Datawrite Client Accounting to Creative Solutions Accounting Conversion Guide

The *Datawrite Client Accounting* (*DW*) to *Creative Solutions Accounting (CSA)* conversion program is provided to convert your *DW* data to the *Write-Up Solution* bundle of modules within *CSA* quickly and accurately. 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 Error Log Report and the steps you should take to verify that the converted data is correct.

CONVERSION PROGRAM OVERVIEW

The overall objective of the *Datawrite Client Accounting (DW)* to *Creative Solutions Accounting (CSA)* conversion program is to provide a comprehensive conversion of your *DW* data to *CSA*. Due to differences in processing, calculations, and data structures between *DW* and *CSA*, some *DW* data cannot be converted. **Therefore, you should not expect to exactly duplicate results from *DW* 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."**

Note: Some manipulation of your data in *DW* may be required prior to conversion. For more information, please refer to the section at the end of this document entitled "Processing Steps Required for Each Client Prior to Running the Conversion Program."

ONE-TIME PROCESSING STEPS PRIOR TO RUNNING THE CONVERSION PROGRAM

➤ Prior to running the *DW* to *CSA* Conversion program, you must complete the steps below to ensure the conversion process runs in an accurate and efficient manner.

➤ Prior to running the *DW* to *CSA* conversion utility, you must install the *Creative Solutions Accounting* software. For detailed information about the installation, refer to the *Write-Up Solution Getting Started* guide. (Be sure to exit all other programs before installing the *CSA* software.)

➤ After you have installed the *CSA* software and prior to starting the conversion process listed in the following sections of this guide, you must install the *DW* to *CSA* Conversion Utility by following the steps below.
   Important! Be sure to exit all other programs before installing the *DW* to *CSA* conversion utility. **Also, be sure that no other users in your office are currently using the *Datawrite* software as you complete the remaining steps in this section.**

   1. Click the Start button on the Windows Taskbar and choose Run.
   2. In the Run dialog, type **d:\WINCSI\CSASYS\DW\INSTALL FROM d:\WINCSI\CSASYS\DW** (where **d** represents the drive where you installed both the *CSA* license information and the *CSA* program files).
      For example, if you installed the license and program files on drive C, you would type C:\WINCSI\CSASYS\DW\INSTALL FROM C:\WINCSI\CSASYS\DW in the Run dialog.
   3. Respond to the prompts as they are displayed on the screen during the installation of conversion utility.
   Note: If you encounter any problems during installation that result in installation failure, try installing from the DOS prompt using the above command.

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➢ You will need to specify the path where the *DW* to *CSA* conversion utility should place the converted files. Follow the steps below to enter the path:
1. Start the *DW* program. Enter your password and press ENTER.
2. Press **1** for *Client Accounting* and then press ENTER.
3. Press **9** for *CSA Conversion* and then press ENTER.
4. Press **4** for *Conversion Options* and then press ENTER.
5. Enter the path to the *CSA* data directory in the field. Unless you have changed the default data path in *CSA*, the path will be C:\WINCSI\CSADATA. If you are running the *CSA* and *DW* programs from a network, it may be necessary to change the drive letter.
   Note: If you are unsure of the *CSA* data path, start the *CSA* program and choose **User Preferences** from the Setup menu. In the User Preferences dialog, click the **File Locations** tab. This will display the client data path that you need to enter in Step 5.

➢ There are two additional options on the *Conversion Options* screen in *Datawrite*:
   • You may convert the accounts from *DW* to *CSA* with or without the separator (punctuation within the account mask). That is, if you have an account mask of XXX.XX, you have the option of converting account 102.01, for example, as either 10201 or 102.01. Set this option from the *DW – CSA Conversion* menu in the *Conversion Options* screen.
   • *DW* allows you to have an account mask using zeros after a separator for sub-accounts. You may convert the accounts with or without the zeroes after the separator. That is, if you have an account mask of XXX.XX and accounts 100.00 and 100.01, for example, you have the option of converting account 100.00 as either 100 or 100.00. Set this option from the *DW – CSA Conversion* menu in the *Conversion Options* screen.

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

➢ The *CSA* program does not recognize a *Datawrite* Division 00 as a valid department. The conversion program will convert Division 00 to department 99 in *CSA*. If you have a Division 99 for any client, you will need to renumber the Division 99 to an unused Division prior to running the conversion. If you do not renumber an existing Division 99, the *Datawrite to CSA Conversion* will not run.

