

User Guide | PUBLIC
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How to Prepare for and Perform Data Archiving in SAP Business One

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1 Document History

Version	Date	Change
1.0	2025-05-16	• Guide converted from PDF to HTML format for viewing on the SAP Help Portal. • Guide updated with latest screenshots and features. • Added a new section Patch Updates [page 7].

2 Introduction

> **Note**
>
> The data archive wizard is not supported in SAP Business One Browser Access, or SAP Business One, version for SAP HANA.

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.

> **→ Recommendation**
>
> We recommend that you use the data archiving function regularly, for example, once a year. Otherwise, the archiving process can take days.

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 If there is a need to locate a certain transaction or document that had been archived, you can search for it across multiple data archive runs.

You can find more information about troubleshooting and localization specific information in SAP Note 3314881.

2.1 Glossary

Term	Description
Archived Period	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 5th step of the data archive wizard, and at least two years earlier than the current system date. **Note** 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.
Data Archive Journal Entry	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.
Data Archive Inventory Entry	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 removal of inventory transactions and the creation of the data archive inventory entry is relevant only for companies that manage a non-perpetual inventory system and do not use purchase accounting (the *Use Perpetual Inventory* and *Use Purchase Accounts Posting System* checkboxes are not selected on the *Administration* > *System Initialization* > *Company Details* > *Basic Initialization* tab). You can view the inventory entries in the following two places: • *Inventory* > *Inventory Reports* > *Inventory Posting List* > *Expanded Selection Criteria* > *Archived Inventory Journal* • *Inventory* > *Inventory Reports* > *Inventory Valuation Report*
Sub Period	The periods included in a defined posting period: days, months, quarters, or year (defined in *Administration* > *System Initialization* > *Posting Periods* > *Posting Periods* window).
Transaction	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. 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).

Term	Description
Cluster	Group of transactions linked to each other by business logic connections. A cluster contains at least one transaction. **Example** The following transactions are linked to each other by business logic connections and, therefore, all of them are included in a single cluster: 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.
Removable/ Nonremovable Transaction	A transaction that complies with the conditions detailed in What Data is Archived? [page 16]. It is considered by the data archive wizard as a transaction that can be archived and permanently removed from the company database. The following are considered nonremovable transactions: • A transaction that does not comply with the conditions listed in What Data is Archived? [page 16]. • A transaction that is considered removable but is linked to a transaction that does not comply with the conditions listed in What Data is Archived? [page 16].
Removable/ Nonremovable Cluster	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. A cluster that includes at least one nonremovable transaction cannot be removed from the company database.

3 Patch Updates

The latest patch of SAP Business One is needed to take full advantage of available data archiving functionality. The changes and enhancements related to data archiving, and provided in patches, are described below. See the individual SAP Notes about the patches for business scenarios and more information.

Version 10.0 Feature Package 2305

As of SAP Business One 10.0 FP 2305, you can perform data archiving by documents. With this new archive method, you can determine which document types to archive. Closed or canceled documents can be archived regardless of their relationships to any base or target document that is still open. For more information, see SAP Note 3315306.

4 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.

4.1 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.

4.2 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 What Data is Archived? [page 16]

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.

You can find more information about cluster analysis in SAP Note 3358243 and this blog.

4.3 Data Archive Journal Entry

To keep the correct balances of G/L accounts and business partners after the data archive wizard 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 What Data is Archived? [page 16]), 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

  > **Example**
  >
  > 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

  > **Example**
  >
  > 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

  > **Example**
  >
  > 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:

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

Period Code	From	To
2002-1	01.01.02	01.07.02
2002-2	02.07.02	31.12.02

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 Partners	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 Partners	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 Partners	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 Partners	Debit	Credit	Balance Due
02.07.2002	Business Partner A		90	0
02.07.2002	Revenue 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 Partners	Debit	Credit	Balance Due
31.12.2002	Business Partner A		90	90
31.12.2002	Revenue 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.

4.4 Data Archive Inventory Transaction

Note

This section is relevant only for companies that manage a non-perpetual inventory system and do not use purchase accounting (the *Use Perpetual Inventory* and *Use Purchase Accounts Posting System* checkboxes are not selected on the *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. 5.

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	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.
- To view only the archived inventory journal entries in the inventory posting list, in the *Expanded Selection Criteria* window by choosing *Expanded* from the *Inventory Posting List - Selection Criteria* window (*Inventory* > *Inventory Reports* > *Inventory Posting List*), select the *Archived Inventory Journal* checkbox.

4.5 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	Sequences
1	Removable	Sequence no. 1
2	Removable	
3	Removable	
4	Removable	
5	Nonremovable	
6	Removable	Sequence no. 2
7	Removable	
8	Nonremovable	
9	Removable	Sequence no. 3
10	Nonremovable	

Example

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

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 nonremovable cluster
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
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

Seq. No.	Date	Rec. No.	Debit	Credit	Comments
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:

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

They are aggregated into one line:

Seq. No.	Date	Debit	Credit
3	5.6.06	170	50

Lines 5-8 are aggregated:

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

They are aggregated into one line:

Seq. No.	Date	Debit	Credit
8	21.6.06	170	250

Line 10 is removable:

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

It is "converted" to a data archive line:

Seq. No.	Date	Debit	Credit
10	25.6.06	700	

Lines 12-13 are aggregated:

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

They are aggregated into one line:

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.

5 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

Object	Object Name	Object Type
OOPR	Sales Opportunity	97
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

5.1 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

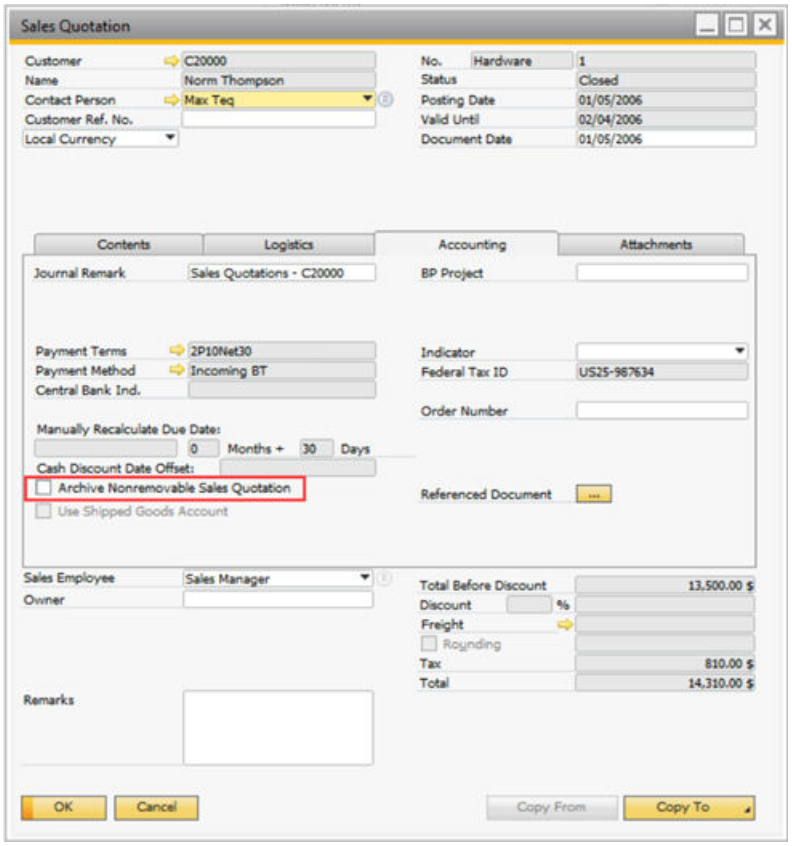
  Journal entries created by documents can be removed if the originating document is removable. If the originating document is not fully reconciled or is reconciled against a nonremovable transaction or is reconciled against a transaction that deviates from the archived period, the journal entry is nonremovable.
- **Journal Voucher** – Journal vouchers with the status *Closed*, and which include only journal voucher entries within the archived period, are removable.

5.2 Sales Opportunities

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

5.3 Sales - A/R

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



- **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, 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, Not Yet Printed Wizard* or *Executed and Printed*, can be either fully removed if all the linked documents are removable, or partially removed if some of the linked documents are removable. When all the linked documents are archived, the dunning run will be archived. You can archive a dunning wizard run when it meets both the following conditions:
  - It has the status *Saved Parameters* or *Executed, Not Yet Printed Wizard* or *Executed and Printed*.
  - The date of the dunning run is more than two years ago.
- **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.

5.4 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 outgoing 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/P 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 when all the following are met:
  - The company does not manage the purchase accounts posting system, that is, the *Use Purchase Accounts Posting System* checkbox is not selected (*Administration* > *System Initialization* > *Company Details* > *Basic Initialization* tab).

- The latest landed cost in the business chain has the status *Closed*.
- Related goods receipt POs are archived.

5.5 Business Partners

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

5.6 Banking

- **Incoming Payment** – 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.
- **Check** – Checks received that are deposited as cash, canceled, or endorsed, and whose date is within the archived period, can be removed.
- **Credit Card Voucher** – 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 Payment** – 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 *Canceled* 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

5.7 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 can be either fully removed if the status is *Closed* and all the linked sales orders are removable, or partially removed if the status is *Closed* and some of the linked sales orders are removable. When a pick list can be partially removed, lines of the removable sales orders will be removed when the sales orders are archived.

  > ⓘ Note
  >
  > You can perform data archiving for documents included in closed pick lists, even though the closed pick lists include other open documents.
  >
  > After data archiving, information related to the archived documents no longer displays in the pick lists.

- **Bin Location** – The transaction history of bin locations within the archived period can be removed. As a result, the bin location allocation is removed from all transactions within the period, even if the transactions themselves are not archived.

5.8 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*, *Canceled*, 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.

5.9 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 an *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.

5.10 Miscellaneous

- **Draft** – 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 Object** – 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.
- **Document 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 File** – 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.
- **Receipt Transaction with Uncompleted Serial Numbers or Batches** – When an item is set to manage serial numbers or batches on release only, and some receipt transactions containing this item are still open for serial number or batch completion, such documents and related document clusters cannot be removed. For more information, see SAP Note 1762837.

6 How to Prepare for Data Archiving

Context

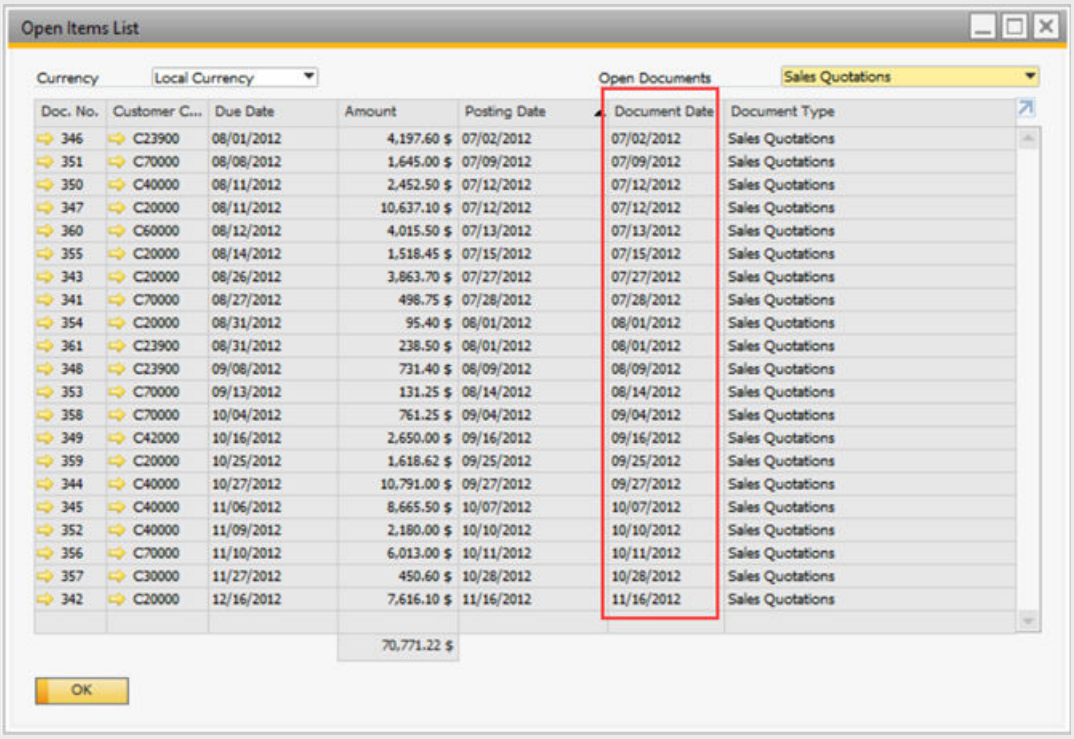
SAP Business One enables you to perform data archiving for posting periods that ended more than two years ago, and that were assigned with the status *Locked* or *Archived*.

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 2012. Generate the open items list report and sort it according to the *Posting Date* column:



Doc. No.	Customer C...	Due Date	Amount	Posting Date	Document Date	Document Type
346	C23900	08/01/2012	4,197.60 $	07/02/2012	07/02/2012	Sales Quotations
351	C70000	08/08/2012	1,645.00 $	07/09/2012	07/09/2012	Sales Quotations
350	C40000	08/11/2012	2,452.50 $	07/12/2012	07/12/2012	Sales Quotations
347	C20000	08/11/2012	10,637.10 $	07/12/2012	07/12/2012	Sales Quotations
360	C60000	08/12/2012	4,015.50 $	07/13/2012	07/13/2012	Sales Quotations
355	C20000	08/14/2012	1,518.45 $	07/15/2012	07/15/2012	Sales Quotations
343	C20000	08/26/2012	3,863.70 $	07/27/2012	07/27/2012	Sales Quotations
341	C70000	08/27/2012	498.75 $	07/28/2012	07/28/2012	Sales Quotations
354	C20000	08/31/2012	95.40 $	08/01/2012	08/01/2012	Sales Quotations
361	C23900	08/31/2012	238.50 $	08/01/2012	08/01/2012	Sales Quotations
348	C23900	09/08/2012	731.40 $	08/09/2012	08/09/2012	Sales Quotations
353	C70000	09/13/2012	131.25 $	08/14/2012	08/14/2012	Sales Quotations
358	C70000	10/04/2012	761.25 $	09/04/2012	09/04/2012	Sales Quotations
349	C42000	10/16/2012	2,650.00 $	09/16/2012	09/16/2012	Sales Quotations
359	C20000	10/25/2012	1,618.62 $	09/25/2012	09/25/2012	Sales Quotations
344	C40000	10/27/2012	10,791.00 $	09/27/2012	09/27/2012	Sales Quotations
345	C40000	11/06/2012	8,665.50 $	10/07/2012	10/07/2012	Sales Quotations
352	C40000	11/09/2012	2,180.00 $	10/10/2012	10/10/2012	Sales Quotations
356	C70000	11/10/2012	6,013.00 $	10/11/2012	10/11/2012	Sales Quotations
357	C30000	11/27/2012	450.60 $	10/28/2012	10/28/2012	Sales Quotations
342	C20000	12/16/2012	7,616.10 $	11/16/2012	11/16/2012	Sales Quotations
			70,771.22 $			

Now, check which of the sales quotations that were created during 2012 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.

