CCH® ProSystem fx® Engagement to Engagement Manager

This document provides information about the data converted from ProSystem fx Engagement to Engagement Manager.

Contents

Introduction

The overall objective of the data conversion from ProSystem fx Engagement 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. 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 ProSystem fx Engagement.

Conversion program overview

The overall objective of the conversion program is to provide a comprehensive conversion of your ProSystem fx Engagement data to Engagement Manager. However, due to software differences between ProSystem fx Engagement and Engagement Manager, some ProSystem fx Engagement data cannot be converted. Therefore, you should not expect to exactly duplicate results from ProSystem fx Engagement 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.

Installing the ProSystem fx Workpaper Management module

The Engagement Manager conversion utility will use the ProSystem fx Local File Room (LFR) to convert your firm's data. Therefore, you must verify that the ProSystem fx Workpaper Management module is installed on a local workstation and then connect it to your firm's Central File Room (CFR) in ProSystem fx. After you install the conversion utility on the same workstation, you will be able to synchronize your engagement binders between the CFR and the LFR, ensuring that all of your engagement binders are included during the conversion process.

Note: The Workpaper Management module is included with the full installation of ProSystem fx Engagement. For more detailed instructions and minimum system requirements please review the ProSystem fx Engagement Installation Guide provided by CCH.

If you already have the Workpaper Management module installed on a local workstation, proceed to **Step 9 below**. Otherwise, follow these steps to install the Workpaper Management module.

Note: This local installation will not affect the performance of your current installation of ProSystem fx Engagement; however, we recommend that you back up your existing software before performing any updates.

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1. Locate the installation CD or executable file that matches the version of ProSystem fx installed on your network.

2. Choose to run the LaunchScreen.exe.

3. In the installation screen, choose to install an instance of SQL Express. This step will install an instance of \PROFXENGAGEMENT on the local machine. This SQL instance will hold the Local File Rooms from which the conversion utility is designed to run.

4. Install either Engagement or Engagement with Knowledge Coach, depending on what your firm uses.

5 In the Custom Setup screen of the installation wizard, deselect Administrator from the list of features to be installed.

6. Workpaper Management is the only feature required for conversion. Leave the settings for all selections under the Workpaper Management group and the default installation path as they are.

7. Click Next and then click Install.

8. Cick Finish when the installation is complete. You should now have a ProSystem fx Engagement icon on your desktop.

   Note: The icon should be pointing to C:\Pfx Engagement\WM\pfxStart.exe

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9. Double-click the icon to launch ProSystem fx Engagement.The first time you log in, ProSystem fx will prompt you to connect to the Office Central File Room.

10. After the program opens, you will see your firm's Central File Room in the lower-left corner of the screen. The Local File Room in the upper-left pane should be empty.

8. Double-click the Central File Room to display all available Clients.

9. Choose a client to prepare for conversion and double-click to open the client's Binder.

10 Right-click the binder you wish to prepare for conversion and click Synchronize Binder.

11 You can now close ProSystem fx. All data for conversion of this binder is now located locally on this workstation.

Pre-conversion steps

ProSystem fx Engagement stores data differently than Engagement Manager does. Therefore, consider the following guidelines when converting.

- Each trial balance that you convert in a single ProSystem fx binder creates a separate engagement within Engagement Manager.

- In ProSystem fx Engagement, you can set up each trial balance with multiple account grouping lists. Only one list can be mapped to the system-level account grouping (named “Account Classification”) within Engagement Manager.
- Tax code assignments are converted based on which tax grouping list is selected in the Tax grouping selection dialog. As such, tax grouping lists are not displayed in other grouping selection dialogs.
- Tax subcodes are not converted.
- The conversion utility will convert only tax codes from a single year and one vendor per engagement.
- Each account grouping code and sub-code must be assigned an AccClass Code. You can assign RatioClass codes, but they are not required.
- If you do not assign an AccClass/RatioClass code to a grouping code or sub-code, Engagement Manager will not associate an account type to any account assigned to that code or sub-code.
- You can assign an Engagement Manager account grouping code and subcode after the conversion, which will then also assign an account type.
- You must assign account types within Engagement Manager to be able to use the rounding feature.

