



# Global 3000 Service Pack Note

## Debtors Ledger and Creditors Ledger - Purge Options

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<b>Project</b>	ZM60_000408.docx	
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## INTRODUCTION

This service pack improves the purge settings within Debtors Ledger and Creditors Ledger.

The service packs address the following issues with the purge settings and processing within Debtors Ledger and Creditors Ledger.

- It is not possible to archive transactions unless the purge option is selected.
- There is no option to switch off transaction purging.
- The number of periods of history that can be kept is limited to 99.

The changes have been made to both Debtors Ledger and Creditors Ledger.

Close period has been updated to automatically archive all completed transactions.

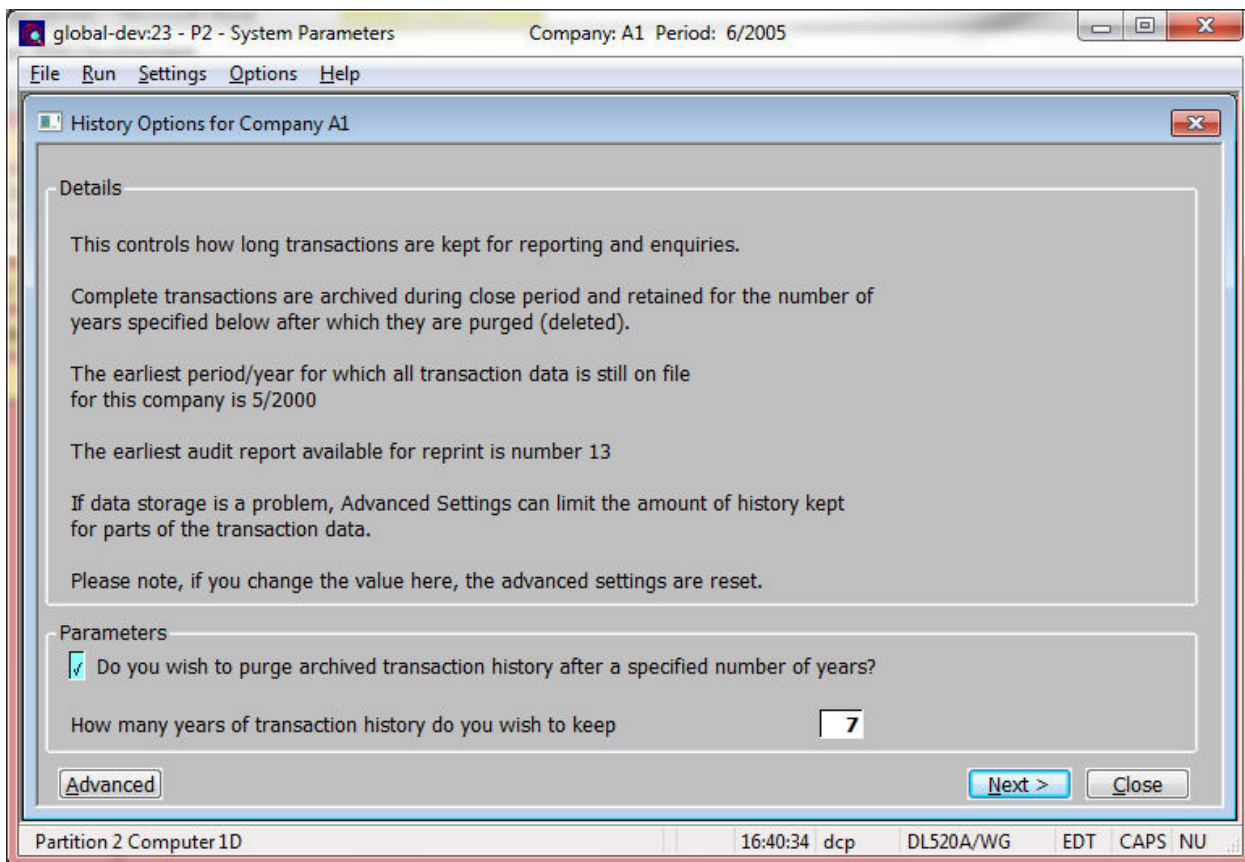
A new system parameter has been added to the history options section of the Debtors Ledger and Creditors Ledger system parameters. The new parameters (which are company dependent) control whether transactions are purged either via the purge function or during the closure of a period.

