

# **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 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 or DataCHECK**

The Ship-to Location Change requires the database connection to be created in FixIT 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, verify the company database is available in FixIT or DataCHECK. Launch the ShipToLocationChange.exe from "Start" – "Programs" – "Musick International, Inc" – "Ship-to Location Change".

Ship-to Location Change v6.9.0 2022-01-21

Select a Company

[SAMLTD] Sage 2022 Sample Company Limited - 69A

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

Change Ship-to Locations



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:

Backup Required

This program will make changes in your database. These changes cannot be undone. You must have a valid backup before continuing.

Note: Please run the A/R Data Integrity check and verify the customer data before doing any processing. If you receive any error messages or the Ship-to Location Change does not complete, do NOT use this database. Please restore from a backup.

If you have any problems, please contact Musick International, Inc. at Support@Musick-Int.com or 719-395-4124

Do you have a current backup of the database?

Yes No

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:



There are factors 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:

[illegible]

## Ship-to Location Change Log

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

Run Date: 2022-01-21 2:58:33 PM

Receiving Dock A - Original #: A - Changed to: DOCKA

Receiving Dock B - Original #: B - Changed to: DOCKB

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

Run Completed: 2022-01-21 2:58:34 PM

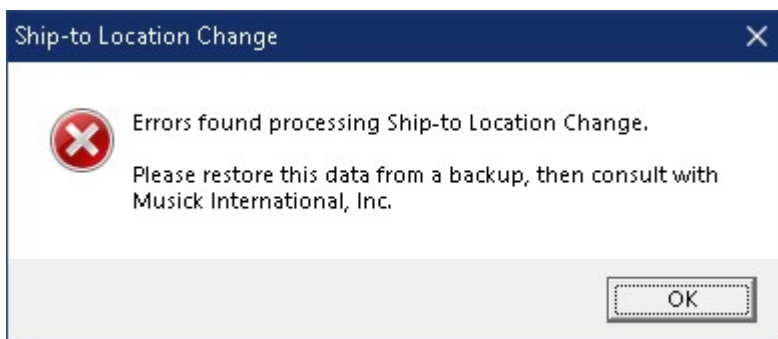
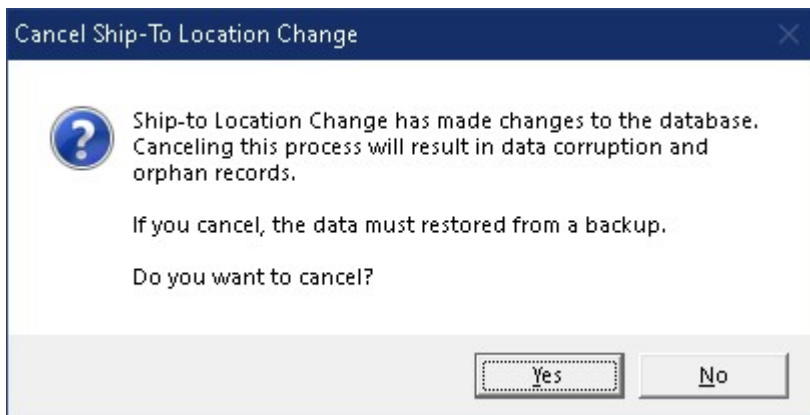
Ship-to Location Change complete.

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

[illegible]

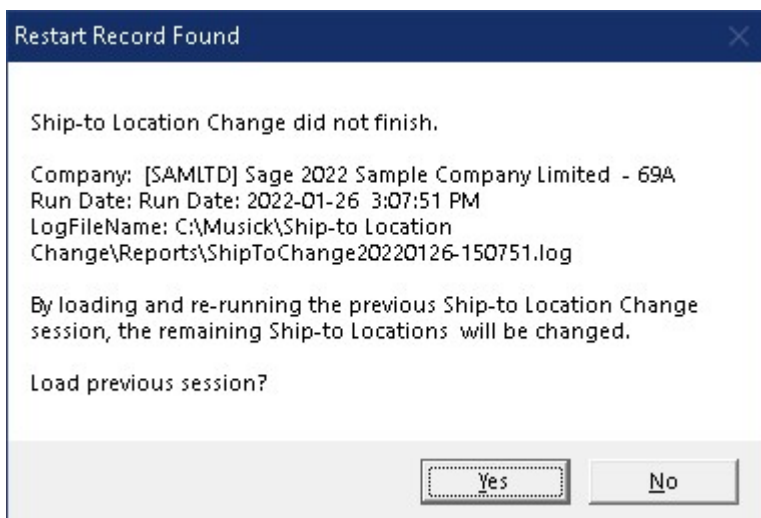
## **Canceling the Process**

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:



It is recommended to 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.

Support@Musick-Int.com

719-395-4124

[www.Musick-Int.com](http://www.Musick-Int.com)

Copyright 2025 Musick International, Inc.

FixIT™ is a registered trademark of Musick International, Inc.