IMPORT GUIDE
ASCII Files to Write-Up CS

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 Write-Up CS, as well as the necessary procedures to import the data files.

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

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.

The Utilities / Import / ASCII File command in CSA can import four types of data into Write-Up CS:

- GL accounts with balances.

- GL transactions for the current year.

- Employee general information, current-period earnings, current-quarter earnings, and year-to-date earnings.

- Vendor general information and the year-to-date amount paid.

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.

Filenaming guidelines

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

General requirements for filenames

- Filenames are limited to 8 significant characters plus a 3-character extension.

- Long filenames 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 5 significant characters as part of the filename.

General ledger accounts file

The filename format should be **Gxxxxx.GLA**. Only one general ledger account file should be created per client.

- The "G" must be the first character of the filename.

- 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 filename extension "GLA" should always be used to designate the general ledger account file.

General ledger transaction files

The filename format should be **Gxxxxxyn.GLT**. Up to 13 general ledger transaction files can be created for each client. Each processing period must have its own general ledger transaction file.

- The "G" must be the first character of the filename.

- 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 client files as you go through the import process.

- The "y" represents the alphabetical code for the period the transactions apply to. Code A is always used for January, Code L is always used for December, and so on, regardless of the fiscal year end date.

- The "n" is used to identify 13-period client files. If the client is **not** a 13-period processor, this position in the filename should always contain a zero. For 13-period processors, if the period end date is between the 1st and 15th of the month, a zero should be entered in this position. If the period end date is between the 16th and the 31st of the month, a "1" should be used in this position.

- The filename extension "GLT" should always be used to designate general ledger transaction files.

Vendor file

The filename format should be **Gxxxxx.VEN**. Only one vendor file should be created per client.

- The "G" must be the first character of the filename.

- 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 filename extension "VEN" should always be used to designate the vendor file.

Employee file

The filename format should be **Gxxxxx.PRR**. Only one employee file should be created per client.

- The "G" must be the first character of the filename.

- 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 filename extension "PRR" should always be used to designate the employee file.

General guidelines for amount and text fields

This section describes the general formatting requirements for amount fields and text fields. Each field allowed in the import file falls into one of these types. (The comments column of the tables that follow indicates whether the field should follow the requirements for text or for 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 delimit all fields 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. All payroll wage and withholding amounts should be entered as positive amounts.

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. Consecutive text fields may be enclosed in a single set of quotes, or quotes may be included around each field individually.

▪ 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 tables.

Items transferred during import of data

The following tables are provided to identify fields that can be imported into Write-Up CS. The tables are organized in the exact order they should appear in the import file and denote the necessary screen navigation to the field in CSA.

General ledger account import file specification

All fields in the following table 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
			Setup / Chart of Accounts	
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 **change** for the period (**not** the actual ending balance).
Prior Year Beginning Balance 1 Year Ago (Amount)	18	12	Balance	

Field description (Text or amount)	Field Number	Field Width	CSA menu navigation CSA field name	Comments and additional information
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 **change** for the period (**not** the actual ending balance).
Budget Amounts Current Year Only (Amount)	32-44	12	Budget	
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 **change** for the period (**not** 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 **change** for the period (**not** 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 **change** for the period (**not** the actual ending balance).

Field description (Text or amount)	Field Number	Field Width	CSA menu navigation CSA field name	Comments and additional information
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.

General ledger transaction import file specification

All fields in the following table are in the exact order they should appear in the **Gxxxxxyn.GLT** file.

Field description (Text or amount)	Field Number	Field Width	CSA menu navigation CSA field name	Comments and additional information
			Tasks / Transactions Entry	
Reference (Text)	1	6	Reference	The reference is 6 characters long and may contain 1 decimal.
Transaction Date (Text)	2	6	Date	The formatting of dates should be MMDDYY and should not contain any "/" characters. See GL transactions — reference.
Month (Text)	3	2	[No navigation is available for this field. It is not displayed in CSA.]	Indicate the period to which CSA should post the transaction. January is always 1 and December is always 12, regardless of the fiscal year end date. The Month field is used for reporting purposes only and does not determine the period to which the transaction is posted.
Acct/Number (Text)	4	11	Account Number	An account number may consist of up to 10 characters plus a decimal point (11 characters in all), with no more than 3 characters to the right of the decimal. See Import notes and exceptions.
Description (Text)	5	110	Description	
Transaction Amount (Amount)	6	12	Amount	

Employee import file specifications

All fields in the following table are in the exact order they should appear in the **Gxxxxx.PRR** file.

