Procedure for defining Logos in the Financial Statements Template

VERSION 1.00

PROCEDURE SUMMARY

1. Open Financial Statements Template

  a. Select Templates. Then double click on the Financial Statements Template to open.
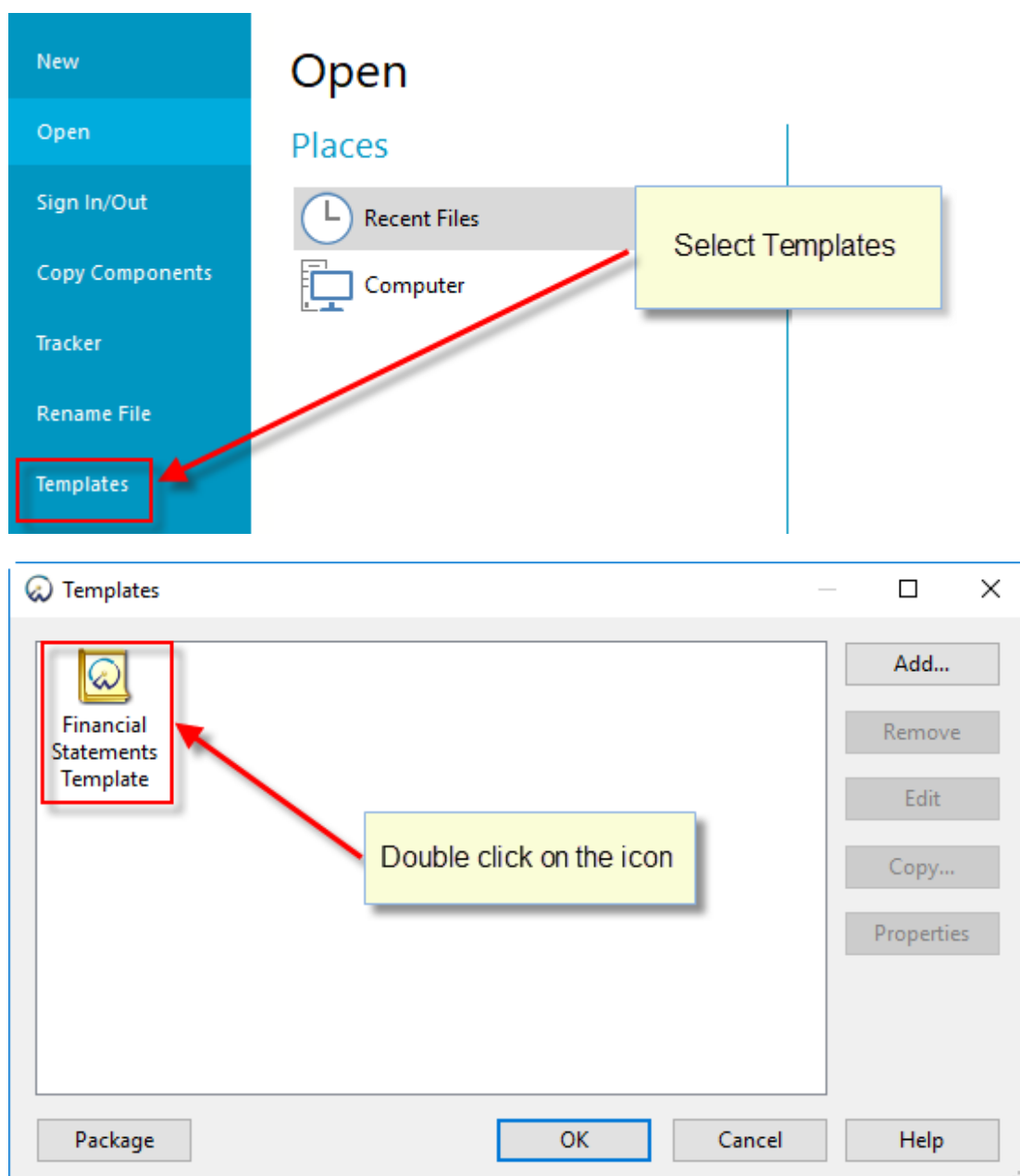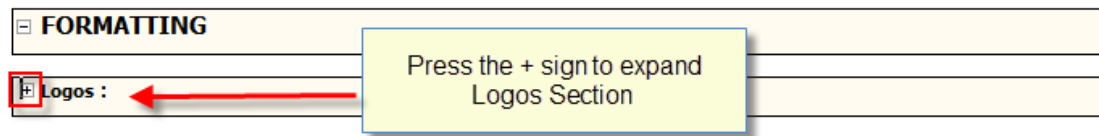
b. Double click the 01.14 Information store to open.
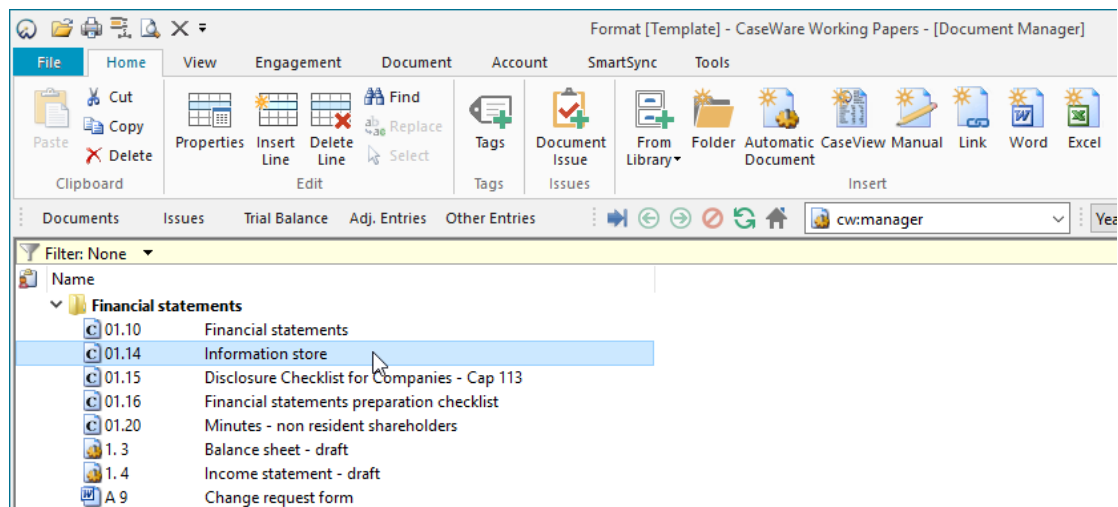
2. Logos section

