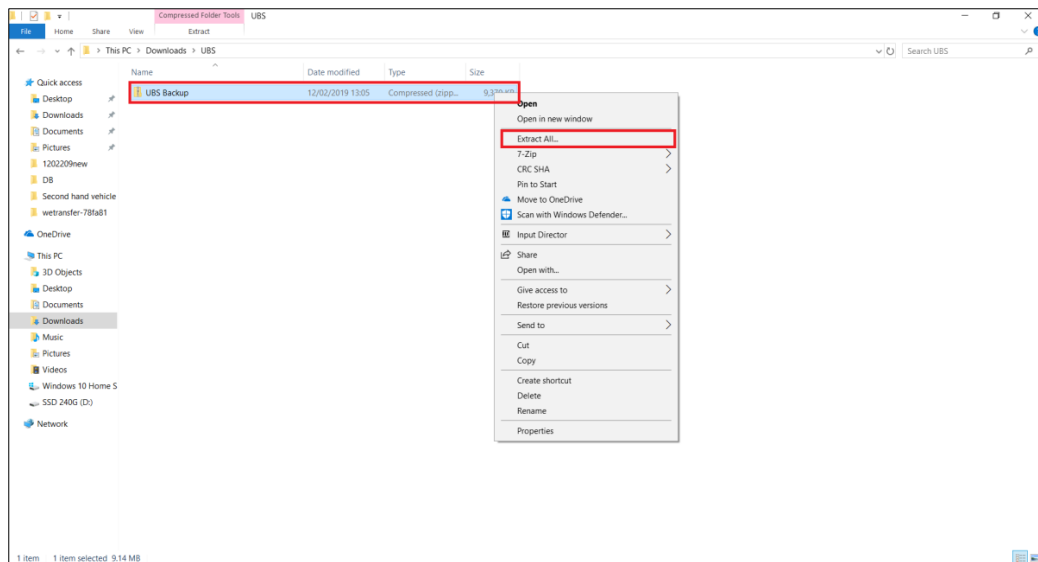


1. Restore Database in UBS

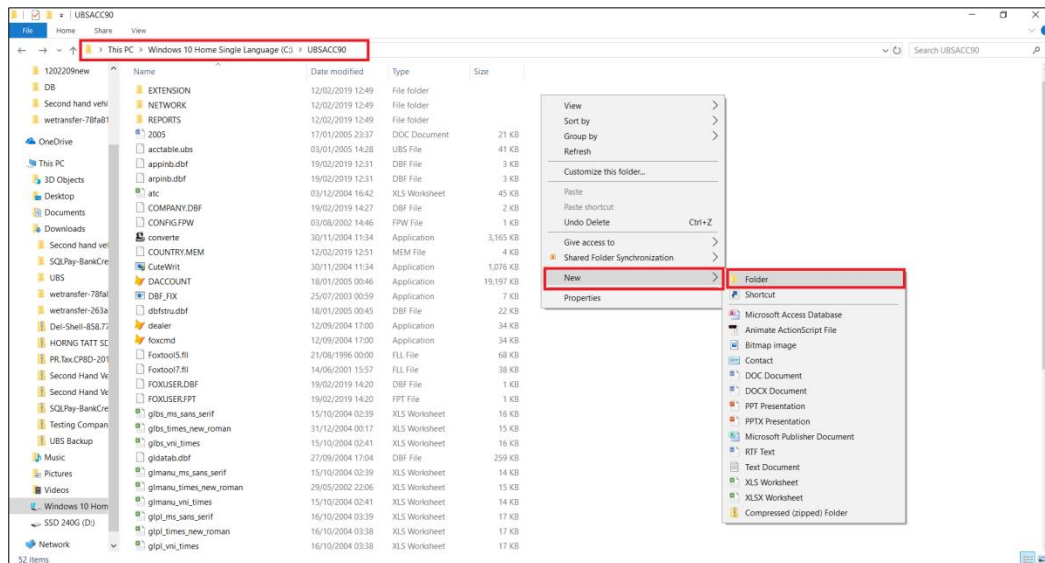
a) Get the UBS Backup file (BACKUP.ACC & BACKUP.STK) and unzip the folder.



b) After extract the backup file, you may start doing to restore the backup file in UBS. Directory to place the UBS Backup File :

UBS Account : C:\UBSACC90 -> Right Click -> Create a new folder name db

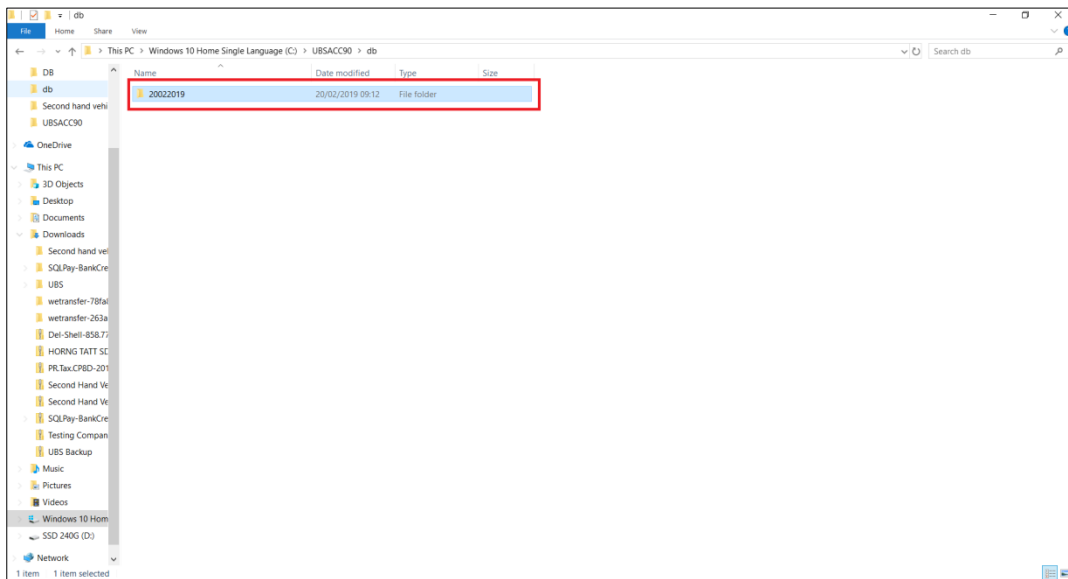
UBS Stock : C:\UBSSTK90 -> Right Click Create a new folder name db



- c) In the new folder name db, you may follow the step above to create one new folder name the date of the day (as shown below).

UBS Account: C:\UBSACC90\db -> Right Click -> Create a new folder name 20022019

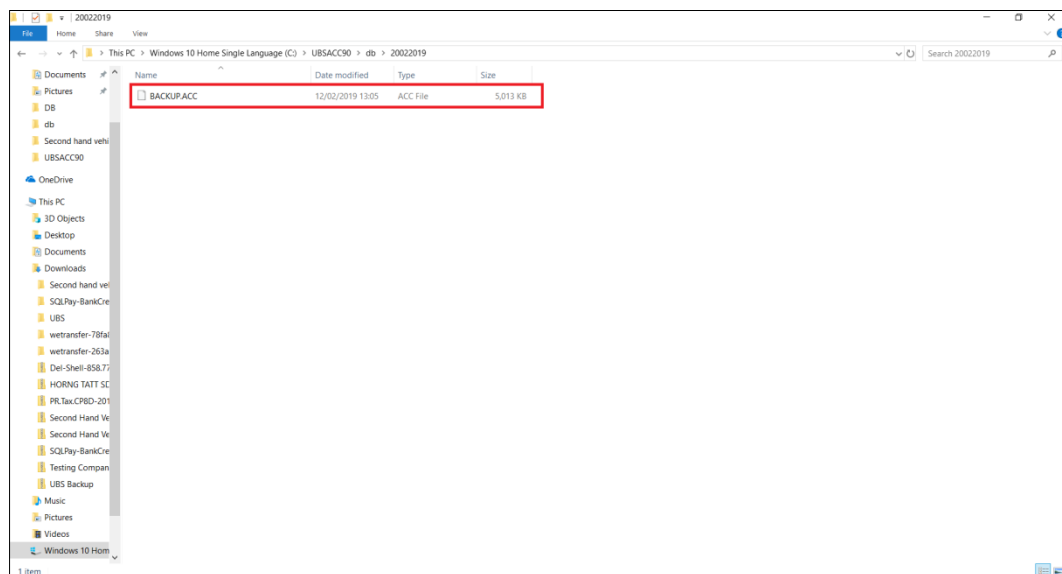
UBS Stock: C:\UBSSTK90\db ->Right Click Create a new folder name 20022019



- d) Copy the backup file into the folder that had created.

UBS Account: C:\UBSACC90\db\20022019

UBS Stock: C:\UBSSTK90\db\20022019



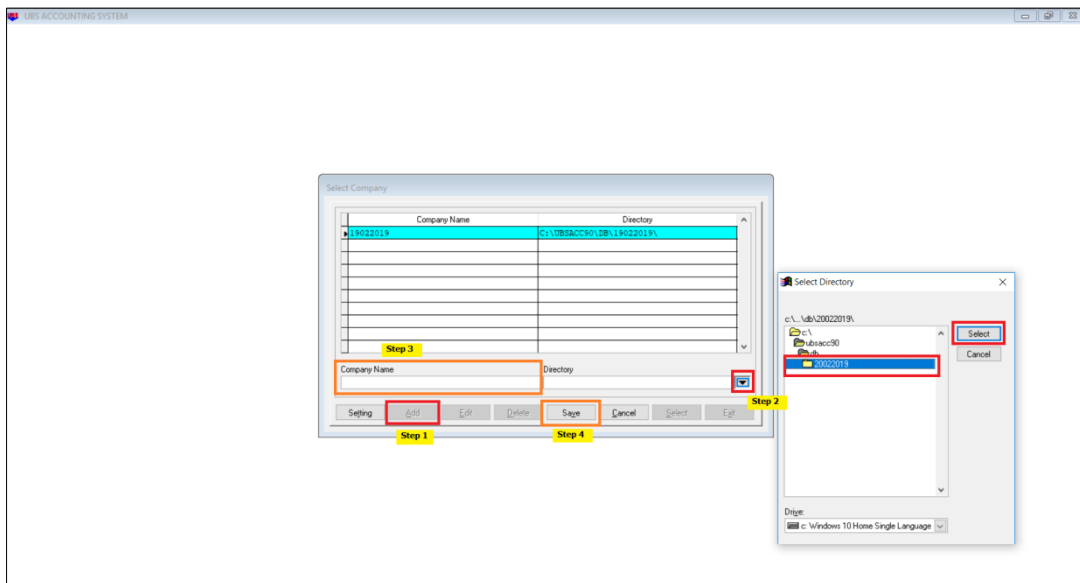
e) Open your UBS and start import.

Step 1: Click on Add to add in the backup file.

Step 2: Click on the arrow down of the Directory to point to the database folder.

