

bakXpress

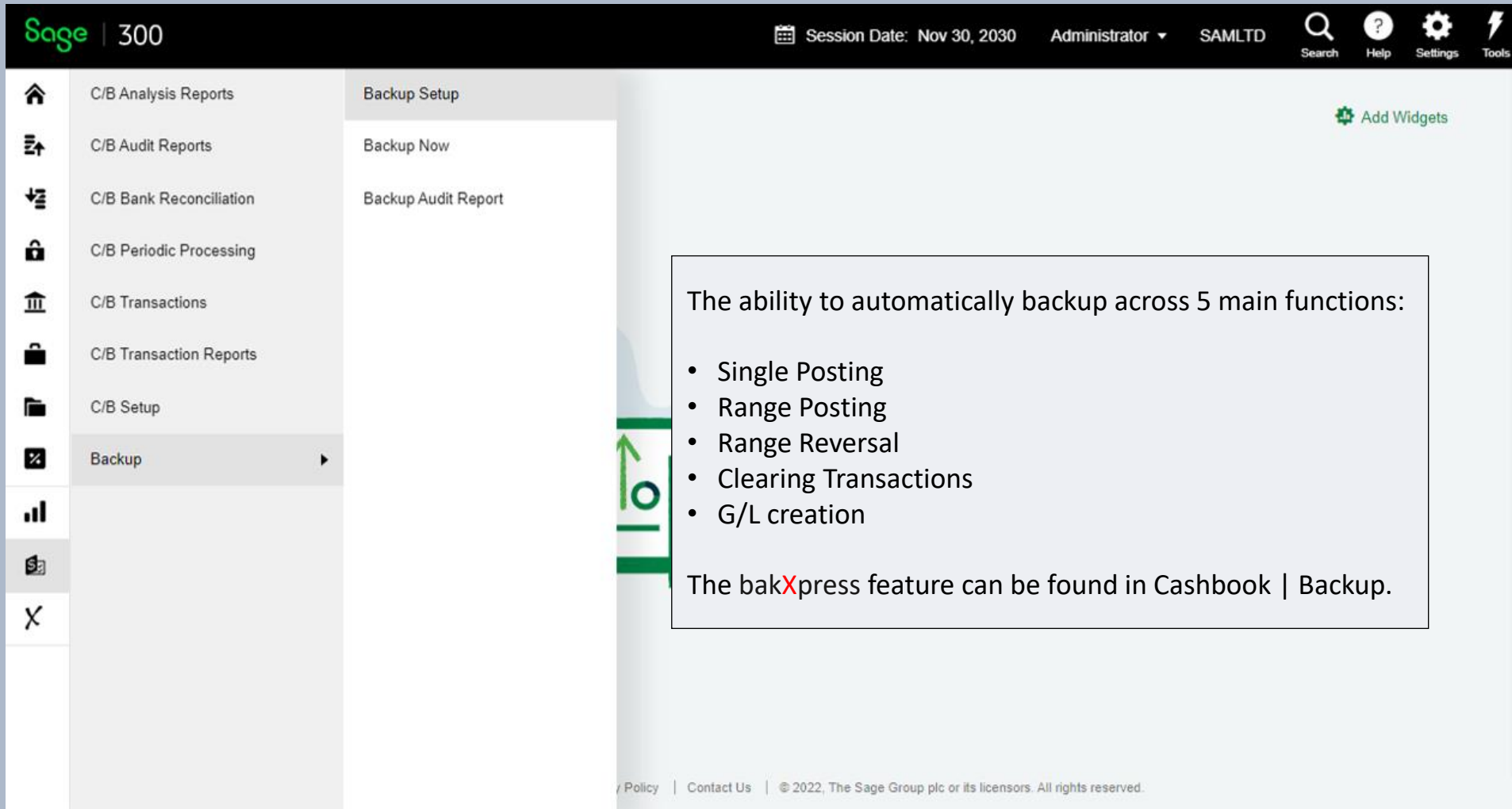
New Product: bakXpress

Products: Cashbook and RecXpress for Cashbook | Web UIs Only

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Backup



The screenshot displays the Sage 300 web application interface. The top navigation bar includes the Sage logo, the version number 300, and session information: Session Date: Nov 30, 2030, Administrator, and SAMLTD. Utility icons for Search, Help, Settings, and Tools are also present. The left sidebar contains a list of menu items: C/B Analysis Reports, C/B Audit Reports, C/B Bank Reconciliation, C/B Periodic Processing, C/B Transactions, C/B Transaction Reports, C/B Setup, Backup, and a bottom section with icons for a bar chart, a document, and a close button. The Backup menu item is highlighted, and a sub-menu is displayed with the following options: Backup Setup, Backup Now, and Backup Audit Report. An 'Add Widgets' button is visible in the top right corner of the main content area. A text box is overlaid on the right side of the interface, containing information about backup capabilities and the location of the bakXpress feature.

The ability to automatically backup across 5 main functions:

- Single Posting
- Range Posting
- Range Reversal
