How to use the Clean Up Company feature in Reckon Accounts

Which transactions can I remove?

The Clean Up Company Data wizard offers several options for cleaning up your company data file. You make these selections in steps as you progress through the wizard.

Remove transactions as of a specific date

Remove all closed transactions on and before the date you specify. Open transactions for the specified period will not be affected.

Remove all transactions

Remove all transactions from the company file. This option will cause Reckon Accounts to retain all customer and supplier names, and all items, but will delete all associated transactions. Selecting this option is like starting a new company without having to enter all the names and items over again.

Remove additional transactions as specified

Remove uncleared bank and credit card transactions, transactions marked to be printed, transactions marked to be sent, and transactions that contain unreimbursed costs.

Remove unused list items

Remove the unused list items that cleaning up leaves behind

Which transactions are not normally removed?

Normally, transactions can't be removed if they have:

- open balances
- reimbursable expenses that have not been reimbursed

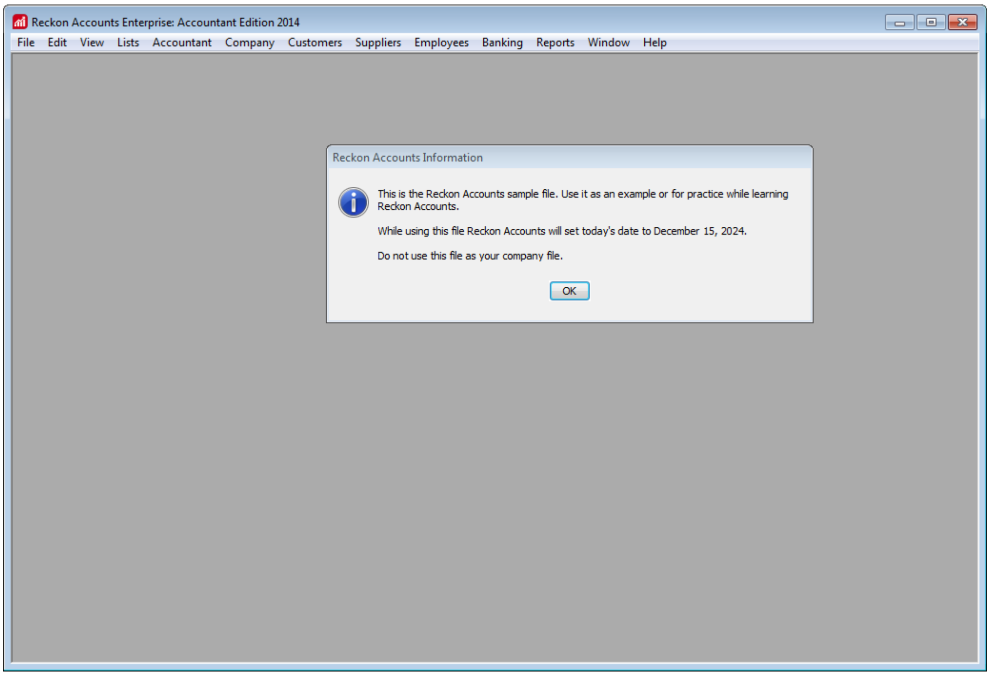
Or if they if they are:

payroll transactions from the current year

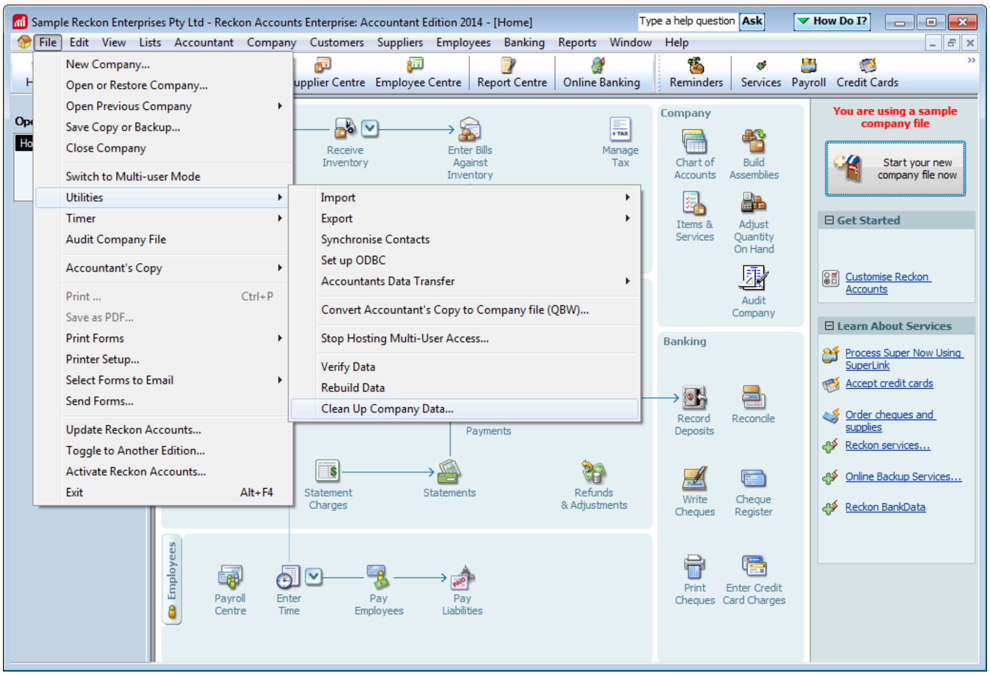
- not reconciled
- marked to be printed or emailed
- online cheques waiting to be sent or cheques with associated pending payment inquiries
- linked to other transactions that can't be removed
- payments that have not yet been deposited

