

Sage 100 History – How to Purge

INVENTORY:

Retaining Inventory Transaction history is turned on by default in Inventory. This allows you to successfully print the Inventory Valuation by Period report correctly, among others. The history can be accessed through Item Maintenance or from the Reports menu.

Where Are The Transactions?

Click on Item Maintenance -> Transactions Tab. The system will automatically display the transactions that correspond to the Current Period and Year in the Inventory Options. Click on the binoculars to select a different Transaction Date range.

The screenshot shows the Sage 100 Item Maintenance window for item 1001-HON-H252. The 'Transactions' tab is active, displaying a list of transactions for the Central Warehouse. The table includes columns for Warehouse, Description, Trans Date, Type, Ref No., Quantity, Unit Cost, Extension, Item Cost, and a final column with a binoculars icon. A summary table at the bottom shows the following values:

Beginning Qty	Received	Adjusted/Sold	Issued	Ending Qty
33.00	2,520.00	124.00	.00	2,677.00

sage Search for Transactions

Transaction Type: All

Select Field	Operand	Value	
Transaction Date	Range	1/1/2019	5/31/2020
Reference Number	All		
Unit Cost	All		

OK Cancel ?

sage Item Maintenance (DMO) 5/31/2020

Item Code: 1001-HON-H252
 Description: HON 2 DRAWER LETTER FLE W/O LK

Copy From... Renumber... More...

1. Main | 2. Additional | 3. Quantity | 4. History | **5. Transactions** | 6. Orders | 7. Cost Detail

Warehouse: 000 CENTRAL WAREHOUSE

Whse	Description	Trans Date	Type	Ref No.	Quantity	Unit Cost	Extension	Item Cost
000	CENTRAL ...	1/31/2019	II	CONV H...	3.00-	.000	.00	.000
000	CENTRAL ...	1/31/2019	IS	CONV H...	217.00-	.000	.00	.000
000	CENTRAL ...	1/31/2019	IX	CONV H...	3.00	.000	.00	.000
000	CENTRAL ...	1/31/2019	IX	CONV H...	18.00	.000	.00	.000
000	CENTRAL ...	1/31/2019	IX	CONV H...	217.00	.000	.00	.000
000	CENTRAL ...	1/31/2019	SO	CONV H...	18.00-	.000	.00	.000
000	CENTRAL ...	2/28/2019	II	CONV H...	2.00-	.000	.00	.000
000	CENTRAL ...	2/28/2019	IS	CONV H...	257.00-	.000	.00	.000
000	CENTRAL ...	2/28/2019	IX	CONV H...	2.00	.000	.00	.000
000	CENTRAL ...	2/28/2019	IX	CONV H...	23.00	.000	.00	.000
000	CENTRAL ...	2/28/2019	IX	CONV H...	257.00	.000	.00	.000
000	CENTRAL ...	2/28/2019	SO	CONV H...	23.00-	.000	.00	.000
000	CENTRAL ...	3/31/2019	II	CONV H...	8.00-	.000	.00	.000

Beginning Qty	Received	Adjusted/Sold	Issued	Ending Qty
	2,520.00	201.00	44.00-	

Accept Cancel Delete ?

The transactions can also be printed from the Reports menu using Inventory Detail Transaction Report.

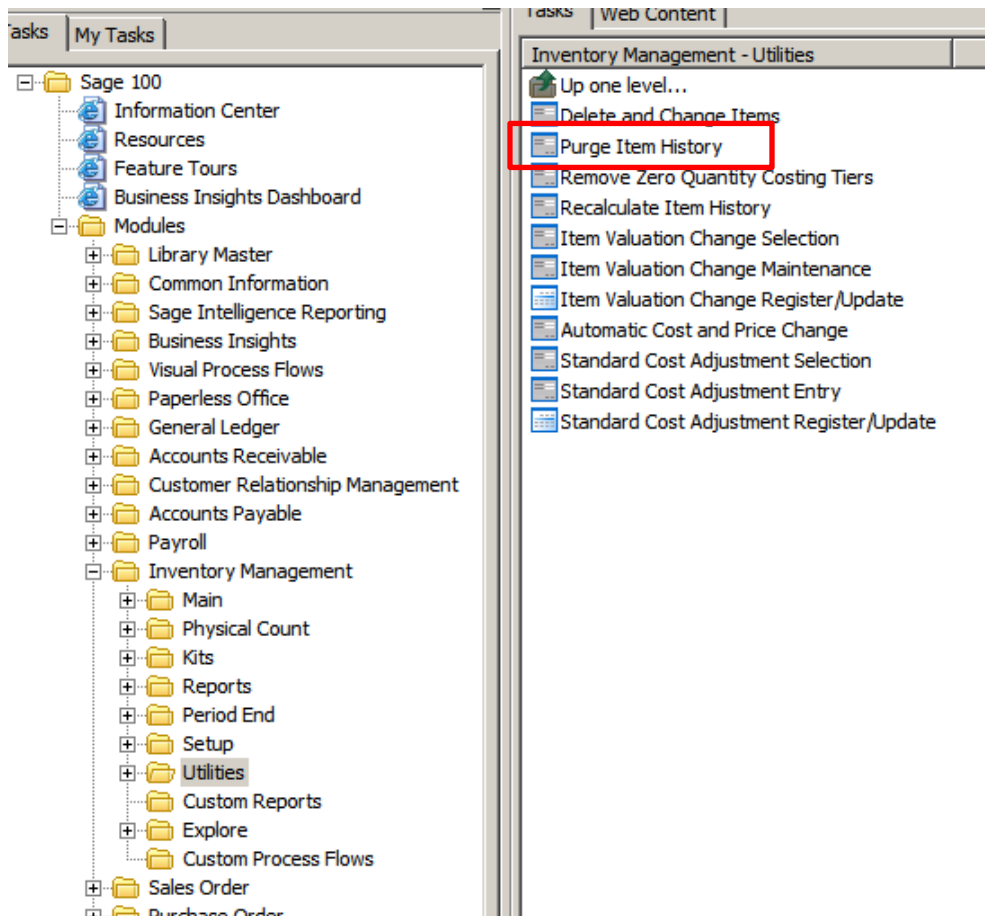
Inventory Detail Transaction Report
 Sorted by Item Code
 Unit Cost to Use for Standard Cost Items: Historical
 From 1/1/2019 To 12/31/2020

Demo Company (DMO)

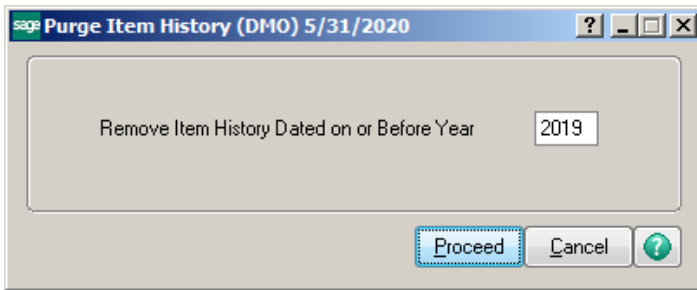
Item Code	Transaction Date	Description Vendor Number/Customer Number	Type	Number	Reference Date	Lot/Serial Number	Quantity	Unit Cost	Extension
1001-HON-H232		HON 2 DRAWER LETTER FILE WO LK			Product Line: WF&A	Unit of Measure: EACH			
		Warehouse 000							
	1/31/2019		II	CONV HIST	8/6/2019		3.00	0.000	0.00
	1/31/2019		IS	CONV HIST	8/6/2019		217.00	0.000	0.00
	1/31/2019		IX	CONV HIST	8/6/2019		3.00		0.00
	1/31/2019	01-ABF	IX	CONV HIST	8/6/2019		18.00		0.00
	1/31/2019		IX	CONV HIST	8/6/2019		217.00		0.00
	1/31/2019	01-ABF	SO	CONV HIST	8/6/2019		18.00	0.000	0.00
	2/28/2019		II	CONV HIST	8/6/2019		2.00	0.000	0.00
	2/28/2019		IS	CONV HIST	8/6/2019		257.00	0.000	0.00
	2/28/2019		IX	CONV HIST	8/6/2019		2.00		0.00
	2/28/2019	01-ABF	IX	CONV HIST	8/6/2019		23.00		0.00
	2/28/2019		IX	CONV HIST	8/6/2019		257.00		0.00
	2/28/2019	01-ABF	SO	CONV HIST	8/6/2019		23.00	0.000	0.00
	3/31/2019		II	CONV HIST	8/6/2019		8.00	0.000	0.00
	3/31/2019		IS	CONV HIST	8/6/2019		245.00	0.000	0.00
	3/31/2019		IX	CONV HIST	8/6/2019		8.00		0.00
	3/31/2019	01-ABF	IX	CONV HIST	8/6/2019		15.00		0.00
	3/31/2019		IX	CONV HIST	8/6/2019		245.00		0.00
	3/31/2019	01-ABF	SO	CONV HIST	8/6/2019		15.00	0.000	0.00
	4/30/2019		IS	CONV HIST	8/6/2019		244.00	0.000	0.00
	4/30/2019	01-ABF	IX	CONV HIST	8/6/2019		30.00		0.00
	4/30/2019		IX	CONV HIST	8/6/2019		244.00		0.00
	4/30/2019	01-ABF	SO	CONV HIST	8/6/2019		30.00	0.000	0.00
	5/31/2019		II	CONV HIST	8/6/2019		5.00	0.000	0.00
	5/31/2019		IS	CONV HIST	8/6/2019		230.00	0.000	0.00
	5/31/2019		IX	CONV HIST	8/6/2019		5.00		0.00
	5/31/2019	01-ABF	IX	CONV HIST	8/6/2019		27.00		0.00

How to Purge Transaction History:

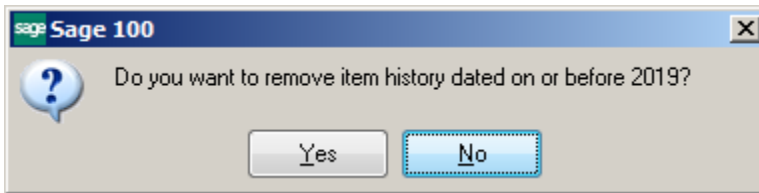
Click on Inventory -> Utilities and select Purge Item History.



