Importing Client Data from Non-CBS Products via Accountant's Assistant®

version 2007.x.x

CS Professional Suite

Accounting Products

TL17351   (06/25/07)

Contents

☑ Introduction

As a Client Bookkeeping Solution® (CBS) Master Licensee, you have the ability to seamlessly transfer CBS client data directly into the Write-Up CS™ program within the Creative Solutions Accounting™ software products. The Accountant's Assistant® module also enables you to import client data from the following software products.

- Best Software BusinessWorks® and BusinessWorks® Gold Version 3.0 or higher

- Paychex® General Ledger Reporting Service

- Peachtree Complete® Accounting Version 2005, 2006, or 2007

- Intuit's QuickBooks® Pro Version 2005 / 2006 / 2007 (including both the Premier Accountant and Enterprise editions for the years available). Information can be imported into Accountant's Assistant only from the client's *.QBW files or from export files created using the CS QuickBooks Export Utility for QuickBooks 2006 and higher.

- Microsoft Office Accounting 2007

Note: Information imported from any of the software products in the preceding list is a **one-way** transfer of information. You cannot set up and export information from Write-Up CS or Accountant's Assistant to these products.

✅ Importing Client Data from BusinessWorks

A Client Bookkeeping Solution Master Licensee using the Accountant's Assistant software may import client data from BusinessWorks version 3.0 or higher.

The following are required.

- You must have a licensed copy of the Accountant's Assistant software (from the Creative Solutions Accounting software version 2000.3.0 or greater) installed on your computer.

- You must set up the client in CSA and mark the General Ledger module checkbox in the Add/Remove Module(s) dialog. Selection of other CSA modules is optional for a BusinessWorks client. However, if you are importing payroll information, you must also mark the Payroll Compliance module checkbox.

- The first five characters of the CSA client ID must match the five-character BusinessWorks client ID.

- If you will be importing transactions from BusinessWorks, before starting the import process you must set up a checkbook with an assigned GL account number. (In CSA, choose Setup / Checkbook.)

- Prior to beginning the import, be sure to review and follow the steps outlined in the **Special information for client data imported from BusinessWorks** help topic. For more information, choose Help / CSA Help Topics, click the **Index** button in the help browser, and search on **Special information for client data imported from BusinessWorks**.

Import steps

In BusinessWorks, the client first needs to create the data **export** files to send to you either on removable media or via email.

- **To export general ledger transactions:** The client should choose General Ledger / Transfer / Export to ACE Write-Up / FR and then complete the appropriate fields to specify the path for the export file, the client ID, and so forth. Clicking OK creates a file called **FRxxxxxT.TXT** (where xxxxx represents the five-character BusinessWorks client ID).

- **To export payroll tax form information:** Choose Payroll / Transfer / Export to ACE Write-File / BB and then complete the appropriate fields to specify the path for the export file, the client ID, and so forth. Clicking OK creates a file called **PRxxxxxT.TXT** (where xxxxx represents the five-character BusinessWorks client ID).

1. After receiving the copy of the client's BusinessWorks export file(s), save the file(s) to a folder on your hard drive (unless you prefer to retrieve the data directly from the removable media).

2. Start the CSA program and set up the client with the required information outlined in the **Special information for client data imported from BusinessWorks** help topic. For more information, search on **Special information for client data imported from BusinessWorks** from the index of the CSA help browser.

3. From the CSA main window, choose **Utilities / Accountant's Assistant / BusinessWorks** and then specify the location on your hard drive where you saved the selected client's BusinessWorks export data in step 1.

4. Note that the **Starting departmental account number** field is enabled only if an L for locations or a D for departments is included in the Chart of Accounts mask (on the General Ledger tab of the File / Client Properties dialog).

- If **all** the accounts in the Chart of Accounts are departmental accounts, then enter 1.

- If **only some** of the accounts are departmental accounts, then enter the number of the first BusinessWorks departmental account.

5. Click the **Import** button.

For a client using multiple journals

During the client setup in CSA, mark the **Use separate journals in transaction data entry** checkbox on the General Ledger tab of the File / New Client or the File / Client Properties dialog. Then choose Setup / Journals and set up one or more journals for the CSA client.

When importing data from the BusinessWorks general ledger transactions export file into CSA, the Journals dialog opens automatically. Use this dialog to specify which CSA journals to use for each BusinessWorks journal that is included in the client's data file.

Special notes

- If an imported transaction has no assigned reference, Accountant's Assistant automatically uses the reference **BW99**.

- Invalid characters (other than alphanumeric characters or a single decimal point) are automatically stripped from the transaction references.

- If a check number (as defined on the General Ledger tab of the CSA File / Client Properties dialog) exists in a journal other than the BusinessWorks Cash Disbursement Journal, Accounts Payable Journal, Payroll Journal, or one of the special journals, it is considered **not to be a check** and the program adds an alpha character to the front of the reference to define it as a non-check transaction. The following alpha characters are used for this purpose.

  - A   (from the Accounts Receivable Journal)

  - G   (from the General Journal)

  - I   (from the Inventory Journal)

  - P   (from the Purchases Journal)

  - R   (from the Cash Receipts Journal)

  - S   (from the Sales Journal)

☑️ Importing Client Data from BusinessWorks Gold

A Client Bookkeeping Solution Master Licensee using the Accountant's Assistant software may import client data from BusinessWorks Gold version 3.0 or higher into Write-Up CS in CSA. Note that only general ledger transactions (not payroll) can be imported from BusinessWorks Gold.

You must have a licensed copy of the Accountant's Assistant software (from the Creative Solutions Accounting software version 2002.4.0 or greater) installed on your computer.

