



ACCOUNTS PAYABLE

DELETE UNUSED VOUCHER BATCHES EN MASSE

AP-285

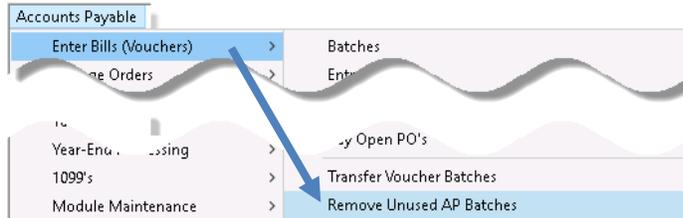
This document describes how to delete voucher batches via a convenient steps menu.

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1 Access the Remove Unused AP Batches Steps Menu

From the Accounts Payable Menu, select **Accounts Payable ▶ Enter Bills (Vouchers) ▶ Remove Unused AP Batches**. This feature is available only to users with a security level of 6 or higher on the User Profile screen.



The following **Steps Menu** will provide access to the process.

2291		Remove Unused AP Batches			
Description	Date	Start	End	Success	
Restart Step Process	27-Aug-2018	15:55:28.89	15:55:31.83	<input checked="" type="checkbox"/>	
Select Unused AP Batches				<input type="checkbox"/>	
Modify selected batches				<input type="checkbox"/>	
Edit List				<input type="checkbox"/>	
Remove Selected AP Batches				<input type="checkbox"/>	



1.1 Restart Step Process

Task 2292: Restart Step Process

Restart Step Process

Are you sure? No Yes

Lookup **OK** Cancel Clear All

Restart Step Process

Restart cancelled

OK

No is the default; click on Yes to restart - the menu will show the date and time the process was restarted

Remove Unused AP Batches

Description	Date	Start	End	Success
Restart Step Process	28-Aug-2018	10:04:39,26	10:04:42,21	
Select Unused AP Batches				
Modify selected batches				
Edit List				
Remove Selected AP Batches				

1.2 Select Unused AP Batches

Remove Unused AP Batches

Description	Date	Start	End	Success
Restart Step Process	27-Aug-2018	15:55:28,89	15:55:31,83	
Select Unused AP Batches				
Modify selected batches				
Edit List				
Remove Selected AP Batches				

Task 2293: Select Unused AP Batches

Select Unused AP Batches that were created 7 or more days ago

Run as Preview Print PDF Excel

If Printing use Duplex Yes No

Lookup **OK** Cancel Clear All

This step will select any batch that meets **all** of the criteria below:

- a status of unused
- created seven days prior to the current date or older (i.e., running the process on 08/27/2018 selects any unused batch created 08/20/2018 or prior)
- the department group for the batch is fully accessible to the user running the process (as determined by the Department Group Security table)
- no in-progress or posted vouchers exist in this batch #



Batch	Dept-Group	Trx-Date	Batch-Owner	Entry-Owner	Entry-Date	Entered-Amt	Batch-Status
Batch Selected to be Removed							
9228	LIBRARY	5/12/2008			5/12/2008		Unused
10455	LIBRARY	5/20/2010			5/20/2010		Unused
9155	LIBRARY	4/7/2008			4/7/2008		Unused
10405	COA	4/20/2010			4/20/2010		Unused
12143	FINANCE	3/19/2013			3/19/2013		Unused
12633	FINANCE	12/31/2013			12/31/2013		Unused
12666	FINANCE	1/17/2014			1/17/2014		Unused
12973	FINANCE	7/14/2014			7/14/2014		Unused
13089	FINANCE	9/11/2014			9/11/2014		Unused
13321	FINANCE	1/28/2015			1/28/2015		Unused
14203	FINANCE	6/13/2016			6/13/2016		Unused
14427	FINANCE	11/2/2016			11/2/2016		Unused
14634	FINANCE	3/23/2017			3/23/2017		Unused
14653	FIRE	4/5/2017			4/5/2017		Unused
14705	FINANCE	5/12/2017			5/12/2017		Unused
14796	FINANCE	7/10/2017			7/10/2017		Unused
9293	COA	6/16/2008			6/16/2008		Unused
9923	LIBRARY	6/25/2009			6/25/2009		Unused
9924	COA	6/29/2009			6/29/2009		Unused
15018	SCHOOL	12/5/2017			12/5/2017		Unused
44287	SCHOOL	11/4/2016			11/4/2016		Unused
10792	SEUSER	12/21/2010			12/21/2010		Unused
11403	SEUSER	1/3/2012			1/3/2012		Unused
11024	DPW	5/17/2011			5/17/2011		Unused
10221	POLICE	12/22/2009			12/22/2009		Unused
10657	POLICE	9/24/2010			9/24/2010		Unused
10928	POLICE	3/16/2011			3/16/2011		Unused
13811	POLICE	7/15/2015			7/15/2015		Unused
Total	#Batches	28					

A list of the selected batches will be produced. The list is available in either Print/Preview/PDF® or Excel® format.

In this example, 28 batches were identified that met all of the criteria.

