

Create an Accountant's Copy

Only the QuickBooks Administrator can do this task.

You must be single-user mode to do this.

- 1 Go to the **File** menu, click **Accountant's Copy**, click **Client Activities**, and then click **Create Accountant's Copy**.
- 2 Click **Next**.
- 3 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.
- 4 Click **Next**.
- 5 (Optional) Change the filename that QuickBooks suggest for the accountant's copy. The file must have a **.qbx** extension.
- 6 (Optional) Change the suggested location for the file.
- 7 Click **Save**.
The QuickBooks application title bar now shows "Accountant's Changes Pending"
- 8 Give the **.qbx** file to your accountant.
- 9 Continue working with your company data.

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

Import your Accountant's Changes

*When your accountant returns the Accountant's Copy changes file to you, it will have an **.qby** extension.*

- 1 Open the master company file (the latest one that you have on your computer).
- 2 Go to the **File** menu, click **Accountant's Copy**, click **Client Activities**, and then click **Import Accountant's Changes**.
- 3 In the **Import Accountant's Changes** window, locate the accountant's changes file and click **Open**.
- 4 After reviewing your accountant's proposed changes, you can either accept all or non of the changes. Click **Import** to accept the changes, or click **Close** to reject them.
Note: If you choose to reject your accountant's changes, be sure to communicate with your accountant about your next step, whether it means getting you a new changes file or cancelling the Accountant's Copy.
- 5 Click **OK** to the messages about backing up your data and closing all windows.
Backing up is a safeguard in case anything goes wrong when you import the changes.
- 6 (Optional) If this is the first time you are making a local backup in QuickBooks 2007, click **Options** to enter the filename and location of the backup file.
- 7 Complete the backup.
- 8 Review the import results for warnings of potential problems.
- 9 Print a copy of the import results. You will not be able to go back after closing the window.
- 10 Click **Close**.

Cancel an Accountant's Copy

If you need to remove the restrictions on your company date, 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 **File** menu, click **Client Activities**, click **Accountant's Copy**, and then click **Cancel Accountant's Changes**.
- 2 Type YES if you are sure you want to cancel.