WinCABS to Creative Solutions Accounting Conversion Guide

The **Utilities / Data Conversion / WinCABS Import** command in *Creative Solutions Accounting (CSA)* can be used to import data files from *Client Accounting Systems WinCABS* into the *Write-Up Solution for Windows* 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 *WinCABS* to *CSA* conversion utility is to provide a comprehensive conversion of your *WinCABS* data to *CSA*. However, due to differences in processing calculations and data structures between *WinCABS* and *CSA*, some *WinCABS* data cannot be converted. **Therefore, you should not expect to exactly duplicate results from *WinCABS* 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 in this document entitled "Conversion Notes and Exceptions."**

Note: Payroll check information is not converted from *WinCABS* 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 *WinCABS* 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 *WinCABS*.
- Path to where the data is located in *WinCABS*.
- 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 *WinCABS* optional deductions codes and their associated descriptions for each client prior to running the conversion. An **Optional Deductions/Fringe Benefits** dialog is provided during the conversion so you can translate the client's *WinCABS* deduction codes to the allowable *CSA* deduction codes. The dialog will present the code and description as entered in *WinCABS*. 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 code.

- We recommend that you review the client's period end dates before running the conversion. The conversion assumes that you are using the same fiscal year end date in *CSA* that you were using in *WinCABS* and, if you have closed out a processing period in *WinCABS*, that you have updated the journal date and processing period to the new period. Please note that if you convert your company data on a company that is closed but have not updated the journal date, your general ledger could be out of balance when you convert to *CSA*.

➤ The conversion process includes only transactions that have been posted to the general ledger. Unposted transactions are **not** converted. Before you begin the conversion of any client, you should verify in *WinCABS* that all transactions have been properly posted by running any Post and Print/Display option. Make sure the posting process is completed, that you are in balance, and that the transactions have posted without errors.

INSTALLING THE WINCABS CONVERSION PROGRAM

Use the following steps to download and install the *WinCABS* to *Creative Solutions Accounting* conversion program.

Note: To complete the **password entry** 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.

For Web Users
1. Open your Internet browser and go to **www.CreativeSolutions.com**.
2. From the Creative Solutions home page, click the **Support** link and then enter your name, e-mail address, User ID, and so forth log into the Support site.
3. On the Support page, click the **Knowledgebase** link and then click the **Creative Solutions Accounting** link.
4. Click the **Converting Clients into CSA** link and then click the **WinCABS** link.
5. Click **Yes, I have Printed and Read the Conversion Guide**.
6. Click **WinCABS Conversion Utility** and then click the link to download the WinCABS to *CSA* conversion utility.
7. At the File Download prompt, choose to save the download program to disk and then specify the drive and folder where you wish to save the file. We recommend that you specify **d:\cabs** as the folder location (where **d:** represents the drive where your *WinCABS* program is installed).
8. To extract the conversion program files from the file you have just downloaded and incorporate them as part of your *WinCABS* program, click the Start button on the Windows taskbar, choose Run, and enter **d:\cabs\WCUPDATE.EXE** (where **d:** represents the drive where you saved the downloaded the conversion file). You will be prompted to enter an appropriate password (which can be obtained from a Creative Solutions Product Support Representative as noted above).
9. A prompt will indicate when the extraction has been completed successfully. Click OK.

For CD Users
1. Insert the *Creative Solutions Accounting* CD into your CD-ROM drive. When the *CSA* installation program begins automatically, click the Cancel button.
2. To extract the conversion program files and incorporate them as part of your *WinCABS* program, click the Start button on the Windows taskbar, choose Run, and enter **?:\WinCABS\WCUPDATE.EXE** (where **?** represents the letter of your CD-ROM drive. You will be prompted to enter an appropriate password (which can be obtained from a Creative Solutions Product Support Representative as noted above).
3. 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 *WinCABS* client into *CSA*. You may refer to this document for all information regarding this conversion.

