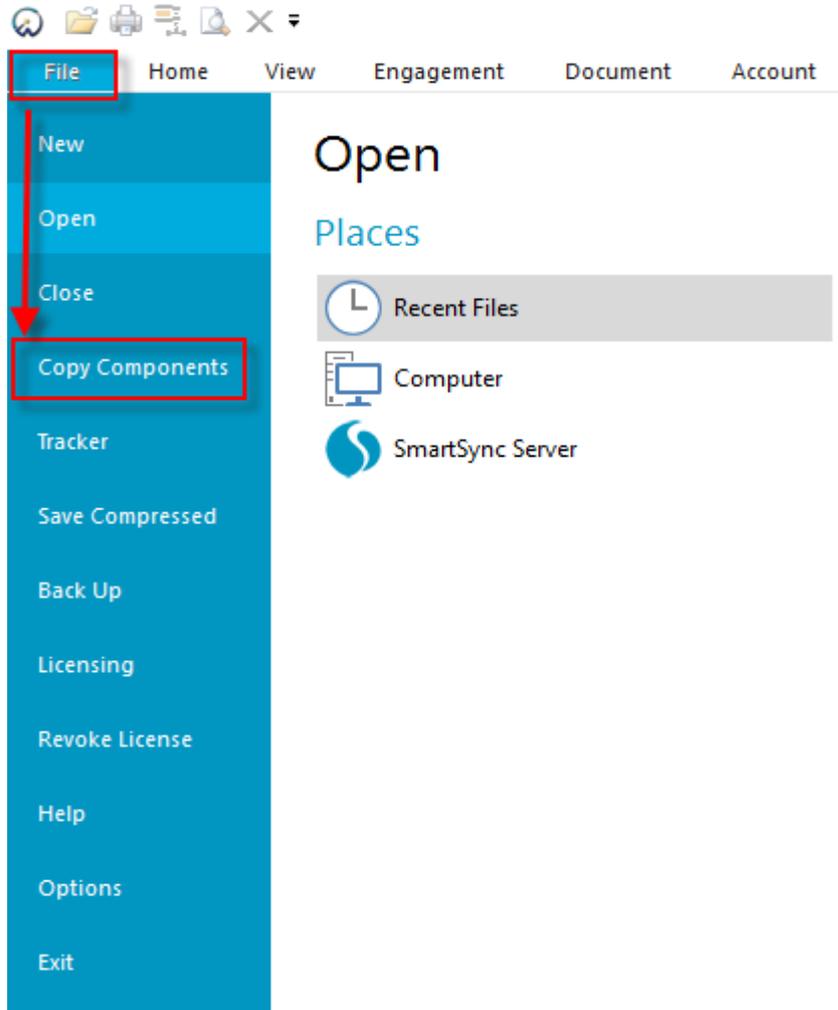
- a. Select to open the Template with the mapped Trial balance.



