

Euclid

GET AHEAD OF THE CURVE

Setup Procedure (After installation of Caseware Working Papers)



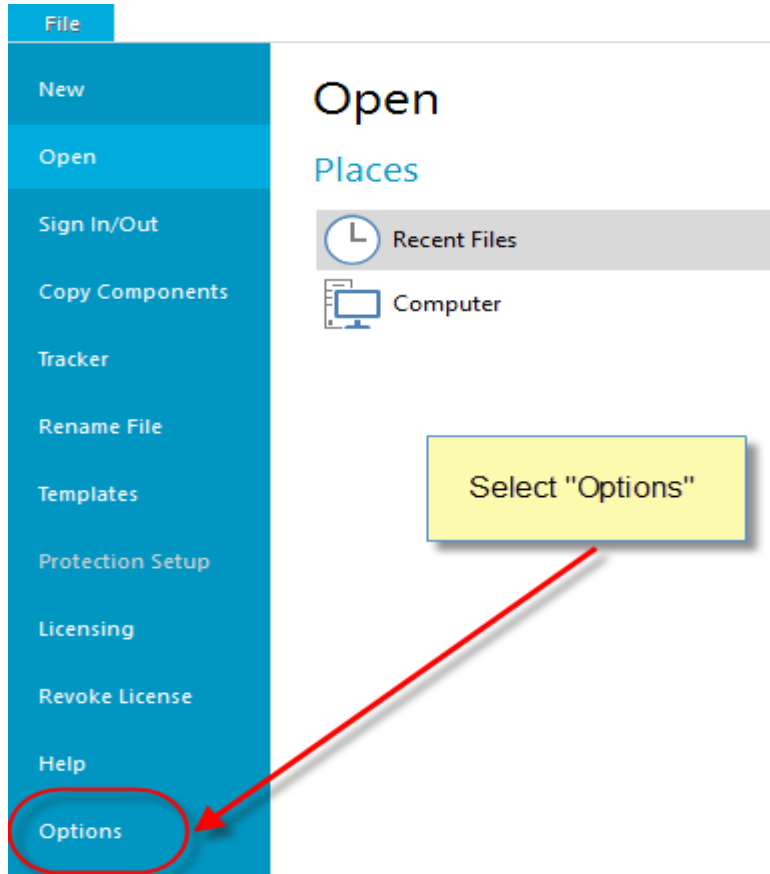
caseware[™]

