Sage 50 Accounting—U.S. Edition

Converting from Sage DacEasy

Customer Support Information

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• Preparing for the Sage DacEasy Conversion •

Overview

You can easily convert your DacEasy accounting information to Sage 50 Accounting—U.S. Edition using the DacEasy Conversion wizard. We'll ask you for all of the information that we need upfront, and then we will be able to convert your data appropriately.

Because of program differences all information can not be converted. For example, transaction detail will not be converted.

There are steps that you can take to make the conversion process run smoothly. We recommend that you read this chapter to learn how to get ready for the conversion. We will offer helpful information and tips that will make the transition to Sage 50 Accounting run smoothly.

What Gets Converted and What Does Not?

One major difference between Sage 50 and DacEasy is that DacEasy is a modular system that allows you to install individual programs like payroll, job cost, and accounting. Sage 50, on the other hand is an all-inclusive accounting solution. When you install the product, you have access to everything from payroll to job cost to inventory.

In this section, we will explain what DacEasy information will be converted and what will not.

The table below explains what gets converted if you installed the Accounting module of DacEasy.

Program Area	What Is Converted	What Is Not
Company Information	• Company Name/Address (confirmation required during conversion) • Phone Number 1 • Fax Number • Federal ID • State ID • E-mail Address	• Phone 2
General Ledger	• Account Names and Numbers • Account Group (category names may change slightly, as in Current Assets becoming Other Current Assets) • Account Activity, by period • Beginning Balances	• Transaction Detail • General Account types

Program Area	What Is Converted	What Is Not
Accounts Receivable	• Customers, including Names and Codes • Contact • Bill to Address • E-mail Address • Phone Numbers 1 and 2 • Fax number • Country • Alternate Customer Addresses (only the first 9 will be converted) • Pricing Level Defaults • Salesperson, located in Maintain Employees/Sales Reps • Payment Terms • Current Customer Balances • Sales Tax Codes • Custom Fields (only 5 will be converted, based on what you select in the Conversion wizard) • Default Credit Status • Default Credit Limit • Default Account Group	• Transaction Detail • Account Type

Program Area	**What Is Converted**	**What Is Not**
Accounts Payable	• Vendors, including Names and Code • Contact • Vendor Address • E-mail Address • Tax ID • Phone/Fax Numbers • Contract Labor (1099 Vendors) • Shipping Method • Vendor Type • Credit Limit • Default AP Accounts • Custom Fields (only 5 will be converted, based on what you select in the Conversion wizard) • Terms	• Transaction Detail • Account Type

Program Area	**What Is Converted**	**What Is Not**
Inventory	• Item Defaults • Master Items • Product Code and Description • Bin • Quantity on Hand • Minimum On-hand Quantity (also known as Minimum Stock in Sage 50 Accounting). • Reorder Quantity • Purchase Measure (*only for Sage 50 Manufacturing Accounting, Sage 50 Distribution Accounting, or Sage 50 Quantum Accounting*) • Purchase Fraction (*only for Sage 50 Manufacturing Accounting, Sage 50 Distribution Accounting, or Sage 50 Quantum Accounting*) • Selling Measure (*only for Sage 50 Manufacturing Accounting, Sage 50 Distribution Accounting, or Sage 50 Quantum Accounting*) • Sell Fraction (*only for Sage 50 Manufacturing Accounting, Sage 50 Distribution Accounting, or Sage 50 Quantum Accounting*) • Sales price • Weight • Price Breaks • Serial Numbers (*only for Sage 50 Premium Accounting and higher, with some limitations)* • Custom Fields (only 5 will be converted, based on what you select in the Conversion wizard)	• Transaction Detail • Cost/Standard • Cost/Average • Weight Code

Program Area	**What Is Converted**	**What Is Not**
Payroll	• Employee Code (ID) • Employee Name • Address • E-mail Address • Phone Number • Social Security Number • Termination Date • Pay Amount • Overtime 1 & 2 • Federal, State & Local Allowances • Additional Federal, State, & Local Withholdings • Custom Fields (only 5 will be converted, based on what you select in the Conversion wizard)	• Vacation Accruals • Sick Accruals • Payroll year to date totals **Note:** You can manually enter year to date totals as beginning balance entries for each employee.
Sales Taxes	• Tax Code (ID) • Tax Description • Tax Rate	• Purchase Tax Codes
Jobs	• Job Code (ID) • Job Description • Job Manager • Customer Code • Contract Number • Percent Complete • Custom Fields (only 5 will be converted, based on what you select in the Conversion wizard) • Phases and Sub-Phases	

Program Area	What Is Converted	What Is Not
Salesperson Information	• Salesperson Name and Code • E-mail Address	Employee # Territory Rate Amount

Detailed Explanation of What Gets Converted

Company Information

Most company information will be converted or requested during the conversion.

- The company name, address, city, state, zip, and country will be converted, but you will be asked to confirm the information in the Conversion wizard.
- Phone number 2 will not be converted because Sage 50 accepts only one phone number per company.
- Since DacEasy only uses the Accrual accounting method, all companies will be set to Accrual in Sage 50.
- Since DacEasy does not have a field that identifies a company's form of business, you will be allowed to choose business type in the Conversion wizard.

Chart of Accounts

In DacEasy, you had two types of accounts, general or detail. General accounts were used for rollups. Only detail accounts will be converted to Sage 50.

- Account Group: The Account Group in DacEasy is called Account Type in Sage 50. The account group will be assigned to comparable account types according to the following table.

DacEasy GL Account Group	Sage 50 Account Type
Asset	Other Current Assets
Liability	Other Current Liabilities
Capital	Equity-doesn't close
Revenue	Income
Expense	Expenses
Other Credits	Equity-doesn't close
Other Debits	Equity-doesn't close

- If you are converting from the Accounting module and the account is a default account, we can further classify the account type, according to the following table.

DacEasy GL Account Group	Sage 50 Account Type
caAcctNo[0]	Cash
caAcctNo[1]	Accounts Rec
caAcctNo[2]	Accounts Pay
caAcctNo[3]	Inventory
caAcctNo[4]	Cost of Sales

Defaults

AR Defaults

Most AR defaults will be converted to comparable accounts in Sage 50, with the following exceptions or changes.

- Custom fields: You will be asked to select five customer custom fields in the Conversion wizard. Custom fields will all be text fields in Sage 50 and may be shortened if they exceed field limits in Sage 50.
- Terms and Discounts: If Sage 50 handles terms differently than DacEasy, the terms will be translated to match Sage 50's methods for calculating terms. For example, in DacEasy you can offer discounts based on either number of days or day of the month, while in Sage 50 you can only offer discounts based on the number of days. Your discounts that were calculated based on the day of the month will be converted to days.
- Customer Credit Check Status: Customer Credit Check Status, also known as Credit Status in Sage 50, will be converted based on the following table.

DacEasy Customer Credit Check Status	Sage 50 Credit Status
No-do not notify	No credit limit
Warn-warn but allow the user to continue	Notify over limit
Enforce—Display error, password override possible	Hold over limit

AP Defaults

Most AP Defaults will be converted or requested in the Conversion Wizard.

- Custom fields: You will be asked to select five vendor custom fields in the Conversion wizard. Custom fields will all be text fields in Sage 50 and may be shortened if they exceed field limits in Sage 50.
- Terms and Discounts: If Sage 50 handles terms differently than DacEasy, the terms will be translated to match Sage 50's methods for calculating terms. For example, in DacEasy you can offer discounts based on either number of days or day of the month, while in Sage 50 you can only offer discounts based on the number of days. Your discounts that were calculated based on the day of the month will be converted to days.

Item Defaults

The majority of your Inventory item defaults will be requested in the Conversion wizard.

- In Sage 50, you can create up to 10 ship methods. Since you could set up more than 10 shipping methods in DacEasy, the shipping methods will be converted as follows:
  - If you have 10 or less shipping methods set up in DacEasy, all of these will be converted to Sage 50. However, if you have more than 10 shipping methods, the first 9 will be converted and the ship method 10 will be set to Other in Sage 50.

Vendor Information

Most of your vendor information will be converted to Sage 50. However, some of the following fields may be shortened if they exceed Sage 50 field limits:

- Vendor name, Address Line 1, Address Line 2, State, and Country
- Contact

Customer Information

The majority of your customer information will be converted, with the following exceptions or changes.

- Fields may be shortened: Customer name, Contact name, Address Lines 1 and 2, State, and Country fields will be shortened if they exceed field limits in Sage 50.
- Price Group: Price Group, or Pricing Level as it is called in Sage 50, will be converted according to the following table.

DacEasy Price Group	Sage 50 Pricing Level
None	Price Level 1
A	Price Level 2
B	Price Level 3
C	Price Level 4
D	Price Level 5
E	Price Level 6
F	Price Level 7

- Salesperson on customer record: If a customer record contains a salesperson that does not have a salesperson record in DacEasy, then an employee record will be generated in Sage 50 and classified as Sales Rep. For more information on salespeople, see "Salesperson Information" on page 13.
- Custom fields: You will be asked to select five customer custom fields in the Conversion wizard. Custom fields will all be text fields in Sage 50 and may be shortened if they exceed field limits in Sage 50.

