

## Monthly Processing Procedures

### **End of Month Reorg - Bulk and O/R Files**

This procedure, if performed on a regular monthly basis, accomplishes several things. First, it purges old data from the Bulk and O/R Files to allow the space necessary for new records to be added. Old data that is to be kept for historical reasons gets aged (see Bulk File - Save Old Issues in this section of the manual). It also builds profiles that allow you to utilize the CAD (Computer Assisted Distribution) programs. More files can be added to this purge/age process based on the Reorg Options set in the Client Record (code 321).

Reorganization deletes Bulk records once their maturity date has been met, drops O/R history for deleted records according to frequency, flags retailers' O/R records for deletion according to the minimum base set by the agency, and indexes new O/R records in order that you can obtain distribution information from the CAD profiles.

### **Bulk File - Delete Old Records**

Each time a Reorg is run, Bulk issues are dropped according to frequency and number of months since invoice date. The standard length of time for issues to be kept is:

- Freq 0 - Book on magazine invoice - keep 8 months.
- 1 - Annual - keep 18 months.
- 2 - Seasonal, quarterly, or bimonthly - keep 8 months.
- 3 - Monthly - keep 8 months.
- 4 - Semimonthly - keep 4 months.
- 5 - Weekly magazine - keep 4 months.
- 6 - Daily newspaper - keep 4 months.
- 7 - Bulk comics - keep 8 months.
- 8 - Paperback books on book invoice - keep 8 months.
- 9 - Merchandise on magazine invoice - keep 8 months.
- S - Special seasonal - keep 8 months.
- I - Semiannually - keep 8 months.
- X - Bimonthly - keep 8 months.
- O - One shot - keep 18 months.
- B - Book system - keep 8 months.

To keep Bulk Records longer than the standards above, see 'Save Old Issues' below.

An issue must have an invoice date to be dropped at REORG. If an issue has added to the Bulk File from receiving but has never been invoiced, it will not be dropped at REORG time. Use code 400 to update the issue invoice date to drop these type records.

If the issue being dropped exists on the Title Issue screen (code 700) it will be deleted from that screen simultaneously when the issue is dropped from the Bulk file.

### **Bulk File - Save Old Issues**

Ordinarily during the REORG, issues are deleted from the Bulk File 'X' number of months from the invoice date. The number of months is determined by the frequency of the title as described above. You have the option of retaining old issues on the Bulk File for a longer period of time than is listed. To activate this option for a title you must update the 'Bulk Save Years' field in the Distribution screen of the Title File (code 700 or code 701 for mass update). You have the ability to enter up to 99 years to save. Keep in mind, however, that the amount of data that you can save is limited to the amount of disk space that is available on your system. During the REORG, when retaining old issues, the system will update the old issue number with the issue year for purposes of identification. The first four digits of the eight digit issue number will become the year. For example, issue '0012' would become issue '199912' for the December, 1999 issue.

### **Bulk File - Save Unclaimed Returns**

You have the ability to save old Bulk issues that contain returns that have not yet been claimed on a Statement of Bulk Returns (Affidavit). This means if an issue is determined to be old enough to age off of the Bulk File, but is found to have unclaimed returns it will not be dropped. These saved Bulk issues will be aged with the issue year added for identification as listed above. To activate this option, update 'Save Bulk - Unclm Rtns' in the REORG section of the Client Record (code 321).

### **O/R File - Base Drop at REORG**

During the REORG, a retailer is automatically flagged for deletion from a title when his base is equal to or less than the designated minimum base. This method in the system is called a standard base drop. The system automatically defaults to use a base of .9 as the minimum base for all titles. This can be changed by updating 'Std Base Drop - Reorg' in the REORG section of the Client Record (code 321). An alternative method to this standard base drop is to establish a base drop by title. To activate a base drop by title, use code 700 (Title Add/Update) and change the Minimum Base Allowed field to the desired base number. The Title File minimum base drop will override the Client Record standard base drop for any title that has been updated. These flagged records will remain on the system under a delete status. If a retailer has a base that is lower than the base drop figure in the Client Record or the Title File and that base has a freeze 8, 9, H or I, the title will not be flagged for delete.

### **O/R File - Drop Flagged Records**

O/R records that have been flagged for delete, whether through the standard base drop or by manual deletion through O/R maintenance codes, are dropped from the O/R File when distribution has been discontinued for a set number of consecutive issues. The set number is based on the frequency of the title.

Frequency	Issues used
0,2,8,I,B	3 most current
1,9,O	2 most current
3,4,7	6 most current
5,6,X	10 most current

This means that if the retailer has been deleted from distribution for a monthly title (frequency 3), and 6 issues of that title have been invoiced since he was deleted (he has had no activity posted for these 6 consecutive issues), then this record will be dropped from the O/R File. Keeping the records this long insures that the Bulk and O/R Files stay in balance with each other for the most current issues and that the RDA data is available for reporting purposes.

### **Newspaper File Drop Old Records**

If the Newspaper System is in use, the system will automatically drop records from the Newspaper History File if the newspaper has been deleted from the Title File.

