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Helping People Help Themselves



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Protect Your QuickBooks® Data!

Maintaining the integrity of your QuickBooks® accounting data is vital. Bad data, bad decisions. What follows are the two best ways we have found for protecting your QuickBooks® data.

Closing Date & Passwords: QuickBooks® allows you to set passwords to control access to your data. One of the passwords that can be set relates to a “closing date”. Setting this date and related password protects you from inadvertently entering old dates. It also prevents you from initiating a transaction in QuickBooks® that will affect a prior period for which a tax return has been filed or financial statement issued.

Backup: Backup using diskette, tape or removable media (like a Zip drive) is the best way to ensure the safety and integrity of your data. To be completely protected you will need 23 backup sets:

- 4 dailys labeled Monday, Tuesday, Wednesday, Thursday (use Week 1 on Friday)
- 4 weeklys labeled Week 1, Week 2, Week 3, Week 4 (use a monthly on Week 5)
- 12 monthlys labeled Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec
- 3 annuals labeled Year 1, Year 2, Year 3.

With this procedure, you will be backing up your QuickBooks® data each time with the SAME file NAME...like YourCompany.QBB. Overwrite the previous backup each time on subsequent backups using the same file name. Put a label on each disk and draw two vertical lines to form three columns. Write the date on the line of the first column when you use it. On next use, write the date on the next line and mark out the last line. When the label is all used up, put another label on top and use it. When the second label is used up, replace the media.

If you are just backing up your QuickBooks® data, run your monthly backup after you have reconciled all bank accounts for that month. Drop this backup into the envelope with your bank statement, canceled checks and QuickBooks® bank reconciliation report. You will need this backup if you begin to do next month's bank reconciliation and the opening balance on the QuickBooks® bank reconciliation screen is not the same as the opening balance on this month's bank statement. Without that last month backup you can spend hours of unproductive time trying to figure out what went wrong.

Backup alternative with Zip drive: Backup using 100 or 250 meg zip disk drives can be done with only three initial disks. Label them Daily, Weekly and Monthly. In this alternative procedure, you will be backing up your QuickBooks® data each time with a DIFFERENT file NAME so each backup you make is kept on disk. Use an 8 character file naming procedure: 2 alpha for company reference and 6 numeric representing the backup date...like CN123002.QBB. The next day's backup file name would then be CN123102.QBB and so on. Backup your QuickBooks® data Monday through Thursday on the Daily disk. Backup Friday on the Weekly disk. Backup after last month's bank reconciliations are done on the Monthly disk. When the Daily disk gets full, park it and begin a new one. When you have 4 Daily disks, begin rotating them on a daily basis as noted in the backup procedure above.