



# Purging Purchase Order Journals By Date Range

## Key Words

PO-MASTER, JOUR-PO, purchase order, history, archive, Standard P/O, (SRR), purge, limits, date, copy, (Z)[C2], (LF), Reindex, JOUR-P-IND, rename, (Z)[F7], day-end, year-end

## Situation

You may be familiar with the (SR) Purchase Reports Screen's [P] Purge Purchase Orders function, shown below, if you purge your final-received purchase orders regularly (it is a typical Day-End procedure written into proc files).

(SR)[P] ensures that the PO-MASTER database contains only open purchase orders, and helps to optimize your DDMS system's response time. Note that the screen prompts you to archive your purged items and gives you the opportunity to specify a journal file, though the default is JOUR-PO.

```

11:40:35          (SR) Purchase Order Reports  rev. (11/07/02)          03/13/03
=====
A. Print P/O's.   P/O Form Format Y/R/B/S ?.   Past Due Y/N ?.   Outstanding Y/N ?.

B. Transmit P/O To Vendor          Send Special Codes ?.
C. Receive P/O Transmission From Vendor.          A=Azerty   F=United
D. Print P/O Receipts From Vendor.   Delete File Y/N ?.   C=Sparco   G=Horizon
F. Talk To Wholesaler.              Who ?.   D=Daisytek J=Emco
I. Receive Electronic Invoice.       Regional Wholesaler ?.   E=Whl-Grp X=OPDX

E. Backorder Reports.              Short Buy Report Y/N ?.
  Keep Short Buy File for P/O's ?.   Print All ?.   Match Against P/O's A/E ?.
M. Debit Memo Report.

P. Purge Purchase Orders.          Archive Purge to Journal Y/N ?.
  From File [PO-MASTER ] Vol. [W3??]          E=Dept
  To File [JOUR-PO   ] Vol. [W3??]          D=Date   P=Prefix V=Vendor
                                          S=SlsM   R=Route  N=Item Nbr
R. Inquire or Report on Archive   Reindex Y/N ?.   C=Cust   L=Class  I=Invoice
S. Compare Vendor Purchases with Daisytek      Sort Codes  1(.)  2(.)  3(.)

P/O Numbers #..... To #.....
Vendor Nbr #..... To #.....
Request [.] Location ? 1 Printer ?P1 COPIES ? 1 Totals Only ?N Y/N
    
```

You can view JOUR-PO by selecting the [R] Inquire or Report on Archive function to use the (SRR) Purchase Order Archive screen. There, you can select the [I] Inquire action code and see purchase order data, as shown below.

Item Number	P/O Number	Vendor #	Date	Vendor Ack	Qty	Cost	Invoice
00611	132263	UNITED	06 28 00	10GGKF4	12	13.000	1163082
00611	132120	SPARCO	06 23 00	16807167	12	12.970	1161143
00611	132067	UNITED	06 22 00	07ZL4GS	11	13.000	1160591
00611	132071	SPARCO	06 22 00	16806133	7	12.970	1160591
00611	132034	UNITED	06 21 00	07ZLS6J	6	13.000	1159860
00612	131928	UNITED	06 19 00	10GDVRG	4	13.820	1158344
00612	131928	UNITED	06 19 00	07ZKSV6	6	13.820	1158344
00612	131931	SPARCO	06 19 00	26497528	4	13.670	1158344
00612	131889	UNITED	06 16 00	10GDRJ9	1	13.820	1158144

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This inquiry may be used to inquire on an item's historical cost from different vendors. It is sorted by item number in ascending order (symbols, then 0-9, and then A-Z) and then by date in descending order (most recent purchases first).

