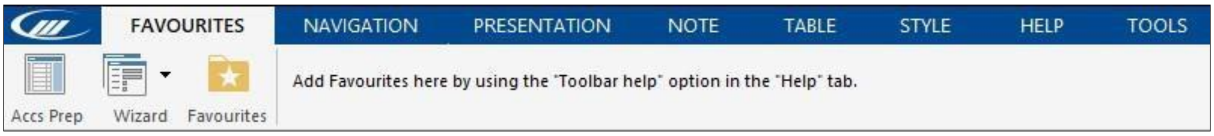
caseware

ACCOUNTSADVANCED TOOLBAR

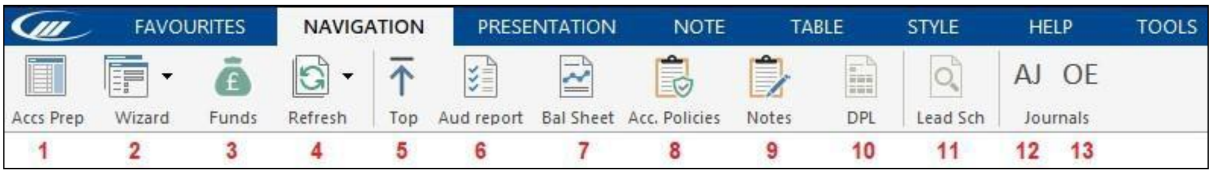
www.caseware.co.uk

Favourites tab



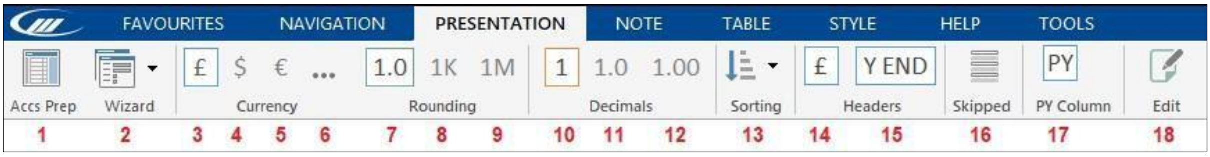
Add your frequently used buttons from the other tabs to the Favourites tab for ease of access.

Navigation tab



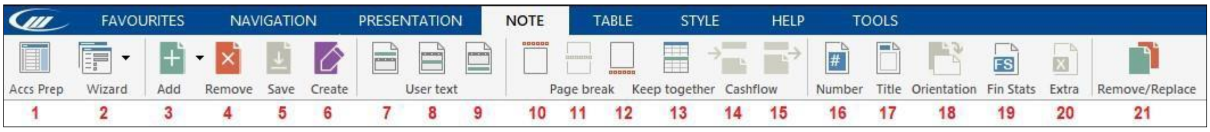
1. Jump to Accounts Preparation table
2. Jump to any section of the Wizard
3. Jump to Funds Analysis (Charites & Academies template only)
4. Refresh Funds Analysis workings (Charites & Academies template only)
5. Jump to the Top of the Accounts
6. Jump to Audit Report (or Accountants report if applicable)
7. Jump to Balance Sheet
8. Jump to Accounting Policies
9. Jump to Notes to the Financial Statements
10. Jump to DPL (if applicable)
11. Open Lead Schedule (if applicable)
12. Jump to Adjusting Journals screen
13. Jump to Other Entries Journals screen

Presentation tab



1. Jump to Accounts Preparation table
2. Jump to any section of the Wizard
3. Set Reporting Currency to £ 4. Set Reporting Currency to $
5. Set Reporting Currency to €
6. Set custom Reporting Currency
7. Set Rounding to whole units
8. Set Rounding to Thousands
9. Set Rounding to Millions
10. Set Decimal places to 0 11. Set Decimal places to 1
12. Set Decimal places to 2
13. Sort the Financial Statements
14. Show/Hide the Reporting Currency within headers
15. Show/Hide period end headings on P&L notes
16. Show/Hide skipped rows throughout the Financial Statements
17. Show/Hide prior year columns throughout the Financial Statements
18. Turn on/off the edit text facility

Note tab



1. Jump to Accounts Preparation table
2. Jump to any section of the Wizard
3. Add custom note
4. Remove this note
5. Save as a custom text note
6. Create new note (Launch Notebuilder)
7. Insert user text before the table
8. Insert user text within the table
9. Insert user text after the table
10. Insert page break before this note
11. Insert page break within the table
12. Insert page break after this note
13. Toggle Keep together on/off
14. Insert page break (Cashflow only)
15. Remove page break (Cashflow only)
16. Cycle Note number, Note reference, neither
17. Show/Hide note title
18. Change orientation of note (portrait/landscape)
19. Change to a "Financial Statements" style note
20. Hide the custom note within abridged financial statements
21. Remove and replace the note

Table tab

1. Jump to Accounts Preparation table
2. Jump to any section of the Wizard
3. Apply Rounding
4. Highlight rows where rounding can be applied (Charites & Academies template only)
5. Show/Hide skipped rows
6. Show/Skip the current column
7. Show/Skip subtotal
8. Show/Skip the row when all values are zero
9. Flip values on this row
10. Show/Hide brackets on the figures in this row
11. Configure cell
12. Insert new row
13. Delete row
14. Restore row to default values
15. Show numeric row
16. Show alphanumeric row
17. Configure row
18. Sort rows within this section
19. Insert a new subtotal
20. Remove subtotal or section sub-header
21. Show “As restated” for prior year column
22. Show “As restated” for prior year two column
23. Show/Hide CY column
24. Show/Hide PY column
25. Show/Hide PY2 column
26. Add/remove note number column
27. Add/remove single underline to row
28. Add/remove double underline to row
29. Left align the section
30. Right align the section
31. Left align the row
32. Right align the row
33. Change how zero figures are displayed (0/Nil/Dash/Blank)
34. Hide table column headers

Style tab

1. Jump to Accounts Preparation table
2. Jump to any section of the Wizard
3. Load/Amend Firm Style
4. Select Style type
5. Select Font face
6. Select Font size
7. Make text bold
8. Make text Italic
9. Make text underlined
10. Cycle between upper and lower case
11. Align paragraph left
12. Align paragraph centre
13. Fully justify paragraph
14. Align paragraph right
15. Set hanging indent
16. Change style

Help tab

1. Jump to Accounts Preparation table
2. Jump to any section of the Wizard
3. Launch the CaseWare KnowledgeBase
4. Switch on/off Toolbar help mode

Tools tab

1. Jump to Accounts Preparation table
2. Jump to any section of the Wizard
3. Switch on toolbar help to add buttons to Favourites tab
4. Unlock design mode
5. Check document for available Knowledge Library updates
6. Update the currently selected section
7. Technical Support information
8. Remove and replace the note
9. Remove any sections which are not turned on in the Accounts preparation table.

XBRL tab

1. Jump to Accounts Preparation table
2. Jump to any section in the Wizard
3. Selectable Taxonomy
4. Choose version of Taxonomy
5. Apply auto-tagging
6. Generate ixbrl
7. Highlight/Clear XBRL tagged items
8. Create typed dimension
9. View tagging diagnostics report
10. Companies House submission
11. Launch ColourPicker