

Instructions for Converting from Advantage™ to Full Contact Accounting™ (FCAS)

Advantage is the trade name of software belonging to Fiducial Franchises, Inc. Full Contact Accounting is the trade name of software belonging to Dillner's Accounting Tools, Inc.

Before You Begin Conversions (one time only):

1. Download the **345 Template** file or the **487 Template** file from the virtual office. (These are back up files.) These files can be found under the **Files from Dillner's** link in the **Bulletin Board** section of your virtual office. The **345 Template** file has an account code structure of 300 codes for sales, 400 codes for cost and 500 codes for expenses. The **487 Template** file has an account code structure of 400 codes for sales, 800 codes for cost and 700 codes for expenses.
2. Open **FCAS**.
3. Select **File/Restore**.
4. Browse to the directory where you downloaded the template file, select the file and click **Open**.

In Advantage:

1. Select the client you want to convert.
2. Verify that all processing for the current month has been completed. It is recommended that you leave the current period open when converting.
3. Select **Utilities/Advanced/Remove Password Protection**.
4. Verify that you are in the client you want to convert and type **YES** in the **Remove Password Protection** dialog box.
5. Click **NO** at 'Would you like to backup before removing the password?' Click **YES** only if you desire to do so. This is not necessary as removing the password does not damage the file in any way.
6. There is not a dialog box or message indicating that the password has been removed. Only an error dialog ('Error 3031: Not a valid password.') Will appear if the password had been removed previously.
7. Print the Income Statement and Balance Sheet reports for comparison after importing into FCAS.
8. If you are tracking inventory, then print the Inventory Analysis report making sure that the Report Option Detail has been selected.
9. Select **File/Close** to close the Advantage file. The Advantage file **MUST** be closed to import to FCAS.

Import into FCAS:

1. Select **File/New/Company**.
2. Enter the client name as you wish to see it in the Company List in the **Database name** field. (For example 2345 Custom Color)

3. Select the same **Period Type** that you used for the client in Advantage. If the client is a monthly client in Advantage, you must select **Monthly**; if client is a quarterly client, you must select **Quarterly**; etc.
4. The **Fiscal Year End Date** and **Current Period End Date** fields are not important. They will be changed to match the Fiscal Year End and Current Period in Advantage.
5. Click **OK**.
6. Select **File/Import/Advantage**.
7. Browse to the directory where the Advantage data file is stored, select the file you wish to import and click **Open**. If you are unsure of the path, you can find the location of the data file on the first page of Advantage to the right of the company listing.
8. Check **All** boxes on the Advantage Properties dialog box and click **OK**.

Note: This process may take a while, especially if you are converting a large client that has been on Advantage for a few years. Be prepared to wait. A 'Not Responding' message in the Windows Task Manager does not mean that the program is not working. A dialog box will appear when the process is complete.

Error messages: If you receive error messages trying to import, make sure that you have indeed removed the password protection in the Advantage file as discussed in the first part of these instructions. If you have and still receive error messages about the import as the Advantage file has some corruption that needs to be fixed. To do this, send the Advantage.caf file to Dillner's Support. You may attach this to an e-mail to Support@Dillners.com or upload from your Virtual Office by selecting **Upload to Dillers** from the Bulletin Board. We will repair the file and return it to you. When you get the repaired file, start the import into FCAS procedures again.

Review Converted Information:

1. Select **Utilities/Trial Balance**.
2. Click on **Get Balances**.
3. Verify that the amounts in the **Activity Total** and **Balance Total** fields are zero.
4. Select **Write Up/Bank Reconciliation**.
5. For each account for which you desire a Bank Reconciliation, select the appropriate account at the top of the screen and enter the **Bank Balance** and verify that the **Variance** is zero.
6. Select **Reports/Report List**.
7. **Print** or **Preview** the Balance Sheet and Income Statement and compare to reports from Advantage for accuracy.

Import Options and Settings

You can also import screen options, column configurations and column widths from one FCAS client to another.

