File Manager

The File Manager in Quick Trial Balance Pro can be accessed from the home screen toolbar or off the File menu.

ABC Custom Wheels, Inc D	December 31, 2009 / Quick Trial Balance Pro (Si	ubscription Expires 12/31/2014)						
File Edit Accounts Transa	ctions Reports Housekeeping Help							
File Manager Open New	Backup Client Info Accounts Trial Bal	Receipts Checks Journals Reports Reset Updat	e Calculator Help Exit					
Client File Selected								
Company:	ABC Custom Wheels, Inc 12/31/2009	File Manager from						
File:								
Last Modified:	Friday - May 23, 2014 11:23 AM							
Accounts:	43							
Book Details:	Book Book Description	Balance Sheet	Income Statement					
	1. TX Income Taxes	115,796.28	115,796.28					
	2. BK Financial Statements	126,256.31	126,256.31					
			<u>How To?</u> Version Date 5/23/2014 11:27 AM					
Quick Access Favorite Reports:	Beginning / Prior Year Balances							

File Manager

The File Manager, as you see here, lists all Quick Trial Balance Pro client files that are located in your default data folder and any files that might have been manually added to the list.

From this list you can select a file by double-clicking on it (or highlight the file and then click the "Open" button on the toolbar). Files can be added or removed from the list by using the "Add" and "Remove" buttons.

When the "Folders" button is clicked from the File Manager you can designate folders that you would like to have watched. As users create new Quick Trial Balance Pro client files in the "watched" folders, the new files will be added to your File Manager.

The "Refresh" button will update the File Manager to reflect any files that have been added or removed from the default location.

Quick Trial Bala	nce Pro - File N	Manager							
ile Edit Help									
Open Add	• O• Remove	Folders Refresh		ate Save A	-	Show Email	Print		
Show filename in first column Search									
Company Nam	ne	Year-End	Methods	Accounts	Date Modifie	d	Path		
ABC Custom V		12/31/2009	2	43	05/23/2014 -		C:\QTBPro_Data\	ABC.atb	
Company Nam		12/31/2014	1	0	04/11/2014 -		C:\QTBPro_Data\		
Sample Data Fi		12/31/2014	2	43	05/20/2014 -		C:\QTBPr\samp	ole_data_file.qtb	
•								4	
	N							3 Files	