➢ Department numbers appear at the beginning of the account mask within *CSA* and therefore affect the account order when printing various reports. You may want to consider renumbering your divisions within *DW* before conversion if you want the account order or the reports to print *DW* Division 00 accounts at the beginning of reports. For example, you would run the *Change Division Numbers* utility within *DW* to change Division 00 to 01. (If 01 already exists, then it would need to be changed to a different number **prior to** changing Division 00 to 01). The new division numbering would then convert directly across to valid department numbers within *CSA*.

➢ If you use the *Post-Facto Payroll* module in *Datawrite*, you can convert your employee, current-quarter, and year-to-date amounts for W-2 processing. For this reason, you should convert after finishing the payroll processing for a quarter or at year-end. A *Post Facto Payroll* to *CSA* payroll code table has been set up in the *Datawrite – CSA Conversion* menu. This table is similar module in look and functionality to the W-2 Cross Reference Table in the *DW Post-Facto Payroll*. For more information regarding the setup of the payroll code table, refer to the section of this document entitled "Conversion Notes and Exceptions."

Note: Current-quarter and year-to-date amounts are determined from the actual system date on your computer. If you want to have quarter 2 as the current quarter, then your system date must fall between April 1 and June 30. You can change the system date to achieve the desired results during conversion.

➢ *CSA* does not allow departments to have different year-ends or number of accounting periods. If you process any clients in *DW* that have multiple divisions with a different year-end or different number of accounting periods, you should make the following changes.
1. Copy the client to a new client in *DW*.
2. Use *the Change Dates/Restore Balances* utility to change the number of accounting periods, dates and/or fiscal year for all divisions. Alternatively, you may remove the divisions that have different year ends.

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EXAMPLE: If client 12345 has Division 01 with a 12/31/98 year end and Division 02 with a 02/28/99 year end, you should copy client 12345 to a new client. You should then remove Division 02 from client 12345 and remove Division 01 from the new client. Only clients with multiple divisions that have the same year end can be converted to *CSA*.

➢ Any **unposted** transactions for the current year will **not** be converted. Before you begin the conversion of any client, verify that there are no transaction batches that have not been posted to the general ledger. You can run the *DW Batch Status* report to verify this.

➢ If any of your clients have withheld FICA as a combined amount rather than as separate amounts for Social Security and for Medicare, you must run the *Annual FICA Split* program prior to converting those clients. For more information on the *Annual FICA Split* program, please refer to the *Datawrite Post-Facto Payroll Guide*.

CREATING THE DATAWRITE EXPORT FILES

After installing the *Datawrite* to *Creative Solutions Accounting* conversion program, use the following steps to create the *Datawrite* 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 *Datawrite* data in any way.

1. Start the *Datawrite* program. Enter your password and press ENTER.
2. Press **1** for *Client Accounting* and then press ENTER.
3. Press **9** for *CSA Conversion* and then press ENTER.
4. Press **F1** and enter the Company ID of the company you wish to convert. Press ENTER.
5. Press **2** for Print Company Pre-Export Requirements. Press ENTER. At the prompts, enter the ID of the company you wish to convert in the To and From range fields. The system will report any changes that are necessary prior to running the conversion.
6. Press **6** for Print Company Information for *CSA*. Press ENTER. This report will detail information you will need to know when you add this client to *CSA*, including year end, chart of account mask, etc.
7. Press **7** for *Export Company* and then press ENTER.
   Note: DW companies with a company code that contains characters other than A through Z and 0 (zero) through 9 will be modified during export. The characters other than A-Z and 0-9 will be removed from the company code and underscores will be placed at the end of the code to fill in the space of the removed character(s). For example, AB-CD would become ABCD_ and A/AD would become AAD_. To import the company into *CSA*, you must use the new code, however, the underscores are not significant characters — for example, ABCD_ can be located as ABCD.
8. Once the conversion has been completed, you will be returned to the *CSA Conversion* menu. You can now review the error log for any errors that occurred during the conversion. For more information on the error log, refer to the section in this document entitled "Error Log and Verifying Your Converted Data."
9. If you wish to convert another client, repeat Steps 4 – 8 above.

IMPORTING THE CONVERTED FILES INTO CSA

After running the *DW* to *CSA* Conversion program, use the following steps to import the converted files into *CSA*. Refer to this document for all information regarding this conversion.

