

ACCPAC Maintenance Procedures for *ACCPAC*[®] Advantage Series

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Introduction

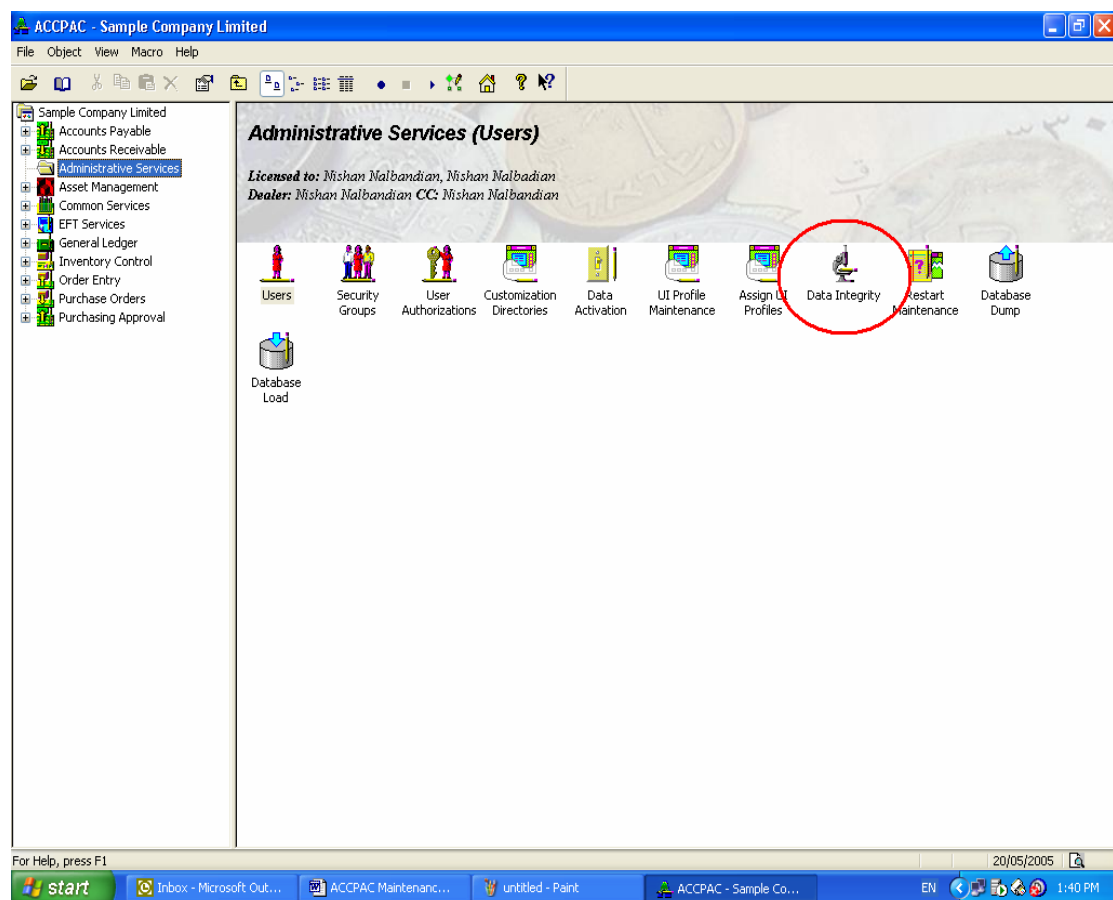
ACCPAC is a modern enterprise strength accounting and finance software package. There are many available modules and different database options. ACCPAC can be deployed in a web browser, configured for client-server and run in a Citrix or Terminal Services environment.

