PDS Client Accounting to Creative Solutions Accounting Conversion Guide

The **Utilities / Data Conversion / PDS** command in *Creative Solutions Accounting (CSA)* is provided to convert data files from The *PDS Client Accounting* (*PDS)* into the *Write-Up Solution for Windows* bundle of modules within *CSA*. This conversion guide explains the necessary steps to convert your data, to identify the fields that will not be converted, and to document exceptions that you may encounter during the conversion process. The last section of this document explains the steps you should take to verify that the converted data is correct.

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

CONVERSION PROGRAM OVERVIEW

The overall objective of the *PDS Client Accounting (PDS)* to *Creative Solutions Accounting (CSA)* conversion program is to provide a comprehensive conversion of your *PDS* data to *CSA*. However, due to differences in processing calculations, and data structures between *PDS* and *CSA*, some *PDS* data cannot be converted. **Therefore, you should not expect to exactly duplicate results from *PDS* using the converted data without adding or modifying the appropriate data in *CSA*. The specific items that cannot be converted and conversion exceptions are listed in the section in this document entitled "Conversion Notes and Exceptions."**

Note: Payroll check information is not converted from *PDS* to *CSA*. It is recommended that you convert your client data at the beginning of a new quarter or year, as some reports my not calculate correctly if you convert the client data in the middle of a quarter. Also, some manipulation of your data in *PDS* may be required prior to conversion. For more information, please refer to the section of this document entitled "Processing Steps Required for Each Client Prior to Running the Conversion Program."

PROCESSING STEPS REQUIRED FOR EACH CLIENT PRIOR TO RUNNING THE CONVERSION PROGRAM

➢ If you use the After The Fact Payroll module in *PDS Client Accounting*, you can convert employee current-quarter and year-to-date earnings for W-2 processing. For this reason, you should convert after finishing the payroll processing for a quarter or at year-end. For more information regarding the conversion of payroll amounts, please refer to the section of this document entitled "Items Transferred During Conversion of *PDS* Data."

CONVERTING AND IMPORTING A CLIENT INTO CSA

Use the following steps to convert and import a *PDS* client into *CSA*. You may refer to this document for all information regarding this conversion.

1. Start the *CSA* program by clicking on the desktop icon for *Creative Solutions Accounting*.
2. Create a new client in *CSA* by choosing **New Client** from the File menu. (For more information on creating a new client, choose **CSA Help Topics** from the Help menu and then; in the Index tab of the Help dialog, choose **New Client [File menu]**.

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> *Note:* When adding the client to *CSA*, you must complete the current period end date, current fiscal year end, and current payroll end date exactly as they appear in the *PDS* system. If you are converting general ledger and payroll information, you will also need to use the *General Ledger Solution* and *Payroll Compliance Solution* modules when adding the client.

3. From the Utilities menu, point *to* **Data Conversions** and then choose **PDS**.
4. In the first field of the PDS Conversion dialog, enter the location of the *PDS* program files.
   Example: If your *PDS-CA* program is on drive C, you would enter **C:\PDS-CA**.
5. In the **Client to import** field, enter the company ID you want to import.
6. If you wish to convert the employee earnings totals, mark the **Convert Employee Earnings** checkbox.
7. Click the **Import** button.
8. Once the import has finished, you should make the necessary changes or corrections to the converted data as specified in the sections of this document entitled "Items Transferred During Conversion of *PDS* Data" and "Conversion Notes and Exceptions."

ITEMS TRANSFERRED DURING CONVERSION OF PDS DATA

The following tables are provided to identify *PDS* fields that will be converted to the *CSA* program. The tables are organized by *PDS* and *CSA* screens and denote the necessary *CSA* screen navigation

PDS General Ledger Account Information

PDS CLIENT ACCOUNTING Field Name	Creative Solutions Accounting Menu Navigation Creative Solutions Accounting Field Name	Comments and additional information
G/L	Setup | Chart of Accounts Acct#	The 3 digit or 4 digit *PDS* G/L number will be converted to this field. You have the ability in *CSA* to expand the chart of accounts using departments, etc. Only accounts with balances in any period during the prior or current year will be converted. Refer to the online *CSA* Help Topics for more information on *Chart of Accounts Masks*.
Account Type	Setup | Chart of Accounts Type	See "Conversion Notes and Exceptions" below for more information on the conversion of the account type.
Account Name	Setup | Chart of Accounts Description	
Current Year Balances Debit or Credit	Setup | Chart of Accounts Balance	See "Conversion Notes and Exceptions" below for more information regarding processing clients using a number of periods not supported by *CSA*
Prior Year Balances Debit or Credit	Setup | Chart of Accounts Balance	
Budget Amounts	Setup | Chart of Accounts Budget	See "Conversion Notes and Exceptions" below for more information on budget and department information.

