

# Intuit FASTPAY Payroll Software to Payroll CS Conversion Guide

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The **Utilities / Data Conversion / FASTPAY Payroll** command is provided for the import of calendar-year 2005 or 2006 conversion data from Intuit® FASTPAY<sup>SM</sup> Payroll Software into *Payroll CS*<sup>TM</sup> within the *Creative Solutions Accounting*<sup>TM</sup> (CSA) software.

This conversion guide details the steps to convert FASTPAY payroll client data, identifies data that is converted, modified or not converted during the conversion process, and provides suggestions for reviewing converted data. This document serves as a primary reference for the conversion of FASTPAY data to *Payroll CS*.

*Please read this entire document prior to conversion of client data.*

## Conversion program overview

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The objective of the conversion is to provide accurate and comprehensive conversion of FASTPAY data for import into a *Payroll CS* client.

Due to differences between FASTPAY and *Payroll CS*, such as calculations and data file storage structures, certain data cannot be converted or is modified during the conversion.

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**Important!** Additions and modifications to converted client data will be required for the *Payroll CS* client after the conversion to exactly duplicate information as found in the original FASTPAY client.

Original FASTPAY client data is not modified in any way during the conversion process.

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## Installing the conversion program from the CS Professional Suite Accounting Products Conversions CD

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1. **Important!** If you installed the conversion program from a CD that was released prior to the *CS Professional Suite*<sup>TM</sup> *Accounting Product Conversions CD 2006.1* (released February 2006), uninstall any previously installed versions by completing steps a – e. Otherwise, continue to step 2.
  - 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 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 programs.
5. After the conversion program has been successfully installed, store the CD in a secure place.

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### *Notes*

- The conversion program is installed only on the local machine. You need to install the conversion program on **each** machine 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 system repeating step 1.
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## **Processing steps prior to conversion**

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- You will need to know the path to the FASTPAY program. By default this is C:\CBSPR.
- You will need to know both the branch and client ID in FASTPAY. Printing a FASTPAY client listing by branch may be helpful.
- The data conversion process converts earnings history from paychecks and vouchers. Prior to starting the conversion of the client, verify that the client's individual employee earnings are accurate.
- Verify you are on the most current CD version of CS Professional Suite. Download and apply any available updates to your CSA software using *CS Connect*.<sup>™</sup>

## **Creating the FASTPAY converted data files**

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Use the following steps to create converted data files for import into *Payroll CS*. (The conversion process does **not** modify the existing FASTPAY client data.)

1. Close the FASTPAY client.
2. Start the Conversion Program by choosing **Start / Programs / Creative Solutions / CSI Conversions**, or double-click the CSI Conversion icon on your desktop.
3. Select **Payroll** from the drop-down list in the Conversion Type field.
4. Select **FASTPAY** from the drop-down list in the Competitor field.

5. In the Data Directory field, specify the path to the FASTPAY program. This field defaults to C:\CBSPR.
6. Click the Start button to begin the conversion.
7. The conversion program lists the clients found in your FASTPAY program folder. Select the client to convert and click Continue.
8. To select another client for conversion, click OK.
9. When you've finished converting client data from FASTPAY, click **Exit**.

## **Importing the converted client data into Payroll CS**

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Use the following steps to import the FASTPAY data conversion files into *Payroll CS*.

1. Open *Creative Solutions Accounting*.
2. Open an existing *Payroll CS* client, or create a new client. (For information on creating a new client, search on **New Client [File menu]** from the Index tab of the *CSA Help Topics* dialog.)
3. Choose **Utilities / Data Conversion / FASTPAY / Import**.
4. In the first field of the FASTPAY Payroll Import dialog, specify the path to the FASTPAY folder specified in step 5 from the section above entitled "Creating the FASTPAY converted data files." The default folder is C:\CBSPR.
5. In the **Client to Import** field, select the FASTPAY client ID to import from the F4 drop-down list.
6. Mark the **Convert Employee Earnings** checkbox.
7. Click the **Import** button.

