

ELECTRONIC WORKING PAPERS SYSTEM (EWPS) - QUICK START GUIDE

1. Login Screen

After installation, double click on the EWPS icon, which would have appeared on your desk top. This will open the EWPS login screen. Enter in the user's name "bmaclean" and password "password", all in lower case.

2. Main-EWPS

When login is complete, the next screen to appear is "Main-EWPS", where all the clients and their jobs are managed and summarised. Initially the default screen is blank.

3. Jobs Summary

Click on the "Jobs Summary" button located on the toolbar in "Main-EWPS" and all the clients being processed or previously completed will appear on screen. Clicking on the "+" sign next to the client displays that clients' jobs

4. Job Index

Double clicking on a job in Main-EWPS opens the job in a separate window and the "Job Index" screen is displayed. This screen displays a summary of all the jobs documents (working papers), together with section dividers mirroring the main headings in the financial statements. The section dividers, just like a manual system, store the working papers relevant to that section.

5. Folders and Files

In EWPS they are referred to as "documents". Double clicking these will open them ready for use. They are either selected or created at the time the job is created, or subsequently added during the course of the job. Folder documents are used for storing scanned documents and other files, while text and spreadsheet template "documents" are used as working papers. You can add "documents" by clicking on the "green +" icon on the toolbar.

6. Notes and Queries

These are created, edited and reviewed by using the notes & queries icons on the toolbar in the Job Index screen

7. Journals

These can be created on "the fly" as manual journals by clicking on the Journal icon on the toolbar in the Job Index screen, or automatically by using the spreadsheet templates provided by the system. When created the journal is stored in a "Journal log"

8. Trial Balance and Nominal Ledger

Created from the manual and automatic journals, the trial balance and nominal ledger can be accessed by either clicking their icons on the toolbar in the Job Index screen, or the

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nominal ledger can be accessed by drilling down from an account in the Trial Balance. Double clicking on a journal reference in the Nominal Ledger opens the source document from which the journal was posted.

9. Job Sign off

When a job is completed, the user signs off the job by using the sign off wizard, chosen from the job menu in the Main-EWPS screen.

For a more detailed explanation of EWPS procedures and functionality, please use the EWPS Help File.