

Marie Nugent
@ *QuickBooks*[®] Help Desk

QuickBooks[®] Solutions for Your Business.



“Backing Up QuickBooks 3 Insider Tips”

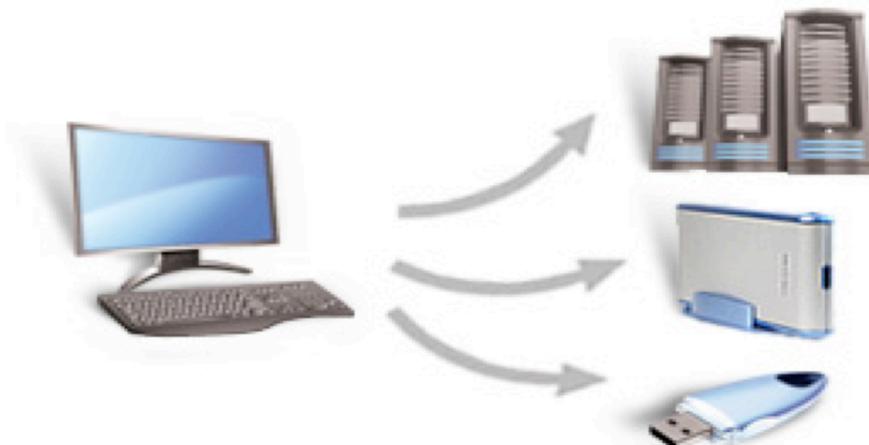


Table of Contents

A Note From Marie.....	3
Backing Up QuickBooks	
Insider Tip #1.....	4
Insider Tip #2.....	6
Insider Tip #3.....	8
Bonus Insider Tip.....	9
QuickBooks Services.....	10
Contact Marie	11

“What makes Marie Nugent unique amongst the QuickBooks advisors we have hired is her very practical approach to tailoring QuickBooks to our needs. Her in-depth knowledge of the “inner workings” of QuickBooks has transformed our operation in a very short time.

She may appear a bit more expensive than other QuickBooks advisors until you realize that she covers in an hour what takes others many hours, and has made our operation smooth and stress-free through clever short-cuts so few know of.

I highly recommend her for setting up QuickBooks right. My employees know much more about QuickBooks now, as she has made it simple to use, and has shown us how to avoid issues in the future. In just a short time with Marie, she has made something that appeared daunting and difficult to use, simple and effective.

I can now sleep at nights knowing that my business is under control, and I can accurately view the state of my business at any moment by simply opening QuickBooks. Marie has not only made this possible, but did so in a very cost-effective manner. “

*Jack Canterbury, Esq.
General Counsel & Regulatory Director
Allied Home Health, LLC*



[About Marie](#)

- Find QuickBooks confusing?
- Not sure if you are using QuickBooks correctly?
- Wish you had a professional QuickBooks resource that speaks in your language and NOT accountant-lingua?

Don't let QuickBooks get the best of you!
Get the best of QuickBooks for your business.

Put Marie's 20 Years of Experience to Work for You

These guides make it easy for you to find the QuickBooks, accounting, and technology solutions that are so elusive and confusing to many businesses. Delivered on-site or via the Internet, count on me to provide the advice and insight you've been looking for.

My clients benefit from having a trusted, professional advisor on their team at a fraction of the cost of full-time staff. They enjoy our working relationship for the main reason that I don't always speak "accounting or technology lingua" –I can discuss your problems and offer solutions in plain English. [See what my clients are saying about the help and insight I have provided them.](#)

What QuickBooks, bookkeeping problems are you having today? Let's talk about them and schedule to resolve them. Please call me at (718) 809-0367, e-mail me at Marie@StepbyStepQuickBooksTutorial.com, or visit my web site at www.StepbyStepQuickBooksTutorial.com/QuickBooks-Help-Desk to put a problem-solving plan in motion for your business.

