
Importing Your Data

Overview

We will discuss the following in the next few sections:

- What data will be imported from the Accounting for DOS version 3 or later of your accounting program
- What data will be imported from the Accounting for Windows version 3, 4, or 5 of your accounting program

 **Important Note:** You do **Not** need to use the import option if you have Accounting for Windows Version 9 or later. If you have version 9 or later, you simply install the updated version on top of the prior version.

- The exact steps to follow to import the data from these previous versions.

 **Important Note:** You must compare the imported data with the older version of the accounting program before proceeding to enter new transactions in this system.

Importing Data from the DOS Version

Overview for Importing DOS Data

The following data will be imported from your previous Accounting for DOS versions. The program will import data from the following modules:

- **General Ledger and Checkbook**
- **Accounts Receivable**
- **Accounts Payable**
- **Inventory**
- **Payroll**
- **Property Management**

The subsequent sections will detail the following:

- What DOS data will be imported?
- Steps for Importing DOS data.
- Items to check after importing data.

What DOS Data Will Be Imported?

This section will give details about the data that will be imported from the DOS version.

General Ledger and Checkbook



Important Note: Before reading this section, you may want to read **Chart of Account Maintenance** section in the G/L Chapter. This will help you understand how the Windows version groups accounts in the G/L module.

Before the program begins to import the data, it asks if the General Ledger data should be imported. If you do not use the G/L module in the DOS version, answer with a **No**. If you decide to import the

General Ledger data, the program performs a series of validation and checks

The first part of the validation process involves the following:

The program validates the following settings defined by the user in the DOS version under the **Active Files** option of **Setup**:

- The name of the active Checkbook file
- The name of the active Ledger Transaction File
- The name of the active Chart of Accounts file
- The default Profit/Loss Account

If any one of the above tests fails, the program provides you with a dialog box that states the reason for the failure and the option (**Yes** to continue, **No** to abort) of continuing the import process without G/L. If you choose to continue, the G/L data will not be imported. However, if you choose to abort, the whole import process will be aborted. You can then later try the import process again, after you have properly defined the settings in the DOS version.

G/L data comprises the following:

- Chart of Accounts
- G/L Current Month Transactions
- GL Vendors
- Current Month Active Checkbook

Once the program passes smoothly through the first part of the validation process, it performs a second-level check. At the second-level, the program checks to see if the following files are present in the DOS data directory.

- Chart of Accounts File
- G/L Transactions File
- Checkbook File

If any one of the above files is missing, the program will report the missing file and provide the option of continuing the import process without G/L. Your choice will determine how the import should proceed.

Once the program passes smoothly through the second-level check, the program performs a final check. It verifies that the Profit Loss Account defined in the DOS setup, is present in the DOS Accounts Master File. If the Profit/Loss Account is not found, the program will provide the option of continuing the import process without G/L. Your choice will influence how the import should proceed.

When the program successfully passes through all the three levels of checks, it walks you through the following tasks:

Step 1: It gathers all the accounts and assigns a default account-group type based on the account numbers. Asset accounts are assigned the default account type **Current Asset** and Liability accounts are assigned the default account type **Current Liability**. Income accounts are assigned the default account type **Income Account** and Expense accounts are assigned the default account type **Operating Expenses**.

Step 2: After the above task has been completed, the program displays a form consisting of a table having four columns titled **Account ID**, **Account Name**, **Subcategory**, and **Main Category** respectively. In this form, you can categorize the accounts based on its financial status. By default, the program does this for you (by arriving at a best guess in the step above). To overwrite the defaults, you simply click on the drop-down list and assign the appropriate subcategory to the accounts.



Important Note: The grouping of your accounts in this step will determine how the accounts are grouped and how they are reported in the financial statements.

Step 3: All the posting programs in the Windows version make use of the default G/L posting accounts defined at the appropriate module level. To allow a seamless transition and avoid problems during the posting, the program needs to know the default posting accounts. Therefore, at this

stage, the program presents you with another form – this time for entering the default posting accounts. All the DOS accounts display in the left portion of the form. On the right will be a table with two columns titled “Account ID” and “Account Name”. You can enter the default accounts in one of two ways:

- You could enter the posting accounts one at a time.
- Using the mouse, you could drag the account from the list on the left and drop it on the table.

