

---

---

# CONVERSION GUIDE

## ProSystem fx Engagement to Engagement CS

<i>Introduction</i> .....	1
<i>Conversion program overview</i> .....	1
<i>Installing the conversion program from the CS Professional Suite Accounting Products Conversions CD</i> .....	2
<i>Steps required prior to running the conversion program</i> .....	2
<i>Converting and importing the client data into Engagement CS</i> .....	3
<i>Items transferred during data conversion</i> .....	5
<i>Conversion notes and exceptions</i> .....	6
<i>Items not converted</i> .....	8
<i>Suggestions for reviewing converted data</i> .....	9
<i>Help and Support</i> .....	10

---

## Introduction

The **Utilities > Data Conversion > ProSystem fx Engagement** command in Engagement CS allows you to convert and import engagement data from ProSystem fx<sup>®</sup> Engagement versions 5.0.x to 7.0.x into Engagement CS<sup>®</sup> within Creative Solutions Accounting<sup>™</sup> (CSA) and the CS Professional Suite<sup>®</sup> Accounting Products. To determine which version of ProSystem fx Engagement is installed, choose Help > About in ProSystem fx Engagement.

This conversion guide details the steps to convert ProSystem fx Engagement client data, identifies items both converted and not converted, documents exceptions that may be encountered during the conversion process, and provides suggestions for reviewing converted data. Use this document as a primary reference for the ProSystem fx Engagement data conversion.

**Please read this entire document prior to starting the conversion of client data.**

---

## Conversion program overview

The objective of the ProSystem fx Engagement to Engagement CS conversion is to provide both comprehensive and accurate conversion data from the ProSystem fx Engagement client for use in CSA and Engagement CS.

Due to differences between Engagement CS and ProSystem fx Engagement such as processing procedures, calculations, and data file storage, some data is either modified or cannot be converted.

---

**Important!** Additions and/or modifications to converted client data in Engagement CS may be required to exactly duplicate engagement and workpaper information after the conversion.

---

---

## Installing the conversion program from the CS Professional Suite Accounting Products Conversions CD

1. Uninstall any previously installed versions of the CS Professional Suite Accounting Products Conversions CD.
  - a) From the Windows® Start menu, choose **Control Panel**. (On some Windows systems, you may need to choose **Settings > Control Panel**.)
  - b) Double-click **Add or Remove Programs**.
  - c) Scroll to **CS Accounting Conversions** (or to **CSI Accounting Conversions**) and highlight that item.
  - d) Click the **Change/Remove** button.
  - e) At the prompt, click **Yes** to uninstall the program.
2. Place the CS Professional Suite Accounting Products Conversions CD in the CD drive on your computer.
3. The setup program will open automatically, or you can do the following to open it:
  - a. Open Windows Explorer and navigate to your CD drive.
  - b. Double-click **SETUP.EXE**.
4. Follow the prompts on the screen to install the CSA conversion program.
5. After the conversion program has been successfully installed, store the CD in a secure place.

---

### Notes .

- The conversion program is installed only on the local computer. You need to install the conversion program on **each** computer from which you will run the conversion program.
  - Once you have converted all of your accounting client data, you can remove the Accounting Conversions program from your computer by repeating step 1.
  - The ProSystem fx Engagement Workpaper Management module must also be installed on the hard drive (C:\) of the local computer.
- 

---

## Steps required prior to running the conversion program

1. We strongly recommend that you make a backup of the ProSystem fx Engagement client data before beginning the conversion process. The conversion program will not change any of your existing data. If you need to modify the data in ProSystem fx Engagement as part of the conversion process, making a backup will enable you to restore the original data.
2. Prior to converting the engagement data from ProSystem fx Engagement, you must have an Engagement CS client already set up in CSA to accept the converted data. You can either create a new Trial Balance CS® plus Engagement CS client from scratch or use an existing client. When setting up the client in CSA, do **not** mark the *Enable multi-staff functionality in Engagement CS*

checkbox on the Trial Balance tab until after the client data has been converted from Engagement Manager to Engagement CS. (If you were to mark that checkbox prior to converting, the required conversion option would not be available in CSA.)

