Archive/Purge Records in RentalPoint

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Archiving is a tool designed to improve performance and remove the clutter of non-relevant or old items in the RentalPoint system database.

Table of Contents

- Archiving Bookings
 - Where to find Archived Bookings
 - Archiving Individual Bookings
 - Setting Criteria for Archiving in Bulk
 - Executing the Archive Command
 - Restore from Archive
 - Duplicate from Archive
 - Archive Old Documents
 - Archive PO's
 - Archive Invoices
- Purge Old Records
 - Purge Parameters
 - The Purge Window
 - Purge Credit Card and Custom Fields
 - Purge History
 - Purge Log

Archiving Bookings

Archiving prevents the system from having to load hundreds or thousands of bookings in the main booking window. Rental *Point* has "predictive equipment scheduling" capabilities, in other words availability calculations that take these bookings into consideration. For example, to add a line of equipment to the equipment grid in the booking, the system must search through all the bookings for the product added and calculate the available quantity; if the product has components and/or accessories attached to it, then these also must be processed. Availability must also be checked when opening a booking, printing a pick list or booking hardcopy, opening the checkout window, displaying the shortage list etc.

So if there are 1000+ bookings on the main booking grid with 100+ items in each booking, this can add up quickly and take a lot of time to load.

Reports are unaffected by archiving, the same data will be available before or after an archive, the reports will load data from the current tables and from the archive tables.

Archiving should be run at least once a month.

Where to find Archived Bookings

Archiving does not delete anything, it just moves records from one table to another.

After a booking is archived you can still:

- Use the data for statistics such as ROI and utilization
- See and list the archived bookings on the booking grid by selecting the 'archive' radio button as shown below

Scope					✓ All (dates	3		
 ✓ Quotes ✓ Light Pencil ✓ Heavy Pencil 	 Rental Sales Sub rental 		 ✓ Invoiced ✓ Uninvoiced ✓ Complete 	 ✓ Not Requirec ✓ Required ✓ Assigned 	Back Forward				
Confirmed Cancelled	✓ LT rental ✓ Transfers	Returned		Л	Days	Dates	Months		
Division	All Divisions	-	 Current 	 Archive 	✓ AI	5	Refresh		

- Print the archived booking using the Booking Hardcopy/Picklist
- View the archived booking using the Quick Look option
- Duplicate the archived booking (the duplicate will go to the current bookings grid)

XCALIBUR00003	VCalib	ur productions	and	Dry rentak				1on	13/12/2010	08:00	Thu	16/12
DIOR8600003		and Aldry Even		Dry renda	,			ue	14/12/2010	08:00		15/12
A.B.8100001	A.B.C	Promotions P/		New	•		Т	ue	14/12/2010	08:00	Wed	15/1
ALLI8000002	Allied	Audio Services	科	New Find	,	Г	Т	'hu	16/12/2010	08:00	Fri	17/1
ZAP00010	Zapco	Industries		Open	•		Μ	1on	20/12/2010	06:00	Fri	24/1
VSHOWT00003			b	View	۲	Г	M	1on	20/12/2010	07:00	Fri	24/1
AUST2500001	Aust.	Association Of	¢	Work	×		v	Ved	22/12/2010	08:00	Wed	22/1
XCALIBUR00004	XCalib	ur productions	۵	Admin	Þ		Lock	Boo	king			
VERYFINE00003			2	Financials	+	Ъ	Unlo	ck B	ooking			
			÷	Print	•		Lock/	/Unl	ock for Scanni	ing in Cl	neckou	t
<				Options	•	0	Canc	el B	ooking	S	hift+D	el
Sequence		<u>S</u> cope	-	Log Out		Ē	Delet	te B	ooking			
	-	Quotes		Rental	•			icate	e Booking		Alt+F	1
		Light Pencil		Sales	7	S	Com	bine	Bookings			
<u>F</u> ind		Heavy Pencil Confirmed	✓ Sub rental ✓ LT rental		•		Archive		his Booking			
	-	✓ Cancelled	•	Transfers		B			e Booking			
		Division	All	Divisions		_	-	00	urrent 💿 Ar	chive	•	<u>A</u> II

• Un-archive the booking

A.B.8100001	A.B.C Pro	motic 📭	New	•			Tue	14/12/2010	08:00	Wed
ALLI8000002	Allied Audi	o Sei 👫	Find	•			Thu	16/12/2010	08:00	Fri
ZAP00010	Zapco Ind		Open	•			Mon	20/12/2010	06:00	Fri
VSHOWT00003		ې م	View				Mon	20/12/2010	07:00	Fri
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XCALIBUR00004	XCalibur p	rodu 🌣	Admin			Lock Bool	-			
VERYFINE00003		- 2	Financials	1	b.	Unlock Bo	oking	9		
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Find		Light Penc Heavy Per		.	8	Combine		-		
		Confirmed Cancelled	=		2	Archive Th Unarchive				

Archiving Individual Bookings

Every single Booking could be archived/Unarchived separately.

