



Accountant's Assistant, v. 2016.x.x
User Bulletin 8336: Welcome

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TO

All new users of Accountant's Assistant,™ which is part of Creative Solutions Accounting™ (CSA) and the CS Professional Suite.® Accountant's Assistant integrates CSA with Client Bookkeeping Solution® (CBS), imports data from QuickBooks® Pro, BusinessWorks®, Paychex® General Ledger Reporting Service, Peachtree Complete® Accounting, and Microsoft® Office Accounting, and it enables vendor check printing through the Vendor Checkwriting feature.

PURPOSE

This user bulletin highlights some of the features available in Accountant's Assistant and explains the tools available to help you become familiar with Accountant's Assistant. It includes information for users of Write-Up CS® who have CBS clients, as well as information and installation instructions for accountants with clients who use QuickBooks Pro, BusinessWorks, Paychex General Ledger Reporting Service, Peachtree, or Microsoft Office Accounting. In addition, it includes information on how to contact CS Support. Please print this user bulletin and share it with all Accountant's Assistant users in your office.

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ACCOUNTANT'S ASSISTANT FEATURES

Accountant's Assistant enables you to do the following:

- Transfer setup information to Client Bookkeeping Solution and retrieve client data from CBS.
- Customize the CBS features that will be available to your clients.
- Perform two-way data transfers with CBS and with QuickBooks Pro versions currently supported by Intuit. Retrieve data from the client and send updated information (including transactions and account balances) back to the CBS or the QuickBooks client.
- Perform one-way data transfers (import of client data) from the following applications (versions currently supported by their manufacturers):
 - BusinessWorks or BusinessWorks Gold
 - Paychex General Ledger Reporting Service
 - Peachtree Complete Accounting
 - Microsoft Office Accounting or Office Accounting Express
- Have your clients export their data out of CBS, QuickBooks, or Microsoft Office Accounting via the internet. The data is stored on our secure servers and is available for you to download into Accountant's Assistant as soon as the client has exported it.
- Review transactions and several diagnostic reports before transferring data to CSA when importing from CBS, QuickBooks Pro, Peachtree, or Microsoft Office Accounting.
- Transfer imported transactions, payroll checks, employee records, vendor records, and general ledger accounts to CSA and have them appear just as if you had entered them directly into CSA.

Notes:

- The BusinessWorks export files provide only general ledger transactions and summary payroll information that can be retrieved into payroll tax forms. Employee information is added only when W-2 information is retrieved from the December BusinessWorks export file. The files do not provide detailed payroll check information.
- The BusinessWorks Gold export file provides only general ledger transactions.
- The Paychex General Ledger Reporting Service export file provides only enough information to generate a summary or detail payroll journal entry in CSA. The file does not provide detailed employee or payroll check information.
- Print vendor checks in CSA for an after-the-fact payroll client using the Vendor Checkwriting option.

LEARNING TOOLS AVAILABLE

Creative Solutions Accounting help topics

The primary documentation for learning and using the Creative Solutions Accounting applications, the CSA help includes information about features, data-entry windows and dialogs, and procedures. From the CSA menu bar, choose Help > Help & How-To, and then click the [Getting started with Creative Solutions Accounting](#) link in the Alerts and notices section on the right side of the screen — or enter the desired search text in the search field. In addition, you may press F1 or CTRL+F1 to view help about the active window or dialog.

Accountant's Assistant Handbook (PDF) and other PDF guides

The *Accountant's Assistant Handbook* and many other guides for using CSA are available in Portable Document Format (PDF) that you can view or print using Adobe Reader. To open and view or print one of these guides, open CSA and choose Help > Help & How-To Center and then enter [PDF guides](#) in the search field.

Note: If you have difficulty opening a PDF guide, you might need to download and install the latest version of Adobe Reader from the [Downloads page of the Adobe website](#).

CLIENT BOOKKEEPING SOLUTION

Conversion from write-up products

This section provides a brief outline only. These setup steps are covered in detail in the *Accountant's Assistant Handbook* and in the Accountant's Assistant help topics. See [CBS client setup and processing overview](#).

Setup steps in CSA

Open CSA and select the appropriate existing Write-Up CS client, or create a new client.

