

Installation Guide

CaseWare Working Papers 2016



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1. General procedure

We can define two different types of installation:

1.1. FULL update of all components

To be installed in the **following order**:

- 1. Installation CaseWare Working Papers
- 2. Installation Biztax component
- 3. Installation WinAcc

1.2. WinAcc update

The WinAcc content is constantly evolving due to legislation, fiscal law, etc....

Therefore WinAcc updates are released more frequently and do not require a new installation of the other components.

To be installed in the **following order**:

1. Installation WinAcc



2. Download installation files

Open a browser (e.g. Internet Explorer)

Go to URL: https://corp.filesanywhere.com/PRAGMATOOLS/

Fill in Username and Password and click 'Login'

🏉 PragmaTo	ools - Windows Internet Explorer							- P	×
€	ttps://corp.filesanywhere.com/PRAG	MATOOLS/		🗕 🔒 🗸	🕨 🗙 🔁 Bing				ب م
🔶 Favorites	👍 🌄 Suggested Sites 👻 🙋 Web Slie	e Gallery 🔻							
💸 PragmaT	ools			6	- 🔊 - 🖃	🖶 🔻 Page 🕶	Safety 🔻	Tools 🔻	•
									-
		Pra	gmaTo	nis					
			auna i A	010					
			e Transfer Port						
		Registered use	rs may log in now to access y	our account.					
		Username	Password						
		Save as Default							
	You are currently a	ccessing a secure web site. Y	our account login and all file	transfers are encrypted f	or maximum security				
									-
Done				🈜 Internet	Protected Mode: C)n	4	100% 🔍	•

Download:

- From folder 'CaseWare 2016' the file 'WP_2016.00.065r2_BelgiumProt.exe'
- From folder 'CaseWare 2016 SmartSync' the file
 'WP_2016.00.065r2_BelgiumProtSync.exe' ¹
- From folder 'CaseWare Connector', '2016' the file
 '2016.00.020_ConnectorSetup.exe'²
- From folder 'WinAcc','2016' the file 'WinAcc 2016 Biztax component.exe'
- From folder 'WinAcc','2016' the file 'WinAcc 1.0.0.cwp'
- From folder 'WinAcc','2016' the file 'WinAcc consol 1.0.0.cwp'

¹ Only SmartSync users need to download and install this file

² Only Connector users need to download and install this file

3. System Requirements

Please find the system requirements here.



4. Converting from CaseWare 2014 to CaseWare 2016

4.1. Remove and installation procedure

Procedure	What file	Which folder on Filesanywhere
1. Make a backup of your Office settings	see chapter 9.6 Customization summary	
2. <u>Un</u> install WinAcc Consol (if applicable)		
3. <u>Un</u> install WinAcc		
4. Install CaseWare Working Papers 2016	WP_2016.00.065r2_BelgiumProt.exe	CaseWare 2016
5. Install WinAcc 2016 Biztax component	WinAcc 2016 Biztax component.exe	WinAcc \rightarrow 2016
 Install WinAcc and/or WinAcc Consol (if applicable) 	WinAcc x.x.x.cwp and/or WinAcc Consol x.x.x.cwp (if applicable)	WinAcc \rightarrow 2016
7. Install CaseWare Network License Server (only required if network license is applicable: see chapter 5.2.2 Network Licensing)	CaseWare Network License Server.exe	CaseWare License Server \rightarrow 2016

4.2. CaseWare files

All engagement files are automatically converted from CaseWare 2014 to CaseWare 2016 when opened for the first time with CaseWare 2016.

Please make sure all users install CaseWare 2016 as files are only upwards compatible.



5. Installation and activation of CaseWare Working Papers

5.1. Installation CaseWare Working Papers

Open file 'WP_2016.00.065r2_BelgiumProt.exe'³ and click "Run".

