



PUBLIC

How to Prepare for and Perform Data Archiving

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Introduction

Companies that have worked with SAP Business One for more than two years can use the data archive wizard to archive closed transactional data relating to previous financial periods that have been locked. Closed transactional data can be closed sales and purchasing documents, reconciled journal entries, and so on.

With the data archive wizard, you can perform the following tasks:

- Simulate a data archive wizard run

The simulation gives you a preview of the expected results of the actual wizard run. It enables you to know:

- The data that will be removed
- The expected reduction in database size

- Initiate a data archive wizard run

When the run is complete, a certain amount of data is permanently removed from the database. This action is irreversible.



Note

SAP Business One automatically backs up the database before any data is removed. If needed, you can always restore the backup file, review the database, generate reports, and print documents. The database you restore is in read-only mode, so you cannot change or add any data to it.

The amount of data removed depends on the length of the period included in the data archive wizard run and on the preparations made before the data archive wizard run starts.

- Load a saved data archive wizard run

All the data archive wizard runs are saved. If needed, you can view any data archive wizard run that was executed in the past, and check whether a specific document was archived in a specific run.

- Search for documents or transactions across data archive runs

This is relevant for companies that have performed more than one data archive run. If there is a need to locate a certain transaction or document that had been archived, you can search for it across multiple data archive runs.

Glossary

Term	Description
Archived Period	<p>The date range to which the data archive simulation or data archive wizard run is applied. The start date is always the first day of the company activity in SAP Business One, in other words, the first day of the earliest posting period defined in the company. The end date is the last day of the posting period selected in the 2nd step of the data archive wizard, and at least two years earlier than the current system date.</p> <p> Note</p> <p>The data recorded during the last two years is required for the regular financial activity of the business and, therefore, cannot be included in the archived period.</p>
Data Archive Journal Entry	<p>Journal entry that is created during the data archive wizard run to reflect the values of journal entries and documents removed from the company database during the data archive wizard run.</p>
Data Archive Inventory Entry	<p>Inventory entry that is created during the data archive wizard run to reflect the values of inventory transactions removed during the data archive wizard run. The data archive inventory entry is relevant only for companies that manage a non-perpetual inventory system.</p>
Sub Period	<p>The periods included in a defined posting period: months, year, quarters, or days (defined in <i>Administration</i> → <i>System Initialization</i> → <i>Posting Periods</i> → <i>Posting Period</i> window).</p>
Transaction	<p>Any record in an SAP Business One company database that is included in the data archive wizard run and considered as a potential candidate to be removed from the company database after the data archive process is complete.</p> <p>In the context of the data archive wizard, the term “transaction” represents documents (such as sales quotations and service calls), journal entries, and other records (such as customer equipment cards, service contracts, activities, and so on).</p>
Cluster	<p>Group of transactions linked to each other by business logic connections. A cluster contains at least one transaction.</p> <p> Example</p> <p>The following transactions are linked to each other by business logic connections and, therefore, all of them are included in a single cluster:</p> <p>Sales quotation copied to a sales order, copied to a delivery, and then to an A/R invoice that was paid by an incoming payment.</p>

Term	Description
Removable/ Nonremovable Transaction	<p>A transaction that complies with the conditions detailed in the “What Data Is Archived?” chapter. It is considered by the data archive wizard as a transaction that can be archived and permanently removed from the company database.</p> <p>The following are considered nonremovable transactions:</p> <ul style="list-style-type: none">• A transaction that does not comply with the conditions listed in the “What Data Is Archived?” chapter• A transaction that is considered removable but is linked to a transaction that does not comply with the conditions listed in the “What Data Is Archived?” chapter.
Removable/ Nonremovable Cluster	<p>A cluster that consists of removable transactions only (in other words, all the transactions in the cluster are indicated as Removable Transactions) can be removed from the company database.</p> <p>A cluster that includes at least one nonremovable transaction cannot be removed from the company database.</p>

Background

Companies that have worked with SAP Business One for a few years may have a large company database. This makes navigation between documents, journal entries, and other records more difficult, slows down the generation of reports, and requires more resources for regular maintenance activities (larger backup files require more space, upgrade process takes more time and requires more free space as well).

The data archive wizard reduces the size of the company database by removing data that is no longer required for the regular course of work (older than two years), while reflecting the accounting and inventory values of the removed data by creating respective transactions.

To ensure that the company database remains integral after the data archive process is done, the archiving method is cluster based.

What Is a Cluster?

A cluster is a group of documents and/or transactions recorded in a SAP Business One company database that are linked to each other by business logic connections.



Example

Sales quotation no. 109 is copied into sales order no. 220. Sales order no. 225, which was created for the same customer, is fully copied together with sales order no. 220 into delivery no. 565. The delivery is fully copied into A/R invoice 320, which is partially paid by incoming payment no. 290 and partially copied into an A/R credit memo. All of these documents are considered as one cluster, as they are linked to each other by business logic connections.

Which Clusters Are Archivable?

A cluster is archivable only if **all** the transactions included in it are defined as *Removable*. The complete list of the transactions that can be removed and their specific conditions for being removable are provided in the “What Data Is Archived?” chapter.

If one of the transactions included in the archived period is found to be nonremovable, none of the transactions that are included in the same cluster can be archived.

Since a single cluster may contain many transactions, and it is enough to have one nonremovable transaction in a cluster to mark the whole cluster as nonremovable, an appropriate preparation of the company database for the data archive wizard run can make a significant difference in the data archive results.

Data Archive Journal Entry

To keep the correct balances of G/L accounts and business partners after the data archive run takes place, SAP Business One automatically creates special journal entries to reflect the total values of the removed transactions.

After SAP Business One identifies which transactions can be removed (for a complete list and criteria, see the “What Data is Archived?” chapter), it aggregates the debit and credit amounts and composes the sums to data archive journal entries.

The number of data archive journal entries created during the data archive wizard run depends on the length of the archived period, on the user settings, and on the amount of removable data. The available options are as follows:

- One data archive journal entry per posting period



The data archive wizard run is initiated for the period: 01.01.2002 – 31.12.2003. This date range includes two posting periods, 2002 and 2003. In this case, a maximum of two data archive journal entries are created.

- One data archive journal entry per sub period



The data archive wizard run is initiated for the period: 01.01.2002 – 31.12.2003. The sub periods defined in the company are quarters. This date range includes eight quarters. In this case, a maximum of eight data archive journal entries are created.

- One data archive journal entry per month



The data archive wizard run is initiated for the period: 01.01.2002 – 31.12.2003. The sub periods defined in the company are quarters, but the user chose to have one data archive journal entry for each month. This date range includes 24 months. In this case, a maximum of 24 data archive journal entries are created.

Following is an example of a data archive journal entry:



The company started working with SAP Business One on January 1st 2002. The company defined two sub periods in 2002:

General				Posting Date		Due Date	
#	Period Code	Period Name	Period Status	From	To	From	To
1	2002-1	2002-1	Locked	01.01.02	01.07.02	01.01.02	31.12.02
2	2002-2	2002-2	Locked	02.07.02	31.12.02	01.01.02	31.12.02
3	2003-1	2003-1	Unlocked	01.01.03	01.07.03	01.01.03	31.12.03
4	2003-2	2003-2	Unlocked	02.07.03	31.12.03	01.01.03	31.12.03
5	2004-1	2004-1	Unlocked	01.01.04	01.07.04	01.01.04	31.12.04
6	2004-2	2004-2	Unlocked	02.07.04	31.12.04	01.01.04	31.12.04
7	2005-1	2005-1	Unlocked	01.01.05	01.07.05	01.01.05	31.12.05
8	2005-2	2005-2	Unlocked	02.07.05	31.12.05	01.01.05	31.12.05

Automatic Change of Period Status to 'Closing Period'

OK Cancel New Period

The period to be archived is 1.1.2002 – 31.12.2002. Following are transactions existing in the company database:

Transaction 1 - A/R invoice no. 99

Posting Date	G/L Acct/Business Partner	Debit	Credit	Balance Due
01.02.2002	Business Partner A	100		30
01.02.2002	Revenue Account		100	100

Transaction 2 – Partial payment for A/R invoice no. 99

Posting Date	G/L Acct/Business Partner	Debit	Credit	Balance Due
01.02.2002	Business Partner A		70	0
01.02.2002	Bank Account	70		70

Transaction 3 – A/R invoice no. 100

Posting Date	G/L Acct/Business Partner	Debit	Credit	Balance Due
01.02.2002	Business Partner A	90		0
01.02.2002	Revenue Account		90	90

Transaction 4 – Payment for A/R invoice no. 100

Posting Date	G/L Acct/Business Partner	Debit	Credit	Balance Due
02.07.2002	Business Partner A		90	0
02.07.2002	Bank Account	90		90

The user chooses to group the data archive transactions by period, which in this example is the year 2002. Transactions 3 and 4 comply with the data archive rules:

- Both are within the date range of the archived period.
- Both are fully reconciled.
- Neither is linked to transactions with dates outside the date range of the archived period.

Therefore, transactions 3 and 4 are removed from the database and the following data archive transaction is created to reflect their values:

Posting Date	G/L Acct/Business Partner	Debit	Credit	Balance Due
31.12.2002	Revenue Account		90	90
31.12.2002	Bank Account	90		90



Note

Transactions 1 and 2 are considered nonremovable:

- The business partner line in transaction 1 is not fully reconciled, and therefore transaction 1 is nonremovable.
- Transaction 2 is linked to transaction 1. Since transactions that are linked to nonremovable transactions cannot be removed, transaction 2 is nonremovable as well.

Data Archive Inventory Transaction



Note

This section is relevant only for companies that manage a non perpetual inventory system (the *Use Perpetual Inventory* checkbox is not selected in *Administration* → *System Initialization* → *Company Details* → *Basic Initialization* tab).

The data archive wizard removes all inventory transactions that comply with the data archive rules. SAP Business One then creates one data archive inventory transaction per item, per warehouse, that reflects the inventory value within the removed inventory transactions within the archived period.



Note

Only one data archive inventory transaction is created per item per warehouse for the archived period. Unlike data archive journal entries, the data archive inventory transactions cannot be grouped by subperiod or month.

The inventory value in the data archive inventory transaction calculation is based on the source price selected by the user in the data archive wizard in step no. 2.



Example

A company has been working with SAP Business One since January 1st 2003. The company manages a non perpetual inventory system. It has two warehouses and three items. The company performed a data archive for the years 2003 and 2004.

The following inventory transactions have been recorded until 31.12.2004 and are considered removable:

Transaction	Item Code	Quantity	From Whse	To Whse
Goods receipt 1	Item_1	20		WH1
Goods receipt 1	Item_2	10		WH1
Delivery 100	Item_1	5	WH1	
Goods receipt 2	Item_3	30		WH2
Goods receipt 2	Item_2	20		WH2
Delivery 101	Item_3	6	WH2	
Inventory trans. 40	Item_3	3	WH2	WH1

Following are the prices of the items in local currency in the purchasing price list that was specified by the user as the price source for inventory transactions:

Item Code	Price (Local Currency)
Item_1	25
Item_2	35
Item_3	45

The following data archive inventory transactions are created to reflect the inventory values of the removable transactions:

Transaction	Item	Whse	Total Qty. in Whse	Inventory Value (LC)
Trans. 1	Item_1	WH1	20-5 = 15	15*25 = 375
Trans. 2	Item_2	WH1	10	10*35 = 350
Trans. 3	Item_2	WH2	20	20*35 = 700
Trans. 4	Item_3	WH1	3	3*45 = 135
Trans. 5	Item_3	WH2	30-6-3 = 21	21*45 = 945

Additional Information:

- The posting date of the data archive inventory transaction is the last day of the archived period.

- If the source price for the data archive inventory transaction is defined in foreign currency, SAP Business One calculates the source price in local currency based on the exchange rate defined for the last day of the archived period. If an exchange rate is not available, an error message appears, and the *Exchange Rate and Indexes* window opens, asking the user to specify the exchange rate for the last day of the archived period.

Data Archive External Bank Statement Line

The data archive wizard removes all the bank statement lines that were recorded within the date range of the archived period, and that are connected to removable clusters. Each sequence of removable lines is grouped into one line that represents the accumulated debit amounts and accumulated credit amounts. The sequences of removable lines are separated by nonremovable lines.

Example

Following table demonstrates how sequences of removable lines are defined:

Line No.	Removable/Nonremovable	
1	Removable	} Sequence #1
2	Removable	
3	Removable	
4	Removable	
5	Nonremovable	} Sequence #2
6	Removable	
7	Removable	} Sequence #3
8	Nonremovable	
9	Removable	
10	Nonremovable	

The following example demonstrates how the data archive wizard handles different scenarios in external bank statements.

Example

The following table reflects the lines recorded in the *Process External Bank Statement* window for G/L account code GL1000. On 30.06.2006, a data archive wizard run took place. The *Comments* column indicates the data archive status for each line:

Seq. No.	Date	Rec. No.	Debit	Credit	Comments
1	1.6.06	7	100		Removable
2	1.6.06	8		50	Removable
3	5.6.06	11	70		Removable
4	7.6.06	9		80	Nonremovable. Connected to non removable cluster
5	10.6.06	8	70		Removable
6	10.6.06	14		160	Removable
7	15.6.06	11		90	Removable

Seq. No.	Date	Rec. No.	Debit	Credit	Comments
8	21.6.06	12	100		Removable
9	21.6.06	13		150	Nonremovable. Reconciliation includes lines outside of archived period (line 16)
10	25.6.06	14	700		Removable
11	26.6.06	18		500	Nonremovable. Reconciliation includes lines outside of archived period (line 14)
12	29.6.06	16	300		Removable
13	30.6.06	19		400	Removable
14	2.7.06	18	100		Nonremovable. Outside archive period
15	5.7.06	20		100	Nonremovable. Outside archive period
16	5.7.06	13	60		Nonremovable. Outside archive period

SAP Business One handles the removable lines in the bank statement above as follows (the nonremovable lines remain the same):

Lines 1-3 are aggregated into one line:

Seq. No.	Date	Rec. No.	Debit	Credit	Comments
1	1.6.06	7	100		Removable
2	1.6.06	8		50	Removable
3	5.6.06	11	70		Removable

Seq. No.	Date	Debit	Credit
3	5.6.06	170	50

Lines 5-8 are aggregated into one line:

Seq. No.	Date	Rec. No.	Debit	Credit	Comments
5	10.6.06	8	70		Removable
6	10.6.06	14		160	Removable
7	15.6.06	11		90	Removable
8	21.6.06	12	100		Removable

Seq. No.	Date	Debit	Credit
8	21.6.06	170	250

Line 10 is removable and is "converted" to a data archive line:

Seq. No.	Date	Rec. No.	Debit	Credit	Comments
10	25.6.06	14	700		Removable

Seq. No.	Date	Debit	Credit
10	25.6.06	700	

Lines 12-13 are aggregated into one line:

Seq. No.	Date	Rec. No.	Debit	Credit	Comments
12	29.6.06	16	300		Removable
13	30.6.06	19		400	Removable

Seq. No.	Date	Debit	Credit
13	30.6.06	300	400

The data archive bank statement line is structured as follows:

- Sequence number – determined by the sequence number of the last line in the group. For example, if lines 1 to 4 are grouped to one data archive line, the sequence number of the data archive line is 4.
- Date – determined by the date of the last line in the group. For example, line 1 and line 2 are grouped. The date for Line 1 is May 22nd and for line 2 it is May 23rd. The date of the data archive line is set to May 23rd.
- Reconciliation number – when the data archive line represents reconciled lines, the reconciliation number is set to zero, and the line is marked as reconciled (as such, it does not appear as a candidate for reconciliation in the *External Reconciliation* window).



