Release Notes for CaseWare® Working Papers - June 2010

WORKING PAPERS – 2010

Before Installation

The Getting Started Guide walks you through the following:

- Minimum Requirements (Page 3)
- Installation (Page 5)
- Getting Technical Support (Page 7)

After the installation is complete, the Getting Started Guide is available under the Windows Start Menu Programs list, under **CaseWare Applications | CaseWare Working Papers 2010 Documentation**.

After installation

If any errors are displayed during installation, please contact CaseWare International Inc. Technical Support in your country.

Conversion from previous versions of Working Papers

If you have client files that were created in previous versions of Working Papers, they can be opened in version 2010.00. When attempting to open the file, you will be prompted to convert the file. Select **OK**.

Please note that a backup of the client file may also be created prior to converting the file using the option available in the conversion prompt. This is recommended as an additional safeguard against any unforeseen conversion issues.

Major Enhancements

Following are major updates and enhancements for the first release of **Working Papers 2010.00**. For a full list of enhancements and the latest update, please visit our website.

WORK PAPERS

Document Manager

Document Manager Filters

In Working Papers 2010, users are permitted to design and customize their own filters for the Document Manager. Once created, the new Document Manager Filters will appear in the **View | Filter by** list.

A **Simple Filter editor** allows users to quickly select from dropdown lists of document properties, including the new Tag property to create the Document Manager Filter. Whether it is a filter for documents requiring partner attention or a filter of documents with outstanding issues, users can quickly and efficiently create custom filters as required.

An **Advanced Filter editor** is also provided for those who want to design more complex Document Manager Filters or modify the functionality of a simple filter. For example, a simple filter could be built to show all documents signed off by role 1 *and* role 2. This filter could then be edited in the Advanced Filter editor to instead show documents signed off by role 1 *or* role 2.

There are 2 types of filters:

- **Personal** – those that are visible to only yourself
- **Shared** – those that can be used by all users and transferred to other client files

The Document Manager Filters Editor can be accessed by selecting **View | Filter by** and selecting **Filter Manager**.

Document Tags

A new tagging system was implemented in Working Papers 2010 that allows an open-ended list of tags to be associated with documents. Users can associate keyword (tags), such as Planning, Tax, and Partner Review with documents on the Document Manager. When used in conjunction with the new Document Manager Filter feature, users can create views of the Document Manager tailored to the needs of the engagement team members.

Tags can be assigned to documents in three ways:

1. Document Manager interface

   Users can add the Tags column in the Document Manager by right-clicking on the header row and selecting **Reorder Columns**. Once the Tags column is added, clicking on the "+" button launches the Add Tag dialog. Users can input any tag and the auto-complete feature recognizes existing tag names.

2. Document menu

   Users can select **Document | Tags**, which launches the Tags dialog. When the Tags dialog is displayed, users can view a summary of all the tags based on the currently selected documents. The dialog is divided up into sections –

   - New - allows users to input new tags (with auto-complete, as with the Add Tag dialog).
   - Assigned to Item – displays tags which are assigned to the currently selected document. (This section will not be displayed if more than one document is selected).
   - Assigned to All Items - displays tags that exist for every selected document. If no tags are assigned to the selected document(s), this section will be blank.
   - Assigned to Some Items - displays tags that are on some documents in the selection but not all of them.
   - Unassigned - displays all the remaining known tags for the file. These tags have the "+" button to add the tag to all selected documents.

3. Tags context menu option

   A Tags option has been included in the menu which appears when you right-click within the Document Manager.

Tags can be removed from the section by clicking on the "X".

Through the right-click menu, users have access to actions including "Remove Tag" and "Set Tag Color".

Placeholder Entries and Year End Close Process

Working Papers 2010 now allows users to create **placeholders entries** on the Document Manager for external documents, including Word, Excel, and CaseView files that do not currently exist in the client file. Placeholder entries allow firms or engagement teams to create their Document Manager structure regardless of whether the documents exist.

A document placeholder entry on the Document Manager can be created using the **New Document Link** document type.

Document Placeholder entries are identified on the Document Manager with a symbol on the document icon.