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PDS GL Transactions

PDS CLIENT ACCOUNTING Field Name	Creative Solutions Accounting Menu Navigation Creative Solutions Accounting Field Name	Comments and additional information
REF	Tasks | Transaction Entry Reference	The journal source indicator will precede the reference number in this field. For example, S=sales journal, P=purchases journal, R=receipts journal, D= disbursements journal, G=general journal, etc.
Date	Tasks | Transaction Entry Transaction Date	The conversion will automatically append the year onto the transaction during the conversion. For example, a *PDS* date of 11/30 will become 11/30/99 in *CSA*.
G/L	Tasks | Transaction Entry Account Number	
Description	Tasks | Transaction Entry Description	
Amount	Tasks | Transaction Entry Amount	

PDS Employee Information

PDS CLIENT ACCOUNTING Field Name	Creative Solutions Accounting Menu Navigation Creative Solutions Accounting tab Creative Solutions Accounting Field Name	Comments and additional information
Employee	Setup | Employees General tab ID	
Name	Setup | Employees General tab First	*PDS* stores the entire name in a single field. The conversion will parse the field in the same manner *PDS* parses for payroll reports.
Name	Setup | Employees General tab MI	*PDS* stores the entire name in a single field. The conversion will parse the field in the same manner *PDS* parses for payroll reports.
Name	Setup | Employees General tab Last	*PDS* stores the entire name in a single field. The conversion will parse the field in the same manner *PDS* parses for payroll reports.
Street	Setup | Employees General tab Street	*PDS* has a *Street* field as well as a *Suite/POBox* field. When the *Suite/POBox* field is used, the conversion will combine the two *PDS* fields into the *Street* field in *CSA*.
City	Setup | Employees General tab City	
State	Setup | Employees General tab State	
Zip	Setup | Employees General tab Zip	

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PDS CLIENT ACCOUNTING Field Name	Creative Solutions Accounting Menu Navigation Creative Solutions Accounting tab Creative Solutions Accounting Field Name	Comments and additional information
Soc. Sec.	Setup | Employees General tab SSN/EIN	
W2 Box [16] State #1	Setup | Employees Tax Withholding and Deduction tab State W/H Properties button State	
W2 Box [19] Local #1	Setup | Employees Tax Withholding and Deduction tab Local W/H properties button Locality	
W2 Box [16] State #1	Setup | Employees Other tab | SUTA G/L Accounts State	
Department	Setup | Employees General tab Department	

PDS Employee Earnings Balances

PDS CLIENT ACCOUNTING Field Name	Creative Solutions Accounting Menu Navigation Creative Solutions Accounting tab Creative Solutions Accounting Field Name	Comments and additional information
Current Quarter Year to Date Hourly	Setup | Employees Earnings tab Wages	If the *PDS Pay Type* field is marked **Hourly**, the amount in the *Regular* field will become hourly wages.
Current Quarter Year to Date Salaried	Setup | Employees Earnings tab Salaried Wages	If the *PDS Pay Type* field is marked **Salaried**, the amount in the *Regular* field will become salaried wages.
Current Quarter Year to Date Overtime Premium	Setup | Employees Earnings tab Overtime	The conversion will search for the word *Overtime* in the *Income* description field. The conversion will then add any amount in the *Overtime* field with amounts in the *Premium* field. If you changed the description from *Overtime* to any other description, it will be converted to the other earnings field.
Current Quarter Year to Date Commissions	Setup | Employees Earnings tab Commissions	The conversion will search for the word *Commissions* in the *Income* description field when converting amounts to this field. Only exact matches to the word Commissions will be converted to this field.
Current Quarter Year to Date Bonus	Setup | Employees Earnings tab Bonus	The conversion will search for the word *Bonus* in the *Income* description field when converting amounts to this field. Only exact matches to the word Bonus will be converted to this field.

