

Workpapers Plus for Windows to CSA (Trial Balance CS) Conversion Guide

The **Utilities / Data Conversion / Workpapers Plus** command in *Creative Solutions Accounting™* (CSA) is provided to convert your client data from Workpapers Plus for Windows (WPPW) version 4.x into *Trial Balance CS™* 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. Refer to this document for all information regarding this conversion.

Conversion program overview

The overall objective of the WPPW to CSA conversion utility is to provide you with an uncomplicated conversion of your WPPW Chart of Accounts and opening balances to the *Trial Balance CS* program in CSA. Due to differences in processing calculations and data structures between WPPW and CSA, some WPPW data cannot be converted.

Therefore, you should not expect to exactly duplicate results from WPPW 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.”

Processing steps required for each client prior to running the conversion

The conversion to CSA accepts up to 11 digits for a GL account number. WPPW allows for 16 alphanumeric characters to be used for a GL account number. If you used any alphanumeric characters other than 0-9 for an account number, you will need to renumber your GL Chart of Accounts in WPPW before running the conversion. Likewise, you will need to renumber your GL Chart of Accounts if you used an account number greater than 10 digits (including separators).

For more information about the Chart of Accounts mask, see the section of this document entitled “Conversion Notes and Exceptions.”

Converting WPPW data files into CSA

Complete the following steps to import a WPPW client into CSA.

1. Start the *CSA* program by clicking the shortcut icon on your desktop.
2. Create a new client in *CSA* by choosing File / New Client. (For more information on creating a new client, search on **New Client [File menu]** from the Index tab of the *CSA* Help Topics dialog.)

Note: When you add a new client to *CSA*, you must enter the current fiscal year-end date as it appears in the WPPW program. If you have added the General Ledger module for the client, you will also need to make sure that information in the Current Period Ending and the Number of Periods in Current Year fields matches the information in the client setup in WPPW.

3. Choose Utilities / Data Conversion / Workpapers Plus.
4. In the first field of the Workpapers Plus Conversion dialog, enter the location of the WPPW data files.
5. Enter the company ID in the Client to Import field or select the company from the drop down list.
6. Select the WPPW processing frequency from the drop down list.
7. Click the Import button.
8. When the conversion is complete, you should 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 WPPW” and “Conversion Notes and Exceptions.”

Items transferred during conversion of data from WPPW

The following table is provided to identify fields in WPPW that are converted to *CSA*. The table is organized by screens in WPPW and *CSA* and denotes the necessary *CSA* screen navigation.

General ledger account information

WPPW 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	
Account Name	Description	
Current Year Opening Balances	Current Period Balance	See "Conversion Notes and Exceptions" for more information on the conversion of current-year balances.
Tax Codes	Tax Code	See "Conversion Notes and Exceptions" for more information on the conversion of tax codes.

Items not transferred during conversion of data from WPPW

Some WPPW data cannot be converted due to differences in program features and data structures between WPPW and CSA. The following items that cannot be converted are organized by screen in WPPW.

General client information

The client number, name, address, entity type, phone number, and federal ID number cannot be converted. This information should be entered while adding the client in CSA.

Chart of Accounts information

The account type is converted from WPPW into CSA; however, the Class and Subclass information is not used in CSA and therefore is not converted.

Prior-period balances

Due to differences in data structure between WPPW and CSA, prior-period balances are not converted.

Budget amounts

Current-year budget amounts and prior-year budget amounts cannot be converted for WPPW clients.

Transactions and journal entries

Transaction detail and journal entries entered in WPPW cannot be converted into CSA. If you enter detail transactions and journal entries in WPPW, it is recommended that you convert the client at the beginning of the period before the detail has been entered in WPPW.

Analytical ratios

The industry ratio information and account ratio analysis cannot be converted.

Financial statements and workpapers

Report formats, report details, user-defined statements and workpapers, and notes for trial balances cannot be converted.

Conversion notes and exceptions

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

Chart of Accounts mask

The Chart of Accounts mask in CSA is similar in structure to the general ledger account mask in WPPW. However, there are a few differences that need to be accounted for prior to converting your clients.

- The conversion to CSA accepts numeric values in the Chart of Accounts. If any client in WPPW contains alpha characters in the account numbers, you will need to renumber your Chart of Accounts prior to converting to CSA.
- The conversion to CSA does not allow any separators to convert. WPPW allows the characters – and . to be used as separators in the Chart of Accounts. Separators are not converted to CSA. If the Chart of Accounts in WPPW has a designated separator, the Chart of Accounts converts without the separator. You may renumber your Chart of Accounts from the Setup / Chart of Accounts window in CSA by choosing Edit / Renumber Range of Accounts.

Tax codes

Most of the tax codes entered in WPPW convert to the appropriate CSA tax codes in the Chart of Accounts window. If you will be bridging your data to *UltraTax CS*,™ you should verify the CSA tax codes in the Setup / Chart of Accounts window. For more information, search on **Tax code** from the Index tab of the CSA Help Topics dialog.

GL account balance basis

WPPW allows you to keep GL balances for adjusted basis, unadjusted basis, federal tax basis, and other basis. The Opening balance from WPPW is converted into the current-period balance field in *CSA*. We recommend that you convert the client after closing the last period and before entering unadjusted balance amounts or journal entries.

Note: If you will be adding the General Ledger module to the client in *CSA* and entering transactions, you will need to convert the data into the previous period and then advance the period before converting the client data. For example, if the current period in WPPW is 5/31/06, set the client up in *CSA* in the 4/30/06 period. After converting the WPPW client, advance the period in *CSA* to 5/31/06 and enter the transactions and journal entries.

Processing periods

The processing frequency of a client in WPPW is not limited to any format. However, *Trial Balance CS* allows for processing clients on an **annual** basis only. Therefore, if you will not also be processing the client with the General Ledger module of *Write-Up CS™* in *CSA*, the client can be converted only as an annually processed client.

If you are a licensed user of the *Write-Up CS* as well as *Trial Balance CS*, you may set up the client in *CSA* with a Quarterly or Monthly frequency or with 13 periods and then convert the WPPW data.

Verifying your converted data

Although the conversion utility has been designed to convert your data as accurately as possible, there are some instances when the conversion may not convert all data correctly due to data corruption or other anomalies within the WPPW data. You should follow the steps below to verify that your WPPW data has been converted correctly.

1. After the conversion is complete, the client opens in *CSA*. Make all necessary changes as noted in the “Conversion Notes and Exceptions” section of this document.
2. In WPPW, print the Current Period Trial Balance Report.
3. In *CSA*, print the Trial Balance Report.
4. Compare the reports. If the information contained on the WPPW reports does not match the *CSA* reports, you will need to determine what journal entries and transactions were entered in WPPW and enter the journal entries manually in *CSA*. Other reports are available in both programs if you cannot determine the discrepancy using the reports listed above.

If you encounter problems during the conversion

If you encounter problems during the conversion of client data from WPPW to your *Creative Solutions Accounting* software but are unable to reconcile the data using the various reports and tools in *CSA*, contact a Creative Solutions accounting support representative.

SUPPORT

CSA Help

For step-by-step procedures in *CSA*, refer to the help topics. Choose **Help**, click the Index button in the help browser, and search on **Getting help**.

Website

If you have questions or need assistance, you can visit our website at www.CreativeSolutions.Thomson.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 CS HelpLine at 800-968-0600, press **2** for Product Support, and then listen to the available options. Normal weekday support is from 9:00 a.m. to 8:00 p.m. eastern time.