



**CMS SYSTEMS SOLUTIONS**  
CASEWARE AUTHORISED DISTRIBUTOR

## **RECOMMENDED PROCEDURE**



**Maintaining values entered in Information Store and  
downloading Financial Statements Template and  
installing on the server**

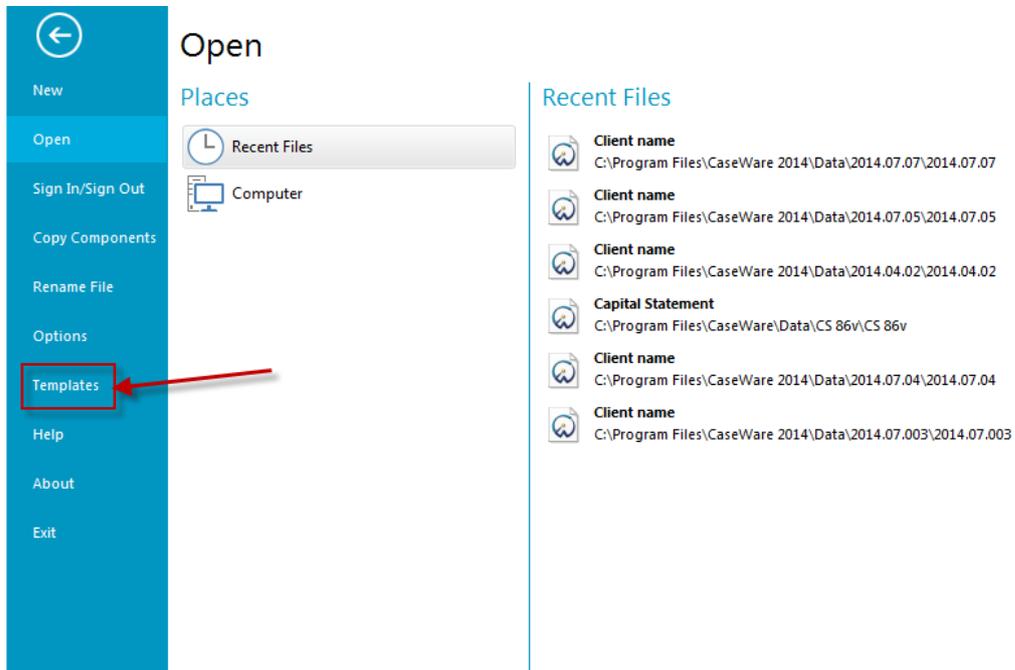
VERSION 2.00

## **PROCEDURE SUMMARY**

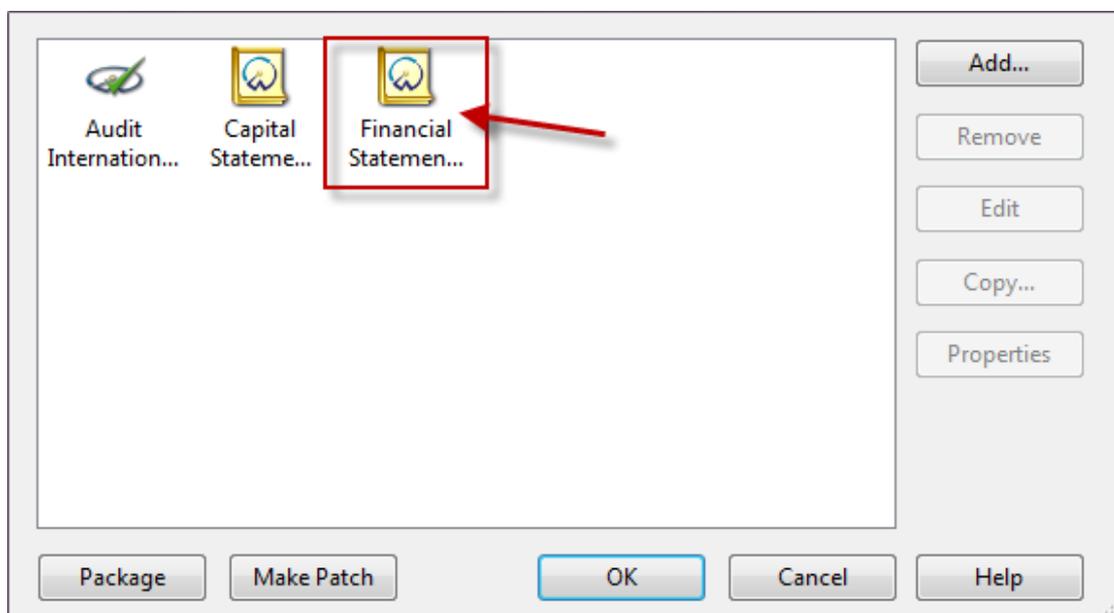
1. **Open CaseWare Working Papers to go to Templates ..... 3**
2. **Open Information store to copy the values.....4**
3. **Download the latest Financial Statements Template from the Client Support area of our web site. .... 5**
4. **When the download process completes, find the download file (on your desktop or the location you saved this, if different)..... 7**
5. **Open CaseWare working papers and find the Financial Statements Template to retrieve the saved values of the Information Store in the new template. .... 12**

## 1. Open CaseWare Working Papers to go to Templates

- a. Open CaseWare Working Papers and click **Templates** on the left menu to go to the Templates window.

