
CONVERSION GUIDE

CS Professional Suite Accounting Products 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™ provides both for batch conversions of data for multiple clients and for custom conversions of data for individual clients from Trial Balance CS® and Engagement CS® in Creative Solutions Accounting™ (CSA) and the CS Professional Suite Accounting Products software. This conversion guide covers the procedures for both methods of importing the data files and explains where imported data appears within Workpapers CS.

Please review this document in its entirety before actually beginning the conversion process for either single or multiple clients.

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.

Objective

The overall objective is to provide a conversion of client data from CSA to Workpapers CS. However, due to differences in processing calculations and data structures between CSA and Workpapers CS, some data cannot be imported. Therefore, you should **not** expect to exactly duplicate results from CSA using the imported data without adding or modifying the appropriate data in Workpapers CS. The specific items that cannot be imported and conversion exceptions are listed in the section of this document entitled “Data that is not transferred” starting on page 15 of this guide.

Conversion considerations and recommendations

When preparing to import your client data from CSA to Workpapers CS, please review the following considerations and recommendations before starting the actual conversion process.

General information

- We recommend that you import a smaller, easy-to-process client first. This will help you to become familiar with the conversion options in Workpapers CS.
- If the Chart of Account's mask contains a decimal followed by one or more Cs, the mask is imported as one segment in Workpapers CS.
- Some data items that exist in CSA are not imported because there are no specific matches in Workpapers CS.
- Some data items within Workpapers CS do not exist within CSA and, therefore, the default values in Workpapers CS are used.
- Some data 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.
- The integration between Workpapers CS Workpapers and Microsoft® Word and Microsoft Excel® is designed for specific versions of Microsoft products. While the integration may operate properly with different versions of Microsoft Office, the results you would receive in those circumstances may not be desirable. Please note that only the following versions of Microsoft Office are supported by the conversion program, and these requirements apply to each workstation that will be running the conversion.
 - Microsoft Office 2007
 - Microsoft Office 2010

Prior to converting the client data

Pre-conversion steps in CSA

- Open the Chart of Accounts window in CSA, choose Edit > Verify Accounts, and fix any issues that are indicated.
- Compact your client data before importing. From the CSA main window, choose Help > Repair. In the Repair dialog, select the client you are preparing to import, and then click the Compact button.
- If you are converting client data from Engagement CS, restore any archived engagements that you would like to convert for the client by choosing File > Archive > Restore in Engagement CS.

Note: We recommend keeping wrapped up and archived engagements in Engagement CS plus a static electronic copy. Because of the difference between the two products, some data may not convert completely, and keeping historic data in Engagement CS ensures data integrity.

- If the option to compress/secure engagement data is marked in the Help > Repair dialog in CSA, clear that option and then open and close each client prior to converting.

Pre-import steps in Workpapers CS

- Review the security settings in Workpapers CS that are related to import **and** conversion processes.
- If converting client data from Engagement CS, create staff logins for all users that exist in CSA. You will need to map the staff during the conversion process. Please note that assignments to staff who are no longer set up in Engagement CS will convert as unassigned.

Additional conversion information

At the end of each conversion and before beginning any processing in Workpapers CS, you should review the client data in Workpapers CS. The program may display certain message prompts either to convey information or to specify that you need to complete further action before you begin processing.


- **Review import diagnostics.** Always print and review the import diagnostics, which will help in pinpointing potential data issues.

Financial statements

After you have already completed the conversion of client data from CSA to Workpapers CS, you can begin importing financial statements for the client using the conversion wizard. For details, refer to the PDF guide entitled [Conversion Guide: CSA Financial Statement Files from CSA to Workpapers CS](#).

Import procedure

Use the following steps to import existing CSA client data 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 Conversion.
3. On 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 CSA system data on your local drive or on your firm's network is **X:\Wincsi\CSASys** (where X represents the letter of the drive where CSA has been installed).
 - The default location for CSA system data in Virtual Office CS is **Y:\CSASys** (where Y represents the drive where CSA has been installed).
 - Changing the location within the Source Data screen is considered a one-time override of the default location and the change is not saved.

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).

