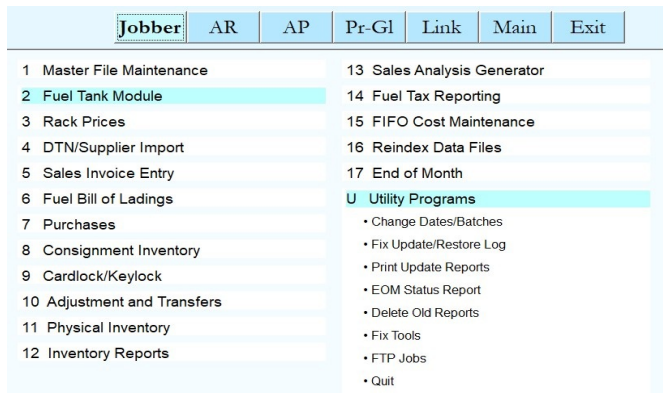


Fix Dates and Batches for AR and Jobber

Techdoc. \base\syfixdat.vis

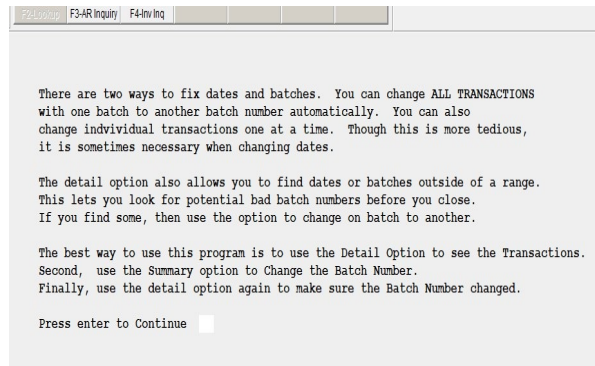
The program to fix batch/dates for sales or any kind of cash receipt is in Jobber under Utility Menu. If you need to change a BOL/purchase/EFT then go to Accounts payable and find the fix date program under Setup menu option.

This program lets you changes dates or batch numbers on one document or a complete batch. From the Jobber Menu, select Utility Programs and then select Change Date/Batches



Select Menu Item to Change Dates/Batches

When you select the menu item, it displays information the program.



Information about Program Displays

F2=Setup	F3=AR Inquiry	F4=Inv Inq			
----------	---------------	------------	--	--	--

1=Fix One Document 2=Fix a Complete Batch 3=Find and Fix Q=Quit 1

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)

Show Fix Date/Batch Screen

Main Options:

Option 1 - Fix One Document (some versions say Detail)

This option lets you fix date/batch for a document number. This could be an invoice number or a Cash Receipt/Draft reference number. The same reference number that prints on the cash receipt reports. You can enter one date/ batch or a range of dates or batches in order to find this reference number. In the case of cash receipts, reference numbers can be duplicate so doing a date range helps get you the right one.

Option 2-Fix a Complete Batch

Fix every record that is in the batch or in the date range.

If you enter a date or batch, it will fix every date or batch that matches these criteria. So changing dates can be dangerous if you don't want all dates in a batch changed to the new date. Keep this in mind.

Option 3 - Find and Fix

Find any batches that are **outside of the range** of your normal batch numbers for the month. You have an option to fix the batch number on any bad batch numbers that are displayed.

How to Fix Date/Batch on a Document Number

Fix a Document Number. Invoice number or the Reference Number for a cash receipt/Draft.

Select the Type of Transaction.

Select Current or History.

Enter a document number. The example shows a cash receipt reference number.

You can do a range of dates, batches, or both.

Enter a Beginning date for the range.

Enter an Ending date for the range
Enter an Beginning batch number
Enter an Ending Batch Number.

Enter Y/N/Q on Ok Prompt. Y=Continue N=Start Over Q=Quit

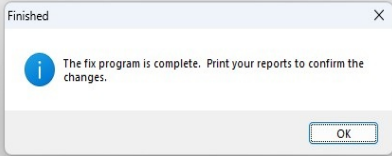
```
1=Fix One Document  2=Fix a Complete Batch  3=Find and Fix  Q=Quit  1
Module:  1-Sales Invoice  2-Cash Receipt  3-Draft  4-Credit Card
         5-Cardlock      6-Misc AR Sale  Q=Quit  2
Search:  C=Current      H=History  U=Unposted  C
Enter any criteria below.
Document Number      727236
Date Greater Than Equal  12/03/2023  Date Less Than Equal  12/03/2023
Batch Greater Than Equal  Batch Less Than Equal
Is Everything OK? ? (Y/N/Q)  
```

Fix a Cash Receipt

In the example above, we are fixing a cash receipt with reference number 727236. It has a bad date of 12/31/2023.

