

# CDA Best Practices

## First-time archiving?

If it is your first time archiving with CDA, you most likely have many years of data to archive. For example, you may have 10 years of data in your live company, but you determine it is only necessary to keep the most recent three years in your live company. Attempting to archive all seven years of data, across all modules, all at one time, will very likely take days to accomplish. It is best to split this initial archive into several pieces. First, archive just Master Data. Then, archive GL for just your oldest fiscal year. Next, archive GL one year at a time up until the most recent year you want to archive. Follow this process for all other modules. Utilize the preview window to help gauge how long it takes to archive different amounts of data. For some modules, you will be able to archive a year or more at one time. Other modules will be larger, and you may only want to archive six months at a time. For modules with less activity, you will be able to archive more than one module at a time.

This initial “catch up” archive may take you several evenings or weekends to accomplish. After that, archiving does not need to be done every day. Based on your initial archive experience, you will develop a feel for how often you need to archive the various modules.

## Recommendations:

- If you have large amounts of data to archive, we recommend you select smaller periods of time. Run the archive during off peak hours when there are no other processes/jobs running (utilizing all available resources). Archiving one module at a time will help improve performance. The archive may run faster for some modules compared to others, depending on the amount of data CDA has to process.
- Run the “Transfer Master Data” one time before beginning the archive of your modules. The Transfer Master Data is moving only “non-transaction” information. (For example, customers, addresses, and accounts).
- It helps to have three times as much disk space as the amount of data you plan to archive at a time.

Run an archive with only RM selected (just a transfer is fine) and see how many customers are archived for a period of time (say 10 minutes). Then stop the archive. Do the same with SOP. Then use that number to calculate a rough time estimate. If you have limited time for the archive to run, adjust your cutoff date to reduce the number of customers that will be archived.

## Important to note:

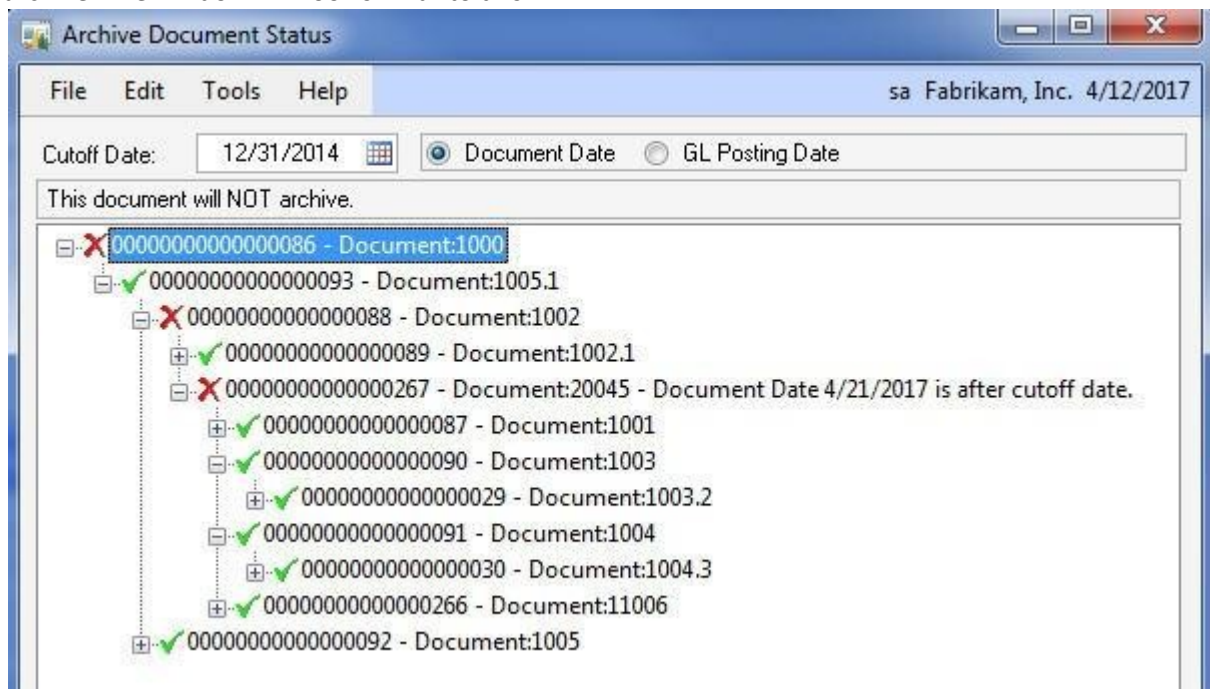
- The number of customers/time you calculated is a very rough estimate. For example, if you have 1,000 customers that will be archived for the date range, the first 100 may take 10 seconds, but the last 500 could have 10 times as many transactions as the first 100. Your

