AccountsAdvanced
IFRS Template

Getting Started

CONTENTS

INTRODUCTION

Purposes of these notes

This set of notes is designed to help both new and existing AccountsAdvanced users to understand the key functionality within the IFRS template. The notes are by no means a comprehensive guide to the template and all of its functions.

Other sources of help & notes

Additional notes are available throughout the template via on-screen help options and from the Knowledgebase located on our website at https://kb.caseware.co.uk.

Working Papers and Template Installation

For details of how to install the latest version of CaseWare Working Papers and all templates (including the AccountsAdvanced IFRS template), please see the documentation available within the latest template bundle.

CREATING A NEW IFRS ENGAGEMENT FILE

Template selection

To create a new IFRS engagement file, open CaseWare Working Papers and select **File | New**.
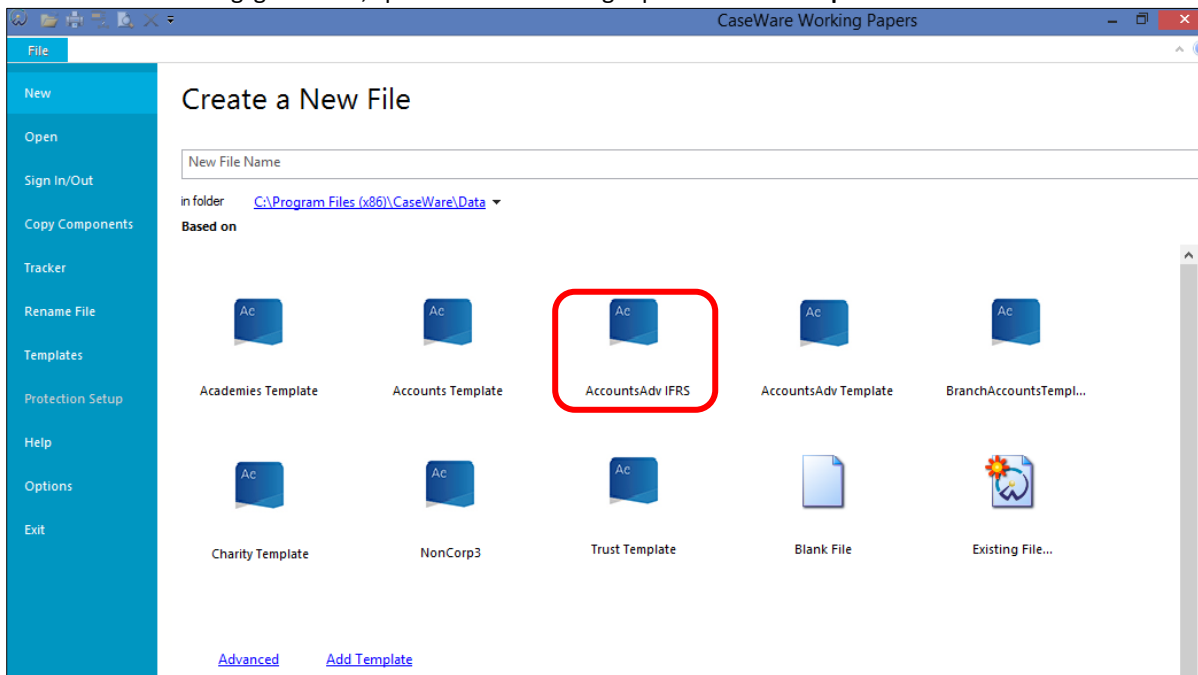
Depending upon the Templates you have installed, you may see fewer available templates than are shown above, to create a new IFRS engagement, select **AccountsAdv IFRS**.

You will need to enter a file name where prompted and the default location for this new file can be amended if required.

Engagement properties

Immediately a window will appear which prompts you to enter the properties for your engagement file. You will need to enter in the reporting dates (period start and end date) and then also, on the **Name/Address** tab, the **Operating name** which will be the name of the entity as it will appear in the financial statements and the **Address** which will be the registered office.

Once these have been entered, click **OK** and you will be taken to the home screen. From here you can access your paperless Document Manager (**Documents**), view or edit your **Trial Balance** and also post journal adjustments via either **Adj. Entries** or **Other Entries**.

