



SYSTEMS SOLUTIONS

Setup Procedure (After installation of Caseware Working Papers)



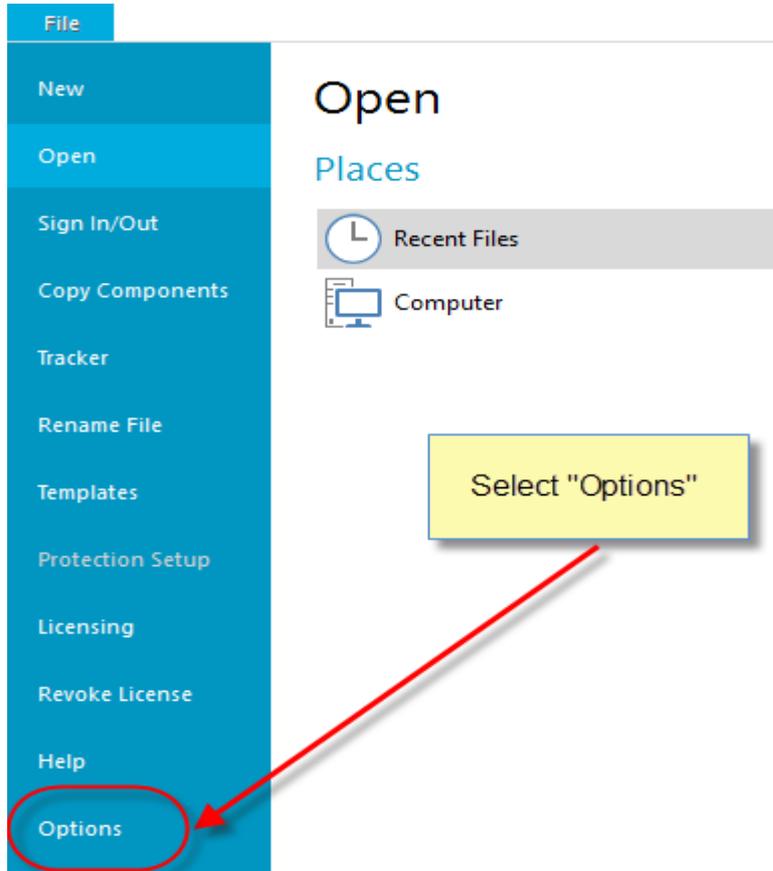
caseware[™]