- Clearing Transactions
- G/L creation

The bakXpress feature can be found in Cashbook | Backup.

Backup Setup

User ID: Use the finder to select the User you want to configure the Backup Options for.

Application: Select the application you would like to setup the Backup options for:

- Cashbook
- RecXpress

File Name: Create Backup File Name by user

Backup options can be configured for each major process performed by Cashbook

- Enable automatic Backups
- Enable confirmation before Backup
- Create default description
- Include Posting Sequence in Description
- Include the Batch ID
- Include Batch Description

Note: If any of the options are on for Single or Range Post (Posting Seq, Batch ID, Batch Desc), then the default description is not used.

Sage | 300

Session Date: Nov 30, 2030 Administrator SAMLTD Search Help Settings Tools

Backup : Backup Setup Backup Now Backup Audit Re...

Backup Setup

Options

* Required

User ID: ADMIN Application: Cashbook File Name: SAMLTD.BAK

Edit Columns

Line	Process	Enable	Confirm	Description	Posting Seq	Batch ID	Batch Desc...
1	Single Post	☒	☒	Single-Post	☒	☒	☒
2	Range Post	☒	☒	Range-Post	☒	☒	☒
3	Range Reversal	☒	☒	Range-Reversal-Post	☒		
4	Clear Transactions	☒	☒	Clear-Transactions			
5	Create GL	☒	☒	Create-GL			

