

Chapter 1

Accountant's Review

The **Accountant's Review** feature allows accountants to work on a special copy of the data file while the client continues to add data to their copy of the data.

The Accountant's Review feature is convenient because it does not require the client to stop adding data to their file while the accountant is in possession of the file. However, it may be necessary to work with the actual data file in order to make many of the necessary adjustments at tax time.

If the Accountant Must Modify Transactions

If the accountant needs to modify transactions or add new transactions (other than journal entries) in a client's file, the accountant must work with a **complete backup** of the data file. The Accountant's Review Copy will not be sufficient.

The accountant must work directly on the client's file to fix many common errors such as bank reconciliation errors, data entry errors, and payroll adjustments.

Warning - During the time the accountant is making changes to a **complete backup** copy of the client's data file, the client cannot add transactions to their copy of the file.

The accountant can do all of the following data entry in the file.

Allowable Data Entry by Accountant

- ⇒ Add journal entries
- ⇒ Memorize journal entries
- ⇒ Edit existing Payroll Items
- ⇒ Adjust Inventory counts or values
- ⇒ Adjust W-2's, 941s or 940s to print them, but changes won't export to the client's file
- ⇒ Add new Items, Accounts, Payroll Items
- ⇒ Edit Account Names or Items

The accountant cannot enter any of the following data entry.

Disallowed Data Entry by Accountant

- ⇒ Delete items from *any* list
- ⇒ Edit or Delete *any* transaction
- ⇒ Enter or Edit *any* YTD Payroll setup transactions
- ⇒ Memorize reports
- ⇒ Reorganize any list

When the accountant finishes making adjustments in the Accountant's Review copy, the accountant can export their adjustments to a file that can be imported into the client's file.

Creating the Accountant's Review Copy

To create an Accountant's Review Copy, start on the client's computer running QuickBooks with the client's company file open.

- Step 1. Select the **File** menu, then select **Accountant's Review**, and then select **Create Accountant's Copy**.
- Step 2. Select the floppy drive (drive A in this case) from the Save in menu and click OK.

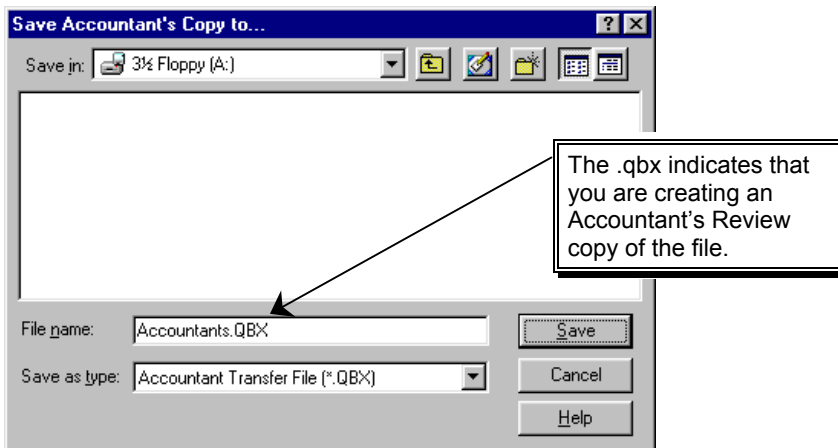


Figure 1-1 Save the Accountant's Review copy to the Floppy drive.

This creates a file on the floppy called *Accountants.qbx*. The Accountant's Review copy has a .qbx extension.

When an Accountant's Review copy exists, QuickBooks adds the following to the top of the client's screen.

Academy Glass (Accountant's Copy Exists) - QuickBooks Pro

This means that there is a file with a .qbx extension, and the purpose of the message is to inform the user that the accountant might have some adjustments to be added into the file. Also, the fact that an accountant's copy exists means that you won't be able to perform certain functions with the file until you either cancel the accountant's copy, or import the changes from the accountant.

Working with the Accountant's Review Copy

For the accountant to work with the Accountant's Review copy, load it onto the accountant's computer.

- Step 1. From the Accountant's computer, launch the Windows Explorer and insert the floppy disk containing the Accountant's Review file.
- Step 2. Create a folder called Clients. Inside that folder create another folder named Academy Glass (or whatever the name of the client's company is).

