






CaseWare ReviewCompTax

**Getting Started
With CaseWare Cloud
& CaseWare
ReviewCompTax (RCT)**

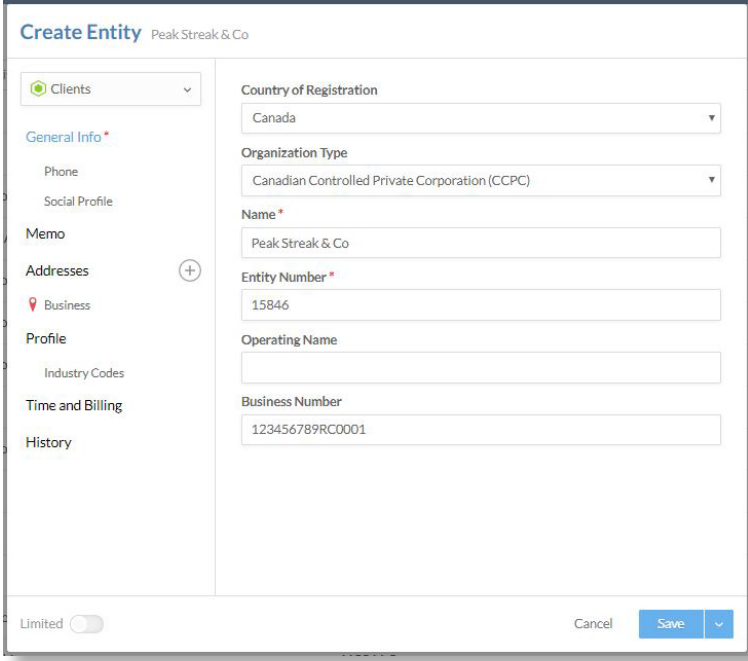
Sign in to your CaseWare Cloud site.

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. 
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.



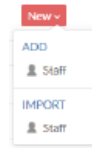
The screenshot shows the 'Create Entity' dialog box for 'Peak Streak & Co'. The left sidebar contains a list of tabs: 'Clients' (selected), 'General Info', 'Phone', 'Social Profile', 'Memo', 'Addresses' (with a plus icon), 'Business', 'Profile', 'Industry Codes', 'Time and Billing', and 'History'. The main area displays the 'General Info' form with the following fields: 'Country of Registration' (dropdown menu set to 'Canada'), 'Organization Type' (dropdown menu set to 'Canadian Controlled Private Corporation (CCPC)'), 'Name' (text field with 'Peak Streak & Co'), 'Entity Number' (text field with '15846'), 'Operating Name' (empty text field), and 'Business Number' (text field with '123456789RC0001'). At the bottom, there is a 'Limited' toggle switch, a 'Cancel' button, and a 'Save' button.

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 engagements.

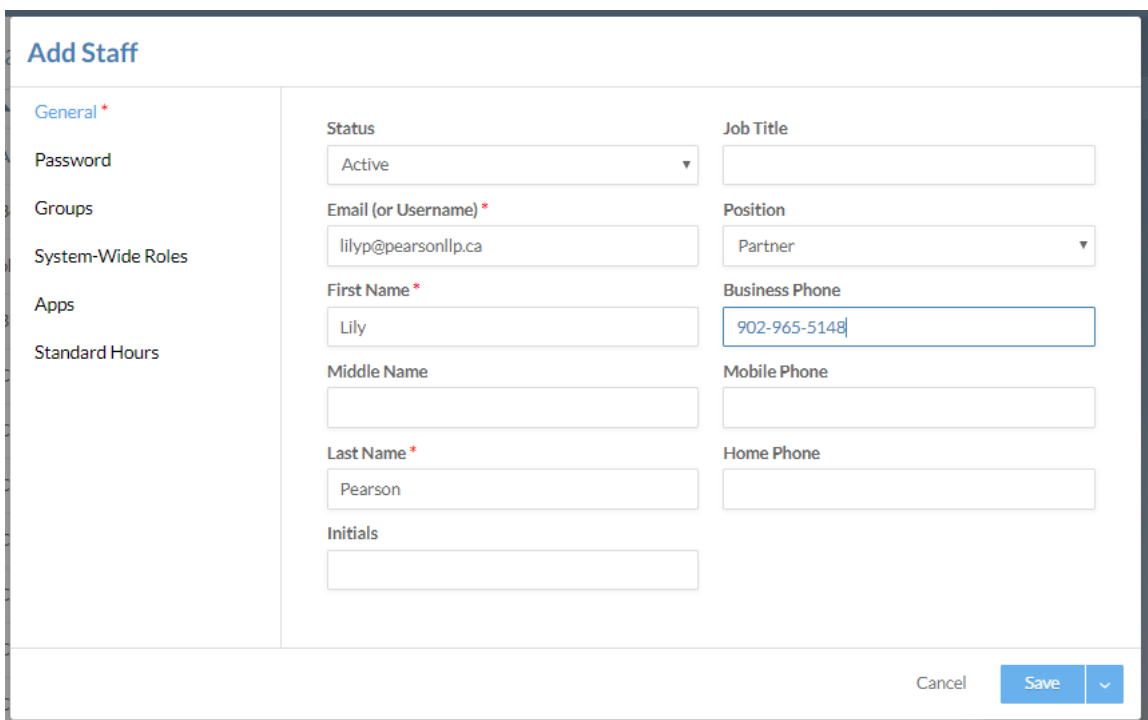
1. From the Cloud menu, select **Staff**  Staff

