

Conversion Guide Version 6.x



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Overview

Trial balance data for ProSystem fx Engagement v. 6.x is stored in a Microsoft SQL Server database. As a result, trial balance data from versions prior to v. 6.x must be converted from Microsoft Access to SQL database after installing Engagement v. 6.x. A conversion utility is provided for converting trial balances stored in Central or Local File Rooms. A command line version of the utility is also available for converting trial balances of binders in more than one central file room.

As an alternative to the full conversion process, trial balances can be converted "on the fly" by synchronizing individual binders in ProSystem *fx* Engagement. However, the synchronization process will be longer than usual when trial balances are converted as a result of synchronizing binders. See the Conversion Time Tables section below for estimates regarding converting trial balances using the trial balance conversion utility.

Microsoft Access trial balances in binder packages and binder backups from prior Engagement versions will be converted when the packages are received or the backups are restored.

In addition to converting trial balances from Microsoft Access to SQL database, the following conversions are also available in ProSystem fx Engagement v. 6.x:

- Converting binder templates from v. 4.0 or higher
- Converting trial balance templates from v. 4.0 or higher

Note: Binders that contain trial balance files that have not been converted from previous Engagement versions may not be opened in Engagement. Prior to opening these binders, the conversion utility will need to be run, or the binder will need to be synchronized in order to convert any existing Microsoft Access trial balance databases (MDB files).

Preparation

WARNING: Prior to upgrading to ProSystem fx Engagement v. 6.x, it is important that you backup ALL ProSystem fx Engagement admin, central file room and binder databases and workpapers. For local file room or shared file room data, we recommend that users synchronize their binders to the central file room prior to performing the full backup of the admin module data.

Once the upgrade of the Admin Module to v. 6.x has been completed, you should run a full backup of the admin module data prior to the conversion of any trial balance data. This will ensure that any trial balances that are converted through the trial balance conversion utility or binder synchronization process are properly backed up prior to conversion.

Note: Please consult the Database Backup & Restore Appendix in the User Guide for

detailed instructions on backing up your data prior to conversion.

If you are currently using a version of ProSystem fx Engagement prior to 5.0, you must first upgrade to v. 5.0. The Conversion Guide required to upgrade to v. 5.0 is located on the ProSystem fx Engagement v. 5.0 CD or on the Support website, https://support.cch.com/engagement.

Conversion Details

1) **Hard Disk Space** – The disk space required to convert the trial balances will vary based on the number of trial balances being converted. As noted above, the trial balance conversion process will convert the data that was previously stored in Microsoft Access (MDB) files to Microsoft SQL Server databases. Depending on your Engagement data configuration, this may result in a significant change in the storage location of trial balance data. Before conversion, the trial balance data is stored as part of the binder workpapers. After conversion, the trial balance data will be stored as part of the Engagement SQL databases. If your workpapers are stored on a drive or UNC path that is different than the SQL Server database location, the workpaper data area previously used by trial balance databases (MDB files) will be reduced. However, there will be a corresponding increase in the storage space needed where Engagement SOL databases reside. The estimated amount of storage needed for Central File Room trial balance data in the SQL database will be about twice the size of the storage needed for the trial balance data in Microsoft Access databases. However, about half of the storage amount needed for the Microsoft Access Local File Room trial balance data will be needed for the SQL database trial balance data. If the drive that the SQL databases reside on runs out of disk space during the MDB to SQL conversion, then all subsequent Trial Balance databases will fail to convert to SQL. Once the disk is full and the conversion has failed, additional drive space will need to be available or the SQL databases will need to be migrated to a new local drive on the machine. To prevent the drive from filling up, a new TB Bin database can be created on a different drive and designated as the Primary TB Bin using the Tools\Manage Bins option in the Engagement Admin module prior to the conversion.

Note: If you need further assistance with migrating the SQL databases, please call ProSystem fx Engagement Technical Support at 1-800-PFX-9998, option 4.

2) **Bin Path** – By default, the Engagement Trial Balance Bins are created where the application is installed. If you would like to move this for any reason, please use the TB Bin Manager prior to running the conversion utility. Keep in mind that if the application is installed to "c:\" that this drive will need to have enough hard drive space to accommodate the new TB Bins. If it does not, then use the aforementioned Bin Manager to change the default path and the primary bin to alleviate any space issues.

