
CONVERSION GUIDE

Write-Up CS, Trial Balance CS, and Engagement CS to Accounting CS

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Introduction and conversion overview

The CS Professional Suite[®] Accounting Conversion wizard available from the File > Import menu in Accounting CS[®] provides two different methods to import data files from Creative Solutions Accounting[™] (CSA).

- The **batch conversion** allows you to convert a limited amount of data for multiple client records in a batch. A large amount of additional setup is required following this method of conversion.
- The **custom conversion** is the recommended method. It converts a single client at a time and provides you with far more control over client details and requires only a small amount of additional setup after the conversion.

This guide explains the procedures for both methods of importing your data files and specifies where your imported CSA data appears within Accounting CS after the import.

Important! Before you convert your data, we **strongly** encourage you to thoroughly read both this entire document **and** the [Transitioning from CSA to Accounting CS services](#) topic in the Help & How-To Center.

Objective

The overall objective of the CS Professional Suite Accounting Products Conversion wizard is to provide a comprehensive conversion of client data from Write-Up CS[®], Trial Balance CS[®], and Engagement CS[®] in CSA to Accounting CS. However, due to differences in processing calculations and data structures between CSA and Accounting CS, some data cannot be imported. Therefore, you should **not** expect to exactly duplicate results from CSA using the imported data without adding or modifying the appropriate data in Accounting CS. The specific items that cannot be imported and conversion exceptions are listed in the sections of this document entitled Data that is not transferred (from Write-Up CS or Trial Balance CS), starting on page 35, and Data that is not transferred (from Engagement CS), starting on page 38.

Important! Included in this guide is information covering the conversion of after-the-fact payroll data from Write-Up CS. If you are preparing to import data from Payroll CS[®] for live payroll processing in Accounting CS Payroll, please refer to the PDF guide called [Conversion Guide: Payroll CS to Accounting CS Payroll](#).

Pre-conversion considerations and recommendations

When preparing to import your client data from CSA to Accounting CS, please review the following considerations and recommendations **before** starting the actual conversion process.

- We recommend that you import a smaller, easy-to-process client first. This will help you to become familiar with the conversion options in Accounting CS.
- If the Chart of Account's mask contains a decimal followed by one or more Cs, the mask is imported as one segment in Accounting CS.
- Some data items that exist in CSA are not imported because there are no specific matches in Accounting CS.
- Some data items within Accounting CS do not exist within CSA and, therefore, the default values in Accounting CS are used.
- Some data items not included in the conversion process at this time may be made available for conversion with a subsequent release of Accounting CS.
- Wrapped up engagements from Engagement CS are imported as finalized engagement binders in Accounting CS Workpapers.
- The integration between Accounting CS Workpapers and Microsoft[®] Word and Microsoft Excel[®] is designed for specific versions of Microsoft products. While the integration may operate properly with different versions of Microsoft Office, the results you would receive in those circumstances may not be desirable. Please note that only the following versions of Microsoft Office are supported by the conversion program, and these requirements apply to each workstation that will be running the conversion.
 - Microsoft Office 2007
 - Microsoft Office 2010

Prior to converting the client data

Pre-conversion steps in CSA

- Payroll tax liabilities for tax forms are check-based in CSA and are not imported to Accounting CS. We recommend that you process tax forms in CSA and import at the end of the tax period. Override the amounts in Accounting CS if they are needed for tax forms.
- Ensure that each CSA client for whom you are importing data is in their latest payroll and general ledger processing periods. Note that a GL processing period may not have been specified for some payroll-only clients.
- Open the Chart of Accounts window in CSA, choose Edit > Verify Accounts, and fix any issues that are indicated.
- Complete and finalize all open bank reconciliations up to the latest period. Any in-transit items will need to be entered as Initial Open Items in Accounting CS.
- Add checkbook(s) for the client prior to importing to represent any GL accounts to which checks or deposits have been balanced.
- Compact your client data before importing. From the CSA main window, choose Help > Repair. In the Repair dialog, select the client you are preparing to import, and then click the Compact button.
- If you're importing data for an after-the-fact payroll client, compact your global database. In CSA, choose Help > Repair, click the Miscellaneous tab, and then click the Compact Global Database button.
- If you're importing an after-the-fact payroll client, run the CSA utility to change the case of descriptions for payroll-related data (including checkbook names, payroll items, or departments). Choose Help > Repair, click the Miscellaneous tab, and then click the Repair Case of Descriptions button. If any payroll items are listed in the diagnostic message as missing from the global data, be sure to add them to the global database before importing.
- In CSA, run the Accounting CS Conversion Report for clients that you plan to import. Choose Utilities and select Accounting CS Conversion Report. The report will look at various areas of payroll information in the selected clients to aid you in identifying and addressing any concerns before you begin the import process.
- If you are converting client data from Engagement CS, restore any archived engagements that you would like to convert for the client by choosing File > Archive > Restore in Engagement CS.

Note: We recommend keeping wrapped up and archived engagements in Engagement CS plus a static electronic copy. Because of the difference between the two products, some data may not convert completely, and keeping historic data in Engagement CS ensures data integrity.

- If the option to compress/secure engagement data is marked in the Help > Repair dialog in CSA, clear that option and then open and close each client prior to converting.
- **For clients using Employee Self-Service:** If you need to change any client IDs, change them within CSA **prior** to conversion. This ensures that the employee records in Accounting CS will sync correctly with employee information in Employee Self-Service.

Pre-conversion steps in Accounting CS

- Review the security settings in Accounting CS that are related to import **and** conversion processes.
- If you have clients that must pay local, municipal or school district taxes, it is best to set up the tax agents in Accounting CS prior to starting any imports or conversions. This will enable you to map the local tax vendors to the tax agents during the conversion.
- If you are converting client data from Engagement CS, create staff logins for all users that exist in Creative Solutions Accounting. You will need to map the staff during the conversion process. Please note that assignments to staff who are no longer set up in Engagement CS will convert as unassigned.

Additional conversion information

Employee earnings data

- Earnings information is imported for the client's **latest** payroll year only.
- Earnings information is not imported for employees with addresses that are considered to be incomplete or invalid.
- The Client and Employee Address Mapping screen within the conversion wizard alerts you about incomplete or invalid addresses. You will have the opportunity to edit the addresses displayed for accurate setup within Accounting CS. Addresses that appear in this screen are either invalid or have missing information. For example:
 - The ZIP code does not correspond with the city/state information.
 - The city is not recognized by the application. (For example, the application may not recognize Mt. Pleasant but it does recognize Mount Pleasant.)
 - Multiple school districts or municipalities are found for the street/city/state/ZIP combination found in the employee record or work location.
 - Multiple counties are found for the street/city/state/ZIP combination found in the employee record or work location in AL, IN, KY, MD, or TX, which are states that require the county to be specified for tax calculations or for payroll tax forms.
- The street address found on the employee record or for a work location in AL, CA, CO, IN, KY, MD, MI, MO, NJ, NY, OH, PA, TX, or WV is used to assist in the verification and determination of counties/school districts/municipalities.
- An employee set up as an **Independent Contractor** in CSA can be imported under the following conditions:
 - The employee record includes only pay items set up with the 1099 item type that flows to Form 1099-MISC, box 7. (Any pay items set up with a 1099 item type other than that are not imported.)
 - Earnings data and payroll checks include withholdings only for federal, state, or local taxes. (Deduction items are imported for Independent Contractors.)
- Employees who work in an office/location other than the client's main office need to be associated with the proper office for appropriate taxing. Be sure that, within CSA, each employee has been set up for a payroll department that can be linked specifically to their work location. **To create additional work locations and match a payroll department to that work location, you will need to perform the custom conversion.**

Vendor data

Payroll agent vendors that were set up as in CSA using G/L Account triggers need to be linked to the appropriate deduction item in Accounting CS. To do that, select the vendor in the *Agent* field during the setup of the deduction items in Accounting CS.

