



# National Account Change Utility

Version 6.5.0



## Overview

Sage 300 customer maintenance allows adding and removing of National Account Number as long as the customer does not have any outstanding invoices. The only way to change a National Account is to adjust all of the open invoices to zero, change the National Account and then re-add the invoices. This is where the National Account Change Utility can be a huge time saver and avoid data entry errors. The National Account Change Utility allows you to change one or more Sage National Accounts even if they have open invoices. All of the open invoices and statements are changed to reflect the new National Account Number.

The screenshot shows a Windows-style application window titled "National Account Change". The window contains the following elements:

- Company:** A dropdown menu with the selected value "[SAMLTD] Sage 300 2017 Company Limited - 64A".
- Use "NationalAccts.txt" file to Change Multiple National Accounts - "CustNo","NatAcctNo","CustName":** An unchecked checkbox.
- Change Single National Account:** A checked checkbox.
- Customer Number - Current Nat Acct:** A dropdown menu with the value "1100 - BARMART - Bargain Mart - San Diego".
- Remove National Account:** An unchecked checkbox.
- Assign National Account No:** A dropdown menu with the value "BARMART - Bargain Mart Stores, Inc.". Below this dropdown is a text input field.
- Buttons:** Two buttons at the bottom right: "Assign National Account" and "Exit".

## Compatibility

Compatible with Sage 300 (ERP /Accpac) 2018, 2017, 2016, 2014, 2012, v6.0. The utility works with Pervasive PSQL or Microsoft SQL Server.

## Requirements:

National Account Change Utility requires DataCHECK or FixIT Professional. If you do not own FixIT Professional, contact Musick International for your complimentary copy of DataCHECK.

## **Installation**

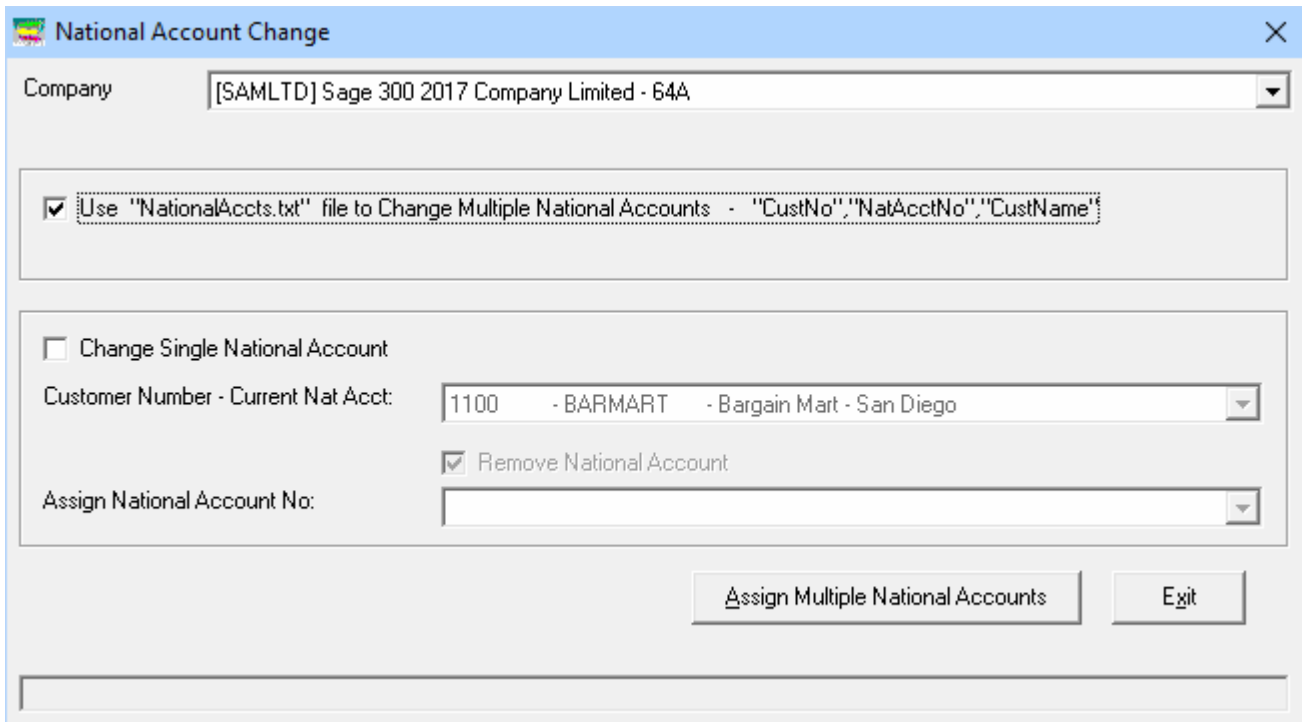
Download and install the latest release of either FixIT Professional or DataCHECK. In the folder where FixIT is installed (default is C:\FixITcc), run the install program “NationalAcctChangeInstall.exe”. If running Windows 7, Windows 8 or Windows 10, we recommend running the install as an administrator.