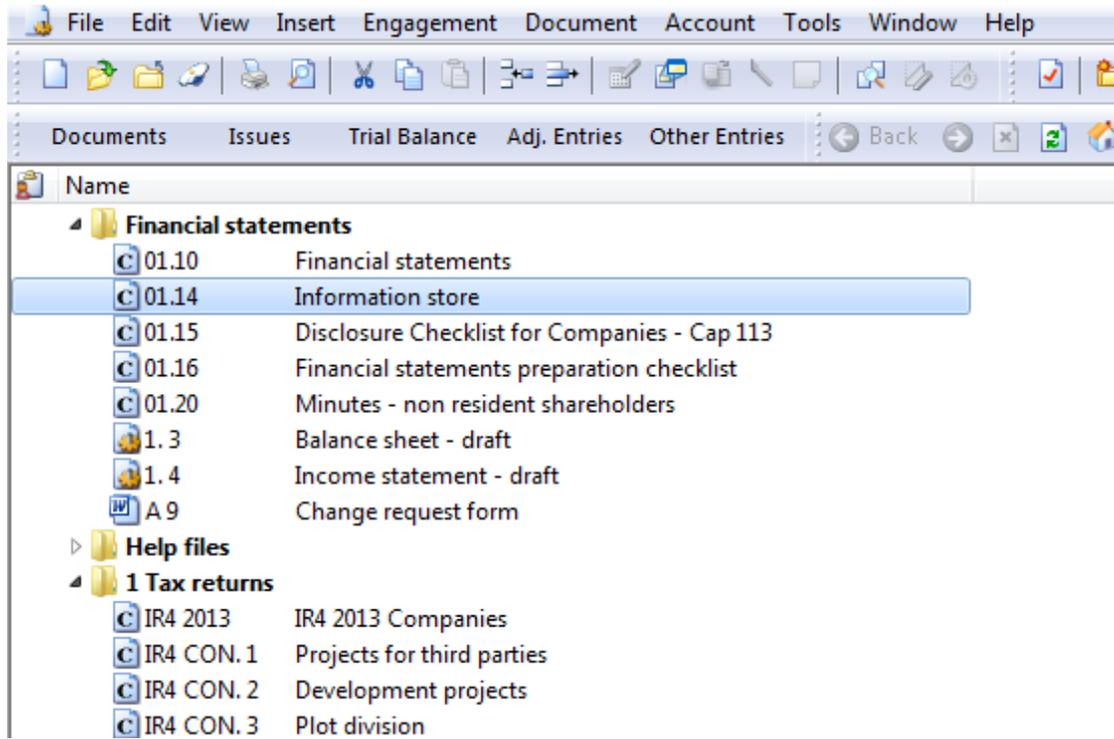


- b. Double click on the Financial Statements Template to open

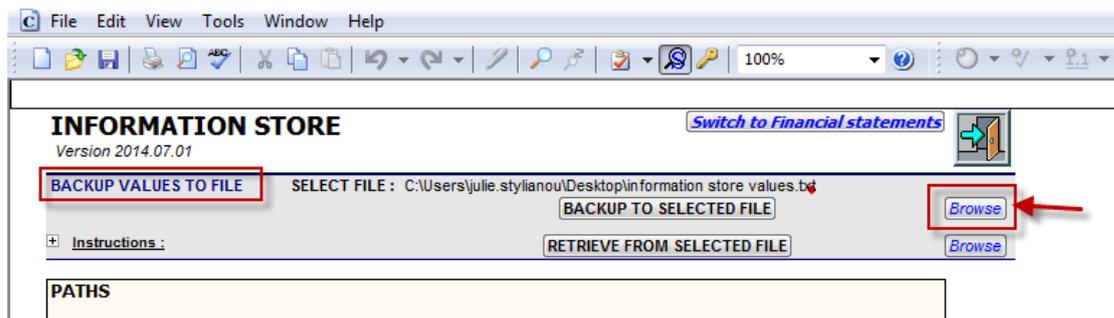


## 2. Open Information store to copy the values.

- a. In the template, open the **Information Store (01.14)** document.

