

---

# **CONVERSION GUIDE**

## **Financial Statement Files from CSA to Accounting CS**

<i>Introduction and conversion program overview .....</i>	1
<i>Conversion considerations and recommendations .....</i>	1
<i>Conversion procedures .....</i>	2
<i>Data transferred during data conversion .....</i>	4
<i>Data not transferred .....</i>	10
<i>Verifying your converted data .....</i>	11
<i>If you encounter problems .....</i>	11
<i>Help and Support .....</i>	11

---

## **Introduction and conversion program overview**

The CS Professional Suite Accounting Conversion wizard available from the File > Import menu in Accounting CS™ provides for batch conversions of multiple global or client financial statements from Write-Up CS® or Trial Balance CS™ program within Creative Solutions Accounting™ (CSA) and the CS Professional Suite® Accounting Products software.

This conversion guide covers the procedures for converting the financial statement files and explains how the converted data appears within Accounting CS financial statements.

Please review this document in its entirety before actually beginning the conversion process.

---

**Note:** Before you convert your data, we encourage you to read through the [Transitioning from CSA to Accounting CS services](#) topic on our Help & How-To Center.

---

### **Objective**

The overall objective is to provide a significant advantage in reproducing in Accounting CS the custom financial statements you have created within CSA. However, due to differences in financial statement set up and data structures that exist between CSA and Accounting CS, some data cannot be converted to exact equivalents. Therefore, you should **not** expect to exactly duplicate results from CSA using the converted data without adding or modifying the appropriate data in Accounting CS. The specific items that cannot be converted and conversion exceptions are listed in the section of this document entitled "Data not transferred" starting on page 10 of this guide.

---

## **Conversion considerations and recommendations**

When preparing to convert your financial statement files from CSA to Accounting CS, please review the following considerations and recommendations before starting the actual conversion process.

## General information

- Some statement setup items that exist in CSA are not converted because there are no specific matches in Accounting CS.
- Some statement setup items within Accounting CS do not exist within CSA and, therefore, the default values in Accounting CS are used.
- Some statement setup items not included in the conversion process at this time will be made available for conversion with a subsequent release of the Accounting CS software.

## Prior to converting financial statement files

- You will first need to export the statements from CSA v.2010.0.3 or higher (with the Financial Reporter module v.2010.0.1 or higher) prior to beginning the statement conversion in Accounting CS.
- Review the security settings in Accounting CS that are related to import **and** conversion processes.
- When converting client-specific financial statements, you will first need to convert the client data before converting the financial statement files.

### ***Statement formatting***

Some formatting, such as decimal precision used in the CSA sample financial statements, may not convert properly. If you use a CSA statement that was originally a sample statement, complete the following steps prior to exporting the statement from CSA to fix any formatting settings that may not convert properly.

1. In CSA, open the financial statement and click in the blank gray cell above row one and to the left of Column A to highlight the entire statement.
2. Choose Format > Cells and click OK.
3. Repeat steps 1 and 2 above for each sheet in the statement.
4. Verify that all formatting looks correct in the CSA statement and then follow the steps to export and then convert the updated financial statement.

## Conversion information

At the end of each financial statement conversion, you should review the converted statement in Accounting CS to ensure that information converted correctly.

---

## Conversion procedures

### ***Exporting financial statements from CSA***

Use the following steps to export financial statement files from CSA into the **.csa** format required for the conversion into Accounting CS.



1. Open CSA by clicking the shortcut icon on your desktop or in the Virtual Office CS™ screen.

2. Choose File > Open Client and select the client for which you will be converting financial statements.

---

**Note:** If exporting **global** financial statements, you may open any Write-Up CS or Trial Balance CS client so that you can open the Financial Statement Editor.

---

3. Choose Setup > Financial Statements.
4. In the Financial Statement Editor, choose Utilities > Export to Accounting CS.
5. In the Financial Statement Export dialog, mark the **Client-specific statements** checkbox and/or the **Global statements** checkbox, and then double-click the statements you want to export to move them to the right-hand pane.
6. Click OK to begin exporting the statement to the .csa file format required for the conversion. If multiple statements are selected, this may take several minutes. The .csa statement export files for client statements are saved to the \wincsi\csadata\<clientid>\ folder where your CSA software is installed. The global .csa statement export files are saved to the \wincsi\csasys\statements folder where your CSA software is installed.
7. After the statement export files have been saved, you should see a message prompt saying "All statements were exported to Accounting CS successfully." Click OK.

### **Converting the .csa financial statement files into Accounting CS**

Use the following steps to convert the .csa financial statement files (created using the steps in the section above) into Accounting CS using the conversion wizard.



