CaseWare
ReviewCompTax

Getting Started With CaseWare Cloud & CaseWare ReviewCompTax (RCT)

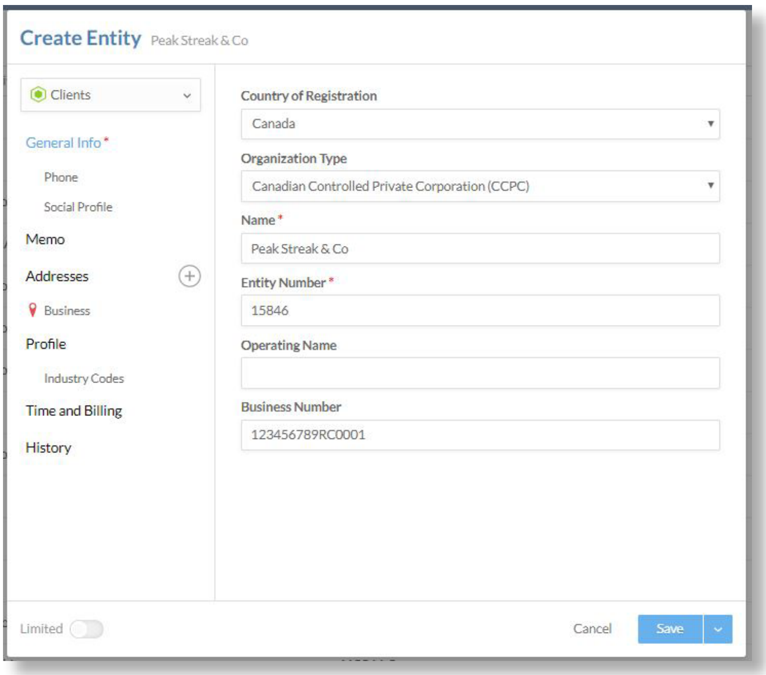
Sign in to your CaseWare Cloud site.

If you're new to CaseWare Cloud, your first step is to create your entity, staff and contacts.

Create an entity. An entity is a workspace used to organize files, activities and engagements. Entities can represent a client, business or internal department.

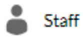
1. From the Cloud menu, select **Entities**. Entities
2. Select **New**, then choose the appropriate entity type. New
3. Complete the fields in the Create Entity dialog.
   - Select *Canada* as the **Country of Registration**.
   - Select the applicable Organization Type.
   - Enter the entity **Name**, **Entity Number** and **Business Number**.
   - Complete other fields as needed.

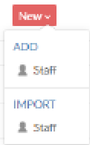
Note that information from this dialog such as Name, Organization Type and Business Number automatically flow through to your RCT engagement files.



