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# IMPORT GUIDE

## ASCII File to Trial Balance CS

<i>Introduction</i> .....	1
<i>Import command overview</i> .....	1
<i>Filenaming guidelines</i> .....	1
<i>Guidelines for amount and text fields</i> .....	2
<i>Items transferred during import of data</i> .....	3
<i>Importing the files into CSA</i> .....	4
<i>Import notes and exceptions</i> .....	5
<i>If you encounter problems during the import</i> .....	6

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## Introduction

The **Utilities / Import / ASCII File** command in Creative Solutions Accounting™ (CSA) is provided to import ASCII data files into Write-Up CS® or Trial Balance CS™ within CSA and the CS Professional Suite® Accounting Products software.

This import guide explains the file layout information required by CSA to import your data from ASCII text files into Trial Balance CS as well as the necessary procedures to import the data files.

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**Important!** If you intend to prepare your ASCII data using Microsoft® Excel®, please refer instead to the PDF guide called "[Checklist for Importing ASCII Client Data into CSA using Microsoft Excel.](#)"

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## Import command overview

The overall objective of the Utilities / Import / ASCII File command in Creative Solutions Accounting is to provide a time-saving way to import data from non-CS Professional Suite programs to CSA. All import files must be structured according to the specifications in this guide. Although importing information can save time over reentering the data into CSA, the structuring of the import files is technical in nature and may be time-consuming.

For a Trial Balance CS–only client, the Utilities / Import / ASCII File command in CSA can import general ledger accounts with balances. This document explains the necessary structure of the import files in detail. Note that the Utilities / Import / ASCII File command in CSA recognizes only **fixed-length** ASCII import files. Variable-length ASCII or DBF files cannot be imported into CSA.

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## Filenaming guidelines

This section describes the filenaming conventions that must be followed when preparing the ASCII files for import.

## General requirements for filenames

- File names are limited to 8 significant characters plus a 3-character extension.
- Long file names are not permitted.
- The filenames can contain only numeric values (0-9) and the letters A-Z.
- For all files created for a particular client, you should use the same five significant characters as part of the filename.
- The file name format should be **Gxxxxx.GLA**. Only one general ledger account file should be created per client.
  - The “G” will always be the first character of the file name.
  - The “xxxxx” represents the five characters of the client ID. These five characters do not necessarily need to match the client ID used in CSA. The “xxxxx” is used to identify the files when you import them.
  - The extension “GLA” should always be used for general ledger account files.

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## Guidelines for amount and text fields

This section describes the general formatting requirements for amount and text fields. Each field allowed in the import file will fall into one of these types. The “Comments and additional information” column of the following tables note if the field should follow the requirements for text or amounts.

### General file requirements

- All files must contain one record per line. A record is defined as one employee, one general ledger account, one general ledger transaction, and so on.
- Each line should end with a carriage return/line feed.
- A comma should be used to delimit each field within the import file.

### Amount field requirements

- All amounts should be right-justified in the field.
- All amounts in the file should be 12-digits long.
- Only numerals (0-9) and a decimal point are allowed in amount fields (with the exception of a negative sign). Note that commas are not allowed in amount fields.
- The use of a negative sign to denote a credit balance/amount is allowed. The use of a positive sign is not allowed in the import file.

### Text field requirements

- All text fields should be enclosed in quotes, unless otherwise indicated in the “Comments and additional information” column of the following tables.
- All text fields have a **fixed length**, as noted in the following tables. All text fields should be left-justified and padded with spaces to match the required field width, as described in the following table.

## Items transferred during import of data

The following table is provided to identify fields that can be imported into Trial Balance CS within CSA. The table is organized in the exact order the data should appear in the import file and denotes the necessary screen navigation to the field in CSA.

### Import file specification

All fields in the table below are in the exact order they should appear in the **Gxxxxx.GLA** file.

Field description (Text or amount)	Field Number	Field Width	CSA menu navigation CSA field name	Comments and additional information
<b>Setup / Chart of Accounts</b>				
Account Number (Text)	1	11	Acct #	An account number can consist of up to 10 characters plus a decimal point (11 characters in all) with no more than 3 digits to the right of the decimal. See Import notes and exceptions.
Account Type (Text)	2	1	Type	The account type is a one-character field as follows: A = Asset accounts L = Liabilities and Equity accounts R = Revenue accounts E = Expense accounts
Description (Text)	3	29	Description	
Current Year Beginning Balance (Amount)	4	12	Balance	
Current Year Period 1-13 Balance Changes (Amount)	5-17	12	Balance	Each of these 13 fields should contain the amounts representing the <b>change</b> for the period ( <b>not</b> the actual ending balance).
Prior Year Beginning Balance 1 Year Ago (Amount)	18	12	Balance	
Prior Year Period 1-13 Balance Changes 1 Year Ago (Amount)	19-31	12	Balance	Each of these 13 fields should contain the amounts representing the <b>change</b> for the period ( <b>not</b> the actual ending balance).

