Employee Number Change
Version 6.5.0
October 2017

Overview
The Employee Number Change utility changes one or more employee numbers throughout the Sage 300 (ERP/Accpac) database.

Compatibility
Compatible with Sage 300 (ERP/Accpac) 2018, 2017, 2016, 2014, 2012, v6.0. It works with Pervasive PSQL or Microsoft SQL Server and includes both Canadian Payroll and U.S. Payroll.

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 "EmployeeNumberChangeInstall.exe". If running Windows 7, Windows 8 or Windows 10, we recommend running the install as an administrator.

Connect FixIT Pro 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.
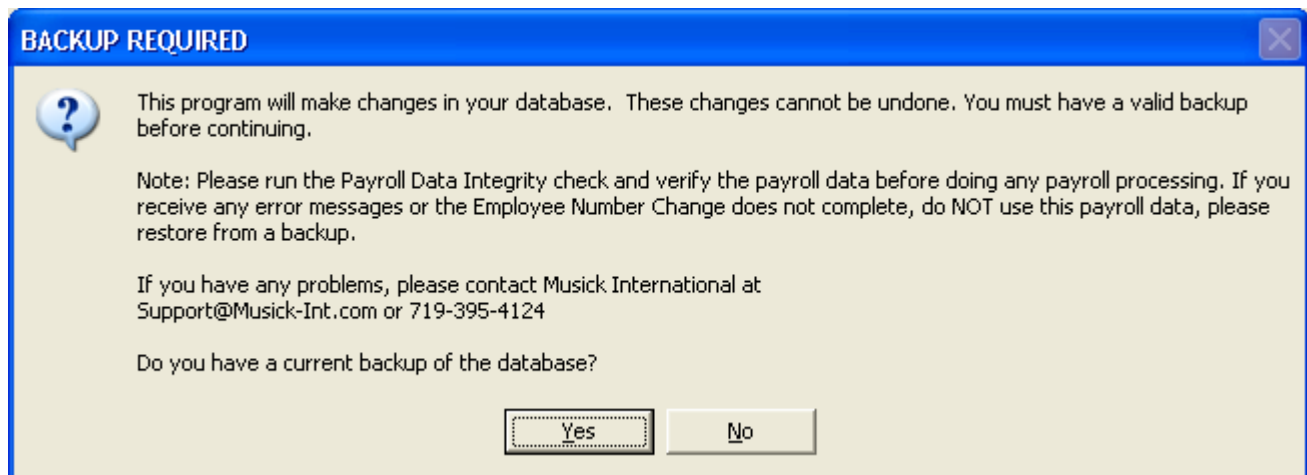
Starting Employee Number Change
Launch the EmployeeNumberChange.exe from "Start" – "Programs" – "Musick International" – "Employee Number Change".

