CONVERSION GUIDE
CCH Small Firm Services Client Accounting Suite to Accounting CS

Introduction

The CCH® Client Accounting Suite to Accounting CS® conversion program and the **File > Import > General Conversion** command in Accounting CS enable you to convert your client data from the following CCH Small Firm Services Client Accounting Suite v 22.2.0 products into Accounting CS. Client Write-Up, Payroll, Accounts Payable and Accounts Receivable. The conversion process involves the following five steps.

1. Perform the necessary changes for each client in CCH Client Accounting Suite before starting the conversion process.

2. Install the conversion program files.

3. Use the conversion program to generate specially formatted files that can be imported into Accounting CS.

4. Import the converted files into Accounting CS.

5. Verify the conversion results in Accounting CS.

Please read this entire document before converting client data.

Note: If you process after-the-fact payroll in CCH Client Accounting Suite, the program will convert employee current-month, current-quarter, and year-to-date balances for W-2 processing. Therefore, you should convert the data **after** finishing the payroll processing for a quarter or at year-end. For more information on the conversion of payroll amounts, see "Items transferred during conversion" on page 4 of this guide. Also, see "Processing steps required for each client before running the conversion program" on page 2.

Conversion program overview

The overall objective of the conversion program is to provide a comprehensive conversion of your CCH Client Accounting Suite data to Accounting CS. However, due to software differences between CCH Client Accounting Suite and Accounting CS, some CCH Client Accounting Suite data cannot be converted. Therefore, you should not expect to exactly duplicate results from CCH Client Accounting Suite using the converted data without adding or modifying the appropriate data in Accounting CS. The specific items that cannot be converted are listed in the "Items not transferred during conversion" section of this guide on page 11, and conversion exceptions are listed in the **"Conversion notes and exceptions"** section on page 1213.

Processing steps required for each client before running the conversion program

- The conversion program cannot properly create export files for client data that is locked by CCH Client Accounting Suite. Be sure that the client data is not currently in use and exit the CCH Client Accounting Suite program before continuing.

- Although the conversion program will not change any of your CCH Client Accounting Suite data, we strongly recommend that you make a backup copy of your data before completing the conversion process.

- The conversion program assumes that you have finished the processing period for the client in CCH Client Accounting Suite and that you will be processing the next period's transactions in Accounting CS. If you have already begun a new processing period in CCH Client Accounting Suite, you should **not** run the conversion until you have posted all transactions.

  For example, if you are processing November data for client 123, you should post the transactions in the November period in CCH Client Accounting Suite and then convert to Accounting CS before entering any December transactions.

- Accounting CS automatically defaults to a February 29th month-end date during leap years. Confirm clients in CCH Client Accounting Suite use February 29th as a month-end date if you are converting the data during a leap year.

Note: We recommend that you do **not** close the year before converting your CCH Client Accounting Suite data. Employee pay items and earnings are converted for the current year only. Therefore, closing the year will cause amounts for pay items and transactions to be zero and will prevent conversion of any of the year's transactions.

Important! Transactions must be posted in each journal before running the conversion.

Installing the conversion program

Download the CCH Client Accounting Suite to Accounting CS conversion program from our website at https://cs.thomsonreuters.com/support/downloads/acsconv/. Note that you must log into your web account on our website before you can download this program.

If you are unable to download from the link above, contact **CS Support** to request the CCH Client Accounting Suite to Accounting CS conversion program, and then install the file on your local computer by following the instructions that CS Support provides.

Converting the client data before importing into Accounting CS

Complete these steps to create the CCH Client Accounting Suite export files. The export files are specially formatted files that Accounting CS uses to import your data.

1. 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**.

2. In the *Conversion Type* field, select **Accounting CS** from the drop-down list.

3. In the *Competitor* field, select **CCH Client Accounting Suite**.

4. In the *Input Data Folder* field, enter the path to the CCH Client Accounting Suite client data that you want to convert. The path defaults to **C:\UTS\CWUSuite\Data**. If your CCH Client Accounting Suite data is in a different location, click the Browse button to navigate to the appropriate drive and folder.