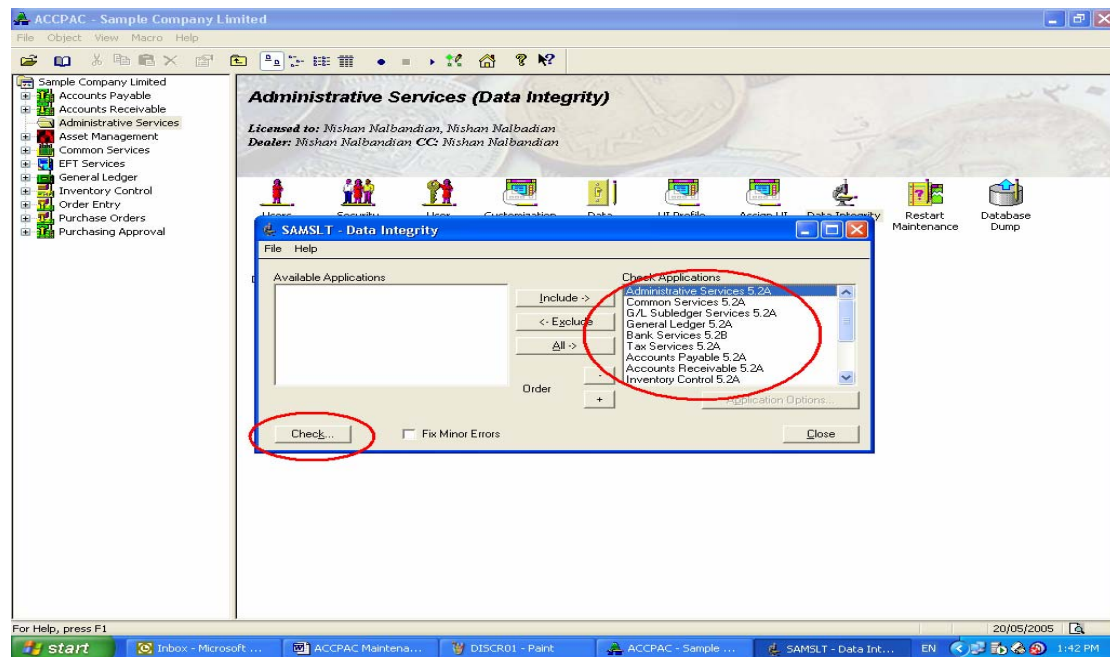
As ACCPAC is a complex modern, software package, there are many things a client can do to maintain the stable operation of the system. Provida has provided a list of maintenance items that can be undertaken by Finance or It staff on a regular basis

If you are in doubt about any of these processes, email helpdesk@provida.com.au or phone 1800 880 069.

Data Integrity Check

Go to Administrative Services and perform the Data Integrity Check at the end of each working week.

