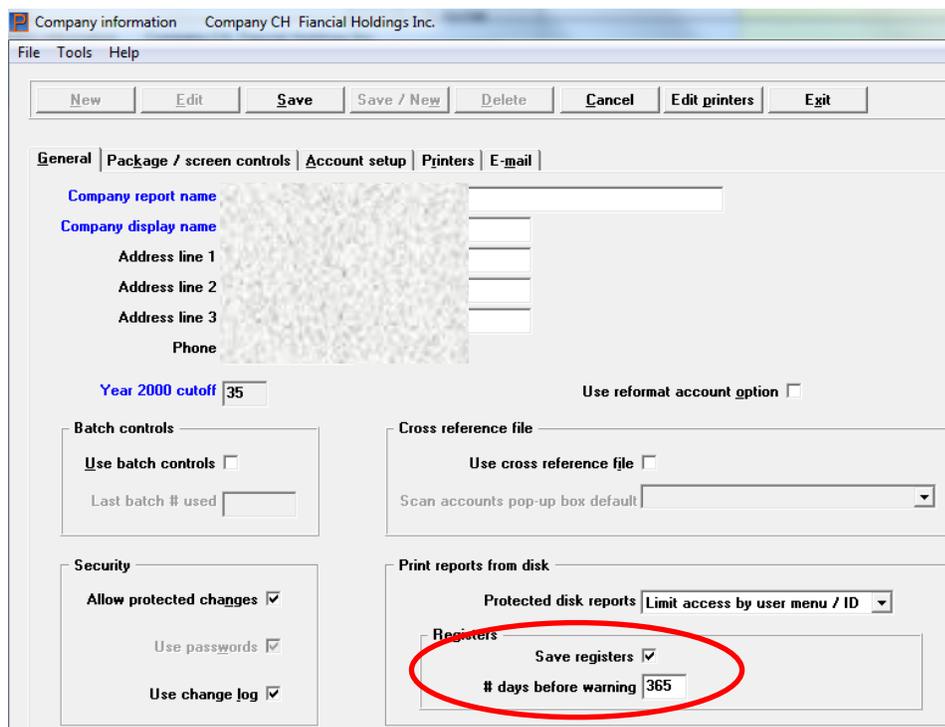


Tips and Tricks – Installment #9

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:



The screenshot shows the 'Company information' window for 'Company CH Fiancial Holdings Inc.'. The 'General' tab is selected. The 'Print reports from disk' section is highlighted with a red circle, showing the 'Save registers' checkbox checked and the '# days before warning' set to 365.

Section	Field/Option	Value/Status
General	Company report name	[Empty]
	Company display name	[Empty]
	Address line 1	[Empty]
	Address line 2	[Empty]
	Address line 3	[Empty]
	Phone	[Empty]
	Year 2000 cutoff	35
	Use reformat account option	<input type="checkbox"/>
Batch controls	Use batch controls	<input type="checkbox"/>
	Last batch # used	[Empty]
Cross reference file	Use cross reference file	<input type="checkbox"/>
	Scan accounts pop-up box default	[Dropdown]
Security	Allow protected changes	<input checked="" type="checkbox"/>
	Use passwords	<input checked="" type="checkbox"/>
	Use change log	<input checked="" type="checkbox"/>
Print reports from disk	Protected disk reports	Limit access by user menu / ID
	Registers	Save registers <input checked="" type="checkbox"/>
	# days before warning	365

So what is this and how does it work?

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. “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:

Print reports from disk (Print a report) Company CH Fiancial Holdings Inc.

File View Tools Help

How many copies: 1 Select printer PDF HTML Archive Delete Cancel Exit

Reports for: All packages

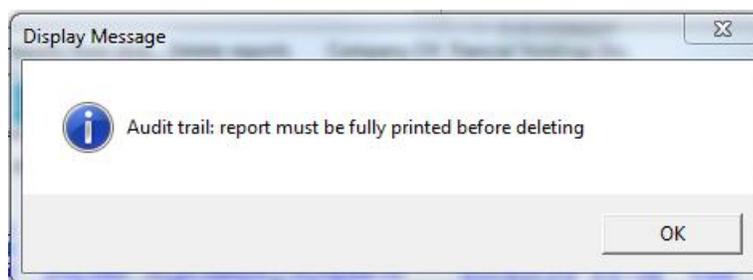
Select by descending created date

Pkg	Report #	Report name	Created	User	Pages	Last printed	File name
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
GL	1000006	Balance Sheet/Schedule	05/03/2019 13:40	PDD	2		CHGL1000006
GL	1000005	Income Statement/Schedule	05/03/2019 13:38	PDD	1		CHGL1000005
GL	1000004	Balance Sheet/Schedule	05/03/2019 11:26	PDD	2		CHGL1000004
GL	1000003	Income Statement/Schedule	05/03/2019 11:20	PDD	1		CHGL1000003
GL	1000002	Balance Sheet/Schedule	05/03/2019 11:20	PDD	2		CHGL1000002
GL	1000001	Income Statement/Schedule	05/03/2019 11:20	PDD	1		CHGL1000001

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	18:30	CHGL1000022
AP	1000021	Payables Register	08/29/2019 18:27	PDD	2	08/29/2019 18:27	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.

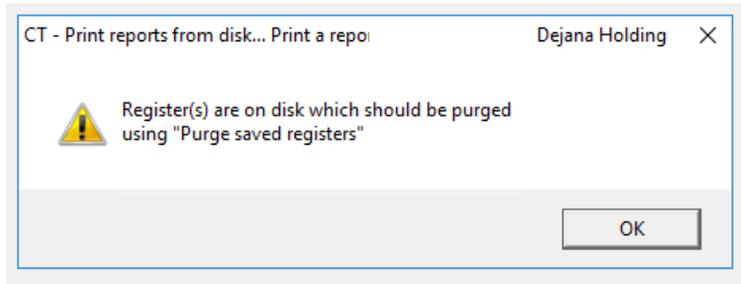
Back to the Save Registers function:

- 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.

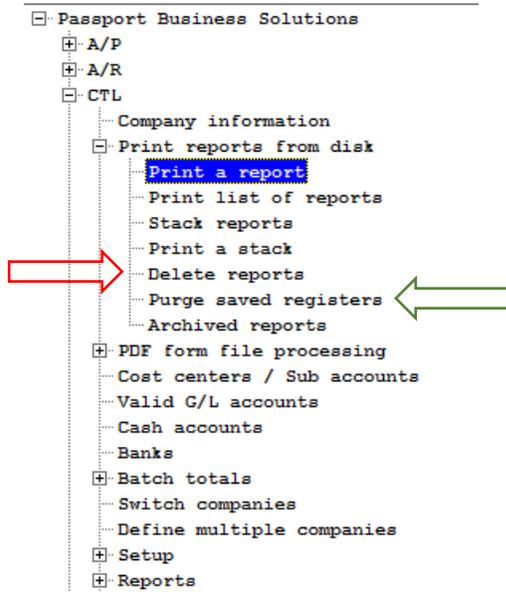
We can see this in the above display with reports on line 2 and 3. These posting reports were printed to a printer at the time of posting but since the Save Register feature was turned on they were also “saved”. Note that since they have been printed, the last printed data is filled in and so these saved 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 saved registers		Fiancial Holdings Inc.			
Rpt#	Report name	Created	By	Pages	Saved registers for all packages 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.