VERSION 1.00

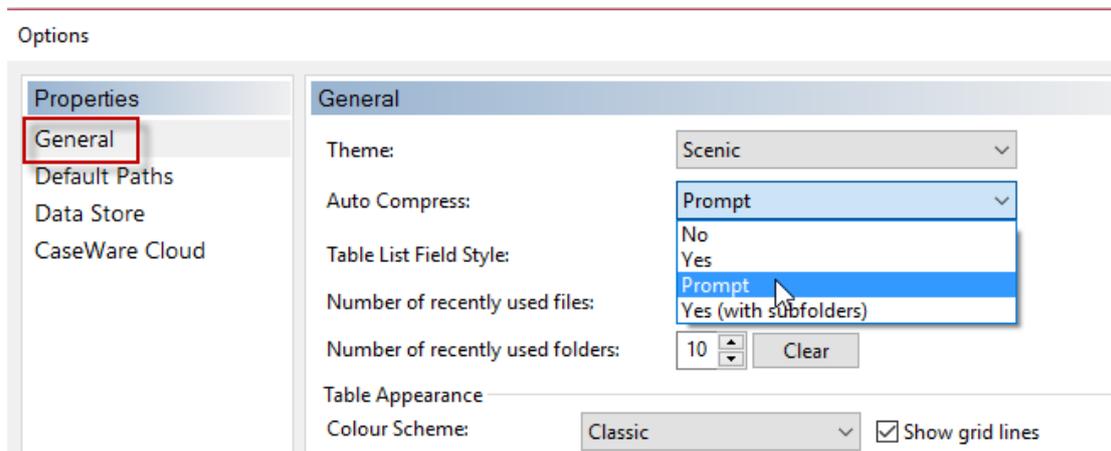
PROCEDURE SUMMARY

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

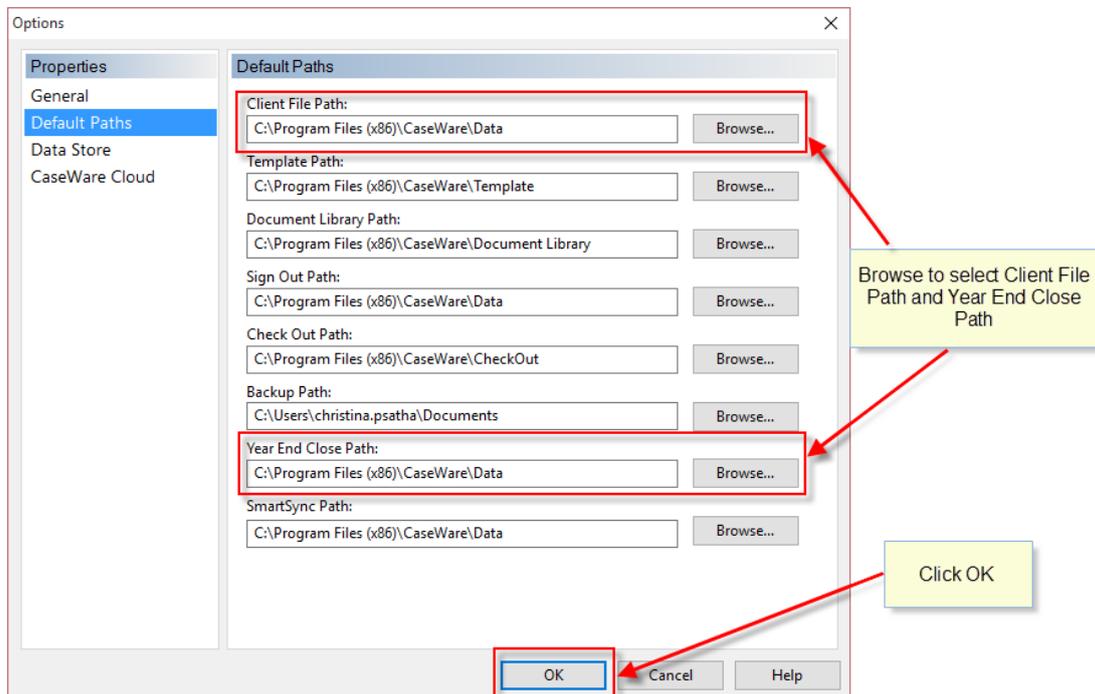
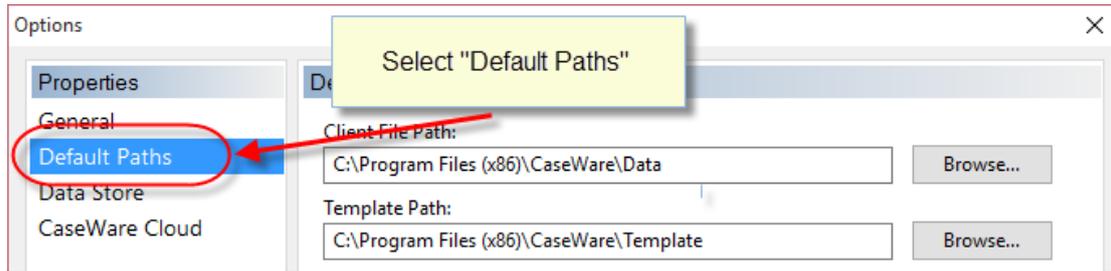
1. Follow the [Procedure for downloading Caseware Working Papers](#)
2. Follow the [Procedure for installing Caseware Working Papers](#)
3. Open Caseware Working Papers and choose “Options”



