ACTCHG and FNDCHG Programs

Revised May 2021

ACTCHG – Changes Account Codes

From the MENU> type **ACTCHG**

This program allows you to change account codes in the account master file. All associated transaction records in USAS and USPS will be changed accordingly. It is suggested to run this program at night in batch between 6:00pm (18:00) and 8:00pm (20:00). If the program encounters a file locked by another user, it will quit and place the changes on "hold." To recover, simply rerun ACTCHG and answer "Y" to the **"ACTCHG file exists, would you like to continue using this file"** prompt.

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 run, a .TXT file is created. It is recommended that this .TXT file be printed and retained for auditing purposes.

When run in batch, you will receive an email indicating whether or not the program completed successfully. If the batch completed in error, view ACTCHG.LOG for details.

Explanation of each option in ACTCHG:

B - Change budget account and associated transactions

Change the entered budget account and all associated transactions to the newly entered account code.

R - Change revenue account and associated transactions

Change the entered revenue account and all associated transactions to the newly entered account code.

H - Hold update for processing at a later time

Allows you to delay the posting of changes until a later time. The "Hold" option will be automatically chosen by the program if it encounters a file "locked by another user" while updating files. To recover, simply rerun ACTCHG and answer "Y" to the "ACTCHG file exits, would you like to continue using this file" prompt.

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. Budget and Revenue accounts may be processed in a single file if desired. The spreadsheet should be processed using option "V" to validate first. When all errors have been corrected, re-run using option "A" to add records.

E - End this session and update transaction files with information entered

Ends the current session and posts all changes entered. You may perform the updates in batch mode overnight or now, which is the <default>. For batch, enter "Y" to update in batch. The default time to process the batch is 11:00 p.m. It is recommended to change this time to sometime between 6:00pm (18:00) and 8:00pm (20:00). You must print the report ACTCHG.TXT and ACTCHG.LOG the next morning to verify there were no problems.

Q - Quit (End this session with no file updates)

Ends the current session and does NOT keep changes that were currently entered.

FNDCHG – Changes Fund/SCC Combinations

From the MENU> type **FNDCHG**

Allows you to change FUND/SCC (9xxx only) combinations in the account master file. Associated account records and transaction records in both USAS and USPS files are also changed. In order to use FNDCHG, the new fund must **not** already exist.

Explanation of each option in FNDCHG:

M - Change Fund/SCC combinations.

Enter the old Fund/SCC, then enter the new Fund/SCC. Associated account records and transaction records in both USAS and USPS files are also changed.

H - Hold update for processing at a later time. (See above.)

E - End this session and update files with information entered. (See above.)

Q - Quit (End this session with no file updates). (See above.)