

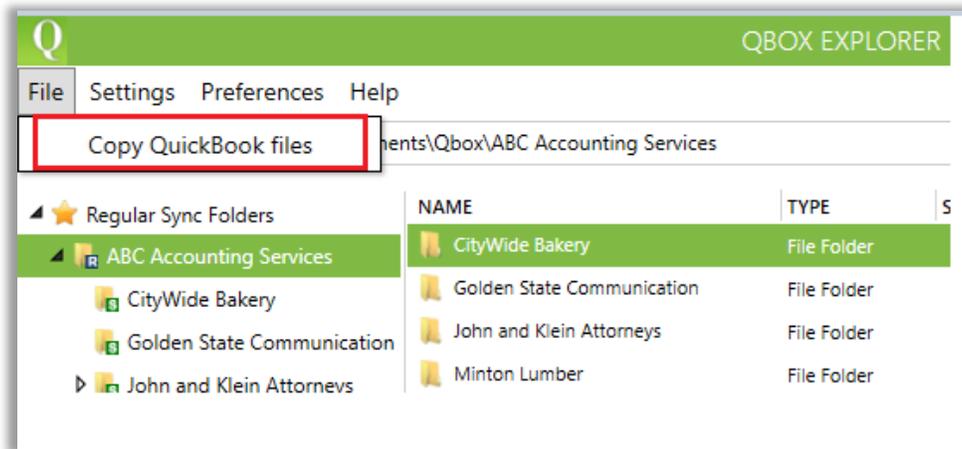
Copy QuickBooks Files

QuickBooks files can be copied in several ways:

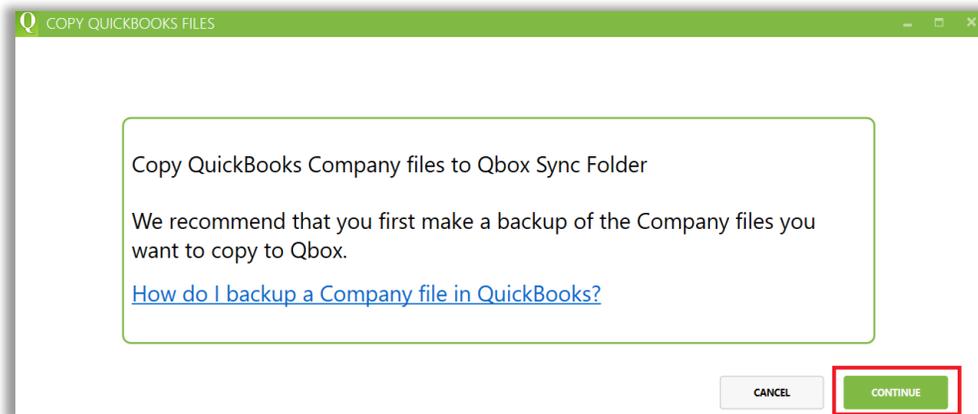
Qbox Copy Utility

Use the QuickBooks file copy utility on your Qbox Explorer:

Select 'File' and 'Copy QuickBooks files'.



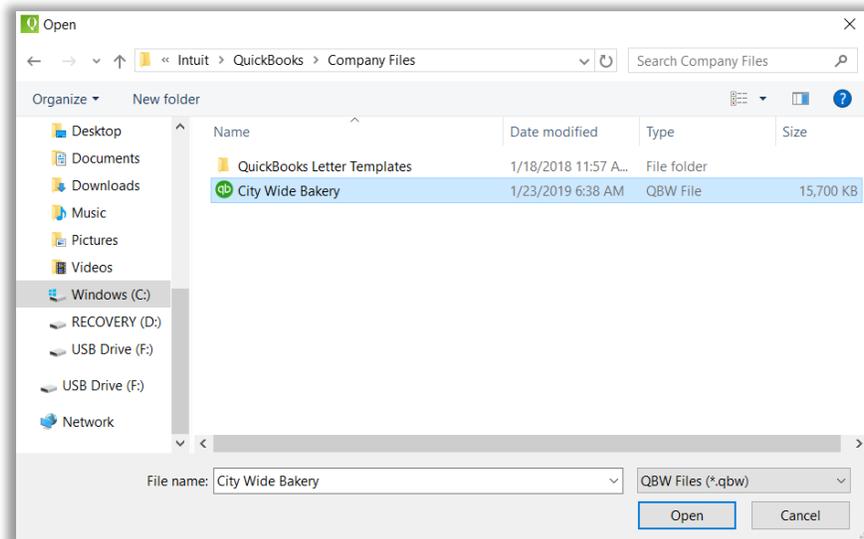
Qbox will recommend you first make a backup of your company file. You can find step-by-step backup instructions [here](#). Once done, you can select 'Continue'.



