

What It Does

Your system produces a sales journal each month, containing the completed invoices for that month. The current month's sales journal is called JOUR-S. During month-end procedures, you move the completed month's invoices out of JOUR-S, and into another file.

Note For details on creating individual monthly sales journals, see Renaming Sales Journals: www.ddms.com/resources/support/faq/period/rename-salesj.pdf

For day-to-day operations, we recommend that you utilize individual monthly sales journals. Although you can merge them into a single year-to-date (YTD) journal, it can cause noticeable slowdowns in order entry history retrieval as the YTD file grows.

However, a YTD sales journal can be beneficial for reporting on a year's worth of completed invoices. We recommend that you keep both journal types: individual monthly journals for quick order history retrieval, and a YTD file for reports.

How To Do It

The process of adding one month's invoices to the existing YTD file is called merging sales journals. The procedure is best done after month-end and/or year-end procedures are complete. For complete month-end procedures, see the year-end issue of Key Ops at www.ddms.com/support/pubs/keyops.htm.

Note Merging sales journals is a dedicated procedure. Do not let anyone else use the system until you complete it.

To merge sales journals, follow these steps:

1. Go to the (M) Operational Procedures screen. (In graphical software, double-click the Keyop Menu icon, and then double-click the Operational Procedures icon.)
2. Select the [I] Sales Journal Month-End Procedure action code.
3. Select the [M] Merge Files action code.
4. At File Name, specify the sales journal you want to copy information from.
5. At Volume, press TAB to accept the default, which is the volume serial specified for sales journals in the (LØ) screen.
6. At To File Name, specify the file you're merging into. This is usually the sales journal you're creating for the entire year. If you're making a sales journal for 2010, for example, you might specify 10-S.

Note: Using only the last two characters of the year prevents problems with the supplemental files.

As part of the merging process, a number of journal subfiles, such as JO-GLOBAL and JOINDEX, will be renamed with the first two characters of the name you choose. These two files will become 10-GLOBAL and 10-INDEX, for example, if we use 10-S as the journal name.

Using the last two digits of the year lets you provide a unique prefix for the subfiles each year.

7. At Volume, accept the default by pressing TAB.
8. At Delete Original Files After Copy/Merge, type N.
9. At Update (LGA) Journal Names When Copying or Renaming, type N.
10. At Update (L8) Manifest Additional Journal Name, type N.
11. Your system specifies a new name for each subfile of the journal file, as shown below.
The File From column lists the possible subfiles for the journal file. The File To column lists the new name for each, using the first two characters of the new journal name you specified. (If some names are missing from the File To column, it's because the subfile is either empty or does not exist.)

The cursor appears in the first [X] field.

Press RETURN to rename all the subfiles.

12. At Are You Sure, type Y

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13:38:38      (MI) Sales Journal Month-End Procedure rev. (11/13/09)      12/08/10
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[I] (C=Copy Files, M=Merge Files, R=Rename Files)
File Name [JOUR-S  ] Volume [W2??] To File Name [PREV-S  ] Volume [W2??]
Delete Original Files After Copy/Merge Y/N ?
Update (LGA) Journal Names When Copying or Renaming Y/N ?
Update (L8) Manifest Additional Journal Name Y/N ?
*Place An "X" Next To The Files To Copy/Merge/Rename.
      File From      File To      Records
[.] [0AJAN-S...] [10-S.....] [.....]
[.] [0A-GLOBAL.] [10-GLOBAL.] [.....] * Note: A Blank "File To"
[.] [0A-LINE...] [10-LINE...] [.....] Name Indicates That The
[.] [0A-PROJECT] [10-PROJECT] [.....] "File From" Does Not Exist
[.] [0A-PJINDEX] [10-PJINDEX] [.....] Or Contains No Records.
[.] [0A-SPECIAL] [10-SPECIAL] [.....]
[.] [0A-TENDER.] [10-TENDER.] [.....]
[.] [0A-CRINDEX] [10-CRINDEX] [.....]
[.] [0A-I-INDEX] [10-I-INDEX] [.....]
[.] [0A-POINDEX] [.....] [.....]
[.] [0A-SUMMARY] [10-SUMMARY] [.....]
[.] [0A-COMMENT] [10-COMMENT] [.....]
[.] [.....] [.....] [.....]
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