PUBLIC

How to Prepare for and Perform Master Data Cleanup

Release Family 8.8

Applicable Release:

SAP Business One 8.82

All Countries

English

September 2011

Table of Contents

Introduction

You can use the Master Data Cleanup wizard to remove or deactivate data in SAP Business One. Data can be business partners, item master data, G/L accounts, project codes, cost centers, distribution rules, and tax codes.

With the Master Data Cleanup wizard, you can perform the following tasks:

- Initiate a master data cleanup wizard run

  When the master data cleanup wizard run is complete, a certain amount of data is permanently removed or deactivated from the database. **This action is irreversible**.

  ## Note

  You are required to back up the database before any data is removed. If needed, you always can restore the backup file, review the database, generate reports, and print documents.

- Load a saved data cleanup wizard run

  All data cleanup wizard runs are saved. You can view any master data cleanup wizard run executed in the past and check whether a specific document is included in a master data cleanup wizard run.

Glossary

Term	Description
Master Data	Any record in an SAP Business One company database that is included in a master data cleanup wizard run and considered as a potential candidate for removal from the company database.
Removable Master Data	Master data that complies with the conditions detailed in the "What Data Is Removed or Deactivated?" chapter. It can be deactivated or permanently removed from the company database.
Nonremovable Master Data	The following are considered nonremovable master data: • Master data that does not comply with the conditions listed in the "What Data Is Removed or Deactivated?" chapter. • Master data that is considered removable but is linked to data that does not comply with the conditions listed in the "What Data Is Removed or Deactivated?" chapter.
Deactivate	Set the status of master data to *Inactive*. This action overrides any specified *Inactive Range*.

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.

The Master Data Cleanup wizard reduces the size of the company database by removing or deactivating data that is no longer required for the regular course of work. A master data cleanup wizard run typically is performed after a data archive wizard run. For information on performing a data archive wizard run, see *How to Prepare for and Perform Data Archiving*.

How to Prepare for Data Cleanup

Complete the following steps to prepare for a master data cleanup wizard run:

1. Back up your company database. The complete instructions for performing a backup of a company database are available in the *Administrator's Guide*.

2. Ensure 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 the application detects additional connected users, you cannot proceed with the master data cleanup wizard run.

3. Close all open windows in the application. If application windows remain open, a relevant system message appears and the windows are automatically closed.

What Data is Removed or Deactivated?

The following table lists the database objects that you can remove or deactivate during the data cleanup process. The table is followed by a detailed explanation about the removal guidelines for each type of master data.

Object	Object Name	Object Type
OACT	G/L Account	1
OCRD	Business Partner	2
OITM	Item	4
OVTG	VAT Groups	5
OPRC	Cost Center	61
OOCR	Distribution Rule	62
OPRJ	Project Code	63
OSTC	Sales Tax Code	128

Financials

- **G/L Account –** You can cleanup G/L accounts that are not connected to any nonremovable data. G/L accounts with the status *Inactive* can be removed but not deactivated. If you select items or business partners for removal, connected G/L accounts are recommended for removal.

- **VAT Groups –** You can cleanup VAT groups that are not connected to any nonremovable data. VAT groups with the status *Inactive* can be removed but not deactivated.

- **Cost Center –** You can cleanup cost centers that are not connected to any nonremovable data, unless they are system cost centers. Cost centers with the status *Inactive* can be removed but not deactivated. If you select distribution rules for removal or deactivation, connected cost centers are recommended for removal or deactivation accordingly.

- **Distribution Rule –** You can cleanup distribution rules that are not connected to any nonremovable data. Distribution rules with the status *Inactive* can be removed but not deactivated. If you select G/L accounts for removal, connected distribution rules are recommended for removal.

- **Project Code –** You can cleanup project codes that are not connected to any nonremovable data. Project codes with the status *Inactive* can be removed but not deactivated. If you select G/L accounts or business partners for removal, connected project codes are recommended for removal.

- **Sales Tax Code –** You can cleanup tax codes that are not connected to any nonremovable data. Tax codes with the status *Inact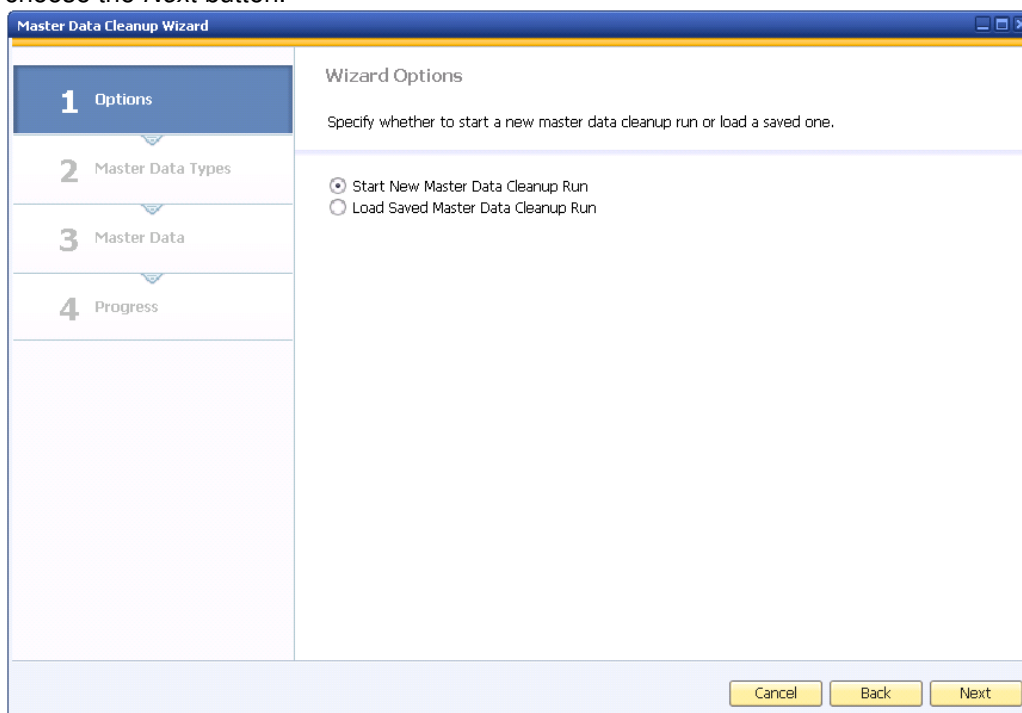ive* can be removed but not deactivated. If you select G/L accounts, items, or business partners for removal, connected tax codes are recommended for removal.