The association of a file to the placeholder is done by dragging and dropping a document directly onto the Document Manager placeholder entry. Users will be given an option to **Replace** or **Insert**. Replace will add the document to the existing entry; Insert will create a new entry on the Document Manager.

To further enhance the Document placeholder feature, as part of the **Year End Close** process, document placeholders can be created for documents that users do not want to have rolled forward; but still want the Document Manager entry to remain. It serves as a very useful feature as it saves significant time in not having to re-create the Document Manager each year. The documents would already be indexed, cross referenced, and ready to go. Documents can be set up to take advantage of this functionality by selecting **both** of the following options in the **Document Properties** dialog:

- Roll forward
- Roll Forward as Placeholder

Upon processing a Year End Close, documents that are identified as Rollforward and Placeholders will remain as an entry in the Document Manager, however the physical document will not be included.

Recycle Bin

A Working Papers Recycle Bin has been created in version 2010 to temporarily store documents that have been deleted, whether accidently or intentionally from the engagement file. The Recycle Bin is stored as part of the Working Papers client file and only includes deleted documents from within a single client file.

The Recycle Bin, accessed through **View | Recycle Bin,** is shown as a split view at the bottom of the Document Manager. It can be toggled on or off from the View menu.

Documents are moved to the Recycle Bin in a number of ways:

- Selecting the document and pressing the **Delete** key
- Selecting the document and pressing **Ctrl+D**
- Selecting the document and selecting **Edit | Delete** from the main menu

A document can be permanently removed from an engagement file, bypassing the Recycle Bin, by using **Shift+Delete**.

Once in the Recycle Bin, documents cannot be modified, annotated, or viewed by the user. Users can right-click to view a read-only version of the document properties, including the history and see the sign off roles (Prepared By, Reviewed By, etc.). In addition, documents in the Recycle Bin cannot be printed or saved as web pages/PDFs/Excel documents. Milestones cannot be generated for documents in the Recycle Bin.

Once a document is in the Recycle Bin, its document number can be reused on the Document Manager.

A document can be restored from the Recycle Bin using the **Restore** menu item on the Document menu, or using the Restore menu item on the Recycle Bin context menu. The document will be restored back to the position on the Document Manager from where it was deleted.

The Recycle Bin can be emptied in a number of ways:

- Selecting **Documents | Empty Recycle Bin** from the main menu
- Selecting the documents in the Recycle Bin and using the **Delete** option from the **right-click** context menu
- Selecting the documents in the Recycle Bin and pressing the **Delete** key
- Selecting the documents in the Recycle Bin and pressing **Ctrl+D**
- As part of the **Clean Up** process, all documents in the Recycle Bin will be removed unless specifically selected by the user to be kept

A new **History** category has been created to track documents moving to the Recycle Bin. The history event will capture the User Name and deletion date and time. The History setting can be activated through the **Engagement | History – Settings** menu.

Automatic Documents Enhancements

Header Freeze

Working Papers 2010 introduces the ability to freeze the column headings in automatic documents. Within the right-click context menu for automatic documents, new options were added that allow users to freeze the column header or full header. The Freeze options include:

- **None –** no headings freeze as users scroll through the document
- **Column Header –** freeze the column headings at the top as users scroll through the document
- **Full Header** – freeze the document heading in addition to the column headings at the top as users scroll through the document

The default value (if there is no freeze type) is **Freeze | Column Header**. Freezes are only available for reports that have column headers separated by two lines.

This option is a program-wide setting; once it has been selected. It will take effect in all client files subsequently opened on that machine. The freeze selection is stored in the registry.

Consolidation Automatic documents

Working Papers 2010 was enhanced to allow wide consolidated automatic documents to fit in a single window and provides users the ability to **scroll horizontally**. When the number of entities forces the automatic document to exceed one page horizontally, the new interface now allows the user to easily move across the pages.

The consolidated automatic documents were further improved in Working Papers 2010 to include a **vertical freeze** for the description columns in wide automatic documents. As users scroll horizontally across the document, the description column will remain visible. The vertical freeze was implemented in Consolidated View automatic documents for Trial Balance and Leadsheet reports.

