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# CONVERSION GUIDE

## GoSystem Fund to Engagement CS and Trial Balance CS

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## Introduction

The **Utilities / Data Conversion / GoSystem / Fund** command in Creative Solutions Accounting™ (CSA) is provided to convert your client data from GoSystem® Fund into Engagement CS™ and Trial Balance CS™ within CSA and the CS Professional Suite® Accounting Products software. (The conversion process is initiated within Trial Balance CS.)

This conversion guide explains the steps to convert your data, to identify the fields that will not be converted, and to document exceptions you may encounter during the conversion process. The last section of this document explains the steps you should take to verify that the converted data is correct.

**Please read this entire document prior to starting the conversion of client data.** Refer to this guide for all information regarding this conversion.

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## Conversion program overview

The overall objective of the conversion utility is to provide a comprehensive conversion of your GoSystem Fund data to Trial Balance CS in CSA. However, due to differences in processing calculations and data structures between GoSystem Fund and CSA, some GoSystem Fund data cannot be converted.

Therefore, you should not expect to exactly duplicate results from GoSystem Fund using the converted data without adding or modifying the appropriate data in CSA. The specific items that cannot be converted and conversion exceptions are listed in the section of this document entitled “Conversion notes and exceptions.”

To convert data from GoSystem Fund into Trial Balance CS, you must have version 2.3 or higher of GoSystem Fund installed.

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**Note:** The GoSystem Fund to Trial Balance CS conversion has been tested for GoSystem Fund version 2.3 or higher. The conversion may work for older versions, but those have not been tested.

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## Processing steps required for each client prior to running the conversion program

Due to differences between the Chart of Accounts mask setups in GoSystem Fund and CSA, you may need to modify your mask and/or renumber accounts in GoSystem Fund before you convert your data. The mask in GoSystem Fund must be set to match the account numbers, including separators.

CSA allows you to enter up to 60 alphanumeric characters for a GL account number, including any optional separators (hyphens or forward slashes) and one optional decimal, with no more than 10 characters to the right of the decimal. CSA does not allow account numbers to contain all zeros. When verifying your account numbers in GoSystem Fund, we recommend that you display inactive accounts. You will need to renumber your Chart of Accounts in GoSystem Fund prior to converting if any of the following conditions exist:

- You used an account number with more than one decimal separator.
- You used an account numbering scheme that allowed more than 10 characters after the decimal point.
- You used all zeros as an account number.

For more information about the Chart of Accounts mask, see the section of this document entitled “Conversion notes and exceptions.”

For more information about acceptable mask and account number formats, choose Help / CSA Help Topics, and search on **Mask for Chart of Accounts** from the index of the CSA help browser.

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## Converting GoSystem Fund data files

There are two different methods for importing your GoSystem Fund data into Trial Balance CS.

- You can set up a new client in CSA and convert the data into that existing client.
- You can create the new CSA client during the conversion process.

## Converting and importing data for an existing client in CSA

1. Start CSA by double-clicking the Creative Solutions Accounting icon on your desktop.
2. Create a new client in CSA by choosing File / New Client. Be sure to mark the checkbox for Trial Balance CS. You must enter the current fiscal year end date as it appears in GoSystem Fund when you add the new client to CSA.

If you intend to use Engagement CS or the General Ledger module of Write-Up CS™ for the client, be sure to select **annual processing**.

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**Note:** For more information on creating a new client, search on **New Client [File menu]** from the index of the CSA help browser.

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3. Choose Utilities / Data Conversion / GoSystem / Fund.
4. In the first field of the GoSystem Fund Conversion dialog, specify the drive and folder where the FND32SYS.MDB file is located — for example, **d:**\WinCSI\Fundsys or **d:**\Clr\Fundsys (where **d** represents the drive where GoSystem Fund is installed).
5. Enter the company ID in the Client to Import field or select the company from the drop-down list.
6. Click the **Convert into Current Client** option, and then click the Import button.
7. After the conversion has finished, be sure to make the necessary changes or corrections to the converted data as specified in the sections of this document entitled “Items transferred during the conversion” and “Conversion notes and exceptions.”

## Creating a new CSA client as part of the conversion process

1. Start CSA by double-clicking the Creative Solutions Accounting icon on your desktop.
2. Choose Utilities / Data Conversion / GoSystem / Fund.
3. In the first field of the GoSystem Fund Conversion dialog, specify the drive and folder where the FND32SYS.MDB file is located — for example, **d:**\WinCSI\Fundsys, or **d:**\Clr\Fund (where **d** represents the drive where GoSystem Fund is installed).
4. Enter the company ID in the Client to Import field or select the company from the drop-down list.
5. For the target client, click the **Create new CSA client** option and enter the company ID to be created in CSA.
6. Click the Import button.
7. After the conversion has finished, be sure to make the necessary changes or corrections to the converted data as specified in the sections of this document entitled “Items transferred during the conversion” and “Conversion notes and exceptions.”

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## Items transferred during the conversion

The following tables are provided to identify fields in GoSystem Fund that will be converted to CSA. The tables are organized by screens in GoSystem Fund and denote the path to the corresponding window or dialog in CSA.

