Franklen CPA-98 to Creative Solutions Accounting Conversion Guide

The **Utilities / Data Conversion / Franklen / Write-Up Import** command in *Creative Solutions Accounting (CSA)* can be used to import data files from *Franklen CPA-98* 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.

CONVERSION PROGRAM OVERVIEW

The overall objective of the *CPA-98* to *CSA* conversion utility is to provide a comprehensive conversion of your *CPA-98* data to *CSA*. However, due to differences in processing calculations and data structures between *CPA-98* and *CSA*, some *CPA-98* data cannot be converted. **Therefore, you should not expect to exactly duplicate results from *CPA-98* 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: Payroll check information is **not** converted from *CPA-98* to *CSA*. It is recommended that you convert your client data at the beginning of a new quarter or year as some reports may not calculate correctly if you convert the client data in the middle of a quarter. Also, some manipulation of your data in *CPA-98* may be required prior to conversion. For more information, please refer to the section of this document entitled "Processing Steps Required for Each Client Prior to Running the Conversion Program."

Things you need to know before performing conversions for a specific company:

- Client ID in *CPA-98*.
- Client processing period end date and fiscal year end date.
- If processing payroll, the payroll period end and pay frequency.

PROCESSING STEPS REQUIRED FOR EACH CLIENT PRIOR TO RUNNING THE CONVERSION PROGRAM

- We recommend that you review the *CPA-98* pay types and deduction codes and their associated descriptions for each client prior to running the conversion. A **Pay and Deduction Translation** dialog is provided during the conversion so that you can translate the client's *CPA-98* deduction codes to the allowable *CSA* deduction codes. The dialog will present the code and description as entered in *CPA-98*. If the description does not adequately identify what the code is used for, you should modify the description to specifically identify the purpose of each code.

- We recommend that you review the control accounts for each client. The control accounts will need to be mapped to the *CSA* Account Groups during the conversion process if they have been used in a report section.

- The conversion process includes only transactions that have been posted to the general ledger. Unposted transactions are **not** converted by default. Before you begin the conversion of any client, you should verify

(Over)

in *CPA-98* that all transactions have been properly posted by running any Post and Print/Display option. Make sure that the posting process is completed, that you are in balance, and that the transactions have posted without errors. If there are unposted transactions and you run the conversion, a warning prompt will alert you that there are unposted transactions and give you the option to proceed or exit at that time.

INSTALLING THE CPA-98 CONVERSION PROGRAM

Use the following steps to install the *Franklen CPA-98* to *Creative Solutions Accounting* conversion program.

Note: To complete the **password entry** in Step 7 in the following procedure, you will need a password that can be supplied to you by a Creative Solutions 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.

1. Insert the *Creative Solutions Accounting* CD into your CD-ROM drive. (If the *CSA* installation program begins automatically, click the Cancel button.)
2. Click the Start button on the Windows Taskbar and choose Run.
3. In the Run dialog, type *d*:**FRANKLEN** (where *d*: represents the CD-ROM drive).
4. Copy the file called **FCS2CSA.zip** to the **c:\TEMP** folder on your hard drive (where **c***:* represents the drive where your *CPA-98* program is installed).
5. To extract the conversion program files from the zip file and incorporate them as part of your *CPA-98* program, click the Start button on the Windows taskbar, choose Run, and type **UNZIP c:\TEMP\FCS2CSA.ZIP**.
6. To install the files, click the Start button on the Windows taskbar, choose Run, and type **c:\TEMP\SETUP.EXE**.
7. You will be prompted to enter an appropriate password (which can be obtained from a Creative Solutions Product Support Representative as noted above).
8. A prompt will indicate when the extraction has been completed successfully. Click **OK**.

CREATING THE IMPORT FILES

Use the following steps to convert and import a *CPA-98* client into *CSA*. You may refer to this document for all information regarding this conversion.

