



**CMS SYSTEMS SOLUTIONS**  
CASEWARE AUTHORISED DISTRIBUTOR

**Procedure for maintaining  
information store values after the  
release**



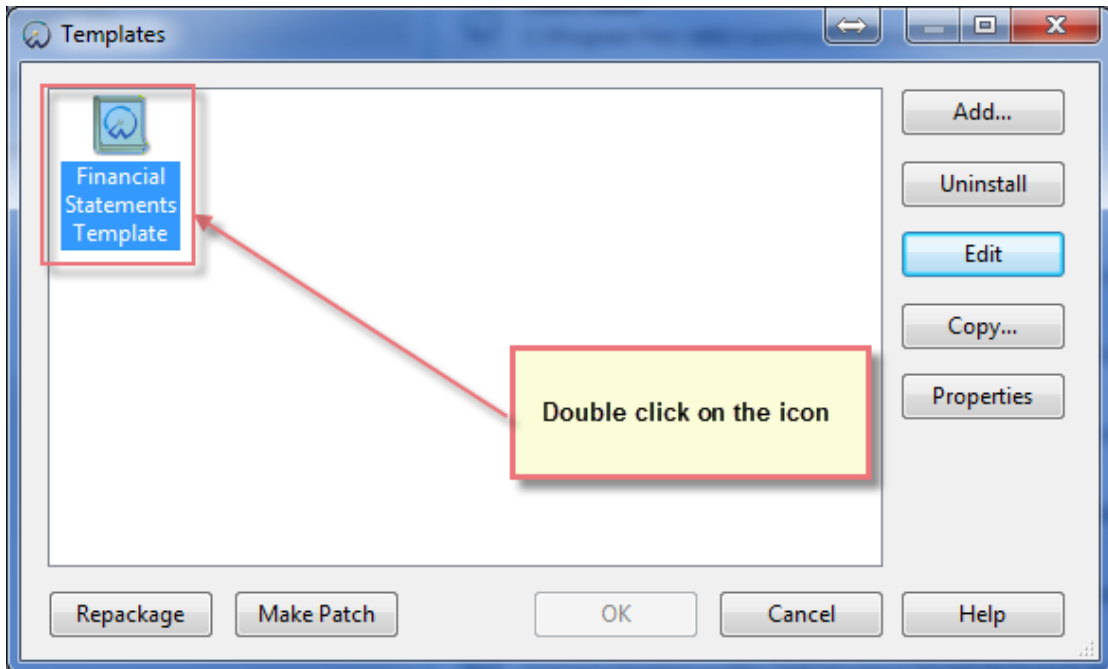
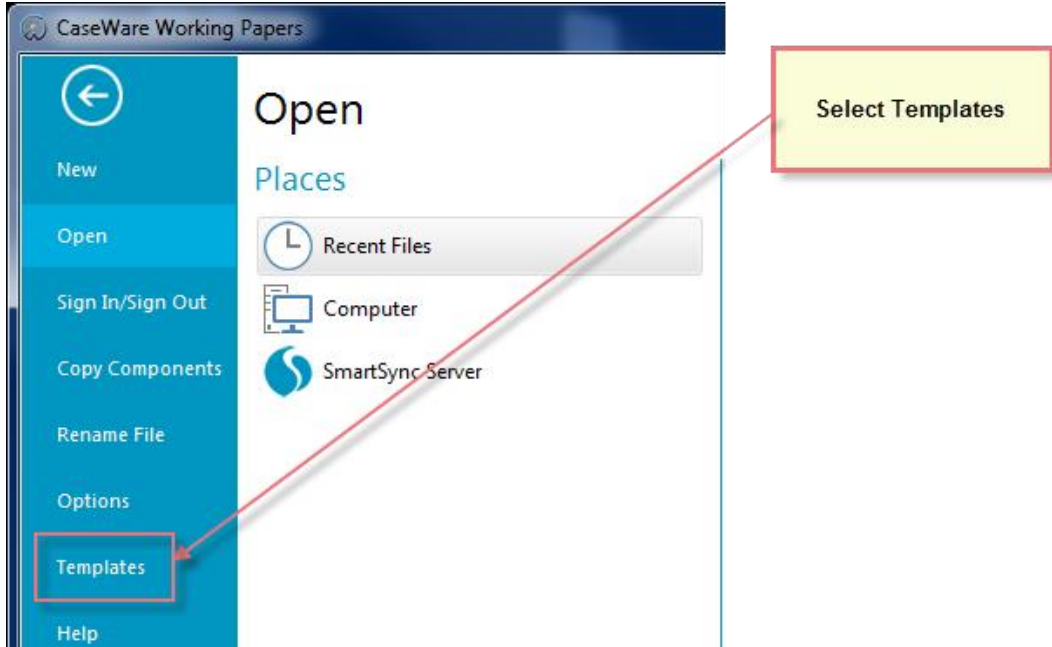
VERSION 6.00

