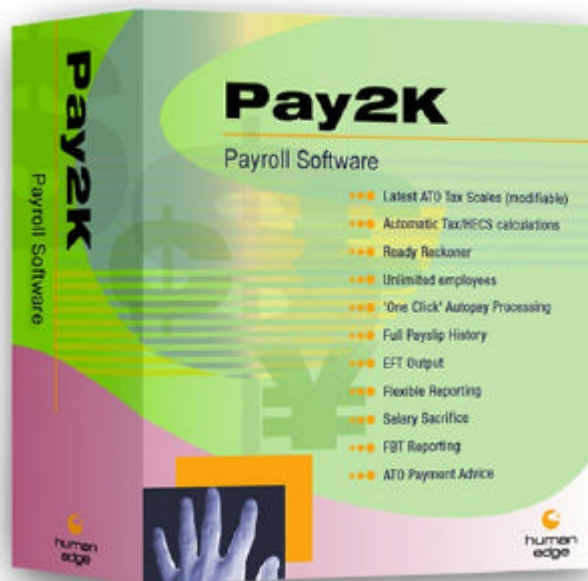


Pay2K



The Payroll Package with
Attitude and Aptitude

Backup and Restore User Guide



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Updated June 2006
Screen Images from version 1.00.390

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Pay Processing - Backup and Restore

Overview

Introduction

Backing up your files in Pay2K is vital. In the event that you discover an error after the payroll update is run it will provide a quick way for you to restore, to the point prior to the update and allows you to make the appropriate adjustments. Pay2k includes a facility to backup a copy of your database to hard disk.

This section deals with the backups you create as part of your payroll processing and how to restore these backups. These backups are not used to look back at past information

Creating a backup to take offsite and the End of Year backup are different and are covered in their own sections.

Contents

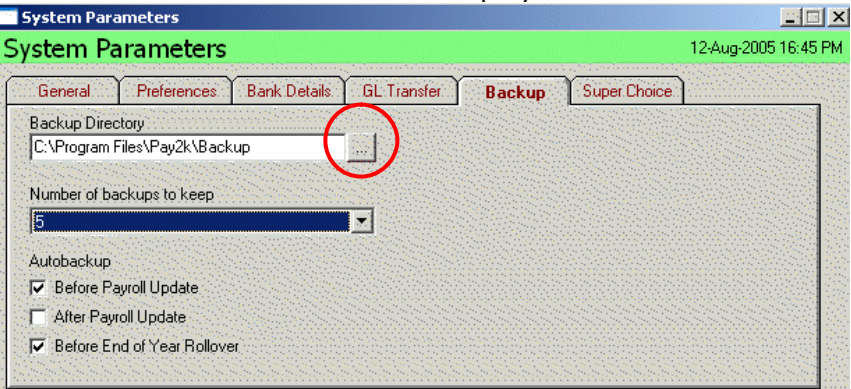

This section contains the following topics:

Topic	See Page
Backup Settings	3
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Backup Settings

Introduction The **BACKUP** tab in **SYSTEM PARAMETERS** controls the details of where the backup files are saved to and the number of backup copies to retain.

Step By Step Follow the steps in the table below to enter the backup settings.

Step	Action
1.	Select MAINTENANCE ► SYSTEM PARAMETERS .
2.	Select the BACKUP tab. Result: The BACKUP tab will be displayed. 
3.	By default the Backup Directory is set to a folder underneath the Pay2k Program folder. To change the backup location click on the  browse button and select a folder. Result: The BROWSE FOR FOLDER form will open.
4.	Select the folder and click on OK .
5.	Set the NUMBER OF BACKUPS TO KEEP . Once this number of backup copies is passed you will be asked if you want to delete the oldest backup copy.
6.	AUTOBACKUP Sets when a backup is to be automatically run. <ul style="list-style-type: none"> • Before Payroll Update. • After Payroll Update. • Before End of Year Rollover. Tick the option(s) to run.
7.	Select SAVE , on the tool bar.