Right click on a booking -> Admin -> Archive/Unarchive



Setting Criteria for Archiving in Bulk

Before running the archive process you should review the following settings to ensure the proper criteria is set for your business.

These criteria are located in the Operational parameters - #9 Archive Settings. Once configured, you will need to restart RentalPoint for the changes to take effect.

	Archive Settings								
-	is need to be returned and/or invoiced before archive. he option to 'old enough', then all bookings are								
Archive Criteria None (old enough) Returned Invoiced Both	Accounts #4 - Accounts Receivable is enabled. Bookings must be invoiced and fully paid before they are archived.								
Days to Hold Before Archiving Second, determine the number of days to hold those bookings before they"re archived. The minimum amount of time to hold bookings is 14 days. 120									
Months to Keep in Archive Last, determine how many months you want to keep bookings in archive before permanently deleting them. The minimum amount of time to keep bookings in archive is 18 months. To permanently delete bookings you need to run the Purge option from the main menu.									
36	✓ ОК								

Archive Criteria

- If the accounts receivable in RentalPoint is in use then 'Archive Criteria' should be set to invoiced, if you are not invoicing through RentalPoint then set this parameter to old enough or returned.
- None (Old enough)

This criteria basically says that if a booking is old enough then it will be archived, so if 'days to hold before archiving' is set to 120 days, then the booking will archive if it is more than 120 days old regardless of whether it has been invoiced or returned.

- Invoiced means that it must be invoiced and be old enough (if Accounts Receivable is in use set archive criteria to invoiced)
- Returned means that the booking must be marked as 'Returned' via checkout/return processing AND be old enough
- Both means that the booking must invoiced and returned. It also must be old enough
- •

Accounts Receivable

• If the accounts receivable parameter in RentalPoint is turned on, then the booking must be fully paid before it will qualify for archiving, to check that a booking is fully paid, open it and on the payments tab check that the balance is zero.

Zero Value Bookings

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• For zero value bookings, in order for them to archive, open the booking, click on the payment tab and in the payment terms drop down, select the 'no charge' option

									Modify book	king	
Out 18/09/27 (0800 In 18/09/2	8 0800 MYT	EST00075 Loc	ation 0 - T	oronto	-					
ustomer	Calendar	Venue	Equipment	Crew	Notes		Payments	Attachments	Other Details	Status	Followup
Payment Payment Ter 30 day acc Payment Op No Charge Payment Me Authorized f	ount tions thod	Surcharge % 0.00	-				•				
Terms for Mu	Itiple Stage Invo	icing	Balance Total Price	Minus	Pre-payments			Balance			
	-	Default		0.00	0.00		er a Pre-payment		150.00		

Executing the Archive Command

Ensure you take a backup of your database before archiving. Click HERE for more information on backing up RentalPoint

To run the archive select **Archive Old Bookings** from the **Archiving** option in the **Others** main menu.

_								
0	thers H	Help		_				
	Enter	Currency Convers	ion Rate					
1	Print	LT rental						
	Impo	rt / Export	•					
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	Oper	ator Reports	•		Purge Old Re	cords		
	Oper	a Second Copy C	trl+Alt+O		Purge History	r	•	
	Oper	ator Options	•			Sun	2018-03-18	1

	Confirm
?	Bookings that meet the following criteria will be archived :
	Older than 120 days (before 2018/06/04). (Operational #9 - Days to Hold Before Archiving) Returned and Invoiced. (Operational #92 - Criteria for Archiving Old Bookings) Fully paid. (Accounts #4 - Accounts Receivable In Use)
	Do you want to continue?
	<u>Y</u> es <u>N</u> o

Once complete you can see which bookings were archived in the session by viewing the **Archiving Log** viewable from the **Others>Display Log Files** menu.

Bookings that have invoices attached to them which have a balance associated with them will not be archived.

Restore from Archive

Once a booking is archived, it is moved into another area of the program called the Archive view. These bookings can no longer be directly accessed, but you can un-archive selected bookings.

