



## Creating a QuickBooks Accountant's Copy

**QuickBooks Accountant's Copy file:** a version of your company file that allows your accountant to make changes to the file while you continue to work in the books.

**NOTE: IT IS IMPERATIVE THAT WHILE WE HAVE YOUR ACCOUNTANT'S COPY THAT YOU DO NOT REMOVE RESTRICTIONS UNLESS WE ASK YOU TO DO SO. IF YOU DO, YOU WILL HAVE TO ENTER ALL OF OUR CHANGES MANUALLY.**

There are 2 different ways to send us your Accountant's Copy, through QuickBooks, or through our secure portal.

### **Creating an Accountant's Copy and sending it using the QuickBooks File Transfer Service:**

1. Open your QuickBooks file, go to the File menu and click "Send company file/accountant's copy/ and send to accountant.
2. You will need to set the dividing date. For a calendar year income tax return, the dividing date should be January 1 of the following year. The accountant will coordinate with you if there should be a different dividing date. Enter in the dividing date and click Next.
3. Enter the accountant's email address, and then reenter the e-mail to confirm that it is correct. Fill in your name and email address and then click Next.
4. A file transfer password will need to be created so that the file is sent securely. You will be asked to enter this password twice.
5. Press the Send button and the file will be sent to the accountant's mail.
6. Email or call us with the file transfer password so that we are able to upload the file.

### **Creating and Accountant's Copy and Sending it Using our secure portal:**

1. Open your QuickBooks file, go to the File menu and click on Accountant's Copy. Select Save File, Accountant's Copy, and then click Next.
2. You will need to set the dividing date. For a calendar year income tax return, the dividing date should be January 1 of the following year. The accountant will coordinate with you if there should be a different dividing date. Enter in the dividing date and click Next.
3. Select the location on your computer where you would like to save the file and click Save. Make sure it is in a spot where you will be able to find it.
4. The easiest way to upload your file is to access **our secure portal** through our website [www.kevinshawcpa.com](http://www.kevinshawcpa.com) by clicking on Client Dropbox. If you have recently received an email from a staff member at Shaw & Associates, you will also find the **secure portal** link in their email signature where it says "Send me Documents Securely, Click Here". Once you are at the **secure portal** screen, select SJ Meyer as the recipient and then click on the "Attach File" link to upload your file. Click on the "Browse" tab to select the QuickBooks file from your computer. Enter in your email address, first and last name and then click on the "Send Files" tab. Once your file uploads, a green "Upload Successful" message will appear and SJ will automatically be notified that your file has been uploaded.