Business Partners

- **Business Partner –** You can cleanup business partners that are not connected to any nonremovable data. Business partners with the status *Inactive* can be removed but not deactivated. If you select items for removal, connected business partners are recommended for removal.

Inventory

- **Item –** You can cleanup items that are not connected to any nonremovable data. Items with the status *Inactive* can be removed but not deactivated.

Removing or Deactivating Data

This chapter explains how to perform a master data cleanup wizard run. At the end of this process, a certain amount of data is permanently removed from or deactivated in the company database.

Prerequisites

- You have made all the relevant preparations as detailed in the *How to Prepare for Data Cleanup* chapter.

- There are no other users logged on to the company database.

Procedure

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

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

3. In the *Master Data Cleanup Selection* window, specify a unique name for this data cleanup run.
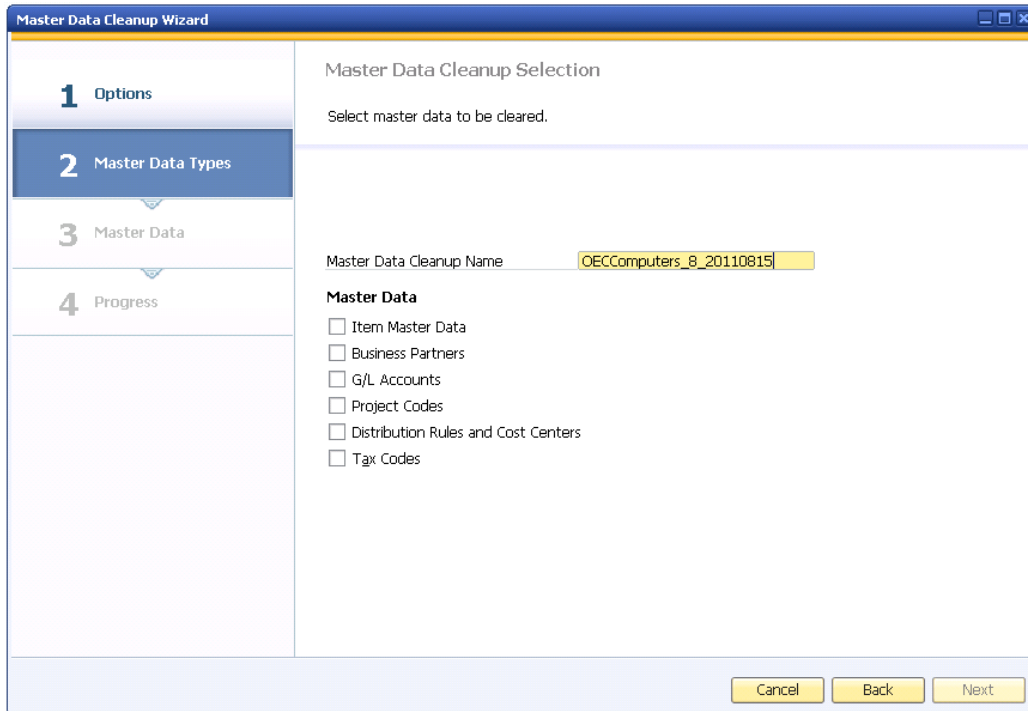
   💡 **Note**

   By default, SAP Business One assigns to each Master Data Cleanup wizard run a unique name based on the following formulation:

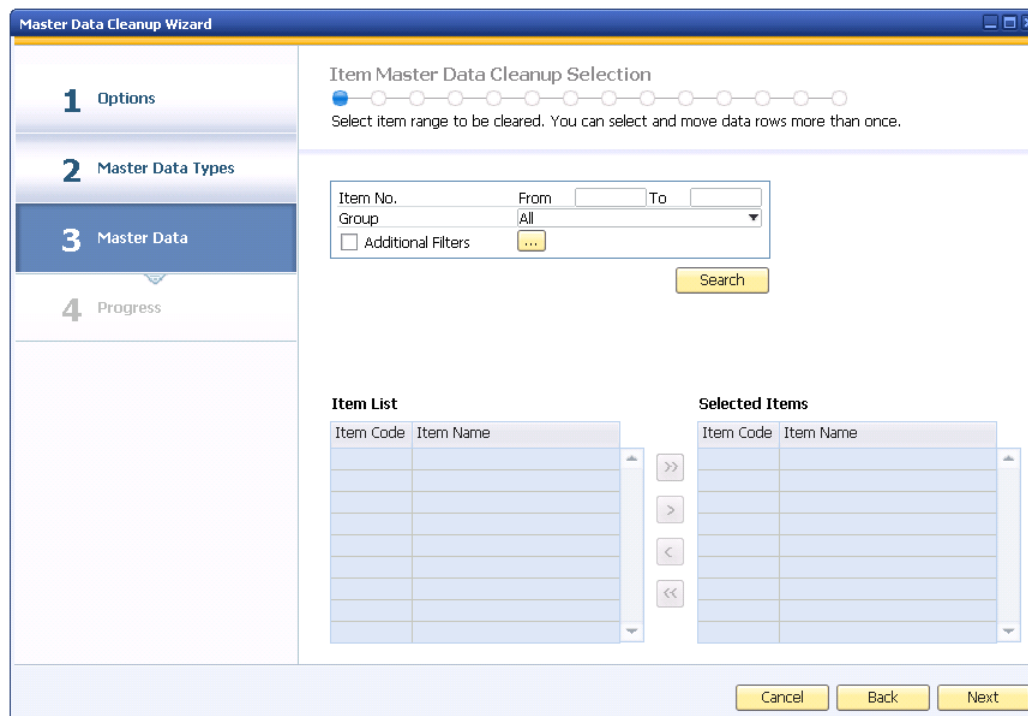   Database name_data cleanup wizard run sequential no._run date

   If you choose to specify a different name, the name must be unique and can consist of up to 100 alphanumeric characters.

You can specify the types of data to remove or deactivate by selecting the corresponding check boxes. To continue, choose the *Next* button.

