

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

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# Transferring LUCIS Classic General Ledger Data to LUCIS for Windows

The following are the steps to transfer LUCIS Classic G/L files to the new LUCIS Windows Software. These steps will not change the Classic ledger data in any way. Instead they create an intermediate text file that is used to build a file for the LUCIS for Windows General Ledger.

You should perform all steps with a single ledger to start with. After you have successfully imported the first ledger it will probably be faster to perform each step again with all remaining ledgers before proceeding to the next step. NOTE: IC designates the Classic Software.

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

Copy/Replace the following from the LUCIS\ folder to the IC\PGM folder.

- GLTXTOUT.CX – export Classic G/L data to a text file.
- GLNAOUT.CX – export Classic G/L addresses to a text file.

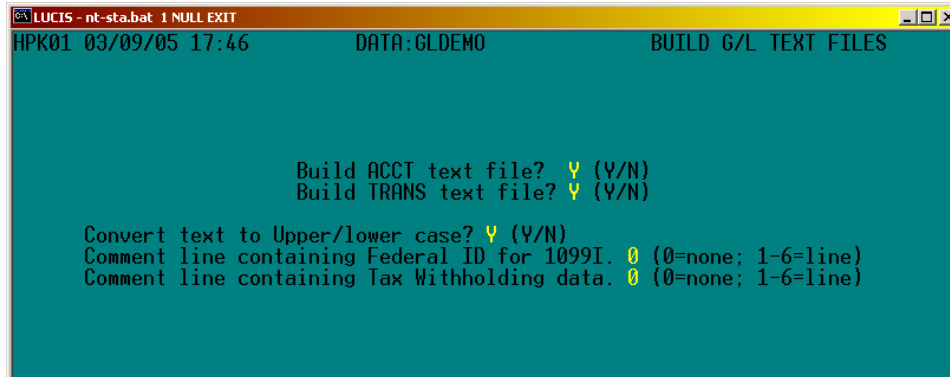
Confirm the state of your Classic G/L files starting with the most recent year.

- Make a backup of the G/L file to check.
- Delete any previous \$GLREPAIR log from the print manager.
- Run GLREPAIR to check the G/L file.
- If you receive a "CONGRATULATIONS" message, Continue.
- If you receive a "CHECK FOR CONDITIONS" message, print the \$GLREPAIR log.  
If the log indicates a "DELETED" account and/or entry  
DO NOT CONTINUE, CONTACT SUPPORT  
If the log does not include any "DELETED" account or entry, Continue.

## Export Classic Ledger Data [\(Back to Top\)](#)

Export the classic ledger data in text format (this will not change the original Classic General Ledger data in any way).

- Run Classic GLTXTOU program to export the ledger data.



```
LUCIS - nt-sta.bat 1 NULL EXIT
HPK01 03/09/05 17:46          DATA:GLDEMO          BUILD G/L TEXT FILES

Build ACCT text file? Y (Y/N)
Build TRANS text file? Y (Y/N)

Convert text to Upper/lower case? Y (Y/N)
Comment line containing Federal ID for 1099I. 0 (0=none; 1-6=line)
Comment line containing Tax Withholding data. 0 (0=none; 1-6=line)
```

- Use the response defaults unless otherwise desired.
- Exported G/L data text files will be in the same IC\ data folder as the original. Make note of this since you will need to locate these files for import into LUCIS for Windows.
- Repeat for each Classic ledger to be exported to LUCIS for Windows.

## Export Classic Vendor Addresses [\(Back to Top\)](#)

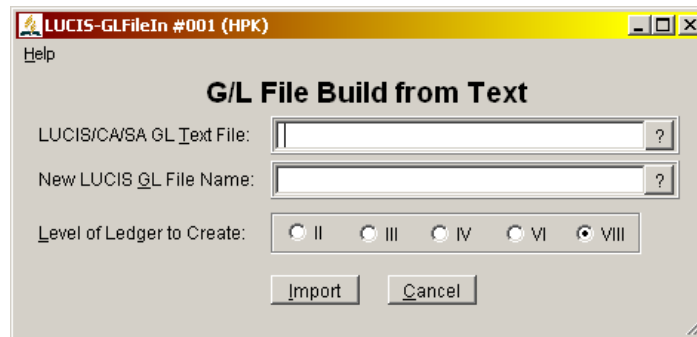
The LUCIS Classic General Ledger has a provision for vendor names and addresses (used by GLENTY). The ledgers in each data folder share the same vendor file. If you have been using the vendor name/address feature you can export the names and addresses to the LUCIS for Windows Software.

