

# **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**:

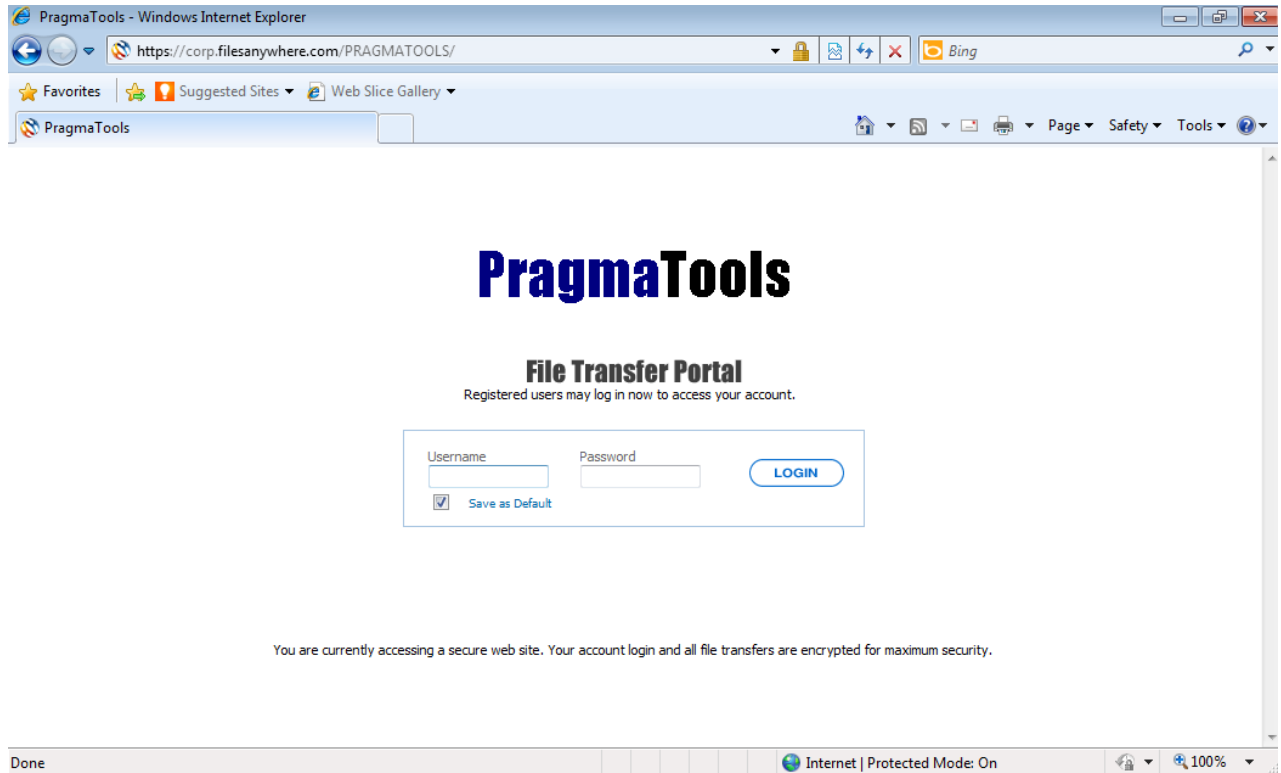
1. Installation WinAcc

## 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'



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'<sup>1</sup>
- From folder 'CaseWare Connector', '2016' the file '2016.00.020\_ConnectorSetup.exe'<sup>2</sup>
- 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'

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<sup>1</sup> Only SmartSync users need to download and install this file

<sup>2</sup> 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	<i>see chapter 9.6 Customization summary</i>	
2. <b>Un</b> install WinAcc Consol (if applicable)		
3. <b>Un</b> 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 → 2016
6. Install WinAcc and/or WinAcc Consol (if applicable)	WinAcc x.x.x.cwp and/or WinAcc Consol x.x.x.cwp (if applicable)	WinAcc → 2016
7. Install CaseWare Network License Server (only required if network license is applicable: see <i>chapter 5.2.2 Network Licensing</i> )	CaseWare Network License Server.exe	CaseWare License Server → 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.

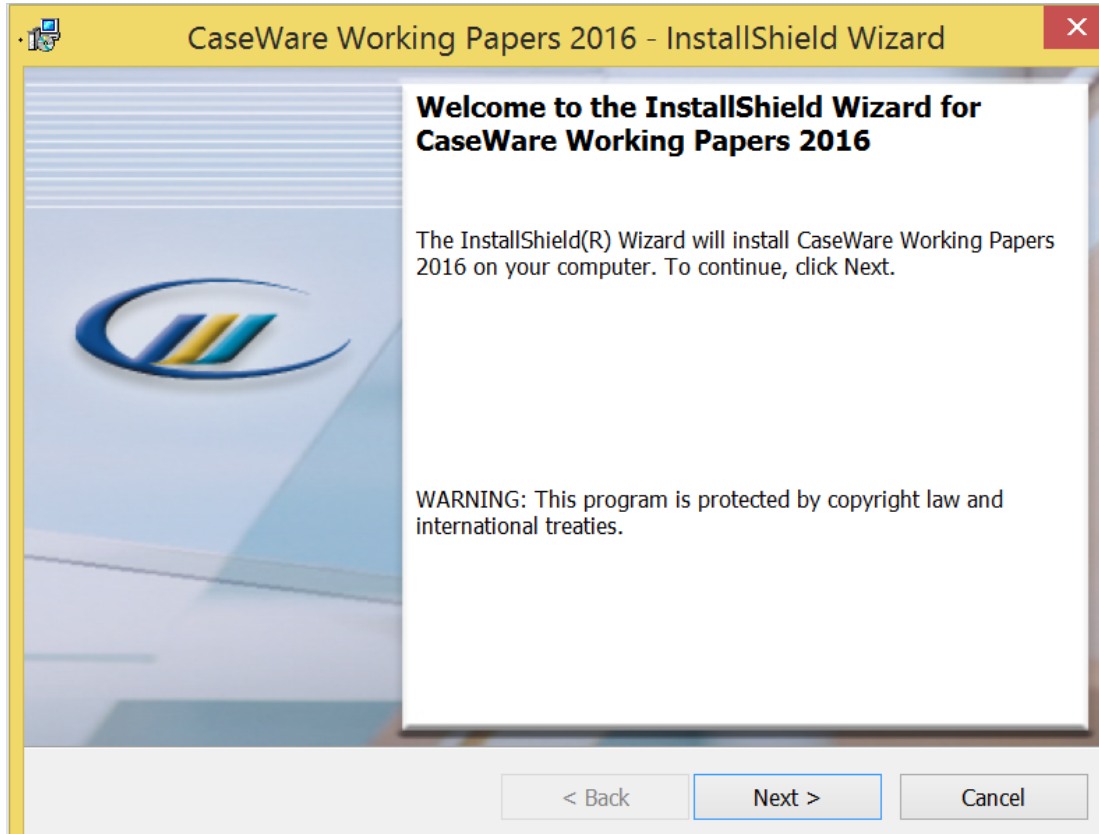
Please make sure all users install CaseWare 2016 as files are only upwards compatible.

## 5. Installation and activation of CaseWare Working Papers

### 5.1. Installation CaseWare Working Papers

Open file **WP\_2016.00.065r2\_BelgiumProt.exe**<sup>3</sup> and click “Run”.

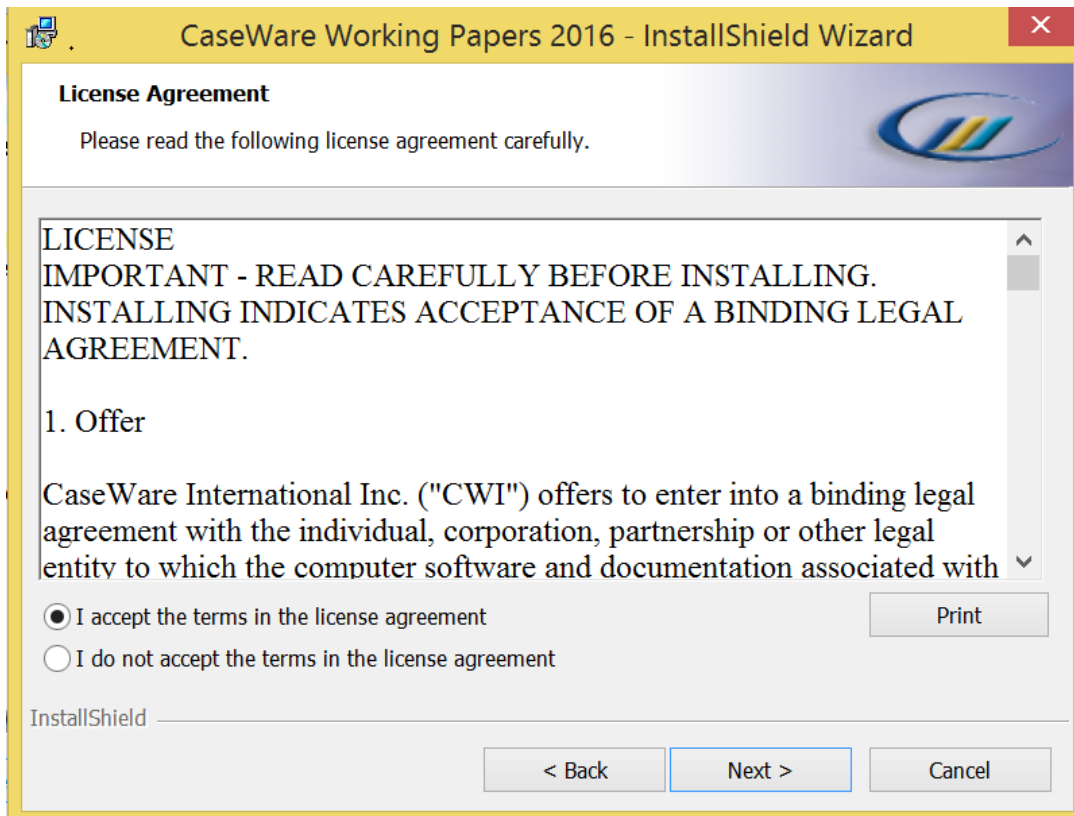
Click ‘Next’