5. In the *Output Data Folder* field enter the path to where you would like the converted data files to be placed. The path defaults to the current Windows user's **Documents** folder. If you would like the data placed in a different location, click the Browse button to navigate to the appropriate drive and folder. The conversion program creates several XML files for each client, formatted for subsequent import into Accounting CS. The conversion files will be created in this location in a subdirectory using the Client ID.

6. Click **Start** to begin the conversion.

7. The conversion program lists all clients found in the specified data folder. Select a client, and then click the **Continue** button.

8. If multiple checkbooks have been set up for the client in CCH Client Accounting Suite, you will be prompted to select a payroll checkbook and a vendor checkbook. To do this, click a checkbook in the list and click the **>>** button to move the checkbook to the Selected Payroll Checkbook or Selected Vendor Checkbook list. If you do not assign a Vendor Checkbook, the program will assign the vendor checkbook to the default GL account found in Checking Account Setup. Click Continue.

9. When prompted, select the journal to be used for payroll transactions, and then click Continue.

10. When prompted, select the journal to be used for vendor transactions, and then click Continue.

11. When the conversion is complete, the program replaces the Conversion Status message with a message indicating the data is ready for import. Click **OK**.

12. To convert data for another client, repeat steps 6 through 10 above.

13. The CCH Client Accounting Suite to Accounting CS conversion generates a PDF conversion report and saves the report to the data location specified in step 4 above. The report contains notes and information on changes you may need to make to the client data in Accounting CS. You can view and print the report using Adobe® Reader® version 7.0 or higher. If Adobe Reader is not already installed on your computer, open Accounting CS and choose **Help > On The Web > Adobe Reader**; this takes you to the Adobe website from which you can download and install the Reader.

Importing the converted data into Accounting CS

Complete these steps to import the client's converted data from CCH Client Accounting Suite into Accounting CS.

1. Start Accounting CS by clicking the shortcut icon, and then choose **File > Import > General Conversion**.

2. Browse to the location of the data folder that you specified for the client in step 4 of the "Converting the client data before importing into Accounting CS" section of this guide, and then click **OK**.

3. Accounting CS verifies the payroll location of the client and its employees. You must specify a location for each employee.

   If employees are in the same location as the company, select "Business Location" from the drop down if it is already not selected for you.

   If you need to add a location, click the Add Location button. For best results, you should specify the full address for each location.

4. Accounting CS verifies employee addresses based on ZIP codes. If the ZIP code previously assigned to an employee can be found in multiple cities or counties, the employee will be listed in the Client and Employee Address Mapping screen. To display valid address options for that employee, place your cursor in the *Lookup* field, press the TAB key, select the correct city / county, and then click the Update button. Repeat this step until all employees are marked Valid, and then click **Next**.

5. If a local tax is applicable for the client, the locality will appear in the Local Withholdings Mapping screen, and you will need to verify all information for each locality, including the type of tax and the city. Update all tax information, and then click the **Finish** button.

6. If the program displays an Informational Messages list following the import process, you may need to complete some additional setup steps before processing any data for the client in Accounting CS. Click the **Print** button to print a copy of those messages, and then refer to the messages when completing the client setup.

Items transferred during conversion

The following tables identify fields in CCH Client Accounting Suite that are converted to Accounting CS. The tables are organized by screens in CCH Client Accounting Suite and Accounting CS and denote the necessary Accounting CS screen navigation.

Client information

CCH Client Accounting Suite menu navigation and field name	Accounting CS menu navigation and field name	Comments and additional information
Lists > Client Setup > General	**Setup > Clients > Main tab**	
Client Code	ID	
Federal ID#	EIN / SSN	
Business name	Client name	CCH Client Accounting Suite allows 50 characters for Business name; the conversion allows only 30 characters. Only the first 30 characters are converted.