1. Open Accounting CS by clicking the  shortcut icon on your desktop or in the Virtual Office CS screen.
2. Choose File > Import > CS Professional Suite Accounting Conversion.
3. In the Source Data screen, the default location is displayed for the Creative Solutions Accounting system (**global**) data files (as specified in the Setup > File Locations dialog in Accounting CS).
  - The default location for a CSA installation on your local drive or on your firm's network is **X:\Wincsi\CSASys** (where X represents the letter of the drive where CSA is installed).
  - The default location for a CSA installation in the Virtual Office CS environment is **Y:\CSASys** (where Y represents the drive where CSA has been installed).
  - Changing the location within the Source Data screen is considered a onetime override of the default location.

---

**Note:** Although network drives are not automatically mapped in the Virtual Office CS environment, you can still access them by entering \\client\T\$ in the appropriate dialog (where T represents the network drive mapping).

---

4. In the Source Data screen, the default location is displayed for your CSA **client data** files (as specified in the Setup > File Locations dialog in Accounting CS).
  - The default CSA data location for a local or network installation is **X:\Wincsi\CSAData** (where X represents the letter of the drive where CSA has been installed).

- The default CSA data location in Virtual Office CS is Y:\CSAData (where Y represents the drive to which CSA has been installed in the Virtual Office CS environment).
  - Changing the location within the Source Data screen is considered a onetime override of the default location.
5. Choose Financial Statements as the data type to convert. Click Next.
6. In the Statement Type screen of the conversion wizard, specify whether you would like to convert global or client-specific financial statements from CSA. If you select global statements, you will also need to select a client, which is used when converting client-specific data for the global financial statements, such as account group or grouping schedule data. Click Next to continue.
- 
- Note:** The global client selection and the client statement selection list are filtered to only display CSA clients that have already been converted into Accounting CS and for which financial statement files have already been exported from CSA to the .csa file format.
7. Click **Finish** and, when the diagnostics information is displayed on your screen, click the **Print** button and refer to that information when reviewing the converted financial statement files in Accounting CS.

---

#### Notes

- The financial statement conversion uses information from the **client** conversion, such as changes to location or department setup and grouping schedule information.
- Converted statements appear in the Financial Statements folder in the Report Designer or Print Reports screen. Client statements are renamed to include <b><clientid></b> at the beginning of the statement name. Global statements are renamed to include **Global** at the beginning of the statement name.
- If a statement already exists in Accounting CS, a new statement with the identical name is not converted. Therefore, to reconvert a statement, you first need to delete it from the Report Designer in Accounting CS. To do so; choose File > Report Designer, expand the Financial Statements folder, highlight the statement to delete, and choose File > Delete Statement.
- CSA statements with multiple sheets are converted to as Accounting CS statements with multiple regions. The name of a sheet in a CSA statement is used as the name of the corresponding region within the Report Designer in Accounting CS.

---

## Data transferred during data conversion

The following tables are provided to identify information in CSA financial statements that are converted to Accounting CS. The tables are organized by CSA and Accounting CS screens and specify the necessary screen navigation.

## Statement properties

CSA menu navigation and field name	Accounting CS menu navigation and field name	Comments and additional information
<b>Financial Reporter &gt; File &gt; Properties</b>	<b>Report Designer &gt; File &gt; Page Setup</b>	
Orientation	Paper tab > Orientation	
Margins	Paper tab > Margins	
Header/Footer Margin	Paper tab > Margins	
Page Layout (Center Horizontally or Center Vertically)	Paper tab > Center on Page	
Paper Size	Paper tab > Paper Size	
Header Page Range	Report tab > Header Options	
Footer Page Range	Report tab > Header Options	
Rounding		In Accounting CS, rounding is set up during the client setup process rather than for each statement. To view rounding information, open the Accounting Information tab of the Clients screen and choose Balance Definitions.
Border	Page Border tab	
<b>Financial Reporter &gt; Format &gt; Cells &gt; Font tab</b>	<b>Report Designer &gt; Format &gt; Cells</b>	
Font	Font tab > Font Settings > Font	
Font Style	Font tab > Font Settings > Style	
Font Size	Font tab > Font Settings > Size	
Underline	Font tab > Font Settings > Underline Style	
Color	Font tab > Font Settings > Color	
Strikethrough	Font tab > Font Effects > Strikethrough	
All Uppercase	Font tab > Font Effects > Case	
<b>Financial Reporter &gt; Format &gt; Cells &gt; Number tab</b>	<b>Report Designer &gt; File &gt; Page Setup</b>	
Dollar/Percent	Format tab	
Negative Numbers	Format tab	
Decimal Precision	Format tab	
Zero Amounts	Format tab	

