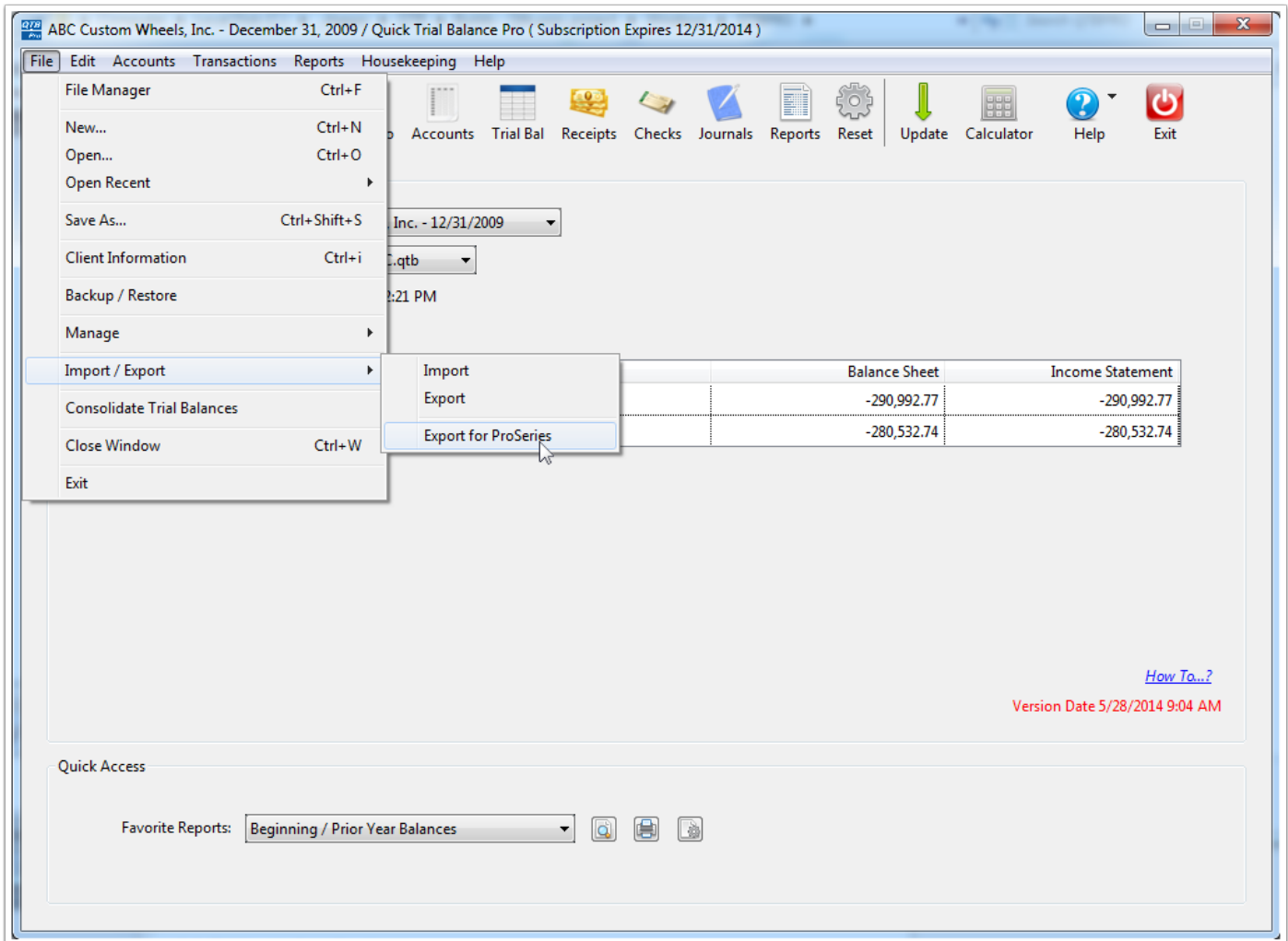


Quick Trial Balance Pro - Export for ProSeries

Export for ProSeries

To export data to ProSeries, select the Export for ProSeries option in the File, Import / Exports submenu.



Select Filename and Folder

When the export screen is displayed, the first thing you want to do is select a filename and folder where your export txt file will be saved.

ABC Custom Wheels, Inc. - 12/31/2009 - Export ProSeries

File Edit Help

Filename / Folder

Filename (do not enter extension)
ABC_PROSERIES_2014528_091224

Folder where file will be saved
C:\QTBPro_Data\

Set to Selected File's Folder Set to Default Data Folder

Group to Export

Amounts exported will be grouped and rounded by this group code.