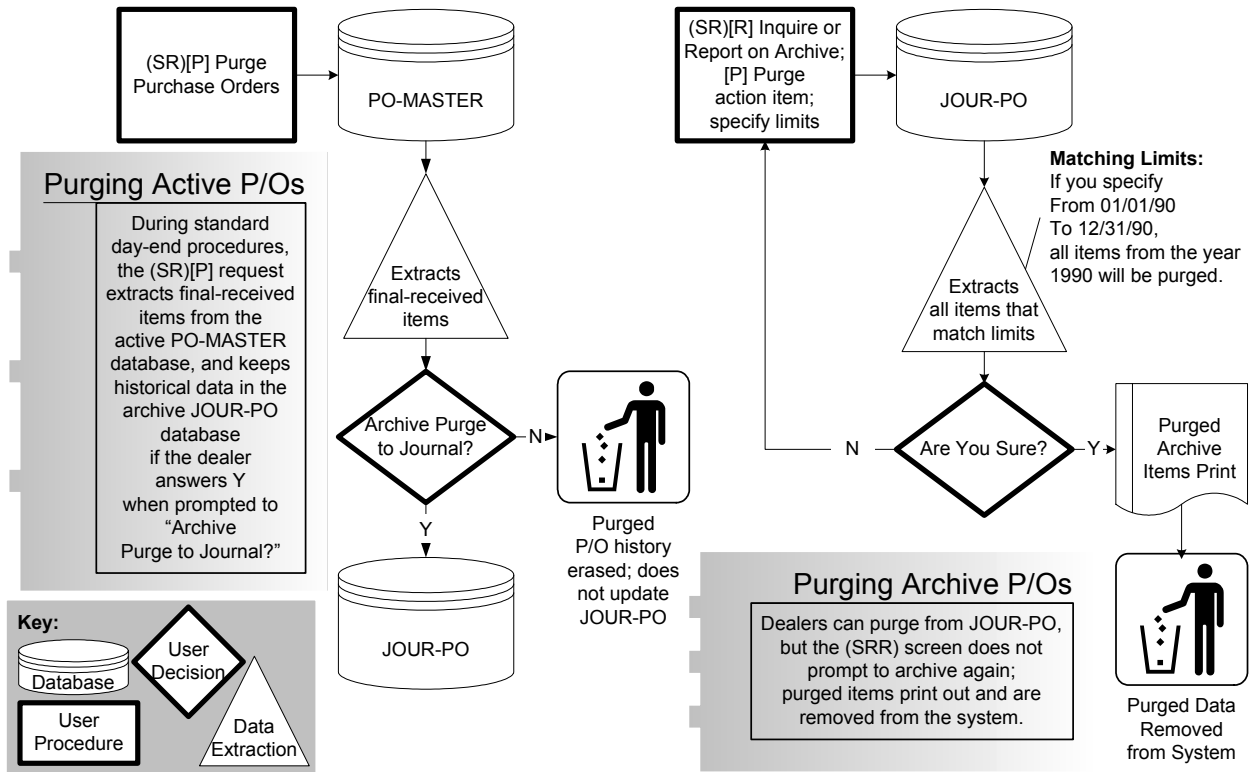
Having several years of data in your P/O archive may prove to be a nuisance. As time passes, you may be inquiring on several hundred thousand records, or even a few million. You may wish to purge archived purchase orders from a certain date range by selecting the [P] Purge action code, as shown below.

```

12:01:33      (SRR) Purchase Order Archive rev. (05/05/00)      03/13/03
=====
Action [P] C=Change, D=Delete, I=Inquiry, R=Report, P=Purge      Loc. [ 1 ]
=====
Item Number      P/O Number      Vendor #      Date      Vendor Ack      Qty      Cost      Invoice
-----
FROM:            FROM:            FROM:            FROM:
MM/DD/YY__      01 01 90
TO:
MM/DD/YY__      12 31 99
    
```

But beware: unlike the PO-MASTER purge in the (SR) screen, the JOUR-PO purge in the (SRR) screen does not prompt you to archive purged items. The diagram below compares the two purge procedures.

## Purging active P/Os using the (SR) screen vs. Purging archive P/Os using the (SRR) screen



If you wish to keep purged historical P/O data, the procedure is fairly complex.



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## Reason

One reason the procedure for purging archived P/Os is complex is that it's very easy to skip the important step of reindexing. The documentation says:

“To purge archived purchasing information, you must first reindex the file JOUR-PO to create a JOUR-P-IND file.” (Section 5: Purging Archived Purchasing Information" of “Chapter 11: Requesting Archived Purchasing Information” in *Book V: Purchasing and Communications* or in online help under “Purchase Order Entry Additional Procedures”

[http://www.ddms.com/lgs/ensiteprohelp/Purging\\_Archived\\_Purchasing.htm](http://www.ddms.com/lgs/ensiteprohelp/Purging_Archived_Purchasing.htm))

Reindexing before and after you purge ensures that the index file matches the history database. It's important to reindex both **before** and **after** purging the journal.