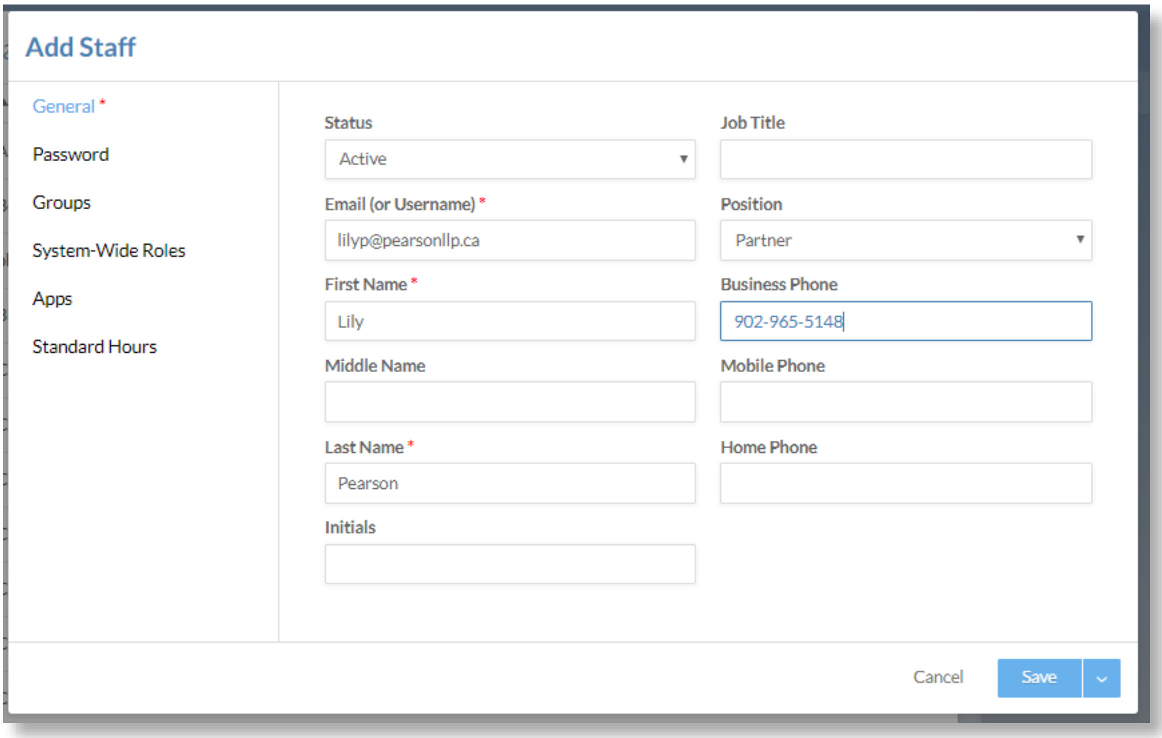
For more information about entities, including bulk import of entity data, see Client entities.

Create staff. Staff are people in your organization who require access to RCT engagments.

1. From the Cloud menu, select **Staff** 

2. Select **New** and under **Add**, select **Staff** 

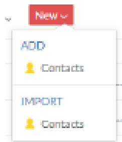
3. Complete the fields in the Add Staff dialog.
   - Enter the staff member name and email address.
   - Specify the initial password option.
   - Assign the appropriate role.



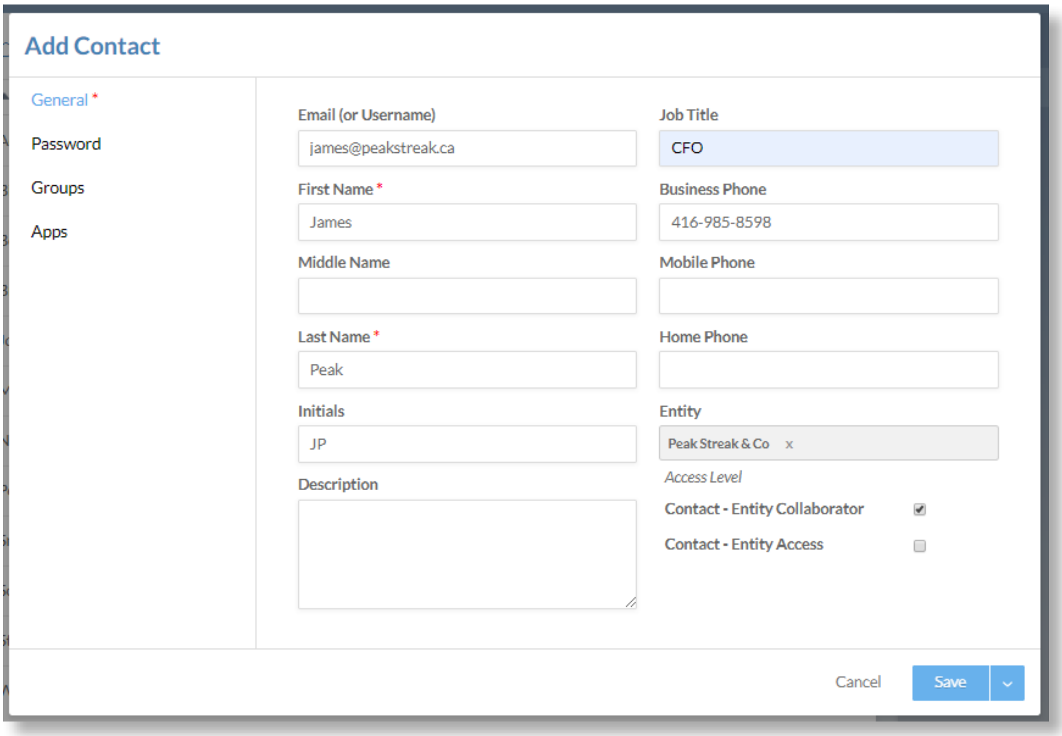
To learn more about roles and access levels, see Set staff access level.

