# CONVERSION GUIDE
# ProSystem fx Write-Up to Write-Up CS

## Introduction

The ProSystem fx® Write-Up to Write-Up CS® conversion program and the **Utilities > Data Conversion > ProSystem fx Write-Up** command in Write-Up CS are provided to convert your client data from ProSystem fx Write-Up version 4.5.11.50 into the Write-Up CS software within Creative Solutions Accounting™ (CSA) and the CS Professional Suite® Accounting Products software. 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 is 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 ProSystem fx Write-Up, you can convert employee current-period, current-quarter, and 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 see "Items transferred during the conversion" on page 5. Also, please see "Processing steps required for each client prior to running the conversion program" on page 2 for important details.

## Conversion program overview

The overall objective of the conversion program is to provide a comprehensive conversion of your ProSystem fx Write-Up data to Write-Up CS and CSA. However, due to differences in processing calculations and data structures between ProSystem fx Write-Up and CSA, some ProSystem fx Write-Up data cannot be converted. **Therefore, you should not expect to exactly duplicate results from ProSystem fx Write-Up 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 "Conversion notes and exceptions" 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 ProSystem fx Write-Up client data before beginning the conversion process. The conversion program will not change any of your ProSystem fx Write-Up data. If you need to modify the data in ProSystem fx Write-Up as part of the conversion process, making a backup will enable you to restore the original data.

- Open the ProSystem fx Write-Up client that you will be converting and under Options select Rebuild Balance Cache. After this option is run close the client.

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

    *Note:* We recommend **not** closing the year before converting your ProSystem fx Write-Up client. Employee pay items and general ledger transactions are converted only for the current year. Therefore, closing the year would cause amounts for pay item and transactions to be zero and would stop any of the year's transactions from converting.

- The conversion program generates a report in PDF that is saved in the ProSystem fx Write-Up client data folder. This report contains notes and information on changes you may need to make to the client data in CSA. We recommend that you print this report after finishing the conversion process but before importing the client into CSA. You need to have Adobe® Reader® version 7.0 or higher installed to view and print this report. If Adobe Reader is not already installed on your computer, choose **Help > On the Web > Adobe Reader** from the CSA main window; this takes you to the Adobe website from which you can download and install the Reader.

### Important!

- To avoid possible delays in converting your data, do **not** install any updates to your ProSystem fx Write-Up. Doing so could change the format of the client data and could require an update to the conversion program to enable you to convert your client data. This conversion program was written to convert data only from ProSystem fx Write-Up v.4.5.11.50 as noted above.

- Prior to running the conversion, please be sure that you have installed your CS Professional Suite Accounting Products software on the computer from which the conversion will be run.

## Installing the CS Professional Suite Accounting Products Conversions CD

1. Uninstall any previously installed versions of the CS Professional Suite Accounting Products Conversions CD.

a) From the Windows® Start menu, choose **Control Panel**. (On some Windows systems, you may need to choose **Settings > Control Panel**.)

b) Double-click **Add or Remove Programs**.

c) Scroll to **CS Accounting Conversions** (or to **CSI Accounting Conversions**) and highlight that item.

d) Click the **Change/Remove** button.

e) At the prompt, click **Yes** to uninstall the program.

2. Place the enclosed CS Professional Suite Accounting Products Conversions CD in the CD drive on your computer.

3. The setup program will open automatically, or you can do the following to open it.

a) Open Windows Explorer and navigate to your CD drive.

b) Double-click **SETUP.EXE**.

4. Follow the prompts on the screen to install the CSA conversion program.

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

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*Notes*

▪ The conversion program is installed only on the local computer. You need to install the conversion program on **each** computer from which you will run the conversion program.

▪ Once you have converted all of your accounting client data, you can remove the conversion program from your computer repeating step 1.

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# Converting the client data prior to import into CSA

Complete these steps to create the ProSystem fx Write-Up export files. The export file is a specially formatted file that CSA can use to import your data. The conversion program does not change your original ProSystem fx Write-Up data.

**Important!** To ensure an accurate export file is created, verify that your ProSystem fx Write-Up clients are not in use and exit the ProSystem fx Write-Up program before continuing.

