



CASEWARE

®

CaseWare  
Working Papers  
2011  
The Fundamentals  
USA

Instructor Manual

Engagement, Financial Reporting and  
Write-up Software

---

# Before You Start

## Copyright and Trademark Notices

Copyright. 2011 CaseWare International Inc. (“CWI”). All Rights Reserved. Use, duplication, or disclosure by the United States Government is subject to the restrictions set forth in DFARS 252.227-7013 ©(1)(ii) and FAR 52.227-19. Notice to U.S. Government End Users. This publication and the related computer software was developed exclusively at private expense and for the purposes of U.S. acquisition regulations the related computer software is “commercial computer software” subject to limited utilization (“Restricted Rights”).

This publication may only be copied and otherwise used as permitted in the applicable license agreement and, subject to the express terms of such license, use of this publication is subject to the following terms and conditions:

All copyright and other proprietary notices must be retained on every copy made.

CWI has not conferred by implication, estoppel or otherwise any license or right under any patent, trademark or copyright of CWI or of any third party.

This publication is provided “as is” without warranty or condition of any kind, either expressed or implied, including, but not limited to, the implied warranties of merchantability, fitness for a particular purpose, or non-infringement.

This and related publications may include technical inaccuracies or typographical errors. Changes are periodically made to CWI publications and may be incorporated in new editions.

CWI may improve or change its products described in any publication at any time without notice. CWI assumes no responsibility for and disclaims all liability for any errors or omissions in this publication or in other documents, which are referred to within or linked to this publication. Some jurisdictions do not allow the exclusion of implied warranties, so the above exclusion may not apply to you.

Should you or any viewer of this publication respond with information, feedback, data, questions, comments, suggestions or the like regarding the content of any CWI publication, any such response shall be deemed not to be confidential and CWI shall be free to reproduce, use, disclose and distribute the response to others without limitation. You agree that CWI shall be free to use any ideas, concepts or techniques contained in your response for any purpose whatsoever including, but not limited to, developing, manufacturing and marketing products incorporating such ideas, concepts or techniques.

This publication is distributed internationally and may contain references to CWI products, programs and services that have not been announced in your country. These references do not imply that CWI intends to announce such products, programs or services in your country.

Product names, logos, designs, titles, words or phrases within this publication may be trademarks, service marks, or trade names of CWI or other entities and may be registered in certain jurisdictions.

Printed and bound in Canada.

# TABLE OF CONTENTS

**Program Content:**

**Section I: CaseWare Tracker**

Part I: About Tracker..... 1  
     1 CaseWare Tracker ..... 3

**CaseWare Working Papers**

**Section II: File Preparation**

Part I: Getting Started..... 1  
     1 Options Setup..... 7  
     2 Create a New Working Papers File..... 17  
     3 Working Papers' Interface..... 37  
 Part II: Knowledge of Client's Business..... 75  
     4 Engagement Properties..... 77  
     5 Importing Client Data..... 91  
     6 Custom Balances and the Working Trial Balance..... 139  
 Part III: Journal Entries, Document Properties and Reports ..... 169  
     7 Adjusting Journal Entries..... 171  
     8 Other Journal Entries ..... 201  
     9 Document Properties and Reports..... 213

**Section III: Firm Standards**

Part I: Planning and Applying Firm Standards..... 1  
     1 Templates and Copy Template ..... 3  
     2 Assign Groupings ..... 31  
     3 Assign Mapping..... 51  
     4 Document Tags ..... 71  
     5 Document Management..... 87  
     6 Templates and Document Libraries ..... 137

**Section IV: Tax USA**

Part I: Tax United States..... 1  
     1 Tax United States..... 1

# OBJECTIVES

---

CaseWare Working Papers 2011 The Fundamentals Day 1 of 2 Course Objectives:

When the course is complete the user should be able to:

- ▶ Navigate the Tracker interface
- ▶ Access specific views
- ▶ Create new views
- ▶ Apply filters to a view
- ▶ Reorder columns in the Engagements pane
- ▶ Sort data in the Engagement pane
- ▶ Manage groups of files (Compress/Uncompress)
- ▶ Move files to new directories
- ▶ Scan existing directories for Working Papers engagement files and templates
- ▶ Navigate Working Papers interface
- ▶ Creating new files from client data and templates
- ▶ Import client data
- ▶ Manage the Document Manager adding, deleting and moving documents as required
- ▶ Add client adjusting entries, including normal, reclassifying, unrecorded –proposed, and tax entries
- ▶ Prepare client write-up
- ▶ Copy parts of one Working Papers file into another Working Papers file
- ▶ Create new files from client data and templates
- ▶ Assign Grouping and Mapping numbers to accounts
- ▶ Manage the Document Manager: add, delete and move documents
- ▶ Add existing Working Papers files to the Template list and Document Library
- ▶ Assign tax settings to the client file
- ▶ Assign Tax Export Codes and where applicable M3 Codes
- ▶ Apply tax adjusting entries
- ▶ Create tax reconciliations and other tax supporting documents
- ▶ Prepare an export file that contains tax return information for importing into a variety of tax software packages

• • • • •