Create contacts. Contacts are people outside of your organization that you interact with. For example, the key personnel for your client's year end engagement.

1. From the Cloud menu, select **Contacts** 

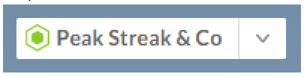
2. Select **New** and under **Add**, select **Contacts** 

3. Complete the fields in the Add Contact dialog.
    - Enter the contact's name and email address.
    - Choose the entity they're associated with.
    - Grant your contact the appropriate access rights.
    - If you plan to send this contact communication and requests through CaseWare Cloud or as part of an RCT engagement, select **Entity Collaborator**.



To learn more, see [Staff and Contacts]

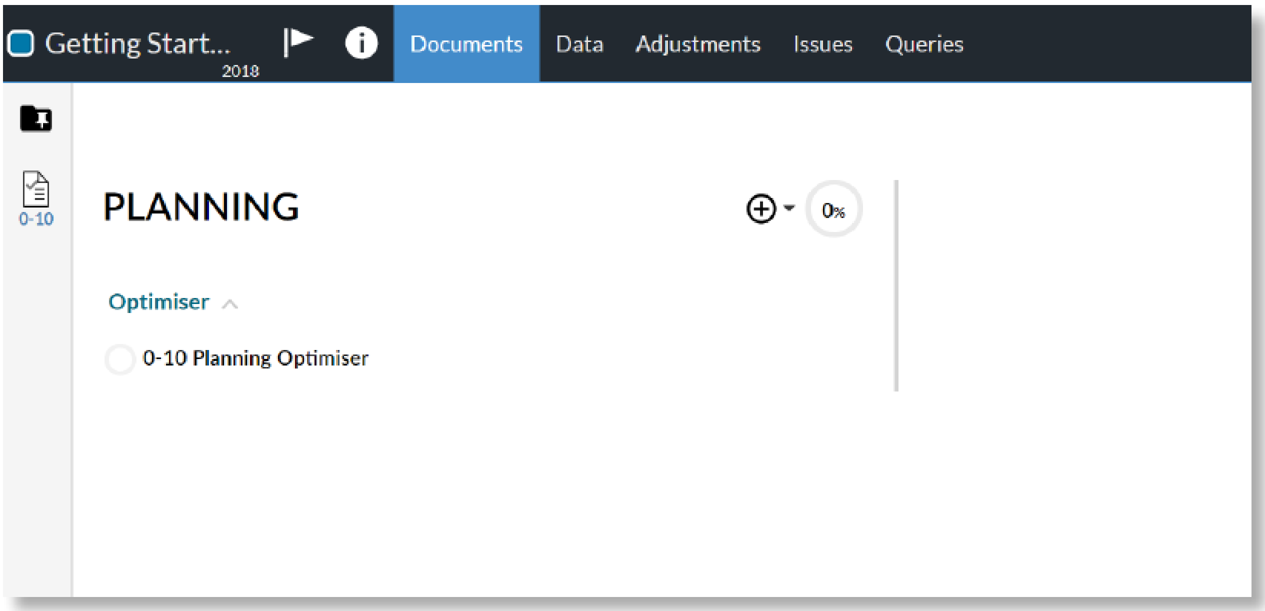
Create the first engagement. Once you complete the required setup in Cloud, you can create your first CaseWare **ReviewCompTax** engagement.