Multiple business locations

For clients with more than one business location, setup information for each of those locations is needed for proper conversion of earnings. **For these clients, we recommend that you import the client data via custom conversion.** To enter information for any additional work locations for the client, click the Add Locations button on the Client Setup - Payroll screen during the conversion. In addition, any employees who work in one of those locations should be set up in a payroll department that can be linked specifically to the appropriate work location. For a client with multiple work locations and with unemployment earnings information being imported for multiple states, the *Do not combine state unemployment* checkbox is marked on the Payroll Taxes tab of the Setup > Clients screen in Accounting CS.

Multi-state data

For a client that performs courtesy withholding for any state or locality different from the client's main address, additional setup information may be needed in Accounting CS following the conversion to ensure proper taxation. On the Payroll Taxes tab of the Setup > Clients screen, mark the *Client has nexus in this state* checkbox for states in which courtesy withholding is performed. For courtesy withholding at the local level, click the Local button and mark the *Nexus* checkbox for the local withholding's tax agent.

Financial statements

After you have already completed the conversion of client data from CSA to Accounting CS, you can begin importing financial statements for the client using the conversion wizard. For details, refer to the PDF guide entitled [Conversion Guide: CSA Financial Statement Files from CSA to Accounting CS](#).

Custom conversion procedure

We **highly recommend** that you perform the custom conversion rather than the batch conversion. The custom conversion converts a single client at a time and provides you with far more control over client details and requires only a small amount of additional setup after the conversion.

Use the following steps to import existing CSA client data 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. On 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 has been installed).
 - The default location for a CSA installation in Virtual Office CS is **Y:\CSASys** (where Y represents the drive where CSA has been installed).
 - Changing the location within the Source Data screen is considered a one-time override of the default location and the change is not saved.

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. On 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\CSADData** (where X represents the letter of the drive where CSA has been installed).
 - The default CSA data location in Virtual Office CS is **Y:\CSADData** (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. Select the *Clients* option and mark the *Perform a custom conversion (Recommended)* checkbox. Because you will be making selections that are specific to each client, you will be able to import only one client at a time when using the custom conversion. Click Next.
6. On the Source Data – Clients screen of the conversion wizard, select the client(s) whose data you would like to import. Click Next to continue.
7. On the Source Data – Modules screen, by default all data types are selected for conversion. Clear the checkboxes for the types of data that you do not wish to import for the selected client(s) and click Next.
8. If you marked the option to convert Engagement Binders, the Data Mapping – Staff screen opens next. Map each CSA staff to the corresponding staff in Accounting CS. (If there are no corresponding staff in Accounting CS, cancel the conversion, record the missing staff information in the Setup > Firm Information > Staff screen within Accounting CS, and then restart the conversion.)
9. Follow the instructions within the screens of the wizard, clicking Next when you are finished with each screen.

Note: During the conversion of data from Engagement CS, for some Microsoft Word or Excel workpapers the program may prompt you to save changes to a temporary file. If so, click **No** to continue with the conversion. You may also see messages about the Microsoft Office Excel – Compatibility Checker. If so, click **Continue** to proceed with the conversion process.

Conversion screens within the wizard

Depending on the options selected on the Modules screen, certain screens listed below may not be applicable for the selected client and so would not appear.

- **Client Setup – Accounting Information.** Specify the GL account to use for undistributed items. If the field is left blank, the default account 999 is used without regard to the Chart of Account mask. If you choose a GL account here and want to change it after the conversion, you can do so in the Setup > Clients screen.
- **Client Setup – Account Mask.** You may change the position of the segments in the account mask by clicking the up or down buttons on the screen. In addition, you may add a separator after each segment if one does not already exist, or you may change the separator if one does exist. (Note that you can change the mask segments and separators from the Setup > Clients screen in Accounting CS after the conversion has been completed.
- **Chart of Accounts – Classification.** In Accounting CS, each GL account needs to be assigned to a classification code and (optionally) subcode to designate the account type. If data from Trial Balance CS is included for the client, choose whether to assign classification codes based on account groups or on a grouping schedule. Verify and, if necessary, change the default mapping of CSA account groups or grouping schedules to the classification codes and subcodes used in Accounting CS. (Note that you can change information for individual accounts and to the overall mappings in Accounting CS after the conversion has been completed.) Click Next.
- **Client Setup – Payroll.**
 - **Additional locations.** If you used payroll departments in CSA to designate work locations, click the Add Location button to add those locations. You can map the CSA payroll departments to the locations in the Payroll – Departments screen later in the conversion.
 - **Processors.** Select a primary and secondary processor for the client by selecting the staff member name from the drop-down list.
 - **Default time entry method.** Choose the method to use for entering time information for the client in Accounting CS and the source of that information.
 - **Default Check output** Choose the method by which you will provide checks to this client.
- **Client and Employee Address Mapping.** Accounting CS calculates taxes based on client and employee addresses, so it's very important to ensure that all address information is accurate. Addresses in CSA are listed on this screen if any of the following situations apply.
 - An address is incomplete – The conversion is unable to determine the exact county or school district, for example.
 - An address is not recognizable – For example, Mt. Pleasant may not be recognized, while Mount Pleasant would be recognized.
 - An address is inaccurate – For example, the ZIP code is not correct for the street/city/state entered.

- a) Click the View Address Diagnostics button to preview a diagnostic report that lists information from the initial address validation attempt.
- b) For each address listed in the report and the grid, make the appropriate changes in the Address fields, using the Lookup field for address verification.
- c) Click the Update button to move to the next incomplete or invalid address and repeat until all addresses are validated.

Note: Earnings may not be imported for employees for whom addresses are left as incomplete or invalid.

- **Payroll – Vendors.** Select one of the following vendor type options for each of the CSA vendors listed. This mapping process allows for the conversion of 1099 transactions and eliminate duplicate vendors for tax purposes.
 - **Trade Vendor.** A CSA vendor not associated with payroll and that does not receive a 1099 at the end of the year (e.g., the electricity company).
 - **Payroll Agent.** A CSA vendor to which non-tax payroll amounts are paid (e.g., a 401(k) vendor or a medical insurance agent). Also select the appropriate payment schedule for this agent.
 - **Firm Vendor.** A CSA vendor set up to receive payment for services from your client.
 - **1099 Recipient.** A CSA vendor that will need to be issued a 1099 information return (e.g., a lawn service vendor, or independent contractor).
 - **Tax Agent.** A CSA vendor to which taxes are paid. Tax agencies already set up within Accounting CS are listed by name; you need to map the vendor to the appropriate tax agent name by selecting it from the drop-down list. Also select the appropriate deposit schedule for this tax agent.
 - **Do Not Convert.**
- **Payroll – Departments** CSA uses departments to represent physical locations, GL departments, job descriptions or a combination of these. In contrast, Accounting CS uses departments to represent profit centers or divisions that are accountable for the management of their own revenues or expenses.
 - **Payroll Department Concept.** Mark the checkboxes to specify how payroll department information should be converted.
 - **Locations.** Available only if you added one or more locations for the client in the Additional Locations dialog from the Client Setup – Payroll screen earlier in the conversion. Mark this checkbox to select a location for each payroll department listed in the grid.
 - **Departments.** Mark this checkbox to select a corresponding Accounting CS department for each payroll department listed in the grid.
 - **Employee Template / Job Description.** Mark this checkbox to convert employee information and earnings history without any department designation.
 - **Department Mapping.** If applicable for this client, select the corresponding location and/or department to use in Accounting CS.