## **Items transferred during data conversion**

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The following tables identify the fields for information that converts from FASTPAY into *Payroll CS* within *CSA*. The tables are organized by the FASTPAY data-entry field name or equivalent and by location in *Payroll CS*. Note that some values and amounts are from multiple fields. Also, some fields in FASTPAY were parsed (divided) into multiple fields for import into *Payroll CS*.

### **Employee information**

<b>FASTPAY Field name</b>	<b>CSA menu navigation CSA tab CSA field name</b>	<b>Comments and additional information</b>
<b>Employee</b>	<b>Setup / Employees / General tab</b>	

<b>FASTPAY Field name</b>	<b>CSA menu navigation CSA tab CSA field name</b>	<b>Comments and additional information</b>
Employee ID	ID	See "Conversion notes and exceptions."
First name	First	
Last name	Last	
M.I.	MI	
Address	Street City State Zip	
TaxpayerID	SSN/EIN:	
Phone	Telephone #	
Department #	Department(s)	The Department 3-digit number is converted.
<b>Setup / Employees / Other tab</b>		
UI State	SUTA State	
Client Over Time X	O/T Multiplier	Client Over Time X field 1 is converted.
Client Over Time X	D/T Multiplier	Client Over Time X field 2 is converted.
<b>Setup / Employees / Personal/W-2 tab</b>		
Birth Date	Date of birth	
Hire Date	Date of hire	
Last Pay Change	Last raise date	
Marital Status (Fed FS)	Marital status	Federal filing status Married or Single. Filing status H or P in FASTPAY converts as Single.
Race	Race	
Gender	Gender	
WCMinWage	Alternative Minimum Wage	
Employment	Seasonal	Employees marked as PARTTIME convert as Seasonal.
Officer Checkbox	Officer	
	Statutory Employee	
	Retirement Plan	

## Employee pay information

<b>FASTPAY Field name</b>	<b>CSA menu navigation CSA tab CSA field name</b>	<b>Comments and additional information</b>
<b>Employee Pay Line Information</b>	<b>Setup / Employees / Earnings tab</b>	
Optional Item # Description	Description	Optional Item Numbers 1-29 are converted as Pay Items.
Employee Pay Line Setup Amount (Hourly or Salary)	Rate	Only employee default pay items Hourly and Salary are converted. Salary converts as Yearly salary amount. See "Conversion notes and exceptions."
	<b>Setup / Employees / Earnings tab / Item Properties / Pay Info tab</b>	
Employee Pay Line Setup Amount (Hourly or Salary)	Wage type	Only employee default pay items with Amount fields marked as Hourly or Salary are converted. See "Conversion notes and exceptions."
Employee Pay Line Setup Frequency	Frequency	Only employee default pay items are converted.  L – Converts as Monthly. E – Converts based on value in Employee Pay Periods / Year.
Optional Item/ Accrual	<i>Benefit Accrual Information Fields</i>	Optional items with Comp Type V, S, 3, 4, 5, 6, 7, or 8 are converted as accrual items See "Conversion notes and exceptions."
	<b>Setup / Employees / Earnings tab / Edit / Earnings History</b>	
January – December Monthly totals Reg. Hours	Reg Hrs.	Month-to-date, quarter-to-date, and year-to-date regular hour totals are converted.
O/T1 Hrs	O/T Hrs.	Month-to-date, quarter-to-date, and year-to-date overtime totals are converted.
O/T2+O/T3 Hrs	Dbl. Hrs.	Month-to-date, quarter-to-date, and year-to-date for O/T2+OT/3 totals are converted.
January – December monthly earnings totals	Reg. Amt.	Month-to-date, quarter-to-date, and year-to-date regular earnings totals are converted.
January – December monthly O/T1 earnings	O/T Amt	Month-to-date, quarter-to-date, and year-to-date overtime totals are converted.
January – December O/T2 + O/T3 earnings totals	D/T Amt.	Month-to-date, quarter-to-date, and year-to-date for O/T2 + O/T3 totals are converted.