Import steps

Use the following procedure to import client data from BusinessWorks Gold version 3.0 or higher into Write-Up CS in CSA.

1. **To create the export file of general ledger transactions from BusinessWorks Gold:** From the GL menu in BusinessWorks Gold, the client should choose Transfer / Export Journal Entries and then transmit the electronic file to you either on removable media or via email. Note that the default export filename created by BusinessWorks Gold is **jdtrans.csv**.

2. **After receiving the copy of the client's BusinessWorks Gold export file:** Save the file to a folder on your hard drive and **rename** it to match the first 8 characters of the CSA client ID so that the import utility in Accountant's Assistant can recognize it correctly.

   Example: For a client with ID GREENTREE, you would need to change the filename to GREENTRE.csv.

3. Start the CSA program and specify the following information. Note that you need to add the client in CSA prior to starting the first import.

   ▪ On the General Information tab of the File / New Client or Client Properties dialog, enter the client ID and EIN, client name, payroll name, DBA, address, and telephone number.

   ▪ On the General Ledger tab of the File / New Client or Client Properties dialog, specify the current-period ending date, current fiscal year end, periods, and Chart of Accounts mask.

     Note: To import GL transactions into separate journals, also mark the **Use separate journals in transaction data entry** checkbox.

   ▪ (Optional but strongly recommended.) In the Setup / Chart of Accounts window, set up the client's Chart of Accounts, or transfer the Chart of Accounts from a similar CSA client and then modify it as necessary. Account numbers are imported along with the transactions from the client's BusinessWorks Gold export files, but account descriptions and types are **not** imported.

   ▪ In the Setup / Checkbook dialog, you must set up at least one checkbook with a unique GL account number.

   ▪ In the Setup / Journals dialog, set up one or more journals for the CSA client.

4. From the CSA main window, choose **Utilities / Accountant's Assistant / BusinessWorks**. Specify the location on your hard drive where you saved the selected client's BusinessWorks Gold CSV export file (as described in step 2).

Note that the **Starting departmental account number** field is enabled only if an **L** for locations or a **D** for departments is included in the Chart of Accounts mask (on the General Ledger tab of the File / Client Properties dialog).

- If **all** of the accounts in the Chart of Accounts are departmental accounts, enter **1**.

- If **only some** of the accounts are departmental accounts, enter the number of the first BusinessWorks Gold departmental account.

5. Mark the **BusinessWorks Gold** checkbox, and then click the **Import** button.

6. During the import process:

- If a GL account is referenced in a transaction that does not exist in the CSA Chart of Accounts, the program automatically adds the account.

- If the **Use separate journals in transaction data entry** checkbox is marked on the General Ledger tab of the File / Client Properties dialog and multiple journals have been set up for the client in CSA, the Journals dialog opens automatically during the import process. Use this dialog to specify which CSA journals to use for each BusinessWorks Gold journal that is included in the client's data file.

✅ Importing Client Data from Paychex General Ledger Reporting Service

A Client Bookkeeping Solution Master Licensee using the Accountant's Assistant software may import client data from Paychex General Ledger Reporting Service. The imported file includes information necessary to create the **payroll journal entry** either in summary or in detail format for the General Ledger; it does not bring in any actual payroll check data or employee records.

Create the export file

1. Point your Internet browser to **paychex.com**.

2. On the Paychex home page, click the **Go** button in the Paychex Client Portal and login group box.

3. On the Resources for Paychex Clients page, select **General Ledger Reporting Service** from the drop-down list in the login field and then click the **Go** button.

4. Enter your User Name (lower case) and password, and then click the **Sign On** button.

5. Under the Online Services section of the Main Menu (at the left), click the **General Ledger** link.

6. Maximize the window, enter your PIN number, and then click the **Submit** button.

7. Click the **Setup Menu** button. Under the Setup Menu, click the **Select Client Defaults** link.

8. Specify the following information for the client defaults and then click **Save**.

   ▪ File format: **Creative Solutions Accounting** (or generic text file)

   ▪ General Ledger transaction date: Either **check date** or **period end date**

   ▪ Level of detail: **Summary** or **Detail**

   (You may specify the remaining information on this screen as appropriate.)

9. Click the **Payroll Liabilities** link to assign the appropriate account numbers (as used in CSA) for the various payroll liabilities.

10. Click the **Payroll** link to assign the appropriate account numbers (as used in CSA) for the various payroll liabilities.

11. Click the **Export Menu** button.

12. You may choose to export a file based on either **date range** or **payroll period**, and you may include up to 18 months of historical data. Click the link to begin the export. The export file may take up to 45 minutes to create in Paychex. Click the **Download** button to check if the file is ready.

13. When the file is ready for download, double-click the **file** icon and then save the file to a folder on your hard drive. The Paychex export file is now ready to import into CSA.

Import the data into Accountant's Assistant

1. Open the client database in CSA and then choose **Utilities / Accountant's Assistant / Paychex General Ledger Reporting Service**.

2. In the Paychex Import File Location dialog, specify the appropriate information for each field.

3. Click the **Import** button.

☑ Importing Client Data from Peachtree into Accountant's Assistant

A Client Bookkeeping Solution Master Licensee using the Accountant's Assistant software may import client data from Peachtree Complete Accounting. The following two sections provide a brief outline of the import steps.

Important! For other important details, choose Help / CSA Help Topics, click the Index button in the help browser, and search on **Peachtree data import**.

Create the export file

1. In Peachtree, open the client whose data you want to export.

2. From the Peachtree main menu, choose **File / Select Import/Export**.

3. Repeat the following steps **a** through **g** for each type of data that you want to export from Peachtree for subsequent import into Accountant's Assistant. Note that each journal must be exported **separately**.