CCH Client Accounting Suite menu navigation and field name	Accounting CS menu navigation and field name	Comments and additional information
Taxpayer name	Client name	CCH Client Accounting Suite allows 50 characters for Taxpayer name; the conversion allows only 30 characters. Only the first 30 characters are converted. Taxpayer middle initial is not converted.
DBA Name	Payroll name	
Street Address, Address 2, Address 3	Addresses (lines 1 and 2)	Lists > Client Setup > Contact tab-Other Addresses The following addresses are converted: Business / Home / Other
City	City	
State	State	
Zip	ZIP	
Telephone #	Phone Number 1	Defaults to Lists > Client Setup > Contact tab-Phone Number if Telephone# is blank.
	Phone Number 1 Ext	Defaults to Lists > Client Setup > Contact tab-Extension.
Fax Number	Phone Number 2	Defaults to Lists > Client Setup > Contact tab-Fax Number.
E-Mail Address	Email	Defaults to Lists > Client Setup > Contact tab-E-Mail Address. See "Conversion notes and exceptions" on page 12 for information on the conversion of email addresses.
Active	Active date	Lists > Client Setup > Application Status
Inactive	Inactive date	Lists > Client Setup > Application Status Defaults to "(none)." To view "inactive" converted clients, you must mark the *Include Inactive* box in the top, right corner of the Setup > Clients screen in Accounting CS.
NAIC Code	Industry code	Lists > Client Setup > Profile tab
Lists > Client Setup > Contact tab	**Setup > Clients > Main tab > Additional Contacts**	
Contact Name	Name	
Lists > Fiscal Periods	**Setup > Clients > Accounting Information tab**	

CCH Client Accounting Suite menu navigation and field name	Accounting CS menu navigation and field name	Comments and additional information
Fiscal year	Current fiscal year end date	
Number of periods	Period frequency	
Entity	Entity	
ATF Payroll > States - General (edit mode for each state)	**Setup > Clients > Payroll Taxes tab**	
State	State: Abbreviation	
State Unemployment ID	State: Unemployment ID Number	
Employer SUI > Tax Rate	State: UI base rate	ATF Payroll > States - State Unemployment
State Withholding ID	State: Withholding ID	
Employer SDI > Tax Rate		In Accounting CS, the SDI rate is updated automatically. See "Conversion notes and exceptions" on page 12 for information regarding SDI rates.

Chart of Accounts information

CCH Client Accounting Suite menu navigation and field name	Accounting CS menu navigation and field name	Comments and additional information
Lists > Chart of Accounts > Account List	**Setup > Chart of Accounts**	
Account Number	Account number	See "Conversion notes and exceptions" on page 13.
Primary Description	Description	
Account Category	Classification code	The conversion uses the Account Type to assign classification codes and subcodes.

GL transactions

CCH Client Accounting Suite menu navigation and field name	Accounting CS menu navigation and field name	Comments and additional information
Journal Entry	**Actions > Enter Transactions**	

CCH Client Accounting Suite menu navigation and field name	Accounting CS menu navigation and field name	Comments and additional information
Journal Entry	Journal	See "Conversion notes and exceptions" on page 13.
Activities > Check Entry	**Actions > Enter Transactions > Type: Check**	
	Bank account	
Reference	Check #	Only current-year transactions are converted.
Date	Date	
Amount	Amount	The amount field in Accounting CS displays the deposit total.
	Actions > Enter Transactions > Type: Check > Distributions tab	
Account #	Account	
Payee / Description	Description	
	Actions > Enter Transactions > Type: Deposit	
Reference	Reference	
Date	Date	
Amount	Amount	The amount field in Accounting CS displays the deposit total.
	Actions > Enter Transactions > Type: Deposit > Distributions tab	
Account #	Account	
Payee / Description	Description	

Bank accounts

CCH Client Accounting Suite menu navigation and field name	Accounting CS menu navigation and field name	Comments and additional information
Lists > Checking Accounts > Bank Setup	**Setup > Firm Information > Banks**	
Bank Routing Number	Routing number	
Bank Name	Bank Name	
Lists > Checking Accounts	**Setup > Bank Accounts > Main tab**	
Account Name	Description	
	Bank	
	Account type	All accounts convert as Checking type.

