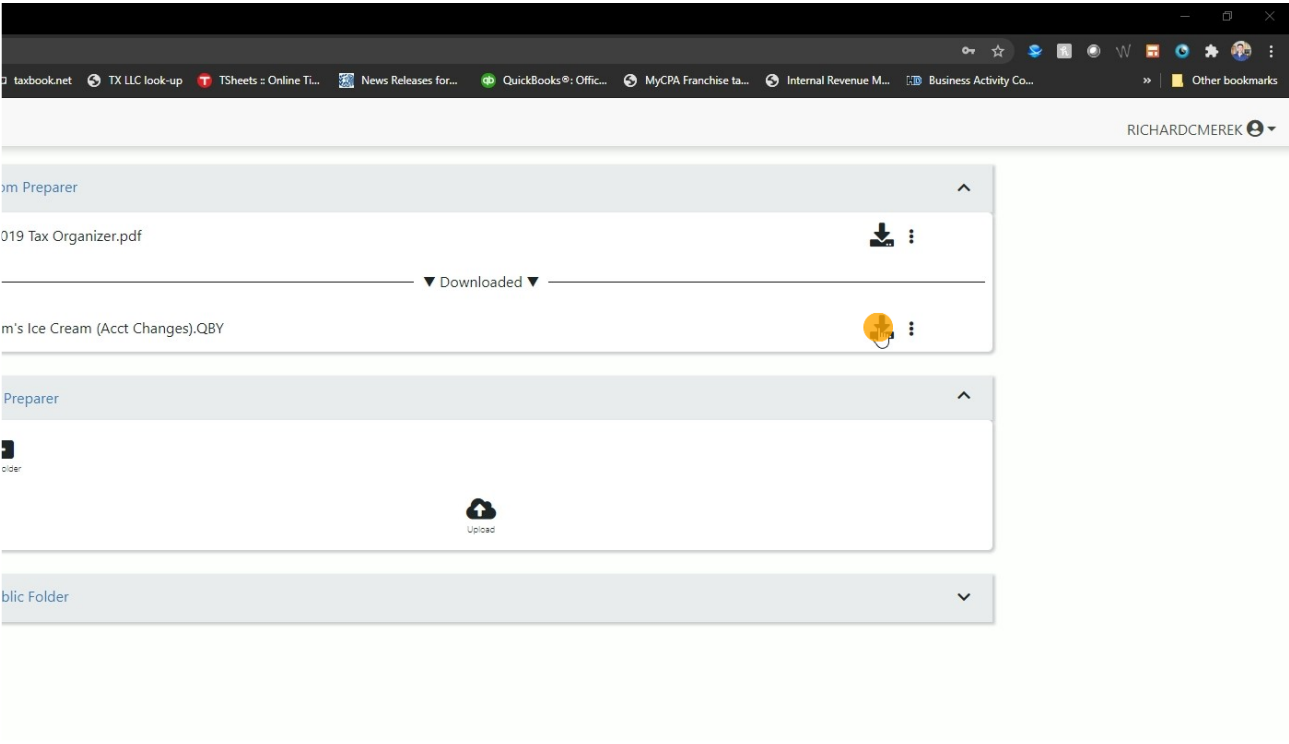


How to Import Accountant's Changes - Pearson & Cmerek, PC

By Nick Cmerek, CPA
8/3/2020

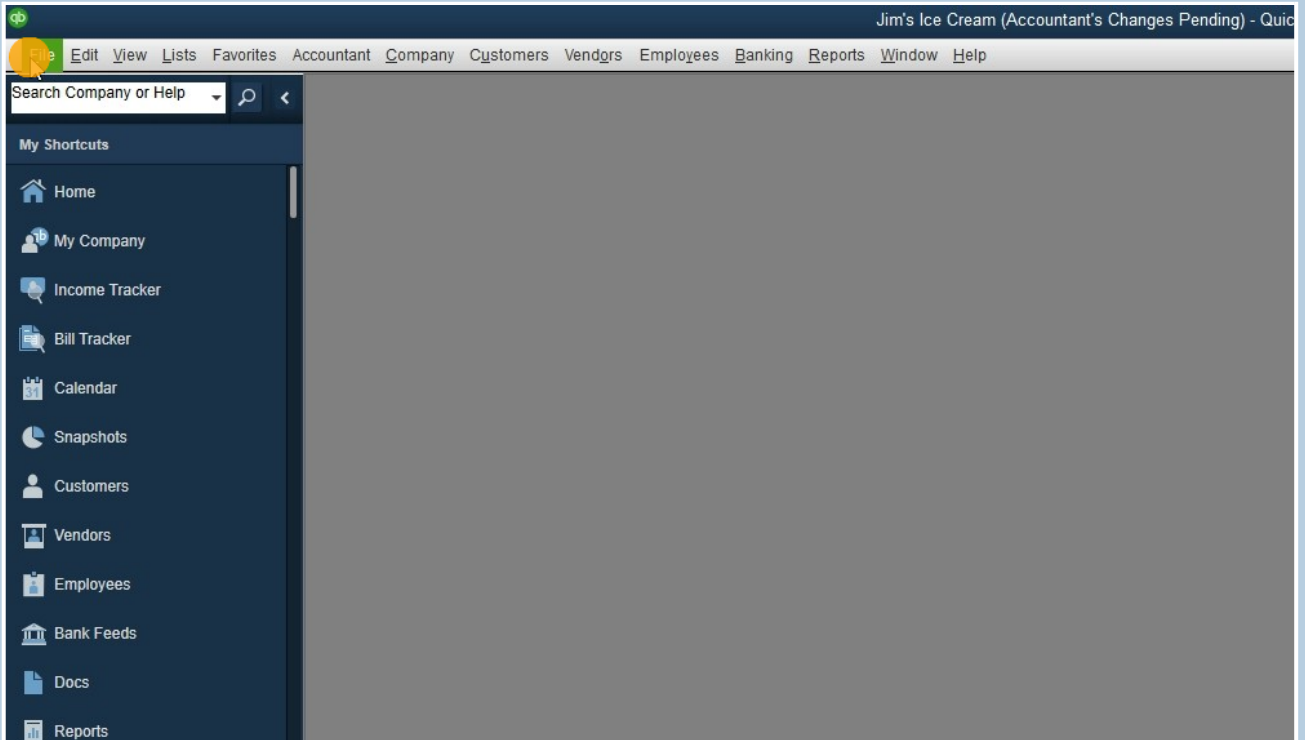
1

Click here: Download QBY File from SecureFilePro Account