THE MAPPING STRUCTURE

Introduction

The financial statements within the template are driven by the **mapping codes**. The structure of the mapping codes used in the IFRS template will be familiar to AccountsAdvanced template users with 9 characters being used in total. There are, however, additional mapping codes which are exclusive to the IFRS template, but it is important to note that all mapping codes used in our AccountsAdvanced template are available within IFRS, meaning that it is possible to consolidate a pre-existing FRS 101 or FRS 102 engagement file into an IFRS group entity.

Full Mapping Structure

The full mapping structure of the IFRS template is shown here (IFRS only codes are shown in purple).

A01	-	Property, plant and equipment
A02	-	Intangible assets
A03	-	Fixed assets investments
A04	-	Trade investments
A05	-	Investment property
A06	-	Available-for-sale investments
A07	-	Biological assets
B01	-	Trade and other receivables after more than one year
C01	-	Inventories
C02	-	Trade and other receivables
C03	-	Current asset investments
C04	-	Bank and cash balances
C05	-	Assets held for sale
C06	-	Available-for-sale investments
C99	-	Suspense account
D	-	Trade and other payables due within one year
D16	-	Liabilities held for sale
E	-	Trade and other payables due after one year
F01	-	Deferred tax
F02-F06	-	Provisions
F10	-	Accruals and deferred income
F15	-	Employee benefits
F20	-	Pensions asset/liability
F30	-	Post-employment medical plan asset/liability
G01	-	Share capital
G02	-	Other equity
H	-	Reserves
H09	-	Cash flow hedging reserve
H10	-	Available-for-sale reserve
H11	-	Shares to be issued
H12	-	Treasury and ESOP shares
H13	-	Convertible debt option reserve
L	-	Turnover
M01-M20	-	Cost of sales
MM1-MM6	-	Expenses by nature
P	-	Marketing, selling and promotion
Q	-	Distribution expenses
R	-	Administration expenses
S	-	Establishment expenses
T	-	Sundry income and charges

U	-	Finance income and expenses
V	-	Investment income
W	-	Taxation
X	-	Non-controlling interests

Mapping masks are consistent throughout the template which means that users can set up new mapping codes and, if they relate to information requiring disclosure (e.g. operating leases), the second sub-division should be set to the relevant mask below. The information will then flow correctly into the financial statements:

A01.??.00.02	-	Additions to property, plant and equipment
A02.??.00.02	-	Additions to intangible assets
A03.??.00.02	-	Additions to fixed asset investments
???.51.00.??	-	Sales – UK
???.52.00.??	-	Sales – Europe
???.53.00.??	-	Sales – Rest of World
???.61.00.??	-	Cost of sales – raw materials (stocks and purchases etc.)
???.62.00.??	-	Cost of sales – work in progress (stocks and purchases etc.)
???.80.00.??	-	Wages and salaries – non-directors
???.81.00.??	-	National insurance – non-directors
???.82.00.??	-	Pensions – non-directors
???.83.00.??	-	Directors remuneration
???.84.00.??	-	Directors fees
???.85.00.??	-	Directors pension schemes
???.87.00.??	-	Directors incentive schemes
???.91.00.??	-	Operating leases - equipment
???.92.00.??	-	Operating leases – land and buildings
???.95.00.??	-	Depreciation - equipment
???.96.00.??	-	Amortisation - intangibles
???.97.00.??	-	Depreciation – land and buildings
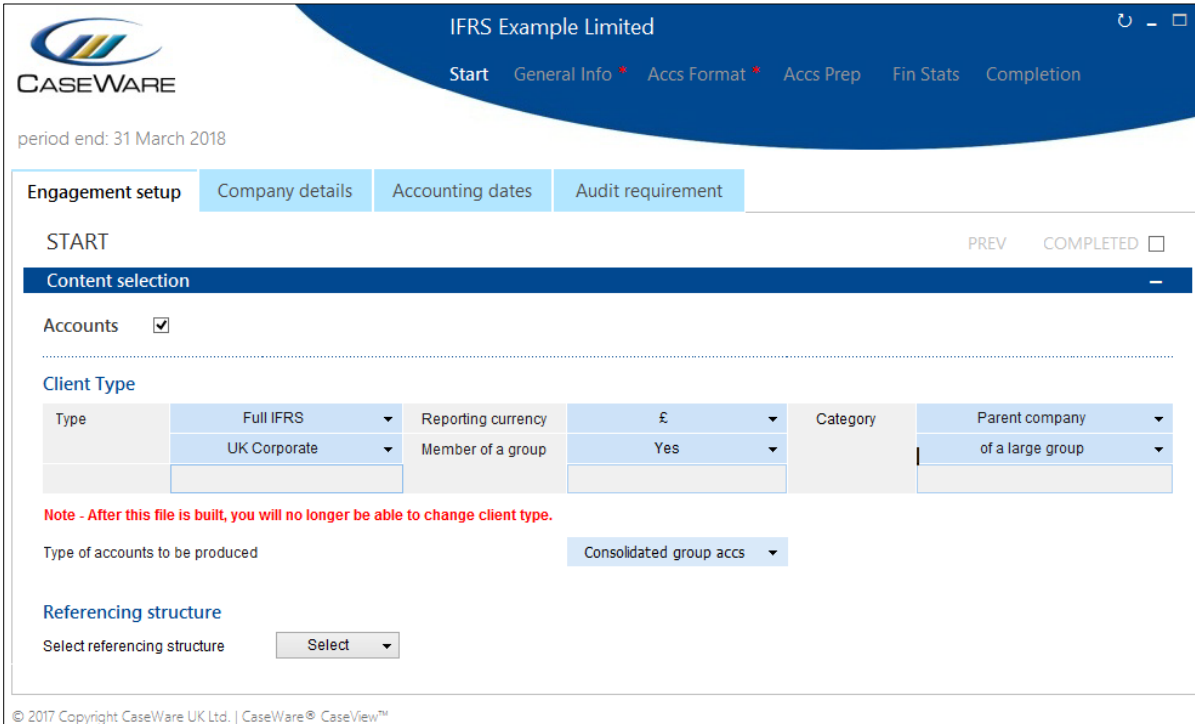
Trial Balance

