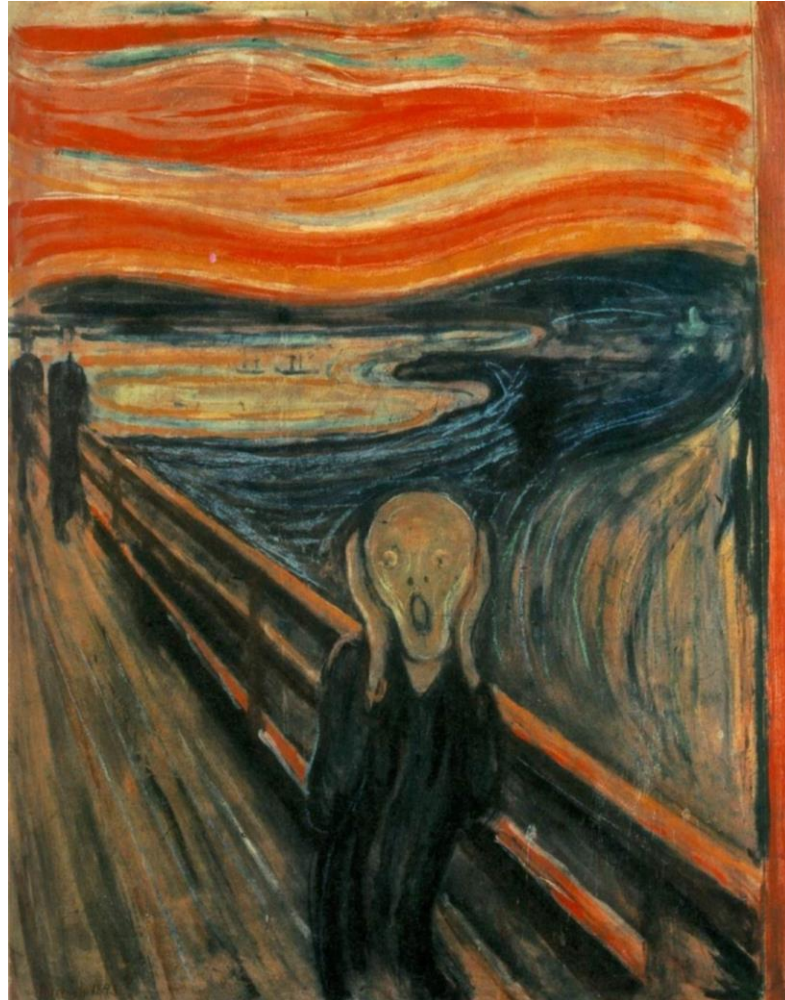


# Purging in PBS – Fear and Hesitation

- The Scream by Edvard Munch



# Purging in PBS

## Agenda:

- The “concern” is real and reasonable – fear of destroying data
- Why purge? - Pros and Cons
- Context: Some examples and file types
- Open Item files
- History & Distribution files
- Archiving
- Scheduling



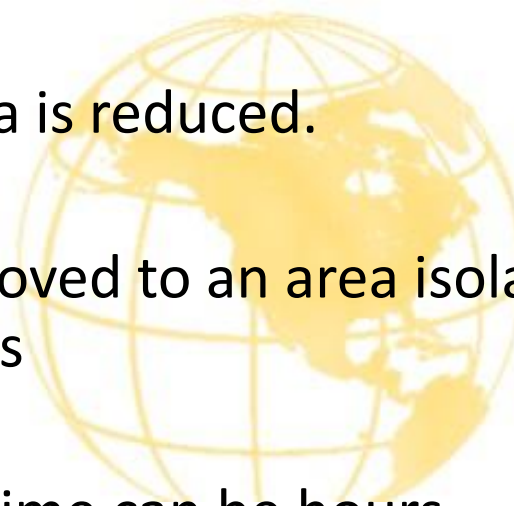
# Fear of destroying data

- The real question of how long is data useful?
- Leads to considerations of how often should I purge and how much
  - Statutory requirements for keeping data
  - business demands
  - other practical concerns
- Which leads to the issue of active data (production) versus archive data (historical)
- Mitigation – backups, archives



# Pros and Cons

- Pro's
  - File sizes are smaller = faster access
    - - sequential searches much faster
  - Network transport of data is reduced.
  - Infrequently used data moved to an area isolated from active production therefore less open to hits
  - Reduction in conversion time can be hours