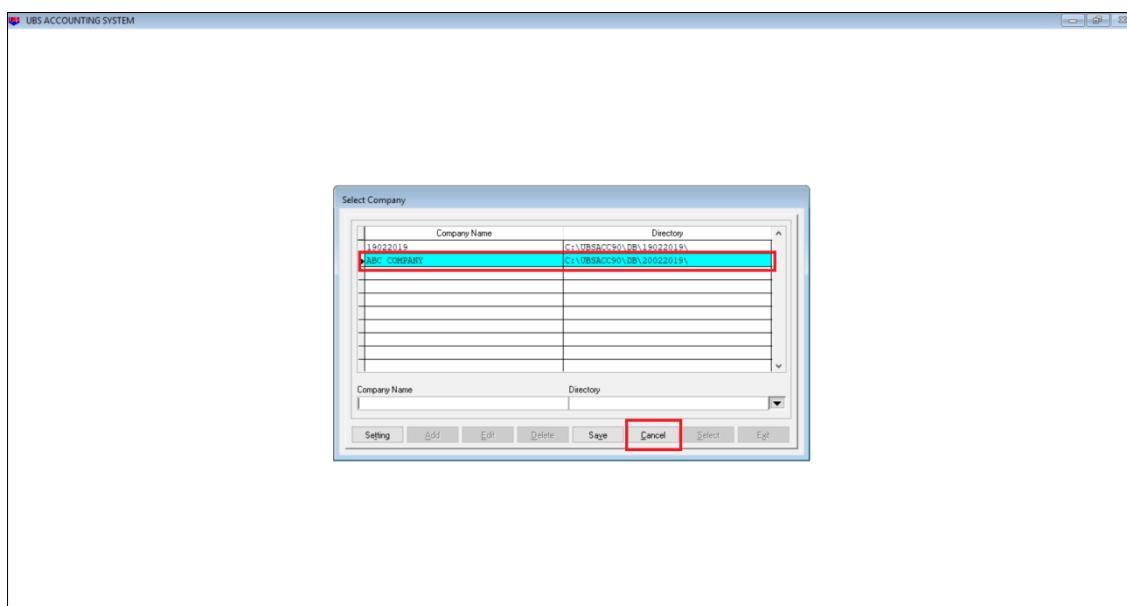
Step 3: Type your company name.

Step 4: Click on Save.

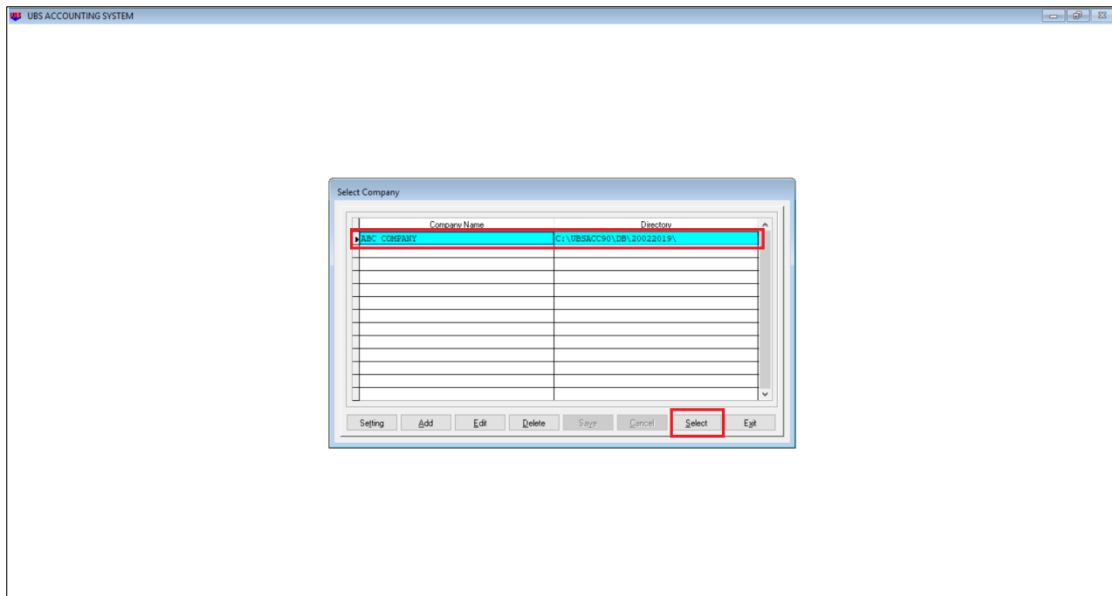


f) After you add in the details, you can see the details show in the line.

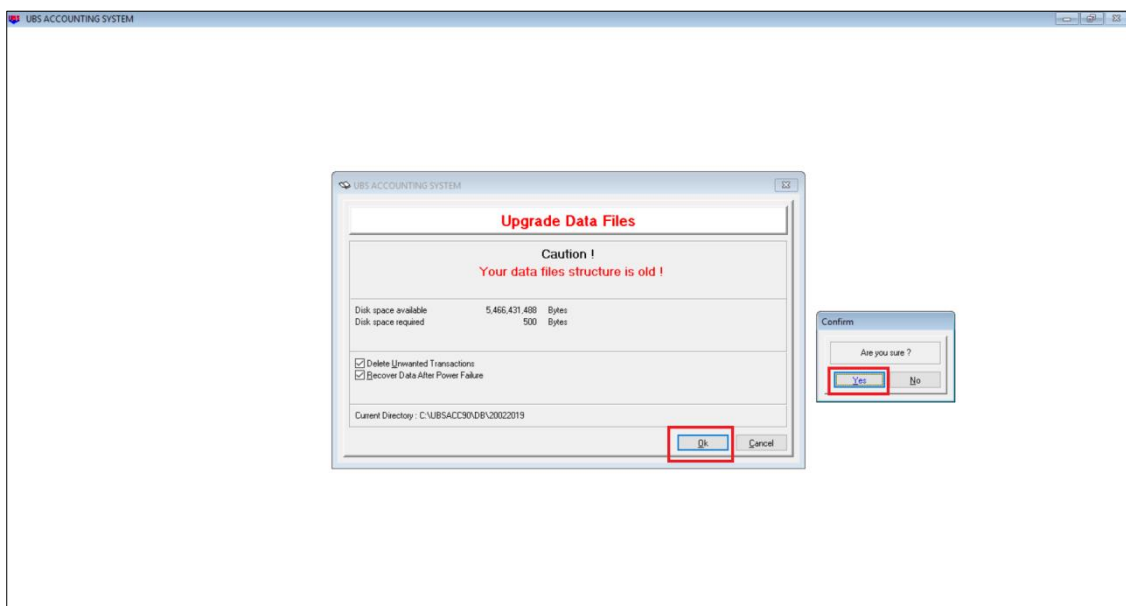
Click on the Cancel Button to cancel adding in company.



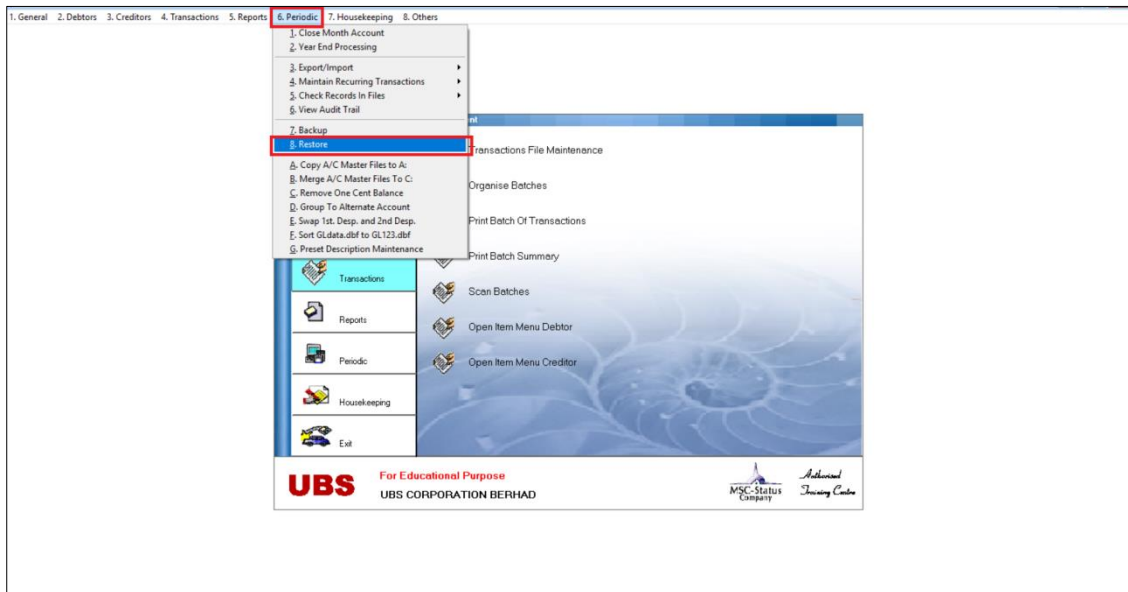
g) Click on the company and Click on Select Button.



h) After you click on the Select, you will see the screen as below, you can click on the ok to proceed, and it will prompt out asking you “Are you sure”, you can click on yes button.



- i) After this, you can login to your UBS with the username and password.
- j) Then, you can go to periodic -> restore to restore the backup of UBS file.

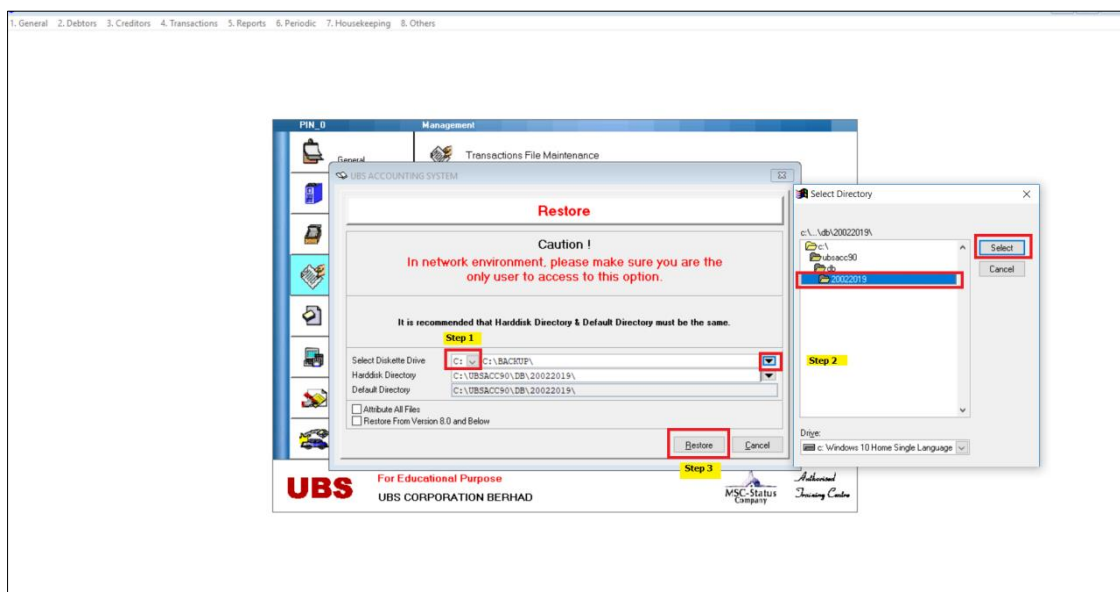


- k) To restore database

Step 1: Click on Select Diskette Drive Button to choose on C drive.

