Sage 50 Accounts and Manufacturing

How To Check Data and Perform File Maintenance
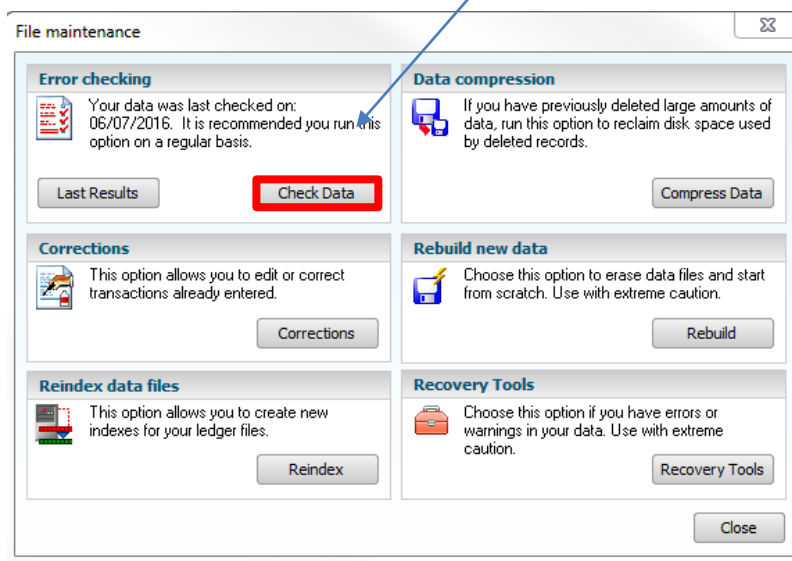
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BUSINESS SYSTEMS

ⓘ Learn how to find and use the check data tool in Accounts

ⓘ Learn how to find and use the check data tool in Manufacturing

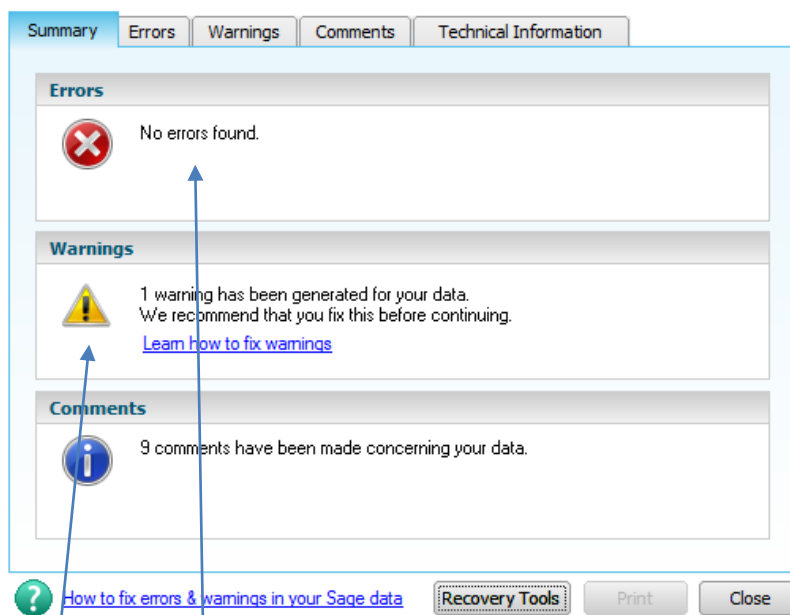**How do you get to File Maintenance in Accounts?**

- File -> Maintenance

How to you check data?

