Change Dates and Batch Numbers

AR, Utility Programs, Change Dates/Batches

This utility will allow you to update dates or batch numbers for any module after the data has been updated. There are three ways to find and fix the data in the system.

1. You can change **Specific Transactions** based on a range of dates or a range of batches using the **Detail** Option. Each transaction for the range must be changed one at a time.
2. You can change **All Transactions** from one batch number to another or one date to another using the **Summary** Option.
3. You can **Exclude** a range of batch numbers and view or change data for all other batches in the system.

After selecting the menu option, a message displays that outlines the use of this utility.

```
There are two ways to fix dates and batches.  You can change ALL TRANSACTIONS
with one batch to another batch number automatically.  You can also
change indvividual transactions one at a time.  Though this is more tedious,
it is sometimes necessary when changing dates.

The detail option also allows you to find dates or batches outside of a range.
This lets you look for potential bad batch numbers before you close.
If you find some, then use the option to change on batch to another.

The best way to use this program is to use the Detail Option to see the Transactions.
Second,  use the Summary option to Change the Batch Number.
Finally, use the detail option again to make sure the Batch Number changed.

Press enter to Continue
```

Press Enter to Continue.

You have 3 choices for changing or viewing data:

Detail Option	1 - Browse/Fix Detail
Summary Option	2 - Summary (Change Whole Batches)
Batch Exclusion	3 - Find and Fix

```
1=Browse/Fix Detail    2=Summary (Change Whole Batches)    3=Find and Fix    Q=Quit
```

1 Browse and Fix Detail

You can only change the Date (RefDate) or Batch Number with this option.

```
Module:    1-Sales Invoice   2-Cash Receipt   3-Draft      4-Credit Card
           5-Cardlock          6=Misc AR Sale             Q-Quit
Search:    C=Current    H=History    U=Unposted   C

Enter any criteria below.

Document Number

Date Greater Than Equal    / /        Date Less Than Equal      / /

Batch Greater Than Equal              Batch Less Than Equal

Is Everything OK? ? (Y/N/Q)
```

Module

Choose the source module for the data to be changed. BOL data is the only option that is not available in this menu option.

Search

C	Current
H	History
U	Unposted data in the module selected

Document Number

Document number varies by module:

Sales Invoice - Invoice number
Cash Receipt - Reference number in Cash Payment
EFT - EFT Number
Credit Card - Reference number in Credit Card
Cardlock - Reference number in Cardlock
Misc AR - Reference number in Cash Payment

Date Greater Than Equal

Data selected will be greater than or equal to this date.

Date Less Than Equal

Data selected will be less than or equal to this date.

Note: It's not required to enter both dates but entering more information

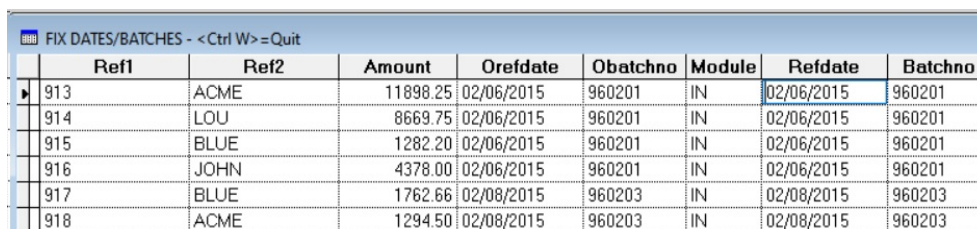will help the system narrow down the data is displays.

Batch Greater Than Equal

Data selected will be greater than or equal to this batch number.

Batch Less Than Equal

Data selected will be less than or equal to this batch number.

Note: It's not required to enter both batch numbers but entering more information will help the system narrow down the data is displays.