Step 2: Click on the arrow down beside the directory to select the database folder.

Step 3: Click on Restore.

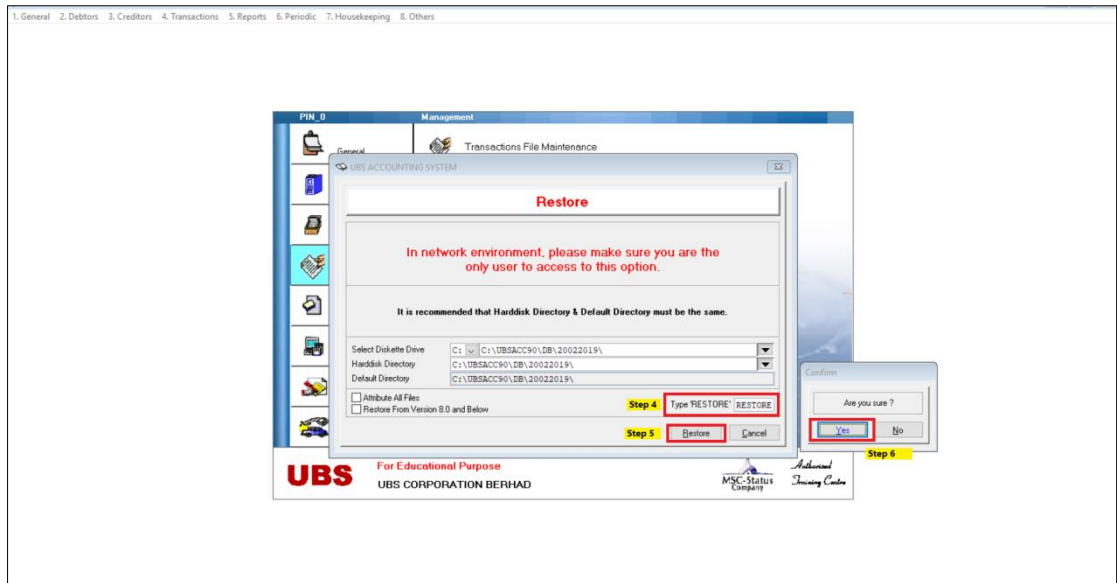


Step 4: Type 'Restore'.

Step 5: Click on Restore button.

Step 6: It will prompt out asking you "Are you sure", you can click on yes button.

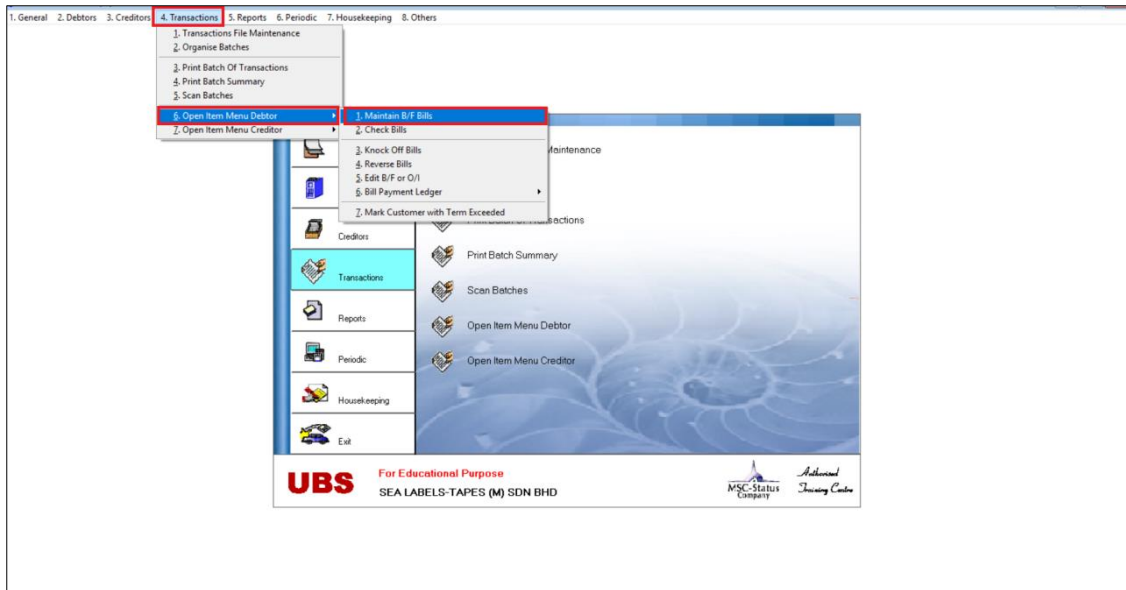
Step 7: Done.



2. Data Checking in UBS

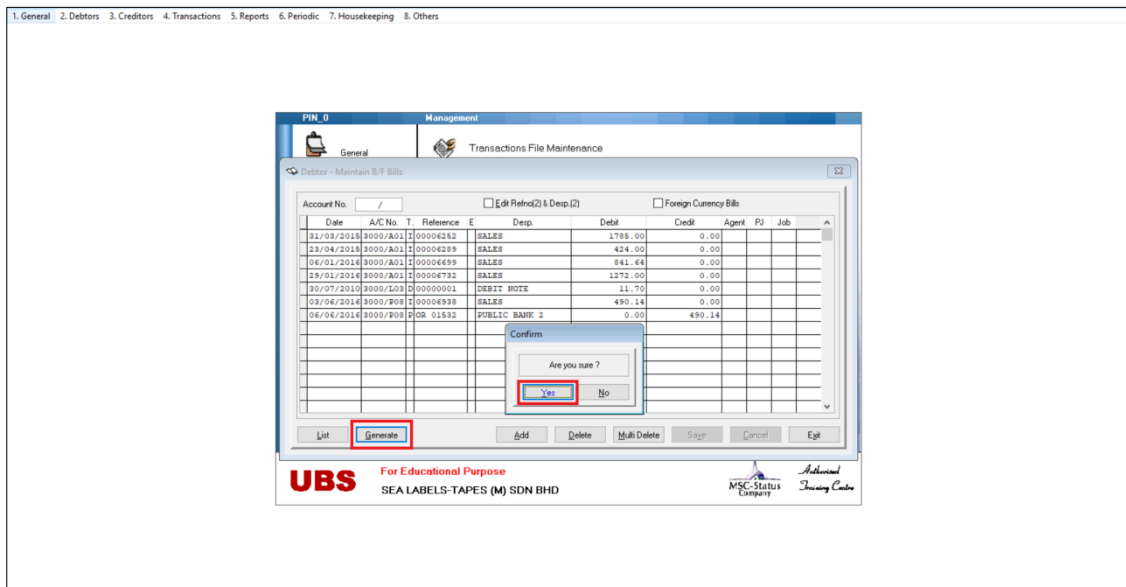
a) Generate B/F Bills (Debtors)

Step 1: Go to 4. Transactions -> 6. Open Item Menu Debtor -> 1. Maintain B/F Bills



