CPASoftware Visual Client Write-Up v.2003.12 – v.2005.52.x to Creative Solutions Accounting (Write-Up CS) Conversion Guide

The CPASoftware Visual Client Write-Up to *CSA* conversion program and the **Utilities / Data Conversion / CPASoftware** command in *Creative Solutions Accounting*™ (*CSA*) are provided to convert your client data from CPASoftware Visual Client Write-Up versions 2003.12 through 2005.52.x into the *Write-Up CS*™ software 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. There's also a section near the end of this guide that explains the steps you should take to verify that the converted information is correct.

Please read this entire document prior to starting the conversion of client data. Refer to this guide for all information regarding this conversion.

Note: If you process after-the-fact payroll in CPASoftware, you can convert employee year-to-date balances for W-2 processing. For this reason, you should convert **after** finishing the payroll processing for a quarter or at year-end. For more information regarding the conversion of payroll amounts, please refer to the section of this guide entitled "Items transferred during conversion of data from CPASoftware Visual Client Write-Up" that begins on page 5. Also, please refer to the section below entitled "Processing steps required for each client prior to running the conversion program" for further information.

Conversion program overview

The overall objective of the CPASoftware Visual Client Write-Up to *CSA* conversion program is to provide a comprehensive conversion of your CPASoftware data to *Write-Up CS*. However, due to differences in processing calculations and data structures between CPASoftware and *CSA*, some CPASoftware data cannot be converted. Therefore, you should not expect to exactly duplicate results from CPASoftware 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 guide entitled "Conversion notes and exceptions," which begins on page 13.

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

- We strongly recommend that you make a backup of the CPASoftware client data before beginning the conversion process. The CPASoftware Visual Client Write-Up to *CSA* conversion program will not change any of your CPASoftware data. If you need to modify

the data in CPASoftware as part of the conversion process, making a backup will enable you to restore the original data.

- The CPASoftware Visual Client Write-Up to *CSA* conversion program assumes that you have finished the processing period for the client in CPASoftware and that you will be processing the next period's transactions in *CSA*. If you have already begun a new processing period in CPASoftware, you should **not** run the conversion until you have posted all transactions for that period. For example, if you are processing November for client 123, you should post the transactions in the November period in CPASoftware and then convert to *CSA* prior to entering any December transactions.

Important! Transactions that have not yet been posted in CPASoftware will not convert to *CSA*. Verify that the client has no unposted transactions by running the Edit List Printing command for each journal in the Journals of Original Entry menu. Post the transactions in each journal before running the conversion.

- *CSA* requires that the location and department numbers precede the core GL account number. If the client has location and/or department accounts in the Chart of Accounts, the conversion program repositions the location and department number for each account to the front of the account number. Read the "Location / Department account renumbering" and "General Ledger account renumbering" subsections of the "Conversion notes and exceptions" section of this guide for more information on converting account numbers.

- CPASoftware allows alphanumeric account codes in the Chart of Accounts. The *CSA* conversion does not allow non-numeric characters in the account numbers. If the conversion program encounters a non-numeric character, it will renumber the Chart of Accounts by account type in the *CSA* import files so that no duplicate accounts are created when the non-numeric characters are removed from the account number. Read the "General Ledger account renumbering" subsection of the "Conversion notes and exceptions" section of this guide for more information on converting account numbers.

Installing the CS Professional Suite Accounting Products Conversions CD

1. Insert the *CS Professional Suite Accounting Products Conversions* CD into the CD drive on your workstation.

2. From the Windows taskbar, choose Start / Run and enter the command *d*:**\SETUP** (where *d* represents the letter of the CD drive that contains the Conversions CD).

3. Click the Install button to begin the installation program and respond to the prompts that appear on the screen.

4. After the conversion program has been successfully installed, store the CD in a secure place.

Notes

- The conversion program is installed only on the local machine. You need to install the conversion program on **each** machine from which you will convert client data.

- After you have converted all of your accounting client data, you may remove the accounting conversion program from your workstation. From the Windows taskbar, choose Start / Settings / Control Panel. In the Windows Control Panel, double-click the Add/Remove Programs icon.

Creating the Visual Client Write-Up export files

Complete these steps to create the CPASoftware export files. The export file is a specially formatted file that *CSA* uses to import your data. The conversion program does not change your original CPASoftware data in any way.