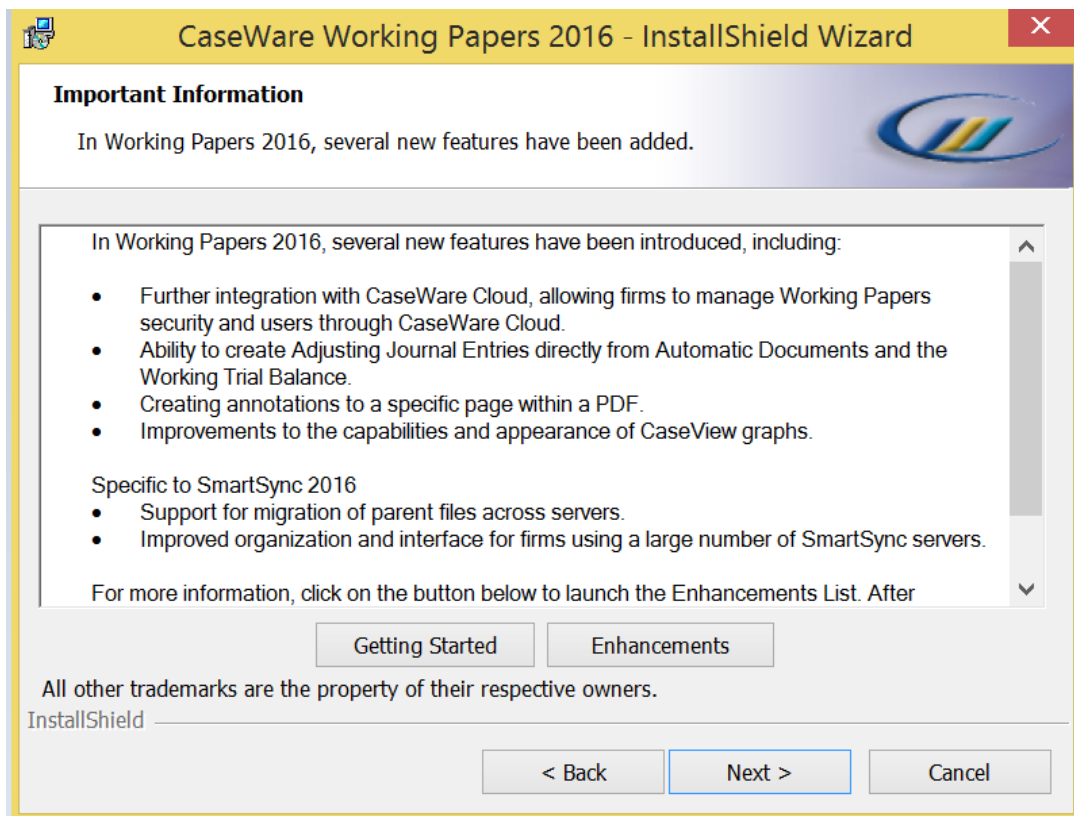
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<sup>3</sup> In case you use SmartSync, open file **WP\_2016.00.065r2\_BelgiumProtSync.exe**

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

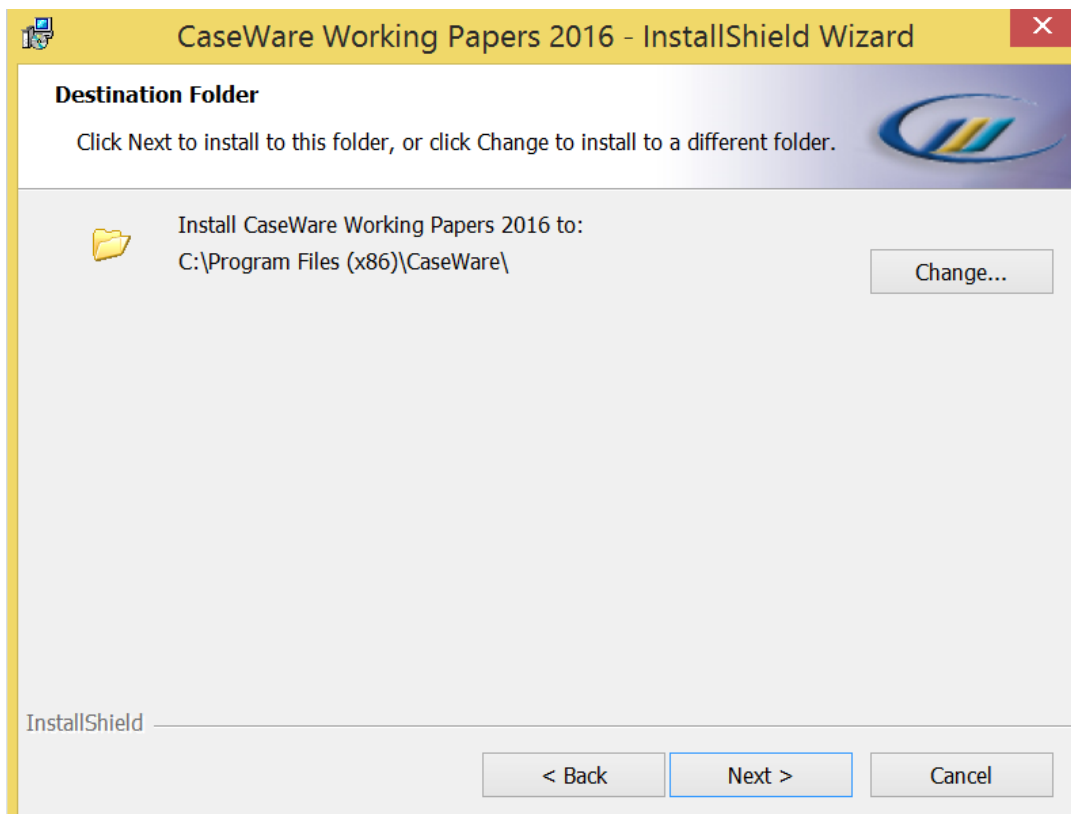


Click 'Next'

