CertiflexDimension

Conversion Guide

a product of The Versatile Group, Inc.

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Introduction

Thank you for purchasing Certiflex Dimension 9.x!

This *Conversion Guide* is designed to help you convert your Certiflex Dimension 8.0 data to Certiflex Dimension 9.x.

Please read this guide thoroughly before attempting to perform the conversion. It is extremely important that you follow the instructions as directed. Depending on the amount of data stored in Certiflex Dimension 8, some conversions may take substantial time. Following a few simple guidelines can save you hours.

Things to Think About Before Converting

Before you convert from Dimension 8.0 to 9.x, there are things to keep in mind when making the transition.

- After installing Certiflex Dimension v9 and before you begin converting your version 8 data, we strongly recommend accessing v9 and spending time exercising and manipulating the sample company data. It will be useful to get the feel of the new features before converting your 'live' data and processing in the new version.
- Keep in mind that users, user preferences, user toolbars and security settings do not convert. You may wish to make notes regarding these settings in order to facilitate setting them up again after your data has been converted. For example, there is an option in User Preferences to set the <ENTER> key to work as the <TAB> key to move from field to field. This is designed to help those actually using the system become less reliant on the mouse to speed up navigating through the system and moving from field to field.
- If you have had custom programming on your Certiflex Dimension 8.0 programs, the conversion process may not operate properly. In addition, the features that your prior custom programming added might not be included in the standard Certiflex Dimension 9.x software. To insure proper conversion and compatibility with custom applications, please call 1-800-237-8435 prior to converting.

Each Certiflex Dimension package has specific criteria you should consider before converting. Listed below you will find a brief conversion overview of each package:

System Manager – Universal Files

System Manager Files Converted

i. Default Controls
ii. Default Jobs
iii. Consolidated Entity Listing
iv. Financial Type Formats
v. Report Selection Options (Except Inventory/Order Entry)
vi. Company Master Data/Bank Records

System Manager Files **NOT** Converted

i. Users
ii. Advanced Security Settings
iii. Rave Forms (Invoices/Statements may be done Manually)

iv. External files such as Links, Cover Letters, etc.

<u>System Manager Special Notes</u>

External files are generally compatible between versions, and you may wish to manually copy files such as Cover Letters from v8 to v9. (i.e. Copy ..\DMN\System\Connect\CL*.Rtf to ..\Cfx9\XConnect\CL*.Rtf).

Client Write-up

<u>Client Write-up Files Converted (GL, ATF Vendor and Employees)</u>

i. Yearly Ledger Accounts and Detail
ii. Financial Formats
iii. Ledger Account Notes
iv. Vendors
v. Vendor Check History
vi. Payroll Employees
vii. Payroll Check History
viii. Payroll Departments
ix. Payroll Tax Tables and Codes
x. Client Checklists and Notes

<u>Client Write-up Files **NOT** Converted</u>

i. Archived and Unposted Batches
ii. Summary Employee Totals – See Special Notes below

<u>Client Write-up Special Notes</u>

While the actual computer processing time required to translate the average client is less than 10 minutes, the system is doing formidable work. The Ledger and ATF Vendors will convert in their entirety. **If converting ATF Payroll, please be sure to check employee wages and withholding after conversion for accuracy (Section v. below).**

i. Since Unposted Batches are not converted, please be sure each client's batch has been updated prior to conversion.
ii. Since v9 ATF Vendors recalculate YTD totals from the converted vendor check history, the total YTD payments may differ from v8 if you have previously compressed your v8 vendor history file. Vendor totals in v9 can be adjusted using the "Manual Vendor Check" option.
iii. Vendor transactions are no longer tracked in separate calendar year files. Vendors previously deleted in prior calendar years, including the year 2000, will appear in the v9 Vendor list as inactive. To review or maintain inactive vendor records, you must select a vendor index that includes inactive records. The default setting is Active Only.

iv. Employee transactions are no longer tracked in separate calendar year files. Employees previously deleted in prior calendar years, including the year 2000, will appear in the v9 Employee list as inactive. To review or maintain inactive employee records, you must select an employee index that includes inactive records. The default setting is Active Only.

v. All v9 Payroll files are dramatically different from v8 files. ATF Payroll in v8 uses a summary tracking system to store monthly, quarterly and yearly totals. If you ever attempted to review prior period totals or reverse payroll transactions in a prior period you recognize just how inaccurate summary totals can be. ATF Payroll in v9 uses a much more efficient and accurate tracking system based exclusively on payroll check detail. While eliminating the problems associated with summary tracking, translating v8 employee wage and withholding totals to v9 can be difficult. Since the accuracy of reported payroll amounts is critical, **please be sure to review all payroll data carefully after conversion.**

1. Tax Tables – During conversion of a client file that includes ATF Payroll, a window will appear in the conversion wizard prompting you for more information regarding active state/local tax tables. Please select the appropriate state/local taxing entity for each active tax table in v8 from the pull-down list to the right of each table. v9 will automatically and efficiently format and update all state and most local tax tables if they are identified correctly. Please note that Form W2 preferences for tax tables are not converted from v8. If the default Form W2 preferences do not meet your specific needs, they can be changed after conversion by using the "Edit Tax Table" option located in "Maintain Payroll Tax Tables and Codes".
2. Tax Codes (Pension Plans, Cafeteria Plans, etc.) - During conversion of a client file that includes ATF Payroll, a window will appear in the conversion wizard prompting you for more information regarding special tax plans. To properly calculate deductions, v8 required two tax codes for most special tax plans. v9 includes a new "Wage Reduction Code" to handle even the most complex tax plan quickly and efficiently. <u>Failure to correctly convey all special tax plan codes used in v8 to the conversion program may result in incorrect wages in v9. Wage calculation errors due to the above will require you convert the client again, or manually record adjusting payroll checks in v9.</u>

Pension Plans

If your client has a pension plan such as a 401(k), v8 used a positive Code (V) and a matching negative earnings code to correctly calculate wages.

