

Franklen CPA-11 to Creative Solutions Accounting Conversion Guide

The **Utilities / Data Conversion / Franklen / Write-Up Import** command in *Creative Solutions Accounting (CSA)* can be used to import data files from *Franklen CPA-11* 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.

CONVERSION PROGRAM OVERVIEW

The overall objective of the *CPA-11* to *CSA* conversion utility is to provide a comprehensive conversion of your *CPA-11* data to *CSA*. However, due to differences in processing calculations and data structures between *CPA-11* and *CSA*, some *CPA-11* data cannot be converted. **Therefore, you should not expect to exactly duplicate results from *CPA-11* 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.”**

The conversion program requires Windows 95, 98, or Windows NT in order to run. It cannot be run in a DOS-only or Windows 2000 environment.

Note: Payroll check information is **not** converted from *CPA-11* to *CSA*. It is recommended that you convert your client data at the beginning of a new quarter or year as some reports may not calculate correctly if you convert the client data in the middle of a quarter. Also, some manipulation of your data in *CPA-11* may be required prior to conversion. For more information, please refer to the section of this document entitled “Processing Steps Required for Each Client Prior to Running the Conversion Program.”

Things you need to know before performing conversions for a specific company:

- Client ID and Access code in *CPA-11*.
- Client processing period end date and fiscal year end date.
- If processing payroll, the payroll period end and pay frequency.

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

- We recommend that you review the *CPA-11* pay types and deduction codes and their associated descriptions for each client prior to running the conversion. A **Pay and Deduction Translation** dialog is provided during the conversion so that you can translate the client’s *CPA-11* pay types and deduction codes to the allowable *CSA* codes. The dialog will present the description as entered in *CPA-11*. If the description does not adequately identify what the code is used for, you should consider modifying the description to specifically identify the purpose of each code.
- The conversion process includes only transactions that have been posted to the general ledger. Unposted transactions are **not** converted by default. Before you begin the conversion of any client, you should verify

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in *CPA-11* that all transactions have been properly posted by running any Post and Print/Display option. Make sure that the posting process is completed, that you are in balance, and that the transactions have posted without errors. If there are unposted transactions and you run the conversion, a warning prompt will alert you that there are unposted transactions and give you the option to proceed or exit at that time.

INSTALLING THE CPA-11 CONVERSION PROGRAM

Use the following steps to install the *Franklen CPA-11 to Creative Solutions Accounting* conversion program.

Note: To complete Step 7 in the following procedure, you will need a password that can be supplied to you by a Creative Solutions 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.

1. Insert the *Creative Solutions Accounting* CD into your CD-ROM drive. (If the *CSA* installation program begins automatically, click the Cancel button.)
2. Click the Start button on the Windows Taskbar and choose Run.
3. In the Run dialog, type *d:\FRANKLEN* (where *d*: represents the CD-ROM drive).
4. Copy the file called **CPA11CSA.zip** to the *c:\TEMP* folder on your hard drive (where *c*: represents the drive where your *CPA-11* program is installed).
5. To extract the conversion program files from the zip file and incorporate them as part of your *CPA-11* program, click the Start button on the Windows taskbar, choose Run, and type **UNZIP c:\TEMP\CPA11CSA.ZIP**.
6. To install the files, click the Start button on the Windows taskbar, choose Run, and type **c:\TEMP\SETUP.EXE**.
7. You will be prompted to enter an appropriate password (which can be obtained from a Creative Solutions Product Support Representative as noted above).
8. A prompt will indicate when the extraction has been completed successfully. Click **OK**.

CREATING THE IMPORT FILES

Use the following steps to convert and import a *CPA-11* client into *CSA*. You may refer to this document for all information regarding this conversion. Do not use *CPA-11* while using the *CPA-11* conversion program.

Note: We do not recommend that you try to install this conversion on a network drive to complete the conversion. We recommend that you load the conversion program locally and copy all of your existing clients onto one machine to perform the conversion.