## **PROCEDURE SUMMARY**

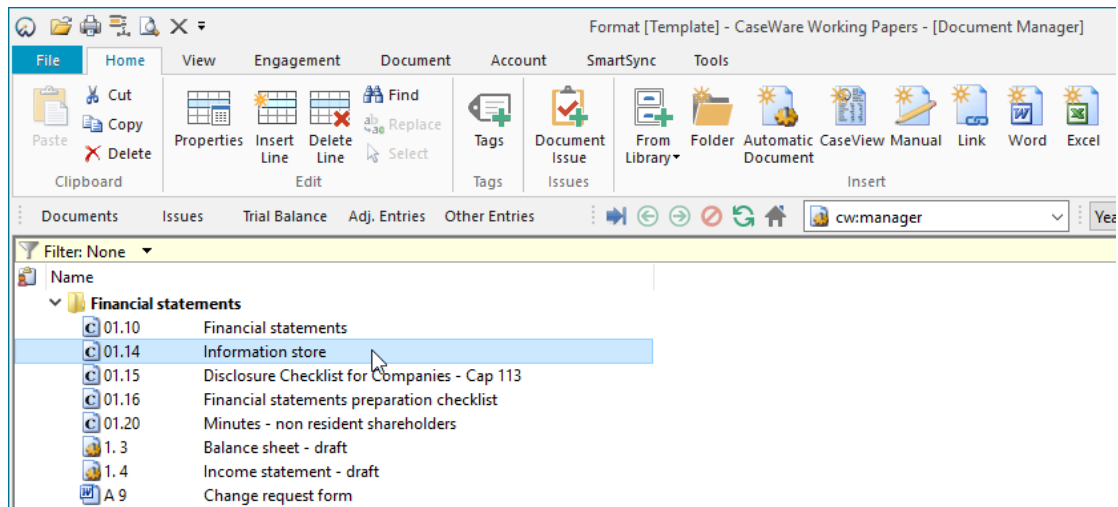
1. **Back-up Information Store details..... 3**
2. **Follow the procedure in downloading the Financial Statements Template..... 6**
3. **Follow the procedure in installing the Financial Statements Template..... 6**
4. **Open the updated financial statements template..... 6**
5. **Logos are not retrieved from the back up, therefore are defined manually. Follow procedure for defining logos in the Financial Statements Template.....6**

**1. Back-up Information Store details.**

- a. Select Templates. Then double click on financial statements template to open it




b. Select to open 01.14 Information store



c. In the PATHS section, confirm that the Library Path is the correct one. If not press the browse button to set the correct Library path e.g. C:\Program Files (x86)\CaseWare\Library.

**PATHS**

Library path: C:\Program Files (x86)\CaseWare\Library 

*The 'Fix Library path' button can be used to correct the path to the FS library file, if this is not correctly shown in the FS document*

d. Complete Information Store with the Firm's details

**Auditor's details :**

Choose type of auditor entity for IR4  Male Sole trader  Female Sole trader  Partnership  Company  
 Auditor is a member an international network of firms

	Option 1	Option 2	Option 3
T.I.C.			
Name GR lower case for and on behalf of in GR, eg 'της'	[όνομα ηλεκτρικού οικου]		
Name GR upper case	της		
Title			
Address ln1 GR			
Address ln2			
Address ln3			
Address ln4			
City in short for Auditors' report			
Name EN lower case [name of audit firm]			
Title			
Address ln1 EN			
Address ln2			
Address ln3			
Address ln4			
City in short for Auditor's report			
Auditor's telephone			