1. Double-click the CS Conversions icon on your desktop to start the conversion program. If you did not install the shortcut, click Start on the Windows taskbar and then choose **Programs > CS Professional Suite > CS Data Conversions**.

   Microsoft® Windows Vista® and Windows 7 users: right-click the Conversion icon and choose **Run as administrator**.

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

3. In the Competitor field, select **ProSystem fx Write-Up**.

4. In the Output Data Folder field, enter the path where you want your ProSystem fx Write-Up client data converted to. The path defaults to My Documents.

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

6. The Select an SQL Server Database dialog opens automatically. On the Server line, enter the name of your computer followed by **\WUSQL**. For example, if your computer name is WorkComputer, you would enter **WorkComputer\WUSQL**. Mark the **Use Windows Authentication** checkbox. This will populate the Database line with a list of your clients. Select a client and then click the **OK** button.

7. If you process payroll for this client, the Enter Last Month Payroll Posted dialog opens automatically. Select the last month for which payroll has been recorded and click the **Continue** button.

8. The Assign CSA Pay Codes dialog opens and enables you to translate ProSystem fx Write-Up payroll codes into CSA payroll items.

9. The conversion program displays a new translation screen for each employee type payroll source in the client. The conversion program does not display a translation screen for vendor or miscellaneous type payroll sources because pay code assignments are not necessary for nonemployee sources.

10. To translate a ProSystem fx Write-Up 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 pay reduction other than a tax). Next, specify the CSA category. This enables the conversion program to place the amount associated with this pay code in the appropriate CSA pay, withholding, or deduction field for each employee.

   *Note:* You may save the current settings as the default for all clients that are converted by clicking the Save as Defaults button.

11. Click the **Continue** button to begin the conversion process.

12. When the conversion is complete, click **OK**.

   To process another client, repeat the above steps starting from step 5. Otherwise, click the **Exit** button and continue to step 13.

   *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.

13. After creating the export files and prior to importing the converted client data into CSA, you should print the conversion report. To print this report, choose Start > Run on the Windows taskbar and enter the same ProSystem fx Write-Up client data path you entered in step 4 above. Open the file labeled with <ClientID>_W.PDF. For example, if the ProSystem fx Write-Up client ID was ABCDEF, the conversion report will be named ABCDEF_W.PDF.

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

# Importing the converted client files into CSA

Complete these steps to import a ProSystem fx Write-Up client into CSA.

1. Start the CSA program by double-clicking the shortcut icon on your desktop.

2. Create a new client in CSA by choosing File > New Client. For more information on creating a new client, search on **New Client [File menu]** from the index of the CSA help browser. If you are converting general ledger and after-the-fact payroll information, you will need to select the General Ledger module, the Payroll Compliance module, and the Financial Reporter module when adding the client.

   *Important!* When you add a new client to CSA, you must enter the current general ledger period end and current fiscal year end dates exactly as they appear in the ProSystem fx Write-Up. If you intend to process payroll for the client, enter the next payroll month end that you intend to process. For more information on setting the period-end dates and year-end dates, see "General ledger period and year-end dates" on page 13.

3. From the CSA main window, choose **Utilities > Data Conversion > ProSystem fx Write-Up**.

4. In the first field of the ProSystem fx Write-Up Import dialog, enter the location of the data files that you want to import into CSA. This is the same directory you entered in step 4 of "Converting the client data prior to import into CSA" on page 3.

5. Specify the client ID in the Client to Import field.

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, see "Employee earnings and withholding balances" on page 15.

7. Click the **Import** button.

8. After the import is complete, a prompt asks "Do you want to post the current year transactions?" Because of the differences between ProSystem fx Write-Up and CSA, click **Yes**.

9. Once the import has finished, make any necessary changes or corrections to the converted data as specified in "Items transferred during the conversion" on page 5 and "Conversion notes and exceptions" on page 13.

# Items transferred during the conversion

The following tables are provided to identify fields in ProSystem fx Write-Up that are converted to CSA. The tables are organized by screens in ProSystem fx Write-Up and CSA and denote the necessary CSA screen navigation.