- 3) Windows Rights for Running the Conversion The conversion process requires access to the SQL database, as well as the binder workpaper location where trial balance data is stored. Therefore, please confirm that the conversion is run by a user account that has rights to both of these locations.
- 4) Conversion of Local File Room (LFR) Data It is not required to check in workpapers nor synchronize binders to the central file room prior to converting trial balances to v6.x. However, we recommend that you synchronize the binders to the central file room to prepare for backup of the data prior to conversion.

Note: If binders are synchronized after upgrading to v. 6.x and the trial balance(s) in those binders have not already been converted to the SQL database format, the trial balance data will be converted on-the-fly during synchronization. As noted above, the synchronization and trial balance data conversion process will be slower in this case.

5) **Account Grouping Templates -** Account Grouping templates created in releases prior to v6.x are automatically converted to v. 6.x when imported to the trial balance. As a result, the import process will take longer than usual when the conversion process takes place during the import.

Note: After you import the grouping lists created in releases prior to v. 6.x, it is recommended you export the converted grouping lists so that the conversion process does not need to occur if you need to import the grouping lists again at a later time.

- 6) **In-Transition Binders and Admin Packages -** In-Transition binders or Admin Packages created in prior versions cannot be converted or received in v. 6.x.
- 7) **Conversion Speed -** Network traffic, processor speed, and amount of RAM will affect conversion times. Please see the chart on *Page 4* for estimates on conversion times.
- 8) **Trial balances that Fail to Convert** For trial balances that fail to convert to ProSystem *fx* Engagement v. 6.x, the trial balance databases remain as Microsoft Access databases in their original location. You may review the Trial Balance Conversion Log file to find the reason for the failure. Trial balances that fail to convert can be converted after necessary actions are taken to correct the reason for the failure.
- 9) **Converting Batches of Trial Balances -** Using the conversion utility, multiple trial balances can be converted from a local file room or a central file room. It may take a while to convert the trial balances, so you can define selection criteria that will limit the number of trial balances converted in a batch.
- 10) **Converting Trial Balances via Binder Synchronization** If you do not want to convert batches of trial balances in a central or local file room, trial balances can be

converted by synchronizing binders between a central file room and local file room or between two local file rooms.

Note: The synchronization process will be longer than usual when trial balances are converted as a result of synchronizing binders. It could be up to two times longer. After the trial balances are converted, length of the binder synchronization process will be as usual.

11) **Unable to Use Binders until Trial Balances Converted** - Binders that contain unconverted trial balances cannot be opened, rolled forward or finalized. However, you can synchronize the binders which will convert trial balances in the binder.

Conversion Time Tables

Trial Balance Conversion using Trial Balance Conversion Wizard			
Platform	Conversion Method	Estimated Conversion Time per Trial Balance **	
Pentium 4 3.4 GHz 2 GB RAM	Trial Balance Conversion Wizard	7 seconds per trial balance	

Note: Conversion times may vary greatly. The time estimates provided in this chart may vary depending on hardware specifications, trial balance database sizes and other active applications.

Converting Trial Balances to Version 6.x

Converting Trial Balances Via Conversion Wizard:

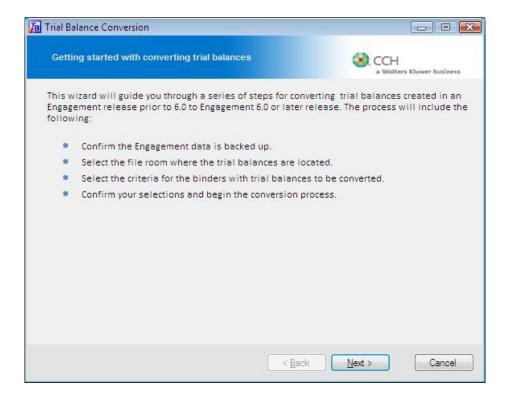
1) Prior to installing Engagement v. 6.x, backup your Engagement databases using the ProSystem fx Engagement Database Backup & Restore Utility. In addition, backup any central file room or local file room workpaper folder(s) which contain your Microsoft Access trial balance database files.