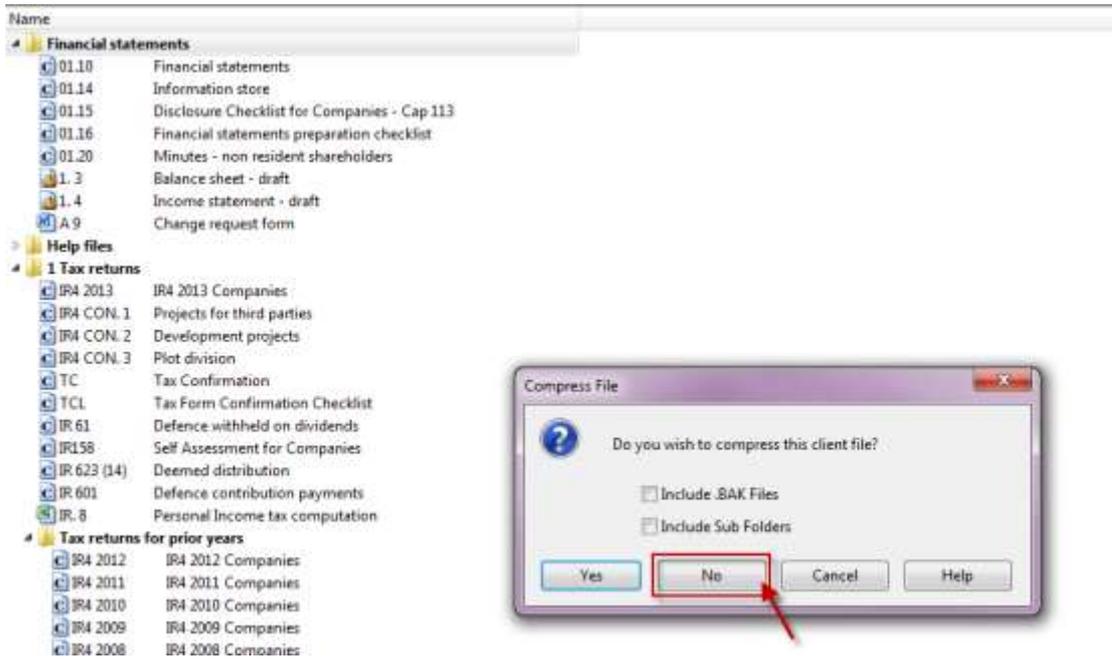


- b. In Information Store, press **Browse** in **BACKUP VALUES TO FILE** to select where to save the values and press **BACKUP TO FILE**



Maintaining values entered in Information Store and downloading Financial Statements Template and installing on the server

- c. Close the information store and close the FS Template, without compressing the file



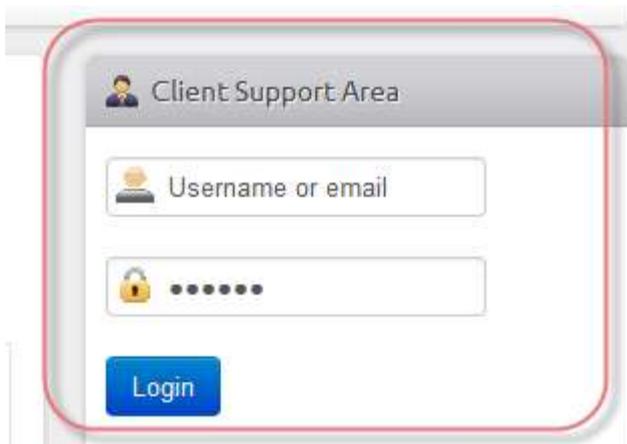
**3. Download the latest Financial Statements Template from the Client Support area of our web site.**

- a. You can access the Client Support Area at <http://www.cms-ss.com/>



Maintaining values entered in Information Store and downloading Financial Statements Template and installing on the server

b. Login using your Username and Password



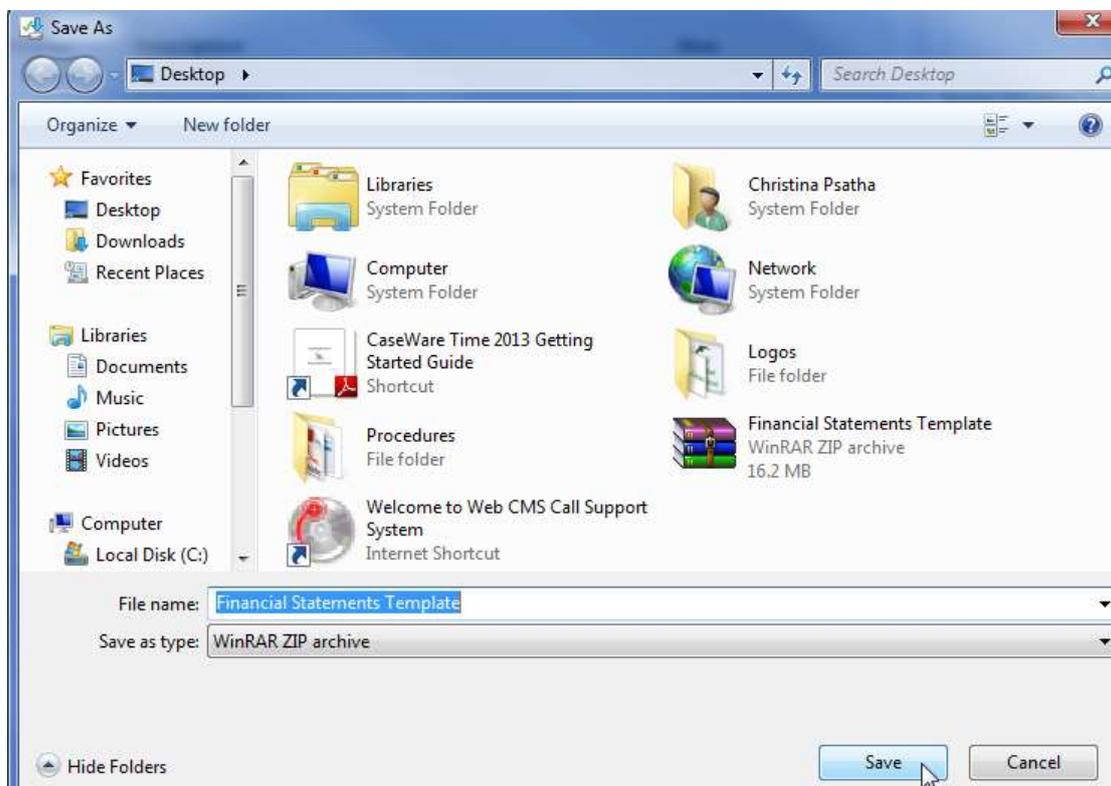
c. Once logged in select "My Downloads" from the "Client Support Area" menu



d. . From the list of Product, click on CaseWare Financial Statements



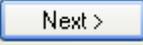
- e. Select file and click on the black triangle in order to select the location where to save file

