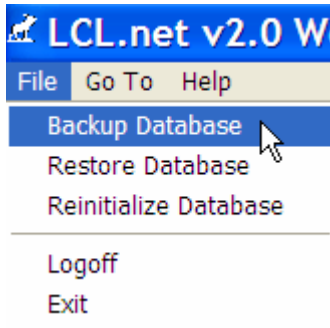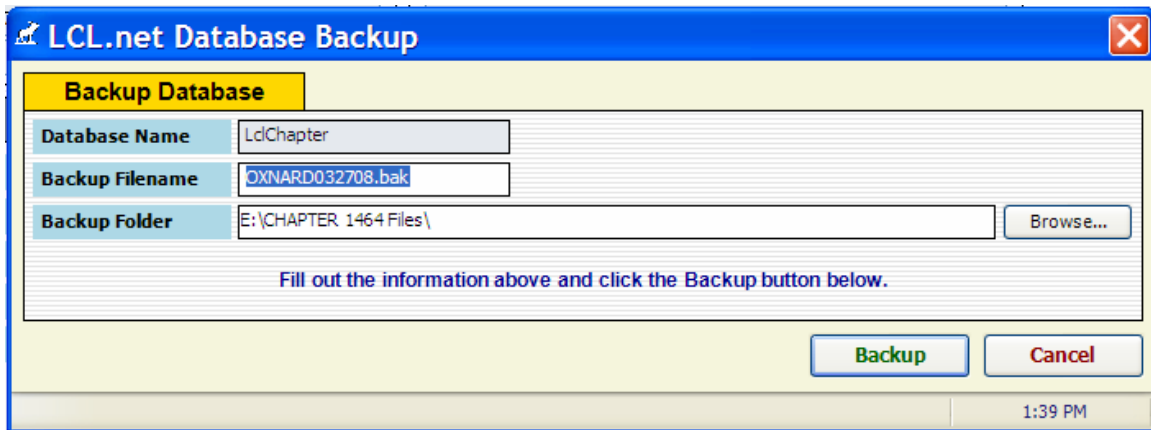# HOW TO BACKUP LCL AND QUICKBOOKS

LCL and QuickBooks (QBs) must be backed up separately. The LCL program does NOT backup both systems.

TO BACKUP LCL: Select File, Backup Database from the LCL.net v2.0 main page.

The following LCL.net Database Backup window will appear.

The File Name can be entered with your preferred file name, but be sure to include the date as a reminder of the date that this LCL backup was created. LCL.net will automatically assign ".bak" to the filename to identify it as an LCL backup file.

The location example above identifies a Jump Drive, which is drive E: on my computer. **NOTE:** The LCL program will automatically default to the "C:" drive which is your computer hard drive. This is **NOT** a good place to store your backup files because if your computer crashes the backup file will be lost. It is best to back it up to a portable storage device such as a jump drive. A jump drive (aka flash drive, thumb drive, stick drive, etc.) is a portable device that can be used in any computer with a USB port. They are relatively inexpensive and great for storing files.

To find out what "letter" has been assigned to your jump drive in your computer use the following procedure.

3-30-2008

Find the My Computer Icon on your desktop. Double click on it to open it up so you can see what "letter" has been assigned to the jump drive you have inserted into your computer. The following window should appear showing you what is on your computer:
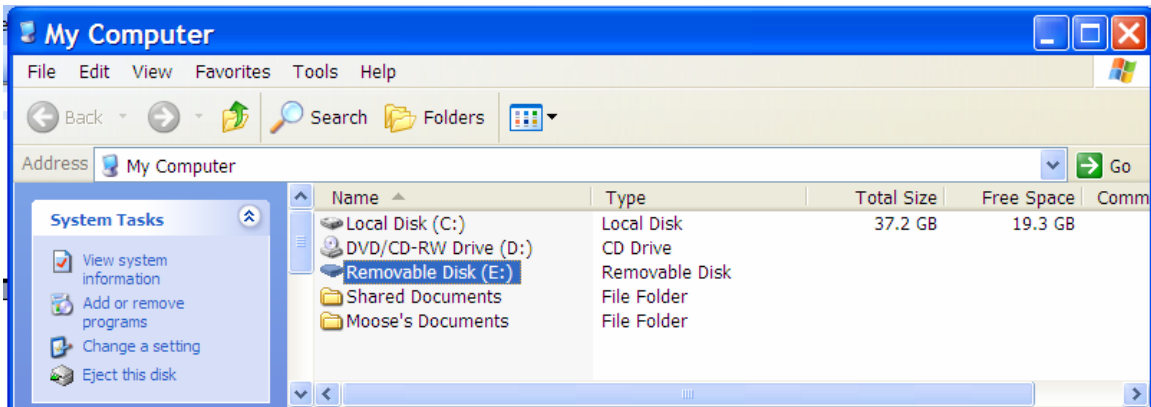

