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# CONVERSION GUIDE

## Financial Statement Files from CSA to Workpapers CS

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### Introduction and conversion program overview

The CS Professional Suite Accounting Conversion wizard available from the File > Import menu in Workpapers CS<sup>™</sup> provides for batch conversions of multiple global or client financial statements from the Trial Balance CS<sup>®</sup> program within Creative Solutions Accounting<sup>™</sup> (CSA) and the CS Professional Suite<sup>®</sup> Accounting Products software.

This conversion guide covers the procedures for converting the financial statement files and explains how the converted data appears within Workpapers CS financial statements.

Please review this document in its entirety before actually beginning the conversion process.

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**Note:** Before you convert your data, we encourage you to read through the [Transitioning from CSA to Accounting CS services](#) topic on our Help & How-To Center.

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### Objective

The overall objective is to provide a significant advantage by reproducing in Workpapers CS the custom financial statements you have created within CSA. However, due to differences in financial statement set up and data structures that exist between CSA and Workpapers CS, some data cannot be converted to exact equivalents. Therefore, you should **not** expect to exactly duplicate results from CSA using the converted data without adding or modifying the appropriate data in Workpapers CS. The specific items that cannot be converted and conversion exceptions are listed in the section of this document entitled "Data not transferred" starting on page 10 of this guide.

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### Conversion considerations and recommendations

When preparing to convert your financial statement files from CSA to Workpapers CS, please review the following considerations and recommendations before starting the actual conversion process.

## General information

- Some statement setup items that exist in CSA are not converted because there are no specific matches in Workpapers CS.
- Some statement setup items within Workpapers CS do not exist within CSA and, therefore, the default values in Workpapers CS are used.
- Some statement setup items not included in the conversion process at this time will be made available for conversion with a subsequent release of the Workpapers CS software.

## Prior to converting financial statement files

- You will first need to export the statements from CSA v.2010.0.3 or higher (with the Financial Reporter module v.2010.0.1 or higher) prior to beginning the statement conversion in Workpapers CS.
- Review the security settings in Workpapers CS that are related to import **and** conversion processes.
- When converting client-specific financial statements, you will first need to convert the client data before converting the financial statement files.

## Statement formatting

Some formatting, such as decimal precision used in the CSA sample financial statements, may not convert properly. If you use a CSA statement that was originally a sample statement, complete the following steps prior to exporting the statement from CSA to fix any formatting settings that may not convert properly.

1. In CSA, open the financial statement and click in the blank gray cell above row one and to the left of Column A to highlight the entire statement.
2. Choose Format > Cells and click OK.
3. Repeat steps 1 and 2 above for each sheet in the statement.
4. Verify that all formatting looks correct in the CSA statement and then follow the steps to export and then convert the updated financial statement.

## Conversion information


At the end of each financial statement conversion, you should review the converted statement in Workpapers CS to ensure that information converted correctly.

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## Conversion procedures

### *Exporting financial statements from CSA*

Use the following steps to export financial statement files from CSA into the **.csa** format required for the conversion into Workpapers CS.

1. Open CSA by clicking the  shortcut icon on your desktop or in the Virtual Office CS® screen.

2. Choose File > Open Client and select the client for which you will be converting financial statements.

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**Note:** If exporting **global** financial statements, you may open any Trial Balance CS client so that you can open the Financial Statement Editor.

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3. Choose Setup > Financial Statements.
4. In the Financial Statement Editor, choose Utilities > Export to Accounting CS.
5. In the Financial Statement Export dialog, mark the *Client-specific statements* checkbox and/or the *Global statements* checkbox, and then double-click the statements you want to export to move them to the right-hand pane.
6. Click OK to begin exporting the statement to the .csa file format required for the conversion. If multiple statements are selected, this may take several minutes. The .csa statement export files for client statements are saved to the \winsci\csadata\<clientid>\ folder where your CSA software is installed. The global .csa statement export files are saved to the \winsci\csasys\statements folder where your CSA software is installed.
7. After the statement export files have been saved, you should see a message prompt saying "All statements were exported to Workpapers CS successfully." Click OK.

### **Converting the .csa financial statement files into Workpapers CS**

Use the following steps to convert the .csa financial statement files (created using the steps in the section above) into Workpapers CS using the conversion wizard.

1. Open Workpapers CS by clicking the  shortcut icon on your desktop or in the Virtual Office CS screen.
2. Choose File > Import > CS Professional Suite Accounting Products Conversion.
3. In the Source Data screen, the default location is displayed for the Creative Solutions Accounting system (**global**) data files (as specified in the Setup > File Locations dialog in Workpapers CS).
  - The default location for a CSA installation on your local drive or on your firm's network is **X:\Winsci\CSASys** (where X represents the letter of the drive where CSA is installed).
  - The default location for a CSA installation in the Virtual Office CS environment is **Y:\CSASys** (where Y represents the drive where CSA has been installed).
  - Changing the location within the Source Data screen is considered a onetime override of the default location.

