

Clearing your audit trail.

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Sage

Agenda

What does the Clear Audit Trail option do?

Criteria

Preparation

Demonstration

Why haven't my transactions cleared?

Further support

Help Centre

[The Clear Audit Trail option](#)

Clear Audit Trail

What does it do?

- Removes transactions from the audit trail that meet specific criteria
- Posts an opening balance journal for the transactions that are removed
- Creates an audit trail history

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Common questions

Have I got to?

When?

How often?

Pros / Cons

Clear Audit Trail

Criteria

- Dated on or before the date you specify
- Must be dated prior to your current financial year
- Fully paid
- Bank reconciled
- VAT reconciled
- CIS reconciled
- Gift Aid reconciled
- If allocated, all linked transactions must meet all of the above criteria



Clear Audit Trail

Criteria – linked transactions must also meet the criteria

Transaction	Date	Amount	Amount Paid	Bank Rec	VAT Rec
SI	13/12/21	100.00	100.00	-	Y
SR	12/01/22	100.00	100.00	N	-

Clear Audit Trail

Preparation

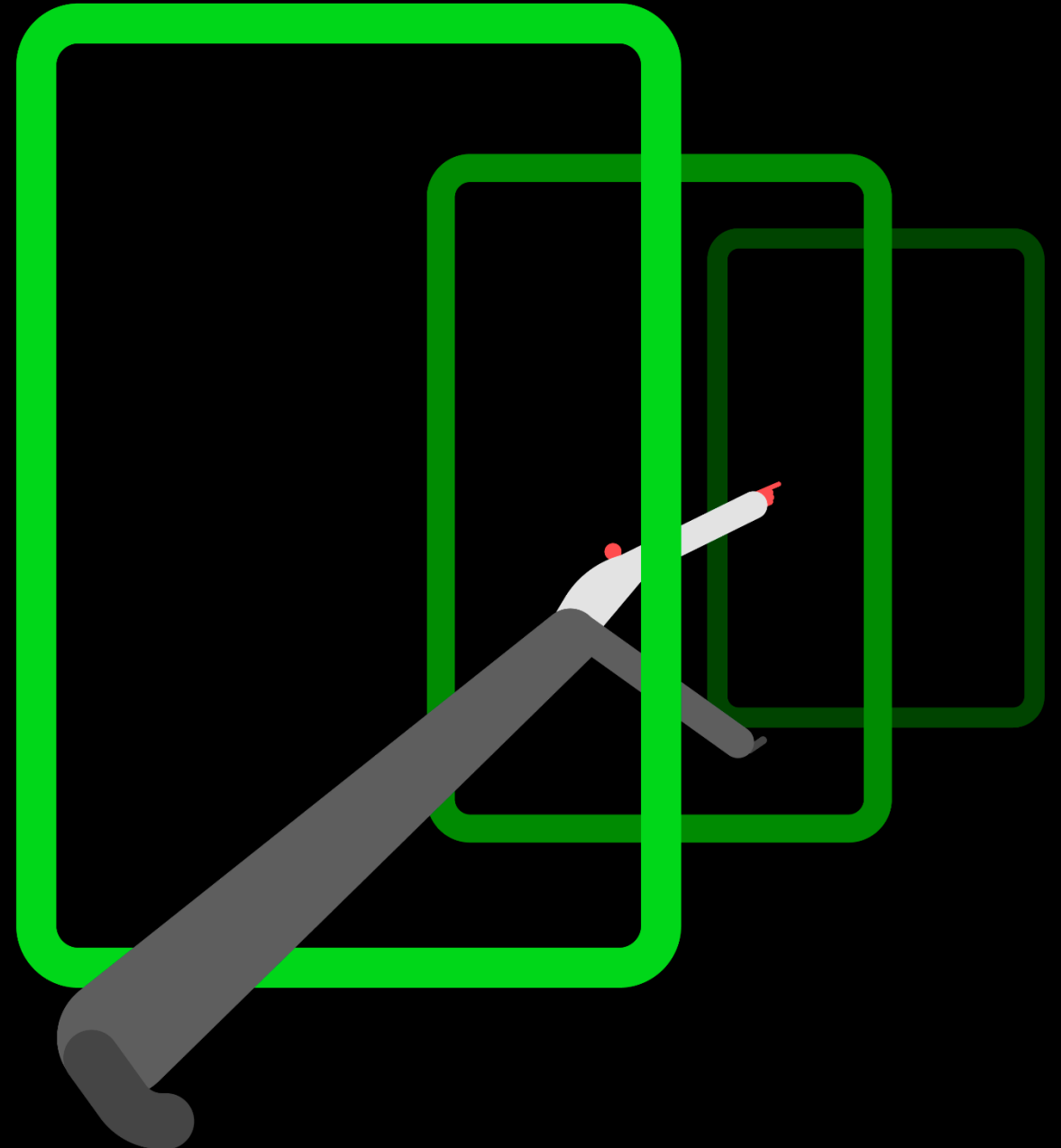
- Check your data
- Back up / Archive your data
- Print your reports (if required)
- Allocate transactions
- Reconcile your bank accounts – or switch off reconcile on the relevant bank account
- Reconcile your VAT Return



Demonstration.

Tip: Think first!

- Are you sure?
- When to clear up to?



Clear Audit Trail

Why haven't my transactions cleared?

1. What's the transaction number?
2. Transactions > check the criteria!
3. Do all linked transactions meet the criteria?

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

Clear Audit Trail

Common questions - recap

Have I got to?

When?

How often?

Pros / Cons

Thank you!

Please take a minute to complete the short exit survey as you leave.

You'll receive a follow-up email with links to register for future webinars and watch recordings later today.