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.



Add Staff

General *

Status Active

Job Title

Email (or Username) * lilyp@pearsonllp.ca

Position Partner

First Name * Lily

Business Phone 902-965-5148

Middle Name

Mobile Phone

Last Name * Pearson


Home Phone

Initials

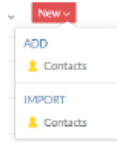
Cancel Save

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.

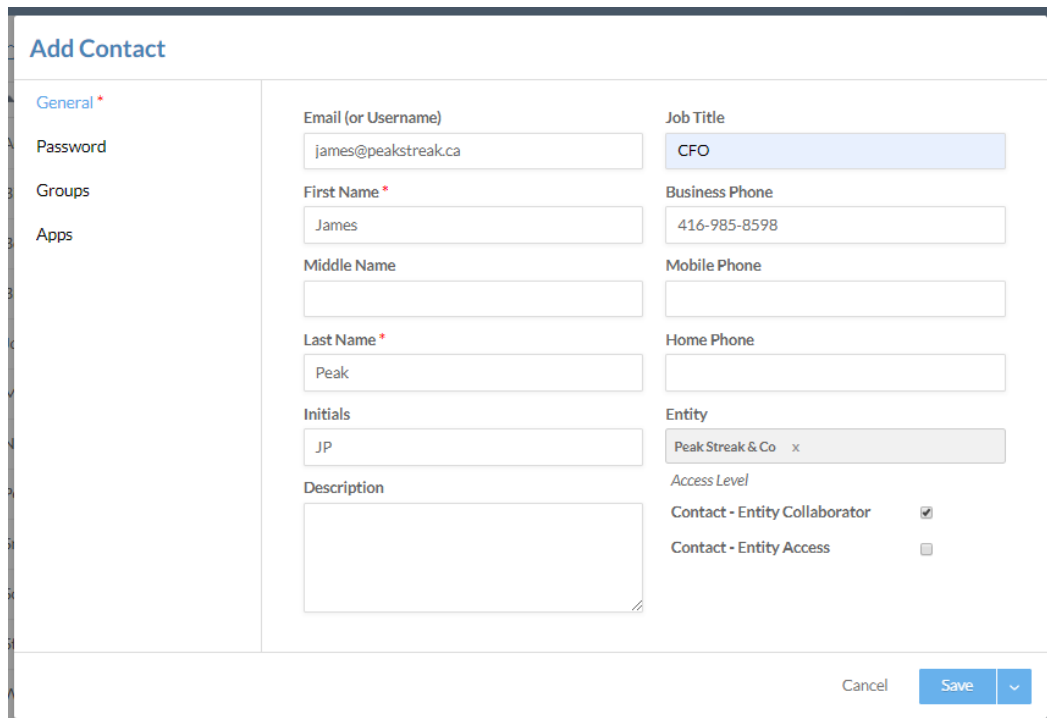
1. From the Cloud menu, select **Contacts**  **Contacts**

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**.



