

Updating Caseware Tax Forms Template to latest Working Papers Version



VERSION 1.00

PROCEDURE SUMMARY

1.	Follow procedure in downloading Caseware Working Papers
2.	Follow procedure in installing Caseware Working Papers
3.	Identifying requirement to convert Caseware Tax Forms template
4.	Procedure to convert workstations with Caseware Tax Forms installed4
5.	Procedure to convert Caseware Tax Forms Central Database file6

- 1. Follow procedure in <u>Downloading Caseware Working Papers</u>
- 2. Follow procedure in Installing Caseware Working Papers
- 3. Identifying requirement to convert Caseware Tax Forms template
 - a. Open Caseware Tax Forms from the icon on your desktop



b. The first time you open Caseware Tax Forms after installing the latest Caseware Working Papers, you will get the following message.

	CaseWare Working Papers	×
0	Unable to open file. File needs to be converted using CaseWare.	
	ОК	

c. To be able to use Caseware Tax Forms it is therefore required that you convert Caseware Tax Form files to the latest Caseware Working Papers version.

If you have multiple Caseware Tax Forms users, you will need to convert each individual Tax Forms Local installation as well as the Central Database, which of course only has to be converted once.

d. The procedure for the conversion of the Tax Forms files is defined below.

CONVERTING CASEWARE TAX FORMS LOCAL DATABASES

4. Procedure to convert workstations with Caseware Tax Forms installed.

- a. Launch Caseware Working Papers.
- **b.** In *File Open* ... window, select Computer.



c. In Open Existing File dialogue browse to find the Local Tax Forms folder. This is usually located in the C:\ Program Files (x86)\ Caseware\Data\Tax Forms. Select the Tax Forms file to open it.

🐼 Open Existing File							×
← → × ↑ 🔤 « Program	m Files (x86) > Case	Ware > Data > Tax	Forms	√ Ū	Search Tax Forms		P
Organize 🔻 New folder						-	?
 Desktop Documents Downloads Music Pictures Videos Local Disk (C:) 	html	TextFileBackup	Tax Forms				
File name:				~	All Supported Files	Cancel	~

d. This is a previous version Caseware Working Papers file being opened in Caseware Working Papers latest version, therefore you will be asked to convert it.

<u>NOTE</u>: It is recommended that you select the option "Create a backup copy in:" and browse for the folder you would like to backup the file. This will ensure that a backup copy of the file prior to conversion is made.

Click ok to convert the file.



e. When the conversion and backup processes have completed, the file opens which means the conversion has completed successfully.

🐼 🖵 💕 🌲 📑	🔍 🗙 Ŧ				Tax	Forms - CaseWar	e Working Papers - [Document Manager]
File Home	View Engage	ment Documen	t Account T	ools			
Paste	Properties Insert Line	Delete Line	Tags Documer Issue	nt From Folde Library •	Automatic CaseView Man Document	al Link Word	X X Excel
Clipboard	E	dit	Tags Issues		Insert		
Documents	Issues Trial Bala	ince Adj. Entries	Other Entries	⊕ ⊝ ⊘ 5	👚 cw:manager	~	Yearly 🔻
🍸 Filter: None 🔻							
🐒 Name							
v 🍌 (CASEWARE TAX FOR	MS					
MANU/	AL USER MANUAL MENU	_					

f. Close the file without compressing it. <u>NOTE</u>: To ensure this is not compressed on close if the Compress File dialogue appears, select No.

	Comp	oress File	×
Do yo	u wish to compre	ess this client file?	
	Include .BAK Fil	es	
	Include Sub Fol	ders	
Yes	No	Cancel	Help

Repeat the process in step 4 for all workstations that have Caseware Tax Forms installed.

CONVERTING CASEWARE TAX FORMS CENTRAL DATABASE

5. Procedure to convert Caseware Tax Forms Central Database file.

a. Identifying requirement to convert Caseware Tax Forms Central Database

If you open Caseware Tax Forms from a client workstation that has been converted to latest Caseware Working Papers whilst the Central Database has not yet been converted, you will see the following warning in the Tax Forms MAIN MENU

CASEWARE TAX FORMS MAIN MENU	EXIT VERSION 2012.05.001
BOTH LOCAL AND CENTRAL FILES NEED TO BE CONVERTED TO THE SAME VERSION OF CASEWARE WORKING PAPERS PLEASE FOLLOW THE PROCEDURE TO CONVERT THESE FILES OR CALL CMS SYSTEMS SOLUTIONS SUPPORT FOR FURTHER GUIDANCE	
USER MANUAL OVERSION 16.01	
Επιλογή Γλωσσας (για μένου και μηνυματά)	
Select Language (for menus and messages)	

In any Caseware Tax Forms installation there is only one Central database, which is shared by all Tax Forms users.

Unlike local installations which all have to be converted individually, the Central database only requires to be converted once.

b. In the File Open ... window, select Computer.

CaseWare Working	Papers		
\bigcirc	Open		Select "Computer"
New	Places	Rece	ent Files
Open	L Recent Files	Ŵ	Client name
Sign In/Sign Out	Computer	୍ଦି	Client name
Copy Components			C:\Users\cnristina.psatna.CMS\Uesktop\cnr\cnr Client name
Rename File		ŝ	C:\Program Files (x86)\CaseWare\Data\test
Options		Q	Client name C:\Program Files (x86)\CaseWare\Data\Test 20140408\Test 20140408

c. In the *Open Existing File* dialogue browse to find the Caseware Tax Forms Central Database and select the file Tax Forms Central file to open it.

② Open Existing File				×
$\leftarrow \rightarrow \checkmark \uparrow$	« Data (\\cmssrv) (> CaseWar	e Tax Forms Central Database 🛛 🗸 Ö	Search CaseWar	e Tax Forms C 🔎
Organize 🔻 New	v folder			==
🧊 3D Objects	^ Name ^	Date modified	Туре	Size
📃 Desktop	TextFileBackup	18/07/2017 16:24	File folder	
🔮 Documents	Update	20/07/2017 11:20	File folder	
👆 Downloads	Central	06/05/2014 10:41	CaseWare File	9 KB
👌 Music	~			
	File name:	· · · · · · · · · · · · · · · · · · ·	All Supported F	iles 🗸 🗸
			Open	Cancel

d. This is a previous version of Caseware Working Papers file being opened in Caseware Working Papers latest version, therefore you will be asked to convert it.

<u>NOTE</u>: It is recommended that you select the option "Create a backup copy in:" and browse for the folder you would like to backup the file. This will ensure that a backup copy of the file prior to conversion is made.

Click ok to convert the file.

This file must be converted from Working Papers version 2023 to be used with Working Papers 2024. After conversion, automatic documents that have been changed will be highlighted if Auto-Compare is enabled. We recommend creating a backup copy of the file prior to converting it. Create a backup copy in C:\Users\christina.psatha\OneDrive - CMS Systems Solutions Ltd\ Browse... OK Cancel Help

e. When the conversion and backup processes have completed, the file opens which means the conversion has completed successfully. As this is protected, you will be asked to Log In.

Please en	ter your user name	and password to	login:	
0	User Name: Password:	1		
T	ОК	Cancel	Help	

f. It is not necessary to log in, so just click Cancel to proceed.

The process is now complete and Caseware Tax Forms can be used in latest Caseware Working Papers.