To un-archive a booking from the archive grid select the booking line, right click and select the **Un-archive** option. The booking will then be placed in the current booking list.

A.B.8100001	A.B.C Prom	oti 📑	New •			Tue	14/12/2010	08:00	Weo
ALLI8000002	Allied Audio	Sei 👫	Find •			Thu	16/12/2010	08:00	Fri
ZAP00010	Zapco Indu		Open 🔸			Mon	20/12/2010	06:00	Fri
VSHOWT00003		ړ	View			Mon	20/12/2010	07:00	Fri
AUST2500001	Aust. Assoc		Work •			Wed	22/12/2010	08.00	We
XCALIBUR00004	XCalibur pro	du 🍄	Admin		Lock Boo	_			
VERYFINE00003		~ >	Financials •	1	Unlock B	ookin	g		
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<u>F</u> ind		avy Per			Archive T	his Bo	oking		
		ncelled			Unarchive	e Boo	king		

Duplicate from Archive

You can also duplicate from the archive area and RentalPoint will create a new booking with the exact same information and you can also print an archived booking using the booking hardcopy option.

XCALIBUR00003	XCalibur productions	and	Drv rentals			Mon	13/12/2010	08:00	Thu	16/12		
DIOR8600003	Diors and Aldry Ever					Tue	14/12/2010	08:00		15/12		
A.B.8100001	A.B.C Promotions P/		New	•		Tue	14/12/2010	08:00	Wed	15/12		
ALLI8000002	Allied Audio Services	Å	Find	•	Г	Thu	16/12/2010	08:00	Fri	17/12		
ZAP00010	Zapco Industries		Open	٠	Γ	Mon	20/12/2010	06:00	Fri	24/12		
VSHOWT00003		ß	View	۲		Mon	20/12/2010	07:00	Fri	24/12		
AUST2500001	Aust. Association Of	*	Work	•		Wed	22/12/2010	08:00	Wed	22/12		
XCALIBUR00004	XCalibur productions	🌣 Admin		×	0	Lock Boo	oking					
VERYFINE00003		2	Financials	•	Դ	Unlock B	ooking					
		-	Print	•	A	Lock/Un	ock for Scann	ing in Cl	neckou	it 👔		
<		=	Options	•	0	Cancel B	ooking	S	hift+D	el		
Sequence	Scope	-	Log Out		Ē	Delete B	ooking			ŧ		
	▼ Quotes		Rental	◄		Duplicat	e Booking		Alt+	1		
Find	✓ Light Pencil ✓ Heavy Penci		Sales Sub rental	v	S	Combine	Bookings			-		
Fina	Confirmed		LT rental	•		Archive This Booking						
	✓ Cancelled	<	Transfers		3	Unarchiv	e Booking			f		
	Division	Al	I Divisions		_	- 00	Lurrent O Ar	rchive	 ✓ 	<u>A</u> II		

Archive Old Documents

Another archiving option is Archive Old Documents. This is useful for separating paperwork that is very old or no longer relevant. This moves the documents to another location for better organization. It is also of benefit for saving hard drive space on the main system, once archived the documents will still be accessible as the attachment display window will also search the archive folders when the user wishes to open an archived document.

» 0	thers Help		
•	Enter Currency Conversion Rate Print LT rental		
	Import / Export	•	
n	Display Log Files		Out Date
-	Archiving		Archive Old Bookings
m	Utilities		Archive Old Document Files
∕t	Change Operator Ctrl+F3		Archive Old Purchase Orders
/t	View Current Operators		Archive Old Invoces and Payments
∕t	Operator Reports		Purge Old Records
∕t	Open a Second Copy Ctrl+Alt+O		Purge History
	Operator Options	•	Sun 2018-03-18 (

RP	Archive	Old Documents		ĸ
Criteria				
Archive documents	more than	180	days old.	
🗌 Use entry date in	nstead of the	date the file wa	s last modified	
Source				
Source Folder	E:\RentalPo	ointV11_3\docs\		
Destination				
Destination Folder	E:\RentalPo	ointV11_3\Archiv	eDocs\	
Progress of files be	ing archived			
Filename				
		✓ Start	X Cancel	

Archive PO's

Archiving POs only deals with purchase POs and NOT cross rentals/hires. POs must be posted and received before they are considered for archive.

