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# Converting CBS/Payroll (DOS) and CBS PayCheck Clients from WS2 to WSW

This document is provided as a **supplement** to the detailed procedures for converting client data that are available in Appendix B of the *Accountant's Assistant<sup>®</sup> Handbook* and in the online help topics in *Accountant's Assistant*. Please review those sources carefully before attempting to convert client data.

This document covers special issues and certain additional procedures for converting the following:

- Client data for clients using *Client Bookkeeping Solution<sup>®</sup> (CBS) PayCheck<sup>™</sup>* (Version 2001.5.17 or higher) from *The Write-Up Solution<sup>®</sup> II (WS2)* to the *Write-Up Solution<sup>®</sup> (WSW)* bundle of modules within the *Creative Solutions Accounting<sup>™</sup> (CSA)* family of software products.
- Clients using *The Checkbook Solution<sup>®</sup>/Payroll (DOS)* from *WS2* directly to *WSW* and *CSA* and to *Client Bookkeeping Solution*.

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## Prior to converting

- Determine if the *CBS* (DOS) client is using a withholding item for local taxes (Local W/H).
  - Local W/H is being used if you see Local W/H in any employee record in Display IEc (Create/Update State/Local) or in the first row of Display IEi (Input Benefits / Deductions).
  - If Local W/H is not being used now, you may need to add it for one or more employees later on.
- Determine if the *CBS* client has SDI or SUI and where to find that deduction / withholding in all employee records (either W1 slot 5 or W2 slot 6).

- In *CBS (DOS)*, note which **tax ID codes** are being used for SDI and SUI for the client. These payroll items may or may not already exist in *CSA*.
- Decide whether you want linked employees to be converted as a single, multi-department employee or whether you instead prefer to have each link be converted as a separate employee record.

Note that if you have previously converted a *CBS* client from *WS2* to *WSW* that was using the same codes, those standard payroll items used in the *WS2* departments (G1, G2, W2, W3, etc.) should already exist in *CSA*. However, codes unique to an employee are not likely to exist in *CSA*.

In *CBS*, the withholding items for FICA, Federal, and State are fixed (grayed) and cannot be overwritten. These items must exist in *CSA* **before** you generate a new transfer disk (genxfer file) for the client from *Accountant's Assistant*. You will also need to use these withholding items when setting up employee templates.

**Example:** In *WS2* and *CBS*, **FICA-SS W/H** is grayed and cannot be edited. In *CSA*, the standard description is a bit different (**FICA-SS**) and so does not match the FICA withholding item in the *CBS* employee records. To use a *CSA* employee template, select the withholding item to match the *WS2* withholding description **FICA-SS W/H** on the Tax Withholdings and Deductions tab of the Setup / Employee Templates dialog. (Please note that, with *CBS* version 2001.5.17 and higher, the FICA-SS W/H will be used in templates imported from *CSA*.)

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## Converting CBS (DOS) client data to CBS format in WS2 and CBS Accountant's Utilities

*Accountant's Assistant* **cannot** convert data directly from *The Checkbook Solution Accountant Utilities (DOS)*; it can convert data only from *Client Bookkeeping Solution Accountant's Utilities*.

To ensure proper conversion of *WS2* tax ID codes to *CSA* payroll items, do the following:

1. Load the latest version of *Client Bookkeeping Solution Accountant's Utilities (CBS AU)* from the *Client Bookkeeping Solution CD* (version 2001.5.10 or higher).
2. Start *WS2* and then access the *CBS AU* main menu, Display UAU.
3. At the conversion prompt, choose *Yes*. This will convert the client setup data from *The Checkbook Solution Accountant Utilities (DOS)*, Display UAC and associated displays, to *Client Bookkeeping Solution Accountant's Utilities*.
4. For a *CBS PayCheck* client, access Display UAUUP, *Update CBS/W Paycheck System Database / PayCheck Items*, to convert the tax ID codes to PayCheck items.

5. For a *CBS PayCheck* client, access Display UAUSPT, *Set Up Client / PayCheck Setup / Template Information for PayCheck*, to create templates based on the client's *WS2* departments.

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## Converting the client data from *WS2* to *WSW*

This section covers special setup instructions in *CSA* and *WSW* following the conversion of data from *WS2*.

It is important for you to note that after converting from *WS2* into *CSA* the employee records (converted without earnings) will **not yet** include any payroll items. The earnings information is retrieved with the client's first export disk created in *CBS* and then retrieved into *Accountant's Assistant* and subsequently transferred to *CSA*.

The original *WS2* departments will not be assigned templates. In the Setup / Payroll Departments dialog, assign a template to each converted department. *CSA* includes three default employee templates, in addition to any *WS2* templates created by the converted client departmental data.