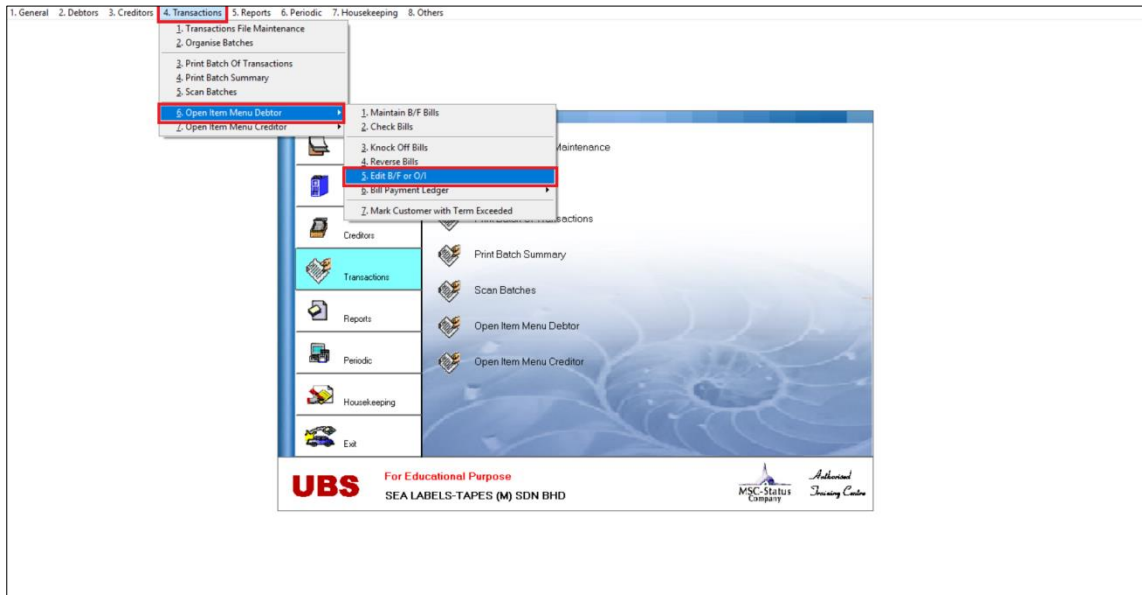
Step 2: Click on Generate -> Yes

Step 3: Done



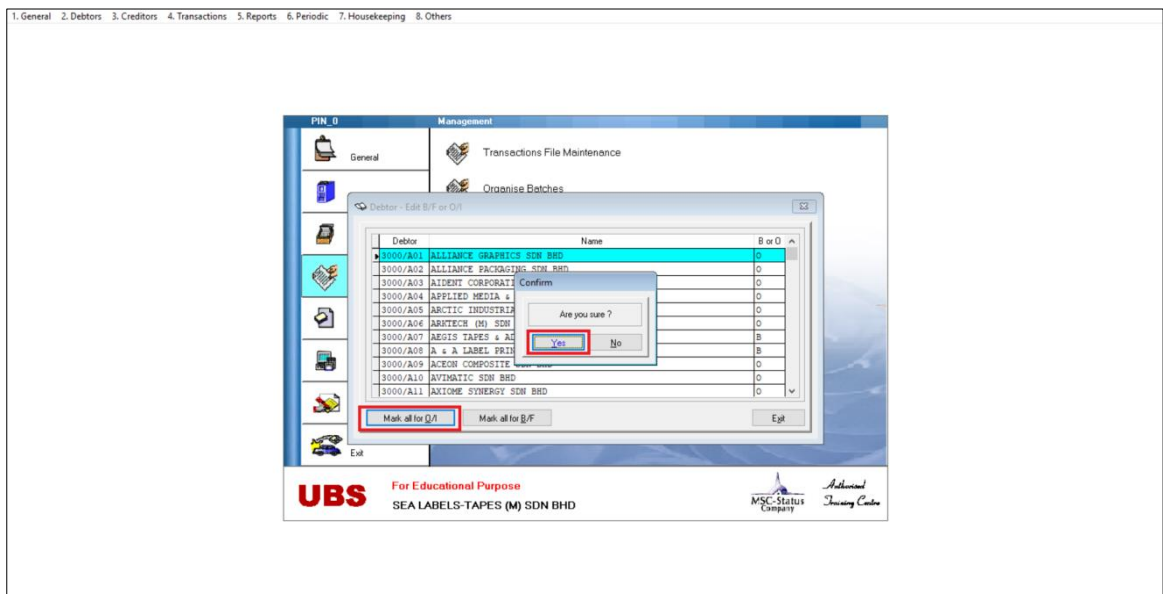
b) Edit debtor to O/I

Step 1: Go to 4. Transactions -> 6. Open Item Menu Debtor -> 5. Edit B/F or O/I



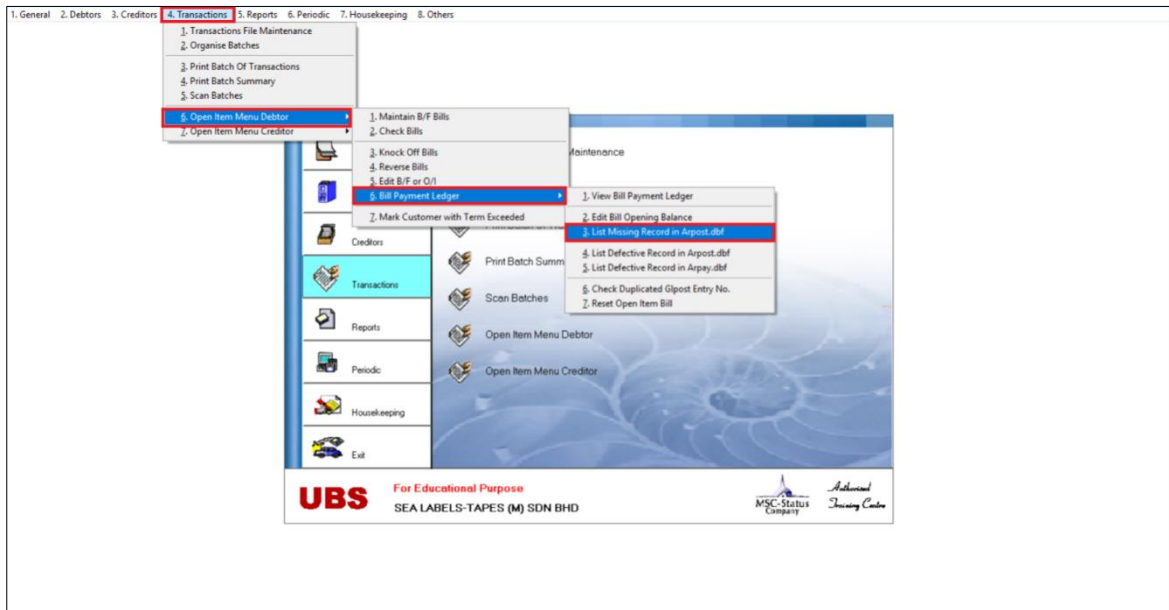
Step 2: Click on “Mark all for O/I”, it will prompt out asking you “Are you sure”, you can click on yes button.

Step 3: Exit -> Done.

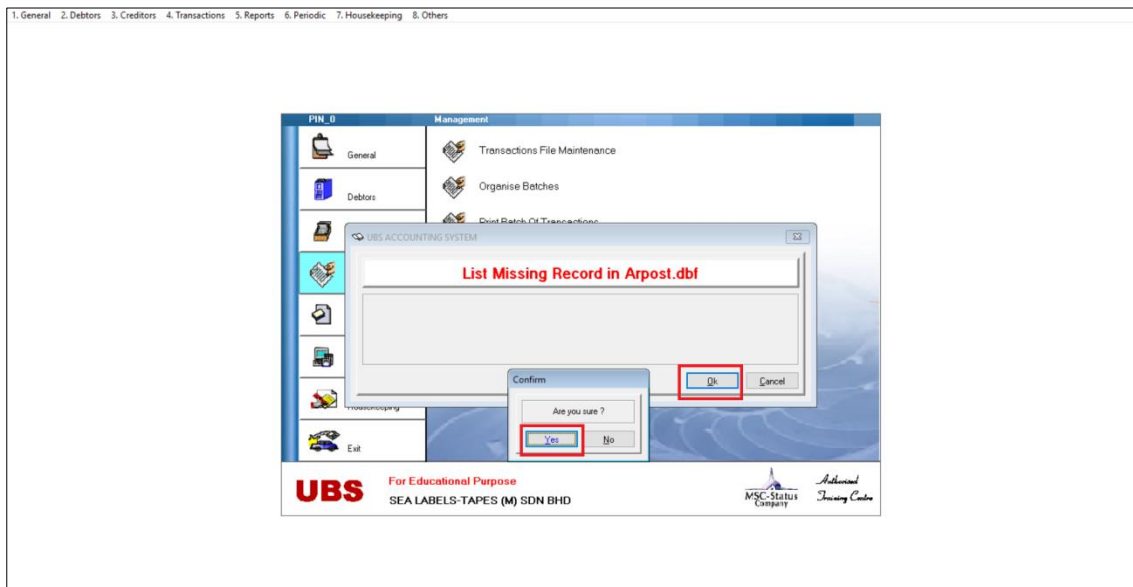


c) Check missing record (Debtors)

Step 1: Go to 4. Transactions -> 6. Open Item Menu Debtor -> 6. Bill Payment Ledger -> 3. List Missing Record in Arpost.dbf



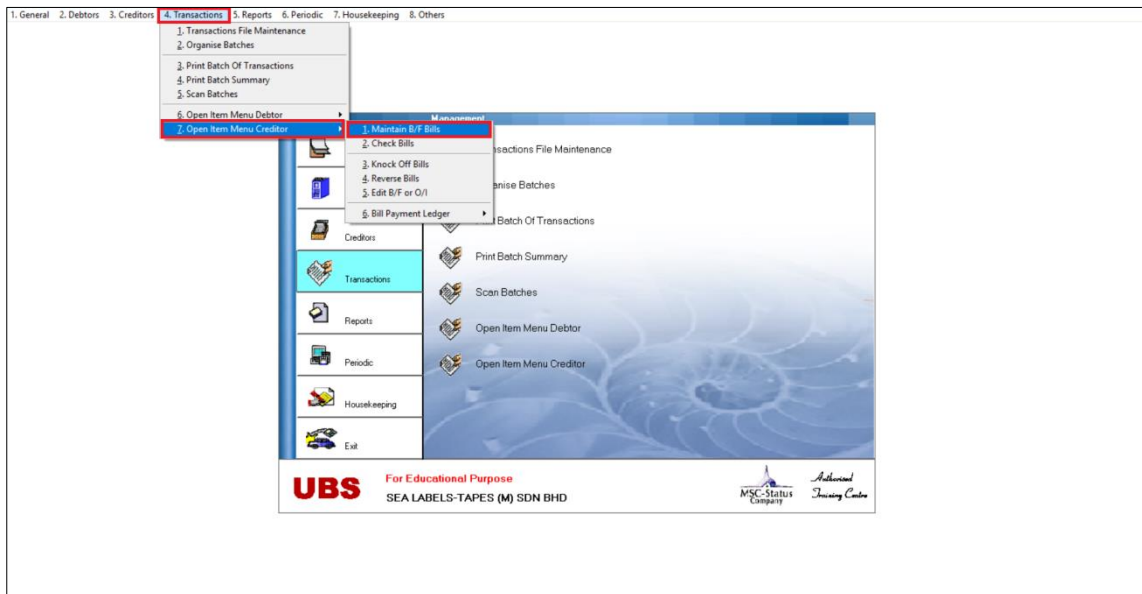
Step 2: Make sure there is no missing record. Then click Ok -> Yes



Step 3: Exit -> Cancel

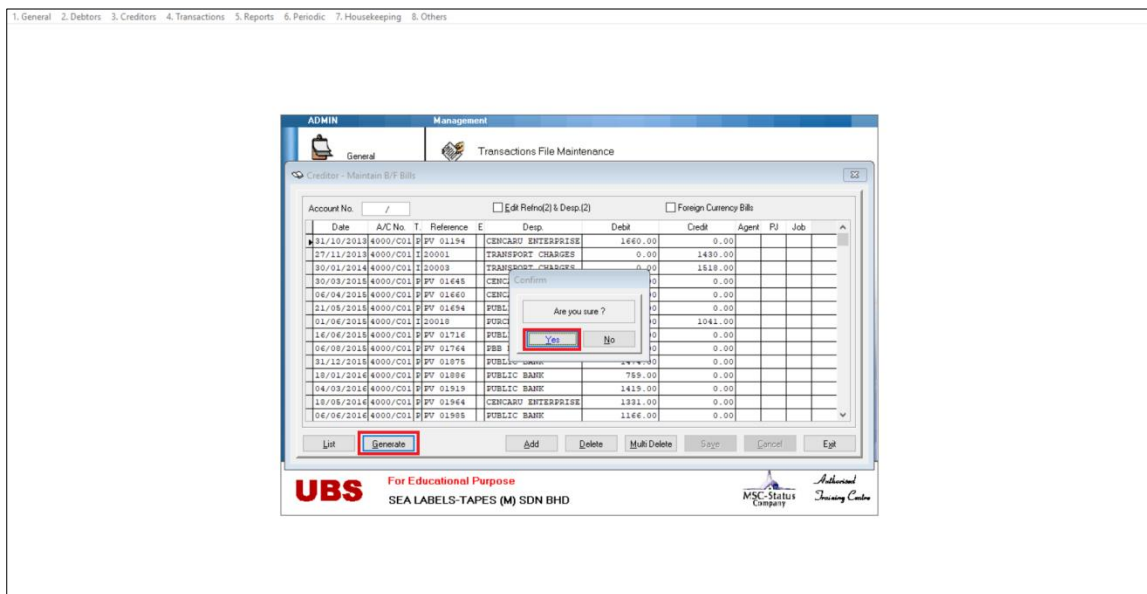
d) Generate B/F Bills (Creditors)

Step 1: Go to 4. Transactions -> 7. Open Item Menu Creditors -> 1. Maintain B/F Bills



