

# ***CK SALES RECODE***

**A Utility for the Pegasus Opera II/3 Accounting System**

## **User Manual**

**(Updated  
21/11/2014)**

# ***CK SALES RECODE***

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## 1.0 Introduction & Product Overview

**CK SALES RECODE** is a utility for the Opera II/3 accounting system which allows the user to change an existing product code.sales account code

The utility has been designed to allow the following:

- Individual or batch recoding of records.
- Multiple records canto be merged into one.
- Bespoke fields can be included in the Re-code updateUpdate the codes if used in bespoke fields.
- Changes all occurrences of the code throughout the whole Opera II/3 system.
- Import a recode CSV file from excel for batch Re-coding.

The purpose of this manual is to ensure that you install and activate **CK SALES RECODE** correctly.

Should you experience any problems when running **CK SALES RECODE** or you have any queries or comments regarding this product please contact **CK Systems** by telephone on **(0870) 120 071901384 245200**. Alternatively you may contact us by fax on **(0121) 601 64501384 2452500** or by e-mail to **support@ckca.co.uk**cks@ckca.co.uk.

**\*\*\*IMPORTANT NOTE\*\*\***

**FOR CK RECODE TO RUN CORRECTLY THE OPERA II/3 TOOLKIT MODULE MUST BE ACTIVATED ON THE SYSTEM.**

### **DISCLAIMER**

Although programs are tested by **CK Systems** before release, no claim is made concerning the accuracy of software. **CK Systems** cannot assume liability or responsibility for any loss or damage arising from use of these programs. It is a condition of every sale or purchase of **CK SALES RECODE** that the purchaser accepts all such risk and such acceptance shall have deemed to be given when the purchase is made.

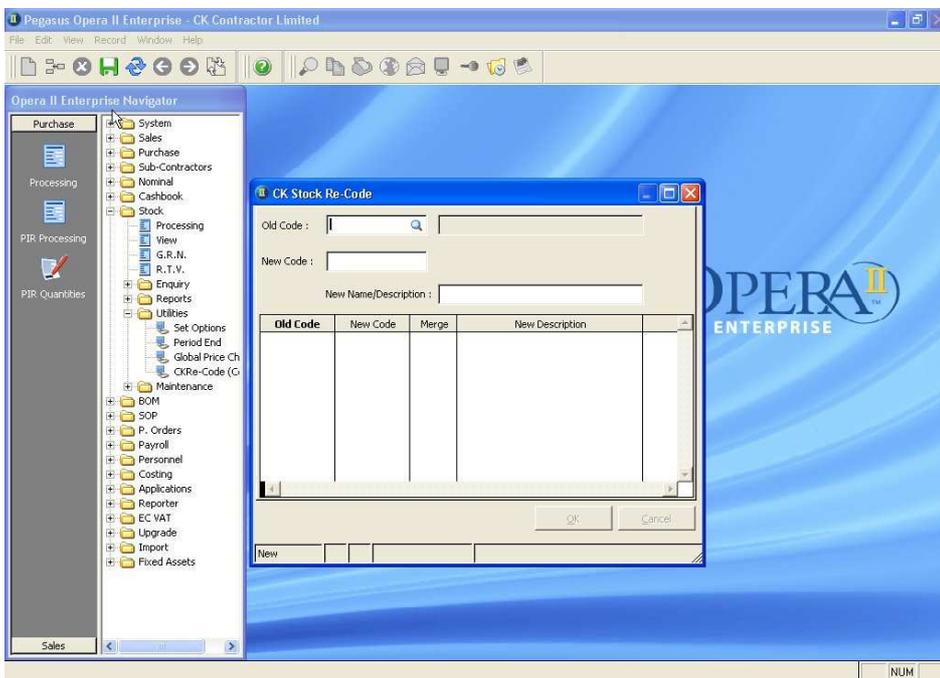
## 2.0 Installation & Activation of CK SALES RECODE

For detailed instructions on the installation and activation of **CK SALES RECODE** please refer to the separate CK Activation and Installation guide. Once installed and activated you can then proceed to the next step below

## 3.0 CK SALES RECODE Utility

The **CK SALES RECODE** utility is located in the **Utilities** folder in the **Sales Module**.

### 3.1 RECODING INDIVIDUAL/BATCH RECORDS



Click on the **CKRECODE** icon on the **Sales/utilities** menu and you are presented with the recode entry screen.

