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16

## SHARING QUICKBOOKS DATA WITH YOUR ACCOUNTANT

One feature that truly sets QuickBooks apart from other business accounting software is the ease and flexibility of sharing a copy of the data between the business owner and the accounting professional. This chapter shares useful details for both the business owner and the accountant.

### Overview

Accounting professionals can work more profitably with their clients' files by partnering the Accountant's Copy functionality with the robust Client Data Review feature. The Client Data Review feature is available in QuickBooks Accountant 2014 and QuickBooks Enterprise Solutions Accountant 14.0.

➡ *For more information, refer to Appendix A, "Client Data Review."*

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## Benefits for the Business Owner

As a business owner, you want to have your accounting professional review your data. After all, you are using this data to make important management decisions. Additionally, you need to provide your data to your accountant for the preparation of your federal and state tax returns.

So what might be some of the benefits of sharing your QuickBooks business data with your accountant? Benefits include the following:

- You can share an Accountant's Copy of your data, which allows your accountant to review and provide timely feedback without interrupting your daily workflow.
- You have less stress because you do not need to prepare multiple reports for your accountant to review.
- You can delegate critical tasks to your accountant, such as reconciling a bank account. (Use the Accountant's Copy file sharing method.)
- Your accountant can use your data to compile the information needed for your tax returns.
- You can choose from multiple sharing methods and select one that is right for your business.
- Periodically having your accountant review your data can save precious time at year's end and provide more accurate financials during the year.

## Benefits for the Accountant

Periodically reviewing your clients' data has become more important in recent years, as strict accounting guidelines tighten further. Often your clients are even unaware of these changes.

As an accountant, you can benefit from access to your clients' data by doing the following:

- Review your clients' data at your office at a time convenient for you or your staff.
- Complete key reviewing tasks while enabling your clients to continue their day-to-day transactions. (Use the Accountant's Copy file sharing method.)
- Use the many accountant-specific tools to facilitate this review offered in the QuickBooks Accountant or QuickBooks Enterprise Solutions Accountant, including the Client Data Review feature.
- Complete critical tasks for your client, such as reconciling a bank account, making your services more valued by the client. (Use the Accountant's Copy file sharing method.)
- Provide your clients with more frequent and timely analysis of their data.

This chapter is a guide for how both the business owner and the accountant can share QuickBooks data.

## QuickBooks File Types

QuickBooks offers much flexibility in how a business owner or accountant can share a common QuickBooks data file. This chapter discusses details of all the choices offered in facilitating this sharing.

Table 16.1 lists the common QuickBooks file types used for sharing data. Knowing these file types is important as you make decisions about the best method for your business or your clients' data sharing needs.

**Table 16.1** QuickBooks File Types

Extension	File Type	Description	QuickBooks Editions*
.QBW	QuickBooks for Windows regular working file	This is the working data file type created when a user creates a new QuickBooks file.	Pro, Premier, Accountant, Enterprise
.QBB	QuickBooks for Windows backup file	The most secure and complete method for protecting your data with a backup.	Pro, Premier, Accountant, Enterprise
.QBM	QuickBooks for Windows portable company file	This is a compressed version of your QuickBooks .QBW data file. Used primarily to email or move the file to another location.	Pro, Premier, Accountant, Enterprise
.QBX	Accountant's Copy (export file)	The business owner creates this to save or send data to the accountant.	Pro, Premier, Accountant, Enterprise
.QBA	Accountant's Copy (converted .QBX file)	QuickBooks creates this file when opening or converting a .QBX file (usually by the accountant).	Premier Accountant, Enterprise Accountant
.QBY	Accountant's Copy (import file)	This is the file the accountant sends to the business owner after making changes.	Premier Accountant, Enterprise Accountant

\*Not shown in Table 16.1 are QuickBooks Online and QuickBooks for Mac. Both versions have a different file structure, and neither of them supports the Accountant's Copy feature discussed at length in this chapter.

## Choosing a Method to Share Data

QuickBooks offers flexibility in how data is shared between a business owner and the accountant. Different methods can be used at different times during the year, depending on the nature of the changes to be made.

Options available might also be determined by the edition of QuickBooks you use and whether your data is in an older version of QuickBooks. The enhancements made in recent years for sharing your data with your accountant make it a perfect time to upgrade to the newest release.

To compare different QuickBooks products, go to <http://quickbooks.intuit.com/product/accounting-software/quickbooks-comparison-chart.jsp> and click Desktop Products.

You might even choose to use multiple data-sharing methods during the course of a year, after you know the advantages and limitations associated with each type.

Before choosing an option, review the details of each file type (shown earlier in Table 16.1 and in the sections that follow).

### How the QuickBooks Year and Version Affect Your Data Sharing Choices

The choices of how you can share your data with your accountant depend on the version and release year of QuickBooks you and your accountant use.

The QuickBooks product line includes Pro, Premier (general and industry-specific versions), Premier Accountant, Enterprise (general and industry-specific versions), QuickBooks for Mac, and QuickBooks Online.

Additionally, Intuit releases a new QuickBooks version each year, often represented by the year included in the name. For example, QuickBooks Premier 2014 is the Premier version usually released the fall before the stated year. This version is separate from the maintenance release updates QuickBooks provides throughout a year to add functionality and fix issues discovered with a version.

To determine your current version and release, with QuickBooks open, press F2 or Ctrl+1. At the top of the Product Information dialog box is the product name (and industry edition if Premier or Enterprise), year, and release number.

So you can see how the version year can affect your choices for sharing data, in this chapter, I discuss the Accountant's Copy features, which are not available for QuickBooks Online, the QuickBooks for Mac edition, or any QuickBooks desktop product earlier than the 2007 version.

## .QBW: Regular Working Copy of the Data

Each client file is originally created in the .QBW file type. Here is a list of some of the advantages and limitations of sharing this type of data file:

- The accountant *cannot* take the file to his office, work in the file, and later merge changes into the business owner's file unless the client agrees not to work in the file while the accountant has possession of it.
- The accountant can use the Send General Journal Entries features if both the client and the accountant are using QuickBooks 2014. The journal transactions are attached to an email and imported by the client by clicking on the attachment. Additionally, such journal transactions are not subject to the Dividing Date restrictions found in the Accountant's Copy file sharing method.
- The accountant has access to all transaction activities.
- The accountant can access this file at the business owner's office or with a remote Internet-assisted program. QuickBooks partners with Remote Access by WebEx, but several others are available in the market, including LogMeIn or GoToMeeting.
- The file can often be too large to send as an attachment in an email.

To open a working copy of the data from the menu bar, select **File, Open or Restore Company** and select the **Open a Company File** option.

## .QBB: QuickBooks Backup File

This file type remains as it has for years—it's the best choice for securing a data backup of your work. If needed, you can restore this file to a .QBW file. Sharing this type of data file has some advantages and limitations:

- The file cannot be opened first without being restored.
- When restored, the file extension becomes .QBW (see the pros and cons listed earlier).
- Changes made to a restored version of this file type cannot be merged later into the original data file.

To restore a backup file from the menu bar, select **File, Open or Restore Company** and select the **Restore a Backup Copy** option.

## .QBM: QuickBooks Portable Company File

The .QBM file type has been offered for the past few years; however, it does not replace the usefulness of the QuickBooks .QBB file type. Consider some of the advantages and limitations of sharing this type of data file:

- The compressed file size makes a .QBM a perfect choice for attaching to an email or moving from one computer location to another.
- The file type does not replace a .QBB backup because it lacks some of the needed transaction logs.
- The file cannot be opened until it is restored.
- When restored, the file extension becomes a .QBW (see the pros and cons listed earlier).
- Changes made to a restored version of this file type cannot be merged later into the original data file.

To restore a portable company file from the menu bar, select **File, Open or Restore Company** and select the **Restore a Portable File** option.

## .QBX: Accountant's Copy (Export File)

As a business owner, if you choose to share your data with your accountant using the Accountant's Copy functionality, you will send the .QBX file type to your accounting professional. Consider some of the advantages and limitations of sharing this type of data file:

- The business owner creates this file type, which enables your accountant to review and make needed changes to your data while you continue recording your day-to-day transactions in the file at your office.

- Any changes or additions your accountant makes can be imported (merged) into your company's data file.
- The accountant's work is protected by a required Dividing Date, preventing the business owner from making changes to transactions dated on or before the Dividing Date.
- The compressed file size makes it a perfect choice for attaching to an email or moving from one computer location to another.
- The file type does not replace a .QBB backup because it lacks some of the needed transaction logs.
- The file cannot be opened; it must be converted to a .QBA file type.

Using QuickBooks Accountant software, from the menu bar, select **File, Accountant's Copy** and select the **Open & Convert Transfer File** option.

## .QBA: Accountant's Copy (Working File)

Only the accountant works with the .QBA file. Listed here are some of the advantages and limitations of sharing this type of data file:

- This file type is a converted .QBX file. The accountant creates it from within the QuickBooks Accountant or QuickBooks Enterprise Solutions Accountant.
- The .QBA file type is the file the accountant makes changes to. It is converted to a .QBY file for the client to import.
- The accountant can save it to his or her computer and then open and close it as needed while reviewing the file.

## .QBY: Accountant's Copy (Import File)

The business owner receives the .QBY file from the accountant, and it includes any accounting changes made to the original .QBX file. Consider some of the advantages and limitations of sharing this type of data file:

- The accountant creates this file type using QuickBooks Accountant or QuickBooks Enterprise Solutions Accountant software.
- The file includes the changes the accountant made to the original .QBX file the business owner provided the accountant.
- The file cannot be opened; it must be imported into the data file that *originally created* the Accountant's Copy data file.

QuickBooks offers your business many options in how you want to share your data with your accountant. Select a solution that works for you and your accountant.

## Send General Journal Entries

With QuickBooks Accountant 2014, you have flexibility in choosing what method of file sharing works best for you and your client. When considering a method, your client needs to continue the daily accounting tasks while allowing you to review the data and create journal entries.

With the Send Journal Entry feature, your clients send you either a copy of their working file (.QBW), a backup (.QBB), or a portable company file (.QBM). Your clients can continue to work in their files while you review their copy at your office. This avoids the restrictions imposed when sharing an Accountant's Copy file.

See the section titled "Send General Journal Entries," later in this chapter, for more details.

## Data Sharing for the Business Owner

Few business owners with whom I have worked over the years have a college degree in accounting. That situation is exactly what makes QuickBooks so appealing to a growing business—you don't need to be an accountant to use it. However, you need an accountant to review your financials, perhaps at tax time or when you need a statement of your business's financial condition to give to a bank when requesting a business loan.

QuickBooks provides several methods of sharing data with your accountant. Refer to Table 16.1 for details on the QuickBooks file types the business owner can choose.

### When Your Accountant Is Using QuickBooks Accountant 2014

If you are using a version of QuickBooks 2013 or 2014 or Enterprise Solutions version 13.0 or 14.0, and you choose to share your data using the Accountant's Copy feature, your accountant can use the QuickBooks 2014 Accountant or Enterprise Solutions Accountant 14.0 versions to open your 2013 or 2014 company file and make changes. Enterprise Solutions Accountant 14.0 can open a Pro or Premier Accountant's Copy (2013 or 2014) and can return the file to clients to open in their Pro or Premier software.

When the file is returned with the accountant's changes, you can import the changes back into your QuickBooks file, even though the accountant used a newer version of QuickBooks. QuickBooks Accountant 2014 and Enterprise Solutions Accountant 14.0 offer a degree of backward compatibility.

If you are sharing any other file type (other than the Accountant's Copy) with your accountant, there is no backward compatibility. When your accountant restores a .QBB (backup) or .QBM (portable) company file in a 2014 version, the file will be updated to 2014; if the file is returned to you, you need to update your QuickBooks version to the same release year as your accountant.

For example, suppose you are currently using a QuickBooks 2013 version. Your accountant is using QuickBooks 2014 Accountant. When your accountant restores a QuickBooks file backup, he or she must update the file to the QuickBooks 2014 release. If your accountant returns the data to you, you will not be able to open it with your QuickBooks 2013 software.

So as you decide which method to use, consider discussing with your accountant the QuickBooks version and release year you are using. QuickBooks accountants who have serviced companies for many years often have several versions of QuickBooks installed.

Keep in mind that QuickBooks Enterprise Solutions presents its own set of special requirements. If you open a backup or portable company file from a Pro or Premier data file with the Enterprise Solutions software, you will no longer be able to open the same data file in its original QuickBooks Pro or Premier edition.