1. From the entity drop-down, select the entity that you want to create an engagement for. 

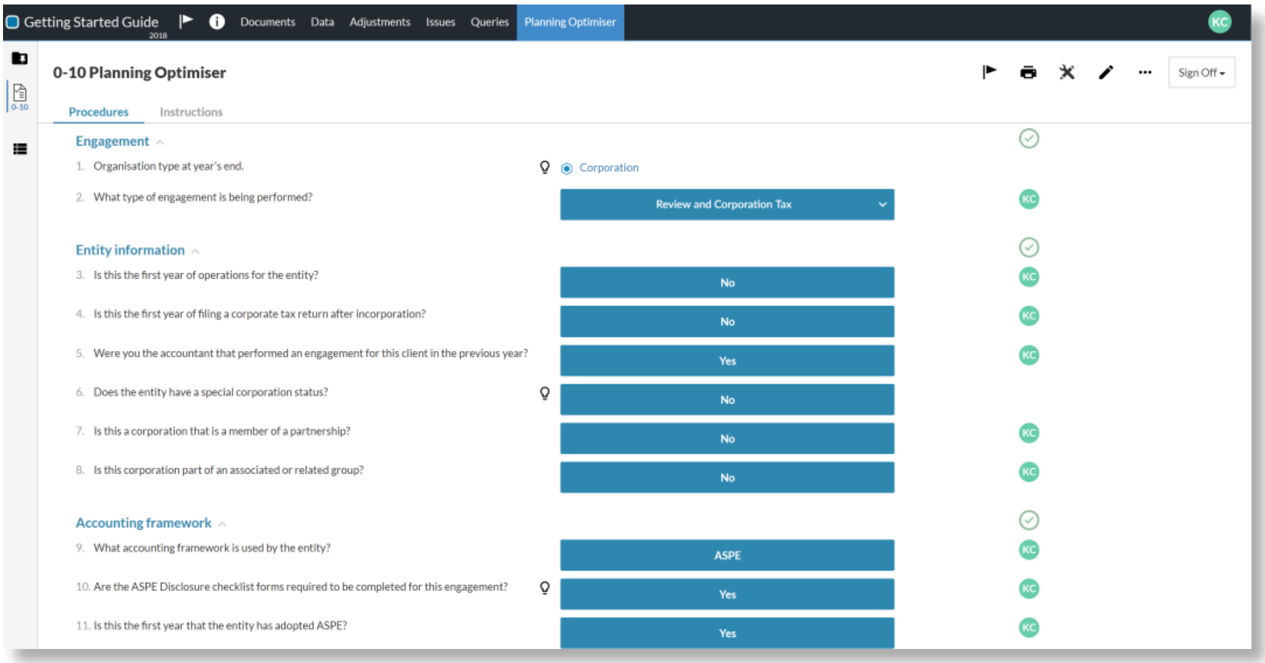
2. Select the entity name to launch the entity details page.
3. Scroll down to the **Engagements** section and , select **New**. 

4. Enter a name for your engagement. You can also add any other **necessary** information, such as the start and end dates.

Optimise your engagement. Open the **0-10 Planning Optimiser** document. Use this document to provide initial information about the client and the engagement type.

