

QuickBooks Desktop Accountant's Copy Instructions

⇒ **To Transfer to Accountant (For Tax Prep)**

1. Open your QuickBooks desktop file.
2. Select from the top menu: File > Send Company File > Accountant's Copy > Client Activities > Save File **OR** Send to Accountant

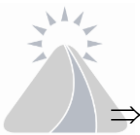
If the options to "Save File" or "Send to Accountant" are grayed out/you are unable to select them, please contact our office! You likely did not import the accountant's changes from the prior year.

If you selected "Save File":

- a. Select the circle next to "Accountant's Copy" > Next
- b. Set dividing date as "Custom" and enter 12/31/2023 > Next
If prompted that QuickBooks needs to close all windows, select "OK".
- c. In the "Save Account's Copy" screen, save the file to an easily accessible folder. We recommend your documents folder, or your desktop.
You should receive a message that the file was successfully created.
- d. Once the file is created/saved, upload it to your secure portal here:
<https://dcbcpa.firmportal.com/login>

If you selected "Send to Accountant":

- a. Under "Confirm sending an Accountant's Copy" select "Next"
- b. Set dividing date as "Custom" and enter 12/31/2023 > Next
- c. Enter the Accountant's e-mail address: taxinfo@davidcbryantcpa.com
- d. Enter your name and email address.
- e. Create a file transfer password. **Please separately email this password to taxinfo@davidcbryantcpa.com** with your company name included in the email.
If prompted that QuickBooks needs to close all windows, select "OK".
You should receive a message that the file was successfully sent.



⇒ **To Open Changes & Continue Working (After Taxes Are Completed)**

1. Download the "Accountant Changes" file from your secure portal. You should receive an email notification once it has been uploaded.
Save the file to an easily accessible folder. We recommend your downloads folder, or your desktop.
2. Open your QuickBooks desktop file.
3. Select from the top menu: File > Send Company File > Accountant's Copy > Client Activities > Import Accountant's Changes from File
4. Select the "Accountant Changes" file that you downloaded and select "Open".
5. Select the "Incorporate Accountant's Changes" button.
6. If prompted, complete a backup. After the backup is complete, changes will be imported automatically.
Do **NOT** set a new dividing date.