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# CONVERSION GUIDE

## CCH Client Accounting Suite Premier Client Write-Up to Write-Up CS

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## Introduction

The CCH Client Accounting Suite Premier Client Write-Up to Write-Up CS<sup>®</sup> conversion program and the **Utilities > Data Conversion > Sage CCH Client Accounting Suite Premier** command in Creative Solutions Accounting<sup>™</sup> (CSA) are provided to convert your client data from CCH Client Accounting Suite Premier Client Write-Up v.2005.53.x through v. 13.3.0.412 into the Write-Up CS software within CSA and the CS Professional Suite<sup>®</sup> Accounting Products software. (Note that the source software has been known under the following titles: CCH ProSystem fx CPA Accounting Client Write-Up, CPASoftware Visual Write-Up, CPASoftware CPAS Windows, BEST CPA Accounting, and Sage CPA Accounting.)

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.

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### Notes

- The conversion program enables you to convert data from only one client at a time from Client Write-Up, and you can import only one converted data file at a time into CSA.
- If you process after-the-fact payroll in Client 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 refer to the section of this document entitled “Items transferred during conversion.” Also, please refer to the section entitled “Processing steps required for each client prior to running the conversion program” for important details.

- **Important!** To avoid possible delays in converting your data, do **not** install any updates to your Client Write-Up software. Doing so could change the format of the client data and could require yet another update to the CSA conversion program to enable you to convert your client data. This conversion program was written to convert data only from Client Write-Up v.2005.53.x through v. 13.3.0.412, as noted above.
  - **Important!** Prior to running the conversion, please be sure that you have installed your CS Professional Suite Accounting Products software on the machine where the Conversions CD will be run.
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## Conversion program overview

The overall objective of the Client Write-Up to CSA conversion program is to provide a comprehensive conversion of your Client Write-Up data to CSA. However, due to differences in processing calculations and data structures between Client Write-Up and CSA, some types of data cannot be converted. **Therefore, you should not expect to exactly duplicate results from Client Write-Up using the converted data without adding or modifying the appropriate data in CSA.** The specific items that cannot be converted, as well as conversion exceptions, are listed in the section of this document entitled "Conversion notes and exceptions."

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

- We strongly recommend that you make a backup copy of the Client Write-Up client data before beginning the conversion process. The conversion program will not change any of your Client Write-Up data. If you need to modify the data in Client Write-Up as part of the conversion process, making a backup will enable you to restore the original data.
- The conversion program assumes that you have finished the processing period for the client in Client Write-Up and that you will be processing the next period's transactions in CSA. If you have already begun a new processing period in Client Write-Up, 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 Client Write-Up and then convert to CSA prior to entering any December transactions.

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

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- CSA requires that 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 about converting account numbers.
- Client Write-Up allows alphanumeric account codes in the Chart of Accounts. The conversion program does not allow non-numeric characters in the account numbers. If the conversion program encounters a non-numeric character, it renumbers 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 numbers. Please refer to the “General ledger account renumbering” subsection of the “Conversion notes and exceptions” section of this guide for more information about converting account numbers.

- The conversion program generates a report (PDF file) that is saved in the Client Write-Up client data folder. This report contains notes and information about 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® installed to view and print the report. If you do not have the latest version of Adobe Reader installed on your computer, open CSA and choose Help > On the Web > Adobe Reader. This takes you to [Adobe's website](#) from which you can download and install the Reader.
- If you click “Abort” at any point while creating files during the conversion process, please close the conversion program and restart it by using the desktop icon or from the Start menu. This will ensure that none of the necessary files are locked when you attempt to create conversion files.

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## 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 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 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. Using either My Computer or Windows Explorer, 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 machine. You need to install the conversion program on **each** machine from which you will run the conversion program.

- Once you have converted all of your accounting client data, you can remove the Accounting Conversion program from your machine by repeating step 1.
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## Converting the client data prior to import into CSA

Complete these steps to create the Client 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 Client Write-Up data.

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**Important!** The conversion program cannot create an export file for a client that is locked by Client Write-Up. Ensure that the client is not in use and exit the Client Write-Up program before continuing.