Running the Backup

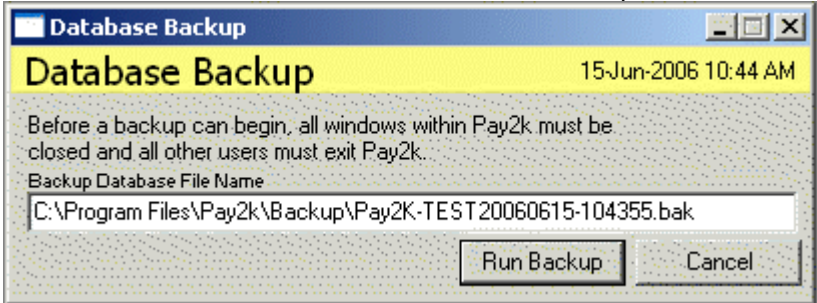
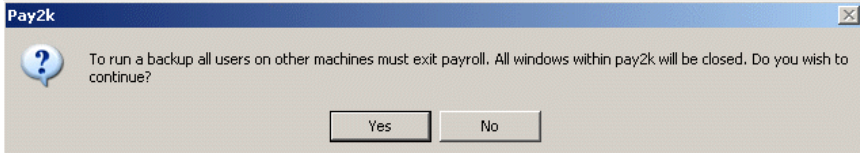
Introduction The Pay Processing backups can be run manually or can be set to automatically run as part of the Payroll Update process.

The option to automatically run the backup during the Payroll Update is set on the Backup tab in System Parameters. Refer to the section 'Backup Setup' for details.

Both options are covered below.

Manual Backup

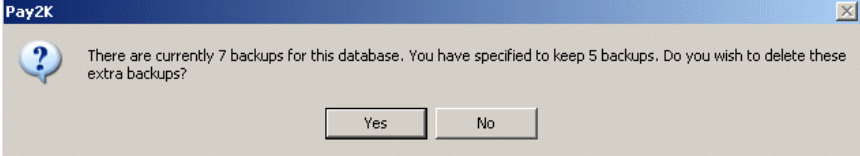
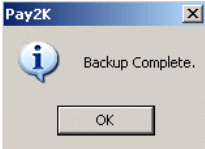
Follow the steps in the table below to run a manual backup.

Step	Action
1.	Select FILE from the menu bar.
2.	Select BACKUP DATABASE . Result: The DATABASE BACKUP form will open.  The location for the backup is determined by the setting in system parameters refer to "Backup Setup". The file name cannot be changed, it requires a set format.
3.	Select RUN BACKUP . Result: A message asking you to ensure everyone is out of the Pay2k database. 

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Running the Backup, Continued

Manual Backup (continued)

