

Presented by

 **caseware**



# Unlocking the potential of Caseware Connector

Caseware Australia & New Zealand

[www.caseware.com.au](http://www.caseware.com.au)

Understand how to make the most of  
our most versatile tool.

# What is Caseware Connector?

## Overview

Connector is an add-in for Microsoft® Word and Microsoft® Excel® that enables you to link data between Working Papers and Microsoft® documents.

The Connector Add-in appears as its own toolbar in Microsoft® Word and Microsoft® Excel®. Using Connector's linkage dialogue, you can easily retrieve a variety of Working Papers data. You can create generic documents that can be copied over multiple client files for financial statements, lead sheet schedules, and other custom documents. Additionally, you can create references that open to specific parts of your Working Papers file, such as line items on adjusting entries, reports and automatic documents.

- 1. Working Papers:** Connector enables you to link information such as engagement properties, balances and adjusting entries from your client file. Using Connector functions, you can create links that access the Working Papers database. You can also use the Linkage dialogue to generate appropriate links for your document.
- 2. Linkage protocols:** Linkage protocols determine how Connector establishes the connection to Working Papers. Generally Microsoft® Word documents use the Dynamic Data Exchange (DDE) protocol and Excel® documents use the User Defined Function (UDF) protocol. Both linkage protocols are supported with Connector to provide the best coverage and functionality available with Microsoft® add-ins.
- 3. Connecting:** Connector automatically attempts to establish a connection to the Working Papers database. However, there are certain factors that must be taken into account when using Connector. These factors are dependent on the linkage protocol in use, where the document is saved relative to the Working Papers client file, and which file is currently open in Working Papers.

# Getting the most out of Connector

## How can you use Connector?

### Creating a simple Connector Excel Working Papers

Within minutes of watching the Caseware Connector Getting Started videos, build simple automated Excel® Working Papers and link up Word documents to Caseware engagement data.

Utilise Connector in Excel® and Word for:

- Audit Working Papers
- Financial Statement Working Papers
- Tax Working Papers
- Accounting Working
- Reconciliation Working Papers
- Engagement Letters
- Custom Lead Sheets
- Structured Clean Data Reporting

### Preparing clean data for reuse

Connector is great in preparing clean data for reuse elsewhere, e.g. separating preliminary balances from engagement adjustments and presenting a final reporting balance by accounts.

Utilise Connector in Excel® for:

- Structured data for export purposes
- Validation
- Comparison

### Bulk linking cells by parametising Connector formula

Bulk linking cells by parametising Connector formula is a quick way to leverage Excel® cell referencing within Connector formula to get the benefit of bulk drag and drop and automation across many rows and columns in one quick sweep.

Utilise Connector in Excel® for:

- Management accounts
- Consolidation Working Papers
- Consolidation Matrix (eliminating journals reconciliation)
- Cash Flow Worksheets

### Build in validation and balance checks in Excel® Working Papers

Use Connector to build in validation and balance checks in Excel® Working Papers by comparing Lead Sheet totals or Reporting (Mapping) line totals to the total of a list of account balances.

Utilise Connector in Excel® to confirm:

- All accounts are mapped
- All movements are accounted for
- Totals tie back to the Trial Balance

## How can you use Connector?

### Drilling down to detailed balances

Use the drilling down functionality within Excel® or Word connector to view the account details of any balance. Why do this any other way when it's quick and easy?

Utilise Connector in Excel® and Word for:

- Analysing all the balance presented in Connected Excel® Working Papers or Word documents
- Scrutinise a value
- Get visibility of the details

### Improving navigation in your engagement working papers

Improving the navigation in engagement working papers by creating built in hyperlinks between all engagement documents, making navigation easier.

Utilise Connector in Excel® and Word for:

- Document referencing
- Document hyperlinking
- Fast tracking engagement navigation

### Presenting document sign offs and dates

Link up document sign offs and related dates to the headers of Word documents and Excel® working papers and present who prepared and reviewed the working paper and on which date it was signed off. These will print PDF as well.

Utilise Connector in Excel® and Word to:

- Automate letter content
- Track document sign offs and dates
- Track who worked on which document
- Improve visibility of preparer and reviews on bulk printing

### Automating Word documents

Similar to mailer merger Connector can be used on all your Word engagement documents to auto populate templates specific to each engagement.

Utilise Connector in Word to automate:

- Letters, reports and memos
- Addresses
- Numbers in text paragraphs

### Distributing a Connected template across the firm

Embed Caseware Connected linked Excel® and Word documents into the firm's template and get the benefit across all engagements. Link once and use repeatedly.

Utilise Connector in Excel® and Word for:

- Automating the firms IP (Working Papers)
- Working Paper consistency

### Linking to User Defined fields

Utilised for additional addresses or anything else.

### More advanced uses

- Documents with [Materiality](#) content
- Sample size calculator
- Custom Lead sheets
- Ratio calculations
- Trend analysis documents
- Analytical review
- Graphical presentation
- Div7A Working Papers, calculating Opening balances and all the minimum loan repayments required each year, pick up the journal movements to make sure that nothing has been missed in the working papers.
- Management Letters
- Closing report for the board of directors

## 20 Principles to adopt for use in Caseware Connector

This guide provides you with some points to consider when designing your workpapers using Caseware Connector so as to reduce calculation risk, increase accuracy and increase confidence in your firm's IP embedded in spreadsheets and documents.

- 1. Purpose:** Define the purpose of the Working Paper in your engagement, design the Working Paper accordingly.
- 2. Standardise:** Adopt a Working Paper design standard for your firm's engagements and formalise.
- 3. Involve:** Ensure all roleplayers involved in the creation and usage of the Working Papers have an appropriate level of knowledge and competency.
- 4. Collaborate:** Work collaboratively in designing the Working Papers, share ownership with the users, ensure the Working Papers are peer reviewed before implementation and use.
- 5. Right tool:** Use spreadsheets for Working Papers if it's the appropriate tool for the job.
- 6. Design:** If a Working Paper is intended to be understood and used by others, design it for that purpose.
- 7. Introduce:** Include an introduction in the Working Paper to explain its purpose.
- 8. Longevity:** Design the Working Paper for scalability and longevity.
- 9. Outputs:** Focus on the Working Papers required outputs.
- 10. Structure:** Clearly separate and identify the three main components of Working Papers; inputs, workings & outputs.
- 11. Consistency:** Be consistent in the structural design of Working Papers.
- 12. Formulas:** Use formulas consistently across all Working Papers.
- 13. Elementary:** Keep the formulas simple and short.
- 14. Dynamic:** Parameterise all components of a formula so that the formulas are more dynamic and changes to formulas are reduced.
- 15. Calculate once:** Calculate a value once and then refer back to the same value.
- 16. Simplicity:** Use simple features over advanced features if they can achieve the same result.
- 17. Backup:** Use Caseware's backup functionality and Smart Sync's version control. Include content version control in each Working Paper.
- 18. Testing:** Quality Control test, each and every cell in the Working Paper.
- 19. Validations:** Build in validation and diagnostics throughout the Working Paper design process.
- 20. Lockdown:** Lock down areas of the Working Paper that are not supposed to be changed by the team members.

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