estimate of archive time will be significantly lower than the actual time it will take to archive. We recommend adding an additional 10-15% buffer to your time estimate.

- Since you can pause and resume the archive, it is unimportant to finish the archive for a cutoff date in one session. You could start an archive Friday afternoon, pause it on Monday morning, and resume it the following Friday – it will pick up where it left off. When you pause, it finishes archiving the current customer or vendor and then stops. You can repeat these steps until your archive is finished.

### **Why a Document Did Not Archive:**

Inquire on a document that didn't archive by using the "Will Document Archive?" window in your live company. This option can be used in the Sales and Purchasing series. For example, from the live company select Inquiry > Purchasing > Transactions by Document. Search by document date and select the From:, To: option. Then enter your archive date in the To: field and select Redisplay. Locate the document that didn't archive, select it, then select "Will Document Archive" from the Additional menu. Reenter your cutoff date and then tab off. The apply chain will appear with a report containing the document restricting your desired document from archiving along with a description of why it did not archive. The window will look similar to this:



### **Archive Criteria:**

The first SQL table CDA reviews when the archive process begins varies for each module. This shows the module and the corresponding "driving table".

Module	Driving Table	Date Used
GL	GL30000	HSTYEAR
BOM	BM30100	PSTGDATE
IV	IV30300	DOCDATE
IVD	IVC30101	DOCDATE
PM	PM30200	DOCDATE

POP PO	POP30100	DOCDATE
POP RCT	POP30300	receiptdate
RM	RM30101	DOCDATE
SOP	SOP30200	DOCDATE
UPR	UPR30100	CHEKDATE

This next table shows the criteria considered when archiving for each module. Each module is specifically designed to transfer information how users would expect this information to flow. If data does not match this criterion, then it will not be removed.

Module Name	Transfer/Remove
General Ledger	Document Date
Bank Reconciliation	Document Date>>Must be reconciled.
Payables Management	Payment (Credit Documents)>>Document Date Invoices (Debit Document)>>Must be applied to a payment, which is on or before the Archive date. If a debit document is void, the document date is used.
Purchase Order	Purchase Orders>>Document Date Receiving>>Receipt Date. If invoiced, it must be paid to be archived.
Receivables Management	Payment (Credit Documents)>>Document Date Invoices (Debit Document)>>Must be applied to a payment, which is on or before the Archive date. If a debit document is voided, the document date is used.
Inventory	Document Date>>Must be fully applied.
Sales Order Processing	Document Date>>Must be fully applied.
Inventory	Document Date

Bill Of Materials	Posting Date
US Payroll	Check Date

If you wish to transfer and/or remove GL information, you must choose a date that falls within a historical year. You are able to transfer only completed historical GL years.

#### **Archive Criteria (continued):**

Each module is specifically designed to transfer information under the same manner that users would expect information to flow. If data does not match this criterion, then it will not be removed.