Group By FINANCIALS

Books to Export

Adjusted 2. Financial Statements (BK)

Federal 1. Income Taxes (TX)

State 1. Income Taxes (TX)

Other 1. Income Taxes (TX)

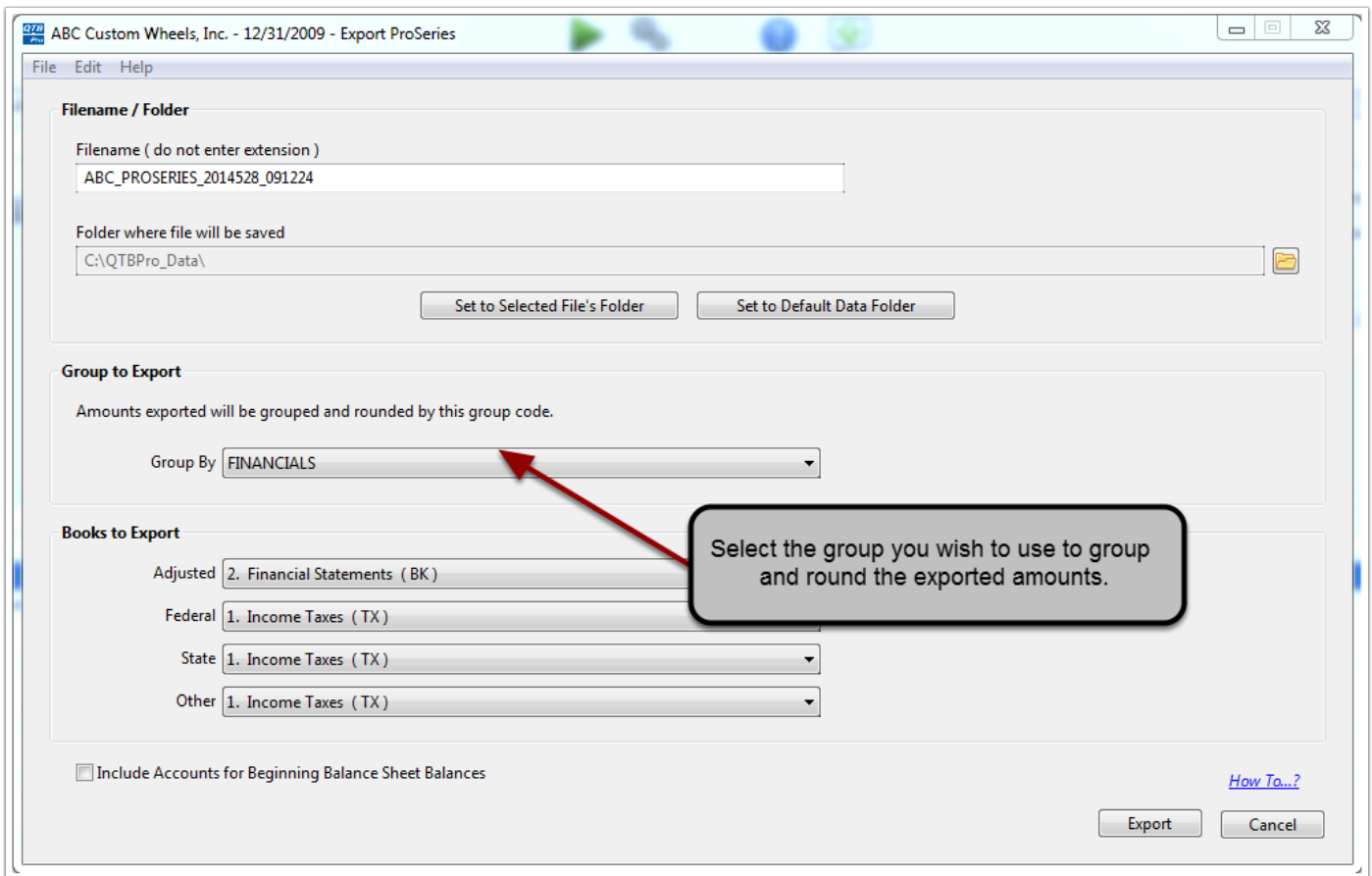
Include Accounts for Beginning Balance Sheet Balances

[How To...?](#)

Export Cancel

Group to Export

The second step is to select the group you wish to use to group exported amounts.



Books to Export

After selecting your group, you can choose which books to export to ProSeries, the four books (adjusted, federal, state, and other) correspond to the available books in ProSeries.

ABC Custom Wheels, Inc. - 12/31/2009 - Export ProSeries

File Edit Help

Filename / Folder

Filename (do not enter extension)
ABC_PROSERIES_2014528_091224

Folder where file will be saved
C:\QTBPro_Data\

Set to Selected File's Folder Set to Default Data Folder

Group to Export

Amounts exported will be grouped and rounded by this group code.