3. Verify that the current period end date entered in the binder properties in ProSystem fx Engagement matches a valid GL date for the Engagement CS client.
4. In ProSystem fx Engagement, synchronize data from the central file room to the local file room. The conversion uses the local file room to obtain the data, not the central file room.
5. Specify the staff member information for the binder to be converted in the Staff tab of the CSA Setup > System Configuration > Administration dialog. This information consists of the ProSystem fx Engagement staff member equivalents of the *Staff ID*, *First Name*, and *Last Name* fields. The *Staff ID* field in CSA is equivalent to the *Initials* field in the Staff Profile tab of ProSystem fx Engagement, which ensures binder staff assignment information is converted correctly into the new engagement. This information is available for all clients after a staff member has been set up in CSA.
6. Download and apply all available CSA application updates via CS Connect.™ Using the most current version of Engagement CS helps to ensure the accuracy of the engagement conversion.

---

### **Important!**

- If you would like to convert trial balance data from ProSystem fx Engagement to Trial Balance CS, we recommend that you convert the trial balance data into CSA prior to converting the ProSystem fx engagement data for the same client in Engagement CS. For detailed information, please refer to the PDF document entitled “Conversion Guide: Trial Balance Data from ProSystem fx Engagement to Trial Balance CS.”
  - Excel workpapers that have been marked as final in Microsoft Excel 2007 (under Microsoft Office Button > Prepare > Mark as Final) cannot be converted. The option should be turned off for each work paper **prior** to conversion.
- 

---

## **Converting and importing the client data into Engagement CS**

---

**Important!** When converting large or complex sets of engagement files for a ProSystem fx Engagement client, you should expect the conversion and import process to take a significant amount of time. Please wait for the process to be completed.

---

After installing the ProSystem fx Engagement to Engagement CS conversion program, use the following steps to create the converted data files for import into CSA.

The conversion process does **not** modify existing client data in ProSystem fx Engagement. However, it is strongly recommended that you create a backup of the original client prior to any processing.

1. Be sure that the Pro System fx Engagement binder has been synchronized with the Local File Room and that any instances of this binder or workpapers are closed on your workstation. Choose **Tools > Take Over All Workpapers** in the ProSystem fx Engagement binder to make sure that the appropriate access permissions for all workpapers are converted. We recommend that you synchronize the client data to be converted with the ADMIN account.
2. In CSA, open the Engagement CS client into which you want to convert engagements and then choose **File > Engagement CS**.

3. Choose **Utilities > Data Conversion > ProSystem fx Engagement** from the Engagement CS menu bar.

---

**Important!** You must have access to the trial balance in order to access the conversion menu. If you do not have access, this option will be grayed out.

Prior to beginning the conversion, close all open instances of Microsoft Word and Microsoft Excel so as to not interfere with the conversion.

---

4. The conversion program lists all of the clients found in the Local File Room. Highlight the client to convert and click **Continue**.
5. A dialog opens and lists all of the binders/engagements for the selected client that are available for conversion. Select a single binder or multiple binders to be converted as engagements for the client.
6. Click **Continue** to begin the data conversion process and then follow the prompts that appear on the screen.
7. During the conversion process, the Rename dialog opens automatically if duplicate binder names, tab names, or workpaper names exist within or between binders in the original client. At this point you can rename these items or click past them to accept the new default name. (For more information regarding duplicate names, see Duplicate names on page 6.)
8. At the prompt indicating the conversion process is complete, click **OK** to begin importing the converted data into Engagement CS.
9. After the import process has been completed for each engagement, you will be prompted to confirm whether or not you want to refresh documents from the converted engagement.
  - To create read-only metafile images visible in the engagement, click **Yes**.
  - To bypass the creation of the read-only metafile images, click **No**. If you have Microsoft Office 2007 or newer installed on the conversion machine, we recommend that you choose No to avoid potential conflicts during the refresh.