Example: An employee gross pay of $800 with a $24 employee pension contribution could be:

Gross Pay	$800
Tax Code V	24
Earnings Code K	-24

The conversion program must know the code letter (A through S) used to offset the Code V for pension plan contributions. If you are unsure of the offsetting code, review a v8 employee who contributes to the pension plan and look for the earnings code with a negative YTD balance identical to Code V. Enter this offsetting code in the prompt labeled 'Pension Plan v8 Code A-S'.

Cafeteria Plans

If your client has a cafeteria plan such as Section 125 with tax exempt employee contributions, you most probably used a negative earnings code in v8 to reduce taxable wages.

Example: An employee gross pay of $800 with a $40 employee tax exempt cafeteria contribution could be:

```
Gross Pay                $800
Earnings Code S           -40
```

The conversion must know the code letter (A through S) used for employee tax exempt cafeteria plan contributions. If you are unsure of the code, review a v8 employee who contributes to the cafeteria plan and look for an earnings code that has a negative YTD balance matching the YTD contribution to the cafeteria plan. Enter the code (A-S) in the prompt labeled 'Cafeteria Plan v8 Code A-S'.

Other Tax Plans

If your client has more than one cafeteria or pension plan, enter the additional code (A through S) for the second plan in the prompt labeled 'Other Tax Plan v8 Code A-S'.

Codes (A through S) identified above will be translated as 'Wage Reduction Codes'. Since these codes automatically reduce wages for selected taxing entities, the actual code amounts are reversed (negatives to positives) during the conversion process. After conversion can adjust any 'Wage Reduction Code' list for taxing entities by editing the 'Tax Tables Affected by Code' list located in "Maintain Payroll Tax Tables and Codes".

3. Payroll Codes – Form W2 code preference for Earnings, Wage Reductions, Other Compensation, Deductions and Reimbursements are not converted from v8. You can manually adjust any payroll code Form W2 preference in v9 by editing the desired code and changing the 'W-2 Code' setting. This option is located in "Maintain Payroll Tax Tables and Codes".
4. **YOU MUST VERIFY EMPLOYEE'S WAGES AND WITHHOLDINGS AFTER CONVERTING.** It is extremely important that you compare v8 payroll data with converted v9 data. If v8 payroll check detail matches period summary totals, v9 payroll report should track v8 reports.

The Bad News

If you have made adjustments to employee's wages or withholdings in v8 by entering amounts directly to employees through "Maintain Employees", these "plugged" amounts are not reflected in the payroll check history and therefore will not be reflected in converted payroll data.

The Good News

While the conversion program cannot compare a summary of v8 wages to detailed check wages in v9, the conversion program does verify that current year FIT and FICA withholding for each employee matches the YTD check detail totals in v9. If these amounts do not match, a list of employees is displayed at the end of the conversion. Not having invalid withholding list does not mean you should skip the wage comparison of v8 to v9 payroll reports.

How to compare v8 Payroll to v9 Payroll after conversion

The easiest way to compare payroll data is to print the following reports:

In v8 Client Write-up, print a '**Tax Report Worksheet**' with the following options:

1. Do **NOT** select to Recalculate Pay
2. Set the Unemployment Wage Base to 'FICA Wages'
3. Set Local Information set to 'No Local'
4. Set State Information to 'No State'
5. Set Reporting Period to 'M/Q/YTD'

In v9 Client Write-up, after converting a client select to print a '**Detailed Tax Report**'. This report most closely matches the 'Tax Report Worksheet' in v8. Print this report using a processing date of the last recorded payroll. Unlike v8, which always shows the same MTD/QTD/YTD numbers regardless of the processing month within the year, v9 uses the processing date to determine the period for which to report (i.e. A system date in February shows appropriate figures as of February, a date in December will show figures as of December, etc.). When you print this report, make the following selections:

1. Local Information set to 'No Local'
2. State Information set to 'No State'
3. Reporting period to be 'M/Q/YTD'

Compare **Tax Report Worksheet Report** totals from v8 to the **Detailed Tax Report** totals from v9. Both reports include totals by period. All Federal withholding amounts should match. All Wages, except v8 tip amounts, should match.

Tips: v8 tracks FICA and Medicare wages before tips and presents all tips per period in the report totals. v9 includes tips in all wages.

After verifying the federal totals, if you are tracking state/local withholding or state unemployment wages, you should reprint the above reports with your state and local table information selected. You will be comparing the state and local withholding totals and unemployment wage totals.

<u>What do you do if withholding totals do not match?</u> Review the individual employee totals and **make a detailed list of all employee withholding differences**. Differences between v8 and v9 withholdings should be the result of amount manually entered or 'plugged' in v8. For example, if you had entered an employee check incorrectly, you could have made an adjusting entry to GL and 'plugged' the correction in the appropriate MTD, QTD or YTD wages and withholdings for the employee. In this case, the v9 converted data will **NOT** reflect the corrected amounts.

