

# SKYLINE ENHANCEMENT MODULE


## VENDOR PURGE

### AUTOMATICALLY PURGE VENDORS

The Vendor Purge Program was designed to allow a user to select a range of Vendors or a specific Vendor for an A/P History Purge. This is helpful for Vendors like utility companies that accumulate many invoices over time. By allowing the user to select an individual Vendor it is no longer necessary to purge history for all Vendors at one time. The program is very simple to use. The user selects the Property to use for the purge. The Vendor pull down boxes will populate after selecting a Property. The

Vendor list will only display the Vendors associated with the selected Property. Select the beginning and ending

Vendors. Enter a date to delete through. Make sure all users are out of Skyline and begin the purge. There is no report associated with this program.



The screenshot shows a Windows-style application window titled "Skyline Vendor Purge". The window has a menu bar with "File", "Window", and "Help". The main content area features a title bar "Skyline Vendor Purge" and several input fields: a "Property:" dropdown menu, a "Beginning Vendor:" dropdown menu, an "Ending Vendor:" dropdown menu, and a "Purge Through Invoice Date:" text box. Below these fields is a "Records Deleted:" counter showing "0 0 0 0" in individual boxes. At the bottom of the window is a large "Begin Purge" button.