Contract Change Utility

For Project and Job Costing

By Musick International, Inc.

Overview

The Contract Change Utility for Project and Job Costing allows you to change one or more Sage Project and Job Costing contracts throughout the Sage 300 database. Other modules updated by this utility include Accounts Payable, Accounts Receivable, Inventory Control, Order Entry, Purchase Orders, Canadian Payroll and US Payroll.

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.

Requirements:

Contract Change Utility requires DataCHECK or FixIT Professional. If you do not own FixIT, contact Musick International for your complimentary activation code for DataCHECK.
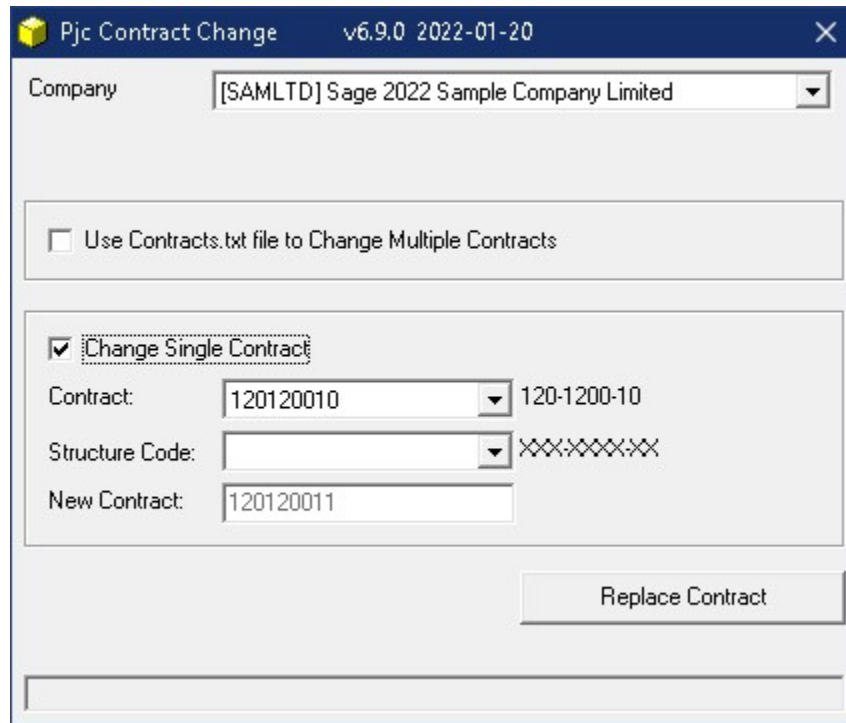
Installation

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 "ContractChangeInstall.exe". We recommend running the install using "Run as Administrator".

Connect FixIT Pro or DataCHECK

The Contract 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 Contract Change Utility for PJC

Launch the ContractChange.exe from "Start" – "Programs" – "Musick International" – "Contract Change". The utility's main window looks like this:

Select the company. If the company is not in the list, refer to "Connect FixIT Pro or DataCHECK" above.

The Contract Change Utility allows renaming of PJC contract number(s). Select the appropriate option on the screen. Selecting "Change" will allow you to rename a contract number.

Change Multiple Contracts

This option allows several contract numbers to be changed at one time. Create/modify the "Contracts.txt" file with the original contract number, the structure and new (unformatted) contract number. Here is the sample layout from the "ContractsExample.txt" file:

"OldContract1","NewStructure1","NewContract1"
"OldContract2","NewStructure1","NewContract2"
"OldContract3","NewStructure2","NewContract3"
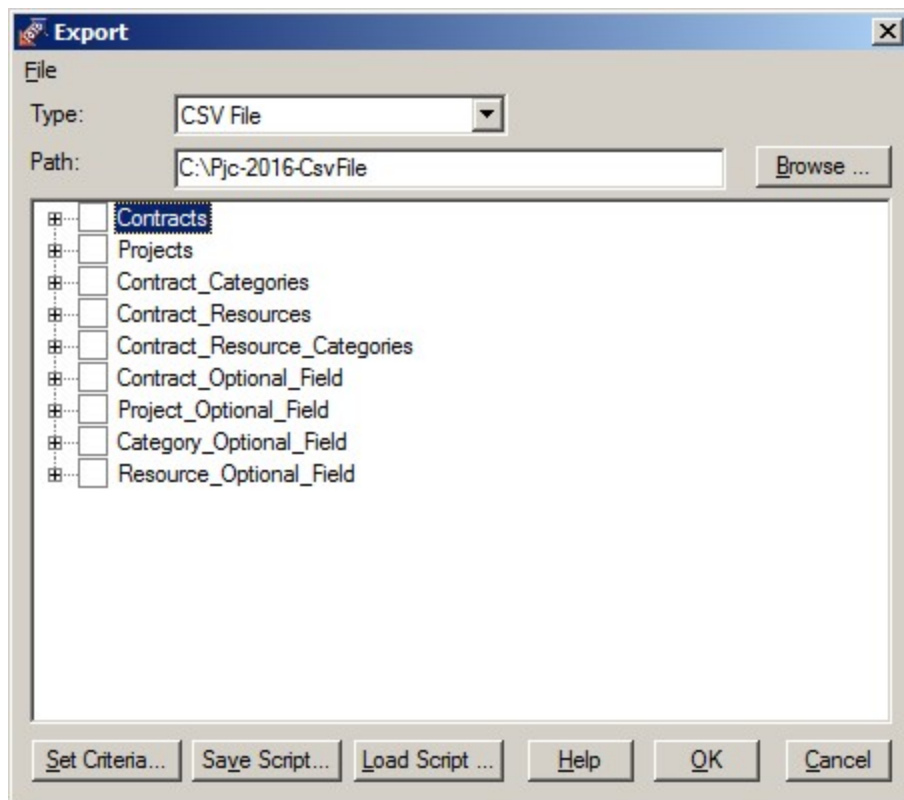"OldContract4","NewStructure2","NewContract4"

The OldContract1 maybe formatted or unformatted.
The NewStructure1 must exist in PJC Contract Structures.
The NewContract1 must be unformatted.
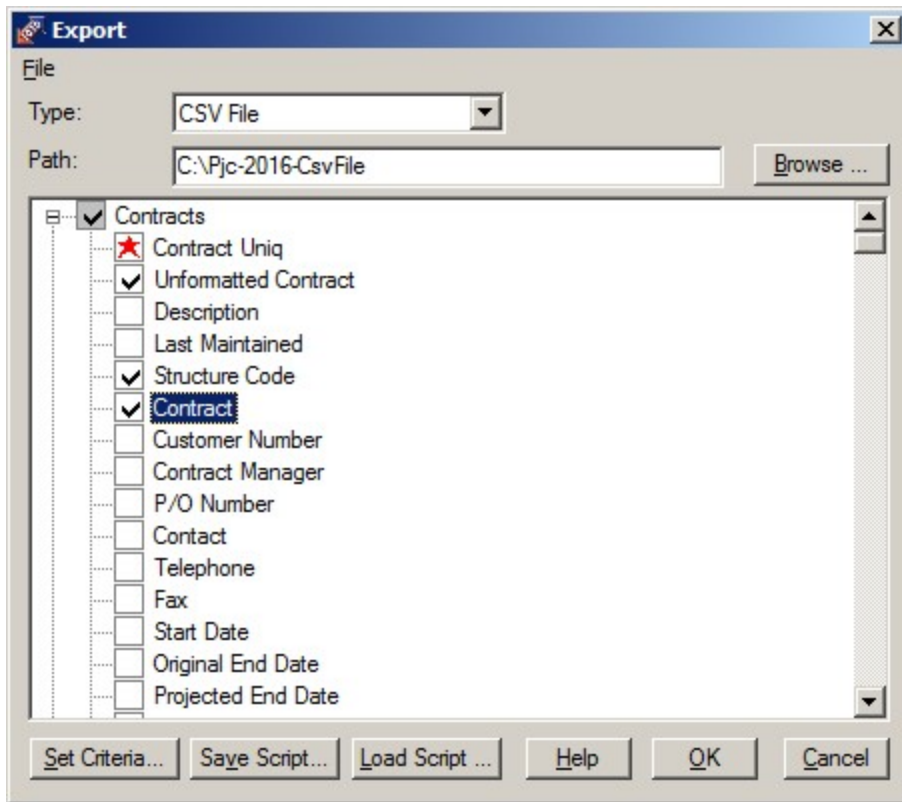
Here is a sample file for Sage Sample Company:
"120120010","SECPRJ","120120020"
"120140010","SECPRJ","120140020"
"120152010","SECPRJ","120152020"

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

The easiest way to create this file is to export the "Contract Maintenance" form. To do this, open the PJC Contract Maintenance screen. Select "File," and then "Export". On the Export screen, select the Type "CSV File" and enter the path for the file. Next clear all of the check boxes.