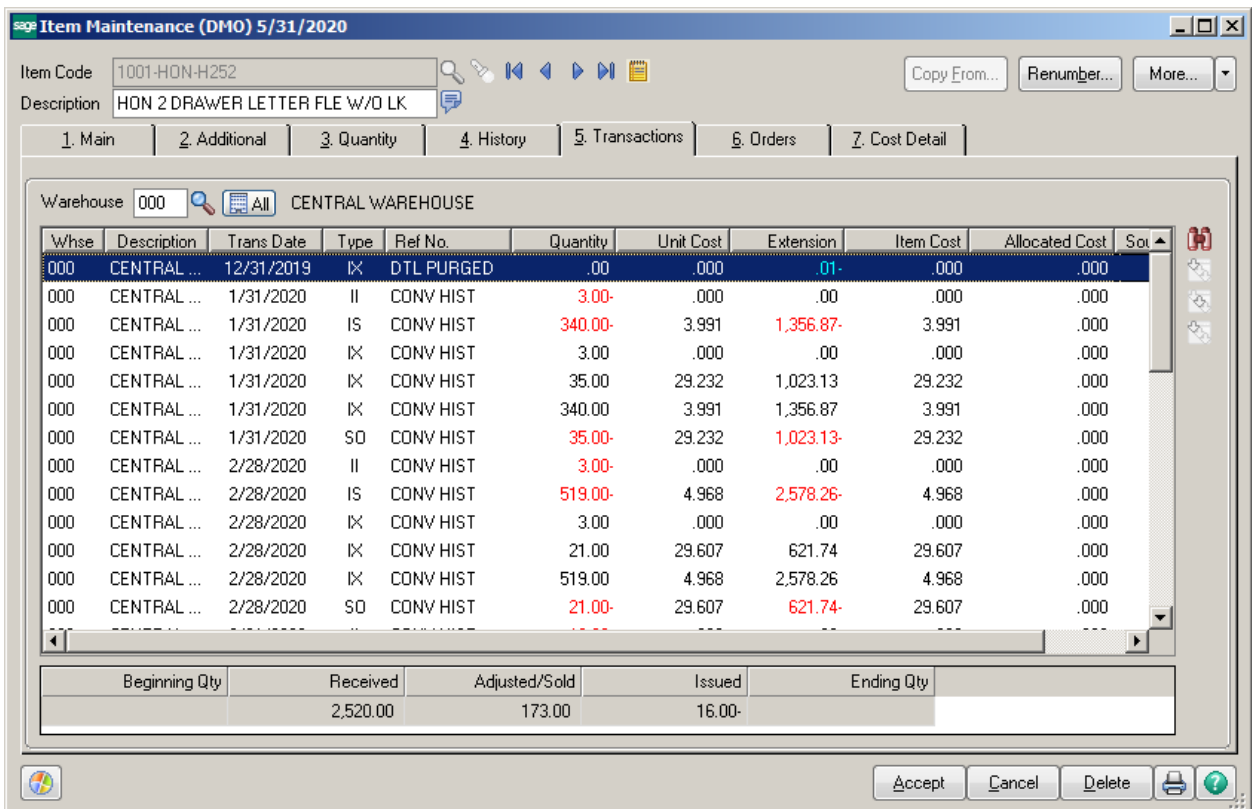
Enter Purge Through Year. Note: Purge date cannot be the prior year.



System will provide a warning prompt with Date. Click on Yes to remove the transactions.



The Item will now show that the prior year transactions have been purged.



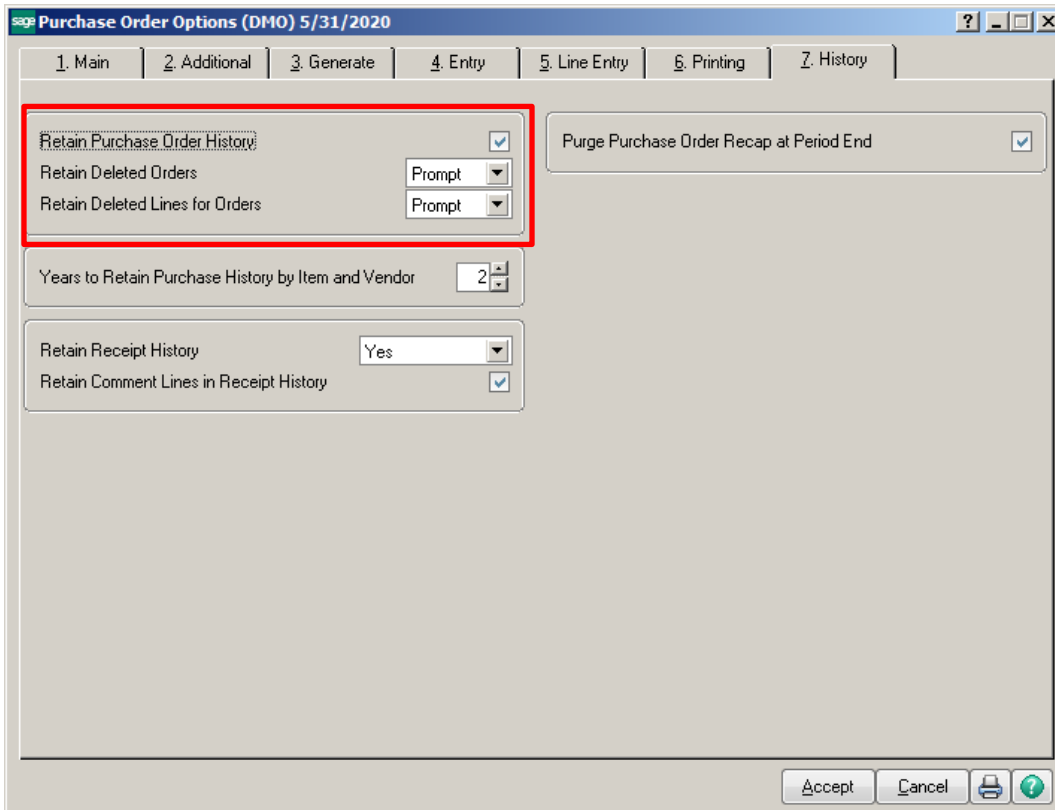
PURCHASE ORDER:

**** GREAT NEWS! Purchase Order History can now be retained as of Version 2015!! ****

The Purchase Order module can now retain Purchase Order history in a separate file and can be accessed through Purchase Order History Inquiry menu or from the Reports menu.

Purchase Order Setup Options:

Click on Purchase Order Setup -> Purchase Order Options. Click on the History Tab. Confirm that the Retain Purchase Order History is checked.



Note: During the upgrade to the 2015 version, the conversion process will prompt to turn this feature on. If No was selected you can create the history from the Utilities menu using the Create Purchase History menu option.

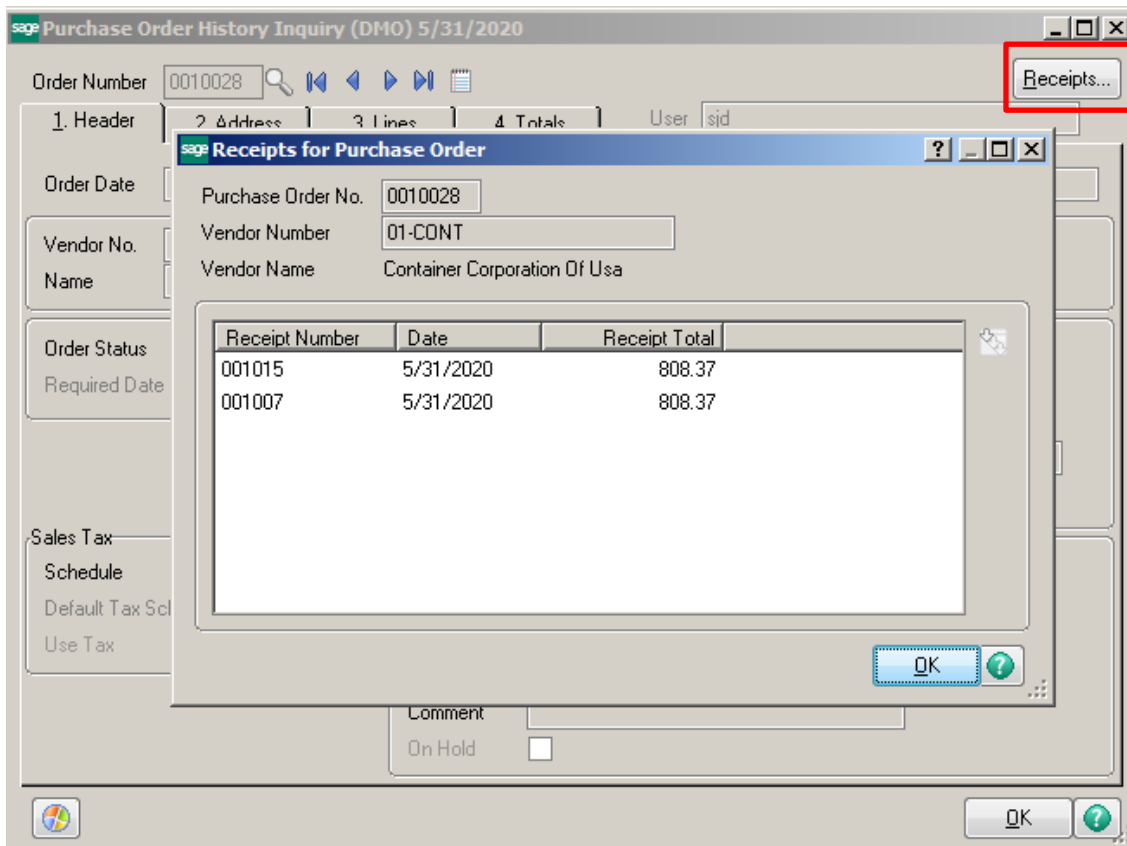
To access the Purchase Order history, click on Purchase Order Inquires -> Purchase Order History Inquiry. All the Purchase Orders will be retained in the history file until manually purged.

