



How to Prepare Journal Parameters for Graphical General Ledger Conversion

Situation

In Version 7, the new graphical General Ledger (G/L) application requires a conversion of your Accounts Receivable (A/R), Accounts Payable (A/P), and Purchase Order Entry (P/O) journal files and G/L files from previous years. The Version 7 software update automatically runs a journal file conversion program.

However, this automatic conversion fails if your journal file names and volume serials are not properly set up in the A/R, A/P, and P/O journal parameter screens.

Consequences

If you do not set up these parameters, the files will not be properly converted for the graphical G/L application. Also, you will not be able to access data from unconverted files in the updated A/R, A/P, and P/O History screens or G/L screens.

Solution

Before installing Version 7, make sure any journal files that you want accessed are set up in Accounts Receivable (A/R), Accounts Payable (A/P), and Purchase Order Entry (P/O). For detailed instructions, see “Setting Journal Parameters” below.

If you have already installed Version 7, you can correct your journal parameter screens and manually run the conversion program. For detailed instructions, see “Setting Journal Parameters” and “Converting Journals Manually” below.

Note: Make sure you **release all batches (or complete Day-End steps) before proceeding**. File conversions may take 30 minutes or more. File conversions and software installation are dedicated procedures. All other users should be logged off your DDMS system until after it is complete.

Setting Journal Parameters

The DDMS system reads your journal file names and volume serials from the (LA4) A/R Journals Parameters, (LC1) A/P Journals Parameters, and (LF2) P/O Journals Parameters screens. When you purge, the system creates a new journal file. Some dealers rename their A/R, A/P, and P/O journals at fiscal or calendar year-end after the year’s final purge.

Note: To meet minimum requirements for the journal file conversion, you must define the standard journal files **JNL-AR**, **JOUR-AP**, and **JOUR-PO** in their respective (LA4), (LC1), and (LF2) parameter screens.

If you have older renamed journals — and want the A/R, A/P, P/O, and G/L History applications to be able to access the data from them — they must also be set up in your parameter screens.

If you have archived G/L files such as Chartfile, Budgetfile, GL-Master, GLD-Master, JOUR-AP (current, last, and next), and AR-Master, you must define their locations in the (LJ1) General Ledger Archive Parameters screen.

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Looking up Volume Serials in (LØ) Global Master Parameters

We will illustrate how to set up your journal parameters, but first you must locate your A/R, A/P, and P/O files. To check the volume serials, follow these steps:

1. Go to the (LØ) Global Master Parameters screen. In graphical software, double-click the **Keyop Menu** icon, double-click the **Parameters** icon, then make sure your CAPS LOCK key is on, and select **[Ø] Global Master**.
2. Select the Inquiry action code by typing **I**
3. At G/L Location, specify a new location or accept the default location by pressing **TAB**.
4. Find the two-character volume serial code for A/R, A/P, P/O, and G/L. Make a note of each volume serial label. For example, in the following figure:
 - A/R files are in the volume serial labeled W2.
 - A/P files are in the volume serial labeled W3.
 - P/O files are in the volume serial labeled W3.
 - G/L files are in the volume serial labeled W2.

Note: If you moved any archived files out of the standard volume serials, you will need to note their current file names and volume serials.

5. If you have multiple locations, repeat for each location.
6. Press **ESC** to return to the (L) Parameters Menu.

```

(LØ) Global Master Parameters                                06/01/04
=====
ACTION [I] (C=Change, I=Inquiry)  G/L Location [ 1]
=====
Name      :D.D.M.S. INC.                               Save Parameter Changes Y/N ?N
Suite     :                                           Last Change 06/01/04
Street    :P.O.BOX 507                               Locations to Exclude From #   To #
City      :KELLER                                     Stock Room Locations From #   To #
State     :TX   Zip #76248                             Commissions/Taxes on Paid Invoices ?N
                                                    (Y=Commissions, T=Taxes, Z=Both)
Phone Number #817-431-0668

Federal   #12-12345678
State Tax #12-123456-1
State Tax %          GST Y/N ?N
Round Tax up to Higher Cent Y/N ?N
Use Only State Tax for P.O.S. Y/N ?N
Calculate Tax by Line Y/N ?Y

Set Order Writer in Main Menu Y/N ?N
Using Multiple UOM's for an Item Y/N ?
Using RoadRunner Y/N ?

===== VOLUME SERIALS =====
| Customer   =W2?? | Order Ent.  =W2??
| A/R        =W2?? | P/O'S       =W3??
| Vendor     =W3?? | G/L         =W2??
| A/P        =W3?? | Salesman    =W2??
| Inventory  =IN?? | Personnel   =SR??
| Inv. Hist  =IN?? | Payroll     =SR??
| Inv. Aux   =IN?? | Sales Jour  =W2??
| Inv. Whl   =IN?? | Sales Hist  =SR??
| Serial     =IN?? | Tele.Mark.  =W3??
| Contract   =IN?? | System      =SR??
| Rpt.Writer =SR?? | Work        =W1??
=====

```

Setting (LA4) A/R Journals Parameters

When you purge Accounts Receivable, the system creates a new JNL-AR file. You can access the data by inquiring in A/R History. To set up your A/R journal parameters:

7. Go to the (LA4) A/R Journals Parameters screen. From the (L) Parameters Menu, select **[A] Customer & A/R**, and then select the **[4] Jour** action code.
8. Select the **[C]** Change action code.
9. At G/L Loc, specify a new location or accept the default location by pressing **TAB**.