Note that metafile images are **not** created for workpapers in formats other than the more common file formats such as PDF, JPG, BMP, RTF, etc.

10. At the prompt indicating the engagements have been imported successfully, click OK.
11. After the import process is complete, you may use the Engagement Properties dialog in Engagement CS to set up staff and workpaper assignments for each converted engagement. For details on setting up and using staff and workpaper assignments in Engagement CS, open CSA and choose Help > Help & How-To and enter the following in the search field:
  - [Assigning staff to a new engagement](#)
  - [Assigning staff privileges in a new engagement](#)
  - [Assigning workpapers in a new engagement](#)

---

## Notes

- The refresh process may take several minutes to complete depending on the number and/or size of workpapers in the engagement. To create the read-only images for a single engagement document as needed, open the workpaper and save the changes. As an alternative, you can create the read-

only metafile images at a later time for all workpapers within the engagement by choosing Edit > Refresh All Documents.

- Read-only metafile images of workpapers must be created prior to storing the engagement in FileCabinet CS.® However, PDF documents are an exception. PDF documents are embedded in their original form, and read-only metafile images are not needed for storage of PDFs in FileCabinet CS.
- If the current period end date, year end date, or sequence of the converted binder is invalid, you will be prompted with a message indicating that the period's XML file cannot be created. If you receive this message, click OK to complete the conversion process. After the conversion, be sure to review and change the following as needed: the current fiscal year end date, the current period end date, and the period frequency on the General Ledger tab or the Trial Balance tab of the File > Client Properties dialog in CSA.
- If more than one local file room is present, for example because more than one staff member has logged into ProSystem fx on the conversion computer, the local file room associated with the Admin login will be used. If more than one staff member accesses ProSystem fx Engagement from the computer that you are converting on, you should log into ProSystem fx Engagement as Admin and synchronize the binders to ensure that the proper information is converted.
- Depending on your security-level settings in Microsoft Excel, you may receive warning prompts regarding links, add-ins, and macros. Click **No** through these messages and, after the conversion is complete, verify that these settings are correct in Excel. Because possible security restrictions could affect the conversion of these documents, we recommend that you remove all protection from documents before converting.
- The Server Busy dialog may appear during the conversion stating that a file cannot be accessed. In this dialog, you can click the Retry button to continue the conversion. If the conversion seems to stop on an Excel workpaper but no dialog appears, the Server Busy dialog may be behind the Converting Excel Workpapers dialog. To see and access the Server Busy dialog, simply move the Converting Excel Workpapers dialog to another place on the screen.

---

## Items transferred during data conversion

The following information is provided to identify ProSystem fx Engagement items that automatically convert to Engagement CS.

### Engagement information

Binder current period ending date, beginning date, due date, index, name, and tree structure are converted. The binder date converts as the engagement ending date. The engagement start date is left blank in Engagement CS to be completed at the user's discretion. The engagement start and end dates can be changed as needed.

### Folder information

Tabs are converted as folders in the engagement Tree View. The tab name is converted as the folder name. If an index is used, a hyphen is added as a separator between the index number and tab name when naming the converted folder.

### Engagement staff assignments

The converted binders' assigned staff initials and names are converted as engagement assignments.

## Workpaper information

Workpaper name, index and staff assignment information are converted.

## Workpaper signoff

Signoff initials, name, signoff type, and signoff date are converted.

## Workpaper / document types

Microsoft Word and Microsoft Excel documents, journal entry reports, write-up journal entry reports, trial balance, trial balance summary reports, manual document references, ProSystem fx trial balance workpapers, ProSystem fx Fixed Asset FAC files, XML files, HTML files (engagement reports), Adobe® PDF files, and other third-party documents such as text and image files are converted.

---

**Note:** Trial balance workpapers converted as Excel files should be opened within the Engagement CS workspace by right-clicking the file in the tree view and choosing the **Open with Excel** command.

---

---

## Conversion notes and exceptions

This section provides details on conversion notes and exceptions between ProSystem fx Engagement data and the converted Engagement CS data. Conversion exceptions are items that require manipulation of ProSystem fx Engagement data to conform to Engagement CS requirements.

