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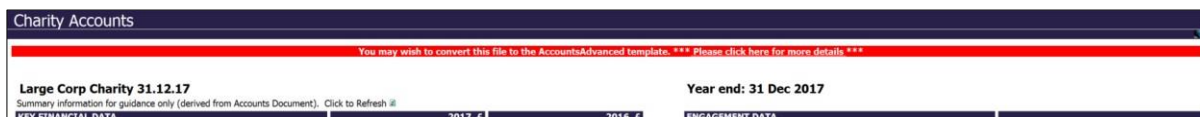
# AccountsAdvanced Charity & Academy

The Conversion Process



## CONVERTING A “V3” FILE TO ACCOUNTSADVANCED

1. You should see a red banner along the top of the “Template guide” screen which prompts you to convert the file (if you do not see the red banner, please skip to step 3):



2. Click where it says “\*\*\* Please click here for more details \*\*\*” and an additional text box will appear:

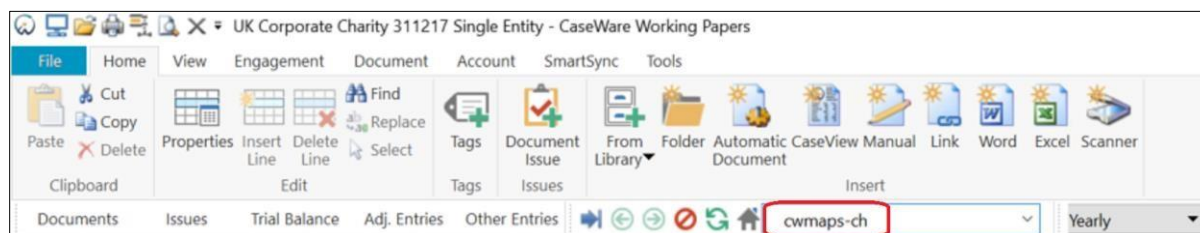
The Charity template is now available in AccountsAdvanced. This features enhanced disclosures and additional functionality. If you wish to convert to the **AccountsAdvanced** template, please click [here](#).

The AccountsAdvanced template also enables the amendments to the Charities SORP made in Update Bulletin 2 to be applied to a charity file. If you wish to early adopt these amendments or the charity's reporting period starts on or after 1st January 2019, please click [here](#) to convert to the AccountsAdvanced template.

Please note that no further updates are planned to be made to the Accounts3 template in respect of the Charity template.

Click on either of the blue hyperlinks and a CaseView screen will then appear.

3. **Alternatively**, if you do not see the red banner above, please go to the browser bar at the top of the screen and type in “CWMAPS-CH” and press enter:



4. After following steps 2 or 3, this screen will be displayed:

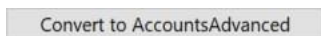
AccountsAdvanced - Charity Conversion

1. **Create a backup** of the file to use for reference after the update.  
**The conversion process is not reversible.**
2. On conversion, **where possible relevant data will be retained** from the previous period's file as per a year end.
3. The following **CaseView documents have been replaced by the new Wizard Document**.  
During conversion these redundant documents will be removed from this client file.
  - Start
  - General
  - Final Accounts preparation
  - Roundings & other differences
4. The Mapping **format has changed** from XXX.XX.XX to XXX.XX.XX.XX.
5. **Full details of AccountsAdvanced - Charity can be found in the documentation** accompanying this release. We strongly recommend that users attend a training course familiarising themselves with AccountsAdvanced.
6. In order to prevent data loss during the conversion process **all documents of the current file must be closed**.

I have read these notes and taken a backup.