Journal Name	Peachtree Location	Export Filename Required (step 3e)
Sales Journal	Accounts Receivable	SALES.CSV
Cash Receipts Journal	Accounts Receivable	RECEIPTS.CSV

Journal Name	Peachtree Location	Export Filename Required (step 3e)
Purchases Journal	Accounts Payable	PURCHASE.CSV
Payments Journal	Accounts Payable	PAYMENTS.CSV
Vendor List	Accounts Payable	VENDOR.CSV
Payroll Journal	Payroll	PAYROLL.CSV
Employee List	Payroll	EMPLOYEE.CSV
Chart of Accounts List	General Ledger	CHART.CSV
General Journal	General Ledger	GENERAL.CSV

a. Click the appropriate journal in the list on the right and then click the **Export** button on the toolbar.

b. In the Date field, choose **This period**, or whichever data range you want to export. (Not applicable to the Chart of Accounts List, Vendor List, or Employee List.)

c. On the Fields tab, click the **Show All** button. (The file will not import correctly into Accountant's Assistant unless all fields are included.)

d. On the Options tab, choose **Include Headings**. (The file will not import correctly into Accountant's Assistant unless all column headings are included.)

e. On the Options tab, verify the filename for the export file. (The filename for each journal export file must be exactly as noted in the preceding table.)

f. If you are completing this procedure at your own office, click the **Import/Export File** button and change the path to **c:\CLIENTID** (where c: represents the drive letter where you want the export files to be saved and CLIENTID represents the client's ID in CSA).

> *Note:* You can save all of your selected options to be used for the next export by clicking the Save button. In the Save As dialog, enter a name for this journal setup (for example, Sales Journal - Current month). When you export in the following month, select this journal for export.

g. Click OK to begin exporting the selected journal.

Import the data into Accountant's Assistant

For any transactions entered in Peachtree without a reference, Accountant's Assistant assigns a reference of **PT99** during import.

If you will be importing payroll checks from Peachtree, before starting the import process you must set up at least one checkbook in the CSA Setup / Checkbook dialog.

1. Open the client database in CSA and then choose **Utilities / Accountant's Assistant / Peachtree**.

2. Prior to starting the import, choose **Setup / Miscellaneous Information** to specify information needed during the import process.

3. Choose **Tasks / Retrieve**, or click the **Retrieve** icon on the shortcut bar. Accountant's Assistant displays a message prompt asking if you want to back up your client data. It is highly recommended that you do this before continuing with the retrieval.

4. In the Peachtree Export File Location dialog, specify both the location of import data and the Peachtree mask, and then click the **Import** button.

   ▪ The Peachtree client export files must be located in a folder named to match the CSA client ID.

   ▪ When specifying the location of the import data, select the parent folder of the subfolder named after the CSA client ID. For example, if your import data is in the c:\<Client ID> folder, you would select c:\ as the import data location.

- The Peachtree mask field is available only if **L**s or **D**s currently appear in the CSA Chart of Accounts mask field (on the General Ledger tab of the File / Client Properties dialog).

5. Additional setup dialogs open automatically during the import process. Note that, if necessary, you may return to these dialogs from the Setup menu at a later time to adjust the setup information and then **re-import** the Peachtree export files into Accountant's Assistant.

6. To print or view the transaction and diagnostic reports, choose **File / Print Reports**.

7. To process the client's transactions, choose **Tasks / Process Transactions**.

8. After you have finished processing the client's transactions in Accountant's Assistant, choose **Tasks / Transfer to CSA**.

9. Click Done to return to the CSA main window.

Note: For other important details, search on **Peachtree data import** from the index of the CSA help browser.

Reports in Accountant's Assistant for Peachtree Complete Accounting

The following table lists the reports available in Accountant's Assistant after importing client data from Peachtree. You can view or print these reports by choosing File / Print Reports.

Report	Information from the report
Transaction Report	Lists all transactions imported from the client. You can choose the sort order and to include all transactions or all checks written.
Chart of Accounts Diagnostics Report	Details all general ledger accounts added, changed, or deleted from the Peachtree Chart of Accounts by your client.

Report	Information from the report
Vendor Diagnostics Report	Details all vendors added, changed, or deleted from Peachtree by your client.
	Note: When importing Peachtree data, all vendors are imported, not just 1099 vendors.
Employee Diagnostics Report	Details all employees added, changed, or deleted from Peachtree by your client.

Effect of Peachtree data on accountant's files

The following table lists how importing data from Peachtree will affect the information already present in your files.

Client Information Exported	Effect on Accountant's Files
Transactions	All checks, deposits, and journal entries are held in Accountant's Assistant for processing. When you explicitly request the transfer by choosing Tasks / Transfer to CSA, transactions are transferred to CSA and are **appended** to any existing transactions.
GL Chart of Accounts	New accounts are added to the CSA Chart of Accounts. If the client changed or deleted any accounts, you will need to change or delete them manually in CSA. (Be sure to print a copy of the Chart of Accounts Diagnostics Report before transferring data.)
	Note: CSA does not import the beginning balances for the Chart of Accounts. The beginning balances can be imported using the spreadsheet import.
Vendors	All vendors will transfer from Peachtree to Accountant's Assistant. New vendors will be added to the CSA Vendors window. (Be sure to print a copy of the Vendor Diagnostics Report before transferring the data.)

Client Information Exported	Effect on Accountant's Files
Payroll data	The Payroll Compliance module must first be enabled for the client in CSA.
	All employee information will transfer from Peachtree to Accountant's Assistant. New employees are added to the CSA Employees window. If the client has deleted any employees, you will need to delete them manually from the CSA Employees window. (Be sure to print a copy of the Employee Diagnostics Report before transferring the data to CSA.)
	Payroll checks, along with employee earnings information based on those checks, will merge with existing payroll information in CSA and enable you to prepare W-2s at year end.