1. Start the *CPA-11* conversion program by clicking the *CPA-11 to CSA* Conversion icon in the *Franklen* folder on the Programs list. The first time you do this, you may be presented with a dialog box that will help you locate the ASN.DEV file used by *CPA-11*. This location will generally be *C:\FCS\CPA* folder (where *C* represents the drive where the ASN.DEV file resides). Both *CPA-11* and the conversion program use this file to locate the client data files.
2. If you have set up *CPA-11* to use access codes, you will need to enter the appropriate access code when prompted.
3. From the Client List, select the client you wish to convert by clicking the client name. You will note that information is displayed for each client at the bottom of the screen. This information will be needed when you add the client into *CSA*, as denoted below. If you have *CSA* open, you can click on each item to copy the text or date into memory. You can then paste this information into the appropriate field in *CSA*. Click the **F5-Next** button to continue.
4. The Control Account translation dialog is now displayed. Each control account that is used in *CPA-11* will be displayed in the left-hand list box. You will need to choose the appropriate *CSA* Account Group from the drop-down list for each control account that you wish to convert to *CSA*. Account Groups are used in *CSA* for financial statement reporting and the grouping of certain accounts, which is the primary purpose of *Control Accounts* in *CPA-11*. If you do not wish to use the *CSA* Account Group names, you can press the F7 key to create your own account groups.

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- **Note:** You will **not** be able to use the *CSA* financial statement template if you choose **not** to convert a name from the drop-down list in the *CSA* Account Group name field. If you leave the group name blank, the control account will **not** be imported.
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5. Click **F5-Next** to continue.
6. If you process after-the-fact payroll for this client, you will now be presented with a *Pay Type/Deduction* translation screen. Use this screen to translate the pay type and/or deduction type in *CPA-11* to the appropriate *CSA* payroll items in *CSA*. If the pay or deduction type is not listed in the *CSA* drop-down list, you should choose type *Other Pay* or *Other Withholding* for the item. Any items denoted in red as Not Imported have not been assigned and will not be imported into *CSA*.
7. The next screen will present GL/Vendor/Payroll options. The options are:
 - In the first section, select the appropriate processing period for this client (monthly, quarterly, semi-annual, or annual).
 - In the second section, select the proper budget type to convert to the *CSA* budget fields. *CSA* allows only one budget amount to be entered, while *CPA-11* allowed up to 4 budgets to be entered. If you did not use budgets for the client, default to Budget 1.
 - In the third list, you have the option to convert the cover letters, vendors, and/or employees. The default is to convert all items.
 - In the fourth list you can choose to add comments to transaction descriptions. *CPA-11* allowed you to enter *comment-only* transactions during data entry. If you mark this option, the conversion will concatenate the descriptions and comments into the single transaction description when converting transactions to *CSA*. You also have the option to convert unposted transactions, but the default is **not** to convert these transactions. We recommend that you post all transactions for a client prior to running the conversion. This option will only be displayed if you have unposted transactions present in the client being converted.
 - Click **F5-Next** to complete the conversion of general ledger, vendor and employee data.

IMPORTING THE CONVERTED CLIENT DATA INTO CSA

Use the following steps to convert and import a *CPA-11* client into *CSA*. You may refer to this document for all information regarding this conversion.

1. Start the *CSA* program by clicking the desktop shortcut 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]**).

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- **Note:** When adding the client to *CSA*, you must complete the current period end date, current fiscal year end, current payroll end date, and payroll frequency (if using calculating payroll module). The current period end date and current fiscal year end date should match what is entered in *CPA-11* for this client. If you are converting general ledger and payroll information, you will also need to select both the *General Ledger Solution* and *Payroll Compliance Solution* modules when adding the client. **Remember that you have the option of clicking on the client information fields during the conversion and pasting that information into the *CSA* fields.**
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3. Choose Utilities / Data Conversion / Franklen / Write-Up Import to open the Franklen Conversion dialog.
4. In the first field of the Conversion dialog, enter the location of the converted *CPA-11* data files that you wish to import into *CSA*. This will generally be *d:\FCS\EXPORT* (where *d:* represents the drive letter where *CPA-11* is installed).
Example: If your *CPA-11* data files are on drive F, you would enter *F:\FCS\EXPORT*.
5. In the **Client to import** field, enter the company ID you want to import. It may be useful to print a list of clients from the *CPA-11* program before beginning. The Print List of Clients report will show the company ID and the company name.
6. If you wish to convert the employee earnings totals, mark the **Convert Employee Earnings** checkbox.
7. Click the **Import** button.
8. After the import has been successfully completed, you should make the necessary changes or corrections to the converted data as specified in the sections of this document below entitled “Items Transferred during Conversion of *CPA-11* Data” and “Conversion Notes and Exceptions.”