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

   Note: You must complete the current period end date, current fiscal year end date, and current payroll end date fields exactly as they appear in the *DW* system when you add a new client to *CSA*. The information printed in the report that you print during Step 6 of the section above entitled "Creating the *DW* Export Files" will help you in this process.
   Note: If you are converting both general ledger and payroll information, you will need to use both the *General Ledger Solution* and the *Payroll Compliance Solution* modules when adding the client in *CSA*.
   If you are converting **only payroll information** you will need to create a client with both the *General Ledger Solution* and the *Payroll Solution Compliance* modules selected, import the client, and then edit the settings in the

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Add/Remove Modules dialog (accessible from the General tab of the File / Client Properties dialog) to remove the *General Ledger Solution* module for the selected client.

3. From the Utilities menu, point to **Data Conversion** and then choose **Datawrite**.
4. Enter the location of the converted files that you wish to import into *CSA*. This is the same data path that you entered in Step 5 of the section above entitled "One-Time Processing Steps Prior to Running the Conversion Program."
5. In the **Client to import** field, enter the ID of the *DW* company you wish to import, or press F4 and select the ID from the drop-down list for that field.
6. If the company was processed using the *Post-Facto Payroll* module in *DW* and you want to convert the employee earnings totals, mark the **Convert Employee Earnings** checkbox.
7. Click the **Import** button.
8. After the import 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 *DW* Data" and "Conversion Notes and Exceptions."

ITEMS TRANSFERRED DURING CONVERSION OF DW DATA

The following tables are provided to identify *DW* fields that will be converted to *Creative Solutions Accounting*. The tables are organized by *DW* and *CSA* screens and denote the necessary screen navigation

DW General Ledger Account Information

Datawrite Client Accounting Field Name	Creative Solutions Accounting 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	*DW* Account Type **A**, **L**, or **R** converts as *CSA* Type **A** if a debit and **L** if a credit. *DW* Account Type **I** or **E** converts as *CSA* Type **E** if a debit and **R** if a credit. *DW* Account Type ***** is not converted.
Description	Setup | Chart of Accounts Description	The description in *DW* is 40 characters long and the description in *CSA* is 29 characters long. Only the first 29 characters of the *DW* description will be converted.
Current Year Balances	Setup | Chart of Accounts 19yy or 20yy Balance	See *Conversion Notes and Exceptions* for more information regarding processing clients using a number of periods not supported by *CSA*.
Prior Year Balances 1 Year Ago	Setup | Chart of Accounts 19yy or 20yy Balance	
Prior Year Balances 2 Years Ago	Setup | Chart of Accounts 19yy or 20yy Balance	
Prior Year Balances 3 Years Ago	Setup | Chart of Accounts 19yy or 20yy Balance	
Prior Year Balances 4 Years Ago	Setup | Chart of Accounts 19yy or 20yy Balance	
Budget Amounts Current Year Only	Setup | Chart of Accounts Budget	Prior year budget information cannot be converted.

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DW GL Transactions

Datawrite Client Accounting Field Name	Creative Solutions Accounting Menu Navigation CSA Field Name	Comments and additional information
Reference	Tasks | Transaction Entry Reference	*DW* allows a reference number up to 9 digits. *CSA* allows the reference to be 6 alpha-characters in length. Only the first 6 alpha-characters of the reference number are converted. Characters other than A-Z and 0-9 are converted as a decimal point. The second reference field is not converted.
Transaction Date	Tasks | Transaction Entry Transaction Date	
Acct/Number	Tasks | Transaction Entry Account Number	See *Conversion Notes and Exceptions* for more information on the conversion of the account numbers.
Description	Tasks | Transaction Entry Description	
Amount	Tasks | Transaction Entry Amount	

NOTE: If you use the Compress History function in *Datawrite*, refer to the section of this document entitled "Conversion Notes and Exceptions" for more information about the conversion of compressed transactions.

DW Employee Information

Datawrite Post-Facto Payroll Field Name	Creative Solutions Accounting Menu Navigation CSA tab CSA Field Name	Comments and additional information
Employee ID	Setup | Employees General tab ID	
Name	Setup | Employees General tab First	*DW* stores the entire name in a single field. The conversion will parse the field in the same manner *DW* parses for payroll reports.
Name	Setup | Employees General tab MI	*DW* stores the entire name in a single field. The conversion will parse the field in the same manner *DW* parses for payroll reports.
Name	Setup | Employees General tab Last	*DW* stores the entire name in a single field. The conversion will parse the field in the same manner *DW* parses for payroll reports.
Address Line 1	Setup | Employees General tab Street	
Address Line 2 or Address Line 3	Setup | Employees General tab City	*DW* stores the city, state and zip in a single field. The conversion will parse the field in the same manner *DW* parses for payroll reports.
Address Line 2 or Address Line 3	Setup | Employees General tab State	*DW* stores the city, state and zip in a single field. The conversion will parse the field in the same manner *DW* parses for payroll reports
Address Line 2 or Address Line 3	Setup | Employees General tab Zip	*DW* stores the city, state and zip in a single field. The conversion will parse the field in the same manner *DW* parses for payroll reports
Social Security #	Setup | Employees General tab SSN/EIN	