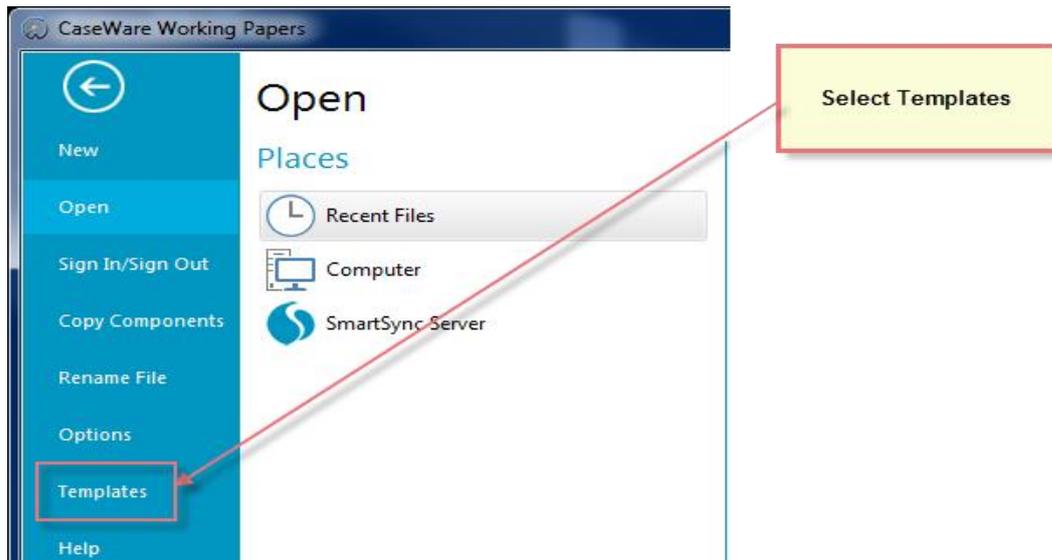
- a. In General / Auto Compress select Prompt in order to have the option to compress files



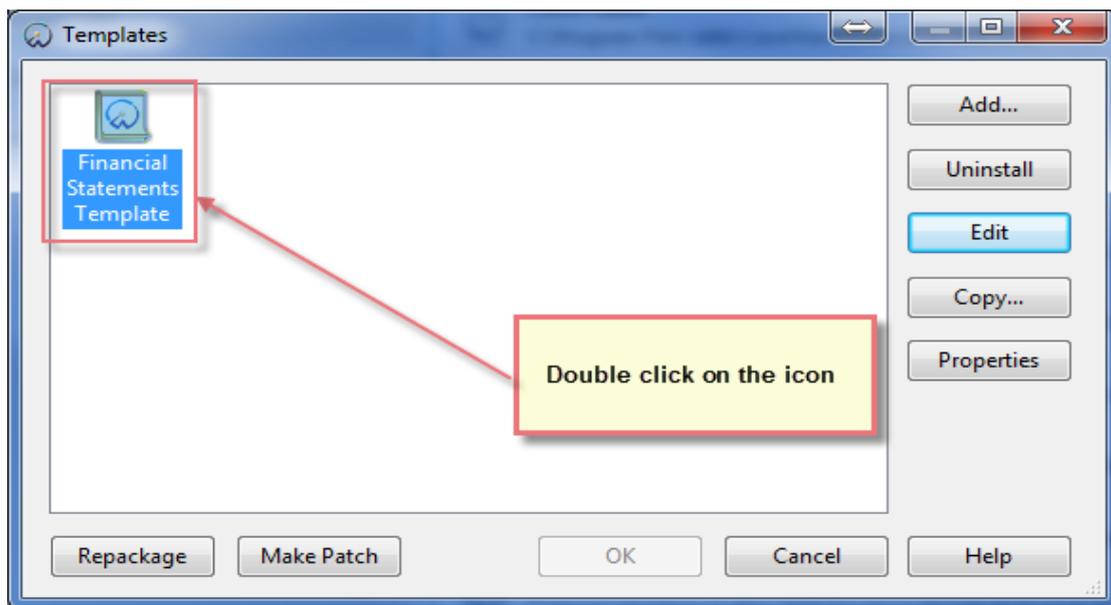
- b. Select Default Paths. Browse to select the correct Client file path and Year End Close Path. Click OK.



