

UniLink Payroll*Plus or Payroll*32 to Creative Solutions Accounting Conversion Guide

The **Utilities / Data Conversion** command in *Creative Solutions Accounting (CSA)* can be used to import data conversion files from *UniLink Payroll*Plus* or *UniLink Payroll*32* 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.

You may refer to this document for all information regarding this conversion.

Please review this document in its entirety before actually beginning the conversion process for a client.

CONVERSION PROGRAM OVERVIEW

The overall objective of the *UniLink* to *CSA* conversion utility is to provide a comprehensive conversion of your *UniLink* data to *CSA*. However, due to differences in processing calculations and data structures between *UniLink* and *CSA*, some *UniLink* data cannot be converted. **Therefore, you should not expect to exactly duplicate results from *UniLink* using the converted data without adding or modifying the appropriate data in *CSA*.**

Note: Check-level payroll information is **not** converted from *UniLink* 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 *UniLink* may be required prior to conversion.

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

- The client's Entity Number in *UniLink*.
- The client's 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

- 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.
- The conversion process includes only paychecks that have been printed. Before you begin the conversion of any client, you should verify in *UniLink* that all relevant paychecks have been properly posted. Be sure that the posting process is 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 in *CSA* — for each applicable state in the Payroll tab of the File / New Client dialog or the File / Client Properties dialog. (You can copy and paste the first State ID number from the conversion program into the **State tax information** grid on the Payroll tab if you have both open at the same time.)

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- If converting from *UniLink Payroll*Plus*, you must verify that the Beginning and Ending Pay Dates have been entered in the Maintenance / Employer / Payroll Configuration dialog for the conversion to complete.

INSTALLING THE UNILINK CONVERSION PROGRAM

Use the following steps to install the *UniLink* to *CSA* conversion program from the *Creative Solutions Accounting* CD. We are providing a single conversion program that will convert your *UniLink*Plus* or *UniLink Payroll*32* client data into *CSA*. You need to complete the following installation steps only once.

1. Insert the *Creative Solutions Accounting* CD in your CD drive.
2. From the Windows Taskbar, click the Start button and choose Run.
3. Enter the command **d:\UL2CSI\UL2CSISetup.exe** (where **d** represents the CD drive that contains the *CSA* CD).
4. Click the Install button to begin the installation and then follow the prompts that appear on the screen.
5. After the conversion program has been successfully installed, store the CD in a secure place.

CREATING THE UNILINK PAYROLL*PLUS IMPORT FILES

Use the following steps to create the conversion file of client data from *UniLink Payroll*Plus*. Do **not** open or use the *UniLink* software while using the *UniLink* to *CSA* conversion program.

1. Start the *UniLink Payroll*Plus* to *CSA* conversion by double-clicking the **UL2CSI** shortcut icon on your desktop.
2. In the Utility window that appears, enter the path for the *UniLink Payroll*Plus* program file location, or click the Folder button to browse to the location, and then choose **Begin**.
3. Select the client you wish to convert and click **Next** to continue.
4. Click **Next** to continue past the Application Configuration window.
5. Specify the file location where the conversion files are to be stored. The default location is **C:\Program Files\UniLink\Data**. Click **Next** to continue.
6. If the information on the next window is correct, click **Finish** to complete this portion of the conversion. Click **Back** if you wish to change any of the information on the previous windows.
7. After the conversion file has been created, the program returns you to the main conversion utility window. You can choose either to convert another client or to import the converted client into *CSA*.

CREATING THE UNILINK PAYROLL*32 IMPORT FILES

Use the following steps to create the conversion file of client data from *UniLink Payroll*32*. Do **not** open or use the *UniLink* software while using the *UniLink* to *CSA* conversion program.

1. Start the *UniLink Payroll*32* to *CSA* conversion by double-clicking on the **UL2CSI** shortcut icon on your desktop.
2. From the utility window that appears, choose the option **Convert from UNITY*32** and enter the path for the *UniLink Payroll*32* data file location, or click the Folder button to browse to the location, and then enter the *CSA* client ID.
3. Click **Begin** to run the conversion.
4. After the conversion file has been created, the program returns you to the main conversion utility window. You can choose either to convert another client or to import the converted client into *CSA*.

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IMPORTING THE CONVERTED CLIENT DATA INTO CSA

Use the following steps to convert and import the conversion file of client data from *UniLink Payroll*Plus* or *UniLink Payroll*32* into *CSA*.

