

# Procedure for defining Logos in the Financial Statements Template



VERSION 1.00

# PROCEDURE SUMMARY

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## 1. Open Financial Statements Template

a. Select Templates. Then double click on the Financial Statements Template to open.



- 😡 📁 🏟 🗄 🔍 🛪 🔻 Format [Template] - CaseWare Working Papers - [Document Manager] Engagement Document Account SmartSync Tools Home View 👗 Cut 🐴 Find \*----₩ × -**G** W ..... **C**57 🖹 Сору ab Replace Properties Insert Delete Tags Document Issue From Folder Automatic CaseView Manual Link Word Excel X Delete Select Line Line Library -Document Edit Clipboard Tags Issues Insert ✓ I Yea 📦 🕞 🎯 🚫 😋 👚 🚺 cw:manager Documents Issues Trial Balance Adj. Entries Other Entries 🍸 Filter: None 🛛 🔻 📋 Name 🗸 퉬 Financial statements 01.10 **Financial statements C** 01.14 Information store Disclosure Checklist for Companies - Cap 113 01.15 **C** 01.16 Financial statements preparation checklist **C** 01.20 Minutes - non resident shareholders <u> 1</u>. 3 Balance sheet - draft Income statement - draft 🖲 A 9 Change request form
- b. Double click the 01.14 Information store to open.

### 2. Logos section

In this section Firms can define their logos for each area.

- a. Scroll down and locate the Logos section.
- b. If this section is collapsed click the + sign to expand it.

#### Collapsed

FORMATTING		
		1
	Press the + sign to expand	
E Logos :	Logos Section	

#### Expanded

- Log	os :							
Define Logos Save Logo Properties								
No. L	OGO Selection		Alignment					
Ca	an't Show Cda.jpg							
<u>ا</u>			-					

Select Logos for each area												
Area			OPTION 1				OPTION 2				OPTION 3	
	Show	Pages Show	Greek Logo	English Logo	Show	Pages Show	Greek Logo	English Logo	Show	Pages Show	Greek Logo	English Logo
Cover page Header		Logo	NO LOGO -	NO LOGO -		Logo	NO LOGO -	NO LOGO -		Logo	NO LOGO -	NO LOGO -
Cover page Footer			NO LOGO -	NO LOGO -			NO LOGO -	NO LOGO -			NO LOGO -	NO LOGO 👻
Auditor's Report Header		-	NO LOGO -	NO LOGO -		-	NO LOGO -	NO LOGO -		-	NO LOGO -	NO LOGO 🝷
Auditor's Report Footer		-	NO LOGO 🝷	NO LOGO -		-	NO LOGO 🕝	NO LOGO 🕝		-	NO LOGO 🕝	NO LOGO 🕝
Tax Confirmation Header		-	NO LOGO 🝷	NO LOGO -		-	NO LOGO	NO LOGO 🝷		-	NO LOGO	NO LOGO 🛨
Tax Confirmation Footer		-	NO LOGO 🝷	NO LOGO -		-	NO LOGO 🝷	NO LOGO 🝷		-	NO LOGO 🕝	NO LOGO 🝷
Engagement Letter Header		-	NO LOGO 🝷	NO LOGO 🝷		-	NO LOGO 🝷	NO LOGO 🝷		-	NO LOGO 🕝	NO LOGO 🚽
Engagement Letter Footer		-	NO LOGO 🝷	NO LOGO 🝷		-	NO LOGO	NO LOGO 🕝		-	NO LOGO 🕝	NO LOGO 🕝
Bank Letter Header		-	NO LOGO 🕝	NO LOGO 🕝		-	NO LOGO 🕝	NO LOGO 🕝		-	NO LOGO 🕝	NO LOGO 🕝
Bank Letter Footer		-	NO LOGO	NO LOGO -		-	NO LOGO -	NO LOGO -		-	NO LOGO	NO LOGO

#### 3. Define Logos

In the Define Logos section, firms can add logos and set the properties of each logo regarding location, size, alignment etc.

a. Double click the LOGO Selection box to open the "*Picture Object*" window.



