

Accountant's Trial Balance for Windows to Trial Balance CS Conversion Guide

The **Utilities / Data Conversion / AICPA / Accountant's Trial Balance** command in *Creative Solutions Accounting™ (CSA)* is provided to convert your client data from Accountant's Trial Balance for Windows (ATBW) version 2.02 and above into *Trial Balance CS™* 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.

This conversion guide also includes a comparison chart that compares the predefined Trial Balance report formats that are available in ATBW with those that you can create and customize in *Trial Balance CS*.

Please review this entire document 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 ATBW to *Trial Balance CS* conversion utility is to provide a comprehensive conversion of your ATBW data to *Trial Balance CS* within CSA. However, due to differences in processing calculations and data structures between ATBW and CSA, some ATBW data cannot be converted.

Therefore, you should not expect to exactly duplicate results from ATBW 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."

Processing steps required for each client prior to running the conversion

The ATBW conversion into CSA allows up to 10 digits plus a decimal to be converted for a GL account number – 11 characters in all, with no more than 3 digits to the right of the decimal. ATBW allows for 20 alphanumeric characters to be used for a GL account number. If you used any alphanumeric characters other than 0-9 for an account number, you will need to renumber your GL Chart of Accounts in ATBW before running the conversion. Likewise, you will need to renumber your GL Chart of Accounts if any of the following conditions exist in ATBW:

- You used an account number greater than 10 digits (including separators).
- You used an account numbering scheme that allowed more than 3 digits after the decimal point.
- The department contained more than 4 digits in the account mask.

For more information about the Chart of Accounts Mask, see the section of this document entitled “Conversion Notes and Exceptions.”

Converting ATBW data files into Trial Balance CS

There are two different methods for importing your ATBW data into *Trial Balance CS* within *CSA*.

- You can set up a new client in *CSA* and convert into that existing client.
- You can create the new *CSA* client during the conversion process.

Converting data into an existing client

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 **Help**, click the **Index** button in the help browser, and search on **New Client [File menu]**.)

Note: You must enter the current fiscal year end date as it appears in ATBW when you add a new client to *CSA*.

3. From the Utilities menu, point to **Data Conversion / AICPA / Accountant’s Trial Balance**.
4. In the first field of the Accountant’s Trial Balance Conversion dialog, enter the location of the ATBW data files.
5. Enter the company ID in the **Client to Import** field or select the company from the drop-down list.
6. Click the **Convert into Current Client** option and then click the **Import** button.
7. After the conversion has finished, make any necessary changes or corrections to the converted data as specified in the sections of this document entitled “Items Transferred during Conversion of Data from ATBW” and “Conversion Notes and Exceptions.”

Creating a new CSA client during the conversion process

1. Start the *CSA* program by clicking on the desktop icon for *Creative Solutions Accounting*. (Be sure that no client is currently open.)
2. From the Utilities menu, point to **Data Conversion / AICPA / Accountant’s Trial Balance**.
3. In the first field of the Accountant’s Trial Balance Conversion dialog, specify the drive and folder where the ATBW data files are located.
4. Enter the company ID in the **Client to Import** field or select the company from the drop-down list.

5. For the Target client, enter the **company ID** to be created in *CSA* and select Entity Type.
6. Click the **Import** button.
7. After the conversion has finished, make any necessary changes or corrections to the converted data as specified in the sections of this document entitled “Items Transferred during Conversion of Data from ATBW” and “Conversion Notes and Exceptions.”

Items transferred during conversion of data from ATBW

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

General client information

The following information is converted when a new client is created during the conversion. If you convert data into an existing client, this information is not converted and must be entered manually in the File / Client Properties dialog.

ATBW field name	CSA menu navigation CSA field name	Comments and additional information
Name (line 1)	File / Client Properties	Name (line 1) is converted. Name (line 2) is not converted.
Address		
Federal ID number		
Fiscal year end		See “Conversion Notes and Exceptions” for more information on the conversion of the processing periods.

General Ledger account information

ATBW field name	CSA menu navigation CSA field name	Comments and additional information
	Setup / Chart of Accounts	
Account Number	Acct#	See “Conversion Notes and Exceptions” for more information on the conversion of the account numbers.
Account Type	Type	See “Conversion Notes and Exceptions” for more information on the conversion of the account type.

Account Name	Description	
Current Year Balances Debit or Credit		See "Conversion Notes and Exceptions" for more information on the conversion of balances.
Prior Year Balances Debit or Credit		Up to 4 prior year balances will be converted. See "Conversion Notes and Exceptions" for more information on the conversion of balances.