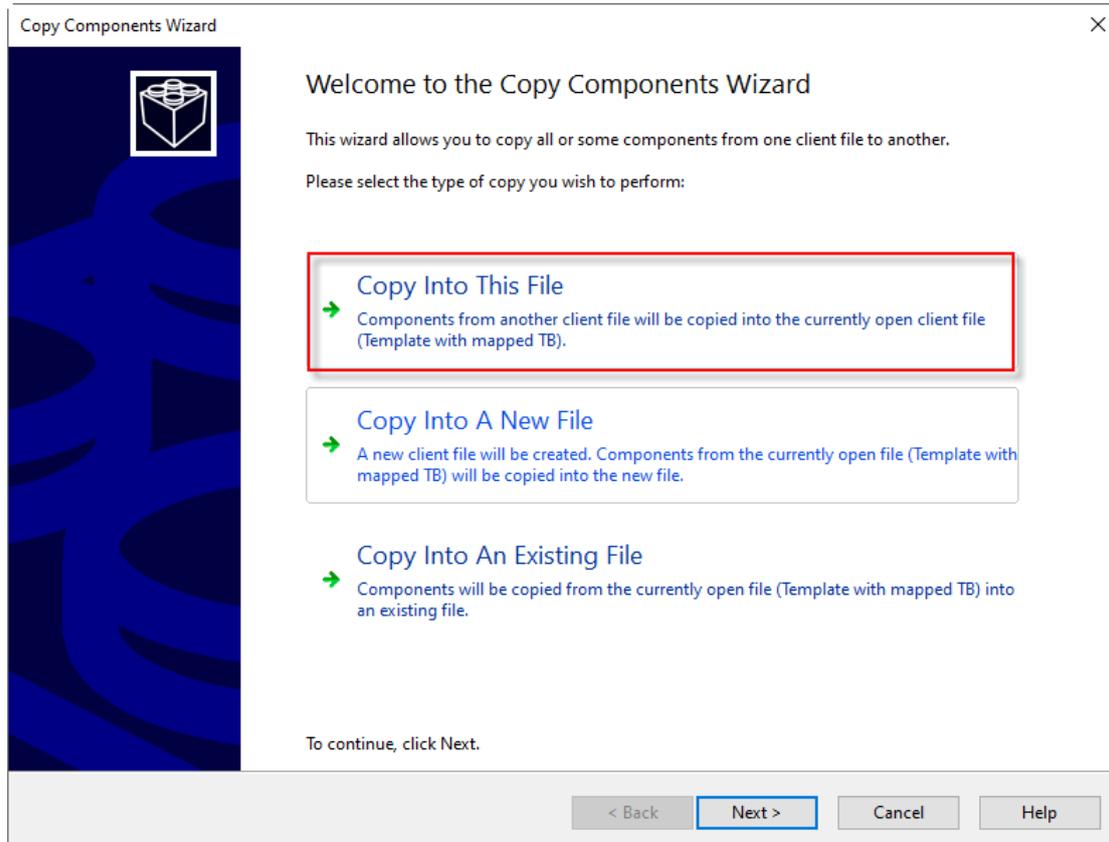
#### 4. Copy components from the new version of Financial Statements Template into the Template with the pre mapped trial balance

Using the Copy Components feature, update the client file with all the Documents and Groupings/Mapping

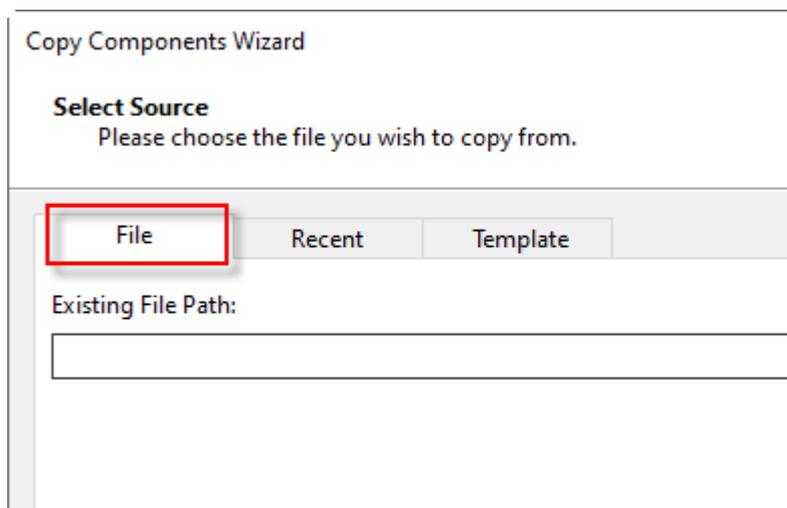
- a. Select the command **File / Copy Components**.