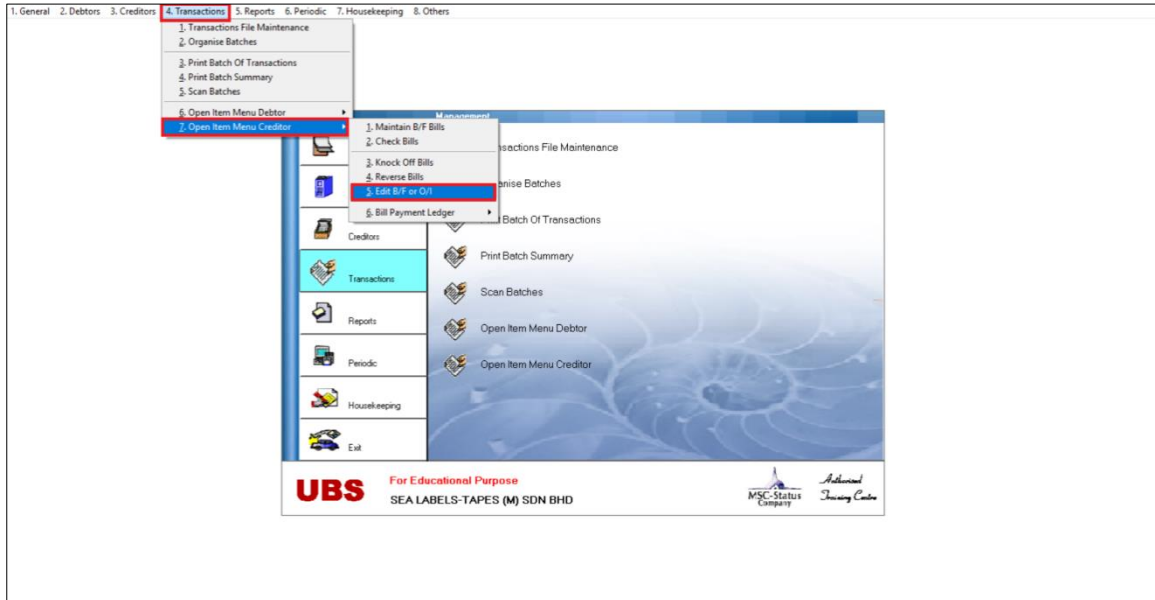
Step 2: Click on Generate -> Yes

Step 3: Done



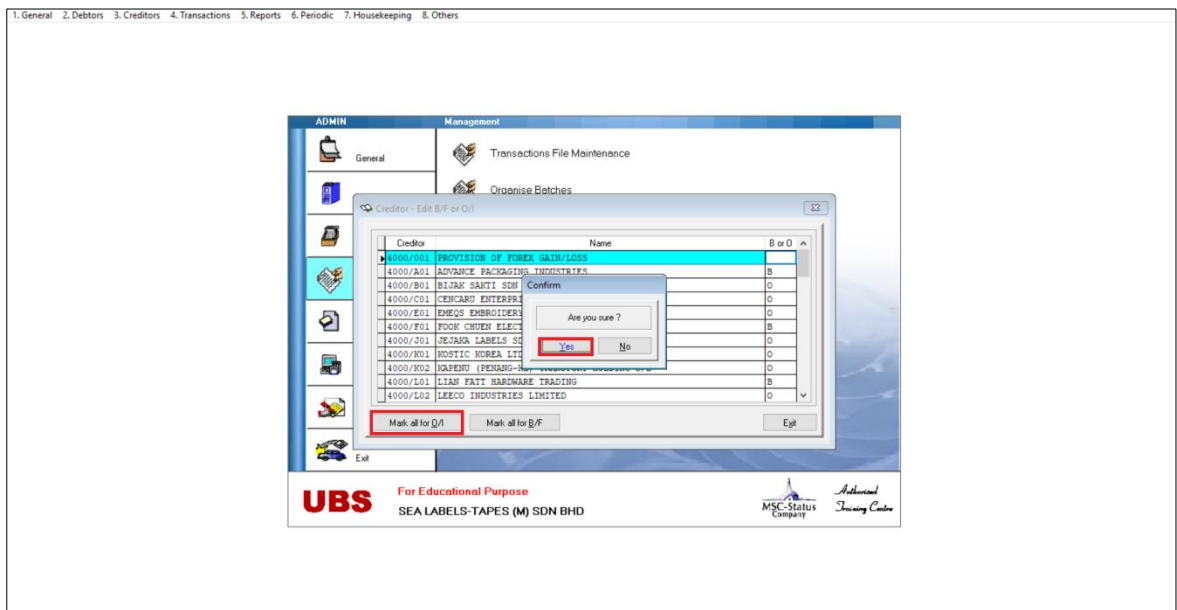
e) Edit creditor to O/I

Step 1: Go to 4. Transactions -> 7. Open Item Menu Creditor -> 5. Edit B/F or O/I



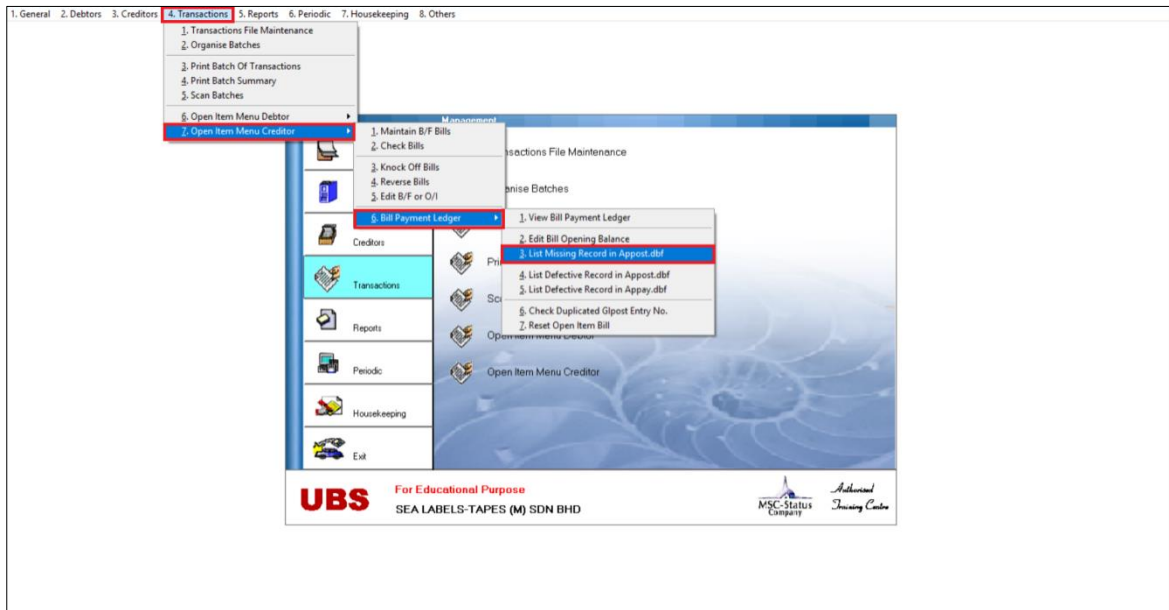
Step 2: Click on “Mark all for O/I”, it will prompt out asking you “Are you sure”, you can click on yes button.

Step 3: Exit -> Done.

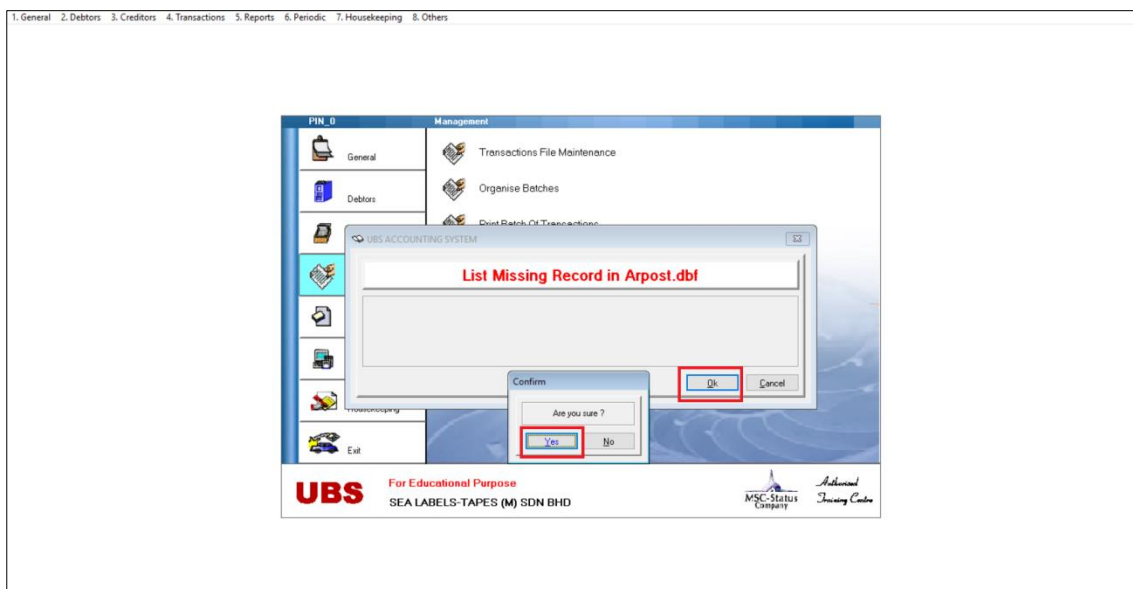


f) Check missing record (Creditors)

Step 1: Go to 4. Transactions -> 7. Open Item Menu Creditor-> 6. Bill Payment Ledger -> 3. List Missing Record in Arpost.dbf



