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ARCHIVING & PURGING

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1. INTRODUCTION

It is recommended as part of your Sage 200 housekeeping routine to archive data in your Sage 200 system. How frequently you need to do this will depend on the number of transactions you post within the system.

Archiving your data in Sage 200 will improve the processing speed, in particular reporting and the performance of list views.

Archiving data moves older data into the history file within Sage 200. The data can still be viewed but from within different screens and reports with the program.

Purging the data in Sage 200 permanently removes any archived data from the database completely, reducing the space your database takes up on the server. Once purged the information is gone and can not be viewed or brought back.

As purging completely removes data from the system, we recommend you take a back up of your data and set this up as an archive company. This company contains all of your historical data should you refer back to it.

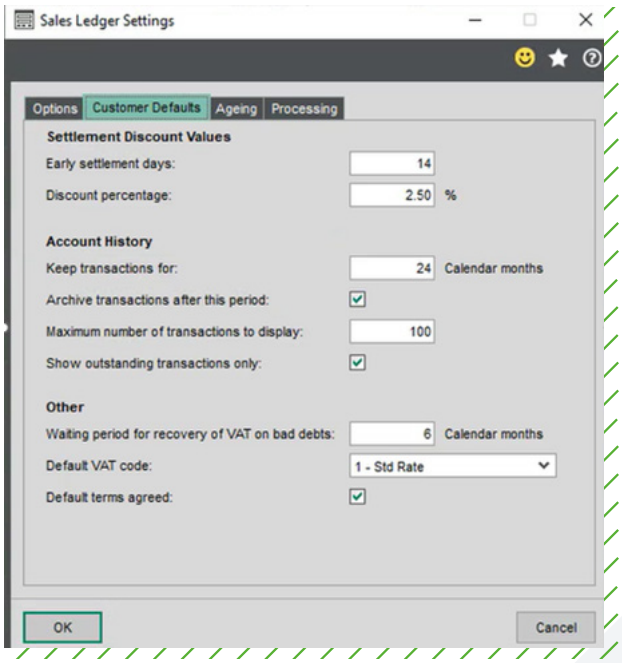
NB. Please note archiving and purging is not available in Sage 200 Standard.

2. FINANCIALS MODULES

Within each of the financial modules (Sales, Purchase & Nominal Ledger) there is a setting that determines the number of months you keep your data in the current file before it is archived into history.

This setting can be found in each module under Utilities > Ledger Set Up > Ledger Settings.

Under the defaults tab, you can specify how many months to keep transactions for and whether the transactions are sent to the archive file after this amount of time. (This default number of months will automatically be applied to any new accounts, but this can be amended to a different number on individual accounts if needed).



NB. If the archive transactions after this period option is not ticked, the transactions WILL NOT go to the history file and will instead be removed from the system. They can not be viewed or reported on if this happens and this process can not be reversed.

When the account maintenance option is run in one of the financial modules, the transactions are archived to the historical file (or removed from the system if the archive option is not ticked).

Please note: If an account is set to keep transactions for 36 months, this will overrule any date which is set as the archive up to date, ie. If you select a date to archive of 2 years prior, but your accounts are set to keep transactions for 36 months, the data will only archive up to 3 years prior.

2.1. SALES & PURCHASE LEDGERS

In the Sales & Purchase ledgers, this can be found under Period End Routines > Account Maintenance.
There are 3 options available:

- Archive transactions for Open Item accounts / Auto Allocation accounts: Select this to archive or delete fully allocated transactions for your open item or auto allocation accounts.
  Enter the date the transactions should be archived up until.

- Run period maintenance for Balance Forward accounts: Select this to create a brought forward balance for all brought forward accounts up to the specified Run as at date.
  Enter the Run as at date.

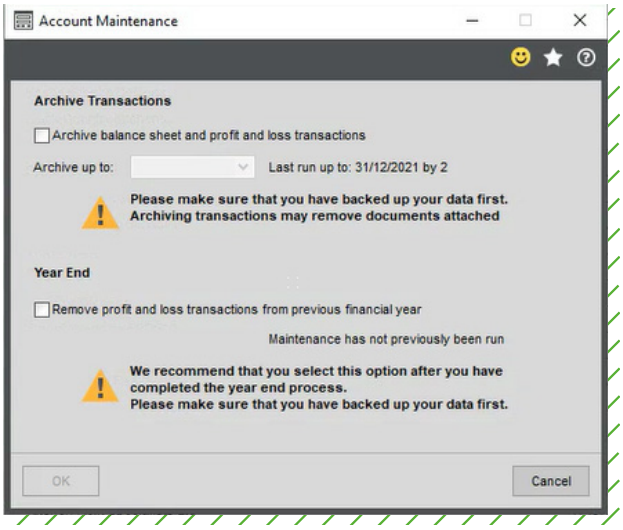
- Run period maintenance for automatic allocation accounts: Select this to automatically allocate all outstanding credits to outstanding debits on auto allocation accounts, up to the specified Run as at date.
  Enter the Run as at date.

When you archive data, any attached documents will be removed.

Once data have been archived, (assuming the option to keep history is ticked), the transactions can be viewed though the archived transactions workspaces or through the running of historical reports.

2.2. NOMINAL LEDGER

The data for the nominal ledger can be archived in a similar way to the sales & purchase ledger. A default is set against each nominal account. The account maintenance option is then run to archive the data (Period End Routines > Account Maintenance).



A date is then selected to archive balance sheet and profit and loss transactions.

Please note: The second option within this screen relates to removing P&L transactions at year end. This procedure runs on the transactions date and therefore if this is run part way through a year, any late transactions posted in the current year with a date of the last financial year will be moved to the historical file creating a brought forward balance on the account in your current financial year.

