PBS v12.06 Installation

EZ Convert Utilities

Passport Business Solutions ™

V 12.06

Passport Business Solutions

Passport Business Solutions
EZ Convert v12.06 Utilities Guide
Updated 01/28/2019

If you have any comments about this guide, please send your feedback to:
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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 v12.06.

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, 12.02, 12.03, 12.04 and 12.05 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 12.06. 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.

For installing V11.4 you will need a 1 user temporary license file.

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

PBS v12.06 to v12.06

You may have to move data from one operating system to another or when moving from Vision to PBS SQL. These instructions will help you accomplish this.

When you are moving data from one PBS v12.06 system to a new v12.06 system, using the control file and extended file utilities, export the data from the old v12.06 system and run EZ Convert in the new system.

EZ CONVERT FOR PBS V12.06

SQL Database In-place Conversion

Due to the large number of changed files for 12.06, the database-in-place conversion has been suspended and will not be available. You must use the instructions in this document.

Changed and New Files and Tables for PBS v12.06

This is a list of changed/new tables and for PBS v12.06 as compared to PBS v12.05.

Module	Description	File/Table name		SQL Table	Vision File
A/R	A/R codes	APCODS		Yes	Yes
A/R	A/R Control Information	ARCTLF		Yes	Yes
A/R	A/R Open Items	AROPEN		Yes	Yes
A/R	Change Customers	CNGCUS		Yes	Yes
A/R	Cash Application	CSHAPL		Yes	Yes
A/R	Ship-to addresses	DLVFIL	*Replaced	N/A	N/A
A/R	Customer Contacts	CONFIL	*Replaced	N/A	N/A
A/R	Cash Application for J/C	CSHJOB		Yes	Yes
A/R	Cash Transactions	CSHTRX		Yes	Yes
A/R	Customer History	CUHFIL		Yes	Yes
A/R	Customers	CUSFIL		Yes	Yes
A/R	Customer Profiles	CUSPRF	New**	Yes	Yes
A/R	Federal Firearms	FFLFIL	New**	Yes	Yes
A/R	Invoice History Auxiliary	IHSAUX		Yes	Yes
A/R	Invoice History Header	IHSHDR		Yes	Yes
A/R	Invoice History Line	ISHLIN		Yes	Yes
A/R	Invoice History Serial Number	ISHSER		Yes	Yes
A/R	Invoice Printing Stations	IVCSTA		Yes	Yes
A/R	Cash History	KSHHST		Yes	Yes
A/R	Returned Checks	NSFAPL		Yes	Yes
A/R	Returned Checks Application	NSFAPL		Yes	Yes
A/R	Invoice Auxiliary	PIAUXF		Yes	Yes
A/R	Invoice Headers	PIHDRF		Yes	Yes
A/R	Recurring Invoice Auxiliary	RAUXFI		Yes	Yes
A/R	Recurring Headers	RHDRFI		Yes	Yes
A/R	Miscellaneous Charges	SLSTRX		Yes	Yes
C/O	Control information	COCTLF		Yes	Yes
C/O	Customer order header	CSOHDR		Yes	Yes
C/O	Customer order lines	CSOLIN		Yes	Yes
C/O	Sales history	SALHIS		Yes	Yes
C/O	Sales transactions	SALTRX		Yes	Yes
C/O	C/O ship-to addresses	SHIPTO	*Replaced	N/A	N/A
C/R	Canadian Distributions to GL	KPDIST		Yes	Yes
C/R	C/R Distributions to GL	CRDIST		Yes	Yes
I/C	Bar codes	BARCDF	New**	Yes	Yes
I/C	Physical count transactions	ICPHXF		Yes	Yes
I/C	Physical count scans	PHXSCN	New**	Yes	Yes
I/C	Serial history	SERHIS		Yes	Yes
I/C	Status/warehouse data	STAFIL		Yes	Yes
I/C	Work order headers	WKOHDR		Yes	Yes

I/C	Work order lines	WKOLIN		Yes	Yes
I/C	Key words	CKEYWF		Yes	Yes
I/M	Inventory history	INVHIS		Yes	Yes
I/M	Items (ITMMST)	ITMFIL		Yes	Yes
I/M	Shop orders	SOFIL		Yes	Yes
J/C	Billings and payments	BLPTRX		Yes	Yes
J/C	Change masters	CNGMST		Yes	Yes
J/C	Job masters	MSTFIL		Yes	Yes
M/J	Estimates/quotes headers	ESTHDR		Yes	Yes
M/J	Job masters	JOBMST		Yes	Yes
O/E	Box history headers	BHSHDR	New**	Yes	Yes
O/E	Box history lines	BHSLIN	New**	Yes	Yes
O/E	Box header	BOXHDR	New**	Yes	Yes
O/E	Line items	LINITM		Yes	Yes
O/E	Control information	OECTLF		Yes	Yes
O/E	Invoice printing parameters	OEFPAR		N/A	Yes
O/E	Recurring orders header	OERHDR		Yes	Yes
O/E	Order entry serial numbers	OETKXF		Yes	Yes
O/E	Order headers	ORDHDR		Yes	Yes
O/E	Packing stations	PCKSTN	New**	Yes	Yes
O/E	Source code	SRCCOD	New**	Yes	Yes
P/O	Changed headers	CNGHDR		Yes	Yes
P/O	P/O headers	HDRTRX		Yes	Yes
P/O	P/O lines	POLINF		Yes	Yes
P/O	Pre-purchase orders	PREFIL		Yes	Yes
P/O	P/O transaction lines	LINTRX		Yes	Yes
P/P	Item sources	ITMSRC		Yes	Yes
P/P	PO lines items	POLITM		Yes	Yes
PR	Control information	PRCTLF		Yes	Yes
P/S	Layaway transactions	LAYHDR		Yes	Yes
P/S	Layaway transactions	LAYTRK		Yes	Yes
P/S	Transaction header	POSHDR		Yes	Yes
P/S	P/S history summary	POSSUM		Yes	Yes
P/S	P/S invoice history header	SHSHDR		Yes	Yes
P/S	P/S transaction serial numbers	PSTKXF		Yes	Yes
P/S	P/S invoice history header	SHSHDR		Yes	Yes
P/S	P/S invoice hist. serial numbers	SHSSER		Yes	Yes
P/S	P/S ship-to addresses	PSSHIP	*Replaced	N/A	N/A
Sys	Multi-payments open	PMTFIL		Yes	Yes
Sys	Multi-payment history	PMTHIS		Yes	Yes
T/B	Advanced billings used	ADVBHF		N/A	Yes
T/B	Advanced billings	ADVBLF		N/A	Yes

