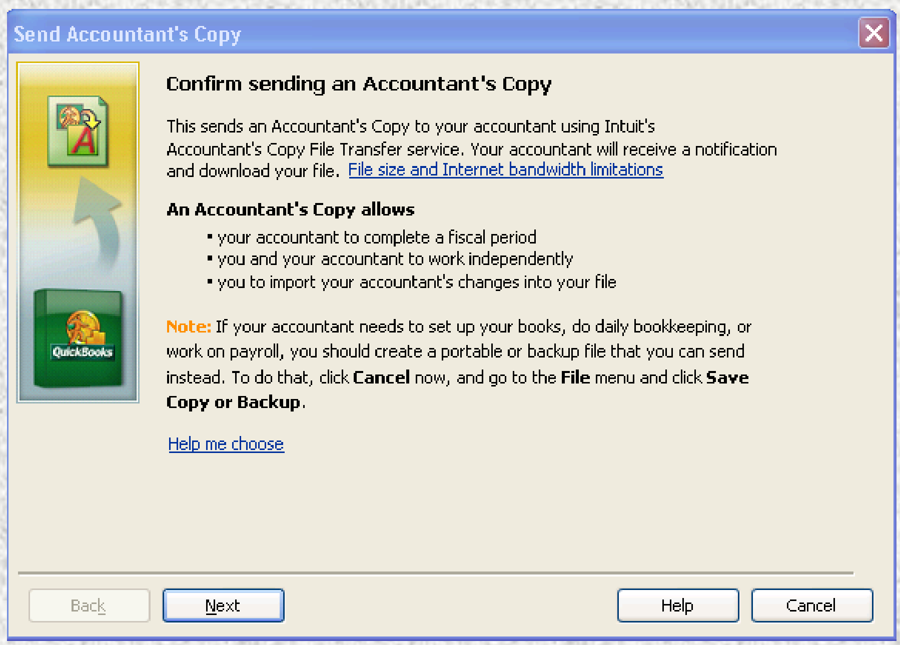
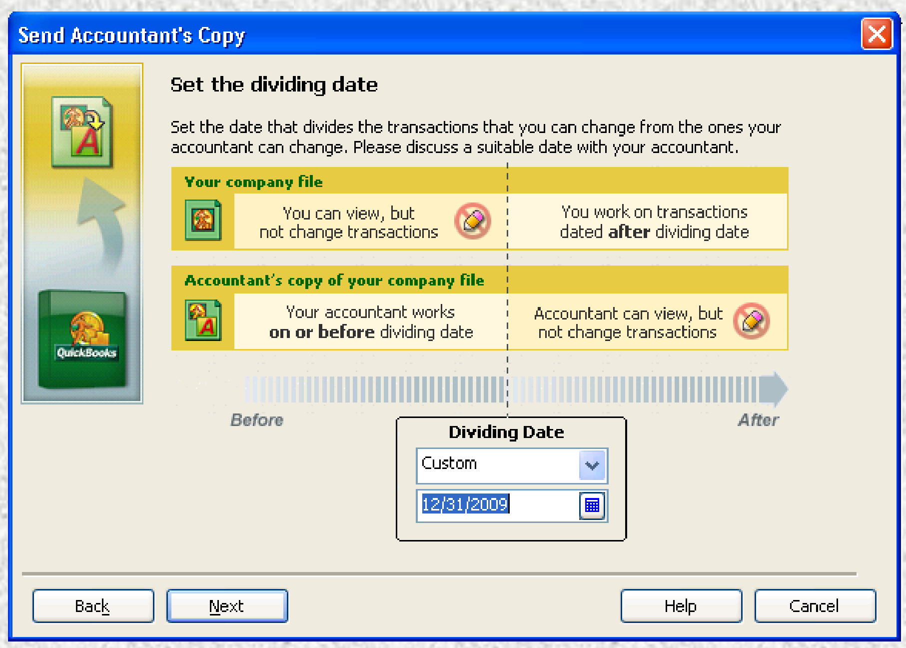
Sending an Accountants Copy of the QuickBooks ledger to accountant

(for QuickBooks 2008 and forward)

