ProSystem fx Trial Balance to Trial Balance CS Conversion Guide

The **Utilities / Data Conversion / ProSystem fx Trial Balance** command in *Creative Solutions Accounting*™ *(CSA)* is provided for the conversion and import of client data from ProSystem fx Trial Balance 2004 versions and higher to *Trial Balance CS*™ within *CSA*.

This conversion guide explains in detail the steps to convert ProSystem fx Trial Balance client data, identifies items both converted and not converted, documents exceptions that may be encountered during the conversion process, and provides suggestions for reviewing converted data. Use this document as a primary reference for the ProSystem fx Trial Balance data conversion.

Read this entire document prior to starting the conversion of client data.

Conversion program overview

The overall objective of the ProSystem fx Trial Balance to *Trial Balance CS* conversion utility is to provide an accurate and comprehensive conversion of your ProSystem fx Trial Balance data to *Trial Balance CS* in *CSA*.

Due to differences in processing calculations, data file storage, and data structures between the ProSystem fx Trial Balance software and the *Creative Solutions Accounting* software, some data cannot be converted.

Important! Additions and/or modifications to the converted client data in *Trial Balance CS* may be required after the conversion to exactly duplicate the trial balance client information in *Trial Balance CS* from a ProSystem fx Trial Balance client.

Processing steps required for each client prior to running the conversion program

Steps in ProSystem fx

It is important to perform the following tasks in ProSystem fx Trial Balance prior to converting the client:

1. Verify that the year information for the client is set up correctly. To do so, open the client in ProSystem fx Trial Balance and choose **Setup / Years**.

2. We recommend that you run the **Options / Maintenance / Rebuild – All** option in ProSystem fx Trial Balance to help prevent potential discrepancies.

3. We recommend that you take note of the path for the ProSystem fx data so that you can easily point to it from the **Utilities / Data Conversion / ProSystem fx Trial Balance Conversion** dialog in *CSA*.

Important! Because ProSystem fx Trial Balance does not have a standard Chart of Accounts mask, you may need to renumber some accounts in ProSystem fx Trial Balance prior to the conversion. You will also need to renumber the accounts in journal entries and transactions. For more information in *CSA* about acceptable mask and account number formats, choose **Help / Chart of Accounts** from the Index tab of the Help Topics dialog.

Creating the client in CSA

It is important to download and apply all available *CSA* software updates via *CS Connect*™ prior to converting data to *Trial Balance CS*. Updates to features of the *CSA* modules are made regularly, and using the current version will help to ensure the accuracy of the conversion.

The *Trial Balance CS* client must be created in *CSA* prior to converting the client from ProSystem fx Trial Balance.

1. Start *CSA* by clicking the desktop icon for *Creative Solutions Accounting*.

2. On the Trial Balance tab or General Ledger tab of the **File / New Clients** dialog, set up a Chart of Accounts mask for the *Trial Balance CS* client. Be sure to verify that all accounts conform to that format.

3. Enter the Fiscal Year End date as it appears in the ProSystem fx Trial Balance program.

Converting ProSystem fx Trial Balance data files into Trial Balance CS

Note that the conversion process does **not** modify existing ProSystem fx Trial Balance client data.

Use the following steps to covert the ProSystem fx Trial Balance data files into *Trial Balance CS*.

1. In *CSA*, choose **Utilities / Data Conversion / ProSystem fx Trial Balance** to open the conversion dialog.

2. In the Location of ProSystem data field, specify the path to the AVISION folder.

3. Enter the client number in the Client to Import field or select the company from the drop-down list.

4. Click the Import button to start the conversion.

5. Once the conversion is complete, be sure to make the necessary changes or corrections to the converted data as specified in the sections of this document entitled "Items transferred during conversion of data from ProSystem fx Trial Balance" and "Conversion notes and exceptions."

Items transferred during data conversion from ProSystem fx Trial Balance

The following information is provided to identify information in ProSystem fx Trial Balance that will convert to *Trial Balance CS*. The tables are organized by fields in ProSystem fx Trial Balance and denote the necessary *CSA* screen navigation.