1. Start the *WinCABS* program by clicking the desktop shortcut icon for *WinCABS*.
2. From the Client List, select the client you wish to convert by clicking the client name.
3. From the Utilities menu, choose **Creative Solutions Conversion**.
4. Choose General Ledger Conversion and then click the Next button.
5. Enter the account ranges for the client's general ledger Chart of Accounts. *CSA* requires that an account type be associated to each general ledger account. This range function will allow you to assign an account type to multiple accounts. It is not necessary to enter specific account numbers in the range field. For example, if accounts 119 and 181 are the asset accounts, you can set the range to be 100 to 199 for type Assets.
6. Select the appropriate **Processing Frequency**. For Open GL method processing clients, see *Converting Annual Clients – Open GL Processing* in the *Conversion Notes and Exceptions* section of this document.
7. Click the **Write to Disk** button.
8. Click the **Convert** button. The converted files will be written to the same location that has been specified for your *WinCABS* data files. When the GL Conversion Successful prompt is displayed, click OK.

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9. If you process after-the-fact payroll for this client, proceed to Step 10. If you do not process payroll, skip to Step 1 of the section below entitled "Importing the Converted Client Data into *CSA*."
10. Click the **Previous** button to return to the main conversion screen.
11. Choose **Payroll Conversion** and then click the Next button.
12. Click each listed Optional Income or Deduction item in the left-hand list box and drag that item into the appropriate *WS/W* payroll field. This will allow the *WinCABS* income or deduction item to be properly converted into the appropriate payroll item in *WS/W*. When you have finished, click OK to complete the conversion process.
13. A message will appear showing the path where the converted files have been saved. Click OK.

IMPORTING THE CONVERTED CLIENT DATA INTO CSA

Use the following steps to convert and import a *WinCABS* 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, and current payroll end date exactly as they appear in the *WinCABS* system. 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.

3. From the Utilities menu, choose **Data Conversion / WinCABS Import**.
4. In the first field of the WinCABS Import dialog, enter the location of the converted *WinCABS* data files that you wish to import into *CSA*. This will generally be *d:*\U\CABS\OBJ*X* (where *d:* represents the drive letter where *WinCABS* is installed and *X* represents the folder where the folder where the client is stored).
   Example: If your *WinCABS* data files are on drive F, you would enter **F:\U\CABS\OBJ\1**.
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 *WinCABS* 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 *WinCABS* Data" and "Conversion Notes and Exceptions."

ITEMS TRANSFERRED DURING CONVERSION OF WINCABS DATA

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

WINCABS General Ledger Account Information

WINCABS 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 *WinCABS* is 30 characters long, the description in *CSA* is 29 characters long. Only the first 29 characters of the *WinCABS* description will be converted.

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WINCABS Field Name	CSA Menu Navigation CSA Field Name	Comments and additional information
Current Year Balances	Setup / Chart of Accounts 19yy or 20yy Balance	See *Conversion Notes and Exceptions* for more information about processing clients using a number of periods not supported by *CSA*.
Prior Year Balances	Setup / Chart of Accounts 19yy or 20yy Balance	See *Conversion Notes and Exceptions* for more information about processing clients using a number of periods not supported by *CSA*.

WINCABS General Ledger Transactions

WINCABS Field Name	CSA Menu Navigation CSA Field Name	Comments and additional information
Ref	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	

WINCABS Employee Information

WINCABS 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	The First Name field in *CSA* is 15 characters long, which is shorter than in *WinCABS*. Only the first 15 characters of the *WinCABS* First Name will be converted.
Middle	Setup / Employees / General tab MI	
Last Name	Setup / Employees / General tab Last	The Last Name field in *CSA* is 20 characters long, which is shorter than in *WinCABS*. Only the first 20 characters of the *WinCABS* Last Name will be converted.
Address	Setup / Employees / General tab Street	The Street field in *CSA* is 30 characters long, which is shorter than in *WinCABS*. Only the first 30 characters of the *WinCABS* Street will be converted.
City,St,Zip	Setup / Employees / General tab City	*WINCABS* stores the city, state, and zip in a single field. The conversion will parse the field in the same manner *WINCABS* parses for payroll reports.
City,St,Zip	Setup / Employees / General tab State	*WINCABS* stores the city, state, and zip in a single field. The conversion will parse the field in the same manner *WINCABS* parses for payroll reports.
City,St,Zip	Setup / Employees / General tab Zip	*WINCABS* stores the city, state, and zip in a single field. The conversion will parse the field in the same manner *WINCABS* parses for payroll reports.
Tax ID Number	Setup / Employees / General tab SSN/EIN	