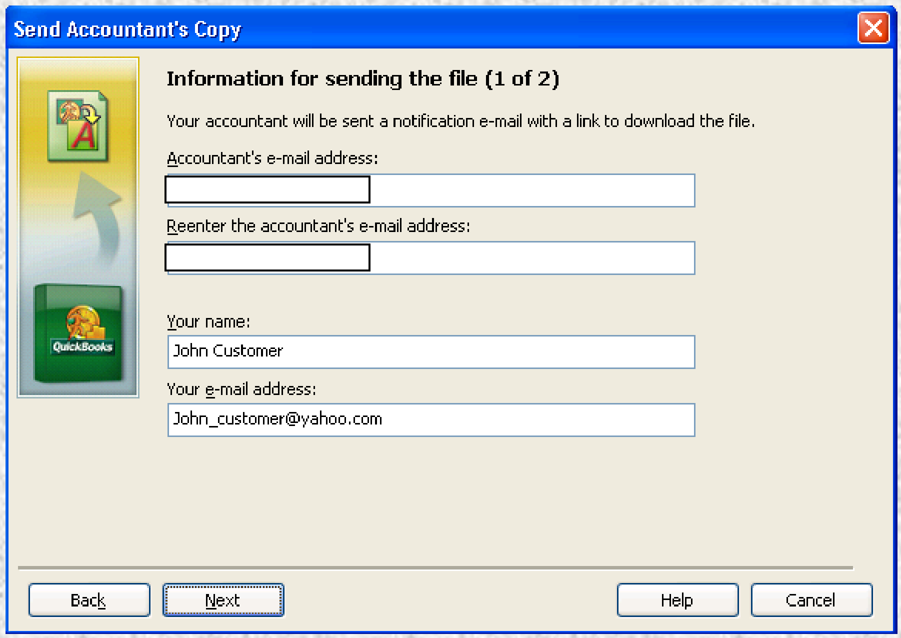
On the menu bar, click on “File” then click on “Accountant’s Copy” then “Client Activities” then “Send to Accountant…”. The window shown below will open.



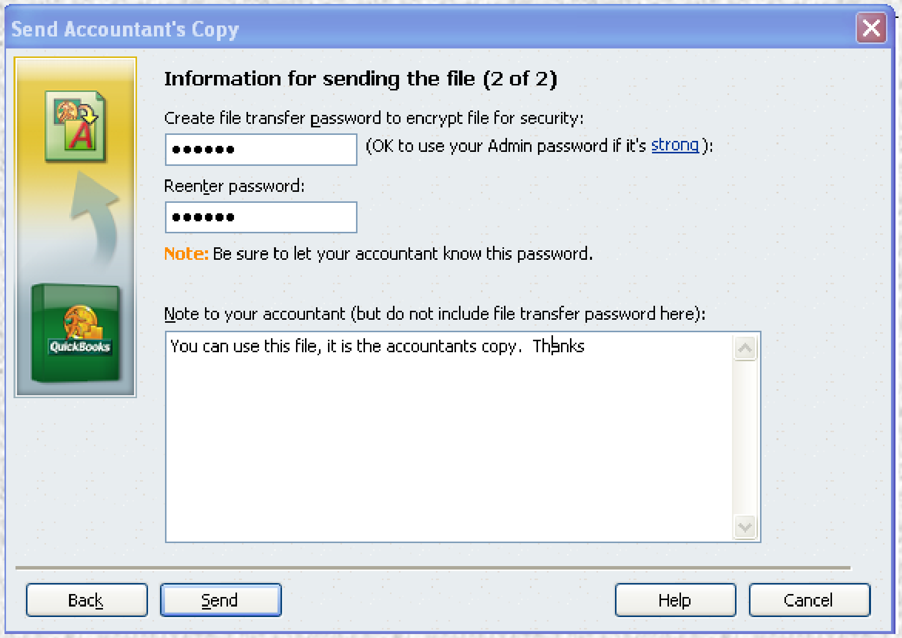
Click the “Next” button and the following window will open. Enter a dividing date. Click the down arrow in the first window then select “Custom”. Then open the calendar and choose the last day and month for the tax year. Click “Next” when done.



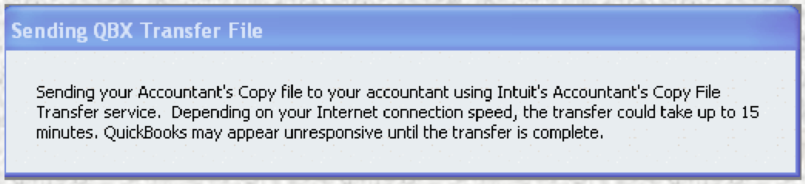
In the next window the client enters the person's email address to whom they are sending the file.   Then they enter their name and their email address. Once the information is entered they can press the "Next" button.



At the next window, they enter a file password.   (The client needs to write this password down, they need to email it to us. They must write it as it was entered, if capital letters are used, we need to know this.) The client can type a note in the box below on this screen. Click on the "Send" button when done.



The following screen will appear for a brief period. The time the screen shows depends on the file size.



Once the file has been sent this window will appear, you can click the “Ok” button to finish this process. Once completed, the client must email us the file password that they entered in the prior window.