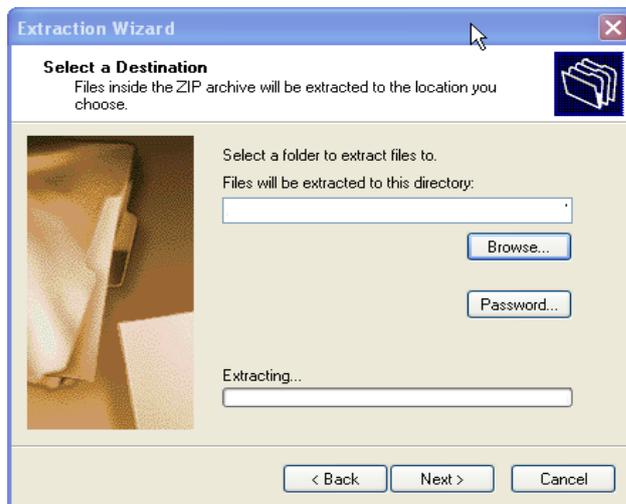


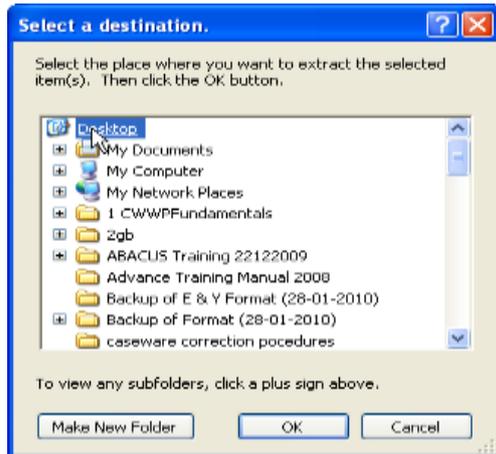
**4. When the download process completes, find the download file (on your desktop or the location you saved this, if different).**

- a. Right click on the zip file and choose Extract All.



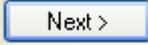
- b. Using the Browse button find the destination in which you prefer to extract the files and press 