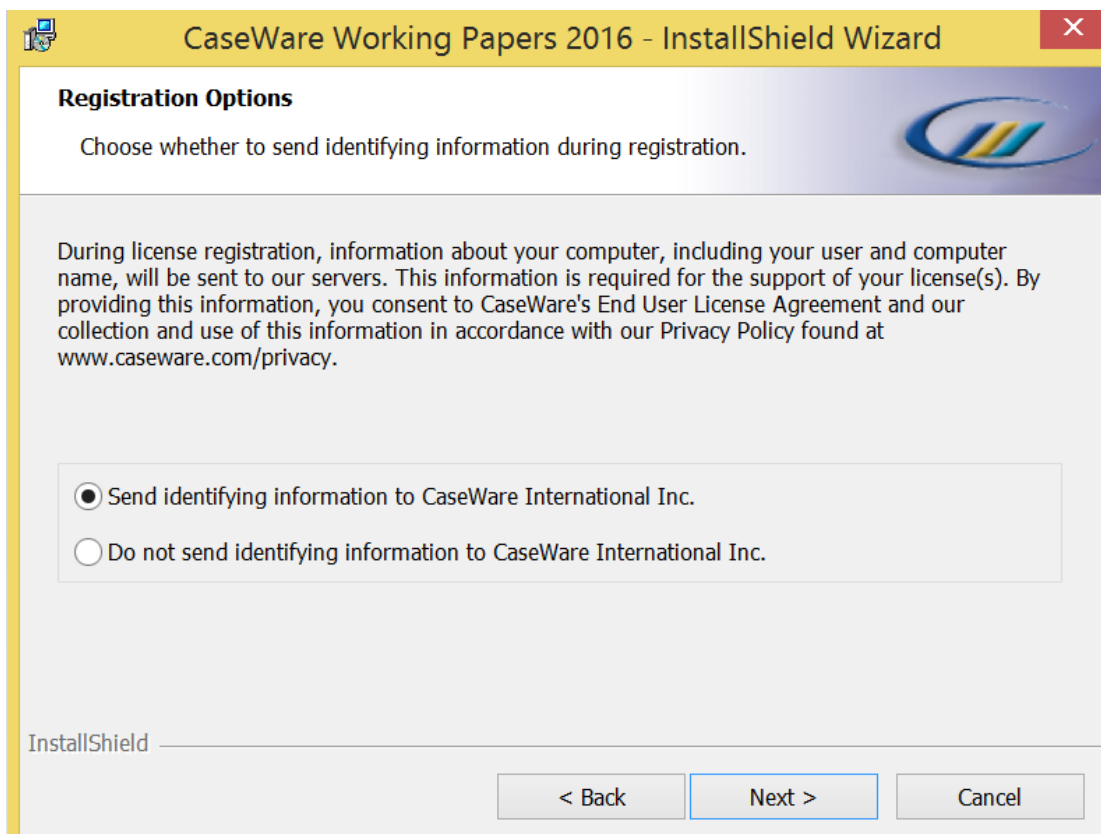




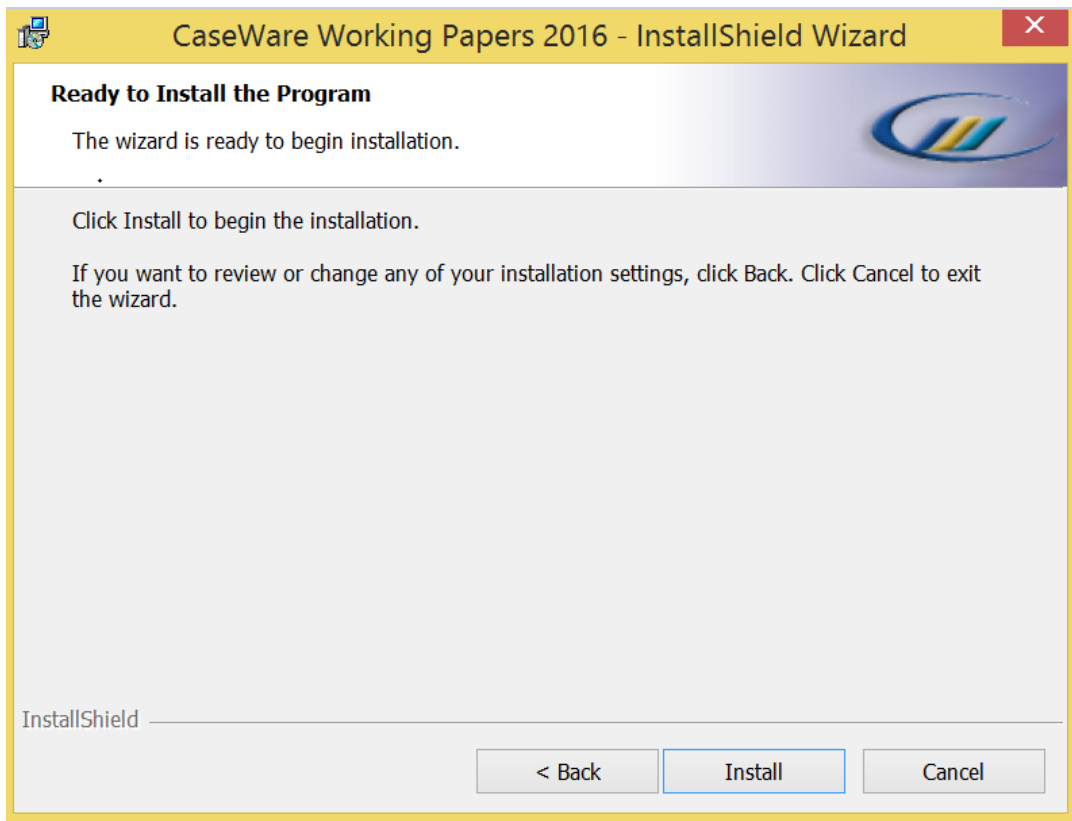
Click 'Next'



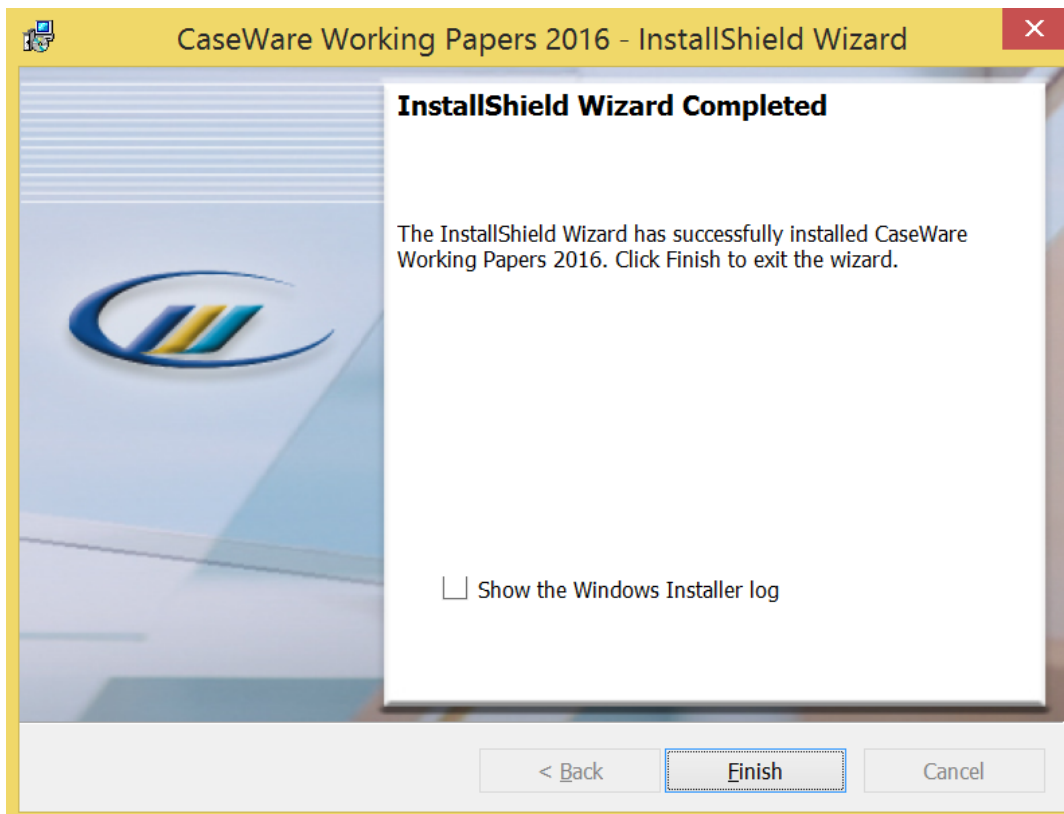
Click 'Next'



Click 'Install'

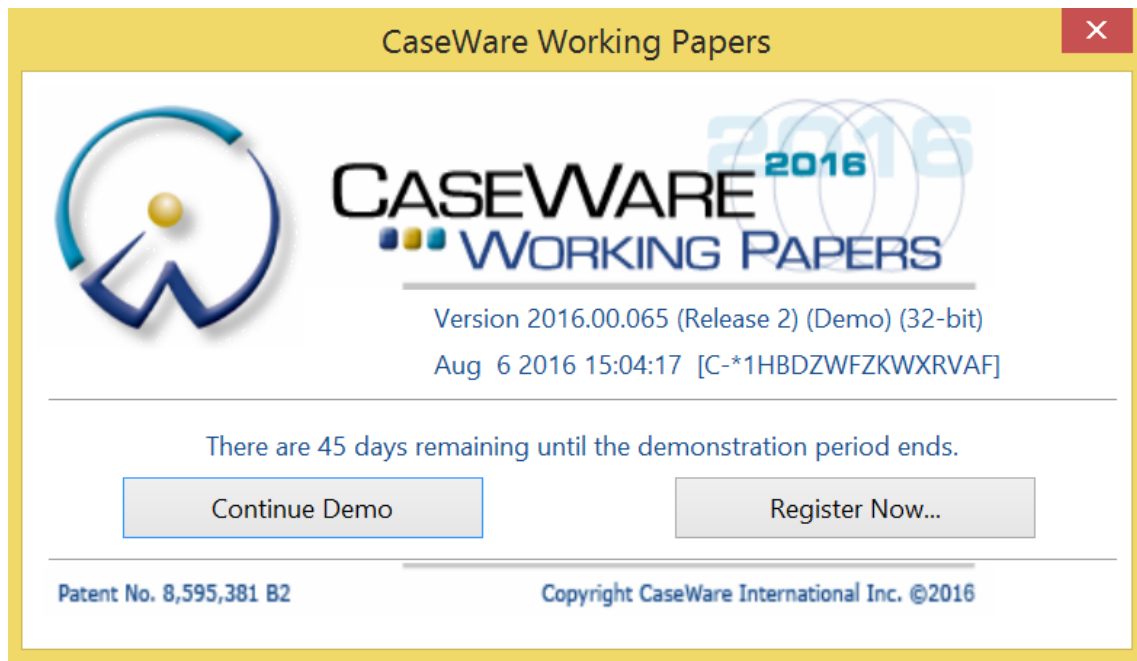


Click 'Finish'.



