## Year End Step ( Do it at Main Server PC & Login as ADMIN user)

\*\*\*Make sure all workstation user logout before start year end

- 1) Run Analyse Data Integrity
- 2) Backup
- 3) Start year end

### 1) Step to Run Analyse



1a) Go Tools > Analyse Data integrity



#### 1b) Press Start Analyse

Analyse Data Integrity	23		
Analyse Items			
Remove Temporary Table   Check AR Knock Off Integrity   Check AP Knock Off Integrity   Check Document Transfer Integrity   Check Delivery Order/Invoice/Cash Sales to Credit Note Posting Date   Compress Stock Item Pictures   Information   X   16 tasks analyse completed   Excent   14.			
15. Execute Task: Calculate Stock Costing			
Execution Duration: 0.2340 seconds 16. Execute Task: Check Production Document Transfer Inter Execution Duration: 0.0310 seconds			
<	•		
Copy to Clipboard Start Analyse Clo	se		

1c) Press <mark>OK</mark>

## 2) Step to Backup SQL



#### 2a) File > Backup Database

Backup To	X
C: \Users \MsOng \Desktop	
	OK Cancel
Remove Temp Tables	
Compress backup file	

2b) : Click the . . . Button

Browse For Folder	
📃 Desktop	<u> </u>
Dibraries	E
MeiWei	
▷ 🖳 Computer	
Network	
🔋 🛯 📕 DIGI	
FollowUp _ Claim	
📙 GLJournalTrans-OnOpen-20131210	
GST	-
Make New Folder OK Can	cel

#### 2c) : Choose Desktop > Press OK

Backup To	22
C:\Users\MsOng\Desktop	
	OK Cancel
Remove Temp Tables	
Compress backup file	
Maximize compression ratio	

#### 2d) : Press OK



2e) : Press OK

# 3) <u>Step to Run Year end ( Make sure do it on SERVER</u> and login as <u>ADMIN</u> <u>user)</u>



3a ) <u>PRESS and HOLD your Keyboard</u> CTRL & SHIFT > use mouse cursor to click on <mark>Tools</mark> > <mark>Year end</mark> ( it hidden, if you direct click tools , you cant see the year end as above highlighted )

## DONE