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# Information Kit for Conversions from ProSystem fx<sup>®</sup> Engagement to AdvanceFlow

This document provides information about the data converted from ProSystem fx Engagement to AdvanceFlow.

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## Best practice conversion guidelines

As your firm begins the transition from ProSystem fx to AdvanceFlow, you can use this guide to help you prepare and convert your data.

### Installing the ProSystem fx Workpaper Management module

The AdvanceFlow conversion utility will use the ProSystem fx Local File Room (LFR) to convert your firm's data. Therefore, you must verify that the ProSystem fx Workpaper Management module is installed on a local workstation and then connect it to your firm's Central File Room (CFR) in ProSystem fx. After you install the conversion utility on the same workstation, you will be able to synchronize your engagement binders between the CFR and the LFR, ensuring that all of your engagement binders are included during the conversion process.

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**Note:** The Workpaper Management module is included with the full installation of ProSystem fx Engagement. For more detailed instructions and minimum system requirements please review the ProSystem fx Engagement Installation Guide provided by CCH.

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If you already have the Workpaper Management module installed on a local workstation, proceed to Installing the Conversion Utility on page 3. Otherwise, follow these steps to install the Workpaper Management module.

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**Note:** This local installation will not affect the performance of your current installation of ProSystem fx Engagement; however, we recommend that you back up your existing software before performing any updates.

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1. Locate the installation CD or executable file that matches the version of ProSystem fx installed on your network.
2. Choose to run the LaunchScreen.exe.
3. In the installation screen, choose to install an instance of SQL Express. This step will install an instance of \PROFXENGAGEMENT on the local machine. This SQL instance will hold the Local File Rooms from which the conversion utility is designed to run.
4. Install either Engagement or Engagement with Knowledge Coach, depending on what your firm uses.
5. In the Custom Setup screen of the installation wizard, deselect Administrator from the list of features to be installed.
6. Workpaper Management is the only feature required for conversion. Leave the settings for all selections under the Workpaper Management group and the default installation path as they are.
7. Click Next and then click Install.
8. Click Finish when the installation is complete. You should now have a ProSystem fx Engagement icon on your desktop. Double-click the icon to launch ProSystem fx Engagement.

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**Note:** The icon should be pointing to C:\Pfx Engagement\WM\pfxStart.exe

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The first time you log in, ProSystem fx will prompt you to connect to the Office Central File Room.

9. After the program opens, you will see your firm's Central File Room in the lower-left corner of the screen. The Local File Room in the upper-left pane should be empty.
10. Double-click the Central File Room to display all available Clients.
11. Choose a client to prepare for conversion and double-click to open the client's Binder.
12. Right-click the binder you wish to prepare for conversion and click Synchronize Binder.
13. You can now close ProSystem fx. All data for conversion of this binder is now located locally on this workstation.

## Installing the Conversion Utility

1. Uninstall any previous versions of the AdvanceFlow Conversion utility.
  - a. From the 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 the AdvanceFlow Conversion utility  icon and highlight that item.
  - d. Click the Change/Remove button and then click Yes to uninstall the program.
2. Download the latest version of the conversion utility from the Miscellaneous tab of the Administration > Downloads area in AdvanceFlow. If you don't see the utility for download in the list, please contact AdvanceFlow Support to have it enabled.
3. Right-click the AdvanceFlow Competitive Conversions.exe and choose Run as Administrator from the context menu.
4. Follow the prompts to install the AdvanceFlow Conversion utility.

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### Notes

- You must install the conversion utility on each computer from which you will run it.
  - After you convert all of your data, you can uninstall the AdvanceFlow Conversions from your computer by repeating step 1 in this section.
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## Pre-conversion steps

ProSystem fx Engagement stores data differently than AdvanceFlow does. Therefore, consider the following guidelines when converting.

