Modified slide

Purging in AP and PR

Consequences and Practical uses

Introduction

- Extension of last T&T (#12)
- General issue of Purging is also an extension of the T&T#9. Basically, the shorter your files the faster your lookups and reports will run
- Why talk about Purging in AP and PR specifically?:
  - They each use somewhat different methods for storing, and therefore, managing both history entries and check/void check entries
- Not understanding how checks and void check entries have to be handled may create problems
- Finally, and related to volume, the more data you have, the more the chances of confusion and error in processing it.

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Purging Checks in AP and PR

Consequences and Practical uses

General Points

- Purging in general covered in the last T&T webinar #12 available at

  https://www.passport-training.com/webinars

- Specifically slides 12-14 discuss practical aspects including scheduling

Note: because of technical problems with two of the demonstration portions of this talk and one error of fact, a number slides have been either modified or added to cover the material more fully. These are indicated with the words "Modified" or "Added" on the slide.

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Purging in AP

the What, Where and How

- Void checks are located in the Vendor History file
- Purging void check is intimately involved with purging the Vendor History file in general so the two will be discussed together.
- Void checks are not reversable
- This next slide shows is a dump of the first 100 or so characters of 11 records out of a Vendor History file. Records with no color highlights were pre-existing records from prior postings. The color highlighted records show the information and structure of some typical sets of records:

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Purging in AP

the What, Where and How

	10001	92022061000000000000000000010000000000000020220610010001000000202206100000000000+
3M	9420583198	12023011000 00000000000000100292022122800000005890+
3M	9420583198	12023011000 00000000000000100292022122800000005890+
ABR	50726	12023020600 00000000000000102922023020600000006058+
ABR	50718	72023122100000000000000000010000000000000020231221009999010293202301260000015930+
ADV	TEST1	12025032000 00000000000000011922025032000000010000+
AF	ARROW#1	02025030600000000000000000065000000000000000000000000000011892025022600000140000+
AF	TEST2	12025032100 00000000000000011932025032100000020000+
AF	TEST2	82022061000000000000000000010000000000000020220610010002011193202503210000020000+
AK	TEST3	12025032200 00000000000000011942025032200000030000+
AK	TEST3	82022061000000000000000000010000000000000020220610010003011194202503220000030000+
AK	TEST3	92022061001000000000000000010000000000000020220610010003011194202206100000030000-
LI	021625	02025030600000000000000000065500000000000000000000000000011902025030600000252300+

The layout of the first few columns is Vendor ID (6 characters), Vendor Invoice Number (15 characters) and the transaction (record) type (1 character). For our purposes, the type code has values of 1, 8, 9 corresponding to a voucher, a computer check, and a voided check.

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Purging AP

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To create this data, three vouchers were entered and posted. Then they were all selected at the same time to cut checks.

Of these, the first check was aborted during the check run. In other words, when the program asks “Did all the checks print correctly”, the answer given was “no” and then by indicating this first check, this one was aborted. This produces an “**unassigned** check number”. And we see it (10001) in the vendor invoice column. In other words, this is wasted check. The transaction pair is highlighted in yellow.

- The first record of this set is the the void check transaction itself, stripped of its vendor number and vendor invoice number. Instead, the vendor number is blank, and the vendor invoice column contains the check number. The transaction type is 9. (This transaction record comes first because the vendor number, the key, is blank and sorts first.)
- The second record is the originating voucher. This is for vendor “ADV” and type 1=voucher. Since the check was aborted, the voucher remains “open” and so the voucher itself stands alone and ready to be paid later, unlike the following two examples.

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Purging in AP

Added slide

The second and third transactions were printed and the checks posted (check numbers 10002 and 10003). In the resulting check records in vendor history, the check number has been **“assigned”** / stored in these payment transactions, and this means the payment will be associated with “its” voucher by virtue of the vendor ID, and vendor invoice number being the same for both transactions. The check numbers can be seen towards the right where the color has been removed.

Looking, specifically, at the second transaction set (check-#10002 printed and posted – green), we see two records, i.e., two transactions, against the vendor (“AF”). Not surprisingly the first is the voucher (type 1) and second is the computer check (type 8) – the payment.

For the third one (vendor “AK”), after posting the check (#10003), we voided the check and posted the void. This created three records: the voucher, the computer check and the void (types 1, 8, 9) in order.

