



CMS SYSTEMS SOLUTIONS
CASEWARE AUTHORISED DISTRIBUTOR

RECOMMENDED PROCEDURE



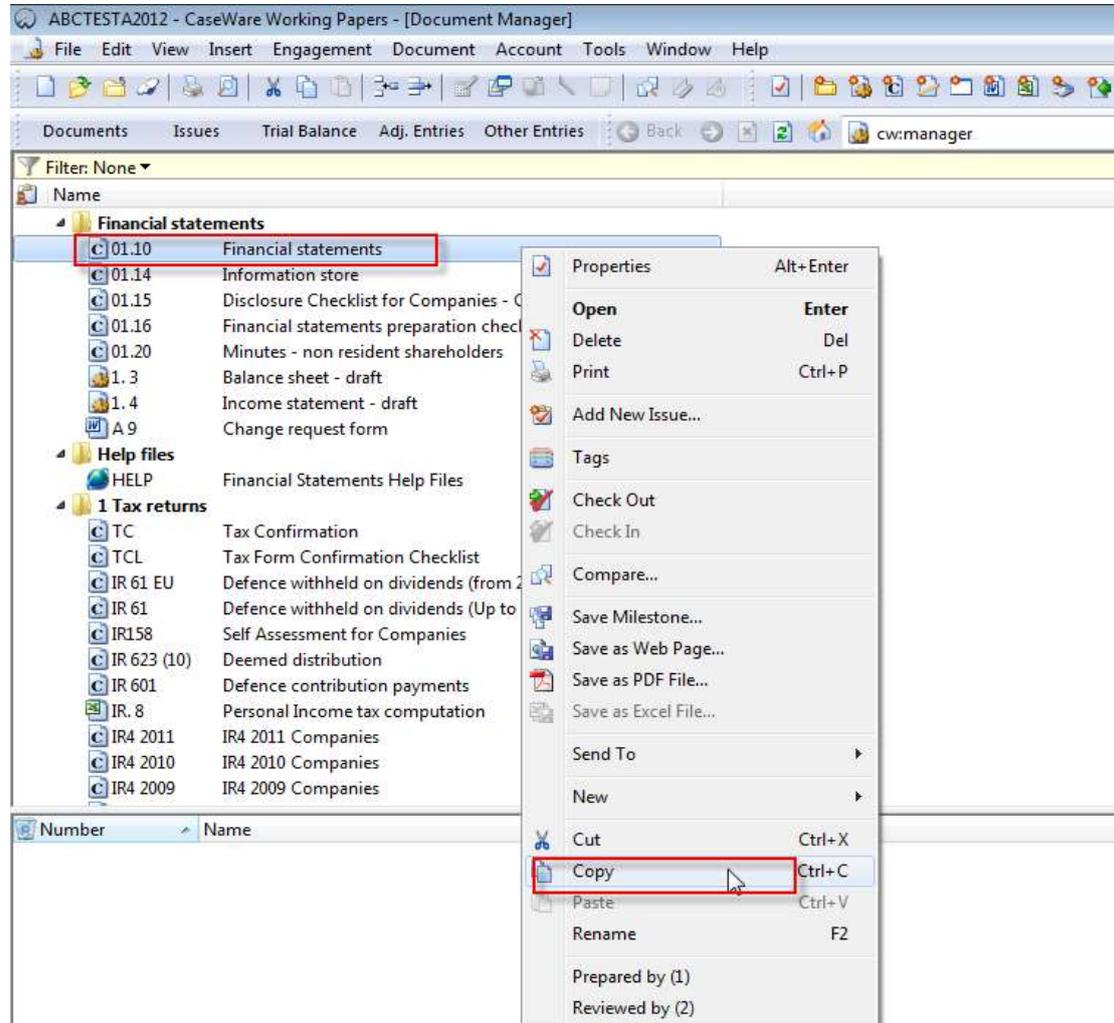
Procedure for translating Financial Statements from English into Greek

