
Importing Data from CBS (DOS) to Client Bookkeeping Solution

This document describes the actions that both you and your clients should take to successfully import data from *The Checkbook Solution*[®] (DOS) into *Client Bookkeeping Solution*[®].

This document contains the following information.

- General information that applies to all clients who will be importing from *The Checkbook Solution* (DOS) to *Client Bookkeeping Solution*.
- Information specific to client data processed with the *Creative Solutions Accounting*[™] software.
- Information specific to client data processed with *The Write-Up Solution II*[®] (DOS) software.
- An attachment (TL 11682–1) that contains import information you may wish to share with your clients, including special data issues for each *Client Bookkeeping Solution* module.

Important! In order to import client data from *CBS* (DOS) to *Client Bookkeeping Solution*, your client must be using the following *CBS* (DOS) versions.

<i>CBS/Basic:</i>	Version 3.4.0 or higher
<i>CBS/Payroll:</i>	Version 3.4.0 or higher
<i>CBS/Accounts Payable:</i>	Version 3.4.0 or higher
<i>CBS/Accounts Receivable:</i>	Version 3.4.0 or higher

Any clients currently using versions of *CBS* (DOS) modules earlier than those listed above will need to update their *CBS* (DOS) software to the current version before running the import from DOS procedure.

General information

The following *CBS* (DOS) data will be imported into *Client Bookkeeping Solution*.

- All *CBS/Basic* (DOS), *CBS/Payroll* (DOS), and *CBS/Accounts Payable* (DOS) data, including current, historical, and future-dated transactions.
- All *CBS/Accounts Receivable* (DOS) customers, invoice items, sales tax, finance charges, payment terms, and glossary items, as well as the **posted** and **unprinted** *CBS/AR* (DOS) transactions. The program imports AR historical data as monthly subtotals and transaction detail. The program does not import any non-exported (as indicated by the Posted checkbox in Display EA in *CBS/AR* [DOS]) printed or handwritten invoices or any non-exported payments. Therefore, it is **highly** recommended that your client complete the import from DOS procedure **only** immediately after advancing the month in *CBS* (DOS).

If you are importing *CBS/Payroll* (DOS) data into *CBS PayCheck*, it is recommended that you back up both the client data and the global data and then complete the import from DOS procedure in your office, where your write-up software is available.

The original *CBS* (DOS) data is not affected by the import to *Client Bookkeeping Solution*. Note that existing DOS layouts are not imported into *CBS*. However, the *CBS* program includes many standard layouts, as well as an easy-to-use layout editor. You can use the *CBS* Layout Editor to create new layouts or modify existing layouts. For detailed information on the predefined forms available in *CBS Accounts Receivable* and the specific variables you can use to format your layouts, choose Help / Client Bookkeeping Solution Help Topics, double-click the “PDF files available for CBS” book, and then double-click either of the following topics.

- Predefined check and form layouts (PDF)
- *CBS Accounts Receivable* invoice and statement variables (PDF)

Before you import data from CBS (DOS)

The import from DOS procedure is very time-consuming—perhaps as long as several hours—if you are importing *CBS/Accounts Payable* (DOS) and/or *CBS/Accounts Receivable* (DOS) data. You will not be able to use the computer on which you are running the import process until the import process is complete. To ensure that the data to be converted is as reliable as possible, you should complete the following before attempting to import data.

Historical data

- Run the file compression command from Display UHc (Utilities, Historical File Maintenance, F3-Compress data files) in *CBS* (DOS).
- In *CBS* (DOS), delete any unnecessary historical files in Display UHd (Utilities, Historical File Maintenance, F3-Delete historical files).

- Clear any historical data for any client who has access to the Checkbook Reconciliation functions but has not completed a current reconciliation, and then finalize the reconciliation.

CBS/Payroll

- Verify that the client is running version 3.4.0 or higher of each *CBS* (DOS) module. The program displays the version number when it opens.
- If the client is using *CBS/Payroll* (DOS), check to see if withholding code W1 is reserved for Local withholding. If the program displays the message “Local W/H was assigned to this deduction in Display IEc” on the first line on Display IEi, this indicates that W1 is reserved for local tax. Verify that the setting in the PayCheck Miscellaneous Information display (Display UAUSPM) in *Accountant's Utilities* or the Setup / Miscellaneous Information / PayCheck tab in *Accountant's Assistant* is consistent with the client data to be imported. The program will prompt you to identify how “W1” was used (for SDI, SUI, local tax or as a deduction).
- Determine how WH2 (the 6th withholding / deduction slot) was being used in the *CBS* (DOS) payroll module. This is typically SDI, SUI, Local W/H, or a deduction item.
- If the client is withholding for SDI or SUI, you will need to know what tax ID code has been used for this. During the import process, the program will prompt you to select any codes related to SDI or SUI.
- For any client who uses linked employees and who will be processed in *CSA*, decide if you want linked employees to be converted as a single multi-department employee or as separate employees.

CBS/Accounts Receivable

- If you will be importing *CBS/Accounts Receivable* (DOS) data, you must first run the ARUTIL program to ensure that your data is as reliable as possible before attempting the import. In a DOS window, go to the location where *CBS* (DOS) is installed. (By default, this is the C:\CW> directory, where C:> represents the drive on which *CBS* (DOS) is installed.) Type ARUTIL. The program verifies data for the last active client in the DOS program. When prompted, choose the “Verify the data...” option, which is the default selection.
- For any client using *CBS/AR* (DOS), run the “Go to the Next Month” command just before importing the client data into *CBS*. The program will not import any printed/handwritten transactions that have not yet been exported, as indicated by the Posted checkbox in Display EA in *CBS/AR* (DOS).

Important! After creating the Accountant's Transfer Disk for your clients and before traveling to your client's office, you should import the data in your own office (by using the **File / Import From Accountant** command in *Client Bookkeeping Solution*) to confirm that the data on the Transfer Disk will import correctly.