CCH Client Accounting Suite menu navigation and field name	Accounting CS menu navigation and field name	Comments and additional information
Account Number	Account number	
Last Check No.	Next Check Number	
GL Account	Account	

Vendor information

CCH Client Accounting Suite menu navigation and field name	Accounting CS menu navigation and field name	Comments and additional information
Lists > Vendors > General tab	**Setup > Vendors > Main tab**	
Vendor Code	ID	
Federal EIN	EIN / SSN	
Vendor Name	Vendor name	
dba Name	DBA name	
Remit Address	Addresses (line 1 and line 2)	Defaults to the vendor's business address.
City	City	
State	State	
ZIP Code	ZIP	
Telephone	Phone Number	List > Vendors > Contact tab Defaults to the vendor's business number.
E-mail line 1	Email	List > Vendors > Contact tab See "Conversion notes and exceptions" on page 113 for information on the conversion of email addresses.
	Setup > Vendors > Distributions tab	
Client Write-Up Expense Account	GL Account	

Payroll items

CCH Client Accounting Suite menu navigation and field name	Accounting CS menu navigation and field name	Comments and additional information

CCH Client Accounting Suite menu navigation and field name	Accounting CS menu navigation and field name	Comments and additional information
ATF Payroll > Other Pays / Deductions	**Setup > Payroll Items**	
Description	Main tab > Description & Report description	The description for each pay and withholding item must be unique.
Code	Main tab > Description & Report description	
Tax Reporting	Tax Exemptions tab	See "Conversion notes and exceptions" on page 12 for more information regarding Accounting CS Payroll items.
Employee Deduction - Amount	Default amount	ATF Payroll > Deductions > Calculation tab

Employee information

CCH Client Accounting Suite menu navigation and field name	Accounting CS menu navigation and field name	Comments and additional information
ATF Payroll > Employees > Required	**Setup > Employees > Main tab**	
Employee Code	ID	
Soc. Sec. #	EIN / SSN	
First Name	First	
Middle Name	MI	
Last Name	Last	
Check Address Line 1 & 2	Address (line 1 and line 2)	Defaults to home address.
City	City	
State	State	
Zip	Zip	
Telephone	Phone Number 1	The following employee phone number is converted to the *Home* field.
E-Mail	Email	ATF Payroll > Employees > Employee Contact Only one *E-mail* field converts. See "Conversion notes and exceptions" on page 113 for information on the conversion of email addresses.

CCH Client Accounting Suite menu navigation and field name	Accounting CS menu navigation and field name	Comments and additional information
	Department	Converts Dept. Description and Dept. Code as Description.
ATF Payroll > Employees	**Setup > Employees > Personal tab**	
Hire Date	Hire date	ATF Payroll > Employees > Status tab
Rate 1 Effective Date	Last raise date	ATF Payroll > Employees > Other tab
Terminated Date	Inactive date	ATF Payroll > Employees > Status tab
Birth Date	Birth date	ATF Payroll > Employees > Other tab
Marital Status	Marital status	ATF Payroll > Employees > Other tab
Gender	Gender	ATF Payroll > Employees > Other tab
Ethnic Origin	Race	ATF Payroll > Employees > Other tab

Employee earnings balances

See "Conversion notes and exceptions" on page 13 for information on the conversion of employee earnings and withholding balances for the current period, current quarter, and year-to-date.