1. Select **File/Imports/Professional Business Manager**.

2. Check the **Settings** box.
3. Select the client you want to copy settings from by clicking on it in the **Source Company** list.
4. Click **OK**.
5. A dialog box will appear indicating that the import is complete.

After-the-Fact Payroll Setup:

If you are doing After-the-Fact Payroll, do the following in FCAS before closing the current period. If After-the-Fact Payroll had not been done in Advantage, skip to Page 4.

Before you close the current period, you will need to set up your After-the-Fact Payroll and enter year-to-date balances. You will need to edit Payroll Departments, enter Company Defaults and Tax Id's, enter SUI and/or SDI rates, set up or import Payroll Items and set up Payroll Templates. To set up your After-the-Fact Payroll, follow the applicable steps in the Payroll Setup Manual. This manual is available in PDF format in your virtual office. Select **Software News and Updates** in the **Bulletin Board** pane of the virtual office. Scroll down the page to **Additional Resources**. Select the **Payroll Setup Manual**.

Edit Payroll Departments

1. Select **Setup/Payroll Departments**.
2. Review and edit fields as necessary.

Set up Company Payroll Defaults and Tax Id's

1. Select **Setup/Options**
2. Enter the default state on the **Company Payroll Defaults** tab.
3. Enter necessary information on the **Tax Id's** tab.

Enter SUI/SDI rates

1. Select **Setup/Payroll Taxes**.
2. Enter necessary information on the **SUTA Co.** and **SDI Co.** tabs.

Import or Setup Payroll Items

You can import just payroll items from another client in the program.

1. Select **File/Import/Full Contact Accounting**.
2. Select the client you wish to import from in the **Source Company** box.
3. Check **Payroll Items** box in the **Select record types to import** area.
4. Click **OK**.

You may also need to setup additional Payroll Items specific to this client or edit imported item.

1. Select **Setup/Payroll Items**.
2. Edit or create additional items as necessary.

Set up Payroll Templates:

There are detailed instructions for setting up Payroll Templates in Chapter 9 of the **Payroll Setup Manual**.

Enter Payroll opening balances:

1. Select **Setup/Payroll Opening Balances**.
2. Enter year-to-date balances as opening balance checks.
3. Print a payroll register and compare to Advantage reports.

Before Processing First Month in FCAS:

The following items did not import from Advantage to FCAS and will need to be set up before you can complete the first month of processing.

1. Make sure all processing had been completed in Advantage for the current period, then close (in FCAS) using **Write Up/Close Period**.
2. Complete the items below as applicable to the client.

Recurring Entries

1. Select **Write Up/General**.
2. Set up Recurring Entries. (See Help for detailed instructions.)

Allocations

1. Select **Setup/Templates**.
2. Set up Allocation entries as Templates. (See Help for detailed instructions.)

Verbiage

1. Select **Setup/Verbiage**.
2. Make necessary changes. (See Help for detailed instructions.)

Sales Categories or Expense Categories

1. Select **Setup/Account Groups**.
2. Set up account groups as necessary. (See Help for detailed instructions.)

Cover Letter

1. Select **Utilities/Cover Letter**.
2. Create cover letters as needed. (See Help for detailed instructions.)

Analysis Letter

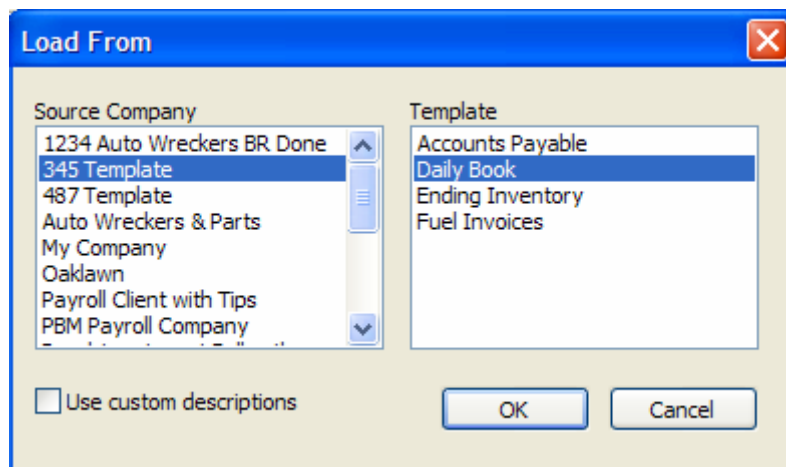
1. Select **Utilities/Analysis Letter**.
2. Create analysis letters as needed. (See Help for detailed instructions.)

