



GET AHEAD OF THE CURVE

Procedure to Year End Close a file



caseware[™]

VERSION 1.00

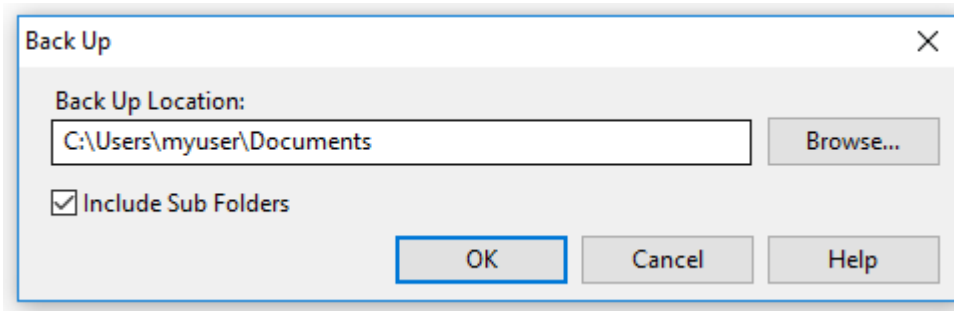
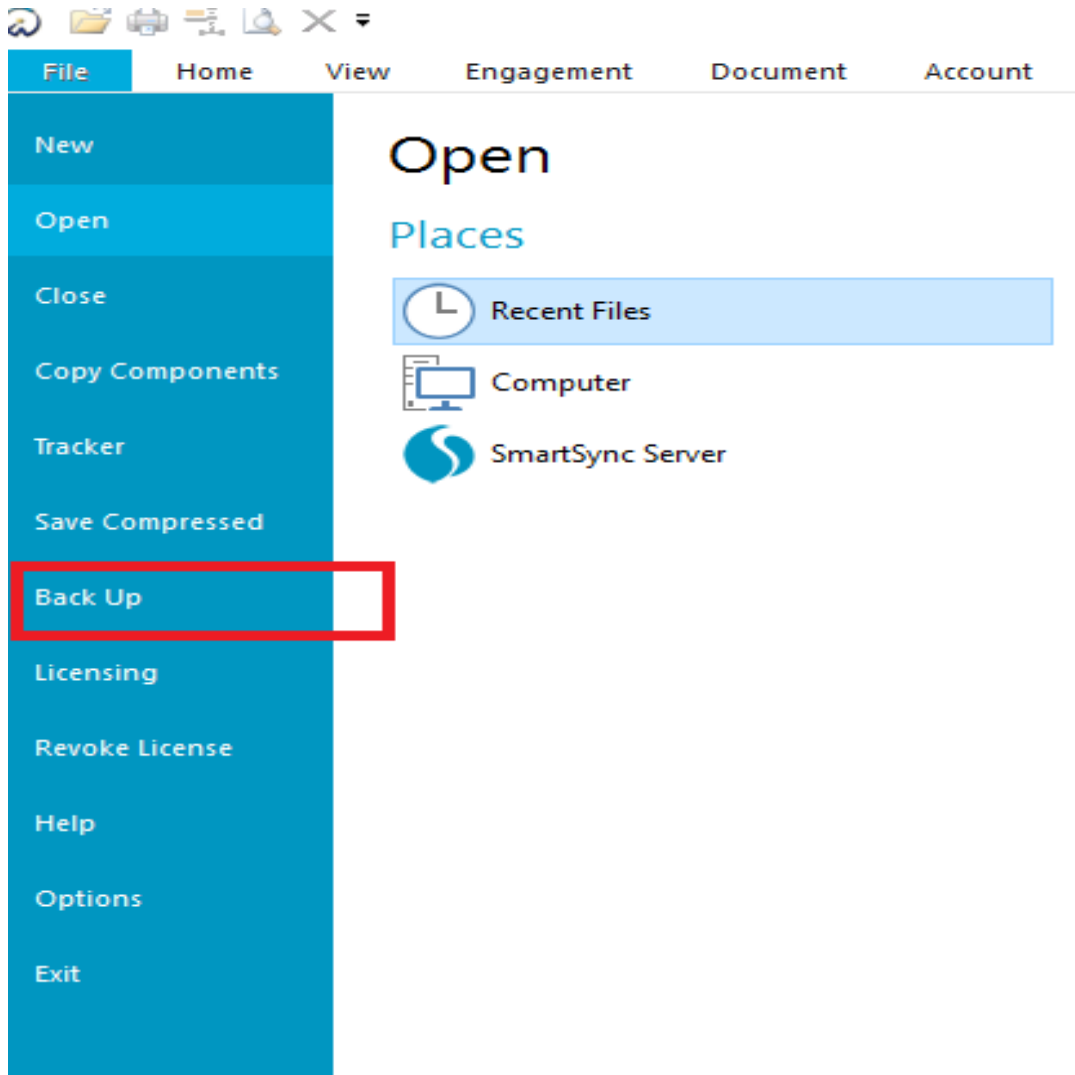
PROCEDURE SUMMARY