Note

By default, the data archive wizard handles only reconciled lines; however, the user can choose to archive unreconciled lines as well.

What Data Is Archived?

To ensure a smooth and correct workflow in SAP Business One after the data archive process is complete, certain rules and guidelines are defined to determine which transactions can be removed and which cannot.

The following table lists the database objects that can be removed (together with their sub objects) during the data archiving process. The table is followed by a detailed explanation about the removal guidelines for each transaction.

Object	Object Name	Object Type
OINV	A/R Invoice	13
ORIN	A/R Credit Memo	14
ODLN	Delivery	15
ORDN	Returns	16
ORDR	Sales Order	17
OPCH	A/P Invoice	18
ORPC	A/P Credit Memo	19
OPDN	Goods Receipt PO	20
ORPD	Goods Return	21
OPOR	Purchase Order	22
OQUT	Sales Quotations	23
ORCT	Incoming Payment	24
ODPS	Deposit	25
OBTD	Journal Vouchers List	29
OJDT	Journal Entry	30
OCLG	Activities	33
OBNK	External Bank Statement Received	42
OVPM	Outgoing Payments	46
OCHO	Checks for Payment	57
OIGN	Goods Receipt	59
OIGE	Goods Issue	60
OWTR	Inventory Transfer	67
OWKO	Production Instructions	68
OCRH	Credit Card Management	72
OCRV	Credit Payment	74
ODPT	Postdated Deposit	76
OOPR	Sales Opportunity	97

Object	Object Name	Object Type
ODRF	Drafts	112
OWDD	Documents for Confirmation	122
OCHD	Checks for Payment Drafts	123
OPDF	Payment Drafts	140
OPKL	Pick List	156
OPWZ	Payment Wizard	157
OMRV	Inventory Revaluation	162
OCPI	A/P Correction Invoice	163
OCPV	A/P Correction Invoice Reversal	164
OCSI	A/R Correction Invoice	165
OCSV	A/R Correction Invoice Reversal	166
OINS	Customer Equipment Card	176
OBOE	Bill of Exchange for Payment	181
OBOT	Bill Of Exchange Transaction	182
OCTR	Service Contracts	190
OSCL	Service Calls	191
ODWZ	Dunning Wizard	197
OWOR	Production Order	202
ODPI	A/R Down Payment	203
ODPO	A/P Down Payment	204
OVRT	Tax Invoice Report	245
OSRT	Korean Summary Report	246
OMIN	A/R Monthly Invoice	270
OTSI	Sales Tax Invoice	280
OTPI	Purchase Tax Invoice	281
OJST	TDS Adjustment	10000079
OTPW	Tax Payment Wizard	140000008
OOEI	Outgoing Excise Invoice	140000009
OIEI	Incoming Excise Invoice	140000010
OMIV	A/P Monthly Invoice	140000014
OEJB	Wizard Run Details for ERV-JAb	350000004

Financials

- **Journal Entry** – Manual journal entries with posting dates within the archived period can be removed, except for the following:

- Journal entries that include one or more business partner lines that are partially reconciled
- Journal entries that are reconciled against nonremovable transactions or against transactions with a posting date that deviates from the archived period
- Journal entries created through the *Period-End Closing* utility

Journal entries created by documents can be removed if the originating document is removable. If the originating document is not fully reconciled or is reconciled against a non-removable transaction or is reconciled against a transaction that deviates from the archived period, the journal entry is nonremovable.

- **Journal Vouchers** - Journal vouchers with the status *Closed*, and which include only journal voucher entries within the archived period, are removable.

Sales Opportunities

- **Sales Opportunities** – Sales opportunities created within the archived period, and having the status *Won* or *Lost*, are removable.

Sales – A/R

- **Sales Quotation** – Sales quotations created within the archived period date range, and having the status *Closed* or *Cancelled*, can be removed, unless they are connected to nonremovable documents. Sales quotations having the status *Closed* or *Cancelled* that are connected to nonremovable documents, but have the *Archive Nonremovable Sales Quotation* checkbox selected (*Sales Quotation* → *Accounting* tab), can be removed as well.

The screenshot shows the SAP 'Sales Quotation' dialog box. The 'Accounting' tab is active. A red box highlights the 'Archive Nonremovable Sales Quotation' checkbox, which is checked. Other visible fields include: Customer (C42000), Name (Mashina Corporation), Contact Person (Anthony Smith), Status (Cancelled), Posting Date (11.12.09), Valid Until (31.12.09), Document Date (11.12.09), Journal Remark (Cancelled), Payment Terms (2P10Net30), Payment Method (Incoming BT), BP Project, Indicator, Federal Tax ID (GB566678950), Order Number, Sales Employee (Jim Boswick), and a summary table with values: Total Before Discount (GBP 1,616.25), Discount (%), Freight, Rounding, Tax (GBP 277.19), and Total (GBP 1,893.44). Buttons for 'OK', 'Cancel', and 'Copy To' are at the bottom.

- **Sales Order** – Sales orders that were created within the archived period date range and have the status *Closed* or *Canceled* can be removed, unless they are linked to nonremovable transactions.

- **Delivery and Return** – If these documents were created within the archived period date range and have the status *Closed*, they can be removed, unless they are linked to nonremovable documents.
- **A/R Down Payment Request** – A/R down payment requests created within the archived period date range, having the status *Closed*, that are linked to a final payment, and are not linked to a nonremovable incoming payment, can be removed.
- **A/R Down Payment Invoice** – A/R down payment invoices having the status *Closed*, that are linked to a final invoice, and for which reconciliation took place within the archived period, can be removed.
- **A/R Correction Invoice** – A/R correction invoices created within the archived period and having the status *Closed* (were fully copied to an A/R correction invoice reversal), can be removed.
- **A/R Correction Invoice Reversal** – A/R correction invoice reversals that were created within the archived period and having the status *Closed* can be removed.
- **A/R Credit Memo** – A/R credit memos having the status *Closed* can be removed, unless the journal entry created by the A/R credit memo is nonremovable.
- **A/R Invoice** – A/R invoices having the status *Closed*, that were created within the archived period can be removed, unless the journal entry created by the A/R invoice is nonremovable, or the A/R invoice is linked to an A/R correction invoice that cannot be removed.
- **A/R Reserve Invoice** – A/R reserve invoices that were created within the archived period and having the status *Closed* (fully reconciled and fully delivered) can be removed, unless the journal entry created by the A/R reserve invoice is nonremovable, or the A/R reserve invoice is linked to an A/R correction invoice that cannot be removed.
- **A/R Monthly Invoice** - A/R monthly invoices that were created within the archived period, having the status *Closed*, and with connected individuals within the archived period can be removed.
- **Dunning Wizard Run** – Dunning wizard runs with the date of the dunning run within the archived period, and having the status *Saved Parameters* or *Executed and Printed Wizard*, can be removed.
- **A/R Tax Invoice** – A/R tax invoices that were created within the archived period can be removed if all the documents that are linked to them are removable.

Purchasing – A/P

- **Purchase Order** – Purchase orders created within the archived period and having the status *Closed* or *Canceled* can be removed, unless they are linked to nonremovable transactions.
- **Goods Receipt PO and Goods Return** – If these documents were created within the archived period and have the status *Closed*, they can be removed, unless they are linked to nonremovable transactions.
- **A/P Down Payment Request** – A/P down payment requests that were created within the archived period, that have the status *Closed*, and are linked to final payments can be removed. Exception: An A/P down payment request that is linked to a nonremovable incoming payment cannot be removed.
- **A/P Down Payment Invoice** - A/P down payment invoices that were created within the archived period, that have the status *Closed*, and are linked to a final invoice, can be removed.
- **A/P Correction Invoice** - A/P correction invoices that were created within the archived period and have the status *Closed* (fully copied to A/R correction invoice reversal) can be removed.

- **A/P Correction Invoice Reversal** – A/P correction invoice reversals that were created within the archived period and have the status *Closed* can be removed.
- **A/P Credit Memo** – A/P credit memos created within the archived period and having the status *Closed* can be removed, unless the journal entry created by the A/P credit memo is nonremovable.
- **A/P Invoice** – A/P invoices having the status *Closed* can be removed, unless the journal entry created by the A/P invoice cannot be archived, or if the A/P invoice is linked to an A/P correction invoice that cannot be removed.
- **A/P Reserve Invoice** – A/P reserve invoices that were created within the archived period and have the status *Closed* (fully reconciled and fully delivered) can be removed, unless the journal entry created by the A/P reserve invoice cannot be archived, or if the A/P reserve invoice is linked to an A/P correction invoice that cannot be removed.
- **A/P Monthly Invoice** – A/P monthly invoices that were created within the archived period, have the status *Closed*, and whose connected individuals are all within the archived period, can be removed.
- **A/P Tax Invoice** – A/P tax invoices that were created within the archived period can be removed if all the documents that are linked to them are removable.
- **Landed Costs** – Landed costs documents can be removed only in companies that manage a perpetual inventory system and if they were created within the archived period.

Business Partners

- **Activity** – Activities with statuses *Closed* and *Open*, with start and end dates within the archived period, can be removed.

Banking

- **Incoming Payments** – Incoming payments that were created within the archived period and having the status *Closed* can be removed, unless:
 - The journal entry created by the incoming payment is nonremovable.
 - The payment means in the incoming payment are either undeposited checks or credit card vouchers.
- **Checks** – Checks received that are deposited as cash, cancelled, or endorsed, and whose date is within the archived period, can be removed.
- **Credit Card Vouchers** – Credit card vouchers that were created within the archived period and deposited can be removed. In case of multiple payments, if the date of the latest credit card voucher deviates from the archived period, all the credit card vouchers in this payment are nonremovable.
- **Deposit** – Deposits that were created within the archived period can be removed unless:
 - The journal entry created by the deposit is nonremovable.
 - The deposit includes a nonremovable check, credit card voucher, or bill of exchange.
- **Postdated Check Deposit** – Postdated check deposits that were created within the archived period can be removed, unless they include nonremovable checks, or if the journal entry created by the postdated check deposit is nonremovable.
- **Postdated Credit Voucher Deposit** – Postdated credit voucher deposits that were created within the archived period can be removed, unless they include nonremovable credit card

vouchers, or if the journal entry created by the postdated credit voucher deposit is nonremovable.

- **Outgoing Payments** – Outgoing payments created within the archived period that are fully reconciled can be removed, unless they include nonremovable bills of exchange.
- **Checks for Payment** – Checks for payment that did not create journal entries (the *Create Journal Entry* checkbox is not selected on the check) can be removed. Checks for payment that created journal entries (the *Create Journal Entry* checkbox is selected) can be removed, unless the journal entry is nonremovable.
- **Bill of Exchange – Receivables** –
- **Bill of Exchange – Payables** –
- **Bill of Exchange Management** – Bills of exchange management can be removed if all the bills of exchange that are linked to them are removable.
- **Payment Wizard Run** – Payment wizard runs with a date within the archived period and with the status *Executed*, *Saved*, or *Cancelled* can be removed. Payment wizard runs with the status *Recommended* cannot be removed.
- **Bank Statement Details** – Bank statement details records (listed in the *Bank Statement Summary* window) with *Statement Date* within the archived period, and with the status *Finalized* can be removed.
- **External Bank Statement** – All the lines recorded for specific G/L accounts or business partners in the *Process External Bank Statement* window that are connected to removable clusters, are considered removable as well. Lines that comply with one or more of the following categories cannot be archived:
 - Lines that are connected to nonremovable clusters
 - Lines that are partially reconciled
 - Lines that are reconciled with transactions created outside the date range of the archived period

Inventory

- **Goods Receipt and Goods Issue** – Goods receipts and goods issues created within the archived period can be removed.
- **Inventory Transfer** – Inventory transfers created within the archived period, and that are based on removable document (if based) can be removed.
- **Inventory Revaluation** – Inventory revaluation transactions within the archived period that do **not** include FIFO items can be removed.
- **Pick List** – Pick lists in which all the sales orders are removable can be removed.

Production

- **Production Order** – Production orders with the status *Closed* can be removed.
- **Work Order** – Work orders can be removed if they comply with the following conditions:
 - The work orders have been upgraded to production orders, and those production orders were created based on the upgraded work orders and are removable.

- The work orders were set to the status *Closed*, *Cancelled*, or *Completed* (and therefore were not upgraded to production order), and their *Finish Date* is within the archived period.

If the *Finish Date* field is empty, SAP Business One checks if the work order date is in the date range of the archive period, and if so, the work order is removable.

Service

- **Service Call** – Service calls with the status *Closed* and that have *Created On* and *Closed On* dates within the archived period can be removed.
- **Service Contract** – Service contracts with *Termination Date* within the archived period and service contracts with no termination date but with *End Date* within the archived period can be removed.
- **Customer Equipment Card** – Customer equipment cards whose linked service calls, service contracts, deliveries, and invoices are removable, can be removed.

Misc

- **Drafts** – Drafts of sales, purchasing, banking, and inventory documents can be removed, unless they are part of an approval procedure and one of the following is true:
 - The status of the approval is *Pending*.
 - The approval had been provided but the draft has not been added yet as a regular document.
- **Tax Payment Wizard** – Tax payment wizard runs within the archived period can be removed.
- **User Defined Objects** – Only user-defined objects determined as document type and for which the *Data Archive (Requires Implementation DLL)* checkbox is selected (in *Tools* → *Customization Tools* → *Object Registration Wizard*) can be removed.
- **Documents after Year Transfer** – Documents that were “year transferred” are not linked to the journal entry created when were added originally. Such documents are removed from the company database if they comply with all the conditions described above, excluding the ones related to journal entries.
- **Request for Approval** – Requests for approval with the status *Approved* or *Rejected* can be removed as long as the draft document connected to it was added.
- **Log Files** – Records in log files related to removed transactions are removed as well.
- **Financial XML File Generation Wizard** – Financial XML file generation wizard runs with the status *Executed* and which took place within the archived period can be removed.

How to Prepare for Data Archiving

SAP Business One enables you to perform data archiving for posting periods that ended more than two years ago, and that were assigned with the status *Locked* or *Archived*.

To optimize the results of the data archive process, we strongly recommend that you make the following preparations:

Since most of the transactions to be archived are documents with the status *Closed*, generate the Open Items List report (choose *Reports* → *Sales and Purchasing* → *Open Items List*) and close, where possible, any document created within the period you intend to archive. This way you can increase the amount of data that will eventually be removed.



