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# PRACTICE CS<sup>®</sup> CONVERSION SERVICE

## Information Kit for Conversions from ProSystem fx Practice Management

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This guide contains information for the Practice CS Data Conversion Service for ProSystem fx<sup>®</sup> Practice Management.

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 Management.

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## How to use the Practice CS Data Conversion Service

1. Read this information kit carefully.
2. Prepare your ProSystem fx Practice Management 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 Management firm data and return it to you in a converted Practice CS firm data package.

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## What to expect from the data conversion

The overall objective of the ProSystem fx Practice Management to Practice CS conversion process is to provide a comprehensive conversion of ProSystem fx Practice Management data into Practice CS. However, due to software differences between ProSystem fx Practice Management and Practice CS, some ProSystem fx Practice Management data cannot be converted. **Therefore, you should not expect to exactly duplicate results from ProSystem fx Practice Management 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 4 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.

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## Understanding the conversion process

Because converting firm data files from ProSystem fx Practice Management 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 Management data and transfer it to the Practice CS format.

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## 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 at [CS.ThomsonReuters.com](http://CS.ThomsonReuters.com).

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## 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

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 here 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.

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## **Backup instructions for ProSystem fx Practice Management**

You will need to send us a backup of your firm's ProSystem fx Practice Management database for conversion. To create a backup of your database, you should use the SQL Utilities that are part of ProSystem fx Practice Management. To run cpasSQLUtil.exe, follow these steps.

1. From the SQL server console, choose Start > Run and browse to the server drive that houses ProSystem fx Practice Management.
2. On the server drive, browse to the ...\\cpas\vpms folder.
3. Double-click cpasSQLUtil.exe.
4. In the logon window, select the SQL server where your data resides. Under Authentication, select Windows Authentication or enter your sa administrator username and sa password.
5. Click Logon.
6. In the left menu pane, locate the name of the database that you wish to back up.
7. Right-click the database name and choose Backup Database from the list. A Backup As dialog will appear.
8. Use the Backup As dialog to specify a location where ProSystem fx Practice Management will back up the data, then click Save.
9. Repeat steps 6 through 9 for all databases you wish to back up.

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## Detailed information on items converted and not converted

### Types of conversions offered

The ProSystem fx Practice Management 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 and expenses, invoices, receipts, and adjustments).

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

This conversion includes:

- Demographic information
- Detail 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)		Detail	Detail
Unpaid Invoices			Detail
Paid Invoices			Detail
Billed Time & Expenses			Detail
Unapplied Receipts & Adjustments		Summary	Detail
Applied Receipts & Adjustments			Detail

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**Note:** If you have any 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.

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## Items transferred during conversion

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

### Activity information

ProSystem fx Practice Management field name	Practice CS menu navigation / field name	Comments and additional information
	<b>Setup &gt; Activities</b>	
Service Code	ID	
Reports Description	Description	
Time, Expense, Reimbursable Expense	Type	Services are transferred as Time type, and Expenses are transferred as Expense type
Billable checkbox	Class	
Inactive Service checkbox	Status	
Category	Category	See "Conversion notes and exceptions"
N/A	Rate Type	Time will be transferred as Staff rate, and Expense will be transferred as fixed rate
N/A	Rate Description / Amount	Will transfer whichever custom rate was set up (Rate1 – Rate26)

### Bank Account

ProSystem fx Practice Management field name	Practice CS menu navigation / field name	Comments and additional information
	<b>Setup &gt; Bank Accounts</b>	
N/A	ID	Program-generated starting with 1
Bank Description	Description	

### Client

ProSystem fx Practice Management field name	Practice CS menu navigation / field name	Comments and additional information
	<b>Setup &gt; Clients &gt; Main</b>	
Client Code	ID	See "Conversion notes and exceptions"
	Description	

<b>ProSystem fx Practice Management field name</b>	<b>Practice CS menu navigation / field name</b>	<b>Comments and additional information</b>
Client Name	Name 1	
Federal Identification Number	EIN/SSN	See "Conversion notes and exceptions"
N/A	Class	Client, Prospect
Status	Status	Status of Hold was converted as Inactive
Office	Office	
Date Left	Date Left	
FYEMonth	FYE	
Primary Partner	Partner	
Manager	Manager	
Responsible Person	Associate	
Industry Code	Industry Code	
<b>Setup &gt; Clients &gt; Contact Info</b>		
First Name + Last Name	Name	
Title	Title	
Salutation	Salutation	
Telephone	Business phone	
Telephone 2	Other Phone	
Fax Number	Fax Phone	
Telephone 3	Pager	
Address Line One	Business Address line 1	See "Conversion notes and exceptions"
Address Line Two	Business Address line 2	
City	Business City	
State	Business State	
Zip Code	Business Zip	
Country	Business Country	
Client Email Address	E-mail	
Client Web Address	Website	
<b>Setup &gt; Clients &gt; Engagements</b>		
Client Code	ID	
Client Name	Description	
N/A	Status	Status of Hold was converted as Inactive

