



**CMS SYSTEMS SOLUTIONS**  
CASEWARE AUTHORISED DISTRIBUTOR

## **RECOMMENDED PROCEDURE**



## **CaseWare Working Papers Installation and setup Procedure**

VERSION 5.00

**PROCEDURE SUMMARY**

1. **Download CaseWare Working Papers from the Client Support area of our web site. .... 3**

2. **When the download process completes, find the file in Downloads and proceed with the installation ..... 5**

3. **Open CaseWare Working Papers and choose “Options” .....10**

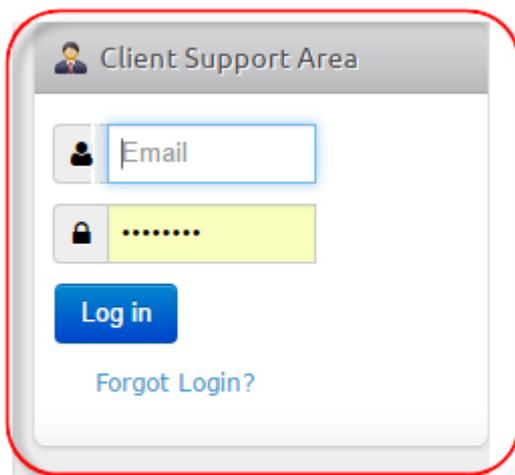
4. **Select Templates. ....11**

**1. Download CaseWare Working Papers from the Client Support Area of our web site.**

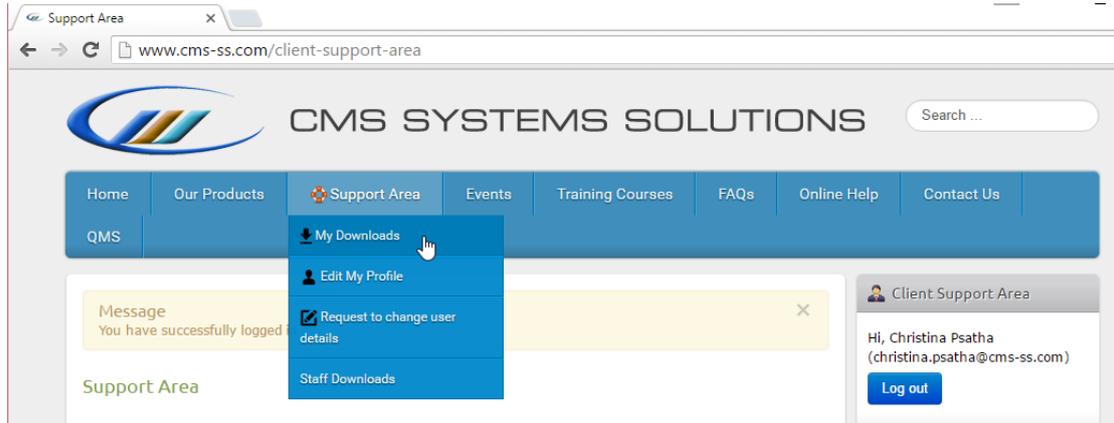
a. You can access the Client Support Area at <http://www.cms-ss.com/>



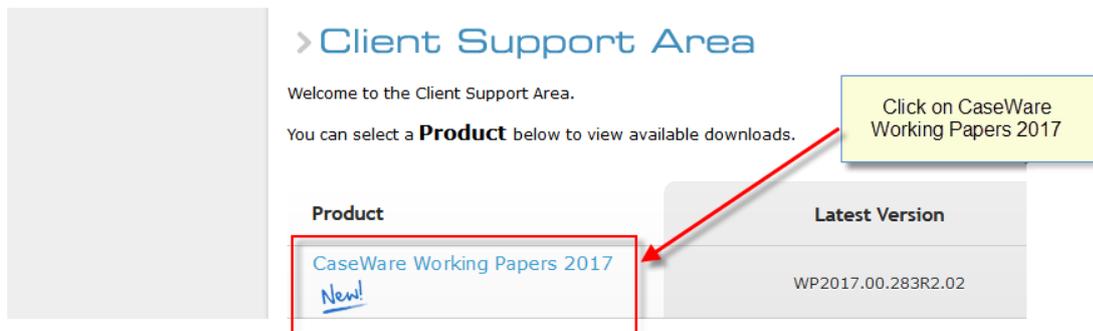
b. Login using your Email and Password



c. Once logged in, click on the option “Support Area > My Downloads”