Note: If you have the client open in CPASoftware, close the client file.

1. To start the CS conversion program, double-click the CS Conversion icon on your desktop, or choose **Start / Programs / Creative Solutions / CS Conversions**.

2. In the Conversion Type field, select **Accounting**.

3. In the Competitor field, select **CPASoftware – Win version 2003.12 to 20052.x**.

4. The Data Directory field contains the default path **c:\cpas\data.** You may change the data path by clicking the Browse button to navigate to the data path.

5. Click the **Start** button to begin the conversion.

6. The CPASoftware program lists all of the clients found in the specified data directory. Click the client name to highlight it and then click the **Continue** button. You may also select a client by double-clicking it.

7. If you process payroll for the client, the Assign CSA Pay Codes screen allows you to translate CPASoftware payroll codes into *CSA* payroll codes. If you do **not** have employees for the current client, click the **Clear All** button to set the value for each field as **Not Assigned**, and then proceed to step 9.

8. To translate a CPASoftware pay code to *CSA*, click the item in the Description column of the Assigned Pay Codes table and choose the type: **Pay**, **Withholding** (taxes only), or **Deduction** (any reduction besides a tax). Then, choose the *CSA/Write-Up CS* category. The conversion program then places the amount associated with this pay code in the appropriate *CSA* pay, withholding, or deduction field for each employee. Note that you may save the current setting as the default for all clients that are converted by clicking the Save as Defaults button.

9. Click the **Continue** button to start the actual conversion process. The conversion program displays the progress.

> *Note:* If you have a very large client with many transactions, the conversion process may take several minutes to complete. Allow the conversion program time to complete the process.

10. When the conversion is complete, click OK. To process another client, repeat the above steps starting from step 5. To begin importing the converted data into *CSA*, click the Exit button and continue on to step 11.

> *Important!* Because the *CSA* conversion limits the client ID to 5 characters, the conversion program may duplicate client IDs when truncating IDs that are longer than 5 characters. If this occurs, these clients must be processed one at a time to avoid overwriting the Client Transfer Data Report and the accounting data files. Therefore, it is highly recommended that you convert first, and then import the clients with the same truncated client IDs **one client at a time**.

11. After creating the export files, you should print the conversion reports prior to importing the converted client data into *CSA*. To print this report, on the Windows taskbar choose **Start / Run**, and then enter the same CPASoftware client data path that you entered in step 4 above, then a backslash, then the <ClientID>.PDF, and click OK.

    For example, if the CPASoftware data directory you entered in step 4 was C:\cpas\data, and the client that you converted had an ID of "Jones," you would enter **c:\cpas\jones.PDF** and click OK to access the report.

Importing the converted client data into CSA

Complete these steps to import the converted data from CPASoftware into *CSA*.

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

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). If you are converting General Ledger and after-the-fact payroll information, you will need to select each of the following *CSA* modules when adding the client: General Ledger module, Payroll Compliance module, and Financial Reporter module.

> *Important!* You must complete the current period end date, current fiscal year end, and current payroll end date **exactly** as they appear in the CPASoftware program when you add the new client in *CSA*. For more information on setting the period-end dates and year-end dates, refer to the "GL period and year-end dates" subsection of the "Conversion notes and exceptions" section of this guide.

3. Choose **Utilities / Data Conversion / CPASoftware**.

4. In the first field of the Import dialog, specify the location of the CPASoftware data files that you wish to import into *CSA*. This is the same location you specified in Step 6 of the "Creating the Visual Client Write-Up export file" section of this guide.

5. Specify the client ID in the Client to Import field, using the same five-character ID that you entered in Step 12 of the "Creating the Visual Client Write-Up export file" section of this guide.

6. To convert the employee earnings totals, mark the Convert Employee Earnings checkbox. If you leave this checkbox unmarked, the program still converts the basic employee information but does not convert payroll items or amounts. For more information about converting employee information, read the "Employee earnings and withholding balances" subsection of the "Conversion notes and exceptions" section of this guide.

7. Click the Import button.

8. After the import process has been completed, make any necessary changes or corrections to the converted data as specified in the sections of this guide entitled "Items transferred during conversion of data from CPASoftware Visual Client Write-Up" and "Conversion notes and exceptions."

