

# Archive Company Data without Performing Year End.

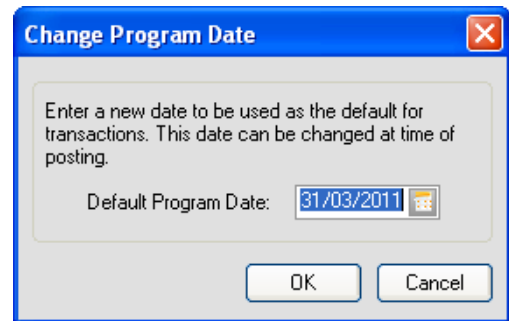
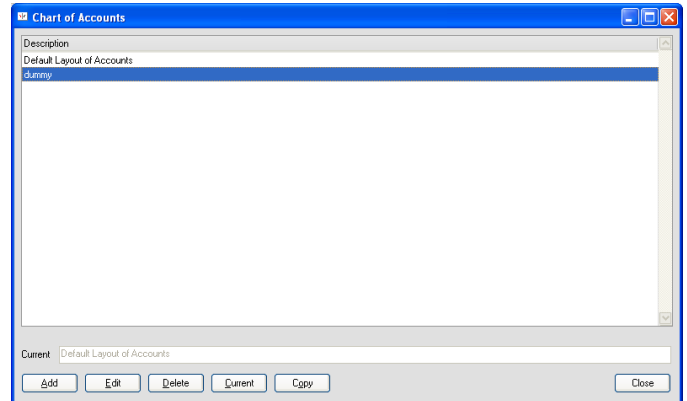


1. Run File Maintenance Check Data

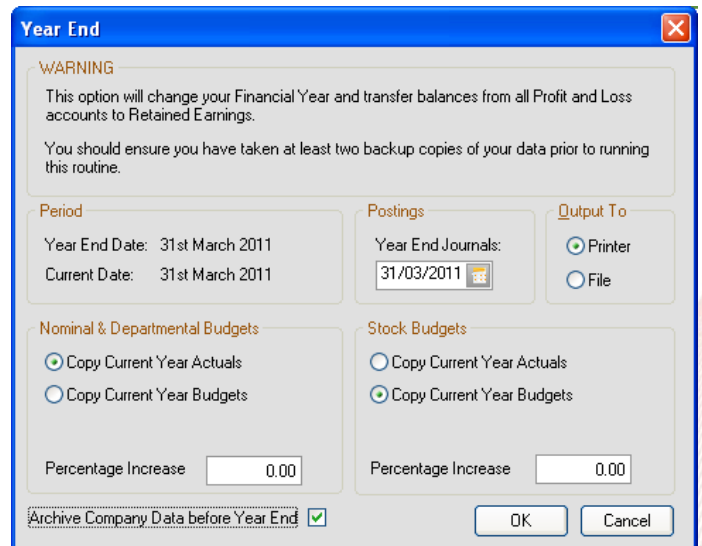
Note:

Ensure you have taken a data only back up.

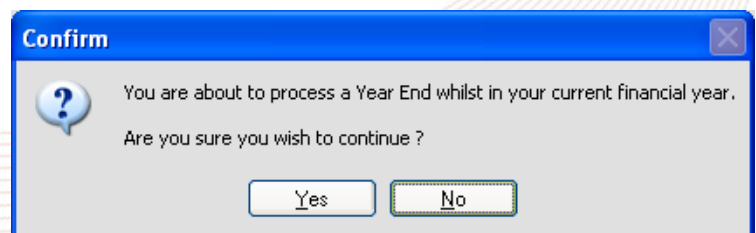
2. Create New Blank Chart Of Accounts.
3. Change System Date to Current Year End Date. Setting/Change Program Date
4. Run Year End
5. Select Tools Period End | Year End