Example

You are about to archive the posting periods related to the year of 2006. Generate the open items list report and sort it according to the *Posting Date* column:

Open Items List						
Currency		Local Currency	Open Documents		Sales Quotations	
Doc. No.	Customer Code	Due Date	Amount	Posting Date	Document Date	Document Type
⇒ 11799	⇒ D101218	05.02.2006	Eur 3.689,00	31.01.2006	31.01.2006	Sales Quotations
⇒ 11888	⇒ L100180	09.07.2006	Eur 68.163,30	04.07.2006	04.07.2006	Sales Quotations
⇒ 11908	⇒ L100185	12.08.2006	Eur 11.126,50	07.08.2006	07.08.2006	Sales Quotations
⇒ 11924	⇒ D101370	12.09.2006	Eur 21.039,20	07.09.2006	07.09.2006	Sales Quotations
⇒ 11942	⇒ D100916	10.10.2006	Eur 3.753,26	05.10.2006	05.10.2006	Sales Quotations
⇒ 11944	⇒ D101254	13.10.2006	Eur 64.033,85	08.10.2006	08.10.2006	Sales Quotations
⇒ 11946	⇒ D307190	10.11.2006	Eur 119.714,00	11.10.2006	11.10.2006	Sales Quotations
⇒ 11950	⇒ L100189	22.10.2006	Eur 34.248,20	17.10.2006	17.10.2006	Sales Quotations
⇒ 12008	⇒ L100244	09.01.2007	Eur 61.332,65	04.01.2007	04.01.2007	Sales Quotations
⇒ 12022	⇒ L100246	16.02.2007	Eur 96.366,25	11.02.2007	11.02.2007	Sales Quotations
⇒ 12028	⇒ D100109	08.03.2007	Eur 40.460,00	03.03.2007	03.03.2007	Sales Quotations
⇒ 12029	⇒ D101810	08.03.2007	Eur 2.856,00	03.03.2007	03.03.2007	Sales Quotations
⇒ 12040	⇒ D100714	19.03.2007	Eur 87.821,95	14.03.2007	14.03.2007	Sales Quotations
			Eur 3.415.576,90			

Now, check which of the sales quotations that were created during 2006 can be closed?

Generate a list of the different draft documents and check which of the drafts should and can be added as regular documents, and which are no longer relevant, and, therefore, can be removed.

If your company manages a non-perpetual inventory system, the data archive wizard run handles inventory transactions as well. Although it is not mandatory, make sure to define prices for all of the items in the price list that will be used as the source price for the data archive inventory transaction.



Note

If the price list you are going to use as the source price for the data archive inventory transactions is in foreign currency, make sure that the exchange rate for the last day in the archived period exists in the *Exchange Rate and Indexes* window.



Note

The data archive wizard does **not** handle inventory transactions in companies that manage a non-perpetual inventory system together with purchase accounting (in

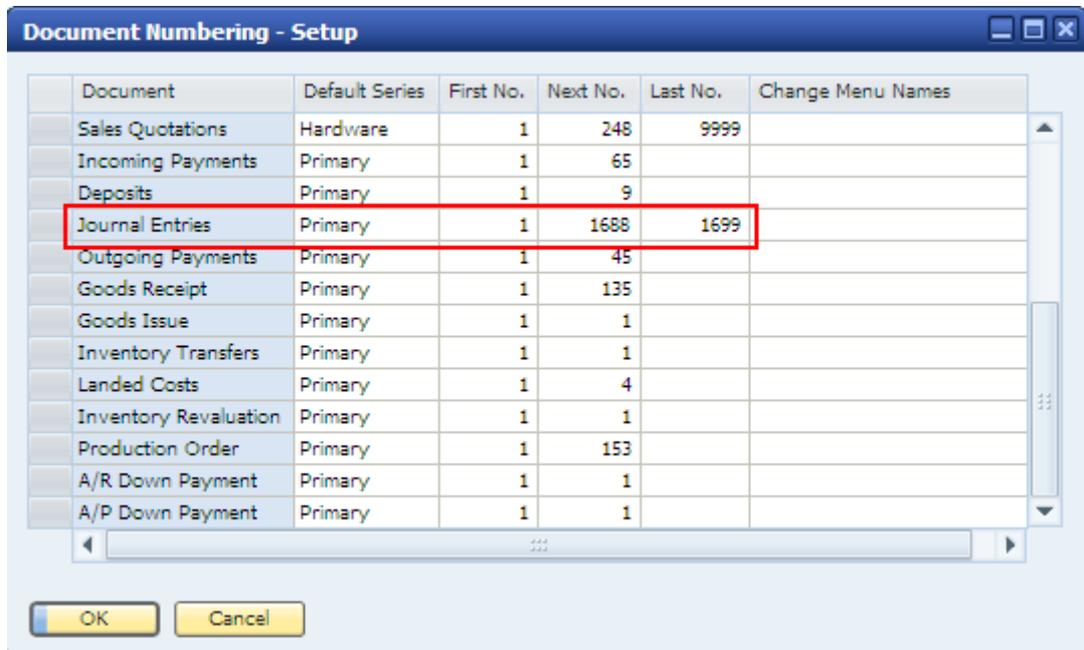
Administration → *System Initialization* → *Company Details* → *Basic Initialization* tab, the *Use Perpetual Inventory* checkbox is not selected and the *Use Purchase Accounting* checkbox is selected).

The data archive wizard run results in the creation of journal entries. To enable the creation of those journal entries, make sure that the default numbering series assigned to *Journal Entries* has enough free numbers between the *Next Number* and the *Last Number* to be used by the data archive journal entries.



Example

The data archive wizard run is to be activated for the following period: calendar year 2006 and first half of 2007, a total of 18 months. The grouping of the data archive journal entries is set to be per month. It means that a maximum of 18 journal entries are expected to be added to the company database. Looking at the *Document Numbering – Setup* window (*Administration* → *System Initialization* → *Document Numbering*), the number of the next journal entry is 1688 and the last number in the series assigned to journal entries is 1699:



Document	Default Series	First No.	Next No.	Last No.	Change Menu Names
Sales Quotations	Hardware	1	248	9999	
Incoming Payments	Primary	1	65		
Deposits	Primary	1	9		
Journal Entries	Primary	1	1688	1699	
Outgoing Payments	Primary	1	45		
Goods Receipt	Primary	1	135		
Goods Issue	Primary	1	1		
Inventory Transfers	Primary	1	1		
Landed Costs	Primary	1	4		
Inventory Revaluation	Primary	1	1		
Production Order	Primary	1	153		
A/R Down Payment	Primary	1	1		
A/P Down Payment	Primary	1	1		

In this case, there might not be enough numbers available for creating all the data archive journal entries (only 12 numbers are available, while 18 journal entries may be created). Either adjust the last number of the series, or set another numbering series with enough numbers available, as the default series for journal entries.

The data archive wizard applies only for posting periods with the status *Locked* or *Archived*. Make sure to complete the *Period-End Closing* process for all of the posting periods you want to include in the data archive wizard run or in the data archive simulation, and set their status to *Locked*.



CAUTION

If the archived period includes posting periods with profit and loss accounts with a balance other than zero, and/or posting periods with a status other than *Locked* or *Archived*, the data archive wizard run or simulation fails.

Back up your company database up to one hour before initiating the data archive wizard run.

**Note**

If you initiate the data archive wizard run and SAP Business One detects that no backup has taken place within the last hour, a warning message to that effect appears and the *Next* button in the data archive wizard is disabled.

If your company manages a perpetual inventory system, we highly recommend running the inventory valuation inconsistency check. This lets you determine in advance whether it will be necessary to run the inventory valuation utility for the period to be archived before beginning the data archive run. For more information about how to run the inventory valuation inconsistency check, see SAP Note 1460925.

**Note**

When you initiate the data archive wizard run, SAP Business One checks whether it is necessary to run the inventory valuation utility for the period to be archived. If this is the case, the data archive wizard run is disabled until the inventory valuation utility is run for the relevant period. It is not mandatory to accept the results of the inventory valuation utility to proceed with the data archive wizard run. However, we highly recommend you do so, since a certain amount of data is removed from the database during the data archive run and this may lead to incomplete results on subsequent runs of the inventory valuation utility.

**Note**

When you initiate a data archive simulation run, SAP Business One runs the same check. However, if it is required to run the inventory valuation utility for the relevant period and this has not been done, a warning message appears, but the data archive simulation run does not fail.

Before initiating the data archive wizard run, make sure that no other users are connected to the SAP Business One company database, either by logging on to SAP Business One or by connecting directly through the SAP Business One database server. If additional connected users are detected, the data archive wizard run fails.

A data archive simulation run can take place while other users are connected to the same SAP Business One company database; however, only one user can initiate the data archive simulation run at a time. Running data archive simulation in parallel on more than one instance of the SAP Business One application or from within a SAP Business One application client is impossible.

Before initiating the data archive wizard run, make sure to close all open windows in the application. If application windows remain open, a relevant system message appears and the *Next* button in the data archive wizard is disabled. Any add-ons that are active on the SAP Business One client being used for running the data archive wizard run are automatically closed.

Simulating Data Archive Runs

The simulation provides you with a preview of the expected results of the actual data archive wizard run. It enables you to know:

- The transactions that are expected to be removed
- The expected reduction in database size



Note

The data archive wizard contains nine steps for companies that manage a perpetual inventory system and ten steps for companies that manage a non-perpetual inventory system.



Note

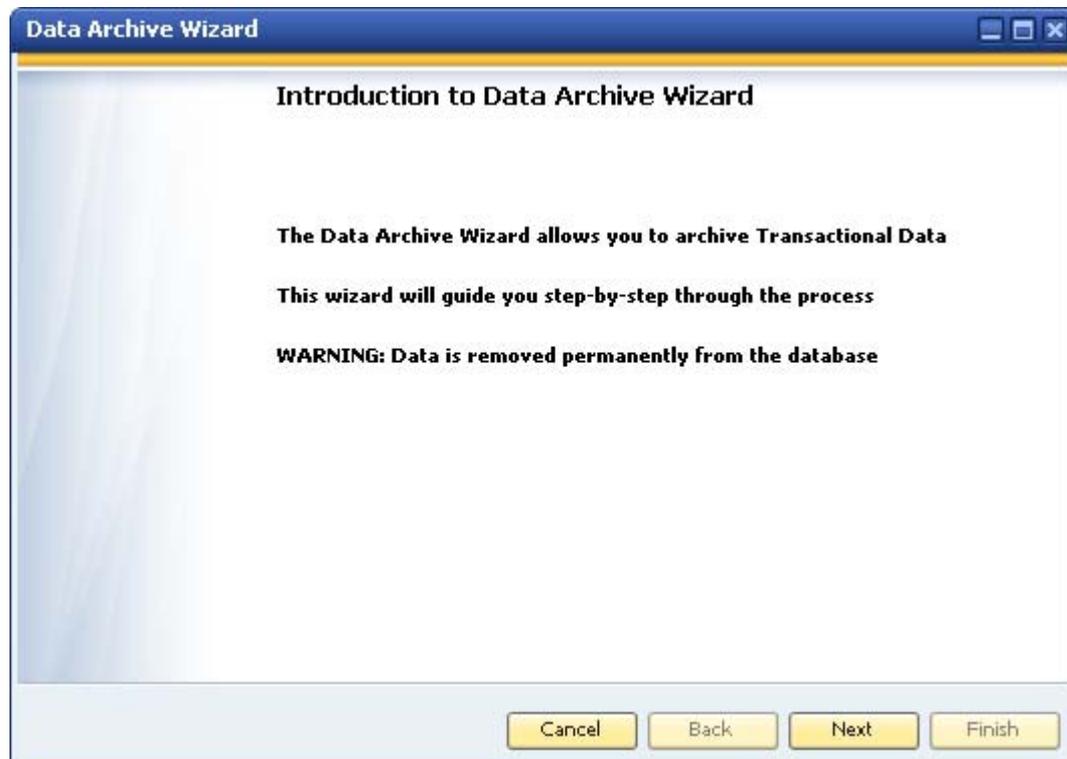
When running a simulation, the process ends at step 6 for companies that manage a perpetual inventory system, and at step 7 for companies that manage a non-perpetual inventory system.

Prerequisites

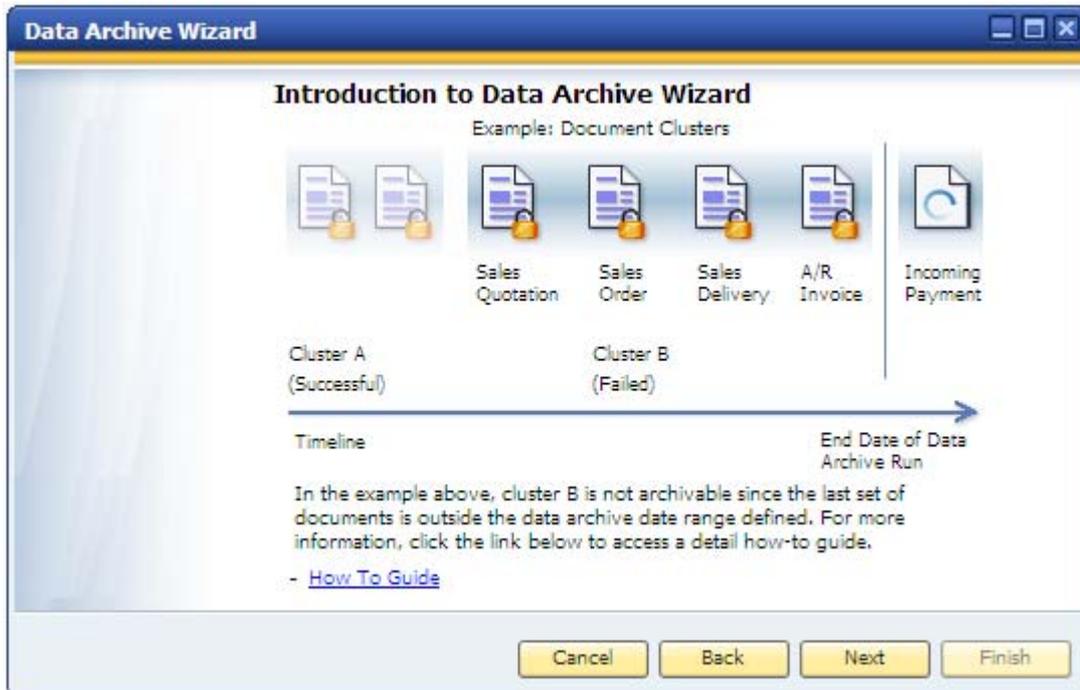
You have prepared your company database according to the recommendations provided in the *How to Prepare for Data Archive* chapter.

