CONVERSION GUIDE
PC Software Accounting Client Write-Up to Write-Up CS

Introduction

The PC Software Accounting Client Write-Up to Write-Up CS® conversion program and the **Utilities > Data Conversion > PC Software** command in Creative Solutions Accounting™ (CSA) are provided to convert your client data from PC Software Accounting Client Write-Up version 5.15.02 to 10.09.12 into the Write-Up CS software within CSA and the CS Professional Suite® Accounting Products software.

This conversion guide explains the necessary steps to convert your data, identifies the fields that are not converted, and documents exceptions that you may encounter during the conversion process. There is also a section near the end of this guide that explains the steps you should take to verify that the converted information is correct.

Please read this entire document prior to starting the conversion of client data. Refer to this guide for all information regarding this conversion.

Note: If you process after-the-fact payroll in PC Software, you can convert employee current-month, current-quarter, and year-to-date balances 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 see "Items transferred during conversion of data from PC Software Accounting Client Write-Up" on page 6. Also, please see "Processing steps required for each client prior to running the conversion program" on page 2 for important details.

Important! Prior to running the conversion, please be sure that you have installed your CS Professional Suite Accounting Products software on the computer from which the conversion will be run.

Conversion program overview

The overall objective of the PC Software Accounting Client Write-Up to CSA conversion program is to provide a comprehensive conversion of your PC Software data to CSA. However, due to differences in processing calculations and data structures between PC Software and CSA, some PC Software data cannot be converted. **Therefore, you should not expect to exactly duplicate results from PC Software 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 "Conversion notes and exceptions" on page 13.**

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

- We strongly recommend that you make a backup copy of the PC Software client data before beginning the conversion process. The conversion program will not change any of your PC Software data. If you need to modify the data in PC Software as part of the conversion process, making a backup will enable you to restore the original data.

- The PC Software Accounting Client Write-Up to CSA conversion program assumes that you have finished the processing period for the client in PC Software and that you will be processing the next period's transactions in CSA. If you have already begun a new processing period in PC Software, you should **not** run the conversion until you have posted all transactions for that period.

  For example, if you are processing November for client 123, you should post the transactions in the November period in PC Software and then convert to CSA prior to entering any December transactions.

  Note: We recommend not closing the year-end before converting your client data. Employee pay items and general ledger transactions are converted only for the current year. Therefore closing the year would cause pay items and transactions to be zero and would stop any of last year's transactions from converting.

- CSA requires that department numbers precede the core GL account number. If the client has cost center accounts in the Chart of Accounts, the conversion program repositions the cost center number for each account to the front of the account number. See "Chart of Accounts mask" on page 14 and "General ledger account renumbering" on page 15 for more information on converting account numbers.

- You may need to renumber your Chart of Accounts in PC Software prior to running the conversion program. If you do, be sure to use the **Change Acct** feature to ensure that the numbers are changed appropriately for all associated transactions. If the program encounters any of the following issues during the conversion, the account and any associated transactions are dropped and a message is sent to the report file called *ClientID__W.PDF*.

  - An account number includes more than one decimal point. (You need to renumber the accounts.)

  - An account number includes more than three core account numbers to the right of the decimal point. (You need to reposition the decimal so there are no more than three digits to the right of the decimal.)

  - An account number consists entirely of zeros. (You need to renumber the accounts.)

  - For a cost center client, an account includes six core account numbers and no decimals. (You need to renumber the accounts to use no more than five digits.)

- Before you begin converting data, you should print the PC Software Employee Listing by choosing Reports > File Listing > Employees. Print the report with employees, 1099 recipients, and vendors included. This will help you to set up state and locality information for the client in CSA. We also recommend that you print the Employee Details Report. This will help you to translate each client's pay codes to CSA during the conversion process.

- The conversion program generates a report in PDF that is saved in the PC Software client data folder. This report contains notes and information on changes you may need to make to the client data in CSA. We recommend that you print this report after finishing the conversion process but before importing the client into CSA. You need to have Adobe® Reader® version 7.0 or higher installed to view and print the report. If you do not have Adobe Reader installed on your computer, in CSA you can choose Help > On the Web > Adobe Reader. This takes you to Adobe's website from which you can download and install the Reader.

