

Year End Close **Intermediate Level Webinar

Q&A

22nd March 2023

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1. If we need to update Caseware, should we do this before or after we roll forward the file?

Updating to a newer version of Working Papers will not affect your work, so you can update your file at any point. However, you should follow your company policy. It is worth noting that, after opening your engagement file in the new version, you will be prompted to convert it. From that point, any other users opening the file will also need to be on the latest version of Working Papers.

Please refer to our [Help Site article](#) for further guidance.

If you are installing the latest ePack, this will not prompt updates to your Accounts document if you have added dates and/or locked the document for updates.

We recommend rolling forward the file and then ensuring that the new period's engagement is up-to-date with all Knowledge Library updates before commencing work.

For further guidance on ePacks and Knowledge Library updates, please refer to our [Help Site article](#).

2. What is the best way to clear prior year TBs - we have 5 years worth of data - do we need to keep all of these?

Caseware will automatically move financial data to the correct period on roll forward. If your file already contains 5 years of data, Caseware will delete the oldest data so that opening your newly rolled forward engagement will present PY, PY2, PY3 and PY4 data populated in your Trial Balance – at that stage you are ready to import the current year data in to your file.

However, if you wish to delete prior year financial data (as it's no longer being used for preparation of the financial statements), you have the option to remove balance from your Working Trial Balance.

Follow our [Help Site Article](#) for further guidance.

3. Can you extract Trial Balance mapping from one Caseware engagement to use in another?

The Copy Components tool provides functionality to copy Trial Balance data from one file to another, provided you are copying that data to a file created using the same template (e.g. AccountsAdvanced).

For further guidance, please see our [Help Site Article](#) and [webinar recording](#).

4. What is the process for rolling forward a group consolidation?

You can follow the process [here](#) to roll forward a group consolidation. Further information is also included in our [Getting Started Guide](#).