

---

---

# CONVERSION GUIDE

## PPC's Engagement Manager to Engagement CS

<i>Introduction .....</i>	<i>1</i>
<i>Conversion program overview .....</i>	<i>1</i>
<i>Minimum operating system and software requirements .....</i>	<i>2</i>
<i>Installing the conversion program from the CS Professional Suite Accounting Products Conversions CD .....</i>	<i>2</i>
<i>Steps required for each client prior to running the conversion program .....</i>	<i>3</i>
<i>Converting and importing the client data into Engagement CS .....</i>	<i>4</i>
<i>Conversion notes and exceptions .....</i>	<i>6</i>
<i>Items not converted during data conversion .....</i>	<i>7</i>
<i>Suggestions for reviewing converted data .....</i>	<i>8</i>
<i>If you encounter problems .....</i>	<i>9</i>
<i>Help and Support .....</i>	<i>9</i>

---

## Introduction

The **Utilities > Data Conversion > PPC's Engagement Manager** command in Engagement CS<sup>®</sup> is provided for the conversion and import of client data from PPC's Engagement Manager<sup>®</sup> to the Engagement CS module within Creative Solutions Accounting<sup>™</sup> (CSA) and the CS Professional Suite<sup>®</sup> Accounting Products software. The conversion was designed for and tested with Engagement Manager version 2009.0.5.5. Prior versions of Engagement Manager may be converted with this utility, however, conversion results may vary from the information contained within this document. Choose Help > About in PPC's Engagement Manager to determine which version of the program is installed.

This conversion guide explains in detail the steps to convert Engagement Manager 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 Engagement Manager data conversion.

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

---

## Conversion program overview

The objective of the Engagement Manager to CSA conversion is to provide accurate and comprehensive conversion of data from an Engagement Manager client.

Due to differences in processing calculations, data file storage, and data structures between the Engagement Manager software and the CSA software, some data cannot be converted.

---

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

---

---

## Minimum operating system and software requirements

Engagement CS conversions are designed for specific versions of Microsoft® products. While our conversion software may operate properly with other versions of Windows® and different versions of Microsoft Office software, the results you would receive in those circumstances may not be desirable. Please note that only the following operating systems and versions of Microsoft Office are supported by the conversion program, and these requirements apply to each workstation that will be running the conversion.

<b>Operating system</b>	Microsoft Windows XP Professional Service Pack 2 Microsoft Windows Vista™ Microsoft Windows 7 Microsoft Windows 8
<b>Microsoft Office version</b>	Microsoft Office XP Service Pack 2 Microsoft Office 2003 Service Pack 1 Microsoft Office 2007

We also strongly recommend that you check for and apply the latest critical updates from Microsoft for each workstation that you will be using to process conversions.

- To check for available operating system patches, open your Internet Explorer browser and choose **Tools > Windows Update**.
- To check for and apply available updates for Microsoft Office, open an Office product such as Microsoft Word or Microsoft Excel® and choose **Help > Microsoft Office Online**.
- This conversion is **not** compatible with Microsoft Office 2010 or Microsoft Office 2013.

For additional information regarding minimum technical requirements, please refer to our website at [CS.ThomsonReuters.com](http://CS.ThomsonReuters.com).

---

## 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 Conversions CD in the CD drive on your computer.
3. The setup program may 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 programs.
  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 repeating step 1 above.
- 

---

## Steps required for each client prior to running the conversion program

**Important!** Run the Repair Database command from the Help menu in Engagement Manager for each parent directory prior to the conversion of clients to ensure the accuracy of the client database.

---

- You will need to know the data path of the Engagement Manager client, which is displayed in the status bar of the Engagement Manager application.
- For engagements that integrate with GoSystem<sup>®</sup> Audit, you may want to run the Refresh GoSystem Workpapers command from the Tools > Engagement Tools menu in Engagement Manager.
- Prior to converting data to Engagement CS, download and apply all available CSA software updates via CS Connect.™ We continually update the data conversion features for the CSA software, and using the current version helps to ensure the accuracy of the conversion.
- Prior to converting the engagement data from Engagement Manager, you must have an Engagement CS client already set up in CSA. You can create the client from scratch, convert the client from a trial balance software application such as GoSystem Audit, or use an existing Engagement CS 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.)