Journal entries

ATBW field name	CSA menu navigation CSA field name	Comments and additional information
Tasks / Adjusting Journal Entry		
Ref #	Reference	
JE Type	Entry Types	See "Conversion Notes and Exceptions" for more information on the conversion of journal entries.
Date	Date	
Account Number	Account Number	
Notes	Description	
Amount	Amount	

Grouping codes and subcodes

ATBW field name	CSA menu navigation CSA field name	Comments and additional information
Setup / Grouping Schedules		
Grouping Schedule Name		See "Conversion Notes and Exceptions" for more information on the conversion of grouping schedules.
Group ID	Code	
Group Description	Description	
Subcode ID	Subcode	
Subcode Description	Subcode Description	

Items not transferred during conversion of data from ATBW

Although most data from ATBW is converted, some data cannot be converted due to differences in program features and data structures between ATBW and CSA. The following items that cannot be converted are organized by screen in ATBW.

General client information

While most client information is converted, the company ID, contact name, phone number, preparer and reviewer cannot be converted.

Chart of Accounts information

The first P&L account, rounding account, and P&L summary account information entered on the Company Master screen in ATBW cannot be converted. The Workpaper Reference number does not convert. You will need to enter this information directly in the Tasks / Trial Balance window in CSA.

Budget amounts

Current-year budget amounts and prior-year budget amounts cannot be converted for ATBW clients.

Departments

Department names cannot be converted. You must set up departments in CSA after the conversion has been completed. The department number in the Chart of Accounts mask is converted for each account.

Transactions and journal entries

Transaction detail entered in the transaction journals in ATBW are not converted into CSA. However, the amount is included in the current period balance amount in the Chart of Accounts. In addition, General Journal Entries are converted into the Journal Entry window in CSA. However, the GJE amounts are included in the current period balance amount in the Chart of Accounts.

Analytical ratios

The Industry Ratio information and account ratio analysis cannot be converted.

Financial statements and workpapers

Report formats, report details, user-defined statements and workpapers, and notes for trial balances cannot be converted.

Consolidated clients

Clients that are set up as consolidated master clients in ATBW cannot be converted into CSA. For information about consolidating clients, choose **Help**, click the **Index** button in the help browser, and search on **Consolidating Clients**.

Conversion notes and exceptions

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

Combining accounts

ATBW 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 the account and no balances need to be entered. These accounts are simply used to combine general balances for accounts for which amounts have already been posted. For more information about setting up and using combining accounts, choose **Help**, click the **Index** button in the help browser, and search on **Combining accounts setup**.

Account types

The type of account (Asset, Liability, Revenue, or Expense) can be converted only if the Analytical Ratios have been defined in ATBW. If you have not categorized accounts in the Analytical Ratios tab in ATBW, you will need to enter this information manually in the Setup / Chart of Accounts window in CSA.

Amount limitations

ATBW allows amounts up to 999,999,999,999.99. CSA, however, allows for amounts only up to 999,999,999.99. If you have dollar amounts greater than 999,999,999.99, the data will not convert into CSA.

Chart of Accounts mask

The Chart of Accounts mask in CSA is similar in structure to the general ledger account mask in ATBW. However, there are a few differences that need to be accounted for prior to converting your clients.

- CSA requires that department numbers be located to the left of the core account number. Therefore, if an ATBW client’s mask is XXX.DD (where X is the core account number and D is the division), it will be converted as a DDXXX format in CSA.
- The conversion to CSA allows up to 4 digits for the department in the Chart of Accounts mask. ATBW allows up to 9 characters for the department. If you used more than 4 digits for the department, you will need to renumber your Chart of Accounts prior to converting to CSA.
- The conversion to CSA accepts only numeric values and a decimal point in the Chart of Accounts. If any client in ATBW contains alpha characters in the account numbers, you will need to renumber your Chart of Accounts prior to converting to CSA.

- *CSA* allows only one separator with no more than 3 numbers located to the right of the separator in account numbers. In addition, only decimals may be used as separators in *CSA*. *ATBW* allows slashes and hyphens to be used as separators in the Chart of Accounts. These separators will convert as a decimal in *CSA*. If the Chart of Accounts in *ATBW* has more than one separator or if there are more than 3 characters to the right of the separator, you will need to renumber the Chart of Accounts prior to converting data to *CSA*.

