

# Quickbooks

## The Consummate and Complete Quickbooks File Rebuild and Compression Guide

This quick and easy guide will fully optimize your Quickbooks file/database. We have a client that's much too large to run Quickbooks, so we perform these steps every 2 weeks due to the amount of data pouring into the file. Typical companies running Quickbooks can perform these steps either bi-yearly or yearly.

### This guide will perform the following actions:

- Purge Audit Trail (5-10% reduction typically)
- Multiple Pass Rebuild - Rebuild the File
- Backup - Clear Transaction Log
- Create Portable File & Restore - Purges indexes and compresses database, removing database fragments.

Perform the following steps on your file **on the server where your Quickbooks file is housed**. **DO NOT perform these steps remotely on a networked station connecting to a remote QB database.**

Be sure not to skip steps, and plan for about 30-45 minutes of work depending on the size of the Quickbooks file and processing power of the computer running QB.

1. Reboot QB Server or restart QB Server **Service** to clear any connected users and flush the DB server memory. We have seen situations where the rebuild would crash if the DB server had been running for a long time prior.
2. Switch to Single User Mode - **File, Switch to Single User Mode**
3. Perform a File Backup - **File, Back Up Company, Create Local Backup**
4. Perform **Multiple File Rebuilds** until you get no errors - **File, Utilities, Rebuild Data**  
**In the event your rebuild crashes, it is IMPERATIVE you reboot, restore the backup you made in step 3 and start again. Do not attempt to rebuild a QB file that crashed during the initial rebuild!**
5. Purge the Audit Trail - **File, Utilities, Condense Data, Select "Keep all transactions, but remove audit trail to date"**  
Note: If there are inventory issues this process will crash or simply close out Quickbooks. Repeat the rebuild, step 4.
6. Perform a File Backup - **File, Back Up Company, Create Local Backup**
7. Create a Portable File - **File, Create Copy, Portable Company File**
8. Delete the Production/Live QB Files (**Company.QBW/Company.TLG**)
9. Restore the Portable File to the Production/Live QB Location - **File, Open or Restore Company, Select "Restore a portable file"**
10. Reboot QB Server or restart QB Server **Service** to again flush the DB server memory.
11. Optional: Clean up backup copies of the QB file created during the rebuild. These files will be in the production/live QB location. This is in addition to the QBB backups made during the rebuild/backup process.

If you do not wish to run this on the server, but on a higher powered or other local system (not over the network):

1. Perform a File Backup on the QB Server - **File, Back Up Company, Create Local Backup**
2. Create a Portable File - **File, Create Copy, Portable Company File**
3. Delete the Live QB File - **Prevents users from modifying data while you are running your off-server rebuild.**
4. Copy & Restore the Portable File to a local workstation
5. **Perform the steps above.**

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6. Restore the Portable File to Live QB Location - **File, Open or Restore Company, Select "Restore a portable file"**

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