

This is a chapter from the LUCIS Helps. The links do not work in pdf format. Use the LUCIS Helps for full functionality.

[Home](#)

[Requirements](#)

[Account Preparation](#)

[Export CA Data](#)

[Import Accounting](#)

[Address Book](#)

[Import
Vendors](#)

[Import
Donations](#)

[Check
Results](#)

[Next](#)

Transferring Church Accountant Data to LUCIS for Windows

The LUCIS Software for Windows is a redesigned replacement for The Church Accountant. The new Donations module replaces The Church Accountant Contributions & Deposits and the new General Ledger module replaces The Church Accountant General Accounting. This document covers both modules and outlines the process of transferring data from The Church Accountant to LUCIS for Windows.

Software Requirements [\(Back to Top\)](#)

To transfer data from The Church Accountant to LUCIS for Windows requires that The Church Accountant v2.34 or more recent be installed as well as one of the five [editions](#) of the LUCIS Software for Windows. All but large churches will use the Standard, or Standard-Plus Editions – Advanced and Professional Editions are for large organizations. The Lite Edition is only applicable if donation receipting is not applicable (i.e. done by the conference).

The LUCIS Software can be downloaded from the [LUCIS website](#) (installation instructions are on the download webpage) or installed from a CD where available. Note, however, the LUCIS Software for Windows is a licensed product that requires a [software key](#) from LUCIS@luc.adventist.org to run.

This chapter assumes you ran the [LUCIS Startup Wizard](#) or performed its equivalent functions manually. If you have not already done so, study the [LUCIS Software Introduction](#) chapter to familiarize yourself with the general features of the software before continuing. You can access the introduction from the [LUCIS Manager help menu](#) (“Help” > “Contents”).

Chart of Accounts Preparation [\(Back to Top\)](#)

The [ledger level](#) used by the LUCIS Software for Windows determines what preparation is needed for The Church Accountant chart of accounts before exporting the accounting data. For all practical purposes only levels III, and IV are applicable for importing Church Accountant data (the Standard Edition default is ledger level III, and the Standard-Plus Edition default is ledger level IV). Attributes of the [ledger levels](#) are described in the [General Ledger Introduction](#).

All Ledger Levels II, III, & IV

- All accounts must have names (surprisingly enough, some have created accounts without assigning a name). Check your accounts and provide name(s) where missing.
- All remittance accounts must be within the range of 80-85.9999 (remittance accounts are tithes, world budget, conference offerings, etc., and the Remitted to Conference account). These accounts will receive special treatment during the transfer process.
- Ledgers cannot contain local fund accounts with an 8 in the first position to the right of the decimal. Renumber any .8 local fund accounts to the decimal range of .4-.7999 (expense).

Ledger Level II (Lite) only – level II ledgers support cash accounting with simplified account numbers.

- Level II ledgers cannot accept decimal extensions for asset and liability accounts. Accounts in the 1.-99.9999 range must be renumbered to remove decimal extensions.
- Level II ledgers cannot contain accounts in the ranges 20.-49.9999 and 60.-69.9999. Renumber 20.-49.999 accounts to the 50-59 range and accounts 60.-69.9999 to the 90-99 range.
- Level II ledgers cannot contain multiple income and/or expense accounts in any local fund (income accounts end with .1-.3999 and expense accounts end with .4-.7999). Set up additional local funds as necessary and renumber excess income and expense accounts to the new local funds until no local fund contains more than one income and one expense account. Set up and post adjustments to transfer accounts as appropriate.
- Level II ledgers require income accounts to end with .1 and expense accounts with .4 extensions – renumber income and expense accounts as needed.
- Level II ledgers cannot contain local funds in the 300-699, 800-899, or 990-999 ranges. Renumber local funds 300-699 to the 200-299 range, local funds 800-899 to the 700-799 range, and local funds 990-999 to the 900-989 range.

Ledger Level III (Standard) only – level III ledgers support accrual accounting (receivables and payables), and multiple income/expense accounts in local funds.

- Level III ledgers cannot contain accounts in the range 40.-49.9999. Renumber these accounts to the 50.-59.9999 range.
- Level III ledgers cannot contain local funds in the range 800-899 or 990-999. Renumber local funds 800-899 to the 700-799 range, and local funds 990-999 to the 900-989 range.
- Income accounts must have a decimal extension that starts with .1, .2, or .3. Though uncommon, The Church Accountant allowed you to start the decimal portion of income accounts with .0 as long as there was a significant digit following the 0. These must be renumbered to start the decimal portion with .1, .2, or .3.

