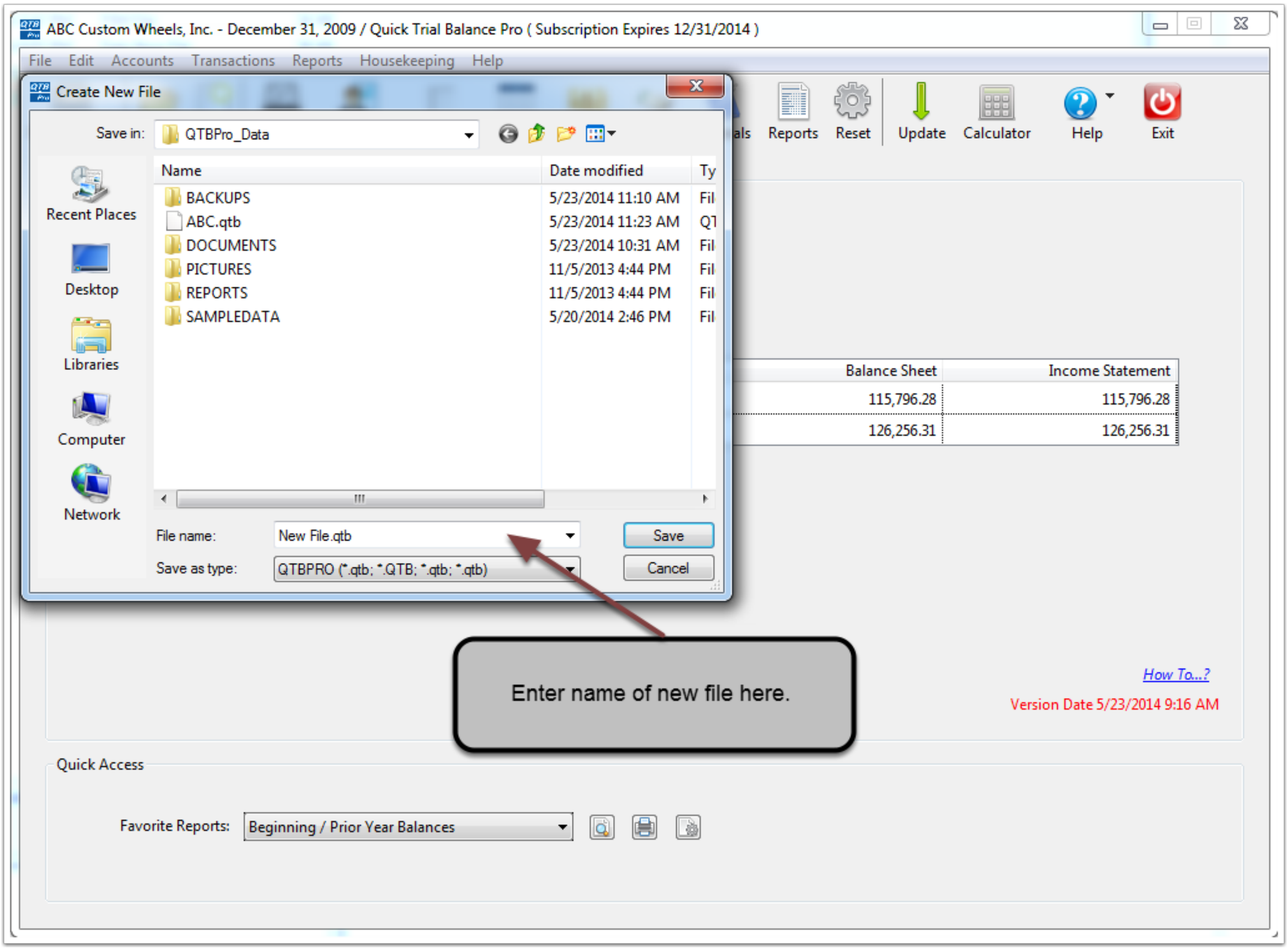
Quick Trial Balance Pro - Creating New Client File

Create New Client File

To create a new Quick Trial Balance Pro client file, click the "New" button on the home screen toolbar or go to the File menu and select the "New" option.

A screen such as you see here will be displayed. The new file will default to your default data folder location by you can navigate to another location if you wish to save the file elsewhere. The default location is set on the data folder tab of the Preferences screen located under the Housekeeping menu.

Give the file a name. Click "Save".



Create New File - Client Information

After clicking the "Save" button, the Client Information screen will be displayed. Here you can enter your company name, year-end date, etc.

On the left side of the screen you can visit each option to enter the methods that will be maintained for this new file, any changes regarding calculations, set up your accounts, change screen prompts, etc.

After all of the client info has been entered, you should click the "Close" button. You will then be asked if you want to select the file that was just created.