<b>ProSystem fx Practice Management field name</b>	<b>Practice CS menu navigation / field name</b>	<b>Comments and additional information</b>
Office	Office	
Bill Manager	Billers	
Tax Reviewer	Reviewer	
Manager	Manager	
N/A	Rate type	Time will transfer as Staff rate, Expense will transfer as fixed rate
Bill Rates	Rate amount	See "Conversion notes and exceptions"
Fee	Surcharge type	
<b>Setup &gt; Clients &gt; Custom Fields</b>		
Attention Name	Attention Name	
Line of Business	Line of Business	
Social Security Number	Social Security Number	
Spouse Social Security Number	Spouse Social Security Number	
Work Type	Work Type	
Custom Fields - Client/Lead	Custom Descriptions	See "Conversion notes and exceptions"
Custom Fields - Business Affiliate	Custom Descriptions	See "Conversion notes and exceptions"
<b>Setup &gt; Clients &gt; Contact Info – Additional Contact</b>		
First Name + Last Name	Name	See "Conversion notes and exceptions"
Title	Title	
Salutation	Salutation	
Phone	Business phone	
Fax	Fax phone	
Phone 2	Other phone	
Phone 3	Pager Phone	
N/A	Other phone	
Address line Two – Street	Business Address line 2	
City – Street	Business City	
ST – Street	Business State	
Zip – Street	Business Zip	
Country – Street	Business Country	

ProSystem fx Practice Management field name	Practice CS menu navigation / field name	Comments and additional information
Email Address	E-mail	

### **Firm**

ProSystem fx Practice Management field name	Practice CS menu navigation / field name	Comments and additional information
	<b>Setup &gt; Firm &gt; Main</b>	
Firm Name	Firm Name	See "Conversion notes and exceptions"

### **Offices**

ProSystem fx Practice Management field name	Practice CS menu navigation / field name	Comments and additional information
<b>Practice &gt; Administrative &gt; Firm Setup &gt; Offices</b>	<b>Setup &gt; Offices &gt; Main</b>	
N/A	ID	Program-generated starting with 1; Firm is considered Main
Description	Description	
	<b>Setup &gt; Offices &gt; Contact Info</b>	
Name	Name	
Telephone	Business Phone	
Fax Number 1	Fax Phone	
Fax Number 2	Other Phone	
Address 1	Business Address 1	
Address 2	Business Address 2	
City	Business City	
State	Business State	
Zip	Business Zip	
Country	Business Country	

### **Service Charges**

ProSystem fx Practice Management field name	Practice CS menu navigation / field name	Comments and additional information
	<b>Setup &gt; Service Charges</b>	
Description	Description	



<b>ProSystem fx Practice Management field name</b>	<b>Practice CS menu navigation / field name</b>	<b>Comments and additional information</b>
Monthly Percent	Annual rate	See "Conversion notes and exceptions"
N/A	Type	
Days from Invoice	Grace days	
Minimum Charge	Minimum Charge	
Finance Charge	Compound option	
Minimum Balance	Minimum Balance	

### **Staff**

<b>ProSystem fx Practice Management field name</b>	<b>Practice CS menu navigation / field name</b>	<b>Comments and additional information</b>
	<b>Setup &gt; Staff &gt; Main</b>	
Employee Code	ID	
First Name	First name	
Last Name	Last name	
Social Security #	EIN/SSN	
Start Date	Hired	
Employee Status	Status	See "Conversion notes and exceptions"
Date Left	Date Left	
CPA Certification Date	Date Certified	
COA Certification Number	Certification #	
Employee Home Office	Office	
Department	Department	
Skill Level	Level	
	<b>Setup &gt; Staff &gt; Contact Info</b>	
Telephone	Home phone	
Telephone 2	Other phone	
Address Line One	Business Address line 1	
Address Line Two	Business Address line 2	
City	Business City	
State	Business State	
Zip	Business Zip	

ProSystem fx Practice Management field name	Practice CS menu navigation / field name	Comments and additional information
Country	Business Country	
Email Address	E-mail	
<b>Setup &gt; Staff &gt; Rates</b>		
Billing Rate	Cost rate	
N/A	Description	
Rates	Hourly rate	See "Conversion notes and exceptions"
<b>Setup &gt; Staff &gt; Custom Fields</b>		
Birthday	Birthday	
Custom Fields - Employee	Custom Descriptions	See "Conversion notes and exceptions"

### **Staff Levels**

ProSystem fx Practice Management field name	Practice CS menu navigation / field name	Comments and additional information
<b>Setup &gt; Groupings &gt; Staff &gt; Levels</b>		
N/A	ID	Program-generated starting with 1
Skill Description	Description	
<b>Setup &gt; Taxes &gt; Taxing Authority</b>		
State Authority	Description	
Tax Rate	Rate	
N/A	Type	

### **WIP and A/R balances**

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

**Important!** Due to differences between ProSystem fx Practice Management and Practice CS databases, significant changes to your Practice CS data may be necessary if you choose the historical conversion. If your ProSystem fx Practice Management data was converted from another program or program version, it is recommended that you choose the Demographic or WIP and A/R conversion.

