Procedure of Copy Components from the template to the client file

VERSION 1.00
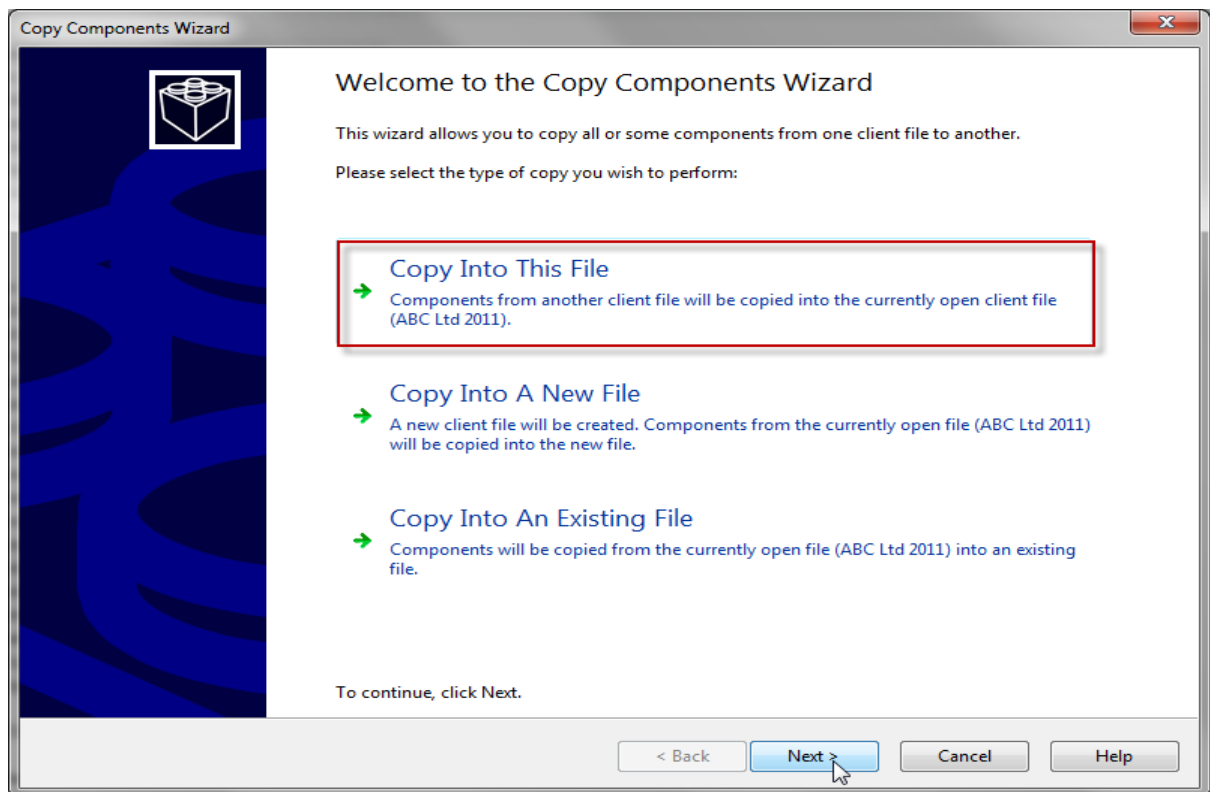
PROCEDURE SUMMARY

1. Copy components from the Template into the client file

Using the Copy Components feature, update the client file with the necessary components