Note: No departments are imported if Employee Template/Job Description is selected.

- **Payroll – Payroll Items.** If you have set up payroll items for an existing Accounting CS client or client template, you can select that client as your mapping client and then map each payroll item to the appropriate Accounting CS payroll item. Because tax jurisdiction assignments are handled automatically within Accounting CS, withholding items are not imported.

Notes

- Unlike in CSA, payroll items in Accounting CS are client-specific, not global. The application will convert only those CSA payroll items that are used for the employees of the client you are converting.
 - The application does not convert any withholding items because Accounting CS calculates taxes based on client and employee addresses.
 - Jurisdiction-specific payroll items are not necessary in Accounting CS. You can combine multiple CSA payroll items (such as Wages – MI and Wages – OH) into a single Accounting CS item (such as Wages) by selecting the same Accounting CS payroll item for each of the CSA items you want to combine.
-
- **Payroll – Accruable Benefits.** For each CSA benefit item listed in the grid, select the corresponding Accounting CS accruable benefit, or select <Convert as is> to create a new Accounting CS accruable benefit based on the CSA item.
 - **Payroll – Local Withholdings.** To import earnings properly for these taxes (city tax, school district tax, etc.), you will need to map the description of the CSA taxes to the appropriate tax description for Accounting CS Payroll.
 - **Payroll – Workers Compensation Classifications.** For each CSA workers' compensation class listed in the grid, select the appropriate Accounting CS classification code. Only the first rate found for each code per state is imported.
- ▶ Click **Finish**. When the diagnostics information is displayed on your screen, click the **Print** button and refer to that information when completing the client setup steps in Accounting CS.

Additional notes

When importing earnings data, use the Details column of the Modules screen (Payroll tab) to specify the checkbook to import. By default, the conversion uses the first checkbook found in CSA, but you may specify any checkbook by selecting it from the drop-down list.

Important! All employee earnings information in Accounting CS is check based. Employee earnings from CSA are converted to monthly payroll checks in Accounting CS. If available, employer tax amounts are retrieved from payroll checks and entered as handwritten payroll checks using the employee's ID and month of earnings as the check number. (For example, for an employee with ID "A1" who has earnings for January, the import process would create a check record with a check number of A1-01.) A bank account must be selected when importing employee earnings to store these created checks in Accounting CS. The check date will be set to the first day of the month if the earnings period is the same month or a month that comes after the current system date. The check date will be set to the last day of the month if the earnings period is prior to the current system date.


Earnings information associated with a payroll department designated for "Third-Party Sick Pay" is imported as a separate monthly payroll check for the employee, with a check number that includes the employee's ID, month of earnings, and "-TP." (For example, for an employee with ID "ABC" who has earnings in the department marked as "Third-Party Sick Pay" in the month of June, the import process would create a check record with check number ABC-06-TP.)

Batch import procedure

Important! Although you can import information for multiple clients with the batch import, we strongly recommend that you perform the **custom conversion** that is described in the previous section. It converts a single client at a time and provides you with far more control over client details and requires only a small amount of additional setup after the conversion.

Use the following steps to import CSA data for multiple clients into Accounting CS using the conversion wizard.



1. Start Accounting CS by clicking the  shortcut icon.
2. Choose File > Import > CS Professional Suite Accounting Conversion.
3. On the Source Data screen, the default locations are displayed for the CS Professional Suite Accounting system (**global**) data files and client data files (as specified in the Setup > File Locations dialog in Accounting CS).
 - The default location for CSA system (global) files in Virtual Office CS is **Y:\CSASys** (where Y represents the drive where CSA has been installed). The default location for CSA system (global) files when not running in the Virtual Office CS environment is **X:\Wincsi\CSASys** (where X represents the drive where CSA has been installed).
 - The default location for CSA client data files in Virtual Office CS is **Y:\CSADData** (where Y represents the drive where CSA has been installed). The default location for CSA client data when not running in the Virtual Office CS environment is **X:\Wincsi\CSADData** (where X represents the drive where CSA has been installed).
 - Changing the location for either the global data or the client data during the conversion process is considered a one-time override of the default location and the change is not saved.

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. Clear the *Perform a custom conversion (Recommended)* checkbox and click Next. Keep in mind that this method will convert only a limited amount of data for your clients. A large amount of additional setup is required following this method of conversion.
5. On the Source Data – Clients screen, select the clients whose data you would like to import. Click Next to continue.
6. On the On the Source Data – Modules screen, by default all data types are selected for conversion. Clear the checkboxes for the types of data that you do not wish to import for the selected client(s).
7. Click Next.
8. Click Finish and, when the diagnostics information is displayed on your screen, click the **Print** button and refer to that information when completing the client setup steps in Accounting CS.

Note: Your responses are required during the conversion process to import certain types of information properly. Therefore, the following types of data are not available for selection during a non-custom (batch) conversion.

- Earnings
 - Workers' Compensation
 - 1099 Transactions
-

Post-conversion considerations and setup steps

At the end of each conversion, you should review the client data in Accounting CS before beginning any processing. The application may display certain message prompts either to convey information or to specify that you need to complete further action before you begin processing.

- **Client/Employee address information.** If an import diagnostic message refers to invalid address information, you will need to review and verify that data after the conversion because it could affect tax calculations for payroll checks as well as payroll tax forms.
- **Unemployment and/or Withholding ID.** To verify the Unemployment ID and/or Withholding ID for a client, open the Payroll Taxes tab of the Setup > Clients screen.
- **Bank account information.** Note that bank account information needs to be verified for vendors as well for purposes of direct deposit. Specify bank routing numbers, bank account numbers, and check layouts for client bank accounts prior to entering and printing vendor checks.
- **Import diagnostics.** Always print and review the import diagnostics, which will help in pinpointing potential data issues.
- **For clients using Employee Self-Service:** To ensure that Accounting CS employee records sync correctly with employee information in Employee Self-Service, **do not** change any Client IDs until after the first payroll has been run in Accounting CS.

Services

The modules selected for each client in CSA convert to the following services in Accounting CS.

CSA module	Accounting CS services
General Ledger module	Accounting
Trial Balance CS	Accounting
Payroll Compliance module	Payroll (After-the-fact)
Payroll CS	Payroll
Engagement CS	Workpapers

Following the conversion, you should complete the following steps to review the services settings in Accounting CS and, if needed, to add or remove services for the future processing of each converted client.

1. In Accounting CS, choose Setup > Clients.
2. Select a client from the Client list, click the Edit button, and then click the Ellipsis button in the Services section.
3. In the Add/Remove Services dialog, mark or clear the checkboxes to specify the types of services your firm will be providing for the client and then click OK.
4. Click Enter to save the client information.

Employees

If any diagnostic messages regarding employee address information appeared during the conversion, you will need to review and update the address information for those employees to ensure the proper setup for relevant taxes.

1. In Accounting CS, choose Setup > Employees.
2. Select an employee from the Employees list and click the Edit button.
3. Enter the ZIP code or the city and state in the address verification field.
4. Select the county, school district, and municipality (if applicable).
5. Click Enter to save the employee information.

Bank accounts

If routing number and account number information was not set up in CSA for checkbooks, you will need to set up this information in Accounting CS to be able to print vendor checks. Also, because vendor check layouts and layout selections are **not** imported from CSA, you will need to select check layouts in Accounting CS.