<u>What do you do if wage totals do not match?</u> Review the individual employee totals from the reports and **make a detailed list of each employee's total wage difference**. Wage differences could be the result of 'plugged' amounts in v8. (See the above example.) Wage differences could also be the result of not identifying a tax plan code correctly during the conversion. If you failed to correctly identify a tax code (i.e. Pension plan, etc.), it is possible that every employee's contribution is now excluded from FICA/Medicare wages. If you failed to identify a client's tax codes, we strongly suggest deleting the client from v9 and converting again.

Special Cases. After conversion, It is possible that some state unemployment wages do not appear the same even when all tax plans were correctly identified. For example, the State of Texas does not exempt Section 125 employee contributions from state unemployment wages even if the contributions are exempt from FUTA wages. Since the conversion program follows the most common regulations, the program assumes all SUTA wages are exempt from Section 125 contributions. You may easily change any Wage Reduction Code after converting by accessing 'Maintain Payroll Tax Tables and Codes' and editing the Wage Reduction Code. In the above example, if Texas is your first state table, double click on the Wage Reduction Code labeled 'Cafeteria Plan – Section 125' and uncheck 'Employer State Wages (SUTA-1) under 'Tax Tables Affected by Code' and click 'Save'. If you reprint the v9 Detailed Tax Report and select to include Texas State information, Texas unemployment wages will no longer be exempt from Section 125 contributions.

<u>How do I correct differences between v8 and v9 wages and withholdings on an employee since I can no longer go to an employee record and 'plug' figures?</u> Use "Manual Payroll Checks' to add, delete, or edit any employee check detail without affecting General Ledger.

<u>Do I need to compare prior year payroll amounts?</u> It depends! The conversion program converts active employee history back to 1980 and in-active employees back to 2000. You can compare prior year data by setting your processing date to December 31 of the prior calendar year in v8 and v9 and printing the above reports.

Alternatively, since the conversion program does not change any v8 data, as long as v8 programs and data are accessible from your workstation, you can always print prior year payroll reports. If you have saved v8 reports to digital files, they can be accessed and printed from the v9 Dimension Report Viewer by clicking 'File', 'Open..' and then selecting 'External DRP File'.

5. v8 Employees had a Pay Data Control option allowing you to set up to 9 default amounts for taxes and codes. These default amounts will not be converted. Any Payroll Code in v9 can have a default amount used in Manual Payroll Checks and Record Batch Payroll checks - Summary format. Also note, all v9 payroll transactions support repeating employee checks.

General Ledger

General Ledger Files Converted

xi. Yearly Ledger Accounts and Detail
xii. Financial Formats
xiii. Ledger Account Notes

General Ledger Files **NOT** Converted

vi. None

General Ledger Special Notes

You do not need to convert consolidated entities because they are compiled when you choose the General Ledger option to consolidate.

Accounts Payable

Accounts Payable Files Converted

i. Yearly Vendor/Open Item Listing
ii. Vendor Historical Aging
iii. Detailed Vendor History
iv. Recurring Entries
v. Vendor Notes

Accounts Payable Files **NOT** Converted

i. None

Accounts Payable Special Notes

i. This conversion process is quite detailed. Each vendor account, open item(s) and history detail will be sequentially translated. You may optionally wish to convert less years (the default is 5) if you do not access detailed vendor lists or open items from prior years. Regardless of the number of years being converted, the system will always convert all accessible detailed vendor history. To convert less vendor detailed history, you must compress the v8 Accounts Payable History File (AP4) prior to converting.

ii. **JOB COST USERS** – Each vendor can now contain a default Job Cost Code. Only vendors to which you manually add a default Job Cost Code after converting will ask job cost information during vouchering. Please contact our Technical Support department for assistance after converting if you wish to universally set a default code for all vendors.

iii. To take advantage of multiple Accounts Payable accounts and direct Bank Reconciliation updating, please review the Accounts Payable Master Data options after converting.

Accounts Receivable

<u>Accounts Receivable Files Converted</u>

i. Yearly Customer/Open Item Listing
ii. Yearly Posted Transactions
iii. Sales Codes, Salespersons, Tax Rate and Entities
iv. Detailed Customer History
v. Cycle Billing
vi. Archived Invoices
vii. Customer Notes

<u>Accounts Receivable Files **NOT** Converted</u>

i. None

<u>Accounts Receivable Special Notes</u>

i. This conversion process is quite detailed. Each customer account, open items, posted transactions, archived invoices and history detail will be sequentially translated. You may optionally wish to convert less years (the default is 5) if you do not access detailed customer lists or open items from prior years. Regardless of the number of years being converted, the system will always convert all accessible detailed customer history and archived invoices. To convert less customer detailed history, you must compress the v8 Accounts Receivable History File (AR8) prior to converting. To convert less archived invoices, you would need to compress the v8 Archived Invoices (ARV) prior to converting.

ii. Make sure you print your Accounts Receivable Unposted Report BEFORE converting. The posted detailed data has changed dramatically. You will find that converted Posted Reports will be much longer than those processed in v9.

iii. Custom Invoice forms and Statements do not convert using the conversion program. However, you are able to convert these forms using the RAVE Report Writer. Review the RAVE.DOC file in your \CFX9\CDMN\DOC directory for more information.

iv. v9 Accounts Receivable has a new deposit system. Accessing the Accounts Receivable Company Master Data settings can activate the deposit system.