Step 2: Make sure there is no missing record. Then click Ok -> Yes

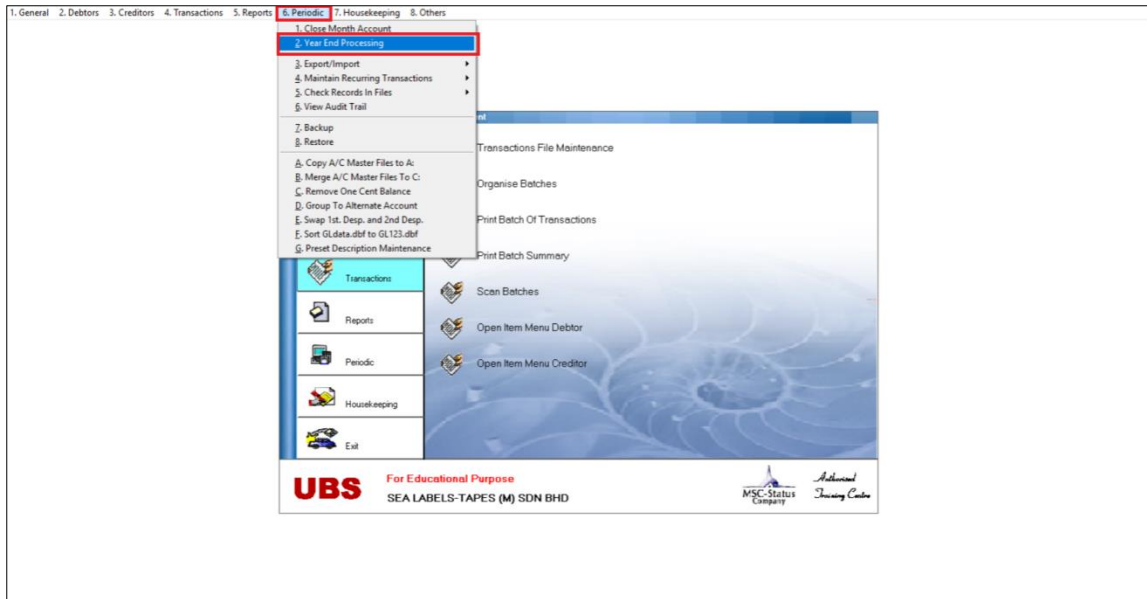


Step 3: Exit -> Cancel

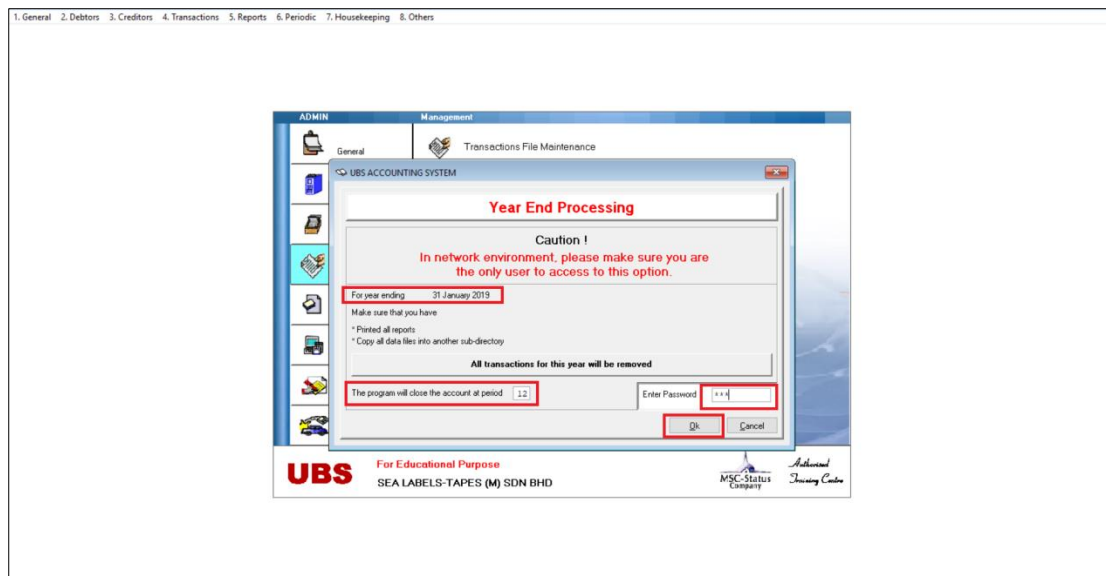
3. Year End in UBS

a) To do the year end processing

Step 1: Go to 6. Periodic-> 2.Year End Processing



Step 2: Check the year end details, enter the password.

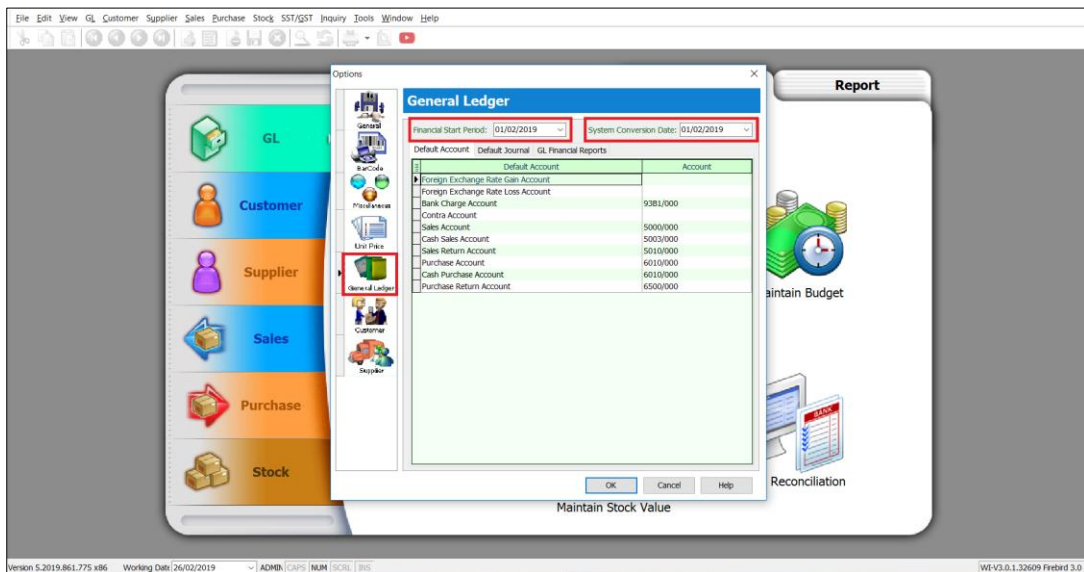


Step 3: Year end done.

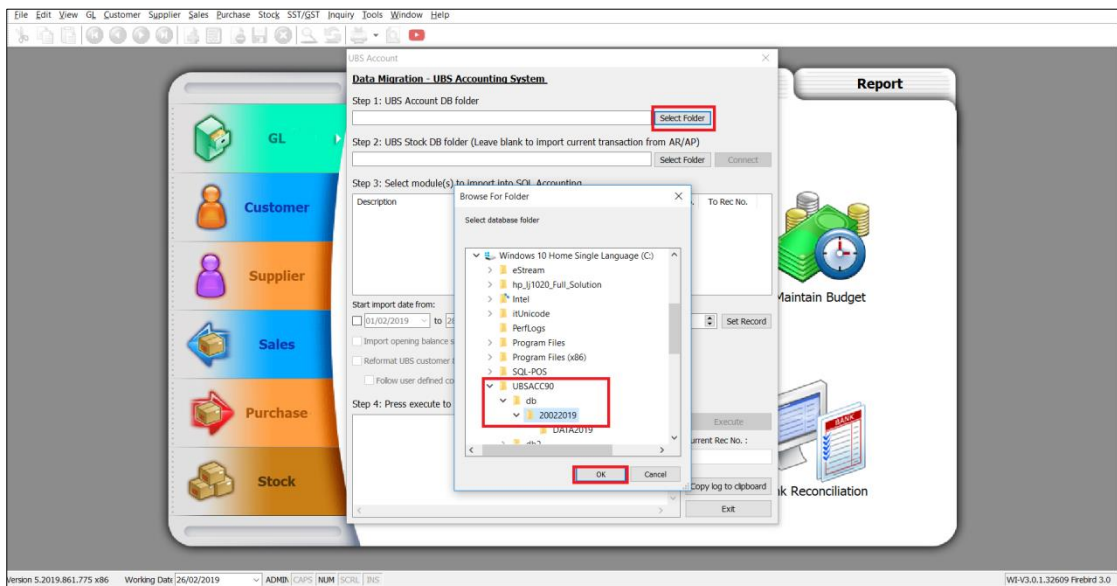
4. Import Master File into SQL Account

a) Make sure the setting for the financial start period and system conversion date is correct before starting the import.

Tools -> Option -> General Ledger



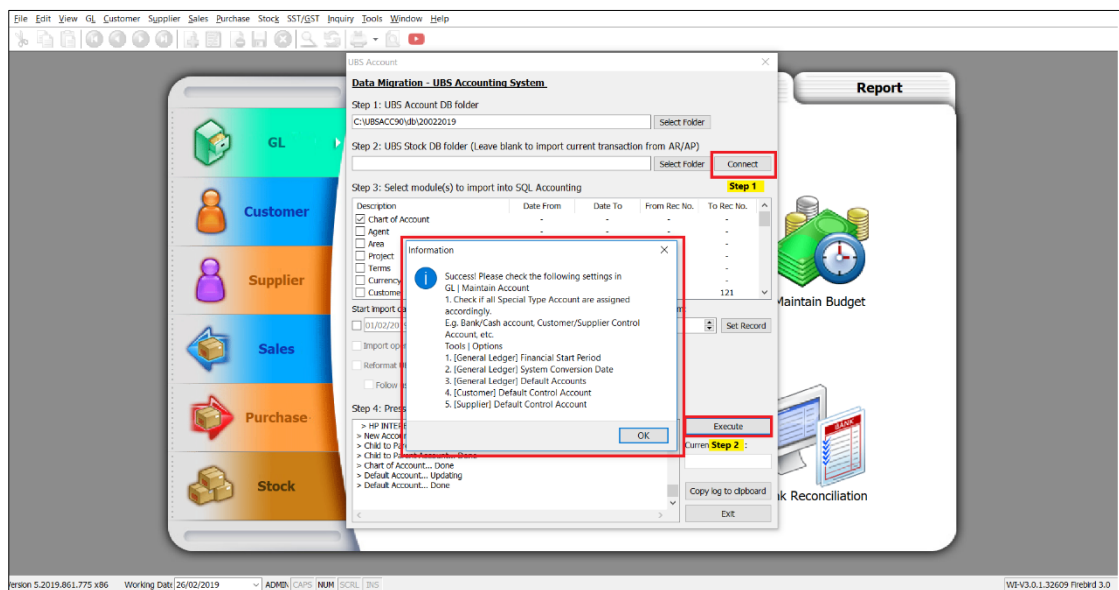
b) Select UBS folder.



c) After done select the folder,

Step 1: Click on connect to get data from UBS.

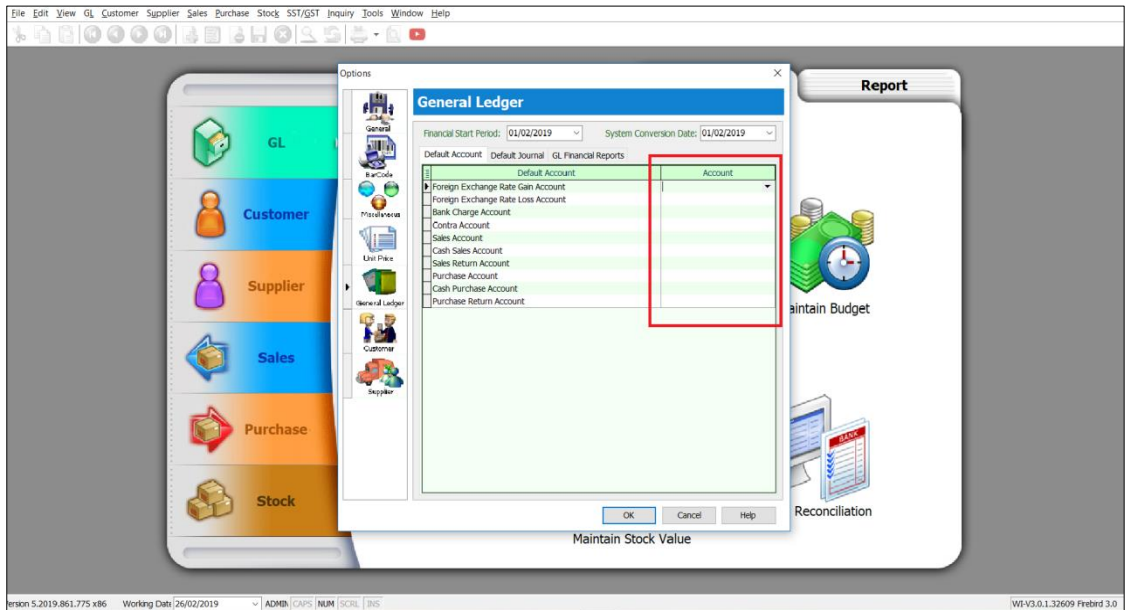
Step 2: Click execute to import Chart of Account. Once done, it will prompt out the message.



d) Once done import Chart of Account may close the import screen and do some checking.

