

## Importing the Accountant's Copy in QuickBooks

- Save the Accountant's Copy somewhere easily accessible on your computer. Save it on your desktop if you are not sure where it should be saved.
- Open your QuickBooks software, and access your company file. You must be working in the file from which the Accountant's Copy was taken. Once the software and company files are open, click the File button in the upper left corner of the menu bar. The drop down menu contains several options including the Accountant's Copy button.
- Moving the mouse over the Accountant's Copy button will open another small menu to the right; move your mouse to the Client Activities button. Another menu will open where you will click on Import Accountant's Changes.
- Choose the location you stored the Accountant's Copy in the open menu box when asked to retrieve the Accountant's Change Copy. Clicking the Open button in the lower right corner of the menu box will select your Accountant's change file.
- Save the Accountant's notes and changes or print the information for your records from the Incorporate Accountant's Change box that opens. Click the Incorporate Accountant Changes button in the lower right corner of the box after saving the changes and notes.
- Click Okay in the menu box stating QuickBooks will close all windows. A back up Copy will be saved. Click the Okay button and choose the destination to save your back-up file. After clicking the Okay button, you will see the Accountant's Changes box open again with the incorporated changes. Click the Close button in the lower right corner of the box when you are done. You have successfully imported your Accountant's Copy into QuickBooks.
- Remove imposed restrictions from your file after you've imported the Accountant Changes. Go to the File button in the upper right left corner of the menu bar. Scroll down the menu to the Accountant's Copy button and move the mouse to the right menu button labeled Client Activities. Rather than choosing to import Accountant's changes, click Remove restrictions. You will confirm that you want to remove the accountant Copy restrictions.