

Sage Classic / Premier Payroll

How to make a Data Backup for all companies

Summary

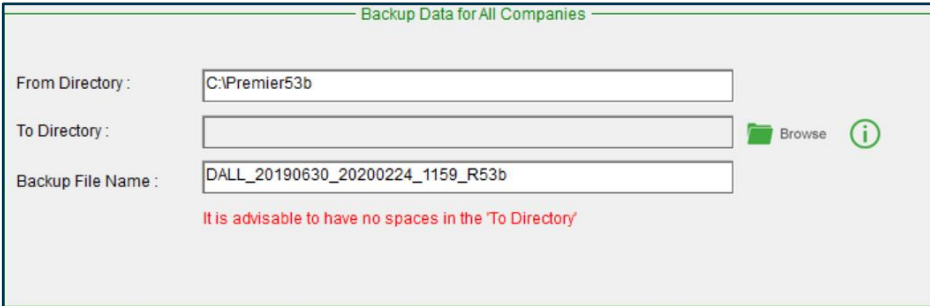
You need assistance to make a backup for all companies in the directory

Description

Data Files for all your companies (in your system directory) are backed up. This option may be used for regular backups. This option is ideal for keeping backups for all companies together and recommended if you are using a Flexi General Ledger when licensed for the General Ledger Module, or if you are licensed for the Employment Equity or Skills Development Modules.

Resolution

- From the main screen of the company go to Utilities>Backup>Data for all companies



Backup Data for All Companies

From Directory : C:\Premier53b

To Directory : Browse ⓘ

Backup File Name : DALL_20190630_20200224_1159_R53b

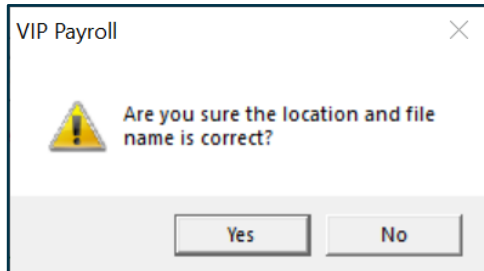
It is advisable to have no spaces in the 'To Directory'

- From Directory:* This will show the location where your system is installed
- To Directory:* If you have not specified a default folder under Company>Miscellaneous>Miscellaneous 3, this will be blank and required you to browse to the folder where you would like to save your backups to. As a safety measure, always browse to the location to ensure it still exists.
- Backup File Name:* The system automatically allocates a name to the backup.
 - DALL – this indicates the backup is for all the companies in the directory
 - 20190630 – that is the period for which you are making the backup
 - 20200224 – that is the date on which the backup was made

- 1159 – that is the time the backup was made
- R53b – that is the Release the backup was when it was made

We do not recommend changing the name of the backups as leaving it in this format will make it easy for you to find it

- Click on Continue and an onscreen message will confirm the location of your backup. To confirm the location just select Yes



- A black DOS screen will appear which indicates the backup process has started
- Do not close the screen or interrupt the process
- An onscreen message will confirm once the backup process has been successful
- Should the backup process fail, follow the resolution guidelines provided [here](#)