### General client information

The following information is converted when a **new** client is created during the conversion. If you convert data into an **existing** client, this information is **not** converted and must be entered manually in the File / Client Properties dialog.

| GoSystem Fund field name | CSA menu navigation<br>CSA field name                     | Comments and additional information |
|--------------------------|---|-------------------------------------|
|                          | <b>File / Client Properties / General Information tab</b> |                                     |
| Company Name             | Client name   |                                     |

| GoSystem Fund field name  | CSA menu navigation<br>CSA field name            | Comments and additional information   |
|---|--|---|
| Address   | Address line 1, Address line 2, City, State, ZIP |   |
| Primary Phone Number  | Telephone #                                      |   |
| Federal ID  | EIN  |   |
| <b>File / Client Properties / Trial Balance tab (or General Ledger tab)</b> |  |   |
| Entity  | Entity type                                      |   |
| Fiscal year end   | Current fiscal year end                          | See "Conversion notes and exceptions" for more information on the conversion of the processing periods. |

## General ledger account information

| GoSystem Fund field name              | CSA menu navigation<br>CSA field name | Comments and additional information  |
|---------------------------------------|---------------------------------------|--|
| <b>Setup / Chart of Accounts</b>      |                                       |  |
| Account Number                        | Acct#                                 | See "Conversion notes and exceptions" for more information on the conversion of the account numbers. |
| Account Type                          | Type                                  | See "Conversion notes and exceptions" for more information on the conversion of the account type.    |
| Account Name                          | Description                           |  |
| Current Year Balances Debit or Credit | Balance                               |  |
| Prior Year Balances Debit or Credit   | <year> Balance                        | Up to four prior years' balances are converted.  |
| Tax Codes                             | Tax code                              | Tax codes entered in GoSystem Fund convert to the appropriate tax codes in CSA.                      |

## Journal entries

| GoSystem Fund field name                 | CSA menu navigation<br>CSA field name | Comments and additional information |
|--|---------------------------------------|-------------------------------------|
| <b>Tasks / Adjusting Journal Entries</b> |                                       |                                     |
| Ref #                                    | Reference                             |                                     |
| JE Type                                  | Entry Types                           |                                     |
| Date                                     | Date                                  |                                     |
| Account Number                           | Account                               |                                     |
| Description                              | Description                           |                                     |
| Amount                                   | Amount                                |                                     |

## Grouping codes and subcodes

| GoSystem Fund field name          | CSA menu navigation<br>CSA field name | Comments and additional information   |
|-----------------------------------|---------------------------------------|---|
| <b>Setup / Grouping Schedules</b> |                                       |   |
| Grouping Schedule Name            | Grouping Schedule Description         | See "Conversion notes and exceptions" for more information on the conversion of grouping schedules. |
| Group ID                          | Code                                  |   |
| Group Description                 | Code Description                      |   |
| Subcode ID                        | Subcode                               |   |
| Subcode Description               | Subcode Description                   |   |

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## Items not transferred during conversion of data from GoSystem Fund

Although most data from GoSystem Fund is converted, some data cannot be converted due to differences in program features and data structures between GoSystem Fund and CSA. The following items that cannot be converted are organized by screen in GoSystem Fund.

### General client information

While most client information is converted, the company ID, contact name, preparer, and reviewer cannot be converted.

### Chart of Accounts information

The account type is converted from GoSystem Fund into CSA, but the class and subclass information is not used in CSA and therefore is not converted. In addition, the workpaper reference number does not convert.

### Memo accounts

GoSystem Fund allows you to use memo accounts to post journal entries and other items to accounts without affecting the general ledger. CSA does not currently support this feature. The program will not convert memo accounts (accounts set up with the type of **Memo** in the Chart of Accounts window). Journal entries posted to these memo accounts will be converted. You may change the account type in GoSystem Fund prior to converting, add the accounts to the chart after the conversion, or delete the entries after converting.

### Budget amounts

Current-year budget amounts and prior-year budget amounts cannot be converted for a GoSystem Fund client.

## Funds

Fund groups and funds are not converted.

## Transactions

Transaction detail entered in the writeup journal in GoSystem Fund cannot be converted into CSA. However, the amount is included in the current-period balance amount in the Chart of Accounts.

## Financial statements

Report formats, report details, user-defined statements, workpapers, and leadsheet schedules cannot be converted.

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## Conversion notes and exceptions

This section details all known conversion exceptions between data from GoSystem Fund and the converted data in CSA. Conversion exceptions may include differences in field lengths between GoSystem Fund and CSA, required parsing of information from one field in GoSystem Fund to multiple fields in CSA, manipulation of GoSystem Fund data to conform to CSA requirements, and so forth.

### Amount limitations

GoSystem Fund allows amounts up to 99,999,999,999.99. However, CSA allows for amounts only up to 999,999,999.99. If the client data includes dollar amounts greater than 999,999,999.99, the data does not convert into CSA.

### Chart of Accounts mask

The CSA Chart of Accounts mask is similar in structure to the General Ledger Account mask in GoSystem Fund. However, there are a few differences that need to be accounted for before you convert your clients.

- CSA does not allow account numbers to consist of all zeros. If account numbers consist of all zeros in GoSystem Fund, you will need to renumber those accounts before you convert your data.
- CSA allows only one decimal separator in the account number and no more than 10 characters to the right of the decimal. GoSystem Fund allows multiple decimal separators in account numbers. If the Chart of Accounts in GoSystem Fund includes more than one decimal separator or if there are more than 10 characters to the right of the decimal separator, you will need to renumber the Chart of Accounts before converting data to CSA.
- CSA allows only alphanumeric characters and separators in the account number field. If your accounts in GoSystem Fund contain other characters (including spaces), you will need to renumber the accounts prior to converting.

### Account type

CSA allows for four account types to be set up in the Chart of Accounts window.

- Accounts set up with a type of Asset in GoSystem Fund convert with an account type of A in CSA.