1. Start the *CPA-98* program by clicking the *CPA-98* to *CSA* Conversion icon in the *Franklen* folder on the Programs list.
2. From the Client List, select the client you wish to convert by clicking the client name. You will note that information is displayed for each client at the bottom of the screen. This information will be needed when you add the client into *CSA*, as denoted below. If you have *CSA* open, you can click on each item to copy the text or date into memory. You can then paste this information into the appropriate field in *CSA*. Click the **F5-Next** button to continue.
3. The Control Account translation dialog is now displayed. Each control account that is used in *CPA-98* for this client's report section will be displayed in the left-hand list box. You will need to choose the appropriate *CSA* Account Group from the drop-down list for each control account that you wish to convert to *CSA*. Account Groups are used in *CSA* for financial statement reporting and the grouping of certain accounts, which is the primary purpose of *Control Accounts* in *CPA-98*. If you do not wish to use the *CSA* Account Group names, you can press the F7 key to create your own account groups. However, it should be noted that you would **not** be able to use the *CSA* template financial statements if you choose not to convert using the *CSA* Account Group names listed in the drop-down list. Click **F5 Next** to continue.
4. If you process after-the-fact payroll for this client, you will now be presented with a *Pay Type/Deduction* translation screen. Use this screen to translate the pay type and/or deduction type to the appropriate *CSA* payroll items in *CSA*. If the pay or deduction type is not listed in the *CSA* drop-down list, you should choose type *Other Pay* or *Other Withholding* for the item. Any items denoted in red as Not Imported have not been assigned and will not be imported into *CSA*.
5. The next screen will present GL/Vendor/Payroll options. The options are:

(Continued)

- In the first section, select the appropriate processing period for this client (monthly, quarterly, semi-annual, or annual).
- In the second section, select the proper budget type to convert to the *CSA* budget fields. *CSA* allows only one budget amount to be entered, while *CPA-98* allowed up to 4 budgets to be entered. If you did not use budgets for the client, default to Budget 1.
- In the third list, you have the option to convert the cover letters, vendors, and/or employees. The default is to convert all items.
- In the fourth list you can choose to add comments to transaction descriptions. *CPA-98* allowed you to enter *Special Comments* to transactions during data entry. If you mark this option, the conversion will concatenate the descriptions and comments into the single transaction description when converting transactions to *CSA*. You also have the option to convert unposted transactions, but the default is **not** to convert these transactions. We recommend that you post all transactions for a client prior to running the conversion. This option will only be displayed if you have unposted transactions present in the client being converted.

6. Click **F5-Next** to complete the conversion of general ledger, vendor and employee data. Once the conversion is completed, you have the option to convert the standard financial statements used for the client.

7. If you choose to convert the standard financial statements used in *CPA-98*, follow the instructions below using the *Financial Statements* conversion dialog.
   - In the *Select Report Section to Convert*, you will have the option of converting different report sections that you have developed for this client. Click the appropriate section that you wish to convert.
   - In the *Report Type* section, you will be presented all of the different report types that exist for that section. Click the appropriate report type that you want converted to *CSA*. You can convert multiple report types into *CSA* as they will be named separately during the conversion. Please note that custom reports are not available on the list and cannot be converted.
   - Once you have selected the appropriate report type, you can then choose from the following options for that report.
     - Omit Current Period – This option removes any column from the report that references the current period, such as for income statements.
     - Print Zero Lines – This option will print account or total lines when the amount is zero.
     - Print Account Number – This option will print the account number on the description line of the reports such as for balance sheets and income statements.
     - Expand % – This option will expand percentage point precision on the reports from one decimal point to two decimal points.
     - Whole Dollars Only – This option will cause amounts on reports to be rounded to the nearest whole dollar.
     - Portrait – This option will use portrait instead of landscape mode for presentation on the screen and in printed reports.
     - Landscape – This option will use landscape mode instead of portrait for presentation on the screen and in printed reports.
   - Once you have selected the appropriate options, you can use the *File Name* field to view and change the name of the report that will be converted. The report name will be preceded with a G????? (where ????? represents the client ID for the client being converted). This report name will be used for selecting the financial statement for printing in *CSA*.
   - **Click F5-Next** to convert the report. You can now convert more reports, or click the **Exit** button when you have finished.
   - If you choose to convert only a few statements during the initial conversion, you can select this client again from the client list and you will be immediately taken to Step 7 by clicking on the F3=Convert Statements button on the initial conversion screen.