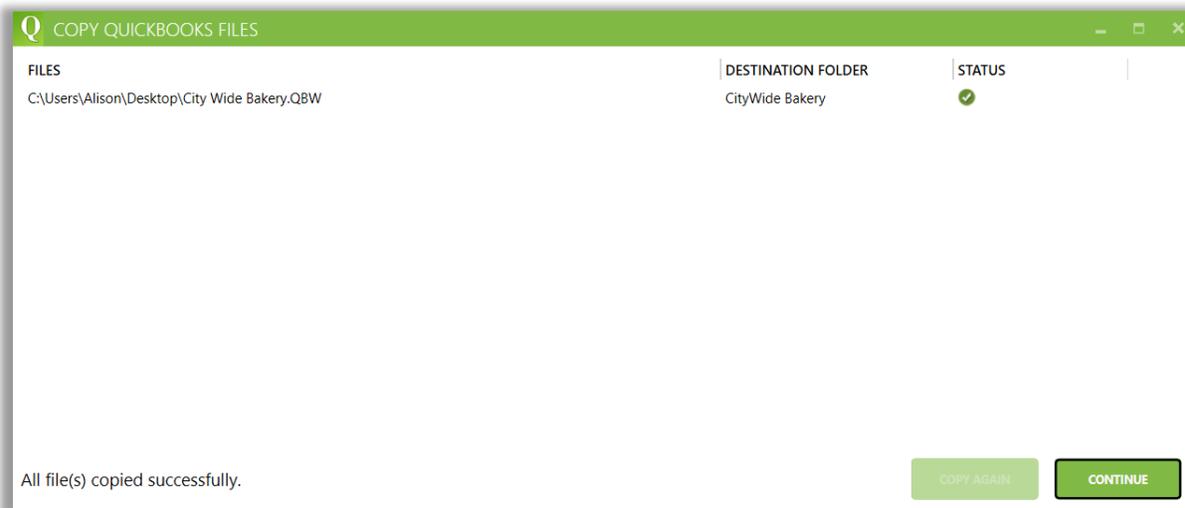
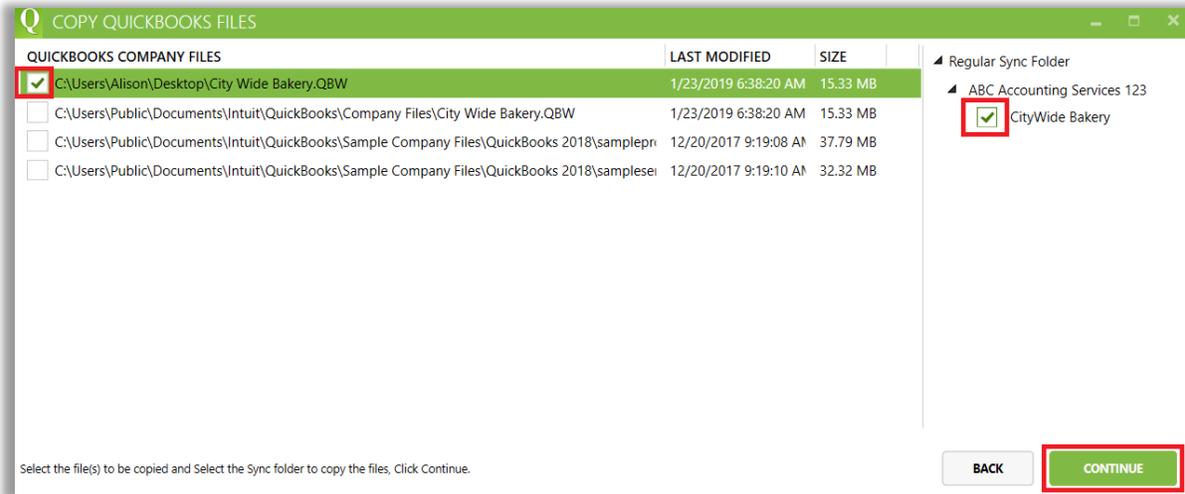
If you do not know where the company file resides, select a drive on your computer and search for QBW files by clicking the 'Search' button.