Items transferred during conversion of data from CPASoftware Visual Client Write-Up

The following tables are provided to identify fields in CPASoftware Visual Client Write-Up that will be converted to *CSA*. The tables are organized by screens in CPASoftware and *CSA* and denote the necessary *CSA* screen navigation.

General Ledger account information

CPASoftware Field name	CSA menu navigation CSA field name	Comments and additional information
	Setup / Chart of Accounts	
Account Number	Acct#	See "Conversion notes and exceptions" for more information on the conversion of the account numbers.
Account Type	Type	See "Conversion notes and exceptions" for more information on the conversion of the account types.
Description	Description	
Current Yr Balances Debit or Credit	Balance	See "Conversion notes and exceptions" for more information on the conversion of the current-year balances.
Prior Yr Balances Debit or Credit	Balance	See "Conversion notes and exceptions" for more information on the conversion of the prior-year balances.
Budget Amounts	Budget	The conversion program converts the current-year budget amounts to *CSA*.

GL transactions

CPASoftware GL Field name	CSA menu navigation CSA field name	Comments and additional information
	Tasks / Transaction Entry	
Number	Reference	See "Conversion notes and exceptions" for more information on the conversion of the Ref # and Chk #.
Date	Transaction Date	
Account Number	Account Number	See "Conversion notes and exceptions" for more information on the conversion of the account numbers.
Payee	Description	If no payee is entered in CPASoftware, the description "Converted Transaction" is used by the conversion program.
Payment/Deposit	Amount	

Employee information

CPASoftware GL Field name	CSA menu navigation CSA tab CSA field name	Comments and additional information
	Setup / Employees / General tab	
Employee Code	ID	
First Name	First	*CSA* allows 15 characters to be entered for the employee first name. The first name field in CPASoftware is 20 characters long. Only the first 15 characters will convert to *CSA*.
Middle Initial	MI	*CSA* allows 1 character to be entered for the employee middle initial. The middle name field in CPASoftware is 20 characters long. Only the first character will convert to *CSA*.
Last Name	Last	
Address	Street	*CSA* allows 30 characters to be entered for the employee address. There are three address fields in CPASoftware, each 30 characters long. Those will be combined and only the first 30 characters will convert to *CSA*.

CPASoftware GL Field name	CSA menu navigation CSA tab CSA field name	Comments and additional information
City	City	The *CSA* conversion allows 20 characters to be entered for the employee city. The city field in CPASoftware is 30 characters long. Only the first 20 characters will convert to *CSA*.
State	State	
ZIP Code	Zip	
Social Security Number	SSN/EIN	
	Setup / Employees / Tax Withholding and Deduction tab	
Resident State	State W/H Properties button State	
Locality	Local W/H properties button Locality	
	Setup / Employees / Other tab	
Employer SUTA State	SUTA GL Accounts State	

Employee earnings balances

See the section of this guide entitled "Conversion Notes and Exceptions" regarding the conversion of employee earnings and withholding year-to-date balances.

CPASoftware GL Field name	CSA menu navigation CSA tab CSA field name	Comments and additional information
	Setup / Employees / Earnings tab	
Year to Date Regular	Wages	Any CPASoftware payroll code that was translated to *CSA* pay item code Hourly Wages in the CPASoftware Visual Client Write-Up to *CSA* Conversion screen will convert to this field.
Year to Date Regular	Salaried Wages	Any CPASoftware payroll code that was translated to *CSA* pay item code Salaried Wages in the CPASoftware Visual Client Write-Up to *CSA* Conversion screen will convert to this field.

