CPASoftware General Ledger (WIN) to Creative Solutions Accounting Conversion Guide

The CPASoftware to *CSA* Conversion program and the **Utilities / Data Conversion / CPASoftware** command in *Creative Solutions Accounting*™ (*CSA*) are provided to convert your client data from CPASoftware™ General Ledger (WIN) Versions 2001.x – 2003.x into the *Write-Up Solution*® (*WSW*) 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 information is correct.

Please read this entire document prior to starting the conversion of client data. You may refer to this document for all information regarding this conversion.

Note: If you process After-the-Fact Payroll in CPASoftware, you **cannot** convert employee 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 of data from CPASoftware General Ledger" that begins on page 5. Also, refer to the section below entitled "Processing steps required for each client prior to running the conversion program" for further information.

Conversion program overview

The overall objective of the CPASoftware General Ledger to *CSA* conversion program is to provide a comprehensive conversion of your CPASoftware data to *CSA*. However, due to differences in processing calculations and data structures between CPASoftware and *CSA*, some CPASoftware data cannot be converted. Therefore, you should not expect to exactly duplicate results from CPASoftware using the converted data without adding or modifying the appropriate data in *CSA*. The specific items that cannot be converted and conversion exceptions are listed in the section of this document entitled "Conversion notes and exceptions," which begins on page 9 of this guide.

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

- We strongly recommend that you make a backup of the CPASoftware client data before beginning the conversion process. The CPASoftware to *CSA* Conversion program will not change any of your CPASoftware data. If you need to modify the data in CPASoftware as part of the conversion process, this will allow you to restore the original.

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

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

Installing the CSA Conversion CD

1   Insert the *Creative Solutions Accounting* Conversion CD into the CD drive on your workstation.

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

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

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

Notes

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

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

Installing the CPASoftware to CSA conversion program

You must install the CPASofware to *CSA* Conversion Wizard **prior to** creating the export files from CPASoftware, as explained in this guide. Complete the following steps to install the CPASofware to *CSA* Conversion Wizard.

1.   From the Windows Taskbar, choose Start / Run.

2.   In the Run dialog, type **d:\CPAS2CS\SETUP** (where **d** represents the letter of the CD drive that contains the conversion CD). For example, if you installed *CSA* using from your CD drive E, you would type E:\CPAS2CS\SETUP in the Run dialog.

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3. Follow the prompts as they are displayed on the screen while the CPASofware to *CSA* Conversion Wizard install program is running.

Installing the Access 2000 runtime program

If you have Access 2000 already installed on your workstation, skip to the section below entitled "Converting the client data prior to import into *CSA*." Otherwise, you must install the Access 2000 runtime program. (Please note that if you are using Windows 2000, you must have Service Pack 3 installed before running this setup.)

1. Insert the *Creative Solutions Accounting* Conversion CD into the CD drive on your workstation.

2. From the Windows Taskbar, choose Start / Run.

3. In the Run dialog, type **d:\ACCESSRT\SETUP** (where **d** represents the letter of your CD drive). For example, if E is the letter of your CD drive, you would type E:\ACCESSRT\SETUP in the Run dialog.

4. Follow the prompts as they appear on the screen while the Access 2000 runtime install program is running.

Converting the client data prior to import into CSA

Use the following steps to create the CPASoftware General Ledger export files. The export file layout is a specially formatted file that can later be imported into *CSA*. The conversion program does not change your original CPASoftware data in any way.

1. Start the CSI Conversion program by double-clicking the CSI Conversion icon on your desktop. If you did not install the shortcut, click the Start button on the Windows Taskbar and choose Programs / Creative Solutions / CSI Conversions.

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

3. In the Competitor field, select **CPASoftware – WIN version 2001.x to 2003.11**. (Note that the Data Directory field is not accessible.)

4. Click Start to open the CPASofware to *CSA* Conversion Wizard.

5. When the splash screen appears, click Next.

6. Enter the path to the CPASoftware database files that you wish to convert. For example, if your CPASoftware data files reside in your C drive, enter **C:\CPAS\DATA**. This will also be the default path to your CPASoftware data files during conversion.

7. Click Next.

8. Enter the client name / client ID for the client in CPASoftware. This company ID will be used in Step 5 of the section below entitled "Importing the converted client data into *CSA*."

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9. Click Next.

10. Enter the client's year-end date, current-period end date, and number of periods. This enables the conversion to extract the proper transactions and account balances for the current and prior period.

11. Click Next.

12. Enter a unique 5-character ID for this client. This 5-character ID will be used in Step 5 of the section below entitled "Importing the converted client data into *CSA*."