Payroll

Payroll Files Converted

i. Yearly Employees and Wage/Withholdings
ii. Department, Codes and Tax Tables
iii. Detailed Employee Check History
iv. Employee Notes

Payroll Files **NOT** Converted

i. Forms 941/940 Company Overhead Information
ii. Void Check Journal Detail
iii. Current Period Pay Data

Payroll Special Notes

Since the current period pay data is not converted, it is important to convert the Payroll package prior to entering new pay data for the next pay period.

Job Cost

Job Cost Files Converted

i. Default Job and Default Codes
ii. Job List (Per Company)
iii. Yearly Job Code and Detail
iv. Job Notes

Job Cost Files **NOT** Converted

i. Archived and Deleted Jobs

Job Cost Special Notes

i. Since v9 tracks additional journal entry detail, it is preferred (not mandatory) that you convert this package at the start of a new accounting period.
ii. If you have archived and deleted a job in v8 that you wish to re-open in v9, please contact our Technical Support department for assistance.

Inventory

Inventory Files Converted

i. Inventory Items/Location Detail
ii. Item Detailed History
iii. Bill of Materials Assemblies

iv. Item Notes

Inventory Files **NOT** Converted

i. Individual Serial Numbered Items

Inventory Special Notes

i. This conversion process is extremely detailed. Each inventory item and item history will be sequentially translated. To convert less item history, you must compress the v8 Inventory History File (IN2) prior to converting.

ii. Make sure you print the v8 Inventory Sales Report BEFORE converting. v9 Inventory Sales reports are calculated from the Detailed Item History which will not reflect customer discounts on v8 converted data.

iii. **IMPORTANT Stock Number Sections** - If in v8 Inventory you used a multiple section stock number (i.e. Category, Sub-Category and Item Number), you must instruct the conversion program as to how you wish to translate the Inventory Item sections. v8 allowed item numbers to be comprised of three separate sections since all v8 inventory data entry and reports relied primarily on the order of this item number. v9 Inventory has a separate numeric item category (1-999) that is not restricted by the inventory item number. Almost all v9 Inventory reports are printed by default in Category order. v9 Inventory Item numbers are 30 character single-access fields. Below is an example of an Item List in v8 with sections of 6, 6 and 12 characters.

```
Cat.  |SubCat|Item Number         Description
      -20    -Labor               Labor Unit 20
013   -      -123456AA            Widget Style 13AA
013   -20    -401234AB            Widget Style 13AB
013   -201   -502212CB            Widget Style 13CB
099   -100   -980221BN            Widget Style 99DN
```

If at conversion time, you select the Stock Number sections to be “None – Remove Spaces Between Sections” your converted v9 Inventory Item List would be similar to:

Cat.	Item Number	Description
10	-20-Labor	Labor Unit 20
20	013--123456AA	Widget Style 13AA
20	013-20-401234AB	Widget Style 13AB
20	013-201-502212CB	Widget Style 13CB
40	099-100-980221BN	Widget Style 99DN

Notice that category numbers are not required during data entry. To access “Widget Style 13AB” you would type in “013-20-401234AB”.

If at conversion time, you select the Stock Number Sections to be "Space – Leave Spaces Between Sections" your converted v9 Inventory Item List would be similar to:

Cat.	Item Number			Description
10		-20	-Labor	Labor Unit 20
20	013	-	-123456AA	Widget Style 13AA
20	013	-20	-401234AB	Widget Style 13AB
20	013	-201	-502212CB	Widget Style 13CB
40	099	-100	-980221BN	Widget Style 99DN

Notice that category numbers are not required during data entry. To access "Widget Style 13AB" you would type in "013 -20 -401234AB". To assist in data entry for converted files you can also key "013+20+401234AB" to access the same item.

If at conversion time, you select the Stock Number Sections to be "Zeros – Replace Spaces With '0's" your converted v9 Inventory Item List would be similar to:

Cat.	Item Number	Description
10	000000-200000-Labor	Labor Unit 20
20	013000-000000-123456AA	Widget Style 13AA
20	013000-200000-401234AB	Widget Style 13AB
20	013000-201000-502212CB	Widget Style 13CB
40	099000-100000-980221BN	Widget Style 99DN

Note that category numbers are not required during data entry. To access "Widget Style 13AB" you would type in "013000-200000-401234AB". To assist in data entry on converted files you may also type in "013+20+401234AB" to access the same item.

Additional notes on inventory item numbers:

Like v8, the v9 Inventory System requires that no two items have the same item number. If a duplicate number is possible, and to avoid losing items during the translation, the conversion process may not attempt to convert some item numbers from the v8 format.

You can, after converting, renumber some Inventory items to remove unwanted dashes and any other characters no longer necessary. Unlike the v8 renumber item process, which could take minutes or even hours to renumber a single item, the v9 renumber process is virtually instantaneous. If you have several thousand items to renumber, you may wish to contact our Custom Programming department for a quote at 800-237-8435.

iv. **Other Inventory Conversion Options** – There are a few additional prompts you will be asked regarding Inventory conversion:

a) Invoice/Order Descriptions. Select how you want the system to create the Invoice/Order Descriptions for each item. Invoice/Order Descriptions in v9 are now multi-line 254-character fields. This selection will affect how inventory items are presented on orders and invoices forms. The default for this option is “Stock Number on Top Line” which will print the item stock number on the first line and the item description on the next line.

b) Purchase Order Descriptions. Select how you want the system to create the Purchase Order Descriptions for each item. Purchase Order Descriptions in v9 are now multi-line 254-characters fields. This selection will affect how inventory lines are presented on purchase orders forms. The default for this option is “Stock Number on Top Line” which will print the item stock number on the first line and the item description on the next line.

