



# Global 3000 Enhancement

## Archive Inactive Accounts

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<b>Project</b>	zd60_000122.doc	
<b>Version</b>	1.0	1 of 4

## DOCUMENTATION CHANGES

### *Archive Accounts*

This enhancement to Global 3000 Debtors Ledger and Global 3000 Creditors Ledger introduces a new option in the End of Period processing menu which allows ranges of accounts to be marked as inactive on the basis of no payment or invoice processing since an archiving date defined either as a number of days prior to the current system date or as a specific date.

All accounts in a specified range are checked for:-

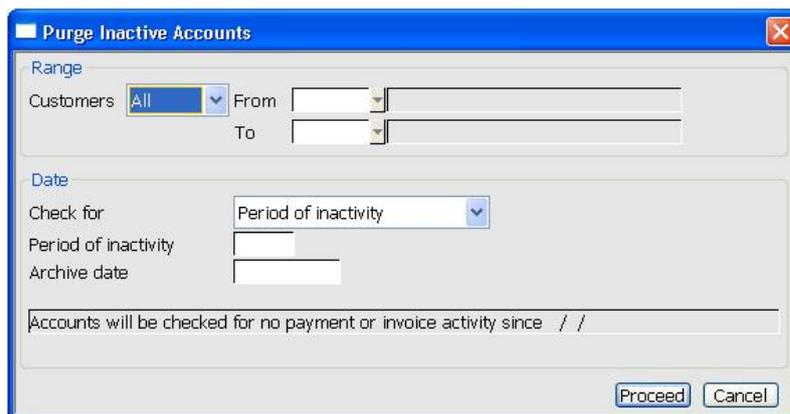
- Zero balance in all trading currencies active for the account,
- Zero balance in base currency,
- All transactions fully allocated,
- No future period postings.

All accounts meeting the above criteria on which the last payment date and last invoice date in all companies in which the account operates fall before the identified archive date, are selectively marked as inactive.

## End of Period

**Archive inactive accounts** Set this to run the Archive accounts option.

## Archive Accounts



This window appears when you select the Archive Inactive Accounts option from the End of Period Processing menu in Debtors Ledger

**Purpose** This window allows multiple ranges of accounts to be selectively archived on the basis of either a period of inactivity or a specified archive date.

*The Range prompts are:*

**Customers** Select the list of accounts to be checked for archiving. Select from “All”, “Single” or “Range”.

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**From** (Only if list of accounts is "Single" or "Range") Enter the code of the first account to be checked for archiving. Press "Search" to choose from the list of currently active accounts.

**To** (Only if list of accounts is "Range") Enter the code of the last account to be checked for archiving. Press "Search" to list

*The Date prompts are:*

**Check for** Select the condition you want checked to identify inactive accounts as one of "Period of inactivity" or "Archive date".

**Period of inactivity** Enter the number of days before today's date that accounts qualifying for archive must have no recorded payment or invoice activity.

**Archive date** Specify the date from which accounts qualifying for archive must have no recorded payment or invoice activity.

*On confirmation:*

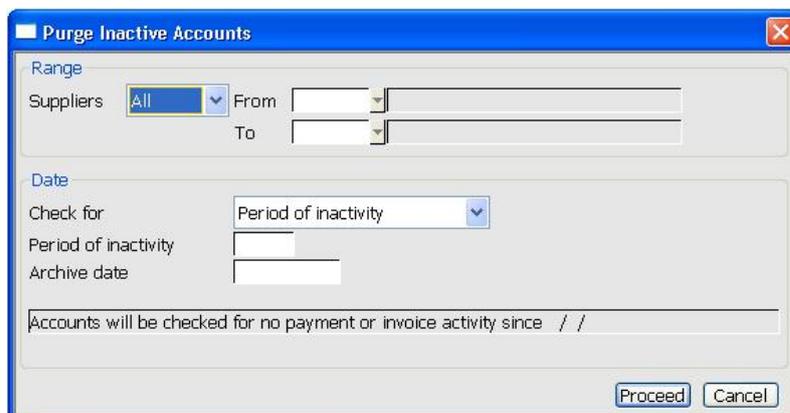
On confirmation, the last payment date and last invoice date is checked in every company in which the account is active for each entry in the selected range of accounts that has a zero balance in all currencies, no unallocated transactions and no future period postings.

If the last payment and invoice processed for an account are both dated earlier than the specified check date, you are informed that an account suitable for archiving has been found and asked to confirm that the account is to be marked as inactive. You are offered the options Yes, Yes to All, No and No to All.

## End of Period

**Archive accounts** Set this to run the Archive accounts option.

## Archive Accounts



This window appears when you select the Archive Inactive Accounts option from the End of Period menu in Creditors Ledger

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**Purpose** This window allows multiple ranges of accounts to be selectively archived on the basis of either a period of inactivity or a specified archive date.

*The Range prompts are:*

**Suppliers** Select the list of accounts to be checked for archiving. Select from “All”, “Single” or “Range”.

**From** *(Only if list of accounts is “Single” or “Range”)* Enter the code of the first account to be checked for archiving. Press “Search” to choose from the list of currently active accounts.

**To** *(Only if list of accounts is “Range”)* Enter the code of the last account to be checked for archiving. Press “Search” to list

*The Date prompts are:*

**Check for** Select the condition you want checked to identify inactive accounts as one of “Period of inactivity” or “Archive date”.

**Period of inactivity** Enter the number of days before today’s date that accounts qualifying for archive must have no recorded payment or invoice activity.

**Archive date** Specify the date from which accounts qualifying for archive must have no recorded payment or invoice activity.

*On confirmation:*

On confirmation, the last payment date and last invoice date is checked in every company in which the account is active for each entry in the selected range of accounts that has a zero balance in all currencies, no unallocated transactions and no future period postings.

If the last payment and invoice processed for an account are both dated earlier than the specified check date, you are informed that an account suitable for archiving has been found and asked to confirm that the account is to be marked as inactive. You are offered the options Yes, Yes to All, No and No to All.

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