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10. At Journal Name, type the name of the A/R journal. (The current journal must be named **JNL-AR**. Older journal file names are user defined, and may be something like JNL-04-AR.) If you do not fill the field, press TAB.
11. At Volume, enter the volume serial label where the A/R journal resides.
12. If necessary, press TAB and repeat **Steps 7-8** for older journals.
13. To save your changes, press Enter until the cursor returns to the action code field. (If you press Esc immediately, the system does not save your changes.)
14. If you have multiple locations, repeat for each location.
15. Press ESC twice to turn to the (L) Parameters Menu.

```

(LA4)  A/R JOURNALS PARAMETERS                                06/01/04
-----
ACTION [C] (C=Change, I=Inquiry)                            G/L Location [ 1 ]
-----
Journal Name      Volume
1) [JNL-AR ] [W2 ] (Newest Journal to Oldest Journal)
2) [JNL-04-AR ] [W2 ]
3) [ ] [ ]
4) [ ] [ ]
5) [ ] [ ]
6) [ ] [ ]
7) [ ] [ ]
8) [ ] [ ]
9) [ ] [ ]
10) [ ] [ ]
11) [ ] [ ]
12) [ ] [ ]
    
```

Note: When you add new journals, the journal in the first row of the Journal Name column moves to the second row, the journal in the second row moves to the third row, and so on. If you add a thirteenth journal, the bottom journal name (in the 12) field) will be removed from the list.

Setting (LC1) A/P Journals Parameters

When you purge Accounts Payable, the system creates a new JOUR-AP file. You can access the data by inquiring in A/P History. To set up your A/P journal parameters:

16. Go to the (LC1) A/P Journals Parameters screen. From the (L) Parameters Menu, select **[C] Vendor & A/P**, and then select the **[1] Journals** action code.
17. Select the [C] Change action code.
18. At G/L Loc, specify a new location or accept the default location by pressing TAB.
19. Press TAB two more times.
20. At Journal Name, type the name of the A/P journal. (The current journal must be named **JOUR-AP**. Older journal file names are user defined, and may be something like 2004-AP.) If you do not fill the field, press TAB.
21. At Volume Serial, enter the volume serial label where the A/P journal resides.
22. If necessary, press TAB and repeat **Steps 16-17** for older journals.



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(LC1)  A/P JOURNALS PARAMETERS                                06/01/04
=====
ACTION [C] (C=Change, I=Inquiry)                            G/L Location [ 1 ]
=====

Prompt if A/P Vendor Different than P/O Vendor Y/N ?
Allow to Change Quantity when Posting P/Os Y/N ?

  Journal Name  Volume
1) [JOUR-AP ] [W3 ] (Newest Journal to Oldest Journal)
2) [      ] [  ]
3) [      ] [  ]
4) [      ] [  ]
5) [      ] [  ]
6) [      ] [  ]
7) [      ] [  ]
8) [      ] [  ]
9) [      ] [  ]
10) [      ] [  ]
11) [      ] [  ]
12) [      ] [  ]
=====
    
```

23. To save your changes, press Enter until the cursor returns to the action code field. (If you press Esc immediately, the system does not save your changes.)
24. If you have multiple locations, repeat for each location.
25. Press ESC to return to the (L) Parameters Menu.

Setting (LF2) P/O Journals Parameters

When you purge Purchase Orders, the system creates a new JOUR-PO file. You can access the data by inquiring in P/O History. To set up your P/O journal parameters:

26. Go to the (LF2) P/O Journals Parameters screen. From the (L) Parameters Menu, select **[F] Purchase Orders**, and then select the **[2] Jour** action code.
27. Select the [C] Change action code.
28. At G/L Loc, specify a new location or accept the default location by pressing TAB.

