Clear Audit Trail.

Michael Cox

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

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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

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?**

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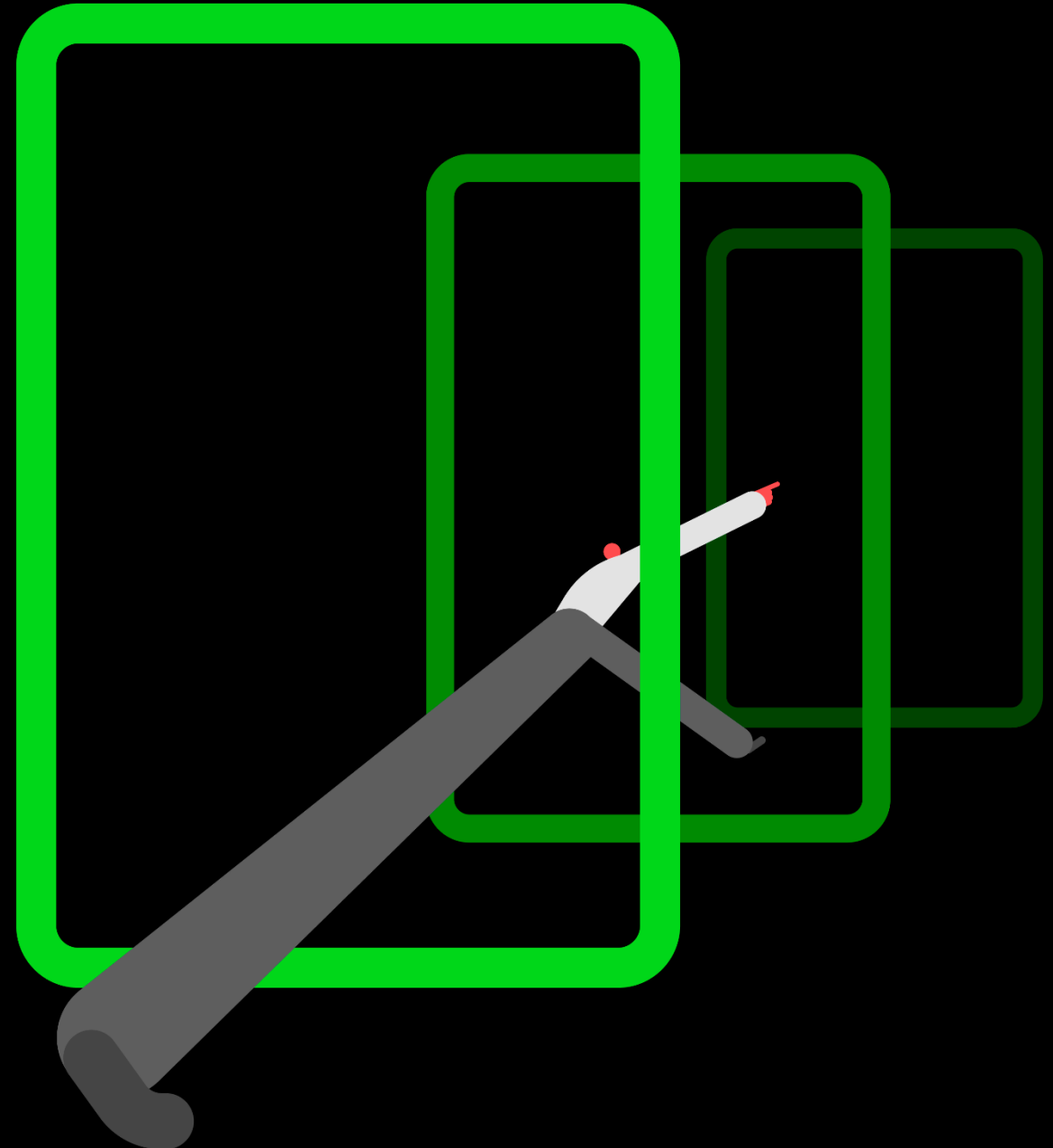
Clear Audit Trail

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

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Member Masterclass

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How to make your people thrive and come alive

Julia Jahn
Global Employee Experience Lead

Duke Stump
Chief Brand Officer at Newlab
Building a business with soul

Charlie Gladstone
Author and Creative Entrepreneur
The life-changing magic of emotional intelligence at work

How to create a deeper connection with your people

Bobette Buster
Author, Film Producer, and Professor of Storytelling

Why successful recruitment doesn't end with onboarding

Khalilah Olokunola
Chief People Officer at TRU Colors

How to spark inspiration and create a positive culture

Duke Stump
Chief Brand Officer at Newlab

And more...

Upcoming Webinars

Upcoming	Key Topics
Departments	**Lock Date – prevent back dated transactions** **Wednesday 19 October 2pm** Stop users from backdating transactions to a previous period. If you've run your month end or year end reports the last thing you want is someone to backdate a transaction which would impact on your figures.
Tax Codes	
Invoice Discount Options	
Budgets	**Do you have any requests?** Please add them to the exit survey as you leave.
Charities - Part 2	

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.

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