VERSION 1.00

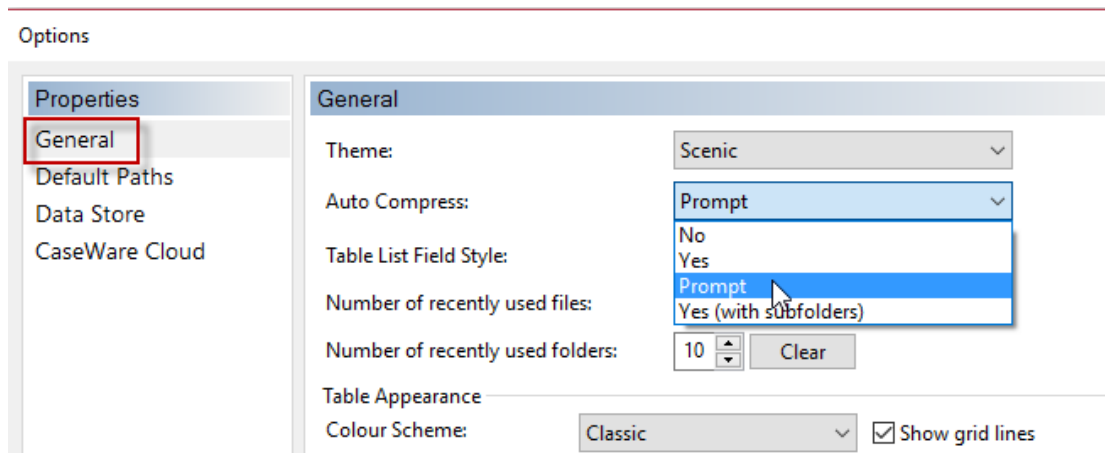
PROCEDURE SUMMARY

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..... 9**

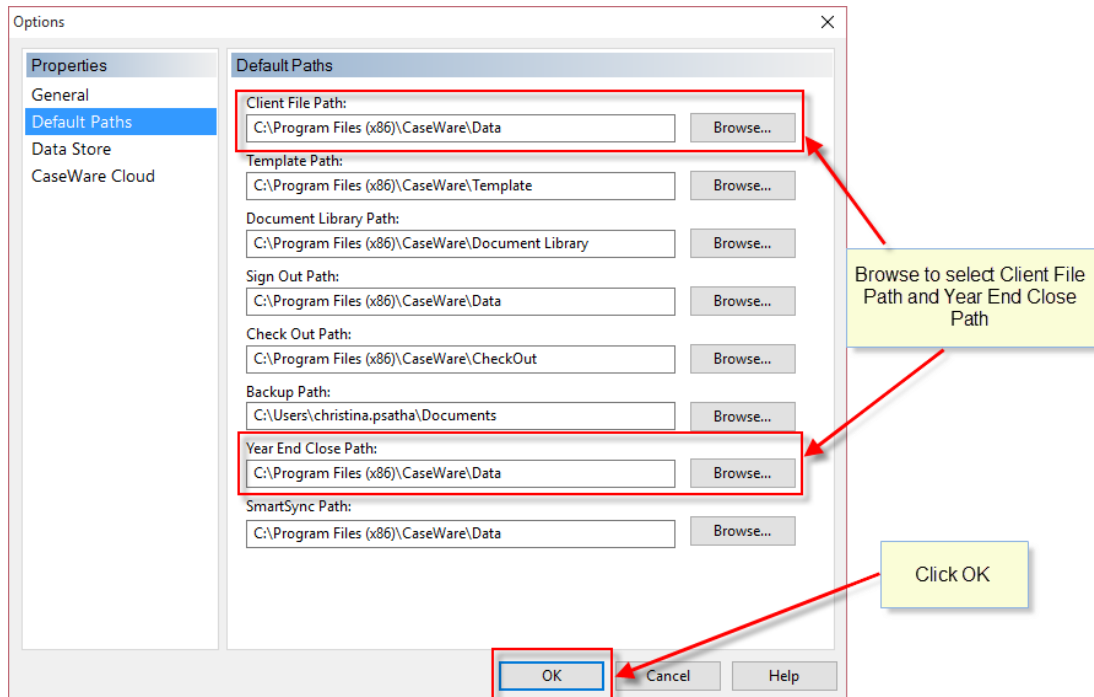
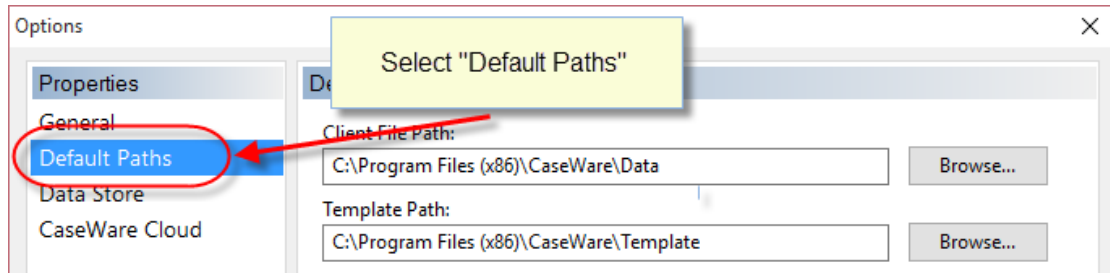
1. Follow the [Procedure for downloading Caseware Working Papers](#)
2. Follow the [Procedure for installing Caseware Working Papers](#)
3. Open Caseware Working Papers and choose “Options”



