

Create an Accountant's Copy

There are two ways to get an Accountant's Copy to your accountant. You can create a file to put on a USB or online hosting service. Or you can use the Accountant's Copy File Transfer Service to send a file through the web.

Create a file you can put on a USB

1. Go to the **File** menu and hover over **Send Company File**.
2. Hover over **Accountant's Copy** and then hover over **Client Activities**.
3. Select **Save File** and then **Next**.
4. Select **Accountant's Copy** and then **Next**.
5. Enter the dividing date. Then select **Next**.

You now have an Accountant's Copy. It has a .qbx extension at the end of the filename. You can put the file on a USB and give it your accountant, attach it to an email, or share it through a cloud service like Box.

Send a file through the Accountant's Copy File Service

1. Go to the **File** menu and hover over **Send Company File**.
2. Hover over **Accountant's Copy** and hover over **Client Activities**.
3. Select **Send to Accountant** and then **Next**.
4. Select **Accountant's Copy** and then **Next**.
5. Enter the dividing date. Then select **Next**.
6. Enter your and your accountant's email addresses.
7. Create a file password for the file. Your accountant needs this to open it.
8. When you're ready, select **Send**.

QuickBooks closes all open windows and sends the file. Keep in mind, your accountant has two weeks to download the Accountant's Copy you sent.