PROCEDURE SUMMARY

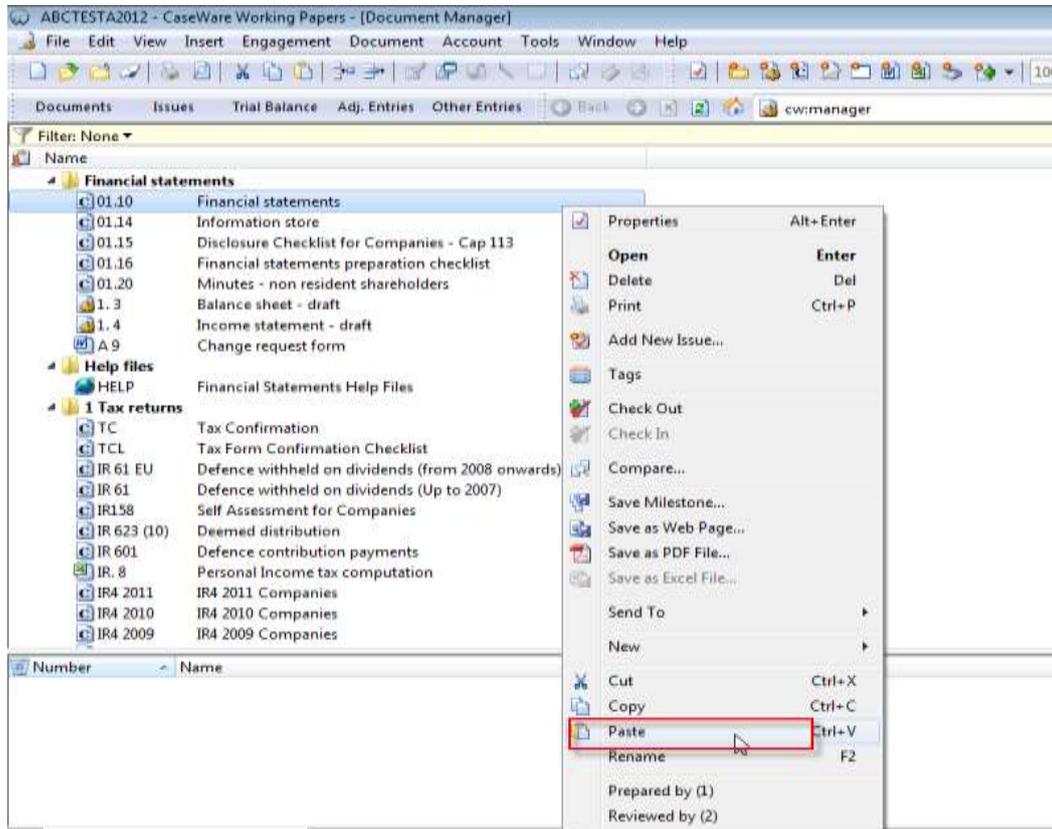
1. Open CaseWare Client File. Right click on Financial Statement and select copy. .3
2. Choose paste at the same place so that you keep both templates4
(financial statements) under the same folder.....4
3. Right click on the new document and choose Properties.....4

1. Open CaseWare Client File. Right click on Financial Statement and select copy.

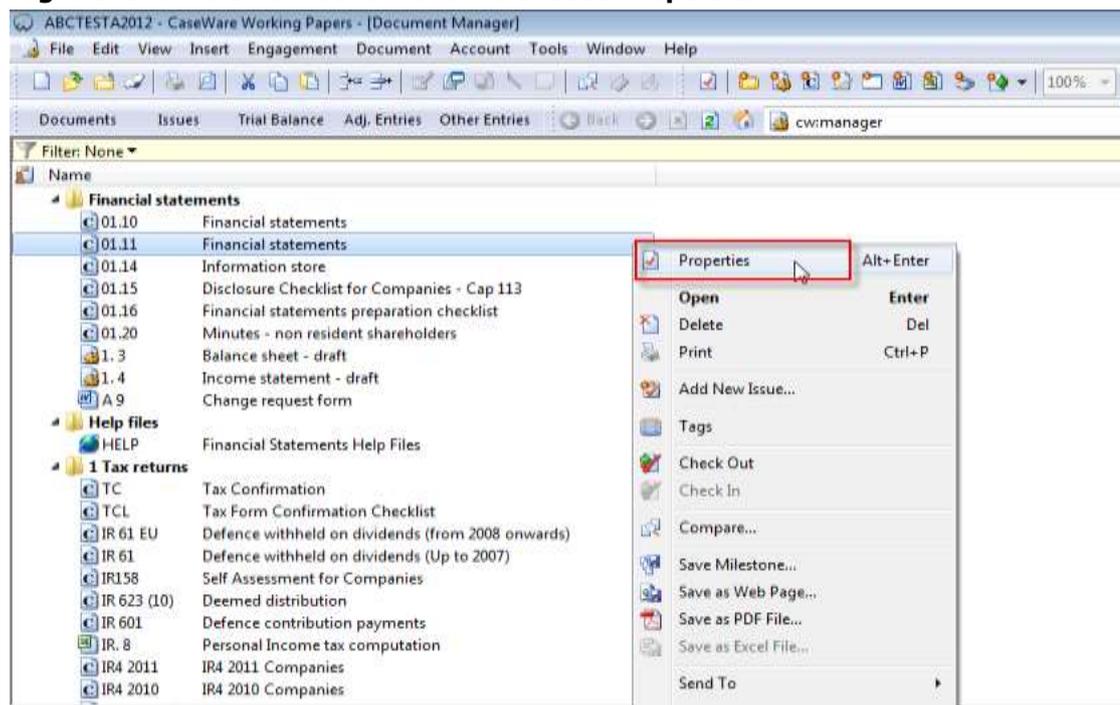
NOTE: Make sure that CaseView Financial Statement is closed.