Step 4: This is the last step. In this step, the program prompts you for the checking account for the active checkbook. The active checkbook is the only one that is imported. The program will display the same form that displayed previously in **Step 3**.

However, the table this time will have three columns labeled **Checking Account**, **DOS Checkbook File**, and **Next Check #**, respectively. The list on the left will only display **CASH** accounts that you categorized previously in **Step 2**.

Chart of Accounts

The program imports the chart of accounts just as you grouped and categorized it. For any account that has a previous balance in the DOS version, a Balance Forward Entry will be made. Another important point to note is that if you have an Asset or Expense Account having a negative previous balance, is inserted in G/L as a positive credit entry. Similarly, any Liability, Capital or Revenue Account having a positive previous balance, is inserted in G/L as a positive debit entry.

G/L Transactions (Journal Entries)

The program imports all the G/L transactions for the current month from DOS. An Asset or Expense Account that has a negative amount is imported as a positive credit entry. Similarly, any Liability, Capital, or Revenue Account having a negative balance is imported

as a positive debit entry. Since all the financial reporting is based on the G/L transaction file, the total debits must match the total credits at all times. Therefore, after the G/L transactions from DOS have been imported, the conversion program checks to see if an out-of-balance situation exists. If an out-of-balance situation is found, the program inserts an adjusting entry to the Retained Earnings Account. The adjustment entry is made in the date that has the out-of-balance entries.



Important Note: All unposted journal entry batches from other modules (e.g. Payroll, A/P, etc) are not imported. You must post these batches first from the **Module Interface** option in G/L before importing the data into windows.

G/L Vendors

The vendors are imported and added to the regular A/P vendor file. Before the vendors are added, the program makes sure that a vendor with a similar ID is not present in the windows vendor file. If the program does find a vendor with the same ID, the imported vendor is given an unused/unassigned ID. The program locates for the vendor with the largest ID number. New Vendor IDs are assigned in increments of one.

G/L Checkbook

The import process involves the following:

- The Starting Balance of the checkbook is not imported. The program ignores the entry.
- All checks are imported as Computer Checks
- All Deposits are imported as Deposits.
- All Bank Adjustments are imported as Service Charges.
- The disbursed checks and/or deposits are imported as splits of the main transaction.
- If the check was reconciled in DOS, it will be marked as reconciled in Windows.
- If the check was posted in DOS, it will be marked as posted in Windows.

Accounts Receivable

Customer Names: In the DOS version, the program did not have unique fields for City, State, and ZIP in the customer files. These fields have been added to the Windows version. During the conversion process, the program will try to “best guess” and split up the City/State/Zip fields. If you have been entering addresses using the procedure shown below, you should not have any problems:

- Street Address Line 1
- Street Address Line 2 (optional)
- City State Zip

A/R Transactions: For each customer, the program will import the following:

- Invoices
- Orders
- A/R Open (unreconciled) Transactions

A/R Invoices

The program imports all the invoices from DOS to Windows. Since both the versions handle and process data differently, the conversion program imports the invoice data in the following manner:

- Wherever possible, it attempts a field-to-field level import. All line items for the invoices are imported. It is important to know however how the Custom Items and Text Items are handled in Windows. In the Windows version, you can have three types of items:
 - Inventory Items
 - Service Items
 - Messages

In Windows, text items are referred to as messages. There is no such item as a “Custom Item.” In addition, in Windows you can neither price nor quantify messages. In DOS, you could choose to not enter the Item ID for custom items. In Windows however, every item type must have an associated item ID. Given this scenario, the treatment of **Custom Items** and **Text Items** is handled based on the following:

- If a DOS line item has no Item ID, it assigns a default ID of period (“.”).
 - The program searches for the presence of the Item ID in the Windows Inventory Master File.
 - If the item is not found, it is added to the Inventory Master File. If the item being added is a text item, and it has been marked either as taxable or commissionable, the program treats it as a service item. This is because in Windows, message items cannot be taxable or commissionable.
 - If the item added is a **Custom Item**, it is converted into an **Inventory Item**.
- If there is an invoice with a negative balance, it is imported as an **Invoice Return**.
 - Unlike DOS, in Windows you can have tax codes. Since the Sales Tax Report is based on the tax code, the program inserts a tax code to the invoices that have a tax amount. A new **Tax Code** is created in the Windows version for each unique tax rate that appears on an Invoice.
 - The salesperson name and/or messages, if any, are stored in the **Notes** portion of the Invoice.
 - All cost centers are imported as **Media Codes**.
 - Unlike DOS, there is no provision in Windows to enter additional charges for **Labor**, **Miscellaneous**, and **Service**. All such charges on the invoice are imported as line items. The item ID assigned to these charges is based on the default description settings in DOS. Additionally all these items are added in the master file as **Service Codes**.
 - All imported invoices are marked as **Posted**.

A/R Orders

The program imports all the orders from DOS to Windows. The orders are converted in a manner similar to the invoices, with a few differences. The differences are:

- In Windows, you cannot have invoices and orders sharing the same number (e.g. invoice # 552 and order # 552 cannot co-exist). Therefore, if there is an invoice number that shares the same order number, the program assigns an unused number to the order. So in the above example, invoice # 552 will be left

intact and order # 552 will be changed to use the next available order number in the Windows version.

- **Discount** is imported as a line item with a negative value and inserted in the **Inventory Master File** as a **Message Item**. This is done because DOS allows you to override the discount amount. In Windows, the program calculates the discount amount based on the discount percent.
- The Customer **PO Date** is inserted in **Notes**.

A/R Open Transactions

The import for A/R transactions involves two steps. In the first step, the program extracts all Debit transactions and Credit transactions. As each transaction is imported, the program assigns an A/R transaction number. The program also keeps track of payments or credits applied to individual invoices. In the second step, the program handles unapplied credits. It scans through the credit transactions, applies the payments to the oldest invoices, and continues applying until the concerned payment has been fully applied. If however, there are no debit transactions to match against, the program leaves the payment as unapplied credits/adjustments.

Salespeople Names: All salespersons' names from A/R will be imported.

A/R Service IDs: All A/R Service IDs will be imported into the inventory module.

A/R Recurring Transactions

All recurring service code charges defined in customer maintenance will be imported as Recurring Invoices in the Order Entry module. One recurring invoice will be created per customer. All the service charges entered in Customer Maintenance in the DOS version will become line items of the recurring invoice.

Accounts Payable

Vendor Names: In the DOS version, the program did not have unique fields for City, State, and ZIP in the vendor files. These fields are available in the Windows Version. During the conversion process, the program will try to “best guess” and split up the City/State/Zip fields. If you have been entering addresses using the procedure shown below, you should not have any problems:

- Street Address Line 1
- Street Address Line 2 (optional)
- City State Zip

Vendor Balances For each vendor, the program will import **ONE A/P** (Accounts Payable) **Balance Forward** transaction. This will be equal to the client’s current balance. No A/P History transactions will be imported. Please double-check all your transactions by running an A/P Aging Report. If you have Automatic/Monthly Bills, they will be imported as A/P Recurring transactions using default account numbers. These are discussed in the following sections.

A/P Open Transactions

The import of A/P transactions is similar to A/R. In the first step, the program extracts all credit transactions. As each transaction is imported, the program assigns an A/P transaction number. In the second step, the program extracts all debit transactions. It scans through the debit transactions and applies the payments/adjustments to the oldest A/P transaction. The program continues applying them until the concerned payment or adjustment has been fully applied. If however, there are no credit transactions to match against, the program leaves the payment/adjustment as an unapplied debit.