## **Connect FixIT Professional or DataCHECK**

The National Account Change Utility uses FixIT Professional or DataCHECK for connection to the company database. If the database has not yet been defined, start FixIT/DataCHECK 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 National Account Change Utility**

Launch the “NationalAcctChange.exe” from “Start” – “Programs” – “Musick International” – “National Account Change”.



The screenshot shows the "National Account Change" utility window. At the top, there is a title bar with the text "National Account Change" and a close button. Below the title bar is a "Company" dropdown menu with the selected value "[SAMLTD] Sage 300 2017 Company Limited - 64A". Below this is a checkbox labeled "Use 'NationalAccts.txt' file to Change Multiple National Accounts - 'CustNo','NatAcctNo','CustName'", which is checked. Below that is another checkbox labeled "Change Single National Account", which is unchecked. Underneath, there is a "Customer Number - Current Nat Acct:" dropdown menu with the value "1100 - BARMART - Bargain Mart - San Diego". Below this is a checkbox labeled "Remove National Account", which is checked. At the bottom left, there is an "Assign National Account No:" dropdown menu. At the bottom right, there are two buttons: "Assign Multiple National Accounts" and "Exit".

Select the company from the drop down list at the top of the screen. If the company is not in the list, refer to “Connect FixIT Professional or DataCHECK” above.

The National Account Change Utility allows assigning/removing of an individual National Account Number or changing multiple National Accounts at one time. Select “Change Single National Account”, this will allow you to assign/remove one National Account Number per customer at a time. Select “Use ‘NationalAccts.txt’” to change multiple National Account Numbers. Detailed explanations of these options follow:

### **Change Multiple National Accounts**

This option allows several National Account Numbers to be changed at one time. Create/modify the "NationalAccts.txt" file with the customer number and desired National Account Number. Below is the sample layout from the "NationalAccts.txt" file:

```
"CustomerNo 1","National Account1"  
"CustomerNo 2","National Account1","Customer Name2"  
"CustomerNo 3","National Account2"  
"CustomerNo 4",""
```

The "CustomerNo 1" is the Customer Number assigned in Sage 300 Customer Maintenance. The "National Account1" is the National Account Number to be assigned to this customer. Leaving the National Account number blank will remove the National Account from this customer. The CSV file may contain a third column for the customer name. This column is optional and is for identifying customers in the list. This column is not used in renaming the National Account Number.

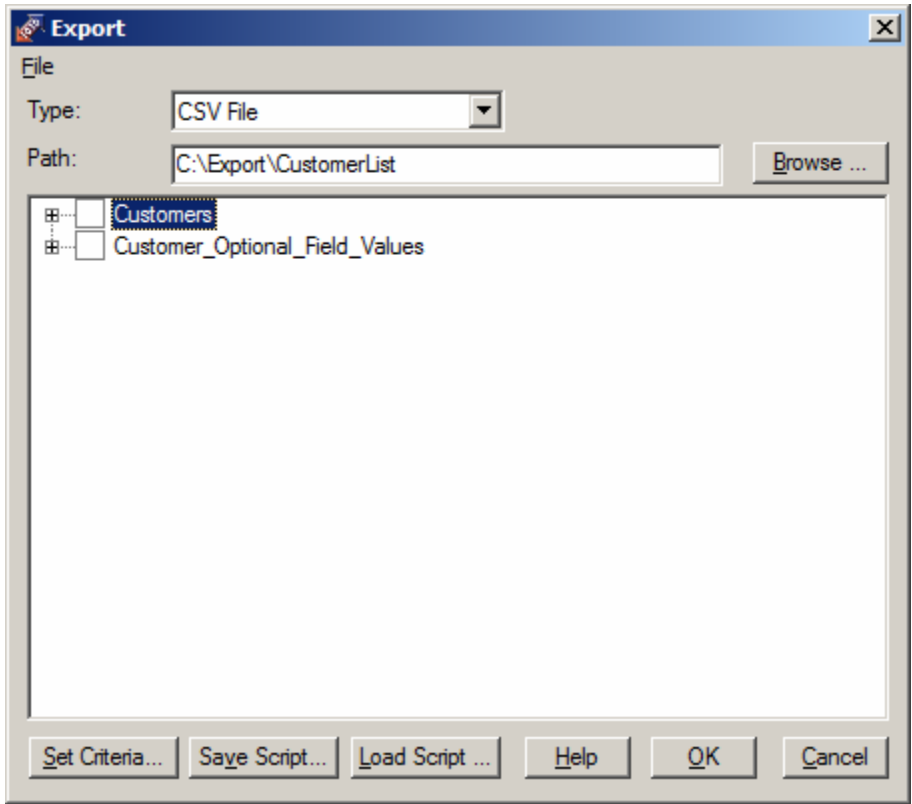
Here is a sample file for use with Sage Sample Company:

```
"IDCUST","IDNATACCT","NAMECUST"  
"1100","BARMART","Bargain Mart - San Diego"  
1105,BARMART  
"1200","NATACCT4","Mr. Ronald Black"  
"1210","","ACME Plumbing"
```