IMPORTING THE CONVERTED CLIENT DATA INTO CSA

Use the following steps to convert and import a *CPA-98* client into *CSA*. You may refer to this document for all information regarding this conversion.

1. Start the *CSA* program by clicking the desktop shortcut 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 adding the client to *CSA*, you must complete the current period end date, current fiscal year end, current payroll end date, and payroll frequency. The current period end date and current fiscal year end date should match what is entered in *CPA-98* for this client. If you are converting general ledger and payroll information, you will also need to select both the *General Ledger Solution* and *Payroll Compliance Solution* modules when adding the client. **Remember that you have the option of clicking on the client information fields during the conversion and pasting that information into the *CSA* fields.**

---

3. Choose **Utilities / Data Conversion / Franklin / Write-Up Import**.
4. In the first field of the Franklin Import dialog, enter the location of the converted *CPA-98* data files that you wish to import into *CSA*. This will generally be *d:***FCS\EXPORT** (where *d:* represents the drive letter where *CPA-98* is installed.
   Example: If your *CPA-98* data files are on drive F, you would enter **F:\FCS\EXPORT**.
5. In the **Client to import** field, enter the company ID you want to import. It may be useful to print a list of clients from the *CPA-98* program before beginning. The Print List of Clients report will show the company ID and the company name.
6. If you wish to convert the employee earnings totals, mark the **Convert Employee Earnings** checkbox.
7. Click the **Import** button.
8. After the import has been successfully completed, you should make the necessary changes or corrections to the converted data as specified in the sections of this document below entitled "Items Transferred during Conversion of *CPA-98* Data" and "Conversion Notes and Exceptions."

ITEMS TRANSFERRED DURING CONVERSION OF CPA-98 DATA

The following tables are provided to identify *CPA-98* fields that will be converted to the *Creative Solutions Accounting* software. The tables are organized by *CPA-98* and *CSA* screens and denote the necessary *CSA* screen navigation.

CPA-98 General Ledger Account Information

CPA-98 Field Name	CSA Menu Navigation CSA Field Name	Comments and additional information
Account	Setup / Chart of Accounts Acct #	See "Conversion Notes and Exceptions" for more information on the conversion of the account numbers.
Description	Setup / Chart of Accounts Description	While the description in *CPA-98* is 50 characters long, the description in *CSA* is 29 characters long. Only the first 29 characters of the *CPA-98* description will be converted.
Current Year Balances	Setup / Chart of Accounts 19yy or 20yy Balance	
Current Year Budget	Setup / Chart of Accounts 19yy or 20yy Budget Balances	

(Continued)

CPA-98 Field Name	CSA Menu Navigation CSA Field Name	Comments and additional information
Prior Year GL Balances	Setup / Chart of Accounts 19yy or 20yy Balance	Two prior fiscal years balances will be converted, allowing for a 3-year comparative statement in *CSA*.

CPA-98 General Ledger Transactions

CPA-98 Field Name	CSA Menu Navigation CSA Field Name	Comments and additional information
Ref	Tasks / Transaction Entry Reference	*CSA* requires a reference to be entered for each transaction. *CPA-98* does not enforce this rule. If a transaction is converted with no reference number, "NOREF" will be inserted for the reference during the conversion. See the *Reference Numbers* discussion in the "Conversion Notes and Exceptions" section of this document.
Date	Tasks / Transaction Entry Transaction Date	
Account	Tasks / Transaction Entry Account Number	
Description	Tasks / Transaction Entry Description	If you choose to convert comments (see "Creating the Import File" above), the description and comment will be concatenated and the first 110 characters will be converted to *CSA* for the transaction description.
Amount	Tasks / Transaction Entry Amount	

