Passport Business Solutions™

PBS Version 12.03.03 Installation

▶ **EZ Convert Utilities**

Passport Business Solutions
EZ Convert Utilities Guide
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If you have any comments about this guide, please send your feedback to:
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Passport Business Solutions

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EZ Convert Introduction

The EZ Convert utility provides a fast, efficient and easy way to upgrade data from older versions of PBS, RW32 and RealWorld into PBS Version v12.03.

You may use it for converting data files from Great Plains (RealWorld) versions (8.0.x, 8.4, 8.5, 8.6, 9.0, 9.1) and PBS versions (10.0, 10.1, 10.2, 10.3 10.4, 10.5, 11.0, 11.1, 11.2, 11.3, 11.4, 11.5, 11.6, 11.7, 11.7.9, 11.8, 12.00, 12.01 and 12.02 to the latest version of PBS.

A more recent version of EZ Convert documentation may be available online. Download the latest version of EZ Convert. The date on the second page will be more recent if it is a newer version.

RW2000 v6.7 or RW32 v6.8 to PBS

If you are upgrading from RW2000 v6.7 or RW32 v6.8 then you must first upgrade to PBS 11.4 and then to version 12.03. Please contact Passport so we can provide the PBS v11.4 installation via an FMS download. After you download the file called PBS11.4Disk.zip, extract it into a temporary folder.

In the *psiupg* folder open and read the *up67to11.pdf* or the *up68to11.pdf* document. The document explains the upgrade to v11.4.

PBS v12.03 to v12.03

You may have to move data from one operating system to another. Also you may be moving data to an updated server. These instructions will help you accomplish this.

When you are moving data from one PBS v12.03 system to a new v12.03 system, using the control file and extended file utilities, export the data from the old v12.03 system and restore the data into the new v12.03 system. If you have multiple companies, use the multi-company utility (ADDCMP) in the new v12.03 system to add the other companies and modules before you restore any company other than 00. You may have to run ENCRYPT.BAT following the restore with the extended file utilities.

You must copy the following folders and their contents to the new system: IMAGES (if modified), RWPRT, PDFFIL and Positive pay and direct deposit folders if set up in Banks.

EZ Convert Changes for PBS v12.03

> New for 12.03.01

With 12.03.01 you may now upgrade manufacturing data from PBS 12.02.

New Location for Export Files

SY	Navigator Distributions	NADIST			No	Yes
SY	Report Number	REPTNO			No	Yes
SY	Print to Disk Spool File	SPOOLF			No	Yes
SY	Print to Disk Stack File	STKFIL			No	Yes
SY	MySet Settings	MEMFIL	New		No	Yes
SY	System Users	SYUSRF			No	Yes
T/B	Cost History	COSTHF			No	Yes

Important Pre-Conversion Information

Normally, you should always *back up* your PBS data before any data conversion. In this case you are not changing the original data in any way so this step is optional.

Updates and Hot Fixes

If available, download the latest version v12.03 update and v12.03 hot fixes. Install them *before* you run EZ Convert.

Report Number

The report number was expanded for PBS 12.03 to 7 digits. Following the running of EZ convert, the report number will start at 0100000.

General Ledger

If you have General Ledger and you are coming from a version prior to v11.7, you may need to read Convert General Ledger with Multiple Years. You may want to restore data from previous years.

> Note: If the installation has absolute paths in the path file, the previous version data will be replaced with PBS Version v12.03 data files. Do not use an absolute path.

Purging Data

Purging PBS data may already be part of your normal monthly, quarterly or yearly processes. If not, we highly recommend that you make it a standard maintenance function for PBS data. If you feel the purging of your existing data is up-to-date you may skip this section.

To help the data conversion go faster, purge your no longer needed data before you start the EZ Convert process. Purging old data also increases the performance in the new system.

If you prefer to leave the data on the old system, purging may be done after converting to the new system. This *will* increase performance on an SQL system. After purging data on a Vision system, in order to make the file size smaller you will have to export and restore the data using the file utilities.

IMPORTANT: Create a restorable backup before you purge any data.

Review the user documentation for details on running the reports and utilities. Examples of modules and menu selections where you may purge data include:

Module	Menu	Sub menu	Other information
A/P	Reports	Distributions to G/L	See Note on Purging Distributions to G/L
A/P	Reports, vendor	Vendor change log	Purges all the records
A/P	Utilities	Purge temporary	

		vendors	
A/P	Utilities	Purge vendor history	
A/R	Reports	Distributions to G/L	See Note on Purging Distributions to G/L
A/R	Reports, customer	Customer change log	Purges all the records
A/R	Open items	Purge	This moves the data into customer history
A/R	Utility	Purge customer history	
A/R	Reports, general	Invoice history	
C/R	Reports	Distributions to G/L	See Note on Purging Distributions to G/L
G/L	Reports (lists)	Budget change log	Purges all the records
G/L	Reports (lists)	Comparatives change log	Purges all the records
G/L	Reports (lists)	Chart of accounts change log	Purges all the records
I/C	Reports	Distributions to G/L	See Note on Purging Distributions to G/L
I/C	Reports	Item change log	Purges all the records
I/C	Utility	Purge contract prices	
I/C	Utility	Inventory history	
I/C	Utility	Inactive items	
I/C	Utility	Purge sale prices	
I/C	Utility	Purge serial numbers	
J/C	Reports	Distributions to G/L	See Note on Purging Distributions to G/L
J/C	Reports	Job change log	Purges all the records
J/C	Utility	Purge/Save/Restore detail	
J/C	Utility	Purge/Save/Restore jobs	
O/E	Orders	Enter	Delete all no-longer-needed open orders and quotes
P/O	Utility	Purge P.O.'s	
P/S	Reports, general	Invoice history	
P/S	Utility	Purge contract pricing	
P/S	Utility	Purge special sale pricing	
P/S	Utility	Purge quotes	
PR	Reports, Employee/Employer	Distributions to G/L	See Note on Purging Distributions to G/L
PR	Reports, Employee/Employer	Employee change log	Purges all the records
PR	Reports, Employee/Employer	Employee payroll history	
PR	Utility	Purge payroll transactions	