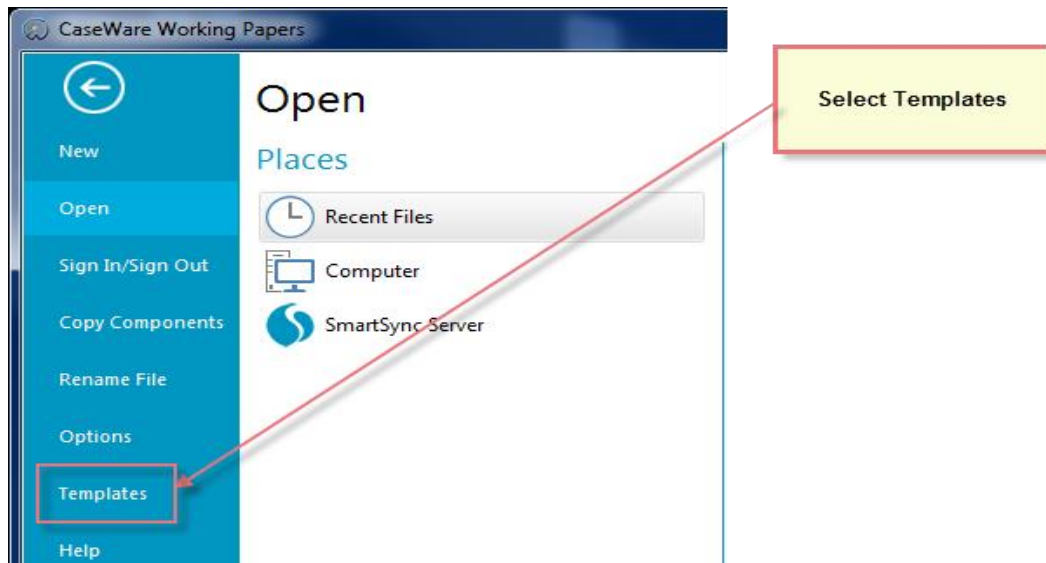
- a. In General / Auto Compress select Prompt in order to have the option to compress files



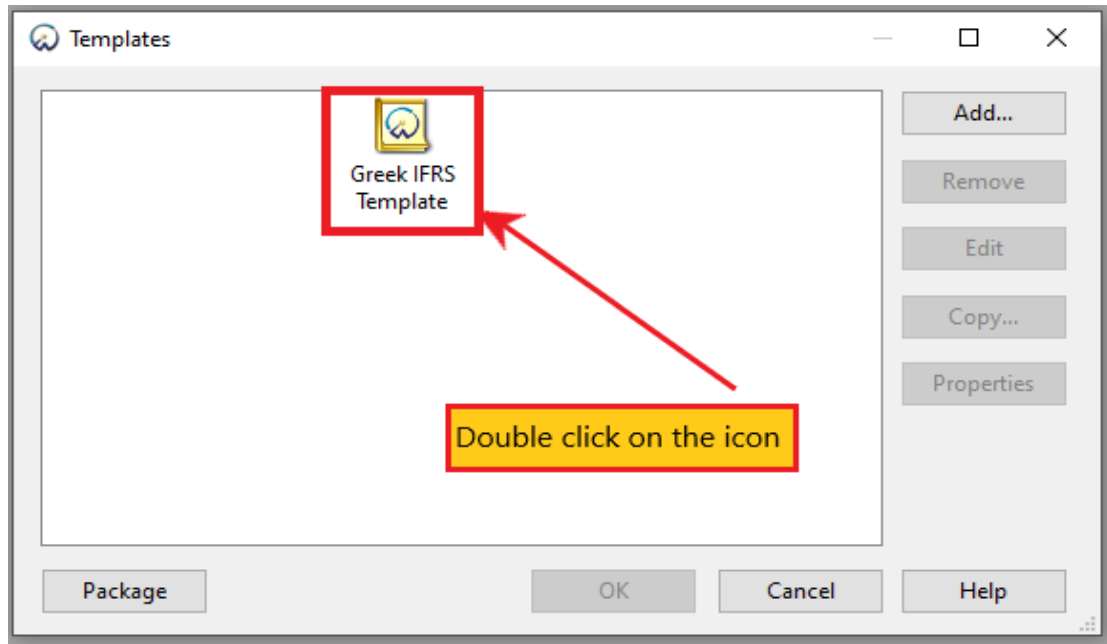
- b. Select Default Paths. Browse to select the correct Client file path and Year End Close Path. Click OK.



