PRACTICE CS® CONVERSION SERVICE
Information Kit for Conversions from ProSystem fx Practice

How to use the Practice CS Data Conversion Service *1*
What to expect from the data conversion *1*
Understanding the conversion process *2*
Confidentiality *2*
Steps for using the Practice CS Data Conversion Service *2*
Backup instructions for ProSystem fx Practice *3*
Detailed information on items converted and not converted *3*

This guide contains information for the Practice CS Data Conversion Service for CCH ProSystem fx® Practice.

Thomson Reuters provides the Practice CS Data Conversion Service to convert your firm's data quickly, smoothly, and accurately. This information kit explains the data conversion process in detail and provides specific information about converting from ProSystem fx Practice.

How to use the Practice CS Data Conversion Service

1. Read this information kit carefully.
2. Prepare your ProSystem fx Practice data, and send the data to the Practice CS Data Conversion Service.
3. The Practice CS Data Conversion Team will convert your ProSystem fx Practice firm data and return it to you in a converted Practice CS firm data package.

What to expect from the data conversion

The overall objective of the ProSystem fx Practice to Practice CS conversion process is to provide a comprehensive conversion of ProSystem fx Practice data into Practice CS. However, due to software differences between ProSystem fx Practice and Practice CS, some ProSystem fx Practice data cannot be converted. **Therefore, you should not expect to exactly duplicate results from ProSystem fx Practice using the converted data without adding or modifying the appropriate data in Practice CS.** See "Detailed information on items converted and not converted" on page 3 for a listing of items converted and not converted. Continue reading to learn all the details regarding the conversion process and the steps you will need to follow.

Understanding the conversion process

Because converting firm data files from ProSystem fx Practice to the Practice CS format is a complex and time-consuming process, the Practice CS Data Conversion Team will convert the firm files for you. All you need to do is schedule a data conversion appointment, back up your firm data files, and send the data files to the Practice CS Data Conversion Team.

The Conversion Team will take your ProSystem fx Practice data and transfer it to the Practice CS format.

Confidentiality

We acknowledge that your firm will be submitting data containing personal and financial business information. Thomson Reuters treats all data submitted as sensitive, confidential, and private. The Practice CS Data Conversion Team uses data submitted for conversions solely for data conversion purposes, in a secure environment, and does not retain any portion of this data for any purpose. For more information, you can access our Privacy Policy from the bottom of any page on our website, CS.ThomsonReuters.com.

Steps for using the Practice CS Data Conversion Service

Step 1: Read this information kit

Please read this information kit carefully. Information such as the items transferred during conversion will help answer your questions and let you know what to expect from the Practice CS Data Conversion Service.

Step 2: Prepare your firm data

Your entire firm database will need to be sent for conversion. To find the location of your firm's database, open ProSystem fx Practice and click the Locations button. For easier transmission of your data, it is recommended that you compress your data into a .ZIP file

Before sending the firm data, ensure that all time, invoice, and accounts receivable (A/R) entries are submitted and posted. Failure to do this will have an effect on the accuracy of the conversion.

Step 3: Send your firm's data to Thomson Reuters

Secure data exchange (SDE) is a secure, electronic method for transferring data to the Conversion team using your CS website account. Information on how to access the SDE site is included in the Appointment Confirmation form sent during the appointment. Please be sure to keep a copy of the file(s) you submitted to us.

Step 4: Receiving your converted data

Once the Practice CS Data Conversion Team receives your firm's data, we will process it promptly at our corporate facilities in Ann Arbor, Michigan. Upon completion of the conversion, you will be contacted by the Practice CS Data Conversion Team. The converted data will be returned to you via the SDE site in Practice CS backup format. This is the same SDE site used to submit your data.

Items on the SDE site may include some or all of the following items:

- The original backup of firm data you submitted for conversion.
- The backup of converted Practice CS firm data.
- Practice CS Data Conversion Service document(s).
- Conversion data transfer report.
- Any additional information you need to know regarding your firm data.

Backup instructions for ProSystem fx Practice

The Practice CS Data Conversion Team needs a copy of the data files from within ProSystem fx Practice. The default data directory is C:\Practice\FIRMID, where FIRMID is the ID of the data you wish to send. You can use Windows® Explorer® or a similar program to copy the files. You need to copy the files from each directory for which you will convert firm data.

Detailed information on items converted and not converted

Types of conversions offered

The ProSystem fx Practice to Practice CS conversion offers three methods of conversion, each providing differing amounts of data and benefit. Your firm should carefully consider the available options and the type of information you need. The available conversions are:

Demographic: The converted data includes ***only*** identifying information about clients, staff, offices, and contacts, such as their names, addresses, and phone numbers, as well as practice management system configuration settings such as engagements and activities. The converted data does ***not*** include any portions of time and billing elements (time, expenses, invoices, receipts, and adjustments).

