ACTCHG - Changes Account Codes

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overview

This program allows you to change account codes in the account master file. As these account codes are changed, all associated transaction file records will be changed accordingly. You will also be given the option to perform these changes through a batch process which can run at night. By utilizing the overnight batch process it is less likely that the program will encounter a file which is locked by another user. If the batch process is not used, and the program does encounter a file locked by another user, it will quit and place the changes on "hold". Please refer to the ACTCHG Options section in this chapter for more information on how to recover or continue with ACTCHG entries that have been put on hold either by encountering a file locked error during posting or by choosing the "Hold" option.

ACTCHG can be used to collapse multiple accounts into one new account. If the new budget or revenue account does not exist on the account master file, ACTCHG will add it automatically.

Each time ACTCHG is executed, a .TXT file is created. It is recommended that this .TXT file be printed and retained for auditing purposes.

Restrictions

1. User cannot cross funds with ACTCHG. The old and new account must belong to the same cash account.
2. If the SCC on the old account is between 0000 and 8999, this account belongs to the fund with a SCC of 0000 so the new account must also have a SCC between 0000 and 8999. For example, 009 5000 account is part of the 009 0000 cash account. 009 9000 account is a separate cash account - it doesn't belong to 009 0000.
3. If the SCC on the old account starts with 9, then the FUND and SCC of the new account must exactly match the FUND and SCC of the old account. SCC's of 9000-9999 provide separate cash accounts. For example, 009 9111 and 009 9112 are two separate cash accounts.

> If you enter an account number which was previously entered as an old or new account in the same run of ACTCHG, the changes will not be allowed to take place. An error message will be received explaining that you must either enter this change through a separate run of ACTCHG or change the account number. Please refer to this error message and others in the "ERROR MESSAGES" section at the end of the chapter.

> You may need to manually change USPS mapping entries and USASEC security account filters for those accounts that no longer exist due to ACTCHG modifications.

accessing the program

To use the ACTCHG program, type the following command:

```
$ RUN OECN$BUD:ACTCHG
```

at the $ prompt or in the menu system type:

```
Menu>ACTCHG
```

sample run

```
** ACTCHG **

    This program allows the user to change account codes in
    the account master file.  As these account codes are
    changed, all associated transaction file records will be changed
    accordingly.

    ** NOTE **

    USPS mapping entries as well as the USASEC security account filters
    may need to be changed manually.

    ** Main Menu Options: **

       B - Change budget account and associated transactions
       R - Change revenue account and associated transactions
       H - Hold update for processing at a later time
       S - Change accounts using spreadsheet file
       E - End this session and update transaction files with
           information entered
       Q - Quit (End this session with no file updates)
       ? - Display this list of options

    Enter `?' for Menu or
    enter an option  <Q>: _
                          B

    Enter District Name: ________________________________________
    <CR> for USASDAT name    <CR>

    Enter old account number

    Fund? ___
          001
     Function? ____
               1100
      Object? ___
              511
       Special Cost? ____
                     <CR>
        Subject? ______
                 <CR>
         Op Unit? ___
                  001
          Inst Level? __
                      <CR>
           Job Asg? ___
                    <CR>

    Old account is:  001 1100 511 0000 000000 001 00 000
    Description   :  Educational Supplies - Elementary

    Is this correct? (Y/N <Y>) _
                               <CR>

    Enter new account number
```

```
Fund? ___
      001
 Function? ____
           1100
  Object? ___
          511
   Special Cost? ____
                 5100
    Subject? ______
              <CR>
     Op Unit? ___
              002
      Inst Level? __
                  <CR>
       Job Asg? ___
                <CR>
New account is:  001 1100 511 5100 000000 002 00 000

Is this correct? (Y/N <Y>) _
                            <CR>
Account Change Entered.

Enter `?' for Menu or
enter an option  <B>: _
                      E

You may perform the updates in batch overnight, or you
can perform the updates now.  Running the updates in
batch will help avoid conflicts with any other users
who may be currently using the files.

Do you want to run the updates in batch? (Y/N) <N> _
                                                    <CR>

Searching ACCT.IDX file, please wait. . .

Searching USAHIST.IDX file, please wait. . .

Searching AUDITS.IDX file, please wait. . .

Searching INAMT.IDX file, please wait. . .

Searching INVPAY.IDX file, please wait. . .

Searching POAMT.IDX file, please wait. . .

Searching EISACQ.IDX file, please wait. . .

Searching RECEIT.IDX file, please wait. . .

Searching REQ.IDX file, please wait. . .

Searching XREF.IDX file, please wait. . .

Searching AR.IDX file, please wait. . .

Searching Payroll PAYACT.IDX file, please wait. . .

Searching Payroll USPNEWPAY.IDX file, please wait. . .
```

```
Searching Payroll ACCHIS.IDX file, please wait. . .

Searching Payroll USPCURPA.IDX file, please wait. . .

Searching Payroll USPFUTPA.IDX file, please wait. . .

Searching batch processing files, please wait. . .

Report name is ACTCHG.TXT

Processing completed.
```

