

UniLink WriteUp*Plus to Creative Solutions Accounting Conversion Guide

The UniLink to *CSA* Conversion Wizard and the **Utilities / Data Conversion / UniLink / WriteUp*Plus** command in *Creative Solutions Accounting*[™] (*CSA*) are provided to convert your client data from UniLink WriteUp*Plus Version 7.x into the *Write-Up Solution*[®] (*WSW*) bundle of modules within *CSA*. This conversion guide explains the 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 prior to starting the conversion of client data. You may refer to this document for all information about this conversion.

Conversion program overview

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

Installing the UniLink to *CSA* conversion wizard

You must install the UniLink to *CSA* Conversion Wizard **prior to** running the UniLink to *CSA* Conversion Export Program. Follow the steps below to install the UniLink to *CSA* Conversion Wizard.

1. Insert the most current version of the *Creative Solutions Accounting* CD (version 2003.1.0 or higher) into your CD drive.
2. Click the Start button on the Windows Taskbar and then choose Run.
3. In the Run dialog, enter *d:\UNI2CSA\SETUP* (where *d* represents the letter of your CD drive).
For example, if **E** is the letter of your CD drive, you would enter **E:\UNI2CSA\SETUP**.
4. If you had a prior version of the UniLink to *CSA* Conversion Wizard installed, the program will display a message asking if you want to completely remove UniLink to *CSA* Conversion Wizard and all of its components. Click Yes. The program will display a message prompt informing you when the program has been uninstalled. Click OK.

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5. The UniLink to CSA Conversion Wizard setup will begin. Respond to the prompts as they are displayed on the screen.

Notes

- The conversion program can be installed only on the local machine. You must install the conversion program on **each** machine from which you will be running the conversion program.
 - After converting all of your accounting client data, you can remove the Accounting Conversion program from your computer by double-clicking the Add/Remove Programs icon in the Windows Control Panel dialog. (To access the Control Panel, click Start on the Windows taskbar, point to Settings, and then click Control Panel.)
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Installing the Access 2000 runtime program

If Access 2000 is installed on the workstation on which you installed the conversion wizard, skip to the section below entitled “Processing steps required for each client prior to running the conversion wizard.”

If Access 2000 is **not** installed on the workstation on which you installed the conversion wizard, you must install the Access 2000 runtime program by completing the following steps:

1. Insert the most current version of the *Creative Solutions Accounting* CD (version 2003.1.0 or higher) into your CD drive.
2. Click the Start button on the Windows Taskbar and then choose Run.
3. In the Run dialog, enter *d:\ACCESSRT\SETUP* (where *d* represents the letter of your CD drive).
4. Follow the prompts as they are displayed on the screen while the Access 2000 runtime installation program is running.

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

- If you are converting UniLink Payroll* Plus or UniLink Payroll* 32 for a client, you must convert the payroll data **before** you convert the GL data for that client.
- If you process After-the-Fact Payroll in UniLink WriteUp*Plus, you can convert employee current-period, current-quarter, and year-to-date earnings for W-2 processing. For this reason, you should convert the data **after** you finish the payroll processing for a quarter or at year-end. For more information on the conversion of payroll amounts, please refer to the section of this document entitled “Items transferred during conversion of data from UniLink WriteUp*Plus.”

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- GL configuration/account ranges in UniLink WriteUp*Plus must be completed to ensure the account types are converted correctly.
- The last name fields for the 1099 vendors in UniLink WriteUp*Plus must be unique to convert correctly. If the last name fields are the same, you should add the first name to the last name field.

Creating the UniLink WriteUp*Plus export files

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

1. Double-click the UniLink to CSA Conversion Wizard shortcut icon on the desktop. Alternatively (if you did not choose to install the shortcut), click the Start button on the Windows Taskbar, choose Programs / UniLink to CSA Conversion Wizard, and then click the UniLink to CSA Conversion Wizard icon. Click the Next button to continue.
2. Enter the path to the UniLink WriteUp*Plus client data you wish to convert to CSA. For example, if UniLink Version 7 is on drive C, you would type: **c:\UL7\data** in the UniLink Data Path field. Click the Next button to continue.
3. Enter the five-character identifier you wish to use for the client ID. This is used when adding a new client in UniLink. If the client ID is less than 5 characters, enter zeros for placeholders. Click the Next button to continue.
4. The conversion wizard accesses the main client file in UniLink WriteUp*Plus and retrieves the account mask information. Click the Next button to begin the conversion process.

Importing the converted files into CSA

Use the following steps to import the UniLink WriteUp*Plus client's export data into CSA.

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

Note: When you add a new client to CSA, you must enter the current period-end date, current fiscal year-end, and current payroll-end date exactly as they appear in UniLink WriteUp*Plus. If you are converting general ledger and payroll information, you must use both the *General Ledger Solution*[™] and *Payroll Compliance Solution*[™] modules when adding the client.

