

Mass Vendor Number Change User Guide

for use with Macola v7.6 - SQL



Another outstanding Exact/Macola Utility brought to you by:

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Introduction

These programs are intended to facilitate a mass change of the Vendor Number in all files that contain a Vendor Number field. All appropriate files in the Macola 7.6 Accounting & Distribution modules are updated.

Program Overview

There are four steps involved in the conversion. The first step is to initialize or re-initialize the Vendor Number Conversion Table. The second step, which is optional, is to build or refresh a Vendor Number Conversion Table. The third step is to maintain the conversion table, ensuring the correct new Vendor Number has been entered for each Vendor in the table. A list in either Old Vendor Number or New Vendor Number sequence is available. The final step is to update all files with the new Vendor Numbers in the conversion table. A "push button" is provided to access each function of the program.

The program is run from the Run Utility option found under the Window option on the Progression main screen. You must be logged in to Macola as Supervisor in order to have access to this option.

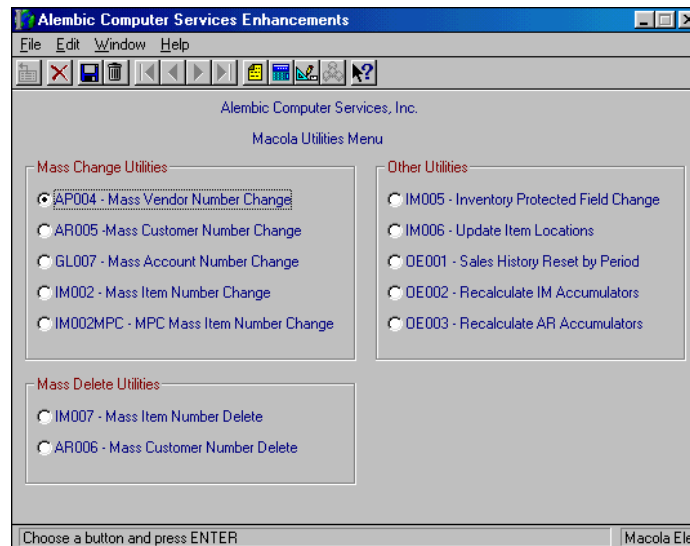
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Installation

1. Create an ACSIENH folder under your top level Macola folder
2. Unzip this attachment to the ACSIENH folder
3. Open SQL Server Enterprise Manager
4. Expand the SCREENS database and select Tables
5. IF you have an E2SCRFIL table go to step 10
6. From the Tools pull down menu, select the Query Analyzer option
7. Select File\Open and open the MakeE2.SQL script in the ACSIENH folder
8. From the Query pull down menu, select the Execute option
9. Exit Query Analyzer and Enterprise Manager
10. Execute MSL.EXE found in the ACSIENH folder
11. Change the Install To folder to the MSL folder under the top level Macola folder (ex: M:\MACSQL\MSL)
12. Launch Macola Progression Explorer
13. Login as Supervisor and Select System Manager
14. Select Maintain
15. Select System Utilities
16. Select Install Enhancements and follow the instructions
17. When prompted, enter the path to the ACSIENH folder

To Run the Enhancement

- ? Launch Macola Progression Explorer and login as Supervisor
- ? Select the Run Utility Program on the Window menu.
- ? Enter "**ACSIMENU.INT**" as the program to execute.
- ? Check the box for AP004 – Mass Vendor Number Change and click the blue disk or press Enter.
- ? If you are planning to run the Update option be certain all other users are out of Macola and your data is backed up.