Sales Tax Information

Most of your sales tax information will be converted, with the following exceptions or changes.

- Sales Tax Authorities and Sales Tax Codes: Sage 50 handles sales taxes in two separate areas: sales tax agencies and sales taxes. In DacEasy, all of the sales tax information is stored in one table. Since all tax codes in DacEasy must have at least one liability account, we'll treat each liability account listed in the table as a sales tax agency in Sage 50. Unfortunately, we will only be able to convert up to five liability accounts per tax code.

  The new tax agency will be named based on the tax code and the row number of liability account. For example if the tax code is 5 and the table has two liability accounts listed, the new agency IDs in Sage 50 will be 5-1 and 5-2, respectively.

Salesperson Information

In Sage 50, Salespeople or Sales Reps are set up as employees, allowing you to classify a sales rep as either an employee, sales rep, or both. Therefore, all of your Salespeople from DacEasy will be converted to employees. We will add "-Sales Rep" to the end of the salesperson code to help distinguish salesperson records from employee records. For example, if the salesperson code for Betty Brown is BB, then the new employee ID in Sage 50 will be BB-Sales Rep.

Inventory Information

Most of your inventory information will be converted with the following changes or exceptions.

- Fields may be shortened: The Product Description, Weight, Description for substock items, and Warehouse Description for master items may be shortened if they exceed field limits in Sage 50.
- Custom fields: You will be asked to select five inventory custom fields in the Conversion wizard. All custom fields in Sage 50 are text fields. DacEasy custom fields may be shortened if they exceed field limits in Sage 50.
- Master and Substock items: Master and substock items will not be converted to Sage 50.

- Serialized Inventory: Serialized Inventory is only available in the Premium and Quantum lines of Sage 50, which includes the following products: Sage 50 Premium Accounting, Sage 50 Manufacturing Accounting, Sage 50 Distribution Accounting, Sage 50 Construction Accounting, and Sage 50 Quantum Accounting. How will items be converted?

The way that an item will be converted in certain cases will be determined by the Sage 50 product that you're converting to. The following table explains how your items will be classified once they are converted to Sage 50.

If in Dac	DacEasy Item Characteristics	Sage 50 Product You're Converting to	New Item Classification
1-Normal	• No serial numbers • No components • No Master item	Sage 50 Premium Accounting Sage 50 Manufacturing Accounting Sage 50 Distribution Accounting Sage 50 Construction Accounting Sage 50 Quantum Accounting	Stock
1-Normal or 3-Negative	• Has serial numbers • No components • No Master item	Sage 50 Premium Accounting Sage 50 Manufacturing Accounting Sage 50 Distribution Accounting Sage 50 Construction Accounting Sage 50 Quantum Accounting	Serialized Stock
1-Normal or 3-Negative	• No serial numbers • Has components • No Master item	All Sage 50 products	Assembly

If in Dac	DacEasy Item Characteristics	Sage 50 Product You're Converting to	New Item Classification
1-Normal or 3-Negative	• Has serial numbers • Has components • No Master item	Sage 50 Premium Accounting Sage 50 Manufacturing Accounting Sage 50 Distribution Accounting Sage 50 Construction Accounting Sage 50 Quantum Accounting	Serialized Assembly
2- Non-Inventory	• May or may not have serial numbers • No components • No Master item	All Sage 50 products	Non-stock

- Purchasing/Selling Measure/Fraction : In DacEasy, you could buy and sell items in different units according to the purchasing or selling fraction that was set up. In Sage 50, buying or selling in different units or units of measure is only available in Sage 50 Manufacturing Accounting, Sage 50 Distribution Accounting, and Sage 50 Quantum Accounting

. If you are converting to Sage 50 Premium Accounting, your items will be converted to the lowest selling or purchasing measure.

- Bill of Materials for Assemblies: In DacEasy, you could enter an unlimited number of components for assembly items. You could also have serialized items as components in an assembly. Sage 50 does not allow unlimited components or serialized items as components. The number of components that are allowed is based on the Sage 50 product that you are converting to. If you are converting to Sage 50 Manufacturing Accounting, Sage 50 Distribution Accounting, or Sage 50 Quantum Accounting, an assembly can have up to 300 components. For Sage 50 Premium Accounting, up to 100 components are allowed. When these limits are met during conversion, no more components will be added to the assembly.
- Services: All DacEasy Services will be converted and given the item class of service in Sage 50. If you had services that had serial numbers, these numbers will not be converted because Sage 50 doesn't allow services to be serialized.

Jobs Information

Most of your jobs information will be converted with the following exceptions or changes.

- Job Defaults: Custom fields that are listed as job defaults may be converted if you choose to convert them in the Conversion wizard. If the custom field exceeds Sage 50 field limits, it will be shortened.
- Phases and Sub-Phases: All phase and sub-phase information will be converted, except Pay Type. Since Sage 50's Cost Type is not user-defined, you will be asked to select comparable matches in the Conversion wizard.

Payroll Information

Payroll Defaults

Most of your payroll and employee information will be converted with the following exceptions or changes:

- Fields may be shortened. The State field will be shortened if it exceeds Sage 50's field limits.
- Custom fields: You will be asked to select five payroll custom fields in the Conversion wizard. All custom fields in Sage 50 are text fields. DacEasy custom fields may be shortened if they exceed field limits in Sage 50.
- Earnings, Deductions, Liabilities: DacEasy allowed you to have an unlimited number of earnings, deductions, and liabilities. Sage 50 limits these options as follows:
  - Pay Rates 20
  - Deductions/Earnings 40
  - Employer Liabilities 40
- Pay Type: DacEasy had three pay types, hourly, salaried, and contract. Sage 50 only has two pay methods, hourly and salary. Your pay types will be converted according to the following table:

DacEasy Pay Type	Sage 50 Pay Method
Hourly	Hourly
Salaried	Salary
Contract	Salary

- Vacation and Sick time Accruals: Vacation and sick time accruals will not be converted. You will be asked to set up calculations for vacation and sick time accruals in the Conversion wizard.

Payroll Tax Update Service

If you are a current Tax Update Service subscriber for DacEasy, you will receive the equivalent tax updates when you convert to Sage 50. However, the tax tables will only be updated after you register your Sage 50 product. Therefore, we recommend that you register your Sage 50 product prior to converting your DacEasy company. If you do convert before you register, you will need to get a tax registration number when you register your Sage 50 product.

How are Companies Listed in the Open Company window?

DacEasy is a modular accounting system and as such offers a wide variety of potential installation configurations. For example, a user may have just the Accounting module, or just the Payroll module, or a combination of the two. This section will help you understand how your companies will be presented for selection in the Open company window.

Let's start with the Accounting module. If any other module is integrated with the Accounting module, the Accounting Company name will be listed. In the event that you have two or more payroll companies integrated with an accounting company, then the accounting company will be listed several times, one time for each payroll company. If you have two or more job cost companies integrated with accounting, only the first job company will be eligible for conversion.

If you only have Order Entry, Point of Sale, or Payroll, the corresponding company names will be listed in the Open Company window.

Finally, Payroll companies that are integrated with Job Cost, but not with accounting will be listed separately in the Open Company window.

Before the Conversion

Before you convert to Sage 50 Accounting, you need to perform the following tasks in the Before Conversion Checklist.

Before Conversion Checklist

1 Ship all orders from the Order Entry Module, if needed.

2 Post all transactions from Point of Sales.

3 Post Payroll transactions.

4 Go to Accounting > Posting to post all transactions for each journal.

Posting prior to conversion is paramount to a more accurate conversion.

5 Make sure that any Accounting, Point of Sale, or Order Entry company has a chart of accounts set up in DacEasy.

6 If you used Payroll in DacEasy, make sure that at least one department is set up.

7 In DacEasy, print the following reports after all transactions are posted.

- Income Statement
- Balance Sheet
- Trial Balance
- Chart of Accounts
- General Ledger
- Customer Directory
- Vendor Directory
- Employee Directory
- Product Activity - This report shows inventory balances if you have inventory tracking turned on. If tracking is turned off, create a custom report that shows inventory balances by going to DacAccess-Query.
- Account Payables/Receivables Aging report

Some of these reports will be used to verify records and enter information into Sage 50 after the conversion.

8 Don’t immediately delete DacEasy files! You may want to refer to a transaction or other detailed information over the course of the next few weeks as you begin using Sage 50 Accounting.

9 Back up all of your DacEasy files. In case you have any problems during the conversion, you will want a good backup. See “Backing Up All DacEasy Data Files” on page 20 for more information.

10 Register your Sage 50 product.

Note: Don’t immediately delete DacEasy files. You may want to refer to a transaction or other detailed information over the course of the next few weeks as you begin using Sage 50 Accounting

Backing Up All DacEasy Data Files

Before you begin the conversion process, make a complete backup.

Follow these steps to backup your DacEasy data files.

