Pro Tym Thunder Payroll to Creative Solutions Accounting Conversion Guide

The Utilities / Data Conversion / Pro Tym / Thunder Payroll Import command is provided to import data conversion files from Pro Tym Thunder Payroll into the *Payroll Solution® (PRS)* module within the *Creative Solutions Accounting*™ (*CSA*) family of software.

This conversion guide explains the necessary steps to convert your data, identifies the fields that will not be converted, and documents exceptions that you may encounter during the conversion process. The last section of this document explains the steps you should take to verify the converted data and to make any additional data updates that may be required.

Read this entire document prior to starting the conversion of client data. You may refer to this document for all information regarding this conversion.

Note: To become familiar with the *PRS* software prior to converting payroll data for any client, we recommend that you read and complete the steps in the *Payroll Solution Tutorial*, which is available both in hardcopy format and in PDF. The PDF is accessible by choosing **Tutorial** from the Index tab of the *CSA* Help Topics dialog.

Conversion program overview

To run the conversion program, you must be using a Windows 95 or later operating system. (It cannot be run in a DOS-only or Windows 3 environment.)

The objective of the Pro Tym Thunder Payroll to *CSA* conversion is to provide accurate and comprehensive conversion of data from a Pro Tym Thunder Payroll client. However, due to differences in processing, calculations, and data file storage between the Pro Tym software and the *Creative Solutions Accounting* software, some data cannot be converted.

Some manipulation of your data in Pro Tym may be required prior to conversion. After the conversion, you will need to make additions and/or modifications to the converted client data to duplicate exactly in *CSA* all of the information found in the Pro Tym client.

Note: Payroll check information is **not** converted from Pro Tym 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.

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

- The client's Entity Number in Pro Tym.
- The client's current payroll period end date.
- The pay frequency.
- Any applicable federal and state withholding / FUI / SUI ID numbers.

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Important! Do **not** close out the year for your Pro Tym client before you begin the conversion process. For further details, refer to the section of this guide entitled “Converting at year end,” which begins on page 3.

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

- You **must** download and apply all available *CSA* software updates from *CSI Connect* prior to running the conversion and import. Creative Solutions continually updates the data import feature of our software, and you must be on the most current version to ensure the accuracy of your conversion.
- Verify that the Payroll Year and Period dates have been set up in Pro Tym. In addition, you must have the client set up in the W2 setup screen or you will receive a “Client not in PQW2.Dat” file error during the conversion.
- The conversion process includes only paychecks that have been updated and posted. Before you begin the conversion of any client, you should verify in Pro Tym that all relevant paychecks have been properly posted. Be sure that the posting process has been completed, that you are in balance, and that the paychecks have posted without errors.
- Before importing the conversion files, you need to set up Withholding and SUI (SUTA) ID numbers for the client, for each applicable state, in the Payroll tab of the File / New Client dialog or the File / Client Properties dialog in *CSA*.

Downloading and installing the Pro Tym conversion program

Use the following steps to download and install the Pro Tym to *CSA* conversion program from the Creative Solutions website.

1. Open the *Creative Solutions Accounting* software. From the menu bar in the *CSA* main window, choose **Help / On the Web / Product Support and Service**. This opens your web browser and registers your firm’s login information.

2. Under the Knowledgebase section of the Support page, choose **Access Knowledgebase** and then choose **Creative Solutions Accounting**.

3. Under the Most Frequent Issues section, choose **Conversions** / **Pro Tym** / **Thunder Payroll**. Click the **Yes, I have printed and read the Conversion Guide** link, and the click the **Pro Tym Payroll to CSA Conversion** link. In the topic that opens, click the **Pro Tym Payroll to CSA Conversion** link to begin the downloading the conversion program file.

4. At the File Download prompt, choose to save the download file (P073102.ZIP) to disk and then specify the drive and folder where your Pro Tym software is installed. For example, if you installed to the default location, that would be **c:\PTS**.

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5. To extract the conversion program setup file from the ZIP file just downloaded, you will need to have a program such as WinZip already installed on your computer. Using My Computer or Windows Explorer, navigate to the folder location where you saved the downloaded ZIP file (c:\PTS) and double-click the file called **P073102.ZIP.** You should choose to extract the file PCCSI.EXE to the same folder location (c:\PTS). A prompt will indicate when the unzip process has been completed successfully.