<b>FASTPAY Field name</b>	<b>CSA menu navigation CSA tab CSA field name</b>	<b>Comments and additional information</b>
	<b>Setup / Employees / Earnings tab / Pay Item Properties / Other tab</b>	
UI State	Worker's Comp State	Workers' Comp state is based on UI state or resident state. Optional items marked with WC field as N do not convert Workers' Comp information.
Workers Compensation ER Rate	Worker's Comp Rate	
Workers Compensation Class	Worker's Comp Class	

### Employee deduction information

<b>FASTPAY Field name</b>	<b>CSA menu navigation CSA tab CSA field name</b>	<b>Comments and additional information</b>
<b>Employee Deduction Information</b>	<b>Setup / Employees / Tax Withholdings and Deductions tab</b>	
Optional Item # Description	Description	Optional items 30-99 are converted as deduction items.
	<b>Setup / Employees / Tax Withholdings and Deductions tab / Edit / Item Properties / Deduction Info tab</b>	
Employee Pay Line Setup Amount (Type N or T)	Percentage	Employee default pay line items marked as % of Net Pay or % of Taxable Wages are converted.  See "Conversion notes and exceptions."
Employee Pay Line Setup Amount (Type H or S)	Amount	Employee default pay line items marked as Hourly or Salary are converted.
	<b>Setup / Employees / Tax Withholdings and Deductions tab / Edit / Item Properties / Deduction Limits tab</b>	
Employee Pay Line Setup Goal Amount	Calendar year maximum amount	Goal amounts marked as Yearly are converted.  If the Goal amount is marked Monthly, that amount is multiplied by 12 and converts to this field.
Employee Pay Line Setup Goal Amount	Perpetual maximum amount	Goal amounts marked as Total are converted.

<b>FASTPAY Field name</b>	<b>CSA menu navigation CSA tab CSA field name</b>	<b>Comments and additional information</b>
	Cumulative Deducted	The total year-to-date deducted amount is converted. See "Conversion notes and exceptions."
	<b>Setup / Employees / Edit / Earnings History</b>	
January – December monthly deduction totals	Reg. Amt.	Month-to-date, quarter-to-date, and year-to-date totals are converted.

### Employee withholding information

<b>FASTPAY Field name</b>	<b>CSA menu navigation CSA tab CSA field name</b>	<b>Comments and additional information</b>
<b>Employee Withholding Information</b>	<b>Setup / Employees / Tax Withholdings and Deductions tab</b> (federal, state, and local)	
Description	Description	See "Conversion notes and exceptions."
	<b>Setup / Employees / Tax Withholdings and Deductions tab/ Withholding Item Properties / General tab</b>	
State	State	
Filing Status	Tax Table – Federal WH	
Status	Marital Status – State WH	
# Allowances Federal and State	Allowances Personal Dependents Tax Credits	Fractional (decimal) amounts are truncated. See "Conversion notes and exceptions."
Add'l Allowance	Allowances, Additional (state)	
Exempt Tax Checkboxes	Exempt checkbox	
	<b>Setup / Employees / Tax Withholdings and Deductions tab / Withholding Item Properties / Other tab</b>	
Fixed W/H or %	Fixed Amount	
Fixed W/H or %	Fixed Percentage	Only withholding items with filing status "P" in FASTPAY are converted.
Additional W/H	Additional Amount	
	<b>Setup / Employees / Tax Withholdings and Deductions tab / Edit / Earnings History</b>	

<b>FASTPAY Field name</b>	<b>CSA menu navigation CSA tab CSA field name</b>	<b>Comments and additional information</b>
January – December monthly deduction totals	Reg. Amt by month	Month-to-date, quarter-to-date, and year- to-date totals are converted.

### Employee direct deposit information

<b>FASTPAY Field name</b>	<b>CSA menu navigation CSA tab CSA field name</b>	<b>Comments and additional information</b>
<b>Employee Direct Deposit</b>	<b>Setup / Employees / Direct Deposit tab</b>	
Transit #	Bank ID	See "Conversion notes and exceptions."
Account #	Account Number	
A	Account Type	Checking or savings values are converted.
Amount	Percent	When T field is marked %.
Amount	Amount	When T field is marked \$.
(Status)	Status	Always converts as Approved.