Click 'Next'

CaseWare Work	king Papers 2016 - InstallShield Wizard	×
	Welcome to the InstallShield Wizard for CaseWare Working Papers 2016	1
	The InstallShield(R) Wizard will install CaseWare Working Papers 2016 on your computer. To continue, click Next.	
	WARNING: This program is protected by copyright law and international treaties.	
	< Back Next > Cancel	

³ In case you use SmartSync, open file 'WP_2016.00.065r2_BelgiumProtSync.exe'



Select 'I accept the terms in the license agreement' and click 'Next'

🕼 . 💦 CaseWare Working Pa	pers 2016 - In	stallShield Wiz	zard ×
License Agreement Please read the following license agreeme	nt carefully.		
LICENSE IMPORTANT - READ CAREFUL INSTALLING INDICATES ACC AGREEMENT. 1. Offer CaseWare International Inc. ("CV agreement with the individual, con entity to which the computer softw	EPTANCE OF VI") offers to e poration, parti ware and docu	F A BINDING I enter into a bind nership or other	LEGAL ling legal
 I accept the terms in the license agreemen I do not accept the terms in the license agr 			Plint
InstallShield			
	< Back	Next >	Cancel

Click 'Next'

CaseWare Working Papers 2016 - InstallShield Wizard	×
Important Information In Working Papers 2016, several new features have been added.	2
 In Working Papers 2016, several new features have been introduced, including: Further integration with CaseWare Cloud, allowing firms to manage Working Papers security and users through CaseWare Cloud. Ability to create Adjusting Journal Entries directly from Automatic Documents and the Working Trial Balance. Creating annotations to a specific page within a PDF. Improvements to the capabilities and appearance of CaseView graphs. Specific to SmartSync 2016 	^
Support for migration of parent files across servers. Improved organization and interface for firms using a large number of SmartSync servers. For more information, click on the button below to launch the Enhancements List. After Getting Started Enhancements All other trademarks are the property of their respective owners. InstallShield	~
< Back Next > Cance	1

Click 'Next'

17	CaseWare Working Papers 2016 - InstallShield Wizard
Destinati Click Nex	on Folder At to install to this folder, or click Change to install to a different folder.
	Install CaseWare Working Papers 2016 to: C:\Program Files (x86)\CaseWare\ Change
InstallShield -	< Back Next > Cancel

Click 'Next'

CaseWare Working Papers 2016 - InstallShield Wizard					
Registration Options Choose whether to send identifying information during registration.					
During license registration, information about your computer, including your user and computer name, will be sent to our servers. This information is required for the support of your license(s). By providing this information, you consent to CaseWare's End User License Agreement and our collection and use of this information in accordance with our Privacy Policy found at www.caseware.com/privacy.					
• Send identifying information to CaseWare International Inc.					
O Do not send identifying information to CaseWare International Inc.					
InstallShield < Back Next > Cancel					



Click 'Install'

CaseWare Working Papers 2016 - InstallShield Wizard
Ready to Install the Program The wizard is ready to begin installation.
Click Install to begin the installation. If you want to review or change any of your installation settings, click Back. Click Cancel to exit the wizard.
InstallShield

Click 'Finish'.

CaseWare Work	king Papers 2016 - InstallShield Wizard 🛛 🗙
	InstallShield Wizard Completed
	The InstallShield Wizard has successfully installed CaseWare Working Papers 2016. Click Finish to exit the wizard.
	☐ Show the Windows Installer log
	< <u>B</u> ack Einish Cancel

5.2. Activation CaseWare Working Papers

Open Working Papers 2016 and click 'Register now

CaseWare Working Papers				
	SEVVARE			
	Version 2016.00.065 (Release 2) (Demo) (32-bit)			
	Aug 6 2016 15:04:17 [C-*1HBDZWFZKWXRVAF]			
There are 45 days re	maining until the demonstration period ends.			
Continue Demo	Register Now			
Patent No. 8,595,381 B2 Copyright CaseWare International Inc. ©2016				

5.2.1. Stand Alone Licensing

Select 'Stand Alone Licensing' and click 'Register Now...'

	About Licensing		х			
License Status:	ds On 29/09/2016 (45 Days)	ОК				
	Cancel					
License and Repair Lock C-*1HBDZWFZKWXRVAF						
Stand alone or eD	Delivery license					
	Register Now					
○ CaseWare Network License server						
Server Name:			~			
	Commuter License Check Out	Show <u>D</u> etail	•			



Click 'Next'

CaseWare Working Papers Regis	tration Wizard
A	Thank you for choosing CaseWare Working Papers To purchase your license, please contact PragmaTools at: - Email: info@pragmatools.com
	 Phone: 03 / 770 86 26 (or +31 73 6911655) Once you have purchased your license, you will receive an Authorization Code. This code will permit you to register a license to use CaseWare Working Papers. CaseWare Working Papers is being licensed per installed PC/CPU.
	If you already have purchased a license, please click Next and follow the instructions to register your license.
	< Vorige Volgende > Annuleren Help

Fill in the code you received at 'Authorization Code'.

