

Instructions for Accountant's Copy QuickBooks 2008, 2009, 2010

Create an Accountant's Copy

- 1 Go to the **File** menu, click **Accountant's Copy**, click **Client Activities**, and then click **Save File**.
- 2 Confirm you want to create an Accountant's Copy and click **Next**.
- 3 Chose a dividing date.
- 4 Click **Next**.
- 5 (Optional) Change the suggest location for the file and filename that QuickBooks suggests for the accountant's copy. The file **must** have a **.qbx** extension.
- 6 Click **Save**.
- 7 Give the Accountant's Copy transfer file (**.qbx**) to your accountant and continue work.

After saving the Accountant's copy, QuickBooks displays "Accountant's Changes Pending" in the title bar.

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

Import your Accountant's Changes

- 1 Open the company file from which you created the Accountant's Copy.
- 2 Go the **File** menu, click **Accountant's Copy**, click **Client Activities**, and then click **Import Accountant's Changes**.
- 3 Locate the accountant's changes file (**.qby**) your accountant sent you, and click **Open**.
- 4 Review your accountant's changes. You can use the (+) and (-) to expand or collapse each change to see the details. To see or hide details for all the changes, click Expand All or **Collapse All**. If any of your accountant's changes conflict with work you've done since saving the Accountant's Copy, a message displays below the change with an explanation on what to do.
- 5 (Recommended) Click **Print** to print a copy of your accountant's changes, or click **Save as PDF** to save a PDF file of your changes. This step is recommended so you have a record of your accountant's changes.
- 6 After reviewing the changes, click **Incorporate Accountant's Changes**. Or click **Close** if you choose not to import the changes.
Note: If you choose not to import the changes, you will have to remove the Accountant's Copy restrictions and enter the changes manually. Be sure to check with your accountant before you decide not to import the changes
- 7 Click **OK** to close the QuickBooks window.
- 8 Click **OK** to back up your company file. In the **Save Backup Copy** window, choose a location for your backup file and click **OK**. Click **OK** again when the backup is complete.
- 9 Review the incorporated changes in the **Incorporate Accountant's Changes** window. If your accountant made changes that conflict with work you've done since saving the Accountant's Copy, the Incorporate Accountant's Changes windows displays messages that explain the conflict and what you should do. Also, this is your last opportunity to print a hardcopy of you accountant's changes.
- 10 After you have reviewed the changes, click **Close**.

Remove Accountant's Copy Restrictions

You can remove the Accountant's Copy restrictions from you company file and work as if you did not create an Accountant's Copy. But if your accountant continues to work with the Accountant's copy, you will ne be able to import your accountant's changes. You will have to make the changes manually by referring to a printout or PDF file of your accountant's changes.

- 1 **Important:** Consult with your accountant before you remove the Accountant's Copy restrictions.
- 2 Go to the **File** menu and click **Accountant's Copy**. Click **Client Activities**, and then click **Remove Restrictions**.
- 3 If you are sure you want to remove the restrictions, click the checkbox and click **OK**.