

General QB Setup Instructions

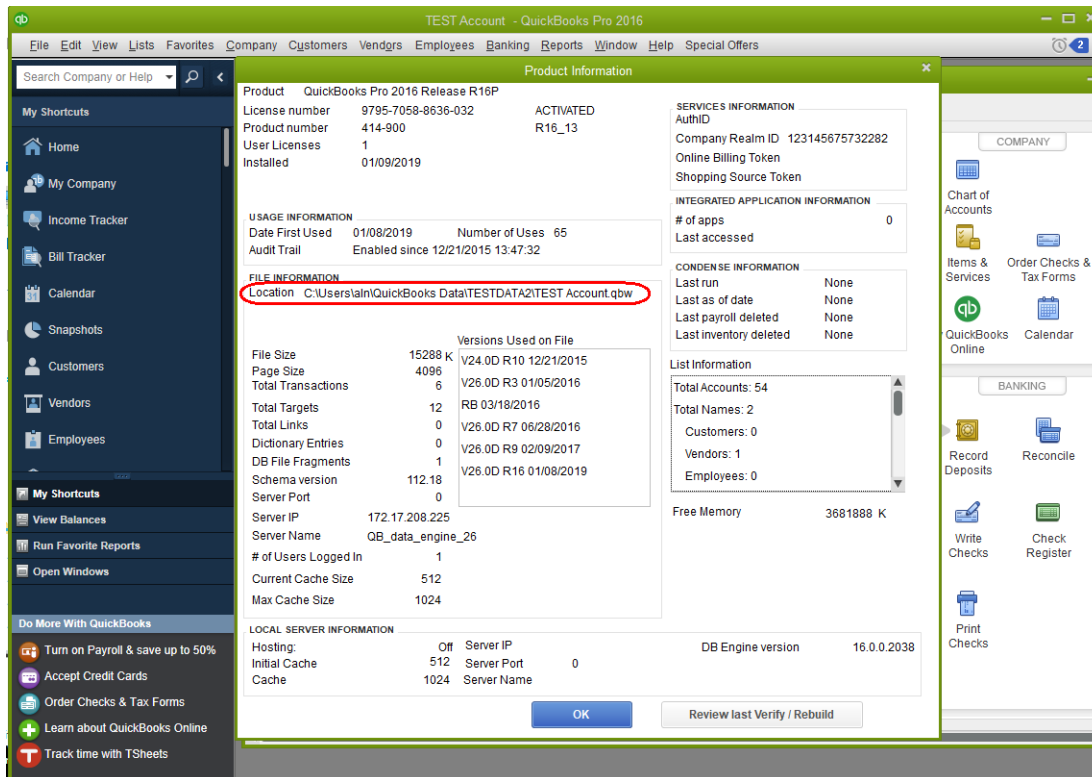
2/8/2019

What's happening?

- A. Ag IT will install QuickBooks Pro 2019 on your computer on Tuesday, January 29, 2019. A new shortcut should appear on your desktop.
 - B. You will need to stop using QuickBooks Pro 2016 once QuickBooks Pro 2019 is installed.
 - C. You will receive two new QB templates: One for Commissioner Account and the other for Program Account.
 - D. You will be using a "Q:" drive to store backup files. We recommend configuring QuickBooks to prompt for backup when exiting company files.
1. Before QuickBooks Pro 2019 is installed, it will be helpful to know where your existing QB 2016 company files are stored.