13. Click Next to begin the account mask analysis.

14. Specify the account mask you used while creating the CPASoftware Chart of Accounts for this client. You must enter an **X** for core accounts and a **D** for departments. You should also include all account separators in the mask that are used in any GL account. For example, if you used 44444-EQ for equipment sales (with the EQ designating a department), you would type in **XXXXX-DD**. If EQ is just a sub-account, you would type **XXXXX-XX** for the mask.

15. Click Next to begin the actual data conversion. After the conversion is complete, continue to the next section ("Importing the converted client data into *CSA*").

Importing the converted client data into CSA

Use the following steps to import the converted data from CPASoftware 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 search on **New Client [File Menu]** from the Index tab of the Help Topics dialog). If you are converting General Ledger and After-the-Fact Payroll information, you will need to select each of the following *CSA* modules when adding the client: *General Ledger Solution,*™ *Payroll Compliance Solution,*™ and *Financial Reporter Solution.*™

   Important! You must complete the current period end date, current fiscal year end, and current payroll end date **exactly** as they appear in the CPASoftware system when you add the new client in *CSA*. For more information on setting the period-end dates and year-end dates, refer to the information under the heading "GL period and year-end dates" within the "Conversion notes and exceptions" section of this 1.

3. From the Utilities menu, choose **Data Conversion / CPASoftware**.

4. In the first field of the Import dialog, specify the location of the CPASoftware data files that you wish to import into *CSA*. This will be the same location you specified in Step 6 of the section above entitled "Converting the client data prior to import into *CSA*."

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5. Specify the client ID in the **Client to import** field, using the same 5-character ID that you entered in Step 12 of the section above entitled "Converting the client data prior to import into *CSA*."

6. Click the Import button.

7. After the import process has been completed, 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 CPASoftware General Ledger" and "Conversion notes and exceptions."

Items transferred during conversion of data from CPASoftware General Ledger

The following tables are provided to identify fields in CPASoftware General Ledger that will be converted to *CSA*. The tables are organized by screens in CPASoftware and *CSA* and denote the necessary *CSA* screen navigation.

GL account information

CPASoftware GL Field Name	CSA Menu Navigation CSA Field Name	Comments and additional information
Account Number	Setup / Chart of Accounts Acct#	See "Conversion notes and exceptions" for more information on the conversion of the account numbers.
Account Type	Setup / Chart of Accounts Type	The account type is assigned in the conversion program.
Description	Setup / Chart of Accounts Description	The description in CPASoftware is 30 characters in length, while the description in *CSA* is 29 characters in length. Only the first 29 characters will be converted.
Current Yr	Setup / Chart of Accounts Balance	Current-year balances are calculated from the converted transactions for each period. See "Conversion notes and exceptions" for more information.
Budget Maintenance Current Year Budgets	Setup / Chart of Accounts Budget	See "Conversion notes and exceptions" for more information on the conversion of budget amounts.

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GL transactions

CPASoftware GL Field Name	CSA Menu Navigation CSA Field Name	Comments and additional information
Reference	Tasks / Transaction Entry Reference	See "Conversion notes and exceptions" for more information on the conversion of the transaction references.
Date	Tasks / Transaction Entry Transaction Date	
Account #	Tasks / Transaction Entry Account Number	
Payee/Description	Tasks / Transaction Entry Description	If no description has been entered in CPASoftware, the description "Converted Transaction" will be used by the conversion.
Amount	Tasks / Transaction Entry Amount	

Employee information

CPASoftware GL Field Name	CSA Menu Navigation CSA tab CSA Field Name	Comments and additional information
Employee ID	Setup / Employees General tab ID	
First Name	Setup / Employees General tab First	
Middle Name	Setup / Employees General tab MI	CPASoftware allows 10 characters for the middle initial, while *CSA* allows only 1 character. Only the first character will be converted to *CSA*.
Last Name	Setup / Employees General tab Last	
Address	Setup / Employees General tab Street	
City	Setup / Employees General tab City	

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CPASoftware GL Field Name	CSA Menu Navigation CSA tab CSA Field Name	Comments and additional information
State	Setup / Employees General tab State	
ZIP Code	Setup / Employees General tab Zip	
Phone Number	Setup / Employee General tab Phone	
Soc. Sec. #	Setup / Employees General tab SSN/EIN	

Note: Employee balances cannot be converted.