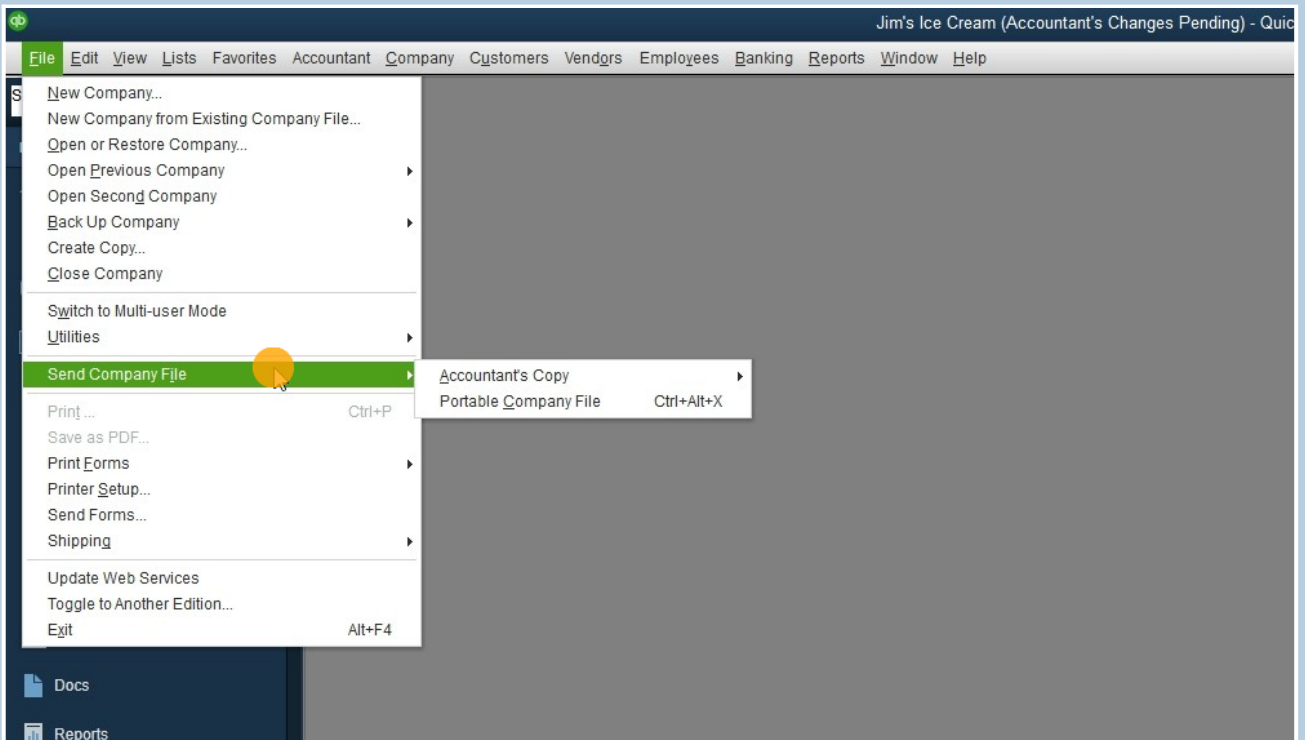
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Open QuickBooks File. Click here: File



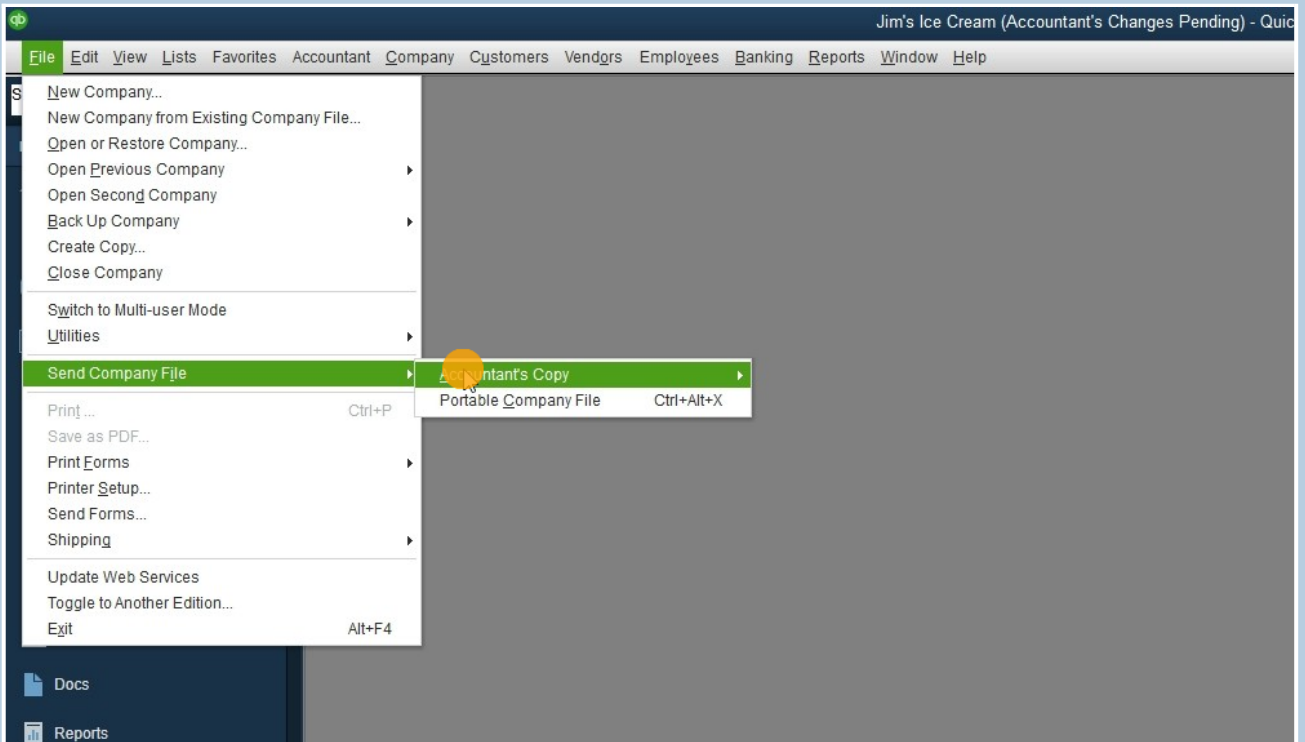
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Click here: Send Company File