Select Logos for each area													
Area		1	OPTION 1		OPTION 2					OPTION 3			
	Show	Pages	Greek Logo	English	Show	Pages	Greek Logo	English	Show	Pages	Greek Logo	English	
		Show		Logo		Show		Logo		Show		Logo	
		Logo				Logo				Logo			
Cover page Header			NO LOGO 🚽	NO LOGO 🚽			NO LOGO -	NO LOGO 🚽			NO LOGO	NO LOGO 🛨	
Cover page Footer			NO LOGO 🝷	NO LOGO -			NO LOGO -	NO LOGO 🚽			NO LOGO 🚽	NO LOGO 🚽	
Auditor's Report Header		-	NO LOGO 🕝	NO LOGO 🕝		-	NO LOGO -	NO LOGO -		-	NO LOGO	NO LOGO 👻	
Auditor's Report Footer		-	NO LOGO 🝷	NO LOGO -		-	NO LOGO -	NO LOGO 🕝		-	NO LOGO 🝷	NO LOGO 👻	
Tax Confirmation Header		-	NO LOGO	NO LOGO		-	NO LOGO -	NO LOGO 🝷		-	NO LOGO	NO LOGO 🛨	
Tax Confirmation Footer		-	NO LOGO 🝷	NO LOGO 🝷		-	NO LOGO -	NO LOGO 🝷		-	NO LOGO -	NO LOGO 🛨	
Engagement Letter Header		-	NO LOGO 🝷	NO LOGO -		-	NO LOGO -	NO LOGO 🚽		-	NO LOGO -	NO LOGO 🚽	
Engagement Letter Footer		-	NO LOGO 🝷	NO LOGO -		-	NO LOGO -	NO LOGO 🚽		-	NO LOGO	NO LOGO 🚽	
Bank Letter Header		-	NO LOGO 🕝	NO LOGO 🕝		-	NO LOGO -	NO LOGO 🕝		-	NO LOGO 🝷	NO LOGO 👻	
Bank Letter Footer		-	NO LOGO -	NO LOGO -		-	NO LOGO -	NO LOGO -		-	NO LOGO -	NO LOGO	

# b. In the "*Picture Object*" window click **Browse** to locate the Firms logo.

No. LOGO Selection		Alignment	Ĭ
Select Logos for each area	Picture Object         Filename:       CLNTDIR()+"Logos\Cda.jpg"         Image: Embed picture in document         Image: Resize picture       Keep Aspect Ratio         Width:       10.00 cm + Height:         3.11 cm +         Show picture while viewing document	Previev	
Cover page Header Cover page Footer Auditor's Report Header Auditor's Report Footer	С	Cance	Help
Tax Confirmation Header		N	
Engagement Letter Header		- N	0 LOGO - NO LOGO -
Engagement Letter Footer		- N	D LOGO - NO LOGO -
Bank Letter Header		- N	D LOGO - NO LOGO -
Bank Letter Footer		- N	D LOGO - NO LOGO -

After the selection of the Firms logo the following options apply:

**Resize picture:** This option will enlarge or reduce the original size of the logo as required. Click the Resize picture tick box and proceed with the relevant changes. You can type or select the size of the logo as desired. In case you need to restore the logo to its original size then clear the tick box.

Keep Aspect Ratio: When selected, the logo returns to its original size.

Picture Object	×
Filename:       CLNTDIR()+ "Logos\        Browse       Preview         □       Embed picture in document        Width:       25.37 cm + Height:       2.46 cm + 100000000000000000000000000000000000	
Show picture while viewing document	
OK Cancel Help	
Click OK when you have finished defining the logo settings	

When you have finished defining the picture object settings, click OK to save them.

c. Choose how to align the logo using the **Alignment** options in the right column.

