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# CONVERSION GUIDE

## GoSystem Audit and GoSystem Fund Financial Statements and Workpapers to Engagement CS

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### Introduction

The File / New / Document command in Engagement CS™ enables you to convert and add GoSystem® Audit or GoSystem Fund Microsoft® Excel® and Word® template-based financial statements and workpapers to the client engagement. This guide is the primary reference for the conversion and contains processing steps required to convert the files. In addition, this guide identifies items both converted and not converted, documents exceptions that may be encountered during the process, and provides suggestions for reviewing converted data.

Please read this entire document before converting any GoSystem Audit or GoSystem Fund Excel or Word financial statements or workpapers into Engagement CS.

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### Overview

The Microsoft Word and Excel financial statements and workpapers in GoSystem Audit and GoSystem Fund are template based. These files contain program-specific items, such as formulas and fields, that are incompatible for use in Engagement CS. A conversion process is necessary to translate or remove these items to enable trouble-free use. The **GoSystem Audit/Fund financial statement or workpaper** option is available from the Insert Engagement Document wizard within Engagement CS and is installed when appropriately licensed with the Creative Solutions Accounting™ (CSA) and CS Professional Suite® Accounting Products software.

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**Important!** Microsoft Excel and Word documents will likely need to be modified slightly following the conversion to duplicate results that were found in the original.

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This conversion was designed and tested with Microsoft Excel or Word files that were created with the following versions of GoSystem Audit or GoSystem Fund template files:

- GoSystem Audit Word template **Audit.dot**, version 3.6.
- GoSystem Fund Word template **Fund.dot**, version 1.5.
- GoSystem Audit Excel template **Audstmt.xlt**, version 3.9.

- GoSystem Fund Excel template **Fundstmt.xlt**, version 1.7.

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**Note:** Financial statements and workpapers created using previous versions of these template files may convert using this utility. However, additional verification of the converted workpaper should be completed to ensure accuracy.

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## Additional software requirements

The GoSystem Audit and GoSystem Fund financial statement and workpaper conversion utility requires the workstation performing the conversion to be using the Microsoft Office XP Service Pack 3 (or higher) operating system.

## Steps required prior to conversion

- Complete the GoSystem Audit or GoSystem Fund to Trial Balance CS™ conversion for the client in CSA. Please refer to the PDF document entitled *GoSystem Audit or GoSystem Fund to Trial Balance CS Conversion Guide* for detailed information. To view or print this guide, search on **Converting client data** from the index of the CSA help browser and click the **PDFs for the conversion guides in Creative Solutions Accounting programs** topic. In the topic, scroll down to the **Conversion guides for Trial Balance CS** section and click the appropriate guide.

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**Important!** If the GoSystem Audit or GoSystem Fund to Trial Balance CS conversion is not completed prior to the conversion of financial statements or workpapers to Engagement CS, converted results may be incomplete, incorrect and/or not function in the converted workpaper.

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- Add Engagement CS for processing the client data if not already enabled.
- You will need to know the data path (location) of the financial statement or workpaper to be converted.
- Use CS Connect™ to download and apply the latest software updates.

## Adding the GoSystem Audit or GoSystem Fund financial statement or workpaper

Follow these steps to add (convert) a financial statement or workpaper file into an existing engagement. Note that during the conversion the original file is not modified in any way.

1. Open the Engagement CS client and select the folder in the Tree View window where you want the converted file to be located. Choose **File / New / Document** to open the Insert Engagement Document wizard, select the **GoSystem Audit/Fund financial statement or workpaper** option, and click Next.
2. Enter or use the Browse button to navigate to the location of the GoSystem Audit or GoSystem Fund system file.

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**Note:** The system file for GoSystem Audit is **aud32sys.mdb**, and for GoSystem Fund it is **fnd32sys.mdb**. The default location for the GoSystem Audit system file is c:\WINCS\AUDSYS, and for GoSystem Fund it is c:\WINCS\FUNDSYS (where c: represents a mapped drive letter). The default location for GoSystem Audit versions prior to 3.7 is c:\CLR\AUDIT, and for GoSystem Fund versions prior to 2.3 it is c:\CLR\FUND.

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3. Highlight the GoSystem Audit or GoSystem Fund client in the Client selection pane that contains the financial statement or workpaper that you want to be converted, and click Continue.
4. The data path for the client specified in step 2 appears in the File location field of the conversion dialog. By default, financial statements and workpapers are stored in the GoSystem Audit or GoSystem Fund client folder. If the statement or workpaper to be converted is **not** in the location specified in the File location field, enter or browse to the correct location.
5. Highlight the financial statement or workpaper to be converted and click the Select button.
6. Verify that selections for both File location and File to convert are correct and click Continue to start the conversion process.
7. A progress bar appears during the conversion that indicates how the conversion is progressing. Please wait until you receive a message indicating the document has been successfully imported, and then click OK.
8. When the conversion is finished, the New Engagement Document – Properties page of the Insert Engagement Document wizard is displayed. Enter the appropriate information and click Finish to insert the Word or Excel document into the engagement. You may want to open the converted workpaper at this point to verify the conversion.