4. On 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:\Wincsi\CSAData** (where X represents the letter of the drive where CSA has been installed).
 - The default CSA data location in Virtual Office CS is **Y:\CSAData** (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. Choose **Clients** as the data type to import. To view and select conversion options interactively for a selected client, mark the *Perform a custom conversion (Recommended)* checkbox on the Source Data screen. However, to import data from two or more clients at once, you need to clear that checkbox. Click Next.
6. On the Source Data – Clients screen of the conversion wizard, select the client(s) whose data you would like to import. Click Next to continue.
7. On the Modules screen, by default all data types are selected for conversion. Clear the checkboxes for the types of data that you do not wish to import for the selected client(s). Note that because some information requires user assistance to import properly, certain areas are available only during a custom conversion.

Trial Balance tab	Engagement tab
<ul style="list-style-type: none"> ▪ Account Groups ▪ Additional Amounts ▪ Balance Definitions ▪ Balances ▪ Chart of Accounts ▪ Grouping Schedules ▪ Journals ▪ M-3 Codes ▪ Tax Codes ▪ Tickmarks ▪ Transactions ▪ Workpaper References 	<ul style="list-style-type: none"> ▪ Engagement Binders

8. If you marked the option to convert Engagement Binders, the Data Mapping – Staff screen opens next. Map each CSA staff to the corresponding staff in Workpapers CS. (If there are no corresponding staff in Workpapers CS, cancel the conversion, record the missing staff information in the Setup > Firm Information > Staff screen within Workpapers CS, and then restart the conversion.)
9. If you marked the *Perform a custom conversion (Recommended)* checkbox on the first screen of the conversion wizard, click Next, and complete the steps in the next section, below. Otherwise, click **Finish** and, when the diagnostics information is displayed on your screen, click the **Print** button and refer to that information when completing the client setup steps in Workpapers CS.

Note: During the conversion of data from Engagement CS, for some Microsoft Word or Excel workpapers the program may prompt you to save changes to a temporary file. If so, click **No** to continue with the conversion. You may also see messages about the Microsoft Office Excel – Compatibility Checker. If so, click **Continue** to proceed with the conversion process.

Performing a custom conversion for a single client

The custom conversion process enables you to select and import more client detail than is available for the batch conversion and requires only a small amount of additional setup following the conversion. Depending on the options selected on the Modules screen, certain screens listed below will not appear during the conversion.

1. **Client Setup – Accounting Information.** Specify the GL account to use for undistributed items. If the field is left blank, the default account 999 is used without regard to the Chart of Account mask. Click Next.
2. **Client Setup – Account Mask.** You may change the position of the segments in the account mask by clicking the up or down buttons on the screen. In addition, you may add a separator after each segment if one does not already exist, or you may change the separator if one does exist. (Note that you can change the mask segments and separators from the Setup > Clients screen in Workpapers CS after the conversion has been completed.)
3. **Chart of Accounts – Classification.** In Workpapers CS, each GL account needs to be assigned to a classification code and (optionally) subcode to designate the account type. Choose whether to assign classification codes based on account groups or on a grouping schedule. Verify and, if necessary, change the default mapping of CSA account groups or grouping schedules to the classification codes and subcodes used in Workpapers CS. (Note that you can change information for individual accounts and to the overall mappings in Workpapers CS after the conversion has been completed.) Click Next.
4. Click **Finish**. When the diagnostics information is displayed on your screen, click the **Print** button and refer to that information when completing the client setup steps in Workpapers CS.

Post-conversion setup steps

Services

The modules selected for each client in CSA convert to the following services in Workpapers CS.

CSA module	Workpapers CS services
Trial Balance CS	Workpapers
Engagement CS	Workpapers

Financial statements

As noted above, after you have already completed the conversion of client data from CSA to Workpapers CS, you can begin converting financial statements for the client using the conversion wizard. For details, refer to the PDF guide entitled [Conversion Guide: CSA Financial Statement Files from CSA to Workpapers CS](#).

Data transferred during data conversion

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

Account groups

CSA menu navigation and field name	Workpapers CS menu navigation and field name	Comments and additional information
Setup > Account Groups	Setup > Account Groupings	
Description		The default Account Groupings in Workpapers CS are Account Classification and Leadsheet Schedule .
Account # > Account Group to Account #		The conversion uses the Account Classification grouping to assign Account Classification codes and subcodes for accounts assigned to corresponding Account Groups or Grouping Schedules in CSA.