Datawrite Post-Facto Payroll Field Name	Creative Solutions Accounting Menu Navigation CSA tab CSA Field Name	Comments and additional information
State Code	Setup | Employees Tax Withholding and Deduction tab State W/H Properties button State	
Local Code	Setup | Employees Tax Withholding and Deduction tab Local W/H properties button Locality	
SUTA State	Setup | Employees Other tab | SUTA G/L Accounts State	
Division	Setup | Employees General tab Department	Division 00 will be changed to 1.

DW Employee Earnings Balances

Datawrite Client Accounting Field Name	Creative Solutions Accounting Menu Navigation CSA tab CSA Field Name	Comments and additional information
Current Quarter Year to Date Hourly Wages	Setup | Employees Earnings tab Wages	
Current Quarter Year to Date Salaried Wages	Setup | Employees Earnings tab Salaried Wages	
Current Quarter Year to Date Overtime Wages	Setup | Employees Earnings tab Overtime	
Current Quarter Year to Date Commissions	Setup | Employees Earnings tab Commissions	
Current Quarter Year to Date Bonus	Setup | Employees Earnings tab Bonus	
Current Quarter Year to Date Sick Pay	Setup | Employees Earnings tab Sick Pay	
Current Quarter Year to Date Vacation/Holiday	Setup | Employees Earnings tab Vacation	
Current Quarter Year to Date Tips	Setup | Employees Earnings tab Reported Tips	
Current Quarter Year to Date EIC	Setup | Employees Earnings tab EIC Advance	*DW* treats this amount as a negative deduction amount, while *CSA* treats it as a pay item.
Current Quarter Year to Date Other Wage Items	Setup | Employees Earnings tab Other Wages	

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Datawrite Client Accounting Field Name	Creative Solutions Accounting Menu Navigation CSA tab CSA Field Name	Comments and additional information
Current Quarter Year to Date FICA –SS Withheld	Setup | Employees Tax Withholdings and Deductions tab FICA-SS	
Current Quarter Year to Date Medicare Withheld	Setup | Employees Tax Withholdings and Deductions tab FICA-Med	
Current Quarter Year to Date Federal Withheld	Setup | Employees Tax Withholdings and Deductions tab Federal W/H	
Current Quarter Year to Date State Withheld	Setup | Employees Tax Withholdings and Deductions tab State W/H	
Current Quarter Year to Date Local Withheld	Setup | Employees Tax Withholdings and Deductions tab Local W/H	
Current Quarter Year to Date 401K Contributions	Setup | Employees Tax Withholdings and Deductions tab 401K % of Gross	*DW* treats this amount as a negative earnings amount, while *CSA* treats it as a deduction.
Current Quarter Year to Date Cafeteria Plan WH	Setup | Employees Tax Withholdings and Deductions tab Cafe % of Gross	*DW* treats this amount as a negative earnings amount, while *CSA* treats it as a deduction.
Current Quarter Year to Date Loan Repayments	Setup | Employees Tax Withholdings and Deductions tab Loan Repayment	
Current Quarter Year to Date Medical Insurance	Setup | Employees Tax Withholdings and Deductions tab Medical Insurance	
Current Quarter Year to Date Life Insurance	Setup | Employees Tax Withholdings and Deductions tab Life Insurance	
Current Quarter Year to Date Means and Housing	Setup | Employees Tax Withholdings and Deductions tab Meals/Lodging	
Current Quarter Year to Date Uniforms	Setup | Employees Tax Withholdings and Deductions tab Uniforms	
Current Quarter Year to Date Union Dues	Setup | Employees Tax Withholdings and Deductions tab Union Dues	

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Datawrite Client Accounting Field Name	Creative Solutions Accounting Menu Navigation CSA tab CSA Field Name	Comments and additional information
Current Quarter Year to Date Direct Deposit	Setup | Employees Direct Deposit tab Amount	
Current Quarter Year to Date Other Withheld	Setup | Employees Tax Withholdings and Deductions tab Other Deductions	