Procedure

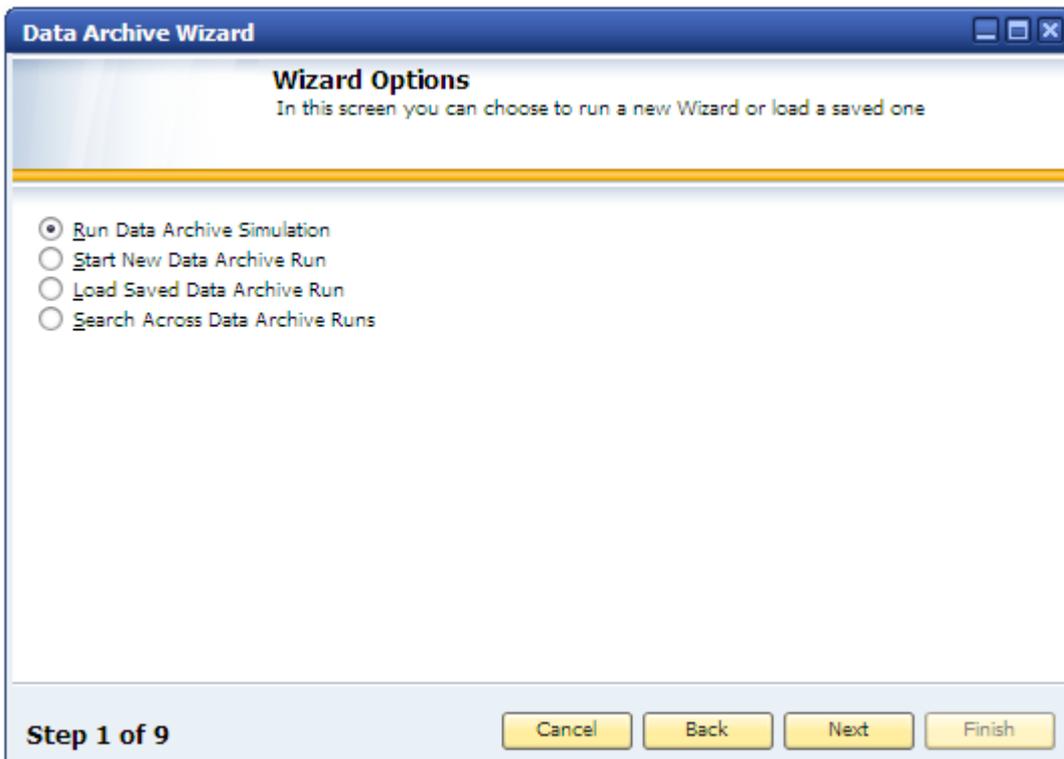
1. From the SAP Business One *Main Menu*, choose *Administration* → *Utilities* → *Data Archive Wizard*. In the *Introduction to Data Archive Wizard* window, choose the *Next* button.



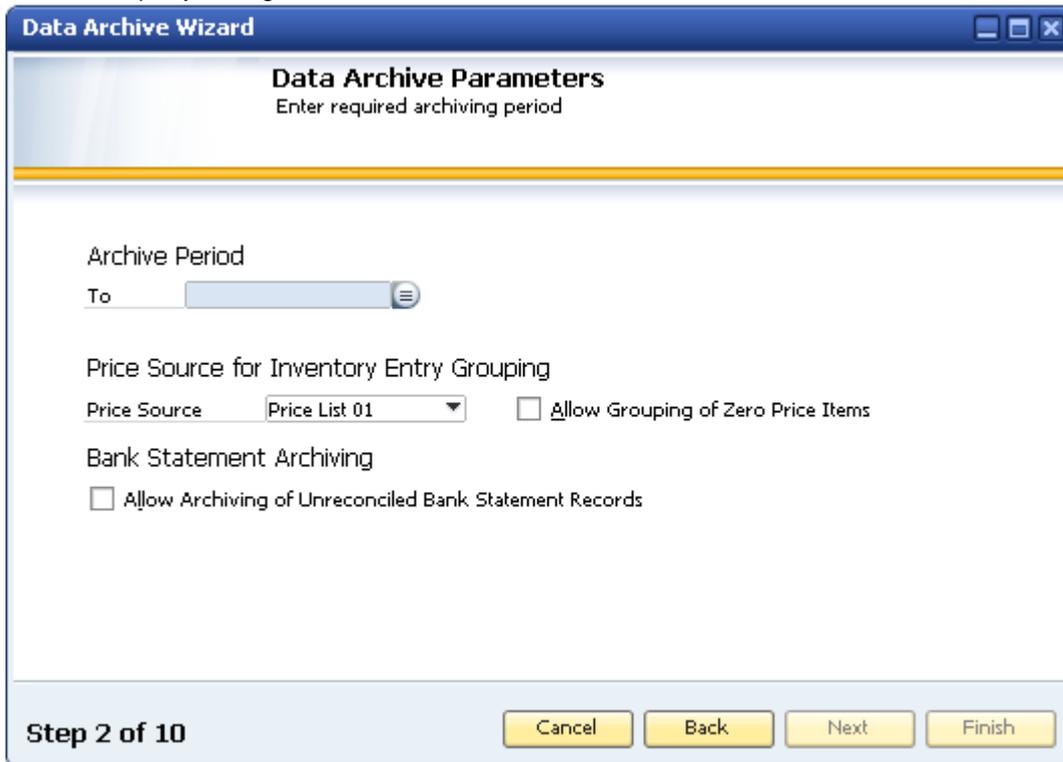
- The following window provides you with further information about the essence of the data archive methodology. To continue, choose the *Next* button.



- In the *Wizard Options* window, select the *Run Data Archive Simulation* radio button and choose the *Next* button.



4. The *Data Archive Parameters* window appears. The parameters to be set in this window depend on the company configuration.



Data Archive Wizard

Data Archive Parameters
Enter required archiving period

Archive Period
To

Price Source for Inventory Entry Grouping
Price Source Allow Grouping of Zero Price Items

Bank Statement Archiving
 Allow Archiving of Unreconciled Bank Statement Records

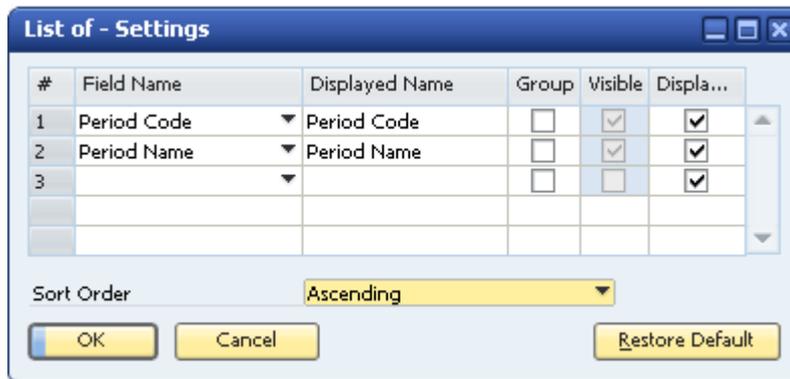
Step 2 of 10

Field	User Action/Description
<i>Archive Period</i>	<p>The period to be covered by the data archive simulation.</p> <p>In the <i>To</i> field, click . The <i>List of Posting Periods</i> window appears.</p> <p> Note</p> <p>You cannot type data into the <i>To</i> field. Setting a period for archiving is possible only by choosing it from the <i>List of Posting Periods</i> window.</p> <p>Only posting periods that are at least two years older than the current date are listed in the window. Choose the latest posting period to be included in the data archive simulation run. The date of the last day in the chosen posting period is displayed in the <i>To</i> field.</p> <p>The “from” date of the archived period is always the first day of the earliest posting period in the company database.</p>
<i>Price Source for Inventory Entry Grouping</i>	<p>This section appears only for companies that manage a non-perpetual inventory system and do not use purchase accounting (the <i>Use Perpetual Inventory</i> and <i>Use Purchase Accounts Posting System</i> checkboxes are not selected in <i>Administration</i> → <i>System Initialization</i> → <i>Company Details</i> → <i>Basic Initialization</i> tab).</p> <p>In the <i>Price Source</i> field, select the price list to be considered when inventory transactions are grouped.</p> <p>To group items for which price is not defined in the price list selected in the <i>Price Source</i> field, select the <i>Allow Grouping of Zero Price Items</i> checkbox. By default, this checkbox is not selected.</p>
<i>Bank Statement Archiving</i>	<p>This section appears only for companies that do not use automatic bank statement processing (the <i>Install Bank Statement Processing</i> checkbox is not selected in <i>Administration</i> → <i>System Initialization</i> → <i>Company Details</i> → <i>Basic Initialization</i> tab), and that have at least one bank statement recorded (in <i>Banking</i> → <i>Bank Statements and External Reconciliations</i> → <i>Process External Bank Statement</i>).</p> <p>In such companies, the data archive wizard handles automatically reconciled lines in the external bank statements. To enable archiving unreconciled lines in bank statements as well, select the <i>Allow Archiving of Unreconciled Bank Statement Records</i> checkbox.</p>
<i>Inventory Valuation Utility Parameters</i>	<p>This section appears only for SAP Business One companies that manage a perpetual inventory system (the <i>Use Perpetual Inventory</i> checkbox is selected in <i>Administration</i> → <i>System Initialization</i> → <i>Company Details</i> → <i>Basic Initialization</i> tab).</p> <p>In the <i>Direct USD Rate</i> field, specify the current exchange rate of one US dollar in the company’s local currency. SAP Business One runs a few checks and validates the inventory value accordingly. Based on the results of the checks, you are notified if there is a need to run the inventory valuation utility.</p>

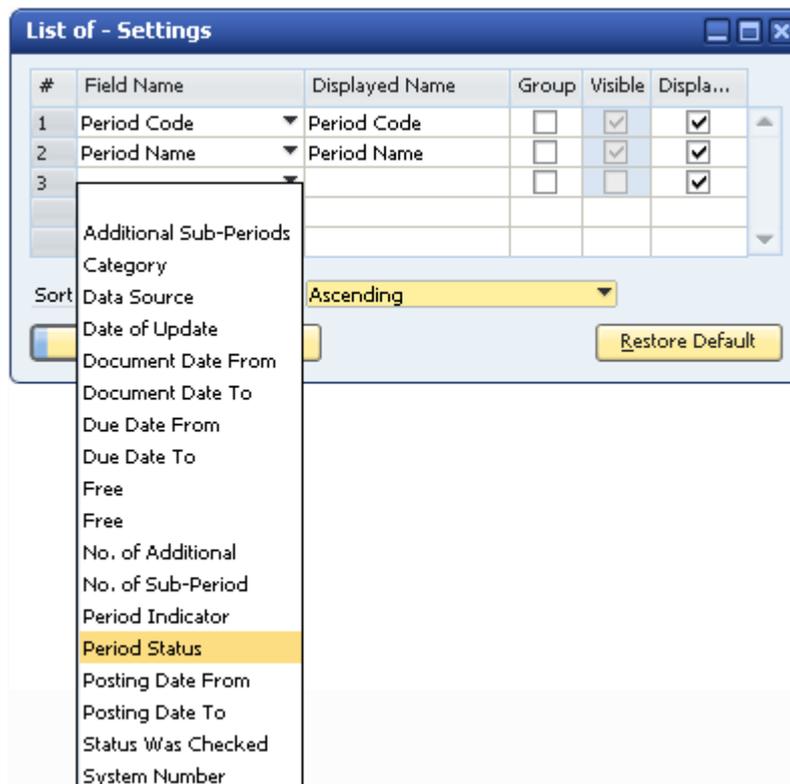
Recommendation

Since only posting periods with the period status *Locked* or *Archived* can be included in the data archiving simulation run, we recommend that you add the column *Period Status* to the *List of Posting Periods* window. This way you can tell which of the posting periods are archivable. To do so, perform the following steps:

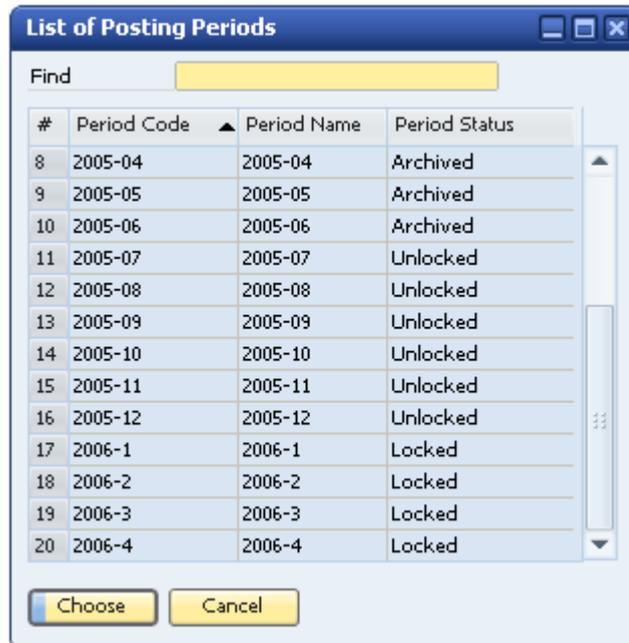
- i. While the *List of Posting Periods* window is open, click in the toolbar. The *List of - Settings* window appears:



- ii. Click the dropdown list in row # 3. A list of all the columns that can be added to the *List of Posting Periods* window appears. Select the option *Period Status* and choose the *Update* button. Then choose the *OK* button.



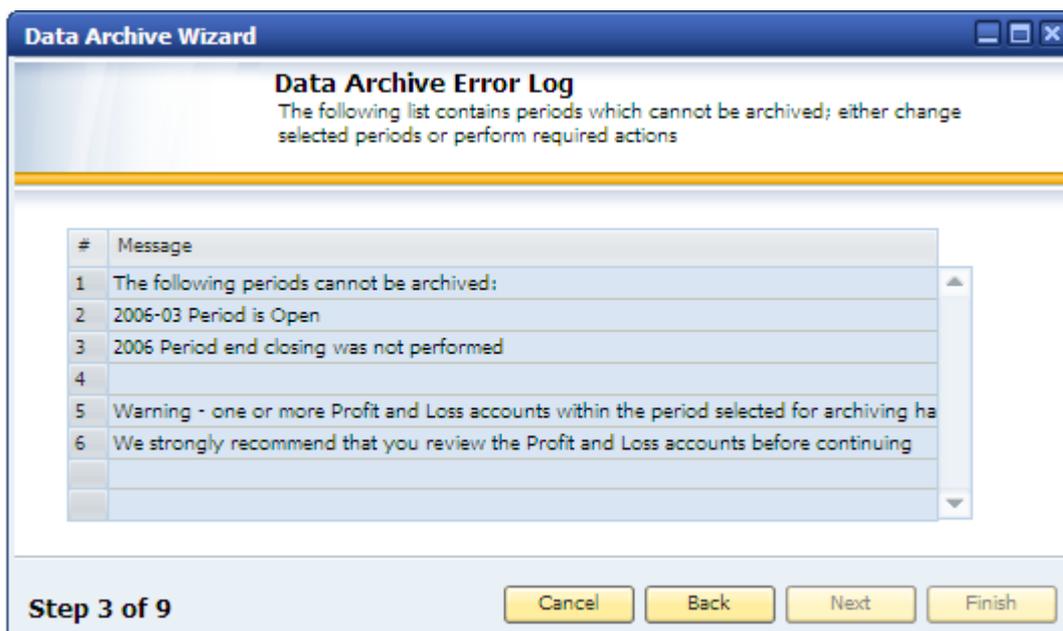
- iii. To apply the new settings, close the *List of Posting Periods* window and open it again.



- 5. After specifying all the relevant details in the *Data Archive Parameters* window, choose the *Next* button. This process may take some time, depending on the size of your company database and the overall length of the period included in the data archive simulation run.
- 6. If any errors are detected, the *Data Archive Error Log* window appears; listing all the errors found and providing warnings and recommendations. The contents of this window can be printed, saved in PDF format, and exported to a Microsoft Excel file. Depending on the severity of the errors found, the *Next* button might be disabled. In such a case, you are required to first resolve the error and then initiate the data archive simulation run again.