- Run Classic GLNAOUT to export the vendor names/addresses used with the Classic ledgers.
- The program will create an export **GLNA.ADT** text file in the data folder.
- Repeat as necessary for each data folder containing Classic ledgers being exported (this only needs to be done for one ledger in each IC data folder since the names and addresses are shared by all ledgers in the data folder).

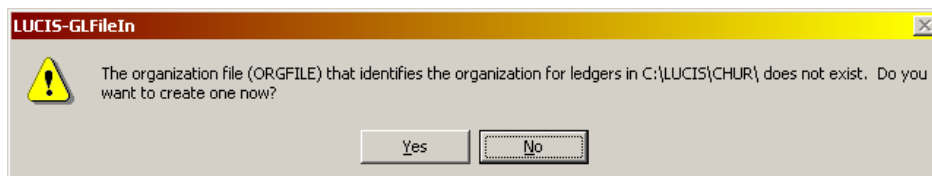
## Import General Ledger Data [\(Back to Top\)](#)

After exporting the Classic General Ledger data you are ready to import the data into the LUCIS Software for Windows (if you have not installed the LUCIS Software for Windows, do so before proceeding).

- A common LUCIS\DATA folder is provided for data files. If you wish to separate your ledgers into different folders, delete the DATA folder and create new folders in your system LUCIS\ directory (you may use the same folder names as the Classic data folders if desired).
- Start LUCIS Software for Windows, log in, and turn off [Auto-Assist](#).
- Run [GL Ledger File Import](#) (last item in the [General Ledger menu](#)).



- Use the first entry area to identify one of the general ledger export files created by [GLTXTOUT](#). Type in the exported general ledger path/filename you want to import (e.g., C:\IC\CONF\GLOP05) or use the [\[?\] key](#) or click [?](#) to browse for the file.
- The second entry area identifies the path/filename to be used with the new software. The program will display the standard LUCIS path (e.g. C:\LUCIS\DATA\ with the same filename used by the GLTXTOUT export program (edit the path to use a folder you created above).
- Specify [ledger level](#) VIII.
- Click [Import](#) to start the import.
- If you are using the data folder for the first time you may receive the following message. Click [Yes](#) to [identify your organization](#) before proceeding.



- You will be prompted for supplemental data that may include some or all of the following:

**LUCIS-GL-FileIn-Supplement #001 (LUC)**

**G/L Supplemental Information**

**Ledger Reference**

Name:  Abbv:  Code:

(Example: Name=OPERATING FUND, Abbv=OPER-FUND, GC-CODE=10)

**AR and Interest Statements**

Account Statement address order (0=obj.name 1-6=comment line)

The ledger you are importing contains aging and/or interest controls. Identify the address order to be used for account statements for aging / interest account groups. This control information will be saved for the aging / interest account classification groups and may be edited after the ledger has been imported by using the G/L Account Organizer function.

**Interest Controls**

Interest Checks address order (0=obj.name; 1-6=comment line)

Interest 1099 address order (0=obj.name; 1-6=comment line)

Comment line containing Federal ID (1-6)

Comment line containing Interest tax withholding data (1-6)

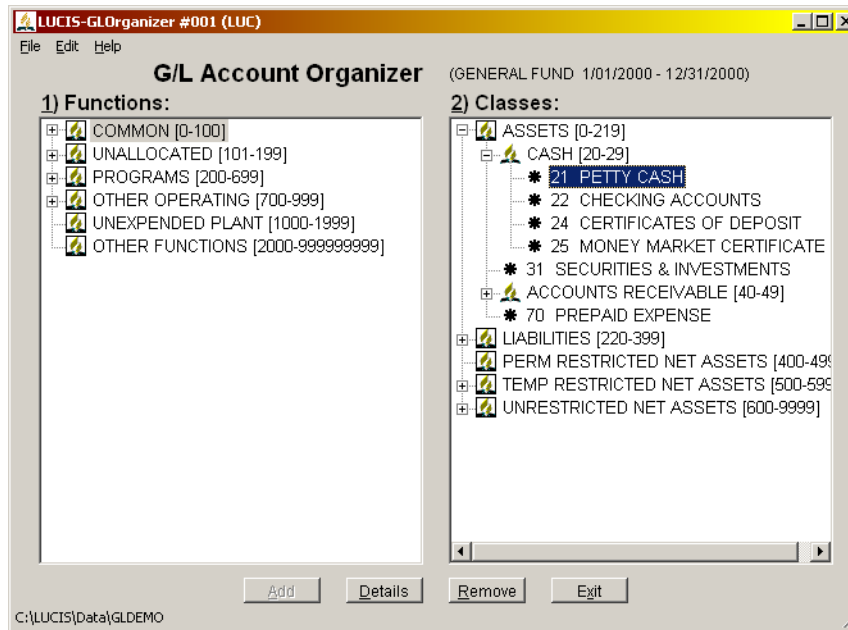
The ledger you are importing contains interest controls. Identify the location within the account comments for the information requested above. This control information will be saved for the interest account classification groups and may be edited after the ledger has been imported by using the G/L Account Organizer function.