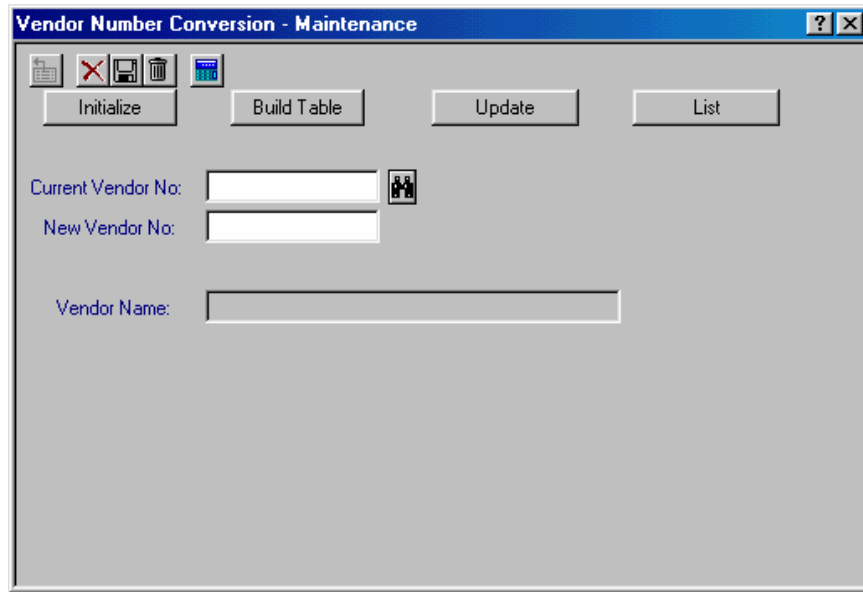


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Push Buttons

- ? Initialize - Clicking this button creates an empty Conversion File. Any existing data in the table will be lost.
- ? Build Table – This function is optional. When selected, the program reads the Vendor file and adds each Vendor to the Conversion Table. An option to automatically convert from Alphanumeric to Numeric Vendor Numbers is available. An option to import a Comma Delimited File is available.
- ? Update – Clicking this button updates all data files with the new Vendor Number from the Conversion Table. Sit back. Relax. This may take a while.
- ? List – Clicking this button will display “by Old Vendor” and “by New Vendor” check boxes. Select the desired sequence for the list. Press Enter to print the list.

A sample of the main screen is shown below.



The screenshot shows a window titled "Vendor Number Conversion - Maintenance". The window contains a toolbar with icons for file operations (New, Open, Save, Print, Help). Below the toolbar are four buttons: "Initialize", "Build Table", "Update", and "List". Below the buttons are three input fields: "Current Vendor No:" with a text box and a small icon, "New Vendor No:" with a text box, and "Vendor Name:" with a wide text box.

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Building the Vendor Number Conversion Table

When the **Build Table** option is selected, you have the option to add new Vendor Numbers to the existing Conversion Table or to create a new table. A drop-down list box is displayed with Create, Import, Append and Quit options.

The **Create** option will initialize the Conversion Table. Creating a new table will negate any data entry that may have occurred since the table was last created.

The **Append** option will add to the existing Conversion Table. Appending data to an existing table will create new records when the Vendor Number is not found in the Conversion Table. It will not overwrite any records already contained in the Table.

The **Import** option will initialize the Conversion Table and import records from a Comma Delimited file. Any records in the Conversion table will be lost.

The **Quit** option will clear the screen.

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Building the Vendor Number Conversion Table

Create and Append

When the Create or Append options are selected, you will have the options of converting all vendor numbers to numeric and including temporary vendors. By clicking on the Convert To All Numeric check box, you are given the opportunity to enter a Starting Vendor Number and an Increment. The Starting Number will be the first All Numeric Vendor Number assigned. Subsequent numbers will be assigned by adding the Increment to the previously assigned number. In the event you already have numeric Vendor Numbers, the Build function will not assign a new Vendor Number that already exists. In this case, the assigned number will be increased by the Increment until the number is not already in the Vendor File.

If you wish to include Temporary Vendors in the Table Build, click on the Include Temporary Vendors check box. Selecting this option will convert Temporary Vendors to Permanent Vendors.

Select the desired option and click the blue disk or press Enter to execute the build.

The screenshot shows a software window titled "Vendor Number Conversion - Maintenance". At the top, there are four buttons: "Initialize", "Build Table", "Update", and "List". Below these are three input fields: "Current Vendor No.", "New Vendor No.", and "Vendor Name". There is a dropdown menu labeled "Create new or Append To Existing Table" with "CREATE" selected. To the right of this dropdown are two checkboxes: "Convert to all numeric" and "Include Temporary Vendors". Below these are two more input fields: "Starting Vendor No." and "Increment by" with the value "0".

The Vendor File is scanned from beginning to end each time this process is run. The Vendor Number is displayed as the file is being processed so that you can monitor progress. The number of new Vendors added to the table is also displayed as new Vendors are encountered.

The Vendor Number Conversion Table contains the Current Vendor Number and the New Vendor Number. The New Vendor Number is set to the Current Vendor Number as each new record is added to the table unless the Convert to All Numeric option was chosen. In this case, Vendor Numbers will be assigned as described above.

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Building the Vendor Number Conversion Table

Import

When the Import option is selected, you will be prompted for the Import file name. The Import file must be a Comma Delimited file with the Current Vendor Number in the first column and the New Vendor Number in the second column. The Import file must be in the appropriate data directory for the company being processed. Each record in the Comma Delimited file will be checked. If the Comma Delimited record meets the following conditions, a record will be added to the Conversion Table.

