Beyond Management LLC

COMPUTER AND MANAGEMENT CONSULTING

September 10, 2001

Checklist for Conversion

Timeslips Upgrade from pre-v9

TABLE OF CONTENTS

Beyond Management LLC

COMPUTER AND MANAGEMENT CONSULTING

September 10, 2001

Checklist for Conversion

Timeslips Upgrade from pre-v9

1. Overview

For firms currently using Timeslips v8 or earlier, the following outline offers information and/or suggestions pertaining to the conversion of the older data into the new program. Some of these steps are required (e.g., making decisions about items that will not convert, or deciding about the placement of the history totals). Some of the steps are optional and may only need to be used to trouble shoot in the event that the conversion does not execute accurately or completely.

Unlike prior versions of Timeslips upgrades, the conversion to v9 or v10 will not disturb the firm's existing Timeslips program or data files. Timeslips v9 or v10 should be installed into its own directory. When executing the conversion utility, the program will copy the older data into a new directory and operate on the copy (not the original data). For this reason, it is possible to execute the conversion more than once. If the initial results are not satisfactory, then steps can be taken to correct the problems, and the conversion can be executed again.

2. Network and hardware considerations

2.1. Processor speed, hard disk, CD-ROM and RAM

Both your network drive and any local stations onto which Timeslips will be installed should have 100 MG available. The program will require about 55 MG, and the rest is for data. (The local drives will not typically hold data files.) Sage estimates that the data will require 10 times more space in v9 or v10 than it did in prior versions. Although the v9 or v10 data files will consume more disk space than the data from prior versions, we have found this "10 times" factor to be an inflated estimate. A CD-ROM is required for installation on the serve and stations.

Other possible bottlenecks on a network include 10 Megabit wiring and slow hubs.

2.1.1. If using the Paradox database

Sage recommends at least 200Mhz processors and a minimum of 32 MG of RAM. Beyond Management recommends faster machines (minimum 400 Mhz) and more RAM (minimum 64 meg of RAM). For

1801 Avenue of the Stars, Suite 802 / Los Angeles California 90067
Telephone 310-286-6888 Fax 310-552-9343 Info@BeyondManagement.com

www.beyondmanagement.com

your key operator (the machine doing the primary processing for Timeslips), a faster processor and more RAM would be helpful.

2.1.2. If using MSDE or SQL database (stations)

Sage recommends at least 500 Mhz processors and minimum of 128MG of RAM on the stations when using either the MSDE (Microsoft Database Engine), or MS SQL (Microsoft Sequel Server). The hard drive on a the stations should have 200 MG available for the program files only (space for the data is beyond that). Beyond Management recommends at least 256 MG of RAM if the station is Windows NT or Windows 2000.

2.1.3. If using MSDE or SQL database (server)

Sage recommends at least 800 Mhz processors and minimum of 256MG of RAM on the server when using either the MSDE (Microsoft Database Engine), or MS SQL (Microsoft Sequel Server). The hard drive on a the stations should have 1 GB available for the program files only (space for the data is beyond that).

2.2. Long filename support

If you intend to install the software onto a Novell server, have your network technician implement "long filename support" on the server. This is not a difficult or time-consuming job. However, it is easier on a v4.x server than on the prior versions of Novell's software, and may require additional RAM on your server.

2.3. Mapping

The location of the data files may not be at a mapped drive, and must be consistent for all stations. E.g., if the data resides in F:\APPS\TIMESLIP\DATA01 for one of your stations, then you cannot create a driving mapping at another station that looks for the data in T:\TIMELIP\DATA01.

2.4. Network rights

Users must have read, write, create, modify and delete rights to the Timeslips program and data directories.

2.5. The Windows95B problem

2.5.1. The symptoms

A file on a Microsoft networking server (such as a Microsoft Windows NT, Windows 95, Microsoft Windows for Workgroups, or Microsoft LAN Manager server) may become damaged or may contain invalid data if multiple workstations access the file at the same time.

2.5.2. The cause

The network redirector (Vredir.vxd) caches data locally for files it accesses on a Microsoft networking server. If the file size does not change or if the last modified time does not change within a two-second period, the redirector reads file data from the locally stored cache rather than from the file on the server.

2.5.3. The status

This issue is resolved in Microsoft Windows 98.