1. In the General Information tab of the File > Client Properties dialog or the File > New Client dialog, mark the **CBS client** checkbox. If the client will be using the (non-calculating) payroll features in CBS CheckWriter, also mark the **Non-calculating Payroll client** checkbox.
Important! If you will be processing payroll for the client in CSA (rather than in CBS), do **not** mark either checkbox.
2. Click the Add/Remove Module(s) button and mark both the **General Ledger module** checkbox and the **Payroll Compliance module** checkbox. (Selection of other CSA modules is optional for a CBS client.) Click OK to close the Add/Remove Module(s) dialog.
3. If you will be using email for transferring data to and from the client, click the **Advanced Properties** button. In the Contact tab of the Advanced Properties dialog, enter the client's email address. Complete the other fields in this dialog as appropriate for the client, and then click OK to close the dialog.
4. Before your client imports setup data into their company database in CBS, you must first define the Chart of Accounts mask (on the General Ledger tab of the File > Client Properties dialog in CSA) to match the client's accounts.
5. Complete the CSA setup as appropriate for the client — Chart of Accounts, checkbooks, employee templates, payroll departments, and so forth.

Setup steps in Accountant's Assistant

1. From the CSA main window, choose **Utilities > Accountant's Assistant > Client Bookkeeping Solution**.
2. From the Accountant's Assistant main window, use the commands in the Setup menu to specify appropriate setup information for the client.
 - Miscellaneous Information
 - Journals
 - Security
 - Bookkeeping Activity Monitor
 - File Locations
 - Payroll Item Restrictions
 - Employee Templates
 - PayCheck Tax Information (to update federal, state, and local tax tables for a CBS PayCheck client)
 - Account Groups
3. Generate an accountant's transfer file to give or send to your client.

Setup steps in CBS

1. From the CBS main window, choose **File > Import > From Accountant**.
 - If the Import path is pointing to a form of removable media or floppy drive, CBS will prompt you to insert the removable media or disk #1. At the message prompt, click OK.
 - If the Import path is on the hard drive, CBS will automatically begin to copy the client setup file from the data location specified.
2. After CBS has finished importing the setup files from the accountant's transfer file, it will display a message prompt stating that the files were imported successfully. Click OK.
3. (Optional) Restore the backup copy of the check, form, and deposit slip layouts that you created in the CBS Layout Editor in your own office.
4. Set up the checkbook information if you did not set up the client's checkbooks in CSA.

5. (Optional) If the client will be using the Checkbook Reconciliation feature, enter any uncleared items already reflected in CSA.
6. Verify the settings in the File > Company Properties dialog in CBS.
7. If the client has any of the optional CBS modules, verify that all the setup information for those modules is correct.

Note: Be sure to review the information in these Accountant's Assistant help topics: [Effect of importing accountant's Transfer Disk on the CBS client's files](#) and [Effect of client's CBS export data on the accountant's files](#).

VENDOR CHECKWRITING

An Accountant's Assistant license enables you to print vendor checks for an after-the-fact payroll client using the [Vendor Checkwriting feature](#) within CSA.

To enable the Vendor Checkwriting feature for a client, choose **File > Client Properties** in CSA. On the General Information tab, mark the **Enable Vendor Checkwriting** checkbox.

Note: For the Enable Vendor Checkwriting checkbox to be available, the Payroll Compliance module must be currently licensed and also selected for the client in the Client Properties dialog. (The Payroll Compliance module is licensed and renewable on an **annual** basis.)

IMPORT OF CLIENT DATA FROM QUICKBOOKS PRO

Accountant's Assistant enables you to import client data from QuickBooks Pro (including both the Premier Accountant and Enterprise editions) for the versions supported by Intuit. See [QuickBooks Pro data import – overview](#).

- Prior to starting the import process, you must set up a checkbook in the CSA Setup > Checkbook dialog.
- Account numbers that contain alpha characters, forward slashes, or dashes will import into CSA. Prior to importing, however, you must define the Chart of Accounts mask (on the General Ledger tab of the File > Client Properties dialog) to match the imported accounts.
- Account numbers that contain characters unrecognized by CSA are considered invalid accounts. For any transactions using an invalid account, Accountant's Assistant will use the undistributed account specified in the Setup > Miscellaneous Information dialog within the Accountant's Assistant QuickBooks Pro window.
- For any transactions entered in QuickBooks Pro without a reference, Accountant's Assistant will assign a reference of QB99 during import.
- You may choose to import all the transaction detail or to import general ledger accounts and balances only for a specified period of time.
- Using the options found in the Setup > Miscellaneous Information dialog within the Accountant's Assistant QuickBooks Pro window, you can choose to exclude all employee records and payroll checks from the import, or you can choose to import **only** employee records and payroll checks.
- When importing data from QuickBooks: (a) you must have QuickBooks installed on the computer you are using for the import into Accountant's Assistant, or (b) you may have your client use the CS QuickBooks Data Utility to create an export file for subsequent import into Accountant's Assistant.
- Using Accountant's Assistant, you can transfer data from CSA to QuickBooks. Most transactions entered directly in CSA for the client and transactions that you imported from your client's QuickBooks data and then altered in a significant way are available for transfer to QuickBooks when you choose Tasks > Generate. For more details, see [Transferring transactions from CSA to QuickBooks](#).