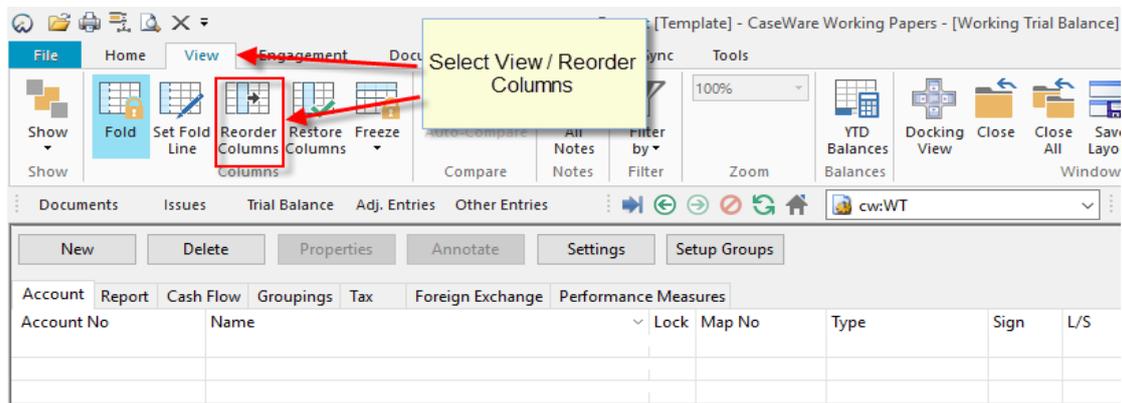
4. Select Templates.



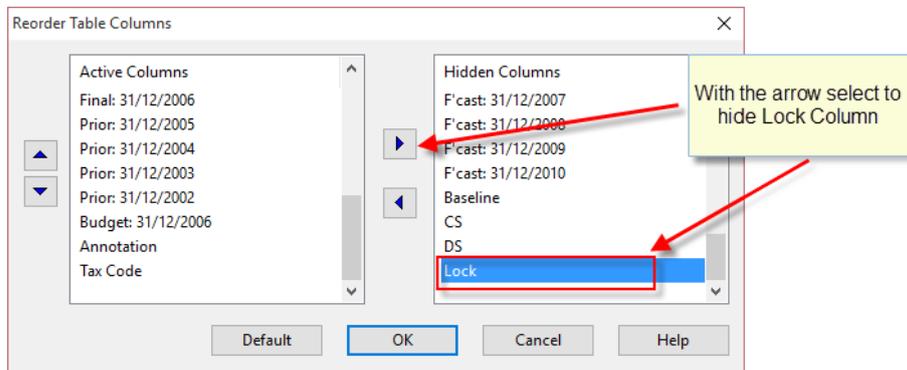
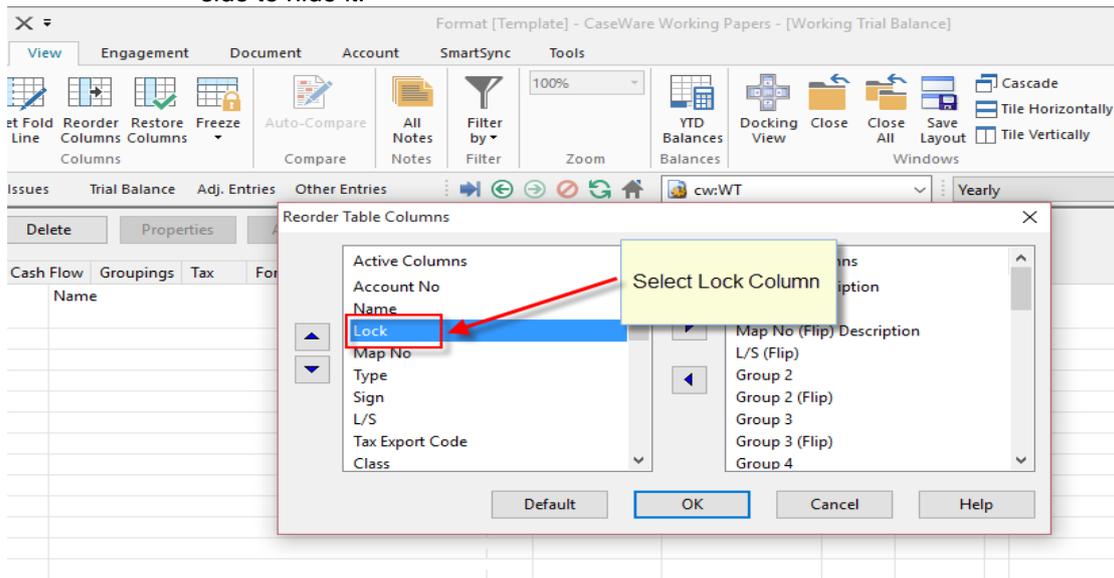
a. Select to open Financial Statements Template