Notes

▪ When importing employee data from Peachtree, CSA verifies the first 11 characters of the employee ID to confirm that each ID is unique.

▪ CSA will not import data for employees with leading zeroes in the employee ID (for example, 000012).

Importing Client Data from QuickBooks Pro

A Client Bookkeeping Solution Master Licensee using the Accountant's Assistant software may import client data from QuickBooks Pro. The following are required.

- You must have a licensed copy of the Accountant's Assistant module of CSA installed on your computer.

- You must set up the client in CSA and mark the General Ledger module checkbox in the Add/Remove Module(s) dialog. Selection of other CSA modules is optional for a QuickBooks Pro client. However, if you are importing payroll data, you must also mark the Payroll Compliance module checkbox.

- For any transactions entered in QuickBooks Pro without a reference, Accountant's Assistant will assign a reference of QB99 during import.

- Account numbers that contain characters unrecognized by CSA (such as spaces, #, *, or $) are considered invalid accounts. These accounts need to be assigned to a valid CSA account (in the Chart of Accounts Assignment dialog) during import.

- If a transaction uses an invalid account number, Accountant's Assistant uses the Undistributed Account for that transaction.

- Before starting the import process, you must set up at least one checkbook in the CSA Setup / Checkbook dialog. It is recommended, however, that you set up a checkbook for each QuickBooks account with the type "bank."

Special notes

- If a QuickBooks payroll item has the words **company** or **unemployment** in its name, it is considered to be an employer expense item.

- All invoices import into CSA with a reference beginning with the letter **I**.

- All customer payments import into CSA with a reference beginning with the letter **C**.

Setting up the client in CSA before importing data from QuickBooks Pro

Before you begin to import and process information using Accountant's Assistant, you need to have a CSA client that is properly configured for the QuickBooks Pro client data that you will be importing.

1. In CSA, choose File / Client Properties. On the General Information tab, make sure that the CBS Client checkbox is **not** marked.

2. Be sure that you have marked the **General Ledger** checkbox in the Add / Remove Module(s) dialog. If you intend to import payroll data from QuickBooks Pro, you must also mark the **Payroll Compliance** checkbox in this dialog.

3. Click the **General Ledger** tab and verify the information in this tab.

4. Click OK.

Important! If you will be importing payroll check information, you must set up at least one checkbook in the CSA Setup / Checkbook dialog before importing data from QuickBooks Pro.

Import steps for QuickBooks Pro version 2005 and earlier

Importing will not affect QuickBooks Pro data, and you do not need to have QuickBooks Pro installed on your computer in order to import the data into CSA. Before you can import the QuickBooks Pro data, you need to obtain a copy of the client database. There are two ways to do this.

- If you have QuickBooks Pro in your office, the client can send you a backup of the data. You will need to restore this data into your QuickBooks Pro program before beginning the retrieval process.

- If you do not have QuickBooks Pro in your office, your client can send you a copy of the company database, which has a QBW file extension. The client can find this file using Windows Explorer by navigating to the folder where the QuickBooks Pro data is stored. When you receive the copy of the client's database, save it to a folder on your hard drive. You can then begin the import process.

Make sure you have saved a copy of your client's QuickBooks Pro database to your hard drive before you begin this procedure.

1. Open the client database in CSA.

2. In CSA, choose **Utilities / Accountant's Assistant / QuickBooks Pro**.

3. Choose Setup / Miscellaneous Information. In the Miscellaneous Information dialog, choose the general ledger account to which unassigned QuickBooks Pro transactions will be assigned by selecting the account number from the drop-down list.

4. (Optional) If you want Accountant's Assistant to create a general ledger transaction when you retrieve payroll checks from QuickBooks Pro, mark the **Create payroll journal entry** checkbox, and then click the option for the type of journal entry to be created.

5. Click one of the options to set the date for the payroll entry. Click OK.

6. Choose **Tasks / Retrieve** to begin importing QuickBooks Pro information.

7. You will be prompted to back up your CSA data and (if applicable) to delete any previously retrieved data in Accountant's Assistant that you have not transferred to CSA.

8. The Retrieve Options dialog opens. To indicate that you are importing data from **QuickBooks 2005** or earlier, click OK without changing any options in this dialog.

9. In the QuickBooks Pro Data Location dialog, navigate to the location on your hard drive where you saved the client's QuickBooks Pro database (with a QBW file extension) and select it. Click the **Open** button.

10. In the QuickBooks Pro Date Range dialog, specify the date range for the data you want to import and then click OK. Only transactions that fall within the specified range will be imported.

    If a CSA Chart of Accounts exists, assign the CSA Chart of Accounts to the QuickBooks Chart of Accounts. Any valid, unassigned QuickBooks accounts will be added to the CSA Chart of Accounts when data is transferred.

    Notes

    ▪ If you specified dates for a period in a prior fiscal year, transactions with those dates will import into the **current** GL period.

      Important! If you enter a date range that includes data you have already imported, your data may be duplicated in CSA.

    ▪ If a transaction has no assigned reference, Accountant's Assistant automatically uses the reference **QB99**.

    ▪ During the first import or prior to subsequent imports of QuickBooks Pro data, use the Assign Classes dialog (by choosing Setup / Locations/Departments) to choose the corresponding CSA location or department numbers for each QuickBooks Pro class included in the client's data. This

information is specific to the selected CSA client. Note that QuickBooks Pro classes can be imported as locations **or** departments, but not both. To import classes, choose Setup / Miscellaneous Information and **clear** the **Do not import classes** checkbox.

