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# CONVERSION GUIDE

## EasyACCT Write-Up to Accounting CS

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## Introduction

The EasyACCT Write-Up to Accounting CS® conversion program and the **File > Import > General Conversion** command in Accounting CS enable you to convert your client data from Intuit® EasyACCT® Write-Up to Accounting CS. Please note this conversion will work **only** with EasyACCT **v.2016.2.1 or higher** and will **not** work with earlier versions of EasyACCT.

This conversion guide contains instructions for the conversion process, details information converted during the process, and provides suggestions for reviewing the data after the process is complete. Please review this entire document before beginning the conversion process.

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**Note:** We recommend converting clients with after-the-fact payroll at the end of the quarter **after** payroll processing is complete.

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## Conversion program overview

The overall objective is to provide an accurate, comprehensive conversion of client data from EasyACCT to Accounting CS. However, due to differences between the applications, some data cannot be converted. Therefore, you should **not** expect to exactly duplicate results from EasyACCT 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 “Items not transferred during the conversion” section of this guide on page 10 and the “Conversion notes and exceptions” on page 11.

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## Processing steps required for each client prior to running the conversion program

- Although the conversion process does not change or modify your EasyACCT data, we strongly encourage making a backup of your EasyACCT data before beginning the conversion process.
- You should post current-period general ledger and payroll transactions in the EasyACCT client prior to converting. Transactions are converted only from the General Journal, Sales Journal, and Payroll Journal. Transactions in other journals can be converted by moving them to or re-entering them in one of the three previously listed journals before beginning the conversion.

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**Note:** We recommend that you do **not** close the year before converting data; the conversion includes employee pay items and earnings for the current year only. Closing the year would cause pay items and transaction amounts to be zero and would stop any of the closed year's transactions from converting.

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- The *Last Entries* and *Last Postings* dates listed in the Company Information Main tab for General Ledger and/or Payroll **must** be month-end dates.
- From the top menu, run the Write-Up > Data File Utilities > Data File/Index Repair command before creating import files.

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## Installing the conversion program

- ▶ Download the EasyACCT Write-Up to Accounting CS conversion program from our website at <https://cs.thomsonreuters.com/support/downloads/acconv/>. Note that you must log into your web account on our website before you can download this program.

If you encounter difficulties with this process you can access Live Chat at <http://CS.ThomsonReuters.com/MyAccount> or call CS Support at 800.968.0600 and follow the prompts. Normal weekday support is from 9:00 a.m. to 8:00 p.m. eastern time.

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## Converting the client data prior to import into Accounting CS

Complete these steps to convert EasyACCT client data to files that can be imported into Accounting CS.

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**Important!** The conversion program will not create accurate import files for a client that is locked by EasyACCT. Ensure that the client is not in use and exit EasyACCT before continuing.

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1. To start the conversion program, right-click the CS Data Conversion icon on your desktop and choose **Run as Administrator**.

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**Note:** If you did not install the shortcut, click Start on the Windows taskbar and then choose **Programs > CS Professional Suite > CS Data Conversions**.

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2. In the *Conversion Type* field, select **Accounting CS** from the drop-down list.
3. In the *Competitor* field, select **EasyACCT Write-Up**.

4. In the *Input Data Folder* field, enter the path to the EasyACCT client data that you want to convert. The path defaults to **C:\EASYWDATA**. If your EasyACCT data is in a different location, click the Browse button to navigate to the appropriate drive and folder. The conversion program creates several XML files for each client, formatted for subsequent import into Accounting CS. The conversion files will be created in a subdirectory named for the Client ID in this location.
5. Click **Start** to begin the conversion.
6. The conversion program lists all clients found in the specified data folder. Select a client and then click the **Continue** button. You may also select a client by double-clicking the client name.
7. When the conversion is complete, you will see a message indicating the data file is ready for import. Click OK.
8. To convert data for another client, repeat the steps listed above.
9. The EasyACCT to Accounting CS conversion program generates a PDF conversion report and saves the report in the Input Data Folder directory that you specify in step 4 of the conversion process. This report contains notes and information on changes you may need to make to the client data in Accounting CS. You need to have Adobe® Reader® version 7.0 or higher installed to view and print these reports. If Adobe Reader is not already installed on your computer, choose **Help > On The Web > Adobe Reader** in Accounting CS; this takes you to the [Adobe website](#) from which you can download and install the Reader.