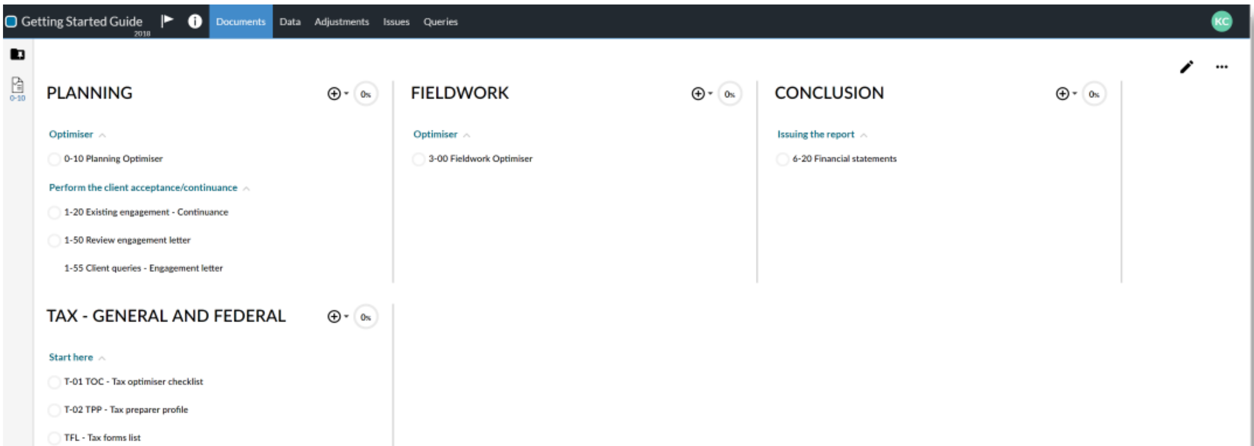


The Planning Optimiser is a checklist document. A checklist document consists of a set of **procedures** (questions and inquiries). The engagement preparer typically provides responses to the available procedures. Most of the work in ReviewCompTax engagements is done using checklists.

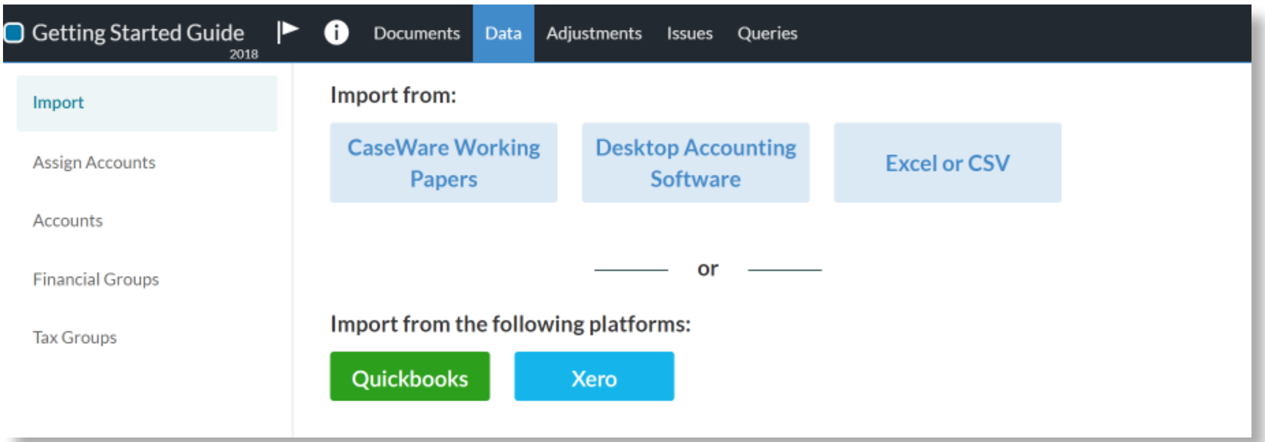


Once you respond to the procedures, you can sign off on the document to indicate that it's complete. At the top of the document, select the **Sign off** button, then select **Prepare Sign off** to sign off as the preparer.

Note that as you respond to procedures in this checklist, other documents become available in your engagement. Select the **Documents** icon in the left side panel.



Importing data to CaseWare RCT. As shown below, there are multiple ways to import data in RCT.



- **CaseWare Working Papers** - if you're an existing Working Papers (WP) user who wants to move to a Cloud solution, you must install Cloudbridge and add the Cloudbridge (CLBG) document to your WP engagement before you can export data from WP to RCT. To learn more, see Import engagement data from Working Papers to CW RCT.

- **Desktop Accounting Software** - if you want to import data from one of the following third-party online accounting software packages, use the free **CaseWare Transformer** tool.
  - AuditXML 3.X
  - MYOB AccountRight Live 2013-2016
  - Pastel Partner 12.1-14.0
  - Quickbooks CA 2012-2017
  - Quickbooks US 2012-2017
  - Sage 50 Accounting (Peachtree-WIN) 2012-2017

  To learn more, see Import from third-party accounting software.

