

Updating Multiple Databases

Part of your Year End procedures may include making a copy of the previous year's database, placing it in a separate folder and point the ODBC setup using convert1 or convert2, etc. This is particularly useful to allow you to go back to a previous fiscal year and generate a report without having to go through the reverse roll forward process. If this is a practice your organization follows, it is **imperative** that as you receive GMS software updates from our office, you follow the update procedure and update all accounting databases you access through the GMS software. This is necessary to help assure you will be generating accurate reports from all fiscal years. This rule also applies if you have purchased additional databases from GMS for multiple companies.