1. Open the *CSA* program.
2. Create a new client in *CSA* by choosing **File / New Client**. (For more information on creating a new client, choose **Help / CSA Help Topics** and then; from the Index tab of the Help Topics dialog, search on **New Client [File menu]**).

Note: When adding the client to *CSA*, you must specify the current period end date, current fiscal year end, current payroll end date, and payroll frequency exactly as entered in *UniLink* for this client. If you wish to use full-featured payroll functions in *CSA*, be sure to select both the *Payroll Solution* and *Payroll Compliance Solution* modules. If you plan to convert GL information from *UniLink WriteUp*32* or *WriteUp*Plus*, you will also need to select the *General Ledger Solution* and *Financial Reporter Solution* modules when adding the client. The current period and current fiscal year end dates will need to be entered in the General Ledger module exactly as they are in *UniLink*.

Note that calculating or (live) Payroll must be converted **prior to** converting Write-Up information.

3. From the *CSA* Utilities menu, choose **Data Conversion / UniLink / Payroll*Plus** or **Payroll*32**.
4. In the first field of the *UniLink* Payroll Import dialog, specify the location of the converted *UniLink* data files that you wish to import into *CSA*. This will generally be *d:\Program Files\UniLink\Data* (where *d:* represents the drive letter where the conversion files have been created).
Example: If your *UniLink* conversion files are on drive F, you would enter **F:\Program Files\UniLink\Data**.
5. In the **Client to import** field, specify the *UniLink* client by selecting it from the drop-down list. It may be useful to print a list of clients from the *UniLink* 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.

CONVERSION NOTES AND EXCEPTIONS

The following section details all known conversion exceptions between *UniLink* data and the converted *CSA* data. Conversion exceptions may include differences in field lengths between *UniLink* and *CSA*, required parsing of information from one field in *UniLink* to multiple fields in *CSA*, manipulation of *UniLink* data to conform to *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 *UniLink Payroll*. You will need to manually set up this information after you have successfully imported the client into *CSA*.

Training Tax

Although *UniLink* 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 company withholding item for training tax (similar to SUTA).

Employee Departments

While *UniLink* 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 default department number and description in *UniLink*, that information will be converted correctly. However, for a client that did not use departmental processing in *UniLink*, the conversion process automatically creates a department **1** in *CSA* and assigns each employee to that department.

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Direct Deposit Information

Direct deposit information for your client's bank cannot be converted from *UniLink*. You will need to set up this information manually after you have successfully imported the client data into *CSA*. Choose Utilities / Direct Deposit.

Multiple Locality Codes

UniLink supports multiple Local withholding codes for multiple departments for a single client. The conversion adds the *UniLink* 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 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 imported the conversion files into *CSA*. In addition, if a department has just one locality, that tax is placed in the local withheld field. If a department has multiple local codes, the tax amounts are added together and recorded as another deduction. You will then need to set up the local codes and withholdings and break these amounts out of the other deduction field.

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 your local tax is calculated using tables, click the Tables button and enter applicable information.
4. If your local tax is calculated based on a percentage of wages, enter that information on the Special Calculations tab.

Payroll Checks

Payroll checks cannot be converted. Therefore, check-based reports will be unavailable immediately after the conversion.

Earnings history will convert for each of the employees. You will have the ability to print any earnings-based reports such as Earnings History Reports, Payroll Tax Summary, and W-2s.

Other Conversion Data Issues

This section provides other information that cannot be converted due to differences in data file structures between *UniLink Payroll* and *Creative Solutions Accounting*.

Prior to importing the converted data into *CSA*, you need to manually enter the following client information into *CSA*:

- **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*, you need to manually enter the following client information 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.
- **Taxability of pay, deduction, or withholding items.** If an item already exists in the *CSA* global file, a duplicate item will not be added to *CSA*. For example, assume you have already converted client ABC, which has a deduction item called "medical insurance" that is pretax for all federal, state, and local taxes. Now assume that you wish to convert client DEF, which includes a deduction item called MEDICAL INSURANCE that is only pretax for FICA-Social Security and FICA-Medicare. In this case, the item called MEDICAL INSURANCE is **not** added into *CSA* because a deduction item of that same name already exists in the *CSA* global file.

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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 *Payroll Solution*. Normal weekday support is from 9:00 AM to 8:00 PM Eastern Time.