d. Select CaseWare Working Papers 2017



e. In Working Papers download page, click to download Working Papers 2017 64bit

**IMPORTANT NOTE: CaseWare Working Papers 2017 does not work on machines with 32bit**

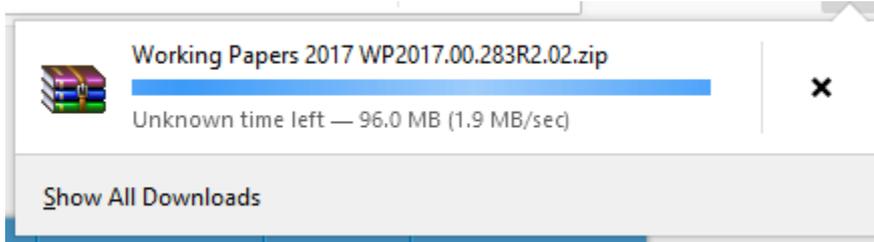
## > Working Papers Downloads

Version: WP2017.00.283R2.02

### Working Papers 2017 Files

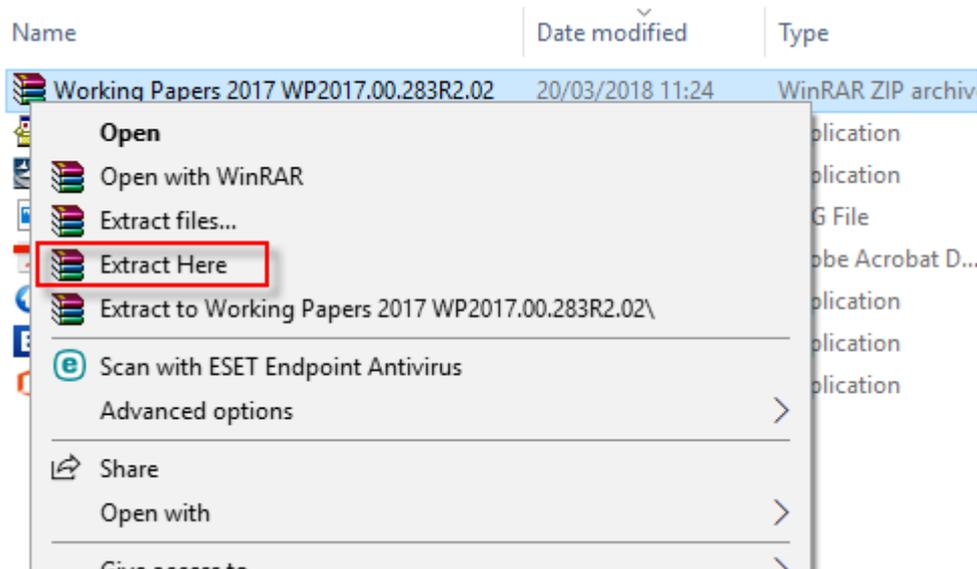
System Requirements	Working Papers 2017 64-bit
<b>MINIMUM</b>	<ul style="list-style-type: none"><li>• 2 GB RAM</li><li>• 64-bit (x64) processor.</li><li>• Microsoft Windows 7 Professional Service Pack 1 and above</li></ul>
<b>RECOMMENDED</b> (for improved performance)	<ul style="list-style-type: none"><li>• 8 GB RAM</li></ul>
	<a href="#">Download Working Papers 2017 64bit</a>

- f. At the bottom of the page you will see the software downloading. In some cases, a window will pop up and select to Save File.

