CONVERSION GUIDE
CaseWare® Working Papers™ to Engagement Manager

Introduction

The overall objective of the data conversion from CaseWare Working Papers is to provide accurate and comprehensive data to help you move forward with Engagement Manager.

1. Install the conversion utility.

2. Use the conversion program to convert and import your engagement details into Engagement Manager.

3. Verify the conversion results in Engagement Manager.

We recommend that you import a smaller, easy-to-process client first. This will help you to become familiar with the conversion options in Engagement Manager.

It is also recommended to convert engagement data at the beginning of the year immediately after closing the prior year. If it cannot be performed at the year beginning, then converting at the period beginning is recommended. Due to limitations and differences between CaseWare and Engagement Manager, we are not able to convert all Adjusting Journal Entry types or Other Adjustments which could result in balance differences when converted in the middle or end of a period.

Please read this entire document before converting client data.

Note: Due to differences between products, some data must be modified during the conversion process and some data cannot be converted. Additions and/or modifications may be required in Engagement Manager after the conversion to duplicate engagement and workpaper information found in CaseWare Working Papers.

Conversion program overview

The overall objective of the conversion program is to provide a comprehensive conversion of your CaseWare Working Papers data to Engagement Manager. However, due to software differences between CaseWare Working Papers and Engagement Manager, some CaseWare Working Papers data cannot be converted. Therefore, you should not expect to exactly duplicate results from CaseWare Working Papers using the converted data without adding or modifying the appropriate data in Engagement Manager. The specific items that cannot be converted are listed in the "Items not converted" section of this guide. Conversion exceptions are listed in the "Conversion notes and exceptions" section.

Note: Additional steps are required to decompress client data for firms that use the SmartSync option in CaseWare. The conversion can't directly convert data that is stored off using SmartSync.
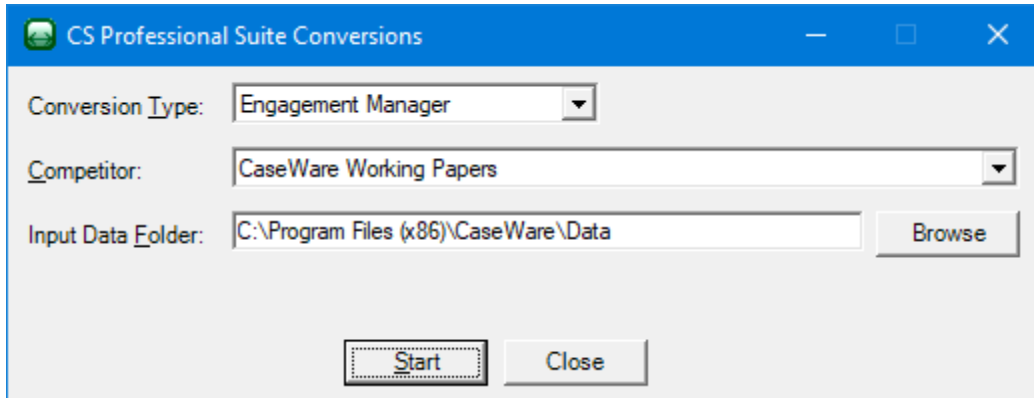
Installing the Conversion Utility

1. Uninstall any previous versions of the Engagement Manager Conversion utility, if installed.

    a. From the Start menu, choose Control Panel. (On some Windows systems, you may need to choose Settings > Control Panel.)

    b. Double-click Add or Remove Programs.

    c. Scroll to the Engagement Manager Conversion utility 🟢 icon and highlight that item.

    d. Click the Change/Remove button and then click Yes to uninstall the program.

2. Download the latest version of the conversion utility.

    a. Log into Engagement Manager.

    b. From the Setup Menu>*Firm* list>Downloads, click on the **CaseWare and ProSystem fx** link under *Conversion Utility*. If you do not see the utility for download in the list, please contact Engagement Manager Support to have it enabled.

    c. Open the Downloads location. Right click on the ***Engagement Manager Competitive Conversions.exe*** file and choose "Run as administrator".

    d. This will install the Engagement Manager conversion program to C:\Program Files\CSIConvert. You can choose to have a shortcut placed on the desktop.

Convert and upload engagement data to Engagement Manager

Complete these steps to convert the CaseWare Working Papers engagement(s) and upload to Engagement Manager.

1. Right-click the Conversion utility icon and choose Run as Administrator.

2. Verify that Engagement Manager is selected in the **Conversion Type** field and that CaseWare is selected in the **Competitor** field. Click the Start button.