Simply enter the code to be changed in the **Old Code:** field (full Opera II/3 search facilities are available) and then enter your new code details in the box below (limitations on coding are as Opera II/3).

CK Sales Re-Code

General Disclaimer

Old Code : AND0001 Anderson Car Factors Ltd

New Code : ANDSON

New Name/Description : Anderson Car Factors (UK) Ltd

Old Code	New Code	Merge	New Description	Addr
AHL0001	CK5001	F	Abington Hire Limited	F

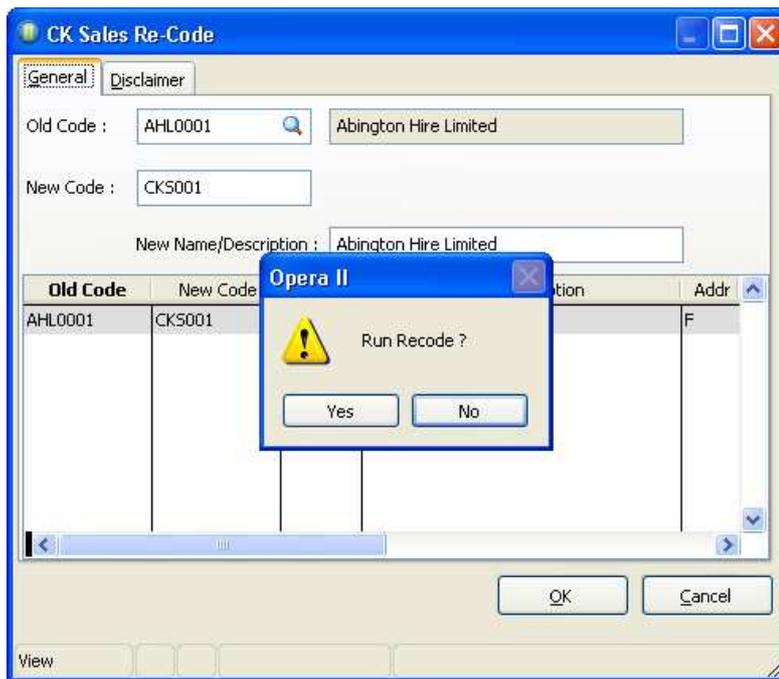
OK Cancel

New

As you are not merging codes an **F** for false is placed in the **merge** column.

You can continue to add Old & new codes if you wish to recode a number of items in one process (batch recoding).

Select **OK** and you are asked if you wish to **Run Recode** – **Yes** or **No**. This gives you the option to change your mind if you notice you have the incorrect code selected (you could however recode the product back to the old code if a mistake was made).



Choose **Yes** and recoding begins.

Check the product in **Sales Processing** and you will see that the product has now been recoded and the old code does not exist.

### 3.2 MERGING MULTIPLE PRODUCTS INTO ONE NEW CODE

You may encounter a scenario where identical products sales accountss had been given their own unique codes over a period of time but the organisation now wished to amalgamate all of these into one code. This can be achieved with **CK SALES RECODE**.

Load the Recode utility as before and enter the code that is to be recoded and merged. Then enter the code that this product is to be merged with (**NB The code you wish to merge too must already exist in the Sales module**).

CK Sales Re-Code

General Disclaimer

Old Code : HAR0001 Hartlepool Office Needs Ltd

New Code : HAR0002 MERGE  Update Address In Inv/SOP/SPM

Old Code	New Code	Merge	New Description	Addr
DGR0001	BAR0001	T	DGR Enterprises Ltd	F

OK Cancel

New

The second code is flagged to the side with the legend **MERGE** and the letter T (for true) is placed in the merge column in the browse window. You will notice the option to also update the address details in relevant modules such as invoicing, SOP or SPM.

Once all products accounts are selected (more than one code can be merged in one run) choose **OK** and you are

asked if you wish to run recode say **Yes** if you wish to continue or **No** to be returned to the selection screen.

You will also be given the option to add ‘\_’ as a prefix to merged codes, if this is selected Recode will try where possible to add this prefix to help identify merged accounts. Items beginning with the ‘\_’ prefix will appear at the end of the List view in Sales Processing which helps to separate them from your live sales accounts.