A/P Recurring Transactions

In DOS, you can define a monthly payment for a vendor and then choose to generate monthly charges. Windows has a feature called **Recurring Charges**. All DOS monthly charges are imported in Windows as recurring A/P transactions. Every transaction has a Miscellaneous Expense account debited and an Accounts Payable account credited by the amount of the monthly charge. Therefore

when you are asked by the program to define the default G/L posting accounts, make sure that you define one for Accounts Payable and one for Miscellaneous Expenses. If you did not define the two above-mentioned accounts as defaults, you can still modify the recurring A/P transactions (if you have the A/P module installed) once the import has completed. If you have many vendors for whom monthly charges are generated, it is advisable to define the two accounts upfront. That way you ensure that the posting process continues smoothly, once the recurring charges have been converted into regular A/P transactions.

Inventory

All inventory part numbers are imported. Invoices created in Inventory or transaction adjustments are not imported.

Payroll

Payroll Employee Names: After converting, you should double-check your employee information.

Payroll Transactions: The payroll program imports **one** check for each employee into the payroll posted history. This check is the **total** of all the checks issued for the current year (YTD in DOS Paydata Report). It is **very important** that you verify the Payroll and Deduction Setup after importing to ensure that they imported correctly.

Property Management

The following information is imported from Property Management for DOS.

Buildings: The entire list of buildings is imported.

Units: The entire list of units is imported.

Tenants: The entire list of tenants is imported.

Custom Fields: All custom fields (Frills) for units are imported.

Late Fees: All late-fee information is imported.

Tenant Transactions: All tenant transactions are imported.

Automatic Charges: All automatic charges for tenants (recurring or monthly rent charges) are imported.

Steps for Importing DOS Data

 **Important Note for users with multiple companies:** You will be required to repeat **Steps 3** through **10** below for every company.

Step 1: When you start the program for the very first time, the program will walk you through the process of creating a new company. You must create a minimum of one company before you can start the import process. Go ahead and create a company with the name as **The Test Company**. **If you have already started the program and created a company, you can skip this step.**

Step 2: After you create **The Test Company**, you may then import the Data from for Accounting for DOS. This is a read only process. The time to import the DOS data takes from a few minutes to an hour depending on the amount of data.

 **Important Note:** The import process will not affect the program and data for Accounting for DOS.

Step 3: Go to the **File/Data Utilities** menu and select the **Import** option.

Step 4: Select the import option **Accounting for DOS Version 3.0 or Higher**.

Step 5: You will see a dialog box. Click on **OK** to continue.

Step 6: Type in the data path for the location of the DOS data. This may be different from the directory in which the DOS accounting program was installed.



TIP! If you are not sure what to type in for the data path, do the following. Go back to your DOS program. From the **Main menu** of the DOS program press the **function key F2** (in **Property Management** press **Alt+F2**). This will bring up your company list. On the right side of each company, the **Data Path** will be listed. Write this down. Now go back to the import screen and type in the data path.

Step 7: Click on the **Create a New Company** button to proceed.

Step 8: The **New Company** window will appear. Type in your company name and click on **Enter**. You will also be given a list of 170 business types. Select the **Type of Business** that most closely resembles your business activities. If you are not sure, select **General Business** as the **Type of Business**.

Step 9: After you click on the **OK** button, the program will create the data files for you. If you had checked the option to **Include the Sample Chart of Accounts** then the program would create the chart of accounts based on the **Type of Business** you had selected. If you had selected to import G/L data, then the chart of accounts will be imported from the DOS version.

Step 10: After the data files for company are imported, the **Smart Setup Checklist** will display. This checklist will assist you in checking your company starting balances.

Items to Check after Importing Data

To ensure that the data imported correctly from the DOS Accounting program, here is a list of items to check. Make sure the balances and other items on the new Windows version matches the details from the DOS version. You can skip modules that do not apply to you.

Inventory Module

- To print the Inventory Listing report, select the **Inventory Listing Report** from the **Inventory** menu.
- To make changes (Add, Edit, or Delete) to the inventory items, select the **Inventory Maintenance** option from the **Inventory Setup** menu.
- To print the Service Listing report, select the **Service Listing Report** from the **Inventory Reports** menu.
- To make changes (Add, Edit or Delete) to the Service IDs, select the **Service Maintenance** option from the **Inventory** menu.