C/O	Reports, other	PTD orders and sales	Enter Y to the *Purge report file* field.
C/O	Utility	Purge closed line items	
C/O	Utility	Purge detail sales history	
I/M	Shop orders	Purge closed	
I/M	Utility	Purge transaction history	
I/M	Utility	Purge period qty sold history	
M/J	Utility	Purge estimates/quotes	
M/J	Utility	Purge employee labor	Same as S/F Purge employee labor
P/P	Utility	Purge closed P.O. lines	
P/P	Utility	Purge receipts & returns	
P/P	Utility	Purge rejected material	
P/P	Utility	Purge price variance detail	
S/F	Utility	Purge employee labor	Same as M/J Purge employee labor
S/F	Utility	Purge item operation history	

Note on Purging Distributions to G/L

If you have General Ledger you may have been purging current distributions when getting distributions in G/L; there is no need to purge again.

If not, there may be distributions on file from multiple years. Purging would significantly reduce the number of records. Do not purge any distributions that are NOT yet in General Ledger (usually current or previous month). You may want to purge up to the end of the last fiscal year and make that a part of your year-end process.

After the Conversion

After the conversion, verify that your converted data is fine before you enter any transaction or master file records. One way to do this is by running reports, edit lists and financial statements in the old and new systems and compare the data. You can also view data on the screen.

Other installations

Up-to-date Thin client startup installations are available from the Passport FMS download or your disk (if you received a disk). For the FMS download use the http://fms.pass-port.com/ address. For access you will need a login and password. The documentation is found in *updates/PBS_1203/doc/PBS_ThinClient_Configuration.pdf*. Go to the *updates/CommonUtil* folder and download appropriate client install. Run the executable from the workstation.   You must have the correct ip address and port number to complete the install.

There are file changes in PBS v12.03. Because of that there are is a new AucXDBC system catalog installations that needs to be installed separately. For complete instructions, see the xdbc_pbs.pdf for PBS v12.03.

EZ Conversion Steps

Here are the major steps when using the EZ Convert method of data conversion:

1. Verify that there are no *.EXP export files in the version about to be upgraded.

2. Export all files in previous version using ctlutil for the accounting and distribution modules and mctutil for the 12.02 manufacturing modules. For details see the Control File Utilities.

3. Export all companies in previous version using exfutl for the accounting and distribution modules and exmutl for the 12.02 manufacturing modules. For details see Extended File Utilities.

If you have multiple companies installed but you are converting only one company, please refer to the **Export Data from Previous Version** details below.

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4. Install PBS 12.03. Run *WININSTALL1203.EXE* or extract lnxinstall1203.tar.gz (Linux) and then run *pbsinstall*. If you have PBS SQL, after running *WININSTALL1203.EXE*, run *pbsinstallforsql.exe*.

5. Copy all the *.EXP exported files from the previous version to the PBS v12.03 EZEXP folder.

6. Run the pbscnvez conversion utility to convert the data. Follow the on-screen instructions. See Starting the EZ Convert Utility for details.

7. If you have PBS Manufacturing applications, see the Manufacturing Conversion section for the additional steps.

The following sections have the conversion steps in detail.

Export Data from Previous Version

The first steps below are used to export ALL your current data files.

If you have General Ledger and your G/L transaction file has multiple fiscal years of data (data earlier or much later than the accounting period file) and you are on PBS 11.6 or earlier, during the conversion all the data from older years will be put into ONE fiscal year. In order to avoid this, you have some options. See the Convert General Ledger with Multiple Fiscal Years section for more information.

Note: If you *do* have any pre-existing export files in the root directory of your RealWorld, RW32 V10.x or PBS installation, you should first back them up (if they need to be saved) and delete them from the root directory of your RealWorld, RW32 V10 or PBS installation. These files have an extension of ".EXP". This will avoid converting a data file that once had data and was exported, but is now empty.

These are the detailed export steps:

Control File Utilities

1. From a command prompt, change to your current directory: either RealWorld 8.x or 9.x, RW32 10.x or previous PBS 11.x.

2. Then type *ctlutil* and press <Enter>. The utility will export the Control information for the accounting and distribution modules you have installed and choose to export.

   Type *mctutil* for exporting the manufacturing module control information.

3. Type the Company ID whose data you want to transfer to PBS 12.03 and press Enter or press <F5> for ALL companies. Note: For older versions the <F5> option is not available. You will have to do each company separately.

4. Type "Y" for each application (line 1 to 16) you wish to convert. Select "Y" to Export in line 17. Type the drive letter of your Great Plains or previous PBS installation.

5. Verify what you are about to do by reviewing the on-screen details, and if no changes are required, press Enter at the "Any change?" question.

6. You will be informed when the export process is complete. Press Esc twice to exit the utility.

Extended File Utilities

This utility will export the remaining data files from the modules and companies that you choose.

7. In this same directory, type *exfutl* and press Enter to run the utility to export the accounting and distribution modules.
   For the manufacturing modules run *exmutl*. If you were using the EDI functions in manufacturing also run the *ediutil* for all companies to export that data.

8. You may convert data for one company or all companies. However, the system wide files will only be exported if you select all companies. If you choose not to export the system wide files use SYUTIL to export those files one at a time.

   All Companies: Select <F5> to convert all companies. Select the modules you want to convert. You must include SY. Type "Y" for each package and select to Export from the "Select utility functions". Go to step 9.

Exporting one Company only: Do part 1 and then do part 2.