Installing the CS Professional Suite Accounting Products Conversions CD

1. Uninstall any previously installed versions of the CS Professional Suite Accounting Products Conversions CD.

    a) From the Windows® Start menu, choose **Control Panel**. (On some Windows systems, you may need to choose **Settings > Control Panel**.)

    b) Double-click **Add or Remove Programs**.

    c) Scroll to **CS Accounting Conversions** (or to **CSI Accounting Conversions**) and highlight that item.

    d) Click the **Change/Remove** button.

    e) At the prompt, click **Yes** to uninstall the program.

2. Place the Conversions CD in the CD drive on your computer.

3. The setup program will open automatically, or you can do the following to open it.

    a) Open Windows Explorer and navigate to your CD drive.

    b) Double-click **SETUP.EXE**.

4. Follow the prompts on the screen to install the CSA conversion program.

5. After the conversion program has been successfully installed, store the CD in a secure place.

Notes

- The conversion program is installed only on the local computer. You need to install the conversion program on **each** computer from which you will run the conversion program.

- Once you have converted all of your accounting client data, you can remove the Accounting Conversion program from your computer by repeating step 1 above.

Converting the client data prior to import into CSA

Complete the following steps to create the PC Software export file. The export file is a specially formatted file that CSA can use to import your data. The conversion program does not change your original PC Software data.

Important! The conversion program cannot create an export file for a client that is locked by PC Software. Ensure that the client is not in use and exit the PC Software Accounting Client Write-Up program before continuing.

1. Double-click the CS Data Conversions icon on your desktop to start the conversion program. If you did not install the shortcut, click Start on the Windows taskbar and then choose **All Programs > CS Professional Suite > CS Data Conversions**.

2. In the *Conversion Type* field, select **Accounting**.

3. In the *Competitor* field, select **PC Software**.

4. In the *Input Data Folder* field, enter the path to the PC Software client data you want to convert. The path defaults to **c:\pcsw**. If your PC Software data is in a different location, click the Browse button to navigate to the drive and folder location.

5. Click **Start** to begin the conversion.

6. The PC Software to CSA conversion program lists all clients found in the specified data folder. Select a client and then click the **Continue** button.

7. If you process payroll for the client, the Assign CSA Pay Codes dialog allows you to translate PC Software payroll codes into CSA payroll codes.

   - If you do **not** have employees for the current client, click the **Clear All** button to set the value for each field as **Not Assigned** and proceed to the next step.

   - To translate a PC Software payroll code to CSA, click the item in the Description column of the Assigned Pay Codes table and choose the type: **Pay**, **Withholding** (taxes only), or **Deduction** (any reduction other than a tax), and then choose the CSA category. The conversion program places the amount associated with this payroll code in the appropriate CSA pay, withholding, or deduction field for each employee.

   Note: You may save the current settings as the default for all clients to be converted by clicking the Save as Defaults button.

8. Click the **Continue** button to begin the conversion process. The conversion program displays the progress information.

   Note: If you have a very large client with many transactions, the conversion process may take several minutes to complete. Be sure to allow the conversion program time to complete the process.

9. When the conversion is complete, click **OK**.

10. To process the conversion for another client, repeat the above steps starting from step 5. To begin importing the converted data into Write-Up CS, click the Close button and continue to the next step.

11. After creating the export files and prior to importing the converted client into CSA, you should print the conversion report. Choose **Start > Run** from the Windows taskbar and enter the same PC Software client data path you entered in step 4 above, followed by a backslash and <ClientID>_w.PDF, and then click **OK**.

> For example, if the PC Software data directory you specified in step 4 was **C:\pcsw** and the **ABC** was the ID for client you converted, to access the report you would enter **C:\pcsw\abc__w.PDF** and click **OK**.

Important! Because the conversion program truncates the client ID to five characters, the conversion program could duplicate client IDs that are longer than five characters. To prevent such an occurrence for clients with matching IDs for the first five characters, we strongly recommend that you process the conversion and import the data for just one client at a time.

Importing the converted client files into CSA

Complete these steps to import the converted data for a PC Software client into CSA.