You can manually enter your trial balance into CaseWare, or you can import from Excel or other accounting software. Either way, you will need to fully map all of your nominal codes before proceeding with the **Wizard** document.

THE WIZARD DOCUMENT

Start

Once you have mapped your trial balance, open the **Wizard** document to fill out further information about the engagement. The first part of the Wizard is the **Start** section and **Engagement setup** is the first tab to fill out:

Simply select your answers from the drop-down menus and then tick the **COMPLETED** tick box to move on to the next tab.

Users of the AccountsAdvanced template will notice many similarities between this Wizard and the one used within that template, but there are some additional areas which are purely present within IFRS.

Once you have completed all of the information within the four tabs of the Start section, you will automatically be taken on to **General Info**.

General Info

In the screenshot below you can see that as tabs are ticked as completed, a brown bar will appear beneath the tab to denote this fact. On the **Share structure** tab you will see a red warning line above the tab which indicates that there is something on this screen which needs the user's attention. In this case, the number of shares issued currently differs from the amount mapped to the relevant mapping code within the trial balance:

Once all figures have been entered, the red warning at the foot of the screen and the one above the tab will disappear.

When you have completed the Share structure and the Directors tabs, you will be taken to the **Accs Format** section.

Accs Format

The **Disclosure format** tab contains some additional options which are only available within the IFRS template. Firstly there is the option within the **Presentation** section to present the profit and loss account by **function** or by **nature**:

Please note that in the example above, the standard M0* (by function) mapping codes have been used (rather than MM*) and therefore a warning message shows up to warn the user that we should probably either re-map these amounts, or re-select **By function**.

The other additional option allows you to disclose up to eight **Operating segments** within the financial statements:

Operating segments									
Tick here to disclose additional segment information	☑								
Select number of operating segments to disclose:	2								

Statement segment information

|		Revenue		Profit & loss		Assets		Liabilities	
		CY	PY	CY	PY	CY	PY	CY	PY
Name 1	Sub sec 1	-	-	-	-	-	-	-	-
	Sub sec 2	-	-	-	-	-	-	-	-
	Sub sec 3	-	-	-	-	-	-	-	-
	Sub sec 4	-	-	-	-	-	-	-	-
	Sub sec 5	-	-	-	-	-	-	-	-
Name 2	Sub sec 1	-	-	-	-	-	-	-	-
	Sub sec 2	-	-	-	-	-	-	-	-
	Sub sec 3	-	-	-	-	-	-	-	-
	Sub sec 4	-	-	-	-	-	-	-	-
	Sub sec 5	-	-	-	-	-	-	-	-