In my case the jump drive has been assigned the letter (E:). Now I know that when I do a backup to my jump drive I must ensure that the LCL.net backup is being saved to the (E:) drive.

In reviewing the LCL.net Database Backup screen I want to ensure that it points to the (E:). So I click the BROWSE button so I can browse to my computer and find the (E:).
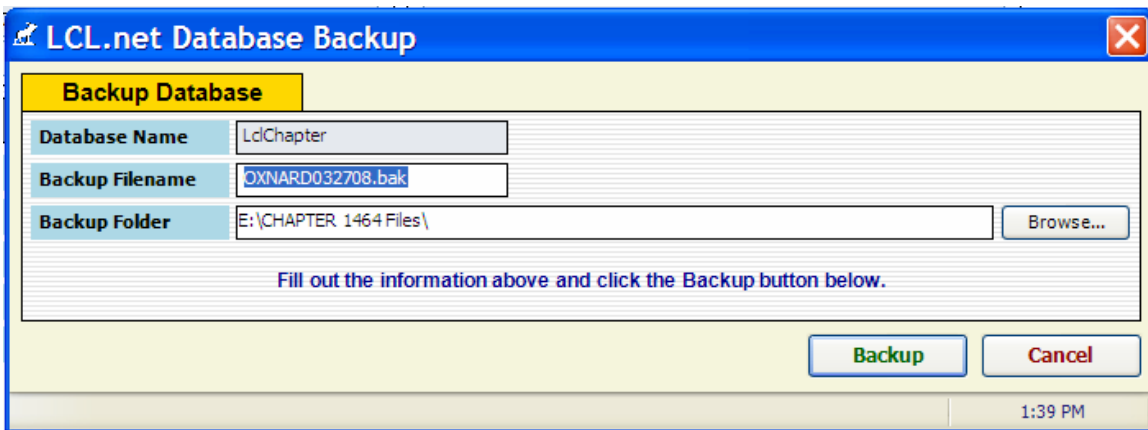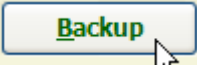

In the window I find the items that are displayed on my computer when the program opens the "Browse For Folder" window.
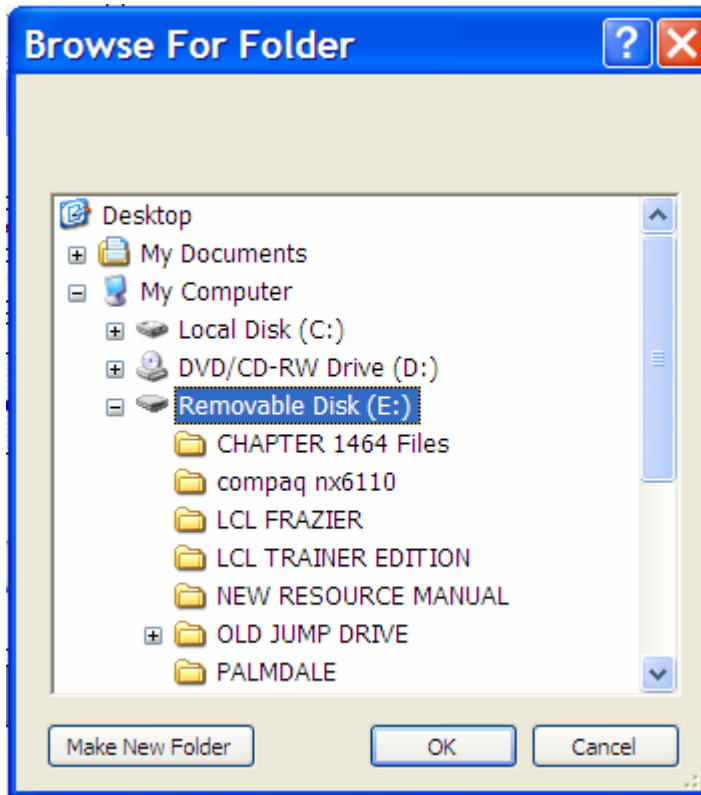
I must select the (E:) in order to ensure that the LCL.net Database Backup screen is selected to my jump drive.