Alternatively, if you know where the file resides you can select 'Browse and Select.' A file explorer will appear allowing you to select the file you wish to share.

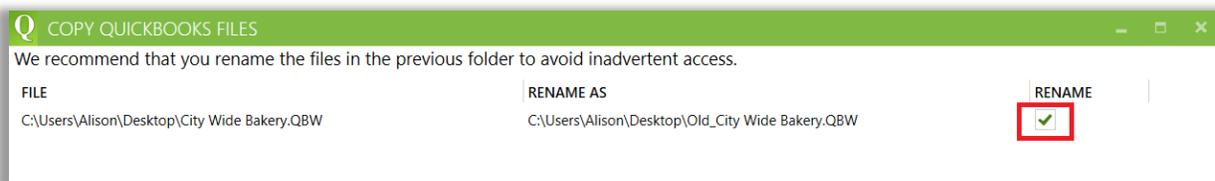


If you have searched in a drive, a list of QuickBooks files will populate. From the list displayed, select the QBW files you want to copy by checking the box provided next to each file. Select the Sync folder where the files need to be copied, by checking the box provided next to the folder. Click 'Continue' to copy the selected files.



The next screen will show you the copy process status. If there is an error, it may be because the file is still open in QuickBooks. Please close the file and click 'Copy Again.'

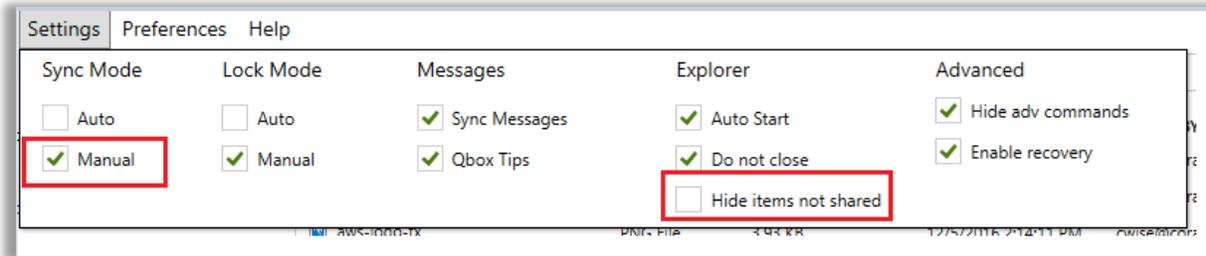
Once all files have copied successfully, we recommend you rename the files in the previous folder to avoid inadvertent access. By selecting the 'Rename' box, the system will automatically rename your file.