Part 1: Select <F5> to export the data for all companies but only select the System module first and select to *Export* from the "Select utility functions". This will export the all the SY files, including system-wide files. Older systems may not have the All companies option. In this case you will have to export one at a time.

Part 2: Enter the Company ID number you want to convert and then Type "Y" for each package and select *Export*. Go to step 9.

9. Verify what you are about to do by reviewing the on-screen details and, if no changes are required, press Enter at the "Any change?" question.

10. On the next screen please type the drive letter of your Great Plains or previous PBS installation, unless you desire to export the files in a different drive.

11. Verify what you are about to do by reviewing the on-screen details, and if no changes are required, press Enter at the "Any change?" question. Type "Y" to "OK to continue?" and press Enter. The files will start exporting.

12. After the program has completed the export of the files, press Esc to exit. If you have not selected to export "All" companies in step 8 above, you will be returned to the main screen to select the next company to export. Repeat steps 8 through 12 for each company that you are about to upgrade.

13. You may verify what was exported by reviewing the EXFUTLxx.LOG file. It is in the EZEXP folder.

Install Current Version of PBS

If you have not yet installed PBS Version 12.03, you must do so now. Remember to install PBS Version 12.03 in a separate directory, **NOT on top of your existing RealWorld, RW32 or PBS installation.** You must have a PBS license (RW.LIC) to do this.

➢ Run WININSTALL1203.EXE in Windows. If you have SQL also run pbsinstallforsql.exe. For Linux, extract lnxinstall1203.tar.gz and run "pbsinstall".

➢ See the PBS Documentation section for links to the V1203Release notes for a Vision file install or the PBS SQL install guide for a PBS SQL install.

➢ *Download and install the latest updates for Version 12.03. fms.pass-port.com/*
➢ *Download and install hot fixes that match your version.*

Manually Copy Data Files

Following the export steps above, copy all the exported (*.EXP) files from Great Plains/Realworld or previous PBS installation to the EZEXP folder which is located in the root directory of your new PBS Version v12.03 system. You may use a command copy prompt, Windows Explore or any other process you prefer.

Note: You must copy *all* the .EXP files, including the *control files*, for each module. Failure to do so may result in an incomplete upgrade.

Note: If you are on Linux the case of the file names must remain the same.

Note: If you have multiple companies but do not want to convert one or more companies, remove the companies from the multi-company export file (MLTCMP.EXP) before you run EZ Convert. Any files exported for that company will be ignored.

Note: If you are on a vision system and have multiple companies in the old version, but you are only converting company 00, do not copy the multi-company export file (MLTCMP.EXP) to the EZEXP folder.

Note: If you are upgrading from RealWorld version 8.x or 9.x and the spool file is named SPOOLF00.EXP, before you run EZ Convert rename it to SPOOLF.EXP.

Also, when upgrading from RealWorld there may be file differences depending on what updates for added to RealWorld. For example it has been reported that the CSE year-end updates modify the Payroll Tax Tables. After you upgraded review the tax tables. You may have to initialize and enter the tables manually. Check the 401(k) setup for each employee following the upgrade.

The following steps will use the information in these exported files to restore your data to the PBS Version v12.03 files or tables.

Read and apply the steps in the Converting from One Operating System to Another section if you are moving to a new computer. This means that the data to be upgraded is on a separate system, to where you cannot map a network drive.

Important Pre-Upgrade Information

EZ Convert is used to convert data to either an SQL database or PBS Vision file system. There are some differences in how paths are handled as explained in the 1203_PBSSQL_Install.pdf. These differences are only important if you require custom paths.

PBS SQL

PBS SQL requires installing the database. See PBSSQL_Install.pdf for instructions.

Most of the data for PBS SQL, after the conversion, will reside in the SQL database. PBS SQL has a specific structure for accessing the database. The entries in the Path File are literally *SQL*. The path to the SQL server and instance is determined by an entry in cblconfi file and the multi-company table.

You should not run EZ convert to a PBS database that already has data. You must run INITIPB.BAT to initialize the data before you run this utility.

PBS with Vision Files

When you are installing a Standard Vision file PBS system (Non-SQL), your new PBS Version v12.03 data directory structure *can match* your Great Plains or previous PBS installation *data directory structure*, but this is not a requirement.

Both SQL and Vision

The on-screen instructions will require you to point to your existing Great Plains or previous PBS installation for a file located in the top level named SQPATH.DAT.

The selection of the old SQPATH.DAT must be in the Great Plains or previous PBS installation directory; several additional files are copied from this directory. For example, all files from RWPRT directory and REPTNOxx.DAT for each Company. See Files_Copied_During_Data_Conversion for details.

During the installation you will be asked if you want to maintain the same data directory structure from your Great Plains or previous PBS installation or use the default data directory structure provided with PBS Version v12.03 installation. When installing SQL, this question is less relevant because most of the data paths will be to the SQL tables, regardless of the previous install.

In all cases, the data directory structure will be created for each and every company when the multi-company export file (MLTCMP.EXP) exists. If it does not exist, only the default company 00 will be upgraded.

If you are currently using an absolute path such as c:\pbs91\ar00\cusfil00.dat then do NOT use exactly the same path for PBS v12.03 as EZ Convert will overwrite the older version's data.

All modules found in the path file (SQPATH) of your existing RealWorld, RW32 V10.x or previous PBS installation will be upgraded. If a module is not being upgraded in the new PBS installation, no action will be taken on that particular module during the conversion.

Files Copied

Various files are copied during the conversion. The files that are copied depend on the version being upgraded. For a full list of the copied files per version go to the section called Files Copied during Data Conversion.

General Ledger Conversion

If a G/L Transaction file export (TRXFILxx.EXP) exists for a company, the G/L Periods export (PRDFILxx.EXP) *must* exist for that same company or EZ Convert is aborted. The G/L Periods are needed to insure that the G/L Transaction data is created for the correct fiscal year.

