



Purge Prior Year Invoices - BAR6100

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Accounts Receivable > Utilities > Purge Prior Year Invoices

This utility is used to annually delete invoice records that have been paid in full. You can specify 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. The date fields are populated with the current system date; however, you can change these dates.

Field
Delete all invoices created before this date: MM-DD-YYYY
Delete all invoices created between: MM-DD-YYYY and MM-DD-YYYY
Execute Click to execute the process and delete the invoices according to the entered dates.