SageERPAccpac



How can we help you?

Use the links below to find instructions, software training, one-on-one support, technical specifications, or other resources to get Sage 300 ERP working smoothly for your business! Your Sage Business Partner is also an excellent resource to consult when you have questions about Sage 300 ERP.

- I'm setting up Sage 300 ERP and need information or assistance
- I'm looking for instructions to complete a task within Sage 300 ERP
- L think something is broken, or I'm getting error messages
- I'm looking for downloads, updates, or technical specifications
- I want to become a more skilled user of Sage 300 ERP
- I want to share knowledge with other Sage 300 ERP users
- I want to contact a Sage 300 ERP representative



Using Account Code Change

Individual Changes Multiple Changes Posting Changes

The Change List window is Account Code Change's main window. It displays change list entries, a listing of proposed but not posted Account Code changes, as in the following example:

	Help			
🖬 📲 🖉 🕎 Change List - 12 cha				
Current Account Code	Action	New Account Code	New Account Description	New
1022	Change to	1024	Bank account, VISA	
4000-100-20	Combine into	4000-200-20	Sales	Modify
5000-100-10	Copy to	5000-300-10	Cost of goods sold	
6000-200	Change to	8020-100	Accounting and legal fees	Delete
6080-200	Change to	8080-200	Automotive	
6120-200	Change to	8120-200	Commissions	
6140-200	Change to	8140-200	Delivery and distribution	
6240-200	Change to	8240-200	Employee benefits, direct	
6380-200	Change to	8380-200	Miscellaneous	
6500-200	Change to	8500-200	Office supplies	
6510-200	Change to	8510-200	Overhead allocated	Post

Adding Changes

There are three choices for creating entries for the Change List. One way is to add entries to the Change List individually from the <u>New Window</u>. You can also create multiple entries by using the <u>Change by example</u> feature. The third way to create entries for the Change List is to <u>import</u> the changes from an external file in Excel, Lotus or ASCII Text format.

Editing Changes

To edit an entry in the Change List, highlight the desired entry and then either double-click it or press the Modify button. This will open the Modify Window.

Deleting Changes

To delete an entry in the Change List highlight the desired entry and then either press the Delete button or the DEL key.

Printing the Change List

The Change List can be reviewed on screen by visually scanning the List. It can also be printed to the screen or sent out to the printer for review. Select Print Preview from the File menu and then press the Change List button to print the Change List to the screen. Select Print from the File menu and then press the Change List Button to produce a hard copy of the Change List.

Posting Changes

When the Change List is complete, you are ready to <u>post the changes</u> which will update all of your Sage 300 ERP files.

Note: User may be required to make their changes manually on some files if the company has activated the <u>Cost Center Overrides</u> option in Canadian Payroll or US Payroll.

Introduction

Account Code Change for Sage 300 ERP allows you to change G/L Account Codes quickly and easily. Just add in the new account code to the account code list displayed on the window.

After entering and editing all of your changes, post them. All the records in your Sage 300 ERP system are automatically converted.

After your changes are posted, print the Audit Trail report for a list of the changes.

Key Features

- •Change account codes quickly. All information, including account balances, history and transactions will be associated with the new code.
- •Generate multiple changes from one entry by using the change by example feature.
- •Change the length of existing G/L account code segments, padding or removing numbers to the left or right end of segments that you are changing.
- •Change account code segment delimiters.
- •Account codes are changed in General Ledger, G/L Subledger Services, Bank Services, Tax Services, Accounts Receivable, Accounts Payable, Inventory Control, Order Entry, US Payroll, Canadian Payroll, Purchase Orders, and Project and Job Costing.
- •Print a list of changes before they are posted. After posting, print an audit trail of all changes.
- •Combine account codes. All information including account balances, history and transactions will be combined together into another existing account.
- •Copy account codes quickly. All information such as the account master file and allocation instructions is copied to the new account.
- •Use the enhanced wildcard feature with Change By Example.
- •Import changes from other file formats such as Excel, Lotus and

ASCII Text.

•Use speed buttons to access features such as Change By Example, Import and Message Log.

Known Issue

•Account Code Change does not support more than 1000 change entries in the Change List.

Adding Individual Changes

Change by Example Posting Changes

The New window, Action box offers three change entry options: Change, Combine and Copy. These options create single change list entries, in contrast to Change by Example which produces multiple change list entries. Let's begin by looking at the Change option.

