Step 1: Import your accountant's changes

1. If you haven't already, [back up your company file](#) so you have a save point.
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.

If your accountant [used the Accountant's Copy File Transfer Service](#), select **Import Accountant's Changes from Web**. Follow the onscreen steps to import their changes.

Step 2: Review your accountant's changes

QuickBooks adds your accountant's changes automatically. Check to make sure their changes don't conflict with any work you've done recently. If you have questions, talk to your accountant before moving on.

1. When you're ready to import their changes, select **Incorporate Accountant's Changes**. If you don't want to import their changes, select **Close**.
2. Select **OK** to confirm the changes and close any open windows.
3. Then select **OK** and **Close** again. QuickBooks will create another back up of your company file.

You may also want to [update the closing date and password](#) based on your accountant's changes.

To review these changes later on, open the folder that holds your company file. There will be a PDF that lists everything the import updated.