

Instructions for Accountant's Copy
QuickBooks 2003, 2004, 2005, 2006

Creating an Accountant's Review Copy

- 1 Go to the File menu, choose Accountant's Review, and then click Create Accountant's Copy.
- 2 (Optional) Change the filename that QuickBooks suggests for the accountant's copy. The file must have a .qbx extension.
- 3 (Optional) change the suggested location for the file.
If you are putting the file on a disk or CD_Rom, insert the disc or CD-Rom into the correct drive on your computer, then choose that drive as the Save in location.
- 4 Click Save.
The phrase "Accountant's copy exists" appears in the title bar of the QuickBooks program window.
- 5 Give the .qbx file to your accountant.
- 6 Continue working with your company data.

**** To export to KTBC secure docs website refer to uploading docs/files instructions.**

Merging your Accountant's Changes

When your accountant returns your changed company file to you, it will have an .aif extension.

- 1 If the file is on a disk or CD-Rom, insert it into your drive.
- 2 Open the master company file (the latest one that you have on your computer)
- 3 Go to the File menu, choose Accountant's Review, and then click Import Accountant's Changes.
- 4 When the message about backing up your data appears, click OK.
Backing up is a safeguard in case anything goes wrong when you try to merge the changes.
- 5 Enter the filename and location for the backup file and click Back Up
- 6 In the Import Changes from Accountant's Copy window, enter the filename and location of the accountant's changes and click Open.

Cancelling your Accountant's Copy

If you need to remove the restrictions on your company data, you can cancel an Accountant's copy. If you have already given an Accountant's Copy file to your accountant, be sure to communicate with him or her before cancelling. If the accountant is making changes to an Accountant's Copy file and you cancel the Accountant's copy, you will not be able to import the accountant's changes.

- 1 Go to the File Menu
- 2 Choose Accountant's Review
- 3 Click cancel Accountant's Changes