In this section Firms can define their logos for each area.

a. Scroll down and locate the Logos section.
b. If this section is collapsed click the + sign to expand it.

Collapsed

Expanded

Area	OPTION 1				OPTION 2				OPTION 3			
	Show	Pages Show Logo	Greek Logo	English Logo	Show	Pages Show Logo	Greek Logo	English Logo	Show	Pages Show Logo	Greek Logo	English Logo
Cover page Header	☐		NO LOGO	NO LOGO	☐		NO LOGO	NO LOGO	☐		NO LOGO	NO LOGO
Cover page Footer	☐		NO LOGO	NO LOGO	☐		NO LOGO	NO LOGO	☐		NO LOGO	NO LOGO
Auditor's Report Header	☐	-	NO LOGO	NO LOGO	☐	-	NO LOGO	NO LOGO	☐	-	NO LOGO	NO LOGO
Auditor's Report Footer	☐	-	NO LOGO	NO LOGO	☐	-	NO LOGO	NO LOGO	☐	-	NO LOGO	NO LOGO
Tax Confirmation Header	☐	-	NO LOGO	NO LOGO	☐	-	NO LOGO	NO LOGO	☐	-	NO LOGO	NO LOGO
Tax Confirmation Footer	☐	-	NO LOGO	NO LOGO	☐	-	NO LOGO	NO LOGO	☐	-	NO LOGO	NO LOGO
Engagement Letter Header	☐	-	NO LOGO	NO LOGO	☐	-	NO LOGO	NO LOGO	☐	-	NO LOGO	NO LOGO
Engagement Letter Footer	☐	-	NO LOGO	NO LOGO	☐	-	NO LOGO	NO LOGO	☐	-	NO LOGO	NO LOGO
Bank Letter Header	☐	-	NO LOGO	NO LOGO	☐	-	NO LOGO	NO LOGO	☐	-	NO LOGO	NO LOGO
Bank Letter Footer	☐	-	NO LOGO	NO LOGO	☐	-	NO LOGO	NO LOGO	☐	-	NO LOGO	NO LOGO

3. Define Logos

In the Define Logos section, firms can add logos and set the properties of each logo regarding location, size, alignment etc.

a. Double click the LOGO Selection box to open the "*Picture Object*" window.

b. In the "*Picture Object*" window click **Browse** to locate the Firms logo.

