

Pro Tym Lightning General Ledger to Creative Solutions Accounting Conversion Guide

The **Utilities / Data Conversion / Pro Tym Import** command in *Creative Solutions Accounting (CSA)* can be used to import data files from *Pro Tym Lightning General Ledger* 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.

PRO TYM THUNDER PAYROLL USERS: This guide has been designed to walk you through the conversion of *Lightning GL* and After the Fact Payroll client data to *Creative Solutions Accounting*. If you process live checkwriting payroll clients using *Thunder Payroll*, please see the Pro Tym Thunder conversion guide.

CONVERSION PROGRAM OVERVIEW

The overall objective of the *Pro Tym Lightning GL* to *CSA* conversion utility is to provide a comprehensive conversion of your *Lightning GL* data to *CSA*. However, due to differences in processing calculations and data structures between *Lightning GL* and *CSA*, some *Lightning GL* data cannot be converted. **Therefore, you should not expect to exactly duplicate results from *Lightning GL* 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: Payroll check information is **not** converted 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 *Lightning GL* 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 in *Lightning GL*.
- Client processing period and fiscal year end date.
- General ledger account mask in *Lightning GL*.
- If processing After the Fact Payroll, the payroll period and pay frequency.

Important! Please do **not** close the year for your Pro Tym clients before converting into *CSA* if you plan to begin processing in *CSA* for the client’s new year.

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

- We recommend that you review the After the Fact Payroll earnings and deduction codes and their associated descriptions for each client prior to running the conversion. An **Earnings and Deduction Translation** screen is provided during the conversion so that you can translate the client's earnings and deduction codes to the allowable CSA pay and deduction codes. The screen will present the code and description as entered in After the Fact Payroll. If the description does not adequately identify what the code is used for, you should modify the description to specifically identify the purpose of each earnings and deduction code.
- We recommend that you review the general ledger account numbers for each client. CSA does not allow alpha characters to be used in general ledger account numbers. If you used alpha characters (A-Z) as your account number or department ID in *Lightning GL*, you will need to renumber your account numbers in *Lightning GL* prior to processing the conversion.
- The conversion process includes only transactions that have been posted to the general ledger. Before you begin the conversion of any client, you should verify in *Lightning GL* that all transactions have been properly posted by running the General Ledger Posting option (item 2 on the Main Menu). 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 you will not be permitted to convert the client.

INSTALLING THE LIGHTNING GL CONVERSION PROGRAM

Use the following steps to install the *Lightning GL* to *Creative Solutions Accounting* conversion program.

1. Insert the *Creative Solutions Accounting* CD into your CD-ROM drive.
2. Click the Start button on the Windows Taskbar and choose Run.
3. In the Run dialog, type *d:\Protym\Install.exe* (where *d:* represents the CD-ROM drive where the Creative Solutions Accounting CD has been inserted).
4. Follow the prompts as they are displayed on the screen during the installation of the *Lightning GL* to CSA conversion utility.

CREATING THE IMPORT FILES

Use the following steps to convert *Lightning GL* and After the Fact Payroll client data into CSA. You may refer to this document for all information regarding this conversion.

Important! Please be sure **not** to perform the Year End Close function before attempting to create the Import files for CSA if you plan to begin processing in CSA for your client's new year. If you perform the year end close for your client before creating the Import files, you will receive the message **Month 01 not closed** when you attempt to Export to CSA, and the file creation process is stopped.

1. Start the *Lightning GL* program by clicking the *Lightning GL* icon in the *Protym* folder on the Programs list.
2. From the main menu, select the File Maintenance option.
3. From the File Maintenance menu, select the Software Interface option.
4. From the Software Interface menu, select the Export to Creative Solutions option.
5. Enter the client ID you wish to convert and press ENTER. For a list of available clients, enter a question mark in the client ID field and press Enter.
 - a. If the client you are processing has unposted transactions or the period has not been properly closed, you will be notified by the system. You will need to correct the error before proceeding.
 - b. If you previously ran a conversion and you have to rerun the conversion again, you will be prompted to overwrite the existing export files. Choose **Y** to continue.