ITEMS TRANSFERRED DURING CONVERSION OF CPA-11 DATA

The following tables are provided to identify *CPA-11* fields that will be converted to the *Creative Solutions Accounting* software. The tables are organized by *CPA-11* and *CSA* screens and denote the necessary *CSA* screen navigation.

CPA-11 General Ledger Account Information

CPA-11 Field Name	CSA Menu Navigation CSA Field Name	Comments and additional information
Account	Setup / Chart of Accounts Acct #	See “Conversion Notes and Exceptions” for more information on the conversion of the account numbers.
Description	Setup / Chart of Accounts Description	While the description in <i>CPA-11</i> is 43 characters long, we can only import up to 29 characters of the description. The account description is taken from the line in the <i>CPA-11</i> financial statement containing the account number.
Current Year Balances	Setup / Chart of Accounts 19yy or 20yy Balance	
Current Year Budget	Setup / Chart of Accounts 19yy or 20yy Budget Balances	
Prior Year GL Balances	Setup / Chart of Accounts 19yy or 20yy Balance	If you maintained a Master History for the client, the prior fiscal year balances will be converted, allowing for a prior-year comparative statement in <i>CSA</i> .

CPA-11 General Ledger Transactions

CPA-11 Field Name	CSA Menu Navigation CSA Field Name	Comments and additional information
Ref	Tasks / Transaction Entry Reference	<i>CSA</i> requires a reference to be entered for each transaction. <i>CPA-11</i> does not enforce this rule. If a transaction is converted with no reference number, “NOREF” will be inserted for the reference during the conversion. See the <i>Reference Numbers</i> discussion in the “Conversion Notes and Exceptions” section of this document.

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CPA-11 Field Name	CSA Menu Navigation CSA Field Name	Comments and additional information
Date	Tasks / Transaction Entry Transaction Date	
Account	Tasks / Transaction Entry Account Number	
Description	Tasks / Transaction Entry Description	
Amount (Debit/Credit)	Tasks / Transaction Entry Amount	

CPA-11 Employee Information

CPA-11 Field Name	CSA Menu Navigation CSA Field Name	Comments and additional information
Employee #	Setup / Employees / General tab ID	
Name	Setup / Employees / General tab First	CPA-11 stores the entire name in a single field. The conversion will parse the field in the same manner CPA-11 parses for payroll reports.
Name	Setup / Employees / General tab MI	CPA-11 stores the entire name in a single field. The conversion will parse the field in the same manner CPA-11 parses for payroll reports.
Name	Setup / Employees / General tab Last	CPA-11 stores the entire name in a single field. The conversion will parse the field in the same manner CPA-11 parses for payroll reports.
Address 1	Setup / Employees / General tab Street	CPA-11 has 2 address lines available to enter information for the employee address. CSA allows only 1 address line. The lowest numbered address line that is not blank and does not contain the city, state and zip code will be imported into CSA.
Address 2	Setup / Employees / General tab Street	See above.
City	Setup / Employees / General tab City	The city, state and zip code are parsed from the appropriate address line.
State	Setup / Employees / General tab State	The city, state and zip code are parsed from the appropriate address line.
Zip	Setup / Employees / General tab Zip	The city, state and zip code are parsed from the appropriate address line.
Taxpayer ID	Setup / Employees / General tab SSN/EIN	Only properly entered SSNs will be converted to CSA (11 digits, XXX-XX-XXXX).
Phone	Setup / Employees / General tab Telephone	Only properly entered phone numbers will be converted to CSA (7 or 10 digits).
State	Setup / Employees / Tax Withholding and Deduction tab State W/H Properties button State	The state ID field in CSA is two characters in length, but three characters in length in CPA-11. Only the first two characters will be converted.