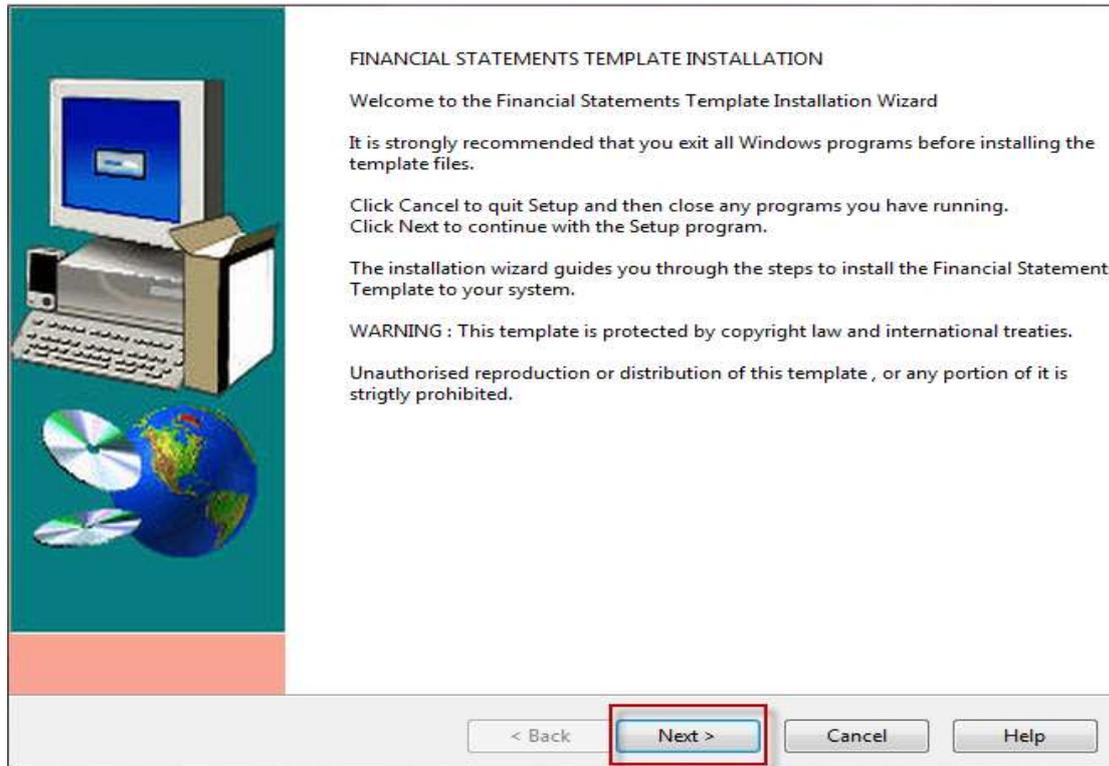


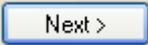


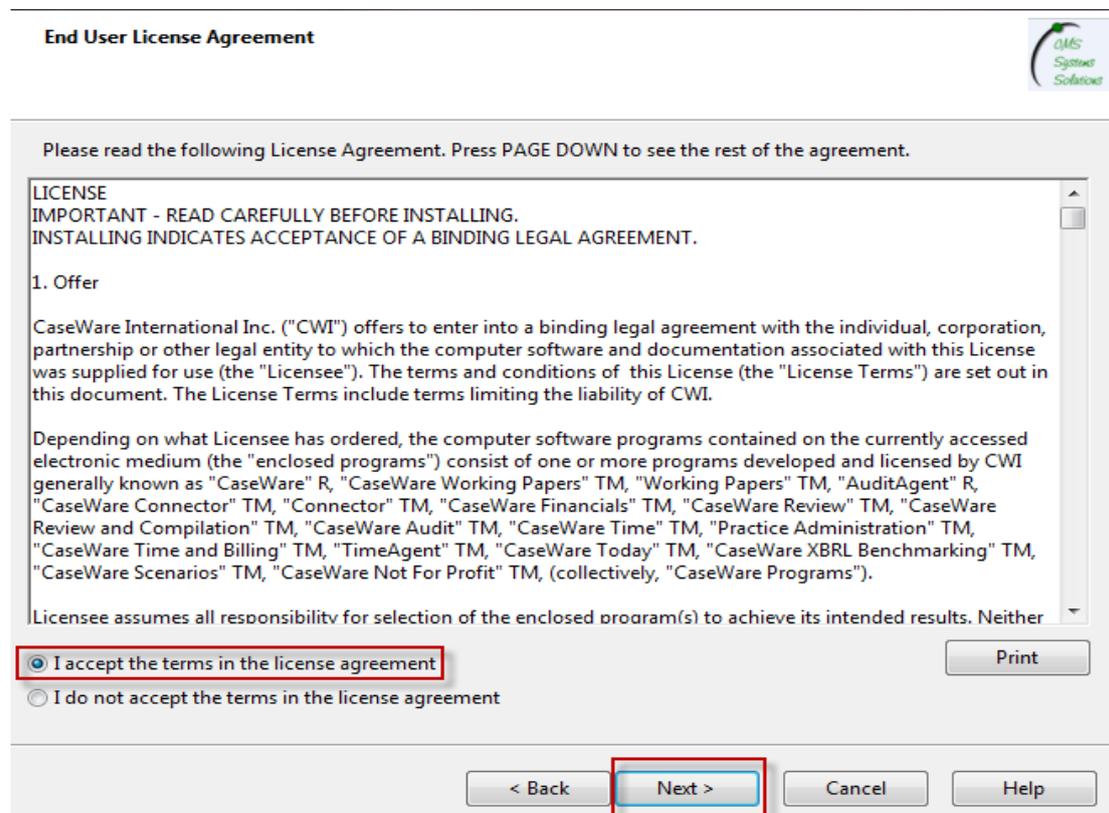
- c. The extracted file is a CaseWare Package File as shown below.  
To install the template double click on it.