Journal entries

Journal entries that are entered as State Tax Journal Entries in *ATBW* are converted as an Other Journal Entry Type in *CSA*. Journal entries entered as Reclassifying entries in *ATBW* convert as Reclassifying Entries in *CSA*. However, Reclassifying Entries in *CSA* do not affect the Adjusted balance displayed in the Chart of Accounts window. For more information about defining balance definitions in *CSA*, choose **Help**, click the **Index** button in the help browser, and search on **Defining balances for a Trial Balance CS client**.

Posting transactions

If you have added the General Ledger module for the client in *CSA* and you will be posting transactions in the Transactions window, the current-period balance amount will be deleted and only existing journal entries and transactions will be included in the current-period balance. Therefore, if you enter detail transactions in *ATBW*, it is recommended that you convert the client at the end of the year and then roll the period forward in *CSA* before posting transactions in *CSA*.

Tax codes

If you will be bridging your data to *UltraTax CS*,[™] you need to enter the appropriate *CSA* tax codes in the Setup / Chart of Accounts window. For more information on tax codes, choose **Help**, click the **Index** button in the help browser, and search on **Tax code diagrams for Chart of Accounts setup**.

GL account balance basis

ATBW allows you to keep GL balances for adjusted basis, federal tax basis, state tax basis, and other basis. The beginning balance from *ATBW* is converted into the beginning balance field in *CSA*. (Note that if you are converting data into an existing client, the conversion will not overwrite existing accounts, descriptions, or beginning balances.) Adjusting entries and transaction amounts are reflected in the Chart of Accounts window, displaying the adjusted bases. You can view Report Balance, Tax Balance, and Other Balance basis in the Tasks / Trial Balance window. For information on setting up Balance definitions, choose **Help**, click the **Index** button in the help browser, and search on **Balance Definitions [Setup menu]**.

Processing periods

ATBW allows you to process clients only on an annual basis. *Trial Balance CS* within *CSA* allows for processing clients only on an annual basis. Therefore, even if the *CSA* General Ledger module is selected for the client, the *ATBW* client can be converted only into a client that is processed annually in *CSA*.

Grouping and lead schedules

Trial Balance CS within *CSA* allows for up to five grouping schedules to be created. Because there are a total of 17 grouping schedules and lead schedules in *ATBW*, not all of the grouping schedules are converted. If there is data in the lead schedule in *ATBW*, it converts into Grouping Schedule 1 in *CSA*. The *ATBW* Grouping Schedules convert in ascending order until a total of five grouping schedules have been converted.

Current and prior-year balances

Current-year beginning and prior-year balances entered in *ATBW* convert into the beginning balance field in the *CSA* Chart of Accounts. Beginning balances cannot be edited in a *Trial Balance CS* client. Any necessary changes to these balances should be made in *ATBW* prior to converting.

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 *ATBW* data. Follow the steps below to verify that your *ATBW* data has been converted correctly.

After the conversion has completed, the client opens in *CSA*.

1. Make all necessary changes as noted in the “Conversion Notes and Exceptions” section of this document.
2. In *ATBW*, print the Current Period Trial Balance Report and the Journal Entry Report.
3. In *CSA*, print the Trial Balance Report and the Adjusting Journal Entry Report.
4. Compare the reports. If the information contained on the *ATBW* reports does not match the *CSA* reports, you will need to determine which journal entries or account balances are invalid or missing and enter the information into *CSA* manually. Other reports are available in both programs if you cannot determine the discrepancy using the reports listed above.

If you encounter problems during conversion

If you encounter problems while converting your client data from *ATBW* to your *Creative Solutions Accounting* software and you are unable to reconcile the data using the various reports and tools in *CSA*, contact a *Creative Solutions Accounting* Support Representative.

Report format comparison information between ATBW and Trial Balance CS

The following chart compares predefined Trial Balance report formats in Accountant's Trial Balance for Windows with Trial Balance formats that you can create and customize in *Trial Balance CS* to closely match those in ATBW.

Selecting the format in Accountant's Trial Balance for Windows

1. Choose **File / Print** to open the Print Reports dialog.
2. Select **Trial Balance** from the Available Reports listview pane in the Print Reports dialog, and then click the button above the Selected Reports listview pane to move Trial Balance into the Selected Reports listview pane.
3. Click the **Options** button to open the Page Settings dialog.
4. Click in the **Trial Balance Format** field and choose the appropriate format from the drop-down list.

