

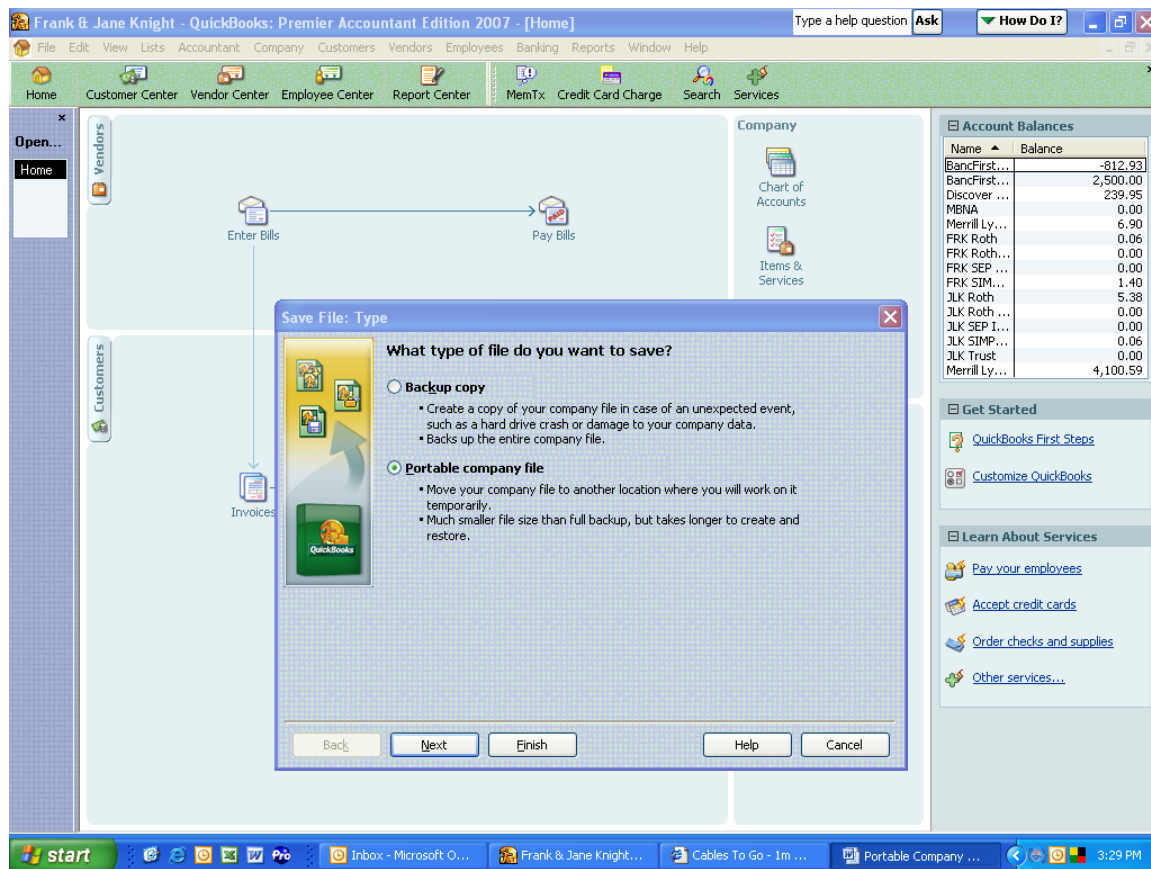
Create & Open a Portable Company File

QB Version 2007 and after

CREATE a “Portable Company File” & send file TO Frank:

Before you do anything else, go to your Desktop and delete any QB Backup or Portable Company file that may exist, i.e., (mycompanyname.QBM or QBB)

1. Open QuickBooks.
2. Go to the **File** menu, choose **Save Copy or Backup**, at **Save File Type** screen, select **Portable company file** and click **Next**. (This file type is much smaller than a full backup for easier transfer via e-mail. It does take longer to create than a Backup.)



3. Save the portable company file to your **Desktop** on your computer. Use the **Browse** button to locate your Desktop. The portable company file is saved with a .QBM extension. Click **Save**.
4. The following message is presented: “QuickBooks must close and reopen your company file before creating a portable company file” Click **OK**.
5. The message “Creating portable company file please wait” appears.
6. After the message “The QuickBooks portable company file has been created” is displayed, Open your email program (MS Outlook, Outlook Express, etc.).
7. Type in my email address frankk@frkcpa.com click on the paperclip (or other attachment icon in the message) and select your file off the **Desktop** to attach to the email and hit send.

OPEN a “Portable Company File” FROM Frank:

Open the email from me with your attached “Portable Company File”. Double click on the attachment (mycompanyname.QBM). Take the option to "save" or “save as." Choose the "**Desktop**" for the location to save.

1. Open QuickBooks
2. Go to the **File** menu, choose **Open or Restore Company...**
3. Select **Restore a portable company file**, then click **Next**.
4. The Open Portable Company File screen is presented
 - a. In the “Look in:” area, click the down arrow to select your Desktop.
 - b. Locate and select by double clicking your company’s **Portable Company File** on the desktop, which will have a “(Portable)” after the company name. For example, mycompanyname (Portable). Select the portable company file from your Desktop on your computer. Click **Open**
5. The next screen is “Restore Portable Company File: To Location.” Click next and in the “Company File to Save as” screen, click the down arrow to locate where your company file should be saved. Click “Save.” Generally the file location is correct; if so, you should get a message that the file already exists, “Do you want to replace it?” Click **Yes**.

NOTE: If you do NOT get this “replacement message,” STOP, the file is not being saved in the correct location. Contact me.
6. Type “**Yes**” to confirm, click **OK**.
7. You will get the message that the file is being created.
8. You can now use your file.

Give me a call if you have any problems or just want me on the phone as you go through this with you.

Frank