

# Sage 300 CRE: Company Data Archiving

## A. GENERAL LEDGER

1. Turn on named GL Transaction files in File-Company Settings-File Locations in COMPANY live database.
2. Move GL transactions from Current.glt to named history.glt file with cut-off date of 12-31-yyyy.
3. Create yyyy-COMPANY-GL-History database using current setup.
4. Copy Master.glm file from COMPANY live database to yyyy GL History database.
5. Copy named history.glt file from COMPANY live database to yyyy GL History database.
6. Rename named history.glt file to History.glt in yyyy GL History database.
7. Move transactions from named history.glt file to History.glt file in COMPANY live database.
8. Turn off named GL Transaction files in File-Company Settings-File Locations in COMPANY live database.

## B. CASH MANAGEMENT

1. Move Entries from Register to History with statement cut-off date of 12/31/yyyy.

## C. ACCOUNTS PAYABLE

1. Move Checks to History with check date cut-off of 12/31/yyyy.

## D. ACCOUNTS RECEIVABLE

1. Move Invoices to History with cut-off date of 12/31/yyyy.

## E. JOB COST

1. Move JC Transactions from Current.jct file to History.jct file with conditions set to Job Status=Closed and Last Cost Update<=12/31/yyyy in COMPANY live database
2. Copy History.jct file from COMPANY live database to Closed Jobs & Term Employees database. Overwrite History.jct file in Closed Jobs & Term Employees database.
3. Move Jobs from COMPANY live database to Closed Jobs & Term Employees database with conditions set to Job Status=Closed and Last Cost Update<=12/31/yyyy.

## F. CONTRACTS

1. Move closed Contracts from Current to History with conditions set to “Status = Paid in Full” and “Work Completed <=12/31/yyyy”.

## G. PAYROLL

1. Move Checks from Current.prt file to History.prt file with conditions set to Check Date<= 12/31/yyyy in COMPANY live database.
2. Move terminated employees with condition set to Termination Date<=12/31/yyyy to Closed Jobs & Term Employees database.

## H. EQUIPMENT COST

1. Move transactions from Current.eqt file to History.eqt file with condition set to Accounting Date<=12/31/yyyy.

## I. COMPACT GOOD FILES

1. Exclude QL, QX, QY, SB, SD, TX Master Files

## J. LOG FILE

1. Archive and Delete Log files
2. Compact Master.QLM