

## Closeouts and Backups

### Setting Up Your Closeouts

When setting up your closeouts, there are a few things to consider:

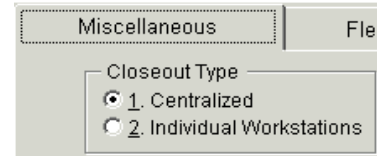
1. What printer will I be printing my closeouts on?
2. Do I want 40-column (receipt size) or 80-column (8 ½ x 11 size) closeouts?
3. What kind of closeout do I want to print - Individualized or Centralized?

To set up your closeout printer in MicroBiz, you will need to go to Management – Customize – Hardware Settings - then lastly, the “Printers” Tab. This will bring up many options for forms you can print in MicroBiz. One of these options will be “Closeout Printer Name.” Click on the “Browse” button to the right and select your printer of choice. Afterwards, make sure you have chosen control codes for your printer by clicking on the “Browse” button.

After your printer has been selected, you will need to set up your closeouts to be done in the 40-column or 80-column format. This will be based on which printer you selected in “Hardware Settings.” If your printer is a receipt printer, you will need to set it to 40-column. If not, it will need to be set to 80-column. This can be done by clicking on Management – Customize – Print Settings. The option will be on the bottom right of the “Invoice” tab. Running 80-column closeouts offers a few more options. For more details, you may need to call MicroBiz Support.

Closeout printer is  80-column  40-column

Lastly, you need to set up which type of closeout you would like to print – **Centralized** or **Individualized**. A **centralized** closeout would mean that you only run one closeout for all computers running MicroBiz. Your end of day sales totals would be accumulated from all workstations on your report. An **individualized** closeout would need to be done from every workstation running MicroBiz and your totals would be collected from each computer individually. It is up to the user to decide whether they would prefer to view their total sales as a whole or individually from each workstation at the end of the day. This option can be found by clicking on Management – Customize – Global Settings – and lastly the “Miscellaneous” tab.



### MicroBiz Backups

It is extremely important to make sure you are backing up your data every day in case of possible data corruption. There are a few ways to do this, including one internally through MicroBiz.

#### Internal Backup:

1. Open up MicroBiz
2. Click on Management - Customize - Global Settings
3. Click on the "File Backups" tab.

At this point you are able to choose which location to backup your files. By default, MicroBiz is set up to backup inside the "Business" folder itself. You may choose a different location if you wish - remember it. You are also given the option for automatic backups when you run your closeout reports. This would be a good idea because it will be done automatically (or remind you) every night when you do your close out. This backup will create a "Tempbak" folder which contains your previous day's data and a "Zipbak" folder which will zip up all of your data separately for each day every day you back up.

It would also be a good idea to keep a backup on a disk or some other storage device in the case of hard drive failure or some other issue where you could not get to the data on your computer. One way to do this would be to locate the "Business" folder on your server, copy it, and paste it to your storage device. If your storage device is a Writable CD, remember to "burn" the data on the CD. It is recommended that you do this at least once a week.

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