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CertiflexDimension

Operations Guide

Conversion

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Introduction

Thank you for purchasing CertiflexDimension 10.x!

This *Conversion Guide* is designed to help you convert your CertiflexDimension 9.x data to CertiflexDimension 10.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 CertiflexDimension 9, some conversions may take substantial time. Following a few simple guidelines can save you hours.

Things to Think About Before Converting

There are certain things you should consider before converting a company from Dimension 9.x to 10.x.

- After installing CertiflexDimension v10 and before you begin converting your version 9 data, we strongly recommend accessing v10 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 automatically since no active users can be in either version for this process. You may optionally convert these settings and files by having all user log-out of both v9.x and v10.x. Next, have one supervisor level user log into v10x and select **>File** and **>Supervisor Options**. Then select **Maintain User List** and click **>Migrate Prior Version**.
- v10 CertiflexDimension includes a new bank account tracking system that requires at least one bank account is assigned and active per company. Also, version 9 MICR account data must be converted in a process separate from the company data conversion. Please review the **Converting Bank Account and MICR Check Data** for more detailed information.
- If you have had custom programming on your CertiflexDimension 9.x 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 CertiflexDimension 10.x software. To insure proper conversion and compatibility with custom applications, please call 1-800-237-8435 prior to converting.

Each CertiflexDimension package has specific criteria you should consider before converting. Listed below you will find a brief conversion overview of each package, detailing which features will convert and which features will not:

System Manager – Universal Files

System Manager Files Converted

- i. Default Controls
- ii. Default Jobs
- iii. Consolidated Entity Listing
- iv. Financial Type Formats
- v. Company Master Data/Bank Records
- vi. Rave Forms, Cover Letters, Worksheets, Etc.

System Manager Files **NOT** Converted

- i. Users – See Migrate instructions above.
- ii. External files such as Links.

System Manager Special Notes

- If you were *not* actively using the **Bank Reconciliation** module in CertiflexDimension v9, a main bank account will be created during the conversion process and assigned a ledger account based on the default cash account set in your company's Master Data preferences. Due to this automated account creation, you will want to verify that the correct bank account and ledger information has been defined after conversion.
Please review the **Converting Bank Account and MICR Check Data** for more detailed information.

Client Write-up

Client Write-up Files Converted (GL, ATF Vendor and Employees)

- 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
- xi. Archived and Un-posted Batches

Client Write-up Files **NOT** Converted

- ii. None

Client Write-up Special Notes

- You do not need to convert consolidated entities because they are compiled when you choose the Perform Consolidation option in Maintain Consolidation Entities.
- If you are using master accounts in v9.x for a company, you will want to create an Access list of master accounts after the conversion process for this company. To create an Access List from CertiflexDimension v10 System Manager Menu, select **>Maintain List >Maintain Client Write-Up >Ledger Master Accounts**. To create a Master Account Access list, click **>Build Access List**.

General Ledger

General Ledger Files Converted

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

General Ledger Files **NOT** Converted

- i. None

General Ledger Special Notes

- You do not need to convert consolidated entities because they are compiled when you choose the Perform Consolidation option in Maintain Consolidation Entities.
- If you are using master accounts in v9.x for a company, you will want to create an Access list of master accounts after the conversion process for this company. To create an Access List from CertiflexDimension v10 System Manager Menu, select **>Maintain List >Maintain General Ledger >Ledger Master Accounts**. To create a Master Account Access list, click **>Build Access List**.

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

Accounts Receivable

Accounts Receivable Files Converted

- 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

Accounts Receivable Files **NOT** Converted

- i. None

Accounts Receivable Special Notes

WARNING: If you are converting Accounts Receivables data from a prior version of CertiflexDimension, it is imperative that you print your **Unposted Transactions** report and **Post A/R to Ledger** before converting. Converting unposted Accounts Receivable transactions will require manual ledger updating in CertiflexDimension v10.

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. None

Payroll Special Notes

None

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. If you have archived and deleted a job in v9 that you wish to re-open in v10, 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. None

Inventory Special Notes

- i. **JOB COST USERS:** A new feature in CertiflexDimension v10 allows for direct interactivity with the General Ledger module. During the **Record Inventory Entries** process, the **Withdrawal to Job** transaction type will only be available if you have activated G/L Direct Interaction in the Inventory Master Data settings. To enable G/L Direct Interactivity for inventory, click **>File >Company Maintenance >Master Data Properties** and select **Inventory**. Click on the **G/L Direct Interaction** tab and check the box for **G/L Direct Interactivity**.