The screenshot shows the Sage Purchase Order History Inquiry (DMO) 5/31/2020 window. The main window has a search bar for Order Number and a 'Receipts...' button. Below the search bar are tabs for '1. Header', '2. Address', '3. Lines', and '4. Totals'. The 'Order Number List' window is open, displaying a table of purchase orders. The table has the following columns: P. O. Number, P. O. Date, Order Status, Vendor No., and Purchase Name. The data is as follows:

P. O. Number	P. O. Date	Order Status	Vendor No.	Purchase Name
0010013	5/31/2020	A	01-IBM	IBM CORPORATION
0010014	5/31/2020	A	01-STEVE	STEVENS SUPPLY
0010017	5/10/2020	A	01-CONT	Container Corporation Of Usa
0010018	5/29/2020	A	01-SWAM	Southwest Amalgamated Distribution, Missi
0010019	5/29/2020	X	02-CORPEIS	Corporate Enterprise Infrastructure Solution
0010020	5/29/2020	A	02-CORPEIS	Corporate Enterprise Infrastructure Solution
0010021	5/29/2020	A	01-SWAM	Southwest Amalgamated Distribution, Las F
0010022	5/29/2020	C	01-SWAM	Southwest Amalgamated Distribution, Missi
0010023	5/30/2020	A	01-AIRWAY	Airway Property
0010024	5/31/2020	C	01-ALLCLIM	Allclimate Maintenance
0010025	5/30/2020	A	01-ANDERS	Anders Auto Repair
0010026	5/30/2020	A	01-AIRWAY	Airway Property
0010027	5/30/2020	A	01-COMPAQ	Compaq Computer Corporation
0010028	5/31/2020	C	01-CONT	Container Corporation Of Usa

At the bottom of the window, there is a search bar with 'P. O. Number' selected, a 'Find' button, and a status bar that says 'Found 23 records'. There are also buttons for 'Filters...', 'Custom...', 'Lookup Wizard...', 'Select', and 'Cancel'.

You can click on the Receipts button once the Purchase Order is selected. The Receipts window will show Receipt of Goods and Receipt of Invoices against the PO with drill down capabilities.



Since the Purchase Order history is now retained, the user no longer has to keep completed Purchase Orders for the maximum number of days. To reduce the number of days, click on Purchase Order Setup -> Purchase Order Options. Enter the number of Days to Retain Completed Purchase Orders.

Purchase Order Options (DMO) 5/31/2020

1. Main | 2. Additional | 3. Generate | 4. Entry | 5. Line Entry | 6. Printing | 7. History

Purchase Orders

Days to Retain Completed Purchase Orders: 120

Automatically Close Partially Received Purchase Orders:

Receipt Variance to Close Purchase Order Lines: .000%

Post Accounts Payable Invoices:

Calendar Month

Current Calendar Year: 2020

Current Period: 05

Integrate with

General Ledger:

Inventory Management:

Job Cost:

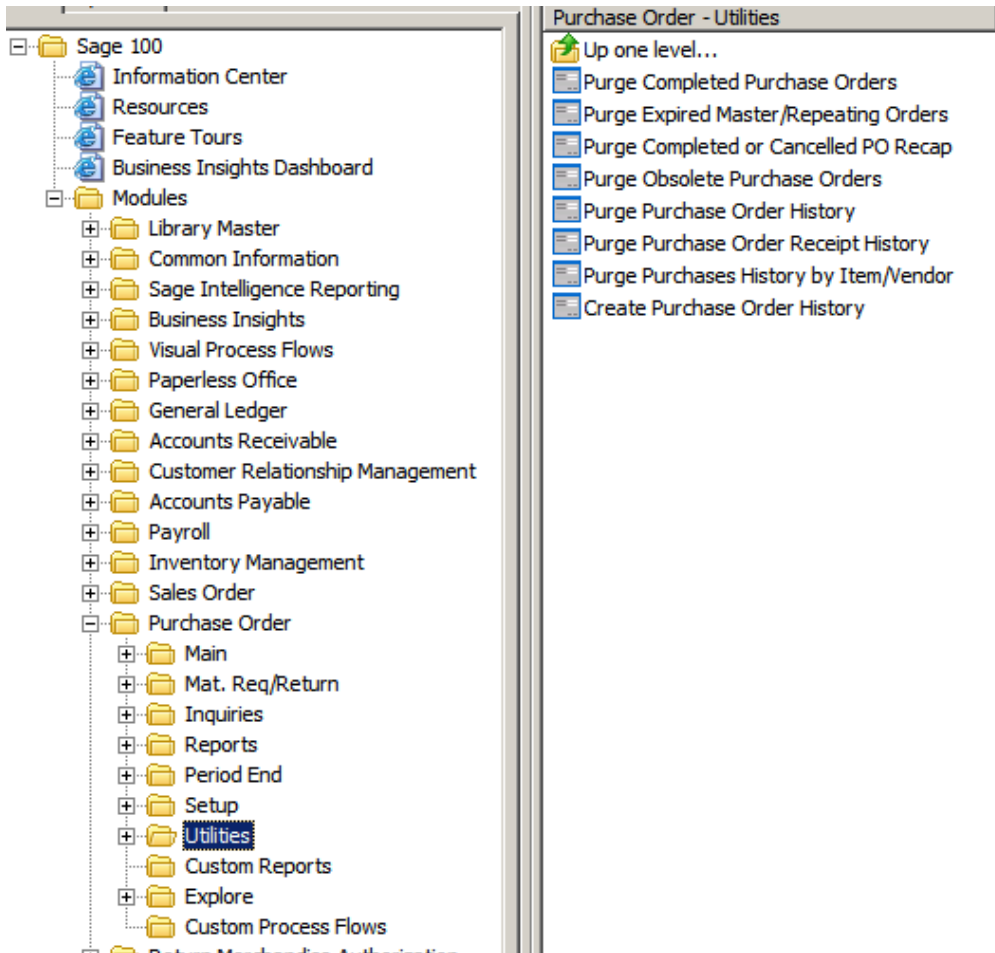
Bank Reconciliation:

Work Order:

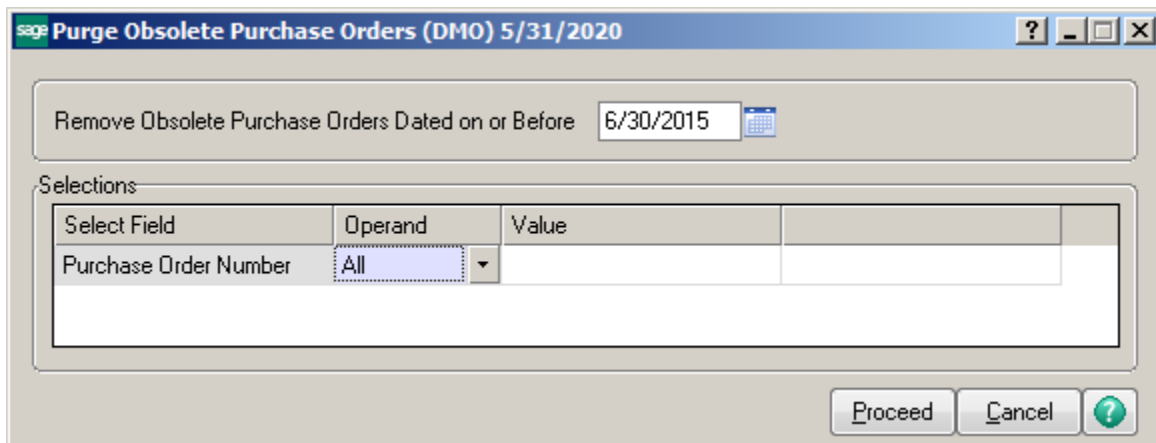
Accept Cancel [Print] [Help]

How to Purge Old Purchase Orders:

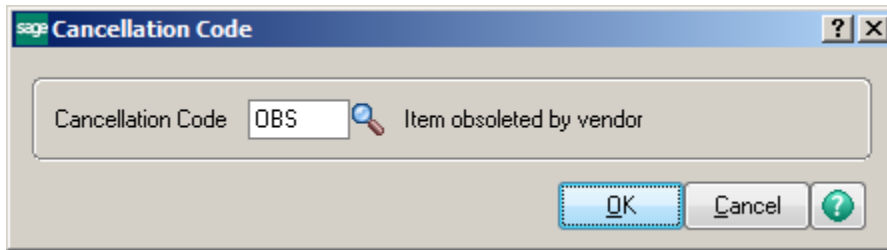
Click on Purchase Order\Utilities and select Purge Obsolete Purchase Orders.



The date entered will purge Purchase Orders dated on or Before that date that have not had a Receipt of Goods or Receipt of Invoice AFTER that date.



The system will prompt for a Cancellation Code, then the Purchase Orders will be removed. The Purchase Orders that have not been removed can be accessed through the Main menu, Purchase Order Entry.

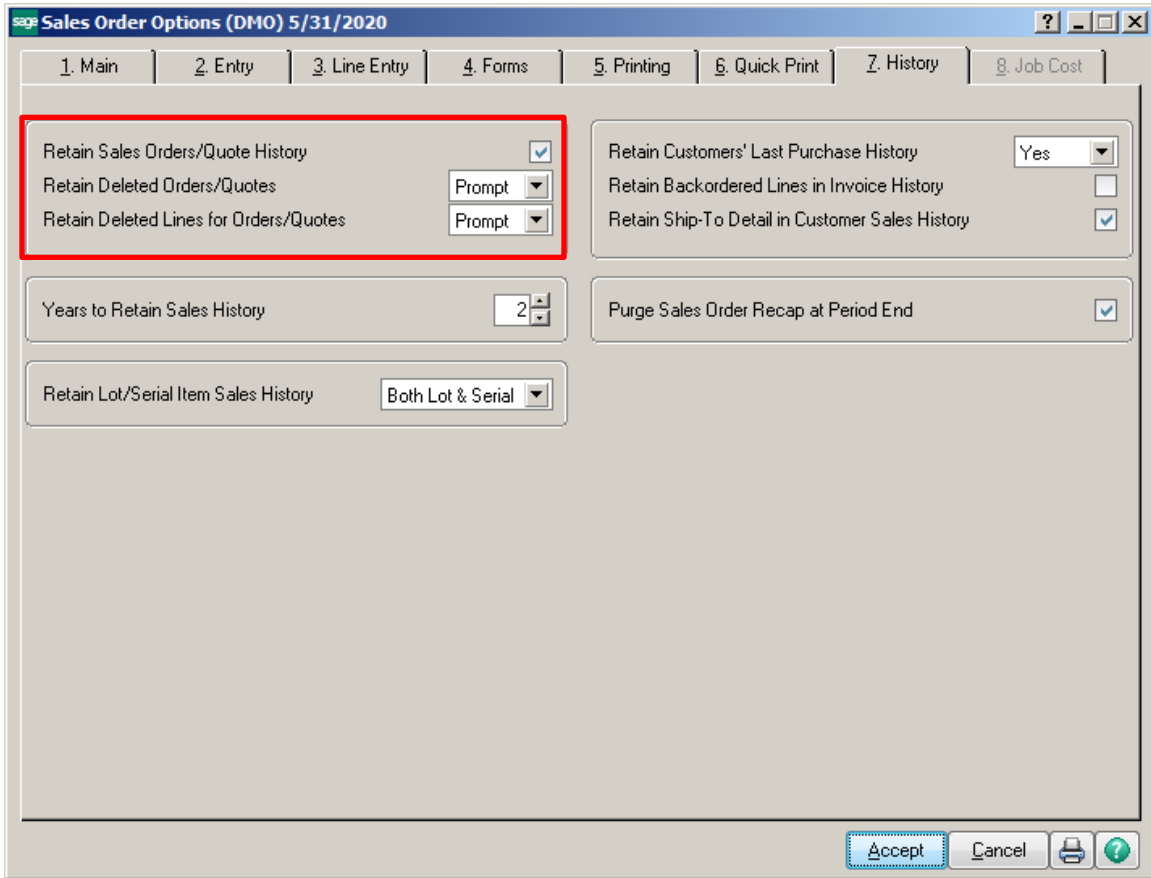


SALES ORDER:

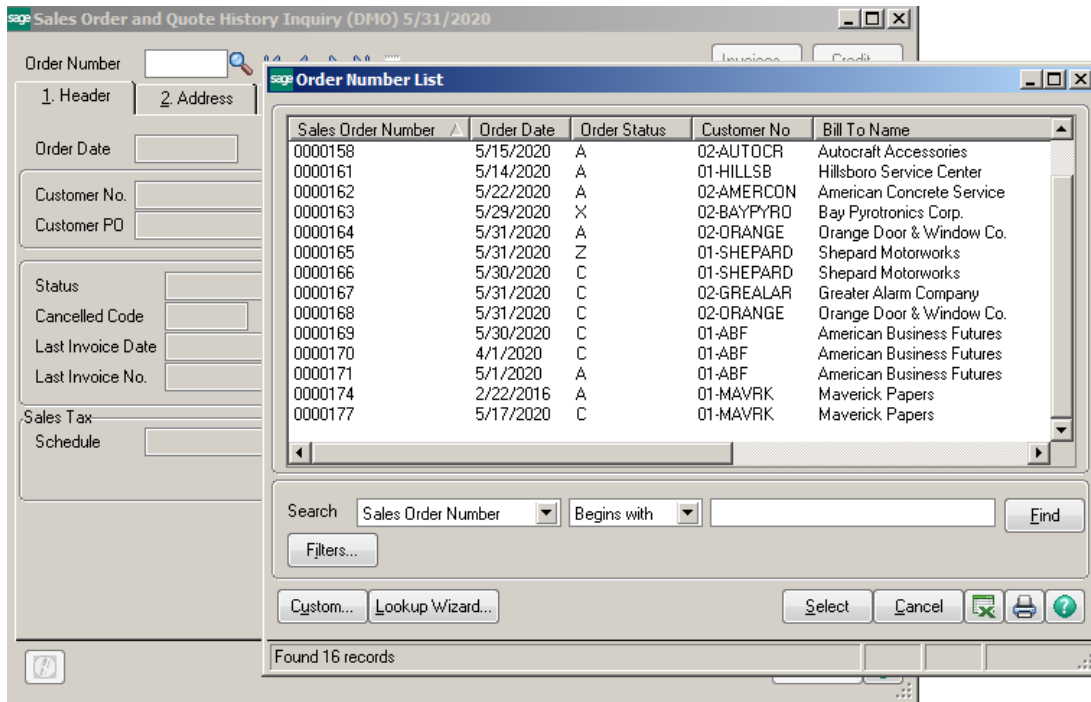
The Sales Order module will retain Sales Order history in a separate file and can be accessed through the Sales Order and Quote History Inquiry menu or from the Reports menu.

Sales Order Setup Options:

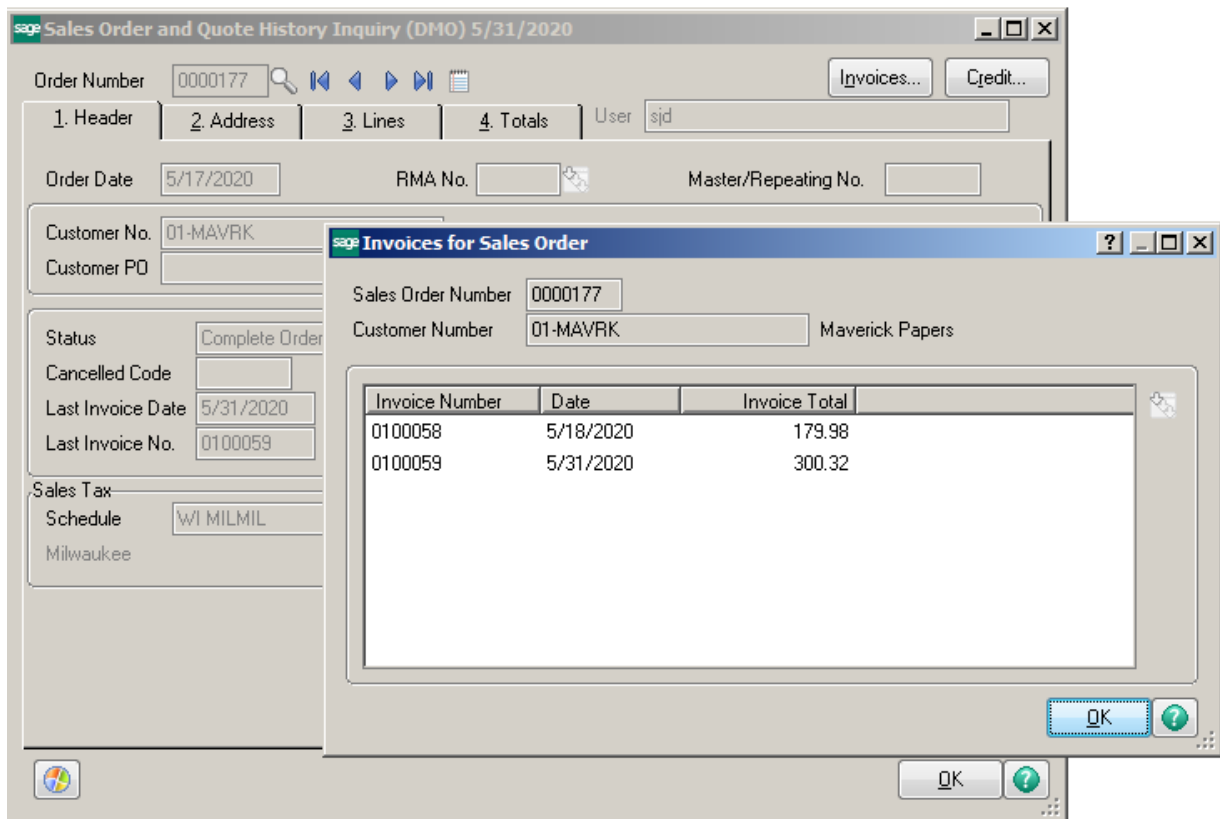
Click on Sales Order Setup -> Sales Order Options. Click on the History Tab. Confirm that the Retain Sales Order/Quote History is checked.



To access the Sales Order and Quote history, click on the Sales Order and Quote History Inquiry from the Inquiries menu. All the Sales Orders will be retained in the history file until manually purged.

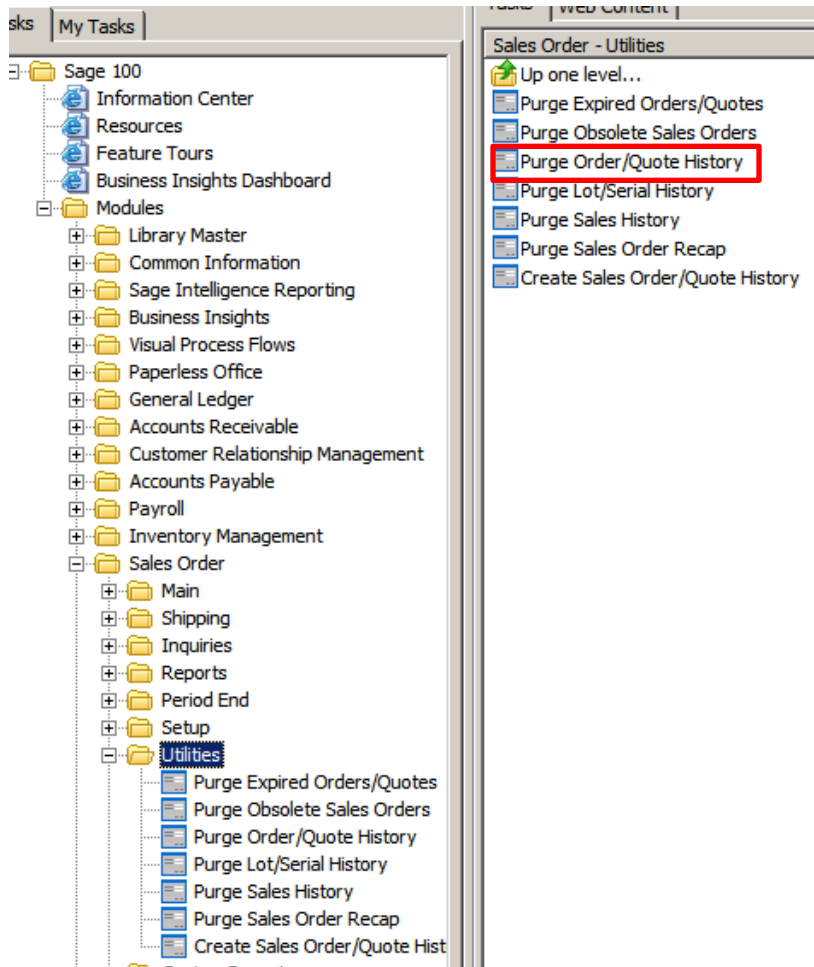


You can click on the Invoices button once the Sales Order is selected. The Invoices window will show any Invoices for this Sales Order with drill down capabilities.