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WINCABS Field Name	CSA Menu Navigation CSA Field Name	Comments and additional information
Telephone	Setup / Employees / General tab Telephone	
Taxing State	Setup / Employees / Tax Withholding and Deduction tab State W/H Properties button State	
Taxing City	Setup / Employees / Tax Withholding and Deduction tab Local W/H Properties button Locality	
Taxing State	Setup / Employees / Other tab SUTA G/L Accounts State	

WINCABS Employee Earnings Balances

WINCABS Field Name	CSA Menu Navigation CSA Field Name	Comments and additional information
Current Quarter Year to Date GROSS REG	Setup / Employees / Earnings tab Wages	
Current Quarter Year to Date GROSS OT	Setup / Employees / Earnings tab Overtime	
Current Quarter Year to Date Other	Setup / Employees / Earnings tab Commissions	Any *WinCABS* payroll code (Other) that was translated to CSI# 4 Commissions in the Transfer of Miscellaneous Additions/Deductions screen will be converted to this field.
Current Quarter Year to Date Other	Setup / Employees / Earnings tab Bonus	Any *WinCABS* payroll code (Other) that was translated to CSI# 5 Bonus in the Transfer of Miscellaneous Additions/Deductions screen will be converted to this field.
Current Quarter Year to Date Other	Setup / Employees / Earnings tab Sick Pay	Any *WinCABS* payroll code (Other) that was translated to CSI# 6 Sick Pay in the Transfer of Miscellaneous Additions/Deductions screen will be converted to this field.
Current Quarter Year to Date Other	Setup / Employees / Earnings tab Vacation	Any *WinCABS* payroll code (Other) that was translated to CSI# 7 Vacation Pay in the Transfer of Miscellaneous Additions/Deductions screen will be converted to this field.
Current Quarter Year to Date Other	Setup / Employees / Earnings tab Reported Tips	Any *WinCABS* payroll code (Other) that was translated to CSI# 8 Tips in the Transfer of Miscellaneous Additions/Deductions screen will be converted to this field.
Current Quarter Year to Date Other	Setup / Employees / Earnings tab EIC Advance	Any *WinCABS* payroll code (Other) that was translated to CSI# 9 EIC in the Transfer of Miscellaneous Additions/Deductions screen will be converted to this field.
Current Quarter Year to Date Other	Setup / Employees / Earnings tab Other Wages	Any *WinCABS* payroll code (Other) that was translated to CSI# 10 Other Wages in the Transfer of Miscellaneous Additions/Deductions screen will be converted to this field.

