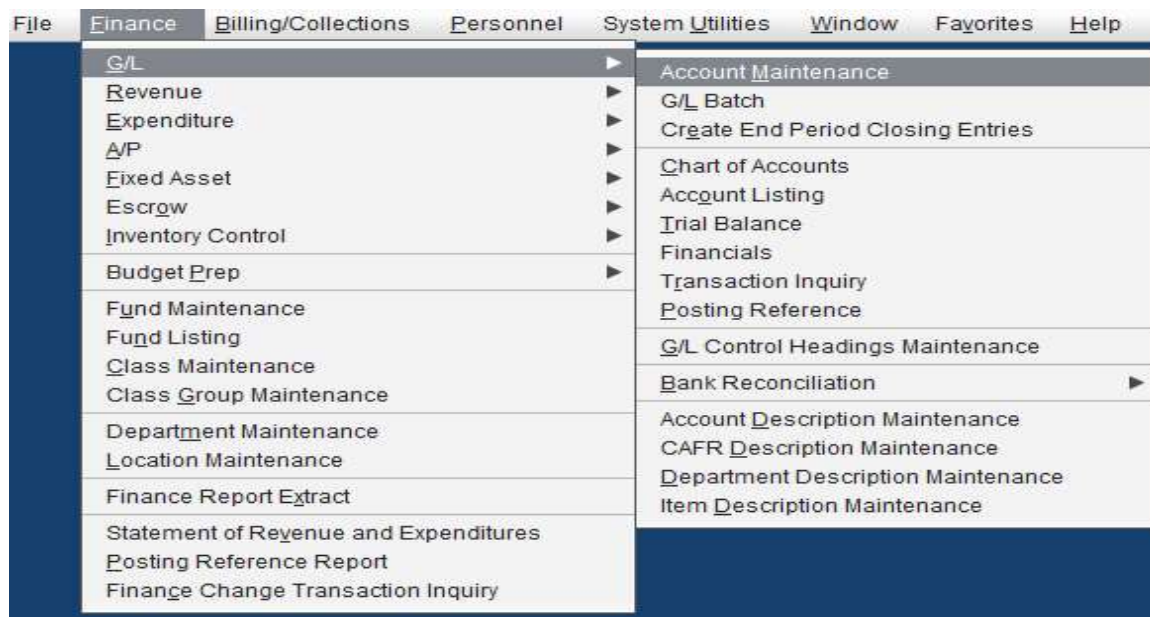


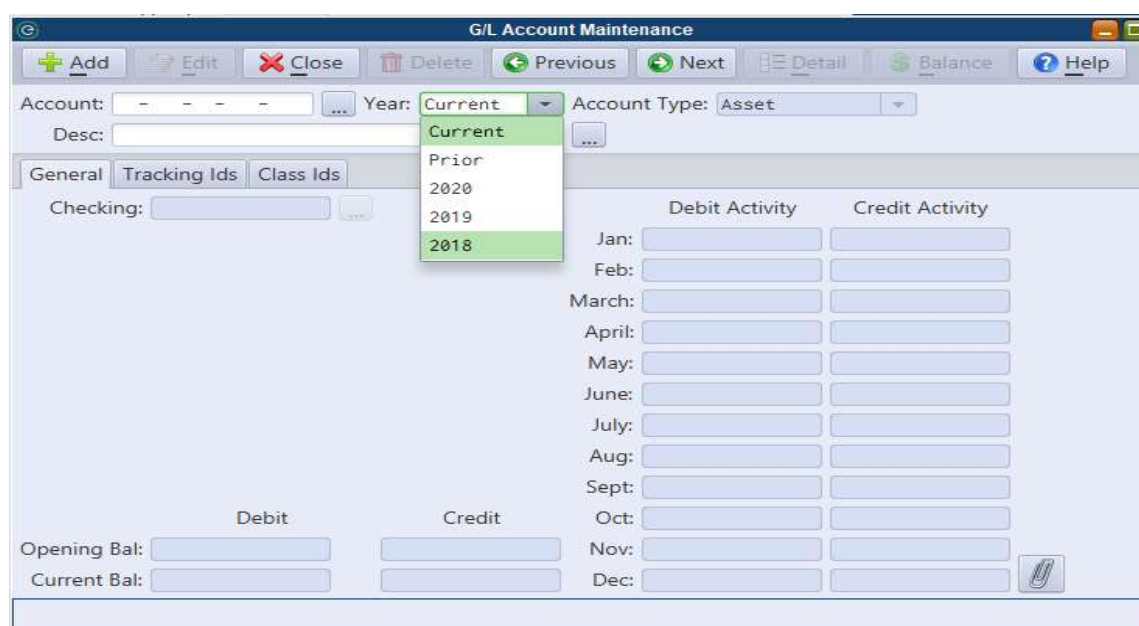
MCSJ Finance Purge

GAAP Oldest Year Check (*New Jersey clients see page 2*)