WIP and A/R: The converted data includes summary information for unbilled time and expenses, and summary information for unpaid invoices and unapplied receipts and adjustments.

This conversion includes:

- Demographic information
- Summary information for unbilled time and expenses (WIP)
- Summary information for unpaid invoices and unapplied receipts and adjustments

Historical: The converted data includes detail information for WIP, both unpaid and paid invoices with detail for billed time and expenses, and both unapplied and applied receipts and adjustments.

This conversion includes:

- Demographic information
- Detail information for unbilled time and expenses (WIP)
- Unpaid invoices with detail information of billed time and expenses
- Paid invoices with detail information of billed time and expenses
- Detail information for unapplied receipts and adjustments

- Detail information for applied receipts and adjustments

Data to be converted	Demographic	WIP & A/R	Historical
Demographic Information	Yes	Yes	Yes
Unbilled Time & Expenses (WIP)		Summary	Detail
Unpaid Invoices			Detail*
Paid Invoices			Detail*
Billed Time & Expenses			Detail
Unapplied Receipts & Adjustments		Summary	Detail
Applied Receipts & Adjustments			Detail

** Negative invoices are converted as debit adjustments with no information about billed time & expenses*

Note: If you have questions about the conversion of your data, contact your Practice CS conversion specialist. If you do not yet have a conversion specialist, contact your sales representative.

Items transferred during conversion

The following tables are provided to identify fields in ProSystem fx Practice that will convert to Practice CS. The tables are organized by screens in ProSystem fx Practice and Practice CS and denote the necessary Practice CS screen navigation.

Activity information

ProSystem fx Practice field name	Practice CS menu navigation / Practice CS field name	Comments and additional information
Practice > Administrative > Firm Setup > Work Codes	**Setup > Activities**	
Workcode	ID	See “Conversion Notes and Exceptions” for more details.
Description	Description	
Type	Type	
Chargeability	Class	
	Status	
Category	Category	
Rate Level	Rate Type	
Rate / Amount	Rate Description / Amount	
Tax Applies	Tax Calculation	

Additional Contacts

ProSystem fx Practice field name	Practice CS menu navigation / Practice CS field name	Comments and additional information
Practice > Clients > Contacts	**Setup > Clients > Additional Contacts**	
First name + Last Name	Name	
Title	Title	
	Salutation	
Phone	Business phone	
Fax	Fax phone	
Other	Other phone	
Address line 1	Business Address line 1	
Address line 2	Business Address line 2	
City	Business City	
State	Business State	
ZIP	Business Zip	

Bank account

ProSystem fx Practice field name	Practice CS menu navigation / Practice CS field name	Comments and additional information
	Setup > Bank Accounts	
	ID	See “Conversion Notes and Exceptions” for more information.
	Description	

Client

ProSystem fx Practice field name	Practice CS menu navigation / Practice CS field name	Comments and additional information
	Setup > Clients > Main	
Client ID + Engagement	ID	See “Conversion Notes and Exceptions” for more information
Name 1	Name 1	
Name 2	Name 2	
Federal Tax ID	EIN/SSN	
Prospect	Class	

ProSystem fx Practice field name	Practice CS menu navigation / Practice CS field name	Comments and additional information
Dropped Date	Status	Clients with a “Dropped Date” will transfer as “Inactive.” All other clients transfer as “Active.”
Dropped Date	Left	
Acquired	Start	
Year End	FYE	
Office	Office	
Partner	Partner	
Manager	Manager	
Accountant	Associate	
Entity Type	Entity	
NAICS	Industry Code	
	Setup > Clients > Contact Info	
Name	Name	
Phone	Business phone	
Fax	Fax phone	
Other	Other phone	
Address line 1	Business Address line 1	
Address Line 2	Business Address line 2	
City	Business City	
State	Business State	
ZIP	Business Zip	
Country	Business Country	
Email	E-mail	
	Setup > Clients > Engagements	
Engagement	ID	
Client ID + Engagement	Description	
Dropped Date	Status	See “Conversion Notes and Exceptions” for more details
Office	Office	
Biller	Biller	
Reviewer	Reviewer	
Office	Office	
Biller	Biller	
Amount	Rate amount	

ProSystem fx Practice field name	Practice CS menu navigation / Practice CS field name	Comments and additional information
	Setup > Clients > Custom Fields	
State Tax ID	State Tax ID	
Local Tax ID	Local Tax ID	

Engagement templates

ProSystem fx Practice field name	Practice CS menu navigation / Practice CS field name	Comments and additional information
	Setup > Templates > Engagements	
Engagement	ID	See “Conversion Notes and Exceptions” for more details
Engagement	Description	
	Status	Transfers as “Active”

