

# Converting Multiple Files

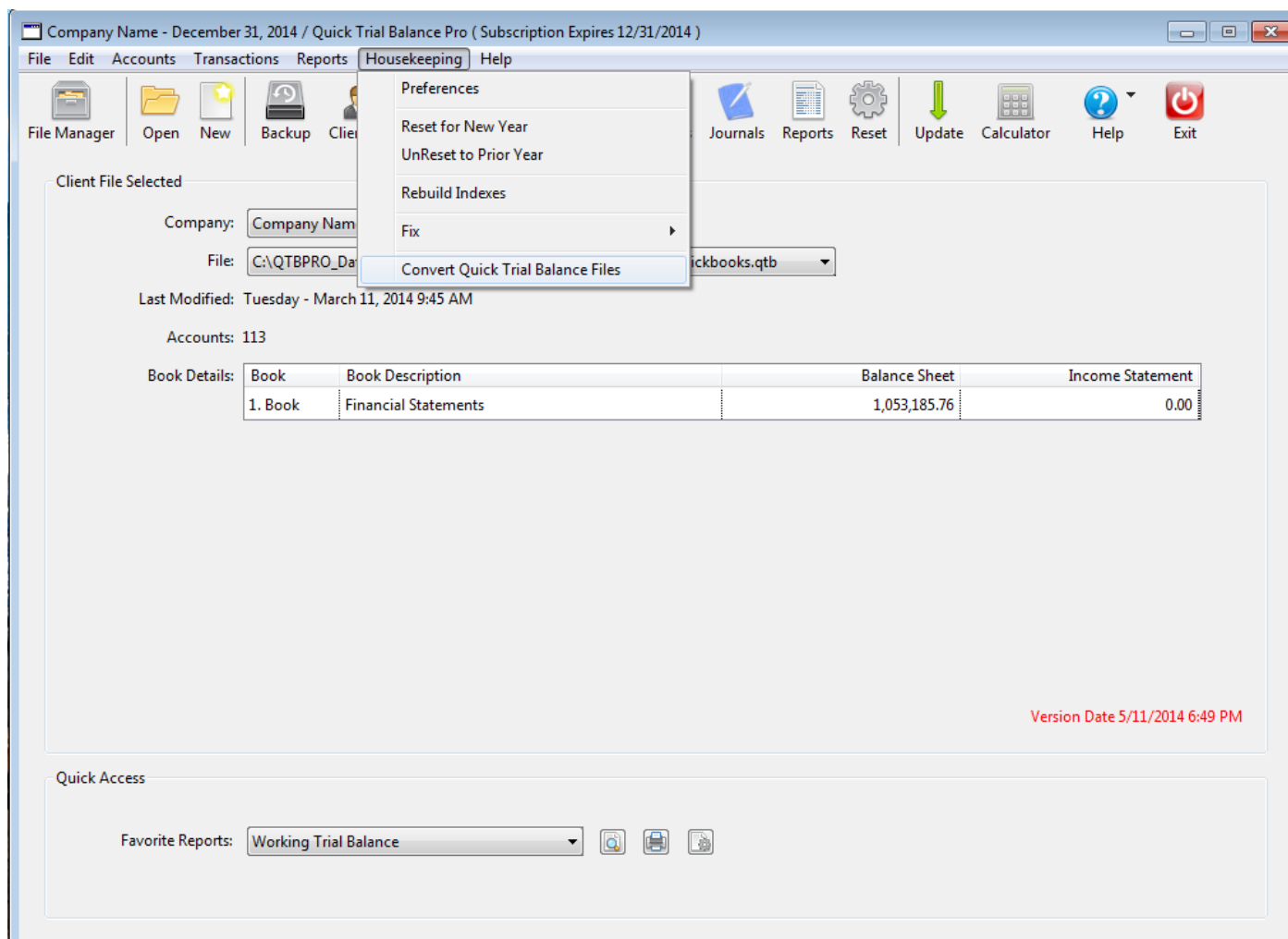
## Introduction

Data files used with prior versions of Quick Trial Balance must undergo a one-time conversion process so they can be used with Quick Trial Balance Pro. Conversion typically takes just a few seconds to complete. Both current data files as well as prior year files will all be converted when you select a file for conversion.

If you have a number of data files that you want to convert and do not want to convert them one-at-a-time, you can use the option to convert them all at once. This assumes that the files are ALL in the same folder. If your data files are in separate folders, then it may be better to convert them one at a time.

