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Possible/Suggested Purging Schedules for PBS

Notes:

In the tables below the assumption is that you will be purging as part of a closing cycle for a particular period. Therefore an expression such as “this year-1” assumes that as you close the 2013 year you will want to purge the data for 2012 (and keep the data for 2013). Similar usage is assumed for expressions involved with monthly purgings and quarterly purgings (monthly closings on the quarter).

These tables are offered as general guidelines and for instructional purposes. For professional advice regarding your company specifically we invite you to speak to your Passport Partner or other accounting professional.

In order to make these tables as useful and accurate as possible please report any errors, omissions or other comments to pdalziel@pass-port.com or rforde@pass-port.com.

I) Accounts Payable

File	Description	What Purging Removes	Suggested Cycle	Where Is Purge?
AOPEN	AP Open Item file	Ability to VOID checks and to do agings on the purged data.	Quarterly for this quarter minus 1 (-1) or -2 i.e. purge > 90 or 180 days – keeps ability to void a check up to the stale date. This is the same as purging monthly for this month-3 or -6. Note also cannot void checks if distribution (APDIST) have been purged for these checks	AP/Open Items/Purge
APVENHIS	AP Vendor History	old data - VenHis based reports will be affected e.g. Open Payables by Date & Purchases Report	Annually for this Year-2 or -3 but some companies may need back data for longer	AP/Utility/Purge vendor history
APDIST	AP Distribution File	old data	Monthly for this month-3 or annually for this year-1 (suggest you do not purge during the actual interface/upload to GL process)	AP/Reports/ Distributions to GL [take the purge option]
CNGVEN	AP Vendor Change Log	old data	Annually for this year-1 or -2	AP/Reports, vendor/ Vendor Change Log [take purge option]
VENFIL	Purge temporary vendors	temporary vendors	no date control - therefore removes all vendors with zero liability as of now	AP/Utility/Purge temporary vendors

II) Accounts Receivable

File	Description	What Purging Removes	Suggested Cycle	Where Is Purge?
AROPEN	AR Open Item file	Ability to run Statements and Agings. Not really a Purge but an Archive. (Data moved to Customer History).	Monthly for last month either before or after printing statements (depending on whether you want last month's transactions to show on the statement).	AR/Open Items/Purge
KSHHST	AR Cash History (these are the cash receipts and deposit history data).	old data	Annually for this year-2 or -3	AR/Reports, general/Cash History [take the purge option]
CUSHIS	AR Customer History (these are invoice summary data – see IHSHDR for invoice details).	old data	Annually for this year-2 or -3	AR/Utility/Purge customer history
ARDIST	AR Distribution File	old data	Monthly for this month-3 or annually for this year-1 (suggest you do not purge during the actual interface/upload to GL process)	AR/Reports, general/Distributions to GL [take the purge option]
CNGCUS	AR Vendor Change Log	old data	Annually for this year-1 or -2	AR/Reports, customer/Customer Change log [take purge option]
IHSHDR, IHSLIN, IHSAUX	Invoice History files (these are invoice detail data including line item data – see KSHHST for summary data).	old data	Annually for this year-2 or -3	AR/Reports, general/Invoice history [take purge option]
COMDUE	Commissions Due	old data	Annually for this year-2 or -3	AR/Reports, general/Commissions due [take purge option]

III) Payroll

File	Description	What Purging Removes	Suggested Cycle	Where Is Purge?
EMPFIL	Employee file	Y/E Option to Purge Terminated Employees.	Annual as part of Y/E Closing procedure	PR/Year-end/Close a year
EMPEXT	Employee Extended	Delete unused extended definitions – this is not really a purge but a delete.	As needed	PR/Define extended fields/Purge
PRDIST	PR Distribution File	old data	Monthly for this month-3 or annually for this year-1 (suggest you do not purge during the actual interface/upload to GL process)	PR/Reports, Employee/Employer/Distributions to G/L [take the purge option]
CNGEMP	PR Employee Change Log	old data	Annually for this year-1 or -2	PR/Reports, Employee-Employer/Employee change log [take purge option]
KHISFL	Employee History file	old data	Annually for this year-4	PR/Reports, Employee-Employer/Employee payroll history [take purge option]
QTDHIS, SCDHIS, YTDHIS	Employee History file	old data	Annual as part of the Y/E process	PR/Year-end/Close a year
VDMTRX, VDPCHK	Check/Void Check files	old data	Annually or at least > 90 or 180 days – to keep ability to void a check. Note also cannot void checks if distribution (PRDIST) have been purged for these checks.	PR/Utilities/Purge payroll transactions
EMPFAU, EMPSAU	Y/E Entry Data	Removes Aux data going to Print and Magnetic W2 forms	Annual as part of the Y/E process	PR/Year-end/Close a year

IV) Inventory Control

File	Description	What Purging Removes	Suggested Cycle	Where Is Purge?
ITXHIS	Inventory History Transaction file	Detail up through the purge as of date – balance forward records created	Annually for current year-2	IC/Utility/Purge inventory history
SERHIS	Serial History	Delete and purge used lot/serial numbers	Annually for current year-2. (Consider this an extension of ITXHIS).	IC/Utility/Purge serial numbers
PRCFIL	Sale and Contract Prices	old data	Annually for this Year-1 or -2 (general house cleaning)	IC/Utility/Purge contract prices, IC/Utility/Purge sale prices
ITMFIL, STAFIL	Inactive items	Items marked as inactive	Annually based on marking items as inactive	IC/Utility/Purge inactive items
CNGITM	Item Change Log	old data – purges all data	Annually for this Year-1 or -2	IC/Reports/Item change log [take purge option]
ICDIST	IC Distribution File	old data	Monthly for this month-3 or annually for this year-1 (suggest you do not purge during the actual interface/upload to GL process)	IC/Reports /Distributions to G/L [take the purge option]

