



Instructions

The table below summarizes the journal renaming schedule, the naming conventions that are required to display historical data correctly, and the screens that are used to rename each journal.

1. In the blank Vol/Un column, note the volume or unit where each file resides. If you use file names different than the ones shown here, note them in this column.
2. The List column shows the Parameter screen where the archive file should be listed. Update these screens once renaming is complete.

Note: Not all dealers have all of the files listed below. Some of the archive files only exist if you set parameters to use the features with which they are associated. These files are marked in the table below, and information about each is listed at the end of this worksheet.

Procedure	Screen	Filename From	Filename To	Vol/Un	List
Month-End or Operational Purges	(MIR)	JOUR-S	3LDEC-S		(LGA)
Month-End or Operational Purges	(SRP)	PO-MASTER	JOUR-PO		(LF2)
Month-End or Operational Purges	(ORD)	AR-MASTER	JNL-AR		(LA4)
Month-End or Operational Purges	(QRC)	AP-MASTER	JOUR-AP		(LC1)
Calendar Year-End	(ZC2)	V-AUX	V-AUX2023		N/A
Calendar Year-End	(ZC2)	PP-HIST	PP-HIST23		N/A
Calendar Year-End	(ZF7)	PP-YEAR	PP23		N/A
Year-End	(ZF7)	JNL-AR	JNL-23-AR		(LA4)
Year-End	(ZF7)	JNL-AR-DEP	JNL-23-DEP		(LA5) ¹
Year-End	(ZF7)	JNL-AR-POI	JNL-23-POI		(LA2) ²
Year-End	(ZF7)	JNL-AR-SPC	JNL-23-SPC		(LA2) ³
Year-End	(ZF7)	JOUR-AP	2023-AP		(LC1)
Year-End	(ZF7)	JOUR-PO	2023-PO		(LF2)
Year-End	(ZF7)	JOUR-P-ACK	2023-P-ACK		(LF) ⁴
Year-End	(ZF7)	JOUR-P-IND	2023-P-IND		(LF) ⁵
Year-End	(ZF7)	JOUR-P-DES	2023-P-DES		N/A
Year-End	(ZF7)	JOUR-P-GLO	2023-P-GLO		N/A
Year-End	(ZF7)	JOUR-P-SPC	2023-P-SPC		N/A
General Ledger	Auto w/(J)[YA]	CHARTFILE	23-CHART		(LJ1-C)
General Ledger	Auto w/(J)[YA]	BUDGETFILE	23-BUDGET		(LJ1-C)
General Ledger	Auto w/(J)[YA]	GL-MASTER	23-GL		(LJ1-C)
General Ledger	Auto w/(J)[YA]	GLD-MASTER	23-GLD		(LJ1-C)



- 1. JNL-AR-DEP:** You only have this file if the Purge Complete Deposits to Journal in the (LA5) Deposit Parameters screen is set to **Y**, and if you type **Y** when you are prompted with the option to archive invoices while purging completed invoices and month-end. This file is on the same volume as JNL-AR and JNL-AR-SPC. Check the (LA4) A/R Journals Parameters screen for the volume serial.
- 2. JNL-AR-POI:** You only have this file if Build Customer P/O Index in the (LA2) A/R Parameters screen is set to **Y**. The system indexes the customer purchase order number with the customer account number. This file is on the same the same volume as JNL-AR and JNL-AR-SPC. Check the (LA4) screen for the volume serial.
- 3. JNL-AR-SPC:** You only have this file if the Journalize Purged Invoices parameter in the (LA2) screen is set to **X**. This file contains special text lines from archived paid A/R invoices. This file is on the same volume as JNL-AR and JNL-AR-POI. Check the (LA4) screen for the volume serial.
- 4. JOUR-P-ACK:** You only have this file if the Build Ack Index for JOUR-PO field in the (LF) Purchase Order Parameters screen is set to **Y**. This file is an acknowledgement index that matches received invoices to the original purchase orders. It is built when you purge completed purchase orders or when you reindex JOUR-PO from the (SR) Purchase Order Reports screen. This file is on the same volume as JOUR-PO. Check the (LF2) P/O Journals Parameters screen for the volume serial.
- 5. JOUR-P-IND:** The original JOUR-P-IND is created when you reindex JOUR-PO. You can use the (SR)[R] Purchase Order Reports screen to reindex archived P/O journals. If you reindex 2023-PO, it creates 2023-P-IND, but reindexing takes much longer than just renaming the file. This file is on the same volume as JOUR-PO. Check the (LF2) screen for the volume serial.