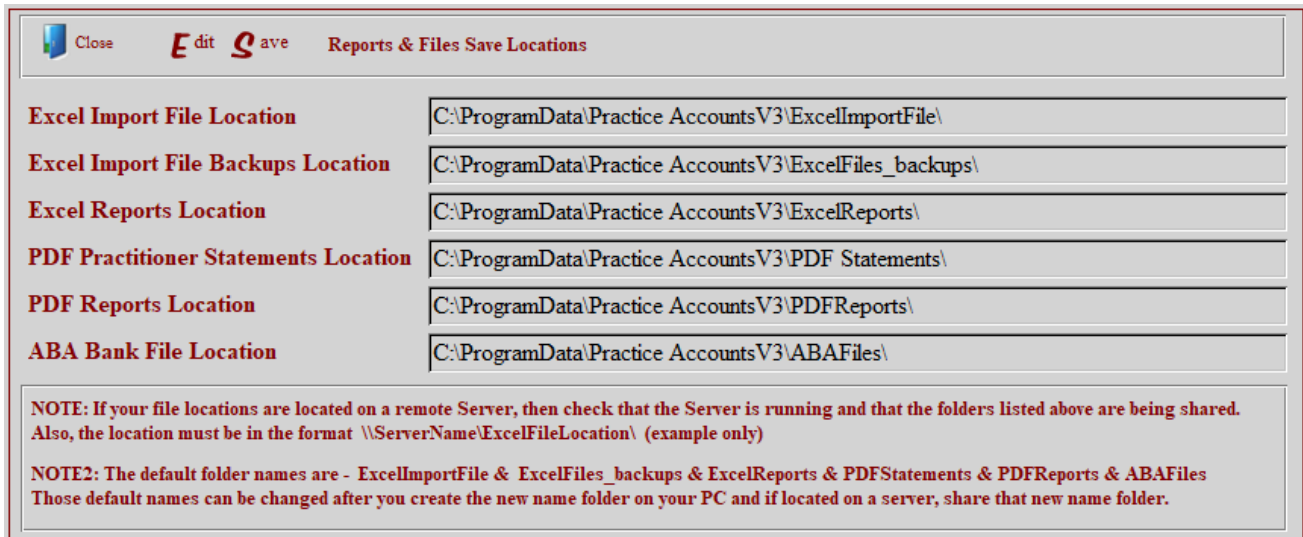




## File Locations

The currently available functionality under this heading is displayed below:

When Practice Accounts is Installed, the default location of folders is as follows:



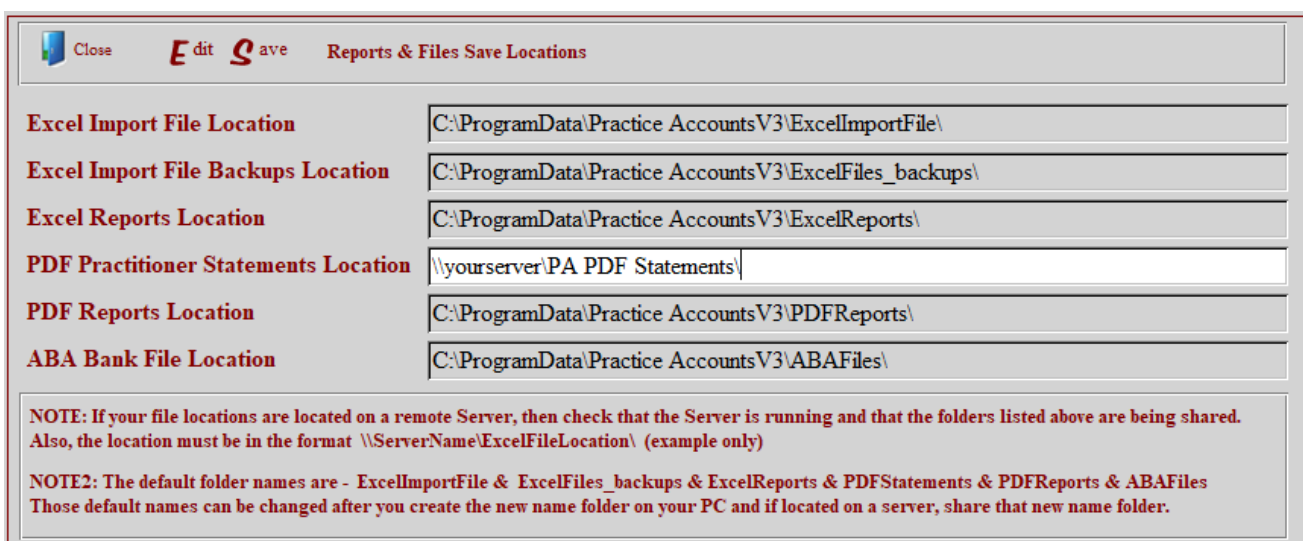
Location Name	Default Path
Excel Import File Location	C:\ProgramData\Practice AccountsV3\ExcelImportFile\
Excel Import File Backups Location	C:\ProgramData\Practice AccountsV3\ExcelFiles_backups\
Excel Reports Location	C:\ProgramData\Practice AccountsV3\ExcelReports\
PDF Practitioner Statements Location	C:\ProgramData\Practice AccountsV3\PDF Statements\
PDF Reports Location	C:\ProgramData\Practice AccountsV3\PDFReports\
ABA Bank File Location	C:\ProgramData\Practice AccountsV3\ABAFiles\

**NOTE:** If your file locations are located on a remote Server, then check that the Server is running and that the folders listed above are being shared. Also, the location must be in the format \\ServerName\ExcelFileLocation\ (example only)

**NOTE2:** The default folder names are - ExcelImportFile & ExcelFiles\_backups & ExcelReports & PDFStatements & PDFReports & ABAFiles Those default names can be changed after you create the new name folder on your PC and if located on a server, share that new name folder.

If you would like to have a more convenient location, then click the Edit button and make your desired changes – click the Save button to finalise your changes.

An example change is below in a white background.



Location Name	Default Path
Excel Import File Location	C:\ProgramData\Practice AccountsV3\ExcelImportFile\
Excel Import File Backups Location	C:\ProgramData\Practice AccountsV3\ExcelFiles_backups\
Excel Reports Location	C:\ProgramData\Practice AccountsV3\ExcelReports\
PDF Practitioner Statements Location	\\yourserver\PA PDF Statements\
PDF Reports Location	C:\ProgramData\Practice AccountsV3\PDFReports\
ABA Bank File Location	C:\ProgramData\Practice AccountsV3\ABAFiles\

**NOTE:** If your file locations are located on a remote Server, then check that the Server is running and that the folders listed above are being shared. Also, the location must be in the format \\ServerName\ExcelFileLocation\ (example only)

**NOTE2:** The default folder names are - ExcelImportFile & ExcelFiles\_backups & ExcelReports & PDFStatements & PDFReports & ABAFiles Those default names can be changed after you create the new name folder on your PC and if located on a server, share that new name folder.

**NOTE** – you will need to have first created the changed folder on either your computer or on a server, otherwise you will receive an error message when you attempt to save the record.

If on a server, you will need to ensure that the folder is shared for all users.