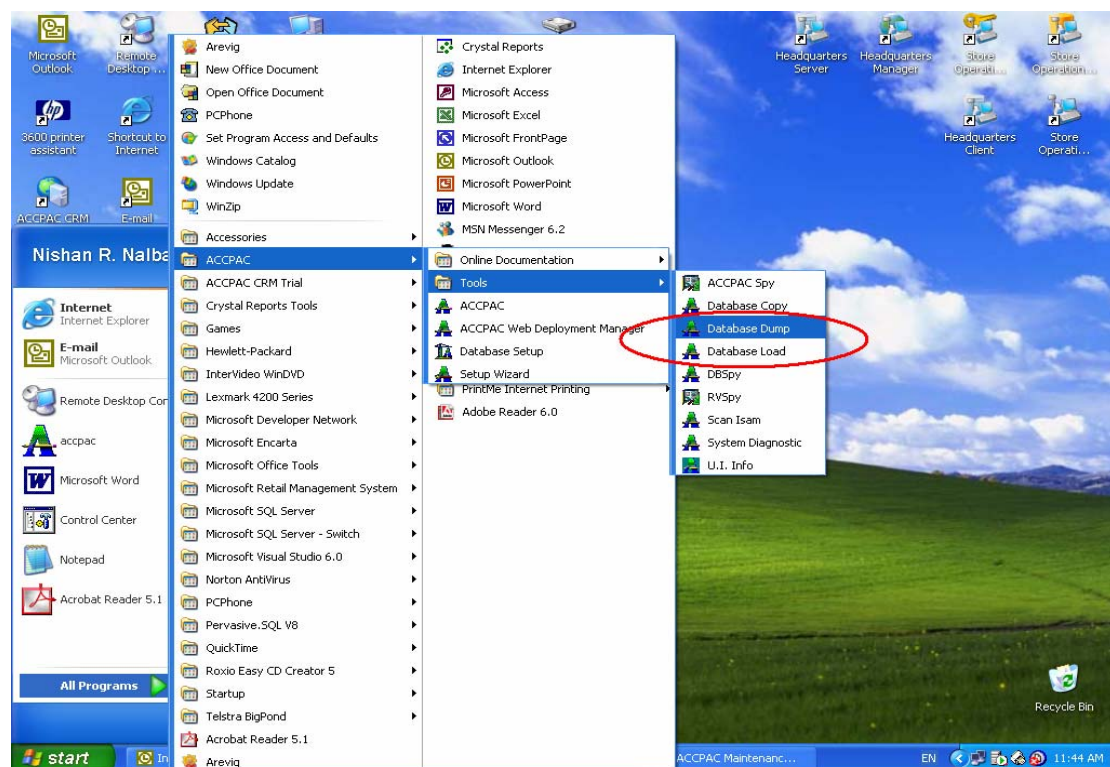


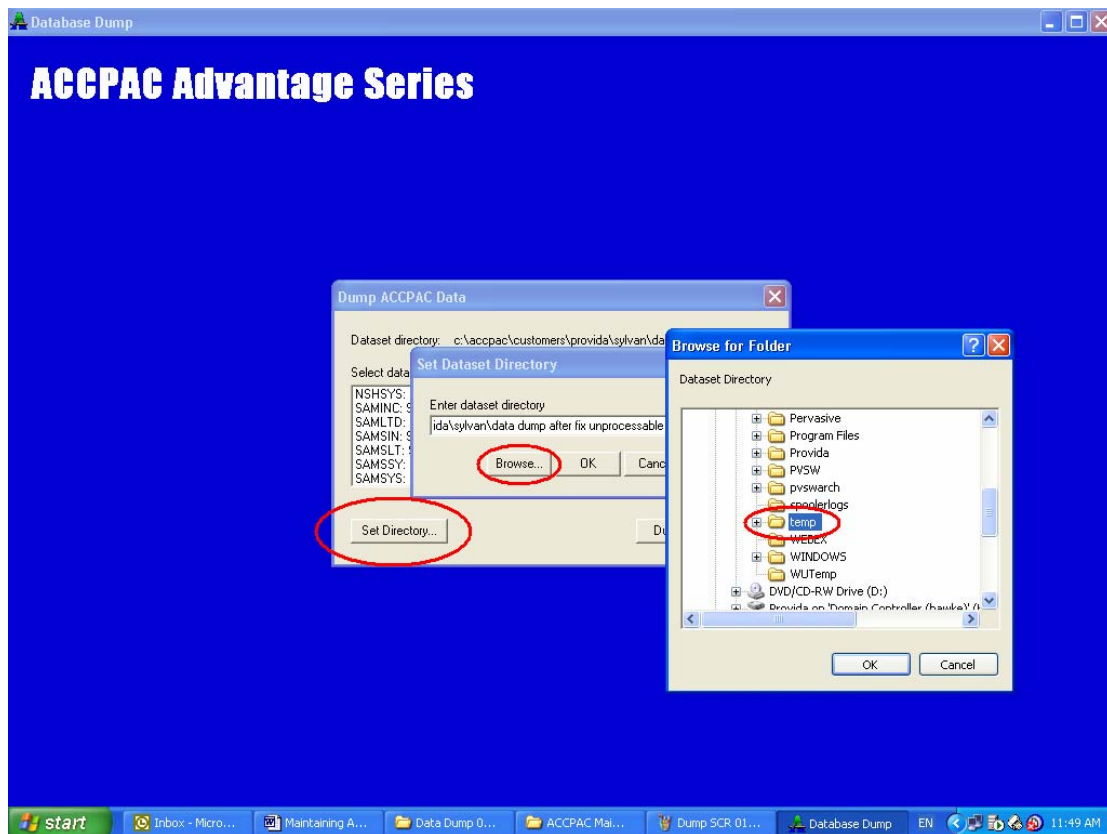
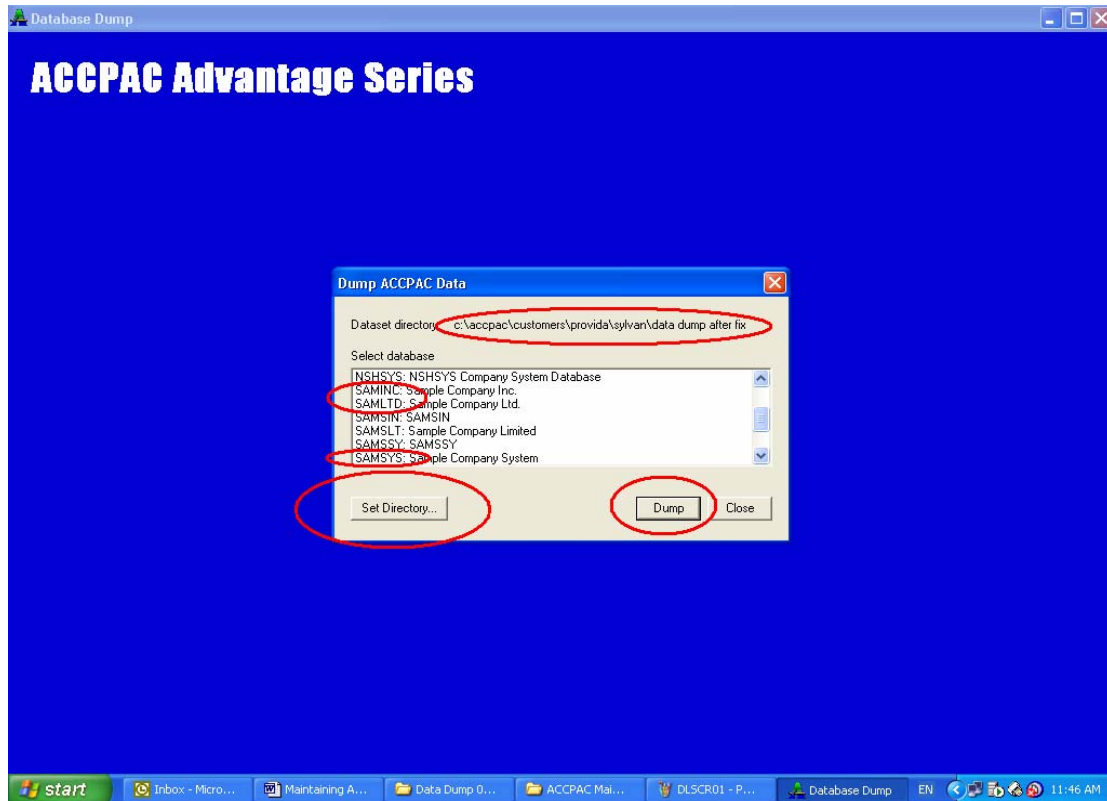


Perform data integrity check before and after year-end. Make sure to keep the printouts.

Data Dump and Data Load *(please note that an ACCPAC Certified Consultant should perform these steps)*

Go to ACCPAC from the Windows Start directory. Select tools. Use Dbdump to dump the data and Dbload to reload the data. This process re-indexes the database tables and refreshes the data dictionary.



