# caseware.

**Custom Accounts Template Guidance**

# caseware.

# INTRODUCTION

If you are preparing multiple sets of accounts with common data and components, you can create a custom template as a basis for new engagements. This saves time and ensures consistency when creating new files.

This is useful for companies sharing, for example:

- the reporting standard
- chart of accounts
- mapping
- registered office
- company secretary
- directors
- content included in financial statements, accounting policies, and custom notes.

# BEFORE CREATING A CUSTOM TEMPLATE
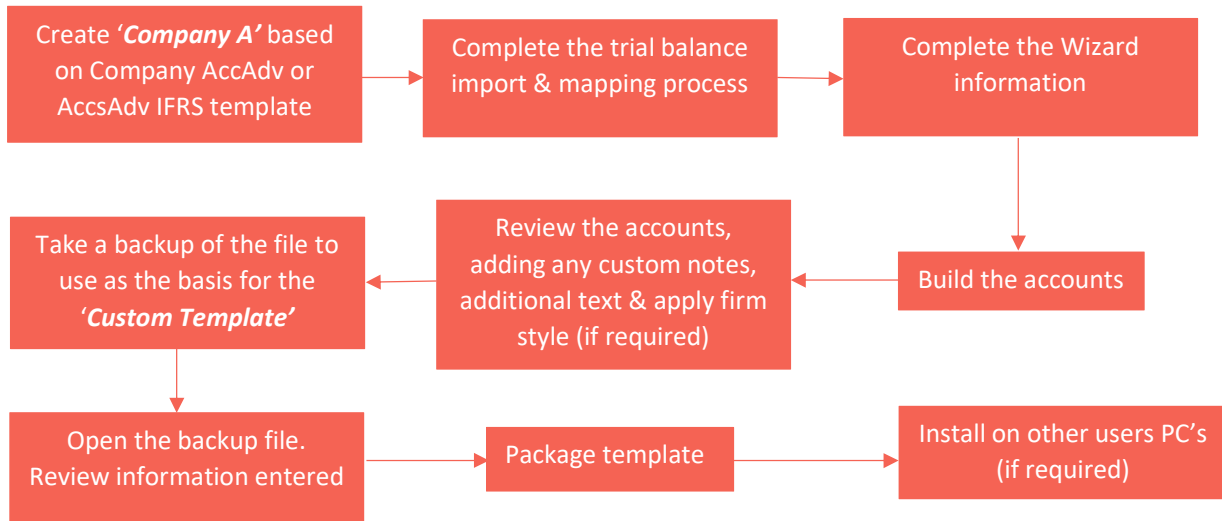
Please ensure the following before proceeding:

- The Caseware file is up-to-date and configured correctly.
- The latest epack is installed and updates have been applied to the engagement file to be used for the template.
- The engagement file is not synchronised with Caseware Cloud.
- The accounts have not been finalised or locked.

It is important to establish the reporting types you require before creating custom templates. For example, you should not use an FRS102 template to create a company reporting under FRS101. In this case, you should create a separate FRS101 template.

Please visit the Caseware Help Site at help.Caseware.co.uk for additional guidance.