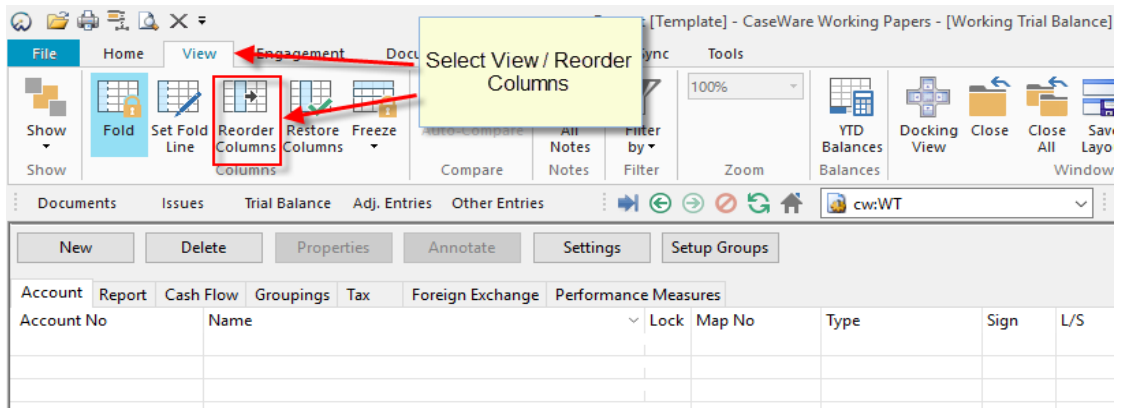
4. Select Templates.



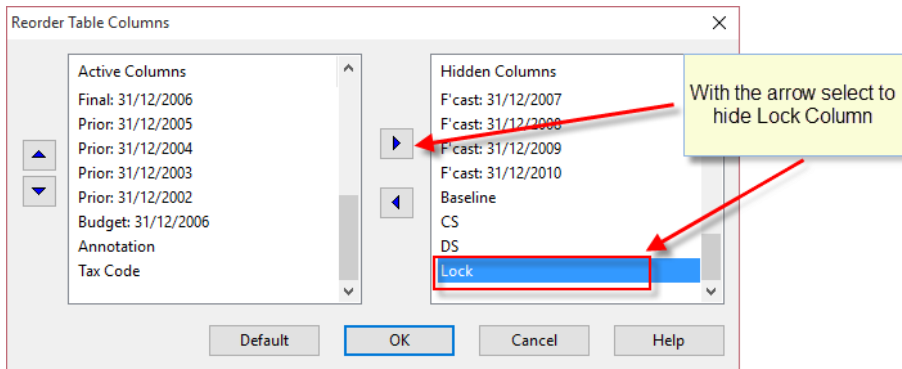
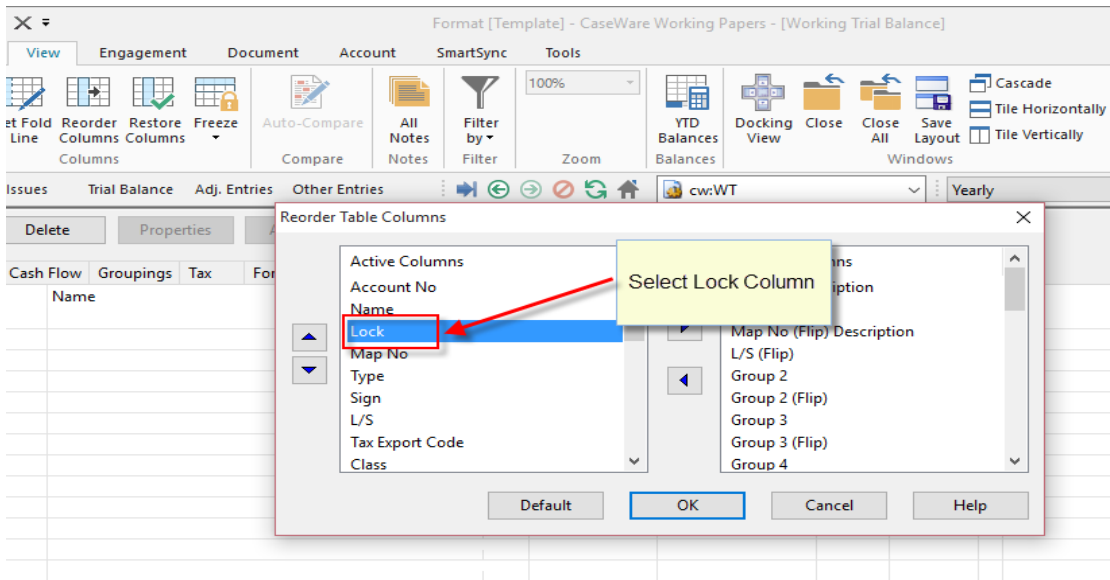
a. Select to open Greek IFRS Template