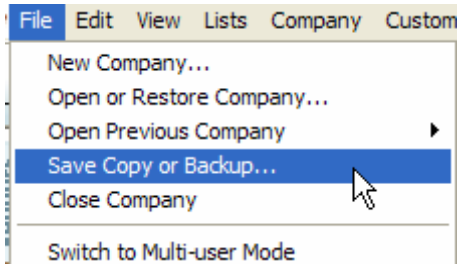Click the OK button and it will put this location into the Location field and then when you click it saves it with the name and location identified.
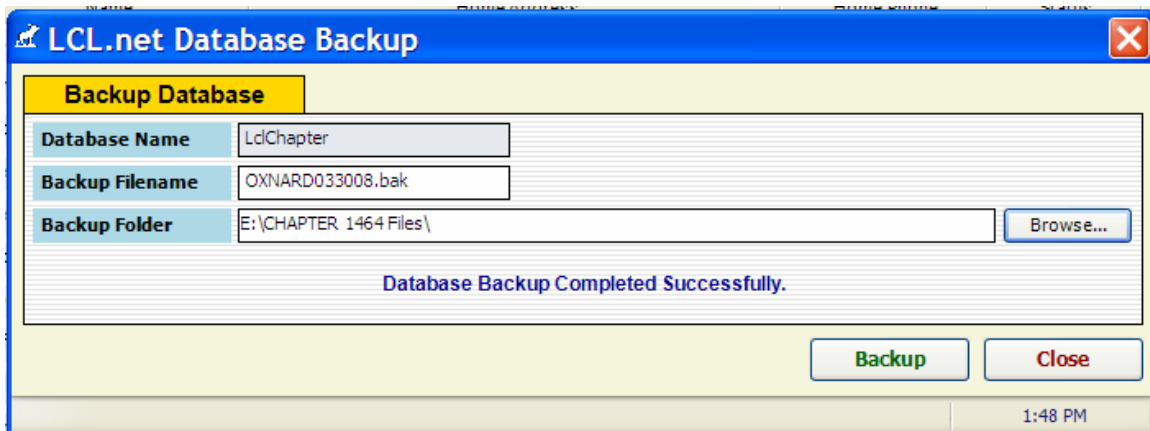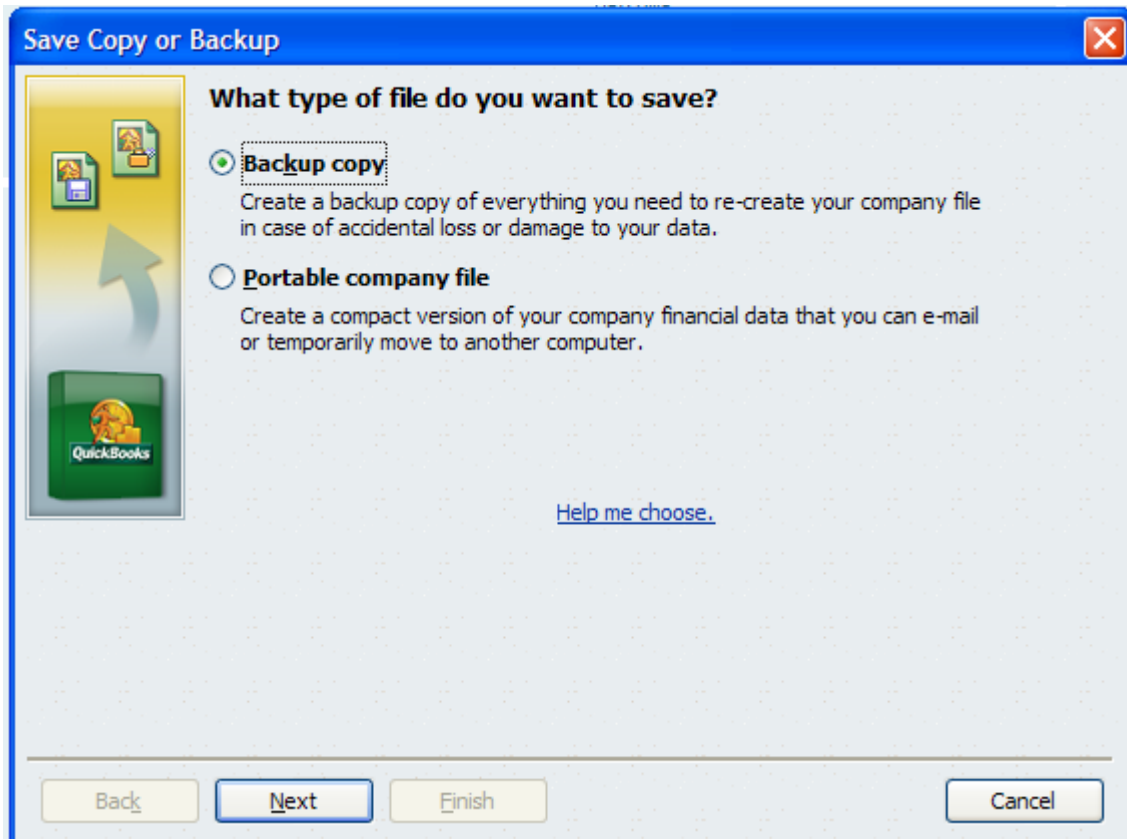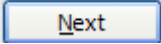

