



Employee Number Change Utility

Version 6.9.0

By Musick International, Inc.

Overview

The Employee Number Change Utility changes one or more employee numbers throughout the Sage 300 database.

Compatibility

Compatible with Sage 300 2022, 2021, 2020, 2019, 2018, 2017, 2016, 2014, 2012, v6.0. It includes both Canadian Payroll and U.S. Payroll.

Installation

Download and install the latest release of either FixIT or DataCHECK. In the folder where FixIT is installed (default is C:\FixITcc), run the install program "EmployeeNumberChangeInstall.exe". We recommend running the install using "Run as administrator".

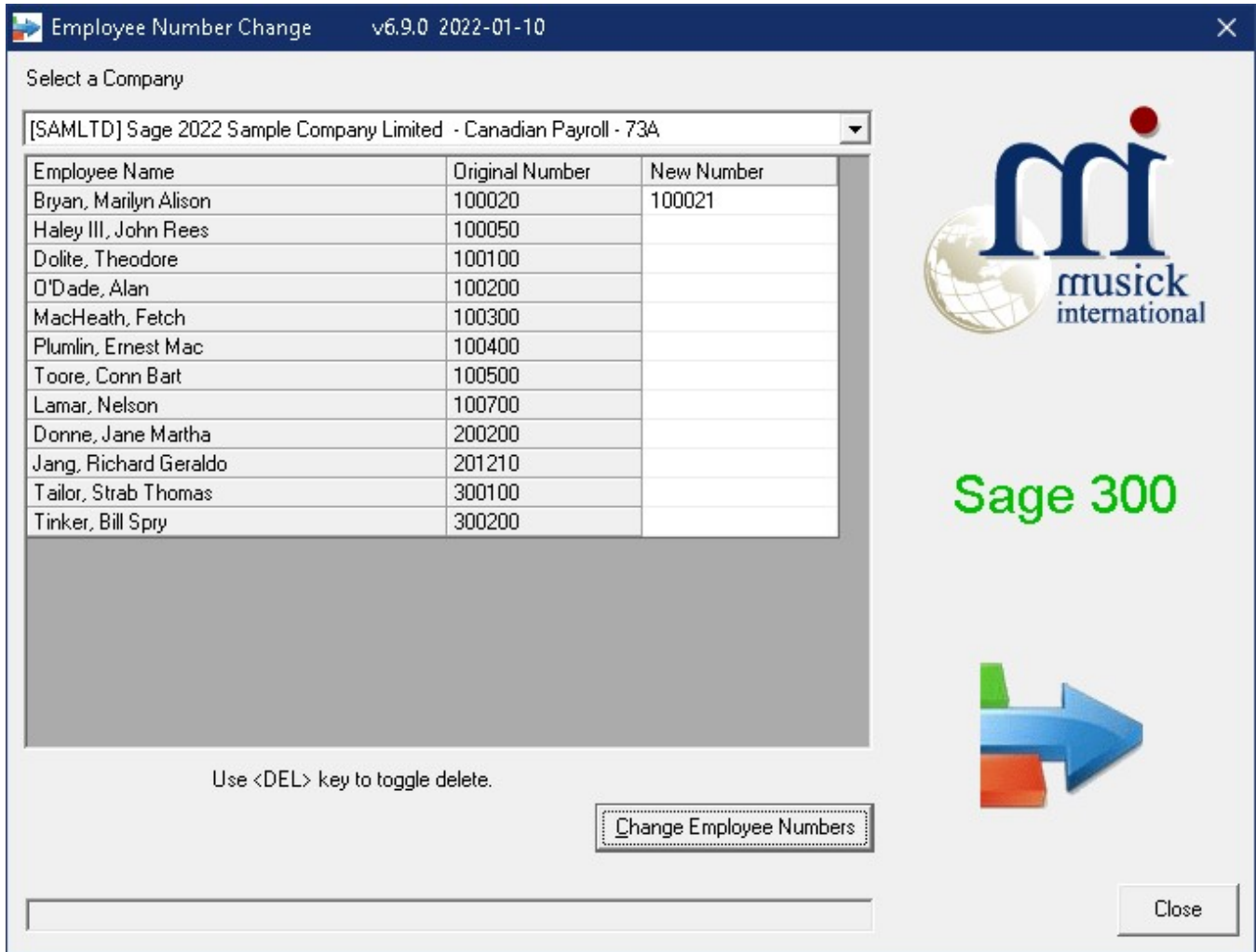
Connect FixIT or DataCHECK

The Employee Number Change requires a FixIT or DataCHECK connection to the company database. If the database has not yet been defined, start FixIT and verify the connection to the company. If the company is not listed on the "Validate" screen, select the "Locate" icon on the left toolbar, change to "Locate Data using FixIT Path" as the default, and click "New" to add a new connection to the company database. "Apply" the changes and verify the database is available.

Starting Employee Number Change

Launch the EmployeeNumberChange.exe from "Start" – "Programs" – "Musick International" – "Employee Number Change".

The utility's main window looks like this:



Enter the “New Number” for each employee. Employee numbers may contain uppercase letters and numbers. Symbols and spaces are not allowed. Once the numbers are entered, click the “Change Employee Numbers” button to process the changes.

At this point, a prompt is displayed to verify a backup has been made:

Backup Required



This program will make changes to your database. These changes cannot be undone. You must have a valid backup before continuing.

Note: please run the Payroll Data Integrity check and verify the payroll data before doing any payroll processing. If you receive any error messages or the Employee Number Change does not complete, do NOT use this payroll data, please restore from a backup.