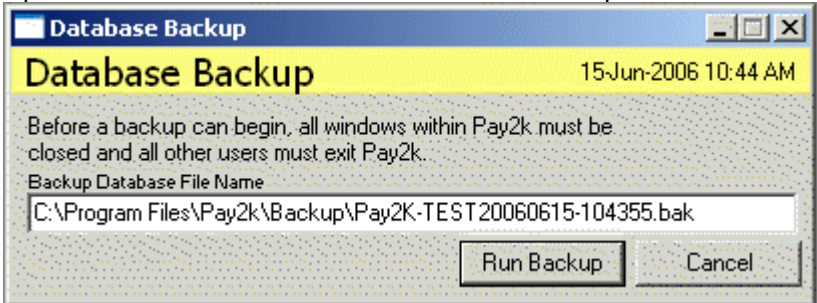
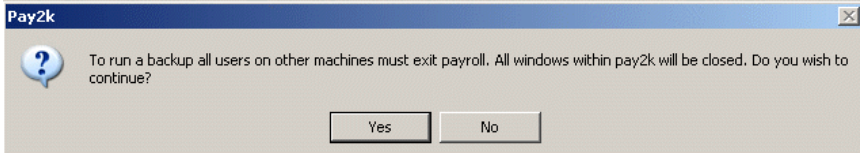
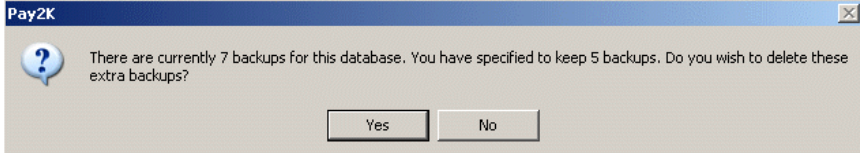
Step	Action
4.	<p>Select YES, when everyone is out of Pay2k.</p> <p>Result: If the number of backups you have is greater than the number you have specified to keep you will be asked do you want to remove the older backups.</p>  <p>Note: The number of backups to be kept is determined by how you set the 'Number of backups to keep' field during the backup setup.</p>
5.	<p>Select YES – The older backups will be deleted.</p> <p>NO – The older backups will be kept.</p> <p>Result: A backup complete message will be displayed</p> 
6.	<p>Select OK.</p> <p>Result: You will be returned to the Database Backup form.</p>
7.	<p>Select CLOSE.</p> <p>Result: The Database Backup form will close.</p>

Continued on next page

Running the Backup, Continued

Automatic Backup

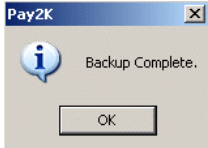
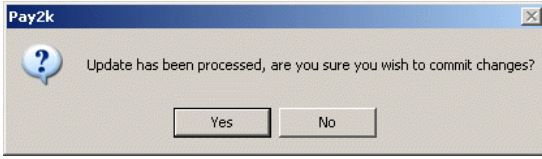
Follow the steps in the table below for the automatic backup that will run as part of the Payroll Update process.

Step	Action
1.	Select PAYROLL from the menu bar.
2.	Select PAYROLL UPDATE from the menu. Result: The PAYROLL UPDATE form will open.
3.	Click on RUN UPDATE , when you are ready to update the pay. Result: If the backup is set to run automatically Before Payroll Update the DATABASE BACKUP form will open.  The location for the backup is determined by the setting in system parameters refer to "Backup Setup". The file name cannot be changed, it requires a set format.
4.	Select RUN BACKUP . Result: A message asking you to ensure everyone is out of the Pay2k database. 
5.	Select YES , when everyone is out of Pay2k. Result: If the number of backups you have is greater than the number you have specified to keep you will be asked do you want to remove the older backups.  Note: The number of backups to be kept is determined by how you set the 'Number of backups to keep' field during the backup setup.

Continued on next page

Running the Backup, Continued

Automatic Backup (continued)

Step	Action
6.	<p>Select YES – The older backups will be deleted.</p> <p>NO – The older backups will be kept.</p> <p>Result: A backup complete message will be displayed.</p> 
7.	Select OK .
8.	<p>The Payroll Update process will run and you will be asked if you wish to commit the changes?</p>  <p>Select:</p> <p>YES - to update the pay information.</p> <p>NO - to leave the pay information unchanged.</p> <p>Result: If the backup is set to run automatically After Payroll Update the Database Backup form will open. Repeat steps 4 to 7.</p>
9.	CLOSE the Payroll Update form.