Recommendation

We recommend addressing as much as possible the issues listed in this window, even when only warnings are listed and the *Next* button is available.



If no errors or warnings are found, the *Data Archive Recommendations* window (step 4 of 9) appears.

7. The *Data Archive Recommendations* window displays the results of the database analysis done by SAP Business One, providing detailed information regarding which transaction can be archived and which cannot. The information in the *Data Archive Recommendations* window is provided in two levels of details: *Cluster View* (the default display mode) and *Transactions View*. After reviewing the recommendations, choose the *Next* button.

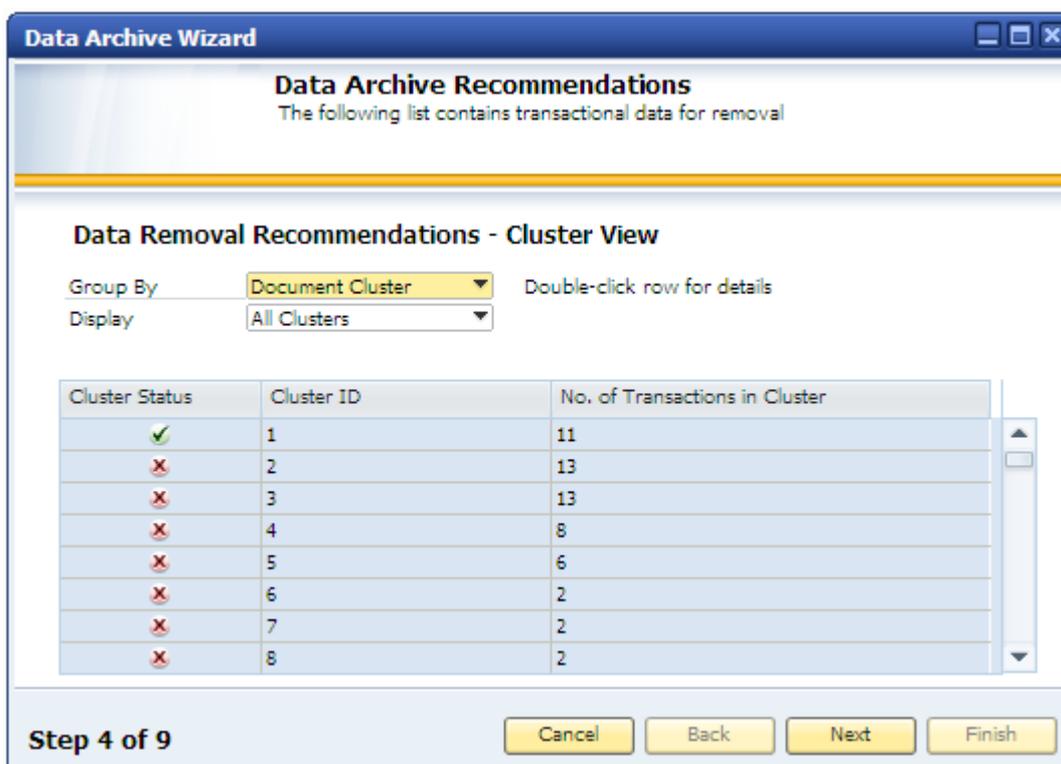


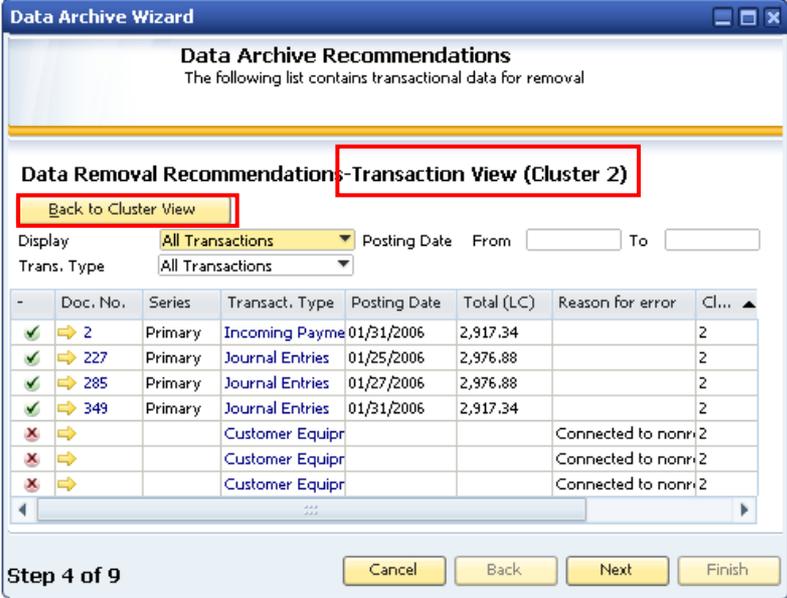
Note

You can print or print preview the data archive recommendations. In case the list of recommendations is very long, these actions might take some time. If you choose to print the data archive recommendations, it may consume a large amount of paper.

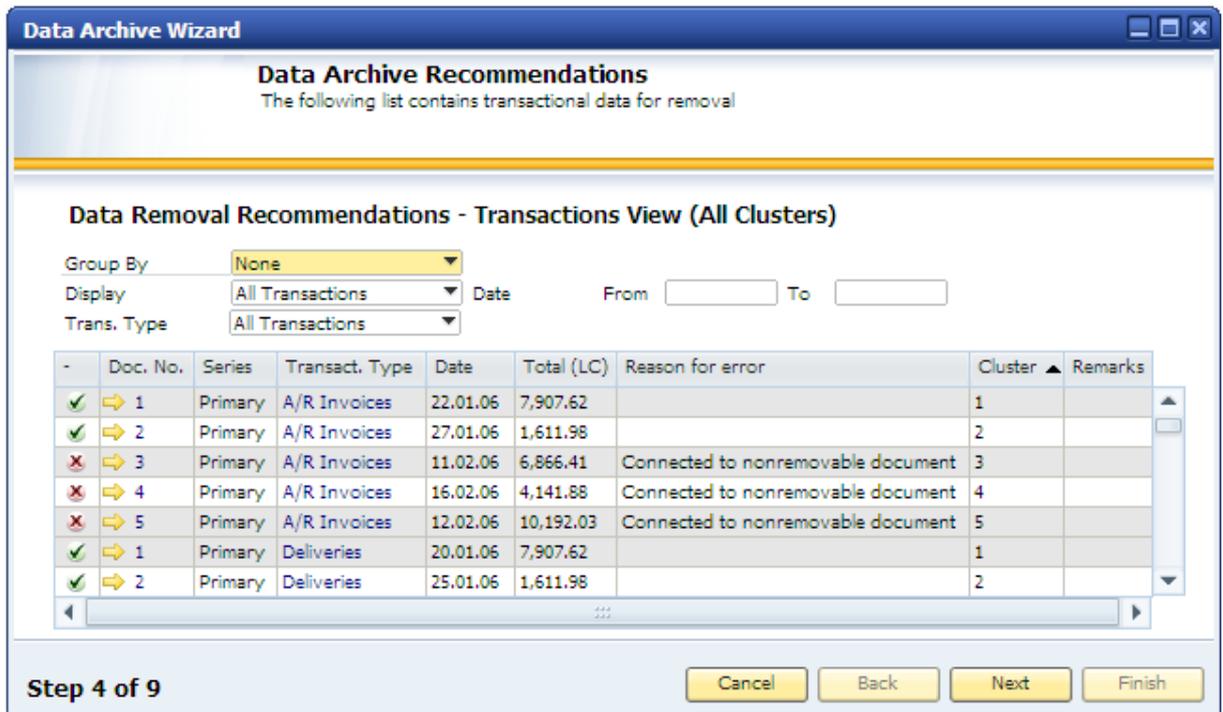
Following are screen captures and details related to the two display modes mentioned above:

- o Cluster View

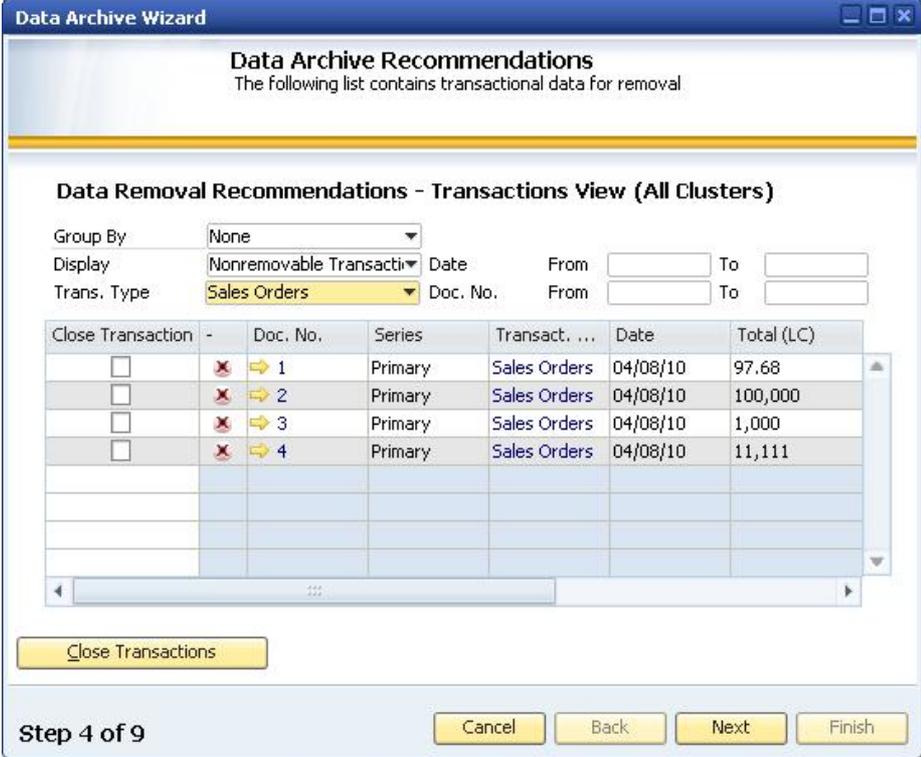


Field	User Action/Description
<p><i>Group By</i></p>	<p>Choose the display mode of the data removal recommendations:</p> <ul style="list-style-type: none"> • <i>Document Cluster</i> – the default display mode. Each row in the table represents one cluster. To view the transactions included in a specific cluster, double-click the row of the required cluster. The display mode changes to <i>Transaction View</i> and the number of the selected cluster appears in the title. To return to the <i>Cluster View</i> mode, choose the <i>Back to Cluster View</i> button.  <ul style="list-style-type: none"> • <i>None</i> – every row in the table displays the details related to a single transaction or document included in the period defined for the data archive simulation run.
<p><i>Display</i></p>	<p>You can filter the clusters listed in the table by:</p> <ul style="list-style-type: none"> • <i>All Clusters</i> – the default option. All the clusters included in the period defined for the data archive simulation run are listed in the table. • <i>Removable Clusters</i> – only clusters that can be removed are listed in the table. • <i>Nonremovable Clusters</i> – only clusters that cannot be removed from the company database are listed in the table.
<p><i>Cluster Status</i></p>	<p>Indicates whether a cluster is removable or not:</p> <ul style="list-style-type: none"> ✓ - the cluster is removable ✗ - the cluster is not removable
<p><i>Cluster ID</i></p>	<p>The number assigned to the cluster during the data archive simulation run. This ID is unique for the specific run only.</p>
<p><i>No. of Transactions in Cluster</i></p>	<p>Indicates how many transactions are included in each cluster. A cluster can include one or multiple transactions.</p>

- Transaction View



Field	User Action/Description
<i>Display</i>	<p>You can filter the transactions listed in the table by:</p> <ul style="list-style-type: none"> • <i>All Transactions</i> – the default option. All the transactions included in the period defined for the data archive simulation run are listed in the table. • <i>Removable Transactions</i> – only transactions that can be removed are listed in the table. • <i>Nonremovable Transactions</i> – only transactions that cannot be removed from the company database are listed in the table.
<i>Date From ... To...</i>	<p>Appear only when the value in the <i>Group By</i> field is <i>None</i>. To display transactions within a specific date range, specify this range here. To apply the defined range, press TAB.</p>
<i>Trans. Type</i>	<p>By default, all the transactions included in the period defined for the data archive simulation run are displayed. To display transactions of a specific type only, select the required type from the dropdown list.</p>
<i>Doc. No. From... To...</i>	<p>Appear only when a specific transaction type is selected in the <i>Trans. Type</i> field.</p> <p>To display only documents within a specific number range, specify this range in these fields and press TAB.</p>
<p><i>Close Transaction</i> (the column in the table)</p> <p><i>Close Transactions</i> (the button)</p>	<p>The column and the button appear only if the following conditions apply:</p> <ul style="list-style-type: none"> • The value in the <i>Group By</i> field is <i>None</i> or a specific cluster. • The value in the <i>Display</i> field is <i>Nonremovable Transactions</i>. • The value in <i>Trans. Type</i> is <i>Sales Quotations</i>, <i>Sales Orders</i>, <i>Purchase</i>

Field	User Action/Description
	<p><i>Orders, or Service Calls.</i></p> <p>Select the checkboxes for the transactions that you want to close.</p> <p>To close the selected transactions, choose the <i>Close Transactions</i> button.</p> 
<i>Status</i>	<p>Indicates whether a transaction is removable or not:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> - the transaction is removable <input type="checkbox"/> - the transaction is not removable
<i>Doc. No., Series</i>	<p>The number of the document or journal entry and the numbering series used when the document or journal entry was created. To view the document or journal entry, click ➔.</p> <ul style="list-style-type: none">  Note For payment wizard runs, both columns are empty.  Note For customer equipment cards, the <i>Doc. No.</i> column includes only the ➔ icon that opens the <i>Customer Equipment Card</i> window.  Note For customer equipment cards, service contracts, sales opportunities, check register, checks for payment, and activities, the <i>Series</i> column is empty.
<i>Transact. Type</i>	<p>The type of the transaction in the row, such as <i>A/R invoice, Incoming Payments</i>, and so on.</p>