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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 > Creative Solutions > CS Conversions**.
  2. In the *Conversion Type* field, select **Accounting**.
  3. In the *Competitor* field, select **CCH Client Write-Up**.
  4. In the *Data directory* field, enter the path to the Client Write-Up client data you want to convert. The path defaults to **c:\UTS\CWUSuite\data**. If your Client Write-Up data is in a different location, click the Browse button to navigate to the drive and folder location. If you are unsure of the data location being used by the Client Write-Up program, you can open the client in Client Write-Up, and the data location for the client will be displayed in the bottom-left corner of the client window.
  5. Click **Start** to begin the conversion.
  6. The conversion program lists all clients found in the specified data directory. Select a client and then click the **Continue** button.
  7. If you process payroll for the client, the Assign CSA Pay Codes screen enables you to translate Client Write-Up 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 proceed to the next step.
    - To translate a Client 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 reduction other than a tax), and then choose the CSA category. The conversion program places the amount associated with this pay code in the appropriate CSA pay, withholding, or deduction field for each employee.
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**Note:** You may save the current settings as the default for all clients that are converted by clicking the Save as Defaults button.

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8. Click the **Continue** button to begin the conversion process. The conversion program displays the progress information.
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**Note:** If you have a very large client with many transactions, the conversion process may take several minutes to complete. Be sure to allow the conversion program time to complete the process.

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9. When the conversion is complete, click **OK**.
10. To process another client, repeat the above steps starting from step 5. To begin importing the converted data into Write-Up CS, click the **Exit** button and continue to the next step.
11. Print the conversion report prior to importing the converted client data into CSA. Choose **Start > Run** from the Windows taskbar and enter the same Client Write-Up client data path you entered in step 4 above, followed by a backslash and <ClientID>\_w.PDF, and then click OK. For example, if the Client Write-Up data directory you specified in step 4 was **c:\UTS\CWUSuite\data** and **ABCDE** was the ID for client you converted, to access the report you would enter **c:\UTS\CWUSuite\data \abcde\_w.PDF** and click OK.

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**Important!** Because the conversion program truncates the client ID to five-characters, the conversion program could duplicate client IDs that are longer than five characters. To prevent such an occurrence for clients with matching IDs for the first five characters, we strongly recommend that you process the conversion and import the data for just one client at a time.

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## Importing the converted client files into CSA

Complete the following steps to import the converted data into CSA.

1. Start the CSA program.
2. Create a new client in CSA by choosing File > New Client. For more information about creating a new client, choose Help > Help & How-To and enter [New Client \[File menu\]](#) in the search field. If you are converting general ledger and after-the-fact payroll information, when adding the client in CSA you need to select the General Ledger module, Payroll Compliance module, and Financial Reporter module.

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**Important!** When you add a new client to CSA, you must enter the current GL period-end date and the current fiscal year-end date exactly as they appear in Client Write-Up. If you intend to process payroll for the client, enter the month-end date for the next payroll period you intend to process. For more information about setting the period-end dates and year-end dates, see “General ledger period and year-end dates” under the “Conversion notes and exceptions” section of this document.

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3. From the CSA main window, choose **Utilities > Data Conversion > Sage CPA Accounting**.
4. In the first field of the Import dialog, enter the location of the Client Write-Up data files that you want to import into CSA. This is the same directory you entered in step 4 of the section above entitled “Converting the client data prior to import into CSA.”
5. Specify the client ID in the *Client to Import* field, using the same five-character ID that you entered in step 11 of the section above entitled “Converting the client data prior to import into CSA.”
6. To convert the employee earnings totals, mark the *Convert Employee Earnings* checkbox. If you leave this checkbox unmarked, the program converts the basic employee information but does not convert payroll items or amounts. For more information about converting employee information, see the “Employee earnings and withholding balances” subsection of the “Conversion notes and exceptions” section of this document.
7. Click the Import button.

8. Once the import has finished, make any necessary changes or corrections to the converted data as specified in the sections of this document entitled “Items transferred during conversion” and “Conversion notes and exceptions.”