1.3 Modify Selected Batches

4 Batch	5 DeptCode	6 Trx Date	7 BatchOwner	8 Entry Owner	Entry Date	Entered Amt	Batch Status
<input type="checkbox"/>	9924	COA	29-Jun-2009		29-Jun-2009		Unused
<input type="checkbox"/>	9923	LIBRARY	25-Jun-2009		25-Jun-2009		Unused
<input type="checkbox"/>	9293	COA	16-Jun-2008		16-Jun-2008		Unused
<input type="checkbox"/>	9228	LIBRARY	12-May-2008		12-May-2008		Unused
<input type="checkbox"/>	9155	LIBRARY	07-Apr-2008		07-Apr-2008		Unused
<input type="checkbox"/>	44287	SCHOOL	04-Nov-2016		04-Nov-2016		Unused
<input type="checkbox"/>	15018	SCHOOL	05-Dec-2017		05-Dec-2017		Unused
<input type="checkbox"/>	14796	FINANCE	10-Jul-2017		10-Jul-2017		Unused
<input type="checkbox"/>	14705	FINANCE	12-May-2017		12-May-2017		Unused
<input type="checkbox"/>	14653	FIRE	05-Apr-2017		05-Apr-2017		Unused
<input type="checkbox"/>	14634	FINANCE	23-Mar-2017		23-Mar-2017		Unused
<input type="checkbox"/>	14427	FINANCE	02-Nov-2016		02-Nov-2016		Unused
<input type="checkbox"/>	14203	FINANCE	13-Jun-2016		13-Jun-2016		Unused
<input type="checkbox"/>	13811	POLICE	15-Jul-2015		15-Jul-2015		Unused
<input type="checkbox"/>	13321	FINANCE	28-Jan-2015		28-Jan-2015		Unused
<input type="checkbox"/>	13089	FINANCE	11-Sep-2014		11-Sep-2014		Unused
<input type="checkbox"/>	12973	FINANCE	14-Jul-2014		14-Jul-2014		Unused
<input type="checkbox"/>	12666	FINANCE	17-Jan-2014		17-Jan-2014		Unused
<input type="checkbox"/>	12633	FINANCE	31-Dec-2013		31-Dec-2013		Unused
<input type="checkbox"/>	12143	FINANCE	19-May-2013		19-May-2013		Unused
<input type="checkbox"/>	11403	SEUSER	03-Jan-2012		03-Jan-2012		Unused
<input type="checkbox"/>	11024	DPW	17-May-2011		17-May-2011		Unused
<input type="checkbox"/>	10928	POLICE	16-Mar-2011		16-Mar-2011		Unused
<input type="checkbox"/>	10792	SEUSER	21-Dec-2010		21-Dec-2010		Unused
<input type="checkbox"/>	10657	POLICE	24-Sep-2010		24-Sep-2010		Unused
<input type="checkbox"/>	10455	LIBRARY	20-May-2010		20-May-2010		Unused
<input type="checkbox"/>	10405	COA	20-Apr-2010		20-Apr-2010		Unused
<input type="checkbox"/>	10221	POLICE	22-Dec-2009		22-Dec-2009		Unused

Three buttons are available on the left side of the screen. The [1 Steps] button will return the display to the steps menu. The [2 Select All] button selects all the batches for deletion. The [3 Deselect All] button will remove all check marks from the Sel column.

The screen is sorted by default on [4 Batch] number; click on the column header buttons above each column to sort by: [5 DeptCode], [6 TrxDate], [7 BatchOwner], or [8 Entry Owner].

The Entry Date, Entered Amt and Batch Status columns are for display only.

1.4 Edit List

Once selections are made, the next step will produce an edit list for review. The list is available in either Print/Preview/PDF® or Excel® format. Filtering is available to limit the list to either All, Only Batches Selected, or Batches not Selected.



Task 2296: Edit List

Edit List

Include All Only Batches selected Batches not selected

Run as Preview Print PDF Excel

If Printing use Duplex Yes No

Lookup OK Cancel Clear All

AP_RemoveUnusedBatches_Edit_THERESA[6].xml - Microsoft Excel

	A	B	C	D	E	F	G	H
	Batch	Dept-Group	Trx-Date	Batch-Owner	Entry-Owner	Entry-Date	Entered-Amt	Batch-Status
2	Batch Selected to be Removed							
4	10221	POLICE	12/22/2009	THERESA		12/22/2009		Unused
5	10405	COA	4/20/2010	THERESA		4/20/2010		Unused
6	10455	LIBRARY	5/20/2010	THERESA		5/20/2010		Unused
7	10657	POLICE	9/24/2010	THERESA		9/24/2010		Unused
8	10792	SEUSER	12/21/2010	THERESA		12/21/2010		Unused
10	Total	#Batches	5					

Figure 1 Edit List showing only batches selected for removal

1.5 Remove Selected AP Batches

This step removes the batches and produces a report of the batches that were removed. The report includes the same columns as those found on the modify selected batches screen described in section 1.3.

Task 2297: Remove Selected AP Batches

Remove Selected AP Batches

Run as Preview Print PDF Excel

If Printing use Duplex Yes No

Lookup OK Cancel Clear All

The final step produces a report that is available in either Print/Preview/PDF® or Excel® format.

1.5.1 Report of Removed AP Batches



If any batches have been used between the time this step process was started and this step is run – the batch will be flagged as not deleted and displayed as such on the posting report.

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Town of Admins
Remove Selected AP Batches

Batch	Dept Group	Trx Date	Batch Owner	Original Owner	Entry Date	Entered Amt	Batch Status
Batches Removed							
15042	FINANCE	20-Feb-2018	LUANN	LUANN	20-Feb-2018		Unused
9157	FINANCE	07-Apr-2008	MUPDEV2	MUPDEV2	07-Apr-2008		Unused
9167	FINANCE	09-Apr-2008	STEVENSON	STEVENSON	09-Apr-2008		Unused
15061	FINANCE	09-May-2018	WENDY	WENDY	09-May-2018		Unused
Total #Batches 4							
Batches not Removed - now has vouchers associated							
8702	COA	06-Aug-2007	MUPDEV3	MUPDEV3	06-Aug-2007		Unused
Total #Batches 1							

The **Remove Unused AP Batches** steps menu will be reset and available for use.