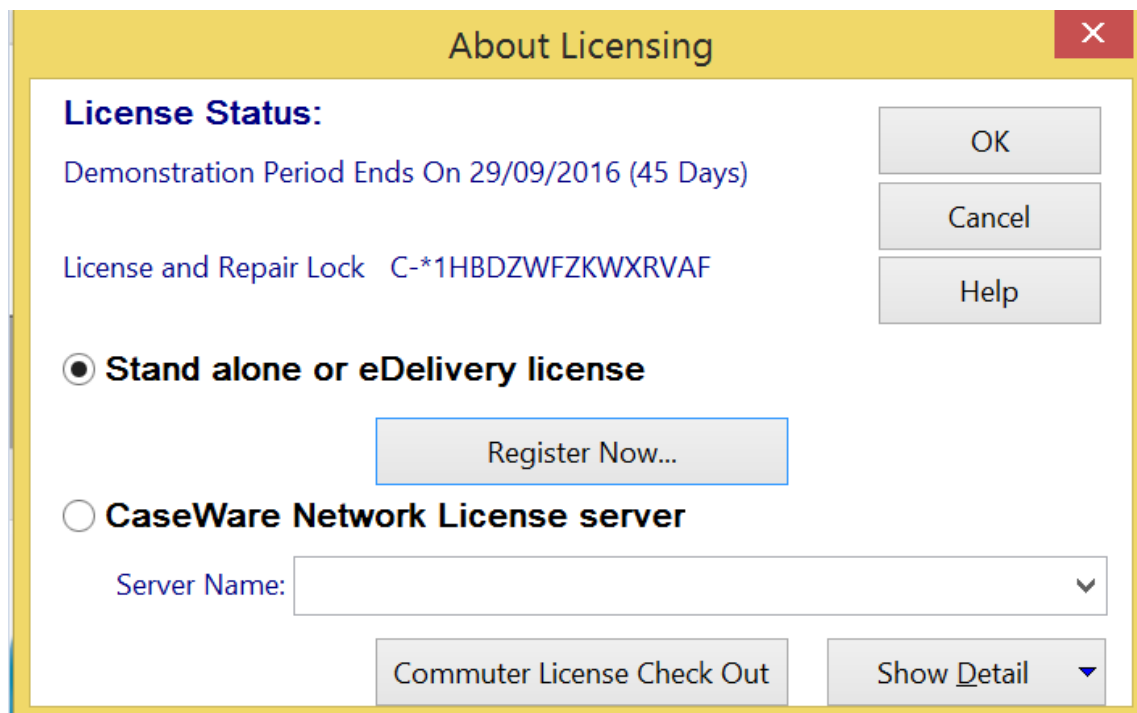
## 5.2. Activation CaseWare Working Papers

Open Working Papers 2016 and click 'Register now

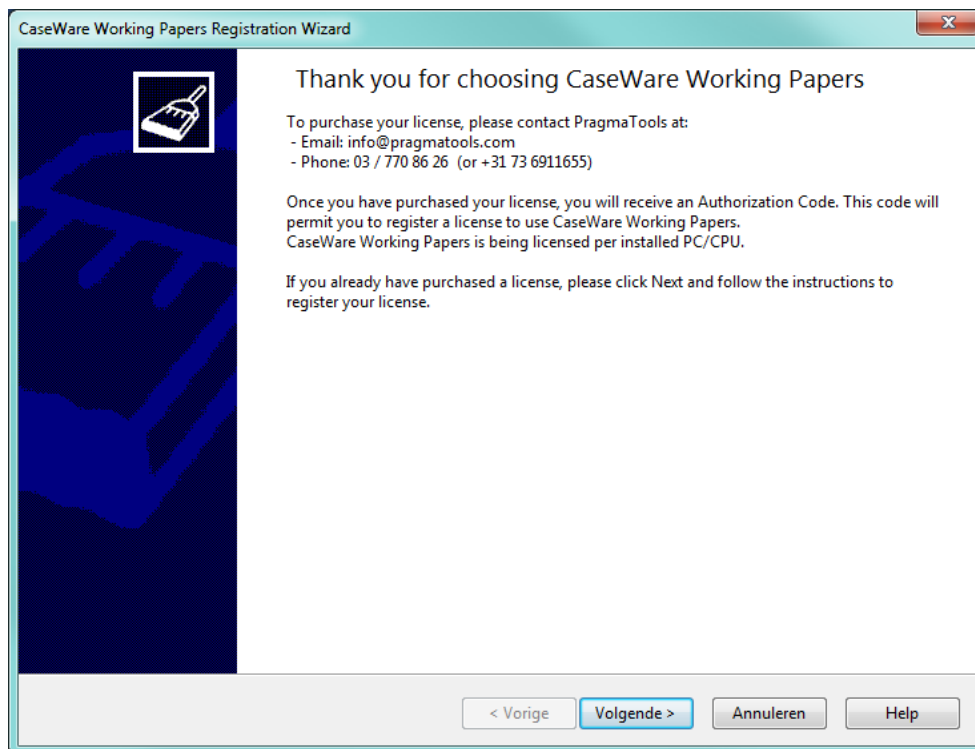


### 5.2.1. Stand Alone Licensing

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

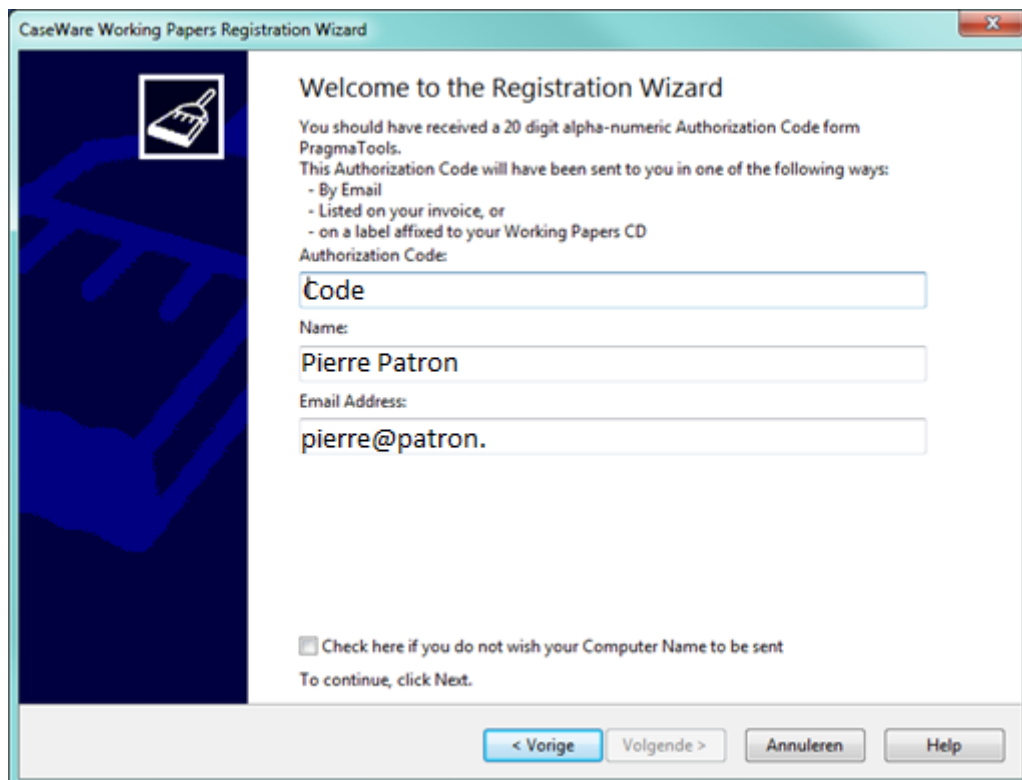


Click 'Next'



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

Fill in your name and email address and click 'Next'.<sup>4</sup>



The screenshot shows a Windows-style dialog box titled "CaseWare Working Papers Registration Wizard". On the left side, there is a dark blue vertical panel with a white icon of a hand holding a pen. The main area of the dialog is white and contains the following text:

**Welcome to the Registration Wizard**

You should have received a 20 digit alpha-numeric Authorization Code from 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

Email Address:

pierre@patron.

Check here if you do not wish your Computer Name to be sent

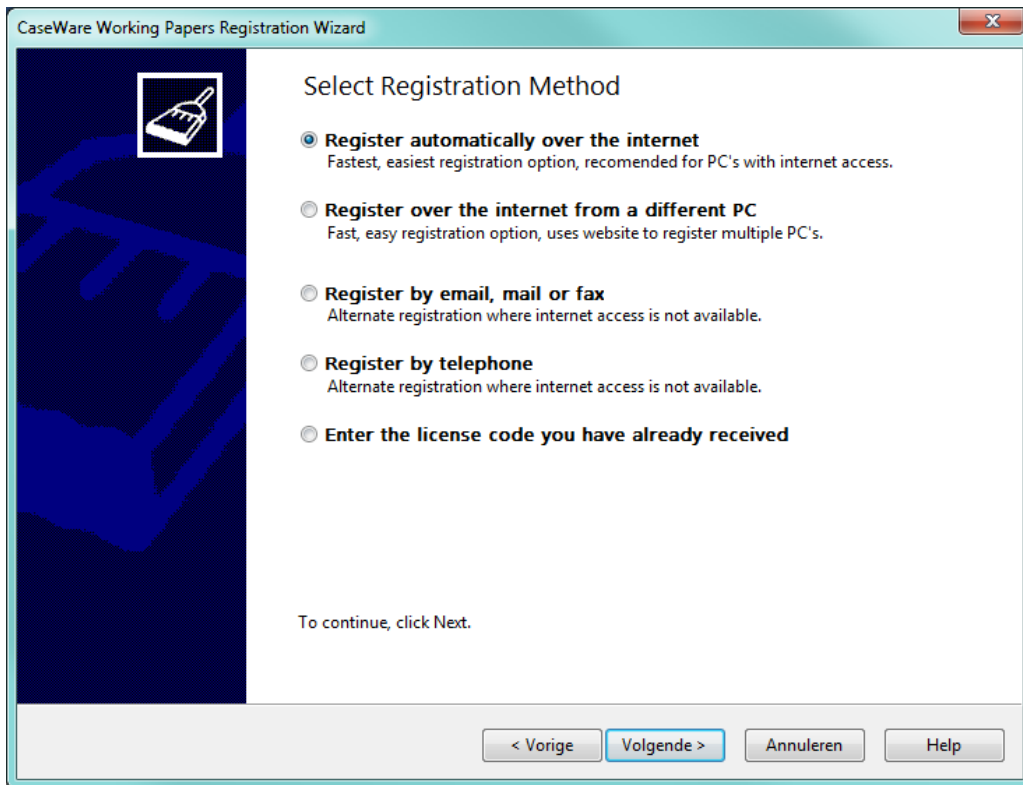
To continue, click Next.

