



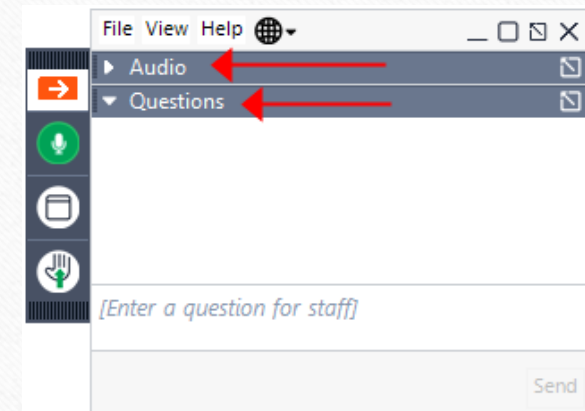
Jazzit with Java June 23, 2022

Baristas: Mike & Lori

Ask questions using the Questions Box

Listen options:

- computer audio (headset/speakers)
- call **647.497.9429** audio access code: [777-399-351]



Today's Special Edition Topics

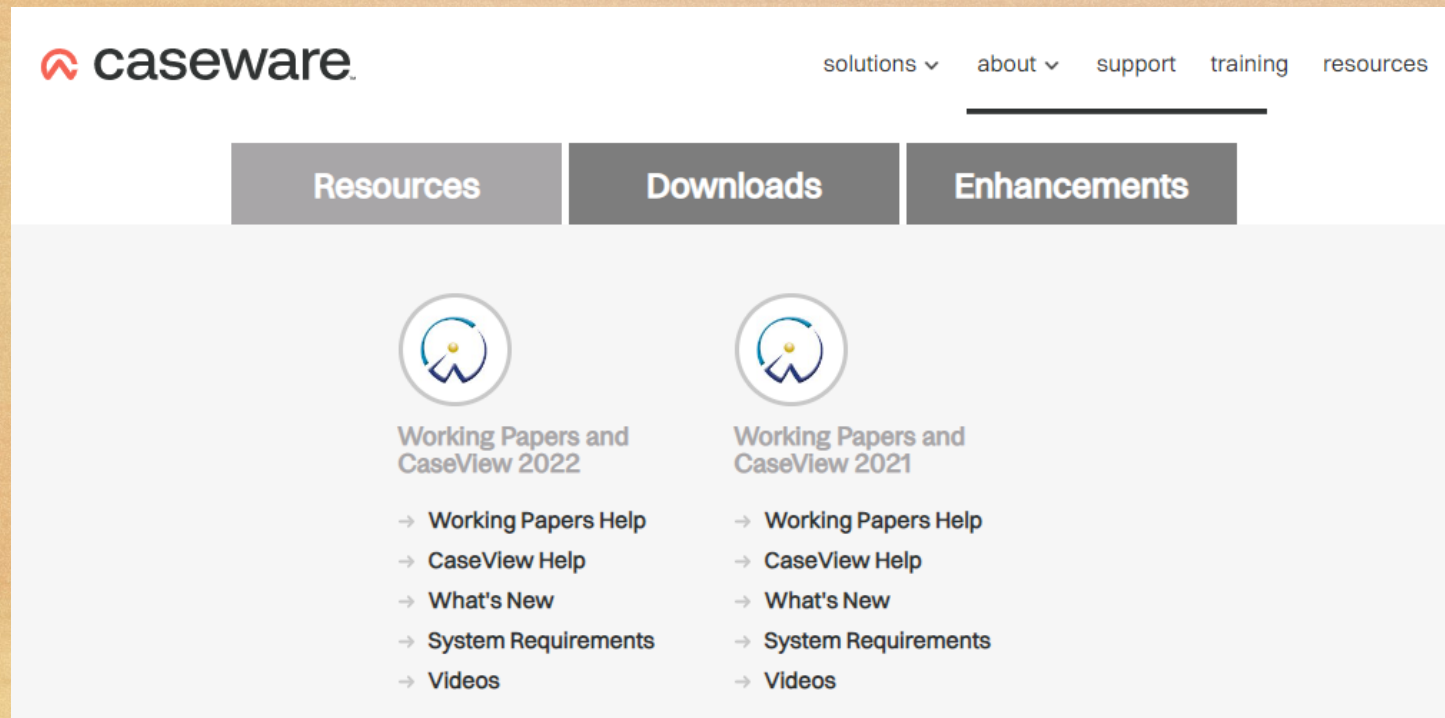
Here's the buzz

- ✓ How "GIGO" affects Jazzit financials. We take you on a tour of all the weird and not so wonderful things people (but not you of course!) do to their CaseWare file.
- ✓ Poll question
- ✓ Ask us
- ✓ Topics for future Jazzit with Java



CaseWare Support for CaseWare related issues

- Although we are covering some CaseWare topics today, please call CaseWare support for issues in your file that relate to CaseWare
- <https://www.caseware.com/support/working-papers>



Problems Related to Mapping

- Map numbers missing properties in Mapping Table
- Adding/creating new map numbers
- Don't assign map numbers to control accounts under WTB report tab
- Map mask missing
- Map flip accounts
- Apply the correct map number for net income (NETINC)
- Use partnership map numbers for NFP



A focus on
CaseWare

Map numbers missing properties in Mapping Table

exmple - CaseWare Working Papers - [Mapping]

File Home View Engagement Document Account Tools

Engagement Consolidate History Mapping Groupings Structures Tickmarks Import Export Year End Close Clean Up Lock Down Sign Out Check Out Check In Save As Send To Print Batch Print

Documents Issues Trial Balance Adj. Entries Other Entries cw:MP Yearly

Mapping Report

Map No	Name	Title	Type	Sign	Rate Type	L/S	Class	Group 2	Group 3	PEM	Group 5	Group 6	Group 7	Group 8	SCORE	GIFI
539.9110	Sub-contracts	<input type="checkbox"/>	I	D	H	40	OE			539					580	9110
541	Supplies	<input checked="" type="checkbox"/>														
541.9130	Supplies	<input type="checkbox"/>	I	D	H	40	OE			541					580	9130
541.9130.01	New map description	<input type="checkbox"/>														
541.9133	Uniforms	<input type="checkbox"/>	I	D	H	40	OE			541					580	9133
543	Property taxes	<input checked="" type="checkbox"/>														
543.9180	Property taxes	<input type="checkbox"/>	I	D	H	40	OE			543					580	9180
545	Travel expenses	<input checked="" type="checkbox"/>														
545.9200	Travel	<input type="checkbox"/>	I	D	H	40	OE			545					580	9200