from the Template. Information Store and Mappings Structure.
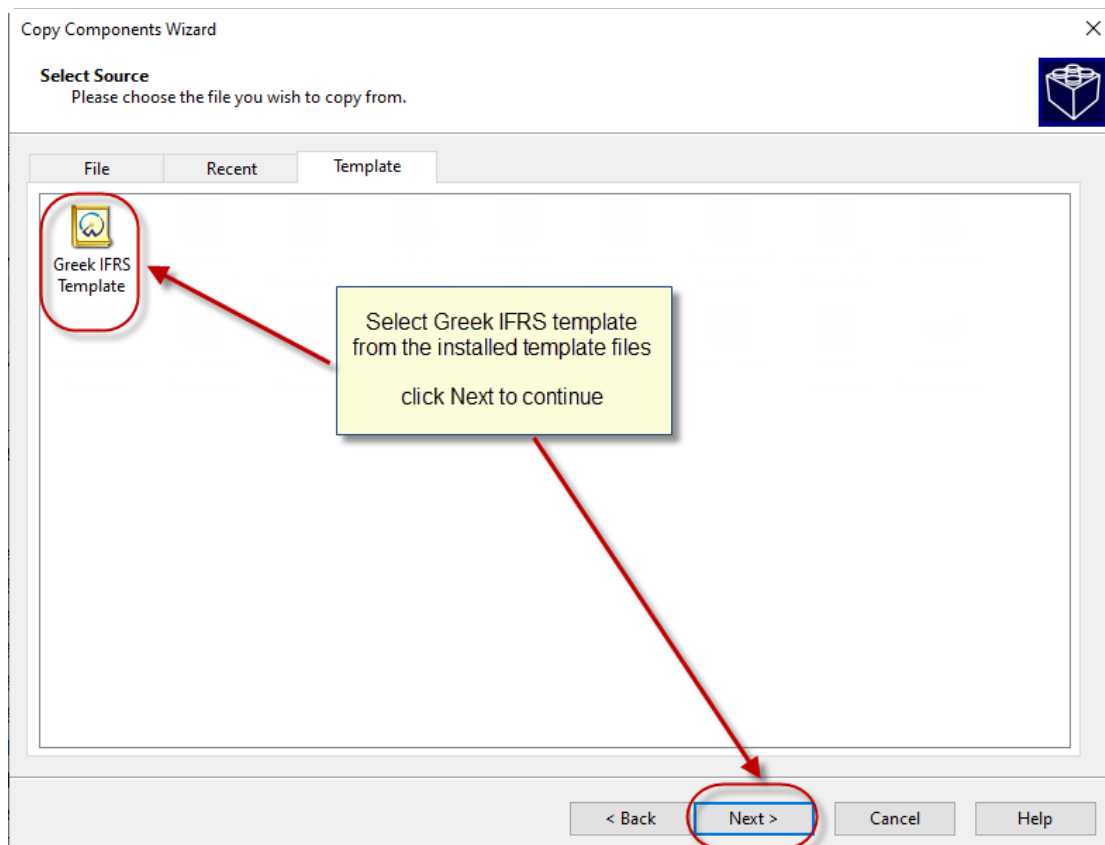
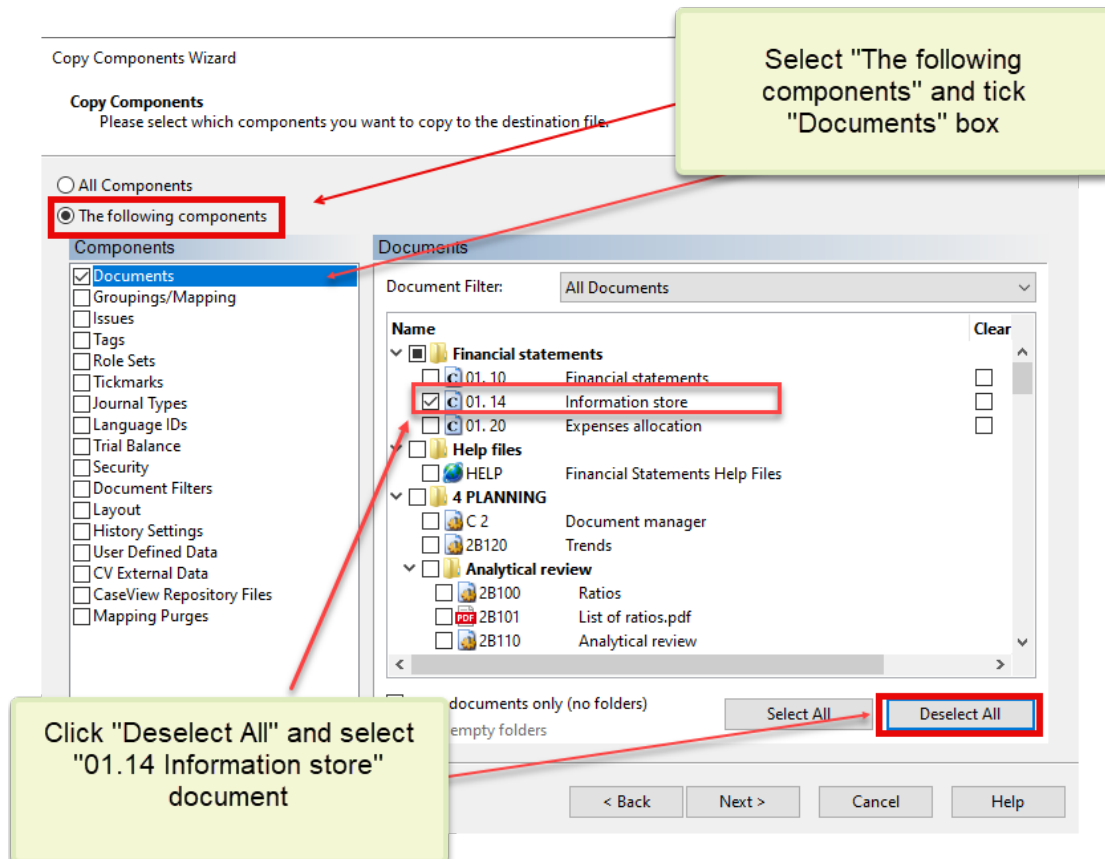**a.** Select the command **File / Copy Components**
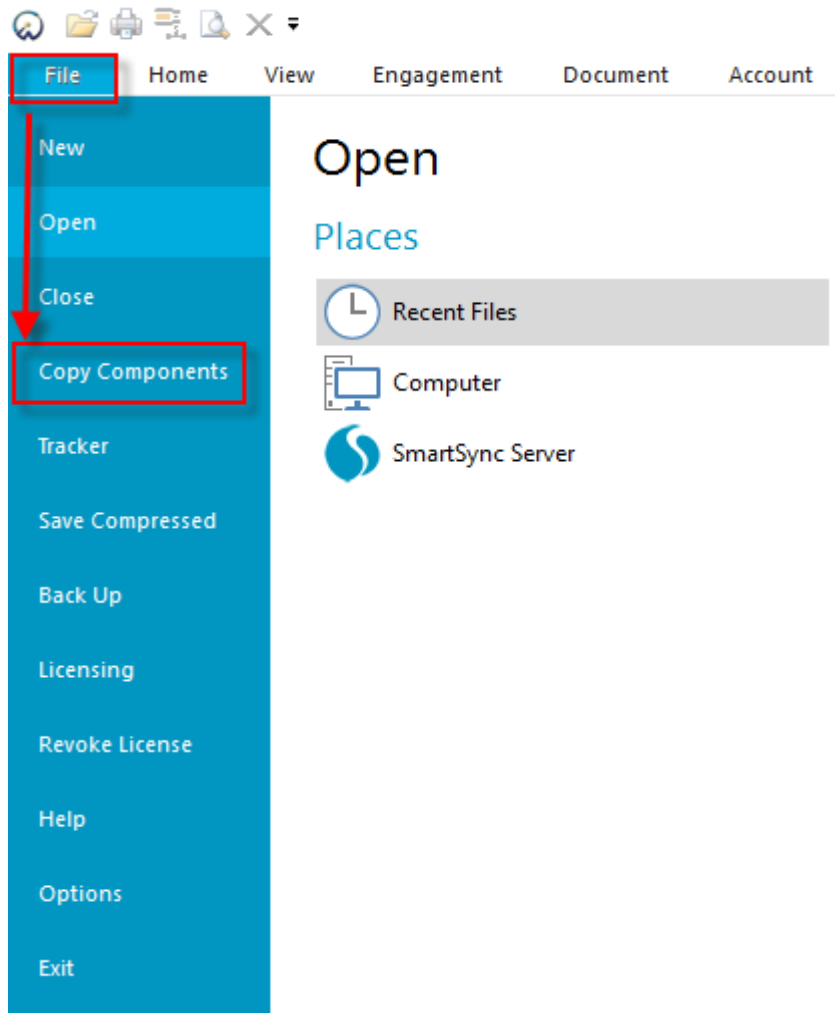
b. Select Copy into This File. Click Next.

