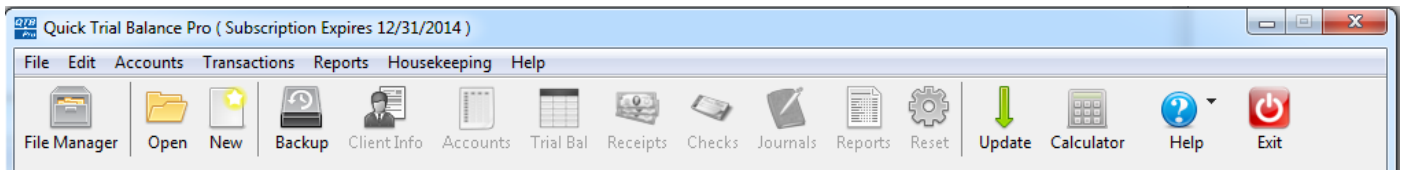


Converting One File

Introduction

Data files used with prior versions of Quick Trial Balance must under go 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.

Converting a single file is done by clicking the Open button in the toolbar.



Open dialog

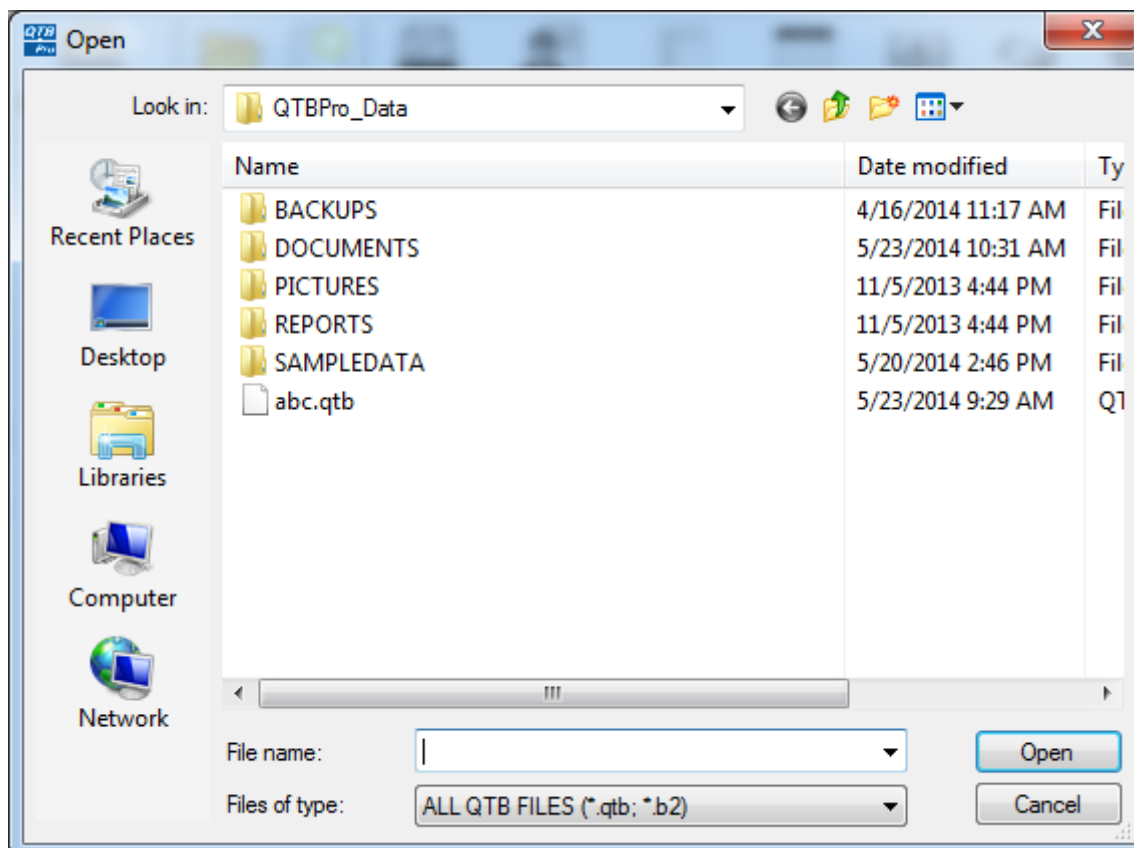
When you click the Open button, an open file dialog will be displayed allowing you to navigate to a drive or folder so you can selected a file to open or convert.

When you click on the Open button, the open dialog will auto select your "default data folder" as the starting point. You can change your default data folder in the Preferences screen which is accessed from the Housekeeping menu.

The open file dialog will show both unconverted and converted data files.

If you select an older file (one that has not been converted), you will be prompted with a message asking if you want to convert it.

If you select a file that has already been converted, it will be opened.

