CONVERSION GUIDE
Trial Balance CS and Engagement CS to Engagement Manager

Introduction and conversion overview

The Engagement Manager™ Conversion wizard is available by request and enables batch conversions of multiple clients from Creative Solutions Accounting™ (CSA). This conversion guide covers the steps required to import the data files and explains where imported data appears within Engagement Manager.

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

Objective

The overall objective is to provide a conversion of client data from Trial Balance CS® and Engagement CS® in CSA to Engagement Manager. However, due to differences in processing calculations and data structures between CSA and Engagement Manager, 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 Engagement Manager. Items that you cannot import and conversion exceptions are listed in the “Data not transferred” section, starting on page 10 of this guide.

Conversion considerations and recommendations

Please review the following considerations and recommendations before beginning the conversion process and when preparing to import converted data into Engagement Manager.

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 Engagement Manager.
- Some data items from CSA are not imported because there is no exact equivalent in Engagement Manager.
- In cases where data items within Engagement Manager do not exist within CSA, we will enter the default values in Engagement Manager.
- The conversion program imports wrapped-up engagements from Engagement CS as finalized engagements in Engagement Manager.
- The integration between Engagement Manager, Microsoft® Word, and Microsoft Excel® is designed for specific versions of Microsoft products. While the integration features may operate properly with other versions of Microsoft Office applications, the results may not be desirable. Please note that the conversion program supports only the following versions of Microsoft Office, and that these requirements apply to each workstation on which you run the conversion program.
    - Microsoft Office 2007
    - Microsoft Office 2010
    - Microsoft Office 2013

Configuring the logging process for separate sessions

Follow these steps to have the conversion application automatically create a separate log file for each conversion session.

1. On the workstation that you will using to run the conversion, navigate to C:\Users\<user name>\AppData\Roaming\AdvanceFlow\Conversion.
2. Right-click and choose New > Text Document from the context menu.
3. Rename the new file to “log.txt” and press ENTER.

The conversion application will now automatically create a log.txt file in the C:\Users\<user name>\AppData\Roaming\AdvanceFlow\Conversion folder each time you run the conversion process. The resulting log files can provide useful information if you need to troubleshoot any conversion issues.

Preparing the client data

Follow these steps in CSA and in Engagement Manager before converting client data.

Pre-conversion steps in CSA

- Open the Chart of Accounts window in CSA, choose Edit > Verify Accounts, and fix any issues.
- Compact your client data before importing. From the CSA main window, choose Help > Repair. In the Repair dialog, select the client that you will 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 that you keep wrapped up and archived engagements in Engagement CS in addition to keeping 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 Engagement Manager

- Review the security settings in Engagement Manager and GoFileRoom that are related to import **and** conversion processes.
- Create staff logins for all users that exist in Creative Solutions Accounting. You will need to map the staff during the conversion process.

Installing the conversion program

Copy the "Engagement Manager conversion Setup.msi" file to your local machine and double-click the file to install the Engagement Manager conversion program to C:\Program Files (x86)\Thomson Reuters\EngagementManager.

Important! If you encounter errors during the conversion, verify with your administrator that you have read, write, and modify access to the following areas.

- C:\Users\<user>\AppData\Local\Temp
- C:\Users\<user>\AppData\Roaming\AdvanceFlow

Preliminary steps for Virtual Office CS

If you're running Engagement CS through Virtual Office CS, the conversion application won't be able to process your firm's hosted data. Therefore, you must follow these steps before running the conversion application.

1. Install Engagement CS to a local workstation or network server.
2. Back up your client and system data from Virtual Office.
3. Restore the client and system data to the workstation on which you installed Engagement CS.

For more information on backing up client and system data in Creative Solutions Accounting, choose Help > Help & How-To from within CSA and search on **Backup and restore**.

Import procedure

Follow these steps to import CSA client data into Engagement Manager using the conversion wizard.

1. Run the Engagement Manager Conversion.exe file to start the conversion wizard.
2. Enter the system and client data paths for Creative Solutions Accounting.
3. Enter your Engagement Manager credentials and click Log In.
4. Map an existing CSA staff member to an existing Engagement Manager user and click Next.