All system settings that control the length of time that transaction history is retained have been changed from holding a number of financial periods to holding a number of financial years. The current settings will be automatically converted from periods to years and rounded up to a whole number of years as part of the process.

Warning: The purge settings are automatically converted from a number of periods to a number of years the first time a Debtors Ledger or Creditors Ledger program is run after the service packs are applied. Because the conversion process requires a degree of rounding you must check that the updated settings continue to meet your business requirements.

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## DL System Parameters – History Options Window



This window appears when you select the History option from the Debtors Ledger system parameters menu.

**Purpose** The parameters in this window control the extent of transaction history held in Debtors Ledger. Transaction history is used when reprinting reports and is available when enquiring on customer accounts. The window also shows how much transaction history is currently present on your system and identifies the earliest audit report that can be reprinted fully.

For customers with open item accounts, posted transactions with an outstanding balance of zero, are eligible for purging or archiving as soon as the period they relate to is closed.

For customers with balance forward accounts, posted transactions are cleared by the Close Period program as it creates consolidated balance forward transactions.. To retain transaction history but still provide a brought forward balance on customer statements, set the account type to “As Balance Forward” in customer maintenance. This preserves the account’s transaction history and works out a brought forward balance whenever a statement is printed for the account.

**Note** The information in this window applies only to the company displayed in the window’s title bar. You need to set the parameter for each company in turn. To change company, return to the Debtors Ledger Parameters Menu, and choose the Reselect Company option.

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*The prompts are:*

**Do you wish to purge archived transaction history after a specified number of years?**

When this is set transaction purge processing (available via the purge option in close period or the transaction purge function) is enabled and archived transactions are retained for the number of years specified below after which they are deleted. When this is not set completed transactions are automatically archived during close period and are retained indefinitely.

**Note**

Transactions that are fully complete are automatically archived by close period.

**How many years of transaction history do you wish to keep**

Enter the number financial years for which transaction history is to be kept. Purge Transactions automatically deletes archived transactions after this many financial years.

**Warning**

The actual number of financial periods transaction history is kept for is calculated by multiplying the above setting by the number of financial periods per year as defined in the systems administration parameters.

**Note**

Adjusting this parameter automatically resets the advanced transaction history settings.

