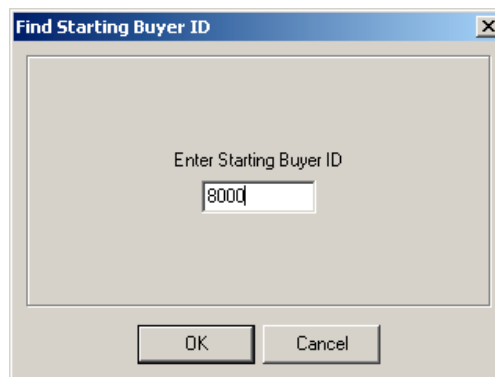


Re-sequence Market Buyer Numbers

If Buyer Numbers have become random or have gaps between numbers, the Re-sequence Market Buyer Number option can be used to assign new Buyer Numbers to records in the Market Buyer file. The re-sequence utility will number the buyers alphabetically by *Business Name*. Re-sequencing will also read the Buyer History File. This prevents previous history that has been stored from becoming lost in the program.

1. **Re-sequencing must be done after Year-end Processing is complete and before any market auction information has been entered into the computer.** (*Note: If there is information in the Buyerlink File, an error message will display and the utility can not be used.*)
2. Before using any utility, such as the re-sequencing utility, make a backup to the data folder. Data can then be restored, if the utility does not work as you anticipated.
3. Go **Utilities|File Utilities|Utilities|Market Utilities|Re-Sequence Market Buyer Numbers.**
4. Enter the number you want to use as the starting buyer number. (Example: '100')
5. **Important:** If you currently have numbers in the buyer file that overlap with the number range you are planning to use, you will receive a '*Key Violation*' error. This means the program cannot store a buyer number in the buyer file index if that number already exists in the index. Here is a simple trick to avoid this problem.
 - a. Enter a number in the input box that is above and beyond the current range of numbers used in the Buyer File.



- This will number the file in the high range and clear the index of the low numbers.
- b. Use the utility again, this time entering the start number you wish to use in the file. (Example: 100) The numbers will reset a second time. This time the index will accept the lower buyer numbers and store the range you have selected.
5. Check the Market Buyer file to verify that the buyers have been properly re-numbered.