

## What Should You do if Your Computer Goes Down?

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### **What Should You do if Your Computer Goes Down?**

It is not a tragedy. It surely is inconvenient, but you have back up copies of all information.

#### **Remember:**

1. At the beginning of each month you should print an A/R aging report. This report can be used for tracking cash received until the computer is back up.
2. You have a copy of all your orders. If the computer is inoperable, TYPE the order in Excel or a word processor and input it into the computer after it is fixed.
3. The open order report should be printed weekly. Use this report to track orders until the computer is fixed.
4. At the beginning of each month you should print an open A/P report. Use this report to see what vendor invoices may be due and handwrite checks until the computer is back up.
5. You have numerical copies of all invoices.

Simply run your system as you would if you didn't have the computer. Keep copies in a folder and then run all information through the system.

#### **Daily Backups are most important!**

Two (2) copies must be taken off the premises nightly! The prior month end and prior week end back ups should be in a safe deposit box or safe.