CPASoftware GL Field name	CSA menu navigation CSA tab CSA field name	Comments and additional information
Year to Date Overtime	Overtime	Any CPASoftware payroll code that was translated to *CSA* pay item code Overtime Wages in the CPASoftware Visual Client Write-Up to *CSA* Conversion screen will convert to this field.
Year to Date Other (user defined)	Commissions	Any CPASoftware payroll code that was translated to *CSA* pay item code Commissions in the CPASoftware Visual Client Write-Up to *CSA* Conversion screen will convert to this field.
Year to Date Other (user defined)	Bonus	Any CPASoftware payroll code that was translated to *CSA* pay item code Bonus in the CPASoftware Visual Client Write-Up to *CSA* Conversion screen will convert to this field.
Year to Date Other (user defined)	Sick Pay	Any CPASoftware payroll code that was translated to *CSA* pay item code Sick Pay in the CPASoftware Visual Client Write-Up to *CSA* Conversion screen will convert to this field.
Year to Date Federal - EIC	EIC Advance	Any CPASoftware payroll code that was translated to *CSA* pay item code EIC in the CPASoftware Visual Client Write-Up to *CSA* Conversion screen will convert to this field.
Year to Date Other (user defined)	Vacation	Any CPASoftware payroll code that was translated to *CSA* pay item code Vacation in the CPASoftware Visual Client Write-Up to *CSA* Conversion screen will convert to this field.
Year to Date TipReimb	Reported Tips	Any CPASoftware payroll code that was translated to *CSA* pay item code Tips in the CPASoftware Visual Client Write-Up to *CSA* Conversion screen will convert to this field.
Year to Date Other (user defined)	Other Wages	Any CPASoftware payroll code that was translated to *CSA* pay item code Other Wage Items in the CPASoftware Visual Client Write-Up to *CSA* Conversion screen will convert to this field.

	Setup / Employees / Tax Withholdings and Deductions tab	
Year to Date Federal - SSEC	FICA-SS	Any CPASoftware payroll code that was translated to *CSA* deduction item code Social Security in the CPASoftware Visual Client Write-Up to *CSA* Conversion screen will convert to this field.
Year to Date Federal - MDCR	FICA-Med	Any CPASoftware payroll code that was translated to *CSA* deduction item code Medicare in the CPASoftware Visual Client Write-Up to *CSA* Conversion screen will convert to this field.
Year to Date Federal - FWT	Federal W/H	Any CPASoftware payroll code that was translated to *CSA* deduction item code Federal W/H in the CPASoftware Visual Client Write-Up to *CSA* Conversion screen will convert to this field.
Year to Date SWT	State W/H	Any CPASoftware payroll code that was translated to *CSA* deduction item code State W/H in the CPASoftware Visual Client Write-Up to *CSA* Conversion screen will convert to this field.
Year to Date LWT	Local W/H	Any CPASoftware payroll code that was translated to *CSA* deduction item code Local W/H in the CPASoftware Visual Client Write-Up to *CSA* Conversion screen will convert to this field.
Year to Date Other (user defined)	401K % of Gross	Any CPASoftware payroll code that was translated to *CSA* deduction item code 401(K) Contributions in the CPASoftware Visual Client Write-Up to *CSA* Conversion screen will convert to this field.
Year to Date Other (user defined)	Cafe % of Gross	Any CPASoftware payroll code that was translated to *CSA* deduction item code Cafeteria Health Plan in the CPASoftware Visual Client Write-Up to *CSA* Conversion screen will convert to this field.
Year to Date Other (user defined)	Loan Repayments	Any CPASoftware payroll code that was translated to *CSA* deduction item code Loan Repayments in the CPASoftware Visual Client Write-Up to *CSA* Conversion screen will convert to this field.

Year to Date Other (user defined)	Medical Insurance	Any CPASoftware payroll code that was translated to *CSA* deduction item code Medical Insurance in the CPASoftware Visual Client Write-Up to *CSA* Conversion screen will convert to this field.
Year to Date Other (user defined)	Life Insurance	Any CPASoftware payroll code that was translated to *CSA* deduction item code Life Insurance in the CPASoftware Visual Client Write-Up to *CSA* Conversion screen will convert to this field.
Year to Date Other (user defined)	Meals and Housing	Any CPASoftware payroll code that was translated to *CSA* deduction item code Meals/Lodging in the CPASoftware Visual Client Write-Up to *CSA* Conversion screen will convert to this field.
Year to Date Other (user defined)	Uniforms	Any CPASoftware payroll code that was translated to *CSA* deduction item code Uniforms in the CPASoftware Visual Client Write-Up to *CSA* Conversion screen will convert to this field.
Year to Date Other (user defined)	Union Dues	Any CPASoftware payroll code that was translated to *CSA* deduction item code Union Dues in the CPASoftware Visual Client Write-Up to *CSA* Conversion screen will convert to this field.
Year to Date Other (user defined)	Direct Deposit	Any CPASoftware payroll code that was translated to *CSA* deduction item code Direct Deposit in the CPASoftware Visual Client Write-Up to *CSA* Conversion screen will convert to this field.
Year to Date Other (user defined)	Other Deductions	Any CPASoftware payroll code that was translated to *CSA* deduction item code Other Deductions in the CPASoftware Visual Client Write-Up to *CSA* Conversion screen will convert to this field.

