



HOW TO BACKUP BILLING REGISTER DATABASE (MANUALLY)?

AKSHAY GENERAL STORE PVT. LTD.

User: Akshay Singh

Database Path: D:\Billing Register\Database_BR.acddb

BILLING REGISTER

Financial Year 2022-2023

01-04-2022 To 31-03-2023

Change Financial
Year

About

Search forms here

Sales

Customers

Purchases

Suppliers

Inventory

Production

Labels/Stickers

Accounting

Statutory Reports

Marketing

Administrative Tasks

Statutory Master Data

General Settings

General Master Data

Organization

Click on the
Administrative
Tasks
menu button

Holidays :

Holiday Name

Date

Refresh

Check Invalid Records

Events/Reminders

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Invalid Records

Day Close

Backup Database

Run SQL Query/Function

Employee Login Inform

Forms Event Locking

Online File Storage Drives

Role Permissions

Delete Data

Statutory Master Data

General Settings

General Master Data

Click on the
Backup Database
button

Holidays :

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- Invalid Records
- Day Close
- Backup Database
- Run SQL Query/Function
- Employee Login Information
- Forms Event Locking
- Online File Storage Drives
- Role Permissions
- Delete Data
- Statutory Master Data
- General Settings
- General Master Data

Holidays :

Holiday Name	Date	Refresh
--------------	------	---------

Backup Database

BACKUP DATABASE

Location :

Drag Folder Here

Auto Backup Detail Backup Cancel

You can click here to select the folder in which backup will be stored.

Check Invalid Records

Events/Reminders

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Holiday Name	Date
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Backup Database

BACKUP DATABASE

Location :

Drag Folder Here

Auto Backup Detail Backup Cancel

Click on Backup button

- Check Invalid Records
- Events/Reminders

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Holidays :

Holiday Name	Date	Refresh
--------------	------	---------

Backup Database

BACKUP DATABASE

Location : D:\Billing Register\Backup Database

Drag Folder Here

Confirmation

This process will take backup of Database. Do you want to continue?

Yes No

[Check Invalid Records](#)

[Events/Reminders](#)



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Backup Database

BACKUP DATABASE

Location :

Drag Folder Here

Auto Backup

Cancel

Success

Backup process has been completed Successfully.

OK

Backup is done.
Click on OK
button

Check Invalid Records

Events/Reminders

AKSHAY GENERAL STORE PVT. LTD.

User: Akshay Singh

Database Path: C:\Users\shash\Desktop\Billing Register\Database_BR.accdb

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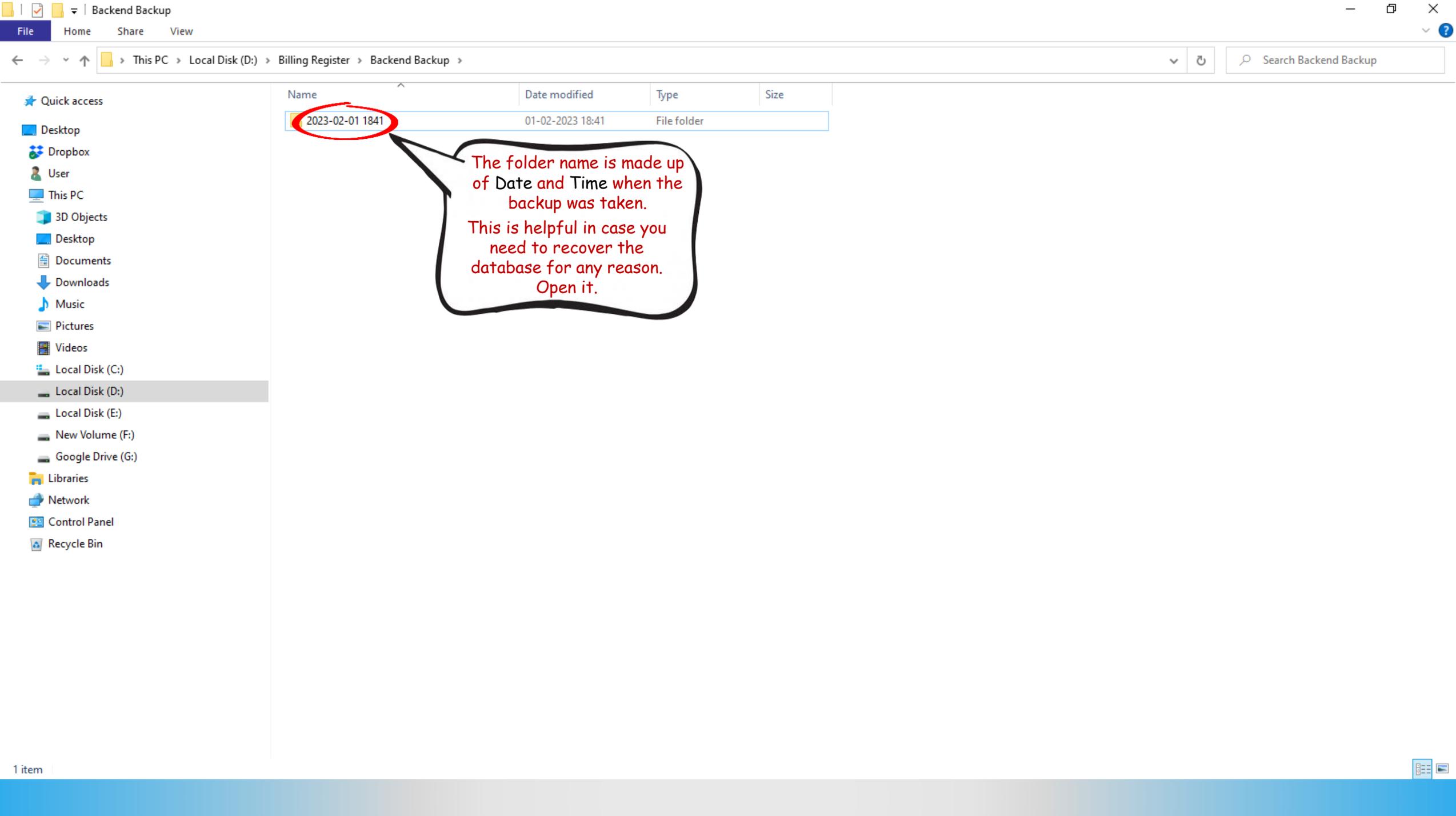
Date

Refresh

Now, let's check the backup database file. It should be at
D:\Billing Register\Backend Backup

Check Invalid Records

Events/Reminders



Name	Date modified	Type	Size
2023-02-01 1841	01-02-2023 18:41	File folder	

The folder name is made up of Date and Time when the backup was taken. This is helpful in case you need to recover the database for any reason. Open it.