Default Description Description Options

Page 1 of 1 1 - 5 of 5 items

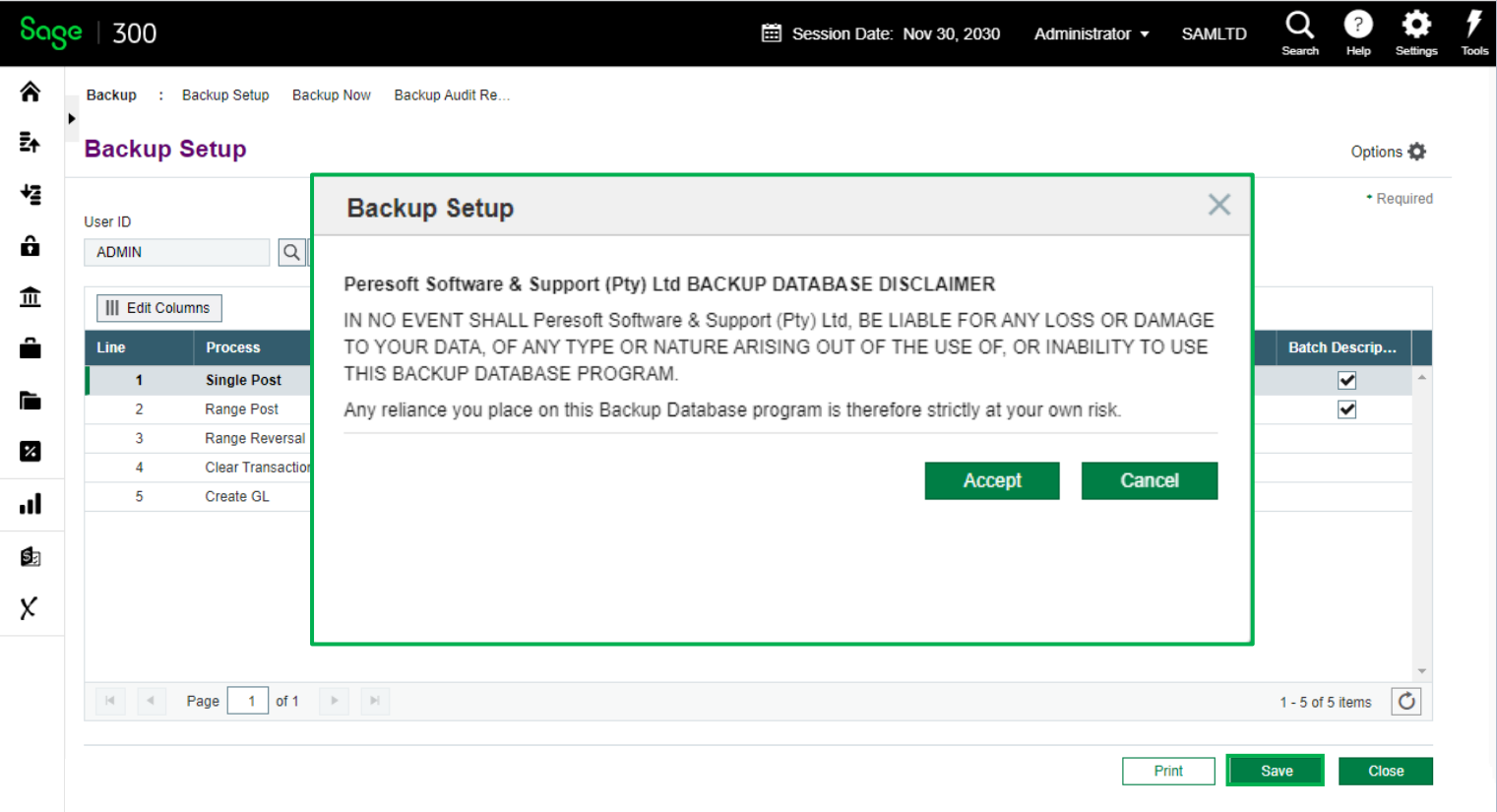
Print Save Close

Backup Setup Database Disclaimer

Once you have configured your Backup Options per User, select the save button. Cashbook will prompt you to read the Peresoft Software & Support (Pty) Ltd BACKUP DATABASE DISCLAIMER.

Any reliance you place on this Backup Database program is strictly at your own risk.

Select the Accept button to agree to the terms set out by Peresoft.



Backup Setup Report

Print the Backup Setup Report showing the options that have been entered.

Date: 2/25/2022 3:16:12PM
Backup Setup (CBBACKUP)
From [ADMIN] to [ZZZZZZZZ]

Sample Company Limited

Page: 1
User: ADMIN

Process	Backup File Name	Auto	Confirm	Description	Posting Seq	Batch ID	Batch Desc.
User: ADMIN Application: CB							
Single Post	SAMLTD	No	Yes	Testing Single Post	Yes	Yes	Yes
Range Post	SAMLTD	No	No	Testing Range Post	Yes	No	Yes
Range Reversal	SAMLTD	No	No	Testing Range Reversal	Yes	No	Yes
Clear Transactions	SAMLTD	No	No	Testing Clear Transactions	No	No	No
Create GL	SAMLTD	No	Yes	Testing Create GL	No	No	No
User: TEST Application: CB							
Single Post	SAMLTD	No	Yes		Yes	Yes	Yes
Range Post	SAMLTD	No	Yes		Yes	Yes	Yes
Range Reversal	SAMLTD	No	Yes		Yes	Yes	Yes
Clear Transactions	SAMLTD	No	Yes		Yes	Yes	Yes
Create GL	SAMLTD	No	Yes		Yes	Yes	Yes