CPA-98 Employee Information

CPA-98 Field Name	CSA Menu Navigation CSA Field Name	Comments and additional information
Employee #	Setup / Employees / General tab ID	
Name	Setup / Employees / General tab First	*CPA-98* stores the entire name in a single field. The conversion will parse the field in the same manner *CPA-98* parses for payroll reports.
Name	Setup / Employees / General tab MI	*CPA-98* stores the entire name in a single field. The conversion will parse the field in the same manner *CPA-98* parses for payroll reports.
Name	Setup / Employees / General tab Last	*CPA-98* stores the entire name in a single field. The conversion will parse the field in the same manner *CPA-98* parses for payroll reports.
Address 1	Setup / Employees / General tab Street	*CPA-98* has 3 address lines available to enter information for the employee address. *CSA* allows only 1 address line. The lowest numbered address that is **not** blank will be imported into *CSA*. If address 2 and address 3 are both entered, address 2 would be converted.
Address 2	Setup / Employees / General tab Street	See above.
Address 3	Setup / Employees / General tab Street	See above.

CPA-98 Field Name	CSA Menu Navigation CSA Field Name	Comments and additional information
City	Setup / Employees / General tab City	
State	Setup / Employees / General tab State	
Zip	Setup / Employees / General tab Zip	
Taxpayer ID	Setup / Employees / General tab SSN/EIN	Only properly formatted Social Security Numbers will be converted to *CSA*. The SSN in *CPA-98* must be 9 digits and have the proper dashes entered, such as XXX-XX-XXXX.
Phone	Setup / Employees / General tab Telephone	Only properly formatted phone numbers will be converted to *CSA*. Valid formats are XXX-XXX-XXXX or (XXX) XXX-XXXX.
State	Setup / Employees / Tax Withholding and Deduction tab State W/H Properties button State	The state ID field in *CSA* is two characters in length, but three characters in length in *CPA-98*. Only the first two characters will be converted.

CPA-98 Employee Earnings Balances

CPA-98 Field Name	CSA Menu Navigation CSA Field Name	Comments and additional information
Current Quarter Year to Date REGPAY	Setup / Employees / Earnings tab Wages	*CPA-98* code REGPAY will be converted to Hourly wages unless the description has been changed and includes the word **salary**. If the description includes the word salary, the amount is converted to salaried rather than to hourly wages.
Current Quarter Year to Date GROSS OT	Setup / Employees / Earnings tab Overtime	Any *CPA-98* payroll code (User defined) that was translated to Gross Overtime in the Pay and Deductions screen will be converted to this field.
Current Quarter Year to Date Other Pay Type	Setup / Employees / Earnings tab Commissions	Any *CPA-98* payroll code (User defined) that was translated to Commissions in the Pay and Deductions screen will be converted to this field.
Current Quarter Year to Date Other Pay Type	Setup / Employees / Earnings tab Bonus	Any *CPA-98* payroll code (User defined) that was translated to Bonus in the Pay and Deductions screen will be converted to this field.
Current Quarter Year to Date Other Pay Type	Setup / Employees / Earnings tab Sick Pay	Any *CPA-98* payroll code (User defined) that was translated to Sick Pay in the Pay and Deductions screen will be converted to this field.
Current Quarter Year to Date Other Pay Type	Setup / Employees / Earnings tab Vacation	Any *CPA-98* payroll code (User defined) that was translated to Vacation Pay in the Pay and Deductions screen will be converted to this field.
Current Quarter Year to Date Other Pay Type	Setup / Employees / Earnings tab Reported Tips	Any *CPA-98* payroll code (User defined) that was translated to Tips in the Pay and Deductions screen will be converted to this field.
Current Quarter Year to Date Other Pay Type	Setup / Employees / Earnings tab EIC Advance	Any *CPA-98* payroll code (User defined) that was translated to EIC in the Pay and Deductions screen will be converted to this field.
Current Quarter Year to Date Other Pay Type	Setup / Employees / Earnings tab Other Wages	Any *CPA-98* payroll code (User defined) that was translated to Other Wages in the Pay and Deductions screen will be converted to this field.