Vendor information

CPASoftware GL Field name	CSA menu navigation CSA tab CSA field name	Comments and additional information
	Setup / Vendors / General tab	
Vendor Code	Vendor ID	
Vendor Name	Name	
Address 1	Street #1	The *CSA* conversion allows 36 characters to be entered for the vendor address 1. CPASoftware allows 50 characters for this field. Only the first 36 characters are converted to *CSA*.
Address 2	Street #2	
City	City	The *CSA* conversion allows 20 characters to be entered for the vendor city. The city field in CPASoftware is 30 characters long. Only the first 20 characters are converted to *CSA*.
State	State	
ZIP Code	Zip	
Federal EIN #	SSN	
	Setup / Vendors / Distributions tab	
Year to Date Vendor Checks	Year to date checks	See "Conversion notes and exceptions" for more information on year-to-date vendor checks.

Items not transferred during conversion of data from CPASoftware General Ledger

Although most data from CPASoftware General Ledger is converted, some data cannot be converted due to differences in program features and data structures between CPASoftware General Ledger and *CSA*. The following items cannot be converted.

General client information

Client ID, name, DBA name, addresses, phone numbers, federal ID number, client type, period end dates, and whole-dollar balancing account cannot be converted. This information should be set up while adding the client in *CSA*.

General Ledger information

Current period, fiscal year end and period end dates, partnership percentages, source, ratio, graph, and bank maintenance information cannot be converted. CPASoftware client accounts with

account types other than VS or VP will not be converted as they are not needed in *CSA* for financial statement processing.

Important! Due to processing differences between CPASoftware and *CSA*, current- and prior-year account period balances cannot be transferred. The beginning-of-year balances are converted and you need to post your transactions in *CSA* after converting to get the monthly change amounts to appear on reports, and so forth.

Department names

Department descriptions cannot be converted. Departments will need to be set up in *CSA* after the conversion has been completed. Department numbers are converted for each account.

Budget amounts

Prior-year budget amounts cannot be converted.

Payroll setup, transactions, and employee earnings balances

After-the-fact payroll setup information such as general payroll options, check entry defaults, state/locality information and report options cannot be converted. You need to set up this information in *CSA*.

Although each payroll transaction is converted to each period's GL transactions screen, these transactions are not converted to the payroll checkbook. Therefore, no payroll transactions are converted for payroll purposes from CPASoftware General Ledger to *CSA*. You need to set up the pay codes and balances after the conversion has been completed.

Note: Only the after-the-fact payroll information in the CPASoftware General Ledger program converts to *CSA*. If the client had a corresponding CPASoftware Payroll client, the employee and vendor information from that program will not convert. The general ledger transactions posted to the CPASoftware General Ledger are converted.

Journal entry information

The CPASoftware Journals cannot be converted. If you require separate journals, you will need to set these up in *CSA*. All transactions posted to the year-to-date file will convert to the General Journal in *CSA*. Automatic adjusting entry information such as Auto Reverse Entries that have not been posted will not convert. Setup information for recurring journal entries, inventory adjustments, expense allocations, automatic distributions, and prior-period entries cannot be converted.

Financial statements

Report formats, report details, notes, and transmittal letters cannot be converted.

Employee information

Employment date, review date, birth date, termination date and reason, employee type, pay frequency, 401(k) rate or amount, labor and industry information, exemptions, W-2/1099 alpha,

backup withholding, and employee pay/deduction balances cannot be converted. Employees whose pension, inactive, and deceased flags are marked are converted, but the flag is not set on the employee record in *CSA*. Employer payroll tax balances are calculated amounts in *CSA* and do not transfer from CPASoftware.

Vendor information

DBA Name, Phone 2, 1099 type, box and alpha field, and 1099 information cannot be converted. Due to data structure differences, vendor year-to-date checks, 1099 amounts, and balances cannot be converted.