1. In Accounting CS, choose Setup > Bank Accounts.
2. Select a bank account from the list and click the Edit button.
3. In the *Bank* field, select the bank associated with this bank account or enter the bank's routing number.
4. In the General Ledger section of the screen, verify that the correct GL account and reconciliation JE reference are selected.
5. On the Check Layout tab, specify the check layouts to use for the printing of vendor checks for the selected bank account.
6. Click Enter to save the bank accounting information.

Bank account reconciliation

In-transit bank items that exist in CSA are not imported and need to be entered in Accounting CS as initial open items following the conversion.

1. In Accounting CS, choose Actions > Bank Account Reconciliation.
2. Select the current reconciliation for the bank account you need to reconcile.
3. Choose Edit > Initial Open Items and enter all in-transit items for the selected checkbook.
4. Click Done.

Currently, recurring adjustments are not imported and need to be entered in Accounting CS following the conversion.

1. In Accounting CS, choose Actions > Bank Account Reconciliation.
2. Select the current reconciliation for the bank account you need to reconcile.
3. Choose Edit > Recurring Adjustments and enter the recurring adjustments.
4. Click OK.

Financial statements

As noted above, after you have already completed the conversion of client data from CSA to Accounting CS, you can begin converting financial statements for the client using the conversion wizard. For details, refer to the PDF guide entitled [Conversion Guide: CSA Financial Statement Files from CSA to Accounting CS](#).

Type and destination of data transferred during conversion

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

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		The default Account Groupings in Accounting CS are Account Classification and Leadsheet Schedule .
Account # > Account Group to Account #		The conversion uses the Account Classification grouping to assign Classification codes and subcodes for accounts assigned to corresponding Account Groups or Grouping Schedules in CSA.

Additional amounts

CSA menu navigation and field name	Accounting CS menu navigation and field name	Comments and additional information
Setup > Additional Amounts	Setup > Custom Fields > Clients	
Description		Not imported.
Label	Client Custom Fields > Description	
Amount	Client Custom Fields > Amount	

Automatic journal entries

CSA menu navigation and field name	Accounting CS menu navigation and field name	Comments and additional information
Setup > Automatic Journal Entries	Setup > Transaction Templates	
Reference	Reference	
Description	Description	
Journal	Journal	
Basis	Basis	
Calculate From/To Account	Calculate From/To Account	
YTD/Current	Balance Calculation (Single Period > YTD)	
Debit/Credit		When Credit is marked, the Debit/Credit assignments in the Distribution section are assigned opposite to how they were assigned in CSA to create entries with the same results.
Compounding	Compounding	
Reference	Priority	In Accounting CD, the priority is defined using the <i>Reference</i> field from CSA to specify the appropriate sequence. For example, CSA automatic entries with the reference 4.1, 5, A1, R2 would convert with a Priority of 1, 2, 3, 4, respectively.
Reversing	Auto-reverse next period	
Distribute To Account/Percentage/Debit/Credit	Distribute To Account/Percentage/Debit/Credit	When Credit is marked, the Debit/Credit assignments in the Distribution section are assigned opposite to how they were assigned in CSA to create entries with the same results.

CSA menu navigation and field name	Accounting CS menu navigation and field name	Comments and additional information
	Recalculate in prior period of current fiscal year	This option is set based on the current setting for the CSA transaction data entry option <i>Do not post automatic entries when in prior periods.</i>

Balance definitions

CSA menu navigation and field name	Accounting CS menu navigation and field name	Comments and additional information
Setup > Balance Definitions	Setup > Clients > Accounting Information tab > Balance Definitions	
Adjusted	Adjusted	
Report	Report	
Tax	Tax	
Other	Other	

Bank reconciliation

CSA menu navigation and field name	Accounting CS menu navigation and field name	Comments and additional information
Tasks > Bank Reconciliation	Actions > Reconcile Bank Accounts	
Checkbook	Bank Account	
Tasks > Bank Reconciliation > Non-Recurring Adjustments	Actions > Reconcile Bank Accounts > Non-Recurring Adjustments	
Description	Description	
G/L Account	GL Account	
Amount	Amount	
Type	Type	Addition and Payment are the types currently available in Accounting CS.

Chart of Accounts and balances

CSA menu navigation and field name	Accounting CS menu navigation and field name	Comments and additional information
Setup > Chart of Accounts	Setup > Chart of Accounts > Main tab	
Mask	Mask	
Acct #	Account number	

CSA menu navigation and field name	Accounting CS menu navigation and field name	Comments and additional information
Type	Classification code Classification subcode	The Type in CSA corresponds with the Classification code in Accounting CS. For example, Classification codes CA, NPE, and NCA are asset codes, while codes CL and LTL are liability codes, and so forth. CSA account groups are automatically mapped to Accounting CS Classification codes when a match can be made. The Classification Subcode further defines the account based on the Classification code selected.
Description	Description	
Tax Code	Tax Code	Tax codes and tax code assignments are imported only for clients with a year end of 2008 or later.
	Unit	For a multi-unit client, the unit number is not appended to the tax code in Accounting CS.
Actions > Enter Trial Balance screen		
Beg Bal	Current year beginning balance	Balances are imported for the client and can be viewed in Accounting CS reports or by choosing Actions > Enter Trial Balance.
Budget	<Budget 1>	
Adjusted Budget	<Budget 2>	
Workpaper Reference	WP Reference	
Setup > Chart of Accounts > Main tab		
Setup > Chart of Accounts > Enter Combining Accounts		Combining accounts are imported as core accounts in Accounting CS and are included in the list of accounts in the Setup > Chart of Accounts screen.

CSA menu navigation and field name	Accounting CS menu navigation and field name	Comments and additional information
Setup > Chart of Accounts > Enter Location – Department Descriptions	Setup > Account Segments	
Number	Code	Codes are specific to the account segment to which they belong. These codes are then used to create the account numbers on the Chart of Accounts screen of Accounting CS.
Description	Code Description	
	Account Segment Description	If you use locations and/or departments for the client in CSA, a Location and Department named segment is created during the conversion.
Setup > Chart of Accounts > Edit Schedule M-3 Tax Codes	Setup > Chart of Accounts > Main tab	
M-3 Tax Code	M-3 Code	Custom M-3 tax codes convert to custom tax codes in Accounting CS.
Setup > Chart of Accounts > Tax Code Account Groupings		
Description		
Tax Code	Tax Code	Tax code account groupings convert to custom tax codes in Accounting CS.
<Account # to Account #>		
Setup > Chart of Accounts > Schedule M-3 Tax Code Account Groupings	Setup > Chart of Accounts > Main tab	
Description		
M-3 Tax Code	M-3 Tax Code	
<Account # to Account #>	M-3 Tax Code	M-3 tax code account groupings convert to custom tax codes in Accounting CS.

