Radio Days – 2008-10-25

Tip of the Week — Recovering Files

Last week a listener rang to see if it was possible to recover some files which had been deleted a few weeks ago, but there was nothing that I could do for her at the time. Since then I have been looking a programs which will allow you to recover deleted files, and the best program seems to be another from the same company which produces CCleaner and Defraggler.

Its name is *Recuva*, and it is simple to use. For best results with any file recovery program you must install the program before trying to recover files. This is because **any** changes to a disc will make recovery of deleted files more difficult.

One of the corollaries of this is that the longer before you notice that your files have been lost, and the longer before you attempt to recover these file, the greater the chance that they will have been overwritten by Windows. A lot of these problems can be solved simply: make sure that you have current backups of all your important data!

Updating Accounting Programs

When I install an accounting program for a client I make it as easy to use as possible for most of the time. There comes the time when, particularly for MYOB, you have to install the latest version of the program or roll over the end of the financial or payroll year. You are warned to keep a backup copy, but I have seen too many people who just delete all the old data from the previous year without making a copy of the data file as a backup. It is essential that you copy the data file **before** you delete information when rolling over.

This is obviously because most people have no idea what actually happens inside a computer. As Arthur Clarke famously said: *Any sufficiently advanced technology is indistinguishable from magic*. For most people the inner workings of a computer are magic and so are not seen as the mere technology that they are. This makes explaining computers so difficult, especially when dealing with bookkeeping. For far too many people, bookkeeping is seen as yet another black art, not as simply recording transactions which take place every day in every business.

The end of a Financial Year or Payroll Year

At the end of every payroll or financial year, you must finish all processing for that year. In MYOB this means a *Roll-Over* to complete the end-of-period and start a new period. There are a number of steps to be performed: if you are not sure then please check the MYOB web site at *myob.com* and click on *Search our support notes* in the bottom left-hand corner of the screen. These notes are detailed and you need to be sure that you follow all the steps in order.

There are notes for both end of Payroll Year and end of Financial Year. Please note that the payroll year end **must** be done after the last pay in June and before the first pay in July. The financial year end can be done at will, but remember that you will not be able to print reports for some years until after you have done the end of Financial Year roll-over.

Websites

Recuva   www.recuva.com
MYOB   myob.com *(select Australia)*