*The buttons are:*

**Advanced**

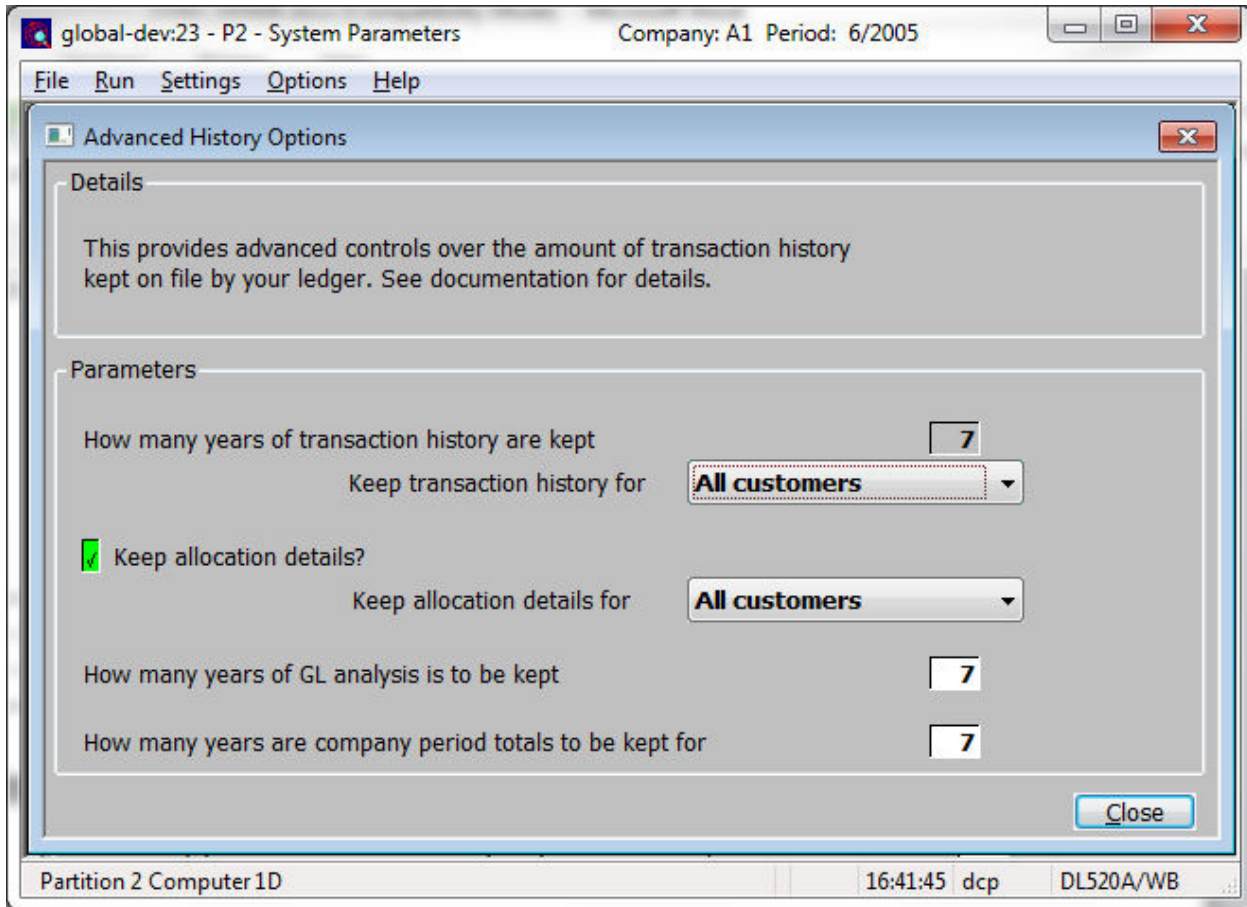
*(Only available if transaction history is purged).* Press this to view and update more advanced transaction history settings.

**Close**

Press this to save the settings and return to the Debtors Ledger parameters menu.

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# DL System Parameters – Advanced History Options Window



This window appears when you press the ‘Advanced’ button within the History Options window.

**Purpose** These parameters let you fine tune the extent of transaction history held in Debtors Ledger.

**Note** The information in this window applies only to the company displayed in the window’s title bar. You need to set the parameter for each company in turn. To change company, return to the Debtors Ledger Parameters Menu, and choose the Reselect Company option.

*The prompts are:*

**How many years of transaction history are kept?** (Display only) The number financial years for which transaction history is kept (as set in the preceding window).

**Note** Adjusting this parameter automatically resets the advanced transaction history settings.

**Keep transaction history for all or key customers** Select ‘All accounts’ to retain transaction history for all accounts or ‘Key customers’ to only retain transaction history for those customers flagged as key accounts.

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**Note** Throwing away transaction details on non-key accounts has the benefit of clearing down cash accounts promptly but has the drawback of giving the ledger as a whole zero periods of complete transaction history.

**Keep allocation details?** Set this to keep allocation details of archived transactions. When it is not set they are discarded.