4. You can use the following windows to remove or deactivate master data.

- If you specify to cleanup item master data, the *Item Master Data Cleanup Selection* window appears.
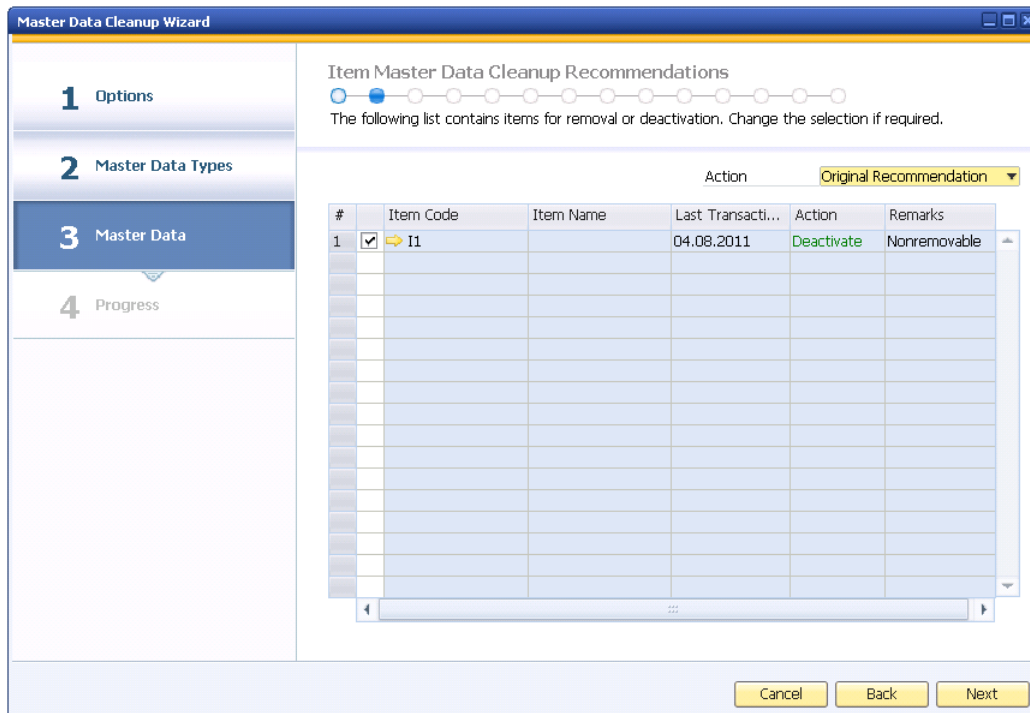
The following table lists the fields in the *Item Master Data Cleanup Selection* window.

Field	User Action/Description
Item No.	To display items within a specific item number range, specify this range here.
Group	You can use this field to restrict a search to items within a user-defined item group.
Additional Filters	Select the *Additional Filters* checkbox to restrict a search to items with one or more selected properties. Click […] to display the *Additional Filters* window. In the *Additional Filters* window, you can specify item properties to restrict a search.
Item List	Displays the items that match the specified criteria. You can use the arrow buttons to add items from the *Item List* table to the *Selected Items* table for cleanup. In the *Item Code* column, click ➡ to view item master data for the selected item.
Selected Items	Displays a list of items selected for removal or deactivation. You can use the arrow buttons to remove items from the *Selected Items* table. Items removed from this table are displayed in the *Item List* table.

- The *Item Master Data Cleanup Recommendations* window displays the results of the database analysis by SAP Business One. This window indicates which item master data can be removed or deactivated and which cannot.
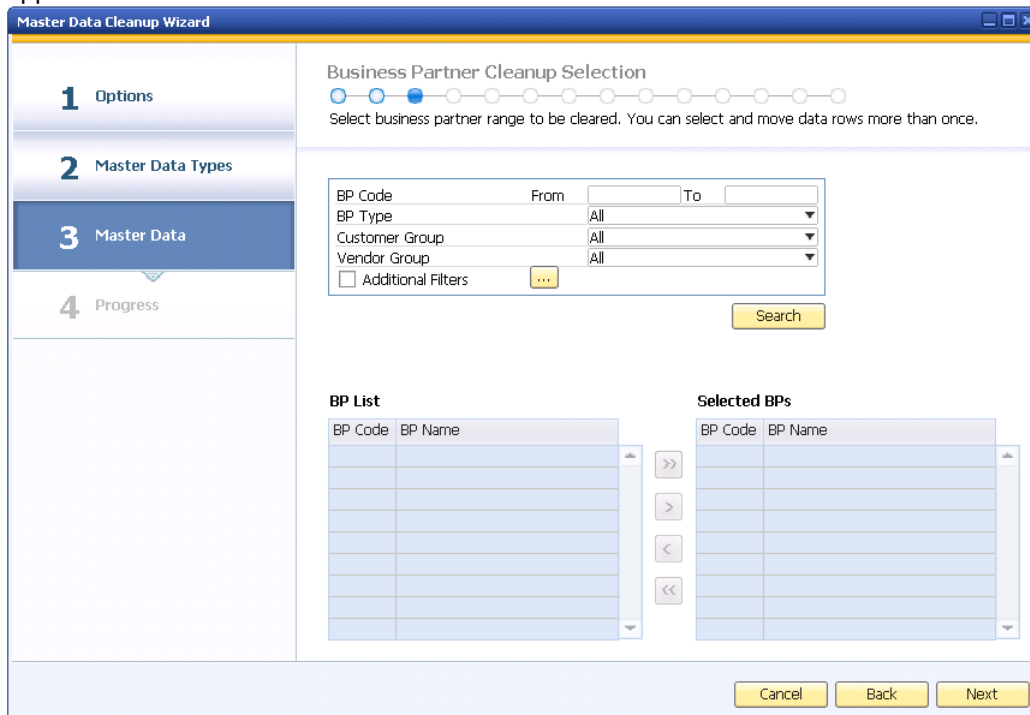
Select the items you want to cleanup and choose the *Next* button to continue.

The following table lists the fields in the *Item Master Data Cleanup Recommendations* window.

Field	User Action/Description
Item Code	Displays the item code. To view item master data, click ➡
Item Name	Displays the item name.
Last Transaction Date	Displays the last date on which a transaction occurred for an item or data connected to an item. To view data connected to an item, right-click the item and choose *Connected Data*.
Action	Indicates whether the *Master Data Cleanup* wizard removes or deactivates an item. • *Remove* – Permanently removes all data from the database. • *Deactivate* – Sets the status of an item to *Inactive*. This action overrides any specified *Inactive Range*.
Remarks	Displays a warning if you attempt to remove a nonremovable item.

