

# Mass Customer Number Change User Guide

for use with Macola v7.6 - SQL



Another outstanding Exact/Macola Utility brought to you by:

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# Mass Customer Number Change User Guide

## Introduction

These programs are intended to facilitate a mass change of the Customer Number in all files that contain a Customer Number field. All appropriate files in the Macola 7.6 Accounting & Distribution modules are updated. (Please note: EDI files are **not** included at this time.)

## Program Overview

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

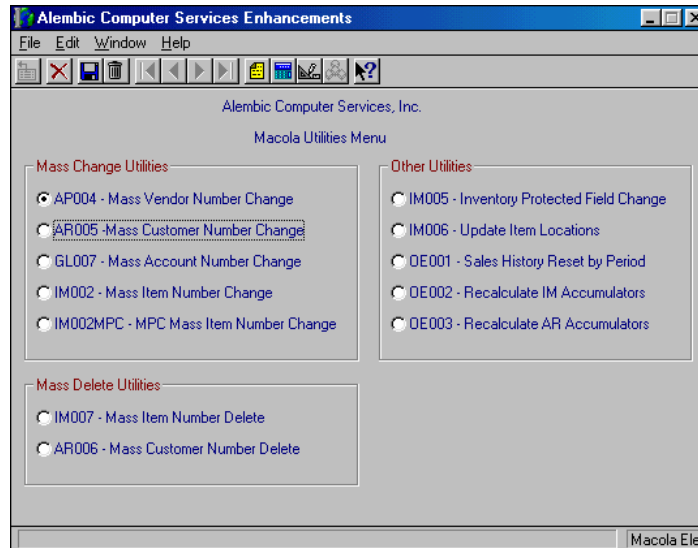
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## Installation

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 AR005 – Mass Customer 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 Customer file and adds each Customer to the Conversion Table. An option to automatically convert from Alphanumeric to Numeric Customer Numbers is available. An option to import a Comma Delimited File will be available.
- ? Update – Clicking this button updates all data files with the new Customer Number from the Conversion Table. Sit back. Relax. This may take a while.
- ? List – Clicking this button will display “by Old Customer” and “by New Customer” check boxes. Select the desired sequence for the list. Press Enter to print the list.

A sample of the main screen is shown below.

Customer Number Conversion - Maintenance

Initialize Build Table Update List

Current Customer No:  

New Customer No:

Customer Name:

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## Building the Customer Number Conversion Table

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

The **Create** option will initialize the Conversion file before building the new file. Creating the table from scratch 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 Customer 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.

By clicking on the Convert To All Numeric check box, you are given the opportunity to enter a Starting Customer Number and an Increment. The Starting Number will be the first All Numeric Customer Number assigned. Subsequent numbers will be assigned by adding the Increment to the previously assigned number. In the event you already have numeric Customer Numbers, the Build function will not assign a new Customer Number that already exists. In this case, the assigned number will be increased by the Increment until the number is not already in the Customer File.

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

# Mass Customer Number Change User Guide

## Building the Customer Number Conversion Table

### Create and Append

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

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

The screenshot shows a software window titled "Customer Number Conversion - Maintenance". At the top, there are four buttons: "Initialize", "Build Table", "Update", and "List". Below the buttons are several input fields and controls:

- "Current Customer No.:" followed by a text box and a small icon.
- "New Customer No.:" followed by a text box.
- "Customer Name:" followed by a wide text box.
- "Create new or Append To Existing Table" with a dropdown menu showing "CREATE".
- A checkbox labeled "Convert to all numeric" which is currently unchecked.
- "Starting Customer No.:" followed by a text box.
- "Increment By" followed by a text box containing the number "0".
- At the bottom, "Now Processing:" followed by a text box, and "Records Added:" followed by a text box.

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

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

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## Building the Customer 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 Customer Number in the first column and the New Customer 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 Customer Number is not equal to the New Customer Number
- The Current Customer Number is a valid Customer in the Customer Master File
- The Current Customer Number is not a New Customer Number on another record in the Conversion Table
- The New Customer Number is not a Current Customer Number on another record in the Conversion Table
- The Current Customer Number is not a Current Customer 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."

**Customer Number Conversion - Maintenance**

Initialize Build Table Update List

Current Customer No:

New Customer No:

Customer Name:

Create new or Append To Existing Table **IMPORT** Filename **CUSTLIST.CSU**

Now Processing:  Records Added:

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## Maintaining the Conversion Table

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

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

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

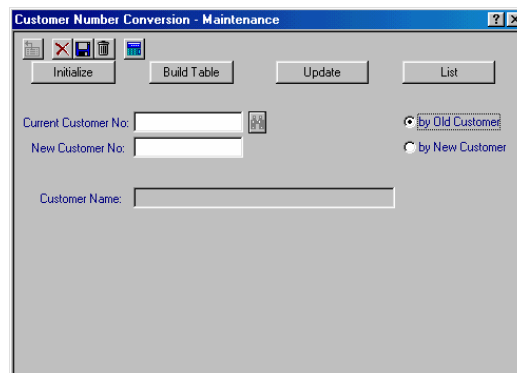
Click the trashcan to delete the conversion record.

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

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

## Printing a List of the Customers to be Converted

When the **List** option is selected, the program displays “by Old Customer” and “by New Customer” 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 "Customer Number Conversion - Maintenance". At the top, there are four buttons: "Initialize", "Build Table", "Update", and "List". Below these buttons are three input fields: "Current Customer No:" with a blue disk icon, "New Customer No:" with a blue disk icon, and "Customer Name:". To the right of the input fields are two radio buttons: "by Old Customer" (selected) and "by New Customer".