# General ledger account information

| ProSystem fx Write-Up field name | CSA menu navigation CSA field name | Comments and additional information |
|---|---|---|
| | **Setup > Chart of Accounts** | |
| Account Number | Account | See "Conversion notes and exceptions" starting on page 13 for more information on the conversion of the account numbers. |
| Account Type | Type | See "Conversion notes and exceptions" starting on page 13 for more information on the conversion of the account types. |
| Account Description | Description | The conversion program allows 29 characters in length for description. The description in ProSystem fx Write-Up is 239 characters in length. Only the first 29 characters are converted. |
| Amount | Balance – Current Year | |
| Amount | Balance – Prior Year | See "Conversion notes and exceptions" starting on page 13 for more information on the conversion of the account balances. |

# GL transactions

| ProSystem fx Write-Up field name | CSA menu navigation CSA field name | Comments and additional information |
|---|---|---|
| | **Tasks > Transaction Entry** | |
| Reference Number | Reference | |
| Date | Date | |
| Account Number | Account/Vendor | |
| Account Description | Description | If no description is entered in ProSystem fx Write-Up, the description "Converted Transaction" is used by the conversion program. |
| Amount Dr/(Cr) | Amount | |

# Employee information

| ProSystem fx Write-Up field name | CSA menu navigation CSA field name | Comments and additional information |
|---|---|---|
| **Setup > Employees > General tab** | | |
| ID | ID | The conversion program allows up to 8 characters for the employee number. ProSystem fx Write-Up allows up to 64 characters for the employee number. Only the first 8 characters are converted. |
| First Name | First | CSA allows 15 characters to be entered for the employee first name. The first name field in ProSystem fx Write-Up is 35 characters long. Only the first 15 characters are converted. |
| MI | MI | CSA allows 1 character to be entered for the employee middle initial. The middle name field in ProSystem fx Write-Up is 2 characters long. Only the first character is converted. |
| Last Name | Last | CSA allows 20 characters to be entered for the employee last name. The last name field in ProSystem fx Write-Up is 35 characters long. Only the first 20 characters are converted. |
| Address | Street | CSA allows 30 characters to be entered for the employee address. The address field in ProSystem fx Write-Up allows 45 characters. Only the first 30 characters are converted. |
| City | City | CSA allows 20 characters to be entered for the employee city. The city field in ProSystem fx Write-Up allows 50 characters. Only the first 20 characters are converted. |
| State | State | |
| ZIP | Zip | |
| SSN ID | SSN/EIN | |
| **Setup > Employees > Tax Withholdings and Deductions tab** | | |
| **IT | State W/H Properties button State | See "Conversion notes and exceptions" starting on page 13 for more information on the conversion of the State W/H state. |
| **Setup > Employees > Other tab** | | |
| **SUTA | SUTA GL Accounts State | See "Conversion notes and exceptions" starting on page 13 for more information on the conversion of the Employee SUTA State. |

| ProSystem fx Write-Up field name | CSA menu navigation CSA field name | Comments and additional information |
|---|---|---|
| Department | Department | The conversion program allows up to 3 characters for the employee department. ProSystem fx Write-Up allows multiple Departments and locations to be assigned. Only the first 3 characters of the first department identified are converted. |

## Employee earnings balances

See "Conversion notes and exceptions" starting on page 13 regarding the conversion of employee earnings and withholding balances for current month, current quarter, and year to date.

| ProSystem fx Write-Up field name | CSA menu navigation CSA field name | Comments and additional information |
|---|---|---|
| | **Setup > Employees > Earnings tab** | |
| Month to Date Quarter to Date Year to Date | Wages | Any ProSystem fx Write-Up payroll column that was translated to CSA pay item code Hourly in the ProSystem fx Write-Up to CSA Conversion dialog is converted to this field. |
| Month to Date Quarter to Date Year to Date | Salary | Any ProSystem fx Write-Up payroll column that was translated to CSA pay item code Salaried Wages in the ProSystem fx Write-Up to CSA Conversion dialog is converted to this field. |
| Month to Date Quarter to Date Year to Date | Overtime | Any ProSystem fx Write-Up payroll column that was translated to CSA pay item code Overtime Wages the ProSystem fx Write-Up to CSA Conversion dialog is converted to this field. |
| Month to Date Quarter to Date Year to Date | Commission | Any ProSystem fx Write-Up payroll column that was translated to CSA pay item code Commissions in the ProSystem fx Write-Up to CSA Conversion dialog is converted to this field. |
| Month to Date Quarter to Date Year to Date | Bonus | Any ProSystem fx Write-Up payroll column that was translated to CSA pay item code Bonus in the ProSystem fx Write-Up to CSA Conversion dialog is converted to this field. |
| Month to Date Quarter to Date Year to Date | Sick Pay | Any ProSystem fx Write-Up payroll column that was translated to CS pay item code Sick Pay in the ProSystem fx Write-Up to CSA Conversion dialog is converted to this field. |