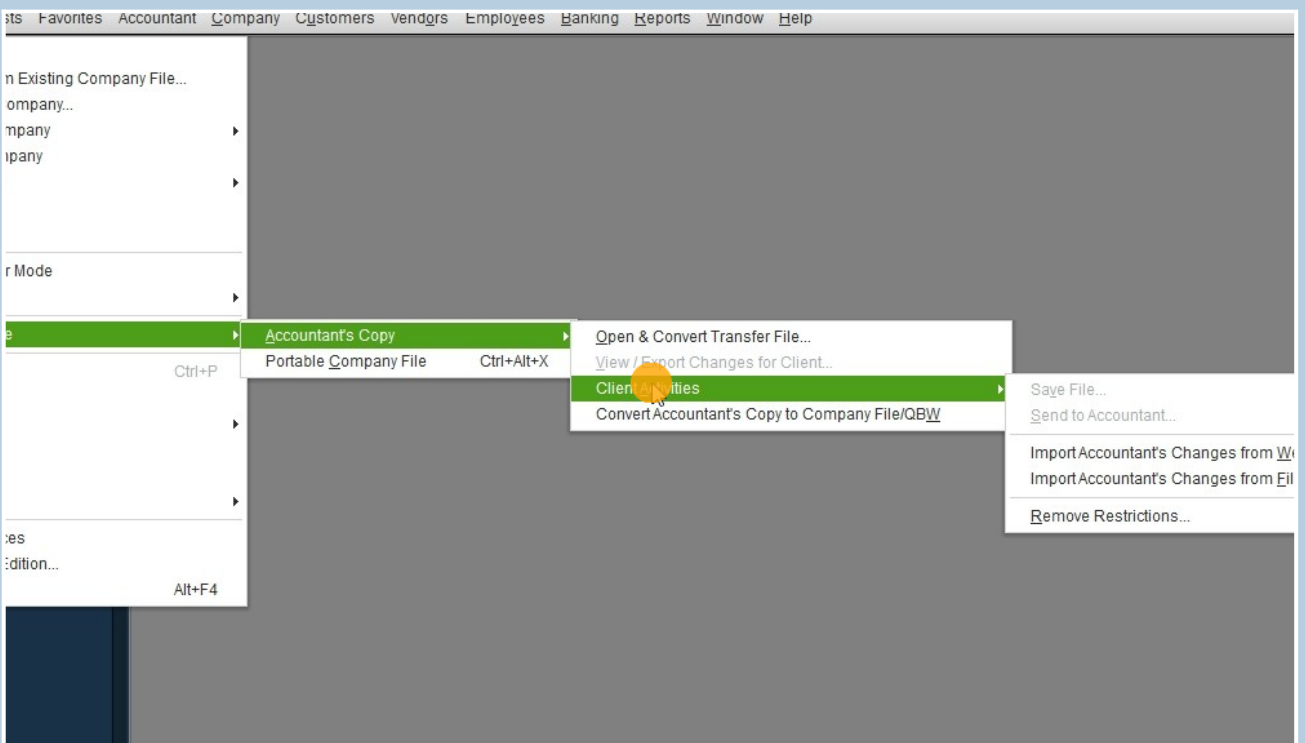
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Click here: Accountant's Copy



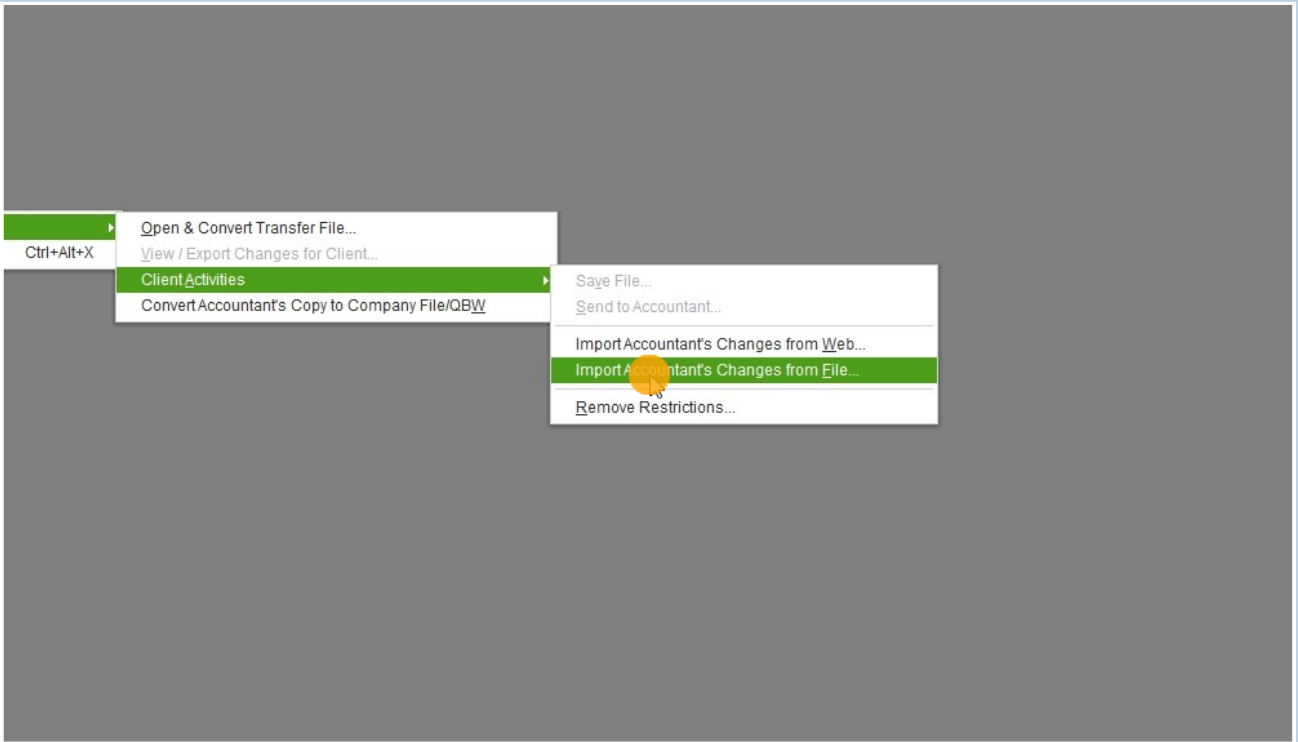
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Click here: Client Activities