# Mass Customer Number Change User Guide

## 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. (Please note: Bar Code and EDI files are **not** included at this time.)

The Update option reads each file to be updated from beginning to end and writes the data to a work file. If the Customer Number is found in the Customer Number Conversion Table, the Customer Number field is updated with the New Customer Number from the table when the work record is written. If the Current Customer Number is not located 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 you chose the Convert to all Numeric option, the Update will also modify the AR Control File. It will turn on the Numeric Customer Number Flag and set the Next Customer 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 Receivable, 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 AR005REN.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 Customers

The Update procedure described above will work for all files except the Customer file, Recurring Invoice file, Recurring Invoice Distribution file, and Order Entry Sales History 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

### Customer File

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

Field	Field
-----	-----
YTD Discount Given	Invoice YTD
Sales PTD	Invoice Last YR
Sales YTD	Amount Age Period 1
Sales Last YR	Amount Age Period 2
Cost PTD	Amount Age Period 3
Cost YTD	Amount Age Period 4
Cost Last YR	Paid Invoice YTD
Balance	

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

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

# Mass Customer Number Change User Guide

## Updating Data Files

If a conversion record is not found for the Customer Number and a work record is found for the Customer Number, another Customer Number is being merged into this Customer Number. Previous Customer 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 Customer 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/R Recurring Invoice File**

As Recurring Invoice is processed it is moved to the Recurring Invoice Work record. The Customer Number is looked up in the Customer Conversion File. If a conversion record is found for the Customer Number, the Recurring Invoice Work Customer Number is replaced with the Conversion file New Customer Number. The Recurring Invoice Work record is written to the file. If a duplicate key is not encountered, processing continues with the next Recurring Invoice record.

If a duplicate key is encountered this indicates that a record has already been written to the work file for the Customer 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/R Recurring Invoice Distribution File**

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

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## Updating Data Files

### **O/E Sales History File**

As Sales History File is processed the Customer Number is looked up in the Customer Conversion File. If a conversion record is found for the Customer Number, the work Customer Number is replaced with the Conversion file New Customer Number. The work file is then read to determine if a record exists for the Sales History Key. If a work record is not found, the remaining Sales History fields are moved to the work record. If a work record is found for the key information, the work record is updated. The Period Sale Amount, Period Quantity Sold, and Period Cost Amount will be added to the field of the same name in the work record.

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## Files Processed

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

File Name	Description	Consolidation
APVENADT	Vendor Audit File	No
APVENFIL	Vendor File	No
ARALTADR	Alternate Address File	No
ARCOMDUE	Commissions Due File	No
ARCUSADT	Customer Audit File	No
ARCUSFIL	Customer File	Yes
ARDISFIL	Distribution File	No
AROPNFIL	Open Item File	No
AROPNHST	Open Item History File	No
ARRECDST	Recurring Invoice Distribution File	Yes
ARRECINV	Recurring Invoice File	Yes
ARSRVHST	Service Invoice History File	No
ARSRVTRX	Service Invoice Transaction File	No
BBDEPFIL	Deposit File	No
BCIMPHDR	Bar Code Imported Header File	No
BCPEXHDR	Exceptions Header File	No
IMATPORD	ATP Order File	No
IMINVTRX	Inventory Transaction File	No
OEBOLFIL	Bill of Lading File	No
OECSHFIL	Cash File	No
OECUSITM	Customer Item File	No
OEHDRAUD	Order Header Audit File	No
OEHDRHST	Order Header History File	No
OEINQORD	Inquire Order File	No
OELINAUD	Order Line Audit File	No
OELINHST	Order Line History File	No
OELSTRXS	Lot/Serial Transaction File	No
OEORDHDR	Order Header File	No
OEORDLIN	Order Line File	No
OEPRCFIL	Price Codes File	No
OERDTFIL	RMA Line File	No
OERDTHIS	RMA Line History File	No

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## Files Processed

File Name	Description	Consolidation
OERHDFIL	RMA Header File	No
OERHDHIS	RMA Header History File	No
OESHPLDT	Ship Lead Time File	No
OESLSHST	Sales History File	Yes
PPORDAUD	Production Order Audit File	No
PPORDFIL	Production Order File	No
JOBHIST	Job History File	No
SYSEQHST	Serial History File	No
SYTAXHST	Tax Transaction History 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
ARCOMWRK	Commissions Due Work File	Work File
ARCSHAPL	Cash Application File	Transaction File
ARCSTRX	Cash Transaction File	Transaction File
ARFCHTRX	Finance Charge Transaction File	Transaction File
ARSLSTRX	Sales Transaction File	Transaction File
ARCTLFIL	A/R Control File	Field is Next Cust #
ARCUSWK1	Customer Work File	Work File
ARCUSWK2	Customer Work File	Work File
ARCUSWK3	Customer Work File	Work File
ARCUSWK4	Customer Work File	Work File
ARCUSWK5	Customer Work File	Work File
ARDISSEQ	Distribution Sequence File	No longer being used
ARPMTWRK	Payment Work File	Work File
ARSAWORK	SA Work File	Work File
ARSELCUS	Selected Customer File	Work File
ARWRK1FL	AR Work File	Work File
JOBHSTWK	Job History Work File	Work File
OEBOWORK	Bill of Lading Work File	Work File
OEPRCWRK	Price Code Work File	Work File
OEPRDCST	Product Customer Work File	Work File
OESHPCST	Ship To Customer Work File	Work File
OESLMCST	Salesman Work File	Work File
SYTAXTRX	Tax Transaction File	Transaction File

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Notes



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