

ARCHIVING

You have the option of archiving important reports onto your disk. This invaluable option not only saves paper and filing space, but saves the time necessary to locate these items. Important documents are available instantly, at the touch of a key. You can display these archived reports on your screen or send them to a printer. The reports available for archiving are listed below.

Draw/Net Reports

Draw/Net Reports are archived during the Invoice Run. Titles can be designated to have a Draw/Net Report archived by setting the 'Print Draw/Nets' field in the Title File (code 700).

Invoices

You have the option to archive invoices, reorder invoices and newspaper invoices. To archive invoices and reorder invoices, update the 'Archive Invoices' flag in the Invoice Options section of the Client Record (code 321). Invoices will be archived when the Invoice Run is accepted through code 179. Reorder Invoices will be archived when code EOD is run. To archive newspaper invoices, update the 'Archive Invoices' field in the Newspaper Options section of the Client Record (code 321). The newspaper invoices will be archived when the newspaper invoice is accepted with code N28.

A/R Statements

A/R statements are archived when the A/R statement run is accepted with code A999. To activate this option, update the 'Archive Statements' field in the A/R Options section of the Client Record (code 321).

Bulk Report

You have the ability to archive Bulk File reports at the time they are requested to print. When requesting a Bulk report to print using code 420, you will be prompted to 'Print, Archive or Both'. To archive the Bulk Report, enter 'A'. To print a hard copy and archive a copy, enter 'B'.

Credit Memos

Credit memos are archived when code 830 is run. To activate this option, update the 'Archive Credit Memos' field in the Return Options section of the Client Record (code 321).

Statement of Bulk Returns

The Statement of Bulk Returns (affidavits) are archived when code 814 is run. To activate this option, update the 'Archive Affidavit' field in the Return Options section of the Client Record (code 321).

Aged Trial Balance

The Aged Trial Balance is archived when code A999 is run to accept the A/R statement run. To activate this option, update the 'Archive Aged Trial Balance' field in the A/R Options section of the Client Record (code 321).

The archived data must be organized into periods on a quarterly or monthly basis. Doing so allows easier access to the documents. See 'M801 - Move Aged Archive Data' in the Monthly Processing Procedures section of this manual.

****Important****

When an invoice is accepted with code 179 or the A/R statement run is accepted with code A999, these programs will check to see if the disk archive area of your system has enough room to run code M801 - Move Aged Archived Data. If it is within X percent of not having enough room, a message will display letting you know that you must run M801 before you accept your next invoice or statement run. If you do not act on this message your 179 and A999 will not function on your next attempt to run these codes.

Archiving Codes

382 - Display Archived Forms

This code allows you to select archived documents to be viewed on screen or to be sent to a printer. The printed documents will be an exact copy of the original.

Select Display Form:

- | | |
|--------------------|--------------------|
| 1 - A/R Statements | 5 - Draw/Net |
| 2 - Invoice | 6 - Pub Rtns |
| 3 - Credit Memo | 7 - Aged Trial Bal |
| 4 - Bulk | |

Enter selection: (1 - 7 above)

After making you selection, the cursor will move to the 'Enter From Date' prompt. Press F1 to back up to archived period to change to the period from which you would like to retrieve data.

Archived Period: (1-12)

- Example:
- 0 - Current month
 - 1 - Back 1 month/quarter
 - 2 - Back 2 months/quarter
 - 3 - Back 3 months/quarter
 - 4 - Etc.

Enter From Date: MM/DD/YY **To Date:** MM/DD/YY

F4 lists all dates for the form selected.

Chain Number:

Displays for forms 1 - Statements, 2 - Invoices, and 3 - Credit Memo. Cursor will be at the Retailer number prompt. Press F1 to backup to the Chain number prompt. For the chain number you enter all forms for the dates selected for all retailers on that chain will display/print.

Retailer Number:

Displays for forms 1 - Statements, 2 - Invoices, and 3 - Credit Memo. F4 lists all retailers in the file for the data selection you entered.

Title Number:

Displays for forms 4 - Bulk List and 5 - Draw/Net. F4 uses the first title on each page of the report. When a page is selected all titles within that page will display.

Publisher Number:

Displays for form 6. F4 lists all ND publishers in the ND/Publisher File.

Starting/Ending Reference Number:

Displays for form 6 if zero is keyed for publisher number. This will allow affidavits to be printed by reference number or reference number range.

Reference Number:

Displays for forms 2 - Invoices and 3 - Credit Memo. F4 lists all reference numbers in the file showing you reference number, retailer, and date. You are able to retrieve credit memos by reference number. To do this, you must press enter at date and key zero for retailer number. Enter the reference number or press F4 to look up available reference numbers. If there are any duplicate reference numbers (the same reference number was used for a shortage and a credit memo), they will appear on the screen consecutively.

PO Number:

Displays for forms 2 - Invoices. You are able to retrieve invoices by PO number. To do this, you can press enter at date or enter a date and key zero for retailer number and reference number. Enter the PO number or press F4 to look up available PO numbers.