Ledger Level IV (Standard Plus) only – level IV ledgers support accrual accounting (receivables and payables with optional A/R aging and finance charge), fixed assets, and multiple income/expense accounts in local funds

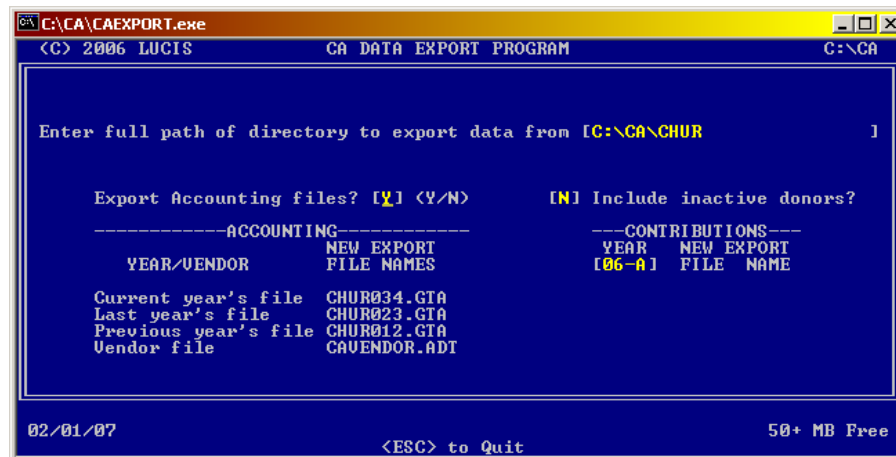
- Income accounts must have a decimal extension that starts with .1, .2, or .3. Though uncommon, The Church Accountant allowed you to start the decimal portion of income accounts with .0 as long as there was a significant digit following the 0. These must be renumbered to start the decimal portion with .1, .2, or .3.

Export Church Accountant Data [\(Back to Top\)](#)

Once your Church Accountant [chart of accounts has been reviewed](#), and modified if necessary as noted in the previous section, you are ready to export your general accounting data. The export process will create a separate file for each of the three accounting years stored on your system, a vendor file for the vendors used in the check disbursement function, and/or donor and contributions detail for a year (what is exported depends on your responses in the export program (see below). Your Church Accountant data files will remain intact and are unchanged by this process.

If you do not have The Church Accountant v2.34 or more recent installed then download and install [v2.37](#).

- **Windows 98 thru XP:** Click <Start> | <Run>, type \LUCIS\CAExport in the "Open" textbox, then press [Enter] or click .
- **Windows Vista:** Click <Start>, type \LUCIS\CAExport in the "Start Search" textbox, then press [Enter].
- CAExport will prompt you for your data pathname (edit the pathname if you use a customized pathname – the pathname for your data is displayed in the upper right-hand corner of the Church Accountant main menu screen--not the export screen illustrated below--if you need to check it)
- Press [Enter] when done -- you will be prompted for your password.
- The following screen will display:



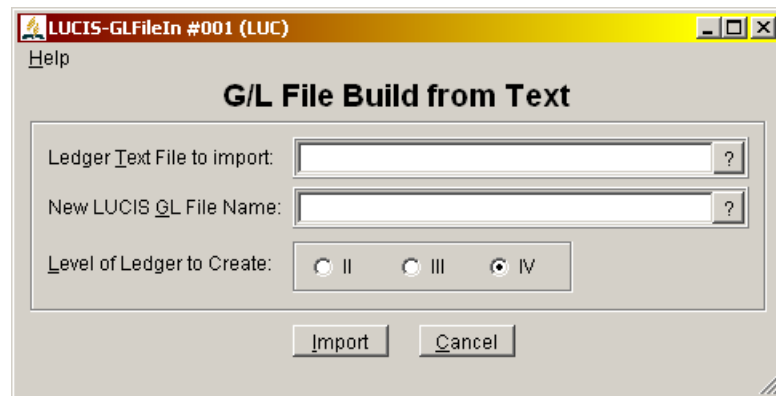
- Respond Yes to "Export Accounting files?"; respond No if you have already done so or do not wish to do so at this time.
- Respond Yes to "Include inactive donors?"; respond No to skip donors without contribution activity for the year being exported (exception: for current contribution year the program will also check the previous year to determine if a donor is active or not). This question is an opportunity to reduce the number of donors exported.
- The most recent contribution filename will be displayed – leave it as-is to export the most recent year's data (you will be given opportunity to export prior years later). Blank out the contribution year if you do not wish to export contributions at this time.