- Only one trial balance within a binder will be converted. If you need to convert more than one trial balance, you must run the conversion again on the same binder and choose another trial balance. Each trial balance that you convert in a single ProSystem fx binder creates a separate engagement within AdvanceFlow.
- In ProSystem fx Engagement, you can set up each trial balance with multiple account grouping lists. Only one list can be mapped to the system-level account grouping (named "Account Classification") within AdvanceFlow.

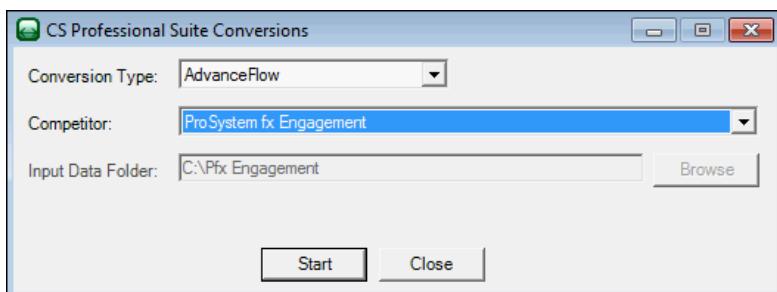
- Tax code assignments are converted based on which tax grouping list is selected in the Tax grouping selection dialog. As such, tax grouping lists are not displayed in other grouping selection dialogs.
- Tax subcodes are not converted.
- The conversion utility will convert only tax codes from a single year and one vendor per engagement.
- Each account grouping code and sub-code must be assigned an AccClass Code. You can assign RatioClass codes, but they are not required.
- If you do not assign an AccClass/RatioClass code to a grouping code or sub-code, AdvanceFlow will not associate an account type to any account assigned to that code or sub-code.
- You can assign an AdvanceFlow account grouping code and subcode after the conversion, which will then also assign an account type.
- You must assign account types within AdvanceFlow to be able to use the rounding feature.

## Using the Conversion Utility

**Important!** Prior to running the conversion utility, ensure that all Microsoft Excel® and Word® sessions are closed on the computer.

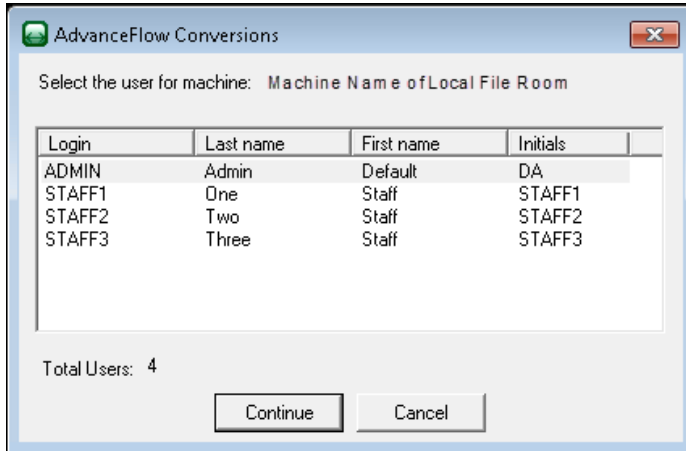
Follow these steps to run the conversion utility.

1. Right-click the Conversion utility icon and choose Run as Administrator.
2. Verify that AdvanceFlow is selected in the **Conversion Type** field and that ProSystem fx Engagement is selected in the **Competitor** field. Click the Start button.

