

# Sage200c – Backup Procedure

## How to make a Backup



**Take Note:** Availability of backup options will depend on the Licensed Modules

If you make use of Premier HR, ESS, Self Service or Job Management, the 'Data for this Company' Backup option will be disabled.

### Follow the steps below to make a Data Backup:

From Main Menu

Click on **Utilities**

Click on **Backup**

Click on **Data for this Company** OR **Data for All Companies**

- The **From Directory** field will be the Sage 200c VIP directory where the application is installed, e.g. D:\Support\Sage200c
- The Backup will automatically be saved to:
  - C:\Program Files (x86)\Sage\Sage 200c VIP\Site\Web\Documents\<Instance Name>\<Company Number>

board	Organize	New	Open	Select
» This PC » Local Disk (C:) » Program Files (x86) » Sage » Sage 200c VIP » Site » Web » Documents » Payroll				
Name		Date modified		Type
070		2017/12/07 8:57 PM		File folder
090		2017/12/08 7:59 AM		File folder

If you are working in a server environment, the Backups will create on the Server in the folder specified above.

- The Backup will save to the subfolder of the company from which you are making the Backup. The **Backup File name** will default, but may be altered

Example of a default file name: C001\_20120930\_20120925\_1024, where C represents the **Drive Letter** where the current VIP System is located, 001 the **Company Name**, 20120930 the **Period End Date**, 20120925 the **Computer Date** 1024, the **time in hours and minutes**.

## Backup of Data

Backup Data for All Companies

From Directory :

Backup File Name :

**IMPORTANT:** All users must be out of the system before you proceed with the Backup.

In a server environment, the default From Directory will be the directory as defined on the server.  
 To include BIM Sub Folders in the Backup use the 'Data Files and Programs (Incl Sub Folders)' option.  
 The Backup will be saved to C:\Program Files (x86)\Sage\Sage 200c VIP\Site\Web\Documents\<Instance Name>\<Company Number>.  
 Please specify a different file name each pay period to prevent the data from being overwritten.  
 Once the Backup has completed successfully, a Browser Tab will open in your default Browser, displaying Documents for Company XXX. If you want to save the Backup file to an alternative directory, click on the applicable <Download> button.

- Click on **<Continue>**
- A **Backup SUCCESSFUL** message will be displayed if the backup has been successful. Click on **<OK>**



- A **Backup FAILED** message will be displayed if the backup has not been successful. Click on **<OK>** and redo the backup

Check the destination of where the file was created and ensure that the file exists.

**Please note:** All users must be out of the system before you proceed with the backup

Depending on the Type of Backup selected, the File Name will default as follow:

### Data for This Company:

DCoNr\_periodenddate\_computerdate\_time  
 e.g. D001\_20180930\_20180925\_1610

### Data for All Companies:

DALL\_periodenddate\_computerdate\_time  
 e.g. DALL\_20180930\_20180925\_1610

### Data for Selected Companies:

DSEL\_periodenddate\_computerdate\_time  
 e.g. DSEL\_20180930\_20180925\_1610

### Full System Backup:

FULL\_20180930\_20180925\_1610