# Pros and Cons

- Cons
  - Need to think about what is important about data e.g. from last year vs.. data from e.g. from 5 years ago or 10 years ago – you will be deleting data
  - May want/need to do annual or biannual backups to create archive(s) - below



# Let's get specific: Examples by file type

- Transaction files including
- Order files i.e. CO, OE, PP, PO orders
- Master files and Reference files

These three either don't need purging consideration or must be manually handled

- Distribution files
  - Only useful till incorporated in GL/ Financial statements
- Open Item files
  - AR Open – “purge” i.e., archive to Customer History
  - AP Open – Vendor History however voids affect decision
- History files – next panel

# Let's get specific: Example by file types

- History files – very business specific
  - The question to ask is how far back in years will you likely need to go back in doing historical lookups in the process of handling day to day business – 2 years, 3? 5?
  - Having answered that add a year or two for safety
  - Beyond that either purge the data, print paper/PDF reports or
  - Have an archive backup



# Archive backups

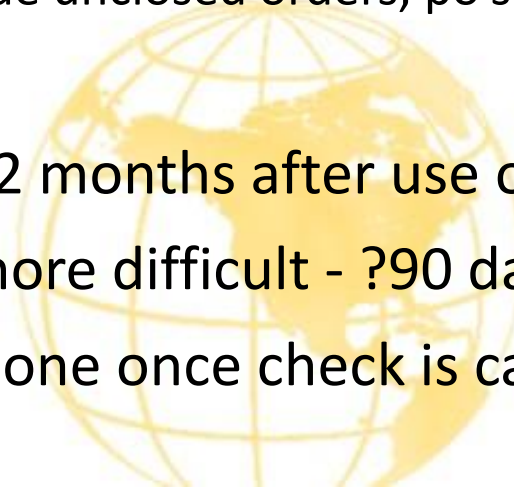
- What are they?
- Subject a little off-topic but important to the discussion. Will probably need technical help to do this.
- Once a year once every one or two years make a complete copy (working) copy of your system of your data or create
- Create new archive company
- Results





# Scheduling Purges:

- Master files, Reference files and Order need manual tending – different topic
  - This thinking can/should include unclosed orders, po's etc.
- Distribution file – purge 1 or 2 months after use or quarterly
- AP Open – voiding become more difficult - ?90 days 180 days?
- AR Open – archiving can be done once check is cashed
- History files – as above 2-5 years.



# Scheduling Purges follow up:

For more in-depth coverage, there are a number of Tips and Tricks articles

- on purging available (#24-26) and
- on managing AR Open item (a related topic - #14-16).
- These are on the Tips and Tricks page of the Training site ( <https://www.passport-training.com/tipsandtricks> )

There is also, on the Year End Resource page ( <https://www.passport-training.com/year-end-resources> ), several video webinar type sessions relating to

- purging and archive creation.
- This same page has a PDF with detailed information related to purging – what files and when (towards the bottom of the page).



# Final Words

You will probably exhaust yourself going through all of this.

So, the fundamental question to keep in mind for you and your business *and* at least for the most important files we have talked about - what do you feel safe purging (or archiving and then purging?)

Like the previous session on Backups this thinking-through process, in our opinion, should be an integral and strategic aspect of your business model.