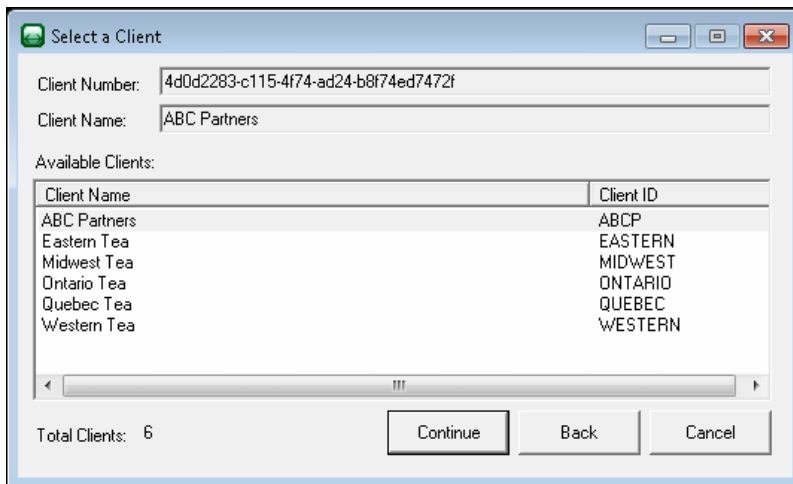


3. If any Excel or Word processes are running, you will be prompted to close them prior to conversion.

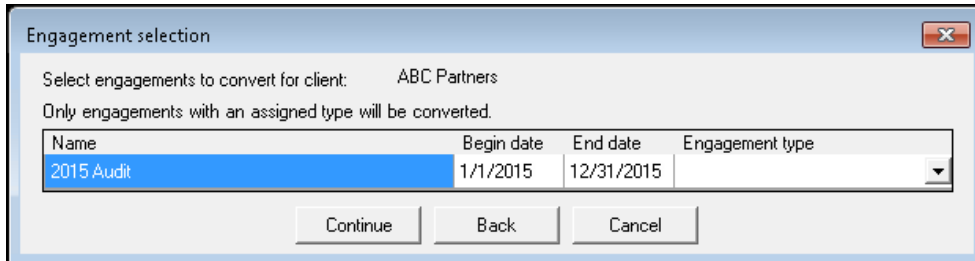
4. If more than one user's LFR exists on the machine, you will be prompted to choose which LFR you would like to connect to for the conversion. Select the appropriate user and click Continue.



5. Log into AdvanceFlow with the user's ID and Password. AdvanceFlow saves this information if you mark the **Save login credentials** checkbox.
6. Select the Processing Type
- **Single:** Allows for customization on binder level.
  - **Multiple:** Will convert multiple binders where selected options apply across the batch.
7. In the Select a Client dialog, highlight the client who you wish to convert and click Continue.



8. If the engagement type in Prosystem fx matches an Engagement type from AdvanceFlow, it will be automatically selected in the Engagement Selection dialog. The conversion utility converts only engagements with engagement types, so select the engagement type from the drop-down menu for any engagements that you want to convert and click the Continue button. Engagement types must be enabled in AdvanceFlow prior to the conversion.

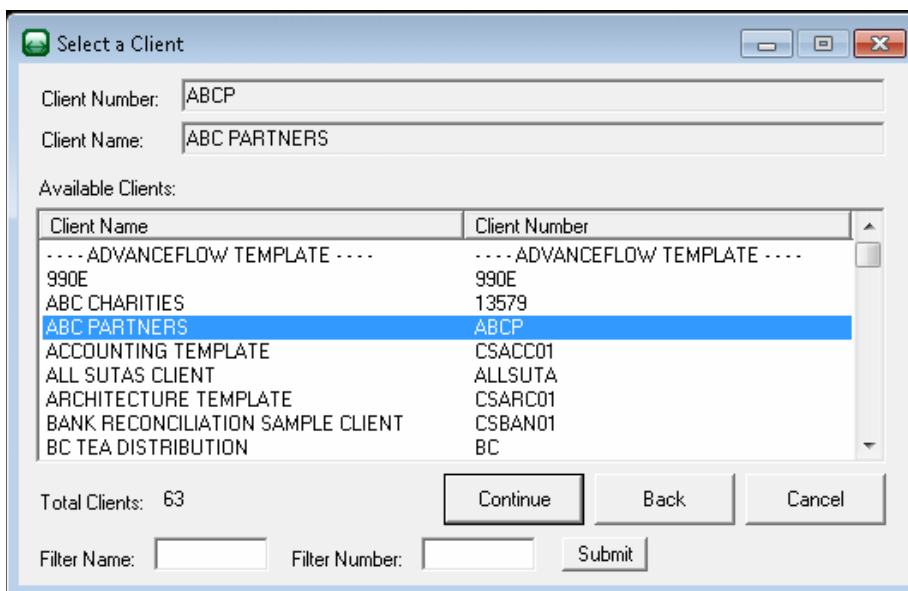


9. The selection in the Select a Client dialog determines where the converted engagements will end up in AdvanceFlow. Use the Filter fields to quickly locate clients on larger Databases. Click the Continue button to proceed.