After the selection of the Firms logo the following options apply:

Resize picture: This option will enlarge or reduce the original size of the logo as required. Click the Resize picture tick box and proceed with the relevant changes. You can type or select the size of the logo as desired. In case you need to restore the logo to its original size then clear the tick box.

Keep Aspect Ratio: When selected, the logo returns to its original size.
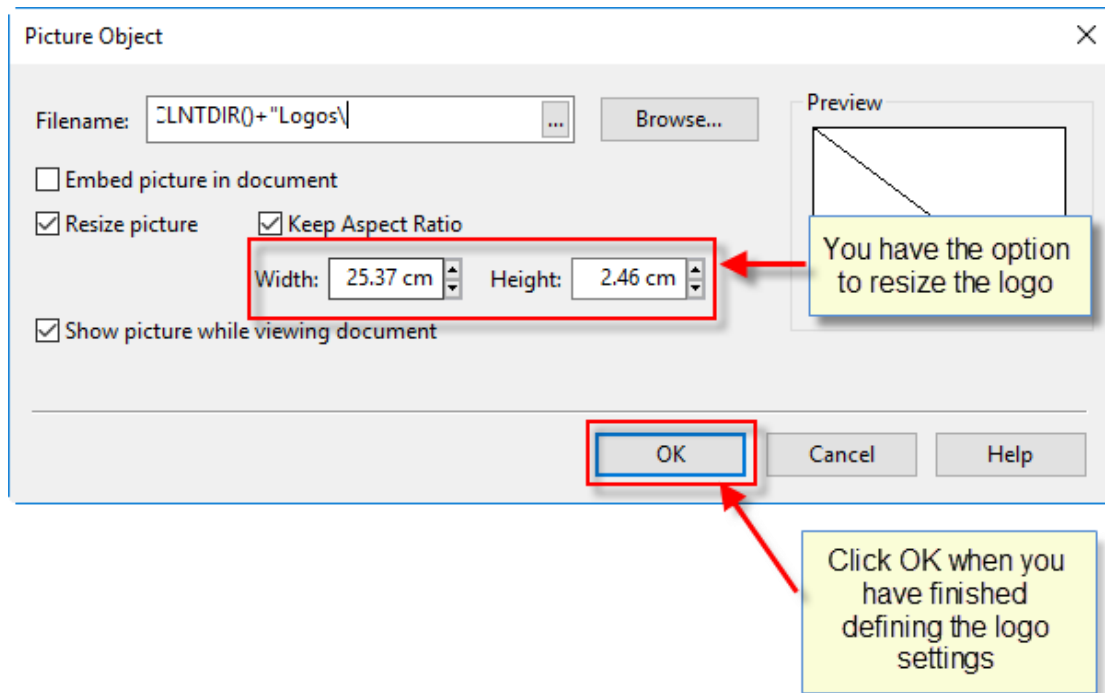
When you have finished defining the picture object settings, click OK to save them.

