

End of Periods - Daily

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The Agvance data represents the financial records of the business as well as many hours of data entry time. Here are some things that may be done to assure that the data is safe and accurate.

Accounting Checkups

Agvance has accounting checkups available in the Accounting Reports module. It is recommended to run them several times during the month to assure data integrity. Periodically, a hardware, operating system, or Agvance error may occur while operating the program. When this happens during a posting process, there is a chance that a transaction was partially posted. Found in the Accounting Reports module by selecting the **Red Cross** icon, these checkups may help find data inconsistencies caused by partial posting.

- **Daily** – It is recommended to run the G/L Accounts Checkup before making the daily backup.
- **Weekly** – It is recommended that the Customers, Vendors, and Inventory Checkups are additionally run. If the Energy module is being used, then the Budget Billing checkup should also be included in the weekly run.

Any errors shown on any of these reports should be faxed to SSI Support (1-877-402-2204 or 217-774-2204) or emailed to support@agvance.net.

Backup

Daily backups are strongly recommended. This is the process of making a copy of the files within the *LastImage* folder, which is located within the *Data* folder (usually *\avdata*). The *LastImage* is updated by using scheduled daily images at *Hub / Utilities / Make Database Image* on the *Schedule* tab, and scheduling software such as Vale. It can also be updated by making an On-Demand image in this same menu selection, but using the *On Demand* tab. The files within the *LastImage* folder should be transferred onto some type of media such as an external hard drive or zip drive.

Data is automatically backed up for hosted customers.

Specific instructions about how to operate backup software are unable to be given because that will vary by machine. Consult a hardware dealer if this type of assistance is needed.