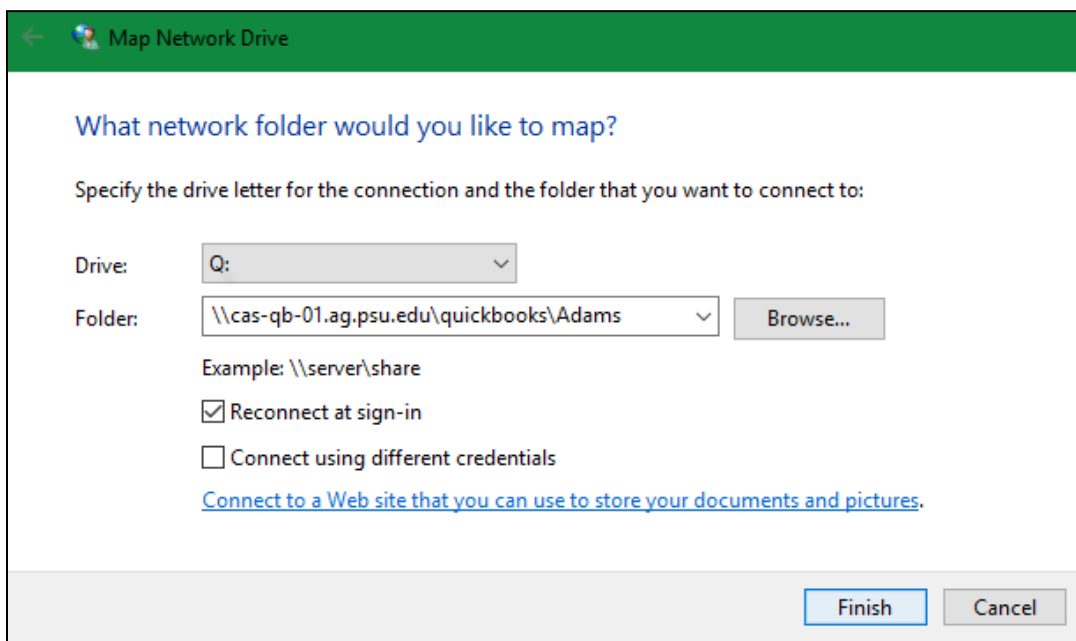
If you are not sure where your company files are stored, try these steps:

1. Open a company file using QuickBooks Pro 2016.
2. Press F2 to display the Product Information window.
3. FILE INFORMATION will show the location of your company file you have open. Use this information to connect to your company file in QB 2019.

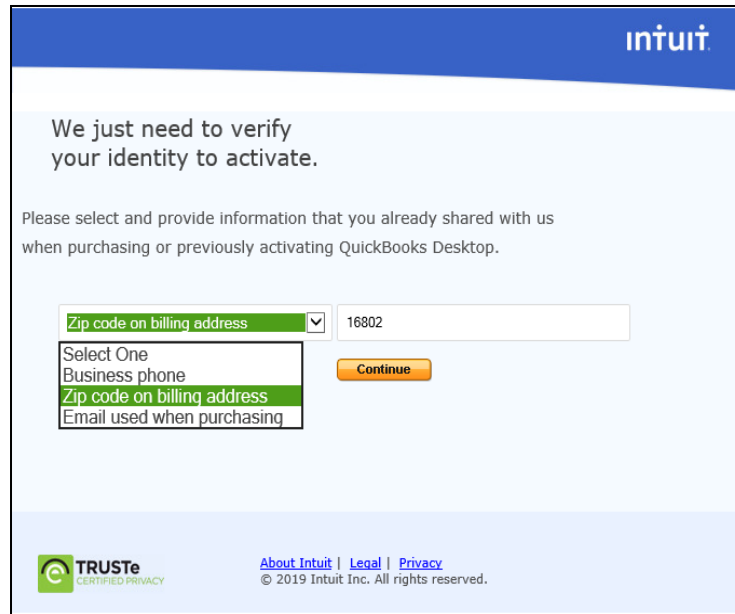


2. Save the files you received via email to a new folder on your desktop. Name the folder "QB 2019 UPGRADE".
3. Map the "Q" network drive on your computer.
 - A. Click Start button and type "This PC"
 - B. Click This PC (Desktop app).
 - C. In This PC window, click Computer and select Map network drive
 - D. In Map Network Drive window:
 1. Select Drive: **Q:**
 2. In Folder: `\\cas-qb-01.ag.psu.edu\quickbooks\[countyname]`
 3. Add check to "Reconnect at sign-in"
 4. Click Finish

