

# ***Automatic Archiving (Rollover Files)***

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## **Overview**

If your business generates more than 400,000 invoices or orders a year, you should consider activating this new and easy method of archiving.

It is recommended that you store a full two-year history of invoices in your “live” invoice file before archiving them so that any two-year sales reports can be generated. (Archiving is the process of moving “live” invoices to a special archive file). However, if you are generating 400,000 invoices per year, you may soon be at a point where the system maximum of 1,000,000 “live” invoices is exceeded.

The Automatic Archiving process uses a technique we refer to as “Rollover Files”.

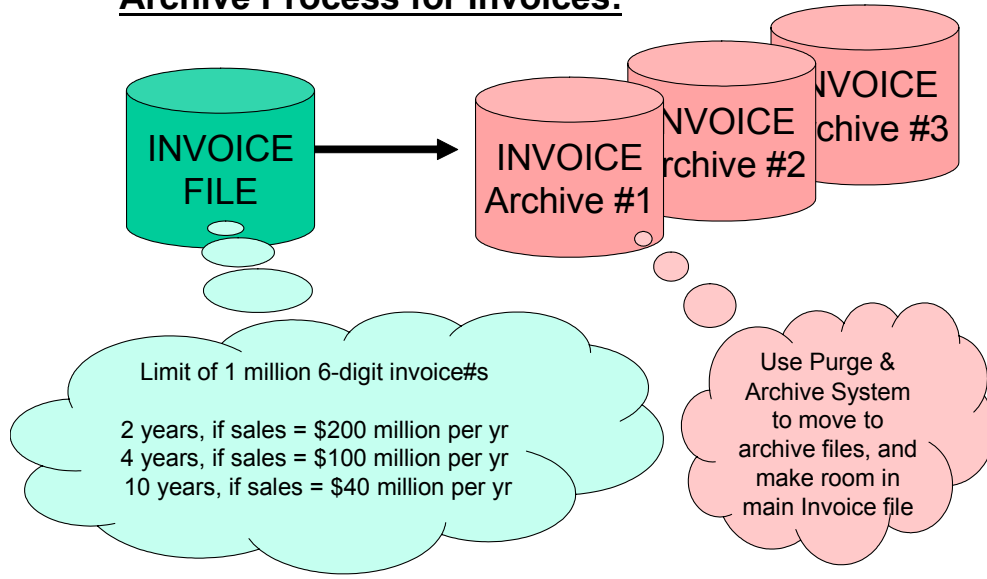
When the “Rollover Files” option is activated:

- It is no longer necessary to purge or archive invoices or orders.
- When the same six-digit invoice or order number is reused (after 1,000,000 numbers are issued), the system automatically moves the old invoice or order to a “rollover file”.
- The process is totally transparent to users, because all screens and reports can access these invoices and orders as if they were in the “live files”.
- If you ask for a specific invoice or order number, and there are multiple transactions with the same six-digit number, you will be presented with a list - with the most recent transaction on top.
- With the rollover files, there is no limit to the number of invoices and orders you can access and report on.

## R2007

### Rollover Files (Number Wheels)

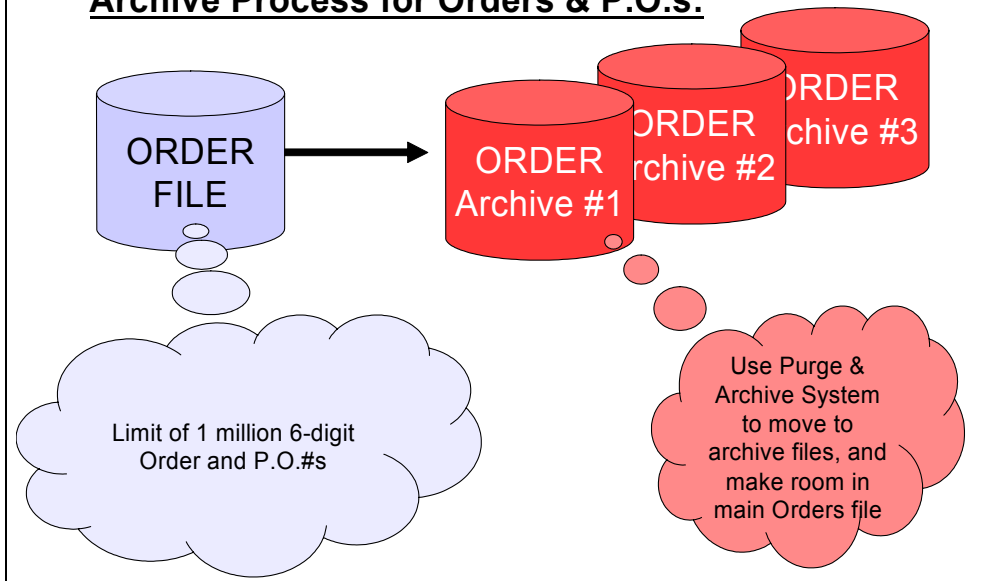
#### Archive Process for Invoices:



## R2007

### Rollover Files (Number Wheels)

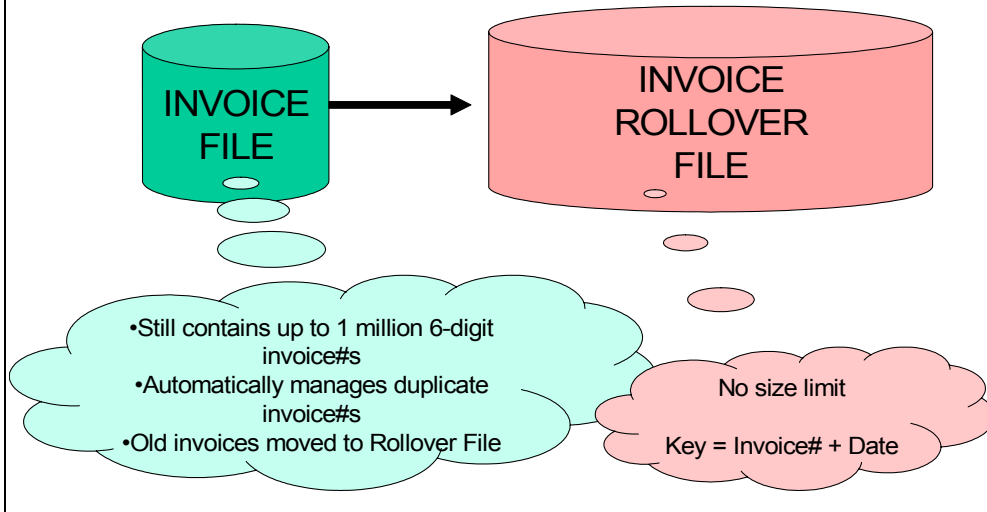
#### Archive Process for Orders & P.O.s:



## R2007

### Rollover Files (Number Wheels)

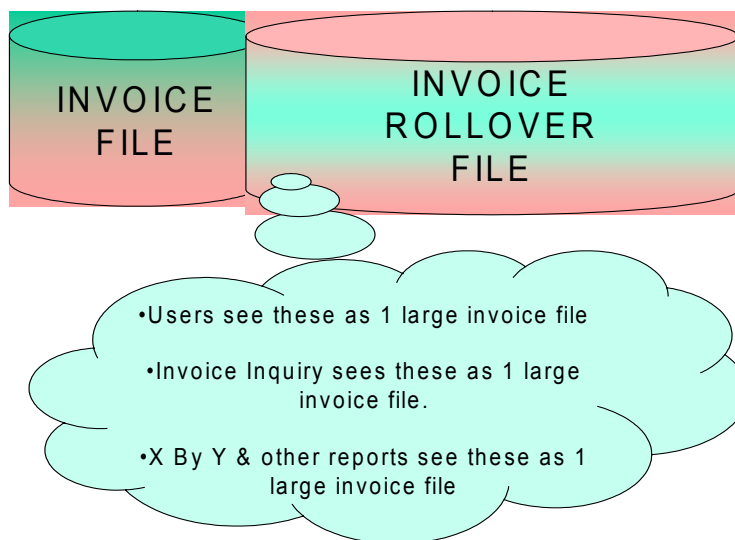
#### Rollover Process for Invoices:



## R2007

### Rollover Files (Number Wheels)

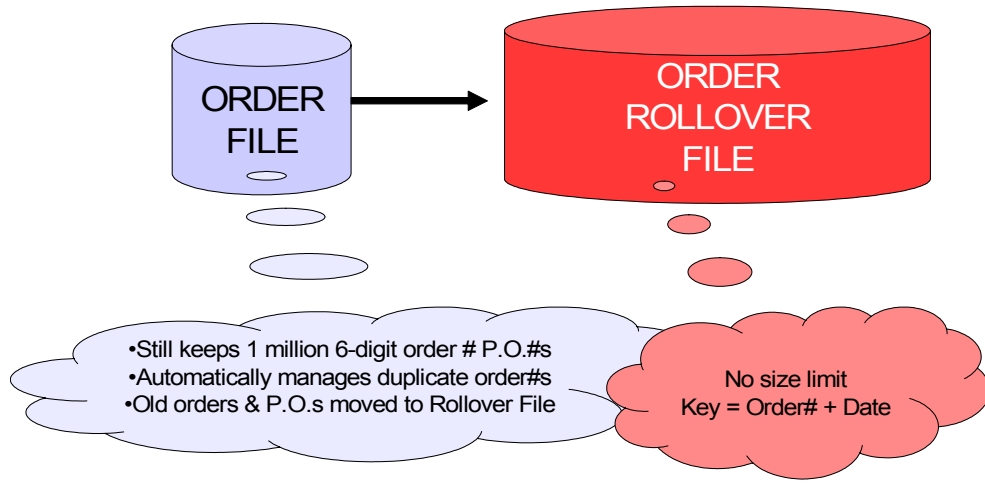
#### Rollover Process for Invoices:



## R2007

### Rollover Files (Number Wheels)

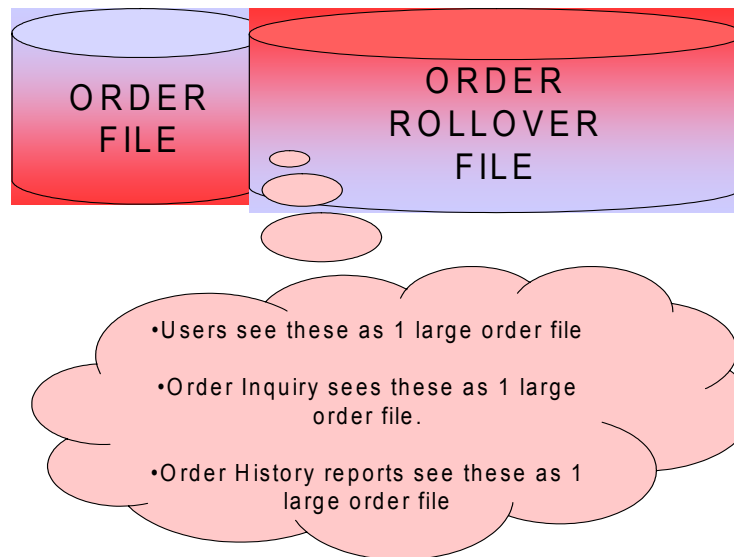
#### Rollover Process for Orders & P.O.s:



## R2007

### Rollover Files (Number Wheels)

#### Rollover Process for Orders & P.O.s:

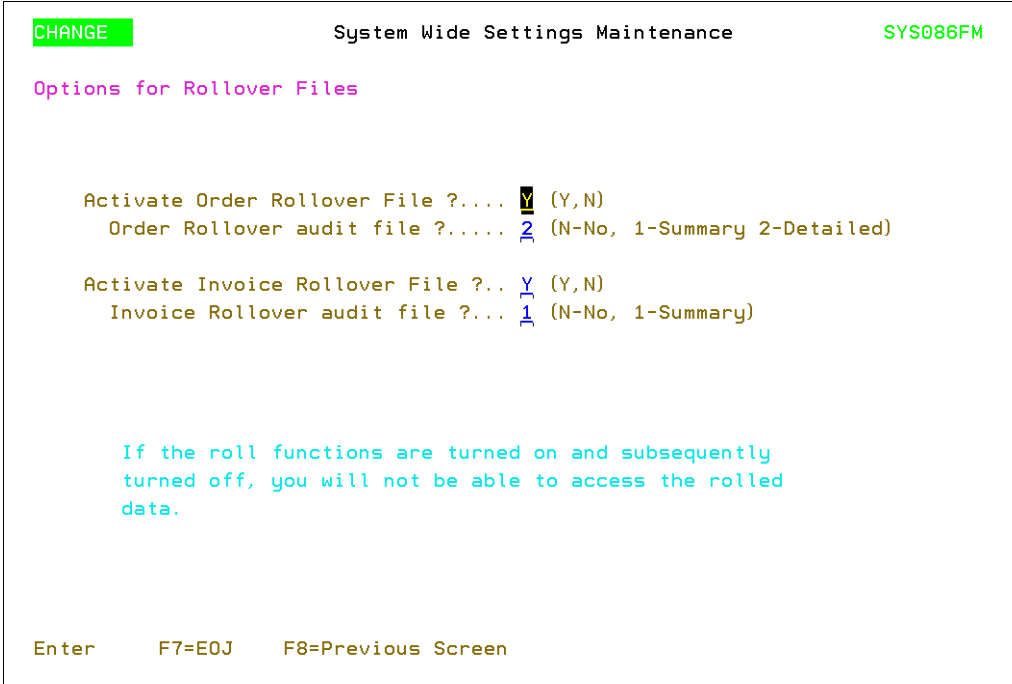


## Set-up

### System Wide Settings - Options for Rollover Files

1. On the System Settings Menu (SET), select option 4 - System Wide Settings.
2. Scroll to the page that contains the setting Options for Accounts Payable and select it.