- If a transaction includes any invalid characters in the account number (spaces, #, *, or $), Accountant's Assistant uses the Undistributed Account defined in the Setup / Miscellaneous Information dialog for that transaction.

- If an account uses any invalid characters, that account will not be imported into Accountant's Assistant.

11. If the Payroll Compliance module has been selected for the client, the Payroll Item List opens. From the drop-down list on the right, choose the CSA payroll item that corresponds to the QuickBooks Pro payroll item. You must choose a CSA payroll item for each QuickBooks Pro item before you can proceed. Click OK.

12. Choose **Tasks / Process Transactions** to view the imported data. You will need to replace any blank accounts with the appropriate account numbers.

- Select the appropriate transaction, and then choose **Edit / Edit Accounts**. In the Accounts column, select the appropriate account number from the drop-down list. When you've finished replacing accounts, click OK. If you want to continue replacing blank accounts, click the **Next Blank Account** button and repeat the process.

- Alternatively, you may choose **Edit / Replace Blank Accounts** to replace all blank accounts with the Undistributed Account.

13. Print or view the Transaction Report and the other diagnostic reports from the **File / Print Reports** dialog to see what general ledger accounts, vendors, and employees have been added, changed, or deleted.

14. After you have finished reviewing the client's data, choose **Tasks / Transfer to CSA**.

Import steps for QuickBooks Pro version 2006 and higher

Important! If you are not able to open QuickBooks 2006 as required during this import procedure (for example, if you are running CSA and Accountant's Assistant in Virtual Office CS™ or other terminal server environment), you or your client can use the CS QuickBooks Export Utility to create an export file, which you can then import into CSA. For details, search on **QuickBooks Export Utility** from the index of the CSA help browser.

Requirements

- Accountant's Assistant version 2005.4.3 or higher.

- QuickBooks Pro or Premier 2006 or higher must be installed on the computer where the import is being processed.

- The company database must be open in QuickBooks during the import process. (The original data file is not altered in any way during the import process.)

- If you will be importing payroll data from QuickBooks Pro, the QuickBooks company must have an active QuickBooks payroll subscription. To verify whether a payroll subscription is active, open the company in QuickBooks Pro and choose Payroll Center from the Employees menu. Your payroll Subscription Status will be displayed in the dialog that opens — in green if active or in red if inactive.

Procedure

1. In QuickBooks Pro, open the QBW file for the company from which you will be retrieving data.

2. Open the client in CSA that corresponds to the client's QuickBooks Pro company.

3. In CSA, choose **Utilities / Accountant's Assistant / QuickBooks Pro**.

4. Choose **Setup / Miscellaneous Information** to open the Miscellaneous Information dialog. Choose the General Ledger account to use for unassigned distributions by selecting it from the drop-down list.

5. (Optional) If you want to create a GL transaction when you retrieve payroll checks from QuickBooks Pro, mark the **Create payroll journal entry** checkbox, and then click the option for the type of journal entry to be created.

6. Click one of the options to set the date for the payroll entry and then click OK.

7. Choose **Tasks / Retrieve** or click the Retrieve icon on the shortcut bar to begin importing QuickBooks Pro information. You will be prompted to back up your client data before continuing to import QuickBooks Pro data.

8. In the Retrieve Options dialog, mark the appropriate checkbox to indicate that you will be importing data from QuickBooks 2006 or higher. Click the appropriate option to indicate whether you are importing from a .QBW company data file or from a file created by the CS QuickBooks Export Utility, and then click the **Retrieve** button.

9. Depending on the option you selected in the previous step, either the QuickBooks Pro Data Location dialog or the QuickBooks Export File Location dialog opens. Navigate to the appropriate location and then click Open or OK.

10. In the QuickBooks Pro Date Range dialog, enter the date range in MMDDYY format for the data you want to import and then click OK. (Only transactions that fall in the specified date range will be imported. If your client has entered a transaction since the last import with a date prior to your date range, that transaction will not be imported into Accountant's Assistant.)

11. The QuickBooks – Application Certificate dialog opens automatically in QuickBooks.

   ▪ Click the **Yes, always; allow access to the data even if QuickBooks is not running** option.

   ▪ Mark the **Allow this application to access personal data such as Social Security Numbers and customer credit card information** checkbox.

12. Click the **Continue** button, and then click Done at the Access Confirmation prompt.

   Note: When you attempt to retrieve data from a QuickBooks 2006 or higher company file for the first time, you will be prompted by QuickBooks to grant permission to access the company data. You will not be prompted again if you subsequently attempt to import from that same company file. However, if you receive a new copy of the QuickBooks data for the same client company each period, you will be prompted in QuickBooks each time you import.

13. The Chart of Accounts Assignment dialog opens automatically during the import process. If the QuickBooks account number is valid (based on CSA account number criteria) and is mapped to an existing CSA account within this dialog, it will be automatically added to CSA upon transfer.

14. If there is no active payroll subscription for the QuickBooks data being imported, a message prompt opens to alert you that no payroll checks will be imported. Employees may still be imported, but no checks or earnings will be included. (If you do not need to import payroll data, prior to the import you may choose Setup / Miscellaneous Information from within Accountant's Assistant and mark the Do not import employees or payroll checks checkbox.)

15. If the Payroll Compliance module has been enabled for this client, the Payroll Item List opens. From the drop-down list on the right side, choose the CSA payroll item that corresponds to the QuickBooks Pro Payroll Item and then click OK. You must choose a CSA item for each QuickBooks Pro item before you can proceed.

- The CSA payroll item that you select should be the same type (pay, withholding, or deduction) as the item in QuickBooks.

- Employer-paid withholding and deduction items must contain either the word **company** or the word **unemployment** in QuickBooks to be excluded from the Payroll Item List.