- Completely enter all the map number properties or will be missing from draft reports and affect calculations



Adding/Creating new map numbers

Copying from Maps File

- When copying a map number from the detailed MAPS file, click on the left-most part of the line to highlight the entire line to include all properties
- Open Engagement/Mapping table and choose *paste* to insert the map number in the table

Creating a new map number in your client file

- Insert a new line and you must populate the fields in the table.
- You can follow what was done on a similar line in the same area

Map number convention: 1* = assets, 2* = liabilities and equity, 3* = revenue, 4* cost of sales, 5* expenses, 8* other revenue/expenses



Don't assign map numbers to control accounts under WTB report tab

Documents Issues **Trial Balance** Adj. Entries Other Entries cw:WT1 Yearly

New Delete Properties Annotate Settings Setup Groups

Account **Report** Cash Flow Groupings Tax Foreign Exchange Performance Measures

Name	Type	Account No	Ctl	Sign	Accumulator	L/S	Class	Sub	Div	Col	\$	Underline	Page	Print	Percent	CS	DS	Map No
BALANCE SHEET	B													H				
ASSETS	B																	
CURRENT	B																	
Cash	B	98	D			A	Q4							D				111.1000
Accounts receivable	B	2	D															
Income taxes recoverable	B	6	D											D				
GST receivable	B	24	D											D				
Marketable securities	B	1100	D							3								113.1180
Inventories	B	3	D							3		S						128.1484
Prepaid expenses	B	1350	D							3		S						
TOTAL CURRENT	B		D	1						3		S						
SCHEDULES TO BALANCE SHEET	B													H				
SCHEDULE - CASH	B																	
Petty cash	B	1000	98	D		A	Q4			3								111.1000
Bank - savings	B	1020	98	D		A	Q4			3								111.1000
Bank - other	B	1030	98	D		A	Q4			3								111.1000
Term deposits	B	1040	98	D		A	Q4			3		S						111.1000

GL account numbers Control accounts add accounts together

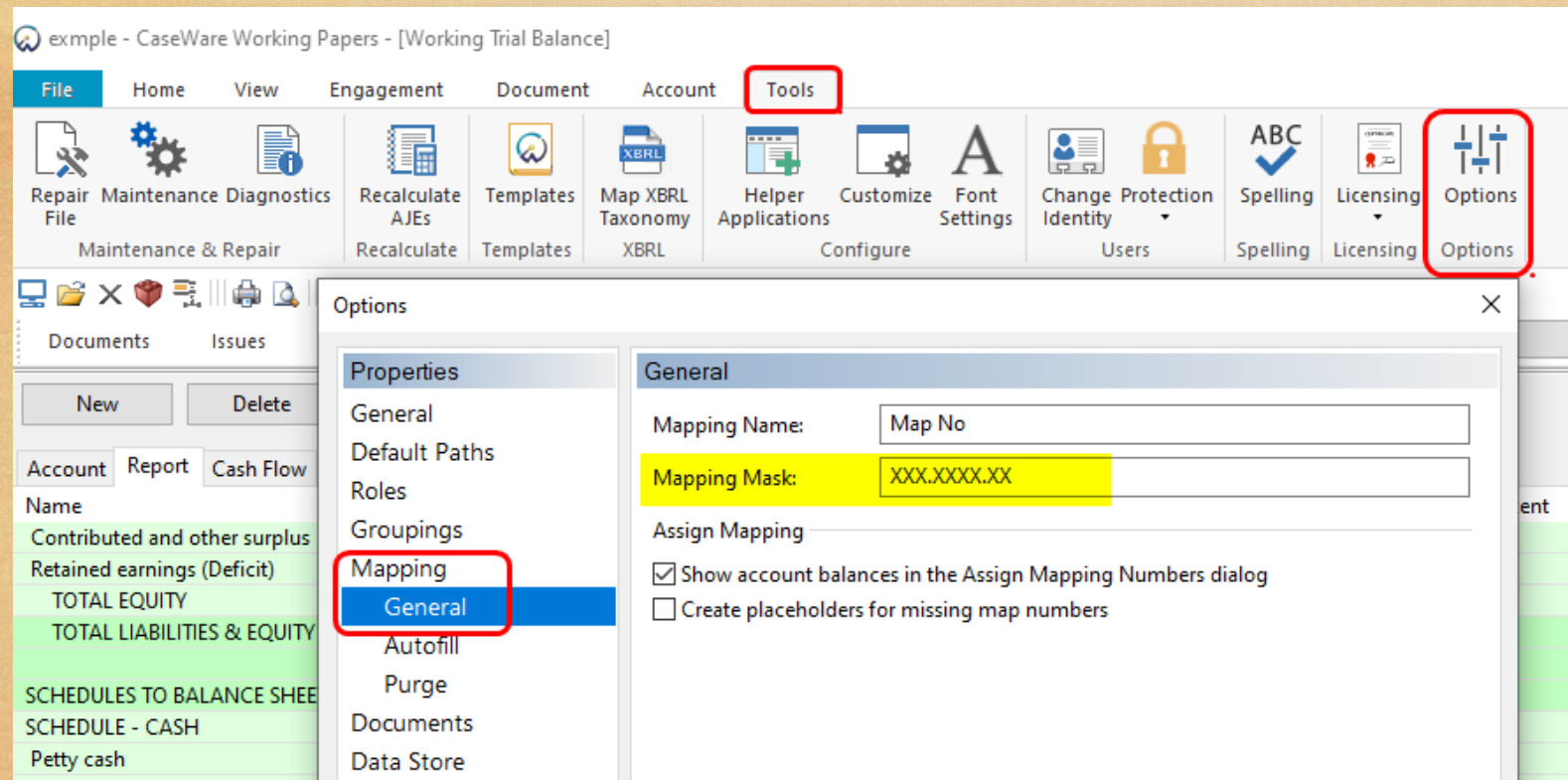
This line is only bringing the total from the schedule below! '98' is a CTL number not a GL account

Don't do this!

