

**How-To Guide**

SAP Business One 9.0

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**PUBLIC**

# How to Prepare for and Perform Master Data Cleanup

All Countries



# Typographic Conventions

Type Style	Description
<i>Example</i>	Words or characters quoted from the screen. These include field names, screen titles, pushbuttons labels, menu names, menu paths, and menu options. Textual cross-references to other documents.
<b>Example</b>	Emphasized words or expressions.
EXAMPLE	Technical names of system objects. These include report names, program names, transaction codes, table names, and key concepts of a programming language when they are surrounded by body text, for example, SELECT and INCLUDE.
Example	Output on the screen. This includes file and directory names and their paths, messages, names of variables and parameters, source text, and names of installation, upgrade and database tools.
<b>Example</b>	Exact user entry. These are words or characters that you enter in the system exactly as they appear in the documentation.
<Example>	Variable user entry. Angle brackets indicate that you replace these words and characters with appropriate entries to make entries in the system.
EXAMPLE	Keys on the keyboard, for example, F2 or ENTER.

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# Introduction

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

Use the master data cleanup wizard to 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 master data cleanup wizard run

All data cleanup wizard runs are saved. You can view prior master data cleanup wizard runs 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 Cleaned Up?” chapter. That is, it can be deactivated or permanently removed from the company database.
Nonremovable Master Data	The following are considered nonremovable master data: <ul style="list-style-type: none"><li>• Master data that does not comply with the conditions listed in the “What Data is Cleaned Up?” chapter.</li><li>• Master data that is considered removable but is linked to data that does not comply with the conditions listed in the “What Data is Cleaned Up?” chapter.</li></ul>
Deactivate	Sets the status of master data to <i>Inactive</i> . This action overrides any specified <i>Inactive Range</i> .

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# 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, deactivating, or deleting data that is no longer required in the regular course of work. Master data cleanup is typically performed after running the Data Archive wizard. For information on performing a Data Archive wizard run, see *How to Prepare for and Perform Data Archiving*.

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# How to Prepare for Data Cleanup

To prepare for a master data cleanup wizard run, complete the following steps:

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 logged on to SAP Business One or connected 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 an application window remains open, a relevant system message appears and the windows are automatically closed.

# What Data is Cleaned Up?

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 of the removal guidelines for each type of master data.

Object	Object Name	Object Type
OACT	G/L Account	1
OCRD	Business Partners	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
OHEM	Employee Master Data	171

## Financials

- **G/L Accounts** – You can remove or deactivate 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 remove or deactivate VAT groups that are not connected to any nonremovable data. VAT groups with the status *Inactive* can be removed but not deactivated.
- **Cost Centers** – You can remove or deactivate 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 Rules** – You can remove or deactivate 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 Codes** – You can remove or deactivate 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 Codes** – You can remove or deactivate tax codes that are not connected to any nonremovable data. Tax codes with the status *Inactive* 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.

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## Business Partners

- **Business Partners** – You can remove or deactivate 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.

You may also delete private content from business partner master data and business partner contacts, such as telephone numbers and email addresses.

## Inventory

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

## Human Resources

- **Employee Master Data** – You can remove or deactivate employees that are not connected to any nonremovable data. Employees with the status *Inactive* can be removed but not deactivated.

You may also delete private content from employee master data, such as addresses and previous employment.