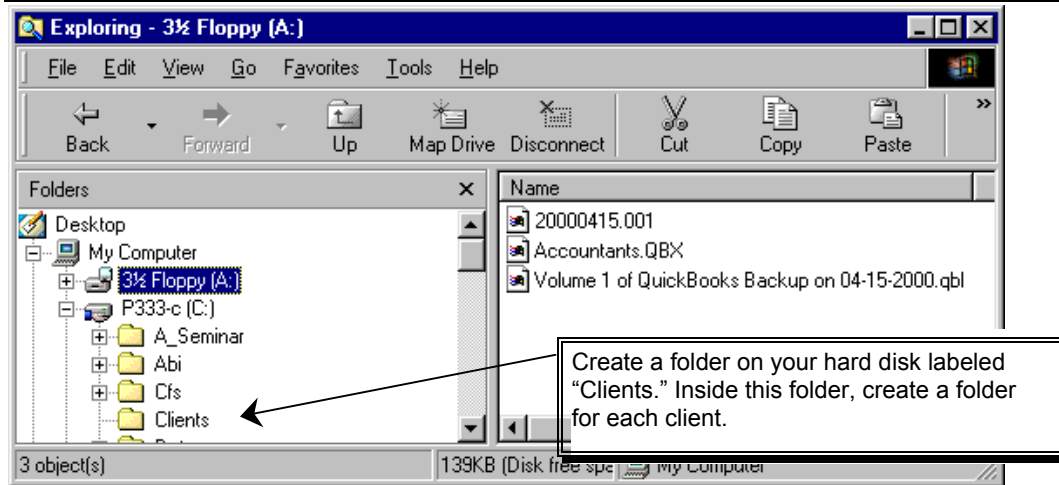


Figure 1-2 On the Accountant's computer, create a folder for each client.

Step 3. Copy the .qbx file from the floppy into the Academy Glass folder. Select the file from the floppy and drag it into the Academy Glass Folder.

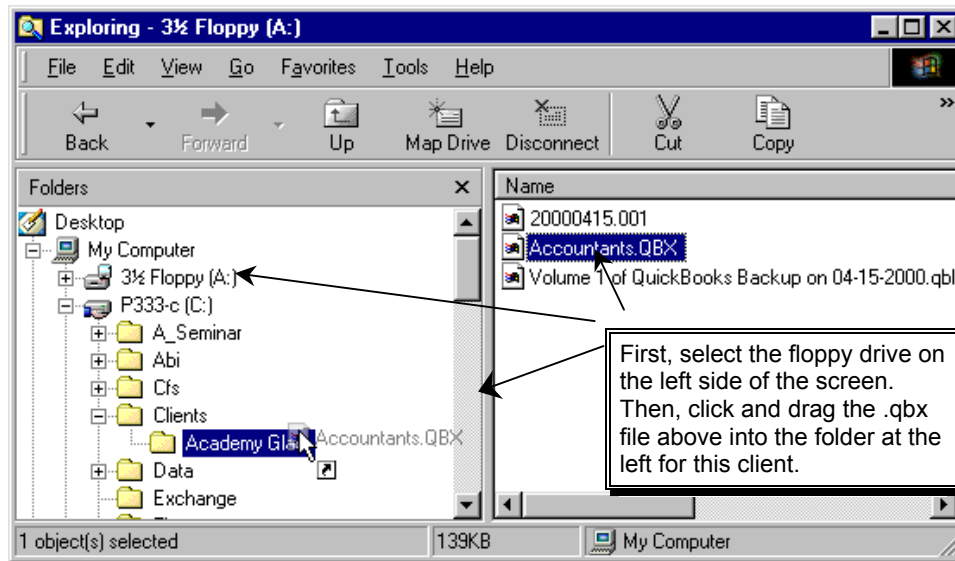


Figure 1-3 Copy the accountant's review copy to the Client's folder.

Step 4. Launch QuickBooks and select the **File** menu, then select **Accountant's Review**, and then select **Start Using Accountant's Copy**.

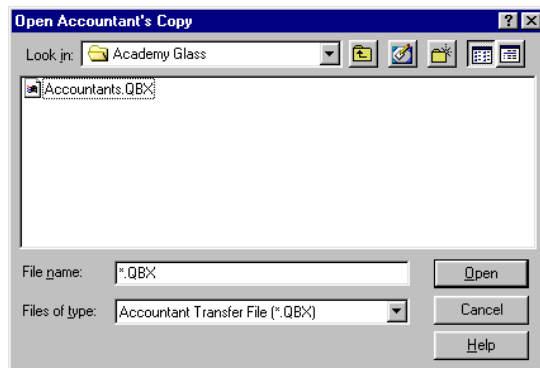


Figure 1-4 Open the Accountant's review copy from QuickBooks on the Accountant's computer.

