

## Data Conversion Information

**IMPORTANT NOTE:** Our data conversion process has changed as of July 1, 2012. Please refer to the following page for up to date Data Conversion information: [www.powerchurch.com/products/conversion/](http://www.powerchurch.com/products/conversion/).

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If you are a customer who is upgrading from a competing software package, you should know that we offer a Data Conversion Service that will make your transition to PowerChurch Plus as smooth as possible. This document will answer some commonly asked questions about our Data Conversion Service. However, if you have additional questions, please feel free to contact our offices directly at **(800) 486-1800** or via e-mail at [info@powerchurch.com](mailto:info@powerchurch.com)

### I'm Using ... Can You Convert My Data?

We have literally performed hundreds of data conversions from dozens of software packages. Some of the most commonly converted programs include: Automated Church Systems (ACS), ADAM, CCIS, EASE, LCIS 2000, Logos, Membership Plus, MSI-90, Parish Data Systems (PDS), Revelations, Servant Keeper, Shelby Systems, Shepherd's Staff, and UMIS. In addition to these packages, we can also convert your data from other applications including custom built programs.

### What Information Is Converted?

We can convert Household and Profile information from your previous program. This includes household information such as household name, address, home phone number, and mailing categories in addition to information specific to the individuals who belong to these households - special dates, work phones, notes and user-definable codes. Contribution information may be transferrable depending on your software package (additional charges may apply). Accounting / Financial information is not converted.

### How Much Does It Cost?

Please see <http://www.powerchurch.com/products/conversion/ordering> for the latest pricing information.

### What Should I Send?

We have found it easiest to have users simply send in a copy of the directory where their previous software package is installed. The preferred media type is a 100

Megabyte Iomega Zip Disk. If you have an Iomega ZIP drive, you can make a copy of this directory using the Windows Explorer. However, if you do not have access to a ZIP drive, we recommend using a utility like [WinZip by Nico Mak Computing](http://www.winzip.com) to compress your existing files and span them over several standard 3 1/2" diskettes. This utility is available on the Internet at <http://www.winzip.com>. If you have access to a CD-ROM Writer, data can also be submitted on CD. (We cannot accept a tape backup.)

With your data files, be sure to send any explanatory information you think we might need. For instance: If your previous software used codes such as "M", "V", and "F" to describe membership statuses, you should include the definitions of these codes - "M = Member, V = Visitor..." In addition, be sure to include any password information that we may need when accessing your program. As a final verification step, we will normally access your existing program and double check the information that we have converted.

### **How Long Does The Conversion Take?**

Normally, data conversions take approximately two weeks to complete. However, during busier times such as sales or at the beginning of the year, data conversions may take longer. Please know that we make every effort possible to complete your data conversion as quickly as possible. Sending all the necessary information such as passwords and code definitions, as well as providing a contact person at your organization where our questions can be directed will help speed up the process tremendously.

### **Can I Continue To Enter Information Into My Old Software?**

This is not recommended. Remember, the data we originally received will be the data that we send back. Any information added or updated in your previous package will be lost.

### **Can I Begin Entering Information Into PowerChurch Plus?**

In some areas, yes. If you plan on using the Fund Accounting area of PowerChurch Plus, this would be a good time to begin setting up your chart of accounts, add vendors into the Accounts Payable area, or enter employees and employee pay items into Payroll. However, you should not enter information into the Membership area. Again, the information we originally received will be the information we send back. Any Membership information entered into PowerChurch Plus will be overwritten when your data is returned.

### **What Will I Receive When The Conversion Is Completed?**

Data Conversions are returned on CD in PowerChurch Plus Backup Format. To retrieve your newly converted data files into PowerChurch Plus, you will use the Restore feature in the Backup and Restore area of the program.

### **What If I Find A Problem?**

While we take every step we can to ensure that your data files are converted accurately, sometimes problems arise. If you find incorrectly converted information in your data conversion, we will make every effort to correct the issue in a timely manner.

When converted data is sent back, we encourage all customers to review their converted data as soon as possible. From the date that your conversion ships back, you have 30-days in which to report a problem before the data conversion is considered closed. Once a conversion is closed, there may be an additional charge for reconversion.

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