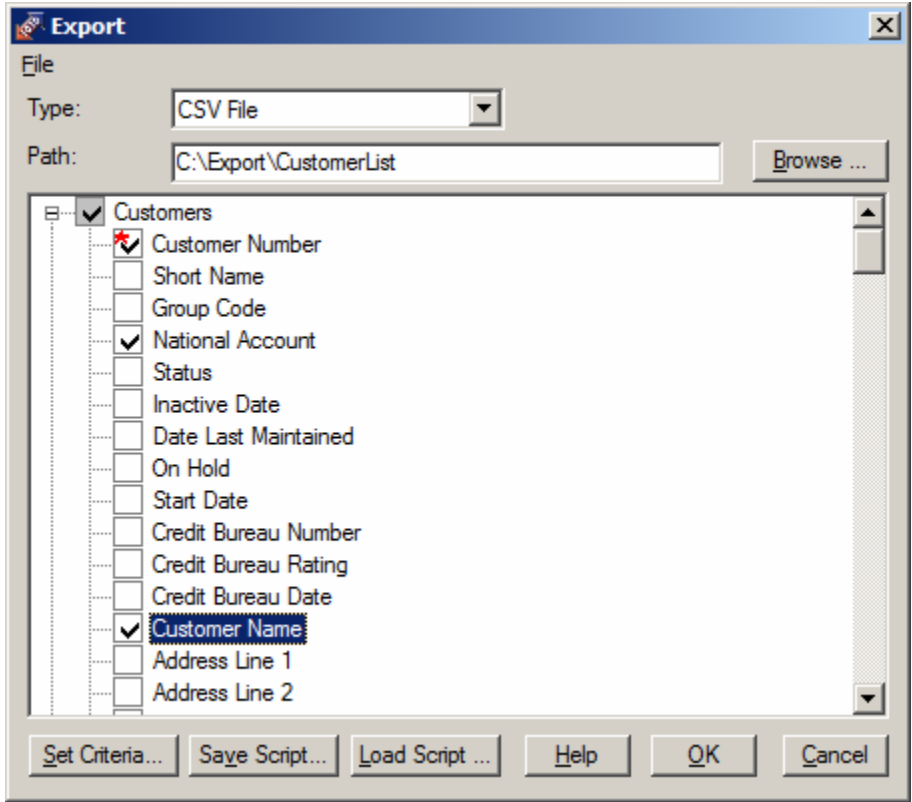
If the Customer Number and/or the National Account Number do not exist in the Sage 300 Accounts Receivable, the line is skipped. The report log will indicate the specific records that were not updated.

The sample file can be run against the Sage Sample Company.

The easiest way to create this file is to export Customer Number, National Account Number and Customer Name from the Sage 300 "Customer Maintenance" form. To do this, open the Accounts Receivable Customer Maintenance screen from Sage 300. From the top of the screen, select "File," and then "Export". When the "File Import/Export Selection" screen is display, select "Customer". Once the "Export" screen is displayed, select "CSV File" for the "Type" and enter the path for the CSV file. Next, clear all of the check boxes by highlighting the line and pressing the space bar.