2.5.4. The fix

http://support.microsoft.com/download/support/mslfiles/vrdrupd.exe

3. Install Timeslips 9 or 10

Installing v9 or v10 prior to preparing your earlier data for conversion is appropriate for two reasons. If you experience any installation problems, you'll want to resolve those before you execute the data preparation and reporting steps in your old data. Also, installing v9 or v10 will permit you to convert your invoice layout file prior to beginning the lengthy data conversion process.

3.1. Turn off virus scanners and other programs

While doing any of the processing in this checklist, it is recommended that the user disable any virus scanners, crash guard programs, or other applications.

3.2. Install on server

3.2.1. Complete install option

Select the "Complete Install" option to get the "Convert " folder as part of your installation.

3.2.2. Workstation installations

Use the LOCLINST directory on the network drive to run the SETUP.EXE command.

3.3. Zip or CD with SR files

All services release must be installed on both the server and each station.

3.3.1. Tsrepair.exe

This file is necessary only for early releases of v9, and if the provided installation diskette will not function.

3.3.2. Tstxtsch.exe

This file is for early releases of Level 2 upgrade users only, and will replace the text search feature that should have been present after the upgrade.

3.3.3. Conversion utility (which Rev?)

3.3.4. Documentation and help files, if any

3.3.5. Service releases

Service releases must be installed on both the network installation and also on each station.

3.4. Installing the speller with an NT Server

We have typically seen that the Timeslips Speller in v9 will not install properly on a local installation when the main application has been installed on an NT Server. The fix is to use Windows Explorer to copy the DICTNRY folder and its contents from the network installation folder to the program directory on the local drive.

4. Prepare Data for Conversion in v8 or earlier

4.1. Turn off virus scanners and other programs

While doing any of the processing in this checklist, it is recommended that the user disable any virus scanners, crash guard programs, or other applications.

4.2. Consider removing bill images and closed slips

In our experience, the bill image files in older versions of Timeslips (this is the feature that permits the user to reprint copies of invoices) will typically not convert properly to v9. (The conversion to v10 has been improved, but checking the results after a conversion is appropriate.) These files tend to be large and will take additional time both during the data maintenance phase in the older version, and also in the conversion process. We recommend that firms consider removing these files and not converting them to v9. The older database can be kept on the system and the older software can be used to reprint older invoices.

A similar circumstance applies to closed slips. These will convert properly to v9 or v10, but if there is a large volume of these slips, and if the firm does not need them for reporting purposes, the firm should give consideration to removing these slips prior to converting.

4.3. Backup existing data and templates

4.3.1. Backup the data files to a unique name

Note the backup path and filename: _____

4.3.2. Backup bill layout templates

The user may find it convenient to copy the *.RPT files from the Timeslips v8 directory into a new directory, perhaps called RPTv8.

4.4. Check for current maintenance release

Be sure that your program is on the latest service release on whatever version they are using, and if not, upgrade the program to the latest service release.

4.5. Proof stage and TAL register

4.5.1. Remember to clear proof or finalize

4.5.2. Finalize TAL

4.5.3. TAL statements (optional)

4.6. Review data integrity

4.6.1. Purge a dummy slip

Note the slip number of the slip to be purged: _____

4.6.2. Re-link the database

1. Shift Ok

2. Control Ok

4.6.3. Delete temp files

Exit Timeslips before deleting the temp files.

4.7. Conversion tips (optional)

If the data conversion presents problems (inaccuracy, missing clients, etc.), the following steps are additional maintenance procedures that can be used to attempt to correct these problems.

4.7.1. Downing capacity

If you have 25 users, set your database to 25 users. Do this for all three fields (user, client, and activity).

4.7.2. Duplicate nicknames

Be sure there are no duplicates of nickname2 for Users, Clients or Activities

4.7.3. Check slip integrity

1. **Detail slip list**

   Run the Detail Slip List report to search for any Range Check Errors in the slip database

2. **Sort by original slip number order**

3. **Print to file**

4. **Review slips with a word processor**

   Be sure all slips have printed. If they haven't, there is a Range Check Error somewhere, find it and correct it.

5. **Repeat steps until all slips appear on the report**

4.7.4. Resetting the clients

This is done by removing Nickname 1, retyping it and then saving it. This will reset a client.

4.7.5. Create file ending test clients

1. **Create 2 file marker clients**

   Create one with the nickname of 1 and the other with the nickname of ZZZ.