   Note: If there is not an equivalent Engagement Manager user, leave the field blank.

5. Select the client or clients whose engagements you would like to convert and click Next.
6. Click the engagement name button next to each client to select the engagements you would like to convert. Select the engagement type for each engagement that you would like to convert. Click Next once you are done selecting engagements.

   Note: If you do not select an engagement, the conversion program will convert only Trial Balance data and will place the data in an engagement entitled "Trial Balance" for the selected client.

7. Map the existing CSA client to the corresponding clients in Engagement Manager and then click Next.
8. Select the CSA grouping schedule that will be used to map to the Engagement Manager Account Classification account grouping. Then, map the CSA grouping code and subcode to the corresponding Account Classification code and subcode. Click Next when the mapping is complete.

   Note: The Account Classification is used to assign the account type in Engagement Manager. If an account is not mapped to an account classification code and subcode, the account will not be assigned an account type. The type can be assigned at a later time. For more information, see Assigning account types in the Help & How-To Center.

9. Click OK to begin the conversion process. The conversion time is dependent on the size of the CSA client and the number of Excel and Word documents that contain formulas.

Note: During the conversion of some Microsoft Word or Excel Workpapers from Engagement CS, the conversion 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 you do, click **Continue** to proceed with the conversion process.

Data transferred during conversion

The following tables provide details about CSA data that is converted to Engagement Manager. The tables are organized by CSA and Engagement Manager screens and specify the necessary screen navigation.

Balance definitions

CSA menu navigation and field name	Engagement Manager menu navigation and field name	Comments and additional information
Setup > Balance Definitions	**Trial Balance tab > Balance Definitions**	Customized balance definitions are not converted. The default balance definitions will be used.
Adjusted	Adjusted	
Report	Report	
Tax	Federal Tax	
Other	Other	

Chart of Accounts and balances

CSA menu navigation and field name	Engagement Manager menu navigation and field name	Comments and additional information
Setup > Chart of Accounts	**Trial Balance tab**	
Mask		The conversion program will convert the L or D character in the mask as divisions in Engagement Manager. If the mask contains both L and D characters, only the L characters will be converted as divisions.
Acct #	Account number	
Type	Classification code Classification subcode	The Type in CSA corresponds with the Classification code in Engagement Manager. For example, Classification codes CA, NPE, and NCA are asset codes, while codes CL and LTL are liability codes. CSA account groups are automatically mapped to Engagement Manager Classification codes when a match can be made. The Classification Subcode further defines the account based on the selected Classification code.
Description	Description	

CSA menu navigation and field name	Engagement Manager menu navigation and field name	Comments and additional information
Tax Code	Tax Code	Tax codes and tax code assignments are imported only for clients with a year end of 2012 or later. UltraTax CS tax codes are converted by default. If your firm uses GoSystem® Tax RS, see “Verifying your converted data” on page 13.
	Property Code	For a multi-unit client, the unit number is not appended to the tax code in Engagement Manager.
Budget	Budget	
Adjusted Budget	Adjusted Budget	
Setup > Chart of Accounts > Enter Combining Accounts		Combining accounts are not imported into Engagement Manager.
Setup > Chart of Accounts > Edit Schedule M-3 Tax Codes	**Trial Balance tab**	
M-3 Tax Code	M-3 Code	Custom M-3 tax codes convert to custom tax codes in Engagement Manager.
Setup > Chart of Accounts > Tax Code Account Groupings		
Description		
Tax Code	Tax Code	Not converted.
<Account # to Account #>		
Setup > Chart of Accounts > Schedule M-3 Tax Code Account Groupings	**Trial Balance tab**	
Description		
M-3 Tax Code	M-3 Tax Code	
<Account # to Account #>	M-3 Tax Code	Not converted.