      c. Choose how to align the logo using the **Alignment** options in the right column.
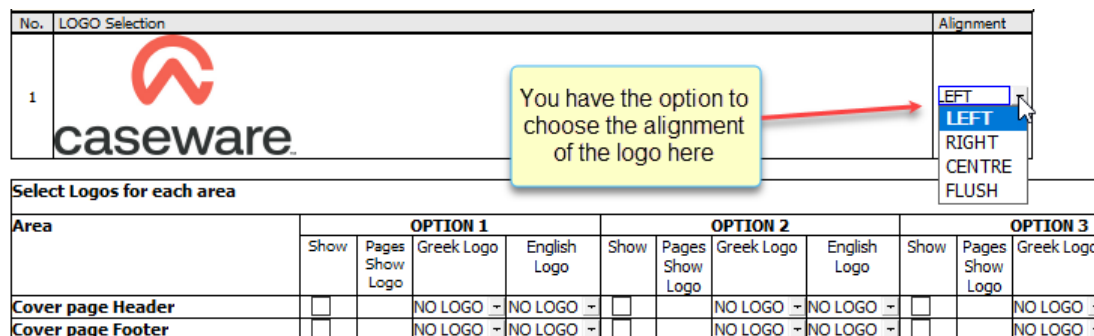
4. Insert Additional Logos

You can insert as many logos as required within the "Define Logos" sections by using the right click menu.

      a. If you require more than one logo in your documents, you can add lines in Logo Selection by right clicking on the number and choosing Insert Row.

          You can define an unlimited number of logos for use in your client file.
          The right click menu allows you to insert, delete rows or clear row values.

      b. The same logo is copied in the newly inserted line. Follow the same procedure as defined above to define the Logo properties i.e. select the new logo, size, position etc.

5. Select Logos for each area of the CaseWare client file

a. After logos are defined and saved, you can select which logo is to be used for each Header and Footer for all documents that can have logos. Logos can be displayed in the Header and Footer of each of the following areas:

- Cover Page
- Auditor's report
- Tax confirmation
- Engagement Letter
- Bank Letter

b. In the table under *"Select Logos for each area"* check the box under *"Show"* to select the documents you want the logo to appear in, either as a Header or Footer.

c. If you selected to show a logo in a specific area, select which logo you want to display from the dropdown list. You can select a different logo for each area (Header or Footer) for Greek or English.

NOTE: *Options 1, 2 and 3 refer to the three different auditors details your Firm can have and this can be found at the beginning of the Information Store.*

d. In *"Pages Show Logo"* column you have three options on where to show the logo:

- Show FIRST page only
- Show ALL pages
- Show FIRST and LAST page only

e. For the Auditor's Report Carry Forward pages, you have the option to show different Header

Select Logos for each area

Area		OPTION 1				OPTION 2		
	Show	Pages Show Logo	Greek Logo	English Logo	Show	Pages Show Logo	Greek Logo	English Logo
Cover page Header	☑		LOGO 1 ▾	LOGO 1 ▾	☐		NO LOGO ▾	NO LOGO ▾
Cover page Footer	☐		NO LOGO ▾	NO LOGO ▾	☐		NO LOGO ▾	NO LOGO ▾
Auditor's Report Header	☑	▾	LOGO 1 ▾	LOGO 1 ▾	☐	▾	NO LOGO ▾	NO LOGO ▾
Auditor's Report CF Header	☑		LOGO 2 ▾	LOGO 2 ▾	☐		NO LOGO ▾	NO LOGO ▾
Auditor's Report Footer	☑	▾	LOGO 2 ▾	LOGO 2 ▾	☐	▾	NO LOGO ▾	NO LOGO ▾
Tax Confirmation Header	☐	▾	NO LOGO ▾	NO LOGO ▾	☐	▾	NO LOGO ▾	NO LOGO ▾

6. Save Logo Properties

All defined logo properties are saved in the Client folder

a. When you finish defining your logos, click on **Save Logo Properties** to save your settings. This process saves all defined logo properties to the client folder.

Define Logos	Save Logo Properties
No.	LOGO Selection
1	caseware.
2	CMS SYSTEMS SOLUTIONS

7. Logos on Roll Forward of a file will be found in client folder

a. Logos on Roll Forward of a file will be saved in client folder. Click on *"LOGO Selection"*.