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. Select Uninstall a program.
   c. Scroll to the Engagement Manager Conversion utility icon select that item.
   d. Click Uninstall in the ribbon above your list of programs.
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.

Notes

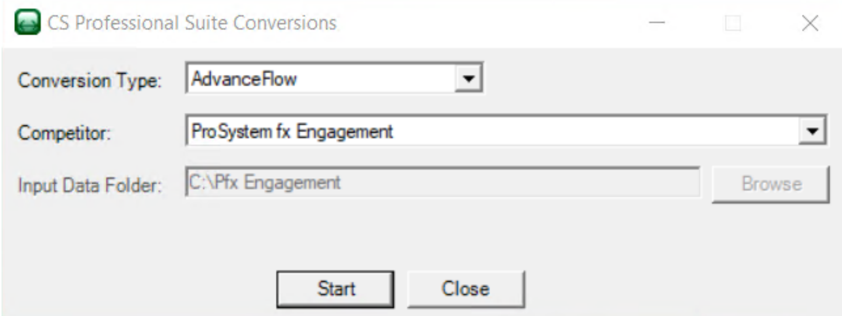
- You must install the conversion utility on each computer from which you will run it.
- After you convert all of your data, you can uninstall the Engagement Manager Conversions from your computer by repeating step 1 in this section.

Convert and upload engagement data to Engagement Manager

Complete these steps to convert the ProSystem fx Engagement 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 ProSystem fx Engagement is selected in the **Competitor** field. Click the Start button.



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

4. Select the ProSystem fx Engagement Login which you would like to convert the engagements under.

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

6. Select the Processing Type.

   a. Single(Client)

      i. Select the Client(s) for the engagement desired for conversion. Click Continue.

      ii. Select the Engagement Type for each engagement being converted. If an Engagement type is not selected, that engagement will not be converted.

         1. Mark the box “Prepend engagement ID to the engagement name” if desired.
         2. Click Continue.

      iii. Select the Engagement Manager client to import the engagement into. Click Continue.

      iv. Select the Trial Balance to convert. Click Continue.

      v. Select the Account classification group. Click Continue.

      vi. Select the Tax group. Click Continue.

   b. Multiple(Clients)

      i. Select the Client(s) for the engagement desired for conversion.

        1. Select “Override engagement type for all engagements” if a single type is desired for all engagements in this conversion.

        2. Click Continue.

    ii. Select the engagements to be converted. Change the engagement type for each engagement if desired. If an engagement is not selected, that engagement will not be converted.

        1. Mark the box “Prepend engagement ID to the engagement name” if desired.
        2. Click Continue.

    iii. Select the Engagement Manager client for each engagement. Click Continue.

    iv. Select the Account classification group. This will be applied to all engagements being converted. Click Continue.

7. The conversion will inform you when it is complete.

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

Items converted

The following tables detail the ProSystem fx Engagement data that converts to Engagement Manager.

Chart of Accounts and balances

ProSystem fx menu navigation and field name	Engagement Manager menu navigation and field name	Comments and additional information
Trial Balance > Chart of Accounts	**Trial Balance tab**	
Account #	Account number	
Description	Description	
UNADJ	Unadjusted	Unadjusted balance is only converted for the current period.
ADJ	Adjusted	Prior-year and prior-period balances only
FINAL	Report	Prior-year and prior-period balances only
FTAX	Federal Tax	Prior-year and prior-period balances only
STAX	State Tax	Prior-year and prior-period balances only
OBAL1	Other	Prior-year and prior-period balances only
OBAL2	Other 2	Prior-year and prior-period balances only

ProSystem fx menu navigation and field name	Engagement Manager menu navigation and field name	Comments and additional information
OBAL3	Other 3	Prior-year and prior-period balances only
Trial Balance > Account Groupings >Tax Code Account Grouping		
Tax Code	Tax Code	Tax codes and tax code assignments for clients with a year end of 2012 or later.
Trial Balance > Account Groupings > Group Account Grouping > Advanced		
AccClass RatioClass	Classification code Classification subcode	In ProSystem fx, classification and ratios are set on a group-by-group basis. During the conversion process, you are asked which group we should pull classification and ratios from.