# CREATING & DISTRIBUTING A CUSTOM TEMPLATE

## Process quick-start guide

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┌─────────────────────┐     ┌─────────────────────┐     ┌─────────────────────┐
│ Create 'Company A'   │ →   │ Complete the trial   │ →   │ Complete the Wizard  │
│ based on Company     │     │ balance import &     │     │ information          │
│ AccAdv or AccsAdv    │     │ mapping process      │     │                      │
│ IFRS template        │     │                      │     │                      │
└─────────────────────┘     └─────────────────────┘     └─────────────────────┘
                                                                     ↓
┌─────────────────────┐     ┌─────────────────────┐     ┌─────────────────────┐
│ Take a backup of the │ ←   │ Review the accounts, │ ←   │ Build the accounts   │
│ file to use as the   │     │ adding any custom    │     │                      │
│ basis for the        │     │ notes, additional    │     │                      │
│ 'Custom Template'    │     │ text & apply firm    │     │                      │
│                      │     │ style (if required)  │     │                      │
└─────────────────────┘     └─────────────────────┘     └─────────────────────┘
          ↓
┌─────────────────────┐     ┌─────────────────────┐     ┌─────────────────────┐
│ Open the backup file.│ →   │ Package template     │ →   │ Install on other     │
│ Review information   │     │                      │     │ users PC's           │