c) Check Quantity On-hand for Invoices. Check this option if you want the system to convert all items with active, on-hand quantity checking for Accounts Receivable Invoicing. The default for this option is unchecked.

d) Check Quantity On-hand for Customer Orders. Check this option if you want the system to convert all items with active, on-hand quantity checking for Customer Orders and Quotes. The default for this option is checked.

e) Default Quantity to sell (1.00). Check this option if you want the system to convert all items with a default quantity to sell as 1. The default for this option is checked.

v. **Serial Number Items –** If you are processing v8 Inventory system with individual serial number tracking, you need to be aware that the Serial Number/Lot tracking system in v9 Inventory is dramatically different. In v8, every serial number quantity was duplicated, once within a master item and then again within a unique serial item. In v9, serial numbers and lot tracking no longer requires a separate inventory item for each serial number, but efficiently implements tracking within the inventory item history. During conversions, all Master Items are converted with the individual serial numbers history. Individual serial items are deleted. To review other changes to the serial number tracking system, please refer to the section labeled “Using Serial/Lot Number in Inventory” in the Inventory Help system.

Order Entry

<u>Order Entry Files Converted</u>

i. Orders
ii. Quotes

Order Entry Files **NOT** Converted

i. Order Notes and Links

Order Entry Special Notes

i. You should INVOICE ALL SHIPPED ORDERS BEFORE converting Order Entry.
ii. This package conversion process is extremely detailed. Each Order and Quote will be sequentially translated. To convert less order detail, you must compress your v8 Order and Quote files (OE1 and OE2) prior to converting.
iii. **Important Closed Order Translations.** In v8 Order Entry, the system maintains opened and closed orders within the same file. This caused the Order Entry system to eventually slow down unless you periodically compressed files. In v9, Orders are automatically moved to a closed order file after invoicing. During the conversion process, any orders fully shipped and invoiced will be automatically translated to this closed order file. Partially shipped and invoiced orders will delete any detail lines no longer open. You may want to edit any partial orders after conversion to allow the system to recalculate the open order totals (select Edit Order and click Save).
iv. Order dates. All versions previous to v9 allowed you to enter non-date specific information into the Order Date prompt. Valid order dates are now required and are used extensively in the Sales Order analysis program. Converted orders with invalid order dates will be translated to 12/31/2003.
v. Custom v8 Rave Order Entry Forms are not converted and are not compatible with v9 Order Entry. If you have a v8 custom Sales Order similar to your custom invoice form, contact our Technical Support department at 800-237-8435 for assistance in performing a manual conversion.
vi. Order Address - shipping and billing. To be more compatible with third-party applications, the v9 Order Entry System tracks seperate City, State and Zip Code fields. If you have open orders with international addresses, or if you manually changed an address on an order, the translation program may not be able to convert all addresses accurately. In this case you may need to change these addresses manually using Edit Order after converting.

Purchase Order

Purchase Order Files Converted

i. Purchase Orders
ii. Purchase Order Codes and Agents
iii. Purchase Code Detailed History
iv. Purchase Order Notes

Purchase Order Files **NOT** Converted

i. None

Purchase Order Special Notes

i. If you are operating Purchase Order interactive to Inventory, you should voucher any received orders, if possible. v9 Purchase Order receipts and voucher operations are different from v8 in inventory updating. The most accurate results will occur with orders that are both received and vouchered in v8, or orders that are received and vouchered in v9.
ii. This package conversion process is very detailed if you are interactive with Inventory. Each order detail line will be sequentially translated. To convert less order detail, you must compress your v8 Purchase Order and Purchase Order History files (PO1 and PO4) prior to converting.

Things To Do Before Converting Your Data

Before you start to convert your data, review the following checklist:

- Create a backup of your Certiflex Dimension 8.0 data files prior to starting the conversion. While the conversion process does not change 8.0 data, your computer will be accessing large quantities of data in a short period of time. If there is a power outage, your files could become damaged.
- Print the following reports for each company for each applicable Certiflex Dimension 8.0 program you have:
  - Client Write-up
    i. Comparative Year Financials
    ii. Vendor Listing – If you have ATF Payables
    iii. Tax Report Worksheet – If you have ATF Employees
  - General Ledger - Comparative Year Financials
  - Accounts Payable - Aged Accounts Payable
  - Accounts Receivable - Aged Accounts Receivable
  - Payroll - YTD Earnings Report
  - Inventory - Detailed Cost Report
  - Order Entry – Open Backlog Report by Order
  - Purchase Order - Commitment Report by Order
  - Bank Reconciliation - Last Bank Statement
  - Job Cost - Job Summary and Unposted

  You will print the same reports in Dimension 9.x after the conversion is completed to ensure the data converted correctly.
- Install the Certiflex Dimension 9.x software.
- Make sure you are able to log on to Certiflex Dimension 8.0 as User 00 and Dimension 9.x as Administrator. The conversion utility will use User 00 to find default drive assignments for 8.0. Remember to log out of v8 prior to starting the conversion.