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- c. If you receive a Net Change error report while processing the conversion, you may need to perform a Restore Net Change from History file. You can access this option by choosing option 8 Utilities from the main menu and then selecting option E. Verify/Restore Net Change from History.
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 to the appropriate *CSA* payroll items. If the pay or deduction type is not listed in the *CSA* list, you should choose type *Other Earnings* or *Other Deductions* for the item. Earnings and deduction items such as wages, overtime, FWT, FICA, State, and Local are automatically coded to the proper *CSA* earnings/deduction type codes by the conversion program. To change the default codes, follow the steps below:
 - a. To change the code for an earnings or deduction item, use the up or down arrow to highlight the item and press ENTER.
 - b. The *Translate to CSI* screen will now be presented. Highlight the item that is currently check marked and press Enter to remove the checkmark.
 - c. Using the up or down arrow, highlight the appropriate code and press ENTER to select the proper *CSI* earnings or deduction code.
7. Press ESC to complete the conversion.

IMPORTING THE CONVERTED CLIENT DATA INTO CSA

Use the following steps to convert and import a *Lightning GL* 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]**).

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. The current period end date and current fiscal year end date should match what is entered in *Lightning GL* 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.**

3. From the Utilities menu, choose **Data Conversion / Pro Tym Import**.
4. In the first field of the Import dialog, enter the location of the converted *Lightning GL* data files that you wish to import into *CSA*. This will generally be *d:\PTS\DATA* (where *d:* represents the drive letter where *Lightning GL* is installed). The conversion program will write the exported files into the same directory that the client data exists in *Lightning GL*.
Example: If your *Lightning GL* data files are on drive F, you would enter **F:\PTS\DATA**.
5. In the **Client to import** field, enter the client ID you want to import. It may be useful to print a list of clients from the *Lightning GL* program before beginning. The Client List report will show the client ID and name.
6. If you wish to convert the employee earnings totals, mark the **Convert Employee Earnings** checkbox. If you leave this field blank, employees will be converted with no year to date totals for pay and deductions.
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 *Lightning GL* Data" and "Conversion Notes and Exceptions."

Note: Continue with steps 9 and 10 if you converted the client's data at the client's year end, and you want to process the new year in *CSA*.

9. Verify that your the conversion has worked correctly by checking the converted information, and then you can continue with the Year End close function in Pro Tym.

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10. To begin General Ledger processing for your client's new year in *CSA* you must first close to the new General Ledger year in *CSA*. Use these steps to close the General Ledger period to the next year in *CSA*:
 - a. From the File menu, choose **Select Period to Process**.
 - b. Click **Close to Next Year**. If you have closed this year before, and your client has multiple locations, skip to step **g**. If there are no specified locations, skip to step **i**.
 - c. The Period End Dates dialog will appear. Choose the period end dates for the next year. The program will automatically default the date based on the client's properties. To modify the date, highlight the part of the date you want to modify and click the small up / down arrow. To view a calendar, click the large down arrow.
 - d. Click **OK** to accept the period end dates for next year.
 - e. The Budget Options dialog will appear. Choose from the available options how you want to handle budgets in the new year.
 - f. Click **Continue** to accept your choice of budget option.
 - g. If you have locations set up, the Close the Year dialog will appear. Choose if you want to close the client's locations individually, or if you want to close all accounts by a percentage.
 - h. Click **Continue** to accept your choice.
 - i. The Year End Close dialog will appear. Enter the year end income / loss distributions into this dialog. You can also close (if you choose to) Asset and Liability accounts into other Asset and Liability accounts (for example, Account 120.1 and 120.2 would close into 120). If you chose to close all accounts by a percentage, the total income / loss will be distributed as you specify here. If you chose to close the client's locations individually, there will be a dialog to specify the income / loss distribution for each location.
 - j. Click **Continue** to accept your entries and complete the year-end closing.