- Accounts with a type of Liability or Equity in GoSystem Fund convert with an account type of L in CSA.
- Accounts set up in GoSystem Fund with a type of Operating and class of Revenues, Other Financing Sources, Transfers In, or Other Revenues convert with an account type of R in CSA.
- Accounts set up in GoSystem Fund with a type of Operating and class of Expenses/Expenditures, Other Financing Uses, Transfers Out, or Other Expenses convert with an account type of E in CSA.

## GL account balance basis

GoSystem Fund allows you to keep general ledger balances for adjusted basis, report basis, federal tax basis, and other basis. The beginning balance from GoSystem Fund is converted into the beginning balance field in CSA.

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**Note:** If you are converting data into an existing CSA client, the conversion data does not overwrite existing accounts, descriptions, or beginning balances. Adjusting entries and transaction amounts are reflected in the Setup / Chart of Accounts window, displaying the adjusted basis. You can view report, tax, and other balance bases in the Tasks / Trial Balance window. For information on setting up balance definitions, search on **Balance definitions (Trial Balance CS)** from the index of the CSA help browser.

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## Rounding entry

If rounding is selected in GoSystem Fund prior to converting, the reclassifying entry used in GoSystem Fund to round amounts is converted to CSA. We recommend that you turn off rounding before you convert your data.

## Posting transactions

If you have added the General Ledger module during the client setup in CSA and you will be posting transactions in the Transactions window, the current-period balance amount will be deleted, and only existing journal entries and transactions will be included in the current-period balance. Therefore, if you enter detail transactions in GoSystem Fund, it is recommended that you convert the client at the end of the year and then roll the period forward in CSA before posting transactions in CSA.

## Processing periods

GoSystem Fund allows you to process clients only annually. Even if you are a licensed user of Engagement CS or the General Ledger module of Write-Up CS within CSA, the GoSystem Fund client data can only be converted into a client that is processed **annually** in CSA.

## Grouping schedules and lead schedules

Trial Balance CS allows for up to five grouping schedules to be created.

- GRP 1 in GoSystem Fund converts to Grouping Schedule 1 in CSA.
- GRP 2 converts to Grouping Schedule 2 in CSA.
- Leadsheet codes and subcodes convert to Grouping Schedule 3 in CSA.

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## Verifying your converted data

Although the conversion utility is designed to convert your data as accurately as possible, there are some instances when the conversion may not convert all data correctly due to data corruption or other anomalies within the GoSystem Fund data. Follow the steps below to verify that your GoSystem Fund data has been converted correctly.

After the conversion has finished, the client opens in CSA.

1. Make all necessary changes as noted in the “Conversion notes and exceptions” section of this document.
2. In GoSystem Fund, print the Trial Balance Report and the Journal Entry Report.
3. In CSA, print the Trial Balance Report and the Adjusting Journal Entry Report.
4. Compare the reports. If the information contained on the GoSystem Fund reports does not match the information in the CSA reports, you need to determine which journal entries or account balances are invalid or missing and enter the information into CSA manually. Other reports are available in both programs if you cannot determine the discrepancy using the reports listed above.

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## If you encounter problems

If you encounter problems during the conversion of client data from GoSystem Fund to your Creative Solutions Accounting software and you are unable to reconcile the data using the various reports and tools in CSA, contact CS Support.

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## Report format comparison information between GoSystem Fund and Trial Balance CS

The table in this section compares report formats in GoSystem Fund and Trial Balance CS. You can create and customize report formats in Trial Balance CS to closely match those in GoSystem Fund.

### Selecting the report format in GoSystem Fund

1. Select a report from the **Reports** menu in GoSystem Fund.
2. Highlight a format in the **Report Formats** pane of the Report dialog.
3. Click the **Change Format** button to open the Report Options dialog for the selected report format.
4. Select the appropriate report options and click OK.



## Selecting the report format in Trial Balance CS within CSA

1. Click the **Print Reports** icon on the shortcut bar in the CSA main window to open the Print dialog.
2. Double-click the desired report from the Reports tab to move it to the Selected listview pane.
3. Click the **Options** button to open the Options dialog for the selected report. Specify the appropriate options on the General tab in the Options dialog.