The utility's main window looks like this:
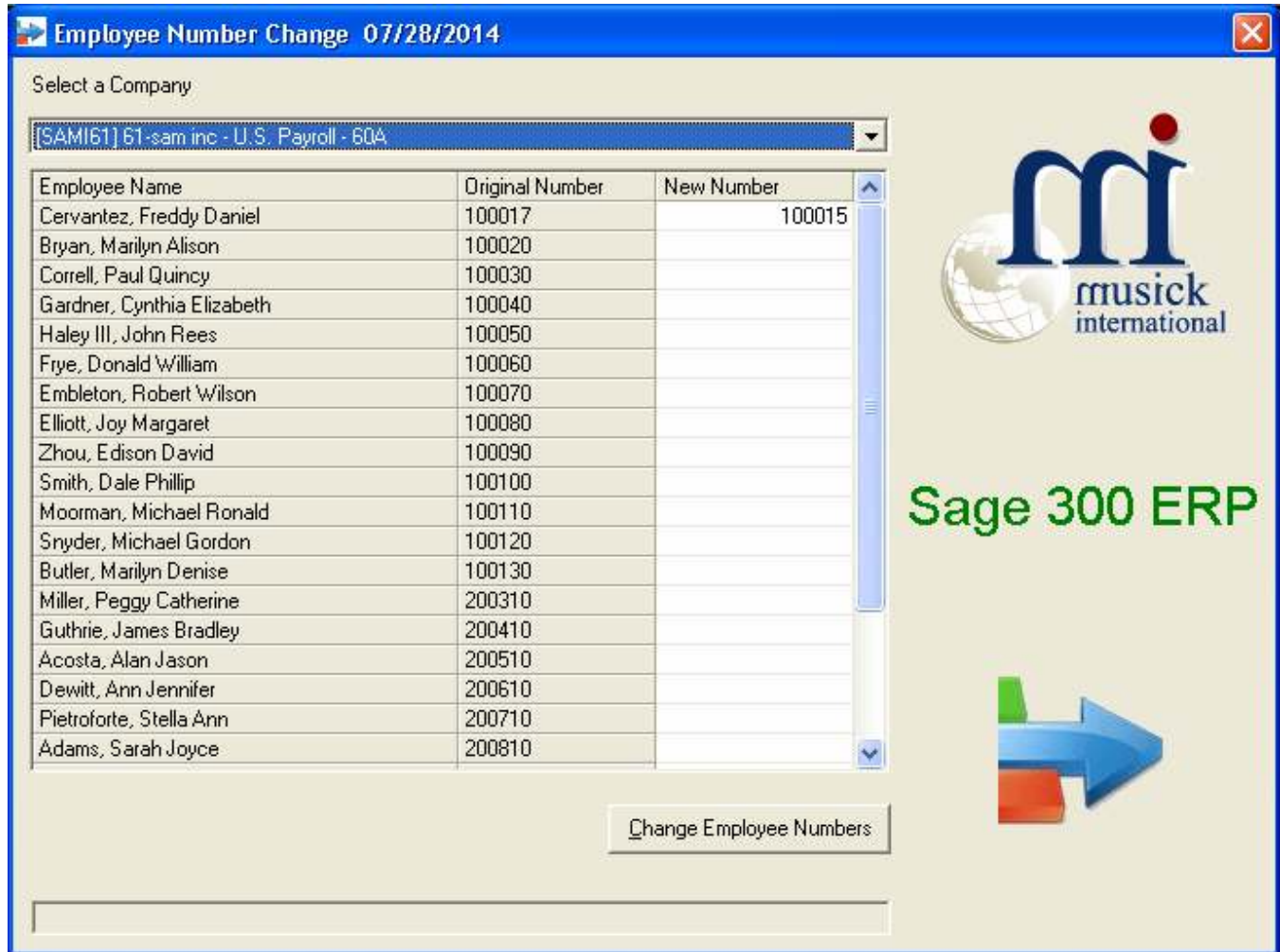
Enter the "New Number" for each employee. Employee numbers may contain uppercase letters and numbers. Symbols and spaces are not allowed. Once the numbers are entered, click the "Change Employee Numbers" button to process the changes.

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

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 the Payroll Before Starting Data Entry

There are factors beyond the control of the Employee Number Change Utility. 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: EmployeeNumberChange2017-07-22 16-45-04.Log). Here is a sample log file:

>>>>>>>>>>>>>>>>>>>>>>>><<<<<<<<<<<<<<<<<<<<<<<
Employee Number Change Log
Database: [SAMI64] 64-sam inc - U.S. Payroll - 73A
Run Date: 07/22/2017 4:36:51 PM

Cervantez, Freddy Daniel - Original #: 100010 - Changed to: ABC

Run Completed: 07/22/2017 4:37:01 PM
Employee Number Change Completed.
Please run Payroll Data Integrity and verify the payroll data before doing any processing.
>>>>>>>>>>>>>>>>>>>>>>>><<<<<<<<<<<<<<<<<<<<<<<