---

**Important!** If the engagement you are converting from Engagement Manager is linked to trial balance data other than Trial Balance CS<sup>®</sup> in CSA, you must first convert the trial balance data to Trial Balance CS before converting the engagement from Engagement Manager.

---

- Verify the Engagement Date entered in the engagement properties in Engagement Manager has been added and matches a valid GL date in the Trial Balance CS client.

---

# Converting and importing the client data into Engagement CS

---

**Important!** When converting large or complex sets of engagement files for an Engagement Manager 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 Engagement Manager 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 Engagement Manager.)

1. Close any instances of Engagement Manager, Microsoft Word, or Microsoft Excel that are currently running on the computer.
2. In CSA, open the Engagement CS client you want to convert engagements into and then choose **File > Engagement CS**.
3. From the Engagement CS menu bar, choose **Utilities > Data Conversion > PPC's Engagement Manager**.

---

**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.

---

4. Specify the appropriate data path. The *Data Directory* field defaults to **c:\PPC Clients**. If you need to change the data path, you may type in the correct path or click the Browse button to navigate to the correct folder. Click the Continue button.
5. The conversion program lists all of the clients found in the specified data folder. Highlight the client to convert and click Select.
6. The conversion program lists all of the engagements alphabetically for the selected client. Select the engagements to convert for the client, click the Continue button to begin the data conversion process, and follow the prompts that appear on the screen.
7. If duplicate engagement names, folder names, or workpaper names exist within or between engagements, the Renaming dialog will open automatically. You may rename the items at this point or click past these items to accept the new default name. (For more information regarding duplicate names, see "Duplicate names" on page 6.)
8. A prompt will appear when the conversion process has been completed. Click **OK** to begin importing the converted data into Engagement CS.
9. After the import process has been completed for each engagement, a Yes/No prompt will appear asking you to confirm whether you want to refresh documents from the converted engagement.
  - To create read-only meta file images visible in the engagement, click **Yes**.
  - To bypass the creation of the read-only screens, click **No**.

Depending on the size of the engagement, the refresh process may take several minutes to complete. You may create the read-only image files at a later time by choosing Edit > Refresh or create the files as needed by opening each workpaper and saving changes.

The read-only images must be created prior to storing the engagement in FileCabinet CS.®

10. When the message prompt opens to indicate that the engagements have been imported successfully, click OK.
11. After the import process has been completed, you may open the Engagement Properties dialog in Engagement CS to begin setting up staff and workpaper assignments for each converted engagement. For information about setting up and using staff and workpaper assignments, choose Help > Help & How-To and enter [Assigning workpapers in a new engagement](#) in the search field.

---

## Notes

- If the Engagement Date is not a valid GL date in the Trial Balance CS client, you will be prompted that the period's XML file cannot be created. Click OK to complete the conversion process. After the conversion, you will need to add a valid GL date in Trial Balance CS.
- 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.
- For GoSystem Audit or GoSystem Fund financial statements, warning messages similar to the following may appear during the conversion process. Click Yes or OK on these dialogs 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.*

---

## Items transferred during data conversion

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

### Engagement information

Engagement date, name, and tree structure are automatically converted.

### Folder information

Folder name is automatically converted.

### Workpaper information

Workpaper name and reference are automatically converted.

### Workpaper signoff

Name, date, and signoff type are automatically converted.

## Workpaper / Document types

- Microsoft Word and Microsoft Excel types are automatically converted.
- PPC Practice Aid Manager,™ PPC Library,™ PPC e-Tools,™ PPC e-Workpapers,™ PPC e-Practice Aids,™ PPC GoSystem Audit/Fund schedules (ALS), and PPC Manual document references are automatically converted.
- XML files and HTML files (engagement reports) are automatically converted.
- Adobe® PDF files and other third-party documents such as text and image files are automatically converted.

---

## Conversion notes and exceptions

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

### Duplicate names

Engagements, folders, workpapers and workpaper references with duplicate names in an Engagement Manager 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 duplicate items within the conversion dialogs, to stop the conversion and rename the items in Engagement Manager, or to use the automatic names provided by the conversion program. It is important to note that if an item is renamed to a matching item in the conversion dialogs, that item will be renamed automatically. In addition, if an engagement with the same name exists in the Engagement CS client, the engagement will be automatically renamed to a unique name.