Daily Book, Ending Inventory, Fuel Invoices and Accounts Payable

Daily Book, Ending Inventory, Fuel Inventory and Accounts Payable entries all use Daily Book template in FCAS. You can copy these templates from one FCAS client to another. To help you get started, we have created all of these templates in the **345 Template** and **487 Template**.

- **Advantage Daily Book**
 1. Select **Write Up/Daily Book**.

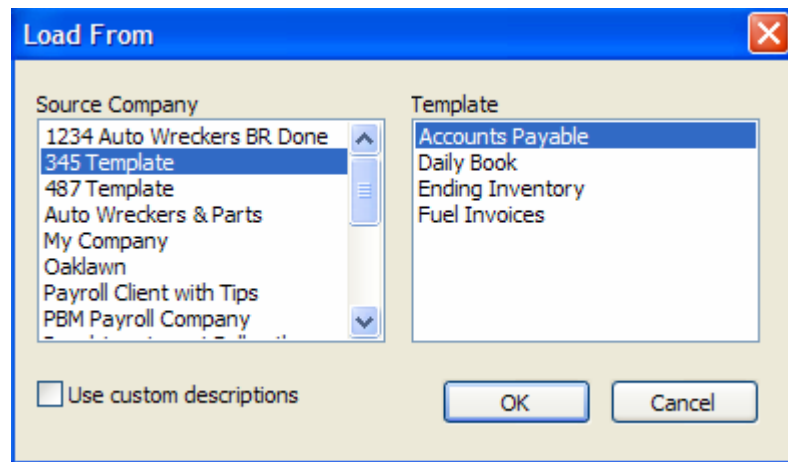
2. Select **Edit/Commands/New Item**.
3. Enter the name of the Daily Book, such as "Daily Book." Select the **Auto Balance Account**. This is normally your cash over short expense account. However, it can be any account that you want the remaining amounts of the Daily Book posted to as long as the account has a normal **debit** balance (i.e., expense, current asset, etc.)
4. Leave **Reverse** as N/A.
5. Select **Load From**.
6. Highlight the source company. This can be any of your company files that you have previously set this template up in or the **345 Template** or **487 Template** 345. Use the **345 Template** file if you use 300 codes for sales, 400 codes for cost and 500 codes for expenses. Use the **487 Template** file if you use 400 codes for sales, 800 codes for cost and 700 codes for expenses.



7. Highlight the **Daily Books Template** on the right side.
 8. Click **OK**. The program will automatically close the **Daily Book**.
 9. Click **Write Up/Daily Books** and select the **Daily Books Template**.
 10. You may wish to remove any account rows that you will not be using. Highlight the row to remove, and click the remove row icon at the top of the **Daily Books** screen. To insert additional rows, please refer to the Help instructions for more information. Be sure that the action is set correctly or any account you insert.
- **Accounts Payable**
 1. Select **Write Up/Daily Book**.
 2. Select **Edit/Commands/New Item**.
 3. Enter the name of the Daily Book, such as "Accounts Payable." Select the **Auto Balance Account**. This is normally your Accounts Payable account. However, it can be any account that you want the remaining amounts of the

Daily Book posted to as long as the account has a normal **credit** balance (i.e., expense, current asset, etc.)