(Continued)

CPA-98 Field Name	CSA Menu Navigation CSA Field Name	Comments and additional information
Current Quarter Year to Date REGPAY	Setup / Employees / Earnings tab Wages	*CPA-98* code REGPAY will be converted to Hourly wages unless the description has been changed and includes the word **salary**. If the description includes the word salary, the amount is converted to salaried rather than to hourly wages.
Current Quarter Year to Date S/S	Setup / Employees / Tax Withholdings and Deductions tab FICA-SS	Amounts in the *CPA-98* code S/S field or user the defined equivalent will be converted to this field.
Current Quarter Year to Date M/C	Setup / Employees / Tax Withholdings and Deductions tab FICA-Med	Amounts in the *CPA-98* code M/C or the user-defined equivalent field will be converted to this field.
Current Quarter Year to Date FWH	Setup / Employees / Tax Withholdings and Deductions tab Federal W/H	Amounts in the *CPA-98* code FWH field will be converted to this field.
Current Quarter Year to Date SIT	Setup / Employees / Tax Withholdings and Deductions tab State W/H	Amounts in the *CPA-98* code field SIT or the user-defined equivalent will be converted to this field. Note that CA-SDI or other state withholding will be converted to the Other Withholding below.
Current Quarter Year to Date City	Setup / Employees / Tax Withholdings and Deductions tab Local W/H	Any *CPA-98* payroll code (Use defined) that was translated to Local Withholding in the Pay and Deductions screen will be converted to this field.
Current Quarter Year to Date Other	Setup / Employees / Tax Withholdings and Deductions tab 401K % of Gross	Any *CPA-98* payroll code (User defined) that was translated to 401k Contributions in the Pay and Deductions screen will be converted to this field.
Current Quarter Year to Date Other	Setup / Employees / Tax Withholdings and Deductions tab Cafe % of Gross	Any *CPA-98* payroll code (User defined) that was translated to Cafeteria Plan in the Pay and Deductions screen will be converted to this field.
Current Quarter Year to Date Other	Setup / Employees / Tax Withholdings and Deductions tab Loan Repayment	Any *CPA-98* payroll code (User defined) that was translated to Loan Repayment in the Pay and Deductions screen will be converted to this field.
Current Quarter Year to Date Other	Setup / Employees / Tax Withholdings and Deductions tab Medical Insurance	Any *CPA-98* payroll code (User defined) that was translated to Medical Insurance in the Pay and Deductions screen will be converted to this field.
Current Quarter Year to Date Other	Setup / Employees / Tax Withholdings and Deductions tab Life Insurance	Any *CPA-98* payroll code (User defined) that was translated to Life Insurance in the Pay and Deductions screen will be converted to this field.
Current Quarter Year to Date Other	Setup / Employees Tax Withholdings and Deductions tab Meals/Lodging	Any *CPA-98* payroll code (User defined) that was translated to Meals and Housing in the Pay and Deductions screen will be converted to this field.
Current Quarter Year to Date Other	Setup / Employees / Tax Withholdings and Deductions tab Uniforms	Any *CPA-98* payroll code (User defined) that was translated to Uniforms in the Pay and Deductions screen will be converted to this field.
Current Quarter Year to Date Other	Setup / Employees / Tax Withholdings and Deductions tab Union Dues	Any *CPA-98* payroll code (User defined) that was translated to Union Dues in the Pay and Deductions screen will be converted to this field.
Current Quarter Year to Date Other	Setup / Employees / Direct Deposit tab Amount	Any *CPA-98* payroll code (User defined) that was translated to Direct Deposit in the Pay and Deductions screen will be converted to this field.

CPA-98 Field Name	CSA Menu Navigation CSA Field Name	Comments and additional information
Current Quarter Year to Date REGPAY	Setup / Employees / Earnings tab Wages	*CPA-98* code REGPAY will be converted to Hourly wages unless the description has been changed and includes the word **salary**. If the description includes the word salary, the amount is converted to salaried rather than to hourly wages.
Current Quarter Year to Date Other and CA-SDI	Setup / Employees / Tax Withholdings and Deductions tab Other Deductions	Any *CPA-98* payroll code (User defined) that was translated to Other Withholdings in the Pay and Deductions screen will be converted to this field. Additionally, the CA SDI amount will be converted to this field.

