

**SYSTEM OVERVIEW**

Data Pro Accounting Software's **DP/CONVERT** setup is a special utility designed to allow users to import data from a wide range of sources into the various **Infinity POWER** accounting software modules. Primarily, this utility is looking for accounting data to be imported from a Microsoft Excel file format (**XLS**) matching the structure created by the standard file formats laid out in this utility.

**EXPORT DATA INTO MICROSOFT EXCEL!**

As long as the user can use a software tool (*i.e. Report Writer, data writer, export function or other tool*) within another accounting software or other application to "export" the data from that application into a Microsoft Excel file format, then the accounting data can be manipulated to match the formats required by this utility for proper data conversions. If done correctly, the criteria and set up of the accounting master files and open items for accounting conversion to the **Infinity POWER** accounting software can be quite straight forward and simple!

**NOT ALL DATA WILL BE CONVERTED!**

For many accounting modules, the differences in data formats are just too unique from accounting system to accounting system to easily convert. Invoice data from the **Sales Order Entry** module and invoices generated from **Accounts Receivable** are perfect examples.

**SALES ORDERS AND INVOICES**

Many varieties of accounting systems have such incomplete data to import into the **Infinity POWER** accounting system and as such, to attempt to do so would require massive rekeying of transactions to try to replicate the proper format. If this kind of information is desired, in most cases it is simply easier to complete the Master Configuration and conversion of your new accounting system and then re-invoice those transactions with the proper "sales codes" and "inventory item" details already defined in advance. The same can be said about other accounting modules such as the **Job Cost Main Module, Purchase Order Entry** and **Payroll**.

**ANY ACCOUNTING APPLICATION**

Whether the application is a basic or entry level application (*such as QuickBooks*) or higher end applications (*such as Great Plains, MAS 90, Solomon, or others*), the process is the same. This would include data coming from **UNIX** or **LINUX** based systems as well. First, you would proceed with the installation of the **DP/CONVERT Utility** and then export the data to a Microsoft Excel (**XLS**) file format.

**STANDARD TEMPLATES**

Once the data is in the Microsoft Excel File format, using the "Templates" defined by the **DP/CONVERT Utility**, you can either manipulate the information or guide the information into those files during the initial export from the prior accounting system. Then, you may edit the information prior to converting the data to the **Infinity POWER** accounting system.

**DEFAULT FIELDS**

Keep in mind that there are certain modules that require specific "default" fields that must be completed before the information can be brought into the system during conversion. For example, in QuickBooks many customers can be added without assigning a unique "Customer Number."

That is not the case with **Infinity POWER**. Every customer must have a unique Customer Number (*up to ten characters alpha/numeric*).

This keeps duplicate customer records from being imported and maintains the integrity of the accounting system. These kinds of requirements are outlined in the manual during the discussion of each "template" file for all options.

**OPTIONAL OR MANDATORY**

Every field available in each template will be discussed, including the kind of information that is required, its format and whether the information in that field is "OPTIONAL" or "MANDATORY" for data conversion. The image to the bottom right illustrates the kind of fields found in each particular data file and the information that the system is expecting during the conversion.

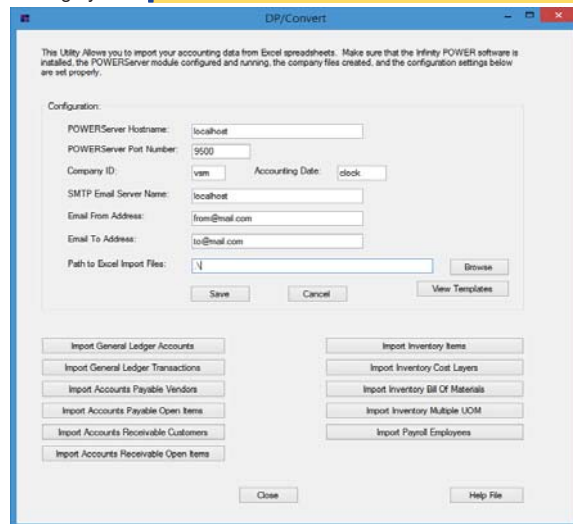
**ADVANCED USERS**

Because the conversion files are defined within a Microsoft Excel file format, "Advanced Users" will quickly learn that they can copy default data throughout data records to simplify the setup process. That was one of the primary reasons to utilize such a common editing function for use in this conversion tool.

For instance, every "Vendor" that is imported into the **Accounts Payable** module requires that a default "Bank Account" be assigned to it so that when checks are paid, the system knows what "Bank Account" to issue checks from.

The system allows you to maintain and issue checks from dozens of Bank Accounts, but a minimum of one "Bank Account" must be assigned, per vendor, during the initial conversion or importing process.

*Integrates with ASCII, Text, Excel Files*



**Infinity POWER options available to convert:**

- GENERAL LEDGER**
  - Chart of Accounts
  - General Ledger Transactions
- ACCOUNTS PAYABLE**
  - Vendors
  - Vendor Open Items (*Accounts Payable Aging Report*)
- ACCOUNTS RECEIVABLE**
  - Customers
  - Customer Open Items (*Accounts Receivable Aging Report*)
- PAYROLL**
  - Employees
- INVENTORY MANAGEMENT**
  - Inventory Items
  - Inventory Transactions
  - Inventory Bill of Materials
  - Inventory Multiple Unit of Measure

Data Pro General Ledger Master File Format						
ACCOUNT	DESC	ACCT TYPE	CONTRA	STATUS	BEGBAL	
20	30	3	1	3	16.5	
MANDATORY	OPTIONAL	MANDATORY	MANDATORY	MANDATORY	OPTIONAL	
		Fixed (Must be one of the choices below)	Fixed	Fixed (See Below)		
Alpha/Numeric	Alpha/Numeric	Numeric	Y or N	Numeric	Numeric	
		1=Cash 2=AR 3=Inventory 4=Mkt. Securities 5=Other 6=Fixed/Other Assets 7=Current Liabilities 8=Long Term Liabilities 9=Equity 10=Income/Sales 11=Cost of Sales 12=Operating Expense 13=Operating Expense (Depr. / Amort.) 14=Other Expense 15=Other Income		1=Normal 2=Statistic Acct 3=Heading 4=Inactive/Temp 5=Inactive/Perm		