4. Change **Reverse** to **1 Periods**.
5. Select **Load From**.
6. Highlight the source company. This can be any of your company files that you have previously set this template up in or the **345 Template** or **487 Template** 345. Use the **345 Template** file if you use 300 codes for sales, 400 codes for cost and 500 codes for expenses. Use the **487 Template** file if you use 400 codes for sales, 800 codes for cost and 700 codes for expenses.



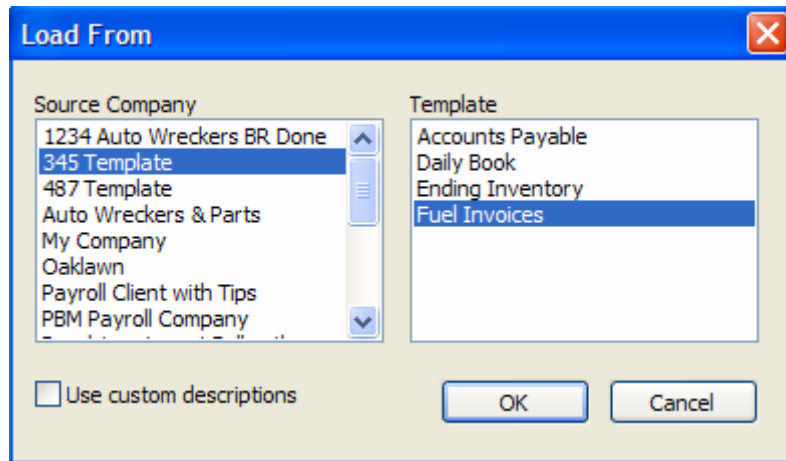
7. Highlight the **Accounts Payable Template** on the right side.
8. Click **OK**. The program will automatically close the **Daily Book**.
9. Click **Write Up/Daily Books** and select the **Accounts Payable Template**.
10. You may wish to remove any account rows that you will not be using. Highlight the row to remove, and click the remove row icon at the top of the **Daily Books** screen. To insert additional rows, please refer to the Help instructions for more information.

Note: During your regular processing, you will be entering account balances as supplied to you from your client. However, when you import from Advantage, you brought over all accounts payable balances. You will need to back out these balances after converting from Advantage. This will be a one-time process. Please refer to **First Time After Conversion from Advantage Only** section on page 9. This section specifically applies to inventory, but the procedure applies to accounts payable as well.

Fuel Invoices

1. Select **Write Up/Daily Book**.
2. Select **Edit/Commands/New Item**.

3. Enter the name of the Daily Book, such as "Fuel Invoices." Select the **Auto Balance Account**. This is normally your Accounts Payable Fuel account. However, it can be any account that you want the remaining amounts of the Daily Book posted to as long as the account has a normal **credit** balance (i.e., expense, current asset, etc.)
4. Change **Reverse** to **N/A**.
5. Select **Load From**.
6. Highlight the source company. This can be any of your company files that you have previously set this template up in or the **345 Template** or **487 Template** 345. Use the **345 Template** file if you use 300 codes for sales, 400 codes for cost and 500 codes for expenses. Use the **487 Template** file if you use 400 codes for sales, 800 codes for cost and 700 codes for expenses.



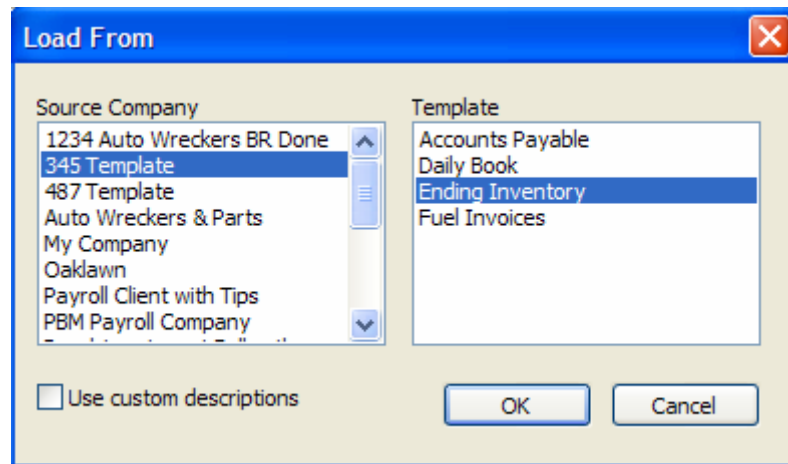
7. Highlight the **Fuel Invoices Template** on the right side.
8. Click **OK**. The program will automatically close the **Daily Book**.
9. Click **Write Up/Daily Books** and select the **Fuel Invoices Template**.
10. You may wish to remove any account rows that you will not be using. Highlight the row to remove, and click the remove row icon at the top of the **Daily Books** screen. To insert additional rows, please refer to the Help instructions for more information.

