



Purge Prior Year Invoices - BAR6100

Table of Contents

Purge Prior Year Invoices - BAR6100 1

Purge Prior Year Invoices - BAR6100

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:

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 delete the indicated invoices.



Back Cover