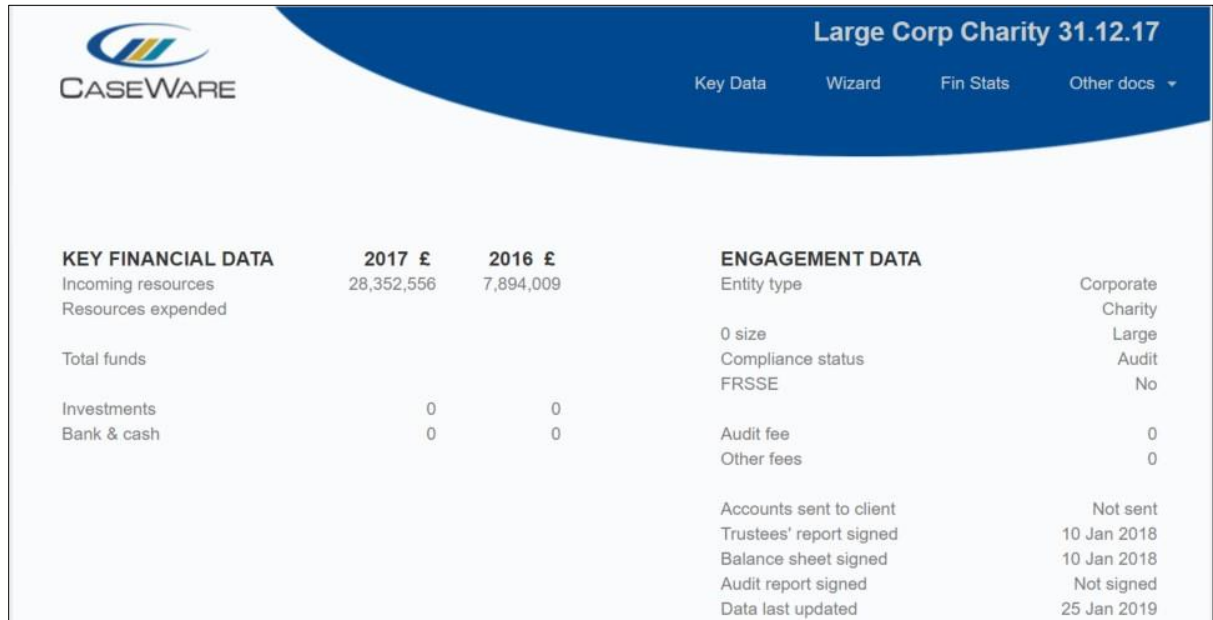
I confirm that I have full admin rights on the CaseWare folders (please click [here](#) for details)

Once you have ticked both of the boxes, a further button will appear to begin the Conversion process:



5. Click on this button and the conversion will commence. The process will take a few minutes and it will convert all known mapping codes to their AccountsAdvanced Charity equivalent (in the format XXX.XX.XX.XX).

- Once the process is complete please close the CaseView window. You will then need to close and re-open the converted file and you will then be presented with the AccountsAdvanced web skin:



The screenshot shows the AccountsAdvanced web skin interface. At the top, there is a blue header with the CASEWARE logo on the left and the title 'Large Corp Charity 31.12.17' on the right. Below the title are navigation links: 'Key Data', 'Wizard', 'Fin Stats', and 'Other docs'. The main content area is divided into two columns. The left column is titled 'KEY FINANCIAL DATA' and contains a table with columns for '2017 £' and '2016 £'. The right column is titled 'ENGAGEMENT DATA' and contains a table with various engagement metrics.

KEY FINANCIAL DATA		2017 £	2016 £	ENGAGEMENT DATA	
Incoming resources		28,352,556	7,894,009	Entity type	Corporate
Resources expended					Charity
Total funds				0 size	Large
Investments		0	0	Compliance status	Audit
Bank & cash		0	0	FRSSE	No
				Audit fee	0
				Other fees	0
				Accounts sent to client	Not sent
				Trustees' report signed	10 Jan 2018
				Balance sheet signed	10 Jan 2018
				Audit report signed	Not signed
				Data last updated	25 Jan 2019

At this point if you click on the “Trial Balance” button, you will see the converted mapping codes.

You can now commence working through the Wizard to build a set of Accounts.

- Please note that we would recommend running a conversion AFTER the file has been rolled forward in the old v3 template.