Archive a single received purchase order from the Purchase Order Grid via right click on the order-->admin-->archive



Batch archive from the Main Menu via Others --> Archiving ->Archive Old Purchase Orders

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Actions	Reports	Crystal Report	s Assets	Setup	Others	Help								
		i 🍺		*		er Currency Conversion t Long term	on Rate							
Booking	s Nev	v Open	View	Wor	Im	port / Export		>						
					Dis	play Log Files		>	oved	Posted	Received	Project	Archived	CR
					Arc	hiving		>		Archive	Old Bookin	gs		1
Shortage	s				Util	ities		>		Archive	Old Docum	nent Files	5	
					Cha	ange Operator	Ctrl+F3			Archive	Old Purcha	ise Orde	rs	
						w Current Operators				Archive	Old Invoce	es and P	ayments	

Operational Parameter #9 will determine the number of days to hold a received purchase order before it is archived.

RentalPoint Version 11	Parameter Setu	p			- 🗆 X
Company Name	Company Name			Custom Printing	کی Booking Hardcopy
Rricing Setup	Operat	🥼 ional Setup	Custom Viewing	W Word Processing	Terminology
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		Second, dete they"re archi days. 600 Months to Ke Last, determi permanently archive is 18	ved. The minimum amo eep in Archive ine how many months y deleting them. The min	ays to hold those bookin unt of time to hold boo ou want to keep booking imum amount of time to y delete bookings you n	kings is 14 gs in archive before o keep bookings in
Surrent Data	Sub hires	48			🗸 ОК

Archive Invoices

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Others Help		
Enter Currency Conversion Rate Print LT rental		
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Display Log Files	٠ <u>۱</u>	it Date Time In Date
- Archiving	•	Archive Old Bookings
Utilities	•	Archive Old Document Files
Change Operator Ctrl+F3		Archive Old Purchase Orders
View Current Operators		Archive Old Invoces and Payments
Operator Reports	•	Purge Old Records
Open a Second Copy Ctrl+Alt+O		Purge History
t Operator Options	u	n 2018-03-18 08:00 Wed 2018-03-21

RP	Archive Invoices 📃 🗖 🗙							
invoices. Arch viewed by inc	Select the date range or customer to archive fully paid invoices. Archived invoices and payments can still be viewed by including the 'Archived' option in the Invoices and Payments window.							
 Date Scope ✓ Enable Date from: 								
Date from: Date to:	1980/01/01 2018/08/28 							
Customer sc Enable cu Customer coc	stomer scope							
	✓ OK X Cancel							

			1	1		· · · ·	- 1				
aymen	t Details	nvoices and Pa	ayments Sec	urity Deposits							
	int Balances										Scope
90 day			30 days	Current		Payments (last 30 days)					Invoices
5	82,142.50	452.53	0.00	-9,917.71	572,677.32	10,370.24					Credits
Tag	Invoice No.	Date	Ref.	Amo	ount Type	Amount Credited	Credit Date	Outstanding	Check/Card #	Pay Type	✓ Pre-payments ▲ Payments
	0	17/03/23		10	0.00 Pre-Payment					Check	Start Date:
		17/07/27		9,87	0.24 Pre-Payment					Check	
		17/03/23		10	0.00 Pre-Payment					Check	End Date:
		17/03/23		10	0.00 Pre-Payment					Check	
		17/03/23		10	0.00 Pre-Payment					Check	Age to Display
		17/03/23		10	0.00 Pre-Payment				10120	Check	C Last 12 months
	91	16/04/28	MYTEST000	08 129	.76 Invoice			129.76			O Last 6 months
	92	16/05/04	MYTEST000	08 64	.88 Invoice			64.88			 Last 3 months Select dates
	93	16/05/05	MYTEST000	07 80	.00 Invoice			80.00			 All dates
	94	16/05/05	MYTEST000	07 120	.00 Invoice			120.00			
	95	16/05/05	MYTEST000	07 132	.85 Invoice			132.85			Include Archive
	100	16/05/26	MYTEST000	04 64	.55 Invoice			64.55			~
	apply 🍂	Reverse	Credit	🞲 Convert 🕴	🕅 Delete 🛛 💷 F	roperties 🔅 Options					Sort By
	app.j	nereise	-y create								O Invoice No.
lemo	Orig. Depos	sit Date 17/03/	23								Invoice Date
Curren	t Payment St	atus				What is this?					🖌 AII 🛛 🔊
Payme	ent Amount	Amount Ap	plied Settl	ement Discount							
	0.0	00	0.00	0.00							Archive 🖉
	unts shown i	- UCD									× Cancel / Close

Purge Old Records

To purge records means to remove/delete them from the RentalPoint database. Ensure you take a backup of your database before purging. Click HERE for more information on backing up RentalPoint

Dnly records that have been in archive for X months will qualify for purging
 If products, customers, or PO's are used on bookings they cannot be purged (since the information is still needed). First purge the booking, then purge the products etc.