# Performing a Master Data Cleanup

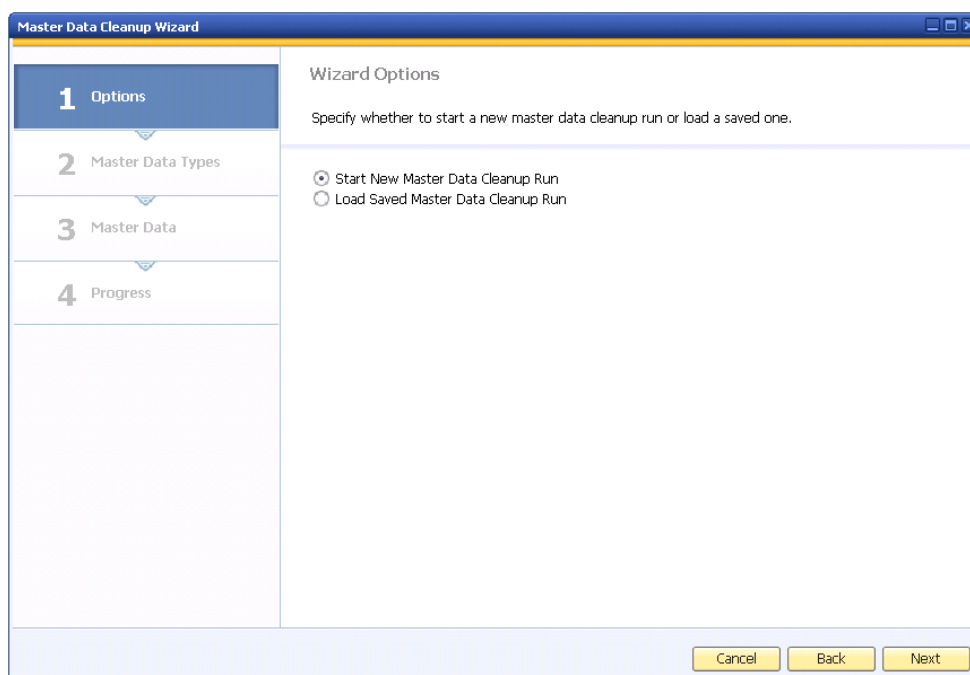
This section explains how to perform a master data cleanup wizard run. At the end of this process, a certain amount of data is permanently removed from or deactivated in the company database.

## Prerequisites

- You have made all the relevant preparations as detailed in *How to Prepare for Data Cleanup*.
- 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 the master data cleanup run.

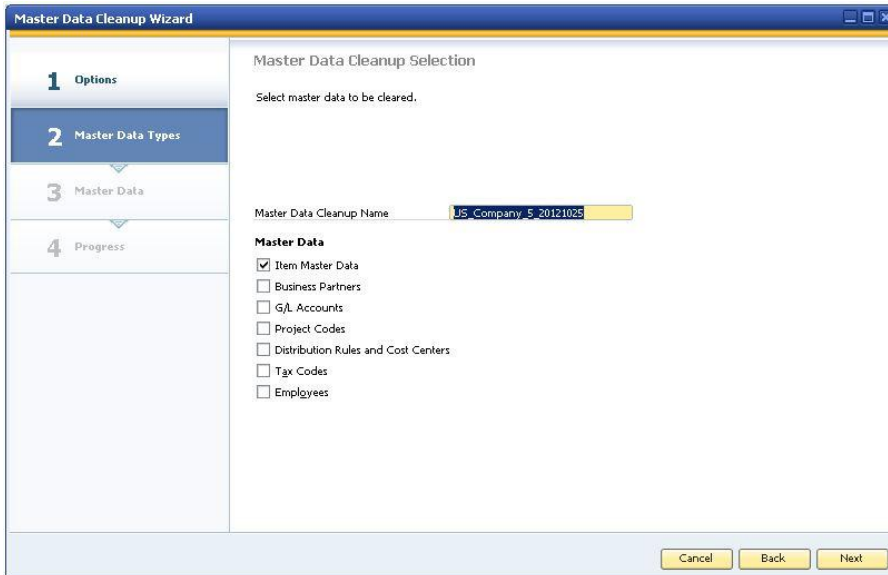
### **i** Note

By default, SAP Business One assigns a unique name to each master data cleanup wizard run 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.

Specify the types of master data to be cleaned up by selecting the corresponding checkboxes. If you choose to clean up business partners or employees, use the dropdown list next to the field name to specify whether you want to remove, deactivate, or delete the data. To continue, choose the *Next* button.