From the Business Center:

1 Go to Tools > Backup. The Backup Wizard appears.

2 Select the profile and modules you want to back up, and then click Next. The default backup location appears.

3 Edit the location if necessary, and click Next. A Summary screen appears.

4 Click Finish to make the backups.

From Modules:

1 Select File > Backup/Restore.

2 Edit the Target field for backup locations, if necessary.

3 Press F10.

Converting Sage DacEasy Company Data

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• Converting Sage DacEasy Company Data •

Overview

Sage 50 has made it easy for you to convert your DacEasy company data to the Sage 50 format. With our easy-to-use Conversion Wizard, most of the work associated with conversion is done for you. The DacEasy Conversion Wizard guides you through the conversion process. The wizard asks for key information about your accounting and costing methods. The wizard also requests default purchase and sales account numbers as well as inventory account numbers. The accounting information and account numbers that you provide will be used to create your new company in Sage 50.

Starting the Conversion

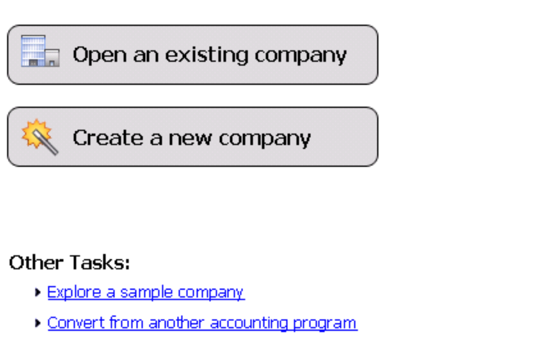
You can start the conversion in three places in Sage 50: the Sage 50 File menu, the Sage 50 Startup screen, and the Open Company window. The easiest way is from the File menu. If you are just starting Sage 50 and haven't opened a company yet, you may want to start the conversion from the Sage 50 Startup screen. Another way to start the conversion is from the Open Company window. Each option is explained below.

From the Sage 50 File Menu

1. To start the conversion, go to **File>Convert a Company**.
2. Select the DacEasy option and click **OK**. After you select the DacEasy option, the Open Company window appears, displaying only DacEasy companies.
3. Select the company you want to convert and click **OK**. After you click OK the Conversion Wizard appears. Follow the steps of the wizard to begin the conversion process. For more information, go to "Using the Conversion Wizard to Convert a Sage DacEasy Company" on page 25.

From the Sage 50 Startup Screen

The Sage 50 Startup screen is the first screen that appears after you open Sage 50.



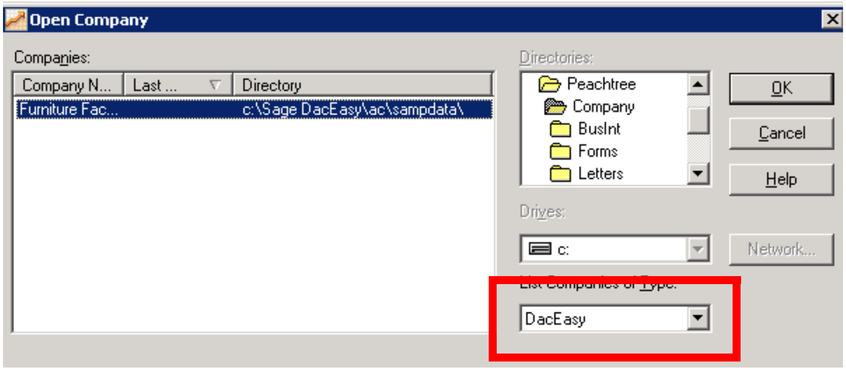
1. To start the conversion, select **Convert from another accounting program**. The **Convert a Company** window appears.
   Note: You can also open the Convert a Company window by going to **File>Convert a Company**.
2. Select the DacEasy option and click **OK**. After you select the DacEasy option, the Open Company window appears, displaying only DacEasy companies.

3. Select the company you want to convert and click **OK**. After you click OK the Conversion Wizard appears. Follow the steps of the wizard to begin the conversion process. For more information, go to "Using the Conversion Wizard to Convert a Sage DacEasy Company" on page 25.

From the Open Company Window

You can also start the conversion from the Open Company window. Follow the steps below to start the conversion from the Open Company window.

1. From the **File** menu, select **Open Company**. After the Open Company window appears, select **DacEasy** from the **List Companies of Type** field.



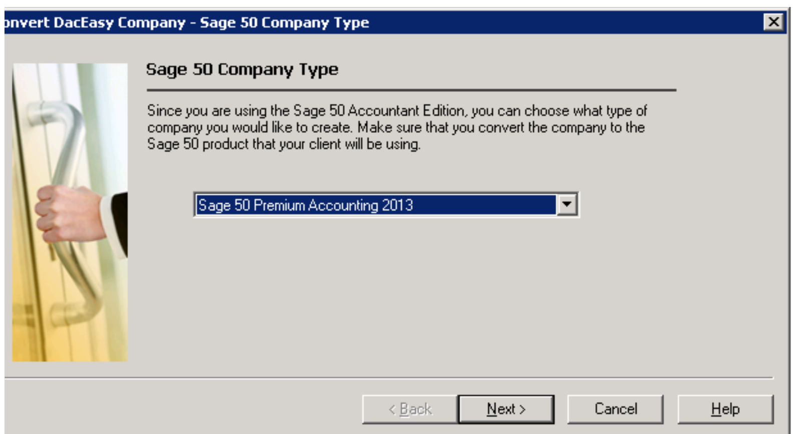
2. Select the company you want to convert from the list and click **OK**. After you click OK, the Conversion Wizard appears. Follow the steps of the wizard to begin the conversion process. For more information, go to "Using the Conversion Wizard to Convert a Sage DacEasy Company" on page 25.

Using the Conversion Wizard to Convert a Sage DacEasy Company

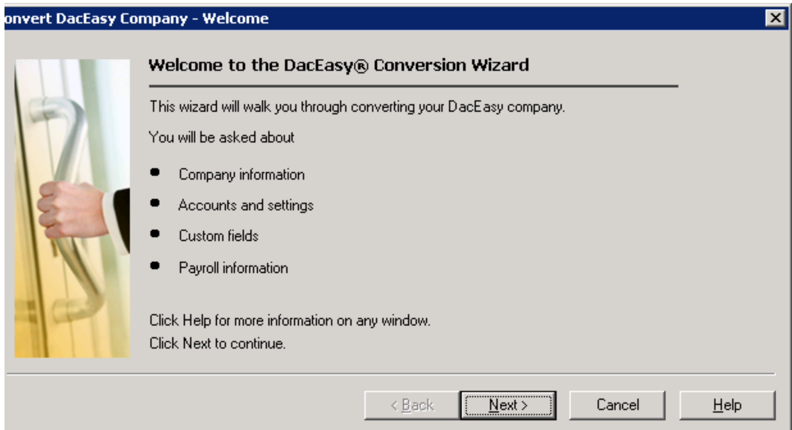
After you have selected the DacEasy company that you want to convert to Sage 50, the Conversion Wizard appears. The wizard will ask you questions about your company's accounting and costing methods. It will also request account information for inventory items, customers, and vendors being converted to Sage 50. The account information that you select will be used only for the records being converted, and not as the defaults for your company.

Throughout this section, there may be instructions that do not apply to the company that you are converting or vary depending on the version of Sage 50 that you have installed. For example, if you installed Sage 50 Accountant Edition, the following window will appear prior to the DacEasy Conversion Wizard Welcome window. This window allows you to select the Sage 50 product that you will be converting this company to.

Sage 50 Accountant Edition Only

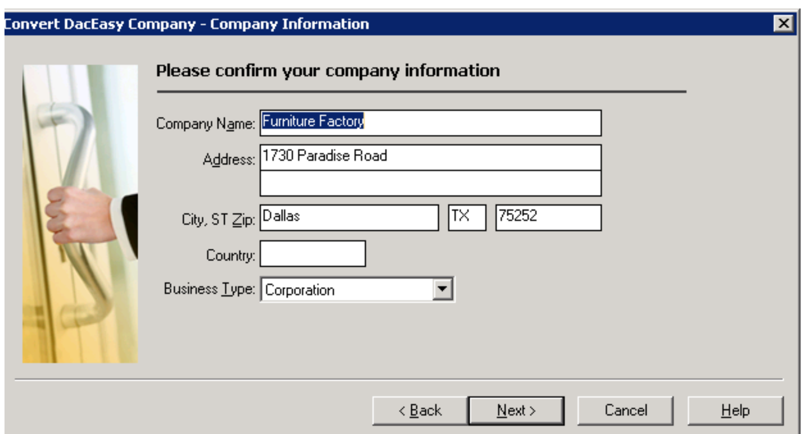


Let’s take a look at the DacEasy Conversion Wizard. The window displayed below is the Welcome window.



1 Read the information on the **Welcome** window and click **Next** to continue.

The Company Information window appears.