- If you responded Yes to Export Accounting files the following question will appear at the bottom of the screen "Are all your remittance accounts within the range of 80-85"? This refers to tithe, world budget, conference offerings and the Remitted to Conference account. You cannot continue with the accounting export unless these accounts are in the range of 80-85. CAExport will combine all these accounts into a single account (80) on the export file – a follow-up message will remind you of this (the accounts will remain unchanged in The Church Accountant database).
- After responding to the prompts, the program will ask you to confirm if you are ready to create the export files. Review the screen before continuing. Respond "Y" to create the export files. While exporting the local funds data the program will prompt you, if this has not already been done, to enter a maximum 6-character abbreviation name for each local fund that will be used by LUCIS for Windows as a working name where space is at a premium. The regular full local fund name will be used for formal reporting.
- If you responded Yes to export accounting files, a separate export file set will be created for each of the three accounting years stored on your database as well as a vendor file for the vendors used in the check disbursement function. If you specified a contribution year, a donor and contributions file set for that year will be created. The primary name of these exported files are listed on the screen – make note of these, you will need them for building your LUCIS Software for Windows General Ledger. The files are located in the directory noted in the pathname toward the top of the screen.
- Repeat this process, responding No to export accounting files, for each prior year's contributions you wish to transfer to LUCIS for Windows.

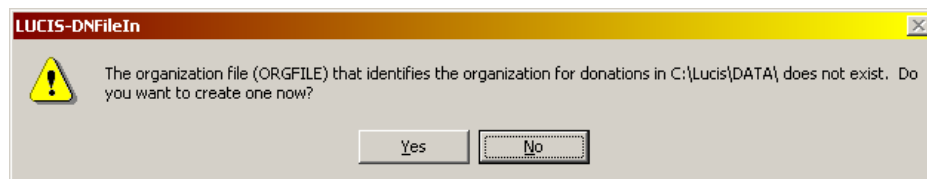
Import General Accounting Data [\(Back to Top\)](#)

After [exporting the Church Accountant General Accounting data](#) you are ready to import the data into the LUCIS Software for Windows.

- Start LUCIS Software for Windows, log in, then turn off [Auto-Assist](#).
- Run the GL Advanced Option: [GL Ledger Fileset Import](#) (last item in the [General Ledger menu](#)) – the following screen will appear



- Use the first entry area to identify one of the general accounting export files created by [CAExport](#). Type in the exported general accounting path/filename you want to import (e.g., C:\CA\CHUR\CHUR05 – see [CAExport result](#)) or click  to browse for the file. Press [Enter] to terminate the import filename entry.
- The second entry area is for the path/filename to be used with LUCIS Software for Windows. The program will display the standard data path and a filename derived from the Church Accountant file e.g., C:\LUCIS\DATA\GL-Data 2008. Edit the path only if you require multiple data folders because you keep records for multiple organizations—do not edit the filename itself.
- Specify the [ledger level](#) to create. The ledger levels available for your software edition are displayed. Typically you would choose the highest ledger level for your software edition consistent with the [chart of accounts preparation](#) you performed.
- Click  to start the import.
- If you are using a new special data folder for the first time the following message will appear. Click  to [identify your church](#) before proceeding.

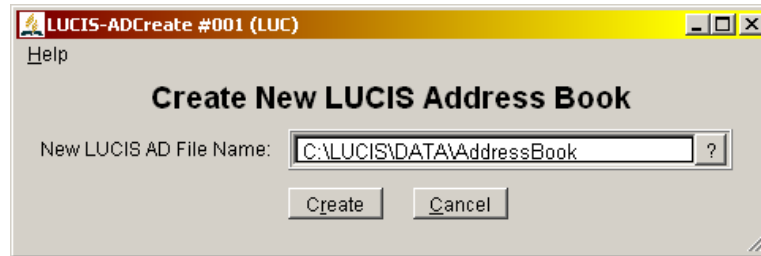


- Repeat this process for each accounting year exported from the Church Accountant.

Create an Address Book [\(Back to Top\)](#)

Perform this step only if you are importing to a new special data folder because you maintain records for multiple organizations.

