

Convert a QuickBooks Accountant's Copy file to a QuickBooks company file

Description

If your QuickBooks company file's data becomes damaged, no backup is available, and you have an Accountant's Copy of the file (.qba or .qbx), QuickBooks can convert the Accountant's Copy to a working QuickBooks data file (.qbw). You will need to reenter any changes you made to your company file after the Accountant's Copy was created.

Detailed Instructions

QuickBooks 2011:

1. Select the **File** menu, and select **Accountant's Copy > Convert Accountant's Copy to Company File**.
2. In the **Open the Accountant's Copy to Convert** window, locate and select the Accountant's Copy file that you want to convert. This file has a **.qbx** or **.qba** extension.
3. Click **Open**.
4. In the **Name QuickBooks File** window, enter the filename and location of the copy you are about to create. The filename must have a **.qbw** extension.
5. Click **Save**.

QuickBooks 2007 through 2010:

1. Select the **File** menu, and select **Utilities > Convert Accountant's Copy to Company File**.
2. In the **Open the Accountant's Copy to Convert** window, locate and select the Accountant's Copy file that you want to convert. This file has a **.qbx** or **.qba** extension.
3. Click **Open**.
4. In the **Name QuickBooks File** window, enter the filename and location of the copy you are about to create. The filename must have a **.qbw** extension.
5. Click **Save**.

QuickBooks 2007 and later:

1. Select the **File** menu, and select **Utilities > Convert Accountant's Copy to Company File**.
2. In the **Open the Accountant's Copy to Convert** window, locate and select the Accountant's Copy file that you want to convert. This file has a **.qbx** or **.qba** extension.
3. Click **Open**.
4. In the **Name QuickBooks File** window, enter the filename and location of the copy you are about to create. The filename must have a **.qbw** extension.
5. Click **Save**.

QuickBooks 2005 and 2006:

The option to convert an Accountant's Copy file to a regular company file is only available in QuickBooks 2007 and later versions. There are two options available to users of QuickBooks versions 2005 and 2006 who want to convert an Accountant's Copy file:

- Intuit Data Services can attempt to convert your Accountant's Copy file to a QuickBooks company file for the same version year (for example, convert a QuickBooks 2005 Accountant's Copy file to a QuickBooks 2005 company file). Refer to "[Damaged QuickBooks File? We can help.](#)" for more information about data services options.
- Upgrade a QuickBooks 2005 or 2006 Accountant's Copy file to a QuickBooks 2007 or later company file.

Upgrading a QuickBooks 2005 Accountant's Copy file to a QuickBooks 2007 or later company file:

1. Convert the QuickBooks 2005 Accountant's Copy export file (.qbx) to an Accountant's Copy review copy (.qba).
Note: Omit this step if you already have a QuickBooks 2005 .qba file.
 - a. Open QuickBooks 2005.
 - b. Select the **File** menu then select **Accountant's Review > Start Using Accountant's Copy**.
 - c. In the **Open Accountant's Copy** window, locate and select the Accountant's Copy export file (.qbx) that you want to use.
 - d. Click **Open**.
 - e. In the **Name Accountant's Copy** window, enter the file name and location of the copy you are about to create. The file name must have a .qba extension.
2. Upgrade the QuickBooks 2005 Accountant's Copy file (.qba) to QuickBooks 2006.
 - a. Open QuickBooks 2006.
 - b. Select the **File** menu then select **Accountant's Review > Continue Using Accountant's Copy**.
 - c. In the **Open A Company** window, locate and select the QuickBooks 2005 Accountant's Copy file (.qba) you created in the previous step.
Note: If you omitted the previous step because you already have a QuickBooks 2005 Accountant's Copy file (.qba), locate and select that file.
 - d. Click **Open**.
 - e. Follow the prompts to save and upgrade the .qba file to QuickBooks 2006. **Note:** the upgraded file is still a .qba Accountant's Copy file.
3. Upgrade the QuickBooks 2006 Accountant's Copy file (.qba) to a QuickBooks 2007 regular company file (.qbw).
 - a. Open QuickBooks 2007.
 - b. Select the **File** menu, and select **Utilities > Convert Accountant's Copy to Company File**.
 - c. In the **Open Accountant's Copy to Convert** window, locate and select the QuickBooks 2006 Accountant's Copy file (.qba) you created in the previous step.
 - d. Click **Open**.
 - e. Follow the prompts to upgrade and convert the .qba file to a QuickBooks company file (.qbw).
4. (Optional) Upgrade the QuickBooks 2007 company file to QuickBooks 2008 or later versions.
 - a. Open QuickBooks 2008 or later.
 - b. Select the **File** menu, then select **Open or Restore Company**.
 - c. In the **Open or Restore Company** window, select **Open a company file** then click **Next**.
 - d. Locate and select the QuickBooks 2007 company file you created in the previous step.
 - e. Click **Open**.
 - f. Follow the prompts to upgrade your company file to the new version of QuickBooks.

If this solution does not resolve the issue, you can read discussions and post messages and questions relating to your issue on the [Intuit QuickBooks Community site](#) for free, or you can [contact a technical support agent](#) for additional guidance. Fees may apply.