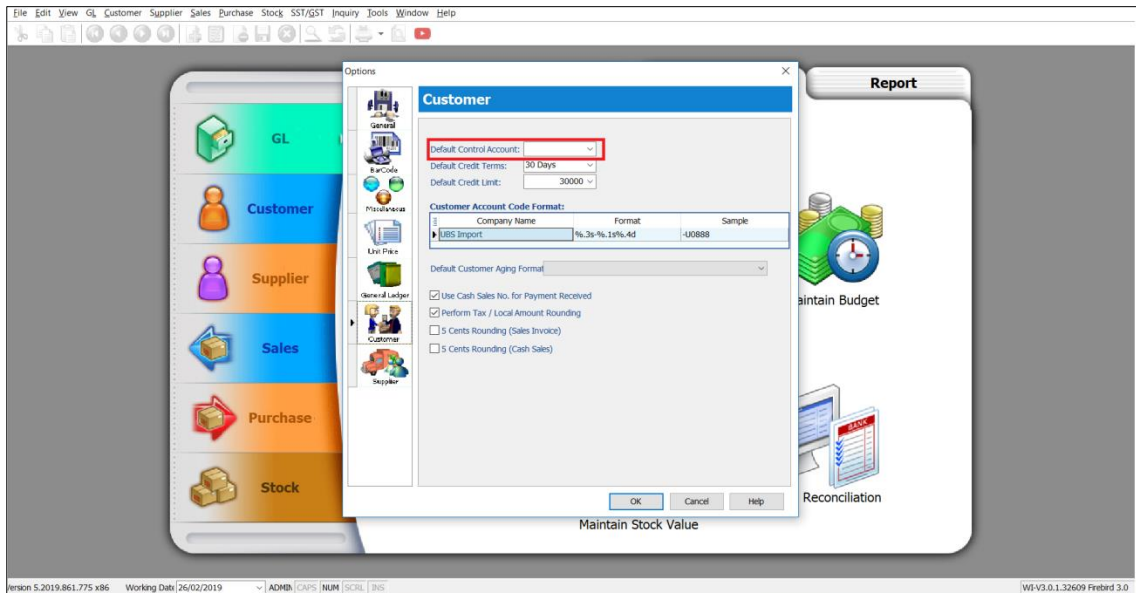
i) Make sure all the Special Account Code are assigned accordingly. (eg. Bank Account, Cash Account, Deposit Account, Customer / Supplier Control Account)

ii) Tools -> Option -> General Ledger -> Default Accounts

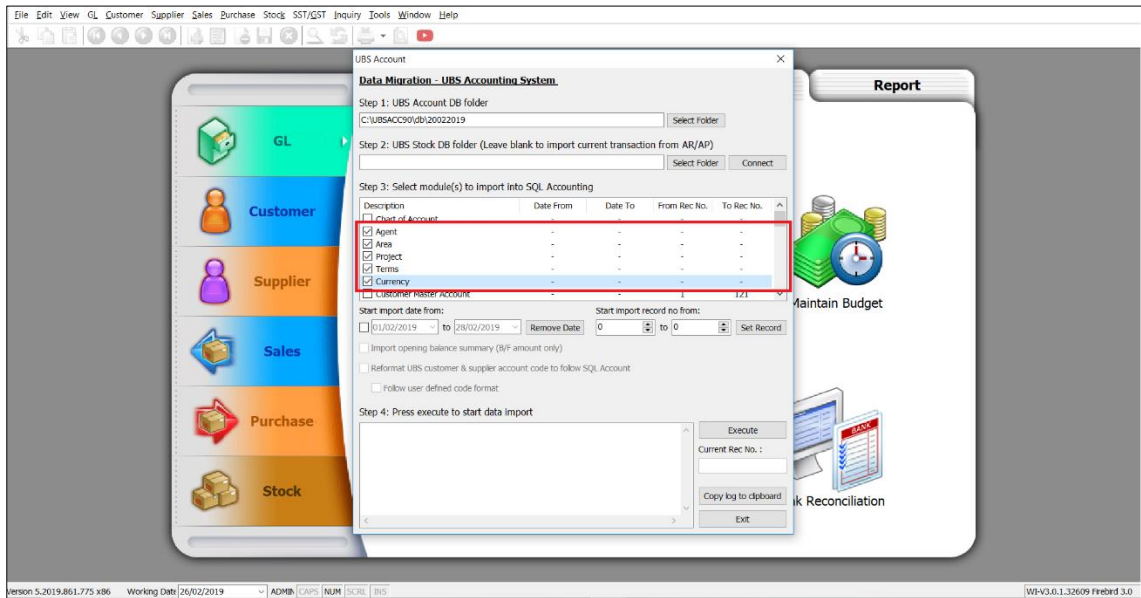


iii) Tools -> Option -> Customer-> Default Control Account

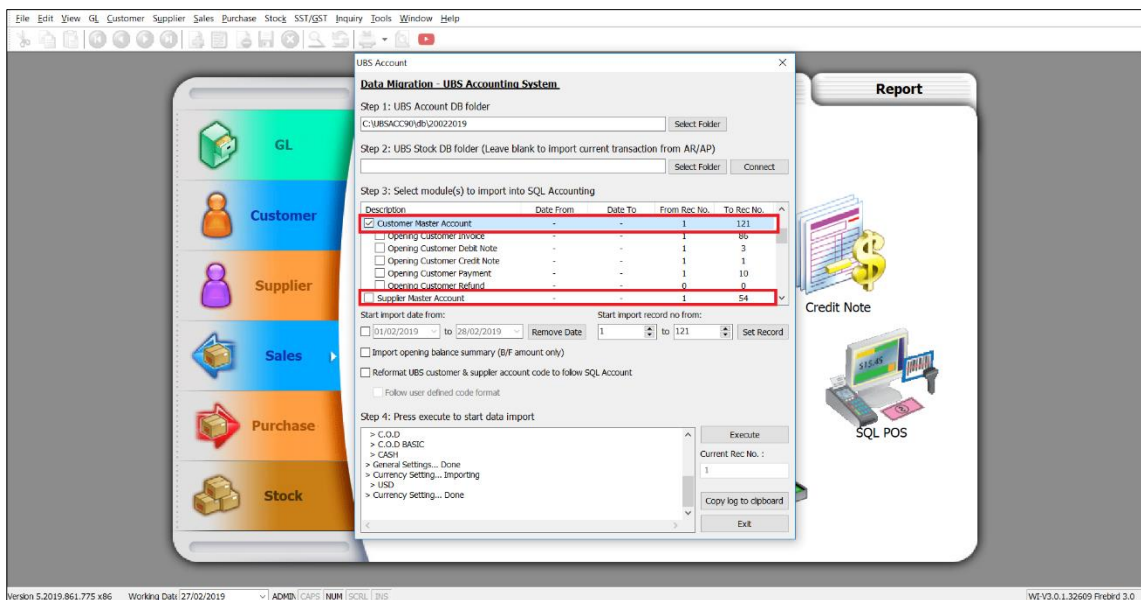
iv) Tools -> Option -> Supplier-> Default Control Account



e) After import Chart of Account, you may start import other master data. (Agent, Area, Project, Terms, Currency).



f) After done, you may start to import customer master file, then follow by supplier master file.



5. Import Stock Master File

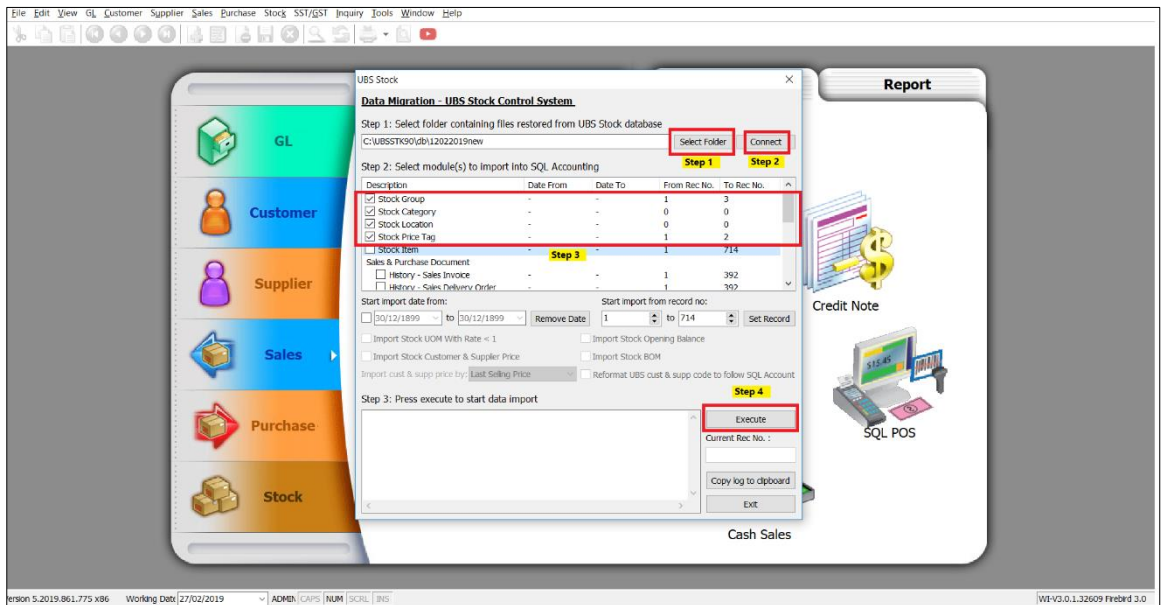
a) Go to File -> Data Import -> UBS Stock

Step 1: Select the UBS Stock folder.

Step 2: Click on connect.

Step 3: Tick on Stock Group, Category, Location, and Price Tag to import.

Step 4: Click on Execute.

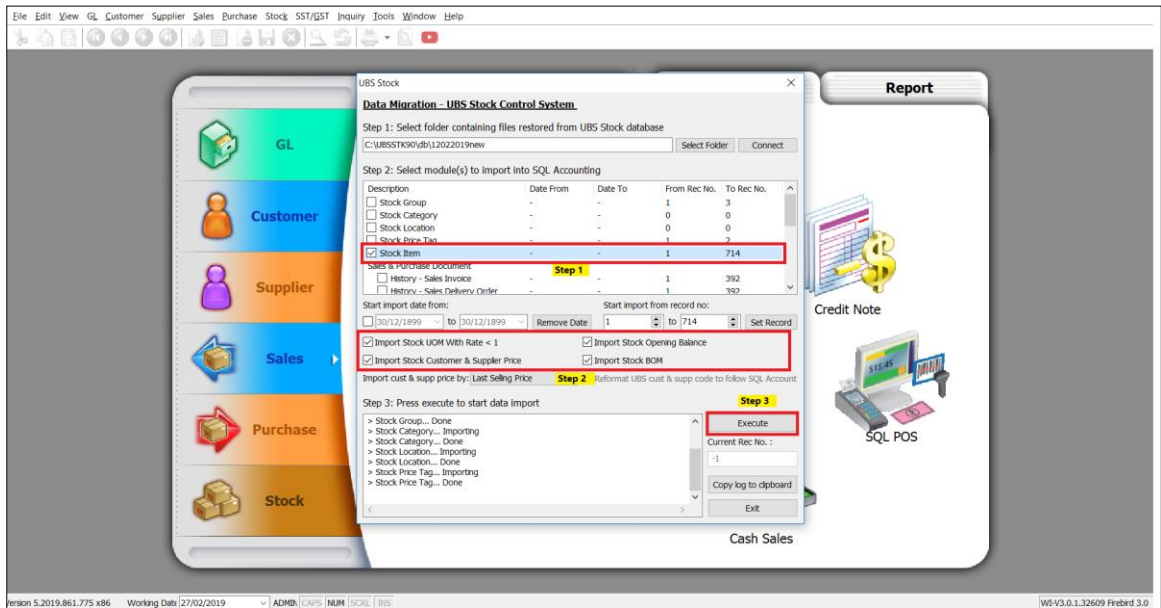


b) Import Stock Item

Step 1: Select to import Stock Item.

