

# Clearing records.

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Sage



# Housekeeping

The image shows a presentation slide for 'Sage 50 Accounts Budgets' by Jacquie Wilson. The slide features a photo of a woman in a kitchen setting working on a laptop. A 'Questions' sidebar is overlaid on the right side of the slide, containing several icons and a text input field. Three green arrows point from text boxes to specific icons in the sidebar: 'Automatically Muted' points to the microphone icon, 'Submit your questions' points to the question mark icon, and 'Download Handouts' points to the document icon. The sidebar also includes an 'Exit' button at the bottom and a 'Send' button at the bottom right of the question input area.

Automatically Muted

Submit your questions

Download Handouts

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**Why clear out my records**

**Creating a company archive**

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**Questions**

# Poll

Have you attended our Webinar on Clear Audit trail?

Yes

No

# Why clear my records?



# Why clear your records.

## Please note

If you are experiencing speed issues please bear in mind there could be external environmental factors also impacting processing speeds

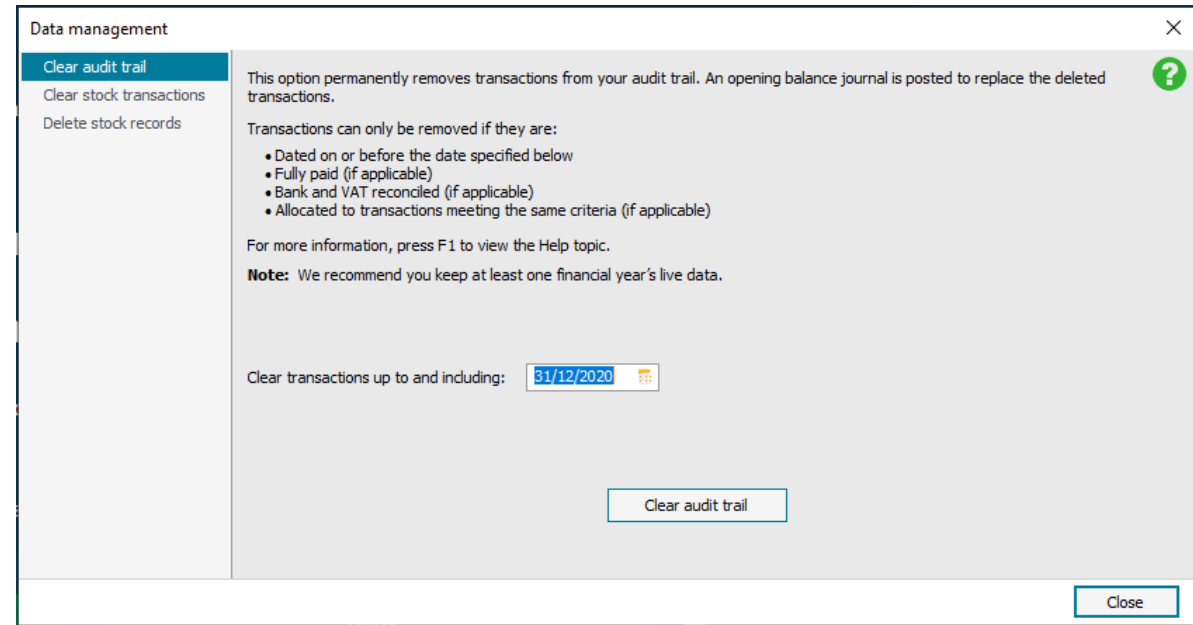
- Clearing is an optional task.
- Ensures the data you use day to day is up to date.
- Can make searches and filters work more effectively
- It can speed up general processing in the software in some cases

# Clear audit trail



# Clear audit trail - Recap.

- Clear Audit trail removes **TRANSACTIONS** from the transaction window providing they meet the following criteria
  - Dates on or before the date chosen
  - Are fully paid
  - Are Bank and VAT reconciled
  - Not allocated to a transaction that does not meet the above criteria.
- Clearing Audit trail will remove these transactions from customer /supplier activity
- Old customers with no activity can then be removed from the software