At your own office

Please begin by reading this document in its entirety, and then complete the steps listed below and on the following pages for each client who will be importing *CBS* (DOS) data into *Client Bookkeeping Solution*.

For clients to be processed in CSA

Convert the WS2 client to CSA

You must use the same client ID in *CSA* that you used in *WS2*.

If the client is using the noncalculating payroll features of *CBS CheckWriter*, you will need to convert employee earnings data. If the client is using *CBS PayCheck*, do **not** convert employee earnings data.

Notes

- For more detailed information on converting from *WS2* to *CSA*, please refer to Appendix B of the *Accountant's Assistant Handbook* and the document entitled *Converting CBS/Payroll (DOS) and CBS PayCheck Clients from WS2 to CSA*, which is available when you click the **CBS Documents** link on the Support page of the Creative Solutions website (CreativeSolutions.com).
- *Accountant's Assistant* does not automatically convert data from *Accountant's Utilities* (DOS). You must first access the client data in *Utilities for Client Bookkeeping Solution* in Display UAU, where the program runs an interim conversion process.

Complete the client setup in Accountant's Assistant

Refer to Chapter 4 of the *Accountant's Assistant Handbook* for detailed information on the setup process and additional setup steps required for *CBS PayCheck*. You should complete or note the following as you are setting up each client.

Miscellaneous Information. Verify the following information in the Setup / Miscellaneous Information dialog.

- **CheckWriter tab.** Verify that the default GL account for undistributed amounts is a valid account based on your chart of accounts mask.
- **Accounts Payable tab.** *CBS Accounts Payable* supports the transfer of the accounts payable payment data into the general ledger using either the perpetual or the reversing method. If you use the **perpetual** method, the program creates an accrual entry for all new or modified payable data each month and posts AP payments through the accounts payable GL account. If you use the **reversing** method, the program creates an accrual entry for all open AP payables and posts AP payments to the individual expense accounts. To use the reversing method, mark the **Create reversing JE for Accrual Basis client** checkbox.

- **Accounts Receivable tab.**
 - You must select a GL account to use for the Accounts Receivable, Undeposited Payments, and Unearned Revenue accounts.
 - Use the fields in the **Special export option** group box to specify whether you want the exported data to contain regular posting transactions or non-posting memo transactions. This option allows a client to enter open AR activity that is already recorded in the General Ledger without creating an AR journal entry, while still providing you detail of their beginning balances journal entry.

Your client can choose whether to exclude AR transactions from the import from DOS procedure. If the client chooses this option and will be manually entering open transactions, you must mark the **Enable Receivable memo transactions** checkbox to prevent the program from reposting these transactions.

Security options. You will need to review and set up the security options for each client in the Setup / Security window. Any feature that is not available in *CBS* (DOS) will be disabled in *CBS* unless you specifically enable it.

- To allow a client to view payroll check details (such as payee name and amount) in the Checkbook window, enable the **View PR data in register context list** security option on the CheckWriter tab. If this security option is not enabled, the program denotes all payroll checks with “PR” in the checkbook register and does not display the amounts.
- To allow a *CBS Account Payable* client to write vendor checks in the *CBS CheckWriter* module, you must enable the **Print checks for 1099 Vendor in CheckWriter** option on the Accounts Payable tab. Accounts payable reports are not affected by checks written in *CBS CheckWriter*, however the vendor 1099 total is updated.

Generate an Accountant's Transfer Disk

You must select at least the following items in the Generate Client Information dialog for each client.

- License files
- Security
- *CBS CheckWriter* miscellaneous information
- Miscellaneous information for each module the client will be using
- Employees Templates for clients who will be using *CBS PayCheck*

Delete the client in CSA if you have any additional CBS (DOS) export data to process in WS2

This step will allow you to rerun the conversion after you have transferred all *CBS* (DOS) data into *WS2*.

Obtain backup disks from the client

After the client completes the import from DOS procedure and the subsequent Import from Accountant procedure, the client will provide you with the following.

- The final export disk containing data from *CBS* (DOS).
- If licensed for *CBS Accounts Receivable*, an additional export disk that the program created immediately after the client completed the first import of accounts receivable data from *CBS/AR* (DOS). Use this data to reconcile any differences in the General Ledger directly related to the import of data.

Process the client's export disk

In *Accountant's Utilities* and *WS2* retrieve and process the client's export disk containing final *CBS* (DOS) data.

Convert the WS2 client to CSA

Again, enter the same client ID in *CSA* that you used in *WS2*.

Complete the Accountant's Assistant setup

Retrieve and process the client's additional AR export disk

This is the export disk that was created immediately after the first import of *CBS/AR* (DOS) data into *CBS*. If you did not enable the special export option for memo transactions in *Accountant's Assistant*, you need to reconcile the Accounts Receivable GL account as follows:

1. ADD the total discount offered.
2. SUBTRACT the total discount honored.
3. SUBTRACT the total discount expired or forfeited.
4. ADD any unearned revenue due to unapplied payments.

The result should be the same as the Ending AR Balance on the client's Transactions List report.

CBS Accounts Receivable adjusts the checking account balance for any payments that have not yet been deposited. These are the *CBS* (DOS) transactions that are not a depositable payment type assigned to a checking account general ledger account.

For clients processed in WS2

Important! *Client Bookkeeping Solution* v. 2004.1.0 (to be released in the spring of 2004) will support only client data configured for processing with *CSA*. Any client database configured for processing with *WS2* will **not** open in *CBS*.

Complete the steps listed below for each client whose data will be processed in *WS2*.

The first time each *CBS* (DOS) client's data is accessed using the *Utilities for Client Bookkeeping Solution* software, the program converts the data used by *Checkbook Solution Accountant's Utilities* without affecting the existing *CBS/AU* (DOS) and *WS2* data.

Set up clients for Client Bookkeeping Solution

CBS CheckWriter. Use the *CBS/AU* Display UAUSC series to verify and (if necessary) to modify the converted information for the client's initial setup in *CBS CheckWriter*.