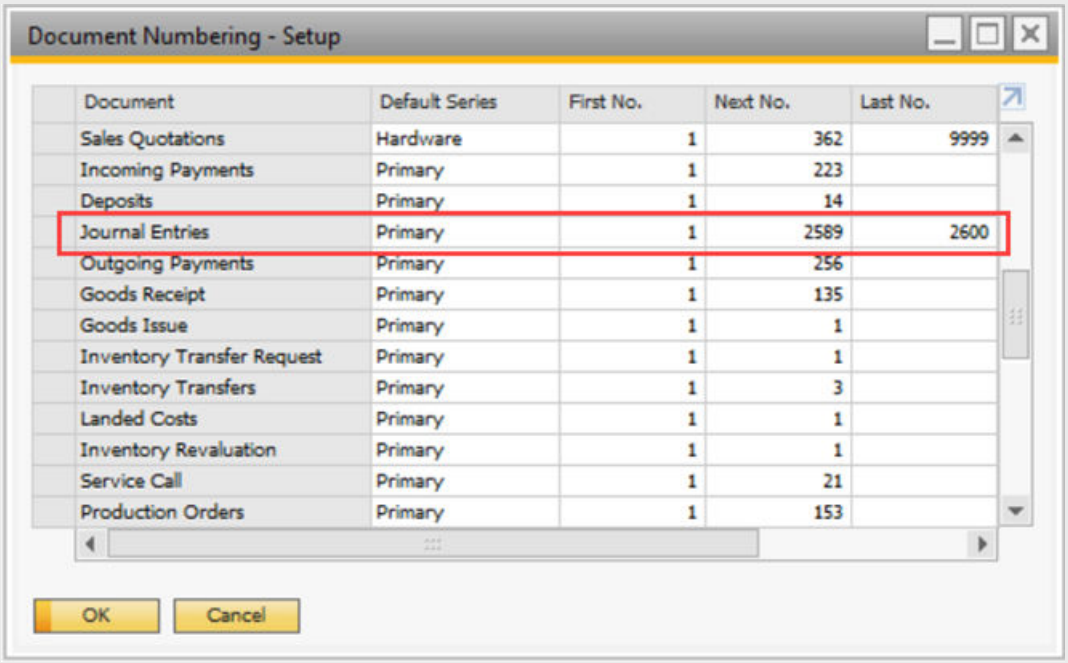
Note

The data archive wizard does **not** handle inventory transactions in companies that manage a non-perpetual inventory system together with the purchase accounts posting system (on the *Administration* > *System Initialization* > *Company Details* > *Basic Initialization* tab, the *Use Perpetual Inventory* checkbox is not selected and the *Use Purchase Accounts Posting System* 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 2589 and the last number in the series assigned to journal entries is 2600:



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*.

> **Note**
>
> 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 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.

7 Simulating Data Archive Runs

Prerequisites

You have prepared your company database according to the recommendations provided in the How to Prepare for Data Archiving [page 24] chapter.

Context

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

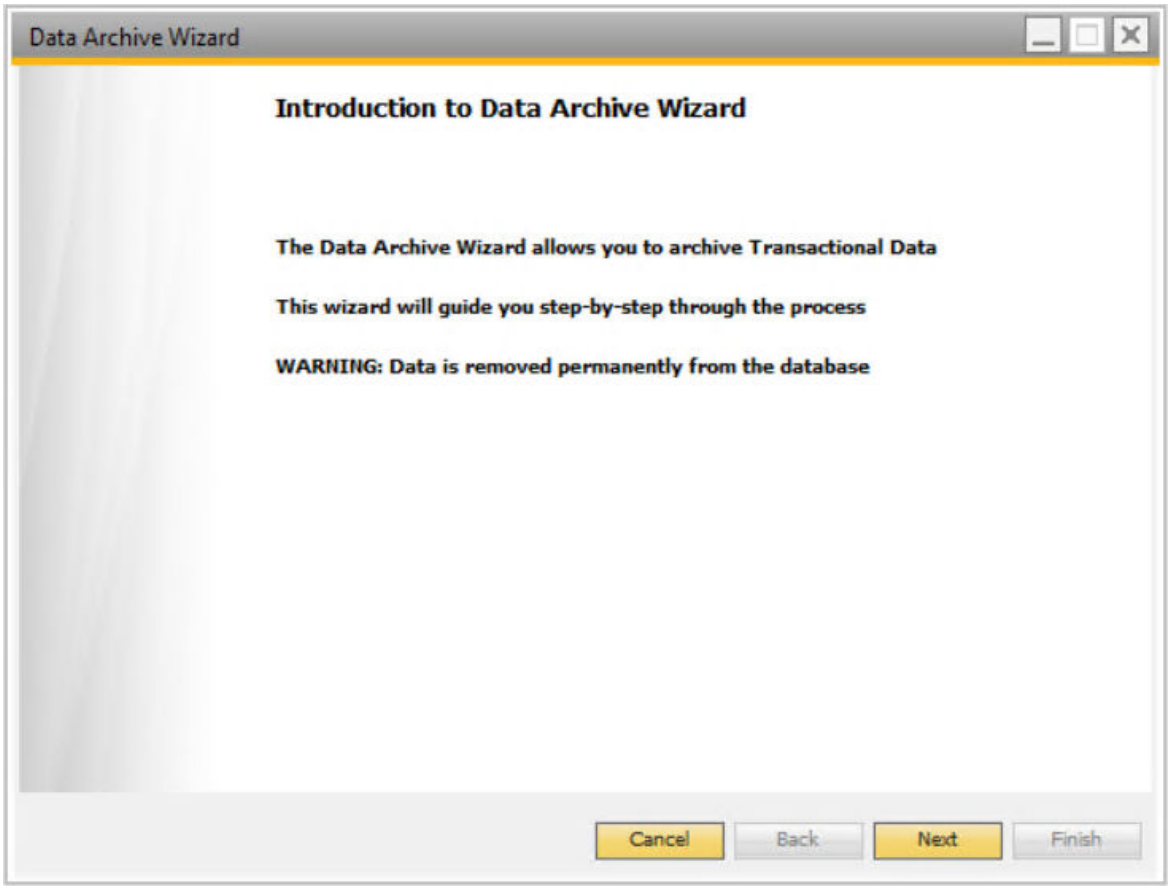
- The transactions that are expected to be removed
- The expected reduction in database size

> ⓘ Note
>
> The data archive wizard contains 14 steps for companies that manage a perpetual inventory system and 15 steps for companies that manage a non-perpetual inventory system and do not use purchase accounting.

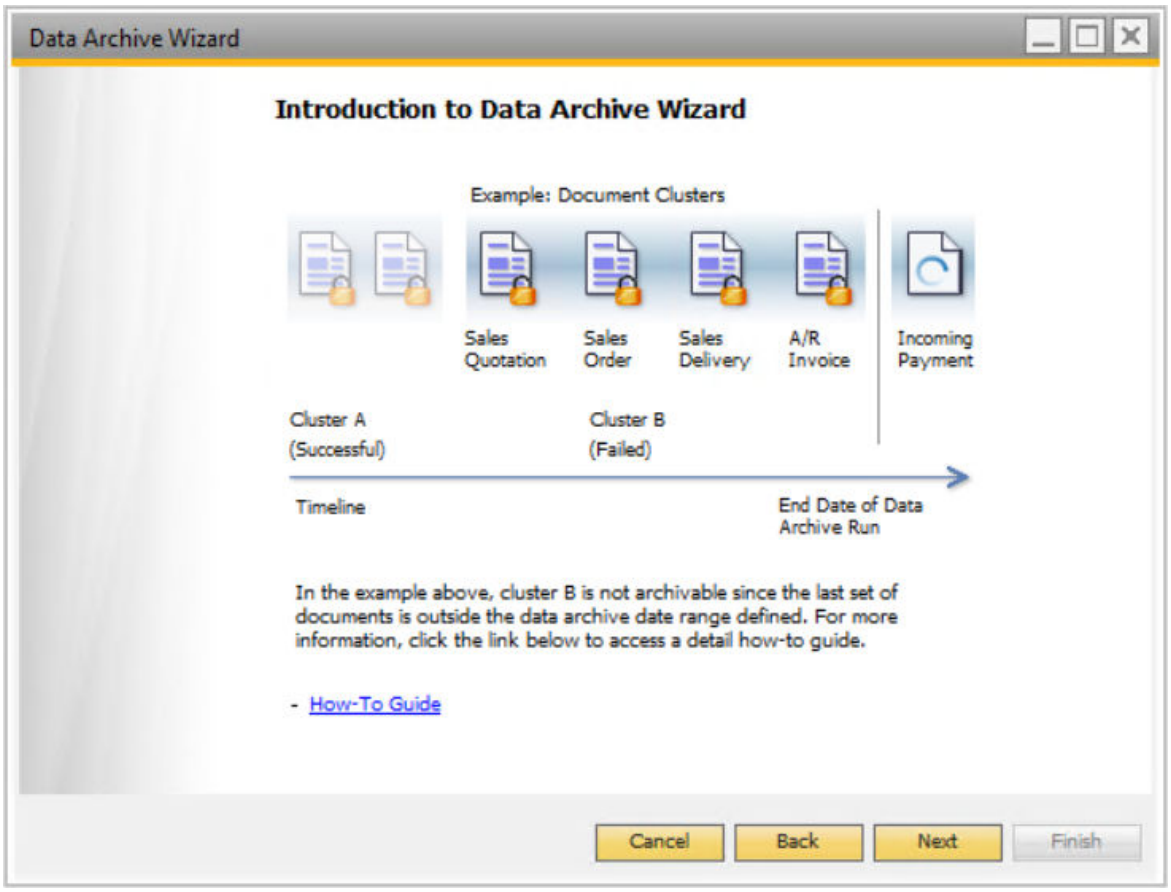
> ⓘ Note
>
> When running a simulation, the process ends at step 10 for companies that manage a perpetual inventory system, and at step 11 for companies that manage a non-perpetual inventory system and do not use purchase accounting.

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.

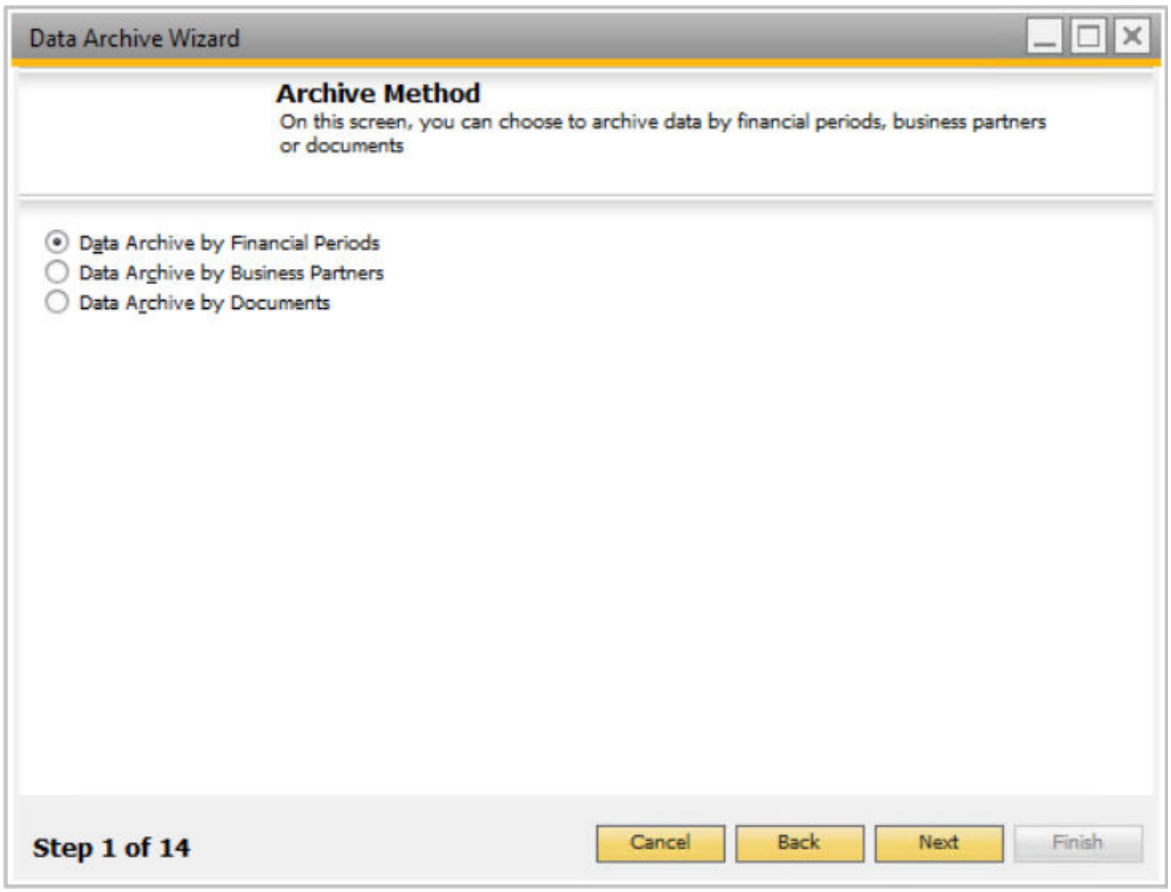


2. The following window provides you with further information about the essence of the data archive methodology. To continue, choose the *Next* button.