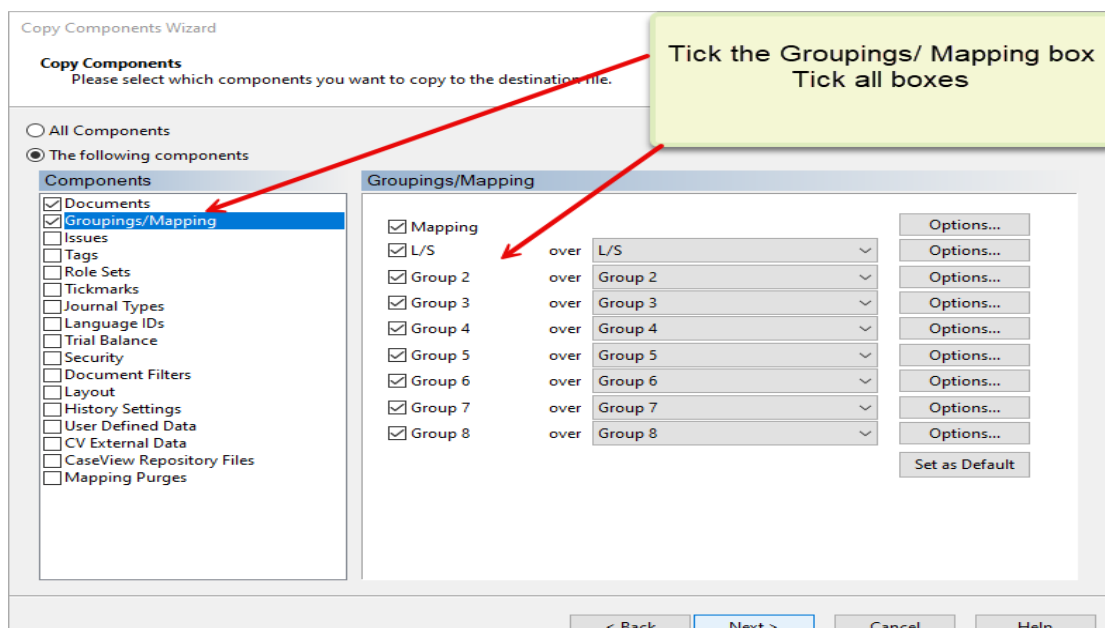**c.** Choose the IFRS Template and click Next.