Note: Only the after-the-fact vendor information in the CPASoftware General Ledger program converts to *CSA*. If the client had a corresponding CPASoftware Payroll client, the employee and vendor information from that program will not convert. The general ledger transactions posted to the CPASoftware General Ledger are converted.

Other information / add-on modules

Financial statement, labor and industries, wage report, and accounts payable information cannot be converted.

Conversion notes and exceptions

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

GL period and year-end dates

CPASoftware General Ledger allows you to set up from 1 to 13 processing periods for a client. You will need to set up the *CSA* client as an annual, quarterly, monthly, or 13-period client.

If the CPASoftware client is a semi-annual client with two periods, set up the *CSA* client as a quarterly client and the conversion program will transfer balances to the second and fourth quarters. You may process in all quarters, use only those two to process the semi-annual information, or change the client to semi-annual after conversion.

If the CPASoftware client uses anything other than the periods listed above, you will need to set up the *CSA* client as an annual client. All transactions will post to one period.

If your client is a 13-period client or uses period end dates other than the end-of-the-month dates, make sure you also edit the period-end dates in *CSA* to match the CPASoftware client end dates.

CSA combining accounts

CPASoftware General Ledger departments are functionally similar to *CSA* departments, with one significant difference: *CSA* allows you to define "combining" accounts, which link individual department accounts and combine their amounts for reporting purposes. No transactions can be

posted to the combining accounts and no balances need to be entered. These accounts are simply used to combine general ledger balances for accounts to which transaction data has already been posted. For more information about setting up and using combining accounts, search on **Combining accounts setup** from the Index tab of the *CSA* Help Topics dialog.

Chart of Accounts mask

The Chart of Accounts mask for clients converted from CPASoftware should be set up in *CSA* either as all core accounts or with departments and/or locations, depending on the Account Segment Setup. During the conversion process, the CPASoftware Visual Client Write-Up to *CSA* conversion program assumes that any undesignated segment (not marked as Main or Dept.) is a location segment. *CSA* requires that the department section of the Chart of Accounts mask precede the core accounts and that the location section precede the department. The CPASoftware to *CSA* conversion program will reposition the location and department numbers to the front of the core account numbers. If the Account Format in the CPASoftware client contained a department segment, enter a matching number of Ds (up to four), followed by Cs in the *CSA* client's Chart of Accounts mask. If the Account Format in the CPASoftware client contained a location (undesignated) segment, enter a matching number of Ls (up to three) followed by Ds or Cs in the *CSA* client's Chart of Accounts mask.

For situations described in the section of this guide entitled "General Ledger account renumbering," where the account will be completely renumbered, you must use a Chart of Accounts mask of all core account numbers. For more information, search on **Chart of Accounts mask setup** from the Index tab of the *CSA* Help Topics dialog.

Note: The CPASoftware to *CSA* conversion program removes all formatting from the CPASoftware account mask (including dashes and decimals).

General Ledger account renumbering

The CPASoftware to *CSA* conversion program completely renumbers the account so that it consists entirely of core account numbers if any of the following conditions exist.

- There are 12 or more characters (not including dashes or decimals) in the CPASoftware account mask

- There are four segments in the mask

Location / Department account renumbering

The CPASoftware to *CSA* conversion program renumbers the location, department, and main account number independently if any of the following conditions exist:

Departments

- Alpha or other non-numeric characters in the department segment

- More than four digits in the department segment

- Department segment that consists of all zeros.

Locations

- Alpha or other non-numeric characters in the location segment

- More than three digits in the location segment

- Location segment that consists of all zeros

Main / Core accounts

- Alpha or other non-numeric characters in the main segment

Account ranges

You may renumber the Chart of Accounts in *CSA* after the conversion. The conversion program uses the following ranges to assign the core account numbers if renumbering is required.

Assets	100000 to 299999
Liabilities	300000 to 399999
Capital / Equity	400000 to 499999
Revenue	500000 to 699999
Expense	700000 to 999999

If account renumbering occurs, the conversion program will print the old account number, new account number, and the account name in the <ClientID>.PDF conversion report.

Note: The ranges listed above assume that the mask set up for a particular client has six available core (main) account positions. If the length of your main account segment in CPASoftware is less than six, the length of the ranges will be reduced to conform to your account format. For example, if your main segment is four characters long, the range for asset account renumbering would be 1000 to 2999 instead of the 100000 to 299999, as listed above.

