

ACE Write-Up to Creative Solutions Accounting Conversion Guide

The *ACE-CSA Conversion Wizard* is provided to convert your client data from *ACE Write-Up* Version 4.xx and above into the *Write-Up Solution* 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. Refer to this document for all information regarding this conversion.

CONVERSION PROGRAM OVERVIEW

The overall objective of the *ACE Write-Up to CSA* conversion utility is to provide a comprehensive conversion of your *ACE* data to *CSA*. However, due to differences in processing calculations and data structures between *ACE* and *CSA*, some *ACE* data cannot be converted. **Therefore, you should not expect to exactly duplicate results from ACE 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 of this document entitled “Conversion Notes and Exceptions.”**

Note: If you process After-the-Fact Payroll in *ACE Write-Up*, you can convert employee 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 refer to the section of this document entitled “Items Transferred during Conversion of Data from *ACE Write-Up*.” Also, refer to the section entitled “Required Processing Step Prior to Running the *ACE-CSA* Conversion Wizard” on page 2 for further information on transactions.

INSTALLING THE ACE-CSA CONVERSION WIZARD

You must install the *ACE-CSA Conversion Wizard* **prior to** running the *ACE-CSA Conversion Export Program*, explained in this document. Follow the steps below to install the *ACE-CSA Conversion Wizard*.

1. Insert the *CSA Conversion* CD version 2002.2 into the CD-ROM drive on your computer.
2. In the Windows Taskbar, click the Start button and choose Run.
3. Enter the command *d:\SETUP* (where *d* represents the letter of the CD-ROM drive that contains the conversion CD).
4. **If Microsoft Access 2000 is currently installed on your machine:** In the Run dialog, type *d:\ACE2000\SETUP* (where *d* represents the letter of the CD-ROM drive).
5. Follow the prompts as they are displayed on the screen while the *ACE-CSA Conversion Wizard* install program is running.

REQUIRED PROCESSING STEP PRIOR TO RUNNING THE ACE-CSA CONVERSION WIZARD

The *ACE-CSA Conversion Wizard* assumes that you have closed out the processing period for the client in *ACE* and that you will be processing the next period's transactions in *CSA*. If you have begun a new processing period in *ACE* for a client, you should not run the conversion until you have posted all transactions for that period and moved to the next period. For example, if you are processing November for client XYZ, you should close out the November period in *ACE* and then convert to *CSA* prior to entering any December transactions. This will eliminate any need for double posting of transactions.

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CREATING THE ACE WRITE-UP EXPORT FILES

After installing the *ACE-CSA Conversion Wizard*, use the following steps to create the *ACE Write-Up* export files. The export file layout is a specially formatted file that *CSA* can use to import your data. The conversion program does not change your original data in any way.

1. To start the *ACE-CSA Conversion Wizard*, click the Start button on the Windows Taskbar, choose Programs / *ACE-CSA Conversion Wizard*, and then click the *ACE-CSA Conversion Wizard* icon.
2. Click *Next*.
3. Enter the path to the *ACE Write-Up* client data you wish to convert to *CSA*.
For example, if your *ACE Write-Up* data is on drive C and you want to convert client 55555, you would type: **C:\ACE\Writeup\data\55555**. Each client is stored in its own subdirectory in the ACE\WriteUp\data folder. The name of the subdirectory is always the 5 digits of the client ID. Note, however, that if the client ID less than 5 characters long, the five-character subdirectory will be preceded by zeros in the subdirectory name, such as 00015.
4. Click *Next*.
5. Enter the client's *ACE* period number (0-12) for the last period that was closed. This does **not** represent the month number (i.e., January = 1). Instead, it represents the period number starting with 0 for beginning balances only, 1 for the 1st period, 2 for the 2nd period, etc. For example, if the client has a 10/31/98 year end and you have completed June and moved to July, the last closed period number you enter would be 8 (June = 8 for a 10/31/?? year end). If the client is a quarterly processor, the 2nd quarter would be the 6th period, 3rd quarter would be period 9, etc.
6. Click *Next*.
7. If appropriate, mark one of the checkboxes, as follows:
 - If you wish to have the account numbers convert exactly as they appear in *ACE Write-Up*, leave both checkboxes unmarked.
 - If you do not wish to convert the digits to the right of decimal in the *ACE* account number, mark the *Do not convert...* checkbox.
 - If the digits to the right of the decimal point in the *ACE* account number represent a profit center, mark the *Profit Center...* checkbox.
8. Click *Next*.
9. The next screen allows the conversion wizard to determine the account type for each asset. This screen will require you to select an account type for each account number range starting with 1 up to 9. If the accounts that start with the number 1 are assets, you should identify them by selecting **A** in the Account Type column. Allowable account types are **A** for Assets, **L** for Liabilities and Equity, **R** for Revenues, and **E** for Expenses. If you wish, you may accept the *ACE-CSA Conversion Wizard* defaults and then, for any accounts that do not match the conversion defaults, change the account types after importing the converted clients into *CSA*.
10. Click *Next*.
11. If you process payroll for the client, the next screen allows you to translate *ACE Write-Up* payroll codes into *CSA* payroll codes. The first column on this screen has the payroll codes used for the client in *ACE-Write-Up*. The second column has a matching field with a drop-down list to select the appropriate *CSA* payroll code. To translate an *ACE* pay code to *CSA*, simply click the corresponding *CSA* field and select a *CSA* pay type. The conversion program will then put the amount associated with this pay code for each employee into the appropriate *CSA* pay or withholding field. You should **not** translate the net pay field. It has no corresponding field in *CSA*. Likewise, if you **do not** use the code GROSS to accumulate the gross pay for employees, you should not translate this code to *CSA*.
Note: If you do **not** have employees for the current client, this step will be skipped automatically.
12. Click *Next* to start the actual conversion process.