**i Note**

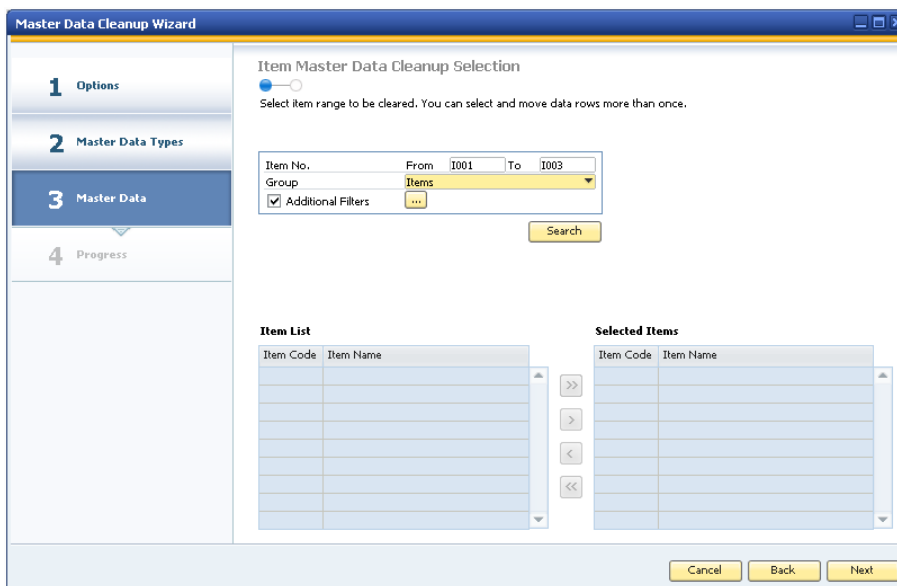
You may choose to clean up more than one type of data simultaneously.

4. Use the following windows to remove, deactivate, or delete various types of master data.

**Item Master Data**


If you specify to cleanup item master data, the *Item Master Data Cleanup Selection* window appears. To select the data to be cleaned up, perform the following steps:

- a) In the selection criteria box, select the range of the data to be cleaned up.






### Note

To restrict the search based on user-defined groups, select the appropriate groups from the dropdown list in the relevant fields (if applicable).



- b) To further refine your search, in the *Additional Filters* field, choose the  (*Browse*) button. In the *Additional Filters* window, select the *Find items with only the selected properties* checkbox in the header (if applicable). Select the checkbox for each property that you want to use to refine the search and specify the appropriate search condition (that is, *And* or *Or*).

### Note

You may also restrict the search to inactive items or to items not included in any transactions since a specific date. Select the relevant checkbox and use the date picker in the *No. of Transaction Since* field to specify the appropriate date. Choose the *OK* button.

- c) In the cleanup selection window, choose the *Search* button. The items that match the specified criteria are displayed in the list table located in the bottom left side of the window. You may choose  to view master data for the selected item.
- d) Choose  to move all items from the item list table to the selected item table for cleanup. Alternatively, individually select each item in the item list table and use  to move the item to the selected item table for cleanup.

### Note

You can use  to remove all items from the selected item table, or use  to individually remove each item from the selected item table.

To continue, choose the *Next* button.

- f) The cleanup recommendations window displays the results of the database analysis by SAP Business One. The *Action* column indicates which master data can be removed, deactivated, or deleted.

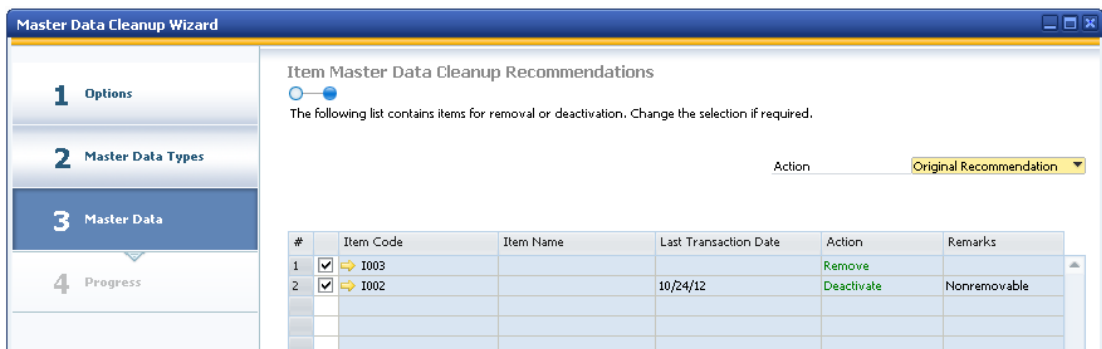
### Caution

Data set for **removal** (original recommendation) or **content deletion** is permanently removed from the database. Data set for **deactivation** is made inactive. This action overrides any specified inactive range.