Finance > G/L > Account Maintenance



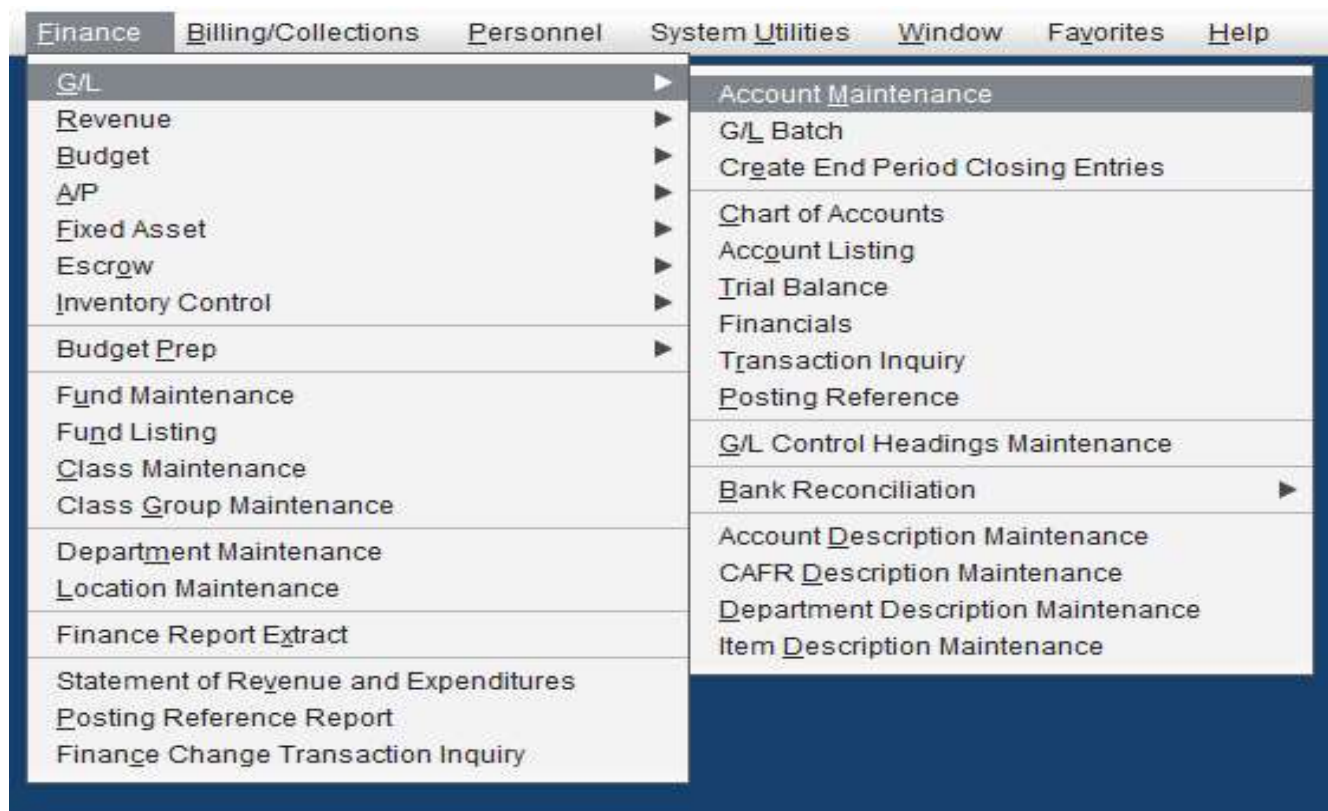
Under the Year Drop Down Box all years within the program will be displayed.