T/B	Invoice history auxiliary	BLHAUX	N/A	Yes
T/B	Clients	CLIFIL	N/A	Yes
T/B	Matters	MATFIL	N/A	Yes
T/B	Void invoices	TBVOID	N/A	Yes
T/B	Printed invoices	TBINVC	N/A	Yes
T/B	Control information	TBCTLF	N/A	Yes
T/B	WIP history auxiliary	WIPHAF	N/A	Yes
T/B	WIP history	WIPHIS	N/A	Yes

* Customer contacts was replaced with the system Contacts (CONTAC). A/R Ship-to addresses, C/O ship-to addresses and P/S ship-to addresses were all moved to the v12.06 System Locations (LOCATF).

** These new files/tables are not used at this time. They will be used in future PBS development.

IMPORTANT PRE-CONVERSION AND POST-CONVERSION INFO

You should always *back up* your PBS data and PBS top-level before any data conversion.

V12.06 Enhancements

Please read the V12.06 Enhancements list to fully understand what has changed for v12.06. There is some information below about the v12.06 changes, but there is much more in the enhancements document. The list of enhancements will help you get ready for v12.06 and for training your users.

Updates and Hot Fixes

When available, download the latest version v12.06 update and v12.06 hot fixes. Install them *before* you run EZ Convert. For more information, see Update and Hot Fix Details.

The information below covers the conversion of customers, customer contacts, ship-to addresses and transaction headers.

> Note: If you are upgrading data from v12.04 or earlier similar conversions occur for vendors, vendor contacts, purchasing addresses and purchase order headers. This conversion is covered in the v12.05 version of the EZ Convert documentation.

V12.06 A/R Field Expansion and Forms Design

Field Expansion and Queries

Customer name, customer address, ship-to name, ship-to address fields, contact name and contact address fields were also expanded. New address 3, address 4 and county fields were added to the customer, ship-to addresses and contact addresses.

The purchase order numbers were expanded from 15 characters to 30 characters.

The invoice number was expanded from 6 characters to 7 characters. This does not affect Point of Sale which already has up to 8 characters for the invoice number.

If you have made any SQL queries or Vision ODBC queries you may need to modify these following the installation of PBS v12.06. See the Changed and New Files and Tables for PBS v12.06 section. Use the PBS FDG and the PBS Manufacturing FDG field definition guides to review the fields for the changed tables and files to determine what you need to do for your queries.

Invoice History Auxiliary Conversion

Adding records to A/R Invoice History Auxiliary (IHSAUX). When EZ convert runs it displays the number and percentage of records converted. Because of the field expansion the Invoice History Auxiliary may appear to go over 100% when converting. This is normal. It could look similar to this where the percentage is 155%:

```
Creating files, tables and SQL views

File, table, view :    IHSAUX00
                       Created SQL table and view


Processing...

Converting A/R file IHSAUX00, please wait...

Number of records:    129,197

                        155%
```
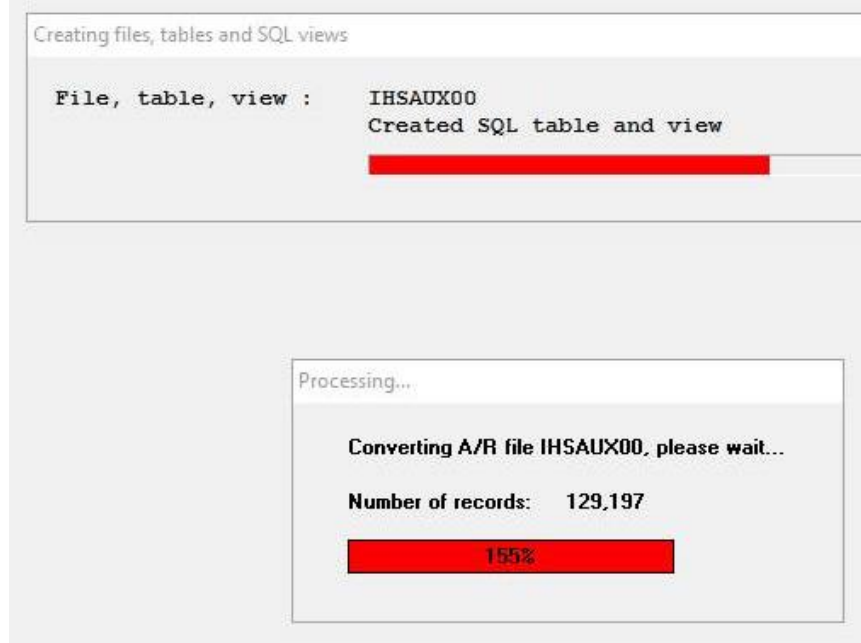
Forms Design and Printing

Forms Affected by Field Expansion

Following the install of v12.06 you must change your user defined forms for invoices and statements. This is because the city, state and zip are now in individual fields and not on an address line.

