## Archive a Purchase Order

Last Modified on 26/04/2023 5:48 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

≡ Rent	al <i>Point3</i> dbj	[12.0.21.4] Rev	· [4738]							
							Pu	rchase Ord	lers	
▼ ≡	Ordered Date	e 🗸 20	)23-04-26	2023-05-03	C	+	0 - EAST	✓ 0 - Ma	in 🗸 🌐	
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<b>Show</b> 10	<ul> <li>✓ entries</li> </ul>		Ť	Delete						
🔶 Code	Vendor	Date	🔶 P.O. (	Duplicate	App	proved	Posted	Received	Project	
VMCC	Marcel Crosby	2023/04/26	AB204	Archive	No		No	No		
Showing 1 t	to 1 of 1 entries	1 row selec	ted 🔒	Unlock						
•			-							

## Archived POs are still visible on the archive grid

RentalPoint3 DB [12.0.21.4] Re	Purchase Orders Filters			×
	Sort Sequence		Look At	
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-ilters	Code	~	<ul> <li>Archive Data</li> </ul>	
	Secondary Sequence			
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how 10 v entries	Scope		Invoiced Status	
	O Month Year Filter	April 2023	<ul> <li>All</li> </ul>	
Code Vendor Date	Sub rentals	Purchases	O Not Invoiced	
	<ul> <li>All</li> </ul>	Not Posted	O Partly Invoiced	
VMCC Marcel Crosby 2023/04/26	<ul> <li>Not Approved</li> </ul>	Not Posted	O Fully Invoiced	
howing 1 to 1 of 1 entries 1 row sele			Closed without Invoice	
	Region		Location	
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