

Resolving FINPACK Vault Conflicts (draft 1/6/17)

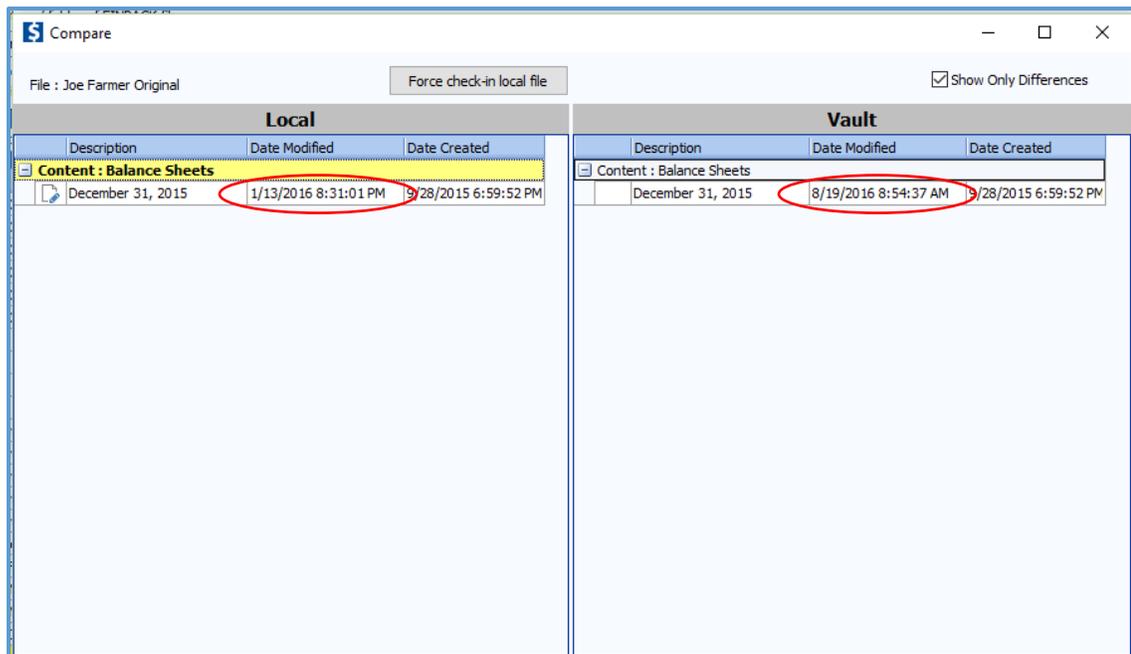
There are two types of conflicts that can occur in the Vault, **Conflicts** and **File Name Conflicts**

Conflicts

Conflicts are caused when non-sequential changes are made in two local copies of the file. For example, a file is stored on two computers. If the file is changed on both computers without being checked in, that will create a conflict.

If you have a Conflict, follow this procedure:

1. Compare file contents: While in the Vault, check the file, then click Compare Contents . The Vault will display a comparison of the differences between the file on your local computer and the copy in the Vault. Note in the example below, the December 31, 2015 balance sheet in the Vault has been modified since the copy on the local computer.



Local			Vault		
Description	Date Modified	Date Created	Description	Date Modified	Date Created
Content : Balance Sheets	1/13/2016 8:31:01 PM	8/28/2015 6:59:52 PM	Content : Balance Sheets	8/19/2016 8:54:37 AM	8/28/2015 6:59:52 PM
December 31, 2015			December 31, 2015		

2. You have several possible remedies to resolve a conflict:
 - a. **Force check-in local copy:** If you are sure that the local copy of the file contains the most current information, you can force that copy of the file into the Vault by clicking Compare Contents and then “Force check-in local file.” The current Vault copy will be maintained in the File History in case you ever need to go back to it.
 - b. **Discard local file:** If the Vault contains the more current version of changes, as in the case above, delete the local file and get the latest copy from the Vault.
 - c. **Import changes from one copy to the other:** If changes were made in two different copies of the file, you can make a copy of the local file (under a different file name), then get the file from the Vault (Get Latest) and import the changes from the copy into

the original file. This would work, for example, if the Vault contained the most current FINAN but the local file contained the most current FINFLO.

- d. **Discard and re-enter:** If non-sequential changes were made in the same module, the only remedy may be to do either "a." or "b" above and re-enter lost data. This would be the case if, for example, changes were made to the same balance sheet on 2 different computers without first checking the changes into the Vault from one computer and checking them out on the other computer.
3. If all else fails, send the local copy of the file to CFFM and we will try to identify the problem and remedy it if we can. We recommend that you use the Send File utility within FINPACK (Tools > Send File...) to securely transfer the file and include a Comment that describes the problem.

File Name Conflicts

File name conflicts happen when a file of the same name is stored in the Vault under a different Vault user. The Vault requires unique file names. There are two likely causes of file name conflicts:

1. A file for the same farm has previously been uploaded to the Vault by a different user. This would be the case where a farm has been moved from one instructor/analyst to another. In that case, you should have the previous owner or their supervisor contact CFFM and request that the file be moved to your Vault location. CFFM will not move a file without permission from the previous owner or their supervisor.
2. A file for a completely different farm but with the same file name has been uploaded to the Vault by another instructor/analyst. In that case, you have no option but to rename your file.