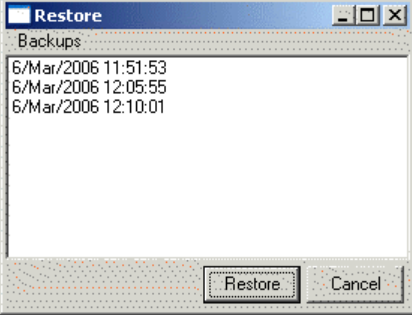
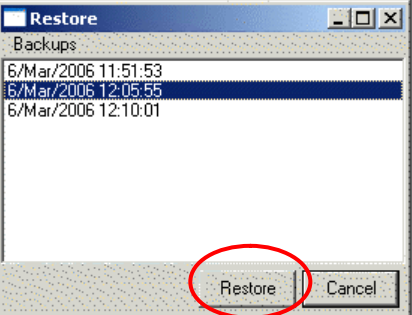
Restore

Introduction The **RESTORE** option lets you easily restore a backup of Pay2K.

The backups are run as part of the payroll processing and are stored in the location you have specified in your system parameter settings in Pay2K. These backups are separate from your End of Tax Year backups.

WARNING Restoring the database will overwrite your existing database and you will lose the information it contains. Be sure this is what you want to do before proceeding with these instructions.

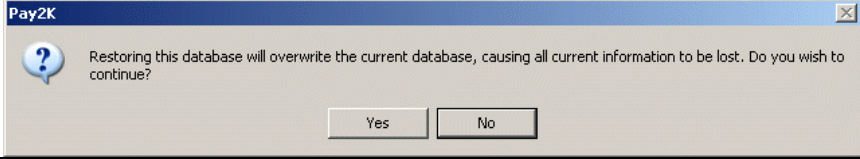
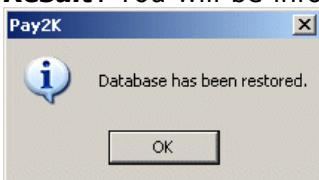
Step by Step Follow the steps in the table below to restore the Pay2k database.

Step	Action
1.	<p>Select FILE ▶ RESTORE DATABASE.</p> <p>Result: A RESTORE form will open listing your backups by the date and time the backup was run.</p> 
2.	<p>Select the backup to restore by clicking on it.</p> <p>Result: The backup selected will be highlighted on screen.</p> 

Continued on next page

Restore, Continued

Step by Step (continued)

Step	Action
3.	<p>Click on the RESTORE button on the bottom right of the form.</p> <p>Result: You will be prompted to ensure this is what you want to do.</p> 
4.	<p>Select YES</p> <p>Result: You will be informed when the restore is complete.</p> 
5.	<p>Select OK.</p> <p>Result: The restore form will close and you will be in the restored database.</p>

Off Site Backup

Overview

Introduction

You need to do an Off Site Backup in case of hardware failure or damage to the premises which would result in the database being destroyed.

You need to do a full backup of your current Pay2k database and all your End of Tax Year databases on to a removable disk that can be taken offsite Eg Tape, Zip disk, Memory Stick etc. using backup software or by copying the Pay2k databases.

Contents

This section contains the following topics:

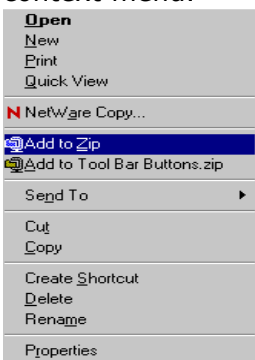
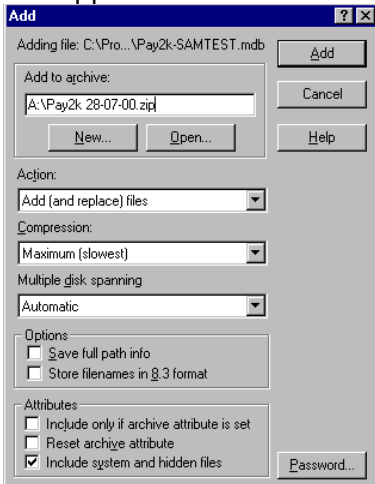
Topic	See Page
Off Site Backup File	11

Off Site Backup File

Introduction One way of creating a backup to take offsite is listed here. There are other methods.

Note: The instructions below list zipping the database to a floppy disk. You could use a zip disk, memory stick, CD or any other media that you can record the information on that can be removed from the computer.