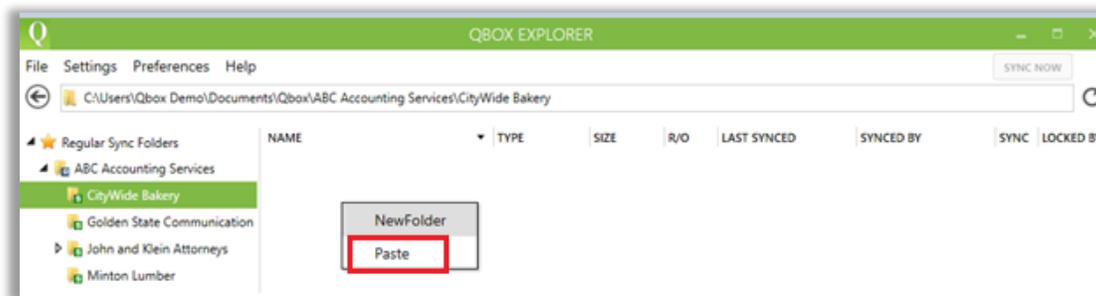
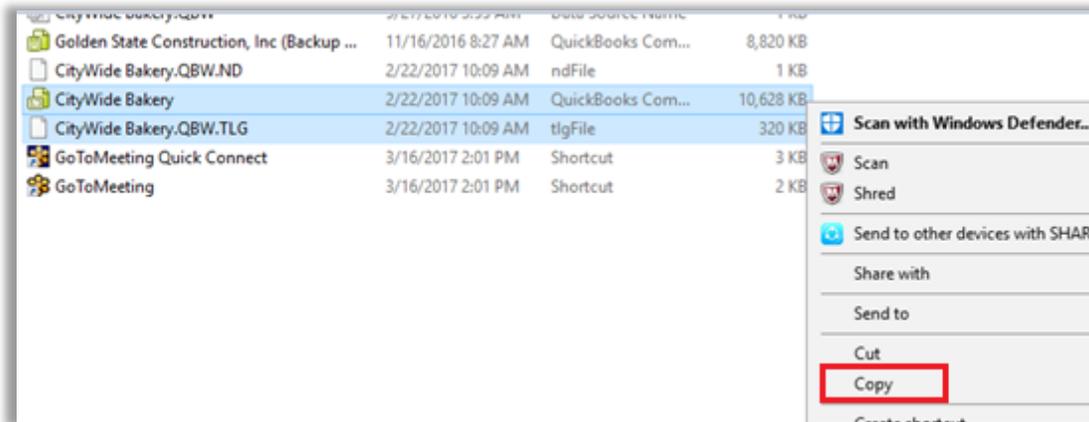
Copy & Paste

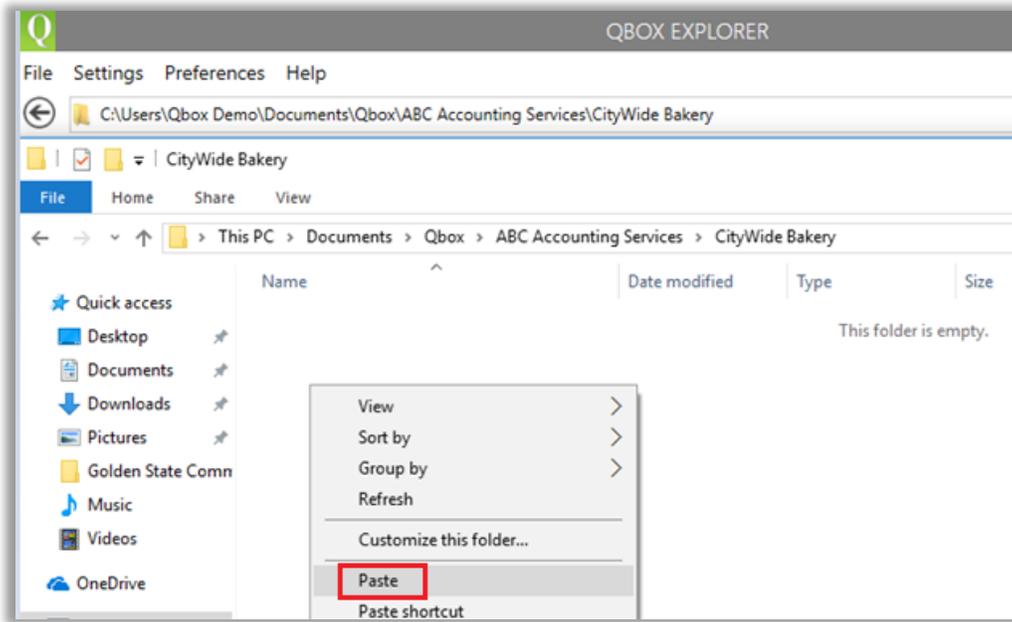
Copy and paste the QuickBooks files into Qbox sync folder:

First set Qbox Sync mode to 'Manual', and enable viewing of all files by unchecking the 'Hide items not shared' option.



Copy the QBW file and the TLG file from the current folder on Windows, and paste them into the Sync folder on the Qbox Explorer or on the Windows side.