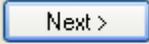


- d. In the Install Template Package window, click  to proceed with the installation

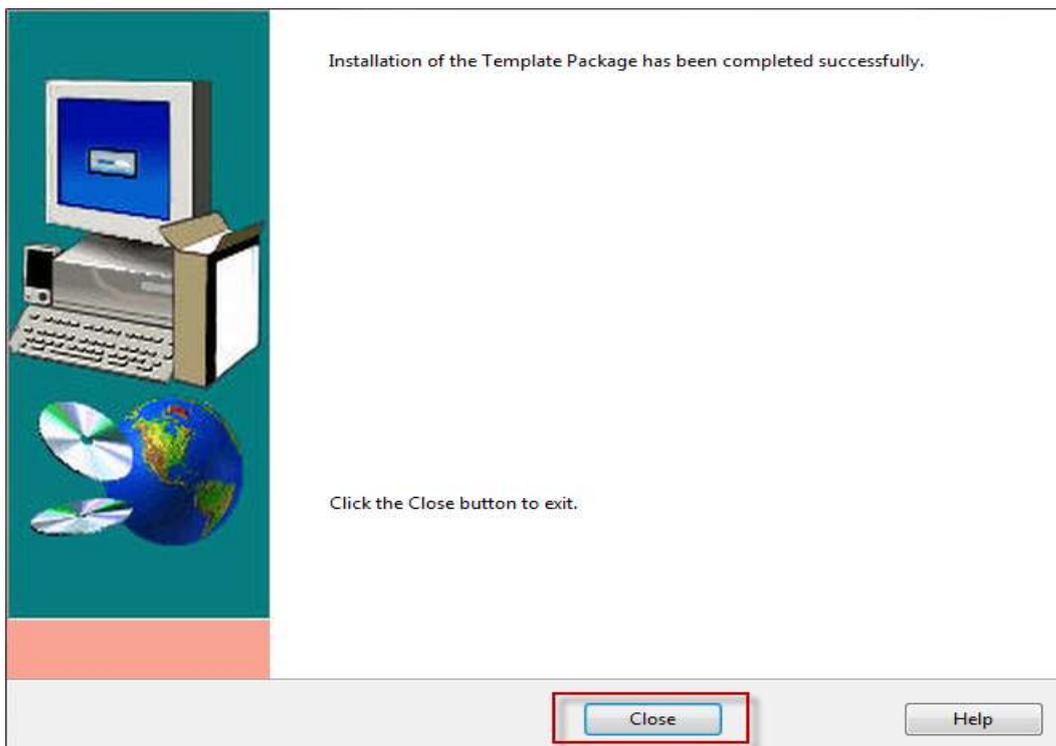
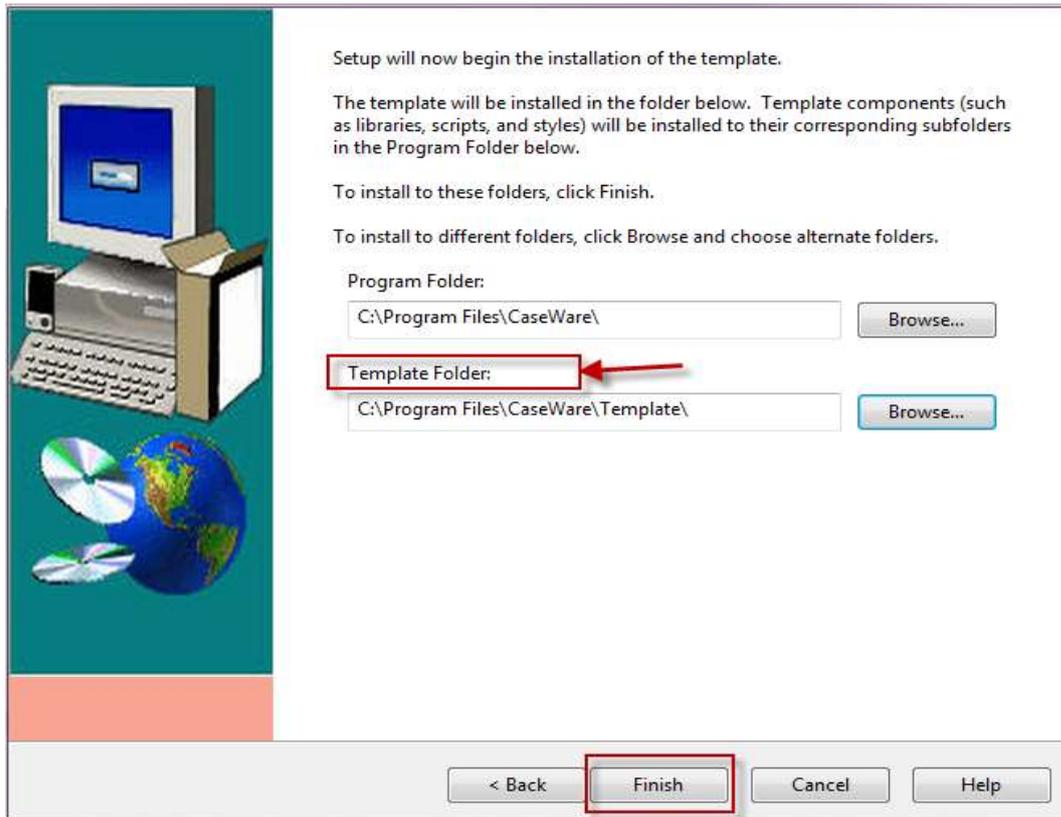


