

ATB Write-Up to Creative Solutions Accounting Conversion Guide

The *ATB-CSA Conversion Wizard* and the **Utilities / Data Conversion / ATB** command in *Creative Solutions Accounting (CSA)* are provided to convert your client data from *ATB Write-Up* Version 96.x and above into the *Write-Up Solution* bundle of modules within *CSA*. This conversion guide explains the necessary steps to convert your data, to identify the fields that will not be converted, and to document exceptions that you may encounter during the conversion process. The last section of this document explains the steps you should take to verify that the converted data is correct.

Please review this document in its entirety before actually beginning the conversion process for a client. Refer to this document for all information regarding this conversion.

CONVERSION PROGRAM OVERVIEW

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

INSTALLING THE ATB-CSA CONVERSION WIZARD

You must install the *ATB-CSA Conversion Wizard* **prior to** running the *ATB-CSA Conversion Export Program*, explained in this document. Follow the steps below to install the *ATB-CSA Conversion Wizard*.

1. Insert the *CSA Conversion* CD version 2002.2 into the CD-ROM drive on your computer.
2. In the Windows Taskbar, click the Start button and choose Run.
3. Enter the command **d:\SETUP** (where **d** represents the letter of the CD-ROM drive that contains the conversion CD).
4. Follow the prompts as they are displayed on the screen while the *ATB-CSA Conversion Wizard* install program is running.

ONE-TIME PROCESSING STEP REQUIRED PRIOR TO RUNNING THE CONVERSION WIZARD

You must create the prior-year general ledger balances file for **all** clients **prior to** running the *ATB-CSA Conversion Export Program*. This is a one-time processing step that will create a *.CON file for each client in the *ATB* data path. Follow the steps below create the prior-year general ledger balance files.

1. At the DOS prompt, change the current path and drive to **?:\ATB** directory (where **?** represents the drive where you loaded the *ATB-CSA Conversion Wizard*).
2. From the **?:\ATB** subdirectory, type the command **CONVERT ?:\ATBWU\CLIENTS** (where **?** represents the drive letter where you have the *ATBWU* program installed). You must include the backslash at the end of this command string in order to properly execute this file.

(Over)

PROCESSING STEPS REQUIRED FOR EACH CLIENT PRIOR TO RUNNING THE CONVERSION WIZARD

- *CSA* allows up to 10 digits plus a decimal to be entered for a G/L account number, while *ATB Write-Up* allows for up to 12 alphanumeric characters to be used for a G/L account number. If you used any alphanumeric characters other than 0-9 for an account number, you will need to renumber your G/L chart of accounts in *ATB* before running the conversion. Likewise, you will need to renumber your G/L chart of accounts if any of the following conditions exist in *ATB*:
 - (1) you used an account number greater than 10 digits (including separators);
 - (2) you used an account numbering scheme that allowed more than 4 digits after the decimal point; or
 - (3) the department contained more than 4 digits in the account mask.For more information on chart of accounts mask, see the section of this document entitled “Conversion Notes and Exceptions.”
- If you process After-the-Fact Payroll in *ATB Write-Up*, you can convert employee current-period, current-quarter, and year-to-date earnings 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 of Data from *ATB Write-Up*.”
- It is recommended that you print the *Chart of accounts listing* in *ATB Write-Up* for each client you wish to convert. This will help you determine the account type for each General Ledger account while running the *ATB-CSA Conversion Wizard*. To print this report, start the *ATB Write-Up* program, select the company you wish to convert, choose *Print Reports*, choose *Chart of accounts listing*, and then press **F10**.
- It is recommended that you print the *Payroll Codes* report in *ATB Write-Up* for each client you wish to convert. This will help you translate each client’s pay codes to *CSA* while running the *ATB-CSA Conversion Wizard*. To print this report, start the *ATB Write-Up* program, select the company you wish to convert, choose *Work on after-the-fact payroll*, choose *Print payroll reports*, choose *Payroll codes report*, and then press **F10**.

CREATING THE ATB WRITE-UP EXPORT FILES

After installing the *ATB-CSA Conversion Wizard*, use the following steps to create the *ATB Write-Up* export files. The export file layout is a specially formatted file that *CSA* can use to import your data. The conversion program does not change your original data in any way.