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IMPORTING THE CONVERTED FILES INTO CSA

Use the following steps to import an *ACE Write-Up* client into *CSA*.

1. Start the *CSA* program by clicking 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]**).

Note: When you create the new *CSA* client, you must specify the **current fiscal year-end date** (on the General Ledger tab of the File / New Client dialog or the File / Client Properties dialog) exactly as it appears for the client in your *ACE Write-Up* system. However, the **current period ending date** (also on the General Ledger tab) must be entered to match the last GL period **closed** in *ACE Write-Up*.

If you are also converting payroll information, you will need to use *Payroll Compliance Solution* module as well as the *General Ledger Solution* module when adding the client in *CSA*, and you will also need to specify the **current payroll end date** (on the Payroll tab) to match the last payroll period **closed** in *ACE Write-Up*.

3. From the Utilities menu, choose **Data Conversion / ACE Write-Up**.
4. In the first field of the ACE Write-Up dialog, enter the location of the *ACE Write-Up* data files that you wish to import into *CSA*. This will be the same directory you entered in Step 3 of the section above entitled “Creating the *ACE Write-Up* Export Files.”
5. The 5-character code “*ACEWU*” will be displayed in the **Client to import** field. This code is used to identify the converted files that are to be imported for this client.
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 Data from *ACE Write-Up*” and “Conversion Notes and Exceptions.”

ITEMS TRANSFERRED DURING CONVERSION OF DATA FROM ACE WRITE-UP

The following tables are provided to identify fields in *ACE Write-Up* that will be converted to *CSA*. The tables are organized by screens in *ACE Write-Up* and *CSA* and denote the necessary *CSA* screen navigation.

General Ledger Account Information

ACE Write-Up Field Name	CSA Menu Navigation CSA Field Name	Comments and additional information
Account	Setup / Chart of Accounts Acct#	See <i>Conversion Notes and Exceptions</i> for more information on the conversion of the account numbers
Description	Setup / Chart of Accounts Description	The description in <i>CSA</i> is 29 characters in length. The description in <i>ACE</i> is 32 characters in length. Only the 1 st 29 characters will be converted.
This Year	Setup / Chart of Accounts Balance	
Last Year	Setup / Chart of Accounts Balance	
2 Years Ago	Setup / Chart of Accounts Balance	
3 Years Ago	Setup / Chart of Accounts Balance	

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GL Transactions

ACE Write-Up Field Name	CSA Menu Navigation CSA Field Name	Comments and additional information
No.	Tasks / Transaction Entry Reference	<i>ACE</i> did not require a reference number to be entered for a transaction. <i>CSA</i> requires a reference number. If no reference was entered in <i>ACE</i> , a reference number "1" was added to each blank transaction. This is required for the transaction to appear on the <i>CSA</i> General Ledger Report.
Date	Tasks / Transaction Entry Transaction Date	
Account	Tasks / Transaction Entry Account Number	See <i>Conversion Notes and Exceptions</i> for more information on the chart of accounts mask.
Description	Tasks / Transaction Entry Description	The transaction descriptions in <i>ACE</i> are 120 characters in length. <i>CSA</i> allows a transaction description of 110 characters. Only the 1 st 110 characters will be converted. If you entered quotes in the transaction description in <i>ACE</i> , the quotes have been removed prior to importing the data into <i>CSA</i> .
Amount	Tasks / Transaction Entry Amount	