***** WARNING *****
If your G/L year has never been closed and the transaction file contains multiple years of data, ALL the data will be upgraded to the current fiscal year. There are some options that you have. See the Convert General Ledger with Multiple Fiscal Years section.

Accounts Payable 1099 Data Conversion

If your system is v11.6 or earlier, the following applies. Otherwise, the Accounts Payable 1099 Auxiliary file is converted as is.

For the 1099 data to be converted the exported Accounts Payable *Control information* from the old system must exist and have the above entries correct OR the Accounts Payable *Control information* in the new PBS system must already exist with the above entries (i.e. and NOT be converted).

The Accounts Payable *Control information* data must have Y for producing 1099's AND the Control information 1099 year-end date must be current. When these are correct EZ Convert properly takes the 1099 amounts from the Vendors data and builds the correct records in the new Accounts Payable 1099 Auxiliary file.

If the above conditions are not met the conversion will not take place and you must enter the data manually using the *1099-MISC reporting info* menu selection found under A/P *Year-end*.

Starting the EZ Convert Utility

There <u>must</u> be a SQPATH.DAT in the previous version.

Start the EZ Convert utility in the top-level PBS root folder. From a command prompt enter:

```
pbscnvez
```

or

```
ezconvert
```

In Windows you also may search for either PBSCNVEZ.BAT or EZCONVERT.BAT. Double click on either batch to start the conversion.

The on-screen instructions may be enough to complete the conversion. Most of the steps are documented in detail here:

Full vs. Custom Conversion

If you are upgrading an entire system, you should select F = Full conversion as defaulted in the screen below:

```
Upgrade Ver.12.0  to Ver.12.01 Vision          Passport Business Solutions (tm)
Processing criteria




        We have gathered enough information for a full conversion.
        If you prefer to decide what to convert, answer "C" below.

        Full/custom conversion   F




F = Full, C = Custom
```
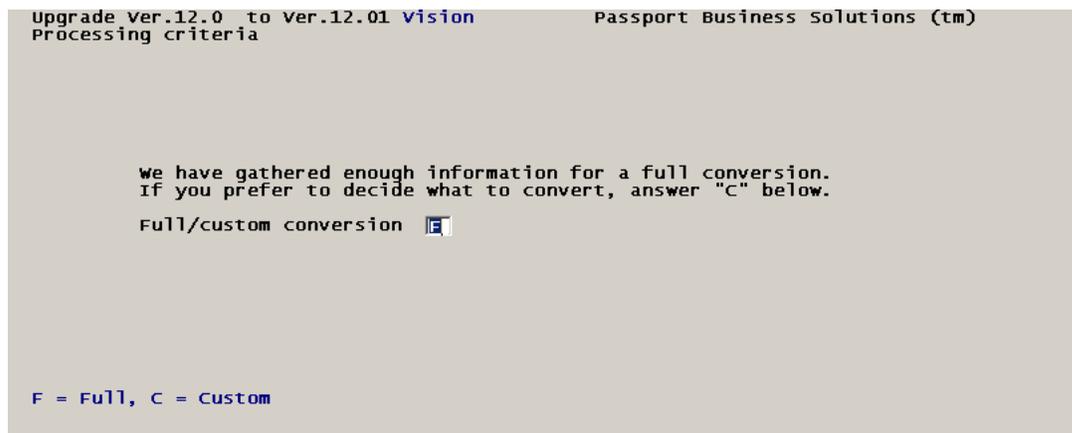
You may select C for a Custom conversion to:

- upgrade data for one company

- upgrade data for one module for one company. You may even upgrade only one file/table. (CAUTION: The export files copied to PBS 12.03 must only contain data for one module.)

NOTE: You may also do a full conversion using C = Custom. Selecting F = Full is easier, but if you choose to do a full conversion this way, select "All" companies and to the question *Upgrade export files only ?* enter *N*.

Company ID
Enter a specific company or select <F5> for "All" companies.

Upgrade exported files only ?

If you have already run a previous conversion where you converted one or more companies and now you are upgrading an additional company or module for an existing company, you should select *Y* so that <u>no</u> system files are copied or restored during the process.

Copy system wide files ?
If you select *Y* to *Upgrade exported files only?*, this field defaults to *N* and cannot be entered.

This is a useful option if you are re-converting a single company where you already have other companies installed and you have not started to use PBS yet.

System wide files include files with BreakOut settings, custom PowerTools settings and image files for forms. See Copy system wide-files for a complete list of files affected per version.

When selecting Y, system-wide files such as the multi-company file will be copied. The PDF master file and report number file will not be copied.

Restore system wide files ?
System wide files are standard data files that are universal throughout PBS. See Restore system-wide files for list of files affected per version.

Selecting *N* means that the system files will not be restored. This is useful if you are upgrading one module or only upgrading data for one company.

Conversion Log File

The name of the log is EZCONV01.LOG and it is in the root folder of PBS v12.03. If you run EZ Convert more than once, a log is created every time and number in the file name is incremented.

If you suspect an error in the conversion, look through the log to determine where and what the error is. It could help you find the solution.

An error such as "no "EXP" file" is usually not a problem. You will never find a PBS system where *all* files are populated with data. However, if you suspect a problem, you may compare this log to the extended file utilities log, from the previous version of PBS, to verify that all existing files were exported and converted. Keep in mind that the extended file utilities do NOT contain control file data for any module.

Other Conversions

Manufacturing

The following conversion steps are only needed if you are upgrading to 12.03.01 from 11.7, 12.00 and 12.01.

If you upgrade to from 12.02 to 12.03.01 or a more recent versions use the EZ Convert utilities to convert the manufacturing data. If you choose, you may use the steps below to upgrade 12.02 data as well.

The conversion of the manufacturing files has a few additional steps.