For Change

🗒 New		
Action ⓒ Change	O Combine O Copy	
Change		
Structure Code:	REGION	
Account Code:	4010-100-20	Ŧ
Description:	Sales, accessories	
to		
Structure Code:	REGION	
Account Code:	4160 - 100 - 20 -	
Description:	Sales, accessories	
	<u>O</u> K	Cancel

Start by selecting 'Change' from the Action type and then choose the Account Code that requires changing. This can be done by typing in the Account Code, moving through the Account Codes using the Up and Down Arrow keys, or clicking on the List Button and finding the Account Code.

If the Structure Code is to be changed, then decide on the new Structure Code by clicking on the List Button beside the Structure Code field. Then enter the new Account Code and change the Description as required. Once you are satisfied with the change then click the OK Button to add this entry to the Change List. The display format of the new Account Code always reflects the Account Structure. The Account Code segment accepts any numeric value and valid values for the other segments will be available through the selection boxes.

For Combine

🕮 New		
Action O Change	💿 Combine 🔿 Copy	
Combine Structure Code:	: REGION	
Account Code:	4000-100-10	ŧ
Description:	Sales	
into Structure Code:	: REGION	
Account Code:	4000-100-20	¥
Description:	Sales	
		<u>D</u> K <u>C</u> ancel

Start by selecting 'Combine' from the Action type and then choose the Account Code that needed to be combined. This can be done by typing in the Account Code, moving through the Account Codes using the Up and Down Arrow keys, or clicking on the List Button and finding the Account Code.

Following the same procedure as above to enter the Account code that will be kept after the combine and also change the description as required. Once you are satisfied with the change then click the OK Button to add this entry to the Change List.

For Copy

P New	
Action O Change	○ Combine ⊙ Copy
Copy Structure Code:	REGION
Account Code:	4230-200-40
Description:	Miscellaneous income
to Structure Code: Account Code:	REGION 4240 - 200 10
Description:	Miscellaneous income
	<u>O</u> K <u>Cancel</u>

Start by selecting 'Copy' from the Action type and then choose the Account Code that needed to be combined. This can be done by typing in the Account Code, moving through the Account Codes using the Up and Down Arrow keys, or clicking on the List Button and finding the Account Code.

If the Structure Code is to be changed, then decide on the new Structure Code by clicking on the List Button beside the Structure Code field. Then enter the new Account Code and change the Description as required. Once you are satisfied with the change then click the OK Button to add this entry to the Change List.

The display format of the new Account Code always reflects the Account Structure. The Account Code segment accepts any numeric value and valid values for the other segments will be available through the selection boxes.

Change by Example

Adding Changes

Change by example, unlike the New window Action box options, produces multiple and not single change list entries. Using a simple pattern matching utility, Change by Example selects any Account Codes matching the pattern you define, then uses the same utility to create replacement codes. Let's learn how it works.

🗒 Change b	y Examp	le						
Account	Structure	REGION	~					
Account	Code:							
		choose the :	segment(s) to	o change:				
Change:	2777	• ???	• ??	~				
To:								
10.	????	- ???	• ??					
Matches:								
								~
								_
<								>
Code Foun	d : 0	Rejecto	e d : 0	Code Add	led : 0	Match	Car	ncel

First, choose the Account Structure that applies to the changes you want to make.

Next, select the segment that will be changed by clicking the tick box above the particular segment or pressing Tab until you highlight the box and press the Space Bar.

Enter the From and To choices for that segment by choosing the correct values from the list box. Click the Match button.

Once the matching is completed, the number of changes found, rejected and added will be displayed on the bottom of the window.

🗒 Change b	y Exampl	e						
Account 9	Structure:	REGION	~					
Account (Code:							
Change: To:	Click to c 401¤ 901¤	hoose the s	egment(s) to	change:				
Matches: Change 4010 Change 4010 Change 4010 Change 4010	0-100-20 to 0-100-30 to	9010-300-2 9010-300-3	0. Rejected: 0	: Multiple cha	inges for the	same Accour	nt Code is not	: allo
<								2
Code Found	d : 4	Rejecte	d:1	Code Ad	ded : 3	Clear Li	ist D	one

Pressing **Done** adds all matched and error checked records to the Change List. Records are rejected for the following errors:

- 1. There is already a change item for this account code.
- 2. The new account code already existed in the account master file.
- 3. The new account code has already been assigned to one of the items in the change list.

In the example above, all Accounts starting with code 401 with a second segment value of 100 will be changed to account code 901 and segment value changed to 300. You can also choose multiple segments to match. e.g. 4000-100-?? To 4000-300-??.