### ***Special step for Microsoft Word files only***

If a Microsoft Word document is selected, you must specify the current-period end date, a fiscal year-end date, and the number of periods from the drop-down lists available in the Periods group box of the Conversion dialog. Make your selections based on the equivalent information in the GoSystem Audit or GoSystem Fund client database. Information entered here is used to translate the Balance field and the Period and Year variables. If the information entered does **not** match the information for the original client database, you will need to modify the client data in Engagement CS following the conversion. Any dates that fall in a future period of the year specified will be automatically converted as **current period** dates.

Following the conversion of the Word document, a diagnostic dialog is displayed listing the number of variables converted. Click OK after reviewing this information.

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### **Notes**

- All Excel and Word files in the folder specified in step 4 are displayed based on the file type selected from the Open dialog. Use the drop-down list in the **Files of Type** field to select either a Word (\*.doc) or an Excel (\*.xls) file type.
- If your file is not present:
  - Change the file type to Excel or Word from the drop-down list in the Files of Type field.
  - Verify that the data path specified in the File Location field described in step 4 is correct.
  - Be sure that the financial statement or workpaper file name has the proper extension. Word documents (\*.doc) and Excel workbooks (\*.xls) are the only file formats that can be converted and the only ones that are displayed in the Open dialog.
- Large Excel and Word files may take several minutes to complete.

- The following warning messages may be displayed during the conversion process for GoSystem Audit and GoSystem Fund Excel or Word files. If any of these messages appear click **Yes** or **OK** to complete the conversion process.
  - *This application is about to initialize Active X Controls that might be unsafe. If you trust the source of this document, select Yes and the control will be initialized using your document settings.*
  - *License file for custom control not found in the design environment. You do not have the appropriate license to use this custom control in the design environment. Call Farpoint at 1-800-645-5913.*
  - *File Error. Some number formats may have been lost.*
  - *Cell Error. Warning! Current Period end date selected does not equal fiscal year end date.*

## Items transferred during data conversion

General formatting information such as fonts, sizes, spacing and so forth are preserved during the conversion process. Only Excel formulas or Word field functions are changed during the conversion. The following items are translated/modified during the conversion.

### Excel or Word GoSystem Audit or GoSystem Fund balance links (formulas / field functions)

The following table lists the applicable GoSystem Audit or GoSystem Fund formulas and the equivalent Engagement CS formula and variables.

Audit and Fund Grouping Symbol	Audit and Fund Grouping Codes	Example	Comments and additional information
(None)	Account	[101]	Converts as variable type Account.
' (apostrophe)	Type, class, subclass	['ACC]	Converts as static formula result value — there is no equivalent CSA formula.
= (equals sign)	Leadsheet code	[=A]	Converts as variable type Leadsheet code.
= (equals sign)	Leadsheet subcode	[=UV,UV-1]	Converts as variable type Leadsheet code.
! (exclamation point)	Tax code	[!26.A]	Converts as static formula result value — there is no equivalent CSA formula.
" (quotation mark)	Consolidation code	["DIV1]	Converts as variable type Consolidation code.
< (less than sign)	Grouping code 1	[<COGS]	Converts as variable type Grouping code 1.
> (greater than sign)	Grouping code 2	[>SALES]	Converts as variable type Grouping code 2.

<b>Audit and Fund Grouping Symbol</b>	<b>Audit and Fund Grouping Codes</b>	<b>Example</b>	<b>Comments and additional information</b>
^ (caret sign)	Cash flow section and line	[^A,005]	Converts as static formula result value — there is no equivalent CSA formula.
	Date formulas (Audit only)	=AUDITDATE("CP,C")	Converts as an equivalent Engagement date formula.
@	GoSystem Formula Macro	@NI @YTD	Converts as Net Income Variable.

## **Non-GoSystem Audit and non-GoSystem Fund formulas and function items**

Formulas and functions provided by Microsoft and other third-party software vendors are not modified during the conversion process and translate into the new file as they appear in the original file.

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## **Conversion notes and exceptions**

This section provides details on conversion notes and exceptions between the GoSystem Audit or GoSystem Fund financial statements and workpapers and the converted Engagement CS workpaper. Conversion notes and exceptions are items that require manipulation of formula or field function data to conform to Engagement CS Excel or Word requirements.

### **Fixed dates**

Fixed dates cannot be used in an Engagement CS formula. Balance-type formulas with fixed dates are modified to equivalent period and year variables during the conversion process.

### **Interim period cumulative amounts**

Interim period cumulative variables do not exist in Engagement CS. Formulas marked as year to date convert with a non-cumulative prior-period variable. You may update these fields by updating the formula to include the prior periods and adding each period for the year to the formula.

### **Annual clients with period indicators (for GoSystem Audit Excel workpapers only)**

GoSystem Audit formulas set up using the period indicator CP-1 transfer to the CSA period as CP-1. For **annual** clients, this value is invalid in the converted workpaper. Either prior to the conversion or following the conversion, you will need to modify annual clients with a CP-1 period indicator in a formula.