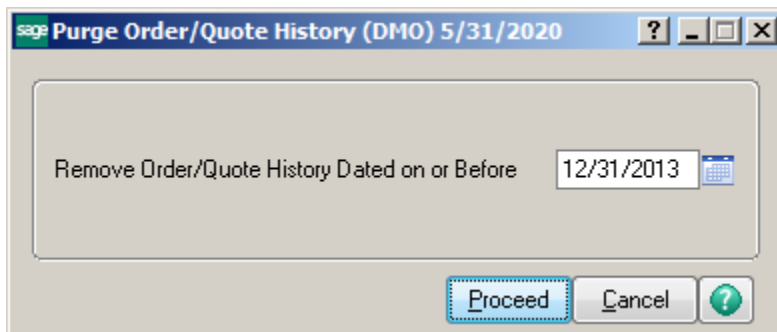


How to Purge Sales Order and Quote History:

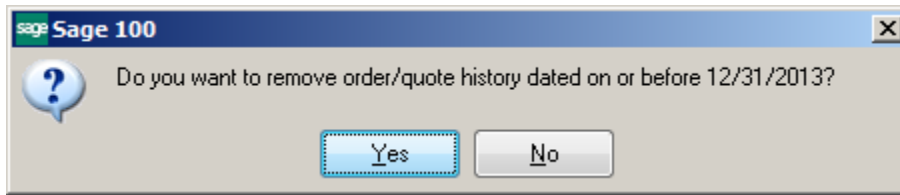
Click on Sales Order -> Utilities and select Purge Order/Quote History.



The date entered will purge Sales Orders dated on or Before that date.



The system will give a warning prompt before it purges the orders.

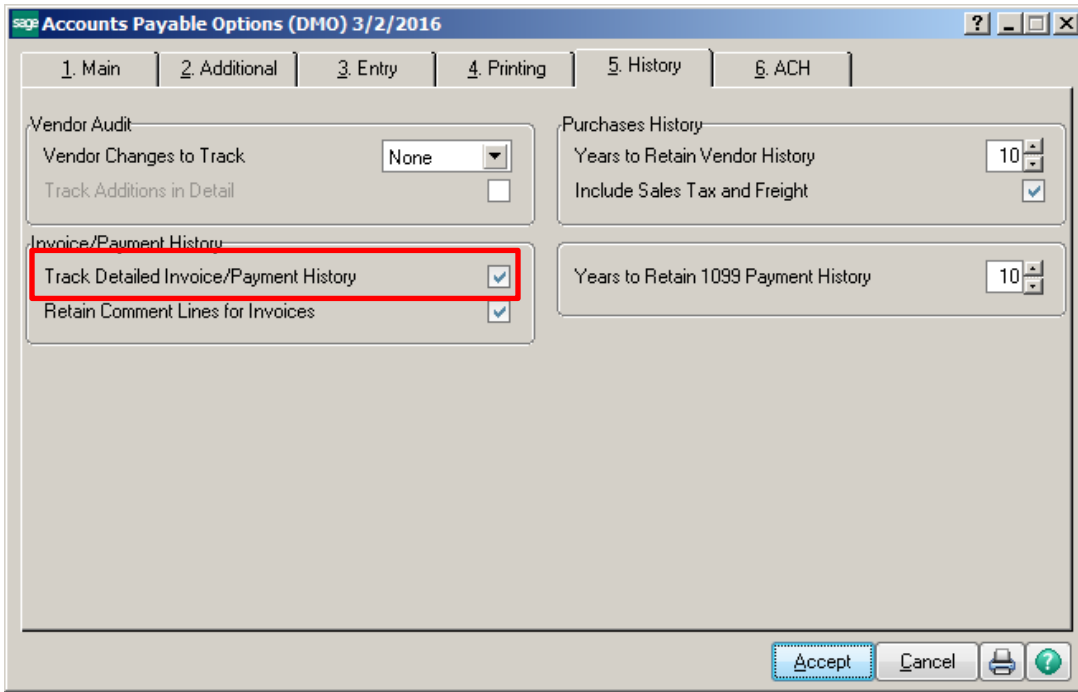


ACCOUNTS PAYABLE:

The Accounts Payable module can retain Invoice and Payment history. The history can be accessed from Invoice History Inquiry and Payment History Inquiry located on the Main menu and it can be printed from the Reports menu.

Accounts Payable Setup Options:

Click on Accounts Payable Setup -> Accounts Payable Options. Click on the History Tab. Confirm that the Track Detailed Invoice/Payment History is checked.



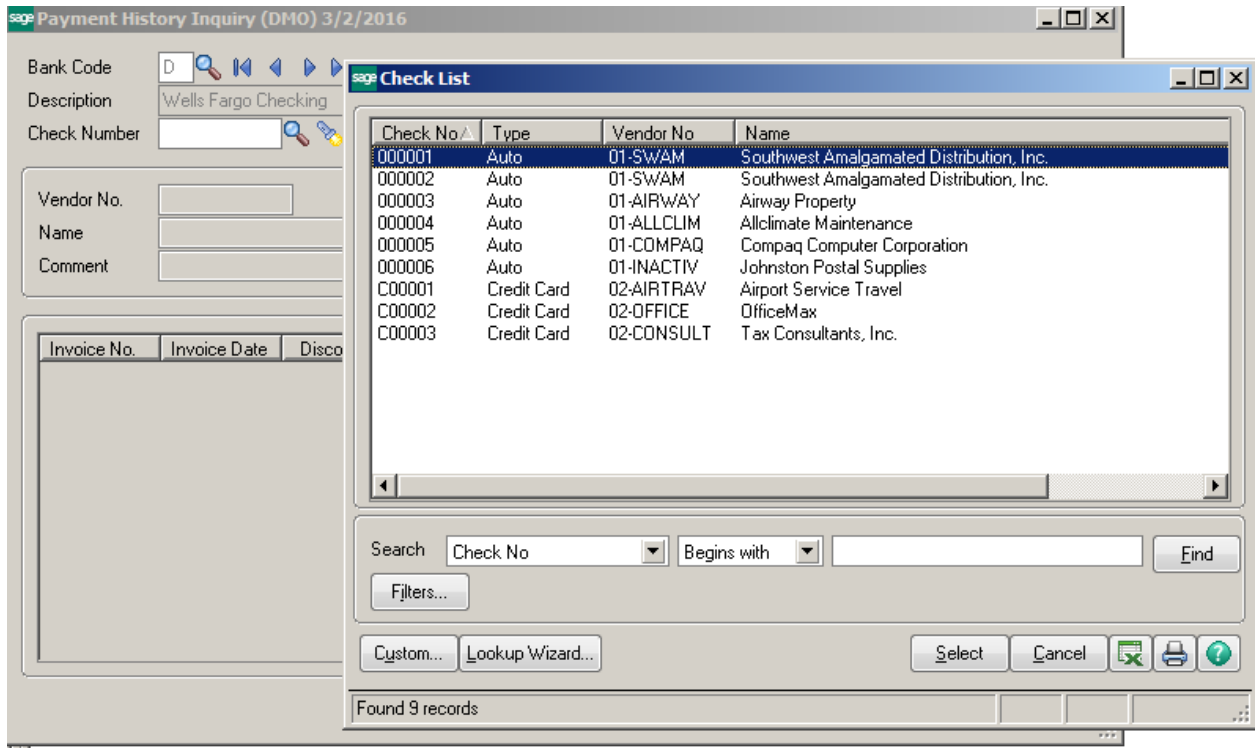
To access the Accounts Payable Invoice history, click on the Invoice History Inquiry from the Main menu. All the vendor invoices will be retained in the history file until manually purged.

The screenshot displays the SAP A/P Invoice History Inquiry (DMO) 3/2/2016 window. The main window has a search bar for Invoice No. and fields for Type and Date. Below the search bar are tabs for '1. Main' and '2. Lines'. The '2. Lines' tab is active, showing an 'Invoice List' window. This window contains a table with the following data:

Invoice No	Type	Inv Date	Vendor No	Name
0000105019	Inv	5/2/2020	01-AIRWAY	Airway Property
0000105019	Inv	5/2/2020	01-ALLCLIM	Allclimate Maintenance
0000106020	Inv	5/15/2020	01-AIRWAY	Airway Property
0000106145	Inv	5/17/2020	01-AIRWAY	Airway Property
0000108040	Inv	5/15/2020	01-ALLCLIM	Allclimate Maintenance
0000112384	Inv	5/2/2020	01-ANDERS	Anders Auto Repair
0000118495	Inv	5/15/2020	01-ANDERS	Anders Auto Repair
0000118863	Inv	5/17/2020	01-ANDERS	Anders Auto Repair
0001050190	Inv	5/1/2020	01-AIRWAY	Airway Property
0001050190	Adj	5/1/2020	01-AIRWAY	Airway Property
0001050190	Adj	5/1/2020	01-AIRWAY	Airway Property
1050190	Inv	5/1/2020	01-ALLCLIM	Allclimate Maintenance
1050190	Adj	5/1/2020	01-ALLCLIM	Allclimate Maintenance
1050190	Adj	5/1/2020	01-ALLCLIM	Allclimate Maintenance
1123840	Inv	5/1/2020	01-ANDERS	Anders Auto Repair

Below the table is a search section with 'Search Invoice No' and 'Begins with' dropdowns, an 'Find' button, and a 'Filters...' button. At the bottom of the window, it says 'Found 32 records'. The main window also has a '1099 Form' field and various checkboxes for 'Prepaid Invoice', 'Prepaid Date', 'Prepaid Check', 'Separate Check', and 'Hold Payment'. The bottom of the window has 'OK', 'Print', and 'Help' buttons.

To access the Accounts Payable Payment history, click on the Payment History Inquiry from the Main menu. All the vendor payments will be retained in the history file until manually purged.



Other A/P History:

Invoice history can also be seen from Vendor Maintenance or Vendor Inquiry. The number of days to retain this data is set in the Accounts Payable Options screen on the Additional tab.

Sage Accounts Payable Options (DMO) 3/2/2016

1. Main | 2. Additional | 3. Entry | 4. Printing | 5. History | 6. ACH

Post to General Ledger

- Invoice Register in Detail
- Manual Check/Payment Register in Detail
- Check and Electronic Payment Register in Detail

Days to Retain Paid Invoices: 999

Account for Discounts Earned or Lost: Earned

Apply Changes to Remit to Address: No

Format for Posting Comments to General Ledger

- Invoice Comments: Vendor Name + Invoice No.
- Manual Check/Payment Comments: Vendor Name + Check No.
- Check/Electronic Payment Comments: Vendor Name + Check No.