- Type in the Ledger Reference Name you wish to appear on reports (e.g. Operating Fund, Plant Fund, Endowment Fund, etc.). NOTE: General Fund is only used for combination funds.
- Type in a Ledger Reference Abbv (abbreviation) to be used to identify the fund in internal documents where space is at a premium (e.g. OPER-FUND, PLANT-FUND, ENDOW-FUND, etc.).
- Select a Ledger Reference Code from the list -- the code is the GC Global Reporting code that identifies the fund.
- The next two sections only show up if the ledger being imported was set up for aging and/or interest (see notes in window). Respond as appropriate.
- Click . The program will import the controls, accounts, and entries

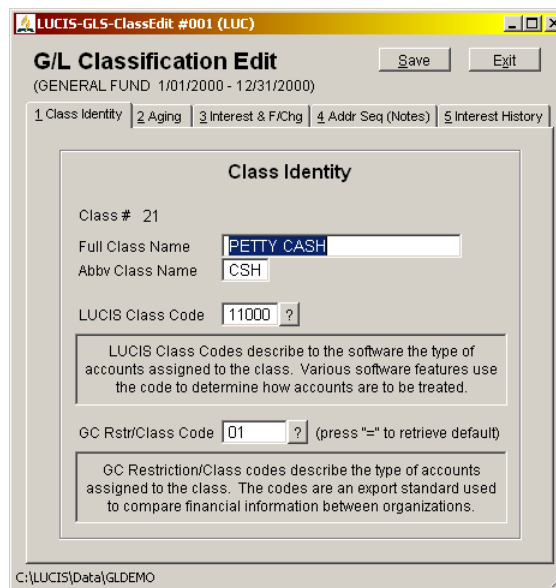
## Identify Cash & Bank [\(Back to Top\)](#)

Use the LUCIS for Windows Account Organizer to identify Cash & Bank classes.

- Run [GL Account Organizer](#) (about 3/4 way down the [General Ledger menu](#)).
- [Open the ledger](#) to be edited (the open ledger is identified at the bottom of the window).



- Click the [+] beside ASSETS to open up the group.
- Highlight a **Cash and Bank class** (right side of Organizer screen) then click **<Details>**  
Change LUCIS Class Code to 11000 and GC Rstr/Class Code to 01 then click **Save**.

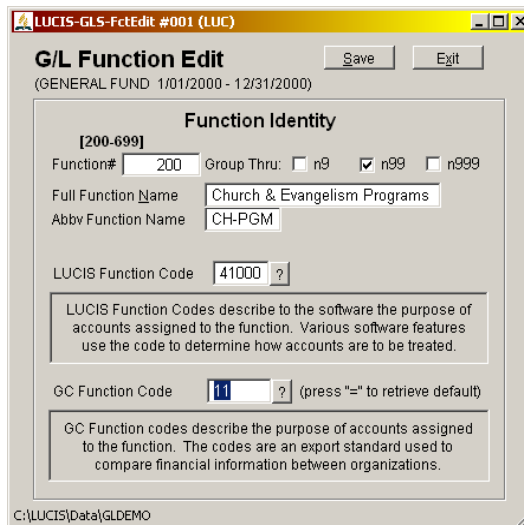
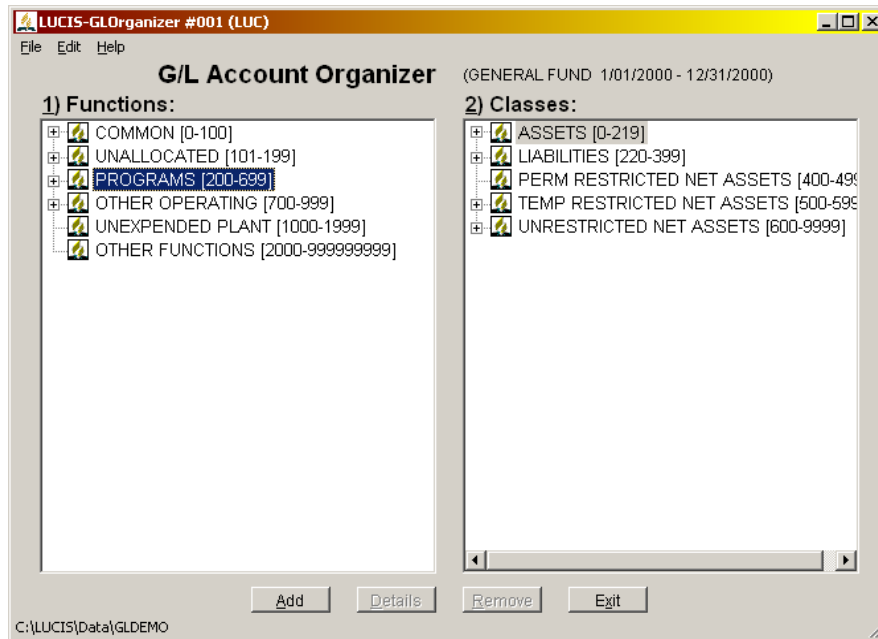