Field description (Text or amount)	Field Number	Field Width	CSA menu navigation CSA field name	Comments and additional information
Budget Amounts Current Year Only (Amount)	32-44	12	Budget	Each of these 13 fields should contain the amounts representing the <b>change</b> for the period ( <b>not</b> the actual ending balance).
Prior Year Beginning Balance 2 Years Ago (Amount)	45	12	Balance	
Prior Year Period 1-13 Balance Changes 2 Years Ago (Amount)	46-58	12	Balance	Each of these 13 fields should contain the amounts representing the <b>change</b> for the period ( <b>not</b> the actual ending balance).
Prior Year Beginning Balance 3 Years Ago (Amount)	59	12	Balance	
Prior Year Period 1-13 Balance Changes 3 Years Ago (Amount)	60-72	12	Balance	Each of these 13 fields should contain the amounts representing the <b>change</b> for the period ( <b>not</b> the actual ending balance).
Prior Year Beginning Balance 4 Years Ago (Amount)	73	12	Balance	
Prior Year Period 1-13 Balance Changes 4 Years Ago (Amount)	74-86	12	Balance	Each of these 13 fields should contain the amounts representing the <b>change</b> for the period ( <b>not</b> the actual ending balance).
Tax Line Code (Text)	87	15	Tax Code	For information about tax codes (which facilitate balance transfers to UltraTax CS™ or GoSystem® Tax), search on Tax code from the index of the CSA help browser.

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## Importing the files into CSA

After creating the import files, use the following steps to import the data files into CSA.

1. Start the CSA program by double-clicking the desktop 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, then click the Index button and search on **New Client [File menu]**.
3. After creating a new client, choose **Utilities / Import / ASCII File**.
4. Enter the location of the data files that you wish to import into CSA, or click the Browse button and navigate to the desired location.
5. In the **Client to import** field, enter the company ID you want to import or press F4 and choose from the drop-down list of all companies available to import.
6. If the client data files contain employee information and you want to convert the employee earnings totals, mark the **Convert Employee Earnings** checkbox.
7. Click the Import button.
8. After the import has been completed, you should make any necessary changes or corrections to the imported data. To check the accuracy of the imported data, print a Trial Balance Report to verify the Chart of Accounts and balances.

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## Import notes and exceptions

The following section details all known import exceptions and issues to be aware of when structuring your import files.

### Chart of Accounts mask

The following information is important when structuring the import of account numbers in the general ledger balances and transactions files.

- CSA does not require you to include zeros to the right of the decimal point in an account number. For example, an account in CSA might read 635 while the same account in another application would read 635.00. If the client being imported does not use the digits to the right of the decimal point in account numbers (if all accounts are .00), CSA allows you to import the account numbers with or without the zeros.
- CSA requires that department numbers be located to the left of the core account number. Therefore, if a client's account mask is XXX.XXDD, where X is the core account number and D is the department, it should be structured in the file as a DDXXX.XX. Note that only the account numbers themselves are imported. CSA does not import the actual mask. The Chart of Account mask should be entered when you add each new client **prior** to importing the data file.
- The import to CSA accepts as valid account characters letters, hyphens, and slashes, plus a decimal point. If a client's Chart of Accounts contains characters other than letters, hyphens, slashes, and a decimal, you need to strip those from the account when structuring the import data file. For example, A30-553.10 is accepted as a valid account number during the import. However, A30\_553.10 is **not** valid and would need to be amended in the import file.

## Account number 00000

CSA does not allow an account number of all zeros to be imported. If an account number consisting of all zeros exists in your client data, it should be renumbered to an accepted account number.

## CSA combining accounts

CSA allows you to define “combining” accounts, which link individual department accounts and combine their amounts for reporting purposes. No transactions can be posted to the account and no balances need to be entered. These accounts are simply used to combine general balances for accounts that have already been posted to. If your client data contains combining accounts, they cannot be imported, but you will need to identify them as combining accounts in CSA. For more information about setting up and using combining accounts, search on **Combining accounts setup** from the index of the CSA help browser.

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## If you encounter problems during the import

If you encounter problems during the import to Creative Solutions Accounting and cannot reconcile the data using the various reports and tools in Creative Solutions Accounting, contact CS Support.

## CSA help

For step-by-step procedures, refer to the CSA help. To learn how to use the help, choose **Help / CSA Help Topics**.

## Website

If you have questions or need assistance, you can visit our website at [CS.ThomsonReuters.com](http://CS.ThomsonReuters.com) 24 hours a day for access to our support knowledgebase and for the latest information on current issues and processing tips. To take advantage of this convenient means of accessing information, choose **On the Web** from the CSA Help menu, and then choose **Product Support and Service**.

## Support

To speak with a Product Support Representative, please call CS Support at (800) 968-0600, press **2** for Product Support, and then listen to the available options. Normal weekday support is available from 9:00 a.m. to 8:00 p.m. eastern time. For details on our Support hours for other CS Professional Suite applications, please visit our website.