> Note: Some batches or scripts mentioned below may be missing in the v12.00 or 12.01 versions. If this is the case, copy them from 12.03 to the 12.x system in order to run them. For example, EXMUTL.BAT, MCTUTIL.BAT and EDIUTIL.BAT could be missing. Note: EDIUTIL.BAT is no longer being used. Contact PSI support if you need that batch.

Based on the version you are upgrading from, do these steps *after* you have converted the Accounting modules using EZ Convert:

If upgrading from v12.02.XX:

1. From the previous version, run EXMUTL.BAT and MCTUTIL.BAT to export the main data and control data.
2. Run EDIUTIL.BAT and export the EDI Item and EDI Comment (numbers 7 and 10 respectively).
3. Copy the exports to the V12.03 top-level folder.
4. Run ADDMFG.BAT to add the additional companies for the manufacturing modules. There is no need to add the manufacturing modules in companies that do not use them. *NOTE: If only using company 00, this step is not necessary.*
5. Run INITPB to initialize all the Mfg files for all companies. *NOTE: This step is only necessary if #4 is required.*
6. In 12.03, run CTLMIMPC.BAT (manufacturing control file utilities) to import the control data and then run EXMUTL.BAT (manufacturing extended file utilities) to import the main data.
7. If running Master Scheduling & MRP or Capacity Planning, please re-enter the Scheduling, and Forecast periods.
8. If using Capacity Requirements Planning, you must rekey the Rough Plan and Detail Plan Periods. These files do not convert.

If upgrading from v12.01.XX:

1. From the previous version, run EXMUTL.BAT and MCTUTIL.BAT to export the main data and control files.
2. Run EDIUTIL.BAT and export the EDI Item and EDI Comment (numbers 7 and 10 respectively).
3. Copy the exports to the V12.03 top-level folder.
4. Run ADDMFG.BAT to add the additional companies for the manufacturing modules. There is no need to add the manufacturing modules in companies that do not use them. *NOTE: If only using company 00, this step is not necessary.*
5. Run INITPB to initialize all the Mfg files for all companies. *NOTE: This step is only necessary if #4 is required.*
6. In 12.03, run CTLMIMPC.BAT (new manufacturing control file utilities) to import the control data and then run EXMUTL.BAT (manufacturing extended file utilities) to import the main data.
7. Run EDIUTIL and restore the EDI Items and EDI Comments (numbers 7 and 10 respectively).

8. Run the SHIPTOCNV.BAT to convert the Ship-to number.

9. If running Master Scheduling & MRP or Capacity Planning, please re-enter the Scheduling, and Forecast periods.

10. If using Capacity Requirements Planning, you must rekey the Rough Plan and Detail Plan Periods. These files do not convert.

If upgrading from v12.00.00 through v12.00.09:

1. From the previous version, run EXMUTL.BAT and MCTUTIL.BAT to export the main data and control information. *NOTE: If you don't have the MCTUTIL.BAT please contact PBS technical support. This was recently introduced and available for the certain prior versions.*

2. Run EDIUTIL and export the EDI Items and EDI Comments (numbers 7 and 10 respectively).

3. Copy the exports to the v12.03 top-level folder.

4. Run ADDMFG.bat to add the additional companies for the manufacturing modules. There is no need to add the manufacturing modules in companies that do not use them. *NOTE: If only using company 00, this step is not necessary.*

5. Run INITPB to initialize all the Mfg files for all companies. *NOTE: This step is only necessary if #4 is required.*

6. In 12.03, run CTLMIMPC.BAT (new manufacturing control information utilities) to import the control data and then run EXMUTL.BAT (manufacturing extended file utilities) to import the main data.

7. In 12.03 run EDIUTIL and restore the EDI Item and EDI Comment (numbers 7 and 10 respectively).

8. Run the PPPLNBUY.BAT (ppplnbuy script in *nix) to convert the Product Purchasing Plan Buy data. You do not need to run it again if you ran it after installing 12.00.09. If you are not sure, running it again would be okay.

9. Copy POLCOM.DAT and POLCOM.vix from your current MF00 folder into the MF00 folder of your V12.03 installation (repeat for any additional companies).

10. Run the POLCMCNV.BAT to convert that data.

11. Run the SHIPTOCNV.BAT to convert the Ship-to number.

12. If running Master Scheduling & MRP or Capacity Planning, please re-enter the Scheduling, and Forecast periods.

13. If using Capacity Requirements Planning, you must rekey the Rough Plan and Detail Plan Periods. These files do not convert.

If upgrading from V11.7.X:

1. From the previous version, run EXMUTL.BAT to export the main data. There is no export available for the control files so please be sure to note or perform a screen dump of your manufacturing control files.

2. Copy exports to the V12.03 top-level folder.

3. Run ADDMFG.bat to add the additional companies for the manufacturing modules. There is no need to add the manufacturing modules in companies that do not use them. *NOTE: If only using company 00, this step is not necessary.*

4. Run INITPB to initialize all the Mfg files for all companies. *NOTE: This step is only necessary if #3 is required.*

5. Run EDINIT.bat and initialize the EDI Item and EDI Item Comments files (#'s 7 and 13 respectively).

6. In 12.03, EXMUTL.BAT (manufacturing extended file utilities) to import the main data.

7. Run the PPPLNBUY.BAT (ppplnbuy script in *nix) to convert the Product Purchasing Plan Buy file.

8. Copy POLCOM.dat and POLCOM.vix from your current MF00 folder into the MF00 folder of your V12.03 installation (repeat for any additional companies).

9. Then run the POLCMCNV.BAT to convert the data.

10. From the command prompt, run the MFGCNV120.BAT.

11. Re-enter all *Control information* into the PBS Manufacturing modules.

12. If running Master Scheduling & MRP or Capacity Planning, please re-enter the Scheduling, and Forecast periods.

13. If using Capacity Requirements Planning, you must rekey the Rough Plan and Detail Plan Periods. These files do not convert.