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## Items transferred during conversion

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

### General ledger account information

Client Write-Up field name	CSA menu navigation CSA field name	Comments and additional information
<b>Setup &gt; Chart of Accounts</b>		
Account Number	Acct#	See “Conversion notes and exceptions” for more information about the conversion of the account numbers.
Account Category	Type	See “Conversion notes and exceptions” for more information about the conversion of the account types.
Primary Description	Description	The description in Client Write-Up is 30 characters in length. The conversion program allows 29 characters for the description. Only the first 29 characters are converted.
Current Yr Balances Debit or Credit	Balance	See “Conversion notes and exceptions” for more information about the conversion of the account balances.
Prior Yr Balances Debit or Credit	Balance	
Budget Amounts	Budget	The conversion program converts the current-year budget amounts to CSA.

### GL transactions

Client Write-Up field name	CSA menu navigation CSA field name	Comments and additional information
<b>Tasks &gt; Transaction Entry</b>		
JE Number	Reference	See “Conversion notes and exceptions” for more information about the conversion of reference numbers.
Date	Transaction Date	

<b>Client Write-Up field name</b>	<b>CSA menu navigation CSA field name</b>	<b>Comments and additional information</b>
Account Number	Account Number	See "Conversion notes and exceptions" for more information about the conversion of account numbers.
Payee	Description	
Payment/Deposit	Amount	

## Employee information

<b>Client Write-Up field name</b>	<b>CSA menu navigation CSA field name</b>	<b>Comments and additional information</b>
<b>Setup &gt; Employees &gt; General tab</b>		
Employee Code	ID	Client Write-Up allows up to 9 characters for the employee number. The conversion program allows up to 8 characters for the employee number. Only the first 8 characters are converted.
First Name	First	The first name field in Client Write-Up is 20 characters in length. CSA allows 15 characters to be entered for the employee first name. Only the first 15 characters are converted.
Middle Name	MI	The middle name field in Client Write-Up is 20 characters in length. CSA allows 1 character to be entered for the employee middle initial. Only the first character is converted.
Last Name	Last	
Address	Street	There are three address fields in Client Write-Up, each 30 characters in length. CSA allows 30 characters to be entered for the employee address. The conversion program combines the address information and only the first 30 characters are converted.
City	City	The city field in Client Write-Up allows 30 characters. The conversion program allows 20 characters for the employee city. Only the first 20 characters are converted.
State	State	
Zip	Zip	
Soc Sec #	SSN/EIN	

<b>Client Write-Up field name</b>	<b>CSA menu navigation CSA field name</b>	<b>Comments and additional information</b>
	<b>Setup &gt; Employees &gt; Tax Withholdings and Deductions tab &gt; State W/H Properties button</b>	
Resident State	State	
	<b>Setup &gt; Employees &gt; Other tab</b>	
	SUTA GL Accounts State	

## Employee earnings balances

See the section of this document entitled “Conversion notes and exceptions” regarding the conversion of employee earnings and withholding balances for the current quarter and the year to date.

<b>Client Write-Up field name</b>	<b>CSA menu navigation CSA field name</b>	<b>Comments and additional information</b>
	<b>Setup &gt; Employees &gt; Earnings tab</b>	
Month to Date Quarter to Date Year to Date	Wages	Any Client Write-Up payroll column that was translated to CSA pay item code Hourly in the Client Write-Up to CSA Conversion dialog is converted to this field.
Month to Date Quarter to Date Year to Date	Salaried Wages	Any Client Write-Up payroll column that was translated to CSA pay item code Salary in the Client Write-Up to CSA Conversion dialog is converted to this field.
Month to Date Quarter to Date Year to Date	Overtime	Any Client Write-Up payroll column that was translated to CSA pay item code Overtime in the to CSA Conversion dialog is converted to this field.
Month to Date Quarter to Date Year to Date	Commissions	Any Client Write-Up payroll column that was translated to CSA pay item code Commissions in the Client Write-Up to CSA Conversion dialog is converted to this field.
Month to Date Quarter to Date Year to Date	Bonus	Any Client Write-Up payroll column that was translated to CSA pay item code Bonus in the Client Write-Up to CSA Conversion dialog is converted to this field.
Month to Date Quarter to Date Year to Date	Sick Pay	Any Client Write-Up payroll column that was translated to CSA pay item code Sick Pay in the Client Write-Up to CSA Conversion dialog is converted to this field.
Month to Date Quarter to Date Year to Date	EIC Advance	Any Client Write-Up payroll column that was translated to CSA pay item code EIC in the Client Write-Up to CSA Conversion dialog is converted to this field.