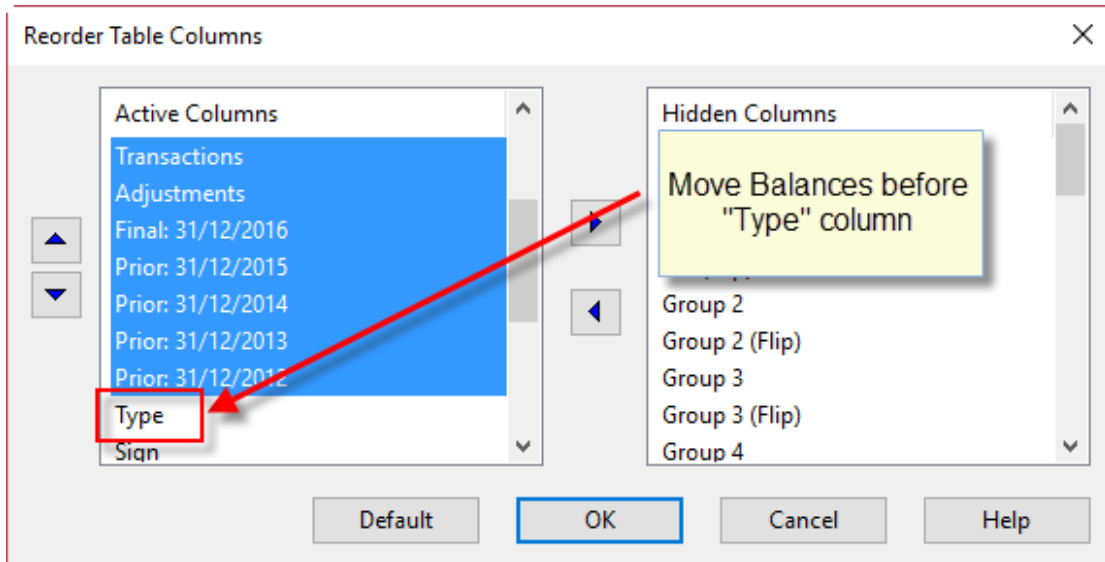
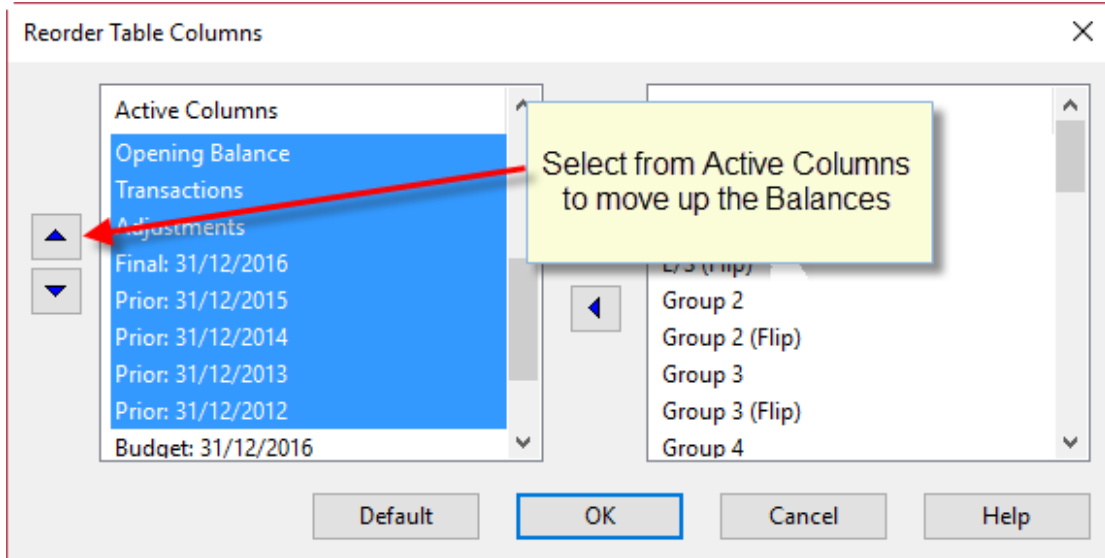
b. In Trial balance Select View/Reorder Columns