Accounts Receivable Module

- To print the Customer Listing report, select the **Reports** option from the **A/R** menu. Next, select the **Customer Listing** report.
- To print the A/R Aging report, select the **Reports** option from the **A/R** menu. Next, select the **A/R Aging** report.



The current balance figure printed on the **Customer Listing Report** should tally with the Customer Totals column printed in the **A/R Aging Report**.

Accounts Payable Module

- To print the Vendor Listing report, select the **Reports** option from the **A/P** menu. Next, select the **Vendor Listing** report.
- To print the A/P Aging report, select the **Reports** option from the **A/P** menu. Next, select the **A/P Aging** report.



TIP! The current balance figure printed on the **Vendor Listing Report** should tally with the Vendor totals column printed in the **A/P Aging Report**.

Payroll Module

- Make sure that the following items are set up correctly for the payroll system:
 - Department
 - Deduction Setup
 - Accrual Tracking Setup for Vacation/Personal/Sick Leave
 - Earnings Setup
 - SUI/SDI Rates
 - CA-ETT Rates (California Employer Training Tax Rates)
 - Bank Maintenance for Checkbook

- Select the **Employee Maintenance** option and make sure that each employee has been imported correctly.
- From the **Report** menu in the **Payroll**, select the **Paydata Report** and make sure that the Year-To-Date totals are correct. The other columns will not match the DOS version as only the Year-To-Date totals are imported.

Property Management Module

- Print the following reports from the **P/M Reports** menu:
 - Building Listing
 - Unit Listing
 - Tenant Listing
 - Vacancy Listing
 - Balances Due
 - Credit Balances
 - Tenant Activity Report
 - Tenant Aging Report
 - Move In Report
 - Move Out Report
 - Rent Roll Report 1

- Rent Roll Report 2
- Print the same exact reports listed above from Property Management for DOS.
- Compare the reports between the two (DOS and the Windows versions) programs. Make sure that the numbers are accurate.

General Ledger Module

- Print the following reports in the Windows and the DOS versions:
 - Balance Sheet
 - Income Statement
- Compare the respective reports in both the DOS and the Windows version. Mark the differences in the account balances between the two programs and make an adjusting journal entry.

Importing Data from the Windows Version

Overview for Importing Windows Data

 **Important Note:** This section only applies to you if you are upgrading from Accounting for Windows Version 3, 4, or 5 only. You do not need to import data if you have a higher version of the program. You can find out the version number by going into the accounting or payroll program and selecting the **ABOUT** option from the **HELP** menu.

The following data will be imported from your previous Accounting for Windows versions.

All your data for the following modules will be imported:

- Accounts Receivable
- Order Entry
- Accounts Payable

- Bank Manager (Checkbook)
- Inventory
- Purchase Orders
- Payroll

The subsequent sections will detail the following:

- What Windows data will be imported
- Steps for Importing Windows data
- Items To check after importing data

What Windows Data Will Be Imported?

This section will list the data that will be imported from the Windows version. It will tell you about the module that will be imported. In addition, we will discuss the data within each module.

The new General Ledger system has substantial improvements over the previous version. You can keep an unlimited number of periods. Opening and closing of periods is not required any more (however, you can close periods if required).

Import from Version 4 or 5 of Accounting for Windows

The following items **will be imported** from version 4 or 5 of Accounting for Windows:

- Company Data and the default settings
- Account Balances and Budget Information
- Customer information
- Vendor information
- Product/Inventory information
- Service information
- Message information
- Job Codes
- Salesperson information
- Sales Tax rates
- Components used in building manufactured products/items

- Inventory Price Levels
- Inventory Adjustments
- Purchase Orders
- Received Purchase Orders
- Sales Orders
- Invoices
- Recurring Invoices
- A/R History that records Invoices, A/R Transactions, and A/R Payments
- A/R Transactions
- A/R Recurring Transactions
- A/P Transactions
- A/P Recurring Transactions
- A/P History that records Purchase Orders, A/P Transactions, and A/P Payments
- A/P Checks
- General Ledger Transactions (only current)
- Unposted “Payroll posting buffer” data, if Payroll interfaces with Accounting.