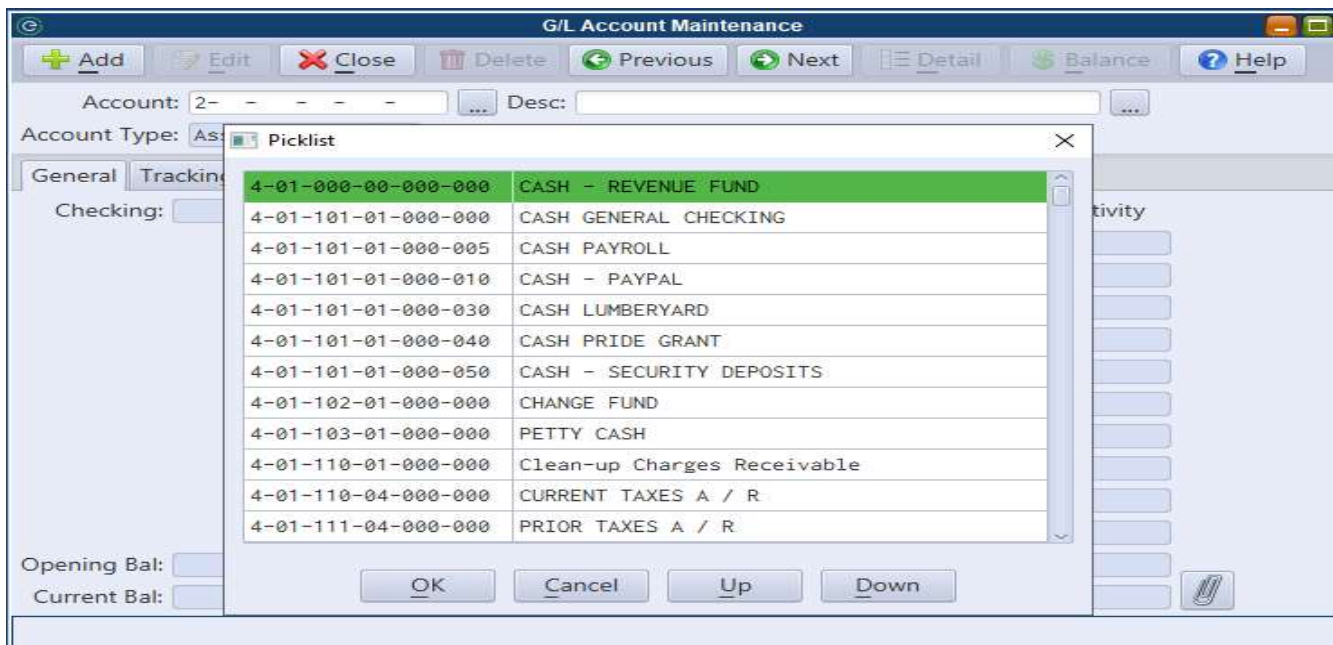
If your oldest year displayed is 2014 and your Finance Fiscal End of Year is 06/30/2023 (Calendar 12/31/2023), then you will be required to schedule a MCSJ Finance Purge.

NJ Calendar Oldest Year Check

Finance > G/L > Account Maintenance



In the field for the account number, enter a 4 and press F3 on your keyboard to bring up the Picklist, if your End of Year is 06/30/2023 (Calendar 12/31/2023). If accounts for your year **4** appear, then you will be required to schedule a MCSJ Finance Purge.



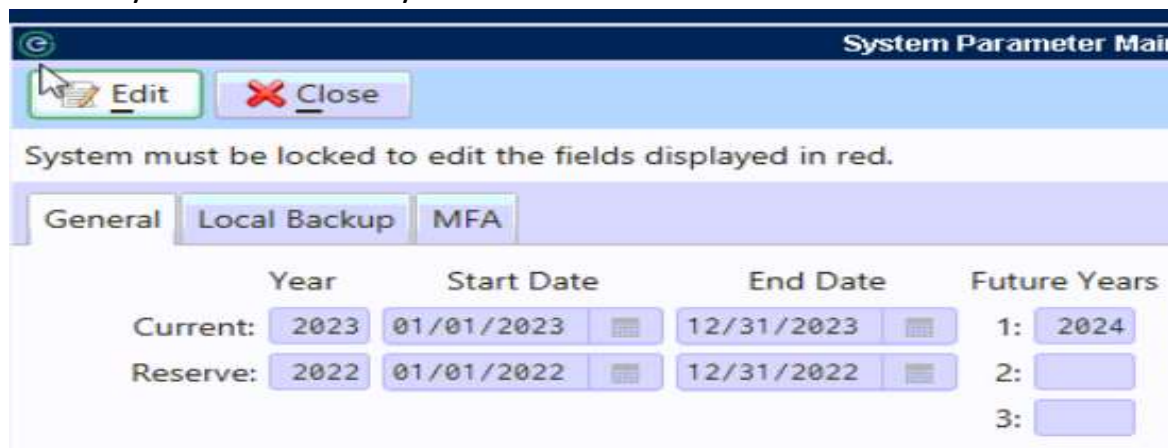
About MCSJ Databases and Future Year(s)

An MCSJ database can only store 10 years of data at one time. The year 2014 cannot exist at the same time as year 06/30/2024. The same is true for 2015 not able to exist when 12/31/2025 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:

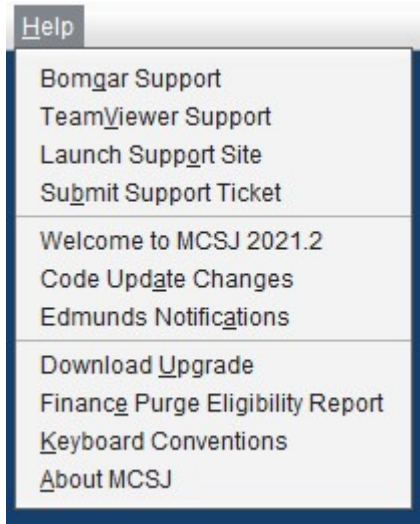
Go to: System Utilities > System Parameter Maintenance



If you have a **Future Year** of 2024, then your oldest year of 2015 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.

