



SYSTEMS SOLUTIONS

Procedure in downloading the Financial Statements Template



caseware™

VERSION 1.00

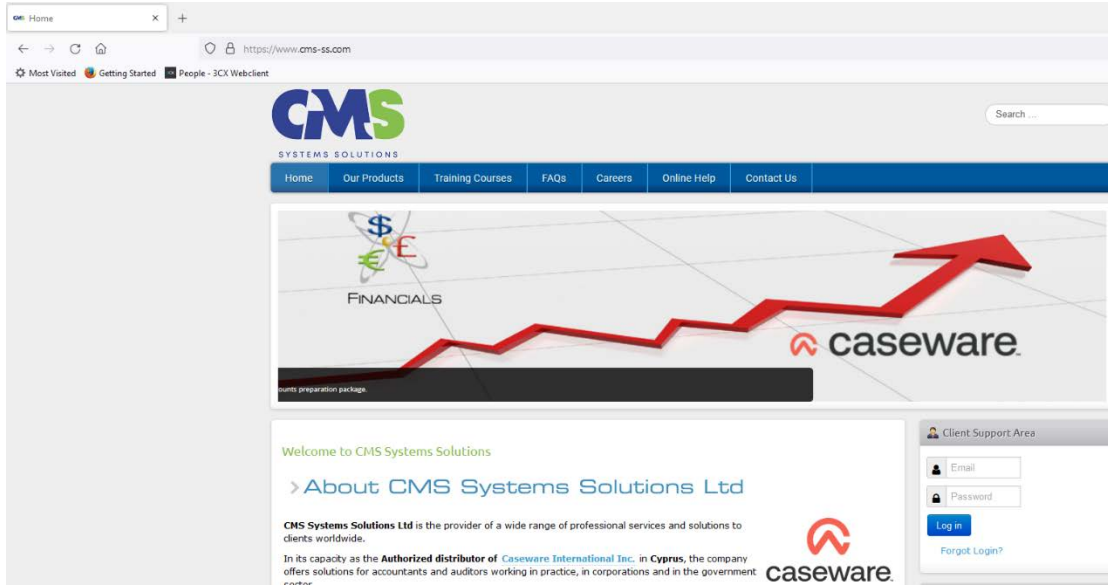
PROCEDURE SUMMARY

1. **Download the latest Financial Statements Template file from the Client Support area of our web site. 3**
2. **When the download process completes, find the file in Downloads. 5**

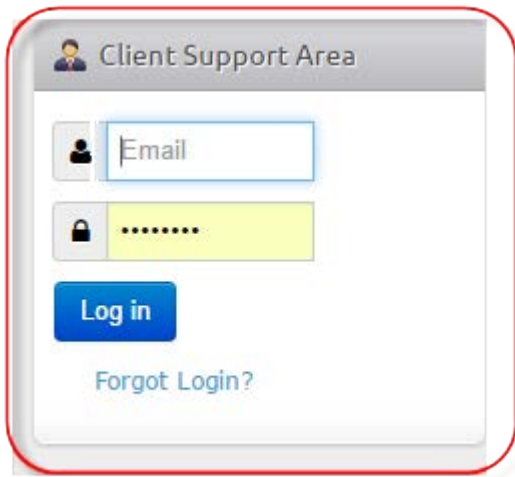
1. Download the latest Financial Statements Template file from the Client Support Area of our web site.

(Note: We recommend using [Mozilla Firefox](#) or [Google Chrome](#) for browsing our website)

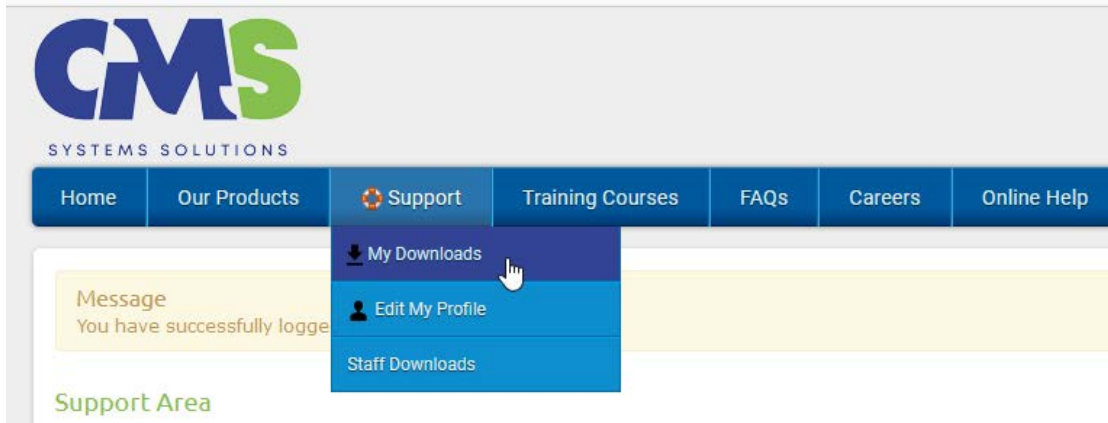
- a. You can access the Client Support Area at <http://cms-ss.com/>