### Note

You can change the cleanup type from the default setting (*Original Recommendation*) to deactivate (if applicable) by selecting *Deactivate* from the dropdown list in the *Action* field. If you attempt to remove a nonremovable item, the application displays a warning in the *Remarks* field and sets the action status to *Deactivate*.

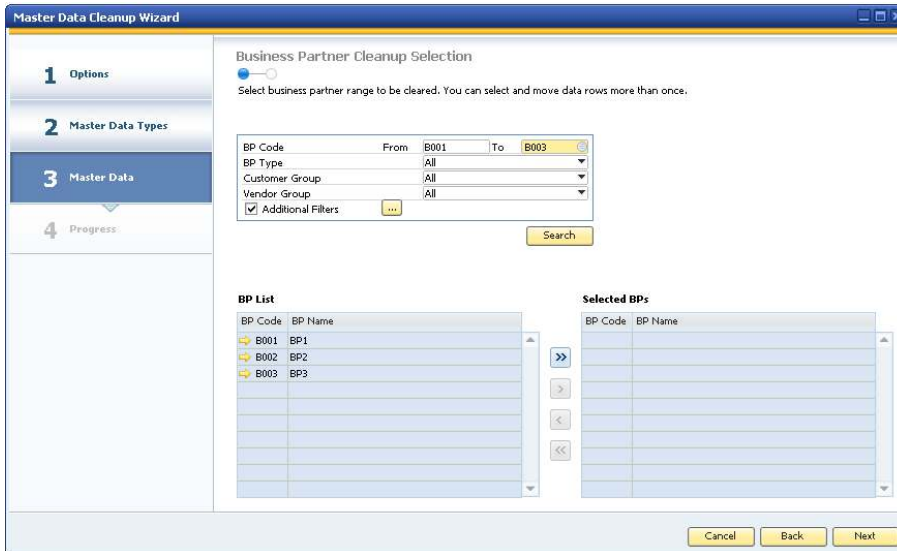
Ensure the data you want to clean up is selected in the table and choose the *Next* button.



## Business Partner Master Data

If you specify to clean up business partners, a dropdown list appears. Select whether you want to remove the business partner (default), deactivate the business partner, or delete business partner content and choose the *Next* button.

The *Business Partner Cleanup Selection* window appears.



To select business partners for cleanup, complete Steps a to f.

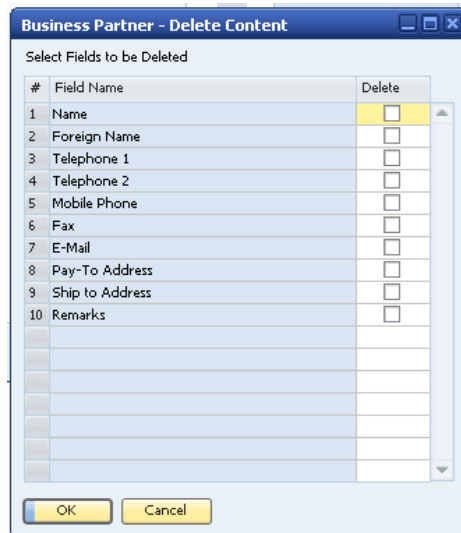
### 1 Note

If you choose to *Delete BP Content*, perform the following:

1. In the *Business Partner Cleanup Recommendations* window, in the *BP Content* field, choose the  (*Browse*) button.




- In the *Business Partner - Delete Content* window, select the fields to be deleted and choose the *OK* button.