Another complicating detail is, as we've already mentioned, the system does not prompt you to archive the JOUR-PO data that you select to purge. If you do not archive your files, once you purge them, you cannot access them again. Therefore, for each year you wish to keep data, you must first create copies of JOUR-PO.

## Solution

Suppose your goal is to archive purged P/O journal data for a particular date range. Here is an overview of the procedure (detailed instructions follow):

- Determine the date ranges and journal file names where you wish to keep archived P/O data.** For our example, we will suppose that we implemented DDMS in 1990 and have never purged the P/O journal. But we only want to view P/O history since 2000. We want to create journals called 2000-PO, 2001-PO, and 2002-PO, leaving 2003 data in JOUR-PO so that Day-End procedures will continue to update the default archive.

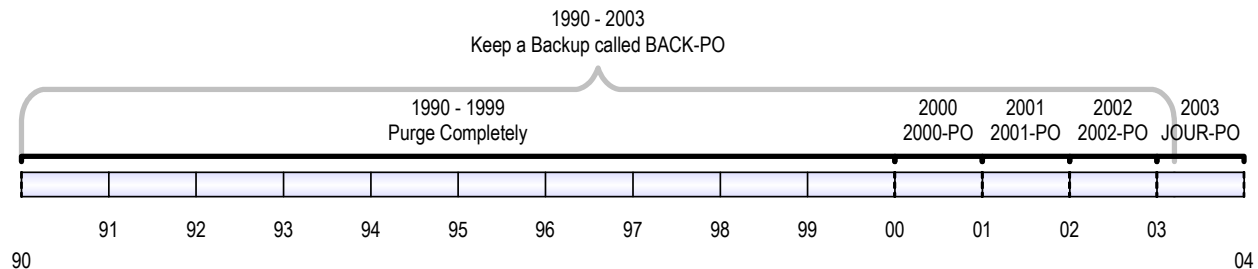
Although you have a choice of destination volume locations for the new journals, you should use the same volume as JOUR-PO.

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**Note:** In addition to the file names you determine, it's a good idea to make an extra backup copy called BACK-PO that you do not purge. In case you make a mistake purging, you can use BACK-PO to recover any lost history.

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The timeline below suggests journal file names for our example.



- Look up the Purge password.** Go to the (LF) Purchase Order Parameters screen. (In graphical software, double-click the Keyop Menu icon, double-



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click the Parameters icon, and then select the [F] Purchase Orders selection code.) Note the password for Purge.

```

15:55:52                (LF)  Purchase Order Parameters                03/13/03
=====
ACTION [I] (C=Chg,I=Inq,1=Flushing,2=Journals,3=Debit Memo,A=AutoSB) G/L Loc[ 1]
=====
Next P/O #      10000      Next Debit Memo # -      Logo on P/O ?Y
PASSWORDS:  Delete ?DDMS  Release ?DDMS  Purge ?DDMS  Use Super Index Y/N ?
  
```

3. **Make a backup copy of JOUR-PO, called BACK-PO.** This will include all data from 1990 to today's date. You can use the (Z)[C2] Copy utility, by following the steps in **Make Copies of JOUR-PO and JOUR-P-IND Using (Z)[C2]** later in this document. (If you prefer the copy function in Microsoft® Windows Explorer, see Windows online help for “Copy or move a file or folder.”)
  4. **Reindex and Purge all data before 2000 from JOUR-PO.** This will reduce the size of all future copies of this journal. Select the (SRR) [P] action code and purge from our first DDMS implementation year, 01/01/90, to 12/31/99. For detailed instructions, see **Purge Journals Using (SRR) [P]** (including steps for reindexing before and after the purge) later in this document.
  5. **Make copies of the 2000-2003 JOUR-PO, called 2000-PO, 2001-PO, and 2002-PO. Also, copy JOUR-P-IND to 2000-P-IND, 2001-P-IND, and 2002-P-IND.** You can follow the steps in **Make Copies of JOUR-PO and JOUR-P-IND Using (Z)[C2]** later in this document, or use Windows Explorer.
- Purge data from before each journal's desired start date and after the desired end date using (SRR)[P]. Skip the reindex before purging these copies; reindex only after purging.** For detailed instructions, see **Purge Journals Using (SRR) [P]** later in this document.
6. **Change year-end procedures.** At year-end 2003, plan to rename JOUR-PO to 2003-PO, using the (Z)[F7] Rename a File utility. For detailed instructions, see **At Year-End: Rename JOUR-PO and JOUR-P-IND Using (Z)[F7]** later in this document. Moving forward, day-end procedures will update JOUR-PO with 2004 data.