6. After the installation is complete, you may delete the downloaded ZIP file from the **c:\PTS** folder.

Converting the client data prior to import into CSA

Converting at year end

Important! To convert your client, please be sure **not** to close out the year in Pro Tym. If you were to close out the year in Pro Tym, no pay or deduction items would have balances, which would cause the creation of import files to stop during the import phase of the conversion to *CSA*. You would receive the message **No Detail** when attempting to create the import files.

Use the following steps to convert Pro Tym client data prior to import into *CSA*.

1. Start the Pro Tym Thunder Payroll program by clicking the desktop icon.

   Note: If using a **network** installation of the Pro Tym software, first be sure that all other workstation users have exited the program and then open the program from the workstation where the actual data conversion will be performed.

2. Start the Pro Tym conversion program by choosing **Option 8, Utilities**, and then choosing **Option A, Export to Creative Solutions**. (Please note that for this option to be available, you will need to have already installed the Pro Tym Thunder Payroll second-quarter 2002 program update.)

3. Enter the client number or select **?** to view a list of clients. From the client list, select the client (entity) you wish to convert by highlighting the client name. Press **ENTER** to continue.

   Notes

   - Choosing **Y** in response to “Clear amounts in the conversion file” will cause your employee records to convert without year-to-date amounts for their pay, deduction, and withholding items.
   - If you previously converted the client, a warning prompt will alert you that export files already exist. You will need to choose whether to cancel the process by pressing [ESC] or to proceed and overwrite the existing files. Press **Y** to Continue.

4. After the conversion file has been created, the program returns you to the main menu. You can choose either to export another client or to import the exported client into *CSA*.

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Importing the converted client data into CSA

Use the following steps to convert and import a Pro Tym client into *CSA*.

1. Open the *CSA* program.

2. Create a new client in *CSA* by choosing **File / New Client**. The Add/Remove Modules dialog opens automatically and, after you select the desired modules, the New Client dialog opens.

Notes

- To use the full-featured payroll functions in *CSA*, select both *Payroll Solution* and *Payroll Compliance Solution*™ in the Add/Remove Modules dialog.
- If the client is also a write-up client, you may select the *General Ledger Solution*™ module at this time. If you add the *General Ledger Solution* module, be sure to specify the dates in the General Ledger tab of the *CSA* New Client dialog exactly as they are currently specified in Pro Tym Lightning General Ledger. (If converting a client's data from Pro Tym Thunder Payroll, you do **not** need to export payroll information from Pro Tym Lightning General Ledger.)
- For more information on creating a new client in *CSA*, choose Help / CSA Help Topics and then search on **New Client [File menu]** from the Index tab of the Help Topics dialog.

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3. In the Payroll tab of the New Client dialog, specify the current payroll period end date exactly as it appears in Pro Tym Thunder Payroll. Also, in the State Tax Information grid, enter the state withholding and SUI (SUTA) ID numbers for each applicable state.

4. In the Calculating Payroll tab of the New Client dialog, specify the default payroll frequency as it appears in Pro Tym Thunder Payroll.

5. To begin the import of converted data, choose **Utilities / Data Conversion / Pro Tym / Thunder Payroll Import**.

6. In the first field of the Pro Tym Thunder Payroll Import dialog, specify the location of the converted Pro Tym data files that you wish to import into *CSA*. This will generally be ***d:*\PTS\DATA** (where ***d:*** represents the drive letter where Pro Tym is installed).

   Example: If your Pro Tym data files are on drive F, you would enter **F:\PTS\DATA**.

7. In the **Client to import** field, specify the Pro Tym Entity number for the client that you wish to import. It may be useful to print a list of clients from the Pro Tym program before beginning. The Print List of Clients Report will show the entity number and the company name.

8. If you wish to convert the employee earnings totals, mark the **Convert Employee Earnings** checkbox.

9. Click the **Import** button.

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Note: If you are converting at year end, please continue with steps 10 and 11.

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10. Verify that the employee general information, pay, deduction, and withholding descriptions have been imported into *CSA*. After verifying that your item descriptions have been imported correctly, you may continue your year-end processing in Pro Tym.

11. To begin processing payroll for the **new** year in *CSA*, you must first close to the new payroll year in *CSA*, as follows:

    a) Verify that the client's PR period (as shown on the status bar in the lower right-hand corner of the *CSA* main window) is 12/31/***xx***, where ***xx*** represents the current year.

    b) Choose **File** / **Select Period to Process**, select the **Change Payroll Processing Period Only** option, and then click OK.

    Note: If you are licensed for *Payroll Solution* only, the program lists just the payroll processing periods.