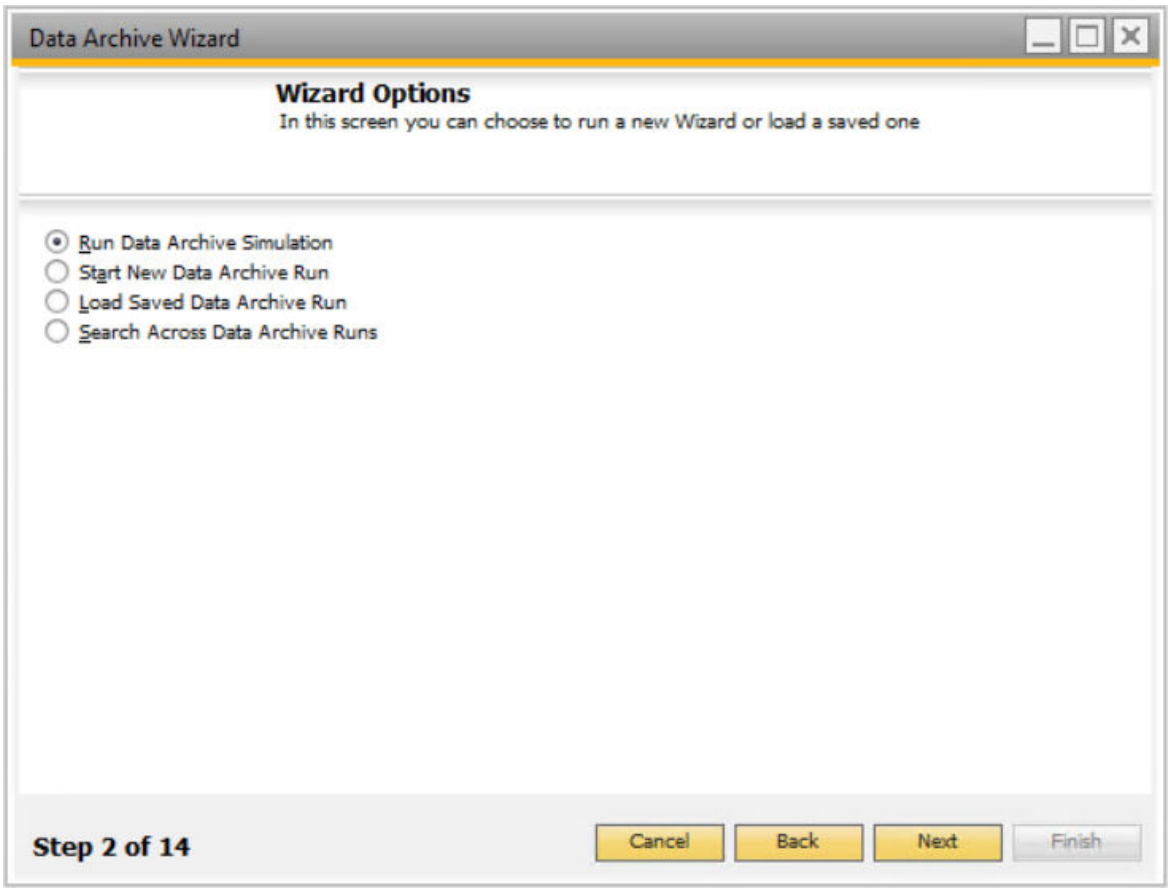


3. In the *Archive Method* window, you can choose to archive data by financial periods, business partners, or documents. For more information about archiving data by documents, see the patch update for version 10.0 feature package 2305 in Patch Updates [page 7]. Select *Data Archive by Financial Periods*, and choose

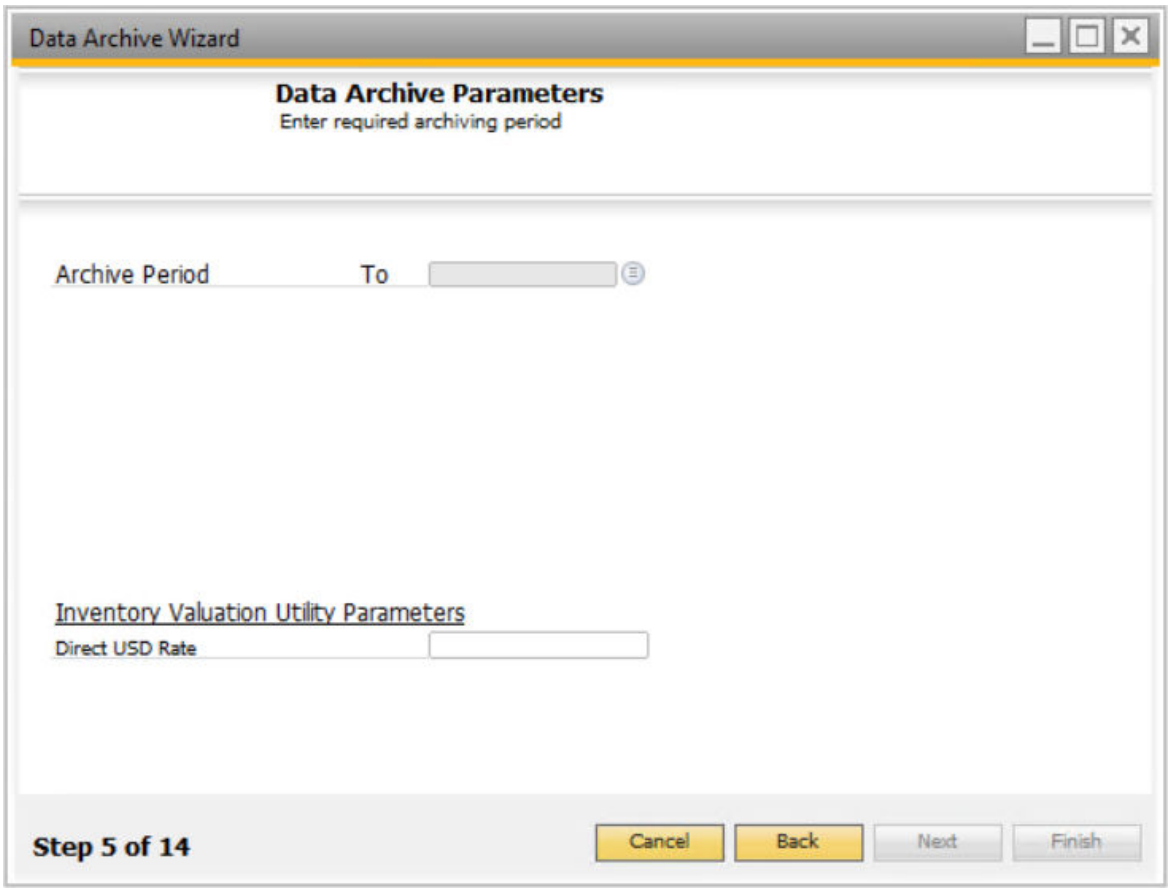
Next.


Data Archive Wizard
Archive Method
On this screen, you can choose to archive data by financial periods, business partners or documents
Data Archive by Financial Periods
Data Archive by Business Partners
Data Archive by Documents
Step 1 of 14
Cancel
Back
Next
Finish

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



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



Field	User Action/Description
Archive Period	The period to be covered by the data archive simulation. In the *To* field, choose . The *List of Posting Periods* window appears. **Note** You cannot type data into the *To* field. Setting a period for archiving is possible only by choosing it from the *List of Posting Periods* window. 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 *To* field. The "from" date of the archived period is always the first day of the earliest posting period in the company database.

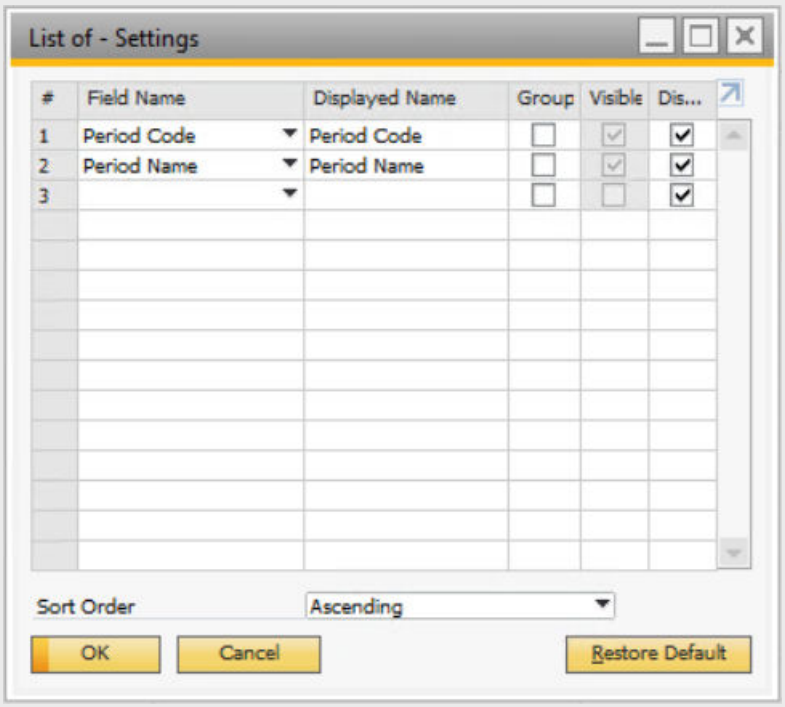
Field	User Action/Description
Price Source for Inventory Entry Grouping	This section appears only for companies that manage a non-perpetual inventory system and do not use purchase accounting (the *Use Perpetual Inventory* and *Use Purchase Accounts Posting System* checkboxes are not selected on the *Administration* > *System Initialization* > *Company Details* > *Basic Initialization* tab). In the *Price Source* field, select the price list to be considered when inventory transactions are grouped. To group items for which price is not defined in the price list selected in the *Price Source* field, select the *Allow Grouping of Zero Price Items* checkbox. By default, this checkbox is not selected.
Bank Statement Archiving	This section appears only for companies that do not use automatic bank statement processing (the *Install Bank Statement Processing* checkbox is not selected on the *Administration* > *System Initialization* > *Company Details* > *Basic Initialization* tab), and that have at least one bank statement recorded (in *Banking* > *Bank Statements and External Reconciliations* > *Process External Bank Statement*). 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 *Allow Archiving of Unreconciled Bank Statement Records* checkbox.
Inventory Valuation Utility Parameters	This section appears only for SAP Business One companies that manage a perpetual inventory system (the *Use Perpetual Inventory* checkbox is selected on the *Administration* > *System Initialization* > *Company Details* > *Basic Initialization* tab). In the *Direct USD Rate* 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.

→ Recommendation

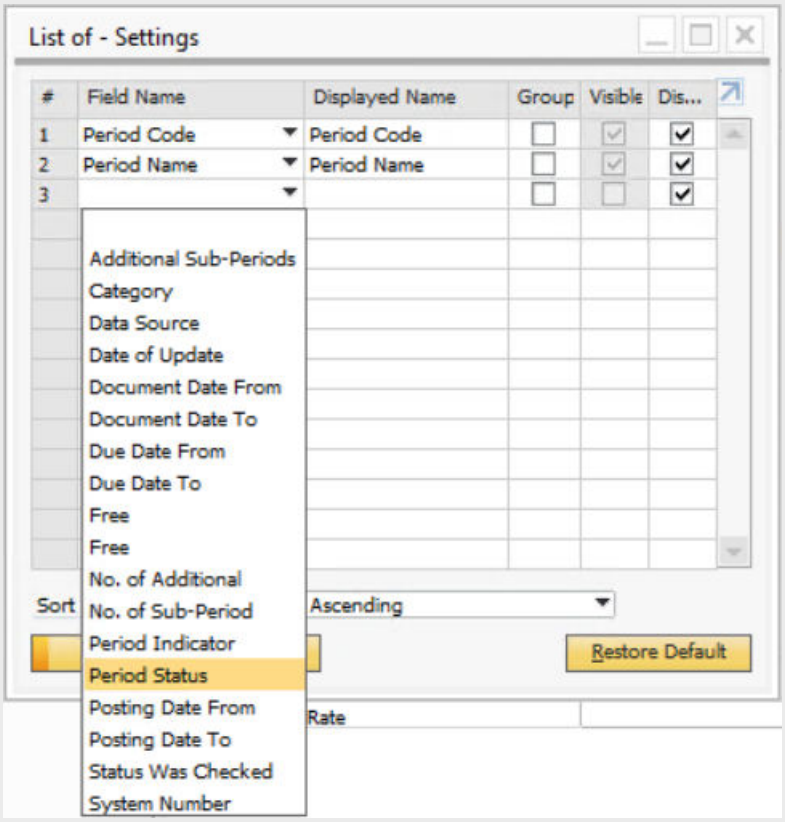
Since only posting periods with the period status *Locked* or *Archived* can be included in the data archiving simulation run, we recommend that you add the column *Period Status* to the *List of Posting*

Periods window. This way you can tell which of the posting periods are archivable. To do so, perform the following steps:

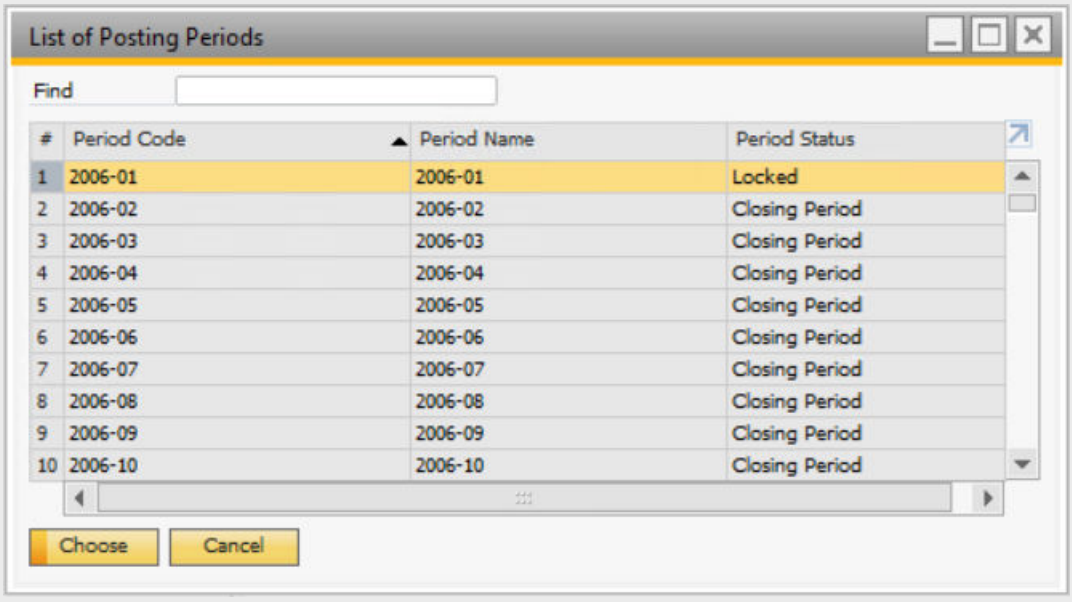
1. While the *List of Posting Periods* window is open, choose in the toolbar. The *List of – Settings* window appears:



2. The dropdown list of line 3 displays a list of all the columns that can be added to the *List of Posting Periods* window. Select *Period Status* and choose *Update*. Then choose *OK*.