Fill in your name and email address and click 'Next'.4

CaseWare Working Papers Regist	tration Wizard	×
	Welcome to the Registration Wizard You should have received a 20 digit alpha-numeric Authorization Code form PragmaTools. This Authorization Code will have been sent to you in one of the following ways: - By Email - Listed on your invoice, or - on a label affixed to your Working Papers CD Authorization Code: Code	
	Name:	
	Pierre Patron	
and the second se	Email Address:	
	pierre@patron.	
	Check here if you do not wish your Computer Name to be sent To continue, click Next.	
	< Vorige Volgende > Annuleren H	elp

 $^{^{\}rm 4}$ This needs the be the users' unique name and e-mail



Select 'Register automatically over the internet' and click 'Next'

CaseWare Working Papers Registrat	ion Wizard	×
	 Select Registration Method Register automatically over the internet Fastest, easiest registration option, recomended for PC's with internet access. Register over the internet from a different PC Fast, easy registration option, uses website to register multiple PC's. Register by email, mail or fax Alternate registration where internet access is not available. Register by telephone Alternate registration where internet access is not available. Enter the license code you have already received 	
	< Vorige Volgende > Annuleren He	elp

Click 'Finish', the activation is now complete.

CaseWare Working Papers Regis	tration Wizard	×
A	Automatic Registration Register automatically over the internet	
	Registration completed successfully. Fully Licensed Version You are allowed to re-license Working Papers 30 times.	
	< Vorige Voltooien Annuleren He	elp

5.2.2. Network Licensing

If you are using a network license, CaseWare Network License Server needs to be installed on your server:

- Open a browser (e.g. Internet Explorer)
- Go to URL: <u>https://corp.filesanywhere.com/PRAGMATOOLS/</u>
- Fill in Username and Password and click 'Login'
- Download from folder 'CaseWare License Server => 2016' the file 'CaseWare Network License Server.exe'



Install information can be found here.

More information on Citrix Server Environments can be found here.

Afterwards, you'll need to give us the Locking Code 11 (C-*...) and Server Name.

5.2.2.1. Generate Locking code

Go to Start, CaseWare International, License Server, click 'Get License Code'.

Please provide us with Locking Code Version 11 (new style).

CaseWare License Info				
Locking Code (Version 7): C-69E87	Locking Code (Version 8): C-5BB91-8			
Locking Code(New Style): C-*1TBP7BTNGHK86MX	Diagnostic Code: 4-1FE5D			
Host Name:	Disk ID			
	Close			



5.2.2.2. Server name

Go to Start, CaseWare International, License Server, click 'License Manager'

Select the applicable server under 'Subnet Servers'. Please provide us with the Server Name.

5.2.2.3. Activation / Adding a Network License

After you've provided us with previous information, you will receive a CaseWare network license.

Example of a network license:

O4A6ZQSN9E8ENE7WD62KDAWEC7N56LOKYP9Q69T# 'BE' version '2016', expires Midnight of Nov 30, 2090, exclusive

You need to use the whole string.

Go to Start, CaseWare International, click 'License Manager'

It is possible that error 88 appears when launching the License manager. See chapter "10.1 Error 88 when opening the License manager" for working around this known issue.

Right-click the server in the list and select Add Feature | From a String | To a Server and its File.

Add Feature	٠		From a File	•		VEISIUT.
Remove all Features			From a String	×		To Server
Revoke Licenses by Permission Ticket						To Server and its File
Add to Defined List						
Shutdown Server		⊢			-	
Refresh		\vdash	Number of	000100		Majority: Ma

Copy and paste the license code sent to you by your distributor into the License code box.

License code:	

The purchased license is now visible below the server. Users can now get a license code by pointing to your Network License server in the dropdown-menu.

6. Installation CaseWare Biztax component

- Close the CaseWare Working Papers application (in case opened).
- Doubleclick the installation file "WinAcc 2016 Biztax component.exe" and select "Next".





• Select "I accept the terms in the license agreement" and click "Next".