3. In the Input Data Folder field, enter the path to the CaseWare Working Papers client data located in the installation path that you want to convert. The path defaults to C:\Program Files (x86)\CaseWare\Data. If your CaseWare Working Papers data is in a different location than the root CaseWare program location, data may not convert as expected. Click the Browse button to navigate to the appropriate drive and folder.

4. If any Excel or Word processes are running, you will be prompted to close them prior to conversion.

5. Login to Engagement Manager through the embedded browser window. Once logged in, click Continue.

6. A dialog will appear if the conversion identifies any folders in the data location that cannot be converted. If you see a folder that you expect to convert, please confirm the folder name, and engagement data file names match. The conversion will copy the details to Clipboard for later reference, click OK.

7. Enter the correct Year End date and the Engagement type for each engagement you wish to convert at this time. You can convert up to five engagements at a time. Click Continue.

8. Select the Engagement Manager client for each engagement being converted. Click Continue.

9. A dialog will appear after each engagement imports successfully. Click OK.

10. A dialog box will confirm all engagements converted and the Engagement Manager client it was uploaded to. Click OK.

Note: The data being converted must be in the same location as the CaseWare program files for the data to convert as expected.

Items converted

The following tables detail the CaseWare Working Papers data that converts to Engagement Manager.

Chart of Accounts and balances

CaseWare Working Papers menu navigation and field name	Engagement Manager menu navigation and field name	Comments and additional information
Trial Balance	**Trial Balance tab**	
Account No	Account number	
Name	Description	
Opening Balance + Transactions + Prior period Adjusting Entries	Unadjusted	Unadjusted balance is only converted for the current period using the Opening Balance, prior period transactions and adjustments. *See Conversion notes and exceptions
Prior: MM/DD/YYYY	Adjusted MM/DD/YYYY	Prior year\Prior period Adjusted balance is converted using the specific year Opening Balance + Adjustments. *See Conversion notes and exceptions
Budget	Budget	Only current year budget balance is converted.
Tax Export Code	Tax Code	Tax codes converted based on Tax Entity and Tax Vendor selection in Engagement Properties. *See Conversion notes and exceptions*
M3 Code	M3 Tax Code	M3 Tax codes converted based on Tax Entity and Tax Vendor selection in Engagement Properties. *See Conversion notes and exceptions*
Account Properties		
Class	Account Classification code	In CaseWare Working Papers, Class is a single item. Engagement Manager Account Classification codes can be comprised of a Code and Subcode. We will only convert a main code. *See Conversion notes and exceptions

Grouping schedules

CaseWare Working Papers menu navigation and field name	Engagement Manager menu navigation and field name	Comments and additional information
Grouping	**Trial Balance tab > Account Groupings**	
Group Name	Grouping	
Number	Code	
Name	Code Description	

Journal Entries

CaseWare Working Papers menu navigation and field name	Engagement Manager menu navigation and field name	Comments and additional information
Adjusting Entries	**Journal Entries tab**	
Current Entry	Reference	
Description	Description	
Additional Distributions (Number, Name, Total Amount)	Distributions (Account, Description, Amount)	
Recurring	Include	
Do not include in roll forward	Exclude	
Reversing	Reverse	
Type: Normal adjusting Reclassifying Tax - Federal Tax - State Tax - City Eliminating Other basis Unrecorded – factual Unrecorded – projected Unrecorded - judgmental	Type: Adjusting Reclassifying Federal Tax State Tax Other 3 Other 2 Other Proposed Proposed Proposed	Journal entries are posted to the specific engagement for which they were intended. By default, Reclassifying entries in Engagement Manager DO NOT impact Adjusted balances but they do in CaseWare.

Engagement information

CaseWare Working Papers menu navigation and field name	Engagement Manager menu navigation and field name	Comments and additional information
Engagement Properties	**Engagement Properties**	
File Name	Engagement name	The engagement name for CaseWare Working Papers is set to the File Name of the engagement.

CaseWare Working Papers menu navigation and field name	Engagement Manager menu navigation and field name	Comments and additional information
Engagement Properties	**Engagement Properties**	
Current Active Period	Trial Balance tab > Current Period	This engagement date is calculated off the Period Date Sequence and the Current Active Period.
Year-end date	Year End Date	
Type	Type	Engagement type must be selected during the conversion.
Tax Vendor	Vendor	
Tax Entity	Entity	
Current Period Date Sequence	Period Frequency	Engagement Manager uses Annual, Semi-Annual, Quarterly, Monthly and 13 Period frequencies. All others will import as Annual. *See Conversion notes and exceptions
Documents	**Workpapers tab**	
Engagement tree structure	Engagement tree structure	

Folder information

CaseWare Working Papers menu navigation and field name	Engagement Manager menu navigation and field name	Comments and additional information
Folder Properties	**Engagement tree structure**	
Name	Folder name	

Workpaper information

CaseWare Working Papers menu navigation and field name	Engagement Manager menu navigation and field name	Comments and additional information
New Document Link	**Workpaper Properties**	
Name	Description	
Number	Reference	

Conversion notes and exceptions

This section details conversion notes and exceptions.