Checkbooks (Banks)

CSA menu navigation and field name	Accounting CS menu navigation and field name	Comments and additional information
Setup > Checkbook > General tab	Setup > Bank Accounts > Main tab	
Description	Description	Checkbooks marked for "Third-Party Sick Pay" are not imported.
Bank name	Bank	Each bank account in Accounting CS must have a bank assigned to it. If the CSA checkbook did not have a bank assigned to it, following the conversion be sure to open the Setup > Bank Accounts screen in Accounting CS to assign a bank to each bank account.
	Setup > Firm Information > Banks	
Address (lines 1, 2, 3)	Addresses: Business (lines 1 and 2); City, State, ZIP	
Routing number	Routing number	
	Setup > Bank Accounts > Main tab	
Account number	Account number	
G/L account #	GL account	
Setup > Checkbook > Bank Reconciliation tab		
Reference	Reconciliation J/E reference	
Journal	Reconciliation journal	

Client information

CSA menu navigation and field name	Accounting CS menu navigation and field name	Comments and additional information
File > Client Properties > General Information tab	Setup > Clients > Main tab	
Client ID	ID	
EIN	EIN/SSN	
Client name	Client name	
Payroll name	Payroll name	
DBA	DBA name	
Address (lines 1 and 2)	Addresses: Business (lines 1 and 2)	
City	City	

CSA menu navigation and field name	Accounting CS menu navigation and field name	Comments and additional information
State	State	
ZIP	ZIP	
Telephone #	Phone and Fax Numbers: Business	
	Client Information: Active date	Data for this field autofills with “(none).”
	Client Information: Inactive date	Data for this field autofills with “(none).”
Industry code	Industry code	
File > Client Properties > General Information tab > Advanced Properties > Contact tab	Setup > Clients > Main tab > Additional Contacts	
Name	Name	
Title	Title	
	Company	
Street address (lines 1 and 2)	Business address (lines 1 and 2)	
City, State, ZIP	City, State, ZIP	
County/Province	County	
Country	Country	
Salutation	Salutation	
E-mail address	Email	
Phone numbers: Work, Ext. Fax Home Mobile Car Pager Other	Phone and Fax Numbers: Business Fax Home Mobile Car Pager Other	
File > Client Properties > General Ledger tab	Setup > Clients > Account Mask tab	
Chart of accounts mask	Chart of Accounts Mask: Core Segment Mask Color Separator	Ls or Ds are converted as Segments with the description of “Location” or “Department.” Colors convert as black and may be changed following the conversion.
	Setup > Clients > Accounting Information tab	

CSA menu navigation and field name	Accounting CS menu navigation and field name	Comments and additional information
Current period ending date	Current period end date	
Current fiscal year end	Current fiscal year end date	
Latest period ending date	Latest period end date	
Number of periods in current year	Period frequency	
Periods > Edit period end dates	Period end dates	
Years of balances to save		Accounting CS stores an unlimited number of years of balances.
Years of transactions to save		Accounting CS stores an unlimited number of years of transactions.
Entity Type Use Puerto Rico Tax Codes only	Entity	This checkbox setting is converted to Accounting CS as either entity type 1120PR or 1065PR.
	Undistributed account	Defaults to 999.

Custom text variables

CSA menu navigation and field name	Accounting CS menu navigation and field name	Comments and additional information
Setup > System Configuration > Text Variables	Setup > Custom Fields > Firm	
Description	Firm Custom Fields > Description	
Text	Firm Custom Fields > Text	

Grouping schedules

CSA menu navigation and field name	Accounting CS menu navigation and field name	Comments and additional information
Setup > Grouping Schedules	Setup > Account Groupings	
Description	Description	
Code > Description	Code > Description	
Subcode > Description	Subcode > Description	

Journals

CSA menu navigation and field name	Accounting CS menu navigation and field name	Comments and additional information
Setup > Journals	Setup > Journals	
Description	Description	
GL Report Code	Report code	

Tickmarks

CSA menu navigation and field name	Accounting CS menu navigation and field name	Comments and additional information
Setup > Tickmarks	Setup > Firm Information > Tickmarks	
Tickmark	Text	
Description	Description	

Transactions

CSA menu navigation and field name	Accounting CS menu navigation and field name	Comments and additional information
Tasks > Transaction Entry	Actions > Enter Transactions	
Journal	Journal	
Tasks > Transaction Entry > Checks and Deposits tab	Actions > Enter Transactions > Type: Check	
	Bank account	The bank account is inferred during the conversion from the related balancing entry. In addition, if no checkbook was set up in CSA, one or more checkbooks are automatically created in Accounting CS with the names Default Checkbook 1, Default Checkbook 2, and so forth.
Reference	Check #	
Date	Date	
Account/Vendor	Vendor: ID Account	The associated account is converted to the first distribution in the Distributions grid.
Amount	(Converts as the first distribution in the Distributions grid.)	The <i>Amount</i> field in Accounting CS displays the total amount for the check.
Description	Payee	

CSA menu navigation and field name	Accounting CS menu navigation and field name	Comments and additional information
1099 Item	1099	1099 items are displayed only for vendors who are 1099 recipients.
Additional Distributions (Account, Amount, Description, 1099 Item)	Distributions (Account, Description, Amount, 1099, Details)	
Actions > Enter Transactions > Type: Deposit		
Reference	Reference	
Date	Date	
Account/Vendor	Account	The associated account is converted as the first distribution in the Distributions grid.
Amount	(Converts as the first distribution in the Distributions grid.)	The <i>Amount</i> field in Accounting CS displays the deposit total.
Description	Description	
Additional Distributions (Account, Amount, Description)	Distributions (Account, Description, Amount)	
	Type: Balancing Entry	Deposits are individually balanced in Accounting CS, and currently checks are individually balanced as well. Balancing entries can be created in Accounting CS for new and converted check-type transactions only but are currently not imported.
Tasks > Transaction Entry > Journal Entries tab OR Tasks > Adjusting Journal Entries	Actions > Enter Transactions > Type: Journal Entry	
Reference	Reference	
Date	Date	
Description	Description	
Workpaper	Workpaper	Workpaper references are imported for the journal entry, If the option to enter multiple descriptions and workpaper references was enabled in Trial Balance CS, workpaper references are imported for each distribution.
Additional Distributions (Account, Amount, Description)	Distributions (Account, Description, Amount)	

CSA menu navigation and field name	Accounting CS menu navigation and field name	Comments and additional information
Special Types		
Regular	Regular	
Reversing		Auto-reverse next period is marked for Reversing Journal entries.
Setup > Transaction Templates		
Recurring	Journal entry, with a frequency "Last day of posting period"	
Recurring Template	Journal entry, with a frequency "On demand"	
Actions > Enter Transactions > Type: Journal Entry		
Prior	(Converts into the prior period for which it was recorded in CSA.)	To enter a prior-period journal entry in Accounting CS, change the Posting Period to the desired prior period within the current year.
Adjusting	Adjusting	
Tax Adjustment	Tax	
Reclassifying	Reclassifying	
Other	Other	
Potential	Potential	

Payroll-related data transferred during data conversion

Accounting CS calculates all tax withholding and employer amounts automatically based on the address information, which is validated via the application's Location Finder feature.

Note: This guide covers the conversion of after-the-fact payroll data from Write-Up CS. If you are preparing to convert data from Payroll CS® for live payroll processing in Accounting CS Payroll, please refer to the PDF guide called [Conversion Guide: Payroll CS to Accounting CS Payroll](#).