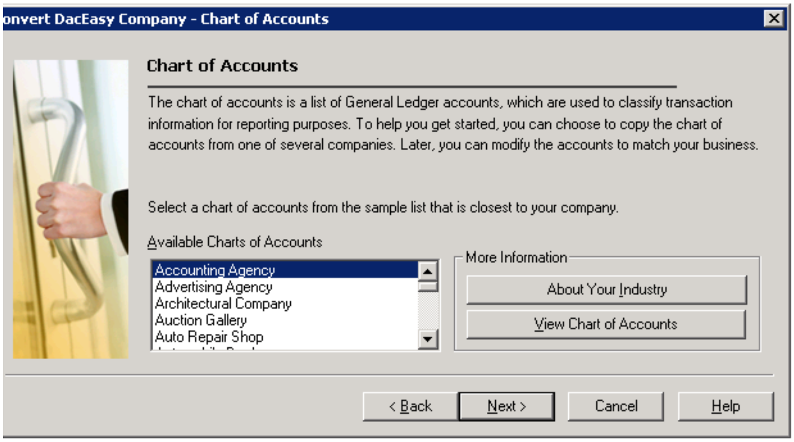
The company information listed is brought over from DacEasy, so make sure the information is correct and make changes where necessary.

Business Type—Since DacEasy didn’t classify by business type, by default all companies are set to corporation. You can change the business type now if your business is not a corporation. You can choose from the following business types: Corporation, S Corporation, Partnership, Sole Proprietorship, or Limited Liability Corporation.

Verify your company information and select a business type. Then, select **Next** to continue.

2. The Chart of Accounts window appears.

   Note: The Chart of Accounts window will only appear if you are converting a stand-alone Payroll company. If the company you are converting is not a stand-alone payroll company, the Payroll Information window will appear. Go to page 28 if the Chart of Accounts window does not appear.

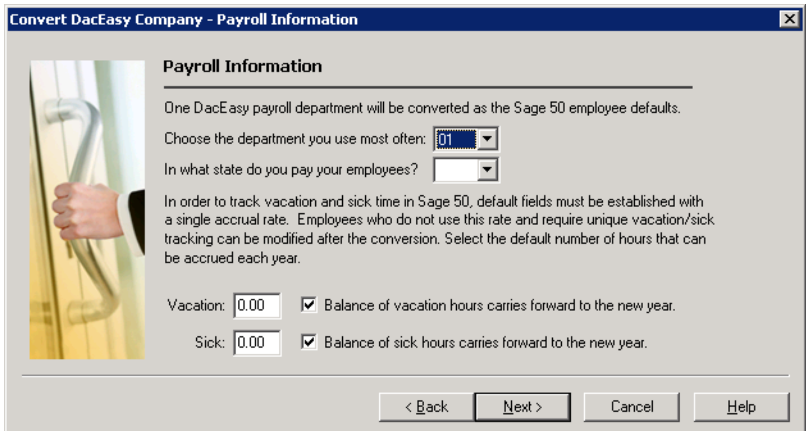


   Sage 50 requires that you select a chart of accounts even if you are only planning to use payroll. You have several chart of accounts from which to choose. We suggest that find a chart of account that best matches your business. To learn more about a chart of accounts, select (highlight) the account in the list and click either the **About Your Industry** or **View Chart of Accounts** button.

   If you click the About Your Industry button, you will receive information about the specific business type that is selected in the Available Charts of Accounts window. If you click the View Chart of Accounts button, you will be able to view any of the listed charts of accounts prior to selecting one for your company.

3 Once you have decided on a chart of accounts, select the account from the Available Charts of Accounts list and select Next to continue.

Note: The Payroll Information window appears only if your payroll company is linked to the account company in DacEasy. If you are converting an accounting only company, the windows below will not appear and you can skip this step. Go to page 29 for further instructions.



Since Sage 50 is a fully-integrated accounting solution, you will be required to set up payroll even if you didn’t use it in DacEasy. The information that you enter here will be used to set up defaults for records that are converted from DacEasy. On this window, you enter information to set up employee payroll and vacation and sick time defaults.

Payroll Department and State

Choose the department you use most often—Use the drop-down list to select a default department for all of your employees. The departments in the list are brought over from DacEasy. When selecting the department, choose the one that you used for the majority of your employees in DacEasy.

In what state do you pay your employees?—Select the state in which you pay most of your employees. The state that you select here will be used as the default payroll state in Sage 50.

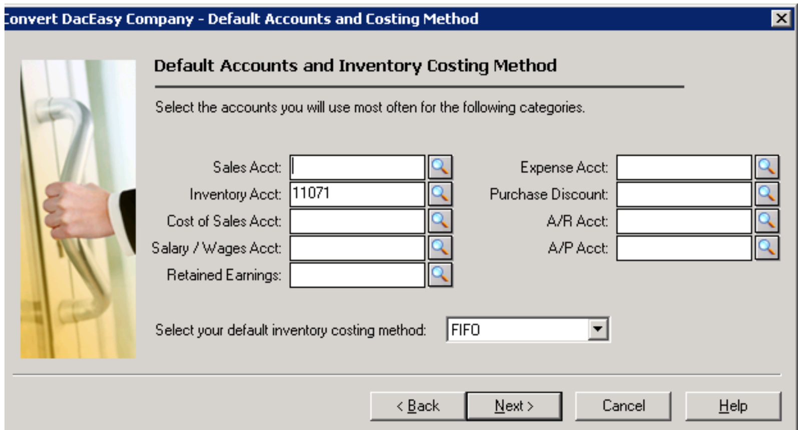
Vacation and Sick time Accrual

Vacation—In the vacation field, enter the total number of hours vacation time an employee can accrue each year. Select the check box if you allow unused vacation hours to roll over to the next year.

Sick—In the sick field, enter the total number of sick time (in hours) an employee can accrue each year. Select the check box if you allow unused sick time to roll over to the next year.

4 Select your Payroll Department and State defaults and set up vacation and sick time accruals, if necessary. Then, click Next to continue.

The Default Accounts and Inventory Costing Method window appears.



This window allows you to select specific default accounts to be used in the company you are converting to Sage 50. In addition, you will be asked to select a default inventory costing method.

We recommend that you select accounts that you used most often in DacEasy as your defaults for Sage 50. By selecting defaults, you can save data entry time. Select or enter a default account number for the following accounts:

- Sales Account
- Inventory Account
- Cost of Sales Account
- Salary/Wages Account
- Retained Earnings Account
- Expense Account
- Purchase Discount
- A/R Account
- A/P Account

Note: The accounts that are listed in the look-up list are your accounts from DacEasy.

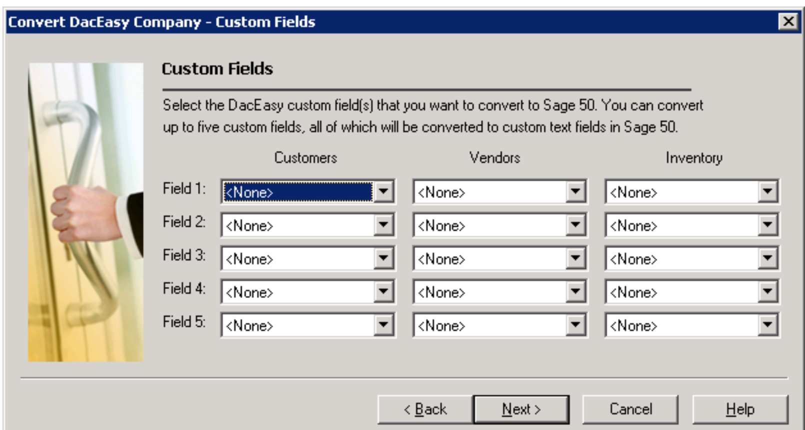
For the default inventory costing method, you can choose one of the following costing methods:

- **FIFO (First In, First Out)**—Select this method if you want the cost determined by assuming that the oldest items are to be sold first.
- **LIFO (Last In, Last Out)**—Select this method if you want the cost determined by assuming that the newest items are to be sold first.
- **Average**—Select this method if you want the cost determined by the average price of all items.

If you had a default costing method set up in DacEasy, a comparable default will be selected, but you can change it if you like. If you used standard costing in DacEasy, the costing default is set to FIFO.

5 When you have finished making your selections, click Next to continue.

The Custom Fields window appears.



On this window, you will select the custom fields that you want to convert from DacEasy. You can select up to five custom fields for customers, vendors, and inventory. The fields that you select here will be used as the default custom fields for the company that you are converting to Sage 50.

The majority of the selections in the list come from your user-defined text, numeric, and date fields from DacEasy. In addition, we've included some fields DacEasy that may not have a comparable counterpart in Sage 50, but may include information that you want to convert.

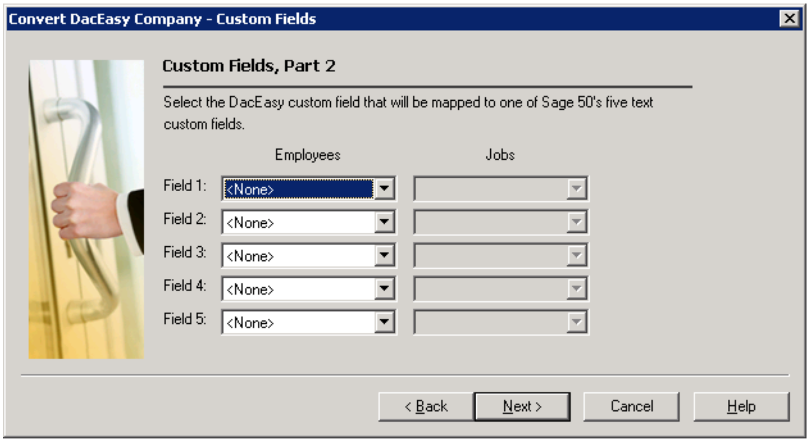
Select up to five custom fields for each of the following record types:

- Customers
- Vendors
- Inventory

Note: You do not have to make any selections for custom fields if you choose. You can select as many or as few custom fields up to 5 for each record type.