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PDS CLIENT ACCOUNTING Field Name	Creative Solutions Accounting Menu Navigation Creative Solutions Accounting tab Creative Solutions Accounting Field Name	Comments and additional information
Current Quarter Year to Date Sick	Setup | Employees Earnings tab Sick Pay	The conversion will search for the word *Sick* in the *Income* description field when converting amounts to this field. Only exact matches to the word Sick will be converted to this field. A description of Sick Pay will be considered a match by the conversion and convert the amount to this field.
Current Quarter Year to Date Vacation	Setup | Employees Earnings tab Vacation	The conversion will search for the word *Vacation* in the *Income* description field when converting amounts to this field. Only exact matches to the word Vacation will be converted to this field.
Current Quarter Year to Date Tips	Setup | Employees Earnings tab Reported Tips	This amount will come from the *Tips* field in the *PDS Edit Employee File-Balances* screen 4 of 5.
Current Quarter Year to Date Other	Setup | Employees Earnings tab Other Wages	This field will contain all other wage and earnings fields set up in *PDS* that are not listed above. Once the conversion is complete, you should break out this amount into their respective pay types in *CSA*. The meals field in *PDS Edit Employee File-Balances* screen 4 of 5 also converts to this field.
Current Quarter Year to Date FICA Ret	Setup | Employees Tax Withholdings and Deductions tab FICA-SS	
Current Quarter Year to Date FICA Med	Setup | Employees Tax Withholdings and Deductions tab FICA-Med	
Current Quarter Year to Date FIT	Setup | Employees Tax Withholdings and Deductions tab Federal W/H	
Current Quarter Year to Date SIT	Setup | Employees Tax Withholdings and Deductions tab State W/H	See "Conversion Notes and Exceptions" below for more information on the conversion of SIT amounts.
Current Quarter Year to Date CIT	Setup | Employees Tax Withholdings and Deductions tab Local W/H	See "Conversion Notes and Exceptions" below for more information on the conversion of CIT amounts.
Current Quarter Year to Date Oth Ded4	Setup | Employees Tax Withholdings and Deductions tab 401K % of Gross	If you use *PDS* field *Oth Ded4* for 401K contributions, the amount will convert to this field. For more information on conversion of 401K amounts, see "Conversion Notes and Exceptions" below.
Current Quarter Year to Date Sect 125 Plans	Setup | Employees Tax Withholdings and Deductions tab Other Deductions	If the Sect 125 indicator location in the Client File screen 3 of 6 has a number indicating which of the 6 other pay fields contains cafeteria plans, it will be converted to the Other Deductions field in *CSA* and will need to be broken out of the total once the conversion is completed.

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PDS CLIENT ACCOUNTING Field Name	Creative Solutions Accounting Menu Navigation Creative Solutions Accounting tab Creative Solutions Accounting Field Name	Comments and additional information
Current Quarter Year to Date Oth Ded 1 – Oth Ded6	Setup	Employees Tax Withholdings and Deductions tab Other Deductions	Amounts in *PDS* fields *Oth Ded1* through *Oth Ded 6* will be converted to this field unless certain criteria listed above are met for *PDS* field Oth Ded4.

PDS Vendor Information

PDS CLIENT ACCOUNTING Field Name	Creative Solutions Accounting Menu Navigation Creative Solutions Accounting tab Creative Solutions Accounting Field Name	Comments and additional information
Vendor	Setup	Vendors General tab Vendor ID	
Name	Setup	Vendors General tab Name	The *PDS* Name field is 40 characters long. The *CSA Name* field is 15 characters long. Only the 1st 15 characters of the name will be converted
Street	Setup	Vendors General tab Street	
Suite / P.O.Box	Setup	Vendors General tab Street	When the *Suite/P.O.Box* field is used, the conversion will combine the two *PDS* fields into the *Street* field in *CSA*.
City	Setup	Vendors General tab City	
State	Setup	Vendors General tab State	
Zip	Setup	Vendors General tab Zip	
Soc. Sec. or EIN	Setup	Vendors General tab SSN	The SSN or EIN will be converted based upon the formatting entered in the *PDS Soc. Sec. or EIN* field. If no formatting exists, the field will be converted as a SSN.
Telephone	Setup	Vendors General tab Phone	
G/L Account	Setup	Vendors General tab Account #	
Payments	Setup	Vendors Distributions tab Year to date checks	This amount represents the year-to-date checks paid to the vendor. It does not break the amounts up into 1099 type. If there are multiple 1099 type payments, you will need to break this information apart in *CSA* upon the completion of the conversion

