## **Purge History**

Last Modified on 08/21/2025 3:44 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.

This program will write history line items from the selected date & back into a purged History file, and remove them from this file.	
Division	1 to 9999
Start Customer Number	1
End Customer Number	9999999999
Remove History from this date back	07/31/25
Process Cancel	

- 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.