

# Franklen PAYMAN to Creative Solutions Accounting Conversion Guide

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The **Utilities / Data Conversion / Franklen / Payman Import** command in *Creative Solutions Accounting (CSA)* can be used to import data conversion files from *Franklen PAYMAN* into the *Payroll Solution (PRS)* or *Payroll Compliance Solution (PCS)* 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 *PAYMAN* to *CSA* conversion utility is to provide a comprehensive conversion of your *PAYMAN* data to *CSA*. However, due to differences in processing calculations and data structures between *PAYMAN* and *CSA*, some *PAYMAN* data cannot be converted. **Therefore, you should not expect to exactly duplicate results from *PAYMAN* using the converted data without adding or modifying the appropriate data in *CSA*.**

The conversion program requires Windows 95 or later in order to run. It cannot be run in a DOS-only or Windows 3 environment.

**Note:** Payroll check information is **not** converted from *PAYMAN* 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 *PAYMAN* may be required prior to conversion.

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

- Entity Number in *PAYMAN*.
- Client current payroll period end date.
- The payroll pay frequency.
- Any applicable federal and state withholding/FUI/SUI ID numbers.

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

- We recommend that you review the *PAYMAN* pays and deductions and their associated descriptions in the chart of accounts 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 *PAYMAN* pays and deductions to the allowable *CSA* payroll items. The dialog will present the description as entered in *PAYMAN*. If the description does not adequately identify what the item is used for, you should consider modifying the description to specifically identify the purpose. Also, the conversion program examines the descriptions when attempting to pre-select *CSA* payroll items for you.

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- Verify that the Payroll Year and Period dates have been set up in *PAYMAN*. You cannot convert a *PAYMAN* client that has not established a Payroll Year.
- If the *PAYMAN* client has state withholding deductions, please be sure that they are correctly set up and are functional within *PAYMAN* before proceeding with the conversion. The first two non-blank characters of the **RPT HEAD** text for a state withholding deduction **must** be the Post Office abbreviation for the state (in upper case). The appropriate state and/or local codes must have been entered for each affected employee.
- The conversion process includes only paychecks that have been posted. Before you begin the conversion of any client, you should verify in *PAYMAN* that all relevant paychecks 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 paychecks have posted without errors.
- The conversion process can optionally utilize the Hours History and Annual Payroll Journal files as a source of payroll detail. If the *PAYMAN* client is set to use these files, you should determine if they contain valid data for the entire payroll year. If part of the data for the year has been purged, you should not use the option during conversion.
- You may need to specify a Chart of Accounts mask when creating the client in *CSA*. Unless you choose the “Convert Sub-Accounts to Departments” option (see “Creating The Import Files” below), use **DDDDCCCC.CC** as the mask.
- You will need to set up the *CSA* client with Withholding and SUI (SUTA) ID numbers for each applicable state before importing the conversion files. (If the *CSA* client has already been created, choose **Client Properties** from the **File** menu.) Click the **Payroll** tab. You can copy and paste the first State ID number from the conversion program into the **State tax information** grid if you have both open at the same time.

## **INSTALLING THE PAYMAN CONVERSION PROGRAM**

Use the following steps to install the *Franklen PAYMAN to Creative Solutions Accounting* conversion program.

**Note:** To complete the **password entry** in Step 4 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:\FCSPR\Setup.exe** (where **d:** represents the CD-ROM drive).
4. You will be prompted to enter an appropriate password (which can be obtained from a Creative Solutions Product Support Representative as noted above).
5. A prompt will indicate when the extraction has been completed successfully. Click OK.

## **CREATING THE PAYMAN IMPORT FILES**

Use the following steps to convert and import a *PAYMAN* client into *CSA*. You may refer to this document for all information regarding this conversion. Do **not** use *PAYMAN* while using the *PAYMAN* conversion program.

1. Start the *PAYMAN* conversion program by clicking the *PAYMAN to CSA* Conversion icon in the *Franklen* folder on the Programs list. The first time you do this, you may be presented with a dialog box that will help you locate the ASN.DEV file used by *PAYMAN*. This location will generally be the **?:\FCSPCK** folder. Both *PAYMAN* and the conversion program use this file to locate the client data files.