Field description (Text or amount)	Field number	Field Width	CSA menu navigation CSA field name	Comments and additional information
			Setup / Employees / General tab	
Employee ID (Text)	1	8	ID	CSA accepts only the alphanumeric characters 0-9 and A-Z for the employee ID.
First Name (Text)	2	15	First	
Middle Initial (Text)	3	1	MI	
Last Name (Text)	4	20	Last	
Street Address (Text)	5	30	Street	
City (Text)	6	20	City	
State (Text)	7	2	State	
Zip Code (Text)	8	10	Zip	The field length is 10 characters in CSA and should include formatting such as XXXXX-XXXX.
Social Security Number (Text)	9	11	SSN/EIN	The field length is 11 characters and should include formatting such as XXX-XX-XXXX.
Area Code (Text)	10	3	Phone	Alpha characters such as A-Z are not allowed in this field.
Phone Number (Text)	11	8	Phone	The field length is 8 characters and should include formatting such as XXX-XXXX. Alpha characters such as A-Z are not allowed in this field.
			Setup / Employees / Tax Withholding and Deduction tab	
State Code (Text)	12	2	State W/H Properties button State	Numeric values (0-9) are not allowed in this field.
Local Code (Text)	13	2	Local W/H properties button Locality	Numeric values (0-9) are not allowed in this field.

Field description (Text or amount)	Field number	Field Width	CSA menu navigation CSA field name	Comments and additional information
			Setup / Employees / Other tab	
SUTA State (Text)	14	2	SUTA GL Accounts State	Numeric values (0-9) are not allowed in this field.
			Setup / Employees / General tab	
Payroll Department (Text)	15	3	Department	Numeric values of 1-9 and alpha characters A-Z are accepted in this field. Zero is not a valid department number. If no department is available, default to a 1 in this field.
			Setup / Employees / Earnings tab	
Current Period Hourly Wages (Amount)	16	12	Wages	
Current Period Salaried Wages (Amount)	17	12	Salaried Wages	
Current Period Overtime Wages (Amount)	18	12	Overtime	
Current Period Commissions (Amount)	19	12	Commissions	
Current Period Bonus (Amount)	20	12	Bonus	
Current Period Sick Pay (Amount)	21	12	Sick Pay	
Current Period Vacation/Holiday (Amount)	22	12	Vacation	
Current Period Tips (Amount)	23	12	Reported Tips	
Current Period EIC (Amount)	24	12	EIC Advance	

Field description (Text or amount)	Field number	Field Width	CSA menu navigation CSA field name	Comments and additional information
Current Period Other Wage Items (Amount)	25	12	Other Wages	This field should contain all other wage amounts paid that are not specified above.
			Setup / Employees / Tax Withholdings and Deductions tab	
Current Period FICA –SS Withheld (Amount)	26	12	FICA-SS	
Current Period Medicare Withheld (Amount)	27	12	FICA-Med	
Current Period Federal Withheld (Amount)	28	12	Federal W/H	
Current Period State Withheld (Amount)	29	12	State W/H	
Current Period Local Withheld (Amount)	30	12	Local W/H	
Current Period 401K Contributions (Amount)	31	12	401K Fixed Amount	
Current Period Cafeteria Plan (Amount)	32	12	Cafe Fixed Amount	
Current Period Loan Repayments (Amount)	33	12	Loan Repayment	
Current Period Medical Insurance (Amount)	34	12	Medical Insurance	
Current Period Life Insurance (Amount)	35	12	Life Insurance	

