
CONVERSION GUIDE

Checklist for Converting a Client to Write-Up CS

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Introduction

This checklist is designed to help you through the process of converting existing client data from your previous write-up software into the Write-Up CS™ software within Creative Solutions Accounting (CSA) and the CS Professional Suite® Accounting Products software.

Note: For details on imports of ASCII client data using Microsoft® Excel® or on conversion from another software application, be sure to print and review the relevant conversion guide. Search on **Data conversions from other accounting software** from the index of the CSA help browser.

Procedure

1. Please read the appropriate conversion guide in its entirety. To print the guide for a specific conversion, choose **Help / CSA Help Topics**. In the Contents of the CSA help browser, double-click the **PDFs for the conversion guides** topic and then click the link for the guide you need.
2. Before starting the conversion process, open the client in your previous write-up software and print a complete set of reports. (You will need these to compare against reports in Write-Up CS after the conversion has been completed.)
3. If converting from any program other than The Write-Up Solution® II (WS2 for DOS), you must first create a new client in CSA to convert into. Then be sure that client is open in CSA.
4. From the CSA main window, choose **Utilities / Data Conversion** and choose the program from which you are converting. In the conversion dialog, specify the appropriate options. (Be sure to print and review the relevant conversion guide; from the Conversion dialog, click the View Conversion Guide button.)

When converting from programs other than WS2 for DOS

<input type="checkbox"/>	Location of files to import	
<input type="checkbox"/>	Client to import	
<input type="checkbox"/>	Convert employee earnings	

When converting from WS2 for DOS

<input type="checkbox"/>	Location of WS2 system	
<input type="checkbox"/>	Location of WS2 data	
<input type="checkbox"/>	WS2 client to convert	
<input type="checkbox"/>	Convert account groups	
<input type="checkbox"/>	Convert after the fact payroll and vendor data	
<input type="checkbox"/>	Convert employee earnings	
<input type="checkbox"/>	Include payroll items with zero amounts	
<input type="checkbox"/>	Convert Accountant's Utilities data	
<input type="checkbox"/>	CSA client ID to create	

5. After the conversion has been completed, there are several reports you will want to print in Write-Up CS so that you may compare and verify the results against similar reports from your prior software. The recommended reports to print are a year-to-date General Ledger, a year-to-date Trial Balance Report, the Earnings Report, the Payroll Tax Summary, and the Vendor Listing.

General Ledger Report, options to select

<input type="checkbox"/>	Primary sort order	
<input type="checkbox"/>	Secondary sort order	
<input type="checkbox"/>	Data range	Current YTD (Year-to-Date)
<input type="checkbox"/>	Optional information to check	

Trial Balance Report, options to select

<input type="checkbox"/>	Sort order	
<input type="checkbox"/>	Format	
<input type="checkbox"/>	Amounts	Balance
<input type="checkbox"/>	Data range	Current period and year to date
<input type="checkbox"/>	Year	
<input type="checkbox"/>	Optional information to check	

Earnings Report, options to select

<input type="checkbox"/>	Sort order	
<input type="checkbox"/>	Date ranges	
<input type="checkbox"/>	Optional information to check	

Payroll Tax Summary, options to select

<input type="checkbox"/>	Period to process	
<input type="checkbox"/>	Current year	
<input type="checkbox"/>	Print employee information	
<input type="checkbox"/>	Taxes to report	

Vendor Listing, options to select

<input type="checkbox"/>	Payee type	
<input type="checkbox"/>	Sort order	
<input type="checkbox"/>	Optional information	

- 6. If you will be entering payroll checks or performing Bank Reconciliation for this client, choose **Setup / Checkbook** and add at least one checkbook. Be sure to enter a GL account number and complete the fields in the Bank Reconciliation tab.
- 7. Choose **Tasks / Transaction Entry** and then choose **Edit / Options**. In the Transaction Options dialog, specify any desired options for this client. If you want to change the order of the fields for data entry, also click the Columns tab and make the desired changes.