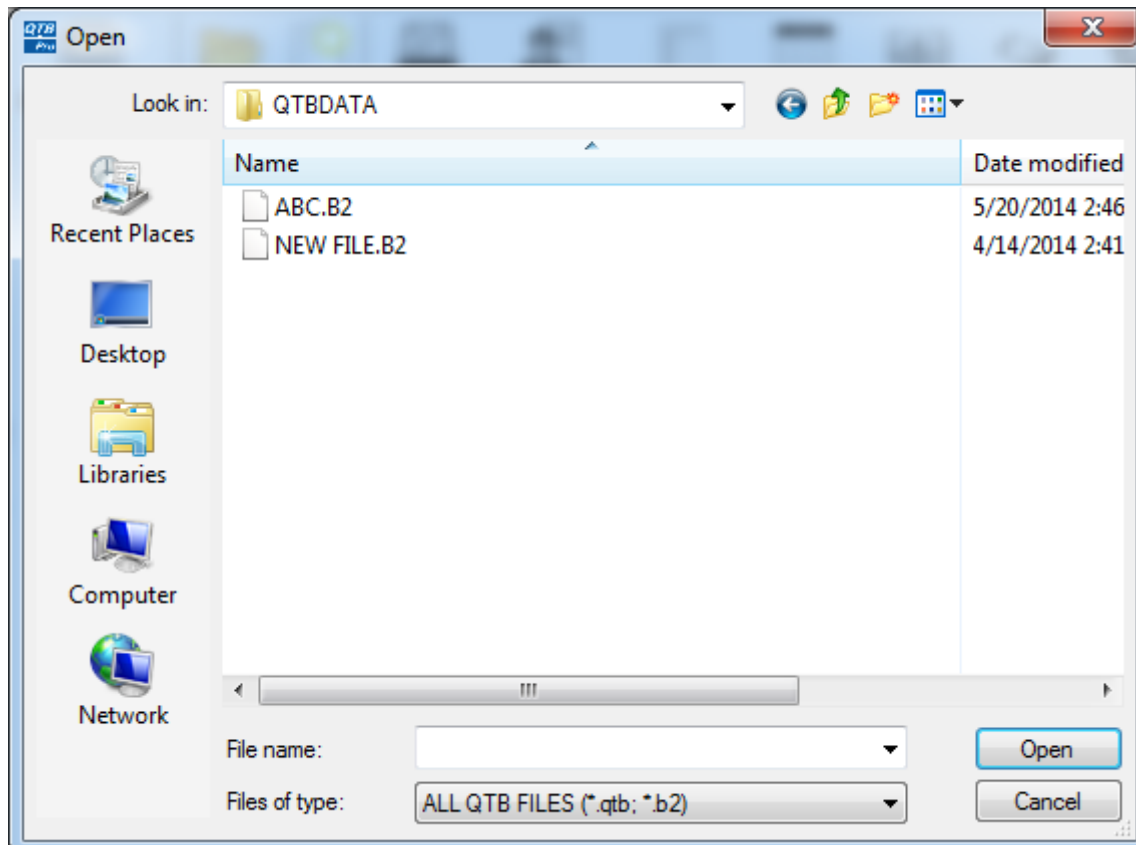


Selecting an unconverted file

In the open dialog shown here, we've clicked on a file that we know has not been converted.

We can identify files that have not been converted because the extension will be ".b2". Converted files will have an extension of ".qtb".

If there were any prior year files found, they will also be converted. You DO NOT have to select prior year files to convert them. If found, they will be converted as long as they are in the same folder as the current file selected.