- The Current Vendor Number is not equal to the New Vendor Number
- The Current Vendor Number is a valid Vendor in the Vendor Master File
- The Current Vendor Number is not a New Vendor Number on another record in the Conversion Table
- The New Vendor Number is not a Current Vendor Number on another record in the Conversion Table
- The Current Vendor Number is not a Current Vendor Number on another record in the Conversion Table

If the Comma Delimited record does not meet the above conditions, a line will be printed in an Import Error Log file. The Import Error Log file will be named "IMPRTLOG.ERR" and will be in the data directory for the company being processed.

After all Comma Delimited records have been processed, a message will be displayed. If there were not any errors, the message will be "Import Complete". If there were errors, the message will be "Check the IMPRTLOG.ERR file for errors."

The screenshot shows a Windows-style application window titled "Vendor Number Conversion - Maintenance". The window has a blue title bar with a help icon and a close icon. Below the title bar is a toolbar with icons for help, close, save, delete, and print. The main area contains four buttons: "Initialize", "Build Table", "Update", and "List". Below the buttons are three input fields: "Current Vendor No:" with a small icon to its right, "New Vendor No:", and "Vendor Name:". At the bottom, there is a label "Create new or Append To Existing Table" followed by a dropdown menu currently set to "IMPORT", and a "Filename" label followed by a text box containing "VENDLIST.CSU".

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Maintaining the Conversion Table

This program allows you to add, change, or delete records in the Vendor Number Conversion Table. To begin, enter the Current Vendor Number. The number entered must be a valid Vendor Number.

If the Current Vendor Number is a valid Vendor Number, the Conversion file will be checked. If the Current Vendor Number is in the Conversion file, the Vendor Name and New Vendor Number will be displayed. If the Current Vendor Number is not in the Conversion Table, the New Vendor Number will be blank. The New Vendor Number may be changed. The New Vendor Number must not exist in the Conversion Table.

Click the blue disk or press Enter to save the conversion record.

Click on the trashcan to delete the conversion record.

If the Current Vendor Number is not a valid Vendor Number, a message will be displayed and the screen will be cleared.

Please note: The Vendor Name is displayed for informational purposes only and cannot be changed by this program.

Printing a List of the Vendors to be Converted

When the **List** option is selected, the program displays “by Old Vendor” and “by New Vendor” check boxes. Select the desired sequence for the list and click the blue disk or press Enter to view or print the list.

The screenshot shows a window titled "Vendor Number Conversion - Maintenance". At the top, there are four buttons: "Initialize", "Build Table", "Update", and "List". Below these buttons are three input fields: "Current Vendor No.", "New Vendor No.", and "Vendor Name". To the right of the "Current Vendor No." and "New Vendor No." fields are two radio buttons: "by Old Vendor" (which is selected) and "by New Vendor".

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Updating Data Files

When the **Update** option is selected, the program checks to see if each Accounting and Distribution file exists and verifies that there are no problems opening the files. If there is an error opening any file, processing will stop and no file will be updated. Any files that could not be found will be skipped.

The Update option reads each file that does not have the Vendor Number as the first field in a key from beginning to end and writes the data to a work file. If the Vendor Number is found in the Vendor Number Conversion Table, the Vendor Number field is updated with the New Vendor Number from the table when the work record is written. If the Current Vendor Number is not in the table, the current record is written to the work file without any changes. After all records have been processed, the current file is deleted, and the work file is renamed to the correct file name.

If the file has the Vendor Number as the first field in a key, the Vendor Number Conversion Table is processed. The records for each Current Vendor Number will be processed. The information from the current record will be saved and the current record will be deleted. A new record will be added to the file with the New Vendor Number and the information from the current record.

If you chose the Convert to all Numeric option, the Update will also modify the AP Control File. It will turn on the Numeric Vendor Number Flag and set the Next Vendor Number to the last assigned number plus the Increment.

To allow you to monitor progress, the program will display the file that is currently being updated and a records processed counter for the file. Given the typical file sizes associated with Accounts Payable, it is recommended that this process be run overnight or over a weekend.

An Update Log file will be updated as each file is processed. Two lines will be written in the log file for each file processed. The first line will contain the File Name and the Start Time. The second line will contain the File Name, End Time, Number of Records Read, and the Number of Records Changed. The Update Log file will be named "FILSUPDT.LOG" and will be in the data directory for the company being processed.

When the Update has completed, you will need to execute a SQL Script to complete the update. Follow the steps below to execute the SQL Script.