(Note also the voucher, check pair for vendor “ABR” where the check is a *manual check* (type =7)

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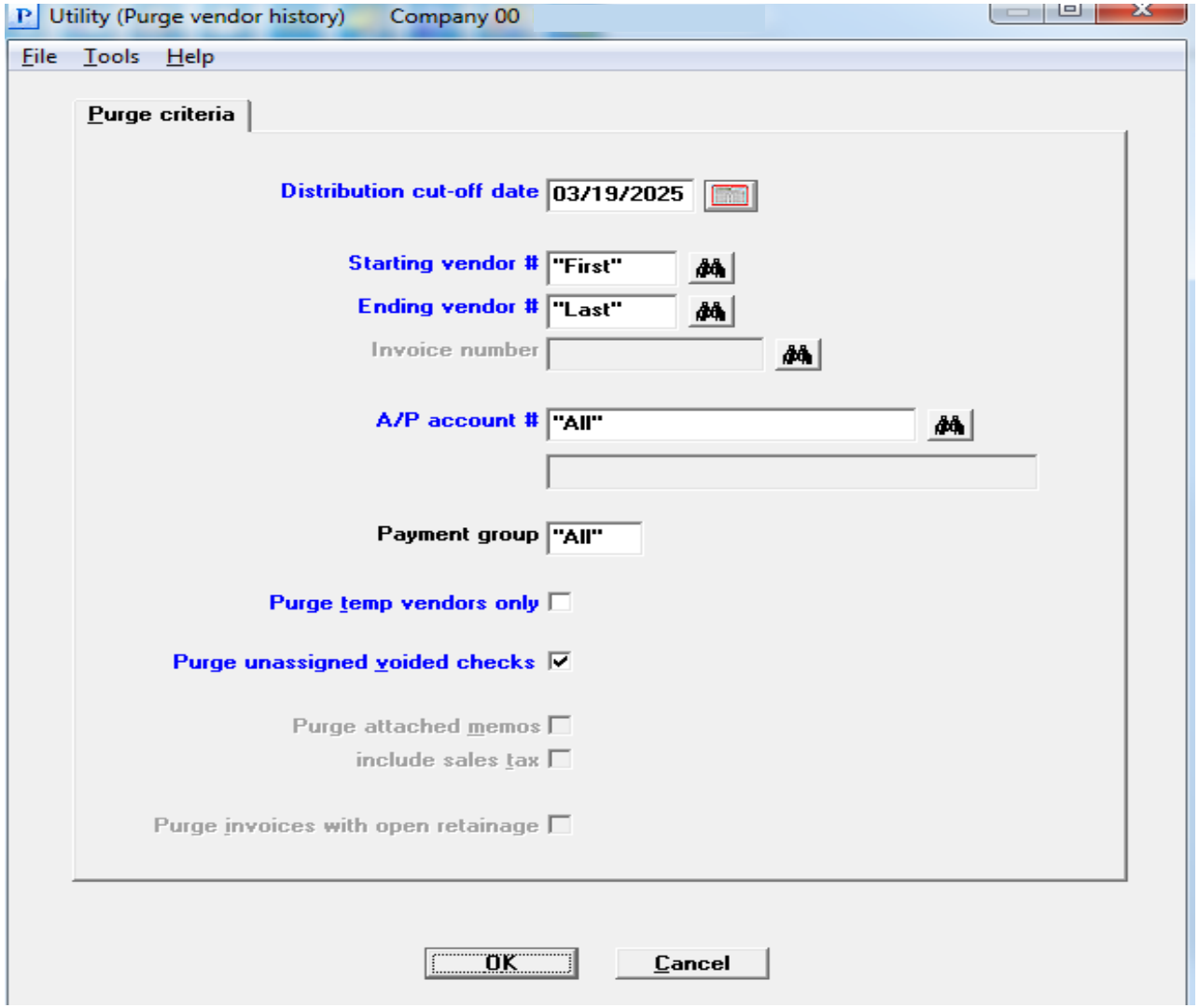
Purging in AP

From the AP Utility menu select Purge Vendor History



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Purging in AP

Please note the following:

- The first field allows you to be selective as to how far forward you want the purging to come – you might choose say 90 or 180 days back and purge quarterly, or choose a year back and purge annually leaving one year of void history.
- The second and third fields allow you to purge a specific vendor or specific range of vendors. (Typically, you purge all vendors in the file. An exception would be when you want to purge *all history* for a *single vendor* because you want to delete that vendor.)
- For the next two fields you typically enter F5 for “All”.
- You can use this program to purge only vendor history for temporary vendors (*vendors) without touching regular vendor history entries. This might be done during your year-end closing and cleanup.
- The next field (Purge *unassigned* voided checks) causes the program to include the unassigned voids as described above, in the purging; subject to the date constraints.
- *Assigned* voids will be purged along with the transaction sets they belong to.

