Tips and Tricks – Installment #9

Print to Disk (P2D) and Posting Reports/Journals

In Tips and Tricks #8 we discussed the pros and cons of printing to disk (P2D) reports and especially Journals/Registers. 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.

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

Company information Company CH Fiancial H	loldings Inc.
File Tools Help	
New Edit Save	Save / New Delete Cancel Edit printers Exit
General Package / screen controls Accoun	t setup P <u>r</u> inters E- <u>m</u> ail
Company report name	362 (251)
Company display name	17.00 <u>7</u>
Address line 1	1606380
Address line 2	
Address line 3	
Phone	18 28 28 A
Year 2000 cutoff 35	Use reformat account option 🗔
Batch controls	Cross reference file
Use batch controls	Use cross reference file 🗔
Last batch # used	Scan accounts pop-up box default
Security	Print reports from disk
Allow protected changes 🔽	Protected disk reports Limit access by user menu / ID 💌
Use pass <u>w</u> ords 🔽	Registers Save registers I⊄
Use change <u>l</u> og ⊠	# days before warning 365

So what is this and how does it work?

One of the rules of PBS is that <u>a Journal/Register must always be "printed</u>" because the system "wants" to make sure that all important accounting documents like registers are saved in some permanent fashion. "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:

tow many copies 1 Select printer PDF HTML Archive Delete Cancel Egit Reports for All packages Pkg Report # Report memory copies Pkg Report #	0023 0022 0021 0014
Reports for All packages Pkg Report and colspan="2">Report name Created T User Pages Last printed File name AP 1000022 Payables Register 08/23/2019 18:55 PDD 2 08/23/2019 18:57 PDD 1 08/23/2019 18:57 PDD 2 08/23/2019 18:57 PDD 2 08/23/2019 18:57 PDD 2 08/23/2019 18:37 CHAP1 CHAP1 GL 1 08/23/2019 18:37 PDD 2 08/23/2019 18:37 CHAP1 CHAP1 GL 1000021 Payables Register 08/23/2019 18:37 PDD 2 08/23/2019 18:37 CHAP1 CHAP1 GL 1000012 Payables Register 08/23/2019 18:37 PDD 3 CHAP1 CHAP1 GL 1000021 Payables Register 08/23/2019 18:37 PDD 38 CHAP1 CHAP1 CHAP1 CHAP1 CHAP1 CHAP1 CHAP1 CHAP1 CHAP1 CHAP1<	0023 0022 0021
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Algebra colspan="2">Algebra colspan="2" Algebra co	0023 0022 0021 0014
Pkg Report # Report name Created ▼ User Page Last printed File name AP 1000022 Payables Register 08/23/2019 18:55 PDD 2 CHAP1 GL 1000022 Distributions Register 08/23/2019 18:57 PDD 2 CHAP1 AP 1000024 Payables Register 08/23/2019 18:27 PDD 2 08/29/2019 18:27 CHAP1 GL 1000014 General Ledger Trail Balance 05/22/2019 11:15 PDD 2 08/29/2019 18:27 CHAP1 GL 1000014 General Ledger Trail Balance 05/22/2019 11:15 PDD 300 CHGU CHAP1 RW 1000017 Chat of Accounts List 05/22/2019 10:31 PDD 3 CHRW1 RW 1000011 Valide GL Account List 05/22/2019 10:29 PDD 814 CHRW1 GL 10000101 Income Statement/Schedule 05/03/2019 17:50	0023 0022 9021 0014
AP 1000022 Payables Register 002/3/2019 16:55 PDD 2 CHAP1 GL 1000022 Distributions: Register 002/3/2019 16:50 PDD 2 06/29/2019 18:30 CHGL1 AP 1000021 Payables Register 002/3/2019 18:27 PDD 2 06/29/2019 18:30 CHGL1 GL 1000014 General Ledger 1rial Balance 05/22/2019 11:15 PDD 30 08/29/2019 18:27 CHGL1 GL 1000013 Chart of Accounts List 05/22/2019 11:15 PDD 30 CHGL1 RW 1000012 Cost Centers/Sub Account List 05/22/2019 10:31 PDD 3 CHRV1 RW 1000011 Income Statement/Schedule 05/32/2019 7:58 PDD 1 CHRV1 GL 10000010 Income Statement/Schedule 05/03/2019 7:58 PDD 1 CHGL1	0023 0022 0021 0014
