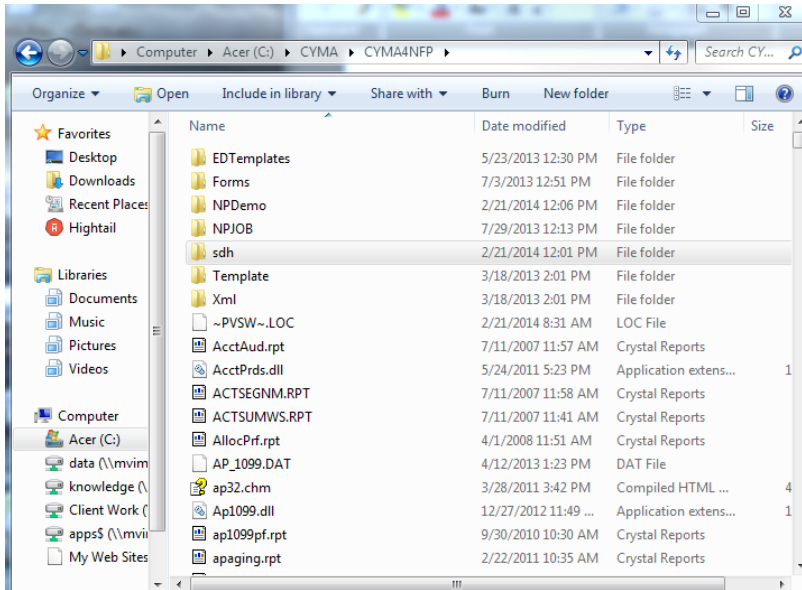


General Ledger Monthly Operations-2



MANUAL COMPANY BACKUP

A manual backup may be made very easily at any time.

1. Make sure all users are logged out of CYMA and any F9 enabled spreadsheets.
2. Browse to your main CYMA installation. Notice the Address above. If the main installation is on the server you will need to path out to the location on the server.
3. Copy the folder that is the same as the **Company ID** that you log into CYMA with.
4. Paste the folder to another location **completely out of the path of the main installation**. A "Backup" folder on the root of your local C drive is often a good location as long as you have space available.