- Repeat for each Cash and Bank class.

## Identify Operating Function Groups [\(Back to Top\)](#)

If the ledger being used is an Operating Fund, continue using the LUCIS for Windows Account Organizer to identify operating function groups (i.e., function groups in the Operating Fund).

- Identify the Operating function groups as indicated below (based on LUCIS95 guidelines)
  - Program Functions (left side of organizer screen): highlight **PROGRAMS (200-699)**; click **Add**.



#=200, Thru=n99, Name=Church & Evangelism Programs, Abbv=CH-PGM,  
LUCIS=41000, GC=11  
click **Save**.

(Program Functions continued)

click .

#=300, Thru=n99, Name=Education Programs, Abbv=ED-PGM, LUCIS=42000,  
GC=12

click .

click .

#=400, Thru=n99, Name=Publishing Programs, Abbv=PUB-PGM, LUCIS=43000,  
GC=13

click .

click .

#=500, Thru=n99, Name=Special Programs, Abbv=SPC-PGM, LUCIS=48000,  
GC=18

click .

click .

#=600, Thru=n99, Name=Other Programs, Abbv=OTH-PGM, LUCIS=48000,  
GC=18

click .

- Other Operating Functions (left side of Organizer screen):  
Highlight **OTHER OPERATING (700-999)**

click .

#=700, Thru=n99, Name=Support, Abbv=SUPPORT, LUCIS=53000, GC=3

click .

click .

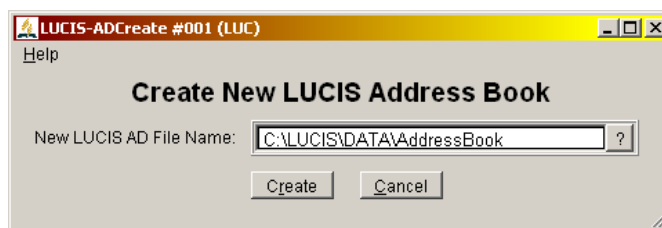
#=800, Thru=n99, Name=Contingencies, Abbv=RESERVE, LUCIS=5700, GC=7

click .

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

The LUCIS for Windows Software can use separate, or a combined, address book for the different application modules. Whether you import vendor addresses from the LUCIS Classic Software or will start with a new vendor address file you must perform this step.

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



- Edit the path/filename if desired
- Click  – an empty address book will be created.

## Edit Ledger Controls [\(Back to Top\)](#)

Use the LUCIS for Windows G/L Controls Editor to edit the ledger controls.

- Run [GL Controls Editor](#) (3rd item from the bottom in the [General Ledger menu](#))
- Identify your most frequently used bank account (use the [\[?\] key](#) or click  to browse).
- Identify the Address Book created in the [previous step](#) (use the [\[?\] key](#) or click  to browse).

The screenshot shows the 'LUCIS-GLCEdit #001 (LUC)' window with the 'General Controls' tab selected. The window title bar includes 'File' and 'Help' menus, and buttons for 'Advanced', 'Save', and 'Exit'. The main area is titled 'G/L Controls Editor' and contains the following fields:

- Ledger Name:** GENERAL FUND
- Abbv.:** GEN-FUND
- Code:** 00
- Level VIII Ledger** (text label)
- Revision:** 02.02
- Fiscal Year Dates:** 1/01/2000 ? Thru 12/31/2000 ? (Month/Day/Year)
- Most Frequently Used Bank Account:** [?] (input field)
- Address Book Path/Filename:** [?] (input field)

The status bar at the bottom indicates the path: C:\LUCIS\Data\GLDEMO.