1. To start the *ATB-CSA Conversion Wizard*, click the Start button on the Windows Taskbar, select Programs / *ATB-CSA Conversion Wizard*, and then click the *ATB-CSA Conversion Wizard* icon.
2. Click *Next*.
3. Enter the path to the *ATB Write-Up* client data you wish to convert to *CSA*.
For example, if *ATB Write-Up* is on drive C and you want to convert client 123456, you would type:
c:\atbwu\clients\{123456}. Each client is stored in its own subdirectory in the *ATBWU\CLIENTS* folder. The name of the subdirectory always starts with { and is followed by the 7 digits of the client ID. If the client ID is only 5 characters long, the 5-character client ID will be preceded by underscores in the subdirectory name, such as {__12345}.
4. Click *Next*.
5. Enter the client ID you wish to convert. The conversion wizard will default to the client ID to the first client ID that exists in the path you entered in Step 3 above.
6. Click *Next*.
7. The next screen allows the conversion wizard to determine the account type for each asset. This screen will require you to select an account type for each account number range starting with 1 up to 9. If the accounts that start with the number 1 are assets, you should identify them by selecting **A** in the Account Type column. Allowable account types are **A** for Assets, **L** for Liabilities and Equity, **R** for Revenues, and **E** for Expenses. If you wish, you may accept the *ATB-CSA Conversion Wizard* defaults and then change the account types after importing the converted clients into *CSA* for any accounts that do not match the conversion defaults.
8. Click *Next*.
9. If you process payroll for the client, the next screen allows you to translate *ATB Write-Up* payroll codes into *CSA* payroll codes. The first column on this screen has the payroll codes used for the client in *ATB-Write-Up*. The

(Continued)

second column has a matching field with a drop-down list to select the appropriate *CSA* payroll code. To translate an *ATB* pay code to *CSA*, simply click the corresponding *CSA* field and select a *CSA* pay type. The conversion program will then put the amount associated with this pay code for each employee into the appropriate *CSA* pay or withholding field.

Note: If you do **not** have employees for the current client, this step will be skipped automatically. If an E?????.DBF (employee data file) does not exist in the client's subdirectory, the conversion wizard will automatically skip to the next step.

10. The conversion wizard will now access the main client file in *ATB Write-Up* and retrieve the account mask information.
11. If you receive an error message after Step 10 of this section, your data files may be corrupted. You should contact Creative Solutions support before proceeding.
12. Click *Next* to start the actual conversion process.

IMPORTING THE CONVERTED FILES INTO CSA

Use the following steps to import an *ATB Write-Up* client into *CSA*.

1. Start the *CSA* program by clicking the desktop icon for *Creative Solutions Accounting*.
2. Create a new client in *CSA* by choosing **New Client** from the File menu. (For more information on creating a new client, choose **CSA Help Topics** from the Help menu and then; in the Index tab of the Help dialog, choose **New Client [File menu]**).

Note: You must complete the current period end date, current fiscal year end, and current payroll end date exactly as they appear in the *ATB Write-Up* system when you add a new client to *CSA*. If you are converting general ledger and payroll information, you will also need to use the *General Ledger Solution* and *Payroll Compliance Solution* modules when adding the client.

3. From the Utilities menu, point to **Data Conversions** and then choose **ATB**.
4. In the first field of the ATB Conversion dialog, enter the location of the *ATB Write-Up* data files that you wish to import into *CSA*. This will be the same directory you entered in Step 3 of the section above entitled "Creating the *ATB Write-Up* Export Files."
5. Enter the company ID in the **Client to import** field. You do not need to include any characters such as { or _ in the client ID. You should type the same characters for the client ID as you did in *ATB Write-Up* when you first added the client.
6. If you wish to convert the employee earnings totals, mark the **Convert Employee Earnings** checkbox.
7. Click the **Import** button.
8. Once the import has finished, you should make the necessary changes or corrections to the converted data as specified in the sections of this document entitled "Items Transferred during Conversion of Data from *ATB Write-Up*" and "Conversion Notes and Exceptions."

ITEMS TRANSFERRED DURING CONVERSION OF DATA FROM ATB WRITE-UP

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

(Over)

General Ledger Account Information

ATB-Write-Up Field Name	CSA Menu Navigation CSA Field Name	Comments and additional information
G/L	Setup Chart of Accounts Acct#	See <i>Conversion Notes and Exceptions</i> for more information on the conversion of the account numbers
Account Type	Setup Chart of Accounts Type	See <i>Conversion Notes and Exceptions</i> for more information on the conversion of the account type.
Account Name	Setup Chart of Accounts Description	
Current Year Balances Debit or Credit	Setup Chart of Accounts Balance	.
Prior Year Balances Debit or Credit		The conversion program will convert up to 3 years of prior balances to <i>CSA</i> .
Budget Amounts	Setup Chart of Accounts Budget	See <i>Items Not Transferred during Conversion of Data from ATB Write-Up</i> for more information on budget data conversion.