Client properties

CSA menu navigation and field name	Accounting CS menu navigation and field name	Comments and additional information
File > Client Properties > General Information tab	Setup > Clients > Main tab	
EIN	EIN	
File > Client Properties > Payroll tab	Setup > Clients > Payroll Taxes tab	
941	Employer type – Regular (941)	
944	Employer type – Regular (944)	
943	Employer type – Agricultural (943)	
State tax information – State name	State	Based on client and employee locations.
State tax information – State W/H ID	Withholding information - ID	Based on client and employee locations.
State tax information – SUTA ID	Unemployment information - ID	Based on client and employee locations.
File > Client Properties > Payroll tab > Payroll Journal Entry Options dialog	Actions > Enter Transactions; Edit > Options > Transaction Defaults tab	
Payroll journal entry reference	Payroll checks reference	
Journal to use for payroll JE	Payroll checks journal	
Journal to use for vendor JE	Vendor payments journal	
File > Client Properties > Payroll tab > <State> SUTA Rate Details > Current tab	Setup > Clients > Payroll Taxes tab > Ellipsis button > Unemployment Rate dialog	
State tax information – Effective date	Unemployment information - <State> - Effective date	
State tax information – Base rate	Base rate	
State tax information – (Other rates)	<Customized for each state>	
No SUTA Wage Limit	No wage limit (This option is for the following states: CO, KS, and MA.)	
Delinquent Employer	Delinquent Employer (This checkbox is for the State of Michigan)	
Alternate SUTA Wage Limit	Alternate wage limit (This option is for the State of Rhode Island.)	

Employees

CSA menu navigation and field name	Accounting CS Payroll menu navigation and field name	Comments and additional information
Setup > Employees > General tab	Setup > Employees > Main tab	
ID	ID	
First	First	
MI	Middle	
Last	Last	
Street	Addresses – Home	
City	City	
State	State	
ZIP	ZIP	
SSN/EIN	EIN/SSN	
Telephone #	Home phone	
Department	Departments	
Email address	Email	
Setup > Employees > Personal/W-2 tab	Setup > Employees > Personal tab	
Date of birth	Birth date	
Date of hire	Hire date	
Last raise date	Last raise date	
Inactive date	Inactive date	
Marital status	Marital status	
Gender	Gender	
Race	Race	
Officer	Officer	
Statutory	Statutory	
Seasonal	Seasonal	
Probationary	Probationary	
Family of owner	Family of owner	
Health Insurance	Uninsured for health care	If marked in CSA, will be unmarked in Accounting CS.
Retirement plan	Retirement plan	
	Setup > Employees > Main tab	
SSN verified	Verified	
Agricultural	Type - Agricultural	

CSA menu navigation and field name	Accounting CS Payroll menu navigation and field name	Comments and additional information
Setup > Employees > Other tab	Setup > Employees > Payroll tab > Payroll Item Properties > Main tab	
O/T Multiplier	O/T Multiplier	At the employee level in Accounting CS Payroll, the rate is set based on the employee's home department. At the client level, the rate is set based on the rate for the first employee found using this pay item. Note: For payroll items with a calculation type other than Hourly or Salary Hours Sensitive, the rate is set to 1.0.
D/T Multiplier	D/T Multiplier	At the employee level in Accounting CS Payroll, the rate is set based on the employee's home department. At the client level, the rate is set based on the rate for the first employee found using this pay item. Note: For payroll items with a calculation type other than Hourly or Salary Hours Sensitive, the rate is set to 1.0.
Setup > Employees > Earnings tab	Setup > Employees > Payroll Items tab	
Rate	Rate	If the rate has been entered, the calculation type is set to Hourly. If no rate has been entered, the calculation type is set to Fixed Amount.
Setup > Employees > Tax Withholdings and Deductions tab > Deduction Item Properties > Deduction Info tab	Setup > Employees > Payroll items tab > Employee Payroll Item Settings > Main tab	
Calculation method	Calculation type	
Amount	Amount	
Percent	Percentage	
Include overtime hours		OT/DT amounts considered supplemental wages.
Include double-time hours		OT/DT amounts considered supplemental wages.

Employee federal tax information

CSA menu navigation and field name	Accounting CS Payroll menu navigation and field name	Comments and additional information
Setup > Employees > Personal/W-2 tab	Setup > Employees > Payroll taxes tab	
Nonresident alien	Nonresident exemption certificate	
New hire FICA credit	New hire FICA credit	

Employee state tax information

Not every state selection in CSA corresponds directly to fields that calculate taxes in Accounting CS Payroll. Only CSA client data that is used to calculate taxes for a specific state is used during the conversion to Accounting CS.

Note: The state designation is based on the client's state(s) locations and the employee's addresses in Accounting CS. State settings are used for local tax filing, where applicable. New employee default information is used to set specific state information that requires a value.

CSA menu navigation and field name	Accounting CS Payroll menu navigation and field name	Comments and additional information
Setup > Employees > Tax W/H and Deductions tab > State W/H Item Properties > General tab	Setup > Employees > Payroll Taxes tab	
State	State	

Payroll department information

CSA menu navigation and field name	Accounting CS menu navigation and field name	Comments and additional information
Setup > Payroll Departments	Setup > Departments	
Description	Description	Departments marked for "Third-Party Sick Pay" are not imported.

Payroll items

CSA menu navigation and field name	Accounting CS menu navigation and field name	Comments and additional information
Setup > System Configuration > Pay Items > Description and W-2 Info tab	Setup > Payroll Items > Main tab	
Description	Description	For certain scenarios, the description of imported pay items includes the CSA department name. For more information, see the “Pre-conversion considerations and recommendations” section of this guide.
Report Description	Report description	
Setup > System Configuration > Pay Items > Tax Treatment tab	Setup > Payroll Items > Tax Exemptions tab	
FICA – Social Security	Tax Exemptions	If not marked in CSA, is marked as exempt in Accounting CS.
FICA – Medicare	Tax Exemptions	
Federal withholding	Tax Exemptions	
Federal unemployment	Tax Exemptions	
State W/H	Tax Exemptions	If marked as “None” in CSA, then “All” is not marked as exempt in Accounting CS.
State SUTA	Tax Exemptions	
State SUI	Tax Exemptions	
State SDI	Tax Exemptions	
Local	Tax Exemptions	
Setup > System Configuration > Deduction items > Calculations tab	Setup > Payroll items > Main tab	
Calculation type	Calculation type	
Don't include in net pay	Net pay calculation	
Exclude from workers comp calc	Workers' compensation calc	
Retirement plan type	Retirement Cafeteria Plan: <ul style="list-style-type: none"> ▪ 125 Cafeteria ▪ 401(k) Retirement ▪ 403(b) Retirement ▪ 457 Retirement ▪ Roth 401(k) Retirement ▪ Roth 403(b) Retirement ▪ Simple 408(p) Retirement 	There is no designation for a 125 Cafeteria plan within CSA. To classify a deduction as having the retirement plan type 125, the deduction needs to be mapped during the import to an existing deduction of that type.

CSA menu navigation and field name	Accounting CS menu navigation and field name	Comments and additional information
Setup > System Configuration > Pay Items > Special Information tab		
Special type	Special type	See “ Payroll items, pay item special types” on page 30.
Exclude from net pay	Net pay	
Exclude from gross pay presentation	Gross pay presentation	
Setup > Employees > Earnings > Pay Item Properties >	Setup > Payroll Items > Main tab	
Exclude Benefits	Accruable benefits	This information can be set at an employee level in CSA. The conversion saves only the first instance of the payroll item found during the conversion process.
Exclude Deductions	Payroll Items	This information can be set at an employee level in CSA. The conversion saves only the first instance of the payroll item found during the conversion process.