| GoSystem Fund report format and options  | Trial Balance CS report and options   |
|--|---|
| <p><b>Trial Balance – Adjusted</b><br/>Sorted by account numbers</p> <ul style="list-style-type: none"> <li>▪ <b>Column A:</b> Account number</li> <li>▪ <b>Column B:</b> Description</li> <li>▪ <b>Column C:</b> Workpaper reference</li> <li>▪ <b>Column D:</b> Prior period adjusted</li> <li>▪ <b>Column E:</b> Unadjusted balance</li> <li>▪ <b>Column F:</b> All adjustments DR and (CR)</li> <li>▪ <b>Column G:</b> Adjusted DR and (CR)</li> </ul> | <p><b>Trial Balance Worksheet (1)</b></p> <ul style="list-style-type: none"> <li>▪ <b>Basis:</b> Adjusted</li> <li>▪ <b>Sort order:</b> Account number</li> <li>▪ <b>Account type:</b> A&amp;L</li> <li>▪ <b>Optional information:</b> Include prior-year balances</li> <li>▪ <b>Tickmarks and workpaper references:</b> Include workpaper reference</li> </ul> <p><b>Trial Balance Worksheet (2)</b></p> <ul style="list-style-type: none"> <li>▪ <b>Sort order:</b> Account number</li> <li>▪ <b>Basis:</b> Adjusted</li> <li>▪ <b>Account type:</b> R&amp;E</li> <li>▪ <b>Optional information:</b> Include prior-year balances</li> <li>▪ <b>Tickmarks and workpaper references:</b> Include workpaper reference</li> </ul> <p><b>Note:</b> If a page break is not required between Balance Sheet and Income Statement Accounts, print one Trial Balance Worksheet with <b>All</b> as the Account type.</p> |
| <p><b>Trial Balance – Adjusted</b><br/>Sorted by account numbers with no adjustments</p> <ul style="list-style-type: none"> <li>▪ <b>Column A:</b> Account number</li> <li>▪ <b>Column B:</b> Description</li> <li>▪ <b>Column C:</b> Workpaper reference</li> <li>▪ <b>Column D:</b> Prior period adjusted</li> <li>▪ <b>Column E:</b> Adjusted DR and (CR)</li> </ul>  | <p><b>Trial Balance Report</b></p> <ul style="list-style-type: none"> <li>▪ <b>Basis:</b> Adjusted</li> <li>▪ <b>Sort order:</b> Account number</li> <li>▪ <b>Format:</b> Summary</li> <li>▪ <b>Amounts:</b> Balance</li> <li>▪ <b>Data range:</b> Year to date</li> <li>▪ <b>Year:</b> Range of years and select Prior to Current</li> <li>▪ <b>Optional information:</b> Include workpaper reference</li> </ul>   |

| GoSystem Fund report format and options  | Trial Balance CS report and options   |
|--|---|
| <p><b>Trial Balance – Adjusted</b><br/>Summarized by Leadsheet Code + Leadsheet Subcode</p> <ul style="list-style-type: none"> <li>▪ <b>Column A:</b> Leadsheet code + Leadsheet subcode</li> <li>▪ <b>Column B:</b> Description</li> <li>▪ <b>Column C:</b> Prior period adjusted</li> <li>▪ <b>Column D:</b> Unadjusted balance</li> <li>▪ <b>Column E:</b> All adjustments DR and (CR)</li> <li>▪ <b>Column F:</b> Adjusted DR and (CR)</li> </ul>  | <p><b>Grouping Schedule Report</b></p> <ul style="list-style-type: none"> <li>▪ <b>Sort order:</b> Order Entered</li> <li>▪ <b>Grouping report selection:</b> Select the appropriate grouping schedule (such as the Leadsheet Schedule)</li> <li>▪ <b>Range of codes:</b> &lt;None&gt;</li> <li>▪ <b>Balance display:</b> Mark Unadjusted and Adjusted</li> <li>▪ <b>AJE Display:</b> Total</li> <li>▪ <b>Prior Year Balance display:</b> Include prior year balances and Adjusted</li> <li>▪ <b>Print options:</b> Include subcode</li> </ul>                                    |
| <p><b>Trial Balance – Adjusted</b><br/>Summarized by Leadsheet Code + Leadsheet Subcode<br/>(By account detail and journal entry detail)</p> <ul style="list-style-type: none"> <li>▪ <b>Column A:</b> Leadsheet code + Leadsheet subcode and account number</li> <li>▪ <b>Column B:</b> Description</li> <li>▪ <b>Column C:</b> Prior period adjusted</li> <li>▪ <b>Column D:</b> Unadjusted balance</li> <li>▪ <b>Column E:</b> Journal entry number</li> <li>▪ <b>Column F:</b> All adjustments DR and (CR)</li> <li>▪ <b>Column G:</b> Adjusted DR and (CR)</li> </ul> | <p><b>Grouping Schedule Report</b></p> <ul style="list-style-type: none"> <li>▪ <b>Sort order:</b> Order Entered</li> <li>▪ <b>Grouping report selection:</b> Select the appropriate grouping schedule (such as the Leadsheet Schedule)</li> <li>▪ <b>Range of codes:</b> &lt;None&gt;</li> <li>▪ <b>Balance display:</b> Mark Unadjusted and Adjusted</li> <li>▪ <b>AJE Display:</b> Total or Details</li> <li>▪ <b>Prior Year Balance display:</b> Include prior year balances and Adjusted</li> <li>▪ <b>Print options:</b> Include account number, Include subcode</li> </ul> |
| <p><b>Trial Balance – Federal</b><br/>With account detail</p> <ul style="list-style-type: none"> <li>▪ <b>Column A:</b> Tax Code and account detail</li> <li>▪ <b>Column B:</b> Description</li> <li>▪ <b>Column C:</b> Prior period federal DR and (CR)</li> <li>▪ <b>Column D:</b> Adjusted DR and (CR)</li> <li>▪ <b>Column E:</b> Federal journal entry DR and (CR)</li> <li>▪ <b>Column F:</b> Federal DR and (CR)</li> </ul>   | <p><b>Tax Code Report</b></p> <ul style="list-style-type: none"> <li>▪ <b>Balance display:</b> Mark Adjusted and Tax</li> <li>▪ <b>Print options:</b> Display account detail, Display adjustments, Include prior year balances (mark Tax)</li> </ul>  |
| <p><b>Trial Balance – Financial</b><br/>With Type subset: Income statement</p> <ul style="list-style-type: none"> <li>▪ <b>Column A:</b> Account number</li> <li>▪ <b>Column B:</b> Description</li> <li>▪ <b>Column C:</b> Unadjusted balance DR and (CR)</li> <li>▪ <b>Column D:</b> All adjustments DR and (CR)</li> <li>▪ <b>Column E:</b> Adjusted DR and (CR)</li> <li>▪ <b>Column F:</b> Income statement adjusted DR and (CR)</li> </ul>   | <p><b>Trial Balance Worksheet</b></p> <ul style="list-style-type: none"> <li>▪ <b>Sort order:</b> Account number</li> <li>▪ <b>Basis:</b> Adjusted</li> <li>▪ <b>Account type:</b> R&amp;E</li> <li>▪ <b>Optional information:</b> Include prior year balances, Separate P&amp;L and B/S columns</li> </ul>   |

