

How to Purge Closed Purchase Orders

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Closed purchase orders may be purged from the system. A series of questions prompt the user to determine which purchase orders can be removed. Purchase orders to be purged can be qualified in one of three ways: (1) by vendor, (2) by a range of vendors, or (3) by a range of orders. Once the qualification is selected, the purchase orders can be further restricted by the code field in the vendor master for methods (1) and (2) or by code field in the purchase order for method (3). An additional qualification may be made on the "Order Date". Once the user answers "Y" in the "Ready to Begin" field, all purchase orders that met the qualifications and restrictions above will be deleted. The total number of purchase orders deleted appears on the line labeled "PO's Deleted". When the deletion process is complete, the system will wait for the user to press any key.

To purge old purchase orders, select Inventory Purchasing from the Main Menu. Next, select P.O. Status. Press the [F12] function key to display the action menu.

Select 'P' for **Purge PO's**.

A screen titled "Inventory Purchasing Purge Closed PO's" displays.

MM/DD/YYYY	INVENTORY PURCHASING PURGE CLOSED P.O. 's
PURGE BY VENDOR OR PO	_ (V - Vendor or P - Purchase order)
START NUMBER	_____
STOP NUMBER	_____
CODE FIELD	****
LAST ORDER DATE TO PURGE	_____
READY TO BEGIN	_ (Y or N)
PO BEING PROCESSED	_____
PO'S DELETED	_____

PURGE BY VENDOR OR PO: Enter V to purge old purchase orders for a specific vendor, a range of vendors or all vendors. Enter P if you wish to purge by entering a range of purchase order numbers.

START NUMBER & STOP NUMBER: If V was chosen above, enter the start and stop vendor ID's. (To purge old purchase orders for ALL vendors, press Enter in these fields.) If P was chosen above, enter the start and stop purchase order numbers.

CODE FIELD: The normal response is to press ENTER past the code field.

Note: The Code Field is a user defined field. If you currently use this field in the purchasing vendor master to "qualify" vendors, enter the code for the vendors for whom purchase orders should be purged, otherwise, simply press ENTER.

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LAST ORDER DATE TO PURGE: Enter the “last order date” the system should use to purge closed purchase orders. The DATE you enter will be the PURGE DATE. All closed purchase orders (for the vendor range or PO number range entered) **that fall on or before the date entered will be purged.** For example, to purge Closed Purchase Orders dated December 31, 2001 and older, enter 12/31/2001 as the purge date.

Use the sample screen below as a guide. In this example, ALL CLOSED purchase orders dated 12/31/2001 and older will be purged.

10/07/2004	INVENTORY PURCHASING PURGE CLOSED P.O. 's
PURGE BY VENDOR OR PO	V (V - Vendor or P - Purchase order)
START NUMBER	
STOP NUMBER	ZZZZZZZZ
CODE FIELD	****
LAST ORDER DATE TO PURGE	12/31/2001
READY TO BEGIN	Y (Y or N)
PO BEING PROCESSED	_____
PO's DELETED	_____