Selecting the format in Trial Balance CS within CSA

1. Click the **Print Reports** icon on the shortcut bar in the *CSA* main window to open the Print dialog.
2. Select the desired report on the Reports tab and then click the **Select** button to move it to the Selected listview pane.
3. Click the **Options** button to open the Options dialog for the selected report. Select the appropriate options on the General tab in the Options dialog.

Note: You can easily locate and print a trial balance report format in *CSA* that corresponds with the ones in ATBW by creating a Print Profile from the Print dialog in *CSA* – name the profiles Format 1, Format 2, and so forth, to correspond directly with the report formats in ATBW. For more information, choose **Help**, click the **Index** button in the help browser, and search on **Working with report profiles**.

ATBW format #	Accountant's Trial Balance for Windows report options	Trial Balance CS report options
1	<p>Column A: Account number Column B: Description Column C: Prior Period adjusted Column D: Unadjusted balance Column E: Reference number Column F: All adjustments DR and (CR) Columns G & H: Adjusted DR and Adjusted (CR)</p>	<p>Trial Balance Worksheet (1a): Specify the following print options:</p> <ul style="list-style-type: none"> ▪ Sort order: Account number ▪ Basis: Report ▪ Account Type: A&L ▪ Optional information: Include prior-year balances. <p>Trial Balance Worksheet (1b): Specify the following print options:</p> <ul style="list-style-type: none"> ▪ Sort order: Account number ▪ Basis: Report ▪ Account Type: R&E ▪ Optional information: Include prior-year balances. <p>Note: If a page break is not required between Balance Sheet and Income Statement accounts, print one Trial Balance Worksheet report with All as the Account type.</p>
2	<p>Column A: Account number Column B: Description Column C: Prior Period adjusted Column D: Prior Period unadjusted balance Column E: Reference number Column F: All Adjustments (DR and CR) Column G: Adjusted DR and</p>	<p>Trial Balance Worksheet (2a): Specify the following print options:</p> <ul style="list-style-type: none"> ▪ Sort order: Account number ▪ Basis: Report ▪ Account Type: A&L ▪ Optional information: Include workpaper references and include prior year balances.

ATBW format #	Accountant's Trial Balance for Windows report options	Trial Balance CS report options
	Adjusted CR (CR in parentheses) Column H: Workpaper reference	<p>Trial Balance Worksheet (2b): Specify the following print options:</p> <ul style="list-style-type: none"> ▪ Sort order: Account number ▪ Basis: Report ▪ Account Type: R&E ▪ Optional information: Include workpaper references and include prior year balances. <p>Note: If a page break is not required between Balance Sheet and Income Statement accounts, print one Trial Balance Worksheet report with All as the Account type.</p>
3	<p>Column A: Account number Column B: Description Column C: Prior Period adjusted Column D: Current</p>	<p>Trial Balance: Specify the following print options:</p> <ul style="list-style-type: none"> ▪ Basis: Report ▪ Format: Summary ▪ Amount: Balance ▪ Year: From prior to current
4	<p>Summarized by leadsheet code Column A: Group number Column B: Group name Column C: Prior Period adjusted Column D: Unadjusted balance DR (CR) Column E: Adjustments DR (CR) Column F: Adjusted balance DR and (CR)</p>	<p>Grouping Schedule Report (4a): Specify the following print options:</p> <ul style="list-style-type: none"> ▪ Account Selection: Select the Print selected accounts option on the Account selection tab and select all asset and liability accounts. ▪ Balance display: Report ▪ AJE display: Totals ▪ Print Options: Exclude account and subcode, include prior adjusted balances, and include unadjusted balances.

ATBW format #	Accountant's Trial Balance for Windows report options	Trial Balance CS report options
		<p>Grouping Schedule (4b): Specify the following print options:</p> <ul style="list-style-type: none"> ▪ Account Selection: Select the Print selected accounts option on the Account selection tab and select all revenue and expense accounts. ▪ Balance display: Report ▪ AJE display: Totals ▪ Print Options: Exclude account and subcode, include prior adjusted balances, and include unadjusted balances. <p>Note: If a page break is not needed between Balance Sheet and Income Statement accounts, print one Grouping Schedule report with the Print all accounts option selected on the Account selection tab.</p>
5	<p>Column A: Account number Column B: Description Column C: Prior Period adjusted Column D: Unadjusted balance DR (CR) Column E: Reference number Column F: Adjustments DR (CR) Column G & H: Adjusted DR and Adjusted (CR)</p>	<p>Trial Balance Worksheet (5a): Specify the following print options:</p> <ul style="list-style-type: none"> ▪ Sort order: Account number ▪ Basis: Adjusted ▪ Account Type: A&L ▪ Optional information: Include prior year balances. <p>Trial Balance Worksheet (5b): Specify the following print options:</p> <ul style="list-style-type: none"> ▪ Sort order: Account number ▪ Basis: Adjusted ▪ Account Type: R&E ▪ Optional information: Include prior year balances. <p>Note: If a page break is not required between Balance Sheet and Income Statement accounts, print one Trial Balance Worksheet report with All as the Account type.</p>