Additional amounts

CSA menu navigation and field name	Workpapers CS menu navigation and field name	Comments and additional information
Setup > Additional Amounts	Setup > Custom Fields > Clients	
Description		Not imported.
Label	Client Custom Fields > Description	
Amount	Client Custom Fields > Amount	

Adjusting journal entries

CSA menu navigation and field name	Workpapers CS menu navigation and field name	Comments and additional information
Tasks > Adjusting Journal Entries	Actions > Enter Transactions > Type: Journal Entry	
Reference	Reference	
Date	Date	
Description	Description	

CSA menu navigation and field name	Workpapers CS menu navigation and field name	Comments and additional information
Workpaper	Workpaper	Workpaper references are imported for the journal entry, If the option to enter multiple descriptions and workpaper references was enabled in Trial Balance CS, workpaper references are imported for each distribution.
Additional Distributions (Account, Amount, Description)	Distributions (Account, Description, Amount)	
Special Types		
Reversing		Auto-reverse next period is marked for Reversing Journal entries.
	Setup > Transaction Templates	
Recurring	Journal entry, with a frequency "Last day of posting period"	
Recurring Template	Journal entry, with a frequency "On demand"	
	Actions > Enter Transactions > Type: Journal Entry	
Adjusting	Journal Entry - Adjusting	
Tax Adjustment	Journal Entry - Tax	
Reclassifying	Journal Entry - Reclassifying	
Other	Journal Entry - Other	
Potential	Journal Entry - Potential	

Balance definitions

CSA menu navigation and field name	Workpapers CS menu navigation and field name	Comments and additional information
Setup > Balance Definitions	Setup > Clients > Accounting Information tab > Balance Definitions	
Adjusted	Adjusted	
Report	Report	
Tax	Tax	
Other	Other	

Chart of Accounts and balances

CSA menu navigation and field name	Workpapers CS menu navigation and field name	Comments and additional information
Setup > Chart of Accounts	Setup > Chart of Accounts > Main tab	
Mask	Mask	
Acct #	Account number	
Type	Classification code Classification subcode	<p>The Type in CSA corresponds with the Classification code in Workpapers CS. For example, Classification codes CA, NPE, and NCA are asset codes, while codes CL and LTL are liability codes, and so forth.</p> <p>CSA account groups are automatically mapped to Workpapers CS Classification codes when a match can be made.</p> <p>The Classification Subcode further defines the account based on the Classification code selected.</p>
Description	Description	
Tax Code	Tax Code	Tax codes and tax code assignments are imported only for clients with a year end of 2008 or later.
	Unit	For a multi-unit client, the unit number is not appended to the tax code in Workpapers CS.
	Actions > Enter Trial Balance screen	
Beg Bal	Current year beginning balance	Balances are imported for the client and can be viewed in Workpapers CS reports or by choosing Actions > Enter Trial Balance.
Budget	<Budget 1>	
Adjusted Budget	<Budget 2>	

CSA menu navigation and field name	Workpapers CS menu navigation and field name	Comments and additional information
Workpaper Reference	WP Reference	
Setup > Chart of Accounts > Main tab		
Setup > Chart of Accounts > Enter Combining Accounts		Combining accounts are imported as core accounts in Workpapers CS and are included in the list of accounts in the Setup > Chart of Accounts screen.
Setup > Chart of Accounts > Enter Location – Department Descriptions	Setup > Account Segments	
Number	Code	Codes are specific to the account segment to which they belong. These codes are then used to create the account numbers on the Chart of Accounts screen of Workpapers CS.
Description	Code Description	
	Account Segment Description	If you use locations and/or departments for the client in CSA, a Location and Department named segment is created during the conversion.
Setup > Chart of Accounts > Edit Schedule M-3 Tax Codes	Setup > Chart of Accounts > Main tab	
M-3 Tax Code	M-3 Code	Custom M-3 tax codes convert to custom tax codes in Workpapers CS.
Setup > Chart of Accounts > Tax Code Account Groupings		
Description		
Tax Code	Tax Code	Tax code account groupings convert to custom tax codes in Workpapers CS.
<Account # to Account #>	Tax Code	Tax code account groupings convert to custom tax codes in Workpapers CS.