DW Vendor Information

Datawrite Client Accounting Field Name	Creative Solutions Accounting Menu Navigation CSA tab CSA Field Name	Comments and additional information
Vendor ID	Setup | Vendors General tab Vendor ID	
Name	Setup | Vendors General tab Name	The *DW* Name field is 25 characters long. The *CSA* Name field is 15 characters long. Only the first 15 characters of the name will be converted.
Address Line 1	Setup | Vendors General tab Street	If you used the Address Line 1 in *DW* for the DBA, the conversion will move the information in Address Line 2 into the *CSA* Street field.
Address Line 2	Setup | Vendors General tab Street	If you used the Address line 2 field in *DW* for the city, state, and zip code, the conversion will parse the city, state, and zip from the *DW* field and convert the information to the appropriate *CSA* fields the same way it is done for *DW* payroll reports.
City	Setup | Vendors General tab City	*DW* allows the city, state, and zip to be entered as 1 field in either the Address Line 2 or 3 field. The conversion will parse the city, state, and zip code from the *DW* field and convert the information to the appropriate *CSA* fields the same way it is done for the *DW* payroll reports.
State	Setup | Vendors General tab State	*DW* allows the city, state, and zip to be entered as 1 field in either the Address Line 2 or 3 field. The conversion will parse the city, state, and zip code from the *DW* field and convert the information to the appropriate *CSA* fields the same way it is done for the *DW* payroll reports.
Zip	Setup | Vendors General tab Zip	*DW* allows the city, state, and zip to be entered as 1 field in either the Address Line 2 or 3 field. The conversion will parse the city, state, and zip code from the *DW* field and convert the information to the appropriate *CSA* fields the same way it is done for the *DW* payroll reports.
Social Security #	Setup | Vendors General tab Name	The SSN or EIN will be converted based upon the Employer ID Yes/No answer in *DW*. If the field has Yes in it, it converts as an EIN. If No, it converts as an SSN.
Phone Number	Setup | Vendors General tab Phone	
Acct # with Vendor	Setup | Vendors General tab Account #	The *DW* Name field is 25 characters long. The *CSA* Name field is 15 characters long. Only the first 15 characters of the name will be converted.

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Datawrite Client Accounting Field Name	Creative Solutions Accounting Menu Navigation CSA tab CSA Field Name	Comments and additional information
Default Description	Setup | Vendors Address and Accounts tab Check memo	
Amount	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 *CSA* upon the completion of the conversion.

ITEMS NOT TRANSFERRED DURING CONVERSION OF DW DATA

Although most *DW* data is converted, some data cannot be converted due to differences in program features and data structures between *DW* 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 *DW* screen.

General Client Information

Company ID, name, address, contact name, phone number, general ledger marker, GL chart of accounts mask information*, rounding account, number of reporting years. All of this information should be set up while adding the client to *CSA*, or you can add it afterward in the File / Client Properties dialog.

Client Documents and Reports

General ledger reports, payroll reports, client notes, check formats, and user-defined fields.

Journal Entry Information

Journal codes, titles, sort sequences, item and detail formats. Transaction 2nd reference field. 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.

Division Information

Division name, parent division and periods, current batch.

Financial Statements

Report formats, report details, notes files and style sheets.

Employee Information

FICA/FUTA/SUTA exemption markers, check entry format, account number information, pension plan marker, statutory employee marker, deceased marker, legal representative marker, household employee marker, Section 943 marker, 1099 information, marital status, federal and state exemptions, state SDI code, W4 filed date, EIC marker, single or joint marker, employment date, termination date, last check date and amount.

Payroll Transactions / Prior Balances

Check detail for the current year as well as prior years. Amounts for quarters other than the current quarter in the current fiscal year cannot be converted. Amounts for the current period as well as prior years cannot be converted. Only the amounts for current quarter and year-to-date can be converted to enable you to process W-2s and current quarter payroll reports.

Vendor Information

1099 type, division, direct sales marker, last check number and date, 1099-R Distribution Code, 1099-R Total Distribution marker, 1099-R IRA/SEP/Simple marker.