**1** Note

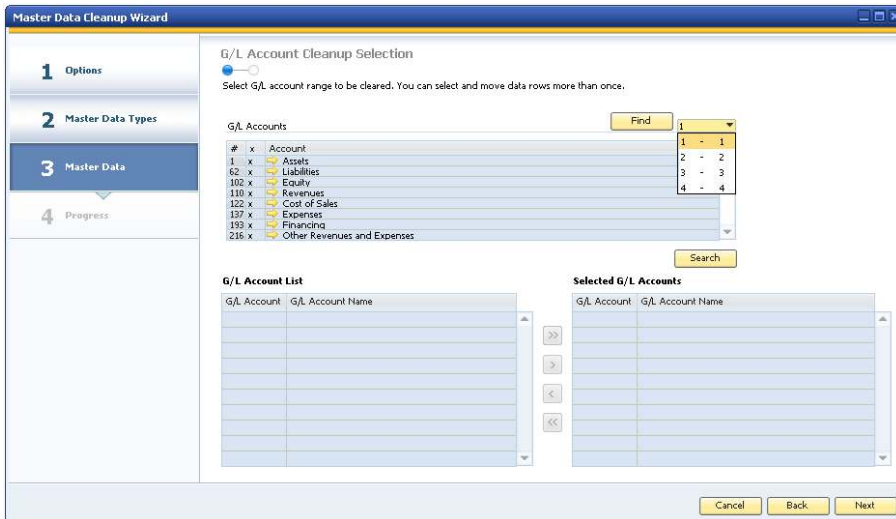
If you choose to delete the *Pay To* address or *Ship To* address fields, some content is retained to avoid creating inconsistencies with documents linked to the deleted address. The following content is **not** deleted:

- o Address ID
  - o Bill to country
  - o Ship to country
  - o Country
- In the *Contacts Content* field, choose the  (*Browse*) button.
  - In the *Business Partner Contacts - Delete Content* window, select the fields to be deleted and choose the *OK* button.



## G/L Accounts

If you specify to cleanup G/L accounts, the *G/L Account Cleanup Selection* window appears. To select G/L accounts for cleanup, from the dropdown list above the table of G/L accounts, select an account level (1-4) (the default is set to 1.) To view the chart of accounts, click 

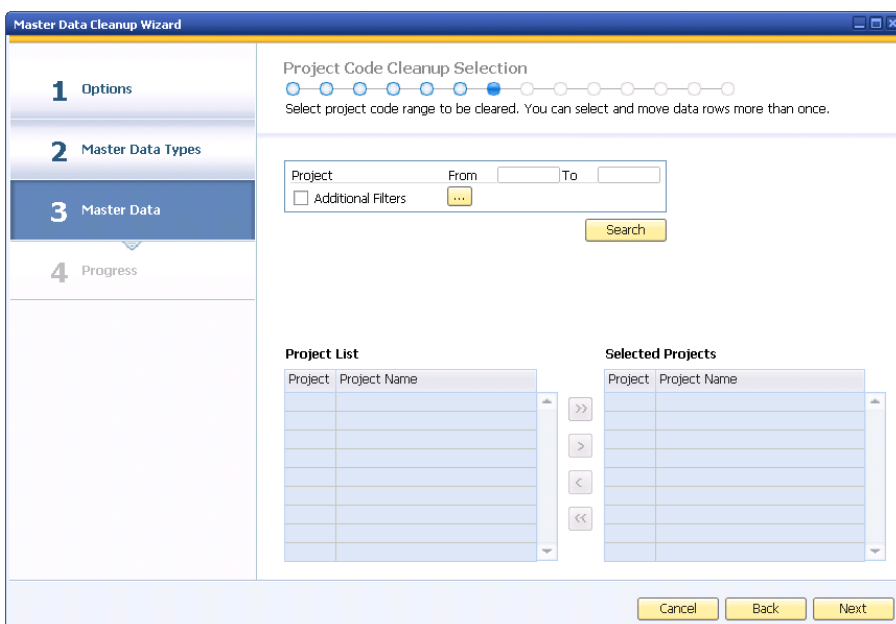


### Note

To restrict the search based on specific criteria, choose the *Find* button and complete the relevant fields. To complete the selection, perform Steps c to f.

## Project Codes

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



To select the project codes you want to clean up, perform Steps a to f.

