Backups and Compact/Repair Database Accounting and RLSS

GMS has a backup utility available that allows you to easily back up and compact and repair your database. If you're not currently using it, you may download the backup utility from our website. Please call or email the GMS office for the website password and installation instructions.

Once installed, using it is very easy. You start by selecting the database you wish to backup. (This utility works for both the accounting and RLSS databases.) After the database is selected, clicking on the Compact Database button will automatically run the compact and repair. When you compact and repair, the software will remove unused bytes from your database, thereby consuming less space on your computer PLUS it may speed up your processing time. Compact and Repair should be completed at least once per week, but can be done daily. Compact and Repair is performed on Access databases only. A Compact and Repair cannot be run on a SQL database. Your IT person should have a maintenance plan in place for SQL databases. The Backup Database button automatically makes a backup copy of the Access or SQL database in the folder in which the database is located.

It is important to understand that no one can be logged into the GMS database while either of these steps is run from the shortcut on the desktop. Also, please be aware that the backup defaults to the same folder in which the conversion.mdb or rlss.mdb is located. If you want the backup to be on your local hard drive or another location, you will need to browse to that location before clicking on Save. Also, consider security of the drive you are placing the backup in. Your accounting backup will contain all employee and vendor identifying information. RLSS backups contain all loan information. You will want to limit access to these backups.

In addition, it is important that you understand that the automatic backup feature does not replace any other backup procedures such as nightly tapes, burning a cd, copying to a flash drive, etc. For accounting databases, it also **does not replace** the recommended before and after payroll backup process. It is recommended that you continue to follow the Payroll Processing menu, making both the Before Payroll Backup and After Payroll Backup from there.

We cannot emphasize enough the importance and necessity, in addition to performing the compact and repair and backup, **to make certain that another means of backing up is in place.** The backup utility stores a copy of your database in the same location as your current database, unless you have changed the default to an alternate location.

Should you be saving copy of your database to the same drive as your current database and this drive fail, you would not have a backup to restore. In addition, if the drive were to crash, you may not only need to replace the computer, but also then need to recreate the data. This can be a significant loss of staff time. Therefore, it is **imperative** that you are also backing up to an external source and **regularly confirming** that this backup is functioning properly.