C/F DATA SYSTEMS

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How to: Purging History Files in STRUCTURE

Before you begin:

Read all instructions before you start your Purge.

- Consider buying an Archive Company <u>before</u> purging. An Archive Company is an exact copy of your actual company at the time the Archive Company is created.
  This will give you access to all your data - in a separate company - so you can run reports whenever you want. Therefore, History reports will not have to be printed during the purge process.

- BACK UP your data files just prior to the Purge steps.

- No one should be in Structure when the actual purge is run.

What purging will do:

- Job Cost Purge will delete old jobs and all their related files. (Cost, AIA setups, JPW, etc.)

- Receivables and Payables Purges will clear the history of paid invoices from customers and vendors. Purging does <u>not</u> delete vendors or customers. (There is a separate program to delete.)

- Inquiries, reports, and searches will run faster.

- Will free up Invoice numbers in Accounts Receivable.

Optional Preliminary Steps:

1. In UMT, setup a user 'purge'
2. Under Printer Tools, setup 'purge' printers to go directly to PDF.

The Process:

The easiest and most efficient way to purge is to flag the jobs first, then purge Accounts Receivable and Accounts Payable by flagged job. All payables and receivables data for those jobs will purge. You can then purge the remaining data by payment date. (Entries with no associated job number)

Next, purge PO's by Flagged jobs.

Finally, purge the jobs.

This process can take a while. (1-4 hours) **<u>Never</u>** interrupt a purge program unless directed by C/F Data. If possible, run the purge from the server. Do not run remotely if purging a lot of data.

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Purging

BACK UP your data before Purging.

Preparation

- ❑ **VPM**, **APM** - Select ALL vendors and customers to be purged.
- ❑ **APL –** **Customers to Purge List**
  Make sure all customers to be purged are on the list.
  - ❑ **VPL –** **Vendors to Purge List**
    Make sure all vendors to be purged are on the list.

- ❑ **JM0** (zero) - Select jobs to be purged. Choose method below.
  - o Manual (Enter a 'Y' on the specific Jobs you want to purge.)
  - o Purge Completed Jobs Thru Status Date _____ (Enter the Job Status Date)
  - o Purge All Completed Jobs
  - o All Purge = N
  Bottom of the screen will tell you how many jobs have been marked for Purging. #_____

- ❑ **AGE – Accounts Receivable Aging**. Through current.
- ❑ **VAA – Accounts Payable Aging**. Through current.

- ❑ Set a PROC printer under Printer Tools for **JM1** to print directly to PDF. (Especially if purging more than 20,000 jobs.)

- ❑ **JM1 –** **Jobs to Purge List/Detail Cost (JDC)**
  The Jobs to be Purged report will print first. Please review this list prior to purging.
  A Purge Status Report will print next. The system will prompt: "Print JDC in Detail?" If you have purchased and set up an archive company, click **[Cancel].** Otherwise, we recommend running in Detail. If you click [No] you will get the summary page of the JDC for each job being purged.

Make sure you have a good backup (verify it) prior to running your purge.

Accounts Receivable Purge

- ❑ **AP1 –** **History Report and A/R Purge**
  - ❑ Select by **Flagged Jobs**
    "Do You Need a Customer History Rpt?" select [No] if you have an archive company.
    When no-one is on the system
    "Ready to Purge" – select [Yes], "Are You Sure" – [Yes]
  - ❑ Select **Payment Date**
    - o Will purge paid invoices through the date entered on the next screen.
    - o without a job# or
    - o having an invalid job# (job has already been purged) or
    - o having a job marked to be purged (See Preparation **JM0**.)
    - o will only purge those customers selected in APL and only invoices paid in full

    - ❑ Enter the date of * ___/___/___. **(*You may pick any date you want. Using 12/31/19 will leave all of 2020 and 2021 in your working data.)**

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Accounts Payable Purge

❑ **VP1 –** **History Report and Purge**
   ❑ Select by **Flagged Jobs**
   "Do You Need a Vendor History Rpt?" select [No] <u>if you have an archive company.</u>
   When no-one is on the system
   "Ready to Purge" – select [Yes], "Are You Sure" – [Yes]

   ❑ Select **Payment Date**
   o Will purge paid invoices through the date entered on the next screen
   o without a job# or
   o having an invalid job# (job has already been purged) or
   o having a job marked to be purged (See preparation –JM0.)
   o will only purge those vendors selected in VPL and only invoices paid in full.

   Enter the date of * ___/___/___. (*You may pick any date you want. Using 12/31/19 will leave all of 2020 and 2021 in your working data.).

Run VAA and AGE
   Run your Accounts Payable and Accounts Receivable agings again in summary. Verify the figures match the agings run prior to the purge.

Purchase Order Purge

❑ **PSO –** **Purchase Order Summary Report** – run for **completed** PO's.

❑ **PM1 –** **Purchase Order Purge** – will purge completed PO's.
   After being asked: Are you Ready to Purge and Are you Sure?
- Choose option: by **Flagged Jobs** (jobs flagged to be purged in **JM0**)
  Enter Status date: Enter a date. If jobs are flagged but the date is prior to a job's status date, the PO's will remain.
- If you choose Date, you will be asked Vendor PO's or both Job and Vendor PO's. Enter the date through which you want to purge.
- Only completed Purchase Orders dated prior to this date will be purged.
- If you have a lot of old open PO's that you want purged off the system, please call C/F Data Support to access a control file question to do so.