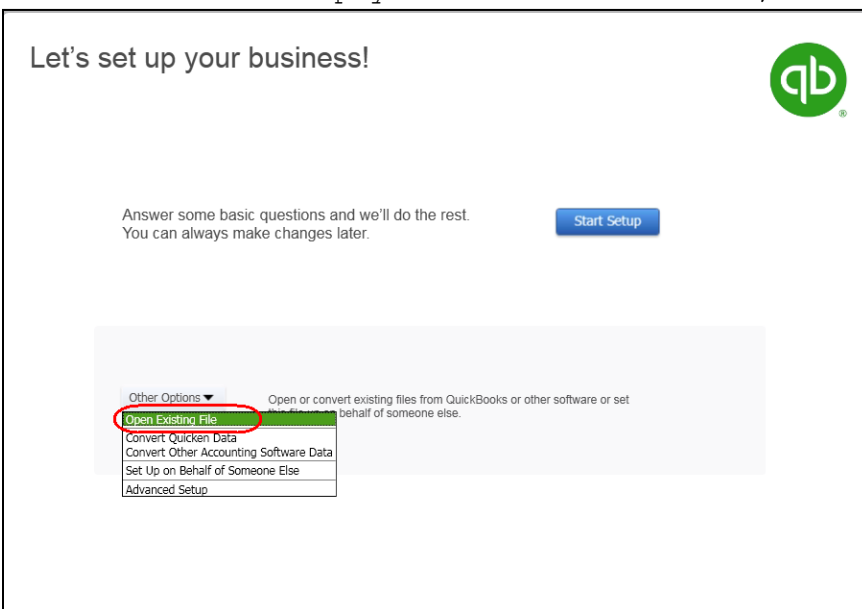
For example, here is the "Map Network Drive" screen for Adams county:



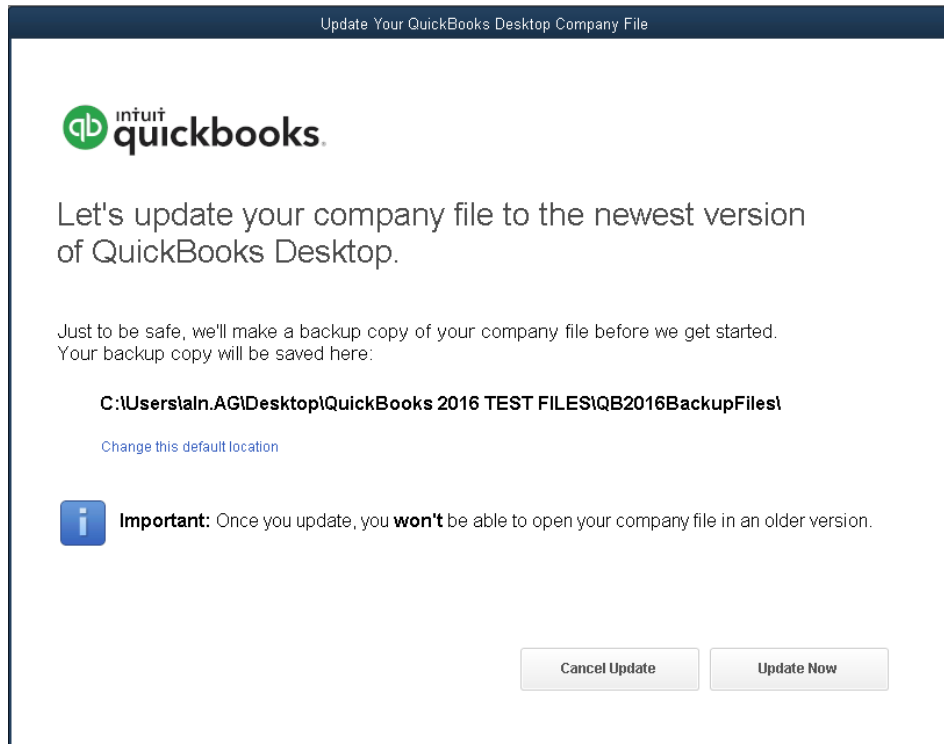
4. Run and activate QuickBooks Pro 2019.
 - A. Open QuickBooks Pro 2019 using the shortcut on your desktop.
 - B. You will be asked to activate QuickBooks Pro 2019 the first time you run it. During activation, you will select a verification method for our software purchase. Select "Zip code on billing address" and enter "16802".



