



# beforeyoubegin



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**beforeyoubegin** ..... i



Review and implement the following steps before beginning the accrual process, as needed.

# 1

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## Create Backup Folders

Create backup folders.

# 2

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## Things to Remember (TIPS)

Things to remember.

**TIP:** Throughout the process, press ENTER or click **Save** to save information.

# 3

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## Review Process Terminology

[Review Process Terminology.](#)

Terminology the user should be aware of.