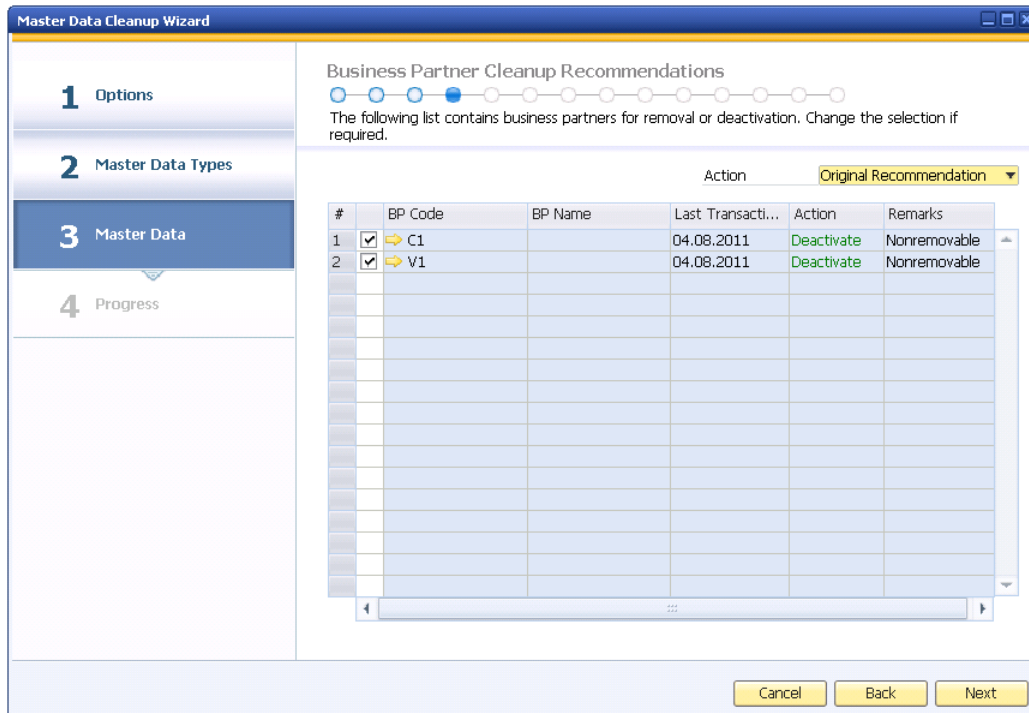- If you specify to cleanup business partners, the *Business Partner Cleanup Selection* window appears.

The following table lists the fields in the *Business Partner Cleanup Selection* window.

Field	User Action/Description
BP Code	To display business partners within a specific range of business partner codes, specify this range here.
BP Type	You can use this dropdown list to restrict a search to a specific type of business partner. You can specify the following *BP Types*: • Customer • Vendor • Lead • All
Customer Group	You can use this dropdown list to restrict a search to business partners within a user-defined customer group.
Vendor Group	You can use this dropdown list to restrict a search to business partners within a user-defined vendor group.
BP List	Displays the business partners that match the specified criteria. You can use the arrow buttons to add business partners from the *BP List* table to the *Selected BPs* table for cleanup.
Selected BP's	Displays a list of business partners selected for removal or deactivation. You can use the arrow buttons to remove business partners from the *Selected BPs* table. Business partners removed from this table are displayed in the *BP List* table.

- The *Business Partner Cleanup Recommendations* window displays the results of the database analysis by SAP Business One. This window indicates which business partner master data can be removed or deactivated and which cannot.
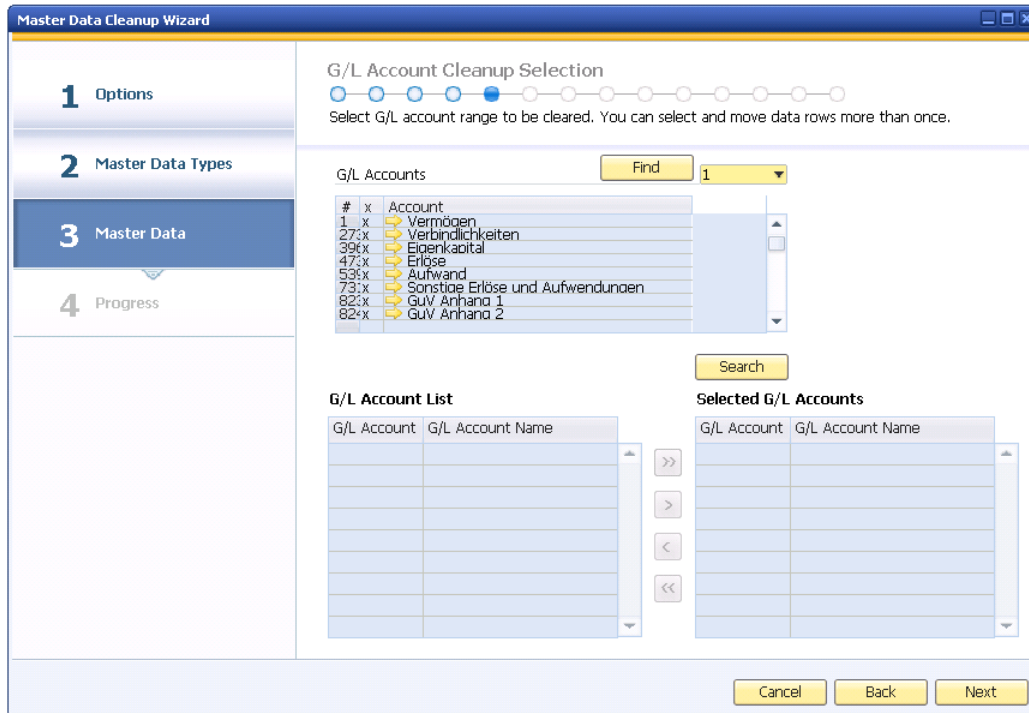
  Select the business partners you want to cleanup and choose the *Next* button to continue.

The following table lists the fields in the *Business Partner Cleanup Recommendations* window.

Field	User Action/Description
BP Code	Displays the business partner code. To view business partner master data, click ⇨
BP Name	Displays the business partner name.

- If you specify to cleanup G/L accounts, the *G/L Account Cleanup Selection* window appears.