WINCABS Field Name	CSA Menu Navigation CSA Field Name	Comments and additional information
Current Quarter Year to Date GROSS REG	Setup / Employees / Earnings tab Wages	
Current Quarter Year to Date FICA	Setup / Employees / Tax Withholdings and Deductions tab FICA-SS	Amounts in the *WinCABS* code SOC field will be converted to this field.
Current Quarter Year to Date Medicare	Setup / Employees / Tax Withholdings and Deductions tab FICA-Med	Amounts in the *WinCABS* code MED field will be converted to this field.
Current Quarter Year to Date Federal	Setup / Employees / Tax Withholdings and Deductions tab Federal W/H	Amounts in the *WinCABS* code FWH field will be converted to this field.
Current Quarter Year to Date State	Setup / Employees / Tax Withholdings and Deductions tab State W/H	Amounts in the *WinCABS* code field STATE will be converted to this field.
Current Quarter Year to Date City	Setup / Employees / Tax Withholdings and Deductions tab Local W/H	Amounts in the *WinCABS* code field SDI will be converted to this field.
Current Quarter Year to Date SDI	Setup / Employees / Tax Withholdings and Deductions tab Local W/H	Amounts in the *WinCABS* code field SDI will be converted to this field.
Current Quarter Year to Date Other	Setup / Employees / Tax Withholdings and Deductions tab 401K % of Gross	Any *WinCABS* payroll code (Other) that was translated to CSI# 11 401k Contributions in the Transfer of Miscellaneous Additions/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 *WinCABS* payroll code (Other) that was translated to CSI# 12 Cafeteria Plan in the Transfer of Miscellaneous Additions/Deductions screen will be converted to this field.
Current Quarter Year to Date Other	Setup / Employees / Tax Withholdings and Deductions tab Loan Repayment	Any *WinCABS* payroll code (Other) that was translated to CSI# 13 Loan Repayment in the Transfer of Miscellaneous Additions/Deductions screen will be converted to this field.
Current Quarter Year to Date Other	Setup / Employees / Tax Withholdings and Deductions tab Medical Insurance	Any *WinCABS* payroll code (Other) that was translated to CSI# 14 Medical Insurance in the Transfer of Miscellaneous Additions/Deductions screen will be converted to this field
Current Quarter Year to Date Other	Setup / Employees / Tax Withholdings and Deductions tab Life Insurance	Any *WinCABS* payroll code (Other) that was translated to CSI# 15 life Insurance in the Transfer of Miscellaneous Additions/Deductions screen will be converted to this field.
Current Quarter Year to Date Other	Setup / Employees Tax Withholdings and Deductions tab Meals/Lodging	Any *WinCABS* payroll code (Other) that was translated to CSI# 16 Meals and Housing in the Transfer of Miscellaneous Additions/Deductions screen will be converted to this field.
Current Quarter Year to Date Other	Setup / Employees / Tax Withholdings and Deductions tab Uniforms	Any *WinCABS* payroll code (Other) that was translated to CSI# 17 Uniforms in the Transfer of Miscellaneous Additions/Deductions screen will be converted to this field.
Current Quarter Year to Date Other	Setup / Employees / Tax Withholdings and Deductions tab Union Dues	Any *WinCABS* payroll code (Other) that was translated to CSI# 18 Union Dues in the Transfer of Miscellaneous Additions/Deductions screen will be converted to this field.

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WINCABS Field Name	CSA Menu Navigation CSA Field Name	Comments and additional information
Current Quarter Year to Date GROSS REG	Setup / Employees / Earnings tab Wages	
Current Quarter Year to Date Other	Setup / Employees / Direct Deposit tab Amount	Any *WinCABS* payroll code (Other) that was translated to CSI# 19 Direct Deposit in the Transfer of Miscellaneous Additions/Deductions screen will be converted to this field.
Current Quarter Year to Date Other	Setup / Employees / Tax Withholdings and Deductions tab Other Deductions	Any *WinCABS* payroll code (Other) that was translated to CSI# 20 Other Withholdings in the Transfer of Miscellaneous Additions/Deductions screen will be converted to this field. Additionally, the CA SDI amount will be converted to this field.

WINCABS Vendor Information

WINCABS Field Name	CSA Menu Navigation CSA Field Name	Comments and additional information
Employee ID	Setup / Vendors / General tab Vendor ID	
Last Name	Setup / Vendors / General tab Name	While the *WINCABS* Name field is 25 characters long, the *CSA* Name field is 15 characters long. Only the first 15 characters of the name will be converted.
Address	Setup / Vendors / General tab Street	The Street field in *CSA* is 30 characters long, which is shorter than in *WinCABS*. Only the first 30 characters of the *WinCABS* Street will be converted.
City,St,Zip	Setup / Vendors / General tab City	*WINCABS* allows the city, state, and zip to be entered as one field. The conversion will parse the field in the same manner *WINCABS* parses for payroll reports.
City,St,Zip	Setup / Vendors / General tab State	*WINCABS* allows the city, state, and zip to be entered as one field. The conversion will parse the field in the same manner *WINCABS* parses for payroll reports.
City,St,Zip	Setup / Vendors / General tab Zip	*WINCABS* allows the city, state, and zip to be entered as one field. The conversion will parse the field in the same manner *WINCABS* parses for payroll reports.
Tax ID Number	Setup / Vendors / General tab SSN/Federal ID	The SSN or FEIN will be converted based upon the formatting entered in *WINCABS*.
YTD	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 *CSA* after the conversion.

ITEMS NOT TRANSFERRED DURING CONVERSION OF WINCABS DATA

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

General Client Information

Company ID, name 1 and 2, address, city, state, zip code, phone number, fiscal year end month, number of columns for financial statements, client password, and journal source codes 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.