😸 CaseWare XBRL Formula Component - InstallShield Wizard	x
License Agreement Please read the following license agreement carefully.	5
LICENSE IMPORTANT - READ CAREFULLY BEFORE INSTALLING. INSTALLING INDICATES ACCEPTANCE OF A BINDING LEGAL AGREEMENT. 1. Offer CaseWare International Inc. ("CWI") offers to enter into a binding legal agreement with the individual, corporation, partnership or other legal entity to which the computer software and documentation associated with this License was supplied for use (the "Licensee"). The terms and conditions of this License (the "License Terms") are set out in this document. The License Terms include terms limiting the liability of)
I accept the terms in the license agreement I do not accept the terms in the license agreement InstallShield	

• Select "Install".

😸 CaseWare XBRL Formula Component - InstallShield Wizard	x
Ready to Install the Program The wizard is ready to begin installation.	
Click Install to begin the installation.	
If you want to review or change any of your installation settings, click Back. Click Cancel to exit the wizard.	
InstallShield < Back Cancel	

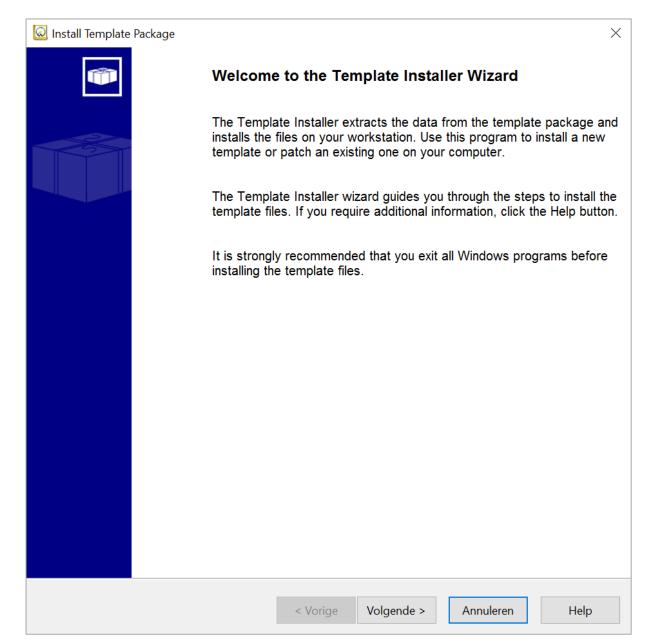
• Installation has been executed, select "Finish"

늻 CaseWare XBRL Formula Cor	nponent - InstallShield Wizard
	InstallShield Wizard Completed
2	The InstallShield Wizard has successfully installed CaseWare XBRL Formula Component. Click Finish to exit the wizard.
	Show the Windows Installer log
	< Back Finish Cancel



7. Installation WinAcc

- Close the CaseWare Working Papers application (in case opened).
- Check if the path is correct as presented below
- Doubleclick the installation file "WinAcc xx.xx.cWP" and select "Next".

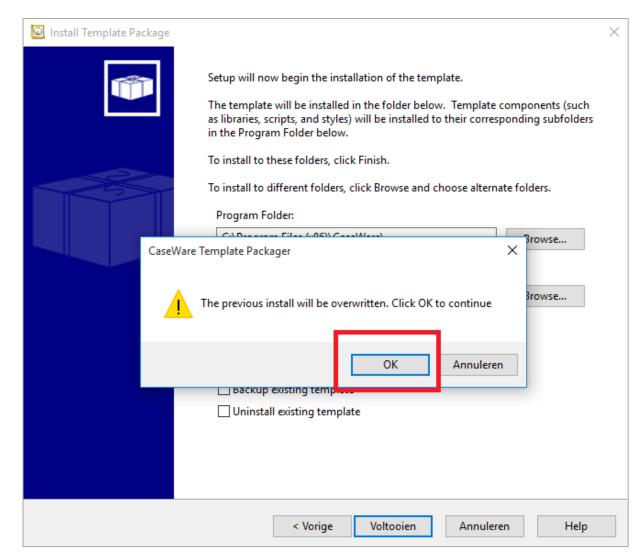


• Check if the folder path is the same as below and select "Complete"

😡 Install Template Package		×
	Setup will now begin the installation of the template. The template will be installed in the folder below. Template components (such as libraries, scripts, and styles) will be installed to their corresponding subfolders in the Program Folder below. To install to these folders, click Finish. To install to different folders, click Browse and choose alternate folders.	
	Program Folder: C:\Program Files (x86)\CaseWare\ Browse	
	C:\Program Files (x86)\CaseWare\ Browse	
	Template Folder:	
	C:\Program Files (x86)\CaseWare\Template\ Browse	
	< Vorige Voltooien Annuleren Help	



• If WinAcc has been installed before, you will get the question "Overwrite previous install". Click "OK" to continu.