Options in the Clean Up Company Data wizard allow you to override some of these rules and improve the effectiveness of the clean-up process. You can also choose to remove unused list items to further refine the process.

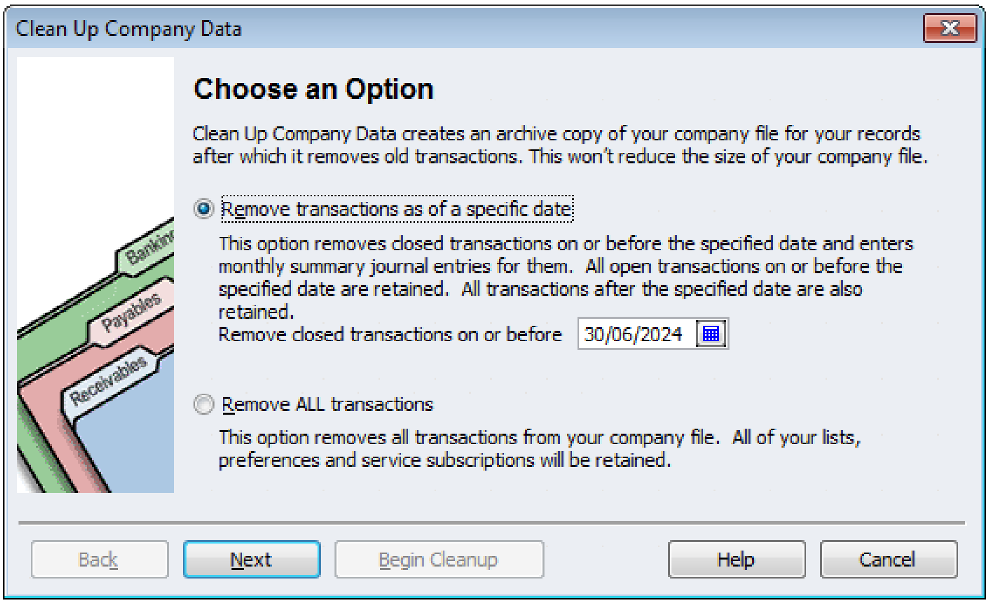
1. Open Reckon Accounts in single-user mode.



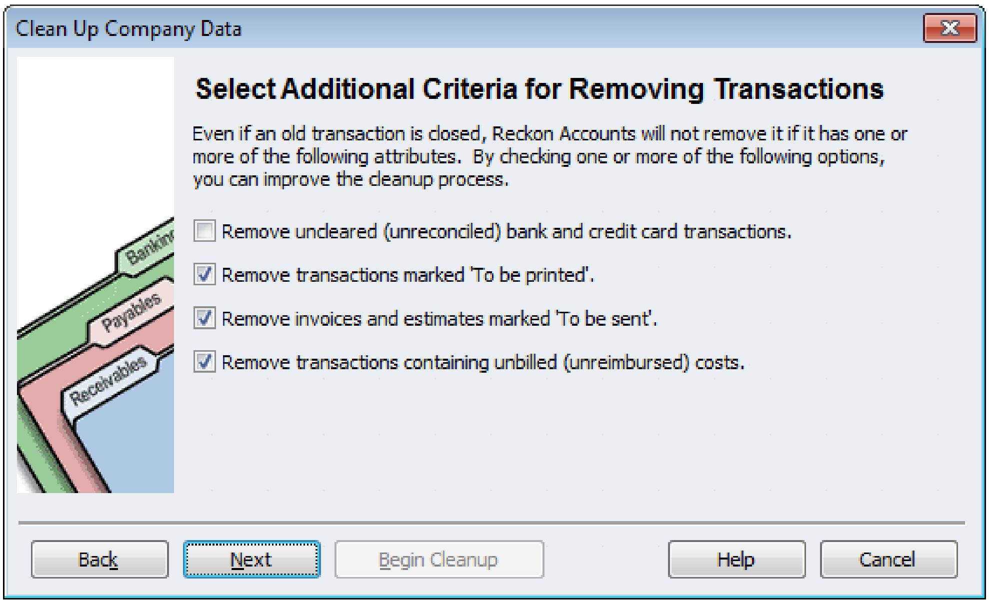
2. Navigate to drop down menu File > Utilities > Clean Up Company Data.