CBS PayCheck

- If the client will be using *CBS PayCheck*, use the *CBS/AU* Display UAUSP series to review the client's setup information for *CBS PayCheck*. Pay special attention to the template information created based on *WS2* and (if available) *CBS/AU* (DOS) department information in the Display UAUSPT series.
- Verify that the *CBS PayCheck* item types in display UAUUP are consistent with the way the employees and employee templates are set up to use them. Also, pay special attention to the additional information available using the F3 command, Additional PayCheck item setup. In *CBS PayCheck*, details for paycheck calculation are maintained with the code, while in *CBS/Payroll* (DOS) this information is maintained with the employee record. Therefore, the program may need to create new PayCheck codes during the import process in order to maintain calculation differences that had formerly been attributes of the employee.
- To allow a client to view payroll checks by payee name and amount in the Checkbook window, enable the **View PR data in register context list** security option. If this security option is not enabled, all payroll checks will be denoted as "PR" in the checkbook register, and the amounts will not be displayed.

CBS Accounts Payable. Complete the setup required for *CBS/AP* in Display UAUSAM.

- To allow a *CBS Account Payable* client to issue vendor checks in the *CBS CheckWriter* module, you must enable the **Print checks for 1099 Vendor in CheckWriter** security option in Display UAUSAA. Accounts payable reports are not affected by checks written in *CBS CheckWriter*; however the vendor 1099 total is updated.

- *CBS Accounts Payable* supports the transfer of the accounts payable payment data into the general ledger using either the perpetual or reversing method. If you use the **perpetual** method, the program creates an accrual entry for all new or modified payable data each month and posts AP payments through the accounts payable GL account. If you use the **reversing** method, the program creates an accrual entry for all open AP payables and posts AP payments to the individual expense accounts. To use the reversing method, mark the **Accrual basis client with reversing JE** in Display UAUSAM.

CBS Accounts Receivable. Set up a client with *CBS Accounts Receivable* using *Utilities for Client Bookkeeping Solution*. In Display UAUSRM, you must select a GL account to use for the Accounts Receivable, Undeposited Payments, and Unearned Revenue accounts. For more information on *CBS Accounts Receivable* setup, consult Chapter 3 and Appendix C of the *Client Bookkeeping Solution Accountant's Utilities* reference guide.

- Use the “Special export option” command (on Display UAUSRMs in *Accountant's Utilities*) to specify whether you want data exported from the *CBS/Accounts Receivable* (DOS) module to contain regular posting transactions or non-posting memo transactions. This option allows a client to enter open AR activity that is already recorded in the General Ledger without creating an AR journal entry, while still providing you detail of their beginning balances journal entry.
- During the import of *CBS/Accounts Receivable* (DOS) data, the program allows your clients to choose whether to exclude AR transactions from the import. If the client chooses this option and will be manually entering open transactions, you **must** enable the Memo Transaction under the Special export option in Display UAUSRMs to prevent reposting of these transactions.

Generate Accountant's Transfer Disk

Follow the steps outlined in the *Client Bookkeeping Solution Accountant's Utilities* reference guide to complete client setup and generate an Accountant's Transfer Disk for each client. For each client you must select, at a minimum, Licenses, Security, and Miscellaneous Information for each module you will be licensing. If *CBS PayCheck* will be installed, you must additionally select Employee Templates.

After the client completes the Import from DOS procedure and the subsequent Import from Accountant, the client will provide you with the following data for processing:

- The final export disk containing data from *CBS* (DOS). When processing the client's final export disk in *CBS/AU* (DOS), the program may display a prompt informing you that the license for this client could not be located. The program displays this message if you have already loaded the new *Client Bookkeeping Solution* Master License and the client has been moved to the *Client Bookkeeping Solution* Master License list. If the program displays this prompt, select the Demonstration Company license to complete the processing.
- If licensed for *CBS Accounts Receivable*, an additional export disk that the program created immediately after the client completed the first import of AR

data from *CBS/AR* (DOS). Use this data to reconcile any differences in the General Ledger directly related to the import of data.

Reconcile the Accounts Receivable GL account

After processing the AR data from the export created immediately after the Import from Accountant process, reconcile the Accounts Receivable GL account as follows:

1. ADD the total discount offered.
2. SUBTRACT the total discount honored.
3. SUBTRACT the total discount expired or forfeited.
4. ADD any unearned revenue due to unapplied payments.

CBS Accounts Receivable adjusts the checking account balance for any payments that have not yet been deposited. These are the imported DOS transactions assigned to a GL account for a checkbook that are not a depositable payment type.

Importing Data from CBS (DOS) to Client Bookkeeping Solution

Follow the steps outlined in this document to convert your company data from *The Checkbook Solution*® (CBS DOS) to the *Client Bookkeeping Solution*® (CBS).

The following data will be imported into Client Bookkeeping Solution:

- All existing transactions from the *CBS/Basic* (DOS), *CBS/Payroll* (DOS), and *CBS/Accounts Payable* (DOS) modules, including current, historical, and future-dated transactions.
- The only *CBS/Accounts Receivable* (DOS) transactions that will be imported are the posted and unprinted transactions. Historical data is presented on the Sales Report, Sales Tax Report and the Customer Ledger. The program does not import non-exported printed or handwritten invoices or non-exported payments. **Therefore, it is highly recommended that you run the “Go to the Next Month” command in CBS (DOS) immediately before converting your data.**

The original data from *CBS* (DOS) are not affected by this import process. Note that existing DOS layouts are not imported into *CBS*. However, the *CBS* program includes many standard layouts, as well as an easy-to-use layout editor that allows you to create custom layouts or modify existing layouts.

Before you begin

If you will be importing *CBS/AR* (DOS) data, you must first do the following.

- Run the ARUTIL program to ensure that your data is as reliable as possible before attempting the import.
 1. In a DOS window, go to the location where *CBS* (DOS) is installed. By default, *CBS* (DOS) is installed in the c:\CW directory, where c represents the drive on which *CBS* is installed.
 2. Type **ARUTIL**. The program verifies data for the last active client in the DOS program.
 3. When prompted, choose the **Verify the data...** option, which is the default selection.