Now, expand “Customers” and select only “Customer Number” and “National Account”. The Customer Name may be included for clarity to identify the customer when modifying the CSV file, but the Customer Name field is not required and is ignored by the National Account Change Utility.



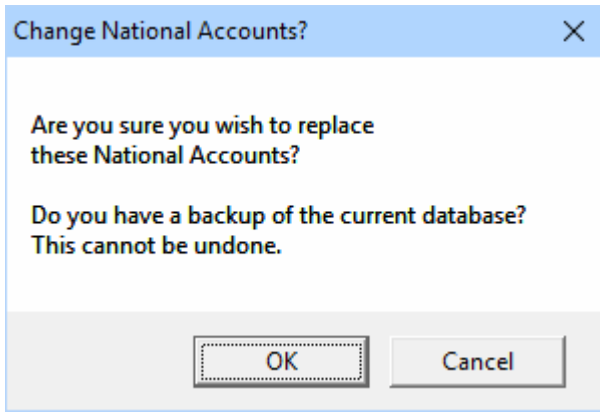
Click OK to create the file. Below is the file created by Sage 300 Sample Company.

"IDCUST","IDNATACCT","NAMECUST"  
"1100","BARMART","Bargain Mart - San Diego"  
"1105","BARMART","Bargain Mart - Oakland"  
"1200","BARMART","Mr. Ronald Black"  
"1210","","ACME Plumbing"

Remove the title line (the first line), rename the file to “NationalAccts.txt” and place it in the folder where National Account Change Utility is installed.

The last step is to change the National Account Number (second) column to reflect the new National Account Number. Remember to remove the National Account and leave this column blank. After all of the changes have been made, save the file.

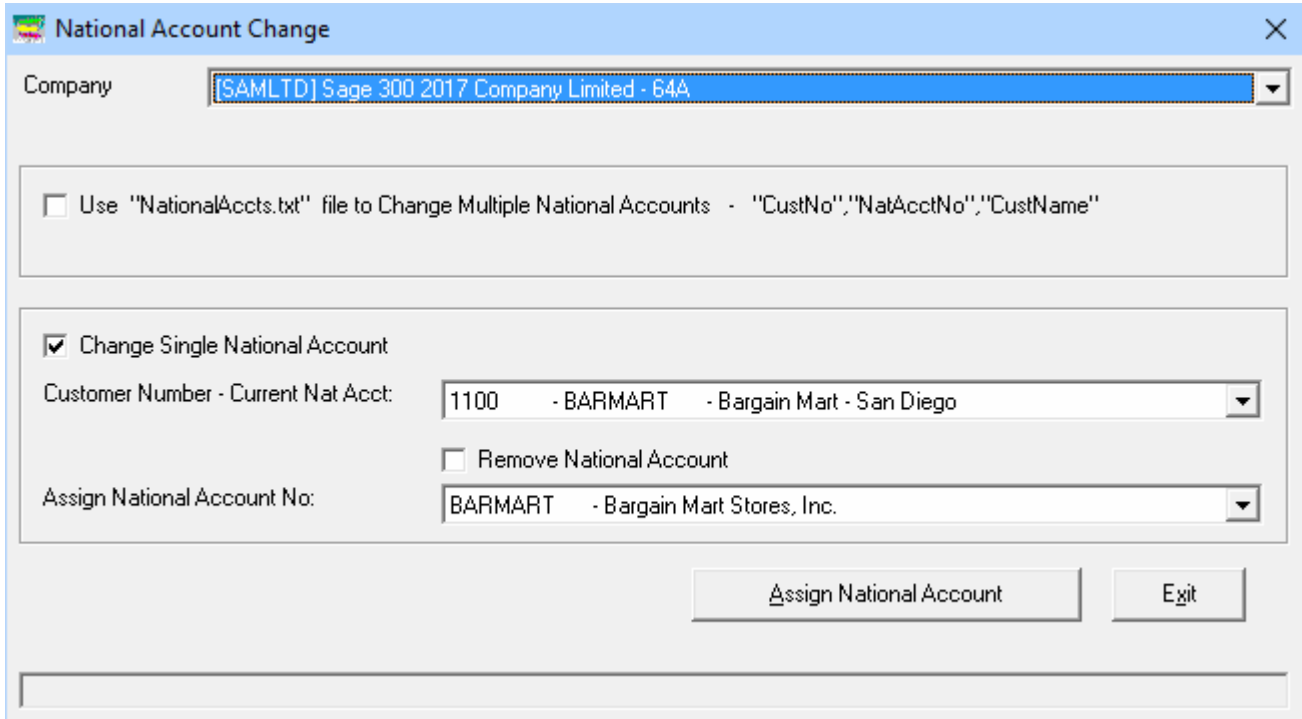
Once edited and saved, launch National Account Change Utility. Select “Use ‘NationalAccts.txt’” and click “Assign Multiple National Accounts”. You will be prompted for a backup before proceeding. It is recommended that you run a test on a copy of the data before running this on production data.