CPA-98 Vendor Information

CPA-98 Field Name	CSA Menu Navigation CSA Field Name	Comments and additional information
Vendor #	Setup / Vendors / General tab Vendor ID	
Vendor Name	Setup / Vendors / General Tab Name	*CPA-98* stores the entire name in a single field. The conversion will parse the field in the same manner *CPA-98* parses for payroll reports.
Address 1	Setup / Vendors / General tab Street	The Street field in *CSA* is 30 characters long, which is shorter than in *CPA-98*. Only the first 30 characters of the *CPA-98* Street will be converted.
City	Setup / Vendors / General tab City	
State	Setup / Vendors / General tab State	
Zip Code	Setup / Vendors / General tab Zip	
Phone	Setup / Vendors / General tab Telephone	Only properly formatted phone numbers will be converted to *CSA*. Valid formats are XXX-XXX-XXXX or (XXX) XXX-XXXX.
Contact	Setup / Vendors / General tab Contact	The contact field in *CPA-98* is 50 characters in length and this field is 20 characters in *CSA*. Only the first 20 characters will be converted.
Taxpayer ID Number	Setup / Vendors / General tab SSN/Federal ID	Only properly formatted FEIN or SSNs will be converted to *CSA*. Valid formats include XXX-XX-XXXX or XX-XXXXXXX.
YTD Pay box Amts	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 into 1099 type. If there are multiple 1099 type payments, you will need to manually break this information apart in *CSA* after the conversion.

ITEMS NOT TRANSFERRED DURING CONVERSION OF CPA-98 DATA

Although most *CPA-98* data is converted, some data cannot be converted due to differences in program features and data structures between *CPA-98* and *CSA*. If an item below is denoted with an asterisk (*), it is further explained in the "Conversion Notes and Exceptions" section of this document. The following items, which cannot be converted, are organized by *CPA-98* screen.

(Continued)

General Client Information

Company ID, name, address, city, state, zip code, fiscal year end month cannot be converted. All of this information should be set up while adding the client to *CSA*, or you can add it later in the File / Client Properties dialog.

Custom Report Sections

Custom report sections (including custom financial statements) cannot be converted. Only those documents that used the standard templates will be converted.

Journal Source Information

The journal setup information is not converted.

Employee Information

Gender, employee type, assigned gross accounts, second and third address lines, payroll templates, misc data fields, and other check boxes are not converted.

Payroll Transactions / Prior Earnings Balances

Check number, transaction date, employee name, and amounts for the current year as well as prior years' payroll transactions cannot be converted. Earnings balances for quarters other than the current quarter in the current fiscal year end cannot be converted.

Additionally, earnings balances for the current period as well as for prior years cannot be converted. Only the earnings balances for current quarter and year to date can be converted to enable you to process W-2s and current-quarter payroll reports.

Vendor Information

Standard check account and amount, start date, expire date, job code, on-going markbox and budgeted amount cannot be converted.

Tax Line Grouping Codes

Because *CPA-98* allows you to enter tax line grouping codes for a number of different tax products, it is impossible to determine that the tax line grouping code entered is for *UltraTax*. The tax codes will therefore need to be entered manually in the Chart of Accounts dialog in *CSA* after the conversion has been completed.

Other Information

Program preferences, annual tax rates, graphs, and auto-post information cannot be converted.

Special Consolidations

Special consolidations set up in *CPA-98* will not be imported.

CONVERSION NOTES AND EXCEPTIONS

The following section details all known conversion exceptions between *CPA-98* data and the converted *CSA* data. Conversion exceptions may include differences in field lengths between *CPA-98* and *CSA*, required parsing of information from one field in *CPA-98* to multiple fields in *CSA*, and manipulation of *CPA-98* data to conform with *CSA* requirements, and so forth.

GL Transactions – Blank Reference Numbers

Transactions that did not contain a reference in *CPA-98* are converted using the reference NOREF.

Reference Numbers

If a reference number for a transaction exists and it is a number with a value less than 100 (non-alpha), the conversion program has automatically retrieved the 2-character journal code and appended the reference number to it. For example, if reference number 12 is used for a transaction in the General Journal, the reference will be GJ12 after conversion to *CSA*.