### Global bank list information (employee direct deposit)

<b>FASTPAY Field name</b>	<b>CSA menu navigation CSA tab CSA field name</b>	<b>Comments and additional information</b>
<b>Payroll Global Bank List Information</b>	<b>Utilities / Direct Deposit / Setup / Bank Information</b>	
Employee		
Bank Routing Transit Number (RTN)	RTN	RTN converts as both Bank ID and RTN.
	Bank ID	

### Global pay / deduction item information

<b>FASTPAY Field name</b>	<b>CSA menu navigation CSA tab CSA field name</b>	<b>Comments and additional information</b>
<b>Global Pay Item Information</b>	<b>Setup / System Configuration / Pay or Deduction Items / Description and W-2 Info tab</b>	
Optional Item Pay description	Pay description	

<b>FASTPAY Field name</b>	<b>CSA menu navigation CSA tab CSA field name</b>	<b>Comments and additional information</b>
Optional Item Assigned Tax Key W2 Selections (1-19)	W2 Checkboxes (1-19)	Assigned Tax Key W2 selections are converted. Optional payroll items with no Tax Key assigned in FASTPAY use the Default Tax Key information.
Optional Item Assigned Tax Key W2 Box	W2 Box 12 Desc	The description converts if the value found in W2 Box contains 12(A-Z). <b>Example:</b> Value in W2 Box is 12A. The W2 Box 12 description transfers as A – Uncollected Tax on Social Security Tips. Optional payroll items with no Tax Key assigned use the default Tax Key information.
Optional Item Assigned Tax Key W2 Box	W2 Box 14 Desc	The assigned Tax Key description is converted when the Tax Key W2 Box is 14. Optional payroll items with no Tax Key assigned use the default Tax Key information.
<b>Setup / System Configuration / Pay or Deduction Items / Tax Treatment tab</b>		
Optional Item Assigned Tax Key Subject FWT	Federal W/H checkbox	Optional payroll items with no Tax Key assigned use the default Tax Key information.
Optional Item Assigned Tax Key Subject to OASDI Subject to HI	FICA SS checkbox FICA Med checkbox	FICA SS = OASDI. FICA Med = HI. Optional payroll items with no Tax Key assigned use the default Tax Key information.
Optional Item Assigned Tax Key Subject FUTA	FUTA checkbox	Optional payroll items with no Tax Key assigned use the default Tax Key information.

#### Company checkbook information

<b>FASTPAY Field name</b>	<b>CSA menu navigation CSA tab CSA field name</b>	<b>Comments and additional information</b>
<b>Client Checkbook Information</b>	<b>Setup / Checkbook / General tab</b>	

<b>FASTPAY Field name</b>	<b>CSA menu navigation CSA tab CSA field name</b>	<b>Comments and additional information</b>
Location Bank Name	Description	
Bank Name	Bank Name	
Bank Address Lines 1-3	Address	
Transit #	Routing number	
On-Ups #	Account number	
Next Check #	Next Check #	

## Conversion notes and exceptions

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This section details conversion notes and exceptions between FASTPAY data and the converted data within *Payroll CS*. Conversion exceptions include differences in field lengths between FASTPAY and *Payroll CS*, required parsing of information from one field in FASTPAY to multiple fields in *Payroll CS*, and manipulation of FASTPAY data to conform to *Payroll CS* requirements.

### Terminated employees

Employees marked as Terminated are converted. After the conversion is complete, you may either mark these employees as inactive or delete the employees from the Setup / Employees window in *Payroll CS*.

### Standard hours

For all employees, the values for standard hours per week and for standard weeks per year are set during the conversion to 40 and 52, respectively.

### Employee direct deposit status

Employee direct deposit status is always converted to Approved.

### Employee direct deposit deduction

There is no direct deposit deduction setting in FASTPAY. You will need to add a direct deposit deduction for all employees with a direct deposit allocation. For more information, search on **Direct Deposit:Setting up employee account information** from the Index tab of the CSA Help Topics dialog.