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## Importing the converted client files into Accounting CS

Use the following steps to import data for an EasyACCT Write-Up client into Accounting CS.

1. Start Accounting CS by clicking the shortcut icon, and then choose **File > Import > General Conversion**.
2. Browse to the location of the data folder that you specified for the client in step 4 of the previous section of this guide, and then click OK.
3. Accounting CS verifies the payroll location of the client and its employees. A location must be specified for each employee. "Business location" is setup by default. If you need to add a location, click the Add Location button. For best results, you should specify the full address for each location.
4. The application verifies employee addresses based on the ZIP code. One or more employees may appear on the Client and Employee Address Mapping screen; this would occur, for example, if the zip code corresponds to multiple cities or counties. To display valid options, press the TAB key while your cursor is in the *Lookup* field. Select the correct city/county for each employee listed, and then click the Update button. Repeat this step until all employees are marked as Valid, and then click **Next**.
5. If a local tax is applicable for the client, the locality will appear in the Local Withholdings Mapping screen, and you will need to verify all information for each locality, including the type of tax and the city. After all tax information has been updated, click the **Finish** button.
6. Print any informational messages that may be displayed on screen. These messages indicate post-conversion setup steps that may be required before you can begin processing data in Accounting CS.

## Items transferred during the conversion

The following tables identify fields in EasyACCT that are converted to Accounting CS. The tables are organized by screens in EasyACCT and Accounting CS and denote the necessary Accounting CS screen navigation. Note that some amounts are calculated during the import process based on data located in multiple fields in EasyACCT.

### Client information

EasyACCT Company Information	Accounting CS menu navigation and field name	Comments and additional information
<b>File &gt; Company Information</b>	<b>Setup &gt; Clients &gt; Main tab</b>	
Client Code	ID	
Federal ID Number	EIN/SSN	
Company Name	Client name	
DBA/Tax Name	Payroll name	
Address (lines 1 and 2)	Address (lines 1 and 2)	The Business address is converted.
City	City	
ST	State	
ZIP	ZIP	
Phone Number	Phone Number 1	The following client phone number will be converted to this field: Business.
Fax Number	Phone Number 2	The following client contact phone number will be converted to this field: Fax.
	<b>Setup &gt; Clients &gt; Main tab &gt; Additional Contacts</b>	
Contact	Name	
	<b>Setup &gt; Clients &gt; Accounting Information tab</b>	
General Ledger Year-end	Current fiscal year end date	
Periods in Year	Period frequency	
Last Postings	Current period end date	
Type of Company	Entity	
	<b>Setup &gt; Clients &gt; Payroll Taxes tab</b>	
SUTA Rates/Limits	State: Unemployment ID Number	
	State: UI base rate	
State Tax IDs	State: Withholding ID	

## Chart of Accounts information

EasyACCT field name	Accounting CS menu navigation and field name	Comments and additional information
<b>General Ledger Accounts</b>	<b>Setup &gt; Chart of Accounts</b>	
Account Number	Account number	See "Conversion notes and exceptions" on page 11.
Account Description	Description	
Account Type	Type	
Current Yr.	Current year beginning balance	Displayed on Trial Balance Detailed Report
Current Yr. Budget	Current year Budget	Displayed on Trial Balance Detailed Report