1. Start the CSA program.

2. Create a new client in CSA by choosing File > New Client. For details on creating a new client, choose Help > Help & How-To and enter New Client [File menu] in the search field. If you are converting general ledger and after-the-fact payroll information, you need to select the General Ledger module and Payroll Compliance module when adding the client.

> **Important!** When you add a new client to CSA, you must enter the current general ledger period-end date and the current fiscal year-end date exactly as they appear in the PC Software. If you intend to process payroll for the client, enter the month-end date for the next payroll period you intend to process. For more information on setting the period-end dates and year-end dates, see "General ledger period and year-end dates" on page 13.

3. From the CSA main window, choose **Utilities > Data Conversion > PC Software**.

4. In the first field of the Import dialog, enter the location of the PC Software data files that you want to import into CSA. This is the same directory you entered in step 4 of "Converting the client data prior to import into CSA" on page 4.

5. Specify the client ID in the *Client to Import* field, using the same five-character client ID that you entered in step 11 of "Converting the client data prior to import into CSA" on page 4.

6. To convert the employee earnings totals, mark the *Convert Employee Earnings* checkbox. If you leave this checkbox unmarked, the program converts the basic employee information but does not convert payroll items or amounts. For more information about converting employee information, see "Employee earnings and withholding balances" on page 16.

7. Click the **Import** button.

8. Once the import has finished, make any necessary changes or corrections to the converted data as specified in "Items transferred during conversion of data from PC Software Accounting Client Write-Up" on page 6 and "Conversion notes and exceptions" on page 13.

Items transferred during conversion of data from PC Software Accounting Client Write-Up

The following tables are provided to identify fields in PC Software that are converted to CSA. The tables are organized by screens in PC Software and CSA and denote the necessary CSA screen navigation.

General ledger account information

PC Software Accounting field name	CSA menu navigation CSA field name	Comments and additional information
	Setup > Chart of Accounts	
Account Number	Account	See "Conversion notes and exceptions" starting on page 13 for more information on the conversion of the account numbers.
Account Type	Type	See "Conversion notes and exceptions" starting on page 13 for more information on the conversion of the account types.
Description	Description	The description in PC Software is over 29 characters in length. The conversion program allows 29 characters for the description. Only the first 29 characters are converted.
Current Yr Balances Debit or Credit	Balance	See "Conversion notes and exceptions" starting on page 13 for more information on the conversion of the account balances.
Prior Yr Balances Debit or Credit	Balance	
Budget Amounts	Budget	The conversion program converts the current-year budget amounts to CSA.

GL transactions

PC Software Accounting field name	CSA menu navigation CSA field name	Comments and additional information
	Tasks > Transaction Entry	
Reference # or Check #	Reference	See "Conversion notes and exceptions" starting on page 13 for more information on the conversion of the reference numbers.
Date	Date	
Account Number	Account/Vendor	See "Conversion notes and exceptions" starting on page 13 for more information on the conversion of the account numbers.

PC Software Accounting field name	CSA menu navigation CSA field name	Comments and additional information
Description	Description	See "Conversion notes and exceptions" starting on page 13 for more information on the conversion of the description.
Debit / Credit	Amount	

Employee information

PC Software Accounting field name	CSA menu navigation CSA field name	Comments and additional information
	Setup > Employees > General tab	
Employee Code	ID	
First Name	First	
Middle Name	MI	The middle name field in PC Software is 15 characters in length. CSA allows 1 character to be entered for the employee middle initial. Only the first character is converted.
Last Name	Last	The last name field in PC Software is 25 characters in length. CSA allows 20 characters to be entered for the employee last name. Only the first 20 characters are converted.
Suffix	Last	The Suffix field in PC Software allows a 3 character entry. CSA does not have a separate field for suffix. If a suffix has been entered and the last name is less than 20 characters, the conversion adds as much of the suffix to the last name as there are characters available.
Address	Street	There are three address fields in PC Software, each 40 characters in length. CSA allows 30 characters to be entered for the employee address. The conversion program combines the address information and only the first 30 characters are converted.
City	City	The city field in PC Software allows 29 characters. The conversion program allows 20 characters to be entered for the employee city. Only the first 20 characters are converted.
State	State	
Zip	Zip	
Soc Sec #	SSN/EIN	

PC Software Accounting field name	CSA menu navigation CSA field name	Comments and additional information
	Setup > Employees > Tax Withholdings and Deductions tab	
W/H State	State W/H Properties button State	
	Setup > Employees > Other tab	
Unemployment State	SUTA GL Accounts State	

Employee earnings balances

See "Conversion notes and exceptions" starting on page 13 regarding the conversion of employee earnings and withholding balances for the current quarter and year to date.