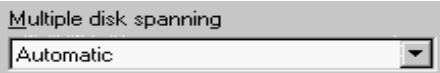
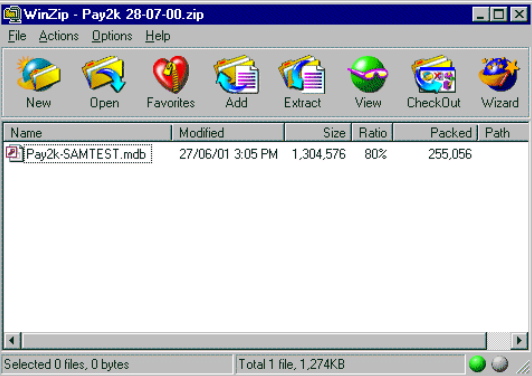
Step By Step Follow the steps in the table below to make an offsite backup.

Step	Action
1.	Go to the Start menu and open Windows Explorer and change to the c:\program files\pay2k\data folder.
2.	Right click on the pay2k-samtest.mdb file to display the context menu. 
3.	Choose "Add to Zip" from the context menu and the Add screen will appear. 

Continued on next page

Off Site Backup File, Continued

Step By Step (continued)

Step	Action
4.	In the Add screen that appears type the name of the Zip file. (A:\Pay2k 28-07-00. zip) in the Add to Archive field. Note: It is a good idea to include the date of the backup in the name of the Zip file.
5.	In the Multiple Disk Spanning field choose automatic from the dropdown list. This ensures that if the zip file created is too big to fit on one floppy disk, then the program will automatically ask for a second disk. 
6.	Click the Add button. Note: If the disk fills while adding files, a message will prompt you to insert another disk. If prompted, insert another disk and click the OK button.
7.	The name of the file you have added will now appear in the Winzip window. 
8.	For additional information on Winzip refer to the Tips & Tricks document Using Winzip and the Help area of the Winzip program.

End of Year Backups

Overview

Introduction The End of Year Backup is a copy of your Pay2k database that you access to check information for employees who left during that tax year, print reports for that tax year, reprint payment summaries, and recreate the ATO payment summary file if requested to do so by the ATO.

The End of Year Backup is in a different format to the Pay Processing Backups. It is a copy of your Pay2k database that you can open in Pay2k to access your historical pay information.

The End of Year backups are:

- saved to the same folder on the computer as your live Pay2k database.
- not linked to the Restore Database function.
- not removed as part of the backups to keep function; this only applies to the pay processing backups.

You need to create an End of Year backup copy of Pay2k at the end of each Tax Year.

Contents This section contains the following topics:

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Opening an End of Year Backup	15

End of Year Backup

Introduction At the End of the Tax year you need to make a copy of the Pay2k database before you close the Tax year.

You need the End of Year database to enable you to run reports for that tax year, check information on employees who left during that tax year and to rerun the payment summary information if the ATO asks you to resubmit your information or an employee asks for a reprint of their payment summary.

The End of Year Backup is run as part of the Close Financial Year Process.