**Partners list for audit report :**

**Bankers :**

**TERMINOLOGY**

**TAX FORMS OPTIONS**

**FORMATTING**

**Logos :**

**Define Logos** [Save Logo Properties](#)

No.	LOGO Selection	Alignment
1	Can't Show CMS Systems Solutions Logo.bmp	-

**Select Logos for each area**

Area	OPTION 1				OPTION 2				OPTION 3			
	Show	Pages Show Logo	Greek Logo	English Logo	Show	Pages Show Logo	Greek Logo	English Logo	Show	Pages Show Logo	Greek Logo	English Logo
Cover page Header	<input type="checkbox"/>		NO LOGO -	NO LOGO -	<input type="checkbox"/>		NO LOGO -	NO LOGO -	<input type="checkbox"/>		NO LOGO -	NO LOGO -
Cover page Footer	<input type="checkbox"/>		NO LOGO -	NO LOGO -	<input type="checkbox"/>		NO LOGO -	NO LOGO -	<input type="checkbox"/>		NO LOGO -	NO LOGO -
Auditor's Report Header	<input type="checkbox"/>	-	NO LOGO -	NO LOGO -	<input type="checkbox"/>	-	NO LOGO -	NO LOGO -	<input type="checkbox"/>	-	NO LOGO -	NO LOGO -
Auditor's Report CF Header	<input type="checkbox"/>		NO LOGO -	NO LOGO -	<input type="checkbox"/>		NO LOGO -	NO LOGO -	<input type="checkbox"/>		NO LOGO -	NO LOGO -
Auditor's Report Footer	<input type="checkbox"/>	-	NO LOGO -	NO LOGO -	<input type="checkbox"/>	-	NO LOGO -	NO LOGO -	<input type="checkbox"/>	-	NO LOGO -	NO LOGO -
Tax Confirmation Header	<input type="checkbox"/>	-	NO LOGO -	NO LOGO -	<input type="checkbox"/>	-	NO LOGO -	NO LOGO -	<input type="checkbox"/>	-	NO LOGO -	NO LOGO -
Tax Confirmation Footer	<input type="checkbox"/>	-	NO LOGO -	NO LOGO -	<input type="checkbox"/>	-	NO LOGO -	NO LOGO -	<input type="checkbox"/>	-	NO LOGO -	NO LOGO -
Engagement Letter Header	<input type="checkbox"/>	-	NO LOGO -	NO LOGO -	<input type="checkbox"/>	-	NO LOGO -	NO LOGO -	<input type="checkbox"/>	-	NO LOGO -	NO LOGO -
Engagement Letter Footer	<input type="checkbox"/>	-	NO LOGO -	NO LOGO -	<input type="checkbox"/>	-	NO LOGO -	NO LOGO -	<input type="checkbox"/>	-	NO LOGO -	NO LOGO -
Bank Letter Header	<input type="checkbox"/>	-	NO LOGO -	NO LOGO -	<input type="checkbox"/>	-	NO LOGO -	NO LOGO -	<input type="checkbox"/>	-	NO LOGO -	NO LOGO -
Bank Letter Footer	<input type="checkbox"/>	-	NO LOGO -	NO LOGO -	<input type="checkbox"/>	-	NO LOGO -	NO LOGO -	<input type="checkbox"/>	-	NO LOGO -	NO LOGO -


**Formatting options - General :**

**Formatting options - FS Document :**

- e. In BACKUP VALUES TO FILE click the button "BACKUP TO SELECTED FILE" to save information store values.

**Note:** If you want to save information store values in a different location Browse to select the desired path.

**INFORMATION STORE**

[GOTO](#) 

Library path : C:\Program Files (x86)\CaseWare\Library [Browse](#)

**BACKUP VALUES TO FILE**    SELECT FILE : C:\Program Files (x86)\CaseWare\InformationStoreDefaults.TXT

**BACKUP TO SELECTED FILE** [Browse](#)

**RETRIEVE FROM SELECTED FILE** [Browse](#)

**Instructions :**

Click to back up information store values to selected file

**CLOSE INFORMATION STORE AND CASEWARE WORKING PAPERS**

2. Follow the procedure in [downloading](#) the Financial Statements Template.
3. Follow the procedure in [installing](#) the Financial Statements Template.
4. Open the updated financial statements template
  - a. Open 01.14 Information store
  - b. Ensure that the library path is correct

<b>PATHS</b>	
Library path : C:\Program Files (x86)\CaseWare\Library	<b>Browse</b>
<i>The 'Fix Library path' button can be used to correct the path to the FS library file, if this is not correctly shown in the FS document.</i>	
	Fix Library path

- c. and click button "RETRIEVE FROM SELECTED FILE".

**Note:** If you have selected to save values in a different location browse for the file and then retrieve the values.

<b>INFORMATION STORE</b>		GOTO	
Library path : C:\Program Files (x86)\CaseWare\Library	<b>Browse</b>		
BACKUP VALUES TO FILE	SELECT FILE : C:\Program Files (x86)\CaseWare\InformationStoreDefaults.TXT	<b>Browse</b>	
	BACKUP TO SELECTED FILE	<b>Browse</b>	
Instructions :	<b>RETRIEVE FROM SELECTED FILE</b>	<b>Browse</b>	

Click to retrieve information store values from selected file

5. Logos are not retrieved from the back up, therefore are defined manually.  
[Follow procedure for defining logos in the Financial Statements Template](#)

The information store values are now copied in the latest Financial Statements template.