

Mass Account 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 Account Number Change SQL Version User Guide

Introduction

These programs facilitate a mass change of the General Ledger Account Number in all tables that contain an Account Number field. All appropriate files in the Macola v7.6 Accounting & Distribution modules are updated.

Please note: Only selected files are included at this time. However, we're always adding more. Please call to ensure your critical files are included. If it's not there, we'll add it!

This utility allows you to change an existing Account Number, combine an existing Account with another existing Account, or, combine multiple existing Accounts into a single new Account Number.

Program Overview

There are three steps involved in the conversion. The first step is to initialize or re-initialize the Account Number Conversion Table.

The second step is to maintain the conversion table by entering the old and new Account Numbers, as well as new descriptions and consolidation accounts where applicable. A list in either Old Account Number or New Account Number sequence is available.

The final step is to update all tables with the new Account 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.

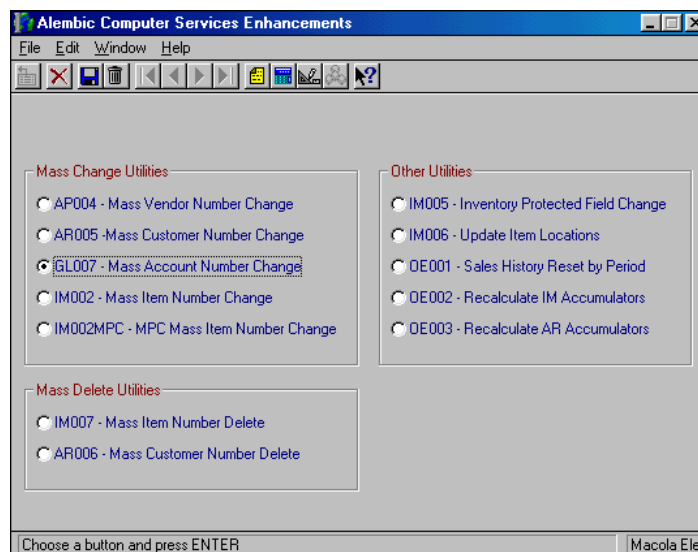
Mass Account Number Change SQL Version User Guide

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 GL007 – Mass Account 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.

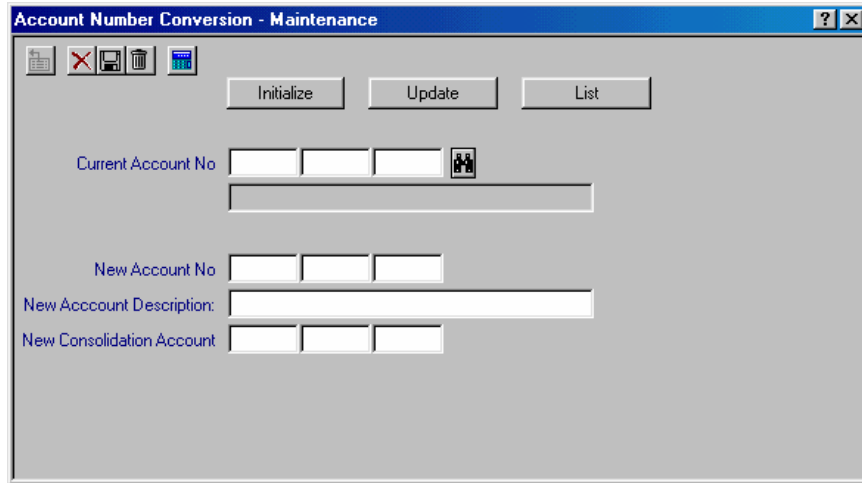


Mass Account Number Change SQL Version User Guide

Push Buttons


- ? Initialize - Clicking this button creates an empty Conversion Table. Any existing data in the table will be lost.
- ? Update – Clicking this button updates all data files with the new Account Number from the Conversion Table. Sit back. Relax. This may take a while.
- ? List – Clicking this button will display “by Old Account” and “by New Account” check boxes. Select the desired sequence for the list. Press Enter or click on the blue save disk on the tool bar to print the list.

A sample of the main screen is shown below.



Account Number Conversion - Maintenance

Initialize Update List

Current Account No 

New Account No

New Account Description:

New Consolidation Account

Mass Account Number Change SQL Version User Guide

Maintaining the Conversion Table

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

If the Current Account Number is a valid, the Conversion file will be checked. If the Current Account Number is in the Conversion file, the Account Description and New Account Number will be displayed. If the Current Account Number is not in the Conversion file, the New Account Number may be entered.

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

Please Note: You cannot change an Account Number to an Account Number that is being changed (i.e. one that is already a "Current Account" in the Conversion Table). A change like this would require two updates.

During the Maintenance process, you are also permitted to enter a new Description and a new Consolidation Account for the New Account Number. When the System Account File is updated, these fields, if entered, will replace the contents of the previous Account Number. If these fields are left blank, no updating of this information will occur.

Press ENTER or click on the blue disk to save your entry.

Click on the trashcan to delete the conversion record.

Mass Account Number Change SQL Version User Guide

Printing a List of the Accounts to be Converted

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

Account Number Conversion - Maintenance

Initialize Update List

Current Account No 00000

by Old Account No
by New Account No

New Account No

New Account Description:

New Consolidation Account

Mass Account Number Change SQL Version User Guide

Updating Data Files

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

(Please note: Only selected files are included at this time. However, we're always adding more. Please call to ensure your critical files are included. If it's not there, we'll add it!)

The Update option reads each file to be updated that does not have the Account Number as the first field in a key from beginning to end and writes the data to a work file. If the Account Number is found in the Account Number Conversion Table, the Account Number field is updated with the New Account Number from the table when the work record is written. If the Current Account 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 in the steps noted below.

If the table has the Account Number as the first field in a key, the Account Number Table is processed. The records for each Current Account 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 table with the New Account Number and the information from the current record.

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 General Ledger activity, 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 GL007REN.SQL script in the ACSIENH folder
- ? From the Query pull down menu, select the Execute option
- ? Exit Query Analyzer and Enterprise Manager

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Notes



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