Now expand "Contracts" and select only "Unformatted Contract", "Structure Code" and "Contract". NOTE: To create a blank column for the New Contract Number, select another string field that is blank in the database. Possible selections are "Position", "Phone", "Fax", "Other Phone", "E-mail" or "Segment5"

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

```
"CONTRACT","CONTBRKID","FMTCONTNO"  <- Remove this title line.
"120120010","SECPRJ","120-1200-10"     <- NOTE: New Contract Number should not be formatted.
"120140010","SECPRJ","120-1400-10"
"120152010","SECPRJ","120-1520-10"
```

or if using "FAX" instead of "FMTCONTNO"

```
"CONTRACT","CONTBRKID","FAX"   <- Remove this title line.
"120120010","SECPRJ",""
"120152010","SECPRJ",""
"120140010","SECPRJ",""
```
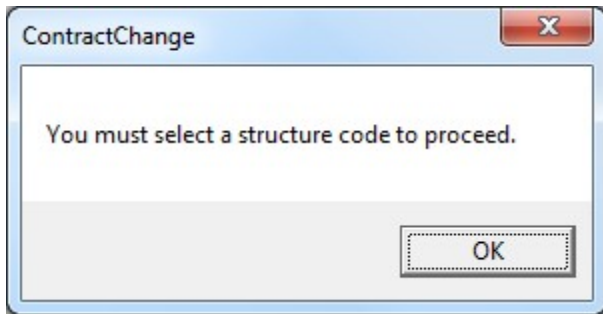
Remove the title line (the first line). Rename the file to "Contracts.txt" and place it in the folder where Contract Change is installed.

The last step is to change the last column to reflect the new contract number. Remember to remove the formatting as the Contract Change Utility requires this to be unformatted. Save the file.
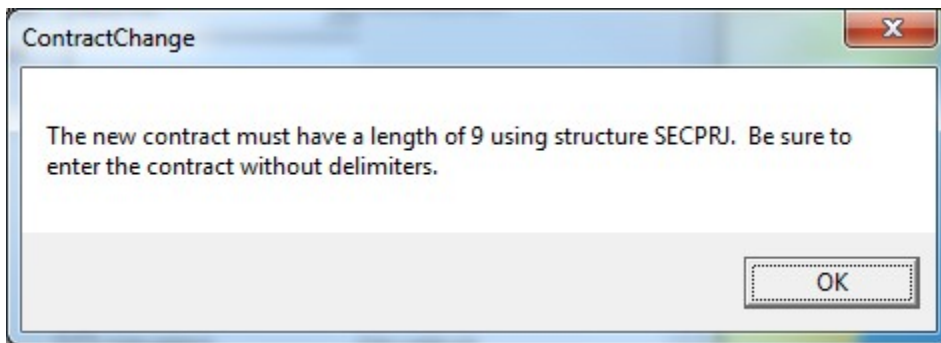
Once edited and saved, click "Replace Contract". You will be prompted for a backup before proceeding. It is recommended to run a test on a copy of the data before run this on production data.

Change Single Contract

Select the contract to change with the "Contract" field. Next, select the "Structure Code" from the list of available structure codes. If the "Structure Code" is not specified, this error is displayed:

ContractChange

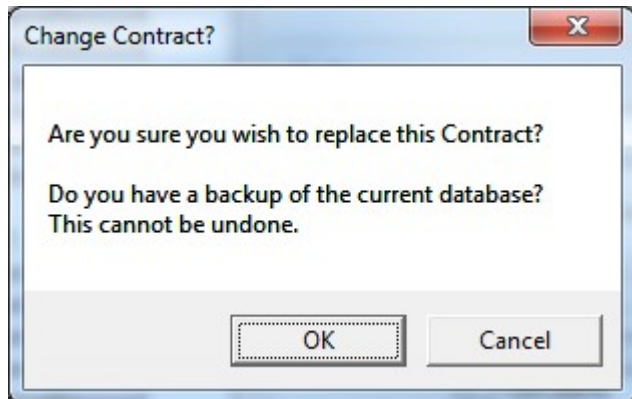You must select a structure code to proceed.

OK

Now enter the "New Contract" number. The "New Contract" number is required and must match the length of the structure selected. If not, one of the following errors are displayed:

ContractChange

You must enter a new contract code to proceed.

OK

ContractChange

The new contract must have a length of 9 using structure SECPRJ. Be sure to enter the contract without delimiters.

OK

Note: Characters that are used as delimiters for the structure are not allowed in the contract number. These characters will automatically be removed: - * . \ / ( ) #

Once the screen is populated, click on the "Replace Contract" button. This screen is displayed:

It is recommended to have a backup of the data before changing contract numbers. If you have a backup and want to change the contract number, click "OK".

The results of the replace are saved in the Contract Change log file located where the Contract Change Utility program is installed. The Log file name will be similar to "ContractChange - [SAMINC] Sample Data 2021330 - 101759.LOG." Examine the log file to view the details of the error(s), or a confirmation that the contracts were changed successfully.

Thank you for selecting Musick International, Inc.

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