- Export to your accountant before beginning the import process. The program imports only unprinted activity entered since your last export.

The one-time *CBS* import process will not update data in an existing *Client Bookkeeping Solution* database. You need to use the Import / From CBS for DOS command in *Client Bookkeeping Solution* before you import the setup information from the Accountant's Transfer Disk into *CBS*.

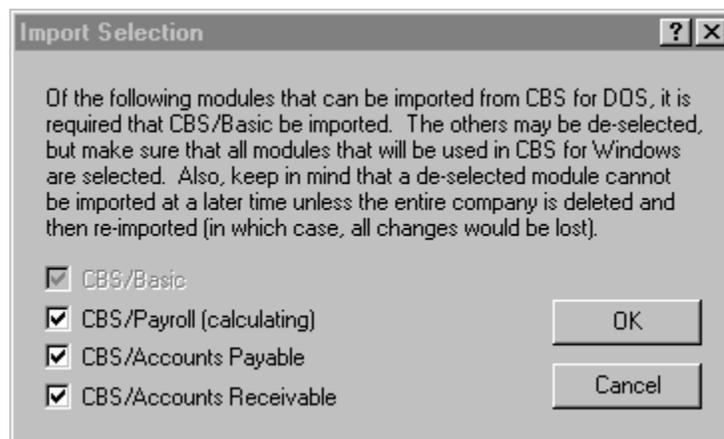
Installing CBS modules and importing CBS (DOS) data

Follow the steps below to import and then review *CBS* (DOS) data imported from *CBS/Basic* and, if applicable, *CBS/Payroll* (DOS), *CBS/AP* (DOS), and *CBS/AR* (DOS) into the *Client Bookkeeping Solution* software.

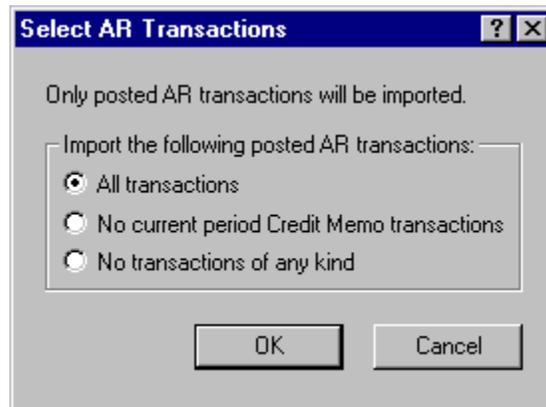
1. If you have not yet installed the *Client Bookkeeping Solution* software on your computer, install it now by following the prompts displayed during the installation. When prompted, mark the checkbox to install the Sample Data.
2. Start the *CBS* program using any of the following methods.
 - Click the Start button on the Windows Taskbar. Point to Programs and then Client Bookkeeping Solution on the Start menu, and then choose Client Bookkeeping Solution 200x.x.
 - Double-click the *Client Bookkeeping Solution* shortcut icon on your desktop (if you had the program create a shortcut during installation).
 - Double-click any company database with a **.CBS** filename extension.
3. If your accountant has set up your *CBS* software to allow you to download software updates via *CBS Connect* and you have **not** already downloaded and applied the latest software updates for *CBS*, you should do so before running the Import from DOS procedure on your data.

Important! If your accountant has set up your *CBS* software to allow you to download software updates via *CBS Connect*, you must use *CBS Connect* to obtain **all** software updates for the *CBS* modules. *CBS Connect* provides the quickest and easiest means to obtain your program updates. Open the **CBS Sample Company (CSA)** and then choose File / Update CBS. Complete instructions for downloading and applying software updates via *CBS Connect* are included in the online help for the *CBS* client modules. Please note that an active Internet connection (as provided by an Internet Service Provider) is required to **download** updates via *CBS Connect*. However, an active Internet connection is not required to **apply** updates that have already been downloaded from *CBS Connect*. You can set up *CBS* to prompt you when updates are available.

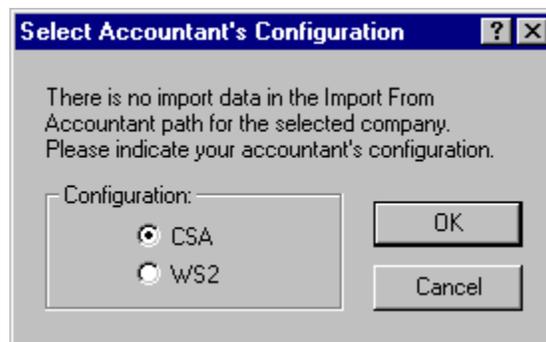
4. Make sure that you do not have any company databases open within the *CBS* program. If you do, choose File / Close Company. Similarly, be sure to close your *CBS* (DOS) Version 3.4.x program since information may be read from that system during the import process.
5. In *CBS*, choose **File / Import / From CBS For DOS** to begin the import process.
6. In the DOS Source group box of the Import From CBS For DOS dialog, specify the location of the existing *CBS* (DOS) company data to be imported. The source location may be the data folder on your hard drive (for example, *c:\CW\DATA\xxxxx* where *xxxxx* represents the client ID to be imported from *CBS* DOS) or it may be a backup disk. Also be sure to enter the location of your accountant import data. The program will determine how your accountant has configured your *CBS* company data.
7. Enter the location of your existing *CBS* (DOS) global files. The import process requires that *CBS* (DOS) global files be available.
8. In the Windows Destination group box, specify the destination for the new *CBS* company database file (for example, *c:\Program Files\Client Bookkeeping Solution\Data*, which is the default *CBS* data location).
9. Click the **Import** button to begin the process. The program displays several message prompts throughout the import process.
 - The program first asks which modules you will be importing data from.



If you are importing accounts receivable data, the program displays the following message prompt, asking you to choose which transactions to import.