6 When you have finished making your selections, click Next to continue.

The Custom Fields Part 2 window appears.



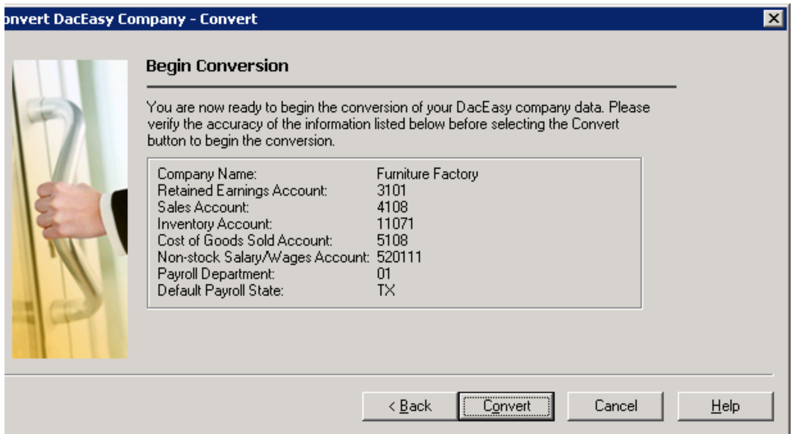
On this window, you will select the custom fields that you want to convert from DacEasy. You can select up to five custom fields for employees and jobs.

Select up to 5 custom fields for each of the following record types:

- Employees
- Jobs

7 When you have finished making your selections, click Next to continue.

The Convert window appears.

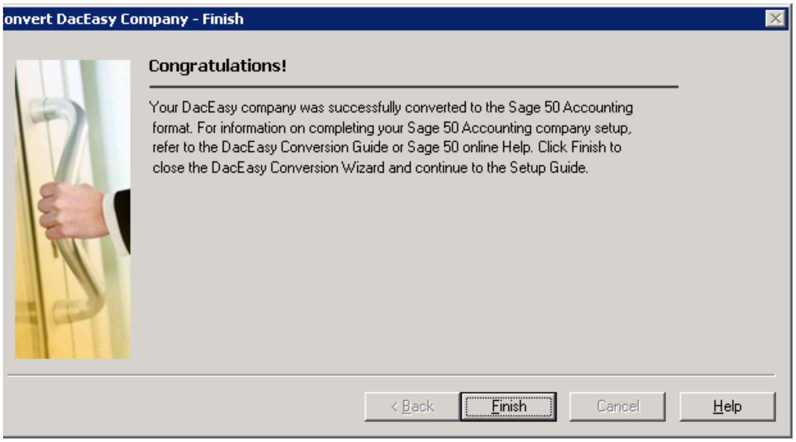


The Convert window is the final window you will see before the conversion process begins. It displays all the options you have chosen in the other windows of the Conversion Wizard.

8 Verify that the information is correct, and then select **Convert** to begin the conversion process. Or, if any of the displayed information is not as desired, select **Back** to return to earlier windows, and then make any needed corrections.

After you select **Convert**, the conversion process begins. Your DacEasy company data gets automatically converted to the Sage 50 format. For more information about what data gets converted, see "What Gets Converted and What Does Not?" on page 3.

Once the conversion is complete, the finish window appears.



This is the final window in the DacEasy Conversion Wizard. You have successfully converted your DacEasy company to the Sage 50 format.

9 Select **Finish** to close the conversion wizard and begin using your Sage 50 company.

What to Do After the Conversion

3

• What to Do After the Conversion•

Overview

Now that your company has been converted to Sage 50 Accounting, you have the final setup work to complete. As mentioned in the previous chapter, the Setup Guide is a great place to start when you're setting up a company. In this chapter, we will use the Setup Guide to complete the final setup work for your company.

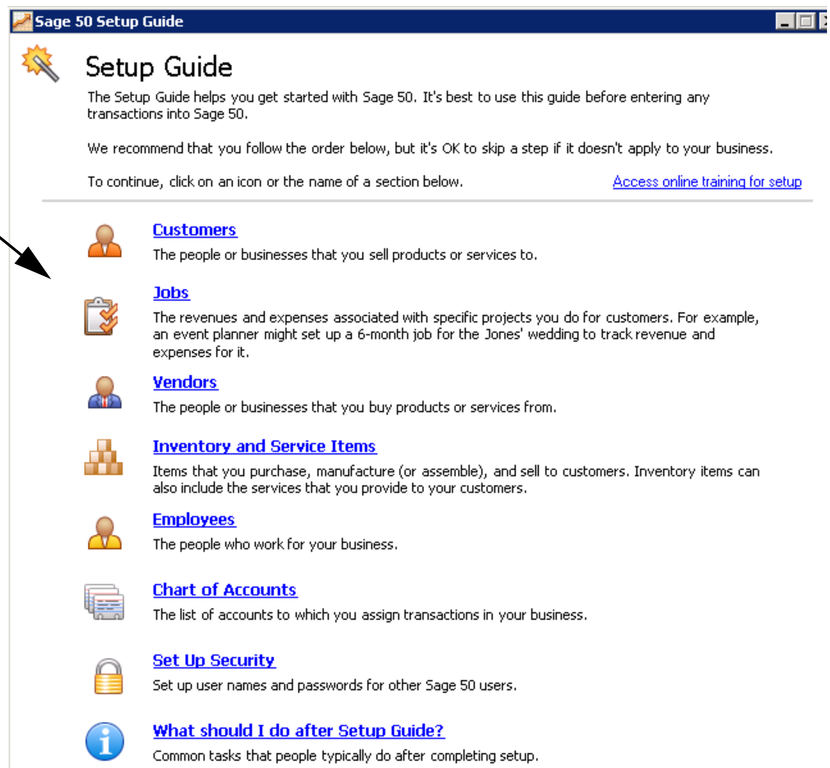
If you have further questions, or want more detail about the procedures listed here, consult the Sage 50 online Help.

Using the Setup Guide to Set Up Your Company

After the conversion is complete, the Setup Guide will appear. The Setup Guide presents a comprehensive outline of how to set up your company. While some of the steps were completed during conversion, like entering vendor, customer, item, and employee records, we suggest that you follow the Setup Guide step-by-step. When the Guide suggests that you add records, you should verify that all of your data records converted properly.

The Setup Guide is shown below.

Each area of setup is listed. Click the area to walk through the steps of setting up that part of Sage 50.



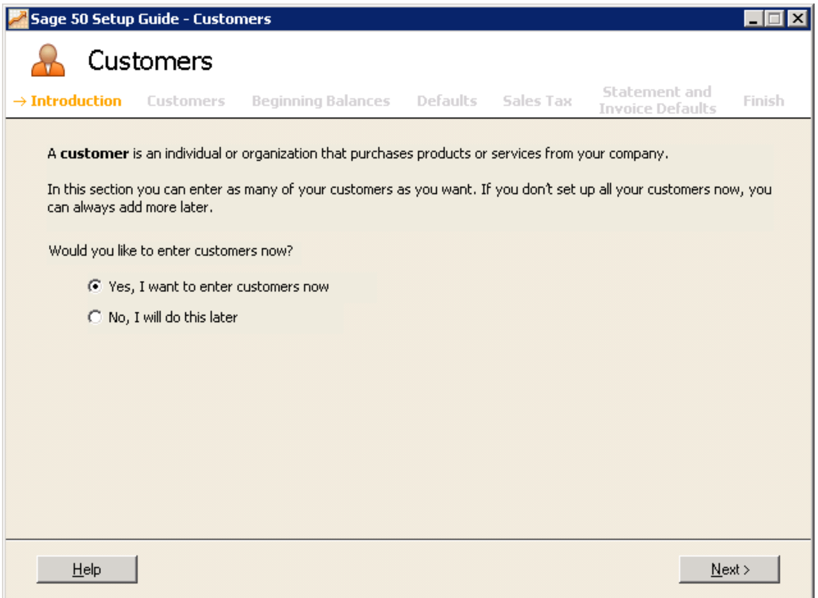
You may not need to set up each area of Sage 50 for your company. For example, if you don't use Inventory, then you should skip that section of this chapter.

Tip

You can reopen the Setup Guide at any time by going to File, Setup Guide.

Setting up Customers

The Customers page of the Setup Guide helps you set up Sage 50 to track amounts owed to you by customers for items or services you sold to them. You can open this page by clicking the Customers link on the Setup Guide page.



As mentioned earlier in this guide, the conversion may have already completed some of the steps listed. Let's take a look at the steps needed to set up your customers.