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

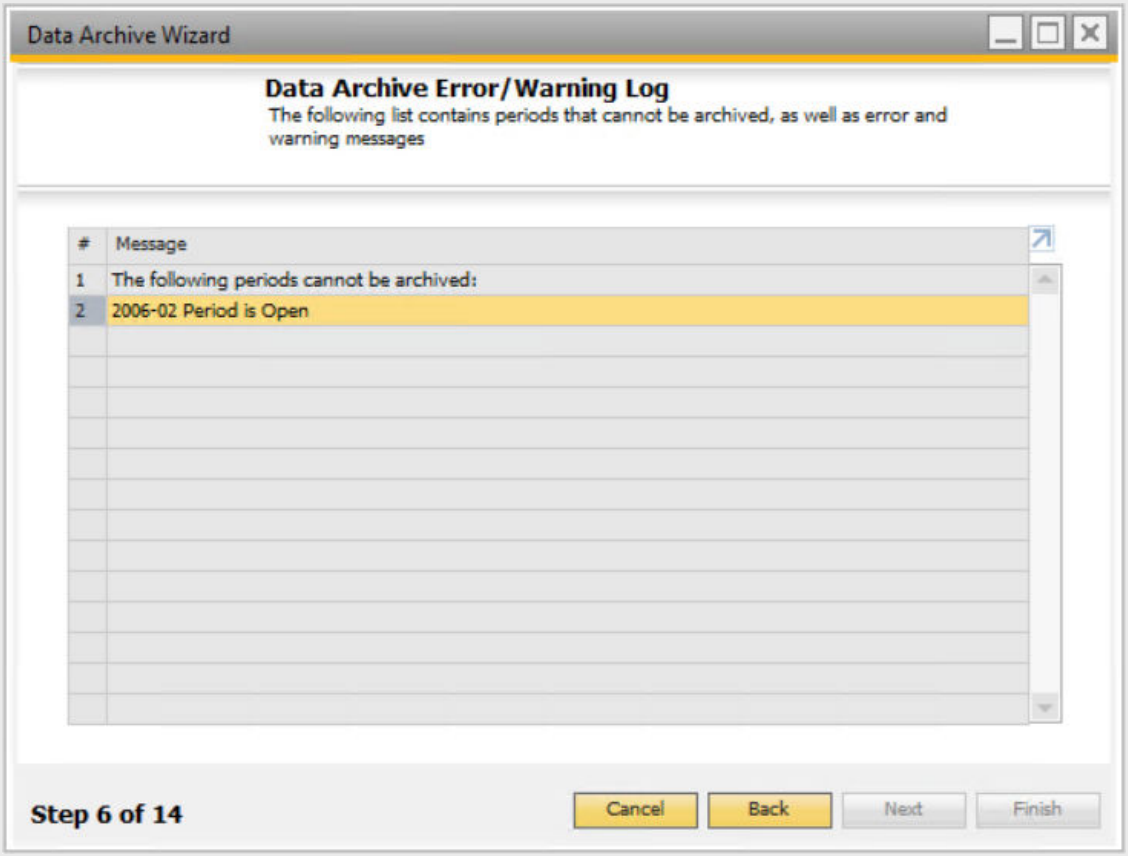


6. After specifying all the relevant details in the *Data Archive Parameters* window, choose the *Next* button. This process may take some time, depending on the size of your company database and the overall length of the period included in the data archive simulation run.
7. If any errors are detected, the *Data Archive Error/Warning 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 simulation run again.

→ Recommendation

We recommend addressing as many 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 appears.

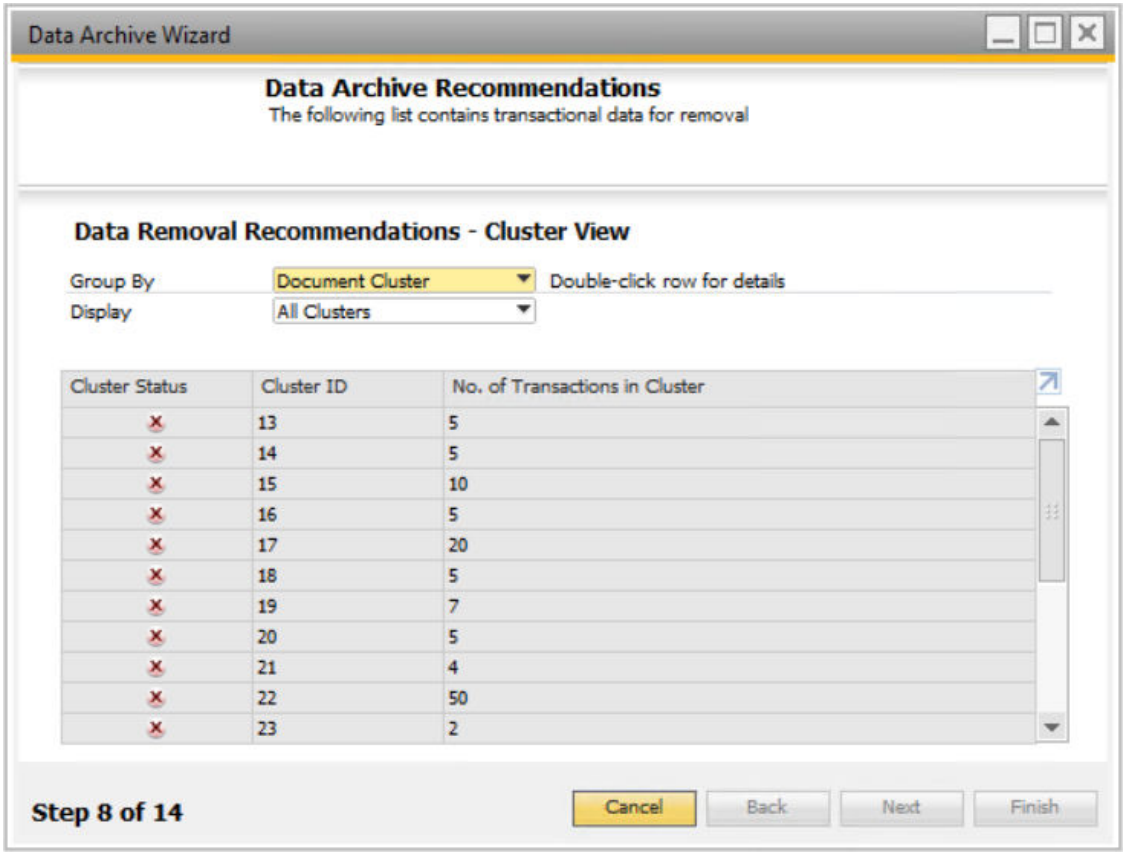
8. The *Data Archive Recommendations* window displays the results of the database analysis done by SAP Business One, providing detailed information regarding which transactions can be archived and which cannot. The information in the *Data Archive Recommendations* window is provided in two levels of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

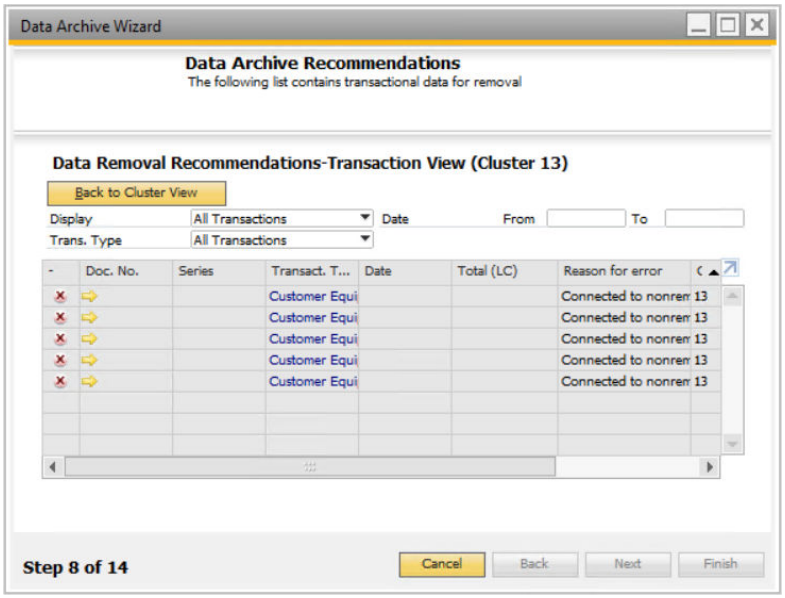
ⓘ Note

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.

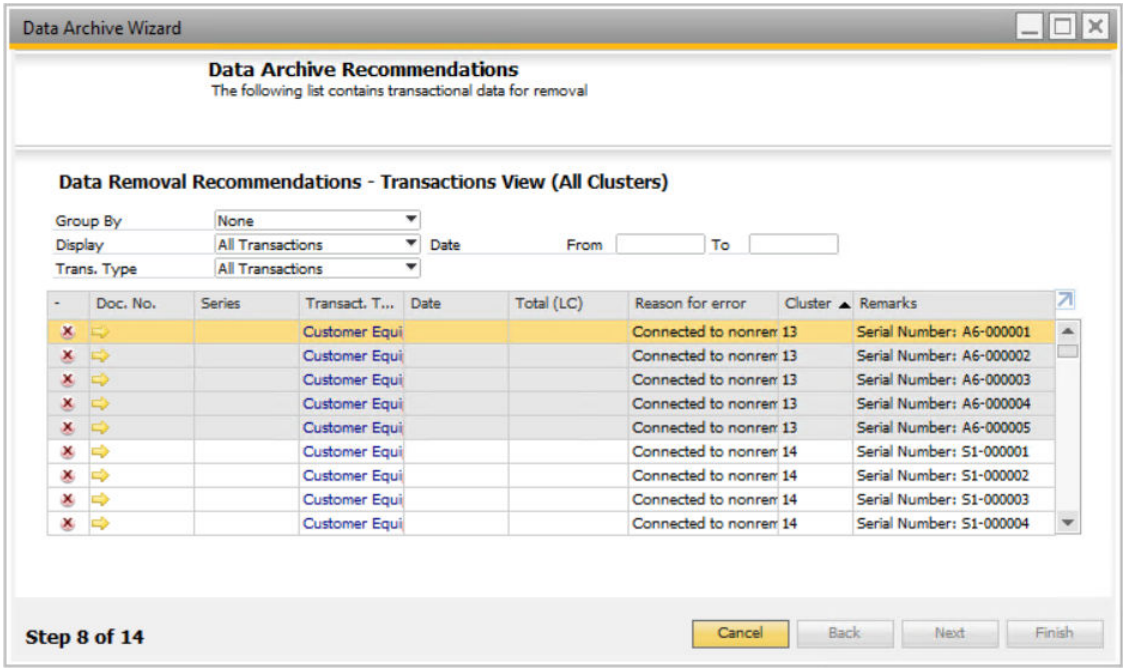
Following are screen captures and details related to the two display modes mentioned above:

- Cluster View

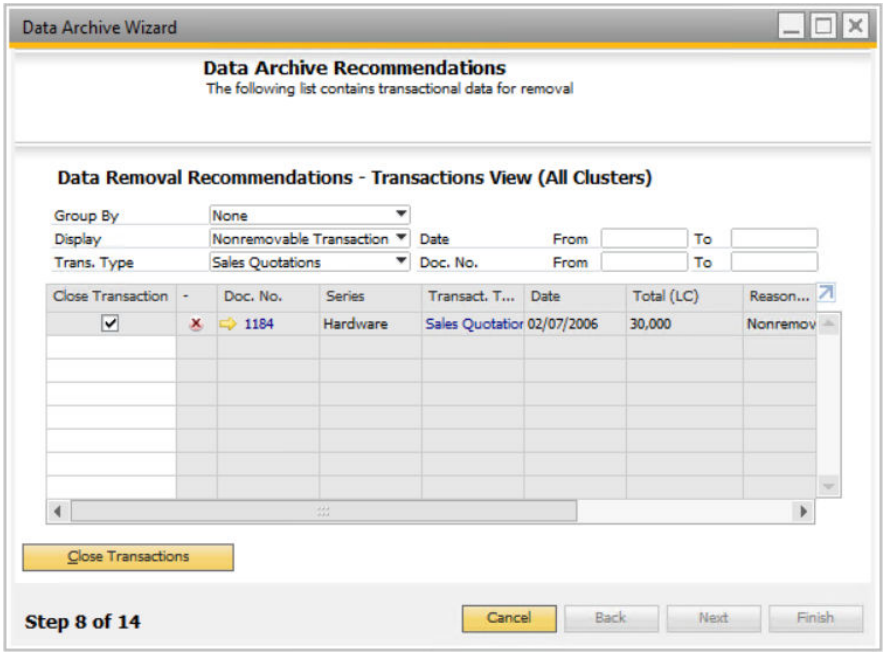

Data Archive Wizard
Data Archive Recommendations
The following list contains transactional data for removal
Data Removal Recommendations - Cluster View
Group By
Document Cluster
Double-click row for details
Display
All Clusters
Cluster Status
Cluster ID
No. of Transactions in Cluster
13 5
14 5
15 10
16 5
17 20
18 5
19 7
20 5
21 4
22 50
23 2
Step 8 of 14
Cancel
Back
Next
Finish

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

- Transaction View

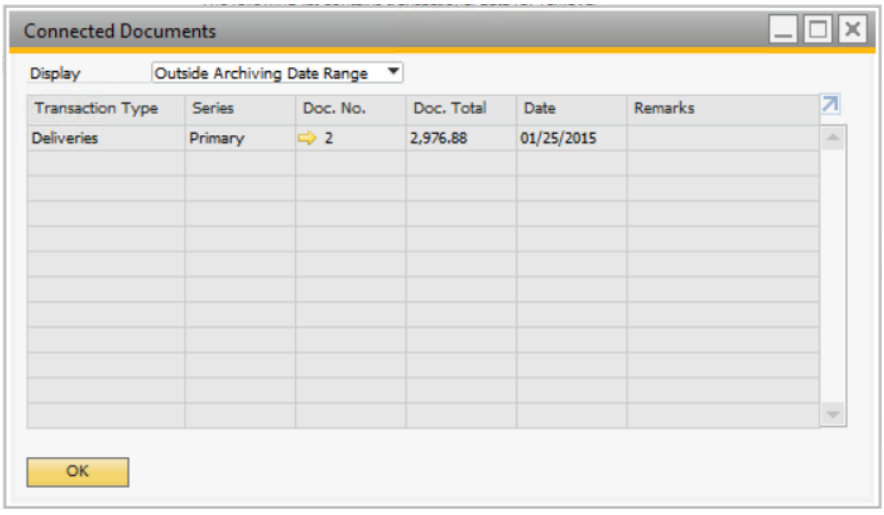


Field	User Action/Description
Display	You can filter the transactions listed in the table by: • *All Transactions* – the default option. All the transactions included in the period defined for the data archive simulation run are listed in the table. • *Removable Transactions* – only transactions that can be removed are listed in the table. • *Nonremovable Transactions* – only transactions that cannot be removed from the company database are listed in the table.
Date From ... To...	Appear only when the value in the *Group By* field is *None*. To display transactions within a specific date range, specify this range here. To apply the defined range, press TAB.
Trans. Type	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.
Doc. No. From... To...	Appear only when a specific transaction type is selected in the *Trans. Type* field. To display only documents within a specific number range, specify this range in these fields and press TAB.