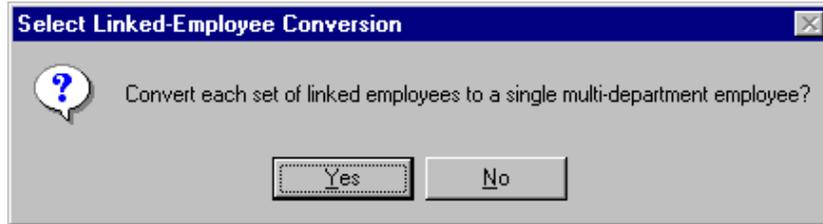


- **All Transactions.** Choose this option to have the program import all AR transactions.
- **No Credit Memo transactions.** Choose this option if you do not want the program to import credit memo transactions. For invoices with applied credit memo payments, the program will maintain the open balances of the invoices and reduce the gross amounts for the sum of the credit memo applications. Unapplied credit memos will not be imported.
- **No transactions of any kind.** Choose this option if you do not want the program to import any AR transactions.
- If the program cannot find any Import from Accountant data in the path specified in the Import From CBS For DOS dialog and the import data includes *CBS* (DOS) payroll, it will display the following prompt.



It is important you choose the correct configuration. If you choose the wrong option, *CBS* will not process the import data, and you will need to delete the company data and run the Import from CBS DOS process again.

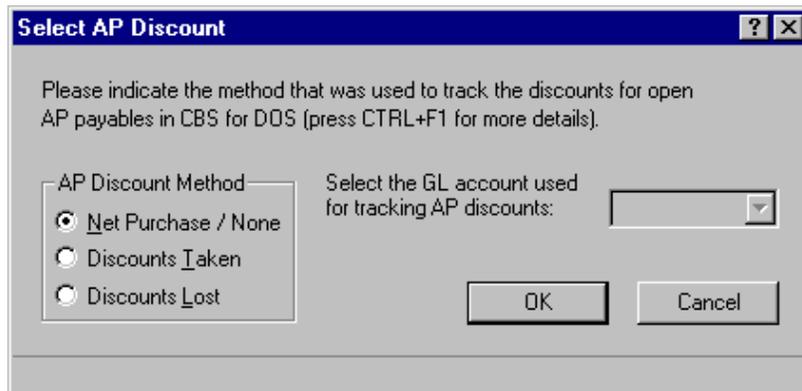
- If you are importing data into *CBS PayCheck* and your accountant's configuration is *CSA*, the program displays the following prompt.



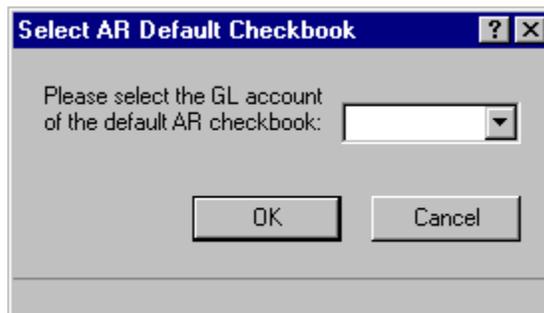
At this point during the import process, the program has not yet opened the employee data. If there are no linked employees in the client data, it does not matter how you respond to this prompt.

Employees that work in multiple states or multiple localities do not need to be set up in multiple departments. *CBS PayCheck* allows you to set up a single department with multiple state and/or local taxing entities. There is no limit to the number of earnings, withholdings, or deductions in a single employee department. If you were using linked employees to allow you to add more pay items, you may wish to convert as separate employees and then add the additional items to the first employee record after the data has been converted.

- If you are importing accounts payable data, the program will ask you to choose the discount tracking method and associated GL account to use.



- If you are importing accounts receivable data, the program will ask you to select a checking account GL account to use for AR deposits.



- The program will then ask you to identify which employee withholdings were using withholding / deduction slots 5 and 6.

In CBS (DOS), the placement of a tax ID code in an employee record determines its function (either pay or withholding/deduction). In CBS, an item's function is determined by the type you select (pay, withholding, or deduction).

Select Designation of WH#1 and WH#2 [?] [X]

Please identify the employee withholdings that were using WH/Ded slots 5 and 6 (WH#1 and WH#2).
Note that the selected designations of these slots will be applied to all employee pay items.

Using WH/Ded slot 5 for withholdings Using WH/Ded slot 6 for withholdings

Using WH#1 for:

Local
 SDI
 SUI

Using WH#2 for:

Local
 SDI
 SUI

OK Cancel

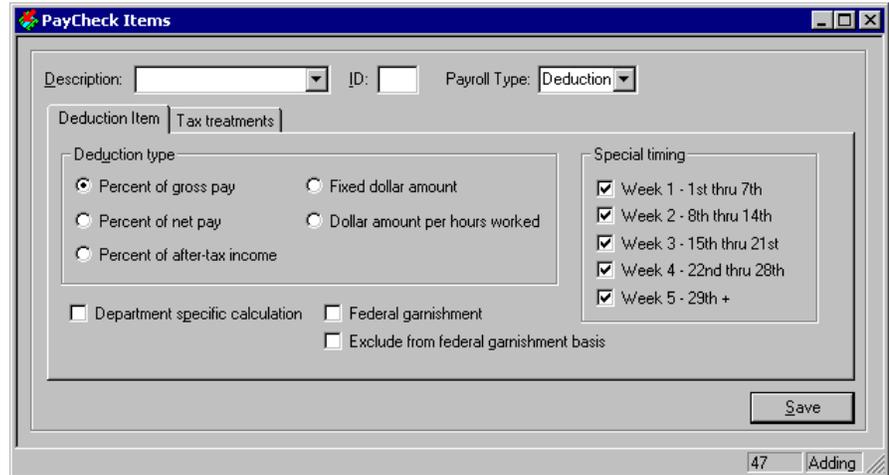
In the employee record in Display IEei in CBS (DOS), the W1 code may be reserved for Local tax; therefore, as displayed in the illustration below, Slot 5 is marked and disabled. If you use Slot 6 (W2) for local, SDI, or SUI, mark the applicable checkbox in the Select Designation of WH#1 and WH#2 dialog. If you use W2 as a deduction, you do not need to mark the checkbox.