Note: Please consult the Database Backup & Restore Appendix in the User Guide for detailed instructions on backing up your Central File Room data before conversion.

- 2) Install Engagement v. 6.x on all machines that have the prior version of Engagement installed. This will upgrade the files and Engagement database, but the trial balances are still unconverted at this time.
- 3) After the successful installation of Engagement v. 6.x, in the ProSystem fx Engagement program group of the Start menu, select the ProSystem fx Engagement Trial Balance Conversion Wizard option to launch the conversion wizard.

Note: The Conversion Wizard must be run from the computer where the Central File Room or Local File Room databases reside.

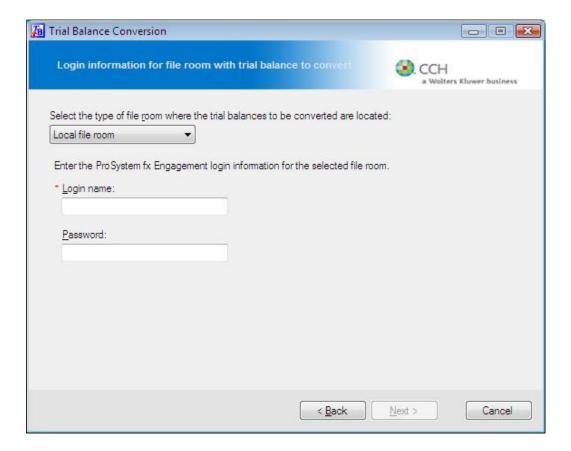
4) Select **Next** on the Welcome Screen



5) Please carefully read the backup warning and select the option "I have read the above warning and created a backup." Select **Next** to continue.



6) Select the file room type (Central or Local) where the trial balances to convert are stored and enter the Login name and Password for that file room. Select **Next** to continue.

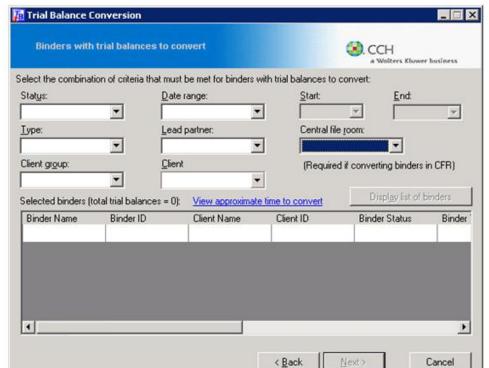


7) The time to convert trial balances depends on the number of trial balances to convert. Especially when converting trial balances in a central file room, the process can take a long time. You can select a combination of criteria to limit the number of trial balances to convert. You can run the conversion wizard multiple times to convert all trial balances. For example, you may want to convert trial balances in binders with a status of In Process first since staff may be actively working with those binders. At a later time, you could select to convert trial balances in Finalized binders. If you select to convert trial balances in a local file room and do not have many binders with trial balances to convert in the local file room, you do not have to select any criteria to limit the trial balances to convert.

After selecting the criteria for the binders with trial balances to convert, click **Display list of binders** to view the binders that meet the selected criteria and include unconverted trial balances. If you are converting trial balances in a central file room, you must select a **Central file room** prior to clicking **Display list of binders**.

Note: To convert trial balances in more than one central file room see the instructions below for running the command line version of the conversion utility.

The system will display the total trial balances to convert above the list of binders. If desired, click the **View approximate time to convert** link to obtain information for approximately how long it will take to convert the trial balances.



Select **Next** to continue.

Note: When the binder path cannot be found or it cannot be accessed for one or more

of the binders, the binders are skipped and a message displays indicating the number of binders skipped. A log of the binders skipped, TB Conversion Skipped Binders.txt, will be created in the x:\Pfx Engagement\Common\Utilities folder.