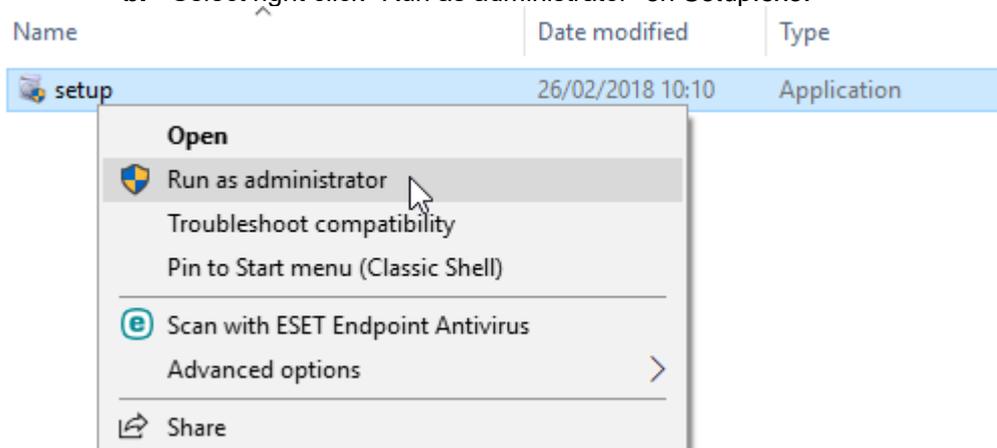


**2. When the download process completes, find the file in Downloads and proceed with the installation**

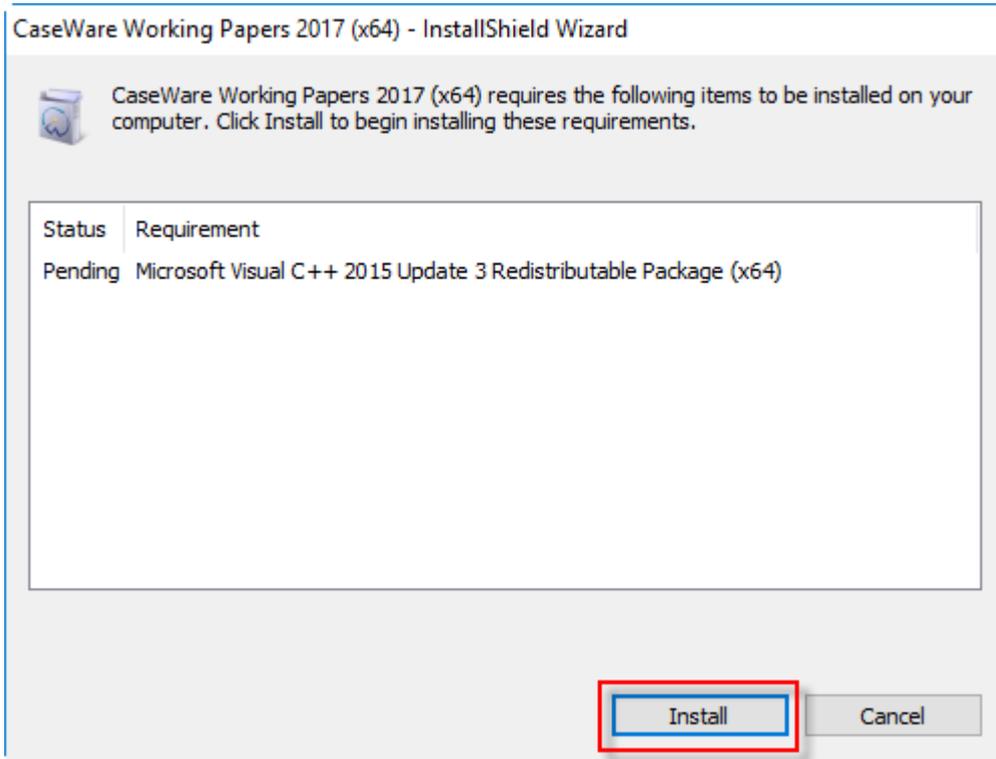
- a. Select to extract zip file



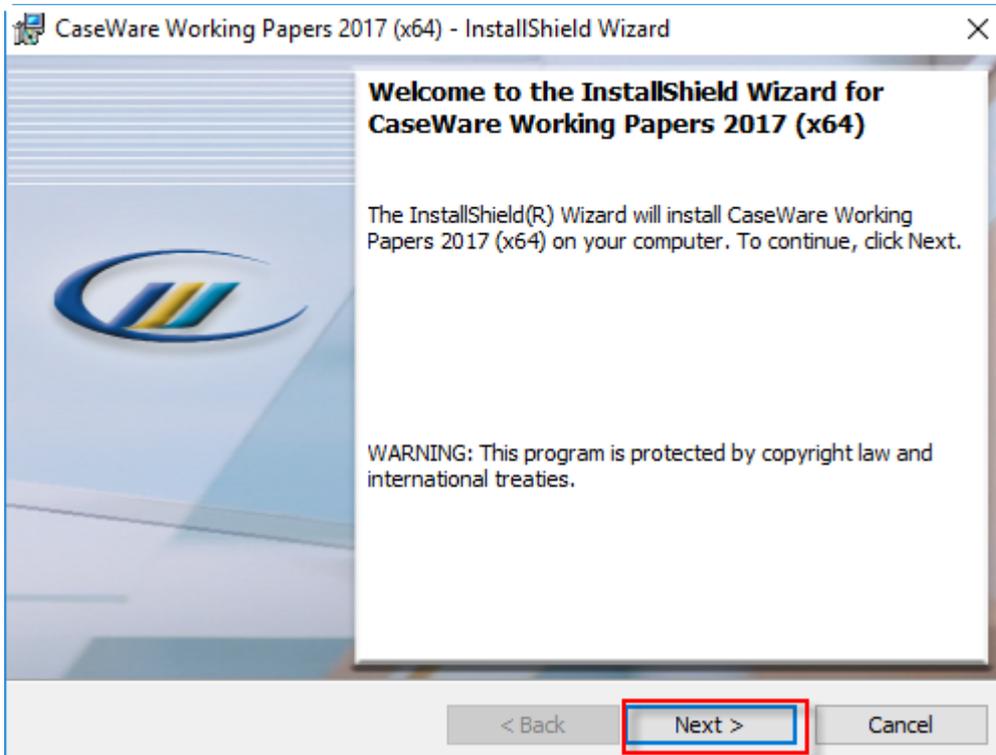
- b. Select right click "Run as administrator" on Setup.exe.



- c. On InstallShield Wizard click to Install the required updates



- d. Click Next

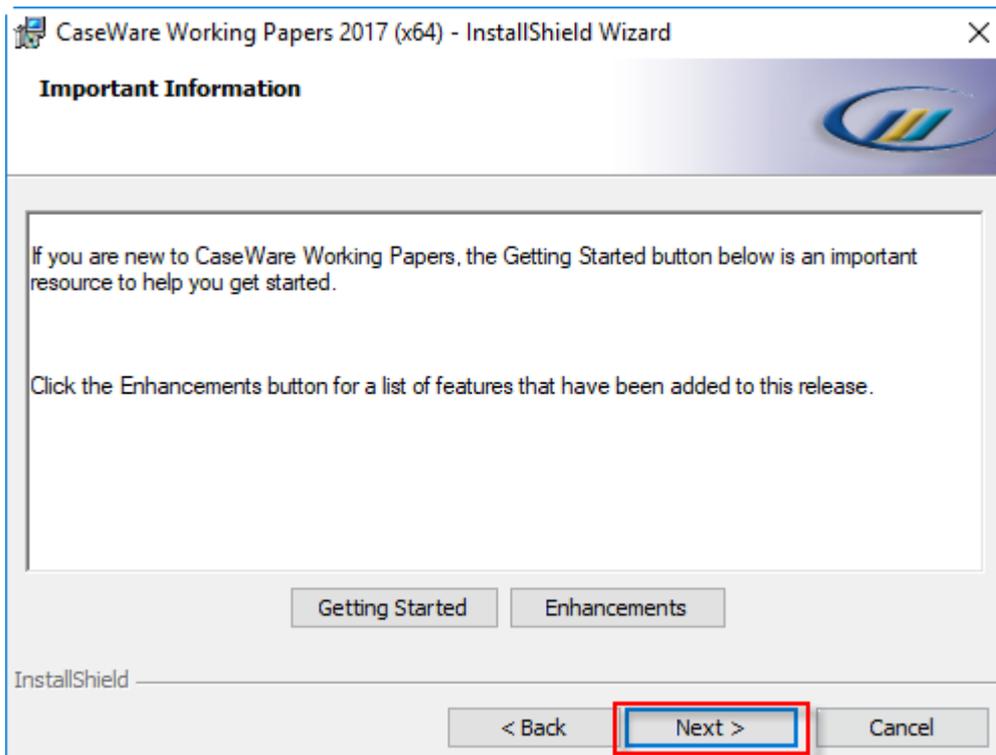


- e. Read the License agreement at the Installation Window Wizard.

Select the option: "I accept the terms in the license agreement" and press Next to continue.

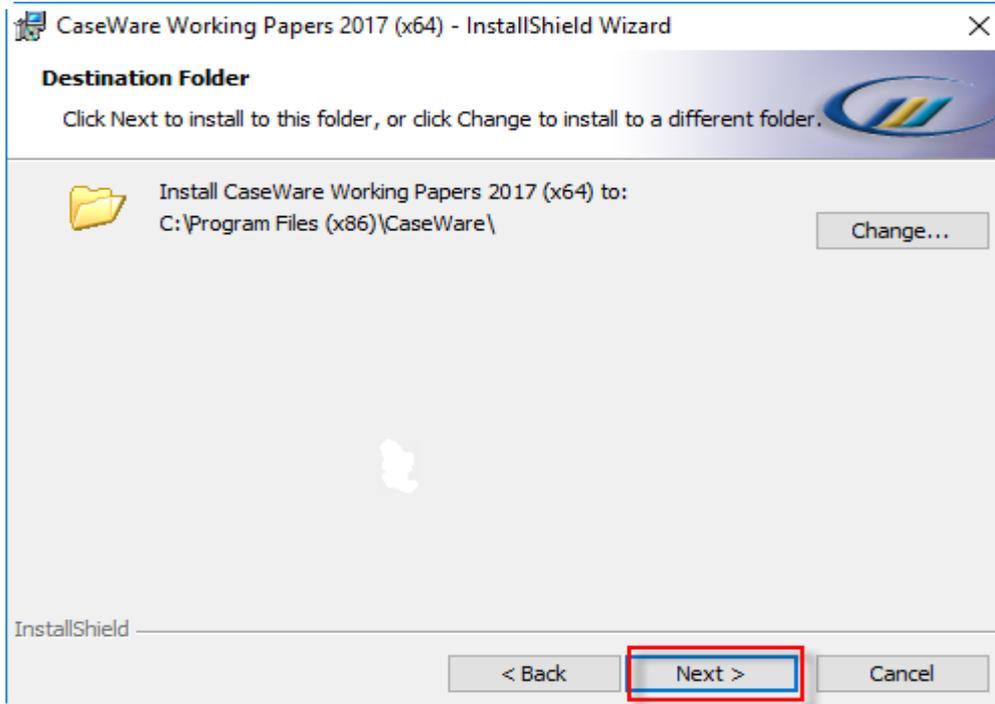


- f. Review the several new features that have been added in Working Papers 2017 and click 'Next' to continue.