### Employee direct deposit banks

The employee direct deposit Bank ID value does not exist in FASTPAY, nor does the employee bank name. In *Payroll CS*, this value is set to be equal to the RTN. The ID may be changed to a different value after the conversion, and the employee bank names may be added in *Payroll CS* after the conversion.

## Employee departments

In *Payroll CS*, payroll departments are assigned by department name. Departments are converted from FASTPAY using 3-digit department values (e.g., 101). After the conversion has been completed, you may update the 3-digit value to a department description.

## Overtime O/T2 and O/T3 hours and pay totals

Overtime information for O/T2 and O/T3 are combined during the conversion to form one amount for DT.

## Tipped pay items

Certain items for tipped pay do not exist and/or do not have stored indicators in FASTPAY. Therefore, all tipped items are converted as normal pay items. These include but are not limited to tipped compensation type, tips deemed wages, and allocated tip information. After the conversion, you will need to adjust the tipped items global pay calculation type and/or adjust the tipped employee pay items to ensure proper calculation for tipped employees.

## Pay wage type

Wage type for pay items 1-29 with calculation types of Calculated Amount "C" or % of Taxable Wages "T," equal to the value found in the optional item H or S field. Properties for these wage type may be updated in the imported client's global pay items and employee pay item properties.

## Accrual items

Optional items that have a value other than N or H in the Comp Type field in FASTAPAY convert accrual pay information. Accrual amounts, adjustments, rates, and balances (if available) are converted. These amounts require modification to the pay item properties in *Payroll CS* after the conversion. Beginning balance and YTD accrued amounts convert as the same value to allow for proper calculation. Balances may require adjustment in *Payroll CS* to match values from the FASTPAY. Accrual options for inclusion of pay items cannot be converted.

## Net pay adjustment items as deductions

Net pay adjustment items are converted to *Payroll CS* as deduction items. Net pay adjustment items in FASTPAY include optional items 40-99. If any item was marked as an addition to net pay (+) in the optional item field "+ or -," global deduction W-2 selections are not converted. After the conversion, this information will need to be updated. You may also change this item to a pay item after the conversion.

## Deduction monthly history

Monthly totals for deduction items that subtract from net pay are positive values in *Payroll CS* and items that add to pay are negative. FASTPAY stores these values as the opposite. Earnings history, monthly totals, and cumulative deduction totals are reversed. For example, a deduction amount of -200.00 is converted as 200.00. A 300.00 deduction value in the FASTPAY client converts as -300.00.

## Deduction calculation types

*Payroll CS* sets the calculation of a deduction item at the global level. This information is set at the employee level in FASTPAY and only Hourly and Salary type calculations are available for the optional item. Therefore, percentage types T and N are converted with global calculation

types of Hourly or Fixed. Values for the rate are converted but are not available unless the corresponding global deduction item has a percentage type.

### **Cumulative deduction amounts**

Prior-year deduction amounts cannot be converted. Therefore, cumulative deductions are converted as year-to-date amounts in *Payroll CS*.

### **Withholding items**

The following withholding item descriptions transfer when their equivalent employee tax item exists:

Federal W/H	State W/H	Local
FICA-SS	SUI	
FICA-MED	SDI	

Federal W/H, FICA-SS, and FICA-MED amounts are converted for every client regardless of exemption status and/or pay history.

### **State allowances as dependent**

Employees with the tax state of AL value in the allowances are converted to the Dependent field in the General tab of the Withholding Item Properties dialog in *Payroll CS*.

### **State allowances for tax credit states**

For employees with the tax state of AR, CA, DE, IA, KY, LA, OR, or WI, the number of allowances are converted to the Tax Credit field in the General tab of the Withholding Item Properties dialog in *Payroll CS*.

### **State allowances split between personal and dependents**

For employees with the tax state of CO, DC, GA, HI, ID, IL, IN, KS, MD, ME, MI, MN, MO, MT, NC, ND, NE, NJ, NM, NY, OH, OK, RI, SC, UT, VA, VT, or WV, the number of allowances are converted with the first item as Personal and the remainder of allowances to the Dependent field in the General tab of the Withholding Item Properties dialog in *Payroll CS*.