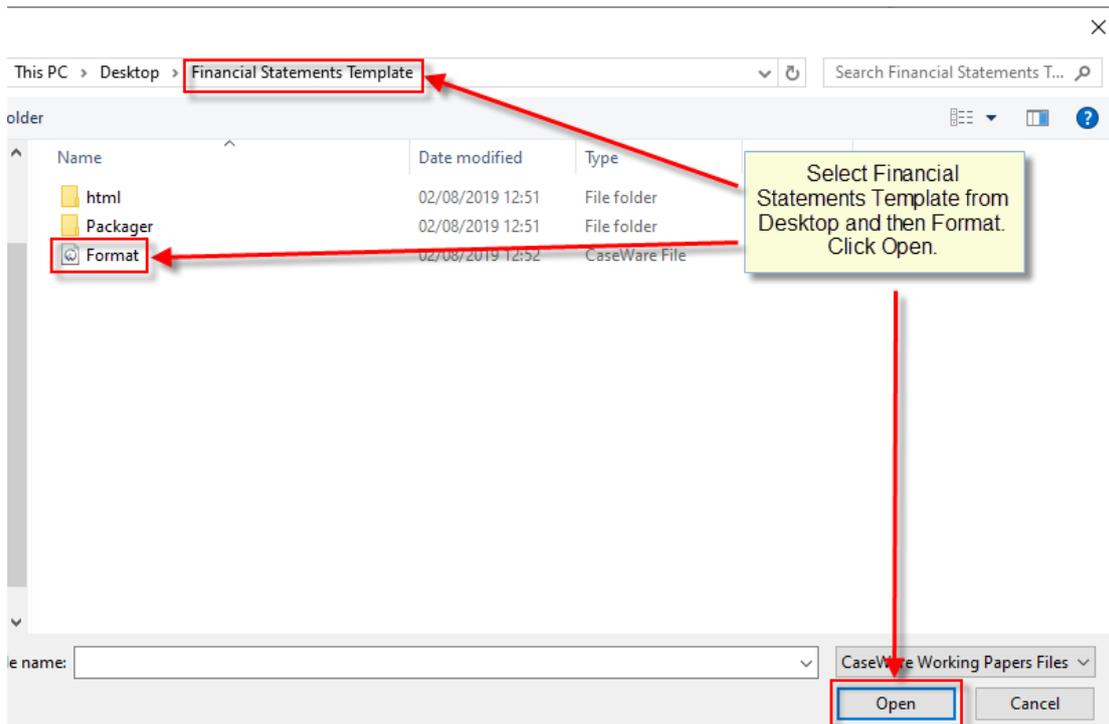
- b. Select Copy into This File. Click Next.



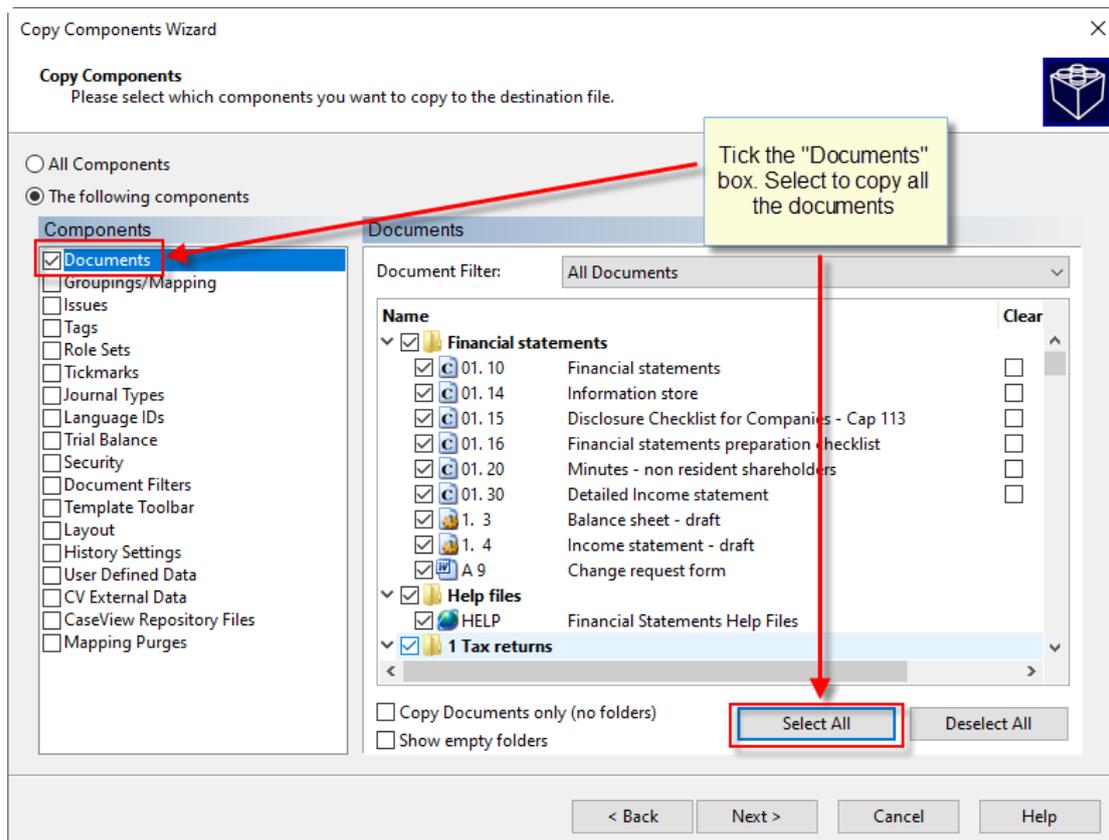
- c. Choose file and select the Financial Statements Template folder created on your desktop. Select Format and "Open".