- b. Login using your Email and Password



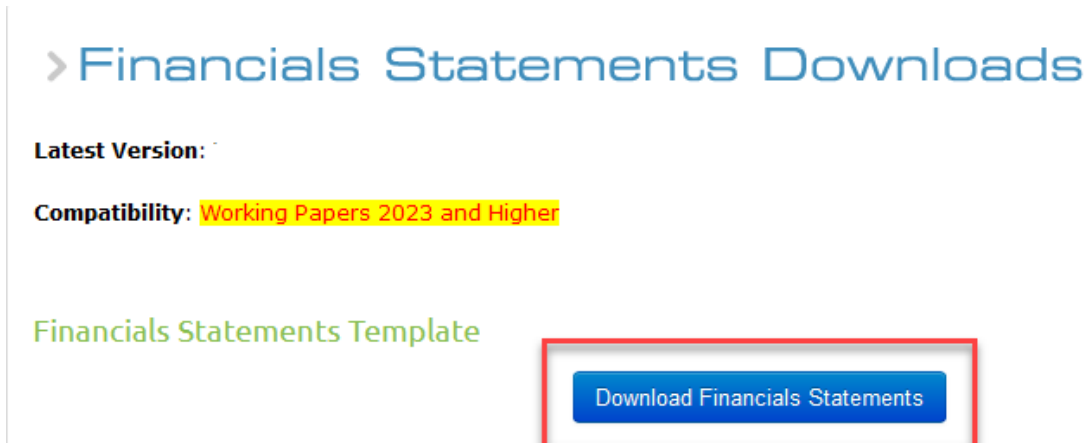
- c. Once logged in, click on the option “Support Area”, “My Downloads”



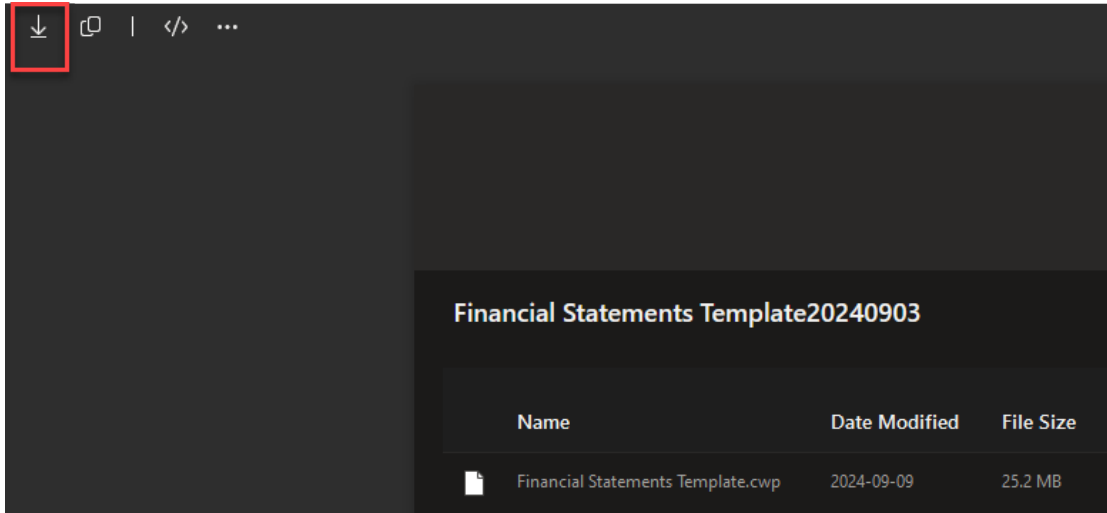
- d. From the list of Product, click on Caseware Financial Statements



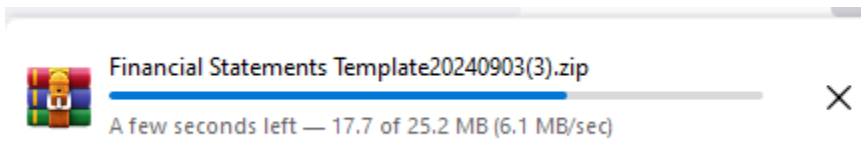
- e. On the Financial Statements Downloads, click to download Financial Statements Template



- f. You will be transferred to the SharePoint page, click the arrow at the left to Download



- g. At the top of the page, you will see the template downloading. File will be saved in your Downloads



- 2. When the download process completes, find the file in Downloads and follow the [Procedure in installing the Financial Statements.](#)