### **State estimated deduction allowances**

For employees with the tax states of CA, HI, or MO and an amount in the Additional Allowance field, this amount is converted to the Additional Allowances field in the General tab of the Withholding Item Properties dialog in *Payroll CS*. After the conversion, this item may be changed to the Est. Deduction field.

### **Employee SUI and SDI**

The following state SUI and SDI items are converted as withholding items with the description SDI or SUI, as appropriate:

- CA
- NJ (DI) and (UI)
- NY

- RI

CA Voluntary - SDI converts as a local tax withholding item. Other SDI items do not convert and must be added after the conversion in *Payroll CS* to the employee.

### **Pay item state and local taxable selection items**

Global pay and deduction items for state and local taxable values are converted as Taxable-All for all pay items and Taxable None for all deduction items. W-2 selection boxes 16 and 18 are included in all cases when box 1 is included.

### **Existing Payroll CS global pay and deduction items**

Existing *Payroll CS* global pay and global deduction items are not updated or replaced by an import of another item with the same name. The payroll item name is not case intensive, so a pay item “wages” is considered identical to the pay item “WAGES” for import purposes.

The case of employee pay item descriptions may be updated after the conversion by using the Repair Case of Descriptions button in the Miscellaneous tab of the *CSA Help / Repair* dialog.

## **Items not converted**

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This section provides detailed information on items not converted. The following items cannot be converted due to reasons such as differences in data file structures between FASTPAY and *Payroll CS*. Some of these items (such as payroll checks) may not be needed following the conversion. However, other items will require manual data entry either prior to or following the import of converted data into *Payroll CS*.

### **Payroll checks**

While earnings history converts for each employee, live payroll checks cannot be converted. Therefore, check-based reports are not available immediately after the conversion. Earnings-based reports such as the Earnings History Report, Payroll Tax Summary, and W-2s are available to print following the conversion.

### **Employer information**

Company name, address, city/state/zip, phone number, federal and state reporting IDs, SUTA information, check setup information, billing information, report setup and formats, minimum wage, job cost information, FLSA, location information, preparer information, passwords, billing information, and so on are not converted.

### **Employee prior-year information**

The conversion is designed to convert 2005 or 2006 earnings history and pay item information. Employee pay history for years prior to 2005 cannot be converted. Also, if 2005 or 2006 pay history does not exist for at least one pay item no pay/deduction information or history will be converted.

### **Employee information**

The Default employee is not converted. Title, email address, clock #, badge #, office number, status, mobile number, pager number dates other than birth date, hire date, and date of last pay change, household-employee designation, non-employee designation, employee messages, and

workers' compensation minimum and maximum wages are not transferred during the conversion. You may add this information to the applicable fields or the Text1– Text5 fields on the Personal/W-2 tab of the Employees window in CSA after the conversion to obtain reporting results.

### **General ledger account information**

General ledger account numbers for pay items, Chart of Accounts mask, and other general ledger related information cannot be converted.

### **Checkbook information**

General information for the company checkbook is converted. However, check layouts, MICR information, and signature are not transferred during the conversion.

### **Pay item rate**

Pay rates cannot be converted for calculation types of Calculated Amount or % “C” of Taxable Wages “T,” or for pay items not set up as default employee pay items. Properties for these pay items need to be updated in *Payroll CS* global pay items and employee pay item properties. Earnings history does convert for these types of pay items.

### **Adv. EIC information**

Adv. EIC information such as codes, pay items, and pay history cannot be converted.

### **Deduction item options**

Payroll check deduction options equivalent to the minimum amount and maximum amount or percentage per check are not converted. Settings from the sequential deduction, Include O/T hours, and Include D/T hour checkboxes convert as blank values. These items may be updated in the employee deduction item properties.

### **Payroll item formulas**

Pay and deduction optional items assigned to a formula calculations and all other optional item formula information cannot be converted. These items are designated with payroll type C in FASTPAY. Global and employee payroll items adjustments are required after the conversion for any optional item with a formula.