2. **Create a dummy timekeeper**

3. **Bill the file marker clients**

   Create slips and a transaction for each, bill and finalize them.

4. **Purge the marker clients**

   After finalization, purge the slips and transactions for these clients then delete the clients.

4.7.6. Slip fix

TSUTIL SLIP (helps convert data that stops right away when you hit the finish button) will create a new header in the slip file.

5. Reports for "before and after" comparisons

The following reports can be used to make comparisons of the data between your old version of Timeslips and the new version. If you find discrepancies these reports will be helpful in tracking down the problems. If you choose to run these reports, they will be generated in your old version first, and then run again in the new version. Hopefully all of the totals will match. If running these reports to a text file, it is recommended that the firm create a subdirectory under the old version of Timeslips' data directory called CNVTRPTS, and put all of the reports into that directory.

You should consider making a decision about running these reports to the printer versus a text file. Some of the reports are quite lengthy. This requires an

abundance of paper and the reports will take longer to run. We have offered suggestions for the destination on each of these reports.

It is a procedural policy of Beyond Management to create a subdirectory below the v9 or v10 data directory to hold the firm's custom reports (such as the invoice layout file). This will provide the ability to include those reports in a Timeslips backup.

5.1. System reports (screen or hardcopy)

5.1.1. Slip file check

5.1.2. Client file check

5.1.3. Database check

5.2. A/R (hardcopy and file)
Path and name of the text file:
_____CNVTRPTS \AR.TXT

5.3. Transaction listing

5.3.1. All transactions (text file)
Path and name of the text file:
_____CNVTRPTS \TRANSALL.TXT

5.3.2. Unbilled transactions (hardcopy)
If printed to a file, path and name of the text file:
_____CNVTRPTS \TRANSUNB.TXT

5.4. Funds report (hardcopy and file)
Consider running this report with the option to ignore zero balances.
Path and name of the text file:
_____CNVTRPTS \FUNDS.TXT

5.5. History listing (text file)
Do not finalize this report after it has been printed. Path and name of the text file:
_____CNVTRPTS \HISTORY.TXT

5.6. WIP

5.6.1. On hold report

5.6.2. Aged WIP (including closed)

5.7. Hidden clients (text file)
_____CNVTRPTS \HIDDEN.TXT

5.8. Listing and summary reports (optional)

5.8.1. Timekeeper summary (include closed)
_____CNVTRPTS \USERS.TXT

5.8.2. Activity summary (including closed)

_____CNVTRPTS \ACTIVITY.TXT

5.8.3. Clients (custom, text file)
Path and name of the text file (in interchange format):
_____CNVTRPTS \CLIENTS.TXT

5.8.4. Timekeepers (hardcopy)

5.8.5. Activities

6. <u>Items that will not convert</u>

For those firms using macros (for the Dos version) or custom navigators and scripts (for the windows version), additional planning and preparation will be necessary prior to executing a conversion to Timeslips v9 or v10. Other areas of the program that will not convert are listed below.

6.1. Critical items

6.1.1. Proof Stage information

6.1.2. Navigators

6.1.3. Scripts

6.1.4. Selection criteria templates

6.1.5. Sort templates

6.1.6. User defined reports
These reports can be converted, but a two-step process is necessary for each report. Refer to the Help file in the Timeslips v9 or v10 Converter utility.

6.1.7. Bill and statement layouts
Bill layouts and statement layouts and user defined reports must be converted with the Report Designer, which is a procedure that is separate from the conversion utility provided with Timeslips v9 or v10. In our experience, not all elements of all bill layout files from prior versions will convert properly.

6.1.8. Running timers
The conversion process will shut off all timers.

6.1.9. Macros

6.1.10. Report templates created in Crystal Reports

6.2. Other items

6.2.1. Undo finalization information

6.2.2. Personal settings and preferences

6.2.3. Speller personal dictionary

6.2.4. Backups

  6.2.5. Labels

  6.2.6. TSImport templates

  6.2.7. Data for statements

  6.2.8. Font templates for predefined reports

6.3. TAL coding

As of this writing, if a firm is using the Specific Accounts feature in TAL, then those categories will not convert to v9 or v10. A workaround for this problem is to post payments into both the old v8 database (in addition to the v9 or v10 database). Then run a TAL register from v8 to determine the proper coding. Other workaround options include re-entry of data into the new database.