3. Select a clean-up option.

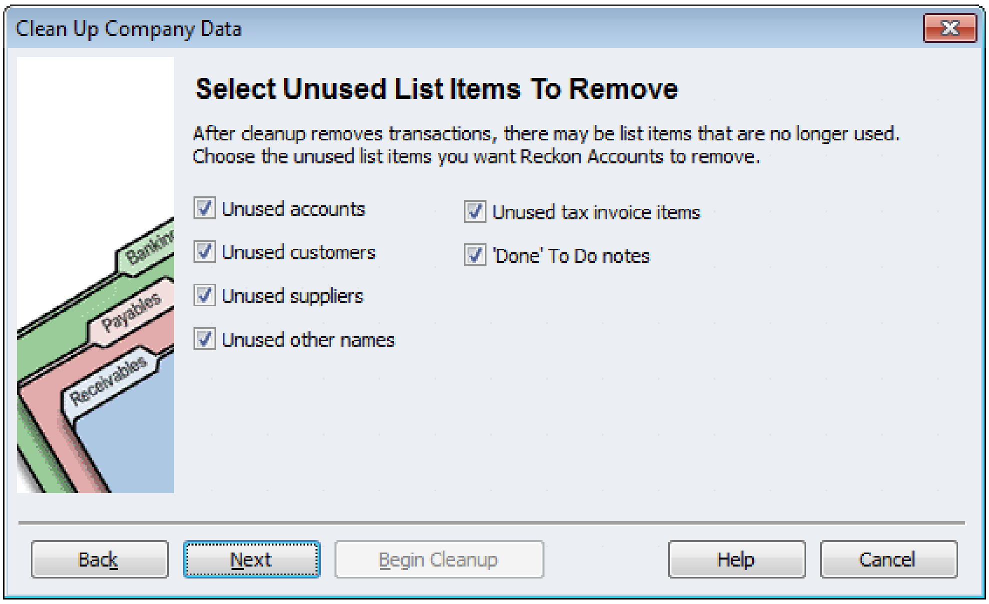


4. Click Next.
5. Select any addition criteria for removing transactions.

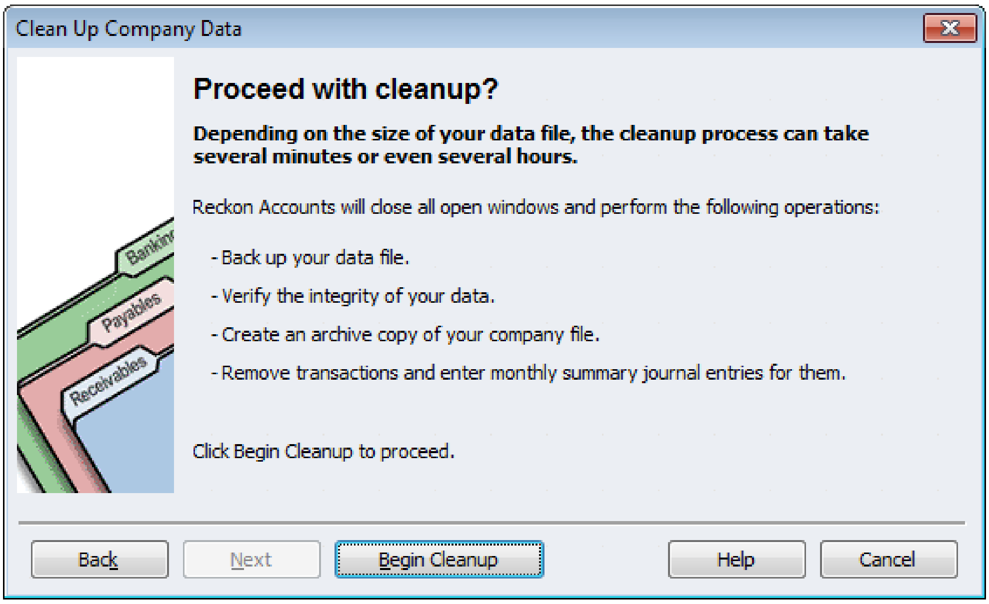


6. Click Next.

7. Select the unused list items to remove.

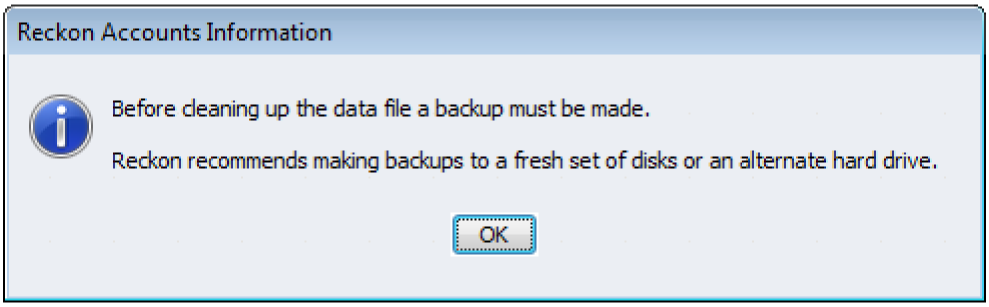


8. Click Next.
9. The clean-up processing time varies depending on the file size. A not responding message may display. Ignore that message to allow Reckon Accounts clean-up to continue uninterrupted.