**Once completed the original codes that have been merged are automatically flagged for deletion on the Sales record and the description is changed to e.g.**

**‘Merged to ?????’ (the ????? being whatever code you selected for the code to be changed to).**

Sales Processing : _DGR0001 - Merged Into Account BAR0001	
Company Name :	Merged Into Account BAR0001
Address :	Warlock House Garcia Trading Estate Worthing West Sussex
Post Code :	BN15 1DL
A/C Contact :	Barry Ford
E-Mail Address :	
Order Contact :	John Chapman
E-Mail Address :	
Ledger Account :	
Invoice Account :	
Current Balance :	0.00
Avg Debtor Days :	
Order Balance :	0.00
Turnover :	0.00
Credit Limit :	3000.00
Telephone :	01903 694890
Facsimile :	01903 694898
Web Site :	
First Created :	09/02/2006
Last Modified :	17/03/2009
Last Invoice :	07/09/2008
Last Receipt :	23/02/2008

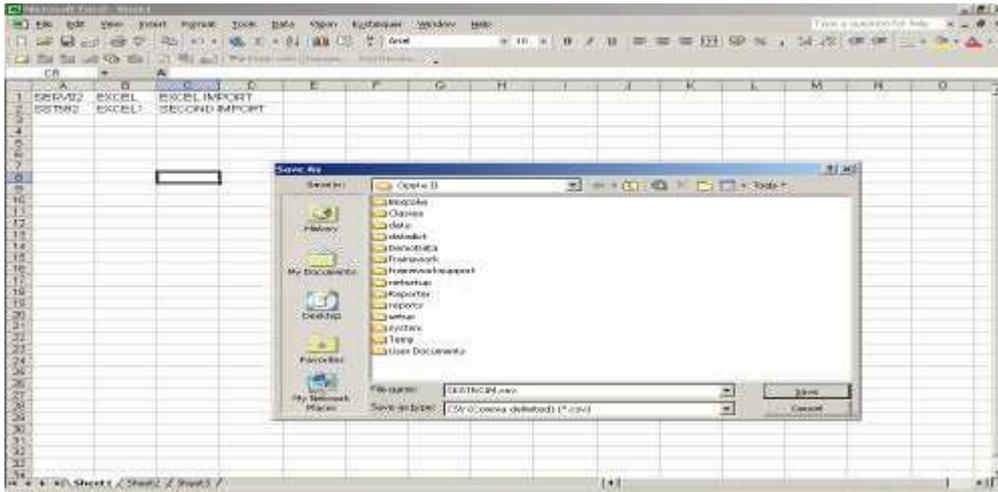
**The old codes can then be either undeleted or re-used if required or removed from the system by running a Sales reorganise from the Utilities menu in Sales.**

### 3.3 RECODING RECORDS FROM AN EXCEL SPREADSHEET

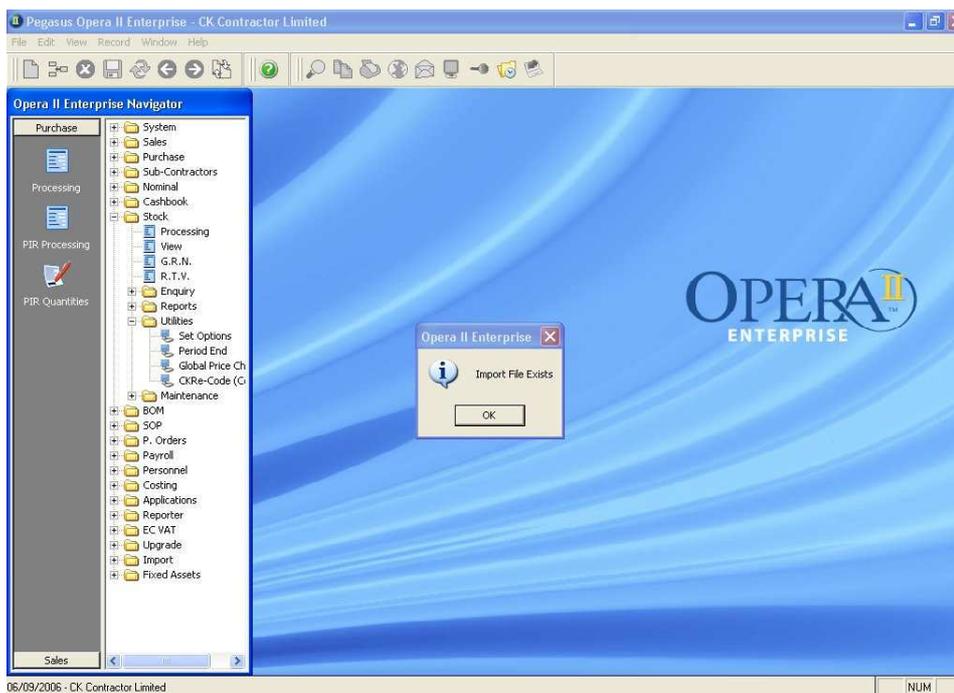
In instances where the end user has a large Sales database and is restructuring their coding system it may be onerous to change these codes from within Opera II/3 on a batch recode basis.