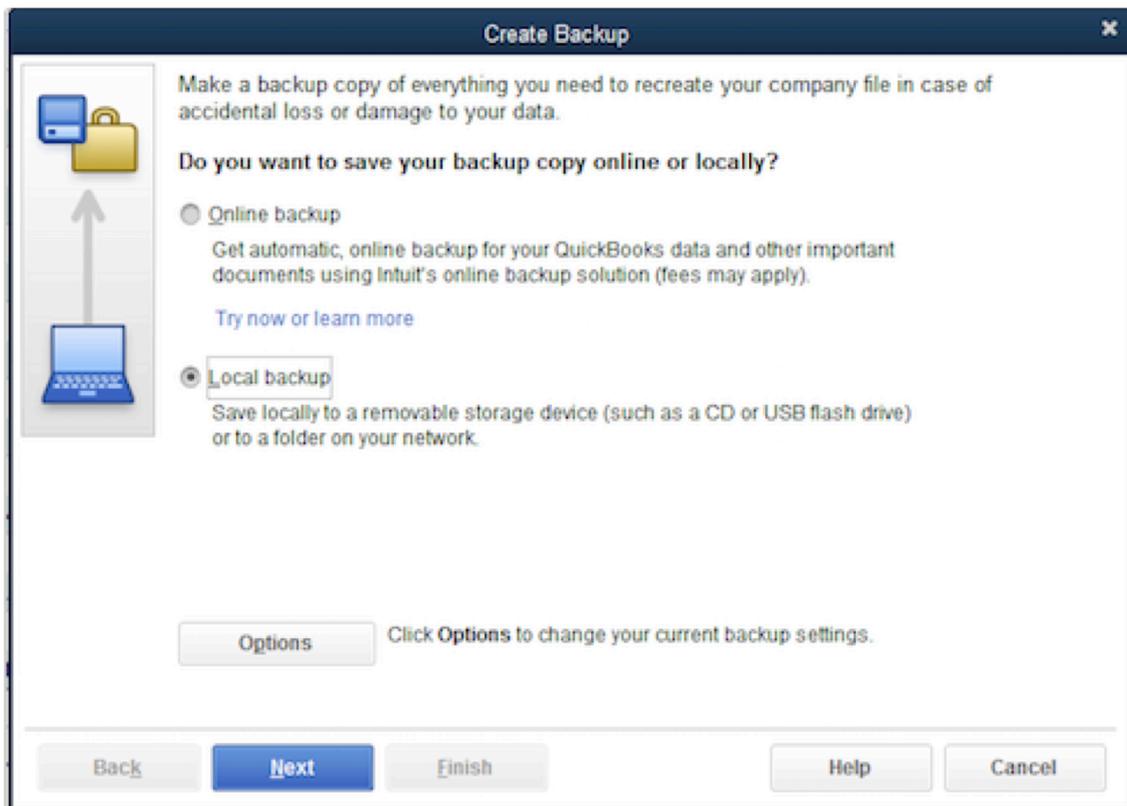
"Your training has literally revolutionized the way we run things here. Everyone in our entire company - from Customer Service, Purchasing, Marketing, Shipping to Management has benefitted greatly from what you have taught us! I couldn't recommend your expertise more! In fact, I would tell anyone new to QuickBooks that a session with you is mandatory. The ROI is literally 50 fold for our company. Thank you!"

Michael Louis Perry
MLP & Company Contractor
Engineers

Backing Up QuickBooks

INSIDER TIP #1: Double check your CD, Flash Drive, or other backup media to ensure your QuickBooks backup file is actually on it.

The QuickBooks backup system located at the pathway [File > Backup Company > Create Local Backup](#), asks you to choose the location where you would like to store your backup copy. This option provides a lot of control over the desired location of your backup data. (**NOTE:** QuickBooks Online cannot be backed up as it is not on your server, but housed on Intuit's server "In the cloud")



Many businesses today are choosing among the following options for their QuickBooks backup:

- CD or DVD
- USB/Flash (jump/stick/travel) drives
- External hard drives

In many cases however, because of an oversight during the backup process, **the backup data isn't making it to the final destination at all.**

▶ EXAMPLE BACKUP GONE WRONG #1:

While working with a new client, we were discussing their backup strategy. She was delighted to say that she was backing up the file on a daily basis to her CD burner. She even had a different CD for each day of the week!