## General ledger transactions

EasyACCT field name	Accounting CS menu navigation and field name	Comments and additional information
	<b>Actions &gt; Enter Transactions</b>	
Journal	Journal	Transactions are converted into the General Journal. To move them into another journal, see "Conversion notes and exceptions" on page 11.
	<b>Actions &gt; Enter Transactions &gt; Type: Check</b>	
	Bank account	The bank account is inferred during the conversion from the related balancing entry. If you did not set up any checkbooks in EasyACCT, no transactions are converted.
Empl/Vnd ID	ID	This information converts from earnings records.
Payee/Description	Payee	
	<b>Actions &gt; Enter Transactions &gt; Type: Check &gt; Distributions tab</b>	
Account Number	Account	
	<b>Actions &gt; Enter Transactions &gt; Type: Deposit</b>	
Reference	Reference	Only current-year transactions are converted.
Date	Date	
Amount	Amount	The amount field in Accounting CS displays the deposit total.
	<b>Actions &gt; Enter Transactions &gt; Type: Deposit &gt; Distributions tab</b>	

EasyACCT field name	Accounting CS menu navigation and field name	Comments and additional information
Account Number	Account	

## Bank accounts

EasyACCT field name	Accounting CS menu navigation and field name	Comments and additional information
Bank Reconciliation > Bank Accounts > Main	<b>Firm Information &gt; Setup &gt; Banks</b>	
Bank Routing Number	Routing number	
Bank name	Bank Name	
	<b>Setup &gt; Bank Accounts &gt; Main tab</b>	
	Description	
Bank name	Bank	Each bank account in Accounting CS must have a bank assigned to it. If the EasyACCT checkbook did not have bank information assigned to it, transactions will not be imported.
	Account type	
Bank Account Number	Account number	
Last Check Number	Next Check Number	
G/L Account Number	Account	

## Vendor information

EasyACCT field name	Accounting CS menu navigation and field name	Comments and additional information
	<b>Setup &gt; Vendors &gt; Main tab</b>	
Vendor ID	ID	
Federal ID#	EIN/SSN	
Name 1	Vendor name	
Name 2	DBA name	
Address 1	Addresses line 1	Defaults to the vendor's business address.
Address 2	Address line 2	
City	City	
ST	State	
ZIP	ZIP	

<b>EasyACCT field name</b>	<b>Accounting CS menu navigation and field name</b>	<b>Comments and additional information</b>
Telephone	Phone Number	Defaults to the vendor's business number.
Email	Email	
<b>Setup &gt; Vendors &gt; Distributions tab</b>		
Amounts Paid YTD Totals	Standard amount	The conversion program does not transfer the amounts to the 1099 form. For more information, see <a href="#">Editing 1099 form data</a> in our Help & How-To Center.
Std G/L Acct	GL Account	
IRS Code and Box	1099	Type 1099 form and line number.

## Employee information

<b>EasyACCT field name</b>	<b>Accounting CS menu navigation and field name</b>	<b>Comments and additional information</b>
<b>Setup &gt; Employees &gt; Main tab</b>		
Employee ID	ID	
Soc. Sec. #	EIN/SSN	
First Name	First	
MI	MI	
Last	Last and suffix	See the employee data section in "Conversion notes and exceptions" on page 11 for more information about these field.
Address 1	Addresses line 1	Defaults to home address.
Address 2	Addresses line 2	
City	City	
ST	State	
ZIP Code	ZIP	
Department	Department	
<b>Setup &gt; Employees &gt; Personal tab</b>		
Date Hired	Hire date	
Last Raise	Last raise date	
Terminated	Inactive date	
Birth Date	Birth date	
Marital Status	Marital status	

## Employee earnings balances

See “Conversion notes and exceptions” on page 11 regarding the conversion of employee earnings and withholding balances for the current period, current quarter, and year-to-date.