| GoSystem Fund report format and options   | Trial Balance CS report and options   |
|---|---|
| <p><b>Trial Balance – Other Basis</b></p> <ul style="list-style-type: none"> <li>▪ <b>Column A:</b> Account number</li> <li>▪ <b>Column B:</b> Description</li> <li>▪ <b>Column C:</b> Prior period other basis DR and (CR)</li> <li>▪ <b>Column D:</b> Federal balance DR and (CR)</li> <li>▪ <b>Column E:</b> Federal and other journal entries DR and (CR)</li> <li>▪ <b>Column F:</b> Other basis DR and (CR)</li> </ul>  | <p><b>Trial Balance Worksheet</b></p> <ul style="list-style-type: none"> <li>▪ <b>Sort order:</b> Account number</li> <li>▪ <b>Basis:</b> Other</li> <li>▪ <b>Account type:</b> All</li> <li>▪ <b>Optional information:</b> Include prior year balances</li> </ul>  |
| <p><b>Trial Balance – Standard</b></p> <ul style="list-style-type: none"> <li>▪ <b>Column A:</b> Account number</li> <li>▪ <b>Column B:</b> Workpaper reference</li> <li>▪ <b>Column C:</b> Description</li> <li>▪ <b>Column D:</b> Prior period adjusted</li> <li>▪ <b>Column E:</b> Unadjusted balance</li> <li>▪ <b>Column F:</b> All adjustments DR and (CR)</li> <li>▪ <b>Column G:</b> Adjusted DR and (CR)</li> <li>▪ <b>Column H:</b> All reclassifying journal entries DR and (CR)</li> <li>▪ <b>Column I:</b> Report balance DR and (CR)</li> </ul> | <p><b>Trial Balance Worksheet</b></p> <ul style="list-style-type: none"> <li>▪ <b>Sort order:</b> Account number</li> <li>▪ <b>Basis:</b> Report</li> <li>▪ <b>Account type:</b> All</li> <li>▪ <b>Optional information:</b> Include prior year balances, Include AJE description (optional)</li> <li>▪ <b>Tickmarks and workpaper references:</b> Include workpaper reference</li> </ul>   |
| <p><b>Trial Balance – Working</b></p> <ul style="list-style-type: none"> <li>▪ <b>Column A:</b> Account number</li> <li>▪ <b>Column B:</b> Description</li> <li>▪ <b>Column C:</b> Workpaper reference</li> <li>▪ <b>Column D:</b> Unadjusted balance DR or (CR)</li> <li>▪ <b>Column E:</b> All adjustments DR and (CR)</li> <li>▪ <b>Column F:</b> Adjusted DR and (CR)</li> </ul>  | <p><b>Trial Balance Worksheet</b></p> <ul style="list-style-type: none"> <li>▪ <b>Sort order:</b> Account number</li> <li>▪ <b>Basis:</b> Adjusted</li> <li>▪ <b>Account type:</b> All</li> <li>▪ <b>Optional information:</b> Include prior year balances, Include AJE description (optional)</li> <li>▪ <b>Tickmarks and workpaper references:</b> Include workpaper reference</li> </ul>   |
| <p><b>Chart of Accounts</b></p> <p>By account number</p> <ul style="list-style-type: none"> <li>▪ <b>Column A:</b> Account number</li> <li>▪ <b>Column B:</b> Description</li> <li>▪ <b>Column C:</b> Type (T), Class (S) Subclass(S)</li> <li>▪ <b>Column D:</b> Leadsheet Code and Subcode</li> <li>▪ <b>Column E:</b> Adjusted balance DR or (CR)</li> </ul>   | <p><b>Chart of Accounts Listing</b></p> <ul style="list-style-type: none"> <li>▪ <b>Sort order:</b> Account number</li> <li>▪ <b>Basis:</b> Mark Balance and Adjusted</li> <li>▪ <b>Grouping schedules:</b> Select the appropriate grouping schedule such as, Leadsheet Schedule.</li> </ul> <p><b>Note:</b> The account type is converted from GoSystem Fund into CSA, but the class and subclass information is not used in CSA and therefore is not converted. Leadsheet codes and subcodes are converted to Grouping Schedule 3 in CSA.</p> |

