



SYSTEMS SOLUTIONS

# Procedure in installing the Financial Statements Template



caseware<sup>TM</sup>

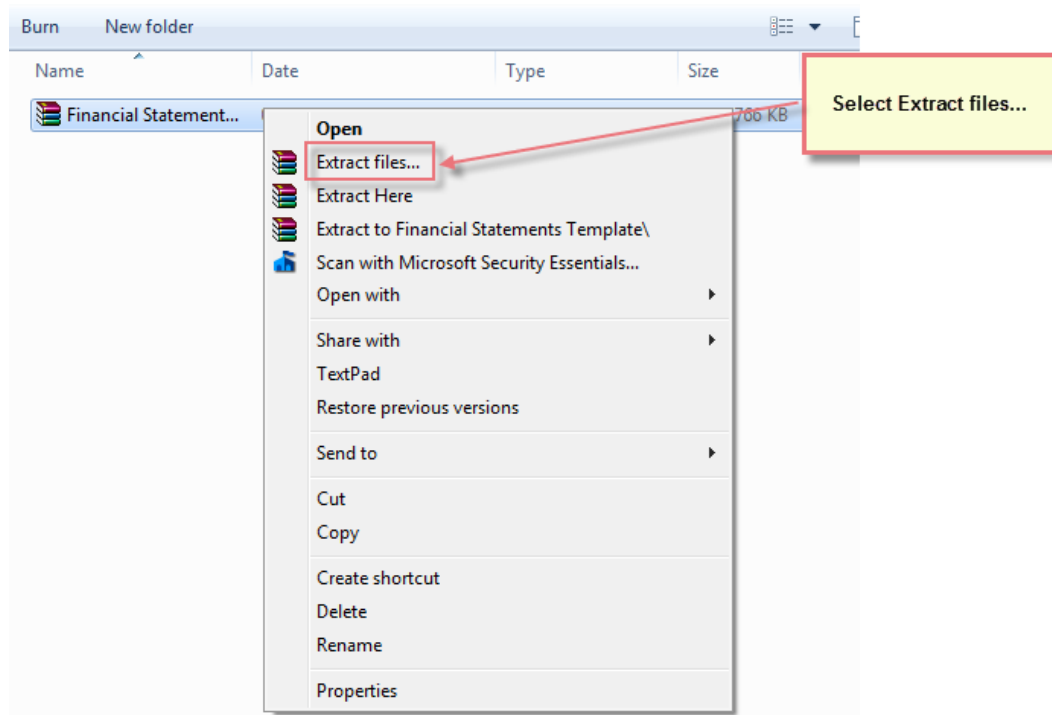
VERSION 1.00

## **PROCEDURE SUMMARY**

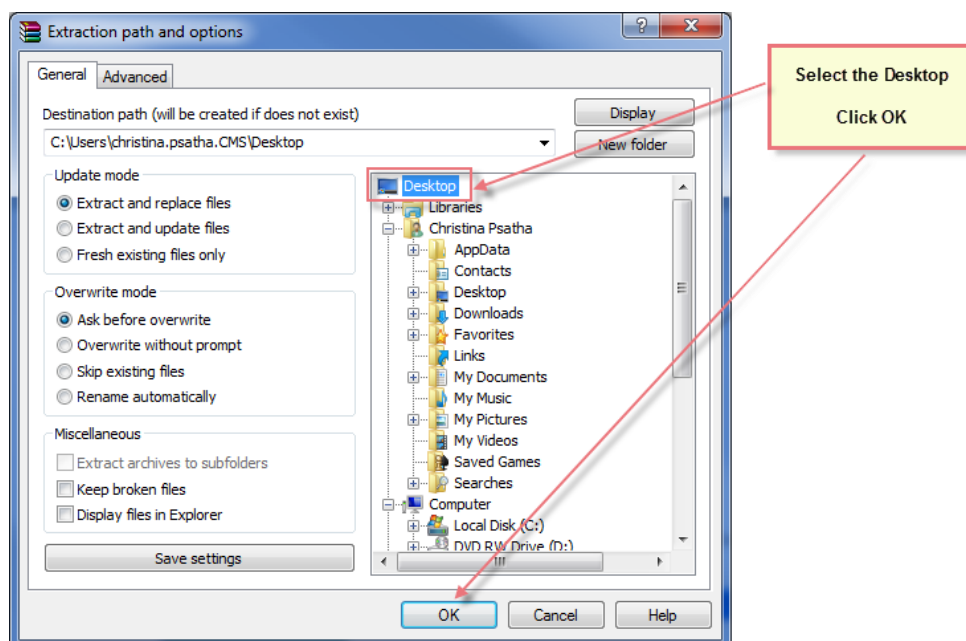
1. Following the procedure for downloading the Financial Statements template  
locate the zip file and: .....3

1. Following the procedure for [downloading the Financial Statements template](#) locate the zip file and:

- a. Right click and choose Extract files.