### **Payroll tax rates**

*Payroll CS* includes updated payroll tax rates, tax tables, and other information from the appropriate federal and state taxing authorities. Federal, state, and local (global) withholding/tax items are not modified in *Payroll CS* by the import of converted data.

Local descriptions provided by FASTPAY are converted and imported into the Setup / System Configuration / Payroll Tax Information / Local dialog. The corresponding two-digit Tax Key does not transfer. The conversion uses only the FASTPAY-provided locality descriptions. Any additions or modifications to the local Tax Key description field are not converted.

Local tax table information cannot be converted and must be entered in *Payroll CS* following the import of the converted data. To add the local tax setup or local description information in *Payroll CS*, complete the following steps:

1. From the CSA main window, choose Setup / System Configuration / Payroll Tax Information / Local.

2. Select the appropriate locality name and click the Edit button.
3. If the local tax is calculated using tables, click the Tables button and enter the applicable information.
4. If the local tax is calculated based on a percentage of wages, enter the information on the Special Calculations tab.

### **Multiple state or local withholding items**

Employees with multiple state or local withholding items convert only the first taxing authority for the employee. Withholding selections and properties cannot be converted for the additional state or local items. Multiple states and localities may be added after the conversion.

### **State tax withholding properties**

Information cannot be converted for state withholding properties for table assignments and marital status.

- For MO and MS, the marital status of Married Filing Joint – One Working is converted as Married.
- For CT, Table A and Table D are converted as Table F.
- The MD County and the Employed in Delaware table assignments are not converted.
- Any state Filing Status code added or modified from the FASTPAY default setting is not converted.

### **Employer matching information**

Employer matching contributions and/or deductions cannot be converted. However, employer contributions and/or deductions can easily be added for the client after the conversion. In *Payroll CS*, use the Pay Item Properties dialog or the Deduction Item Properties dialog (accessed from the Tax Withholdings and Deductions tab of the Setup / Employees window).

## **Suggestions for reviewing converted data**

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To verify converted data, careful examination of client data with the following *Payroll CS* reports is recommended.

- For basic employee setup information, print the **Employee Listing Report**.
- For detailed employee setup information, print the **Employee Payroll Item Configuration Report**.
- For detailed month-to-date, quarter-to-date, and year-to-date earnings, print the **Earnings Report**. This report may be compared to the FASTPAY Earnings Report to verify converted values.
- For additional client data information, print the **Client Data Transfer Reports** (described in the following section).

Before you begin processing payroll tax forms in *Payroll CS*, you may need to modify global payroll items (for their W-2 selections, tax treatments, and special information). Some personal W-2 information that could not be converted may now be added in *Payroll CS*.

If you use the *Payroll CS* Direct Deposit module, be sure to review the Direct Deposit information for each employee and verify the values for RTN and Status. Also verify the bank information by choosing Utilities / Direct Deposit and then choosing Setup / Bank Information.

## Client Data Transfer Report

The FASTPAY to *Payroll CS* conversion program automatically creates a Client Data Transfer Report for each client for which it identifies special differences in the data during the conversion process. In most instances, no action is required. Most items noted on the report are strictly informational, although you may need to manually modify certain items in *Payroll CS* (such as abbreviations, truncations, and so forth).

It is recommended that you print the Client Data Transfer Report to store it with the client files in your office. These reports are saved in PDF format and can be viewed and printed using the Adobe® Reader® version 5.0.5 or higher. (You can open the Adobe website from *CSA* to install the Adobe Reader. From the *CSA* main window, choose Help / On the Web / Adobe Reader.)

To print the Client Data Transfer Report, do the following:

1. Using My Computer or Windows Explorer, navigate to the folder in the FASTPAY program folder. The conversion files are also stored in that folder.
2. Double-click the **xxxxx.PDF** file, where the **xxxxx** represents the five-digit FASTPAY client ID.

## Support

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### CSA Help

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

### Website

If you have questions or need assistance, you can visit our website at [www.CreativeSolutions.Thomson.com](http://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 *Creative Solutions Accounting* Help menu, and then click **Product Support and Service**.

### Product Support

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