CCH Client Accounting Suite menu navigation and field name	Accounting CS menu navigation and field name	Comments and additional information
ATF Payroll > Employees > Other Pays and Other Deductions	**Setup > Employees > Payroll Items tab**	
"Regular Pay, "Overtime Pay," and Other Pay items		See "Conversion notes and exceptions" on page 113 for information on the conversion of pay and deduction items.
	Setup > Employees > Payroll Taxes tab	

CCH Client Accounting Suite menu navigation and field name	Accounting CS menu navigation and field name	Comments and additional information
Current Period Current Quarter Year to Date	FICA-SS FICA-Med Fed W/H State W/H Local	FICA amounts are converted automatically. No special translation is required. See "Conversion notes and exceptions" on page 113 for information on the conversion of W-4 information.

Items not transferred during conversion

Although most data from CCH Client Accounting Suite is converted, some data cannot be converted due to differences in program features and data structures between CCH Client Accounting Suite and Accounting CS. The following items cannot be converted.

Company reports / Financial statements

Reports, report options, payroll forms, financial statements, statement layouts, details, notes, and documents are not converted.

Employee information

Termination reason, employee type, alien status, labor and industry information, filing status, exemption details, Workers' Comp Classification, benefit information, direct deposit information, EIC status, and backup withholding are not converted. The ethnic origin status "Other" is not converted.

Note: Employee information from after-the-fact payroll is converted to Accounting CS. If the client had a corresponding CCH Client Payroll client, the employee from that application is not converted.

Payroll posting accounts

The pay code / tax type and state of "All" are not converted. However, accounts that are assigned a specific pay code / tax type or state are converted. You can assign the specific items in CCH Client Write-Up ATF Payroll / Payroll Posting Accounts before creating the import files, or you can assign the correct GL account or state ID to the client's payroll items and payroll taxes and on the Payroll Items and Payroll Taxes screens for each employee after completing the conversion and importing the converted data.

Note: Because Accounting CS requires each pay or deduction code to have a unique name, if an employee deduction liability item has multiple GL accounts associated with it, only the first GL account listed will be converted for an employee.

Payroll setup, transactions, and employee earnings balances

After-the-fact payroll setup information, such as general payroll options, check entry defaults, state / locality information, and rates and report options, cannot be converted. You will need to set up these items in Accounting CS.

Although payroll transactions are converted to each period's GL transactions screen, these transactions are not converted to the payroll checkbook in Accounting CS. However, current-month, current-quarter,

and year-to-date earnings are converted to enable you to process W-2s and current-quarter payroll reports.

Employer Tip Credit, and Employer Meal Credit items and amounts do not convert. Deduction Limit and Employer Contribution Limit amounts are not converted.

Note: Only the after-the-fact payroll information in CCH Client Accounting Suite converts to Accounting CS. If the client had a corresponding CCH Client Accounting Suite Payroll client, the employee and vendor information not previously transferred to the CCH Client Accounting Suite is not converted for Accounting CS. However, the general ledger transactions posted to CCH Client Accounting Suite are converted.

Beginning balance amounts

Current year beginning balances are not converted. After completing the conversion and importing data for a client, enter the beginning balance amounts in Accounting CS. For information, see Adding a Beginning Balance column to a trial balance view in our Help & How-To Center.

Financial statements

Report formats, report details, notes, and financial statements are not converted.

General ledger

Partnership percentages, ratio, and graph information are not converted.

General ledger transactions

If a transaction only debits and credits the same cash account within a single transaction, this transaction will not be converted, and will have to be added to the client after the conversion is complete. You will be notified in the import diagnostics report from Accounting CS once the conversion is complete.

Journal entry information

All transactions posted to the GL History table for the current year are converted to the General Journal in Accounting CS. Automatic adjusting entry information, such as Auto Reverse Entries not yet posted, are not converted. Setup information for recurring journal entries, inventory adjustments, expense allocations, automatic distributions, and prior-period entries cannot be converted.

Other information

Financial statement, labor and industries, wage report, and accounts payable information are not converted.

Security

User information, such as password, user rights, user name, authorizations, etc., is not converted. You will need to set up this information for the client in Accounting CS.

