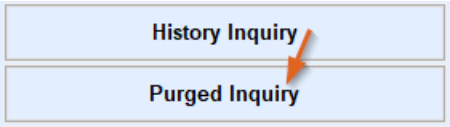
Purge History

Last Modified on 09/10/2026 12:47 pm EDT

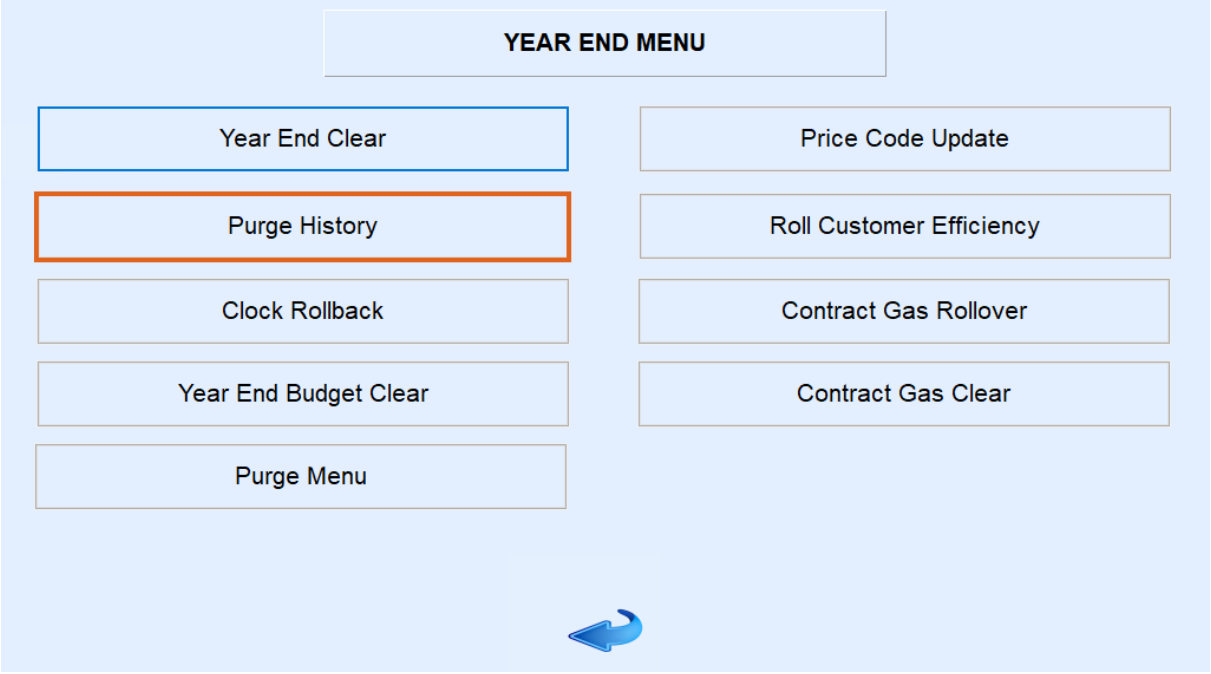
The Purge History program gives the ability to move history for a single customer or for all customer accounts.

- 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 MUSTbe 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.

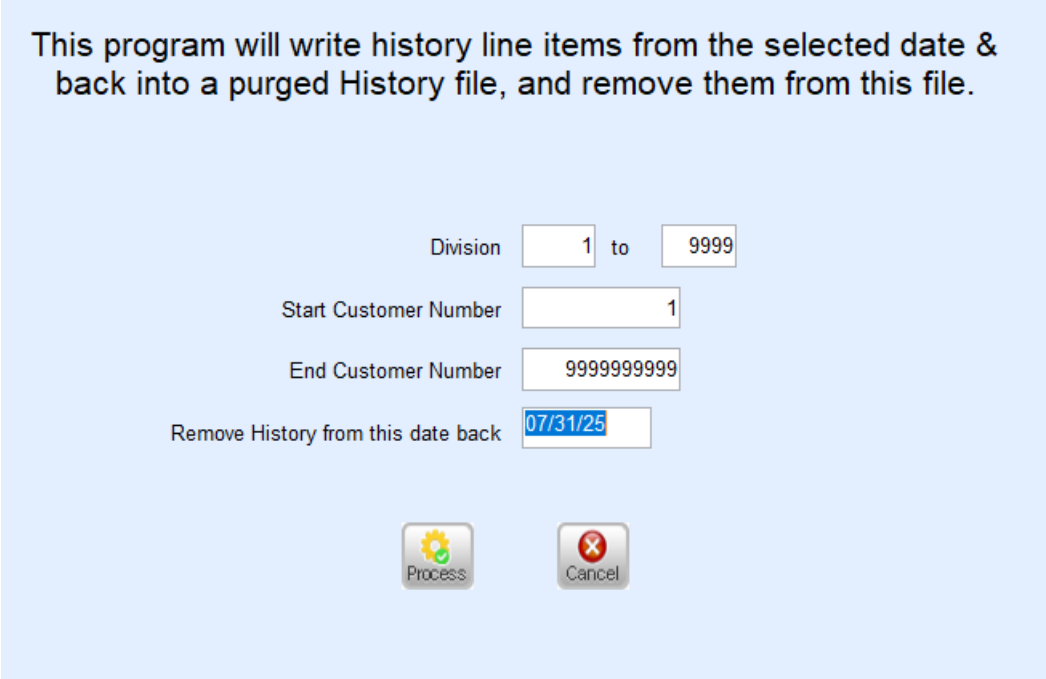
When purged, the history information is moved from the *History Inquiry* screen to the *Purged Inquiry* screen in Customer Maintenance.



1. Select Purge History.



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



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.