As I normally do when working with clients, I asked her to test her backup to ensure it was working properly. We took a quick look at the contents of her CD, and guess what? There was no QuickBooks backup file there! Thinking this was an oversight, we did the same thing with two other CDs – unfortunately, neither of them had a backup copy on them!

Because she did not fully understand the process of burning a CD on her computer, the backup file never made it to the CD at all!

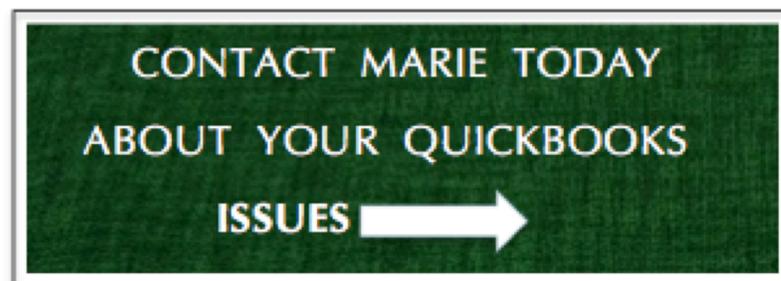
With a short lesson on how to burn a CD, she was able to solve this problem once and for all and actually got her QuickBooks CD backed up properly. Disaster averted!

▶ EXAMPLE BACKUP GONE WRONG #2:

A client asked me how to get a backup copy of their QuickBooks file to a flash drive so they could keep a copy of their QuickBooks data offsite (**always a good idea!**). After explaining the process to him, he said he understood how it worked.

The next time I visited with him, I asked him to plug in his flash drive so we could verify that his data was being backed up properly. Guess what? All we could find was the shortcut icon to his QuickBooks program on his flash drive. There was no copy of his QuickBooks data anywhere to be found! Apparently, he misunderstood my instructions, but thought he was getting his backup made anyway.

With a quick lesson on how to back up the data file to his flash drive, this problem was resolved and successful backups were made. Disaster averted!



▶ BOTTOM LINE

Take the time to make sure that your QuickBooks backup is actually saving your data to the drive of your choice! You will know you have the correct file if it is displayed in your computer as [yourcompanyname].qbb. The “qbb” designation you see is shorthand for “QuickBooks Backup”. If you see [yourcompanyname].qbw, that means you have actually made a copy of your live QuickBooks data file rather than an actual backup copy of it. The “qbw” designation you see is shorthand for “QuickBooks for Windows”. The important thing is you have a spare copy of your QuickBooks data – a must!

.QBB =
QuickBooks
Backup file

.QBW =
QuickBooks
Windows file

 sample_product-based business (Backup Jun 28, 2008 11 05 AM).QBB	17,008 KB
 sample_product-based business.qbw	11,912 KB

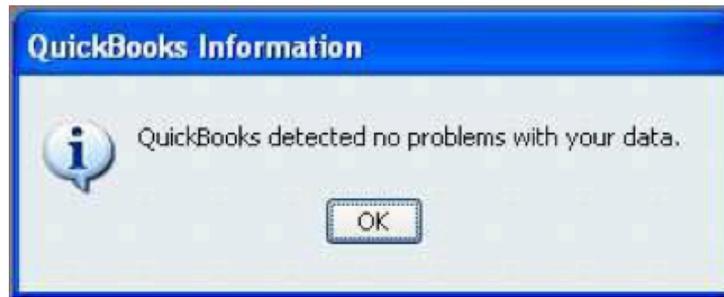
INSIDER TIP #2: Become very good friends with the *Verify Data* and *Rebuild Data* utilities included in QuickBooks.