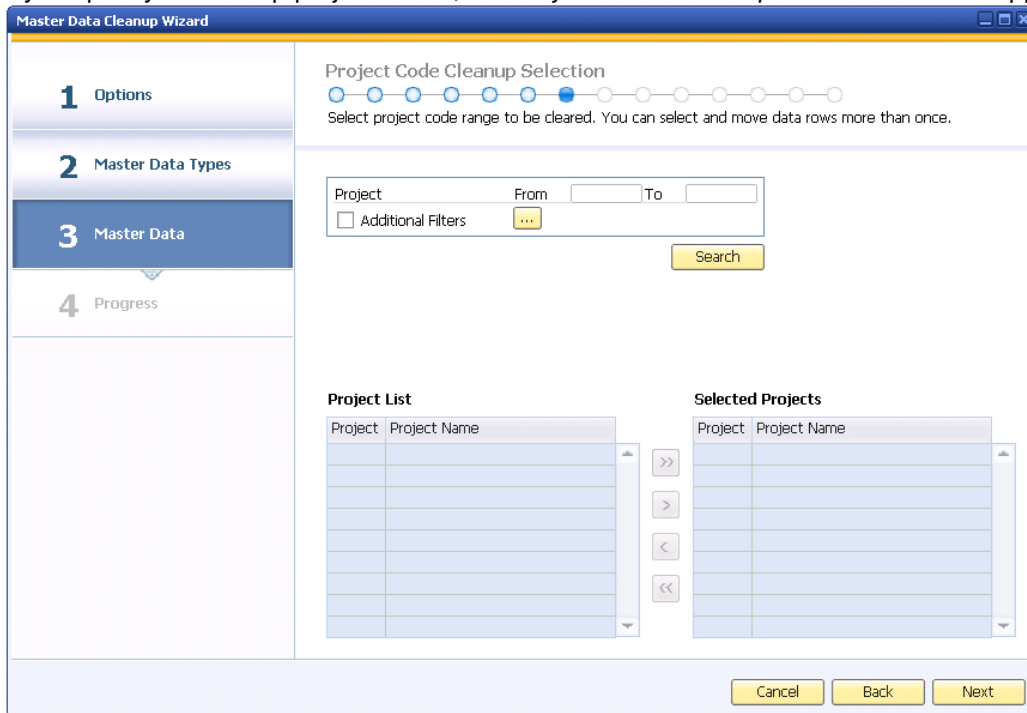The following table lists the fields in the *G/L Account Cleanup Selection* window.

Field	User Action/Description
G/L Accounts	Displays a list of all G/L accounts. You can use the dropdown list to specify the detail level of the account display in the *Account* column. *Level 1* displays the drawers, *Level 2* drills down to the main titles, and so on. To view the chart of accounts, click
G/L Account List	Displays the G/L accounts that match the specified criteria. You can use the arrow buttons to add G/L accounts from the *G/L Account List* table to the *Selected G/L Accounts* table for cleanup.
Selected G/L Accounts	Displays a list of G/L accounts selected for removal or deactivation. You can use the arrow buttons to remove G/L accounts from the *Selected G/L Accounts* table. G/L accounts removed from this table are displayed in the *G/L Account List* table.

- The *G/L Account Cleanup Recommendations* window displays the results of the database analysis by SAP Business One. This window indicates which G/L accounts master data can be removed or deactivated and which cannot.

  Select the G/L accounts you want to cleanup and choose the *Next* button to continue.

- If you specify to cleanup project codes, the *Project Code Cleanup Selection* window appears.
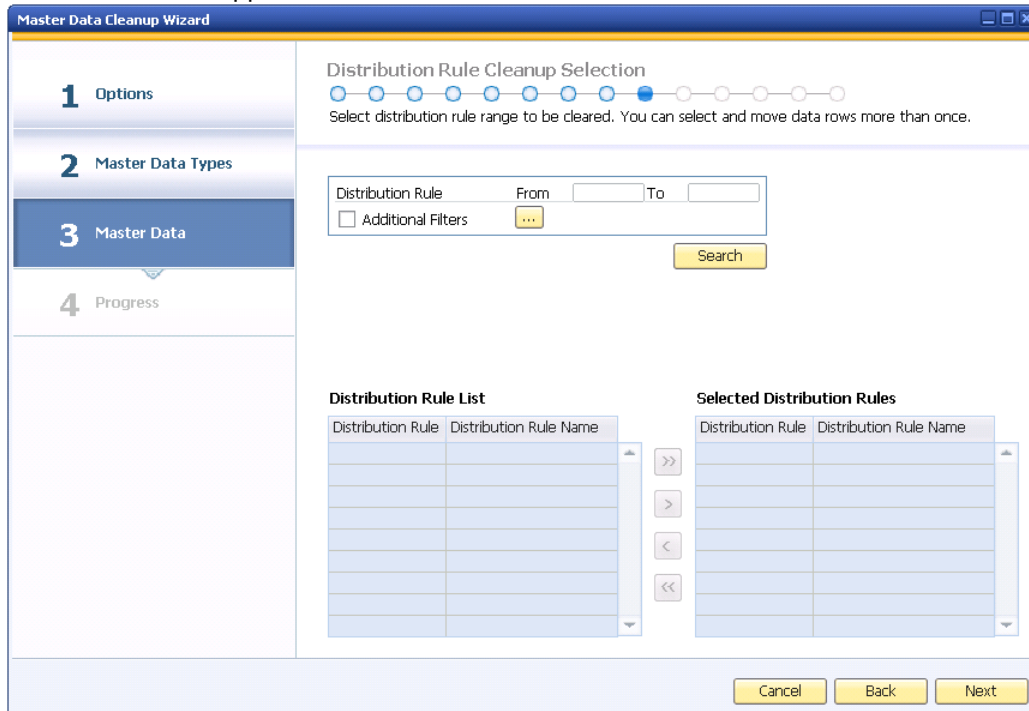

The following table lists the fields in the *Project Code Cleanup Selection* window.

Field	User Action/Description
Project	To display projects within a specific range, specify this range here.
Project List	Displays the projects that match the specified criteria. You can use the arrow buttons to add projects from the *Project List* table to the *Selected Projects* table for cleanup.
Selected Projects	Displays a list of projects selected for removal or deactivation. You can use the arrow buttons to remove projects from the *Selected Projects* table. Projects removed from this table are displayed in the *Project List* table.

- The *Project Code Cleanup Recommendations* window displays the results of the database analysis by SAP Business One. This window indicates which project master data can be removed or deactivated and which cannot.

Select the project codes you want to cleanup and choose the *Next* button to continue.