### Duplicate names

Engagements, folders, workpapers, and workpaper references with duplicate names in a ProSystem fx Engagement client are converted with unique names. By default, all duplicate names are renamed during the conversion using standard Windows naming conventions.

During the conversion process, you will have the opportunity to rename these duplicate items. The Rename dialog enables you to pause the conversion process and rename the items in ProSystem fx Engagement or to use the automatic names provided by the conversion program. It is important to note that if an item is renamed the same as another item in the conversion dialogs, the former item is renamed automatically.

In addition, if any binder from ProSystem fx Engagement duplicates an existing engagement name in Engagement CS, the engagement is automatically renamed with a unique name.

### Workpaper references

Engagement CS requires workpapers to have reference values. Workpapers with no value for index are assigned a reference value during the conversion. You may rename the workpaper reference if desired.

### Engagement tree structure

The order and appearance of the engagement in Engagement CS after the conversion may differ from ProSystem fx Engagement. Note, however, that all items are converted to the correct folder locations within the engagement. To provide maximum flexibility, Engagement CS does not automatically sort folders and workpapers. The order of folders, workpapers, and documents can be changed to meet

personal preferences. Folders, workpapers, and documents can be moved within an engagement. Click the folder, workpaper, or document and then drag and drop it into another location in the tree view.

## Excel workpapers

Excel workpapers are modified during the conversion process for removal of add-ins, macros, and/or links. This includes the removal of formulas and replacement with the result of all non-default Microsoft Excel formulas. All read-only Excel files are converted with read-write permission.

## Manual workpapers

Manual workpapers are converted as text documents during the conversion.

## ProSystem fx Trial Balance workpapers

Trial balance workpapers (\*.AWP) files are converted without modification. You may create a PDF file of these items or copy them into an Excel document before or after the conversion is complete.

## Finalized binders

Finalized binders are converted as wrapped-up engagements in Engagement CS.

## Workpaper signoff types

While ProSystem fx Engagement allows multiple signoffs for each workpaper, only one signoff per signoff type (preparer or reviewer) is converted. Signoff types are converted as follows:

- “Preparers” converts as Preparer.
- “Reviewers” converts as Reviewer.

If the staff member’s initials and first and last names have not already been set up in CSA or vary from the CSA values, only the initials appear for the signoff types.

## Staff assignments

The Staff assignment type does not exist in ProSystem fx Engagement. All engagement staff assignment types are converted as Preparer.

## Punctuation marks in names

Certain punctuation marks (% \* : “ < > ? / \ and &) are replaced during the conversion process. If contained in the names for engagements, folders, or workpapers, these punctuation marks are replaced as follows:

- Forward ( / ) and Backslash ( \ ) items are replaced with a dash ( - ).
- All other punctuation marks are replaced by spaces or blanks.

---

## Items not converted

This section provides detailed information about items that are not converted. The following items cannot be converted because of differences in data file structures between ProSystem fx Engagement and Engagement CS. Some of these items may not be needed following the conversion. However, other items may require manual data entry either prior to or following the import of converted data into Engagement CS.

### Workpapers not within tabs

Workpapers not contained within a tab cannot be converted. This includes all workpapers within the Unfiled Workpapers, Conflicts, Published Workpapers, and Trash folders. To convert these workpapers be sure to move them into a tab prior to the conversion.

### Firm information

Firm information cannot be converted.

### Client properties

General client information, client address information, and comments are not converted. This information may be added to general information in the CSA Client Properties dialog during the client setup or after the conversion has been completed. Client groups and clients assigned to these groups are not converted.

### Staff properties

Staff properties such as titles, login passwords, and so forth cannot be converted. This also includes staff groups, teams, and team member assignments. This information may be set up on the Staff and Groups tabs of the Setup > System Configuration > Administration dialog in CSA. For more information, choose Help > Help & How-To and enter [Setting up group and staff privileges](#) in the search field.

### Central file room

Binder and workpapers can only be converted from Local File Rooms.

