

Productivity Tools

Audit File Archive Utility

A Windows® stand-alone software utility designed to facilitate management of the Taxaudit file archival process.

Without intervention, the Taxaudit file will grow to an unmanageable size. The Taxaudit Archive Utility was designed to allow the user to easily split the Taxaudit file into more than one file, using date range criteria. Users can select from invoice date, fiscal date, ship date or transaction date.

The Archive Utility lets the user specify the starting and ending dates for a new file. The Utility removes the selected records from the Taxaudit file and places them into a new "archive" file. The remaining Taxaudit file contains all records not selected for archival. In addition, the user has an option to save the original Taxaudit file.

Existing Alternatives:

TAXWARE users can move the Taxaudit file out of the audit directory to start a new Taxaudit file. A drawback to this process is that it is very difficult to obtain a clean cutoff between reporting periods. The Tax999 function will create a staraud file based on your criteria but it does not remove records from the tax audit file and it requires manual editing of the Parm999 file to run.