Important Note: Any Items Not Listed Above Will Not Be Imported!

In the older version, in Accounts Payable, the program allowed you to apply payments against invoices. In this program however, the payment is not applied against the invoices, but against the A/P Transactions. To seamlessly integrate the imported A/P transactions into the new system during conversion, the program automatically allocates transaction numbers. The allocation of transaction numbers functions as follows:

- From the A/P history, the program determines the largest transaction number.
- The program then allocates the transaction numbers to the transactions that do not have a transaction number. This is typically for transactions that have been posted from the Purchase Orders. The transaction numbers are allocated in increments of one.
- All payments (partial or full) are matched with the invoices and linked according to the transaction numbers.

- The new system allows you to apply payments in a simple and easy, free-flowing manner. To facilitate this simplicity, the concept of mass payments and multiple payments were eliminated. The program imports a mass payment as an excess payment and applies the amount to the oldest open invoice and proceeds until the entire payment has been applied to all the open invoices (payment has been zeroed out) or if there are no more open invoices to apply payment to. This has been done because in the older version the program did not keep track of the individual invoices that were paid through mass payments
- In A/R Payments, the program imports a mass payment as an excess payment and applies the amount to the oldest open invoice and proceeds until the entire payment has been applied to all the open invoices (payment has been zeroed out) or if there are no more open invoices to apply payment to. This has been done because in the older version the program did not keep track of the individual invoices that were paid through mass payments.
- The G/L History data is not imported as individual transactions. Instead, a single balance forward record is created for every account. However, current G/L transactions are imported.

Import from Version 3 of Accounting for Windows

The following items **will be imported** from version 3 of Accounting for Windows:

- Company Data and the default settings
- Account Balances and Budget information
- Customer information
- Vendor information
- Product/Inventory information
- Service information
- Message information
- Sales Tax rates
- A/R History that records Invoices and A/R Payments
- Checkbook transactions
- General Ledger transactions
- Unposted “Payroll posting buffer” data, if Payroll interfaces with Accounting



Important Note: Any Items Not Listed Above Will Not Be Imported! In addition, the G/L History data is not imported as individual transactions. Instead, a single balance forward record is created for every account. However, Current G/L transactions are imported.

Import from Version 3, 4, or 5 of Payroll for Windows

The following items **will be imported** from version 3, 4, or 5 of Payroll for Windows:

- Company information such as:
 - Company Name and Address
 - Federal ID and State ID
 - Default Forms for W2, 1099 and Checks
- Employee Data: The data imported will include:
 - Employee Details
 - Personnel Details
 - Employee Deduction
 - YTD figures are imported as a single record for every employee in the Employee History file.
- Department Details including posting accounts
- Checks that have been generated and not posted
- Allotment details will be imported as a deduction #6.
- Employees marked as 1099 will not be imported into the payroll program. They will be imported to the A/P module instead, as Vendors. This is done because A/P now issues the 1099 forms. Each Vendor imported from Payroll will have two transactions. The amount of each transaction will be the same as that of the YTD gross amount in the old Payroll version. One transaction will be a debit and the other transaction will be a credit. This will result in a vendor with a zero balance due. You can now issue this vendor 1099 forms or new checks from within the A/P module in the new version.



Important Note: Any Items Not Listed Above Will Not Be Imported!

Please make sure that all of the following payroll items listed below are set up correctly after you have completed importing the data. **The import program will not set these up for you.** The setup items are:

- Payroll Department Maintenance
- Payroll Setup
 - Deductions
 - Earnings
 - Accruals
 - W2 Form Setup
- Edit SUI / SDI / CA-ETT Rates
- Bank Maintenance
- Employee Maintenance

Steps for Importing Windows Data

Step 1: When you start the program for the very first time, the program will walk you through the process of creating a new company. You must create a minimum of one company before you can start the import process. Create a company with the name as **The Test Company**. **If you have already started the program and created a company, you can skip this step.**

Step 2: After you create **The Test Company**, you may then import the Data from Accounting for Windows that you have been using. This is a read-only process.