GL Transactions

ATB-Write-Up Field Name	CSA Menu Navigation CSA Field Name	Comments and additional information
REF	Tasks Transaction Entry Reference	See <i>Conversion Notes and Exceptions</i> for more information on posting converted transactions.
Date	Tasks Transaction Entry Transaction Date	
G/L	Tasks Transaction Entry Account Number	See <i>Conversion Notes and Exceptions</i> for more information on the chart of accounts mask.
Description	Tasks Transaction Entry Description	
Amount	Tasks Transaction Entry Amount	

Employee Information

ATB-Write-Up Field Name	CSA Menu Navigation CSA tab CSA Field Name	Comments and additional information
Employee	Setup Employees General tab ID	
Name	Setup Employees General tab First	<i>CSA</i> allows 15 characters to be entered for the employee first name. The first name field in <i>ATB Write-Up</i> is 20 characters. Only the first 15 characters will be converted to <i>CSA</i> .
Name	Setup Employees General tab MI	
Name	Setup Employees General tab Last	
Street	Setup Employees General tab Street	<i>ATB Write-Up</i> has a <i>Street</i> field as well as a <i>Suite/POBox</i> field. When the <i>Suite/POBox</i> field is used, the conversion will combine the two <i>ATB Write-Up</i> fields into the <i>Street</i> field in <i>CSA</i> .

(Continued)

ATB-Write-Up Field Name	CSA Menu Navigation CSA tab CSA Field Name	Comments and additional information
City	Setup Employees General tab City	<i>ATB Write-Up</i> stores the city, state, and zip in a single field. The conversion will parse the field in the same manner <i>ATB Write-Up</i> parses for payroll reports.
State	Setup Employees General tab State	<i>ATB Write-Up</i> stores the city, state, and zip in a single field. The conversion will parse the field in the same manner <i>ATB Write-Up</i> parses for payroll reports.
Zip	Setup Employees General tab Zip	<i>ATB Write-Up</i> stores the city, state, and zip in a single field. The conversion will parse the field in the same manner <i>ATB Write-Up</i> parses for payroll reports.
Soc. Sec.	Setup Employees General tab SSN/EIN	
W2 Box [16] State #1	Setup Employees Tax Withholding and Deduction tab State W/H Properties button State	
W2 Box [19] Local #1	Setup Employees Tax Withholding and Deduction tab Local W/H properties button Locality	
W2 Box [16] State #1	Setup Employees Other tab SUTA G/L Accounts State	
Department	Setup Employees General tab Department	

Employee Earnings Balances

Current-period balances are simply the last pay check for each employee as of the last payroll date in the *ATB Write-Up* system. If there are employees who are not paid on the last pay date in *ATB Write-Up*, the current-period balances will be left blank. The comment “user defined” in the *ATB Write-Up* column below denotes areas where the user is responsible for creating their own code for the withholding or pay code item.

ATB-Write-Up Field Name	CSA Menu Navigation CSA tab CSA Field Name	Comments and additional information
Current Period Current Quarter Year to Date (user defined)	Setup Employees Earnings tab Wages	
Current Period Current Quarter Year to Date G1	Setup Employees Earnings tab Salaried Wages	
Current Period Current Quarter Year to Date (user defined)	Setup Employees Earnings tab Overtime	

(Over)

ATB-Write-Up Field Name	CSA Menu Navigation CSA tab CSA Field Name	Comments and additional information
Current Period Current Quarter Year to Date (user defined)	Setup Employees Earnings tab Commissions	
Current Period Current Quarter Year to Date (user defined)	Setup Employees Earnings tab Bonus	
Current Period Current Quarter Year to Date (user defined)	Setup Employees Earnings tab Sick Pay	
Current Period Current Quarter Year to Date (user defined)	Setup Employees Earnings tab Vacation	
Current Period Current Quarter Year to Date (user defined)	Setup Employees Earnings tab Reported Tips	
Current Period Current Quarter Year to Date (user defined)	Setup Employees Earnings tab Other Wages	
Current Period Current Quarter Year to Date OASDI	Setup Employees Tax Withholdings and Deductions tab FICA-SS	
Current Period Current Quarter Year to Date HI	Setup Employees Tax Withholdings and Deductions tab FICA-Med	
Current Period Current Quarter Year to Date W/H	Setup Employees Tax Withholdings and Deductions tab Federal W/H	
Current Period Current Quarter Year to Date STATE	Setup Employees Tax Withholdings and Deductions tab State W/H	
Current Period Current Quarter Year to Date (user defined)	Setup Employees Tax Withholdings and Deductions tab Local W/H	
Current Period Current Quarter Year to Date (user defined)	Setup Employees Tax Withholdings and Deductions tab 401K % of Gross	
Current Period Current Quarter Year to Date (user defined)	Setup Employees Tax Withholdings and Deductions tab Other Deductions	

