

# MCSJ Finance Purge

## FAQs

### How long does a finance purge take?

The purge will take between 15 to 30 minutes.

### Do all users have to be out of the MCSJ programs?

**ALL** users must be out of MCSJ for the entirety of the process.

### Will we be able to retrieve purged data?

Yes, an archived database can be created for future access.

### We are hosted will this be completed for us automatically?

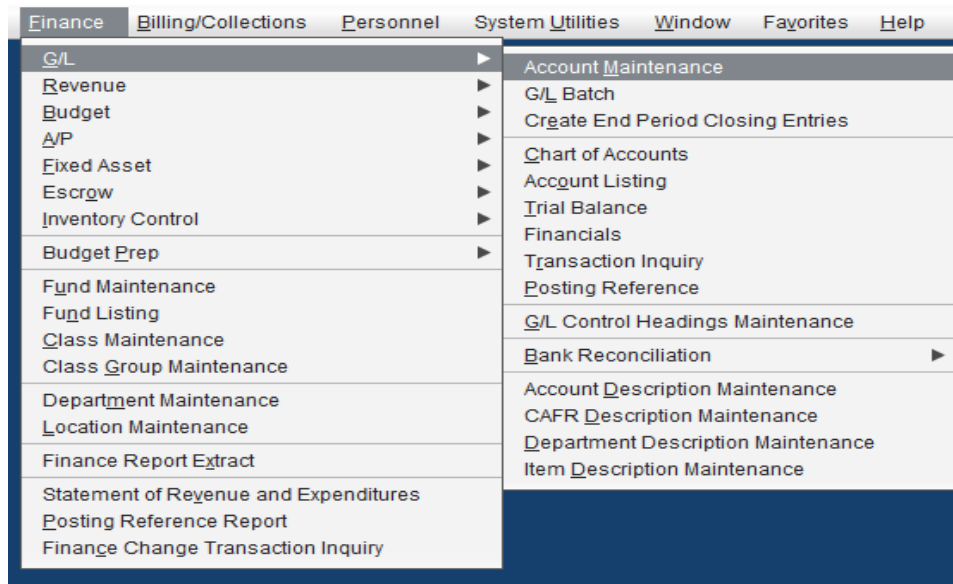
EGT will perform your data purge. We still need you to check your data and complete the [purge request form](#) if a purge is necessary.

### How do I schedule a finance purge?

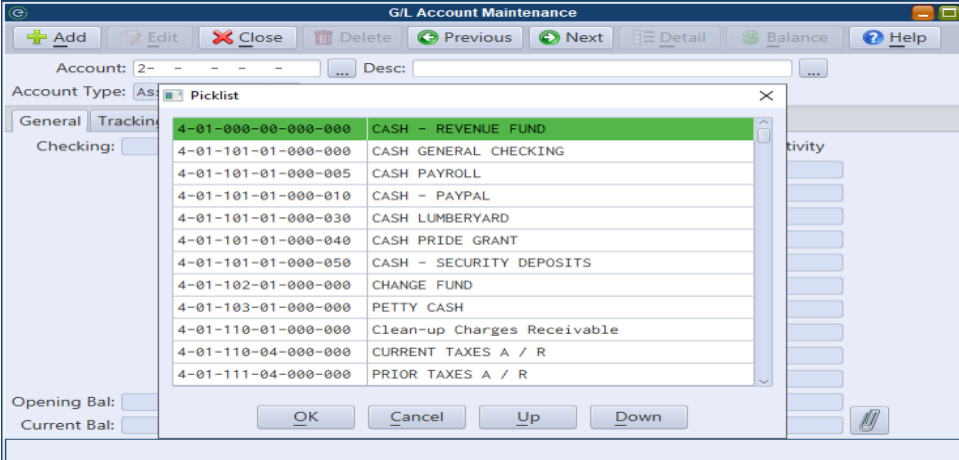
Schedule your purge by completing a request form [here](#).

## NJ Calendar Oldest Year Check (GAAP customers see page 4)

### Finance > G/L > Account Maintenance



In the field for the account number, enter a 2 and press F3 on your keyboard to bring up the Picklist, if your End of Year is 12/31/2021. If accounts for your year 2 appear, then you will be required to schedule a MCSJ Finance Purge.



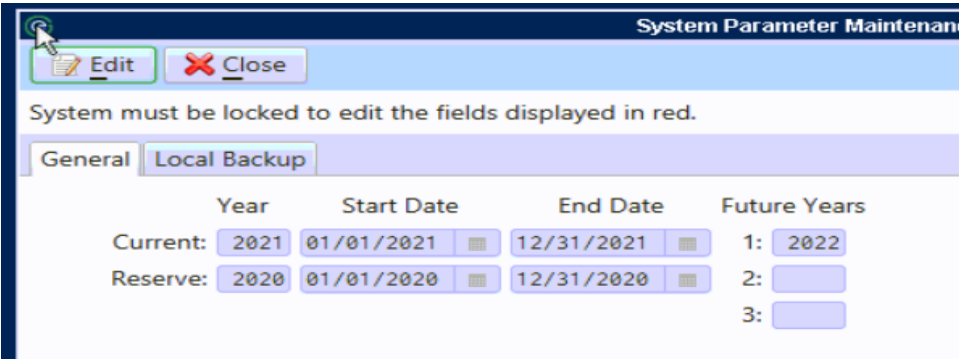
### About MCSJ Databases and Future Year(s)

An MCSJ database can only store 10 years of data at one time. The year 2012 cannot exist at the same time as year 12/31/2022. The same is true for 2013 not able to exist when 12/31/2023 is created.