<b>Client Write-Up field name</b>	<b>CSA menu navigation CSA field name</b>	<b>Comments and additional information</b>
Month to Date Quarter to Date Year to Date	Vacation	Any Client Write-Up payroll column that was translated to CSA pay item code Vacation in the Client Write-Up to CSA Conversion dialog is converted to this field.
Month to Date Quarter to Date Year to Date	Reported Tips	Any Client Write-Up payroll column that was translated to CSA pay item code Tips in the Client Write-Up to CSA Conversion dialog is converted to this field.
Month to Date Quarter to Date Year to Date	Other Wages	Any Client Write-Up payroll column that was translated to CSA pay item code Other Wage in the Client Write-Up to CSA Conversion dialog is converted to this field.
<b>Setup &gt; Employees &gt; Tax Withholdings and Deductions tab</b>		
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" for more information about the conversion of the State W/H.
Month to Date Quarter to Date Year to Date	Local W/H	See "Conversion notes and exceptions" for more information about the conversion of the Local W/H.
Month to Date Quarter to Date Year to Date	401K Fixed Amount	Any Client Write-Up payroll column that was translated to CSA deduction item code 401K in the Client Write-Up to CSA Conversion dialog is converted to this field.
Month to Date Quarter to Date Year to Date	Cafe Fixed Amount	Any Client Write-Up payroll column that was translated to CSA deduction item code Cafeteria in the Client Write-Up to CSA Conversion dialog is converted to this field.
Month to Date Quarter to Date Year to Date	Loan Repayments	Any Client Write-Up payroll column that was translated to CSA deduction item code Repay in the Client Write-Up to CSA Conversion dialog is converted to this field.

<b>Client Write-Up field name</b>	<b>CSA menu navigation CSA field name</b>	<b>Comments and additional information</b>
Month to Date Quarter to Date Year to Date	Medical Insurance	Any Client Write-Up payroll column that was translated to CSA deduction item code Insurance in the Client Write-Up to CSA Conversion dialog is converted to this field.
Month to Date Quarter to Date Year to Date	Life Insurance	Any Client Write-Up payroll column that was translated to CSA deduction item code Life Insurance in the Client Write-Up to CSA Conversion dialog is converted to this field.
Month to Date Quarter to Date Year to Date	Meals and Housing	Any Client Write-Up payroll column that was translated to CSA deduction item code Meals in the Client Write-Up to CSA Conversion dialog is converted to this field.
Month to Date Quarter to Date Year to Date	Uniforms	Any Client Write-Up payroll column that was translated to CSA deduction item code Uniforms in the Client Write-Up to CSA Conversion dialog is converted to this field.
Month to Date Quarter to Date Year to Date	Union Dues	Any Client Write-Up payroll column that was translated to CSA deduction item code Union Dues in the Client Write-Up to CSA Conversion dialog is converted to this field.
Month to Date Quarter to Date Year to Date	Direct Deposit	Any Client Write-Up payroll column that was translated to CSA deduction item code Direct Deposit in the Client Write-Up to CSA Conversion dialog is converted to this field.
Month to Date Quarter to Date Year to Date	Other Deductions	Any Client Write-Up payroll column that was translated to CSA deduction item code Other Deductions in the Client Write-Up to CSA Conversion dialog is converted to this field.

## Vendor information

<b>Client Write-Up field name</b>	<b>CSA menu navigation CSA field name</b>	<b>Comments and additional information</b>
	<b>Setup &gt; Vendors &gt; General tab</b>	
Vendor Code	Vendor ID	
Vendor Name	Name	Client Write-Up allows 50 characters for this field. The conversion program allows 36 characters for the vendor name. Only the first 36 characters are converted.
Address 1	Street #1	