(Continued)

Vendor Information

ATB-Write-Up Field Name	CSA Menu Navigation CSA tab CSA Field Name	Comments and additional information
Vendor	Setup Vendors General tab Vendor ID	
Name	Setup Vendors General tab Name	The Name field in <i>ATB Write-Up</i> field is 20 characters long. In <i>CSA</i> , the Name field is 15 characters long. Only the first 15 characters of the name will be converted
Street	Setup Vendors General tab Street	
Suite / P.O.Box	Setup Vendors General tab Street	When the <i>Suite/P.O.Box</i> field is used, the conversion will combine the two fields from <i>ATB Write-Up</i> fields into the <i>Street</i> field in <i>CSA</i> .
City	Setup Vendors General tab City	<i>ATB Write-Up</i> stores the city, state, and zip in a single field. The conversion will parse the field in the same manner <i>ATB Write-Up</i> parses for payroll reports.
State	Setup Vendors General tab State	<i>ATB Write-Up</i> stores the city, state, and zip in a single field. The conversion will parse the field in the same manner <i>ATB Write-Up</i> parses for payroll reports.
Zip	Setup Vendors General tab Zip	<i>ATB Write-Up</i> stores the city, state, and zip in a single field. The conversion will parse the field in the same manner <i>ATB Write-Up</i> parses for payroll reports.
Soc. Sec. or EIN	Setup Vendors General tab SSN	
Telephone	Setup Vendors General tab Phone	
G/L Account	Setup Vendors General tab Account #	
Payments	Setup Vendors Distributions tab Year to date checks	This amount represents the year-to-date checks paid to the vendor. It does not break the amounts up into 1099 type. If there are multiple 1099 type payments, you will need to break this information apart in <i>CSA</i> upon the completion of the conversion.

ITEMS NOT TRANSFERRED DURING CONVERSION OF DATA FROM ATB WRITE-UP

Although most data from *ATB Write-Up* is converted, some data cannot be converted due to differences in program features and data structures between *ATB Write-Up* and *CSA*. If an item below is denoted with an asterisk (*), it is further explained in the section of this document entitled “Conversion Notes and Exceptions.” The following items, which cannot be converted, are organized by screen in *ATB Write-Up*.

(Over)

General Client Information

Company ID, name, address, contact name, phone number, federal ID number, State ID number, State unemployment ID number, client password, fiscal year end, and inventory information. This information should be set up while adding the client to *CSA*.

Chart of Accounts Information (information entered on Company Master Screen)

First profit or loss account, rounding account, and profit or loss summary account information entered on the *Modify Company Master* screen in *ATB Write-Up*.

Budget Amounts

Current-year budget amounts and prior-year budget amounts cannot be converted for *ATB Write-Up* clients.

Payroll Transactions / Prior Employee Earnings Balances

Although each payroll transaction is converted to each period's G/L transactions screen, these transactions are not converted to the payroll checkbook. Therefore, no payroll transactions are converted for payroll purposes from *ATB Write-Up* to *CSA*. However current-period, current-quarter, and year-to-date earnings are converted to enable you to process W-2s and current-quarter payroll reports.

Earnings for quarters other than the current quarter in the current fiscal year end cannot be converted. Likewise, earnings for prior years cannot be converted.

Company Payroll Information

Payroll codes, payroll report options, payroll forms, and payroll reports cannot be converted.

Departments

Department name cannot be converted. The departments will need to be set up in *CSA* once the conversion has been completed. The department number in the chart of accounts mask is converted for each account.

Journal Entry Information

Journal codes, titles, sort sequences, item and detail formats cannot be converted. Automatic adjusting entry information such as payroll adjustments information, employer payroll adjustment information, gross profit adjustments information and all other setup information for automatic adjusting entries cannot be converted.

Financial Statements

Report formats, report details, user-defined statements, lead schedules and notes for trial balances cannot be converted.

Employee Information

Date hired, date terminated, default normal hours, weeks worked per quarter, control number, W2 type, advanced EIC payment, and address line 2 cannot be converted.

Vendor Information

1099 type, 1099 box number, RTN information, 2nd TIN notification, G/L account number, and direct sales greater than 5000 marker cannot be converted.

Other Information

Account ratio analyzer information and industry ratio information cannot be converted.