Chart of Accounts information

ProSystem fx Trial Balance 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 Description	Description	
Current Year Balances	Balance	See "Conversion notes and exceptions" for more information on the conversion of the current year balances.
Prior Year Balances	*<year>* Balance	Up to 9 prior years' balances are converted. See "Conversion notes and exceptions" for more information on the conversion of the prior year balances.
Current Year Budget Balances	Budget	See "Conversion notes and exceptions" for more information on the conversion of budget balances.
Prior Year Budget Balances	*<year>* Budget	Up to 9 prior years' budget balances are converted. See "Conversion notes and exceptions" for more information on the conversion of budget balances.
Tax Line	Tax Code	See "Conversion notes and exceptions" for more information on the conversion of tax codes.

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Journal entries

ProSystem fx Trial Balance field name	*CSA* menu navigation *CSA* field name	Comments and additional information
	Tasks / Adjusting Journal Entries	
XJE No.	Reference	
JE Type	Entry Types	All journal entry types (Adjusting, Reclass, Tax, and Prior Adjusting) are converted. Prior Adjusting entries are converted as Potential Journal entries in *Trial Balance CS*.
Date	Date	
Account	Account	
Description	Description	
Debit/Credit	Amount	

Grouping codes and subcodes

ProSystem fx Trial Balance field name	*CSA* menu navigation *CSA* field name	Comments and additional information
	Setup / Grouping Schedules	
Lead/Subleads	Grouping Schedule Description	See "Conversion notes and exceptions" for more information on the conversion of leads and subleads.
Lead	Code	
Lead Description	Code Description	
Sublead	Subcode	
Sublead Description	Subcode Description	

Conversion notes and exceptions

This section provides details on conversion notes and exceptions between ProSystem fx Trial Balance data and the converted *Trial Balance CS* data. Conversion exceptions may include differences in field lengths between ProSystem fx Trial Balance and *Trial Balance CS*, manipulation of ProSystem fx Trial Balance data to conform with *CSA* requirements, and so forth.

Account number

While ProSystem fx Trial Balance does not have a Chart of Accounts mask setup available, most of your accounts will be entered using a similar format. *CSA* requires a Chart of Accounts mask to be set up and requires that all accounts conform to that format. For more information about acceptable mask and account number formats, search on **Mask for chart of accounts** from the Index tab of the *CSA* Help Topics dialog. Listed here are some examples of differences you may see:

- Leading zeros are not allowed in *CSA*. During the conversion process, leading zeros will be removed from the account number.

- Alphanumeric characters and separators (hyphens and slashes, plus a single decimal) are allowed in the *CSA* Chart of Accounts mask. If your accounts in ProSystem fx Trial Balance contain other characters, you will need to renumber the accounts prior to the conversion.

- While multiple separators (hyphens and slashes) can be used in the *CSA* Chart of Accounts mask, only one decimal can be used. If your accounts in ProSystem fx Trial Balance contain more than one decimal, you will need to renumber the accounts prior to the conversion.

Account type

The type of account (asset, liability/equity, revenue, or expense) can be converted only if the lead or sublead assigned to the account is also assigned a classification in ProSystem fx Trial Balance. If you have not set up this information in ProSystem fx Trial Balance, you will need to enter this information in manually in the **Setup / Chart of accounts** window in *CSA*.

Processing periods and balances

Annual data with transactions enabled

Clients that are set up in ProSystem fx Trial Balance as annual clients that allow transaction data entry can be converted into *CSA*. The transaction detail is **not** converted, instead it becomes the unadjusted balance for the client in *CSA*. All annual journal entries are converted.

Annual data with transactions disabled

Clients that are set up in ProSystem fx Trial Balance as annual clients without transaction data entry can be converted into *CSA*. The unadjusted balance is converted into *CSA* with all annual journal entries.

Interim data with transactions enabled

Clients that are set up to be processed with interim periods and allow transaction data entry can be converted into *CSA*. The transaction detail is **not** converted into *CSA*. The unadjusted balance for each period is converted into *CSA*. Journal entries that affect the annual adjusted balance are converted based on the annual period processing option that is selected for each year of data converted. For example, if year 2004 calculates annual data based on monthly journal entries, then only monthly journal entries are converted into *CSA*. If year 2003 calculates annual data based on data entry, then only annual journal entries are converted into *CSA*.

Interim data with transactions disabled

Clients that are set up to be processed with interim periods without transaction data entry can be converted into *CSA*. Period detail is not converted, but the annual unadjusted balance is converted into *CSA*. In addition, journal entries that affect the annual adjusted balance are converted based on the annual period processing option that is selected for each year of data converted.