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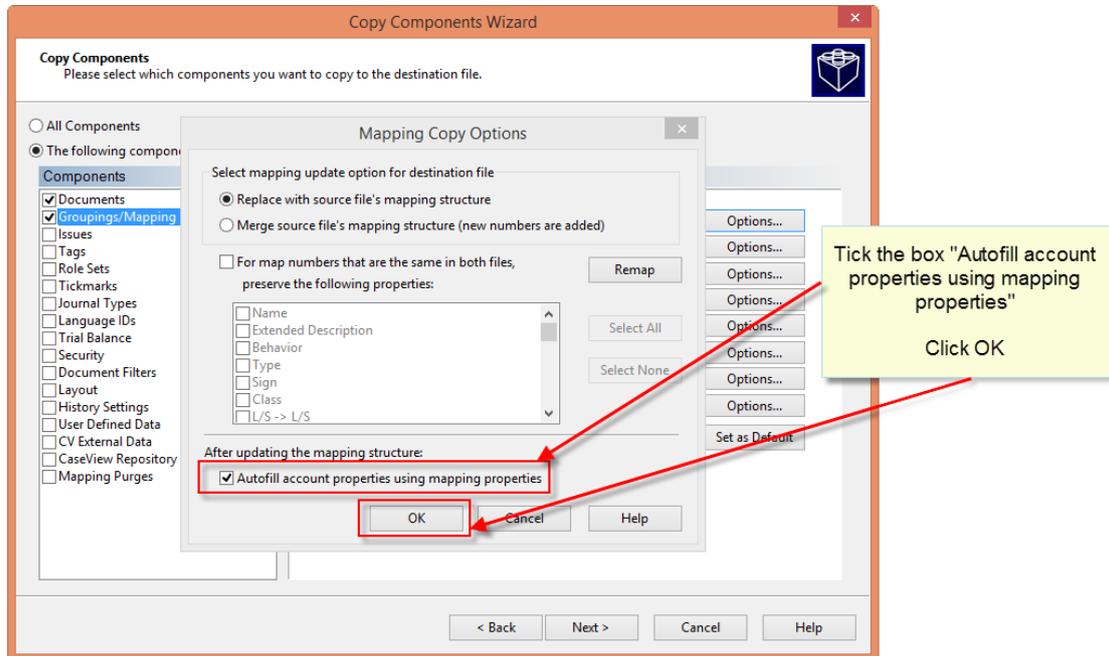


- d. In the Copy Components Wizard tick the "Documents" box. Select to copy all the documents.