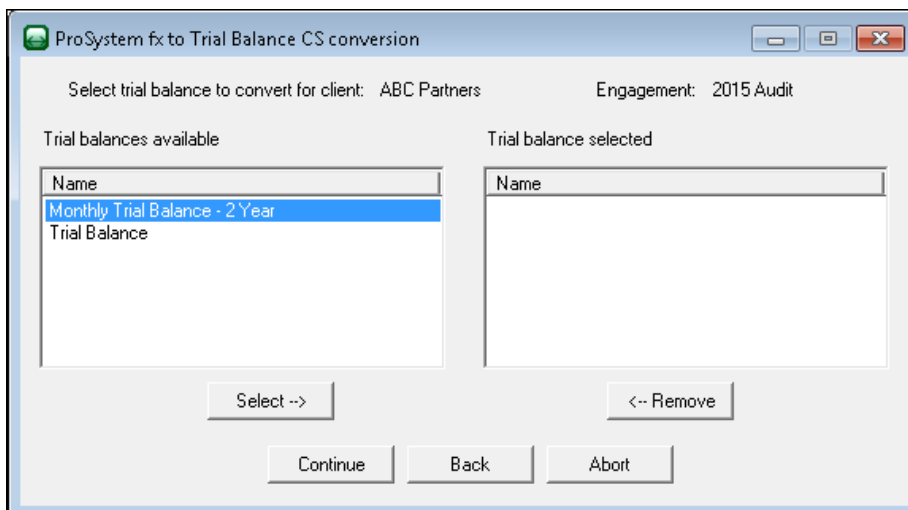
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**Note:** Be sure to click the Submit button after entering a filter name and then select a client; otherwise, the first highlighted client in the list will be used.

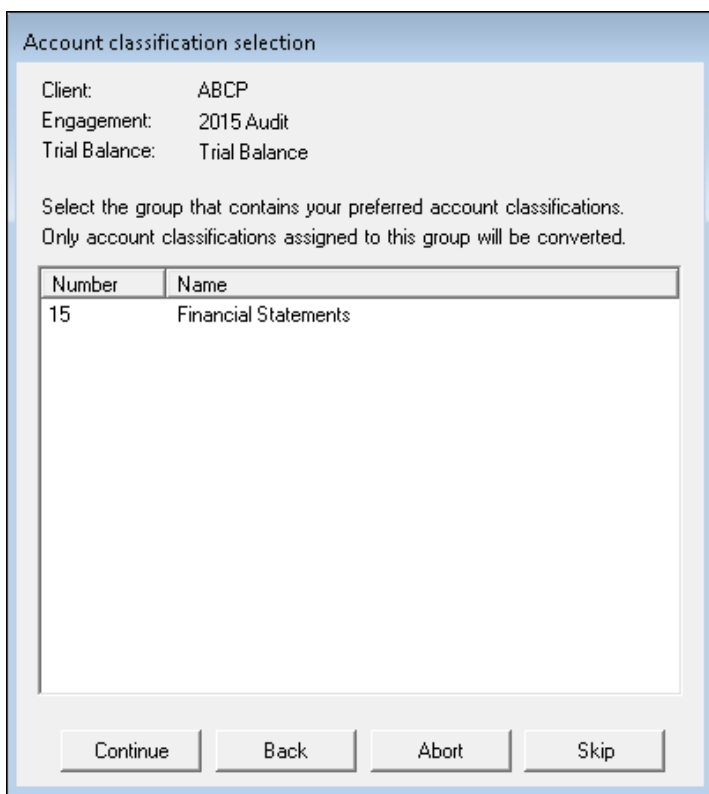
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10. **Optional:** The following dialog appears only if multiple trial balances exist in ProSystem fx. Choose the trial balance that you wish to convert and click the Continue button.