| GoSystem Fund report format and options  | Trial Balance CS report and options   |
|--|---|
| <p><b>Chart of Accounts – Account Changes</b></p> <p>The Account Changes report lists all account changes for the active client. GoSystem Fund lists all changes made since last closing. It includes account number and name, type of change, and previous and current settings. The report will highlight any new accounts that have been added.</p> <ul style="list-style-type: none"> <li>▪ <b>Column A:</b> Account number</li> <li>▪ <b>Column B:</b> Description</li> <li>▪ <b>Column C:</b> Type of Change</li> <li>▪ <b>Column D:</b> Previous</li> <li>▪ <b>Column E:</b> Current</li> </ul> | <p><b>Account Changes Report</b></p> <ul style="list-style-type: none"> <li>▪ <b>Sort order:</b> Choose either Account number or Type of Change</li> <li>▪ <b>Selected items to include:</b> Choose either All accounts with changes or Accounts with selected changes</li> </ul>   |
| <p><b>Journal Entries</b></p> <p>With All types of journal entries (sorted by their type)</p> <ul style="list-style-type: none"> <li>▪ <b>Column A:</b> Journal entry sequence</li> <li>▪ <b>Column B:</b> Status</li> <li>▪ <b>Column C:</b> Account/Code</li> <li>▪ <b>Column D:</b> Description</li> <li>▪ <b>Column E:</b> Workpaper reference</li> <li>▪ <b>Column F:</b> Journal entry DR and (CR)</li> </ul>  | <p><b>Adjusting Journal Entry Report</b></p> <ul style="list-style-type: none"> <li>▪ Range to print: All</li> <li>▪ <b>Entry types to include:</b> Mark all or selected types</li> <li>▪ <b>Optional information:</b> Account description, Separate debit/credit columns, Workpaper reference</li> <li>▪ <b>Sort options:</b> Entry type</li> </ul> <p><b>Notes</b></p> <ul style="list-style-type: none"> <li>▪ To include non-posted journal entries, select the Entry type option to include Potential Journal Entries in the Adjusting Journal Entry report.</li> <li>▪ In the Adjusting Journal Entries Options dialog you can mark the <b>Increment AJE Reference by</b> checkbox for each new transaction that you enter and specify the number by which to increment.</li> </ul> |

| GoSystem Fund report format and options  | Trial Balance CS report and options  |
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| <p><b>Client Journal Entries</b></p> <p>The Journal Entries Report in GoSystem Fund is used to record the entries in a numerical sequence for the auditor's workpapers. When an entry is deleted, GoSystem Fund does not renumber the journal entries on the report; the audit trail is kept intact and cross-referencing is preserved.</p> <p><b>Note:</b> A different Client Journal Entries report can be printed for the client that displays only those posted entries that were not deleted. These entries are re-sequenced so that there are no gaps in the report.</p> <ul style="list-style-type: none"> <li>▪ <b>Column A:</b> Journal entry sequence</li> <li>▪ <b>Column B:</b> Status</li> <li>▪ <b>Column C:</b> Account/Code</li> <li>▪ <b>Column D:</b> Description</li> <li>▪ <b>Column E:</b> Workpaper reference</li> <li>▪ <b>Column F:</b> Journal entry reference</li> <li>▪ <b>Column G:</b> Journal entry DR and (CR)</li> </ul> | <p><b>No matching report.</b></p>  |
| <p><b>Journal Entries – Adjustments Passed</b></p> <p>The Summary of Adjustments Passed Report in GoSystem Fund shows all audit differences (over a materiality scope) identified during the examination, which have not been corrected, at the conclusion of the audit.</p>   | <p><b>Adjusting Journal Entry Report</b></p> <ul style="list-style-type: none"> <li>▪ Range to print: All</li> <li>▪ Entry types to include: Mark only Potential</li> <li>▪ Optional information: Account description, Separate debit/credit columns</li> <li>▪ Sort options: Entry type</li> </ul> <p><b>Note:</b> The report will display the non-posted journal entries marked with the entry type of Potential that represent entries which have not been corrected. The report does not analyze these types of journal entries.</p> |
| <p><b>Journal Entries – Net Income Effect</b></p> <p><b>Column A:</b> (Line 1) Net income before adjustments, (Line 2) Listing of the adjustments, (Line 3) Total adjustments, (Line 4) Net income after adjustments</p>   | <p><b>Adjusting Journal Entry Report</b></p> <ul style="list-style-type: none"> <li>▪ Range to Print: All</li> <li>▪ Entry types to include: Mark only Adjusting</li> <li>▪ Optional information: Mark only Net income effect</li> <li>▪ Sort options: Mark either Reference number or Entry type</li> </ul> <p><b>Note:</b> The report does not display the Net Income before or after adjustments.</p>   |

| GoSystem Fund report format and options   | Trial Balance CS report and options   |
|---|---|
| <p><b>Journal Entries – Year End Adjustment</b></p> <ul style="list-style-type: none"> <li>▪ <b>Column A:</b> Account number</li> <li>▪ <b>Column B:</b> Description</li> <li>▪ <b>Column C:</b> Adjusted DR and (CR)</li> </ul>  | <p><b>Trial Balance Worksheet</b></p> <ul style="list-style-type: none"> <li>▪ <b>Sort order:</b> Account number</li> <li>▪ <b>Basis:</b> Adjusted</li> <li>▪ <b>Account type:</b> R&amp;E</li> <li>▪ <b>Optional information:</b> &lt;None&gt;</li> <li>▪ <b>Tickmarks and Workpaper References:</b> &lt;None&gt;</li> </ul>   |
| <p><b>Writeup</b></p> <p>The Writeup report in GoSystem Fund includes the transaction detail entered in any of the 12 Writeup journals.</p> <p><b>Note:</b> The Writeup journals in GoSystem Fund are available if the Use writeup checkbox is marked in the Options tab of the Client Information dialog.</p>  | <p>Write-up journals are available only when the General Ledger module of Write-Up CS is selected for the client.</p>   |
| <p><b>General Ledger</b></p> <ul style="list-style-type: none"> <li>▪ <b>Column A:</b> Account number</li> <li>▪ <b>Column B:</b> Journal entry reference</li> <li>▪ <b>Column C:</b> Journal entry date</li> <li>▪ <b>Column D:</b> Account description and journal entry description</li> <li>▪ <b>Column E:</b> (Line 1) Beginning balance, (Line 2) Adjustments DR and (CR), (Line 3) Adjusted DR and (CR)</li> </ul> | <p><b>Trial Balance Worksheet</b></p> <ul style="list-style-type: none"> <li>▪ <b>Sort order:</b> Account number</li> <li>▪ <b>Basis:</b> Adjusted</li> <li>▪ <b>Account type:</b> All</li> <li>▪ <b>Optional information:</b> Include AJE description</li> </ul> <p><b>Note:</b> The General Ledger Report includes any write-up journal entries that are entered for the client in Write-Up CS.</p> |