- If you specify to cleanup distribution rules and cost centers, the *Distribution Rule Cleanup Selection* window appears.
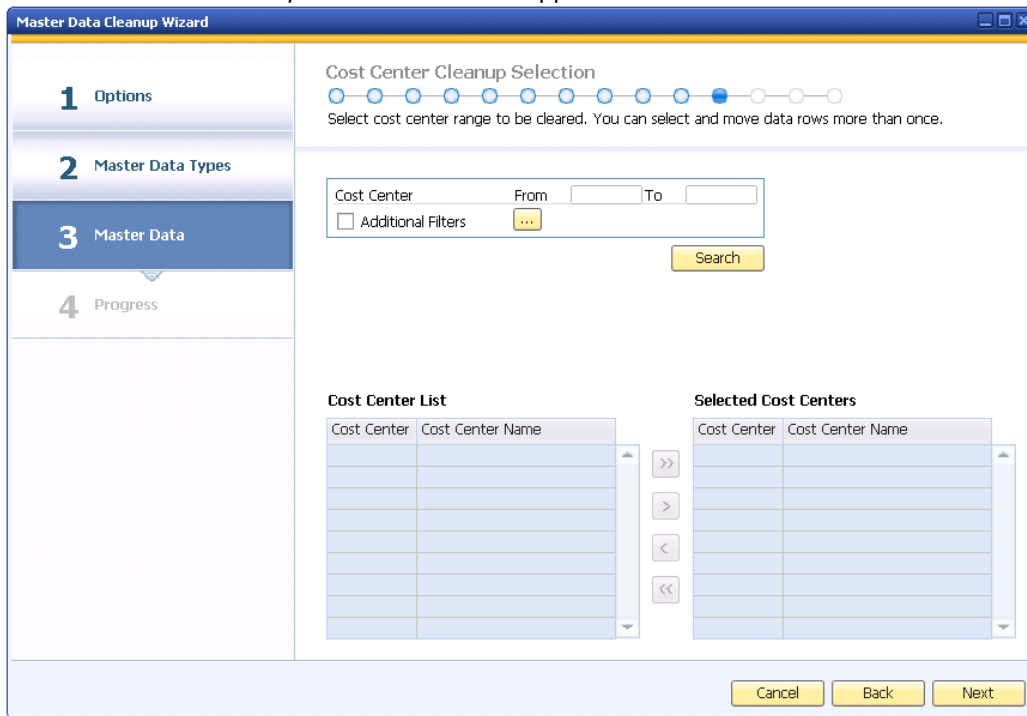

The following table lists the fields in the *Distribution Rule Cleanup Selection* window.

Field	User Action/Description
Distribution Rule	To display distribution rules within a specific range, specify this range here.
Distribution Rule List	Displays the distribution rules that match the specified criteria. You can use the arrow buttons to add distribution rules from the *Distribution Rule List* table to the *Selected Distribution Rules* table for cleanup.
Selected Distribution Rules	Displays a list of distribution rules selected for removal or deactivation. You can use the arrow buttons to remove distribution rules from the *Selected Distribution Rules* table. Distribution rules removed from this table are displayed in the *Distribution Rules List* table.

- The *Distribution Rule Cleanup Recommendations* window displays the results of the database analysis by SAP Business One. This window indicates which distribution rule master data can be removed or deactivated and which cannot.

  Select the distribution rules you want to cleanup and choose the *Next* button to continue.

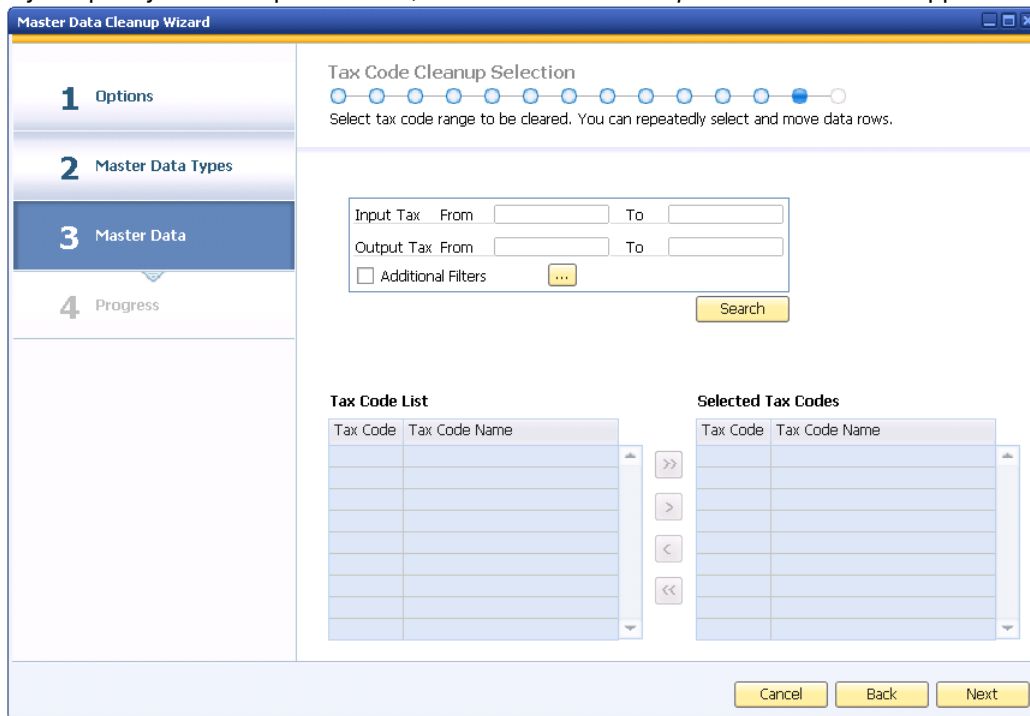- The *Cost Center Cleanup Selection* window appears.

The following table lists the fields in the *Cost Center Cleanup Selection* window.

Field	User Action/Description
Cost Center	To display cost centers within a specific range, specify this range here.
Cost Center List	Displays the cost centers that match the specified criteria. You can use the arrow buttons to add cost centers from the *Cost Center List* table to the *Selected Cost Centers* table for cleanup.
Selected Cost Centers	Displays a list of cost centers selected for removal or deactivation. You can use the arrow buttons to remove cost centers from the *Selected Cost Centers* table. Cost centers removed from this table are displayed in the *Cost Center List* table.