- For RM and PM, the entire apply chain must be within the archive date.  
This means the invoice and all the credit documents applied to it. Also, this includes all of the other debit documents the payments are applied to and so on, that are before the archive date.  
**\*Note:** If any document is after the archive date, the entire chain stays and will not be archived.
- For SOP History, the RM document that is created from the SOP document posting must be in RM History, not RM OPEN, or the SOP History document will not archive.  
When SOP documents are posted to the SOP 30XXX tables, they also create RM20101 (RM OPEN) documents. The SOP 30xxx records are not moved if the RM20101 rows they created are still in the RM Open table and have a current trx amount (not fully paid off).
- For POP History, the PM document that is created for the POP document posting must be in PM History, not in PM OPEN, or the POP History document will not archive.  
The PM criterion includes the following:  
Payment (Credit Documents)>>Document Date Invoices (Debit Document)>>Must be applied to a payment which is on or before the Archive date. If a debit document is voided, the document date is used.

#### **Inventory and Payables Management:**

RM and PM work by choosing all documents before the cutoff/archive date and placing them in a temp table. They remove any rows where the “entire apply chain” is prior to the archive date.

#### **Payables Management (PM):**

Rows from the PM30200 table that are <= Archive Date are inserted into a temp table.

Transactions that are not complete\* as of the archive date are removed from the temp table. *\*not complete meaning a record in the apply chain has a document date after the archive date.*

Transactions that are already in the archive company's PM30200 table (DOCTYPE,VCHRNMBR) are removed from the archive table.

The following tables are transferred

- 'PM30200' joined to the temp table on VCHRNMBR and DOCTYPE
- 'PM30300' joined to the temp table on VCHRNMBR and DOCTYPE
- 'PM30600' joined to the temp table on VCHRNMBR and CNTRLTYP
- 'PM30700' joined to the temp table on VCHRNMBR and DOCTYPE
- 'PM00400' joined to the temp table on VCHRNMBR and CNTRLTYP
- 'MC020103' joined to the temp table on VCHRNMBR and DOCTYPE
- 'PM30800' joined to the temp table on VCHRNMBR and DOCTYPE

#### **Inventory (IV):**

Rows/transactions from the IV30300 table that are <= Archive Date are inserted into a temp table. Transactions already in the archive company's IV30300 table (DOCNUMBR, DOCTYPE, LNSEQNBR) are removed from the archive table.

The following tables are transferred

- 'IV30200' joined to the temp table on DOCNUMBR and IVDOCTYP and TRXSORCE
- 'IV30300' joined to the temp table on DOCNUMBR and IVDOCTYP and TRXSORCE
- 'IV30301' joined to the temp table on DOCNUMBR and IVDOCTYP and LNSEQNBR
  
- 'IV30400' joined to the temp table on DOCNUMBR and IVDOCTYP and TRXSORCE and LNSEQNBR
- 'IV30500' joined to the temp table on DOCNUMBR and IVDOCTYP
- 'IV30600' joined to the temp table on DOCNUMBR and IVDOCTYP and LNSEQNBR • 'IV30100' joined to the temp table on TRXSORCE
- 'IV30302' joined to the temp table on DOCNUMBR and IVDOCTYP and LNSEQNBR

#### **Upgrades and Support:**

- The latest release of Company Data Archive can be found on the Professional Advantage website (<http://www.profad.com/home.htm>). Under the Products menu, select Company Data Archive, then navigate to the menu on the right hand side and select "Download Product." From there proceed accordingly. (Fill out the form then select your desired version of CDA)
- Any support questions not addressed in this document can be directed to one of our CDA support specialists at [support@profad.com](mailto:support@profad.com).  
\*Please note: Using CDA support via email is the fastest way to receive your solution. Please provide our support staff with as much information as possible (I.E. Text, Screen shots, tables, etc.) An easy way to do this is to utilize the "Email Support" button located on the CDA Registration window. An email will be generated with general information (Company name, GP Version, CDA Version, etc.). Before sending the email, feel free to include additional information

if you think it will aid our support staff in solving your issue.