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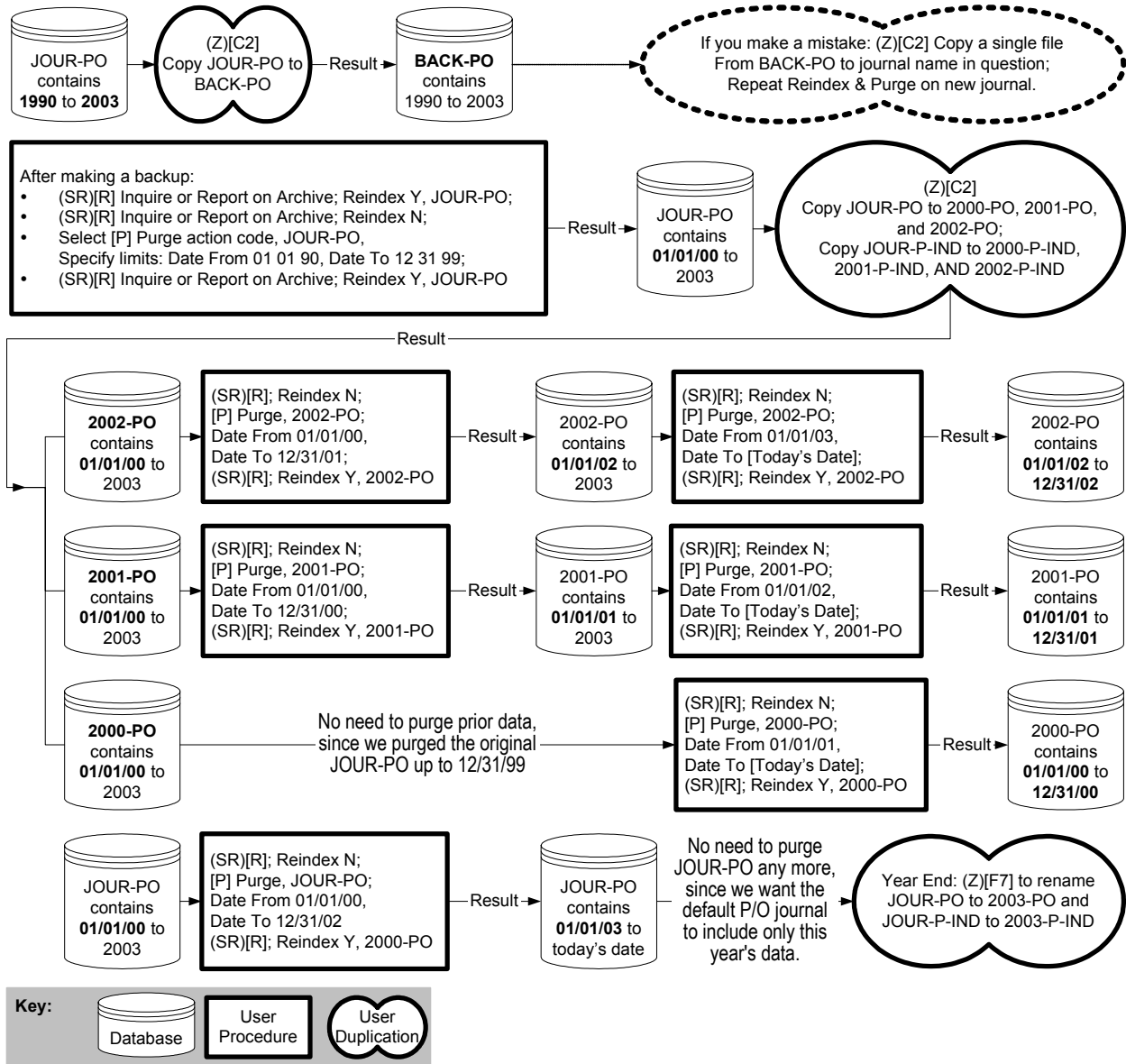
**Note:** Since we are working with archives, and not active databases, these are not dedicated procedures. However, the processes can be system intensive, so it is best to perform these procedures during off-peak hours.

