

## Tips and Tricks – Installment #9

### System Features you might not know about:

Print to Disk and Posting Reports/Journals.

In the last installment we discussed pros and cons of printing to disk (P2D) reports and especially Journals/Registers. (Come to think of it I can't think of any cons except a couple of keystrokes more to print your Register.)

There is an additional option however within the system to guarantee that you will always have a P2D copy of your posting Journal/Register (these two names can be used interchangeably) even though you have printed your posting report to paper. (Having your cake and eating it?)

This option is the “Save Registers” option and can be turned on by the systems administrator from the first tab of the Company Information screen:

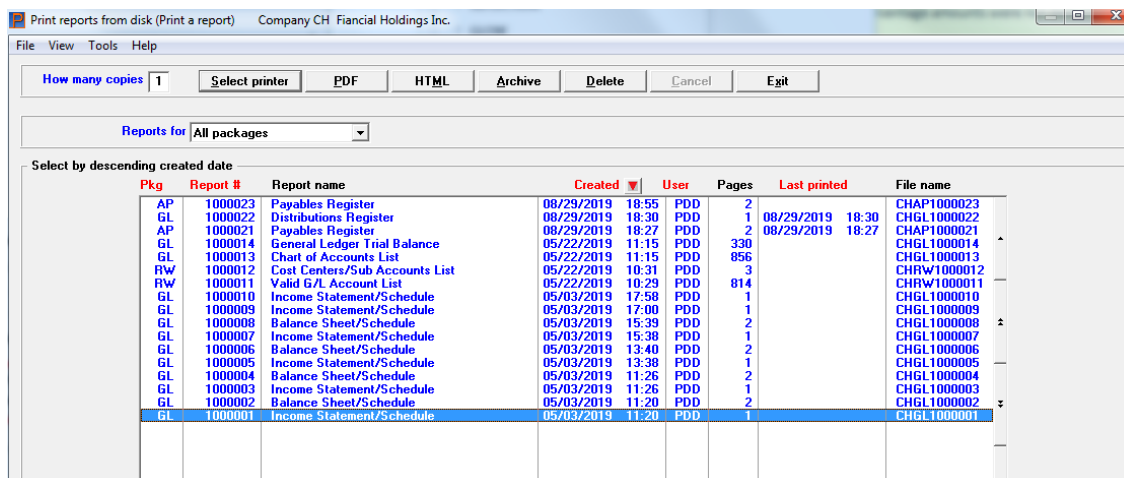
The screenshot shows the 'Company information' window for 'Company CH Financial Holdings Inc.'. The 'General' tab is selected. The window has a menu bar (File, Tools, Help) and a toolbar with buttons: New, Edit, Save, Save / New, Delete, Cancel, Edit printers, and Exit. The 'General' tab contains several sections:

- Company report name**: Text input field.
- Company display name**: Text input field.
- Address line 1**, **Address line 2**, **Address line 3**: Text input fields.
- Phone**: Text input field.
- Year 2000 cutoff**: Text input field with value '35'.
- Use reformat account option**: Check box (unchecked).
- Batch controls**:
  - Use batch controls**: Check box (unchecked).
  - Last batch # used**: Text input field.
- Cross reference file**:
  - Use cross reference file**: Check box (unchecked).
  - Scan accounts pop-up box default**: Dropdown menu.
- Security**:
  - Allow protected changes**: Check box (checked).
  - Use passwords**: Check box (checked).
  - Use change log**: Check box (checked).
- Print reports from disk**:
  - Protected disk reports**: Dropdown menu with value 'Limit access by user menu / ID'.
  - Registers**:
    - Save registers**: Check box (checked) - circled in red.
    - # days before warning**: Text input field with value '365'.

So what is this and how does it work?

First, some background. One of the rules of PBS is that a Journal/Register must always be “printed” because the system “wants” to make sure that all important accounting documents like registers are saved in some permanent fashion. The above two words were quoted because “printed” doesn't literally mean rendered to paper – it could be rendered to a PDF or something else. It just can't be stored as a P2D text file – that is not enough. So if you select P2D for posting a report it will show in the

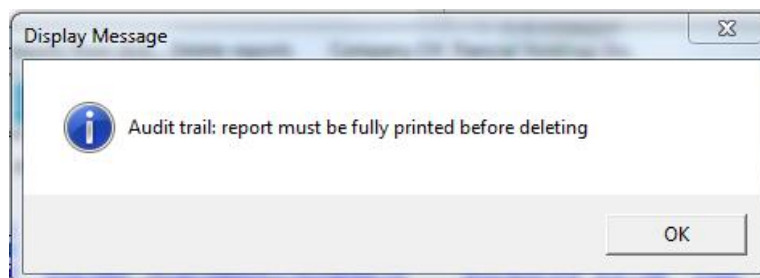
P2D list as unprinted and therefore cannot be purged. In the following look at the first line:



Note how the first report in the list does not have a last printed date. This means that since a Payables Register is a register, it cannot be delete until it has been printed. Taking a closer look at this:

AP	1000023	Payables Register	08/29/2019	18:55	PDD	2		CHAP1000023
GL	1000022	Distributions Register	08/29/2019	18:30	PDD	1	08/29/2019 18:30	CHGL1000022
AP	1000021	Payables Register	08/29/2019	18:27	PDD	2	08/29/2019 18:27	CHAP1000021
GL	1000014	General Ledger Trial Balance	05/22/2019	11:15	PDD	330		CHGL1000014
GL	1000013	Chart of Accounts List	05/22/2019	11:15	PDD	856		CHGL1000013
RW	1000012	Cost Centers/Sub Accounts List	05/22/2019	10:31	PDD	3		CHRW1000012
RW	1000011	Valid G/L Account List	05/22/2019	10:29	PDD	814		CHRW1000011
GL	1000010	Income Statement/Schedule	05/03/2019	17:58	PDD	1		CHGL1000010
GL	1000009	Income Statement/Schedule	05/03/2019	17:00	PDD	1		CHGL1000009
GL	1000008	Balance Sheet/Schedule	05/03/2019	15:39	PDD	2		CHGL1000008
GL	1000007	Income Statement/Schedule	05/03/2019	15:38	PDD	1		CHGL1000007

The Trial Balance and the Chart of Accounts List (report lines 4 and 5) can be purged at any time whether they have been printed or not. However attempting to purge/delete the report on line 1 – the register will result in:



An “audit trail” report is yet another synonym for Register/Journal.

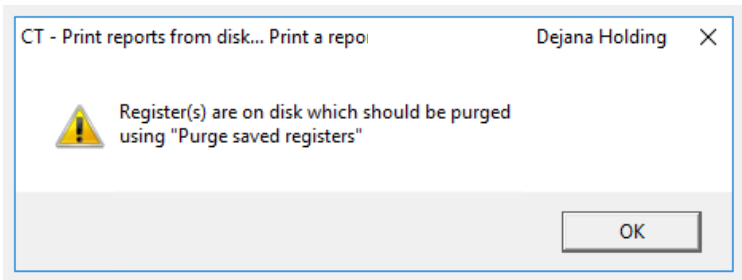
So back to the Save Registers function:

- Assuming that the Save Registers feature is turn on (as above), a Journal/Register/Audit Report, to be treated as a saved register, *must not* be printed to disk because then the rule about actually printing audit reports would cut in. In other words a saved register is one that has already been printed but the save register function has kept a copy of it on the disk in the P2D area
- Because, by definition, saved registers have already been printed they can be purged at any time.

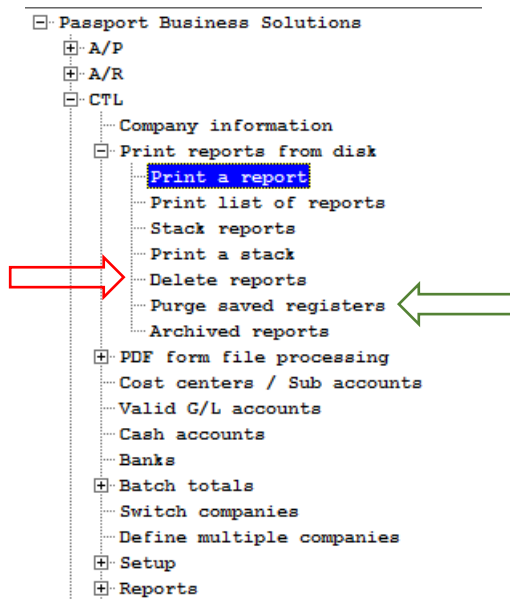
We can see this in the above display with reports on line 2 and 3. These posting reports were printed to a printer at the time of posting but since the Save Register feature was turned on they

were also “saved”. Note that since they have been printed the last printed data is filled in and so these save registers can also be deleted.

One last point about Saved Registers. Since the process of saving a register is automatic, it is assumed that over a period of time the number of automatically save reports will mount up. As a convenience feature to aid in managing this accumulation you can set a time-out date. Let’s assume you want to keep your Registers for a year. By putting in 365 days into the “# of days before warning” field, once one or more reports have achieved that age a warning will be produced to remind you that you can purge this reports:



Note that this purge function is different from delete reports from disk



The Purge Saved Registers function will only show those Journal/Register reports that were saved with the “Save Register” feature:

Purge saved registers		Fiancial Holdings Inc. Saved registers for all packages			
Rpt#	Report name	Created	By	Pages	Last printed
1000021	Payables Register	08/29/19 18:27	PDD	2	08/29/19 18:27
1000022	Distributions Register	08/29/19 18:30	PDD	1	08/29/19 18:30

End of reports - <ESC>, <F5> = one package, <F3> = purge by created date  
 Select registers to purge: Starting report #

Both the “Delete” reports function as well as the “Purge Saved Registers” function allow you to delete/purge a range of reports at one time. E.g. delete report numbers 1000021 to 1000025 or whatever.