



## Purging Data in Sage Pro

There may come a time when your database has grown too large and you need to purge some of your old data. Sage Pro has a function to delete permanently remove data from your archive (history) files. While it is good practice to keep your database clean and optimal, there are a few things we recommend doing before purging data:

- Verify with your CPA what data you can purge, and how far back you need to retain history
- Make a full backup of your database and store it somewhere safe. We recommend a safety deposit box at a bank, or a fireproof safe. It is always good to be able to back to that data if you need it.
- Understand that you will no longer be able to generate reports for the dates that are purged.

You can select which modules and date ranges you want to purge. To purge data, all users must be out of the system.

1. Go into System Manager and click Transaction → Purge Transactions from Archive
2. Select the company from which you want to purge data
3. Enter your cutoff date (Data will be deleted that is older than the date you select)
4. Check the boxes for which modules you want to purge from
5. Click OK
6. Depending on how much data there is to delete, this may take a little time

The benefits to purging data are that your backups will be smaller, and historical reports will run faster.

Check out past tips and tricks online at [www.GilbertAssociates.com/doc.html](http://www.GilbertAssociates.com/doc.html)