Transaction Options / Data Entry tab

<input type="checkbox"/>	Reference Field	
<input type="checkbox"/>	Date Field	
<input type="checkbox"/>	Description Field	
<input type="checkbox"/>	Vendor Information	
<input type="checkbox"/>	Posting Options	
<input type="checkbox"/>	Enter multiple descriptions for journal entries	

Transaction Options / Columns tab

	Checks and Deposits	
<input type="checkbox"/>	Summary	
<input type="checkbox"/>	Additional Distributions	
	Journal Entries	
<input type="checkbox"/>	Summary	
<input type="checkbox"/>	Distributions	

8. Choose **Setup / Chart of Accounts** and then choose **Edit / Options**. In the Chart of Accounts Options dialog, specify any desired options for this client. If you want to change the balance fields that are to be displayed, click the Columns tab and select the desired fields or remove the fields that you want to skip.

Chart of Accounts Options / Data Entry tab

<input type="checkbox"/>	Fields to skip	
<input type="checkbox"/>	Show all periods	

Chart of Accounts Options / Columns tab

<input type="checkbox"/>	Columns Selected	
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Note: From the Chart of Accounts window, also choose **Edit / Force Balance Recalculation**. If the Chart of Accounts is out of balance, or if you are not sure if the Chart of Accounts is in balance, use this command to determine where, when, and by how much the Chart of Accounts is out of balance. You may then select a balancing method from a list of options.

9. Choose **Tasks / Payroll Check Entry** and then choose **Edit / Options**. In the Data Entry Options dialog, select any desired options for this client. If you want to change the default calculations, click the Calculations tab and make the desired changes.

Data Entry Options / General tab

<input type="checkbox"/>	Autoprompt Emp ID	
<input type="checkbox"/>	Convert hours to decimal	
<input type="checkbox"/>	Sort by employee name	
<input type="checkbox"/>	Confirm using employee initials	
<input type="checkbox"/>	Fields to disable	
<input type="checkbox"/>	Columns to skip	

Data Entry Options / Calculations tab

<input type="checkbox"/>	Out of balance action	
<input type="checkbox"/>	Check template retrieval	
<input type="checkbox"/>	Federal tax adjustments	
<input type="checkbox"/>	Check template update	

10. If you have finished processing the current period within your prior software program and have also completed the Bank Reconciliation for that period in your prior program, in CSA choose **File / Select Period to Process** and advance to the next period.

Note: Because all transactions convert into Write-Up CS as cleared items, for the first Bank Reconciliation you perform in Write-Up CS you will need to enter the items that were still open when you completed the final Bank Reconciliation for the client within your previous software. From the **Tasks / Bank Reconciliation** window, choose **Edit / Initial Open Items** to enter these outstanding items.

Additional information

You may find it helpful to use a spreadsheet (such as that shown in the following illustration) to track the completion of all of the steps in the conversion process for each client.

Clients Converted to Write-Up CS													
Original Client ID	Write-Up CS Client ID	Client Name	Current GL Period	Current PR Period	Fiscal Year End Date	Chart of Accounts Mask	Printed Reports in Prev. Software (Y or N)	Conversion Date	Verified Reports in Write-Up CS	Added Checkbook in Write-Up CS	Selected Options in Data-entry Windows	Advanced the Period	Date Completed
1234	SAMPLE	Sample Company, Inc.	10/31/05	10/31/05	12/31/05	CCCC.CCC	Y	11/15/05	Y	Y	Y	Y	11/17/05

Support

CSA help topics

For step-by-step procedures, refer to the CSA help. To learn how to use help, choose Help / CSA Help Topics, click the Index button, and search on **Getting help**.

Website

If you have questions or need assistance, you can visit our website at CS.ThomsonReuters.com or ES.ThomsonReuters.com 24 hours a day for access to our support knowledgebase and for the latest information about current issues and processing tips. To take advantage of this convenient means of accessing information, choose **On the Web** from the CSA Help menu, and then choose **Product Support and Service**.

Product Support

To speak with a Product Support Representative, please call CS Support at (800) 968-0600, press **2** for Product Support, and then listen to the available options. Normal weekday support is available from 9:00 a.m. to 8:00 p.m. eastern time. For details on our support hours for other CS Professional Suite applications, please visit our website at CS.ThomsonReuters.com or ES.ThomsonReuters.com.