- **Excel or CSV** - if the accounting software package you have is not supported by our import utilities, you can export your client data to an Excel or a CSV (Comma-Separated Value) file, then import the Excel or CSV to CaseWare RCT.

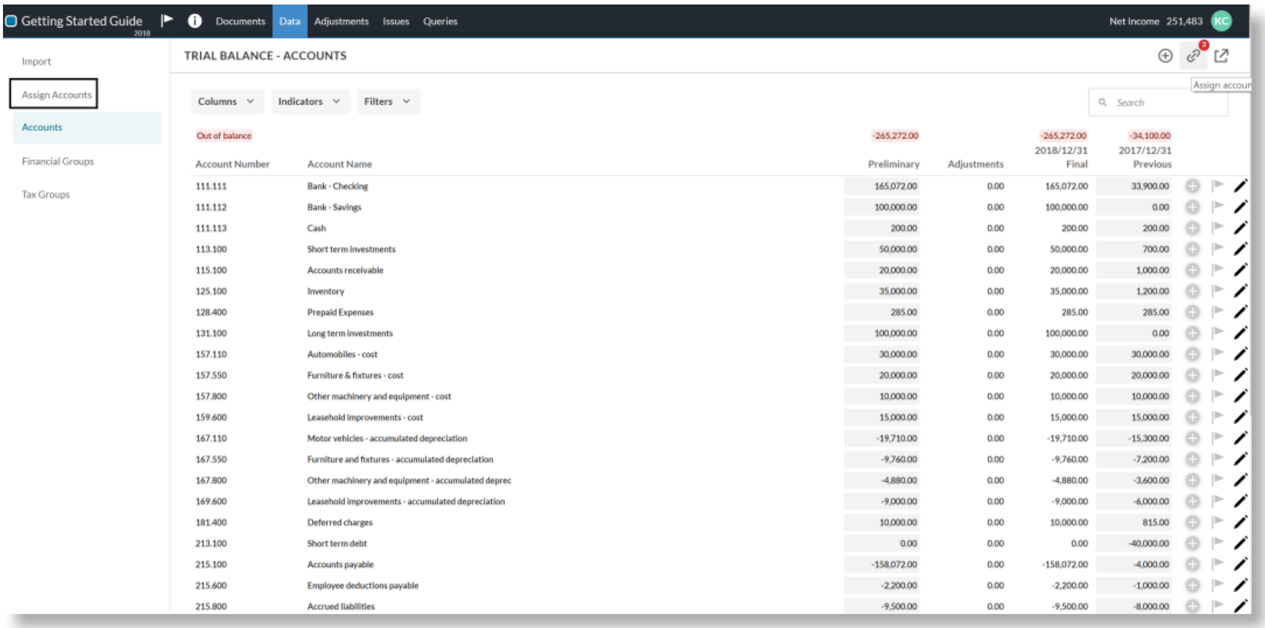
  To learn more, see Import from Excel or CSV.

- **Online Imports** (QuickBooks or Xero) - if you want to import from QuickBooks or Xero, you can connect to the desired platform by entering your credentials. Once connected, you can import the trial balance data from an existing file.

  To learn more, see Import from an online accounting software.

Map your engagement. CaseWare ReviewCompTax automatically maps your trial balance data from online and cloudbridge imports. When you create an engagement, standard groupings automatically populate in the trial balance.