Print preview and the **Compare** to milestone features for the wide consolidated automatic documents have also been enhanced to display in a single window with the ability to scroll horizontally and vertically.

Comparing Balances from different Reporting Dates

Working Papers 2010 now provides users the ability to compare balances from completely independent period types.

Whether you want to compare Monthly balances with Quarterly balances or Semi-annual balances with Yearly balances, Working Papers 2010 provides this functionality.

To enable this functionality, users can select the **Document Properties** for the automatic document, then for the **Balance** field, select **User Defined**. Clicking the button to the left of the Balance field launches the Balance Source dialog and from the dropdown list, users can now select the new option **Specific period**. When this option is selected, users then define the reporting period to be used.

Tax Reconciliation Report

In previous versions of Working Papers, the Tax Reconciliation report could only be generated for a specific entity, or a branch of the consolidation hierarchy (an entity and those entities below it). The Tax Reconciliation report has been improved by allowing a new option in the Context pulldown on the properties sheet titled "Specific Entities". Use this option to select multiple entities from the entire consolidation hierarchy, not just a single branch.

Please note, all consolidated entities must have the same tax entity or they will not appear on the report.

PAPERLESS

Electronic Review

Roles Dependency

Working Papers 2010 introduces the concept of dependency rules for sign offs. A firm can now establish rules governing the sign off of Roles for documents on the Document Manager. Using the "**Requires**" field in the **Tools | Options | Roles** dialog, users can easily define the dependency by indicating which roles need to be completed prior to the sign off of a specific role.

Diagnostic tools have been incorporated to identify any documents that are in an invalid sign off state. Documents can arrive in an invalid state in one of the following ways:

- A sign off is removed that a subsequent Role sign off was dependent on.

  For example, if Role 2 is dependant on Role 1 being signed off but Role 1 sign off is removed, the Role 2 sign off is not cleared, but rather highlighted as a document sign off in an invalid state.

- A sign off of a dependent role is a later date and time.

  For example, if Role 1 and 2 were signed off and Role 1 is cleared and then signed off at a date and time later than Role 2, Role 2 will be highlighted as in an invalid state as Role 1 is now signed off after Role 2 had been signed off.

Documents with Role sign offs in an invalid state are highlighted on the Document Manager with a caution symbol. Hovering over the symbol will identify which Roles are in an invalid state. Users can also view the information in the **Document Properties** dialog under the **Roles** tab.

Annotations

Hyperlink Reference

Introduced in Working Papers 2010 is a new type of annotation - a Hyperlink Reference. With this type of annotation, users can jump to any URL or location within a Word, Excel, or CaseView document.

With numerous requests for "point-to-point" referencing, Working Papers 2010 now allows users to insert a reference in Working Papers or CaseView documents that points to a specific point in a target document.

Hyperlink annotations can be added through one of the following ways:

- Selecting the Hyperlink Reference button on the toolbar
- Selecting the **New Hyperlink Reference** option available on the right-click context menu in Automatic documents and the Trail Balance
- Selecting **Insert | New Hyperlink Reference** from the main menu

The Hyperlink Annotation supports the following type of links:

- Hyperlink – simply add the URL and select if the link should be launched within Working Papers or in an external browser
- CaseView document – after selecting the target CaseView document from within the client file, users can further specify the section, paragraph, or cell to jump to
- Word document – after selecting the target Word document from within the client file, users can further specify the bookmark to jump to
- Excel document – after selecting the target Excel document from within the client file, users can further specify the Worksheet and cell number to jump to

As with other types of annotations, Hyperlink references can be defined as global or specific to a document. When defined as global, the annotation will appear in all locations the account it has been associated with appears (i.e. Working Trial Balance, automatic documents and Adjusting Journal Entries screen). Hyperlink references follow the Year End Close clearing option for Document References.

Internal Image Viewer Annotations

Any TIFF, GIF, JPEG, and PDF images that you need to include in the client file can be inserted as a document. Once added to the Document manager, the images can be viewed as an internal automatic document in Working Papers rather than through an external image viewer. Using the internal image viewer has several advantages:

- Headers and footers containing role, engagement, and document information can be included.
- When printed, the image will be scaled down, if necessary, to fit to the current paper size.
- The documents may be annotated using the Working Papers annotation system. In addition, features such as the note viewer becomes available.