ITEMS TRANSFERRED DURING CONVERSION OF LIGHTNING GL DATA

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

Lightning GL General Ledger Account Information

Lightning GL 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>Lightning GL</i> is 35 characters long, the description in <i>CSA</i> is 29 characters long. Only the first 29 characters of the <i>Lightning GL</i> description will be converted.
Account Type	Setup / Chart of Accounts Type	The Type field is translated from the Account Type field used in <i>Lightning GL</i> . For more information on combining accounts, see "Conversion Notes and Exceptions" in this document.
Current Year Balances	Setup / Chart of Accounts 19yy or 20yy Balance	

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Lightning GL Field Name	CSA Menu Navigation CSA Field Name	Comments and additional information
Current Year Budget	Setup / Chart of Accounts 19yy or 20yy Budget Balances	Lightning GL allowed you to enter in a beginning balance for the budget amounts. This amount will not be converted into CSA. Only periods 1-13 will be converted.
Prior Year GL Balances	Setup / Chart of Accounts 19yy or 20yy Balance	Five prior fiscal year balances will be converted, allowing for a 5-year comparative statement in CSA.
Account Type	Setup / Chart of Accounts / Edit / Enter Combining Accounts	Lightning GL allowed you to enter in an account type used to group accounts for reporting purposes. These groups have been converted as combining accounts into CSA for financial statement reporting purposes.

Lightning GL General Ledger Transactions

Lightning GL Field Name	CSA Menu Navigation CSA Field Name	Comments and additional information
Refer#	Tasks / Transaction Entry Reference	
Date	Tasks / Transaction Entry Transaction Date	
Account	Tasks / Transaction Entry Account Number	
Description	Tasks / Transaction Entry Description	
Amount	Tasks / Transaction Entry Amount	

After the Fact Payroll Employee Information

After the Fact Payroll Field Name	CSA Menu Navigation CSA Field Name	Comments and additional information
Employee ID	Setup / Employees / General tab ID	
First name	Setup / Employees / General tab First	After the Fact Payroll stores the first name and middle initial in a single field. The conversion will parse the field in the same manner After the Fact Payroll parses for W-2s.
First name	Setup / Employees / General tab MI	After the Fact Payroll stores the first name and middle initial in a single field. The conversion will parse the field in the same manner After the Fact Payroll parses for W-2s.
Last name	Setup / Employees / General tab Last	
Address	Setup / Employees / General tab Street	
City, State	Setup / Employees / General tab City	After the Fact Payroll stores the city and state in a single field. The conversion will parse the field in the same manner After the Fact Payroll parses for W-2s.
City, State	Setup / Employees / General tab State	After the Fact Payroll stores the city and state in a single field. The conversion will parse the field in the same manner After the Fact Payroll parses for W-2s.

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After the Fact Payroll Field Name	CSA Menu Navigation CSA Field Name	Comments and additional information
Zip	Setup / Employees / General tab Zip	
S-S-N/Fed ID	Setup / Employees / General tab SSN/EIN	
Dept#	Setup / Employees / General tab Department	The department in After the Fact Payroll is stored as a two-character value. This value will be converted with the text "Department #" appended to the beginning of the value to this field.
St tax ID	Setup / Employees / Tax Withholding and Deduction tab State W/H Properties button State	