Add Contact

General

Password

Groups

Apps

Email (or Username)
james@peakstreak.ca

First Name *
James

Middle Name

Last Name *
Peak

Initials
JP

Description

Job Title
CFO

Business Phone
416-985-8598

Mobile Phone

Home Phone

Entity
Peak Streak & Co x

Access Level

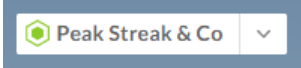

Contact - Entity Collaborator ☒

Contact - Entity Access ☐

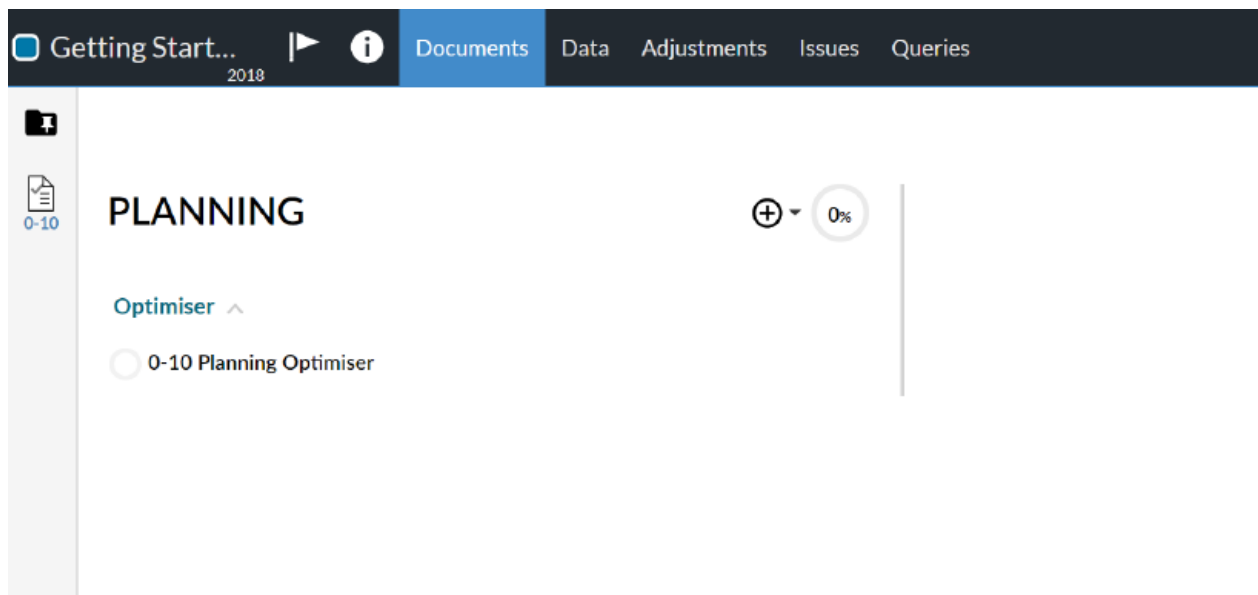
Cancel Save

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.

The screenshot shows the '0-10 Planning Optimiser' interface. The top navigation bar includes 'Getting Started Guide', 'Documents', 'Data', 'Adjustments', 'Issues', 'Queries', and 'Planning Optimiser'. The left sidebar shows '0-10' and 'Procedures'. The main area is titled '0-10 Planning Optimiser' and contains a list of procedures grouped into sections: 'Engagement', 'Entity information', and 'Accounting framework'. Each procedure has a response field and a 'KC' (Knowledge Check) indicator.

| Section | Procedure | Response | KC |
|----------------------|---|----------------------------|----|
| Engagement | 1. Organisation type at year's end. | Corporation | ✓ |
| | 2. What type of engagement is being performed? | Review and Corporation Tax | KC |
| Entity information | 3. Is this the first year of operations for the entity? | No | ✓ |
| | 4. Is this the first year of filing a corporate tax return after incorporation? | No | KC |
| | 5. Were you the accountant that performed an engagement for this client in the previous year? | Yes | KC |
| | 6. Does the entity have a special corporation status? | No | KC |
| | 7. Is this a corporation that is a member of a partnership? | No | KC |
| | 8. Is this corporation part of an associated or related group? | No | KC |
| Accounting framework | 9. What accounting framework is used by the entity? | ASPE | ✓ |
| | 10. Are the ASPE Disclosure checklist forms required to be completed for this engagement? | Yes | KC |
| | 11. Is this the first year that the entity has adopted ASPE? | Yes | KC |

