

Spring cleaning can help your computer run faster, and allow you to work more productively.

Archive and Purge It

Now is the time! With the arrival of Spring, everything is becoming renewed. Why not your Sage 100 system? Get rid of the old, and make room for the new.

First on the list should be to back up or archive your company. It is imperative that this is done prior to any changes being made in your software.. In fact, Sage 100 recommends you make two backups, one for current reference and one to be stored in a secure location for emergency needs.

Purging is the process of removing inactive customers, vendors, employees, jobs, quotes, paid invoices, purchase orders, and so on, from the records of a company. Purging reduces the size of the files in a company, and frees up valuable disk space for current and active data.

When is the last time you have purged your system? If you don't know the answer, then now is a great time. In Sage 100, purging can be performed at any time, including after you close the fiscal year and/or close the payroll tax year using the Year-End wizard.

The Purge Wizard will guide you through the purge process, letting you decide what type of records and how old records to be purged. The Purge wizard, requires you to make a backup before you begin purging.

Note: The purge process is not intended to remove or fix corrupt data. If you are experiencing problems with your data or suspect it is corrupt, you should restore a backup of your company data.

Cleaning Up Software

Need to clean up your Sage 100 inventory records? Spring time is a great time to get everything back on track. Delete those discontinued items, renumber your current items and/or merge two items with Sage's utility tool, Item Delete/Renumber/Merge. This utility allows you to delete, renumber, or merge existing item numbers. The changes made will flow to the appropriate subsidiary modules, where the item number is referenced.

A great utility to help with spring cleaning in your General Ledger, is the Account Delete/Renumber/Merge. This utility will delete, renumber, or merge existing account numbers. Use wildcard characters to mask selected groups of account numbers for maximum flexibility. Process individual, or a range of account numbers at once.

These above utilities are great resources, but you must exercise caution when using them as they cannot be undone. We strongly suggest you have a full backup of your company prior to using these utilities.



Spyware, Viruses, Malware, Ransomware!

What is the difference between them? One thing they have in common is that they are all destructive. Here is a brief 101 on the differences:

- A virus is a program that infects computer files with the intention to steal data or harm the system.
- Spyware is a program that is usually installed without the knowledge of the user. Spyware collects personal information, and sends it to a central source to be sold to advertisers or identity thieves.
- Malware is a blanket description of any program that intentionally does harm to a computer.

- Ransomware is a type of malicious software from cryptovirology that threatens to publish the victim's data or perpetually block access to it unless a ransom is paid.

Did you know that viruses, spyware, malware and ransomware cost consumers billions of dollars every year? Viruses have infected computers since 1982, and continues to be a problem today. These malicious programs constantly threaten personal computers, servers and mobile devices. With proper habits, prevention software and common sense, computers are protected from viruses, spyware and malware.

It is imperative that you speak with your network provider about these threats; how your organization is protected from them, and to check to make sure you are on a current subscription plan with available updates. Without this, you are at risk, which can be devastating to your organization if you are hit. Make sure your network administrator has a robust backup and recovery process, in case your system is compromised!

LCD Screens

It's very easy to get streaks on your screens from just a couple of finger swipes. LCD wipes, or a soft dust-free cloth sprayed with your home-made solution of distilled water and white vinegar, can clean your screen in a jiffy. First, use canned air to get rid of the bigger bits of dust. Then, rub the moistened cloth or wipe on the screen in circular motions. This technique can be used not just for your monitor, but also your LCD TV as well. Audiovox Surface is a favorite that comes in both a 200ml spray bottle with a microfiber cloth, or in wet/dry screen wipe packages.

Finally, if you are not sure, ask CMS before you proceed! We are here for you! If you would like more help or advice with purging data or reviewing your setup options, don't hesitate to contact us at either 860-399-4215 ext. 220, or email us at info@cmsct.com.