- e. On the next screen, click I accept the terms in the licence agreement to accept the User Licence Agreement and click 

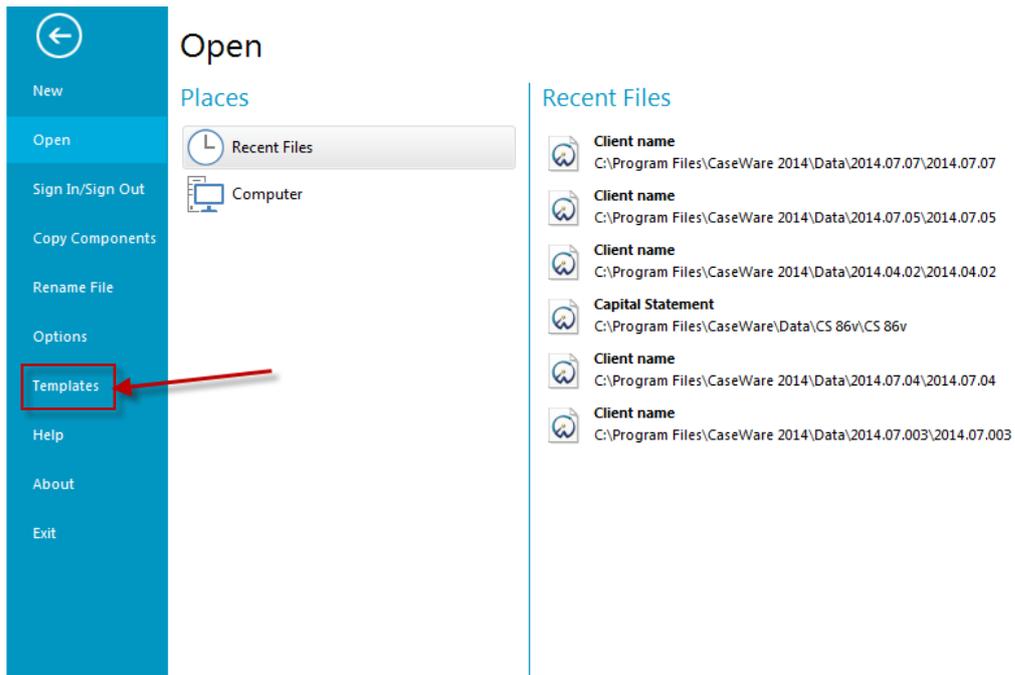


- f. Then enter the installation code **FORMAT** (capital letters) and click 

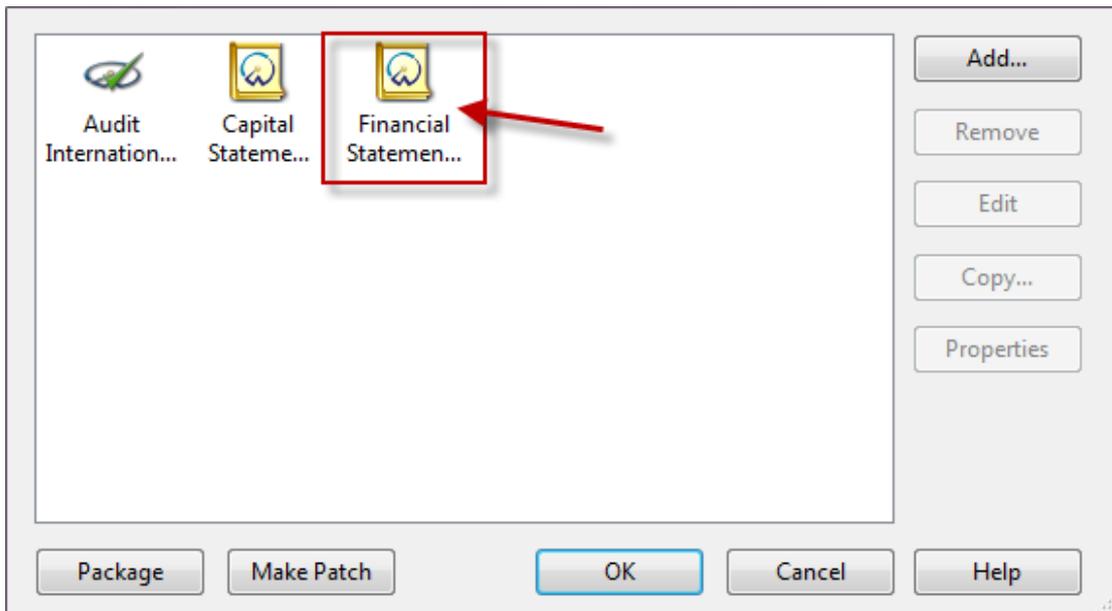




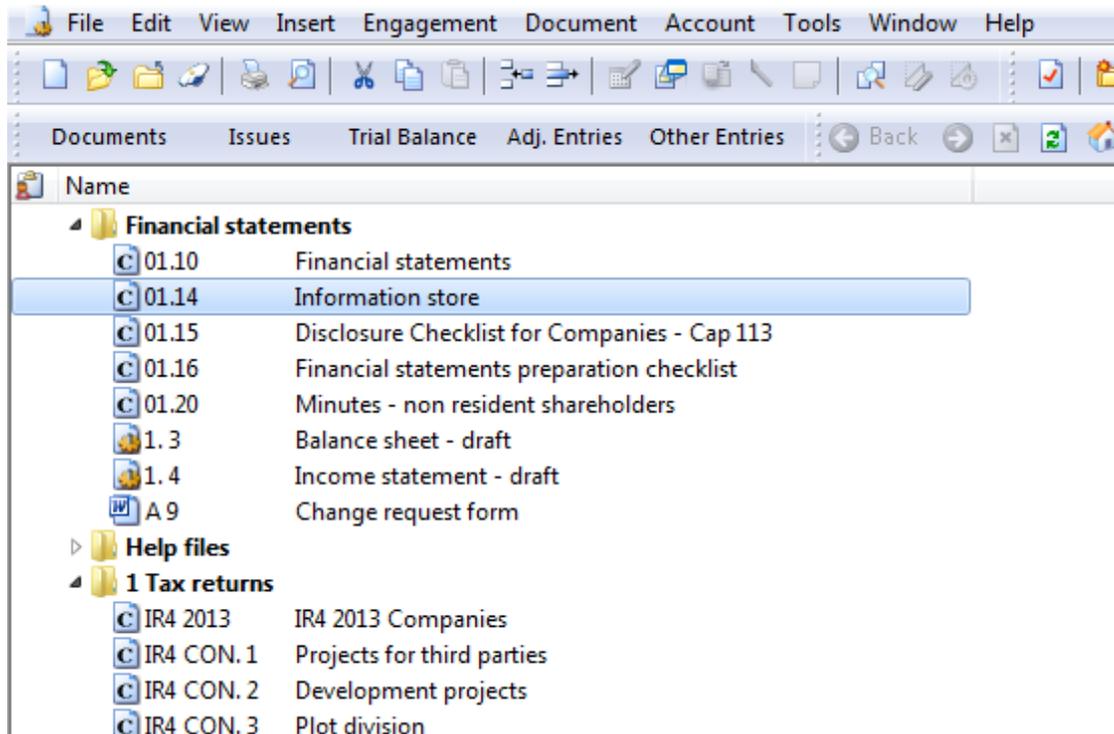
5. Open CaseWare working papers and find the Financial Statements Template to retrieve the saved values of the Information Store in the new template.
  - a. Select **Templates** on the right to open the Templates window.



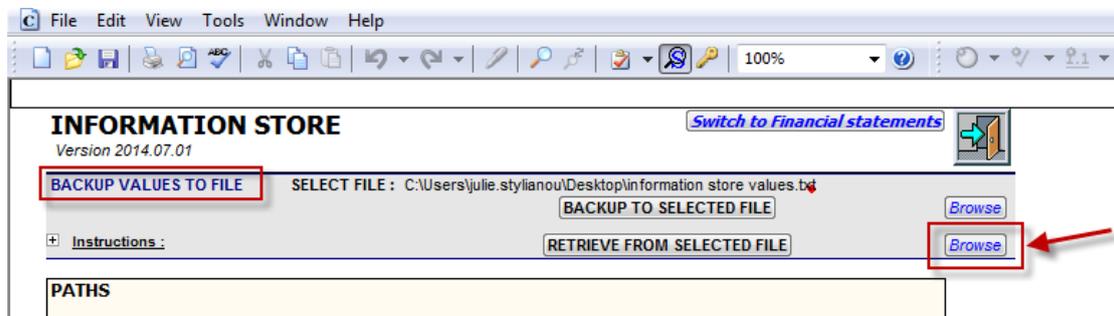
b. Double click on the Financial Statements Template to open