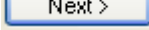


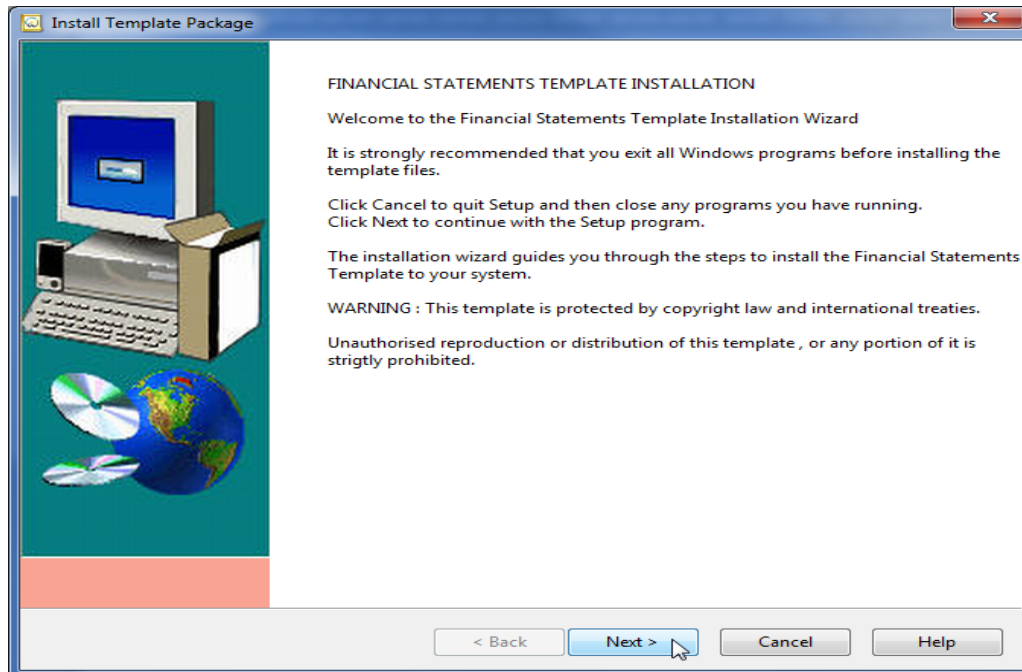
- b. At destination path select the Desktop and click OK.

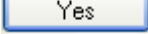


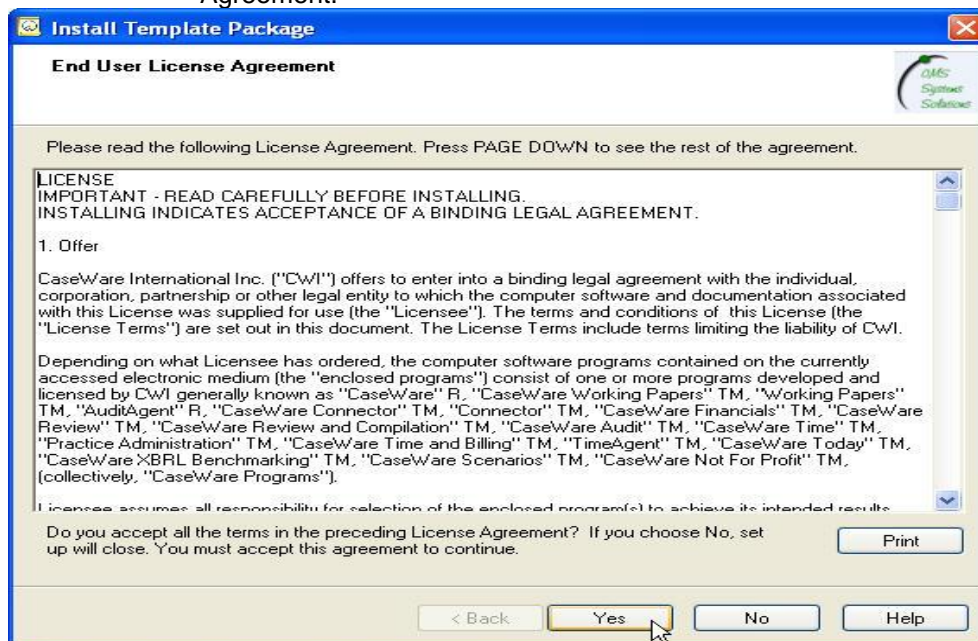
- c. The extracted file is a Caseware Package File as shown below.  
To install the template, double click on it.