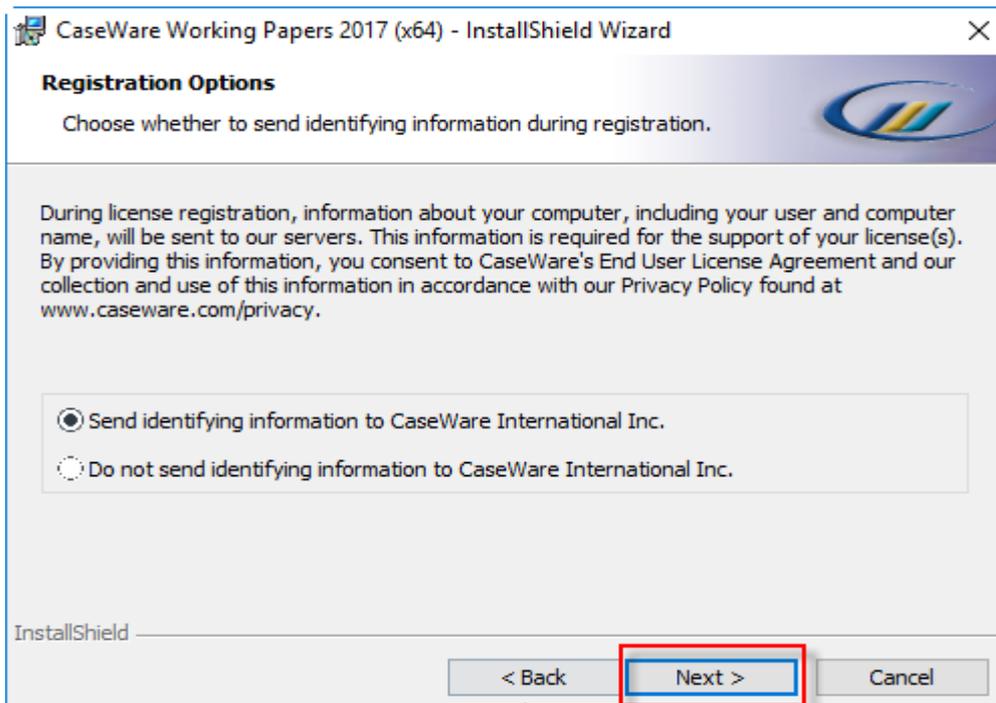


- g. Click Next.

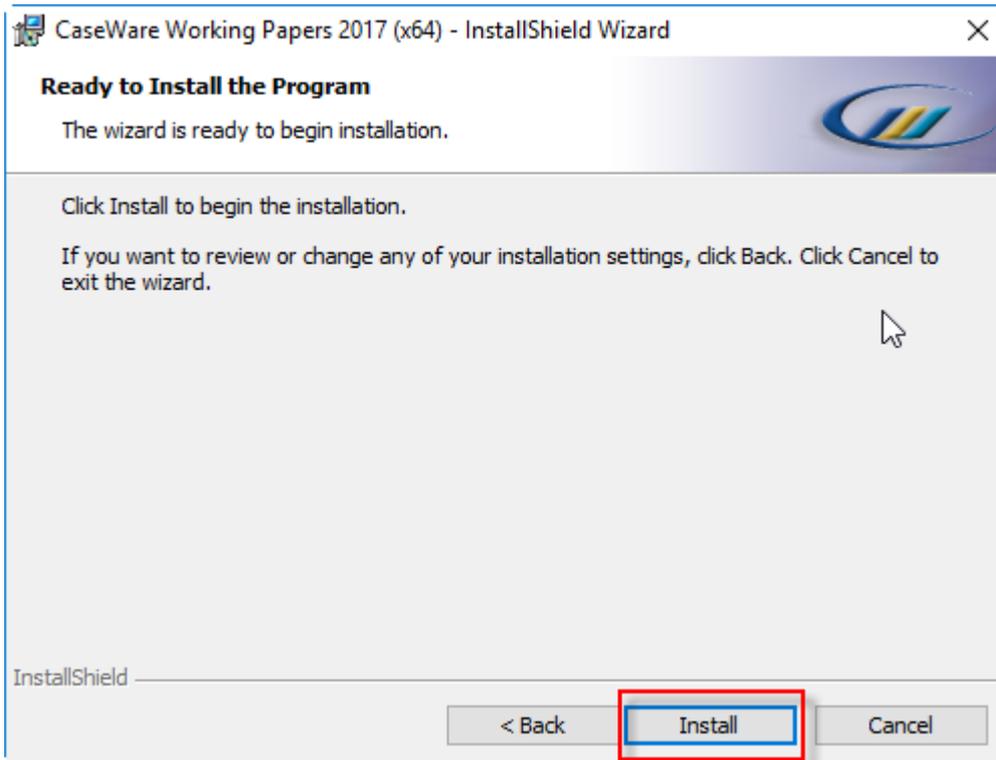
**PLEASE NOTE:** The default folder for installing CaseWare Working Papers is as shown below “C:\Program Files or Program files (x86)\CaseWare”. It is important that the installation is in the same folder as the existing CaseWare Working Papers 2016 installation to ensure that all current settings are maintained. If your current installation is in a different folder than the default, then select that folder instead.



