
IMPORT GUIDE

Checklist for Importing ASCII Client Data into CSA Using Microsoft Excel

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Introduction

This checklist is designed to help you through the process of using Microsoft® Excel® to format client data that has been exported to ASCII files from your previous write-up or trial balance software into Creative Solutions Accounting (CSA). Following this checklist will help you to successfully import that data into the Write-Up CS® or Trial Balance CS™ software within CSA and the CS Professional Suite® Accounting Products software.

This import method works well with data files that contain a limited amount of information. Please note, however, that this method is **not** recommended for importing data that extends beyond 240 characters per line. Therefore, we recommend using this import method only for files that contain the types of information listed in the following section.

Note: If you need to import ASCII-format data from additional fields, you can do so by preparing **fixed-length** ASCII import files, as described in the PDF documents entitled “Import Guide: ASCII Files to Write-Up CS” and “Import Guide: ASCII File to Trial Balance CS.” Follow the instructions in the appropriate import guide for preparing the data files prior to import. To open one of these guides in the Adobe Reader version 7.0 or higher, search on **ASCII file import** from the index of the CSA help browser and then double-click the relevant topic.

Filenaming guidelines

This section describes the conventions for filenames to follow when saving ASCII data files for subsequent import into CSA.

General requirements

- Filenames must be limited to 8 significant characters plus a 3-character extension. Long filenames are not permitted.
- The file names may contain only alphanumeric characters (that is, the numbers 0-9 and/or the letters A-Z).

- The letter **G** must always be used as the first character of the file name, followed immediately by a five-character client identification that does not necessarily need to match the CSA client ID.
- The appropriate 3-character file name extension must be used to denote the type of data contained in each file (as prescribed below).

General ledger accounts file (Gxxxxx.GLA)

- You can import only one GL accounts file per client.
- Use **Gxxxxx.GLA** as the file name format, where **xxxxx** identifies the client.

General ledger transaction files (Gxxxxxyn.GLT)

- You can import up to 13 general ledger transaction files for each client, with each processing period requiring its own GL transactions file.
- Use **Gxxxxxyn.GLT** as the file name format, where:
 - **xxxxx** identifies the client
 - **y** represents the alphabetical code for the period to which the transactions apply (**A** for January, **B** for February, and so on . . . through **L** for December — regardless of the fiscal year-end date)
 - **n** is used to identify a 13-period vs. non-13-period client:
 - use a zero (**0**) for a 13-period processor client whose period end date is between the 1st and 15th of the month, **OR** to identify a non-13-period client.
 - use a **1** to identify a 13-period processor client whose period end date is between the 16th and the 31st of the month.

Employee data file (Gxxxxx.PRR)

- You can import only one employee file per client.
- Use **Gxxxxx.PRR** as the file name format, where **xxxxx** identifies the client.

Vendor data file (Gxxxxx.VEN)

- You can import only one vendor file per client.
- Use **Gxxxxx.VEN** as the file name format, where **xxxxx** identifies the client.

File format requirements

This section identifies the types of data that can be imported using this method into Write-Up CS and/or Trial Balance CS within CSA. Each table is organized according to the exact column order required for the import file and denotes the necessary screen navigation to the relevant fields in CSA.

General ledger accounts file specifications

The following table lists the types of data and the required column specifications for the client's GL accounts data. All fields in the following table are presented in the exact order they should appear within the **Gxxxxx.GLA** file.

- A Chart of Accounts that is out of balance in the ASCII file would be imported to an out-of-balance state within CSA.
- The import process does **not** check for invalid account numbers. Therefore, to be valid within CSA, account numbers must match the Chart of Accounts mask in CSA.

Field description (Text or Amount)	Excel Column Letter	Column Width	CSA menu navigation and field name	Comments and additional information
Setup / Chart of Accounts				
Account Number (Text)	A	11	Acct #	An account number can consist of up to 10 digits plus a decimal point (11 characters in all) with no more than 3 digits to the right of the decimal.
Account Type (Text)	B	1	Type	The account type is a one-character field, as follows: A = Asset accounts L = Liabilities and Equity accounts R = Revenue accounts E = Expense accounts Note that CSA recognizes only capital letters as designators for the type.
Description (Text)	C	29	Description	The maximum field length is 29 characters.
Current Year Beginning Balance (Amount)	D	12	Balance	This field should contain the account's beginning balance amount.
Current Year Period 1-13 Balance Changes (Amount)	E-Q	12	Balance	Each of these 13 fields should contain the amount of change for the period (not the actual ending balance).

General ledger transactions file specifications

All fields in the following table are presented in the exact order they should appear within the Gxxxxyn.GLT file.

- ASCII file transactions that are out of balance would be imported to an out-of-balance state within CSA.
- Checks and deposits are imported as Orphan Checks for bank reconciliation unless a default checkbook is selected from the Bank Reconciliation window within CSA. To do this, choose Tasks / Bank Reconciliation, choose Edit / Options, and then mark the **Do not send unassigned checks to orphan checks** checkbox and select the default checkbook from the drop-down list.

