

## Recreating Lost Data

On rare occasions, for example if the server fails due to a power cut or similar and the UPS does not maintain server power, the Gold backup from the previous evening would have to be restored. In this case, the current days' work will have been lost and need to be created.

Your Ibcos support consultant will take a copy of your live company and then restore your most recent backup tape.

Ensure all other users are kept off the system until a list of what needs to be re-entered has been ascertained. If possible try and control the number of people undertaking this task so the same document reference numbers as were originally allocated can be used. This will enable you to produce documents with the same numbers as given to customers/suppliers.

In the live company, locate the next document numbers, go to System Management – Depot Address/Seq Numbers, select the relevant depot then **Seq.Nos** Tab. This shows the next numbers for all automatically numbered documents – don't forget that most are preceded by the depot number.

Next – go to System Management – Company Control Files – View Mode – **Accounts** Tab, General. Here you will find the next automatic Sales and Nominal Reference and Purchase Reference numbers.

If you need Wholegoods numbers they are stored in Wholegoods/Hire in the Company Control Files.

Do the same in the copy company and you will have a starting point for the 'missing' transactions.

From the copy company run a Nominal Ledger Audit for the Posting Date required as well as Day/Month Books from Purchase and Sales Ledger. You may also wish to run WIP reports for POS and Workshops and Labour Analysis for the date/s in question.

In addition to this, it is a good idea to check whether any new Sales, Purchase or Nominal Accounts were created.

Create all the relevant entries in the live company and compare to the copy company to ensure all transactions have been re-entered.