After the Fact Payroll Employee Earnings and Deductions Balances

After the Fact Payroll Field Name	CSA Menu Navigation CSA Field Name	Comments and additional information
Y-T-D Earnings Reg.	Setup / Employees / Earnings tab Wages	If you coded an employee as hourly, the REG code will be converted as Wages in CSA. If the employee was coded as Salaried, the REG code will be converted as Salary in CSA.
Y-T-D Earnings O/T.	Setup / Employees / Earnings tab Overtime	
Y-T-D Other (user defined)	Setup / Employees / Earnings tab Commissions	Any After the Fact Payroll code (User defined) that was translated to Commissions in the Earning and Deductions Translation screen will be converted to this field.
Y-T-D Other (user defined)	Setup / Employees / Earnings tab Bonus	Any After the Fact Payroll code (User defined) that was translated to Bonus in the Earning and Deductions Translation screen will be converted to this field.
Y-T-D Earnings Sick	Setup / Employees / Earnings tab Sick Pay	
Y-T-D Earnings Vac. and Hol.	Setup / Employees / Earnings tab Vacation	Any amount in the After the Fact Payroll fields Vac. and Hol. will be added together and converted to this field.
Y-T-D Miscellaneous Tips	Setup / Employees / Earnings tab Reported Tips	
Y-T-D Miscellaneous E.I. Cred.	Setup / Employees / Earnings tab EIC Advance	
Y-T-D Other (user defined) Per.	Setup / Employees / Earnings tab Other Wages	Any After the Fact Payroll code (User defined) that was translated to Other Earnings in the Earnings and Deductions Translation screen will be converted to this field. In addition, amounts in the Per. field will be converted to this field.
Y-T-D W/H FICA	Setup / Employees / Tax Withholdings and Deductions tab FICA-SS	Amounts in the After the Fact Payroll code FICA field contain both the FICA-SS and FICA-Med amounts. The conversion will divide this amount in the same manner After the Fact Payroll does for W-2s.

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After the Fact Payroll Field Name	CSA Menu Navigation CSA Field Name	Comments and additional information
Y-T-D Earnings Reg.	Setup / Employees / Earnings tab Wages	If you coded an employee as hourly, the REG code will be converted as Wages in CSA. If the employee was coded as Salaried, the REG code will be converted as Salary in CSA.
Y-T-D W/H FICA	Setup / Employees / Tax Withholdings and Deductions tab FICA-Med	Amounts in the After the Fact Payroll code FICA field contain both the FICA-SS and FICA-Med amounts. The conversion will divide this amount in the same manner After the Fact Payroll does for W-2s.
Y-T-D W/H FWT	Setup / Employees / Tax Withholdings and Deductions tab Federal W/H	
Y-T-D W/H State	Setup / Employees / Tax Withholdings and Deductions tab State W/H	
Y-T-D W/H City and Local	Setup / Employees / Tax Withholdings and Deductions tab Local W/H	Amounts in the After the Fact Payroll code fields City and Local (SID) will be combined and converted to this field.
Y-T-D Other (user defined)	Setup / Employees / Tax Withholdings and Deductions tab 401K % of Gross	Any After the Fact Payroll code (User defined) that was translated to 401(k) in the Earnings and Deductions Translation screen will be converted to this field.
Y-T-D Other (user defined)	Setup / Employees / Tax Withholdings and Deductions tab Cafe % of Gross	Any After the Fact Payroll code (User defined) that was translated to Cafeteria in the Earnings and Deductions Translation screen will be converted to this field.
Y-T-D Other (user defined)	Setup / Employees / Tax Withholdings and Deductions tab Loan Repayment	Any After the Fact Payroll code (User defined) that was translated to Loan Repayments in the Earnings and Deductions Translation screen will be converted to this field.
Y-T-D Other (user defined)	Setup / Employees / Tax Withholdings and Deductions tab Medical Insurance	Any After the Fact Payroll code (User defined) that was translated to Medical Insurance in the Earnings and Deductions Translation screen will be converted to this field.
Y-T-D Other (user defined)	Setup / Employees / Tax Withholdings and Deductions tab Life Insurance	Any After the Fact Payroll code (User defined) that was translated to Life Insurance in the Earnings and Deductions Translation screen will be converted to this field.
Y-T-D Miscellaneous Meals	Setup / Employees Tax Withholdings and Deductions tab Meals/Lodging	
Y-T-D Other (user defined)	Setup / Employees / Tax Withholdings and Deductions tab Uniforms	Any After the Fact Payroll code (User defined) that was translated to Uniforms in the Earnings and Deductions Translation screen will be converted to this field.
Y-T-D Other (user defined)	Setup / Employees / Tax Withholdings and Deductions tab Union Dues	Any After the Fact Payroll code (User defined) that was translated to Union Dues in the Earnings and Deductions Translation screen will be converted to this field.