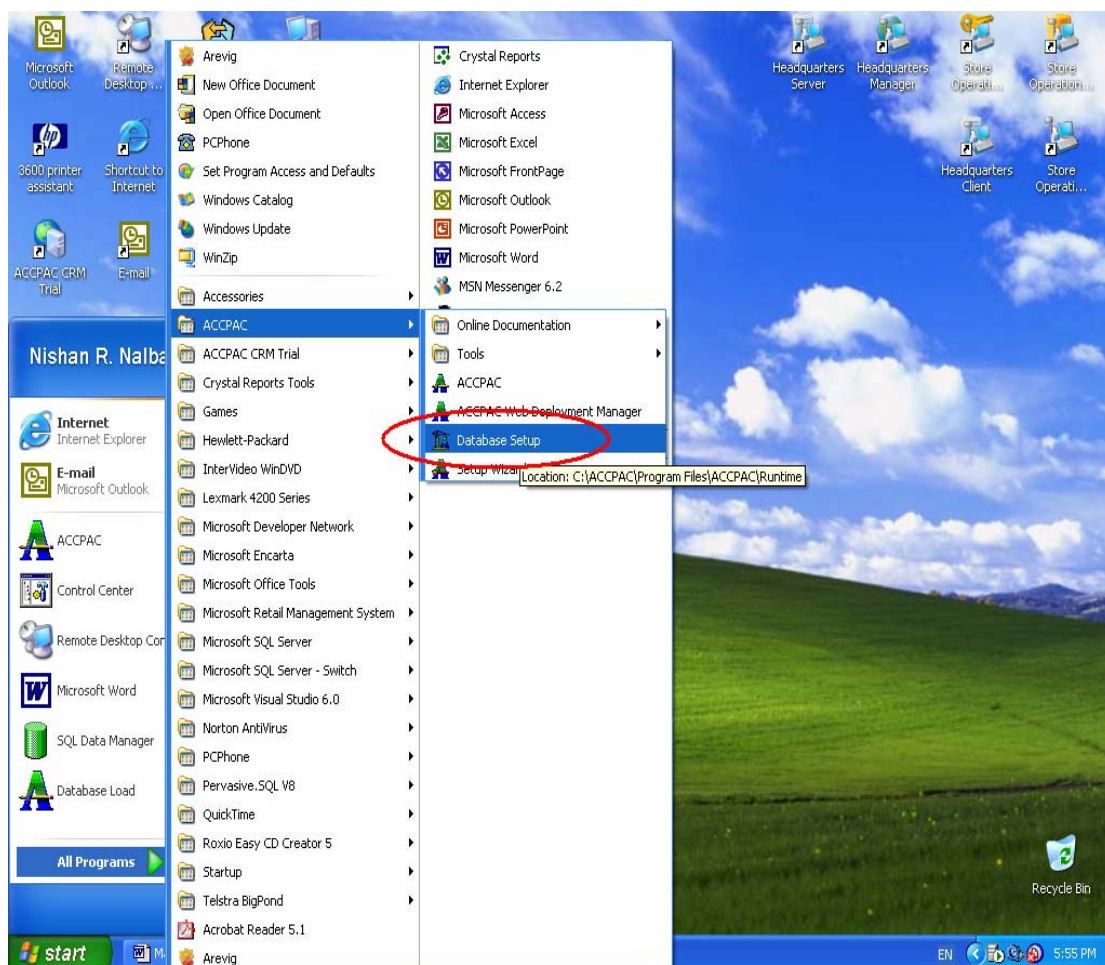


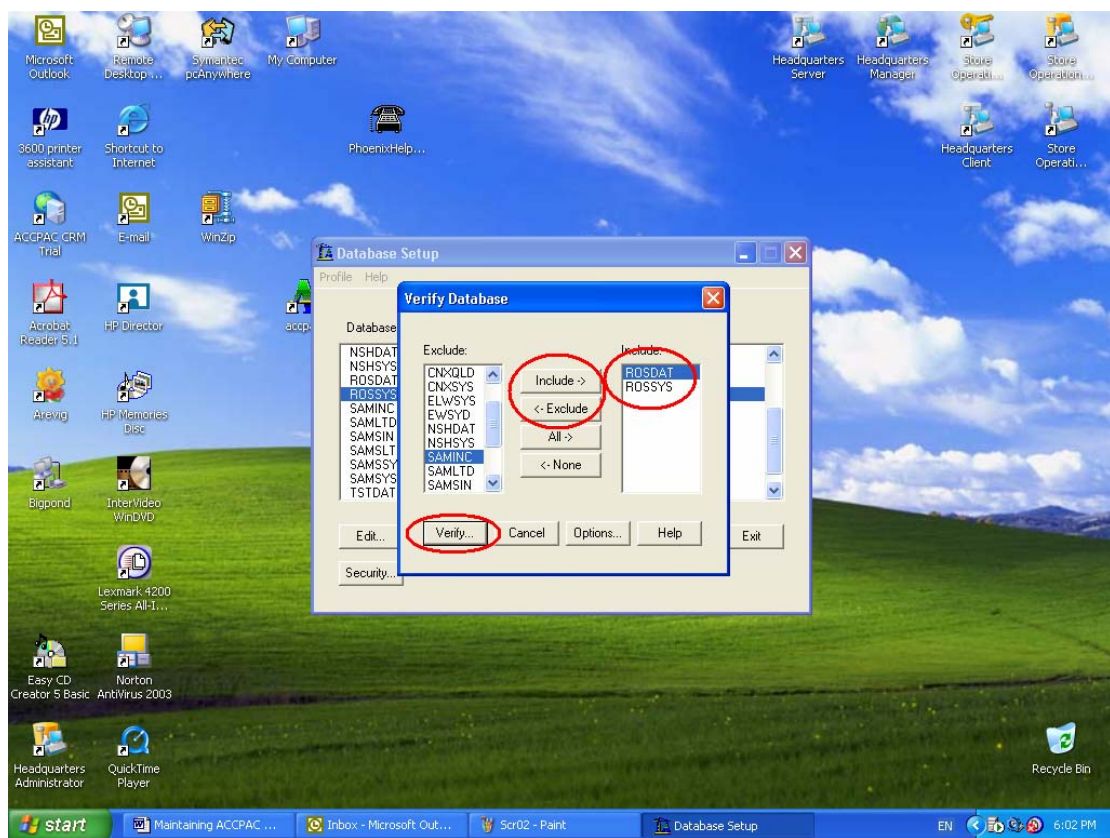