- Causes double counting! Don't map control accounts!



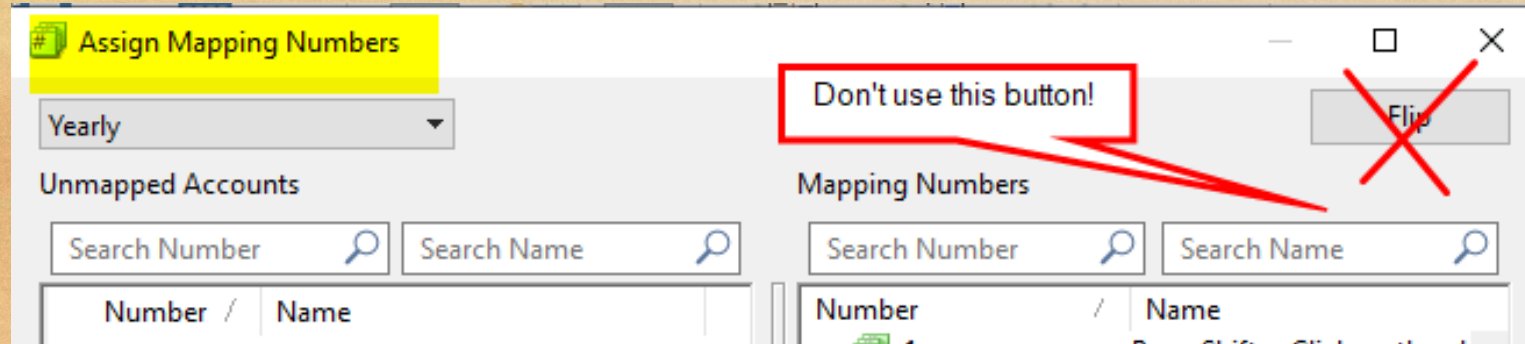
Map mask missing



- If map numbers with an asterix (eg. 221*) in the FS are not coming in, check the map mask!



Map flip accounts

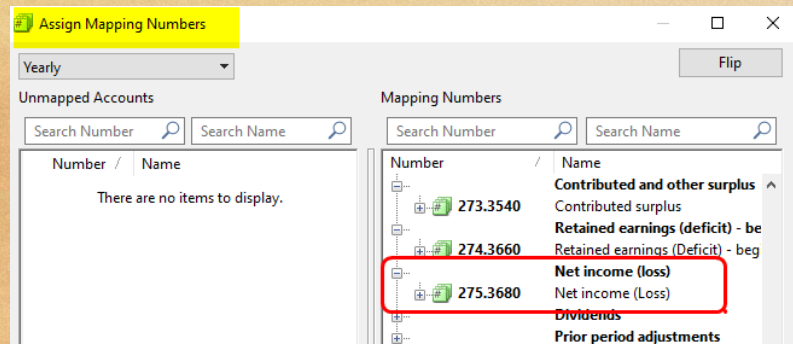


Account No	Name	Map No	GIFL	Type	Sign	L/S	Class	Map No (Flip)	Opening Balance
1000	Petty cash	111.1000	1000	B	D	A	QA		0.00
1020	Bank - savings	111.1000	1000	B	D	A	QA		2,843,229.00
1030	Bank - other	111.1000	1000	B	D	A	QA		0.00
1040	Term deposits	111.1000	1000	B	D	A	QA		0.00
1100	Marketable securities	113.1180	1180	B	D	B	QA		2,900.00
1210	Accounts receivable	115.1060	1060	B	D	C	TR		4,314,813.00
1220	Accounts receivable	115.1060	1060	B	D	C	TR		0.00
1250	NSF cheques	115.1060	1060	B	D	C	TR		0.00

- Don't use map flip accounts! Accounts commonly either debit or credit (income tax, GST, shareholder, related parties, cash) are presented in the correct location by formula.



Apply the correct map number to net income (NETINC)



- Don't forget to map net income in the under ACCOUNT/Assign Mapping

Documents

Issues

Trial Balance

Adj. Entries

Other Entries

cw:WT1

Yearly

New

Delete

Properties

Annotate

Settings

Setup Groups

Account

Report

Cash Flow

Groupings

Tax

Foreign Exchange

Performance Measures

Name	Type	Account No	Ctl	Sign	Accumulator	L/S	Class	Sub	Div	Col	\$	Underline	Page	Print	Percent	CS	DS	Map No
SCHEDULE - RETAINED EARNINGS	B																	
Net Income (Loss)	B	NETINC	36	C		TT	RE											275.3680
Reclassification of realized gains (loss)	B	3997		C		TT	RE											274.3660
Accumulated comprehensive income	B	3998		C		TT	RE											274.3660

- Do not delete or change the map number for NETINC in the WTB report tab. Only 1 NETINC account if listed should have a map number applied to it.



