



Restore Process – Reports to Print for Rekey

Overview

If a restore to a previous backup is required, it is important that you print off all relevant documentation to ensure that everything is entered back into the system exactly as it was entered initially.

Reports to Print prior to the Restoring Data

You may wish to print all of these reports or export them as a PDF if you wish to keep soft copies.

Cashbook Reports

LOCATION IN REST / REPORT NAME	
Cashbook > Receipts Report (select date range)	✓
Cashbook > Payments Report (select date range)	
Cashbook > Journals (select date range)	
Cash book > Audit Report (Tick Print File Changes & Include Fees) (select date range)	

Property Maintenance

LOCATION IN REST / REPORT NAME	
Reports Property Maintenance > Jobs by Property or Creditor (select date range)	✓

Action/Diary Reminders

LOCATION IN REST / REPORT NAME	
Other > Export Data > Export to Excel -Merge with Diary (select date range) <i>Save the excel spread sheet to an accessible location on your computer (i.e. Desktop)</i>	✓

Creditor Disbursements/Outstanding Disbursements

LOCATION IN REST / REPORT NAME	
	✓

Reports > Creditor > Unpaid Disbursements	(leave date range)	
Reports > Creditor > Outstanding Disbursements (by creditor)	(leave date range)	

Tenant Invoice Status and Further File Charges

LOCATION IN REST / REPORT NAME		✓
Reports > Tenant > Invoice Status Report	(Enter Due Date)	
Reports > Other > File Changes Report		

Internal Ledgers

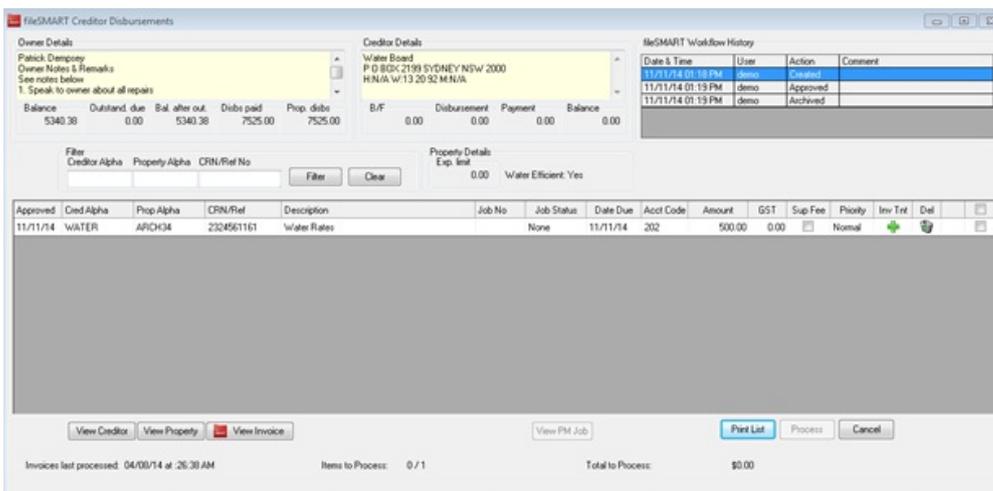
LOCATION IN REST / REPORT NAME		✓
Reports > Owners > Ledgers – Account Type – Internal Owners Only	(select date range)	

FileSMART Creditor Disbursements

Important: If you use fileSMART Creditor disbursements you may have disbursements pending to be entered through the fileSMART creditor disbursement grid. They must be entered **manually** after the restore.

To check this go to **Transactions > fileSMART Creditor Disbursements**, If there are disbursements in the grid you must print this list to know what to enter into REST after the restore takes place. Simply click on **Print List**.

NOTE: The restore in REST does **not** reverse anything in fileSMART.



Important Notes to Remember When Re-keying

When restoring your data back to a previous back up, the restore is literally going to take your REST database back to that date & time. Nothing at all past that time will be in REST.

- When re-keying data, you need to change your system date for every day that is to be re-keyed to match the dates on your

previously printed reports. This will ensure the dates the transactions are entered are true and correct and will mirror image the reports printed previously.

- After completing and entering all transactions for **each day** when rekeying, a bank reconciliation must be completed and successfully balance.
- Once your day's data is rekeyed and the bank reconciliation is complete, make sure you backup your current data. You should always rename your backup to differentiate each day to prevent the backup's overwriting each other. For example:

20DECEMBER2014_REKEY.Dat.zip

- Repeat these 4 steps for as many days as you have to rekey.