Step 5. Select the folder that contains the .qbx file and double-click on the file to open it.

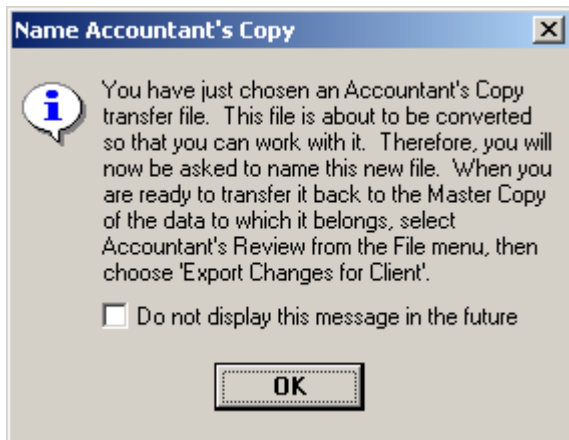


Figure 1-5 Message from QuickBooks warning you to give the file a name that you'll recognize.

Step 6. When you open the Accountant's Review copy, you must name the working copy of the file. Use the name of the client for the filename. This is the file the accountant will use to review and adjust the client's data.

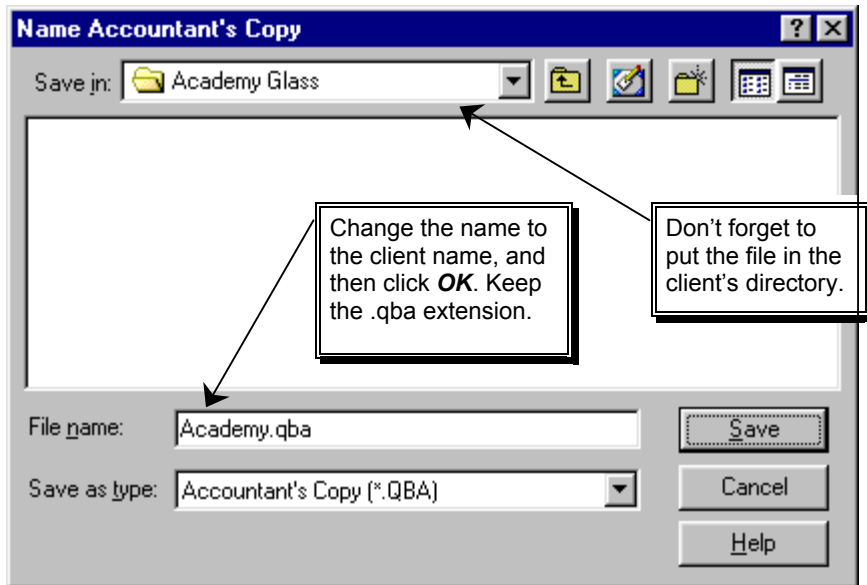


Figure 1-6 The QBA file is the actual file that you'll work on. Give it a name you'll recognize.

Now the accountant can review the data, create reports, and enter adjustments while the client continues to work on their copy. The accountant could make an adjustment for depreciation like the one below.

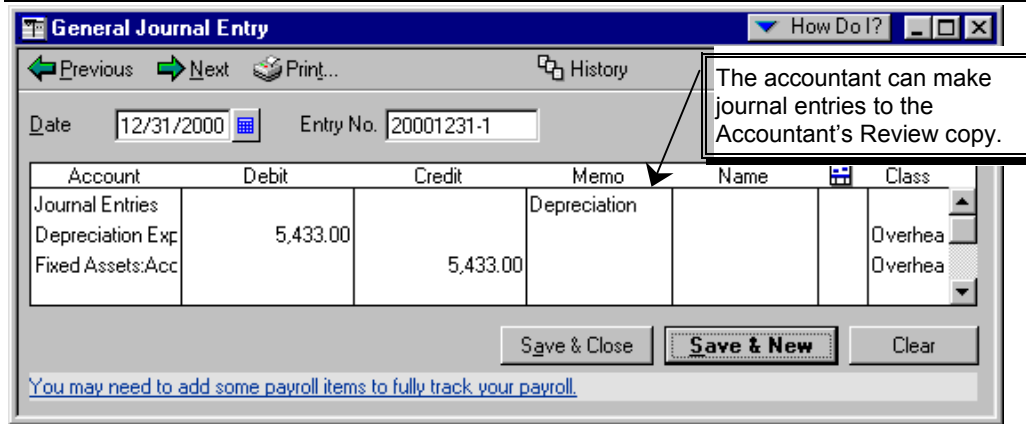


Figure 1-7 Using the Accountant's Review copy, you can only make adjustments using Journal Entries.