No.	LOGO Selection									A	lignment		
1	Caseware				You have the option to choose the alignment						FT LEFT RIGHT		
					of the logo here						CENTRE	:	
Sele	ct Logos for each area					_	_				LUSH		
Area	1			OPTION 1		OPTION 2				OPTION			
		Show	Pages Show Logo	Greek Logo	English Logo	Show	Pages Show Logo	Greek Log	o English Logo	Show	Pages Show Logo	Greek Logo	
Cove	er page Header			NO LOGO -	NO LOGO -			NO LOGO	- NO LOGO -			NO LOGO -	
Cove	er page Footer			NO LOGO 🝷	NO LOGO -			NO LOGO	- NO LOGO -			NO LOGO 🝷	

#### 4. Insert Additional Logos

You can insert as many logos as required within the "Define Logos" sections by using the right click menu.

a. If you require more than one logo in your documents, you can add lines in Logo Selection by right clicking on the number and choosing Insert Row.

You can define an unlimited number of logos for use in your client file. The right click menu allows you to insert, delete rows or clear row values.

b. The same logo is copied in the newly inserted line. Follow the same procedure as defined above to define the Logo properties i.e. select the new logo, size, position etc.

No. LOGO Selection					ight click to add rov more tha	on the nu ws if you v an one log	mber vant Ios	╞			Ali	gnment	Ĩ	
	1 InsertRow Delete Row				Choose Ir	nsert Row	_				LE	FT	-	
54	Clear Row Values													
A	Ai				OPTION 1				OPTION 2				OPTION 3	
	Other Options	>	Show	Pages	Greek Logo	English	Show	Pages	Greek Logo	English	Show	Pages	Greek Logo	English
	Add New Jesus			Show		Logo		Show		Logo		Show		Logo
	Add New Issue	· ' .		Logo				Logo				Logo		
Cover	r page Header				NO LOGO 🚽	NO LOGO -			NO LOGO -	NO LOGO 🚽			NO LOGO -	NO LOGO -

#### 5. Select Logos for each area of the CaseWare client file

- a. After logos are defined and saved, you can select which logo is to be used for each Header and Footer for all documents that can have logos. Logos can be displayed in the Header and Footer of each of the following areas:
  - Cover Page
  - Auditor's report
  - Tax confirmation
  - Engagement Letter
  - Bank Letter
- b. In the table under "Select Logos for each area" check the box under "Show" to select the documents you want the logo to appear in, either as a Header or Footer.

Select Logos for each area													
Area	a							OPTION 2				OPTION 3	
	Sho	w	Pages	Greek Logo	English	Show	Pages	Greek Logo	English	Show	Pages	Greek Logo	English
			Show	Logo			Show		Logo		Show		Logo
	_		Logo				Logo				Logo		
Cover page Header				NO LOGO 🛨	NO LOGO -			NO LOGO 🝷	NO LOGO 🛨			NO LOGO -	NO LOGO 🛨
Cover page Footer				NO LOGO 🝷	NO LOGO 🚽			NO LOGO 🝷	NO LOGO 🚽			NO LOGO 🚽	NO LOGO 🚽
Auditor's Report Header			-	NO LOGO 🕝	Notoco - Notoco - No				🗤 LOGO –		-	NO LOGO -	NO LOGO 🚽
Auditor's Report CF Header				NO LOGO 🝷	Logos can be displayed in			DLOGO –			NO LOGO -	NO LOGO 🚽	
Auditor's Report Footer			-	NO LOGO -	the H	eade	rorFo	oter of	DLOGO -		4	NO LOGO -	NO LOGO 🚽
Tax Confirmation Header			Ŧ	NO LOGO	each o	f the	docun	nents by	DLOGO -		4	NO LOGO -	NO LOGO 🚽
Tax Confirmation Footer			+	NO LOGO 🝷	Guono	clicki	na hei	ρ	DLOGO -		+	NO LOGO -	NO LOGO 🚽
Engagement Letter Header			-	NO LOGO 🕝	CICKING Here			D LOGO -		-	NO LOGO -	NO LOGO 🚽	
Engagement Letter Footer			-	NO LOGO	NO LOGO -		-	NO LOGO -	NO LOGO		-	NO LOGO -	NO LOGO 🝷
Bank Letter Header			-	NO LOGO	NO LOGO 🝷		-	NO LOGO -	NO LOGO		-	NO LOGO -	NO LOGO 🚽
Bank Letter Footer			-	NO LOGO 🕒	NO LOGO -		-	NO LOGO -	NO LOGO		-	NO LOGO -	NO LOGO 🛨