NOTE ">" is the wildcard symbol. Insert a wildcard into account code to represent an undefined character by pressing Shift + Spacebar.

Import Change List from Other Files

After selecting the File menu Import choice, the following window is displayed.

🗒 Account	Code Ch	ange Import		
Import F	ile :			Browse
Matches:				
Record				>
Read :	0	Rejected : 0	Accepted : 0	Import Cancel

To import a file, type the file name into the edit box or press the Browse button to search for the file. The file must follow the specified <u>file layout</u> in order to import the changes successfully.

After selecting the file, press the Import button and the change list will be imported.

🖱 Account Co	de Ch	ange Import		
Import File :	C:\1	EMP\ACCIMP.TXT		Browse
Matches:				
Change 1024 t Combine 1040 Combine 1060 Change 4000-2	into 105 into 104	4. Rejected: New Acco	ount Code does not exist	
¢				>
Record Read :	4	Rejected : 1	Accepted : 3	Clear List Done

Press the Done button to add the changes to the Change List. Those changes that were rejected will not be included.

Changing G/L Account Segments

In addition to changing account numbers, you can change the segments in your account numbers.

You can change the delimiter that separates each of your account segments. For example, you can replace a dash () with a slash (/). The account 1234-100-10 would become 1234/100/10.

You can also change the length of any of the segments in your account number (such as the account or department segment).

- If you decrease the length of the segment, you can choose to truncate the characters from the left or right side.
- If you increase its length, you can add the characters of your choice to the left or right of the existing segment.

For example, you might choose to increase the length of your account segment from 4 to 6. You could set Account Code Change to add 10 to the front of each segment. So, the account segment 1234 would become 101234.

To change account code segments

- 1.Click the G/L Segment Change icon (🔛) on the Toolbar or choose G/L Segment Change from the Tools menu.
- 2. Choose the account segment that you want to change.
- 3. If you wish to change the delimiter, you can select one in the To New Account Delimiter field.
- 4.If you are changing the length of an account code segment, enter the new length of the segment in the To <*name*> Segment Length field.
- If you are shortening the account code segment, choose whether you wish to delete characters from the left or right side of the segment.
- If you are lengthening the account code segment, choose whether you wish to add characters to the left or right side of the segment. Then, in the Pad Values With field, enter the characters that you wish to add.

In the following example, the delimiter is changed to a slash and the segment lengthened from 4 to 6 (with the numbers 10 added to the front of the account segment).

G/L Segme	nt Change	
Segment	Account	~
G/L Segr	nent Delimiter	
Change 9	egment Delimiter	-
To New S	Segment Delimiter	- 🖌
G/L Acco	ount Segment	
Change A	Account Segment Length	4
To Accou	unt Segment Length	6 🚖 Max Allowed 15
⊙ Pad V	alues to Left) Pad Values to Right
Pad Valu	es With: (default is 0)	
		OK Cancel

- 5.Click OK.
- 6. To confirm the process, click Yes for each warning. All entries are added to the Change list.

Editing Changes

The Modify window is similar to the Add window, except that the action type and old Account Code cannot be changed.

🗒 Modify		
Action Change	Combine Copy	
Combine		
Structure Code:	REGION	
Account Code:	4010-200-10	Ŧ
Description:	Sales, accessories	
into		
Structure Code:	REGION	
Account Code:	4010-200-30	Ŧ
Description:	Sales, accessories	
	ОК	Cancel

If the Structure Code is to be changed, decide on the new Structure Code by clicking on the List Button beside the Structure Code field. Then change the new Account Code and the Description as required. Once you are satisfied with the change then click the OK Button to add this entry to the Change List.

The display format of the new Account Code always reflects the Account Structure. The Account Code segment accepts any numeric value and valid values for the other segments will be available through the selection boxes.

Posting Changes

Adding Changes Change by Example

Start the posting process by clicking **Post**, located in the lower right corner of the Change List window. Once the Post button is clicked you will see the following Warnings:

Warnin	e 🔀
⚠	Cost Center Overrides in payroll have been setup for this company. Please read the help file before continuing. Do you still want to continue?
	Yes No Help

If Cost Center Overrides option has been setup in payroll, the above message box will appear. If you proceed to post the change, you have to ensure that the account code that you are going to change is not the overriding account. Please read the section <u>Cost Center Overrides</u> in this help file.

Warnin	ig
<u>^</u>	You are about to post the changes. Make sure you back up the company data before proceeding. Post the changes now?
	Yes No

It is always important to ensure that your data is backed up prior to posting the changes. Then, if you are prepared to post the changes, click on the Yes button. The posting will proceed and the following progress window will appear.

