Data Categories for Conversions

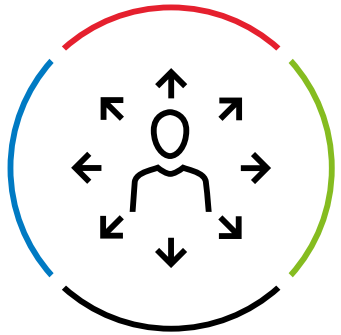


Wolters Kluwer

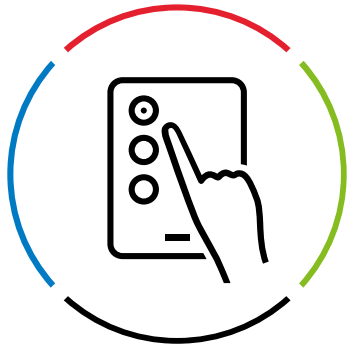
Professional Services- Guiding you to success

Strategic	Maximise the value of your CCH solution
Expertise	Continuous expert guidance as requirements evolve
Supporting	Fastest path to facilitating change to become embedded as everyday operations
Specialised	Knowledgeable experts from practices and across industries
Collaboration	Committed to providing the best options for your needs
Evolution	Specialists in current and next generation CCH solutions and supporting technologies

Data categories for conversions



Central standing data



Practice management data



Business information

WK common data descriptions

Standing/static /core data

- Primary record and reference data for clients – individuals and organisations for example:
  - Client code (unique), names, address, contact information, identification numbers (UTR, NI)
  - Contacts associated/connected with clients
  - Option to include references to partner, office, Christmas card
  - Employees – all staff who will use the system including charge out rates where applicable

Practice Management data

- Standing data plus
- Client financial data: WIP and Debt– opening balances

Compliance data

- Compliance modules include Accounts Production, Personal Tax, Corporation Tax, Trusts, Audit
- Data import is available for customers transitioning from existing CCH modules, but no migration tools exist for non-CCH Personal Tax data
- Trial balance imports are available for Accounts production from any system

Document data

- Electronic documents from existing CCH systems, approved competitors or formal folder structure

What’s included in a regular standing data and practice management conversion project

- Client – primary/Main names, communication details and addresses, references, including unique identifiers
- Client – responsibilities, including Partner, Manager and other custom types
- Contact – primary/Main names, communication details, relationship to client
- Employees – names, codes, security permissions, email, charge rates, timesheets/billing authorisation
- Extra fields – additional custom data for clients, contacts, employees
- Extra client/contact information –addresses, emails, telephone numbers in addition to client/contact record
- Associations – relationship link between clients and/or contacts. Central supports multiple relationships across records
- Assignment and tasks – converted for practice management
- WIP – Open WIP transactions only. The process is the re-construction of the unbilled position
- Debt – Open debtor transactions, including unpaid bills and unallocated cash entries. Re-construction of debtor statement
- Business information – company, offices, departments, centre
- Billing Groups* – clients grouped for billing purpose
- Notes* – Client and ledger notes

* Dependent on original software – not guaranteed
- For other data requirements – bespoke scoping is available

What’s not included in a regular standing data and practice management conversion project

- Compliance Data – tax, accounts, audit
- Templates – billing, statements, customised reports
- Workflows – task management
- Documents – document management storage
- Transactional data – individual records*
- Historical data – across all record types*
- Transition between OneClick systems

- \+ Custom requests can be made with a bespoke scope
- \+ Import functions exist for compliance data, can be self managed with professional services guidance
- \+ Transferring documents services available
- \+ Managing cloud elements of OneClick services are available
- \+ Best practice consultancy included in new customer projects
- \+ Existing customers recommend consultancy to manage
- – * Historical and transactional data – cost to deliver exceeds benefit to customers and extends project delivery time

Practice management data – Converting WIP & Debt positions

- **Open transactions** –
  - to include unbilled WIP
  - unpaid bills
  - unallocated cash
- Enables detailed transfer of outstanding WIP transactions

- Maintaining reporting levels by
  - initial entry date
  - Employee
  - WIP type
  - and service recorded against

Customers often choose this option when they can transfer detailed records to the new system.

This normally takes place after they have completed the month end procedures.

Or

- **Open balances** only for WIP and Debt as per client.

Customers can start in the CCH Suite with a top-level outstanding WIP balance for each client when detailed WIP transaction records are unavailable, or this option is preferred

When selecting the "go live" date, consider the current end-of-month processes, ensure month end procedures such as, timesheets and billing are completed and finalised.

Note: Transactional history of WIP and Debt are not included.

If WIP and Debt need a separate conversion, additional services will be required to offline the database. This will incur extra charges, including possible out-of-hours fees.