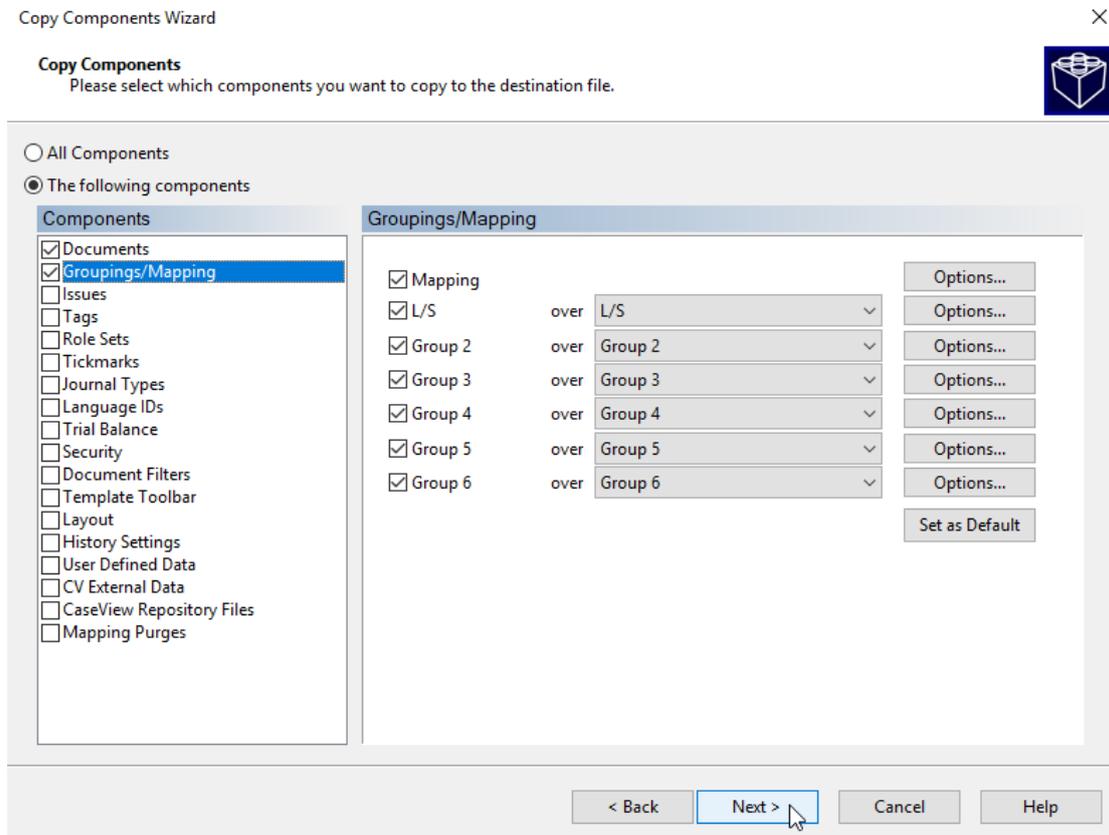




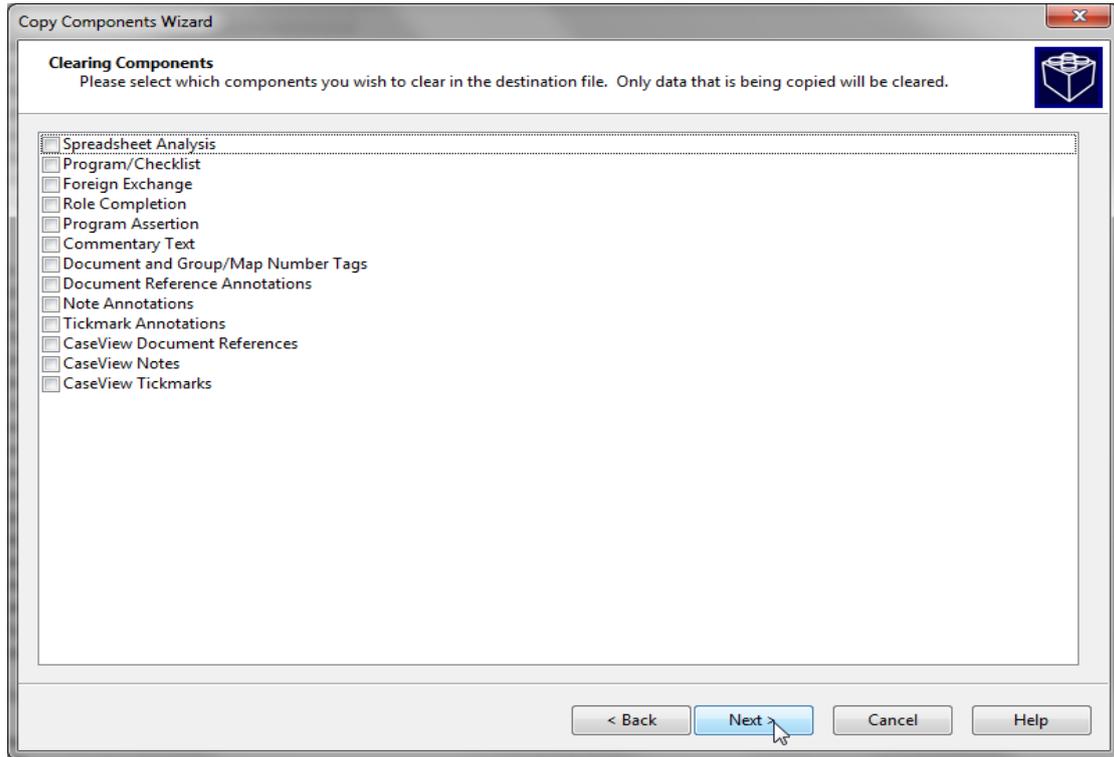
- g. Tick the box "Autofill account properties using mapping properties".  
Choose  to perform Mapping Copy Options.