- Run [AD Create New Address Book](#) (last item in the [Address Book menu](#)).

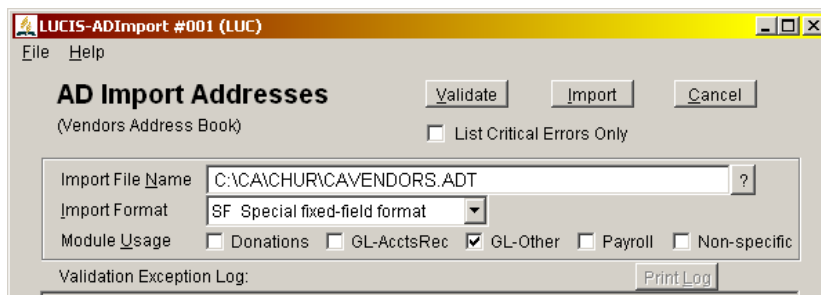


- Click **Create** – an empty address book will be created in the data folder indicated.

Import Vendor Names & Addresses [\(Back to Top\)](#)

Names and addresses used by The Church Accountant check disbursement function were exported to a file when you [exported the general accounting data](#) – the name of the file is CAVENDOR.ADT (located in the folder containing the accounting files exported by CAEXPORT). Import the vendor addresses into the LUCIS Software address book.

- Run [AD Address Import](#) (3rd item in the [Address Book menu](#)).



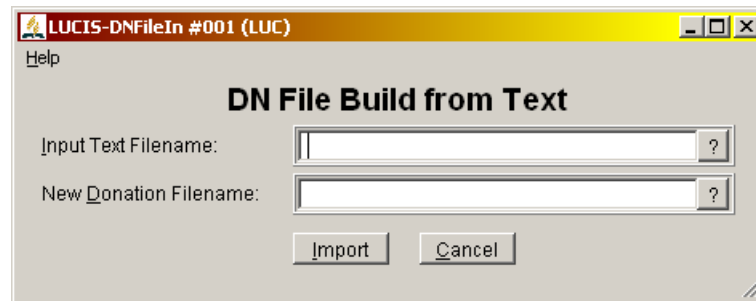
- Identify the address path/filename created when you ran [CAExport](#) (type the path/filename e.g. C:\CA\CHUR\CAVENDORS.ADT, or click **?** to browse for the file).
- Set the Import Format to **SF Special fixed-field format**.
- Click the "GL-Other" check box to indicate the use of the addresses.
- Click **Import** – the entries will automatically be validated
 - Errors** found must be corrected and the vendors re-exported before you can complete the vendor import process.
 - Warnings** can be ignored (click **Import** again to complete the import), however, warnings alert you to unusual situations (missing address, etc) that may need to be corrected before the address can be fully used.
- Use the [AD Address Editor](#) (2nd item in the [Address Book menu](#)) to review and, if necessary, edit, the results – click **?** in the editor to activate the [Address Query](#) feature.

Import Donations Data [\(Back to Top\)](#)

After [exporting](#) and [importing](#) the Church Accountant General Accounting data and [addresses](#) you are ready to import the donor and contributions data into the LUCIS Software for Windows.

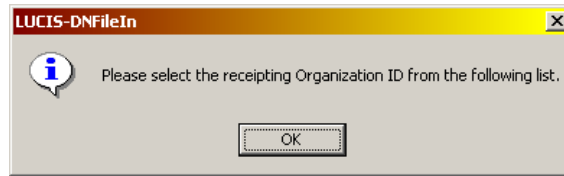
NOTE: If you responded Yes to "[Include inactive donors?](#)" during the CAExport step, all donors, regardless of how long they have been inactive, will be transferred to LUCIS for Windows. However, if you responded No, only donors with activity in each year will be transferred to LUCIS for Windows (exception: for current contribution year the program will also check the previous year to determine if a donor is active or not).