In Working Papers 2010, note annotations were improved so users can now show notes as text boxes. This feature is enabled by selecting the **Show as text box** option in the Note Properties dialog or by selecting this option from the right-click context menu. The text for the note can be edited, moved, or resized by clicking on the note.

In addition, users can now also include the tickmark legend, skip annotation and commentary text, and skip collapsed text in the Print dialog for image documents that use the internal image viewer.

TRIAL BALANCE, WRITE-UP AND ACCOUNTING

Working Trial Balance Improvements

Custom Balances foreign exchange rates

In Working Papers 2010, users can now enter custom balance foreign exchange rates. If a custom balance identifier is created, the corresponding rate is then added to the Foreign Exchange tab of the Working Trial Balance screen. In previous versions of Working Papers, the Custom Balances foreign exchange rates were based on the current Budget foreign exchange rate.

Adjusting entries for map numbers applied to other groups

Working Papers 2010 was enhanced so adjusting entries posted to map numbers can also be applied to a specific Group or Tax Code or all Groups and Tax Codes as defined in the mapping structure. By using the **Apply To** dropdown in the Adjusting Entries screen, you can select to which groupings the adjustment will be applied.***Adjusting entries for forecasts, budgets, and custom balances***

Working Papers now allows adjustments to be made to specific balance types (including forecast, budget, and custom balances).

Mapping and Grouping

Autofill mapping numbers

Another significant improvement has been made to mapping numbers in Working Papers 2010. Users are now permitted to choose which specific map numbers to autofill. With this new feature, users can autofill only those accounts that are mapped to selected map numbers.

A new "Autofill" tab was created under **Tools | Options | Mapping**. A new option **Only autofill accounts assigned to selected map numbers** was added, along with a "Select" button that launches a new dialog listing all map numbers. Users can then select any map number(s) so that accounts assigned to the map number(s) will be autofilled.

XBRL

Inline XBRL

Working Papers 2010 includes support for Inline XBRL. **Inline XBRL** is a standard for embedding XBRL fragments into an HTML document. The objective is to provide documents which can be viewed in a browser while making use of XBRL tags which can be processed automatically by consuming applications.

Once users have tagged their CaseView documents with XBRL tags, they will be able to export an Inline XBRL Document – an HTML document with embedded Inline XBRL tags. This feature has been included as an additional option in the **File | Save as Web Page** process within the CaseView document.

Consolidation

Disabling network check

An option was introduced in the **Tools | Options | Advanced** tab to prevent Working Papers from locating and analyzing external child entity files in a consolidation structure when the parent file is opened. In an environment where a connection to the child entity files may be slow or intermittent, this option can have a positive impact on performance when accessing the consolidated file.

INTERFACE

Multiple Languages

Support has been added in Working Papers 2010 to allow users/template developers to specify names and extended descriptions in different languages for accounts, map number descriptions and document names, within a single engagement file.

Through the **Tools | Options | Lists | Languages** dialog, users can enable this feature and indicate the default language and then additional languages can be defined. Once enabled, a Language selection list will appear on the **Context Toolbar** listing the languages that have been defined. By selecting a language from the list, the user/template designer can enter the appropriate text in the input area for map numbers, accounts, and document names. This information will be stored in separate database records from the default language. When a user switches between languages using the Language selector, the content will switch on the fly.

The **Print, Save as Web Page, Save As PDF**, and **Save as Excel** commands will respect the selection made in the language selection list.

Performance

Find/Replace

The Find process has been expanded to include Replace functionality. Under **Edit | Replace** you now have the option to replace all found instances of given content with new content. Each found instance may be replaced individually, or a blanket Replace All process may be performed.

TEMPLATE DEVELOPMENT INCLUDING CASEVIEW

Template Toolbar

When working in a Template client file, (**Tools | Templates | Select a template and click Edit**), a new option has been included in the **Tools** menu called **Template Toolbar**. Template designers are now able to build a customized toolbar, linking individual buttons to scripts or cw:protocol URLs.

