



I. OVERVIEW

A. ACCOUNTANT COPY:

Under most circumstances, we work with accountant copies of your QuickBooks Desktop file. This method allows us to get a full copy of your file. You can continue working in your file while we have it. We have access to add/delete/modify transactions before the defined CLOSING DATE while you have access to add/delete/modify transactions after that date. We can then send you back all of our changes and incorporate them into your file so your QuickBooks data will match ours and your filed tax return without having to manually enter journal entries. If you have a copy of the QuickBooks software that is within 3 years old, we can transfer files and changes electronically through the Intuit server (except in certain cases if the file is too big or on an apple computer). If your software is too old, your file too large, or you work with an apple, you will follow other specific instructions below to manually send us your file. **Under NO circumstances should you ever "remove accountant restrictions" while we have you accountants file.** If you do, all our work will need to be re-done in your file which can come at significant extra time and costs.

B. BACKUP COPY:

This is a backup of your file. We cannot both work on the file at the same time. We will rarely use this method to work on your file. Under certain limited circumstances we may need to use this to overcome very specific limitations of an accountant's copy. We will coordinate with you if this is the case as most likely you will not be able to make changes to your file while we have it (or else you'll need to redo all your work). In some cases, we may also use this file type and then give you a listing of journal entries that you will need to manually enter into your file and also manually ensure agreement to our balances for certain reports.

C. PORTABLE COPY:

For the most part, this functions the same as the backup copy above and will rarely be used. The file contains a limited set of data, not your full file, but is often enough for general tax purposes.

II. SENDING YOUR QUICKBOOKS FILE TO YOUR ACCOUNTANT

METHOD A: Client sends Accountant Copy via Intuit File Transfer Tool ***MOST COMMON***

To use this method: You must have a a) QuickBooks software version within 3 years old, b) be on a Windows PC and c) have a file under 100mb (it will tell you if your file is too large). If you don't meet this criteria, use option B2 below

1. Go to the **File** menu and click **Send Company File**
2. Hover over **Accountant's Copy** and hover over **Client Activities**
3. Select **Send to Accountant** and then **Next**
4. Enter the dividing date. (**use 1 day after your period end date i.e. 1/1/2024 for 2023 year end**). Then select **Next**
5. Enter your accountant's e-mail address (Justin@duquettehurley.com), and if prompted your name and your e-mail address.
6. Choose a password to protect the Accountant's Copy Transfer. (write it down below)
Your accountant will use this password to access the Accountant's Copy. You can use the same password you use for your Admin password, but be sure to tell your accountant this "transfer password"
7. Click **Send**
8. In addition to the above transfer password from step #6, we will also need your regular login name and password that you use to access your QB file each day.

Please email your accountant your daily QuickBooks login

Username _____ **Password** _____

Transfer password from step #6 _____

Method B: Client Sends Accountant Copy Manually

To send your company file using USB stick or file upload on DHA website

1. Go to the **File** menu and **Send Company File**
2. Hover over **Accountant's Copy** and hover over **Client Activities**
3. Select **Save File** and then **Next**
4. Confirm you want to send an Accountant's Copy and click Next.
5. Choose a dividing date. (**use 1 day after your period end date i.e. 1/1/2024 for 2023 year end**).
6. Click **Next**.
7. Save the file somewhere on your computer where you can find it.
8. When complete, save the file from step 7 to a USB drive and give to accountant

OR

(preferred) go to www.DuquetteHurley.com and under **Links** go to **File Upload**. Select the file you saved in step 7 and upload to DHA.

9. We will need your regular login name and password that you use to access your QB file each day.

Please email your accountant your daily QuickBooks login

Username _____ **Password** _____

Method C: Client creates backup copy ***Rarely used for transfer- check with your accountant***

1. Go to the **File** menu again and hover over **Back up Company**.
2. Then select **Create Local Backup**.
3. In the window, select **Local Backup** and then **Next**.
4. In the Local Backup Only section, select **Browse** and select where you want to save your backup company file.

