

Archive Data and Create New Accounting Data file

Performed by Admin only.

The archiving and clearing of transactions must be performed **after** the end of the prior Calendar year.

QB Administrator will set the closing date.
An archived copy will be created and stored.

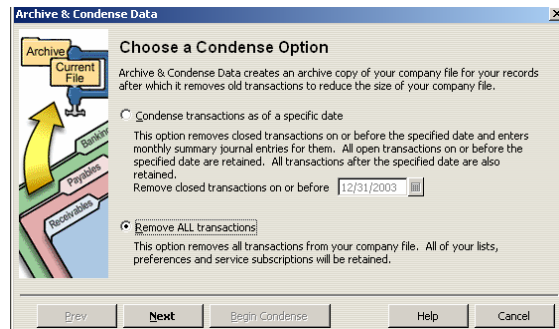
All necessary transactions must be completed and all necessary reports printed. See End-of-Year Checklist for details.

If Bills or Invoices were created during the year, then also print..

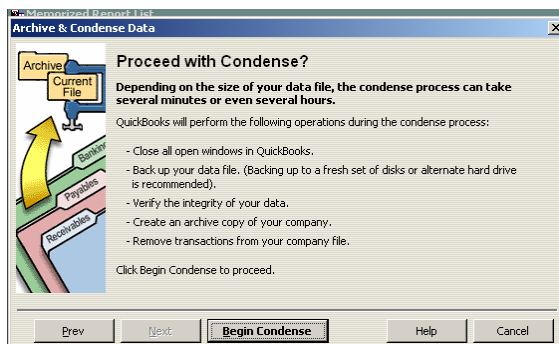
- Customer Balance Detail report
- Vendor Balance Report
- Balance Sheet Standard

Archive and Clear Transactions in Prior Year

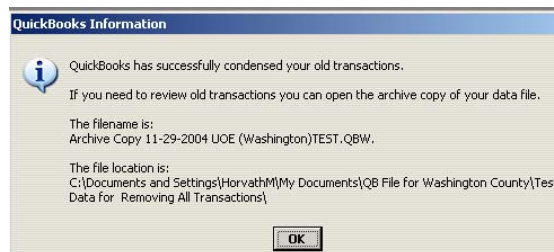
- File, Archive and Condense Data
- Click YES for message "Budget data may be removed during condense."
- Select "Remove all Transactions"
- Click Next



- Click Begin Condense at the "Proceed with Condense" window.
- Click OK to perform a QB Backup. Specify drive and folder path.



- Condensing of data will begin immediately after Backup. An Archived QB data file will be stored in the same folder as the current data file. Note location on your screen and click OK.



Your new company file retains Lists, Preferences, and Service Subscriptions.