Information Kit for Conversions from ProSystem fx Engagement to Workpapers CS

This document provides information about the data converted from ProSystem fx® Engagement to Workpapers CS™.

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What to expect from the data conversion

The overall objective of the data conversion from ProSystem fx Engagement is to provide accurate, comprehensive Workpapers CS data to help you move forward with Workpapers CS.

Important! Due to differences between applications, some data must be modified during the conversion process and some data cannot be converted. Additions and/or modifications may be required to exactly duplicate engagement and workpaper information in Workpapers CS after the conversion.

Conversion considerations and recommendations

Please review the following before beginning the conversion process.

- We recommend that you convert a smaller, easy-to-process client first. This will help you become familiar with the conversion options in Workpapers CS.
- Some data items from ProSystem fx Engagement are not converted because there is no exact equivalent in Workpapers CS.

Installing the conversion program

▸ Click this link to download a ZIP file and install the ProSystem fx Engagement to Workpapers CS conversion utility.

Converting the client data before import into Workpapers CS

Important! When you convert large or complex sets of engagement files for a ProSystem fx Engagement client, you should allow a significant amount of time for the conversion and import. Please wait for the process to be completed before converting another client.

After installing the ProSystem fx Engagement to Workpaper CS conversion program, use the following steps to create the converted data files for import into Workpaper CS.

The conversion process does not modify existing client data in ProSystem fx Engagement. However, we strongly recommend that you create a backup of the original client before you process any clients.

1. Verify that the ProSystem fx Engagement binder has been synchronized with the Local File Room and that any instances of this binder or workpapers are closed on your workstation.

2. To start the conversion program, right-click the **CS Data Conversions** icon on your desktop and choose **Run as Administrator**. If you did not install the shortcut, click Start on the Windows taskbar and then choose **All Programs > CS Professional Suite > CS Data Conversions**.

3. In the *Select competitor* field, select **ProSystem fx** from the drop-down list.

4. In the *Select the export location for the converted files* field, click the **Browse** button to browse to the location where the import files should be placed until imported into WorkpaperCS.

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5. Click **Start conversion**.

6. If prompted to close all open sessions of Word® and Excel®, close those sessions.

7. If prompted to select your user, select the login for the Local File Room for which you want to convert data. This dialog will open only if multiple logins exist on the workstation.

8. In the Processing Type dialog, click either **Single** or **Multiple**. Single converts just one client at a time and allows for greater customization. Multiple allows for multiple clients, but the application makes more assumptions about the clients during the conversion.

9. In the Select a Client dialog or Select client(s) dialog, select the client(s) you want to convert, and click **Continue**.

Note: This dialog lists all available clients for conversion from ProSystem fx Engagement. Your selection of Single or Multiple in step 8 determines whether you can select one or multiple clients.

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10. In the Engagement selection dialog, which lists all of the binders / engagements for the selected client(s), select an engagement type for each binder you want to convert, and then click **Continue**.

11. If you selected a single conversion, an optional Trial Balance selection dialog may open if multiple Trial Balances existed in ProSystem fx Engagement. Workpapers CS supports only one Trial Balance per engagement. Select the desired Trial Balance.

    If you selected multiple conversions, the last accessed Trial Balance will be used.

12. Click **Continue**.

13. In the Account classification selection dialog, select the ProSystem fx Engagement group that contains the account classification you want to use in Workpaper CS.

Note: If you click Skip, the program will not convert any Account Classifications for the Trial Balance Accounts.

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14. In the Tax group selection dialog, select the set of tax codes to convert for your Trial Balance.

    If you selected multiple conversions, the last tax year will be used.

15. Click **Continue** to begin the data conversion process, and then follow the prompts that appear on the screen.

16. At the prompt indicating the conversion process is complete, click **OK** to begin importing the converted data into Workpapers CS.

17. In Accounting CS, choose **File > Import > ProSystem fx Engagement** to open the ProSystem fx Engagement conversion wizard.

18. **Source Data:** Select the location where your ProSystem fx Engagement export files are stored and click **Next**.

19. **Source Data - Clients:** Mark the checkbox next to the ProSystem fx Engagement client—or multiple clients—that you want to convert, and then click **Next**.

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20. **Staff:** Select the Accounting CS Workpapers staff member—or multiple staff members—to map to for each corresponding ProSystem fx Engagement staff in the list.

    Note: If the appropriate staff member is not available from the drop-down list in the Accounting CS Staff column, exit the wizard and add that staff member in the Setup > Firm Information > Staff screen, and then restart the conversion process.

21. Click **Finish** to complete the conversion.

Data transferred during conversion

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

Chart of Accounts and balances

ProSystem fx Engagement menu navigation and field name	Workpapers CS menu navigation and field name	Comments and additional information
Trial Balance > Chart of Accounts	**Actions > Enter Trial Balance**	
Account #	Account number	
Description	Description	
Report	Report	
Budget	Budget	
Proposed	Potential	
UNADJ	Unadjusted	Unadjusted balance is converted only for the current period.
ADJ	Adjusted	Prior-year and prior-period balances only.
FTAX	Tax	Prior-year and prior-period balances only.
OBAL1	Other	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.