actchg options

The main menu options in ACTCHG are explained in more detail below:

B - Change budget account and associated transactions
This option will change the entered budget account and all transactions associated with that account to the newly entered account code.

R - Change revenue account and associated transactions
This option will change the entered revenue account and all transactions associated with that account to the newly entered account code.

H - Hold update for processing at a later time
The "Hold" option allows you to make any wanted changes, but to delay the posting of those changes until you are ready. The "Hold" option will also be automatically chosen by the program if while
updating files, the program encounters a file "locked by another user". To recover from a file ledocked or continue with changes previously put on "Hold", you simply need to rerun the ACTCHG program and answer "Y" to the "ACTCHG file exists, would you like to continue using this file" prompt. This will enable you to continue with posting the previously entered changes or to make additional changes. Saying "No" to this prompt will erase all of the previous changes that had been entered through ACTCHG and the accounts will not be updated.

S - Change accounts using spreadsheet file

The "S" option allows you to make numerous account code changes at once via a CSV or tab-delimited file. The spreadsheet must contain a header row with labels. (A template has been attached to this chapter.) Budget and Revenue accounts may be processed in a single file if desired. The "S" option will prompt, if the spreadsheet should be processed for "Validation only (V)" or "Add records to ACTCHG.IDX (A)" with the default being "V".

Any warnings or errors encountered while processing the spreadsheet file will be written to ACTCHGERR.TXT showing the old/new accounts and the error. The ‘V’ option is recommended to be run first and will simply validate your changes and report any warnings or errors. Once the validation run is clean, it is recommended to re-run ACTCHG using the “S” option and an actual run, which will add the account changes to the ACTCHG.IDX file. If the spreadsheet is being processed for an actual run without a clean validation run, any Fatal errors encountered will prevent that account change from being written to the ACTCHG file.

Upon completion of the “S” (spreadsheet) option, the ACTCHG program will be exited. To proceed with actual updates to the accounts, it will be necessary to re-run ACTCHG, answering ‘Y’ to continue with the existing ACTCHG.IDX file and using the ‘E’ option.

E - End this session and update transaction files with information entered
The "E" option ends the current session and posts any changes currently entered.

Q - Quit (End this session with no file updates)
The "Q" option ends the current session and allows for no changesto be made.