Job Cost

If you have Job Cost, run the MSTFCNV.BAT (mstfcnv script in Linux). This utility was introduced in 12.00.08. You may have run it previously.

The conversion fixes this: After adding a change item to a job and then adding a labor cost item the Job Status Report is showing 303,030,303 in the outstanding PO cost and totals. This results in incorrect amounts in the Job Status report. If you see this when you run the report, run this conversion.

A log file is created. To verify the data is correct, run the Job Status Report in each company where Job Cost is installed.

General Ledger Utility

An update to the compression utility was released on 08/12/11 for 12.00.09. If you ran the update previously, you do not need to run it again. If you are upgrading from a version prior to 11.7 you should not run this utility.

Running this utility is optional.

The batch to run is: GLCPCK.bat and the script is glcpck in Linux. A GLCPRCHK01.LOG file is generated that lists all the altered data.

The G/L transaction file compression utility compresses cash accounts, A/P accounts and Discount accounts for the current fiscal year. Running it is optional, but recommended. If you recently ran Get distributions from A/P, post it before you run this utility or these distributions will not be converted. Unposted transactions from any other module, general journal or anywhere else on the system will not be affected by the conversion.

The utility will compress all the AK journal type entries for the current fiscal year (in the G/L control file) and next fiscal year, by finding the duplicates and compressing them to one per account/check #. It will record the account details into the navigation distribution file so you can view the source transaction and account details later in G/L View accounts. A detail log file is created identifying the transactions that are deleted and the transactions that are added with totals for both debits and credits for each account.

The advantages to running the utility include:

1. A check has a single amount. This is useful if you are using view accounts for check reconciliation.

2. To a degree, it compresses the G/L transaction file (TRXFILxx) thus making reporting a bit more robust.

Postings will now compress AK journal entries. So the makeup of the previously posted data for the year will match the data posted for the remainder of the fiscal year.

Post Data Upgrade Configuration

Updates and Hot Fixes

Updates

An update, when available, should be installed BEFORE you run EZ Convert as an EZ Convert program may be part of the update. If you have not already done so, download and install the latest update for PBS Version 12.03. If there are any file or table conversions that are part of the update, they must also be done. See the update procedure documentation for instructions. Download the update and documentation from Passport's FMS site at http://fms.pass-port.com/.

For Windows, updates are an executable file. For Linux they are tar files. After running the executable or untaring the file in the top-level PBS, run pbsupdate to finish the install.

Hot Fixes

Hot fixes are exe and tar files. They may be provided between update releases. They consist of programs that handle specific issues. You may receive an email Technical Bulletin from Passport informing you of a hot fix. The email may help you determine if you need to apply the hot fix. If not, see the documentation from the FMS site to determine if the update applies to your system.

Only install a hot fix that has a number greater than the major release or update. For example, if the update version is 12.03.01.00, only applies updates that are 12.03.01.xx. If there are future updates, they will include hot fixes applied to previous updates.

Workstation Install

The Workstation start menu selections must be installed for each user accessing PBS. The PBS Administration documentation has details on this install. This install is on the PBS disk and may also be downloaded and installed from www.pass-port.com. There is a particular and different install when accessing PBS via Thin client. Verify that you have the correct one.

Direct Deposit and Positive Pay File Folders

This will apply to you if you have Accounts Payable or Payroll and use direct deposit or positive pay.

EZ convert does not create the folders for storing the direct deposit and positive pay files. You must manually create the folders. Go into CTL > Banks and locate the Company ACH bank(s). On the second screen is shows the path to the folder. Create this folder path BEFORE you run checks. Do this for every company using direct deposit or positive pay.

Documentation and Implementation

If you are upgrading from RealWorld 8.x or 9.x, company information, the users, passwords, menus and printers must be checked and/or entered in PBS. Menu selections may be assigned to PBS general users. See the PBS Administration documentation for details. If you are upgrading from RW32 or PBS, then you should review the menu changes and additions.

Depending on the modules installed and the version you are coming from, new processes are now available after upgrading to PBS Version 12.03. Additional configuration will be required after the upgrade steps are performed. For example, in the System Manager module, Bank account information must be entered in order to generate a Payroll or Accounts Payable direct deposit ACH file. Since this process did not exist in RealWorld, RW32 V10.x or some previous PBS versions, you will have to enter this information. The older the version you are upgrading from, the more new features that are now available.

See your PBS Version 12.03 installation PBS Administration documentation for post-installation details. See the [PBS Documentation](#) section below for links to the online doc.

For general users, the PBS user documentation is accessible from the Web Browser button. When you are on the menu, for PBS Administrative users the PBS administrative and user documentation is accessible via the same button.

Review Control Information Chapters

It is important to review the *Control information* chapters in each manual for new fields and other differences. This is especially true if the upgrade is a large jump e.g. from RealWorld V8, V9, RW32 or V11.x to PBS where there are numerous changes and additions to the functioning of each application. Since the data in each application's control information is critical to the proper functioning of the application this review is essential.

Here is a partial list of new features affected by control settings:

❑ User information is not upgraded if you are coming from RealWorld 8 or 9. You must enter your user information in PBS. You may choose to restrict access to menu selections by user. You must set this up as well.

❑ In Windows and Thin client, many screens on the new system are fully graphical now. Review the entry and functions of the new screens. Set up a practice company to have your users get accustomed to entering data on the new screens. Using the older style character mode screens is still available, but we highly recommend that you start learning and using the graphical mode screens. Some functions are ONLY available when using graphical mode.

❑ Starting with 12.00.07 <u>passwords are now required</u> for all users accessing PBS for all companies. After installing the update and running the conversion, please have each user log into PBS and enter and confirm their own password. Inform each user about the requirements for the password as explained in the PBS Users chapter of the PBS Administration documentation.