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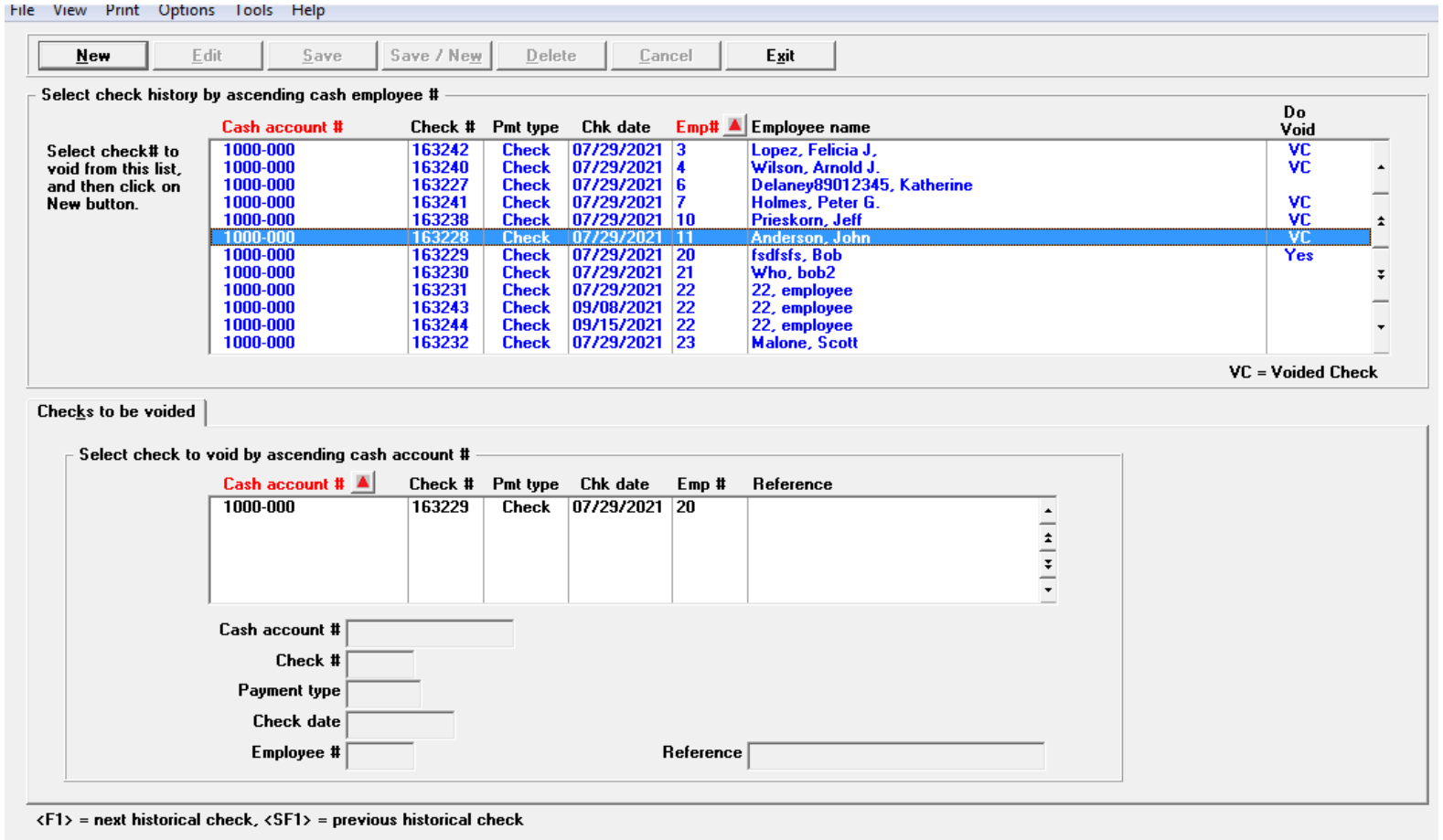
Added slide

Purging Void check records in PR

- This is the screen from T&T#12 showing 5 voided checks and numerous non-voided checks. However, subject to the cut-off date selected in the purge program described next, *any checks* in this list will be included in the purge whether actually voided or not
- Keep in mind that the less frequently you purge these records, the longer the selection window will be and the more complicated the process will be for selecting checks for voiding.