| GoSystem Fund report format and options   | Trial Balance CS report and options   |
|---|---|
| <p><b>Workpapers – Leadsheet Schedules</b></p> <ul style="list-style-type: none"> <li>▪ <b>Column A:</b> (Line 1) Leadsheet code + Leadsheet subcode, (Line 2) Workpaper Reference, (Line 3) Description</li> <li>▪ <b>Column B:</b> Prior period report DR and (CR)</li> <li>▪ <b>Column C:</b> Unadjusted balance DR and (CR)</li> <li>▪ <b>Column D:</b> AJE reference #</li> <li>▪ <b>Column E:</b> Adjusting journal entry (AJE) amount DR and (CR)</li> <li>▪ <b>Column F:</b> Adjusted DR and (CR)</li> <li>▪ <b>Column G:</b> Reclassifying journal entry (RJE) Reference #</li> <li>▪ <b>Column H:</b> RJE Amount DR and (CR)</li> <li>▪ <b>Column I:</b> Report balance DR and (CR)</li> </ul> <p><b>Note:</b> GoSystem Fund has a memo attachment feature that allows you to include additional information to an existing leadsheet schedule.</p> | <p><b>Grouping Schedule Report</b></p> <ul style="list-style-type: none"> <li>▪ <b>Sort order:</b> Order Entered</li> <li>▪ <b>Grouping Report selection:</b> Select the appropriate grouping schedule (such as the Leadsheet Schedule)</li> <li>▪ <b>Range of codes:</b> Select the appropriate codes.</li> <li>▪ <b>Balance display:</b> Mark Unadjusted, Adjusted, and Report</li> <li>▪ <b>AJE Display:</b> Totals or Details</li> <li>▪ <b>Prior Year Balance display:</b> Include prior year balances and Report</li> <li>▪ <b>Print options:</b> Include account number, Include tickmarks, and Include workpaper reference</li> </ul> <p><b>Note:</b> A memo attachment cannot be included on this report. This report can also be created as a custom Excel workpaper in Engagement CS, where you have the ability to customize the leadsheet schedule and additional information such as notes.</p> |
| <p><b>Workpapers – Account Analysis</b></p> <p><b>Column A:</b> (Line 1) Beginning balance, (Line 2) Transactions total, (Line 3) Ending balance</p> <p><b>Note:</b> GoSystem Fund has a memo attachment feature that allows you to include additional information to an existing leadsheet schedule.</p>   | <p><b>Grouping Schedule Report</b></p> <ul style="list-style-type: none"> <li>▪ <b>Sort order:</b> Order Entered</li> <li>▪ <b>Grouping Report selection:</b> Select the appropriate grouping schedule (such as the Leadsheet Schedule)</li> <li>▪ <b>Range of codes:</b> Select the appropriate codes.</li> <li>▪ <b>Balance display:</b> Mark Unadjusted and Adjusted</li> <li>▪ <b>AJE Display:</b> Totals or Details</li> </ul> <p><b>Note:</b> A memo attachment cannot be included on this report. This report can also be created as a custom Excel workpaper in Engagement CS, where you have the ability to customize the leadsheet schedule and additional information such as notes.</p>   |
| <p><b>Workpapers – Fund Workpapers</b></p> <p>You can choose Tasks / Workpapers / Fund Workpapers in GoSystem Fund to create custom formatted workpapers.</p>   | <p>Custom formatted workpapers can be created for the engagement client from Engagement CS. Choose File / New / Document and select the Custom Excel workpaper or cash flow statement option. Use the Create Workpaper wizard to customize the columns for the workpaper.</p>   |