### Engagement tree structure

The order and appearance of the engagement in Engagement CS after the conversion will differ in appearance from Engagement Manager. The folders will appear in alphabetical order in Engagement CS. Note, however, that all items are converted to the correct folder locations within the engagement.

### Excel workpapers

Excel workpapers are modified during the conversion to remove add-ins, macros, or links. This includes Workpaper builder add-ins and GoSystem Audit or GoSystem Fund formulas. All non-default Microsoft Excel formulas are replaced with the formula result. In addition, any formula that is disconnected after the conversion will be shaded yellow after the conversion, and any linked formula will be shaded red. The **Client Data Transfer Reports** that accompany your data will indicate these cells.

### Read-only and password-protected workpapers

Read-only workpaper documents are converted. Password-protected documents are also converted, but you will be prompted to enter the password to proceed with the conversion.

## Engagements with archived documents

Engagements with archived documents are converted. However, archived Microsoft Word workpapers and Microsoft Excel Spreadsheets are converted as read-only.

## Signoff types

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

- CB – Completed By is converted as Preparer.
- RB – Reviewed By is converted as Reviewer.

## Signoffs

The staff initials are converted for the workpaper signoff. If the staff member's first and last names have not already been set up in CSA, only the initials are available.

## 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 by spaces or blanks.

## Workpaper links

Workpaper links to other workpapers become static links after the conversion and import into CSA.

---

## Items not converted during data conversion

This section provides detailed information on items not converted. The following items cannot be converted because of differences in data file structures between Engagement Manager 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.

## Engagements without workpapers

Due to differences between PPC's Engagement Manager and Engagement CS, empty engagements are not converted.

## Staff and workpaper assignments

Staff and workpaper assignments do not exist in Engagement Manager. These items should be set up in Engagement CS after the conversion.

## Workpapers not within the engagement

Workpapers not within an engagement cannot be converted.

## Client properties

Client general 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.

## Additional engagement properties

Additional engagement properties, engagement responsibility, engagement status, and engagement due date are not converted.

## Trial balance client information

Trial balance information is not converted. This information must be converted separately, prior to the conversion of the engagement. For information regarding converting trial balance information such as from GoSystem Audit, choose Help > Help & How-To and enter the name of the application you are converting from into the search field, or enter [PDFs for the conversion guides in Creative Solutions Accounting](#).

## Document extension names

Workpaper names or titles that contain a file extension are truncated to remove the extension from the file name.

## Excel financial statement items from GoSystem Audit or GoSystem Fund

The following Excel financial statement format items from GoSystem Audit or GoSystem Fund cannot be converted.

- diagonal or dot
- numerical values greater than 100,000,000,000,000 or less than -100,000,000,000,000
- decimal values available in the formula bar but not displayed in cells
- locked cells
- inserted objects, comments, or graphics
- charts or graphs

## Master engagement password protection

Master engagement passwords are not converted.

---

## 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.



- Print the **Client Data Transfer Reports** (described in the following section) for additional client data information.

Before you begin processing engagements in Engagement CS, you may need to modify global items such as staff setup and group privileges. For more information, choose Help > Help & How-To and enter [Setting up group and staff privileges for users of Engagement CS](#) in the search field.

## Client Data Transfer Report

The Engagement Manager to Engagement CS conversion program automatically creates Client Data Transfer Reports for each engagement 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 Client Data Transfer Reports to store with the client files in your office. Each such report is saved in HTML format and can be viewed and printed using Internet Explorer.

To open the Client Data Transfer Report in Internet Explorer, 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.
2. Double-click the **Convreport\_Engagement Name.html** file, where **Engagement Name** represents the name of the converted engagement.

A **Renaming.HTML** report is also created and displays any workpaper, folder, and engagement names that were renamed. Most items noted on 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).

---


## If you encounter problems

If you encounter problems during the conversion of client data from PPC's Engagement Manager to your Engagement CS software and you are unable to reconcile the data using the various reports and tools in CSA, contact an accounting support representative at CS Support.

---

## 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.