Field description (Text or Amount)	Excel Column Letter	Column Width	CSA menu navigation and field name	Comments and additional information
Tasks / Transaction Entry				
Reference (Text)	A	6	Reference	The reference may be up to 6 characters (including an optional decimal) and no more than 1 character to the right of the decimal. Example: JE.1
Transaction Date (Text)	B	6	Date	For dates, use the MMDDYY format (without hyphens or slashes). The date field is 6 characters long.
Month (Text)	C	2	[No navigation is available for this field. It is not displayed in CSA.]	The Month field is used for reporting purposes only and does not determine the period to which a transaction will be posted. Regardless of the fiscal year-end date, indicate the month of the transaction using 01 for January, 02 for February, etc., through 12 for December.
Acct/Number (Text)	D	11	Account Number	An account number may consist of up to 10 characters plus a decimal point (11 characters in all), with no more than 3 characters to the right of the decimal.
Description (Text)	E	110	Description	The transaction description is 110 characters long.
Transaction Amount (Amount)	F	12	Amount	Amounts are 12 characters long.

Employee data file specifications

All fields in the following table are presented in the exact order they should appear within the Gxxxxx.PRR file.

Field description (Text or Amount)	Excel Column Letter	Column Width	CSA menu navigation and field name	Comments and additional information
Setup / Employees / General tab				
Employee ID (Text)	A	8	ID	For the employee ID, CSA accepts only the alphanumeric characters 0 to 9 and A to Z, for a total of 8 alphanumeric characters.
First Name (Text)	B	15	First	The maximum field length in CSA is 15 characters.
Middle Initial (Text)	C	1	MI	The maximum field length in CSA is 1 character.
Last Name (Text)	D	20	Last	The maximum field length in CSA is 20 characters.
Street Address (Text)	E	30	Street	The maximum field length in CSA is 30 characters.
City (Text)	F	20	City	The maximum field length in CSA is 20 characters.
State (Text)	G	2	State	The maximum field length in CSA is 2 characters.
Zip Code (Text)	H	10	Zip	The maximum field length in CSA is 10 characters and should include formatting such as XXXXX-XXXX.
Social Security Number (Text)	I	11	SSN/EIN	The field length in CSA is 11 characters and should include formatting such as XXX-XX-XXXX.
Area Code (Text)	J	3	Phone	The maximum field length in CSA is 3 characters. Alpha characters such as A-Z are not allowed in this field.

Field description (Text or Amount)	Excel Column Letter	Column Width	CSA menu navigation and field name	Comments and additional information
Phone Number (Text)	K	8	Phone	The maximum field length in CSA is 8 characters and should include formatting such as XXX-XXXX. Alpha characters such as A-Z are not allowed in this field.
Setup / Employees / Tax Withholdings and Deductions tab				
State Code (Text)	L	2	State W/H Properties button State	The maximum field length in CSA is 2 characters. The State code associated with each employee must be in all capital letters to be valid in CSA. Numeric values (0-9) are not allowed in this field.
Local Code (Text)	M	2	Local W/H properties button Locality	The maximum field length in CSA is 2 characters. The Local code associated with each employee must be in all capital letters to be valid in CSA. Numeric values (0-9) are not allowed in this field.
Setup / Employees / Other tab / SUTA GL Accounts				
SUTA State (Text)	N	2	State	The maximum field length in CSA is 2 characters. The SUTA State code associated with each employee must be in all capital letters to be valid in CSA. Numeric values (0-9) are not allowed in this field.
Setup / Employees / General tab				
Payroll Department (Text)	O	3	Department	The maximum field length in CSA is 3 characters. Alphanumeric characters 1 to 9 and A to Z are accepted in this field. Zero (0) is not a valid department number. If no department is available, use 1 as the default for this field.

Vendor data file specifications

All fields in the following table are presented in the exact order they should appear within the Gxxxxx.VEN file.

Field description (Text or Amount)	Excel Column Letter	Column Width	CSA menu navigation and field name	Comments and additional information
Setup / Vendors / General tab				
Vendor ID (Text)	A	11	Vendor ID	The maximum field length in CSA is 11 characters. The Vendor ID column must be filled in to avoid vendor duplication in CSA.
Name* (Text)	B	15 or 36	Name	This column can be either 15 or 36 characters. If using a 15-character name, the Amount field (column N) can be 12 characters. If using a 36-character name, the Amount field can be only 9 characters.
Address Line 1 (Text)	C	40	Street	The maximum field length in CSA is 40 characters.
Address Line 2 (Text)	D	40	Street	The maximum field length in CSA is 40 characters.
City (Text)	E	20	City	The maximum field length in CSA is 20 characters.
State (Text)	F	2	State	The maximum field length in CSA is 2 characters. The State code associated with each vendor must be specified using all capital letters to be valid in CSA.
Zip (Text)	G	10	Zip	The maximum field length in CSA is 10 characters and should include formatting such as XXXXX-XXXX.
Social Security # (Text)	H	11	SS#	The SSN is 11 characters, which includes formatting such as XXX-XX-XXXX.
Area Code (Text)	I	3	Phone	The area code is 3 characters in length and should not contain any formatting such as brackets.