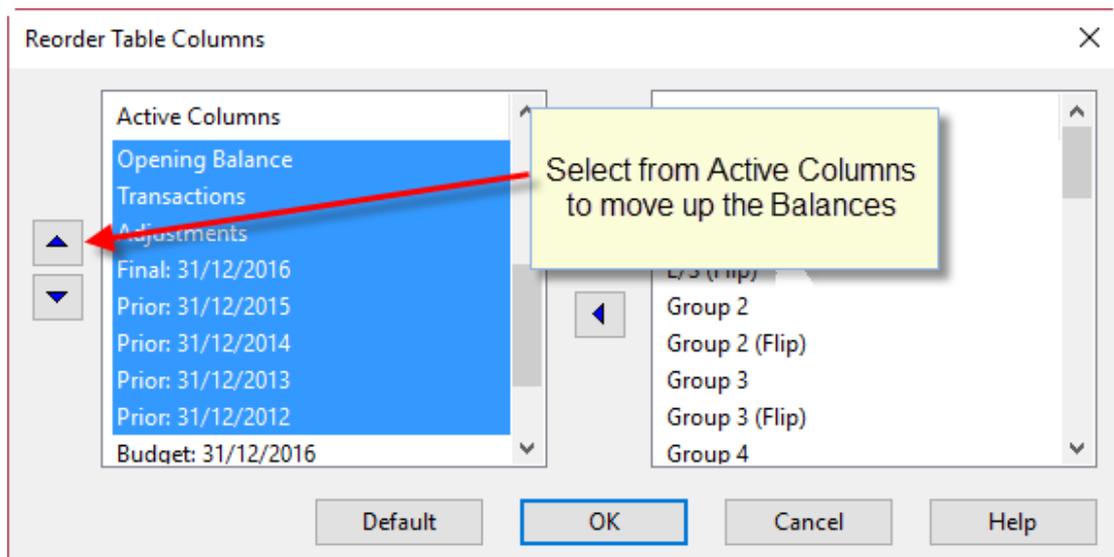
b. In Trial balance Select View/Reorder Columns