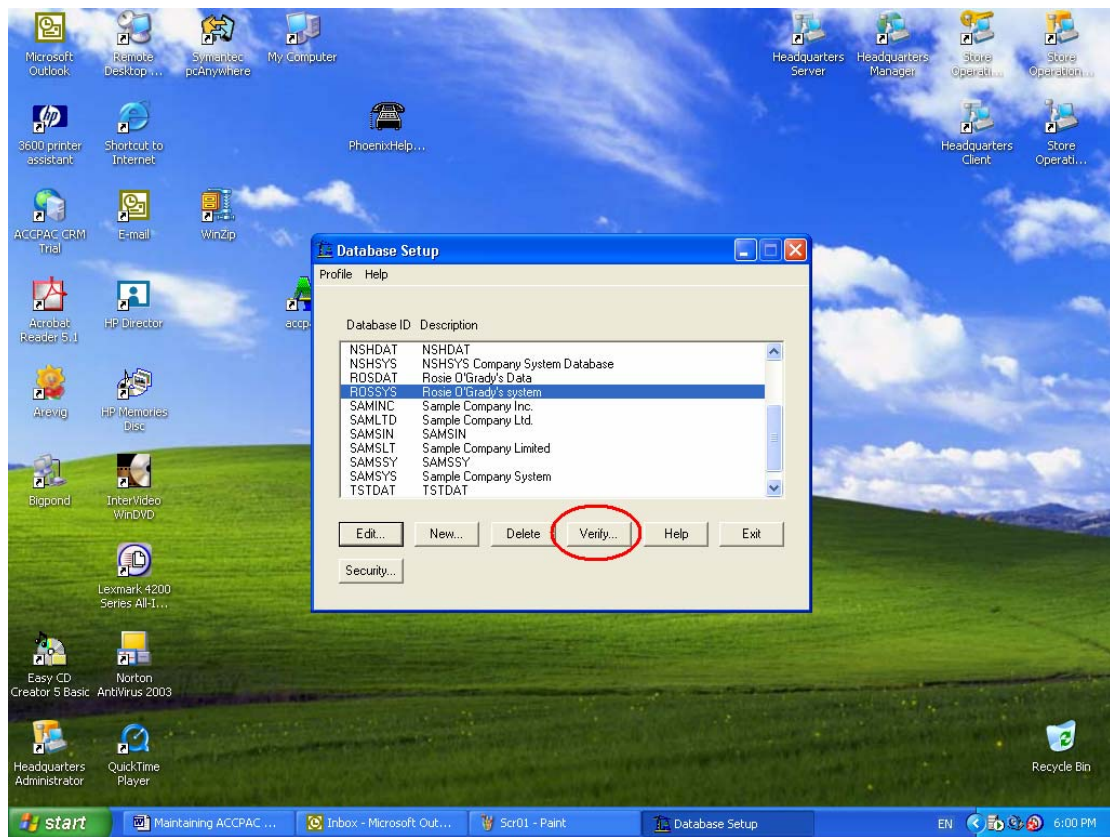
Clear History/Archive