### **Drop Special Return Error File Records**

You have the option to automatically purge records from the Special Return Error File during the Reorg. To activate this option see '141 Hold Days' in the Reorg section of the Client Record (code 321).

### **Drop Unsigned Invoice File Records**

You have the option to automatically purge records from the Unsigned Invoice File during the Reorg. To activate this option see '182 Hold Days' in the REORG section of the Client Record (code 321).

### **Drop Cancel Invoice File Records**

You have the option to automatically purge records from the Cancel Invoice File during the REORG. To activate this option see '807 Hold Days' in the REORG section of the Client Record (code 321).

### **Drop Shortage File Records**

You have the option to automatically purge records from the Shortage File during the REORG. To activate this option see '849 Hold Days' in the REORG section of the Client Record (code 321).

### **Drop EDI File Records**

You have the option to automatically purge records from the Save EDI File during the REORG. To activate this option see 'E115 Hold Days' in the REORG section of the Client Record (code 321).

### **Drop ND Returns File Records**

You have the option to automatically purge records from the ND Returns File during the REORG. To activate this option see '831 Hold Days' in the REORG section of the Client Record (code 321).

### **805 - Reorg Magazine Files**

Due to the amount of time and the number of files involved, it is important that the Reorganization is scheduled to be run each month at a time when no one else will be on the

system. The time it takes to run depends upon how many records are on file. Before you begin the Reorganization, be sure your last End of Day Run has been completed. You must also make sure that no one is on the system. Do a system reboot (code SHUT) prior to starting the REORG. This will ensure that all processes have been ended and that all users are off the system. Once the Reorganization has been started, do not try to key any codes as this will terminate the process.

At 'Enter Code' key code '805' and press return. You will be prompted for printer selection. Once you select the printer, you will be prompted to backup files. It is extremely important that a file backup is made prior to the REORG. Insert a tape labeled 'REORG - dated MM/DD/YY' and answer 'Y' to backup files. Immediately after the files are backed up to tape, the Reorganization will begin.

Code 321 - General Options 2 screen - Backup Program Library option, allows you to back up the program library during the Reorg backup.

There are several programs that run automatically during a REORG. Messages appear continuously through the run to indicate what program is running.

- X510 - Reorg O/R File
- X511 - O/R Reorg Status Report
- X520 - Reorg Bulk File
- X522 - Update Title Issue
- X555 - Reorg Newspaper and Call-in files
- X521 - Bulk Reorg Status Report
- Optional file purges as designated in Client Record (321)
- 141 - Purge Special Return Error File
- 182 - Purge Unsigned Invoice File
- 807 - Purge Cancel Invoice File
- 849 - Purge Shortage File
- E115 - Purge EDI File
- M992 - Delete Old Notes - all files
- 260 - Create Retailer Rack Load
- 243 - Create O/R Status Files
- 251 - Create Retailer Category Profiles
- 245 - Title O/R Status Report (optional)
- 244 - Retailer O/R Status Report (optional)

X520 - Reorg Bulk File will issue the message "<File Name> In Use. Try Again or End? T/E" if the program cannot open the Bulk, Warehouse Bulk, O/R, POS, Return Flow or Title files with an exclusive lock. Input T to try again. If the program can then open the file with an exclusive lock, it will continue. Input 'E' to end the code.

If the REORG stops while any of these programs are running and displays an error, write down the complete error message indicating the program that was running when the error occurred (this should be listed on the screen). Use code 'SHUT' to reboot the system. Use code 991 to restore

files using the pre-Reorg back up tape. Contact DPS customer service with the error. You will be instructed as to how to continue.

## **System Backup Procedure**

This procedure is used to backup the RS/6000 operating system and the DPS program library. It will not backup your data files.

This procedure must be run on a monthly basis. It should also be run any time new equipment is added to your system or faulty equipment is replaced on your system. This backup will take approximately two hours depending on the size of the agency.

You should always rotate 3 tapes for the System Backup. This will give you an added margin of safety. When you are making the newest backup you will still have the previous two backups to fall back on if the current tape goes bad.

1. Everyone must be off the system. Reboot the system by keying 'SHUT' at enter code. If there are any users on the system they will be listed. Notify those users to log off of the system. Answer 'N' to 'Do you want to continue?'. Repeat the process until you are the only user listed. Then answer 'Y' to 'Do you want to continue?'. Answer 'Y' to restart the system immediately. The system will take approximately 5-20 minutes to reboot depending on the size of the processor.
2. The system will come back up to 'login' after it has rebooted.
3. Insert the tape in the tape drive.
4. At the prompts listed below, key in the following:  
login: root  
password: souper  
#: sysback
5. If the following comes up, the first tape is full and you need to put another tape in the drive, then press enter.  
  
Mount next media on device/dev/pmt0.1 and press enter.
6. When the backup is done, press control and D keys simultaneously.
7. This will bring up the prompt login. Login in using your normal login.
8. Put caps back on.

## **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.