5. Set the number of backups you want to keep. *This is optional.*
6. This runs a test to make sure your backup file is in good shape before you save.
7. When you're ready, select **OK**.
8. Select **Save it now** and **Next**.
9. When complete, save the file from above to a USB drive and give to accountant
OR
(preferred) go to www.DuquetteHurley.com and under **Links** go to **File Upload**. Select the file you saved and upload to DHA.
10. We will need your regular login name and password that you use to access your QB file each day.
Please email your accountant your daily QuickBooks login
Username _____ **Password** _____

Method D: Client sends backup copy from an apple / Mac computer

1. Sign in to QuickBooks Mac as the admin.
2. Go to **File** menu and select **Export**.
3. Select **To QuickBooks for Windows**. *If you get a prompt to verify before you back up, select **Verify**.*
4. Name the file and choose the folder to save it in. Then, select **Save**.
5. Enter and confirm your password, then select **OK**. Select **OK** again.
6. When complete, save the file from step 5 to a USB drive and give to accountant
OR
(preferred) go to www.DuquetteHurley.com and under **Links** go to **File Upload**. Select the file you saved in step 5 and upload to DHA.
7. We will need your regular login name and password that you use to access your QB file each day.
Please email your accountant:
a) Your daily QuickBooks login
Username _____
Password _____

IMPORTING YOUR ACCOUNTANT'S CHANGES BACK INTO YOUR FILE

Option A: You received the Accountant changes from the Intuit Accountants Copy File Transfer Service email

1. Backup your QuickBooks file
2. In QuickBooks Desktop, go to the **File** menu and then select **Send Company File**.
3. Select **Accountant's Copy** and then **Client Activities**.
4. Select **Import Accountant's Changes from Web**. Follow the onscreen steps to import their changes.
5. You will see a final report that lists if all changes were imported successfully. If there were any errors, ensure you save a copy of the report and send to your Accountant to further review.

Option B: You received the Accountant changes from your accountant via their email or USB drive

1. Backup your QuickBooks file
2. In QuickBooks Desktop, go to the **File** menu and then select **Send Company File**.
3. Select **Accountant's Copy** and then **Client Activities**.
4. Select **Import Accountant Changes from File**. Browse your computer for the file. *It should have a .qby extension at the end of the filename.*
5. You will see a final report that lists if all changes were imported successfully. If there were any errors, ensure you save a copy of the report and send to your Accountant to further review.

Option C: Import Journal Entries Only

If you used a backup copy, removed accountant restrictions, or have an Apple computer you cannot import accountant changes but in some circumstances your accountant may be able to give you journal entries to import into your file instead of manually typing them.

Windows:

1. Backup your QuickBooks file
2. Download and save the journal entry file (**QBJ file**) your accountant sent you.
3. Open your company file in QuickBooks Desktop.
4. Go to the **File** menu, select **Utilities** then **Import**.
5. Select **General Journal Entries**.
6. Find and select the QBJ file you saved.
7. On the Add General Journal Entries window, you'll see all the journal entries your accountant sent. Leave all journal entries selected.
8. Select **Add GJEs**, then **OK**.
9. When complete, run the **trial balance report** and ensure each account agrees to the accountants trial balance.

Apple / Mac

1. Download and save the journal entry file (**QBJ file**) your accountant sent you.
2. Open your company file in QuickBooks for Mac.
3. Go to **File**, then **Import**.
4. Select **General Journal Entries**.
5. Find and select the QBJ file you saved, then select **Open**.
6. Click **Select All** , then **Import**.
7. Select **OK** to back up your company file.
8. When complete, run the **trial balance report** and ensure each account agrees to the accountants trial balance.

Option D: Manual Entry

If you used a backup copy, removed accountant restrictions, or have an Apple computer you cannot import accountant changes.

1. Your accountant will give you a list of journal entries and other changes you must manually input into your file.
2. When complete, run the **trial balance report** and ensure each account agrees to the accountants trial balance.