Logos :

Define Logos		Save Logo Properties	
No.	LOGO Selection		Alignment
1	CMS Systems Solutions Logo.jpg		▾

b. **"Picture Object"** window will open. Select **"Browse".** The client folder will open, select your logo and click Open.
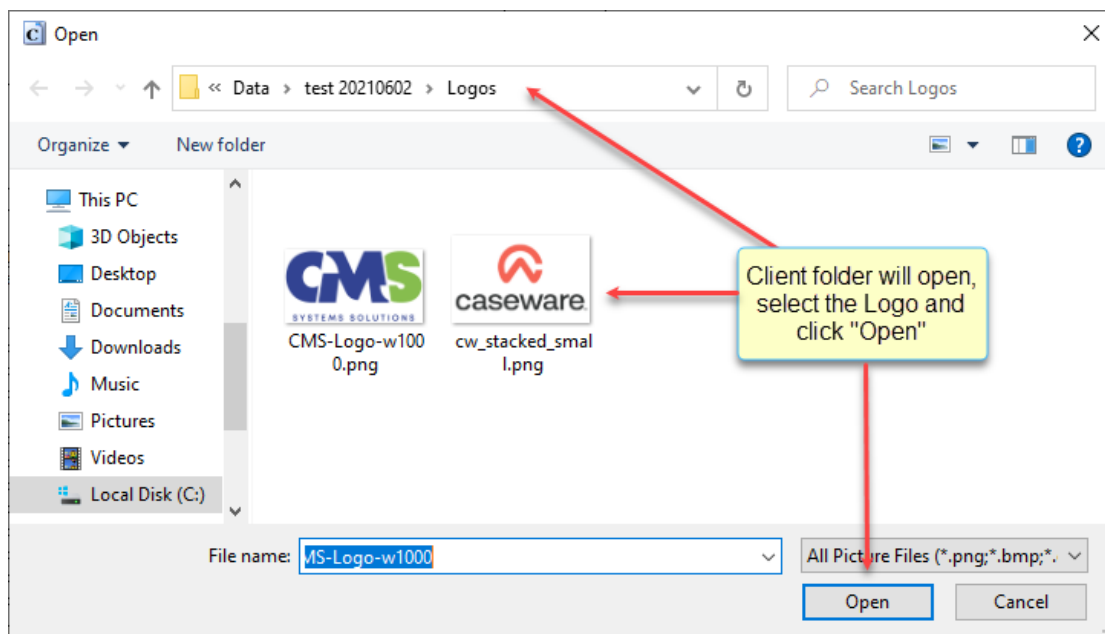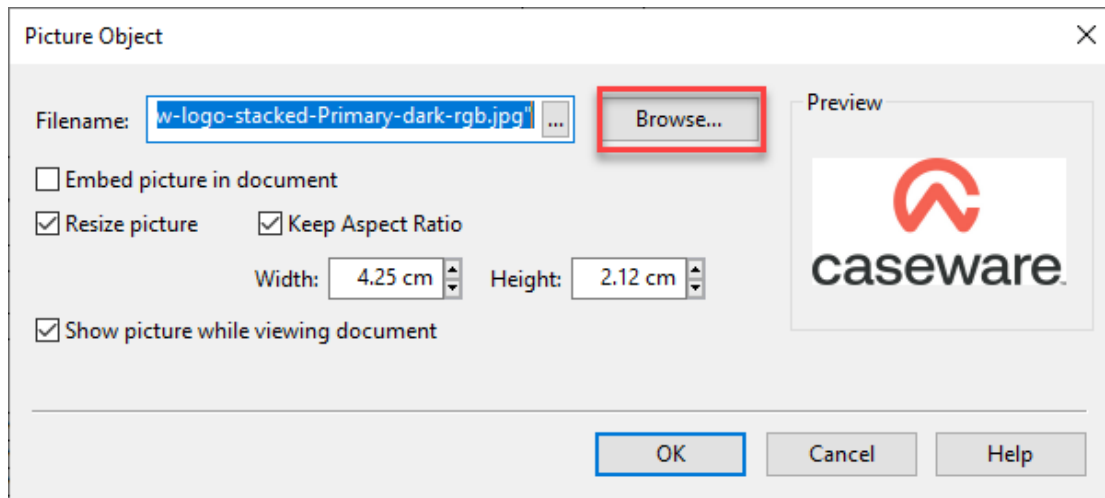
The logos should now be shown as in the **example** below:

[CLIENT NAME]

ΟΙΚΟΝΟΜΙΚΕΣ ΚΑΤΑΣΤΑΣΕΙΣ
31 Δεκεμβρίου 2021

The procedure for defining logos in the Financial Statements Template is now completed.