IMPORT OF CLIENT DATA FROM BUSINESSWORKS

Accountant's Assistant enables you to import client data from BusinessWorks (for the versions supported by the manufacturer). See [Importing client data from BusinessWorks](#).

- First, you must create the export files in BusinessWorks. In BusinessWorks, use the Export to ACE Write-Up/FR option to create the file containing general ledger transactions and use the Export to Ace Write-File/BB option to create the file containing payroll tax form information.
- If you will be importing general ledger transactions from BusinessWorks, you must set up a checkbook with a general ledger account number in the CSA Setup > Checkbook dialog before starting the import process.
- If an account is referenced in a transaction and does not exist in the CSA Chart of Accounts, the application will automatically add the account during the retrieval process.
- To import employee W-2 information from BusinessWorks, choose **Utilities > W-2 Form Processing** in CSA and then choose the applicable year. In the W-2 Form Processing dialog, choose **File > BusinessWorks Import**. You must have the **BusinessWorks Client** checkbox marked on the Payroll tab of the File > Client Properties dialog in CSA for this W-2 menu command to be available.

Accountant's Assistant enables you to import client data from BusinessWorks Gold (for the versions supported by the manufacturer). See [Importing client data from BusinessWorks Gold](#).

- First, you must create the export file in BusinessWorks Gold. From the GL menu in BusinessWorks Gold, choose **Transfer > Export Journal Entries** to create the file containing general ledger transactions.
- You must set up a checkbook with a general ledger account number in the CSA Setup > Checkbook dialog before starting the import process.
- If an account is referenced in a transaction and does not exist in the CSA Chart of Accounts, the application will automatically add the account during the retrieval process.

IMPORT OF CLIENT DATA FROM PAYCHEX

Accountant's Assistant enables you to import general ledger transaction information from payroll information retrieved from Paychex General Ledger Reporting Service (current version). See [Paychex General Ledger Reporting Service import overview](#).

IMPORT OF CLIENT DATA FROM PEACHTREE

Accountant's Assistant enables you to import client data from Peachtree (for the versions supported by the manufacturer). See [Peachtree import overview](#).

- Prior to starting the import process, you must set up a checkbook in the CSA Setup > Checkbook dialog.
- For any transactions entered in Peachtree without a reference, Accountant's Assistant will assign a reference of PT99 during import.

IMPORT OF CLIENT DATA FROM MICROSOFT OFFICE ACCOUNTING

Accountant's Assistant enables you to import client data from Microsoft Office Accounting or Office Accounting Express (for the versions supported by the manufacturer). See [Microsoft Office Accounting data import – overview](#).

- The CS Microsoft Office Accounting Export Utility (which is included with CSA) will need to be installed at the client's office or the accountant's office to create the secure export file for subsequent import into Write-Up CS. Details are provided in the CSA help topics; choose Help > Help & How-To and enter **Microsoft Office Accounting data import** in the search field.
- Prior to starting the import process, you must set up a checkbook in the CSA Setup > Checkbook dialog.
- If a transaction uses an invalid account number (one with spaces, number signs, dollar signs, or other such characters), Accountant's Assistant uses the **Undistributed Account** for that transaction.
- If the transaction reference is greater than 9 characters, it will be truncated to show only the first 9 characters in CSA.
- If an account number uses any invalid characters, the account will not be added to the Chart of Accounts.

- Deposits are imported with a separate debit and credit transaction on the Checks and Deposits tab of the Transactions window in CSA.
- Each employee record imported from Office Accounting has a unique ID assigned to it by Office Accounting. This unique ID is used during the import and becomes the Employee ID in CSA.
- Payroll checks entered using the Manual Payroll Checks option or the Enter Manual Payroll option in Office Accounting will be imported as regular transactions in CSA — they will not be treated as after-the-fact payroll checks, nor will they be used to update employee earnings.
- Payroll checks with no reference number, with alpha reference numbers, or marked **To Print** are excluded from the import.
- If you do not need to import payroll data, prior to the import you can choose **Setup > Miscellaneous Information** from within Accountant's Assistant and mark the **Do not import employees or payroll checks** checkbox.

LICENSE AND APPLICATION UPDATES AVAILABLE VIA CS CONNECT

Each year there is at least one release of the CS Professional Suite Accounting Products. New or updated license information and any interim releases that add new features or that address issues are available **only** via CS Connect.TM

It is **very important** that you download and apply the application updates when they become available. We recommend that you log on to CS Connect after you first install CSA and periodically in the first few weeks after each release or at the beginning of each calendar quarter to download any application updates that may be available. Please note that if your CS Connect communications setup is marked for Direct (LAN) Connection to Internet and your internet connection is always available, the **CSA Home Page** will notify you automatically when application updates are available for download via CS Connect. Also note that you may receive special notifications of update releases by signing up for our Email Subscription service (as outlined in the last section of this user bulletin).