❑ In Accounts Payable, if you have 1099 vendors, now may now have multiple 1099 types. You may also set up and use direct deposit, positive pay and user-defined check and remittance formats. Direct deposit requires the entering of Banks and other setup information.

A/P Memo processing allows you to assign *purchase-from* vendors to *pay-to* vendors. This feature is not allowed if you are interfaced with Job Cost. Every vendor may now have a separate pay-to address which gets printed on the checks. Review the A/P documentation for setup.

❑ In Accounts Payable and Accounts Receivable you may elect to use *Date controls* of the distribution dates, thereby helping to eliminate the date entry from being outside the current period.

❑ From A/R, O/E, P/O, POS and manufacturing you may elect to email PDF file PDF file invoices and statements to your customers. You may also email PDF file purchase orders to vendors. A setup is required for this. See the PBS Administration documentation *Company information* chapter.

❑ If you print your forms to Windows printer, you may elect to merge the data with a graphical file, thus eliminating the need to buy forms. When you set up your forms for O/E, POS, A/R and C/O invoices, A/R statements, and P/O purchase orders there is an option to use a graphical image. Some image examples are in the IMAGES folder found under the top-level PBS.

❑ In Accounts Receivable and Order Entry you may elect to use prepayment cash receipts and apply these prepayments to invoices and orders when entered.

Optionally you may elect to use multi-payments for A/R Invoices, and O/E Orders. This feature allows you to enter more than one payment type (credit card, check or cash) per transaction. Fully integrated credit card processing is also a part of this feature. A cash receipt now provides integrated credit card processing.

❑ In General Ledger you may now have multiple years of data. There are new financial data extract options that allow you to pull data to a csv (comma separated value) file. This type of file is suitable for opening and viewing your financial data with Excel. If using A/P, you may view historical transactions and associated distributions by transaction.

❑ In Payroll, for versions prior to 11.4, the employee field # 29 Sick hours due and Sick hours paid must be manually filled in for each employee in order for the Leave report to run correctly. Prior to 11.4 these fields did not exist so the conversion program has no data to convert. If you have Electronic ACH direct deposit for Payroll, there is additional setup of Banks, employee bank accounts and more. The Electronic direct deposit has changed considerably if you are upgrading from version 8 or 9. Many other new options are available. See the Control information chapter.

Companies in Pennsylvania may set up the system for tracking and reporting data for PA Act-32.

❑ In Point of Sale there are many new fields in Control information, POS Users and Stores. There are new features such as layaways, returns, cash receipts and more. You may optionally use alternate units of measure and I/C bar codes. Fully integrated credit card processing is available and this requires a setup.

❑ From A/R, O/E, P/O, POS, P/O and C/O you may elect to save your documents to PDF files and email them to your customers and vendors.

Other Upgrade Steps and Information

Convert General Ledger with Multiple Fiscal Years

This section applies if you are upgrading from PBS 11.6 and earlier. PBS 11.7, 11.7.9, 11.8, 12.00. 12.01 and 12.03 have the multi-year fiscal capability.

PBS Version 12.03 G/L transaction file data can have multiple years. Each year is indicated by a fiscal year field. In PBS 11.6 and earlier this field did not exist.

In your current system, if your G/L year has never been closed and the transaction file contains multiple years of data, when using EZ convert ALL the data will be upgraded to the current fiscal year in the accounting periods file. This will produce undesired reporting results. There are some options which you can do:

Close Fiscal Years in Older Version

In the system you are upgrading from, close each year, one at a time until the data is current. The detailed data for older years will be removed.

For instructions, see the *Close a fiscal year* chapter in the G/L User documentation. Once you are at the current fiscal year, you may run the extended file utilities to export the data from your older system and then run EZ Convert to move it into version 12.03.

Upgrade the Data As Is and Then Alter the PBS 12.03 Data

This is the best option if you wish to retain the older data details. However, it requires specific knowledge of PBS data files and a good text editor. Please consult your PBS provider for additional help, instructions and limitations.

Following the upgrade of the data to PBS V12.03 do the following:
1. Export the G/L transactions file (TRXFIL).
2. Sort the data in a text editor by the transaction date. (VEDIT is a text editor that has this function; there are others) You may also need the PBS Field Definition Guide to identify the correct field. Download the online version using this link: PBS FDG.
3. Change the fiscal year field to match the year of the transaction date field. Do this step for each year's group of transactions.
   Exception: If any year was previously closed in the old system, then the year ending *Balance brought forward* records are on December 31 (the last day of the fiscal year) and they must match the *next* year's fiscal year. The source field for each Balance brought forward record is BBF.
4. Restore the transaction file.
5. Initialize the G/L Control information and Accounting periods using glinit.
6. Log into PBS and re-enter the Control information and Accounting periods to match the oldest year that you are about to close.

7. This step is optional, but recommended. Run the *Print closing report* to verify that the data is good to close. If needed, make any additional entries for the fiscal year you are about to close. You may also run a trial balance to check your data.
8. Run *Post closing entries.*
9. Do steps 7 and 8 for each year, one after the other, until G/L is at the current year.
10. Do steps 1 to 9 for all companies.
11. Now you are ready to run Get distributions or enter and post new transactions in G/L.

Converting from One Operating System to Another

In this case there are some additional steps when moving from one system to another. This includes the following:

- Copy all exports from the *old* system to the new PBS directory on the *new* system.

- Copy these files to a temporary directory on the new server:

    - \Temp\SQPATH.DAT

    - \Temp\UPDVERS (this would not exist if a PBS update has *never* been applied)

    - \Temp\SYVERS

    - \Temp\RW00\REPTNO00.DAT

    - \Temp\ICxx\ICTRKFxx.DAT (This file should only be copied for Version 10 or greater.)