Field	User Action/Description
Close Transaction (the column in the table) *Close Transactions* (the button)	The column and the button appear only if the following conditions apply: • The value in the *Group By* field is *None* or a specific cluster. • The value in the *Display* field is *Nonremovable Transactions*. • The value in *Trans. Type* is *Sales Quotations*, *Sales Orders*, *Purchase Orders*, or *Service Calls*. Select the checkboxes for the transactions that you want to close. To close the selected transactions, choose the *Close Transactions* button. 
Status	Indicates whether a transaction is removable or not: - the transaction is removable - the transaction is not removable

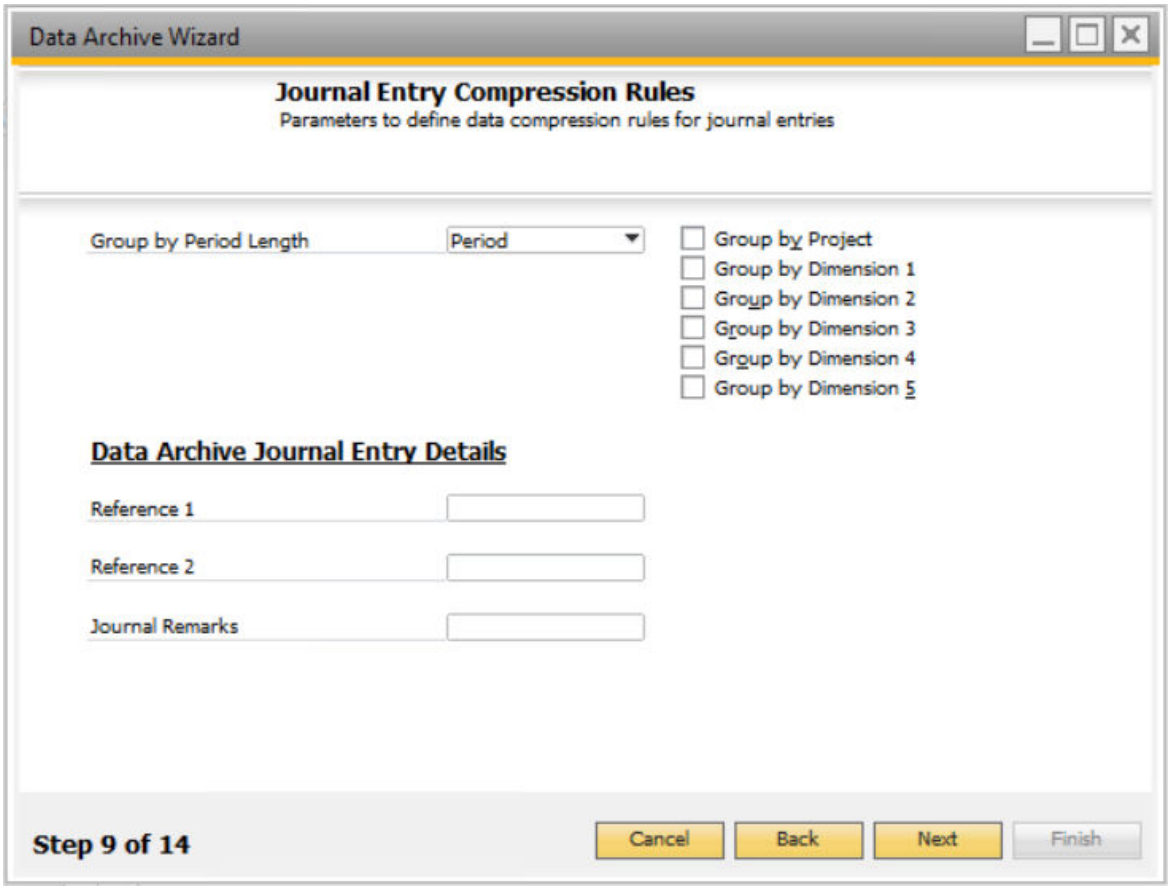
Field	User Action/Description
Doc. No., *Series*	The number of the document or journal entry and the numbering series used when the document or journal entry was created. To view the document or journal entry, choose . **Note** For payment wizard runs, both columns are empty. **Note** For customer equipment cards, the *Doc. No.* column includes only the  icon that opens the *Customer Equipment Card* window. **Note** For customer equipment cards, service contracts, sales opportunities, check register, checks for payment, and activities, the *Series* column is empty.
Transact. Type	The type of the transaction in the line, such as *A/R invoice*, *Incoming Payment*, and so on. **Note** • *Goods Receipt* represents both goods receipt documents (under *Inventory* > *Inventory Transactions* > *Goods Receipt*) and receipts from production documents (under *Production* > *Receipt from Production*). The *Remarks* column indicates which line refers to goods receipt and which to receipt from production. • *Goods Issue* represents both goods issue documents (under *Inventory* > *Inventory Transactions* > *Goods Issue*) and issue for production documents (under *Production* > *Issue for Production*). The *Remarks* column indicates which line refers to goods issue and which to issue for production.
Date	Displays the date depending on the transaction type displayed in the line. Mostly it displays the posting date assigned to documents, transactions, and wizard runs. Following are exceptions: Transaction Type / Date Displayed *Sales Opportunities*, *Activities*, *Service Contracts* / *Start Date* *Deposits* / *Deposit Date* *Bank Statements* / *Statement Date* *Service Calls* / *Created On* *Dunning Wizard* / *Date of the Dunning Run* *Customer Equipment Cards* / N/A – column is empty

Field	User Action/Description
Total (LC)	The total amount of the transaction or document in local currency. **Note** This column is empty for customer equipment cards, goods receipts that represent receipt from production, and production orders.

Field	User Action/Description
Reason for error	Relevant only for nonremovable transactions. Indicates why a transaction is nonremovable. The possible reasons for errors are: • *Nonremovable Document* – the transaction or document in the line does not comply with the conditions required for archiving. For more information, see the What Data is Archived? [page 16] chapter. **Example** A sales quotation with the status *Open* is marked as *Nonremovable Document*, since only *Closed* or *Canceled* sales quotations can be archived. • *Connected to nonremovable document* – the transaction or document in the line is linked to at least one transaction or document that does not comply with the conditions required for archiving. **Example** A delivery with the status *Closed* that is fully copied to an A/R invoice is nonremovable since the A/R invoice is only partially paid. • *Document and connected documents are not removable* – the transaction or document in the line does not comply with the conditions required for archiving, and neither does at least one document or transaction that is linked to it. **Example** Sales order no. 2 is **partially** (and therefore still in status *Open* and cannot be removed) copied to delivery no. 5, which has the status *Open* (and therefore cannot be removed). To further investigate the reasons for a specific error, right-click the line of the required transaction, and choose *Connected Documents*. The *Connected Documents* window appears: 

Field	User Action/Description
	In the *Display* dropdown menu, select one of the following options: • *All Documents* – displays all the documents that are connected to the selected transaction. • *Within Archiving Date Range* – displays only the documents connected to the selected transaction that are created within the date range of the archived period. • *Outside Archiving Date Range* - displays only the documents connected to the selected transaction that are created outside the date range of the archived period.
Cluster	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.
Remarks	Displays the text entered in the *Journal Remark* field in the document. Following are the exceptions: • For payment wizard runs – displays the payment run name • For customer equipment cards – displays the serial number

9. 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.

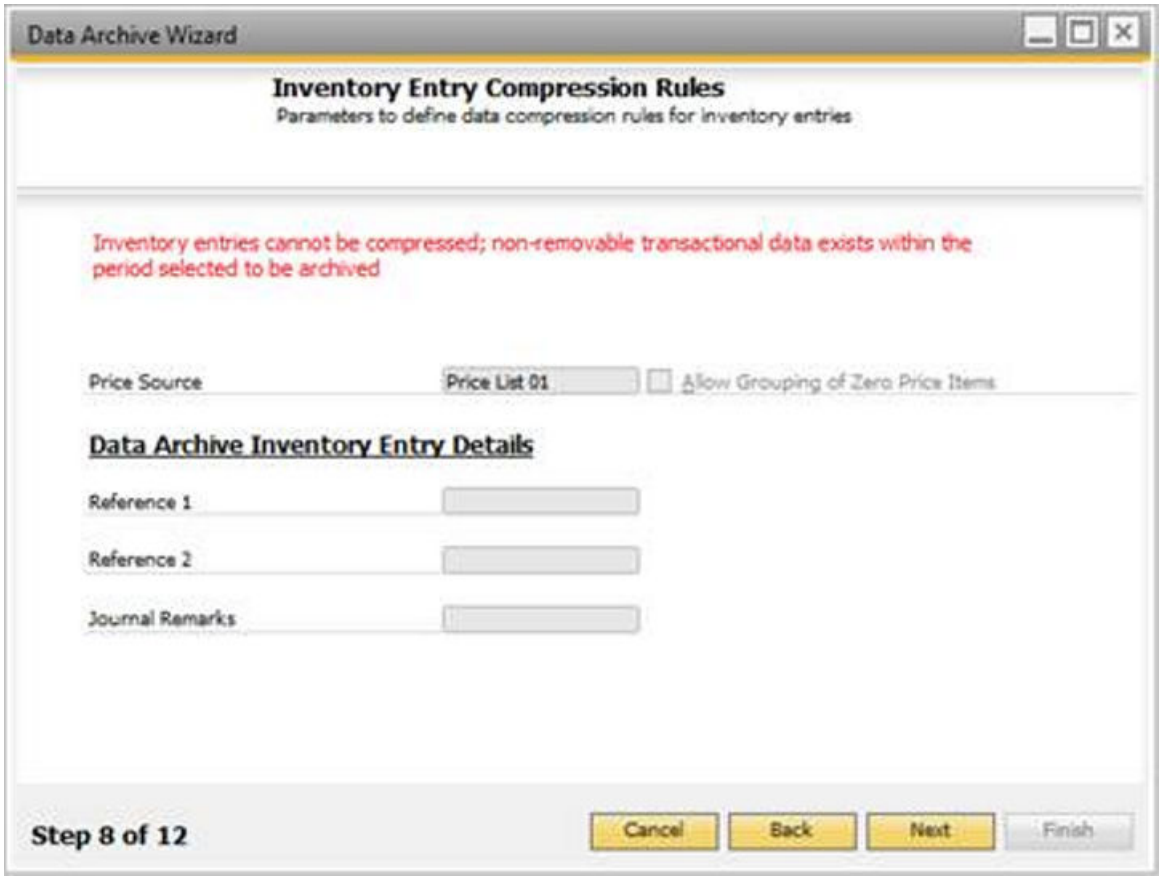


Field	User Action/Description
Group by Period Length	Define whether to create one journal entry for every posting period, subperiod, or month.
Group by Project	Groups together journal entry lines that are assigned to the same project.
Group by Profit Center	Groups together journal entry lines that are assigned to the same profit center.
Reference 1, *Reference 2*	Define the values to appear in the *Reference 1* and *Reference 2* fields in the data archive journal entries. **Note** 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.
Journal Remarks	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>`. **Example** In the *Archive Period To* field (in step no. 5) you have selected the posting period 2007-11. The default text in the *Journal Remarks* field is: `Data Archive – 30.11.2007`.

Note

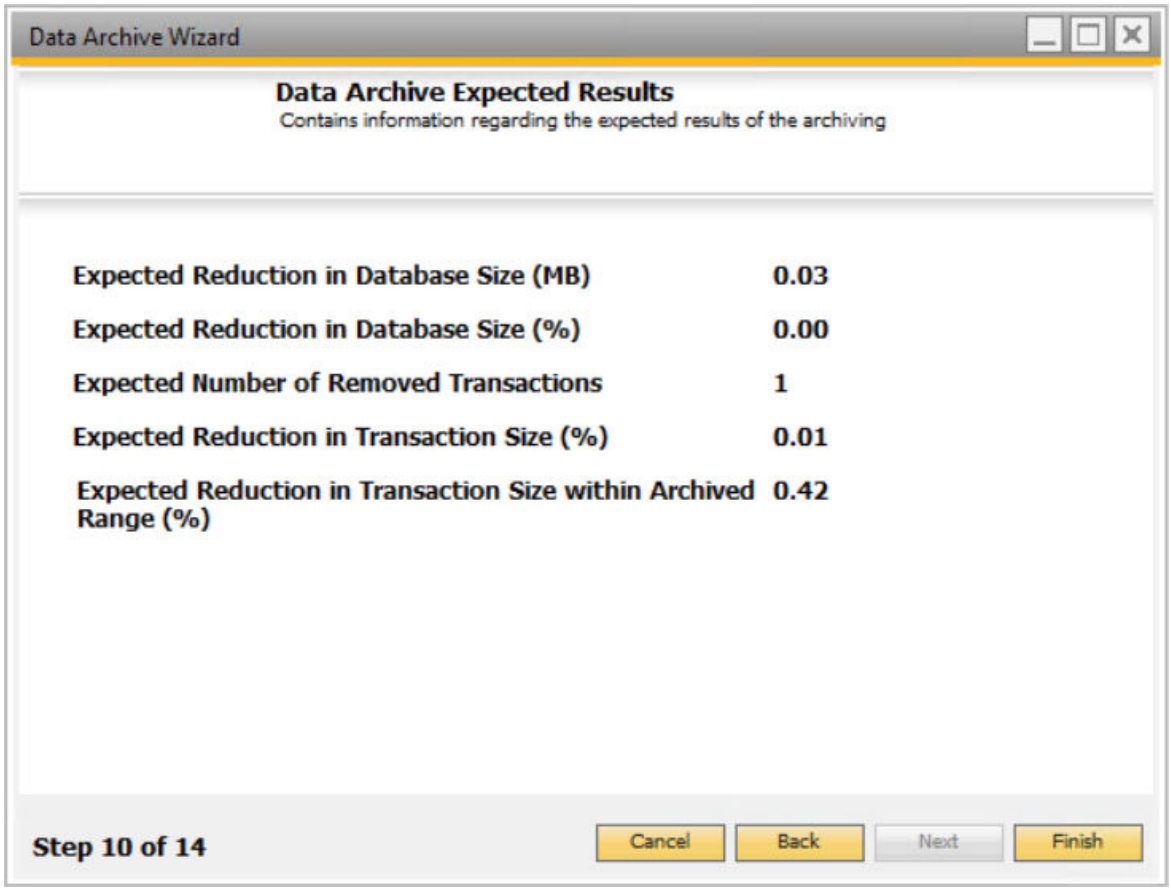
Step no. 10 is relevant only for companies that manage a non-perpetual inventory system and do not use purchase accounting (the *Use Perpetual Inventory* and *Use Purchase Accounts Posting System* checkboxes are not selected on the *Administration* > *System Initialization* > *Company Details* > *Basic Initialization* tab).