Vendor information

The 1099 Type, box, and 1099 code cannot be converted. Due to data structure differences, 1099 amounts and year-to-date balances are not converted.

Note: Only the vendor information in the CCH Client Accounting Suite after-the-fact payroll program is converted to Accounting CS. Changes made to vendor information in the CCH Client Payroll client are not converted.

Conversion notes and exceptions

The following section details all known conversion exceptions between data from CCH Client Accounting Suite and the converted data in Accounting CS. Conversion exceptions may include differences in field lengths between CCH Client Accounting Suite and Accounting CS, required parsing of information from one field in CCH Client Accounting Suite to multiple fields in Accounting CS, manipulation of CCH Client Accounting Suite data to conform with Accounting CS requirements, and so on.

Adjustments to prior-year balances

If you need to make an adjustment for a prior-year account balance in Accounting CS after the client's data has been converted and imported into Accounting CS, choose Actions > Enter Trial Balance and enter the correct balance directly into the appropriate column for the prior year.

Bank reconciliation

We recommend that you reconcile accounts through the most current month. All transactions are converted into Accounting CS as cleared for the bank reconciliation. Therefore, if any transactions are outstanding at the time of the conversion, you will need to enter the transactions in the Edit > Initial Open Items dialog that is accessible from the Actions > Reconcile Bank Accounts screen.

Chart of Accounts mask

For information about setting up the Chart of Accounts mask, see Setting up a client's Chart of Accounts mask in our Help & How-To Center.

Important! CCH Client Accounting Suite allows all zeros in the core accounts in the Chart of Accounts; Accounting CS does not allow all zeros. If the conversion program encounters an account with all zeros, the program does not convert that account information. You must replace the all-zero account with a different account number in CCH Client Accounting Suite before running the conversion program.

Pay and deduction items

Pay and deduction items are converted based on the Pay / Deduction Description plus the code for each item to provide uniqueness for similarly named items.

When converting a multi-state client, any pay or deduction items marked as "exempt" in the Tax Reporting section will be converted as exempt for all states used by the client. For details about editing for taxability status, see Creating and adding payroll items for your client in our Help & How-To Center.

SDI is automatically updated in Accounting CS with the correct disability rate per state.

Email addresses

Email addresses may only contain the following special characters: ^ _ % ! * $? # = { } | '. @ "

Any email addresses with anything other than these special characters will be removed during conversion, see pdf conversion report for list of removed email addresses

Employee earnings and withholding balances

A single check that was entered and posted into CCH Client Accounting Suite that contained multiple departments is converted, and the totals are combined into one amount whenever possible.

However, due to software differences between CCH Client Accounting Suite and Accounting CS, some CCH Client Accounting Suite data cannot be converted

Due to differences between CCH Client Accounting Suite and Accounting CS, we suggest that clients that have employees with multiple states/localities be converted without earnings. For details and examples, see Setting up multi-state employees - examples in our Help & How-To Center.

See also: Entering historical payroll data.

Employee W-4 information

Because this is an after-the-fact payroll conversion, filing status and exemptions are not converted. After the conversion is complete, the "Use 2020 (or newer) W-4" box is marked. Accounting CS marks this box by default, you may however, unmark the box and select the 2019 (or Prior) W-4 option if desired. Please see New 2020 Form W-4 information in our Help & How-To Center.

General ledger period-end and year-end dates

If the CCH Client Accounting Suite client does not use the month-end dates for the period-end dates, verify that the period-end dates in Accounting CS match the dates in CCH Client Accounting Suite.

Due to differences in data structures between the applications, 13-period and 52-period clients are converted as monthly clients. After the conversion process, you will need to complete some additional setup changes for these clients in Accounting CS. For more information, see Changing a client's processing frequency in our Help & How-To Center.

To print a copy of the client's period-end dates in CCH Client Accounting Suite, choose Setup and Maintenance > Accounting Period Maintenance, press the ALT key, click Print, select a printer, and then press F5.

