How to create an accountant's copy of QuickBooks

1. If you are saving the file to a flash drive, make sure it is plugged in to the computer. If you are sending via the portal and are not using a flash drive, save it to your "Desktop" to make it easy to find.
2. With your QuickBooks company file open, close out of all open screens, until all you see is a blank screen with the menu bars at the top.
3. Click on "File" in the top left-hand corner.
4. Click on "Create Copy"
5. Click on circle in front of "Accountant's Copy" – Click "Next".
6. On the "Confirm Accountant's Copy" screen, make sure circle is filled in in front of "Accountant's Copy" and Click "Next"
7. On the "Set dividing date" screen, enter a date that you want to be able to still work on transactions. You will need to select "Custom" from the drop-down menu to enter your own date. Usually for a year-end file, we ask that you set this date for the 1st day of the month following your year end. For example, if your year end is 12/31/18, set the closing date as 1/1/19. – Click "Next"
8. On the "Save Accountant's Copy" screen, there is a box next to "Save in" at the top of the screen. Click the down arrow to select the location of where the file should be saved to
    a. If you are saving:
        i. to a flash drive, look for the drive associated with that – should be coded as something between a "F:" and "J:" drive depending on how your computer is set up and click on that letter.
        ii. To send via the portal, click on "Desktop" – you may need to scroll up on the list to see this.
    b. You should see on the bottom, your company file name appears in the "File Name" box along with the version of QuickBooks you are using and the date and time. Please leave this as is.
    c. Please also leave the "Save as type" box listed as "QuickBooks Accountant's Copy Transfer File"
9. Click "Save" once the letter for the flash drive or word "Desktop" appears in the box
10. A message should appear saying "Creating Accountant's Copy"
11. When it is all done (with no errors), you should see a screen come up that says "You have successfully created an Accountant's Copy file". – Click "Ok" to close.

If you are sending the Accountant's Copy file via DBC's portal:

1. Open your web browser and go to DBC's website, dbccpa.com
2. Click on "Client Portal" (Listed in top menu bar of website). This will show you two options for the NetClient CS client portal system: Register or Sign In
    a. To register:
        1. Contact your DBC representative to request access
        2. After the access request has been submitted, you will receive an email from register@netclientcs.com with a link to complete the registration process.
        3. You will be required to create a username and password to use when you want to access the portal.
    b. To sign in, enter the login and password you created when the account was set up.
3. Once logged in, click the "File Exchange" button on the left-hand side of the screen. This will display a "File Uploads" folder in the main area of your screen
4. Click on the "File Uploads" folder
5. Click on "Upload"
6. You can drag and drop the file into the window that appears of click "Add files" to browse for a file on your computer. Do this by, clicking on the drive where you saved the file (Desktop or one of the flash drives).
7. You should see the file you created appear in the box that comes up. It should have a green Quickbooks icon in front of the filename and you should see the words "Accountant Transfer File" and the QuickBooks version, date and time you made it in parenthesis after the company name. Click on this file to highlight the name of the file then click "Start Upload"
8. The screen will show the progression of your file as it is uploaded and when it is finished.

If you are sending the Accountant's Copy file via email:

1. Open your email program
2. Enter email address of person you want to send the file to
3. Click on "Attach File"
4. To browse for a file on your computer, click on the drive where you saved the file (Desktop or one of the flash drives).
5. You should see the file you created appear in the box that comes up. It should have a green Quickbooks icon in front of the filename and you should see the words "Accountant Transfer File" and the QuickBooks version, date and time you made it in parenthesis after the company name. Click on this file to highlight the name of the file.
6. Click "Insert" or "Ok" to select the file (depends on your email program).
7. If you have a user name different than Admin or a password on the file, please include it in the body of the email or in a follow up email.
8. Send the email.