	Ref1	Ref2	Amount	Orefdate	Obatchno	Module	Refdate	Batchno
▶	913	ACME	11898.25	02/06/2015	960201	IN	02/06/2015	960201
	914	LOU	8669.75	02/06/2015	960201	IN	02/06/2015	960201
	915	BLUE	1282.20	02/06/2015	960201	IN	02/06/2015	960201
	916	JOHN	4378.00	02/06/2015	960201	IN	02/06/2015	960201
	917	BLUE	1762.66	02/08/2015	960203	IN	02/08/2015	960203
	918	ACME	1294.50	02/08/2015	960203	IN	02/08/2015	960203

FIX DATES/BATCHES - <Ctrl W>=Quit

The Fix Dates/Batches browse menu will show the following fields.

Ref1 - Document number (from the above list)

Ref2 - Customer number

Amount - Invoice Total

Orefdate - Original document date

Obatchno - Original batch number

Module - Module from which the document was created

Refdate - New document date

Batchno - New Batch number

Change the Date (RefDate) or Batch Number as needed. Press Ctrl-W to Save & Exit.

2 Change Whole Batches - Summary

```
Module:    1-Invoice    2-Cash Receipt     3-Draft     4-Credit Card
 5=Cardlock  6=Misc Ar Sale     Q-Quit  1

C=Current     H=History    U=Unposted  C  Fix Gl Link Files Too? (Y/N)

Select Field to Change:    B=Batch       D=Date  B

Enter Old Batch                          Enter New Batch

Enter Old Date      / /                  Enter New Date      / /

Is Everything OK? ? (Y/N/Q)
```

Module

Choose the source module for the data to be changed. BOL data is the only
option that is not available in this menu option.

Search

C	Current
H	History
U	Unposted data in the module selected

Fix GL Link Files Too?

Y	If you want to change data in the link file that has not been posted to the General Ledger.
N	If link files should not be changed.

Select Field to Change

B	Change batch numbers
D	Change dates

Enter Old Batch

Enter the original batch number that you want to change

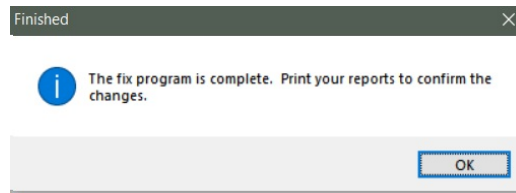**Enter New Batch**

Enter the new batch number

Enter Old Date

Enter the old date that you want to change

Enter New Date

Enter the new date

A completion message is displayed. The data is changed according to your criteria.

3 Find and Fix Individual Transactions

Change the batch number for any and all modules. This option will exclude a Range of Batches to be entered here.

A message displays with instructions on how to use this option.

```
Enter a range of Batch Numbers for this month.
The computer will display ALL the batches OUTSIDE of the Batch  Range
Enter a new batch number to fix the old batch number

Read this and press C to Continue  |
```

Press 'C' to Continue.

Enter the beginning and ending batch numbers to exclude.

```
Enter Beginning Batch for the Month    20181001

Enter Ending Batch for the Month       20181005

Is Everything OK? ? (Y/N/Q)   Y
```

Data for all modules will display. Enter the new Batch Number as needed.

Module	Amount	Batchno	Newbatch
CR	1550.37	20190310	
CR	0.00	20190331	
CR	1.00	20190817	
DR	85068.12	20050901	
DR	114619.43	20050902	
DR	47996.49	20050906	
DR	10724.53	20050907	
DR	20795.95	20050908	
DR	73500.68	20050909	
DR	62714.46	20050912	

Press Ctrl-W to Exit.
A confirmation message will display.

Click 'Yes' to save the updates.
Click 'No' to cancel the updates.

