



## Overview

The purge deletes old transactions and inactive profiles but maintains the balances. To do a purge you must obtain an authorization code from Technical Support (800-397-1499).

You should be on the most recent version of the program before purging. In PROMAS, go to Help, About to see what your current version is. Then go to our website, click on User access and Download Software. Enter your User ID and password, and compare your version with the Version 12 production. If your version is older than the one on the website, download the Version 12 update and install.

## A. Who should do a purge?

Anyone who wants to eliminate inactive owner, property, unit and tenant profiles that have no transactions after the selected [Purge Through] date and eliminate all transactions prior to the [Purge Through] date.

The purge default is to keep last year and the year before transactions and to delete inactive profiles with no activity after December 31, 2015 (during 2018). Work orders more than 5+ years old are deleted. Change the defaults if you want.

The purge function purpose is to eliminate transactions plus inactive profiles that are no longer needed on a daily basis. Eliminating transactions from a database does not change the current financial status because a single journal entry for the net of the transactions for each account eliminated is posted to the appropriate ledger.

The advantage to purging is a smaller database requiring less time to perform rebuilding, some posting, filtering and reporting functions. It will also require less time to backup, restore or transfer data files. The disadvantage is that to see the purged transactions you must look in a different database than your active one. The instructions that follow will help you create a database as of the purge date. This database will be available from the dropdown list on the logon screen and will be read-only.

**Note that inactive units and tenants associated with those units, and inactive tenants will be deleted, even if there are balances. Open credit balances and security deposits are transferred to the owner or to the management group if the owner is inactive.**

- **If the tenant is active, but the unit is inactive, the Open Credits and deposits will be transferred to the Owner (if active) or the Management Group.**
- **If the tenant is inactive and the unit is active, the Open Credits and deposits will be transferred to the Owner (if active) or the Management Group.**

**If any inactive ledgers have balances, and they have no transactions since your purge date, the profiles will be deleted and the balances transferred to the management group.**

## **B. Before purging:**

Under Miscellaneous Reports, run the Internal Checkup report. Look at anything that appears under Accounting Error or Accounting Warning. Contact the Help Desk (800-397-1499) if you have questions.

Also print and examine the following reports, then take corrective action.

- Reports, Ledger Reports, Ledger Balances - today's date, just for inactives whose balance is not equal to zero. If any inactive ledgers have balances, and they have no transactions since your purge date, the profiles will be deleted and those balances will be transferred to management.
  - To run the report for inactives with balance not equal to zero:
    - With the report highlighted click on <Filter>. Highlight the Status checkbox on the left. On the right mark the Inactive checkbox and unmark Active and No posting. On the left mark the Balance checkbox. On the right, under Select Comparison, mark the radio button Not Equal to Zero (≠). Then Preview.
- Reports, Ledger Reports, Balance Sheet - consolidated for owners, properties, and management groups on today's date. Be sure that Accounts Payable or Accounts Receivable do not show up.
  - On the Ledger Report screen highlight Balance sheet and click <Options>.
  - Mark the Consolidate Ledgers checkbox and click <Save>.
  - Then Run the report for today's date
- Reports, Tenant Reports, Tenant Balances -
  - for inactive tenants, open credits not equal to zero.
    - Highlight the report and click <Filter>. Highlight Status on the left. On the right unmark all checkboxes except Past Inactive. Mark that one. On the left mark the checkbox for Open Credits. On the right, under Select Comparison, mark the radio button Not Equal to Zero (≠). Preview.
  - Again for inactive tenants, security deposits not equal to zero. Those open credits and security deposits should be disbursed before purging.
    - Highlight the report and click <Filter>. Highlight Status on the left. On the right unmark all checkboxes except Past Inactive. Mark that one. On the left mark the checkbox for Security Deposits. On the right, under Select Comparison, mark the radio button Not Equal to Zero (≠). Preview.