Journal transactions

Five years of transactions are converted into Accounting CS.

The conversion is designed to group transactions with the same reference number into a single journal entry comprising all of the distributions that make up that entry. Journal transactions display in the General journal for the posting period in which the transactions occurred. Complete the following steps to transfer entries to a different journal once the conversion is complete.

1. Choose **Actions > Enter Transactions**, and click the **Edit Multiple Transactions** link at the bottom of the Enter Transactions screen.

2. Select **Edit** from the *Action* drop-down list.

3. Select **Journal** from the drop-down list in the Transactions section, and then select the new journal name.

4. Mark the checkbox next to each item you want to transfer, and click **OK**.

Due to differences in the options available for entering transactions in CCH Client Accounting Suite, you may need to enter some adjustment transactions to balance accounts.

Phone numbers

If a phone number is an incorrect length and does not have enough digits, the telephone number is converted with extra zeros for the correct length. We convert CCH Client Accounting Suite Contact Extension found in Lists > Client Setup > Contact tab-Extension to Accounting CS client Business extension to provide the same detail as found in the CCH Client Accounting Suite client information screen.

Security

CCH Client Accounting Suite and Accounting CS both allow user-level security. However, the program cannot convert user information, such as password, user rights, user name, authorizations, and so forth. You need to manually set up this information for the client in Accounting CS.

Terminated employees / inactive vendors

Inactive employees are converted.

Employees with a termination date or vendors marked as inactive in CCH Client Accounting Suite are converted to Accounting CS so that you can complete W-2s or 1099s for the current year. You will need to mark the *Include inactive* checkbox in the upper-right corner of the Setup > Employees screen or the Setup > Vendors screen in Accounting CS.

Information from the *Vendor Account Ref* fields are not converted. After the conversion and import process have been completed, enter that information in the *Account* field of the Setup > Vendors screen in Accounting CS.

Vendor data

Deductions that accrue during normal processing must be linked to a vendor in Accounting CS. To link to a vendor, select the vendor from the *Agent* field on the Main tab of the Setup > Payroll Items screen for the deduction item in Accounting CS.

Verifying the converted data

Although the conversion program is designed to convert your client data as accurately as possible, there are some instances when the conversion may not correctly convert all data due to data corruption or other anomalies within the CCH Client Accounting Suite data. Follow these steps to verify that your CCH Client Accounting Suite data has been converted correctly.

The CCH Client Accounting Suite to Accounting CS conversion program generates a PDF report that is saved in the Output Directory folder that you specify in step 4 of the conversion process. This report contains notes and information on changes you may need to make to the client data in Accounting CS. We recommend that you print this report after finishing the conversion process but before importing the client data into Accounting CS.

You can view and print the report using Adobe® Reader® version 7.0 or higher. If Adobe Reader is not already installed on your computer the latest version can be downloaded from the Adobe website.

1. Review informational messages, if any, that are displayed on the screen after the conversion has been completed, and make all necessary changes.

2. Open the converted client in Accounting CS, and make all necessary changes as noted in "Conversion notes and exceptions" on page 1213.

3. Print and compare the following accounting reports. If the information in the reports does not match, you may need to manually adjust the data in Accounting CS. (Other reports are available in both applications if you cannot determine the discrepancy using the reports listed below.) Please refer to the CCH Client Accounting Suite help to print these reports.

CCH Client Accounting Suite	Accounting CS
Detail General Ledger report	General Ledger report
Trial Balance report	Trial Balance – Detailed report
Payroll History report	Employee Listing report
	Employee Earnings report
	Vendor Listing report

Getting help

If you have any questions about your converted data, access Live Chat at
http://CS.ThomsonReuters.com/MyAccount or call CS Support at 800.968.0600 and follow the prompts.
Normal weekday support is from 9:00 a.m. to 8:00 p.m. eastern time.