For the most flexibility in sharing data with your accountant, consider using the Accountant's Copy file type, discussed at length in this chapter.

## Reviewing Your QuickBooks Data

No matter what method you choose to share your data file with your accountant, one of the most important things you can do is review your data for accuracy, especially in the areas of accounts payable and accounts receivable—areas that you will know better than your accountant.

To begin, pick a chapter of this book that covers the area of QuickBooks you need to review. You might want to start with Chapter 15, “Reviewing Your Data.” This chapter shows you quick and easy data checks you can do before your accountant formally reviews your data. Performing this quick review can also help you identify any potential errors for which you will need your accountant's guidance when correcting.

## Creating an Accountant's Copy of Your Data

The Accountant's Copy method of sharing your data is the most efficient because it enables your accountant to work in the data file from her office without interrupting your day-to-day work pattern.

You must consider the following before making the choice to use the Accountant's Copy file sharing type:

- If you choose to create an Accountant's Copy, you need to determine how to get the Accountant's Copy data file to your accountant. QuickBooks offers these options:
  - Send an encrypted copy of your data to your accountant via Intuit's secure Accountant's Copy File Transfer Service
  - Attach the saved file to an email
  - Copy it to a storage device such as a USB drive or CD
  - Use an online file sharing service such as YouSendIt or Dropbox
- You also are required to set a Dividing Date, as shown in Figure 16.1. The Dividing Date is a specific date in the past that determines the restrictions you and your accountant have when adding or editing transactions.



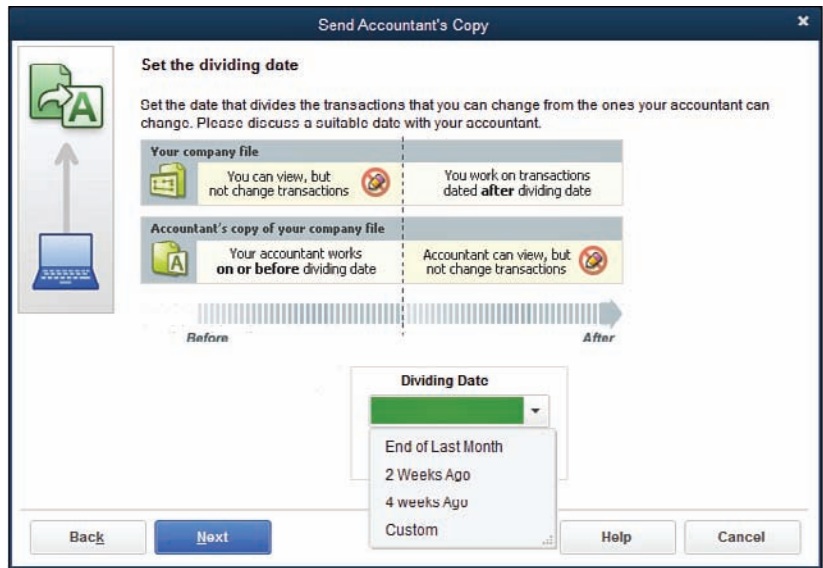
### caution

Only the Admin or new External Accountant user can create an Accountant's Copy or import the .QBY Accountant's Copy import file that contains the changes the accountant made to your data.



**Figure 16.1**

Setting a Dividing Date is required when creating an Accountant's Copy.



The following list briefly identifies the date restrictions with a Dividing Date in place when you share an Accountant's Copy of your data with your accountant. For example, if you choose a sample Dividing Date of 12/31/16, the following restrictions exist:

- **On or Before the Dividing Date**—You (the business owner) cannot add, delete, or modify transactions. The accountant can add, delete, or modify transactions.
- **After the Dividing Date**—You (the business owner) can add, delete, or modify transactions. The accountant can add transactions but cannot delete or modify them.

For more information, see “What the Business Owner Can and Cannot Do,” later in this chapter, for any restrictions that affect you, the business owner.

The business owner has the following options for delivering the QuickBooks data file to the accountant:

- **Send to Accountant**—Send an encrypted copy of your data to your accountant via Intuit's Accountant's Copy File Transfer Service (free for the business owner). This is included for the accountant who subscribes to the QuickBooks ProAdvisor program.
- **Save File**—Attach the file to an email or copy it to USB or other portable medium.

## Method 1: Using the Send to Accountant

Offered with QuickBooks Pro, Premier, and Enterprise is the option to use a secure, Intuit-hosted site to encrypt and transfer data to your accountant without needing to create a file and attach it to an email.

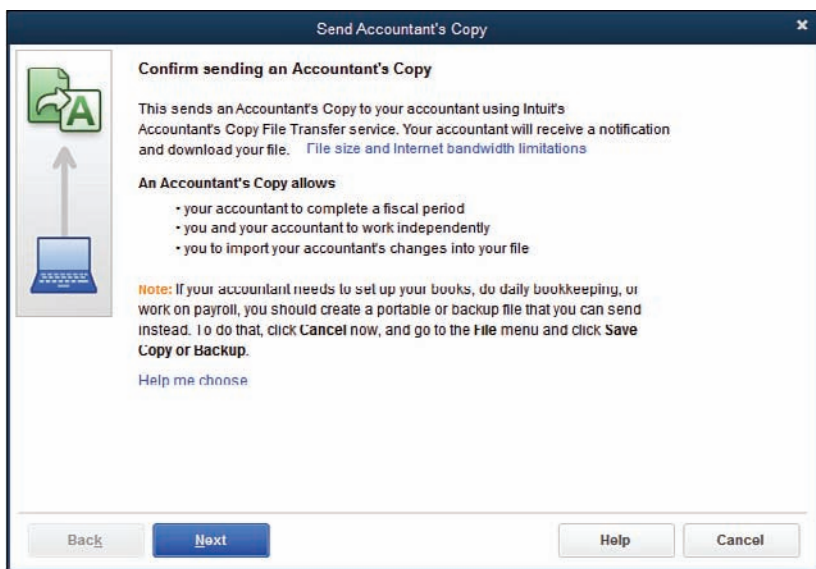
To send data to your accountant with the secure encrypted file service, follow these steps:

1. From the menu bar, select **File, Accountant's Copy, Client Activities, Send to Accountant**. The Confirm Sending an Accountant's Copy dialog box displays, as in Figure 16.2. This message details the service and what types of shared work are and are not recommended with this type of file.
2. Click Next. The Set the Dividing Date dialog box displays.
3. From the Dividing Date drop-down list, choose one of the date options in Figure 16.1, or choose Custom to select your own Dividing Date.
4. Click Next. The Information for Sending the File (1 of 2) dialog box displays, as in Figure 16.3. Type the email address to notify your accountant, and include your name and return email. Your accountant receives an email notification that your data file is ready to download. The download is available only for 14 days.
5. Click Next. The Information for Sending the File (2 of 2) dialog box displays, as in Figure 16.4.
6. Enter a strong password that is at least seven characters and contains at least one capital letter and one digit. (Optional) Type a note to your accountant, but do not include the password in the communication.
7. Click Send.

 **note**

Before you send the Accountant's Copy to your accountant using the Accountant's Copy File Transfer service, be aware of these limitations.

- Your company file must be less than 200MB.
- A dial-up connection might be too slow to send your file over the Internet.



**Figure 16.2**  
Confirm that the Accountant's Copy is the appropriate choice for the shared work you and your accountant will be doing.

**Figure 16.3**

Identify the email address where your accountant should be notified, as well as your own name and email address.

**Send Accountant's Copy**

**Information for sending the file (1 of 2)**

Your accountant will be sent a notification e-mail with a link to download the file.

**Accountant's e-mail address:**  
mycpa@cpaurl.com

**Reenter the accountant's e-mail address:**  
mycpa@cpaurl.com

**Your name:**  
Laura Madeira

**Your e-mail address:**  
rockcastle@samplename.com

**Figure 16.4**

Set a strong password and add an optional note for your accountant.

**Send Accountant's Copy**

**Information for sending the file (2 of 2)**

Create file transfer **password** to encrypt file for security (OK to use your Admin password if it's strong):  
 (At least / characters, including at least 1 digit and 1 capital letter)

**Reenter password:**

**Note:** Be sure to let your accountant know this password.

**Note to your accountant (but do not include file transfer password here):**  
 Please complete the bank reconciliation for December 2016 as part of your review. Thank you!

8. Click OK to the message that QuickBooks has to close all windows to create the Accountant's Copy. Note that QuickBooks also provides an information message only (no action to be taken) that the transfer might take a few minutes, so don't worry if QuickBooks seems unresponsive.
9. Click OK on the QuickBooks Information dialog box that displays, to indicate that the file was successfully uploaded to the Intuit Accountant's Copy File Transfer server.

The QuickBooks title bar identifies your file as having Accountant's Changes Pending, as in Figure 16.5. This title bar change indicates that you have successfully created a file for your accountant to review, edit, modify, and later return the changes to you without interrupting your work.

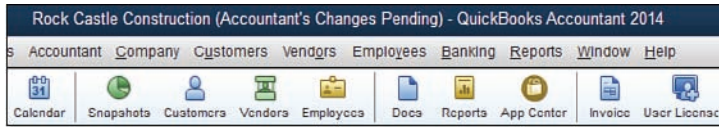


Figure 16.5

Your QuickBooks title bar indicates whether you have Accountant's Changes pending.

## Method 2: Using the Save File Method

Another method is to create the file, save it to your computer, and then email it or provide the file to your accountant on a USB device. To create an Accountant's Copy file of your data that your accountant can review and modify while you continue to do your daily transactions, follow these steps:

1. Close all your active QuickBooks windows. From the menu bar, select **File, Accountant's Copy, Client Activities, Save File**.
2. Choose the Accountant's Copy option, as in Figure 16.6. (The other option includes the Portable or Backup File. These methods do not allow the accountant to export any changes made or allow you to import the changes.)
3. Click Next. The Set the Dividing Date dialog box opens.
4. From the Dividing Date drop-down list, select one of the date options previously shown in Figure 16.1, or choose Custom to select your own specific Dividing Date. For more information on the importance of this date, see "What the Business Owner Can and Cannot Do," p. 609.

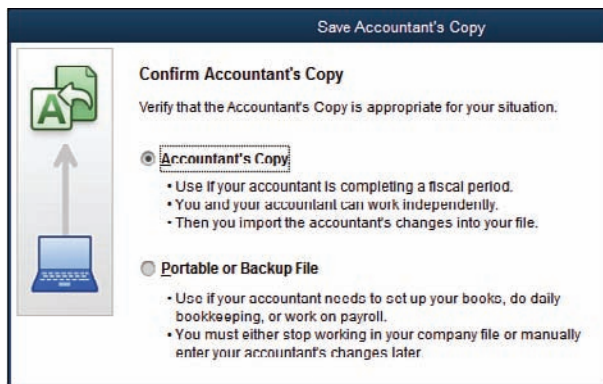


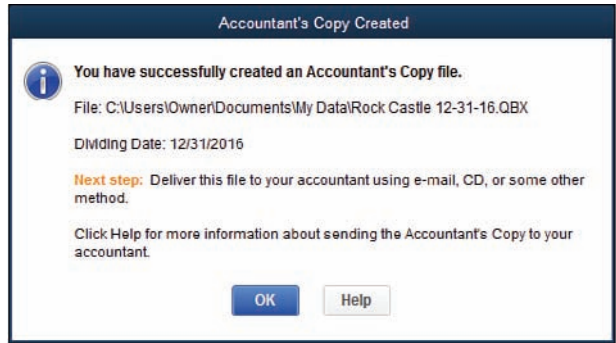
Figure 16.6

Saving a file as an Accountant's Copy creates a file that your accountant can work in and later merge the changes with your file.

5. Click Next. QuickBooks opens the Save Accountant's Copy dialog box, where you can browse your computer for the location where you want to save the Accountant's Copy export file (.QBX file).
6. Click the Save button. QuickBooks provides the message shown in Figure 16.7, indicating that you successfully created an Accountant's Copy and telling you where the file was saved, as well as other useful information.

**Figure 16.7**

QuickBooks provides information about where the file was saved.



7. Click OK. As Figure 16.5 showed earlier, the QuickBooks title bar now identifies your file as having Accountant's Changes Pending.
8. Send this .QBX file to your accountant as an email attachment, or copy it to a removable data storage device.

## What the Business Owner Can and Cannot Do

With the useful features of Accountant's Copy, your accountant can be assured that the information in the file he or she is working in will not change for dates before the Dividing Date.