Field description (Text or Amount)	Excel Column Letter	Column Width	CSA menu navigation and field name	Comments and additional information
Phone number (Text)	J	8	Phone	The maximum field length in CSA is 8 characters in length and should contain formatting such as XXX-XXXX.
Contact (Text)	K	20	Contact	The maximum field length in CSA is 20 characters.
Acct # with Vendor (Text)	L	10	Account #	The maximum field length in CSA is 10 characters.
Setup / Vendors / Address and Accounts tab (This tab appears only if licensed for Payroll CS®)				
Default Description (Text)	M	20	Check memo	The maximum field length in CSA is 20 characters.
Setup / Vendors / Distributions tab				
Amount (Amount)	N	9 or 12	Year to date checks	<p>This amount represents the year-to-date checks paid to the vendor, not classified by 1099 type. If there are multiple 1099-type payments, you will need to break this information apart in CSA after the import.</p> <ul style="list-style-type: none"> ▪ This field may be 9 characters if using a 36-character Name, or 12 characters if using a 15-character name. ▪ The YTD checks paid to each vendor are recalculated when the Payroll period is advanced. If no transactions exist for a vendor, the amount becomes 0.00 for that vendor.

Formatting the ASCII data files using Microsoft Excel

To format your ASCII file data within Microsoft Excel prior to import into CSA, complete all of the following steps.

1. In Microsoft Excel, open a blank worksheet.
2. Choose File / Open and select the ASCII file to be imported.
3. Step through the import wizard in Excel (steps 1 through 3). During the third step, do the following:
 - For each **amount** field, leave the format as **General**.
 - For all other fields, change the data format to **Text**.
4. Choose Format / Style and make the following changes (for the entire spreadsheet).
 - a) In the Style dialog, clear all checkboxes except Font.
 - b) Click the Modify button, click the Font tab, choose a **nonproportional** font from the Font list, and specify a relatively small font size to ensure that all characters can be imported correctly.
Example: Specify **Courier New** and font size **8**.
 - c) Click OK to close the Modify dialog and click OK again to close the Style dialog. The format style of your spreadsheet has now been changed so that the column width is based on the number of characters that can be placed in the column.
5. For each **Date** column:
 - a) Click the column-heading button to highlight the entire column, and choose Format / Cells.
 - b) In the Number tab of the Format Cells dialog, select **Text** from the Category list and then click OK.
6. For each **Amount** column:
 - a) Click the column-heading button to highlight the entire column, and choose Format / Cells.
 - b) In the Number tab of the Format Cells dialog, select **Number** from the Category list and then click OK.
7. Arrange all of the data columns in the proper order per the relevant file specification table in this guide.
8. For each column, choose Format / Column / Width and set the width to exactly match the maximum number of character for that column per the relevant table in this guide.
9. Choose File / Save As and specify **Formatted Text (Space Delimited) (*.prn)** as the file type. Change the file name to adhere to the file naming guidelines presented above on pages 1 and 2 of this document (for example, for a file that includes August GL transactions for a non-13-period client whose ID is ALAI, you would enter **GLALAIH0.glt.prn**). Click the Save button.
10. Click **Yes** in the confirmation dialog to maintain the current file format.
11. Close the Excel file, and choose **No** when prompted to save changes.

Importing the formatted data files into CSA

1. Using My Computer or Windows Explorer, navigate to the folder where the Excel file has been saved and rename it by removing the **.prn** file name extension. (For example, rename the file from **GLALAIH0.glt.prn** to **GLALAIH0.glt**).
2. Open the client in CSA and then choose **Utilities / Import / ASCII File**.
3. In the Import dialog, specify both the folder location for the file to import and the client ID. You may also choose whether include current-year balances only and whether to include earnings data for employees.
4. Click the Import button.
5. Review the client data and transactions in CSA to ensure that the data has been imported correctly.

If you encounter problems

If you encounter problems during the import to Creative Solutions Accounting and cannot reconcile the data using the various reports and tools in Creative Solutions Accounting, contact CS 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 button, and search on **Getting help**.

Website

If you have questions or need assistance, you can visit our website at CS.ThomsonReuters.com 24 hours a day for access to our support knowledgebase and for the latest information about 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 choose **Product Support and Service**.

Support

To speak with a Product Support Representative, please call CS Support 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. For details on our support hours for other CS Professional Suite applications, please visit our website at CS.ThomsonReuters.com.