Grouping schedules

ProSystem fx menu navigation and field name	Engagement Manager menu navigation and field name	Comments and additional information
Trial Balance > Account Groupings > Group Account Grouping	**Trial Balance tab > Account Groupings**	
Account group name	Grouping	
Code	Code	
Code Description	Code Description	
Subcode	Subcode	
Subcode Description	Subcode Description	

Journal Entries

ProSystem fx menu navigation and field name	Engagement Manager menu navigation and field name	Comments and additional information
TrialBalance > Journal Entry Summary	**Journal Entries tab**	
JE#	Reference	
Description	Description	
Additional Distributions (Account, Amount, Description)	Distributions (Account, Description, Amount)	

ProSystem fx menu navigation and field name	Engagement Manager menu navigation and field name	Comments and additional information
Recurring journal entry	Include	
Do not include in roll forward	Exclude	
Reversing journal entry	Reverse	
Clear amounts	Zero balances	
Type: Adjusting Journal Entries Reclassifying Journal Entries Federal Tax Journal Entries State Tax Journal Entries Other Journal Entries1 Other Journal Entries2 Other Journal Entries3 Proposed Journal Entry	Type: Adjusting Reclassifying Federal Tax State Tax Other Other 2 Other 3 Proposed	Journal entries are posted to the specific engagement for which they were intended.

Engagement-related data transferred during conversion

The following information is provided to identify ProSystem fx items that are automatically converted to Engagement Manager items.

Engagement information

ProSystem fx menu navigation and field name	Engagement Manager menu navigation and field name	Comments and additional information
Binder Properties	**Engagement Properties**	
Name	Engagement name	
Current period > Ending date	Periods tab > Current Period	
Year end date	Year end date	
Type	Type	If the type is not the same between ProSystem fx and Engagement Manager, the new Engagement Manager type must be selected during the conversion.
	Vendor	In the ProSystem fx conversion, Vendor is determined by the selection on the Tax Group selection screen.
	Entity	In the ProSystem fx conversion, Entity is determined by the selection on the Tax Group selection screen.
Period sequence	Period Frequency	

ProSystem fx menu navigation and field name	Engagement Manager menu navigation and field name	Comments and additional information
Binder Properties	**Engagement Properties**	
Binder Index View	**Workpapers tab**	
Engagement tree structure	Engagement tree structure	

Folder information

ProSystem fx menu navigation and field name	Engagement Manager menu navigation and field name	Comments and additional information
Tab Properties	**Engagement tree structure**	
Index #:	Folder name	Index # and Name are combined to make the Engagement Manager folder name
Name	Folder name	

Workpaper information

ProSystem fx menu navigation and field name	Engagement Manager menu navigation and field name	Comments and additional information
Workpaper Properties	**Workpaper Properties**	
Name	Description	
Index #	Reference	
Sign Off: Preparers	Preparer	Preparer, Reviewer and Reviewer 2 names can be renamed in Engagement Manager, if desired.
Sign Off: 1st Reviewers	Reviewer	Preparer, Reviewer and Reviewer 2 names can be renamed in Engagement Manager, if desired.
Sign Off: 2nd Reviewers	Reviewer 2	Preparer, Reviewer and Reviewer 2 names can be renamed in Engagement Manager, if desired.
Sign Off Initials	Sign Off Initials	Initials and date will display under the signed off heading in Engagement Manager.

ProSystem fx Excel and Word demographic formulas

The following table lists the applicable ProSystem fx formulas and the equivalent formula variables in Engagement Manager.