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
Price Source	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 *Inventory* > *Price Lists* > *Price Lists* window, and the *Last Evaluated Price* price list.
Allow Grouping of Zero Price Items	Creates a data archive inventory entry for items for which a price is not defined in the selected price list.
Reference 1, *Reference 2*	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.
Journal Remarks	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>`. **Example** In the *Archive Period To* field (in step no. 5) you have selected the posting period 2007-11. The default text in the *Journal Remarks* field is: `Data Archive – 30.11.2007`.

11. 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
Expected Reduction in Database Size (MB)	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.
Expected Reduction in Database Size (%)	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.
Expected Number of Removed Transactions	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.
Expected Reduction in Transaction Size (%)	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.
Expected Reduction in Transaction Size within Archived Range (%)	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.

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

8 Archiving Data

Prerequisites

- You have made all the relevant preparations as detailed in the How to Prepare for Data Archiving [page 24] 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.

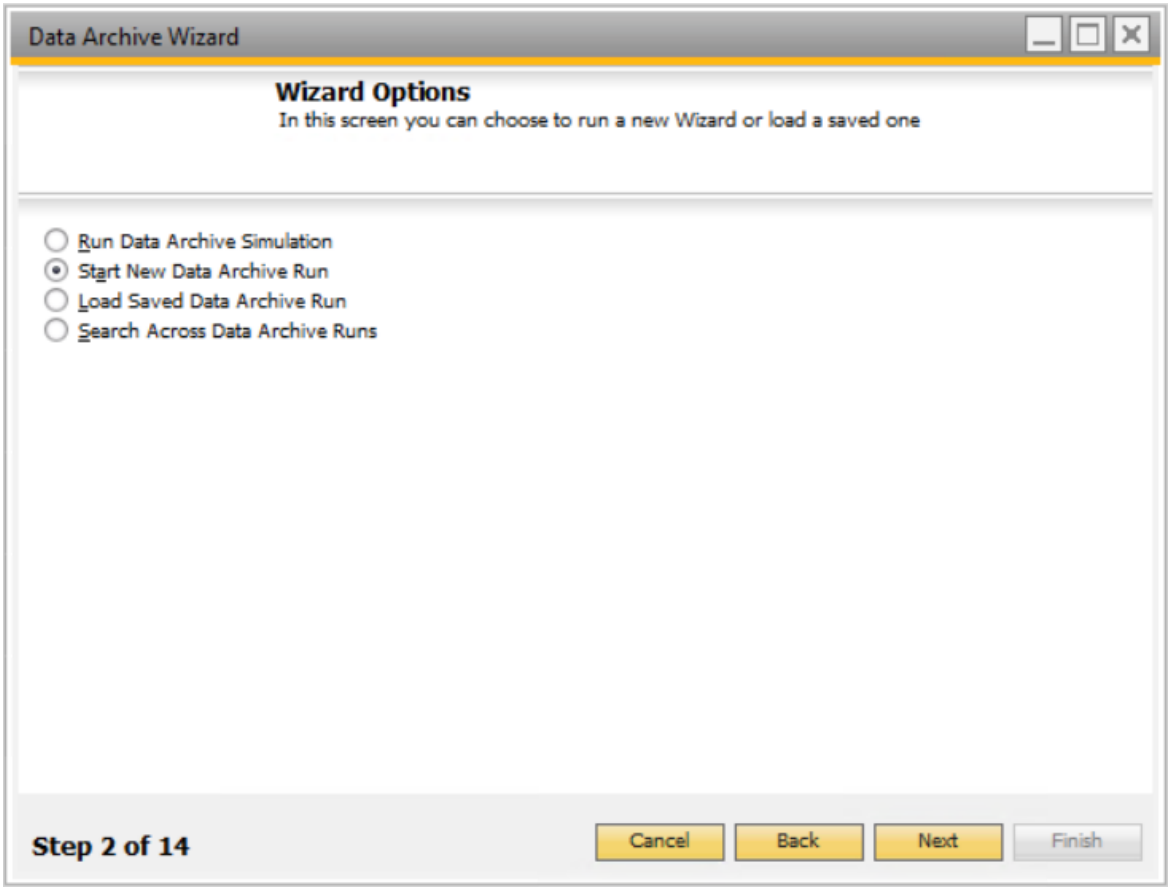
Context

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.

Procedure

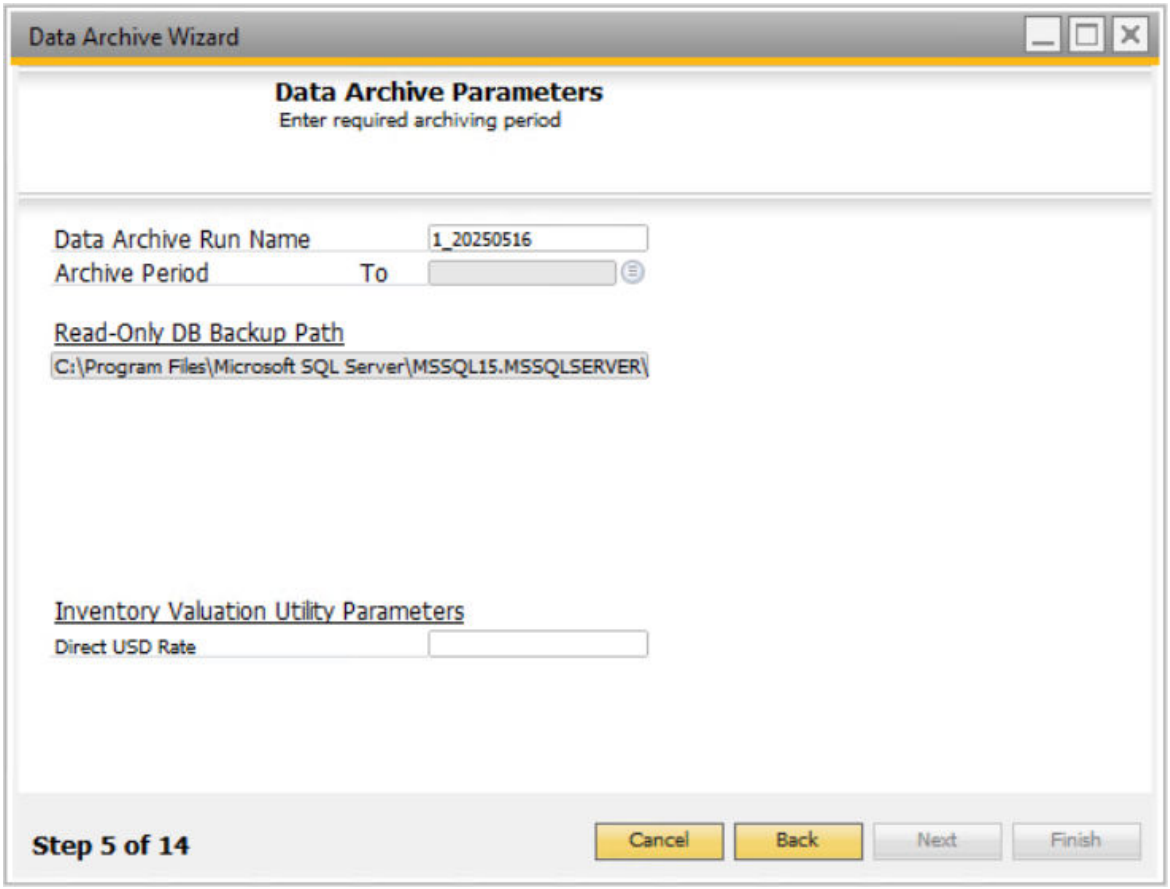
1. From the SAP Business One *Main Menu*, choose *Administration* > *Utilities* > *Data Archive Wizard*. In the *Introduction to Data Archive Wizard* window, choose the *Next* button.

   Another introductory window, providing an example of a document cluster, appears. Choose the *Next* button.
2. In the *Archive Method* window, you can choose to archive data by financial periods, business partners, or documents. For more information about archiving data by documents, see the patch update for version 10.0 feature package 2305 in Patch Updates [page 7]. Select *Data Archive by Financial Periods*, and choose *Next*.
3. In the *Wizard Options* window, select the *Start New Data Archive Run* radio button and choose the *Next* button.



4. 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. 5 in the Simulating Data Archive Runs [page 28] chapter.



Field	User Action/Description
Data Archive Run Name	By default, SAP Business One assigns to each data archive wizard run a unique name based on the following formulation: `<data archive wizard run sequential no.>_<run date>` You can specify a different name if needed. It must be unique and can consist of up to 100 alphanumeric characters. **Example** A company performed the data archive wizard run for the fourth time on December 1st 2009. SAP Business One assigned to it by default the following name: `4_20091201`.
Read Only DB Backup Path	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.

5. If any errors are detected, the *Data Archive Error/Warning 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 appears.

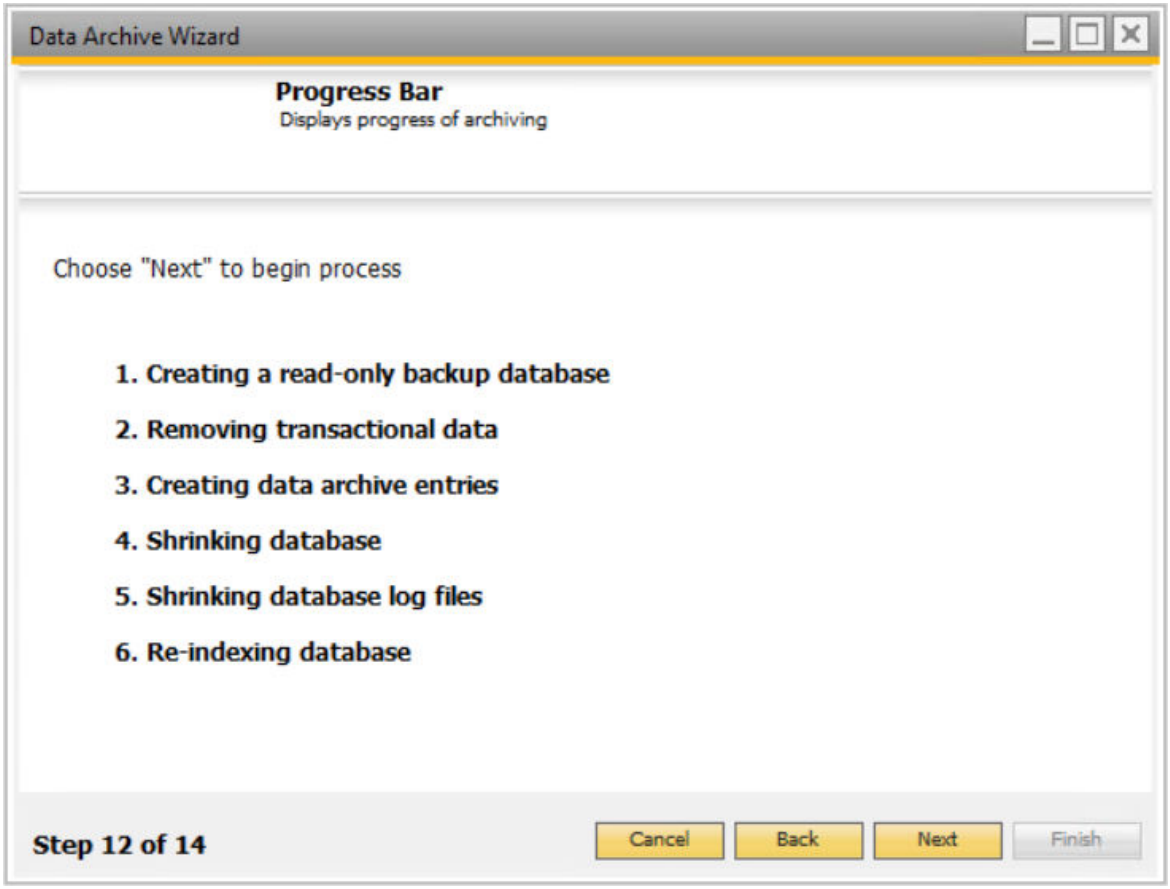
6. The *Data Archive Recommendations* window displays the results of the database analysis done by SAP Business One, providing detailed information regarding which data items can be archived and which cannot. The information in the *Data Archive Recommendations* window is provided in two levels of details: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

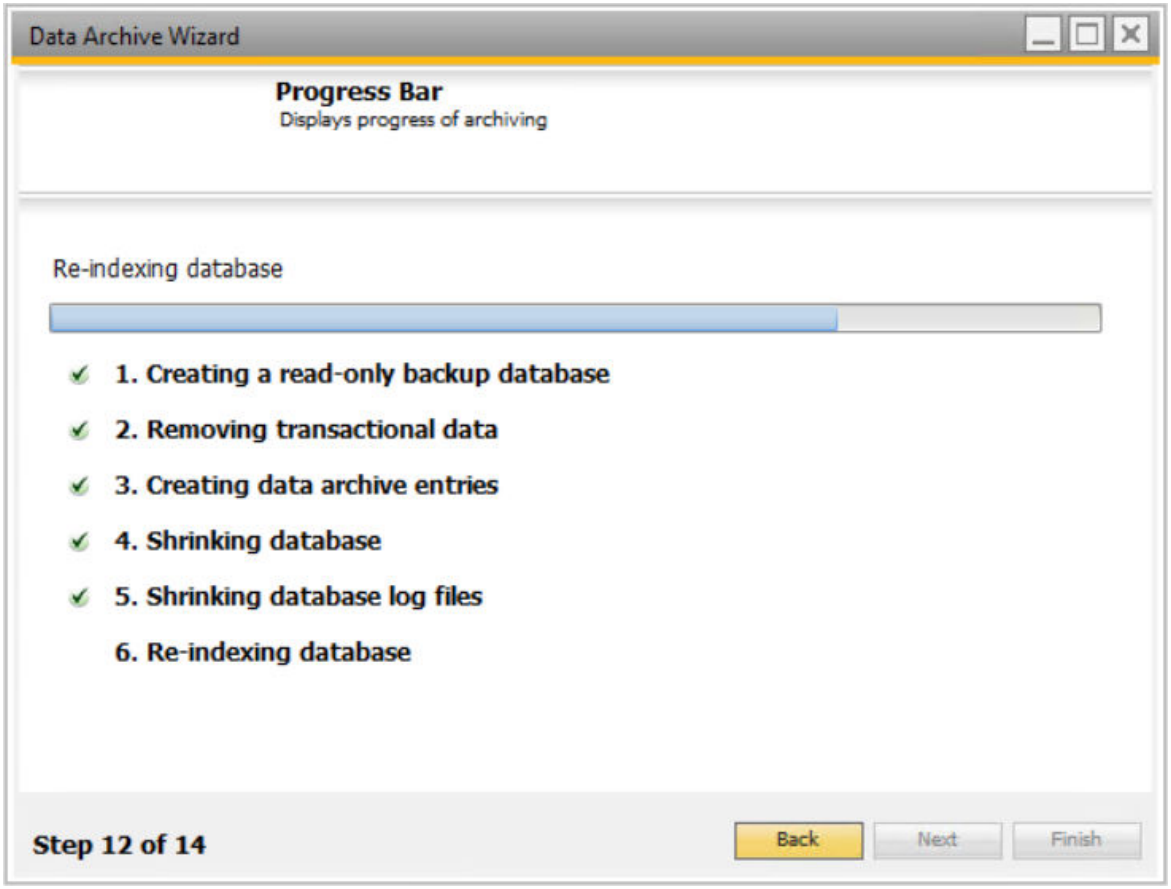
8. In the *Journal Entry Compression Rules* window, define the parameters according to which the data archive journal entries will be created. To continue, choose the *Next* button.

