
Conversion Guide

ProSystem fx Engagement to Engagement Manager

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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 beginning of the year, then converting at the beginning of the period is recommended. Due to limitations and differences between ProSystem fx Engagement and Engagement Manager, we cannot 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.

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. Select Next, then select Install.
8. Select 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

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 select 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.
- 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 with 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.
- Convert all .xls files to an updated format like .xlsx prior to conversion to preserve formatting. The utility will attempt to convert remaining .xls files automatically, but formatting may be lost.

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. Select Uninstall a program.
 - c. Scroll to the Engagement Manager Conversion utility  icon select that item.
 - d. Select 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, then Downloads, select 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.

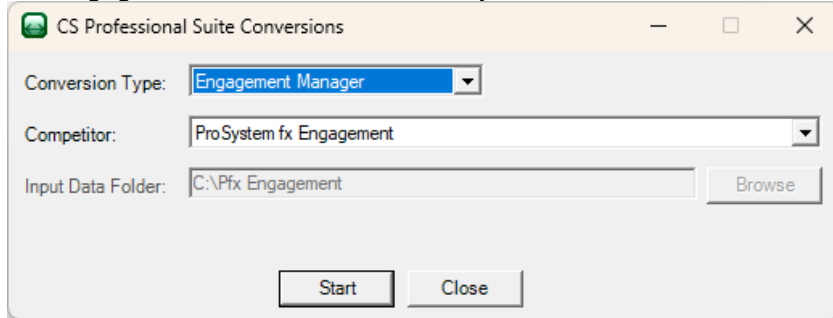
Notes

- 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.
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Convert and upload engagement data to Engagement Manager

Complete these steps to convert the ProSystem fx Engagement engagement(s) and upload them 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. Select 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, select Continue.
6. Select the Processing Type.
 - a. Single (Client)
 - i. Select the Client(s) for the engagement desired for conversion. Select 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. Select Continue.
 - iii. Select the Engagement Manager client to import the engagement into. Select Continue.
 - iv. Select the Trial Balance to convert. Select Continue.
 - v. Select the Account classification group. Select Continue.
 - vi. Select the Tax group. Select 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. Select 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. Select Continue.
 - iii. Select the Engagement Manager client for each engagement. Select Continue.
 - iv. Select the Account classification group. This will be applied to all engagements being converted. Select 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. Select OK.

Items converted

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

Chart of Accounts and balances

ProSystem fx menu navigation and field name	Engagement Manager menu navigation and field name
Trial Balance, Chart of Accounts	Trial Balance tab
Account #	Account number
Description	Description
UNADJ	Unadjusted
ADJ	Adjusted
FINAL	Report
FTAX	Federal Tax
STAX	State Tax
OBAL1	Other
OBAL2	Other 2
OBAL3	Other 3
Trial Balance, Account Groupings, Tax Code Account Grouping	N/A
Tax Code	Tax Code
Trial Balance, Account Groupings, Group Account Grouping, Advanced	N/A

ProSystem fx menu navigation and field name	Engagement Manager menu navigation and field name
AccClass	Classification code
RatioClass	Classification subcode

Notes

- **Unadjusted balance (Unadjusted):** Unadjusted balance is only converted for the current period.
- **Other balances:** All balance types other than “Unadjusted”, convert prior year/prior period balances only.
- **Tax codes:** Tax codes and tax code assignments are converted only for clients with a year end of **2012 or later**.
- **Classification code/Classification subcode:** In ProSystem fx, account classification and ratio classifications are set on a group-by-group basis; during conversion, you must select which grouping list to pull account and ratio classifications from.