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**Note:** Although network drives are not automatically mapped in the Virtual Office CS environment, you can still access them by entering \\client\T\$ in the appropriate dialog (where T represents the network drive mapping).

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4. In the Source Data screen, the default location is displayed for your CSA **client data** files (as specified in the Setup > File Locations dialog in Workpapers CS).
  - The default CSA data location for a local or network installation is **X:\Winsci\CSADData** (where X represents the letter of the drive where CSA has been installed).

- The default CSA data location in Virtual Office CS is **Y:\CSADData** (where Y represents the drive to which CSA has been installed in the Virtual Office CS environment).
  - Changing the location within the Source Data screen is considered a onetime override of the default location.
5. In the Source Data Screen, click the *Financial Statements* option for the data type to convert, and then click Next.
  6. In the Statement Type screen of the conversion wizard, specify whether you would like to convert global or client-specific financial statements from CSA. If you select global statements, you will also need to select a client, which is used when converting client-specific data for the global financial statements, such as account group or grouping schedule data. Click Next to continue.

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**Note:** The global client selection and the client statement selection list are filtered to only display CSA clients that have already been converted into Workpapers CS and for which financial statement files have already been exported from CSA to the .csa file format.

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7. Click **Finish** and, when the diagnostics information is displayed on your screen, click the **Print** button and refer to that information when reviewing the converted financial statement files in Workpapers CS.

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#### **Notes**

- The financial statement conversion uses information from the **client** conversion, such as changes to location or department setup and grouping schedule information.
- Converted statements appear in the Financial Statements folder in the Report Designer or Print Reports screen. Client statements are renamed to include **<clientid>** at the beginning of the statement name. Global statements are renamed to include **Global** at the beginning of the statement name.
- If a statement already exists in Workpapers CS, a new statement with the identical name is not converted. Therefore, to reconvert a statement, you first need to delete it from the Report Designer in Workpapers CS. To do so; choose File > Report Designer, expand the Financial Statements folder, highlight the statement to delete, and choose File > Delete Statement.
- CSA statements with multiple sheets are converted to as Workpapers CS statements with multiple regions. The name of a sheet in a CSA statement is used as the name of the corresponding region within the Report Designer in Workpapers CS.

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## **Data transferred during data conversion**

The following tables are provided to identify information in CSA financial statements that are converted to Workpapers CS. The tables are organized by CSA and Workpapers CS screens and specify the necessary screen navigation.

## Statement properties

| CSA menu navigation and field name                               | Workpapers CS menu navigation and field name     | Comments and additional information  |
|--|--|--|
| <b>Financial Reporter &gt; File &gt; Properties</b>              | <b>Report Designer &gt; File &gt; Page Setup</b> |  |
| Orientation  | Paper tab > Orientation                          |  |
| Margins  | Paper tab > Margins                              |  |
| Header/Footer Margin   | Paper tab > Margins                              |  |
| Page Layout (Center Horizontally or Center Vertically)           | Paper tab > Center on Page                       |  |
| Paper Size   | Paper tab > Paper Size                           |  |
| Header Page Range  | Report tab > Header Options                      |  |
| Footer Page Range  | Report tab > Header Options                      |  |
| Rounding   |  | In Workpapers CS, rounding is set up during the client setup process rather than for each statement. To view rounding information, open the Accounting Information tab of the Clients screen and choose Balance Definitions. |
| Border   | Page Border tab                                  |  |
| <b>Financial Reporter &gt; Format &gt; Cells &gt; Font tab</b>   | <b>Report Designer &gt; Format &gt; Cells</b>    |  |
| Font   | Font tab > Font Settings > Font                  |  |
| Font Style   | Font tab > Font Settings > Style                 |  |
| Font Size  | Font tab > Font Settings > Size                  |  |
| Underline  | Font tab > Font Settings > Underline Style       |  |
| Color  | Font tab > Font Settings > Color                 |  |
| Strikethrough  | Font tab > Font Effects > Strikethrough          |  |
| All Uppercase  | Font tab > Font Effects > Case                   |  |
| <b>Financial Reporter &gt; Format &gt; Cells &gt; Number tab</b> | <b>Report Designer &gt; File &gt; Page Setup</b> |  |
| Dollar/Percent   | Format tab                                       |  |
| Negative Numbers   | Format tab                                       |  |
| Decimal Precision  | Format tab                                       |  |
| Zero Amounts   | Format tab                                       |  |