After the National Account Change finishes, a log file is displayed in Notepad. Please refer to the “National Account Change Log“ section below for more information.

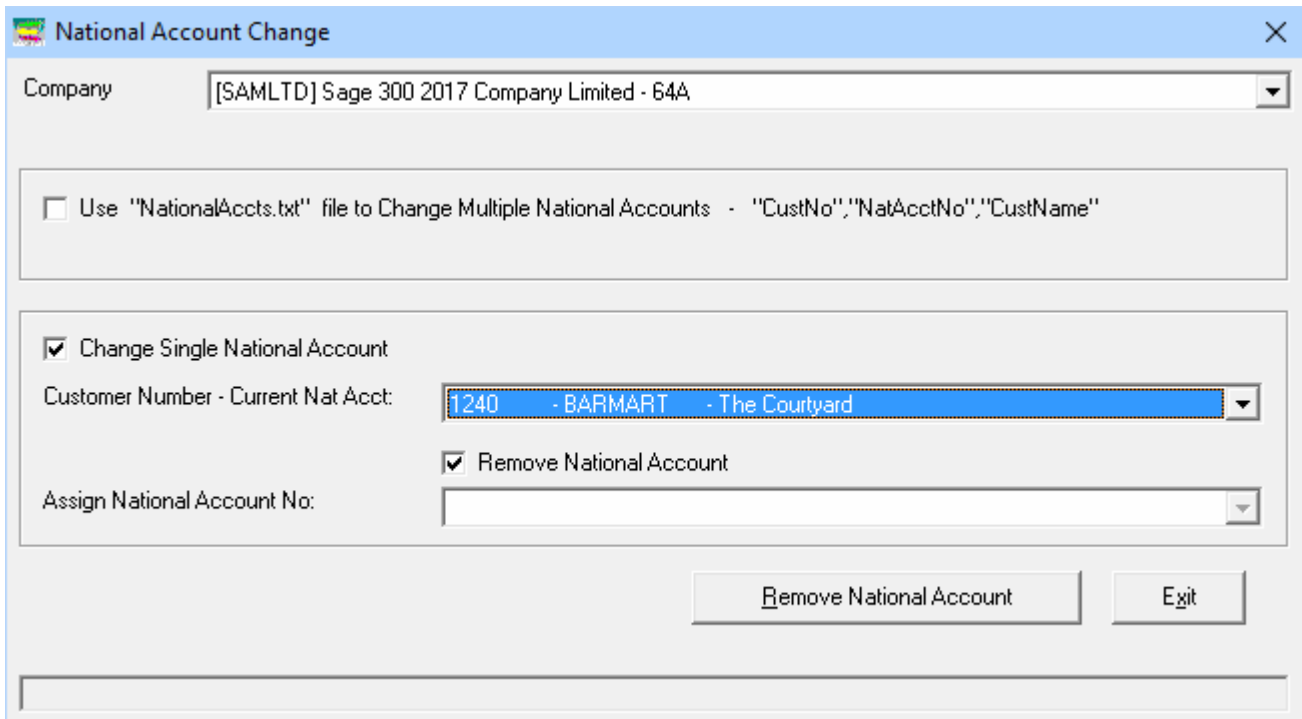
### Change Single National Account

To assign a National Account Number to a specific customer number, check the box for “Change Single National Account”. Select the Customer Number from the drop down list. The current National Account Number and customer name are displayed in the list. Next, select the National Account Number to assign to this customer.