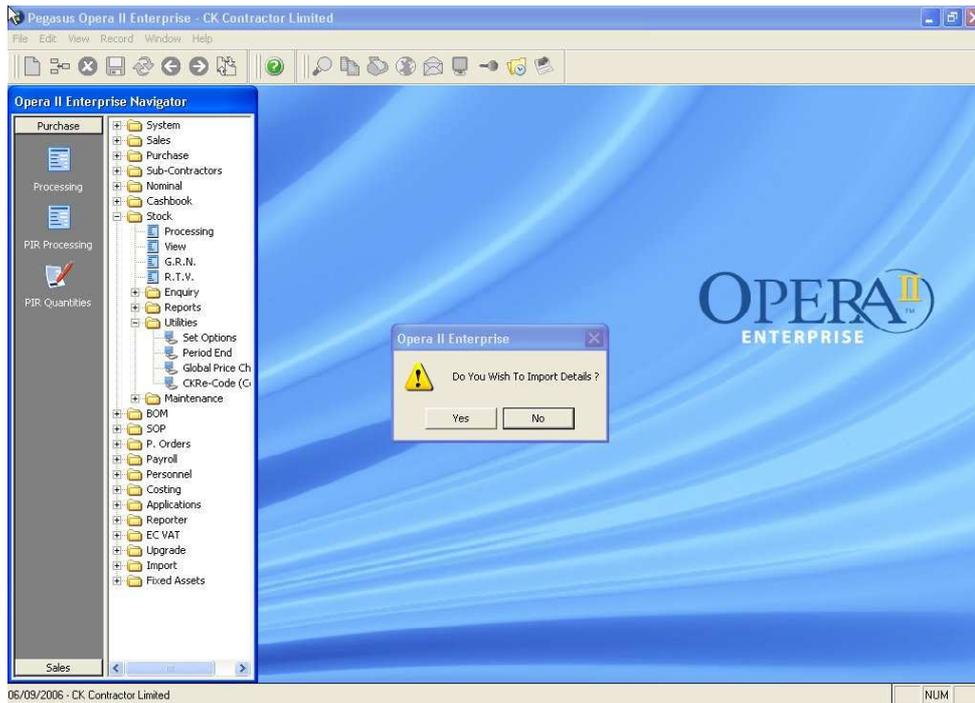
**CK SALES RECODE** allows you to make all your changes on an excel spreadsheet and then import these into the recode utility for changing.

- Create a spreadsheet and save it as a **CSV** file with a filename of **CKSLTRCIM.CSV**
- The columns in the file **must** be entered as follows: **Old Code, New Code, Description**
- The file **must** be saved in the **Main Opera II/3 root Directory**.

