

## Change Data Codes

You have the ability to change data on your system. The codes have been standardized to either allow manual entry from the menu screen or to import the changes from a .csv file.

When using these codes, keep in mind that new data could be using the same number for current data. For example, if doing a category change on existing category 110 to 350, make sure that there is not already data on file with category 350. If 350 is already on file then that 350 needs to be changed to another number first. This will move the existing 350 category data to another number so that the category 110 data change does not get mixed with the current 350 data.

### Import Data Files

The format for the old/new data in the .csv file is old,new. For example, to change retailer 123 to retailer number 12345, enter the data as 00123,12345. The change codes will look for the .csv file in the /u/dps/mag/import directory.

The .csv files have to be named as follows for each change data code.

<b>Change Code</b>	<b>File Name</b>
291 - Change Retailer Number	CHGDLR.CSV
CGARDESC - Change A/R Description	CHGARDES.CSV
CGCAT - Change Category Code	CHGCAT.CSV
CGCHAIN - Change Chain	CHGCHAIN.CSV
CGND - Change National Distributor	CHGND.CSV
CGPROD - Change Product Code	CHGPROD.CSV

### Sample Change Guidelines

Following is an example of how to proceed to change retailer and chain number.

Code 291 is used to change the retailer and the chain master retailer number.

Code CGCHAIN is used to change the chain number.

Make sure that the following files are up-to-date according to your agency's drop old records schedule.

Cancel Invoice File (Code 806) - Use code 807 to drop records.

Special Return Error Report (Code 140) - Use code 141 to drop records.

Shortage Pattern Report (Code 143) - Use code 144 to drop records.

Unsigned Invoice File (Code 180/181) - Use code 182 to drop records.

Save EDI File - Use code E115 to drop records.

Shortage Reports (Code 826) - Use code 849 to drop old records.

Archiving - Use code M801. Code 291 updates archive period 0.

Be sure that no one is on the system.

Transaction log and credit memos have been processed and printed.

EOD processing must be completed.

Invoice run has been accepted and the next invoice run has not been started with Code 170.

For VIP pick system users, all invoices must be printed with Code 804 and processed with EOD. And, the next invoice run has not been started with code 170.

ARUN has been accepted and the next ARUN has not been started.

Use Code 990 to backup files.

Print at least the following reports to check data before and after the retailer number and chain number change codes are completed. After the changes are keyed, print the same reports to compare to the reports printed before starting.

Code AR32 – A/R Transaction List

Code 542 – Monthly Sales Listing

Code 547 - Comparative Sales/Profit Report

Code 332 – Off Price List

Code 520 - Retailer Listing

Code 522 - Retailer Memo File List

Code E161 - Print EDI Save Data

Code E500 - Add/Update Retailer EDI Options. Do a print screen.

You may also want to recreate the query sales file to reflect any changes made. Use Code AR90 and AR65 to do that (reference DPS A/R Manual for code details).

If you feel that the data did not update successfully, use code 991 to restore your files from the backup made before you started.

## **291 - Change Retailer Number**

This code changes a retailer number to a new retailer number. The new retailer number cannot be a retailer number currently in the retailer file. The old and new retailer numbers can be keyed or a .csv file can be read for input.

The following files are updated with the new retailer number. This code will update Newspaper System files only if the Newspaper System has been purchased.

Dealer Alt

Return



Book On Order	Product Sales
Manual and Auto Return Callin	UCS Reorder
Category	Save EDI
Category Title Profile	Save Base
Dealer Formula	Title
O/R Analysis	Weekly Sales
Cancel Invoice	Query Sales
Retailer Category Profile	
UCS Allotment	

### **CGCHAIN - Change Chain**

This code changes a chain number to a new chain number. If the chain number entered for the new chain is already being used and you do not want the records merged, that chain number must be changed to a "new" chain number before it can be used. The old and new chain numbers can be keyed or a .csv file can be read for input. The .csv file must be in the "/u/dps/mag/" directory. The file must be named "CHGCHAIN.csv".

The following files are updated with the new chain number.

Retailer File	Off Price
ARTran	Product Sales
Query Sales	Retailer EDI - E500
Save EDI	
Cancel Invoice	

### **CGND - Change National Distributor**

This code changes a national distributor number to a new national distributor number. The national distributor number entered for the new number must already be on the National Distributor File. Use Code 350 to add a national distributor number to the National Distributor File.

The following files are updated with the new national distributor number.

National Distributor File	Publisher Notes File
Book Master	Statement Recon File
Book Back Order	Title File
Bulk File	Receive file
Hold Recon File	Freight File

### **CGPROD - Change Product Code**

This code changes a product number to a new product number. The product number entered for the new number must already be on the Product File. Use Code 340 to add a product number to the

Product File. If the product number being changed is the default product number set up in Code 321, General Options screen for new titles added with Code 149 allotments, use Code 321 to change the product number. In the Product file, the sale percent is recalculated if 2 or more product codes are merged.

The following files are updated with the new product number.

Book Master	Off Price
Detail Sales	Product Sales
Query Sales	Title File
Weekly Sales	Product Retail
Save EDI	Bulk
Cancel Invoice	