Interface

Hyperlinks

New in Working Papers 2010 is the ability to insert Hyperlinks in CaseView documents. Template developers can now add links to items, such as authoritative references, that are located on the internet and have users jump directly to the reference through a URL. Hyperlinks can be added in Design mode from the **Insert | Hyperlink** menu.

Users can format the links by color and with the option of showing an underline. The remainder of the formatting comes from the paragraph font (font style, size, italics, etc.).

Additionally, there are options to allow the end user to insert hyperlinks in Form Mode and Enable Edit Mode independently. This will enable the context menus to allow the insertion of new hyperlinks and if specified, will append the "Add Text" at the end of the existing hyperlinks for an even faster creation of links.

Annotation Toolbar

An annotation toolbar has been added in CaseView. This will allow you to easily add annotations to any paragraphs that can be edited in Enable Edit mode. By placing your cursor where you want to insert the annotation, you can quickly create the following by selecting the items from the annotation toolbar:

- Note Reference
- Tickmarks
- Document References

The annotation toolbar can be enabled under **View | Show | Annotation Bar**.

Sections

Section Header

The purpose of the new **Section Header** feature is to allow sections of a CaseView document to contain header information that will remain **onscreen** as the document is scrolled down without requiring the use of a freeze or horizontal splitter.

The Section Header feature will make the document easier to read and navigate by displaying information at the top of the screen that is related to the content users are scrolling through in the document. This feature will be useful in situations where, for example, users have an Audit Work program that spans multiple pages and would like the column headings to remain on screen while scrolling through the document. Another example may be where a note in the Financial Statements includes a table that spans more area than what is visible on the screen. The Section Header feature will allow users to set up a section header so the header information is visible until the content it relates to has scrolled off the screen.

To designate a table row, paragraph, or other area of the document as a Section Header, users must first configure it as an ordinarily named section. No additional steps are needed; the section is now available to be used as a header for other sections.

A new **Header** area has been added to the **Format | Section** dialog, on the **Section** tab. In the **Section Label** pulldown, users can select the assigned name. The header will automatically appear in the appropriate section in Form mode and Form mode with Enabled Editing. No other configuration is necessary.

Headers and Footers

Names for Headers and Footer

Custom-built headers and footers may now be named. While this will not have an impact on the users who only see Form Mode, it will allow for easier template design as designers will not have to remember header numbers or browse the various headers in the preview screen looking for the appropriate header. This is especially useful for navigation as the number of customizable headers has increased (see Minor Enhancements).

Users in Design Mode can quickly add names to headers and footers using the **Header/Footer Label** field in the Header/Footer dialog.

Tables

Carry Forward Row

A new feature has been introduced that allows a table row or rows to be specified as a carry forward header or carry forward footer row(s). When the table spans multiple pages, the specified row(s) will appear at the top or bottom of every new page.

The Table Headers and Footers feature provides easier navigation by including column headings at the top of each page or by allowing users to see the totals for the table midway through.

Table rows are identified as carry forward rows by selecting the **Carry-forward row** option in the **Table Properties | Row properties** dialog. Multiple rows can be selected as carry forward rows; however the first row of the table must be included in the selection for a carry forward header.

Minor Enhancements

Following are the minor enhancements implemented in Working Papers 2010.

ENGAGEMENT MANAGEMENT

Data Store

- Allowed the Creation Wizard to remain onscreen in the event the creation of the data store fails. This allows for an easier second attempt as most information already entered by the user will be retained and will not need to be entered again. The end user may correct the input information as required and try again, or cancel the creation process.
- Changed the Data Store Administration Tool so that a limited user account can be specified and used by general users connecting to the Data Store.
- With the tendency for local Data Stores to grow very large in size, the permanent deletion of users in the Data Store may be essential. Two new options were added to the Import Users and Groups dialog:

  * Merge source users and groups - combines the original list of users with the imported users.

  * Replace with source users and groups - replaces the original user list with users from the import file.
- When using the SQL version of the data store, users can now select a specific location other than the default path in the Data Store Creation Wizard. If specifying a location other than the default, the users must use an existing path on the SQL server.

Collaboration

- Enhanced the User List feature by dividing the information into 2 groups:

  Your Open Files – lists CaseView and other external documents you have open

  Other Users in the File - lists the other users in the file along with the documents they have open.