Grouping schedules

CSA menu navigation and field name	Engagement Manager menu navigation and field name	Comments and additional information
Setup > Grouping Schedules	**Trial Balance tab > Account Groupings**	
Description	Description	
Code > Description	Code > Description	
Subcode > Description	Subcode > Description	

Transactions

CSA menu navigation and field name	Engagement Manager menu navigation and field name	Comments and additional information
Tasks > Transaction Entry	**Journal Entries tab**	
Journal		Not converted.
Tasks > Transaction Entry > Journal Entries tab **OR** **Tasks > Adjusting Journal Entries**	**Journal Entry tab**	
Reference	Reference	
Date		Not converted.
Description	Description	
Workpaper	Workpaper Reference	Workpaper references are imported for the journal entry. If the option to enter multiple descriptions and workpaper references was enabled in Trial Balance CS, only the main description and reference are converted.
Additional Distributions (Account, Amount, Description)	Distributions (Account, Description, Amount)	
Special Types	Roll Forward	
Regular	Exclude	
Reversing	Reverse	
Recurring	Include	
Recurring Template	Zero balances	
Prior		Journal entries are posted to the specific engagement for which they were intended.

CSA menu navigation and field name	Engagement Manager menu navigation and field name	Comments and additional information
Adjusting	Adjusting	
Tax Adjustment	Federal Tax	
Reclassifying	Reclassifying	
Other	Other	
Potential	Proposed	

Engagement-related data transferred during conversion

The following information is provided to identify Engagement CS items that automatically convert to Engagement Manager.

Engagement information

CSA menu navigation and field name	Engagement Manager menu navigation and field name	Comments and additional information
File > Engagement Properties	**Engagement Properties**	
Name	Engagement name	
	Status	
Engagement period ending date	Periods tab > Current Period	
Begin date	Dates tab > Beginning	
End date	Ending	
Audit engagement	Type	
Public entity	Type	
Report release date	Report release	
View > Tree View Window	**Workpapers tab**	
Engagement tree structure	Engagement tree structure	

Folder information

CSA menu navigation and field name	Engagement Manager menu navigation and field name	Comments and additional information
Tree View window	**Engagement tree structure**	
Folder name	Folder name	

Notes

CSA menu navigation and field name	Engagement Manager menu navigation and field name	Comments and additional information
Edit > Edit Review Note	**Notes List**	
Subject	Subject	
Dialog and Note text	Note	
Cleared	Status	
Reviewed		

Workpaper information

CSA menu navigation and field name	Engagement Manager menu navigation and field name	Comments and additional information
Edit > Workpaper Properties	**Workpaper Properties**	
Workpaper name	Description	
Workpaper Reference	Reference	
Assigned to	User Assignment	
Roll Forward	Roll Forward	
Delete during Wrap Up	Delete during finalize	

Workpaper signoffs

CSA menu navigation and field name	Engagement Manager menu navigation and field name	Comments and additional information
Edit > Workpaper Properties > Signoffs	**Workpaper Properties > Sign offs tab**	
Name	Staff Name	
Signoff	Signoff Type	
Date	Date	

Engagement CS Excel and Word balance links (formulas / field functions)

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

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 Engagement Manager.
Additional Amounts	Does not convert; there is no equivalent formula in Engagement Manager.
Cash Flow Lines	Does not convert; there is no equivalent formula in Engagement Manager.
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 Account Grouping.
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
Workpaper Properties	Converts to variable type Text and to variable source Workpaper Properties.
Balance type: Potential JE	Converts to Proposed JE
Balance type: Tax	Converts to Federal Tax
Period: [CP]	Converts to CY

Data not transferred from Trial Balance CS

Although most data is imported from CSA, some data and setup information cannot be imported due to differences in features and data structures between CSA and Engagement Manager. Following the conversion, you will need to set up this information, if applicable, in Engagement Manager.

Rounding setup information

As of the 9.0 release of Engagement Manager, rounding features are available. The conversion program won’t convert CSA rounding setup information but it will convert the rounding journal entry created by CSA. If you would like to enable the rounding feature, we recommend that you convert as usual, roll forward, and then enable the rounding option in the new engagement from within Engagement Manager.

Trial Balance

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 2012.
- Workpaper References entered into the Trial Balance grid are not imported.

Client information

Entity type is the only client information converted.

Consolidated Clients

The trial balance is not converted for consolidated clients. However, the workpapers for the consolidated client are converted into an Engagement Manager engagement.

Financial Statements

Financial statements created using the Financial Reporter module are not included in the conversion to Engagement Manager.