TO BACKUP QUICKBOOKS:

Go to "File", "Save Copy or Backup…".

The following window will appear. QBs will walk you through a series of windows to determine what kind of backup copy you want to make.

Select Backup copy and click [Next].

NOTE: When the first backup was made in QBs 2007 the ability to assign a default location was presented to the user. If you selected a default location and that default location is not available the following warning box will appear.

Warning

The default backup location for local backups is not currently accessible. If you want to change the default backup location, click **Options**.
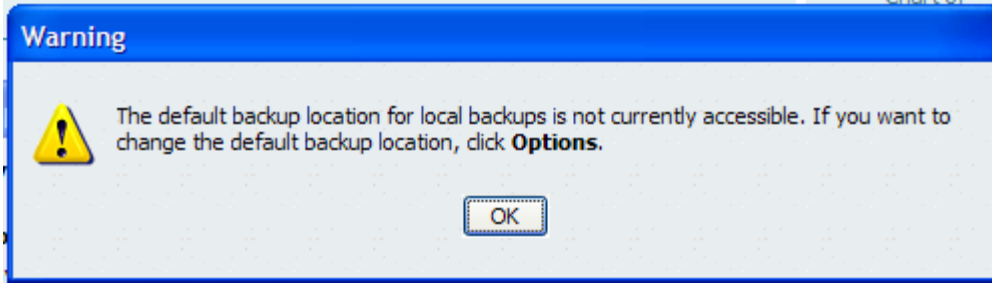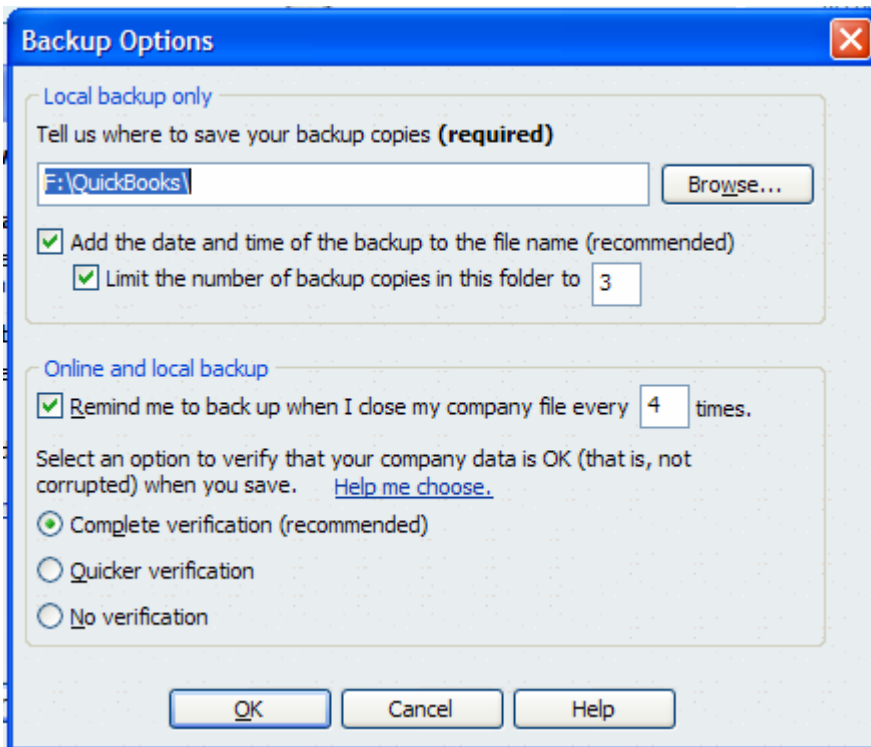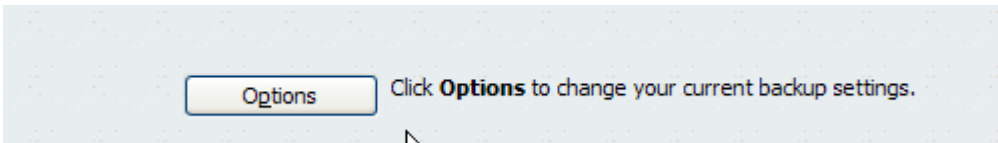
OK

Click "OK". If you wish to change the default location you must select "Options" from the screen and make the necessary changes.

Options   Click **Options** to change your current backup settings.

Backup Options

Local backup only

Tell us where to save your backup copies **(required)**

F:\QuickBooks\   Browse...

☑ Add the date and time of the backup to the file name (recommended)
　☑ Limit the number of backup copies in this folder to 3

Online and local backup

☑ Remind me to back up when I close my company file every 4 times.

Select an option to verify that your company data is OK (that is, not corrupted) when you save.   Help me choose.

◉ Complete verification (recommended)

○ Quicker verification

○ No verification

OK   Cancel   Help

Notice that the first box is where the default location has been identified. Click the "BROWSE" button to navigate to the location on your computer where you would like the program to default to. **NOTE:** Remember if the default location starts with "C:\" then it is defaulting to your computer which is NOT a good idea because if your computer crashes your backup QBs file will potentially be lost.

Notice that you can make additional changes in this window as well. You can have QBs automatically put the file name, date and time on the filename by clicking the first box. You can also limit the number of backup copies stored on your portable device. Or you

can unclick the box to have it allow you save as many copies as you would like. Or you have the option to change it to a different number.

Notice that in the next section you can have QBs remind you to make a backup after exiting QBs. It defaults to 4 times but you can have it do it each time you exit QBs or you can increase it to another number. It is the user who determines the preference.