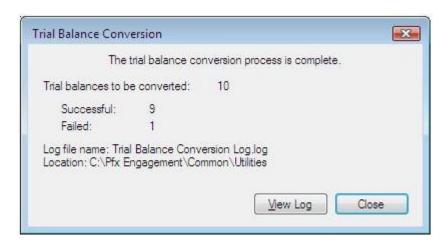
8) Review the selections made in the conversion wizard and select **Begin Conversion** to start the conversion process.



While the conversion is running, a status bar will display at the bottom of the summary screen. This process may take a while to complete.



9) When the conversion process is complete, a message box indicating the number of trial balances converted successfully and the number that failed to convert displays. Click View Log if you want to review a detail of each trial balance processed. Click Close to close the message.



Converting Trial Balances Via Command Line Utility:

1) If you want to convert trial balances of binders in more than one central file room in one batch, you can run a command line version of the trial balance conversion utility located in the x:\Pfx Engagement\WM\Utilities\TBConversion folder. You can convert trial balances via the command line using the following command line options.

```
Pfx.TB.Conversion.CLI
/login [user name]
/password [password]
/cfr [cfr name]
/cfrall
```

Where:

login: login name password: password

cfr: Single CFR name, can specify multiple cfr options

e.g.

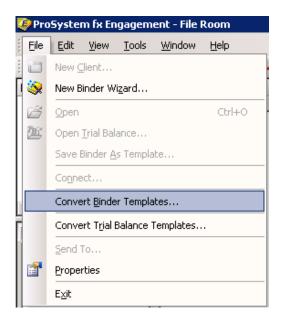
Pfx.TB.Conversion.CLI /login admin /cfr cfr1 /cfr cfr2 Pfx.TB.Conversion.CLI /login admin /password Pass /cfr cfr1 /cfr cfr2 Pfx.TB.Conversion.CLI /login admin /cfrall

Note: If you need further assistance with running the command line conversion utility, please call ProSystem fx Engagement Technical Support at 1-800-PFX-9998, option 4.

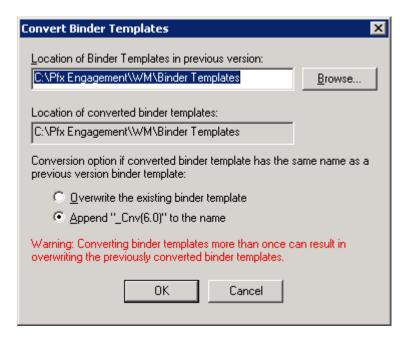
Converting Binder Templates to Version 6.x

This section contains instructions for converting version 4.0 or later binder templates to v. 6.x.

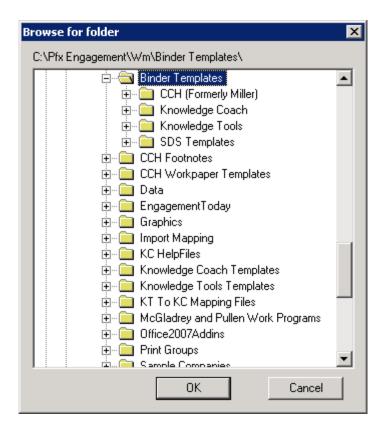
- 1) Open the ProSystem fx Engagement v. 6.x Workpaper Management module by **Double Clicking** on the ProSystem fx Engagement icon on the desktop.
- 2) Select **Convert Binder Templates** from the **File** menu.



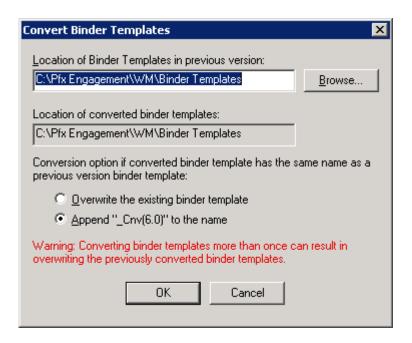
3) If the binder templates are in a path other than the default binder template path as defined in ProSystem *fx* Engagement, select the **Browse** button or type in the path to the previous version binder templates.



4) Browse to the directory that contains the previous version binder templates and select **OK**.