1. **Backup client file**.....3

2. **Year End Close the client file**.....4

1. Backup client file

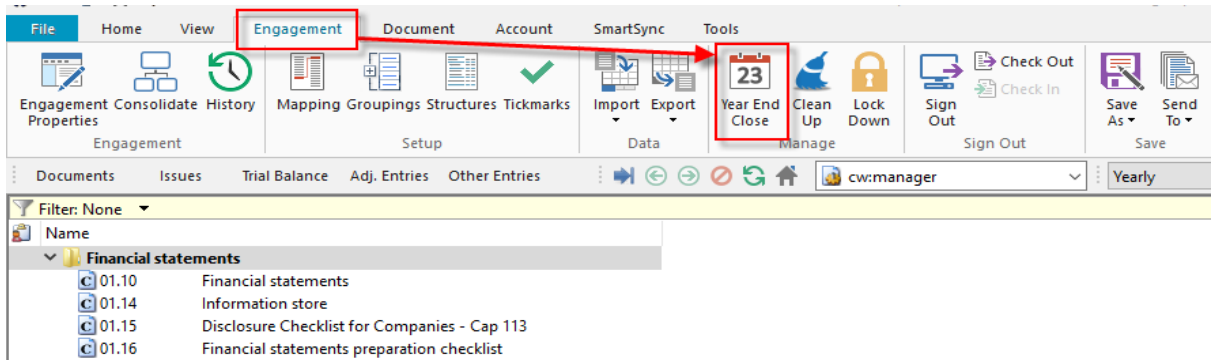
- a. Open client file and make a Backup. Tick the Include Sub Folders option.



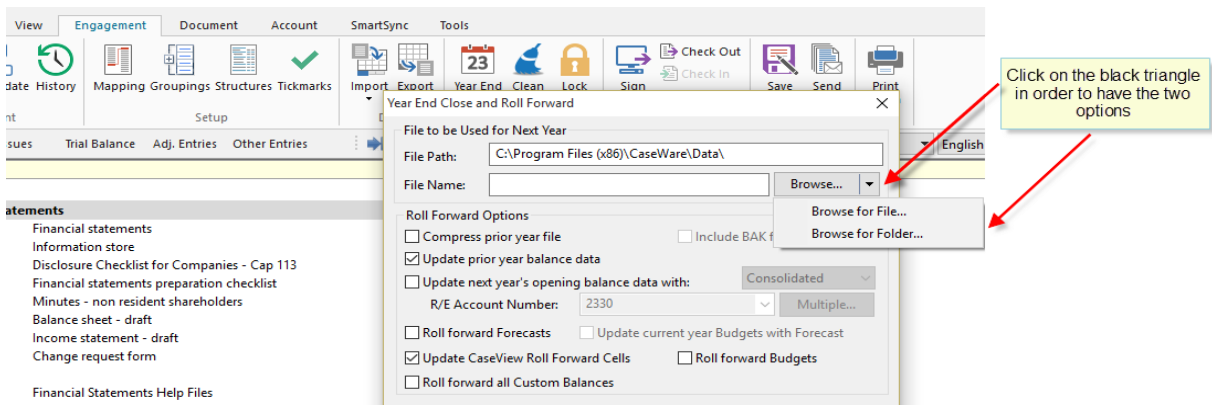
NOTE: You can use the backup in case something goes wrong in the procedure or as a fall back in case the procedure outcome is not the desired one.