• Select "Close"

😡 Install Template Package		×
	Installation of the Template Package has been completed successfully.	
	Click the Close button to exit.	
	Close Help	



8. CaseWare Connector 2016 ⁵

Open file '2016.00.020_ConnectorSetup.exe' by double-clicking and click run.

Connector will be installed on your machine. Open Microsoft® Word or Excel to view the newly installed **Connector Toolbar**. CaseWare Connector is located in the **Add-Ins** tab. Note that a reboot is required if a Microsoft Office product was open during the installation.

The getting started guide can be found <u>here</u>.

⁵ What's new in CaseWare Connector 2016 can be found here

9. Office settings

The office settings can be divided into the following parts :

- Office logo
- Address and contact details of office locations
- Parameters
- General checklist and Working papers changes

9.1. Office Logo

The logo can be inserted on the first page of the report. In addition, there may be a (small) logo added to the header of the report and several other documents. It is recommended to **have** PragmaTools **assist** you **here with**.

9.1.1. Customization

- Open a CaseWare WinAcc file and then open a Case View document (e.g. The progress report)
- Open Windows Explorer and go to the path
 "C: \ Program Files (x86) \ CaseWare \ Library \ winacc \ Client specific"
- Double-click on the file "Frontpage & Header.cvw"
- Go into design mode (View Design Mode)
- Add your logo to the desired location
 - Insert => Picture
 - o Select your image by clicking "Browse" and use the following settings

Picture Object	×
Filename: Browse	Preview
Embed picture in document Resize picture Keep Aspect Ratio Width 15,03 cm + Height 2,54 cm +	PragmaTools
Show picture while viewing document Allow user to modify picture while in Form Mode OK	Cancel Help

9.1.2. How to make available to other computers

The above adjustment is performed on the file below

"C: \ Program Files (x86) \ CaseWare \ Library \ winacc \ Client specific \ FrontPage & Header.cvw"

If you want to use these adjustments on other computers, you will need to copy this file to the other computer (s) thus replacing the existing file.

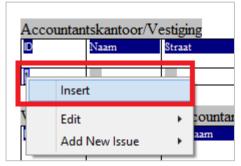


9.2. Address and contact information of the office location(s)

In various CaseWare WinAcc documents you can specify who the contact persons within the branches are. Preventing repeatedly entering data in these files, you can select the information from the list (e.g. permanent file, contact details annual accounts, BIZTAX, Form I & II, Belcotaxonweb ...). This list can be composed as follows:

9.2.1. Customization

- Open a CaseWare WinAcc file
- Open the document "Offices" in "Path & parameter" using the CaseWare Document Manager
- Enter the information of your office(s)
- If there are multiple locations / contacts you can add extra lines by right clicking the firs cell in the first column.



9.2.2. How to make available to other computers

The above adjustment is written into the database files named WAParm. * on the path "C:\Program Files (x86)\CaseWare\WAParm.*"

If you want to use these adjustments on other computers, you will need to copy these files to the other computer (s) thus replacing the existing files.

9.3. Parameters

In CaseWare WinAcc there are several options and features that can be set at office level.

9.3.1. Customization

- Open a CaseWare WinAcc file
- Open the document "Path & Parameter" in "Path & parameter"
- Determine the office settings

9.3.2. How to make available to other computers

The above adjustment is written into the database files whose names start with WAParm on the path

"C:\Program Files (x86)\CaseWare\"

- These files are
 - WaParm.cdx
 - WaParm.dbf
 - WaParm.fpt

If you want to use these adjustments on other computers, you will need to copy these files to the other computer(s) thus replacing the existing files.

9.4. General checklists and Working papers changes

As described in the WinAcc manual (Chapter 8), it is possible to adjust the content of the general checklists and the working papers tailored to the office (the office manager).

9.4.1. How to make available to other computers

The above adjustment is written into the database files whose names start with AuditProgram on the path "C:\Program Files (x86)\CaseWare\Library\winacc\Audit Program".

These files are

- AuditProgram.cdx
- AuditProgram.dbf
- AuditProgram.fpt

If you want to use these adjustments on other computers, you will need to copy these 3 files to the other computer (s) thus replacing the existing files.



