



Employee Number Change Utility

By Musick International, Inc.

Overview

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

Compatibility

Musick International products are compatible with current and recent versions of Sage 300. To verify compatibility to Sage 300 and third party products, please check our website (www.Musick-Int.com) or email Sales@Musick-Int.com. 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".

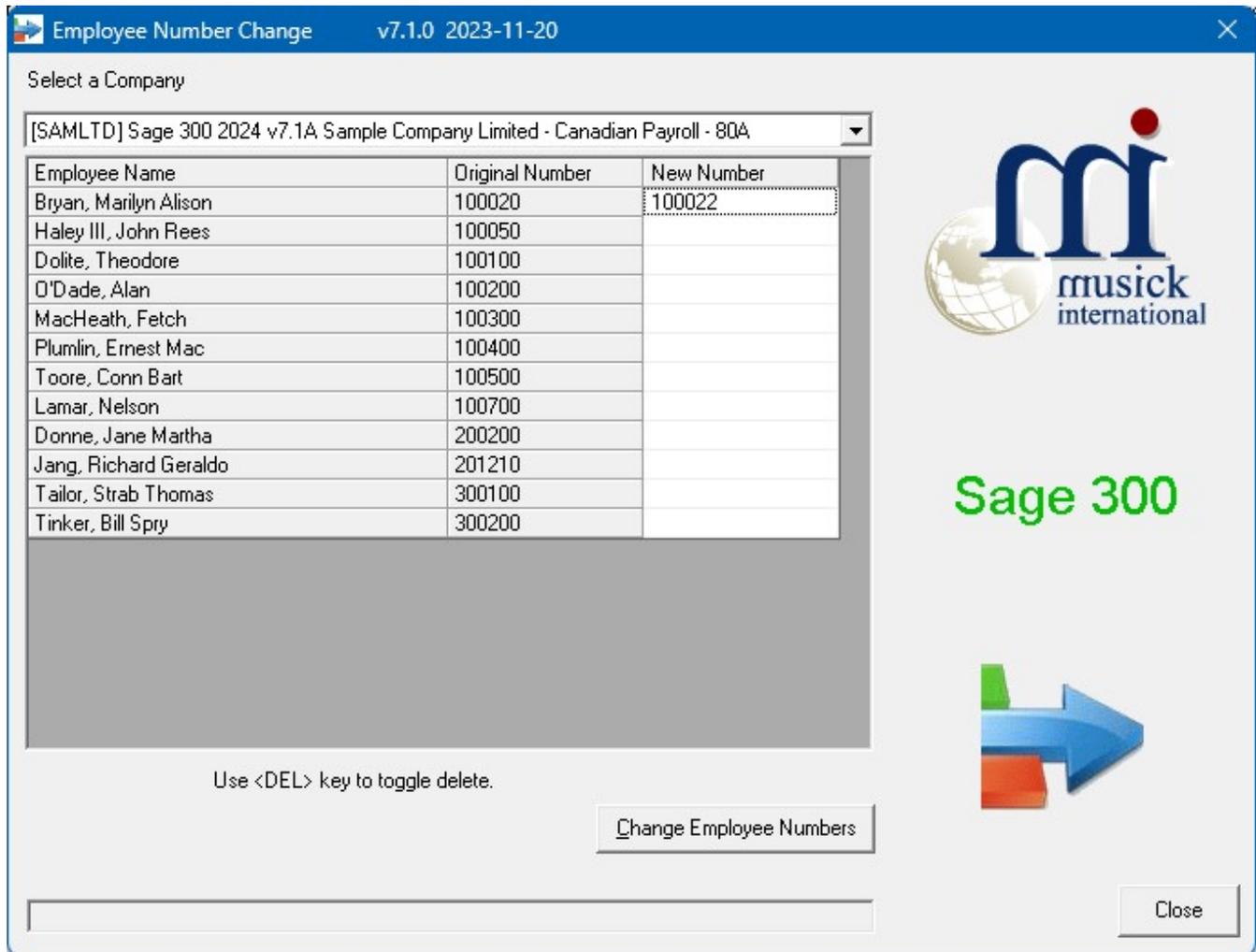
Connect FixIT or DataCHECK

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

How to Import Employee List

Employee Number Change allows importing of a CSV file containing a list of employee numbers to rename, rather than entering individual employee numbers. The CSV file must have the file name "EmployeeRename.csv" and exist in the same folder as the "EmployeeNumberChange.exe" program. A sample file is included on the install "EmployeeRename-Sample.csv".