At the bottom of the dialog, there are four buttons: "< Vorige" (highlighted in blue), "Volgende >", "Annuleren", and "Help".

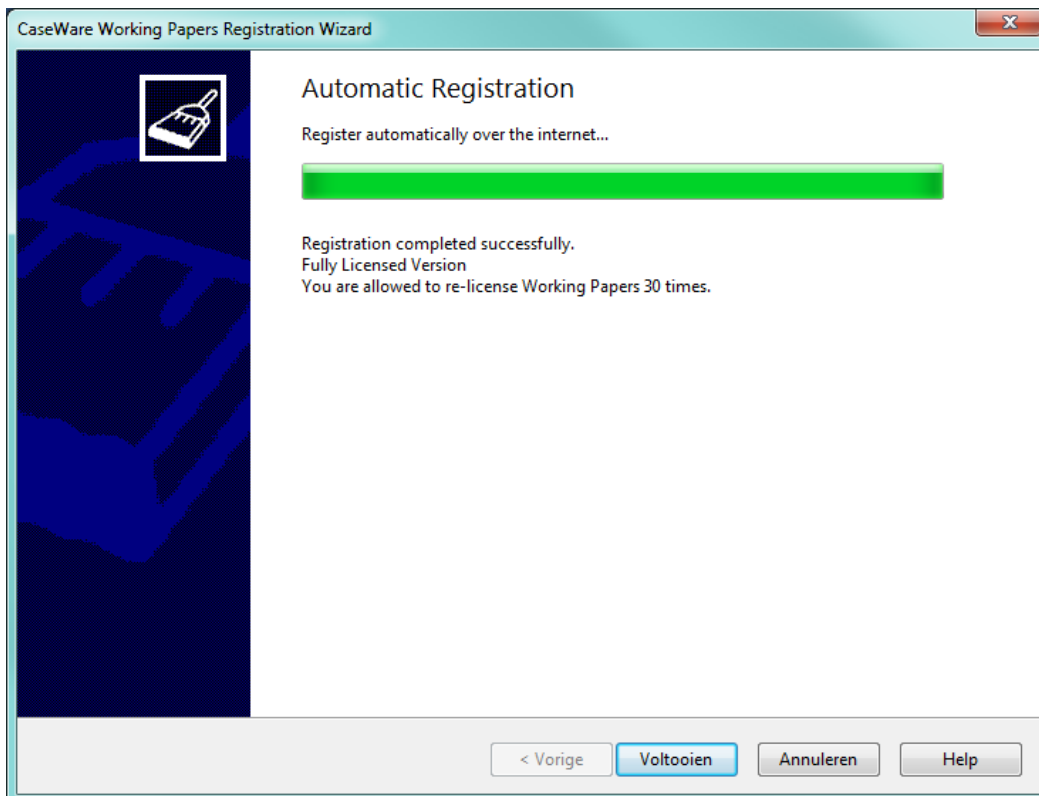
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<sup>4</sup> This needs to be the user's unique name and e-mail

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



Click 'Finish', the activation is now complete.



## 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: <https://corp.filesanywhere.com/PRAGMATOOLS/>
- 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).



### 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*

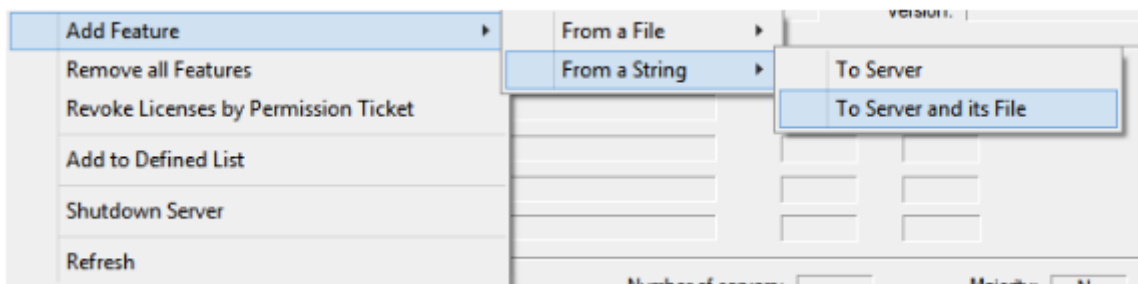
You need to use the whole string.

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.



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

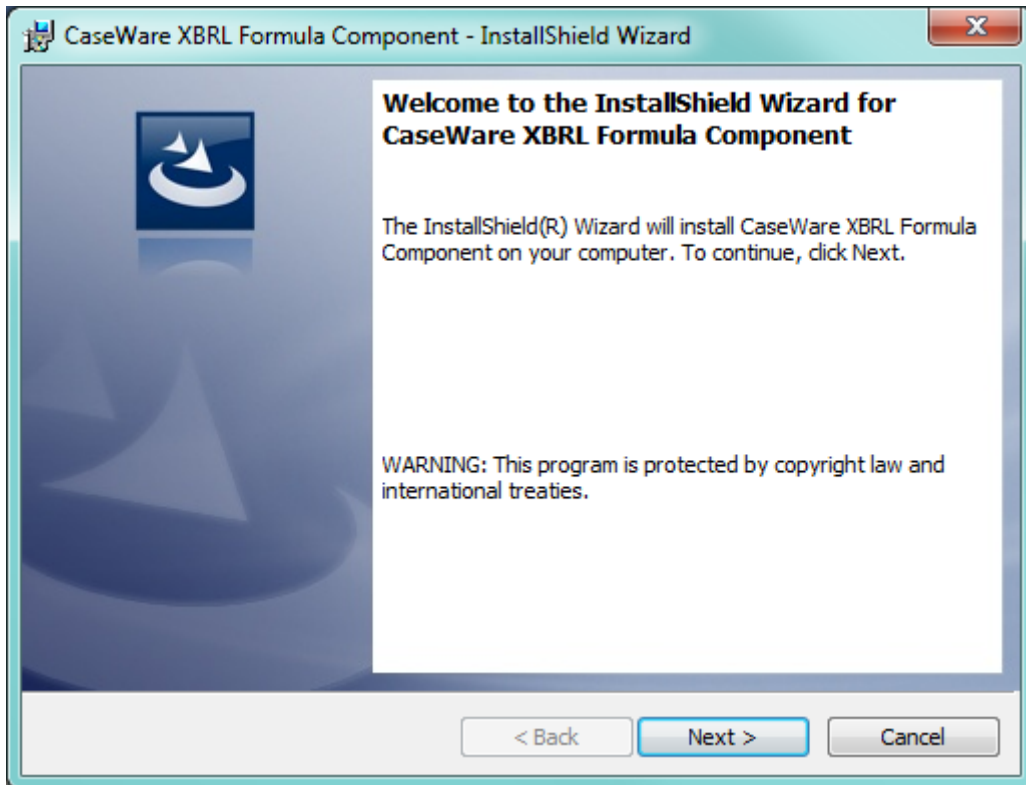
License code:



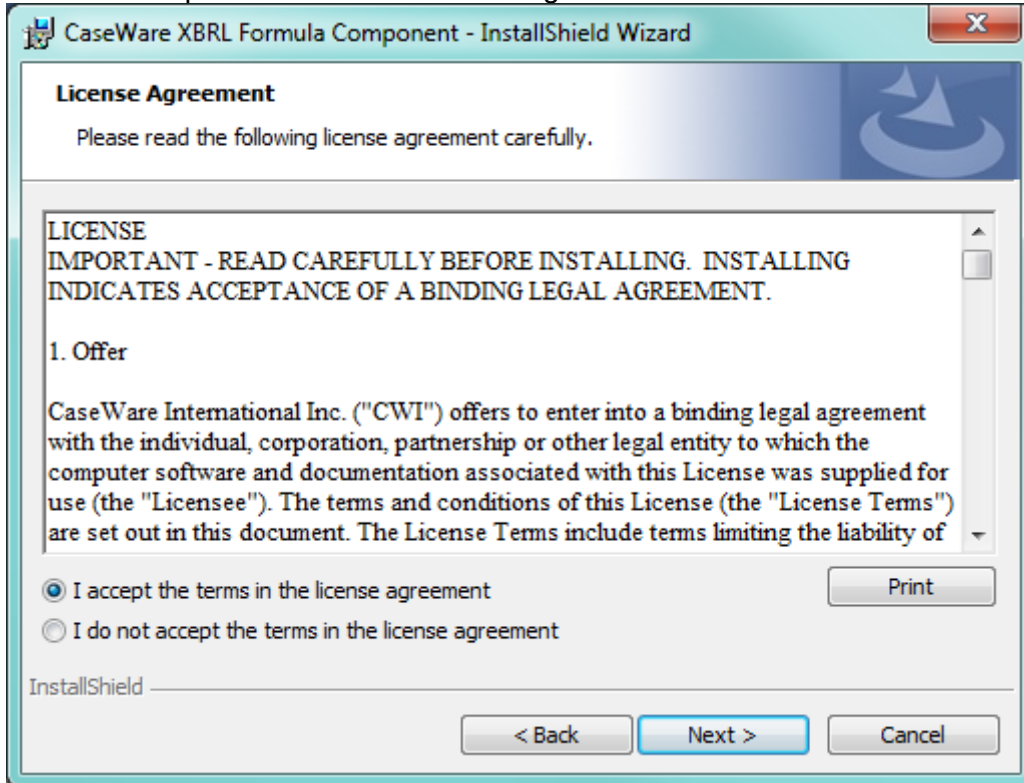
The purchased license is now visible below the server. Users can now get a license code by pointing to your Network License server in the dropdown-menu.