To open CS Connect from the CSA main window, choose **File > CS Connect**, or click the **CS Connect** button on the toolbar.

- To download application updates, mark the **Retrieve available updates** checkbox prior to initiating the call to CS Connect.
- To download updated license information for your firm, mark the **Retrieve licenses** checkbox prior to initiating the call to CS Connect.

There is extensive documentation for using CS Connect, including specific information about how to download and apply an update. From the CS Connect dialog, press **CTRL+F1** or **F1** to open the CS Connect help topics.

CBS UPDATES AVAILABLE VIA CBS CONNECT

CBS application updates are available **only** via CBS Connect. It is **very important** that you download and apply these updates when they become available. Instructions for downloading and applying updates via CBS Connect are included in the help topics for the CBS client modules. Please note that an active internet connection (through an internet service provider) is required to **download** updates via CBS Connect. However, an active internet connection is not required to **apply** updates that have already been downloaded from CBS Connect. (If you require assistance with establishing an internet connection, please consult with your internet service provider.)

Downloading and applying updates from CBS Connect

There is extensive documentation related to CBS Connect, including specific information about how to download and apply an update. To print these topics:

1. From within CBS, choose **Help > Client Bookkeeping Solution Help Topics**.
2. On the Contents tab, double-click the **CBS Connect** book.
3. Review each of the topics that are listed, or print all of them by highlighting the **CBS Connect** book and clicking the Print button at the bottom of the Help Topics dialog.

You may enable the “Download and Apply CBS Updates” function for any CBS client by selecting the option on the CheckWriter tab of the Setup > Security dialog in Accountant’s Assistant and then creating a new accountant’s transfer file to send to the client. Any CBS client with an existing internet connection and for whom you have enabled the “Download and Apply CBS Updates” option may use CBS Connect to download and then to apply the updates. By default, however, the security setting in Accountant’s Assistant allows clients to “Apply CBS Updates” only. (Please refer to the following section for additional information about actions to restore and apply updates.)


Downloading, restoring, and applying updates for a client for whom the “Apply CBS Updates” setting is enabled

You may enable the “Download and Apply CBS Updates” function for any CBS client by selecting the option on the CheckWriter tab of the Setup > Security dialog in Accountant’s Assistant and then creating a new accountant’s transfer file to send to the client. Any CBS client with an existing internet connection and for whom you have enabled the “Download and Apply CBS Updates” option may use CBS Connect to download and then to apply the updates. By default, however, the security setting in Accountant’s Assistant allows clients to “Apply CBS Updates” only. (Please refer to the following section for additional information about actions to restore and apply updates.)

1. In your office, you first need to open a company database in CBS — either your client’s company database or the CBS Sample Company.
2. Using CBS in your office, choose **File > Update CBS**. In the CBS Connect dialog, choose the **Download now** option, and then click the **Download** button to download all available CBS updates. (If you want to download the update at a later time, choose the Download later option, specify the time to start the download, and then click the Countdown button.)
3. From the File menu, choose **Backup > CBS Updates**. Depending on the delivery method you prefer, direct the backup either to some form of removable media or to a folder for subsequent email transmission to each CBS client.
4. Send the backup file containing the CBS updates to your client and then have your client restore and apply the update using the following steps.
 - a) From the File menu in CBS, choose **Restore > CBS Updates**.
 - b) Respond to the prompts to apply the update.

HELP & SUPPORT

Help & How-To Center

For answers to questions on using CSA, Write-Up CS, and Accountant’s Assistant, access the Help & How-To Center by choosing Help > Help & How-To, by clicking the  button on the toolbar, or by pressing CTRL+Y. You can also use the search field on the toolbar to search for topics. For more information, including sample searches, see [Finding answers in the Help & How-To Center](#).

Product support

From the [Support Contact Information page on our website](#), you can complete a form to send a question to our Support team. To speak directly with a Support Representative, call (800) 968-0600 and follow the prompts. Normal weekday support is available from 9:00 a.m. to 8:00 p.m. eastern time. For additional details (including extended support hours for tax season and hours for other applications), visit the [Support section of our website](#). You can also access the Support section from within CSA by choosing **Help > Additional Resources > General Support Information**.

Website resources and email subscriptions

Visit [our website](#) to access the Tax & Accounting Community (formerly ARNE), to learn about training courses, to view blogs and articles, and more. You can access the website from within CSA by choosing **Help > On the Web > CS Professional Suite Home Page**.

We issue application update notices via email. You can sign up to receive these notices by visiting the [My Account section of our website](#). You'll need to create a web account (if you don't already have one) and then sign up for the Email Subscription service where you can indicate which notices you want to receive.