Below are two available file layouts for the CSV file. Other custom layouts are available by request.

```
"EMPLOYEE","NEWNUMBER","FULLNAME"  
"100020","100022","Bryan, Marilyn Alison"  
"100050","100052","Haley III, John Rees"
```

or

```
OriginalNumber,NewNumber  
"100020","100022"
```

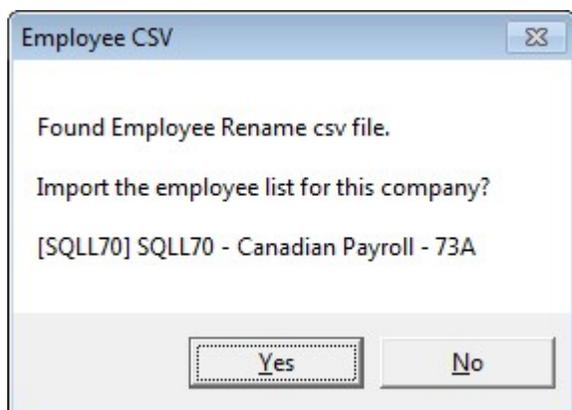
The CSV file may be created from the Sage Employee Maintenance screen by selecting "File" and "Export". The type of file is "Single CSV File". From the list of available fields to export, select only "Employee", "Last Name" and "Full Name". The "Last Name" is simply a place holder for the new employee number. Once the CSV file has been created, change the "Last Name" field to be the "New Number". Hint: to easily deselect fields, simply press the "Space Bar" on an entry.

The file exported from Sage Employee Maintenance has this layout.

```
"RECTYPE","EMPLOYEE","LASTNAME","FULLNAME"  
"1","100020","Bryan","Bryan, Marilyn Alison"  
"1","100050","Haley III","Haley III, John Rees"
```

Remove the "RECTYPE", and "1", from each row. Change "LASTNAME" to "NEWNUMBER" and modify the column to represent the new employee number for each row. The result is displayed above.

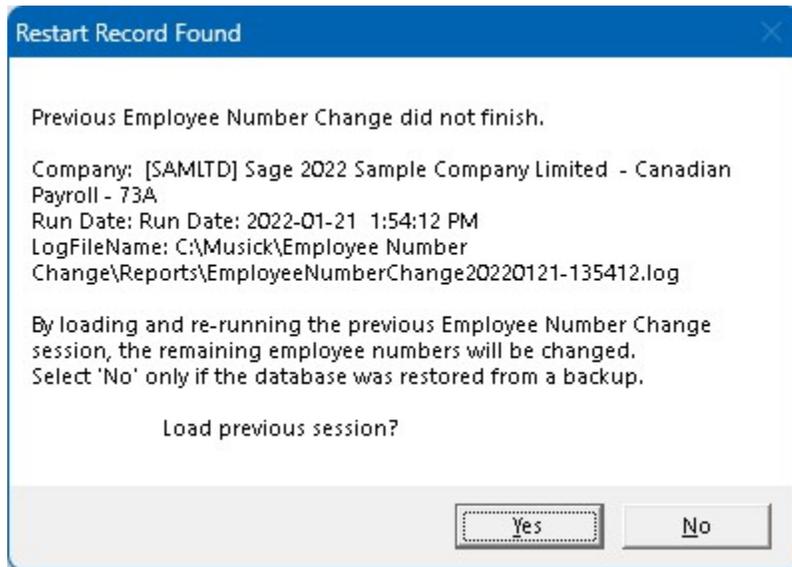
Launch Employee Number Change. If the "EmployeeRename.csv" file is found, the following screen will be displayed.



Selecting "No" will ignore the CSV file and load the employees from the Sage Payroll employee master. Selecting "Yes" will verify the CSV file and prompt to view the Validation Log.

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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