- In LUCIS for Windows select DN Donation File Import (last item in the Donations menu)—the following screen will appear

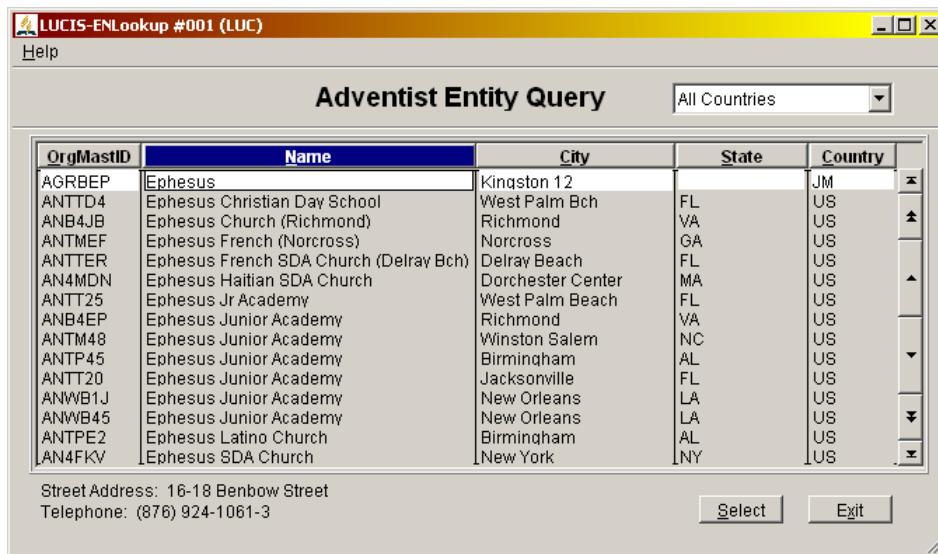


- Use the first entry area to identify the contribution export file created by CAEXPORT. Type in the exported path/filename for the year you want to import (e.g., C:\CA\CHUR\CHUR05A – see [CAExport result](#)) or click to browse for the file. Press [Enter] to terminate the import filename entry.
- The second entry area is for the path/filename to be used with LUCIS Software for Windows. The program will display the standard data path with a filename derived from The Church Accountant file e.g., C:\LUCIS\DATA\DN-Data 2008. Edit the path only if you are maintaining records for multiple organizations—do not edit the filename itself.
- Click to start the import.

The Adventist Church has given each Adventist organization a unique identifier. Before continuing you must select your church from a list that will provide this identifier. The following message will alert you to this.



- Click **OK** to get the list. The program will use the church name you entered in the previous step to attempt to locate your church in the list. However, though the organization IDs are unique, some names may be similar.



- Select your church from the list. If the name of your church does not appear you can use the scroll buttons to the right (or the PageUp/Down keys) to scroll through the list. Be forewarned, however, the list is quite long. A search feature can be used to see if an alternate name or spelling was used. The highlighted column heading ("Name" in the example above) indicates the column of focus. If you use your keyboard to type in text, the program will search for that text in the column of focus (the text will also appear in the upper left-hand corner of the screen). The search is case insensitive (i.e., it does not matter if you use upper-, lower- or mixed case). You can change the column of focus by clicking on the desired column heading)
- After selecting your church from the list your LUCIS for Windows Donations file set will be built.
- Repeat this process for each contribution year exported from the Church Accountant.

Check the Results [\(Back to Top\)](#)

When data is transferred to LUCIS for Windows from The Church Accountant, existing remittance offering trust accounts and contra-account data will be merged into a single remittance trust account (80 in LUCIS for Windows). If there are no outstanding remittances recorded (i.e., no deposits have been posted since the last remittance check was recorded) then the merged remittance trust account 80 should have a zero balance. If deposits have been posted that are yet to be remitted then the account balance should equal those deposits.

However, if the trust account balance is anything else, then posting errors have been made in the past and/or one or more amounts previously remitted were not equal to the amount that should have been remitted. It may take some research to determine why and when the problem occurred and how to resolve it. You may need the assistance of your conference auditor if you end up with a balance in the new remittance trust account you cannot reconcile. Once the new remittance trust account balance is reconciled, and corrected if necessary, it should be easy to maintain.

As a final check of your imported data, run [GL Verify Ledger Data](#) (from the [General Ledger Menu](#)) and [DN Verify Donations Data](#) (from the [DN Donations Menu](#)). These verify procedures will check for anomalies that may have existed undetected in The Church Accountant. Any error reported should be resolved. Contact your support for assistance if needed.

NEXT [\(Back to Top\)](#)

Since you had to turn off [Auto-Assist](#) to perform some of these steps you should now turn [Auto-Assist](#) back on to allow the program to provide extra guidance

For an orientation to the LUCIS Software from the perspective of a Church Accountant user see [LUCIS Software Orientation for The Church Accountant User](#). To review the ongoing use of the software for churches see [Using LUCIS Software: Churches](#).