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CERTIFIED
QuickBooks.
ProAdvisor

Your QuickBooks® Coach
Making QuickBooks® work for You

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FAQ02

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. To set a closing date, click on Edit on the menu bar, then Preferences, Accounting, and Company Preferences.

Backup: Backup using removable media (like a CDR, DVD, or USB flash drive) is the best way to ensure the safety and integrity of your data. To be completely protected you will want to setup the backup defaults to remind you each time you leave QuickBooks. Enter a default backup location and check the box to append date and time stamp to the name of the backup file. If you are using a CDR, CDRW or DVD drive, also check the box that says use Windows CD Writing Wizard.

Alternatively, you could set the default backup location to a folder with a name like "QB Backups" on your hard drive (most likely your C:\ drive). Then from time to time you could move these backup files to your removable media of choice.

Final note on backup… always make a backup of your data immediately after you have reconciled all bank accounts for a month. 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.