## Distribution Rules and Cost Centers

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

The screenshot shows the 'Master Data Cleanup Wizard' window with the 'Distribution Rule Cleanup Selection' step active. The wizard has four steps: 1 Options, 2 Master Data Types, 3 Master Data (selected), and 4 Progress. The main area contains a progress bar, a search box for 'Distribution Rule' with 'From' and 'To' fields, an 'Additional Filters' checkbox, and a 'Search' button. Below are two tables: 'Distribution Rule List' and 'Selected Distribution Rules', both with columns for 'Distribution Rule' and 'Distribution Rule Name'. Navigation arrows (>>, >, <, <<) are between the tables. At the bottom are 'Cancel', 'Back', and 'Next' buttons.

To select the distribution rules you want to clean up, perform *Steps a to f*. Repeat the steps to select the cost center range for cleanup.

## Tax Codes

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

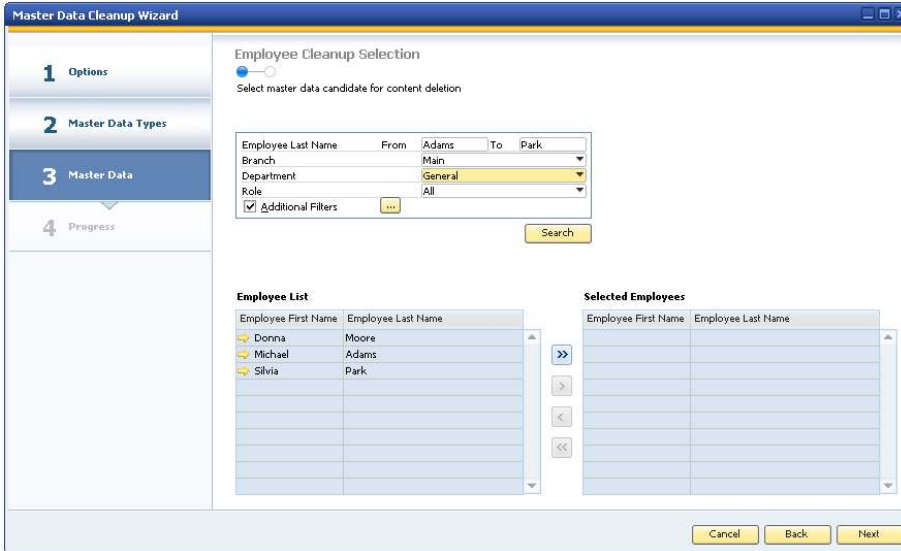
The screenshot shows the 'Master Data Cleanup Wizard' window with the 'Tax Code Cleanup Selection' step active. The wizard has four steps: 1 Options, 2 Master Data Types, 3 Master Data (selected), and 4 Progress. The main area contains a progress bar, a search box for 'Input Tax' and 'Output Tax' with 'From' and 'To' fields, an 'Additional Filters' checkbox, and a 'Search' button. Below are two tables: 'Tax Code List' and 'Selected Tax Codes', both with columns for 'Tax Code' and 'Tax Code Name'. Navigation arrows (>>, >, <, <<) are between the tables. At the bottom are 'Cancel', 'Back', and 'Next' buttons.

To select the distribution rules you want to clean up, perform *Steps a to f*.

## Employees

If you specify to cleanup employee master data, a dropdown list appears. Select whether you want to remove the employee (default), deactivate the employee, or delete employee content and choose the *Next* button.


The *Employee Cleanup Selection* window appears.



To select the employees for cleanup, complete Steps a to f.

**1** Note

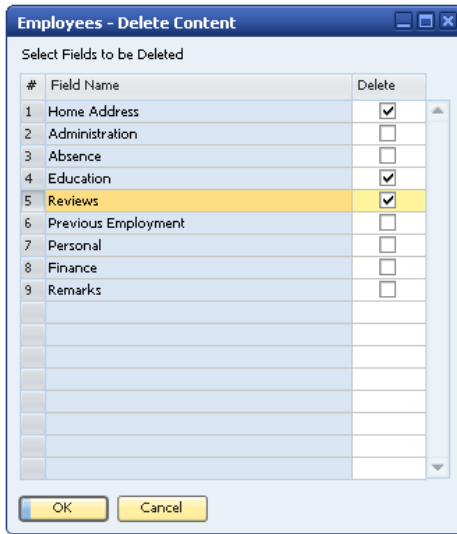
If you choose to *Delete Employee Content*, do the following:

1. In the *Employee Cleanup Recommendations* window, in the *Employee Content* field, choose the  (*Browse*) button.

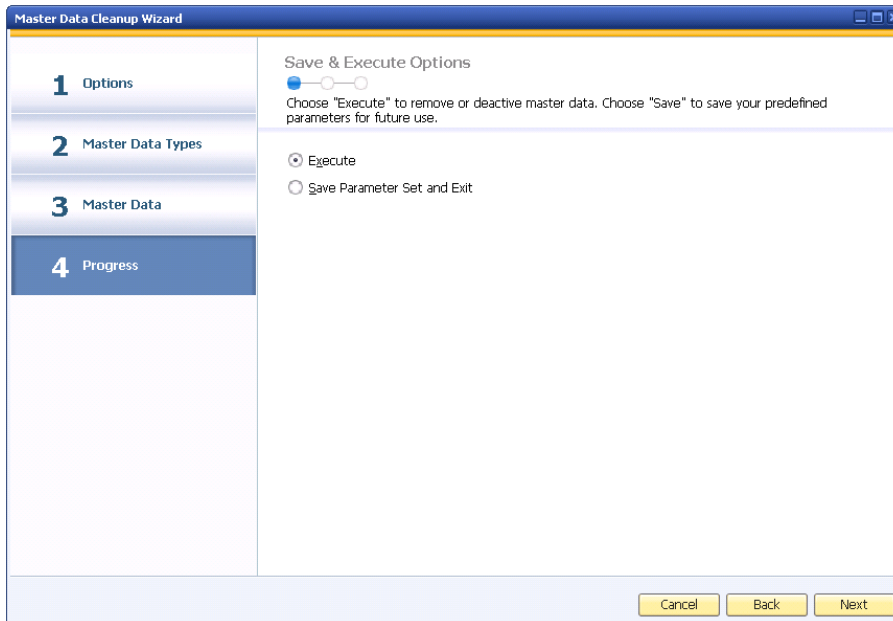




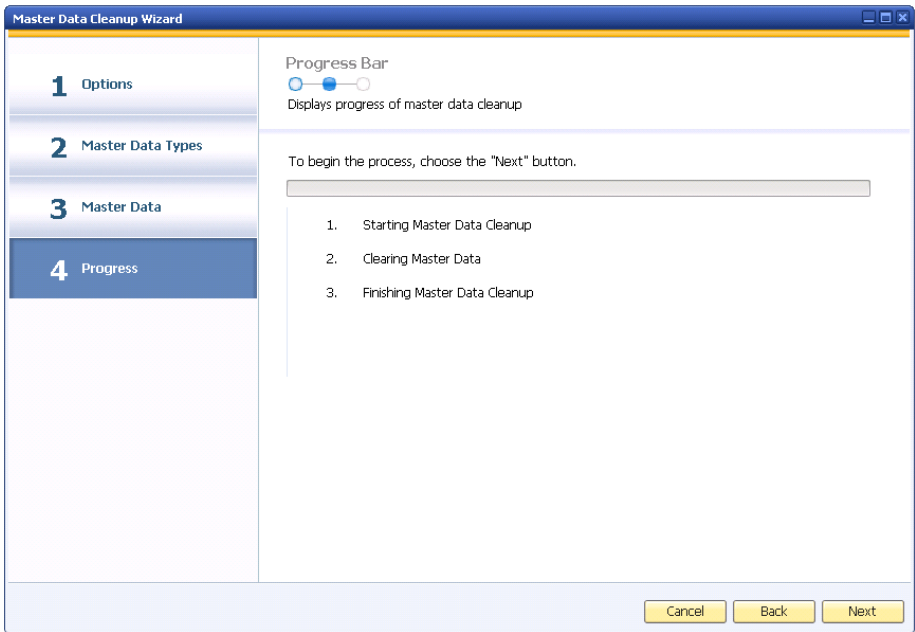
- In the *Employees - Delete Content* window, select the fields to be deleted and choose the *OK* button.