Save Compress

- Added a checkbox to the Save Compressed dialog to include sub folders in the compressed file. By default this checkbox is de-selected, however once selected, the program will use this selection as your new default.

WORK PAPERS

Automatic Documents

- Added "Map No" as an option in the Structures Calculation dialog.
- Added new annotation columns for Trial Balance – Group summary and Leadsheet/Grouping – Group summary automatic documents.

Document Manager

- Increased the Document Number length from 12 characters to 40 characters.
- Allowed users to now drag and drop documents directly onto Manual document links.

Issue Management

- Included an "All Outstanding Issues" column to the Document Manager that shows uncompleted and uncleared issues assigned to any user. The column can be activated by right clicking on the Document Manager Heading and selecting the appropriate files from the Show menu.
- Implemented an advanced option that allows users to modify issues created by other users if the issue was assigned to "Everyone". This option is accessed through **Tools | Options | Advanced**. If an issue was assigned to Everyone, someone other than the creator of the issue can now access the Description tab to modify the whole issue. As a default, this option is de-selected.

TRIAL BALANCE, WRITE-UP AND ACCOUNTING

Mapping and Grouping

- Increased the Group 1 (L/S) length from 12 characters to 40 characters.
- Added the "Show/Hide PY2 Balance" column to the Assign Mapping Numbers dialog.
- Included a description field when creating a map number purge profile.

Working Trial Balance

- Corrected a scenario where an open split-up accounts dialog would appear to ‘lose’ information when another user in the same file performed a copy template.

Adjusting Journal Entries

- Modified prior year adjustments so that posted entries record correctly in the prior year even after the current year has been shortened.

INTERFACE

Performance

- Optimized the handling of calculated map numbers.

TEMPLATE DEVELOPMENT INCLUDING CASEVIEW

Interface

- Removed unnecessary log in prompt in CaseView documents launched immediate after performing a Year End Close (YEC).
- Corrected a condition where a CaseView document would erroneously open as Read Only.

- Allowed users to specify a relative path for the system database. This will allow for easier file sharing as CaseView documents will not need to be manually pointed to a database file if they are opened from a new location.
- Improved manually navigating from cell to cell in Form mode (such as by pressing **Enter**) by allowing template designers to specify which cells should be included in the navigation sequence.

  In prior versions of CaseView, all input cells would simply be included in the sequence. Typically a user would only want to move through the cells which require actual input and click on other input cells (for example, a checkbox to specify an option) only when required.

  The **Accept focus on input** option will allow template designers to specify whether or not an input cell should accept cursor focus in this form of navigation. In the example stated previously, the checkbox cells would still be built as input cells, but with the option selected to exclude the cells in the navigation, an end user can enter data with fewer keystrokes.
- Introduced an option that allows for a **Find** or **Find & Replace** operation to limit its search to within the confines of a highlighted selection in the document. Searches of large documents can be performed much more quickly if the area searched is narrowed.

  With a section of content highlighted within the document, an option titled **In Selection** will be enabled on the **Find** dialog which limits the search.

Performance

- Enhanced performance when working in large documents and performing an action that will result in cell renumbering and rereferencing, such as manually renumbering a cell, inserting or removing a table row or column, etc.
- Improved the validation processes used for calculated cells on opening of the document; documents which contain cells with calculation errors will see an improvement in launch performance.
- Streamlined the process of running an integrity check on a document with multiple headers and footers assigned.
- Increased performance when loading and recalculating CGROUP and CGROUPT functions.
- Allowed CaseView to cache data from up to 10 Microsoft Excel documents at a time.
- Improved performance when saving and loading documents.
- Improved performance when using cell action events, style sheets, opening documents with a small number of headers/footers, and editing multiple cells.

Calculations

- Introduced several new functions to the Miscellaneous section of the Cell Functions Index.

Printing and Print Preview

- Improved compatibility with HP Printer Drivers on a workstation with Windows Vista installed, particularly with the use of cover pages and stapling options on print jobs involving multiple copies.

Headers and Footers

- Increased the number of available headers and footers to an essentially unlimited amount (over one million).