Other Information

Account allocation information, bank account information (except cash balance), bank reconciliation module information, ratio analyzer module information,

CONVERSION NOTES AND EXCEPTIONS

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

GL Transactions – Use of the Compressed History Function in *Datawrite*

If you used the *Compress History* function in *Datawrite*, current-year transactions (with the exception of the current period) will be compressed into 2 lines of converted transactions for each data entry format. The conversion program will convert each period's compressed transactions as 1 debit line and 1 credit line for each data entry format. You can distinguish a compressed transaction from a normal transaction by the reference number. The reference in *CSA* for a compressed transaction will begin with the data entry format of the transaction, a period, and then a two-digit number (01-13) that represents the period in which the transaction was processed.

GL Transactions – Blank Reference Numbers

Transactions that did not contain a reference in *DW* or that were all spaces are converted using the *DW* three-character data entry format code followed by a period and then a number (01-13) representing the period in which the transaction was processed. If you used all zeroes for a transaction number, it is assumed this is a balance to cash entry and these transactions have been converted using reference number 1.

Using Data Entry Format Codes containing Special Characters in *Datawrite*

Data Entry Format Codes containing special characters will be converted with periods (.) replacing the special characters (that is, Y/E would become Y.E).

Chart of Accounts Mask

The *CSA* Chart of Account Mask is similar in structure to the general ledger account mask in *DW*. However, there are a few minor differences that need to be accounted for prior to converting your clients.

- *CSA* does not require you to include zeros to the right of the decimal point in an account number. For example, an account in *CSA* might read 635 while the same account in *DW* would read 635.00. If the *DW* client being converted does not use the digits to the right of the decimal point in account numbers (if all accounts are .00), you may choose either to convert the zeros or not to convert the zeros. For more information on this option, refer to the section in this document entitled "One Time Processing Steps Prior to Running the Conversion."

- The conversion program does not convert the client's actual Chart of Accounts Mask, only the account numbers convert. Therefore, you should specify the mask (in the File / New Client dialog) when adding each new client prior to importing the converted file. *CSA* requires that department numbers be located to the left of the core account number. For example, if a *DW* client's account mask is XXX.XXDD, where X is the core account number and D is the division, it will be converted with a DDXXX.XX format in *CSA*.

- *CSA* accepts only numeric values and a single decimal point in the chart of accounts. The right-most separator in the mask excluding the division will be converted as a decimal point. For example, *DW* account number 30-553-10 would be converted as 30553.10 in *CSA*.

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GL Account Number 00000

CSA does not allow an account number of all zeros as valid. If an account number 00000 exists in *DW*, it will not be converted and all reports will be out of balance in *CSA* by the amount related to account number 00000.

CSA Combining Accounts

Datawrite divisions 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 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.

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

CSA allows you to process clients using Annual, Quarterly, Monthly, 13 period or weekly (weekly is not available in *DW*). *DW* 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 would need to add such a client to *CSA* as a **quarterly** processor and only use the 2nd and 4th quarters for processing. All *DW* companies with 3, 5, 6, 7, 10, or 11 periods will be converted as **annual** *CSA* clients.

Security

Although *DW* and *CSA* both offer a security feature, the security passwords for each staff person cannot be converted due to differences in the data structure in each program. If you wish to use the security feature in *CSA*, you should refer to the *CSA* help topics.

ERROR LOG AND 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 *DW* data corruption or other anomalies within the *DW* data. You should follow the steps below to verify that your *DW* data has been converted correctly.

1. At the conclusion of the *DW* to *Creative Solutions Accounting* conversion, an error log can be displayed and printed with any errors that may have occurred during the conversion. Errors may result from corruption in your *DW* data, field length differences as explained in the "Conversion Notes and Exceptions" section or this document, and so forth. You should print the error log, review its contents, and make manual corrections to the *CSA* data as necessary.
2. Start *Creative Solutions Accounting* and open to the new client (converted) client. To do this, choose File / Open Client. In the Open Client dialog, double-click the ID for the client you wish to open.
3. In *DW*, 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 from the two programs. If the information contained in the *DW* reports does not match that data in the *CSA* reports, you will need to determine which transaction(s) are invalid or missing and manually enter those transactions into *CSA*. Other reports are available in both systems if you cannot determine the discrepancy using the reports listed in Steps 3 and 4 above.
   If payroll information was converted:
6. In *DW*, print the Quarterly Wage Report and the Tax Summary report.
7. In *CSA*, print the Payroll Tax Summary Report.
8. Compare the amounts in the *DW* 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 your client data from *Datawrite Client Accounting* to *Creative Solutions Accounting* and you are unable to reconcile the data using the various reports and tools in *CSA*, contact CSI Product Support.

SUPPORT

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.