PC Software Accounting field name	CSA menu navigation CSA field name	Comments and additional information
	Setup > Employees > Earnings tab	
Month to Date Quarter to Date Year to Date	Wages	Any PC Software payroll code that was translated to CSA pay item code Hourly Wages in the PC Software Accounting Client Write-Up to CSA Conversion dialog is converted to this field.
Month to Date Quarter to Date Year to Date	Salary	Any PC Software payroll code that was translated to CSA pay item code Salaried Wages in the PC Software Accounting Client Write-Up to CSA Conversion dialog is converted to this field.
Month to Date Quarter to Date Year to Date	Overtime	Any PC Software payroll code that was translated to CSA pay item code Overtime Wages in the PC Software Accounting Client Write-Up to CSA Conversion dialog is converted to this field.
Month to Date Quarter to Date Year to Date	Commission	Any PC Software payroll code that was translated to CSA pay item code Commissions in the PC Software Accounting Client Write-Up to CSA Conversion dialog is converted to this field.
Month to Date Quarter to Date Year to Date	Bonus	Any PC Software payroll code that was translated to CSA pay item code Bonus in the PC Software Accounting Client Write-Up to CSA Conversion dialog is converted to this field.
Month to Date Quarter to Date Year to Date	Sick Pay	Any PC Software payroll code that was translated to CSA pay item code Sick Pay in the PC Software Accounting Client Write-Up to CSA Conversion dialog is converted to this field.

PC Software Accounting field name	CSA menu navigation CSA field name	Comments and additional information
Month to Date Quarter to Date Year to Date	EIC Advance	Any PC Software payroll code that was translated to CSA pay item code EIC Payments in the PC Software Accounting Client Write-Up to CSA Conversion dialog is converted to this field.
Month to Date Quarter to Date Year to Date	Vacation	Any PC Software payroll code that was translated to CSA pay item code Vacation/Holiday in the PC Software Accounting Client Write-Up to CSA Conversion dialog is converted to this field.
Month to Date Quarter to Date Year to Date	Reported Tips	Any PC Software payroll code that was translated to CSA pay item code Tips in the PC Software Accounting Client Write-Up to CSA Conversion dialog is converted to this field.
Month to Date Quarter to Date Year to Date	Other Wages	Any PC Software payroll code that was translated to CSA pay item code Other Wages Items in the PC Software Accounting Client Write-Up to CSA Conversion dialog is converted to this field.
	Setup > Employees > Tax Withholdings and Deductions tab	
Month to Date Quarter to Date Year to Date	FICA-SS	Any PC Software payroll code that was translated to CSA withholding item code Social Security in the PC Software Accounting to CSA Conversion dialog is converted to this field.
Month to Date Quarter to Date Year to Date	FICA-Med	Any PC Software payroll code that was translated to CSA withholding item code Medicare in the PC Software Accounting to CSA Conversion dialog is converted to this field.
Month to Date Quarter to Date Year to Date	Federal W/H	Any PC Software payroll code that was translated to CSA withholding item code Federal W/H in the PC Software Accounting to CSA Conversion dialog is converted to this field.
Month to Date Quarter to Date Year to Date	State W/H	Any PC Software payroll code that was translated to CSA withholding item code State W/H in the PC Software Accounting to CSA Conversion dialog is converted to this field.
Month to Date Quarter to Date Year to Date	Local	Any PC Software payroll code that was translated to CSA withholding item code Local W/H in the PC Software Accounting to CSA Conversion dialog is converted to this field.