Form type	Minimum change required	Other Possible Changes
A/R Invoice formats	Add the city, state and zip	Expand the bill-to and ship-to name, address, city, state and zip. Expand the P/O number and invoice number.
A/R Statement formats	Add the city, state and zip	Expand the customer name, address, city, state and zip.
O/E Forms	Add the city, state and zip	Expand the bill-to and ship-to

		name, address, city, state and zip. Expand the P/O number and invoice number.
C/O custom forms	Add the city, state and zip	Expand the bill-to and ship-to name, address, city, state and zip. Expand the P/O number and invoice number. If you use ship-to address 5 in v12.05 or earlier, it must be removed before you upgrade. *
C/O preprinted forms	No changes required	No changes required. Longer names and addresses print automatically.
P/S Design forms	Add the city, state and zip	Expand the bill-to and ship-to name, address, city, state and zip. Expand the P/O number and invoice number.
P/S Preprogrammed Invoice and Receipts	No changes required	No changes required. Longer names and addresses print automatically.
T/B Invoice forms	Add the city, state and zip	Expand the client name, address, city, state an zip fields

* The C/O Ship-to address 5 is not usable in v12.06. It causes a file error an invoices will not print after the upgrade. That field MUST be removed in v12.05 or earlier before you upgrade to v12.06. Bring up this field and select <F3> to delete it.

```
Master information (Forms)                    XYZ Company
Form ID: ABI    AB Invoice

        1. Field group          Headers
        2. Line number          16
        3. Column               49
        4. Field number         86   Ship-to address 5

        5. Conditional print ?  N


        6. Length               31     Max: 31
        7. Justify              None
```

In order to take advantage of the longer customer name field, the longer address fields, the new address fields, the longer purchase order number and longer invoice number you may change your forms design.

The bill-to and ship-to name and address fields will now print on invoices in a compressed format when any name and address field is more than 35 characters. Compression allows the longer name and address fields to fit in most envelope windows. If the purchase order number is longer than 15 characters the line where the PO number prints will also be compressed.

Following the data conversion to v12.06 review the settings for your user definable A/R, O/E, P/S, C/O and T/B invoice formats and A/R statement formats to adjust the field maximums as needed. Regardless of the changes you make to the forms, print an alignment. As the forms were changed in a major way you may need to:

- *Change the alignment*
- *Alter your graphical image*
- *Alter your user definable format to include the longer and new fields*

Modifying Forms, Address Field Lengths and Forms Printing

Experiment with the field choices and maximum lengths to determine what works for you. If your address field data is shorter than 35 characters, the larger font with no compression is used for printing. If you have address fields longer than 35 characters, this will cause the program to use the compressed font during invoice printing:

- To allow compressed printing to a *Company information* printer, a laser printer that supports PCL5 is required is required.
- When printing to Windows printer and -PDF- (and -PDFP-) the data will print compressed automatically.

Changing Your Forms Design

The user definable A/R invoices, A/R statements, C/O forms, P/S forms and T/B invoice format types can be changed for the expanded and new fields.

The example given here are for O/E formats. The O/E user documentation has information about each specific field.

For O/E forms there is now an option to expand the customer address on your order type forms. Here are some of the O/E forms design field choices:

```
═════════════════ Headers and Totals Fields ═════════════════
Fld# Description       Fld# Description        Fld# Description
  1. Blank line         10. Bill-to city        19. Check number
  2. Apply-to number    11. Bill-to state       20. Comment line 1
  3. Apply-to type      12. Bill-to zip code    21. Comment line 2
  4.*Balance due        13. Bill-to county      22. Comment line 3
  5.*Bill-to address 1  14. Bill-to country     23. Comment line 4
  6.*Bill-to address 2  15.*Bill-to name        24. Comment line 5
  7.*Bill-to address 3  16.*Cash amount rcvd    25. Commis amount
  8. Bill-to address 4  17. Cash only flag      26. Commis grs pft flag
  9. Bill-to city,st zip 18. Cash reference     27. Commis override amt
```

Notice that there is a new address 3, new address 4, new combined bill-to city, state and zip as well as a new county fields. The existing bill-to name, address 1, address 2, city, state and zip code were all expanded.

Also, ship-to address fields were expanded and some were added in a similar way to bill-to addresses:

```
════════════════ Headers and Totals Fields ═══════════════
Fld# Description          Fld# Description          Fld# Description
82.*Order date           91.*Sales rep            100. Ship-to address 4
83.*Order net total amt  92. Sales rep name       101. Ship-to city,st zip
84.*Order number         93. Selection code       102. Ship-to city
85. Order total amount   94. Set to compressed    103. Ship-to state
86. Order type           95. Set to normal        104. Ship-to zip code
87.*PO number            96.*Ship date            105. Ship-to county
88.*Page number          97.*Ship-to address 1    106. Ship-to country
89. Quote/RMA number     98.*Ship-to address 2    107.*Ship-to name
90.*Sale amount          99.*Ship-to address 3    108. Ship-to phone
```

The purchase order number can now print up to 30 characters. The maximum in the previous version was 15 characters. The invoice number will now print 7 digits where the maximum was 6 before.

New O/E all Compressed Format Available

A fully compressed (small font) format is provided in OEFRMF00.zip. This format has the advantage of a uniform compressed font throughout. The design provides for the longer name, address and purchase order numbers. It has a more modern appearance and there is a jpg image for each order type. Try this new format before using O/E invoice printing.

To use this compressed format extract this file and restore it using OEUTIL. The format ID is *OEC01* and includes credit memo, invoice, loan, order quote, RMA, and rental types. Here is an example of an OEC01 invoice type:

In addition to printing longer name and address fields, this format will print the v12.06 longer purchase order number and invoice numbers when used.

This format can be printed to both Windows printer and PDF printer.