| ProSystem fx Write-Up field name | CSA menu navigation CSA field name | Comments and additional information |
|---|---|---|
| Month to Date Quarter to Date Year to Date | EIC Advance | Any ProSystem fx Write-Up payroll column that was translated to CSA pay item code EIC Payments in the ProSystem fx Write-Up to CSA Conversion dialog is converted to this field. |
| Month to Date Quarter to Date Year to Date | Vacation | Any ProSystem fx Write-Up payroll column that was translated to CSA pay item code Vacation/Holiday in the ProSystem fx Write-Up to CSA Conversion dialog is converted to this field. |
| Month to Date Quarter to Date Year to Date | Reported Tips | Any ProSystem fx Write-Up payroll column that was translated to CSA pay item code Tips in the ProSystem fx Write-Up to CSA Conversion dialog is converted to this field. |
| Month to Date Quarter to Date Year to Date | Other Wages | Any ProSystem fx Write-Up payroll column that was translated to CSA pay item code Other Wage Items in the ProSystem fx Write-Up to CSA Conversion dialog is converted to this field. |
| | Setup > Employees > Tax Withholdings and Deductions tab | |
| Month to Date Quarter to Date Year to Date | FICA-SS | The FICA amounts are converted automatically. No special translation needs to occur. |
| Month to Date Quarter to Date Year to Date | FICA-Med | The Medicare amounts are converted automatically. No special translation needs to occur. |
| Month to Date Quarter to Date Year to Date | Federal W/H | The Federal Withheld amounts are converted automatically. No special translation needs to occur. |
| Month to Date Quarter to Date Year to Date | State W/H | See "Conversion notes and exceptions" starting on page 13 for more information on the conversion of the State W/H. |
| Month to Date Quarter to Date Year to Date | Local | See "Conversion notes and exceptions" starting on page 13 for more information on the conversion of the Local W/H. |
| Month to Date Quarter to Date Year to Date | 401(K) Fixed Amount | Any ProSystem fx Write-Up payroll column that was translated to CSA deduction item code 401(k) Contributions in the ProSystem fx Write-Up to CSA Conversion dialog is converted to this field. |

| ProSystem fx Write-Up field name | CSA menu navigation CSA field name | Comments and additional information |
|---|---|---|
| Month to Date<br>Quarter to Date<br>Year to Date | Cafe Fixed Amount | Any ProSystem fx Write-Up payroll column that was translated to CSA deduction item code Cafeteria Health Plan in the ProSystem fx Write-Up to CSA Conversion dialog is converted to this field. |
| Month to Date<br>Quarter to Date<br>Year to Date | Loan Repayments | Any ProSystem fx Write-Up payroll column that was translated to CSA deduction item code Loan Repayments in the ProSystem fx Write-Up to CSA Conversion dialog is converted to this field. |
| Month to Date<br>Quarter to Date<br>Year to Date | Medical Insurance | Any ProSystem fx Write-Up payroll column that was translated to CSA deduction item code Insurance in the ProSystem fx Write-Up to CSA Conversion dialog is converted to this field. |
| Month to Date<br>Quarter to Date<br>Year to Date | Life Insurance | Any ProSystem fx Write-Up payroll column that was translated to CSA deduction item code Life Insurance in the ProSystem fx Write-Up to CSA Conversion dialog is converted to this field. |
| Month to Date<br>Quarter to Date<br>Year to Date | Meals/Lodging | Any ProSystem fx Write-Up payroll column that was translated to CSA deduction item code Meals/Lodging in the ProSystem fx Write-Up to CSA Conversion dialog is converted to this field. |
| Month to Date<br>Quarter to Date<br>Year to Date | Uniform | Any ProSystem fx Write-Up payroll column that was translated to CSA deduction item code Uniforms in the ProSystem fx Write-Up to CSA Conversion dialog is converted to this field. |
| Month to Date<br>Quarter to Date<br>Year to Date | Union Dues | Any ProSystem fx Write-Up payroll column that was translated to CSA deduction item code Union Dues in the ProSystem fx Write-Up to CSA Conversion dialog is converted to this field. |
| Month to Date<br>Quarter to Date<br>Year to Date | Direct Deposit | Any ProSystem fx Write-Up payroll column that was translated to CSA deduction item code Direct Deposit in the ProSystem fx Write-Up to CSA Conversion dialog is converted to this field. |
| Month to Date<br>Quarter to Date<br>Year to Date | Other Deduction | Any ProSystem fx Write-Up payroll column that was translated to CSA deduction item code Other Deductions in the ProSystem fx Write-Up to CSA Conversion dialog is converted to this field. |