### **Formulas with no Engagement CS equivalents**

Certain grouping basis or grouping code items may not have an equivalent in Engagement CS. This includes all items from the following groups; Type, Class and Subclass, Cash Flow Sections and Lines, Tax Codes, and GoSystem Audit or GoSystem Fund formula macros. Any field function or formulas containing an item or code from these groupings are changed from a formula to the formula result, a

static value. These cells or fields are highlighted yellow to enable you to easily identify those cells and fields in the converted file that have changed from a formula to a static value during the conversion process. To remove the yellow highlighted region for cells in Excel, select the cell or range of cells and choose Format / Cells. From the Patterns tab of the Format Cells dialog, select the cell color (or No Color) that you want for the cell, or click the Fill color button on the Formatting toolbar to change the color of the selected cells. In Word, select the highlighted text, click Highlight from the Formatting toolbar, and select **None**.

GoSystem Audit and GoSystem Fund formula macros are the formula variables with the leading @ symbol. These formula macros include @CASH, @CASHPY, and @FOREX.

## Formula argument brackets

First formula argument values, including the grouping type symbol, are enclosed by square brackets “[ ]” by default in GoSystem Audit or GoSystem Fund. Any formula (first argument value) not contained within brackets, missing brackets, enclosed in parentheses or type symbols outside of brackets are converted as a yellow highlighted static value.

## Files linked to external data (Excel only)

Cells that contain external links to other workbooks are converted with their original formula value and highlighted green. Choose Edit / Links to ensure that these links contain the correct reference.

## Division or consolidated formula arguments

Formula argument variables for division and consolidated values convert as **All**. Following the conversion, you may add a formula that contains a consolidation grouping argument. The formula variable **Final** will convert as Report balance type.

## Excel worksheet names with spaces or punctuation

Spaces or punctuation marks for worksheet names are removed during the conversion process.

## Cells contain #REF or #VALUE after the conversion

In certain cases, some cells may contain **#REF!** or **#VALUE!**. Cells with these values may be updated in most cases by double clicking the cell value or editing the formula after the conversion. If double clicking or editing the formula does not update the value, the cell is likely dependent on another cell within the workbook which contains the **#REF** or **#VALUE** that needs to be updated first.

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## Items not converted

This section provides detailed information on items not converted. The following items cannot be converted because of different data-file structures between GoSystem Audit and GoSystem Fund Excel or Word files and those in Engagement CS. Some of these items may not be needed, cannot be used, or may be completed with another process outside of this conversion.

## Customized worksheet (Excel only)

The customized worksheet is removed during the conversion. This worksheet does not provide any functionality in Engagement CS.

## GoSystem Audit or GoSystem Fund command menus, formulas, and functions

GoSystem Audit or GoSystem Fund toolbars, menus, menu commands, formulas, and functions are no longer available for use after the conversion. The conversion process removes the macros and add-ins from the converted files. These items are not compatible for use in Engagement CS.

## GoSystem Audit or GoSystem Fund workpapers and financial statements

GoSystem Audit or GoSystem Fund financial statements and workpapers cannot be converted with this process. However, you can convert the statements and workpapers in Excel by choosing **Audit / New Financial Statement** from inside the Excel workbook that is linked to the GoSystem Audit or GoSystem Fund data. Follow the steps listed above to convert the Excel workbook.

## Excel and Word files not created using the GoSystem Audit or GoSystem Fund templates

Excel or Word files that are not created with the GoSystem Audit or GoSystem Fund templates (**audit.dot**, **fund.dot**, **audstmt.xlt**, and **fundstmt .xlt**) are converted, but no translation is performed.

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## Suggestions for reviewing converted data

To verify converted data, careful examination of the converted workpapers file is recommended.

### Excel Workpapers

- Verify that all worksheets for the workbook are converted.
- Examine the converted file for **yellow** or **green** highlighted cells indicating that a change was made to that field.
- Look for cells that contain **#N**, **#V**, or **#REF!**.

### Word Workpapers

- Verify that all pages for the document are converted.
- Examine the converted file for **yellow** or **green** highlighted fields indicating that a change was made to that field.
- Look for cells that contain **!Error No document variable supplied**.

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## If you encounter problems

If you encounter problems while converting financial statement and workpaper data into Engagement CS and are unable to resolve the issue, several support and service options are available.

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## Support

### CSA help topics

For step-by-step procedures, refer to the CSA help. To learn how to use help, choose Help / CSA Help Topics, click the Index button, and search on **Getting help**.

### Website

If you have questions or need assistance, you can visit our website at CS.ThomsonReuters.com or ES.ThomsonReuters.com 24 hours a day for access to our support knowledgebase and for the latest information about current issues and processing tips. To take advantage of this convenient means of accessing information, choose **On the Web** from the CSA Help menu, and then choose **Product Support and Service**.

### Product Support

To speak with a Product Support Representative, please call CS Support at (800) 968-0600, press **2** for Product Support, and then listen to the available options. Normal weekday support is available from 9:00 a.m. to 8:00 p.m. eastern time. For details on our support hours for other CS Professional Suite applications, please visit our website at CS.ThomsonReuters.com or ES.ThomsonReuters.com.