QBs 2007 has a new verification process that verifies that the backup was successful. In the bottom portion of the screen you can determine your preferences for the verification process.
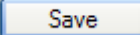
When you have entered your preferences you can click "OK" to move to the next screen.
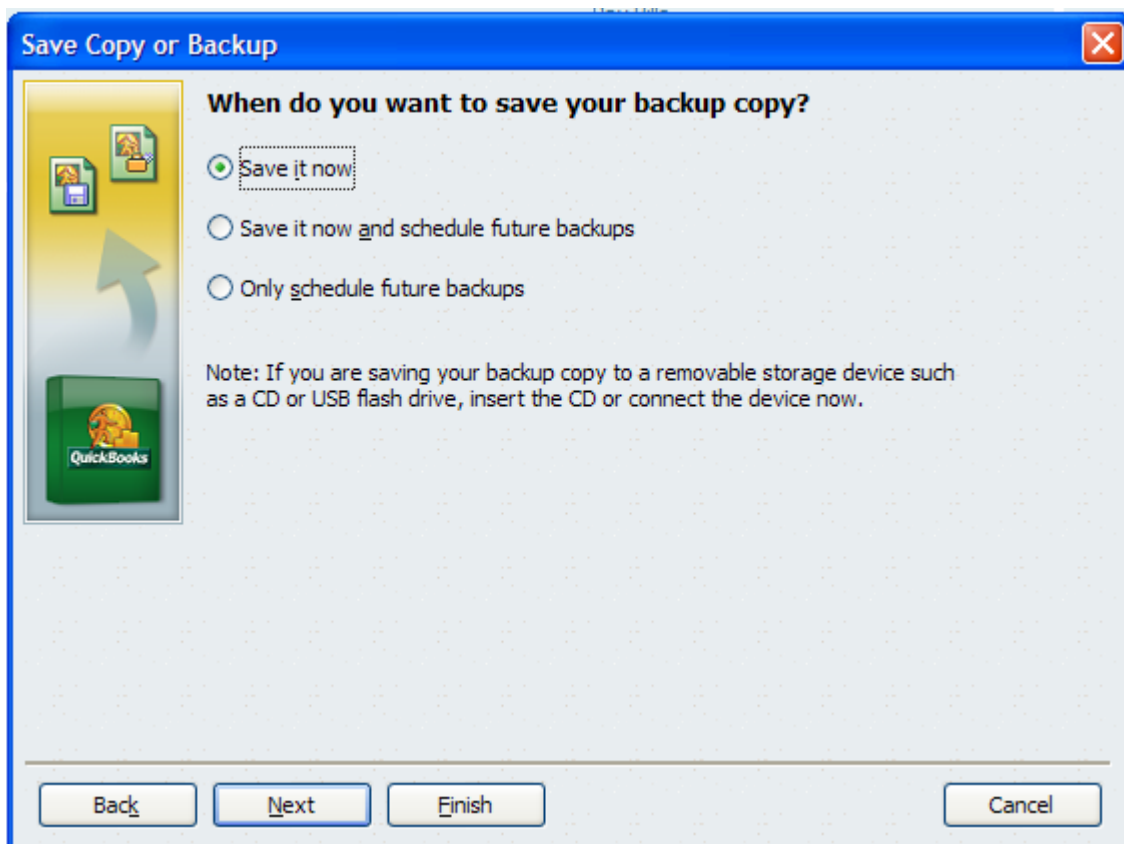