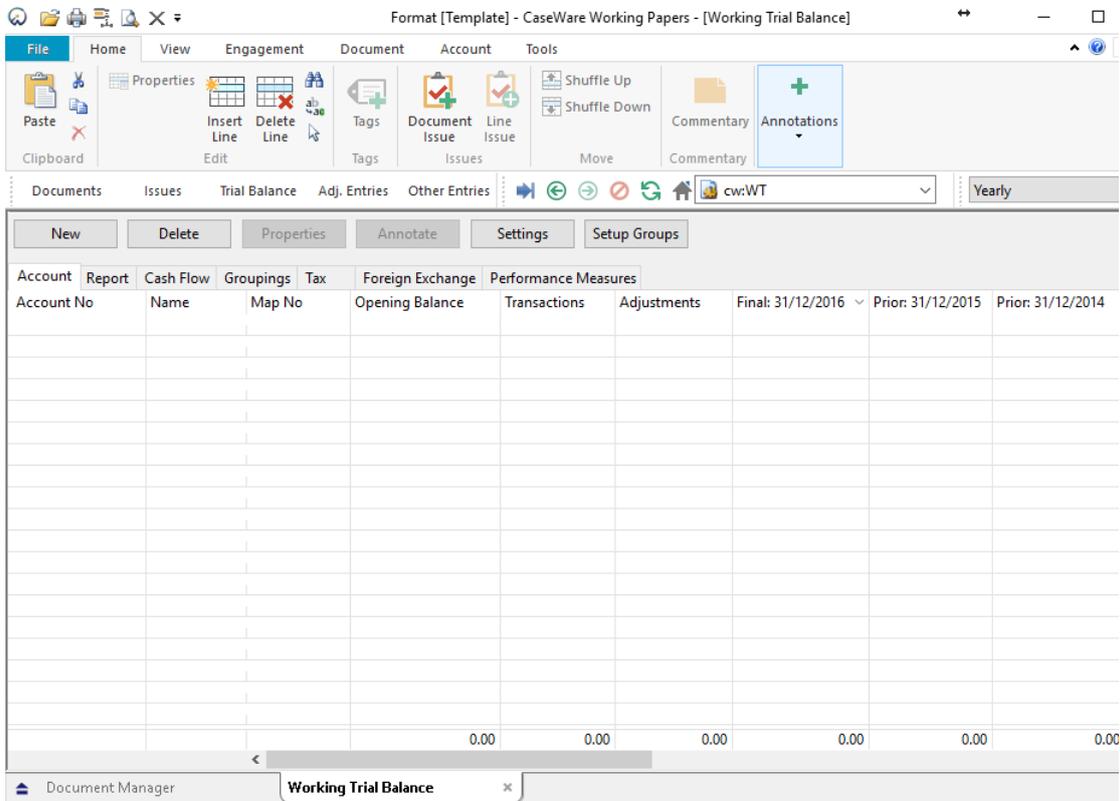
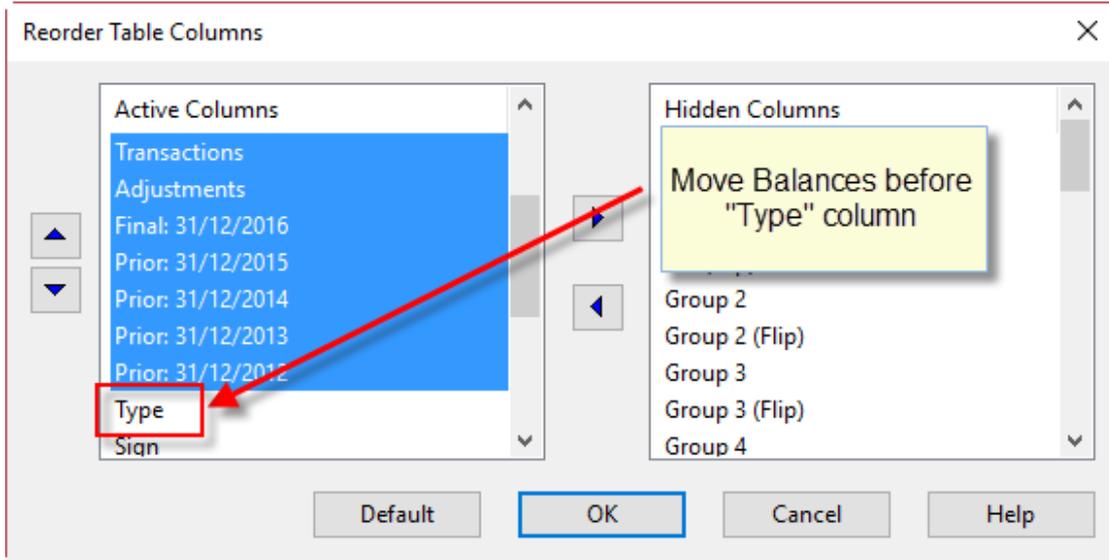


- c. Select Lock column from the left side and with the arrow move it to the right side to hide it.

