



National Account Change Utility

Version 6.9.0

By Musick International, Inc.

Overview

Sage 300 customer maintenance allows changing of National Account Number, but only the customer master is updated. Invoice history and statements are not updated. The National Account Change Utility allows you to change one or more Sage National Accounts for all invoices and statements. All of the open invoices and statements are changed to reflect the new National Account Number.

The screenshot shows the 'National Account Change' utility window. The title bar indicates version v6.9.0 and the date 2022-01-20. The 'Company' dropdown is set to '[SAMLTD] Sage 2022 Sample Company Limited - 69A'. There are three main sections of options:

- A checkbox for 'Use "NationalAccts.txt" file to change multiple National Accounts - "CustNo","NatAcctNo","CustName"' is unchecked.
- A section for 'Change single National Account' which is checked. It includes a dropdown for 'Customer Number - current Nat Acct:' showing '1100 - BARMART - Bargain Mart - San Diego'. Below it is an unchecked checkbox for 'Remove National Account' and another dropdown for 'Assign National Account Number:' showing 'BARMART - Bargain Mart Stores, Inc.'.
- A section with three checked checkboxes: 'Populate Group Code from National Account', 'Populate Account Set from National Account', and 'Populate Optional Fields from National Account'.

At the bottom right, there are two buttons: 'Assign National Account' and 'Exit'.

Compatibility

Compatible with Sage 300 2022, 2021, 2020, 2019, 2018, 2017, 2016, 2014, 2012, v6.0.

Requirements:

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

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 “NationalAcctChangeInstall.exe”. We recommend running the install using “Run as Administrator”.

Connect FixIT or DataCHECK

The National Account Change uses FixIT 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

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

National Account Change v6.9.0 2022-01-20

Company [SAMLTD] Sage 2022 Sample Company Limited - 69A

Use "NationalAccts.txt" file to change multiple National Accounts - "CustNo","NatAcctNo","CustName"

Change single National Account

Customer Number - current Nat Acct: 1100 - BARMART - Bargain Mart - San Diego

Remove National Account

Assign National Account Number: BARMART - Bargain Mart Stores, Inc.

Populate Group Code from National Account

Populate Account Set from National Account

Populate Optional Fields from National Account

Assign Multiple National Accounts 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 or DataCHECK” above.

The National Account Change 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 explanation 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.

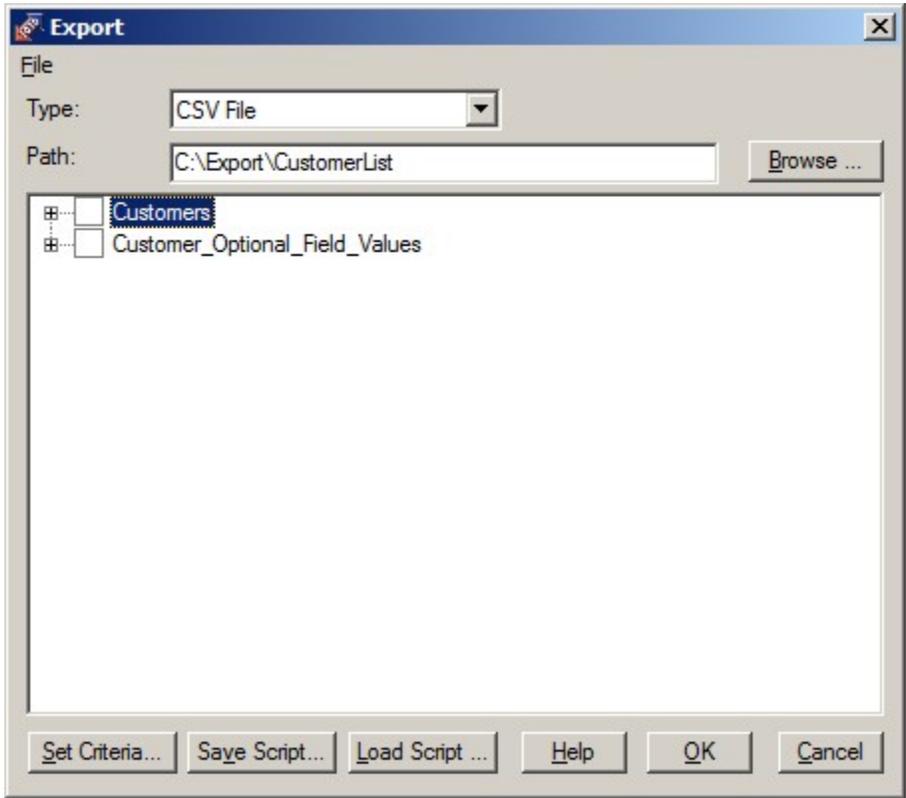
Here is a sample file for use with Sage Sample Company:

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

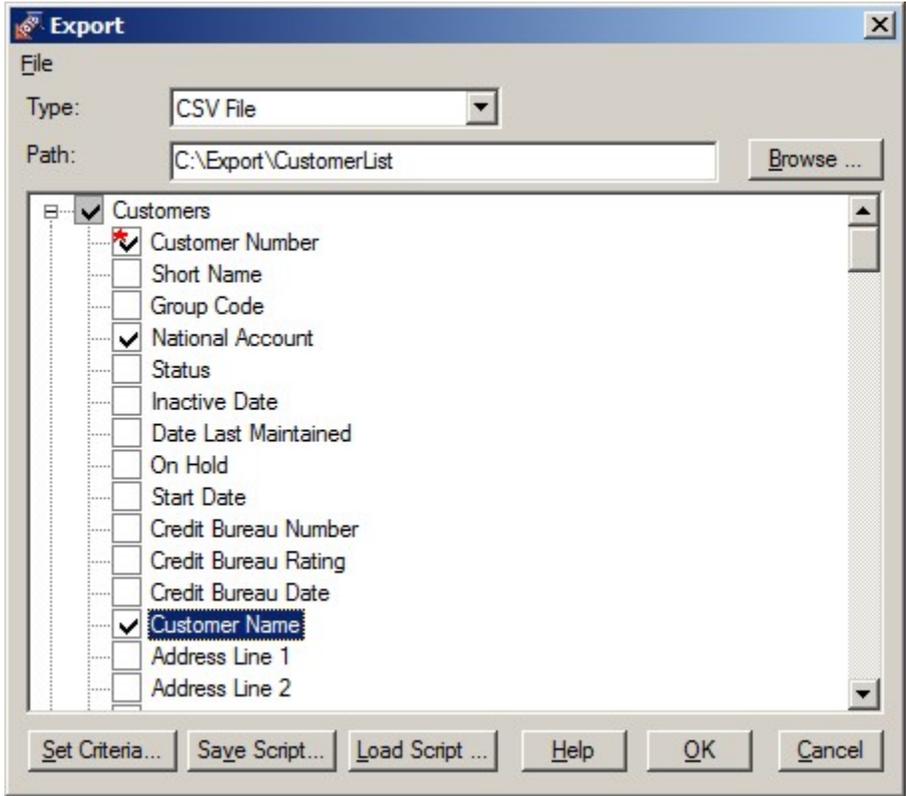
If the Customer Number and/or the National Account Number do not exist in the Sage 300 Accounts Receivable, the line is skipped. The report log will indicate the specific records that were not updated.

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 displayed, 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 checked box by highlighting the line and pressing the space bar.



Next, 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.



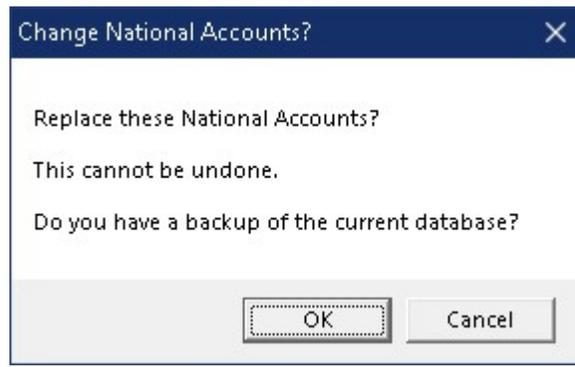
Click OK to create the file. Below is the file created by Sage 300 Sample Company.

"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 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. Select “Use ‘NationalAccts.txt’ and click “Assign Multiple National Accounts”. You will be prompted to backup before proceeding. It is recommended that you run a test on a copy of the data before running 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.

National Account Change v6.9.0 2022-01-20

Company [SAMLTD] Sage 2022 Sample Company Limited - 69A

Use "NationalAccts.txt" file to change multiple National Accounts - "CustNo","NatAcctNo","CustName"

Change single National Account

Customer Number - current Nat Acct: 1100 - BARMART - Bargain Mart - San Diego

Remove National Account

Assign National Account Number: BARMART - Bargain Mart Stores, Inc.

Populate Group Code from National Account

Populate Account Set from National Account

Populate Optional Fields from National Account

Assign National Account Exit

Change National Accounts?

Assign National Account [BARMART] to customer [1100] ?

This cannot be undone.

Do you have a backup of the current database?

OK Cancel

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

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 finishes, a report of the changes will be displayed in Notepad.

```
NationalAcctChange - [SAMLTD] 2022119 - 121534.LOG - Notepad
File Edit Format View Help
National Account Change Log
Database: [SAMLTD] Sage 2022 Sample Company Limited - 69A
Run Date: 2022-01-19 12:15:34 PM

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: 2022-01-19 12:15:35 PM
< >
```

Ln 40, Col 38

100%

Windows (CRLF)

UTF-8

The results are saved in the National Account Change log file located in the “Reports” folder where the National Account Change program is installed. The log file name will be similar to “NationalAcctChange - [SAMINC] 20221030 - 101759.LOG.” Examine the log file to view the changes made by National Account Change.



Thank you for selecting Musick International, Inc.

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