16. The import from QuickBooks attempts to match existing CSA employees with employees from the import data based on Social Security Number. Unmatched employees and employees with multiple matches are displayed in the Assign QuickBooks Employees to CSA Employees dialog, which opens automatically during the import. Select an existing CSA employee to be matched to each employee or mark the New CSA Emp checkbox and assign a unique employee ID. Click OK to proceed with the import.

    - You may match only a single QuickBooks employee to each existing CSA employee.

    - When adding a new employee, you must assign a unique employee ID.

    - If no employees exist in CSA prior to the import, the Assign QuickBooks Employees to CSA Employees dialog does not open and employee IDs are automatically assigned starting with ID 1 and incremented by 1. You may renumber employees after the import; subsequent imports continue to use the employee IDs as you have renumbered them.

17. When the import is complete, you can choose Tasks / Process Transactions to view the imported data. You will need to replace any blank accounts with the Undistributed Account or individually edit each transaction with a blank account and provide an account number using the Edit / Edit Accounts dialog.

    You can also run the diagnostic reports from the File / Print Reports dialog to see what General Ledger accounts, Vendors, and Employees have been added, changed or deleted, and you can run the Transaction Report to view or print all the transactions imported from the client.

Note: For other important details on importing data from QuickBooks Pro, search on **QuickBooks Pro data import** from the index of the CSA help browser.

Exporting via the Internet for QuickBooks Pro version 2006 and higher

If your client uses QuickBooks Pro or Premier version 2006 or higher, you can use the **Export via the Internet** option to set up your client to export data to servers in the Thomson data center using the CS QuickBooks Export Utility. You can then retrieve the export files from the same server and, therefore, do not need to transfer files via removable media or email.

For details on setting up your client to use this export feature, search on **QuickBooks Pro data import** from the index in the CSA help browser, and then select the topic called **Using the Export via the Internet option for QuickBooks 2006 or higher**.

Important! The CS QuickBooks Export Utility is included with CSA version 2006.2.1 and higher. To enable the Export via the Internet option, you must first provide your client with the utility to install. In addition, you need to generate a CSA Information file (by clicking the Generate button on the shortcut bar in the Accountant's Assistant for QuickBooks Pro workspace) for the client to copy onto their computer in the appropriate folder as described in the **Using the Export via the Internet option for QuickBooks 2006 or higher** help topic.

Reports in Accountant's Assistant for QuickBooks Pro

The following table lists the reports available in Accountant's Assistant after importing client data from QuickBooks Pro and prior to transferring the data to CSA. You can view or print these reports by choosing File / Print Reports.

Report	Information from the report
Transaction Report	Lists all transactions imported from the client. You can choose the sort order and to include all transactions or all checks written.
Chart of Accounts Diagnostics Report	Details all general ledger accounts added, changed, or deleted from the QuickBooks Pro Chart of Accounts by your client.
Vendor Diagnostics Report	Details all vendors added, changed, or deleted from QuickBooks Pro by your client. *Note:* When importing QuickBooks Pro data, all vendors are imported, not just 1099 vendors.
Employee Diagnostics Report	Details all employees added, changed, or deleted from QuickBooks Pro by your client.

Note: You can print the Chart of Accounts assignment information from within the Setup / Chart of Accounts Assignment dialog.

Effect of QuickBooks Pro data on accountant's files

The following table lists how importing data from QuickBooks Pro will affect the information already present in your files.

Client Information Exported	Effect on Accountant's Files
Transactions	All checks, deposits, journal entries, invoices, bills, payments, and transfers are held in Accountant's Assistant for processing. When you explicitly request the transfer by choosing Tasks / Transfer to CSA, transactions are transferred to CSA and are appended to any existing transactions.
GL Chart of Accounts	New accounts are added to the CSA Chart of Accounts. If the client changed or deleted any accounts, you will need to change or delete them manually in CSA. (Be sure to print a copy of the Chart of Accounts Diagnostics Report before transferring data.)
	Note: CSA does not import the beginning balances for the Chart of Accounts. The beginning balances can be imported using the spreadsheet import.
Vendors	All vendors will transfer from QuickBooks Pro to Accountant's Assistant. New vendors will be added to the CSA Vendors window. (Be sure to print a copy of the Vendor Diagnostics Report before transferring the data.)

Client Information Exported	Effect on Accountant's Files
Payroll data	The Payroll Compliance module must first be enabled for the client in CSA. All employee information will transfer from QuickBooks Pro to Accountant's Assistant. New employees are added to the CSA Employees window. If the client has deleted any employees, you need to delete them manually from the CSA Employees window. (Be sure to print a copy of the Employee Diagnostics Report before transferring the data to CSA.) Payroll checks, along with employee earnings information based on those checks will merge with existing payroll information in CSA and enable you to prepare W-2s at year end.

Importing Client Data from Microsoft Office Accounting

The Microsoft® Office Accounting Export Utility is designed to work with Microsoft Office Accounting and Microsoft Office Accounting Express™ version 2007 or higher. It creates a set of XML files and combines them into a single, secure file that can then be imported into Write-Up CS via Accountant's Assistant. You can install this utility either at the client's office or at the accountant's office to create the secure export file for subsequent import into Write-Up CS.

The name of the export file created by the utility includes the date range specified by the user during the export, plus the Office Accounting company name — for example, CSExport from 01-01-06 to 12-31-06 Company Name.sbaexportdata.

An export file created using the Office Accounting Export Utility can then be used to import client data and transactions into Accountant's Assistant for subsequent transfer to Write-Up CS.

For more information, search on **Microsoft Office Accounting data import** from the index of the CSA help browser.