The following list details what you can and cannot do with your data file while an Accountant's Changes are pending:

- **Transactions**—You can add, edit, and modify transactions with a date after the Dividing Date.
- **Accounts**—You can add a new chart of accounts list item.
- **Subaccounts**—You cannot add a subaccount to an existing account.
- **Editing, merging, or inactivating accounts**—You cannot edit, merge, or inactivate a chart of accounts item (but your accountant can).
- **Editing lists (other than the chart of accounts)**—You can add, edit, and inactivate your list items. If you and your accountant make changes to the same item, the accountant's changes will override your changes.
- **Deleting lists**—You cannot delete or merge list items (your accountant can).
- **Reconciling the bank account**—In the .QBW file with pending Accountant's Copy, if the statement date and all transactions involved in the reconciliation are after the Dividing Date and the accountant didn't reconcile this account in the Accountant's Copy, reconciliation work remains in the .QBW file after the import. Bank reconciliations for dates on or before the Dividing Date are removed when you incorporate your accountant's changes file.

### Reconciling While an Accountant's Copy Is Pending

When choosing to use the Accountant's Copy to share your data, you can complete the bank reconciliation only for reconciliations where the bank statement date and all transactions to be cleared are dated after the selected Dividing Date.

From the menu bar, select **Banking, Reconcile**, and select your bank account. The bank reconciliation dialog box opens. In this dialog box, dates entered must follow these guidelines:

- **Statement Date**—Must be a date after the specified Dividing Date
- **Service Charge Date**—Must be a date after the specified Dividing Date
- **Interest Earned Date**—Must be a date after the specified Dividing Date

Your bank reconciliation work will remain after the import of your accountant's changes in these cases:

- None of the transactions you mark as cleared are dated on or before the Accountant's Copy Dividing Date.
- Your accountant did not also complete the bank reconciliation for the same bank account.
- Your accountant doesn't undo any bank reconciliations for this account in the Accountant's Copy.

You might find value in reconciling, even if the Accountant's Copy import will undo it, simply to verify that your bank balances are correct.

## Importing Your Accountant's Changes

When you make an Accountant's Copy from your data file, QuickBooks creates a file for you to give to your accountant. Your accountant then works in this file, adding and editing transactions, and even reconciling your bank account. When the accountant finishes with the review, he or she exports the changes for you, which generates a .QBY file, also referred to as an Accountant's Copy Import File.

Your accountant has two options for sending you the file with changes:

- **Send Changes to Client**—This method allows the business owner to incorporate the changes from a menu in QuickBooks. The business owner is not charged for this service, and the accounting professional faces only a nominal fee (included free for the accountant with a subscription to the QuickBooks ProAdvisor program).
- **Create Change File**—The file can be attached to an email or stored on a removable device. No fee is charged to the business owner or the accountant when using this method.

Encourage your accountant to use the Send Changes to Client method—of the two methods, it is the easiest for the business owner.

## Method 1: Importing Accountant's Changes from Web

You can tell your accountant used this method if you receive an email from Intuit, providing instructions for incorporating the changes your accountant made to your file. This method does not require attachments to emails or files on flash drives, making it the simplest method to use.

To import changes from the Web, follow these steps:

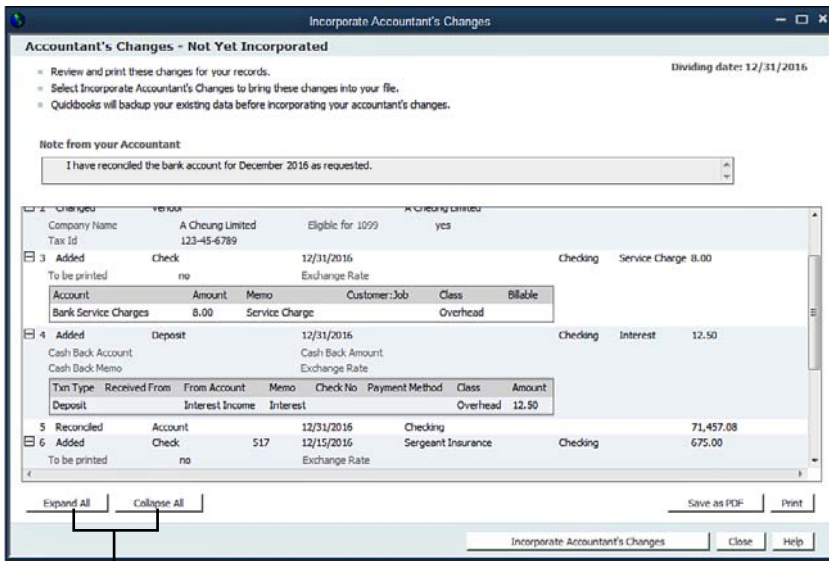
1. With your QuickBooks data file open, verify that the title bar indicates that the accountant's changes are pending (refer to Figure 16.5). You might also see the message shown in Figure 16.8 when you open your data file.

**Figure 16.8**

Message when you open the data file indicating that your accountant's changes are pending.



2. From menu bar, select **File, Accountant's Copy, Client Activities, Import Accountant's Changes from Web**. The Incorporate Accountant's Changes dialog box opens, enabling you to view the details of the changes to be imported (see Figure 16.9).
3. Click the plus sign (+) in front of a transaction to see more details about that specific transaction, or click Expand All to see the details of all the transactions.
4. Click Save as PDF or Print to save the details for your future reference.
5. Click the Incorporate Accountant's Changes button when you have finished reviewing the changes.
6. The Accountant Import dialog box opens, instructing you to close any open QuickBooks windows. Click OK.
7. The Save Backup Copy dialog box opens, indicating that you must make a backup of your data before the import. In the Save In drop-down menu, select a location to save the backup file; in the File Name field, type a name if you don't want to accept the default name provided.
8. If a message displays about backing up your data to the same location as your data, read the message and select **Change Location** or **Use This Location**.
9. Click OK to close the message that informs you where the backup was stored. QuickBooks displays a progress indicator while it is incorporating the changes. When QuickBooks finishes, the Accountant's Changes Incorporated dialog box displays.

**Figure 16.9**

View the accountant's changes and notes before they are incorporated into your data.

Click to expand or collapse the details

10. Click OK in the QuickBooks Information dialog box, which informs you about the PDF file of the changes that QuickBooks created and stored in the same location as your company file.
11. Click OK to close the message that your accountant has been notified that you have imported the changes.
12. Click Print or Save As PDF to store a copy of the changes in addition to the PDF automatically created in step 10.
13. Click Close to close the Incorporate Accountant's Changes dialog box.

The changes your accountant made are now incorporated into your file.

## Method 2: Importing Accountant's Changes from File

Use this method if the accountant provided you with a file with an extension of .QBY. Your accountant might have provided it via an email attachment or brought it to your office on a flash drive or other removable device.

To import changes from the transfer file, follow these steps:

1. With your QuickBooks data file open, verify that the title bar indicates that the accountant's changes are pending (refer to Figure 16.5). If the Accountant's Copy message displays, click OK to close.
2. Select **File, Accountant's Copy, Client Activities, Import Accountant's Changes from File**.



3. Browse to the location where you stored the .QBY Accountant's Copy (import file) your accountant sent you.
4. Select the file and click Open. The Incorporate Accountant's Changes dialog box opens, enabling you to view the details of the changes to be imported (refer to Figure 16.9).
5. Click the plus sign (+) in front of a transaction to see more details about that specific transaction, or click Expand All to see the details of all the transactions.
6. Click Print or Save As PDF to save the details for your future reference.
7. Click the Incorporate Accountant's Changes button when you have finished reviewing the changes.
8. The Accountant Import dialog box opens, instructing you to close any open QuickBooks windows. Click OK.
9. The Save Backup Copy dialog box opens, indicating that you must first make a backup of your data before the import. In the Save In drop-down menu, select a location to save the backup file in the File Name field, type a name if you don't want to accept the default name provided. Click Save.
10. Click OK to close the message that informs you where the backup was stored. QuickBooks displays a progressive message that it is incorporating the changes. When QuickBooks finishes, the Accountant's Changes Incorporated dialog box displays.
11. Click OK to the QuickBooks Information dialog box about the PDF file of the changes that was created and stored in the same location as your company file.
12. Click Close after viewing the Accountant's Changes—Incorporated dialog box. (Optional) Click Print or Save As PDF to store a copy of the changes in addition to the PDF automatically created in step 11.
13. Click Close to close the Incorporate Accountant's Changes dialog box.

## Set a Closing Date

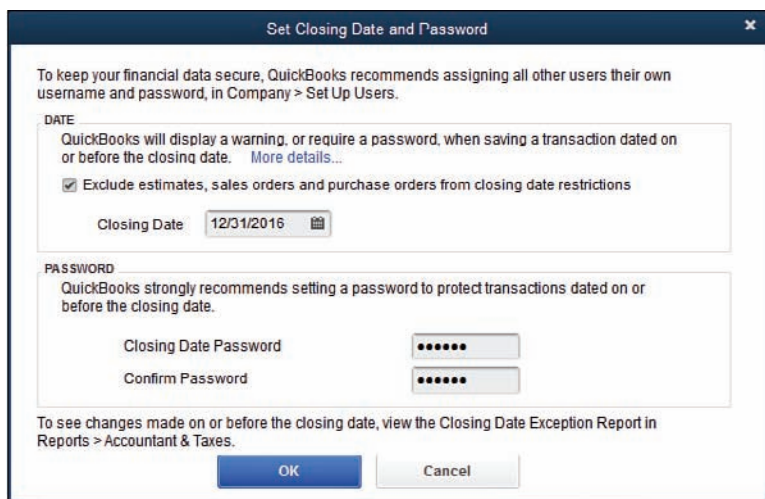
When the accountant's changes are imported, the Dividing Date and all the restrictions associated with it are removed. The accountant can include with his or her changes a closing date that transfers to your file so you do not inadvertently add, delete, or modify transactions before the closing date. If a closing date was set, you will see the details in the Incorporate Accountant's Changes report you view before importing the changes.

If your accountant did not send back a closing date and password, I recommend that you set a closing date that is the same as the Dividing Date, to protect the accountant's work.

To set a closing date for your file, follow these steps:

1. Log in as the Admin user and, from the menu bar, select **Company, Set Closing Date**.
2. The Preferences dialog box displays. Click the Set Date/Password button. The Set Closing Date and Password dialog box displays.

3. Select a closing date, typically the same date used for the Dividing Date.
4. (Optional) Select the **Exclude Estimates, Sales Orders, and Purchase Orders from Closing Data Restrictions** checkbox (see Figure 16.10).



**Figure 16.10**

Setting a closing date helps protect the accountant's work.

5. Enter an optional password (recommended).
6. Click OK to accept the closing date and optional closing date password.

## Setting Employee Security

To be certain the Closing Date control is managed properly, review all users for their specific rights for changing transactions before a closing date.

1. From the menu bar, select **Company, Set Up Users and Passwords, Set Up Users**. This is the menu path for QuickBooks Pro, Premier, or Accountant; QuickBooks Enterprise Solutions has more robust security setting options—for more detail, see Chapter 1, “User Security in QuickBooks Enterprise,” p. 59.
2. To view existing security by user, from the User List dialog box you opened in the previous step, select the user with your cursor and click the View User button.
3. The View User Access dialog box opens, as in Figure 16.11. Any user who should not have rights to change closed period transactions should have an *N* appearing in the last menu option in the Create column.
4. After reviewing the access for each employee, if you need to edit this setting for an employee, click Leave to close the View User Access dialog box.

**Figure 16.11**

You can easily view the user's access rights from one summary window.

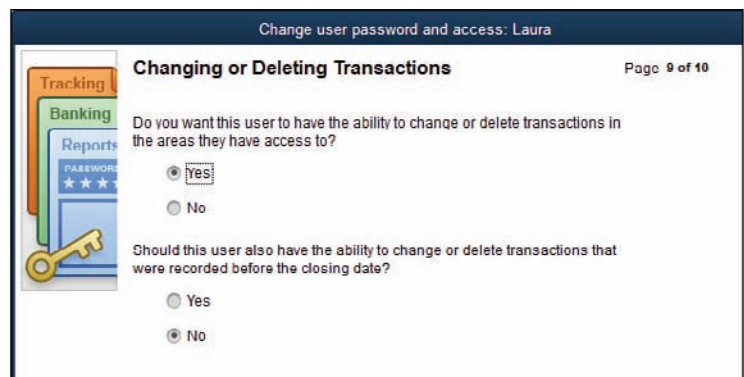


Should be "N" to prevent changes to closed period transactions

5. You return to the User List dialog box. With your cursor, select the employee and click Edit User.
6. The Access for User dialog box opens. Choose the Selected Areas option and click Continue through the screens until you reach page 9 of 10 (see Figure 16.12). Click Next (page 10 of 10) to see a summary of the employee's security settings, or click Finish to return to the User List dialog box.
7. Click Close.