Employee Information

ACE Write-Up Field Name	CSA Menu Navigation CSA tab CSA Field Name	Comments and additional information
Employee ID	Setup / Employees General tab ID	
First Name	Setup / Employees General tab First	
M.I.	Setup / Employees General tab MI	
Last Name	Setup / Employees General tab Last	
Address	Setup / Employees General tab Street	
City	Setup / Employees General tab City	
State	Setup / Employees General tab State	
ZIP Code	Setup / Employees General tab Zip	
Soc. Sec. #	Setup / Employees General tab SSN/EIN	
State	Setup / Employees Tax Withholding and Deduction tab State W/H Properties button State	

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ACE Write-Up Field Name	CSA Menu Navigation CSA tab CSA Field Name	Comments and additional information
State	Setup / Employees Other tab / SUTA G/L Accounts State	

Employee Earnings Balances

See the section of this document entitled “Conversion Notes and Exceptions” regarding the conversion of employee earnings and withholding balances for current quarter and year-to-date.

ACE Write-Up Field Name	CSA Menu Navigation CSA tab CSA Field Name	Comments and additional information
Current Quarter Year to Date (user defined)	Setup / Employees Earnings tab Wages	
Current Quarter Year to Date (user defined)	Setup / Employees Earnings tab Salaried Wages	
Current Quarter Year to Date (user defined)	Setup / Employees Earnings tab Overtime	
Current Quarter Year to Date (user defined)	Setup / Employees Earnings tab Commissions	
Current Quarter Year to Date (user defined)	Setup / Employees Earnings tab Bonus	
Current Quarter Year to Date (user defined)	Setup / Employees Earnings tab Sick Pay	
Current Quarter Year to Date (user defined)	Setup / Employees Earnings tab Vacation	
Current Quarter Year to Date (user defined)	Setup / Employees Earnings tab Reported Tips	
Current Quarter Year to Date (user defined)	Setup / Employees Earnings tab Other Wages	
Current Quarter Year to Date (user defined)	Setup / Employees Tax Withholdings and Deductions tab FICA-SS	
Current Quarter Year to Date (user defined)	Setup / Employees Tax Withholdings and Deductions tab FICA-Med	
Current Quarter Year to Date (user defined)	Setup / Employees Tax Withholdings and Deductions tab Federal W/H	

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ACE Write-Up Field Name	CSA Menu Navigation CSA tab CSA Field Name	Comments and additional information
Current Quarter Year to Date (user defined)	Setup / Employees Tax Withholdings and Deductions tab State W/H	
Current Quarter Year to Date (user defined)	Setup / Employees Tax Withholdings and Deductions tab Local W/H	
Current Quarter Year to Date (user defined)	Setup / Employees Tax Withholdings and Deductions tab 401K % of Gross	
Current Quarter Year to Date (user defined)	Setup / Employees Tax Withholdings and Deductions tab Other Deductions	

Vendor Information

ACE Write-Up Field Name	CSA Menu Navigation CSA tab CSA Field Name	Comments and additional information
Vendor ID	Setup / Vendors General tab Vendor ID	
Name 1	Setup / Vendors General tab Name	The Name field in <i>ACE Write-Up</i> field is 25 characters long. In <i>CSA</i> , the Name field is 15 characters long. Only the first 15 characters of the name will be converted
Address	Setup / Vendors General tab Street	
City	Setup / Vendors General tab City	
State	Setup / Vendors General tab State	
ZIP Code	Setup / Vendors General tab Zip	
Federal ID#	Setup / Vendors General tab SSN	
Amounts Paid Current Year	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 <i>CSA</i> upon the completion of the conversion.

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ITEMS NOT TRANSFERRED DURING CONVERSION OF DATA FROM ACE WRITE-UP

Although most data from *ACE Write-Up* is converted, some data cannot be converted due to differences in program features and data structures between *ACE Write-Up* and *CSA*. The following items, which cannot be converted, are organized by screen in *ACE Write-Up*.