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3. Choose **Utilities / Data Conversions / UniLink / WriteUp*Plus**.
4. In the Location of Files to Import field, enter or browse to the location of the UniLink WriteUp*Plus data files that you wish to import into CSA. This should be the same folder you entered in Step 3 of the section above entitled “Creating the UniLink WriteUp*Plus export files.”
5. Enter the company ID in the Client to Import field, or select it from the F4 drop-down list.
6. If you wish to convert the employee earnings totals, mark the **Convert Employee Earnings** checkbox.
7. Click the **Import** button.
8. Once the data has been imported, you should make the necessary changes or corrections to the converted data as specified in the sections of this document entitled “Items transferred during conversion of data from UniLink WriteUp*Plus” and “Conversion notes and exceptions.”

Items transferred during conversion of data from UniLink WriteUp*Plus

The following tables are provided to identify the fields in UniLink WriteUp*Plus that are converted to CSA. The tables are organized by dialogs in UniLink WriteUp*Plus and CSA and denote the necessary CSA menu navigation.

General ledger account information

UniLink-WriteUp*Plus Field Name	CSA Menu Navigation CSA Field Name	Comments and additional information
	Setup / Chart of Accounts	
Account #	Acct#	See “Conversion notes and exceptions” for more information on the conversion of the account numbers
Account Range	Type	See “Conversion notes and exceptions” for more information on the conversion of the account type.
Description	Description	
Current Year Balances Debit or Credit	Balance	
Prior Year Balances Debit or Credit		The conversion program converts up to 3 years of prior balances to CSA.

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UniLink-WriteUp*Plus Field Name	CSA Menu Navigation CSA Field Name	Comments and additional information
Budget Amounts	Budget	The conversion program converts the current year budget amounts to CSA. See "Conversion notes and exceptions" for more information on the conversion of current year budget amounts.

GL transactions

UniLink-Write-Up*Plus Field Name	CSA Menu Navigation CSA Field Name	Comments and additional information
	Tasks / Transaction Entry	
Ref.	Reference	See "Conversion notes and exceptions" for more information on posting converted transactions.
Date	Transaction Date	
Account	Account Number	See "Conversion notes and exceptions" for more information on the Chart of Accounts mask.
Description	Description	
Debit / Credit	Amount	

Employee information

UniLink-Write-Up*Plus Field Name	CSA Menu Navigation CSA tab CSA Field Name	Comments and additional information
	Setup / Employees General tab	
Employee Code	ID	
Last Name	First	CSA allows 20 characters to be entered for the employee last name. The last name field in UniLink WriteUp*Plus is 30 characters. Only the first 20 characters are converted to CSA.
First Name	Last	
Address 1	Street	
City 1	City	
State 1	State	

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UniLink-Write-Up*Plus Field Name	CSA Menu Navigation CSA tab CSA Field Name	Comments and additional information
Zip 1	Zip	
Social Security Number	SSN/EIN	
	Setup / Employees Tax Withholding and Deduction tab \ State W/H Properties button	
W2 Box [16] State #1	State	
	Setup / Employees Tax Withholding and Deduction tab \ Local W/H Properties button	
W2 Box [19] Local #1	Locality	

Employee earnings balances

Current-period balances are simply the month to date earnings for each employee as of the last payroll date in the UniLink WriteUp*Plus system.

UniLink Write-Up*Plus Field Name	CSA Menu Navigation CSA tab CSA Field Name	Comments and additional information
	Setup / Employees Earnings tab	
Current Period Current Quarter Year to Date Regular Earnings	Wages	Amounts in the UniLink Regular Earnings fields are converted to hourly wages in CSA. If you have employees that are salaried, you should change the pay code in CSA after the conversion has been completed.
	Setup / Employees Tax Withholdings and Deductions tab	
Current Period Current Quarter Year to Date FICA	FICA-SS	
Current Period Current Quarter Year to Date Medicare	FICA-Med	

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UniLink Write-Up*Plus Field Name	CSA Menu Navigation CSA tab CSA Field Name	Comments and additional information
Current Period Current Quarter Year to Date Federal Withholding	Federal W/H	
Current Period Current Quarter Year to Date State Withholding	State W/H	
Current Period Current Quarter Year to Date Local Withholding	Local W/H	If you were using multiple local withholding jurisdictions, all local withholding amounts are added together and converted to the Local W/H field in CSA. You will need to manually separate these amounts into the proper local authorities after the conversion has been completed.
Current Period Current Quarter Year To Date Earned Income Credit	EIC	
Current Period Current Quarter Year to Date (user defined)	Other Deductions	See "Conversion notes and exceptions" for more information on other earnings and deductions.