## 6. Installation CaseWare Biztax component

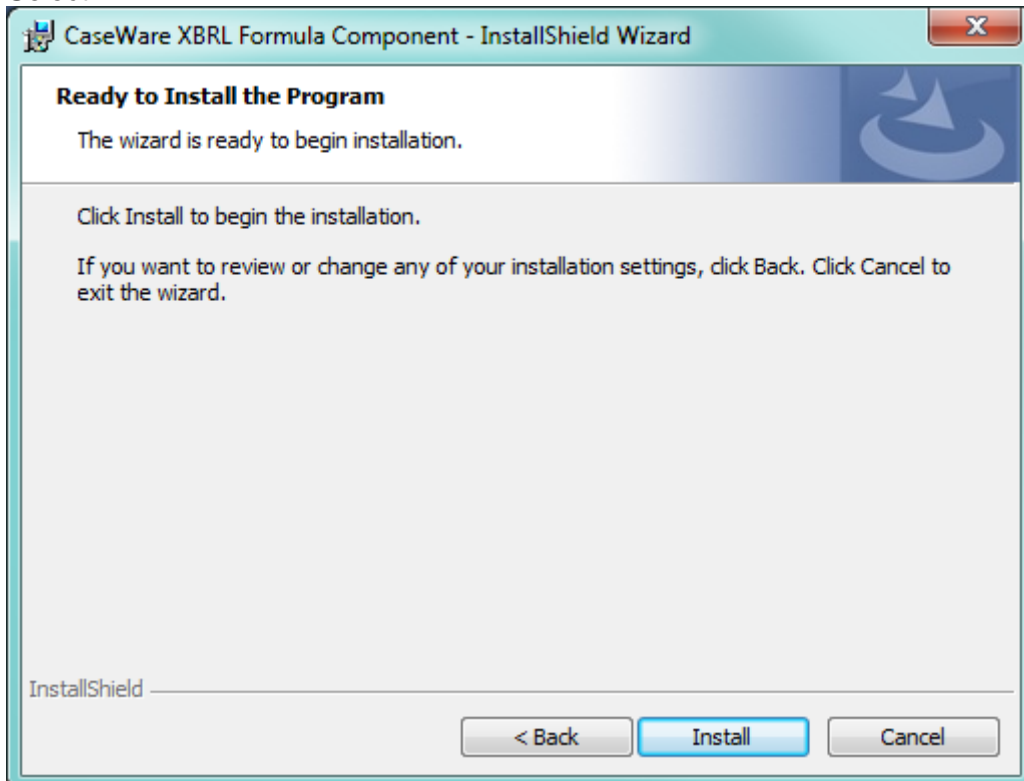
- Close the CaseWare Working Papers application (in case opened).
- Doubleclick the installation file “WinAcc 2016 Biztax component.exe” and select “Next”.



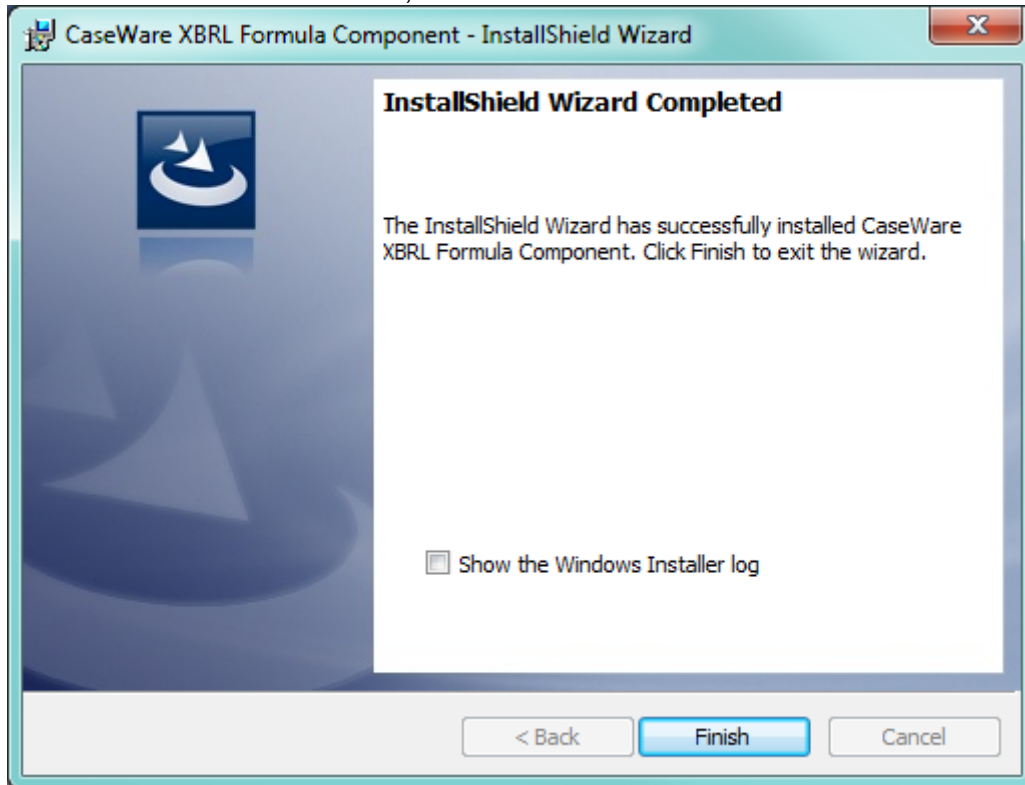
- Select “I accept the terms in the license agreement” and click “Next”.



- Select “Install”.

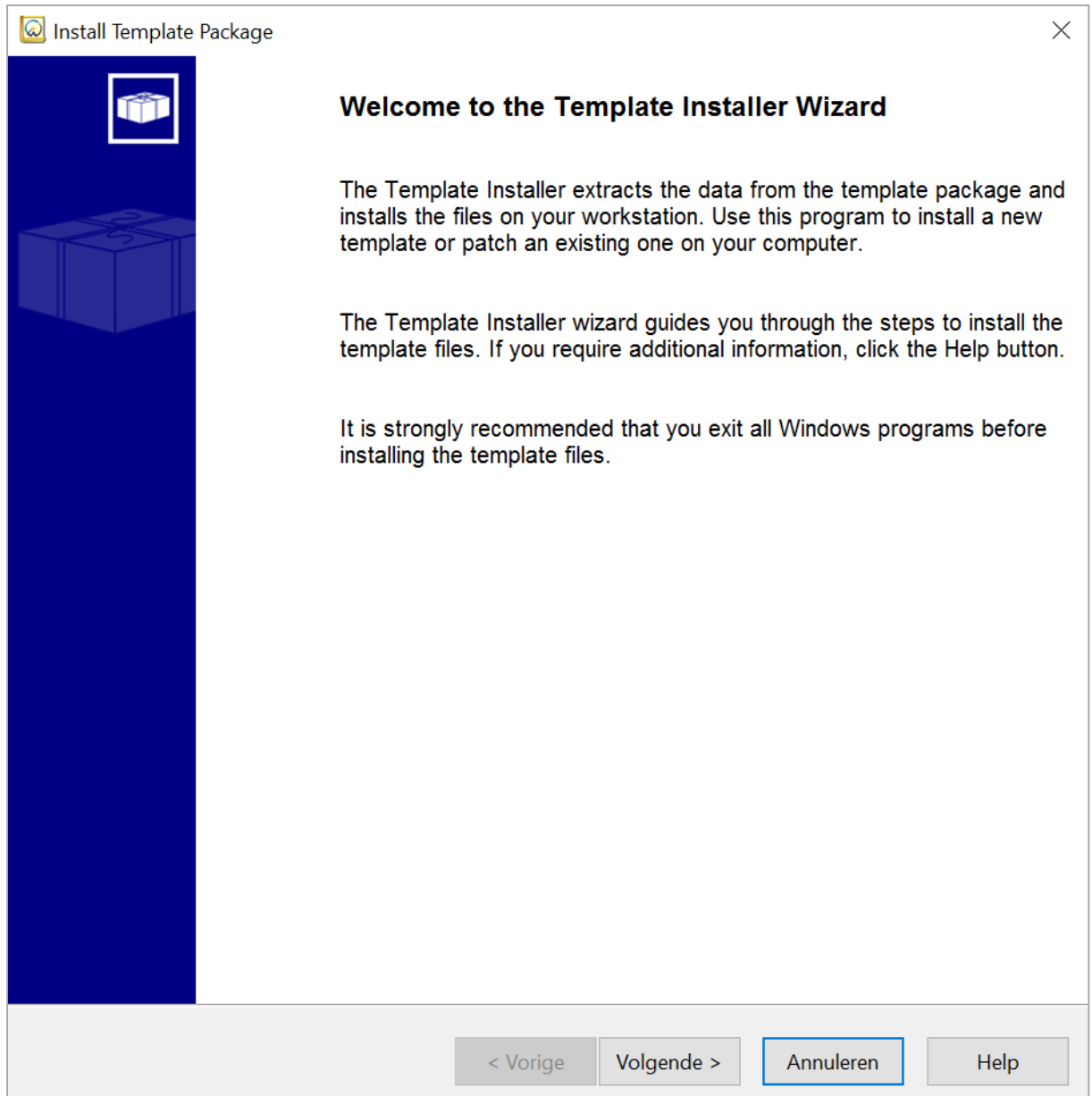


- Installation has been executed, select “Finish”

