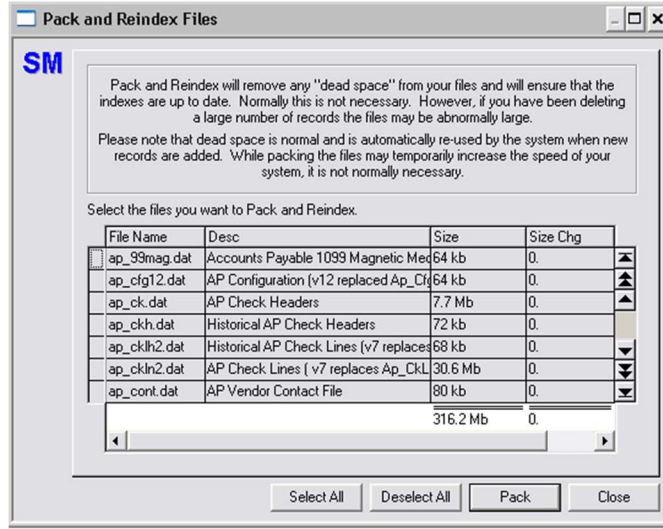
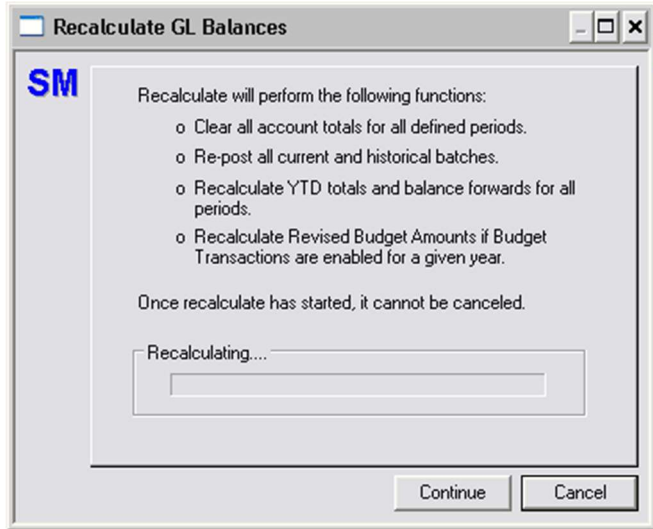


System Manager

Monthly Operations



SYSTEM/UTILITIES

www.multiviewinc.com/cyma-sm-pack-reindex-recalculate

These are three features that will keep your system running clean. Everyone else should be logged out of the system when performing. **Create a backup of your company folder before performing these functions.**

- **Recalculate GL Balances** - Sometimes the server or workstation may shut down or "hiccup" in the middle of a posting process, causing inconsistency in the data files and reports. This operation will strip away all balances and re-post the batches to insure the displayed balances are correct. We recommend performing this operation every few months. **An absolute must before closing your year!**
- **Recalculate Employee Balances** - functions in the same manner but for PR. Helpful if you have been changing W-2 box information in the Employee records.
- **Pack and Reindex Files** - Good idea to run every few months.