AE MAS - Backing Up General Ledger

Step 1

The following steps allow you to back up the general ledger using Account Executive MAS (Solution 6).

Step One
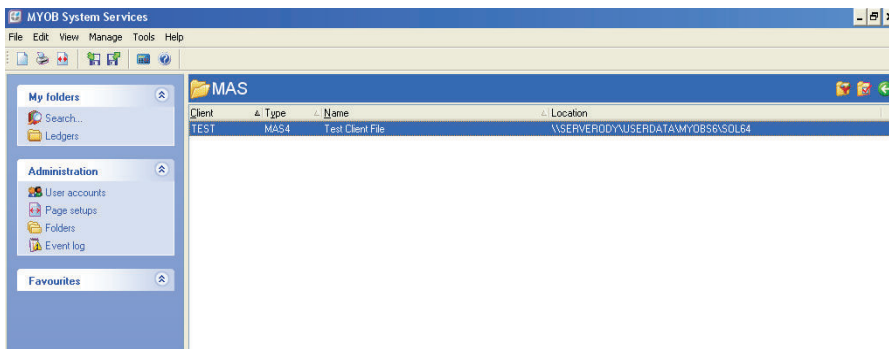• Highlight the MAS file you want to back up

Step 2

Step Two
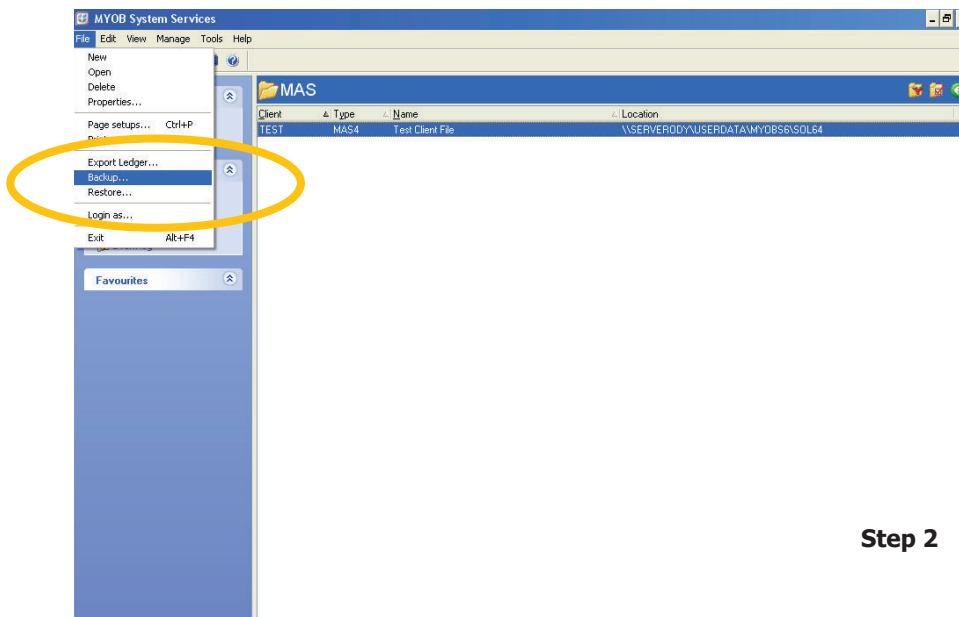From the menu bar, select **File,**