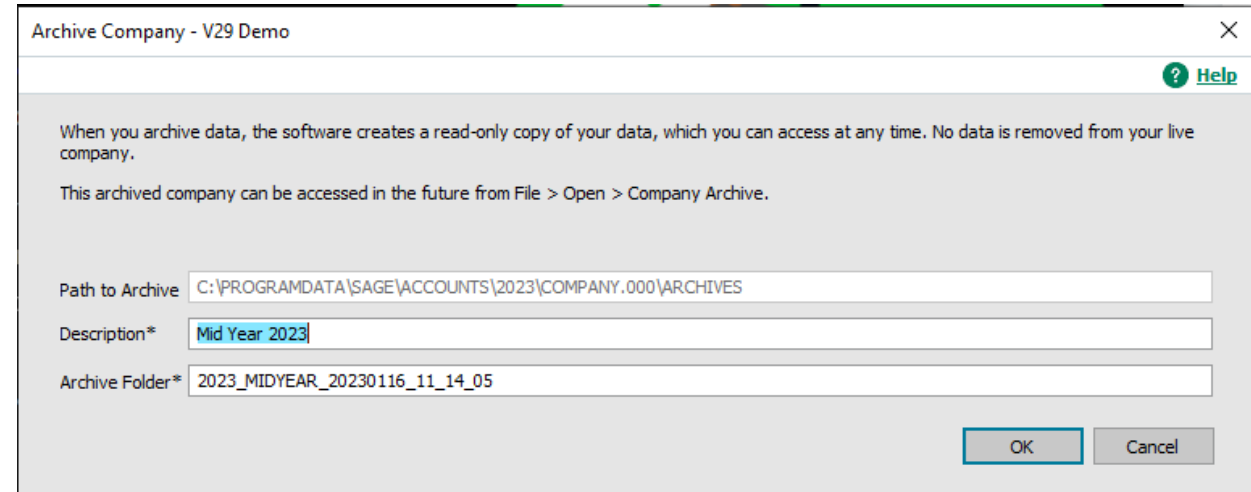


# Archive Data



# Archive Data.

- Taking an archive of your data creates a read-only dataset.
- This is a good option if you need to go back into prior years for reporting purposes without the requirement to restore a backup.
- Taking an archive of your data DOES NOT remove any data.
- An archive can be taken at year end or at any point during the year.
- The option to take an archive without running year end is found in Tools>period end >Archive Company



Archive Company - V29 Demo

When you archive data, the software creates a read-only copy of your data, which you can access at any time. No data is removed from your live company.

This archived company can be accessed in the future from File > Open > Company Archive.

Path to Archive

Description\*

Archive Folder\*

# Clearing and deleting stock



# Clear stock.

- Removes the stock transactions from product records.
- Ideally you would use this to just clear stock of products you no longer use as preparation for deleting the record.
- It will only remove stock transactions if they meet certain criteria.
  - Dated on or before the date chosen
  - Not linked to a project record
  - Equal qty used to the qty in

The screenshot shows a 'Data management' dialog box with a sidebar on the left containing three options: 'Clear audit trail', 'Clear stock transactions' (which is selected and highlighted in blue), and 'Delete stock records'. The main area of the dialog contains the following text:

This option permanently removes transactions from your product activities.

Transactions can only be removed if they:

- Are dated on or before the date specified below
- Are not linked to a project record
- Have a quantity used equal to the quantity in (if applicable)

For more information, press F1 to view the Help topic.

**Note:** This process affects the Retrospective Product Valuation report. If you use this report, only clear stock transactions on records that require deletion.