| GoSystem Fund report format and options   | Trial Balance CS report and options  |
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| <p><b>Workpapers – Tickmarks</b></p> <ul style="list-style-type: none"> <li>▪ <b>Column A:</b> Tickmark</li> <li>▪ <b>Column B:</b> Document name</li> <li>▪ <b>Column C:</b> Tickmark description</li> </ul> <p><b>Note:</b> This report lists the global and local tickmarks and their descriptions that are assigned to the Fund workpapers.</p> | <p>Custom formatted workpapers can be created for the engagement client from Engagement CS. Choose File / New / Document and select the Custom Excel workpaper or cash flow statement option. Use the Create Workpaper wizard to customize the columns for the workpaper. Once the document has been created, open the document in Microsoft® Excel,® and choose Tickmark Legend from the Engagement CS pull-down menu.</p>  |
| <p><b>Cash Flow Worksheets</b></p> <p>Cash Flow Worksheet Analysis, Cash Flow Current Line Detail and Line Descriptions, and Prior Year Amounts</p> <p>The Cash Flow reports in GoSystem Fund include information that appears in the Cash Flow worksheets, Analysis windows, and Cash Flow Lines window.</p>                                       | <p>Cash flow statements can be created in Microsoft Excel from Engagement CS based on information that is linked directly to your client's trial balance data in Creative Solutions Accounting. In Engagement CS, choose Setup / Cash Flow Worksheet to access the Prior Year Amounts and Cash Flow Analysis Report.</p> <p>Once the Cash Flow Worksheet has been analyzed, choose File / New / Document and select the option to create a Custom Excel workpaper or cash flow statement in Engagement CS.</p> |
| <p>Financial Statements – Fund Financial Statements</p>   | <p>Financial statements can be created using the Financial Reporter module of Trial Balance CS or by customizing them in Microsoft Excel or Microsoft Word® via Engagement CS.</p>   |
| <p><b>Financial Statement – Automatic Statements</b></p> <p>Automatic financial statements in GoSystem Fund provide a quick representation of the financial position of the client. These statements cannot be edited and are broken down into Balance Sheet, Income Statement, and Combined BS/IS.</p>   | <p>The Financial Statement Worksheet report in Creative Solutions Accounting displays the account balance information for preparing or reviewing financial statements. It also includes a line for each account, the account number, type, debit and credit Balance Sheet columns, debit and credit Statement of Income columns, and increase and decrease columns for Changes in Account Balances (for B/S accounts).</p>   |
| <p><b>Variance Report</b></p> <ul style="list-style-type: none"> <li>▪ <b>Column A:</b> Account number</li> <li>▪ <b>Column B:</b> Description</li> <li>▪ <b>Column C:</b> Prior period adjusted DR and (CR)</li> <li>▪ <b>Column D:</b> \$ Change</li> <li>▪ <b>Column E:</b> % Change</li> <li>▪ <b>Column F:</b> Adjusted DR and (CR)</li> </ul> | <p><b>Trial Balance Variance Report</b></p> <ul style="list-style-type: none"> <li>▪ <b>Type:</b> Account number</li> <li>▪ <b>Comparison criteria:</b> Prior Period and Current Period Adjusted Amount Type</li> <li>▪ <b>Thresholds:</b> \$ and % thresholds</li> </ul>  |



| GoSystem Fund report format and options   | Trial Balance CS report and options   |
|---|---|
| <p><b>Batch Printing</b></p> <p>Allows you to set up and print a group of reports.</p>  | <p>Set up report profiles from the Print Reports dialog in Trial Balance CS to create a predefined batch of reports in an exact collation sequence with the specific print options that you choose. A report profile can save you time if you need to print the same set of reports and forms multiple times for the client.</p>  |
| <p><b>Tax Proformas</b> (available from the Utilities / Tax Tools menu)</p> <p>The Tax Proforma is a preliminary review of the tax return. The report does not include any tax law or tax changes.</p>  | <p><b>No matching report.</b></p>   |
| <p><b>Tax Diagnostic</b> (available from the Utilities / Tax Tools menu)</p> <p>The Diagnostic report provides a verification that tax coding was completed correctly.</p> <ul style="list-style-type: none"> <li>▪ <b>Line 1:</b> Accounts with no tax codes</li> <li>▪ <b>Line 2:</b> Tax codes not supported by tax software</li> <li>▪ <b>Line 3:</b> Non-standard Fund tax codes</li> <li>▪ <b>Line 4:</b> Accounts with tax codes not found in the client's tax code file.</li> </ul>   | <p><b>Tax Export Diagnostics</b></p> <p>This report is available after the tax link file is created from the Utilities / Tax Exports dialog.</p> <ul style="list-style-type: none"> <li>▪ <b>Line 1:</b> Accounts with no tax codes</li> <li>▪ <b>Line 2:</b> Accounts with Non-standard tax codes</li> <li>▪ <b>Line 3:</b> Accounts with tax codes not supported by tax software</li> <li>▪ <b>Line 4:</b> Accounts with tax codes not included in the export file (The tax software calculates the amount.)</li> </ul> |
| <p><b>Tax Grouping</b> (available from the Utilities / Tax Tools menu)</p> <ul style="list-style-type: none"> <li>▪ <b>Column A:</b> Tax code and account detail</li> <li>▪ <b>Column B:</b> Description</li> <li>▪ <b>Column C:</b> Prior period federal DR and (CR)</li> <li>▪ <b>Column D:</b> (Line 1) Tax vendor's code, (Line 2) Adjusted DR and (CR)</li> <li>▪ <b>Column E:</b> (Line 1) Tax vendor's input form reference, (Line 2) Federal journal entry DR and (CR)</li> <li>▪ <b>Column F:</b> Federal DR and (CR)</li> </ul> | <p><b>Tax Code Report</b></p> <ul style="list-style-type: none"> <li>▪ <b>Balance display:</b> Mark Adjusted and Tax</li> <li>▪ <b>Print options:</b> Display account detail, Display adjustments, Include prior year balances (mark Tax)</li> </ul> <p><b>Note:</b> The Tax Code Report does not include the tax vendor's translated code and input form reference.</p>  |

## Additional information

If you are appropriately licensed for Engagement CS, please refer to the GoSystem Audit and GoSystem Fund Financial Statement and Workpaper Conversion Guide (PDF) to convert and add GoSystem Audit Microsoft Excel and Word template-based financial statements and workpapers to the client engagement in Creative Solutions Accounting. To view or print a copy of this document, choose **CSA Help Topics** from the Help menu, search on **GoSystem Audit** from the index of the CSA help browser, and click the **GoSystem Audit and GoSystem Fund Financial Statement and Workpaper Conversion Guide (PDF)** entry.

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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](http://CS.ThomsonReuters.com) or [ES.ThomsonReuters.com](http://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](http://CS.ThomsonReuters.com) or [ES.ThomsonReuters.com](http://ES.ThomsonReuters.com).