Field	User Action/Description														
	<div style="text-align: center;">  Note </div> <ul style="list-style-type: none"> ▪ <i>Goods Receipt</i> represents both goods receipt documents (under <i>Inventory</i> → <i>Inventory Transactions</i> → <i>Goods Receipt</i>) and <i>Receipts from Production</i> (under <i>Production</i> → <i>Receipt from Production</i>). The <i>Remarks</i> column indicates which row refers to goods receipt and which to receipt from production. ▪ <i>Goods Issue</i> represents both goods issue documents (under <i>Inventory</i> → <i>Inventory Transactions</i> → <i>Goods Issue</i>) and issue for production documents (under <i>Production</i> → <i>Issue for Production</i>). The <i>Remarks</i> column indicates which line refers to goods issue and which to issue for production. 														
<i>Date</i>	<p>Displays the date depending on the transaction type displayed in the row. Mostly it displays the posting date assigned to documents, transactions, and wizard runs. Following are exceptions:</p> <table border="1" data-bbox="470 913 1267 1312"> <thead> <tr> <th data-bbox="470 913 858 965">Transaction Type</th> <th data-bbox="858 913 1267 965">Date Displayed</th> </tr> </thead> <tbody> <tr> <td data-bbox="470 965 858 1055"><i>Sales Opportunities, Activities, Service Contracts</i></td> <td data-bbox="858 965 1267 1055"><i>Start Date</i></td> </tr> <tr> <td data-bbox="470 1055 858 1106"><i>Deposits</i></td> <td data-bbox="858 1055 1267 1106"><i>Deposit Date</i></td> </tr> <tr> <td data-bbox="470 1106 858 1158"><i>Bank Statements</i></td> <td data-bbox="858 1106 1267 1158"><i>Statement Date</i></td> </tr> <tr> <td data-bbox="470 1158 858 1209"><i>Service Calls</i></td> <td data-bbox="858 1158 1267 1209"><i>Created On</i></td> </tr> <tr> <td data-bbox="470 1209 858 1261"><i>Dunning Wizard</i></td> <td data-bbox="858 1209 1267 1261"><i>Date of the Dunning Run</i></td> </tr> <tr> <td data-bbox="470 1261 858 1312"><i>Customer Equipment Cards</i></td> <td data-bbox="858 1261 1267 1312">N/A – column is empty</td> </tr> </tbody> </table>	Transaction Type	Date Displayed	<i>Sales Opportunities, Activities, Service Contracts</i>	<i>Start Date</i>	<i>Deposits</i>	<i>Deposit Date</i>	<i>Bank Statements</i>	<i>Statement Date</i>	<i>Service Calls</i>	<i>Created On</i>	<i>Dunning Wizard</i>	<i>Date of the Dunning Run</i>	<i>Customer Equipment Cards</i>	N/A – column is empty
Transaction Type	Date Displayed														
<i>Sales Opportunities, Activities, Service Contracts</i>	<i>Start Date</i>														
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<i>Dunning Wizard</i>	<i>Date of the Dunning Run</i>														
<i>Customer Equipment Cards</i>	N/A – column is empty														
<i>Total (LC)</i>	<p>The total amount of the transaction or document in local currency.</p> <div style="text-align: center;">  Note </div> <p>This column is empty for customer equipment cards, goods receipts that represent receipt from production, and production orders.</p>														
<i>Reason for error</i>	<p>Relevant only for nonremovable transactions. Indicates why a transaction is nonremovable. The possible reasons for errors are:</p> <ul style="list-style-type: none"> • <i>Nonremovable Document</i> – the transaction or document in the row does not comply with the conditions required for archiving. For more information, see the <i>What Data is Archived?</i> chapter. <div style="text-align: center;">  Example </div> <p>A sales quotation with the status <i>Open</i> is marked as <i>Nonremovable Document</i>, since only <i>Closed</i> or <i>Cancelled</i> sales quotations can be archived.</p> <ul style="list-style-type: none"> • <i>Connected to nonremovable document</i> – the transaction or document in the row is linked to at least one transaction or document that does not comply with the conditions required for archiving. 														

Field	User Action/Description
	<p> Example</p> <p>A delivery with the status <i>Closed</i> that is fully copied to an A/R invoice is nonremovable since the A/R invoice is only partially paid.</p> <ul style="list-style-type: none"> • <i>Document and connected documents are not removable</i> – the transaction or document in the row does not comply with the conditions required for archiving, and neither does at least one document or transaction that is linked to it. <p> Example</p> <p>Sales order no. 2 is partially (and therefore still in status <i>Open</i> and cannot be removed) copied to delivery no. 5, which has the status <i>Open</i> (and therefore cannot be removed).</p> <p>To further investigate the reasons for a specific error, right-click the line of the required transaction, and choose <i>Connected Documents</i>.</p> <p>The <i>Connected Documents</i> window appears:</p>  <p>In the <i>Display</i> dropdown menu, select one of the following options:</p> <ul style="list-style-type: none"> • <i>All Documents</i> – displays all the documents that are connected to the selected transaction. • <i>Within Archived Date Range</i> – displays only the documents connected to the selected transaction that are created within the date range of the archived period. • <i>Outside Archiving Range</i> - displays only the documents connected to the selected transaction that are created outside the date range of the archived period.
<i>Cluster</i>	<p>The cluster ID to which the transaction or document belongs. The cluster ID is unique for the specific run, so a specific transaction may be included with a different ID in a cluster when the data archive simulation run is on a different period.</p>
<i>Remarks</i>	<p>Displays the text entered in the <i>Journal Remark</i> field in the document. Following are the exceptions:</p> <ul style="list-style-type: none"> • For payment wizard runs – displays the payment run name • For customer equipment cards – displays the serial number

8. In the *Journal Entry Compression Rules* window, set the parameters according to which SAP Business One creates the compressed journal entries that represent the data to be archived. Choose the *Next* button.

Field	User Action/Description
<i>Group by Period Length</i>	Define whether to create one journal entry for every posting period, subperiod, or month.
<i>Group by Project</i>	Groups together journal entry lines that are assigned to the same project.
<i>Group by Profit Center</i>	Groups together journal entry lines that are assigned to the same profit center.
<i>Reference 1, Reference 2</i>	<p>Define the values to appear in the Reference 1 and Reference 2 fields in the data archive journal entries.</p> <p> Note</p> <p>Since the data archive simulation tool does not create any data archive journal entry, you can leave those fields empty while running the data archive simulation.</p>

Field	User Action/Description
<i>Journal Remarks</i>	<p>Enter remarks of up to 50 characters to be added to the data archive journal entries. If you leave this field empty, the following text is assigned by default: "Data Archive – last date of archived period".</p> <p> Example</p> <p>In the <i>Archive Period To</i> field (in step no. 2) you have selected the posting period 2007-11. The default text in the <i>Journal Remarks</i> field is: "Data Archive – 30.11.2007".</p>

 **Note**

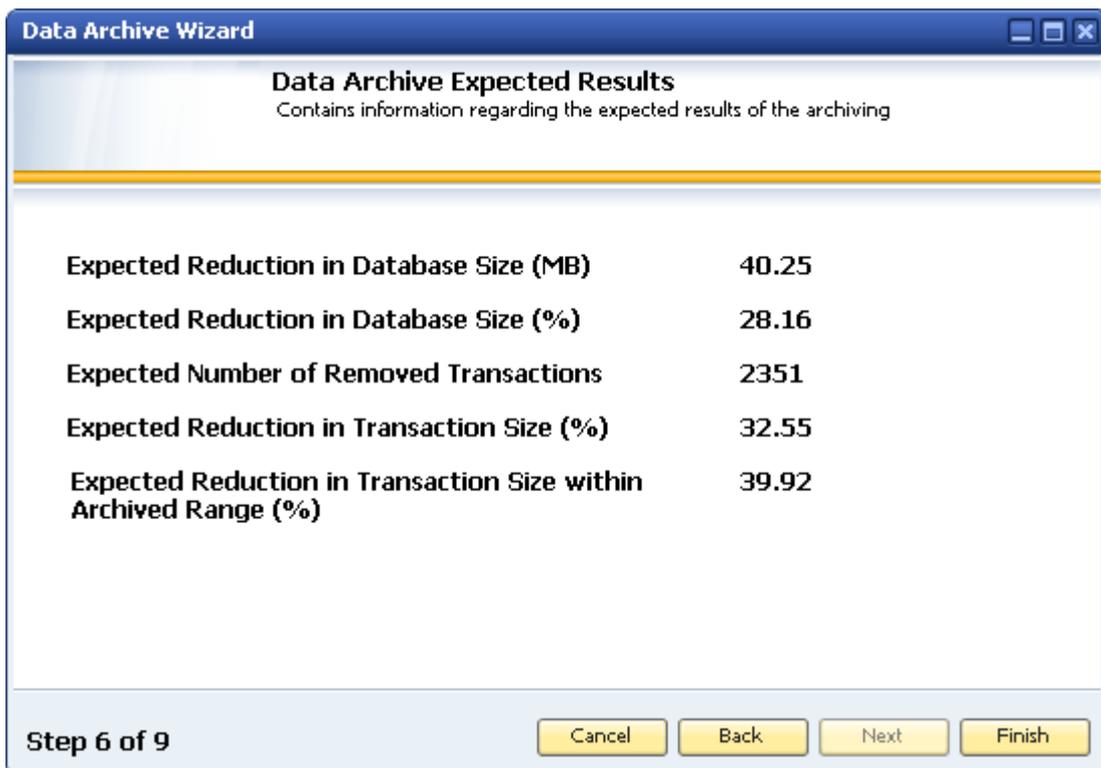
Step no. 9 is relevant only for companies that manage a nonperpetual inventory system. If your company manages a perpetual inventory system, go directly to step 10.

- The *Inventory Entry Compression Rules* window appears. If none of the inventory transactions within the archived period is removable, the window is displayed in read-only mode, and a pertinent error message appears. You can continue by choosing the *Next* button. Otherwise, specify the required parameters and choose the *Next* button.

Field	User Action/Description
<i>Price Source</i>	Select the price list according to which the values of the data archive inventory entries are calculated. The available pricelists are the ones defined by the user in <i>Inventory</i> → <i>Price Lists</i> → <i>Price Lists</i> window, and the <i>Last Evaluated Price</i> price list.
<i>Allow Grouping of Zero Price Items</i>	Creates a data archive inventory entry for items for which a price is not defined in the selected price list.

Field	User Action/Description
<i>Reference 1, Reference 2</i>	Specify references 1 and 2 to be recorded in the respective fields of the data archive inventory entry. Each reference can contain up to 11 characters.
<i>Journal Remarks</i>	<p>Enter remarks of up to 254 characters to be added to the data archive inventory entries. If you leave this field empty, the following text is assigned by default: "Data Archive – last date of archived period".</p> <p> Example</p> <p>In the <i>Archive Period To</i> field (in step no. 2) you have selected the posting period 2007-11. The default text in the <i>Journal Remarks</i> field is: "Data Archive – 30.11.2007".</p>

- The *Data Archive Expected Results* window appears, providing you with details regarding the expected results of the Data Archive Wizard run if you were to run it right after the data archive simulation run takes place, and with the same parameters selected.



Field	User Action/Description
<i>Expected Reduction in Database Size (MB)</i>	The number of megabytes expected to be removed from your company database if you initiate the data archive wizard run with the same parameters as defined for the data archive simulation run.

Field	User Action/Description
<i>Expected Reduction in Database Size (%)</i>	The relative portion to be reduced from your company database size in percentages, if you initiate the data archive wizard run with the same parameters as defined for the data archive simulation run.
<i>Expected Number of Removed Transactions</i>	The number of transactions expected to be removed from your company database if you initiate the data archive wizard run with the same parameters as defined for the data archive simulation run.
<i>Expected Reduction in Transaction Size (%)</i>	The relative portion of the transactions to be removed from your company database, in percentages, if you initiate the data archive wizard run with the same parameters as defined for the data archive simulation run.
<i>Expected Reduction in Transaction Size within Archived Range (%)</i>	The relative portion of the transactions to be removed from your company database, within the archived period, in percentages, if you initiate the data archive wizard run with the same parameters as defined for the data archive simulation run.

11. To conclude the data archive simulation run, choose the *Finish* button.

Archiving Data

This chapter walks you through the data archive run. At the end of the process, a certain amount of data is permanently removed from the company database.

Prerequisites

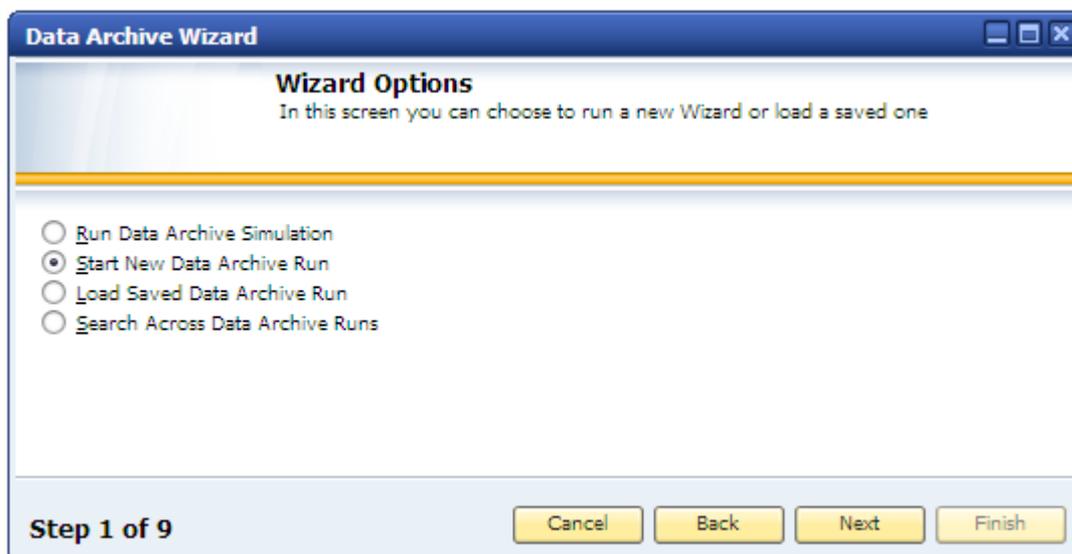
- You have made all the relevant preparations as detailed in the *How to Prepare for Data Archive* chapter.
- There are no other users logged on to the company database.
- You have run the data archive simulation for the period you intend to archive.

Procedure

1. From the SAP Business One *Main Menu*, choose *Administration* → *Utilities* → *Data Archive Wizard*. In the *Introduction to Data Archive Wizard* window, choose the *Next* button.

Another introductory window, providing an example of a document cluster, appears. Choose the *Next* button.

2. In the *Wizard Options* window, select the *Start New Data Archive Run* radio button and choose the *Next* button.



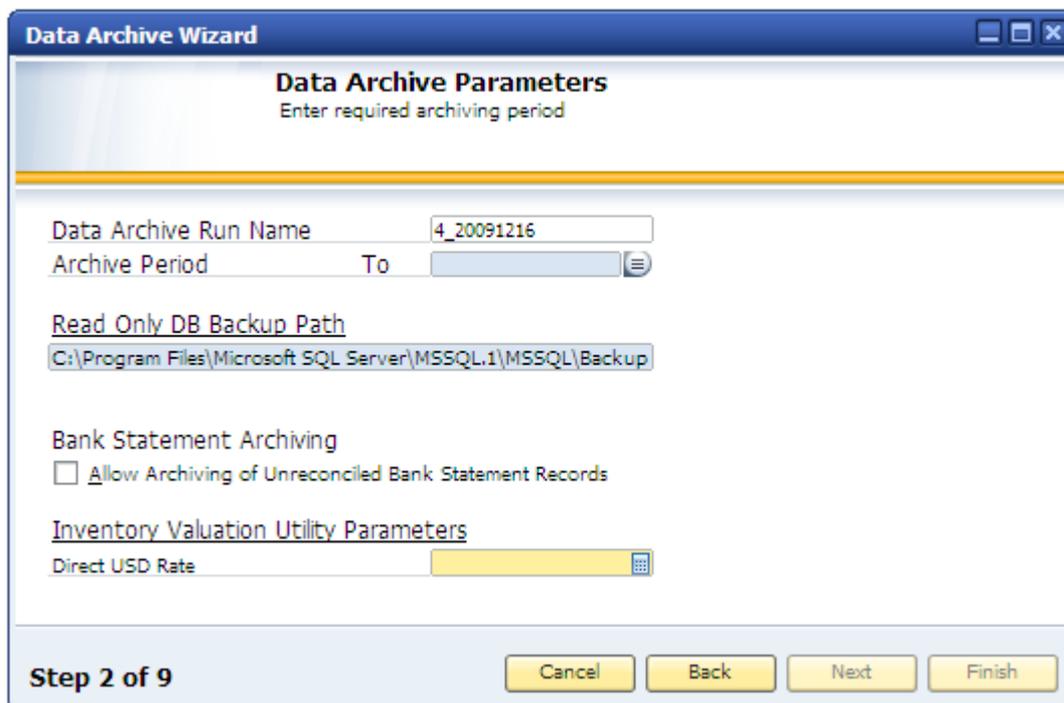
3. In the *Data Archive Parameters* window, specify the period to be archived and additional details related to the data archive wizard run.