General Client Information

Client number, name, address, profit center type, statement type for chart setup as well as chart templates, entity type, history information. This information should be set up while adding the client to *CSA*.

Budget Amounts

Budget amounts for the last year, current year, 2nd year, 3rd year, and 4th year cannot be converted for *ACE Write-Up* clients.

Payroll Transactions / Prior Employee Earnings Balances

Although each payroll transaction is converted to each period's G/L transactions screen, these transactions are not converted to the payroll checkbook. Therefore, no payroll transactions are converted for payroll purposes from *ACE Write-Up* to *CSA*. However current-quarter, and year-to-date earnings are converted to enable you to process W-2s and current-quarter payroll reports. Earnings for quarters other than the current quarter in the current fiscal year end cannot be converted. Likewise, earnings for prior years cannot be converted.

Company Payroll Information

Payroll codes for employees and employer, payroll report and report options, payroll defaults, and payroll forms cannot be converted.

Journal Entry Information

Journal codes and descriptions, 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 cannot be converted.

Financial Statements

Report formats, report details, notes, and transmittal letters cannot be converted.

Employee Information

Date hired, date terminated, marital status, exemptions, gross override, employer SS expense account, W2 markboxes, and W2 local code cannot be converted.

Vendor Information

Date hired, date terminated, marital status, exemptions, gross override, 1099 type and box number, W2 markboxes, W2 local code, and YTD totals cannot be converted.

Tax Line Assignments

Tax line assignments in *Ace Write-Up* cannot be converted. The conversion will be unable to determine whether the tax line assignments entered in *Ace Write-Up* are for *UltraTax* or other tax software packages.

Other Information / Add-On Modules

Bank account reconciliation and write-file information cannot be converted.

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CONVERSION NOTES AND EXCEPTIONS

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

CSA Combining Accounts

ACE Write-Up profit centers are functionally similar to *CSA* departments, with one significant difference. *CSA* requires you to define “combining” accounts, which link individual department accounts and combine their amounts for reporting purposes. No transactions can be posted to the 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 and search on “**Combining accounts setup**” in the Index tab of the *CSA* Help Topics dialog.

Bank Rec Users

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

Chart of Accounts

The Chart of Accounts in *CSA* is similar in structure to the general ledger account mask in *ACE Write-Up*. However, there are some items that cannot be converted and a few differences that should be noted.

- *ACE* general ledger account numbers included 3 digits to the right of the decimal point. These digits could be used for sub-accounts or to represent profit centers. You will have three options during the conversion process as noted below.
 1. If the 3 digits to the right of the decimal are **subaccounts**, leave both checkboxes unmarked in the *Modify Account Numbers* screen during the conversion. This account numbers will convert exactly as they appeared in *ACE Write-Up*.
 2. If the 3 digits to the right of the decimal point are **not used**, you can choose not to convert the zeros to *CSA*. For example, if you have account 11000.000 in *ACE Write-Up*, you can mark the *Do not convert...* checkbox in the *Modify Account Numbers* screen and this account will convert as 11000 in *CSA*, eliminating the zeros to the right of the decimal.
 3. If the 3 digits to the right of the decimal point are used to identify **profit centers**, you should mark the *Profit Center ...* checkbox in the *Modify Account Numbers* screen. If you wish to use departments in *CSA*, the department in the accounts mask must precede the core account number. Therefore, after the conversion has been completed, all digits (except zeros) to the right of the decimal will precede the core account number.
- *ACE* allowed you to set up accounts for financial statement purposes as well as detail accounts. Accounts with a type code of t (total), h (header) or s (spacer) will not be converted to *CSA*. They are for financial statement formatting only. *ACE* general ledger accounts with a code d (detail) will be converted.
- General ledger account information such as indentation code, space code, debit or credit code, total account code, underline code, dollar sign marker, SOCF code, and ledger code cannot be converted. This information will need to be set up in *CSA* during financial statement formatting.
- After conversion, if you notice that all of the accounts in your chart converted as Assets, this is due to the existence of non-uniform accounts located at the end of the Chart of Accounts in *ACE Write-Up*. **Example:** Suppose that most accounts in your chart use four digits in front of the decimal and three after (09000.000). However, there are one or more accounts at the bottom of the chart that used five digits in front of the decimal and three after (12000.000). Having these non-uniform accounts in your chart does not allow the conversion wizard to truncate the leading zero on accounts like 09000.000 and thus prevents correct classification.