Access the Purge option here...

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		inter Currency Conversion Rate Print LT hire						
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an	0	Display Log Files	۲	Web	Address	Phone 1	Salesper	rson
ati	A	Archiving	۲		Archive Old Bo	okings		
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r di		Change Operator Ctrl+F3 /iew Current Operators			Archive Old Purchase Orders Archive Old Invoces and Payments			
e Sy		Operator Reports			Purge Old Reco		_	
npn	C	Open a Second Copy Ctrl+Alt+O			-	ords and Customer Fi	ields	
stor	c	Operator Options	۲		Purge History		•	

Purge Parameters

Records are archived before purging (see archiving options illustrated in the above segments). Purge criteria is located in the Operational parameter #9 along with Archive Settings. Once configured, you will need to restart RentalPoint for the changes to take effect.

	Archive Settings						
Archive Criteria First, determine if bookings need to be returned and/or invoiced before archive. If this doesn't matter, set the option to 'old enough', then all bookings are eligible.							
 Archive Criteria None (old enough) Returned Invoiced Both 							
Days to Hold Before Archiving Second, determine the number of days to hold those bookings before they"re archived. The minimum amount of time to hold bookings is 14 days.							
Months to Keep in Archive Last, determine how many months you want to keep bookings in archive before permanently deleting them. The minimum amount of time to keep bookings in archive is 18 months. To permanently delete bookings you need to run the Purge option from the main menu.							
36	✓ ОК						

The Purge Window

1. Choose the record type to purge from the drop down list available (Bookings, Customers, Projects, Purchase Orders, Products, Vendors)

2. You may set 'Purge Records Older than X Months' to any number greater than or equal to the #months set in Operational Parameter #9

3. Enter the top number of records you want to see displayed before the actual purge takes place

4. Click List Records to see a list of records that will be purged if you choose to proceed

5. Once the list is displayed, use the select/unselect buttons to select the records you want to purge.

• Eg: 'Select All', then 'Remove Selected' will purge all records in the list

6. Alternatively, if you want to proceed with the purge for only select bookings, then click on the 'Remove box' to the left of each booking you want to purge; once you've selected your bookings,

click 'Remove Selected'

Purge Old Records									
Select Re	Select Record Type Bookings Change Record Type 4.								
_	Purge Records Older 48 Months 2.* WARNING - Please create a new backup of your database before purging records. This should be in a different location than your regular backup to ensure it won't get overwritten Show Top 2500 Records 3.								
6. Select All X Unselect All View Log Remove Selected 5. 44 record(s)						44 record(s) displayed.			
Remove	Booking No.	Organisation			Return Date		<u> </u>		
	FREECAN00001	Freescale Semicono	ductor Canada Inc.		04/14/14				
	FREE00001	Freescale Semicono	ductor Inc		04/14/14				
	FISK00001	Fisker Automotive (Corporate Office & Hea	dquarters	04/21/14				
	OTIS00001	Otis Elevator Comp	bany		04/28/14				
	OTIS00002	Otis Elevator Comp	bany		04/28/14				
	CHESABAR00002	Chesapeake Bar As	sociation Inc		04/28/14				
	TIDEWATR00002	Tidewater Builders	Association Inc		04/28/14				
	WOOLPERT00002	WOOLPERT LABS			04/28/14				
	CHESABAR00001	Chesapeake Bar As	sociation Inc		06/05/14				
	ALTMAN00003	BRISTOL-MYERS SC	BRISTOL-MYERS SQUIBB						
	BRIST00022	BRISTOL-MYERS SC	QUIBB		05/28/14				
	CHESABAR00004	Chesapeake Bar As	sociation Inc		05/28/14		v		

The software will offer another opportunity to cancel the purge before proceeding - purged records cannot be restored

Warning						
Purged records cannot be restored, please ensure you have a current backup of your database.						
Do you have a current database backup?						
<u>Y</u> es <u>N</u> o						

Purge Credit Card and Custom Fields

This purge option will remove stored data from the selected contact and customer fields in the database

- Users must have 'Purge old data' operator privilege to use this option
- Fields selected, operator & dates are logged to purgelog (See your <rpdata folder>\logs\purgelog.txt
- Individual bookings, contacts & customers with purged fields are logged to a csv file

