Creating and Restoring a QuickBooks Portable File

QuickBooks portable company file: a condensed format that allows efficient transfer back and forth. It is the preferred format when we need to perform work in your books that we cannot do in an accountant's copy.

ANY CHANGES YOU MAKE IN YOUR BOOKS WHILE WE ARE WORKING IN A PORTABLE COPY WILL NOT BE SAVED WHEN YOU RESTORE OUR CHANGES!

Creating a Portable File:
1. Open your QuickBooks file, click on the File Menu in the top left of your screen, then click Create Copy.
2. Click Portable company file, then Next.
3. At the "Save Portable Company File" screen, choose a location to save the file such as your desktop or flash drive.

Restoring a Portable File:
1. Go to the File Menu and choose Open or Restore Company.
2. Select Restore a portable file and click Next.
3. Click the (company name) .qbm file saved to the location you chose and click Open.
4. In the "Where do you want to restore the file" window, make sure to rad the message then click Next.
5. At the "Save Company As" screen, select the location where your QuickBooks company data file is stored. This generally defaults to the C:/Program Files/Intuit files/Intuit/QuickBooks, although your data file may be stored in a different location, try C:/users/public/documents/Intuit/QB/Company Files. Please make sure before you save it that you see the .QBW file you used most recently and click on it to correctly name the restored file. This will overwrite the old company file, which you want to do. **If you do not receive a message that asks you to type "yes" to permanently delete the old file, stop and call us before you do any work in the file, or else you may end up with 2 working copies and lose data!**
6. After you restore the file, if it is not obvious that our changes are included in the restored file, contact us to get a check figured before you do work in the file, so that you can be sure you are working in the correct file.