

# Key Ops Dispatch

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This month we have one new FAQ file for you, on merging sales journals. We also have two of the most requested FAQ files: Backing out finance charges, and inventory housekeeping.

## ----- Merging Sales Journals -----

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. At the end of the month, you move the completed month's invoices out of JOUR-S, and into another file.

One option is to create a file to hold a year's worth of completed invoices. At the end of each month, you move the completed invoices from JOUR-S to this year's sales journal. The process of adding one month's invoices to the existing file is called merging sales journals. We'll explain how to merge sales journals in this FAQ file.

To learn how to merge sales journals, see [FAQ #85: Merging Sales Journals](#).

## ----- Backing Out Finance Charges -----

If your finance charges are incorrect, or if you have finance charges you do not want, you need to back them out. If the charges were incorrect, you can then recalculate them.

This document first explains how the system calculates finance charges, because understanding the parameters that control finance charges can make undoing them easier. It then explains how to back out incorrect finance charges.

To learn about backing out finance charges, see [FAQ #4: Backing Out Finance Charges](#).

## ----- Inventory Housekeeping: Clean Up after Loading O/PUS -----

Because your inventory database is the largest on your system, it takes the most space on your hard drive, and it takes more time to search and back up. It makes sense to maintain this database, removing records you no longer need. This will help your system perform more efficiently.

One way to do this is to remove discontinued items, which O/PUS marks as deleted when you load an item file update.

To learn how to do this, see [FAQ #99: Inventory Housekeeping](#).

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