   > **Note**
   >
   > The next step is relevant only for companies that manage a non-perpetual inventory system and do not use purchase accounting (the *Use Perpetual Inventory* and *Use Purchase Accounts Posting System* checkboxes are not selected on the *Administration* > *System Initialization* > *Company Details* > *Basic Initialization* tab).

9. 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.
10. 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.
11. The *Progress Bar* window appears, providing you with an overview about the upcoming process. To continue, choose the *Next* button.



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

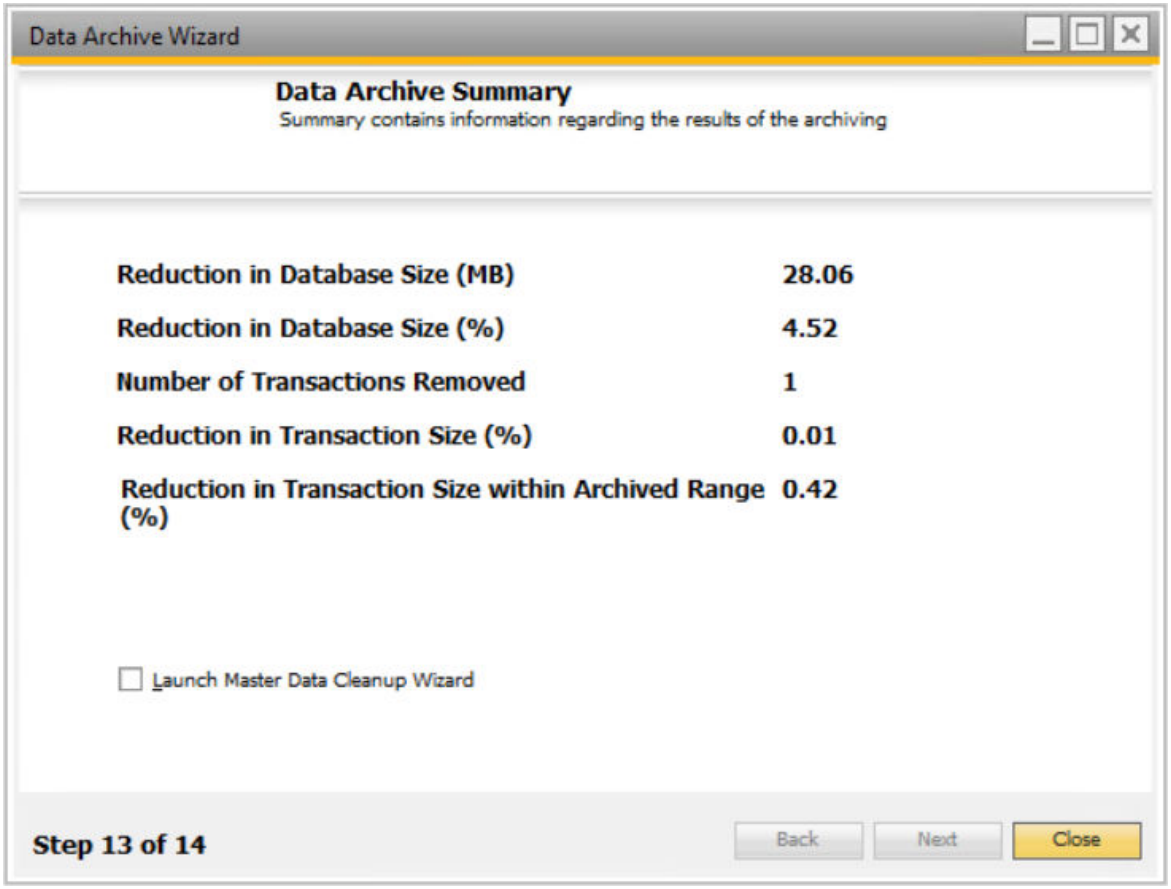

Data Archive Wizard
Progress Bar
Displays progress of archiving
Re-indexing database
1. Creating a read-only backup database
2. Removing transactional data
3. Creating data archive entries
4. Shrinking database
5. Shrinking database log files
6. Re-indexing database
Step 12 of 14
Back
Next
Finish

Action	Description

1. Creating a read-only backup database	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.
	
	The read-only database backup is automatically saved into the backup path defined for the regular backups of SAP Business One.
	
	You can identify it according to its name:
	
	`<Database Name>_<No. of Data Archive Wizard Run>_ReadOnly.bak`
	
	Example
	
	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:
	
	`B1Company_1_ReadOnly`
	
	Note
	
	The read-only company database is for review purposes only. If, for 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.

2. Removing transactional data	SAP Business One removes from the company database all transactions that were identified as removable.
3. Creating data archive entries	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 *Journal Entry Compression Rules* window.
4. Shrinking database and *5. Shrinking database log files*	The sizes of the database and the log files are reduced as a result of the data removal.
6. Re-indexing database	The database is re-indexed to improve performance.

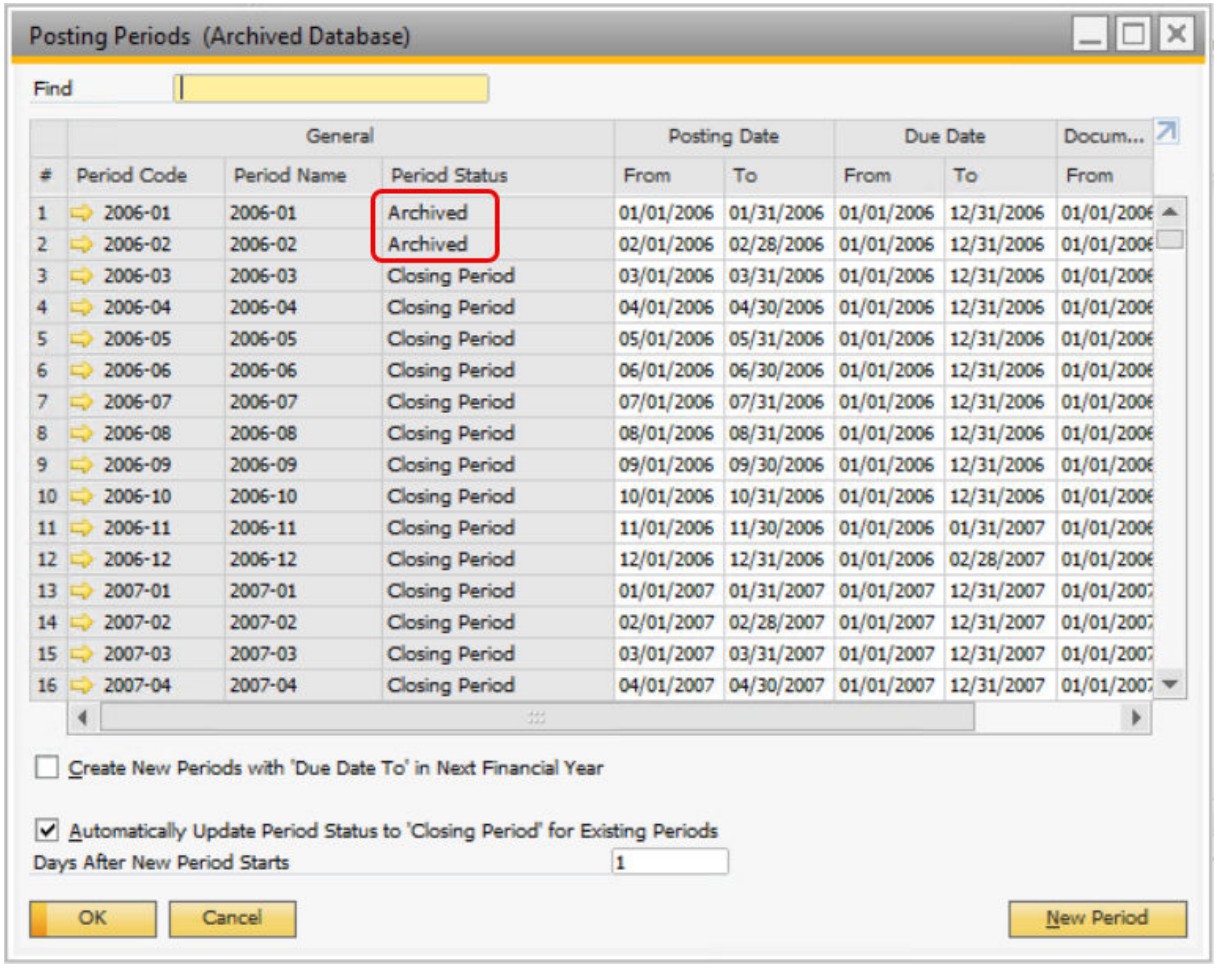
13. Once the process is completed, the *Data Archive Summary* window appears, providing you with the details related to the actual database size reduction, and more. To complete the data archiving process, choose the *Close* button.



> ⓘ Note
>
> Any errors detected during the data archive wizard run are listed in step number 14, which then becomes the last step in the wizard.

Results

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*.


Posting Periods (Archived Database)
Find
General
Posting Date
Due Date
Docum...
Period Code Period Name Period Status From To From To From
1 2006-01 2006-01 Archived 01/01/2006 01/31/2006 01/01/2006 12/31/2006 01/01/2006
2 2006-02 2006-02 Archived 02/01/2006 02/28/2006 01/01/2006 12/31/2006 01/01/2006
3 2006-03 2006-03 Closing Period 03/01/2006 03/31/2006 01/01/2006 12/31/2006 01/01/2006
4 2006-04 2006-04 Closing Period 04/01/2006 04/30/2006 01/01/2006 12/31/2006 01/01/2006
5 2006-05 2006-05 Closing Period 05/01/2006 05/31/2006 01/01/2006 12/31/2006 01/01/2006
6 2006-06 2006-06 Closing Period 06/01/2006 06/30/2006 01/01/2006 12/31/2006 01/01/2006
7 2006-07 2006-07 Closing Period 07/01/2006 07/31/2006 01/01/2006 12/31/2006 01/01/2006
8 2006-08 2006-08 Closing Period 08/01/2006 08/31/2006 01/01/2006 12/31/2006 01/01/2006
9 2006-09 2006-09 Closing Period 09/01/2006 09/30/2006 01/01/2006 12/31/2006 01/01/2006
10 2006-10 2006-10 Closing Period 10/01/2006 10/31/2006 01/01/2006 12/31/2006 01/01/2006
11 2006-11 2006-11 Closing Period 11/01/2006 11/30/2006 01/01/2006 01/31/2007 01/01/2006
12 2006-12 2006-12 Closing Period 12/01/2006 12/31/2006 01/01/2006 02/28/2007 01/01/2006
13 2007-01 2007-01 Closing Period 01/01/2007 01/31/2007 01/01/2007 12/31/2007 01/01/2007
14 2007-02 2007-02 Closing Period 02/01/2007 02/28/2007 01/01/2007 12/31/2007 01/01/2007
15 2007-03 2007-03 Closing Period 03/01/2007 03/31/2007 01/01/2007 12/31/2007 01/01/2007
16 2007-04 2007-04 Closing Period 04/01/2007 04/30/2007 01/01/2007 12/31/2007 01/01/2007
Create New Periods with 'Due Date To' in Next Financial Year
Automatically Update Period Status to 'Closing Period' for Existing Periods
Days After New Period Starts
1
OK
Cancel
New Period

9 Loading Saved Data Archive runs

Context

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.

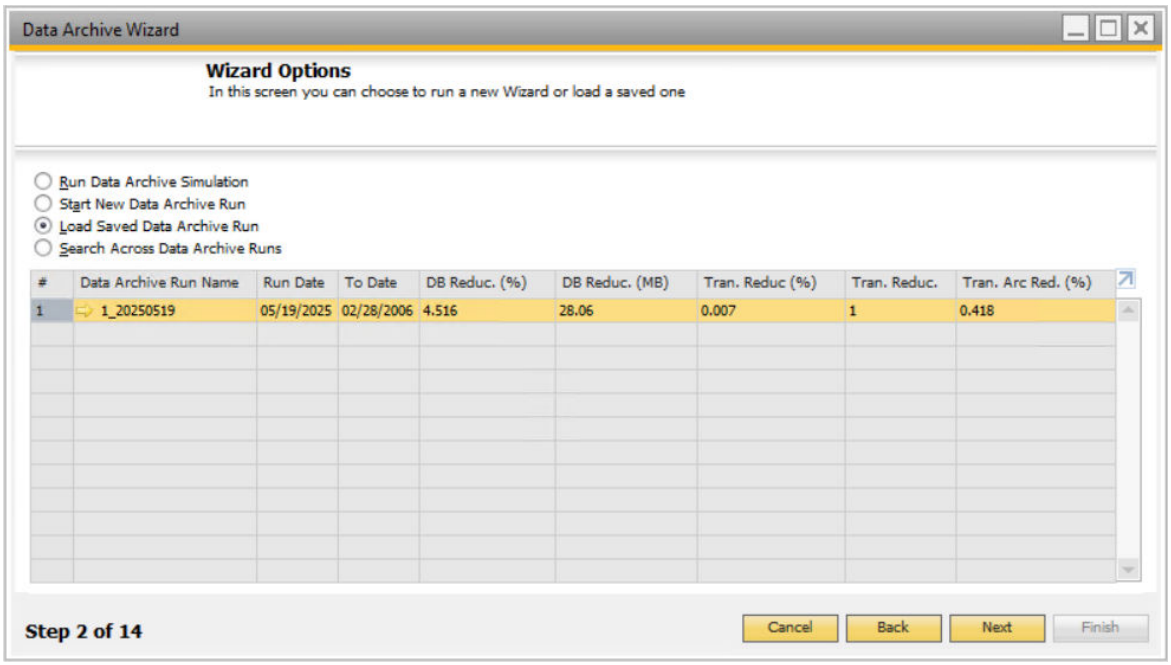
The following procedure describes the data available in the saved data archive runs.