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

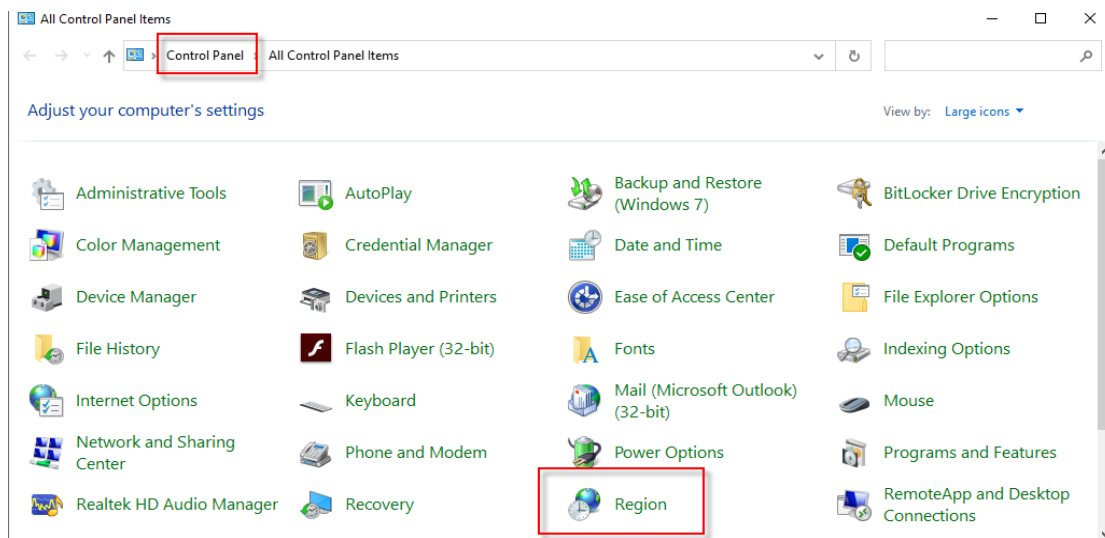


Setup Procedure (After installation of Caseware Working Papers)

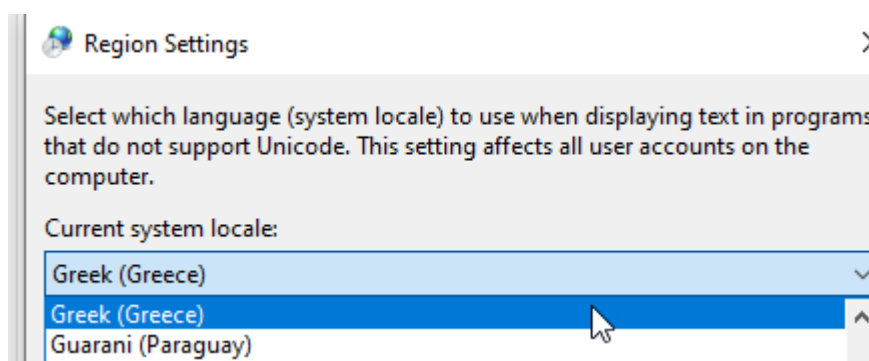
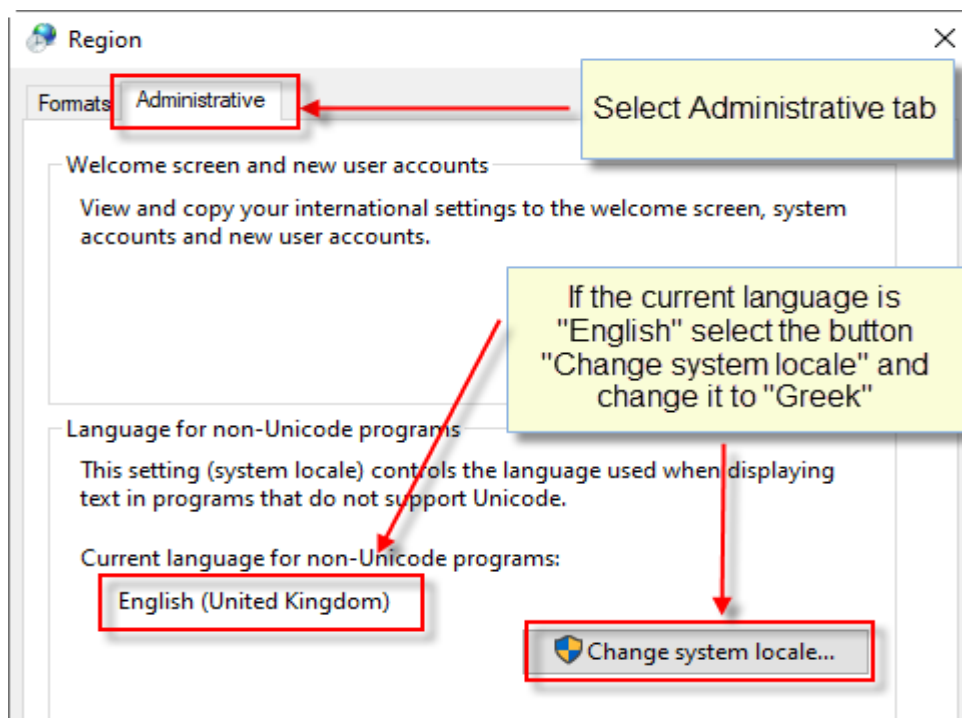
The screenshot shows the Caseware Working Papers software interface. The main window is titled 'Format [Template] - CaseWare Working Papers - [Working Trial Balance]'. The interface includes a ribbon with tabs for File, Home, View, Engagement, Document, Account, and Tools. Below the ribbon is a navigation bar with buttons for New, Delete, Properties, Annotate, Settings, and Setup Groups. The main area displays a table with the following columns: Account No, Name, Map No, Opening Balance, Transactions, Adjustments, Final: 31/12/2016, Prior: 31/12/2015, and Prior: 31/12/2014. The bottom row of the table shows zeros for all numerical values. The bottom status bar shows 'Document Manager' and 'Working Trial Balance'.