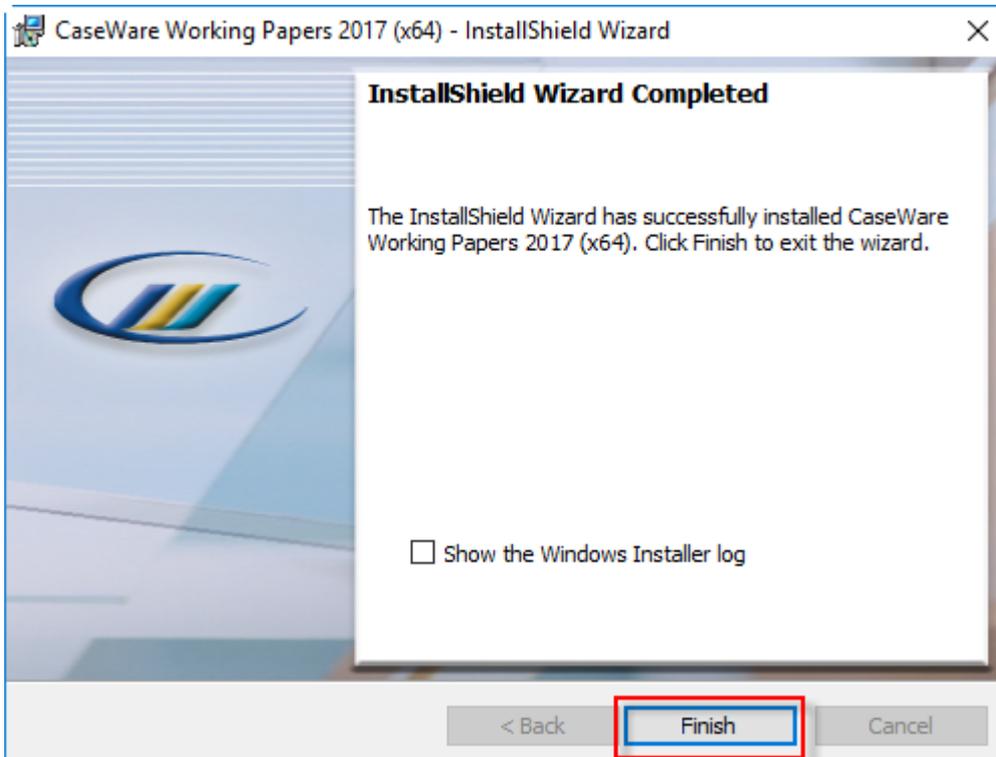
- h. On registration Options, it is selected by default to send identifying information to CaseWare International Inc. Leave the default option and click “Next” to continue



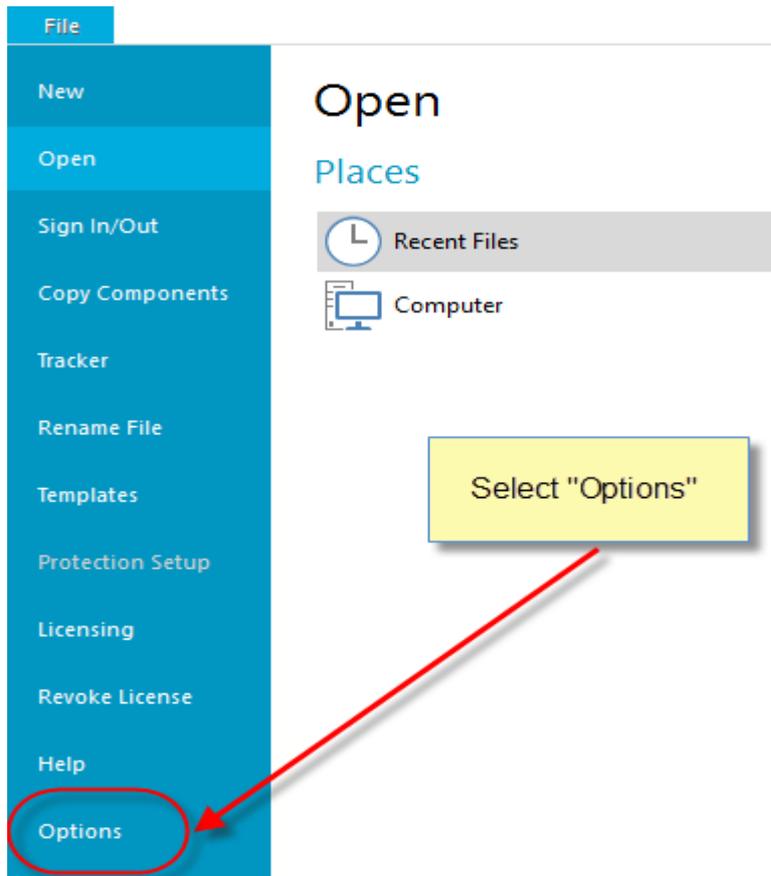
- i. The wizard is ready to begin installation. Click Install.



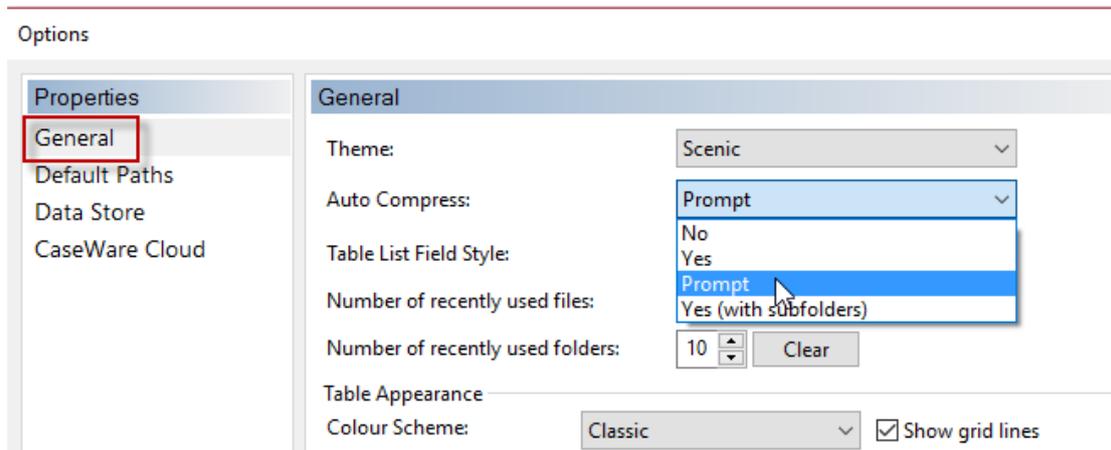
- j. When the installation successfully completes, a completion message appears. Click Finish to close the dialogue.