<b>CSA menu navigation and field name</b>	<b>Accounting CS menu navigation and field name</b>	<b>Comments and additional information</b>
<b>Financial Reporter &gt; Format &gt; Cells &gt; Alignment tab</b>		
Horizontal	Alignment tab > Horizontal	
Vertical	Alignment tab > Vertical	
Indent	Alignment tab > Indent	
<b>Financial Reporter &gt; Format &gt; Borders</b>	<b>Report Designer &gt; Format &gt; Cells &gt; Border</b>	
Color	Color	
Style	Style	All border styles are converted to a solid line.
Width		No equivalent in Accounting CS.
Border	Border	
<b>Financial Reporter &gt; Format &gt; Column Width</b>	<b>Report Designer &gt; Format &gt; Column &gt; Width</b>	
<b>Financial Reporter &gt; Format &gt; Row Height</b>	<b>Report Designer &gt; Format &gt; Row &gt; Height</b>	
<b>Financial Reporter &gt; Merge and Center Cells</b>	<b>Report Designer &gt; Formatting Toolbar &gt; Merge and Center</b>	
<b>Financial Reporter &gt; Edit &gt; Conditional Expressions</b>	<b>Report Designer &gt; Format &gt; Conditional Expression</b>	
Description	Description	
Beginning Row	Action > If true, print	
Ending Row	Action > If true, print	
Otherwise	Action > If false, print	
Print if	Condition	
<b>Financial Reporter &gt; Insert &gt; Variables</b>	<b>Report Designer &gt; Insert &gt; Variables</b>	All variables are also listed in the Variables section of the Design Tools toolbar.
Amount	(From the Variable Tree) Chart of Accounts Activity > Core > Amounts	Account group variable amounts from CSA are converted to use account classification codes and/or subcodes using a standard mapping.

<b>CSA menu navigation and field name</b>	<b>Accounting CS menu navigation and field name</b>	<b>Comments and additional information</b>
Text	(From the Variable Tree) Firm > Custom Fields	The standard text variables from CSA are converted into variables from the Client and Firm section of the Variable toolbar. Custom text variables are converted into Firm custom fields (in the Custom Fields tab of the Setup / Firm screen).
Date	(From the Variable Tree) System > Date	
Periods	(From the Variable Tree) Client > Accounting Processing > Periods	
Additional Amounts	(From the Variable Tree) Client > Custom Fields	Additional amounts are converted into Client custom fields (in the Custom Fields tab of the Setup / Clients screen).
Locations and Departments	(From the Variable Tree) Chart of Accounts > Account Segments > Codes > Description	Ls or Ds are converted as Segments with the description of "Location" or "Department."
<b>Financial Reporter &gt; Row Properties</b>	<b>Report Designer &gt; Design Tools &gt; Row Properties</b>	<p>Accounting CS does not use the same row types as CSA, but row properties are converted with similar properties.</p> <ul style="list-style-type: none"> <li>▪ Account rows are converted using repeating levels.</li> <li>▪ Totals rows are converted with the Print total checkbox marked in the Row Properties.</li> <li>▪ Description rows are converted with the description as the contents.</li> <li>▪ Header rows are converted with the Title Row checkbox marked.</li> <li>▪ Storage rows are not converted.</li> </ul>
Type		No equivalent in Accounting CS.
Amounts	Grouping Type and Grouping Contents	
Description	Contents	
Text Column		No equivalent in Accounting CS.
Storage Name		No equivalent in Accounting CS.

<b>CSA menu navigation and field name</b>	<b>Accounting CS menu navigation and field name</b>	<b>Comments and additional information</b>
Sort Order		Sort order is determined when the report is printed.
Sort Column		Sort order is determined when the report is printed.
<b>Report Designer &gt; Format &gt; Cells &gt; Format tab</b>		
Change Sign	Multiply by -1	
Print Account #	(From the Variable Tree) Chart of Accounts > Accounts > GL Account	
Print Dash		No equivalent in Accounting CS.
Print Zero Bal	Print zeros	
<b>Financial Reporter &gt; Cell Properties</b>	<b>Report Designer &gt; Design Tools &gt; Cell properties</b>	
Text	Contents	
Contents	Contents	
Period	Period	
Amount Type	Amount Type	
Basis	Basis	
Change Sign	Format > Cells > Format tab > Multiply by -1	
Location	Design Tools > Cell Properties > Segments	Cells filtered by a location convert with that segment marked in the Segment Filters dialog.
Department	Design Tools > Cell Properties > Segments	Cells filtered by a department convert with that segment marked in the Segment Filters dialog.