Vendor information

UniLink-Write-Up*Plus Field Name	CSA Menu Navigation CSA tab CSA Field Name	Comments and additional information
	Setup / Vendors General tab	
Employee Code	Vendor ID	
Last Name First Name	Name	The Name field in UniLink WriteUp*Plus field is 50 (first and last combined) characters long. In CSA, the Name field is 15 characters long. Only the first 15 characters of the last name field are converted.
Address 1	Street	
City 1	City	
State 1	State	

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UniLink-Write-Up*Plus Field Name	CSA Menu Navigation CSA tab CSA Field Name	Comments and additional information
Zip 1	Zip	
Social Security Number	SSN	
Telephone	Phone	

Items not transferred during conversion of data from UniLink WriteUp*Plus

Although most data from UniLink WriteUp*Plus is converted, some data cannot be converted due to differences in program features and data structures between UniLink WriteUp*Plus and CSA. If an item below is denoted with an asterisk (*), it is further explained in the section of this document entitled "Conversion notes and exceptions." The following items, which cannot be converted, are organized by screen in UniLink WriteUp*Plus.

General client information

Company ID, name, address, contact name, phone number, federal ID number, State ID number, State unemployment ID number, and fiscal year end. This information should be entered while setting up the client in CSA.

Chart of Accounts information

Number of periods, current period, starting period, number of history and budget years, account ranges, capital account numbers, sub-account code, and descriptions will not be converted.

Current earnings account

UniLink uses the special capital account (Current Earnings Account) for memo accounts. If the program were to convert this item to CSA with a balance, it would cause the Chart of Accounts to be out of balance. To address this problem, the current earnings account(s) and the balance(s) are not converted.

Budget amounts

Prior-year and future-year budget amounts cannot be converted from UniLink WriteUp*Plus. Only the current-year budget amounts are converted.

GL history amounts

UniLink allows up to 99 years of history to be entered. The conversion program will convert up to 3 prior year balances to CSA.

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Payroll transactions / prior employee earnings balances

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

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

Company payroll information

User-defined payroll code descriptions (other earnings and deductions), payroll report options, payroll forms, state codes and descriptions, local codes and descriptions, workers compensation information, reporting information and payroll reports cannot be converted.

Departments

Department names cannot be converted. You must set up the departments in CSA after the data has been converted. The department number in the Chart of Accounts mask will be converted for each account.

Journal entry information

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

Financial statements

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

Employee information

Address 2 information, pay period, exemption status for FWT/FUTA/FICA, etc., hire date, birthday, termination date, last pay raise, job description, employee notes, and health insurance code cannot be converted. The general ledger account numbers for earnings, deductions and withholding items cannot be converted.

Large account balances

Accounts with debit balances over \$999,999,999.99, and credit balances below -\$99,999,999.99 cannot be converted.

Vendor information

Year-to-date amount paid, 1099 type, 1099 box number cannot be converted.

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Conversion notes and exceptions

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

Adjustments to prior-year balances

If you need to make an adjustment for a prior-year account balance in CSA after the client's data has been converted and imported into CSA, choose Setup / Chart of Accounts and enter the correct balance directly into the appropriate column for the prior year.

Important! If your client's prior-year data has been converted and imported from another accounting software product, do **not** attempt to enter any adjustments to prior-year balances in the Tasks / Transaction Entry window in CSA. Doing so will remove the historical balance information and will result in incorrect account balances in CSA.

CSA combining accounts

UniLink WriteUp*Plus departments are functionally similar to CSA departments, with one significant difference. CSA allows you to define "combining" accounts, which link individual department accounts and combine their amounts for reporting purposes. You cannot post any transactions to the account and you do not need to enter balances. These accounts are simply used to combine general balances for accounts to which transactions have already been posted. For more information about setting up and using combining accounts, start the CSA program and search on **Combining accounts setup** in the Index tab of the CSA Help Topics dialog.

Chart of Accounts mask

The Chart of Accounts mask in CSA is similar in structure to the general ledger account mask in UniLink WriteUp*Plus. However, there are a few differences that must be taken into account before converting your client data.

CSA requires that department numbers precede the core account number. If the conversion program encounters an account mask in which the core account digits precede the department digits, it will rearrange the digits such that the departments come first.

For example, if a UniLink WriteUp*Plus client's account mask is GGG-DD (where G represents the core account number and D represents the department), it will be converted as DDGGG in CSA. If the Chart of Accounts mask is GGG-DD-SS in UniLink WriteUp*Plus, the program will convert it to DDGGG.SS.

It should be noted that only the account numbers are converted. The program does not convert the actual mask. The Chart of Accounts mask should be specified in the General Ledger tab of the File / Company Properties dialog in CSA for each new client **before you import the converted data**. You can renumber any account number in CSA after the data has been converted.