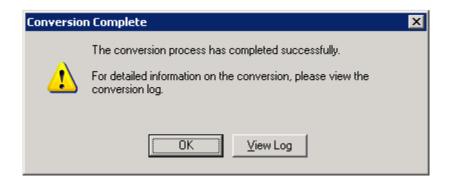


- 5) Choose the **Overwrite** or **Append** option and select **OK** to begin the conversion process.
 - The Overwrite option will overwrite any existing binder templates with the same name that exists in the v. 6.x binder template location.
 - The Append option will append _Cnv(6.0) to any converted binder templates that have the same name as binder templates in the v. 6.x binder template location.



Note: Previous version binder templates in the location specified will be converted to version v. 6.x. Sub-folders within the specified location that contain binder templates will also be converted. Only binder templates v4.0 or greater will be converted.

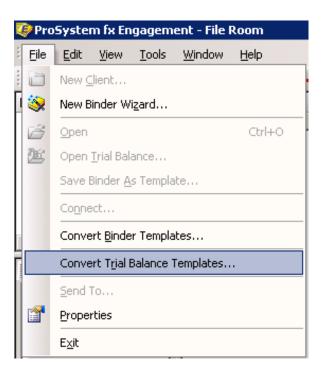
6) Once the conversion is complete, you will see the following message. Select **View Log** to see detailed information or **OK** to finish.



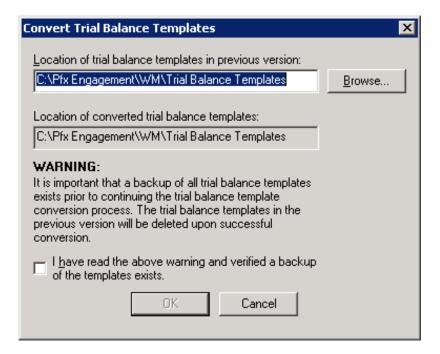
Converting Trial Balance Templates to Version 6.x

This section contains instructions for converting version 4.0 or later trial balance templates to v. 6.x.

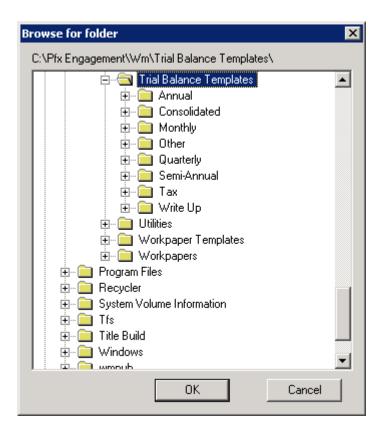
- 1) Please ensure that a backup of your trial balance templates exists. The conversion process will delete the original trial balance template(s) upon successful conversion.
- 2) Open the ProSystem fx Engagement v. 6.x Workpaper Management module by **Double Clicking** on the ProSystem fx Engagement icon on the desktop.
- 3) Select **Convert Trial Balance Templates** from the **File** menu.



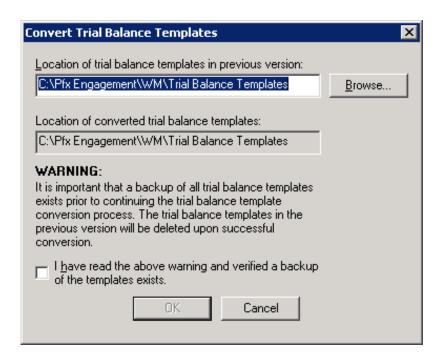
4) If the trial balance templates are in a path other than the default binder template path as defined in ProSystem fx Engagement, select the **Browse** button or type in the path to the previous version trial balance templates.



5) Browse to the directory that contains the previous version trial balance templates and select **OK**.

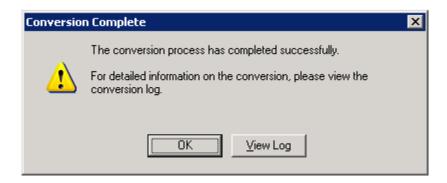


After ensuring that a backup of the trial balance templates exists, read the warning and check the box confirming you have read the warning and verified a backup of the templates exists. This will enable the OK button. Click **OK** to begin the converting the trial balance templates.