Installing the Office Accounting Export Utility (at the accountant's office)

1. Using My Computer or Windows Explorer, browse to the *d*:**\WINCSI\CSA\OAExport** folder location and, holding down the CTRL key on your keyboard, click the **SBAExportAddIn.dll** file, the **ICSharpCode.SharpZipLib.dll** file, and the **CSOAExportUtility.exe** file, and then choose Edit / Copy.

2. Using My Computer or Windows Explorer, browse to the hard drive or network location where the Microsoft Office Accounting 2007 or higher program files are installed. For example, if the program is installed on your local hard drive, the default location would be **c:\Program Files\Microsoft Small Business \ Small Business Accounting 20xx**.

3. Double-click the **Small Business Accounting 20xx** folder to open it, and then choose **Edit / Paste** to place a copy of the SBAExportAddIn.dll file, the ICSharpCode.SharpZipLib.dll file, and the CSOAExportUtility.exe file into that folder.

Important! If your **client** will be creating the export files from Office Accounting:

▪ You may transmit the **SBAExportAddIn.dll** and **ICSharpCode.SharpZipLib.dll**, and **CSOAExportUtility.exe** files to your client (on removable media or via email) for local installation on the network drive or workstation where the client's Office Accounting 2007 or higher software is installed.

▪ If you will be transmitting the files via email, be sure to rename the CSOAExportUtility.exe file so the filename extension is not EXE. (Most firewalls will not permit an EXE file to be delivered via email.) For example, rename the file to **CSOAExportUtility.exe***X* before emailing it to your client, and direct the client to rename the file upon receipt to delete the extra X from the filename.

▪ A PDF copy of a document called "Using the Microsoft Office Accounting Export Utility" is provided with Accountant's Assistant for you to print and then give or send to your client via email. To open the PDF document in Adobe® Reader® version 7.0 or higher, search on **Microsoft Office Accounting data import** from the index of the CSA help browser, click the topic called **Using the Microsoft Office Export Utility**, and then click the link within the help topic to open the PDF.

Selecting the Office Accounting Export Utility as an add-in for Office Accounting (at the accountant's office or the client's office)

1. Open Office Accounting 2007 (or higher), and then open the company database you want to export data from.

2. Choose **File / Utilities / Add-in Manager**.

3. In the Office Accounting Add-in Manager dialog, click the **Install New** button.

4. Browse to the location where you placed the SBAExportAddIn.dll file (in step 3 of the previous section), highlight that file, and click the Open button.

5. You will now see **Export Company Data** listed under the Add-in Name column on the Office Accounting Add-in Manager screen. Mark the **Enabled** checkbox next to Export Company Data.

6. When prompted to restart the Office Accounting program, click OK and then choose **File / Exit** to close the program.

7. Reopen the Office Accounting program and then open the company. You should now see the **CS Utilities** menu on the menu bar.

Creating the export file using the Office Accounting Export Utility (at the accountant's office or the client's office)

1. Open Office Accounting 2007 or higher and open the company database you want to export data from.

2. Click the **CS Utilities** menu on the menu bar and choose **Export Data to CS**.

3. In the Export Office Accounting Data to Accountant dialog, specify the date range to include in the export file by doing either of the following:

- Select one of the options from the drop-down list in the Dates field (This Month; This Calendar Quarter; This Calendar Year; Last Month; Last Calendar Quarter; Last Calendar Year; or Custom).

- Specify the From / To dates by entering the dates manually in MM/DD/YYYY format or by clicking the dates in the drop-down calendar..

4. Enter or browse to the location where the export file is to be saved. This location can be on a local hard drive, a network drive, or some form of removable media.

5. Click the Export button.

6. At the confirmation prompt, click Done to complete the creation of the export file.

Note: The name of the export file created by the utility includes the date range specified by the user during the export, plus the Office Accounting company name — for example, **CSExport from 01-01-06 to 12-31-06 Client Name.sbaexportdata**.

Saving the export file to a location you can browse to during the import into Accountant's Assistant (at the accountant's office)

If the client has created the export file and sent it to you, save that file in a folder in a location on your own network or workstation to which you can browse during the import process. Note that you may import multiple times from this same export file if necessary.

Import procedure

Before you begin the import process, you must set up a checkbook in the CSA Setup / Checkbook dialog.

1. Open CSA and then open the Write-Up CS client that corresponds to the client's Office Accounting company.

Note: The General Ledger module must be selected for this CSA client (from the Add / Remove Modules dialog). If you are importing payroll information from your client's Office Accounting company, you must also select the Payroll Compliance module for the client.

2. From the CSA main window, choose **Utilities / Accountant's Assistant / Microsoft Office Accounting**.

3. Choose **Setup / Miscellaneous Information**.

4. In the Miscellaneous Information dialog, specify the General Ledger account to use for unassigned amounts by selecting it from the drop-down list.

5. (Optional) To create a GL transaction when you retrieve payroll checks from Office Accounting, mark the **Create payroll journal entry** checkbox and then click the option for the type of journal entry to be created.

6. Click one of the options to set the date for the payroll entry and then click OK.

7. Choose Tasks / Retrieve (or click the Retrieve button on the shortcut bar) to begin importing the Office Accounting data. Note that you will be prompted to back up your client data before continuing.

8. In the Office Accounting Export File Location dialog, navigate to the folder location where you previously saved the file containing the client's company's export data from Office Accounting (e.g., CSExport from mm-dd-yy to mm-dd-yy Company Name.sbaexportdata). For example, if you saved the file to a folder on your hard drive called OA Exports, you would navigate to c:\OA Exports.

9. Select the company file from the drop-down list in the Office Accounting Company name field and click OK.

Note: All Office Accounting files located in the specified folder will appear in the drop-down list. Once a company is selected, the date range of data included in the file will be listed under Date range of selected export.

