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## **Directions on how to create an accountants copy from QB Desktop**

### **To create an accountant's copy 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.

### **To create an accountant's copy you can send 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.