**Figure 16.12**

On the second option, click No to prevent the user from changing transactions in closed periods.



## Canceling an Accountant's Copy

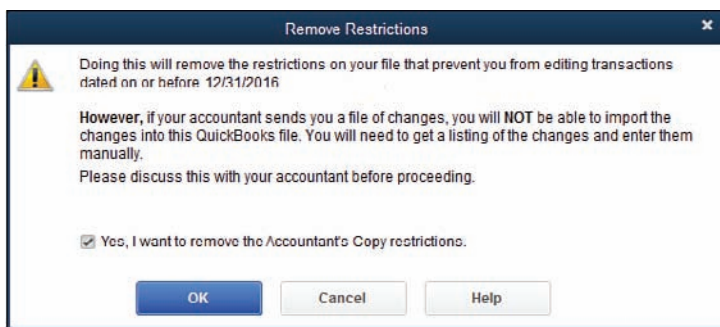
It is possible for you to cancel an Accountant's Copy of your data, if necessary. Be sure to discuss this action with your accountant before you make this change. The following are some reasons you might need to cancel the accountant's changes:

- Your accountant has delayed the review of your file.
- You have found corrections you would like to make before the Dividing Date.
- You cannot modify nonposting documents (purchase orders, sales orders, and estimates) dated before the Dividing Date.
- Your accountant needs to work in your file without any transaction restrictions and makes an appointment to come to your office to work or perform the work remotely via the Internet.

Before canceling or removing restrictions on your data file, discuss this option with your accountant. After the Accountant's Copy is canceled, your accountant's changes file cannot be imported into your data file.

To remove the restrictions placed on your file by an Accountant's Copy, select **File, Accountant's Copy, Client Activities, Remove Restrictions** from the menu bar. The Remove Restrictions dialog box displays, warning you that your accountant will no longer be able to import changes back into your file (see Figure 16.13).

After you remove the restrictions from the file, no more data restrictions are imposed by the Dividing Date, and the top bar of your data file no longer displays the Accountant's Changes Pending message.



**Figure 16.13**

The Remove Restrictions warning displays when canceling an Accountant's Copy file.

## Data Sharing for the Accountant

Earlier, Table 16.1 listed the types of QuickBooks files that business owners and accountants have the options of working with. This section discusses the options from the perspective of the accountant.

As the accountant, you want to review the variety of file types and the pros and cons of using each file type for sharing data with your client.

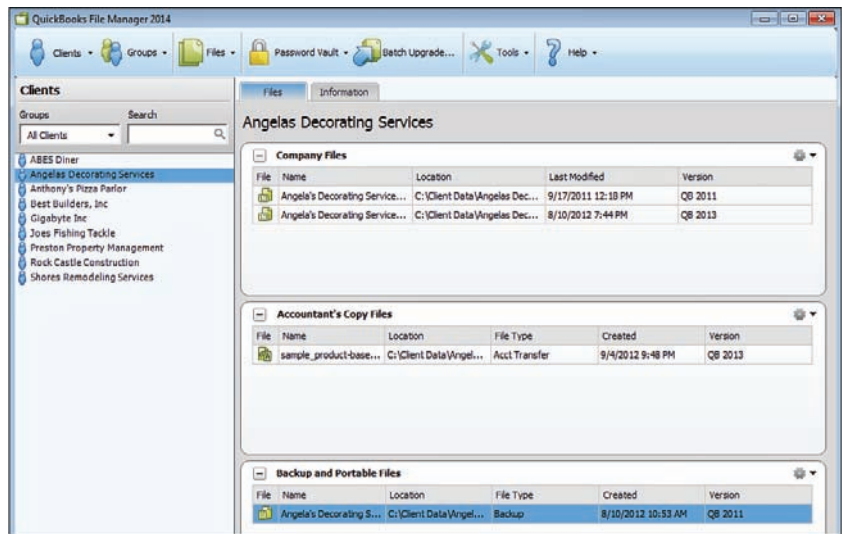
➔ For more information, see “QuickBooks File Types,” p. 599.

## File Manager 2014

QuickBooks File Manager 2014 (see Figure 16.14) is automatically installed with your QuickBooks Accountant 2014 and Enterprise Accountant 14.0 software. With File Manager, accounting professionals can do the following:

**Figure 16.14**

File Manager, included with QuickBooks Accountant, manages multiple client files, stores clients' passwords, and can upgrade client files in batch.



- Build a client list that creates a virtual view of your hard drive where your client files are stored. You can store files on a server, on a local hard drive, or both.
- Create user-definable client groups, such as Annual Review Clients, Monthly Review Clients, or Payroll Clients, to name just a few suggestions.
- Save your client file passwords in one place. QuickBooks File Manager will open the clients' files without requiring the password.
- View important information about your clients' files without opening them. You have the following capabilities:
  - Upgrade client files in batch to the newest release—a real time saver.
  - Open your client files from within File Manager, and the correct year's version of QuickBooks opens automatically (you must have that version installed).
  - Back up and restore your File Manager settings, which is useful when you buy a new computer or want to share one employee File Manager settings with another.

You can launch QuickBooks File Manager in multiple ways:

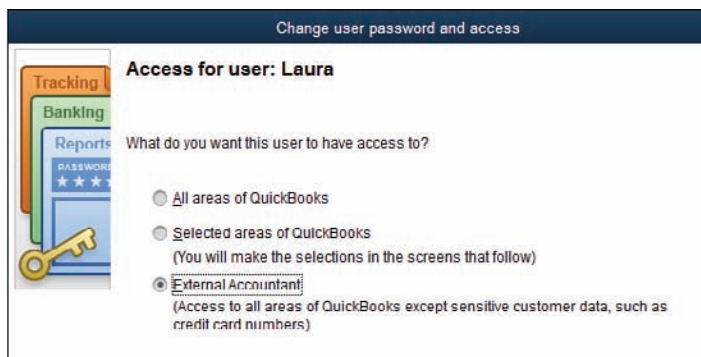
- Click the QuickBooks File Manager desktop icon.
- Launch it from the Accountant Center in your Accountant version of QuickBooks.
- From the menu bar, select **Accountant, QuickBooks File Manager**.
- Click the Start button in Windows, and then select Programs, QuickBooks, File Manager.

Using File Manager takes the guesswork out of working with your client's file. It is easy to use and is included with your Accountant version software.

## Creating an External Accountant User Type

When you work in a client's file, request that the client create a username specific for you and assign that username the External Accountant type, as in Figure 16.15. Benefits and controls available when working in a client's file as the External Accountant user type include the following:

- The capability to separate the changes you make in the data file from the changes your client makes.
- The option to use the Client Data Review feature efficiently. For more information, see "Client Data Review," p. 695.
- Access to all areas of QuickBooks, except when creating new users, changing a user's access privileges, or viewing sensitive customer credit card numbers.



**Figure 16.15**

Ask your client to create an External Accountant user type for you as the company accountant.

To create this unique type of user, you must be logged in to the data file as the Admin user, and you or the client must create the new user *before* the client creates the Accountant's Copy file for your use.

You will then use this new login when you begin working with the client's data file.

## Preparing Your Client for Data Exchange

As an accounting professional, you probably will be able to choose the method you and your client use to share the data. However, you might not be able to control the condition in which you receive the file. I am speaking specifically of accounting accuracy. Some accounting professionals don't worry much about this until they receive the data file; others might want their client to take certain steps to ensure the accuracy of the data before beginning the review. Encourage your clients to review specific chapters in this book to help better prepare their file for your review, making your review time more profitable.

Ask your clients to review the following in their files before sharing the data with you:

- Accuracy of bank balances
- The open customer invoices in Accounts Receivable
- The unpaid vendor bills in Accounts Payable

Other critical numbers to review are usually easier to reconcile by asking for documents from banks, such as a bank loan payoff statement or comparing the business financials with filed payroll returns.

After your client has reviewed the information and provided the documents you requested, you are ready to choose a method for sharing the data with your client.

## Receiving an Accountant's Copy File

After reviewing the advantages or limitations of each file type in the section titled "QuickBooks File Types," you can see that the most effective method is the QuickBooks Accountant's Copy file feature. Using this file type, your clients can continue their day-to-day accounting tasks, and from the convenience of your office, you can review and make needed changes to their data, later importing these changes into the files they have been using.

Discuss the following with your clients before they prepare an Accountant's Copy of their QuickBooks data:

- The Dividing Date selected. As the accounting professional, communicate what date this should be.
- How current are the bank reconciliations in the data file? In the Accountant's Copy, your bank reconciliation work is returned to the client only for statement dates on or before the Dividing Date. Additionally, the client can mark as cleared only items dated after the Dividing Date.
- Verify that the user settings in the data file include restrictions for editing or modifying transactions earlier than the closing date. This step is optional, but when you are working in the Accountant's Copy file, you can send back the closing date with your changes.
- Instruct clients not to cancel or remove restrictions on the Accountant's Changes Pending file without first consulting you.

- Discuss the options for sending this file to you. Owners have these options:
  - Send you an encrypted copy of their data via Intuit's secure Accountant's Copy File Transfer Service, a free service to your client. Accounting professionals pay a nominal fee annually for an unlimited number of uses of the service (free if you are a QuickBooks ProAdvisor). Be sure your client knows the email address where you would like to be notified.
  - Attach the saved file to an email.
  - Copy it to a storage device, such as a USB drive or CD.

**tip**

If you are using QuickBooks Accountant 2014 or QuickBooks Enterprise Solutions Accountant 14.0, you can convert your clients' QuickBooks 2013 or 2014 Accountant's Copy files (.QBX file extension), work with them in your QuickBooks Accountant 2014 or Enterprise Solutions Accountant 14.0, and return them to your clients to import back into their QuickBooks 2013 or 2014 versions. This feature is available only with the Accountant's Copy file sharing feature and does not apply to other file types.

QuickBooks Accountant can open a Pro or Premier industry-specific edition, and when the files are returned to the clients, they will be able to work again with the files in their product edition.

QuickBooks Enterprise Solutions can open an Accountant's Copy file from a Pro, Premier, or Enterprise file and return the file to the client for use in a Pro, Premier, or Enterprise product.

## Method 1: Receiving Accountant's Copy from Client via Web

If your client chooses the Intuit's Accountant's Copy File Transfer secure server to get the data to you, you are notified at the email address the client provides in the transfer process, and you are directed to a secure site to download your client's file. This service offers your client simplicity in getting the data to you while aiding in the encrypted security of the transfer of sensitive data over the Internet.

After downloading the file, follow the instructions in the next section for opening and converting the Transfer File (.QBX file extension) to an Accountant's Copy file (.QBA file extension).

**caution**

You can download the client's file for only 14 days, so don't delay.

## Method 2: Receiving Accountant's Copy from Client via File

Have your client follow the steps to create and send you the Accountant's Copy file of the data, as you learned in the section "Create an Accountant's Copy of Your Data."

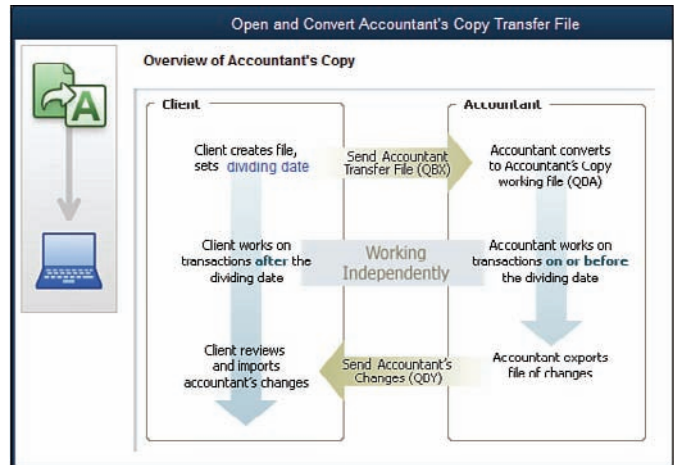


To work with the Accountant's Copy (.QBX) file type your client sent you or that you downloaded, follow these steps:

1. From the menu bar, select **File, Accountant's Copy, Open & Convert Transfer File**. The Open and Convert Accountant's Copy Transfer File dialog box displays, as in Figure 16.16. This summary provides you with an overview of the workflow when using an Accountant's Copy of your client's data.