Other segment information

		Depreciation and amortisation		Additions to non-current assets		Impairment losses recognised for PPE		Impairment losses recognised for Goodwill	
		CY	PY	CY	PY	CY	PY	CY	PY
Name 1	Sub sec 1	-	-	-	-	-	-	-	-
	Sub sec 2	-	-	-	-	-	-	-	-
	Sub sec 3	-	-	-	-	-	-	-	-
	Sub sec 4	-	-	-	-	-	-	-	-
	Sub sec 5	-	-	-	-	-	-	-	-
Name 2	Sub sec 1	-	-	-	-	-	-	-	-
	Sub sec 2	-	-	-	-	-	-	-	-
	Sub sec 3	-	-	-	-	-	-	-	-
	Sub sec 4	-	-	-	-	-	-	-	-
	Sub sec 5	-	-	-	-	-	-	-	-

Once you have completed the **Accs Format** section, click **NEXT** to continue onto the **Accounts Preparation** table.

Accounts Preparation table

The Accounts Preparation table looks at your trial balance and all of the information entered in the Wizard to decide whether each disclosure is **relevant to this client**. You can switch on additional disclosures by selecting **Yes** from the **Disclosure override** column (as shown below for Business review):


You can also override to say that you do not want a particular disclosure to appear in your financial statements by selecting 'No' from the Disclosure override.

Once you have been through and decided upon all applicable disclosures, click **BUILD** to load a draft set of financial statements, based on the current settings.

THE ACCOUNTS DOCUMENT

Accounts Toolbar

Once the financial statements are built, you will see a collapsible ribbon-style toolbar which provides multiple options for editing the notes and statements.
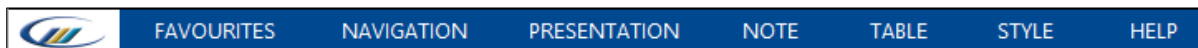

A brief summary of each tab is shown here:

1. **CaseWare logo** – Clicking here will take you to the CaseWare UK [Knowledgebase](#).

2. **Favourites** – Allows you to customise your frequently used options from the toolbar to appear in one place.

3. **Navigation** – Enables you to jump to particular sections of the financial statements with ease.

4. **Presentation** – Allows you to change the format of the financial statements on a global level, including sorting the order of the notes and statements.

5. **Note** – Here you can add new notes, or edit existing ones with options such as adding user text or page breaks.

6. **Table** – Enables you to edit tables within notes, with many editing options such as adding rows, changing calculations or applying rounding.

7. **Style** – Allows you to change the format of individual sections of the financial statements.

8. **Help** – This gives assistance when editing the financial statements.

By clicking on any of the tabs above, all of the options relating to that particular section will appear in the row immediately below. For example, when clicking on **PRESENTATION**, the following options will display:
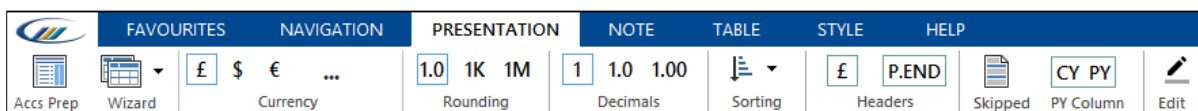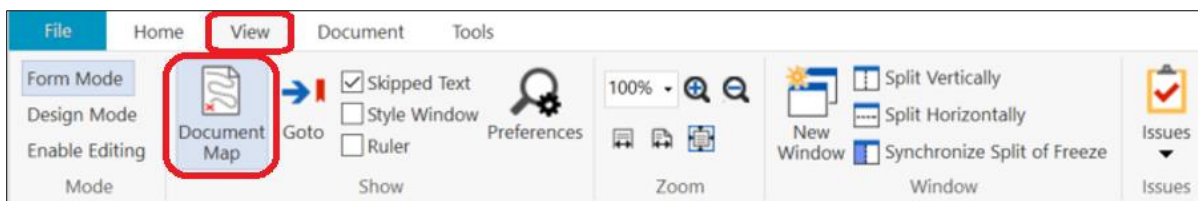

