

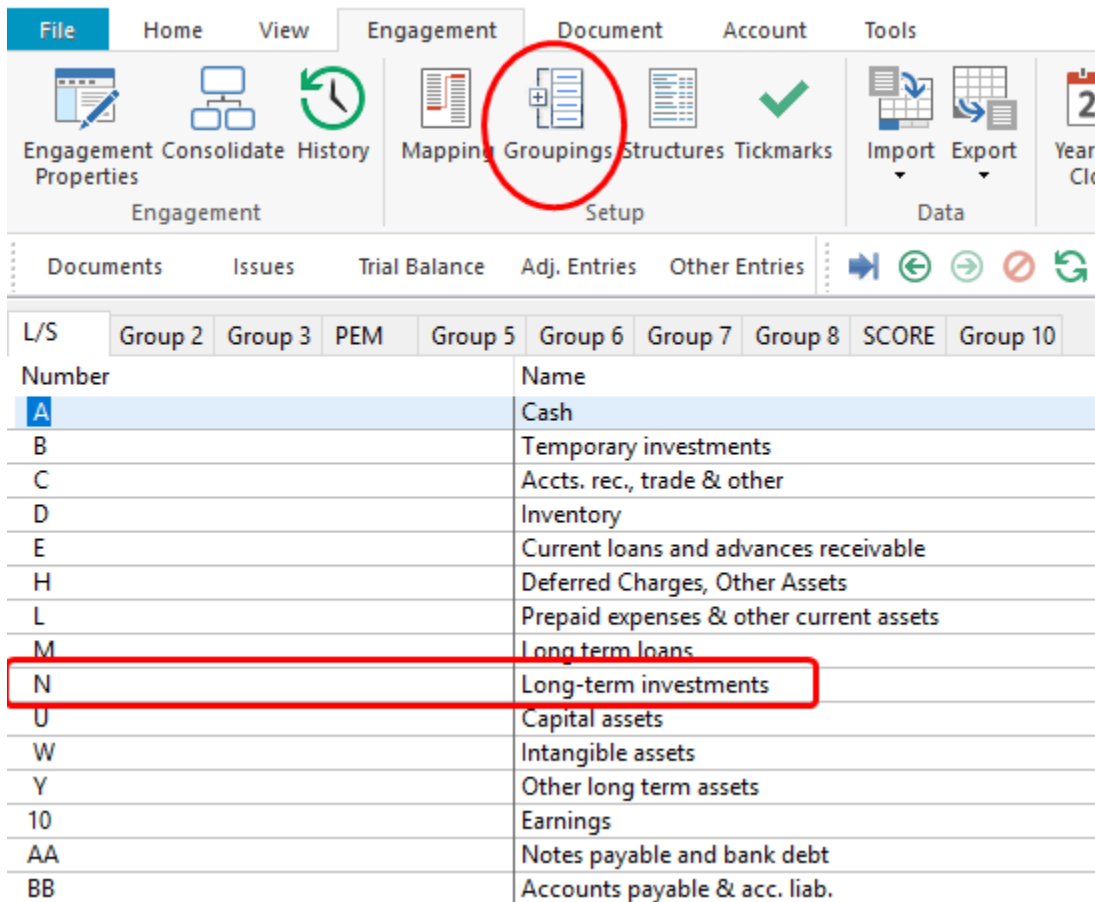
How do I rearrange groupings in a Caseware leadsheet or automatic document?

You may find that you would like to present groupings in a specific order on a leadsheet or automatic document. Either the order is incorrect when a new grouping was added, or you would like to show the groupings in a way that is not alphabetical. You can modify the order in which leadsheets present groupings with a few simple steps.