**Note** Throwing away allocation details saves space but means that the effective date option on aged and open transaction reports cannot be guaranteed for dates before the start of the current financial period.

**Keep allocation details for all or key customers** Select 'All to retain allocation details for all accounts or 'Key customers' to only retain allocation details for those customers flagged as key accounts.

**Note** Throwing away allocation details for non-key accounts saves space but means that, for those accounts, the effective date option on aged and open transaction reports cannot be guaranteed for dates before the start of the current financial period.

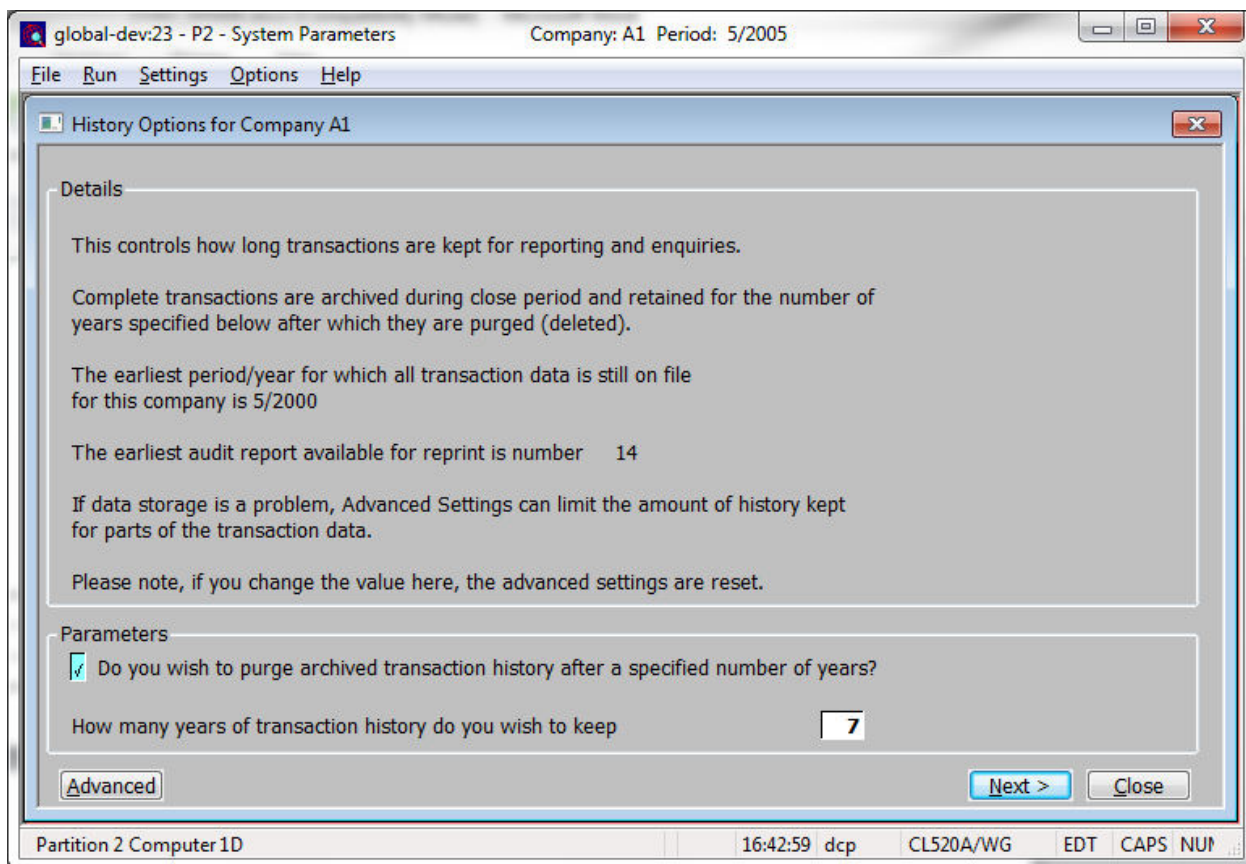
**How many years of GL analysis is to be kept** Enter the number of financial years for which General Ledger analysis for transactions or batches is to be kept. This cannot exceed the number of years for transaction details shown above.

