Preliminary Investigation

Report

for

COLUMBUS COMPUTER REPAIR

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Revision 1.0

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Preliminary Investigation Findings

The following problems were found during the investigation:

1. Employees filled out orders on photocopied papers that were kept in a filing cabinet. Many invoices were lost and or destroyed accidentally leading to lost revenue.
2. There was little electronic record keeping and what did exist was overrun by erroneous data entered by poorly trained employees.
3. Columbus Computer Repair as spending an inordinate amount of money on paper and printing products.
4. Columbus Computer Repair had no disaster recovery solution if the few computers and electronic records they had were destroyed or rendered useless.
5. The accounting system was nonexistent and there was no record of cash flow, accounts payable, or accounts receivable.

Recommendations

The problems identified in this preliminary investigation will increase as business for Columbus Computer Repair grows. CCR is not audit-ready, and is not following widely accepted accounting principles for their record keeping.

Accordingly, these consultants recommend that an entirely new system be put into place for CCR.

Expected Benefits

Columbus Computer Repair will see increased revenue from correct data records, integrity of data, and accessibility of data. Invoices will not be lost, and all revenues will be collected All record keeping will be done electronically to reduce any lost data.