2. Year End Close the client file

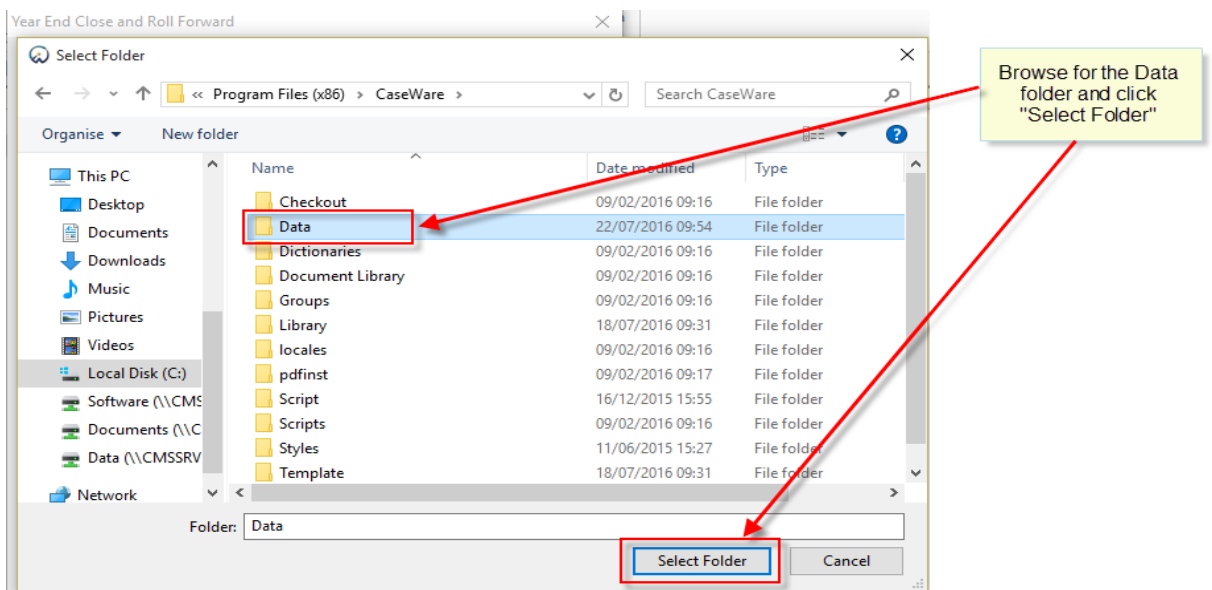
a. Select *Engagement / Year End Close*



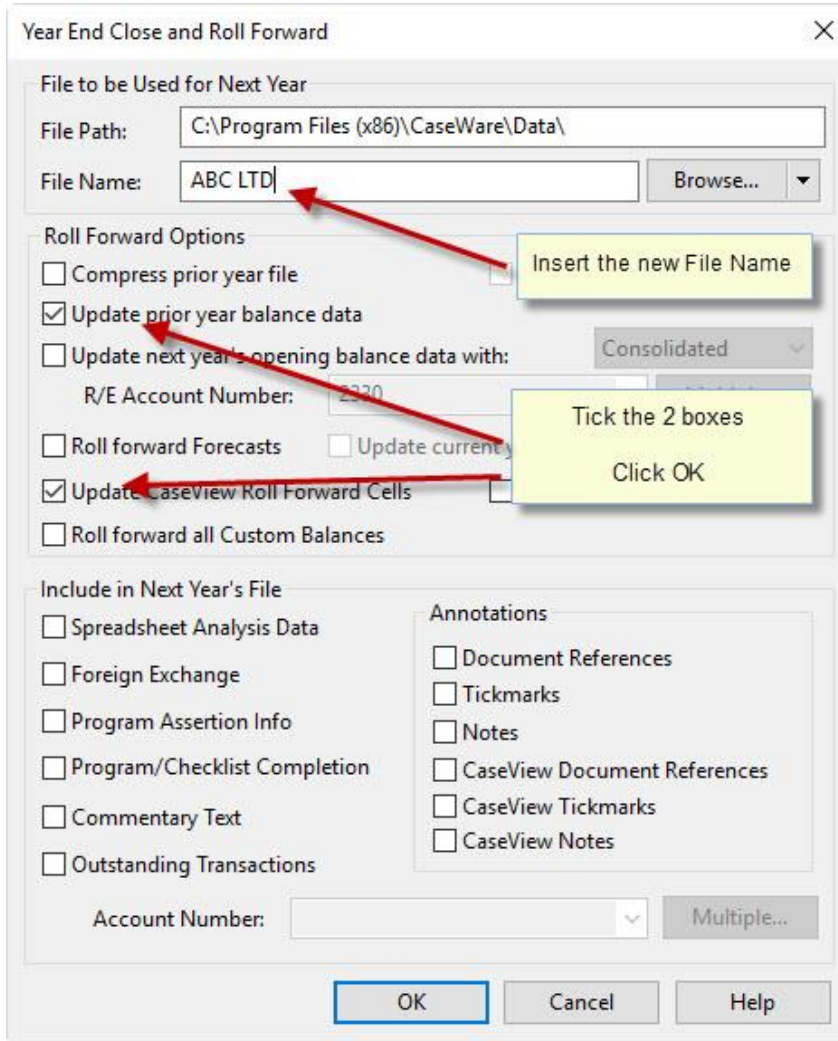
b. Click on the black triangle in order to specify the location you will create the new year's file.



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.



The procedure of Year End Close is now completed.