Convert options

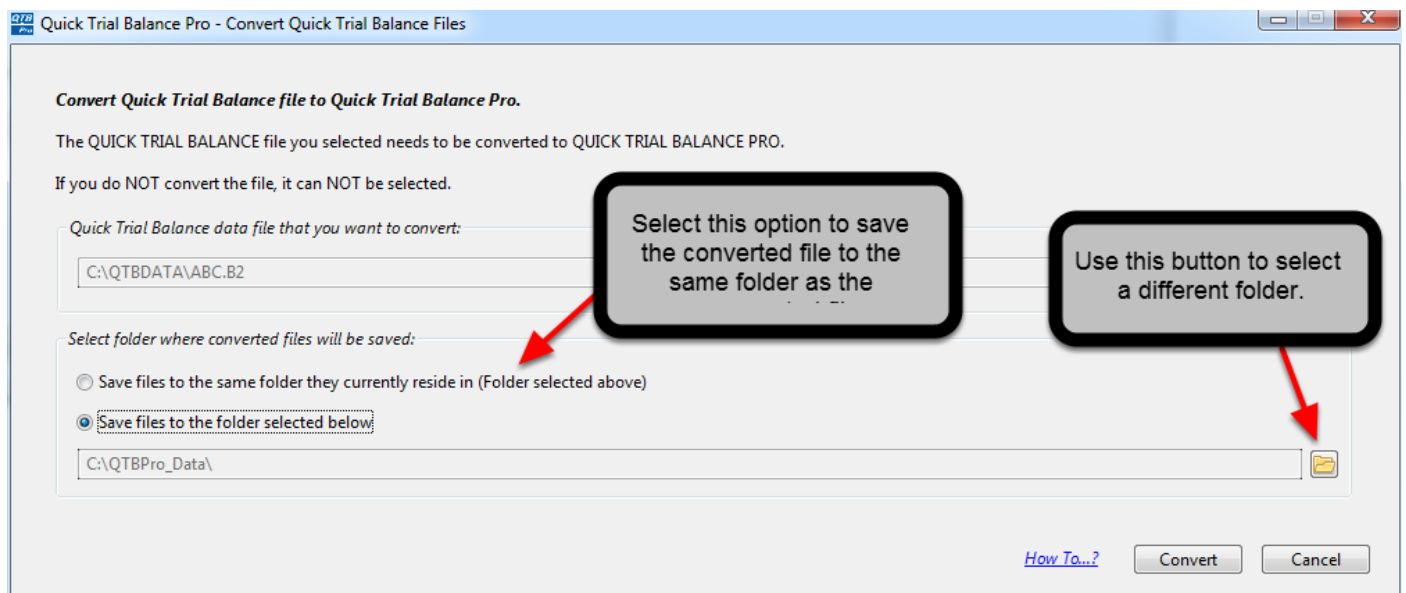
Next the convert options screen will be displayed.

When converting one file at a time, the only option that can be changed is where the converted file will be saved.

By default, the converted file will be saved to your default data folder; however, you can use the Select Folder button to save it to another location or save it to the same folder where the unconverted file currently resides.

We recommend saving it to the default data folder for Quick Trial Balance Pro rather than commingling the old files with the new files. The reason for this is once your files are converted and have been accessed, there is probably no reason to keep the old files and they can more easily be deleted if they are not in the same folder as the converted data files.

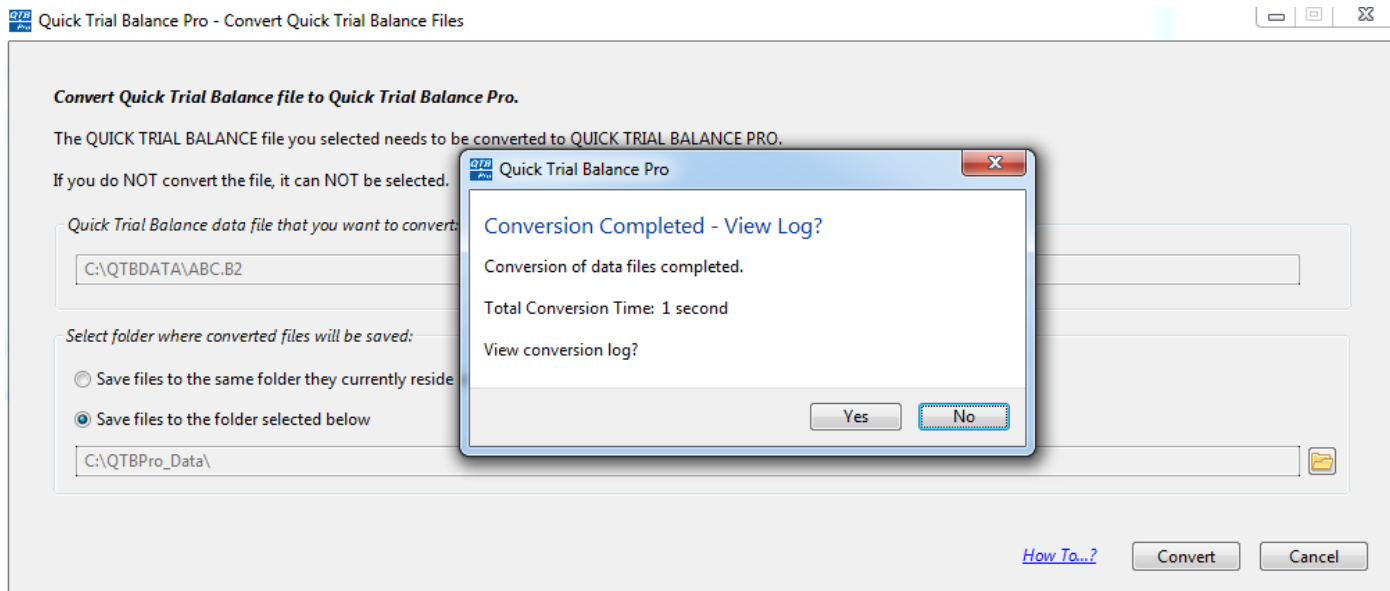
When you are ready to convert your file, click the Convert button.