PC Software Accounting field name	CSA menu navigation CSA field name	Comments and additional information
Month to Date Quarter to Date Year to Date	401(K) Fixed Amount	Any PC Software payroll code that was translated to CSA deduction item code 401(k) Contributions in the PC Software Accounting Client Write-Up to CSA Conversion dialog is converted to this field.
Month to Date Quarter to Date Year to Date	Cafe Fixed Amount	Any PC Software payroll code that was translated to CSA deduction item code Cafeteria Health Plan in the PC Software Accounting Client Write-Up to CSA Conversion dialog is converted to this field.
Month to Date Quarter to Date Year to Date	Loan Repayments	Any PC Software payroll code that was translated to CSA deduction item code Loan Repayments in the PC Software Accounting Client Write-Up to CSA Conversion dialog is converted to this field.
Month to Date Quarter to Date Year to Date	Medical Insurance	Any PC Software payroll code that was translated to CSA deduction item code Medical Insurance in the PC Software Accounting Client Write-Up to CSA Conversion dialog is converted to this field.
Month to Date Quarter to Date Year to Date	Life Insurance	Any PC Software payroll code that was translated to CSA deduction item code Life Insurance in the PC Software Accounting Client Write-Up to CSA Conversion dialog is converted to this field.
Month to Date Quarter to Date Year to Date	Meals/Lodging	Any PC Software payroll code that was translated to CSA deduction item code Meals/Lodging in the PC Software Accounting Client Write-Up to CSA Conversion dialog is converted to this field.
Month to Date Quarter to Date Year to Date	Uniform	Any PC Software payroll code that was translated to CSA deduction item code Uniforms in the PC Software Accounting Client Write-Up to CSA Conversion dialog is converted to this field.
Month to Date Quarter to Date Year to Date	Union Dues	Any PC Software payroll code that was translated to CSA deduction item code Union Dues in the PC Software Accounting Client Write-Up to CSA Conversion dialog is converted to this field.
Month to Date Quarter to Date Year to Date	Direct Deposit	Any PC Software payroll code that was translated to CSA deduction item code Direct Deposit in the PC Software Accounting Client Write-Up to CSA Conversion dialog is converted to this field.

PC Software Accounting field name	CSA menu navigation CSA field name	Comments and additional information
Month to Date Quarter to Date Year to Date	Other Deduction	Any PC Software payroll code that was translated to CSA deduction item code Other Deductions in the PC Software Accounting Client Write-Up to CSA Conversion dialog is converted to this field.

Vendor information

PC Software Accounting field name	CSA menu navigation CSA field name	Comments and additional information
	Setup > Vendors > General tab	
Vendor / Employee ID	Vendor ID	
Name/ 1099 Co. Name	Name	See "Conversion notes and exceptions" starting on page 13 for more information on the conversion of the vendor name.
Address 1	Street #1	The Address 1 field in PC Software is 40 characters in length. CSA allows 30 characters to be entered for Address 1. Only the first 30 characters are converted.
Address 2	Street #2	The Address 2 field in PC Software is 40 characters in length. CSA allows 30 characters to be entered for Address 2. Only the first 30 characters are converted.
City	City	The city field in PC Software is 29 characters in length. CSA allows 20 characters to be entered for the vendor city. Only the first 20 characters are converted.
State	State	
Zip	Zip	
Federal EIN	EIN	
	Setup > Vendors > Address and Accounts tab	
Employee / Vendor Memo	Check Memo	See "Conversion notes and exceptions" starting on page 13 for more information on the conversion of the Check Memo.
	Setup > Vendors > Distributions tab	
Year to Date Vendor Checks	Year to date checks	See "Conversion notes and exceptions" starting on page 13 for more information on the conversion of the Check Memo.

Items not transferred during conversion of data from PC Software Accounting Client Write-Up

Although most data from PC Software is converted, some data cannot be converted due to differences in program features and data structures between PC Software and CSA. The following items cannot be converted.

General client information

Client ID, company name, addresses, contact person information, book and year-end dates, types of entity, phone numbers, federal ID number, state ID number, and client password cannot be converted. This information should be entered or set up while adding the client in CSA. Also, system parameters are not converted to CSA.