Order Entry

Order Entry Files Converted

- i. Orders
- ii. Quotes

Order Entry Files **NOT** Converted

- iii. None

Order Entry Special Notes

- i. None

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. None

Things to Do Before Converting Your Data

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

- Create a backup of your CertiflexDimension 9.x data files prior to starting the conversion. While the conversion process does not change 9.x 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 CertiflexDimension 9.x program you have:
 - Client Write-up - None
 - General Ledger - None
 - Accounts Payable - **Aged Accounts Payable**
 - Accounts Receivable - **Aged Accounts Receivable**

NOTE: If you are converting Accounts Receivables data from a prior version of CertiflexDimension, it is imperative that you print your **Unposted Transactions** report and **Post A/R to Ledger** before converting. Converting unposted Accounts Receivable transactions will require manual ledger updating in CertiflexDimension v10.

- 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**

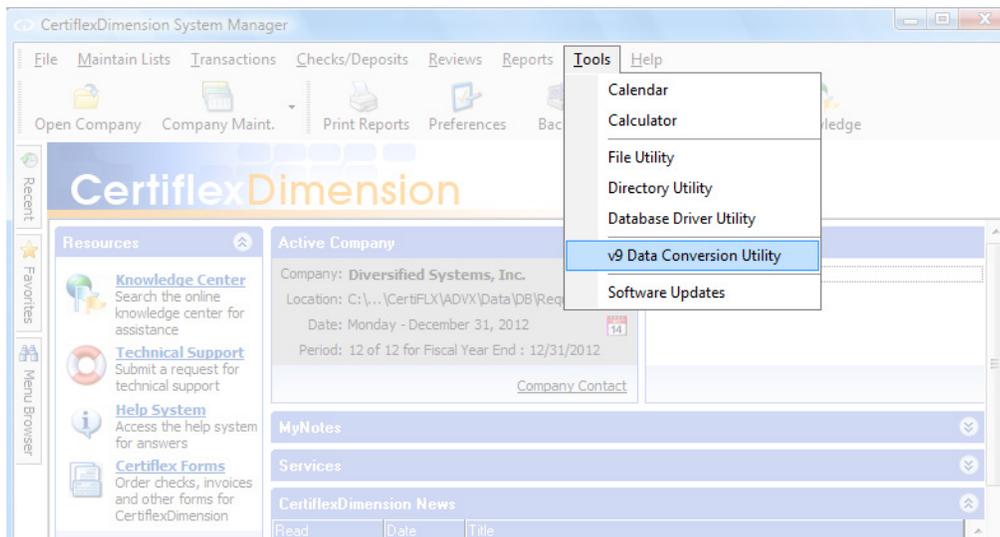
You will print these same reports in CertiflexDimension 10.x after the conversion is completed to ensure the data converted correctly.

- Install the CertiflexDimension 10.x software.
- Remember to logout of any v9 companies that will be converted. The conversion process will not work on a company file that is currently opened in v9.x by you or another CertiflexDimension user.
- Make sure you run the conversion from the same CertiflexDimension 10.x installation you want your data files in. For example, if you put CertiflexDimension 10.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 ADVX 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 9.x data directory.
- **Warning!** The system converts the majority of data on a per company basis. This means that when you are converting a specific company, a v9 user cannot have that specific company loaded.

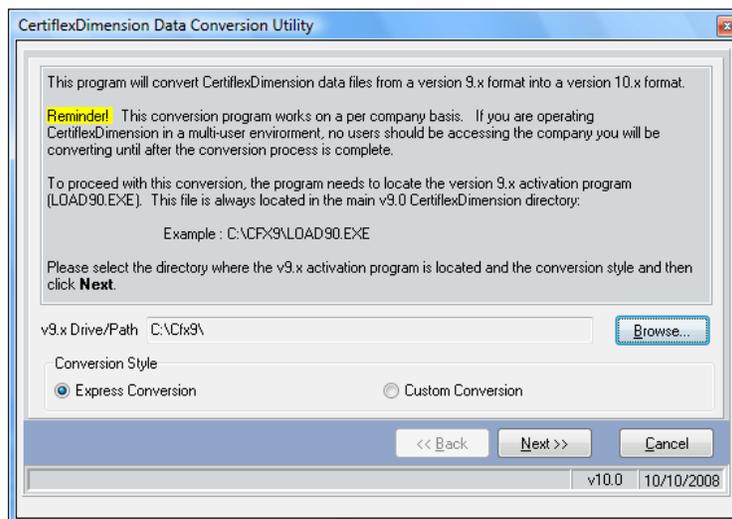
- The time and hard disk space required to perform the conversion is strictly governed by the quantity of data being converted. The actual conversion time in a normal system will be approximately 2MB of data per minute. Some files will simply be copied from CertiflexDimension 9.x to 10.x, while others 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 launch the v9 Data Conversion Utility, from the CertiflexDimension v10 System Manager Menu, click **>Tools** and then **>v9 Data Conversion Utility**.