Note

Some of the sections appearing in this window are dependent on the company configuration and, therefore, may vary from one company to another.

The table below provides descriptions only for the parameters that are exclusive to the data archive wizard run. For information about the rest of the parameters in this window, see step no. 4 in the *Simulating Data Archive Run* chapter.



Field	User Action/Description
<i>Data Archive Run Name</i>	<p>By default, SAP Business One assigns to each data archive wizard run a unique name based on the following formulation:</p> <p>The data archive wizard run sequential no._run date</p> <p>You can specify a different name if needed. It must be unique and can consist of up to 100 alphanumeric characters.</p> <p> Example</p> <p>A company performed the data archive wizard run for the fourth time on December 1st 2009.</p> <p>SAP Business One assigned to it by default the following name: 4_20091201</p>
<i>Read Only DB Backup Path</i>	<p>Displays the path to the directory where the backup file for the read-only database is stored. By default, this is the same directory that is used for the regular backups on the MS SQL server.</p>

4. If any errors are detected, the *Data Archive Error Log* window appears, listing all the errors found and providing warnings and recommendations. The contents of this window can be printed, saved in PDF format, and exported to a Microsoft Excel file. Depending on the severity of the errors found, the *Next* button might be disabled. In such a case, you are required to first resolve the errors and then initiate the data archive wizard run again. If no errors are found, the *Data Archive Recommendations* window (step 4 of 9) appears.
5. The *Data Archive Recommendations* window displays the results of the database analysis done by SAP Business One, providing detailed information regarding which data item can be archived and which cannot. The information in the *Data Archive Recommendations* window is provided in two levels of details: *Cluster View* (the default display mode) and *Transactions View*.
6. After reviewing the recommendations, decide whether you would like to fine tune and make some more adjustments (to optimize the results). To continue, choose the *Next* button.

**Note**

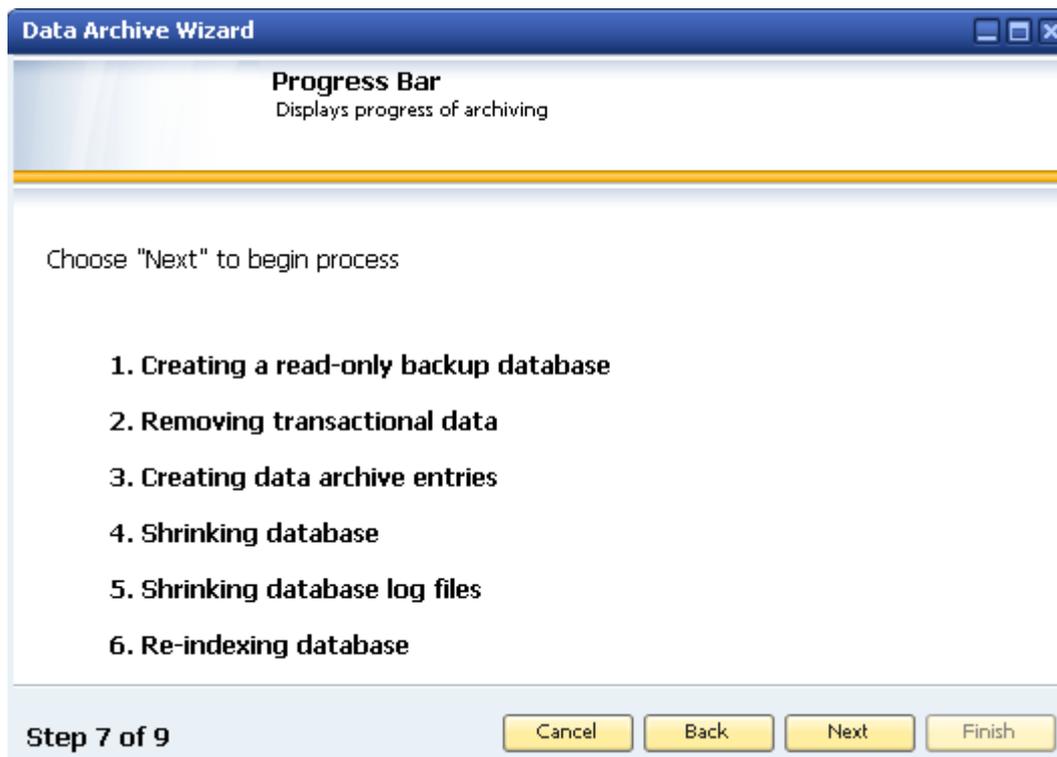
If none of the transactions included in the data archive wizard run can be removed, the *Next* button is disabled.

7. In the *Journal Entry Compression Rules* window, define the parameters according to which the data archive journal entries will be created. To continue, choose the *Next* button.

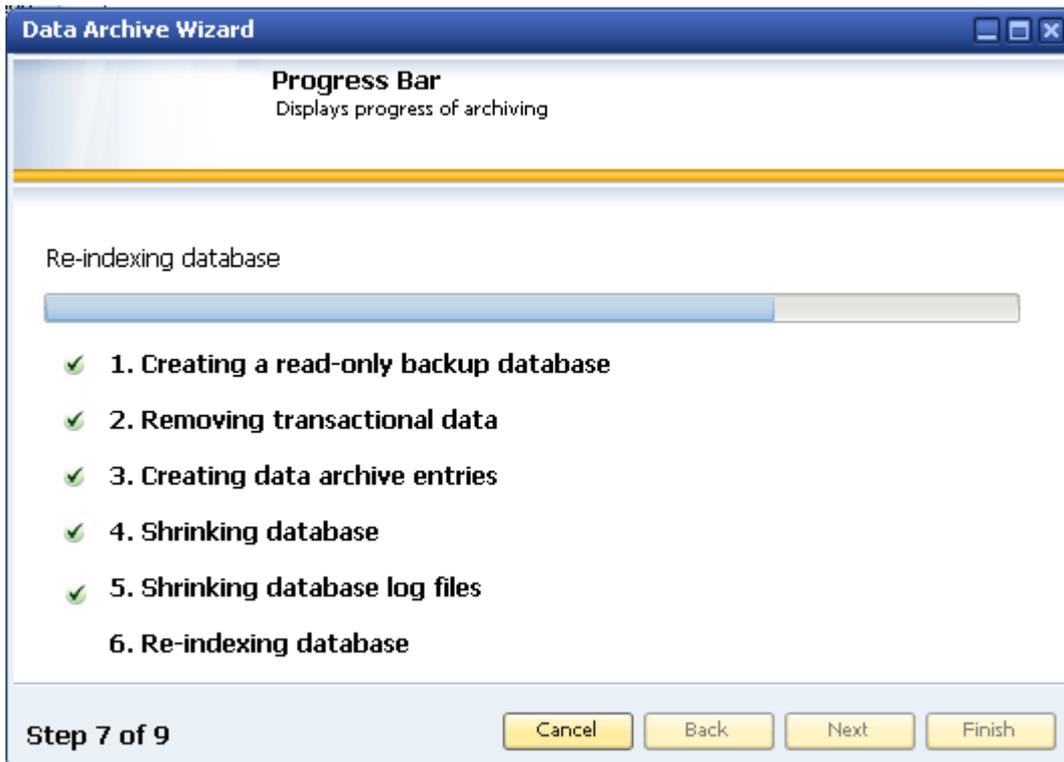
**Note**

The next step is relevant only for companies that manage a non-perpetual inventory system. If your company manages a perpetual inventory system, go directly to step 9.

8. The *Inventory Entry Compression Rules* window appears. If none of the inventory transactions within the archived period is removable, the window is displayed in read-only mode, and a pertinent error message appears. You can continue by choosing the *Next* button; otherwise, specify the required parameters and choose the *Next* button.
9. The *Data Archive Expected Results* window provides you with an overview about the expected results of the data archive wizard run. If, based on the information provided in this window, you would like to make some more adjustments to your company database in order to optimize the potential results, choose the *Cancel* button. To continue with the data archive wizard run, choose the *Next* button.
10. The *Progress Bar* window appears, providing you with an overview about the upcoming process. To continue, choose the *Next* button.



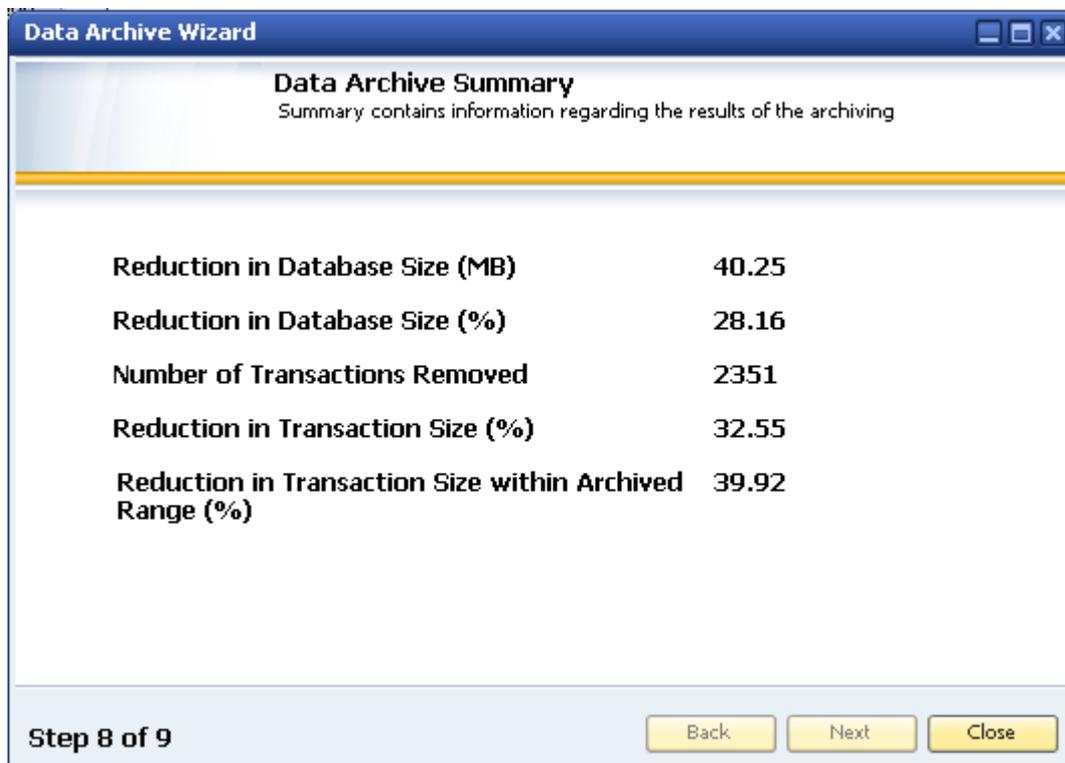
11. A progress bar appears indicating the progress made in the process and displaying icons indicating the current step of the process.



Action	Description
1. <i>Creating a read-only backup database</i>	<p>SAP Business One creates a read-only company database that is a snapshot of the company database as it is right before any data item is removed from the database.</p> <p>The read-only database backup is automatically saved into the backup path defined for the regular backups of SAP Business One.</p> <p>You can identify it according to its name:</p> <p><database name>_<data archive run no.>_<date>.bak</p> <p> Example</p> <p>The name of a company database is B1Company, and a data archive wizard run was performed on the company just once. The read-only database backup file name is:</p> <p>B1Company_1_Archive_ReadOnly</p> <p> Note</p> <p>The read-only company database is for review purposes only. If, from some reason, it is required to roll back and work with the company database as it was before the data archive run was performed, restore the latest backup created before the data archive wizard run was initiated.</p>
2. <i>Removing transactional data</i>	<p>SAP Business One removes from the company database all transactions that were identified as removable.</p>

Action	Description
3. <i>Creating data archive entries</i>	SAP Business One creates new journal entries to reflect the values of the removed transactions. The data archive journal entries are created according to the definitions you made in the <i>Journal Entry Compression Rules</i> window.
4. <i>Shrinking database</i> and 5. <i>Shrinking database log files</i>	The sizes of the database and the log files are reduced as a result of the data removal.
6. <i>Re-indexing database</i>	The database is re-indexed to improve performance.

12. Once the process is completed, the *Data Archive Summary* window appears, providing you with the details related to the actual database size reduction, and more. To complete the data archiving process, choose the *Close* button.



Note

Any errors detected during the data archive wizard run are listed in step number 9, which then becomes the last step in the wizard.

Result

In addition to a reduction in database size and the creation of the data archive journal entries and inventory entries, the status of the posting periods that were included in the data archive wizard run is updated to *Archived*.



Loading Saved Data Archive Runs

If you need to track documents and to check whether and when they were archived, you can load each of the data archive wizard runs.

The following procedure describes the data available in the saved data archive runs.

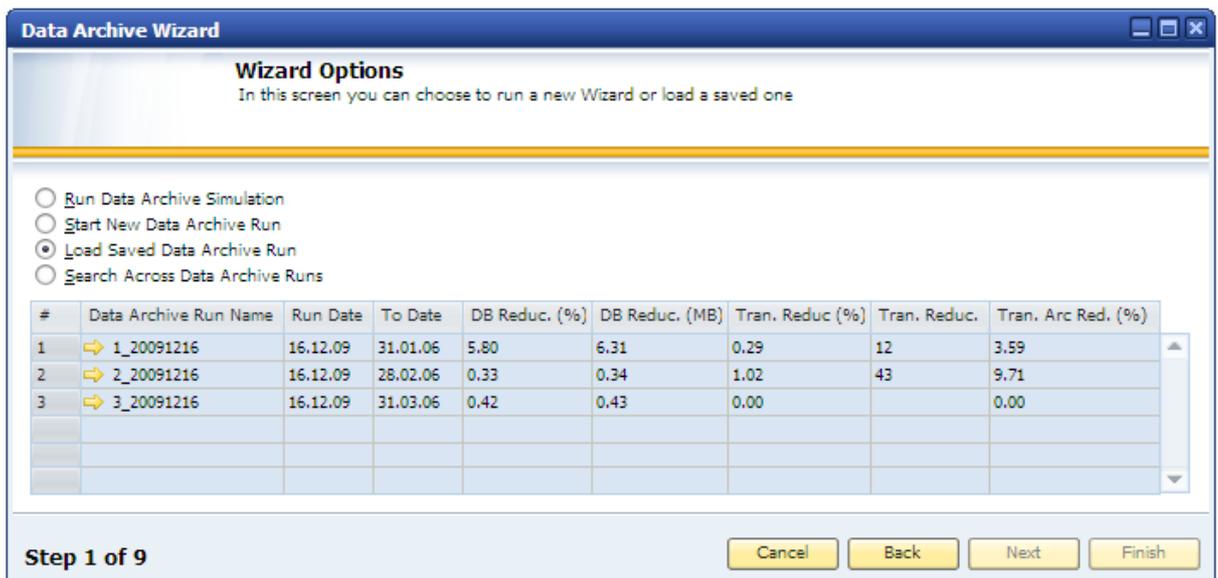
Procedure

1. From the SAP Business One *Main Menu*, choose *Administration* → *Utilities* → *Data Archive Wizard*. In the *Introduction to Data Archive Wizard* window, choose the *Next* button.