- d. In the Install Template Package window, click  to proceed with the installation

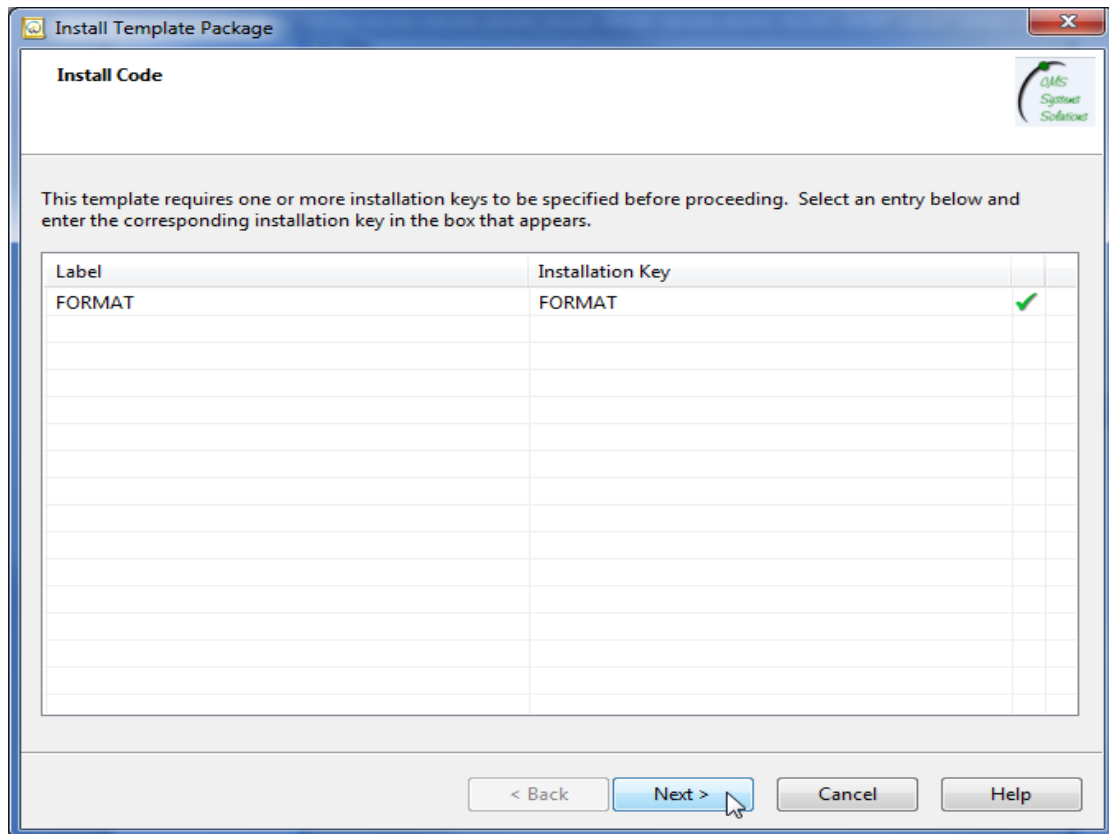


- e. On the next screen, click  to accept the User Licence Agreement.



