

## Key Conversions Overview

The Key Conversions Utility enables you to change certain Vision numbers/codes in your database to either new or existing numbers/codes:



The changes made with Key Conversions apply to all of the data in your database and should be used infrequently.



Vision creates an entry for the conversion on the Posting Log Review report.



All key conversions appear on the Posting Log Review report with a transaction type of **AL**.

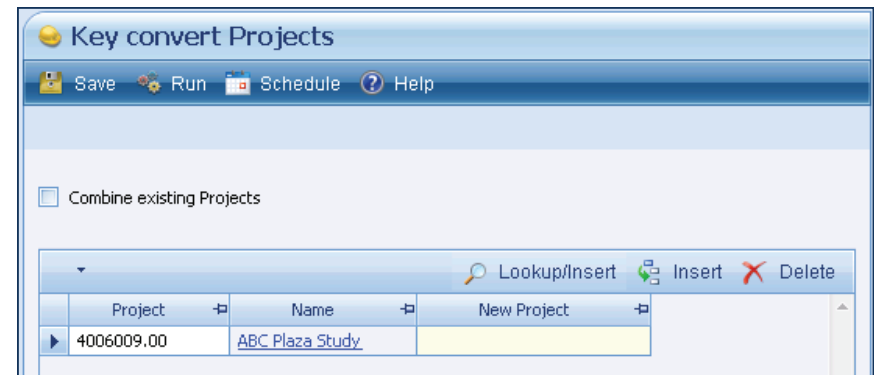
## Project Key Conversion

Change a project number to a new project number throughout Vision (ex: 05001 to 05002) or combine existing Projects.



**Important Note:** When consolidating project numbers:

- Budgets and data in project financials tables are consolidated.
- Billing terms and invoice detail are deleted so you will not be able to reprint old invoices.



### To Key Convert a Project



Back up your Vision database



Go to Utilities > Key Conversions > Projects



Click **Lookup/Insert** or **Insert** to select a project



Enter the new project number




Click **Run** to process immediately or click **Schedule** to process at a later time

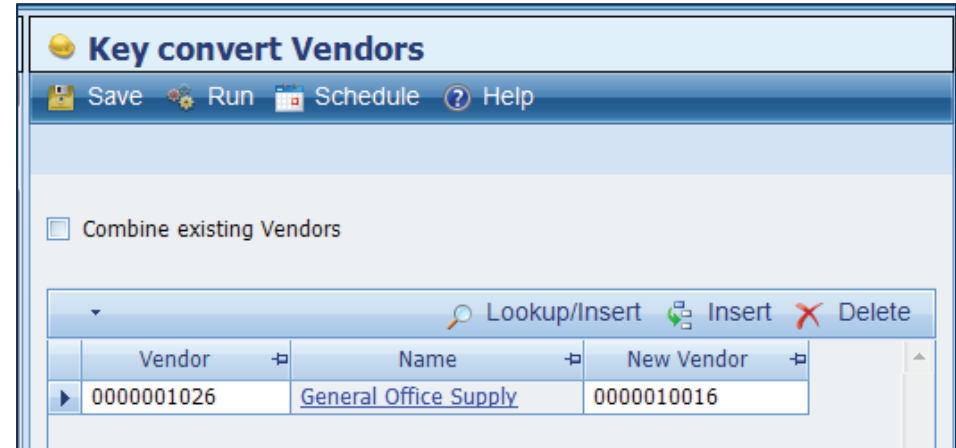


Click **Save**

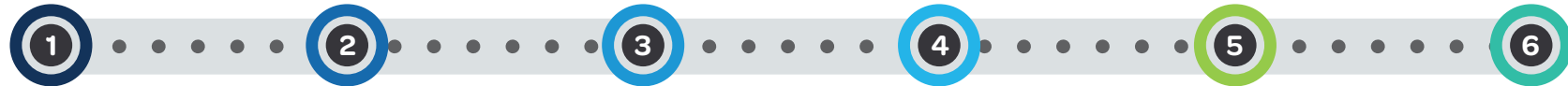
## Vendors Key Conversion

This utility can change a vendor number to a new vendor number throughout Vision or combine existing vendors.

 **Important Note:** When combining vendor numbers, Budgets and 1099 amounts are also consolidated



### To Key Convert a Vendor



1 Back up your Vision database

2 Go to Utilities > Key Conversions > Vendors

3 Click **Lookup/Insert** or **Insert** to select a project

4 Enter the new vendor number

5 Click **Run** to process immediately or click **Schedule** to process at a later time

6 Click **Save**