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## Flow Chart

The diagram below illustrates and summarizes these procedures:



**Note:** You are not required to keep multiple archives if you do not think it is necessary. We use this model simply to illustrate the procedure if you choose to keep several years of archives.



## Purging Purchase Order Journals By Date Range

### ***Make Copies of JOUR-PO and JOUR-P-IND Using (Z)[C2]***

After you have determined the date ranges and journal file names where you wish to keep archived P/O data, make copies of JOUR-PO and JOUR-P-IND by following these steps:

1. If you do not know the unit number of JOUR-PO or JOUR-P-IND, you can look it up by following these steps:
  - First, find the volume serial in the (LF2) P/O Journals Parameters screen. (In graphical software, double-click the **Keyop Menu** icon, double-click the **Parameters** icon. Select [F] Purchase Order Parameters, and select the [2] Journals action code.) Note the volume serial.
  - Next, find the unit number using the (Z)[E1] Disk Directory utility. (In graphical software, double-click the **Keyop Menu** icon, double-click the **Utilities** icon, then select Utility Type [E] and Subset Number [1].) Note which unit number matches the P/O journal's volume serial.
  - To verify that the index file also resides in that unit, type the unit number and press ENTER until you find JOUR-P-IND.
  - Press the ESC key until you return to the Main Menu.
2. Go to the (Z)[C2] Copy a Single File utility screen. (In graphical software, double-click the **Keyop Menu** icon, double-click the **System Utilities** icon, then select Utility Type C and Subset Number 2.)
3. At Enter the file to copy from, type the original filename (such as JOUR-PO or JOUR-P-IND).
4. Press TAB.
5. At Unit #, enter the unit number you found using the (Z)[E1] Disk Directory utility.
6. Press TAB.
7. At Volume, press ENTER.
8. At Enter the file to copy to, enter a new filename you have determined to use for your date-range journals.
9. Press TAB.
10. At Unit #, press TAB.
11. At Volume, press TAB.
12. At N=Normal copy ... (N/R/I) N, press ENTER. When the utility is finished copying records, a new row appears with "Enter the file to copy from."
13. Repeat **steps 3-12** for the remaining filenames you have determined to use for your date-range journals (such as 2001-PO and 2002-PO), and then to copy JOUR-P-IND to appropriate index copy filenames (such as 2000-P-IND, 2001-P-IND, and 2002-P-IND).

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### Purge Journals Using (SRR) [P]

The table below specifies the date ranges to purge for each journal in our example.

File Name	Prior Date From	Prior Date To	Later Date From	Later Date To
JOUR-PO	01 01 90	12 31 99	(After purging data we don't want to keep, <i>make copies</i> named 2000-PO, 2001-PO, and 2002-PO)	
JOUR-PO	01 01 00	12 31 02	We want the default P/O journal to include only this year's data, so we do not need to purge any later data.	
2000-PO	No need to purge prior data, since we purged original JOUR-PO up to 123199		01 01 01	Today's date in format MM DD YY
2001-PO	01 01 00	12 31 00	01 01 02	Today's date
2002-PO	01 01 00	12 31 01	01 01 03	Today's date

Reindex and purge each journal according to the table by following these steps:

1. Go to the (SR) Purchase Reports Screen. (In graphical software, you can get there from the **Reports Menu** by double-clicking the **Standard P/O** icon.)
2. If you are purging the oldest data from the original JOUR-PO, go to **step 3** to reindex the original P/O journal.

If you are purging more recent data from JOUR-PO, or purging copies of JOUR-PO, there is no need to waste time pre-indexing the copies of the already reindexed JOUR-PO. Go to **step 8**.

3. Select the [R] Inquire or Report on Archive function.
4. At Reindex, type **Y**
5. At From file, press TAB to accept the default JOUR-PO or enter another filename.
6. At Vol, press TAB to accept the default volume or enter the volume serial where the file you specified is located.
7. At Are You Sure, type **Y**  
The cursor returns to the Request [.] prompt.
8. Select the [R] Inquire or Report on Archive function.
9. At Reindex, type **N**  
The (SRR) Purchase Order Archive screen appears.
10. Select the [P] Purge action code.
11. At Journal name, press TAB to accept the default JOUR-PO or enter another P/O journal filename.
12. At Vol, press TAB to accept the default volume or enter the volume serial where the file you specified is located.
13. At password, enter the password from the (LF) Purchase Order Parameters screen.
14. Press TAB until your cursor is at the Date From field.