CSA menu navigation and field name	Workpapers CS menu navigation and field name	Comments and additional information
Setup > Chart of Accounts > Schedule M-3 Tax Code Account Groupings	Setup > Chart of Accounts > Main tab	
Description		
M-3 Tax Code	M-3 Tax Code	
<Account # to Account #>	M-3 Tax Code	M-3 tax code account groupings convert to custom tax codes in Workpapers CS.

Client information

CSA menu navigation and field name	Workpapers CS menu navigation and field name	Comments and additional information
File > Client Properties > General Information tab	Setup > Clients > Main tab	
Client ID	ID	
EIN	EIN/SSN	
Client name	Client name	
Payroll name	Payroll name	
DBA	DBA name	
Address (lines 1 and 2)	Addresses: Business (lines 1 and 2)	
City	City	
State	State	
ZIP	ZIP	
Telephone #	Phone and Fax Numbers: Business	
	Client Information: Active date	Data for this field autofills with "(none)."
	Client Information: Inactive date	Data for this field autofills with "(none)."
Industry code	Industry code	
File > Client Properties > General Information tab > Advanced Properties > Contact tab	Setup > Clients > Main tab > Additional Contacts	
Name	Name	
Title	Title	

CSA menu navigation and field name	Workpapers CS menu navigation and field name	Comments and additional information
	Company	
Street address (lines 1 and 2)	Business address (lines 1 and 2)	
City, State, ZIP	City, State, ZIP	
County/Province	County	
Country	Country	
Salutation	Salutation	
E-mail address	Email	
Phone numbers: Work, Ext. Fax Home Mobile Car Pager Other	Phone and Fax Numbers: Business Fax Home Mobile Car Pager Other	
File > Client Properties > General Ledger tab	Setup > Clients > Account Mask tab	
Chart of accounts mask	Chart of Accounts Mask: Core Segment Mask Color Separator	Ls or Ds are converted as Segments with the description of "Location" or "Department." Colors convert as black and may be changed following the conversion.
	Setup > Clients > Accounting Information tab	
Current period ending date	Current period end date	
Current fiscal year end	Current fiscal year end date	
Latest period ending date	Latest period end date	
Number of periods in current year	Period frequency	
Periods > Edit period end dates	Period end dates	
Years of balances to save		Workpapers CS stores an unlimited number of years of balances.
Years of transactions to save		Workpapers CS stores an unlimited number of years of transactions.

CSA menu navigation and field name	Workpapers CS menu navigation and field name	Comments and additional information
Entity Type Use Puerto Rico Tax Codes only	Entity	This checkbox setting is converted to Workpapers CS as either entity type 1120PR or 1065PR.
	Undistributed account	Defaults to 999.

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 > Custom Fields > Firm	
Description	Firm Custom Fields > Description	
Text	Firm Custom Fields > Text	

Grouping schedules

CSA menu navigation and field name	Workpapers CS menu navigation and field name	Comments and additional information
Setup > Grouping Schedules	Setup > Account Groupings	
Description	Description	
Code > Description	Code > Description	
Subcode > Description	Subcode > Description	

Journals

CSA menu navigation and field name	Workpapers CS menu navigation and field name	Comments and additional information
Setup > Journals	Setup > Journals	
Description	Description	
GL Report Code	Report code	

Tickmarks

CSA menu navigation and field name	Workpapers CS menu navigation and field name	Comments and additional information
Setup > Tickmarks	Setup > Firm Information > Tickmarks	
Tickmark	Text	

CSA menu navigation and field name	Workpapers CS menu navigation and field name	Comments and additional information
Description	Description	

Engagement-related data transferred during data conversion

The following information is provided to identify Engagement CS items that automatically convert to Workpapers CS when the Workpapers service is selected for the client.