Employee Number Change is not going to validate if "Payroll Government Reports" are completed or if payroll checks are outstanding in bank.

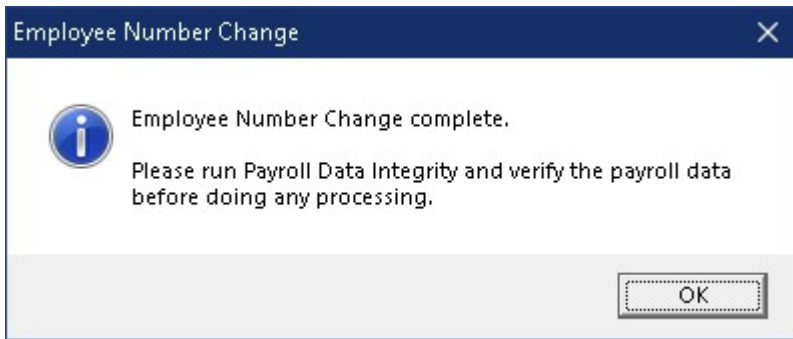
If you have any problems, please contact Musick International, Inc. at Support@Musick-Int.com or 800-760-6836

Do you have a current backup of the database?

Yes

No

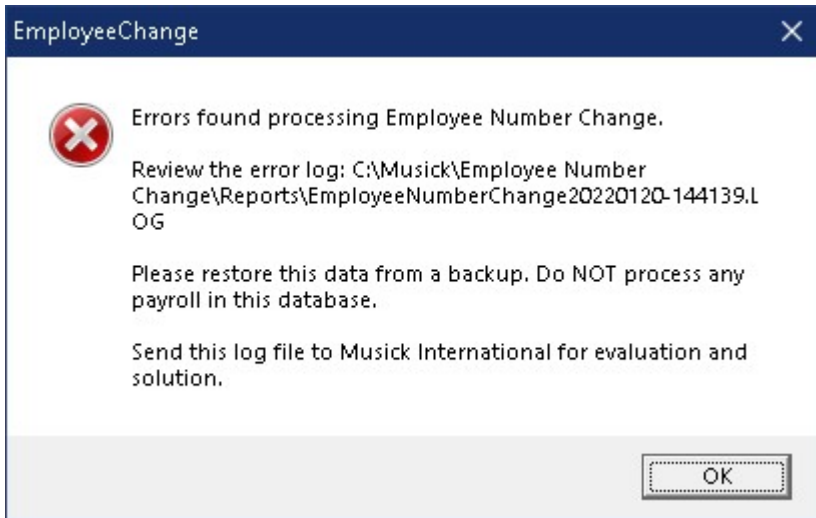
The "Employee Number Change" will spin through the database and make all the required changes. Once the process has completed, the following message will display:



Verify Payroll Before Starting Data Entry

There are factors beyond the control of the Employee Number Change. We do our best to anticipate and trap various issues, but a quick validation of the payroll data will ensure the process completed properly. Run the Sage 300 Payroll Data Integrity as well as various reports to verify the accuracy of the changes made to payroll.

If any errors were encountered during the process, the following message will display:



Examine the log file to view the details of the error(s).

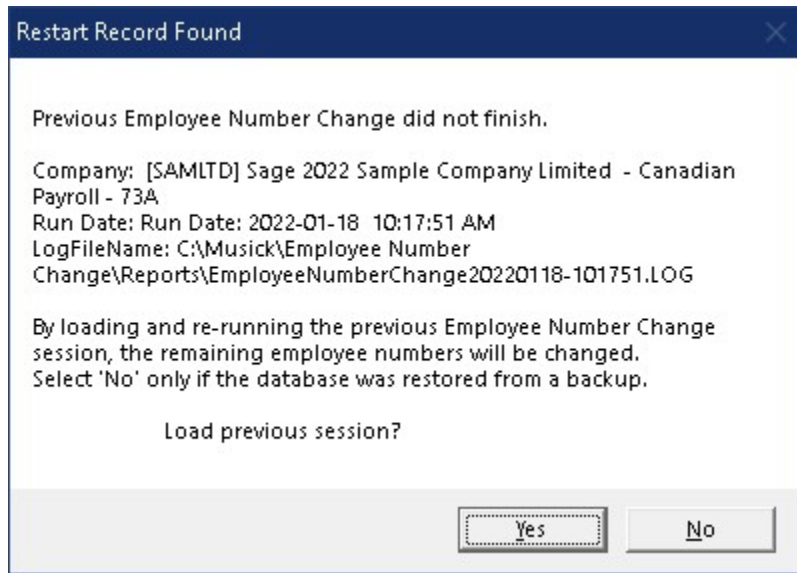
Log File

The Employee Number Change generates a complete document of each run. The audit files are located in the directory where Employee Number Change is installed. The file is identified by "EmployeeNumberChange" followed by the date and time of the run (ex: EmployeeNumberChange2021-07-22 16-45-04.Log). Here is a sample log file:

```
>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>><<<<<<<<<<<<<<<<<<<<<<<<<<<<
Employee Number Change Log
Database: [SAMLTD] Sage 2022 Sample Company Limited - Canadian Payroll - 73A
Run Date: 2022-01-18 10:15:21 AM
```


Restart Found

When the Employee Number Change is canceled or interrupted, the following message will display:



It is recommended that you select “Yes” to reload the previous session and complete the process. As long as no changes have been made to the database, re-running the restart information will complete the change to the employee numbers previously in progress. Selecting “No” should only be considered if the database was restored from a backup, otherwise, some tables in payroll will have the new employee number and other tables will have the original number.



Thank you for selecting Musick International, Inc.

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