Client Documents Financial Statements and Reports

General ledger reports, payroll reports, standard reports (including financial statements), other standard reports, comparative reports, cumulative reports, client letters, and report options cannot be converted.

General Ledger and Budget Balances

The History Change amounts for the previous 12 periods are converted. GL balances from periods prior to these history change amounts, as well as budget amounts, cannot be converted. Additionally, general ledger preferences and business management function information cannot be converted.

Journal Entry Information

The journal setup information is not converted.

Employee Information

Gender, employee type, assigned gross account, status, payroll tax expense account, second recipient name, hire date, termination date, date of birth, pay period, pension, and other markboxes 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

1099 type and account number are not converted.

Tax Line Grouping Codes

Because *WINCABS* 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 line codes will therefore need to be entered manually in *CSA* after the conversion has been completed.

Other Information

Bank reconciliation information, loan amortization information, data connection information, employer/vendor information such as Federal and State ID#, state tax code, first vendor number, employer SUI rate, dependent care exemption amount, and employer tax accrual GL account numbers cannot be converted.

CONVERSION NOTES AND EXCEPTIONS

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

GL Transactions – Blank Reference Numbers

Transactions that did not contain a reference in *WINCABS* are converted using the reference NONE.

GL Transactions – Current Period vs. Prior Periods in the Current Fiscal Year

GL transactions will be automatically converted for the current period within the current fiscal year. In order for transactions to convert for other periods within the current fiscal year end, you will need to convert the transactions directly from the archive path setup in *WINCABS*.

Note: Transactions for periods prior to the current fiscal year cannot be converted.

Chart of Accounts Mask

The *CSA* Chart of Account Mask is similar in structure to the general ledger account function in *WINCABS*. However, there is one minor difference that needs to be accounted for prior to converting your clients.

CSA requires that department numbers be located to the left of the core account number. Therefore, if you structured a client in *WINCABS* and used specific digits in the account number for departments, you should set up your client in *CSA* using the appropriate mask — such as DDXXX for department 11 account 101. It should be noted that only the account numbers convert. The conversion utility does not convert any department information that might have been set up in the financial reporter. The Chart of Account Mask should be entered when you add each new client **prior to** importing the converted file. If you want to use departments and the departmental digits in the account numbers were at the end of the account number instead of the beginning, you may need to adjust your Chart of Accounts numbers in *WinCABS* prior to converting.

Clients Using Processing Periods Other Than Annual, Quarterly, or Monthly

CSA allows you to process clients using Annual, Quarterly, Monthly, 13 periods, or weekly (not available in *WinCABS*). *WinCABS* allows for the processing of clients using 2, 3, 5, 6, 7, 8, and 11 periods through the use of posting and closing at any point in a month or year. A total of 13 periods is allowed in *WinCABS*. You determine the actual number of days, weeks, or months in each period.

If you are converting a company that has a number of processing periods **other than** 1,2,4, 12, or 13, you should add the client as an **annual** client in *CSA*.

Future-Period Transactions

CSA does not allow you to convert and post future-period transactions, while *WinCABS* did allow this function. If you entered future-period transactions in *WinCABS* — any transactions entered with a reference date later than the current period end date — those transactions will not be posted.

CA SDI Withheld

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

Converting Annual Clients – Open GL Processing

WinCABS allowed you to process clients using one of two methods: **Closed GL** and **Open GL**. If you are processing a client using the **Open GL** method, the following steps should be followed in addition the steps above when converted Open GL clients:
1. Post all periods in *WinCABS* prior to running the conversion.
2. When converting, do **not** select the "Include Historical Detail" checkbox.
3. Set the processing frequency to **Annual**.
4. Add the client in *CSA* as either an Annual or Monthly processing client.

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

1. In *WinCABS,* print the *GL at Page/Account Number* 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 *WinCABS* 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 *WINCABS*, print the *Quarterly P/R Report* and *Cumulative Payroll Journal* report.
6. In *CSA*, print the *Payroll Tax Summary* report.
7. Compare the amounts on the *WinCABS* 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 *WinCABS 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.