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 *Archive Method* window, select one of the options, and choose *Next*.
3. 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.

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



Field	User Action/Description
Data Archive Run Name	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, choose in this column. **Note** 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 Restoring the Read-Only Company Database [page 60] chapter.
Run Date	The date on which the data archive run took place.
To Date	The last day of the archived period in a particular data archive run.
DB Reduc. (%)	Displays the percentage of the removed data compared to the original size of the database.
DB Reduc. (MB)	Displays the number of megabytes that were removed from the company database within the data archive wizard run.
Tran. Reduc (%)	Displays the percentage of the transactions that were removed compared to the number of transactions in the company database.
Tran. Reduc.	The number of transactions that were removed from the database.
Tran. Arc Red.(%)	The percentage of removed transactions out of the total transactions in the archived period.

4. 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.
5. The *Data Archive Recommendations* window appears listing all the clusters that were archived. You can switch between *Cluster View* (the default display mode) and *Transactions View*, and filter the transactions by posting date and transaction types. To continue, choose the *Next* button.
6. 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 and do not use purchase accounting (the *Use Perpetual Inventory* and *Use Purchase Accounts Posting System* checkboxes are not selected on the *Administration* > *System Initialization* > *Company Details* > *Basic Initialization* tab).
7. 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.
8. 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.
9. To conclude the review, choose the *Close* button.

10 Restoring the Read-Only Company Database

Context

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: `<Database Name>_<No. of Data Archive Wizard Run>_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

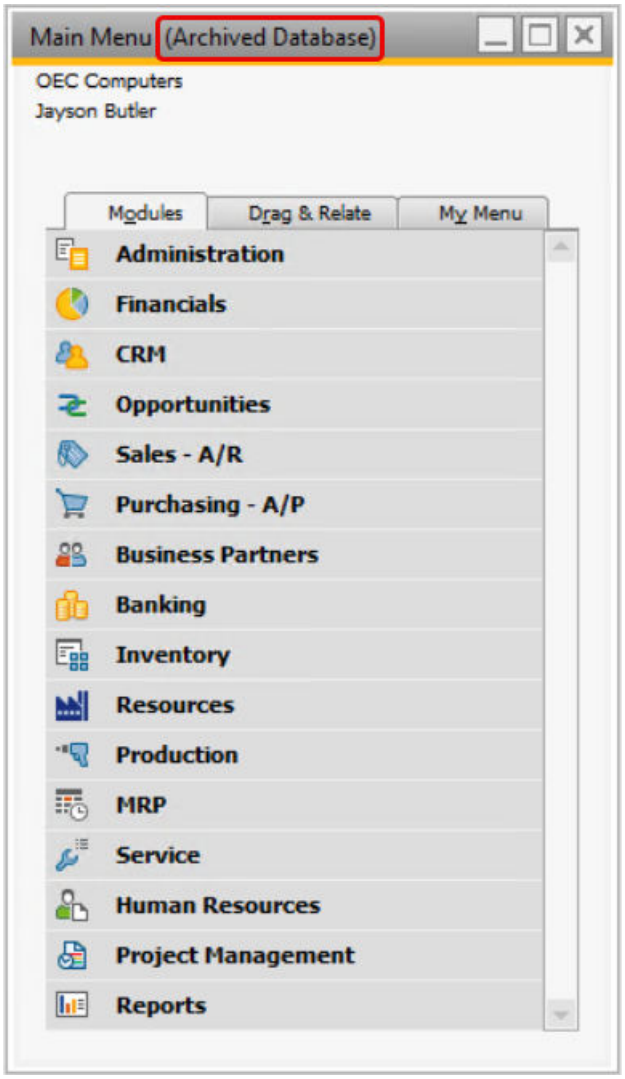
The complete instructions for restoring a company database from a backup file are available in the *Administrator Guide*, in the section: *Restoring Data When msdb Is Unavailable*.

Results

- 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:



11 Searching Transactions across Multiple Data Archive Runs

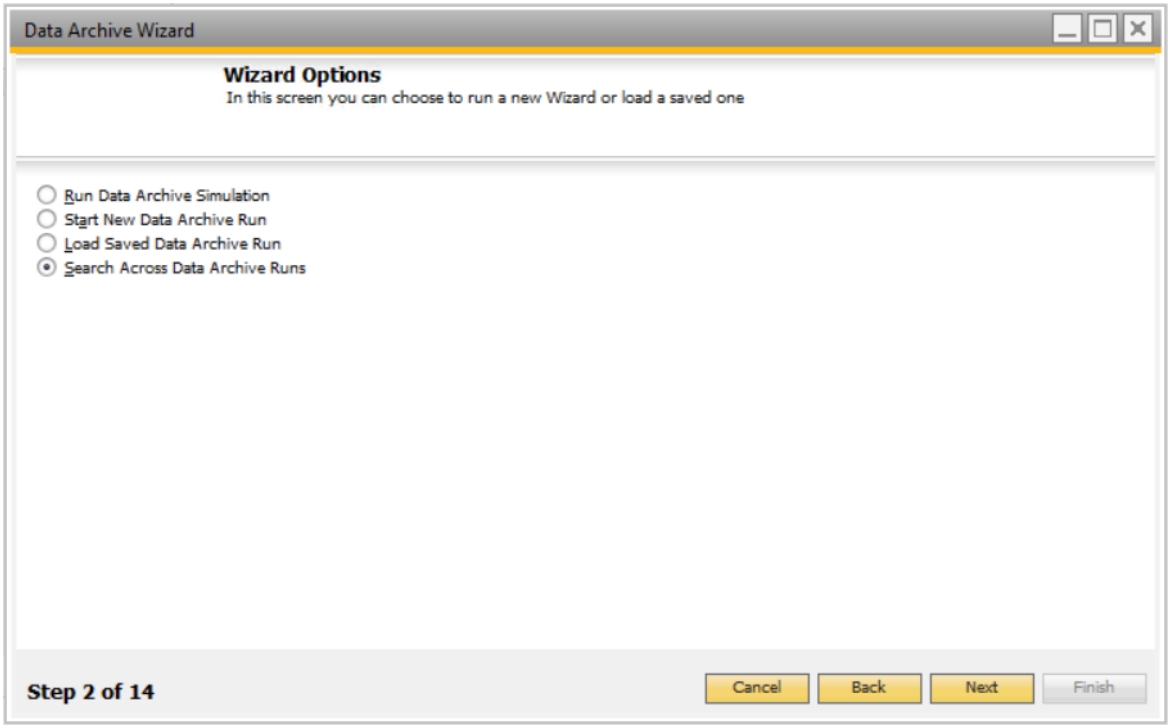
Context

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.

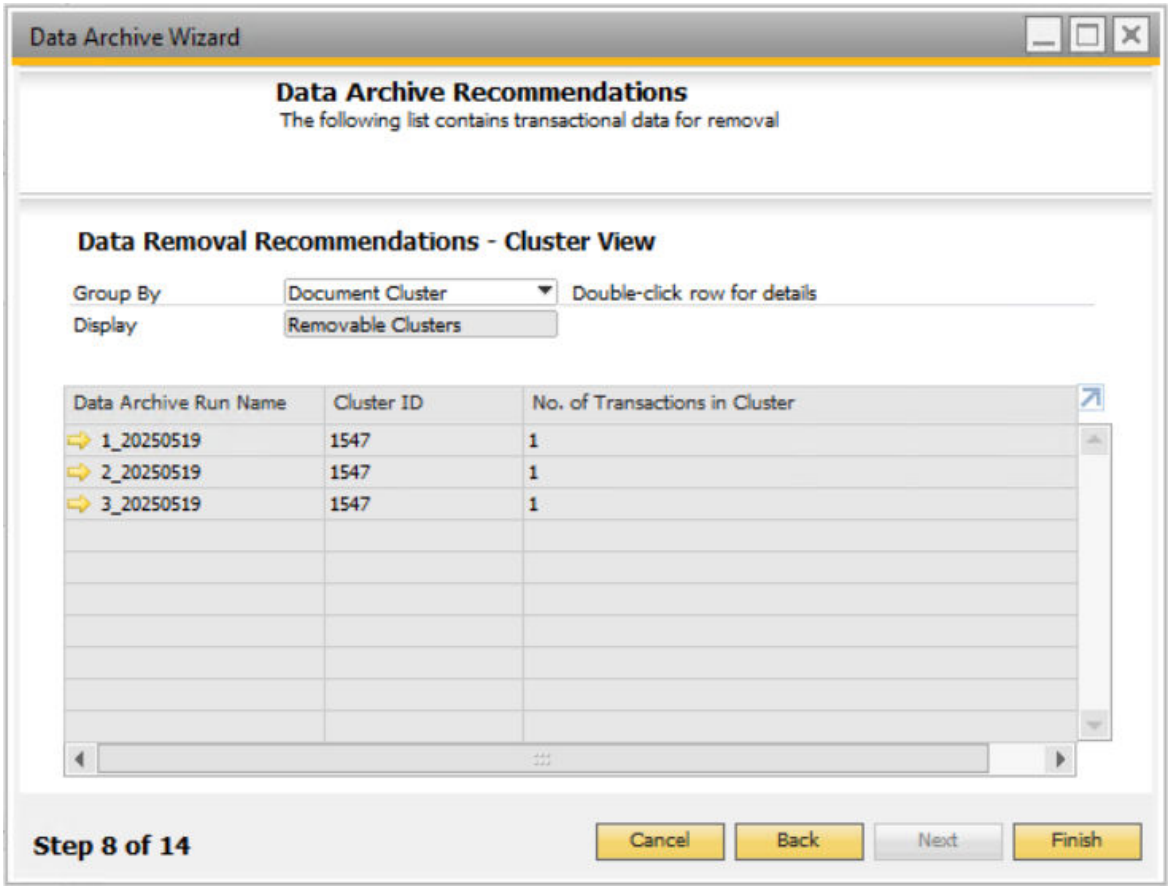
Procedure

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.

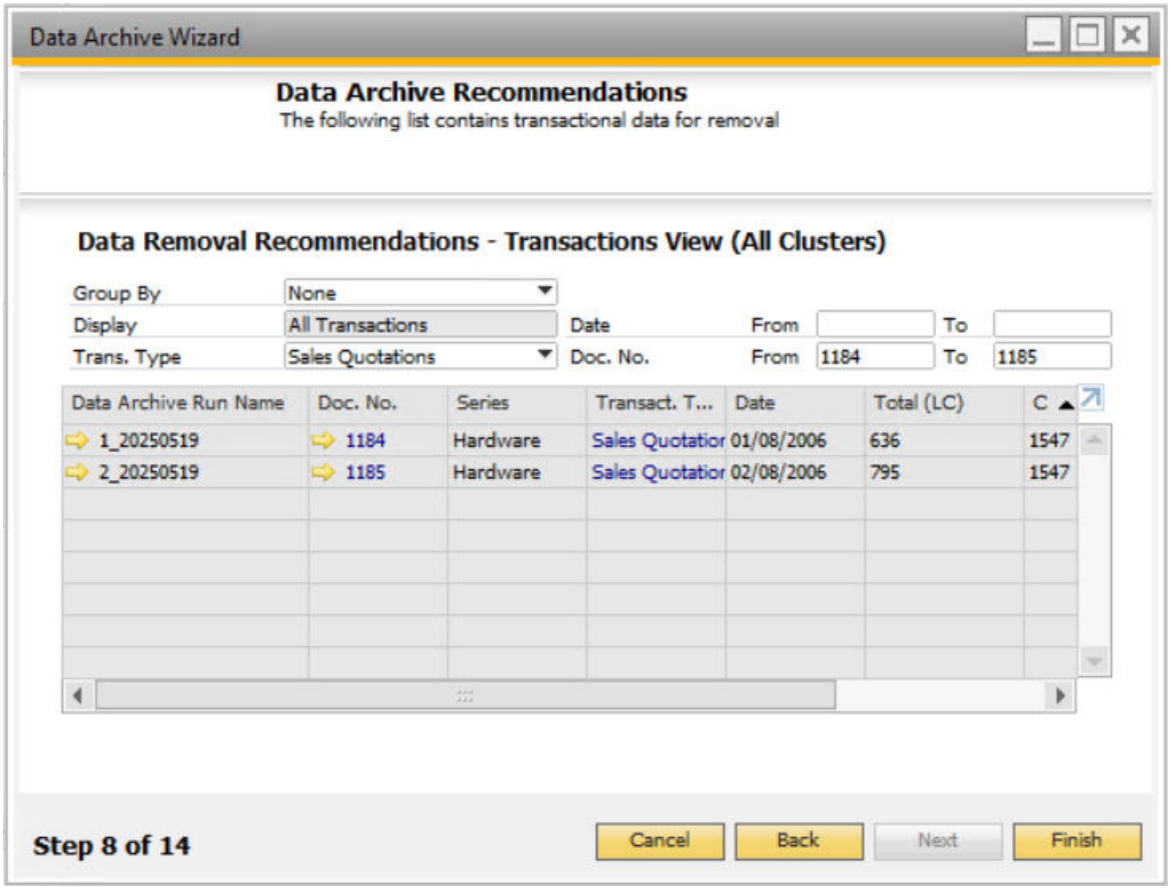
   Another introductory window, providing an example of a document cluster, appears. Choose the *Next* button.
2. In the *Archive Method* window, select *Data Archive by Financial Periods* or *Data Archive by Business Partners*, and choose *Next*.
3. In the *Wizard Options* window, select the *Search Across 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.



4. To search for a specific document, switch to *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, choose 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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