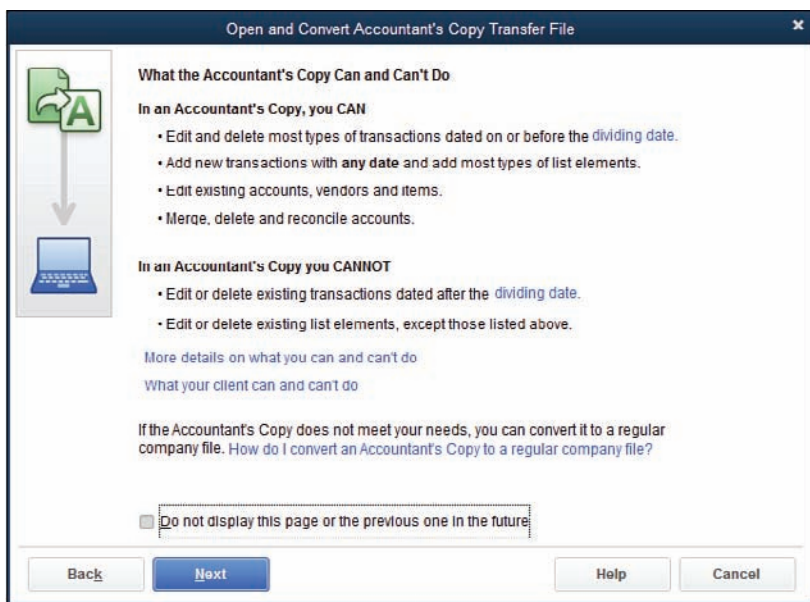
**Figure 16.16**

Overview of the Accountant's Copy workflow when working with your client's data.

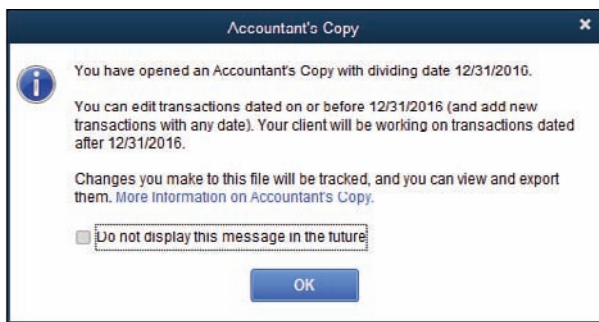


2. Click Next. The Open and Convert Accountant's Copy Transfer File dialog box displays. This provides details on what tasks you can and cannot do when working with an Accountant's Copy. See Figure 16.17. Click Next.
3. Browse to the location where you stored your client's QuickBooks transfer file. Select the file and click Open. If displayed, click OK to the message that you have chosen an Accountant's Copy transfer file.
4. In the Save Accountant's Copy dialog box, select a location and name for the new file. I usually put the accounting period being reviewed in the name, such as <Company Name\_YE\_12\_31\_XX.QBA>. Click Save. QuickBooks shows a message that the conversion is taking place.
5. If you have not previously disabled this warning, you will see a message indicating that you are opening an Accountant's Copy; it shows you the Dividing Date that your client chose (see Figure 16.18). Click OK to close.
6. Your QuickBooks Accountant title bar shows that you are working with an Accountant's Copy and shows the Dividing Date for that file (see Figure 16.19).

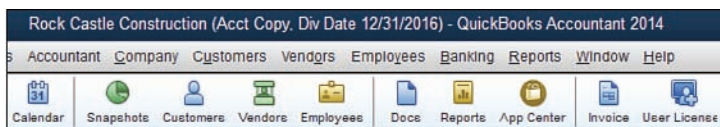
As the company's accounting professional, you can now review, add, and edit the data file without your clients being able to modify the balances before the Dividing Date—all while the clients continue their day-to-day accounting tasks.



**Figure 16.17**  
Review a summary of the tasks you can and cannot do when working with an Accountant's Copy file.



**Figure 16.18**  
Notification that you are opening an Accountant's Copy file, and providing details of the selected Dividing Date.



**Figure 16.19**  
You can be certain you are working in the correct file by looking at the title bar of your Accountant's Copy .QBA file.

### Reinstate Warning Dialog Boxes

If you do not see some of the dialog boxes mentioned in this chapter, a user might have selected Do Not Display This Message (or Page, and so on, depending on which dialog box is open), causing future users not to see these messages.

To turn these one-time messages back on, log in to the file as the user for whom you want to reinstate the warnings and follow these steps:

1. From the menu bar, select **Edit, Preferences**. In the dialog box that displays, select **General** on the left side.
2. Click the My Preferences tab.
3. Place a checkmark in the Bring Back All One-Time Messages box and click OK.

I often do this task in my client's file (before making an Accountant's Copy), especially if I have found errors that might have been prevented if the user had heeded the warning of a previously dismissed message.

## What the Accountant Can Do

Recent releases of the QuickBooks software have greatly improved the capabilities you have with an Accountant's Copy of your client's data.

The restrictions invoked by the Dividing Date your client sets affect your ability to add or edit transactions. If these restrictions prevent you from completing your tasks, you can convert the Accountant's Copy to a working QuickBooks data file (.QBW file extension). However, your changes cannot be imported into your client's file.

➡ *For more information, see "Converting the Accountant's Copy to a Regular Company File," p. 629.*

The Accountant's Copy provides a unique feature that helps you determine whether your changes will be sent back to the client's file. Any field that is colored beige will transfer back to your client. If the field is white, you might be able to modify it for your own purposes, but the change will not be sent back to your client.

For example, if part of your correction to your client's file was to modify an existing list item, only the fields in Figure 16.20 would be sent back to your client's data file. All other fields can be modified for your purposes, but they will not transfer back to your client's file. If you and your client make changes to details on the same item, your changes will override the client's when the changes are imported.

The following sections describe more specifically what you, the accountant, can do (with noted limitations) while working in the Accountant's Copy of your client's file.

Changes to these shaded fields will transfer to a client's file

The screenshot shows the 'Edit Vendor' window for 'A Cheung Limited'. The 'VENDOR NAME' field is highlighted with a box and a line pointing to the text above. The window contains several sections: 'Address Info' with fields for 'COMPANY NAME', 'FULL NAME', 'JOB TITLE', 'Main Phone', 'Work Phone', 'Mobile', 'Fax', 'Main Email', 'CC Email', 'Website', and 'Other 1'. Below this is the 'ADDRESS DETAILS' section with 'BILLED FROM' and 'SHIPPED FROM' fields. A 'Copy >>' button is located between these two address fields. The shaded beige fields are 'VENDOR NAME', 'COMPANY NAME', 'Main Phone', 'Main Email', and 'Fax'.

**Figure 16.20**

When adding or modifying details in the Accountant's Copy, any fields shaded beige (non-white) will be sent back to your client's file.

## Accounting Activities

Recent versions of QuickBooks enhance the accounting activities you can do with the client's data when sharing an Accountant's Copy file type:

- Reconcile the bank statements for dates earlier than the Dividing Date**—You can create and edit transactions necessary to perform the bank reconciliation. Additionally, your changes to a reconciled item will be sent back to the client.

Your client can reconcile the bank account when the statement date and all cleared transactions are dated after the selected Dividing Date. However, if you also reconcile this account, the client's bank reconciliation work will be rolled back to the transactions cleared status as of the time the Accountant's Copy was created.

- Set 1099 account mappings**—You can assign the proper chart of account to the Federal Form 1099-MISC Income box.
- Reconcile the bank statements for dates after the Dividing Date**—You can do this if it helps your review. However, these reconciliations will not be sent back to the client's data. Any transactions added will be sent back to the client.
- Set tax-line mappings**—This assigns the tax form line to a chart of accounts. Use this feature if you are integrating the QuickBooks data with Intuit's tax-preparation software ProSeries or Lacerte.

## QuickBooks Lists

Also enhanced with recent QuickBooks releases is your ability to manage your client's list items when performing data corrections:

- **Chart of Accounts**—No restrictions, including the capability to merge charts of account list items. For more information, see “Merging Duplicated Accounts,” p. 134.
- **List Items**—In general, you can add, edit, delete, and inactivate list items you create in the Accountant's Copy.
- **Items List**—For lists with items dated before the Dividing Date, you can edit the Item Name/Number, Subitem, Expense Account, Tax Code, and Income Account, and also make the item inactive. Note that if you and your client both make changes to the same item, the accountant's changes will override that of the client when the changes are imported.
- **Customer, Other Names List**—Add a new Name, edit the Name field, or make the Name inactive.
- **Vendor**—Add a new vendor, edit the Vendor Name and Tax ID fields, and identify a vendor as eligible to receive a 1099-MISC Income form at year end. Additionally, you can assign up to three general ledger accounts on the Account Prefill tab. Your changes will override the same information in the client's file when imported.
- **Employee List**—Add a new employee or edit the Name and Social Security fields only.
- **Class List, Fixed Asset Item**—Merge class list items. Additionally, you can add a new list item or edit the Name, assign a Subclass Of field, or make the class inactive.
- **Sales Tax Code**—Add a new sales tax code, edit the Name and Tax Agency, and make the item inactive. You can create new sales tax items, but the tax rate assigned will not transfer to the client's file.

## Transactions

Generally, you can add any transaction type before or after the Dividing Date, with the following limitations on editing, voiding, or deleting:

- **Bills and checks**—Add these types of transactions with dates before or after the Dividing Date. Capabilities to edit, void, or delete are limited to transactions dated before the Dividing Date.
- **Vendor credits**—Add these types of transactions with dates before or after the Dividing Date. Edit, void, and delete capabilities are limited to transactions dated before the Dividing Date.
- **Item receipts**—You can add or delete, but you cannot edit or void transactions before and after the Dividing Date.
- **Bill payments by credit card**—You can add or delete, but you cannot edit or void transactions before and after the Dividing Date.
- **Inventory quantity/value adjustments**—You can add or delete, but you cannot edit or void transactions before and after the Dividing Date.
- **Customer payments**—You can add or delete, but you cannot edit or void transactions before and after the Dividing Date.

## What the Accountant Cannot Do

You, the accountant, *cannot do* the following while working in the Accountant's Copy of your client's file:

- Add or modify payroll transactions.
- Add or modify nonposting transactions, such as estimates, sales orders, or purchase orders.
- Add or modify transfers of funds between accounts. Although you cannot use the transfer transaction, you can create the same effect on the accounts with a journal entry or deposit transaction.
- Add or modify the build assembly transaction.
- Add or modify the sales tax payment transaction.

Although you cannot make changes to these types of transactions in your client's file with an Accountant's Copy file type, you can conveniently make these changes in the client's file using remote access via tools such as Webex, LogMeIn, and GoToMyPC.

### note

If you are working with a client's Accountant's Copy file created from a QuickBooks 2013 version, you can open the file with your QuickBooks Accountant 2014 and return the data to the client in the original QuickBooks 2013 version.

## Returning the Accountant's Copy Change File to the Client

One of the most important features of using the Accountant's Copy to share your clients' data is that when your changes are complete, you can send back updated files for your clients to import into their files.

### Set a Closing Date

When your clients import the changes you have made to the Accountant's Copy of their files, the Dividing Date restrictions are removed. If you do not want a client to add or edit transactions before the Dividing Date, make sure you also set a closing date before you export the data for the client.

To set a closing date while working in the Accountant's Copy of your client's data, follow these steps:

1. Log in to the client's Accountant's Copy file. From the menu bar, select **Company, Set Closing Date**.
2. The Company Preference dialog box displays. Click the Set Date/Password button. The Set Closing Date and Password dialog box displays.
3. Enter an optional password and a closing date—typically the same date that was used for the Dividing Date.
4. Click OK to accept the closing date and optional closing date password.

The closing date transfers back to the client's file, and the client is not asked to set the closing date. The fact that a closing date was set is included in the information the client previews before incorporating the accountant's changes.

### note

If you do not set a closing date as part of your changes, when the client incorporates the changes file, a message displays asking whether the client wants to set a closing date.

If you want your client to have the ability to modify your changes, you might not need to set a closing date for the file.

Review the details of setting a closing date and reviewing each employee's access rights to changing transactions before the closing date.

➔ For more information, see "Setting Employee Security," p. 614.

## Method 1: Send Changes to Client via Web

The Send Changes method is the simplest for your client to use to import. This service is included with a QuickBooks ProAdvisor membership or is available for a nominal annual fee. No fee is charged to the client to accept this file from you.

To return the corrected file to your client after you make all your changes, follow these steps:

1. From the menu bar, select **File, Accountant's Copy, View/Export Changes for Client**. The View/Export Changes for Client dialog box displays, as in Figure 16.21.
2. Review your changes and add an optional note for your client.

