



beforeyoubegin

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

1

Create Backup Folders

Create backup folders.

2

Things to Remember (TIPS)

Things to remember.

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

3

Review Process Terminology

[Review Process Terminology.](#)

Terminology the user should be aware of.



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