

Clean Up Before Purge

- USAS
- USPS

USAS

The purge program will base the majority of tests on the check records. If the check is voided or reconciled, and is prior to the date entered by the system manager, the check along with all the associated transactions (purchase orders and invoices) will be deleted.

The program will also delete requisition and accounts receivable records.

Examples of records that will be purged are:

- Records that correspond to voided and reconciled checks if the dates are prior to the date entered by the system manager. This includes deleting transactions such as checks, invoices, purchase orders, and refund of receipts that have checks associated with them.
- Records which are orphaned. For example, possibly a system crash occurred and the header records were never written.
- Any records that are not associated with a check, but the date is before the purge date entered by the system manager. An example of this would be receipts, reduction of expenditures, and refunds of receipts that have no associated check.
- Any requisitions where the requisition date and requested PO date are before the purge date and the requisition has already been converted to a purchase order (the associated purchase order must be eligible to be purged too).
- Any accounts receivable records for which all billing and payment transactions are on or before the purge date and the outstanding balance is equal to zero.

Examples of records that will remain on file:

- Transactions that are dated after the purge date entered by the system manager. This includes even those checks that are voided and reconciled and their associated purchase orders, invoices, and receipts.
- Transactions that are issued before the purge date but not reconciled or voided until after the purge date.
- Any checks that are not voided or reconciled and all the associated transactions.
- Requisitions that are open (have not been converted to purchase orders) or if they have been converted, the associated purchase order isn't eligible to be purged.*
- Requisitions with a "T" requisition type.
- Purchase orders that are new or only partially filled.
- PO's and checks associated with items on the EIS pending file, even if the checks are voided and reconciled.
- Any transactions on the receipt file that have dates after the purge date. Examples of this would be reduction of expenditures, expense distribution transactions, fund to fund transfers, and budget and appropriation modifications.
- Any accounts receivable invoices that have an outstanding balance (positive or negative).
- Any accounts receivable invoices that have a transaction record dated after the purge date

Below are steps to ensure a district's USAS files are cleaned up and ready for a purge:

Run a CHEKPY report with the below check types, check status of O= Outstanding, and no dates:

1. Reconcile all checks with the above types if they have cleared the bank and clean up any older checks
 1. I = Investment,
 2. P = Payroll/clearance
 3. R = Refund
 4. T = Transfer
 5. W = Warrant
2. Run an outstanding PODETL and check for any old purchase orders that you know the district will not be making payments on and should be closed out.
 1. Invoice and cancel appropriate purchase orders.
3. **IF on EIS**....Clean up EIS Pending file
 1. add items to EIS or delete from pending screen
4. **IF using ARF**...check for any outstanding billings where you know no payment will be made on it and delete or cancel them.

USPS

Below are steps to ensure a district's USPS files are cleaned up and ready for a purge:

Reconcile all payroll and deduction checks

1. Run AUDRPT, choosing 'O' for Official Report.

AUDRPT - USPS Audit Report Program		
Report File Specifications:		
Output file		<u>AUDRPT.TXT</u>
Print options page? (Y,N)		<u>Y</u>
Optional report title		_____
Demand or Official Report (D,O):		<u>O</u>
Print Options:		
Detail or Summary or Both? (D,S,B):		<u>B</u>
Print employee name on report? (Y,N):		<u>N</u>
Sort Options		<u>ID,D</u>
Selection Criteria:		
Specific Operations (M,D,B,A):		<u>A</u>
Date selection:	From ___/___/___	To ___/___/___