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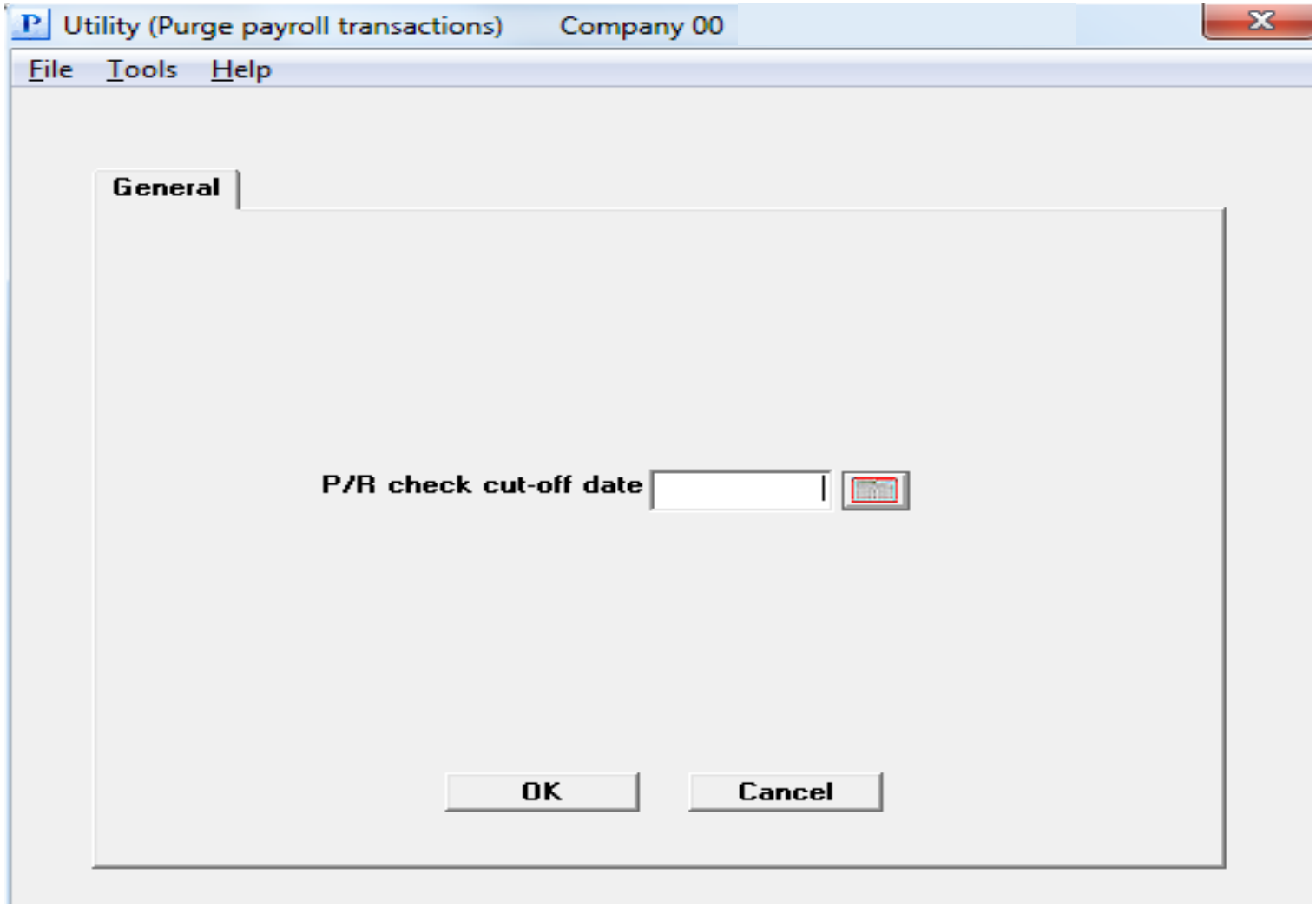
Purging Void check records in PR

Select *Purge payroll transactions* from the PR Utility menu:



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Purging Void check records in PR

- Because of different requirements between AP and PR, including the importance of being able to void a whole batch of checks, the PR system saves a copy of *every check* in a posting batch in the Void Check Master file (VDMTRX). This means the user can select a whole batch or a single check for being voided as in 13 above.
- The purge function found in Utility/Purge payroll transactions, will purge check records from the Void Checks Master file (VDMTRX) file. The important point is that ***any*** records in the Void Check Master subject to date restraints are will be purged whether they represent "live" checks or voided checks. By the same token none of the other payroll history files are affected so check history (of live checks) is preserved. The point being this file contains a list of all check that you might have to void. So, once the check is cashed there is no need for it.
- Note: Since this function will *only purge the* void check master file, to purge other payroll transactions and including various history files, click on the *Purge file* field when running the Employee Payroll History Report under Reports Employee/Employer

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Purging Void check records in PR

- Generally speaking, one can/should purge any checks records in the Void Check Master, once a month or quarter. This will keep the length of the look up screen given in slide 13 above, down to a reasonable minimum. Certainly, by the time the checks from that batch have been cashed and discrepancies noted, the entries in this file have little use.
- Note that in the above screen (13) only payroll transactions for this year will be displayed i.e. only this year's checks can be voided. This is because of significant accounting issues with potentially altering prior period GL and payroll balances and for potentially requiring submission of "change" reports, e.g. W2C's to the various government reporting agencies.
- Note that payroll checks cannot be "unvoided". If a reversal is needed probably the best way to do this will be to simply issue a new check and issue it in the current period.

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Need some help?

Contact your Passport Partner!
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