

Drake Backup Instructions

Modules Accepted for Conversion:

- 1040 - Individual
- 1065 - Partnership
- 1120 – Corporation
- 1120s – SCorporation

Back up clients in Drake:

Please follow these instructions to back up your data in order to prevent any delays in the conversion process.

Calculate all clients **and** remove locks and passwords from clients before beginning the backup process.

1. Create a new folder on your **C:** drive named **CONVERSIONDATA** before you begin the backup process (e.g. **C:\CONVERSIONDATA**).
2. On the menu bar, click **Tools**, select **File Maintenance**, then **Backup**
3. The **Drake 20yy - Backup** dialog box appears
4. Click the **Select a backup location** button, and select the **drive** and **folder** for your backup(set the location to **C:\CONVERSIONDATA**)
5. Check **only** the box for **Client Files**
6. Click **Backup**

IMPORTANT NOTE:

A valid Drake backup contains a folder named DT. Inside the DT folder are 10 additional folders named for each of the numbers 0 to 9.