If you are generating PDF files via –PDF- and –PDFP- in order to use this compressed format to generate PDF files, make a copy of the *pbspsi.ini* file (in the PSIB00 folder), open it and change the following settings in the file:

<VAR Txttop=.03>

<VAR Txtleft=.33>

<COLONEFLAG CODE=~ FACE=2 SIZE=8 COMP=90>

<COLONEFLAG CODE=` FACE=1 SIZE=12 COMP=100>

These ,ini file settings changes affect PDF generation for A/R statements purchase orders and any other forms. Test the printing for any forms sent to PDF. The format or the jpg image may need to be modified.

New P/S all Compressed Format Available

Point of Sale now has user definable formats. This was introduced in version v12.05. Now with v12.06 a fully compressed (small font) format is provided when printing invoices. This format has the advantage of a uniform compressed font throughout. The design provides for the longer name, address and purchase order numbers in v12.06. It has a more modern appearance and there is a jpg image for each order type. Try this new format before using P/S invoice printing.

The new format is in PSFRMF00.zip. Extract this file and restore it using PSUTIL. The format ID is PSC01. Here is an example of the PSC01 invoice type:

XYZ Company   **Invoice**

Page #	1
Invoice #	100005
Invoice date	06/20/18
Terms:	*POS*
Due date:	ASAP

Bill To   **Ship To**

Act Business Associates, Incorporated   Act Business Associates, Incorporated
5005 West Royal Palm Boulevard   5005 West Royal Palm Boulevard
Suite 4001   Suite 4001

Pompano Beach   FL 33060   Pompano Beach   FL 33060

Order number	Order date	Customer number	Sales rep	Purchase order number	Ship date	Ship via
100002	06/20/18	ABA	1	ABA 062018 8765212345678	06/20/18	No ship via

Quantity ordered	Unit	Item number		Description		Price unit	Unit price
Quantity shipped unit		Quantity back ordered				Item discount	Extended price
1	EACH	1		Drill, 1/4", Power		EACH	32.00
1			0	Blue, Red, Green and			32.00
				Item weight: 3.00			
1	EA	3		Wrench, 3/8" Socket Set		EA	23.60
1			0				23.60

PDF Forms Printing

The placement of the graphical image can only be changed by editing the image. However, when printing your forms to PDF you can alter the placement, size and a few other attributes of the text.

In order to alter the text on the PDF file, change the *pbspsi.ini* file settings. This file is located in the PSIB00 folder. This settings in this file affect the PDF printing for all PBS forms generated to PDF including invoices, A/R statements, purchase orders, invoices, etc.

There are two flags for placing the data horizontally and vertically on the PDF page:
- <VAR Txttop (distance from the top of the page)
- <VAR Txtleft (distance from the left side of the page)

There are codes that affect the font. These codes were introduced in v12.05. Here are codes examples:
- <COLONEFLAG CODE=~ FACE=2 SIZE=8 COMP=90> - The ~ symbol is for the small font text.
- <COLONEFLAG CODE=` FACE=1 SIZE=12 COMP=100> - The ` symbol is for using the normal (large) font text.

This is how the codes affect the data:
- FACE = - This is for the font type. 1 = Courier, 2 = Courier Bold, 3 = Courier Italics and 4 = Courier Bold-Italics.
- SIZE=8 – This is the size of the font.
- COMP=90 – This setting is new for v12.06 and provides font compression. The example above is a setting of 90. This means the font will get printed in the PDF at 90% of the standard size. You can use this setting for both the large and small fonts. This setting is useful for very long address fields, up to 55 characters or more. It allows both the bill-to and ship-to to fit across the page. If you set the compression for the small font you must set the compression for the large font as well.

PDF Files with Compressed Font

If you are generating PDF files via –PDF- and –PDFP- this applies to you. In order to use this compressed format to generate PDF files, make a copy of the pbspsi.ini file, open it and try these values:
- <VAR Txttop=.03>
- <VAR Txtleft=.33>

- <COLONEFLAG CODE=~ FACE=2 SIZE=8 COMP=90>
- <COLONEFLAG CODE=` FACE=1 SIZE=12>

O/E E.D.I. Import, Export, Picking Ticket Export New and Changed Fields.

There are expanded and new fields for both the E.D.I. import/export and picking ticket export.

In the O/E documentation see the v12.05 *Appendix C EDI Import Layout* and compare it to the v12.06 *Appendix C EDI Import/Export Layout*. All the field differences are in the bill-to and ship-to address fields. The P.O. number, invoice number and apply-to number have also been expanded. The header record length is longer in v12.06 than v12.05.

Labels

A/R, C/O, O/E and P/S label printing programs where not changed to print the long name and addresses. The old pre-version 8 formats were not designed for producing labels with long addresses because the supported labels paper are either one or two type columns with a limited amount of space per label. Therefore with v12.06 the programs will print a short name and address as before.

If long name and address labels are needed you may want to use a SQL or ODBC based program where you can pick PBS fields for printing labels.

V12.06 A/R Contacts Conversion

In v12.05 and earlier customer contacts were in two locations. There can be as many as two entered with the customer (CUSFIL) and additional contacts entered in the customer contact file (CONFIL). With v12.06, all contacts are removed from Customers (CUSFIL) and Customer Contacts (CONFIL) and moved to the Contacts file (CONTAC). Ship-to Address Contacts are also moved to CONTAC. CONTAC is now universal for contacts from A/P Vendor Contacts, A/P Purchasing Address Contacts, A/R Customer Contacts and A/R Ship-to Contacts.

Renumbered Contacts

EZ Convert may renumber your contacts. This is what happens in the EZ Convert program:

- Customer (CUSFIL) contact 1 is converted to the new contacts (CONTAC) file or table as contact number 1.
- As with contact 1, customer contact 2 is converted to contact 2 in CONTAC.
- Next the EZ Convert program converts the customer contacts (CONFIL).
- In the case where contact 1 or 2 already exist in the CONFIL, you will see a file error 22 in the EZ Convert log. This means that a duplicate 1 and or 2 contact number was found. When a duplicate is found, the conversion program automatically renumbers the duplicate contact numbers from CONFIL export to the next available number in the new contacts (CONTAC).