Document Map

You will notice a pane towards the left-hand side of the financial statements which is referred to as the **Document Map**. This enables the user to jump quickly to any particular point of the financial statements at the click of a button:
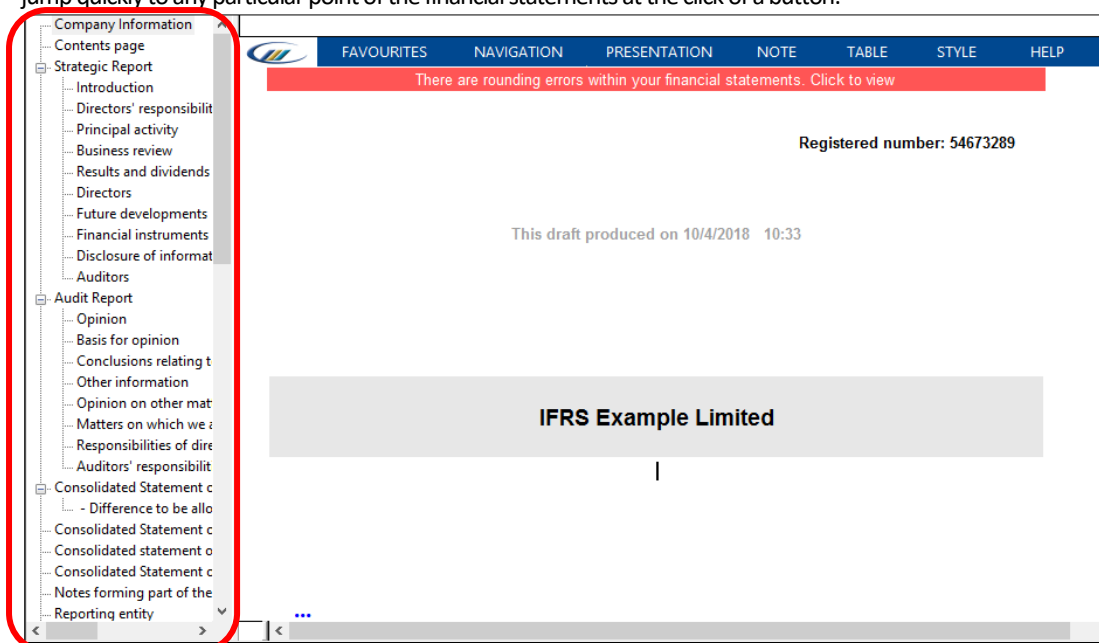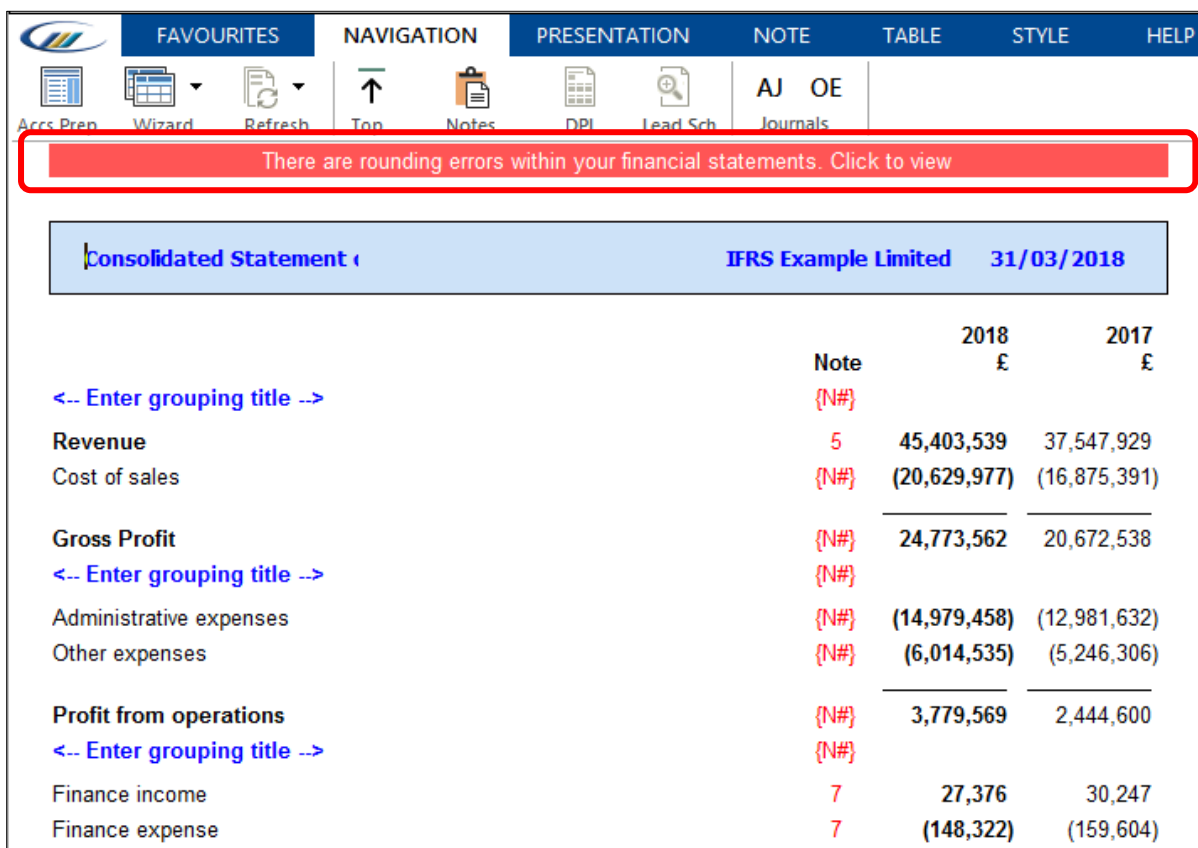
If you wish to close this window (perhaps to allow more screen space for editing the financial statements), please select **View** and then click **Document Map** as shown here:

The **Document Map** can be turned back on using the same process.

Rounding errors and other differences

It is highly likely that after the initial build of the financial statements, there will be some differences which will need to be cleared. This is denoted by the red warning bar beneath the editing ribbon at the top of the screen:

To view any differences, click on the message where prompted. A pop-up window will appear, showing all differences within the financial statements:

If you double click on any of the differences, you will be taken directly to that particular area of the financial statements, so that when you close the window, you can immediately deal with the difference.

Other unallocated differences

Experienced users of AccountsAdvanced will notice that there is a slightly different mechanism for highlighting and clearing rounding differences within the IFRS template.

As an example, in the screenshot below you will see that there is an additional row at the foot of the note entitled **Other unallocated**:

This entire row, including the warning triangle will print **unless** you tick the box to the left of the row. At this point, you may want to change the description of that row – perhaps (in this example) to "Other employee benefits".

Alternatively, if you enter in amounts into the preceding input rows, you will notice that the **Other unallocated** figure changes. In effect, it is the balancing figure:

Once you have either cleared the difference on the preceding rows, or ticked the box for the **Other unallocated** row to show, the equivalent difference will disappear from the **Roundings and differences** window.

Help Boxes

There are numerous help question marks throughout the financial statements. Each is context-sensitive and will have different options, depending on the area of the financial statements you are looking at.

As an example, the Property, plant and equipment help is shown here:

If you click on the question mark (highlighted), the help window will appear, giving the user the choice of which disclosures are required in the accounts.

When you are happy with your selection, simply click the ⮕ button to close the window.

Notes - Contents page

Within the IFRS template we have built in an optional contents page purely for the notes to the financial statements. This can be switched on via the **Accounts Preparation** table:

Build contents list - Single column layout		Tick for two columns ☐	
			Page
1.	Reporting entity		{T#-#}
2.	Basis of preparation		{T#-#}
3.	Functional and presentation currency		{T#-#}
4.	Accounting estimates and judgments		{T#-#}
5.	Revenue		{T#-#}
6.	Employee benefit expenses		{T#-#}
7.	Finance income and expense		{T#-#}
8.	Tax expense		{T#-#}
9.	Earnings per share		{T#-#}
10.	Property, plant and equipment		{T#-#}
11.	Intangible assets		{T#-#}
12.	Inventories		{T#-#}
13.	Trade and other receivables		{T#-#}

You can choose between the default one-column layout (as above) or you can switch to two columns by ticking the box as shown here:

| Build contents list - Two-column layout		Page		Tick for two columns ☑		Page
1.	Reporting entity	{T#-#}	12.	Inventories		{T#-#}
2.	Basis of preparation	{T#-#}	13.	Trade and other receivables		{T#-#}
3.	Functional and presentation currency	{T#-#}	14.	Trade and other payables		{T#-#}
			15.	Loans and borrowings		{T#-#}
4.	Accounting estimates and judgments	{T#-#}	16.	Share capital		{T#-#}
			17.	Reserves		{T#-#}
5.	Revenue	{T#-#}	18.	Non-controlling interests		{T#-#}
6.	Employee benefit expenses	{T#-#}	19.	Leases		{T#-#}
7.	Finance income and expense	{T#-#}	20.	Financial instruments - fair		{T#-#}
8.	Tax expense	{T#-#}		values and risk management		{T#-#}
9.	Earnings per share	{T#-#}	21.	Notes supporting statement of		{T#-#}
10.	Property, plant and equipment	{T#-#}		cash flows		{T#-#}
11.	Intangible assets	{T#-#}	22.	Accounting policies		{T#-#}