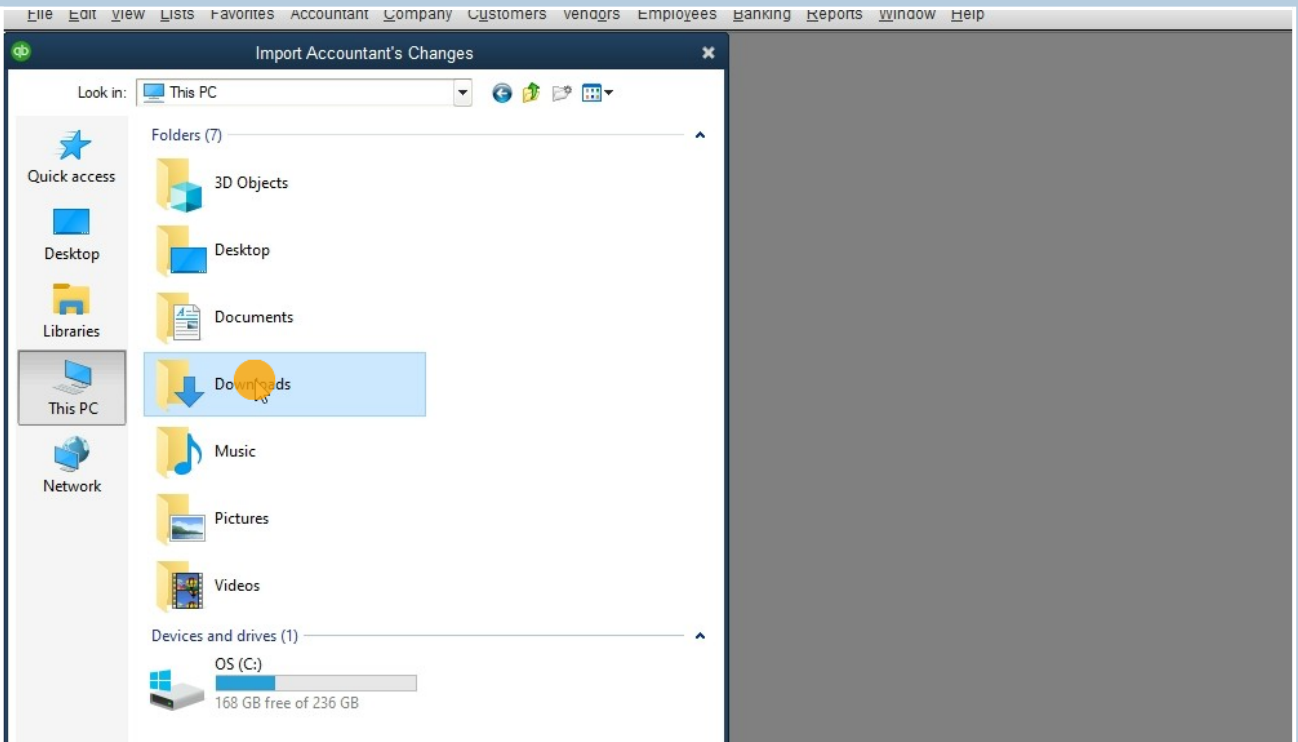
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Click here: Import Accountant's Changes from File



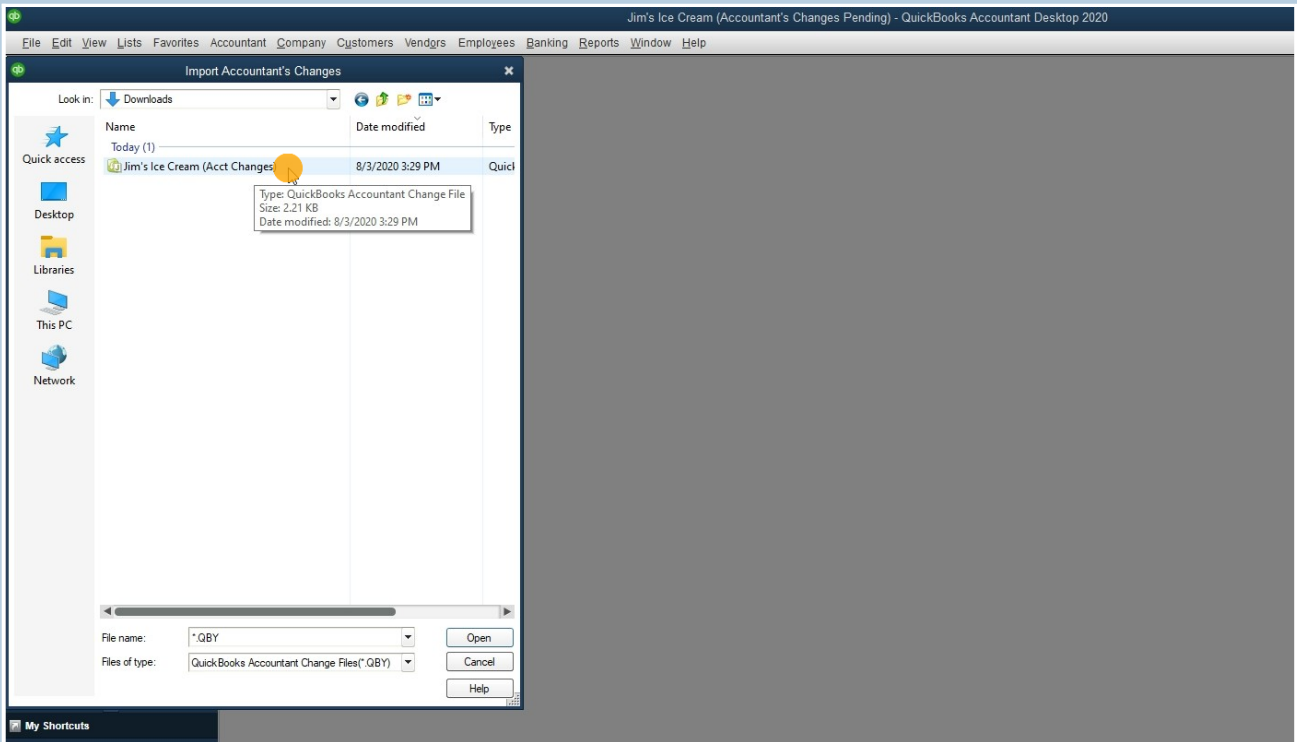
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Locate Download Folder



