Saving a Copy of Your Final Year End Database

After you have completed all year end activity and filed your final reports and BEFORE you roll forward to the new year or archive your database, you can set up a new folder on your network drive called FYxxxx Database. (Replace xxxx with the year of the fiscal year, i.e., FY2016.) To easily view reports from the final YE database folder, you need to also point your ODBC to that folder. To accomplish this, do the following:

If you are using the **Access** version of GMS accounting, follow the instructions below. *If you are using the SQL version of GMS accounting, use the SQL instructions following the Access version instructions.*

Using Windows Explorer, set up a folder called FYxxxx Database. i.e. FYxxxx Database will be used in these instructions. Typically, this folder is set up on the same drive letter as your convert folder.

Copy and paste the conversion.mdb that contains your final year end data into the FYxxxx Database folder.

32 bit computers: go to Control Panel, Administrative Tools, Data Sources (ODBC).

64 bit computers: Find the file called odbcad32.exe. It should be located in the Windows\sysWOW64 folder.

Select the System DSN tab.

Unless you have more than one database or this has been done for prior fiscal years, you should only have Convert listed in this window. Some of you may have previous backups listed also. Click on the Add button.

From the list of drivers, double click on Microsoft Access Driver (*mdb). Once selected it will return you to the ODBC Microsoft Access Setup Form.

In the Data Source Name field, type convert1. (If convert1 already exists, use convert2, convert3, etc. as necessary.)

Click on Select. In the box on the right, click on the drive in which your FYxxxx Database folder exists and double click on it. (This will put conversion.mdb in the screen on the left. Double click on the conversion.mdb. This will put \FYxxxx Database\conversion.mdb in the ODBC Microsoft Access Setup screen to the right of the word Database. If on the F drive it should say F:\FYxxxx Database\conversion.mdb. Click OK.

You will now be back at the System DSN tab and convert1 will be highlighted. Click on OK, close out of the Control Panel and return to the desktop. When you log into the GMS

Accounting System, from the Organization combo box, select GMS1 if your last year's database is set up using convert1. Select GMS2 if you set it up using convert2.

Note: If your agency currently has an IT person on staff, you can ask him or her change the login information on the GMS Accounting System login screen to identify which fiscal year you are logging into. To accomplish this, everyone will need to be logged out of GMS. The IT Person will need to go into your current conversion.mdb file located in your \convert directory. Go into Tables, and locate tblCompanies. Double click to open the table. Once in the table they may see under the Company column GMS1 and GMS2. Depending on which directory you have selected in the process above (convert1 or convert2), you can change GMS1 or GMS2 in this table to FYxxxx. Once the table has been changed, they may exit the table and exit the database. Now when you log into the GMS Accounting System you will see FYxxxx instead of GMS1 or GMS2.

Note: If you have previously used all lines on the table, simply add a new line at the bottom of the table and enter the appropriate information on the blank line.