1 Set up Your Customers

On the opening screen, select **Yes, I want to enter customers now** and then click **Next**. The new screen will display a list of existing customers, if any. Scroll through this list and make sure that all of your customers appear. If so, select Next to continue to the next step. If not, click Add New Customer to open the Maintain Customers window. In the Maintain Customers window, you can enter, change, and store information about companies and people you sell goods and services to. You can also enter information about companies and people you would like to do business with (prospects). Information about customers is stored on different tabs. Click a tab to enter the additional customer information. When you have finished adding any customers, close the Maintain Customers window and you will return to the Customer Setup Page. Click Next.

If you printed the Customer Directory Report from DacEasy, use it to compare and verify the customer information that was converted to Sage 50.

2 Enter Your Customer Beginning Balances

In this step, verify that your beginning balances from DacEasy converted properly. Select Yes and click Next. Then click Enter Customer Beginning Balances. If you need to change information, select the customer name on the Customer Balances tab; then enter amounts for outstanding invoices on the Invoices from tab.

Tip: You can use the Customer Directory Report from DacEasy to compare and verify your customer beginning balances.

When you are done, close the Customer Beginning Balances window and select Next on the Customer Setup page.

3 Select Your Customer Defaults

Sage 50 will display the current customer defaults for you. If you do not need to change them, click Next. If you want to make changes, click Change Customer Defaults. In the Customer Defaults window, you can set up default information for customers. You enter the most common information. Then, when you set up new customers and enter transactions, the default information is automatically included.

The Customer Defaults window has five tabs:

- Payment Terms—On this tab, you set up default (standard) payment terms for your customers and default sales and discount G/L accounts.
- Account Aging—On this tab, you set up how sales invoices are aged and what aging brackets will be used for accounts receivable.
- Custom Fields—On this tab, you set up custom field names for your customer records. This information is brought over during the conversion. Verify that the custom fields are correct.
- Finance Charges—On this tab, you set up when and how finance charges are calculated for your customers.
- Pay Methods—On this tab, you set up payment methods for your customers or deposit ticket ID properties.

For more information about what to enter on the tabs in this window, select the Help button.

When you are done, close the Customer Defaults window and click Next on the Customer Setup Page.

4 Create Sales Taxes

Your sales tax information should have converted from DacEasy properly. However, if you want to verify it, select **Yes, I collect Sales Tax from my customers**. Then click **Next**. Sage 50 will walk you through three steps of sales tax setup. You can use the lists to verify the completeness of the information. If you need to add sales tax vendors, sales tax agencies, sales taxes, or assign sales taxes to customers, you can do so from the setup.

If you do not need to verify sales taxes, click Next.

5 Select Your Statement and Invoice Defaults

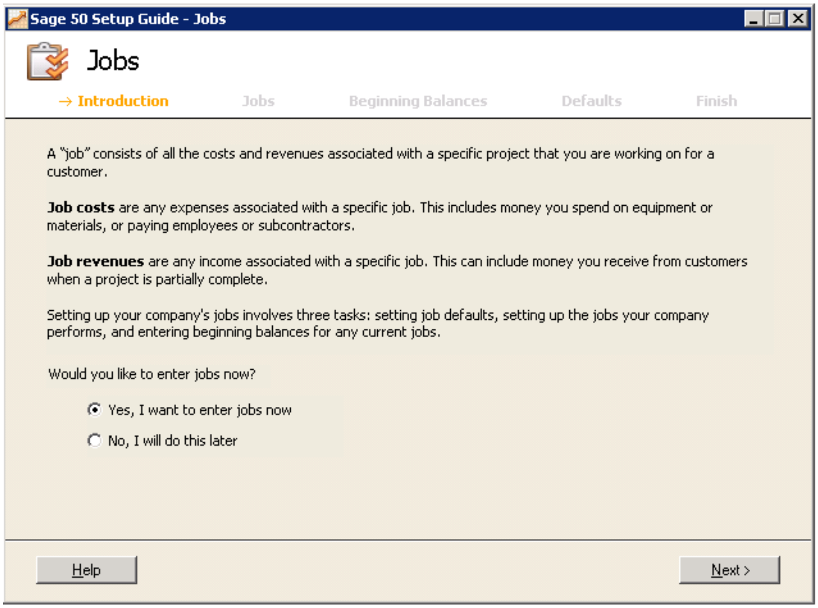
The Customer Setup page will show you the current statement and invoice defaults. If you are satisfied with these, click Next to continue. Otherwise, click Change Statement and Invoice Defaults. This will open the Statements/Invoices Defaults window. In this window, you set up default information for printing customer statements and sales invoices. These options let you customize your customer statements and invoices including print options and dunning messages. The defaults you enter here are used throughout Sage 50.

Select the information desired on the Statement Print Options tab, then select the Dunning message tab to enter text for dunning messages. If you are not sure what to select or enter on either of these tabs, click Help for more information.

When you are done, close the Statement and Invoice Defaults window and click Next. Select one of the options to continue.

Setting up Jobs

The Jobs page of the Setup Guide helps you set up Sage 50 to track all the costs and revenues associated with a specific project. You can open this page by selecting Jobs from the Setup Guide main page.



Select **Yes, I want to enter jobs now** and click **Next** to get started. As mentioned earlier in this guide, the conversion may have already completed some of the steps listed. Let's take a look at the steps needed to set up your jobs.

1 Set Up Jobs

Any jobs that were converted will appear in the list on the screen. Verify that this list is complete and click Next if you do not need to create any jobs now. Otherwise, click Add New Job to add a new job. This will open the Maintain Jobs window. In the Maintain Jobs window, you can track the costs associated with the completion of a job or project. These can include expenses associated with purchasing materials or paying for labor, equipment, or subcontractors. Information about jobs is stored on three different tabs. Click the tab to view the additional job information.

Also, if there is information that you want to add to the job item record, enter it as you verify your records. Use the Back or Next (arrow) buttons next to the Job ID field to go to the previous or next record. Be sure to verify data on every tab for each job.

When you are done, close the Maintain Jobs window and click Next on the Job Setup page.

2 Enter your Jobs Beginning Balances

Since Sage 50 and DacEasy handle jobs differently, none of your beginning balances were converted. You will have to enter them manually.

On the window, select Yes if you want to enter beginning balances for your jobs now. Select one of the other options if you do not. Then click Next. If you selected Yes, follow the steps to enter your job beginning balances. To enter job beginning balances, select the job name on the Job Balances tab; then enter dates and amounts for expenses and revenue on the Job Entries for tab. Repeat this step for all of the jobs that were converted from DacEasy.

When you have finished, close the Jobs Beginning Balances window and click Next on the Job Setup page.

3 Select Your Job Defaults

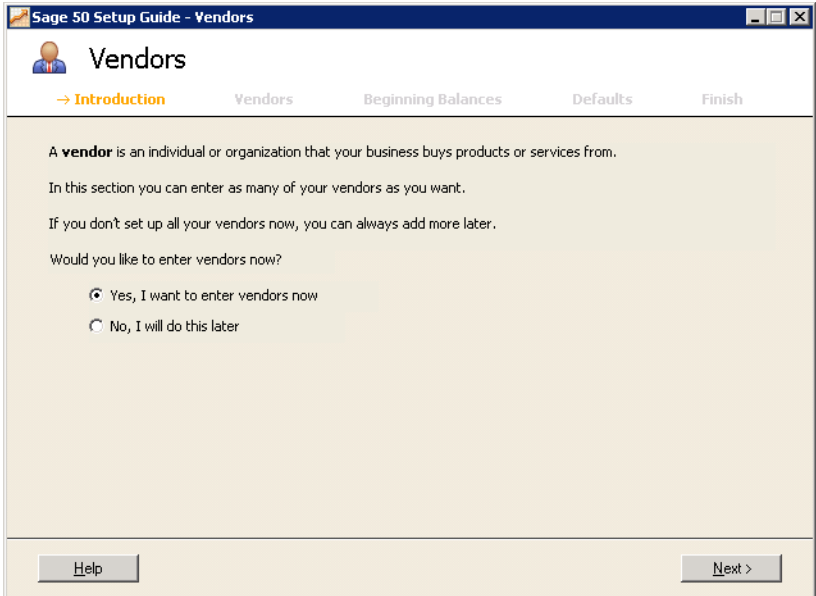
If you want to set up custom fields, click Change Job Defaults. In the Job Defaults window, you can set up custom field names for your job records. Custom fields offer you a way to keep track of specific information about the people who supply you with goods and services. We have provided some common custom field names; however, you may change them to better suit your business needs.

When you are done, close the Job Defaults window. Note that if you want to enter specific information for these custom fields for each job, you must reopen each job record and add the information. The field labels will appear but not the information specific to each job.

Click Next to proceed to the next setup area.

Setting up Vendors

The Vendors page of the Setup Guide helps you set up information for balances you owe to vendors for good, supplies, and services that you’ve purchased. You can open this page by clicking Vendors from the Setup Guide.



As mentioned earlier in this guide, the conversion may have already completed some of the steps listed. Let's take a look at the steps needed to set up your vendors.

1 Set up Your Vendors

If you want to add vendors or check that all of your vendors converted properly, select Yes, I want to add vendors now; then, click Next. The next screen will show you the vendors that transferred. Examine this list. If it is complete, click Next to continue to the next step. If not, click Add New Vendor to open the Maintain Vendors window. In the Maintain Vendors window, you can enter, change, and store information about the companies and people you purchase goods and services from. Information about vendors is stored on different tabs. Click a tab to view the additional vendor information.