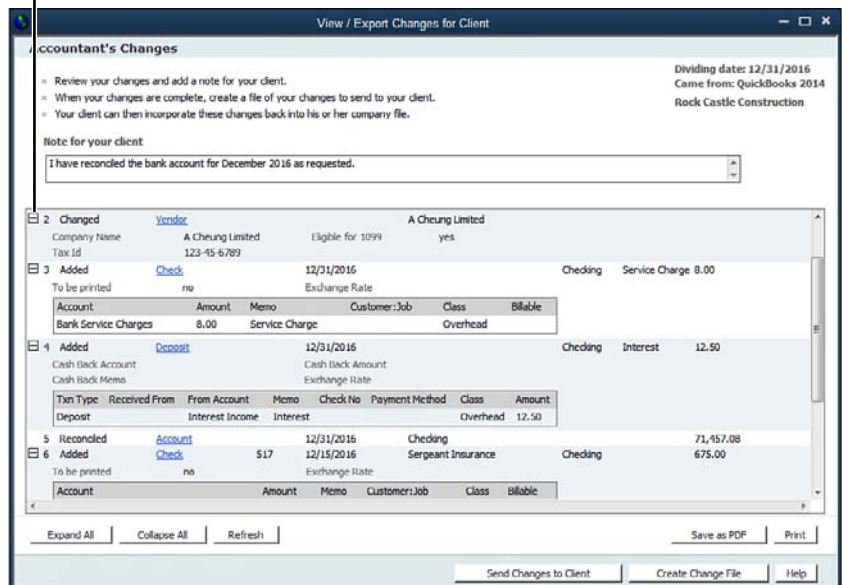
### note

If you have already exported these changes for the client, a message displays informing you that if your client has already imported the previously exported changes file, the client will not be able to import these changes. Click OK if you still want to export the changes.

**Figure 16.21**

In the View/Export Changes for Client dialog box, you can review your changes and include a note for your client.

Click to collapse the detail



3. If you need to make additional changes or edit the changes you have made to the file, click the X in the top-right corner.
4. If your changes are complete, click Send Changes to Client.
5. Enter your client's email address, your name, and your email address.
6. Click Send.

Intuit sends you an email notifying you that the file was uploaded to the Intuit Accountant's Copy File Transfer secure server. Your client also receives an email notification that the file is available for downloading for 30 days. Encourage your client to follow the instructions in the email to easily incorporate your changes into the data file.

## Method 2: Send Changes to Client via File

You might also choose to send the Changes File to the client via a file you can attach to an email or store on a flash drive or other storage device. This method requires more effort from your customers. They must access the file, save it to their computer, and then import the changes into QuickBooks. Consider using the first method of sending the file via the Web, which does not require as many steps.

To create the Changes File (.QBY extension) to give to your client, follow these steps:

1. From the menu bar, select **File, Accountant's Copy, View/Export Changes for Client**. The View/Export Changes for Client dialog box displays (refer to Figure 16.21).
2. Review your changes and, optionally, add a note for your client.
3. If you need to make additional changes or edit the changes you have made to the file, click the X in the top-right corner.
4. If your changes are complete, click Create Change File. The Save Accountant Changes File to dialog box displays.
5. Browse to the location where you want to save the file, and optionally edit the filename to be saved. QuickBooks creates a file with a .QBY extension.
6. If you have already exported these changes for the client, you will see the message informing you that if your client has already imported the previously exported changes file, the client will not be able to import these changes. Click OK if you still want to export the changes.
7. Click Save. A message displays, letting you know the file was successfully created.
8. Click OK to close the message. QuickBooks returns you to the .QBA file.

To complete the process, simply give this newly created .QBY (Accountant's Copy import file) back to the client. You can copy it to a removable storage device or attach it to an email.

Instruct your client to follow the steps listed in the section "Method 2: Importing Accountant's Changes from File," p. 612. Your client will be able to review your changes in detail before accepting or incorporating the changes into her file.



## QuickBooks Remote Access for Accountants

As the accountant, if you want to take more control over the import of your changes into your client's file, as well as for setting the closing date, you might want to consider using a remote access program to log into your client's file through the Internet.

QuickBooks partners with WebEx to bring you a solution that makes it easy to work remotely in your file or your clients' files. You can use this option if you need to make data changes that are not allowed in an Accountant's Copy—for example, making changes to payroll transactions. You can also use this tool to import your changes into your client's data file.

I find working in the remote environment perfect for simplifying the entire process for clients. For more information, select **Accountant, Remote Access** from the menu bar in QuickBooks Accountant or QuickBooks Enterprise Accountant.

## What to Request from the Client When the Import Is Complete

Clients can import your changes with simple, easy-to-follow instructions if you used the Send Changes to Client method. However, you might want to request a few items from the client after the import to be sure the process completed successfully:

- **Trial Balance**—Review the Trial Balance report as of the Dividing Date to compare it with the same information from your copy of the client's file. From the menu bar, select **Reports, Accountant, Trial Balance**. Request that clients prepare the report in accrual or cash basis; they might have one as the default setup in their file.
- **Closing Date**—If you want to verify that the closing date was incorporated with your changes, instruct your client to select **Company, Set Closing Date** from the menu bar. Doing so opens the Company Preference tab for Accounting Preferences. Have your client verify the closing date (or any date at all). Refer to Figure 16.10.
- **User Security Rights**—Verify with your client the access rights each employee has for changing transactions dated before the closing date. Instruct your client to select **Company, Set Up Users and Passwords, Set Up Users** from the menu bar. In the User List dialog box that opens, select the employee and the View User tab on the right. A Y in the Changing Closed Transactions permission allows that user to add or edit transactions dated before the closing date. If a closing date password was set, the user must type that password first. A creative password that I have used is *call laura*, prompting the client to call me first before making the change.

## Converting the Accountant's Copy to a Regular Company File

What can you do if, after beginning to work in the Accountant's Copy, you determine that this file type does not accommodate some of the changes that need to be made? You can convert the client's Accountant's Copy (.QBX) file type to a regular QuickBooks (.QBW) file type by following these steps.

From the menu bar, select **File, Accountant's Copy, Convert Accountant's Copy to Company File/OBW**. A message displays, recommending that you contact your client to discuss this change.

You have to make the following decisions:

- Have the client manually repeat your changes in the client's file.
- If the client is going to use your file, the client must stop working in the file she has.

QuickBooks 2014 offers accountants more flexibility than previous versions in how you choose to share and work in your client's data. These improvements help make the workflow for you and your client more efficient, making your accounting business more profitable.

## Other Methods of Sharing Data

With QuickBooks Accountant 2014, you have flexibility in choosing what method of file sharing works best for you and your client. When considering a method, your client needs to continue daily accounting tasks while allowing you to review the data and create journal entries.



### note

To use the Send General Journal Entries method, the business owner must be using a Windows version of QuickBooks 2014 or newer, and the accountant must be using QuickBooks Accountant 2014 or QuickBooks Enterprise Accountant 14.0 or newer.

## Send General Journal Entries

Send General Journal Entries is available in QuickBooks 2014. It allows your accountant to share changes to your data easily with an email attachment.

The best practice when using this new feature is to have the business owner send the accountant either a copy of the working file (.OBW), a backup (.QBB), or a portable company file (.QBM).

Business owners can continue to work in their files while that accountant reviews the copy at his or her office. This avoids the restrictions imposed when sharing an Accountant's Copy file.

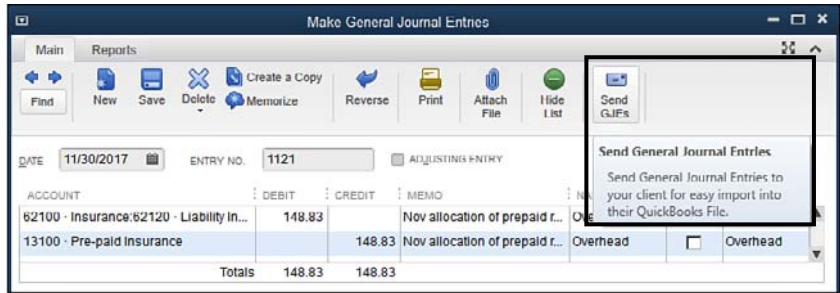
The accountant's journal entries are emailed directly from QuickBooks, with no messy file transfers to worry about. Clients simply click the attachment to import the entries automatically into their file.

The best part about this new feature is that there are no new "tools" to learn for the accountant or your client. For the accountant, just follow these simple steps:

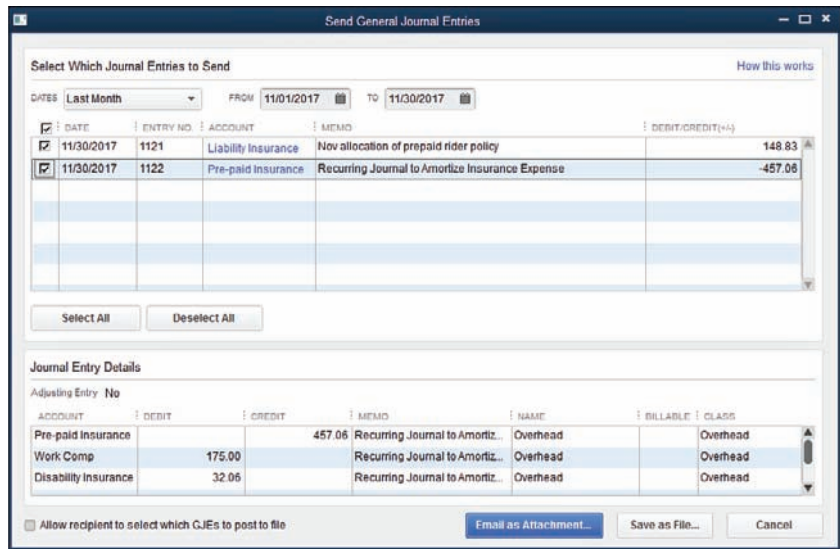
1. For the accounting professional, open or restore the file you have received from the client.
2. From the menu bar, select **Company, Make General Journal Entries**. Create the Journal Entry as you normally would. Click Save on the Main tab of the ribbon toolbar.
3. From the displayed Make General Journal Entries transaction, on the Main tab of the ribbon toolbar, click the Send GJEs icon. See Figure 16.22.
4. The Send General Journal Entries dialog box displays. Select a single journal entry or multiple journal entries. If needed, use the Dates or From and To fields to filter the displayed journal entries. See Figure 16.23.

**Figure 16.22**

Click the Send GJEs icon to send to your client.

**Figure 16.23**

Select a single journal entry or multiple entries.

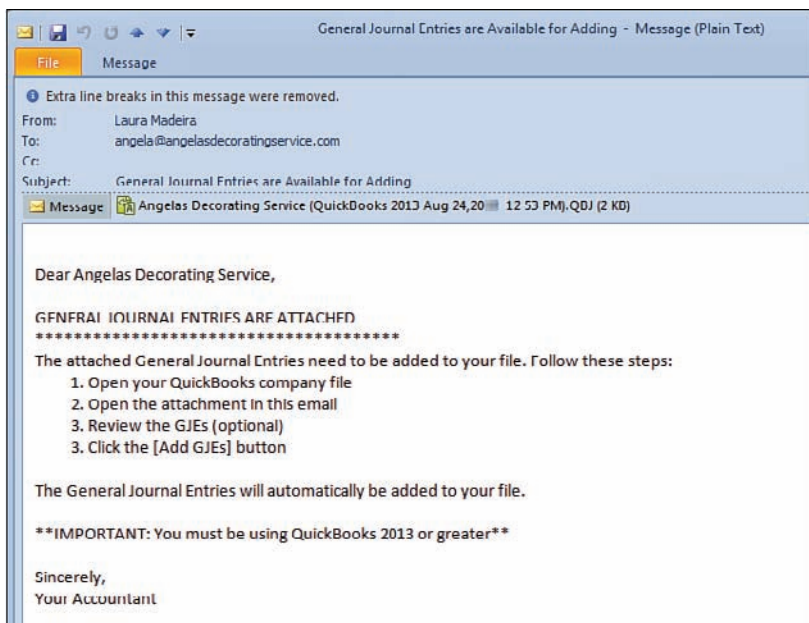


- Place a check in the box in front of each journal entry you want to send to the client. (Optional) Click Select All or Deselect All.
- Click the Email as Attachment button. QuickBooks utilizes the email program specified within your QuickBooks preferences. In the example in Figure 16.24, an Outlook email is created with instructions for your client. The journal entries are attached automatically.