**If WIP and A/R conversion is selected:**

- All Unbilled time (WIP) will be converted for each billable client. Nonbillable time will not be converted.
- Unpaid invoices (A/R) will be converted as one summary debit or credit memo per billable client. The amount of the debit or credit memo will be the total of each client's outstanding A/R balance. Negative Invoices are not converted.

**If Historical is selected:**

- WIP: All billed and unbilled WIP entries will be converted.
- Invoices: All paid and unpaid invoices will be converted.
- A/R: All allocated and unallocated receipts, service charges, debits, and credits entries will be converted.

**Conversion notes and exceptions**

- Service Codes Categories in ProSystem fx Practice Management can consist of main categories and sub-categories and services. Due to differences in data formats, only the services are converted to Activities.
- ID fields in Practice CS can only contain alpha and numeric characters. If an ID field in ProSystem fx contains "Reserved Characters," which include but are not limited to &, %, #, and spaces, they will be removed during the conversion, and if an ID consists of all reserved characters, it will be renamed.
- Activities called TimeConv, Progress, and ExpenseConv are added during the import and are used to convert WIP and A/R.
- The first primary contact will be converted to the master client. Additional primary contacts and any other contacts are converted as Additional Contacts in Practice CS.
- Clients will be added to one office. If the client belongs to multiple offices, only the first one listed was converted as the client's office.
- The Client business address will be assumed to be the primary address, and the other address was assumed to be the mailing address.
- Client FEIN will be converted to the EIN/SSN field. If both SSN and EIN were entered the SSN will convert to a Custom Field. If only SSN is entered it will convert to EIN/SSN. If any letters were entered in the FEIN field, it will be converted as Applied For.
- Any spaces or characters other than letters or numbers will be stripped from the Client ID and a message will appear in the Firm Data Transfer Report.
- When a combination of a Client Code and an engagement code is greater than 11 characters, that client code will be renumbered. See the Firm Data Transfer report for renumbering detail.
- ProSystem fx Practice Management does not use engagement templates; however, they are required in Practice CS, so generic templates are set up during the import.
- The period and year begin and end dates are derived from the FYE stored in ProSystem fx Practice Management. Due to differences in data formats, the date information is assumed to be annual. Ten years prior to the FYE date will be available in the Change Periods dialog in Practice CS.
- The firm's address information will be converted as the Main office.
- Flat Late Fee finance charges entered in ProSystem fx Practice Management will not be converted, and any clients that are set to use a Flat Late Fee finance charge will not be marked to Assess Service Charges in Practice CS on the client's Billing and A/R tab.

- Annual rate for Service charge will be converted as 100 percent. Due to differences in how rate is calculated in the two programs, this rate must be changed after the conversion. For more information, choose Help > Practice CS Help topics, click the Search button, and search on “How Practice CS calculates service charges.”
- A/R adjustments will be converted as credit memos if they were negative, or debit memos if they were positive. Any receipts applied to these adjustments in ProSystem fx Practice Management are not applied in Practice CS. These receipts will have to be applied manually.
- Referrals will not be converted.
- ProSystem fx Practice Management allows for invoice dates that are earlier than the billed WIP on that invoice. Practice CS does not allow this. During the conversion, if the invoice date was earlier than any billed WIP entry, the date of the latest WIP entry was used.
- Due to differences between the ProSystem fx Practice Management and Practice CS databases, custom fields entered in ProSystem fx Practice Management with a type of List are converted as Text types in Practice CS. For information on creating list entries for custom fields choose Help > Help & How-To, and enter “Custom fields setup overview” in the *Search* field.
- For WIP and A/R conversions, when a Master and Subsidiary relationship exists, all open A/R balances will post to the master client.

### **Client IDs**

By default, the client ID comprises the client code from ProSystem fx Practice Management and the engagement code from ProSystem fx Practice Management. If your firm doesn't use the engagement code for any clients in ProSystem fx Practice Management these can be stripped from the client IDs during the conversion. This will only be done by request.

### **Client Renumbering**

Client IDs that are greater than 11 characters will be renumbered. To renumber, the Client ID will be truncated to 11 characters, and then a unique number is added to the end of the client ID to avoid duplicate IDs. You should review your client renumber report to identify which clients were renumbered. Client IDs can consist either of Client Code plus Engagement Code or just Client Code depending on the method your firm decided on for conversion.

### **Firm data transfer reports**

Firm Data Transfer reports contain information for your converted firm data. These reports will be located in the folder with your converted data in the format NAME\_M.pdf.

Most of the items noted on the reports are strictly informational, though you may want to take action immediately on such items as abbreviations, truncations, and so on. We provide these reports simply to alert you to any differences in the data as a result of the conversion process. In most instances, no action is required.

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**Note:** Some databases may produce very large reports. We recommend that you verify the number of pages the report contains before printing. If the report is too large, we suggest that you view it on screen.

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## Items not converted

The following items are not converted due to differences in data structures between ProSystem fx Practice Management 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
- Service codes — Additional charges and mileage/unit rates
- Flat Late Fee finance charges
- Referrals
- Engagements — Address information, custom employee rates, billing fees, and billing arrangements
- Standard paragraphs
- Tax areas

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## 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.