

QuickBooks: Monthly File Maintenance: Backing up QuickBooks

Instructions

1. Open your QuickBooks file on Cloud9 in **single-user mode**. If you opened the file in multi-user mode, go to **File>Switch to Single User Mode**.
2. Go to **File>Save Copy or Backup**
3. Select **Backup** copy and click the **Next** button
4. Select **Local backup** and click the **Next** button
5. In the **Backup Options** screen, browse to a location on your company drive to save the backup. Click the **OK** button.
6. In the next screen, click the **Use this Location** button.
7. QuickBooks will then ask you when you'd like to save your backup copy. Select **Save it now** and click the **Next** button.
8. Click **OK** to the Warning screen that comes up about saving it to a remote computer.
9. In the Save backup screen, verify that the backup will be saved to your company drive on Cloud9 and click **Save**.
10. QuickBooks will then backup your file. You can access the backup copy in your company drive on Cloud9 via the Cloud Files or the e-Dashboard on Cloud9.
11. To move the backup to your local computer simply open the Cloud Files and **Copy & Paste** it to from your drive on Cloud9 to your **local computer's C drive** (Local Disk C).

NOTE: Cloud9 performs full nightly backup's of your data.

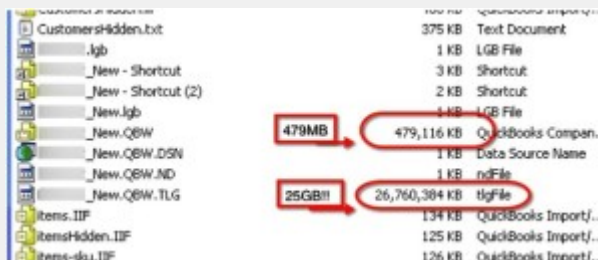
Monthly QuickBooks File Maintenance

Backing up QuickBooks

One of the best parts of Cloud9's hosted QuickBooks service is that your data is always backed up, painlessly, every night. So now you never need to use the backup routine in QuickBooks for making periodic backups – Right? Wrong! Best practices in maintaining a healthy QuickBooks file still dictate performing a manual backup on a regular basis. Not using the actual backup process in QuickBooks can lead to trouble with your data file down the road. The reason is a three little letters – TLG.

The .TLG file is one of several files that QuickBooks creates every time you open your company file in a new place. The main file has the extension .QBW. Then there is a .QBW.ND file which helps the QuickBooks Database Server manage access to the file. The .QBW.TLG file stands for Transaction Log; it's there to help recover data in case your main file gets corrupted somehow. All the transactions created in your company file are duplicated in the TLG file, as a kind of backup. Theoretically Intuit Data services can use this to recover corrupted data.

The problem is that the .TLG file grows exponentially faster than the actual QBW file, leading to some really, really big files, much larger than the actual QBW file.



File Name	Size	Type
CustomersHidden.txt	375 KB	Text Document
.lgb	1 KB	LGB File
_New - Shortcut	3 KB	Shortcut
_New - Shortcut (2)	2 KB	Shortcut
_New.lgb	1 KB	LGB File
_New.QBW	479,116 KB	QuickBooks Compan...
_New.QBW.DSN	1 KB	Data Source Name
_New.QBW.ND	1 KB	ndFile
_New.QBW.TLG	26,760,384 KB	tlgFile
Items.IIF	134 KB	QuickBooks Import/...
ItemsHidden.IIF	125 KB	QuickBooks Import/...
Items-sku.IIF	126 KB	QuickBooks Import/...

The problem comes because QuickBooks is trying to write to this huge TLG file in addition to doing its real work, and if it is too big, the computer just runs out of memory. This causes errors and unexpected shutdowns in QuickBooks.

So how do we prevent this growth? It's really quite simple. On a routine basis, run the Backup routine from the File menu in QuickBooks and make sure to choose Complete Verification.



Note that this will have to be done in single user mode; if you are in multi-user mode the Complete Verification choice will be grayed out.

This process ensures that the data file is healthy and QuickBooks then resets the TLG file. Its as if QuickBooks is saying, “okay, we don’t need all this excess insurance, lets lose it.” If you do this on a monthly basis, not only will you have a nice archival copy of your month for historical purposes, but you will be ensuring that your QuickBooks company file is healthy, and stays that way. This must be done manually, the automated backup routine within QuickBooks does not reset the TLG file.

If you haven’t been doing this however, and you have a really big TLG file, it will actually prevent QuickBooks from being able to Verify and Backup the file. In this case, the best thing to do is to move or rename the .TLG file, to say .TLG.OLD. This will allow you to proceed with the Complete Verification and backup of your file. Once this has been done successfully, you can delete the old TLG file. That’s what happened in the case above. We moved that monstrous TLG file to the desktop, and were then able to successfully Verify the file, and backup it up. It sure felt good to drag that monster to the Recycle Bin!

Take a look at your TLG file – is it bigger than the company file itself? It’s probably time to instate regular manual backups as part of your company’s accounting procedures.