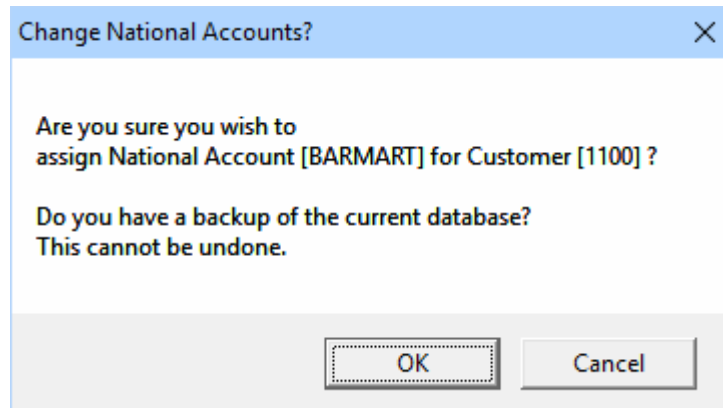
The screenshot shows the "National Account Change" dialog box. The "Company" dropdown is set to "[SAMLTD] Sage 300 2017 Company Limited - 64A". The "Use 'NationalAccts.txt' file to Change Multiple National Accounts" checkbox is unchecked. The "Change Single National Account" checkbox is checked. The "Customer Number - Current Nat Acct:" dropdown is set to "1100 - BARMART - Bargain Mart - San Diego". The "Remove National Account" checkbox is unchecked. The "Assign National Account No:" dropdown is set to "BARMART - Bargain Mart Stores, Inc.". The "Assign National Account" and "Exit" buttons are visible at the bottom.

To remove a National Account Number from a specific customer, select the Customer Number and check the box next to “Remove National Account”.



The screenshot shows the "National Account Change" dialog box. The "Company" dropdown is set to "[SAMLTD] Sage 300 2017 Company Limited - 64A". The "Use 'NationalAccts.txt' file to Change Multiple National Accounts" checkbox is unchecked. The "Change Single National Account" checkbox is checked. The "Customer Number - Current Nat Acct:" dropdown is set to "1240 - BARMART - The Courtyard". The "Remove National Account" checkbox is checked. The "Assign National Account No:" dropdown is empty. The "Remove National Account" and "Exit" buttons are visible at the bottom.

Once the screen is populated, click on the “Assign National Accounts” button. This screen will be displayed:



It is recommended that you have a backup of the data before changing National Account numbers. If you have a backup and want to change the National Account number, click “OK”.

### **National Account Change Log**

After the National Account Change Utility finishes, a report of the changes will be displayed in Notepad.

File Edit Format View Help

## National Account Change Log

Database: [SAMLTD] Sage 300 2017 Company Limited - 64A

Run Date: 2/14/2017 11:39:36 AM

Line: 1 Customer not found IDCUST - NAMECUST. - Skipping.

Line: 1 National Account not found IDNATACCT. For customer: IDCUST - NAMECUST. - Skipping.

Line: 4 National Account not found NATACCT4. For customer: 1200 - Mr. Ronald Black. - Skipping.

Line: 6 Customer not found 1220 - Customer 1220. - Skipping.

Changed Customer: 1100 to National Account: BARMART

Changed Customer: 1105 to National Account: BARMART

Changed Customer: 1210 removed National Account

Changed Customer: 1240 to National Account: BARMART

Changed Customer: 1400 removed National Account

Changed Customer: 1500 removed National Account

Changed Customer: 1520 removed National Account

Changed Customer: 1550 removed National Account

Changed Customer: 1580 removed National Account

Changed Customer: 1600 removed National Account

Changed Customer: 1890 removed National Account

Changed Customer: 1970 removed National Account

Changed Customer: 2130 removed National Account

Changed Customer: 2235 removed National Account

Changed Customer: 2240 removed National Account

Changed Customer: 4030 removed National Account

Changed Customer: 7100 removed National Account

Changed Customer: 7200 removed National Account

Changed Customer: 7300 removed National Account

Changed Customer: 7400 removed National Account

Changed Customer: 8830 removed National Account

Changed Customer: 9999 to National Account: BARMART

Changed Customer: BARMART to National Account: BARMART

Changed Customer: NEW removed National Account

Changed Customer: NEW2 removed National Account

Changed Customer: WEBCUST removed National Account

Run Complete: 2/14/2017 11:39:36 AM



The results are saved in the National Account Change Log file located in the “Reports” folder where the National Account Change Utility program is installed. The Log file name will be similar to “NationalAcctChange - [SAMINC] 2017330 - 101759.LOG.” Examine the Log file to view the details of the error(s), or a confirmation that the National Accounts were changed successfully.



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