Use fund/partnership map numbers for NFP

File

Home

View

Engagement

Document

Account

Tools

Engagement Properties

Consolidate

History

Mapping

Groupings

Structures

Tickmarks

Import

Export

Year End Close

Clean Up

Lock Down

Engagement

Setup

Data

Manage

Documents

Issues

Trial Balance

Adj. Entries

Other Entries

cw:MP

Mapping

Report

Map No	Name	Title	Type	Sign	Rate	Type	L/S	Class
278.3741	Premium on redemption of shares	...	<input type="checkbox"/> B	C	C		TT	EQ
280	Partners' capital/funds	...	<input checked="" type="checkbox"/> B		C			
280.0001	Partner capital/fund #1 capital, beginning of year	+	<input type="checkbox"/> B	C	C		SS	EQ
280.0001.01	Partner/fund #1 contributions during year	...	<input type="checkbox"/> B	C	C		SS	EQ
280.0001.02	Partner/fund #1 drawings during year	...	<input type="checkbox"/> B	C	C		SS	EQ
280.0002	Partner capital/fund #2 capital, beginning of year	+	<input type="checkbox"/> B	C	C		SS	EQ
280.0002.01	Partner/fund #2 contributions during year	...	<input type="checkbox"/> B	C	C		SS	EQ
280.0002.02	Partner/fund #2 drawings during year	...	<input type="checkbox"/> B	C	C		SS	EQ
280.0003	Partner capital/fund #3 capital, beginning of year	+	<input type="checkbox"/> B	C	C		SS	EQ
280.0003.01	Partner/fund #3 contributions during the year	...	<input type="checkbox"/> B	C	C		SS	EQ
280.0003.02	Partner/fund #3 drawings during year	...	<input type="checkbox"/> B	C	C		SS	EQ
280.0004	Partner capital/fund #4 capital, beginning of year	+	<input type="checkbox"/> B	C	C		SS	EQ
280.0004.01	Partner/fund #4 contributions during year	...	<input type="checkbox"/> B	C	C		SS	EQ
280.0004.02	Partner/fund #4 drawings during year	...	<input type="checkbox"/> B	C	C		SS	EQ
280.0005	Partner capital/fund #5 capital, beginning of year	+	<input type="checkbox"/> B	C	C		SS	EQ
280.0005.01	Partner/fund #5 contributions during year	...	<input type="checkbox"/> B	C	C		SS	EQ
280.0005.02	Partner/fund #5 drawings during year	...	<input type="checkbox"/> B	C	C		SS	EQ
280.0006	Partner capital/fund #6 capital, beginning of year	...	<input type="checkbox"/> B	C	C		SS	EQ
280.0006.01	Partner/fund #6 contributions during year	...	<input type="checkbox"/> B	C	C		SS	EQ
280.0006.02	Partner/fund #6 drawings during year	...	<input type="checkbox"/> B	C	C		SS	EQ
280.0007	Partner capital/fund #7 capital, beginning of year	...	<input type="checkbox"/> B	C	C		SS	EQ
280.0007.01	Partner/fund #7 contributions during year	...	<input type="checkbox"/> B	C	C		SS	EQ
280.0007.02	Partner/fund #7 drawings during year	...	<input type="checkbox"/> B	C	C		SS	EQ

- When using the NFP option in the financial statements, use the 280 series of map numbers.



Can you relate to any of the mapping issues we have looked at so far?

- Yes!
- No, I don't make any of those mistakes!
- No, but I have seen these problems in other files
- I usually just edit the FS it is isn't right



Working Trial Balance Issues

- Wrong statement type applied to account or map number
- How to delete zero balance accounts
- Adjustments to current year opening R/E should be through Other Entries
- Engagement period settings (monthly/yearly)
- Date of AJE is outside current year and not set as 'prior period' adjustment
- Importance of CaseWare draft financial statements, especially for NFP files
- Getting rid of zero balances on draft statements
- Wrong sign on account in WTB



A focus on
CaseWare

Wrong statement type: Income statement accounts set to “B” balance sheet and vice versa

6000	Advertising and business promotion	511.8520	8520	I	D	40	OE	0.00	0.00	0.00	0.00
6750	Donations	511.8522	8522	I	D	40	OE	0.00	0.00	0.00	0.00
6150	Amortization of intangible assets	513.8570	8570	I	D	40	OE	0.00	0.00	0.00	6,710.00
6300	Bad debts	515.8590	8590	I	D	40	OE	0.00	0.00	0.00	0.00
6900	Employee benefits	517.8620	8620	I	D	40	OE	0.00	0.00	0.00	0.00
6100	Amortization of tangible assets	521.8670	8670	I	D	40	OD	562,772.70	0.00	0.00	562,772.70
5340	Insurance	523.8690	8690	I	D	40	OE	0.00	0.00	0.00	0.00
7600	Insurance And Licences	523.8690	8690	B	D	40	OE	16,253.66	0.00	-6,390.76	9,862.90
4700	Service charges	525.8710	8710	I	D	40	OI	0.00	0.00	0.00	0.00
7750	Interest on income taxes	525.8710	8710	I	D	40	OI	0.00	0.00	0.00	0.00
7810	Interest on capital leases	525.8710.02	8710	I	D	40	OI	17,025.00	0.00	0.00	17,025.00
7800	Interest on long-term debt	525.8714	8714	I	D	40	OI	178,077.35	0.00	0.00	178,077.35
7700	Bank charges	525.8715	8715	I	D	40	OI	450.00	0.00	0.00	450.00

File Home View Engagement Document Account Tools

Engagement Consolidate History Mapping Groupings Structures Sign Out

Engagement Setup Data Marriage Sign

Documents Issues Trial Balance Adj. Entries Other Entries cw:MP1

Mapping Report

Map No	Name	Title	Type	Ctl	Sign	Rate
521.8670	Amortization of tangible assets	+	I		D	H
523	Insurance	...	I			
523.8690	Insurance	...	B		D	H
523.8691	Life insurance on executives	...	I		D	H



