Journal Entry

A Journal Entry is a Customer-level record written to the TapeTrack Journal database.

Journal Entries can be used to record Customer activity that is not represented by a normal Volume movement or storage transaction.

For billing, a Journal Entry can represent a chargeable service such as:

- Express delivery.
- Overnight delivery.
- Immediate delivery.
- Special handling.
- Emergency retrieval.
- Additional administration.
- Other Customer-specific services.

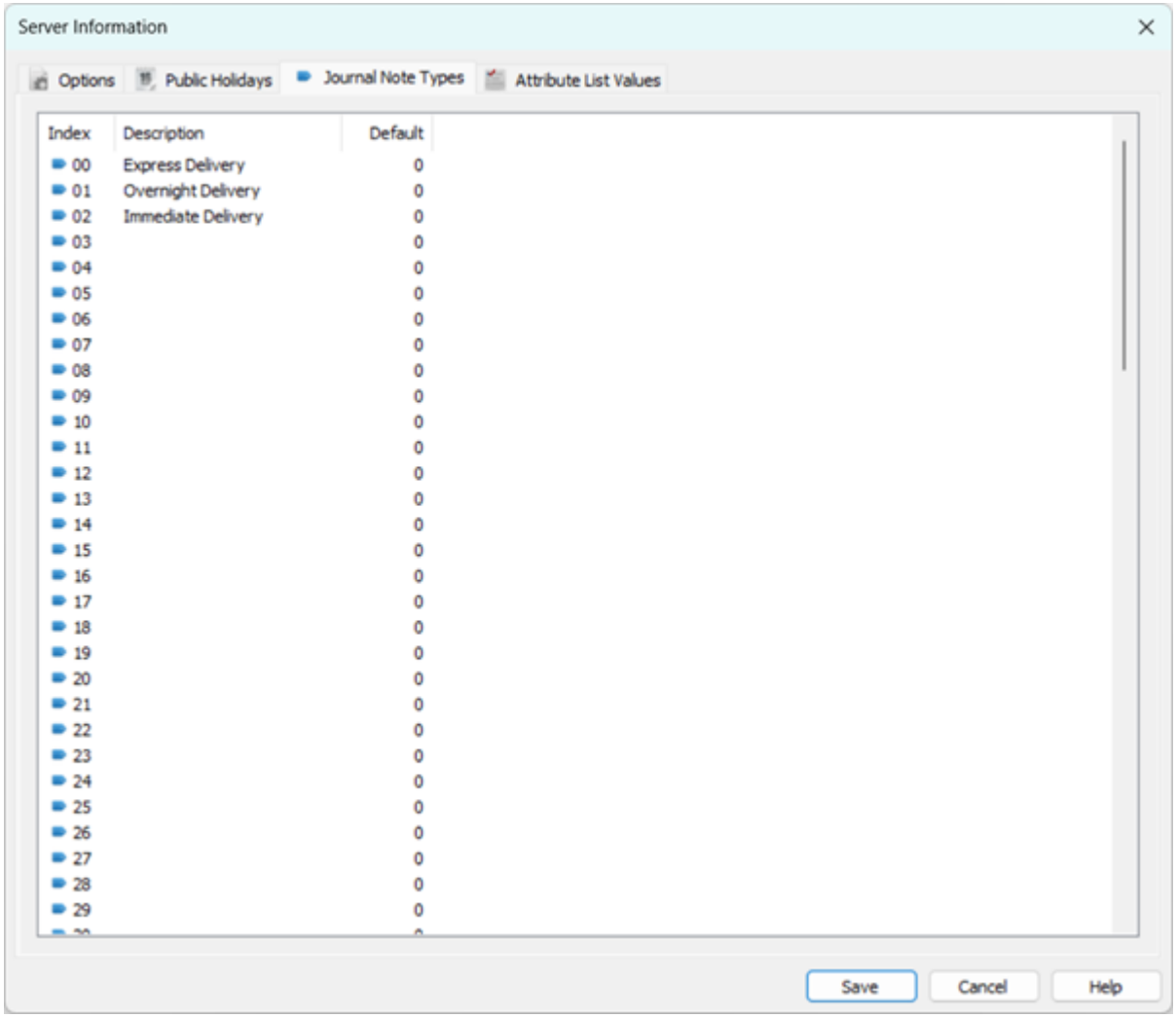
Journal Entries are identified by a Journal Note Type index. The index is matched by an `AddJournalChargeItem` rule when the Customer's `.ttstats` file is processed by TMSS10LogStatsProcess.

Journal Note Types

Journal Note Types provide a controlled list of entries that users can select when recording Customer activity.

Each Journal Note Type has:

- An Index: Value used by the Billing Rules.
- A Description: Readable value presented to the user.



Once a Journal Note Type is used for billing, do not reuse its Index for a different service. Changing the meaning of an existing Index may cause historical and current activity to be billed incorrectly.

Adding Journal Note Types to Server Options

Journal Note Types are configured globally through TapeTrack TapeMaster.

To add a Journal Note Type:

- Open TapeTrack TapeMaster.
- Select `Administration` → `Server Options` from the main menu.
- Select the `Journal Note Types` tab.
- Locate the next unused Index.
- Click in the Description field next to the required Index.
- Enter a clear description for the Journal Note Type.
- Repeat the process for any additional types.
- Click Save to commit the changes to the Framework Server.

Example:

Index	Description
01	Express Delivery
02	Overnight Delivery
03	Immediate Delivery

Journal Note Types are global Server Options. The same Index and Description may be available for multiple Customers, but the Billing Rules determine which Customers are charged for each type.

Adding a Journal Entry Through TapeMaster

TapeMaster allows a Journal Entry to be added directly to a Customer.

To add an entry:

- Locate the required Customer in the Customer Tree.
- Right-click the required Customer node.
- Select `Add Journal Entry` to open Add Journal Entry popup.
- From the Type field drop down, select the required Journal Note Type.
- Enter the quantity, and description.

1. Click OK to commit the data.

The Framework Server writes the entry to the Customer's Journal activity.

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