Payroll items, deduction and match limits

CSA menu navigation and field name	Accounting CS menu navigation and field name	Comments and additional information
Setup > Employees > Tax Withholdings and Deductions tab > Deduction Item Properties > Deduction Limits tab	Setup > Payroll Items > Main tab	
Maximum amount per check	Per check – Amount	
Maximum percent of annual gross	YTD – % of Gross Pay	
Maximum percent of current gross	Per check – % of Gross Pay	
Calendar year maximum amount	YTD – Amount	
Perpetual maximum amount	Perpetual – Amount	

Payroll items, pay item special types

CSA Special Types (global)	Accounting CS Special Types and Calculation Type	Comments and additional information
Setup > System Configuration > Pay Items > Special Info tab > Special type field	Setup > Payroll Items > Main tab	
None	None	Special type option
Allocated Tips		Not imported
Calc - \$ per Hrs Worked		Not imported
Calc - % of Conditional Pay		Not imported
Calc - % of Pay		Not imported
Calc - Conditional Hourly Amt		Not imported
Calc – Fixed Amount	Fixed amount	Calculation type
Commissions	Percent of Sales	To select this calculation type in Accounting CS, select Pay from the drop-down list in the <i>Type</i> field.
EIC Advance		Any pay item with a special type of “EIC Advance” is not imported. The EIC table must be selected at the employee level.
Indirect Tip	Indirect Tips	
Piecework	Piece rate	To select this calculation in Accounting CS, select Pay from the drop-down list in the <i>Type</i> field.
Premium wages		Not imported.
Reported Tips	Reported Tips	To select this calculation in Accounting CS, select Pay from the drop-down list in the <i>Type</i> field.
TDW Deduction		Not imported.
Tipped Wages	Tipped Wages	To select this calculation in Accounting CS, select Pay from the drop-down list in the <i>Type</i> field.
Tips Deemed to be Wages		Not imported.
Weighted Average Overtime	Special type: Weighted Average Overtime	The first payroll item in Payroll CS with the special type of Weighted Average Overtime is used for all imported employees with a Weighted Average Overtime pay item.

Payroll journal entry options

CSA menu navigation and field name	Accounting CS menu navigation and field name	Comments and additional information
File > Client Properties > Payroll > Payroll Journal Entry Options dialog	Actions > Enter Transactions > Edit > Options > Transaction Defaults tab	
Create payroll journal entry		Not imported.
Prompt for posting date		Not imported.
Journal to use for payroll JE	Payroll checks	
Reference	Payroll checks: Reference	Reference is used for the General Ledger Report.
Journal to use for vendor JE	Vendor payments	

Vendor information

CSA menu navigation and field name	Accounting CS menu navigation and field name	Comments and additional information
Setup > Vendors > General tab	Setup > Vendors > Main tab	
Name	Vendor name	The alternate name is used if it exists in CSA.
Name	DBA name	
Vendor ID	ID	
Street #1 and #2	Business (line 1 and 2)	
City	City	
State	State	
ZIP	ZIP	
Phone	Business <phone>	
Utilities > EFTPS Batch Filer Export > Payment	Action > Process EFTPS > Setup dialog	
Batch filer ID	Batch filer ID	
Master Inquiry PIN	Master Inquiry PIN	
	Setup > Vendors > Main tab	
Taxpayer PIN	Taxpayer PIN	The PIN is added for use with all federal tax agents.
Setup > Vendors > Address and Accounts tab		If this tab includes any address information, the conversion marks the Mailing Address checkbox for address type Other.
Alternate Name	Vendor name	
Alternate Street #1	Other <address>	

CSA menu navigation and field name	Accounting CS menu navigation and field name	Comments and additional information
Alternate Street #2	Other <address>	
Alternate City	Other <City>	
Alternate State	Other <State>	
Alternate Zip	Other <ZIP>	
Create agent checks in	Bank account	
Setup > Vendors > Distributions tab (1099 Distributions)	Setup > Vendors > 1099 Properties tab	
1099 item	1099 Form Selection	
Setup > Vendors > Distributions tab (Standard check)	Setup > Vendors > Distributions tab	
Account number	GL Account	
Description	Description	
Amount	Amount	
1099 item	1099	

Workers' compensation information

CSA menu navigation and field name	Accounting CS menu navigation and field name	Comments and additional information
Setup > Employee > Earnings tab > Pay Items Properties > Other tab	Setup > Clients > Workers' Compensation tab and Setup > Employees > Workers' Compensation tab	
Class	Code	
Rate	Rate	The conversion uses the first rate found for the client.
State	State	

Engagement-related data transferred during data conversion

The following information is provided to identify Engagement CS items that automatically convert to Accounting CS when the Workpapers service is selected for the client.

Engagement binder information

CSA menu navigation and field name	Workpapers CS menu navigation and field name	Comments and additional information
File > Engagement Properties	Setup > Engagement Binders	
Name	Engagement binder name	
	Status	
Engagement period ending date	Period ending date	
Begin date	Beginning date	
End date	Ending date	
Audit engagement	Type	
Public entity	Public entity	
Report release date	Report release date	
View > Tree View Window	View > Workpapers Dashboard > Engagement Binders Tree (portlet)	
Engagement tree structure	Engagement binder tree structure	

Folder information

CSA menu navigation and field name	Workpapers CS menu navigation and field name	Comments and additional information
Tree View window	View > Workpapers Dashboard Folder Properties (Right-click a folder and choose Properties.)	
Folder name	Folder name	

Notes

CSA menu navigation and field name	Workpapers CS menu navigation and field name	Comments and additional information
Edit > Edit Review Note	View > Workpapers Dashboard > Workpaper Notes (portlet)	
Subject	Subject	Notes attached to an engagement binder, folder, or workpaper are imported into the Notes dialog and Notes portlet in the Workpapers Dashboard.
Dialog and Note text		
Cleared	Status	
Reviewed	Status	

Signoff types

CSA menu navigation and field name	Workpapers CS menu navigation and field name	Comments and additional information
Setup > System Configuration > Signoff Types	Setup > Firm Information > Signoff Types	
Type		Not converted.
Description	Description	Converted if the signoff type does not already exist in Workpapers CS.

Workpaper information

CSA menu navigation and field name	Workpapers CS menu navigation and field name	Comments and additional information
Edit > Workpaper Properties	View > Workpapers Dashboard > Workpaper Properties (portlet)	
Workpaper name	Name	<p>The following document types are imported automatically:</p> <ul style="list-style-type: none"> ▪ Microsoft Word and Excel documents. ▪ PPC's Practice Aids™ and Checkpoint® Tools workpapers. ▪ XML and HTML files (engagement reports). ▪ Adobe PDF files and other third-party documents such as text and image files
Workpaper Reference	Reference	
Assigned to	Assigned	
Roll Forward	Roll Forward	
Delete during Wrap Up	Delete on Finalize	

Workpaper signoffs

CSA menu navigation and field name	Workpapers CS menu navigation and field name	Comments and additional information
Edit > Workpaper Properties > Signoffs	View > Workpapers Dashboard > Workpaper Properties (portlet), Signoffs section	
Name	Staff ID	
Signoff	Signoff	
Date	Date	

Engagement CS Excel balance links (formulas / field functions)

The following table lists the applicable Engagement CS formulas and the equivalent formula variables in Workpapers CS.

Engagement CS variable type	Comments and additional information
Account	Converts to variable type Amount or Text and to variable source Account.
Account Groups	Does not convert; there is no equivalent formula in Workpapers CS.
Additional Amounts	Does not convert at this time.
Cash Flow Lines	Formula does not convert; there is no equivalent formula in Workpapers CS.
Date	Converts to variable type Text and as Period End Date variables under the variable source Engagement Properties.
Grouping Schedule	Converts to variable type Amount or Text and to variable source Grouping Schedule.
Net Income Variable	Converts to variable type Amount and to variable source Net Income Calculation.
Text	Converts to variable type Text and to the equivalent variable source — Client Properties, Firm Properties, or Firm Custom Fields.
Workpaper Properties	Converts to variable type Text and to variable source Workpaper Properties.