Note: Previous version trial balance templates in the location specified will be converted to version v. 6.x. Sub-folders within the specified location that contain trial balances templates will NOT be converted. Only trial balance templates v4.0 or greater will be converted.

7) Once the conversion is complete, you will see the following message. Select **View Log** to see detailed information or **OK** to finish.



Conversion Log Files and Errors

This section details the entries in the conversion log files. Entries will be made when converting trial balance Central File Room data, Local File Room data, binder templates, and trial balance templates.

You can view the applicable log file by selecting the **View Log** button after a completed conversion, or you may view the log file by opening it using Windows Explorer. Separate logs are created for trial balance conversions, binder template conversions, and trial balance conversions, and can be found in the x:\Pfx Engagement\Common\Utilities directory, where x is the drive ProSystem *fx* Engagement is installed. The log files are named:

- Trial Balance Conversion Log_[login name].log for conversion of trial balances using the Trial Balance Conversion Wizard
- Trial Balance Conversion Log_Sync.log for conversion of trial balances using the binder synchronization. *Note:* This log file can be found in the x:\Pfx Engagement\WM\Workpapers\[[client GUID] \] [binder GUID] directory.
- Binder Template Conversion mm-dd-yyyy.log for binder template conversion
- Trial Balance Template Conversion Log.log for trial balance template conversion

For the Binder Template Conversion log the variables mm-dd-yyyy represent the date the conversion is run. One log file is created per day. If a specific conversion process is run multiple times in a day, the newer records append to the end of the same log. For the conversions that run on different days, a separate log will be created for each day.

Trial Balance Conversion Log

Entries made to the trial balance conversion log are very similar. There is an entry for each trial balance that is converted as well as a summary of the entire conversion. The summary lists the number of failed and successful trial balances with other useful information such as which user ran the conversion process and at what time. For example, the summary of a conversion log may look similar to the log shown below:

```
| Trial Balance Conversion Log_1 - Notepad | File Edit Format View Help | Session_Info | Session
```

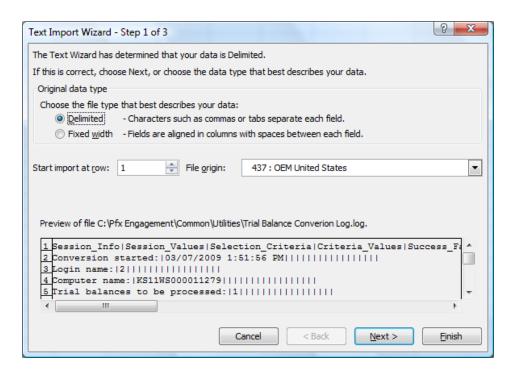
As mentioned above, every trial balance has an entry in the log file. If there is a trial balance that fails to convert, find the trial balance's entry in the log file to determine the reason for failure.

Importing the Trial Balance Conversion Log file into Microsoft Excel:

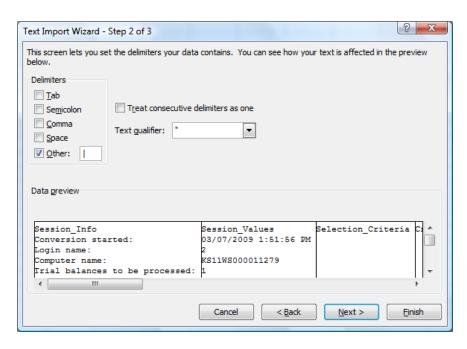
The Trial Balance Conversion Log file may be imported into Microsoft Excel so that the results can be filtered or sorted.

- 1) Open Microsoft Excel and choose **File/Open** (Ctrl + O).
- 2) On the Open dialog, change the **file type** from All Excel Files to All Files.
- 3) Browse to the location of the log file. x:\Pfx Engagement\Common\Utilities\Trial Balance Conversion Log_[login name].log (where x is the drive where ProSystem fx Engagement is installed)
- 4) Click **Open** to launch the Text Import Wizard.