Engagement

ProSystem fx Practice field name	Practice CS menu navigation / Practice CS field name	Comments and additional information
Practice > Clients	**Setup > Templates > Engagements**	
Engagement	ID	See “Conversion Notes and Exceptions” for more details
Client ID + Engagement	Description	
Dropped Date	Status	See “Conversion Notes and Exceptions” for more information
Office	Office	
Biller	Biller	
Reviewer	Reviewer	
Billing Rates	Rates	
	Setup > Templates > Engagements > Recurring Bills	
Frequency	Description	
	Method	See “Conversion Notes and Exceptions” for more information
Amount	Amount	
Biller	Staff	
	Activity	Transfers as “Progress”

Entities

ProSystem fx Practice field name	Practice CS menu navigation / Practice CS field name	Comments and additional information
Practice > Administrative > Firm Setup > Groups > Client Entity Types	**Setup > Groupings > Clients > Entities**	
ID	ID	
Name	Description	

Firm

ProSystem fx Practice field name	Practice CS menu navigation / Practice CS field name	Comments and additional information
Practice > Administrative > Firm Setup > Firm Properties	**Setup > Firm > Main**	
Firm Name	Firm Name	
	Setup > Firm > Contact Info	
Home Office	**File As**	

Offices

ProSystem fx Practice field name	Practice CS menu navigation / Practice CS field name	Comments and additional information
Practice > Administrative > Firm Setup > Offices	**Setup > Offices > Main**	
Office ID	ID	
Name 1	Description	
	Setup > Offices > Contact Info	
Name 1	File As	
Phones: Phone	Phones: Business	
Phones: Other	Phones: Other	
Phones: Fax	Phones: Fax	
Address 1	Business Address 1	
Address 2	Business Address 2	
City	Business City	
State	Business State	
ZIP	Business Zip	
Country	Business Country	
E-Mail	E-Mail	

Service Charges

ProSystem fx Practice field name	Practice CS menu navigation / Practice CS field name	Comments and additional information
Practice > Administrative > Firm Setup > Firm Properties > Finance Charges	**Setup > Service Charges**	
	Description	Transfers as “Finance Charge”
Finance Charge Rate	Annual rate	Negative rates convert as positive
	Type	Transfers as “Invoice Date”
	Grace days	Transfers as 0
Threshold balance	Minimum balance	
Minimum charge	Minimum charge	
Use Compounding	Compound option	

Staff

ProSystem fx Practice field name	Practice CS menu navigation / Practice CS field name	Comments and additional information
Practice > Administrative > Firm Setup > Employees	**Setup > Staff > Main**	
ID	ID	
Last Name, First Name	Description	
First Name	First name	
Last Name	Last name	
SSN	EIN/SSN	
Hire Date	Hired	
Active	Status	See “Conversion Notes and Exceptions” for more information
	Left	See “Conversion Notes and Exceptions” for more information
Office	Office	
Dept	Department	
Staff Level	Level	
	Setup > Staff > Contact Info	
Phone Extension	Business phone extension	
Fax	Fax	
Home	Home	
Pager	Pager	

ProSystem fx Practice field name	Practice CS menu navigation / Practice CS field name	Comments and additional information
Other	Other phone	
Address 1	Business Address line 1	
Address 2	Business Address line 2	
City	Business City	
State	Business State	
Zip	Business Zip	
Country	Business Country	
Email	E-mail	
	Setup > Staff > Rates	
Cost	Cost rate	
	Description	Fields 1 -10
	Hourly rate	Amounts in fields 1 -10

Staff Levels

ProSystem fx Practice field name	Practice CS menu navigation / Practice CS field name	Comments and additional information
Practice > Administrative > Firm Setup > Groups > Staff Levels	**Setup > Groupings > Staff > Levels**	
ID	ID	
Name	Description	

Taxing Authorities

ProSystem fx Practice field name	Practice CS menu navigation / Practice CS field name	Comments and additional information
	Setup > Taxes > Taxing Authority	
	Description	See “Conversion Notes and Exceptions” for more information
	Type	

WIP and A/R balances

In addition to setup data, the ProSystem fx Practice to Practice CS conversion can convert Accounts Receivable and Work-In-Process information. You can elect to transfer unbilled time and expenses and unpaid invoices or historical data.

Important! Due to differences between ProSystem fx Practice and Practice CS databases, significant changes to your Practice CS data may be necessary if you choose the conversion option "Historical." If your ProSystem fx Practice data was converted from another program or program version, such as the DOS version of ProSystem fx Practice, we recommend that you choose the Demographic or WIP and A/R conversion.