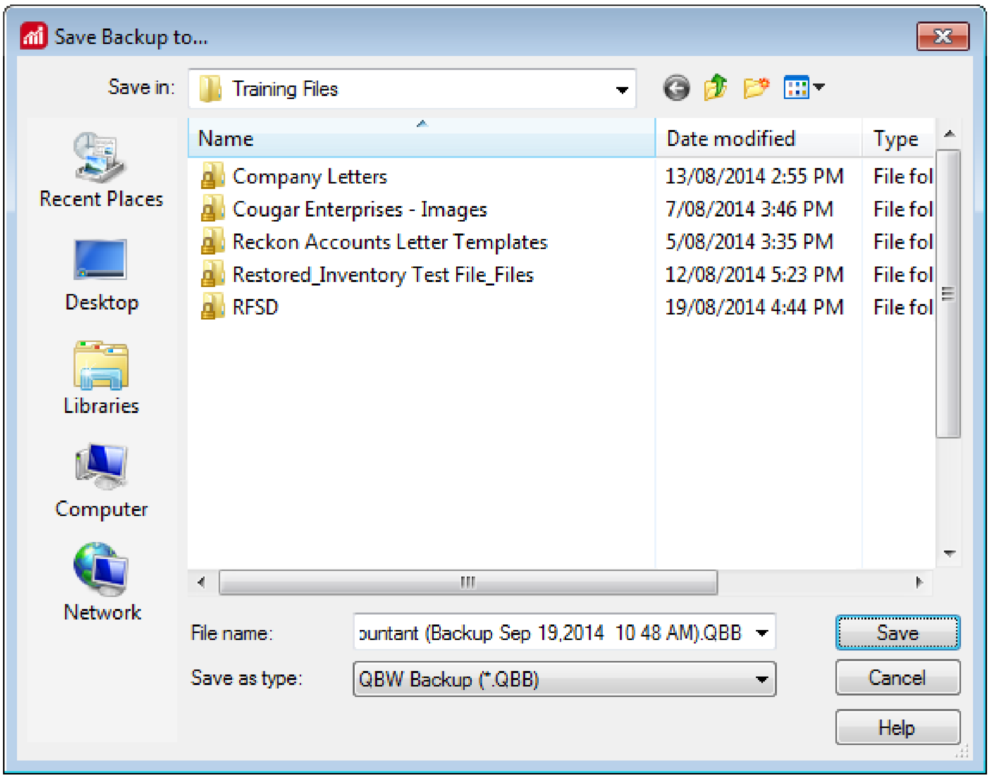


10. Click Begin Cleanup.

11. Reckon Accounts will backup the data file BEFORE the clean-up begins. This backup should be stored securely.

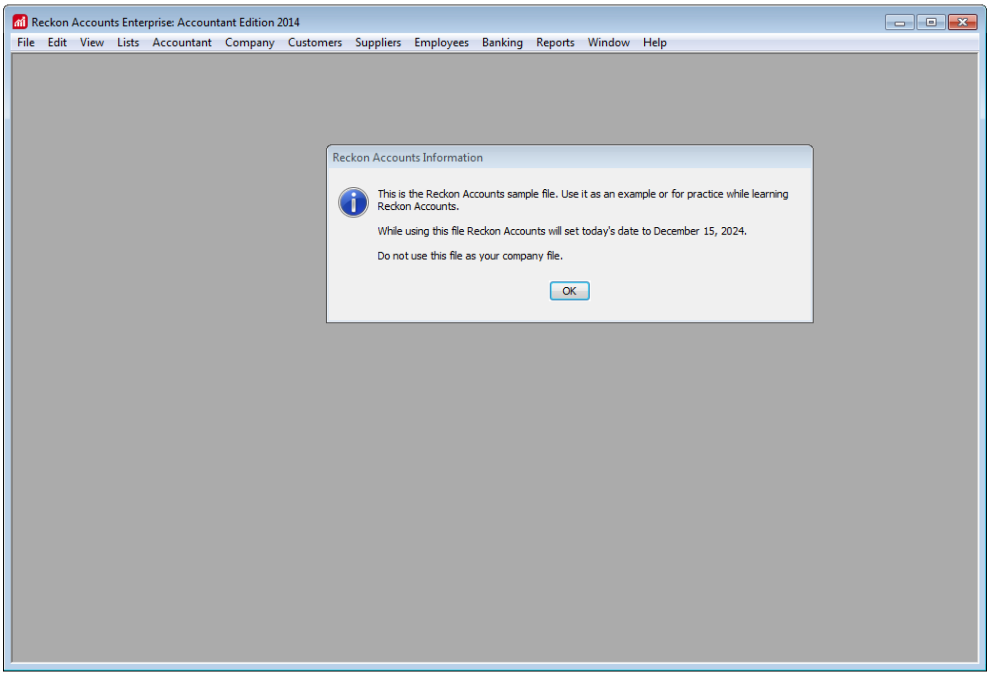


12. Click OK.
13. Select the backup location.

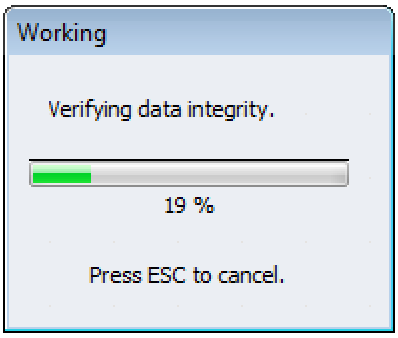


14. Click Save.