To correct this issue: In *ACE Write-Up*, choose Maintain / Chart of Accounts. Select each account that does not conform to your standard account number length and renumber it by choosing Edit / Change Account Number. These accounts can only be renumbered one at a time and should be renumbered to the standard length you are using for the rest of the chart of accounts. After completing these steps, re-run the conversion wizard, and convert the client to *WS/W*.

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- After converting client data to *WS/W*, if the account balances for the equity or liability accounts are unexpectedly high, you need to address an issue involving duplicated balances. For example, assume the current period is June and the account balance for June has been duplicated in each period for the entire year. This issue occurs if the first number of the client's Beginning of Income Statement account is the same as the first number of the equity accounts. The conversion program uses the Beginning of Income Statement account to determine where to stop calculating the change in balance for each period. In *ACE*, the balance for the balance sheet accounts is stored as the actual balance at the end of that period, and the balance for the income statement accounts is stored as the period balance change for each account.

To correct this issue: Choose Maintain / Chart of Accounts in *ACE Write-Up*. From the Chart of Accounts window, choose Edit / Special Accounts and change the account number for the Beginning of Income Statement to the first account number with the same first number as the client's income statement accounts. For example, if you use the 400s for equity account numbers and you use the 500s for revenue account numbers, choose the first account number that begins with a 5. After the Beginning of Income Statement account has been updated, re-run the conversion wizard, and convert the client to *WS/W*.

Terminated Employees / Inactive Vendors

Employees and vendors in *ACE Write-Up* are converted to *CSA* to complete W-2s or 1099s for the current year. The information converted from *ACE Write-Up* will include deleted or terminated employees, and after the conversion has been completed you will need to manually mark them as non-active in the *CSA* program.

It should also be noted that if you deleted an employee and added a new employee in *ACE* using the deleted employee's same ID, only one of those employee records can be converted. Furthermore, because there is no inactive date in *Ace Write-Up* to determine the difference, it is possible that the deleted employee's records could be converted into *CSA* rather than those for the current employee with the same ID. Any records for current employees not converted as a result of this issue will need to be manually added to *CSA* along with their current-year wages.

Employee Earnings and Withholding Balances

During the conversion process, you will be presented with a payroll code translation screen, which will enable the *ACE-CSA Conversion Wizard* to properly identify each *ACE* payroll balance and convert it to the proper *CSA* field (as listed in the Employee Balances section of this document). *ACE* allowed you to enter up to 18 gross pay or withholding/deduction items. The description you entered for each item in the *Accumulator/Desc* field will be presented in the *ACE* pay code translation screen. You will then be asked to match one of the *CSA* payroll types with the appropriate *ACE* pay code.

Note: If you did not have separate gross pay accumulators and only used the GROSS to accumulate the gross pay, you should code the *ACE* code GROSS as salaried or hourly.

VERIFYING YOUR CONVERTED DATA

Although the conversion utility 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 data corruption or other anomalies within the *ACE Write-Up* data. You should follow the steps below to verify that your *ACE Write-Up* data has been converted correctly.

1. Start *Creative Solutions Accounting* and open the new client that was created.
2. Make all necessary changes as noted in the "Conversion Notes and Exceptions" section of this document.
3. In *ACE Write-Up*, print the *Annual General Ledger and Trial Balance Working Report*.
4. In *CSA*, print the *General Ledger and Trial Balance* reports.
5. Compare the reports. If the information contained on the *ACE Write-Up* reports does not match the *CSA* reports, you will need to determine what transaction(s) are invalid or missing and enter those transactions into *CSA* manually. Other reports are available in both systems if you cannot determine the discrepancy using the reports listed above.
6. In *ACE Write-Up*, print the *Payroll Employees* Report.
7. In *CSA*, print the *Payroll Tax Summary* Report.
8. Compare the amounts on the *ACE Write-Up* and *CSA* payroll reports and note any discrepancies. You can make manual changes to any payroll amount in the *CSA* program.

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If problems are encountered

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

SUPPORT

Online Help

For step-by-step procedures in the *Creative Solutions Accounting* software, refer to the online help. To learn how to use online help, choose Help / *CSA* Help Topics, click the Index tab, and search on “online help.”

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.