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.