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# DSZ600A Change Customer Number

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## Overview

This process merges customer data from one company into another.

The old (Company A) customer account is selected and the account into which the data is to be merged (Company B) is selected. This process writes the information to a database from where the End of Day will pick it up and do the actual merging. Once the merging has taken place the Sales History File (SAHM00P) should be rebuilt.

Data transferred includes the transactions, subscriptions and delivery addresses. The Customer Classifications and Discounts remain those of the existing Company B customer.

This process can be run at any time and multiple accounts to be merged can be recorded at one time.

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## Examples

This section illustrates examples concerning:

[Example 1: Merge a Customer data](#)

[Example 2: Delete log file records](#)

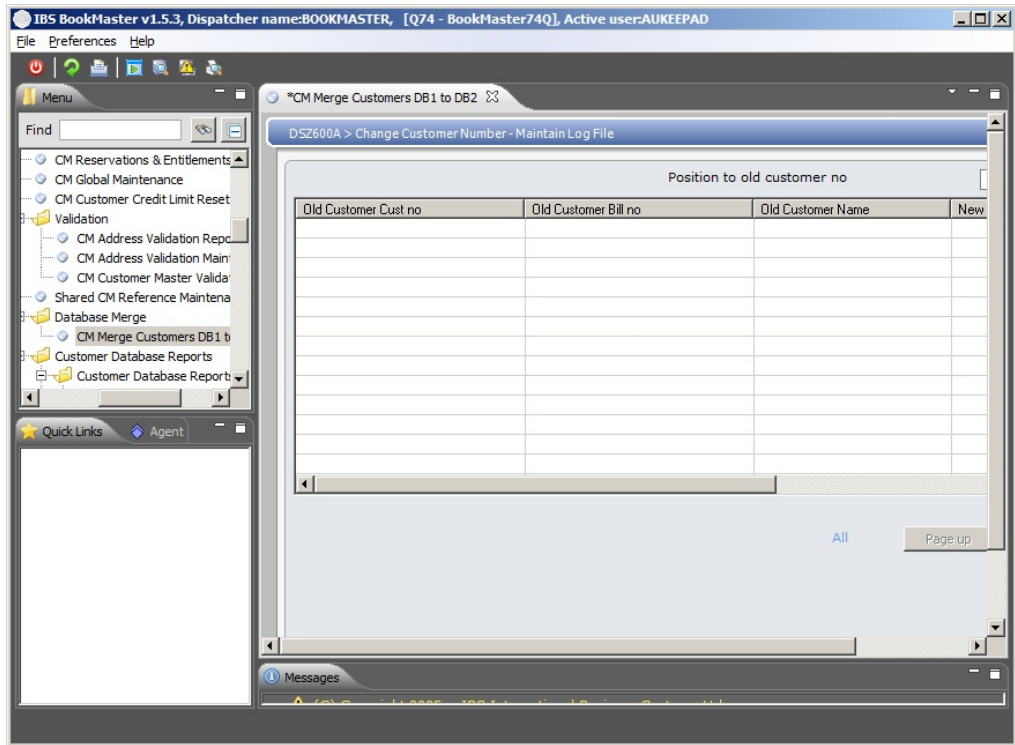
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### Example 1: Merge a Customer data

This example describes how to merge a customer data from one company into another.

1. Select option **Database Management** from Base Modules>Distribution>Masterfiles>Database Management>Database Management>Customer Masterfiles>Database Merge menu.

**DSZ600A Change Customer Number – Maintain Log File** main panel is displayed.



## Functions

Add Old / New  
Cust

Access Change Customer Number – Maintain Log File to merge customer data from one company into another.

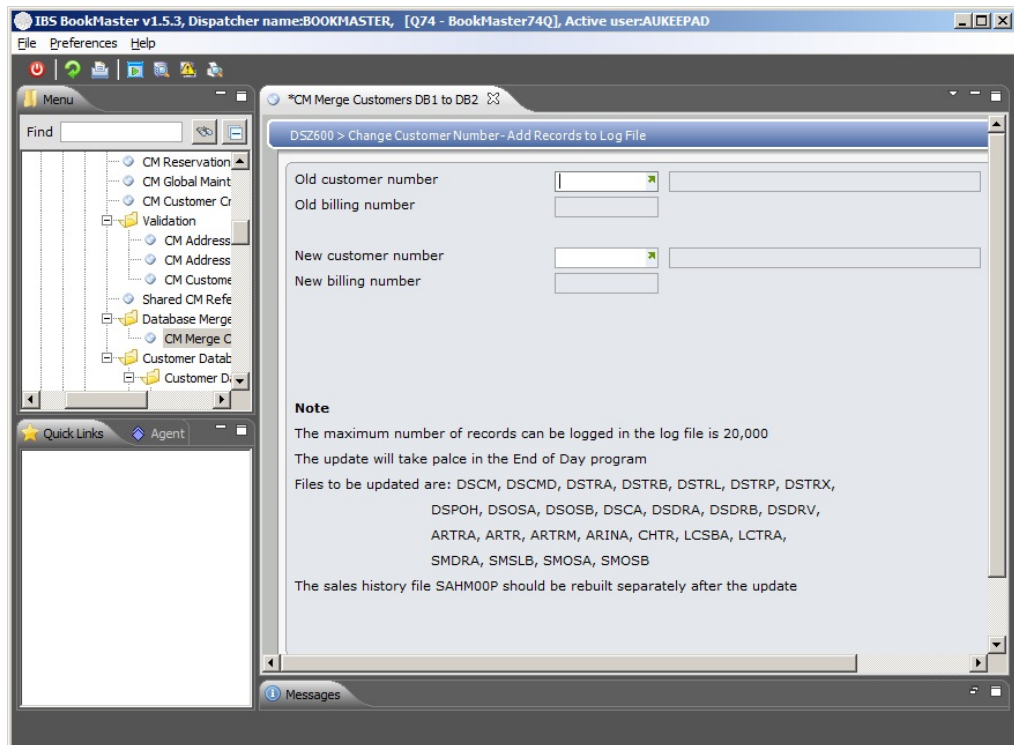
## Options

Delete

Access Change Customer Number – Delete Log File Records to delete log file records.

2. Click Add Old / New Cust.

**DSZ600 Change Customer Number – Add Records to Log File** panel is displayed.



### Relevant Fields

Old customer number	Enter the customer number from Company A that is to be converted or merged.
Old billing number	This is the old billing number for the customer.
New customer number	Enter the new customer number to be used for all future transaction in Company B.
New billing number	This is new billing number for new customer.

3. Key the required fields and click **OK** to confirm.

The customer numbers are logged successfully.

### Example 2: Delete log file records

1. Repeat steps 1 and 2 of [Example 1: Merge a Customer data](#)
2. Select log file record to be deleted and click **Delete**.

**DSZ600 Change Customer Number – Delete Log File Records** panel is displayed.

3. Click **OK** to Confirm.

The record is deleted.