- On the Miscellaneous Tab, identify the previous year's ledger, if any (use the [\[?\] key](#) or click  to browse).

The screenshot shows the 'LUCIS-GLCEdit #001 (LUC)' window with the 'Miscellaneous Controls' tab selected. The window title bar includes 'File' and 'Help' menus, and buttons for 'Advanced', 'Save', and 'Exit'. The main area is titled 'G/L Controls Editor' and contains the following fields:

- Last Source Number Controls:**
  - JVoucher#: 0
  - CReceipt#: 0
  - AcctsRec#: 0
  - AcctsPay#: 0
  - eReceipt#: 0
  - BankDep#: 0
  - POrder#: 0
  - PY-Payroll#: 0
  - GN-General#: 1
- Currency Controls:** \$ Sign  .00 decimal
- Last Year's Ledger Name:** [?] (input field)
- Closed Months:**

Fiscal Months	(Trans#)
0 = Beg. Bal.	
1 = Jan '00	<input checked="" type="checkbox"/> (2)
2 = Feb '00	<input type="checkbox"/>
3 = Mar '00	<input type="checkbox"/>
4 = Apr '00	<input type="checkbox"/>
5 = May '00	<input type="checkbox"/>
6 = Jun '00	<input type="checkbox"/>
7 = Jul '00	<input type="checkbox"/>
8 = Aug '00	<input type="checkbox"/>
9 = Sep '00	<input type="checkbox"/>
10 = Oct '00	<input type="checkbox"/>
11 = Nov '00	<input type="checkbox"/>
12 = Dec '00	<input type="checkbox"/>

= Closed

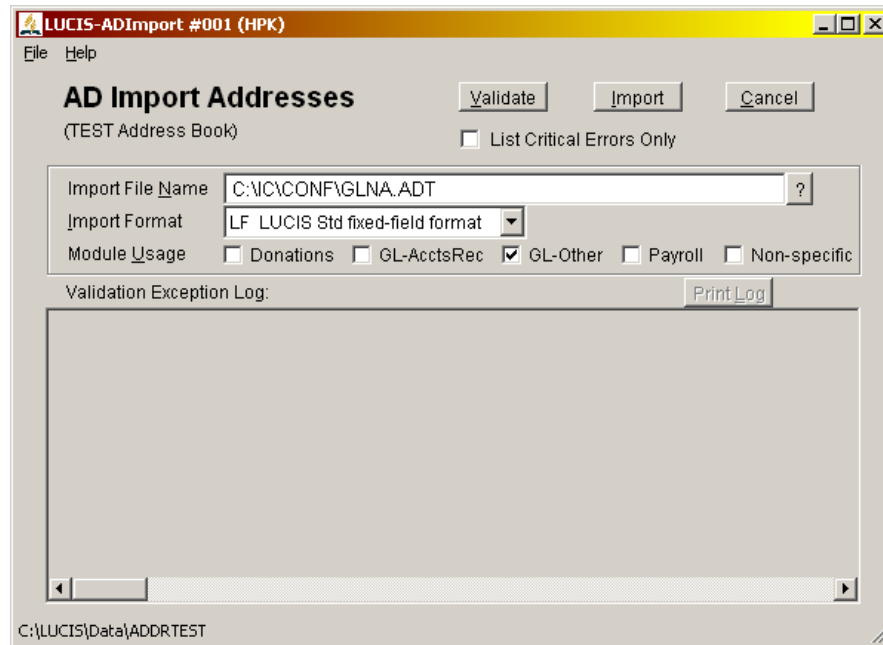
The status bar at the bottom indicates the path: C:\LUCIS\Data\GLDEMO.

- Click .



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

Run LUCIS for Windows [AD Address Import](#) (3<sup>rd</sup> item in the [Address Book menu](#)), the following window will appear:



- The first entry area is for the vendor path/filename created when you ran [GLNAOUT](#). Type in the exported vendor path/filename (e.g. C:\IC\CONF\GLNA.ADT) or use the [\[?\] key](#) or click [OK](#) to browse for the file.
- The Classic vendor import format is LF LUCIS Std fixed-field format.
- Click the "GL-Other" checkbox 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 this step.  
**Warnings** are acceptable (click [Import](#) again to complete the import), however, warnings alert you to unusual situations (missing address lines, etc) that may need to be corrected before the address can be fully used.
- Use the [Address Editor](#) (2<sup>nd</sup> item in the [Address Book menu](#)) to review and, if necessary, edit the results – use the [\[?\] key](#) or click [OK](#) to activate the [Address Query](#) feature.