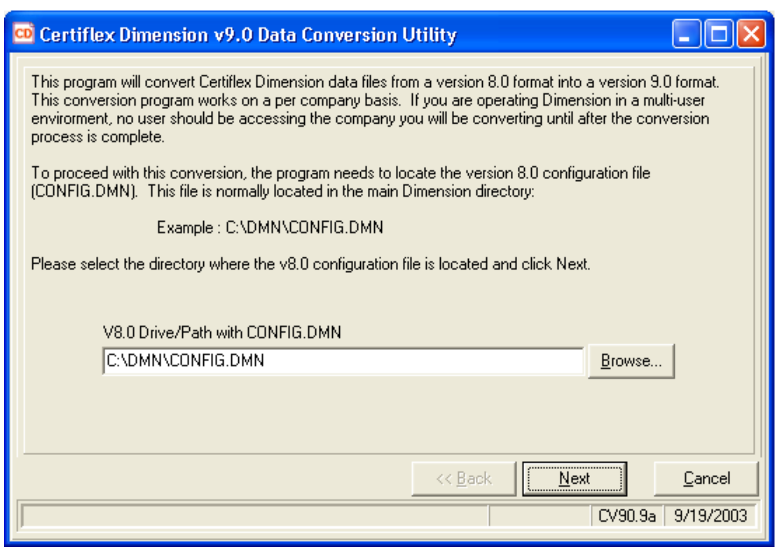
- Make sure you run the conversion from the same Dimension 9.x installation you want your data files in. For example, if you put Dimension 9.x on your local drive to test before converting, put it on the network and make sure to run the conversion from the network, not the local drive. All data files will be in the data directory in the same CFX9 directory as the conversion.
- Verify that you have sufficient available hard drive space before you attempt to perform the conversion. To guarantee that you have sufficient hard drive space, make available approximately 2 times the space used by your 8.0 data directory.
- The system converts the majority of data on a per company basis. This means that when you are converting a specific company, a v8 user cannot have that specific company loaded (Btreive STATUS 12 error on the company master data file).
- If you are trying to convert universal files (F/S Types, Default Jobs, etc) and are operating on a network, make sure that there are no other users in Dimension 8.0 or 9.x.
- The time and hard disk space required to perform the conversion is strictly governed by the quantity of data being converted. The actual conversion time in a normal system will be approximately 2MB of data per minute. Some files will simply be copied from Dimension 8.0 to 9.x, while others will be translated one record at a time.
- It is strongly recommended that you exit all other applications on your desktop prior to performing large company conversions. If you are operating on a network, you may wish to convert data when the network traffic is light.

Converting Your Data

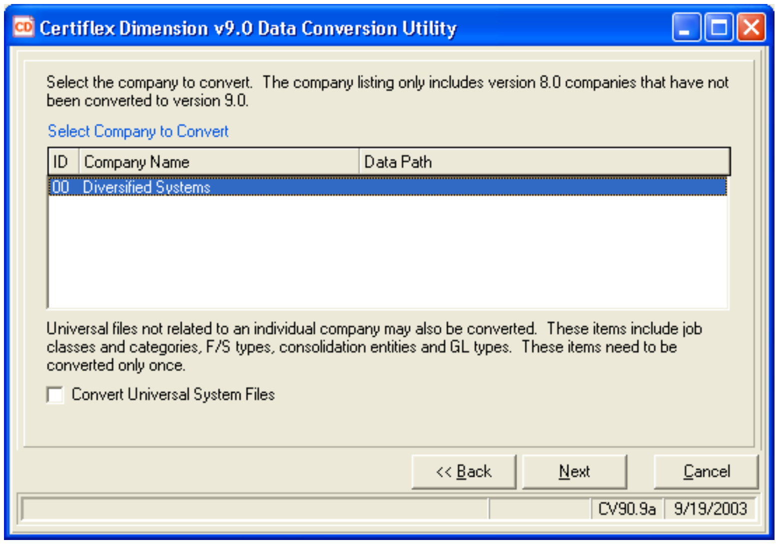
To perform the conversion:

1. Click the Windows **Start** button, click **All Programs,** select **Certiflex Dimension V9**, and then click **Data Conversion Utility**.

   The system will prompt you for the following:

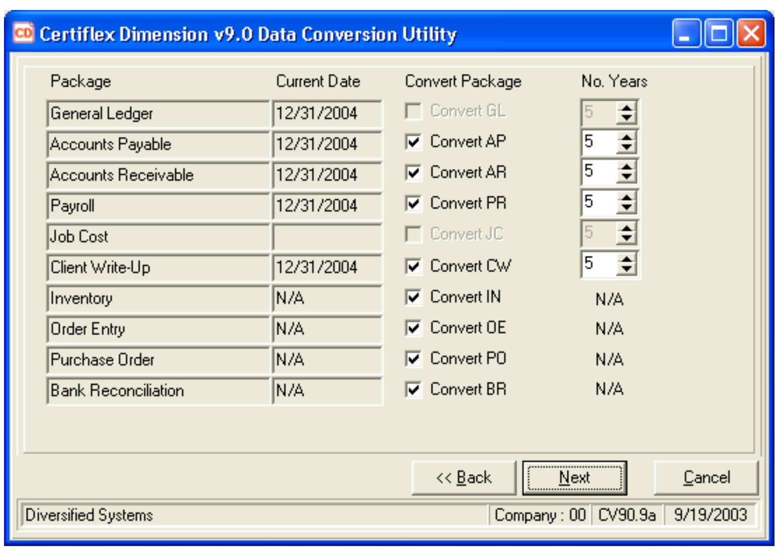


2. Select 8.0's main configuration file (CONFIG.DMN). It is located in the DMN directory (\DMN\CONFIG.DMN). If you do not know the pathname, click **Browse** to locate the file.
3. Click **Next**.



4. Select the company you want to convert. The company list will only include companies that are currently in Dimension 8.0, but not yet in 9.x.