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    c) Click the **Close to Next Year** button.

Conversion notes and exceptions

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

Company matching information

If your client has company match information for retirement benefits or other items, these amounts cannot be converted from Pro Tym Thunder Payroll. You will need to set up this information manually in *CSA* after you have successfully imported the client data.

Training tax

Although Pro Tym enables you to set up and produce "Training Tax" returns for certain states, this information cannot be imported into *CSA*. After you have imported the client data into *CSA*, you will need to set up a withholding item for training tax (similar to SUTA).

Employee departments

While Pro Tym does not enforce the use of departments, after the data has been imported the *CSA* software assumes that each employee has been assigned to at least one payroll department. If you entered a department number and description in Pro Tym, that information will be converted correctly. For an employee belonging to more than one department, all earnings information will convert into the employee's **home** department. For a client that did not use departmental processing in Pro Tym, the conversion process automatically creates a department **01** in *CSA* and assigns each employee to that department.

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Converting a client mid-year

While Pro Tym creates pay and deduction items at the client level (client by client), *CSA* enables you to set up pay and deduction items across multiple companies (global items). If multiple clients use the same named pay or deduction items in Pro Tym, the item is converted only once. *CSA* will recognize that the item already exists and, thus, will not create or add a duplicate pay, deduction, or withholding item more than once into the program.

After converting a client, please verify the setup of payroll items in *CSA*:

- Verify the tax setup of the global payroll items by choosing Setup / System Configuration and then choosing Pay Items, Deduction Items, or Withholding Items.
- Review each employee's pay and deduction items (from the *CSA* Setup / Employees window).

Direct Deposit information

Direct deposit information for a client's employees cannot be converted from Pro Tym Thunder Payroll. You will need to set up this information manually after you have successfully imported the client data into *CSA*.

Checkbook information

All checkbook information available in Pro Tym is converted to *CSA*. However, additional checkbook setup information is required in *CSA* prior to running a payroll, including check layout information, MICR setup, and so forth. For details, please refer to the *CSA* online help; search on **Checkbook setup** from the Index tab of the *CSA* Help Topics dialog.

Multiple locality codes

Pro Tym supports multiple local withholding codes for multiple departments for a single client. The conversion adds the Pro Tym locality codes as needed to the list of available localities in *CSA* (in the Setup / System Configuration / Payroll Tax Information / Local Tax Information dialog), and the conversion also adds local withholding items for those localities to all applicable employee records. However, the conversion is not able to set up the actual local tax tables and withholding information within *CSA*. You will need to set up this information manually after your have processed the conversion. In addition, if a department has just one locality, that tax is placed in the local withholding field. If a department has more than one locality, you will need to set up any additional withholdings in the relevant employee records and specify the appropriate amounts.

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. In the General tab of the Local Tax Information dialog, click the **Add** button and then enter the locality name in the Description field and the effective date of the tax. Also specify any allowances, fixed deduction, or credit amounts.
3. If the local tax is calculated using tables, click the **Tables** button and enter the applicable information.

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4. If the local tax is calculated based on a percentage of wages, enter that information on the Special Calculations tab.

Items not converted during data conversion

This section provides a list of the information that cannot be converted due to differences in data file structures between Pro Tym Thunder Payroll and *CSA*.

Prior to importing the converted data into CSA

The following items should be entered manually in *CSA* during the initial setup of the client **prior to** importing the converted data:

- **Employer information.** Company name, address, city/state/zip, phone number, federal and state reporting IDs, SUTA information, check setup information, special payroll report formats, and so forth.

After importing the converted data into CSA

The following items need to be entered or edited manually **after** importing the converted data into *CSA*:

- **Employee information.** Date terminated, last review date, next review date, next raise date, ethnic code, miscellaneous ID code and description, manager status, sex, and so forth.
- **Check/report setup information.** MICR encoding information, W-2 formatting, tax deposit setup information, departmental information (except number and name), and so forth.
- **Non-employee compensation.** This 1099 item is converted. Other 1099 items need to be added as global items in *CSA* and then also added for each 1099 vendor in the Distributions tab of the Setup / Vendors dialog in *CSA*.

Support

Online Help

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

Website

If you have questions or need assistance, you can visit our website at CreativeSolutions.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 CSI Help Line at 800-968-0600, press **3** for accounting support, and then listen to the options available before pressing the number for your product. Normal weekday support is available from 9:00 AM to 8:00 PM Eastern Time.