What Happened Since My Last Backup?
Article 4032

Quick Links:

Overview

If you had to restore from last night's backup, how much data would you loose? How would you know what happened since last night's backup? There are a couple of reports that can help.

First, there is nothing more important than having good and timely backups of your data. Make sure to have a good full backup of all of your InStar files, data and electronic documents. Second, there are several great ways to minimize data loss and reduce the exposure. Backups are a topic for another newsletter article. This month, we want to share a quick and easy method to get a list of every transaction that happened between your backups.

Scenario:

You use a tape backup or internet based service that backs up your files at 1am each morning. On Tuesday at 1am a good backup is run. On Wednesday morning the tapes are taken off site. All day Wednesday, everyone in the office is working in InStar. You leave the office on Wednesday evening at 5:30 pm. At 9pm Wednesday night, there is a water leak that ruins your computer. (ugh!) Thus, there is no good backup of Wednesday's transactions that runs on Wednesday night. When you discover the problem and fix your computer on Thursday morning, you restore to the last good backup, which was 1am Tuesday. But, you have "lost" the data from Wednesday's full work day. How do you know what happened on Wednesday to recreate the data? These two reports will help.

Transactional History lists every transaction that was processed throughout the time period, including downloads, transprocesses, correspondence, notes, etc. This is not a full detail of everything in your system, but at list it is a great overview to point you to the files that were touched. Proper use of

Transprocessing makes this report even more valuable, such as good descriptions of the transactions and transactions for things not automatically captured by the system. (See The Power of Transprocessing.)

General Ledger Detail lists every accounting transaction in the General Ledger, including the source entry type, description, debits and credits. Since the description is only 40 characters, it doesn't replace the full descriptions from your ledgers, but you could accurately recreate the financial transactions from these reports.

Run Reports Daily:

Every day at the end of the business day run the both of these reports either to Excel or PDF and email them to an off-site email account of the principal. This way, if anything happened to your system either before the backup was run for internet-based backups, or before you return to the office to get the media for on-site backups, you would have a full list of the accounts that had transactions since your last backup.

Links
Step-by-Step instructions
Helpful Resources

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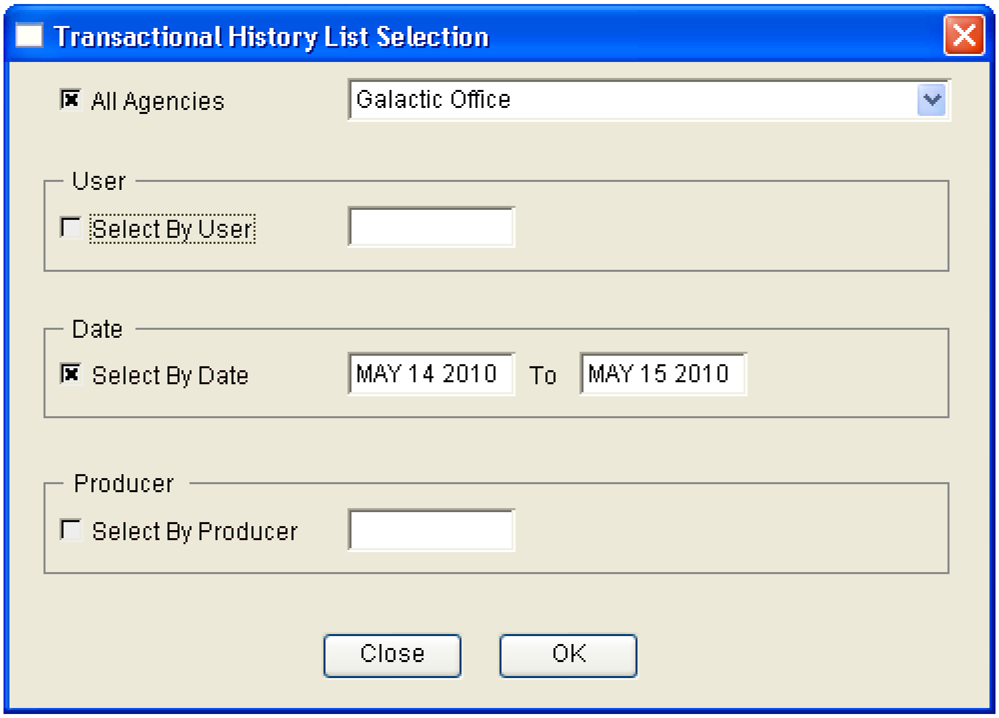
Step-by-Step

Daily Transactional History List

To print the daily Transactional History List, follow these steps.

