Sage 50 Accounts
Data Management 2025

Clearing your audit trail

Presenter: **Matt**

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Data Management 2025
Sage 50 Accounts

Housekeeping

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Questions

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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

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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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Clear Audit Trail

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Common questions

Have I got to?	When?	How often?	Pros / Cons

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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

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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	-

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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

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Demonstration

Tip: Think first!

- Are you sure?

- When to clear up to?

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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?

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Clear Audit Trail
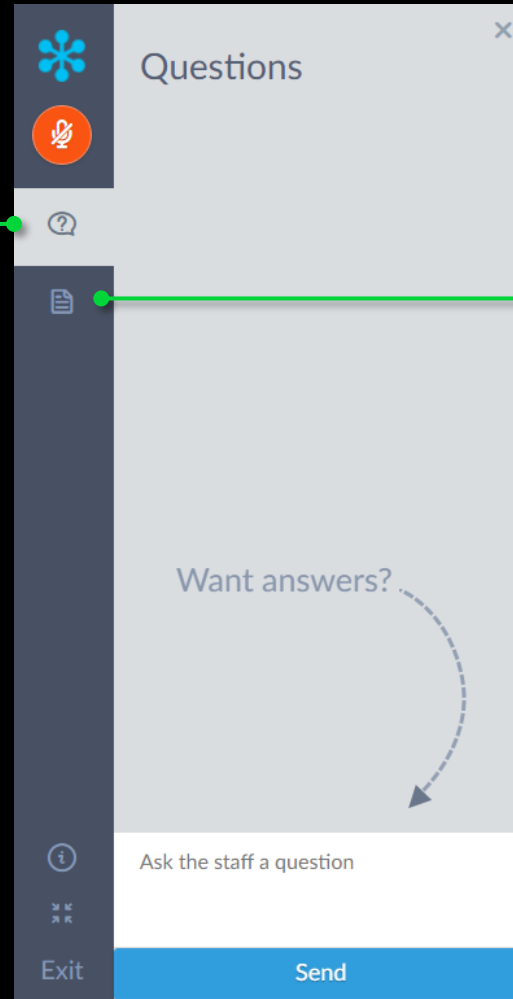
Common questions - recap

Have I got to?	When?	How often?	Pros / Cons

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