9.5. Dashboard customization

As described in the WinAcc manual (chapter 5) it is possible to customize the dashboard tailored to the office needs (the office manager)

9.5.1. How to make available to other computers

The above adjustment is written into the file:

- "C:\Program Files (x86)\CaseWare\Template\Winacc Dashboard\User settings\defaultcontent_kantoor.xml"

If you want to use these adjustments on other computers, you will need to copy this file to the other computer (s) thus replacing the existing file.

9.6. Customization summary

We recommend to always keep a copy of the office dependent settings and **personalization's**. Therefor you should make copy of the files containing this customization, so they can easily be restored when needed e.g. in case of new installations, PC crashes etc.

These files are:

- "C: \ Program Files (x86) \ CaseWare \ Library \ winacc \ Client specific \ FrontPage & Header.cvw"
- "C: \ Program Files (x86) \ CaseWare \ WAParm *."
- "C: \ Program Files (x86) \ CaseWare \ Library \ winacc \ Audit Program \ Audit Program *."
- "C: \ Program Files (x86) \ CaseWare \ Template \ Winacc Dashboard \ User settings \ defaultcontent_kantoor.xml"

10. Trouble shooting

10.1. Error 88 when opening the License manager

10.1.1. Situation

When the Network License Manager was installed on the same computer where CaseWare Working Papers was also installed, it is possible to get the following error code.

🚭 WImAdmin		
File Edil View Tools Help		
Egg Defined Servers Subnet Servers Standaione	Server information Narse IP address	
	Fedure Name Stati Tor Ref Cor Cas	d-alone mode
	Detailec Feature Info License Info Client Info	ОК
	User name: Start tene: Licenses in use: Biroup name:	
	Citeria Value	
Ready	NUM	

10.1.2. Work around procedure

The way to fix this is to add a system Environment Variable called LSHOST and set the value to MACHINENAME, where MACHINENAME is the Name of the server where the Network License Server is installed.





System Properties	×			
Computer Name Hardware Advanced Remote				
You must be logged on as an Administrator to make most of these changes.				
Visual effects, processor scheduling, memory usage, and virtual memory Settings				
User Profiles Desktop settings related to your logon				
Settings				
Startup and Recovery System startup, system failure, and debugging information				
Settings				
Environment Variables				
OK Cancel Apply				

m Properties	
nputer Name H	ardware Advanced Remote
vironment Vari	ables
User variables fo	or administrator
Variable	Value
TEMP	%USERPROFILE%\AppData\Local\Temp
TMP	%USERPROFILE%\AppData\Local\Temp
	New Edit Delete
System variables	
System variables	
Variable	Value
Variable ComSpec	Value C:\Windows\system32\cmd.exe
Variable ComSpec FP NO HOST	Value C:\Windows\system32\cmd.exe C NO
Variable ComSpec FP NO HOST LSHOST	Value C:\Windows\system32\cmd.exe C NO PRAGMATS.TOOLS.local
Variable ComSpec FP NO HOST	Value C:\Windows\system32\cmd.exe C NO PRAGMATS.TOOLS.local
Variable ComSpec FP NO HOST LSHOST	Value C:\Windows\system32\cmd.exe C NO PRAGMATS.TOOLS.local
Variable ComSpec FP NO HOST LSHOST	Value C:\Windows\system32\cmd.exe C NO PRAGMATS.TOOLS.local
Variable ComSpec FP NO HOST LSHOST	Value C:\Windows\system32\cmd.exe C NO PRAGMATS.TOOLS.local
Variable ComSpec FP NO HOST LSHOST	Value C:\Windows\system32\cmd.exe C NO PRAGMATS.TOOLS.local

System Pro	perties		x	
Computer	Name Hardw	are Advanced Remote		
Environm	ent Variable	25	×	
Edit S	ystem Varia	ble	×	
	ble name: ble value:	LSHOST PRAGMATS.TOOLS.local		
		ОК	Cancel	
Change to MACHINE NAME				
System	i variables —			
Varia	ble	Value	<u> </u>	
Com9	5pec IO_HOST_C	C:\Windows\system32\cmd.exe NO		
LSHC		PRAGMATS.TOOLS.local		
NUME	BER_OF_P	2	-	
		New Edit	Delete	
_		ОК	Cancel	