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After the Fact Payroll Field Name	CSA Menu Navigation CSA Field Name	Comments and additional information
Y-T-D Earnings Reg.	Setup / Employees / Earnings tab Wages	If you coded an employee as hourly, the REG code will be converted as Wages in CSA. If the employee was coded as Salaried, the REG code will be converted as Salary in CSA.
Y-T-D Other (user defined)	Setup / Employees / Direct Deposit tab Amount	Any After the Fact Payroll code (User defined) that was translated to Direct Deposits in the Earnings and Deductions Translation screen will be converted to this field.
Y-T-D Other (user defined)	Setup / Employees / Tax Withholdings and Deductions tab Other Deductions	Any After the Fact Payroll code (User defined) that was translated to Other Deductions in the Earnings and Deductions Translation screen will be converted to this field.

After the Fact Payroll Vendor Information

After the Fact Payroll Field Name	CSA Menu Navigation CSA Field Name	Comments and additional information
Recipient ID	Setup / Vendors / General tab Vendor ID	
First name/Last name Company name	Setup / Vendors / General Tab Name	The After the Fact Payroll field's First name and Last name will be appended together and converted to this field for individuals. The After the Fact Payroll field Company name will be converted to this field for company vendors.
Address Addl co name	Setup / Vendors / General tab Street#1	If the After the Fact Payroll field Addl co name, is used for company vendors, that information will be converted in the Street#1 field. If blank, Address will be converted into the Street#1 field in CSA.
Address	Setup / Vendors / General tab Street#2	If the After the Fact Payroll field Addl co name, is used for company vendors, the information in the Address field for those vendors will be converted into the Street#2 field in CSA.
City, State	Setup / Vendors / General tab City	After the Fact Payroll allowed you to enter the City and State in 1 field. CSA has separate fields for City and State. The conversion will parse the City/State field into 2 fields the same way it parses for W-2s.
City, State	Setup / Vendors / General tab State	After the Fact Payroll allowed you to enter the City and State in 1 field. CSA has separate fields for City and State. The conversion will parse the City/State field into 2 fields the same way it parses for W-2s.
Zip Code	Setup / Vendors / General tab Zip	
S-S-N/Fed ID	Setup / Vendors / General tab EIN	
1099 Type YTD	Setup / Vendors / Distributions tab Year to date checks	This amount represents the year-to-date amounts for 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 CSA after the conversion.

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ITEMS NOT TRANSFERRED DURING CONVERSION OF LIGHTNING GL DATA

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

General Client Information

Client ID, name, address, city, state, zip code, telephone, federal/state/suta ID, rates and 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 and source definitions are not converted.

Employee Information

Active/Inactive mark box, pay period, marital status, Calc reg check, manager status, ethnic code, Misc ID code and description, exemption codes, date of birth/hire/termination, review and raise information, pay/OT rate, standard hours and W2 status box fields cannot be converted into *CSA*. Additionally, all client setup information in After the Fact Payroll (ATF version of Thunder Payroll) will not be converted.

Payroll Transactions / Prior Earnings Balances

Check number, transaction date and amounts for the current year as well as prior years’ payroll transactions cannot be converted.

Additionally, earnings and deduction balances for the current period and current quarter cannot be converted. Only the year to date earnings and deductions balances can be converted to enable you to process W-2s and other year end payroll reports.

Vendor Information

1099, Inactive/Active, state tax ID and corrected return checkbox cannot be converted. Additionally, After the Fact Payroll allowed you to setup a template vendor using the ID ZZZZZ. If this vendor ID is found, it will not be converted to *CSA*.