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ITEMS NOT TRANSFERRED DURING CONVERSION OF PDS DATA

Although most *PDS* data is converted, some data cannot be converted due to differences in program features and data structures between *PDS* and *CSA*. If an item below is denoted with an asterisk (*), it is further explained in the "Conversion Notes and Exceptions" section of this document. The following items, which cannot be converted, are organized by *PDS* screen.

General Client Information

Company ID, name, address, contact name, phone number, federal ID number, State ID number, State unemployment ID number, client password, fiscal year end, and inventory information cannot be converted. All of this information should be set up while adding the client to *CSA*, or you can add it later in the File / Client Properties dialog.

Client File Chart of Accounts Information

Profit or loss account, statement rounding account, A/R discount account, A/R sales tax account, A/P discount account, number of balance sheet accounts, number of income and expense accounts, number of departments, name of departments, and number of A/R products cannot be converted.

Client Documents and Reports

General ledger reports, payroll reports, client notes, check formats, and user defined fields cannot be converted.

Journal Entry Information

Journal codes, titles, sort sequences, and item and detail formats cannot be converted. Automatic adjusting entry information such as payroll adjustments information, employer payroll adjustment information, gross profit adjustments information, and all other setup information for automatic adjusting entries cannot be converted.

Financial Statements

Report Formats, Report Details, Notes Files, and Style Sheets cannot be converted.

Employee Information

Position, date hired, date left, G/L account, department, sort by field, exempt marker for FICA/FUTA/SUTA, base rate, O.T. rate, premium rate, normal hours, hours regular and overtime, weeks worked per quarter, W2 box 14 miscellaneous information fields 1, 2 and 3, state tax tables, additional and recurring wages/deductions, number of dependents and W-2 box 15 indicators cannot be converted.

Payroll Transactions / Prior Balances

Check number, transaction date, employee name and amounts for the current year as well as prior years cannot be converted. Earnings for quarters other than the current quarter in the current fiscal year end cannot be converted.

Additionally, earnings balances for the current period and prior years cannot be converted. Only the earnings for current quarter and year-to-date can be converted to enable you to process W-2s and current-quarter payroll reports. (Note: The current-period balances will be included in the quarter-to-date and year-to-date balances.)

Tax Line Grouping Codes

Because *PDS* allows you to enter tax line grouping codes for a number of different tax products, it is impossible to determine that the tax line grouping code entered is for *UltraTax* (DOS) or *UltraTax for Windows*. The tax line codes will therefore need to be manually entered once the conversion has been completed.

Vendor Information

DBA, department, 1099 type, 1099 box number, sort name by field, month-to-date payment information, month-to-date and year-to-date purchase and discounts, prior-year purchases and discount amounts, current accounts receivable aging information, and recurring amount information cannot be converted.

Other Information

Bank reconciliation module information, accounts receivable module information, accounts payable module information, and inventory module information cannot be converted.

CONVERSION NOTES AND EXCEPTIONS

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

G/L Account Types

PDS does not have an account type marker as required by *CSA* to distinguish assets from liabilities, etc. The conversion utility uses the following table to determine whether an account is an asset, liability, equity, income, or expense account. This format follows the default Chart of Accounts that is released by *PDS*. If the client's Chart of Accounts does not fall within the tables below, you will need to manually change the account in *CSA* after the conversion has been completed.

PDS Account Number Range	Account Description	CSA Account Type
100-199 or 1000-1999	Assets	A
200-299 or 2000-2999	Liabilities	L
300-399 or 3000-3999	Equity	L
400-499 or 4000-4999	Revenue	R
500-599 or 5000-5999	Expense	E
600-699 or 6000-6999	Expense	E
700-799 or 7000-7999	Expense	E
800-899 or 8000-8999	Revenue	R
900-999 or 9000-9999	Expense	E

PDS Budgeting and Departmentalized Accounting Modules

The conversion utility is unable to convert information from the Budgeting and Departmentalized Accounting Module sold by *PDS*. All department and budget information will need to be manually entered into the *CSA* program once the conversion is complete.