V) Check Reconciliation

File	Description	What Purging Removes	Suggested Cycle	Where Is Purge?
CKBOOK	Check book file	Old data – lose check detail by summarizing multiple checking transactions into one Balance Forward record for the selected items.	Quarterly or Annually for this year-1 or -2	CR/Utility/Compress cleared entries
CRDIST	Check rec distribution to GL file (used for transactions directly entered via the Check Book entry function).	Old data	Monthly for this month-3 or annually for this year-1 (suggest you do not purge during the actual interface/upload to GL process)	CR/Reports /Distributions to G/L [take the purge option]

VI) General Ledger

File	Description	What Purging Removes	Suggested Cycle	Where Is Purge?
GL Trx File	Only applies to multi-year versions of PBS	Purge of past period “silos” to come		
CHGCOA	Clear change log for Chart of Accounts	Old data (all data).	Annually – clears all old data. If you are monitoring changes – print the log first.	GL/Reports (Lists) /Chart of Accounts Change Log [take the purge option]
CHGBDG	Clear change log for Budget file	Old data (all data).	Annually – clears all old data. If you are monitoring changes – print the log first.	GL/Reports (Lists) /Budgets Change Log [take the purge option] Or GL/Budgets/Purge
CHGCMR	Clear change log for Comparative file	Old data (all data).	Annually – clears all old data. If you are monitoring changes – print the log first.	GL/Reports (Lists) /Comparatives Change Log [take the purge option] Or GL/Comparatives/Purge

VII) Order Entry

File	Description	What Purging Removes	Suggested Cycle	Where Is Purge?
multiple	Manually delete any old/never-to-be-filled orders, quote etc	Removes the whole order/quote and adjusts any committed quantities	Quarterly or Annually for this year-1 or -2	Manual deletion – after review using the Orders List program OE/Reports/Orders

VIII) System/Control

File	Description	What Purging Removes	Suggested Cycle	Where Is Purge?
SPOOL	Print to Disk files	Remove old reports to allow these report numbers to be reused. You should keep at least 1-2 months worth of numbers open ahead of what you are using. E.g. if you are currently using report number 2000 and you are typically using about 700 reports/month, you should have at least all the 2000 and the first half of the 3000 series of numbers (i.e. about 1500 numbers) available/unused in the Print-reports-from disk/Print-a-report list unused.	At least Annually for prior year. You may, if you generate a lot of reports, have to purge quarterly or monthly. Since print to disk reports are clear text files they can be copied to an archive prior to purging and can be viewed in a text editor. Taking a print-screen of the appropriate pages of the "Print-a-report" screen will document what reports have what report numbers prior to copying the reports and purging them.	CTL/Print reports from disk/Delete reports & Purge saved registers. Note posting reports must be printed before they can be deleted – this can be done to a NUL printer if necessary.

IX) Purchase Orders

File	Description	What Purging Removes	Suggested Cycle	Where Is Purge?
Multiple: POHDRF, POLINF, PONOTF	Purge Purchase Orders	Removes closed purchase orders	Quarterly or Annually for this year-1 or -2	PO/Utility/Purge PO's

X) Job Cost

File	Description	What Purging Removes	Suggested Cycle	Where Is Purge?
JCDIST	JC Distribution File	old data	Monthly for this month-3 or annually for this year-1 (suggest you do not purge during the actual interface/upload to GL process)	JC/Reports /Distributions to G/L [take the purge option]
CNGMST	Job (Master) Change Log	Old data – removes all change log info	Annually (print first)	JC/Reports/Job Change Log [take the purge option]
HLDFIL	Purge/Save/Restore jobs and job detail	Deletes, Archives, Brings Back jobs and job detail	Annually – part of review of old (closed) jobs	JC/Utility/Purge-Save-Restore Jobs <i>and</i> JC/Utility/Purge-Save-Restore Detail

XI) Point of Sales

File	Description	What Purging Removes	Suggested Cycle	Where Is Purge?
Multiple: SHSHDR, SHSLIN, SHSPAY, SHSSER, SHSCMT	Purge PS Invoice History	Removes all invoice history (not AR) for the selected invoices	Annually for current year-2 or year -3	PS/Reports, general/Invoice History [take the purge option]
Multiple: POSHDR, POSLIN, POSPAY, POSCMT	Purges Quotes	Delete/purge Quotes that are no longer active	Annually for current year-1.	PS/Utility/Purge quotes
CNTRPC	Purge Contract Prices	old data	Annually for this Year-1 or -2 (general house cleaning)	PS/Utility/Purge contract pricing
SPCSAL	Purge Sale Prices	old data	Annually for this Year-1 or -2 (general house cleaning)	PS/Utility/Purge special sale prices

XII) Other Modules - Manufacturing

MF-CO*3	Mfg Customer Orders	PTD orders and sales, Purge closed line items, Purge detail sales history		
MF-IM*3	Mfg Inventory Mgmt	Purge closed, Purge transaction history, Purge period qty sold history		
MF-MJ*2	Mfg Job Costing	Purge estimates/quotes, Purge employee labor		
MF-PP*4	Mfg Purchase Orders	Purge closed P.O. lines, Purge receipts & returns, Purge rejected material, Purge price variance detail		
MF-SF*2	Mfg Shop Floor Control	Purge employee labor (same as MJ Purge EE labor), Purge item operation history		