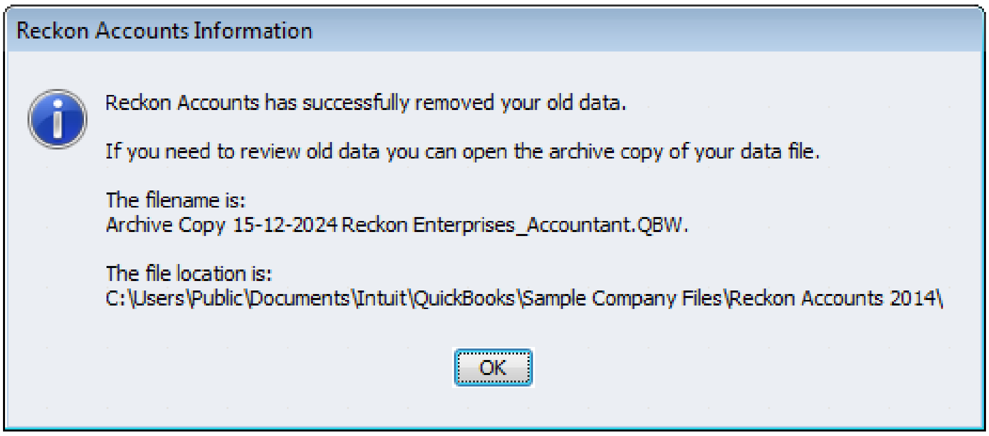
15. After the backup has completed the data file will re-open.



16. The verification and clean-up process will begin.



17. An information message will display once the clean-up process is complete.



18. Click OK to access the data file, after the clean-up process. You may choose to do another backup at this point.