

AdmiCash – Data maintenance

Basic functions of the data maintenance in AdmiCash

It regularly happens that AdmiCash users manually change the folder structure of AdmiCash data. Given that the recorded accounting data is private, the AdmiCash protects it from any copying. Any changes in the folder structure lead to malfunction and loss of data.

AdmiCash provides all the necessary functions for your data maintenance:

- **Data backup:** The data backup is one of the most important functions of the AdmiCash program. A minimum of effort guarantees your data to be always safe, which means it can easily be restored in case of a technical malfunction.
- **Data transfer:** In AdmiCash you can create a data transfer file and send it directly to your trustee with a few simple steps.
- **Archiving:** With the increase of recorded data, the speed of the program's processes decreases. This is why it makes sense to archive older files.
- **Restoration:** A last-resort solution to save your data is the restoration. The precondition therefore is that a valid data backup has been made in advance.

Important: Always use the provided functions by AdmiCash for the maintenance of your data in order to avoid any loss of data!

Basic functions of data maintenance

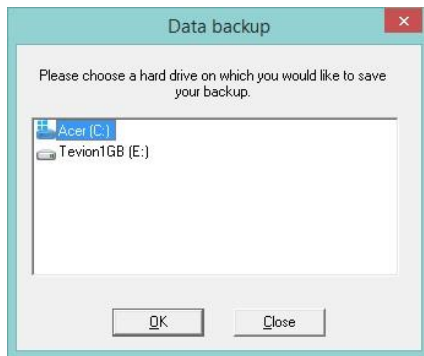
Data backup

The data backup is one of the **most important functions** of AdmiCash. It guarantees your carefully recorded data to be safe anytime. It is very important to save the backup not only on a different drive, but on a **separate physical medium**. Otherwise both of them, the original data set and its backup, are lost in case of a drive malfunction. Before you take any irreversible actions (e.g. archiving), you should **always** create a data backup!

In the company settings you can define a **number of generations from 1 to 9**. Generations avoid that older data backups are automatically overwritten as you create new ones. For example if you realize you made a mistake before the creation of the last data backup, you can just call it's earlier generation and correct the mistake. This option has proven very useful and saves you the work of creating data backups on multiple storage media.

In order to create a data backup, perform the following steps:

- Open the menu **Data maintenance –Data backup**.
- Choose the desired drive for the data backup.



- Click **[OK]** to create the data backup.

Data transfer to trustee

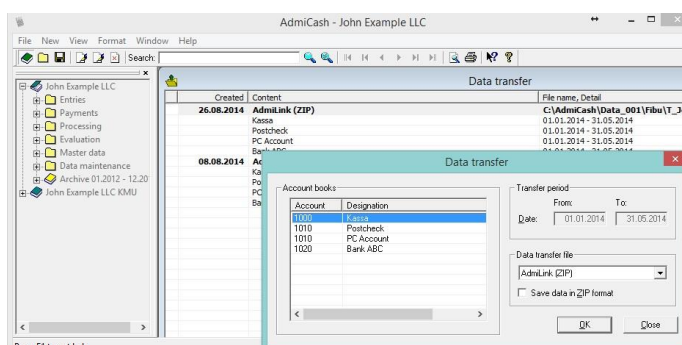
The function “*Data transfer*” enables you to create a transfer file with a few steps and to send it directly to your trustee.

You can enter your trustee’s email address in the company settings on the page **Email**. Therefore close all open files, as well as the company, then open the menu *Company – Company Setup – Edit Company*. Select a company by double-clicking on it and then switch to the index card **Email**, where you can enter your trustee’s email address.

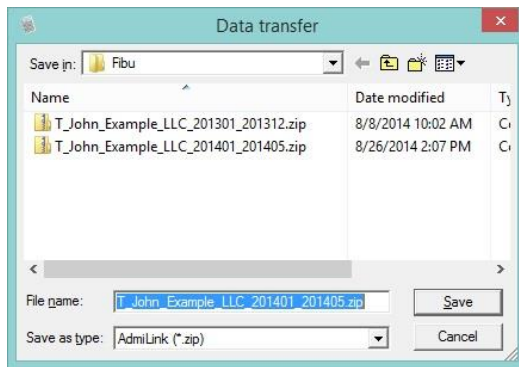
Attention: As soon as they have been transferred, entries within the transfer period **cannot be edited** anymore. Make sure to only send a transfer file when you are a hundred percent sure that the concerned account books are complete.

Perform the following steps to create a transfer file:

- Close all open files.
- Select the menu **Data maintenance – Data transfer**.
- The data view “*Data transfer*” is now displayed.
- Open the menu **Edit – New data transfer**.