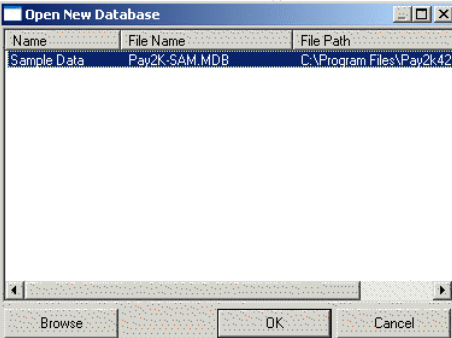

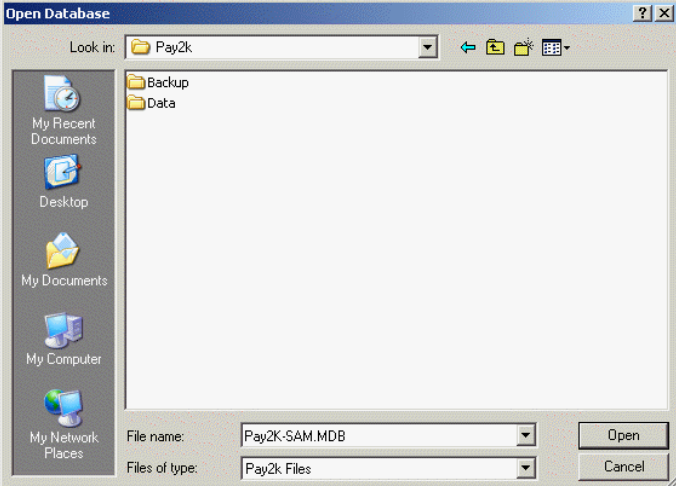
Step By Step Follow the steps in the table below to close the End of Year and create the End of Year backup database.

Step	Action
1.	Select END PERIOD ► CLOSE END OF YEAR .
2.	Select the Date to Keep Employee History From. The default is to keep all history.
3.	Set the Backup database filename to Pay2k-June 2006 EOY.mdb Note: File name convention. Pay2k – is required at the start of the file name for the Pay2k program to display the file when you go to File ► Open to select this database. June 2006 EOY indicates this is the End of Year Database for June 2006, each year ensure the year value is set to reflect the tax year being closed. This naming convention makes it easy to identify which Tax year the database is for. .mdb is the file extension.
4.	Select OK . Result: The End of Year backup will be created and the Tax Year will be closed in Pay2k.

Opening an End of Year Database

Introduction To access pay information on employees who left in previous tax years and to run reports for previous tax years you need to open the Pay2k End of Year database for the tax year concerned.

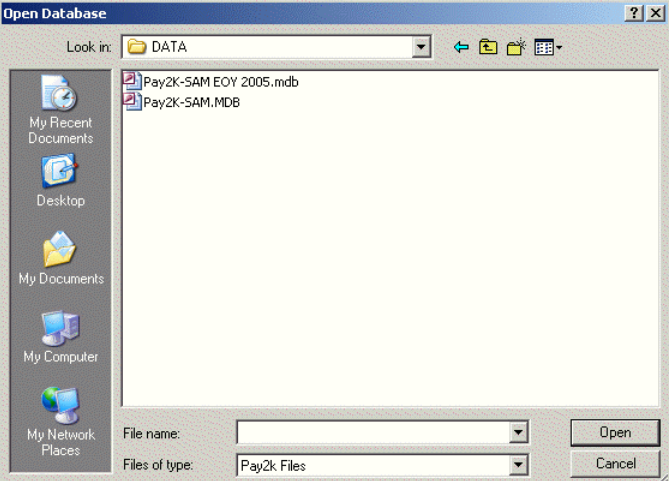
Step By Step Follow the steps in the table below to open an End of Year database.

Step	Action
1.	<p>Select FILE on the main menu and click OPEN.</p> <p>Result: The OPEN NEW DATABASE screen will appear.</p> 
2.	<p>Click the  button.</p> <p>Result: The OPEN DATABASE screen will appear and display a list of folders.</p> 
3.	<p>If it has not displayed a list of folders, use the LOOK IN drop down list at the top of the OPEN DATABASE screen and go to c:\program files\Pay2k\data, or the folder you have nominated as your Pay2k data directory.</p>

Continued on next page

Opening an End of Year Database, Continued

Step By Step (continued)

Step	Action
4.	<p>Double click on the Data folder to display a list of database files.</p> <p>Result: The End of Year backups will be listed in the folder.</p> 
5.	<p>Select the required End of Year backup and press OPEN.</p> <p>Result: Pay2K will open the End of Year database and a Login form will be displayed.</p>