Step 7. To put these adjustments back into the client's file, select the **File** menu, then select **Accountant's Review**, and then select **Export Changes for Client**. The export file has an .aif extension.

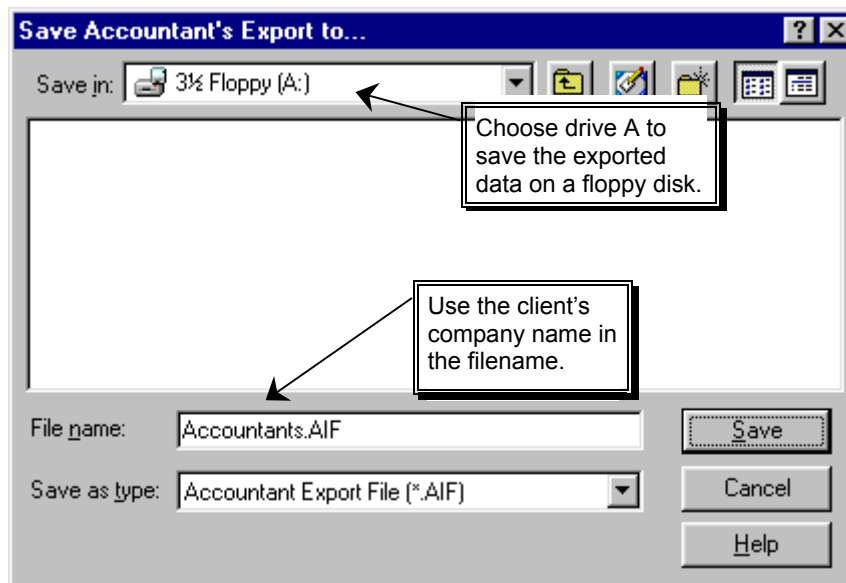


Figure 1-8 Send your adjustments back to the client. Create an Accountant's Export.

Now you're ready to import the accountant's changes into the client's file.

- Step 8. On the client's computer, launch QuickBooks and open the company file. Insert the floppy disk in the floppy drive.
- Step 9. Select the **File** menu, then select **Accountant's Review**, and then select **Import Accountant's Changes**.
- Step 10. QuickBooks requires that you backup your file before importing the accountant's changes. Backup to the hard disk if you wish.

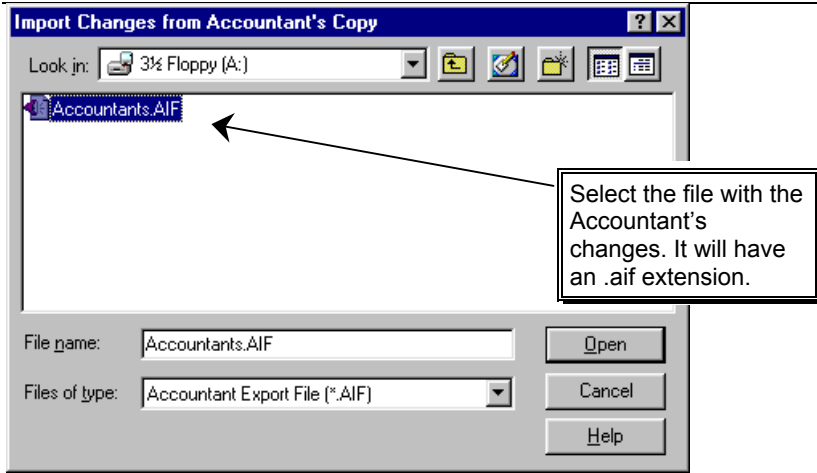


Figure 1-9 On the client's machine, "Import Changes from Accountant's Copy".

Step 11. Select drive A and choose the file with the accountant's changes. The accountant's changes will be in a file with an .aif extension.

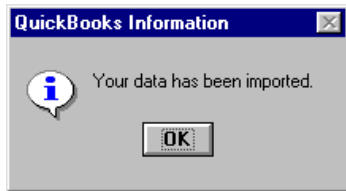


Figure 1-10 When the data has been imported, you'll see this message.