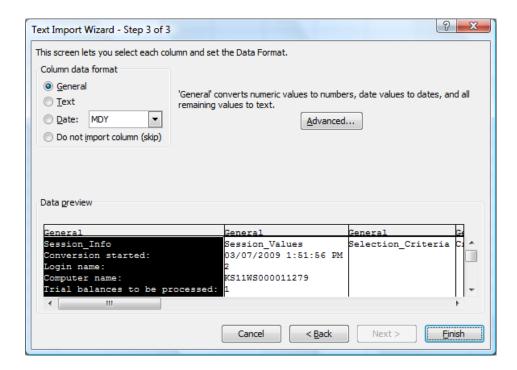
5) Select **Delimited** as the file type. Click **Next**.



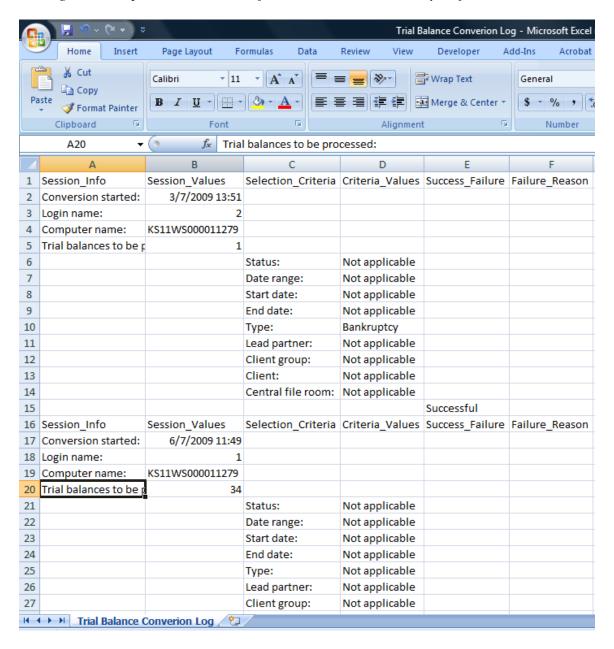
6) Un-check the **Tab** delimiter. Check **Other** as the delimiter and type the "|" (pipe) character in the field for Other delimiter.



7) Click **Next** and leave the default column data format as **General**. Click **Finish**.

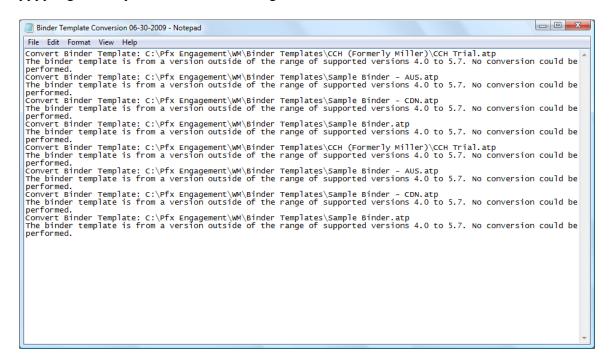


The log is now imported into Microsoft Excel and the results may be filtered or sorted.



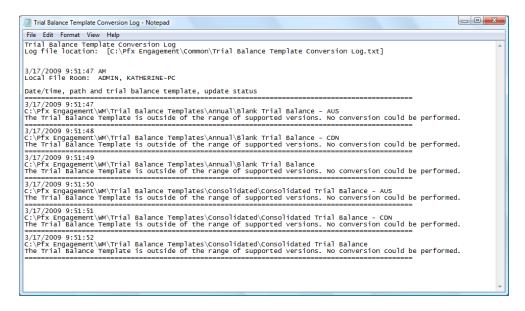
Binder Template Conversion Log

An entry is made to the Binder Template Conversion mm-dd-yyyy log for each binder template that is converted. The entry will list the path where the v. 6.x binder template is located and the status of the conversion process. A Binder Template Conversion mm-dd-yyyy log file may look similar to the log shown below:



Trial Balance Template Conversion Log

An entry is made to the Trial Balance Template Conversion Log for each trial balance template that is converted. The entry will list the path where the trial balance template is located and the status of the conversion process. A Trial Balance Template Conversion Log file may look similar to the log shown below:



For further assistance with any failures that you may encounter during any of the conversions, please call ProSystem fx Engagement Technical Support at 1-800-PFX-9998, option 4.