

The Importance of Backing Up Data

Back-ups are a very important, yet often neglected, part of using a computer. Some learn the hard way and have to rebuild their computer from scratch before implementing complete back-ups on the full system. Most people back up little to none of their files on a daily basis. They don't back-up emails, address books or accounting data, and then get frustrated when all work is lost. It takes time to get your computer just right to meet company's needs.

You're probably thinking that doing these back-ups are going to take a lot of time that you don't have, which is no excuse. If your company is not backing up data then shame on you. There are several options available to automate this process. All you need to do is configure the software to run daily at a time that is convenient (e.g. 2am, when you most likely won't be using your computer).

One way of storing these back-ups would be on an external drive. The expense of the software, the drive and/or tapes are mildly expensive but minimal in comparison to the time, effort and cost one would incur to re-build valuable information. It is further recommended to keep a back-up of your files in an off-site location. In the event of flood, fire or theft your vital information is still protected.

Recently we have received calls where data needed to be restored. No employee on staff knew how to restore the data. In another instance, not only did the owner of the data not know how to restore the data, their IT consultant did not provide them with the rights to restore the data. Both companies were at the mercy of their outsourced IT subcontractor to perform the task. In addition to the cost incurred, it will also result in costly downtime if your IT person is not immediately available. This is unacceptable.

If your company has hired an outside IT consultant to sell you *peace of mind*, make sure the entire procedure, backup and restore, is documented and checked frequently to ensure there is actually data there when the need arises, and sooner or later the need will arise. We all know someone who has had a computer stolen or a hard drive crash.

The time between backups should not exceed the amount of time your willing to spend re-creating all that has happened since the last backup. With regular back-ups you can work with the comfort of knowing that if something happens to your valuable data, you can restore it with a click of a mouse.

For more information on off site back up contact us at support@wrightoffice.com

Tech Support Issues

Calls From Our Customers



Why does our logo show in report writer but not in the preview or printed report?

The image path is not correct. Sage Master Builder will only print an image on a report correctly if the image path contains a drive letter to a network resource, also known as an absolute path. To verify the image path, right click the image and review the Image Path box. If the image is on the same drive as where the program is being launched, the path should appear like this:

\\MB7\Report Forms\Logo.bmp

If the image is on a network drive, the path should appear like this:

[drive letter]:\MB7\Report Forms\Logo.bmp

Why does general ledger not reflect my voided payroll record ?

Upon looking at the file we determined that when the payroll record was voided the user selected "No" to void the general ledger record, therefore Sage Master Builder will create a reversing payroll record. This record will need to be posted to update general ledger.

When I print report number 2-3-61 why does my job cost differ from my GL?

The most likely reason is someone entered job cost record(s) directly into the job cost module at menu 6-1-3 to adjust job cost or to assist with T&M billing. Perform reconcile by period to identify the records. Corrected discrepancies by voiding the records and worked with user to enter a/p and g/l entries that would modify all areas properly and keep job cost in balance.

