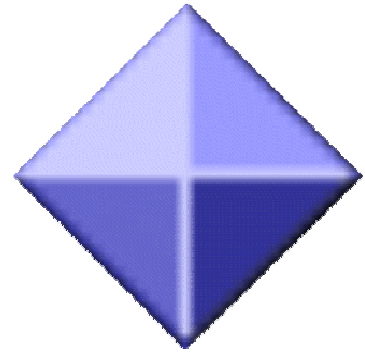


Purge History Utility

Version 6.7.0



By Musick International, Inc.

Overview

Have a large Sage 300 database that has 10, 20 or 30 years of history. Need to remove the history quickly and completely? Purge History Utility is the product for you.

Module	Checked
AP	<input checked="" type="checkbox"/>
AR	<input checked="" type="checkbox"/>
Bank	<input checked="" type="checkbox"/>
GL	<input checked="" type="checkbox"/>
IC	<input checked="" type="checkbox"/>
OE	<input checked="" type="checkbox"/>
PO	<input checked="" type="checkbox"/>
Tax	<input checked="" type="checkbox"/>

Purge History Utility will remove all detail transactions, posting journals, audit lists, batch lists, IC history, PO history, item valuation, paid invoices in AP and AR, GL posted transactions and tax audit list. All OE invoices, shipments and orders are removed based on the order header order date. All PO invoices, receipts and orders are removed based on the PO order header order date.

Compatibility

Compatible with Sage 300 2020, 2019, 2018, 2017, 2016, 2014, 2012, v6.0. All of the core modules are supported: Accounts Payable, Accounts Receivable, General Ledger, Inventory Control, Order Entry, Purchase Orders, Project Job Costing, Bank Services and Tax Services.

Installation

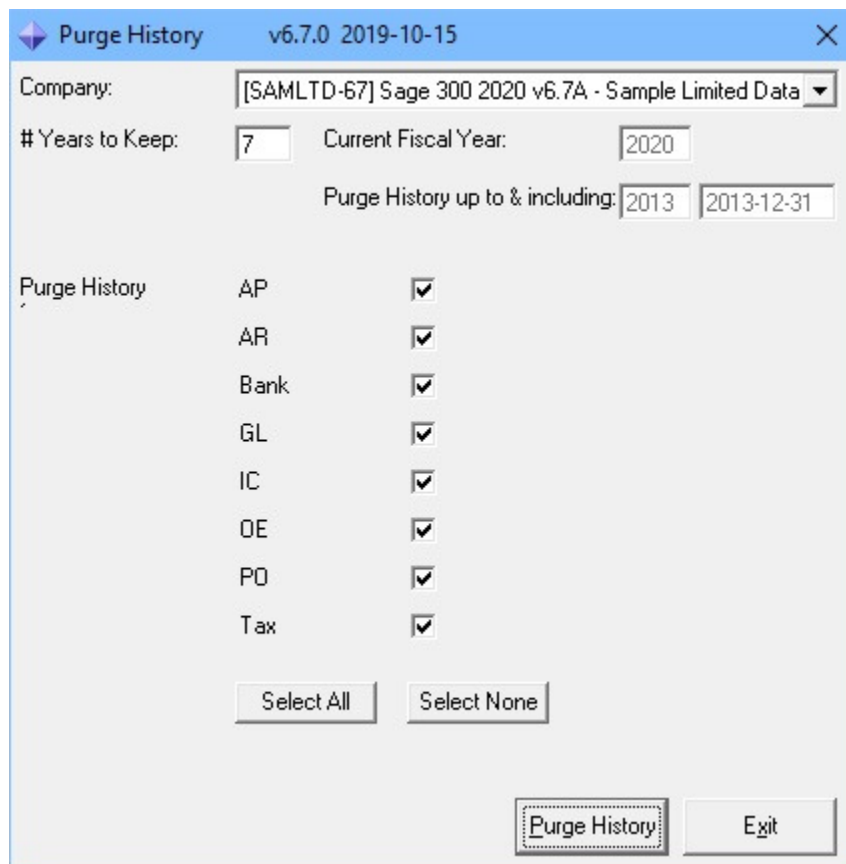
Download and install the latest release of either FixIT Professional or DataCHECK. In the folder where FixIT is installed (default is C:\FixITcc), run the install program "PurgeHistoryInstall.exe". We recommend running the install and application using "Run As Administrator".

Connect FixIT Professional or DataCHECK

The Purge History Utility requires the database connection to be created in FixIT or DataCHECK. Start FixIT and verify the connection to the company. If the company is not listed on the "Validate" screen, select the "Locate" icon on the left toolbar. Change to "Locate Data using FixIT Path" as the default and click "New" to add a new connection to the company database. "Apply" the changes and verify the database is available.

Running the Purge History Utility

Before running the Purge History Utility, verify the company database is available in FixIT Professional. Launch the PurgeHistory.exe from "Start" – "Programs" – "Musick International" – "Purge History".



