

M E M O

To: PROMPT User's

From: PROMPT Business System Support

Subject: How to use the new Inventory master file purge software

Date: 09/01/02

The Purchase Order Purge that used to be number 6 on the Inventory End of Period Menu (IC 4, 6) was changed to the Inventory Master File Purge in release E. We did this because you now purge Purchase Orders at IC 2, 4.

To purge records from the Inventory Master File 1st do this:

- Go to IC, 5 and 6 and enter an ! in the ABC code for any master record you wish to purge.
- You are responsible for being sure the quantity on hand and quantity on order are zero. If not the records will not be purged.
- Also, you must set up a Non-Perpetual SKU with the SKU number **PURGED** (This is a one time task). The GL link code, Group, Class and Vendor number can be any valid codes.
- Now you can go to IC, 4 and run Option 6 and a report of SKU'S to be purged will print

Next the records will be purged from all linking files except the sales Order File and Purchase Order File, where the SKU will be changed to PURGED. After the purge program runs a second report will print of SKU's NOT purged. If this report does not print ALL records on the 1st report were purged.

START with ONLY one SKU.

To be sure you did all of the installation procedures properly go to IC, 5 and 6 and mark only one obsolete SKU with an ! in the ABC code. Then go to IC, 4, 6 and run the option. You want to see the SKU you marked printed on the first report AND there SHOULD NOT BE A SECOND REPORT. If the SKU printed on the second report be sure the quantity on hand and quantity on order are zero. If not, fix and try again, if yes, call for help.

What about looking up an old sales order where an SKU on the sales order has been purged? It will come up just fine and the SKU number will read "PURGE" but the description will be the same as was originally printed on the invoice.

A WARNING! If you go to IC, 5 and 6 and mark a lot of records with ! You should start the purge at night before you leave because it might take a long time to run as each SKU is checked against 18 separate files.

A tip! The ABC code is only 3 reverse tabs from company number where the cursor comes to rest after an F4. This is the shortest route to ABC code after pressing F4.