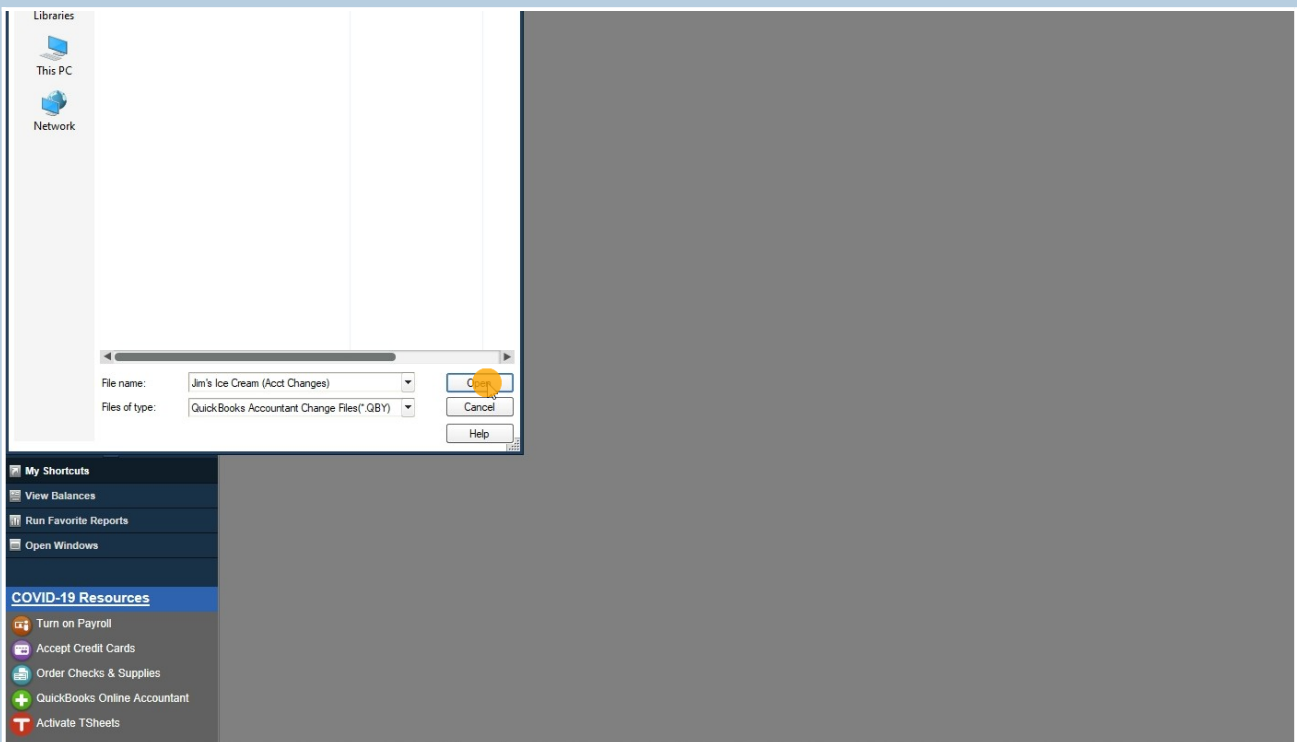
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Locate Accountant's Change File



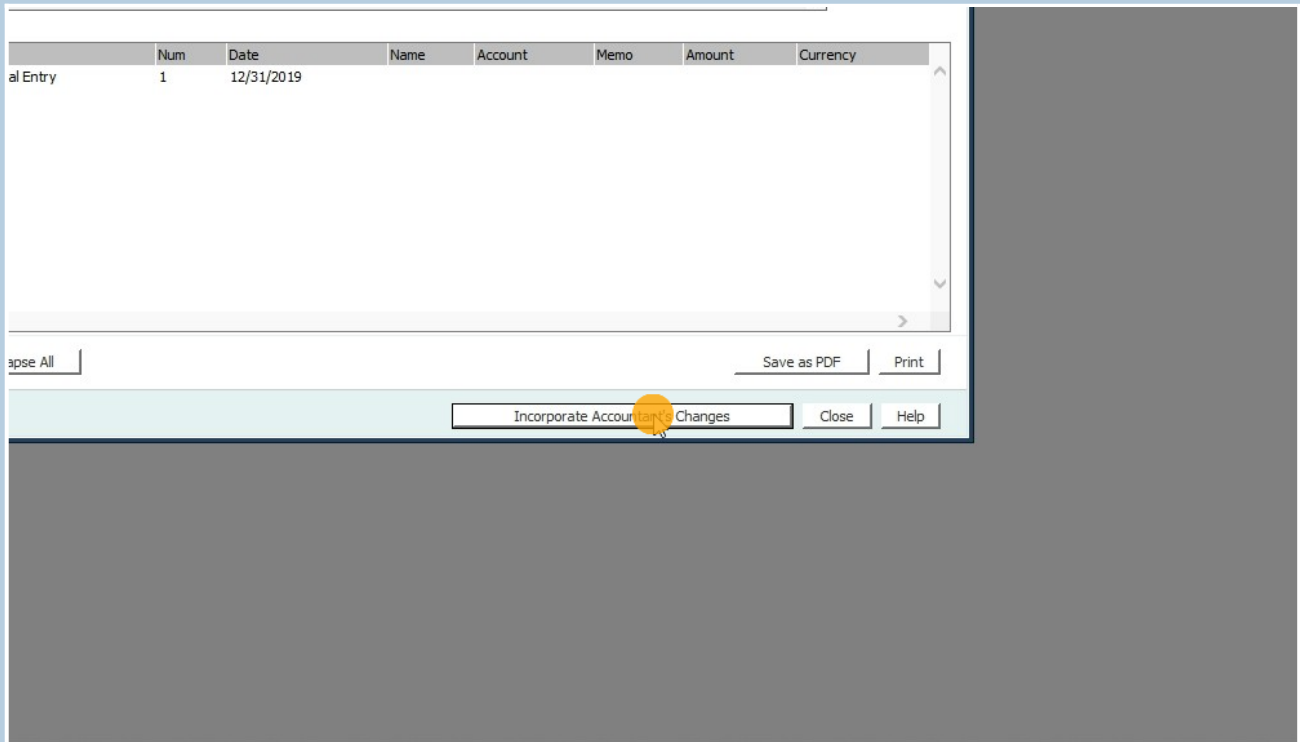
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Click here: Open



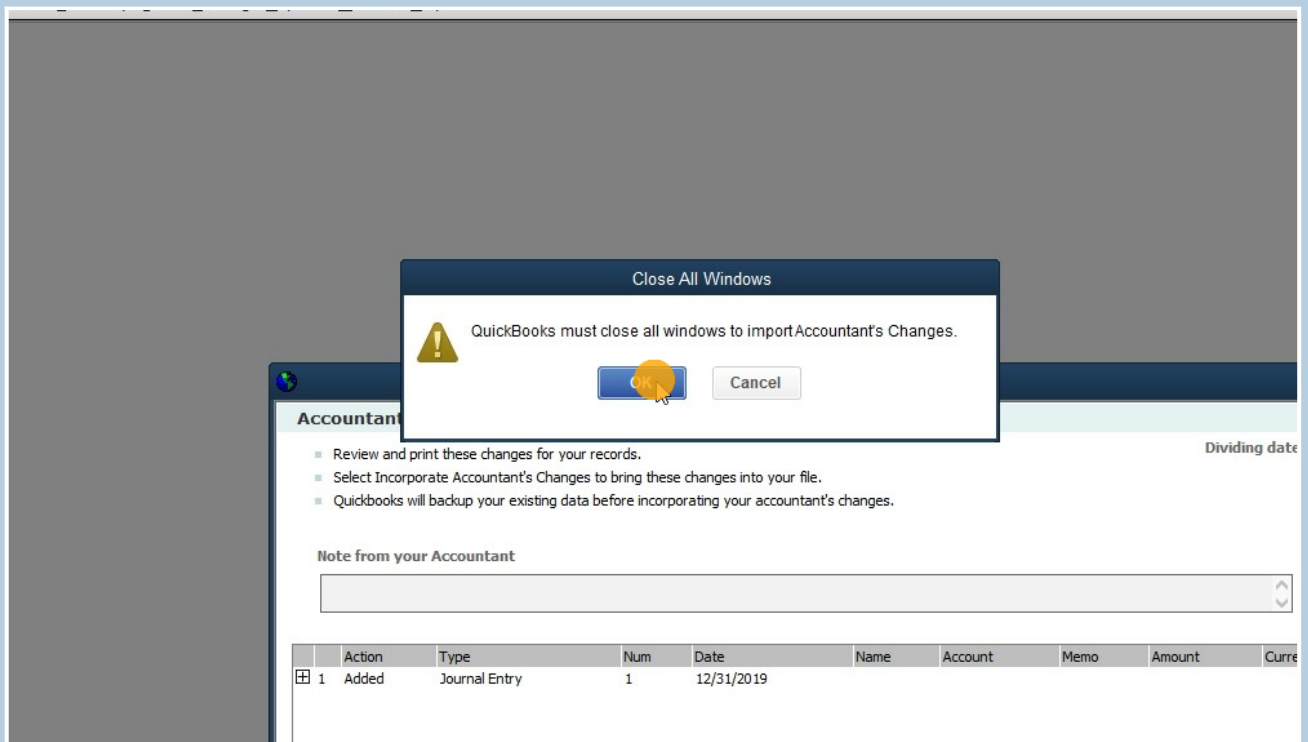
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Click here: Incorporate Accountant's Changes