Effect of setting the wrong statement type

Goodwill - cost	3,578,337.30	2,555,273.00	1,023,064.30	40.04
Goodwill - acc amort	-835,701.65	-742,739.00	-92,962.65	12.52
Incorporation costs - cost	268,391.00	268,391.00	0.00	0.00
Incorporation costs - acc amort	-36,905.00	-30,195.00	-6,710.00	22.22
Total other long term assets	2,974,121.65	2,050,730.00	923,391.65	45.03
Total Assets	\$ 20,046,568.06	\$ 13,493,526.21	\$ 6,553,041.85	48.56
CURRENT LIABILITIES				
Callable debt due in one year	238,500.00		-13,164.00	-5.23
Callable debt due in one year (contra de	-238,500.00		13,164.00	-5.23
Callable debt #1	1,573,871.00			9.00
Accounts payable	4,506,731.00			6.00
Management fees payable	473,621.00			8.00
Bonuses payable	250,000.00			0.00
Federal corp. income taxes payable (reco	71,851.00			3.00
Goods and services tax payable (recover	93,121.00			0.00
Due to (from) individual shareholder 1 -	-150,000.00	0.00	-150,000.00	0.00
Due to (from) individual shareholder 2 -	-50,000.00	0.00	-50,000.00	0.00
Due to (from) related party 1 - long ter	650,000.00	750,000.00	-100,000.00	-13.33
Due to (from) related party 2 - long ter	350,000.00	250,000.00	100,000.00	40.00
Capital lease #1	125,000.00			-16.67
Current portion of capital leases (contr	-25,000.00			0.00
Total Long Term	1,374,629.00			1.82
Total Liabilities	8,230,335.76	5,517,462.21	1,338,244.55	19.85
LONG TERM LIABILITIES				
Bank loans payable - long term #1	461,129.00	200,000.00	261,129.00	130.56
Current portion of long term debt (contr	-61,500.00	0.00	-61,500.00	0.00
Due to (from) individ shareholder 1 - lo	-125,000.00	25,000.00	-150,000.00	-600.00
Due to (from) related party 1 - long ter	650,000.00	750,000.00	-100,000.00	-13.33
Due to (from) related party 2 - long ter	350,000.00	250,000.00	100,000.00	40.00
Capital lease #1	125,000.00			-16.67
Current portion of capital leases (contr	-25,000.00			0.00
Total Long Term	1,374,629.00			1.82
Total Liabilities	8,230,335.76	5,517,462.21	1,338,244.55	19.85
EQUITY				
Common shares Class #1	273.00			0.00
Preferred shares Class #1	100.00			0.00
Total share capital	373.00			0.00
Retained earnings (Deficit) - beginning	5,152,781.00	5,249,527.79	673,353.00	15.03
Net income (Loss)	1,001,483.20	1,009.79	231,383.41	30.05
Taxable dividends paid	-15,000.00	0.00	-15,000.00	0.00
Retained earnings (Deficit) - end	6,139,264.20	5,249,527.79	889,736.41	16.95
Total equity	6,139,637.20	5,249,900.79	889,736.41	16.95
Total liabilities & equity	\$ 14,369,972.96	\$ 12,117,363.00	\$ 2,252,609.96	18.59
Insurance	9,862.90	96,746.79	-86,883.89	-89.81

Total assets does not equal total liabilities and equity because account on WTB has IS account as "B"

Draft balance sheet by map number shows problems!

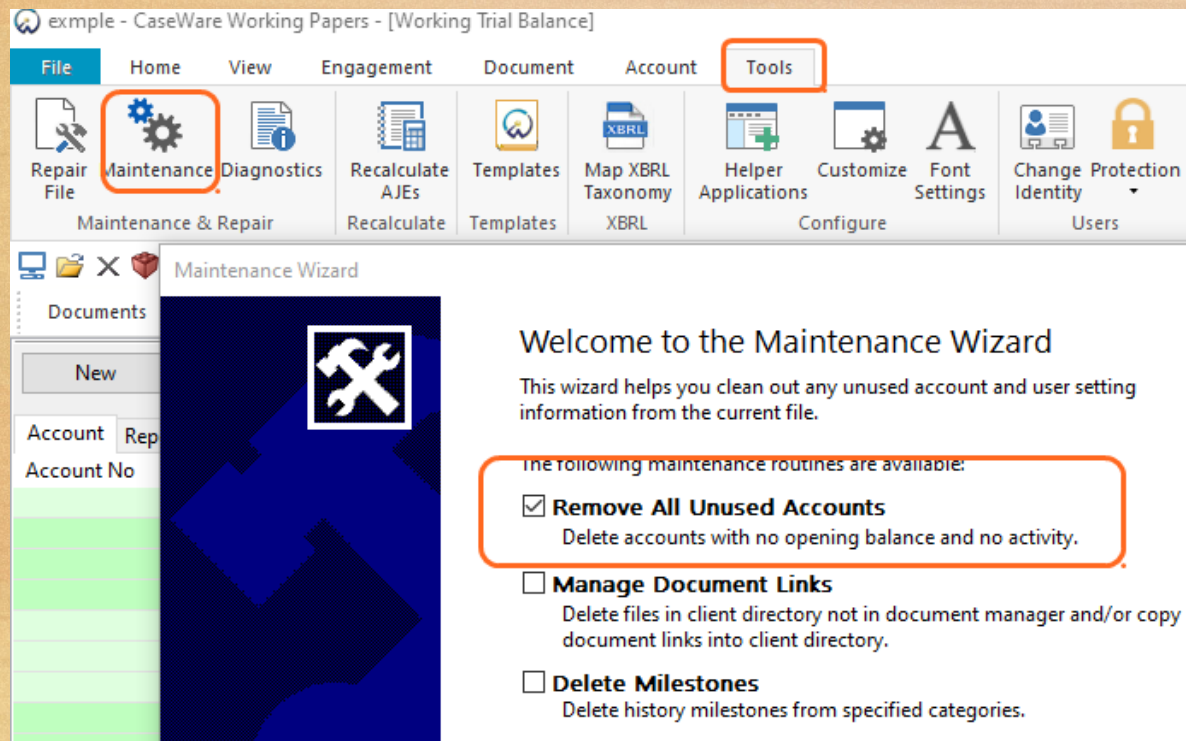
Insurance showing after end of BS because IS account designated as "B" under Mapping/Report tab.