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	0.00

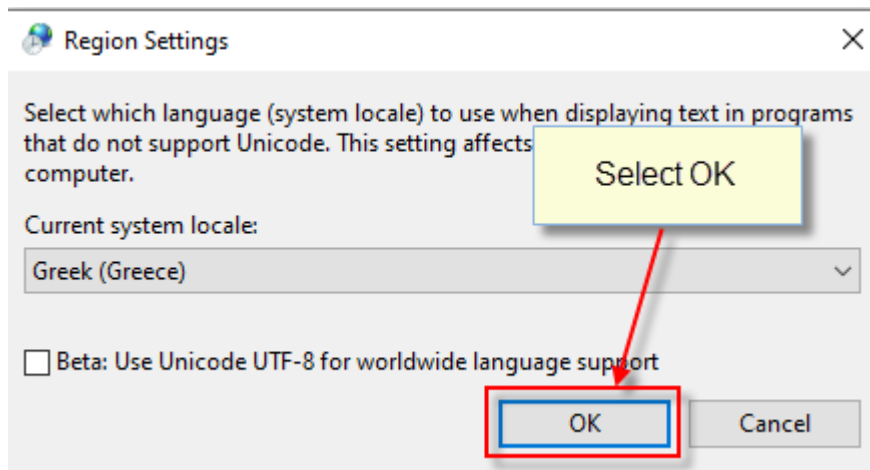
5. In programs select Control Panel / Region.



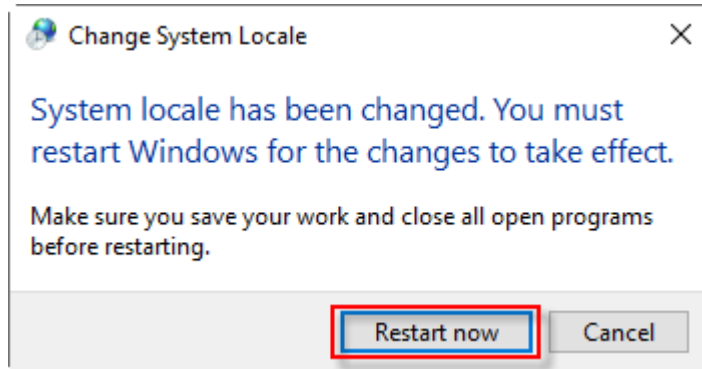
- a. At Region window select the Administrative tab. If the current language is "English" browse the button "Change system locale" to change it to "Greek"



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.