d. In the Copy Components Wizard select "The following components" and the "Documents" box. Click "Deselect All" and then select document "01.14 Information store".
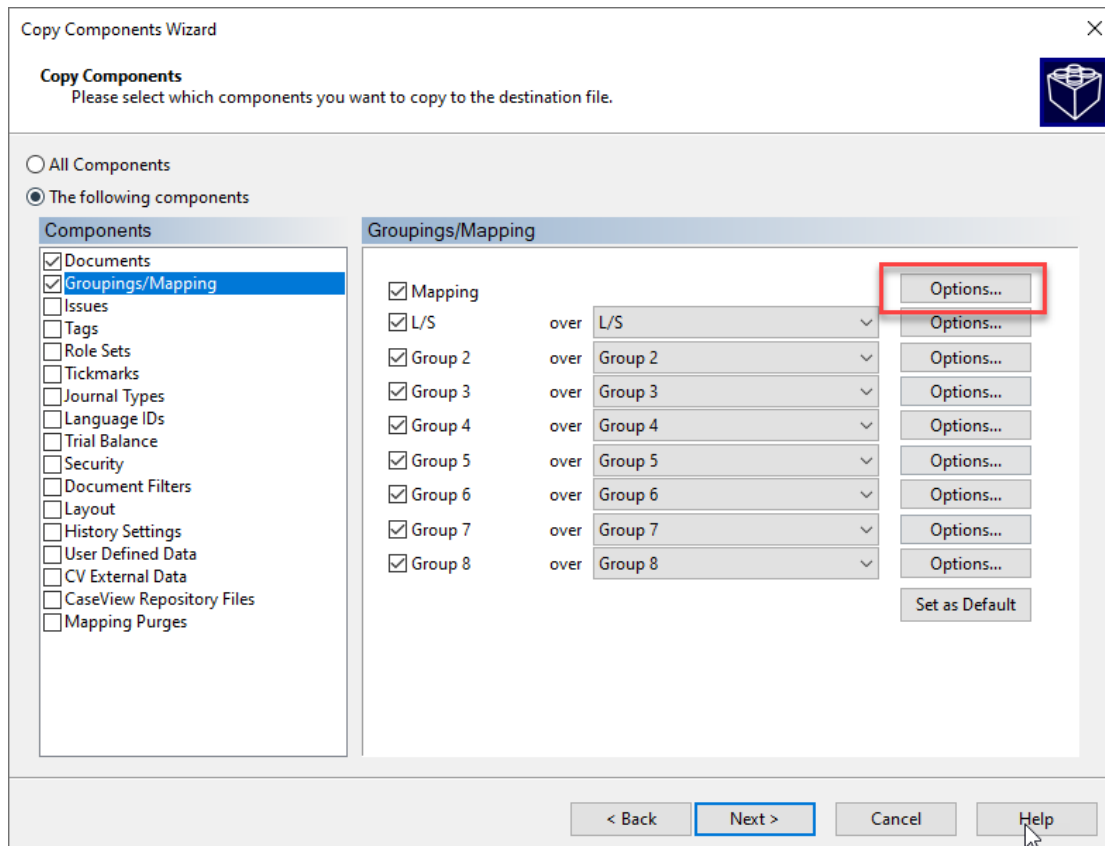