Contact Name

The contact name is in one field only in all previous versions of PBS. During conversion to v12.06, whatever was in the contact name field, even if it is a first and last name, will move to the Last name field in the new Contacts (CONTAC) file. You can leave your data as is or edit it manually to move the first name to the first name field.

V12.06 Ship-to Address Conversion

All the ship-to addresses from the three ship-to address files are merged into the locations file (LOCAT). This includes the A/R Ship-to addresses (DLVFIL), C/O Ship-to addresses (SHIPTO) and P/S Ship-to addresses (PSSHIP).

With the city, state and zip all on the same line, the data will convert properly in v12.06. Here is an example of the v12.05 data:

The data on the screen below has the city and state on one line and the zip code on another. This data will not convert to the separate city, state and zip ship-to address fields in v12.06. When this is the case you must enter the alter data manually before converting from v12.05 or after converting to v12.06.

V12.06 A/R, C/O, O/E & P/S Transaction Address Conversion

Accounts receivable invoices, customer order orders, order entry orders and point of sale transactions all convert in a similar manner. The screen examples provided here are for order entry.

In v12.05 the city, state and zip fields for both the bill-to and ship-to addresses are all on an address field. Here is an example:

In PBS v12.06 the city, state and zip are all in separate fields. The conversion will move the data to the proper fields as long as the city, state and zip are all on the same address line in v12.05. This is an example of converted data:

If the city, state and zip were entered manually, as in a temporary customer, the program may not move the data to the proper fields. Foreign address may also not convert as expected. Please review your data following the conversion to edit the addresses as needed.

Purchase Order – Pre-purchase orders

This file must be empty when converting to v12.06. To improve the performance of the Purchasing advice function, it was necessary to change the file in v12.06. As the file has changed in v12.06 the data will be corrupted if you upgrade from v12.05 or earlier. In order to prevent the data being corrupted by the upgrade, for all companies with P/O you may either:

- Select and transfer the pre-purchase order lines to purchase orders.
- Initialize the pre-purchase orders. Run POINIT and select these files:

```
PBS              Purchase Order                                      00
Initialize PO files                                         XYZ Company
                              Init ?                            Init ?

   1. P/O control file     Skipped      18. Chng trans lock      Skipped
   2. Delivery location    Skipped      19. Receiving trans      Skipped
   3. Vendor item file     Skipped      20. Receiving lock       Skipped
   4. P/O master header    Skipped      21. Receiving history    Skipped
   5. P/O master line      Skipped      22. Price adjustment     Skipped
   6. P/O master dist      Skipped      23. Price adjust lock    Skipped
   7. P/O auxiliary        Skipped      24. Release trans        Skipped
   8. Pre-purchase lock    Y      <--   25. Release lock         Skipped
   9. P/O trans header     Skipped      26. Pre-purchase order   Y    <--
  10. P/O trans line       Skipped      27. P/O messages         Skipped
  11. P/O trans dist       Skipped      28. Vendor item srch     Skipped
  12. P/O trans notes      Skipped      29. Receiving serial     Skipped
  13. P/O trans lock       Skipped      30. P/O notes            Skipped
  14. Chng trans header    Skipped      31. P/O form file        N
  15. Chng trans line      Skipped
  16. Change trans dist    Skipped
  17. Chng trans notes     Skipped

<F1> = Set all files to "Y", <F2> = Initialize files
```

Conversions from Versions Prior to v12.05

If you are upgrading from before PBS v12.05 this section may apply.

General Ledger prior to v11.7

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 v12.06 data files. Do not use an absolute path.

Job Cost Change Master from v12.03 or earlier

If you are not using change logs for any PBS company this does not apply to you.

If you have Job Cost, you are upgrading from v12.03 vision or earlier and you are upgrading to SQL you have two choices:

- You may remove the exported CNGMSTxx.EXP files before you run EZ Convert.
- You may initialize the Change Master file in 12.03 or earlier, for each company, before you export the data. To initialize the file use the jcinit batch and select *3. Job Master change log file*.

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.

Purging Data before Converting

It is recommended that you have policies in place for purging data on a monthly, quarterly and yearly basis. Data from many years ago can be useless and can also be a drag on the systems resources so purging can help prevent that. Consult with your accountant if you are not sure what to purge. If you feel the purging of your existing data is up-to-date you may skip this section.

Purging means deleting data from the system. IMPORTANT: It is recommended that you create a restorable backup before you purge your data.

To help the data conversion go faster, purge the no longer needed from the old system. Purging data will also increase the performance in the new system.

Review the user documentation for details on running reports and utilities that provide a purge option. 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

AR	Reports, general	Sales tax due edit list	Purge up to a cut-off date
A/R	Open items	Purge	This moves the full paid open items 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 expired quotes
P/O	Utility	Purge P.O.'s	Purges close purchase orders
P/S	Reports, general	Invoice history	
P/S	Utility	Purge contract pricing	
P/S	Utility	Purge special sale pricing	
P/S	Utility	Purge quotes	Purge all expired 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 one of your standard year-end processes.

SQL Conversion with Separate Application and SQL Servers

If PBS is installed on an application server that is a separate server than the SQL database server, you must run EZ Convert on the SQL database server using a mapped drive to the application server.

Run Reports and Statements before and after the Conversion

Before you convert your data, run the reports, edit lists and financial statements in the older version.

After the conversion, you can verify that your converted data is fine be comparing the reports and statements from both versions.

EZ CONVERSION GENERAL STEPS

These are the general steps to use the EZ Convert method of data conversion:

1. First you must get the data ready to be converted. 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 ctmutil for the 12.0x manufacturing modules. Only run one utility at a time. 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 12.0x manufacturing modules. For details see Extended File Utilities.