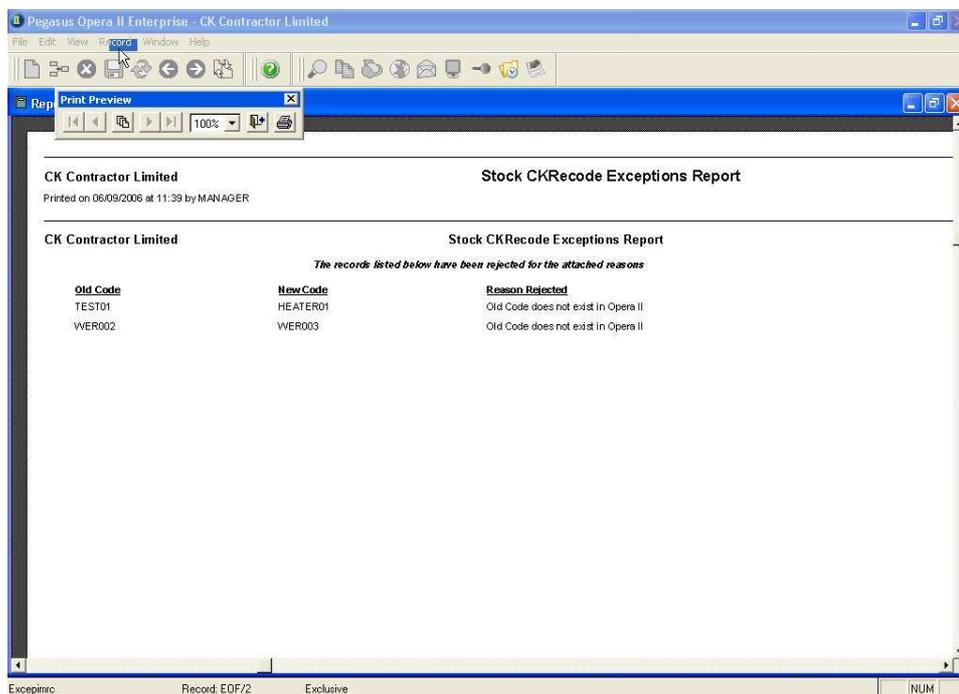


**When the recode utility is now run the system recognises the existence of an import file (But only if the CSV file is named as above).**

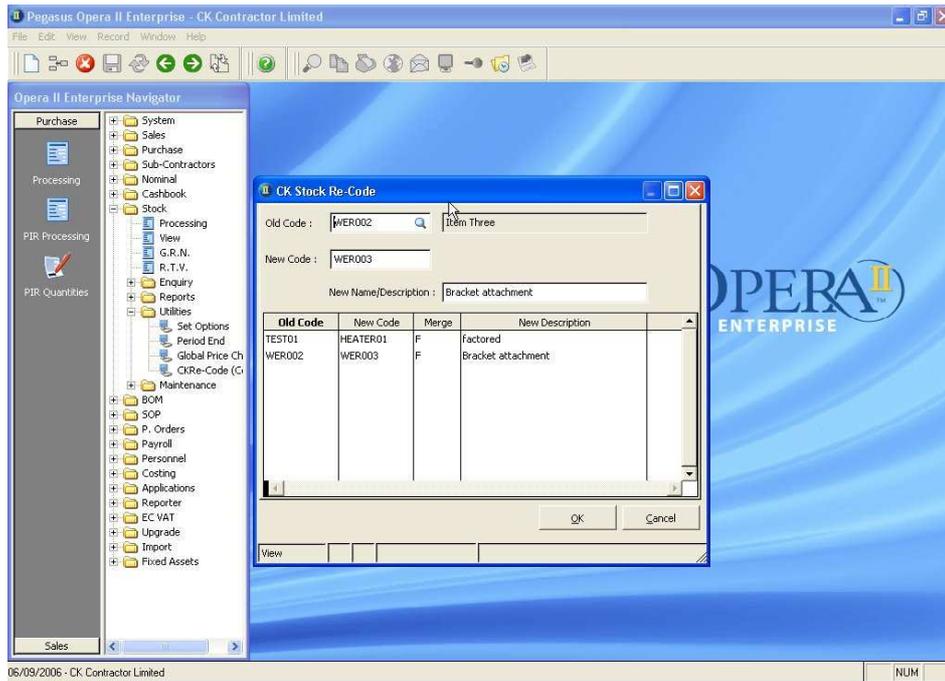




Choose **Yes** and you are presented with the standard recode screen but with your spreadsheet details entered. Choose **Save (CTRL+S)** or **Revert (CTRL + R)** to accept the import and then Click on the **OK button** to recode as before.