ProSystem fx Engagement Name Functions	Engagement Manager Variables
Binder Name	Engagement Name
Binder Due Date	Completion Date
Binder Type	Engagement Type
Binder Report Release Date	Report Release Date
Workpaper Name	Workpaper Name
Workpaper Index	Workpaper Reference
Client Name 1 / Last Name	Client Name
Firm Name	Firm Name
Current Year End	Year End Date
Current Period End	Current Period Date

ProSystem fx Excel and Word link formulas

Trial balance link formulas will be converted to Engagement Manager Engagement Link Formulas when possible for current-year and prior-year formulas.

When one of the following exceptions occurs, a hard-coded value will be converted instead of the formula.

- A trial balance exists in the formulas that was not selected in the conversion
- If Type is selected as Account Type, Account Class, or Ratio Class
- If a prior-year period is selected for Unadjusted Balance

If the balance type in a formula is any type other than the following:

- Unadjusted balance
- Adjusted Balance
- Final
- Federal Tax Balance
- State Tax Balance
- Other Balance 1
- Other Balance 2
- Other Balance 3

Conversion notes and exceptions

This section details conversion notes and exceptions.

- **Engagement tree structure:** The order and appearance of the engagement tree structure in Engagement Manager after the conversion may differ from the ProSystem fx Engagement binder.

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

- **Excel and Word formulas:** Formulas without Engagement Manager equivalents are converted with the formula result. TB Link formulas referencing a Trial Balance that are not converted will all produce static amounts.
- **Excel and Word workpaper add-ins, macros and links:** Excel workpapers are modified during the conversion process for removal of add-ins, macros, and/or links.
- **Manual workpapers:** Manual workpapers are converted as text documents.
- **Tax Codes:** If UltraTax CS® Codes are desired during the conversion, a translation of ProSystem fx Tax Codes to UltraTax CS is available. Only one Tax Code Group will be converted.
- **Trial Balance:** Only one Trial Balance per binder can be converted
- **Workpaper references:** Engagement Manager requires workpapers to have reference values. Workpapers without an index value are assigned a reference value during the conversion. You may rename the workpaper reference if desired. If a duplicate reference exists in a folder, the duplicate references will be renamed.
- **Workpaper signoffs:** If multiple signoffs exist on a single workpaper in ProSystem fx, only the first signoff will be converted.

Items not converted

This section details items not converted.

- **Workpapers not within tabs:** Workpapers not contained within a tab. This includes workpapers within the Unfiled Workpapers, Conflicts, Published Workpapers, and Trash folders. To convert these workpapers, be sure to move them into a tab prior to the conversion process.
- **Trial balance:** Consolidated trial balances, Write-up trial balances, Fund trial balances
- **Firm information:**
- **Client Information:**
- **Engagement and workpaper password information:**
- **Engagement and workpaper history:**
- **Workpaper notes and templates:**
- **Staff:**
- **Workpaper Signoffs:** If multiple signoffs exist on a single workpaper in ProSystem fx, only the first signoff will be converted.
- **M3 Tax Codes:**
- **Tax Sub Codes:**
- **OLE Links in Word and Excel:**

Data Conversion Report and Log

The ProSystem fx Engagement 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. To access the report, locate and open BinderID_Binder Name.pdf. BinderID is only included IF the "Prepend engagement ID to engagement name" markbox is selected at the beginning of the conversion.

The data conversion also creates a log for the entire conversion. The log lists the ProSystem fx Engagement User, Mode of conversion, Engagement Manager client, Conversion Start and End details, and the Workpapers converted for all engagements during the last conversion. We recommend that when the conversion process is complete, you make a backup copy of the pfx_conversion_log.txt file in the user's Documents folder and rename it. This file is overwritten each time a conversion is performed.

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 complete a form to send a question to our Support team. For additional product support visit the Support section of our website. You can also access this within Engagement Manager by choosing **(Help Icon) > Go to Help and Support.**