## Vendor information

| ProSystem fx Write-Up field name | CSA menu navigation CSA field name | Comments and additional information |
|---|---|---|
| | **Setup > Vendors > General tab** | |
| Vendor ID | Vendor ID | The Vendor ID field in ProSystem fx Write-Up is 64 characters long. In CSA, the ID field is 11 characters long. Only the first 8 characters of the ID are converted. |
| Vendor Name | Name | The Name field in ProSystem fx Write-Up is 50 characters long. In CSA, the Name field is 36 characters long. Only the first 36 characters of the name are converted. |
| Address | Street #1 | The conversion program allows 36 characters to be entered for the vendor address 1. ProSystem fx Write-Up allows 45 characters for this field. Only the first 36 characters are converted. |
| City | City | CSA allows 20 characters to be entered for the vendor city. The city field in ProSystem fx Write-Up is 40 characters long. Only the first 20 characters are converted. |
| State | State | |
| ZIP/Postal Code | Zip | |
| Taxpayer ID number | EIN | |
| Account number | Account # | |
| | **Setup > Vendors > Address and Accounts tab** | |
| Notes | Check Memo | See "Conversion notes and exceptions" starting on page 13 for more information on the conversion of the Check Memo. |
| | **Setup > Vendors > Distributions tab** | |
| Amount | Year to date checks | See "Conversion notes and exceptions" starting on page 13 for more information on year-to-date vendor checks. |

# Items not transferred during conversion of data from ProSystem fx Write-Up

Although most data from ProSystem fx Write-Up is converted, some data cannot be converted due to differences in program features and data structures between ProSystem fx Write-Up and CSA. The following items cannot be converted.

## General client information

Client ID, company name, addresses, contact person information, book and year end dates, types of entity, phone numbers, federal ID number, state ID number, and client password cannot be converted. You should set up this information while adding the client to CSA. Also, system parameters are not converted to CSA.

## General ledger

Current-period date, fiscal year-end date, period-end dates, and tax code information cannot be converted.

## Departments and groups

Departments are converted only if they are associated with an employee. If a department and group are set up in ProSystem fx Write-Up but not assigned to an employee, they are not converted.

## Locality name

Locality names cannot be converted. The amount for the local withholding is sent to the Assign Payroll Category dialog. You will need to enter the names of all localities in CSA after the conversion has been completed.

## 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 will need to set up this information in CSA after the conversion has been completed.

Although payroll transactions are converted to each period's GL transactions screen, these transactions are not converted to the payroll checkbook in CSA. Therefore, no payroll transactions are converted for payroll purposes from ProSystem fx Write-Up to CSA. However, current-month, current-quarter, and year-to-date earnings are converted to enable you to process W-2s and current-quarter payroll reports. Employee earnings from prior years cannot be converted.

## Journal information

The ProSystem fx Write-Up journals cannot be converted. You will need to set up these items in CSA if you require separate journals. All transactions in ProSystem fx Write-Up will convert to the General Journal in CSA. Setup information for recurring journal entries, inventory adjustments, expense allocations, automatic distributions, and prior-period entries cannot be converted.

## Financial statements

Financial report setup, report details, notes, and transmittal letters cannot be converted.

## Employee information

Hire date, birth date, termination date, employee options, GL accounts, hourly or salaried type, hourly rate, tip information other than total tips, and W-2 box items cannot be converted.