- Items in the **Tipped** template **cannot** be used in *CBS*. Although *CBS* does allow for reported tips, it does not compute Tips Deemed Wages or any other calculated tip amount. Therefore, you may want to delete this template, or to update it by removing any items marked as restricted.
- The **Hourly** and **Salaried** templates may be transferred for use in *CBS*.

The pay items converted from *WS2* will not have any functionality assigned to them in *CSA*. You will need to edit the pay items in *CSA* by doing the following.

- Mark the **Add** checkbox associated with W-2 Boxes 16 and 18 as needed on the Description and W-2 Information tab of the Setup / System Configuration / Pay Items dialog.
- Choose the calculation type (% of gross, fixed, % of net, etc.) from the Calculations tab of the Setup / System Configuration / Deduction Items dialog.
- Delete the Local W/H item (which converts as a **deduction** item rather than a withholding item) to avoid any confusion.
- Set up local tax tables (they do not convert from *WS2*), and then assign the locality name to employee templates.

For more information, refer to Appendix B ("Converting *CBS* Clients from *WS2* to *CSA*") in the *Accountant's Assistant Handbook*.

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# Generating a new Accountant's Transfer Disk

This section covers additional setup steps in *Accountant's Assistant*.

## For a client moving from CBS (DOS) to CBS

- In the Setup / Security dialog within *Accountant's Assistant*, specify the desired security settings for each *CBS* user. Note that additional functionality available in *Client Bookkeeping Solution* may not be automatically available to a converted client unless you choose to enable it via the relevant security setting.
- Verify that the default GL account for undistributed amounts (999) in the Setup / Miscellaneous Information dialog is appropriate for the client's Chart of Accounts mask in *CSA*. If it is not, delete that account and add one that fits your Chart of Accounts mask. (Note that if you are using a location / department Chart of Accounts mask, you must delete the default 999 GL account.)
- Choose Tasks / Generate and select **all client information except** Vendors, Employees, and Employee Earnings.

**Note:** If you did not delete the *CSA* employee templates, the program will display a message prompt informing you that the tipped template is invalid. Click Continue.

## For a client currently using CBS

When generating the **initial** Accountant's Transfer Disk after converting a client from *WS2* to *WSW*, *Accountant's Assistant* enforces the setup rules for new clients and requires a specific set of data.

1. During the Generate process in *Accountant's Assistant*, you should click the Yes button on each prompt and accept the defaults.
2. After the program prompts you that the Accountant's Transfer Disk was generated successfully, you may discard, erase, or overwrite this disk. You will **not** be using this disk for an actual Import from Accountant in *CBS*.
3. Generate a **new** Accountant's Transfer Disk for the client. Your client will use this second disk to import data into *CBS*. In the Tasks / Generate Client Information dialog, select **only License Files, Security, and Miscellaneous Information** for each module you wish to license, and also select **Payroll Items**. Payroll Departments are generated with Employee templates. All payroll items assigned to templates will be generated. (You may want to generate **all** payroll items by marking the **Generate all payroll items** checkbox on the Setup / Miscellaneous Information dialog.)

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## Importing the Accountant's Transfer Disk into CBS

This section covers additional setup steps in *Client Bookkeeping Solution*.

During the Import from Accountant process in *CBS*, the program will display several message prompts. Respond to these prompts as follows.

- When prompted to overwrite tax tables, if you are running the most current version of *CSA*, click the Yes button. The program will update Federal tax tables for tax changes that took effect in January 2003. Note that SDI and SUI are associated with the state tax tables.
- When prompted to overwrite payroll items and templates, click the No button.
- When prompted to convert the *CBS* client data to *CSA* format during the import process, click the Yes button.

If the payroll items were properly set up in *CSA*, the templates should use the same descriptions and ID codes used prior to the *CSA* conversion. If the program detects a discrepancy in the PayCheck items for an employee using that item (such as a deduction item being marked as percentage of gross rather than a fixed amount), the program appends a number to the existing description and assigns this new description and ID code to the PayCheck item.

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## Retrieving the client data into Accountant's Assistant

When you retrieve a client's first *CBS* export data into *Accountant's Assistant*, you will be prompted to print the Payroll Item Diagnostic Report and to add the new payroll items to *CSA*. **You must choose to add these new items. Do not attempt to change these items in the employee records in *CSA*.**

The program adds the templates from *CBS* to *CSA* and automatically assigns the departments to these templates. If Local W/H was used as SDI, then the program creates a new item, Local W/H (1).

If you want to use a description that more closely matches the withholding, you may add a new code both in *CSA* and in *CBS*.