Important! If the client is set up as an interim client in ProSystem fx Trial Balance and transactions are disabled, we recommend that you mark the **Interim periods processing** option to use year-to-date comparisons to calculate nominal accounts for the client. If this option is **not** marked for all of the years of data being converted, you will receive a warning message. At that point, we recommend that you stop processing the conversion, open the client in ProSystem fx Trial Balance, mark the Interim periods processing option, and verify the data in ProSystem fx Trial Balance prior to processing the conversion.

Budget balances

ProSystem fx Trial Balance allows you to keep two different budget balances in addition to annual and interim budget balances. Only the **Annual Budget 1** balances are converted into *CSA*. If the client is an interim client in *CSA*, the Annual Budget 1 balance from ProSystem fx Trial Balance is divided evenly between all periods in the *CSA* client.

Amount limitations

ProSystem fx Trial Balance allows amounts up to 99,999,999,999,999.99. However, *CSA* allows for amounts only up to 999,999,999.99. Amounts over 999,999,999.99 convert into *CSA*, but several areas of *CSA* do not support those amounts. You will need to adjust those amounts to prevent calculation errors.

Tax lines

Most tax lines assigned in ProSystem fx Trial Balance are converted to use the corresponding tax code in *CSA*. However, some tax lines used in ProSystem fx Trial Balance are not applicable in *CSA*. If you are bridging with a tax product such as *UltraTax CS*(TM) or *GoSystem Tax*, you will need to verify that the *CSA* tax codes in the **Setup / Chart of Accounts** window are correct.

Subleads

ProSystem fx Trial Balance allows subleads to be up to 8 characters in length. Subcodes in *CSA* are limited to 5 characters. Subleads in ProSystem fx Trial Balance greater than 5 characters, are truncated to 5 characters in *CSA*. You can modify the subcodes after the conversion in the **Setup / Grouping Schedules** dialog within *CSA*. In addition, you can reassign grouping codes and subcodes in the **Tasks / Trial Balance** window.

Important! If you have subleads that have the same first 5 characters, only one of the subleads is converted and that sublead is assigned to the accounts. If this is the case, we recommend that you modify the sublead code in ProSystem fx Trial Balance to 5 or fewer characters prior to converting the data.

Items not converted during data conversion

Although most data from ProSystem fx Trial Balance is converted, some data cannot be converted due to differences in program features and data structures between ProSystem fx Trial Balance and *CSA*. The following items are not converted.

General client information

Client name, address, EIN, entity type, and fiscal year end are not converted. This information may be added to general information in the *CSA* Client Properties dialog during the client setup or after the conversion has been completed.

Chart of Accounts information

The account type is converted from ProSystem fx Trial Balance into *CSA;* however, the classification information is not used in *CSA* and therefore is not converted. The workpaper Reference number does not convert; you can enter a workpaper reference directly in the **Tasks / Trial Balance** window in *CSA*. Account segments do not convert.

Data elements

Data elements in ProSystem fx Trial Balance are not used in *CSA* and therefore are not converted.

Groups and ratio groups

Groups and ratio groups entered in ProSystem fx Trial Balance are not converted.

Financial statements

Reports, workpapers, and financial statements cannot be converted.

Transactions

Transaction detail entered in the transaction grid in ProSystem fx Trial Balance cannot be converted into *CSA*. However, the amount is included in the period balance amount in the *CSA* Chart of Accounts.

Journal entries

Journal entries that are set up using tax lines instead of account numbers in ProSystem fx Trial Balance cannot be converted.

Funds

Funds and fund types are not converted.

Verifying your converted data

Although the conversion utility has been designed to convert your data as accurately as possible, careful examination of the converted client is recommended.

Complete the following steps after the conversion has finished:

1. Make all the necessary changes as noted in the "Conversion notes and exceptions" section of this document.

2. In ProSystem fx Trial Balance, print a current-year Trial Balance Report and a 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 in the ProSystem fx Trial Balance reports does not match the information in 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.

Support

CSA Help

For step-by-step procedures in *CSA*, refer to the help topics. To learn how to use help, choose **Help / CSA Help Topics**, then search on **Help:using help** from the Index tab of the Help Topics dialog.

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 Service**.

Product Support

To speak with a Product Support Representative, please call the CS HelpLine at 800-968-0600, press **3** for support on accounting products, and then listen to the options available before pressing the number for your software product. Normal weekday support is from 9:00 a.m. to 8:00 p.m. eastern time.