   You can click the **Convert Universal Files** check box to convert universal files not related to an individual company. This includes F/S lines, job classes, and job categories. If you select this check box, make sure that no one is currently processing in Certiflex Dimension 8.0 or 9.x. You will only need to convert universal files once. Do **NOT** select this check box for each company you convert.
5. Click **Next**.



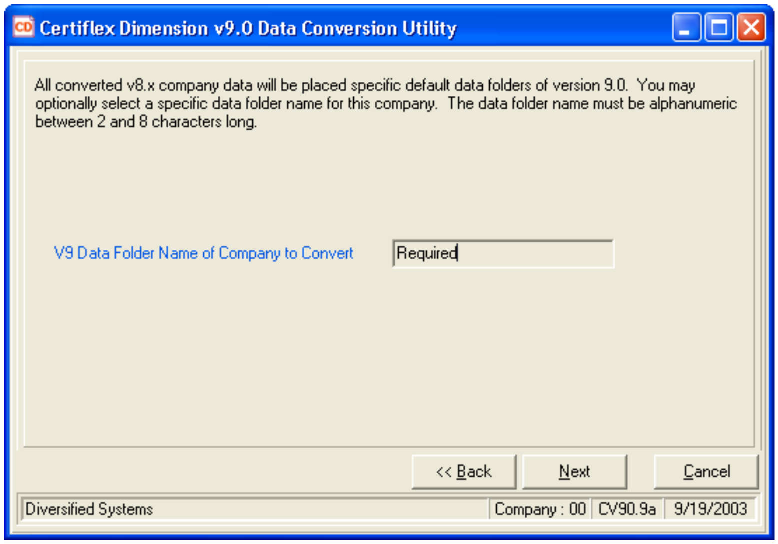
6. The system will display the Certiflex Dimension program data files the company is using. If you do not wish to convert data files for a particular program, clear the check box.

WARNING: Normally you would not remove the check mark from a module's (i.e. Accounts Receivable, Inventory, etc.) check box. You would only do this if you do not use that package for this company any more.

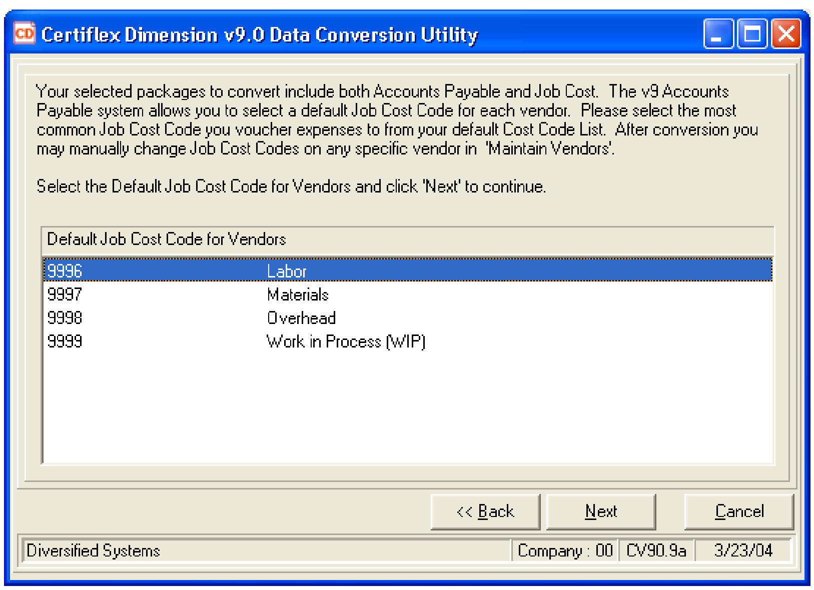
If you chose not to convert data files for a particular package and then decide later on that you need that package, you must create the files from scratch.

Select the number of years of data you want to convert for each available Certiflex Dimension program. You can convert up to nine years of data.

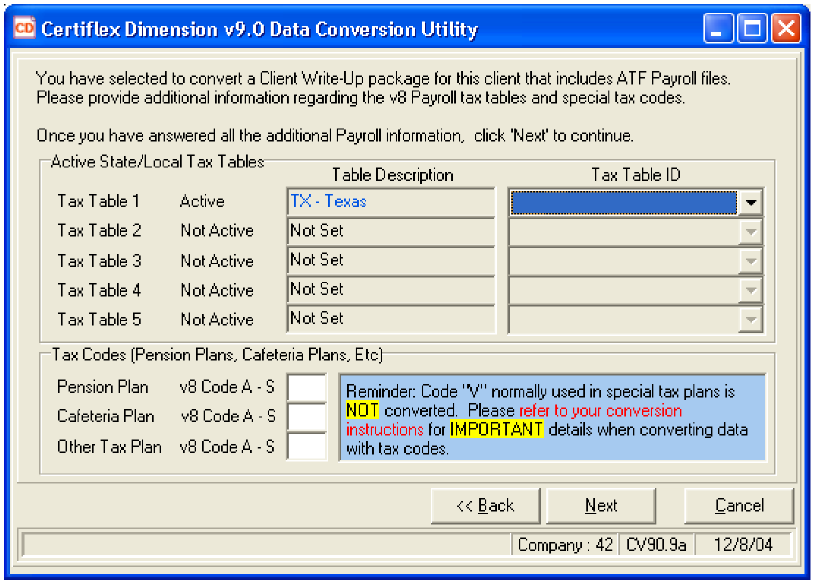
7. Click **Next**.
8. Select the directory the company data should be stored in. A default name will be shown in this box. You may change the name. The name must be alphanumeric between two and eight characters long. The company data will be placed in the default data directory in 9.x in a folder with the name you choose for the company (\CFX9\DATA\DB\{companyname\ID}).