Grouping schedules

ProSystem fx menu navigation and field name	Engagement Manager menu navigation and field name
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
Trial Balance, Journal Entry Summary	Journal Entries tab
JE#	Reference
Description	Description
Additional Distributions (Account, Amount, Description)	Distributions (Account, Description, Amount)
Recurring journal entry	Include
Do not include in roll forward	Exclude
Reversing journal entry	Reverse
Clear amounts	Zero balances

ProSystem fx menu navigation and field name	Engagement Manager menu navigation and field name
Type:	Type:
Adjusting Journal Entries	Adjusting
Reclassifying Journal Entries	Reclassifying
Federal Tax Journal Entries	Federal Tax
State Tax Journal Entries	State Tax
Other Journal Entries1	Other
Other Journal Entries2	Other 2
Other Journal Entries3	Other 3
Proposed Journal Entry	Proposed

Notes:

- **Posting scope:** Journal entries are posted only to the specific engagement for which they were intended.
 - **Timing recommendation:** Convert at the beginning of the year (immediately after closing the prior year) or at beginning of the period; converting mid-period can cause balance differences because not all AJE types / Other Adjustments can be converted.
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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
Binder Properties	Engagement Properties
Binder Index View	Workpapers tab
Name	Engagement name
Current period, Ending date	Periods tab, Current Period
Year-end date	Year-end date
Type	Type
N/A	Vendor
N/A	Entity
Period sequence	Period Frequency
Engagement tree structure	Engagement tree structure

Notes

- **Engagement type mismatch:** If the Type is not the same between ProSystem fx and Engagement Manager, the new Engagement Manager Type must be selected during conversion.

- **Vendor determination:** Vendor is determined by the selection on the Tax Group selection screen.
- **Entity determination:** Entity is determined by the selection on the Tax Group selection screen.
- **Period frequency mapping:** Period Frequency is converted using the Period sequence selection in ProSystem fx.

Folder information

ProSystem fx menu navigation and field name	Engagement Manager menu navigation and field name
Tab Properties	Engagement tree structure
Index #:	Folder name
Name	Folder name

Note: Index # and Name are combined to make the Engagement Manager folder name.

Workpaper information

ProSystem fx menu navigation and field name	Engagement Manager menu navigation and field name
Workpaper Properties	Workpaper Properties
Name	Description
Index #	Reference
Sign Off: Preparers	Preparer
Sign Off: 1 st Reviewers	Reviewer
Sign Off: 2 nd Reviewers	Reviewer 2
Sign Off Initials	Sign Off Initials

Note:

- **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.
- **Rename capability:** Preparer, Reviewer, and Reviewer 2 names can be renamed in Engagement Manager, if desired.
- **Signed-off display:** Initials and date will display under the Signed off heading in Engagement Manager.
- **Duplicate references:** If duplicate references exist in a folder, the duplicates will be renamed by the conversion program.
- **Multiple signoffs limitation:** If multiple signoffs exist on a single workpaper in ProSystem fx, only the first signoff will be converted.
- **Manual workpapers:** Manual workpapers are converted as text documents.

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

Note:

- **Trial balance link formulas:** Trial balance link formulas convert to Engagement Manager Engagement Link Formulas when possible (current-year and prior-year).
 - **No Engagement Manager equivalent:** Excel/Word formulas without Engagement Manager equivalents convert as the formula result value (static).
 - **Hard-coded value exceptions (formula converts as value instead):**
 - A trial balance exists in the formula that was not selected in the conversion.
 - Type is selected as Account Type, Account Class, or Ratio Class.
 - A prior-year period is selected for Unadjusted Balance.
 - The balance type is anything other than: Unadjusted, Adjusted, Final/Report, Federal Tax, State Tax, Other 1–3.
 - **Workbook changes:** Excel workpapers may be modified during conversion to remove add-ins, macros, and/or links.
 - **File format recommendation:** Convert legacy .xls files to .xlsx prior to conversion to preserve formatting (auto-conversion may lose formatting).
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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.
- **Manual workpapers:** Manual workpapers are converted as text documents.
- **Trial Balance limitation:** Only one Trial Balance per binder can be converted.

Items not converted

This section details items that are not converted.

- **Firm information:**
- **Client Information:**
- **Workpapers not within tabs:** Workpapers not contained within a tab do not convert. 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.
- **Engagement and workpaper password information:**
- **Engagement and workpaper history:**
- **Trial balance types not converted:** Consolidated trial balances, Write-up trial balances, Fund trial balances.
- **Workpaper notes and templates:**
- **Staff:**
- **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” mark box 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. In the event that an XLS file exists in the binder, a message will be included in this log to indicate whether we were able to convert that file to XLSX or not. 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 selecting 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 the **Help Icon, then Go to Help and Support**.