- **Ending Inventory**

1. Create an inventory control account using **Setup/Accounts**. We suggest using "998" for the **Lookup, Inventory Control** for the **Name** and **Description, Current Assets** for **Classification, Ledger** for **Type** and then check the **Quantity** box.
2. Select **Write Up/Daily Book**.
3. Select **Edit/Commands/New Item**.
4. Enter the name of the Daily Book, such as "Ending Inventory." Select the **Auto Balance Account** that was created in Step 1. This is normally your

998 Inventory Control account. However, it can be any account that you want the remaining amounts of the Daily Book posted to as long as the account has a normal **debit** balance (i.e., expense, current asset, etc.)

5. Change **Reverse** to **1 Periods**.
6. Select **Load From**.
7. Highlight the source company. This can be any of your company files that you have previously set this template up in or the **345 Template** or **487 Template** 345. Use the **345 Template** file if you use 300 codes for sales, 400 codes for cost and 500 codes for expenses. Use the **487 Template** file if you use 400 codes for sales, 800 codes for cost and 700 codes for expenses.



8. Highlight the **Ending Inventory Template** on the right side.
9. Click **OK**. The program will automatically close the **Daily Book**.
10. Click **Write Up/Daily Books** and select **Ending Inventory Template**.
11. You may wish to remove any account rows that you will not be using. Highlight the row to remove, and click the remove row icon at the top of the **Daily Books** screen. To insert additional rows, please refer to the Help instructions for more information.

Daily Books

Template: Ending Inventory Batch: Reverse in: 1 Periods

Number: Date: 01/31/2004 Memo:

	Description	Account	Amount	Qty	Memo	Action	Book Amount
1	Oil	803				Adds To Total	
2	Oil	503				Subtracts From Total	
3	Tires cost	804				Adds To Total	
4	Tires	504				Subtracts From Total	
5	Batteries	805				Adds To Total	
▶	Batteries	505				Subtracts From Total	
7	Accessories	806				Adds To Total	
8	Accessories	506				Subtracts From Total	
9	Cigarettes	808				Adds To Total	
10	Cigarettes	508				Subtracts From Total	
11	Vending	809				Adds To Total	
12	Vending	509				Subtracts From Total	
13	Regular Self Serv	851				Adds To Total	
14	Regular Self Serv	551				Subtracts From Total	
15	Diesel Self Serv	854				Adds To Total	
16	Diesel Self Serv	554				Subtracts From Total	

Summarize Detail
 Calculate Book Amounts
 Total: 0.00

Book Total: 0.00

Note: You will notice that you have the cost (purchase) account and inventory account for each inventory item. It is necessary to have both accounts. If you delete unused items, delete both accounts from the inventory. If you insert new accounts, insert both the cost (purchase) and inventory account and set the action to match the account for other items in your ending inventory template.

Recording Ending Inventory

The **Ending Inventory Daily Book Template** will only be used for inventory accounts where you receive an ending inventory amount from your client each period. If inventory is calculated each period based on an assumed percent of gross profit, then you will use **Setup/Templates** for those inventory items. See Help topics for **Setup/Templates**.