If your Database utilizes our Future Year Option, then you will want to take into consideration this year when determining if you need an MCSJ Finance Purge.

For Example:

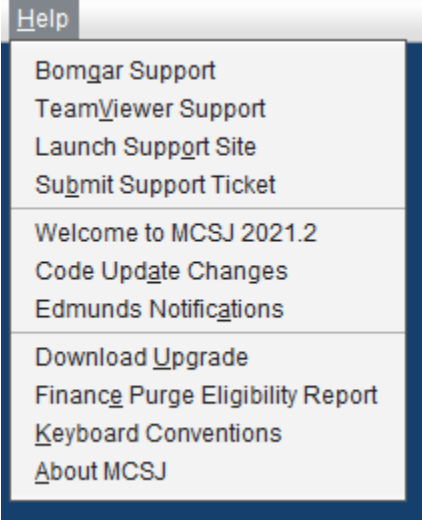
Go to: System Utilities > System Parameter Maintenance



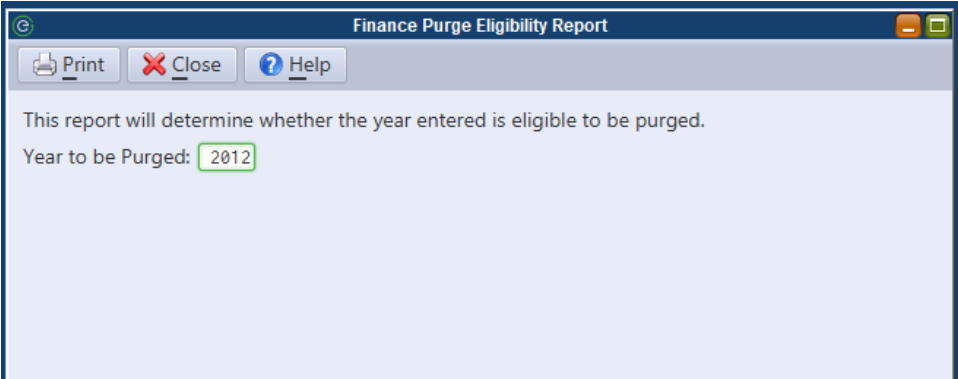
If you have a **Future Year** of 2022, then your oldest year of 2013 would be required for a Finance Purge. You will not be able to run your Finance End of Year until a representative from Edmunds GovTech performs this routine for you.

## Finance Purge Eligibility Report

Once you have determined your year(s) to be purged, please utilize our Finance Purge Eligibility Report. This can be found under the Help Menu.

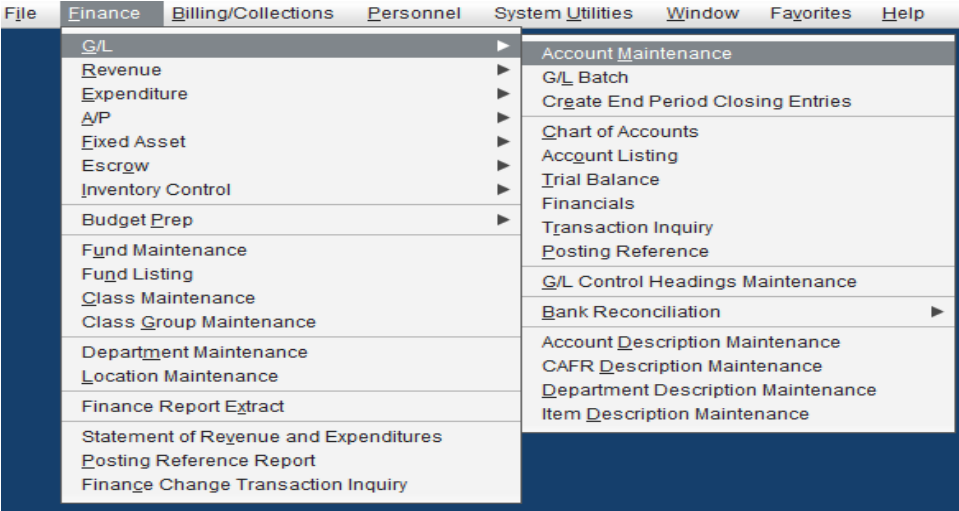


In this routine you will enter each year individually and report to Edmunds GovTech any errors or discrepancies that generate on these reports.

