



Create an Accountant's Copy in QuickBooks

Note:

- Only the QuickBooks Administrator can do this task.
- You must be in single-user mode to do this.

To start:

After you are in QuickBooks, go to the File menu, click send Company File or Accountant's Copy, then Client Activities, and then Save File.

1. Confirm "Accountants File" is selected, then click next.
2. Enter a Dividing Date. The dividing date is the date that separates the part of your company you'll be able to work on from the part your accountant will work on. From the drop down menu, select "Custom" and then 01/01/19.
3. If you get a message "Close all Windows", Click OK.
4. Check to make sure the QB data file has a **.QBX** extension.
5. Save the file to your desktop.
6. Send us the Accountant's copy via SmartVault (www.smartvault.com, using your login). The QuickBooks application title bar now shows "Accountant's Changes Pending."
7. Continue working with your company data.

Import your accountant's changes

Note:

- Only the QuickBooks Administrator can do this task.
- Depending on your version of QuickBooks, you can receive your accountant's changes either via the Web or from a file. Below are both sets of instructions.

Import Accountant's changes from the web

1. Open the company file from which you created the Accountant's Copy.
2. Go to the File menu, click Accountant's Copy, and then click Import Accountant's Changes from Web.
3. After reviewing the changes, click Incorporate Accountant's Changes.
4. After you have reviewed the changes, click Close.

Import Accountant's changes from a file

1. Open the company file from which you created the Accountant's Copy.
2. Go to the File menu, click send Company file, then Accountant's Copy, then Client Activities, and then Import Accountant's Changes from File.
3. Locate the accountant's change file (**.qby**) your accountant sent to you, and click Open.
4. After reviewing the changes, click Incorporate Accountant's Changes, click "OK" on the pop up.
5. Click "OK" for request to backup.