GL accounts

Level 1-4 accounts are used only for report formatting purposes in PC Software and are not converted. Similarly, accounts with an account number beginning with a decimal are not converted. Only postable level 5 accounts are converted. CSA account groups can be used the same way as level 1-4 accounts in PC Software. These will need to be set up in CSA following the import of the converted data. For more information about setting up and using account groups, choose Help > Help & How-To and enter Account Groups [Setup menu] in the search field. Alternate account numbers are not converted.

General ledger

Current-period date, fiscal year-end date, period-end dates, and tax code information cannot be converted.

Department names

Department descriptions cannot be converted. Departments need to be set up in CSA after the converted data has been imported. Department numbers are converted for each account.

Budget amounts

Prior-year budget amounts cannot be converted.

Payroll setup, transactions, and employee earnings balances

After-the-fact payroll setup information such as general payroll options, check entry defaults, state/locality information, and report options cannot be converted. You will need to set up these items in CSA.

Although payroll transactions are converted to each period's GL transactions, these transactions are not converted to the payroll checkbook in CSA. Therefore, no payroll transactions are converted for payroll purposes from PC Software to CSA. However, current-month, current-quarter, and year-to-date earnings are converted to enable you to process W-2s and current-quarter payroll reports. Employee earnings from prior years cannot be converted.

Journal information

The PC Software journals cannot be converted. You will need to set up these items in CSA if you require separate journals. All transactions in PC Software are converted to the General Journal in CSA. Setup information for recurring journal entries, inventory adjustments, expense allocations, automatic distributions, and prior-period entries cannot be converted.

Financial statements

Financial report setup, report details, notes, and transmittal letters cannot be converted.

Employee information

Hire date, birth date, termination date, employee options, GL accounts, hourly or salaried type, hourly rate, tip information other than total tips, and W-2 box items cannot be converted. Employer payroll tax balances are calculated amounts in CSA and do not transfer from PC Software.

Vendor information

1099 types and default payments cannot be converted.

The year-to-date checks represent all the checks that were written to a vendor in the current year but may not represent the amount that should flow to the vendor's 1099. The 1099 amounts are not converted, but you may enter the 1099 amount on the Distributions tab of the Vendors window in CSA.

Note: Only the after-the-fact vendor information in the PC Software program converts to CSA. If the client had a corresponding PC Software Accounting Payroll client, the employee and vendor information from that program is not converted. The general ledger transactions posted to the PC Software General Ledger are converted.

Conversion notes and exceptions

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

General ledger period and year-end dates

PC Software Accounting Client Write-Up allows you to set up any number of processing periods for a client, up to 13. You need to set up the CSA client as an annual, quarterly, monthly, or 13-period client.

- If the PC Software client is a two-period processor, set up the CSA client as a quarterly client; the conversion program transfers balances to the second and fourth quarters. To go back to a semi-annual client after the conversion is complete, open the client in CSA and choose File > Client Properties, click the General Ledger tab, and change the Periods selection to Semi-Annual. You may either process in all quarters or use only those two to process the semi-annual information.

- If the PC Software client uses anything other than the periods listed above, you need to set up the CSA client as an annual client. All transactions will post to one period.

- If your client is a 13-period client or uses period end dates other than the end-of-the-month dates, make sure you also edit the period-end dates in the CSA client to match the PC Software client end dates.

For more information on setting up client periods and period end dates in CSA, choose Help > Help & How-To and enter New Client > General Ledger tab in the search field.

Adjustments to prior-year balances

If you need to make an adjustment for a prior-year account balance in CSA after the client's data has been converted and imported into CSA, choose Setup > Chart of Accounts and enter the correct balance directly into the appropriate column for the prior year.

Important! If your client's prior-year data has been converted and imported from another accounting software product, do **not** attempt to enter any adjustments to prior-year balances in the Tasks > Transaction Entry window in CSA. Doing so would remove the historical balance information and would result in incorrect account balances in CSA.

CSA combining accounts

PC Software departments are functionally similar to CSA departments, with one significant difference. 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 to which transaction data has already been posted. For more information about setting up and using combining accounts, choose Help > Help & How-To and enter Setting up combining accounts in the search field.

