Company Data Archiving

I. *COMPANY*
   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