

# Sage Pastel Accounting

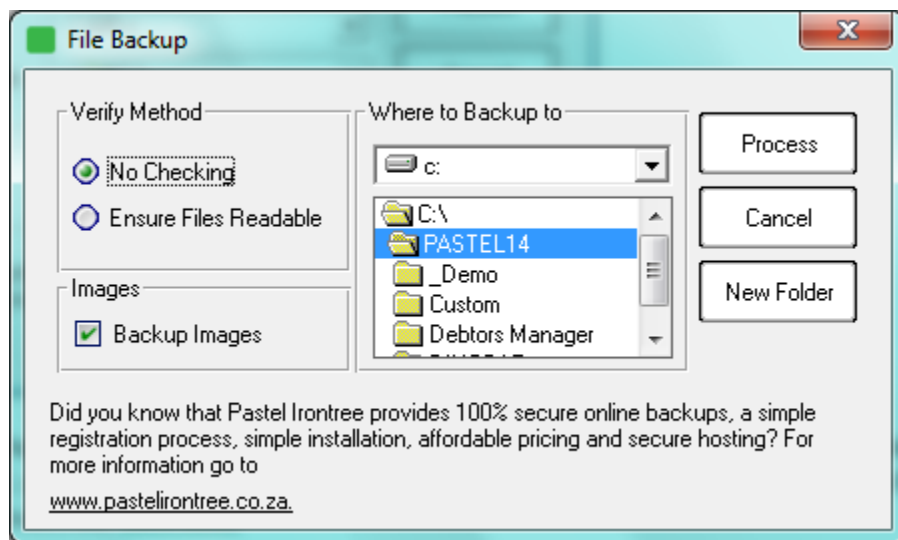


## How to Backup Data in Pastel Version 14/17

## To backup your data

1. Choose the File...Backup menu option.
2. In the Verify Method frame, choose whether to verify the data you backup:

Method	What it Does
No Checking	This option backs up without verifying the integrity of the data.
Ensure Files Readable	This option verifies that your data is readable prior to performing the backup. Note that this option does no internal checking of the integrity of your data. To check data integrity, use the <u>Data Integrity</u> function. If you choose this option, the system opens a table to display the results of the verification.



3. You can attach graphics to various master file records. If you do so, the system stores the graphics in a sub-folder beneath the data folder. This folder can be very large relative to the size of the rest of the data. You have the option to include or exclude the graphics folder in your backup. Check the check box to include the graphics, and uncheck the check box to exclude the graphics.
4. In the Where to Backup frame, choose the destination of the backup. The system defaults to the last folder you used. You can create a new folder by clicking the New Folder button. Click the Process button to start the backup. Once the backup completes, the system verifies that the backup is readable by reading the backup file from start to finish. Click OK to start the test operation.

- Once the test completes, the system displays the backup log. You can print the log by clicking the Print Log button. It is useful to ask the backup operator to print the log as a control mechanism.

### Backup Encryption Password

You can password protect your backup to keep your data safe and secure. This password follows the strong password characteristics of a minimum of 8 characters, alphanumeric, a combination of upper and lower case and at least 1 special character is required in the password.

**If the password is lost, there is no option to recover the password and the backup will become redundant. It is important that at least two members of the company know what the password is.**

If the password is changed in the Setup Company Parameters screen, the new password must be recorded. **When a previous backup is restored and the password on the backup does not match the system password, the previous password will need to be entered.**

To setup the backup password, click on Setup | Company Parameters | Formats.

The screenshot shows the 'Setup Company Parameters - Sole Access Mode' dialog box with the 'Settings' tab selected. The 'Document Numbers' section has 'One Set of Numbers for This Company' selected. The 'Customers' and 'Suppliers' sections contain document number tables. The 'Cash Books' section has 'Transfer Account' set to '9300/000'. The 'Backup Password' and 'Backup Encryption Password' fields are highlighted with a red box.

Customers	
Quotation	QU100002
Sales Order	IO100002
Tax Invoice	IN100026
Credit Note	IC100002
Debit Note	ID100001
Receipts	RC100005

Suppliers	
Purchase Order	PO100002
Goods Rec Note	GN100007
Supplier Invoice	PN100005
Return_Debit	PC100002
Credit to Supp.	PD100001

Cash Books	
Transfer Account	9300/000

Backup Password: \_\_\_\_\_  
Backup Encryption Password: \_\_\_\_\_