If they are in sub-folders of a common data folder, you CAN use the option to convert them all at one time. In fact, as they are converted, they will be placed in a sub-folder of the default data folder, or the folder you select, and the sub-folder will be named the same as it is now.

To convert all files at one time, select the Convert Quick Trial Balance Files from the Housekeeping menu.

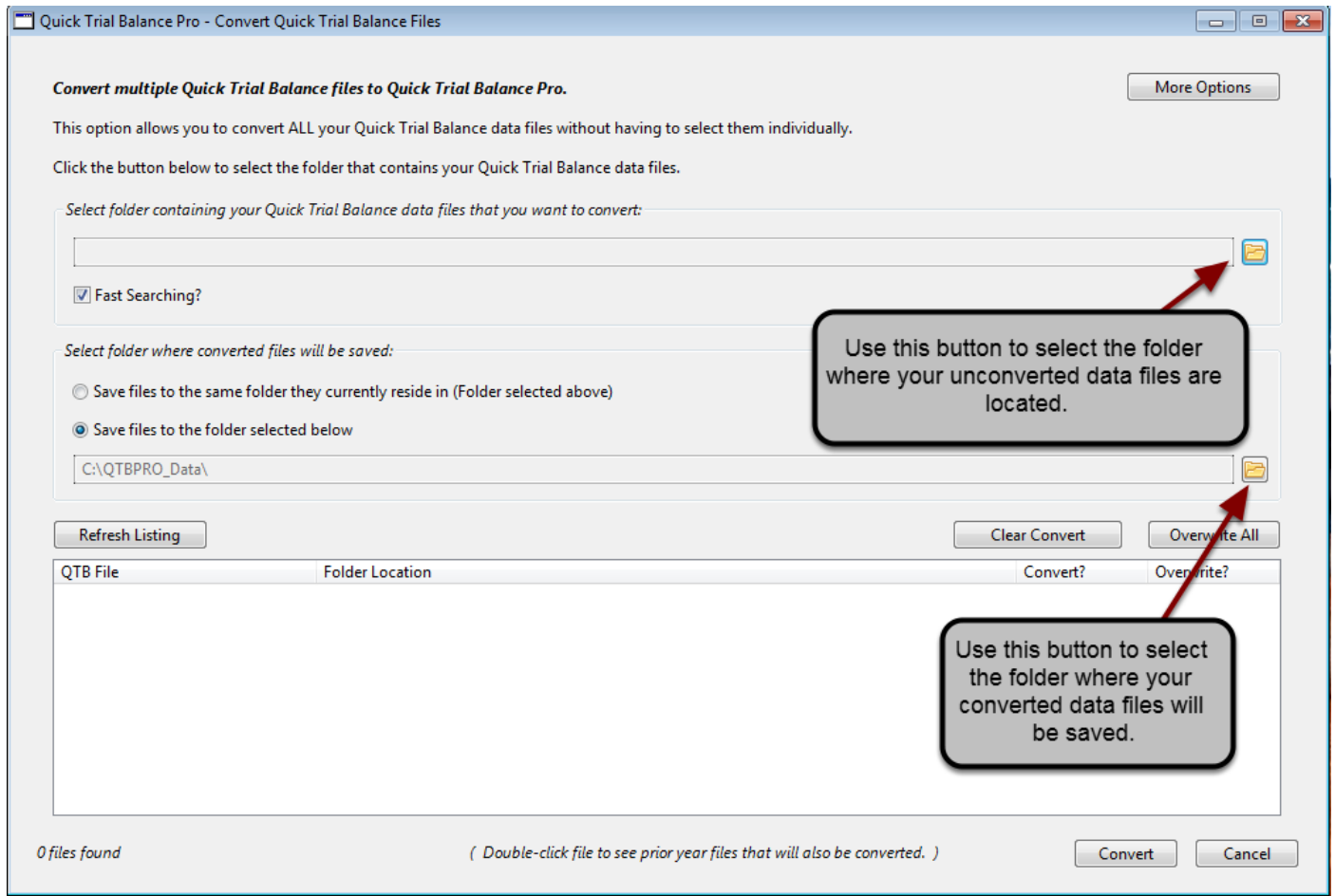


# Conversion Options

When you select the option to convert multiple files from the Housekeeping menu, you will see the following screen where you can do the following:

Step 1. Select the folder where your data files are located using the Select Folder button.