│ entered              │     │                      │     │ (if required)        │
└─────────────────────┘     └─────────────────────┘     └─────────────────────┘
```
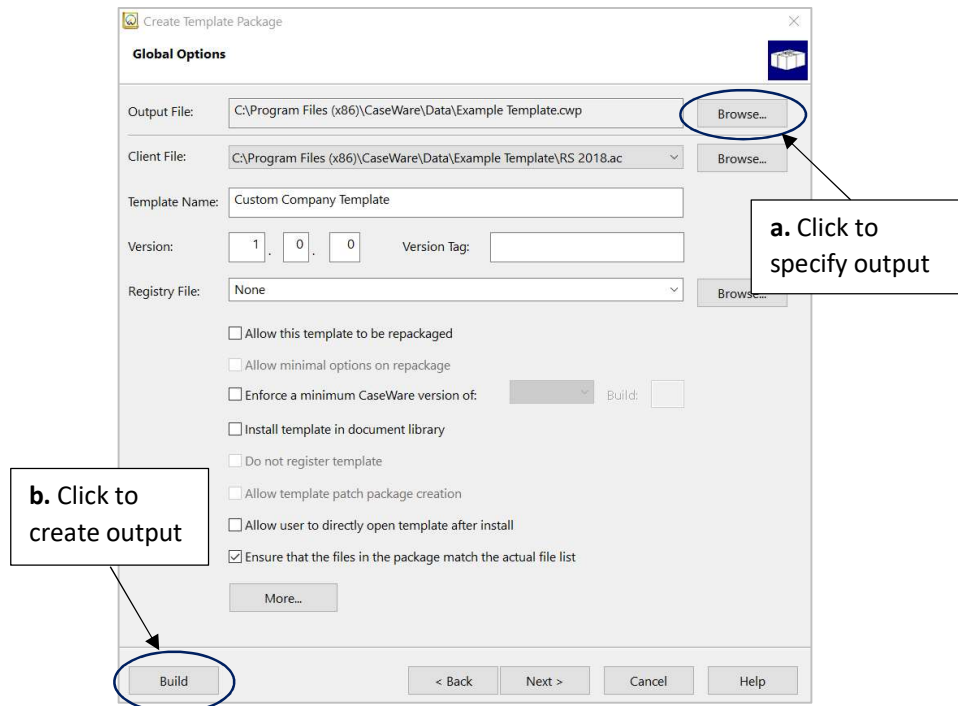
## Creating a custom template

1.  Create a Caseware engagement file based on the default Company AccountsAdvanced or AccountsAdvanced IFRS template.

2.  Complete the following:

    a.  Trial Balance import
    b.  Mapping
    c.  Wizard
    d.  Financial Statement build and editing

3.  Create a backup of the Caseware file.

4.  Open the backup file and review the Wizard document. Remove any information that you do not want to include in the template. For example:

    a.  Directors
    b.  Company secretary
    c.  Company registration number
    d.  Share capital
    e.  Employee numbers

5. Clear all balances from the trial balance, including any adjusting and other entries.

6. Review the Engagement Properties and remove information that is not applicable for Caseware files you will create from the custom template.

7. Close the backup file and rename it:

   a. Reopen Working Papers
   b. Select 'Rename File'
   c. Browse to the backup file and select
   d. Enter the template name as the new name (for example, 'Custom Company Template'.

8. Select Templates to add the new file as a custom template:

   a. Click 'Add'
   b. Browse to the new template file and click 'Open'
   c. Click 'Package' to access the Template Packager Wizard.
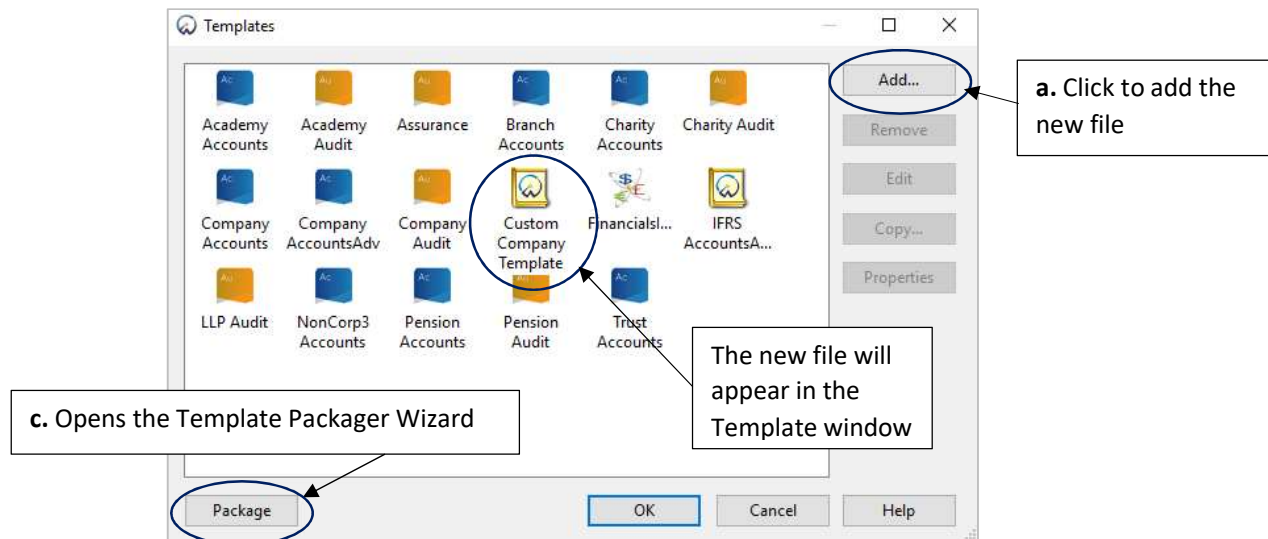
9. Click 'Next' and complete Template Packager Wizard:

   a. Within the 'Global Options' window, select the 'Output File' field to specify the location to save the custom template
   b. Click 'Build'



*Note: Clicking 'Next' will launch the advanced options.  You do not need to amend these during this process.*
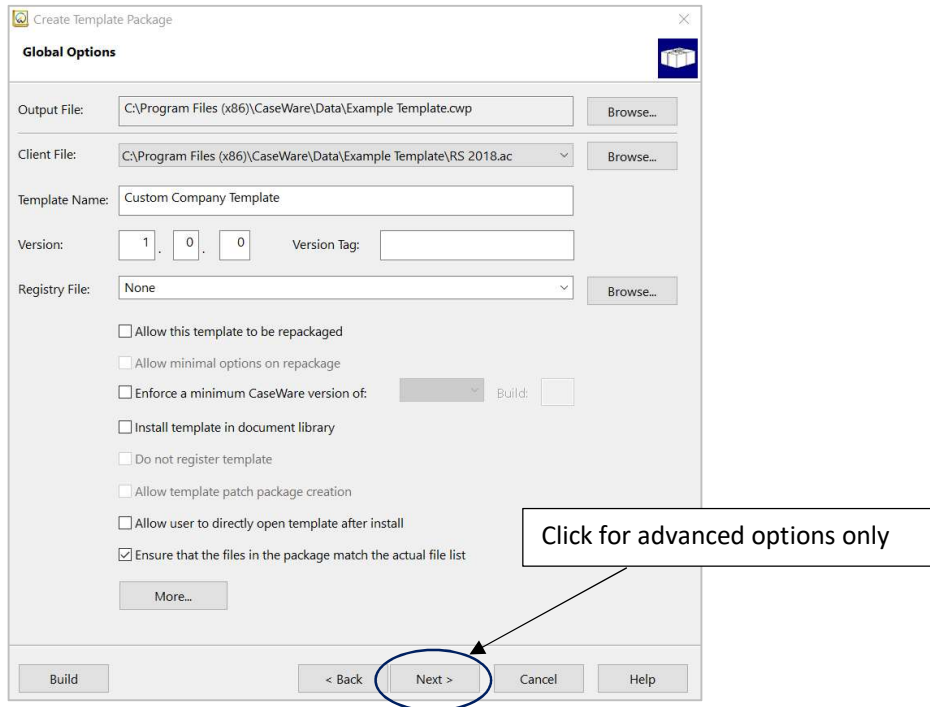
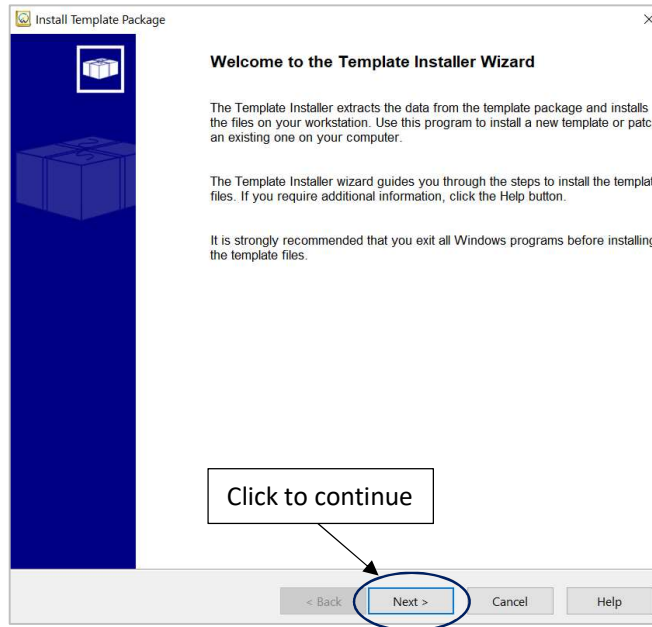c. Once the file is built, select 'Close'

You have now created the custom template package file.

# Distributing Custom Templates

We recommend that you follow this process to distribute the Custom Templates for multiple users.

1.  Select the Custom Company Template package file on each PC / laptop to open the Install Template Package window.



2.  Select the template installation path. This is usually the default template folder under the Caseware installation path. Click 'Finish'.
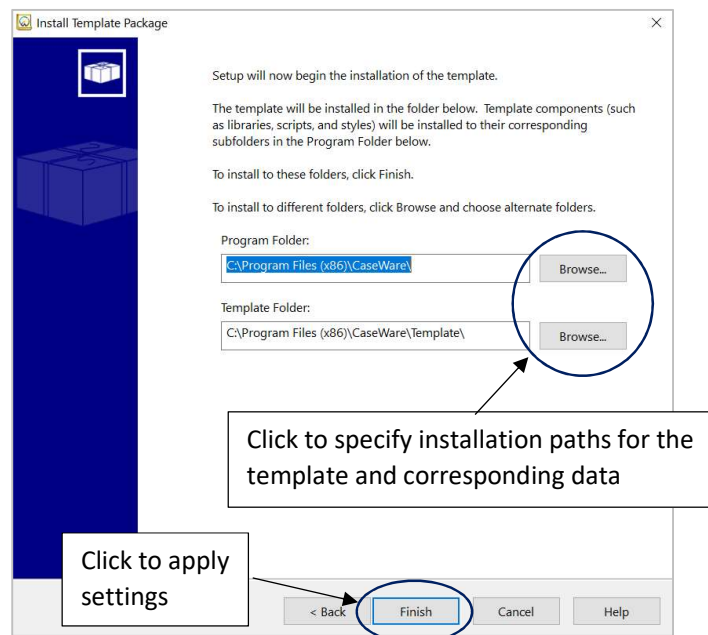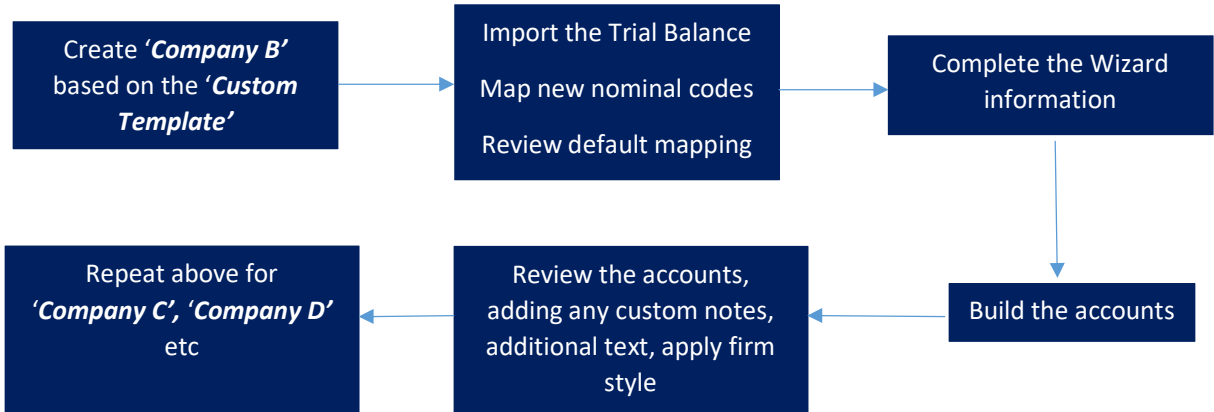
3. The template will now appear in the list of templates in Caseware, under Tools - Templates.
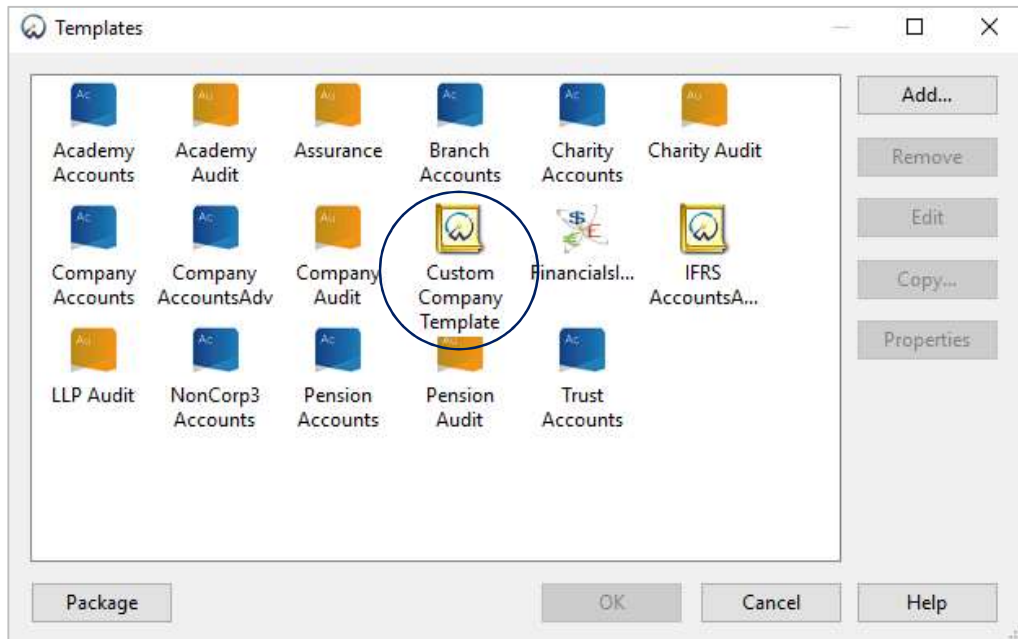
# CREATING FINANCIAL STATEMENTS FROM A CUSTOM TEMPLATE

## Process quick-start guide

| | | |
|---|---|---|
| Create '*Company B*' based on the '*Custom Template*' | Import the Trial Balance<br><br>Map new nominal codes<br><br>Review default mapping | Complete the Wizard information |
| Repeat above for '*Company C*', '*Company D*' etc | Review the accounts, adding any custom notes, additional text, apply firm style | Build the accounts |

# APPLYING UPDATES

Caseware periodically releases E-pack updates containing the following elements:

    a.   Additional features

    b.   Compliance updates

    c.   Fixes for existing issues

To apply these updates to you custom template, open it and take all updates before repackaging and redistributing. This will avoid the need to apply updates to every new file you create from the template.

Caseware will not apply Knowledge Library updates automatically. Instead, it will offer them when you open a CaseView document. You can select or deselect these depending on the stage of the file and the level of customisation.

You can lock accounts sections to prevent accidental updates. If, for example, you have a customised Director's report and wish to protect it from updates, you can lock this section within the accounts preparation table.

Click to lock/unlock

| | | | | | |
|---|---|---|---|---|---|
| | (g) | Signature section | ✓ | -   ▼ | 🔒 |
| 5 | | Directors' report | | | 🔓 |
| | (a) | Header/Intro | ✓ | -   ▼ | 🔒 |

**Please note – you will need to reapply any customisations if the relevant sections are unlocked and updated.**

In addition to E-packs, Caseware also provides template mapping updates via T-packs. These updates do not have a direct impact on any existing file or custom template. Instead, the new mapping is merged with the existing file using the copy components facility.

For all new files to contain the updated mapping, you will need to use the copy components facility within the custom template.

For more guidance on installing and applied updates, please visit the Caseware Help Site at Help.Caseware.co.uk