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Clients using processing periods other than annual, quarterly, monthly, or 13-period

CSA allows you to process data for clients using Annual, Quarterly, Monthly, 13 periods, or weekly periods. UniLink WriteUp*Plus allows you to process data for clients using semi-annual periods. If you convert a client that is a two-period processor, the balances are converted to the 2nd and 4th quarter balance fields in CSA. You will need to add this client to CSA as a quarterly processor and only use the 2nd and 4th quarters for processing.

Employee other earnings and deductions

UniLink allows you to create up to 99 “other earnings and withholdings” for items such as 401(k) contributions, uniforms, meals, etc. Although CSA allows the same type of deductions, the specific deductions in UniLink cannot be converted to the proper deduction field in CSA. Therefore, the first 10 “OED” type deductions in UniLink will be placed in the *Other Deductions* field in CSA.

If you are **not** processing the current year W-2s in CSA, simply add the deduction in CSA and post the amounts to the correct deduction going forward. If you **are** processing the W-2s in CSA for the current year, you will need to add the proper deduction codes in CSA and then break out the individual deduction amounts in the Other Deductions field and manually enter them into their proper deduction field in CSA.

Transactions

Transactions in UniLink will be converted to CSA based on the transaction date, not the GL period for which transaction was entered. The YTD balances that are converted will be correct; however, the month-to-date balances may be out of balance.

Memo accounts and transactions

UniLink allows you to use memo accounts to post transactions and other items to accounts without affecting the general ledger. Because CSA does not currently support this feature, any account marked as a memo account will not be converted. However, the program will convert the transactions posted to these memo accounts. After the data has been converted, you may delete the transaction.

Inactive employees

Employees with a pay period of Inactive are converted to CSA.

General ledger account types

CSA requires that each general ledger account have an associated account type for financial statement formatting purposes. The allowable account types are **A** (Assets), **L** (Liabilities and Equity), **R** (Revenue), and **E** (Expense). The conversion program uses the account ranges in the GL Configuration to determine the account type for each account. All ranges must be completed. You can change any account type after the client data has been converted to CSA.

Bank reconciliation

If you are converting a UniLink client and will be using the Bank Reconciliation features within CSA, all transactions will be converted into CSA as cleared transactions for the Bank

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Reconciliation. Therefore, if there are any transactions still outstanding at the time of conversion, you will need to enter them in the Initial Open Items dialog that is accessible from the Edit menu or from the F3 context menu when the Tasks / Bank Reconciliation window is active.

Converted transaction descriptions and reference numbers

If you did not enter a description for any transaction in UniLink WriteUp*Plus, the conversion program uses the text **Converted Transaction** for the description in CSA. If you did not enter a reference number in UniLink, the program uses **CNVRT** for the reference during the conversion. Descriptions and reference numbers are required when importing transactions into CSA.

General ledger history amounts

If you used the history saving option in UniLink to save only the income statement amounts, your prior-year Chart of Accounts will be out of balance. It is recommended that you balance the amounts to the Retained Earnings account.

Verifying your converted data

Although the conversion utility has been designed to convert your data as accurately as possible, there are some instances in which the conversion program may not convert all data correctly due to data corruption or other anomalies within the UniLink WriteUp*Plus data. You should follow the steps below to verify that your UniLink WriteUp*Plus data has been converted correctly.

1. Start *Creative Solutions Accounting* and open the new client that you just created.
2. Make all necessary changes as noted in the section of this document entitled “Conversion notes and exceptions,” including the posting of transactions in each period of the current year.
3. In UniLink WriteUp*Plus, print the Current Period General Ledger and Trial Balance Report.
4. In CSA, print the General Ledger Report and the Trial Balance Report.
5. Compare the reports. If the information contained on the UniLink WriteUp*Plus 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. If you cannot determine the cause of the discrepancy using the General Ledger Report and the Trial Balance Report, you may wish to generate other reports that are available in both programs.
6. In UniLink WriteUp*Plus, print the Quarterly Wage Report and the Tax Summary report.
7. In CSA, print the Payroll Tax Summary Report.
8. Compare the amounts on the UniLink WriteUp*Plus and CSA payroll reports and note any discrepancies. You can make manual changes to any payroll amount in the CSA program.

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9. Make the necessary adjustments to the current earnings account(s). For details, see the section above entitled “Current earnings account.”
10. Recalculate and then re-post all transactions in the current year to update the Chart of Accounts to include the current-year transactions.

If problems are encountered

If you encounter any problems during the conversion of client data from UniLink WriteUp*Plus to your *Creative Solutions Accounting* software and you are unable to reconcile the data using the various reports and tools in CSA, contact CSI Product Support.

Support

Online Help

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

Website

If you have questions or need assistance, you can visit our website at CreativeSolutions.com 24 hours a day for the latest information on current issues and processing tips. To take advantage of this convenient means of accessing information, point to **On the Web** on the CSA Help menu, and then choose **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 available from 9:00 AM to 8:00 PM Eastern Time.