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CPA-11 Employee Earnings Balances

CPA-11 Field Name	CSA Menu Navigation CSA Field Name	Comments and additional information
Current Quarter Year to Date GROSS	Setup / Employees / Earnings tab Wages	All 3 CPA-11 GROSS PAY types will be converted to Hourly wages unless redirected to a different type in the Pay and Deductions screen.
Current Quarter Year to Date GROSS OT	Setup / Employees / Earnings tab Overtime	Any CPA-11 pay type that was translated to Gross Overtime in the Pay and Deductions screen will be converted to this field.
Current Quarter Year to Date Other Pay Type	Setup / Employees / Earnings tab Commissions	Any CPA-11 pay type that was translated to Commissions in the Pay and Deductions screen will be converted to this field.
Current Quarter Year to Date Other Pay Type	Setup / Employees / Earnings tab Bonus	Any CPA-11 pay type that was translated to Bonus in the Pay and Deductions screen will be converted to this field.
Current Quarter Year to Date Other Pay Type	Setup / Employees / Earnings tab Sick Pay	Any CPA-11 pay type that was translated to Sick Pay in the Pay and Deductions screen will be converted to this field.
Current Quarter Year to Date Other Pay Type	Setup / Employees / Earnings tab Vacation	Any CPA-11 pay type that was translated to Vacation Pay in the Pay and Deductions screen will be converted to this field.
Current Quarter Year to Date Other Pay Type	Setup / Employees / Earnings tab Reported Tips	Any CPA-11 pay type that was translated to Tips in the Pay and Deductions screen will be converted to this field.
Current Quarter Year to Date Other Pay Type	Setup / Employees / Earnings tab EIC Advance	Any CPA-11 pay type that was translated to EIC in the Pay and Deductions screen will be converted to this field.
Current Quarter Year to Date Other Pay Type	Setup / Employees / Earnings tab Other Wages	Any CPA-11 pay type that was translated to Other Wages in the Pay and Deductions screen will be converted to this field.
Current Quarter Year to Date S/S	Setup / Employees / Tax Withholdings and Deductions tab FICA-SS	Any CPA-11 deduction code that was translated to FICA-SS in the Pay and Deductions screen will be converted to this field.
Current Quarter Year to Date M/C	Setup / Employees / Tax Withholdings and Deductions tab FICA-Med	Any CPA-11 deduction code that was translated to FICA-Med on the Pay and Deductions screen will be converted to this field.
Current Quarter Year to Date FWH	Setup / Employees / Tax Withholdings and Deductions tab Federal W/H	Any CPA-11 deduction code that was translated to Federal W/H in the Pay and Deductions screen will be converted to this field.
Current Quarter Year to Date SIT	Setup / Employees / Tax Withholdings and Deductions tab State W/H	Any CPA-11 deduction code that was translated to State W/H on the Pay and Deductions screen will be converted to this field. Note that SDI, ETT or other types of state withholding should be converted to Other Withholding (see below).
Current Quarter Year to Date City	Setup / Employees / Tax Withholdings and Deductions tab Local W/H	Any CPA-11 deduction code that was translated to Local Withholding in the Pay and Deductions screen will be converted to this field.
Current Quarter Year to Date Other	Setup / Employees / Tax Withholdings and Deductions tab 401K % of Gross	Any CPA-11 deduction code that was translated to 401k Contributions in the Pay and Deductions screen will be converted to this field.
Current Quarter Year to Date Other	Setup / Employees / Tax Withholdings and Deductions tab Cafe % of Gross	Any CPA-11 deduction code that was translated to Cafeteria Plan in the Pay and Deductions screen will be converted to this field.