Progress		
Processing: A/P Po	sting Journal Details	
No. of files done:	34 of 167	
Error :		
		<u>^</u>
<		>
		Cancel

When the posting has completed successfully, you are ready to print the $\underline{\mbox{Audit Log.}}$

Canceling a Posting

You can cancel a posting at any time by choosing **Cancel**. Once chosen, the following confirmation message is displayed.

Confirm	ı 🔀
?	Are you sure you want to cancel the posting?
	Yes No

Select Yes to cancel the posting or choose No to continue the posting.

NOTE Canceling a posting in mid-process means that some change list entries have been completed while others have not. This poses a significant data integrity problem. We strongly advise you to restore the company data before beginning any other operations.

Errors during Posting

If errors occur, print the Error Log and restore your backup of the company data. After reviewing the errors, make the appropriate corrections and redo the posting. It is REQUIRED that the Error Log be purged from the system prior to any re-posting of the Change List.

Warning after Posting

Some adjustments or checking need to be done if there is message inside the <u>Warning Log</u>. Review the Warning Log and make the appropriate adjustment.

Cost Center Overrides for Payroll

Note: DO NOT change account codes for a distribution account in Payroll Earnings and Deductions with Cost Center Overrides without understanding the following implications. To do so may cause data integrity errors.

The Cost Center Overrides Feature allows you to specify the G/L account segments you wish to override for the default segments in the GL distribution accounts in Payroll Earnings and Deductions for each employee. During payroll transaction processing, the default segments are overridden by the specified segments.

Before posting any account code changes, the following issues should be considered:

Do not change an account code that is a distribution account in Payroll Earnings and Deductions, if...

- •changing the account code will lead to an "account code does not exist" error while posting payroll transactions or doing data integrity checks.
- •changing the account code will either generate a payroll transaction posting error or post the payroll transaction to the wrong GL distribution account. For example: a distribution account that has two segments is changed to a new account code that only has the account segment. No error will occur in posting the payroll transaction because there is no segment to be overridden. Instead, the payroll transaction will be posted to the new account. This may result in an incorrect distribution of employee earnings and deductions.
- ANote If account code changes that result in the above errors have already been posted, changing the account code back to the original account should fix the errors.

Error Messages

Common Error Messages in Account Code Change

New Account Code cannot be the same as the current one.

You are attempting to add or modify a change item with the new Account Code the same as the old one.

New Account Code already exists in the Account Master file.

You are attempting to add or modify a change item with a new Account Code which already exists in the Account Master.

New Account Code has already been assigned in another change item in the change list.

You are attempting to add or modify a change item with a new Account Code which has already been assigned to another change item.

There is already a change item for this Current Account Code.

You are attempting to add or modify a change item for an Account Code which already has a change item specified.

Account Code cannot be blank.

You are attempting to add or modify a change item with the Account Code left blank.

Account Code cannot have spaces.

You are attempting to specify an Account Segment Code with a code which has spaces.

"X" is not a valid code for this segment.

You are attempting to specify an Account Segment Code which is not set up in General Ledger.

Invalid Account Structure code.

You are attempting to specify an Account Structure Code which is not set up in General Ledger.

There were entries in the Error Log which indicate problems in a previous posting. Examine the Error Log, correct the problem and

purge the log before proceeding.

Errors occurred during the last posting. You must purge the error log first before you can redo the posting.

"X" error(s) occurred during posting. Review the Error Log for details. To ensure data integrity, restore backup of company data and redo the posting again.

Errors occurred during posting. You should examine the error log to locate the problem and restore backup of company data before redoing the posting.

You do not have authority to run this program. Contact your System Administrator.

You do not have access right to execute Account Code Change.

You must start this application from within Sage 300 ERP System Manager.

ccount Code Change must be started from within Sage 300 ERP ERP.

Combining a multicurrency account into a non-multicurrency account is not allowed

You are attempting to combine an account which setup to be multicurrency into an account which is not. However, you are allowed to combine non-multicurrency account into multicurrency account but not the other way around.

Combining a non-zero balance sheet account into an income statement account is not allowed

You are attempting to combine balance sheet account with non-zero balance into income statement account. In order to do combine the balance sheet account must have zero balance.

Multiple operations for the same Account Code is not allowed

You are attempting to make multiple changes such as change, combine and copy for the same account.