sample report

ACTCHG Report

```
DATE: 05/18/1998                            ACCOUNT CHANGE REPORT
PAGE:   1
TIME: 11:33:34                               SAMPLE CITY SCHOOLS
(ACTCHG)
 FILE          FILE KEY                          OLD ACCOUNT CODE
NEW ACCOUNT CODE
         ACCOUNT NUMBER CHANGED  /FIELD CHANGED    OLD AMOUNT
NEW AMOUNT

ACCT     020011110511510000000000200000   020011110511000000000000100000
020011110511510000000000200000
USAHIST  1997                             020011110511000000000000100000
020011110511510000000000200000
USAHIST  1996                             020011110511000000000000100000
020011110511510000000000200000
USAHIST  1995                             020011110511000000000000100000
```

```
02001111051151000000000200000
USAHIST  1994                                02001111051100000000000100000
02001111051151000000000200000
USAHIST  1993                                02001111051100000000000100000
02001111051151000000000200000
INAMT    9600014 5268515         0001        05001111051100000000000100000
05001111051151000000000200000
INAMT    9600014 5268515         0002        05001111051100000000000100000
05001111051151000000000200000
INAMT    9600061 95399849        0001        05001111051100000000000100000
05001111051151000000000200000
INAMT    9600062 0025746         0001        05001111051100000000000100000
05001111051151000000000200000
INAMT    9600062 0025746         0002        05001111051100000000000100000
05001111051151000000000200000
INAMT    9600062 2574600         0001        05001111051100000000000100000
05001111051151000000000200000
INAMT    9600062 2574600         0002        05001111051100000000000100000
05001111051151000000000200000
INAMT    9600063 0001417         0001        05001111051100000000000100000
05001111051151000000000200000
INAMT    9600064 6192427         0001        05001111051100000000000100000
05001111051151000000000200000
INAMT    9600084 0001437         0001        05001111051100000000000100000
05001111051151000000000200000
INAMT    9600084 0001437         0002        05001111051100000000000100000
05001111051151000000000200000
INAMT    9600093 5295582         0001        05001111051100000000000100000
05001111051151000000000200000
INAMT    9600093 9522180         0001        05001111051100000000000100000
05001111051151000000000200000
INAMT    9600093 95255945        0001        05001111051100000000000100000
05001111051151000000000200000
INAMT    9600094 0715241         0001        05001111051100000000000100000
05001111051151000000000200000
INAMT    9600094 0715241         0002        05001111051100000000000100000
05001111051151000000000200000
INAMT    9600094 0715241         0003        05001111051100000000000100000
05001111051151000000000200000
INAMT    9600094 0715241         0004        05001111051100000000000100000
05001111051151000000000200000
INAMT    9600094 0715241         0005        05001111051100000000000100000
05001111051151000000000200000
INAMT    9600094 0715241         0006        05001111051100000000000100000
05001111051151000000000200000
INAMT    9600094 0715241         0007        05001111051100000000000100000
05001111051151000000000200000
INAMT    9600122 0041820         0004        05001111051100000000000100000
05001111051151000000000200000
INAMT    9600122 0041820         0005        05001111051100000000000100000
05001111051151000000000200000
INAMT    9600302 0047138         0001        05001111051100000000000100000
05001111051151000000000200000
INAMT    9600094 0715241         0008        05001111051100000000000100000
05001111051151000000000200000
INAMT    9600094 0715241         0009        05001111051100000000000100000
05001111051151000000000200000
INAMT    9600094 0715241         0010        05001111051100000000000100000
05001111051151000000000200000
```

```
INAMT    9600094 0715241         0011     05001111051100000000000100000
05001111051151000000000200000
INAMT    9600094 0715241         0012     05001111051100000000000100000
05001111051151000000000200000
INAMT    9600094 0715241         0013     05001111051100000000000100000
05001111051151000000000200000
INAMT    9600094 0715241         0014     05001111051100000000000100000
05001111051151000000000200000
INAMT    9600094 0715241         0015     05001111051100000000000100000
05001111051151000000000200000
INAMT    9600094 0715241         0016     05001111051100000000000100000
05001111051151000000000200000
INAMT    9600094 0715241         0017     05001111051100000000000100000
05001111051151000000000200000
                                                  .
                                                  .
                                                  .
POAMT    9801139 0001                     05001111051100000000000100000
05001111051151000000000200000
POAMT    9801139 0002                     05001111051100000000000100000
05001111051151000000000200000
POAMT    9801140 0001                     05001111051100000000000100000
05001111051151000000000200000
POAMT    9801140 0002                     05001111051100000000000100000
05001111051151000000000200000
POAMT    9801141 0001                     05001111051100000000000100000
05001111051151000000000200000
POAMT    9801141 0002                     05001111051100000000000100000
05001111051151000000000200000
RECEIT   003653 0002                      05001111051100000000000100000
05001111051151000000000200000
RECEIT   004398 0001                      05001111051100000000000100000
```

```
05001111051151000000000200000
```