4. If you have Affordable Care Act data in the previous version, use acautil to export the data for all companies licensed for ACA.

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

---

5. Install PBS v12.06. For the vision installs run *Wininstall120600.exe* or extract lnxinstall1206.tar.gz (Linux) and then run *pbsinstall*.

   If you are installing PBS SQL it is highly recommended that you review the PBS SQL installation instructions.

   Install the updates and hot fixes.

6. Copy all the *.EXP exported files from the previous version to the PBS v12.06 EZEXP folder.

7. Copy the ACA exported files from the EZEXP folder to the top-level PBS folder. These include: ACACTLFxx.EXP, ACAGRPxx.EXP, EMPACAxx.EXP and possibly EACACVxx.EXP. Substitute the xx for the company ID.

8. Run the ezconvert utility to convert the data to the new version. Follow the on-screen instructions.

9. If you are licensed for the Affordable Care Act, the ACA export files must be copied from the top-level of the old system to the top-level of the new system. These include ACACTLxx.EXP, ACAGRPxx.EXP, EMPACAxx.EXP and if using covered individuals EACACVxx.EXP. When ready, run the acautil batch to restore the ACA data for all companies.

EZ CONVERT DATA PREPARATION
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 earlier, but is now empty.

Only run one utility at a time. 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, PBS 11.x or PBS 12.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 *ctmutil* for exporting the manufacturing module control information.

3. Type the Company ID whose data you want to transfer to PBS v12.06 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 RealWorld 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 export data for one company or all companies. For older versions 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.

Affordable Care Act Exports

- Export the Affordable Care Act files using the ACA Utilities.
  For Windows find the ACAUTIL.BAT and run it. For Linux/UNIX select the acautil script.
  On the Please enter company-ID field, there is an option of <F5> for "All" companies.
  Follow the screen prompts.
  Be sure to export all files. The ACA covered individuals will not have any data if you are not self-insured.

- Copy the data files to a temporary folder. These include ACACTLxx.EXP, ACAGRPxx.EXP, EMPACAxx.EXP and if using covered individuals EACACVxx.EXP. Following the install of v12.06 copy these files to the top-level PBS.

- In v12.06 run the ACAUTIL.BAT. For Linux/UNIX run the acautil script.
  On the Please enter company-ID field, select <F5> for "All" companies.
  Restore the ACA files with the utility.

Custom Menu Exports

Custom menus may be assigned to general users. The links for some of the custom menu selections have changed in v12.06 and will not function. This includes menus for ship-to address maintenance, ship-to address report, purchasing address maintenance and purchasing address report. It would affect these menu selections in A/P, A/R, C/O, P/O, P/P and P/S.

If you do not want to convert your menus you can delete the v12.06 custom menus and recreate them. You would do this in CTL > Setup > Menu maintenance.

If you prefer to convert your custom menus, this is what you do:

- Apply all updates and hot fixes to v12.06.
- After running EZ Convert in the new version, you must copy the current top-level of PBS. This means the entire system. If using SQL, you do not copy the databases. Everyone must be out of PBS.
- In the current system (not the copied system), export the custom menus using EXFUTL. Select to export SY and the system wide files for company 00 only. No other companies or modules are required.

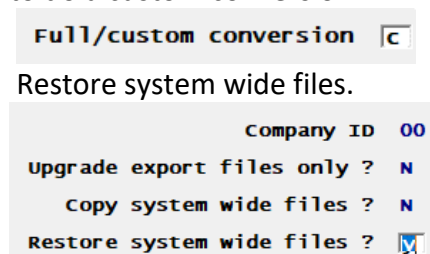```
Company to process   00

System Manager   Y   Include system-wide files ? Y
Accounts Receivable   N
Inventory Control   N
```

- Put only the exported custom menus into the EZEXP folder. They will all start with C_. For example, if the custom menu name is Billing, the custom menu export name is C_BILLING.EXP. These are some examples of exported menu names:

C_ALLM.EXP
C_AP.EXP
C_AR01.EXP
C_AX.EXP
C_BILLING.EXP
C_OE.EXP
C_PB.EXP
C_VG.EXP

Note:  Only menus that are assigned to at least one user will be exported.

- Run EZ Convert and look for the SQPATH.DAT in the copied v12.06 system. Select to do a custom conversion.

**Full/custom conversion** `C`

Restore system wide files.

| | |
|---|---|
| Company ID | OO |
| Upgrade export files only ? | N |
| Copy system wide files ? | N |
| Restore system wide files ? | M |

That concludes the conversion of custom menus.

## Install Current Version of PBS

If you have not yet installed PBS Version 12.06, you must do so now. Remember to install PBS Version 12.06 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.

> We highly recommend that you read the V1206Release and Installation notes (V1206 Vision Install) for a Vision file install or the PBS SQL install guide (PBS SQL) for a PBS SQL install.

> In general, these are the steps:

   o You run Wininstall120600.exe in Windows. If you have SQL next run Pbsinstallforsql120600.exe. For Linux, extract lnxinstall1206.tar.gz. Refer to the appropriate documents for complete instructions.

   o Run "pbsinstall".

> *Download and install the latest update for Version 12.06. fms.passport.com/*
> *Download and install hot fixes that match the update version.*

> Now you are ready to run EZ Convert.

## Manually Copy Data Files to EZEXP

Following the export steps above, copy all the exported (*.EXP) files from RealWorld or previous PBS installation to the EZEXP folder which is located in the root directory of your new PBS Version v12.06 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 and all companies. Failure to do so may result in an incomplete upgrade.

Note: If you are on a Linux system the case of the file names must remain the same. Normal is uppercase.

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 <u>not</u> 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 the updates that have been applied to RealWorld. For example it has been reported that the CSE year-end updates modify the Payroll tax tables. After upgrading review the PR tax tables. You may have to initialize the file 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 v12.06 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.

## Pre-Upgrade SQL Vs. Vision Differences

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 1206_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 PBS Path File are literally *SQL*. The recognition of the SQL server and instance is determined by entries in the cblconfi file and the multi-company table. These entries do not have to be modified.

Should you run EZ convert to a PBS database that already has data, you must run INITPB.BAT first to initialize the tables 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 v12.06 data directory structure *can match* your RealWorld 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 RealWorld, RW32 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 previous installation folder as files are copied from that folder. For example, all files from the print to disk folder (RWPRT) are copied.

During the installation you will be asked if you want to maintain the same data directory structure from your previous installation or use the default data directory structure provided with PBS Version v12.06 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 data is upgraded.

---

If you are currently using an absolute path such as c:\pbs91\ar00\cusfil00.dat do NOT use exactly the same path for PBS v12.06 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.

## RUNNING THE EZ CONVERT UTILITY

There must be a SQPATH.DAT in the previous version.

### Starting the Conversion Process

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. If you have more than one company, only the companies in the MLTCMP.EXP file will be converted.

On a Linux system you must enter the full path to the SQPATH.DAT file on the old system. Be sure to enter SQLPATH.DAT at the end of the path.

Most of the steps are documented in detail here:

Full vs. Custom Conversion

Full Conversion

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