**Note** This provides the upper limit on the number of financial years for which **complete** transaction data is retained.

**How many years are company period totals to be kept for** Enter the number of financial years for which you want to keep company period totals. These are available for purge to allow removal of partial totals records that arise following upgrade from other systems that do not keep transaction history.

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# CL System Parameters – History Options Window



This window appears when you select the History option from the Creditors Ledger system parameters menu.

**Purpose** The parameters in this window control the extent of transaction history held in Creditors Ledger. Transaction history is used when reprinting reports and is available when enquiring on supplier accounts. The window also shows how much transaction history is currently present on your system and identifies the earliest audit report that can be reprinted fully.

**Note** The information in this window applies only to the company displayed in the window's title bar. You need to set the parameter for each company in turn. To change company, return to the Creditors Ledger Parameters Menu, and choose the Reselect Company option.

*The prompts are:*

**Do you wish to purge archived transaction history after a specified number of years?** When this is set transaction purge processing (available via the purge option in close period or the transaction purge function) is enabled and archived transactions are retained for the number of years specified below after which they are deleted. When this is not set completed transactions are automatically archived during close period and are retained indefinitely.

**Note** Transactions that are fully complete are automatically archived by close period.

**How many years of transaction history do you wish to keep** Enter the number financial years for which transaction history is to be kept. Purge Transactions automatically deletes archived transactions after this many financial years.

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**Warning** The actual number of financial periods transaction history is kept for is calculated by multiplying the above setting by the number of financial periods per year as defined in the systems administration parameters.

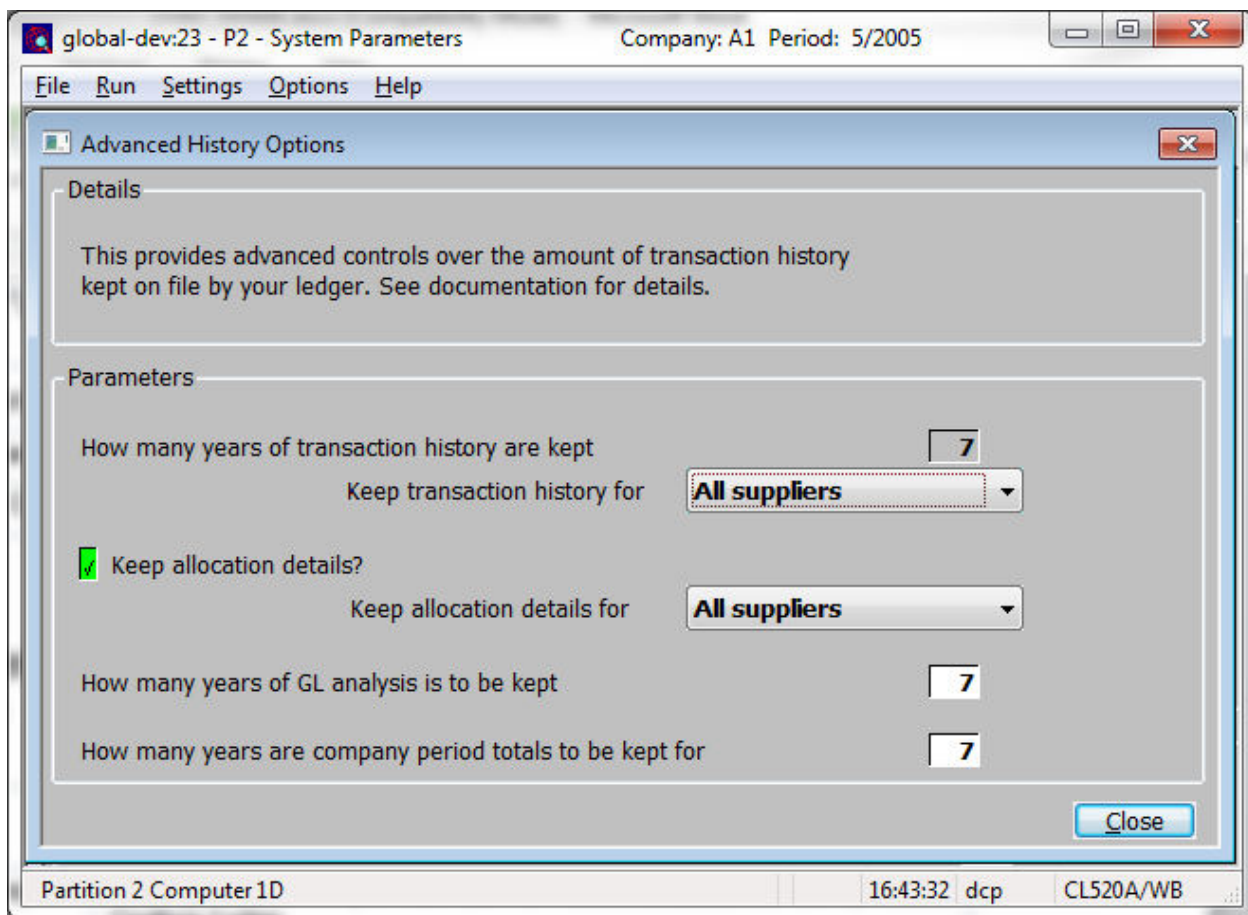
**Note** Adjusting this parameter automatically resets the advanced transaction history settings.