🍑 🕨 This PC 🕨 S	System (C:) ► R	P-Data ▶ Data ▶ CSVLogs				~
	Name	*	Date modified	Туре	Size	
				21		
15	CSVLo	gsPurgedCreditCardsAndFields.csv	3/01/2023 2:53 PM	Microsoft Excel C		1 KB
		Purge Credit Card Deta	ails	_ □	×	
✓ Purge Credit Cards	from Bookings		_	Purge Fields		-
Return date before	•	23-03-13				
			-			
urge contact fields						
Last activity before		23-03-13				-
✔ Purge Credit Cards	from Contacts					
Drivers License No.		Field Test 6				
MOBILE		Date Field 1				
Field Test 1 Field Test 2		Date Field 2				1
Field Test 3		•				
Field Test 4						1
Field Test 5						
urge customer fields –						
Purge Credit Cards	from Customers	i				
MOBILE		Custom Date 2	Custom Fiel	d 16		
Custom Field 1		Custom True/False 1				
Custom Field 2		Custom True/False 2				1
Custom Field 3		Custom True/False 3				
Custom Field 4		Custom True/False 4				1
Custom Field 5		Custom True/False 5				
Custom Field 6 Custom Field 7		Custom True/False 6				1
Custom Field 7		Custom True/False 7				
Custom Field 8		Custom True/False 8				1
Custom Field 9		Custom True/False 9				
Custom Field 10		Custom Integer 1				
Custom Field 11		Custom Integer 1				
Custom Field 12		Custom Integer 2				1
Custom Field 13		Custom Integer 5				
		- custom micger 4				1

Purge History

Purged records are written to a 'Purge History' Excel file accessible as follows:

		RentalPoint 11.3.2.7
thers Help		
Enter Currency Conversion Rate Print Cycle billed		
Import / Export > Display Log Files >	ate Time In Date Time	1
Archiving •	Archive Old Bookings	
Utilities •	Archive Old Document Files	
Change Operator Ctrl+F3 View Current Operators	Archive Old Purchase Orders Archive Old Invoces and Payments	
Operator Reports	Purge Old Records	
Open a Second CopyCtrl+Alt+O	Purge History	Bookings
Operator Options		Customers
		Contacts
		Invoices/Credits
		Payments
		Products
		Assets
		Projects
		Purchase Orders

OR from the Purge Window

RP			Purge Old Records
Select I	Record Type	Purchase Orders 🔽 🔇 Ch	ange Record Type
Purge F	Records Older	montais	NG - Please create a new backup of your database before purging records. This
Show T	ор	2522	in a different location than your regular backup to ensure it won't get overwritten ken immediately before the purge is run.
	Select All	X Unselect All	View Log Trecord(s) displayed.
Remove	PO Number	Vendor	Date Expected
✓	7	Harmon's Audio Visual	05/15/14
✓	8	Harmon's Audio Visual	05/15/14
✓	9	Harmon's Audio Visual	05/15/14
✓	10	Harmon's Audio Visual	05/15/14
✓	2	Harmon's Audio Visual	05/15/14
•	3	Christie Digital Systems USA, Inc.	05/15/14
	4	Altman Lighting Inc.	05/15/14
	5	James Thomas Engineering	05/15/14
	6	Harmon's Audio Visual	05/19/14
	11	Harmon's Audio Visual	08/08/14
	12	Harmon's Audio Visual	08/08/14
	13	Harmon's Audio Visual	08/08/14

Sample of purged booking

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Purged PO's

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2	7	Harmon's Audio Visual	05/1	.5/14 RP	02/11/19						
3	8	Harmon's Audio Visual	05/1	.5/14 RP	02/11/19						
4	9	Harmon's Audio Visual	05/1	.5/14 RP	02/11/19						
5	10	Harmon's Audio Visual	05/1	.5/14 RP	02/11/19						
6	6 2 Harmon's Audio Visual			.5/14 RP	02/11/19						
7			nc" 05/1	.5/14 RP	02/11/19						

Purge Log

A log of all purges run against the database is available from the 'Display log files' menu

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	PurgeLog.txt - Notepad
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11.3.2.7 - 02-11-19 @ 17:26:16 - RP	- Start purge of Booking records
11.3.2.7 - 02-11-19 @ 17:26:18 - RP	- Finish purge of Booking records
11.3.2.7 - 02-11-19 @ 17:29:08 - RP	- Start purge of PO records
11.3.2.7 - 02-11-19 @ 17:29:09 - RP	- Finish purge of PO records