c. If you selected to show a logo in a specific area, select which logo you want to display from the dropdown list. You can select a different logo for each area (Header or Footer) for Greek or English.

1	caseware	LEFT	-
2	SYSTEMS SOLUTIONS	LEFT	-

Select	Logos	for	each	area

rea OPTION 1					OPTION 2						OPTION 3			
	Show	Pages	Greek Lo	go	English	Show	Pages	Greek Logo	English	Show	Pages	Greek Logo	English	
		Show			Logo		Show		Logo		Show		Logo	
		Logo			_		Logo		_		Logo			
Cover page Header	$\mathbf{>}$		NO LOGO	) -	NO LOGO -			NO LOGO -	NO LOGO -			NO LOGO -	NO LOGO	
Cover page Footer		NO	LOGO	٨	NO LOGO -			NO LOGO -	NO LOGO -			NO LOGO -	NO LOGO	
Auditor's Report Header		LOC	GO 1	43	NO LOGO -		-	NO LOGO -	NO LOGO -		-	NO LOGO -	NO LOGO	
Auditor's Report CF Header			GO 2		NO LOGO -			NO LOGO -	NO LOGO -			NO LOGO -	NO LOGO	
Auditor's Report Footer			GO 3		NO LOGO -		-	NO LOGO -	NO LOGO -		-	NO LOGO -	NO LOGO	
Auditor's Report CF Footer			50.4		NO LOGO -			NO LOGO -	NO LOGO 🕝			NO LOGO -	NO LOGO	
Tax Confirmation Header			50.5		NO LOGO -		-	NO LOGO -	NO LOGO 🝷		-	NO LOGO 🕝	NO LOGO	
Tax Confirmation Footer			0.6		NO LOGO -		-	NO LOGO -	NO LOGO -		-	NO LOGO 🕝	NO LOGO	

**NOTE:** Options 1, 2 and 3 refer to the three different auditors details your Firm can have and this can be found at the beginning of the Information Store.

- d. In *"Pages Show Logo"* column you have three options on where to show the logo:
  - Show FIRST page only
  - Show ALL pages
  - Show FIRST and LAST page only

Select Logos for each area													
Area	OPTION 1					OPTION 2				OPTION 3			
	Show	Pages	Greek Logo	English	Show	Pages	Greek Logo	English	Show	Pages	Greek Logo	English	
		Logo		Logo		Show		Logo		Show		Logo	
Cover page Header	$\checkmark$		LOGO 1 -	LOGO 1 -		Logo	NO LOGO -	NO LOGO -		Logo	NO LOGO -	NO LOGO -	
Cover page Footer			NO LOGO 🕝	NO LOGO 🝷			NO LOGO -	NO LOGO 🝷			NO LOGO -	NO LOGO 🚽	
Auditor's Report Header	$\checkmark$	-	LOGO 1 -	LOGO 1 -		-	NO LOGO 🕝	NO LOGO 🕝		-	NO LOGO 🕝	NO LOGO 🕝	
Auditor's			LOGO 2 -	LOGO 2 🕝			NO LOGO 🕝	NO LOGO 🕝			NO LOGO 🝷	NO LOGO 🕝	
Auditor's Show FIRST page only			LOGO 2 -	LOGO 2 🛛 -		-	NO LOGO -	NO LOGO 🝷		-	NO LOGO -	NO LOGO 🝷	
Tax Confi Show All pages			NO LOGO 🝷	NO LOGO -		-	NO LOGO -	NO LOGO 🛨		-	NO LOGO -	NO LOGO 🛨	
Tax Confi Show FIRST and LAST	nage		NO LOGO 🛨	NO LOGO 🝷		+	NO LOGO -	NO LOGO 🝷		-	NO LOGO -	NO LOGO 🛨	
Engagement ecter menuer	page		LOGO 1 -	LOGO 1 -		+	NO LOGO -	NO LOGO 🝷		4	NO LOGO -	NO LOGO 🝷	
Engagement Letter Footer		-	LOGO 2 -	LOGO 2 🚽		ł	NO LOGO -	NO LOGO 🚽		+	NO LOGO 🚽	NO LOGO 🚽	
Bank Letter Header	$\sim$	-	LOGO 1 -	LOGO 1 -		-	NO LOGO -	NO LOGO 🝷		-	NO LOGO -	NO LOGO 🚽	
Bank Letter Footer	$\checkmark$	-	LOGO 2 🕒	LOGO 2 -		-	NO LOGO -	NO LOGO 🛨		-	NO LOGO -	NO LOGO 🛨	