The buttons are:

**Advanced** (Only available if transaction history is purged). Press this to view and update more advanced transaction history settings.

**Close** Press this to save the settings and return to the Creditors Ledger parameters menu.

## CL System Parameters – Advanced History Options Window



This window appears when you press the 'Advanced' button within the History Options window.

**Purpose** These parameters let you fine tune the extent of transaction history held in Creditors Ledger.

**Note** The information in this window applies only to the company displayed in the window's title bar. You need to set the parameter for each company in turn. To change company, return to the Creditors Ledger Parameters Menu, and choose the Reselect Company option.

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The prompts are:

**How many years of transaction history are kept?**

(Display only) The number financial years for which transaction history is kept (as set in the preceding window).

**Keep transaction history for all or key suppliers**

Select 'All suppliers' to retain transaction history for all accounts or 'Key suppliers' to only retain transaction history for those suppliers flagged as key accounts.

**Note**

Throwing away transaction details on non-key accounts has the benefit of clearing down high volume accounts promptly but has the drawback of giving the ledger as a whole zero periods of complete transaction history.

**Keep allocation details?**

Set this to keep allocation details of archived transactions. When it is not set they are discarded.

**Note**

Throwing away allocation details saves space but means that the effective date option on aged and open transaction reports cannot be guaranteed for dates before the start of the current financial period.

**Keep allocation details for all or key suppliers**

Select 'All to retain allocation details for all suppliers or 'Key suppliers' to only retain allocation details for those suppliers flagged as key accounts.

**Note**

Throwing away allocation details for non-key accounts saves space but means that, for those accounts, the effective date option on aged and open transaction reports cannot be guaranteed for dates before the start of the current financial period.

**How many years of GL analysis is to be kept**

Enter the number of financial years for which General Ledger analysis for transactions or batches is to be kept. This cannot exceed the number of years for transaction details shown above.

**Note**

This provides the upper limit on the number of financial years for which **complete** transaction data is retained.

**How many years are company period totals to be kept for**

Enter the number of financial years for which you want to keep company period totals. These are available for purge to allow removal of partial totals records that arise following upgrade from other systems that do not keep transaction history.

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