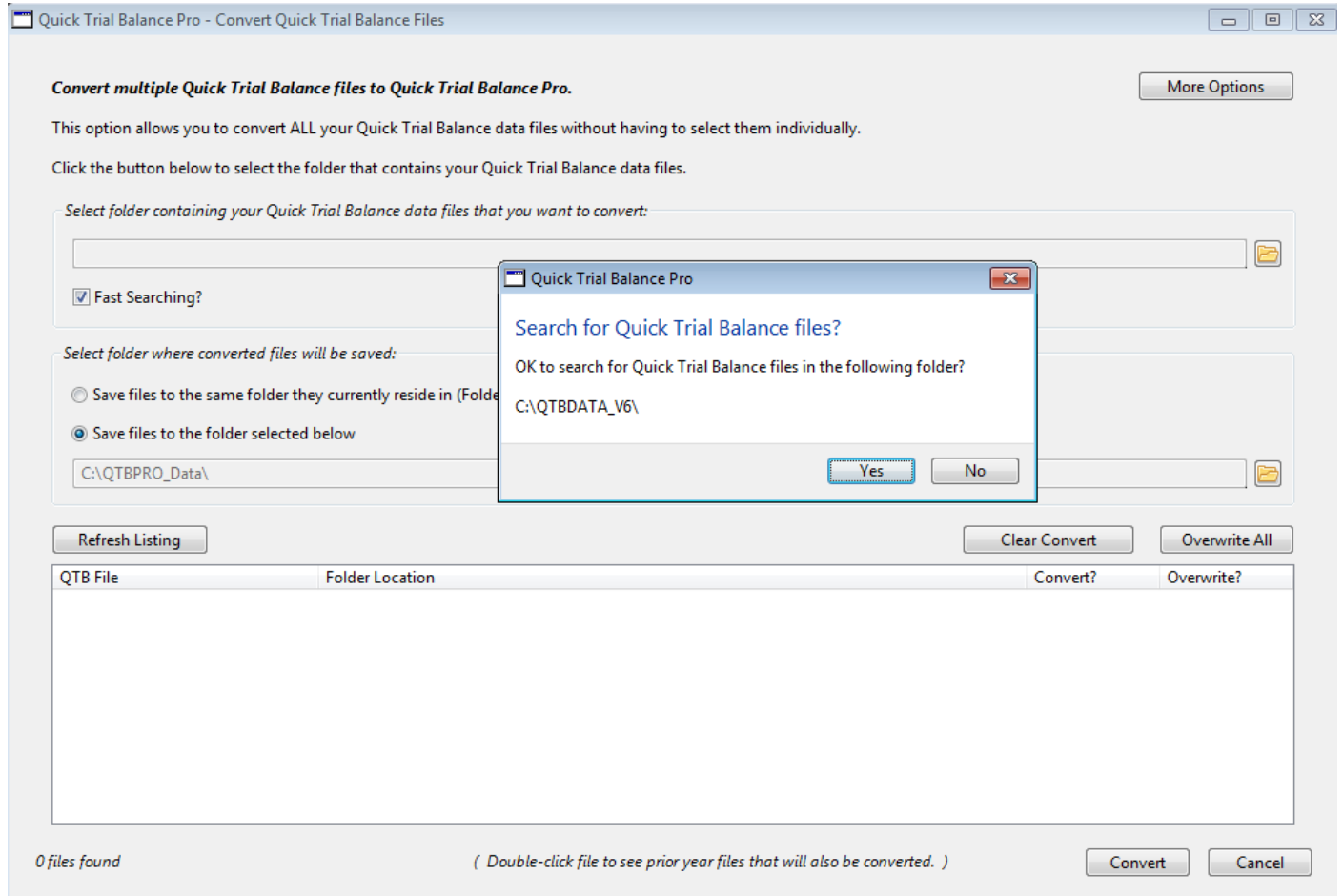
Step 2. Optionally, select the folder where your converted files will be saved. This defaults to the default data folder which can be changed using the Select Folder button.



# Select Folder

After selecting the folder where your unconverted files are located, you will see the following message.

If you click YES, Quick Trial Balance Pro will search that folder for all unconverted data files and populate the grid at the bottom of the screen with the files that it finds.



# UnConverted Files

Shown below is the grid at the bottom of the screen with the list of files that were found that are unconverted.

Note that in the grid shown in this example screen, the company names and filenames have been intentionally blurred.

There are also check boxes so you can select files that you do NOT want to convert. If a converted file is found in the folder select to save the converted file in, then the Convert? check box will be unchecked automatically. If you want to convert the file, you will have to mark the check box which will also mark the Overwrite? check box.

When you are ready to convert the files, click the Convert button.