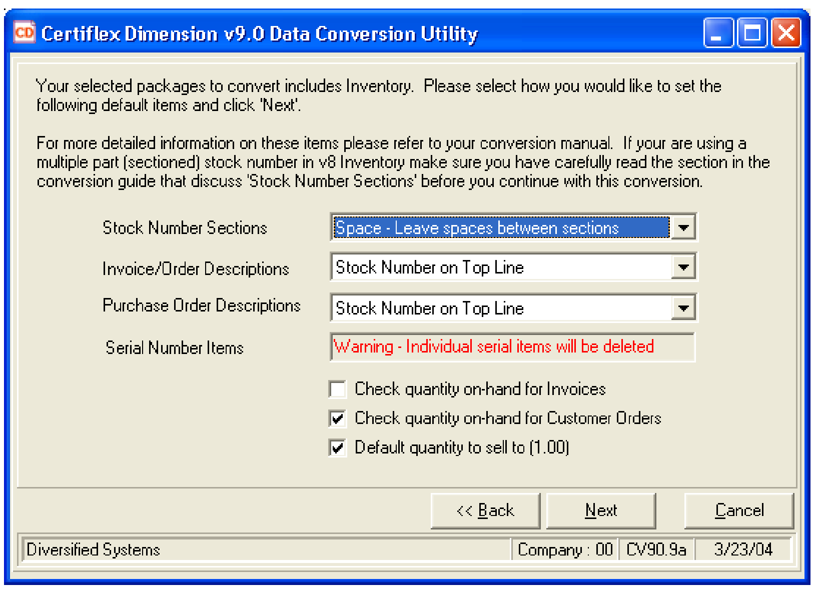
9. If you are using the Accounts Payable program in conjunction with Job Cost, you will then be prompted to select a Default Cost Code for all vendors. You will be able to go into v9 after the conversion and change individual cost codes for vendors if you choose. When you have selected your cost code, click **Next.**



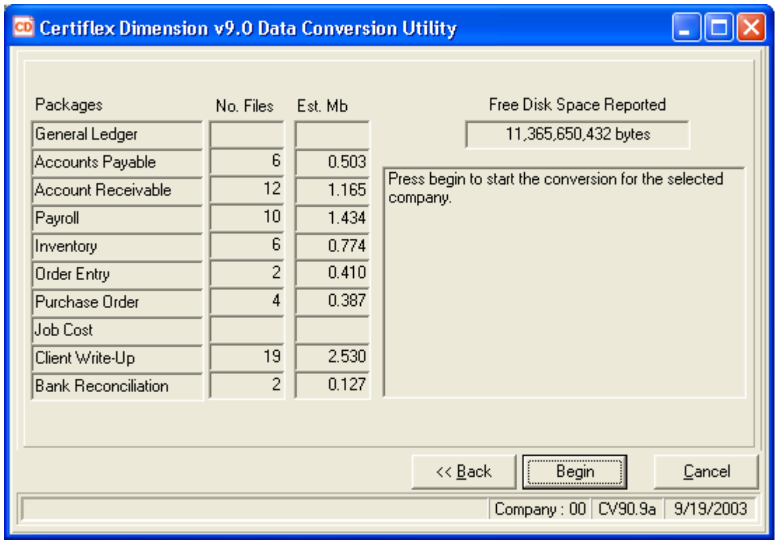
10. If you are converting Client Write-up and the current company has ATF payroll, you will be prompted to define the active tax tables and tax codes for the client. For more information on defining active tax tables, please refer to special Client Write-up Options Section V, Subsection 1 – Tax Tables. For more information on defining special tax codes, please refer to special Client Write-up Options Section V, Subsection 2 – Tax Codes (Pension Plans, Cafeteria Plans, Etc).



11. If you have selected Inventory as a package to convert, you must select the format of your inventory item numbers as well as your Invoice/Order Descriptions and Purchase Order Descriptions.



12. Click **Next**.



The system will analyze the company and the selected Certiflex Dimension programs. It will then display the number of files that will be converted and the estimated space needed to perform the conversion. The **Free Disk Space** box will display how much space you have available. If you do not have enough space, you will not be able to continue with the conversion.

13. Click **Begin** to start the conversion process.

> **NOTE**: If the conversion was interrupted or was not completed, must delete the partially created files in 9.x. Log on to Certiflex Dimension 9.x. Click **Supervisor Options** on the **File** menu, and then click **Advanced System Maintenance Options**. Select the **Delete Company Files** tab and then enter the company number. Repeat the conversion process for the company.

14. Log on to Certiflex Dimension 9.x and print the following reports (if applicable) for the newly converted company. Compare these reports to the ones you printed in Dimension 8 before beginning the conversion process.
    - Client Write-up
        i. Comparative Year Financials
        ii. Vendor Listing – If you have ATF Payables
        iii. Tax Report Worksheet – If you have ATF Employees
    - General Ledger - Comparative Year Financials
    - Accounts Payable - Aged Accounts Payable
    - Accounts Receivable - Aged Accounts Receivable
    - Payroll - YTD Earnings Report
    - Inventory - Detailed Cost Report
    - Order Entry – Open Orders Backlog Report by Order
    - Purchase Order - Commitment Report by Order
    - Bank Reconciliation - Last Bank Statement
    - Job Cost - Job Summary and Unposted
15. Repeat this process for the next company you wish to convert.