Accept Cancel Print Refresh

Sage Vendor Maintenance (DMO) 3/2/2016

Vendor No. 01-AIRWAY | Name Airway Property

1. Main | 2. Additional | 3. Statistics | 4. Summary | 5. History | 6. Invoices | 7. Transactions | 8. Checks | 9. P/Os

Invoice No.	Inv Date	Inv Due Date	Disc Date	Amount	Discount	Balance	Comment
JUNE-4913	5/31/2020	6/30/2020		25,000.00	0.00	25,000.00	
MAY-4913	5/31/2020			25,000.00	0.00	0.00	
6598735	5/30/2020	5/30/2020		1,216.80	0.00	0.00	
0000106145	5/17/2020	5/30/2020		1,600.00	0.00	1,600.00	
0000106020	5/15/2020	5/30/2020		1,750.00	0.00	1,750.00	
0000105019	5/2/2020	5/30/2020		3,500.00	0.00	0.00	

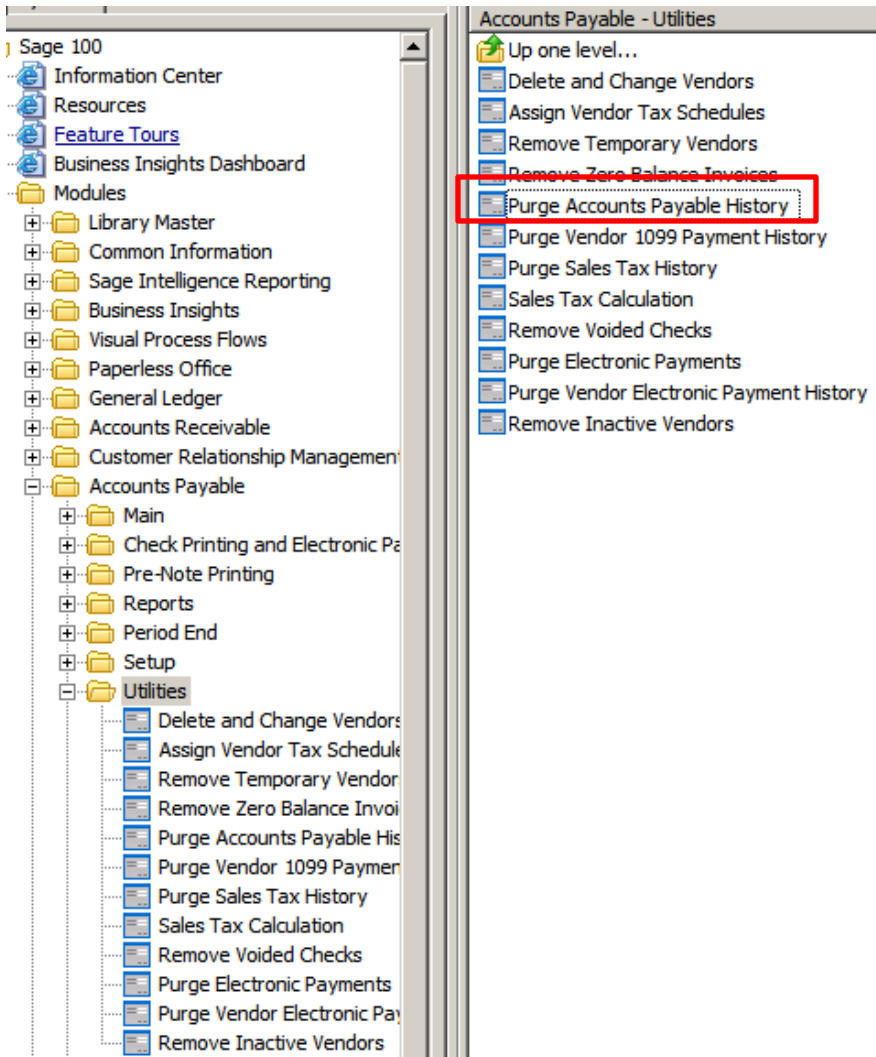
Trans Date	Trans Type	Trans Amount	Discount	Check Date	Check No.	Cleared	Cleared Date
5/31/2020	Invoice	1,216.80	0.00			No	
5/31/2020	Payment	1,216.80-	0.00	5/31/2020	000003	No	

Balance	Current	30 Days	45 Days	60 Days	90 Days
31,850.00	31,850.00	0.00	0.00	0.00	0.00

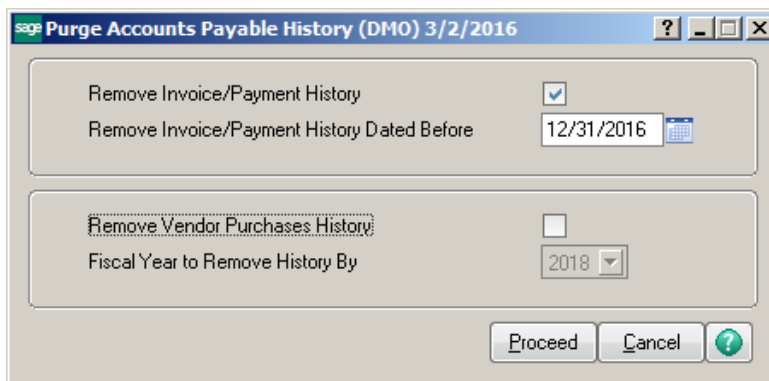
Accept Cancel Delete Print Refresh

How to Purge Accounts Payable Invoice and Payment:

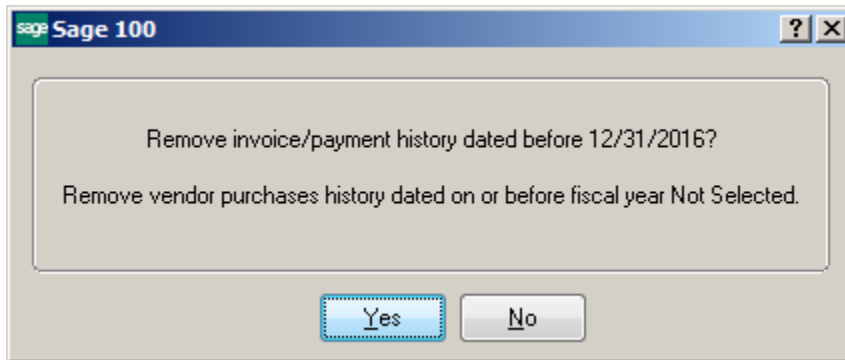
Click on Accounts Payable -> Utilities and select Purge Accounts Payable History



The date entered will purge Invoice/Payment history dated on or Before that date.



The system will give a warning prompt before it purges the history.



***NOTE – once the history is purged, the drill down from Vendor Maintenance -> Invoices tab is no longer available.**

ACCOUNTS RECEIVABLE:

The Accounts Receivable module can retain Invoice and Deposit history. The history can be accessed from Invoice History Inquiry and Payment History Inquiry located on the Main menu and from the Reports menu.

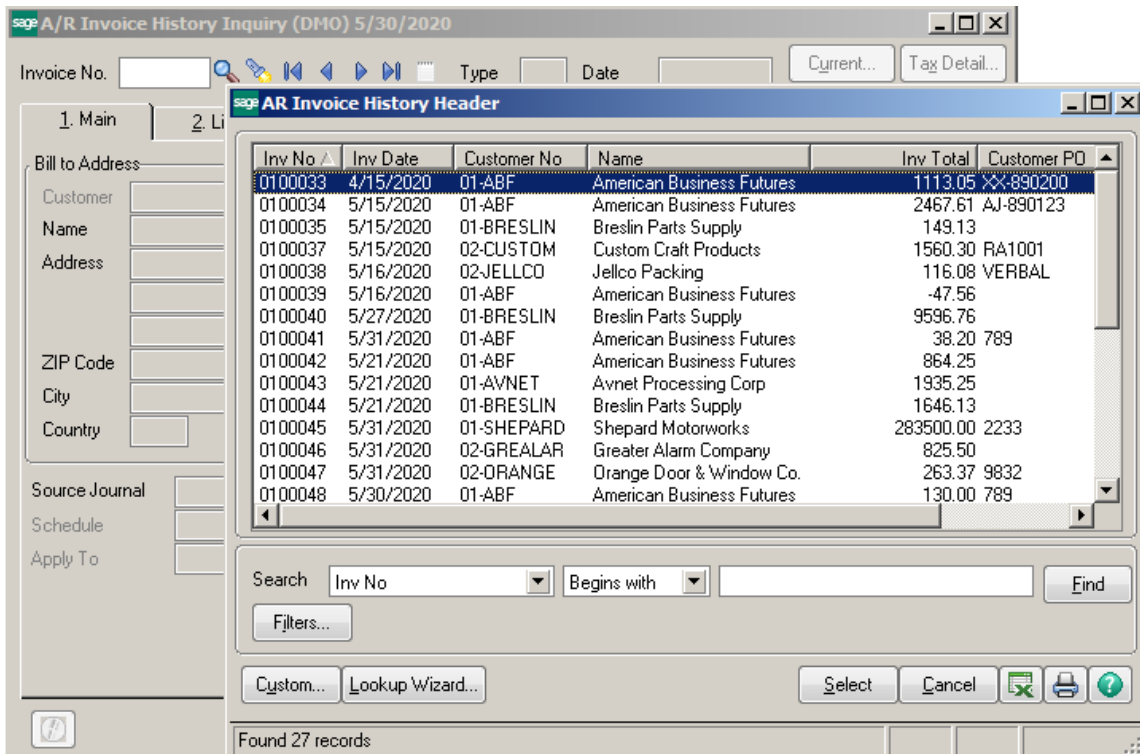
Accounts Receivable Setup Options:

Click on Accounts Receivable Setup -> Accounts Receivable Options. Click on the History Tab. Confirm that Years to Retain Cash Receipt History is set to more than 1 and that Retain in Detail is set to Yes for Invoice History.