Tucked away under the **File > Utilities** command in the QuickBooks menu bar, you will find the “**Verify Data**” and “**Rebuild Data**” commands. Their importance to your success with QuickBooks cannot be understated.

First, the “Verify Data” command. This is a tool that QuickBooks provides to help ensure that your QuickBooks data is being stored in the QuickBooks database properly and without errors or problems. Without getting too geeky and technical, keep in mind that QuickBooks stores all of your invoice, checks, reports, etc. in one big digital filing cabinet.

Like a metal filing cabinet that holds paper files can get messy and out of order, your QuickBooks file can experience the same problem - only in digital form. With a metal filing cabinet, you can often see just how messy it is getting. With a digital filing cabinet like the one QuickBooks uses, you cannot see if it is getting messy. The “Verify Data” command does this for you! Simply run this command on a regular basis (monthly is fine) to ensure that your QuickBooks data has no problems with it.

Simply follow the path from your QuickBooks main menu **File > Utilities > Verify Data**. Once the process is complete, you should see a screen that looks like this:



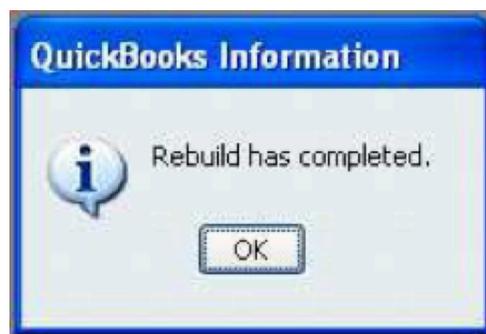
INSIDER BONUS: When you choose to back up your QuickBooks data file using the traditional [File > Save Copy or Backup](#) command from the menu bar, you have the option to automatically verify your data. Simply make sure to choose the “complete verification” option when setting up your backup.

Second, the Rebuild Data command. In the event that the “Verify Data” command mentioned above runs into some trouble, QuickBooks will tell you it is necessary to rebuild your data. Make sure to follow the instructions accordingly!

Using the filing cabinet analogy from above, the “Rebuild Data” command is the tool QuickBooks provides to get your digital filing cabinet back in good order and any data problems resolved.

In addition, the “Rebuild Data” command will ensure that your QuickBooks data is optimized for fastest access and retrieval speed. Your reports will be created at optimum speed and access to customer and vendor information will be the best it can be too.

Before launching the “Rebuild Data” command, QuickBooks will ask you to make a backup copy of your QuickBooks data for safekeeping in the rare event that it has a problem and can’t finish. Once the backup is complete, the rebuild process begins. Once it is done, you will see a screen that looks like this:



▶ BOTTOM LINE

The “Verify Data” and “Rebuild Data” commands in QuickBooks are critically important to maintaining the health of your QuickBooks data file. They need to be run on a periodic basis to ensure that your QuickBooks data is optimized for peak performance.

It will never hurt your business to run the “Verify Data” on a monthly basis (or even more often if you are using the traditional QuickBooks backup method mentioned above). Even if the verify process runs successfully and does not report any problems, it is a good idea to run the “Rebuild Data” tool every couple of months to keep everything related to your QuickBooks data optimized.

“Marie is extremely knowledgeable in QuickBooks and very personable. I have had an issue with this program since we purchased it and with Marie’s help, we have been able to grasp a better understanding and actually put the program to correct use.

Marie makes your learning experience relatively painless and interesting. She listens to your concerns and addresses them by importance and never make you feel stupid for not understanding.

Marie, thank you for all your help!”

*Katherine
KLP & Company Consulting*

INSIDER TIP #3: If you normally back up your QuickBooks data on a server automatically each night, you are still missing a very important step. (Oh, there’s more?!)

Yes, but this is the final backup tip!

Congratulations on setting your system up so that your QuickBooks data is protected and backed up on your server every evening! That is absolutely a critical step in effective risk management for your business.

