
Conversion Guide

CaseWare® Working Papers™ to Engagement Manager

- Conversion Guide CaseWare® Working Papers™ to Engagement Manager 1
 - Introduction 2
 - Conversion program overview 2
 - Installing the Conversion Utility 2
 - Convert and upload engagement data to Engagement Manager 3
 - Items converted 4
 - Chart of Accounts and balances 4
 - Grouping schedules 5
 - Journal Entries 5
 - Engagement information 6
 - Folder information 7
 - Workpaper information 7
 - Conversion notes and exceptions 8
 - Items not converted 8
 - Data Conversion Report 8
 - If you encounter problems 9
 - Help and Support 9
 - Product support 9

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

Important: 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. Before converting, confirm the data is **decompress/unstore**, all documents are checked in, and there are no password-protected documents or protected Excel workbooks/worksheets that the utility would be unable to process. Also verify there are no broken document links (missing or moved linked files), since document links and file links/URLs do not convert and unresolved links can leave missing supporting documents after conversion.

Installing the Conversion Utility

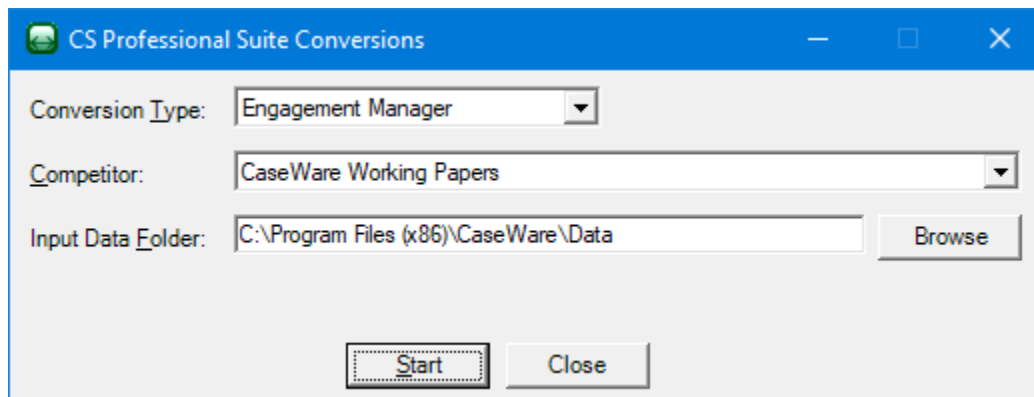
1. Uninstall any previous versions of the Engagement Manager Conversion utility, if installed.
 - a. From the Start menu, choose Control Panel. (On some Windows systems, you may need to choose Settings, then Control Panel.)
 - b. Double-click Add or Remove Programs.

- c. Scroll to the Engagement Manager Conversion utility  icon and highlight that item.
 - d. Select the Change/Remove button, then select 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, then Downloads, select the **CaseWare and ProSystem fx** link under *Conversion Utility*. If you do not find 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\CSConvert. 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. Select 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. Select 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, select 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, select 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. Select Continue.
8. Select the Engagement Manager client for each engagement being converted. Select Continue.
9. A dialog will appear after each engagement imports successfully. Select OK.
10. A dialog box will confirm all engagements converted and the Engagement Manager client it was uploaded to. Select 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
Trial Balance	Trial Balance tab
Account No	Account number
Name	Description
Opening Balance + Transactions + Prior period Adjusting Entries	Unadjusted
Prior: MM/DD/YYYY	Adjusted MM/DD/YYYY
Budget	Budget
Tax Export Code	Tax Code
M3 Code	M3 Tax Code
Account Properties	N/A
Class	Account Classification code

Notes:

- **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". The conversion cannot accurately convert 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 the **Current Period Date Sequence** selection in CaseWare Engagement Properties. If you need to manually import balances, search **Import trial balance** in Help and Support.

- **Unadjusted balances:** Unadjusted balance is only converted for the current period using the Opening Balance, prior period transactions and adjustments.
- **Prior period/year adjusted balances (Adjusted MM/DD/YYYY):** Prior year/prior period adjusted balance is converted using the specific year Opening Balance + Adjustments.
- **Budget (Budget):** Only current year budget balance is converted.
- **Tax Export Code and M3 Code:** Tax Export Code and M3 Code are 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.**
- **Tax Code mapping behavior:** Tax codes convert based on **Tax Entity** and **Tax Vendor** selection in Engagement Properties.
- **M3 Tax Code mapping behavior (M3 Code → M3 Tax Code):** M3 tax codes convert based on **Tax Entity** and **Tax Vendor** selection in Engagement Properties.
- **Account Classification codes:** CaseWare Class codes consist of a single code. This Class code will be converted to one of the five primary classification codes in Engagement Manager. An Account Classification Subcode will not be converted.
- **Trial Balance limitation:** Only one Trial Balance per binder can be converted.