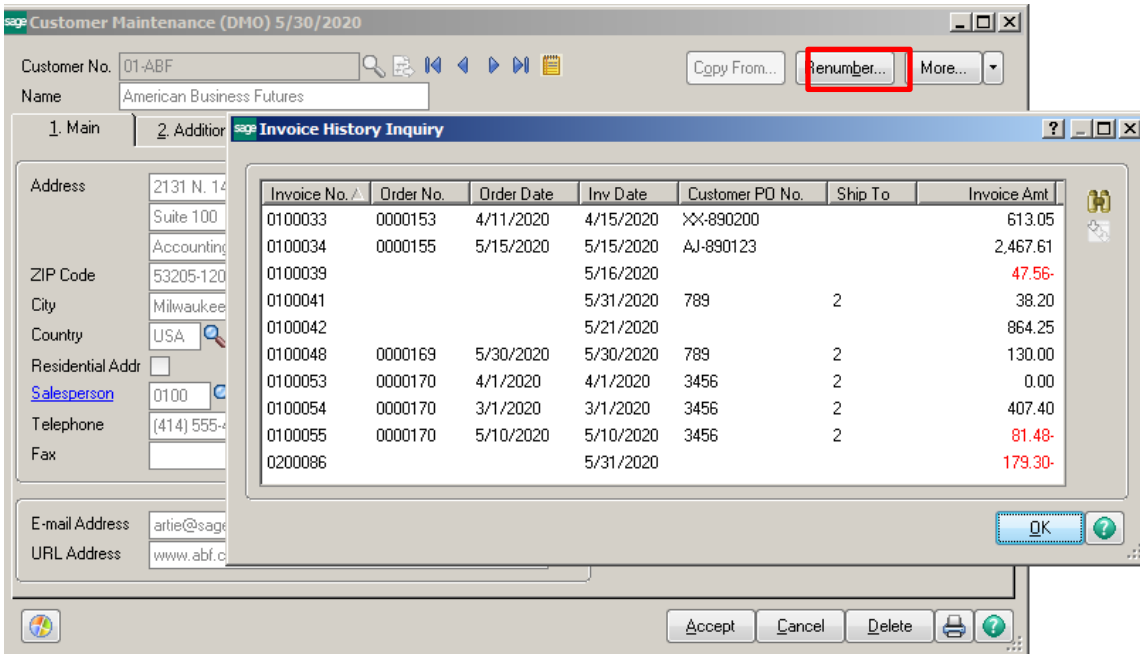
The screenshot displays the 'Accounts Receivable Options (DMO) 5/30/2020' window. The 'History' tab is selected. The 'Cash Receipts History' section is highlighted with a red box, showing 'Years to Retain Cash Receipts History' set to 99 and 'Retain Deposit Transaction History' set to 'All Transactions'. The 'Invoice History' section shows 'Retain in Detail' set to 'Yes'. Other sections include 'Customer Audit' and 'Sales History'.

Section	Field	Value
Customer Audit	Customer Changes to Track	None
	Track Additions in Detail	<input type="checkbox"/>
Cash Receipts History	Years to Retain Cash Receipts History	99
	Retain Deposit Transaction History	All Transactions
Invoice History	Retain in Detail	Yes
	Retain Deleted Invoices	<input checked="" type="checkbox"/>
	Retain Comment Lines	<input checked="" type="checkbox"/>
	Search for Invoice by Lot/Serial Number In	Invoice History
Sales History	Years to Retain Customer History	10
	Years to Retain Salesperson History	10
	Include Sales Tax and Freight	<input checked="" type="checkbox"/>

To access the Accounts Receivable Invoice history, click on the Invoice History Inquiry from the Main menu. All the customer invoices will be retained in the history file until manually purged.



The Invoice History can also be accessed from Customer Maintenance or Inquiry by clicking the More button and selecting Invoices Inquiry.



Customer Payments can be seen easily on the Transactions tab. They will also display on the Invoices tab.

Customer Maintenance (DMO) 4/30/2020

Customer No. 01-ABF
Name American Business Futures

1. Main | 2. Additional | 3. Statistics | 4. Summary | 5. History | 6. Invoices | 7. Transactions | 8. S/Os

Invoice No.	Trans Date	Trans Type	Trans Amount	Inv. Balance	Pay Date	Check No.	Payment Ref
0000169	5/31/2020	Payment	2,236.95-	0.00	5/31/2020	100297	
0000191	5/31/2020	Payment	2,416.25-	0.00	5/31/2020	100297	
0100009	5/31/2020	Payment	2,032.54-	0.00	5/31/2020	100297	
0100011	5/31/2020	Payment	265.86-	0.00	5/31/2020	100297	
0100012	5/31/2020	Payment	666.53-	0.00	5/31/2020	100297	
0100033	5/31/2020	Payment	500.00-	613.05	5/15/2020	010255	
0100042	5/31/2020	Payment	864.25-	0.00	5/31/2020	223481	
0000101	5/15/2020	Payment	850.00-	0.00	5/15/2020	12-251	
0100058	4/30/2020	Payment	500.00-	0.00	4/30/2020	648	

Accept Cancel Delete

Customer Maintenance (DMO) 4/30/2020

Customer No. 01-ABF
Name American Business Futures

1. Main | 2. Additional | 3. Statistics | 4. Summary | 5. History | 6. Invoices | 7. Transactions | 8. S/Os

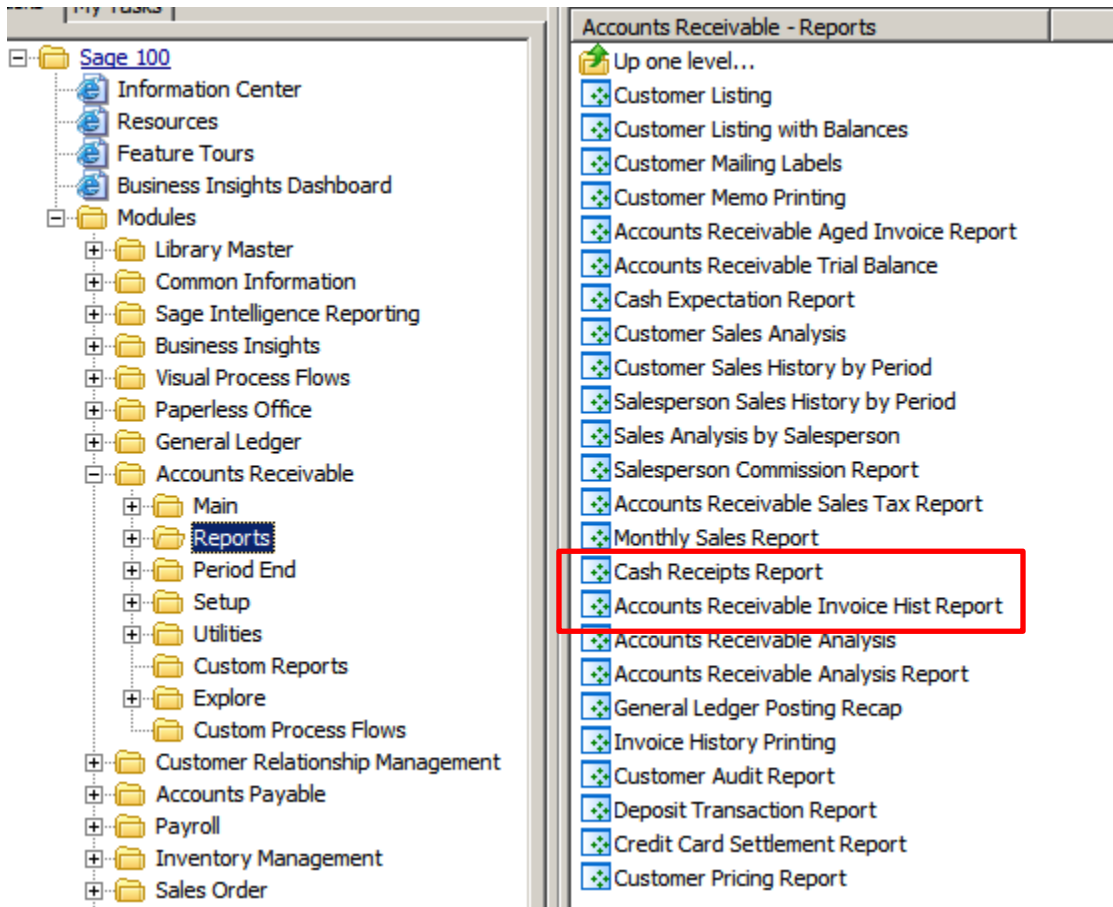
Invoice No.	Invoice Type	Inv Date	Inv Due Date	Di...	Amount	Discount	Balance	Custc
0100034	Invoice	5/15/2020	6/14/2020		2,467.61	0.00	2,467.61	AJ-89
0100055	Credit Memo	5/10/2020			81.48-	0.00	81.48-	3456
0000190	Invoice	4/30/2020	5/30/2020		85.00	0.00	85.00	
0100058	Invoice	4/30/2020	5/30/2020		500.00	0.00	0.00	
APR0001	Finance Charge	4/30/2020	4/30/2020		43.89	0.00	43.89	
0000141	Invoice	3/31/2020	4/30/2020		1,226.25	0.00	1,178.69	
0100054	Invoice	3/1/2020	4/1/2020		407.40	0.00	407.40	3456

Trans Date	Trans Type	Trans Amount	Pay Date	Check No.	Payment Ref	Cr Card	RMA No.
4/30/2020	Invoice	500.00					
4/30/2020	Payment	500.00-	4/30/2020	648			

Balance	Current	30 Days	60 Days	90 Days	120 Days
5,732.36	4,882.36	850.00	0.00	0.00	0.00

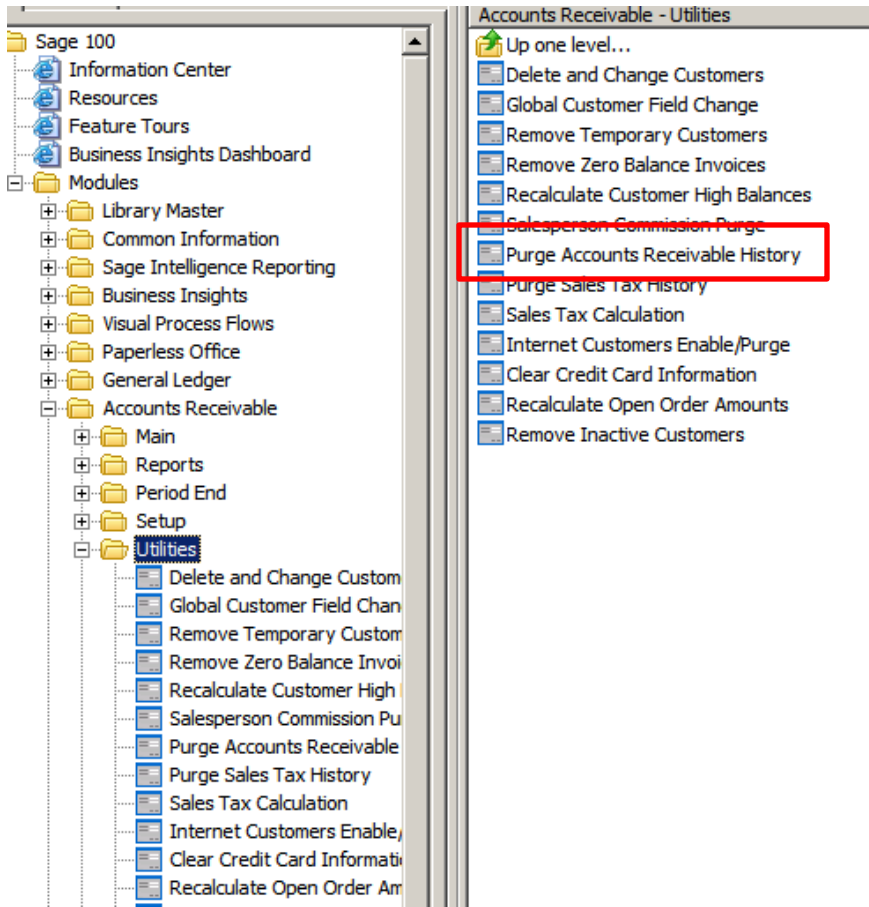
Accept Cancel Delete

There are multiple reports that can access history from the Reports menu.



