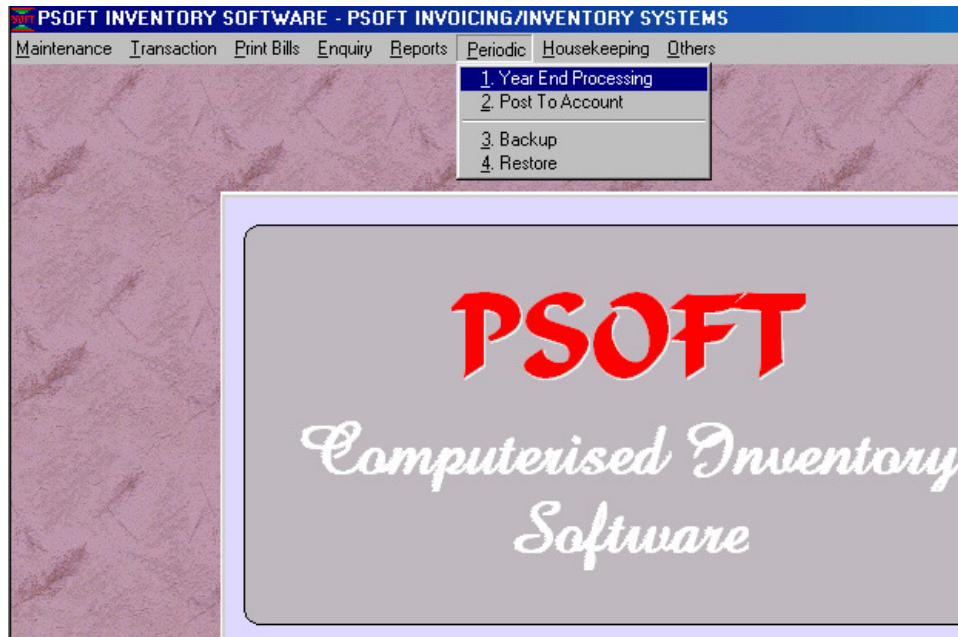# Chapter 6.   Periodic

From the main menu bar, we can select the **Periodic** option to process year-end closings, Post To Account, Backup & Restore as shown in the menu below:

Year End Processing

This option allows us to close our accounts at the end of the financial year for auditing and bring forward to new financial year. Before doing this year-end processing, we must check through all the accounts to make sure that all the transactions have been entered correctly and that all the bills are correct.

Also to make sure that we have done the following procedures before performing the year end closing:

1. Update all the stock card data.
2. All reports are printed.
3. Back up all the data files.
4. Completed transactions up to Period 12.

Backup and Restore

This option allows us to backup all our data into floppy disk, harddisk, thumb drive disk or zip disk. Please note that backup is very important because even though **Psoft** has already store all the data in the harddisk, we still need to backup one more copy just in case the computer harddisk is attacked by virus or damaged.

Once we have backuped all the data, we can restore them back as and when we need them.

Backup data files

Click the **Periodic** from the main menu bar and select the the **Backup** in the **Backup/Restore** option.

Psoft will prompt us to select the drive we want to backup to. The default is **A:** drive. If we select the **A:** drive, then **Psoft** will prompt us to insert the diskette and after we insert the diskette into drive **A:** click **OK** button, **Psoft** will then backup all the data into the diskette.

Restore data files

Click the **Periodic** from the main menu bar and select the the **Restore** in the **Backup/Restore** option.

We then insert the diskette into drive **A:,** then **Psoft** will prompt us to confirm, once we click **OK** button, the data will be restored back to the computer.