Vendor information

CPASoftware GL Field Name	CSA Menu Navigation CSA tab CSA Field Name	Comments and additional information
Vendor Number	Setup / Vendors General tab Vendor ID	
Vendor Name	Setup / Vendors General tab Name	The Name field in CPASoftware General Ledger is 40 characters long, while in CSA the Name field is 15 characters long. Only the first 15 characters of the name will be converted.
Address 1	Setup / Vendors General tab Street	
City	Setup / Vendors General tab City	
State	Setup / Vendors General tab State	
ZIP Code	Setup / Vendors General tab Zip	
Federal ID#	Setup / Vendors General tab SSN	

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CPASoftware GL Field Name	CSA Menu Navigation CSA tab CSA Field Name	Comments and additional information
Telephone	Setup / Vendors General tab Phone	

Note: Vendor year-to-date amounts paid cannot be converted.

Items not transferred during conversion of data from CPASoftware General Ledger

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

General client information

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

General Ledger information

Current period, fiscal year end and period end dates, partnership percentages, source, ratio, graph and bank maintenance information cannot be converted. CPASoftware client accounts with account types other than VS or VP will not be converted as they are not needed in *CSA* for financial statement processing.

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

Budget amounts

Current and 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 these up in *CSA*.

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

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

Journal entry information

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

Financial statements

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

Employee information

Employment date, review date, birth date, termination date and reason, employee type, pay frequency, 401(K) rate or amount, labor and industry information, exemptions, W-2/1099 alpha, backup withholding, and employee pay/deduction balances cannot be converted. Employees whose pension, inactive, and deceased flags are marked are converted, but the flag is not set on the employee record in *CSA*. Employer payroll tax balances are calculated amounts in *CSA* and do not transfer from CPASoftware.

Vendor information

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

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

Other information / Add-on modules

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

Conversion notes and exceptions

This section details all known conversion exceptions between data from CPASoftware General Ledger and the converted data in *CSA*. Conversion exceptions may include differences in field

lengths between CPASoftware General Ledger and *CSA*, required parsing of information from one field in CPASoftware General Ledger to multiple fields in *CSA*, manipulation of CPASoftware General Ledger data to conform with *CSA* requirements, and so on.

GL period and year-end dates

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

If the CPASoftware client is a semi-annual client with two periods, set up the *CSA* client as a quarterly client and the conversion program will transfer balances to the 2nd and 4th quarters. You may either process in all quarters or use only those two to process the semi-annual information.

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

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

You may print a copy of the client's period end dates in CPASoftware by choosing Setup and Maintenance, choosing Accounting Period Maintenance, pressing the ALT key, and choosing Print. Select a printer and press F5 to print.

CSA combining accounts

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

Bank reconciliation information

If you are converting a CPASoftware client and will be using the Bank Reconciliation features within *CSA*, all transactions will convert into *CSA* as cleared transactions for 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 F3 context menu when the Tasks / Bank Reconciliation window is active in *CSA*.

Chart of Accounts mask

The Chart of Accounts mask for clients entered in CPASoftware cannot contain alphanumeric characters. If the conversion detects the letters A-Z in the account mask, the conversion will stop and you will be instructed that the mask is invalid and you will need to renumber the chart within CPASoftware.

The Chart of Accounts mask for clients converted from CPASoftware should be set up in *CSA* as either all core accounts or with three department locations. If the CPASoftware client contains

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departmental accounts or if you wish to set up departments in *CSA*, you will need to set the Chart of Accounts mask in *CSA* to **DDDCCCC**. If the CPASoftware client does not use departments and you will **not** want to use the departmental features of *CSA*, you may leave the mask set as the default **CCCCCCC.CCC**. You may change the mask at another time if you wish. For more information on setting the Chart of Accounts Mask, search on **"Chart Accounts Mask setup"** from the Index tab of the *CSA* Help Topics dialog.

Terminated employees / inactive vendors

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

Security

Both *CSA* and CPASoftware allow user-level security in their programs, however the CPASoftware to *CSA* conversion program cannot convert user information such as password, user rights, user name, authorizations, etc. This information will need to be set up manually for the client in the *CSA* program.

Verifying your converted data

Although the conversion program 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 CPASoftware General Ledger data. You should follow the steps below to verify that your CPASoftware General Ledger data has been converted correctly.

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

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

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

6. Compare the amounts on the CPASoftware General Ledger report 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 CPASoftware General Ledger to your *Creative Solutions Accounting* software and you are unable to reconcile the data using the various reports and tools in *CSA*, contact CSI Product Support.

Support

Online Help

For step-by-step procedures, 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."

Website

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

Product Support

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