e. In the same Copy Components Wizard, update the mapping structure from the latest Template.
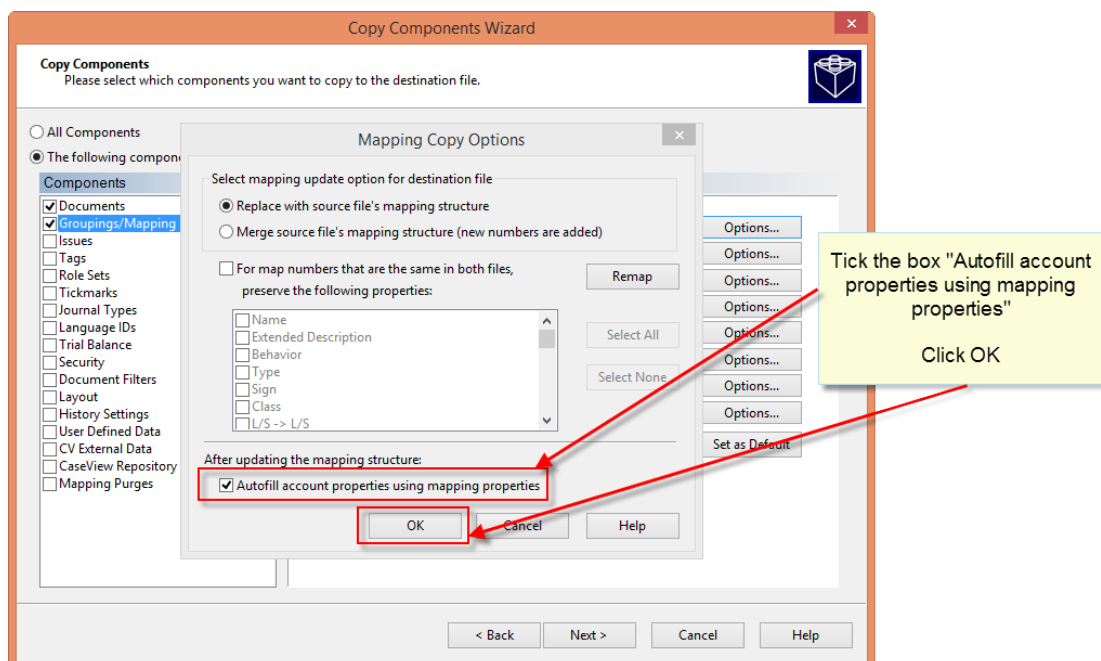
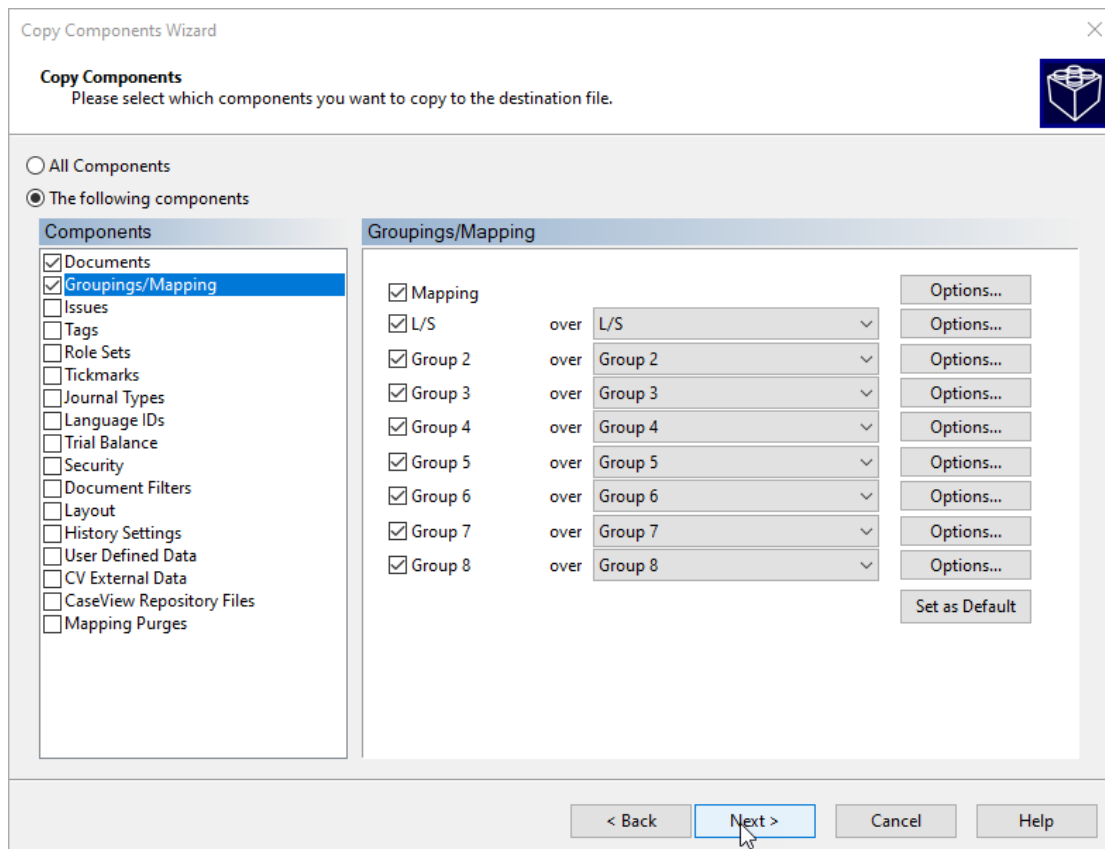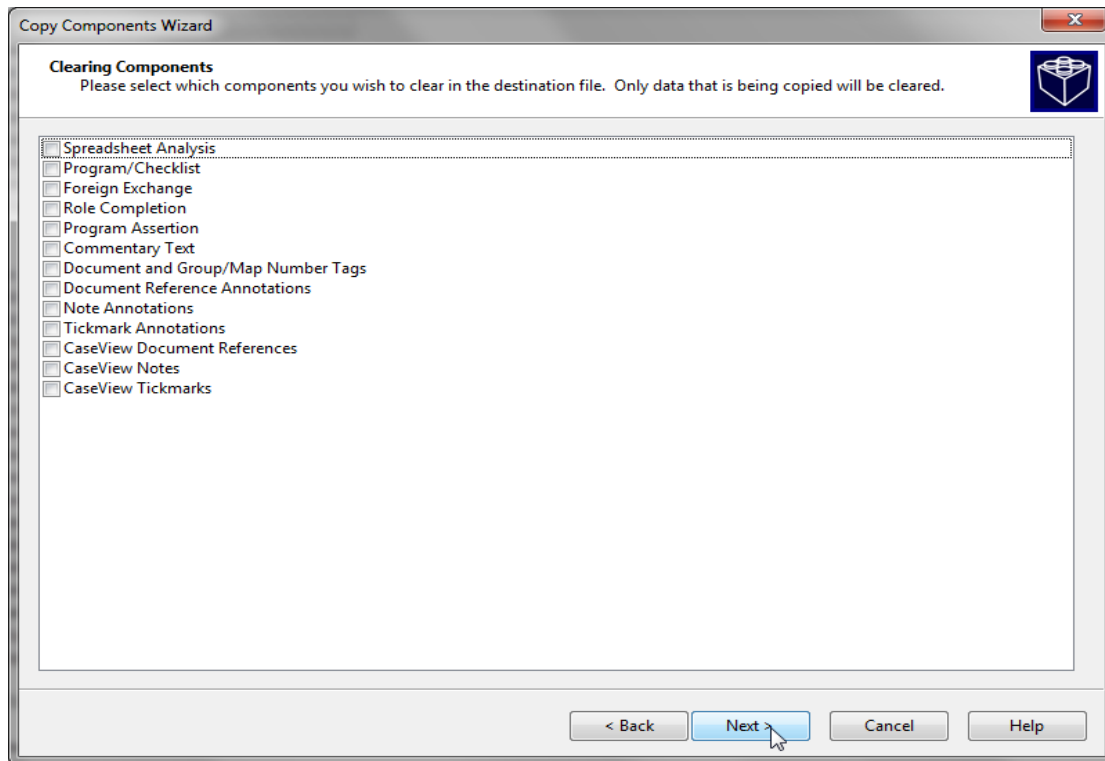Tick the Grouping / Mapping box. Tick all Boxes.

f. Select Options

g. Tick the box "Autofill account properties using mapping properties".

Choose OK to perform Mapping Copy Options.

h. Click Next

i. Click Next to continue

j. Click Finish to complete the Copy Components wizard.