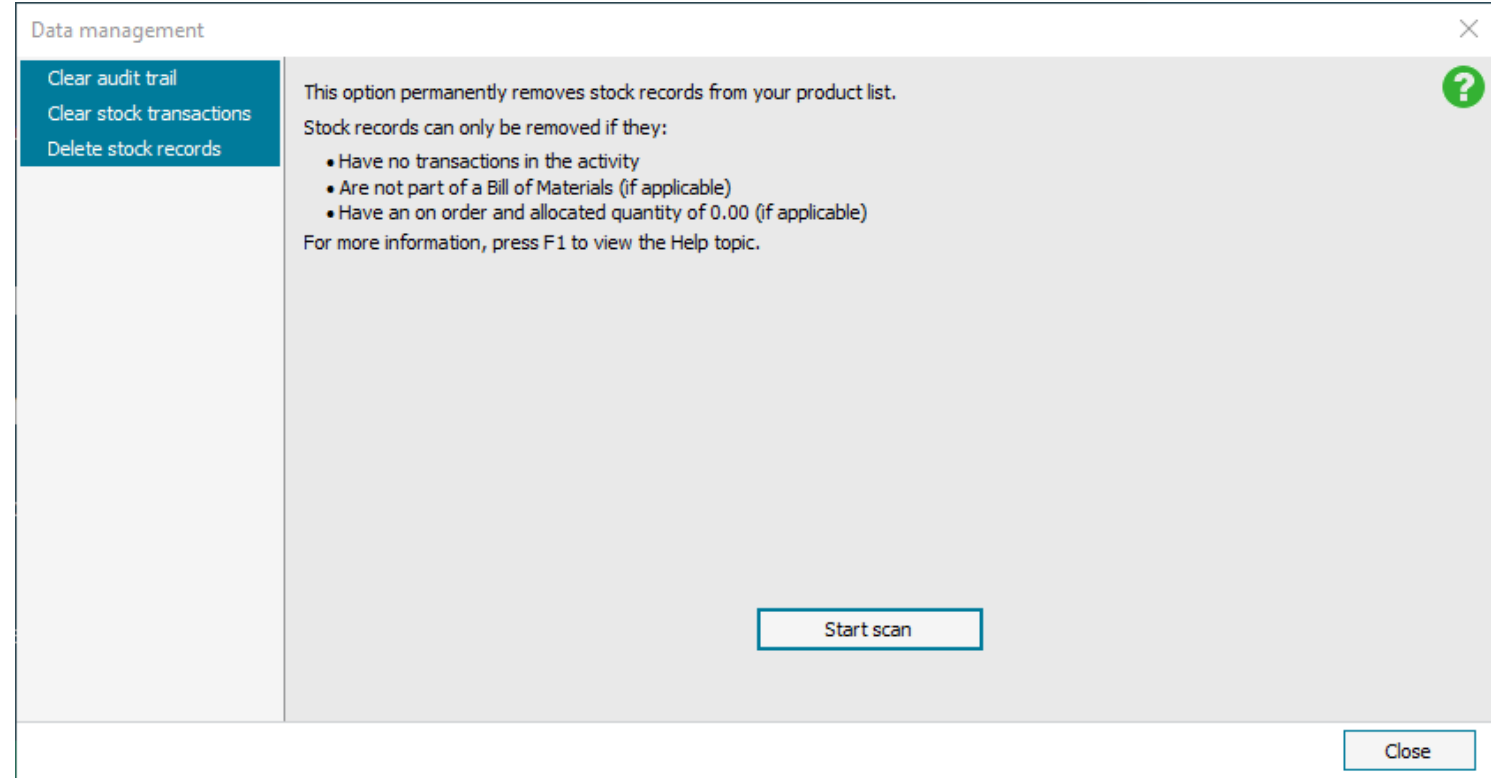
Below the note are two radio button options:

- Clear transactions on all (44) stock records
- Clear transactions on selected records (0)

At the bottom of the main area, there is a text field labeled 'Clear stock transactions up to and including:' with the date '31/12/2021' entered and a calendar icon to its right. Below this field is a 'Clear stock' button. In the bottom right corner of the dialog box, there is a 'Close' button.

# Delete stock.

- Once a clear stock has been run a delete stock can be done.
- This allows you to scan the product list and provides you with a list of those products which meet the criteria to be deleted from the software.



# Inactive accounts



# Inactive accounts.

- There may be records which cannot be cleared due to remaining activity however the accounts are inactive.
- These accounts can be marked as inactive accounts and hidden from the main list.
- To make an account an inactive account it must meet certain criteria. For more details check out the article below.

[Reasons why you can't flag records as inactive](#)

The screenshot shows the Sage Customer Record interface for 'A1 Catering'. The window title is 'Customer Record - A1 Catering'. The interface is divided into several sections:

- Account Details:** A/C\* (A1C001), Company name (A1 Catering), Balance (2268.82), and Inactive checkbox (unchecked).
- Registered Address:** Street (67a Station Road), District, Town, County (Blackpool), Post Code (BL12 7HT), Country (United Kingdom), VAT Number (238 3839 38), and EORI Number.
- Contact Information:** Contact name (Jim Thomas), Trade contact (Malcolm Leverret), Telephone (01742 876 234), Telephone 2 (01742 876 235), Fax (01742 876 236), and Website (http://www.a1designservices.co.uk).
- Social Media:** Twitter, LinkedIn, and Facebook links.
- Email Settings & Addresses:** Email 1 (Jim@a1designservices.co.uk), Email 2, and Email 3.
- Direct Debit Manager:** A section for setting up Direct Debit arrangements with a 'Set up GoCardless' button.

The interface includes a sidebar with navigation options like Defaults, Credit Control, Bank, Alerts, Communications, Memo, Activity, Sales, Orders, and Graph. At the bottom, there are navigation controls for 'Record 1 of 1' and 'Save'/'Close' buttons.

