

Converting A/R Journals for Version 4

What It Does

If you have A/R journals, they won't be converted automatically when you upgrade to Version 4.

Note: To create A/R journals, you set the parameter Journalize Purged Invoices to **Y** in the (LA2) screen.

When you purge A/R at month-end, the system deletes all invoices with a zero balance. These deleted invoices are placed in a file called JNL-AR on the volume serial that contains your A/R files. (These are the default settings; when you purge, you have the option of changing the file name, and specifying a different volume serial.)

The system does automatically convert the principal A/R files, such as AR-BATCH and AR-MASTER. It's only the journals that you need to convert through the process described here. Since you can choose any name you want for an A/R journal file, and can place it on any volume serial, you need to specify the file names and volume serials before the system can convert them.

How to Do It

- 1** Go to the (Z) screen, and select the [B4] Execute Program function.
- 2** At Enter File Name, type **;SPCCNVJA** and press RETURN.
- 3** At A/R Journal Name, specify the name of the first journal, such as JNL-AR. If your file name does not fill the field, press TAB.
- 4** At Vol, specify the volume serial that contains your A/R journals, and press RETURN.
- 5** At Are You Sure, type **Y**
- 6** After the system converts your journal, repeat this process for each additional A/R journal on system.