Step 2: Tick all the option so that every single item info will import into SQL.

Step 3: Click on Execute button.

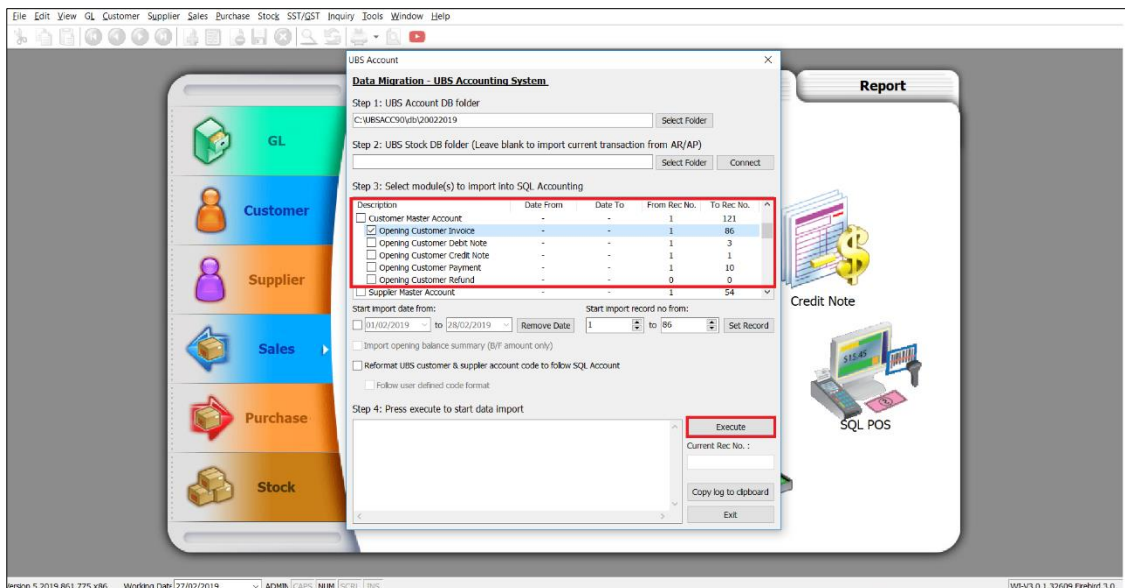


6. Import Opening Balance

a) After select the folder, we can start import opening.

Step 1: Under Customer / Supplier Master Account, tick the Opening Customer/Supplier xxx options you wish to import.

Step 2: Click on Execute Button.



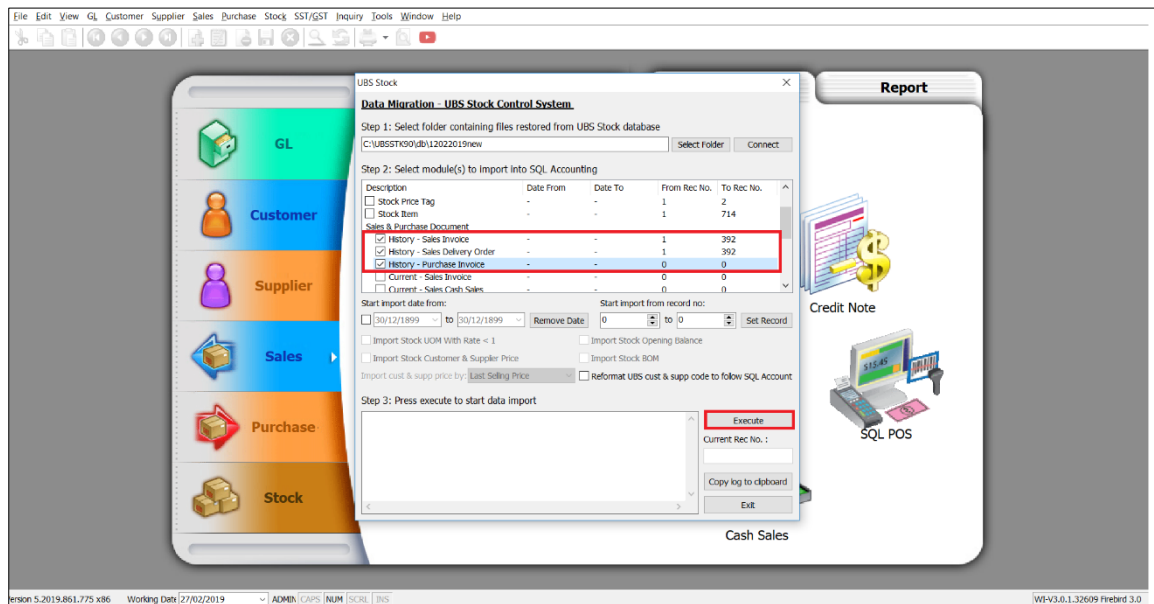
b) You may tick all the opening at the same time. (Customer Payment takes longer time to import in). (SQL follow UBS Detail Aging)

c) After done we may compare the opening value with Customer Aging in UBS.

You may go to 2.Debtors -> A. Open Item Menu Debtors -> 5. Print Detail Aging

7. Import Sales & Purchase History Data

- a) File -> Data Import -> UBS Stock and select the UBS Stock database folder.
- b) Under stock item, tick the Price History xxx options that you wish to import.

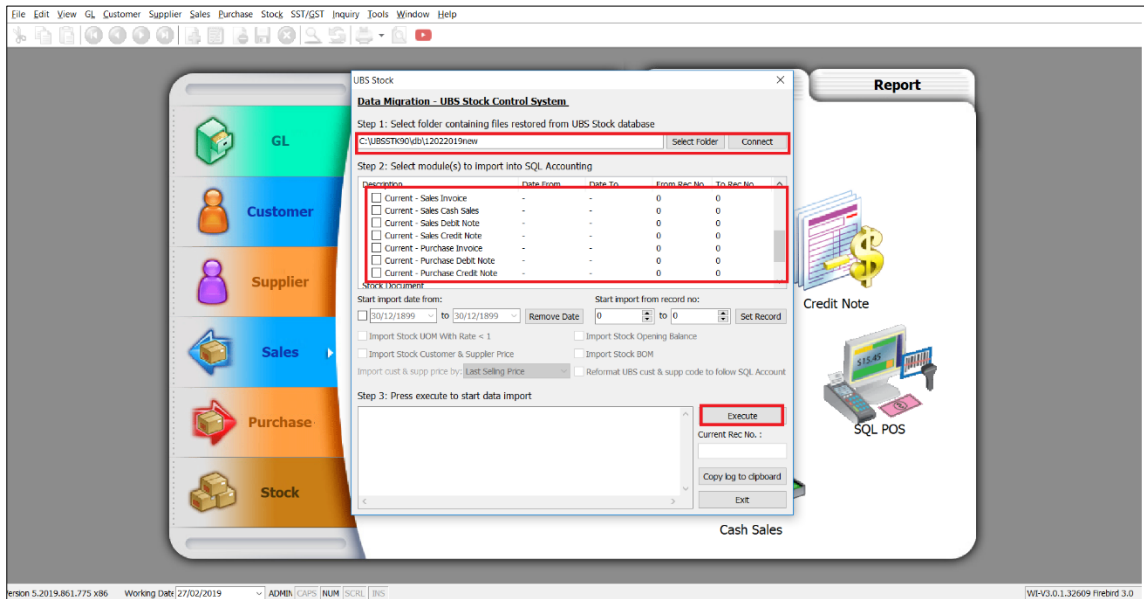


8. Import Current Transaction

- a) Import sales & purchase current transaction

Step 1: File -> Data Import -> UBS Stock and select the UBS Stock database folder.

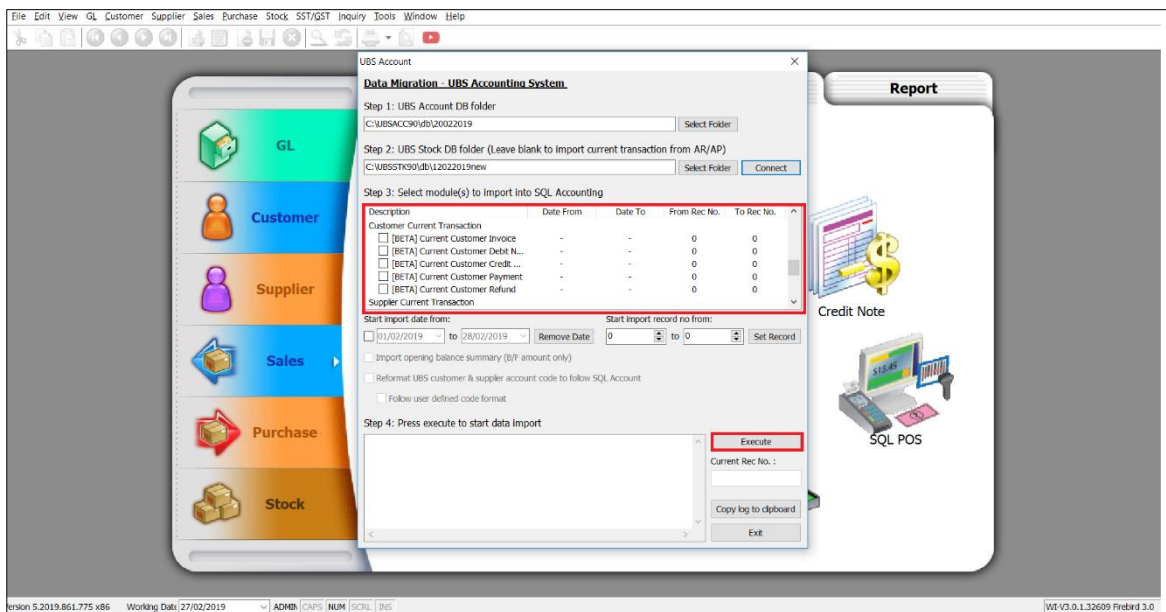
Step 2: Under stock item, tick the Current Transaction xxx options that you wish to import.



b) Import AR, AP, GL current transaction.

Step 1: File -> Data Import -> UBS Account and select the UBS Account database folder.

Step 2: Under Customer Current Transaction, tick the [BETA] Current Transaction xxx options that you wish to import.



c) Repeat the same steps for options under Supplier Current Transaction and GL Current Transaction.

<<End>>