Engagement binder information

CSA menu navigation and field name	Workpapers CS menu navigation and field name	Comments and additional information
File > Engagement Properties	Setup > Engagement Binders	
Name	Engagement binder name	
	Status	
Engagement period ending date	Period ending date	
Begin date	Beginning date	
End date	Ending date	
Audit engagement	Type	
Public entity	Public entity	
Report release date	Report release date	
View > Tree View Window	View > Workpapers Dashboard > Engagement Binders Tree (portlet)	
Engagement tree structure	Engagement binder tree structure	

Folder information

CSA menu navigation and field name	Workpapers CS menu navigation and field name	Comments and additional information
Tree View window	View > Workpapers Dashboard Folder Properties (Right-click a folder and choose Properties.)	
Folder name	Folder name	

Notes

CSA menu navigation and field name	Workpapers CS menu navigation and field name	Comments and additional information
Edit > Edit Review Note	View > Workpapers Dashboard > Workpaper Notes (portlet)	
Subject	Subject	Notes attached to an engagement binder, folder, or workpaper are imported into the Notes dialog and Notes portlet in the Workpapers Dashboard.
Dialog and Note text		
Cleared	Status	
Reviewed	Status	

Signoff types

CSA menu navigation and field name	Workpapers CS menu navigation and field name	Comments and additional information
Setup > System Configuration > Signoff Types	Setup > Firm Information > Signoff Types	
Type		Not converted.
Description	Description	Converted if the signoff type does not already exist in Workpapers CS.

Workpaper information

CSA menu navigation and field name	Workpapers CS menu navigation and field name	Comments and additional information
Edit > Workpaper Properties	View > Workpapers Dashboard > Workpaper Properties (portlet)	
Workpaper name	Name	The following document types are imported automatically: <ul style="list-style-type: none"> ▪ Microsoft Word and Excel documents. ▪ PPC's Practice Aids™ and Checkpoint® Tools workpapers. ▪ XML and HTML files (engagement reports). ▪ Adobe PDF files and other third-party documents such as text and image files
Workpaper Reference	Reference	
Assigned to	Assigned	
Roll Forward	Roll Forward	
Delete during Wrap Up	Delete on Finalize	

Workpaper signoffs

CSA menu navigation and field name	Workpapers CS menu navigation and field name	Comments and additional information
Edit > Workpaper Properties > Signoffs	View > Workpapers Dashboard > Workpaper Properties (portlet), Signoffs section	
Name	Staff ID	
Signoff	Signoff	
Date	Date	

Engagement CS Excel balance links (formulas / field functions)

The following table lists the applicable Engagement CS formulas and the equivalent formula variables in Workpapers CS.

Engagement CS variable type	Comments and additional information
Account	Converts to variable type Amount or Text and to variable source Account.
Account Groups	Does not convert; there is no equivalent formula in Workpapers CS.
Additional Amounts	Does not convert at this time.
Cash Flow Lines	Formula does not convert; there is no equivalent formula in Workpapers CS.
Date	Converts to variable type Text and as Period End Date variables under the variable source Engagement Properties.
Grouping Schedule	Converts to variable type Amount or Text and to variable source Grouping Schedule.
Net Income Variable	Converts to variable type Amount and to variable source Net Income Calculation.
Text	Converts to variable type Text and to the equivalent variable source — Client Properties, Firm Properties, or Firm Custom Fields.
Workpaper Properties	Converts to variable type Text and to variable source Workpaper Properties.

Data that is not transferred

Although most data from Trial Balance CS and Engagement CS is converted from CSA, some data cannot be imported 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.

Archived engagements

Archived engagements are not imported. To include them in the import, you would need to restore them in CSA prior to starting the conversion.

Chart of Accounts

Verify that Classification codes and subcodes are correct for each account.

Tax codes and tax code assignments are not imported for any client with a year-end date earlier than 2008.

Client notes / comments / reminder fields

The Processing Notes feature in Workpapers CS replaces the Client Notes feature in CSA. Client Notes are imported as Processing Notes if that checkbox is marked for the conversion.

Engagement binder properties

The engagement staff assignments, engagement staff privileges, and engagement description are not imported.

Firm client

The option to convert client data into an existing client in Workpapers CS is not currently available. Therefore, you will not be able to convert data from your CSA Firm client into the Firm client in Workpapers CS. However, you can use either of the following methods to transfer data to the Workpapers CS Firm client.

- Choose File > Import > Spreadsheet to import chart of accounts data into the Firm client using the Spreadsheet Import wizard. See the [Spreadsheet import overview](#) in our Help & How-To Center.
- Convert the CSA Firm client to a new Workpapers CS client, and then choose File > Transfer Client Information to transfer setup data from the new client to the Firm client. See the [Transferring client information](#) procedure in the Help & How-To Center for more details.