ATBW format #	Accountant's Trial Balance for Windows report options	Trial Balance CS report options
6	<p>Column A: Account number</p> <p>Column B: Description</p> <p>Column C: Prior Period adjusted</p> <p>Column D: Unadjusted balance DR (CR)</p> <p>Column E: Reference number</p> <p>Column F: Adjustments DR (CR)</p> <p>Column G: Adjusted DR (CR)</p> <p>Column H: Workpaper reference</p>	<p>Trial Balance Worksheet (6a): Specify the following print options:</p> <ul style="list-style-type: none"> ▪ Sort order: Account number ▪ Basis: Adjusted ▪ Account Type: A&L ▪ Optional information: Include prior year balances. <hr/> <p>Trial Balance Worksheet (6b): Specify the following print options:</p> <ul style="list-style-type: none"> ▪ Sort order: Account number ▪ Basis: Adjusted ▪ Account Type: R&E ▪ Optional information: Include workpaper references, and include prior year balances. <p>Note: If a page break is not required between Balance Sheet and Income Statement accounts, print one Trial Balance Worksheet report with All as the Account type.</p>
7	<p>Column A: Account number</p> <p>Column B: Description</p> <p>Column C: Prior Period adjusted</p> <p>Column D: Unadjusted balance DR (CR)</p> <p>Column E: Reference number</p> <p>Column F: Adjustments DR (CR)</p> <p>Column G & H: Adjusted DR and Adjusted (CR)</p>	<p>No matching report</p>

ATBW format #	Accountant's Trial Balance for Windows report options	Trial Balance CS report options
8	<p>Column A: Account number</p> <p>Column B: Description</p> <p>Column C: Prior Period adjusted</p> <p>Column D: Opening balance</p> <p>Column E: Reference number</p> <p>Column F: Activity DR (CR)</p> <p>Column G: Ending balance DR (CR)</p> <p>Column H: Workpaper reference</p>	<p>No matching report</p>
9	<p>Summarized by grouping schedule classes.</p> <p>Column A: Account number / Name</p> <p>Column B: Prior period adjusted</p> <p>Column C: Unadjusted balance DR (CR)</p> <p>Column D: Reference number</p> <p>Column E: Adjustments DR (CR)</p> <p>Column F: Adjusted balance</p> <p>Column G: Workpaper Reference</p>	<p>Grouping Schedule Report (9a): Specify the following print options:</p> <ul style="list-style-type: none"> ▪ Account Selection: Select the Print selected accounts option on the Account selection tab and select all asset and liability accounts. ▪ Balance display: Report ▪ AJE display: Details ▪ Print Options: Include prior adjusted balances, and include unadjusted balances <p>Grouping Schedule Report (9b): Specify the following print options:</p> <ul style="list-style-type: none"> ▪ Account Selection: Select the Print selected accounts option on the Account selection tab and select all revenue and expense accounts. ▪ Balance display: Report ▪ AJE display: Details ▪ Print Options: Include prior adjusted balances, and include unadjusted balances. <p>Note: If a page break is not needed between Balance Sheet and Income Statement accounts, print one Grouping Schedule report with the Print all accounts option selected on the Account selection tab.</p>

Support

CSA Help

For step-by-step procedures in CSA, refer to the help topics. choose **Help**, click the **Index** button in the help browser, and search on **Getting help**.

Website

If you have questions or need assistance, you can visit our website at www.CreativeSolutions.Thomson.com 24 hours a day for access to our support knowledgebase and for the latest information on 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 click **Product Support and Services**.

Product Support

To speak with a Product Support Representative, please call the Creative Solutions HelpLine at 800-968-0600, press 2 for Product Support, and then listen to the available options. Normal weekday support is from 9:00 a.m. to 8:00 p.m. eastern time.