EasyACCT field name	Accounting CS menu navigation and field name	Comments and additional information
<b>Setup &gt; Employees &gt; Payroll Items tab</b>		
Current Period Current Quarter Year to Date (G1-G10)	Pay Items	The items GP1 through GP10 with YTD amounts are converted with the description used in EasyACCT.
WH1 through WH10	Deduction Items	The items WH1 through WH10 with YTD amounts are converted with the description used in EasyACCT.
<b>Setup &gt; Employees &gt; Payroll Taxes tab</b>		
State	State	
Local		See “Conversion notes and exceptions” on page 11 for more information on the conversion of the locality.
Current Period Current Quarter Year to Date	FICA-SS	The FICA amounts are converted automatically. No special translation is required.
Current Period Current Quarter Year to Date	FICA-MED	The FICA amounts are converted automatically. No special translation is required. See “Conversion notes and exceptions” on page 11 for more information on the conversion of the additional FICA Medicare tax for employees.
Current Period Current Quarter Year to Date	Fed W/H	The Federal withholding amounts are converted automatically. No special translation is required.
Current Period Current Quarter Year to Date	State W/H	
Current Period Current Quarter Year to Date	Local	See “Conversion notes and exceptions” on page 11 for more information on the conversion of the locality.



## Payroll items

EasyACCT field name	Accounting CS menu navigation and field name	Comments and additional information
Company Information > Default Payroll Information	<b>Setup &gt; Payroll Items</b>	
GP1-10 Description	Main tab > Description & Report description	The description for each pay and withholding item must be unique.
WH1-10	Main tab > Description & Report description	
Code	Main tab > W-2 Additional Boxes	
Federal & Applicable taxes	Tax Exemptions tab	See "Conversion notes and exceptions" on page 11 for more information regarding Accounting CS Payroll items.

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## Items not transferred during the conversion

Due to differences between EasyACCT and Accounting CS, some data cannot be converted. Following the conversion, you may need to set up these items in Accounting CS.

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**Note:** Payroll checks are not imported.

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### Accounts payable

Information entered in the EasyACCT Accounts Payable module (including purchases, credits, due dates, discounts, and amounts due) are not converted.

### Accounts receivable

Information entered in the EasyACCT Accounts Receivable module are not converted.

### Budget amounts

Prior-year budget amounts are not converted.

### Company reports

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

## Employee information

Exemption details, Workers' Comp state, EIC credit marker, training wage, Rate 2 and Rate 3 for standard hourly wages or salary, default normal hours, accruable benefit information, and direct deposit information are not converted.

## Employee earnings and withholding balances

Employee prior-year earnings are not converted.

## General ledger accounts

Tax page, schedule, tax line grouping codes, and account balances from the prior, third, fourth, and fifth most recent years are not converted.

## Journal entry information

Journal codes, detailed formats, automatic adjusting entry information such as payroll adjustments information, employer payroll adjustment information, gross profit adjustments information, inventory adjustments, and all other setup information for automatic adjusting entries are not converted.

## Other information

Bank account reconciliation, financial/loan amortization schedules, electronic funds transfer information, local withholding ID's, and credit card processing information are not converted.

## Security

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

## Vendor information

Remit-to information, fax number, terms, description, EFT marker, and prior-year payments are not converted. Year-to-date check amounts are converted only from amounts entered as transactions in EasyACCT. The amount on the Distributions tab in the Vendors screen is the Standard amount; to update the amount on the 1099 form, see [Editing 1099 form data](#) in our Help & How to Center. Amounts from the A/P Payments screen are not converted.

The following 1099 types are not available in Accounting CS and, therefore, are not converted: 1098-E, 1098-T, 1099-C, 1099-L, and 1099-Q.

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## Conversion notes and exceptions

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

## Adjustments to prior-year balances

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

## Bank accounts

The conversion does not convert any bank accounts when information for the account is not listed in the following areas in the Bank Reconciliation > Bank Accounts screen in EasyACCT: Bank Account Number or Bank Routing Number. If the Bank Account Number or Routing Number are missing from the Bank Accounts screen, any transactions using the associated bank accounts are not converted.

## Bank reconciliation

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

## Employee data

EasyACCT uses a single field for the last name field, and Accounting CS uses both a last name field and a suffix field. To accommodate this difference, the conversion divides the last name field if there is a blank space in the last name.