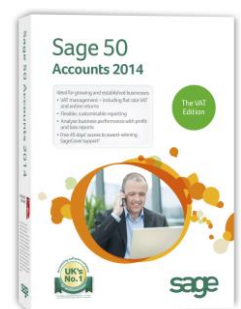- In the "File Maintenance" menu click "Check Data"

- Sage 50 Accounts will then begin to check all data figures within the database to ensure they are all correct and up to date;
- Once the data check is completed a menu will appear displaying the results;

- Any warnings or errors detected will be displayed in the relevant boxes;
- This page will display a "Summary" of the findings, to view the errors or warnings use the tab bar at the top of the menu
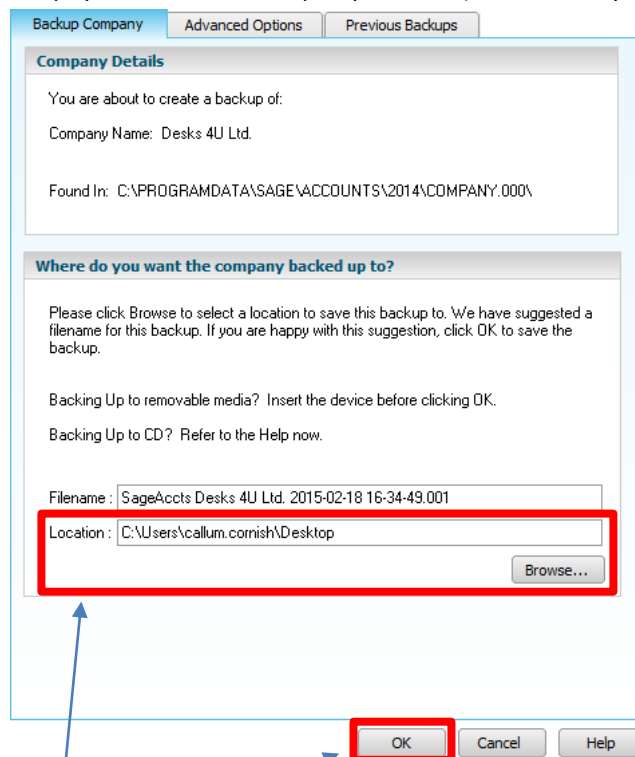
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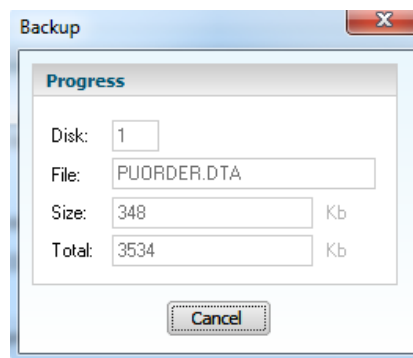
How do you fix any errors?

- There are many different errors that can occur within Sage 50 Accounts, and as such there are numerous fixes;
  - If you have any errors in your data and you are unsure as to what to do, give us a call ASAP.

- By trying to fix data errors it is very easy to break/corrupt your system, so extreme caution must be used;
  - A general rule of thumb is:
    1. Never attempt anything you are unsure on;
    2. Always take a fresh backup of your data before trying anything, this way you have something to revert back to should the data get corrupted.

- One of the more common errors is that stock levels or allocations are incorrect, and these have a fairly simple fix;
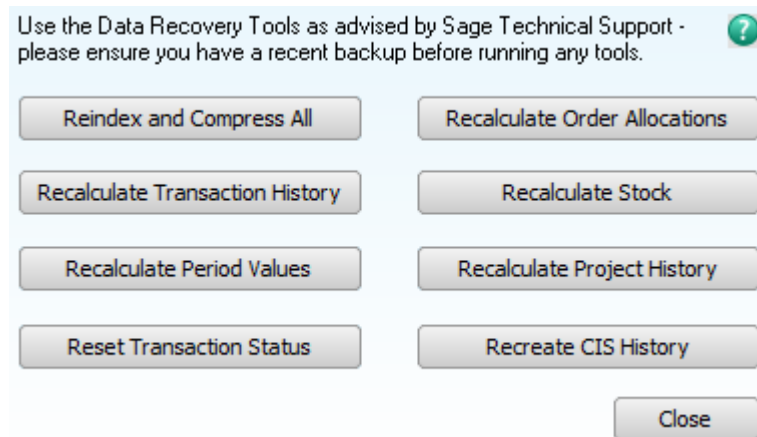 - Click "Recovery Tools" at the bottom of the menu;

  - It will then prompt you to take a back-up of your data (It will not let you continue without doing so);

  - Simply select a location and press ok and the back-up will begin;

o The recovery tools menu will now appear giving you a selection of options ;

Use the Data Recovery Tools as advised by Sage Technical Support - please ensure you have a recent backup before running any tools.