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2. If you have set up *PAYMAN* to use access codes, you will need to enter the appropriate access code when prompted.
3. From the Client List, select the client (entity) you wish to convert by clicking the client name. You will note that information is displayed for the selected 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 at the same time, 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=Convert** button (or use the F5 function key) to begin the conversion process.
4. The *Pay and Deductions* translation screen is now displayed. Use this screen to translate *PAYMAN* pay and deductions to the appropriate *CSA* payroll items. Any items denoted in red have not been assigned and will not be imported into *CSA* unless you assign them to a valid *CSA* pay or deduction item.
5. Pay conversion:
  - Not all *PAYMAN* pay items will appear on this screen. Regular, Overtime, Sick and Vacation pay will be automatically converted to the appropriate *CSA* pay items.
  - The **Other Pay** item is used to convert all taxable wages that do not fit in any other category. By default, this pay is set to convert to the *CSA* pay item **Other Wages**.
  - The **Non-Taxable Pay** item is used to convert all non-taxable wages that do not fit into any other category. By default, this pay is set to convert to the *CSA* pay item **Non-tax Compensation**.
  - If you have set up any employees in *PAYMAN* with miscellaneous pay items 1 and/or 2, they will appear in the list as **Misc Pay to Account XXXX (chart of accounts description)**. The conversion program will attempt to pre-select an appropriate *CSA* pay item based on the *PAYMAN* chart of accounts description. You may select a different *CSA* pay item from the drop-down list in the **PRS Pay** column.  
*Note:* The conversion program uses the GL account to distinguish miscellaneous pay from standard pay. If a miscellaneous pay uses the same GL account number as a standard pay, it will be incorrectly combined with the standard pay, and it will not appear in the list of pay items. The pay totals for the standard pay may not be imported correctly in such cases.
  - Where applicable, the conversion program will automatically assign an Hourly or Salaried *CSA* pay item on an employee-by-employee basis during the conversion. Salaried employees will be set as Hours-Insensitive.
  - A *CSA* pay item may be assigned to only one *PAYMAN* pay item.
6. Deduction conversion:
  - The list of *PAYMAN* deductions shows the **RPT HEAD** and **SCREEN** text for standard deductions, in addition to the type (if any) assigned to the deduction within *PAYMAN*. The standard deduction number (1 through 12) is also shown.
  - If a standard deduction has been assigned to a specific type in *PAYMAN* (i.e., Fed W/H, SDI, Deferred Compensation, etc.), the conversion program will generally have pre-selected the proper *CSA* withholding or deduction item. You may select a different *CSA* item from the drop-down list in the **PRS Deduction or Tax** column.
  - The **All Other Deds** item is used to convert all other deductions that do not fit in any other category. By default, this deduction is set to convert to the *CSA* deduction item **Other**.
  - If you have set up any employees in *PAYMAN* with miscellaneous deduction items 1 and/or 2, they will appear in the list as **Ded to Account XXXX (chart of accounts description)**. The conversion program will attempt to pre-select an appropriate *CSA* item based on the *PAYMAN* chart of accounts description. You may select a different *CSA* item from the drop-down list in the **PRS Deduction or Tax** column.  
*Note:* The conversion program uses the GL account to distinguish miscellaneous deductions from standard deductions. If a miscellaneous deduction uses the same GL account number as a standard deduction, it will be incorrectly combined with the standard deduction, and it will not appear in the list of deduction items. The totals for the standard deduction may not be imported correctly in such cases.
  - With the exception of State & Local taxes, a *CSA* withholding or deduction item may be assigned to only one *PAYMAN* deduction item. State and Local taxes may be assigned more than once, but it is up to you to make sure that the duplicated items apply to different states or localities.
7. Click **F5=Next** to continue to the next screen, which will present some final conversion options. The options are:
  - **Current Payroll Month.** This determines how QTD & YTD totals are distributed during the conversion when monthly detail is not available. By default, this will be set to the month of the current

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Check Date or Period End Date. Since *PAYMAN* only retains QTD & YTD data for most items, and *CSA* maintains monthly totals, the QTD data will be posted to the current month and prior YTD data will be posted to the last month of the previous quarter (if applicable). The screen will show which months will be used during conversion.