The system will prompt you for the following:



Select the v9.x Drive/Path. If you do not know the pathname, click **>Browse** to locate the file: **Cfx9\LOAD90.exe**

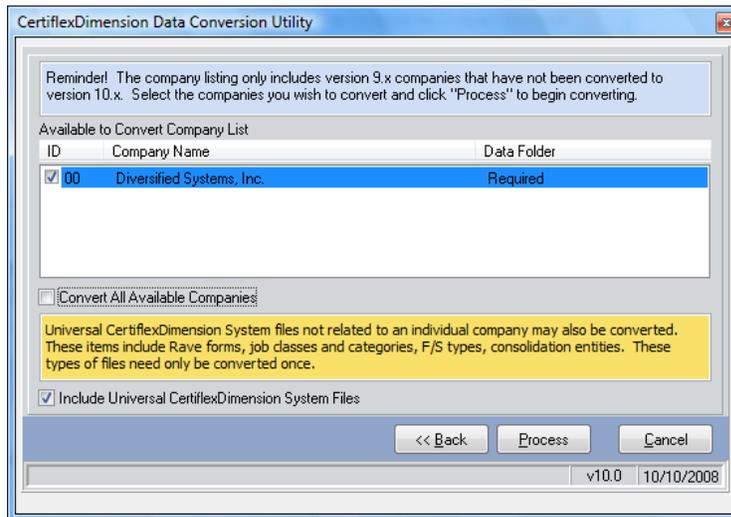
Select either an **Express** or **Custom** conversion style.

- **Express Conversion Style:** Allows multiple companies to be converted at one time from the primary v9.x data path and will always convert all available files for each company for a maximum of 8 years of detail.
- **Custom Conversion Style:** Allows single company conversion from selected company list and prompts for packages to convert with a maximum of 15 years of detail.

Click **>Next** to continue.

Express Conversion Style Process

Select Companies to Convert



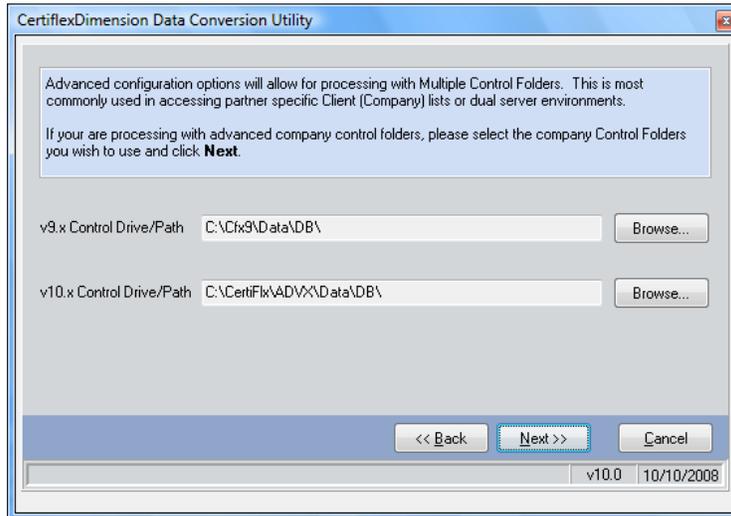
Select the individual companies you wish to convert and then click **>Process** to begin converting.

NOTE: If you are using the Express Conversion Style, you may optionally select to convert all available companies at once by selecting **>Convert all Available Companies**.

You can select **>Include Universal CertiflexDimension System Files** check box to convert universal files not related to an individual company. This includes F/S lines, job classes, and job categories. You do **NOT** need to select this check box for each company you convert.