Bank reconciliation information

If you are converting a PC Software client and will be using the bank reconciliation features within Write-Up CS, all transactions convert into CSA as cleared transactions for the bank reconciliation. Therefore, if there are any transactions outstanding at the time of the conversion, you will need to enter them in the Initial Open Items dialog that is accessible from the Edit menu or the F3 context menu when the Tasks > Bank Reconciliation window is active.

Chart of Accounts mask

The CSA Chart of Accounts mask is a template that defines the structure of the client's general ledger accounts. In PC Software, there is no structure to the account numbers except for the digits after the decimal when departments (cost centers) are used. The conversion of general ledger accounts from PC Software to CSA is relatively straightforward. However, there are a few minor differences that need to be accounted for before you convert your clients.

The conversion program does not set up the CSA client's Chart of Accounts mask; you must do this when you create the new client. Before you import the converted file, you should specify the account mask (in the General Ledger tab of the File > New Client dialog) for each new client. The Chart of Accounts mask should be set up in CSA as either all core accounts or core accounts preceded by one or more **D**s for departments.

If the PC Software client contains department (cost center) accounts, you need to set the Chart of Accounts mask in CSA to contain the appropriate number of **D**s and **C**s. CSA requires that department numbers be located to the left of the core account number. You need to replace the leftmost **C**s with **D**s to accommodate the use of departments. Also, adjust the number of **C**s to the left and right of the decimal to

match the highest number of digits included for any of the client accounts to the left or right of the decimal. For example, if a departmental client has accounts of 55555, 22.333, 100.15, and 100.16, the mask should be set as **DDCCCCC.CCC**.

If the PC Software client does not use departments (cost centers) and you do **not** want to use the departmental features in CSA, you may leave the mask set as the default **CCCCCCC.CCC**. You may change the mask at a later time if necessary.

For situations described in "General ledger account renumbering" on page 15 where the account will be completely renumbered, you must use a Chart of Accounts mask consisting of all core account numbers. For more information, chose Help > Help & How-To and enter Chart of Accounts mask in the search field.

General ledger account renumbering

▪ The PC Software Accounting Client Write-Up to CSA conversion renumbers only departmental (cost center) accounts. The department number is moved to the front of the account number. Also, depending on your account numbering scheme, the conversion may insert zeros between the department and core account numbers. This affects only clients for which the account numbers had a different number of digits to the left of the decimal in PC Software. The following two clients serve as examples.

▪ **Client 1** has the same number of core accounts numbers in every account and will have no zeros inserted.

PC Software number	CSA number
100.10	10100
100.20	20100
100.30	30100
200	200
201	201
202.10	10202

▪ **Client 2** has a different number of core account numbers to the left of the decimal for several of these accounts. For these accounts, zeros are inserted between the department and core account number so that the number of digits after a department will match the length of the highest account number.

PC Software number	CSA number
100.11	11000100
100.22	22000100
100.33	33000100
4444	4444
55555	55555
666666	666666

Any zeros to the left of the core account numbers in a non-departmental account are dropped.

Note: Refer to the ***ClientID__W.PDF*** conversion report for information about which accounts were renumbered during the conversion process.

Account types

The conversion program assigns the CSA account type according to the following chart.

PC Software account type	CSA account type
Assets	Asset
Liabilities	Liabilities and Equity
Equity	Liabilities and Equity
Income	Revenue
Cost of Sales	Expense
Expense	Expense
Other Income	Revenue
Other Expense	Expense
Provision for Taxes	Expense

Equity account year-end adjustments

PC Software automatically zeros out revenue and expense account balances at year-end by making adjustments to assigned equity accounts. Because of this, the conversion program nets those adjustments against the beginning-of-year balances for the assigned equity accounts.

Transaction references

PC Software allows you to enter a transaction without a reference. CSA requires that you enter a reference for all transactions. If the conversion program encounters a transaction without a reference, it generates a reference of **CNVRT**. If the conversion encounters a transaction with no description, a description of **Converted Transaction** is assigned automatically.

Transaction description

PC Software allows you to enter multiple descriptions for one transaction. CSA allows only one description for each unique journal entry transaction. The conversion use the first description entered in PC Software.