If the Informational Messages list includes any diagnostic messages about employee address information, you need to review and update the address information for those employees to complete the proper setup for relevant taxes.

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### Notes

- No earnings information is imported for employees with addresses that Accounting CS considers to be incomplete or invalid. Choose File > Print Reports, print the Employee Earnings report, and compare that to the earnings report from EasyACCT.
- Not all local balances can be converted. Earnings data for an employee who uses one of the local withholding or SDI items are not converted and an import message will display a list of the employees who are affected. You will need to enter that earnings data manually; for more information, see [Entering historical payroll data](#) in our Help & How-To Center.

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## Employer contribution items

Company match items set up as a percent-of-deduction items are converted as fixed-amount items. After the conversion is complete, choose Setup > Employees, and click the Payroll Items tab. In the Employer Contributions section, change the calculation type from *Fixed amount* to *Percent of deduction* for any employees for which the company match item is selected.

## GL period-end and year-end dates

For a 13-period client or for a client using period-end dates other than end-of-month dates, be sure to edit the period-end dates in Accounting CS to match the client end dates in EasyACCT Write-Up. In Accounting CS, choose Setup > Clients, and then click the Edit dates button on the Accounting Information tab.

## Journal transactions with same reference number

Transactions with the same reference number are grouped together into a single journal entry during the conversion. Journal transactions are displayed in the General journal for the posting period in which the transactions occurred. To transfer entries to a different journal after the conversion is complete, use the following steps.

1. Choose Actions > Enter Transactions, and click the Edit Multiple Transactions link (at the bottom of the Enter Transactions screen).
2. Select **Edit** from the drop-down list in the *Action* field.
3. Select **Journal** from the drop-down list in the Transactions section, and then select the new journal name.
4. Mark the checkbox next to each item to transfer, and click OK.

## Multi-state data

If your client manages courtesy withholding for any state or locality that is different from the client's main address, you may need to complete additional setup steps 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 any states in which the client performs courtesy withholding. For courtesy withholding at the local level, click the Local button and mark the *Nexus* checkbox for the local withholding's tax agent. Verify the Unemployment ID and/or Withholding ID for a client on the Payroll Taxes tab of the Setup > Clients screen.

When the client must manage withholding or SUTA for multiple states, Accounting CS uses the default GL account listed in the Automatic Payroll Posting screen in EasyACCT for all states. If each state uses a different GL account, you will need to correct that information in Accounting CS (in the Payroll Taxes tab of the Setup > Clients screen) following the conversion.

## Payroll items/deductions

Pay/deduction items convert with the Company Default Payroll Information taxability. If taxability information for employee pay/deduction items differ from the company's information, you will need to create a new pay/deduction item (in the Setup > Payroll Items screen) with the taxability setup needed for the employee.

## Terminated employees / inactive vendors

Employees with a termination date or vendors marked as inactive in EasyACCT are converted to Accounting CS to enable you to complete W-2s or 1099s for the current year. To see information for the inactive employees, mark the *Include inactive* checkbox in the upper-right corner of the Setup > Employees screen in Accounting CS after imported the converted data.

## Transactions

Only current-year transactions are converted.

## Vendor data

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

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## Verifying the 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 correctly convert all data due to data corruption or other anomalies with the EasyACCT data. Follow these steps to verify that your EasyACCT data has been converted correctly.

1. Review informational messages, if any, that are displayed on the screen after the conversion has been completed.
2. Open the converted client in Accounting CS and make all necessary changes as noted in “Conversion notes and exceptions” on page 11.
3. Print and compare the following accounting reports. If the information in the reports does not match, determine which transaction(s) are invalid or missing, and then manually enter those transactions in Accounting CS.

EasyACCT	Accounting CS
Current Period General Ledger	General Ledger report
Trial Balance report	Trial Balance – Detailed report

4. Print and compare the following payroll reports to look for discrepancies and then make any necessary changes to the payroll amounts in Accounting CS.

EasyACCT	Accounting CS
Earnings Report	Employee Earnings report

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## Getting help

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