Checking August 2001		Employee Withholding Amounts			IEei 9/13/02 1 18 pm	
Bal: 100,004,982.97		TBal: 100,003,793.97 FP				
Employee #:	1	Employee N CBS DOS				
Code	Description	Account	Current Prd	Quarterly	Year-To-Date	
	Gross Pay Total		250.00	4,250.00	6,557.69	
W0	FICA-SS W/H	232♦	11.62	941.62	1,084.70	
WM	FICA-Med W/H	232♦	2.72	220.22	253.68	
WF	Federal W/H	233♦	22.31	1,441.97	2,042.08	
WS	State W/H	234♦	9.74	209.24	306.16	
W1	Local W/H-IEc	235♦	0.12	2.49	2.49	
W2	Other W/H A	230♦	23.75	498.75	498.75	
UD	401(k)	230♦	12.50	262.50	262.50	
W3	Other W/H B	230♦	160.00	240.00	240.00	
W4	Other W/H C	230♦	1.25	21.25	21.25	
MA	Not On File	600♦	-5.00	-5.00	-5.00	
ML	Not On File	230♦	5.00	5.00	5.00	
W4	Other W/H C	230♦	
W4	Other W/H C	230♦	
W4	Other W/H C	230♦	
	Net Pay		5.99	411.96	1,846.08	

[F1] - Help [F3] - Commands [F2] - Return

Slot 5

The program imports all deduction items as department specific (the basis and limits are determined using only the department to which it is assigned) and all withholding items as non-department specific (the basis is determined by summing the earnings in all departments that are subject to that deduction). If you prefer to use a deduction as a non-department specific item, you will need to unmark the **Department specific calculation** checkbox in the Deduction Item tab of the Task / PayCheck Items window.



10. After the import from CBS (DOS) process is complete, choose File / Import / From Accountant to import your company's initial setup information from the Accountant's Transfer Disk.
11. Insert the Transfer Disk in the floppy drive. If the designation for the floppy drive is a letter other than *a:*, choose Utilities / Options and click the CBS Data Folders tab, and then specify the correct path for the Import / Export data.
12. If you are licensed for *CBS Accounts Receivable* and you have AR transaction data, the program will immediately prompt you to Export to your Accountant. This export will **not** advance your CBS program to the next export period. This export is necessary so that your accountant may reconcile any discrepancies in the General Ledger caused by importing the data. Label this disk carefully so that you do not overwrite it with subsequent export data.
13. Carefully review the data in CBS to ensure that it imported correctly and make any necessary changes. Please pay special attention to the areas listed in the section below entitled "Data Import Notes."

Data import notes

CBS PayCheck

If you have imported data from *CBS/Payroll* (DOS), you should carefully review the employee records in *CBS PayCheck* after importing the data and then importing your company's *CBS* setup information from the Accountant's Transfer Disk. Some of the information that was stored at the employee level in *CBS/Payroll* (DOS) is stored at the global PayCheck item level in *CBS PayCheck*, so some employee records may need to be modified after the import process. Look for the following issues in particular:

- During the import process, the program will assign a “Generic” employee template in the Employee Template field on the Task / PayCheck Employees / Departments tab for all employee records. Employee templates are required because they facilitate employee setup. However, in the case of imported employees that are completely set up, the Generic template is simply a placeholder.
- Employee records imported from *CBS/Payroll* (DOS) may have at least 6 pay items and 9 deduction items since *CBS/Payroll* (DOS) has a pre-defined employee structure that requires exactly this number of items. To improve the speed and simplify the use of the *CBS* program, unused pay and deduction items (items for which no amounts were found) are automatically deleted from the employee records during the Import from DOS procedure.
- A PayCheck item that exists in an employee record but not at the global level does not include an item Description or ID on the Earnings or Tax W/H and Deductions tabs of the Task / PayCheck Employees window. You will need to either choose a different PayCheck item at the employee level or add the item at the global level (in the Task / PayCheck Items window).
- An employee record will have incomplete “corresponding pay item” information for any deduction intended to be a pre-tax deduction item (because it had a matching pay item in the *CBS/Payroll* (DOS) program) but that has not been set up as a pre-tax deduction at the global level in *CBS PayCheck*. You will need to enter information in the Corresponding Pay Item fields for that deduction item using the Tax Calculations Details dialog (accessed from the Additional Employee-Level Deduction Item Information dialog).
Corresponding Pay Items are only required for client data configured by your accountant for *WS2* (as indicated on the File / Company Properties / General tab).

Employee records imported from CBS (DOS) vs. new CBS PayCheck employee records

During the Import from DOS process, the program uses a placeholder template in the employee record. When you run the Import from Accountant process, the program will replace the template with the “Generic” template. For a new employee, the program uses the template information to populate the fields in the Benefits, Earnings, Tax W/H and Deductions, and Employer Expense tabs of the Task / PayCheck Employees window. Since the employee record for an employee

imported from *CBS* (DOS) will have this information, the template is not needed; however, you will need the template before you can export to your accountant.

Transaction amounts imported from *CBS* (DOS) will be designated as override amounts because they were not calculated by *CBS*. They will be displayed in red in the data entry window.

CBS employee records vs. CBS (DOS) employee records

Pre-tax deduction calculations are controlled by the deduction item. If you were processing a pre-tax deduction in *CBS* (DOS), it was set up as a corresponding pay item linked to the deduction item. *CBS* does not use linking. The old deduction will be disabled, but it will still be visible in the employee record. The program creates a new deduction that will properly compute and report the pre-tax deduction.

Because the conversion of tax ID codes to *CBS PayCheck* items is so complex, you may find many new pay items in your employee records. Your accountant may have set up your *CBS* software to allow you to select a different pay item in the Task / PayCheck Tasks / Transfer Changes to Employees dialog. With this dialog, you can make changes to a single employee or to a group of employees.