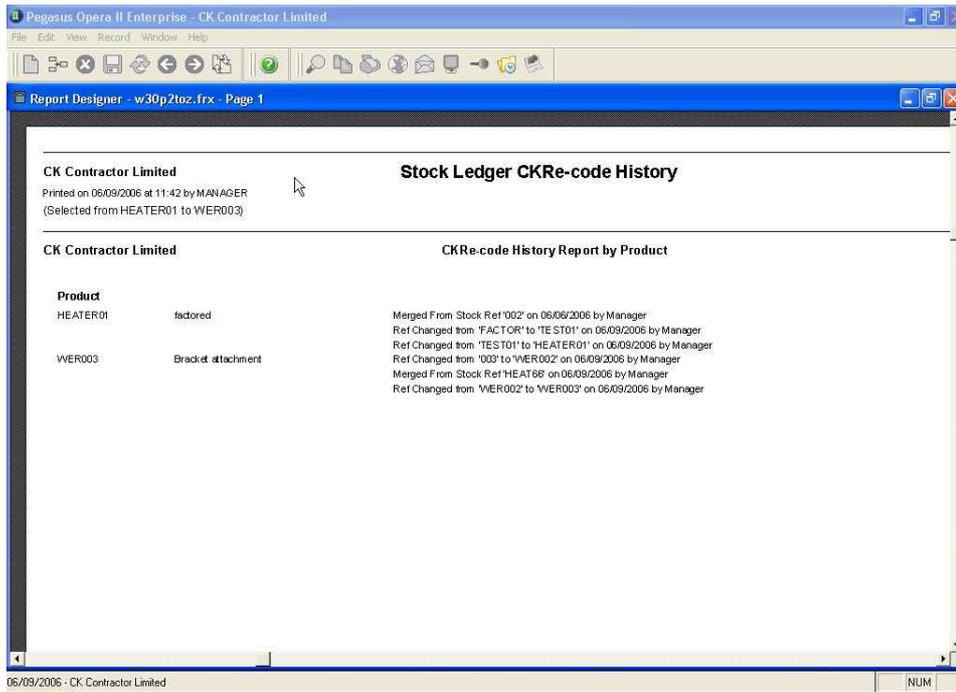
**After** If there are any problems with the data contained in the import file then at this point the utility will automatically produce an exceptions report listing any ignored codes and the reason why the utility was unable to process them. You will be prompted via the standard publisher screen to print to either the screen or a printer.



After recoding you have the option to **Delete Import File?** By choosing no the CSV file is retained in the main Opera II/3 directory and can be deleted manually. This file should be moved to a different location if you wish to retain it so it is not activated the next time recode is run.

## 4.0 Reports

A **CKRecode History** report is available on the Sub-ContractSales Reports Menu. This report is an audit trail of all the changes that have been made on the system and is updated each time recode is run.



## 5.0 Recoding Bespoke Fields

In the Opera system folder, there is an external table called SEQRECOD.DBF. This is used to enter records relating to 3<sup>rd</sup> party bespoke fields that need to be included in the Re-coding process. There can be multiple tables in the system folder if required to perhaps associate with a particular project or dealer. The format of the filename must be ???RECOD.DBF. For example, CKSRECOD.DBF.

These tables can contain as many records as required. If the table contains no records then the table is ignored during the re-code process.

The table structure is as follows:

ck_source	=	Module Code – (S)ales (P)urchase (N)ominal (C) Stock (J) Costing (A) Sales Analysis (B) Purchase Analysis (G) Stock Category
ck_filenam	=	Table Name (i.e. CNAME, SNAME, JCHEAD)
ck_field	=	Field Name (i.e. CN_REF, SN_ACCOUNT, JH_CSTDOC)
ck fldph	=	COSTING ONLY – Phase (i.e. 01, 02)
ck fldcc	=	NOMINAL ONLY – Cost Centre (i.e. ADM, SAL)
ck_extra	=	Used to filter records processed for the selected table. For example, when processing SNAME, you could enter ‘.NOT. sn_dormant’ (quotes not required) and this would exclude dormant accounts during the re-code process. Any valid FoxPro expression can be entered in this field and fields specified in this expression must exist in the table.
ck_single	=	NOMINAL ONLY – Should always be .T. if the table does not hold the cost centre as a separate field. If the cost centre is held in its own separate field then this should be .F.
ck_space	=	NOMINAL ONLY – If ck_field contains the cost centre as well then this field tells the system whether there is a space between the account and cost centre. This is usually .T. if the field length is 13 characters and .F. if the field length is 12 characters.
ck_aonly	=	NOMINAL ONLY – Should be .T. if the table refers only to the account field and does not reference the cost centre at all. Otherwise, should be .F.

**NB. CK Systems cannot be held responsible for any data corruption or loss due to incorrect data being added to these tables.**