Update Batches

? You have 1 to fix. Ready to Update the Batches? No=Cancel
the update

Yes   No
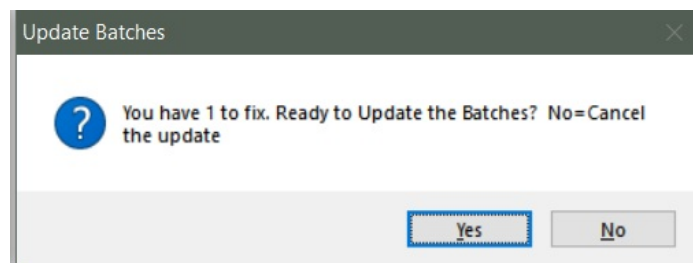
Print Update Reports
AR, Utility Programs, Print Update Reports

During initial installation, a report directory is created where all Module Update reports are written. The reports are text files that can be viewed or re-printed. This menu option allows you to list the available reports and display or print them.
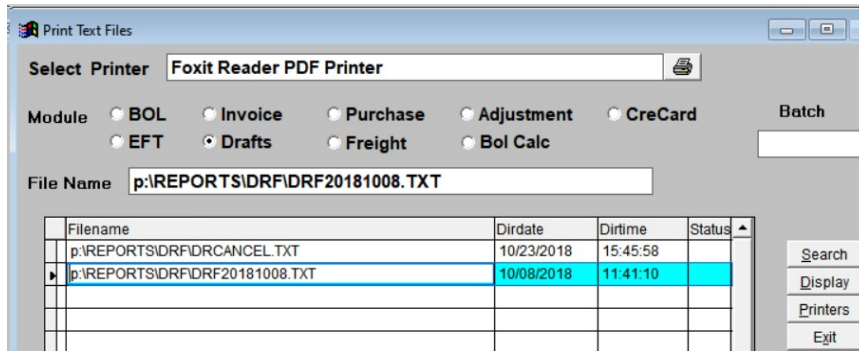
Module
All Petro-Data modules are listed here. Select one module.

Batch
If you know the batch number, enter it here. You can also leave this blank to view all reports for the module selected.

File Name
After all report files are displayed in the grid and a file selected, the file location and name will display in this field.

Function Buttons:

Search	Select the Module and/or Batch number and click Search. All report files matching this criteria will be displayed in the grid.
Display	After the files are displayed in the grid, select one and click the Display button to view the actual report on screen.
Printer	Choose a printer.
Exit	Exit the menu option.

Fix and Browse Future Batches
AR, Utility Programs, Fix and Browse Future Batches

This menu option will allow you to change the status of a batch from 'Future' to 'Current'.

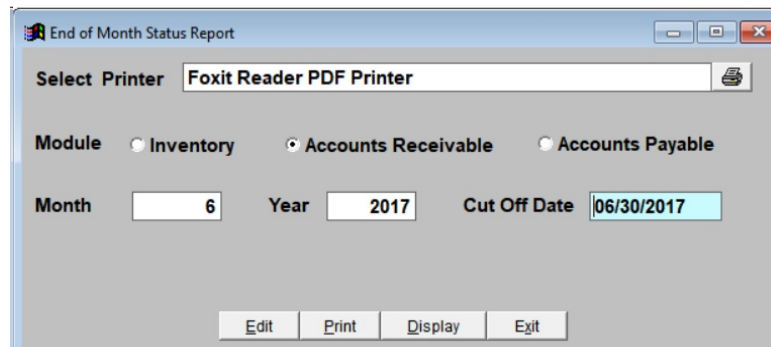| Batchno	Cash	Creditcard	Discount	Module	Status	New Status
20181204	0.00	100.00	0.00	CC		
20181231	0.00	1.00	0.00	CC		
20190201	8834.13	0.00	0.00	CR		
20190310	1550.37	0.00	0.00	CR		
20190817	1.00	0.00	0.00	CR	F	
960501	100.00	0.00	0.00			
970505	50.00	60.00	0.00			
970813	500.00	1000.00	5.00			
970918	800.00	0.00	20.00			

If the batch was entered as a Future batch, the Status field will have a value of 'F'. Change the New Status to a Blank to change it from Future to Current.

Press Ctrl-W to Save and Change the data.

EOM Status Report
AR, Utility Programs, EOM Status Report

The End of Month Status report will display record counts and status for the selected module.

Module
    Select the module to check.

Month
    Enter the month.

Year
    Enter the year.

Cut Off Date
    The cut-off date will display based on Month and Year entered.

The status report will print. If there are any issues with the data for the month, an error message will display on the report.