Standing and Practice management- data in scope

	IRIS	Sage	Star	Practice Engine	Digita*
Clients	✓	✓	✓	✓	✓
Contacts			✓	✓	✓
Employees	✓	✓	✓	✓	✓
Assignments	✓	✓	✓	✓	✓
Extra fields	✓	✓	✓	✓	✓
Associations	✓	✓	✓	✓	
Additional Addresses	✓	✓			✓
Additional phone numbers	✓	✓			✓
Open WIP	✓	✓	✓	✓	✓
Open Debtors	✓	✓	✓	✓	✓

Digita* Tax – standing data only

✓ Open Debtors are converted from supplied detailed aged debt report from SAGE line 50

Source data supplied as SQL backups or Excel spreadsheets.

Further details regarding Standing, Practice management and Business data is available from “Data categories for conversion”

Data Inventory



Organisations use various systems to handle their business and client data. To keep everything running smoothly and securely, it's essential to have a data inventory focused on client data. This helps you understand all the points where client data is used in your business.

- ❑ Which of your organisations system contain client data, including contact details?
- ❑ Are the unique references consistent across each system?
- ❑ Do any of your system have unchangeable conditions for using references which are not consistent with other systems?
  - ❑ Combining systems with different ID methods can be tricky. It needs careful matching and converting of IDs to keep things consistent. When moving data, it's important to keep unique IDs intact to ensure data stays accurate.

Data Audit



A data audit is a systematic evaluation of your organisations data assets to assess their accuracy, completeness, reliability across all your systems which are required to service your clients.

Key aspects of a data audit include:

- **Accuracy** - Ensuring that the data is correct and free from errors
- **Completeness** - Verifying that all necessary data is present and accounted for
- **Reliability** - Checking that the data is consistent and dependable over time
- **Compliance** - Ensuring that the data meets regulatory and industry standards

Data preparation and cleansing steps



- Identify common issues (missing data, duplicates, poor formatting)
- “clean” data is complete and has consistent details.

- Ensure mandatory fields are complete
- Remove irrelevant records if necessary

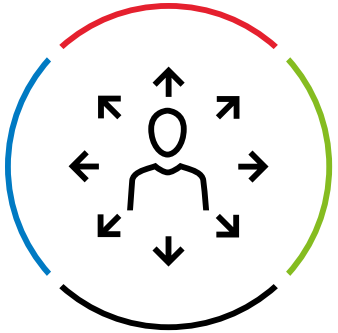
- Use manual inspection or reporting to identify duplicates
- Merge partial records into one complete record or remove duplicates

- Use DD/MM/YYYY for dates
- Avoid separating characters in text fields. E.g. ABC-123
- Ensure data is in the correct field (e.g. email in Email field)

- Maintain consistency with a standard list of values for categories
- Avoid multiple categories with the same meaning

Successful data conversions-Invest time **now** in rolling out processes to improve and maintain data quality on a daily/weekly basis in your current systems.

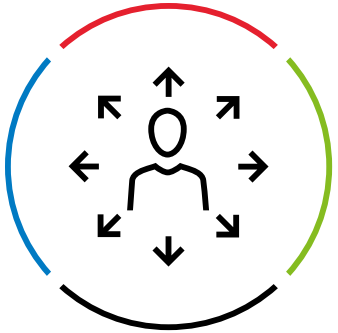
Central standing data



Clients: These are individuals or companies for whom your practice performs work. Clients have a client code and can have assignments attached to them. They can be either chargeable or internal (non-chargeable).

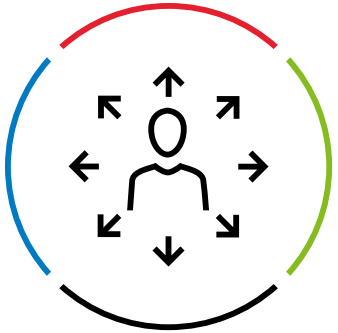
Contacts: These are individuals or companies that your practice interacts with but does not necessarily perform work for. They could be suppliers, prospective clients, employees of the client company or other entities. Contacts do not have a client code.

Central standing data



- **Client** – The Primary/Main names fields for clients. Types are used to identify the client entity as person, organisations, partnership, LLP etc. For people clients full names are segmented into separate fields and include mailing names and salutations to make full use of the functionality of CCH Central and its product modules.
- Clients all have a unique client code.
- Addresses are the Primary/Main communication addresses for clients and include email address for people clients. Central supports multiple addresses linked to client records via the internal address book.
- Reference and identifying data such as company registration number, UTR, National Insurance, Date of incorporation are part of the client record for individuals and company as identified by their client type.

