REVENUE/TRUST
SYSTEM MAINTENANCE

FILE PURGE

During the course of a fiscal year, especially prior to rollover/rollback, regional center staff will identify clients whose records are to be deleted. This is a necessary process, however, caution must be exercised both in insuring that an adequate backup of data files has been completed and that the necessary maintenance to the actual data files have been completed.

It is suggested that the process begin towards the end of a fiscal year, usually, after a month-end reconciliation and prior to rollover/rollback.

If a regional center has not run any or a specific purge procedure on a routine basis, the initial purge may take longer than usual. Normally, begin the actual purge procedure on a Friday evening and allow it to run over the weekend. Remember, the more records there are, the longer the procedure will take. Regional centers who routinely purge their files should not encounter any unual delays. It may be a good idea to retain a log of the start and end time for your regional center purges. This information will be of assistance for future planning of file purges.

It is equally important that the process begin and end in the presented sequence. This will assist in insuring that your files remain in sync.

REVENUE/TRUST
SYSTEM MAINTENANCE

FILE PURGE
TRUST CLIENTS

This procedure will actually remove all trust master, subsidiary account, SOF, and the receivable counter records for those clients who have had their trust master record marked for deletion.

Prior to the actual purge, regional center staff should:

1. Print a Client Trust Status Listing for 3 years (although only the current year would be sufficient, this will be of assistance in reconciling the clients' trust status to the subsidiary account. (This should have been completed during the month-end reconciliation.)

    a. Review the listing and consider 'deleting' those client who has not had any activity for the past three years. Be careful not to 'delete' a recent new trust client master.

2. For those clients who have been identified as potential 'deletes', verify that there are no outstanding A/R records. This would include open receivables, SOF loans, and TCB loans. Complete the required processes as needed.

3. Complete source of fund (SOF) maintenance by making sure that there is a valid TERM date for every source of fund. The purge procedure will not purge any trust client records if the SOF termination date is blank.

4. Be sure that there is a good back-up of the regional center data files before proceeding to the next step.

5. Run the Trust Master Purge procedure.

REVENUE/TRUST
SYSTEM MAINTENANCE

FILE PURGE
THREE-YEAR OLD TRUST FILES

This procedure will actually remove all client trust transaction records (CTRANS) that are three years old and prior. There is no need to 'mark' these records for deletion. This procedure is usually run after the beginning of the new fiscal year (July 1).

Prior to the actual purge, regional center staff should:

1. Completed all the steps in the System Maintenance - File Purge, Trust Client module.

2. Be sure that there is a good back-up of the regional center data files before proceeding to the next step.

3. Run the Three-Year Old Trust Files Purge procedure.

REVENUE/TRUST
SYSTEM MAINTENANCE

FILE PURGE
CLIENT MASTER RECORDS

This procedure will actually remove all records from the Client Masterfile whose records have been marked for deletion.

Prior to the actual purge, regional center staff should:

1. Complete all the steps in the System Maintenance - File Purge, Trust Client and Three-Year Old Trust File modules.

2. Be sure that there is a good back-up of the regional center data files before proceeding to the next step.

3. To purge consumer records, access the SANDIS Menu. Refer to the appropriate SANDIS Manual and/or call the SANDIS HELP Desk for instructions.

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Maintain Data Base Files

1. Purge and Reorganize Tables
2. Purge and Reorganize Resource Files
3. Purge and Reorganize Consumer Files

4. Selective Delete from Consumer History File
5. See Who s Been Updating Information

6. Update Standard Size Text Blocks
7. Update Extended Size Text Blocks
8. Update Letter Formats

10. Rebuild Payment History File

90. Sign Off

F1=Help F12=Previous Menu

Selection or Command

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