Whichever of the two options is selected, it is important that the user clicks the **Build contents list** button (top-left of the screenshot) to refresh the page references and the order of the notes. This will be particularly important if you have inserted additional notes, or have re-sorted the notes.

Please note that this contents list will refresh automatically if you close and re-open the Accounts document.
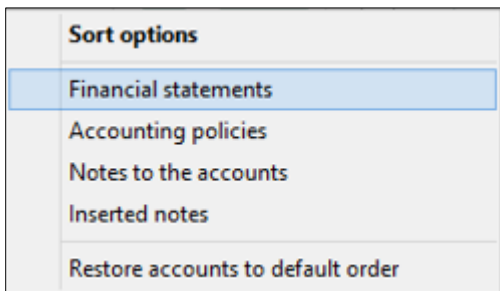
Accounting policies

In contrast to our corporate AccountsAdvanced template, within IFRS, the Accounting policies will appear by default at the very end of the financial statements (as can be seen from the Notes contents list above).
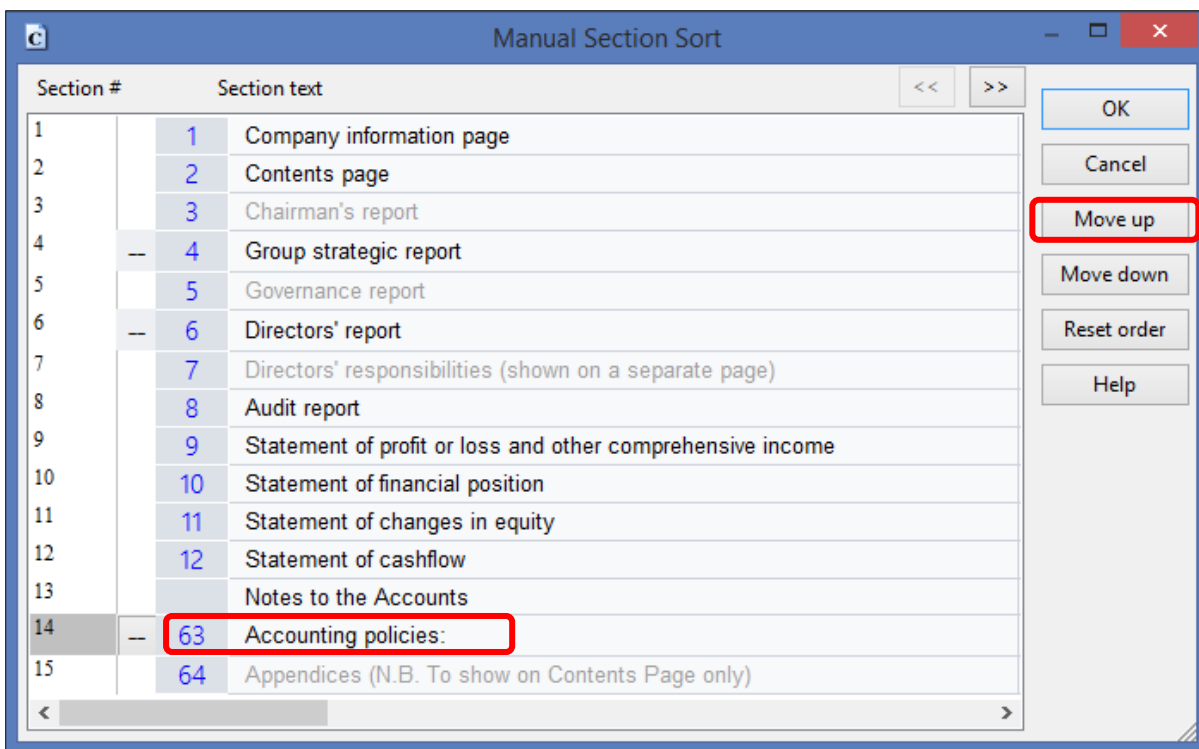
If you wish to move these, use the sorting option available on the **Presentation** tab of the toolbar:
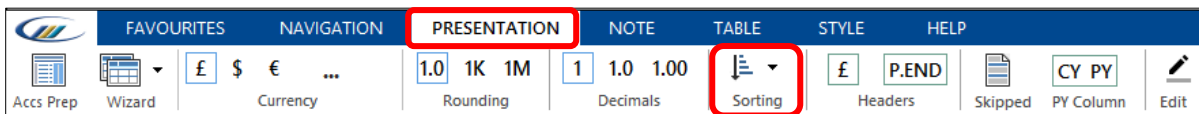
From the drop-down menu, to move the entire Accounting policy section, select **Financial statements**:

The following screen will then appear and you will need to click on the **Accounting policies** row, before clicking on **Move up** as required:
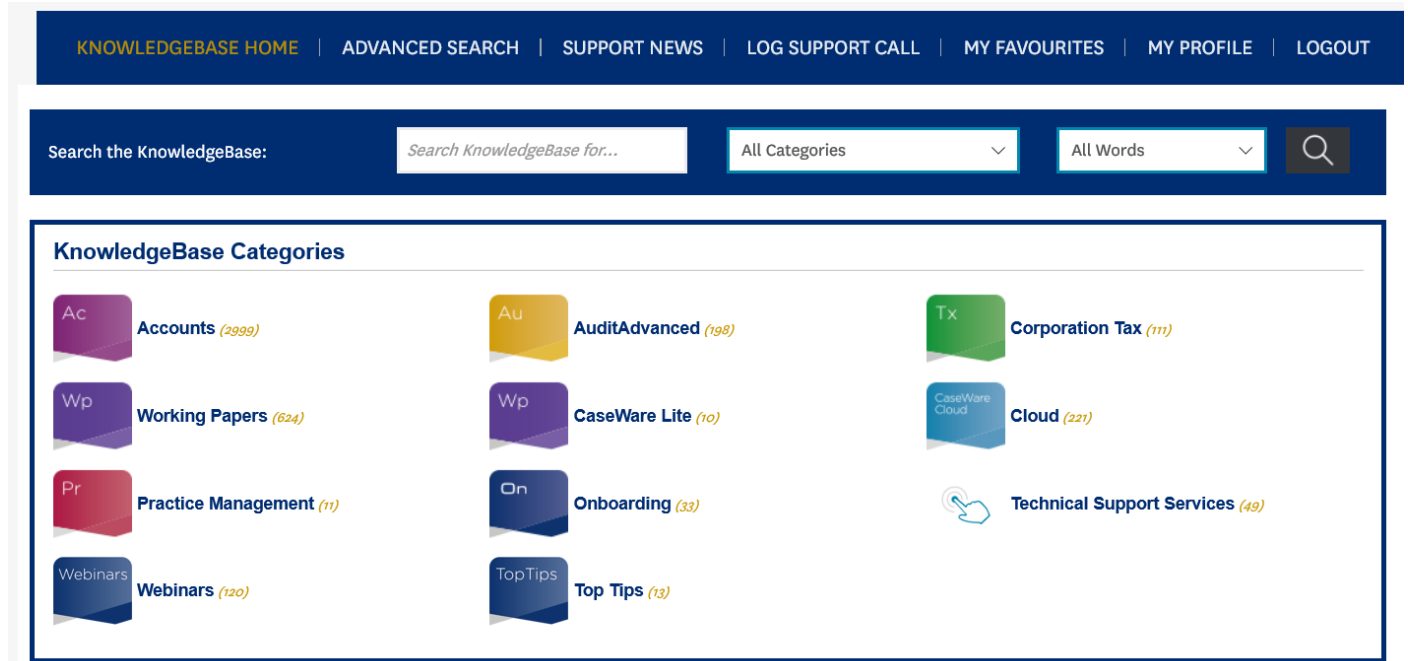

Click **OK** to apply the changes.

ONLINE HELP AND RESOURCES

Knowledgebase

For further assistance please login to our Knowledgebase where you can view a list of the most popular articles, utilise our online chat service, download the latest ePack updates, or simply search for any topic which may be of interest.

ePack and Template updates

Periodically we will issue updates to the knowledge libraries used to build each note/section of the accounts and we may also add extra map codes to the templates.

You will be notified of these updates, but you can always check the Knowledgebase to check that you have the latest versions installed.