- Do the same for inactive tenants with unpaid charges that you want to maintain. Those inactive tenants will be removed, along with their transactions.
  - Highlight the report and click <Filter>. Highlight Status on the left. On the right unmark all checkboxes except Past Inactive. Mark that one. On the left mark the checkbox for Unpaid Charges. On the right, under Select Comparison, mark the radio button Not Equal to Zero (≠). Preview.
- For past active tenants, run Unpaid Charge details. Limit to Charge Security Deposit, then LMR, then Pet Deposit (if applicable). If any of the charges have remaining amounts on charges prior to the purge date, clear those up by editing the charge and reducing the amount to the amount paid.
  - Highlight Tenant Unpaid Charges. Click <Options>. Limit to Charge Security Deposit, then LMR, then Pet Deposit (if applicable). Save. Then click <Filter> and highlight Status. Unmark all checkboxes except Past Active and Past Evicted. Preview.
- For all tenants with open credits less than \$0, resolve the issues with their negative open credits. For active tenants, if those transactions occurred before the purge date, the negative open credits will remain but the history of how they came to be will be lost.

Go to GL, Reconcile Bank Account. Look at each bank account and be sure there are no uncleared transactions with dates before your purge date. If there are such transactions:

- If you are sure they will never show on a future bank statement, clear them (with an adjustment to management). All transactions will be purged, regardless of their cleared status.
- Or change the date to fall within the data that will be kept.

### **C. After all corrections have been made:**

Run the following reports before purging to use to compare with the same reports printed after the purge is completed.

- Reports, Ledger Reports, Balance Sheet - consolidated for owners, properties, and management groups on today's date.
- Highlight the report. Click on <Options>. Mark the Consolidate Ledgers checkbox and Save..
- Reports, Bank Reports, Bank Balance Breakdown - for today's date
- Reports, Ledger Reports, Ledger Balances - for today's date (include inactives)
- Reports, Tenant Reports, Tenant Balances – include all tenants except inactives, for today's date – print last page only.

## D. Perform the following tasks

1. Make 2 backups of your data.
2. Put them on CD, flash drive or Zip disk and put them in a safe place.
3. In My Computer or File Explorer, find the RPROMAS folder on the computer where the data resides.
4. Double click on the RPROMAS folder. (Find the location by going to Help, About in the program. Note the drive and path of the Working Folder.)
5. Click on File, New, Folder.
6. Change the folder name to DataMMYY where MMY is the date of your purge. (For example, if you are purging on May 2014, the folder would be named DATA0514.) Create a folder under DataMMYY named LL12\_Database.
7. Copy the files from RPROMAS\DATA\LL12\_Database to RPROMAS\DataMMYY\LL12\_Database.
8. At the PROMAS logon screen, choose System Security as the database.
9. Do not enter a User Name. For the Password type in the one you chose when you registered (usually REGISTER).
10. Click OK.
11. Click on the Users tab.
12. Click New User.
13. Enter a User name of OLDDATA.
14. Enter a Password of OLDDATA.
15. Enter Initials of OLD.
16. In the Database Class field type in OLDDATA.
17. In the Limit to Date field choose "Never Allow Posting".
18. Save.
19. Edit any other users on the list. Enter a Database Class of CURRENT for each one.
20. Save.
21. Click on the Database Directories tab.
22. Highlight your current database and click Edit Database.
23. In the Database Class field type CURRENT.
24. Save. If you have more than one database, do the same for each.
25. Click New Database.
26. For the Database Name type "Data thru MM/DD/YYYY" where MM/DD/YYYY is the date of the purge.
27. For the Database Class type OLDDATA.
28. For the Path type .DataMMYY (as created in step 5).
29. Save, then Close.
30. Pull up the log in screen for Promas. For database select Data Thru MM/DD/YYYY and log in using the user name OLDDATA. Once you log in verify your data is there and then log out.

## **E. To perform the purge**

1. Go to <<File, Purge Transactions>>.
2. Change the Prior Years to keep defaults (optional).
3. Do not mark the "Remove All Same Date Voids from the Database" if you want to see transactions voided after the purge date.
4. If you have not rebuilt recently, mark the Rebuild before purge checkbox (optional).
5. Verify your settings and then click the Purge Database of Transactions and Profiles button.
6. You will be prompted for an Authorization code. Call the Help Desk at 800-397-1499.
7. You will receive a number of warning messages. Respond yes to each warning message if you choose to proceed.
8. If you get an error message during the purge, write it down. Either make the necessary corrections or call the Help Desk.
9. When the purge completes successfully a message will display telling you how many transactions and profiles were deleted, followed by a screen allowing you to view the log file.

## **F. After purging**

Print the same reports as in C above and verify that the numbers are exactly the same. Unpaid charges for inactive tenants will be deleted. The Ledger Balances report should be the same for Balance. Otherwise the reports should be the same. If there are any differences contact the Help Desk.