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CPA-11 Field Name	CSA Menu Navigation CSA Field Name	Comments and additional information
Current Quarter Year to Date Other	Setup / Employees / Tax Withholdings and Deductions tab Loan Repayment	Any <i>CPA-11</i> deduction code that was translated to Loan Repayment in the Pay and Deductions screen will be converted to this field.
Current Quarter Year to Date Other	Setup / Employees / Tax Withholdings and Deductions tab Medical Insurance	Any <i>CPA-11</i> deduction code that was translated to Medical Insurance in the Pay and Deductions screen will be converted to this field.
Current Quarter Year to Date Other	Setup / Employees / Tax Withholdings and Deductions tab Life Insurance	Any <i>CPA-11</i> deduction code that was translated to Life Insurance in the Pay and Deductions screen will be converted to this field.
Current Quarter Year to Date Other	Setup / Employees / Tax Withholdings and Deductions tab Meals/Lodging	Any <i>CPA-11</i> deduction code that was translated to Meals and Housing in the Pay and Deductions screen will be converted to this field.
Current Quarter Year to Date Other	Setup / Employees / Tax Withholdings and Deductions tab Uniforms	Any <i>CPA-11</i> deduction code that was translated to Uniforms in the Pay and Deductions screen will be converted to this field.
Current Quarter Year to Date Other	Setup / Employees / Tax Withholdings and Deductions tab Union Dues	Any <i>CPA-11</i> deduction code that was translated to Union Dues in the Pay and Deductions screen will be converted to this field.
Current Quarter Year to Date Other	Setup / Employees / Direct Deposit tab Amount	Any <i>CPA-11</i> deduction code that was translated to Direct Deposit in the Pay and Deductions screen will be converted to this field.
Current Quarter Year to Date Other (and SDI)	Setup / Employees / Tax Withholdings and Deductions tab Other Deductions	Any <i>CPA-11</i> deduction code that was translated to Other Withholdings in the Pay and Deductions screen will be converted to this field. It is suggested that SDI amounts be converted to this field.

CPA-11 Vendor Information

CPA-11 Field Name	CSA Menu Navigation CSA Field Name	Comments and additional information
Vendor #	Setup / Vendors / General tab Vendor ID	
Vendor Name	Setup / Vendors / General Tab Name	
Address 1	Setup / Vendors / General tab Street	<i>CPA-11</i> has 3 address lines available to enter information for the vendor address. <i>CSA</i> allows only 1 address line. The lowest numbered address line that is not blank and does not contain the city, state, and zip code will be imported into <i>CSA</i> .
City	Setup / Vendors / General tab City	The city, state and zip code are parsed from the appropriate address line.
State	Setup / Vendors / General tab State	The city, state and zip code are parsed from the appropriate address line.
Zip Code	Setup / Vendors / General tab Zip	The city, state and zip code are parsed from the appropriate address line.
Phone	Setup / Vendors / General tab Telephone	Only properly entered phone numbers will be converted to <i>CSA</i> (7 or 10 digits).
Contact	Setup / Vendors / General tab Contact	The "Individual" field in <i>CPA-11</i> is imported into the <i>CSA</i> Contact field.
TIN	Setup / Vendors / General tab EIN	Only properly entered FEIN or SSNs will be converted to <i>CSA</i> . Valid formats include XXX-XX-XXXX or XX-XXXXXXXX.

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CPA-11 Field Name	CSA Menu Navigation CSA Field Name	Comments and additional information
Vendor #	Setup / Vendors / General tab Vendor ID	
YTD Pay box Amts	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 into 1099 type. If there are multiple 1099 type payments, you will need to manually break this information apart in <i>CSA</i> after the conversion.

ITEMS NOT TRANSFERRED DURING CONVERSION OF CPA-11 DATA

Although most *CPA-11* data is converted, some data cannot be converted due to differences in program features and data structures between *CPA-11* and *CSA*. If an item below is denoted with an asterisk (*), it is further explained in the “Conversion Notes and Exceptions” section of this document. The following items, which cannot be converted, are organized by *CPA-11* screen.

General Client Information

Company ID, name, address, city, state, zip code, fiscal year end month cannot be converted. All of this information should be set up while adding the client to *CSA*, or you can add it later in the File / Client Properties dialog.

Journal Source Information

The journal setup information is not converted.

Employee Information

Gender, employee type, assigned gross accounts, second address lines, misc data fields, and other check boxes are not converted.

Payroll Transactions / Prior Earnings Balances

Check number, transaction date, employee name, and amounts for the current year as well as prior years’ payroll transactions cannot be converted. Earnings balances for quarters other than the current quarter in the current fiscal year end cannot be converted.

Additionally, earnings balances for the current period as well as for prior years cannot be converted. Only the earnings balances for current quarter and year to date can be converted to enable you to process W-2s and current-quarter payroll reports.