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CSA Combining Accounts

PDS departments are functionally similar to *CSA* departments, with one significant difference. The departments in *PDS* were only available when you purchased the *Budgeting and Departmentalized Accounting* module from *PDS*. *CSA* allows you to define "combining" accounts, which link individual department accounts and combine their amounts for reporting purposes. No transactions can be posted to a combining account and no balances need to be entered. These accounts are simply used to combine general balances for accounts that have already been posted to. For more information about setting up and using combining accounts, start the *CSA* program, choose Help / CSA Help Topics, click the Index tab in the Help dialog, and type **Combining accounts setup**.

Clients Using Processing Periods Other than Annual, Quarterly, Monthly, or 13 Period

CSA allows you to process clients using Annual, Quarterly, Monthly, 13 period, or weekly (not available in *PDS*). *PDS* allowed for the processing of clients using any number of months. If you convert a client that is a two-period processor, balances are converted to the second- and fourth-quarter balance fields in *CSA*. You will need to add this client to *CSA* as a quarterly processor and only use the 2nd and 4th quarters for processing. All *PDS* companies with 3,5,6,7,10, or 11 periods will be converted as annual *CSA* clients. Therefore, when adding such a client to *CSA*, you will need to add it as an annual client.

State Income Taxes Withheld (SIT)

If the second state indicator field (located on *Client File* screen 3 of 6) has a deduction number, amounts located in that deduction field will be added to the first *SIT* amount and the combined number will be converted to the State Withheld field in *CSA*. This amount will need to be broken out in *CSA* once the conversion is completed.

City Income Taxes Withheld (CIT)

If the second city indicator field (located on *Client File* screen 3 of 6) has a deduction number, amounts located in that deduction field will be added to the first *CIT* amount and the combined number will be converted to the *Local withheld* field in *CSA*. This amount will need to be broken out in *CSA* once the conversion is completed.

Security

Although *PDS* and *CSA* both offer a security feature (passwords), the security passwords for each client cannot be converted due to differences in the data structure in each program. If you wish to use the security feature in *CSA*, please refer to the one *CSA* Help Topics.

ERROR LOG AND VERIFYING YOUR CONVERTED DATA

Although the conversion has been designed to convert your data as accurately as possible, there are some instances when the conversion may not convert all data correctly due to *PDS* data corruption and other anomalies within the *PDS* data. You should follow the steps below to verify that your *PDS* data has been converted correctly.

1. Start *Creative Solutions Accounting* and open the new client that was created. From the File menu, choose Open Client. In the Open Client dialog, double-click the appropriate Client ID.
2. From *PDS,* print the *Current Period General Ledger and Trial Balance Report*.
3. From *CSA*, print the *CSA General Ledger* and *Trial Balance* reports.
4. Compare the two sets of reports. If the information contained on the *PDS* reports does not match the *CSA* reports, you will need to determine which transaction(s) are invalid or missing and manually enter the transactions into *CSA*. Other reports are available in both systems if you cannot determine the discrepancy using the above-listed reports.
5. From *PDS*, print the *Quarterly Wage Report* and *Tax Summary* report in *PDS*.
6. From *CSA*, print the *Payroll Tax Summary* Report.
7. Compare the amounts on the *PDS* and *CSA* payroll reports and note any discrepancies. You may make manual changes to any payroll amount in the *CSA* program.

If problems are encountered

If problems are encountered during the conversion of your client from *PDS Client Accounting Client Accounting* to *Creative Solutions Accounting* and you are unable to reconcile the data using the various reports and tools in *CSA*, contact CSI Product Support.

SUPPORT

Web Site

If you have questions or need assistance, you can visit our Web site at www.CreativeSolutions.com 24 hours a day for the latest information on current issues and processing tips. To take advantage of this convenient means of accessing information, choose **CSI on the Web** from the *CSA* Help menu, and then click Product Support and Service.

Product Support

To speak with a Product Support Representative, please call the CSI HelpLine at 800-968-0600, press **3** for accounting support, and then listen to the options available before pressing the number for *Creative Solutions Accounting*. Normal weekday support is from 9:00 AM to 8:00 PM Eastern Time.