Important Note: The import process will not affect the program or the data for the previous version of Accounting for Windows.

Step 3: Go to the **File/Data Utilities** menu and select the **Import** option.

Step 4: Select the import option **Accounting for Windows Version 3, 4, or 5**.

Step 5: You will be presented with a dialog box. Click on **OK** to continue.

Step 6: You will be asked to type in the location of the Accounting for Windows program.



TIP! The previous version of Accounting for Windows is usually installed in the C:\ACCOUNT directory. If the import program finds the older version of the program in this directory, then the program will automatically display C:\ACCOUNT as the directory name.

If your program directory name is different than the one listed on the screen, then type it in.

If the import directory name is left blank, you can use the following steps to find out the program directory name:

- Click on the **START** button in Windows, select **FIND**, and then select **FILES and FOLDERS**. Type in the following information and click on **FIND NOW** to continue.



- **Windows** will search your drive and look for the directory location of the accounting program. Once the search is complete, the program will display the name of

the directory in which the program is installed. You can then manually type the correct directory name for the import program.

- Step 7:** Type in the program directory on the import screen and click on **OK** to continue.
- Step 8:** The program will list all your companies from the previous version of Accounting for Windows. In the last column of the list, you can check the companies you wish to import into the new program.
- Step 9:** Click on **OK** to continue. The program will automatically import the data files for you.
- Step 10:** After the data files for company are imported, you will be presented with a **Smart Setup Checklist**. This checklist will assist you in checking your company starting balances.

Items to Check after Importing Data

To ensure that the data correctly imported for the previous Windows Accounting program, this is a list of items to check. Make sure the balances and other items on these reports match the details from the previous version. You can skip certain modules that do not apply to you.

Inventory Module

- To print the Inventory Listing report, select the **Inventory Listing** report from the **Reports** menu in **Inventory**.
- To make changes (Add, Edit or Delete) to the inventory items, select the **Inventory Maintenance** option from the **Inventory Setup** menu.
- To print the Service Listing report, select the **Service Listing** report from the **Inventory Reports** menu.
- To make changes (Add, Edit or Delete) to the Service IDs, select the **Service Maintenance** option from the **Inventory Maintenance** menu.

Accounts Receivable Module

- To print the Customer Listing report, select the **Reports** option from the **A/R** menu. Next, select the **Customer Listing** report.
- To print the A/R Aging Report, select the **Reports** option from the **A/R** menu. Next, select the **A/R Aging Report**.



TIP! The current balance figures printed on the **Customer Listing** report should tally with the customer Totals column printed in the **A/R Aging Report**.

Accounts Payable Module

- To print the Vendor Listing report, select the **Reports** option from the **A/P** menu. Next, select the **Vendor Listing** report.
- To print the A/P Aging Report, select the **Reports** option from the **A/P** menu. Next, select the **A/P Aging Report**.



TIP! The current balance figures printed on the **Vendor Listing** report should tally with the Vendor Totals column printed in the **A/P Aging Report**.

Payroll Module

- Make sure that the following items are set up correctly for the payroll system:
 - Department
 - Deduction Setup
 - Accrual Tracking Setup for Vacation/Personal/Sick leave
 - Earnings Setup
 - SUI/SDI Rates
 - CA-ETT Rates (California Employer Training Tax Rates) and Workers Comp Codes.
 - Bank Maintenance for Checkbook
- Select the **Employee Maintenance** option and make sure that each employee has been imported correctly.

- From the **Report** menu in the **Payroll**, select the **Paydata Report** and make sure that the Year-To-Date totals are correct. The other columns will not match the prior version as only the Year-To-Date totals are imported.

General Ledger Module

- Print the following reports in the Windows and the DOS versions:
 - **Balance Sheet**
 - **Income Statement**
- Compare the respective reports in both the DOS and the Windows version. Mark the differences in the account balances between the two programs and make an adjusting journal entry.