- ? Open Enterprise Manager
- ? Expand the database for the company just updated
- ? From the Tools pull down menu, select the Query Analyzer option
- ? Select File\Open and open the AP004REN.SQL script in the ACSIENH folder
- ? From the Query pull down menu, select the Execute option
- ? Exit Query Analyzer and Enterprise Manager

File Processing When Combining Vendors

The Update procedure described above will work for all files except the Vendor file, Recurring Invoice file, Recurring Invoice Distribution file, Item Vendor file, Item Vendor Audit file, Bank file, and Prospective Vendor file.

These files may require records to be merged together. The following will discuss the processing required for each of these files.

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Updating Data Files

Vendor File

If a conversion record is found for the Vendor Number, the work file is checked to determine if a record exists for the New Vendor Number. If a work record is found for the New Vendor Number, this Vendor is being merged with another. Another Vendor has already been processed and a work record was created. The work record is updated. The following table lists the fields in the Vendor record that are added to the data in the work record.

Field	Field
-----	-----
1099 Amount YTD	Purchases YTD
1099 Amount Last Year	Purchases Last Year
Amount Paid YTD	Balance
Amount Paid Last Year	Amount Age Period 1
Discounts YTD	Amount Age Period 2
Discounts Last Year	Amount Age Period 3
Discounts Lost YTD	Amount Age Period 4
Discounts Lost Last Year	Line Items YTD
Purchases YTD	Late Lines YTD

If a conversion record is found for the Vendor Number and a work record is not found for the New Vendor Number, the Vendor record is moved to the work record. The work record Vendor Number is replaced with the New Vendor Number.

If a conversion record is not found for the Vendor Number, the Work file will be checked to determine if a record exists for the Vendor Number. If a work record is not found for the Vendor Number, the Vendor record is written to the work file unchanged.

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If a conversion record is not found for the Vendor Number and a work record is found for the Vendor Number, another Vendor Number is being merged into this Vendor Number. Previous Vendor records have already been processed and a work record was created with that information. The work record is then saved in Working Storage. The current Vendor record is then used to replace all of the work file information. The Working Storage fields from the saved work record are then used to update the work record.

A/P Recurring Invoice File

As the Recurring Invoice file is processed it is moved to the Recurring Invoice Work record. If a conversion record is found for the Vendor Number, the Recurring Invoice Work Vendor Number is replaced with the Conversion file New Vendor Number. The Recurring Invoice Work record is written to the file.

If a duplicate key is encountered this indicates that a record has already been written to the work file for the Vendor Number and Invoice ID. The Invoice ID is changed to "Z001" and the Recurring Invoice Work record is written again. If another duplicate key is encountered, the last three bytes of the Invoice ID are increased by 1 until the Recurring Invoice Work record can be written successfully. *Please note: If the Recurring Invoice Work record cannot be written after 999 attempts, the Recurring Invoice record is skipped.*

A/P Recurring Invoice Distribution File

As the Recurring Invoice Distribution file is processed the Vendor Number will be looked up in the Vendor Conversion file. If a conversion record is found for the Vendor Number, the Recurring Invoice Distribution Work Vendor Number is replaced with the Conversion file New Vendor Number and the New Invoice ID is obtained from a programmatically maintained Invoice ID Work file.

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Updating Data Files

Bank File

As the Bank File is processed the Vendor Number is looked up in the Vendor Conversion File. If a conversion record is found for the Vendor Number, the work file is checked to determine if a record exists for the New Vendor Number. If a work record is found for the New Vendor Number, this Vendor is being merged with another Vendor Number. The other Vendor Number has already been processed and a work record was created. Since the Bank record does not contain any accumulative fields, the work file is not updated.

If a conversion record is found for the Vendor Number and a work record is not found for the New Vendor Number, a new work record is written.

If a conversion record is not found for the Vendor Number, the Work file will be checked to determine if a record exists for the Vendor Number. If a work record is not found for the Vendor Number, the Bank record is written to the work file without any changes.

If a conversion record is not found for the Vendor Number and a work record is found for the Vendor Number, another Vendor Number is being merged into this Vendor Number. The other Vendor record has already been processed and a work record was created with that vendor's information. Since the current Bank record being processed is the original Bank record, the fields on the work record are replaced with the fields from the current Bank record.

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Updating Data Files

Item Vendor and Item Vendor Audit File

The Item Vendor and Item Vendor Audit Files have essentially the same structure. The following procedure is used for both files.

As the Item Vendor (Audit) File is processed the Vendor Number will be looked up in the Vendor Conversion File. If a conversion record is found for the Vendor Number, the work file is checked to determine if a record exists for the New Vendor Number. If a work record is found for the New Vendor Number, this Vendor is being merged with another Vendor Number. The other Vendor Number has already been processed and a work record was created. Since the Vendor Item record does not contain any accumulative fields, the work file will not be updated.

