

The Church Executive™ — Convert DOS CE data

Introduction

Most of the data from the DOS version of *The Church Executive*™ can be converted and imported into the new program.

The DOS version was based on the very popular database program called dBASE III Plus.

This new Window's-version of *The Church Executive*™ is based on Microsoft Access — another very popular database program.

Normally, this routine will only need to be run *once*. However, if you may only bring in a portion of the old data (such as selected Contribution years) and need to return to this routine at a later date to convert additional data.

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Ⓐ Select **File Utilities** from the Main Switchboard.



Ⓐ Select **Import and Convert DOS Church Executive(tm) files**

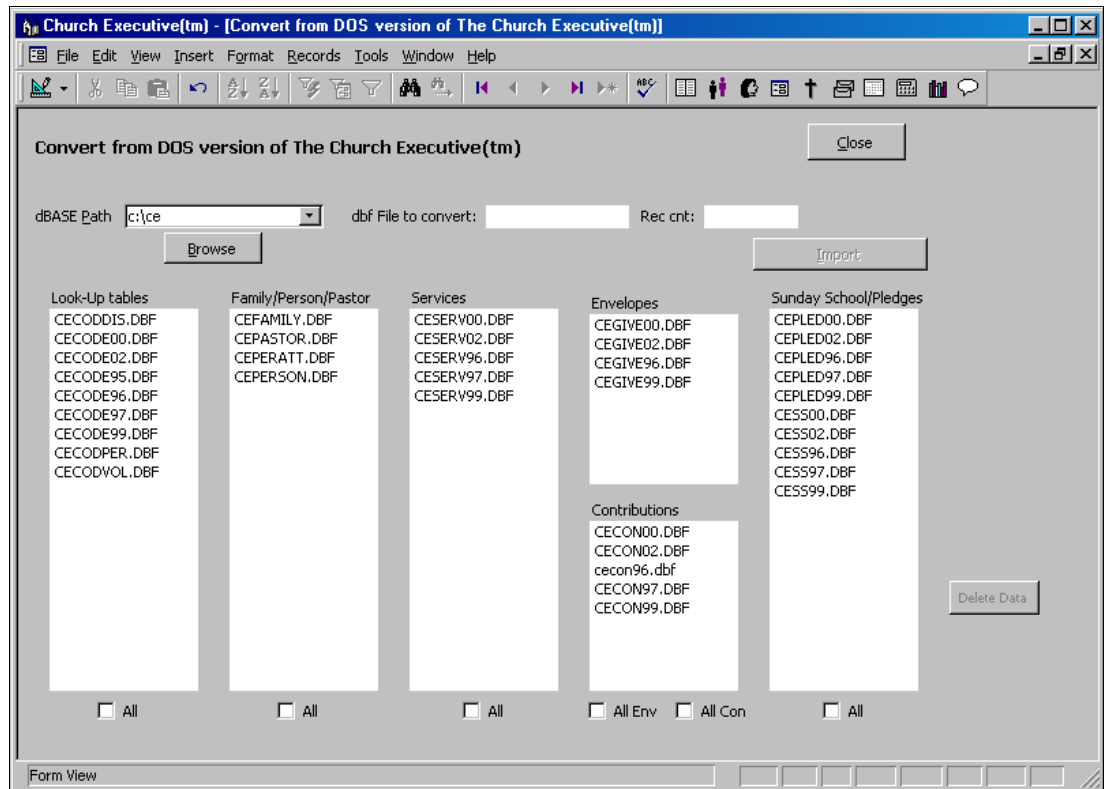
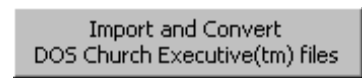


Figure 3
 Convert from the DOS version of The Church Executive™

Procedure

Specifically:

For each file, you *click* on the file to import, then select the **Import** button to have the data converted automatically. As the importing is occurring, a status is presented to you. The speed at which the conversion takes place is completely dependent upon the speed of your computer (both processing power and hard disk speed).

Import

Generally speaking:

Import Order [it is *very important* that you import in the following order]

a work from left to right. That is, convert the files listed in the left-most column, and work towards the right of the screen.

â Look-Up tables

Always convert the Look-Up tables *first*.

For the **cecode--.dbf** files, work from the most current year to the oldest year.

Look-Up tables

CECODDIS.DBF
CECODE00.DBF
CECODE02.DBF
CECODE95.DBF
CECODE96.DBF
CECODE97.DBF
CECODE99.DBF
CECODPER.DBF
CECODVOL.DBF

ã within a particular list of files, convert the newest year first, and work backwards in time.

ä Family/Person/Pastor

Always convert in the following order:

< **cefamily.dbf**

< **ceperson.dbf**

< **cepastor.dbf** (this file may not be necessary if there was *no* information recorded in this module)

Family/Person/Pastor

CEFAMILY.DBF
CEPASTOR.DBF
CEPERATT.DBF
CEPERSON.DBF

å Services

It is usually best to select the **All** option at the bottom of the list. If not, select each file individually, started with the most recent.

Services

CESERV00.DBF
CESERV02.DBF
CESERV96.DBF
CESERV97.DBF
CESERV99.DBF

ä Envelopes

It is usually best to select the **All Env** option at the bottom of the list. If not, select each file individually, started with the most recent.

Envelopes

CEGIVE00.DBF
CEGIVE02.DBF
CEGIVE96.DBF
CEGIVE99.DBF

æ Contributions

It is usually best to select the **All Con** option at the bottom of the list. If not, select each file individually, started with the most recent.

Contributions

CECON00.DBF
CECON02.DBF
cecon96.dbf
CECON97.DBF
CECON99.DBF

ç Sunday School/Pledges

This is only required if you used either of these modules, otherwise there would not be any data to convert.

It is usually best to select the **All** option at the bottom of the list. If not, select each file individually, started with the most recent.

Sunday School/Pledges

CEPLED00.DBF
CEPLED02.DBF
CEPLED96.DBF
CEPLED97.DBF
CEPLED99.DBF
CESS00.DBF
CESS02.DBF
CESS96.DBF
CESS97.DBF
CESS99.DBF