ACCOUNTS PAYABLE

DELETE UNUSED VOUCHER BATCHES EN MASSE   **AP–285**

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

CONTENTS

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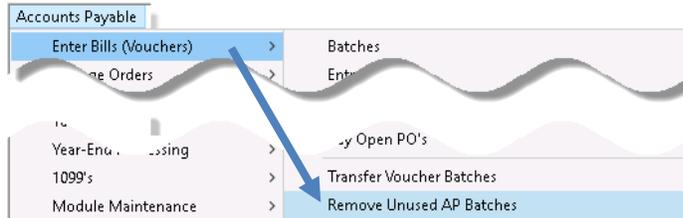
The following **Steps Menu** will provide access to the process.

1.1 Restart Step Process

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

1.2 Select Unused AP Batches

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 #

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

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**.

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.

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.

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