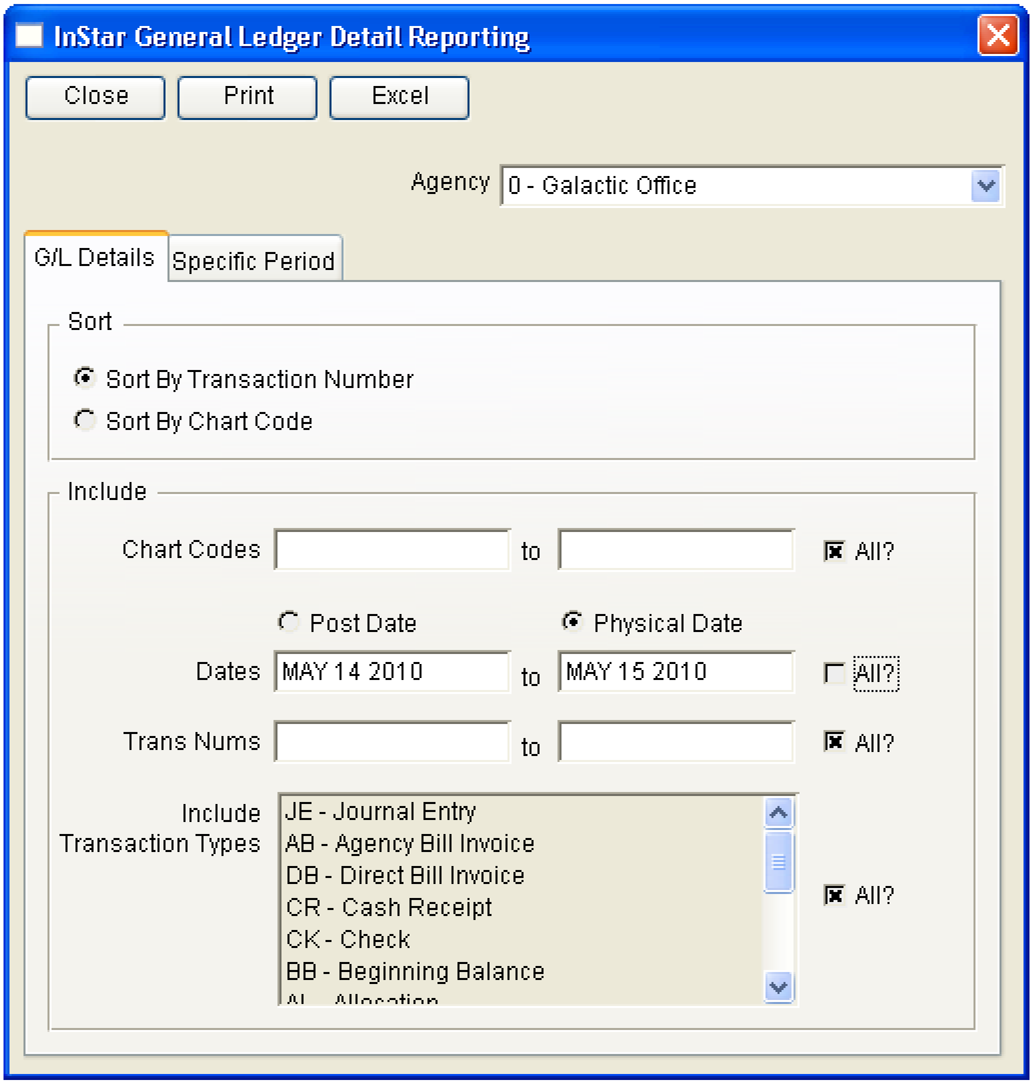


1. **Main Menu > Lists > Transactional History**
2. Select **All Agencies**
3. Enter Select by **Date**.
    a. If it is not already defaulted, type in today's date through tomorrow's date
4. Click **OK**
   Result: The THistory list displays.

5. Click the **Print All** button
6. Click **Print to PDF list** and click the **Print** button.

   Result: The PDF report is in your Document Management>Pending Email Attachments

GL Details Report



1. **Main Menu > Accounting > Reports**
2. Click the **General Ledger Details** button
3. Select sort options:
    a. Sort by Transaction Number
    b. Chart Codes: All
    c. Check: **Physical Date** (This will include items completed today but that have a different Post date.)
        1. Note: unposted invoices aren't included
    d. Dates: If it is not already defaulted, type in today through tomorrow
    e. Transaction Numbers: All
    f. Include Transaction Types: All
4. Click the **Print All** button, or see #6
    a. Click **Print to PDF list** and click the **Print** button.

    Result: The PDF report is in your Document Management>Pending Email Attachments

5. Click the **Excel** button
    a. Click in the **Available Fields**, highlight all fields
    b. Click **Include Selected Fields in Report** to move the fields to the right column
    c. Click **OK**
    d. **Save** the Excel spreadsheet to the appropriate reports folder on your server
    e. Do Not Touch your mouse until the report is completely finished in Excel.

    Result: The report will sort. Excel will open and become populated with the report data

Email Offsite

Email these reports to an off-site email account of the principal.

1. **Find** your administrative "prospect" customer information screen
2. Double-click on your off-site **email address** on your Contact
3. Type a subject line, such as "**daily reports**"
4. **Save** the email
5. Click the **Attachments** button
6. Click **PDF List**
    a. Select the Thistory report, and General Ledger Details (if printed to PDF)
    b. Click **Attach** button
    c. **Close** the Pending Email Attachments window

    Result: The email Attachments window lists the attached files
7. Or, If you printed the GL Details to Excel, click **Browse** button
    a. Find the spreadsheet that you just saved and highlight it
    b. Click **Open**
8. Close **Email Attachments** window.

   Result: The email displays with the Attachments button highlighted (Red).
9. Click **Send** button

   Result: The THistory list displays.
10. Outlook opens. Click **Send** button
11. Click **Close** to close the email window in InStar

Result: The files are sent to your off-site email address.

Helpful Resources

Related Information:

See **www.peopleinsure.com**

For more information on this and related topics, see:

- Classes:
    - *The Power of TransProcessing*
    - *Know Your Numbers*
    - *Accounting Soup-2-Nuts*
- Upcoming Newsletter Articles or Did You Know Tips:
    - *'Printing' Transactional History to Excel*
    - *Better Backups*

Contact us:

We'd love to hear from you. Please let us know how you have used this information to use InStar better and/or accelerate your success^{SM}. Please contact us with your questions or comments at:

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