5. Link QuickBooks Pro 2019 to your new company files.
 - A. Run QuickBooks Pro 2019, if it is not already running.
 - B. At the "Let's set up your business!" window, select Open Existing File.



- C. At the Open or Restore Company window, select Restore a portable file.
- D. At the next window, select Desktop and open the "QB 2019 UPGRADE" folder.
- E. Open the Program Account or Commissioner Account template (Portable) QBM file.
 - o These files are in QB 2016 format.
 - o QuickBooks Pro 2019 will need to update these files to QB 2019 format.



6. Setup a backup for your new company files in QuickBooks.

A. In QB 2019, go to File > Back Up Company > Create Local Backup

B. In the Create Backup window

a. Select radio button "Local backup"

b. Click Options

C. In Backup Options window:

a. Enter path to backup folder on Q: drive

b. Change "Limit the number of backup copies in this folder" to 10

c. Change "Remind me to backup when I close my company file every 1 times"

The "every 1 times" setting will cause QuickBooks to prompt the user to backup every time the company file is opened. The user has the option to cancel the backup as appropriate.

d. Click OK

Here is an example of what the Backup Options window might look like:

Backup Options

Use this window to set default options for your manual and automatic backups.

LOCAL BACKUP ONLY

Tell us where to save your backup copies **(required)**

Q:\ Browse...

Add the date and time of the backup to the file name (recommended)

Limit the number of backup copies in this folder to

ONLINE AND LOCAL BACKUP

Remind me to back up when I close my company file every times.

Select an option to verify that your company data is OK (that is, not corrupted) when you save.

Complete verification (recommended)

Quicker verification

No verification Help me choose

OK Cancel Help

NOTES

In some situations, the "Q:" drive may not appear in the list of backup locations. One recommendation is to reboot the computer which should cause drive Q: to appear.

ALTERNATIVE: You can also try the UNC location of the QB backup server:
\\cas-qb-01.ag.psu.edu\quickbooks\[CountyName]

- D. You will return to the Create Backup window.
- E. Click Next.
- F. Select "Save it now".
- G. Click Finish to start backup process.
- H. Once back is complete, you will receive a dialog box that your company backup was saved.
- I. Click OK.

7. Create a "backup" of old QB 2016 file on the QB backup server.
 - A. Open your old company files in QB 2019.
 - B. Go to File > Create Copy... > Portable company file. Click Next.
 - C. In Save Portable Company File window, Select "This PC" > Q:

INSTRUCTIONS FOR AG IT: Give user permissions to store backup files on the QB backup server at University Park

- Server address is **cas-qb-01.ag.psu.edu**
 - Each county has a folder for their backup files (E:\quickbooks\[countyname])
 - Permissions were given to most current users (as of July 2018)
- A. On the server, open This PC > Data (E:) > QuickBooks
 - B. In the properties of the county folder, go to Security tab and give the user permissions to "modify"

Due to past problems with RMD file synchronizing, saving "QBW" company files in the "My Documents" folder is not recommended.

What's the difference between QBW, QBB and QBM files?

QBW - QuickBooks working file

QBB - QuickBooks backup file (created when making a backup)

QBM - QuickBooks portable file (useful for moving or transferring)

<https://blog.quickbooksusers.com/quickbooks/whats-the-difference-between-a-quickbooks-qbw-qbb-and-qbm-file/>