Reindex and Compress All	Recalculate Order Allocations
Recalculate Transaction History	Recalculate Stock
Recalculate Period Values	Recalculate Project History
Reset Transaction Status	Recreate CIS History

Close

o For example if you had an item that was showing an incorrect stock balance, by pressing "Recalculate Stock" Sage 50 Accounts will the look at all of its stock data and change any errors;

o If there was a discrepancy with a stock allocation, for example the Accounts data shows an incorrect number of stock allocated to an order, by pressing "Recalculate Oder Allocations", Sage 50 Accounts will review its allocation data and change any errors;

o Any data fixes in Accounts will not be reciprocated in Manufacturing.

• You can also look up errors and warnings on the Sage website by clicking on the link in the "Check Data" menu;
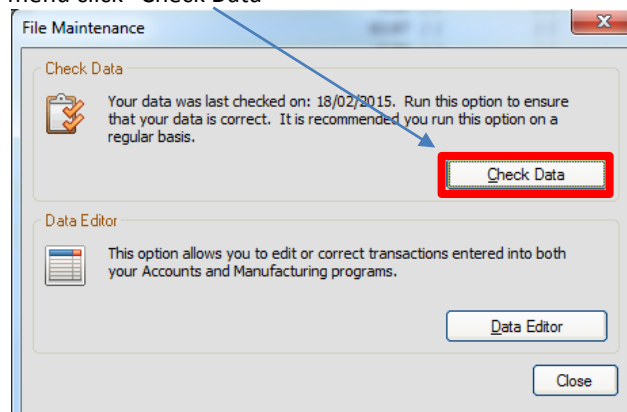
How to fix errors & warnings in your Sage data   Recovery Tools   Print   Close

WARNING: Do not perform any data maintenance without first taking a fresh data back-up! Performing data maintenance can damage your sage data, can cause inaccuracies, or can result in the loss of data and is to be carried out at the users own risk!

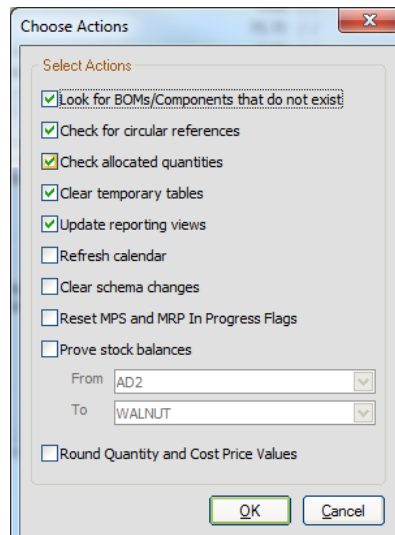**How do you get to file maintenance in Manufacturing?**

• File -> Maintenance

How to you check data?

• In the "File Maintenance" menu click "Check Data"

File Maintenance

Check Data

Your data was last checked on: 18/02/2015. Run this option to ensure that your data is correct. It is recommended you run this option on a regular basis.

Check Data

Data Editor

This option allows you to edit or correct transactions entered into both your Accounts and Manufacturing programs.

Data Editor

Close

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- This will bring up the actions menu;

- Here you can select the actions you wish to take;

- The most common here is the "Prove Stock Balances" tool which allows you to compare product stock levels between Sage 50 Accounts and Sage 50 Manufacturing, and changes can be actioned accordingly;
  - o   I full tutorial on how to do this is available in a separate guide.

- Although the chance of damaging data is smaller than the "Check Data" function in Accounts, as always there is still a risk and as such we always recommend that a fresh back-up be taken before any action is taken.

WARNING: Changing the Accounts or GRN/Manufacturing stock level is a permanent process, once applied it cannot be reversed other than restoring a previous back-up so always ensure any changes are correct before proceeding, and any changes are done so at the users own risk.

For further information or a demonstration please contact Red Business Systems
www.redbusinesssystems.com . Tel 01242 516885.

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