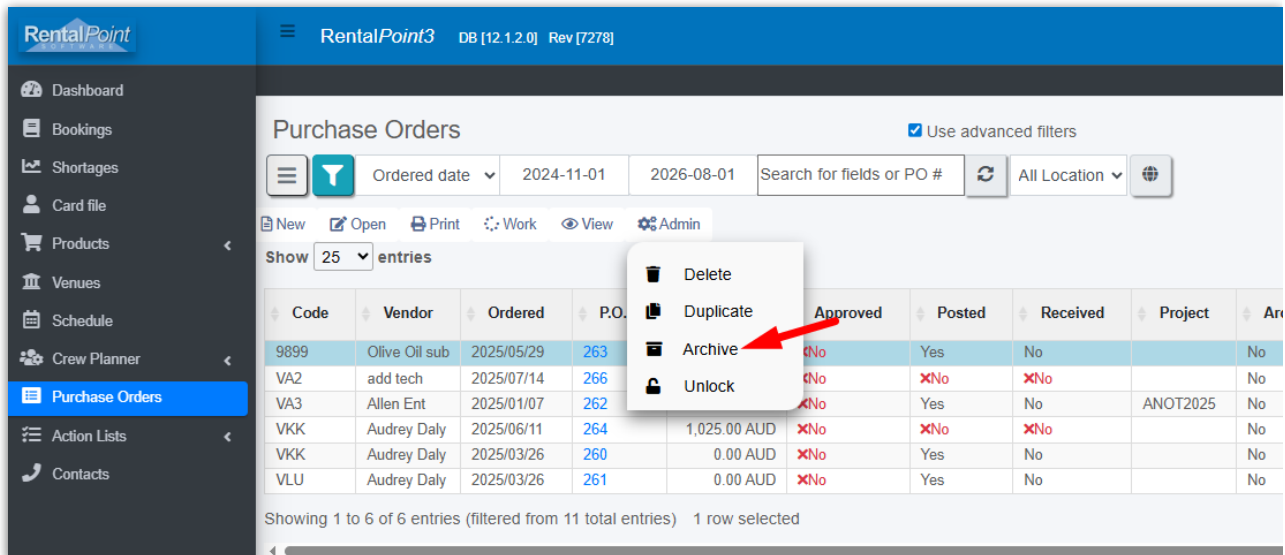


# Archive a Purchase Order

Last Modified on 04/09/2025 5:57 pm EDT

Archiving is a tool designed to improve performance and remove the clutter of non-relevant or old items in the RentalPoint system database.

Archive a single received purchase order from the Purchase Order Grid via the Admin menu

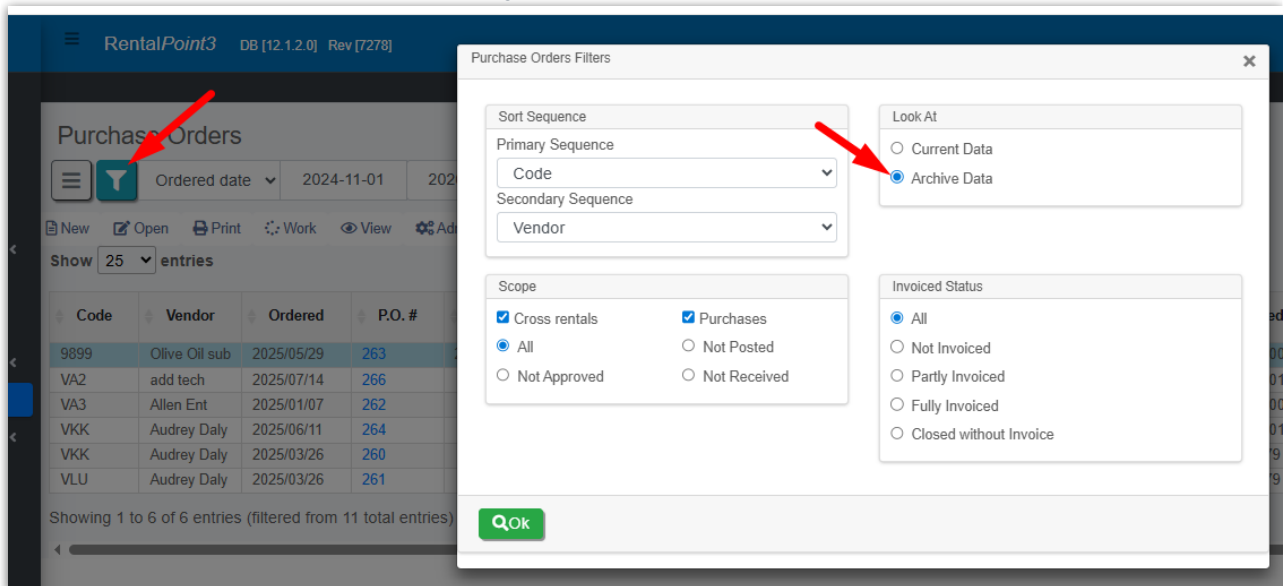


The screenshot shows the RentalPoint3 interface. On the left is a sidebar with navigation options: Dashboard, Bookings, Shortages, Card file, Products, Venues, Schedule, Crew Planner, **Purchase Orders**, Action Lists, and Contacts. The main area is titled 'Purchase Orders' and includes a header with 'DB [12.1.2.0] Rev [7278]' and a 'Use advanced filters' checkbox. Below the header is a search bar and a table of purchase orders. A context menu is open over the first row (Code 9899, Vendor Olive Oil sub), showing options: Delete, Duplicate, Archive (highlighted with a red arrow), and Unlock. The table has columns: Code, Vendor, Ordered, P.O., Approved, Posted, Received, Project, and Archived. The first row is highlighted in blue.

Code	Vendor	Ordered	P.O.	Approved	Posted	Received	Project	Ar
9899	Olive Oil sub	2025/05/29	263	No	Yes	No		No
VA2	add tech	2025/07/14	266	No	No	No		No
VA3	Allen Ent	2025/01/07	262	No	Yes	No	ANOT2025	No
VKK	Audrey Daly	2025/06/11	264	No	No	No		No
VKK	Audrey Daly	2025/03/26	260	No	Yes	No		No
VLU	Audrey Daly	2025/03/26	261	No	Yes	No		No

Showing 1 to 6 of 6 entries (filtered from 11 total entries) 1 row selected

Archived POs are still visible on the archive grid



The screenshot shows the RentalPoint3 interface with the 'Purchase Orders Filters' dialog open. The dialog has four sections: 'Sort Sequence' (Primary Sequence: Code, Secondary Sequence: Vendor), 'Look At' (Current Data, Archive Data - selected with a red arrow), 'Scope' (Cross rentals, Purchases, All - selected, Not Approved, Not Posted, Not Received), and 'Invoiced Status' (All - selected, Not Invoiced, Partly Invoiced, Fully Invoiced, Closed without Invoice). The background shows the same Purchase Orders grid as the previous screenshot, with a red arrow pointing to the 'Archive' button in the context menu.

Purchase Orders Filters

Sort Sequence

Primary Sequence: Code

Secondary Sequence: Vendor

Look At

☐ Current Data

☒ Archive Data

Scope

☒ Cross rentals ☒ Purchases

☒ All ☐ Not Posted

☐ Not Approved ☐ Not Received

Invoiced Status

☒ All

☐ Not Invoiced

☐ Partly Invoiced

☐ Fully Invoiced

☐ Closed without Invoice

Showing 1 to 6 of 6 entries (filtered from 11 total entries)