7. Decisions prior to conversion

7.1. Deleting unbilled payments and credits (optional)

The user has more control over the application of payments or credits if they are entered into Timeslips v9 or v10. Therefore, one should optionally consider deleting any unbilled (and un-transferred if using TAL) payments from v8 before converting. These items would then be re-entered into v9 or v10 after the conversions.

7.2. Budgets

  7.2.1. Compare to all slips

  7.2.2. Compare to billable slips

  7.2.3. Compare to billed charges (billed slip values)

7.3. Conversion of "period to date" history

Timeslips v8 maintains a "period to date" history column. It also maintains a beginning month and ending month. This can be viewed on the cumulative history screen. When converting, the user has the option of placing this "period to date" data into the beginning or the ending month. The default in the conversion utility is to use beginning date.

7.4. Linking Timeslips to other software

If you are linking Timeslips to other software (e.g., Time Matters, Amicus, or a general ledger program), then you must determine the status of your ability to link v9 or v10 to these applications. In many cases you will need an updated service release for either Timeslips and/or your other applications in order to expect these programs to continue working together.

8. Conversion

8.1. Plan enough time for the conversion

The conversion can be a lengthy process depending on the volume of your data and the speed of your computer's processor. For your reference here is the information relating to Beyond Management's own data conversion. The firm was using Timeslips v8 (05) with 8,000 open slips and 3,200 closed slips. There

were about 500 client records. The firm used TAL (and therefore had invoices to convert). The firm used a Netware v4.11 server with 10Mps network cards. The station running the conversion was a 450Mhz machine with 128 MG of RAM. The conversion of the database took a bit over four hours. There was additional work to convert abbreviations, invoice layouts and custom reports, but those items are not lengthy, data-intensive procedures.

8.2. Use the most recent conversion utility

A "Rev xx" in the lower left-hand corner of the opening screen can identify the utility's version.

8.3. Turn off virus scanning

8.4. Convert the bill layout

The bill layout is a quick conversion step, and is done by opening the old bill layout using the v9 or v10 Report Designer. You will then save the file into a different location and the conversion is complete. We have found that converting bill layout files from versions earlier than v8 will result in some mismatches of the fields. These mismatches must be fixed manually in the Report > Phrases section of the Report Designer.

Location of new layout: _____

8.5. Stages of the conversion

Begin the conversion by opening the CONVERT.EXE program and following the steps in the wizard.

8.5.1. Slip file (the main database)

1. _____ Clients
2. _____ Slips
3. _____ Transactions
4. _____ Invoices (if using TAL)
5. _____ Bill Images

8.5.2. Archived slips

8.5.3. TSRemote slips

8.5.4. Personal abbreviation files

8.5.5. Invoice and statement layouts

8.5.6. User defined reports

8.6. Local installations

During the conversion process, you may want to begin doing the local installations at each station. This will not interfere with the conversion. Running the SETUP.EXE from the LOCLINST directory under the main program directory will execute a local installation. If you are using any Service Releases, these must be run for each local installation.

9. After data conversion

9.1. Report comparison

Run the same reports that were run in v8 prior to conversion. The totals should match.

9.2. Database selection

New database must be selected within TS v9 or v10. The last database opened will be your resident database.

9.3. TAL

If you have TAL installed, select the Accounting program in Timeslips with the setup; Accounting Link command. TAL accounts will convert. You can set up new accounts using SETUP, TAL.

9.4. Security

Go over security rights (because there are many new ones and some old ones do not exist in the same terms)

9.5. User History

These screens have new data fields. They will be set to zero.

9.6. Client history

The history screens in Timeslips v9 or v10 will be affected by the following three areas of v8.

9.6.1. PTD column from v8

This will be placed in the user's choice of the beginning month or the ending month.

9.6.2. ITD column from v8

This will be placed in the Prior column after deducting values from the monthly amounts and the PTD amounts.

9.6.3. Monthly invoice/payments

These will be placed in specific monthly columns. There can be no more than 12 of these periods in v8.

9.7. Flat fees

9.7.1. Flat fee history

Client history data for flat fees is assigned to flat arrg. Fees

9.7.2. Flat fee profit/loss

Data for flat fee profit/loss is assigned to flat arrg fees G/L