

# **Ship-to Location Change Utility**



By Musick International, Inc.

## **Overview**

The Ship-to Location Change Utility provides the ability to change Accounts Receivable Ship-to Location Codes.

## **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](http://www.Musick-Int.com)) or email [Sales@Musick-Int.com](mailto:Sales@Musick-Int.com).

## **Installation**

Download and install the latest release of either FixIT Professional or DataCHECK. In the folder where FixIT or DataCHECK is installed (default is C:\FixITcc), run the install program "ShipToLocationChangeInstall.exe". We recommend using "Run as Administrator".

## **Connect FixIT Professional or DataCHECK**

The Ship-to Location Change Utility requires the database connection to be created in Fixit Professional or DataCHECK. Start FixIT or 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. Click "New" to add a new connection to the company database. "Apply" the changes and verify the database is available.

## **Running Ship-to Location Change**

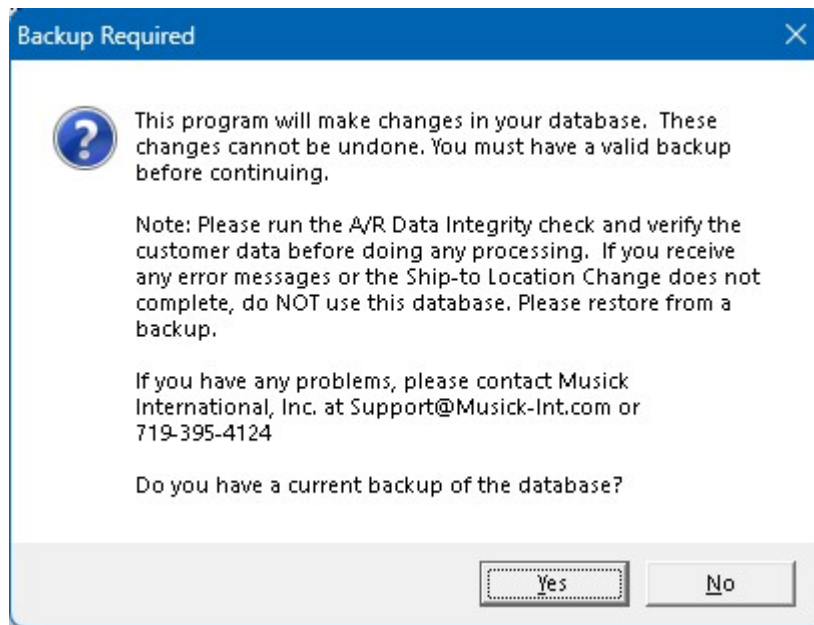
Before running the Ship-to Location Change Utility, verify the company database is available in FixIT Professional or DataCHECK. Launch the "ShipToLocationChange.exe" from "Start" – "Programs" – "Musick International, Inc" – "Ship-to Location Change".

The utility's main screen looks like this:

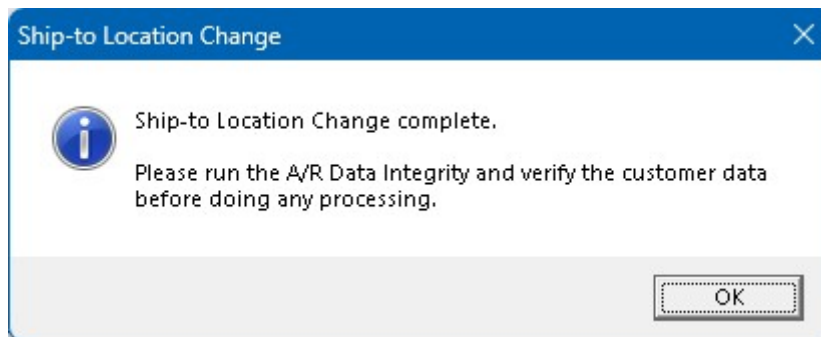
| Ship-to Location Name          | Customer | Location Code | New Code |
|--------------------------------|----------|---------------|----------|
| East Oakland Warehouse         | 1105     | EAST          |          |
| West Oakland Warehouse         | 1105     | WEST          |          |
| Home office                    | 1200     | HOME          |          |
| Warehouse                      | 1200     | WAREHS        |          |
| Receiving Dock A               | 1210     | A             | DOCKA    |
| Receiving Dock B               | 1210     | B             | DOCKB    |
| Receiving Dock C               | 1210     | C             | DOCKC    |
| Postal Outlet                  | 1240     | POSTAL        |          |
| Alhambra Business Complex Cons | 1400     | ALHAMB        |          |
| Avonlea Mall Construction Site | 1400     | AVONLE        |          |
| First National Bank Constructi | 1400     | FIRST         |          |
| Mid-way warehouse              | 1500     | MID           |          |
| Yamate Warehouse               | 1500     | YAM           |          |
| Home Office                    | 1520     | HOME          |          |
| Home Office 2                  | 1520     | HOME2         |          |
| Chapter One Bookstore Site     | 1550     | BOOK          |          |
| Computer City Site             | 1550     | COMP          |          |
| Break Away - East Warehouse    | 1580     | EAST          |          |
| Break Away - West Warehouse    | 1580     | WEST          |          |

Enter the “New Code” for each Customer and Location. Location Codes may contain uppercase letters and numbers. Symbols and spaces are not allowed. Once the New Codes are entered, click the “Change Ship-to Locations” button to process the changes.