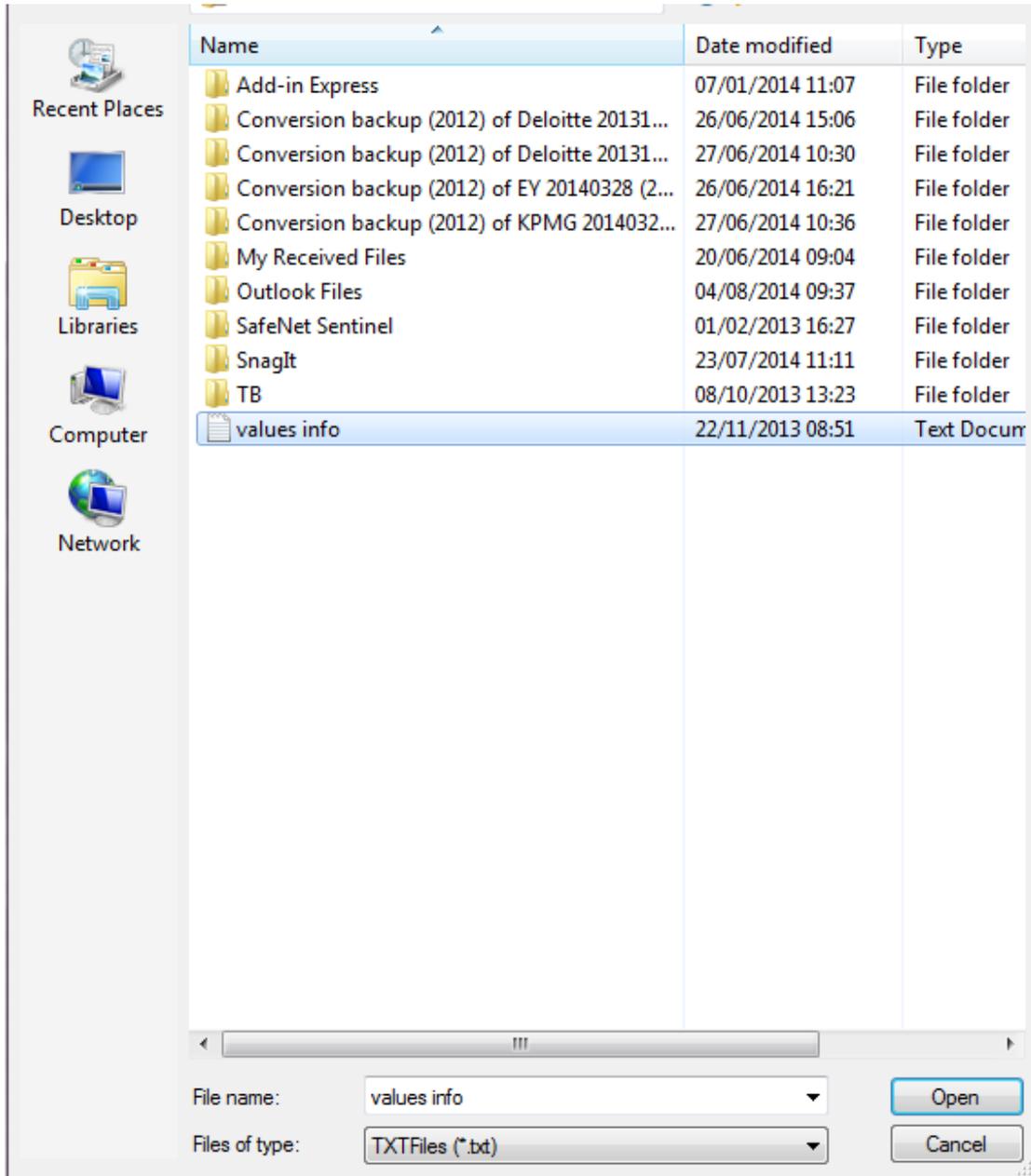
c. Open the **Information store (01.14)**



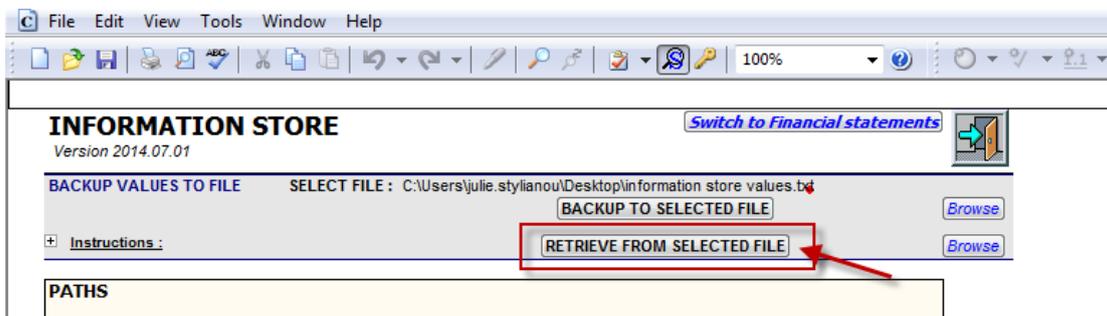
- d. Go to **BACKUP VALUES TO FILE** and press the **Browse** button next to **RETRIEVE FROM SELECTED FILE** to find the text file with the values of the Information store you have saved before.



- e. Double click on the saved values txt file to open



f. Press **RETRIEVE FROM SELECTED FILE**



- g.** You get the message that the Information Store values have been successfully restored from backup file. Press OK.