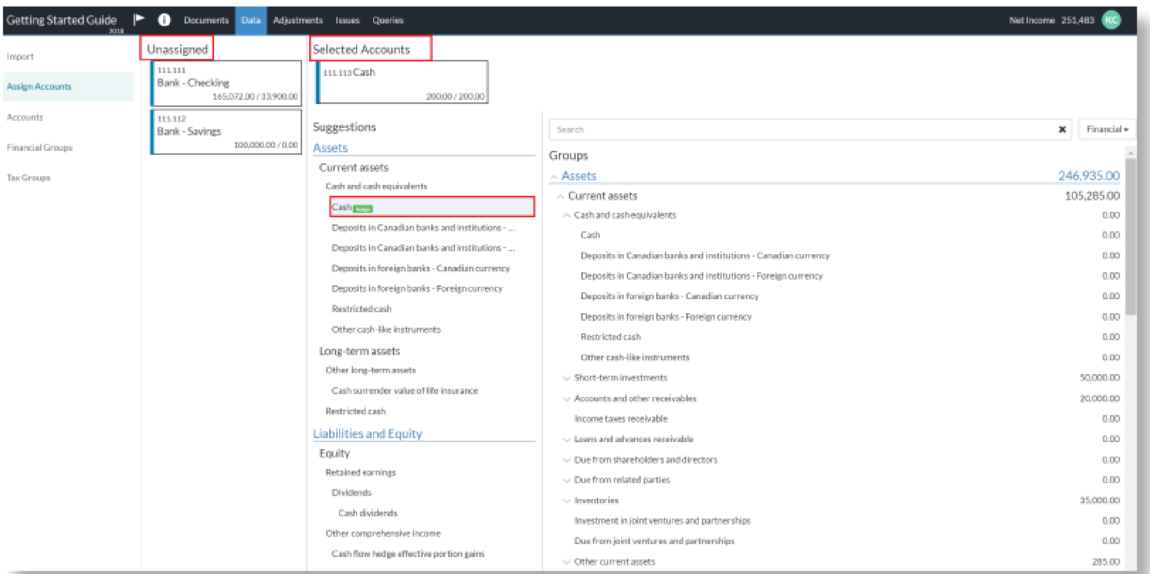
If one or more accounts has not been automatically assigned to a group, a red badge displays at the top of the page showing the number of unassigned accounts. You can manually assign accounts using the **Assign Accounts** page. You can navigate to the page using the left panel or by selecting the **Assign Accounts** icon in the Accounts page.



Account Number	Account Name	Preliminary (-265,272.00)	Adjustments	2018/12/31 Final (-265,272.00)	2017/12/31 Previous (-34,100.00)
111.111	Bank - Checking	165,072.00	0.00	165,072.00	33,900.00
111.112	Bank - Savings	100,000.00	0.00	100,000.00	0.00
111.113	Cash	200.00	0.00	200.00	200.00
113.100	Short term investments	50,000.00	0.00	50,000.00	700.00
115.100	Accounts receivable	20,000.00	0.00	20,000.00	1,000.00
125.100	Inventory	35,000.00	0.00	35,000.00	1,200.00
128.400	Prepaid Expenses	285.00	0.00	285.00	285.00
131.100	Long term investments	100,000.00	0.00	100,000.00	0.00
157.110	Automobiles - cost	30,000.00	0.00	30,000.00	30,000.00
157.550	Furniture & fixtures - cost	20,000.00	0.00	20,000.00	20,000.00
157.800	Other machinery and equipment - cost	10,000.00	0.00	10,000.00	10,000.00
159.600	Leasehold improvements - cost	15,000.00	0.00	15,000.00	15,000.00
167.110	Motor vehicles - accumulated depreciation	-19,710.00	0.00	-19,710.00	-15,300.00
167.550	Furniture and fixtures - accumulated depreciation	-9,760.00	0.00	-9,760.00	-7,200.00
167.800	Other machinery and equipment - accumulated deprec	-4,880.00	0.00	-4,880.00	-3,600.00
169.600	Leasehold improvements - accumulated depreciation	-9,000.00	0.00	-9,000.00	-6,000.00
181.400	Deferred charges	10,000.00	0.00	10,000.00	815.00
213.100	Short term debt	0.00	0.00	0.00	-40,000.00
215.100	Accounts payable	-158,072.00	0.00	-158,072.00	-4,000.00
215.600	Employee deductions payable	-2,200.00	0.00	-2,200.00	-1,000.00
215.800	Accrued liabilities	-9,500.00	0.00	-9,500.00	-8,000.00

To manually assign an account, select the unassigned account. You'll notice that suggestions for logical group assignments display on the page.

Select a group to assign the account to it.



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