# Questions



# Addendum

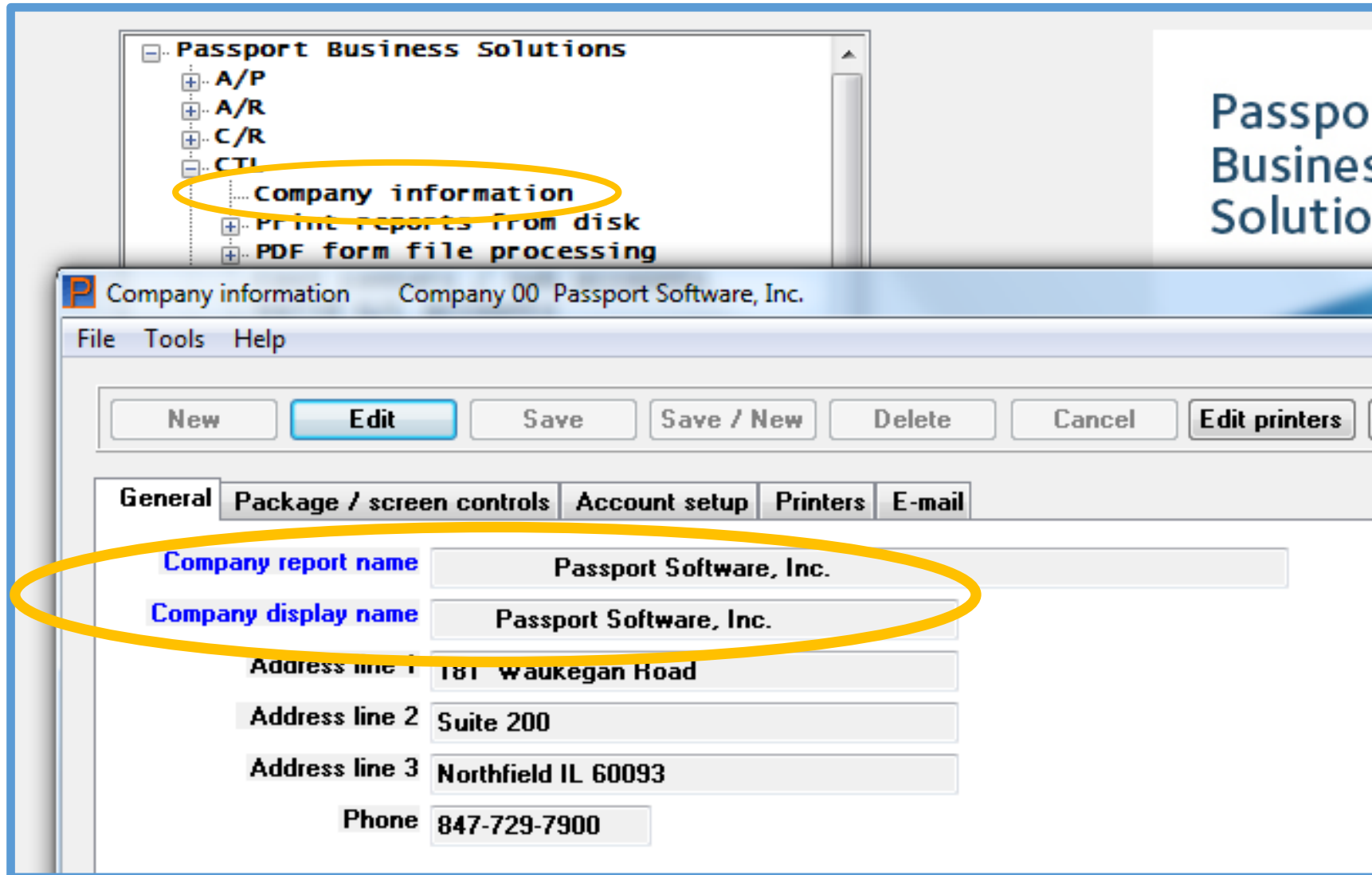
Three issues came up during the presentation that might have been implicit or overlooked but would benefit from being made explicit:

- 1) One frequently overlooked (and under utilized) set of files we failed to mention, are the Change Log files. These record additions, updates, and deletions to master files. Most systems have this optional function turned on by default; and many people don't know it is. As a result, the files can accumulate a large number of records without being supervised. Purge back 1-3 years annually?
- 2) The issue of when to purge (and separately) when to archive should be made part of your business cycle explicitly. The annual closing might be an obvious place to schedule the annual or bi-annual archive. And this is also likely to be the place to put things like history purges. Purges of distribution files and open item files could be added to your quarterly or monthly closing. The important thing is to have these purges part of your business cycle.

# Addendum

- 3) During the question period there were some questions about creating archives – something that might be reasonable as a separate webinar. Having answered the questions, we forgot to mention an important very practical point:
- The idea here is to use one of several ways to make a **full copy** of your data so that data in the production copy can be purged without fear of losing any data. Keep in mind that the archive are fully functional copies of the data.
  - The “nasty” result of this is that as far as screen identification and headers on report outputs, these will be identical whether from the archive or from the production versions.
  - It is therefore it is a must is to make changes in any archive to the company ID’s (the first two fields of the company record) so that when you have archive or production data open you won’t confuse one with the other.
  - As in the next slide:

# Addendum



Need some help?

Contact your Passport Partner!

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