<b>Client Write-Up field name</b>	<b>CSA menu navigation CSA field name</b>	<b>Comments and additional information</b>
Address 2	Street #2	Client Write-Up has three fields that allow 30 characters each. The conversion program allows 36 characters for the vendor address 2. The second and third Client Write-Up fields are combined and only the first 36 characters are converted.
City	City	The city field in Client Write-Up is 30 characters in length. CSA allows 20 characters to be entered for the vendor city. Only the first 20 characters are converted.
State	State	
Zip	Zip	
Federal EIN	EIN	
Account Ref.	Account #	
<b>Setup &gt; Vendors &gt; Address and Accounts tab</b>		
Print Account Ref. In memo field on checks	Check Memo	See "Conversion notes and exceptions" for more information about the conversion of the Check Memo.
<b>Setup &gt; Vendors &gt; Distributions tab</b>		
Year to Date Vendor Checks	Year to date checks	

## Items not transferred during conversion

Although most data from Client Write-Up is converted, some data cannot be converted due to differences in program features and data structures between Client 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. This information should be entered or set up while adding the client in 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.

## Department names

Department descriptions cannot be converted. Departments 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 will need to set up these items in CSA.

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 Client 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 Client Write-Up journals cannot be converted. You will need to set up these items in CSA if you require separate journals. All transactions in Client Write-Up are converted 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. Employees whose pension, inactive, and deceased flags are marked are converted but the flag is not set in the employee record within CSA. Employer payroll tax balances are calculated amounts in CSA and do not transfer from Client Write-Up.

## Vendor information

1099 types and default payments cannot be converted.

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

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## Conversion notes and exceptions

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

### General ledger period and year-end dates

Client Write-Up allows you to set up from 1 to 13 processing periods for a client. You need to set up the CSA client as an annual, quarterly, monthly, or 13-period client.

- If the Client Write-Up client is a semi-annual client, set up the CSA client as a quarterly client; the conversion program transfers balances to the second and fourth quarters. To go back to a semi-annual client after the conversion is complete, open the client in CSA and choose File > Client Properties, click the General Ledger tab, and change the Periods selection to Semi-Annual. You may either process in all quarters or use only those two to process the semi-annual information.
- If the Client Write-Up client uses anything other than the periods listed above, you 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 the CSA client to match the period-end dates for the client in Client Write-Up.

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**Note:** For more information about setting up client periods and period end dates in CSA, start the CSA program, enter Help > Help & How-T and enter [New Client > General Ledger tab](#) in the search field.

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### 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.

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**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 Tasks > Transaction Entry window in CSA. Doing so would remove the historical balance information and would result in incorrect account balances in CSA.

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### CSA combining accounts

Client Write-Up 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 a combining account and no balances need to be entered. These accounts are simply used to combine general balances for accounts to which transaction data has already been posted. For more information, about setting up and using combining accounts, enter Help > Help & How-To and enter [Setting up combining accounts](#) in the search field.

## Budget information

CSA processes budget information on a per-period basis only. If the current-year budget amount for an account is entered only as an annual amount, the conversion program divides that amount by the number of periods for the client and then assigns the amount to each of the CSA periods for the account.

## Bank reconciliation information

If you are converting a Client Write-Up client and will be using the bank reconciliation features within Write-Up CS, 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 Client Write-Up should be set up in CSA either as all core accounts or with locations and/or departments, depending on the Account Segment Setup. The 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 conversion program repositions the location and department numbers to the front of the core account numbers. If the Account Format for the Client Write-Up client contains 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 for the Client Write-Up client contains 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, choose Help > Help & How-To and enter [Chart of Accounts mask](#) in the search field.

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**Note:** The converted data retains none of the formatting from the Client Write-Up account mask (including dashes and decimals).

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## General ledger account renumbering

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

- There are 12 or more characters (not including dashes or decimals) in the Client Write-Up account mask.
- There are four or more segments in the mask.

## Location / Department account renumbering

The conversion program renumbers the location, department, and main account number independently if any of the following conditions exist.

### **Locations**

- Alpha or other non-numeric characters are included in the location segment.
- More than three digits are included in the location segment.

## Departments

- Alpha or other non-numeric characters are included in the department segment.
- More than four digits are included in the department segment.

## Main / Core accounts

- Alpha or other non-numeric characters are included 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 199999
Liabilities	200000 to 299999
Capital / Equity	300000 to 399999
Revenue	400000 to 499999
Cost of Good Sold	500000 to 599999
Expense	600000 to 999999

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

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**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 Client Write-Up is less than six characters, 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.