- The balance sheet does not balance because one IS account set as "B"!
- Account appears after end of Balance Sheet
- Ending R/E PY does not equal CY opening

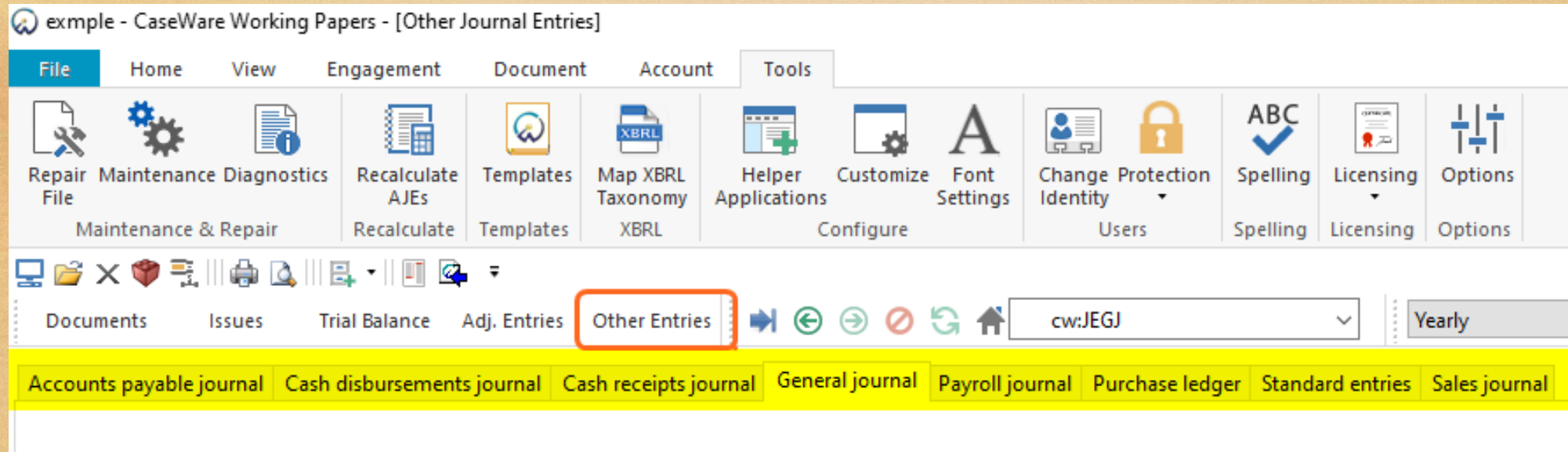


• How to delete zero balance accounts

- Can delete accounts on the TB that have zero balances in all years
- Don't forget to back up the file first!
- TOOLS/Maintenance and check off “Remove all unused accounts”



Adjustments to current year opening R/E should be through Other Entries



- **Opening Balance + Transactions = Opening before Adjustments**
- If you need to adjust current year opening R/E make sure you use “Other Entries”
- “Other Entries” will appear in the “transactions” column



Engagement period settings (monthly/yearly)

- If you are performing a year end only, import year end entries only
- If you import both monthly and yearly periods, set **'Yearly'** to compute yearly balances from “monthly” in engagement properties if you want the monthly AJE included in the year end balances. Otherwise, if you leave on **'Independent'**, the monthly AJE will be ignored on year end close.

Engagement Properties

Name/Address Contact 1 Contact 2 Reporting Dates Period Balances

Year End Date: 11/30/22 Year Begin Date: 12/01/21 View Dates

Reporting Period Date Sequences

☐ 13 Periods

☒ Monthly

☐ Bi-Monthly Compute bi-monthly balances from: Independent

☐ Quarterly Compute quarterly balances from: Independent

☐ Thirdly Compute thirdly balances from: Independent

☐ Semi-Annual Compute semi-annual balances from: Independent

☒ Yearly Compute yearly balances from: Monthly

☐ Random Setup...

Current Period Date Sequence: Yearly Current Active Period: 1



Date of AJE is outside the current year and not set as 'prior period' adjustment

- Make sure the AJE for the current year is within the current year period.
- If it is a prior period adjustment, make sure you select prior period adjustment for the entry type.

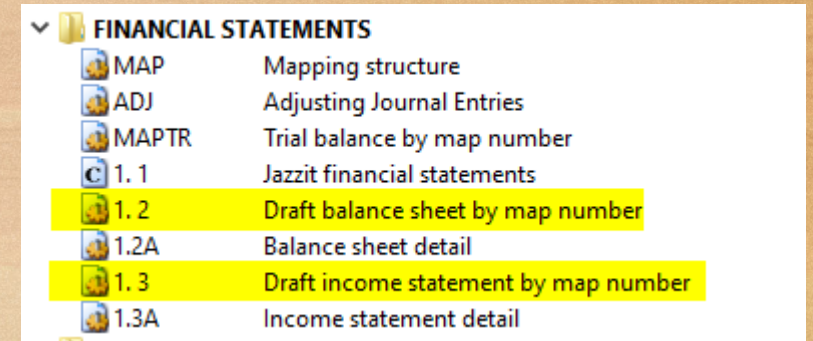
The screenshot shows the NetSuite Adjusting Entry (AJE) form. The 'Date' field is set to 11/30/22. The 'Type' dropdown menu is open, showing options like 'Normal adjusting', 'Reclassifying', 'Unrecorded - factual', 'Unrecorded - projected', 'Unrecorded - judgmental', 'Eliminating', 'Tax - Federal', 'Tax - State', 'Tax - City', 'Other basis', and 'Prior period'. The 'Prior period' option is highlighted with a red box and a mouse cursor. The 'Total Amount' field shows 0.00.

Number	Total Amount
Prior period	0.00



Importance of CaseWare Draft Financial Statements, especially for consolidated files

- Cannot stress enough the necessity for these documents to be in every file!
- If you have problems in the FS, confirm that the draft statements work in CaseWare **first** – most problems originate from data in CaseWare not set up properly
- Excellent audit trail



Automatic Document Properties - 1. 2 Draft balance sheet by map number

General Roles Headings Issues History

Number: 1. 2 Name: Draft balance sheet by map number

Document Type:
Document manager
Engagement properties
Financial statements - Balance sheet
Financial statements - Income statement
Financial statements - Statement of cash flow

Format:
Active/prior period with year to date
Active/budget/prior period with year to date
Active/budget period with year to date
Draft active/prior year to date
Five year history

☒ Lock Down ☒ Retain on Cleanup ☒ Include in Index ☒ Roll Forward ☐ Print Landscape