Data that is not transferred (from Write-Up CS or Trial Balance CS)

Although most data is imported from CSA, some data cannot be imported due to differences in 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.

Note: Payroll checks are not imported regardless of the conversion method used (batch or single-client method).

Balancing entry reference

Accounting CS defaults to using a reference of 1.

Bank reconciliation

In-progress reconciliations, in-transit items, and recurring adjustments are not currently imported. After the conversion has been completed, you will need to enter any in-transit items or initial open items previously entered in CSA as initial open items for your current reconciliation in Accounting CS. You will also need to set up any recurring adjustments that you may need.

Chart of Accounts

Verify that Classification codes and subcodes are correct for each account.

Tax codes and tax code assignments are not imported for any client with a year-end date earlier than 2008.

Check and form printing fees

Check and form printing fees are not imported. For details on fees, enter “**Setting up billing items and fee schedules**” in the search field on the Accounting CS toolbar.

Check layouts

Check layouts are not imported.

Client checkbook

Address lines (1-3) and checkbook types are not imported.

Client information

The name of the contact's assistant, form printing fee, and 940 experience rate are not imported.

Client notes / comments / reminder fields

The Processing Notes feature in Accounting CS replaces the Client Notes feature in CSA. Client Notes are imported as Processing Notes if that checkbox is marked for the conversion. (Processing Notes can also serve to replace the *Comments* field on the General tab of the Setup > Employees window in CSA and the *Data Entry Reminder* field on the Other tab of the Setup > Employee Templates window, neither of which are imported.)

Employees

Worker's fund exempt status for Oregon clients and employee templates are not imported.

Firm client

The option to convert client data into an existing client in Accounting CS is not currently available. Therefore, you will not be able to convert data from your CSA Firm client into the Firm client in Accounting CS. However, you can use either of the following methods to transfer data to the Accounting CS Firm client.

- Choose File > Import > Spreadsheet to import chart of accounts, vendor, employee, and payroll data into the Firm client using the Spreadsheet Import wizard. See the [Spreadsheet import overview](#) in the Help & How-To Center for more details.
- Convert the CSA Firm client to a new Accounting CS client, and then choose File > Transfer Client Information to transfer setup data from the new client to the Firm client. See the [Transferring client information](#) procedure in the Help & How-To Center for more details.

Payroll department information

Default employee template, G/L location, and G/L department are not imported.

Payroll items

Allocated tips are not imported. Any pay item associated with a 1099 item but not marked for box 7 of Form 1099-Misc is not imported.

Staff

Staff members set up in CSA are not included in the conversion to Accounting CS.

Staff security settings

Security settings are not currently included in the conversion. To set up security in Accounting CS, mark the *Enable firm security* checkbox on the Preferences tab of the Setup > Firm Information > Firm screen, close and then re-open Accounting CS (logging in as an administrator), and then choose Setup > Firm Information > Security Groups.

Tax forms

Tax liabilities for tax forms are check-based in CSA and are not imported to Accounting CS. We recommend that you process tax forms in CSA and import at the end of the tax period. Override the amounts in Accounting CS if they are needed for tax forms.

Transactions

Budget journal entries are not imported. Up to five budget balances can be entered directly within the Actions > Enter Trial Balance screen. Adjusted budget amounts are imported into the Adjusted budget balance.

Tax code entries are not imported at this time. Tax code assignments are not imported for any client with a year-end date earlier than 2008.

Overdraft automatic journal entries are not imported. Conditional expressions used within the design of a report can be used to accomplish same results.

Transmittal letters

Transmittal letters are not imported.

Use separate journals in transaction data entry

In Accounting CS, you can add a journal at any time from the Setup menu.

Vendors

Data from the Amortization Information tab of the Setup > Vendors screen in CSA are not converted. Following the conversion process, you need to enter this information manually in Accounting CS.

Data that is not transferred (from Engagement CS)

Archived engagements (from Engagement CS)

Archived engagements are not imported. To include them in the import, you would need to restore them in CSA prior to starting the conversion.

Engagement binder properties (from Engagement CS)

Engagement staff assignments, engagement staff privileges, and engagement description are not imported.

History

Engagement binder and workpaper history are not imported.

Local client data

Engagement binders designated as local client data (LCD) are not imported. Prior to converting, you should check all workpapers back in to the master client data (MCD) .

Microsoft Excel formulas

Microsoft Excel workpapers that contain Additional Amount variables cannot be converted at this time.

Engagement CS formulas for location/department clients created using the location/department filter are converted, but no location/department (segment) selection will be included in the formula. You can define the segment for the formula in Workpapers CS after completing the conversion. Alternatively, prior to starting the conversion, you can convert the segment definition by first updating the formulas in Engagement CS to use the location and department selectors rather than the location/department filter.

Microsoft Excel workpapers that are imported may include formulas that cannot be converted due to there being no equivalent formulas available in Workpapers CS. Those that cannot be converted include formulas for Account Groups and Cash Flow Lines. When these workpapers are opened in Workpapers CS, the original Engagement CS formula will exist as is and may be displayed as #NAME.

Microsoft Excel workpapers in a **finalized** engagement binder may display formulas as #VALUE!. To display the correct formula values, unfinalize the binder after converting, open and save the Excel workpapers, and then finalize the binder again.

Microsoft Word formulas

Microsoft Word workpapers that are imported may include add-ins, macros, links, or Engagement CS formulas (which are **not** removed or converted). Therefore, when these workpapers are opened in Accounting CS Workpapers, the program may try to update the formulas with the Engagement CS data, or they may be displayed as #VALUE or #NAME.

Signoffs

The staff IDs are imported for the workpaper signoff. For wrapped-up (finalized) engagement binders, the signoff is imported from CSA. For active engagement binders, the signoff is updated to match the Accounting CS Workpapers signoff ID mapped during the conversion process. Signoffs added at the

engagement level are not imported. Signoffs added for a signoff type that has been deleted are not imported.

Workpapers

Workpapers with workpaper references greater than 25 characters in length are not imported.

Wrapped-up engagements

Wrapped up engagements are imported as finalized engagement binders. Workpapers included in the finalized binders will have a protected status. Protected workpapers will open in a read-only mode and any formulas in those workpapers will not recalculate.

As noted above, Microsoft Excel workpapers in a **finalized** engagement binder may display formulas as #VALUE!. To display the correct formula values, unfinalize the binder after converting, open and save the Excel workpapers, and then finalize the binder again.

Verifying your converted data

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

1. In CSA, open the client database and print the following reports:
 - General Ledger
 - Adjusting Journal Entry Report
 - Trial Balance
 - Employee Listing
 - Earnings Report
 - Vendor Listing
2. In Accounting CS, print the following reports:
 - Client List
 - General Ledger
 - Adjusting Journal Entry
 - Trial Balance – Condensed, or Trial Balance – Detailed
 - Employee List – Condensed, or Employee List – Detailed
 - Employee Earnings
 - Vendor List – Condensed, or Vendor List – Detailed
3. Compare the Client List from Accounting CS with the information in the General tab of the Client Properties dialog in CSA, and then compare the other reports from CSA with those from Accounting CS. If the information contained in the CSA reports does not match the Accounting CS


reports, you will need to determine which items are invalid or missing and manually enter them in Accounting CS. If taxable wage changes are needed, please refer to the help topics (enter “**Adjust taxable wages**” in the search field on the Accounting CS toolbar).

If you encounter problems

If you encounter problems while importing client data from CSA to Accounting CS 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 and follow the prompts. 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 (formerly ARNE), 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.