



Sage 300CRE -System Maintenance

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What Questions do You have On System Maintenance?

01.

Job Closure

When is a job really closed?

02.

Archiving in Job Cost

Which reports should we run before archiving?

What is the process?.

03.

Archiving Log files

Where do I go to archive and delete these files?

04.

Clearing old entries on Aging Reports

05.

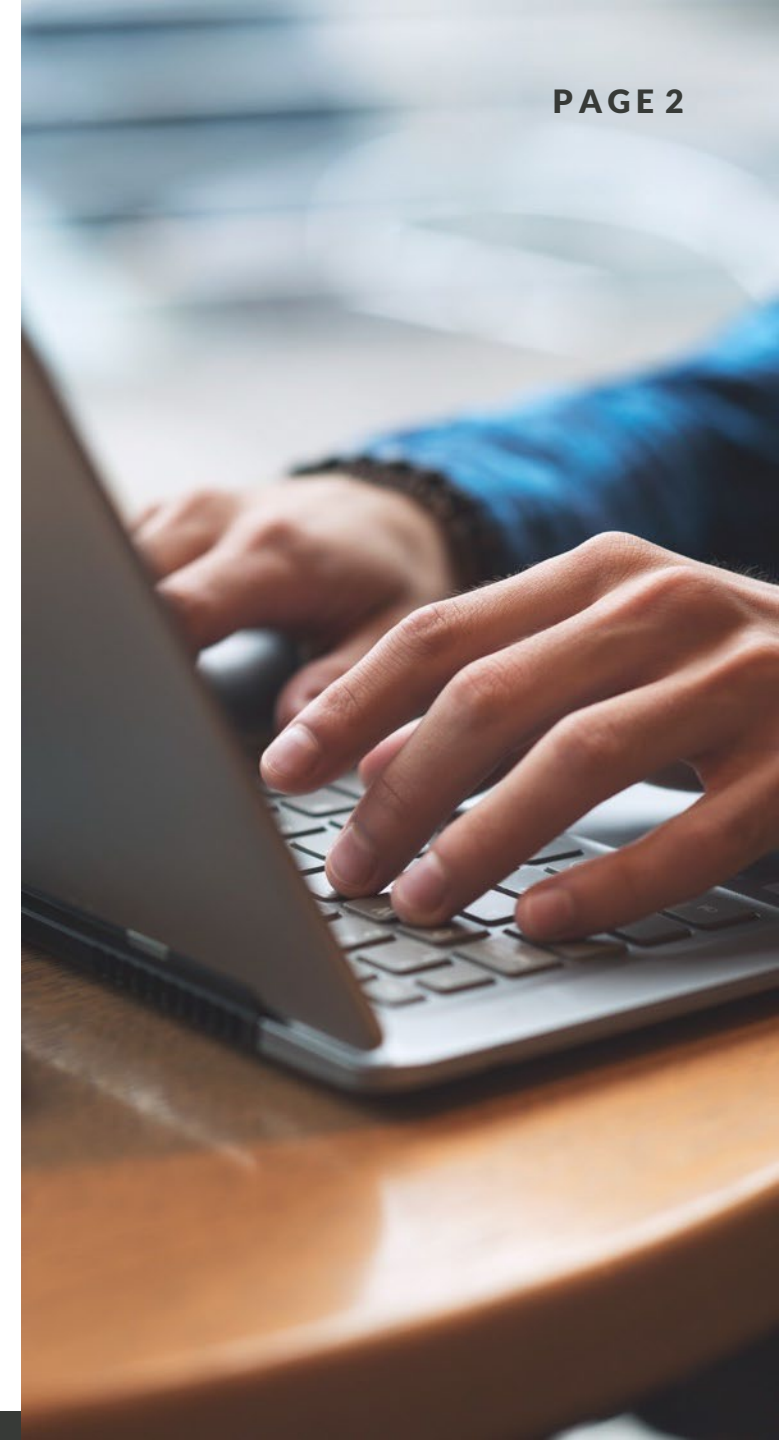
Maintaining General Ledger

Managing unposted GL entries & updating Financial Statements.

06.

Questions & Closing

Ideas for upcoming meetings?



Job Closure

Requirements

- No additional Billings or Costs will be posted against the Job
- All AP invoices have been received & paid
- There are no outstanding Cash Receipts

Additional Considerations

- How long do Closed jobs need to appear on reports?
- How do we mark a Job as Closed in Sage?

Archiving in Job Cost

- Creating a “History” folder
- Moving Jobs
- Moving Transactions

Additional Considerations

- Jobs & Transactions CAN be moved back

Archiving Log Files

Archiving & Deleting Log Files

- Large Log files affect system performance
- Should be performed on a regular basis
- This task is found under Common Tasks > Tools > Log Viewer
- Run from the Server!

Clearing Out Old Entries

- Correction methods depend on the cause of the issue
 - Is it a “Date” issue
 - In AR, do we need to enter a write off?
 - In AP, can we enter a credit and cut a zero check?

Maintaining General Ledger

Cleaning up unposted entries

- Determine whether the entries are current & can be posted. If so, go ahead & post!
- Have old entries from prior periods already been accounted for via journal entries? If so, move these entries out of the Live Data Folder.
- If “Future entries” show up, and corrections have been made in the originating applications (AP/AR/BL), these entries should net to zero per GL account. They can be moved out.

Adding New Accounts to Financial Statements

- Accounts are added in the Financial Statement Designer

Do You Have Questions?

Please enter your questions in Chat, or unmute yourself!

Please also share your ideas for future meetings!



Thank You for Joining Us

Whatever your next move, we're here to help.

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