Account types

The CPASoftware to *CSA* conversion program assigns the *CSA* account type according to the following chart:

CPASoftware account type	CSA account type
Assets	Asset
Liabilities	Liabilities and Equity
Equity	Liabilities and Equity
Sales	Revenue
Cost of Goods Sold	Expense
Expense	Expense
Other Income	Revenue
Other Expense	Expense

Transaction references

If a reference number for a transaction is not a check number (but is a deposit, transfer, and so forth.), the reference number for *CSA* will be assigned with the first letter of the transaction type followed by the number of the period in which the transaction took place. For example, if you selected Deposit from the drop-down list for a transaction that took place in the second period of the year, the *CSA* reference number would be **D2** for that transaction.

Employee earnings and withholding balances

During the conversion process you are presented with a payroll code translation screen which enables the CPASoftware to *CSA* conversion program to properly identify CPASoftware payroll items and convert them to the appropriate *CSA* payroll items. Any user-defined payroll items that exist in CPASoftware are represented in this translation screen. Payroll items that are not user defined are transferred automatically. You will then be asked to match each of the CPASoftware payroll items with the appropriate *CSA / Write-Up CS* category. If any of the CPASoftware payroll items are not used, change the *CSA* Code to **Not Assigned** in the field. You may change the current settings to the defaults for all conversion clients at any time.

Notes

- If more than one of the CPASoftware payroll items are assigned to the same *CSA / Write-Up CS* category, the balances for those items are combined in the *CSA* payroll item on each employee.

- The conversion program will present the employee state disability payroll item to assign to a *CSA* payroll code. You should assign this item to an unused deduction item and change it to the *CSA* withholding item SDI after the conversion.

You may choose not to convert the employee earnings from CPASoftware when you import the data into *CSA*. This will convert the employee name, address, and Social Security number but not any payroll items or balances. This is useful if you want to set up the employees in *CSA*. This may allow you greater flexibility and more payroll features than were available in CPASoftware and the imported data. For more information on setting up employees, search on **Employee setup** from the Index tab of the *CSA* Help Topics dialog.

Terminated employees / inactive vendors

Employees with a termination date or vendors marked as inactive in CPASoftware General Ledger are converted in *CSA* to complete W-2s or 1099s for the current year. You will need to manually mark them as inactive in the *CSA* program after the conversion has been completed.

Security

Both *CSA* and CPASoftware allow user-level security. However, the CPASoftware Visual Client Write-Up to *CSA* conversion program cannot convert user information such as password, user rights, user name, authorizations, and so forth. This information needs to be set up manually for the client in the *CSA* program.

Verifying your converted data

Although the conversion program is 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 CPASoftware General Ledger data. Complete these steps to verify that your CPASoftware General Ledger data has been converted correctly.

1. Start *CSA* and open the new client that was created.

2. Make all necessary changes as noted in the "Conversion notes and exceptions" section of this guide, including the posting of transactions in the current period.

3. In CPASoftware General Ledger, print the Detail General Ledger and Trial Balance Report.

4. In *CSA*, print the General Ledger and Trial Balance reports.

5. Compare the reports. If the information contained in the CPASoftware reports does not match the information in the *CSA* reports, you need to determine which transaction(s) are invalid or missing and manually enter those transactions in *CSA*. Other reports are available in both programs if you cannot determine the discrepancy using the reports listed above.

6. Compare the amounts in the CPASoftware General Ledger report and note any discrepancies. You can make manual changes to any payroll amount in the *CSA* program.

If you encounter problems

If you encounter problems during the conversion of client data from CPASoftware General Ledger to your *Creative Solutions Accounting* software, and you are unable to reconcile the data using the various reports and tools in *CSA*, contact Creative Solutions Product Support.

Support

CSA Help

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

Website

If you have questions or need assistance, you can visit our website at www.CreativeSolutions.Thomson.com 24 hours a day for access to our support knowledgebase and for the latest information on current issues and processing tips. To take advantage of this convenient means of accessing information, choose **On the Web** from the *Creative Solutions Accounting* 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 available from 9:00 a.m. to 8:00 p.m. eastern time.