Changing grouping order

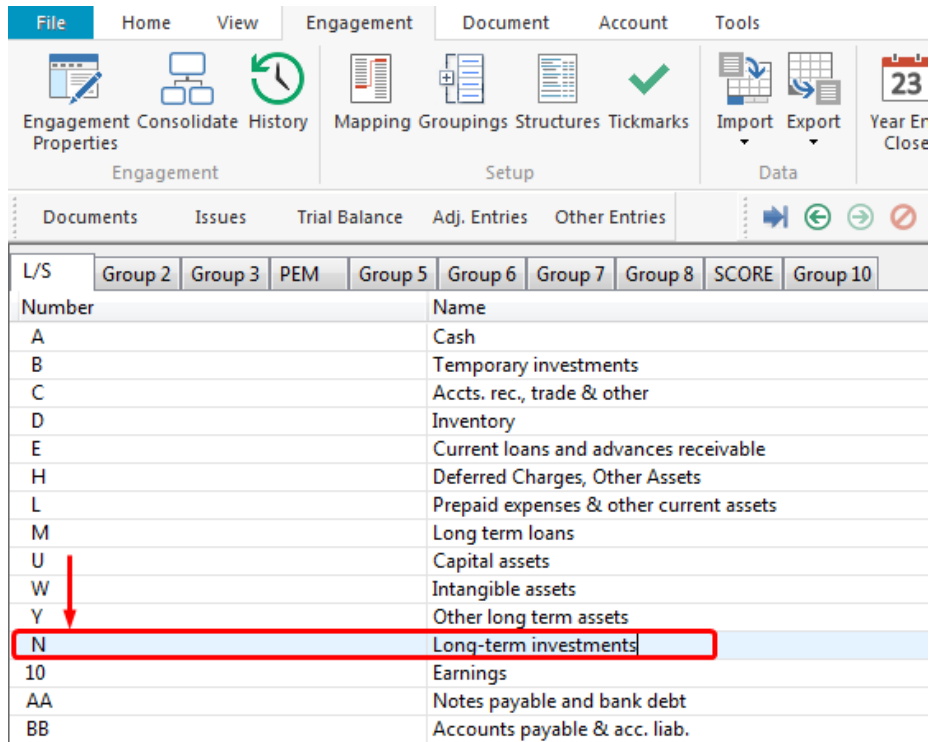
Groupings can be changed in order in the “**Setup Groupings**” function of Caseware. This order will change how they are presented on leadsheets and automatic documents.

- 1) Click the “**Engagement**” tab.
- 2) Click “**Groupings**”.



L/S	Group 2	Group 3	PEM	Group 5	Group 6	Group 7	Group 8	SCORE	Group 10
Number				Name					
A				Cash					
B				Temporary investments					
C				Accts. rec., trade & other					
D				Inventory					
E				Current loans and advances receivable					
H				Deferred Charges, Other Assets					
L				Prepaid expenses & other current assets					
M				Long term loans					
N				Long-term investments					
U				Capital assets					
W				Intangible assets					
Y				Other long term assets					
10				Earnings					
AA				Notes payable and bank debt					
BB				Accounts payable & acc. liab.					

- 3) **Hold Ctrl** and use the **arrow keys** to move groupings up or down in the order.



This order will affect how leadsheets and automatic documents are presented, but will not affect the order in which they are called by an automatic document.

Jazzit Simple Example Ltd.

A. 8

Year End: September 30, 2013

Leadsheet/Grouping

L/S: M To Y

Account	Prelim	Adj's	Reclass	Rep	Annotation	Rep 09/12	%Chg
1600 Buildings	3,578,337.30	0.00	0.00	3,578,337.30		2,555,273.00	40
1650 Accum amort - buildings	-835,701.65	0.00	0.00	-835,701.65		-742,739.00	13
1700 Equipment	0.00	0.00	0.00	0.00		1,910,925.00	-100
1701 Accum amort -equipment	0.00	0.00	0.00	0.00		-1,910,925.00	-100
1760 Office equipment	610,323.00	0.00	0.00	610,323.00		501,777.00	22
1761 Accum amort - office equipment	-387,470.00	0.00	0.00	-387,470.00		-331,757.00	17
1768 Shop equipment	3,885,320.00	0.00	0.00	3,885,320.00		1,292,957.00	200
1769 Accum amort - shop equipment	-2,317,561.80	0.00	0.00	-2,317,561.80		0.00	0
1800 Vehicles	141,993.00	0.00	0.00	141,993.00		119,381.00	19
1850 Accum amort - vehicles	-102,233.25	0.00	0.00	-102,233.25		-102,773.00	-1
U Capital assets	4,573,006.60	0.00	0.00	4,573,006.60		3,292,119.00	39
1950 Incorporation costs	268,391.00	0.00	0.00	268,391.00		268,391.00	0
1951 Accum amort - incorporation costs	-36,905.00	0.00	0.00	-36,905.00		-30,195.00	22
W Intangible assets	231,486.00	0.00	0.00	231,486.00		238,196.00	-3
1500 Land	1,730,971.70	0.00	0.00	1,730,971.70		1,450,000.00	19
N Long-term investments	1,730,971.70	0.00	0.00	1,730,971.70		1,450,000.00	19
	6,535,464.30	0.00	0.00	6,535,464.30		4,980,315.00	31

In the above example, "N" appears after "W" due to the change in order.

The leadsheet in the example has been told to output groups "M" to "Y". In the order, "N" was moved below "Y", but still outputs to this automatic document. This is because automatic document criteria operate using alphabetical and numerical order, rather than the order in "Setup Groupings". This means you can change the presentation order while still using the same alphabetical range.