CBS Accounts Payable

If you have imported information from *CBS/AP* (DOS), you should carefully review the Accounts Payable records in *CBS Accounts Payable* after importing the data and then importing your company's *CBS* setup information from the Accountant's Transfer Disk. Look for the following issues in particular:

- Review all settings on the File / Company Properties / Accounts Payable tab. In particular, confirm that the appropriate discount method is specified. If it is not, you should delete the company database, re-import the data from *CBS* (DOS), and then choose the correct discount method when prompted during the import process. This ensures that the imported AP vendors will be set up with the proper distribution for the selected method. For more information, refer to the *CBS* online help by searching on “Discounts” on the Index tab of the CBS Help Topics dialog.
- Review the payment terms in the Task / Payment Terms dialog. Notice the additional capabilities available in *CBS* that were not available in *CBS* (DOS).
- *CBS Accounts Payable* does not allow you to use a Payment Memo as a prepayment. You must use a payable for all Payment Memos. During the import from DOS process, any unapplied Payment Memos will be converted as prepayments that will not be exported to the accountant.
- *CBS Accounts Payable* links all AP payments to the *CBS* checkbook register or to a journal entry in *CBS CheckWriter*, allowing you to review all payments for a particular payable or all payables related to a specific payment. This relationship was not present in all *CBS/AP* (DOS) data. During the import from DOS process, any payment record without an associated *CBS/Basic* transaction or for which the relationship is not stored (such as a consolidated check) will be designated as an “Orphaned DOS Import Transaction.” This transaction will not

have the full functionality now available for transactions generated within *CBS AP*. An orphaned transaction cannot be deleted, voided, or unapplied.

- For vendors with recurring payables, review the data in the Recurring Payable dialog (accessed from the Other tab of the Task / Vendors window). *CBS Accounts Payable* allows greater flexibility in defining recurring payables, including different frequencies, on-demand creation, and the ability to specify how far in advance of the payable date to automatically create the payable.

CBS Accounts Receivable

When importing *CBS/AR* (DOS) data into *CBS Accounts Receivable*, the program goes through a three-step process.

1. Each *CBS/AR* (DOS) transaction is reversed as a Journal Entry, a checking account Other item, or a Deposit, depending on the GL account and the transaction type.
 - If the GL account is assigned to a checkbook account and the payment is depositable (cash, check, credit card), the program creates a CheckWriter Deposit reversal entry on the Checkbook / Deposits tab.
 - If the GL account is assigned to a checkbook account and the payment is not depositable based on the payment type, the program creates a CheckWriter Other item reversal entry on the Checkbook / Other tab.
 - If the GL account is not a checkbook account, the program creates a journal entry reversal.
 - The program reverses any payment without a designated GL account using the undistributed account. Note that the program uses the AR GL account on the invoice for the credit reversal.
2. A transaction is created in *CBS Accounts Receivable* for each transaction in *CBS/AR* (DOS) using the same business rules and validation as will be used during receivable data entry.
 - Any payments in *CBS/AR* (DOS) that qualify for deposit but have not yet been deposited, as designated by the deposit reference number field in the payment record, is assigned to the Unapplied Payments GL account in *CBS Accounts Receivable*.
 - Any prepayments or unapplied payments in *CBS/AR* (DOS) are assigned to the Unearned Revenue GL account in *CBS Accounts Receivable*.
 - The program creates applied credit memos using a simple credit memo, a single item using the sales returns and allowances account. This is because the applied credit memo does not maintain its own item detail in the *CBS* (DOS) system.
 - Any invoice with a negative balance, usually due to over application of payments, is converted as an open invoice and all applied payments are unapplied. The payments are imported as unapplied prepayments. You may

apply the payments to the open invoice as appropriate; however, *CBS Accounts Receivable* does not allow payment over-application.

- In *CBS/AR (DOS)* the sales tax could be discounted; in *CBS Accounts Receivable* the sales tax cannot be discounted, so discounts on sales tax are not computed. Any discounts on tax computed in *CBS/AR (DOS)* are imported as an override for the amount on the *CBS (DOS)* transaction.
3. The program exports your *CBS Accounts Receivable* data immediately after importing so that your accountant can retrieve and reconcile the data. This action does not advance your program to the next export period.

Special information

Importing from *CBS/AR (DOS)* to *CBS Accounts Receivable* is a time-consuming process. It may take up to several hours to convert the data, depending on the amount of data. **Only previously exported data is imported.**

- When importing from *CBS/AR (DOS)* to *CBS Accounts Receivable*, the following situations will cause discrepancies between the two systems.
 - Since you cannot have any undeposited payments in *CBS/AR (DOS)* before exporting to you accountant, there should not be any payments that are both posted and undeposited.
 - The sum of the unearned revenue account and the AR account should be equal to the previous AR balance in the General Ledger after adjusting for discounts.
 - In *CBS Accounts Receivable*, discounts are maintained on the invoice record and expire the day after the invoice is due. AR balances are exported net of discounts.
 - *CBS/AR (DOS)* credit memo payment applications cannot be created in *CBS Accounts Receivable* with the associated item distribution. During the Import From DOS process, the program creates a credit item using the Sales Returns & Allowances account. For invoices with credit memos applied as a payment, the applied credit memo will be created using the Credit type item. If data is converted without the credit memos, the program maintains the open balances of the invoices and reduces the gross amounts for the sum of the credit memo applications.
 - All credit memos are imported using proportional payment distribution with only the remaining open balance.
 - CODs are considered depositable payments in *CBS Accounts Receivable*. The program converts any *CBS (DOS)* COD that uses a GL checking account number as a COD. If any other account is used for a COD, the COD will be imported as a coupon. Also, any cash equivalent payment with a non-checkbook GL account number assigned will be reassigned a payment type of coupon. Any write-off payment type using a checkbook GL account number will be imported as cash.
 - Any deposited payments (payment with a deposit reference number assigned and a GL checking account number assigned) using a non-

checkbook GL account number, will be included in the “less cash received” deposit to the default AR bank account in *CBS CheckWriter*.