Archived data in the nominal ledger can be viewed through either the archived workspaces or the archived reports.

2.3. PURGING TRANSACTIONS

The option to purge transactions in the financials modules can be found in Utilities > File Maintenance > Purge Transactions.

Purging transactions deletes them from the history file. When this option is run, the transactions can now longer be viewed or reported on from anywhere in the system.

3. SALES / PURCHASE ORDERS & RETURNS

Archiving and purging sales and purchase orders is an effective way of increasing the opening speed of certain screens such as the order lists views.

The option to archive in these modules can be found under Utilities > File Maintenance > Archive Orders & Returns.

NB. For sales orders that do not have a realised profit, select retain orders with unrealised profits. (Unrealised profit would be because the cost of the stock item is not known, ie. the purchase invoice has not been received through POP).

Only orders with a status of completed or cancelled will be archived. Live orders will be ignored.

NB. if you generate intrastat reports in Sage 200 – please do not archive until after you have produced all of the reports you need.

The date range you select at this point for archiving relates to the sales order date. All associated documents that relate to that sales order will automatically also be archived. Please bear this in mind if invoices have a later date than the sales order as they will also be archived.

Please note: if you use consolidated billing, any sales orders that are linked through consolidated billing to a more recent order which is still live will not be archived.

3.1. OUTCOMES OF ARCHIVING

When orders are archived:

- They are not visible within the list views in Sage 200.
- Any despatch / delivery details for the order are removed and can not be viewed.
- Orders can not be included in the generate intrastat routine.
- Any document attachments are removed.
- Orders / returns, invoices & credit notes can only be viewed through the archived document workspaces or through the archive reports. You can not view the allocated, despatched, received or invoiced quantities.
- Invoices and credit notes can not be reprinted but the information can be viewed from the archived purchase invoice and credits workspace or through the archived reports.

3.2. PURGING

To free up more space on the server, orders and returns can be permanently removed from the archive file. Any invoices and credits which relate to the order will also automatically be removed during purging.

This process can not be reversed and the information can not be viewed from anywhere within sage 200 once purged.

Purging can be found within File Maintenance of both Sales and Purchase Order Processing.

4. STOCK HISTORY

If you are keeping the history on your stock transactions, the information held within your database can become very large. (The option whether to keep the movement history on your stock items is held against the product group).

It is therefore recommended that from time to time you archive your stock item history. Once archived, you can view the archived history through reports and history enquiry screens.
The transactions are still included if you are running a retrospective stock valuation report, but the transactions are not included on the monthly trading figures for the stock item.
Any attached documents are automatically deleted.

Archiving stock history is through the Utilities > File Maintenance options. You select the date range you wish to archive up to.

Archived stock transactions can be purged which will permanently delete them from the system.

This option is available within the File Maintenance option of the Stock module.

Removing data from the system is not reversible.

5. BATCH / SERIAL ITEMS

If you use batch / serial numbers in your system, keeping the stock history against the product group will stop you from re-using an old batch / serial number.

If you wish to be able to re-use old numbers, you can archive batch/serial item information within the File Maintenance.

The system will only allow you to archive batch numbers that are not linked to live sales or purchase orders. The batch number must also be fully issued and last used on a date earlier than the date you want to archive up to. Archiving batch/serial numbers moves the number to an archive file. You can still view or print the archived batch or serial numbers from the Archived Batch/serial numbers history enquiry screen and the Stock Transaction History (Archived) Batch/Serial report. However they cannot be viewed on any other report.

This process will then allow you to use a batch or serial number.

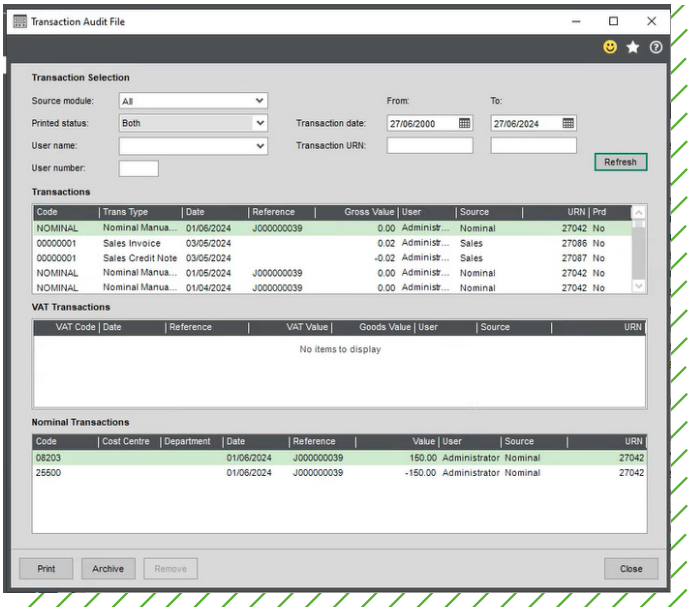
If required, you can permanently remove the batch and serial numbers from the Sage 200 database by purging them.

6. AUDIT TRAIL

The transaction audit trail keeps a record of all entries that are made into Sage 200 from both commercials and financials. As a result it can become extremely large.

Transactions within the audit trail like any other module can be archived and purged.

To do this go to Accounting System Manager > System Utilities > Transaction Audit File. Specify the entries that you want to display (this can be by source or by a date range).



You can then choose whether to Print, Archive or Remove the entries.

Print: This will print a list of all the displayed entries, which you can then save as a file or print as hard copy.

Archive: This will allow you to save a csv file of the entries.

Remove: This option removes the entries from the audit trail. It is only possible to remove entries that have already been printed.

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