- **Obtain hours data from Hours History file.** This option will be active if the conversion program detects the presence of an Hours History file for the client. If this option is marked, hours data in the history will be summarized by month (where available) and the QTD/YTD hours totals are ignored. If the Hours History for the client does not contain valid data for the entire year to date, this option should be unmarked.
  - **Obtain amounts from Annual Payroll Journal accounts.** This option will be active if the conversion program detects the presence of an Annual Payroll Journal file for the client. If this option is marked, totals data in the journal will be summarized by month (where available), and the QTD/YTD totals are ignored. If the Annual Payroll Journal for the client does not contain valid data for the entire year to date, this option should be unmarked. Since detail in the journal is linked to pay and deductions via the GL account, this option should not be used in cases where the GL accounts are not unique for each type of pay/deduction item, or where any given pay or deduction for an employee uses more than one GL account in the current payroll year.
  - **Convert Sub-Accounts to Departments.** This option should only be marked if the *CSA* client has been converted from a Franklen *CPA-11* or *CPA-98* client where this option was also selected. The only effect of this option in *PAYMAN* conversion is to control how GL account numbers are converted. For additional information, see the Franklen *CPA-11* or Franklen *CPA-98* to *CSA* Conversion Guide.
8. Click **F5=Next** to complete the conversion of payroll and employee data. After the conversion is complete, you are returned to the Client List screen.

## IMPORTING THE CONVERTED CLIENT DATA INTO CSA

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

1. Open the *CSA* program.
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, from the Index tab of the Help Topics dialog, search on **New Client [File menu]**).

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➤ **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 *PAYMAN* 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 may click the client information fields during the conversion and paste that information into the relevant *CSA* fields.**

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3. Choose **Utilities / Data Conversion / Franklen / Payman Import**.
4. In the first field of the Franklen Payman Import dialog, specify the location of the converted *PAYMAN* data files that you wish to import into *CSA*. This will generally be *d:\FCS\EXPORT* (where *d:* represents the drive letter where *PAYMAN* is installed).  
**Example:** If your *PAYMAN* data files are on drive F, you would enter **F:\FCS\EXPORT**.
5. In the **Client to import** field, enter the *PAYMAN* Entity number for the client that you wish to import. It may be useful to print a list of clients from the *PAYMAN* program before beginning. The Print List of Clients report will show the entity number 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.

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## **Conversion Notes and Exceptions**

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

After importing *PAYMAN* information into *CSA*, you will need to set up the local tax information that is used by your clients.

### **Multiple Locality Codes**

*PAYMAN* supported eight Local withholding codes for a single client, which were not entered as a “global” setup code.

The conversion adds the *PAYMAN* locality codes as needed to the list of available localities in *CSA* (in the Setup / System Configuration / Payroll Tax Information / Local dialog), and the conversion will add local withholding items for those localities to all applicable employees. However, the conversion is unable to set up the actual local tax tables and withholding information within *CSA*. This information will have to be set up manually after your have processed the conversion.

To add the local tax setup information in *CSA*, please complete the following steps:

1. From the *CSA* main window, choose Setup / System configuration / Payroll Tax Information / Local.
2. Click the Add button and then enter the locality name in the description field and the effective date of the tax.
3. Enter any allowances, fixed deduction, or credit amounts on the General tab.
4. If your local tax is calculated using tables, click the “tables” button and enter applicable information. If your local tax is calculated based on a percentage of wages, enter than information on the Special Calculations tab.

## **Support**

### **Web Site**

If you have questions or need assistance, you can visit our Web site at [www.CreativeSolutions.com](http://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 *Payroll Solution*. Normal weekday support is from 9:00 AM to 8:00 PM Eastern Time.