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



The “Ship-to Location Change” will spin through the database and make all the required changes. Once the process has completed, the following message will display:



### **Verify the Database Before Starting Data Entry**

There are factors (such as data corruption) beyond the control of the Ship-to Location Change. We do our best to anticipate and trap various issues, but a quick validation of the Sage 300 data will ensure the process completed properly. Run the Sage 300 Data Integrity as well as various reports to verify the accuracy of the changes made to the database.

## Log File

The Ship-to Location Change generates a complete document of each run. The audit files are located in the “Reports” folder where Ship-to Location Change is installed. The file is identified by “ShipToChange” followed by the date and time of the run (ex: ShipToChange20220121-145833.log).

Here is a sample log file:

>>>>>>>>>>>>>>>>>>>X<<<<<<<<<<<<<<<<<

## Ship-to Location Change Log

Database: [SQL72] Sage 300 2025 v7.2A Sample Company Limited - 72A

Run Date: 2025-07-09 4:38:50 PM

Receiving Dock C - Original #: C - Changed to: DOCKC

Run finished: 2025-07-09 4:38:51 PM

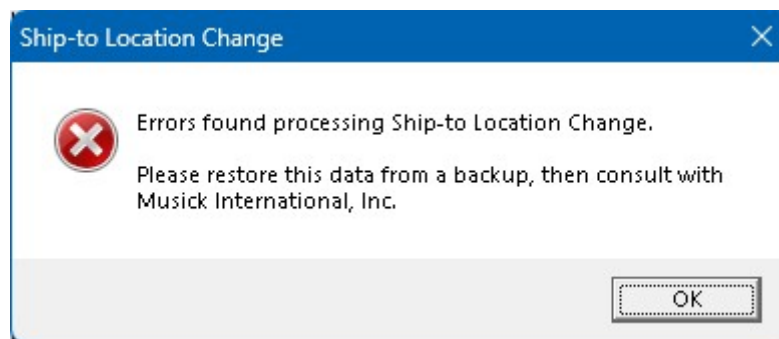
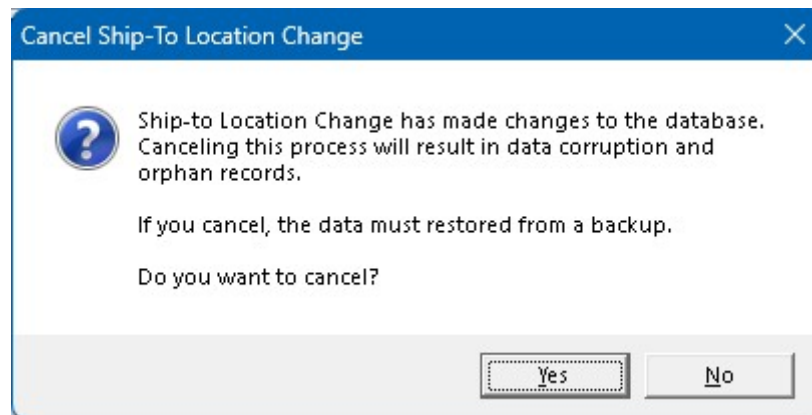
Ship-to Location Change complete.

Please run the A/R Data Integrity and verify the customer data before doing any processing.

[illegible]

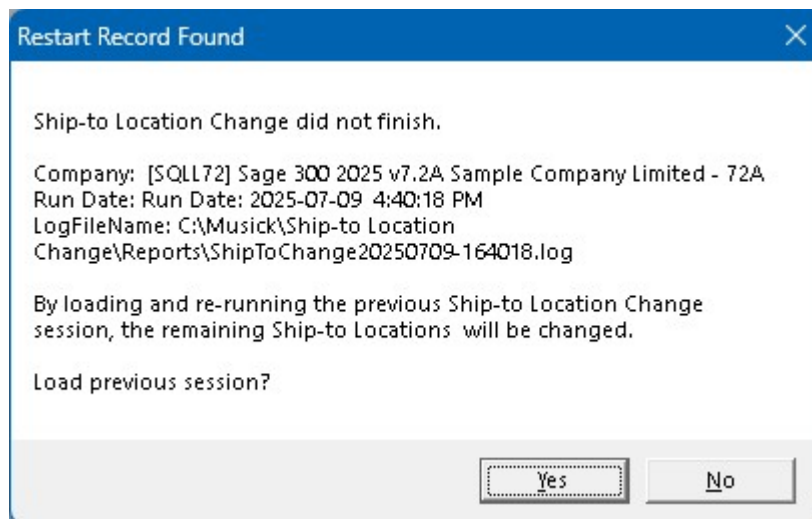
### **Canceling the Process**

If you cancel the process, this screen will display:



### **Restart Found**

When the Ship-to Location Change is canceled or interrupted, the following message will display:



We recommend 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 Ship-to Location Change previously in progress. Selecting "No" should only be considered if the database was restored from a backup. Otherwise, some tables in the Sage 300 database have the new ship-to location codes and other tables have the original codes.



Thank You for selecting Musick International, Inc.

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