### Engagement and workpaper password information

Engagement and workpaper password information cannot be converted.

### Engagement and workpaper history

Binder and workpaper history cannot be converted.

### Engagement backups, templates, and packages

Engagement backups, templates, and packages cannot be converted.



## Workpaper notes and templates

Workpaper notes and templates cannot be converted.

## Trial balance client information

If you would like to convert trial balance data from ProSystem fx Engagement to Trial Balance CS, we recommend that you convert the trial balance data into CSA prior to converting the ProSystem fx engagement data for the same client in Engagement CS. For detailed information, please refer to the PDF document entitled “Conversion Guide: Trial Balance Data from ProSystem fx Engagement to Trial Balance CS.”

For the import and conversion of non-ProSystem fx Engagement trial balances, there are conversions available from several products. GoSystem<sup>®</sup> Audit and ProSystem fx Trial Balance (formerly Avision) are two such examples of trial balance conversions that are available. For further information about trial balance conversions into CSA from non-ProSystem fx Engagement products, open CSA choose Help > Help & How-To and enter [PDFs for the conversion guides in Creative Solutions Accounting](#) in the search field and then select the appropriate conversion PDF to view.

---

## Suggestions for reviewing converted data

To verify converted data, careful examination of client is recommended.

- Verify each of the engagements converted.
- Verify workpapers transferred in the engagement.

For additional client data information, print the **Data Conversion Report** (as described below).

Before you begin processing engagements in Engagement CS, you may need to modify global items such as staff setup and group privileges.

### **Data Conversion Report**

The ProSystem fx Engagement to Engagement CS conversion program automatically creates a Data Conversion Report for each client to help you identify special differences in the data that result during the conversion process. In most instances, no action is required.

We recommend that you print the Data Conversion Report and store it with the client files in your office. Each such report is saved in PDF format. (Note that you need to have Adobe<sup>®</sup> Reader<sup>®</sup> version 7.0 or higher installed to view and print the report. If you do not have Adobe Reader installed on your computer, open CSA and choose Help > On the Web > Adobe Reader. This takes you to [Adobe's website](#) from which you can download and install the Reader.)

To open the Data Conversion Report in Adobe Reader, do the following:

1. Using My Computer or Windows Explorer, navigate to the folder where the client's Engagement CS client data and conversion file are stored.

**Example:** C:\WINCSI\CSAData\xxxxxx (where xxxxxx represents the 11-character Engagement CS client ID).

2. Double-click the **xxxxxx.PDF** file to open it.

Most items noted in the report are strictly informational, although you may need to make manual modifications to certain items in CSA (such as abbreviations, truncations, and so forth).

---


**Note:** Each instance of the conversion for a client deletes the existing Data Conversion Report PDF file. Therefore, you may want to first copy the file to a separate folder on your hard drive or add it to the engagement before running the next conversion.

---

---

## Help and Support

### Help & How-To Center

For answers to questions on using CSA, access the Help & How-To Center by choosing Help > Help & How-To, by clicking the  button on the toolbar, or by pressing CTRL+Y. For more information, including sample searches, see [Finding answers in the Help & How-To Center](#).

### Product support

From the [Support Contact Information](#) page on our website, you can complete a form to send a question to our Support team. To speak directly with a Support Representative, call (800) 968-0600, press 2 for Product Support, and listen to the available options. Normal weekday support is available from 9:00 a.m. to 8:00 p.m. eastern time. For additional details (including extended support hours for tax season and hours for other applications), visit the [Support section of our website](#). You can also access the Support section from within CSA by choosing **Help > Additional Resources > General Support Information**.

### Website resources and email subscriptions

Visit [our website](#) to access the ARNE Community (an online user forum), to learn about training courses, to view blogs and articles, and more. You can access the website from within CSA by choosing **Help > On the Web > CS Professional Suite Home Page**.

We issue application update notices via email. You can sign up to receive these notices by visiting the [My Account section of our website](#). You'll need to create a web account (if you don't already have one) and then sign up for the Email Subscription service where you can indicate which notices you want to receive.