About the Message Log

About Viewing / Previewing Message Logs About Printing / Purging Message Logs

Another addition to Account Code Change is the Message Log window that displays the following logs:

- •Audit Log contains the successfully posted Change List entries. Retaining a printed copy of this log helps you keep track of changes to your database. Entries remain in this log until they are purged.
- •Error Log— contains the Change List entries that were not successfully posted and a brief explanation of the reason. Retaining a printed copy of this log helps you resolve current errors and avoid future ones as well. Entries remain in this log until they are purged.
- •Warning Log contains warnings of potential database problems, unrelated to Account Code Change, which were detected during a posting. Entries remain in this log until they are purged.

To open the Message Log window

•Click 🖾 on the Toolbar or, from the View menu, choose Message Log. The following window is displayed:

<u>E</u> dit		
udit Error	Warning	
SGDate	SGTime	Action
Aug 17, 2006	10:35 AM	1022 changed to 1024, Bank account, VISA by ADMIN 📃
Aug 17, 2006	10:35 AM	4000-100-20 combined into 4000-200-20, Sales by ADMIN
Aug 17, 2006	10:35 AM	4010-100-10 changed to 9010-300-10, Sales, accessories
Aug 17, 2006	10:35 AM	4010-100-20 changed to 1234, Sales, accessories by ADI
Aug 17, 2006	10:35 AM	4010-100-30 changed to 9010-300-30, Sales, accessories
Aug 17, 2006	10:35 AM	4010-100-40 changed to 9010-300-40, Sales, accessories
Aug 17, 2006	10:35 AM	5000-100-10 copied to 5000-300-10, Cost of goods sold b
Aug 17, 2006	10:35 AM	6000-200 changed to 8020-100, Accounting and legal fee
Aug 17, 2006	10:35 AM	6080-200 changed to 8080-200, Automotive by ADMIN
Aug 17, 2006	10:35 AM	6120-200 changed to 8120-200, Commissions by ADMIN
Aug 17, 2006	10:35 AM	6140-200 changed to 8140-200, Delivery and distribution I
Aug 17, 2006	10:35 AM	6240-200 changed to 8240-200, Employee benefits, direct
Aug 17, 2006	10:35 AM	6380-200 changed to 8380-200, Miscellaneous by ADMIN
<		> ~

Message Log Window showing the Audit Tab

To switch between log views

•Simply click on the appropriate log tab. From the Message Log window, the various logs can be viewed in a Print Preview window, sent to a printer, or purged.

About Warning Log Messages

Warning Log messages can occur during both successful and failed postings. At the time of writing, there is only one possible and very rare warning message that Account Code Change might report during a posting.

There is a potential index problem in this file.

This warning means that Account Code Change has detected a corruption in your Sage 300 ERP data that is unrelated to any changes made by the Account Code Change program. If this message occurs, it indicates significant data corruption issues. Restoring your data might not correct the problem. In fact, the nature of the error indicates that your backup data may already be corrupted. To resolve this issue, run the

Sage 300 ERP Data Integrity program on the current data and post a small change to verify the problem has been corrected. If the error persists, contact Sage 300 ERP Technical Support.

About Viewing and Previewing Message Logs

The Messages Logs — Audit, Error and Warning — can all be viewed, printed, and purged using the following procedures.

Viewing any Message Log

The following procedure can be used to view any of the Message Logs.

To view a Message Log

- 1.Click On the Toolbar or from the **Change List** window; select **Message Log** from the **View** menu. The Message Log window is displayed.
- 2.Choose the desired **Log Tab** from the **Message Log** window. The desired log is displayed in the Message Log window.
- 3.Use the scroll bars, if necessary, to view the entire log.
- To Preview a Message Log in a Print Preview window
 - 1. From the **Change List**window, select **Print Preview** from the **File** menu. A popup menu listing all the logs containing entries is displayed.

OR

From the **Message Log** window, select the desired log tab. The contents of the selected log are displayed.

2. From the popup menu, choose the desired log to preview. OR

From the **Message Log** window, select **Print Preview** from the **File** menu. The **Print Preview** window displays the desired log.

3.Use the navigation controls to display additional pages. See <u>Print Preview</u> for more information.

About Printing / Purging Message Logs

Purging clears message logs of their entries. Entries remain in any Message Log until it is purged. Because Message logs must be printed before being purged, the purge utility is part of the printing process.

Before posting another Change List, the Error Log must be purged in order to continue. If you do not purge the Error Log and attempt a posting, the following error message is displayed:

Error	
8	There were entries in the Error Log which indicate problems in a previous posting. Examine the Error Log, correct the problem then print and purge the log before proceeding.
	ОК

Purge Error Log Warning Message

If you haven't purged the Error Log and attempt another posting, this message is displayed.