The screenshot shows the "Purge History" utility window (v6.7.0, 2019-10-15). The window contains the following fields and controls:

- Company: [SAMLTD-67] Sage 300 2020 v6.7A - Sample Limited Data (dropdown menu)
- # Years to Keep: [7] (text box)
- Current Fiscal Year: [2020] (text box)
- Purge History up to & including: [2013] [2013-12-31] (text boxes)
- Purge History list with checkboxes:

Purge History	AP	AR	Bank	GL	IC	OE	PO	Tax
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
- Buttons: "Select All", "Select None", "Purge History", "Exit"

Select the company from the drop down list at the top of the screen. If your company is not in the list, verify the company database is available in FixIT Professional or DataCHECK.

Enter the “# Years to keep”. This will automatically select the last period of the fiscal year and the last end date of the year in the Sage fiscal calendar.

The “Purge History” options will allow selection of the applications to be included in the purge. A checked box indicates the respective application will be purged. An un-checked box for an application will be ignored. For example, to exclude the AR from being purged, un-check the box next to “AR”. Note: Accounts Payable and Accounts Receivable will only purge paid invoices.

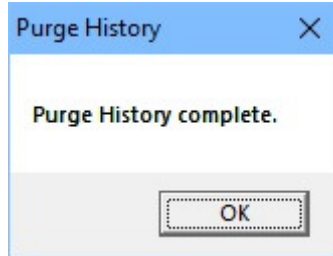
Once selection is complete, click "Purge History" to initiate the purge.



The Purge History Utility permanently removes records from the database and this process cannot be un-done. Verify you have a valid backup before continuing. If a valid backup has been made, click “Yes” to continue.

The Purge History Utility will spin through the database and remove all the historical records up to and including the year/date “Purge History up to & including”.

Once the process has completed, the following message will display:



Click 'OK' to clear this message.

Notepad will launch a report with results of the Purge History. Please review the report.

```
PurgeHistory_SAMLT-67_2019-10-17 16-09-33.Log - Notepad
File Edit Format View Help
Company: [SAMLT-67] Sage 300 2020 v6.7A - Sample Limited Data
Purge History upto & including fiscal year: 2013 and/or fiscal year end date: 2013-12-31

Starting Purge History: 2019-10-17 4:09:33 PM

Clear AP Started: 2019-10-17 4:09:33 PM
Clear AP Invoice Batches Count: 2437 - new count: 2437 - cleared: 0 - 0.00% savings
Clear AP Payment/Adj Batches Count: 292 - new count: 292 - cleared: 0 - 0.00% savings
Clear AP Transactions Count: 2993 - new count: 2993 - cleared: 0 - 0.00% savings
Clear AP Vendors Count: 0 - new count: 0 - cleared: 0
Clear AP Posting Journals 1 Count: 0 - new count: 0 - cleared: 0
Clear AP Posting Journals 2 Count: 5942 - new count: 5942 - cleared: 0 - 0.00% savings
Clear AP Posting Journals 3 Count: 0 - new count: 0 - cleared: 0
Clear AP Posting Journals 4 Count: 0 - new count: 0 - cleared: 0
Clear AP Finished: 2019-10-17 4:09:34 PM

Clear AR Started: 2019-10-17 4:09:34 PM
Clear AR Invoice Batches Count: 4457 - new count: 4457 - cleared: 0 - 0.00% savings
Clear AR Receipt/Adj Batches Count: 569 - new count: 567 - cleared: 2 - 0.35% savings
Clear AR Refund Batches Count: 6 - new count: 6 - cleared: 0 - 0.00% savings
Clear AR Transactions Count: 5223 - new count: 5223 - cleared: 0 - 0.00% savings
Clear AR Receipt Trans Count: 238 - new count: 238 - cleared: 0 - 0.00% savings
Clear AR Customers Count: 0 - new count: 0 - cleared: 0
Clear AR Posting Journals Count: 13489 - new count: 13489 - cleared: 0 - 0.00% savings
Clear AR Statements Count: 0 - new count: 0 - cleared: 0
Clear AR Finished: 2019-10-17 4:09:35 PM

Clear BK Started: 2019-10-17 4:09:35 PM
Clear BK Transactions Count: 0 - new count: 0 - cleared: 0
Clear BK Transactions Count: 604 - new count: 600 - cleared: 4 - 0.66% savings
Clear BK Posting Journals 1 Count: 1 - new count: 1 - cleared: 0 - 0.00% savings
Clear BK Posting Journals 1 Count: 1 - new count: 1 - cleared: 0 - 0.00% savings
Clear BK Finished: 2019-10-17 4:09:35 PM

Clear GL Started: 2019-10-17 4:09:35 PM
Clear GL Journal Batches Count: 12835 - new count: 12803 - cleared: 32 - 0.25% savings

Ln 8, Col 87 100% Windows (CRLF) UTF-8
```

Verify the Database

There are factors (such as data corruption) beyond the control of the Purge History. We do our best to anticipate and trap various issues, but a quick validation of the Sage 300

data will ensure the database was purged as specified. Run the Sage 300 Data Integrity Check as well as various reports to verify the accuracy of the database.



Thank You for selecting Musick International.

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