Conversion Completed

After the file is converted, you will see a message indicating that the file was converted and how long the conversion take.

You will also be asked if you want to view the conversion log. You should ALWAYS view the conversion log to ensure that there were no problems encountered during the conversion.



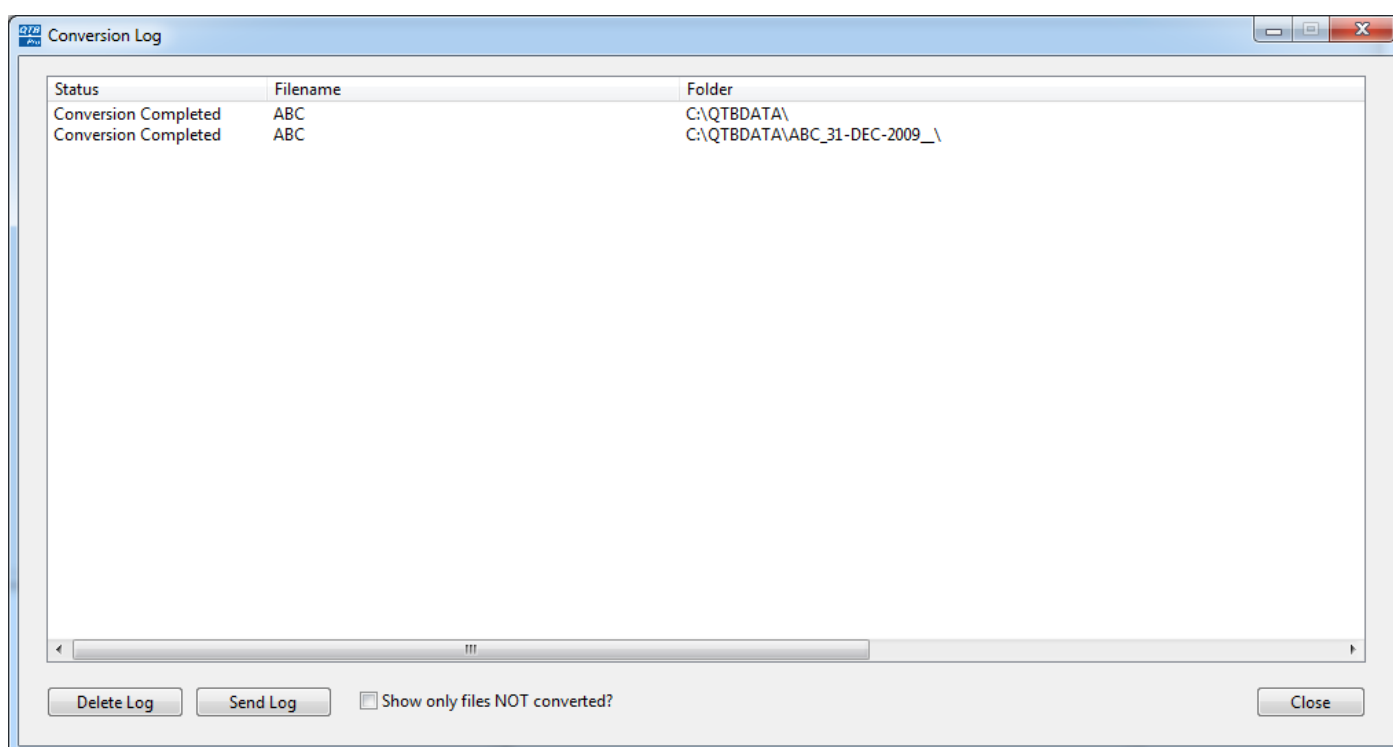
Conversion Log

As shown in the Status column of the conversion log shown below, the conversion completed. If it did not convert properly, there would be a message indicating this in the Status column.

You can also scroll horizontally to see more details of the conversion process, such as, when it started, when it finished, how long the conversion took, and how many accounts were converted.

If there were any prior year files found, they would also be converted and listed in the conversion log. You DO NOT have to select prior year files to convert them. If found, they will be converted as long as they are in the same folder as the current file selected.

If you see any files in the conversion log that did not convert properly, use the Send Log button at the bottom of the screen to send the log to PRO-WARE for diagnosis. We will contact you shortly after receiving the conversion log.



Select File

If the conversion is successful, you will see a message asking if you want to select the file.

This message ONLY appears if you are converting one file.

This message will NOT appear if there was a problem converting the file.

After conversion is completed and you select, or don't select the file, you will be returned to the Home screen.

