

DELVEN - Inactive Vendor

Overview

When this program is run, all files are checked for any activity for all vendors; it will then give you a report with the vendors having no activity (e.g. purchase orders, investments, etc.). You can then make the choice as to whether to delete the vendor or not.

Vendors are considered deletable if:

- Year-to-Date and Fiscal Year-to-Date amounts equal zero*
- There are no transactions associated with the vendor (i.e. purchase orders, investments, etc.)*

It is not recommended to delete old vendors since this might destroy an audit trail. If the vendor number is re-used, reports from prior fiscal years will not match current vendor information. We recommend changing the status from "active" to "inactive" instead.

Accessing the program

To use the DELVEN program, type the following command:

```
$ RUN OECN$BUD:DELVEN
```

at the \$ prompt or in the menu system type:

```
Menu>DELVEN
```

Sample run

This program is used to determine vendors that may be deleted from the Master Vendor file.

Do you have the correct program? (Y/N <Y>): _

<CR>

Enter district name: _____

<CR> for USASDAT name

Which order do you want the vendors listed?

- 1) Vendor Number
- 2) Vendor Name
- 3) Last Activity Date/Vendor Number
- 4) Last Activity Date/Vendor Name

Enter choice (1,2,3,4) <1>:_
<CR>

Do you want to include or exclude inactive vendors from this report?
(I/E) <E>:_
<CR>

Populating DELVEN file. Starting CHECK file
search. Starting INAMNT file search. Starting
EISITM file search. Starting EISACQ file search.
Starting INVEST file search. Starting INVPAY file
search. Starting POHIST file search. Starting REQ
file search.

Starting RECEIT file search. Starting AR file
search.

Starting USPCKHIS file search. Starting
DEDNAM file search.

File search completed. Report generation
starting. Sorting by Vendor Number... Your

Report Is: DELVEN.TXT Processing

Completed

Please print 'DELVEN.ERR' to determine what errors were found during
this run of DELVEN.

Delven options

Sort Order

DELVEN offers the following sort options:

- **Vendor Number:** the report will sort numerically, by vendor number
- **Vendor Name:** the report will sort alphabetically, by vendor name.
- **Last Activity Date/Vendor Number:** the report will sort by last activity date, and within the last activity date by vendor number.
- **Last Activity Date/Vendor Number:** the report will sort by last activity date, and within the last activity date by vendor name.

Include/Exclude Inactive Vendors

DELVEN offers the option to include or exclude inactive vendors from the report. This option may be useful if using the DELVEN report to determine which vendors could be set to inactive. By choosing "E", to exclude the already inactive vendors, the report will be less cumbersome to use in determining which vendors need to be updated to an inactive status. Selecting "I" will generate a report with the inactive vendors included.

Delven reports

Delete Vendor Report

DATE :
 PAGE: 1
 TIME: 14:26:50
 (DELVEN)

DELETE VENDOR
 Sample School District

VENDO STATE	VENDOR NAME ZIP	LAST ACTIVITY	VENDOR ADDRESS	CITY
000123 OH	ACME MUSIC EMPORIUM 44634		289 E. 13TH AVE	CLEVELAND
000224 OH	BUTLER VIDEO 45372		123 MAIN STREET	MONROE
000325 OH	CAMDEN FLORISTS 45402		20 W. FIFTH ST.	DAYTON
000426 TX	DEEDON & SONS 75229		2464 NORTH RD.	DALLAS
000527 OH	GENOA SUPPLIES 45810		500 GROVE AVE.	GENOA
000729 OH	MEERS FURNITURE 43512		12515 FRONT ST.	DEFIANCE
000830 OH	NABC CENTER 43623		2895 W. SEVENTH	TOLEDO
000931 GA	PAK SCHOOL SUPPLY INC. 30136		8391 N. BERKELEY	DULUTH
001032 KY	SARCAM ENTERPRISE 40522		P.O. BOX 38233	LEXINGTON
001133 OH	TUTTLE FITNESS FACTORY 48392		123 ELM STREET	BARNEY
10	VENDORS QUALIFY FOR DELETION			

DELVEN Error Report

DATE: 06/23/1998 0000 DELETE VENDOR REPORT 907150
 PAGE: 1 0000 907150
 TIME: 14:26:50 0000 Sample School District 907150
 (DELVEN) 0000 907150
 025261 0000 CHECK TRANSACTION FILE 907150
 PO # ITEM # VENDOR #

NOTE: THESE VENDORS DO NOT EXIST IN THE MASTER VENDOR FILE
 PO # INVOICE # ITEM # VENDOR #

DATE: 06/23/1998 0001 DELETE VENDOR REPORT 907150
 PAGE: 2 1084086251 0002 907150
 TIME: 14:26:50 1084086251 0001 Sample School District 907150
 (DELVEN) INTEREST 0001 907150
 9700658 Bonds&Int 0002 INVOICE AMOUNT FILE 907150
 9700658 Bonds&Int 0002 907150
 9701347 Interest 0001 907150

NOTE: THESE VENDORS DO NOT EXIST IN THE MASTER VENDOR FILE

DATE: 06/23/1998 DELETE VENDOR REPORT
 PAGE: 3
 TIME: 14:26:50 Sample School District
 (DELVEN) PURCHASE ORDER HISTORY FILE

PO # VENDOR #

960050 907150
 5 90715
 9601110 0
 970065 907150
 8 90715
 9701347 0
 9800665 90715

NOTE: THESE VENDORS DO NOT EXIST IN THE MASTER VENDOR FILE



MISCELLANIOUS NOTES:

Error Report

If any errors were found during the processing of DELVEN, 'DELVEN.ERR' will appear at the end of the run. Please print the error text to determine what errors were found during this run of DELVEN. The DELVEN error text contains any vendor numbers found in files with activity (purchase orders, investments, etc.) that do not exist in the master vendor file. A user may receive a DELVEN.ERR report if they delete vendors that were not listed on the DELVEN.TXT file.