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15. At Date FROM, enter the Prior Date From according to the table.
16. At Date TO, enter the Prior To Date according to the table.
17. At Purge ONLY JOUR-PO Lines that have been Posted Y/N, decide whether you want to keep outstanding P/O line items that have not been posted to Accounts Payable. (You might want to specify Y for JOUR-PO so you can look at any outstanding line items, but N for other year-specific journals.) If you don't use the A/P module, type N
18. At Print in Item # Order (N = PO number order), press ENTER.
19. At printer, type **PØ**  
This sends the data to a fake printer, so you save time and paper.
20. At Are you sure, type **Y**  
The system purges the specified items and prints the report to the fake printer, and the cursor returns to the action code field.
21. Repeat **steps 10-20** for the later dates to purge from this journal.
22. Press ESC. The cursor returns to the Request [.] prompt of the (SRR) screen.
23. Select the [R] Inquire or Report on Archive function.
24. At Reindex, type **Y**
25. At From file, press TAB to accept the default JOUR-PO or enter another filename.
26. At Vol, press TAB to accept the default volume or enter the volume serial where the file you specified is located
27. At Are You Sure, type **Y**  
The cursor returns to the Request [.] prompt.
28. Repeat steps **2-27** for the remaining journals.

### **At Year-End: Rename JOUR-PO and JOUR-P-IND Using (Z)[F7]**

At year-end, rename JOUR-PO and JOUR-P-IND to indicate this journal contains the year's history by following these steps:

1. If you do not know the unit number of JOUR-PO or JOUR-P-IND, you can look it up by following these steps:
  - First, find the volume serial: Go to the (LF2) P/O Journals Parameters screen. (In graphical software, double-click the **Keyop Menu** icon, and double-click the **Parameters** icon. Select [F] Purchase Order Parameters, and select the [2] Journals action code.) Note the volume serial.
  - Next, find the unit number from the (E1) Disk Directory screen. (In graphical software, double-click the **Keyop Menu** icon, then double-click the **Utilities** icon, then select Utility Type [E] and Subset Number [1].) Note which unit number matches the P/O journal's volume serial.
  - To verify that the index file also resides in that unit, type the unit number and press ENTER until you find JOUR-P-IND.

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- Press the ESC key until you return to the Main Menu.
2. Go to the (Z)[F7] Rename a File utility. (In graphical software, double-click the **Keyop Menu** icon, double-click the **System Utilities** icon, then select Utility Type **F** and Subset Number 7.)
3. At Enter File Name, type **JOUR-PO**
4. If the cursor does not automatically move to the Enter Unit # field, press TAB.
5. At Enter Unit #, enter the file's unit number.
6. Press ENTER.
7. At Enter New Name, enter the new name for the file (such as 2003-PO).
8. If the new name has fewer than ten characters, press ENTER. The File Successfully Renamed To prompt appears.
9. Repeat steps 3-8 for JOUR-P-IND, renaming it 2003-P-IND. The index file should be located in the same volume as the original JOUR-PO file.

Moving forward, day-end procedures will create a JOUR-PO that contains the upcoming year's data.

### Additional Information

#### ***Other Approaches to P/O Archiving***

You don't have to limit your P/O archives only to years. In addition to date ranges, you also have the ability to purge by item number, P/O number, and vendor number. If it's important just to compare your top two vendors and purge out any others, you can create copy of JOUR-PO called TOP2VEN-PO, and purge individual extraneous vendors from that file.

For more detailed information, please see Section 5: Purging Archived Purchasing Information of "Chapter 11: Requesting Archived Purchasing Information" in *Book V: Purchasing and Communications*. Or see online help under "Purchase Order Entry Additional Procedures," which is available on our Web site at [http://www.ddms.com/lgs/ensiteprohelp/Purging\\_Archived\\_Purchasing.htm](http://www.ddms.com/lgs/ensiteprohelp/Purging_Archived_Purchasing.htm)

#### ***Record of P/O Journals***

If you create new P/O journals, it is a good practice to keep their names in the (LF2) P/O Journals Parameters screen. (In graphical software, double-click the **Keyop Menu** icon, double-click the **Parameters** icon, select [F] Purchase Order Parameters, and select the [2] Journals action code). In the (LF2) P/O Journals Parameters screen, select the [N] New Journal action code, and enter each new journal name and the volume(s) where you copied them, with newest journal first.