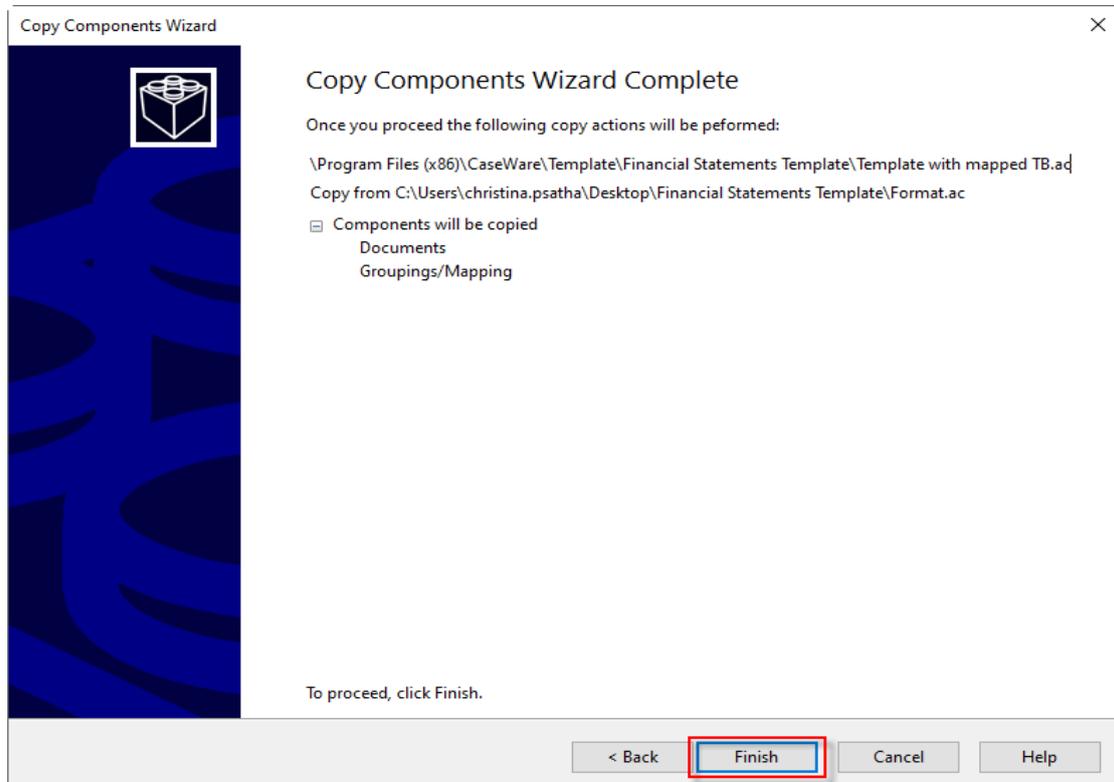
- h. Click Next.



- i. Click Next to continue.



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



The template with the pre mapped Trial Balance is now ready with the latest version of Financial Statements Template