Cost of Goods Sold

If you process clients that use the cost of goods feature in *CPA-98*, the information will be converted into *CSA* as it existed in *CPA-98*. However, *CSA* does not have the same functionality for cost of goods sold that *CPA-98* had (beginning and ending inventory accounts in the P&L section). You have the option to create a report that will display the correct calculated cost of goods sold amount for the period **or** you can structure the automatic journal entries to calculate and adjust P&L accounts for the correct monthly cost of goods sold.

Chart of Accounts Mask

The *CSA* Chart of Account Mask is a template that defines the structure of the client's general ledger accounts. In *CPA-98*, the structure of an account number is fixed, except for splitting the number to the left of the dash into divisions and departments. The conversion of accounts from *CPA-98* to *CSA* is relatively straightforward. However, there are a few minor differences that need to be accounted for prior to converting your clients.

- The conversion program does not set up the *CSA* client's Chart of Accounts Mask; you must do this when creating the new client. Therefore, prior to importing the converted file, you should specify the Account Mask (in the File / New Client dialog) when adding each new client.
- *CSA* requires that department numbers be located to the left of the core account number and that location (division) numbers be located to the left of the department number (if present). *CPA-98* has the same requirement. The Account Mask you should use depends upon how Division/Department Consolidation is set up in *CPA-98* (see Client / Setup / Accounts & Flow, Division Consolidation tab):

  None — DDDDCCCC (or LLLLCCCC)
  by 10s — LLLDCCCC
  by 100s — LLDDCCCC
  by 1000s — LDDDCCCC

  Note that unlike *CPA-98*, *CSA* does not allow a dash to be used to separate the location/department number from the core account number. For example, *CPA-98* account 1234-5678 will become *CSA* account 12345678.
- Sub-accounts may be imported in one of two possible ways. See the discussion in the *CPA-98 Sub-Accounts and Parent Accounts* section below to see how to construct the Account Mask when sub-accounts are in use.
- *CSA* accepts only numeric values and a single decimal point when entering account numbers. The right-most separator in the Account Mask, excluding the department, will be converted as a decimal point. For example, *CPA-98* account number 3-0553.10 would be entered as 30553.10 in *CSA* when the mask is set to XXXXCCCC.CC. (The XXXX is any valid combination of L & D, as explained above.)

Future-Period Transactions

CSA does not allow you to convert future-period transactions, while *CPA-98* did allow this function. Any future-period transactions entered in *CPA-98* — that is, any transactions entered with a reference date later than the current period end date — will not be imported in to *CSA*.

Multi-State Payroll Clients

If you process any clients with state withheld amounts for multiple states, the amounts withheld for each state should be combined into a single state withholding field during the translation of the pay codes. This is due to a limitation in the conversion and does not reflect the processing capabilities of *CSA*. (*CSA* does allow you to process clients with any number of different state and local withholding amounts.) After you import the client data, we suggest that you create a withholding type in *CSA* for each state and break the amounts out of the state withheld field after the conversion has completed.

(Continued)

Trial Balance Accounts and Clients

CPA-98 allowed you to process clients using a "trial balance" account and to post transactions to these accounts to arrive at the proper ending balance. Due to differences in processing between *CPA-98* and *CSA*, these transactions cannot be converted, however the ending balances will be converted.

CPA-98 Sub-Accounts and Parent Accounts

When entering transactions for sub-accounts, *CPA-98* also posts these transactions to the parent account (combining account in *CSA*). However, the combining account in *CSA* cannot have transactions posted to it; the combining account is merely used for reporting purposes. During the conversion of transactions, we have reversed the posting of all transactions to parent accounts. The parent accounts have been designated with the proper account type and all sub-accounts will be properly combined into the combining account at report time.

Transactions posted to sub-accounts (xxxx.01 to xxxx.99) in *CPA-98* are also summarized to the parent account (xxxx). In this respect, the parent accounts behave much like control accounts. Since *CSA* uses other means to summarize amounts for reporting purposes, these parent accounts cannot be imported. Any transactions that have been made directly to a parent account will not be imported and must be eliminated before conversion.