There are various modules that can have some history removed to improve processing speed. These functions can be found under Periodic Processing in each module of ACCPAC. If you are in doubt about whether you should clear history – DON'T.

Verify the Database

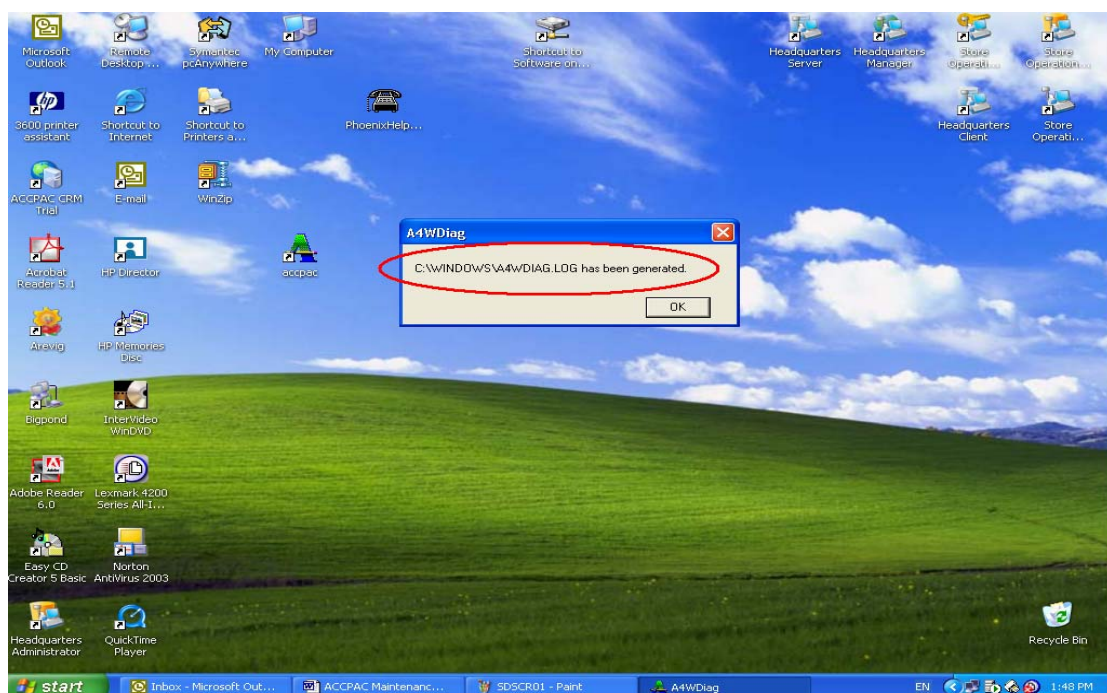
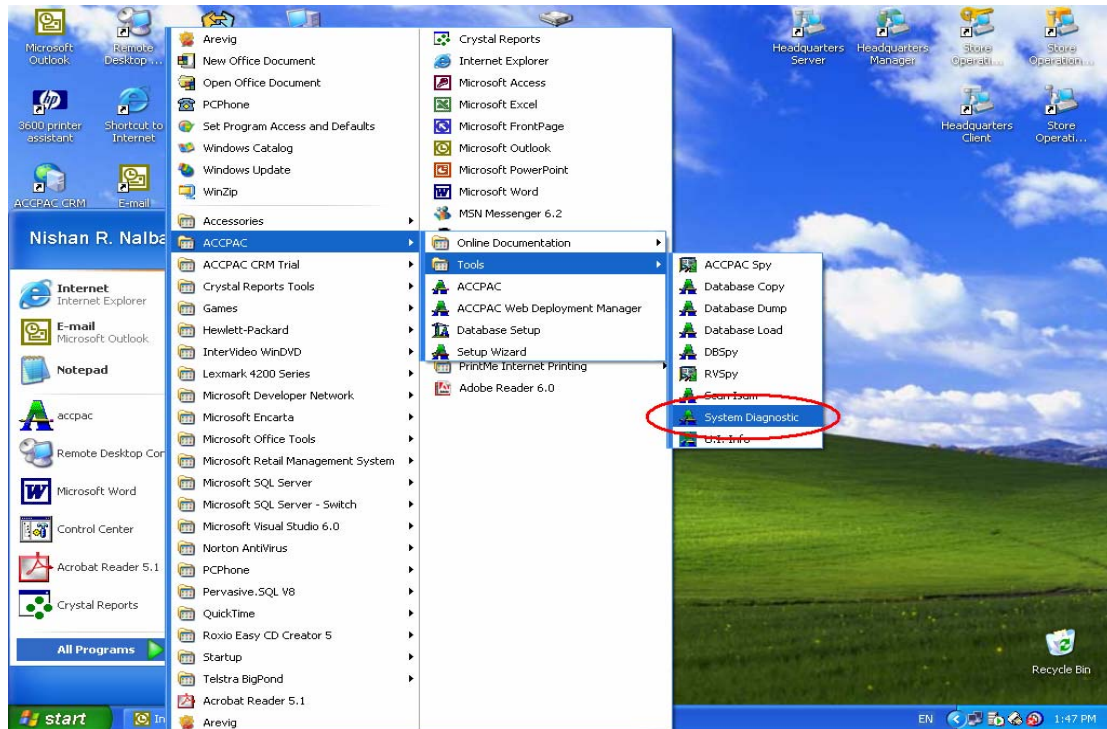
Go to the ACCPAC Database setup and enter the admin password. Click verify and select the database to verify. Click run to start the verify process. This will ensure that the database is structurally sound.





System Diagnostic

Every 3 months you should perform a system diagnostic and email to Provida at helpdesk@provida.com.au. To run the ACCPAC Diagnostic tool, go to the ACCPAC from Windows and Select Tool, System Diagnostic. The utility will create a log file. Note the location of this file and email to Provida. We will provide you with feedback on the general state of your ACCPAC system.



Regular Backup

Every day a backup must be done to ensure that any data loss will be minimal if it is necessary to restore the ACCPAC database from backup.

Other times where it is important to ensure you have a backup:

- Before End of Year (EOY) procedures;
- After EOY – store on CD for safe keeping;
- Before upgrade or any other major system change.

Generally it will be the responsibility of the IT Department to back up the data, but it is also a good idea for the finance department to request a copy of the backup or details on what is being backed up.

The following ACCPAC directories and files should be backed up:

1. ...\\accpac\\site
2. ...\\accpac\\company
3. ...\\accpac\\data
4. ...\\accpac\\users

In the case of MS-SQL, Oracle and DB2, the relevant ACCPAC company databases within the database software should also be backed up.