If WIP and A/R conversion is selected:

- Unbilled time (WIP) will convert as one summary time entry per billable client. The amount of the time entry will be the total of each client's outstanding WIP balance.
- Unpaid invoices (A/R) will convert as one summary debit memo per billable client. The amount of the debit memo will be the total of each client's outstanding A/R balance.

If Historical is selected:

- Each unbilled time entry will convert as a Practice CS unbilled time and expense entry.
- Progress bills that have not been final billed will convert.
- Each billed invoice will convert. Payments and applications of payments will convert.
- A/R adjustments will convert.
- Finance charges will convert.
- Sales tax amounts will convert.
- Negative invoices, negative credit memos, and negative payments (usually associated with items converted from the DOS version of ProSystem fx Practice) will not convert.

Conversion Notes and Exceptions

- An activity called "converted" will be created during the conversion process and used on WIP and A/R records when an activity is required but not present in the ProSystem fx Practice data.
- An Activity called "progress" will be created during the conversion process and used to transfer progress (interim) invoices.
- Bank Accounts do not exist in ProSystem fx Practice but are required for the conversion. A converted bank account will be created during the conversion and used to convert WIP and A/R records.
- Practice CS requires that each client ID be unique while ProSystem fx Practice allows duplicate Client IDs and requires unique Client ID+Engagement ID combinations. Client IDs therefore will convert as the ProSystem fx Practice Client ID + Engagement ID. If a duplicate client ID occurs, the client ID will be renamed to CNVCLT#, where # represents an automatically generated number. Refer to the convreport.htm (described later in this document) for a listing of the renamed client IDs.
- Engagements in Practice CS are global and can be used for all clients while engagements in ProSystem fx Practice are unique to the client. An engagement template will be created for each occurrence of a unique engagement ID.
- Client Engagements will convert as "Inactive" if their associated client has a "Dropped Date" entered.
- Engagement Templates will convert with a status of "Active."
- Engagement Method converts as "WIP at Standard" when the client's automatic billing frequency is "WIP at Standard" in ProSystem fx Practice. All other frequencies convert as "Progress."
- Practice CS requires a date "Left" for inactive staff. ProSystem fx Practice does not have a date left field; a default date "Left" is created when converting inactive staff.

- ProSystem fx Practice has generic tax types called Tax 1, Tax 2, and Tax 3, and each of these tax types will convert. Because it cannot be determined which type a ProSystem fx Practice tax is, all taxes will convert as Sales.
- ProSystem fx Practice calculates A/R balances from posted invoices. If an invoice has been created and not posted, its balance is used in ProSystem fx Practice to calculate WIP. During the conversion, invoices will be converted even if they were not posted, which could cause open WIP and A/R balances to differ by the amount of these unposted transactions.
- Invoice numbers are required to be unique in Practice CS and may be renumbered during the conversion process. The convreport.htm file that accompanies your converted data will list the original and renumbered invoice numbers. If an invoice does not have an invoice number, one will be assigned.
- Due to differences in data structure between ProSystem fx Practice and Practice CS, tax amounts on progress (interim) invoices will not convert.
- Time and billing items for ProSystem fx Practice clients marked as non-billable will not convert.
- Negative invoices, negative credit memos, and negative payments (usually associated with items converted from the DOS version of ProSystem fx Practice) will not convert.
- WIP and A/R items converted into ProSystem fx Practice from other software (such as the DOS version of ProSystem fx Practice) may be missing information. When possible, the Practice CS conversion will default this missing data. While not all data that was originally entered outside of ProSystem fx Practice will contain missing information, some common examples include:
    - Payments missing a link to a specific finance charge
    - Invoices that cannot be converted due to missing information
    - Payment records that do not link to a specific invoice
    - WIP and A/R items that were billed by an employee no longer in the system

  It is important to carefully review the transactions that were originally entered in DOS and make the necessary adjustments to your converted Practice CS data. If time or expense is missing from an Invoice a balancing time entry will be added to balance the Invoice if possible. Balancing transaction will appear in the comment section for that piece of time.

Items not converted

The following items are not converted due to differences in data structures between ProSystem fx Practice and Practice CS. After the conversion, enter the applicable items before you begin using Practice CS.

- Invoice, statement, and report formats
- Security levels
- Projects and tasks
- Staff, client and project custom fields
- Service codes — Additional charges and mileage/unit rates
- Flat rate service charges
- Engagements — Address information, custom employee rates, billing fees, and billing arrangements
- Standard paragraphs

- Tax areas
- Reversals of invoice and time entry
- Transfers between clients
- Negative invoices, negative credit memos, and negative payments

Getting help

If you have any questions about the conversion process, please contact your conversion specialist. Our professional staff will be glad to assist you.