QuickBooks creates a ready-made email communication, complete with instructions, and attaches the journal entry or entries. You do not need to browse to find and attach the entries.

The business owner receives the email and clicks the attachment to add to the business owner's file.

Recommend this method to your accountant, if the accountant has been sending a list of journal entries for you to enter manually.

**Figure 16.24**

Click the attachment to add to the currently open QuickBooks file.

## caution

Take care not to click more than once on the attachment. QuickBooks allows the import of the attachment more than once, misstating the financials from what the accountant provided. If this happens to you, prepare a report that shows the duplication and click one of the duplicated entries. From the Edit menu, select **Void**.

If the journal entry includes a new general ledger account (chart of account), vendor, customer, or other list item, this new list item will be created in the business owner's file automatically.

If you have more than one QuickBooks company file, it works best to have that company file open before clicking the attachment. If you have the wrong file open, QuickBooks provides a warning message but will not prevent you from incorporating the changes into the wrong file.

## Batch Enter Transactions

The improved batch transaction entry feature offers accounting professionals a way to streamline data entry tasks. This feature is also useful for business owners who do batch entry of transactions when using QuickBooks Enterprise. This feature is included only with QuickBooks Accountant 2014 and all versions of QuickBooks Enterprise 14.0.

Use Batch Enter Transactions to add the following to a QuickBooks data file:

- Checks
- Deposits
- Credit card charges or credits
- Vendor bills and bill credits
- Customer invoices and credit memos

Typically, accounting professionals offer services that help clients enter data into QuickBooks. With the Batch Enter Transactions feature, you can do the following:

- Enter transactions in batches on a screen designed for power data entry.
- Paste 1,000+ transactions from Excel and save all at once.
- Enter after-the-fact transactions easily into a customizable data entry grid.
- Configure the batch entry screen, including specifying data fields and column order.

Accounting professionals, follow these steps to use this helpful feature:

1. From the menu bar, select **Accountant, Batch Enter Transactions**. A dialog box of the same name displays. For all other Enterprise users, you can access the same feature from the menu bar by selecting **Company, Batch Enter Transactions**.
2. From the Transaction Type drop-down menu, select **Checks, Deposits, Credit Card Charges & Credits, Bills & Bill Credits or Invoices & Credit Memos**. I demonstrate entering checks, but the procedure is similar for other permitted transaction types.
3. Select the appropriate Bank Account or Credit Card account.
4. Click the Customize Columns button (see Figure 16.25). You can add or remove data fields and rearrange the order of the fields. This is particularly useful if you are using Excel's copy and paste functionality.
5. Add transactions to the Batch Enter Transactions dialog box by manually entering them or from an Excel worksheet (see Figure 16.26) using the Windows copy and paste functionality.



### tip

If your transactions are in Excel, customize the columns of the Batch Enter Transactions dialog box to match those of your Excel spreadsheet. You can then copy the transaction data from Excel and paste it into the Batch Entry screen in QuickBooks.

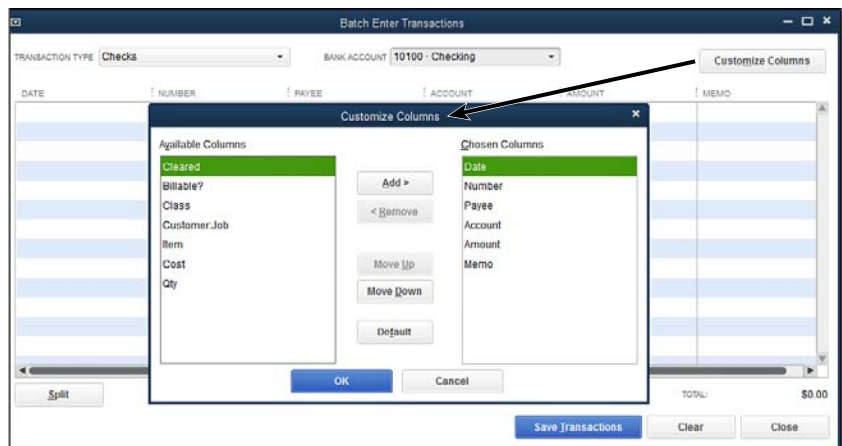


### note

If you are copying data from Excel and the list item does not exist in the QuickBooks file, the item text appears red. See Figure 16.27. Simply click through the field, and you are given the opportunity to add the list item to QuickBooks.

**Figure 16.25**

Customize the columns to aid in data entry or to match the Excel worksheet you are copying from.



Date	Check Number	Payee	Account	Amount	Memo
12/18/2017	1081	Cal Telephone	65120	92.94	Acct #415-555-9876-8053
12/18/2017	1082	Dianne's Auto Shop	60130	212.00	Monthly Vehicle Repairs and Maintenance
12/19/2017	1083	Bayshore Water	65130	24.00	Monthly Water - Flat Rate Plan
12/19/2017	1084	Bank of Anycity	20700	2,710.90	Pmt# 22
12/20/2017	1085	ABC Services, Inc.	64220	500.00	Repairs
12/20/2017	1086	Thomas Kitchen & Bath	54300	250.00	Job Materials
12/20/2017	1087	Patton Hardware Supplies	54300	48.10	Job Materials
12/20/2017	1088	Sergeant Insurance	62130	675.00	Repairs
12/21/2017	1089	Patton Hardware Supplies	54300	489.73	Job Materials
12/21/2017	1090	QuickBooks MasterCard	20500	1,050.00	Credit Card payment
12/21/2017	1091	CalOil Company	20600	48.28	Utilities
12/22/2017	DRAFT		60600	12.50	
12/22/2017	1092	City of Bayshore	54400	225.00	Utilities
12/22/2017	1093	Bank of Anycity	20100	244.13	Acct#4467-98732 - Pmt# 31
12/23/2017	1094	Cal Gas & Electric	65110	37.53	Acct #560-62645-90C
12/23/2017	1095	Bayshore Water	65130	24.00	Utilities

Figure 16.26

Copy and paste transactions from Excel to add to the Batch Enter Transactions dialog box.

DATE	NUMBER	PAYEE	ACCOUNT	AMOUNT	MEMO
12/18/2017	1081	Cal Telephone	65100 - Utilities:65120 - Telephone	92.94	Acct #415-555-9876-8053
12/18/2017	1082	Dianne's Auto Shop	60100 - Automobile:60130 - Repairs and Maintenance	212.00	Monthly Vehicle Repairs and Maintenance
12/19/2017	1083	Bayshore Water	65100 - Utilities:65130 - Water	24.00	Monthly Water - Flat Rate Plan
12/19/2017	1084	Bank of Anycity	28700 - Note Payable - Bank of Anycity	2,710.90	Pmt# 22
12/20/2017	1085	ABC Services, Inc.	64200 - Repairs:64220 - Computer Repairs	500.00	Repairs
12/20/2017	1086	Thomas Kitchen & Bath	54000 - Job Expenses:54300 - Job Materials	250.00	Job Materials
12/20/2017	1087	Patton Hardware Supplies	54000 - Job Expenses:54300 - Job Materials	48.10	Job Materials
12/20/2017	1088	Sergeant Insurance	62100 - Insurance:62130 - Work Comp	675.00	Repairs
12/21/2017	1089	Patton Hardware Supplies	54000 - Job Expenses:54300 - Job Materials	489.73	Job Materials
12/21/2017	1090	QuickBooks MasterCard	20500 - QuickBooks Credit Card	1,050.00	Credit Card payment
12/21/2017	1091	CalOil Company	20600 - CalOil Credit Card	48.28	Utilities
12/22/2017	DRAFT		60600 - Bank Service Charges	12.50	
12/22/2017	1092	City of Bayshore	54000 - Job Expenses:54400 - Permits and Licenses	225.00	Utilities

Figure 16.27

When adding data from an Excel spreadsheet, fields with values not recognized in QuickBooks appear in red type.

This feature supports transaction entry using the Expenses tab details (shown in these figures) and also supports the Items tab details. However, you can use only one or the other in the same Batch Enter Transactions session.

In effect, this feature allows accounting professionals to automate the process of entering large amounts of data into a client's QuickBooks data file. Access to this in QuickBooks Enterprise gives companies the option of entering data in batch from an Excel spreadsheet.

## Client and Accountant Collaboration

As a business owner, how often do you contact your accountant by email or phone to ask a question about specific transactions? Or as an accounting professional, how often do you review your client's data and find yourself making a list of questions about transactions?

New for QuickBooks 2014 is the QuickBooks Client Collaborator. This new feature helps the business owner and the accounting professional efficiently ask transaction-specific questions and track each other's replies.

The accountant initiates collaboration using QuickBooks Accountant 2014 PLUS or QuickBooks Enterprise Accountant 14.0 software. Business owners wanting to collaborate with their accountant using this feature must be using any Windows desktop version of QuickBooks 2014, including Pro, Premier, or Enterprise.

The QuickBooks Client Collaborator includes the following features:

- Capability to create a list of questions associated with specific transactions
- Automated notification to the business owner of the transaction question(s)
- Business owner replies or additional questions added directly inside the QuickBooks file
- Automated notification to the accountant of the business owner replies
- Capability for the accountant to review the business owner's transaction conversation replies and mark them as closed

Specifically, Client Collaborator is a timesaving solution that helps the accountant and business owner converse about specific transactions without leaving the QuickBooks file. Accounting professionals can begin using the feature from any file type from the client, including backup, portable company, accountant's copy, or working copy.

Client Collaborator is a connected service, and the Transaction Conversation List is stored in the "cloud." Access to the Transaction Conversation List is launched from within QuickBooks. The accountant and business owner can both collaborate while working in two different copies of the same file. The transaction conversation is not stored with the actual data file, but it continues as a conversation list for reviews from future copies of the client's file.

## Access to Client Collaborator

For the accounting professional, Client Collaborator is included with a subscription to QuickBooks Accountant 2014 PLUS software or QuickBooks Enterprise Accountant 14.0 software. Business owners using QuickBooks Pro or Premier 2014 and QuickBooks Enterprise 14.0 can collaborate with their accountant for no additional fee.

Accounting professionals have two methods for subscribing to the QuickBooks Accountant 2014 PLUS software:

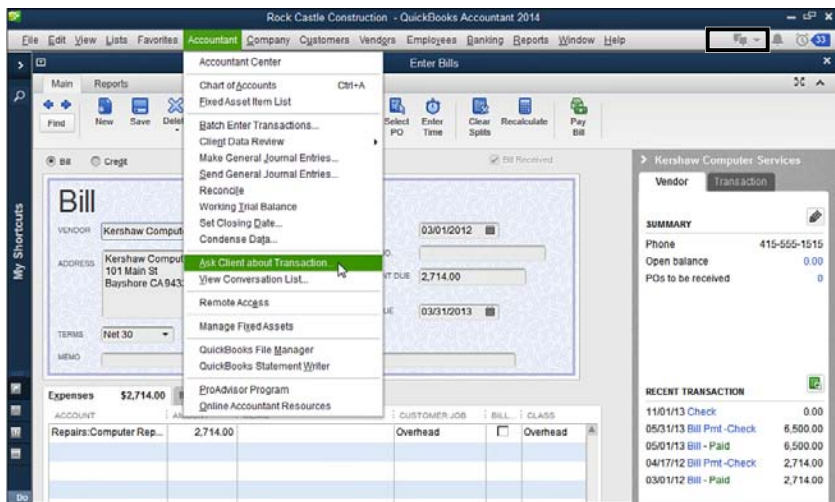
- QuickBooks ProAdvisors with a current, paid membership receive the QuickBooks Accountant 2014 PLUS subscription automatically.
- Accountants can purchase the QuickBooks Accountant 2014 PLUS software, paying in monthly installments or as a yearly fee.

Accountants using QuickBooks Enterprise Accountant 14.0 as part of their ProAdvisor membership automatically have access to the Client Collaborator.

## How the Accountant Gets Started

The collaboration experience is initiated by the accountant and accepted by the business owner in just a few easy, automated steps.

1. To begin collaborating, open a transaction as in Figure 16.28 in the business owner's file. From the menu bar, select **Accountant, Ask Client About Transaction**.



**Figure 16.28**

The accountant begins the conversation with a transaction displayed in a copy of the file at the accountant's office.