If there is information that you want to add to the vendor record, for example an e-mail or Web address, enter it as you verify your records. Use the Back or Next (arrow) buttons next to the Vendor ID field to go to the previous or next record.

Tip

If you printed the Vendor Directory Report from DacEasy, use it to compare and verify the vendor information that was converted to Sage 50.

When you have finished adding vendors, close the Maintain Vendors window and click Next on the Vendor Setup page.

2 Enter Your Vendor Beginning Balances

In this step, verify that your beginning balances from DacEasy converted properly. You can do this by selecting Yes and then clicking Next. On the new page, click Enter Vendor Beginning Balances. If you need to change information, select the vendor name on the Vendor Balances tab; then enter amounts for outstanding invoices on the Purchases from tab.

When you are done, close the Vendor Beginning Balances window and click Next on the Vendor Setup page.

3 Select Your Vendor Defaults

The Setup Guide displays the current vendor defaults. If these are acceptable, click Next to continue to the next part of the Setup Guide. Otherwise, click Change Vendor Defaults to open the Vendor Defaults window. In the Vendor Defaults window, you can set up default (common) information for vendors. Enter basic setup information that applies to most of your vendors and purchases. Then, when you set up new vendors and enter transactions, the default information is automatically included. This can save a great deal of time during data entry.

The Vendor Defaults window has four tabs:

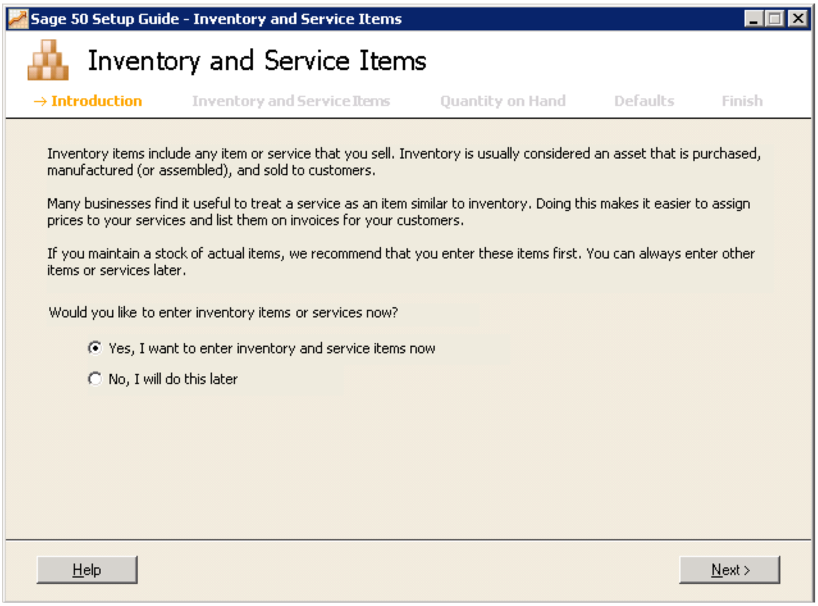
- Payment Terms—On this tab, you set up default (standard) payment terms for your vendors and default purchase and discount G/L accounts.
- Account Aging—On this tab, you set up how purchase invoices are aged and what aging brackets will be used for accounts payable.
- Custom Fields—On this tab, you set up custom field names for your vendor records. This information is brought over during the conversion. Verify that the custom fields are correct.
- 1099 Settings—On this tab, you establish how 1099 calculations will be made for each of the general ledger accounts in your chart of accounts.

For more information about what to enter on the tabs in this window, select the Help button.

When you are done modifying vendor defaults, close the Vendor Defaults window and click Next on the Vendor Setup page.

Setting up Inventory

The Inventory page of the Setup Guide helps you set up Sage 50 to track the quantity (value) of goods on hand and available for sale. You can open this page by clicking Inventory on the Setup Guide.



As mentioned earlier in this guide, the conversion may have already completed some of the steps listed. Let's take a look at the steps needed to set up your inventory.

1 Set up Your Inventory Items

If you want to verify that your inventory converted properly, select Yes, I want to enter inventory and service items now; then click Next. Sage 50 will list the items that converted. Examine this list to make sure that everything converted. If you do not need to make any changes, click Next to continue to the next screen. If you must add items or change information, click Add New Item or Service. This will open the Maintain Inventory Items window. In the Maintain Inventory Items window, Sage 50 tracks the inventory items you buy and sell and automatically updates the quantities after each posted transaction. Information about inventory items is stored on different tabs. Click a tab to view the additional inventory item information.

Note: Quantity on Hand amounts did not get converted from DacEasy. You can either enter them by clicking the Beginning Balances button on this window or in the next step when we enter beginning balances.


Tip

If you printed the Product Listing Report from DacEasy, use it to compare and verify the inventory item information that was converted to Sage 50.

When you are done, close the Maintain Inventory window and click Next.

2 Enter Inventory Beginning Balances.

As mentioned earlier, the quantity-on-hand for inventory items did not get converted from DacEasy. You will need to enter these quantities manually for each inventory item.

Select Yes on the window and click Next. Then click Enter Inventory Beginning Balances. This will open the Inventory Beginning Balances window. Beginning Balances for inventory items includes the quantity, unit cost, and total cost of the inventory.

Select an item from the list and enter the quantity and the unit cost. The total cost will be calculated automatically. Repeat this step for all inventory items.

When you have finished, close the Inventory Beginning Balances window and click Next.

3 Select Your Inventory Defaults

Sage 50 will show you the current inventory defaults. If these are acceptable, click Next. If not, click Change Inventory Defaults. This will open the Inventory Defaults window. In the Inventory Defaults window, you can set up default information for inventory items. You enter the most common information. Then, when you set up new inventory items and enter transactions, the default information is automatically included.

The Inventory Defaults window has six tabs:

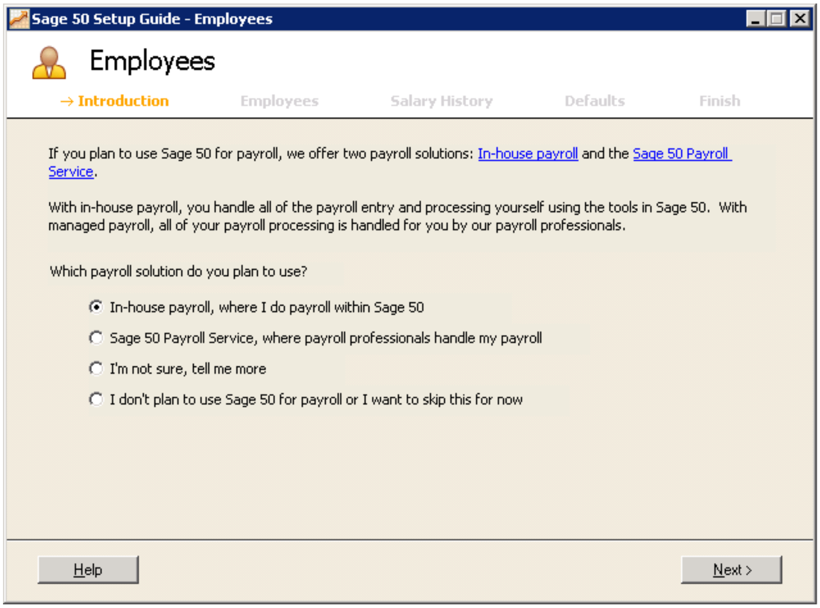
- General—On this tab, you make basic choices about how inventory items will be handled in Sage 50.
- Ordering--Use this tab to specify how Sage 50 will handle out of stock situations.
- GL Accts/Costing—On this tab, you set up the default or most common General Ledger accounts for each item class in inventory.
- Taxes/Shipping—On this tab, you set up default tax type categories and shipping methods for your inventory items.
- Custom Fields—On this tab, you set up custom field names for your inventory item records.
- Price Levels—On this tab, you set up sales price levels for your items. Price levels offer you a way to charge different prices to different customers.

When you have finished, close the Inventory Defaults window and click Next.

Setting up Employees

After the conversion, Employees is the area in Sage 50 where you will have to do the most setup work. Since Sage 50 handles payroll differently than DacEasy, much of your payroll information did not get converted, including beginning balances.

The Employees page of the Setup Guide will help guide you through the process of setting up your employees. You can open this page by clicking the Employees link on the Setup Guide.



1 Select the initial payroll option

If you don't use payroll or employees at all, you can select I **don't plan to use Sage 50 for payroll or I want to skip this for now**. If you want to set up Sage 50, select **In-house payroll, where I do payroll within Sage 50**. The Sage 50 Payroll Service option will lead you to screens, where you can sign up to have your payroll handled by Sage 50 Payroll Services.

On the next screen, select Run Payroll Setup Wizard. This wizard will walk you through the setup of your state taxes, vacation and sick time, and 401k plans. Most of the setup information here will have converted, but you can follow the steps of the Payroll Setup Wizard to check it. Then you can return to the Employee Setup page. Click Next to move to the next step.