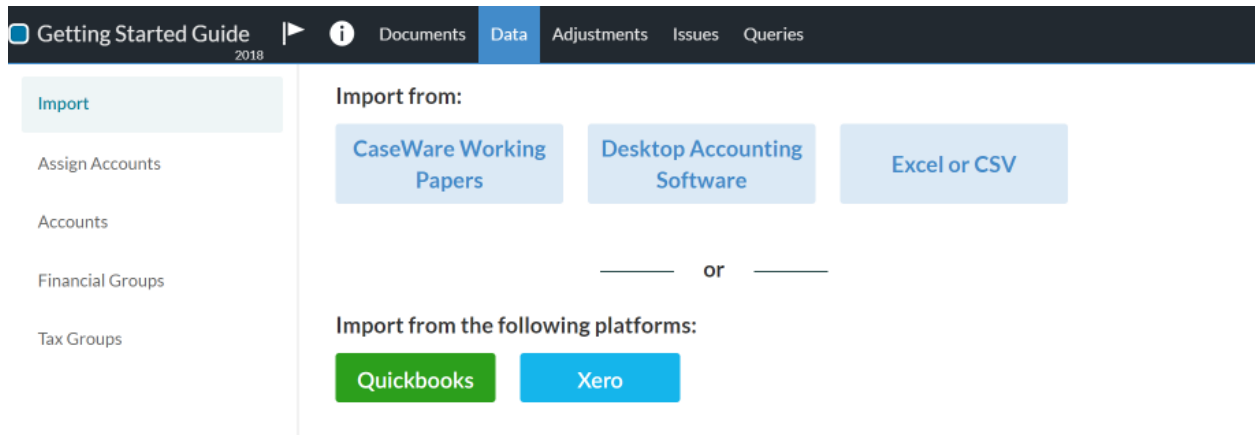
Once you respond to the procedures, you can sign off on the document to indicate that it's complete. At the top of the document, select the **Sign off** button, then select **Prepare Sign off** to sign off as the preparer.

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.

The screenshot shows the 'Documents' panel. The top navigation bar includes 'Getting Started Guide', 'Documents', 'Data', 'Adjustments', 'Issues', and 'Queries'. The left sidebar shows '0-10' and 'Documents'. The main area is divided into three columns: 'PLANNING', 'FIELDWORK', and 'CONCLUSION'. Each column has a list of documents and a '0%' completion indicator.

| Section | Document | Completion |
|---------------------------|---|------------|
| PLANNING | Optimiser | 0% |
| | 0-10 Planning Optimiser | |
| | Perform the client acceptance/continuance | |
| | 1-20 Existing engagement - Continuance | |
| | 1-50 Review engagement letter | |
| TAX - GENERAL AND FEDERAL | Start here | 0% |
| | T-01 TOC - Tax optimiser checklist | |
| | T-02 TPP - Tax preparer profile | |
| FIELDWORK | Optimiser | 0% |
| | 3-00 Fieldwork Optimiser | |
| CONCLUSION | Issuing the report | 0% |
| | 6-20 Financial statements | |

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 | Adjustments | Final | Previous |
|----------------|--|-------------|-------------|-------------|------------|
| 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.

Getting Started Guide 2018

Documents Data Adjustments Issues Queries

Net Income 251,483 KC

Import

Assign Accounts

Accounts

Financial Groups

Tax Groups

Unassigned

Selected Accounts

111.111 Bank - Checking 165,072.00 / 33,900.00

111.112 Bank - Savings 100,000.00 / 0.00

Suggestions

Assets

Current assets

Cash and cash equivalents

Cash

Deposits in Canadian banks and institutions - ...

Deposits in Canadian banks and institutions - Canadian currency

Deposits in foreign banks - Canadian currency

Deposits in foreign banks - Foreign currency

Restricted cash

Other cash-like instruments

Long-term assets

Other long-term assets

Cash surrender value of life insurance

Restricted cash

Liabilities and Equity

Equity

Retained earnings

Dividends

Cash dividends

Other comprehensive income

Cash flow hedge effective portion gains

Groups

Assets

Current assets

Cash and cash equivalents

Cash

Deposits in Canadian banks and institutions - Canadian currency

Deposits in Canadian banks and institutions - Foreign currency

Deposits in foreign banks - Canadian currency

Deposits in foreign banks - Foreign currency

Restricted cash

Other cash-like instruments

Short-term investments

Accounts and other receivables

Income taxes receivable

Loans and advances receivable

Due from shareholders and directors

Due from related parties

Inventories

Investment in joint ventures and partnerships

Due from joint ventures and partnerships

Other current assets



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