- The *Cost Center Cleanup Recommendations* window displays the results of the database analysis by SAP Business One. This window indicates which cost center master data can be removed or deactivated and which cannot.

  Select the cost centers you want to cleanup and choose the *Next* button to continue.

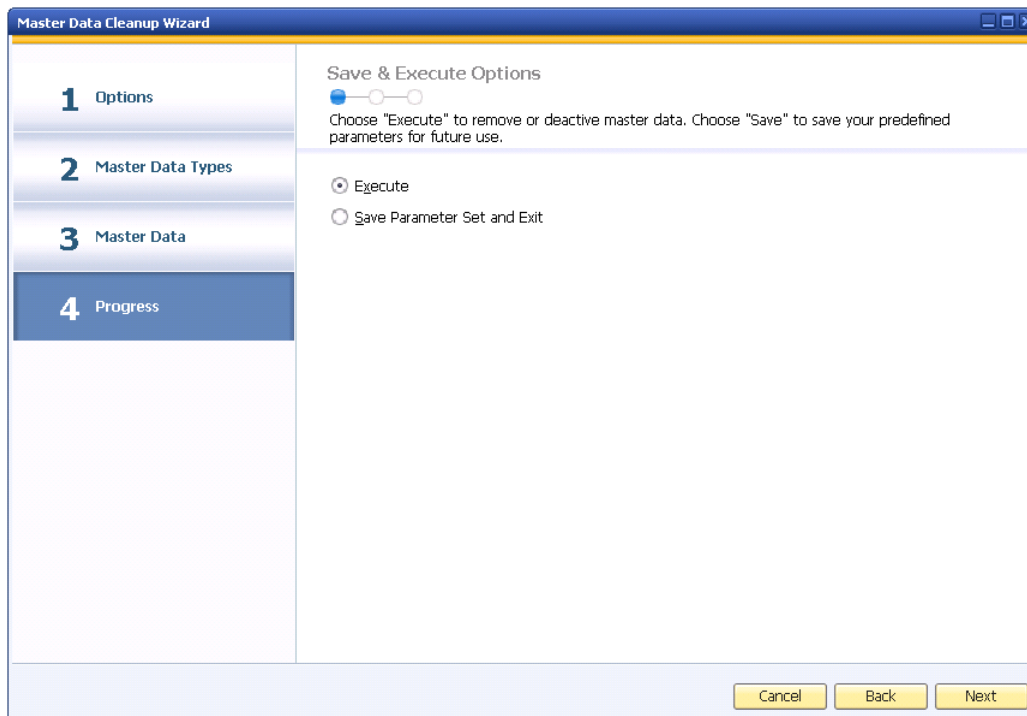- If you specify to cleanup tax codes, the *Tax Code Cleanup Selection* window appears.

The following table lists the fields in the *Tax Code Cleanup Selection* window.

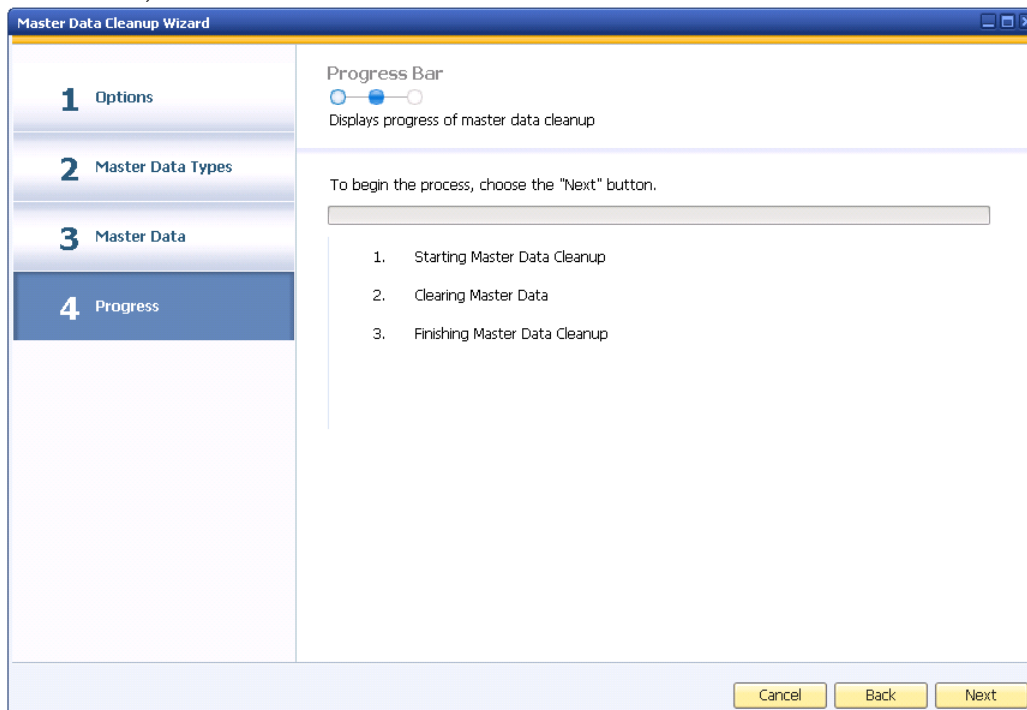| Field	User Action/Description
Input Tax	To display input taxes within a specific range, specify this range here.
Output Tax	To display output taxes within a specific range, specify this range here.
Tax Code List	Displays the tax codes that match the specified criteria. You can use the arrow buttons to add tax codes from the *Tax Code List* table to the *Selected Tax Codes* table for cleanup.
Selected Tax Codes	Displays the tax codes selected for removal or deactivation. You can use the arrow buttons to remove tax codes from the *Selected Tax Codes* table. Tax codes removed from this table are displayed in the *Tax Code List* table.

- The *Tax Code Cleanup Recommendations* window displays the results of the database analysis by SAP Business One. This window indicates which tax code master data can be removed or deactivated and which cannot.

  Select the tax codes you want to cleanup and choose the *Next* button to continue.

