

# **Sage 50 Accounts**

## **Data Management 2025**

# **Clearing your audit trail**

Presenter: **Matt**



**Sage**

**Sage**



**Data  
Management  
2025**

Sage 50 Accounts

# Housekeeping

The screenshot shows a mobile application interface for a 'Questions' section. On the left is a dark grey sidebar with several icons: a blue flower-like logo at the top, a red microphone icon with a slash through it, a question mark icon, a document icon, an information icon, and a list icon. At the bottom of the sidebar are the words 'Exit' and 'Send'. The main content area is light grey and contains the text 'Questions' at the top right, a question mark icon, and a large dashed arrow pointing from the text 'Want answers?' down to a white input box at the bottom. The input box contains the placeholder text 'Ask the staff a question'. A blue 'Send' button is located at the bottom right of the input box. Three green callout boxes with lines pointing to specific UI elements are present: one pointing to the microphone icon with the text 'Your microphone is muted automatically', one pointing to the question mark icon with the text 'Send us your questions', and one pointing to the document icon with the text 'Download a handout'.

Your microphone is muted automatically

Send us your questions

Download a handout

Want answers?

Ask the staff a question

Exit Send

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# Data Management 2025

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- Backing up
  - The Data Management tool
  - Company archives
  - Clearing your audit trail to remove old transactions
  - Deleting customers, suppliers, nominal codes and bank accounts
  - Clearing stock transactions and deleting product records
  - Flagging records as inactive to hide them from your lists
- 
- Quiz – Test your knowledge



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# What's covered in today's **webinar**?

- What does it do?
- Criteria
- Preparation
- Demonstration
- Why haven't my transactions cleared?
- Further support + Q&A



# Clear Audit Trail

## What does it do?

- Removes transactions from the audit trail that meet specific criteria
- If required, it posts an opening balance journal for the transactions that are removed
- Creates an audit trail history

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## Common questions

**Have I got to?**

**When?**

**How often?**

**Pros / Cons**

# Clear Audit Trail

## Criteria

- Dated on or before the date you specify
- Must be dated prior to your current financial year
- Fully paid
- Bank reconciled
- VAT reconciled
- CIS reconciled
- Gift Aid reconciled
- If allocated, all linked transactions must meet all of the above criteria



# Clear Audit Trail

Criteria – linked transactions must also meet the criteria

Transaction	Date	Amount	Amount Paid	Bank Rec	VAT Rec
SI	13/12/23	100.00	100.00	-	Y
SR	12/01/24	100.00	100.00	N	-



# Clear Audit Trail

## Preparation

- Check your data
- Back up / Archive your data
- Print your reports (if required)
- Allocate transactions
- Reconcile your bank accounts
  - or switch off reconcile on the relevant bank account
- Reconcile your VAT Return



# Demonstration

## Tip: Think first!

- Are you sure?
- When to clear up to?



# Clear Audit Trail

## Why haven't my transactions cleared?

1. What's the transaction number?
2. Transactions > check the criteria!
3. Do all linked transactions meet the criteria?

**Help Centre > [Why has Clear Audit Trail not removed some transactions?](#)**

# Clear Audit Trail

## Common questions - recap

**Have I got to?**

**When?**

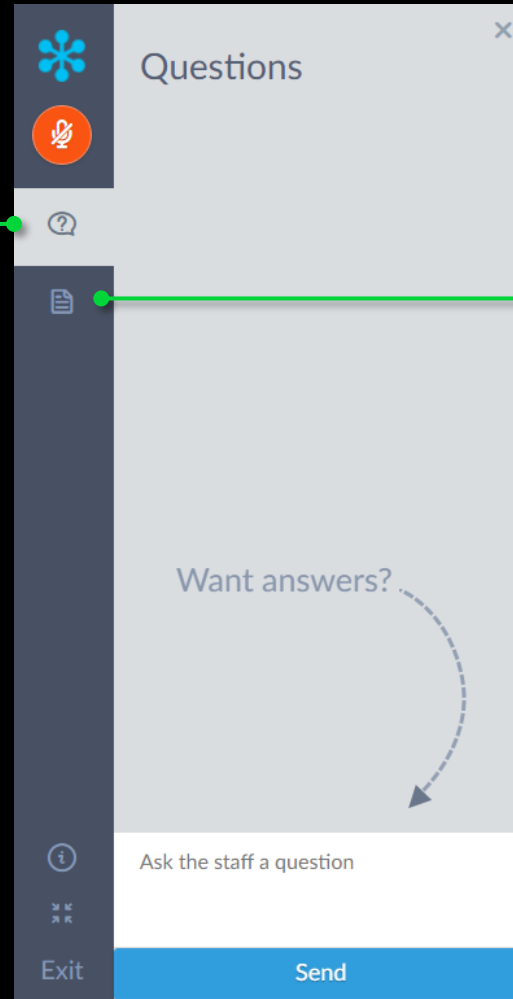
**How often?**

**Pros / Cons**

# Questions

Send us your questions

Download a handout




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