Date: 2/25/2022 3:16:12PM
Backup Setup (CBBACKUP)
User: USER1
Application: CB

Sample Company Limited

Page: 2
User: ADMIN

Single Post	SAMLTD	No	Yes		Yes	Yes	Yes
Range Post	SAMLTD	No	Yes		Yes	Yes	Yes
Range Reversal	SAMLTD	No	Yes		Yes	Yes	Yes
Clear Transactions	SAMLTD	No	Yes		Yes	Yes	Yes
Create GL	SAMLTD	No	Yes		Yes	Yes	Yes

Sage | 300

Session Date: Nov 30, 2030 Administrator SAMLTD Search Help Settings Tools

Backup : Backup Setup Backup Now Backup Audit Re...

Backup Setup Options

User ID Application File Name
ADMIN Cashbook SAMLTD BAK

Edit Columns

Line	Process	Posting Seq	Batch ID	Batch Desc...
1	Single Post	☒	☒	☒
2	Range Post	☒	☒	☒
3	Range Reversal	☒	☒	☒
4	Clear Transactions	☒	☒	☒
5	Create GL	☒	☒	☒

Backup Setup Report

Range: User ID
ADMIN ZZZZZZZZ

Print

Page 1 of 1

1 - 5 of 5 items

Print Save Close

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Backup Now

Sage | 300 Session Date: Nov 30, 2030 Administrator SAMLTD Search Help Settings Tools

Backup : Backup Setup Backup Now Backup Audit Re...

Backup Now

Options

Description: GL-Month End File Name: SAMLTD .BAK

Backup History

Display From: 10/31/2030 For User: [] [Q] [+] [»]

Edit Columns

ID	Description	Position	User	Start Date	Finish Date	Size (bytes)	Server Name
1179	Manual Backup	51	ADMIN	2022-02-25 10:48:20	2022-02-25 10:48:22	178,613,248	SPU5-1-6-29-588\SQLEXPRESS
1178	Test Backup from Wayne	50	WAYNE	2022-02-18 18:41:11	2022-02-18 18:41:12	178,547,712	SPU5-1-6-29-588\SQLEXPRESS
1177	Backup Before Month End Feb 2022	49	ADMIN	2022-02-18 07:31:35	2022-02-18 07:31:37	178,416,640	SPU5-1-6-29-588\SQLEXPRESS
1176	Testing Clear Transactions	48	ADMIN	2022-02-18 07:30:16	2022-02-18 07:30:18	178,416,640	SPU5-1-6-29-588\SQLEXPRESS
1175	P Seq:29 - Posting-000039-Batch Number 0...	47	ADMIN	2022-02-18 07:29:26	2022-02-18 07:29:28	178,154,496	SPU5-1-6-29-588\SQLEXPRESS
1174	backup for today 15 Feb - test date filter	46	ADMIN	2022-02-15 10:54:35	2022-02-15 10:54:37	178,285,568	SPU5-1-6-29-588\SQLEXPRESS
1173	backup for today 14 Feb to test date filter	45	ADMIN	2022-02-14 19:21:51	2022-02-14 19:21:53	178,285,568	SPU5-1-6-29-588\SQLEXPRESS
1172	P Seq:28 - Bank Reconciliation - Range Rev...	44	ADMIN	2022-02-13 19:57:17	2022-02-13 19:57:19	178,220,032	SPU5-1-6-29-588\SQLEXPRESS
1171	P Seq:27 - Posting-000054-Batch Number 0...	43	ADMIN	2022-02-13 19:53:28	2022-02-13 19:53:29	178,220,032	SPU5-1-6-29-588\SQLEXPRESS
1170	TestWayne3	42	ADMIN	2022-02-13 19:51:01	2022-02-13 19:51:02	178,154,496	SPU5-1-6-29-588\SQLEXPRESS

Page 1 of 2 1 - 10 of 12 items

Backup Close

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'Backup Now' allows the user to create a backup of the entire database at any point of time.