Another introductory window, providing an example of a document cluster, appears. Choose the *Next* button.

2. In the *Wizard Options* window, select the *Load Saved Data Archive Run* radio button. A table listing all the data archive wizard runs that were executed appears.

Click the row of the data archive wizard run you would like to load, and choose the *Next* button.



Field	User Action/Description
<i>Data Archive Run Name</i>	<p>Displays the names of the executed data archive runs. To browse to the read-only company database created right before the transactions were removed from the database, click ⇒ in this column.</p> <p> Note</p> <p>Browsing through a read-only company database is possible only if the relevant read-only backup file is restored and placed on the SAP Business One database server. For detailed information see the <i>Restoring the Read-Only Company Database</i> chapter.</p>
<i>Run Date</i>	The date on which the data archive run took place.
<i>To Date</i>	The last day of the archived period in a particular data archive run.

Field	User Action/Description
<i>DB Reduc. (%)</i>	Displays the percentage of the removed data compared to the original size of the database.
<i>DB Reduc. (MB)</i>	Displays the number of megabytes that were removed from the company database within the data archive wizard run.
<i>Tran. Reduc (%)</i>	Displays the percentage of the transactions that were removed compared to the number of transactions in the company database.
<i>Tran. Reduc.</i>	The number of transactions that were removed from the database.
<i>Tran. Arc Red.(%)</i>	The percentage of removed transactions out of the total transactions in the archived period.

3. The *Data Archive Parameters* window appears in read-only mode, displaying the parameters specified for the selected data archive run. To continue, choose the *Next* button.
4. The *Data Archive Recommendations* window appears listing all the clusters that were archived. You can switch between the Cluster view and the Transaction view, and filter the transactions by posting date and transaction types. To continue, choose the *Next* button.
5. The *Journal Entry Compression Rules* window appears in read-only mode. Here you can check the grouping defined for the data archive journal entries and the references and journal remarks. You cannot make any updates in this window. To continue, choose the *Next* button.



Note

The next step is relevant only for companies that manage a non-perpetual inventory system. If your company manages a perpetual inventory system, go directly to step 7.

6. The *Inventory Entry Compression Rules* window appears in read-only mode. Here you can view the price list that was specified as the price source, as well as other parameters specified for the data archive inventory entry. To continue, choose the *Next* button.
7. The *Data Archive Summary* window appears. It displays the results of the data archive run. The numbers provided here are the same numbers as those displayed in the *Wizard Options* window after you have selected the *Load Saved Data Archive Run* radio button.
8. To conclude the review, choose the *Close* button.

Restoring the Read-Only Company Database

Circumstances may require you to examine the original company database, right before the data removal of a specific data archive wizard run took place. You may need to:

- Analyze historical transactions, such as sales analysis reports, profit and loss statements, and so on.
- Locate historical invoices following a dispute with a customer regarding an old debt.
- Locate a serial number transaction regarding the warranty of an item.
- Supply tax officials with historical data, such as VAT declarations, transactional information, inventory value reports, and so on when the company is going through an audit.

For the reasons listed above, SAP Business One automatically creates a backup of the company database during the data archive wizard run.

The backup file reflects the status of the company database right before transactions are permanently removed. This backup file is assigned automatically with the following name:

`DatabaseName_No_of_DataArchiveWizardRun_ReadOnly.bak`. It is saved automatically in the backup directory defined for the regular database backups of SAP Business One. The path to the default backup directory is displayed in the *Data Archive Parameters* window, in the *Read Only DB Backup Path* field.



Example

A database name is: Evergreen_inc. Once the first data archive wizard run takes place, the read-only backup file created automatically by SAP Business One is:

`Evergreen_inc_1_ReadOnly.bak`.

Unlike with the backup files created on a regular basis for the company database, when you restore a backup file created by the data archive wizard run, the SAP Business One company that appears in the *Choose Company* window is in a read-only mode.

You can only generate reports, view documents, and print them. You cannot update or change the data itself.

Procedure

The complete instructions for restoring a company database from a backup file are available in the *Administrator Guide*, in the section: *Restoring Data When msdb Is Unavailable*.

Result

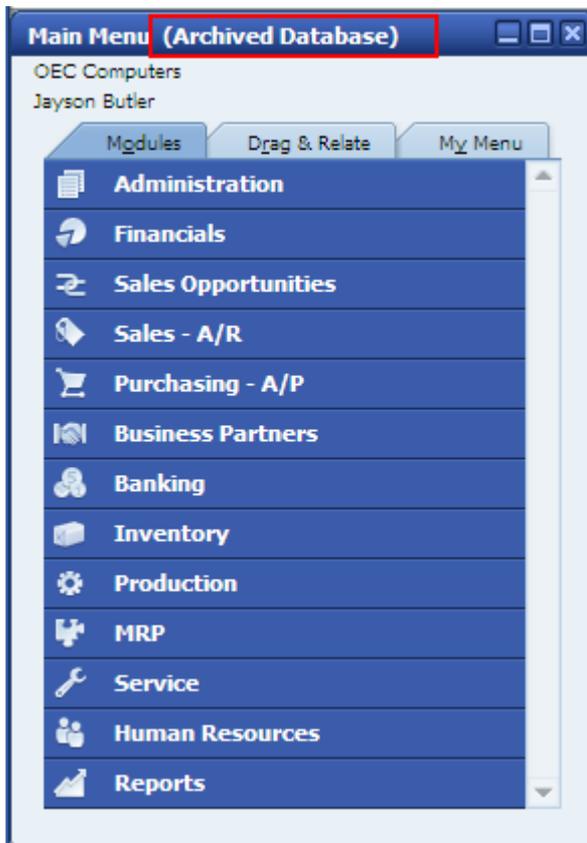
- The read-only company database is displayed in the *Choose Company* window and can be accessed like any other company, but it cannot be updated or changed.



Note

If you have upgraded SAP Business One and the read-only company database is an older version than the current one, you can upgrade the read-only company database according to the instructions provided in the Upgrade Process chapter in the *Administrator Guide*.

- When you enter a read-only company, the phrase *Archived Database* is added to all window titles. For example:



Searching Transactions across Multiple Data Archive Runs

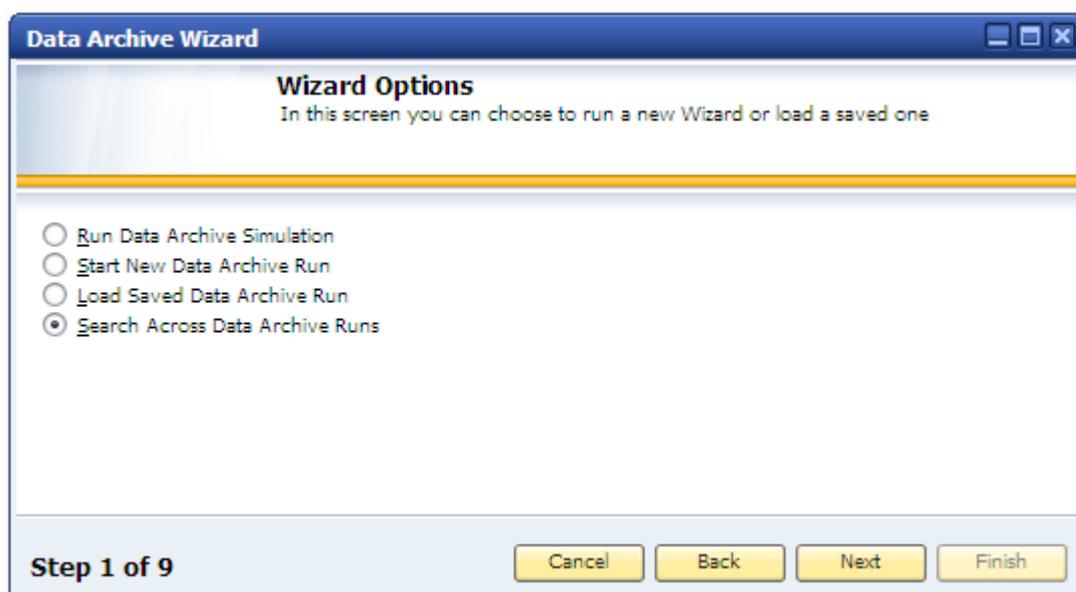
If you need to track a specific document that was archived, and the company has already performed multiple data archive wizard runs, you can search simultaneously for the required document across all the data archive wizard runs.

Procedure

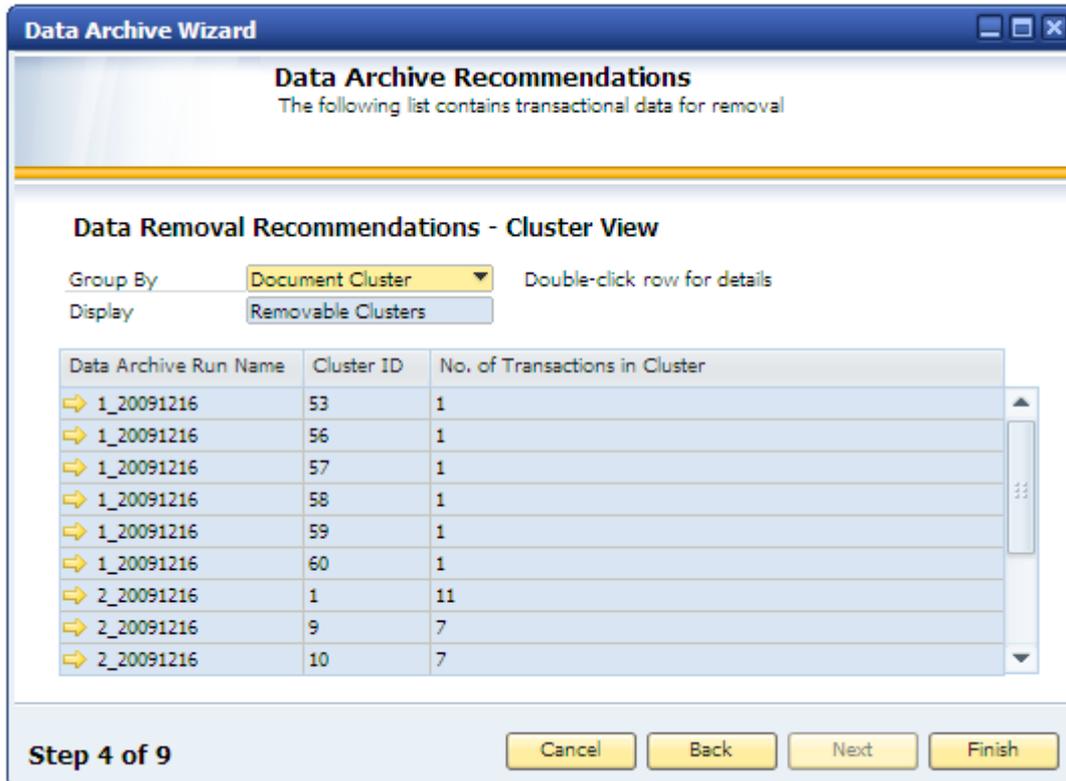
1. From the SAP Business One *Main Menu*, choose *Administration* → *Utilities* → *Data Archive Wizard*. In the *Introduction to Data Archive Wizard* window, choose the *Next* button.

Another introductory window, providing an example of a document cluster, appears. Choose the *Next* button.

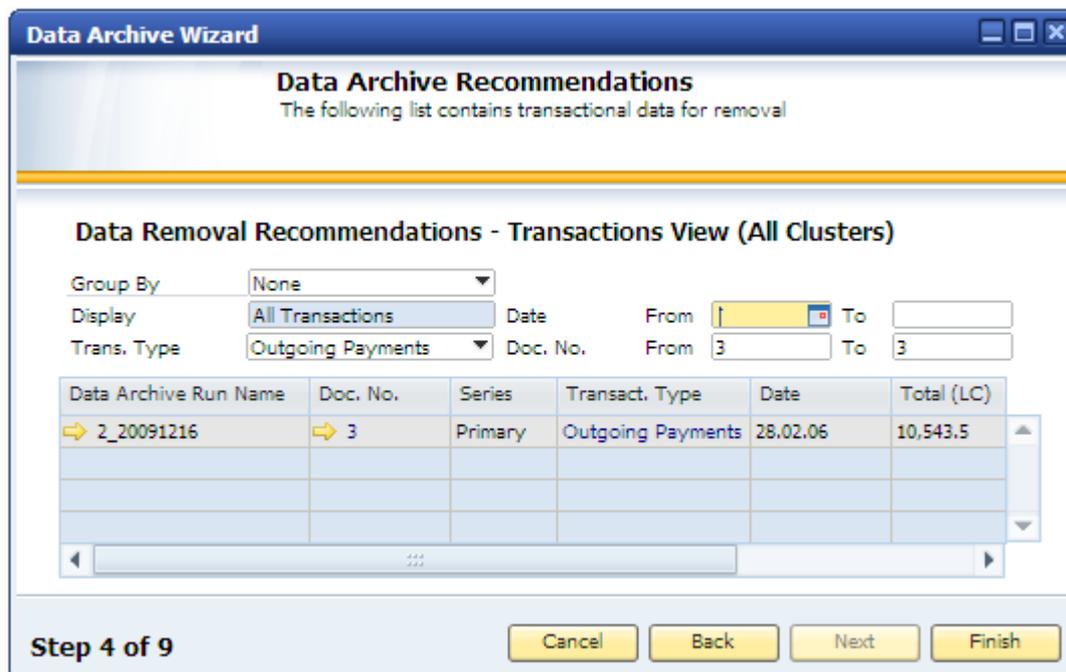
2. In the *Wizard Options* window, select the *Search Across Data Archive Runs* radio button and choose the *Next* button.



The *Data Archive Recommendations* window appears in read-only mode. It displays by default all the removable clusters from all the data archive wizard runs that were performed in the company database.



3. To search for a specific document, switch to the Transaction view, and filter the list according to the required transaction type, document number, and/or date range. The line (or lines) with the required document is displayed:



To view the required document, click ⇒ either in the *Data Archive Run Name* column or in the *Doc. No.* column. If the read-only database of the particular data archive wizard run has been restored and is located on the SAP Business One database server, another instance of the SAP Business One application is opened and connected to the read-only database, enabling you to browse through. If the read-only database is not available, an error message appears.

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