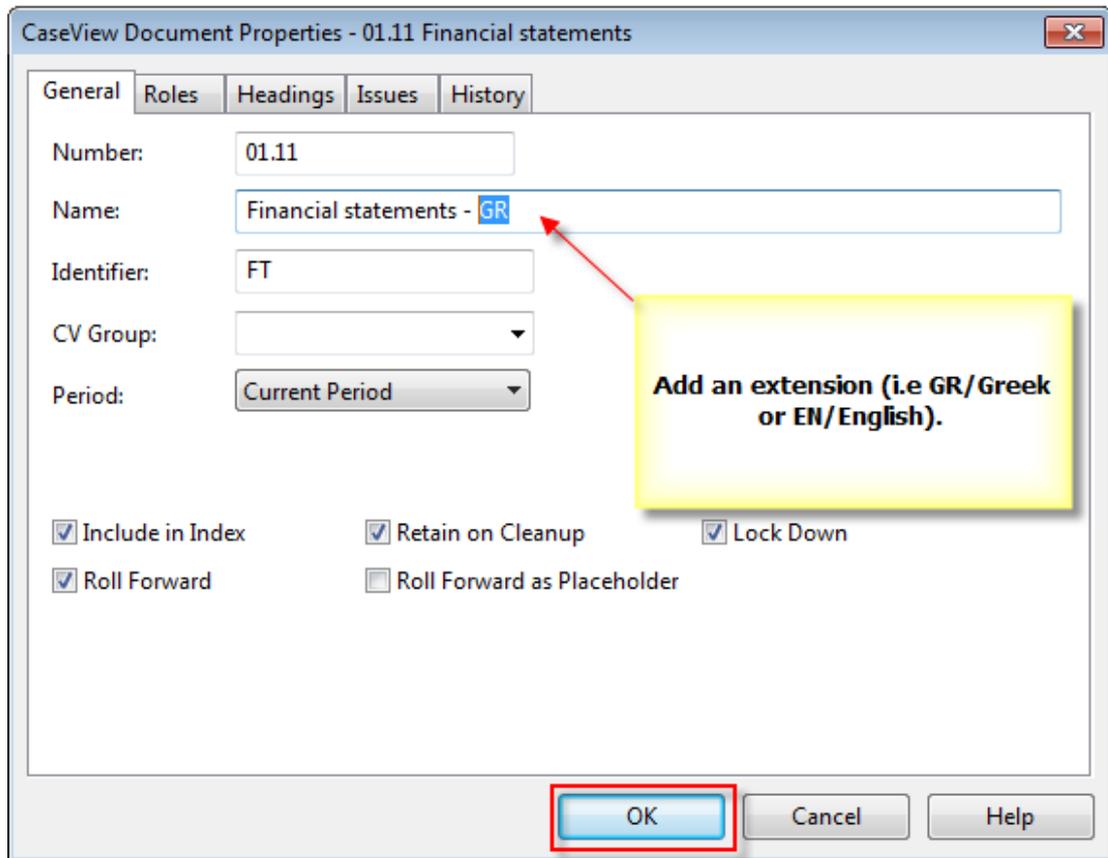
2. Choose paste at the same place so that you keep both templates (Financial statements) under the same folder.



3. Right click on the new document and choose Properties.



- At the CaseView Document Properties add an extension to the name (i.e. GR/Greek or EN/ English) so that documents are identified. After you finish press OK.



- Open the document you wish to be translated and choose Greek/ English from the freeze Menu.