11. Because classification in ProSystem fx is based on the group and not on the account, you must select a group from which the conversion program will pull the classifications. This group should be the one which has been assigned AccClass/RatioClass codes within the ProSystem fx binder. Select a group and click the Continue button.



12. The tax group selection is available only if multiple tax groups exist. Select the appropriate group and click Continue to start the conversion process.

Tax group selection

Client: ABCP  
Engagement: 2015 Audit  
Trial Balance: Trial Balance

Select your preferred tax group.  
This group will be used to convert the Tax Codes in your Trial Balance.

Number	Name
27	2015 C-Corp-ProSystem fx Tax
30	2015 Exempt Org-ProSystem fx Tax
43	2015 Partnership-ProSystem fx Tax

Continue Back Abort Skip

The conversion now has all the necessary information to start the conversion process. It will first process the Excel documents followed by the Word documents, and then the remaining documents.

13. When the process is finished, click Ok to close the verification dialog.

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## What to expect from the data conversion

The overall objective of the data conversion from ProSystem fx Engagement is to provide accurate, comprehensive AdvanceFlow data to help you move forward with AdvanceFlow.

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**Important!** Due to differences between products, some data must be modified during the conversion process and some data cannot be converted. Additions and/or modifications may be required to exactly duplicate engagement and workpaper information in AdvanceFlow after the conversion.

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Conversion considerations and recommendations



Please review the following before beginning the conversion process.

- We recommend that you import a smaller, easy-to-process client first. This will help you to become familiar with the conversion options in AdvanceFlow.
- Some data items from ProSystem fx are not imported because there is no exact equivalent in AdvanceFlow.

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## Data Conversion Report

The data conversion from ProSystem fx Engagement to AdvanceFlow creates a report for each engagement converted. This report lists certain modifications made during the conversion process, such as truncations, abbreviations and so on. This report also lists any documents that weren't converted due to errors or restrictions on those documents. Most items in the report are informational and do not require immediate attention.

To access the report, locate and open YYYYYY.pdf, where YYYYYY is the binder name. The report is placed in the user's Documents folder.

We recommend that when the conversion process is complete, you make a backup copy of the pfx\_conversion\_log.txt file in the user's Documents folder and rename it. You'll then have a backup of the conversion log in the event that the original file is overwritten during subsequent conversions.

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## Data transferred during conversion

The following tables details the ProSystem fx Engagement data that converts to AdvanceFlow.

### Chart of Accounts and balances

ProSystem fx menu navigation and field name	AdvanceFlow menu navigation and field name	Comments and additional information
<b>Trial Balance &gt; Chart of Accounts</b>	<b>Trial Balance tab</b>	
Account #	Account number	
Description	Description	
UNADJ	Unadjusted	Unadjusted balance is only converted for the current period.
ADJ	Adjusted	Prior-year and prior-period balances only
FINAL	Report	Prior-year and prior-period balances only
FTAX	Federal Tax	Prior-year and prior-period balances only
STAX	State Tax	Prior-year and prior-period balances only

<b>ProSystem fx menu navigation and field name</b>	<b>AdvanceFlow menu navigation and field name</b>	<b>Comments and additional information</b>
OBAL1	Other	Prior-year and prior-period balances only
OBAL2	Other 2	Prior-year and prior-period balances only
OBAL3	Other 3	Prior-year and prior-period balances only
<b>Trial Balance &gt; Account Groupings &gt; Tax Code Account Grouping</b>		
Tax Code	Tax Code	Tax codes and tax code assignments for clients with a year end of 2012 or later.
<b>Trial Balance &gt; Account Groupings &gt; Group Account Grouping &gt; Advanced</b>		
AccClass RatioClass	Classification code  Classification subcode	In ProSystem fx, classification and ratios are set on a group-by-group basis. During the conversion process, you are asked which group we should pull classification and ratios from.