Canceling the Process

If you need to cancel the change run for any reason, the utility will display this message:
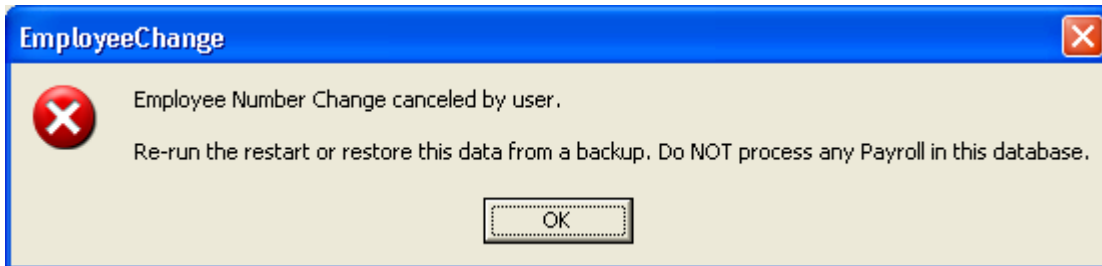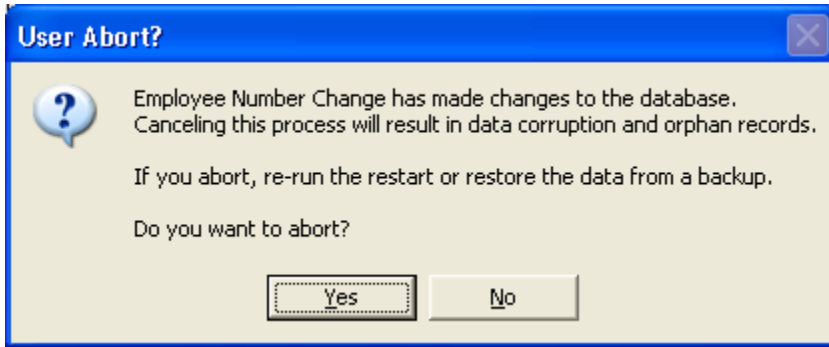
Restart Found
When the Employee Number Change is canceled or interrupted, the following message will display:
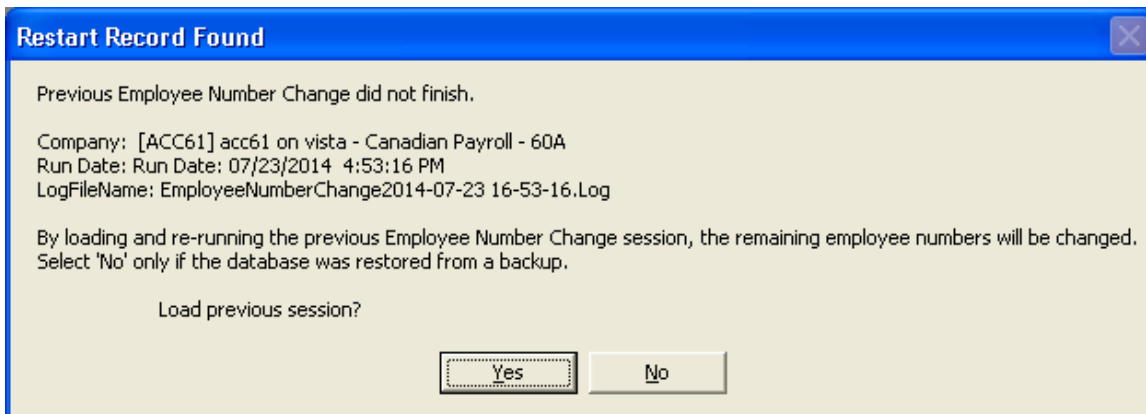
It is recommended that you select "Yes" to re-load the previous session and complete the process. As long as no changes have been made to the database, re-running the restart information will complete changing the employee numbers previously in progress. Selecting "No" should only be considered if the 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.

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