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AP 1000021 Payables Register 08/23/2019 18:27 PDD 2 08/23/2019 18:27 CHAP11 GL 1000014 General Ledger Trial Balance 05/22/2019 11:15 PDD 330 CHGL1 GL 1000013 Chart of Accounts List 05/22/2019 11:15 PDD 856 CHGL1 RW 1000012 Cost Centers/Nub Account List 05/22/2019 10:31 PDD 33 CHRW1 RW 1000011 Valid G/L Account List 05/22/2019 10:29 PDD 814 CHRW1 GL 1000010 Income Statement/Schedule 05/03/2019 17:08 PDD 1 CHGL1 GL 10000010 Income Statement/Schedule 05/03/2019 17:08 PDD 1 CHGL1	0021
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bit 1000013 Chart of Accounts List 05/22/2019 11:5 PDD 856 CHRU1 RW 1000012 Cost Centers/Sub Accounts List 05/22/2019 10:31 PDD 3 CHRW1 RW 1000011 Vaild 6/L Accounts List 05/22/2019 10:31 PDD 3 CHRW1 GL 1000010 Income Statement/Schedule 05/03/2019 17:58 PDD 1 CHRU1 GL 1000009 Income Statement/Schedule 05/03/2019 17:09 PDD 1 CHG11	2017
nw iouou12 Lost Cemetarysub Accounts List 05/22/2019 10:31 PUD 3 LHRW RW 1000111 Valid GL Account List 05/22/2019 10:29 PDD 814 CHRW1 GL 1000011 Income Statement/Schedule 05/03/2019 17:58 PDD 1 CHRU1 GL 1000009 Income Statement/Schedule 05/03/2019 17:50 PDD 1 CHGL1	0013
GL 1000010 Income Statement/Schedule 05/22/2019 17:58 PDD 1 CHGL1 GL 1000010 Income Statement/Schedule 05/03/2019 17:58 PDD 1 CHGL1 GL 1000000 Income Statement/Schedule 05/03/2019 17:58 PDD 1 CHGL1 GL 1000000 Income Statement/Schedule 05/03/2019 17:00 PDD 1 CHGL1	0012
GL constraint 02/02/2013 17.00 DD 1 CHGL1 GL 1000000 Income Statement/Schedule 02/02/2013 17.00 DD 1 CHGL1	0010
	0009
L IUUUUUX Balance Sneet/Schedule US/U3/2019 15:39 PDD 2 CH6L1	0008 ±
GL 1000007 Income Statement/Schedule 05/03/2019 15:38 PDD 1 CHGL1/	0007
GL 1000006 Balance Sheet/Schedule 05/03/2019 13:40 PDD 2 CHGL1/	0006
GL 1000005 Income Statement/Schedule 05/03/2019 13:38 PDD 1 CHGL10	0005 —
GL 1000004 Balance Sheet/Schedule 05/03/2019 11:26 PDD 2 CHGL10	0004
GL 1000003 Income Statement/Schedule 05/03/2019 11:26 PDD 1 CHGL1	0003
GL 1000002 Balance Sheet/Schedule 05/03/2019 11:20 PDD 2 CHGL1	JUU2 ¥
GL 1000001 Income statement/schedule 05/03/2019 11:20 PDD 1 CHaLI	1001

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 deleted 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	
			·			-	1	1		

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.

Back to the Save Registers function:

- Assuming that the Save Registers feature is turned on (as above), a Journal/Register/Audit Report, to be treated as a saved register, *must not* be printed to disk. 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.
- Since 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 saved registers can also be deleted.

Since the process of saving a register is automatic, it is assumed that over a period of time the number of automatically saved reports will mount up. In managing this accumulation, you can set a

time-out date. For example, if you want to keep your Registers for a year, by putting 365 days into the "# of days before warning" field, reports will be produced to remind you that you can purge this report:



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 sav	ved registers	Fiancial Holdings Inc. Saved registers for all packages						
Rpt# 1000021 1000022	Report name Payables Register Distributions Register	Created 08/29/19 18:27 08/29/19 18:30	By PDD PDD	Pages 2 1	Last printed 08/29/19 18:27 08/29/19 18:30			
End of reports - <esc>, <f5> = one package, <f3> = purge by created date Select registers to purge: Starting report #</f3></f5></esc>								

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.