



Menu 28: Purge & Fix

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Menu 28 Purge & Fix

MENU-28	PURGE MENU	
14:08:00 01 Jul 1998		1 JSS.TEST dbs
Purge	Fix	
0. Automatic Purge Menu	5. Open.Ord Xref Cleanup Program	
1. Clear Order File by Input Date	5A. Create Open.Ord.Xref From Orders	
1A. Purge Canceled Orders by Input Date	6. Item.Inq Cleanup Program	
2. Clear Release File by Input Date	7. Create Item.Inq From Orders	
2A. Clear Release File Based on Pd A/R	8. Reconstruct B/O and I/P Quantities	
2B. Clear Release.Hist File/Input Date	9. Reconstruct Open PO Quantities	
3. Clear Purchase Order File	9A. Reconstruct Prchase Intransit Qtys	
4. Clear Invoice and Sales.1 File	9B. Recnstrct Item.PO & Vendor.PO File	
4A. Purge AR.Hist Based on Input Date	9C. Fix Oldest PO Due Dates	
13. Purge Custs of Invalid Mailer #	10. Recnstrct Open Order/In Pick Value	
	11. Reconstruct AR Xref File	
	12. Fix Open Batches	

Figure 28-1. Purge & Fix main menu

Purpose

The purpose of the Purge & Fix menu is to clear files following a program or operator error. This menu purges old data or rebuilds it based on current data.



Run the purges only if advised by Database Business Systems; generally, let the automatic purge do all the work for you.

If you must use this menu, run it when activity on the system is low since it clears and rebuilds data that is used by most programs. Use Menu 12.1.36 to locate passwords for the menu options. Since most of these programs do not require any input and begin running immediately, be certain of your selection—consider passwording the menu selections using Menu 12.

28.0 Automatic Purge Menu

MENU-28.0	AUTOMATIC PURGE MENU	
14:08:15 28 Jun 1998		1 JSS.TEST dbs
1. Maintain Purge Parameters		
2. Run The Automatic Purge		

Figure 28-2. Product Analysis Reports

28.0.1 Maintain Purge Parameters

This menu determines how long data remains on file until automatically purged. Disk space determines this length of time. The more disk space you have, the longer you can keep data. Generally, set the parameters short because you can always retrieve purged files using the file save tapes. Call Database Business Systems for recommendations.

```

..... AUTOMATIC PURGE PARAMETER .....

1) DAY OF WEEK - 5 THURSDAY
2) DATE..... - 10

----- NUMBER OF DAYS TO KEEP FOR EACH FILE -----

3) INV.HIST.....      - 900
4) INVOICE&SALES.1   - 300
5) RELEASE.....      - 300
6) RELEASE.HIST..   - 999
7) ORDER.....        - 300
8) PO.....           - 300
9) AR.HIST.....      - 120
10) NON STOCK PROD - 150
11) PRO-FORMA.....   - 150
12) REC.BC.SAVE...   - 300
13) RELEASE.CHECK.  - 300

-----

ENTER: LN# TO CHANGE-'0' TO ACCEPT-'DELETE' TO DELETE-'ABORT' TO EXIT

```

Figure 28-3. Automatic Purge Parameter

a. Enter a line number to edit:

1. DAY OF WEEK This is the day of the week for the purge program to run. It is used in conjunction with the date prompt.

Your options are

1=SUN.;2=MO.DAY;3=TUES.;4=WED.;5=THURS.;
6=FRI.;7=SAT;99='DO NOT USE'

However, if you want this program to run during the day-end on the first Friday after the 15th, then enter '6' and then '15' on the next prompt. (We recommend running a purge on Fridays since it adds a lot of time to end-of-day processing.)

2. DATE Enter a number 1 through 20 for the first Thursday following the that day of the month. "End-of-day" will purge your files.

3.-13 Enter the number of days to keep each file.

28.0.2 Run the Automatic Purge

This process is based on the parameters set in the preceding menu to purge the files. Every night, the end-of-day program checks the data parameters for the automatic purge day.

- Type '*continue*' to proceed or '*end*' to return to menu.

28.1 Clear Order File by Input Date

Purges any closed out orders based on input date.

- a. Type your initials.
- b. Enter last date to purge (MM/DD/YY). All closed orders earlier than this date will be deleted.
- c. Enter 'y***' to proceed.

28.1A Purge Cancelled Orders by Input Date

Clears any cancelled orders based on input date.

- a. **Enter** to continue.
- b. Enter last day to save (MM/DD/YY).
- c. Select printer.
- d. Note the hold file number, and **Enter** to delete the orders.