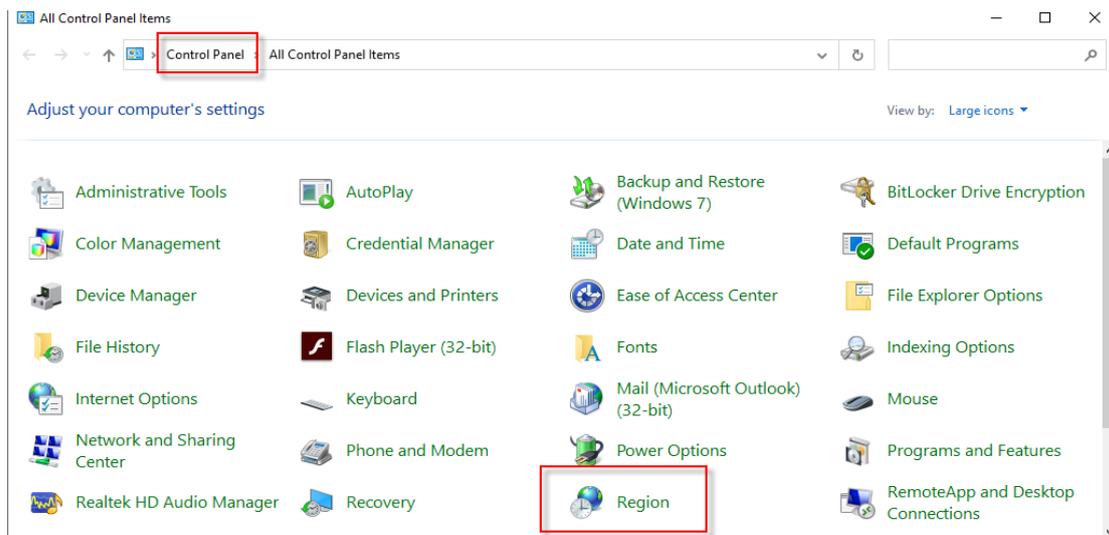


- d. Select to move “Balances” columns before “Type” column to be easier to identify them in Trial balance

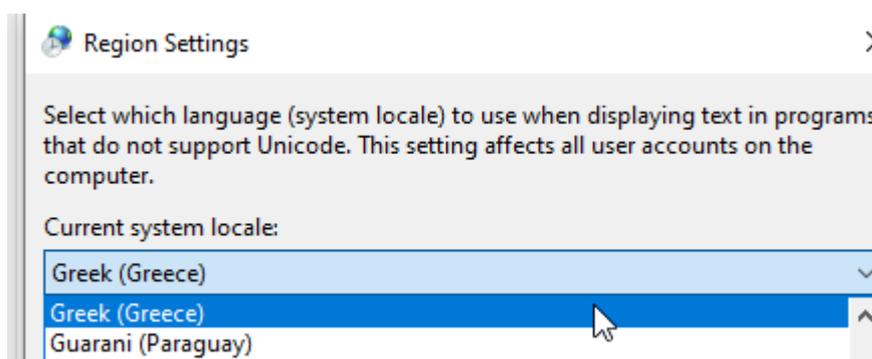
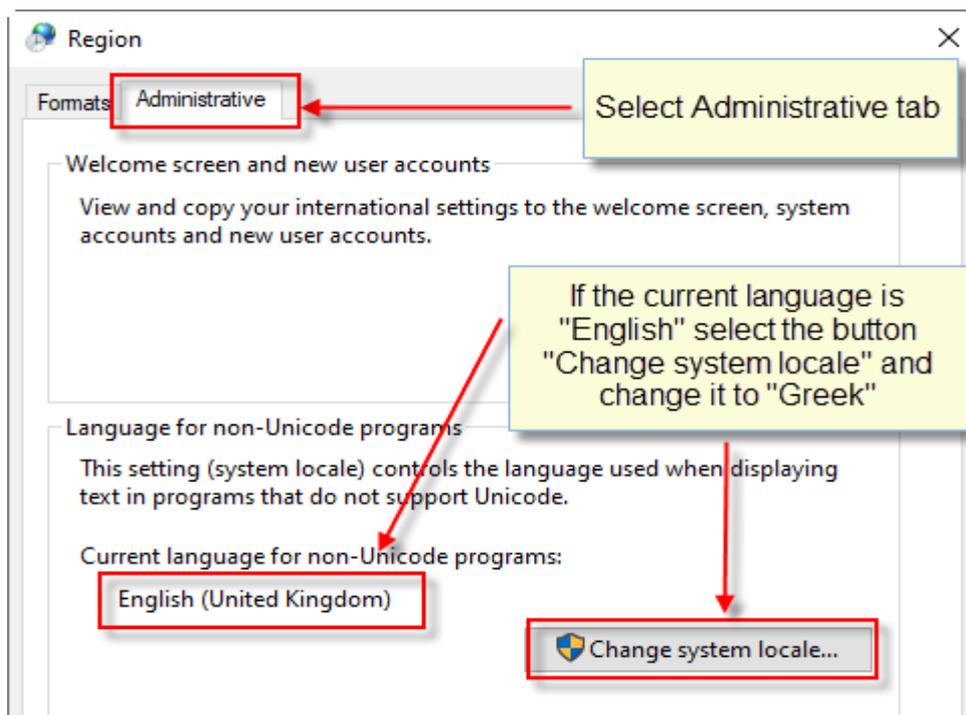




