

What the Problem Is

As part of your month-end procedures, you rename your sales journal. The current month's journal, JOUR-S, gets saved under another name.

You need to use a naming convention that lets you quickly identify the month and year for each sales journal. One way is use the month and year as the first four characters. Suppose you were using this method throughout 2010. At the end of January 2010 you renamed that month's sales journal as 0110-S:

- 01 = the month
- 10 = the year
- followed by -S, indicating it's a sales journal. (The -S is optional.)

Using this convention, when you perform the February month-end procedures, you would rename that month's sales journal as 0210-S.

When you rename the sales journal, the system automatically renames a number of subfiles, using the first two characters you specify. Suppose you rename your sales January sales journal as 0110-S, as we mentioned. Each subfile gets renamed by replacing the first two characters with 01, like this:

- JO-SPECIAL becomes 01-SPECIAL
- JO-LINE becomes 01-LINE
- JO-INDEX becomes 01-INDEX.

This method works fine for that year. However, at the end of January 2011, you would name the sales journal 0111-S.

This causes a problem: you already have subfiles that begin with 01 from 2010, and now the system is trying to rename subfiles for 2011 using the same two characters.

If you try to do this, the system displays an error message like this:

```
[01-SPECIAL] Already on File on Volume [xx]
```

In this example, there was already an 01-SPECIAL from January 2010, so it cannot make one for January 2011.

How You Can Solve It

There are two recommended methods to solve this problem:

Method A.

Use a different naming convention each year, so that the first two characters are unique. You could use the last digit of the year (0-9) as the first character in the journal name (for example, use the digit 1 to indicate the year 2011, as shown below. For the second character in the journal name, use the letters (A-L) to indicate the month. To help you remember what month's data is in the journal, you can use a short abbreviation, such as JAN, FEB, MAR, and so on.

The "-S" at the end indicates that these are Sales journals. This pattern is illustrated below:

```
1AJAN-S = January 2011  
1BFEB-S = February 2011  
1CMAR-S = March 2011  
...and so on through the end of 2011.
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2AJAN-S = January 2012
2BFEB-S = February 2012
2CMAR-S = March 2012
...and so on through the end of 2012.

This method lets you store up to 120 sales journals (10 years of sales) on a single volume serial.

Method B.

Use a different volume serial for each year's sales journals. You can have two or more files with the same name on your system, as long as they are on different volume serials. However, you will not be able to easily view this history.

How to Rename Sales Journals

Once you have a file naming convention that will work, rename your sales journals at month-end by following these steps:

Note: Everyone MUST be out of Order Entry and at the main menu before you rename your sales journals. However, going into maintenance mode or stopping TBL Utilities is not absolutely necessary for this particular procedure. If you see "File Operations Failed" during the procedure, re-check all terminals.

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. In the (MI) screen, select the [R] Rename Files action code.
4. At File Name, press TAB to accept JOUR-S, which is the default.
5. At Volume, press TAB to accept the default volume serial.
6. At To File Name, specify the new name that this sales journal will have. If you do not fill the field, press TAB.
7. The Volume field defaults to the volume serial specified in the Sales Jour field in the (LØ) screen, which is the volume serial that probably contains your existing sales journals.

If your naming convention requires using a different volume serial, specify it here. If you do not fill the field, press ENTER. Go to Step 6.

If you're not switching volume serials, press TAB to accept the default. Go to Step 8.

8. If you specify a different volume serial for the renamed sales journal, the following prompt appears:

Copying to a Different Volume Serial - Is This Correct Y/N ?N

Enter the appropriate response:

- Y Yes, this is the correct volume serial.
- N (default) No, this is not correct. If you specify N, the cursor returns to the action code field so you can start over.

9. If you're copying to a different volume serial, the cursor moves to Delete Original Files After Copy/ Merge. Type Y
10. At Update (LGA) Journal Names When Copying or Renaming, you have the option of adding your newly renamed sales journal to the list of sales journals the system checks when you do a credit return.

When a customer returns an item, the system checks the archived sales journals in the (LGA) screen to find the original invoice.

Note: In addition to credit returns, the system also uses the (LGA) screen when you print, fax, email, and inquire on invoices. For these reasons, most dealers set this field to Y.

Enter the appropriate response:

- Y (default) Yes, add the newly renamed file to the (LGA) screen. This will ensure that order history searches will include the renamed journals.
- N No, do not update the (LGA) screen.

11. At Update (L8) Manifest Additional Journal Name, you have the option of adding the newly renamed sales journal to the (L8) screen. When you create shipping manifests, the system searches the journals specified in the (L8) screen for invoices that meet the limits set for the manifest.

Note: If you use the shipping manifest, we recommend you set this field to Y.

Enter the appropriate response:

- Y (default) Yes, add the newly renamed file to the (L8) screen.
- N No, do not update the (L8) screen.

12. Your system specifies a new name for each subfile of the JOUR-S file, as shown in the following figure. The File From column lists the possible subfiles for JOUR-S. 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.

13. At Are You Sure, type Y

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13:38:38      (MI) Sales Journal Month-End Procedure rev. (11/13/09)      12/13/10
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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
      [JOUR-S....]    [0A-S.....]    [.....]
      [JO-GLOBAL.]    [0A-GLOBAL.]    [.....]
      [JO-LINE...]    [0A-LINE...]    [.....]
      [JO-PROJECT]    [0A-PROJECT]    [.....]
      [JO-PJINDEX]    [0A-PJINDEX]    [.....]
      [.] [JO-SPECIAL] [0A-SPECIAL]    [.....]
      [.] [JO-TENDER.] [0A-TENDER.]    [.....]
      [.] [JO-CRINDEX] [0A-CRINDEX]    [.....]
      [.] [JO-I-INDEX] [0A-I-INDEX]    [.....]
      [.] [JO-POINDEX] [.....]         [.....]
      [.] [JO-SUMMARY] [0A-SUMMARY]    [.....]
      [.] [JO-COMMENT] [0A-COMMENT]    [.....]
      [.] [.....]         [.....]         [.....]
=====

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* Note: A Blank "File To" Name Indicates That The "File From" Does Not Exist Or Contains No Records.