Purging Unnecessary Data

The following are directions to direct you through cleansing pointless information in Sage 50.

When would it be a good idea for me to cleanse my Sage 50 information?

Cleansing is the most common way of eliminating dormant clients, sellers, workers, occupations, quotes, solicitations, buys, etc from the records of an organization. Cleansing decreases the size of the documents of an organization and liberates significant plate space for current and dynamic information. [Purge Unnecessary Data from Sage 50]

In Sage 50, cleansing can be performed whenever, including after you close the financial year as well as close the finance charge year utilizing the Year-End wizard.

Instructions to cleanse pointless information from Sage 50

The Purge Wizard will direct you through the cleanse cycle, allowing you to conclude what kind of records and how old of records ought to be cleansed.

During the Purge wizard, you will be expected to make a reinforcement before you start cleansing. As a matter of fact, Sage 50 suggests that you make two reinforcements, one for current reference and one to be put away in a safe area for crisis needs.

Note: The cleanse cycle isn't expected to eliminate or fix degenerate information. Assuming you are encountering issues with your information or suspect it is bad, you ought to reestablish a reinforcement of your organization information.

To start the Purge cycle:

Select Tasks from the Sage 50 menu bar, then, at that point, System, and afterward Purge Wizard.

The Purge Wizard Welcome Screen shows. Click Next.

The wizard requires a reinforcement preceding proceeding. When the reinforcement is finished, you will be gotten back to this window. Click Next.

- The Old Transactions window allows you to pick which unnecessary exchanges you need to cleanse.
- Enter the date at the very latest which such exchanges can be cleansed.
- In the Transactions bunch box, select the exchanges you need to cleanse.
- Select Receivables to erase exchanges like statements, solicitations, and receipts.
- Select Payables to erase exchanges, for example, buy requests, buys, and installments.
- Select Payroll to erase finance exchanges.
- Select Inventory to erase change and gatherings exchanges.
- Select General Journals to erase diaries and their entrances.
- Select Audit Trails to erase organization review trail information (accessible just in Sage 50 Complete Accounting and higher).
- Select Used Tickets to erase time and cost tickets utilized in finance and deals (accessible just in Sage 50 Complete Accounting and higher).
- Select Unused Tickets to erase time and cost tickets not yet utilized (accessible just in Sage 50 Complete Accounting and higher). Then, at that point, enter or choose a date at the very latest which such tickets can be cleansed.
- When gotten done, select Next to continue with the cleanse cycle.

The Account Reconciliation window allows you to indicate whether you use account compromise and in the event that you do, which records need accommodating before the cleanse.

Assuming you pick Yes, in the network at the lower part of the window, select the records that should be accommodated preceding cleansing.

For every classification of record requiring compromise, for example, Cash or Inventory, double tap the bolt to drop down a rundown of individual records. Any records that have been accommodated in the past will be set apart as a matter of course.

Select the check box for every individual record that should be accommodated. Assuming a record is chosen here, any exchanges that utilization the record yet aren't accommodated, paying little mind to date, won't be cleansed.

When gotten done, select Next to continue with the cleanse cycle.

The Inactive Maintenance Records window allows you to choose the sorts of latent support records you need to cleanse. You can cleanse inert records provided that they are not utilized by any exchanges and assuming they have a zero equilibrium.

Select the check boxes for each sort of latent support record you need to cleanse:

- Clients/Prospects
- Merchants
- Representatives/Sales Reps
- General Ledger Accounts

- Stock Items/Attribute Sets (characteristic sets are accessible just in Sage 50 Complete Accounting and higher)
- Occupations/Phases/Cost Codes
- When gotten done, select Next to continue with the cleanse cycle.

When every one of the decisions are made, an outline of choices screen will show. This will enable you to start the cleanse or to return and roll out vital improvements prior to beginning the cleanse cycle.

Note: The cleanse cycle enables you to stop the cleanse at whenever and to continue at similar moment that time licenses. Be that as it may, assuming the cycle is halted, a few excess exchanges or upkeep records might not have been cleansed. Visit- Sage 50 Error 711

To confirm what was cleansed:

Whenever the cleanse interaction is finished, click the Log button to survey what information was cleansed. Note: If you stop the cleanse cycle, you ought to run the Purge Wizard again sometime in the future to eliminate the excess superfluous exchanges and records.