☐ Deliverable Due Date: mm/dd/yy Delivered Date: mm/dd/yy

Settings
Period: Current Period Order: Map No
Rounding: None Balance: N/A

Automatic Document Properties - 1. 3 Draft income statement by map number

General Roles Headings Issues History

Number: 1. 3 Name: Draft income statement by map number

Document Type:
Financial statements - Balance sheet
Financial statements - Income statement
Financial statements - Statement of cash flow
General ledger
History

Format:
Active/budget/prior period with year to date
Active/budget period with year to date
Draft active/prior year to date
Five year history
Active year to date/prior year to date

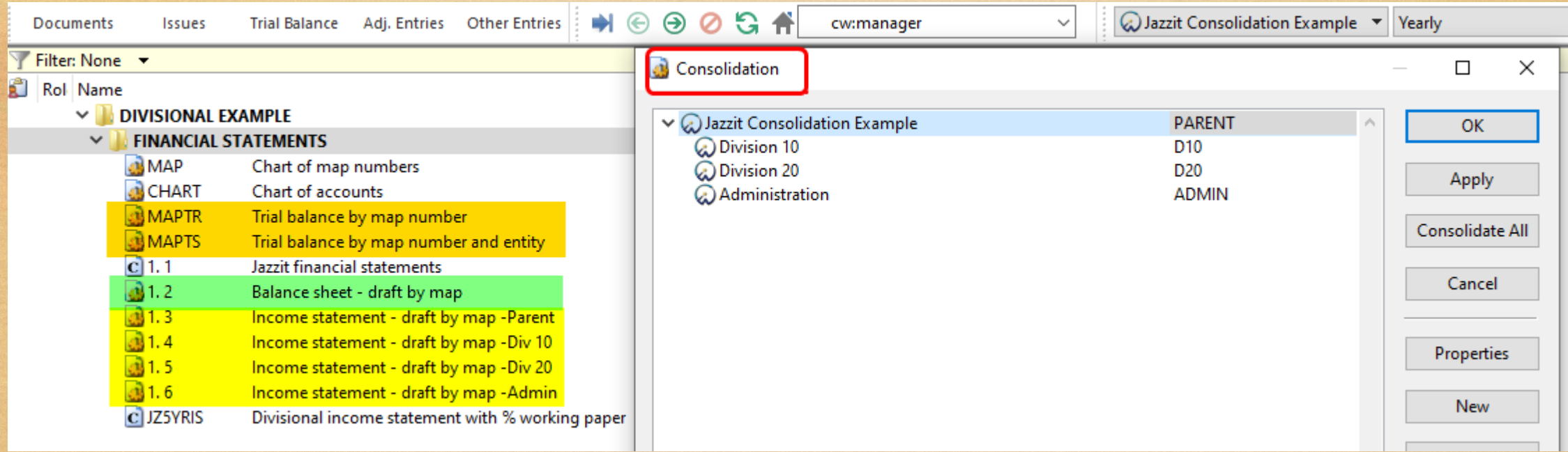
☒ Lock Down ☒ Retain on Cleanup ☒ Include in Index ☒ Roll Forward ☐ Print Landscape

☐ Deliverable Due Date: mm/dd/yy Delivered Date: mm/dd/yy

Settings
Period: Current Period Order: Map No
Rounding: None Balance: N/A



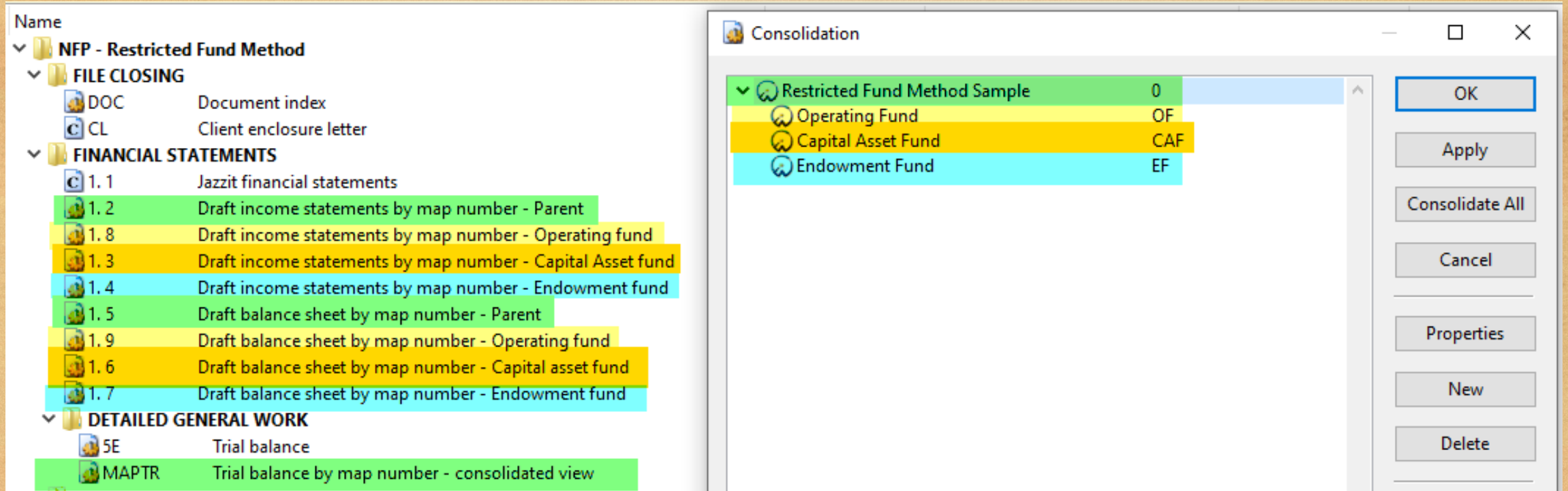
Draft statements are perfect for consolidations



- Create reports for a typical consolidation
- Each entity has their own IS
- Compare draft IS to your FS schedule to be sure you picked up all balances



Draft statements are perfect for NFP files



The screenshot displays the Jazzit software interface. On the left, a file tree under 'NFP - Restricted Fund Method' shows various financial statement templates. On the right, the 'Consolidation' dialog box is open, showing a list of funds to be consolidated.

