



# QuickBooks Tips Corner

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## Data Clean-up

QuickBooks comes with a few “Utilities” that are key to keeping your data in tiptop shape. They are the “Verify”, “Rebuild” and “Clean-up Company Data” utilities.

Most of us are happy to enter our day-to-day information into QuickBooks and become frustrated when things slow down. QuickBooks works like most other databases in that information is entered in and until we tell the software to “sort” the transactions they are filed away in no particular order. That is where the rebuild comes in. When running a Rebuild, the data is “Re-filed” into the correct locations and if any errors are found, they are usually corrected by the software in the background without the user being involved.

For a quick overview of your data file open QuickBooks and press the “F2” key. This will give you an overview of the information in your data file. It will show you the version and release you are using. How many records do you have in each of the lists (i.e. How many customers, vendors, items etc.) The key piece to look at when your data begins to slow down is the “File Information” section. This tells you how big your file is. Within the File Information there is a line called DB Fragments. The higher the number, the more “filing” you should be doing on your data.

The Verify is a quick process that will run through the file and let us know if any problems are present and if they are, QuickBooks will tell you to run the “Rebuild”.

To run any of these features:

Click File on the top menu bar.

Click Utilities

In the bottom section, you will see Verify, Rebuild and clean up listed.

\*\* We recommend running the Verify first, although when running the Rebuild, a Verify is run during the process. It just helps to know that your data is clean before running the Rebuild.

As we said, the clean up must be done carefully. If you believe this is a process to undertake, please call us to discuss the advantages and disadvantages.

The Clean up of the Company data file (**must be done thoughtfully**) is more detailed and user driven. You are able to remove transactions from prior years, remove old items, customers, or vendors that are no longer used. When running the clean up, detailed transactions are removed and a “Journal Entry” is created with summary data. This utility is great for those that have been using QuickBooks for many years and have transactions from many years ago in the system. You still want to keep the information, but do not need all of the transactional data that can make reports and searches take longer.

It is important to note that the Clean up should be run with the utmost care and that backups should be run before starting the process! There are also many different options to think about before running the clean up:

What date should be used?

Do you remove transaction?

Do you run it more than once checking it as you go along?