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## Account types

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

Client Write-Up 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 instead is for a deposit, transfer, and so forth), the reference for CSA is assigned with the first letter of the transaction type followed by the JE #. If there is no JE #, the first letter of the transaction type is 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 and there was no JE # entered, the CSA reference would be **D2** for that transaction.

## Using multiple source journals

If the same JE # is used within multiple journals, the conversion combines those entries into one journal entry in CSA. For example, if an adjusting journal entry is made using JE #30 and also a general journal entry was JE #30, the conversion combines these into a single journal entry in CSA.

## Employee earnings and withholding balances

The conversion process presents one payroll code translation screen for every employee Payroll Series, which enables the conversion program to properly identify each Client Write-Up payroll balance and convert it to the proper CSA payroll item. Client Write-Up allows you to enter up to 16 pay items. The description for each payroll column item is presented in the pay code translation section of the screen. You are then asked to match each of the Client Write-Up payroll items with the appropriate CSA category. If any of the Client Write-Up payroll items are not used, set the CSA Code to **Not Assigned**.

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

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- If more than one of the Client Write-Up payroll items 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 allows 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 Client Write-Up deduction items to withholding categories that already have balances, the balances are combined for the client in CSA. 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 for each employee record in CSA.
- The amounts for the Client Write-Up pay descriptions Regular Pay and Tip Reimbursement are combined and display as Tipped Wages in CSA. After the conversion, you may then split out the Tipped Wages item to the proper items for each employee record in CSA.

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**Note:** You may choose **not** to convert the employee earnings from Client Write-Up when you import the data into CSA. The employee name, address, and Social Security number are then converted, but not any payroll items or balances. This is useful if you would like to set up the employees in CSA. This may allow you more flexibility and more payroll features than were available in Client Write-Up. For more information, choose Help > Help & How-To and enter Adding a new employee in the search field.

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## Check memo

Client Write-Up prints the Account Reference in the check memo field if the *Print Account Reference in Memo Field on Checks* checkbox is marked. Check memo detail is available only if the client is set up



with Vendor Checkwriting enabled. To enable this option, choose File > Client Properties and mark the *Enable Vendor Checkwriting* checkbox on the General Information tab.

## Terminated employees / inactive vendors

Employees with a termination date or vendors marked as inactive in Client Write-Up are converted to CSA to enable completion of 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 Client Write-Up and CSA allow user-level security. However, the conversion program cannot convert user information such as password, user rights, user name, authorizations, and so forth. You need to set up this information manually for the client in CSA.

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## 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 Client Write-Up data. Use the following steps to verify that your client data has been converted correctly.

1. Start CSA and open the new Write-Up CS client.
2. Make all necessary changes as noted in the "Conversion notes and exceptions" section of this document, including the posting of transactions in each period of the current year.
3. In Client Write-Up, print the Detail General Ledger and Trial Balance Report.
4. In CSA, print the General Ledger Report and the Trial Balance Report.
5. Compare the reports. If the information contained in the Client 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 Client 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 Client Write-Up and CSA payroll reports and note any discrepancies. You can make manual changes to any payroll amount in CSA.

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## If you encounter problems

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

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## Help and Support

### Help & How-To Center

For answers to questions on using CSA, access the Help & How-To Center by choosing Help > Help & How-To, by clicking the  button on the toolbar, or by pressing CTRL+Y. For more information, including sample searches, see [Finding answers in the Help & How-To Center](#).

### Product support

From the [Support Contact Information](#) page on our website, you can complete a form to send a question to our Support team. To speak directly with a Support Representative, call (800) 968-0600, press **2** for Product Support, and listen to the available options. Normal weekday support is available from 9:00 a.m. to 8:00 p.m. eastern time. For additional details (including extended support hours for tax season and hours for other applications), visit the [Support section of our website](#). You can also access the Support section from within CSA by choosing **Help > Additional Resources > General Support Information**.

### Website resources and email subscriptions

Visit [our website](#) to access the ARNE Community (an online user forum), to learn about training courses, to view blogs and articles, and more. You can access the website from within CSA by choosing **Help > On the Web > CS Professional Suite Home Page**.

We issue application update notices via email. You can sign up to receive these notices by visiting the [My Account section of our website](#). You'll need to create a web account (if you don't already have one) and then sign up for the Email Subscription service where you can indicate which notices you want to receive.