## Grouping schedules

<b>ProSystem fx menu navigation and field name</b>	<b>AdvanceFlow menu navigation and field name</b>	<b>Comments and additional information</b>
<b>Trial Balance &gt; Account Groupings &gt; Group Account Grouping</b>	<b>Trial Balance tab &gt; Account Groupings</b>	
Account group name	Grouping	
Code	Code	
Code Description	Code Description	
Subcode	Subcode	
Subcode Description	Subcode Description	

## Transactions

<b>ProSystem fx menu navigation and field name</b>	<b>AdvanceFlow menu navigation and field name</b>	<b>Comments and additional information</b>
<b>TrialBalance &gt; Journal Entry Summary</b>	<b>Journal Entries tab</b>	

ProSystem fx menu navigation and field name	AdvanceFlow menu navigation and field name	Comments and additional information
JE#	Reference	
Description	Description	
Additional Distributions (Account, Amount, Description)	Distributions (Account, Description, Amount)	
Recurring journal entry	Include	
Do not include in roll forward	Exclude	
Reversing journal entry	Reverse	
Clear amounts	Zero balances	
Type: Adjusting Journal Entries Reclassifying Journal Entries Federal Tax Journal Entries State Tax Journal Entries Other Journal Entries1 Other Journal Entries2 Other Journal Entries3 Proposed Journal Entry	Type: Adjusting Reclassifying Federal Tax State Tax Other Other 2 Other 3 Proposed	Journal entries are posted to the specific engagement for which they were intended.

## Engagement-related data transferred during conversion

The following information is provided to identify ProSystem fx items that are automatically converted to AdvanceFlow items.

### Engagement information

ProSystem fx menu navigation and field name	AdvanceFlow menu navigation and field name	Comments and additional information
<b>Binder Properties</b>	<b>Engagement Properties</b>	
Name	Engagement name	
Current period > Ending date	Periods tab > Current Period	
Year end date	Year end date	
Type	Type	If the type is not the same between ProSystem fx and AdvanceFlow, the new AdvanceFlow type must be selected during the conversion.

<b>ProSystem fx menu navigation and field name</b>	<b>AdvanceFlow menu navigation and field name</b>	<b>Comments and additional information</b>
<b>Binder Properties</b>	<b>Engagement Properties</b>	
	Vendor	In the ProSystem fx conversion, Vendor is determined by the selection on the Tax Group selection screen.
	Entity	In the ProSystem fx conversion, Entity is determined by the selection on the Tax Group selection screen.
Period sequence	Period Frequency	
<b>Binder Index View</b>	<b>Workpapers tab</b>	
Engagement tree structure	Engagement tree structure	

## Folder information

<b>ProSystem fx menu navigation and field name</b>	<b>AdvanceFlow menu navigation and field name</b>	<b>Comments and additional information</b>
<b>Tab Properties</b>	<b>Engagement tree structure</b>	
Index #:	Folder name	Index # and Name are combined to make the AdvanceFlow folder name
Name	Folder name	

## Workpaper information

<b>ProSystem fx menu navigation and field name</b>	<b>AdvanceFlow menu navigation and field name</b>	<b>Comments and additional information</b>
<b>Workpaper Properties</b>	<b>Workpaper Properties</b>	
Name	Description	
Index #	Reference	
Sign Off : Preparers	Preparer	Preparer, Reviewer and Reviewer 2 names can be renamed in AdvanceFlow, if desired.
Sign Off : 1 <sup>st</sup> Reviewers	Reviewer	Preparer, Reviewer and Reviewer 2 names can be renamed in AdvanceFlow, if desired.

