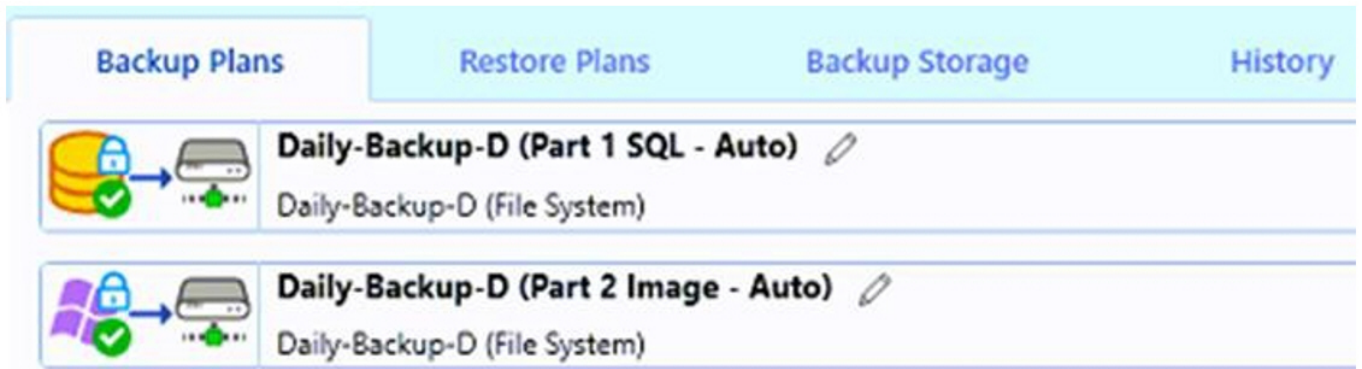# Running an End-of-Year/Fiscal-Year-End Backup

Recommended Preparation

- Use backup media with the same storage capacity that is used for daily backups (e.g.: 250GB SSD, 64GB flash drive, +2TB Passport, etc.).
- Purchase the same number of backup media as the number of EOY/FYE backups required.
    - For example, if 2 EOY/FYE backups are required, purchase 2 additional backup media.
- Use physical labels to name the backup media (2024 EOY Pre-Backup, 24-25 FYE Post-Backup, etc.) so that they are visually different and difficult to confuse.
    - This is **very important** since running a post-backup while using the pre-backup media **will result in the pre- backup being overwritten**.
- If flash drives are used for EOY/FYE backups, then the flash drives will need to be formatted as NTFS. Otherwise, the factory default format (FAT32/exFAT) will result in errors during the backup process.
    - Please contact LGC if assistance is needed in performing this task.
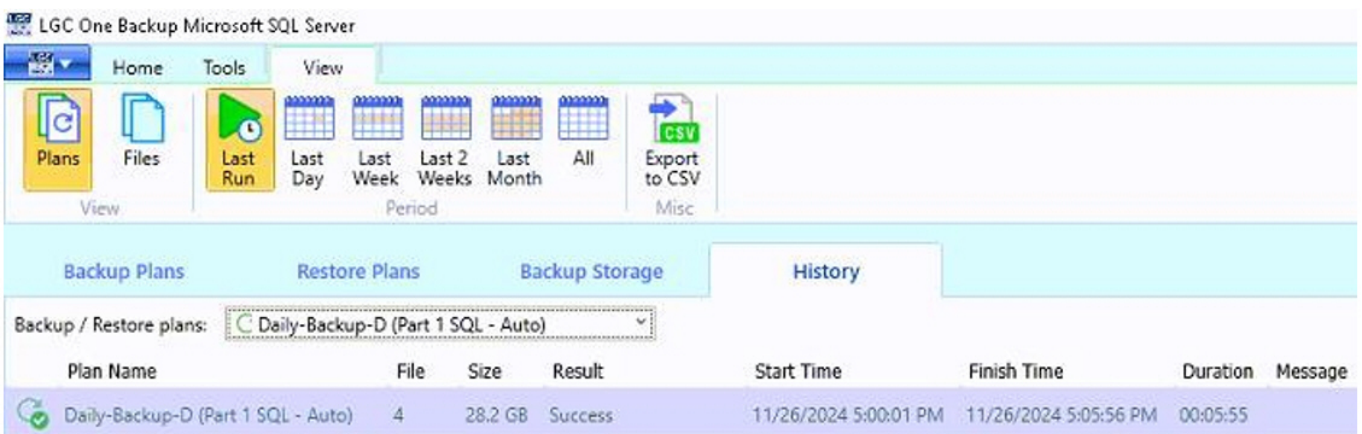
Running the EOY/FYE Backup

- On the Desktop, double-click This PC, Windows Explorer, or File Explorer.
- In the left pane, click on This PC to display the available drives.
- Insert/plug in the EOY/FYE backup media, and confirm that it 1) has been recognized successfully and 2) is now listed among the other drives.
- Verify that the EOY/FYE backup media has been assigned the correct drive letter.
    - For example, if the daily backup plan(s) in LGC One Backup are named "Daily-Backup-E…", then the EOY/FYE backup media must be using the E: drive letter.
- Open LGC One Backup, and click the ▶ button (the play button) next to the daily backup plan to run the plan manually.
    - SQL customers will need to click the ▶ button next to the Daily-Backup (Part 1 SQL) backup plan, and it will launch the Daily-Backup (Part 2) automatically.
    - Non-SQL customers will need to click the ▶ button next to the Daily-Backup plan.
- The EOY/FYE backup has been successful when the green checkmark appears next to each plan. Repeat these steps for each successive EOY/FYE backup plan.

- **Running an EOY/FYE backup is no different from running a daily backup. Using separate EOY/FYE backup media is the only difference, but the procedure is the same.**

Checking the Backup History

- Click on the History tab to view the backuEndp history of each backup plan.
- Locate the Backup / Restore plans drop down menu, and select the daily backup plan for viewing.

- The default setting displays the Last Run of the backup plan.
- If the time stamp under the Start Time and Finish Time columns is incorrect, click Home above the toolbar, and then click Refresh.

Return to top of page