



Purge Prior Year Invoices - BAR6100

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Accounts Receivable > Utilities > Purge Prior Year Invoices

This page is used to annually delete invoice records that have been paid in full. The user specifies the date range from which to delete the invoices. Budget codes, service and product data, and adjustment records associated with the invoices are also deleted. This utility does not delete Finance records.

Purge prior year invoices:


Select one of the following options:

Field
Delete all invoices created before this date: MM-DD-YYYY
Delete all invoices created between: MM-DD-YYYY and MM-DD-YYYY

Click **Save**.

****NOTE:**

Other functions and features:

 Delete a row.
Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.