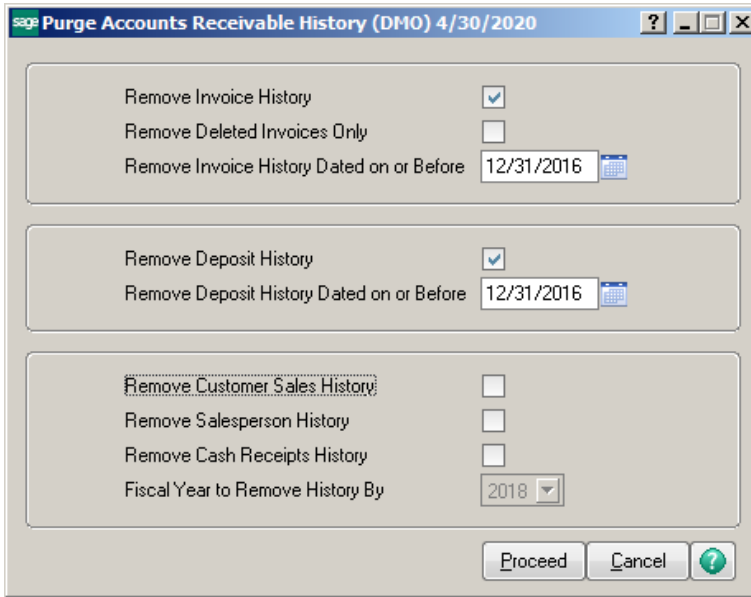
How to Purge Accounts Receivable Invoice and Cash Receipt History:

Click on Accounts Receivable\Utilities and select Purge Accounts Receivable History

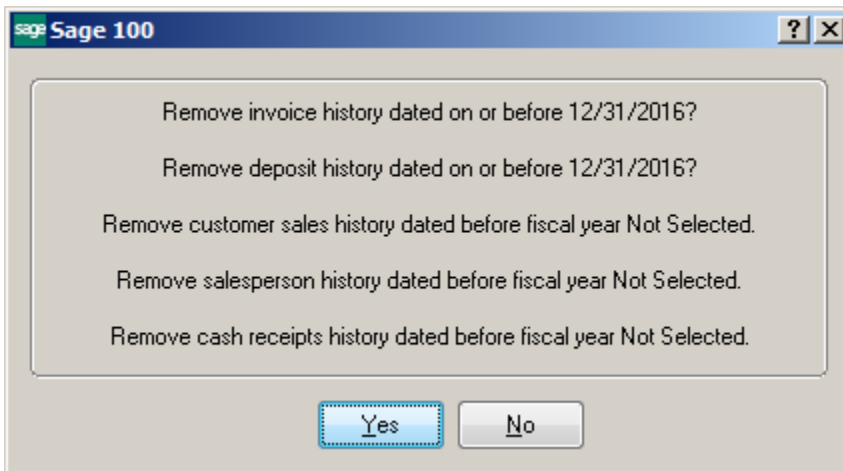


Check the box to remove Invoice History. The date the entered will purge Invoice history dated on or Before that date.

Check the box to remove Deposit History. The date the entered will purge Invoice history dated on or Before that date.



The system will give a warning prompt before it purges the history.

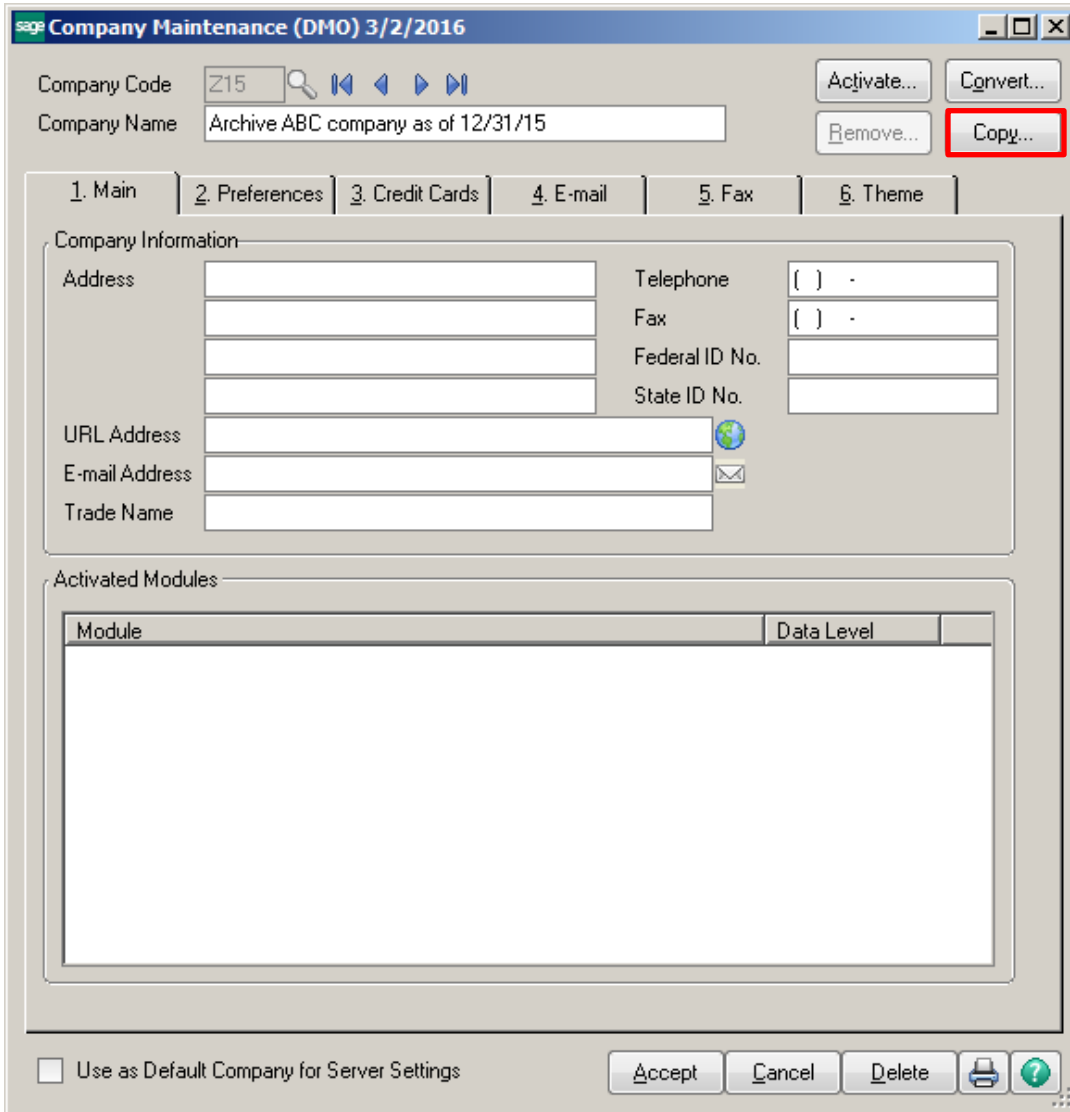


***NOTE – once the history is purged, the drill down from Customer Maintenance -> Invoices tab is no longer available and the Invoices will be removed from the Invoice History Inquiry screen.**

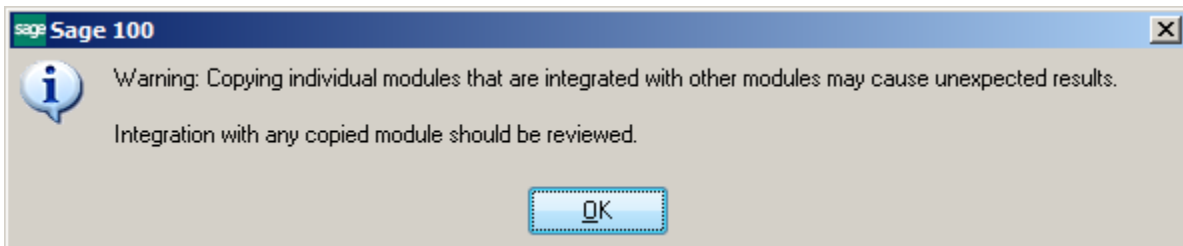
BONUS ROUND:

HOW TO MAKE A COPY OF A COMPANY

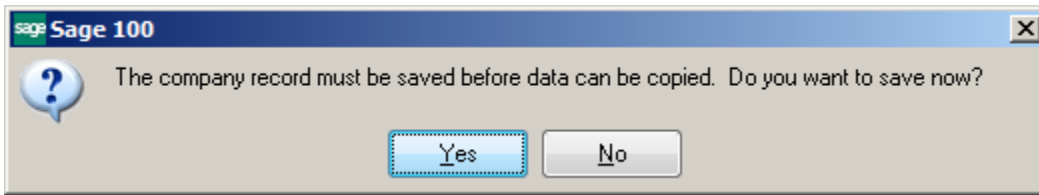
Click on Library Master -> Main and select Company Maintenance. Enter a NEW company code and Company Name. Then click on the Copy button.



Click OK on the Warning.



Click Yes to Save the Company.



Enter the Company Code that you would like to copy. Select All the modules, then click Proceed.

