



SOLUTIONS DELIVERED

10 Steps to Save History Data in Peachtree – *An Overview*

Use these simple steps to create an archive of historical company information in Peachtree.

Step 1 – Create Backup

Step 2 – Create Company Backup

Step 3 – Save Backup Data

Step 4 – Restore Company Backup

Step 5 – Select Backup File to Restore

Step 6 – Select the Restore Company

Step 7 – Set Restore Options

Step 8 – Confirm Restoration of Data

Step 9 – Rename the Company

Step 10 – Verify Data Accuracy

Get the complete Best Practices Series Guide that includes Selecting an Accounting Software System and 10 steps to implement an accounting system and Best Practices for everyday bookkeeping by visiting www.jcscomputer.net. The booklet is filled valuable tips and worksheets to help you identify your needs and compile hardware inventory.

About the Author

Jennifer O'Brien is a solutions specialist at JCS Computer Resource (www.jcscomputer.net) which provides software technical support and training for SAGE Software products including Peachtree, MAS 90, MAS 200, ACT! and Timeslips. JCS Computer Resources provides installation, onsite training, classroom training, online training, online support, onsite support and phone software support.

JCS Computer Resources has been providing quality support and training since 1988 and has been named Peachtree Authorized Resource Center and platinum partner for 12 years in a row.