If a conversion record is found for the Vendor Number and a work record is not found for the New Vendor Number, the Item Vendor record is moved to the work record. The work record Vendor Number is replaced with the New Vendor Number and the work record is written.

If a conversion record is not found for the Vendor Number, the Work file will be checked to determine if a record exists for the Vendor Number. If a work record is not found for the Vendor Number, the Item Vendor record will be written to the work file without any changes.

If a conversion record is not found for the Vendor Number and a work record is found for the Vendor Number, another Vendor Number is being merged into this Vendor Number. The other Vendor record has already been processed and a work record was created with that vendor's information. Since the current record being processed is the original Item Vendor (Audit) record, the fields on the work record will be replaced with the fields from the current record.

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Files Processed

The following table lists all of the files processed by this utility:

File Name	Description	Consolidation
APALTADR	Alternate Address File	No
APBNKFIL	Bank File	Yes
APDISFIL	Distribution File	No
APOPNFIL	Open Item File	No
AOPNHST	Open Item History File	No
APRECDST	Recurring Voucher Distribution File	Yes
APRECVCH	Recurring Voucher File	Yes
APVENADT	Vendor Audit File	No
APVENFIL	Vendor File	Yes
CHECKREC	Check Reconciliation File	No
ARCUSADT	Customer Audit File	No
ARCUSFIL	Customer File	No
BBOPNFIL	Bank Book Open Item File	No
BCIMPHDR	Imported Header File	No
BCPEXHDR	Exported Header File	No
FXACQAST	ACQ Asset File	No
FXASTFIL	Asset Master File	No
FXCNGAST	Change History File	No
IMINVAUD	Inventory Location Audit File	No
IMINVLOC	Item Location File	No
IMINVTRX	Inventory Transaction File	No
IMORDBLD	Order Build File	No
IMORDHST	Order Build History File	No
IMRECHST	Receivings History File	No
OELINAUD	Order Line Audit File	No
OELINHST	Order Line History File	No
OEORDLIN	Order Line File	No

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Files Processed

File Name	Description	Consolidation
POCOMFIL	PO Comments File	No
POCONFIL	Requisition Consolidation File	No
POCONHST	Requisition Consolidation History File	No
POHDRAUD	Order Header Audit File	No
POHDRHST	Order Header History File	No
POINSHDR	Inspection Header File	No
POITMVND	Item Vendor File	Yes
POIVAUD	Item Vendor Audit File	Yes
POLINAUD	Line Audit File	No
POLINHST	Line History File	No
POLNDCST	Landed Cost File	No
POORDHDR	Order Header File	No
POORDLIN	Order Line File	No
POPRPVEN	Prospective Vendor File	No
POPURCST	PO Cost File	No
POQTEHDR	Quote Header File	No
POQTEPRE	Vendor Pre-Quote File	No
POQTHDHS	Quote Header History	No
POREQLIN	Requisition Line File	No
PORQLNHS	Requisition Line History File	No
JOBHIST	Job History File	No
SYTAXHST	Tax Transaction History File	No
SYTAXTRX	Tax Transaction File	No

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Files Not Processed

The following table lists all of the files **not** processed by this utility:

File Name	Description	Reason			
AP1099	1099 Work File	Work File			
APADJTRX	Adjustment Transaction File	Transaction File			
APCTLFIL	A/P Control File	Field is Next Vend # APDISSEQ	Distribution	Sequence	File
No Longer Used					
APOPNRK	Open Item Work File	Work File			
APTRXFIL	A/P Transaction File	Transaction File			
APVENDST	Vendor Distribution File	Work File			
APTMP001	Vendor Sort File	Work File			
APWRK1FL	A/P Work File	Work File			
ARCUSWK1	Customer Work File	Work File			
ARCUSWK2	Customer Work File	Work File			
BBWRKFIL	Bank Book Work File	Work File			
BCASCII	Bar Code ASCII Sequential Work File	Work File			
BCSFASCM	Bar Code ASCII Sequential Work File	Work File			
BMEXCWRK	Bill of Material Work File	Work File			
IM06P2ST	IM Work File	Work File			
IMATPORD	Available To Order File	Work File			
IMREOADV	Reorder Advice Work File	Work File			
IMREOVEN	Reorder by Vendor Work File	Work File			
JOBHSTWK	Job History Work File	Work File			
OEPURHDR	Order Entry PO Header File	No Longer Used			
POCOMCDE	Commodity Code Work File	Work File			
POCSHREQ	Cash Requirements Work File	Work File			
POTRXDST	Transaction Distribution File	No longer used			
POTRXFIL	Transaction File	No longer used			
POWRKHST	Work History File	Work File			

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