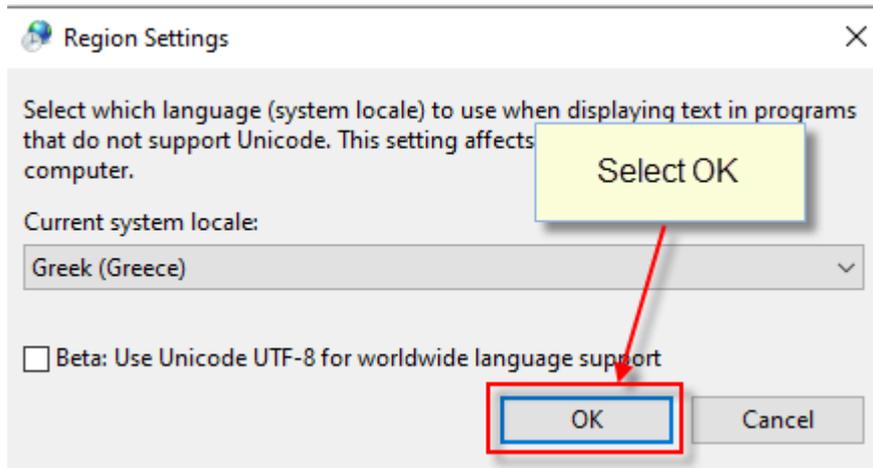
5. In programs select Control Panel / Region.



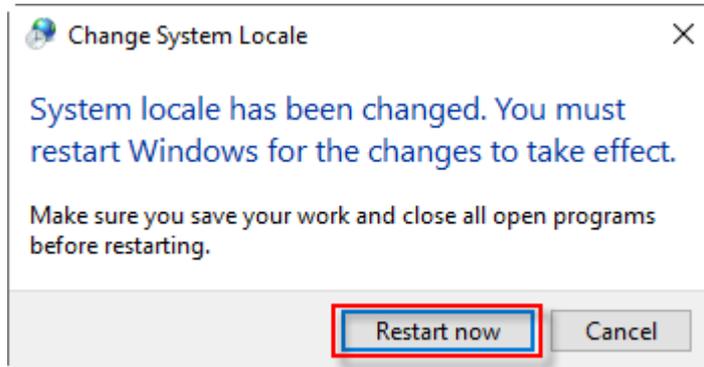
- a. At Region window select the Administrative tab. If the current language is "English" browse the button "Change system locale" to change it to "Greek"



b. Select OK



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



Caseware Working Papers setup is now completed.