Grouping schedules

CaseWare Working Papers menu navigation and field name	Engagement Manager menu navigation and field name
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
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

CaseWare Working Papers menu navigation and field name	Engagement Manager menu navigation and field name
Type:	Type:
Normal adjusting	Adjusting
Reclassifying	Reclassifying
Tax - Federal	Federal Tax
Tax - State	State Tax
Tax - City	Other 3
Eliminating	Other 2
Other basis	Other
Unrecorded – factual	Proposed
Unrecorded – projected	Proposed
Unrecorded - judgmental	Proposed

Notes:

- **Adjusting Entries:** Only Adjusting Entries for the current period are converted.
- **Adjusted balance behavior difference:** 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
Engagement Properties	Engagement Properties
File Name	Engagement name
Current Active Period	Trial Balance tab, Current Period
Year-end date	Year End Date
Type	Type
Tax Vendor	Vendor
Tax Entity	Entity
Current Period Date Sequence	Period Frequency
Documents	Workpapers tab
Engagement tree structure	Engagement tree structure

Notes:

- **Period Frequency:** 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.
- **Frequency limitation:** Engagement Manager uses Annual, Semi-Annual, Quarterly, Monthly and 13 Period frequencies. All others will import as Annual.
- **Engagement name:** The engagement name for CaseWare Working Papers is set to the File Name of the engagement.

- **Current Period calculation:** This engagement date is calculated off the Period Date Sequence and the Current Active Period.
- **Engagement type selection:** Engagement type must be selected during the conversion.

Folder information

CaseWare Working Papers menu navigation and field name	Engagement Manager menu navigation and field name
Folder Properties	Engagement tree structure
Name	Folder name

Notes:

- **Engagement tree structure / folder order:** After conversion, the **order and appearance** of the engagement tree in Engagement Manager may differ from CaseWare. Items should convert into the **correct folder locations**, but Engagement Manager does not automatically sort folders/workpapers.
- **Duplicate/renamed items:** If duplicate folder/workpaper identifiers or conflicts exist, the conversion may rename items to satisfy Engagement Manager requirements (see the Data Conversion Report for specifics).

Workpaper information

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

Notes:

- **Documents converted:** PDF, Word, and Excel documents stored inside the CaseWare data folder are converted.
- **Manual workpapers:** Manual workpapers are converted as **text documents**.
- **Workpaper references required:** Engagement Manager requires workpapers to have **reference values**.
 - Workpapers without an index/reference in CaseWare are assigned one during conversion.
 - If **duplicate references** exist within a folder, duplicates are **renamed** by the conversion program. You can rename references after conversion if desired.
- **Excel formulas (CaseWare Connector):** Formulas convert **only if** there is a direct match to an Engagement Manager equivalent. Otherwise, the conversion brings in the **result value** (not the working formula).
- **Excel/Word add-ins, macros, links removed:** During conversion, add-ins, macros, and/or links are removed from Excel workpapers.

Conversion notes and exceptions

This section details conversion notes and exceptions

- **When to convert (timing recommendation):** Convert at the beginning of the year immediately after closing the prior year (or at period beginning if needed), because mid-period conversions can produce balance differences due to limitations in what can be converted.
- **SmartSync requirement:** Firms using SmartSync must **decompress/unstore** client data first; conversion can't directly convert data stored off via SmartSync.
- **Run-state prerequisites:** If Excel/Word processes are running, you may be prompted to close them prior to conversion (process-level prerequisite, not a table mapping).
- **Data location requirement:** Converted data must be in the same location as the CaseWare program files / expected CaseWare data path, or results may be incomplete/unexpected.
- **Compressed engagements:** Compressed engagements cannot be converted until uncompressed (you'll get a list during conversion).
- **Data Conversion Report (PDF):** Report is generated per engagement and saved to the user's Documents folder; it lists truncations/abbreviations/modifications and is mostly informational.
- **Items not converted (global list):** Document Links, Automatic Documents, CaseView Documents, PPC content, .xlsb, Issues, firm/client info, passwords, history, tags, placeholders, staff, signoffs, file links/URLs, etc.

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 selecting the **Help** link on the toolbar. For more information, including sample searches, go to [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 open this in Engagement Manager by clicking the Help icon, then selecting **Help & Support**.