Signoff Types

You must set up signoff types in Engagement Manager prior to the conversion. Choose Administration > Signoff Types.

Staff

Staff members that you set up in CSA are not included in the conversion to Engagement Manager.

Staff security settings

Security settings are not included in the conversion. To set up security in Engagement Manager, choose Administration > Roles.

Transactions

Budget journal entries are not imported. You can enter budget balances directly within the Trial Balance screen. Adjusted budget amounts are imported into the adjusted budget balance.

The conversion program does not import tax code entries at this time. Tax code assignments are not imported for any client with a year-end date earlier than 2012.Data not transferred from Engagement CS

Archived engagements

The conversion program does not import archived engagements. To include archived engagements, restore them in CSA prior to starting the conversion.

Engagement binder properties

Engagement staff assignments, engagement staff privileges, and engagement descriptions are not imported.

History

Engagement binder and workpaper history are not imported.

Local client data

Engagement binders designated as local client data (LCD) are not imported. Check all workpapers back in to the master client data (MCD) prior to the conversion process.

Microsoft Excel formulas

Additional amount and text variables are not converted.

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. Microsoft Excel workpapers may include formulas that cannot be converted due to there being no equivalent formulas available in Engagement Manager. Those that cannot be converted include formulas for account groups and cash- flow lines. When these workpapers are opened in Engagement Manager, the original Engagement CS formula will be included and may be displayed as #NAME.

Variables or formulas that contain simple Excel functions, such as ROUND, will be converted. More complex functions, such as CONCATENATE, will not be converted. This includes functions that contain variables in multiple parameters.

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

Microsoft Word formulas

Additional amount and text variables are not converted.

Microsoft Word workpapers that are imported may include add-ins, macros or links. Therefore, when these workpapers are opened in Engagement Manager, variables may be displayed as #VALUE or #NAME.

Links to other workpapers are not converted.

Microsoft Word workpapers in a finalized engagement may display formulas as blank or with an error. To display the correct formula values, unfinalize the engagement after converting, open and save the Word workpapers, and then finalize the engagement again.

Signoffs

The signoff is updated to match the Engagement Manager signoff initials that were mapped during the conversion. Signoffs added at the engagement level are not imported. Signoffs added for a signoff type that has been deleted are not imported.

Workpapers

The conversion program will truncate to 25 characters any references that are longer than 25 characters.

Wrapped-up engagements

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

As noted above, Microsoft Excel workpapers in a **finalized** engagement may display formulas as #VALUE!. To display the correct formula values, unfinalize the engagement after the conversion, open and save the Excel workpapers, and then finalize the engagement 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 program 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
2. In Engagement Manager, view the trial balance.
3. Compare the reports from CSA with the trial balance and reports from Engagement Manager. If the information contained in the CSA reports does not match the Engagement Manager trial balance and reports, you will need to determine which items are invalid or missing and manually enter them in Engagement Manager.

Note: If your firm uses GoSystem Tax RS, right-click the name of any unfinalized engagement and select Properties to change the tax vendor from UltraTax CS to GoSystem Tax.

Tax codes

If you use a tax application other than UltraTax CS®, you will have to select the appropriate tax vendor in the Engagement Properties > General tab after the conversion to ensure proper mapping.

If you encounter problems

If you encounter problems while importing client data from CSA to Engagement Manager but are unable to reconcile the data using the various reports and tools in CSA, please consult the following resources.

Help & How-To Center

For answers to questions on using Engagement Manager, access the Help & How-To Center by clicking the **Help** link on the toolbar. To find out more about the available resources visit this article.

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 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 Engagement Manager by choosing **Help > Additional Resources > General Support Information.**

Website resources and email subscriptions

Visit our website to access the Tax & Accounting Community, to learn about training courses, to view blogs and articles, and more. You can access the website from within Engagement Manager by choosing **Help > On the Web > CS Professional Suite Home page.**

We issue Engagement Manager update notices via email. You can sign up to receive these notices by visiting the Your Accounts section of our website. You'll need to create a web account (if you don't already have one) and then sign up for the Email Subscription service where you can indicate which notices you want to receive.