CONVERSION NOTES AND EXCEPTIONS

The following section details all known conversion exceptions between data from *ATB Write-Up* and the converted data in *CSA*. Conversion exceptions may include differences in field lengths between *ATB Write-Up* and *CSA*, required

(Continued)

parsing of information from one field in *ATB Write-Up* to multiple fields in *CSA*, manipulation of *ATB Write-Up* data to conform with *CSA* requirements, and so on.

CSA Combining Accounts

ATB 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 the account and no balances need to be entered. These accounts are simply used to combine general balances for accounts that have already been posted to. For more information about setting up and using combining accounts, start the *CSA* program and search on “**Combining accounts setup**” in the Index tab of the *CSA* Help Topics dialog.

Chart of Accounts Mask

CSA’s Chart of Accounts Mask is similar in structure to the general ledger account mask in *ATB Write-Up*. However, there are a few differences that need to be accounted for prior to converting your clients.

- *CSA* requires that department numbers be located to the left of the core account number. Therefore, if an *ATB Write-Up* client’s account mask is XXX.XXDD (where X is the core account number and D is the division), it will be converted as a DDXXX.XX format in *CSA*. It should be noted that only the account numbers convert. We do not convert the actual mask. The Chart of Accounts Mask should be specified in the General Ledger tab of the File / Company Properties dialog for each new client **prior to importing the converted data**.
- *CSA* allows up to 4 digits for the department in the chart of accounts mask. *ATB Write-Up* allows up to 8 characters for the department. If you used more than 4 digits for the department, you will need to renumber your Chart of Accounts prior to converting to *CSA*.
- *CSA* accepts only numeric values and a decimal point in the chart of accounts. If any client in *ATB Write-Up* contains non-numeric values in the chart of accounts, the non-numeric value will be stripped from the account during the conversion.

Examples: *ATB Write-Up* account number 30-553.10 will be converted as 30553.10 in *CSA*, and account number 101/100 would be converted as 101100 in *CSA*.

G/L Account Balance Basis

ATB Write-Up allows you to keep G/L balances for adjusted basis, federal tax basis, state tax basis, and other basis. Only the beginning current-year adjusted basis will be converted to *CSA*.

Clients Using Processing Periods Other than Annual, Quarterly, Monthly or 13 Periods

CSA allows you to process clients using Annual, Quarterly, Monthly, 13 periods or weekly (not available in *ATB Write-Up*). *ATB Write-Up* allows for the processing of clients using semi-annual periods. If you convert a client that is a two-period processor, the balances are converted to the 2nd and 4th quarter balance fields in *CSA*. You will need to add this client to *CSA* as a quarterly processor and only use the 2nd and 4th quarters for processing.

Terminated Employees

Employees with a termination date in *ATB Write-Up* are converted to *CSA*. You will need to manually mark them as non-active in the *CSA* program after the conversion has been completed.

Converted Transaction Descriptions

If you did not enter a description for transactions during data entry in *ATB Write-Up*, the conversion program has included the text “Converted Transaction” as the description in *CSA*. Descriptions are necessary when importing transactions into *CSA*.

VERIFYING YOUR CONVERTED DATA

Although the conversion utility has been 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 *ATB Write-Up* data. You should follow the steps below to verify that your *ATB Write-Up* data has been converted correctly.

(Over)

1. Start *Creative Solutions Accounting* and open the new client that was created.
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 *ATB Write-Up*, print the *Current Period 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 *ATB Write-Up* reports does not match the *CSA* reports, you will need to determine what transaction(s) are invalid or missing and enter those transactions into *CSA* manually. Other reports are available in both systems if you cannot determine the discrepancy using the reports listed above.
6. In *ATB Write-Up*, print the *Quarterly Wage Report and Tax Summary* report.
7. In *CSA*, print the *Payroll Tax Summary* Report.
8. Compare the amounts on the *ATB Write-Up* and *CSA* payroll reports and note any discrepancies. You can make manual changes to any payroll amount in the *CSA* program.

If problems are encountered

If problems are encountered during the conversion of client data from *ATB Write-Up* to your *Creative Solutions Accounting* software and you are unable to reconcile the data using the various reports and tools in *CSA*, contact a CSI *Creative Solutions Accounting* Support Representative.

SUPPORT

Online Help

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

Web Site

If you have questions or need assistance, you can visit our Web site at www.CreativeSolutions.com 24 hours a day for the latest information on current issues and processing tips. To take advantage of this convenient means of accessing information, choose **CSI on the Web** from the *CSA* Help menu, and then click Product Support and Service.

Product Support

To speak with a Product Support Representative, please call the CSI HelpLine at 800-968-0600, press **3** for accounting support, and then listen to the options available before pressing the number for *Creative Solutions Accounting*. Normal weekday support is from 9:00 AM to 8:00 PM Eastern Time.