

## Cheat Sheet – Backing up before Year End

### Features

If a customer runs a year end without creating a new company, once they reach the end of the year end assistant the backup screen will open for the user to make a backup. If the user clicks on the Cancel or Close buttons or presses the Esc key, a message will display indicating that Pastel strongly advises you to make a backup before running the Year End assistant. This event will be logged on the System Changes Audit Trail under the "Backup" category.

Software Sales (_DEMO)			
FILE EDIT PROCESS VIEW CHANGE SETU			47
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	File Backup		
	Verify Method Where to Backup to Process		
	No Checking C: Cancel		
	PASTEL17	_	
	File Backup		
	Pastel strongly advises that you create a backup before running the Vear End. If you have already created a backup, click No to proceed.		
	This will be written to the System Changes Audit Trail under the Parameter Category Backup.		
	Do you want to create a backup now?		
	Yes No	]	

Software Sales			06/09/16 14:06 Pag	
System Changes Audit Trail Prepared				
Action Date	Time	User	Description	
06/09/16	13:59	User O	User chose not to create a backup during Year End on computer. PASJHBNB	

----- End of Report ------

### Not backing up before running a Year End

#### Select Change...Year End



#### You select the option not to create a new company

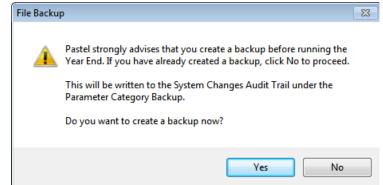




#### At the end of the process you receive the backup screen and select Cancel or you close the screen

File Backup	Where to Backup to	
No Checking	С. ·	Process
🔘 Ensure Files Readable	C:\	Cancel
Images	Demo 125	New Folder
Backup Images	Custom	·
registration process, simple insta more information go to	e provides 100% secure online b Illation, affordable pricing and sec	
www.pastelirontree.co.za.		

# You will receive the following message. You select No to not create the backup.



# On the System Changes Audit Trail report there is an entry indicating the user chose not to back up before completing the Year End.

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		00/09/10 15.59 Page. 1	
		Prepared by: Sage	
Audit Trail			
Time	User	Description	
16:35	User 0	Non-en-crypted backup restored from C:\Pastel17_on-computer : PASJHBNBCRAIERA	
15:38	User 0	User chose not to create a backup during Year End on computer. PASJHBNBCRAIFRA	
		End of Report	
E-Mail Rerun	Full Page	Screen Width 100 🔺 🗨 🔣 🖌 🕨 Close	
	16:35 15:38	Time User <u>16:35 User 0</u> <u>15:38 User 0</u> 	Audit Trail     Time   User     16:35   User 0     Non encorpted backup restored fmm. C:\Pastel17_on_computer::PASJHBNBCRAJERA     15:38   User 0     User 0   User chose not to create a backup during Year End on computer: PASJHBNBCRAJERA