The step you are missing is this – **you still need to go through the [File > Save Copy](#) or [Backup](#) steps in single user mode ever so often.**

Why?

Your server backup system takes a copy of your QuickBooks data file and places it on a backup tape or disk every night. However, this process does not allow QuickBooks to do its own “cleanup” on the data file that needs to be done periodically.

When backing up a QuickBooks data file using the traditional [File > Save Copy or Backup](#) (in single user mode), QuickBooks then has the ability to do some vital housekeeping to keep its database in good order.

Specifically, QuickBooks keeps what is known as a transaction log file (“tlg file” in geek- speak) in conjunction with the main data file (“qbw file”). This transaction log file needs to be cleaned out every so often, and the traditional QuickBooks backup method allows that to happen automatically.

BONUS INSIDER TIP! Get Your Backups Done...

YOUR BEST BACKUP STRATEGY: AUTOMATED AND OFF-SITE

Don't put your critical QuickBooks and other digital data at risk by forgetting to make backups! It's never been easier to completely automate this process and ensure your backups are safely stored off-site.

My recommendation is to use a service like Carbonite your backup needs. Designed to streamline and simplify, the Carbonite service can be a fantastic tool to have in your business protection toolkit.

The graphic below provides more details about it. Follow the link to get your free trial of Carbonite – don't delay!



Carbonite Online Backup
Protects your files against
all types of data loss:

-  **Accidental Deletion** - 43% of people lose irreplaceable files every year.
-  **Theft** - Only 3 out of 100 stolen laptops are ever recovered.
-  **Disaster** - Thousands of files are lost each year to fires, floods, and other disasters.
-  **Drive Failure** - Up to 13% of hard drives crash in their first year.

[Try Carbonite Free Today](#)
No Credit Card Required

Do you have a damaged QuickBooks file that need to be repaired? Be sure to connect with the QuickBooks data file recovery pros at QuickBooksUsers.com

Marie's QuickBooks Services

➤ ONE-ON-ONE CONSULTATION

Let me help resolve areas of confusion and ensure you are using QuickBooks the right way. Don't waste time sitting in a "QuickBooks class" and then discover the class doesn't answer your specific questions! We can meet on-site or over the Internet for as little as an hour, or as long as it takes to get things right!

➤ INITIAL QUICKBOOKS SETUP

Just starting with QuickBooks? If your company data file is not set up correctly, you will be paying for it over and over again in higher accounting fees and troubleshooting expenses. Ensure you start your QuickBooks journey with a solid foundation. Don't blow this critical step in your QuickBooks journey!

➤ TRAINING – INDIVIDUAL OR GROUP

Put my QuickBooks expertise to work with your staff and adapt QuickBooks to the specific needs of your business. I make QuickBooks training easy, and you don't have to leave the office. Don't guess on how to use QuickBooks to meet your specific needs!

➤ TROUBLESHOOTING/PROBLEM RESOLUTION

Working together, we can determine the extent of your QuickBooks problems and put a solution in place to prevent them from happening again. Let's talk before you give up on QuickBooks or toss your computer out the window!

➤ CONVERSION FROM AN EXISTING SYSTEM

Tap into my expertise to help minimize the pains of converting to QuickBooks and ensure success for you and your team. Moving from your existing accounting software to QuickBooks doesn't have to be a scary or budget-busting event.

➤ HELP SELECTING THE RIGHT QUICKBOOKS ADD-ON SOFTWARE

Trying to extend the functionality of QuickBooks? Avoid the classic mistakes many businesses do when looking for new software - especially packages that integrate with QuickBooks. Work with an experienced QuickBooks advisor to ensure your success.

"Marie – just a quick note to thank you for your help this morning. It is a pleasure to work with you. You are easy to communicate with, and actually understand what I was trying to do with my QuickBooks. Having your assistance has made my QuickBooks a much more productive piece of software and well worth the money I spent for it. Again, thanks!"

*Kimberly
The KLASP Foundation*

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