Tax Line Grouping Codes

Because *Lightning GL* allows you to enter tax line grouping codes for a number of different tax products, it is impossible to determine that the tax line grouping code entered is for *UltraTax*. The tax codes will therefore need to be entered manually in the Chart of Accounts dialog in *CSA* after the conversion has been completed.

Other Information

Program preferences, cash flow transactions (memo transactions), loan amortization information, general ledger and financial statement reporting options such as whole dollar rounding, verbiage file and consolidated client information cannot be converted.

CONVERSION NOTES AND EXCEPTIONS

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

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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 *Lightning GL*, the structure of an account number is fixed, except for splitting the number to the right of the dash into departments. The conversion of general ledger accounts from *Lightning GL* 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 (if present). *Lightning GL* requires that the department number be located to the right of the core account number. The Account Mask you should use depends upon how Departments are set up in *Lightning GL*. Examples of how departments are converted are as follows:

<i>Type of Account</i>	<i>Pro Tym</i>	<i>CSA Account Mask</i>
No Departments	500	CCC or 500
1-9 Departments	500.1	DCCC or 1500
10-99 Departments	500.99	DDCCC or 99500

- CSA accepts only numeric values and a single decimal point when entering account numbers. If you used alpha characters to identify different departments, you will need to renumber the departments in *Lightning GL* before converting this client.

Account Types

CSA uses account types to determine the proper sign (debit or credit) for each general ledger account. The conversion has translated the TYPE field in *Lightning GL* to the Account Type field in *CSA*. The following table displays the translation that occurs during the conversion:

<i>Pro Tym TYPE</i>	<i>CSA Account Type</i>
CA	A
FA	A
OA	A
CL	L
LL	L
C	L
NI	Not Converted (see below)
I	R
CS	E
E	E
R	R
O	E
X	E

Net Income Account

CSA does not support the use of a Net Income Account which is allowed in *Lightning GL*. If you had a net income account setup in *lightning GL*, it has not been converted. Net Income is a calculated number in *CSA* and is calculated when reports are executed.

Future-Period Transactions

CSA does not allow you to convert future-period transactions, while *Lightning GL* did allow this function. Any future-period transactions entered in *Lightning GL* — that is, any transactions entered with a reference date later than the current period end date — will not be imported in to *CSA*.

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Consolidated Clients

The conversion program is unable to distinguish a consolidated client from a regular GL client. When you add a consolidated client into *CSA*, you must mark the Consolidation Client checkbox on the Client Properties Screen / General Information tab.

Terminated Employees

If an employee is marked as inactive or terminated, the conversion will still convert the employee if they have current wages or deductions. If no amounts exist for the inactive employee, they will not be converted.

Multi-State Payroll Clients

If you process any clients with state withheld amounts for multiple states, the amounts withheld for each state will 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.

Allocated Tips

After the Fact Payroll allowed you to specify Allocated Tips as a separate withholding item during payroll data entry. *CSA* will also allow you to set up a separate withholding amount for Allocated Tips; however the import is not able to distinguish the Allocated Tips amount and to create the withholding item. The conversion program has not converted the Allocated Tips amount as this is generally entered at the end of year for W-2 purposes. We recommend adding an Allocated Tips item after the conversion has been completed.

SDI Withheld

After the Fact Payroll 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 has been converted into the Local Withheld category in *CSA*. You can then reclassify the Local Withheld amount as SDI or reduce the Local Withheld by the amount of the SDI when you create a new deduction classification.

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 *Lightning GL* data corruption and other anomalies within the *Lightning GL* data. You should follow the steps below to verify that your *Lightning GL* data has been converted correctly.

1. In *Lightning GL*, print the *General Ledger* report.
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 *Lightning GL* 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 *Lightning GL*, print the *Earnings Report* and *Summary Report*.
6. In *CSA*, print the *Payroll Tax Summary* report.
7. Compare the amounts on the *Lightning GL* and *CSA* payroll reports and note any discrepancies. You may make manual changes to any payroll amount in the *CSA* program.

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If problems are encountered

If problems are encountered during the conversion of your client data from *Lightning GL 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.