Field description (Text or amount)	Field number	Field Width	CSA menu navigation CSA field name	Comments and additional information
Current Period Meals and Housing (Amount)	36	12	Meals/Lodging	
Current Period Uniforms (Amount)	37	12	Uniforms	
Current Period Union Dues (Amount)	38	12	Union Dues	
			Setup / Employees / Direct Deposit tab	
Current Period Direct Deposit (Amount)	39	12	Amount	
			Setup / Employees / Tax Withholdings and Deductions tab	
Current Period Other Withheld (Amount)	40	12	Other Deductions	This field should contain all other withheld amounts that are not specified above.
			Setup / Employees / Earnings tab	
Current Quarter Hourly Wages (Amount)	41	12	Wages	
Current Quarter Salaried Wages (Amount)	42	12	Salaried Wages	
Current Quarter Overtime Wages (Amount)	43	12	Overtime	
Current Quarter Commissions (Amount)	44	12	Commissions	
Current Quarter Bonus (Amount)	45	12	Bonus	
Current Quarter Sick Pay (Amount)	46	12	Sick Pay	

Field description (Text or amount)	Field number	Field Width	CSA menu navigation CSA field name	Comments and additional information
Current Quarter Vacation/Holiday (Amount)	47	12	Vacation	
Current Quarter Tips (Amount)	48	12	Reported Tips	
Current Quarter EIC (Amount)	49	12	EIC Advance	
Current Quarter Other Wage Items (Amount)	50	12	Other Wages	This field should contain all other wage amounts paid that are not specified above.
			Setup / Employees / Tax Withholdings and Deductions tab	
Current Quarter FICA –SS Withheld (Amount)	51	12	FICA-SS	
Current Quarter Medicare Withheld (Amount)	52	12	FICA-Med	
Current Quarter Federal Withheld (Amount)	53	12	Federal W/H	
Current Quarter State Withheld (Amount)	54	12	State W/H	
Current Quarter Local Withheld (Amount)	55	12	Local W/H	
Current Quarter 401K Contributions (Amount)	56	12	401K Fixed Amount	
Current Quarter Cafeteria Plan (Amount)	57	12	Cafe Fixed Amount	

Field description (Text or amount)	Field number	Field Width	CSA menu navigation CSA field name	Comments and additional information
Current Quarter Loan Repayments (Amount)	58	12	Loan Repayment	
Current Quarter Medical Insurance (Amount)	59	12	Medical Insurance	
Current Quarter Life Insurance (Amount)	60	12	Life Insurance	
Current Quarter Meals and Housing (Amount)	61	12	Meals/Lodging	
Current Quarter Uniforms (Amount)	62	12	Uniforms	
Current Quarter Union Dues (Amount)	63	12	Union Dues	
Setup / Employees / Direct Deposit tab				
Current Quarter Direct Deposit (Amount)	64	12	Amount	
Setup / Employees / Tax Withholdings and Deductions tab				
Current Quarter Other Withheld (Amount)	65	12	Other Deductions	This field should contain all other withheld amounts that are not specified above.
Setup / Employees / Earnings tab				
Year to Date Hourly Wages (Amount)	66	12	Wages	
Year to Date Salaried Wages (Amount)	67	12	Salaried Wages	
Year to Date Overtime Wages (Amount)	68	12	Overtime	

Field description (Text or amount)	Field number	Field Width	CSA menu navigation CSA field name	Comments and additional information
Year to Date Commissions (Amount)	69	12	Commissions	
Year to Date Bonus (Amount)	70	12	Bonus	
Year to Date Sick Pay (Amount)	71	12	Sick Pay	
Year to Date Vacation/Holiday (Amount)	72	12	Vacation	
Year to Date Tips (Amount)	73	12	Reported Tips	
Year to Date EIC (Amount)	74	12	EIC Advance	
Year to Date Other Wage Items (Amount)	75	12	Other Wages	This field should contain all other wage amounts paid that are not specified above.
			Setup / Employees / Tax Withholdings and Deductions tab	
Year to Date FICA –SS Withheld (Amount)	76	12	FICA-SS	
Year to Date Medicare Withheld (Amount)	77	12	FICA-Med	
Year to Date Federal Withheld (Amount)	78	12	Federal W/H	
Year to Date State Withheld (Amount)	79	12	State W/H	
Year to Date Local Withheld (Amount)	80	12	Local W/H	