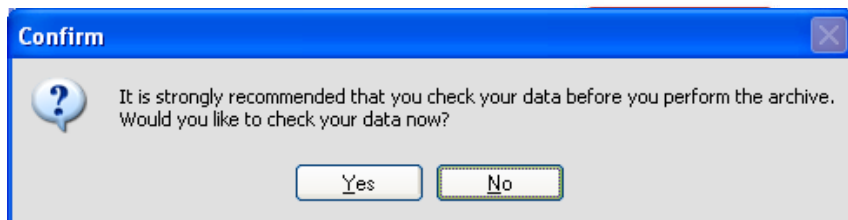
6. Select Archive Company Data Before Year End



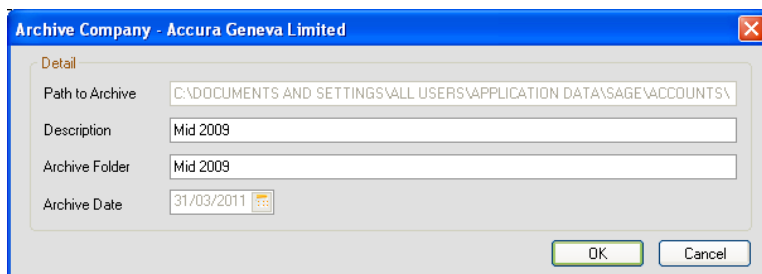
7. Select **Yes** To Warning Below



8. Select **NO** to warning (as Check Data has already been performed)

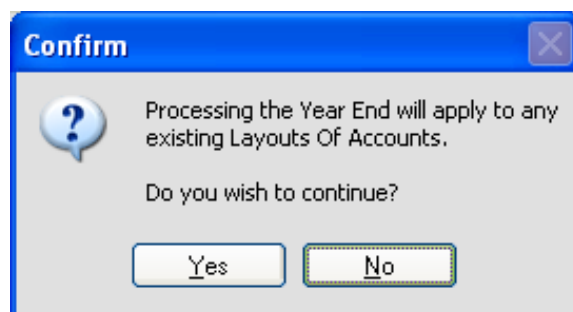


9. Rename Archive Description as MID 2009  
Rename Archive Folder as Mid 2009



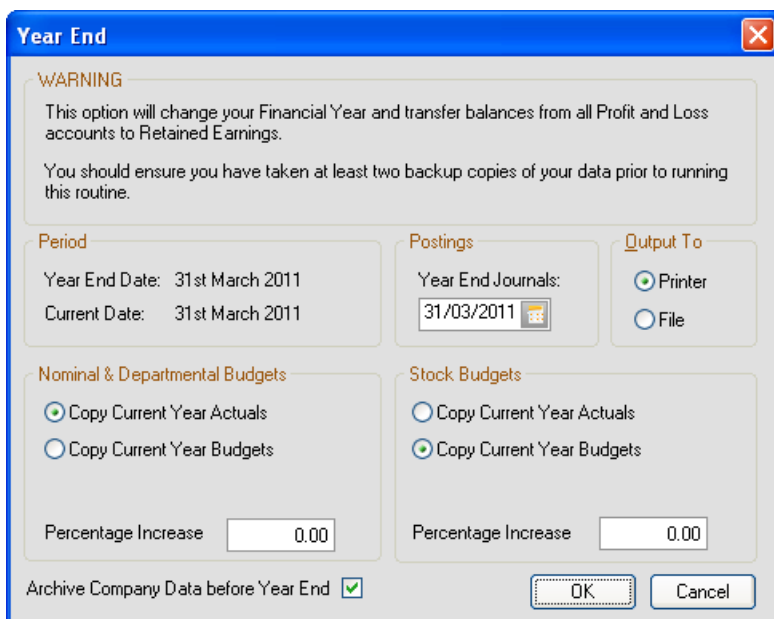
10. Select OK. The company data will be Archived

11. Select OK to accept Company Archive has been taken.



12. Click **NO** to this warning Message. This will end the year end procedure without performing a Year End.

13. Select Cancel.



14. Change Program data Back to Todays Date

