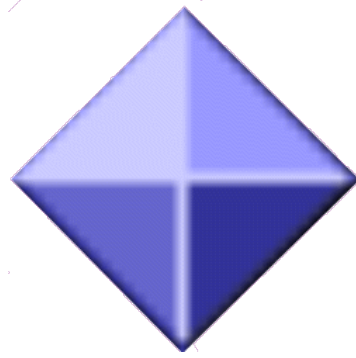


Purge History Utility



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.

Purge History v7.1.0 2023-11-20

Company: [SAMINC] Sage 300 2024 v7.1A Sample Company Inc.

Years to Keep: 7 Current Fiscal Year: 2023

Purge History up to & including: 2016 2016-12-31

Purge History	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"/>
	CP	<input type="checkbox"/>
	UP	<input type="checkbox"/>

Use Settings File Select All Select None

Purge History Exit

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 the 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

Musick International products are compatible with current and recent versions of Sage 300. To verify compatibility to Sage 300 and third party products, please check our website (www.Musick-Int.com) or email Sales@Musick-Int.com. 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. Call for compatibility to third party products.

Installation

Download and install the latest release of either FixIT 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 or DataCHECK

The Purge History 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

Before running the Purge History, verify the company database is available in FixIT. Launch the PurgeHistory.exe from “Start” – “Programs” – “Musick International, Inc” – “Purge History”.

Purge History v7.1.0 2023-11-20

Company: [SAMINC] Sage 300 2024 v7.1A Sample Company Inc.

Years to Keep: 7 Current Fiscal Year: 2023

Purge History up to & including: 2016 2016-12-31

Purge History		
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"/>
CP		<input type="checkbox"/>
UP		<input type="checkbox"/>

Use Settings File 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 or DataCHECK.

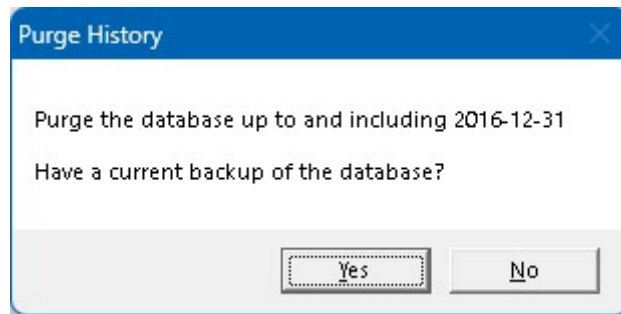
Enter the “# Years to keep”. This will automatically select the last period of the fiscal year and the last end date of the year in the Sage Fiscal Calendar.

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 up to the fiscal year and/or year end date. Outstanding invoices will not be removed. All other modules will only use the fiscal year and year end date as criteria for removing records. All OE and PO orders previous to the fiscal year and/or year end date will be removed regardless of complete status, quantity on backorder or

print status. Inventory quantity on purchase order and sales order are re-calculated. IC Item Valuation transactions are purged up to the fiscal year and summary records created to reset the opening balances.

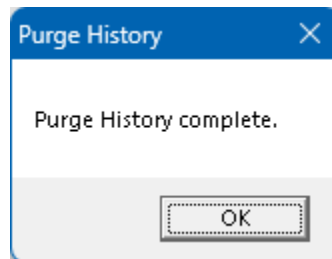
Once selection is complete, click "Purge History" to initiate the purge.



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

The Purge History 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_SAMINC_[SAMINC]! x
File Edit View
Company: [SAMINC] Sage 300 2024 v7.1A Sample Company Inc.
Purge History upto & including fiscal year: 2016 and/or fiscal year end date: 2016-12-31

Starting Purge History: 2023-11-29 4:49:39 PM

Clear AP Started: 2023-11-29 4:49:39 PM
Clear AP Invoice Batches count: 963 - new count: 963 - cleared: 0 - 0.00 % savings
Clear AP Payment/Adj Batches count: 163 - new count: 163 - cleared: 0 - 0.00 % savings
Clear AP Transactions count: 1331 - new count: 1331 - 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: 1791 - new count: 1791 - cleared: 0 - 0.00 % savings
Clear AP Posting Journals 3 Count: 0 - new count: 0 - cleared: 0
Clear AP Posting Journals 4 count: 75 - new count: 75 - cleared: 0 - 0.00 % savings
Clear AP Finished: 2023-11-29 4:49:41 PM

Clear AR Started: 2023-11-29 4:49:41 PM
Clear AR Invoice Batches count: 4945 - new count: 4945 - cleared: 0 - 0.00 % savings
Clear AR Receipt/Adj Batches count: 365 - new count: 365 - cleared: 0 - 0.00 % savings
Clear AR Refund Batches count: 6 - new count: 6 - cleared: 0 - 0.00 % savings
Clear AR Transactions count: 5391 - new count: 5391 - cleared: 0 - 0.00 % savings
Clear AR Receipt Trans count: 168 - new count: 168 - cleared: 0 - 0.00 % savings
Clear AR Customers Count: 0 - new count: 0 - cleared: 0
Clear AR Posting Journals count: 12792 - new count: 12792 - cleared: 0 - 0.00 % savings
Clear AR Statements Count: 0 - new count: 0 - cleared: 0
Clear AR Finished: 2023-11-29 4:49:43 PM

Ln 1, Col 1 100% 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, Inc.

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