

## Before Establishing a new QuickBooks Accounting Data File

You are reviewing this document because you indicated that your QuickBooks data file opens slowly or that reports open slowly.

Review the [Enter Opening Balance](#) procedure if a new data file is required.

To determine if the slowness is a result of large quantity of accounting data, determine the **total number of transactions**, as follows:

- Open your QuickBooks data file and login.
- Press **CTRL 1** on your keyboard. In the opened window, look for "**Total Transactions.**" If total transactions are greater than 5,000, then you are ready for a new data file. If total transactions are less than 5,000, then there may be another reason for the slowness. (Consult with the QuickBooks Administrator or your Regional Trainer.)

## New Accounting QuickBooks Data file

If you plan to establish a new QuickBooks data file, remember to **avoid entering 2006 transactions** in the current data file. All 2006 transactions will be entered in the new data file!

**To transition from the current QuickBooks data file to a new data file**, the following tasks will be performed by the QuickBooks Administrator (Mary Ann Horvath).

- Your accounting data file will be reviewed.
- The closing date will be set as of December 31 of the prior year.
- The **Archive and Condense Data routine** will be performed. During this routine,
  - The accounting data file will be archived to your File Server.
  - Then, all accounting records will be deleted. However, all Employee, Customer, Vendor, and Chart of Accounts Lists will be retained. All Memorized Reports, Preferences, and Payroll Subscriptions will be retained.

## To prepare for the Archiving and Closing of your current Data file,

- Perform all the tasks recommended in the End-of-Year Procedure. Be certain you have printed all necessary financial reports, paid all bills, paychecks, and payroll liabilities. If possible, pay outstanding accounts payables and deposit money related to accounts receivables.
- **Focus on expected ending Class balances.** Review class balances with your CPD to determine if you will end the year with desired Class Balances. With approval of CPD and Council, initiate Fund or Class transfers.
- To **create Opening Balances** for the new accounting data file, you must have the following information:
  - last DETAILED Bank Reconciliation Report with a list of all outstanding checks and deposits. You will create a transaction for each outstanding check and deposit in the new data file.
  - December EXPANDED Funds Class Balance Report. This report should include subclass balances. In the new data file, you will create an opening balance transaction in the Checking Register, listing each beginning Class and Subclass balance plus the net effect of outstanding checks and deposits. This opening balance transaction must match your prior year ending checking register.
  - Detailed Report of Unpaid Accounts Payables or undeposited Accounts Receivables. You will re-create the Bills and Invoices in the new data file. Account and class codes and descriptions are essential.

- Balance Sheet (standard) report as of December 31. You will create opening balances for Savings or CD Bank accounts and Petty Cash in the appropriate Registers in the new data file.

Please call the QuickBooks Administrator when you are ready to perform the Archiving and closing of your accounting data file. A few days advance notice will be beneficial.

(Mary Ann Horvath 314 516-6153).

