



# ***Avitar Associates of New England, Inc.***

*Municipal Services Company*

## **Backing Up Collect at the End of the Fiscal Year Before You Close Period**

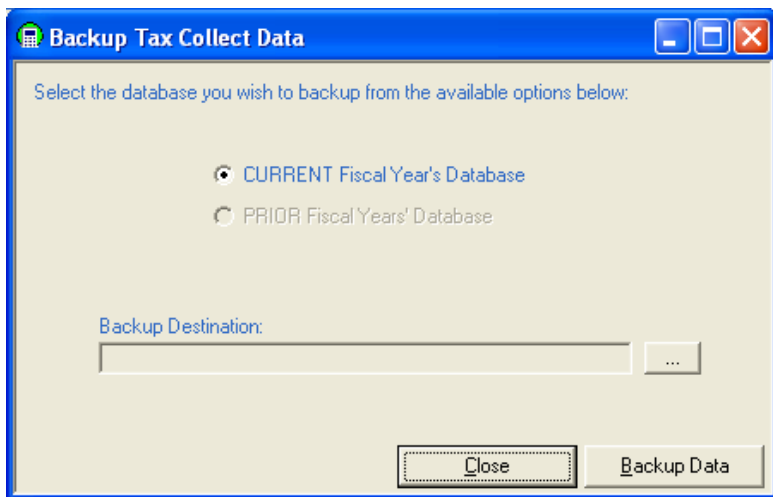
### **Why You Need to Create This Backup**

A backup is extremely important at year end because this is a backup of every transaction for your whole year. Once you close your period you will no longer be able to change those transactions because the program archives the data as prior fiscal year.

### **When You Need to Create This Backup**

You create this backup when you have made all of your deposits, you have printed all of your reports, you are in balance for the year, and you are ready to close the fiscal year.

When you select File | Backup Database the system will display to following screen:



You **MUST** backup the current Fiscal Year data should you need to restore your data back to how it was before you close the period. However, you should make a backup of the Prior Years data, in addition to the current Fiscal Year.

The current Fiscal Year backup creates a collect.zip and the Prior Years backup creates a collectPR.zip. These files can be renamed if you want a more descriptive name. To rename right-click on the file through Windows Explorer and choose rename. You can type a different file name but leave the .zip extension.

We recommend that you save a copy of the backup(s) to your computer and then burn them onto a CD or you can use a portable memory stick. Floppy disks are not recommended as they are not always reliable should you need to restore from a backup.