## Vendor information

1099 types and default payments cannot be converted.

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# Conversion notes and exceptions

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

## General ledger period and year-end dates

While CSA allows you to define a client's General Ledger periods as monthly, quarterly, weekly, annual, 13 period, and semi-annual, ProSystem fx Write-Up does not specify a specific period for the general ledger. Because of this the conversion will use the accounting period setup in ProSystem fx Write-Up under setup accounting period. If no accounting period is selected the conversion will assume a monthly accounting period. When setting up your CSA client prior to conversion you should select the accounting period that matching the one chosen within ProSystem fx Write-Up.

For more information on setting up client periods and period end dates in CSA, open the File > New Client dialog or the File > Client Properties dialog in CSA, click the General Ledger tab, and then press **F1.**

## Adjustments to prior-year balances

If you need to make an adjustment for a prior-year account balance in CSA after the client's data has been converted and imported into CSA, choose Setup > Chart of Accounts and enter the correct balance directly into the appropriate column for the prior year.

*Important!* If your client's prior-year data has been converted and imported from another accounting software product, do **not** attempt to enter any adjustments to prior-year balances in the Transactions window in CSA. Doing so would remove the historical balance information and would result in incorrect account balances in CSA.

## Bank Reconciliation users

If you will be using the bank reconciliation features in CSA for the client being converted, all transactions convert into CSA as cleared transactions for the bank reconciliation. Therefore, if there are any transactions outstanding at the time of the conversion, you will need to enter them in the Initial Open Items dialog that is accessible from the Edit menu or the F3 context menu when the Tasks > Bank Reconciliation window is active.

## Chart of Accounts mask

The Chart of Accounts mask for clients converted from ProSystem fx Write-Up should be set up in CSA either as all core accounts or with locations and/or departments, depending on the setup used in ProSystem fx Write-Up. Due to differences between CSA and ProSystem fx, only the core accounts are converted. Any departments or locations need to be set up in CSA after the conversion is complete.

# General ledger account renumbering

The ProSystem fx Write-Up conversion program completely renumbers your Chart of Accounts if the ProSystem fx Write-Up account mask includes any of the following characteristics:

- 12 or more characters (not including decimals)
- any non-numeric characters
- more than three digits to the right of the decimal
- more than one decimal
- core account of all zeros

# 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 199999 |
|---|---|
| Liabilities | 200000 to 299999 |
| Capital / Equity | 300000 to 399999 |
| Revenue | 400000 to 499999 |
| Expense | 500000 to 999999 |

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

*Note:* The ranges listed above assume that the mask setup for the client has six available core (main) account positions. If the length of the client's main account segment in ProSystem fx Write-Up is less than six, the length of the ranges is reduced to conform to your account format. For example, if the main segment is four characters long, the range for asset account renumbering would be 1000 to 1999.

# Account types

The conversion program assigns the CSA account type as shown in the following table.

| ProSystem fx Write-Up account type | CSA account type |
|---|---|
| Assets | Asset |
| Liabilities | Liability, Equity |
| Equity | Liability, Equity |
| Revenue | Revenue |
| Expense | Expense |

# Adjusting journal entries

Posted adjusting journal entries that were entered though the working trial balance in ProSystem fx Write-Up are converted as transactions. However, only adjusting journals entries that were posted though the Pending Journal Entries Ready to Record dialog in ProSystem fx Write-Up are converted.

# Employee earnings and withholding balances

You may elect **not** to convert the employee earnings from ProSystem fx Write-Up when you import the data into CSA, in which case only the employee name, address, and Social Security number are converted, but not any payroll items or balances. This is useful if you want to set up the employees in CSA and may allow you more flexibility and more payroll features than were available in ProSystem fx Write-Up.

If you do choose to convert employee earnings, during the conversion process you will be presented with one payroll code translation dialog for employees with any earning or deduction items not covered in the above section. That dialog enables the conversion program to properly identify each ProSystem fx Write-Up payroll balance and convert it to the proper CSA payroll item. The description for each payroll column item is presented in the pay code translation section of the dialog. You need to match each of the ProSystem fx Write-Up payroll items with the appropriate CSA payroll item. If any of the ProSystem fx Write-Up payroll items are not used, set the CSA code to **Not Assigned**.