```

(LF2)  P/O JOURNALS PARAMETERS                                06/01/04
=====
ACTION [C] (C=Change, I=Inquiry, N=New Journal)            G/L Location [ 1 ]
=====

  Journal Name  Volume
  JOUR-PO      [W3 ]
1) [      ] [  ] (Newest Journal to Oldest Journal)
2) [      ] [  ]
3) [      ] [  ]
4) [      ] [  ]
5) [      ] [  ]
6) [      ] [  ]
7) [      ] [  ]
8) [      ] [  ]
9) [      ] [  ]
10) [      ] [  ]
11) [      ] [  ]
12) [      ] [  ]
=====
    
```

29. At Journal Name, type the name of the P/O journal. (The current journal must be named **JOUR-PO**. Older journal file names are user defined, and may be something like 2004-PO.) If you do not fill the field, press TAB.

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30. At Volume Serial, enter the volume serial label where the P/O journal resides.
31. If necessary, press TAB and repeat **Steps 24-25** for older journals.
32. To save your changes, press Enter until the cursor returns to the action code field.
(If you press Esc immediately, the system does not save your changes.)
33. If you have multiple locations, repeat for each location.
34. Press ESC to return to the (L) Parameters Menu.

Setting (LJ1) General Ledger Archive Parameters

During year-end procedures when closing General Ledger, you archive and rename three files (Chartfile, Budgetfile, GL-Master), and define their archive file names and locations in the (LJ1) General Ledger Archive Parameters screen for the ended year. To set up your G/L Archive parameters:

35. Go to the (LJ1) General Ledger Archive Parameters screen. From the (L) Parameters Menu, select **[F] Purchase Orders**, and then select the **[2] Jour** action code.
36. Select the **[C]** Change action code.
37. At G/L Loc, specify a new location or accept the default location by pressing TAB.
38. At Fiscal Year, enter a previous fiscal year (2003, or 2002, and so on).
39. At "CHARTFILE" Name, enter the correct archive file name and press TAB. Then enter the correct Volume Serial and press TAB.
40. At "BUDGETFILE" Name, enter the correct archive file name and press TAB. Then enter the correct Volume Serial and press TAB.
41. At "GL-MASTER" Name, enter the correct archive file name and press TAB. Then enter the correct Volume Serial and press TAB.

(LJ1) General Ledger Archive Parameters					
Action [C] (C=Change, I=Inquiry)	G/L Location [1]		Fiscal Year [2003]		
"CHARTFILE"	Name [03CHART__]	Volume Serial [W2__]			
"BUDGETFILE"	Name [03BUDGET__]	Volume Serial [W2__]			
"GL-MASTER"	Name [03GL_____]	Volume Serial [W2__]			
"GLD-MASTER"	Name [_____]	Volume Serial [_____]			
"JOUR-AP"	Name [JOUR-AP]	Volume Serial [W3]	Current	Year	
"JOUR-AP"	Name [2002-AP]	Volume Serial [W3]	Last	Year	
"JOUR-AP"	Name [2004-AP]	Volume Serial [W3]	Next	Year	
"AR-MASTER"	Name [JNL-03-AR_]	Volume Serial [W2__]			

42. To save your changes, press Enter until the cursor returns to the action code field.
(If you press Esc immediately, the system does not save your changes.)
43. If you have multiple fiscal year archives, repeat for each fiscal year you wish to be able to access.
44. If you have multiple locations, repeat for each location.
45. Press ESC twice to return to the Master Menu.

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Converting Journals Manually

Note: If you have not yet installed Version 7, follow the instructions in “Setting Journal Parameters” in the previous section and then install the Version 7 software update. The Manual conversion will not be necessary.

If you have already installed Version 7 before setting up your journal file names, you can correct your journal parameter screens and manually run the conversion program. First, follow the instructions in “Setting Journal Parameters” in the previous section, and then follow the steps below to convert the journals.

B4. Execute program			
Unit	Label	Unit	Label
1	U1	19
2	U2	20
3	U3	21
4	SR	22
5	IN	23
6	CU	24
7	HI	25
8	W1	26
9	W2	27
10	W3	28
11	WP	29
12	30
13		
14		
15		
16		
17		
18		

ENTER FILE NAME ;SPCCNVG7 ENTER UNIT # 4

46. Go to the (ZB4) Execute Program screen. In graphical software, double-click the **Keyop Menu** icon, and then double-click **System Utilities**. Make sure your CAPS LOCK key is on. Select the **[B] Compiler Utilities** type, and select Subset number **[4] Execute Program**.

47. At Enter File Name, type ;SPCCNVG7 and press TAB.

48. At Enter Unit #, type 4 and press Enter.

49. When the conversion is complete, the system returns to the Master Menu.

Note: Depending on the number and size of journals you have set up, the conversion may take seconds, or it may take several minutes.

Additional Information

At fiscal or calendar year-end, renaming the A/R, A/P, and P/O journals is an optional procedure after the year’s final purge. See “Year-End Hints on Renaming and Merging Journals” at www.ddms.com/support/massfax/yearendo3hints4.htm

For more information on the Graphical G/L application, see your online help and “What’s New in Version 7” at www.ddms.com/support/doc/ver7doc.htm