```
        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
```
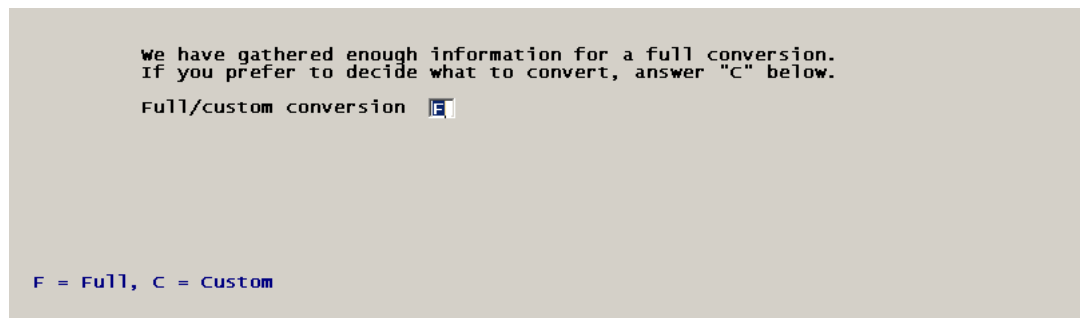
If you elected to use F for full conversion skip to Data Conversion section.

Custom Conversion

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 12.06 must only contain data for one module.)

NOTE: You may also do a full conversion by selecting Y all three options of C = Custom. Selecting F = Full. If you choose to do a full conversion this way, select "All" companies and to the question *Upgrade export files only ?* enter *N*.

To see the files that are converted when selecting custom, go to Custom Conversion Files.

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

There are three options if you select a custom conversion.

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 no 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

Data Conversion

The EZ convert programs start converting the data. As data is being converted a progress window displays for each export file being written to a Vision file or SQL table:
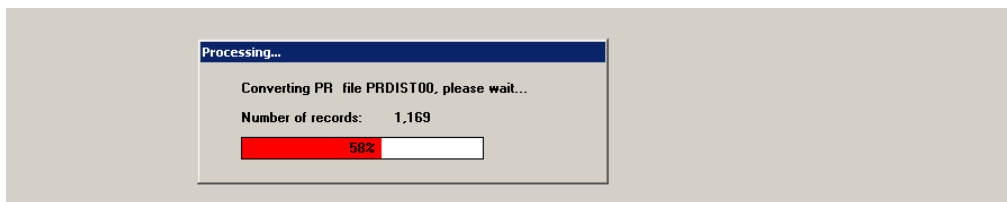
When EZ Convert is finished you will see a message similar to this:

Conversion Log File

The name of the log is EZCONV01.LOG and it is in the root folder of PBS v12.06. 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 or you wa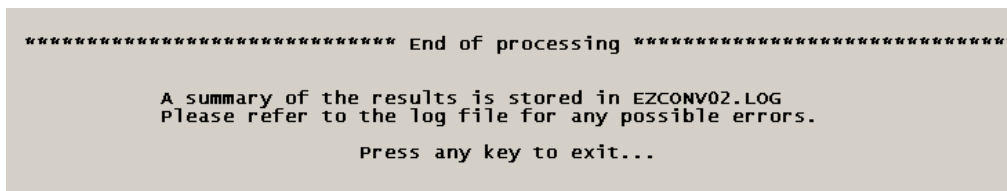nt to verify that all files converted, you may compare this log to the extended file utilities log from the previous version to verify that the exported files were converted. Keep in mind that the extended file utilities do NOT contain control information data for any module. The EZ Convert log does.

OTHER CONVERSION STEPS

The steps in this section only pertain to certain data, modules and system versions.

Affordable Care Act Data Restores

Restore the Affordable Care Act data files using the ACA Utilities. You must have already exported the data per the instructions in Affordable Care Act Exports.

You must put the exported ACA files into the top-level v12.06 folder.

For Windows find the ACAUTIL.BAT and run it. For Linux/UNIX select the acautil script.

On the *Please enter company-ID* field, there is an option of <F5> for "All" companies. Follow the screen prompts.
Be sure to restore all files. The ACA covered individuals will not have any data if you are not self-insured.

Check Reconciliation Checkbook

This pertains to the Checkbook (CKBOOK) and only pertains to you if you upgraded from v12.03 or earlier.

Due to the new way Accounts Payable void checks are used in Check Reconciliation, the conversion adds a reconciled date to void check transactions. EZ Convert forces the reconciliation date to match the original date of the void. This eliminates the need to manually reconcile all the old void checks after the conversion. It is possible that recent voids should be part of a current reconciliation. If that is the case you may use Load checkbook to remove the reconciliation date and use *Reconcile bank statements* to reconcile them with the current statement date.

Manufacturing

The following conversion steps are only needed if you are upgrading to 12.06 from 11.7, 12.00 and 12.01.

If you upgrade from the most recent 12.02 to 12.06.0x or more recent versions, use the EZ Convert utilities to convert the manufacturing data. If you have the older version of 12.02, you should use the steps below to upgrade 12.02.

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 12.06 to the 12.x system in order to run them. For example, EXMUTL.BAT, MCTUTIL.BAT and EDIUTIL.BAT could be missing. You will have to edit the batches so that the path to the runtime is in one level up from the bin. 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 and 12.03XX

1. From the previous version, run EXMUTL.BAT and CTMUTIL.BAT to export the main data and control data.
2. Copy the exports to the V12.06 EZEZP folder.
3. If running Master Scheduling & MRP or Capacity Planning, please re-enter the Scheduling and Forecast periods.
4. 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 Items and EDI Comments (numbers 7 and 10 respectively).
3. Copy the exports to the V12.06 EZEZP 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 manufacturing files for all companies. ***NOTE: This step is only necessary if #4 is required.***

6. In 12.01, 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. 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 v12.00.00 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 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 v12.06 EZEZP 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 manufacturing files for all companies. ***NOTE: This step is only necessary if #4 is required.***

6. In 12.06, 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 12.06 run EDIUTIL and restore the EDI Items and EDI Comments (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 V12.06 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 V12.06 EZEZP 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 manufacturing files for all companies. *NOTE: This step is only necessary if #3 is required.*
5. Run EDINIT.bat and initialize the EDI Items and EDI Item Comments files (#'s 7 and 13 respectively).
6. In 12.06, 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 V12.06 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.

POST DATA UPGRADE CONFIGURATION

V12.05 Modification to Check, Remittance, Positive Pay and Purchase Order Formats

If you are upgrading from a version before v12.05 there are changes to the name and address fields for vendors and employees. This will affect the printing of your forms. In v12.06 EZ Convert documentation look for the *Important Pre-Conversion Information.* In that section read the following:

- V12.05 A/P Vendor Name and Address Expansion
- Purchase Order and Product Purchasing Forms
- V12.05 Payroll Name and Address Expansion

Changes to Expanded Fields, New Fields and Forms Changes

The Important Pre-Conversion and Post-Conversion Info section has data on what to expect following the upgrade to v12.06. You must read this section if you have A/R, C/O, O/E, P/S or T/B.

Update and Hot Fix Details

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 12.06. It may be required to do some file or table conversions as part of the update. See the update procedure documentation for instructions. Download the update and documentation from Passport's File Management System 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.

In order to apply an update, your RW.LIC license must be up-to-date.

Hot Fixes

Hot fixes are exe and tar files. They are usually 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 should 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 current version is 12.06.00.00, only apply hot fix updates that are 12.06.00.xx. Another example: if the current version is 12.06.02.00 only apply updates for 12.06.02.xx. When there are future updates and major releases, they include hot fixes for previous updates.

Download hot fixes from Passport's File Management System at http://fms.pass-port.com/.

Workstation Install

Up-to-date Thin client startup installations are available as a download from the Passport File Management System http://fms.pass-port.com/ address. For access you will need a login and password. The documentation is found in *updates/PBS_1206/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.

The non-thin client workstation start menu selections may also need to be installed for each user accessing PBS. If the path is the same as before, this is not required.

Install Updated AcuXDBC System Catalogs

There are file changes in PBS v12.06. Because of that there is a new AcuXDBC system catalog installation that needs to be installed separately. For complete instructions, see the xdbc_pbs.pdf for PBS v12.06.

Direct Deposit and Positive Pay File Folders

This will apply to you if you have Accounts Payable or Payroll and you 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 it 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.

Upgrading Version 8 and Version 9 Payroll Data

The Control information (PRCTLF) and the Deductions/Earnings (DEDCOD) data does not upgrade from these versions. You must enter your data manually in v12.06 for these files.

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 12.06. 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. In Payroll you can now email a payment notice to your employees. Since these 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 12.06 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 and New Features

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:

❑ Forms changes.
In v12.05 and v12.06 there are major file and field changes that affect reports, exports, forms and more.

When upgrading from before v12.05 you MUST review the forms changes for the module you are using. Changes to forms include A/P checks, A/R invoices, A/R statements, C/O invoices, O/E invoices, P/S invoices and T/B invoices.

There are user definable forms in A/R, C/O, O/E, P/S and T/B. Review the fields and determine what needs to be changed for the format.

❑ 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.

❑ 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 passwords are now required 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, you 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 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.

You may also use Multi-payment processing with X-charge. If you are licensed each workstation that is processing invoices must be installed with X-charge.

❑   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 through the most recent version have the multi-year fiscal capability.

PBS Version 12.06 G/L transaction 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 the current fiscal year. 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 the current version.

Upgrade the Data As Is and Then Alter the PBS 12.06 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 V12.06 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 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 and financial statements 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.

File Conversion and Copy

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-enter 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 RealWorld version 8.6 must be copied to Version 12.06 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 are copied. The copied files differ per version being upgraded:

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)	

Custom Conversion Files

You have two options when running EZ Convert. There is a Full conversion or a Custom conversion. This section explains the custom conversion options.

Upgrade Export Files Only

This is an option if you selection a custom conversion.

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

This is an option if you selection a custom conversion.

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)
IMAGES*.* (copy all files)

Restore System-Wide Files

This is an option if you selection a custom conversion.

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 12.06.

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
1206_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
V1206Release.pdf	This is the PBS version 12.06 installation document for a Vision file system	V1206 Vision Install