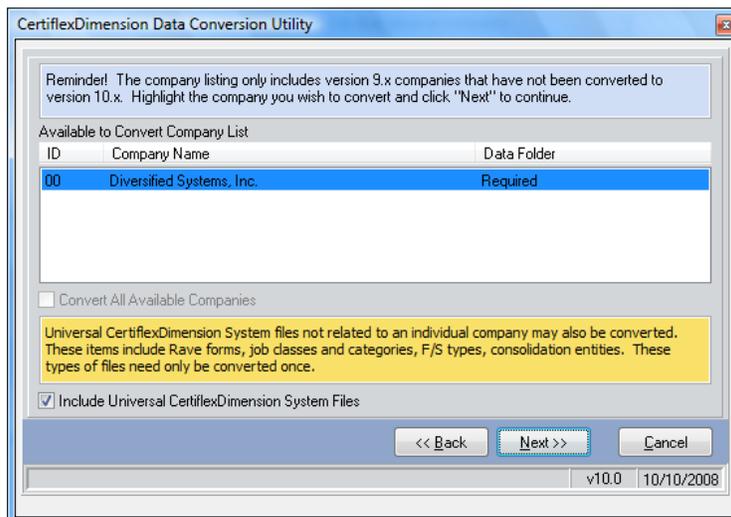
Custom Conversion Style

Select Control Folders



If you are using Multiple Company Control Folders, you may optionally select the control folder you wish to use. Click **>Next** to continue.

Select Company to Convert

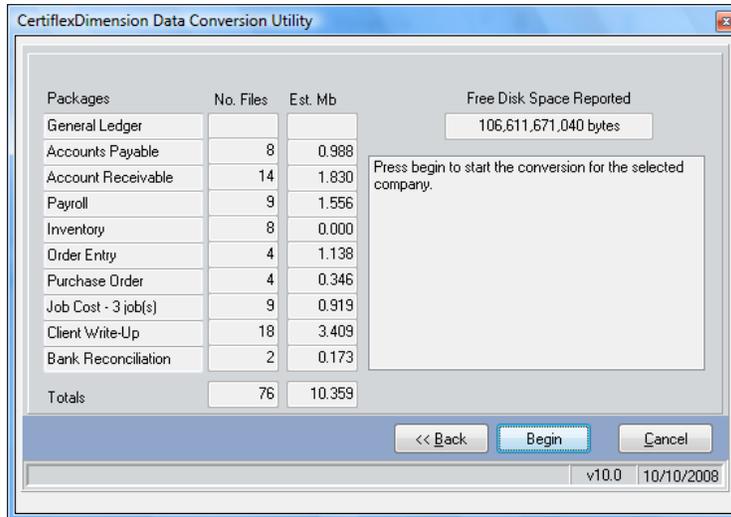


Select the company you want to convert. The company list will only include companies that are currently in CertiflexDimension 9.x, but not yet in 10.x.

You can select **>Include Universal CertiflexDimension System Files** to convert universal files not related to an individual company. This includes F/S lines, job classes, and job categories. You do **NOT** need to select this check box for each company you convert.

Click **>Next** to continue.

Select Packages to Convert



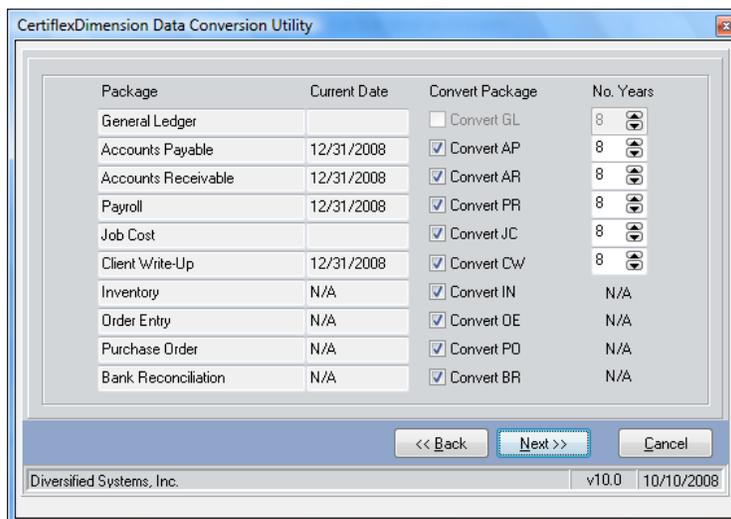
The system will display the CertiflexDimension program data files for the selected company. If you do not wish to convert data files for a particular package, clear the check box.

WARNING: Normally you would not remove the checkmark from a package'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 CertiflexDimension program. You can convert up to 15 nine years of data. Click **>Next** to continue.

The system will calculate the resources needed to process the selected company.



To start the conversion, click **>Begin**.

After Converting a Company

Log on to CertiflexDimension 10.x and print the following reports (if applicable) for the newly converted company. Compare these reports to the ones you printed in CertiflexDimension 9.x before beginning the conversion process.