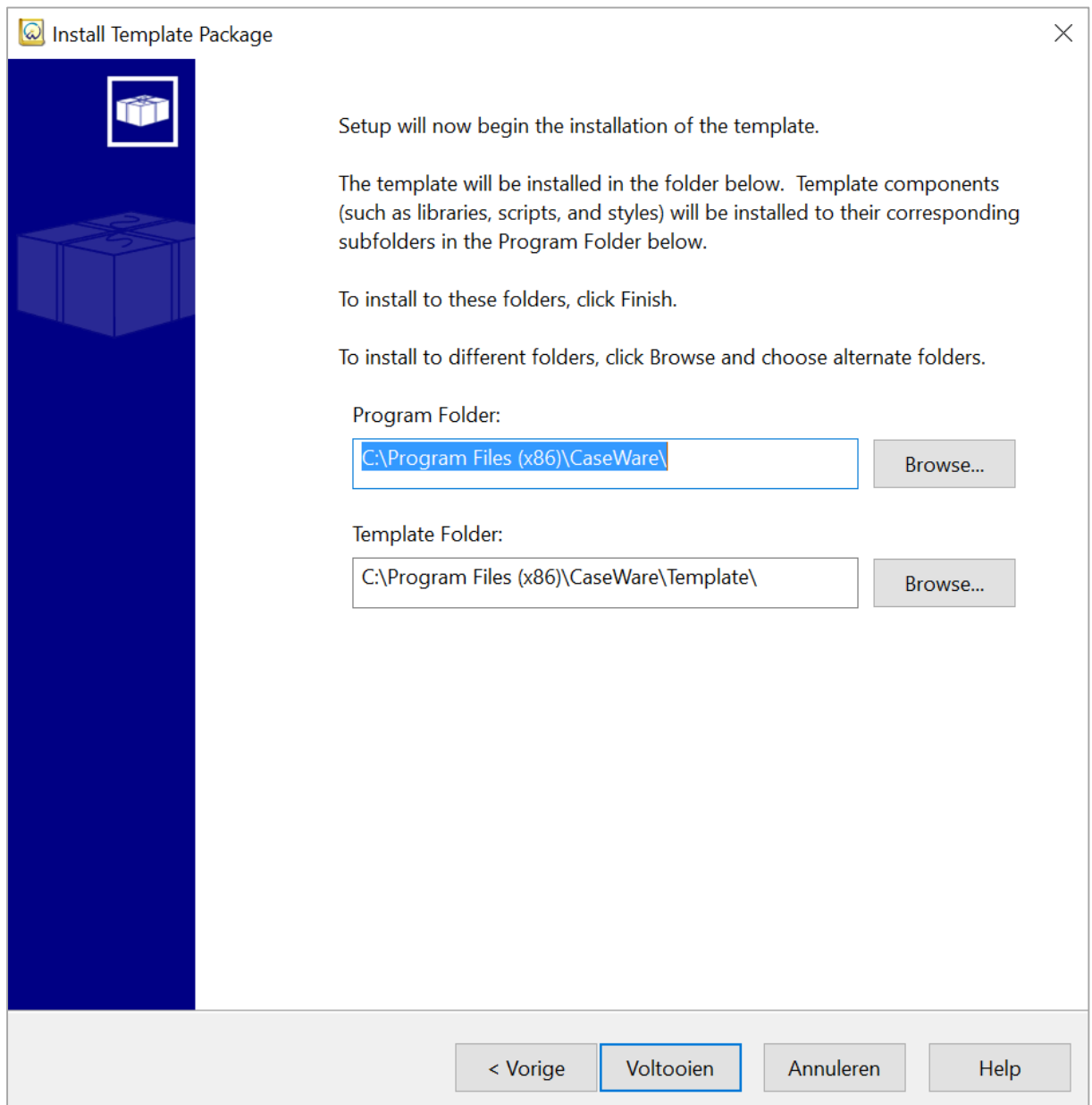


## 7. Installation WinAcc

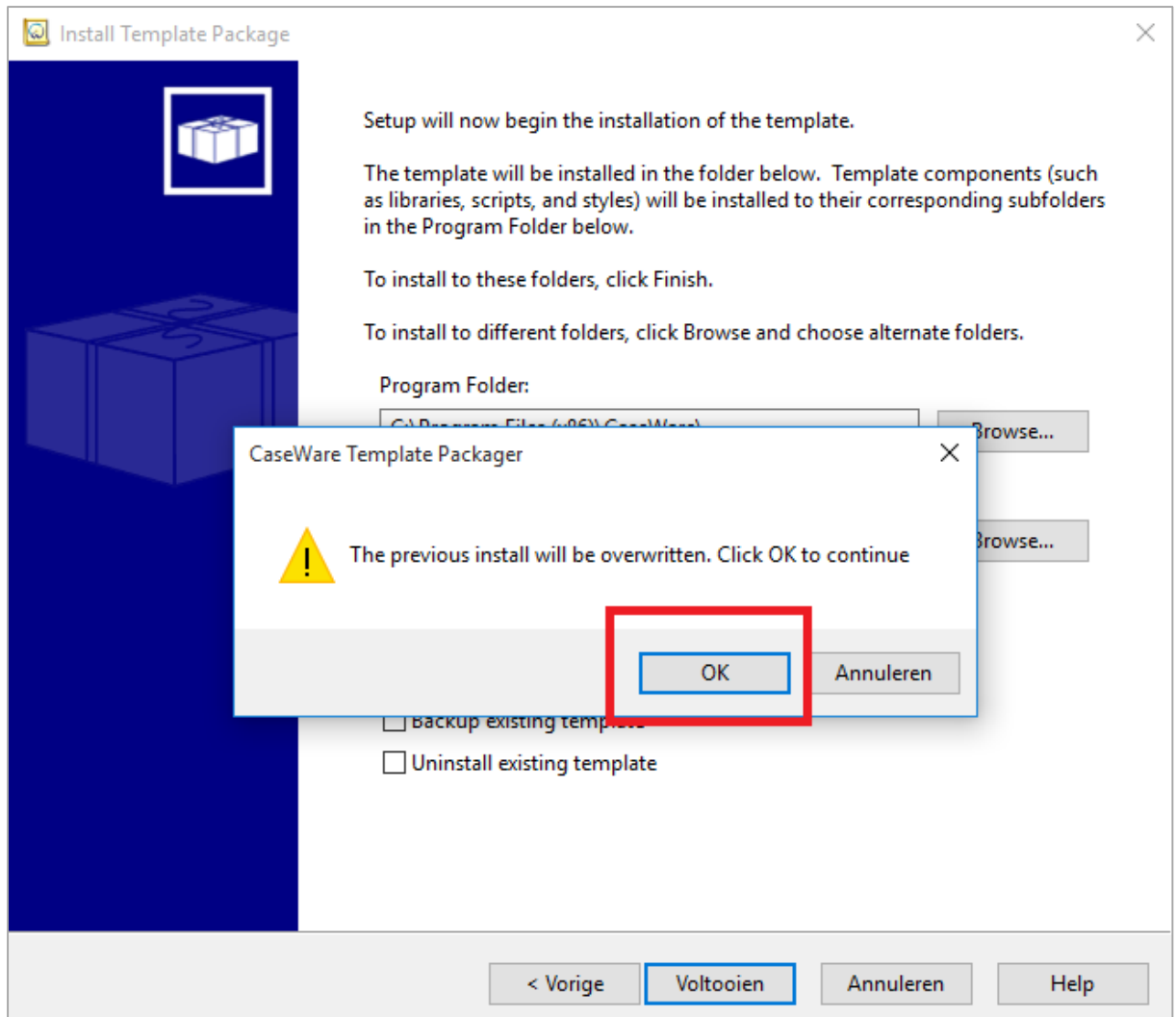
- Close the CaseWare Working Papers application (in case opened).
- Check if the path is correct as presented below
- Doubleclick the installation file “WinAcc xx.xx.xx.CWP” and select “Next”.