Group By FINANCIALS

Books to Export

Adjusted 2. Financial Statements (BK)

Federal 1. Income Taxes (TX)

State 1. Income Taxes (TX)

Other 1. Income Taxes (TX)

Select the books to export into the corresponding ProSeries books.

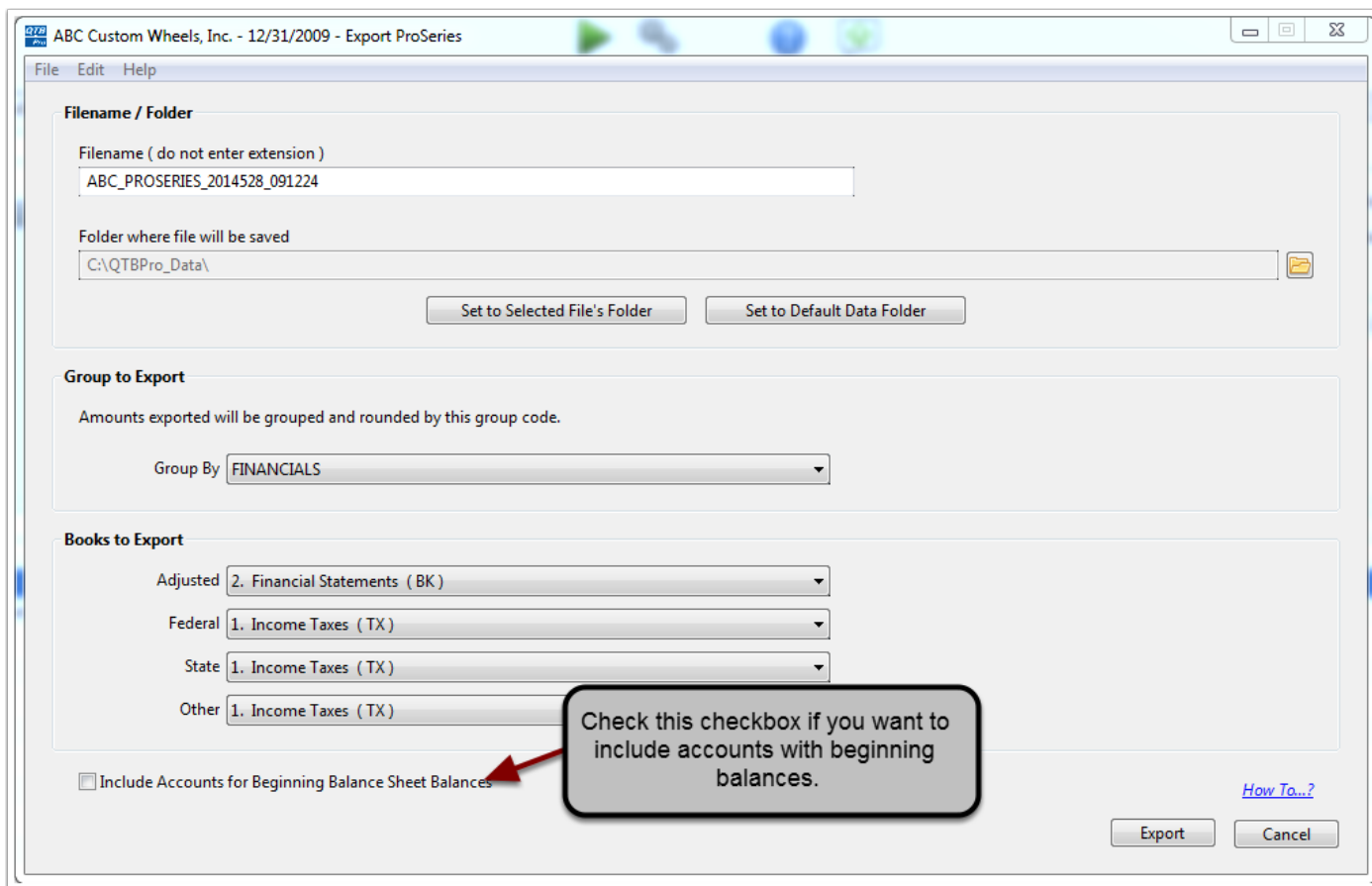
Include Accounts for Beginning Balance Sheet Balances

[How To...?](#)

Export Cancel

Export Beginning Balances

Additionally, you have an option to include accounts for beginning balance sheet accounts.



Create the Export File

When you are ready to create the export file, click the Export button. When your export file has been created, you will get the message shown below. It explains where the file was saved and identifies codes used in export file to help you link the line numbers on your financials to the appropriate account groups.

Please note that if you had previously linked an export file to ProSeries, it is **HIGHLY** recommended that you check your links and verify the numbers in ProSeries.