Field description (Text or amount)	Field number	Field Width	CSA menu navigation CSA field name	Comments and additional information
Year to Date 401K Contributions (Amount)	81	12	401K Fixed Amount	
Year to Date Cafeteria Plan (Amount)	82	12	Cafe Fixed Amount	
Year to Date Loan Repayments (Amount)	83	12	Loan Repayment	
Year to Date Medical Insurance (Amount)	84	12	Medical Insurance	
Year to Date Life Insurance (Amount)	85	12	Life Insurance	
Year to Date Meals and Housing (Amount)	86	12	Meals/Lodging	
Year to Date Uniforms (Amount)	87	12	Uniforms	
Year to Date Union Dues (Amount)	88	12	Union Dues	
			Setup / Employees / Direct Deposit tab	
Year to Date Direct Deposit (Amount)	89	12	Amount	
			Setup / Employees / Tax Withholdings and Deductions tab	
Year to Date Other Withheld (Amount)	90	12	Other Deductions	This field should contain all other withheld amounts that are not specified above.

Vendor import file specifications

All fields in the following table are in the exact order they should appear in the **Gxxxxx.VEN** file.

Field description (Text or amount)	Field number	Field Width	CSA menu navigation CSA field name	Comments and additional information
			Setup / Vendors / General tab	
Vendor ID (Text)	1	11	Vendor ID	
Name (Text)	2	36	Name	
Address Line 1 (Text)	3	40	Street	
Address Line 2 (Text)	4	40	Street	
City (Text)	5	20	City	
State (Text)	6	2	State	
Zip (Text)	7	10	Zip	The field length is 10 characters and should include formatting such as XXXXX-XXXX.
Social Security # (Text)	8	11	SS#	The SSN is 11 characters including formatting such as XXX-XX-XXXX.
Area Code (Text)	9	3	Phone	The area code is 3 characters in length and should not contain any formatting such as brackets.
Phone number (Text)	10	8	Phone	The field length is 8 characters in length and should contain formatting such as XXX-XXXX.
Contact (Text)	11	20	Contact	
Acct # with Vendor (Text)	12	10	Account #	
			Setup / Vendors / Address and Accounts tab	
Default Description (Text)	13	20	Check memo	

Field description (Text or amount)	Field number	Field Width	CSA menu navigation CSA field name	Comments and additional information
Amount (Amount)	14	12	Year-to-date checks	This amount represents the year-to-date checks paid to the vendor. It does not break the amounts up into 1099 type. If there are multiple 1099 type payments, you will need to break this information apart in CSA after completing the import.

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 choose **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, run a current-period and year-to-date General Ledger Report and Transaction Listing from the File / Print dialog in CSA to verify the transactions. You should also print a Trial Balance Report to verify the Chart of Accounts and balances, as well as an Earnings Report to verify employee earnings.

Import notes and exceptions

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

GL transactions — reference

▪ Transactions that do not contain a reference cannot be imported to CSA. Each transaction must contain a reference, and all matching references are combined into a single transaction.

- CSA assumes that references that are numerals greater than 100 are check numbers.

- If you are importing transactions that are a balance-to-cash entry, the reference must be the numeral 1.

Chart of Accounts mask

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

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

- 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.

GL 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, start the CSA program, then choose CSA Help Topics from the Help menu. Click the Index button and choose **Combining Accounts Setup**.

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

CSA allows you to import clients using annual, quarterly, monthly, or 13-period processing. If you import a client that is a semi-annual processor, the import data file should save the balances to the 2nd- and 4th-quarter balance fields in CSA. You will need to add the client to CSA as a quarterly processor and use only the 2nd and 4th quarters for processing. Other processing periods are not acceptable in CSA.

If you encounter problems during the import

If you encounter problems during the import to Write-Up CS 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 help, choose Help / CSA Help Topics, click the Index button, and search on **Getting help**.

Website

If you have questions or need assistance, you can visit our website at CS.ThomsonReuters.com or ES.ThomsonReuters.com 24 hours a day for access to our support knowledgebase and for the latest information about 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 at CS.ThomsonReuters.com or ES.ThomsonReuters.com.