| <b>CSA menu navigation and field name</b>                           | <b>Workpapers CS menu navigation and field name</b>                     | <b>Comments and additional information</b>  |
|---|---|---|
| <b>Financial Reporter &gt; Format &gt; Cells &gt; Alignment tab</b> |   |   |
| Horizontal  | Alignment tab > Horizontal  |   |
| Vertical  | Alignment tab > Vertical  |   |
| Indent  | Alignment tab > Indent  |   |
| <b>Financial Reporter &gt; Format &gt; Borders</b>                  | <b>Report Designer &gt; Format &gt; Cells &gt; Border</b>               |   |
| Color   | Color   |   |
| Style   | Style   | All border styles are converted to a solid line.  |
| Width   |   | No equivalent in Workpapers CS.   |
| Border  | Border  |   |
| <b>Financial Reporter &gt; Format &gt; Column Width</b>             | <b>Report Designer &gt; Format &gt; Column &gt; Width</b>               |   |
| <b>Financial Reporter &gt; Format &gt; Row Height</b>               | <b>Report Designer &gt; Format &gt; Row &gt; Height</b>                 |   |
| <b>Financial Reporter &gt; Merge and Center Cells</b>               | <b>Report Designer &gt; Formatting Toolbar &gt; Merge and Center</b>    |   |
| <b>Financial Reporter &gt; Edit &gt; Conditional Expressions</b>    | <b>Report Designer &gt; Format &gt; Conditional Expression</b>          |   |
| Description   | Description   |   |
| Beginning Row   | Action > If true, print   |   |
| Ending Row  | Action > If true, print   |   |
| Otherwise   | Action > If false, print  |   |
| Print if  | Condition   |   |
| <b>Financial Reporter &gt; Insert &gt; Variables</b>                | <b>Report Designer &gt; Insert &gt; Variables</b>                       | All variables are also listed in the Variables section of the Design Tools toolbar.   |
| Amount  | (From the Variable Tree)<br>Chart of Accounts Activity > Core > Amounts | Account group variable amounts from CSA are converted to use account classification codes and/or subcodes using a standard mapping. |

| CSA menu navigation and field name            | Workpapers CS menu navigation and field name   | Comments and additional information   |
|---|--|---|
| Text  | (From the Variable Tree)<br>Firm > Custom Fields                                       | The standard text variables from CSA are converted into variables from the Client and Firm section of the Variable toolbar. Custom text variables are converted into Firm custom fields (in the Custom Fields tab of the Setup > Firm Information > Firm screen).   |
| Date  | (From the Variable Tree)<br>System > Date  |   |
| Periods                                       | (From the Variable Tree)<br>Client > Accounting Processing > Periods                   |   |
| Additional Amounts                            | (From the Variable Tree)<br>Client > Custom Fields                                     | Additional amounts are converted into Client custom fields (in the Custom Fields tab of the Setup > Clients screen).  |
| Locations and Departments                     | (From the Variable Tree)<br>Chart of Accounts > Account Segments > Codes > Description | Ls or Ds are converted as Segments with the description of "Location" or "Department."  |
| <b>Financial Reporter &gt; Row Properties</b> | <b>Report Designer &gt; Design Tools &gt; Row Properties</b>                           | Workpapers CS does not use the same row types as CSA, but row properties are converted with similar properties. <ul style="list-style-type: none"> <li>▪ Account rows are converted using repeating levels.</li> <li>▪ Totals rows are converted with the <i>Print total</i> checkbox marked in the Row Properties.</li> <li>▪ Description rows are converted with the description as the contents.</li> <li>▪ Header rows are converted with the <i>Title Row</i> checkbox marked.</li> <li>▪ Storage rows are not converted.</li> </ul> |
| Type  |  | No equivalent in Workpapers CS.   |
| Amounts                                       | Grouping Type and Grouping Contents  |   |
| Description                                   | Contents   |   |
| Text Column                                   |  | No equivalent in Workpapers CS.   |
| Storage Name                                  |  | No equivalent in Workpapers CS.   |

| <b>CSA menu navigation and field name</b>      | <b>Workpapers CS menu navigation and field name</b>                   | <b>Comments and additional information</b>   |
|--|---|--|
| Sort Order                                     |   | Sort order is determined when the report is printed.   |
| Sort Column                                    |   | Sort order is determined when the report is printed.   |
|  | <b>Report Designer &gt; Format &gt; Cells &gt; Format tab</b>         |  |
| Change Sign                                    | Multiply by -1  |  |
| Print Account #                                | (From the Variable Tree)<br>Chart of Accounts > Accounts > GL Account |  |
| Print Dash                                     |   | No equivalent in Workpapers CS.  |
| Print Zero Bal                                 | Print zeros   |  |
| <b>Financial Reporter &gt; Cell Properties</b> | <b>Report Designer &gt; Design Tools &gt; Cell properties</b>         |  |
| Text   | Contents  |  |
| Contents                                       | Contents  |  |
| Period   | Period  |  |
| Amount Type                                    | Amount Type   |  |
| Basis  | Basis   |  |
| Change Sign                                    | Format > Cells > Format tab > Multiply by -1                          |  |
| Location                                       | Design Tools > Cell Properties > Segments                             | Cells filtered by a location convert with that segment marked in the Segment Filters dialog.   |
| Department                                     | Design Tools > Cell Properties > Segments                             | Cells filtered by a department convert with that segment marked in the Segment Filters dialog. |