The next screen allows the user to set some scheduled backups or to "Save it now". Make your selection and click "NEXT" to move to the next screen.
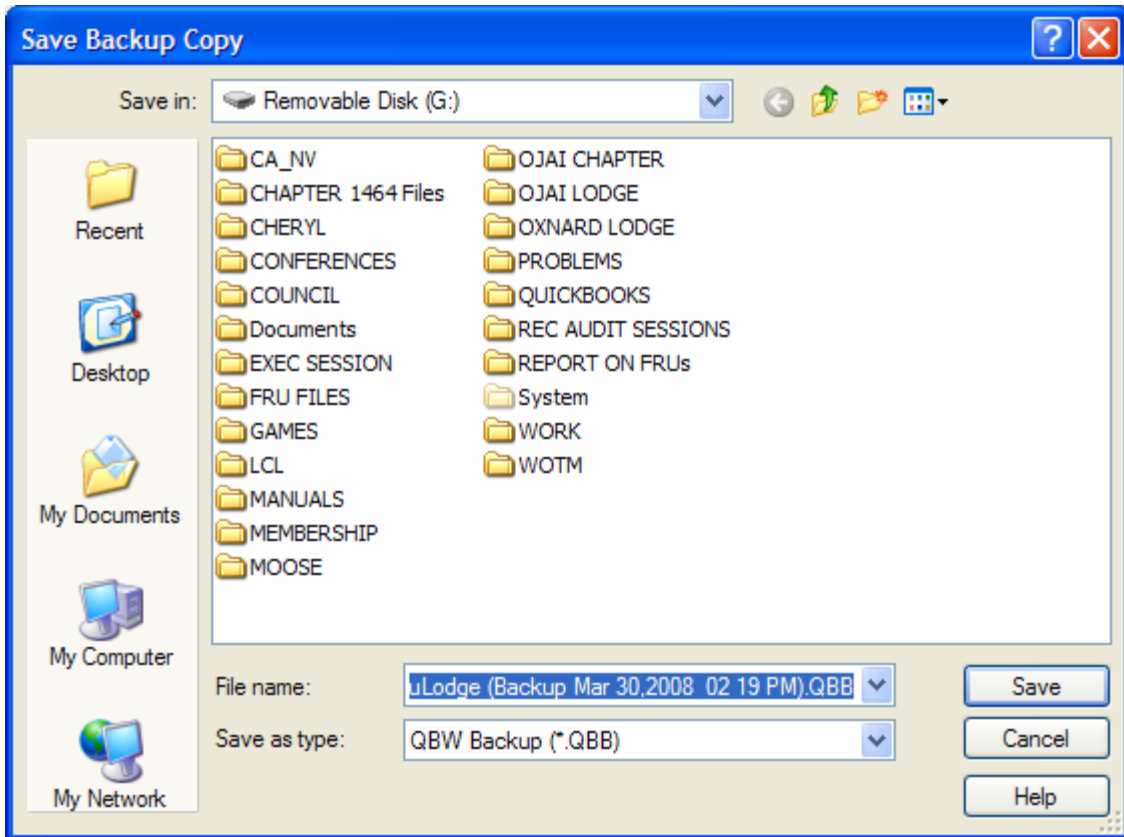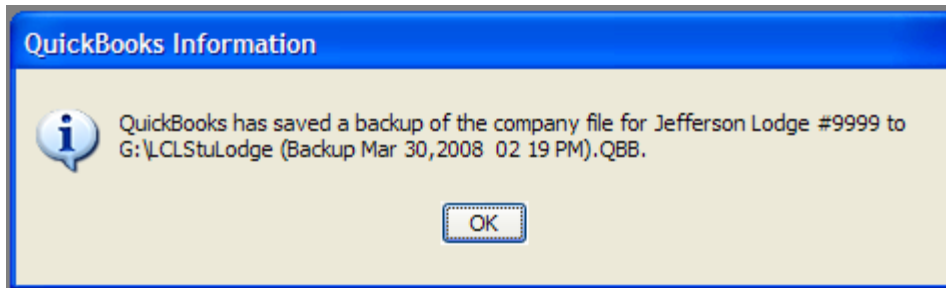
Notice that QBs has defaulted to the location set in the "Options" above. It has also created a file name, identified it as a Backup, affixed a date and time and an ".QBB" extension to the filename to identify it as a QBs Backup Company file. Notice also that in the "Save as type:" it has identified it as a QBW Backup (*.QBB) which indicates it is a QBs Company Backup file.

If the File name is acceptable you can select [Save] and the file will be saved with this file name and in the location identified above, which in this case is a portable storage device identified as (G:) on my computer.
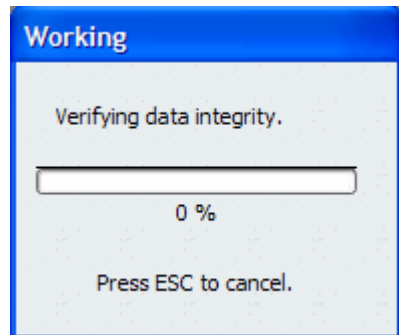
As the backup is being performed in QBs the above window will appear telling you that QBs is backing up and verifying the data it is backing up.

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QuickBooks Information

QuickBooks has saved a backup of the company file for Jefferson Lodge #9999 to
G:\LCLStuLodge (Backup Mar 30,2008 02 19 PM).QBB.

[OK]

When the backup is completed the above message will be displayed letting you know that the backup has been successfully completed. Notice that it also reminds you where it saved the backup copy to. Review this information to make sure that the location is the right one.

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