• Click on **Backup**

Step 3
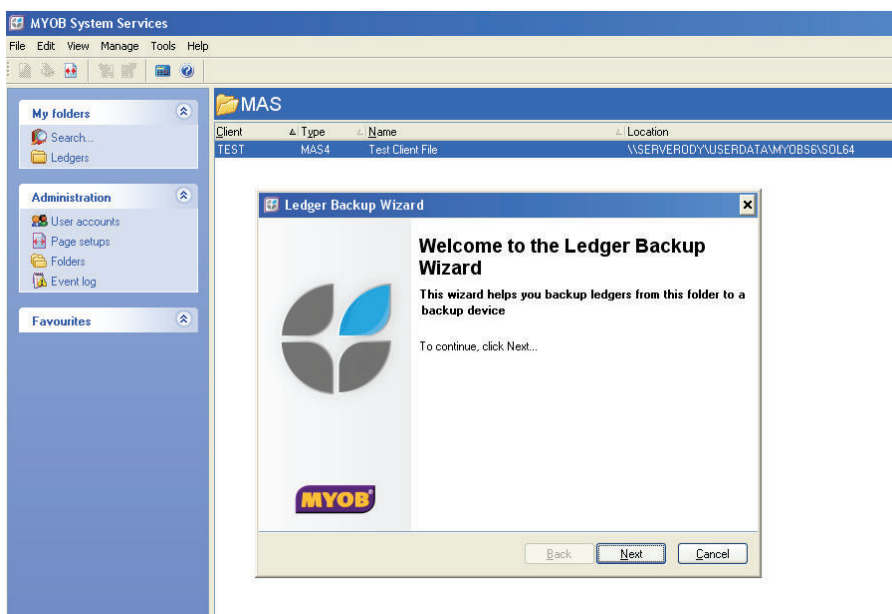
Step Three
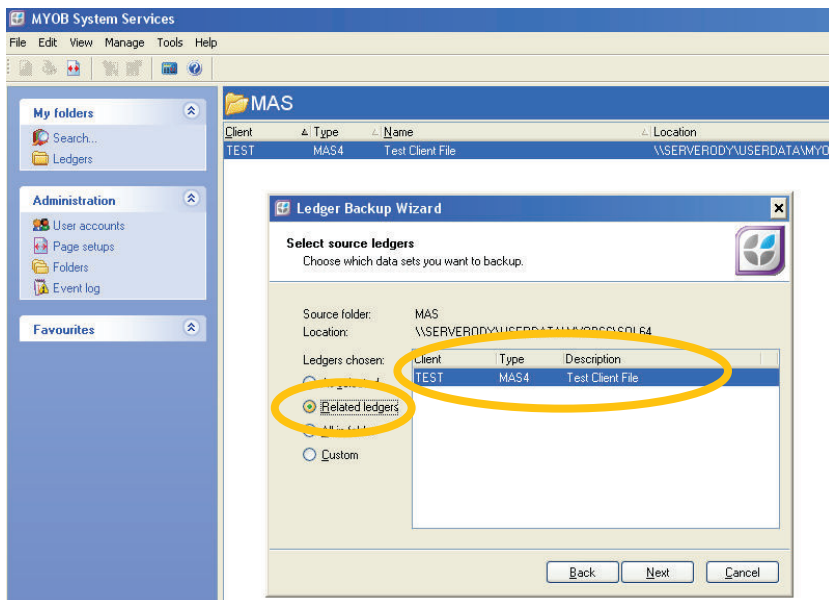The **Ledger Backup Wizard** Window will appear.
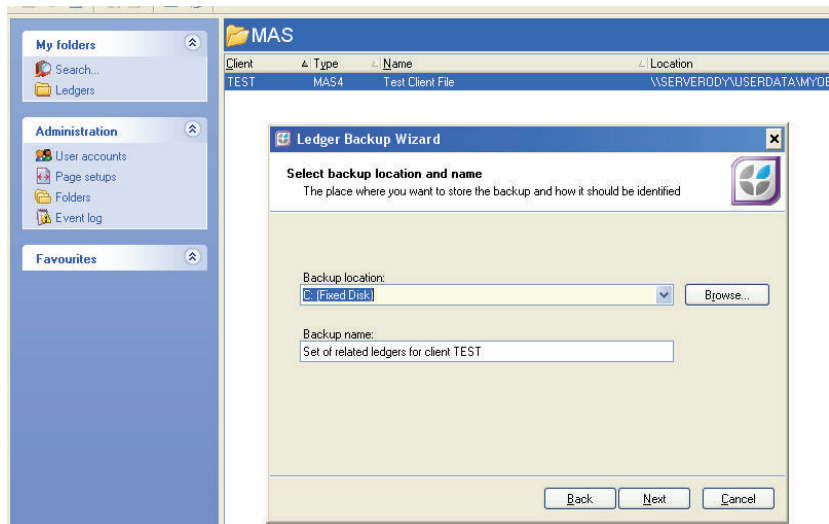
• Select **Next**

AE MAS - Backing Up General Ledger

Step 4

Step Four
- Select **Related Ledgers**
- Select relevant **AST** or **MAS4** files
- Select **Next**

Step 5

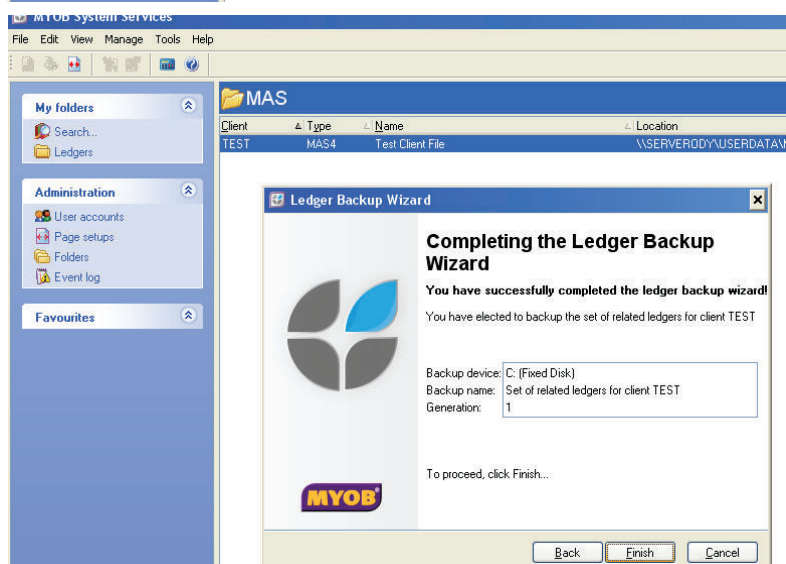## Step Five
Select the location you want to save the backup file to.

- In **Backup Name**, select the client code used in Solution 6.
- Select **Next**

Step 6

Step Six
You will receive confirmation that you have successfully completed the **Ledger Backup Wizard** Window.

- Select **Finish** to complete the process.