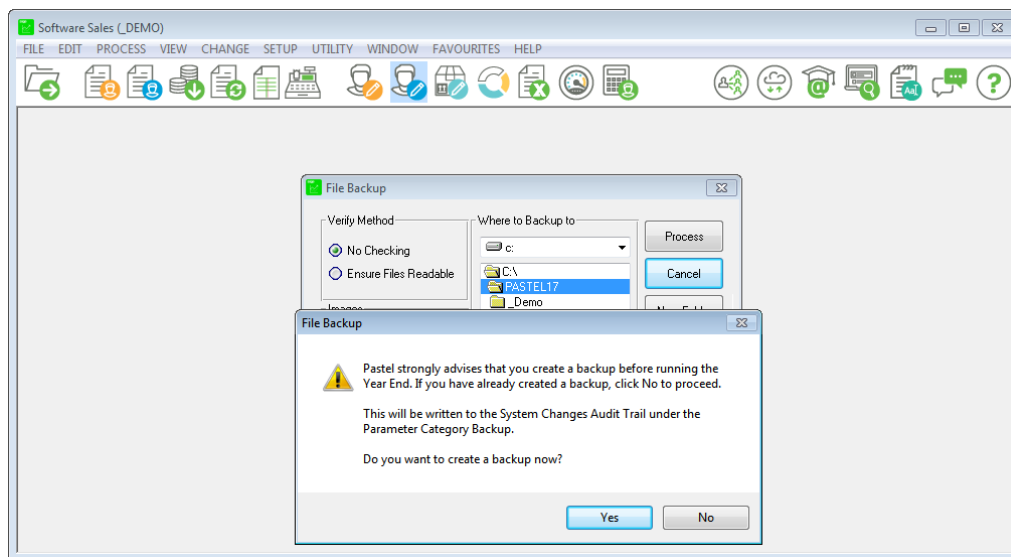




Cheat Sheet – Backing up before Year End

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

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System Changes Audit Trail

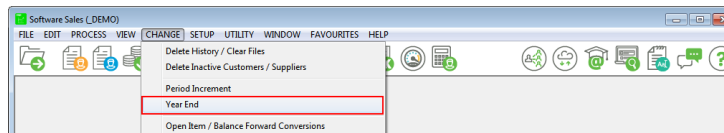
Prepared by: Sage

Action	Date	Time	User	Description
	06/09/16	13:59	User 0	User chose not to create a backup during Year End on computer: PASJHBNB

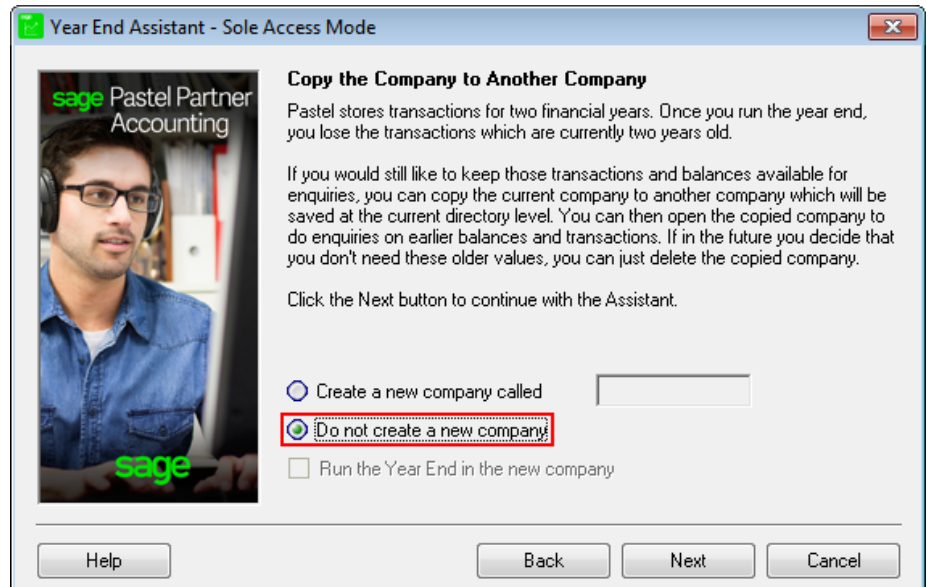
----- End of Report -----

Not backing up before running a Year End

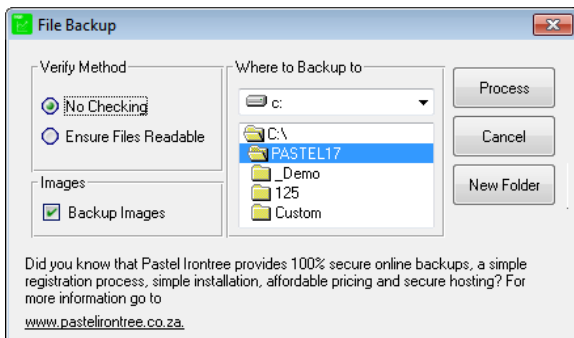
Select Change...Year End



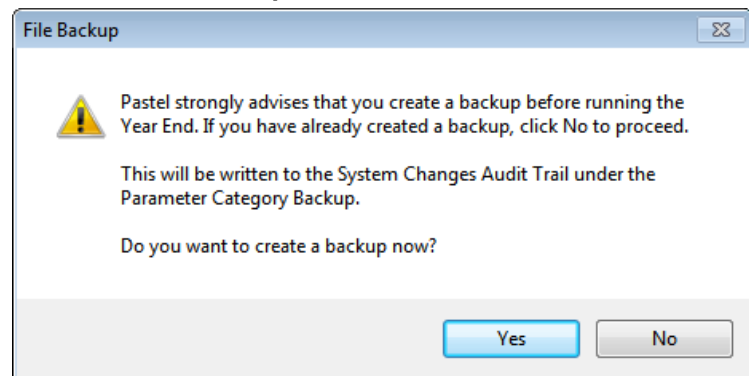
You select the option not to create a new company



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



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.