First Time After Conversion from Advantage Only

During each month of processing, you will be recording the ending inventory if given to you from your client into both the cost (purchasing) account and ending inventory account for each item. This entry will reverse automatically each month. However, when you convert the client from Advantage, you brought over the inventory balances which will need to be backed out. This step is only done right after conversion from Advantage.

1. Make sure that the period you imported from Advantage had been completed and then close into the next period using **Write Up/Close Period**.
2. Select **Write Up/Daily Book/Ending Inventory Template**.
3. Change the **Reverse in** from **1 Periods** to **N/A**. Again, this is a one-time process following conversion from Advantage.
4. Using the **Inventory Analysis Report** for the prior period which you printed from Advantage, enter the ending inventory for each item on both the cost (purchase) account and inventory account rows as a negative. Example: If oil inventory last month was \$500, then enter -500 for the amount in both the cost (purchase) account row and inventory account row (803 and 503 respectively). Enter **Quantity** where appropriate as well.

Daily Books

Template: Ending Inventory Batch: Reverse in: N/A

Number: Date: 01/31/2004 Memo:

	Description	Account	Amount	Qty	Memo	Action	Book Amount
1	Oil	803	-500.00			Adds To Total	
2	Oil	503	-500.00			Subtracts From Total	
3	Tires cost	804	-800.00			Adds To Total	
4	Tires	504	-800.00			Subtracts From Total	
5	Batteries	805	-200.00			Adds To Total	
6	Batteries	505	-200.00			Subtracts From Total	
7	Accessories	806	-2000.00			Adds To Total	
8	Accessories	506	-2000.00			Subtracts From Total	
9	Cigarettes	808	-450.00			Adds To Total	
10	Cigarettes	508	-450.00			Subtracts From Total	
11	Vending	809	-300.00			Adds To Total	
12	Vending	509	-300.00			Subtracts From Total	
13	Regular Self Serv	851	-5000.00	-3000.00		Adds To Total	
14	Regular Self Serv	551	-5000.00	-3000.00		Subtracts From Total	
▶	Diesel Self Serv	854	-1200.00	-800.00		Adds To Total	
16	Diesel Self Serv	554	-1200.00	-800.00		Subtracts From Total	

Summarize Detail
 Calculate Book Amounts
 Total

Book Total

5. Click the **Save** icon and then click **New**.

Recording Ending Inventory Each Period

1. Select **Write Up/Daily Books/Ending Inventory Template** (if it is not already open). Make sure that **Reverse in** is **1 Periods**.
2. Enter the page **Number**, **Date** and **Memo** as desired.
3. Enter the ending inventory from your client into both the cost (purchase) account and inventory accounts for each inventory item.
4. When you are done, click the **Save** icon to close.

Daily Books

Template: Ending Inventory Batch: Reverse in: 1 Periods

Number: Date: 01/31/2004 Memo:

	Description	Account	Amount	Qty	Memo	Action	Book Amount
1	Oil	803	400.00			Adds To Total	
2	Oil	503	400.00			Subtracts From Total	
3	Tires cost	804	600.00			Adds To Total	
4	Tires	504	600.00			Subtracts From Total	
5	Batteries	805	300.00			Adds To Total	
6	Batteries	505	300.00			Subtracts From Total	
7	Accessories	806	1500.00			Adds To Total	
8	Accessories	506	1500.00			Subtracts From Total	
9	Cigarettes	808	500.00			Adds To Total	
10	Cigarettes	508	500.00			Subtracts From Total	
11	Vending	809	400.00			Adds To Total	
12	Vending	509	400.00			Subtracts From Total	
13	Regular Self Serv	851	6000.00	3500.00		Adds To Total	
14	Regular Self Serv	551	6000.00	3500.00		Subtracts From Total	
15	Diesel Self Serv	854	1500.00	900.00		Adds To Total	
▶	Diesel Self Serv	554	1500.00	900.00		Subtracts From Total	

Summarize Detail
 Calculate Book Amounts
 Total

Book Total