- **Engagement tree structure:** After the conversion, the order and appearance of the engagement tree structure in Engagement Manager may differ from the CaseWare Working Papers folders. Please

note that all items are converted into the correct folder locations within the engagement. To provide maximum flexibility, Engagement Manager does not automatically sort folders and workpapers.

- **Documents:** PDF, Word, and Excel documents held inside of the data folder are converted.

- **Microsoft Excel formulas from CaseWare Connector:** Working formulas are converted IF there is a direct match to an Engagement Manager equivalent. Due to limitations and differences between CaseWare Connector and Engagement Manager, only simple formulas will convert. All other formulas will convert the formula result value.

- **Microsoft Excel and Word workpaper add-ins, macros, and links:** During the conversion process, add-ins, macros, and/or links are removed from Excel workpapers.

- **Manual workpapers:** Manual workpapers are converted as text documents.

- **Workpaper references:** Engagement Manager requires workpapers to have reference values. Workpapers without an index value are assigned a reference value during the conversion. You can rename the workpaper references if desired. If duplicate references exist within a folder, the duplicate reference will be renamed by the conversion program.

- **Compressed engagements:** Engagements that are compressed cannot be converted until they are uncompressed. When you run the conversion program, you will see a list of engagements that cannot be converted in their current state.

- **Split\duplicate Accounts:** Engagement Manager requires a single instance of a unique Account number. CaseWare permits the use of the same account number assigned to different "entities". We are not able to accurately convert the balances in this situation to a single account in Engagement Manager. Additional data entry is required to correct these balances. This will impact the prior period and prior year adjusted balances.

- **Balances:** Due to limitations, balances are converted using Adjusting Entries and Transactions that were assigned the same frequency as entered in *Current Period Date Sequence* selection in CaseWare Engagement Properties. Search Import trial balance in [Help and Support](#) should you need to manually import balances.

- **Tax Export Code and M3 Code:** Tax Export Code and M3 Code is converted for individual Accounts. Only valid Engagement Manager Tax Codes are imported for the engagement. Due to limitations and differences between CaseWare Working Papers and Engagement Manager, M3 code will only convert when the Tax Vendor is CCH ProSystem fx Tax or UltraTax.

- **Account Classification codes:** CaseWare *Class* codes consist of a single code. This Class code will be converted to one of the 5 primary classification codes in Engagement Manager. An Account Classification Subcode will not be converted.

- **Period Frequency:** The Engagement Manager Period Frequency is converted using the *Current Period Date Sequence* selection in CaseWare Engagement Properties. It is recommended to confirm that selection is your desired period before converting.

- **Adj. Entries:** Only Adjusting Entries for the current period are converted.

Items not converted

The following items are not converted. This is not an all-inclusive list.

- Document Links

- Automatic Documents

- CaseView Documents

- PPC content

- Excel Binary Workbooks .xlsb

- Compressed Engagements

- Issues

- Firm information

- Client Information

- Engagement and workpaper password information

- Engagement and workpaper history

- Tags

- Placeholders

- Staff

- Workpaper Signoffs

- File link or URLs in an engagement

Data Conversion Report

The CaseWare Working Papers to Engagement Manager conversion generates a PDF conversion report for each engagement converted and saves the report to the users *Documents* folder. The Data Conversion report lists certain modifications made during the conversion process, such as truncations, abbreviations, and so on. Most items in the report are informational and do not require immediate attention. You can view and print the report using Adobe® Reader® version 7.0 or higher. If Adobe Reader is not already installed on your computer, the latest version can be downloaded from the Adobe website.

If you encounter problems

Help and Support

For answers to questions on using Engagement Manager, access the Help & How-To Center by clicking the **Help** link on the toolbar. For more information, including sample searches, see Finding answers in Help and Support.

Product support

From the Support Contact Information page on our website, you can contact our Support team. For additional product support visit the Support section of our website. You can also access this within

Engagement Manager by choosing the (Help Icon) > Go to Help and Support.