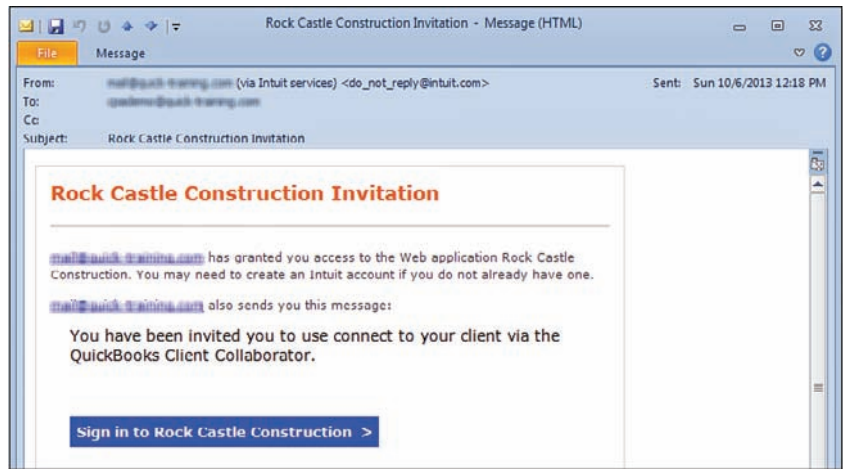
2. The Sign in to Your Intuit Account window displays. Enter your email or user ID and password.
3. Click Sign In. If you have used this email with other Intuit-connected services, you might be prompted to select your company file (not your client's file).
4. Client Collaborator prompts you to enter your client's email address. This email address will receive automated notifications generated by the Client Collaborator.
5. Click Send, and an automated email notification is sent to the email address specified here. Click Close to the "Your invitation" message.
6. After the client has accepted the accountant's invitation, Client Collaborator generates an email notification (see Figure 16.29) to the accountant using the accountant's email address, as specified by the client. The accountant clicks the link Sign in to <company name> provided in the email.
7. A web browser opens to Client Collaborator. The accountant signs into the Intuit account (not shown). After a successful sign-in, the accountant receives a "You Are Now Connected with Your Client" message.

Collaboration can begin in both the copy of the business owner's file at the accountant's office and the file the business owner is using at the place of business.

These one-time collaboration steps are now complete. This section discusses both the accountant and client actions, but in real life, you have to complete only one; all notifications are automated.



**Figure 16.29**  
QuickBooks Client Collaborator auto-mates notices to both the accountant and the business owner.

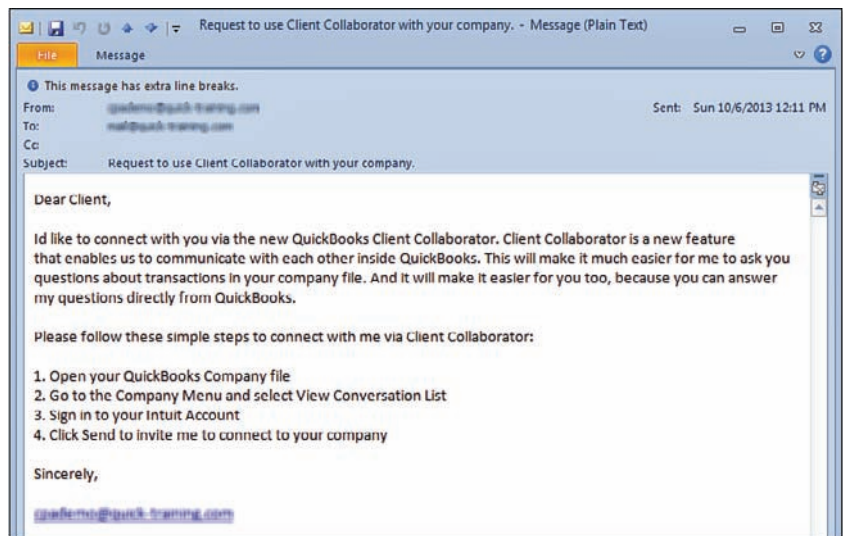


## How the Business Owner Gets Started

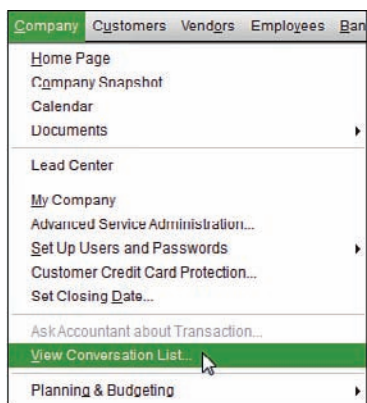
After the accountant has initiated a request for collaboration, the business owner follows these few steps, all completed conveniently in his or her own copy of the file.

1. The business owner receives an automated email from the accountant with instructions (see Figure 16.30), inviting him or her to join the Transaction Conversation.

**Figure 16.30**  
All communications are automated, saving time for both the accountant and the business owner.



- From the menu bar, select **Company, View Conversation List**, shown in Figure 16.31, and as detailed in the email received. You are then prompted for your Intuit account email or user ID and password.



**Figure 16.31**

All communications are accessed by the client directly in the QuickBooks file at their office.

- The Client Collaborator window displays. Enter the accountant's email address for future communications using Client Collaborator.
- Click Send. Client Collaborator automatically sends a notification to the accountant, allowing him or her to collaborate with you.

So simple! Business owners get started quickly and from the convenience of their own file. For the accounting professional, there's no need to ask for a new copy of the client's file—the collaboration is all stored in the "cloud."

With all the communication between accountant and client automated, working with Client Collaborator is just smart.

## Accountant and Client Converse via Client Collaborator

The accounting professional initiates the request for collaboration. When the business owner accepts the initial invitation, full collaboration can take place.

### Accountant Asks Questions

The accounting professional follows these steps to begin collaborating:

- The accountant opens a copy of the business owner's file for review at the accountant's office. The file copy can be a backup copy (.QBB), portable company file (.QBM), the accountant's copy (.QBA) or even a working copy of the file (.QBW).

2. With a transaction displayed, from the menu bar, select **Accountant, Ask Client About Transaction**. Beginning with maintenance release R3, you can also access this option from the icon drop-down menu on the far right of the menu bar.

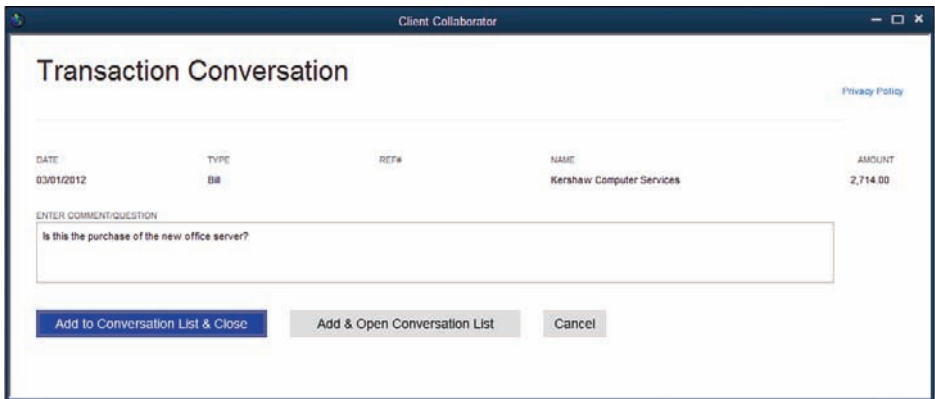
➔ *For more information, refer to "Installing a QuickBooks Maintenance Release," p. 652.*

3. You are prompted to sign in to your Intuit account.
4. The Transaction Conversation window in Figure 16.32 shows the details of the displayed transaction added to the collaborator. Type a comment or question in the space provided. Click Add to Conversation List & Close, or click Add & Open Conversation List.
5. To view the Conversation List as in Figure 16.33, from the menu bar, select **Accountant, View Conversation List**.

### note

Client Collaborator stays signed in as long as users are actively adding questions or making comments to the list. After 30 minutes of inactivity, the accountant must sign in again.

**Figure 16.32**  
Accountants ask questions about specific transactions.



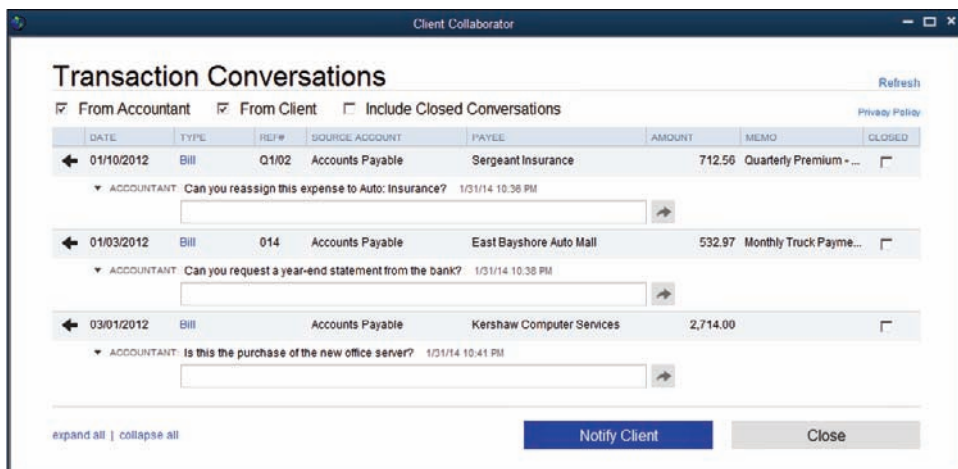
DATE	TYPE	REF#	NAME	AMOUNT
03/01/2012	Bill		Kershaw Computer Services	2,714.00

ENTER COMMENT/QUESTION

Is this the purchase of the new office server?

6. Click Notify Client, and a single email advises the client that there is a Conversation List to review. The automated email does not include details of the questions and transactions.
7. Optionally, click Close next to a Transaction Conversation to remove it from the list that the client will see. Only the accountant can mark a Transaction Conversation as closed.

The accountant now waits for an automated notification that the client has provided replies to the accountant's comments or questions. No phone calls, no emails to keep track of!



**Figure 16.33**

The list of questions can be reviewed.

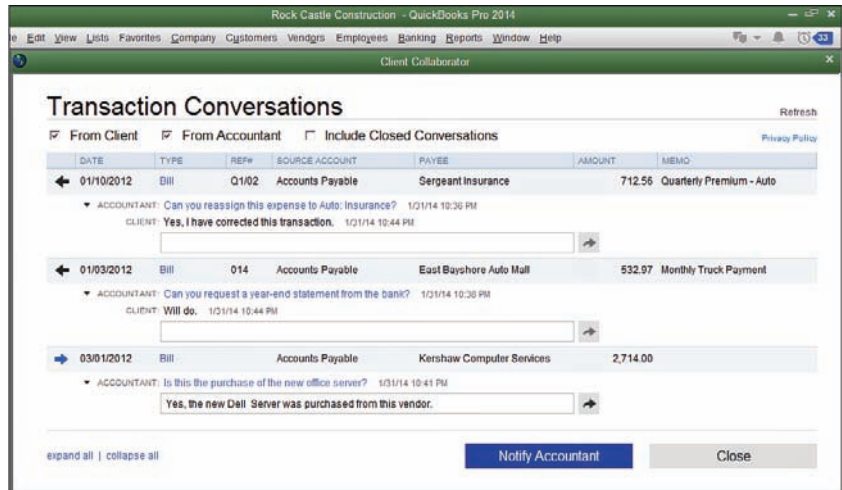
## Business Owner Responds to Accountant's Questions

Not only does the accountant work more efficiently, but so does the business owner. No interrupting emails or phone calls addressing questions about transactions—let QuickBooks Client Collaborator do the work!

1. The business owner receives an automated email notification that the accountant has questions.
2. The business owner launches the Client Collaborator from the file by selecting from the menu bar, **Company, View Conversation List**.
3. The business owner is prompted to sign into his or her Intuit account with the correct user ID and password.
4. The most recent updated Transaction Conversation List (see Figure 16.34) displays because it is stored in the “cloud,” not with the file. The business owner adds comments or additional questions and clicks Add This Message to the Conversation List.

**Figure 16.34**

The business owner replies to the transaction questions directly in the QuickBooks file.



5. When the business owner has completed his or her replies or comments, he or she clicks Notify Accountant. The accountant receives one email instructing him or her to access the Conversation List from the copy of the client's file the accountant has at the office. The email notification does not include any specifics about the Transaction Conversation.
6. The collaboration comes full circle now, when the accountant receives an automated email notice that there are replies and/or comments from the business owner.

The accountant then uses whatever method he or she has in place to make these changes to the business owner's file. Client Collaborator simply solves the need for discussion about specific transactions.