Employee earnings and withholding balances

The conversion process presents one payroll code translation screen for every employee Payroll Series, which enables the PC Software Accounting Client Write-Up to CSA conversion program to properly identify each PC Software payroll balance and convert it to the proper CSA payroll item. Any payroll item that exists in PC Software (both user defined and program default) is represented in this translation screen. You are asked to match each of the PC Software payroll items with the appropriate CSA payroll item. If any of the PC Software payroll items are not used, set the CSA Code to **Not Assigned**.

Note: If more than one of the PC Software payroll items are assigned to the same CSA payroll item, the balances for those items are combined in the CSA payroll item for each employee record.

Important! Withholdings from only one state and locality are transferred from PC Software for each employee. If an employee in PC Software has balances for more than one state or locality, you will need to set up the additional state/locality in CSA and manually enter the balances.

You may choose not to convert the employee earnings from PC Software when you import the data into CSA. The employee name, address, and Social Security number are then converted, but no payroll items or balances are converted. This method is useful if you would like to set up the employees in CSA. This may allow you more flexibility and more payroll features than were available in PC Software. For more information, choose Help > Help & How-To and enter Adding a new employee in the search field.

Check memo

Check memo detail is available in CSA only if the client is set up with Vendor Checkwriting enabled. To enable this option, choose File > Client Properties and mark the *Enable Vendor Checkwriting* checkbox on the General Information tab. Please note that the Vendor Checkwriting feature is available for a firm licensed for both Write-Up CS and Payroll CS,® or for a Write-Up CS user with the Client Bookkeeping Solution® Master License.

Vendor name

If entries are present in both the *First Name* field and the *1099 Co. Name* field, the *1099 Co. Name* field is converted as the vendor name. If an entry is present only in the *First Name* field and not the *1099 Co. Name* field, the First Name entry is converted as the vendor name.

Year-to-date vendor checks

Any PC Software employee with a 1099 type other than None (W2) will convert as a vendor during the conversion. If the 1099 type in PC Software is No 1099 No W2, the employee still converts as a vendor, but the year-to-date check amount does not convert. You must change the 1099 type to a 1099 designation prior to the conversion if you want this amount to convert.

Verifying your converted data

Although the conversion program is designed to convert your data as accurately as possible, there are some instances when the conversion may not convert all data correctly due to data corruption or other anomalies within the PC Software data. Use the following steps to verify that your PC Software data has been converted correctly.

1. Start CSA and open the new Write-Up CS client.

2. Make all necessary changes as noted in "Conversion notes and exceptions" on page 13, including the posting of transactions in each period of the current year.

3. In PC Software, print the Detail General Ledger and Trial Balance Report.

4. In CSA, print the General Ledger Report and the Trial Balance Report.

5. Compare the reports. If the information contained in the PC Software reports does not match the CSA reports, you will need to determine which transaction(s) are invalid or missing and enter those transactions into CSA manually. Other reports are available in both programs if you cannot determine the discrepancy using the reports listed above.

6. In PC Software After-the-Fact Payroll, print the Payroll Summary.

7. In CSA, print the Payroll Tax Summary Report.

8. Compare the amounts on the PC Software and CSA payroll reports and note any discrepancies. You can make manual changes to any payroll amount in CSA.

If you encounter problems

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

Help and Support

Help & How-To Center

For answers to questions on using CSA, access the Help & How-To Center by choosing Help > Help & How-To, by clicking the 🕐 button on the toolbar, or by pressing CTRL+Y. For more information, including sample searches, see Finding answers in the Help & How-To Center.

Product support

From the Support Contact Information page on our website, you can complete a form to send a question to our Support team. To speak directly with a Support Representative, call (800) 968-0600, press **2** for Product Support, and listen to the available options. 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 CSA by choosing **Help > Additional Resources > General Support Information**.

Website resources and email subscriptions

Visit our website to access the ARNE Community (an online user forum), to learn about training courses, to view blogs and articles, and more. You can access the website from within CSA by choosing **Help > On the Web > CS Professional Suite Home Page**.

We issue application 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.