2 Set up Your Employees

Select **Yes, I want to enter employees now** to display a list of the employees that converted from DacEasy. Review the list and click New Employee or Sales Rep if the list is incomplete. If you click this option, you will open the Maintain Employees/Sales Reps window. In the Maintain Employees/Sales Reps window, you can enter, change, and store information about your company employees and sales reps. Information about employees or sales reps is stored on different tabs. Click a tab to view the additional employee information.

Tip

If you printed the Employee Directory Report from DacEasy, use it to compare and verify the employee information that was converted to Sage 50.

When you have finished, close the Maintain Employees window and click Next on the Employee Setup page.

3 Enter your Employee Beginning Balances

Employee beginning balances do NOT convert, so you must perform this step if you are starting to use Sage 50 in the middle of the year and have outstanding annual amounts for each employee. Select Yes on this page and click Next. Then, click Enter Employee Beginning Balances. This will open the Employee Beginning Balances window. Entering your employee beginning balances correctly ensures that your monthly, quarterly, and year-end reports will print correctly. You can enter a beginning balance for each employee and edit it at any time—it does not affect the general ledger. We suggest that you enter beginning balances for employees before entering any payroll transactions.

To enter a beginning balance for an employee, click the magnifying glass (lookup) button next to Employee ID field. Then, select an employee. Set up dates for the balances you're going to enter. You can enter up to 52 dates for paychecks or you can enter quarterly dates, so that quarterly reports and W-2s will compute properly.

Note: when you are entering dollar amounts, you should enter earnings as positive dollar amounts and deductions as negative dollar amounts. Check the Net Check value at the bottom of each column to make sure you have entered everything correctly.

When you have finished entering beginning balances for an employee, click the Save button and then select another employee. When you have finished entering the beginning balances, close the Employee Beginning Balances window. Then, click Next on the Employee Setup page.

4 Select Your Employee Defaults

This page will display the employee defaults, such as pay levels and custom fields, that converted from DacEasy. If you want to make changes, click the Change Employee Defaults button. This will open the Employee Defaults window. In the Employee Defaults window, you can set up default (common) information for employees. Enter basic setup information that applies to most of your employees and payroll transactions. Then, when you set up new employees and enter paychecks, the default information is automatically included. This can save a great deal of time during data entry.

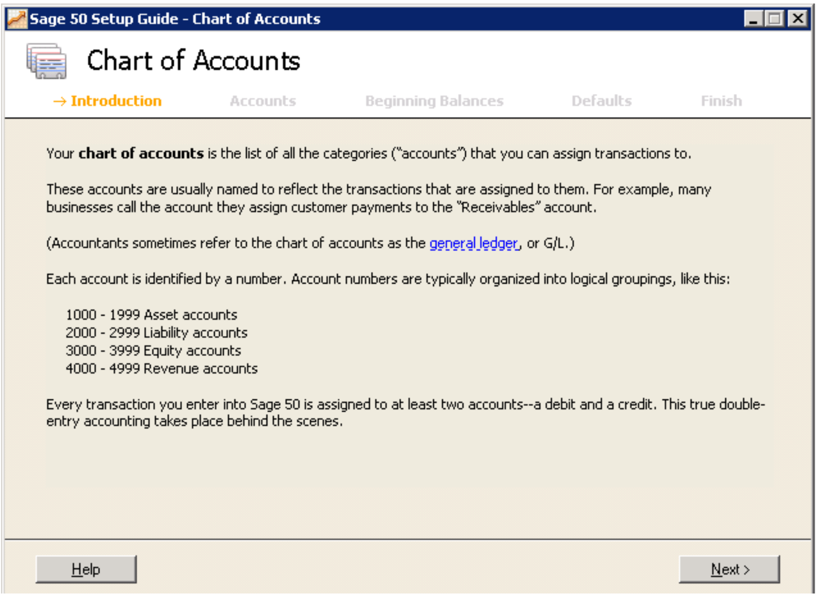
The Employee Defaults window has three tabs:

- General—On this tab, you set up basic default information for your employees, including a locality and custom field names. Custom field names are brought over during the conversion. Verify that they are correct. Some names may be shortened because of field limits in Sage 50.
- Employee Fields—On this tab, you set up defaults for how Sage 50 handles employee-paid taxes and other deductions.
- Company Fields—On this tab, you set up defaults for how Sage 50 handles employer-paid taxes and contributions.
- Review Ratings—On this tab, you set up performance review ratings that your company uses when rating or reviewing employees.
- Employment Status—On this tab, you set up employment statuses for your employees. Some statuses have been provided for you. You can customize these statuses by editing the existing statuses and adding new ones.

For more information about what to enter on the tabs in this window, select the Help button.

Setting up Chart of Accounts

You can open the Chart of Accounts page of the Setup Guide by clicking the Chart of Accounts link on the Setup Guide.



To start, click Next. Let's take a look at the steps needed to set up your general ledger.

1 Set up Your Chart of Accounts

The first page will display the chart of accounts that converted. Examine this list and make sure that all of your accounts are present. If they are, click Next to continue to the next step. If not, click Add New Accounts. This will open the Maintain Chart of Accounts window. The Maintain Chart of Accounts window is used to:

- add a new account
- define an account type
- modify the description of an existing account
- delete an account

Note: select Budgets from the Maintain menu to view your budget information.

When you are satisfied, click Next on the Chart of Accounts setup page.

2 Enter your Account Beginning Balances

Instead of entering G/L Account Balances, you should verify the general ledger account balances that were converted from DacEasy. Select Yes on this page and click Next. Click Enter Account Beginning Balances. Then select a period to display. This period should be the period just prior to when you will begin entering transactions in Sage 50. After you select a period to display, the Chart of Accounts Beginning Balances window will appear. If any information is incorrect, update the beginning balances with the correct information.

When you have finished, close the Chart of Accounts Beginning Balances window and click Next on the Accounts Setup page.

If you prefer to verify your information by report only, you can compare the General Ledger Report from DacEasy with the General Ledger Report from Sage 50. When you are comparing reports, make sure that you are comparing the same period. To print the General Ledger Report in Sage 50, select General Ledger from the Reports & Forms menu. Then, double-click the General Ledger Report in the Report list. Select the Print button to print the report.

3 Select Your General Ledger Defaults

On the defaults page, you will see the Rounding Account listed. This was part of the conversion. If you want to change that account, click Change General Ledger Defaults. Select the Rounding Account tab and enter a different account.

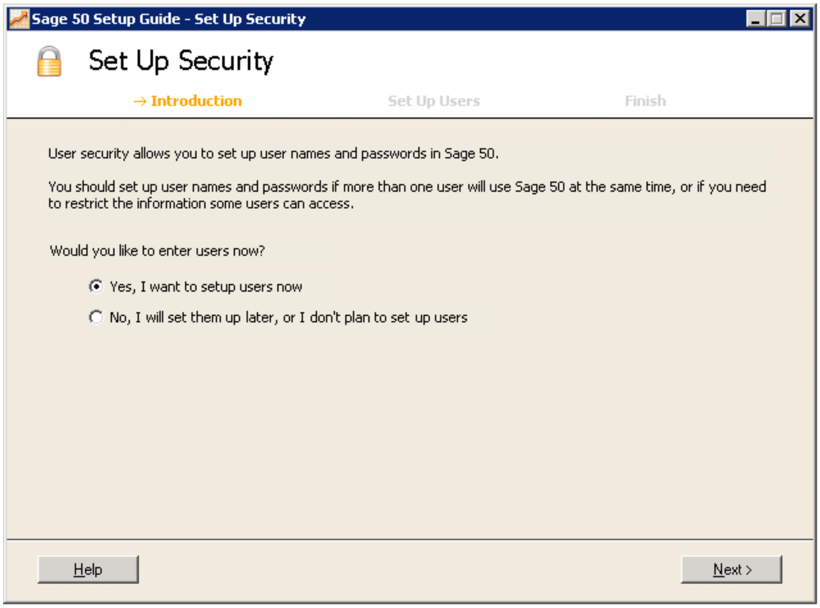
Since Sage 50 has the ability to round financial statements either to whole dollars or to whole thousands of dollars, an account is needed to collect the rounding difference when you choose to round totals. The rounding account is used by Sage 50 to store rounding differences for financial statements; it can be either a balance sheet account or an income statement account. However, we recommend that you use a Retained Earnings account.

When you have finished, close the General Ledger Defaults window and click Next on the Chart of Accounts Setup page.

Setting up User Security

The last step of setting up Sage 50 is to create users and passwords. This step is not necessary, so if you will not be setting up different users, you have finished the Setup Guide.

To create users, select User Security from the Setup Page.



1 Set Up Users

On the User Security page, you will see a list of users, if any. To set up users, select **Yes, I want to set up users now**. Then click Next.

On the new page, click Set Up Users. This will open the User Security window. Use this screen to create user IDs, passwords, and access rights to different parts of the program.

When you have finished, close the User Security window and click Next on the User Security Setup page. If you want to see what you could do next, click **Show me what I might do next** and click Next.

Now that you have completed the setup work for Sage 50, you can begin using Sage 50 to enter transactions. We suggest that you review the online Help to learn more about how things work in Sage 50.