Statement Document View

When you are viewing a statement you can arrow to the invoice reference number you want and press F4. The invoice will display on the screen. Press F1 to go back to the statement.

384 - View Returns on Credit Memos

For the retailer requested this code will read through the archived period selected to print a report identifying credit memos by date and reference number for returns made on the title/issue entered. To print all titles and issues for a specific archive period, enter 0 at title and at issue. To print a specific title and a specific issue, enter the title and issue number. This works for credit memo formats C, D, F, G, K, P, M and U.

The 384 - View Returns on Credit Memos report prints the retailer number, credit date (for client 135, this is the 822 date), reference (memo no. for format U), document (format U only), customer reference (format U only), title, issue, quantity, price, retail, extension and comments. Comments only print for client 135 as credit memo (code 800 return and shortage type 1), overage, shortage (code 800 shortage type 3), chargeback, cancel (code 800 and code 806 if option set in Code 321) and rejected return (if title is '* * *').

This code is extremely helpful when checking returns that ‘made net minus’ or retailers calling in shortages. Shortages forms are also archived under credit memos. You can select all returns for a specific title or title/issue to see how many different times a title appeared on the retailer’s claims for credit.

Step	Enter	Digits	Comments
	Code 384		
1	Archived Period	2	
2	Retailer Nbr	5	
3	Title	5	zero for all
4	Issue	4	zero for all

385 - Print CR Memos on Invoices

For the retailer/invoice reference number entered, it will read through all the archive periods to print the invoice reference number entered and all credit memos that have returns for the titles/issues on the requested invoice. The titles/issues for the requested invoice are bolded on the credit memos if printed on a laser type printer. Up to ten retailers/reference numbers can be entered for a session. This works for credit memo formats C, D, F, G, K, P, M and U.

Step	Enter	Digits	Comments
	Code 385		
1	Retailer Nbr	5	F4 Lookup
2	Reference	8	
3	F9		Once all Retailers/Reference numbers are entered to print report.

M801 - Moved Aged Archive Data

This code is to be run monthly or quarterly to maintain and organize your archived data files. Whether this code can be run monthly or quarterly depends on the amount of data being archived and the amount of disk space you have available.

There will be 4 or 12 archive periods available on disk at all times depending on the archiving level that was purchased. All current archived data will be in period zero (0). At end of month or end of quarter, you will run code M801 which will age all archived data by one period. Ex: Period 1 data will move to period 2, period 2 data to period 3, etc. The program will then prompt for a date. It then reads through the files in period 0. If the date in the data is older than or equal to the date entered, that data is written to period 1. If the data's date is greater than the date entered, it is left in period 0. The program then prompts you to 'Mount Archive Backup Tape' so that the data for the end of month or quarter that is now in period 1 can be copied to tape to be stored in a safe place.

Ideally, at the end of April, the date you enter will be March's end of Month. This insures all transactions dated up to the end of March are aged. For example, returns that get processed in April may still have March's date on them. If you aged your data too soon, then you would need to search March and April looking for this return.

The date in the screen display "Last M801 Was Run on mm/dd/yy" is the drop date that was keyed when the last M801 was run.

Step	Enter	Digits	Comments
	M801		
1	Last M801 was run on MM/DD/YY	*	Displays
2	Do you want to continue?	1	Y/N - Data will move when y is entered.
3	Date	6	Enter drop date.

If the drop date keyed is 7 days before or after the system date, the message "Warning - Is This Date Correct?" will display. The default is N. Key N to go back to the date field and key in the correct date. If the date keyed is correct, key Y to continue.

4	Mount Archive Backup Tape	*	Displays
5	Press enter to continue	1	Press enter.

M807 - Backup Archive Period to Tape

This code allows you to backup a specified archive period to a tape for safekeeping. This code can be used by those who prefer to keep a daily or weekly backup of their archived files. This program only backs up the file to tape. It does not take the place of code M801 - Move Aged Archive Data. M801 must still be run on schedule. See Monthly Processing Procedures section of the manual for more information on code M801.

- | Step | Enter |
|------|------------------------------------------------------------------------------------------------------------|
| | Code M807 |
| 1 | Enter archive period: 0/1/2/3 (for quarterly archiving)
0/1/2/3...12 (for monthly archiving) |
| 2 | Mount archive backup tape *all data currently on this tape will be overwritten, so
exercise caution. |
| 3 | Press enter to continue |

M808 - Restore Archive Period From Tape

This code allows you to restore archived files from a tape to a specified archive period in order to look up an older document. Always restore to period 4 if using quarterly archiving and to period 13 when using monthly archiving. This allows the users on the system to continue to have access to the most current documents.

- | Step | Enter |
|------|-------------------------------------------------------------------------------------------------------------|
| | Code M808 |
| 1 | Enter archive period: 0/1/2/3/4 (for quarterly archiving)
0/1/2/3...13 (for monthly archiving) |
| 2 | Mount archive backup tape |
| 3 | Press enter to continue |

M808 - ERRORS

A dirty tape drive is the most common cause for errors.