28.2 Clear Release File by Input Date

Clears the release file of completed releases based on input date.

- a. Type your initials.
- d. Enter last date to purge (MM/DD/YY). All closed releases earlier than this date will be deleted.
- b. Enter 'y***' to proceed.

28.2A Clear Release File Based on Paid A/R

Clears the release file of all *paid* releases.

- a. Enter to continue.
- b. Type your initials to proceed.

28.2B Clear Release History File/Input Date

Use this menu to clear the release history file.



Keep the history file longer than the release file since the latter copies to the RELEASE.HIST file to keep the release file working efficiently.

- a. Enter your initials.
- e. Enter last date to purge (MM/DD/YY). All RELEASE.HIST records earlier than this date will be deleted.
- b. Enter 'y***' to proceed.

28.3 Clear Purchase Order File

Clears the purchase order file of closed or cancelled POs.

- Enter to proceed.

28.4 Clear Invoice and Sales.1 File

This process deletes the Invoice and Sales.1 files.

- Enter the purge date (last date of invoices to purge) in MM/DD/YY format.

28.4A Purge AR.HIST based on Input Date

Use this menu to clear the payment history file.

- Enter date (MM/DD/YY) to purge AR.HIST file.

28.5 Open.Order Xref Cleanup Program

This is a "cleanup" program that removes purged orders from the customer cross-reference files. The current version of the automatic purge program runs this menu as part of the order purge process.



Run this menu only if you ran Menu 28.1 first.

- Enter your password to proceed.

28.5A Create Open.Ord Xref from Orders

This completely rebuilds the customer order cross-reference file. Run this program if you run Menu 19.1 or if you input 'L' at the order prompt in Order Entry and there are missing orders in the customer display.

- Enter your password to proceed.

28.6 Item.Inq Cleanup Program

This is a cleanup program for the product order cross-reference files (ITEM.INQ) for open picks and backorders by item inquiry Menu 19.4.



Run this *after* a purged order. It is NOT included in the auto purge program.

- Enter your password to proceed.

28.7 Create Item.Inq from Orders

This program completely rebuilds the product order cross-reference files. Run it whenever you receive the message "item.inq ##### missing."

DBS recommends running this process 1) any time after the auto purge, or 2) when you see a product with a backorder or inpick quantity in stock status although it does not match the display in Menu 19.4.

- Enter your password to proceed.

28.8 Reconstruct B/O and I/P Quantities

This process clears the backorder and inpick quantities from the product detail file, and rebuilds them based on open orders.

- Enter your password to proceed.

28.9 Reconstruct Open PO Quantities

Clears the open purchase order quantities and rebuilds them based on quantities received and still open in the PO file.

- Enter your password to proceed.

28.9A Reconstruct Purchase Intransit Quantities

In the very few cases when an in-transit quantity is setup (Menu 8.2), this program clears that quantity.

- Enter your password to proceed.

28.9B Reconstruct Item.PO and Vendor.PO File

Rebuilds files used for purchase order inquiries in Menus 19.11 and 13.

- Enter your password to proceed.

28.9C Fix Oldest PO Due Dates

This program verifies all open purchase orders for the correct "oldest open po date" for display in Menu 19.



Because this program uses the ITEM.PO cross-reference file, run Menu 28.9B first.

- Enter your password to proceed.

28.10 Reconstruct Open Order /In Pick Value

Run this menu in conjunction with Menu 28.8 to rebuild open orders and inpick quantities based on the current file.

- Enter your password to proceed.

28.11 Reconstruct AR Xref File

This process rebuilds files used to list open invoices in Accounts Receivable. Run it every night or during the day.

- Choosing this menu number initiates the process.

28.12 Fix Open Batches

Use this process to unlock Accounts Receivable batches. Sometimes batches are improperly exited and, consequently, may falsely indicate they are in use.



If the abort occurred while the Cash Entry program displayed "Now updating" on the screen, files may not be completely updated. In this case, discontinue this procedure and call DBS Support.

- Enter 'y' to proceed.
- Type the six-digit batch number.
- Type '*no*' to customer number.

```
***** FIX CASH ENTRY ABORT *****
```

```
BATCH#: 000604
```

```
CUST#:**
```

```
Use batch 604, and 'NO' for customer number and then provide screen for this one.
```

28.13 Purge Customers of Invalid Mailer Number

Clears deleted mailer numbers from customer records.

- Choosing this menu number initiates the process.

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