



22 of the Best Tips for Using the Accountant's Copy

Accountant's Copy: Create, Exchange, Convert, Adjust, Export, Import

The QuickBooks Accountant's enables the client to continue to work with the file while the accountant is doing her work. The feature is continually improving. This is a summary of how to use this feature with the Canadian version of 2009.

Create

- 1 DO THIS IN SINGLE USER MODE.
- 2 The purpose of the Accountant's copy is so that both the accountant and the client can work on two files at the same time. The Overview in Help has a great summary:

How does the Accountant's Copy work?

Create an Accountant's Copy

- You create a copy of your file
- You send it to your accountant

Continue Working

- You work on current transactions in your existing file
- Your accountant works on earlier transactions in the file you sent

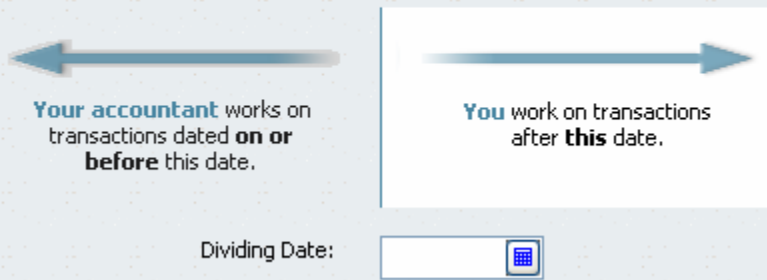
Import Accountant's Changes

- Your accountant sends you his or her changes
- You import those changes into your file

- 3 Clients do this only once a year and often the QuickBooks program is updated during this period. We set out how to create and restore the file. Look at QuickBooks Help to see what the client and the accountant can and cannot do while the Accountant's copy is active.
- 4 To create the accountant's copy: click File> Accountant's copy> Client activities> Create accountant's copy. Click Next

Select your Dividing Date

Select a date to divide the transactions you can work on from the transactions your accountant can work on.



TIP: A good choice is the last day of the previous fiscal year.

- 5 For the dividing date, we suggest the first of the year so that your accountants can make reversing entries. Click Next.

Exchange

- 6 Save the accountants copy to a flash drive or to a CD Rom. If you will be using a Portal your client has set up for you to exchange files securely between the two of you, save the file in the Accountants Copy folder and then send to your accountants.
- 7 Remember if your file is on a files server, you must go through the same exercise as if you were creating a Portable company file. See tip 1.

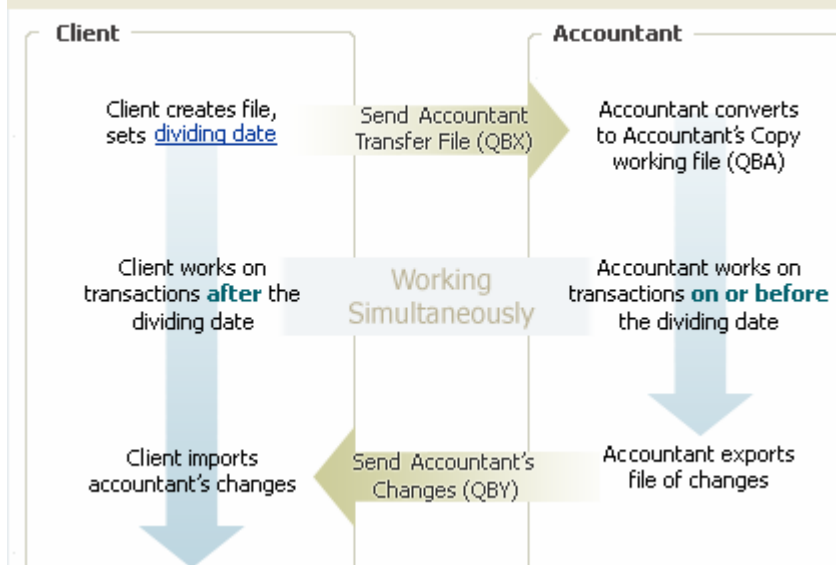
Cancel

- 8 After creating the Accountant's copy, your file will include (Accountant's Changes Pending) in the name.
- 9 If, for some reason, you decide that you do not want the accountant to have the Accountant's copy, you can cancel it. To cancel, click File> Accountant's copy> Client activities> Cancel accountant's changes.
- 10 Notice that the file name no longer includes (Accountant's Changes Pending).

Convert

- 11 Before your accountants can work on the file, they must convert the transfer file (.QBX) to a working file (.QBA). To do this the accountants will load QuickBooks, click File> Accountant's copy> Convert accountant's copy transfer file> (you will be presented with this screen)

Overview of Accountant's Copy



12 Click Next (to view the following screen)

Should you use the Accountant's Copy?

The Accountant's Copy allows you to make changes and send these changes back to your client, who can import them in the current company file.

What you CANNOT do

- Edit any transactions dated after the [dividing date](#)
- You cannot add, edit or delete **payroll** transactions, payroll items and employee payroll information.
- You cannot **reconcile** accounts and send this information back to your clients
- You cannot edit customers, vendors or items

What you CAN do

- Add, edit and delete most types of transactions dated on or before the [dividing date](#)
- Add new transactions after the dividing date
- Add and edit the chart of accounts (except merge and delete)
- Add new customers, vendors and items

If the Accountant's Copy does not meet your needs, you can convert it to a regular company file.

[How do I convert an Accountant's Copy file to a regular file?](#)

13 Click Next. Select the file you want to convert to a working copy and double click.

Adjust

14 After the file has been converted (from a .QBX file to a .QBY file), the file name includes (Accountant's Copy).

15 Make your adjustments and complete your work.

Export

- 16 You have completed your work and need the client to update their file for the adjustments made.
- 17 Click File> Accountant's copy> View/Export changes for Client to view the adjustments made

Accountant's Changes

Review your changes and **add a note** for your client. When your changes are complete you will **export the changes** to a file and send it to your client. Your client will import these changes back into his or her company file. The **dividing date** is **05/01/2009**.

Note for Client:

Action	Type	Num	Date	Name	Account	Memo	Amount
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- 18 Click Export. You will be exporting and .OBJ file.
- 19 Save it in a separate folder for uploading to the clients Portal or save it to a flash drive or CD Rom.

Import to the clients file

- 20 If you receive the file via your Portal, save it in a logical folder (eg Accountants copy returned).
- 21 Load QuickBooks and open your file. Make sure your file is still flagged with (Accountant's Changes Pending).
- 22 Click File> Accountant's copy> Client activities> Import accountant's changes
- 23 Find the file in the "logical" folder and double click it. You will see:

Accountant's Changes (not yet imported)

Please **review and print** the changes from your accountant for your records. Select **Import** to bring these changes into your file. QuickBooks will back up your com data before importing your accountant's changes.

Accountant's Note:

Action	Type	Num	Date	Name	Account	Memo	Amount
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- 24 If you want to see details of the entries, click Expand All.

- 25 Click Import. QuickBooks will force you to backup your file before you may import. Then it will list what you just imported. We suggest you print the report.

Import Results

Your accountant's changes have been imported. Please check for any warnings marked by a yellow triangle in the import results.
For a permanent record of what was imported please select Print.

Accountant's Note:

Action	Type	Num	Date	Name	Account	Memo	Amount
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- 26 Look at your company name. It has dropped the reference to (Accountant's Changes Pending).