## Account groups

CSA menu navigation and field name	Accounting CS menu navigation and field name	Comments and additional information
Setup > Account Groups	Setup > Account Groupings	
Description		<p>CSA statement formulas that include account groups are converted to use account classification codes and subcodes in Accounting CS using a standard mapping.</p> <p><b>Note:</b> Some account groups convert to multiple grouping codes and subcodes in the formula.</p>
Account # > Account Group to Account #		

## Grouping schedules

CSA menu navigation and field name	Accounting CS menu navigation and field name	Comments and additional information
Setup > Grouping Schedules	Setup > Accounting Groupings	
Description	Description	CSA statement formulas that include grouping schedules are converted to use the same grouping schedules in Accounting CS.
Code > Description	Code > Description	
Subcode > Description	Subcode > Description	

## Additional Amounts

CSA menu navigation and field name	Accounting CS menu navigation and field name	Comments and additional information
Setup > Additional Amounts	Setup > Clients / Custom Fields tab	
Label	Description	Additional amounts are converted with the client as Client custom fields with an Amount type (in the Custom Fields tab of the Setup / Clients screen).
Amount	Amount	

## Custom text variables

CSA menu navigation and field name	Accounting CS menu navigation and field name	Comments and additional information
<b>Setup &gt; System Configuration &gt; Text Variables</b>	<b>Setup &gt; Firm &gt; Custom Fields tab</b>	
Description		Custom text variables are converted with the client as Firm custom fields with a Text type.
Text		

---

## Data not transferred

Although most financial statement data is converted from CSA, some data cannot be converted due to differences in program features and data structures between CSA and Accounting CS. Following the conversion, you will need to set up this information, if applicable, in Accounting CS. (Enhancements to the conversion in future releases may include all or some of these features.)

### Borders

Page border formats in Accounting CS differ from those in CSA. All border selections in CSA convert into the standard single-line border in Accounting CS.

### Cell shading

Patterned cell shading is not converted.

### Charts

Charts and graphs are not converted.

### Conditional expressions

Conditional expressions referencing multiple account groups or grouping schedule codes or subcodes and those using multiple period selections are not currently converted. All conditional expressions from CSA are converted with the condition selection to print if the values do not equal to zero.

### Merge-and-center formatting

Vertical merge-and-center formatting is not converted.

### Storage names and rows

Accounting CS does not have an equivalent to the storage names and rows used in CSA statements. These rows are converted as regular rows in Accounting CS. If you do not want these rows to print on the statement, select the row, right-click, select row height, and change the row height to 0. You will need to update any formulas referring to the original storage rows to refer to the value in the hidden row.

## **Transmittal letters**

Transmittal Letters are not converted.

## **Report profiles**

Report profiles are not converted.

---

## **Verifying your converted data**

Although the conversion program is designed to convert your data as accurately as possible, there are some instances when the conversion may not convert all data correctly due to data corruption or other anomalies in the CSA financial statement data. Use the following steps, as well as any information from the diagnostics you printed earlier in the conversion process, to verify that your financial statement files have been converted correctly.

1. In CSA, open the client database and print or preview the converted financial statements from the Print Reports dialog.
  2. In Accounting CS, print the converted statements from the File > Print Reports dialog.
  3. Compare the financial statements from CSA to the converted financial statements in Accounting CS.
- 

## **If you encounter problems**

If you encounter problems while converting client data from CSA to your Accounting CS software but are unable to reconcile the data using the various reports and tools in CSA, contact CS Support.

---

## **Help and Support**

### **Help & How-To Center**

For answers to questions on using Accounting CS, access the Help & How-To Center by choosing Help > Help & How-To, by clicking the  button on the toolbar, or by pressing CTRL+Y. You can also use the search field on the toolbar to search for topics. 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. To speak directly with a Support Representative, call (800) 968-0600, press 0 for Product Support, and indicate that you require support for Accounting CS. Normal weekday support is available from 9:00 a.m. to 8:00 p.m. eastern time. For additional details (including extended support hours for tax season and hours for other applications), visit the [Support section of our website](#). You can also access the Support section from within Accounting CS by choosing **Help > Additional Resources > General Support Information**.

## **Website resources and email subscriptions**

Visit [our website](#) to access the Tax & Accounting Community, to learn about training courses, to view blogs and articles, and more. You can access the website from within Accounting CS by choosing **Help > On the Web > CS Professional Suite Home page**.

We issue Accounting CS update notices via email. You can sign up to receive these notices by visiting the [My Account section of our website](#). You'll need to create a web account (if you don't already have one) and then sign up for the Email Subscription service where you can indicate which notices you want to receive.