- The program does not convert any *CBS* (DOS) transactions that were voided during the current month.
- *CBS Accounts Receivable* maintains information for all salespeople in the PayCheck Employees window (if you are licensed for the optional *CBS PayCheck* module; otherwise the information is maintained in the NCP Employees window). *CBS Accounts Receivable* considers any employee with an assigned sales department to be salesperson. When converting salespeople information from *CBS/AR* (DOS), the salespeople are converted as sort codes in the Task / Receivable Transactions, Task / Customers, and Task / Invoice Items windows. Sort codes may then be used in the report filters.
- If a *CBS* (DOS) payment term used a percentage value greater than 99.9999, the percentage is converted as 0.0000.
- In *CBS Accounts Receivable*, memorized transactions are set up in the Task / Receivable Transactions window. You can use the memorized transaction for as many customers as desired. When converting memorized transactions from *CBS/AR* (DOS), the program assigns the Memorized Transaction ID starting with 1 and incrementing the number for each memorized transaction. The program assigns a monthly frequency to all memorized transactions converted from *CBS* (DOS).
- There are four types of Invoice Items in *CBS Accounts Receivable*.
 - **Item type** items are products or items that you sell to your customers. These are generally items that can be priced on a unit-by-unit basis. For example, Widgets sold by a widget manufacturer are item types.
 - **Service type** items are services you provide to your customers and for which you generate revenue. Service type items are generally priced by services provided and not physical goods. For example, teeth cleaning provided by a dentist is a service type item.
 - **Format type** items are used to define formatting items such as headers, underlining, separators, or spacers that are used in the detail sections of your invoices. For example, headers and separators are format type items.
 - **Credit type** items are used exclusively for credit memo transactions. This credit type is used to issue a customer credit but is not specifically associated with the return of any particular good.

All *CBS* (DOS) items are imported as Item type items.

- *CBS Accounts Receivable* uses the following 14 default GL accounts and uses the default AR checkbook (which replaces the *WS2* default deposit account). During the second step in the Import from DOS process (see page 2 of this document), if an entity is missing a GL account or if a GL account cannot be assigned because the corresponding default account is missing (DOS used only 4 default GL accounts), then the program assigns a temporary default GL account (.DosMark.##). When you run the Import From Accountant command, the program prompts you to provide default GL accounts to replace the

temporary accounts. As part of the import process, the program searches for any entities that still have temporary accounts and replaces them with one of the 14 default accounts (for example, .DosMark.01 will be replaced with GL account 01 - Accounts Receivable, .DosMark.02 will be replaced with GL account 02 - Shipping, etc.).

- (01) Accounts Receivable (required)
 - (02) Shipping
 - (03) Sales Discounts
 - (04) Finance Charges
 - (05) Flat Amount Billing (default for Sales)
 - (06) Undeposited Payments (required)
 - (07) Unearned Revenue (required)
 - (08) Sales Returns (default for Credit memos)
 - (09) Advertising (default for Coupons)
 - (10) Bank Fees (to be implemented in a future CBS release)
 - (11) NSF Fees (to be implemented in a future CBS release)
 - (12) Write-Offs
 - (13) Reductions to Deposits
 - (14) Sales Tax
- All DOS invoices with no GL account assigned will be converted using the default discount GL account in *CBS Accounts Receivable* (as specified in Accounts Receivable tab of the File / Company Properties dialog) as the invoice discount GL account.
 - The program uses “Import From DOS” as the user name for any data-entry event created by the program during the import process.
 - Any discount amounts are treated as overrides to maintain the amount as entered in *CBS* (DOS).
 - *CBS/AR* (DOS) customer names that include the “~” symbol will be converted with the “~” symbol; however, the “~” symbol will not be printed on any reports, invoices, or statements. *CBS* does not allow you to sort using the “~” symbol.

Functional differences between CBS/AR (DOS) and CBS Accounts Receivable

- If you process approximately 1,000 or more invoices monthly, the performance (speed) of *CBS Accounts Receivable* has been found to be significantly slower than the speed of the *CBS/AR* (DOS) program.
- When you select a finance charge for the program to assess in the Task / AR Tasks / Finance Charge Assessment dialog, only the customers for whom the finance charge has been selected (on the Task / Customers / Invoice Information tab) will be available for the program to create finance charge transactions.
- In *CBS Accounts Receivable*, transactions are saved as either final or pending. You do not need to print a transaction to save it as a final transaction. Pending

transactions are not available for payment application or deposit, and they will they export to your accountant. You may edit any field on a pending transaction.

- In *CBS Accounts Receivable*, invoices and payments do not need to be marked as posted when they are exported to the accountant's General Ledger. The program makes journal entries for items as they are exported and each time a change is made to a transaction that affects the General Ledger.
- Sales departments in *CBS Accounts Receivable* do not need to be associated with a particular salesperson. Sales departments can be added on-the-fly in the Task / Receivable Transactions, the Task / Customers, and the Task / Invoice Items windows.
- In *CBS Accounts Receivable*, you can use a customer record as a template by copying the customer record and then pasting it in a new record. This allows you to copy any default customer information, such as the payment term, finance charge, and AR GL account number. This feature replaces the behavior in *CBS/AR (DOS)* of using the information on Display IG as the default for all customers.
- In *CBS Accounts Receivable*, you can specify the number of decimal places (up to four) you wish to use for quantities and prices on the File / Company Properties / Accounts Receivable – Data Entry tab. The default is two decimal places but all *CBS/AR (DOS)* data will be converted with four decimal places.
- In *CBS Accounts Receivable*, you can format your glossary items in the Task / Glossary Items window. When printing glossary items on invoices or statements, the program will print them as formatted. All *CBS (DOS)* glossary items will be imported with existing formatting for hard carriage returns.