Vendor Information

Standard check account, start date, expire date, job code, on-going markbox and budgeted amount cannot be converted.

Other Information

Program preferences, annual tax rates, and auto-post information cannot be converted.

CONVERSION NOTES AND EXCEPTIONS

The following section details all known conversion exceptions between *CPA-11* data and the converted *CSA* data. Conversion exceptions may include differences in field lengths between *CPA-11* and *CSA*, required parsing of information from one field in *CPA-11* to multiple fields in *CSA*, and manipulation of *CPA-11* data to conform with *CSA* requirements, and so forth.

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GL Transactions – Blank Reference Numbers

Transactions that did not contain a reference in *CPA-11* are converted using the reference NOREF.

Reference Numbers

If a reference number for a transaction exists and it is a number with a value less than 100 (non-alpha), the conversion program has automatically supplied a journal code and appended the reference number to it. For example, if reference number 12 is used for a transaction assigned to journal code 3 (Cash Disbursements), the reference will be CD12 after conversion to *CSA*.

Cost of Goods Sold

If you process clients that use the cost of goods feature in *CPA-11*, the information will be converted into *CSA* as it existed in *CPA-11*. However, *CSA* does not have the same functionality for cost of goods sold that *CPA-11* had (beginning and ending inventory accounts in the P&L section). You have the option to create a report that will display the correct calculated cost of goods sold amount for the period **or** you can structure the automatic journal entries to calculate and adjust P&L accounts for the correct monthly cost of goods sold. *CSA* contains template financial statements that may be useful for *CPA-11* clients who report cost of goods sold.

Chart of Accounts Mask

The *CSA* Chart of Account Mask is a template that defines the structure of the client's general ledger accounts. In *CPA-11*, the structure of an account number is fixed, except for splitting the number to the left of the dash into divisions and departments. The conversion of accounts from *CPA-11* to *CSA* is relatively straightforward. However, there are a few minor differences that need to be accounted for prior to converting your clients.

- The conversion program does not set up the *CSA* client's Chart of Accounts Mask; you must do this when creating the new client. Therefore, prior to importing the converted file, you should specify the Account Mask (in the File / New Client dialog) when adding each new client.
- *CSA* requires that department numbers be located to the left of the core account number and that location (division) numbers be located to the left of the department number (if present). *CPA-11* has the same requirement. The Account Mask you should use depends upon how Division/Department Consolidation is set up in *CPA-11*:

None — DDDDCCCC (or LLLLCCCC)

by 10s — LLLDCCCC

by 100s — LLDDCCCC

by 1000s — LDDCCCCC

Note that unlike *CPA-11*, *CSA* does not allow a dash to be used to separate the location/department number from the core account number. For example, *CPA-11* account 1234-5678 will become *CSA* account 12345678.

- Sub-accounts may be imported in one of two possible ways. See the discussion in the *CPA-11 Sub-Accounts and Parent Accounts* section below to see how to construct the Account Mask when sub-accounts are in use.
- *CSA* accepts only numeric values and a single decimal point when entering account numbers. The right-most separator in the Account Mask, excluding the department, will be converted as a decimal point. For example, *CPA-11* account number 3-0553.10 would be entered as 30553.10 in *CSA* when the mask is set to XXXXCCCC.CC. (The XXXX is any valid combination of L & D, as explained above.)

Multi-State Payroll Clients

If you process any clients with state withheld amounts for multiple states, the amounts withheld for each state should be combined into a single state withholding field during the translation of the pay codes. This is due to a limitation in the conversion and does not reflect the processing capabilities of *CSA*. (*CSA* does allow you to process clients with any number of different state and local withholding amounts.) After you import the client data, we suggest that you create a withholding type in *CSA* for each state and break the amounts out of the state withheld field after the conversion has completed.

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CPA-11 Sub-Accounts and Parent Accounts

When entering transactions for sub-accounts, *CPA-11* also posts these transactions to the parent account (combining account in *CSA*). However, the combining account in *CSA* cannot have transactions posted to it; the combining account is merely used for reporting purposes. During the conversion of transactions, we have reversed the posting of all transactions to parent accounts. The parent accounts have been designated with the proper account type and all sub-accounts will be properly combined into the combining account at report time.