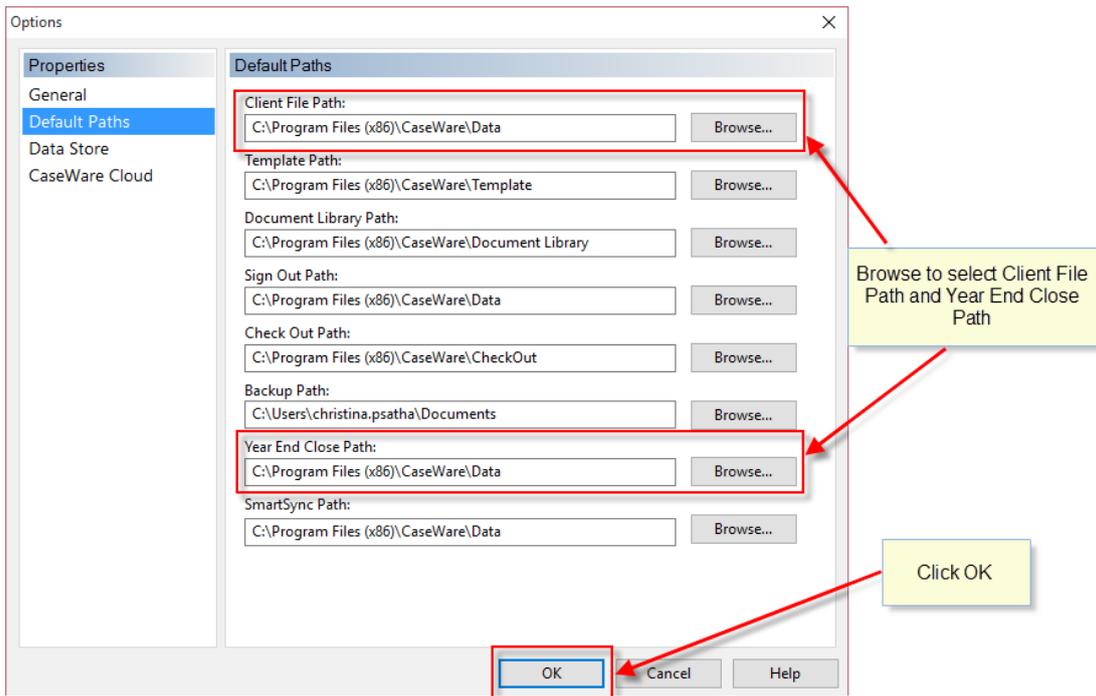
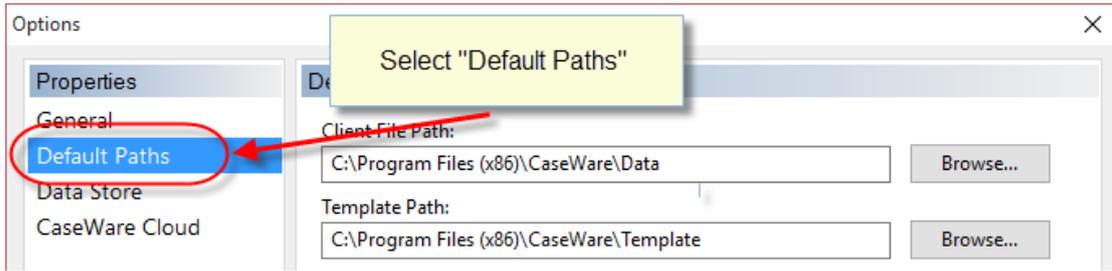
### 3. Open CaseWare Working Papers and choose "Options"



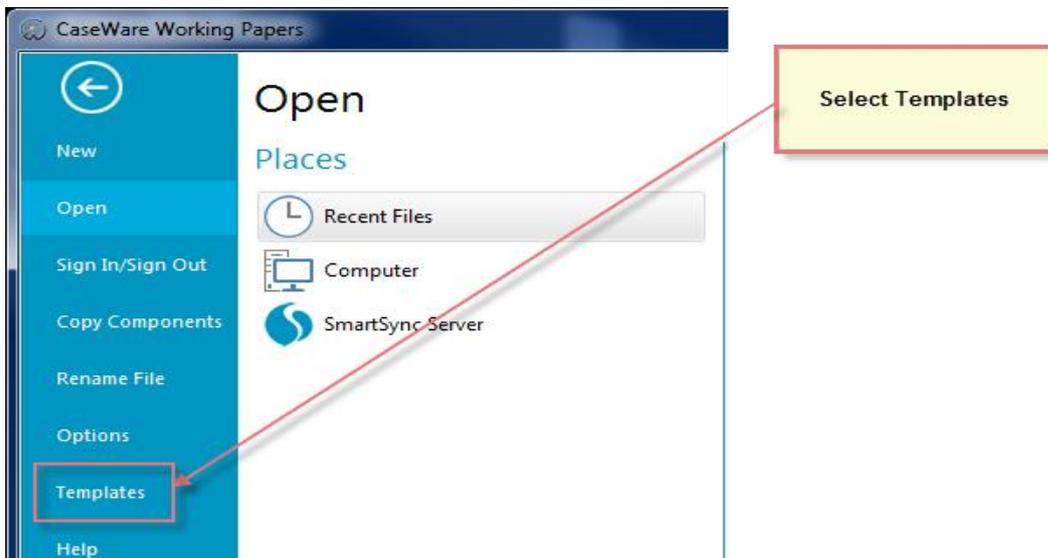
- a. In General / Auto Compress select Prompt in order to have the option to compress files