- Client Write-up - None
- General Ledger - None
- 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 Un-posted

NOTE: If the conversion was interrupted or was not completed, you must delete any partially created company files in 10.x. To delete a partially created company in v10, log on to CertiflexDimension 10.x. Click **>File >Supervisor Options >Advanced System Maintenance Options**. Select the **>Delete Company Files** tab, enter the company number, and then click the **>Delete Files** button. Now that the partially created company has been fully removed from CertiflexDimension v10 it should once again be available on the **v9 Data Conversion Utility**'s list of companies to convert.

Converting Bank Account and MICR Check Data

When converting a company, you will need to consider how your

Converting Bank Account data

If you have subscribed to the **Bank Reconciliation** module, the CertiflexDimension v10 Data Conversion utility will automatically convert your bank account information during standard conversion processes (see above).

If you are *not* actively using the **Bank Reconciliation** module and/or running other modules which are interactive with your General Ledger, the system will automatically create a bank account for your converted company based on the default cash account set in your company's Master Data preferences. Due to this automated account creation, you will want to verify that the correct account and ledger information is defined after performing the conversion to v10. To verify your bank account settings, click **>File >Company Maintenance >Maintain Bank Accounts**. To make changes to a bank account, select the account from the listing and click on the **Edit** button.

Converting MICR Account data

If you have licensed the MICR check printing module for both v9 and v10, you will need to manually convert your v9 MICR account. To convert your v9 MICR accounts, click **>File >Company Maintenance >Maintain Bank Accounts**. Select the desired bank account from the listing and click on the **Edit** button.

In the upper right corner, under **Additional Options**, click **>MICR Checks** to display the **Maintain MICR Check Options** screen.

Maintain MICR Check Options

01 9874521578 First Bank of Newbridge

Account Status

To change the active status or security settings for a MICR Account, click **> MICR Options**. To change information such as logos, signatures or addresses for the check, click **> Check Options**.

MICR Check Account Status: Active

Next Check Number: 000021

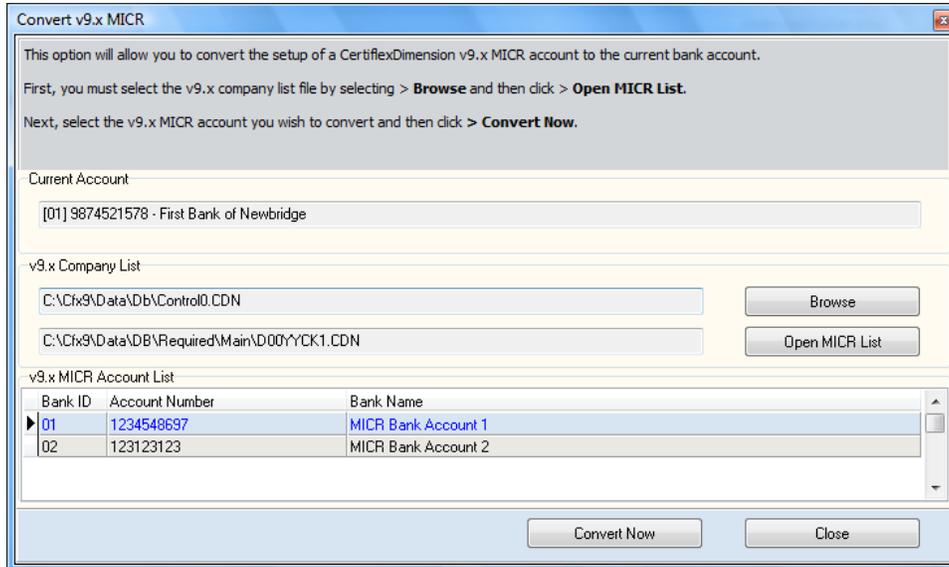
Next Deposit Number: DP0100

Options & Services

- > MICR Options
- > Check Options
- > Print Alignment Tests
- > Pre-print MICR Checks
- > Review Audit Trail
- > Order Forms/Signatures
- > Convert v9.x MICR

OK

Under **Options & Services**, click **>Convert v9.x MICR**.



This option will allow you to convert the setup of CertiflexDimension v9.x MICR accounts for the current company.

First, you must select the v9.x company list file by selecting >**Browse** and then opening the **Control0.CDN** file, found in **Cfx9\Data\Db**. The MICR conversion program should then locate the required company list.

Click >**Open MICR List** and the company's **MICR Account List** will be displayed. Conversion of multiple bank accounts will need to be performed one bank at a time. Select the v9.x MICR account you wish to convert and then click >**Convert Now**.

Once you have finished converting all of your v9 bank accounts, click >**Close**.