Transactions posted to sub-accounts (xxxx.01 to xxxx.99) in *CPA-11* are also summarized to the parent account (xxxx). In this respect, the parent accounts behave much like control accounts. Since *CSA* uses other means to summarize amounts for reporting purposes, these parent accounts cannot be imported. Any transactions that have been made directly to a parent account will not be imported and must be eliminated before conversion.

The method used to import sub-accounts will depend upon how they are used within *CPA-11*. Normally, sub-accounts are used to create a sub-schedule of an account; however, it has been observed that some users of *CPA-11* have tried to use sub-accounts in lieu of departments/locations. For this reason, when the conversion utility detects the presence of sub-accounts, it will ask how sub-accounts should be imported. Please read the two scenarios described below to see which best fits your circumstances.

- **Account Sub-schedule** — The sub-accounts .01 through .99 are used to detail parts of a particular item and bear no relation to sub-accounts of other accounts. An example of this is account 260, found in Demo client #101 distributed with *CPA-11*. The parent account (260) is called “Notes Payable – Schedule,” and there are two sub-accounts: 260.01 (“Security National Bank Notes Payable – Due 3/99”) and 260.02 (“1st National Bank Notes Payable – \$305.60/Mo”). The balance sheet reports account 260, and a separate schedule of account 260 lists each of the sub-accounts.

In this case, you would choose the option to import sub-accounts as groups. Each sub-account, along with its transactions and balances, will be imported directly into *CSA*. Each parent account will be imported as an account group and will appear in the list of control accounts to be assigned group names during conversion. When setting up the new *CSA* client, the account mask should be set to XXXXCCCC.CC (the XXXX is any applicable combination of L and D; see above entitled “Chart of Accounts Mask”).

- **Division, Department, or Job Schedule** — Each sub-account refers to a specific division, department or job, regardless of the parent account. Departmental reporting is done by sub-account — that is, the report for division/department/job .04 lists more than one parent account, but all sub-accounts are .04.

In this case, you would choose the option to import sub-accounts as departments. Sub-accounts will be converted to *CSA* department numbers, and parent accounts will be converted to *CSA* combining accounts. This is accomplished by moving the sub-account number to the left of the core (main) account number. For example, sub-account 613.44 would be imported as 440613, and combining account 613 would be established. If the client also uses *CPA-11* division/department numbering, the division/department number will be multiplied by 100 before being imported. Therefore, account 22-0730.01 would be imported as 22010730, and account 22-0125 would be imported as 22000125. When setting up the new *CSA* client, the account mask should be set to LLLDDCCCC.

SDI Withheld

CPA-11 allowed you to specify SDI as a separate withholding item during payroll data entry. *CSA* will also allow you to set up a separate withholding amount for SDI, however the import is not able to distinguish the SDI amount and to create the withholding item. The SDI is, by default, converted into the Other Deductions category in *CSA*. You can then reclassify the Other Deduction amount as SDI or reduce the Other Deduction by the amount of the SDI when you create a new deduction classification.

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VERIFYING YOUR CONVERTED DATA

Although the conversion utility has been designed to convert your data as accurately as possible, there may be some instances when not all data converts correctly due to *CPA-11* data corruption and other anomalies within the *CPA-11* data. You should follow the steps below to verify that your *CPA-11* data has been converted correctly.

1. In *CPA-11*, print the *GL* and *Trial Balance* reports.
2. Start *Creative Solutions Accounting* and open the new client that was created. From the File menu, choose Open Client. In the Open Client dialog, double-click the appropriate Client ID.
3. In *CSA*, print the General Ledger and Trial Balance reports.
4. Compare the two sets of reports. If the information contained in the *CPA-11* reports does not match 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 above-listed reports.
5. In *CPA-11*, print the *Quarterly Payroll Worksheets* and *Payroll Comp Sheets*.
6. In *CSA*, print the *Payroll Tax Summary* report.
7. Compare the amounts on the *CPA-11* and *CSA* payroll reports and note any discrepancies. You may 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 *CPA-11* 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 **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.