Central standing data



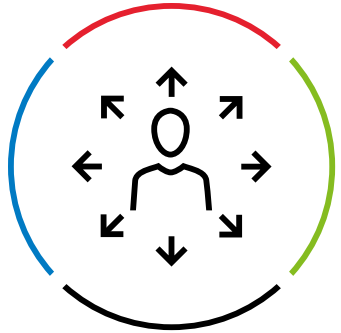
- **Contact** –The Primary/Main names fields for contacts. Codes are not part of the contact record

  For people contacts full names are segmented into separate fields and include mailing names and salutations to make full use of the functionality of CCH Central and its product modules.

- Contacts are the people you communicate with at your organisation clients. Contacts of all types are linked to client records by an associated relationship – Billing contact, Director, HMRC office

- Addresses are the Primary/Main communication addresses for contacts and include email address for people clients. Central supports multiple addresses linked to client records via the internal address book

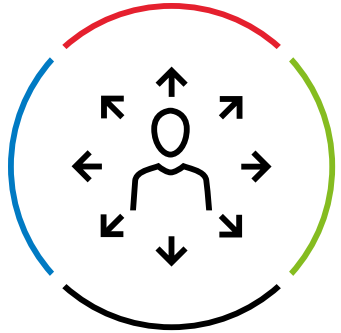
Central standing data



- **Employee** –Records of each individual employee contains details as required by the business in Central

- Names and unique codes for each employee record
- Credentials for logging into Central
- Charge rates with commencement dates for chargeable staff
- Timesheet settings for individual employees
- Security permissions
- Code if employee is also a partner of the business and has a partner record in Central
- Email are work addresses used by integrated functionality in central
- Links to Business Information as required

Central standing data

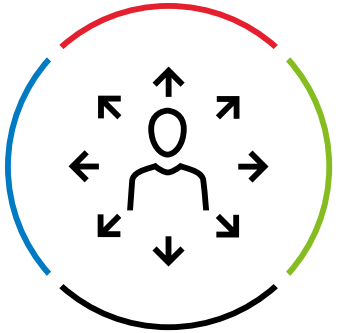


- **Extra fields** – Additional information typically related to clients, contacts, employees is available in Central via fields and categories

  A field holds unique information whilst a category provides a picklist of choices defined by the business. This can be useful for capturing information additional information regarding marketing campaigns, references from another business system or even Christmas card lists.

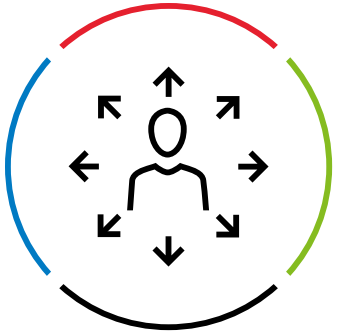
- Central supports multiple custom fields options

Central standing data



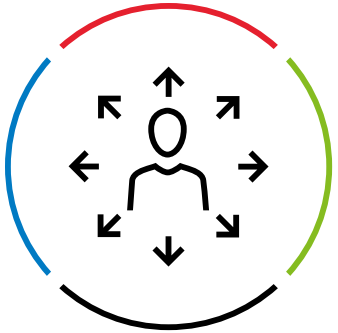
- **Additional Client and Contact Information**
- Addresses types, used for clients and contacts, details for addresses other than main details, for example, registered, billing, home, business
- Each address type can be used once on each client or contact record
- Central supports multiple address types
- Communication type, Email, phone, fax, website for example personal email, home phone, can be used once per record
- Available to clients and contacts
- Additional to main client and contact details

Central standing data



- **Associations** – the link between two separate clients or contacts in Central
- Form the basis of the contacts list important to ensure that contacts are correctly related/associated with clients
- Central includes a comprehensive selection of system associations or relationships ready to use ie *has billing contact of, has mailing contact of*
- Complete contact records fully to benefit from automated tools, ie email, telephone, email
- A direct link A – B and the relationship between them for example Big Company has Director of Ms Boss
- Central supports multiple associations linked to each client and contact record
- Custom associations are an option in Central

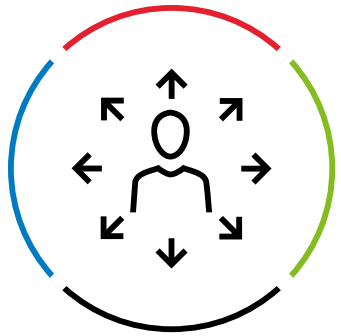
Central standing data



- **Notes** - Client records in central includes an area for adding ad hoc transcripts regarding the client's information or relationship
- Central support multiple notes per record
- Migration services do not guarantee extraction and population of notes from the original source database

Client Code	Description	Note	Note Date
ABC001	Note1	Chasing Client for payment	01/12/2023
ABC001	Note2	Bank referral letter sent to Brian M	23/05/2024
DEF002	Note1	Authorisation code = 12345	15/06/2024

Central data- not standing data



- **Assignment**
- **Tasks**

in CCH Central, Assignments and Tasks serve distinct but complementary purposes to help manage and track work efficiently:

Assignments & Jobs
Assignments represent the type of work you are performing for a client. Typically, all assignments on a client will be chargeable. None chargeable assignments can be added to an internal client which can be used to track time spent on internal tasks.