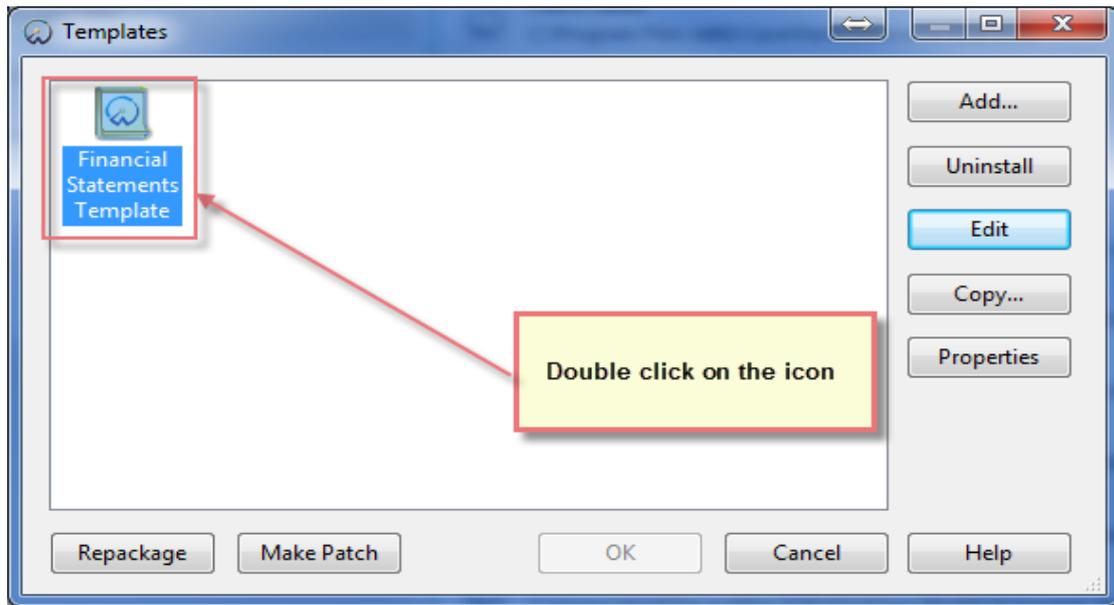
- b. Select Default Paths. Browse to select the correct Client file path and Year End Close Path. Click OK.



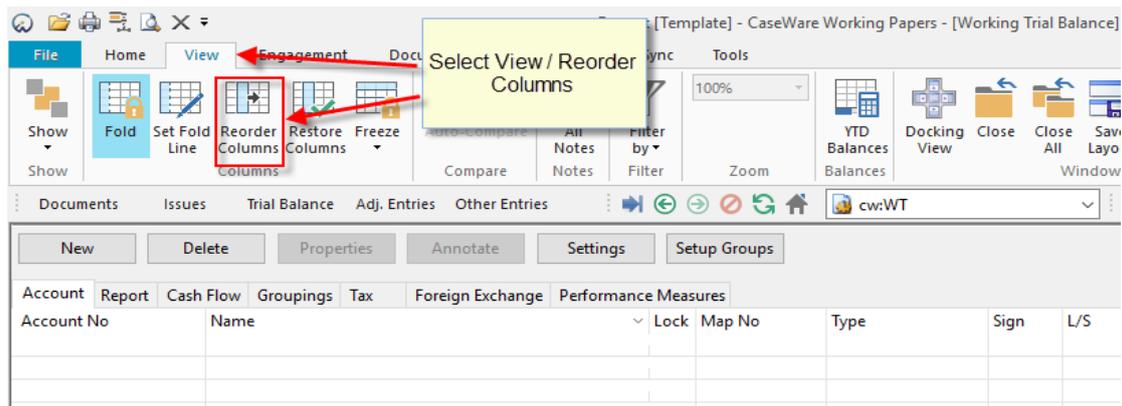
#### 4. Select Templates.



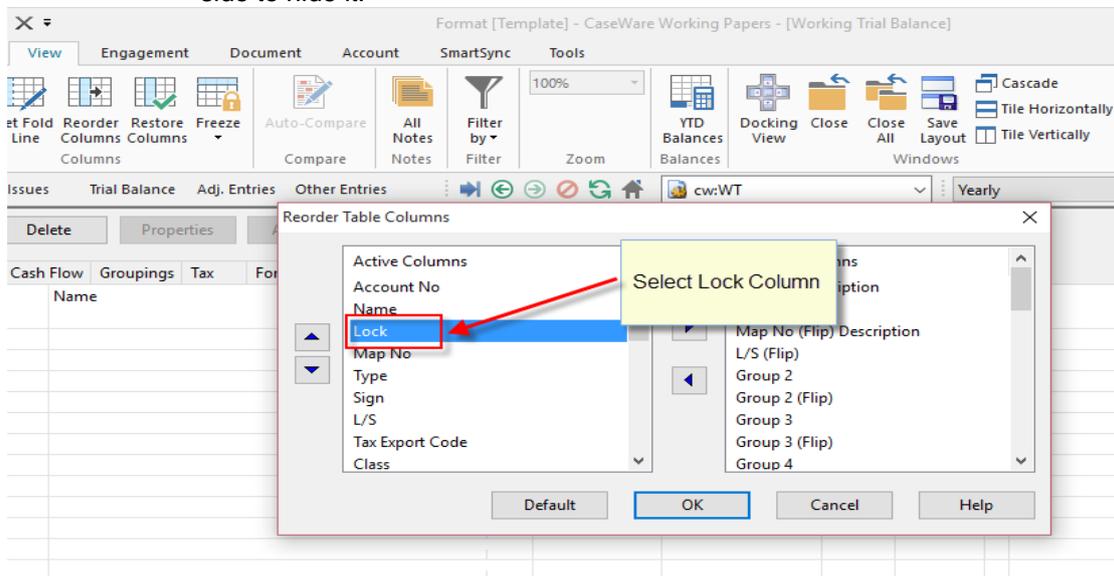
a. Select to open Financial Statements Template