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ProSystem fx Engagement menu navigation and field name	Workpapers CS menu navigation and field name	Comments and additional information
Trial Balance > Account Groupings > Group Account Grouping > Advanced		
AccClass RatioClass	Classification code Classification subcode	In ProSystem fx Engagement, classification and ratios are set on a group-by-group basis. During the conversion process, you will be asked from which group we should pull classification and ratios.

Grouping schedules

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

Transactions

ProSystem fx Engagement menu navigation and field name	Workpapers CS menu navigation and field name	Comments and additional information
Trial Balance > Journal Entry Summary	**Actions > Enter Transactions**	
JE#	Reference	
Description	Description	
Additional Distributions (Account, Amount, Description)	Distributions (Account, Account Description, Amount)	

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ProSystem fx Engagement menu navigation and field name	Workpapers CS menu navigation and field name	Comments and additional information
Reversing journal entry	Auto-reverse next period	
Type: Adjusting Journal Entries Reclassifying Journal Entries Federal Tax Journal Entries Other Journal Entries1 Proposed Journal Entry	Type: Adjusting Reclassifying Tax Other Potential	Journal entries are posted to the specific engagement for which the entries were intended.

Engagement-related data transferred during conversion

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

Engagement information

ProSystem fx Engagement menu navigation and field name	Workpapers CS menu navigation and field name	Comments and additional information
Binder Properties	**Engagement Properties**	
Name	Engagement binder name	If you convert multiple binders for a single client, the binders must have a unique name.
Type	Type	You must select the new Workpapers CS type during the conversion.
	Entity	In the ProSystem fx Engagement conversion, Entity is determined by the selection on the Tax Group selection screen. This data is mapped to the Client > Accounting information tab.
Period sequence	Period Frequency	
Binder Index View	**Binder Tree**	
Engagement tree structure	Engagement tree structure	

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Folder information

ProSystem fx Engagement menu navigation and field name	Workpapers CS menu navigation and field name	Comments and additional information
Tab Properties	**Engagement tree structure**	
Index #	Folder name	Index # and Name are combined to comprise the Workpapers CS folder name.
Name	Folder name	

Workpaper information

ProSystem fx Engagement menu navigation and field name	Workpapers CS menu navigation and field name	Comments and additional information
Workpaper Properties	**Workpaper Properties**	
Name	Name	
Index #	Reference	
Sign Off: Preparers	Preparer	You can rename Preparer, Reviewer, and Reviewer 2 names in Workpapers CS, if desired.
Sign Off: 1st Reviewers	Reviewer	You can rename Preparer, Reviewer, and Reviewer 2 names in Workpapers CS, if desired.
Sign Off: 2nd Reviewers		This will depend on staff mapping and whether signoffs are set up in Workpapers CS beforehand.
Sign Off Initials	Sign Off Initials	Initials and date will display under the signed off heading in Workpapers CS.

ProSystem fx Engagement Excel and Word demographic formulas

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

ProSystem fx Engagement Name Functions	Workpapers CS Variables
Binder Name	Engagement Name
Binder Due Date	Completion Date
Binder Type	Engagement Type

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ProSystem fx Engagement Name Functions	Workpapers CS Variables
Binder Report Release Date	Report Release Date
Workpaper Name	Workpaper Name
Workpaper Index	Workpaper Reference
Current Period End	Current Period Date

ProSystem fx Engagement Excel and Word link formulas

Excel® and Word® link formulas do not convert.

Conversion notes and exceptions

This section details conversion notes and exceptions.

- **Engagement tree structure:** The order and appearance of the engagement tree structure in Workpapers CS 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, Workpapers CS does not automatically sort folders and workpapers.
- **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® Tax Codes are desired during the conversion, a translation of ProSystem fx Engagement Tax Codes to UltraTax CS is available. Only one Tax Code Group will convert.
- **Workpaper references:** Workpapers CS requires that workpapers 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.
- **Finalized Binders:** Finalized binders will be converted as Active unfinalized binders. We recommend that you convert only active / unfinalized binders.

Items not converted

This section details items not converted.

- **Workpapers not in a standard binder folder:** This includes workpapers within the Unfiled Workpapers, Conflicts, Incompatible Workpapers, Published Workpapers, and Trash folders. To convert these workpapers, you must move the workpapers into a standard binder folder before the conversion process.
- **Trial Balance:** Consolidated trial balances.
- **Firm information**

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- **Client Information**
- **Engagement and workpaper password information**
- **Engagement and workpaper history**
- **Workpaper notes and templates**
- **Staff**
- **M3 Tax Codes**

Data Conversion Report

The data conversion from ProSystem fx Engagement to Workpapers CS creates a report for each engagement converted. 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.

To access the report, locate and open *YYYYYY*.html, where *YYYYYY* is the binder name. The report is placed in the user's Documents folder.

Getting help

Help & How-To Center

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

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 our Support website from Workpapers CS by choosing **Help > Additional Resources > General Support Information.**

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