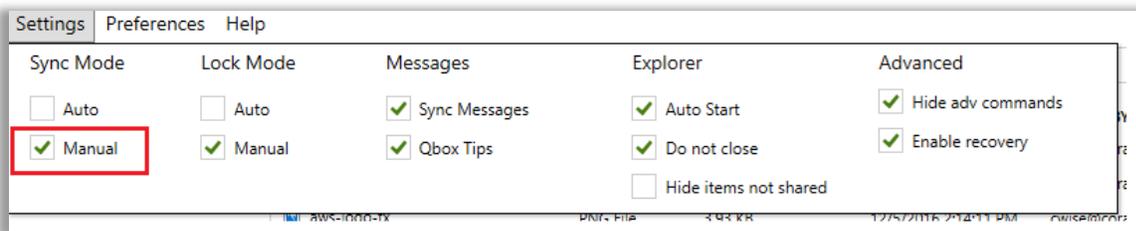
You can also drag and drop both files. Check the 'Hide items not shared' option to show only the main file. Change the Sync mode to 'Auto' to start the sync automatically or click the 'Sync Now' button to start the sync manually.

Once all files have copied successfully, we recommend you rename the files in the previous folder to avoid inadvertent access.

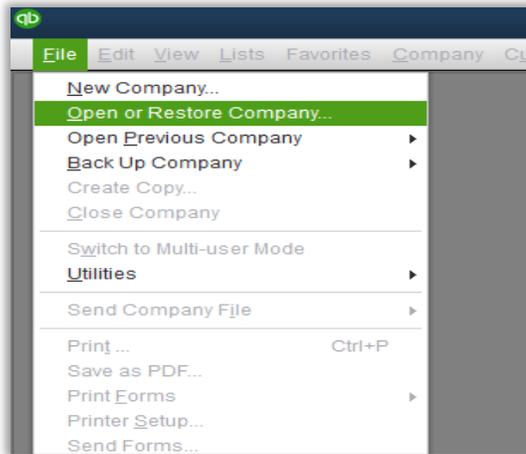
QuickBooks Backup

Backup the file in QuickBooks, restore into Qbox sync folder:

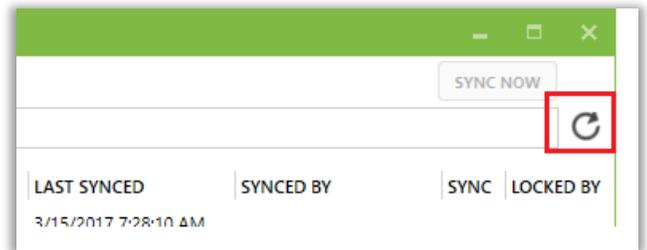
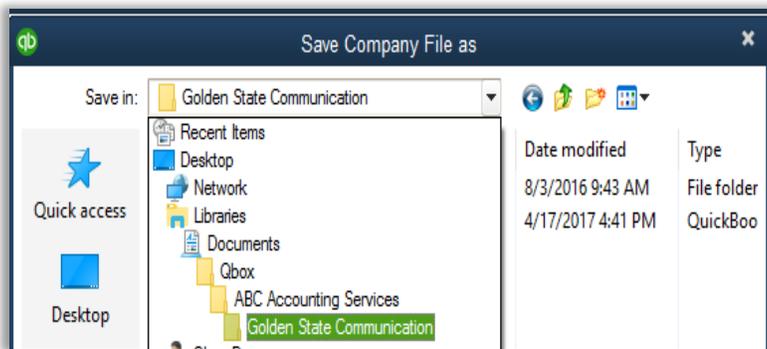
Set Qbox Sync mode to 'Manual'.



Create a backup of the Company file in QuickBooks. Close the Company file (do not exit QuickBooks). Restore the backup file and save it directly into the Qbox Sync folder.



To select the sync folder, navigate to the Qbox folder on your computer, and then to the Sync folder. The path of the Qbox folder is displayed at the top of the Qbox Explorer. After restore, if the files are not displayed on the Qbox Explorer, click the 'Refresh' button to display the files.



Change the Sync mode to 'Auto' to start the sync automatically or click the 'Sync Now' button to start the sync manually.