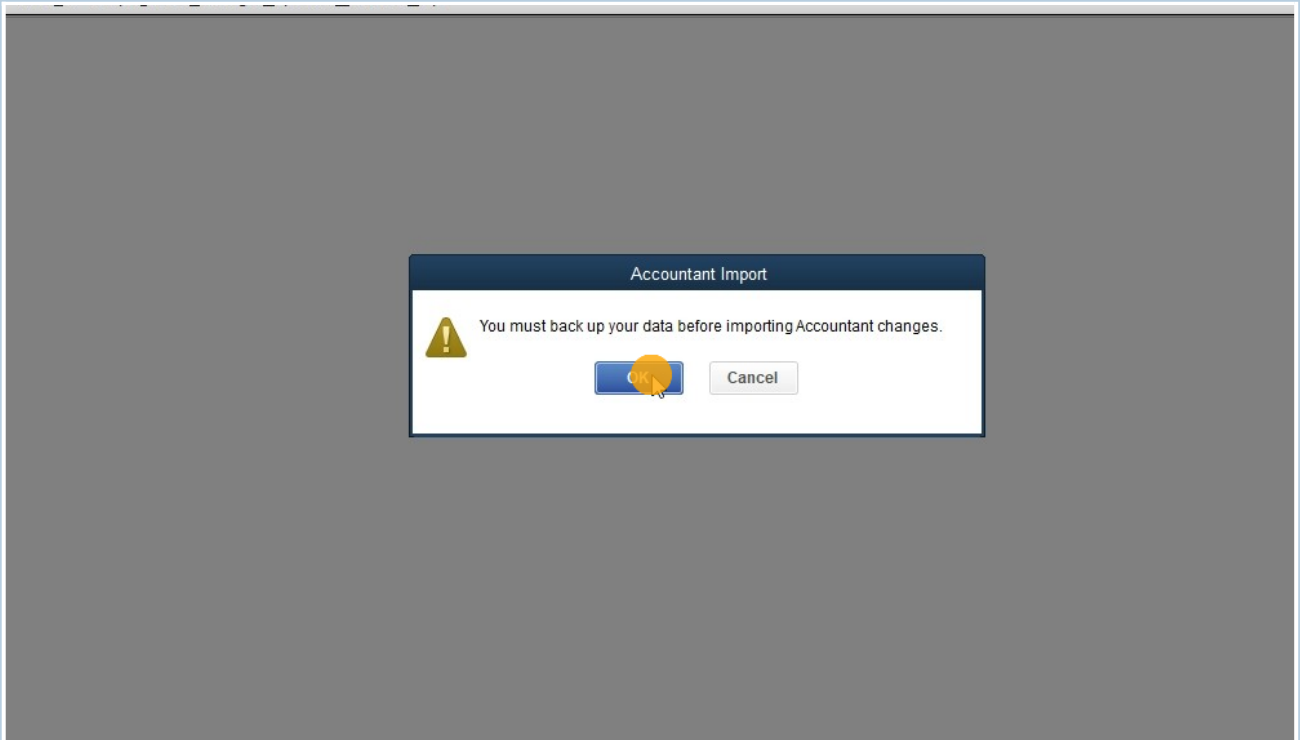
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Click here: Ok (Must close all windows notification)



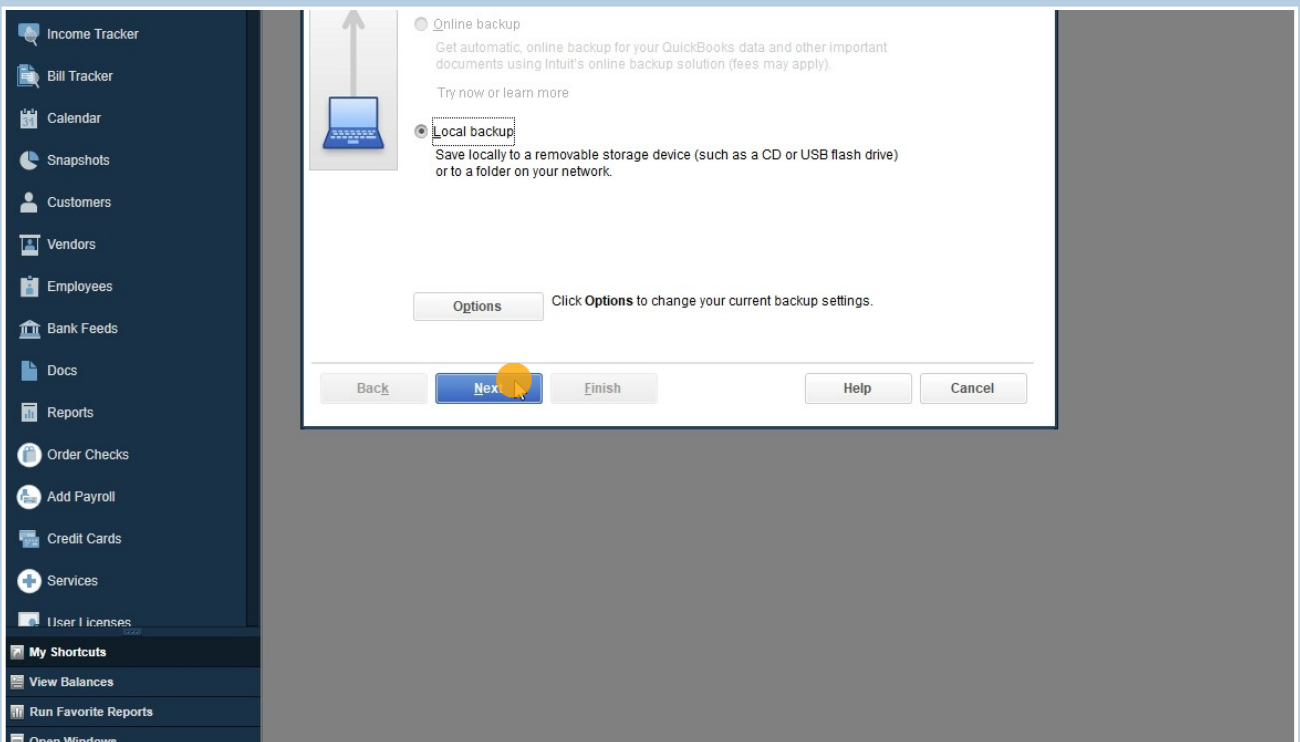
12

Click here: Ok (You must back up data before importing)