File Tree:

- NFP - Restricted Fund Method
 - FILE CLOSING
 - DOC Document index
 - CL Client enclosure letter
 - FINANCIAL STATEMENTS
 - 1.1 Jazzit financial statements
 - 1.2 Draft income statements by map number - Parent
 - 1.8 Draft income statements by map number - Operating fund
 - 1.3 Draft income statements by map number - Capital Asset fund
 - 1.4 Draft income statements by map number - Endowment fund
 - 1.5 Draft balance sheet by map number - Parent
 - 1.9 Draft balance sheet by map number - Operating fund
 - 1.6 Draft balance sheet by map number - Capital asset fund
 - 1.7 Draft balance sheet by map number - Endowment fund
 - DETAILED GENERAL WORK
 - 5E Trial balance
 - MAPTR Trial balance by map number - consolidated view

Consolidation Dialog:

Fund Name	Code
Restricted Fund Method Sample	0
Operating Fund	OF
Capital Asset Fund	CAF
Endowment Fund	EF

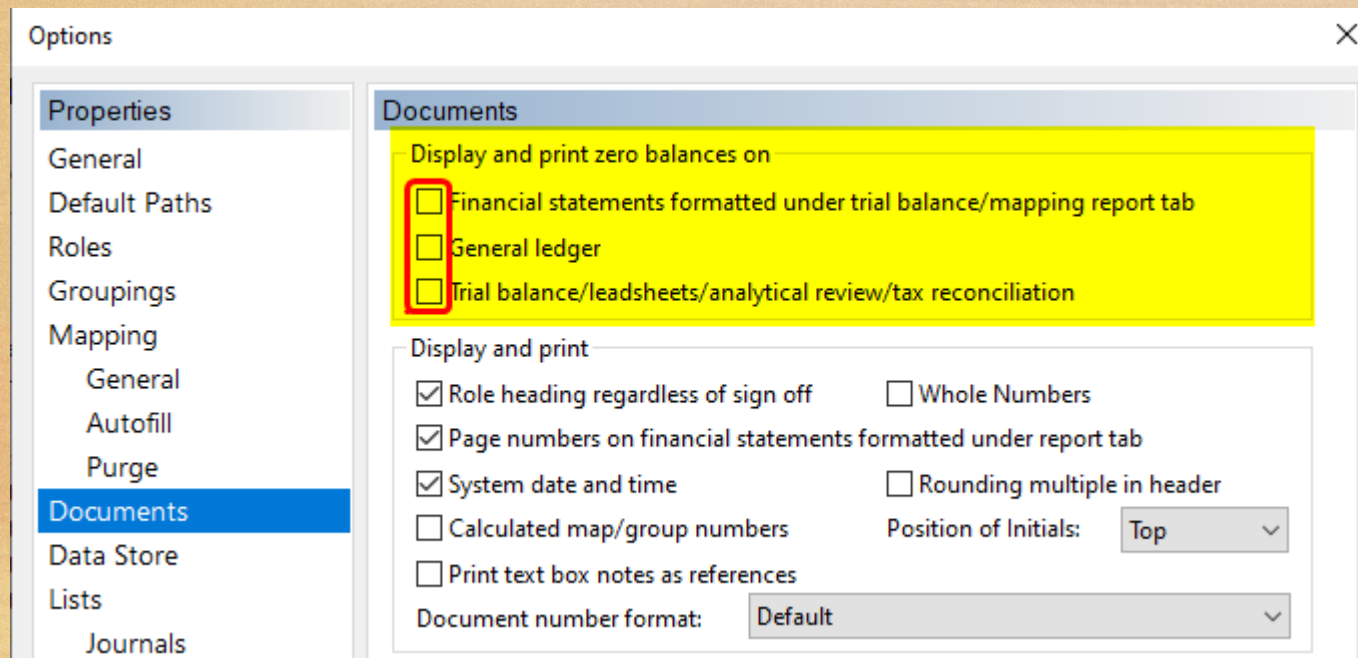
Buttons: OK, Apply, Consolidate All, Cancel, Properties, New, Delete

- Create a balance sheet and income statement for each fund.
- Create a trial balance that shows each fund in separate columns



Getting rid of zeros on draft statements and report

- In the CaseWare menu, go to TOOLS/Options/Documents
- Remove the checkmarks for all three items as shown below



Wrong sign on account in WTB

Import - Accounting Software

Import From: Sage 50 Accounting CDN Edition (Simply)

Version: 2019.1-2019.3/2020/2021

Import Path: C:/Sage 50 Browse...

Import Components

Chart of Accounts is automatically imported

☒ Trial Balance (Opening Entries)

☐ General Ledger Detail

☐ Import Client Information

Client ID: Budget Data

☒ Import current year

☐ Import prior year as current

☐ Import prior year balance

☒ Skip GIFL data

☐ Update Sign field on import

☐ Import as yearly file

☐ Use project to build entity

☐ Use department/division to build entity

☐ Merge acct. no. and department code

☐ Build entity for consolidated company

☐ Import closing journals as transactions

User ID: sysadmin Password:

OK Cancel Help

- When importing from accounting software, make sure you do not select to bring in the sign field
- Also do not bring in GIFL data, PY if you don't need it, and choose yearly file import if that is all you need
- Effect of wrong sign is balances with brackets on the statements

Short term debt {N#}	2700	AA	-	-	213.2/00
Goods and services tax payable {N#}	2680	FF	93,122	-	217.2680.10
Provincial sales tax payable {N#}	2680	FF	-	-	217.2680.20
Wages payable {N#}	2624	BB	-	-	215.2624
Bonuses payable {N#}	2626	BB	(250,000)	-	215.2626



Let's take a look at questions
you have asked today



What would you like us to cover in future
Jazzit with Java sessions?

Send us your ideas: java@jazzit.com



Pass Along the Buzz

Thank you for sharing your time with us today. We will be posting this presentation online within the next week.

Please feel free to share it with your team.



Questions, comments, or feedback: Email: java@jazzit.com
Website: www.jazzit.com