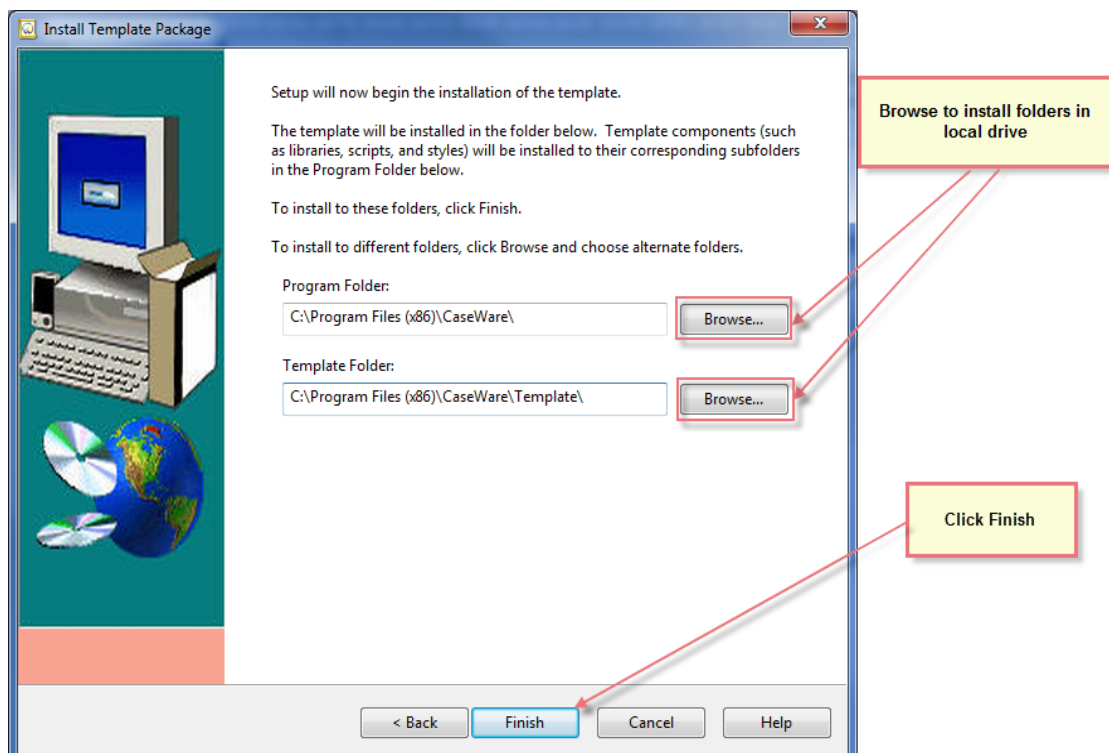
- f. Then enter the installation key "FORMAT" and click

Next >

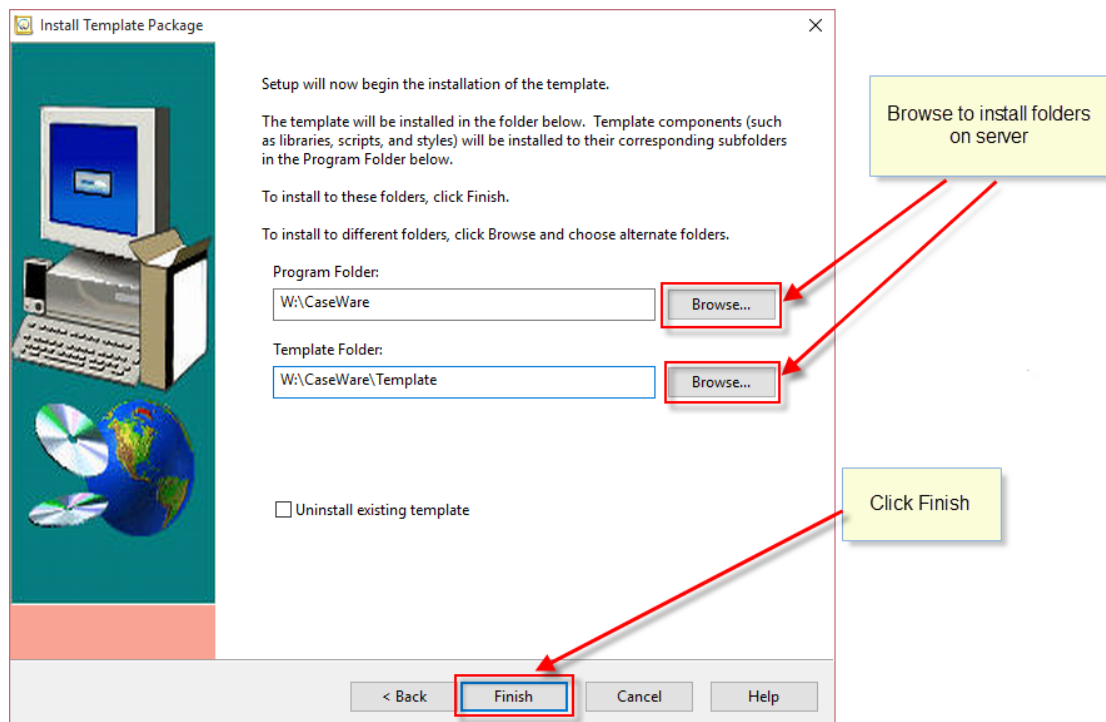


- g. Click Browse to install Library and Template folders. Click Finish.

**OPTION 1:** Browse to install Library and template folder on **local drive**



**OPTION 2: Browse to install Library and template folder on *server***



**NOTE: The folders for Audit International template must be installed LOCALLY**

The template is now updated with the latest version.