The following procedure can be used to both print and purge any of the Message Logs. You can also review a log before printing using Print Preview. A full discussion of print preview's review options is found in the About the Print Preview section.

To print / clear any Message Log

1.Select the **Change List** window's **File** menu **Print / Clear** choice. OR

Select the desired **Message Log** window's log tab. The contents of the selected log are displayed.

2. Choose the desired log to print.

OR

Select from the **Message Log** window, the **File** menu **Print / Clear** choice.

The **Print** dialog box is displayed.

3.If desired, specify the printer options, page range, print quality, and so forth. Unless otherwise specified, the log is sent to the default printer as designated in Windows.

- 4. Choose **OK** to proceed or choose **Cancel** to stop printing. After printing is complete, the Log Purge dialog box is displayed.
- 5. Choose **Yes** to proceed with the purge or choose **No** to cancel the process. Check to make sure the log is properly printed before proceeding with the purge.

About Importing Files to the Change List

While Change by Example is a powerful change tool, pattern matching might not readily isolate the precise changes you require. Instead, you can generate Change Lists from a database or spreadsheet containing an account code report or other account code listing. External files can use the Change, Copy, and Combine options. This permits greater flexibility because instead of inputting changes directly within Account Code Change, you can import Change List entries from an external file of the following file types:

- •Lotus 123 (V3.0 V5.0)
- •MS Excel (V2.1 V7.0 Note: MS Excel 97 is not supported)
- •dBase III and higher
- •FoxPro and Clipper
- •ASCII comma-separated text file

Preparing files for Import

In order to import changes successfully, the following Account Code data format must be observed.

Explaining the Account Code data format

The Account Code data format has the following common features, regardless of what application is used to create the import file:

• Each row or line represents one (1) account record.

•Each record contains five (5) fields in the following order:

Field 1	Field 2	Field 3	Field 4	Field 5
Old Account Code	New Account Code	Action Type	New Structure Code	Description

•Field Three, Action Type, has three (3) predefined values, as follows:

To take the

following action	Input
Change	0
Combine	1
Сору	2

•Fields Four and Five — Structure and Description - must contain data even if you don't intend to change them. The following table shows your field entry options and their results:

Field Contents	Change Result
Original data	The original data replaces itself (useful for correcting typos, etc.).
Changed data	The changed data replaces the original data.
Single blank space (no quotes required)	The original data is left untouched.

•In addition, each file type has it's own unique requirements as the following listing shows.

ASCII delimited text file

- The first row is the title row; no other information except the title should appear in this row. If you don't want to include titles, include the row but leave it blank.
- Commas separate the fields and each field's contents must be enclosed within quotes.

NOTE You can use Windows Notepad to create this file.

MS Excel files

• The first row is the title row; no other information except the title should appear in this row. If you don't want to include titles, leave it

blank.

• Columns separate the fields and each field's contents must be enclosed in its own spreadsheet cell.

Lotus 123 files

• File layout is the same as MS Excel file

dBase III and higher files

 File Import only recognizes three DBASE data types: String, Numeric and Date. Any other data types such as memo fields will be ignored.

Consequently, fields must observe the following formats:

Field	Must be formatted as
Old	
Account	
Code	
New	a string field
Account	a string field
Code	either a string or
Action	an integer field
Туре	a string field
New	a string field
Structure	Ū
Code	
Description	

FoxPro and Clipper files

• File layout is the same as dBase III

About Print Preview

The Change List can be printed directly or reviewed using the **Print Preview** option and then sent to the printer. The Print Preview window offers a variety of tools for reviewing a document.

About the Print Preview window

The Print Preview window provides the user with several tools for reviewing the print document prior to printing.



Using the Print Preview Icons

Button	Description
Print Button	Click on this button to automatically print the entire report. (Grayed out when processing a report).
Stop Generating Report Button	Click this button to stop report processing. (Grayed out when not processing a report). Occasionally, delays occur when processing a large report, so this button allows you to stop the process. After stopping report processing, Print Previewdisplays the available report contents.
Navigation Buttons	Click on the respective button to see the report's first page, previous page, next page and last page.
ZoomButtons/ZoomField	The Zoom In and Out buttons and Zoom In/Out field allow page views between 10% and 200% of the document's original size. Additionally, you can select Fit Height, Fit Width, and Fit P age to adjust your page view to the window's current dimensions.