Note: This backup and all the automated backups will check if a backup, Post or Clear Cashbook is already running. If any of these processes are already running the User will be warned and the backup will not continue.

If Batch Entry is open the User will be prompted "Cashbook Batch Entry is currently in use. Please wait for this to complete and try again."

The grid displays the Backup History with the description that the User wrote.

Backup Audit Report

Sage | 300

Session Date: Nov 30, 2030 Administrator SAMLTD Search Help Settings Tools

Backup : Backup Setup Backup Now Backup Audit Re...

Backup Audit Report

User:

From ADMIN To ZZZZZZZZ

Date:

From 1/1/2020 To 1/1/2099

Result

All

Backup Failed

Backup Successful

Backup Failed To Start

Backup Declined

Print Close

The Backup Audit Report will print an audit report of each time a backup was performed. If the user declines the backup before running a process, this will also be written to the audit log. Select the User Range, Date Range and the backup Result you would like to print:

- All
- Backup Successful
- Backup Failed To Start
- Backup Declined

Date: 2/25/2022 3:18:16PM Sample Company Limited Page: 1

C/B Backup Audit (CBBUAUDT)

User From [ADMIN] To [ZZZZZZZZ]

Date From [20200101] To [20990101]

Backup Result [All]

Date	Time	Set ID	Auto	Confirm	User Selection	Called From	Result
2/18/2022	5:30:46AM	1175	Yes	Yes	Yes	Batch List - Post	Successful
				Description: P Seq:29 - P Seq:29 - Posting-000039-Batch Number 000039		Backup Name:	
				Comments: Backup was successful.		Backup File Name: SAMLTD	
2/18/2022	5:30:46AM	0	Yes	Yes	No	Batch List - Post	Declined
				Description: P Seq:30 - Posting-000031-Batch Number 000031		Backup Name:	
				Comments: User declined backup. (P Seq:30 - Posting-000031-Batch Number 000031		Backup File Name: SAMLTD	
2/18/2022	5:30:46AM	1176	Yes	No	N/A	Clear Cashbook	Successful
				Description: Testing Clear Transactions		Backup Name:	
				Comments: Backup was successful.		Backup File Name: SAMLTD	
2/18/2022	5:31:58AM	1177	No	No	N/A	Manual Backup	Successful
				Description: Backup Before Month End Feb 2022		Backup Name: Backup Before Month End Feb 2022	
				Comments: Backup was successful.		Backup File Name: SAMLTD	
2/18/2022	2:15:39PM	1178	No	No	N/A	Manual Backup	Successful
				Description: Test Backup from Wayne		Backup Name: Test Backup from Wayne	
				Comments: Backup was successful.		Backup File Name: SAMLTD	
2/25/2022	8:48:22AM	1179	No	No	N/A	Manual Backup	Successful
				Description: Manual Backup		Backup Name: Manual Backup	
				Comments: Backup was successful.		Backup File Name: SAMLTD	

6 Records Printed.

Backup Process

The screenshot shows the 'C/B Post Batches' window. A 'Confirmation' dialog box is overlaid, asking: 'Would you like to backup the database before posting? If you select No, no backup will be performed and the process will continue.' The dialog has 'Cancel', 'No', and 'Yes' buttons. The 'Yes' button is highlighted. In the background, the 'Batch' field is set to '000010'. The 'Bank' field is empty. Under 'Reconcile Transactions on Posting', the 'None' radio button is selected. There is a checkbox for 'Lock Reconciled Transactions'. The 'Backup Database' section has a 'Description' field containing 'Posting-000010-Batch Number 000010'. At the bottom, there are 'Post' and 'Close' buttons. Copyright text at the bottom left reads: 'Copyright© 2022 Peresoft Software v4.00 Peresoft Software & Support'.

Backup Database: Customize the Backup Description before backing up and posting.

If confirm has been selected in Backup Setup the User will be asked to confirm if they would like to backup the database before posting.

Post Batches, Range Post and Range Reversal gives the User the ability to override the description with a more specific title.



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