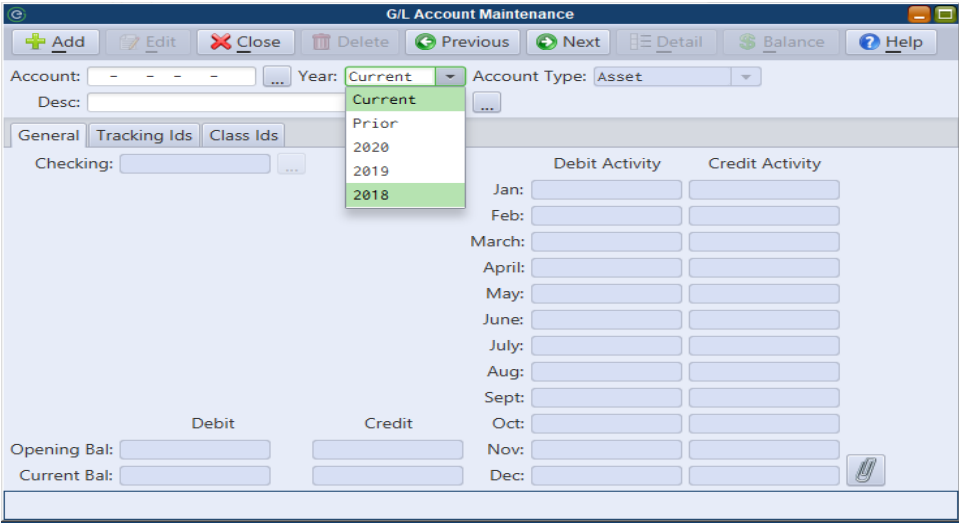


# GAAP Oldest Year Check

## Finance > G/L > Account Maintenance



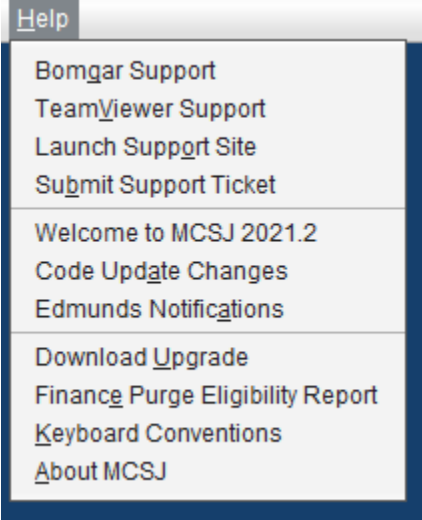
Under the Year Drop Down Box all years within the program will be displayed.



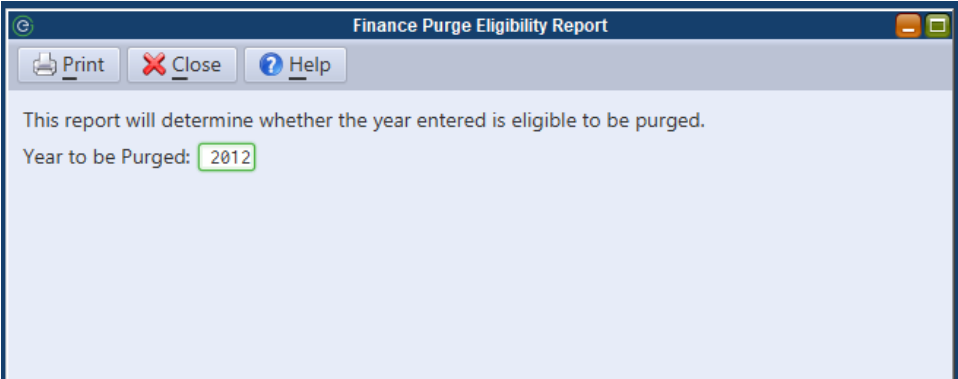
If your oldest year displayed is 2012 and your Finance Fiscal End of Year is 12/31/2021, then you will be required to schedule a MCSJ Finance Purge.

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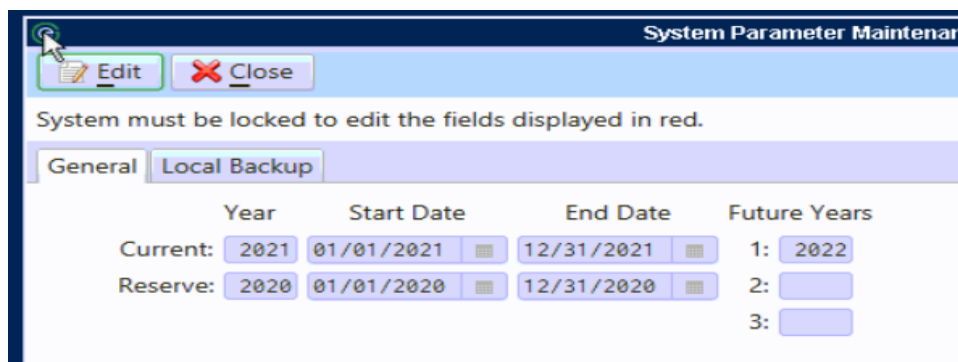
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### For Example:

Go to: System Utilities > System Parameter Maintenance



If you have a **Future Year** of 2022, then your oldest year of 2013 would be required for a Finance Purge. You will not be able to run your Finance End of Year until a representative from Edmunds GovTech performs this routine for you.