

CaseWare Working Papers Top Tips

Tips for using the Document Library feature

THE DOCUMENT LIBRARY FEATURE

What is a Document Library?

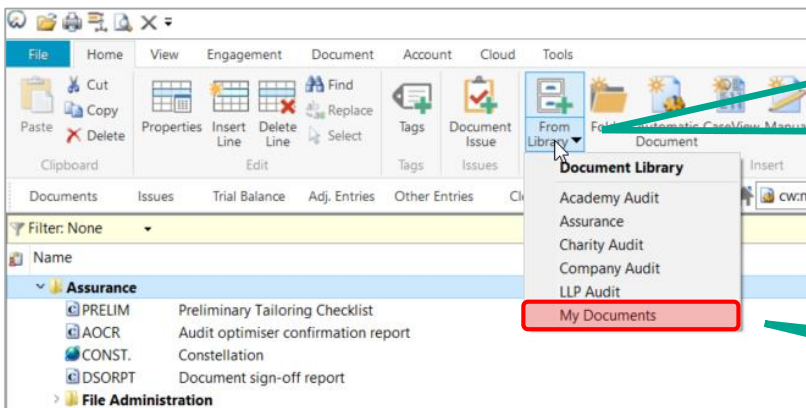
A Document Library is essentially a CaseWare engagement file that contains a list of documents that can be copied into the current CaseWare engagement file. The purpose of a Document Library is to aid efficiency and save the user time.

Some CaseWare products, such as AuditAdvanced, will have their own Document Libraries included as part of the installation, but bespoke Document Libraries can also be created by the user for a range of motives.

TIP: use a bespoke Document Library to store standard documents commonly used by your organisation, so as to gain quick access to them when required.

Using a Document Library...

From any CaseWare engagement, users will be able to open the Document Library feature to access a list of available documents that can be added to the current file. Although documents can be added at any time, it is recommended that The Document Manager view is displayed:

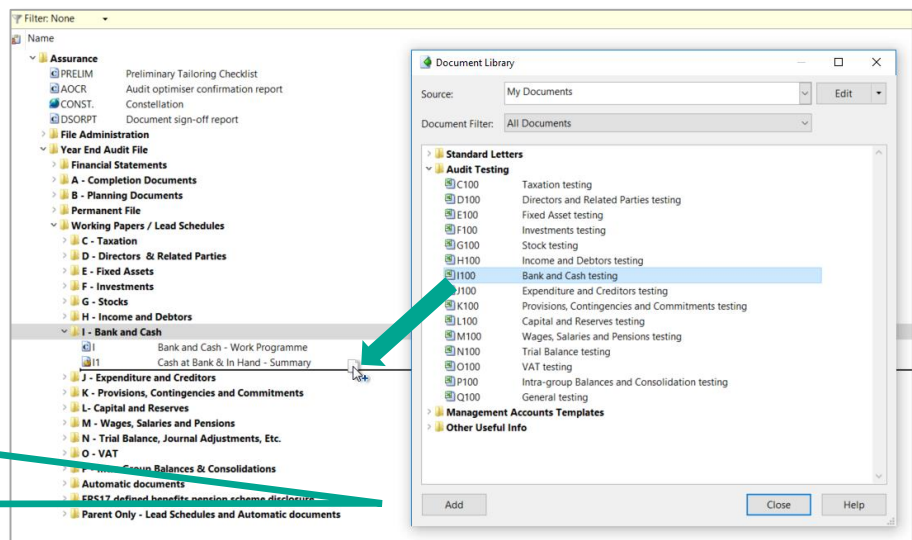


Select a Library
Using the 'From Library' button in the CaseWare toolbar, pick an appropriate Library from which you want to copy documents.

Bespoke Library (see page 3)

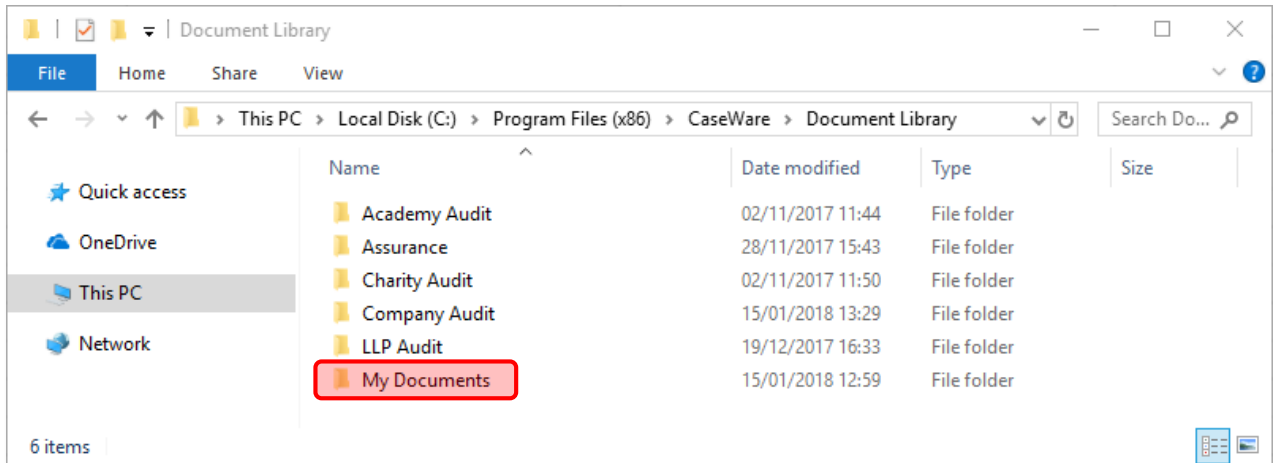
Drag and Drop
Drag and drop the desired documents into the Document Manager using the black line as a guide.

Add
Use the 'Add' button to insert the selected documents to the current folder.



Creating a Bespoke Document Library

Firstly, a dummy CaseWare engagement file will need to be created and saved in the following location on the local machine:



WARNING: This location may differ on some installations. Please contact the CaseWare Technical Support team if you require assistance finding the Document Library folder.

Within this new engagement file, documents can be created or copied in from existing engagements. Any standard documents on the file can be deleted if not required. So long as the new Document Library has been saved to the default path set on the machine, it will be seen in the list available from Document Library button seen on page 2.

What to include in a Bespoke Document Library?

There are no rules as to what should be in a Document Library but here are some ideas to get you started:

CLIENT LETTER TEMPLATES

Typically Word documents, containing the firm's default layout of things like Letters of Engagement, Management Letters, or even invoicing.

CUSTOM LEAD SCHEDULES

Many firms will have created custom Lead Schedules to display certain information in a way that fits with their standard practices.

TIP: users that attend our Group Accounts Training sessions will learn how to create Lead Schedules that are enhanced for consolidation engagements.

USER GUIDANCE DOCUMENTS

External or internal guidance on a host of topics could prove useful when tackling a particular task. The guidance document could then also be used as a reference point when providing evidence or giving explanations.