

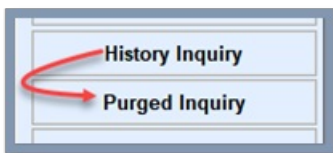
Purge History

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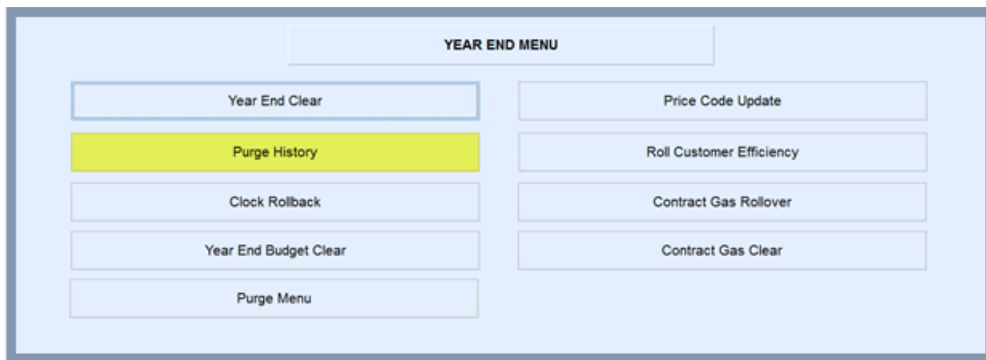
The Purge History program gives the ability to move history for a single customer or for all customer accounts.

- This is an optional program that does not have to be processed for the Fiscal or Calendar year-end process.
- If there is a temp customer sales account (cash sales), sales **MUST** be maintained in Energy Force for at least one year.
- It is recommended that at least 1 year's worth of current history is maintained within the *History Inquiry* screen.
- This program can be processed at any time throughout the year.

When purged, the history information is moved from the *History Inquiry* screen to the *Purged Inquiry* screen in Customer Maintenance.



1. Select Purge History.



2. Enter the *Division* range to process. Leave as 1 to 9999 to process all Divisions.



This program will write history line items from the selected date & back into a purged History file, and remove them from this file.

Division to

Start Customer Number

End Customer Number

Remove History from this date back

3. Enter *Start* and *End Customer Numbers*.
 - If processing for all customers, leave defaulted as 1 to 999999999.
 - If processing for one customer, such as a cash sales account, enter the same account number in each field.
4. Enter the *Remove History from this date back* value.
 - Leave at least one year of history detail in *History Inquiry*.
5. Select **Process**.
6. The purge routine will process and return to the input fields.
7. Press **ESC** to exit.