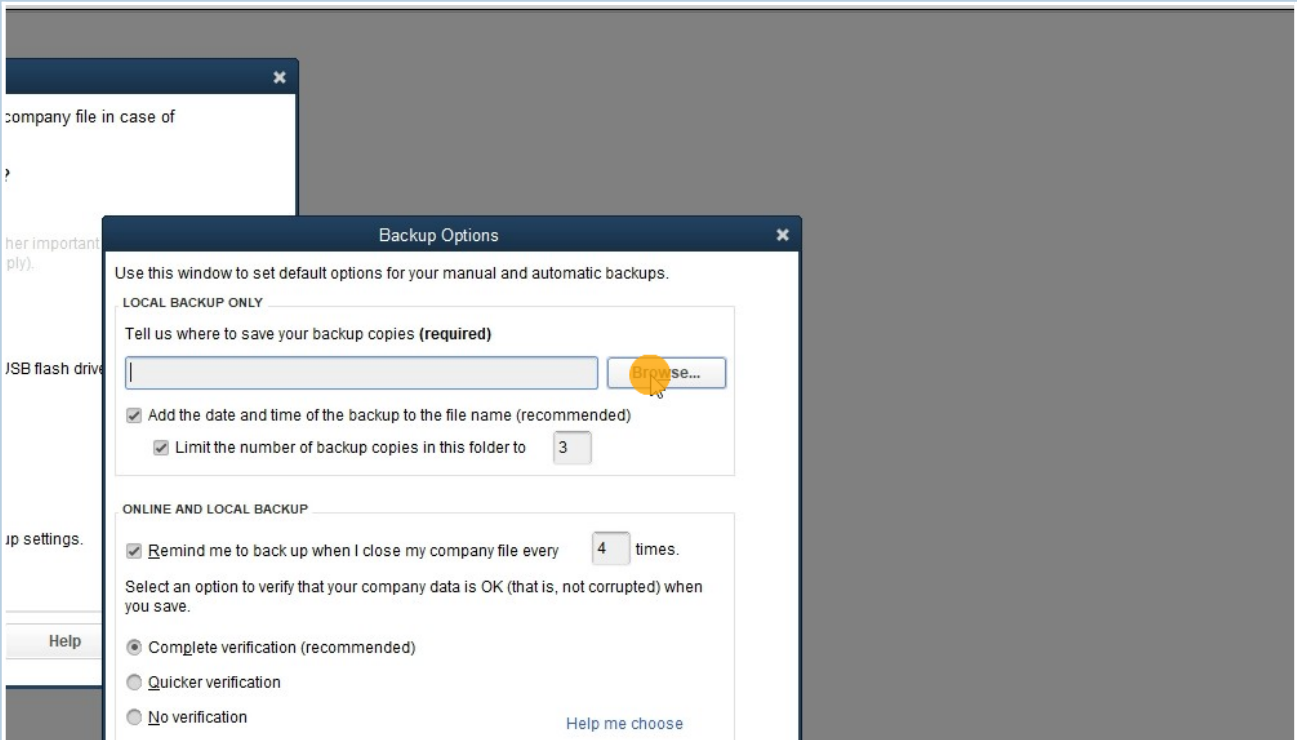
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Click here: Next



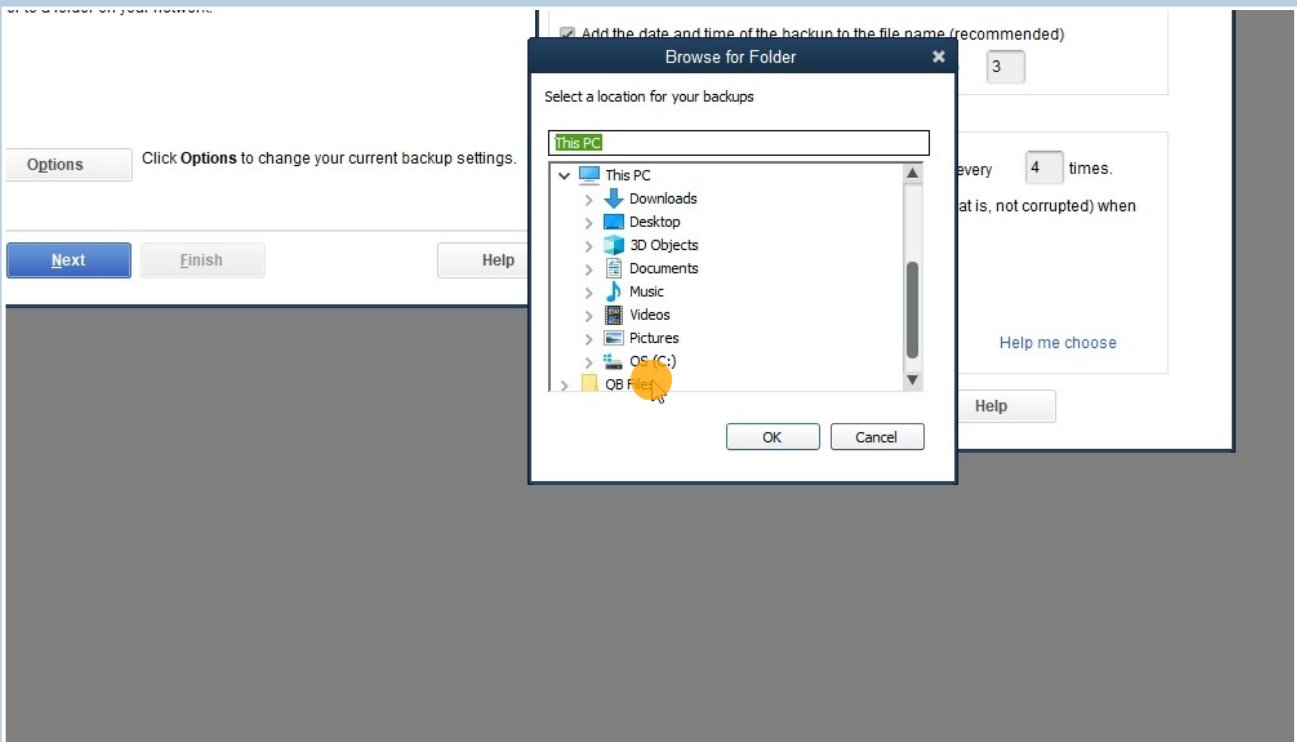
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Click here: Browse Location to Backup File