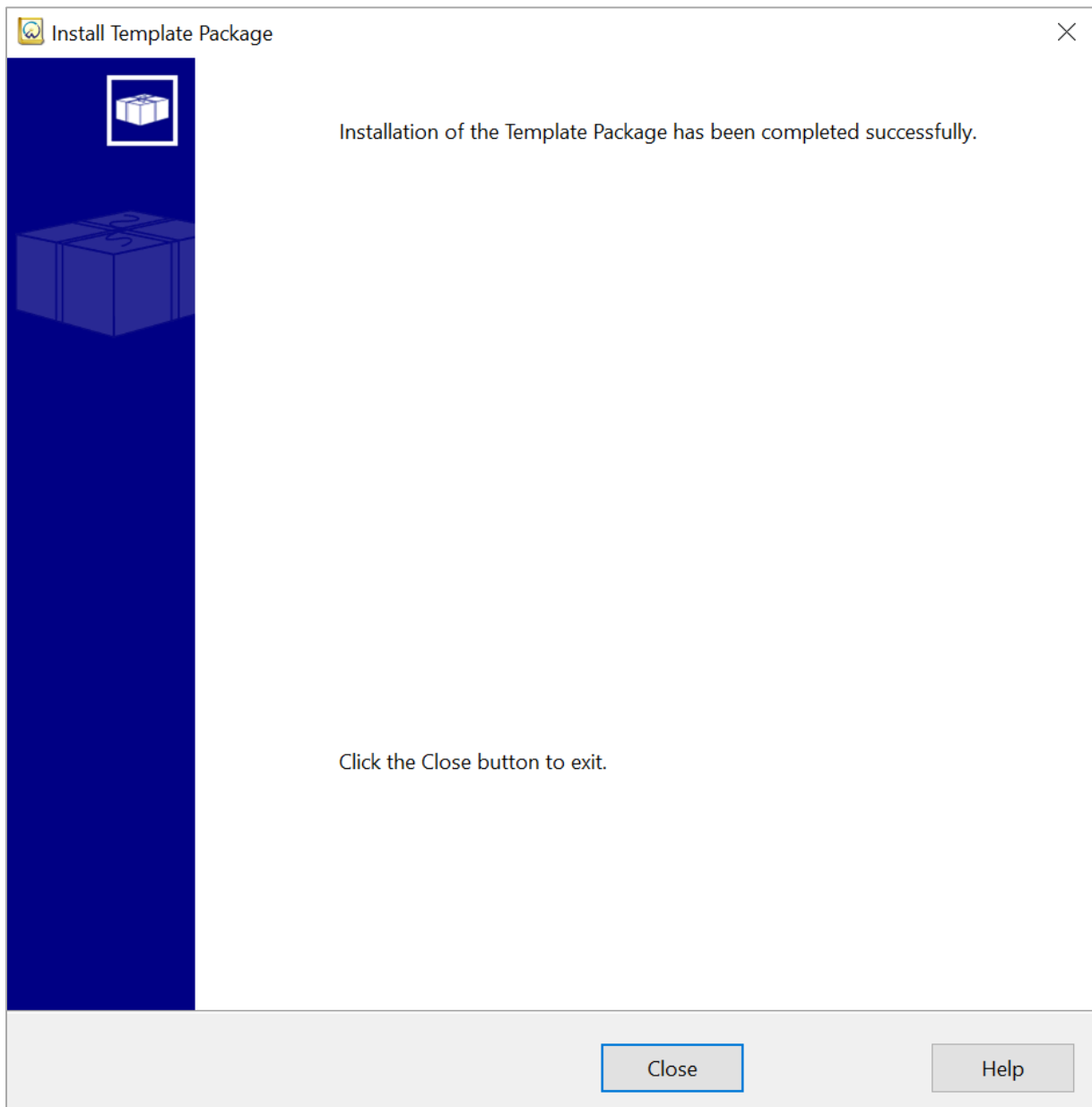
- Check if the folder path is the same as below and select “Complete”



- If WinAcc has been installed before, you will get the question “Overwrite previous install”. Click “OK” to continue.



- Select “Close”



## 8. CaseWare Connector 2016 <sup>5</sup>

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 [here](#).

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<sup>5</sup> What's new in CaseWare Connector 2016 can be found [here](#)



## 9. Office settings

The office settings can be divided into the following parts :

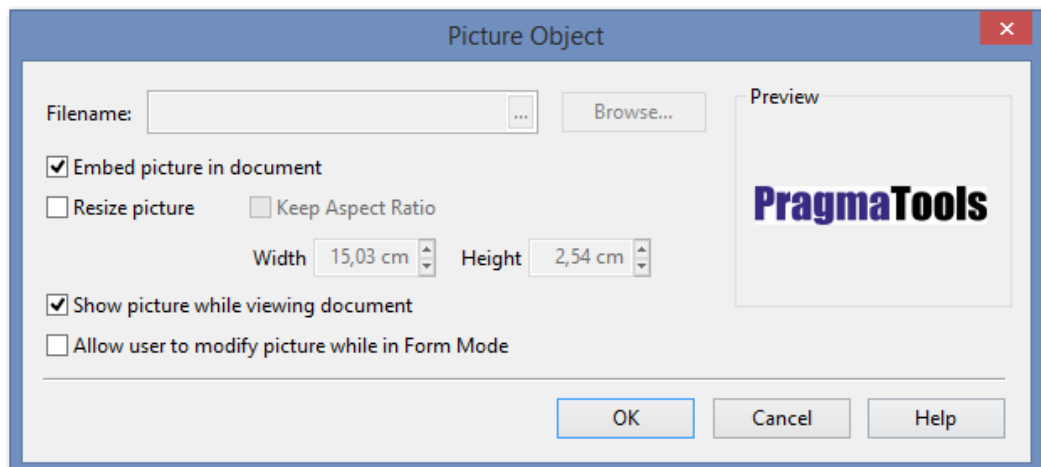
- Office logo
- Address and contact details of office locations
- Parameters
- General checklist and Working papers changes

### 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
  - Select your image by clicking "Browse" and use the following settings



#### 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"

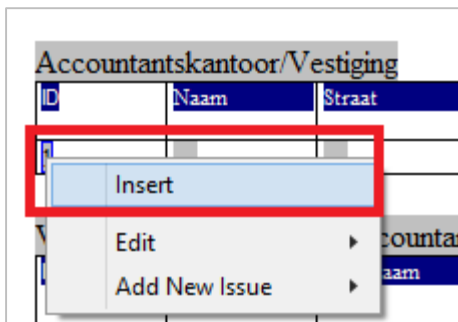
If you want to use these adjustments on other computers, you will need to copy this file to the other computer (s) thus replacing the existing file.

## 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 first 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:

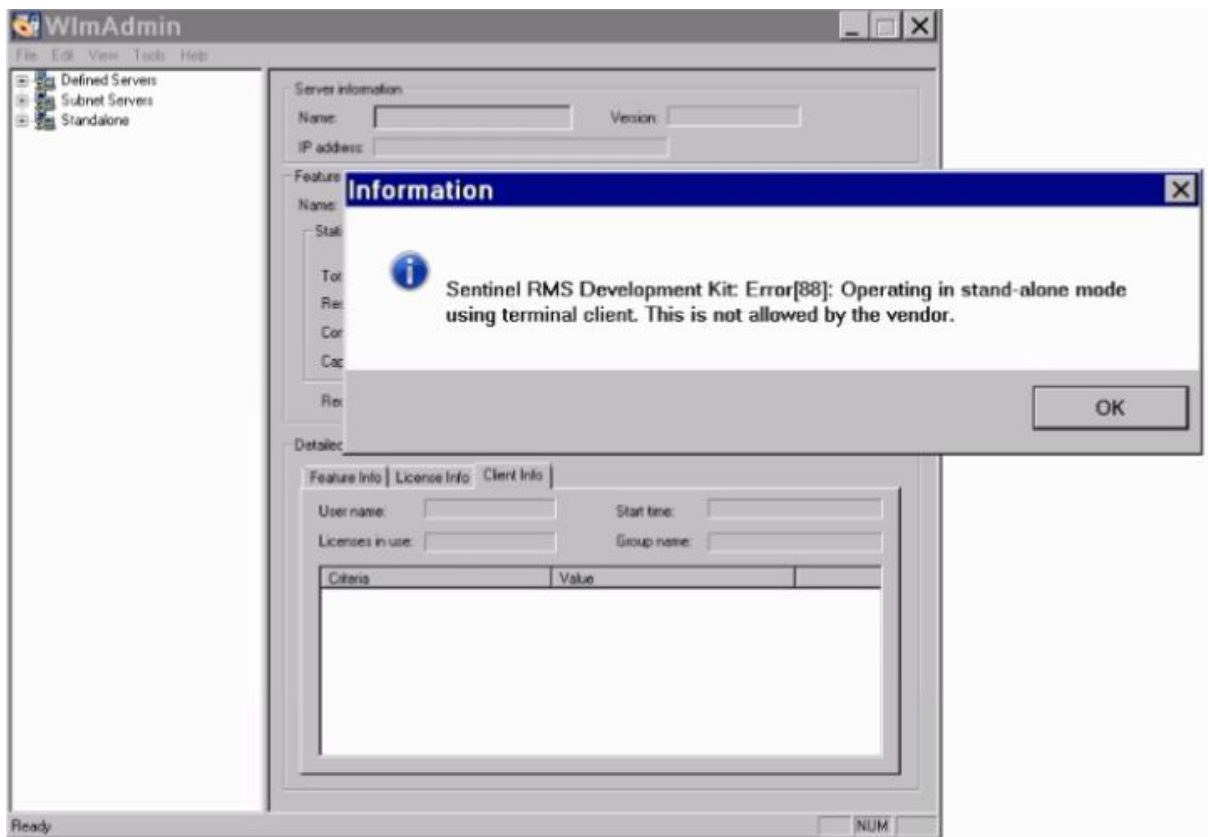
- "C:\Program Files (x86)\CaseWare\Library\winacc\Client specific\FrontPage & Header.cvw"
- "C:\Program Files (x86)\CaseWare\WAParm \*.\*"
- "C:\Program Files (x86)\CaseWare\Library\winacc\Audit Program\Audit Program \*.\*"
- "C:\Program Files (x86)\CaseWare\Template\Winacc Dashboard\User settings\defaultcontent\_kantoor.xml"

## 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.



#### 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.