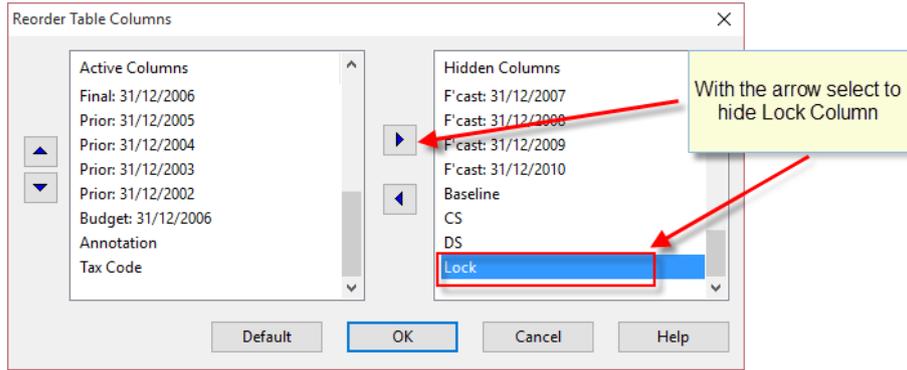


b. In Trial balance Select View/Reorder Columns

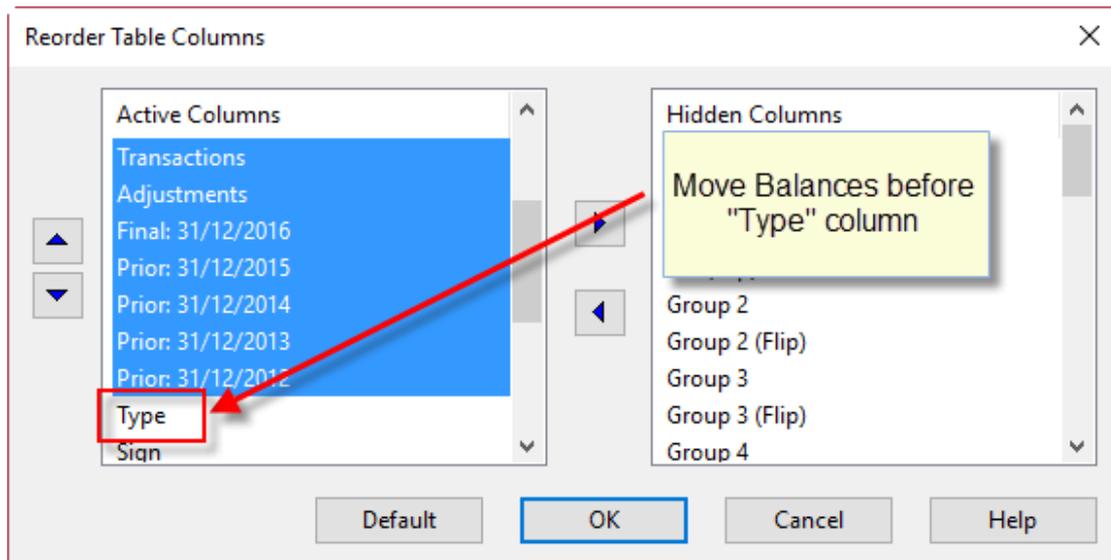
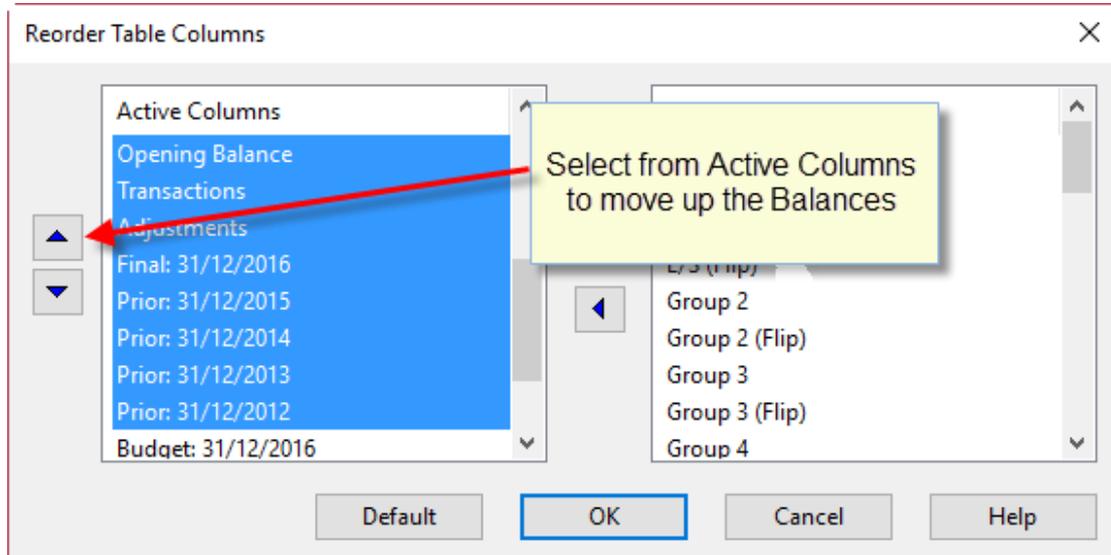


c. Select Lock column from the left side and with the arrow move it to the right side to hide it.





- d. Select to move "Balances" columns before "Type" column to be easier to identify them in Trial balance



## CaseWare Working Papers installation and setup Procedure

The screenshot displays the CaseWare Working Papers software interface. The title bar reads "Format [Template] - CaseWare Working Papers - [Working Trial Balance]". The ribbon includes tabs for File, Home, View, Engagement, Document, Account, and Tools. The Home tab is active, showing options like Paste, Properties, Insert Line, Delete Line, Tags, Document Issue, Line Issue, Shuffle Up, Shuffle Down, Commentary, and Annotations. Below the ribbon, there are navigation buttons for Documents, Issues, Trial Balance, Adj. Entries, and Other Entries. A toolbar contains buttons for New, Delete, Properties, Annotate, Settings, and Setup Groups. The main area is a spreadsheet with columns for Account, Report, Cash Flow, Groupings, Tax, Foreign Exchange, and Performance Measures. The Performance Measures section includes columns for Transactions, Adjustments, and three Prior periods (31/12/2016, 31/12/2015, 31/12/2014). The spreadsheet shows a total row with values of 0.00 for each of the last five columns. The bottom status bar shows "Document Manager" and "Working Trial Balance".

Account	Report	Cash Flow	Groupings	Tax	Foreign Exchange	Performance Measures			
Account No	Name	Map No	Opening Balance	Transactions	Adjustments	Final: 31/12/2016	Prior: 31/12/2015	Prior: 31/12/2014	
				0.00	0.00	0.00	0.00	0.00	0.00

CaseWare Working Papers installation and setup is now completed.