History

Engagement binder and workpaper history are not imported.

Local client data

Engagement binders designated as local client data (LCD) are not imported. Prior to converting, you should check all workpapers back in to the master client data (MCD) .

Microsoft Excel formulas

Microsoft Excel workpapers that contain Additional Amount variables cannot be converted at this time.

Engagement CS formulas for location/department clients created using the location/department filter are converted, but no location/department (segment) selection will be included in the formula. You can define the segment for the formula in Workpapers CS after completing the conversion. Alternatively, prior to starting the conversion, you can convert the segment definition by first updating the formulas in Engagement CS to use the location and department selectors rather than the location/department filter.

Microsoft Excel workpapers that are imported may include formulas that cannot be converted due to there being no equivalent formulas available in Workpapers CS. Those that cannot be converted include formulas for Account Groups and Cash Flow Lines. When these workpapers are opened in Workpapers CS, the original Engagement CS formula will exist as is and may be displayed as #NAME.

Microsoft Excel workpapers in a **finalized** engagement binder may display formulas as #VALUE!. To display the correct formula values, unfinalize the binder after converting, open and save the Excel workpapers, and then finalize the binder again.

Microsoft Word formulas

Microsoft Word workpapers that are imported may include add-ins, macros, links, or Engagement CS formulas (which are **not** removed or converted). Therefore, when these workpapers are opened in Workpapers CS, the program may try to update the formulas with the Engagement CS data, or they may be displayed as #VALUE or #NAME.

Signoffs

The staff IDs are imported for the workpaper signoff. For wrapped-up (finalized) engagement binders, the signoff is imported from CSA. For active engagement binders, the signoff is updated to match the Workpapers CS signoff ID mapped during the conversion process. Signoffs added at the engagement level are not imported. Signoffs added for a signoff type that has been deleted are not imported.

Staff security settings

Security settings are not currently included in the conversion. To set up security in Workpapers CS, mark the *Enable firm security* checkbox on the Preferences tab of the Setup > Firm Information > Firm screen, close and then re-open Workpapers CS (logging in as an administrator), and then choose Setup > Firm Information > Security Groups.

Transactions

Budget journal entries are not imported. Up to five budget balances can be entered directly within the Actions > Enter Trial Balance screen. Adjusted budget amounts are imported into the Adjusted budget balance.

Tax code entries are not imported at this time. Tax code assignments are not imported for any client with a year-end date earlier than 2008.

Transmittal letters

Transmittal letters are not imported.

Workpapers

Workpapers with workpaper references greater than 25 characters in length are not imported.

Wrapped-up engagements

Wrapped up engagements are imported as finalized engagement binders. Workpapers included in the finalized binders will have a protected status. Protected workpapers will open in a read-only mode and any formulas in those workpapers will not recalculate.

As noted above, Microsoft Excel workpapers in a **finalized** engagement binder may display formulas as #VALUE!. To display the correct formula values, unfinalize the binder after converting, open and save the Excel workpapers, and then finalize the binder again.

Verifying your converted data

Although the conversion program is designed to import your data as accurately as possible, there are some instances when the conversion may not import all data correctly due to data corruption or other anomalies in the CSA data. Use the following steps, as well as any information from the diagnostics you printed earlier in the conversion process, to verify that your client data has been imported correctly.

1. In CSA, open the client database and print the following reports:
 - Adjusting Journal Entry Report
 - Trial Balance Worksheet
2. In Workpapers CS, print the following reports:
 - Client List
 - Adjusting Journal Entry Report
 - Trial Balance Worksheet, Trial Balance – Condensed, or Trial Balance – Detailed
3. Compare the Client List from Workpapers CS with the information in the General tab of the Client Properties dialog in CSA, and then compare the other reports from CSA with those from Workpapers CS. If the information contained in the CSA reports does not match the Workpapers CS reports, you will need to determine which items are invalid or missing and manually enter them in Workpapers CS. If you encounter problems


If you encounter problems

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

Support

Help and 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 **0** for Product Support, and indicate that you require support for Workpapers CS. 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

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