

Setup Procedure (After installation of Caseware Working Papers)



VERSION 1.00

PROCEDURE SUMMARY

1.	Follow the Procedure for downloading Caseware Working Papers	3
2.	Follow the Procedure for installing Caseware Working Papers	3
3.	Open Caseware Working Papers and choose "Options"	3
4.	Select Templates.	5
5.	In programs select Control Panel / Region	8

- 1. Follow the Procedure for downloading Caseware Working Papers
- 2. Follow the Procedure for installing Caseware Working Papers
- 3. Open Caseware Working Papers and choose "Options"



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

Options

Properties	General
General Default Paths	Theme: Scenic ~
Data Store	Auto Compress: Prompt ~
CaseWare Cloud	Table List Field Style: Yes
	Number of recently used files: Yes (with subfolders)
	Number of recently used folders: 10 Clear
	Table Appearance
	Colour Scheme: Classic ~ 🗹 Show grid lines

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

Options		×	<
Properties De	Select "Default Paths"		
General Default Paths Data Store CaseWare Cloud	lient File Path: C:\Program Files (x86)\CaseWare\Data emplate Path: C:\Program Files (x86)\CaseWare\Templat	Browse te Browse	

otions		×	
Properties	Default Paths		
General	Client File Path:		
Default Paths	C:\Program Files (x86)\CaseWare\Data B	rowse	
Data Store	Template Path:	<u> </u>	
CaseWare Cloud	C:\Program Files (x86)\CaseWare\Template B	rowse	
	Document Library Path:		\mathbf{N}
	C:\Program Files (x86)\CaseWare\Document Library B	rowse	\
	Sign Out Path:		Browse to select Client File
	C:\Program Files (x86)\CaseWare\Data	rowse	Path and Year End Close
	Check Out Path:		Path
	C:\Program Files (x86)\CaseWare\CheckOut B	rowse	
	Backup Path:		
	C:\Users\christina.psatha\Documents B	rowse	
	Year End Close Path:		
	C:\Program Files (x86)\CaseWare\Data B	rowse	
	SmartSync Path:		
	C:\Program Files (x86)\CaseWare\Data	rowse	
			Click OK
	OK Cancel	Help	

4. Select Templates.

CaseWare Working	Papers	
E	Open	Select Templates
New	Places	
Open	L Recent Files	
Sign In/Sign Out	Computer	
Copy Components	SmartSync Server	
Rename File		
Options		
Templates		
Help		

a. Select to open Financial Statements Template

😡 Templates	
Financial Statements Template Double click on the icon	Add Uninstall Edit Copy Properties
Repackage Make Patch OK Cancel	Help

b. In Trial balance Select View/Reorder Columns

😡 🖻 (🌲 🖹 🖸	↓× =						Ter	mplate] - Case	Ware \	Working P	apers - [W	/orking	Trial Bal	ance]
File	Home	Vie	w 4 5n	gagemen	t Doo	Select View	/ Reor	der ^{iync}	Tools						
			-			Colu	mns	r	100%	Ŧ				-	
Show	Fold	Set Fold Line	l Reorder Columns	Restore Column	Freeze	Auto-compare	All Notes	Filter by •			YTD Balances	Docking View	Close	Close All	Sav Layo
Show			Columns			Compare	Notes	Filter	Zoom		Balances			Wi	indow
Docur	ments	Issues	Trial	Balance	Adj. Enti	ries Other Entrie	5	♥ €	∋ Ø 🕄	Ħ	阈 cw:W	/T			~ :
Ne	w	Del	ete	Prope	rties	Annotate	Settir	igs S	Setup Groups						
Account	Report	Cash	Flow Gro	oupings	Tax	Foreign Exchange	e Perfor	mance Me	asures						
Account	No		Name					~ Loc	k Map No		Туре		Sign	L/	/S



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





🐼 💕 🏟 📆 💁 🗙 🕫		Format [Templat	e] - CaseWare Wor	king Papers - [Wo	rking Trial Balance]	++	- 0
File Home View	Engagement D	ocument Account	Tools				^ @
Properties	s Kanala Sala Sala Sala Sala Sala Sala Sala	Tags Document Lissues	Shuffle	Up Down Comment Comment	Annotations		
Documents Issues	Trial Balance Adj. I	Entries Other Entries	●	2 🕄 🖷 🙆 o	w:WT	Yei	arly
New Delet	Properties	Annotate	Settings Set	up Groups			
Account Report Cash Fl	low Groupings Tax	Foreign Exchange P	erformance Measu	ires			
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	0.0
Document Manager	Working	Trial Balance	× [

5. In programs select Control Panel / Region.

🔝 All Co	ontrol Panel Items						- D >	<
$\leftarrow \rightarrow$	🕥 🛧 🖭 > Control Panel > All G	Control F	anel Items		~	Ö	م	,
Adjus	t your computer's settings						View by: Large icons 🔻	
								^
5	Administrative Tools		AutoPlay	3	Backup and Restore (Windows 7)	R	BitLocker Drive Encryption	
1	Color Management		Credential Manager	P	Date and Time		Default Programs	
-	Device Manager		Devices and Printers	٩	Ease of Access Center	R	File Explorer Options	
	File History	F	Flash Player (32-bit)	A	Fonts	R	Indexing Options	
	Internet Options	$\langle \rangle$	Keyboard		Mail (Microsoft Outlook) (32-bit)	9	Mouse	
5	Network and Sharing Center	٩	Phone and Modem	1	Power Options	õ	Programs and Features	I
han	Realtek HD Audio Manager		Recovery		Region	-	RemoteApp and Desktop Connections	*

a. At Region window select the Administrative tab. If the current language is "English" browse the button "Change system locale" to change it to "Greek"

Թ Region	×
Formats Administrative	Select Administrative tab
Welcome screen and new user accounts	
View and copy your international settings to the accounts and new user accounts.	e welcome screen, system
Language for non-Unicode program	f the current language is English" select the button hange system locale" and change it to "Greek"
Language for non-onicode programs	
This setting (system locale) controls the language text in programs that do not support Unicode. Current language for non-Unicode programs: English (United Kingdom)	Change system locale
Region Settings	×
Select which language (system locale) to use when that do not support Unicode. This setting affects al computer.	displaying text in programs I user accounts on the
Greek (Greece)	~
Greek (Greece)	~

b. Select OK

🔊 Region Settings		×
Select which language (system locale) to use wh that do not support Unicode. This setting affects computer.	en displaying Selec	text in programs t OK
Current system locale:		
Greek (Greece)		~
Beta: Use Unicode UTF-8 for worldwide langu	age support OK	Cancel

c. On selection a message will appear that you must restart Windows for the changes to take effect. Select "Restart now"

🔗 Change System Locale	×				
System locale has been changed. You must restart Windows for the changes to take effect	t.				
Make sure you save your work and close all open programs before restarting.					
Restart now Cancel					

Caseware Working Papers setup is now completed.