One you finish entering the criteria you want, then it looks for the document. If it finds it, then it displays it. If not, you get a blank screen and it was not found.

```
1=Fix One Document  2=Fix a Complete Batch  3=Find and Fix  Q=Quit  1
Module:  1-Sales Invoice  2-Cash Receipt  3-Draft  4-Credit Card
         5-Cardlock      6-Misc AR Sale  Q=Quit  2
Search:  C=Current      H=History  U=Unposted  C
Enter any criteria below.
Document Number      727236
Date Greater Than Equal  12/03/2023  Date Less Than Equal  12/03/2023
Batch Greater Than Equal  Batch Less Than Equal
Is Everything OK? ? (Y/N/Q)  Y
```



It completed the Fix. Check Reports.

How to Fix Date/Batch on a Whole Batch Number

Fix a Bad Batch number or Date on a group of transactions.

Select the Type of Transaction (Invoice, Cash Receipt, etc). The cardlock option will fix both an unposted and posted batch.

Select Current or History.

If the batch was released to GL, answer Y to Fix GL Links

Enter B to change a Batch or D to change a date.

Fix Batch: Enter the Old Bad Batch number. Now enter the New Batch Number

Fix Date: Enter the Old Bad Date. Now enter the New Date.

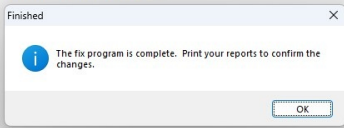
Enter Y/N/Q on Ok Prompt. Y=Continue N=Start Over Q=Quit

```
1=Fix One Document  2=Fix a Complete Batch  3=Find and Fix  Q=Quit  2
Module:  1-Invoice  2-Cash Receipt  3-Draft  4-Credit Card
         5=Cardlock  6=Misc Ar Sale  Q=Quit  2
C=Current  H=History  U=Unposted  C Fix Gl Link Files Too? (Y/N)  Y
Select Field to Change:  B=Batch  D=Date  B
Enter Old Batch  20230843  Enter New Batch  20230803
Enter Old Date  / /  Enter New Date  / /
Is Everything OK? ? (Y/N/Q)  
```

Fix a Cash Receipt Batch

In the above example, I am changing a cash receipt batch. The bad batch number is 20230843 and I want to change it to 20230803.

```
1=Fix One Document  2=Fix a Complete Batch  3=Find and Fix  Q=Quit  2
Module:  1-Invoice  2-Cash Receipt  3-Draft  4-Credit Card
         5=Cardlock  6=Misc Ar Sale  Q=Quit  2
C=Current  H=History  U=Unposted  C Fix Gl Link Files Too? (Y/N)  Y
Select Field to Change:  B=Batch  D=Date  B
Enter Old Batch  20230843  Enter New Batch  20230803
Enter Old Date  / /  Enter New Date  / /
Is Everything OK? ? (Y/N/Q)  Y
```



It fixed it. Run reports to check it.

If it finds the batch and is able to fix it, you will get the message above. If not, then it couldn't find the bad batch and you need to start over.

Find and Fix

You can give it range of batches that are correct for the month you are in. Then the computer will find ALL batches from ALL modules where the batch number does not match the current date. Then you can decide whether to fix the batch number or no.

```

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 |
  
```

Select 3 Find and Fix -Info Msg Shows

```

Enter Beginning Batch for the Month  20230801
Enter Ending Batch for the Month     20230899
Is Everything OK? ? (Y/N/Q) |
  
```

The range of August 2023 was entered

In the example above, we are in the month of August 2023. I entered the normal range of batch numbers for August 2023. The computer will find batches in the current month that do not match the current range.

Under Newbatch column, you can enter new batch number to correct the old one. . Press Control W when you are done and the batches will be fixed. Be very careful with this feature because AP may indeed have older batches and that may be normal.

BROWSE BATCH NUMBERS				
	Module	Amount	Batchno	Newbatch
▶	CR	22.73	20230726	
	CR	139.61	20230752	
	CR	92.86	20230759	
	CR	230.00	20230765	
	APPOST	440.51	20230718	

Cash Receipts and AP were Found