    - \Temp\RWPRT*.PRT (if moving from Linux to Windows be sure to change it to a DOS file type or the opposite if moving the other way.)

    - \Temp\Images*.* (The folder and contents may not be present on your system. If not, then ignore this step.)

- When running EZ Convert, point to the SQPATH.DAT in the Temp folder.

Files that are Not Converted

There are some files that are not converted. See below for the files which need to be copied manually:

- Data import external text or csv files. You MUST manually create the directories where the files are exported to.
- Any backup data file directories. For example if you backed up G/L before closing 2006, the backup is not converted. There is a separate conversion for this.
- In Linux, the cblconfi and cblconfig file. These files contain the setup of printers. You must re-enter these printers after you upgrade.

❑ The *cblconfi* configurations file on Windows. Any modifications made to the data in this file are not moved forward. You must re-entered the modifications in the new cblconfi file.
❑ Reports saved to PDF or html output.

Except for the configuration files, you may move these files manually. If any of these files are no longer needed, you may leave them where they are.

Minimum Files Needed for a Version 8.x Conversion

All exports from ver.8.6 must be copied to Version 12.03 directory.

You must have the following files in RealWorld 8.x:
\Rwc86\SQPATH.DAT
\Rwc86\SYVERS

These files are copied if present in Version 8.6:
\Rwc86\RW00\REPTNO00.DAT
\Rwc86\IC00\ICTRKF00.DAT
\Rwc86\RWPRT\00*.PRT
\Rwc86\Images*.*

Files Copied during Data Conversion

In addition to data upgrades, there are other files that will be copied. These include:

Version Affected	Files that are copied	Exceptions
All versions 8.x and above		
	\RWPRT*.PRT RWxx\REPTNOxx.DAT	
**	******	******
10.0 and above		
	\RWMENU*.DAT & vix	Copied only if not already present in new version
	\PSIB00*.*	Copied only if not already present in new version
	PRTCFGxx.DAT & vix for each company.	
	\ptcus*.DAT & vix	Copied only if not already present in new version
	\ptxx*.DAT & vix for each company	Copied only if not already present in new version
**	******	******
10.0 thru 11.7.9		
	ARxx\ARRCURxx.DAT (and .vix) OExx\LINITMxx.DAT (and .vix) PSxx\PSCTLFxx.DAT (and .vix)	
**	******	******
11.4 thru 11.7.9		
	\PDFFIL\several-dirs*.pdf ARxx\ARRCURxx.DAT (and .vix) POxx\POFRMFxx.DAT (and.vix) POxx\PONOTFxx.DAT (and .vix) OExx\LINITMxx.DAT (and .vix) PSxx\PSCTLFxx.DAT (and .vix)	
**	******	******
11.5 thru 11.7.9		
	POxx\POFRMFxx.DAT (and .vix) POxx\PONOTFxx.DAT (and .vix) OExx\LINITMxx.DAT (and .vix) PSxx\SHSSERxx.DAT (and .vix)	

Upgrade Export Files Only

This field determines if the files listed below are copied or not.
When *Upgrade export files only ?* = Y, the files listed below are not copied.
These files are copied when *Upgrade export files only ?* = N:

Version	File
10.0 thru 12.0	PRTCFGxx.DAT
10.0 thru 12.0	PTxx*.DAT (only copy if it doesn't exist)
11.7 and 12.0	PDFFIL\...\xx*.pdf
11.4 thru 11.6	PDFFIL\...\xx*.pdf (files copied and if empty the PDFMST & PDFLOG files are built by the conversion)
All versions	RWPRT\xx*.PRT
All versions	RWxx\REPTNOxx.DAT

Copy System Wide Files

The files below will now be copied if the field *Copy system wide files ? =* Y: These files only exist in Version 10 and 11.

RWMENU*.DAT (only copy if it doesn't exist)
PTCUS*.DAT (only copy if it doesn't exist)
PSIB00*.* (copy all files, except FRM.csv, unless FRM.csv does not exist)
IMAGES*.* (copy all files)

Restore System-Wide Files

The files below are restored if *Restore system wide files ? =* Y:

Version Affected	File
Version 8.x, 9.x	SPOOLF
	STKFIL
Version 10.0 thru 12.0	
	SYUSRFIL
	SPOOLF
	STKFIL
	SYUSRACC
	PDFMST
	PDFLOG
	SYMENUMS

PBS Documentation

PBS documentation is either in HTML or PDF form. This section of the document contains links to almost all of the documentation that relates to PBS 12.03.

HTML Documentation

The links below access the full set of documentation for each PBS application:

Accounting	Distribution
System	Inventory Control
Accounts Payable	Job Cost
Accounts Receivable	Order Entry
Check Reconciliation	Purchase Order
General Ledger	Point of Sale
Payroll	Sales Analysis
Manufacturing	**Manufacturing**
Customer Orders	Master Scheduling & MRP
Capacity Requirements Planning	Product Definition & Costing
Inventory Management	Product Purchasing
Manufacturing Job Costing	Shop Floor Control
Administration	**Administration**
PBS Administration	Data Import

PDF Documentation

Use the links below to download the most recent versions:

Doc name	Document description	Download link
EZ Convert.pdf	EZ Convert utilities documentation. You are viewing this document now. Use this link to check for a more recent version	EZ Convert
1203_PBSSQL_Install.pdf	PBS SQL installation guide	PBS SQL
Syn_int.pdf	CounterPoint 7 interface	CP Interface
PBS_fdg.pdf	PBS field definition guide	PBS FDG
Pbsmfg_fdg.pdf	Manufacturing field definition guide	PBS Mfg FDG
V1203Release.pdf	This is the PBS version 12.03 installation document for a Vision file system	V1203 Release
PDQ Admin.pdf	Passport Data Query Administration	PDQ Admin
PDQ User.PDF	Passport Data Query User doc	PDQ User