ProSystem fx menu navigation and field name	AdvanceFlow menu navigation and field name	Comments and additional information
<b>Workpaper Properties</b>	<b>Workpaper Properties</b>	
Sign Off : 2 <sup>nd</sup> Reviewers	Reviewer 2	Preparer, Reviewer and Reviewer 2 names can be renamed in AdvanceFlow, if desired.
Sign Off Initials	Sign Off Initials	Initials and date will display under the signed off heading in AdvanceFlow.

## ProSystem fx Excel and Word demographic formulas

The following table lists the applicable ProSystem fx formulas and the equivalent formula variables in AdvanceFlow.

ProSystem fx Engagement Name Functions	AdvanceFlow Variables
Binder Name	Engagement Name
Binder Due Date	Completion Date
Binder Type	Engagement Type
Binder Report Release Date	Report Release Date
Workpaper Name	Workpaper Name
Workpaper Index	Workpaper Reference
Client Name 1 / Last Name	Client Name
Firm Name	Firm Name
Current Year End	Year End Date
Current Period End	Current Period Date

## ProSystem fx Excel and Word link formulas

Trial balance link formulas will be converted to Advance Flow Engagement Link Formulas when possible for current-year and prior-year formulas.

When one of the following exceptions occurs, a hard-coded value will be converted instead of the formula.

- A trial balance exists in the formulas that was not selected in the conversion
- If Type is selected as Account Type, Account Class, or Ratio Class
- If a prior-year period is selected for Unadjusted Balance

If the balance type in a formula is any type other than the following:

- Unadjusted balance
- Adjusted Balance
- Final

- Federal Tax Balance
- State Tax Balance
- Other Balance 1
- Other Balance 2
- Other Balance 3

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## Conversion notes and exceptions

This section details conversion notes and exceptions.

- **Engagement tree structure:** The order and appearance of the engagement tree structure in AdvanceFlow after the conversion may differ from the ProSystem fx Engagement binder. Please note all items are converted to the correct folder locations within the engagement. To provide maximum flexibility, AdvanceFlow does not automatically sort folders and workpapers.
- **Excel and Word formulas:** Formulas without AdvanceFlow equivalents are converted with the formula result. TB Link formulas referencing a Trial Balance that are not converted will all produce static amounts.
- **Excel and Word workpaper add-ins, macros and links:** Excel workpapers are modified during the conversion process for removal of add-ins, macros, and/or links.
- **Manual workpapers:** Manual workpapers are converted as text documents.
- **Tax Codes:** If UltraTax CS<sup>®</sup> Codes are desired during the conversion, a translation of ProSystem fx Tax Codes to UltraTax CS is available. Only one Tax Code Group will be converted.
- **Trial Balance:** Only one Trial Balance per binder can be converted
- **Workpaper references:** AdvanceFlow requires workpapers to have reference values. Workpapers without an index value are assigned a reference value during the conversion. You may rename the workpaper reference if desired. If a duplicate reference exists in a folder, the duplicate references will be renamed.
- **Workpaper signoffs:** If multiple signoffs exist on a single workpaper in ProSystem fx, only the first signoff will be converted.

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## Items not converted

This section details items not converted.

- **Workpapers not within tabs:** Workpapers not contained within a tab. This includes workpapers within the Unfiled Workpapers, Conflicts, Published Workpapers, and Trash folders. To convert these workpapers converted, be sure to move them into a tab prior to the conversion process.
- **Trial balance:** Consolidated trial balances, Write-up trial balances, Fund trial balances
- **Firm information:**
- **Client Information:**
- **Engagement and workpaper password information:**
- **Engagement and workpaper history:**
- **Workpaper notes and templates:**
- **Staff:**
- **Workpaper Signoffs:**
- **M3 Tax Codes:**
- **Tax Sub Codes:**
- **OLE Links in Word and Excel:**

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## If you encounter problems

### Help & How-To Center

For answers to questions on using AdvanceFlow, access the Help & How-To Center by clicking the **Help** link on the toolbar. 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. For additional product support visit the [Support section of our website](#). You can also access this within AdvanceFlow by choosing **Help > Additional Resources > General Support Information**.