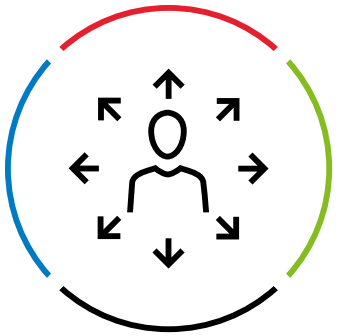
Time and disbursements are recorded against assignments, helping to monitor the effort and resources spent on various tasks.

Workflows attach to jobs, jobs represent the specific instance of the work the assignment service e.g. Assignment = Accounts Preparation, Job = 2025 (The period of accounts work being generated).

Workflows attach to jobs, jobs represent the specific instance of the work the assignment represents. E.g. Assignment = Accounts Preparation, Job = 2025 (The period of accounts work being generated)

Note that assignments are also used for tagging/profiling any documents and correspondence with the client which keeps all information relating that element of work together.

Central data – not standing



- ❑ **Assignment**
- ❑ **Tasks**

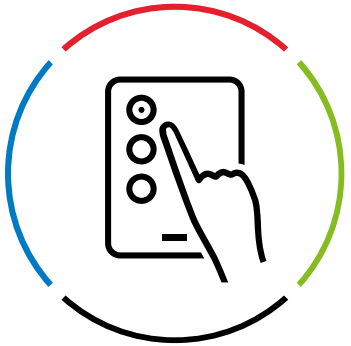
Tasks
Task Assignment: Tasks can be assigned to specific staff members, who will receive notifications and see the tasks listed in their Task Assignments tab.

Progress Monitoring: Tasks help in tracking the progress of work, ensuring that each stage is completed on time and according to the agreed-upon expectations or deadlines.

Permissions Management: When assigning tasks, you can manage permissions to ensure that the assignee has the necessary access to complete the task.

These features are designed to streamline project management, enhance accountability, and improve overall efficiency within the practice.

Practice management data

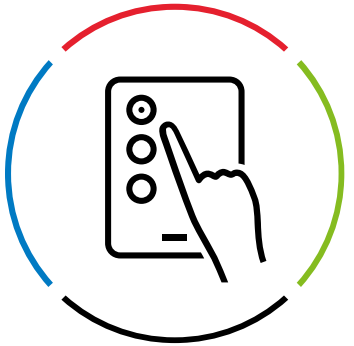


- **WIP** – Open WIP transactions or balances per client

Conversions including practice management data will convert the open WIP value, reconstructing the unbilled position as delivered by an Aged WIP report provided by the customer.

- The Aged WIP report must be supplied in a spreadsheet format to enable confirmation of the balance figures during the conversion process
- If a client record exists on the supplied Aged WIP report and is not included in the client data, the record will be created as part of the process
- Employee codes are referenced as part of the WIP reconstruction. Where an employee is in the Aged WIP report and is not an employee in the converted employee data records – the WIP record will be assigned to the system employee named “unspec”
- WIP is a point in time conversion – an expected WIP figure must be provided

Practice management data



- **Debt** – Open Debtor transactions only

Conversions including practice management data will convert the open ledger position, reconstructing the unpaid position as delivered by a customer provided Aged Debtors report.

- The Aged Debtors report must be supplied in a spreadsheet format to enable confirmation of the balance figures during the conversion process
- If a client record exists on the supplied Aged Debtor report and is not included in the client data, the record will be created as part of the process
- Debt are a point in time conversion – an expected Debtor figure must be provided

Business information



- **Company** – name and code to identify each entity within the business, links to data in Clients, Employees, Assignments, WIP & Debt records. Central support multiple companies
- **Office** – name, code, address details for each office, applies to Clients, Contacts, Employees, Assignment, WIP records. Central supports multiple offices
- **Department** – name, code for each department, applies to Clients, Employee, Assignments and WIP records. Central supports multiple departments
- **Centre –** Name and code assigned to employees, assignment and referred to in WIP records. Central support multiple centres

What is not included in data conversion of standing or practice management data



WIP History
Debtor Transactions