   ❑ **PHF – Purge PO's from POH**
- Purges detail of completed PO's printed and saved in POH – Purchase Order History.

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Job Cost Purge

Will purge all jobs selected in JM0 from the system. Please check the <u>Jobs to Purge (JM1)</u> list prior to running JM2.
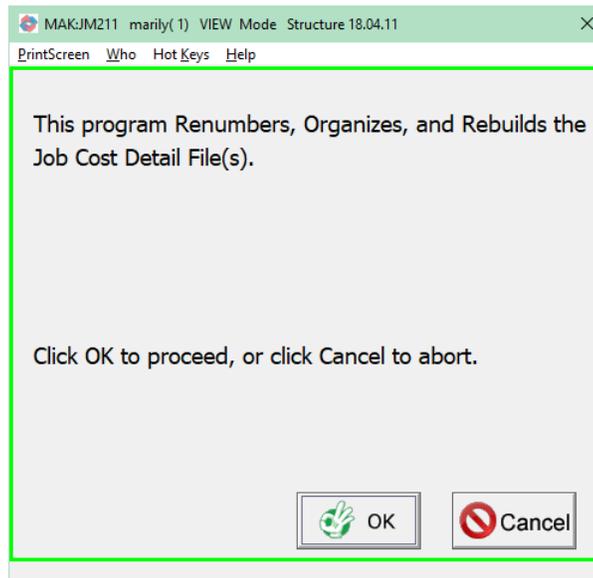
- ❑ **JM2 – Run Purge**
  IMPORTANT – No one should be in Structure while this step is running. If you can run from the server, it may run faster.
  Does not ask any questions except, 'Are you Sure?' So, make sure you are ready.
  This step can take HOURS depending on the number of records on your system, not just the number being purged.

  Step 11, click [Cancel]

- ❑ **JHF – Invoice History Purge**
- Enter the invoice Date you want to purge through.
- Purges detail of invoices. (viewed or reprinted through **JIH** or **AHI**)
  Only paid invoices will purge. It also removes invoices that never updated to Accounts Receivable.

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When the AP and AR Purges are done - Optional:

Delete customers and vendors with no history.
This can be done manually, or through AUC and VUC.

AUC – Delete Customers with No Activity. This step will delete **all** customers with no activity from **AMT** and **ANM** (*Customer Notes*).
A report will print listing the customers that cannot be deleted. Found on a job in JJE, invoice history in AHR, JHF. AUC does not look at QPE – Bid Entry, the customer will stay on the bid, but will not be allowed to book until the customer is readded.
A report will print listing the customers that were deleted.

NOTE: any new customers with no activity will be deleted too.

VUC – Delete Vendors with No Activity. This step will delete **all** vendors with no activity from **VMT** and **VNM** (*Vendor Notes*).
A report will print listing the vendors that cannot be deleted. (Found on a PO, in VSM, has history.)
A report will print listing the vendors that were deleted.

Payroll Purge
Before deleting any employees, history must be purged.

Prepare:
- ❑ Run an EPH in detail if an Archive Company has not been set up.
- ❑ Make sure there are no Unreconciled Payroll checks for that employee. (GRC)
- ❑ Delete any recurring entries in ERE for this employee(s).
- ❑ Delete any employee notes for your employee(s).
    - o ENI – Employee Note Inquiry/Report/Delete. Then choose the Delete option

Purge:
- • EP1 – Delete Period History.

Delete Employee:
- ❑ Go to the Employee Master File (EMT), bring up and delete this employee.

- ❑ **Purge Union Detail (EPU)** – purges the Detail Union Report file through the date you enter.

- ❑ **Purge Tax Check History (EPX)** – purges the Tax Check History file through the date you enter.

Purging
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Work Order Purge

See full document on purging Work Orders

WWR – Work Order Purge by WO#
WHF – Purge Invoices from WIH
WUC – Service Location Purge

Purging
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Quotes/Proposals Purge

The job purge has no effect on Quotes and Proposals.

- ❑ QP1 – Quote Purge
    - o Use this program to purge old quotes with a status of Open, Lost, Closed, and at one time awarded.
    - o Choose the status(es) you want to purge.
    - o Chose a Quote Range or enter a Purge Date to compare with the Quote Dates.
    - o Like JM1, you can manually override a quote marked to be purged.
    - o The screen will display the number of quotes to be purged.
    - o [Print] the list of quotes to be purged prior to clicking [Purge].

Roll Inventory Purge

- o Will purge items with a zero balance from the Roll Inventory module.
- o Option to purge items even if there is a balance if you need to clean up material never 'cut' from inventory.
- o Choices to run for just stock inventory or for job inventory.
- o Purge date entered will look at the Roll or Tag date.
- o You may want to run an IRG – Report Generator before and then again after purging.

- ❑ **IPP – Inventory Purge**
    - o Run a couple of times if purging both stock and job inventory.
    - o Enter the Purge Date. Looks at the Tag Date.