10. In the Office Accounting Transaction Data Range dialog, specify the date range for the data to import, using the MMDDYY format, and then click OK. (Only transactions that fall in the specified date range will be imported. If your client has entered any transactions since the last import with a date prior to the date range you specify, that transaction will not be imported into Accountant's Assistant.)

11. The Chart of Accounts Assignment dialog opens automatically during the import process. If the Office Accounting account number is valid (based on CSA account number criteria) and is mapped to an existing CSA account within this dialog, it will be automatically added to Write-Up CS when you transfer the data to CSA.

12. If the Payroll Compliance module has been enabled for this client and the **Do not import employees or payroll checks** checkbox has **not** been marked in the Miscellaneous Information dialog within Accountant's Assistant, the Payroll Item List dialog opens. From the drop-down list on the right, choose the CSA payroll item that corresponds to the Office Accounting payroll item and then click OK. You must choose a CSA item for each Office Accounting item before you can proceed. The CSA payroll item that you select should be the same type (pay, withholding, or deduction) as the item in Office Accounting.

13. The import attempts to match existing CSA employees with employees from the import data based on Social Security Number, and the Assign Office Accounting Employees to CSA Employees dialog will open automatically if any employees are unmatched between the two programs. Select an existing CSA employee to be matched to each listed employee, or mark the New CSA Emp checkbox and assign a unique employee ID. Click OK to proceed with the import.

Notes

- You may match only a single Office Accounting employee to each existing CSA employee.

- When adding a new employee, you must assign a unique employee ID.

- Employee records imported from Office Accounting have unique IDs assigned to them by Office Accounting. These unique IDs are used during the import and become the employee IDs in CSA.

- If no employees exist in CSA prior to the import, the Assign Office Accounting Employees to CSA Employees dialog does not open and employee IDs are assigned starting with ID 1 and incremented by 1. You may renumber employees after the import; subsequent imports continue to use the employee IDs as you have renumbered them.

14. When the import is complete, you can choose Tasks / Process Transactions to view the imported data. You will need to replace any blank GL accounts with the Undistributed Account by choosing Edit / Replace Blank Accounts, or individually edit each transaction with a blank account and provide an account number using the Edit / Edit Accounts dialog.

    You can also run the diagnostic reports from the File / Print Reports dialog to see what GL accounts, vendors, and employees have been added, changed, or deleted, and you can run the Transaction Report to view or print all the transactions imported from the client's export data.

15. Once you have reviewed the diagnostic reports, transfer the data to Write-Up CS by choosing Tasks / Transfer to CSA, or click the **Transfer to CSA** button on the shortcut bar.

Notes

- Checking account deposits included with data from Office Accounting are assigned with the CSA deposit reference that has been set up in the File / Client Properties dialog within CSA.

- If a transaction uses an invalid account number (one with spaces, number signs, dollar signs, or other special characters), Accountant's Assistant uses the Undistributed Account for that transaction.

- If an account number uses any invalid characters, the account will not be added to the Chart of Accounts in CSA.

- Deposits are imported with a separate debit and credit transaction on the Checks and Deposits tab of the Tasks / Transactions window in CSA.

- All customer payments import into CSA with a reference beginning with the letter **C**.

- All invoices import into CSA with a reference beginning with the letter **I**.

- All vendor bills import into CSA with a reference beginning with the letter **V**.

- If you do not need to import payroll data, prior to the import you may choose Setup / Miscellaneous Information from within Accountant's Assistant and mark the **Do not import employees or payroll checks** checkbox.

- Payroll checks entered using the Manual Payroll Checks option or the Enter Manual Payroll option in Office Accounting will be brought in as regular transactions in CSA — they will not be treated as after-the-fact payroll checks, nor will they update employee earnings.

- Payroll checks with no reference number, with alpha reference numbers, or marked To Print are excluded from the import.

- For additional important details, search on **Microsoft Office Accounting data import** from the index of the CSA help browser.

Reports in Accountant's Assistant for Office Accounting

The following table lists the reports available in Accountant's Assistant after importing client data from Office Accounting and prior to transferring the data to CSA. You can view or print these reports by choosing File / Print Reports.

Report	Information from the report
Transaction Report	Lists all transactions imported from the client. You can choose the sort order and to include all transactions or all checks written.
Chart of Accounts Diagnostics Report	Details all general ledger accounts added, changed, or deleted from the Office Accounting Chart of Accounts by your client.
Vendor Diagnostics Report	Details all the vendors added, changed, or deleted from the Office Accounting vendors by your client. *Note:* When importing Office Accounting data, all vendors are imported, not just 1099 vendors.
Employee Diagnostics Report	Details all employees added, changed, or deleted from Office Accounting by your client.

Note: You can print the Chart of Accounts assignment information from within the Setup / Chart of Accounts Assignment dialog.

Effect of Office Accounting data on accountant's files

The following table lists how importing data from Office Accounting will affect the information already present in your files.

Client Information Exported	Effect on Accountant's Files
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Vendors	All vendors will transfer from Office Accounting to Accountant's Assistant. New vendors will be added to the CSA Vendors window. (Be sure to print a copy of the Vendor Diagnostics Report before transferring the data.)

Client Information Exported	Effect on Accountant's Files
Payroll data	The Payroll Compliance module must first be enabled for the client in CSA.
	All employee information will transfer from Office Accounting to Accountant's Assistant. New employees are added to the CSA Employees window. If the client has deleted any employees, you will need to delete them manually from the CSA Employees window. (Be sure to print a copy of the Employee Diagnostics Report before transferring the data to CSA.)
	Payroll checks, along with employee earnings information based on those checks, will merge with existing payroll information in CSA and enable you to prepare W-2s at year end.