5. The *Save & Execute Options* window appears. To save the data cleanup wizard run, select the *Save Parameter Set and Exit* radio button and choose *Finish*. To remove or deactivate data, select the *Execute* radio button and choose the *Next* button to continue.
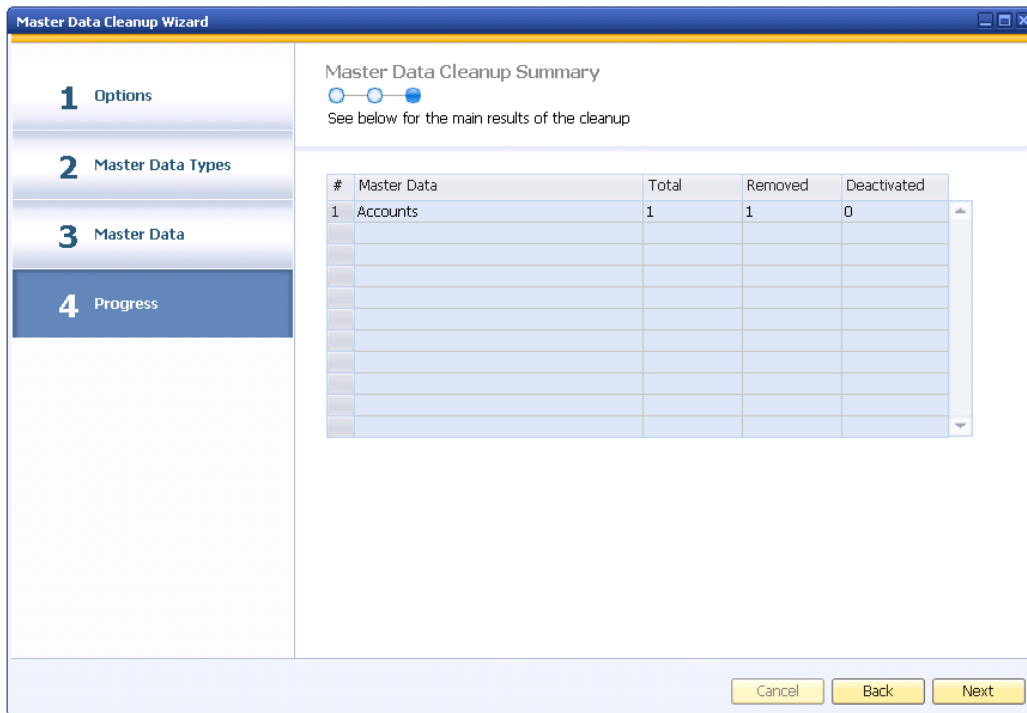

6. The *Progress Bar* window appears, providing you with an overview about the upcoming process. To continue, choose the *Next* button.
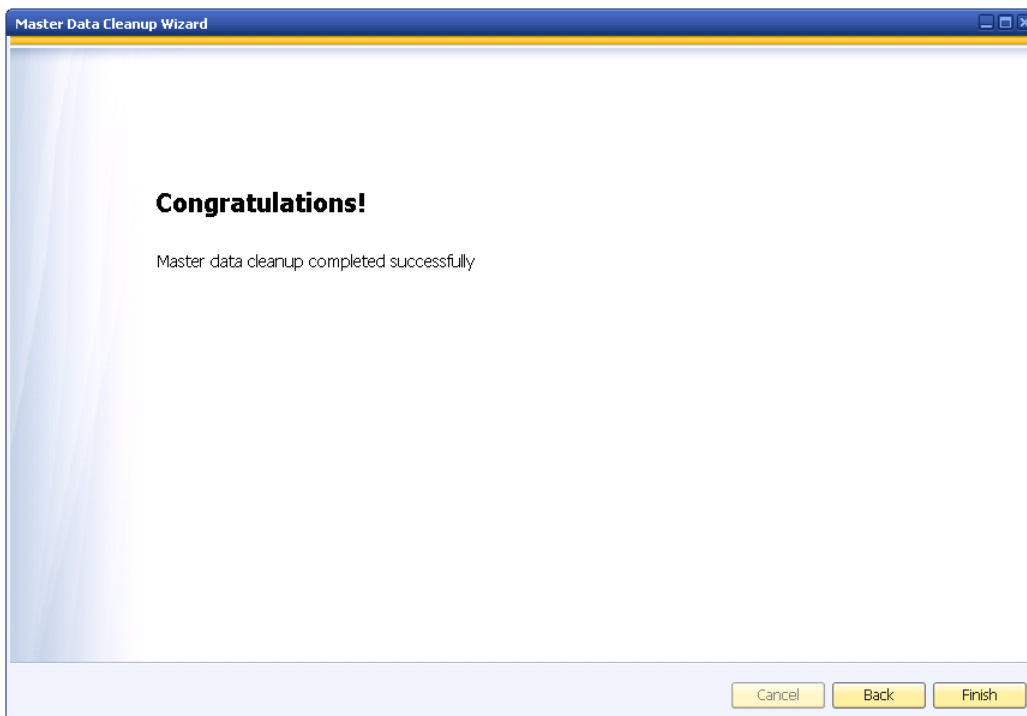

7. Once the process is complete, the *Master Data Cleanup Summary* window appears. This window displays an overview of the main results of the data cleanup. To continue, choose the

---

Next button.

8. A window appears informing you the master data cleanup completed successfully. To complete the data cleanup process, choose the *Finish* button.

Loading Saved Data Cleanup Runs

You can load master data cleanup wizard runs to do the following:

- Track documents that are removed or deactivated

- Examine each step of previously executed master data cleanup runs

- Modify and execute saved master data cleanup runs

The following procedure describes how to load master data cleanup runs.

Procedure

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

2. In the *Wizard Options* window, select the *Load Saved Master Data Cleanup Run* radio button. A table listing all saved master data cleanup wizard runs appears.

   Click the row of the master data cleanup wizard run you want to load and choose the *Next* button.

   The following table lists the fields in the *Wizard Options* window.

Field	User Action/Description
View Executed Master Data Cleanup Runs	To display previously executed master data cleanup runs in the table, select this checkbox.
Master Data Cleanup Name	Displays the names of the executed data cleanup runs. To browse to the read-only company database created right before the transactions were removed from the database, click 🡒 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* chapter.
Master Data Removed	The types of data that are removed or deactivated.
Date	The date on which a data cleanup run took place.
Run By	The user who performed a data cleanup run.
Status	Displays the status of a data cleanup run. - *Executed* – Data is removed or deactivated. You can view each step of the wizard but cannot edit the selected parameters. - *Saved* – Data is not removed or deactivated. You can view each step of the wizard and edit the selected parameters.

Copyrights, Trademarks, and Disclaimers

The current version of the copyrights, trademarks, and disclaimers at
http://service.sap.com/smb/sbocustomer/documentation is valid for this document.