error messages

1. **Error - xxxxxx file locked by another user**. An attempt was made before the updates were started to open all files. If any are locked, this message is displayed. Updates entered are saved on the ACTCHG.IDX file and can be recovered by using the "C" option when the ACTCHG program is re-run.
2. **Warning... Old account does not exist. Do you wish to continue?** Account code entered doesn't exist on the account master file. If user answers "yes," it will continue to prompt for the new account code and make the change if it exists on any other file. If user answers no, then old account must be reentered.
3. **You cannot enter the same account number for the old and new account, try again**. The old and new account must be different.
4. **You may not cross funds, try again.** The new account must belong to the same cash account as the old account (see explanation under "Restrictions" in the Overview Section).
5. **Warning: You will be crossing appropriation boundaries. Do you want to continue?** The new account is in a different appropriation account than the old account. If the user continues, appropriation account balances will be adjusted to correspond to the budget account changes made.
6. **Old account already entered**. The old account just entered has already been entered as an old account during this run of the program. The account must be reentered.
7. **This "old" account already entered as a "new" account, try again**. The account just entered as an old account was already entered as a new account during this run of the program. The account must be reentered.
8. **The "new" account is already on file as an "old" account previously entered in ACTCHG. File updating could occur incorrectly due to entering account codes in this manner**. The new account just entered was already entered as an old account. The account must be reentered, or the change must be made in a subsequent run of ACTCHG.
9. **The new account codes already exists in your current account file. Do you want the accounts to collapse?** The accounts just entered as new already exist on file. If the user answers "yes," then the old account that is being changed to this new account will be combined with the existing new account, essentially collapsing the two accounts together.
10. **The new account code will already exist in your account file. Do you want the accounts to collapse?** The account just entered as new was already entered as a new account on a previous old-new entry in this run of ACTCHG. If the user answers "yes," the two (or more) old accounts will be collapsed together to form the new account.
11. **Bad write on ACCT.IDX file. Contact system manager**. Program is trying to create an account that already exists on the account master file.
12. **Old account record not deleted:xxxxxxxxxxxxxxxxxxxxxxxxxxxx. Contact system manager**. The account entered as the old account could not be located on the account master file to delete. This is a potentially severe error which needs additional investigation into the files.
13. **Bad ACCOUNT read:xxxxxxxxxxxxxxxxxxxxxxxxx. Contact system manager**. The old-new accounts crossed appropriation boundaries and the new appropriation account could not be found. This is a potentially severe error which needs additional investigation into the files.
14. ****ERROR: No appropriation account found. Contact system manager**. The old-new accounts cross appropriation boundaries and the old appropriation account could not be found. This is a potentially severe error which needs additional investigation into the files.

miscellaneous notes

New Appropriation Accounts

If a new appropriation account is created when ACTCHG is run in batch, a message will be displayed showing the description which was assigned to the account.

Processing in Batch Mode

Only one ACTCHG batch can be processed per day.

If processing in batch mode an email will automatically be sent to the user running ACTCHG after the batch has been processed. If the changes were successfully processed the subject of the message will read: "ACTCHG run completed successfully." If an error was incurred, the subject of the message will read: "Error during ACTCHG run, please check log file." The message itself will include the ACTCHG log indicating what caused the error. The changes will be placed on "Hold" and can be recovered by rerunning ACTCHG. A prompt will be displayed indicating an ACTCHG file already exists and ask if you wish to continue using this file. Saying yes will allow you to recover the changes previously entered through ACTCHG. Answering no to this prompt will erase all of the changes previously entered through ACTCHG and the accounts will not be updated.