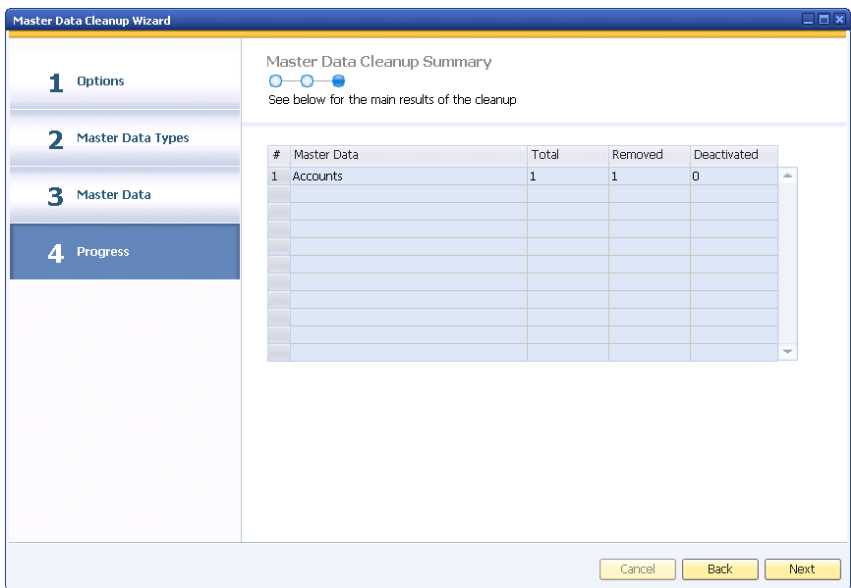
- In the *Employee Cleanup Recommendations* window, choose the *Next* button to continue.
- 
- The *Save & Execute Options* window appears. To remove or deactivate the data, select the *Execute* radio button and choose the *Next* button to continue. To save the data cleanup wizard run, select the *Save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



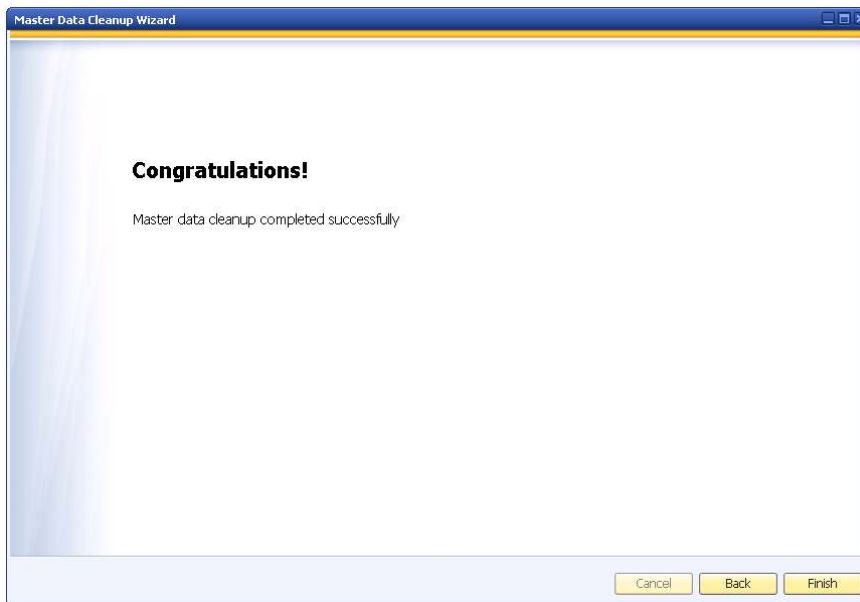
6. The *Progress Bar* window appears, providing you with an overview of the upcoming process. To continue, choose the *Next* button.



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.



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# Loading Saved Data Cleanup Runs

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

- Track documents that are cleaned up
- 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. To browse to a 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* section in *How to Prepare for and Perform Data Archiving*.

3. To display previously executed master data cleanup runs in the table, select the *View Executed Master Data Cleanup Runs* checkbox.
4. Select the row of the master data cleanup wizard run you want to load and choose the *Next* button.



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**Material Number**

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