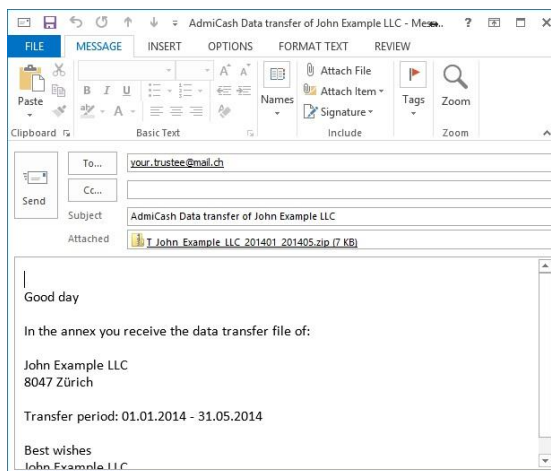
- Enter a transfer period.
- Please **do not modify** the given file name in the dialogue shown below.



- Save the file with [Save].
- In case you want to transfer the file directly, click on [Yes] in order to send it via email to your trustee.



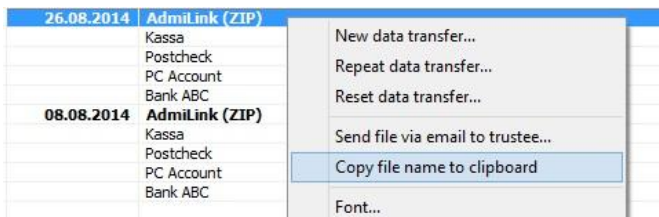
- Your email program is now opened, together with a new email and the attached transfer file. Adapt, if necessary, the given text and send it to your trustee.



In case you don't have any email program installed on your computer you can also send the transfer file via your webmail account (Hotmail, Sunrise, GMX, etc.).

To do so, perform the following steps:

- Select the menu **Data maintenance – Data transfer** in order to open the according data view.
- Right-click on the desired files and choose the position *“Copy file name to clipboard”* from the menu.



- Open your webmail and login to your account. Then create a new email and choose “Attach a file”. Paste the link of your transfer file into the “File name” field by right-clicking on it and choosing the “Paste” position from the menu.
- Confirm the selection with [Open].
- Enter an email text and finally send the email.

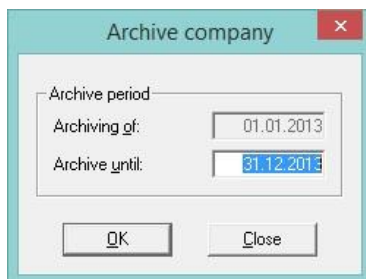
Archiving

With the increase of recorded data, the speed of the program’s processes decreases. This is why it makes sense to archive older files. The archive is then attached to the company and will be saved together with every data backup.

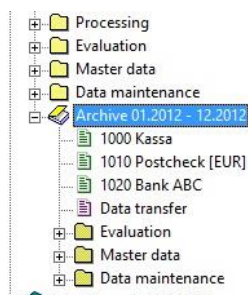
Attention: As soon as data has been moved to the archive, its entries cannot be edited anymore. Although evaluation, VAT invoice and data transfer can be created any time with the archived data.

In order to move data to the archive, perform the following steps:

- Open the menu **Data maintenance – Archive**.



- Define the archiving period in the displayed dialogue.
- Click [OK] to create the archive.
- Answer the security question with [Yes].
- The archive is now attached to the company.

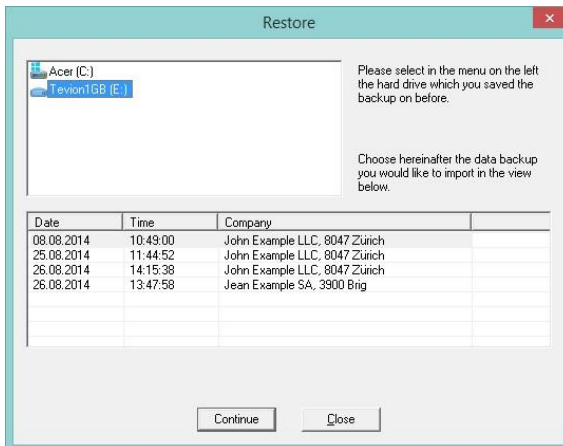


Restoration of data

Via the menu **Data maintenance – Restore** data backups can be imported. Precondition is of course, that a data back has been created in advance. The restoration with copying processes e.g. with the explorer, is not possible. Since the accounting data recorded in AdmiCash is private, the program protects it from any copying.

In order to restore your data, perform the following steps:

- Close all open windows, as well as the company.
- Open the menu **Data maintenance – Restore...**



- Select a data backup from the dataview and click [**Continue**].
- Answer the following security question with [**Yes**] in order to restore your data.

Important: Always use the provided functions by AdmiCash for the data backup and the restoration!