## Account groups

| CSA menu navigation and field name     | Workpapers CS menu navigation and field name | Comments and additional information  |
|--|--|--|
| <b>Setup &gt; Account Groups</b>       | <b>Setup &gt; Account Groupings</b>          |  |
| Description                            |  | CSA statement formulas that include account groups are converted to use account classification codes and subcodes in Workpapers CS using a standard mapping.<br><b>Note:</b> Some account groups convert to multiple grouping codes and subcodes in the formula. |
| Account # > Account Group to Account # |  |  |

## Grouping schedules

| CSA menu navigation and field name   | Workpapers CS menu navigation and field name | Comments and additional information   |
|--------------------------------------|--|---|
| <b>Setup &gt; Grouping Schedules</b> | <b>Setup &gt; Account Groupings</b>          |   |
| Description                          | Description                                  | CSA statement formulas that include grouping schedules are converted to use the same grouping schedules in Workpapers CS. |
| Code > Description                   | Code > Description                           |   |
| Subcode > Description                | Subcode > Description                        |   |

## Additional amounts

| CSA menu navigation and field name   | Workpapers CS menu navigation and field name    | Comments and additional information  |
|--------------------------------------|---|--|
| <b>Setup &gt; Additional Amounts</b> | <b>Setup &gt; Clients &gt;Custom Fields tab</b> |  |
| Label                                | Description                                     | Additional amounts are converted with the client as Client custom fields with an Amount type (in the Custom Fields tab of the Setup > Clients screen). |
| Amount                               | Amount  |  |

## Custom text variables

| CSA menu navigation and field name            | Workpapers CS menu navigation and field name | Comments and additional information   |
|---|--|---|
| Setup > System Configuration > Text Variables | Setup > Firm > Custom Fields tab             |   |
| Description                                   |  | Custom text variables are converted with the client as Firm custom fields with a Text type. |
| Text  |  |   |

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## Data not transferred

Although most financial statement data is converted from CSA, some data cannot be converted due to differences in program features and data structures between CSA and Workpapers CS. Following the conversion, you will need to set up this information, if applicable, in Workpapers CS. (Enhancements to the conversion in future releases may include all or some of these features.)

### Borders

Page border formats in Workpapers CS differ from those in CSA. All border selections in CSA convert into the standard single-line border in Workpapers CS.

### Cell shading

Patterned cell shading is not converted.

### Charts

Charts and graphs are not converted.

### Conditional expressions

Conditional expressions referencing multiple account groups or grouping schedule codes or subcodes and those using multiple period selections are not currently converted. All conditional expressions from CSA are converted with the condition selection to print if the values do not equal to zero.

### Merge-and-center formatting

Vertical merge-and-center formatting is not converted.

### Storage names and rows

Workpapers CS does not have an equivalent to the storage names and rows used in CSA statements. These rows are converted as regular rows in Workpapers CS. If you do not want these rows to print on the statement, select the row, right-click, select row height, and change the row height to 0. You will need to update any formulas referring to the original storage rows to refer to the value in the hidden row.

## Transmittal letters

Transmittal Letters are not converted.

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## Verifying your converted data

Although the conversion program 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 in the CSA financial statement data. Use the following steps, as well as any information from the diagnostics you printed earlier in the conversion process, to verify that your financial statement files have been converted correctly.

1. In CSA, open the client database and print or preview the converted financial statements from the Print Reports dialog.
2. In Workpapers CS, print the converted statements from the File > Print Reports dialog.
3. Compare the financial statements from CSA to the converted financial statements in Workpapers CS.

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## If you encounter problems

If you encounter problems while converting client data from CSA to your Workpapers CS software but are unable to reconcile the data using the various reports and tools in CSA, contact CS Support.

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## Help & Support

### Help & How-To Center

For answers to questions on using Workpapers CS, access the Help & How-To Center by choosing Help > Help & How-To, by clicking the  button on the toolbar, or by pressing CTRL+Y. You can also use the search field on the toolbar to search for topics. 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 Workpapers CS by choosing **Help > Additional Resources > General Support Information**.

### Website resources and email subscriptions

Visit [our website](#) to access the Tax & Accounting Community (formerly ARNE), to learn about training courses, to view blogs and articles, and more. You can access the website from within Workpapers CS by choosing **Help > On the Web > CS Professional Suite Home page**.

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