



TENNESSEE BUSINESS SERVICES, INC.

QuickBooks File Transfer Instructions **

**You must first register and be an approved user to login and use the file transfer system.

1) Registering as a User:

- Click on 'QuickBooks File Transfer' link on the homepage header.
- Within the 'New Users' box, click on the link.
- Fill in your information. Your email address will serve as your login once you are approved by TBS, Inc. All information is required except company name.
- Click 'Register' to submit the form.
- An email will be sent to TBS, Inc. to notify them of your request. Once approved, you will receive an email that will permit you to login to upload and download your QuickBooks files.

2) Logging In:

- Click on the 'QuickBooks File Transfer' link on the homepage header.
- Within the 'Returning Users' box, click on the link.
- Enter your email address and password you set during the registration process.
- Click 'Login' to submit your login information.

3) Uploading Files:

- Login to the QuickBooks File Transfer System.
- Upon a successful login, the next screen contains two sections – the top is used for uploading files, the bottom is to retrieve/download files.
- To upload a file, browse to the file's saved location on your PC by clicking on the 'Browse' button.
- Click on 'Upload'.
- If the file was uploaded successfully, you will be redirected to a confirmation screen that lists the file, the file type, and the file size.
- From this page, you may either upload another file, or view files you have uploaded.
- An email will be sent to TBS, Inc. to notify them that you have uploaded a file for their review. If TBS, Inc. needs to modify your file, you will receive an email letting you know it is ready for download.

4) Downloading Files:

- Login to the QuickBooks File Transfer System.
- Upon a successful login, the next screen contains two sections – the top is for uploading files, the bottom is to retrieve/download files.
- To download a file, click on 'View Uploaded Files/Download Files'.
- The next page will display a table of your files – the first column will display the file name, the second column will show the date last modified, the third column will display 'Yes' if the file has been modified by TBS, Inc.
- To download a file, click on the file name.
- A pop-up box will display asking you if you would like to 'Open' or 'Save' the file. Select 'Save' and specify the location you would like to save the file.