Dear Customer,

Here are answers to our more frequent questions regarding year end rollovers. You <u>do not</u> need an update CD to do your yearend roll over. The CD is only to update versions and support.

Q: I get an error message during my Year End roll over; Action Failed 2950/3049. What do I do?
A: This is a Microsoft error that we are currently working with them on. To fix this issue close out of all error boxes, go to Utilities, Update File Structure, OK, then update. You may now retry your Year End roll over.

Q: Can I work in my system before I roll over?
A: Yes you may, we do caution that you limit PO's because any open PO's can be carried over but the date will change.

Q: How do I do a Year End roll over?
A: First please be sure you have balanced for the year and run all your reports. <u>Once you roll over nothing in your prior year can be changed.</u> If you are in the 32bit program
1. Go to Utilities, Year End Closing, Year End Options.
2. Make sure your Beginning and Ending Fiscal dates show your next school year (07/01/2012-06/30/2013)
3. Click step 1 of 2 this takes you to the backup screen. Make sure your backup file name and location is your desired location (ex. C:EpesAcctg\Backup\PY11-12\Acct.zip). We recommend naming your back up differently for yearend so that it may be accessed later if needed. Click backup, once complete click OK and close.
4. Now click step 2 of 2 Note: it will tell you that prior year data already exists make sure you back it up. Click continue, once it says transfer complete, your year has rolled over.

If you are in the 16bit (5.62) program

1. Go to Utilities, The first Backup and Restore, Make sure your backup file name and location is your desired location (ex. C:\Act\Backup\PY11-12). We recommend naming your back up differently for yearend so that it may be accessed later if needed. Click OK and close.
2. Go to Utilities, Year End Closing, if you want to reset your receipts and/or checks select the desired option.
3. Make sure your Beginning and Ending Fiscal dates show your next school year (07/01/2012-06/30/2013)
4. Click OK
5. Note: it will tell you that prior year data already exists; continue

The Basic Accounting program will not work with Windows 7. Before reimaging any machine please remove the Data, Back-up and Security_XML files.