

# Back Up Procedure

## Version 2004 and 2005

From the Main Menu, Go to Reports, then End Of Day. In there is a Text Box at the bottom of the screen (Screen Shot Below) that says Back Up Details, In there is the path that the back up will go to. Now put the memory stick in the USB port on that computer, this must be done on the Main Machine (server). All the other machines must be out of the software. Once the back up stick is in the USB slot. You can dbl click My Computer to confirm the drive letter. Usually is E: Now in the End Of Day screen the path should be the same as the Back Up stick i.e. E:\ or just E: once the path is confirmed. Click on Run Back Up. It will confirm that everyone is out of the workstations. Click Okay and it will back up to the stick, once the back up is complete, it will pop up and say so. Click Okay and remove the memory stick.

CD Option, Insert a writable CD in the CD Rom Writer. Check the Burn CD Check Box. The system will automatically find the CD, and write the files to the Windows CD Burner program. It will then prompt you to Write the files to the CD.

End Of Day Reports

Reports Help

Sales Specific Information

- Cash Sale Master
- Charge Sale Master
- Cash And Charge Sale Master
- Cash Sales By Department
- Charge Sales By Department
- Cash And Charge Sales By Department
- Items Sold In Detail
- Merchandise Returned Report
- Daily Sales History Report

Inventory Specific Information

- Inventory Totals By Department
- Nonstock Report
- Margin Exception Report
- Hold Exception Report
- Purchases By Department

Cash Drawer Balancing

- Cash Drawer Balancing Report
- Check Register
- Credit Card Register

Misc Reports

- Charge Account Activity Report
- Charge Account Activity and Balance Report
- Payments On Account In Detail
- Sales Clerk Report
- Sales Rep Commission Report
- Items Sold Outside Of Expected Margins
- Hold Report (Tickets on hold)
- Price Override Report
- NovaLink Report
- Store Transfer Report
- Layaway Report (Tickets on Layaway)
- Customer Summary
- Accounting Transactions

Tax Specific Reports

- Total Merchandise Sold By Tax Category (Accrual)
- Total Cash Received By Tax Category (Cash Basis)
- Total Cash Sales By Tax Category
- Payments Made On Tax Exempt Invoices
- GSA IFF Tax
- Sales By Tax Category

Cash Slip Printer ONLY

- Cash And Charge Account Activity Report
- Cash Drawer Balancing Report

Backup Details

Path: C:\Cyberbos2000\Backup

Set Reset Run Backup  Burn CD

Uncheck All Boxes Check All Boxes Date: Thursday 02/01/2007 Run End Of Day Exit

C:\CYBERBOS2000\DATABASE\SQL\CYBERBOS2004.mdb