e. For the Auditor's Report Carry Forward pages, you have the option to show different Header

Select Logos for each area										
Area			OPTION 1		OPTION 2					
	Show	Pages Show	Greek Logo	English Logo	Show	Pages Show	Greek Logo	English Logo		
		Logo				Logo				
Cover page Header	$\checkmark$		LOGO 1 -	LOGO 1 🕒			NO LOGO -	NO LOGO 🕒		
Cover page Footer			NO LOGO -	NO LOGO -			NO LOGO -	NO LOGO 🚽		
Auditor's Report Header	$\sim$	-	LOGO 1 -	LOGO 1 -		-	NO LOGO -	NO LOGO 🚽		
Auditor's Report CF Header	$\sim$		LOGO 2 -	LOGO 2 🝷			NO LOGO	NO LOGO		
Auditor's Report Footer		-	LOGO 2 -	LOGO 2 🖃		-	NO LOGO -	NO LOGO 🚽		
Tax Confirmation Header		-	NO LOGO -	NO LOGO -		-	NO LOGO -	NO LOGO 🚽		

#### 6. Save Logo Properties

All defined logo properties are saved in the Client folder

Save Logo Properties a. When you finish defining your logos, click on to save your settings. This process saves all defined logo properties to the client folder.

Def	ine Logos	Save Logo Properties	
No.	LOGO Selection		
1	caseware.		
2	SYSTEMS SOLUTIONS		

#### 7. Logos on Roll Forward of a file will be found in client folder

a. Logos on Roll Forward of a file will be saved in client folder. Click on "LOGO Selection".

ΞL	ogos :	
Def	ine Logos Save Logo Properties	
No.	LOGO Selection	Alignment
1	CMS Systems Solutions Logo.jpg	-

b. *"Picture Object"* window will open. Select *"Browse"*. The client folder will open, select your logo and click Open.

Picture Object	×
Filename: w-logo-stacked-Primary-dark-rgb.jpg" Browse	Preview
Embed picture in document	
Resize picture Keep Aspect Ratio	
Width: 4.25 cm 🗧 Height: 2.12 cm 🖨	caseware
Show picture while viewing document	
ОК	Cancel Help
C Open	×
← → · · ↑ G vata → test 20210602 → Logos v 0	♀ Search Logos
Organize 🔻 New folder	E 🔻 🔟 💡
<ul> <li>This PC</li> <li>3D Objects</li> <li>Desktop</li> <li>Documents</li> <li>Downloads</li> <li>Music</li> <li>Pictures</li> <li>Videos</li> <li>Local Disk (C:)</li> </ul>	nt folder will open, lect the Logo and click "Open"
File name: MS-Logo-w1000 ~	All Pict re Files (*.png;*.bmp;*. 🗸
	Open Cancel

The logos should now be shown as in the **example** below:



The procedure for defining logos in the Financial Statements Template is now completed.