Balances for the predefined ProSystem fx Write-Up payroll earnings, deduction, and withholding items are transferred to CSA as shown in the following tables.

| ProSystem fx Write-Up earning items | CSA payroll item category |
|---|---|
| HR (Hourly-Reg.) | Wages |
| SR (Salary- Reg.) | Salary Wages |
| HOT (Hourly – OT) | Overtime |
| BONUS (Bonus) | Bonus |
| COMM (Commissions) | Commissions |
| HV (Hourly - Vacations) | Vacation/Holiday |
| SV (Salary – Vacations) | Vacation/Holiday |

| ProSystem fx Write-Up deduction items | CSA payroll item category |
|---|---|
| 401K Fix (401K Fixed Amount) | 401K Fixed Amount |
| MED (Medical Insurance) | Medical Insurance |

| ProSystem fx Write-Up withholding items | CSA payroll item category |
|---|---|
| FIT (Federal Withholding) | Federal WH |
| MEDEE (FICA) | FICA - Med |
| SSEE (FICA SS) | FICA - SS |
| EIC (FED Adv EIC Employee Payments) | EIC Payments |
| **IT (State ID ** = state abbrev) | State WH |
| **-xxIT (Local ID xx = Local abbrev) | Local WH |

*Notes*

- If more than one of the ProSystem fx Write-Up payroll item is assigned to the same CSA category, the balances for those items are combined in the CSA payroll item for each employee record.

- The conversion enables you to assign deduction items to federal, state, and local withholding categories. However, withholding items are automatically converted to their matching CSA categories. If you manually assign ProSystem fx Write-Up deduction items to withholding categories that already have balances, the balances are combined for the client in CSA client. If you want to transfer the balances separately, consider assigning the deduction to an unused CSA deduction category such as Other Deductions. After the conversion, you may then change the deduction item to the proper withholding item in each employee record in CSA.

- *Important!* Withholdings from only one state and locality are transferred from ProSystem fx Write-Up for each employee. If an employee in ProSystem fx Write-Up has balances for more than one state or locality, you need to set up the additional state/locality in CSA and enter the balances manually.

- For more information, search on **Employees [Setup menu]** from the index in the CSA help browser and then click the topic **Adding a new employee**.

## SUTA state

Only one SUTA state is transferred from ProSystem fx Write-Up for each employee. If an employee in ProSystem fx Write-Up has more than one SUTA state, you need to set up the additional SUTA states in CSA after the conversion is complete.

## Check memo

Check memo detail is available only if the client CSA client is set up with Vendor Checkwriting enabled. To enable this option, open the File > Client Properties dialog and mark **Enable Vendor Checkwriting** checkbox on the General Information tab.

## Vendor year-to-date check amounts

Year-to-date check amounts for vendors are converted only for ProSystem fx Write-Up vendors marked as 1099 vendors and for which a 1099 type and box number had been entered.

## Security

ProSystem fx Write-Up and CSA both allow user-level security. However, the conversion program cannot convert user information such as password, user rights, user name, authorizations, and so forth. You will need to set up this information manually in CSA.

# 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 ProSystem fx Write-Up data. Follow these steps to verify that your ProSystem fx Write-Up data has been converted correctly.

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

2.  Make all necessary changes as noted in "Conversion notes and exceptions" on page 13, including the posting of transactions in each period of the current year.

3. In ProSystem fx Write-Up, 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 on the ProSystem fx Write-Up reports does not match the CSA reports, you will need to determine which transaction(s) are invalid or missing and enter those transactions into CSA manually. Other reports are available in both programs if you cannot determine the discrepancy using the reports listed above.

6. In ProSystem fx Write-Up After-the-Fact Payroll, print the Employee Totals Report.

7. In CSA, print the Payroll Tax Summary Report.

8. Compare the amounts on the ProSystem fx Write-Up and CSA payroll reports and note any discrepancies. You can make manual changes to any payroll amount in CSA.

# If you encounter problems

If you encounter problems while converting client data from ProSystem fx Write-Up to your Write-Up CS software and are unable to reconcile the data using the various reports and tools in CSA, contact CS Support.

# Support

## CSA help topics

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**.

## Product 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.