*Note:* You can use the navigation feature at the top of the settings to quickly find any setting. For example, to find this one, enter Rollover.



The screenshot shows a terminal-style interface for 'System Wide Settings Maintenance'. At the top left is a green box with 'CHANGE' in white. At the top right is 'SYS086FM' in green. The title 'System Wide Settings Maintenance' is centered at the top. Below it, 'Options for Rollover Files' is written in pink. The main content area has two sections of settings:

- Activate Order Rollover File ?... **Y** (Y,N)  
Order Rollover audit file ?... **2** (N-No, 1-Summary 2-Detailed)
- Activate Invoice Rollover File ?.. **Y** (Y,N)  
Invoice Rollover audit file ?... **1** (N-No, 1-Summary)

Below these settings is a cyan-colored warning message: 'If the roll functions are turned on and subsequently turned off, you will not be able to access the rolled data.'

At the bottom, there are instructions: 'Enter', 'F7=E0J', and 'F8=Previous Screen'.

Figure 3-1: System Wide Setting - Options for Rollover Files

3. Activating either setting, for Orders and/or Invoices, directs the system to start real time archiving. What this means is that when a duplicate order number/invoice number is generated the older number, if it is closed, is moved from the “active” files to an Order Rollover File. These archived files are still available for searches and reports.

*Note:* It is **HIGHLY** recommended that if you activate either of these settings you do not go back and deactivate them. If you activate and then deactivate the rollover system, the orders and/or invoices that were sent to the rollover files cannot be accessed when the rollover system is deactivated.

4. Decide if you want to create Audit files (OROAUDIT for orders and IROAUDIT for Invoices). These audit files were created for use by Dancik personnel to track each transaction that is moved to the rollover files.

The options are:

- **N** - No audit report is produced (recommended).
- **Summary** - Only shows Invoices/Orders that were replaced in the “active” files and archived to the Rollover File.

- **Detailed** - Shows the orders/invoices that were archived in the Rollover File, as well as orders/invoices not moved to the Rollover File (i.e. orders/invoices that are not closed).

## Rollover Files In Action

There are three places where rolled over records affect the system.

- Order and Invoice Inquiry - If there are multiple order or invoice numbers a pop-up window appears. Rolled records have an **R** in the Source (**SRC**) column. Current (unrolled) records have a **C**.

Opt	Invoice	Date	Acct#	Name	Src
█	409589	05/30/07	200200	WILLIAMS FLOORS, INC.	C
-	409589	05/29/05	200100	A & A BUILDING SUPPLIES	R

Bottom

Opt: X=Select  
F6=Return      F7=Exit

- Reports - All X by Y reports, order reports, and other history reports, access the rollover files.

7/20/07      REQUESTED BY: XT GBRANNEN      " X BY Y " G.P. ANALYSIS REPORT

REPORT PARAMETERS:  
FOR SALES FROM 5/01/07 TO 7/31/07  
ANALYZE ALL SALESPERSON#S      (X)  
BY ALL ITEM#S      (Y)  
INCLUDE TRIM  
USE INVOICE FILE COSTS  
INCLUDE SALES ALLOWANCES  
OMIT FUND CONTRIBUTIONS  
INCLUDE COST ALLOWANCES  
7/20/07

" X BY Y " G.P. ANALYSIS REPORT									
2-BWO	ARM64300201	409589	052907	A & A BUILDING	001 NYC *** BWO	ARM64300201	PREVAIL NO MATCH 6'	#	1
	ARM64300201	-	PREVAIL NO MATCH 6'				# TOTALS:		
2-BWO	GRSBLAZ2	409589	053007	WILLIAMS FLOOR	001 NYC NYC BWO	GRSBLAZ2	BLACK ABSOLUTE ZIMBABWE	CM	

*On this X by Y report there are two invoices with the same number.*

*This is the rolled over invoice number. It has been closed as signified by the # sign.*