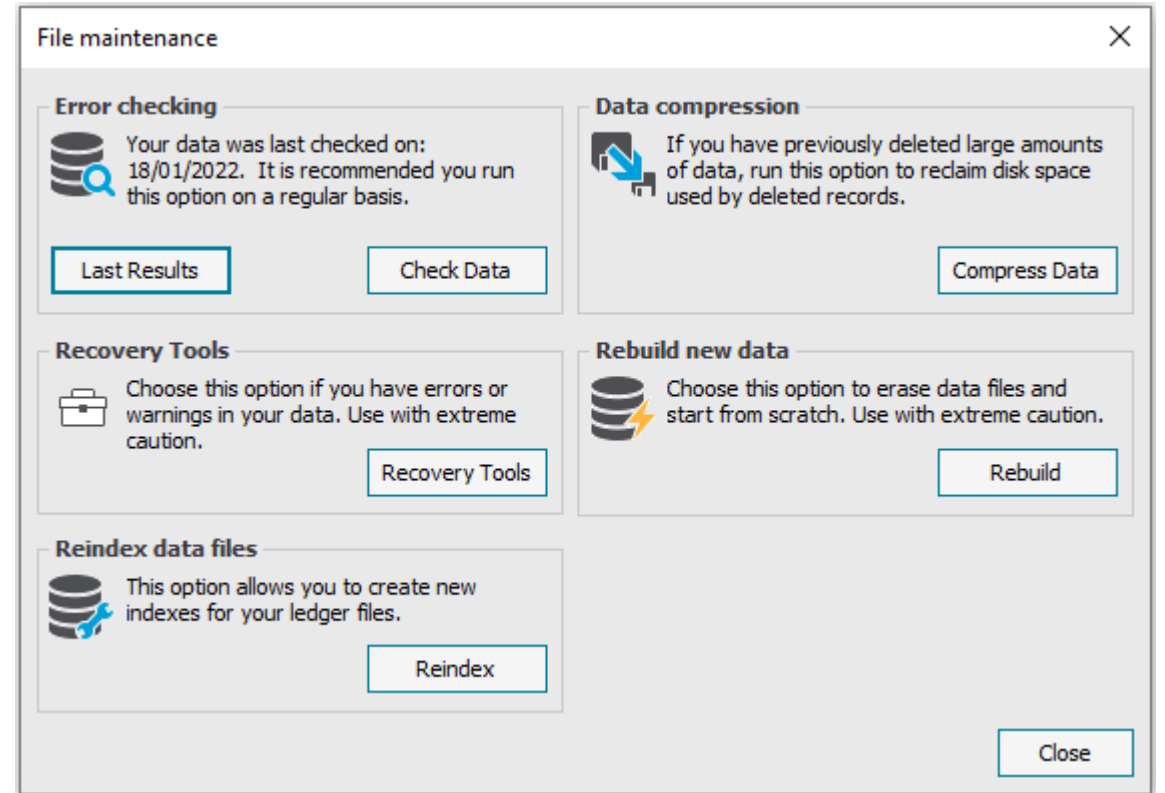
# Compress your data





# Compress your data.

- After Deleting records, in order to reduce the size of your data files you must compress the data.
- If you delete a record from your customer list the size of the data file does not reduce until the sales ledger is compressed.
- Always ensure you have an error free back up prior to running this routine.
- The option can be found within File> maintenance.



# Summary.

- Clearing your records is an optional task, You are under no obligation to complete these.
- Clearing older data may allow you to work more efficiently in your dataset.
- Always ensure to take a full back and ensure you have an archive prior to clearing records.
- Records will only clear if they meet certain criteria.
- If you cannot remove an item an alternative may be for you to mark the records as inactive.
- Compressing the data allows you to reclaim disk space.

## Useful links

[Tidy up your data after year end](#)

[The Clear Stock option](#)

[Removing unwanted quotations, invoices, credits or orders](#)

[The Clear Audit Trail option](#)

[Why has Clear Audit Trail not removed some transactions?](#)

[The Compress Data option](#)

# Upcoming Webinars.

## Upcoming

VAT Return

Projects - Part 2

Invoicing

Report Designer  
Edit your invoice layout

Recurring items

Tips and Tricks in  
Sage 50cloud Accounts

## Key Topics

### **Clearing customers, suppliers and nominal codes.**

**Wed Jan 18 2pm**

Join us to see how to clear out older customer, supplier and nominal records.

### **Clearing invoices, orders and Quotations.**

**Wed Jan 25 2pm**

Join this session to see how to clear out older invoice, orders and quotations.

# Thank you!