The method used to import sub-accounts will depend upon how they are used within *CPA-98*. Normally, sub-accounts are used to create a sub-schedule of an account; however, it has been observed that some users of *CPA-98* have tried to use sub-accounts in lieu of departments/locations. For this reason, when the conversion utility detects the presence of sub-accounts, it will ask how sub-accounts should be imported. Please read the two scenarios described below to see which best fits your circumstances.

- *Account Sub-schedule* — The sub-accounts .01 through .99 are used to detail parts of particular item and bear no relation to sub-accounts of other accounts. An example of this is account 260, found in Demo client #111 distributed with *CPA-98*. The parent account (260) is called "Notes Payable – Schedule," and there are two sub-accounts: 260.01 ("Security National Bank Notes Payable – Due 3/99") and 260.02 ("1st National Bank Notes Payable – $305.60/Mo"). The balance sheet reports account 260, and a separate schedule of account 260 lists each of the sub-accounts.

  In this case, you would choose the option to import sub-accounts as groups. Each sub-account, along with its transactions and balances, will be imported directly into *CSA*. Each parent account will be imported as an account group and will appear in the list of control accounts to be assigned group names during conversion. When setting up the new *CSA* client, the account mask should be set to XXXXCCCC.CC (the XXXX is any applicable combination of L and D; see above entitled "Chart of Accounts Mask").

- *Division, Department, or Job Schedule* — Each sub-account refers to a specific division, department or job, regardless of the parent account. Departmental reporting is done by sub-account — that is, the report for division/department/job .04 lists more than one parent account, but all sub-accounts are .04.

  In this case, you would choose the option to import sub-accounts as departments. Sub-accounts will be converted to *CSA* department numbers, and parent accounts will be converted to *CSA* combining accounts. This is accomplished by moving the sub-account number to the left of the core (main) account number. For example, sub-account 613.44 would be imported as 440613, and combining account 613 would be established. If the client also uses *CPA-98* division/department numbering, the division/department number will be multiplied by 100 before being imported. Therefore, account 22-0730.01 would be imported as 22010730, and account 22-0125 would be imported as 22000125. When setting up the new *CSA* client, the account mask should be set to LLLLDDCCCC.

SDI Withheld

CPA-98 allowed you to specify SDI as a separate withholding item during payroll data entry. *CSA* will also allow you to set up a separate withholding amount for SDI, however the import is not able to distinguish the SDI amount and to create the withholding item. The SDI has been converted into the Other Deductions category in *CSA*. You can then reclassify the Other Deduction amount as SDI or reduce the Other Deduction by the amount of the SDI when you create a new deduction classification.

VERIFYING YOUR CONVERTED DATA

Although the conversion utility has been designed to convert your data as accurately as possible, there may be some instances when not all data converts correctly due to *CPA-98* data corruption and other anomalies within the *CPA-98* data. You should follow the steps below to verify that your *CPA-98* data has been converted correctly.

1. In *CPA-98,* print the *GL* and *Trial Balance* reports.
2. Start *Creative Solutions Accounting* and open the new client that was created. From the File menu, choose Open Client. In the Open Client dialog, double-click the appropriate Client ID.
3. In *CSA,* print the General Ledger and Trial Balance reports.
4. Compare the two sets of reports. If the information contained in the *CPA-98* reports does not match the *CSA* reports, you will need to determine which transaction(s) are invalid or missing and manually enter those transactions into *CSA.* Other reports are available in both systems if you cannot determine the discrepancy using the above-listed reports.
5. In *CPA-98*, print the *Quarterly Payroll Worksheets* and *Annual Payroll Comp Sheets*.
6. In *CSA*, print the *Payroll Tax Summary* report.
7. Compare the amounts on the *CPA-98* and *CSA* payroll reports and note any discrepancies. You may make manual changes to any payroll amount in the *CSA* program.

If problems are encountered

If problems are encountered during the conversion of your client data from *CPA-98 to Creative Solutions Accounting* and you are unable to reconcile the data using the various reports and tools in *CSA*, contact CSI Product Support.

SUPPORT

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 **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.