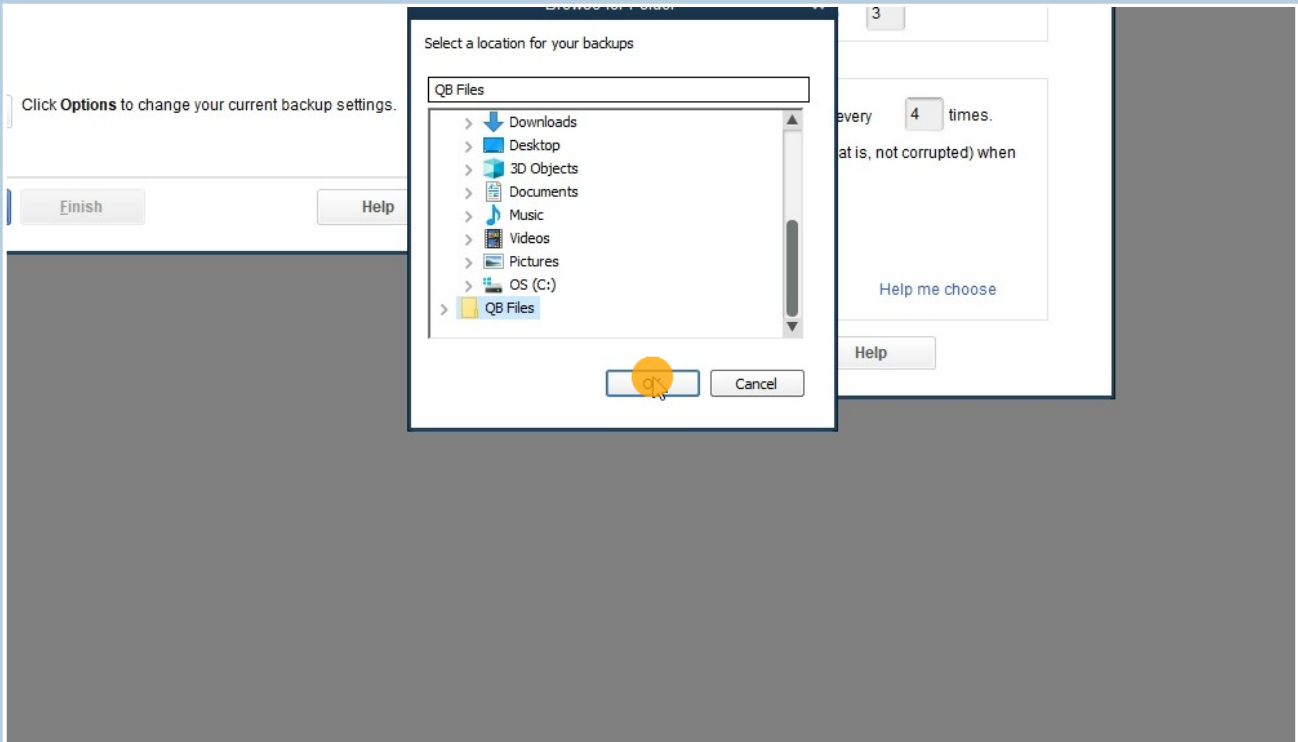
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Click here: Locate File to Backup



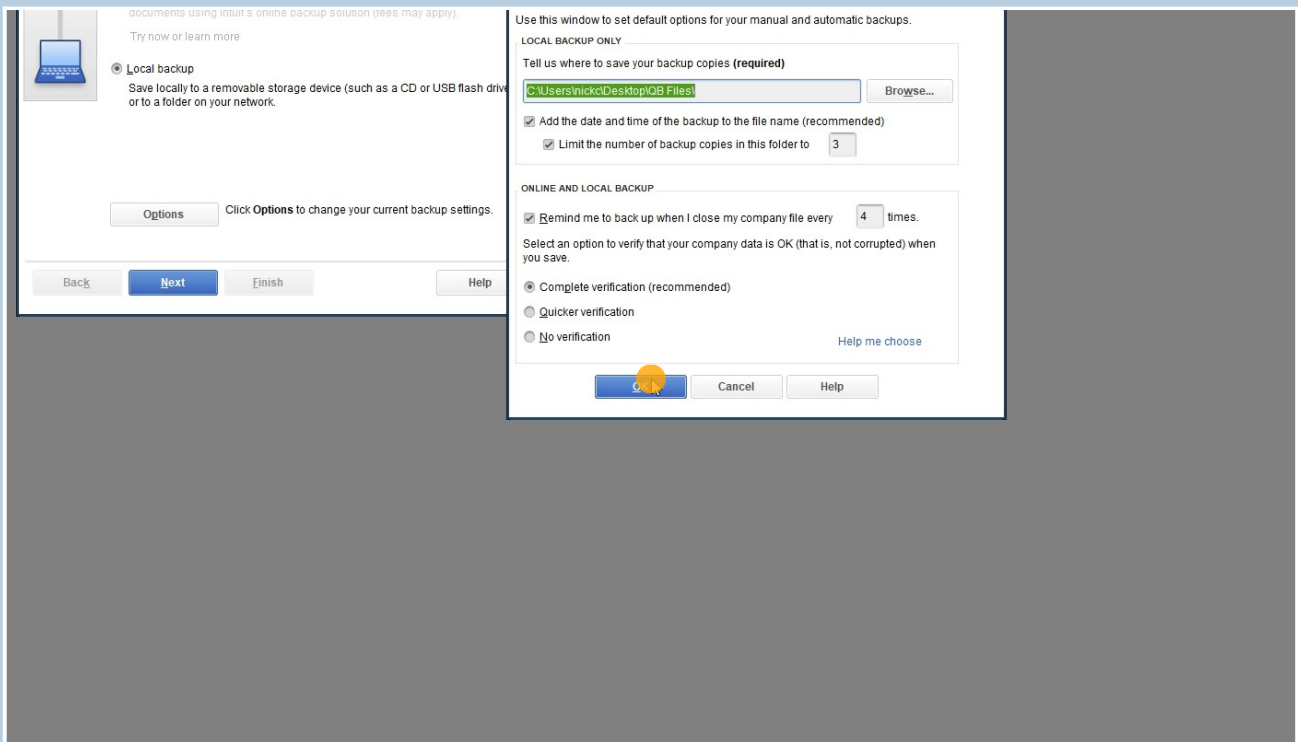
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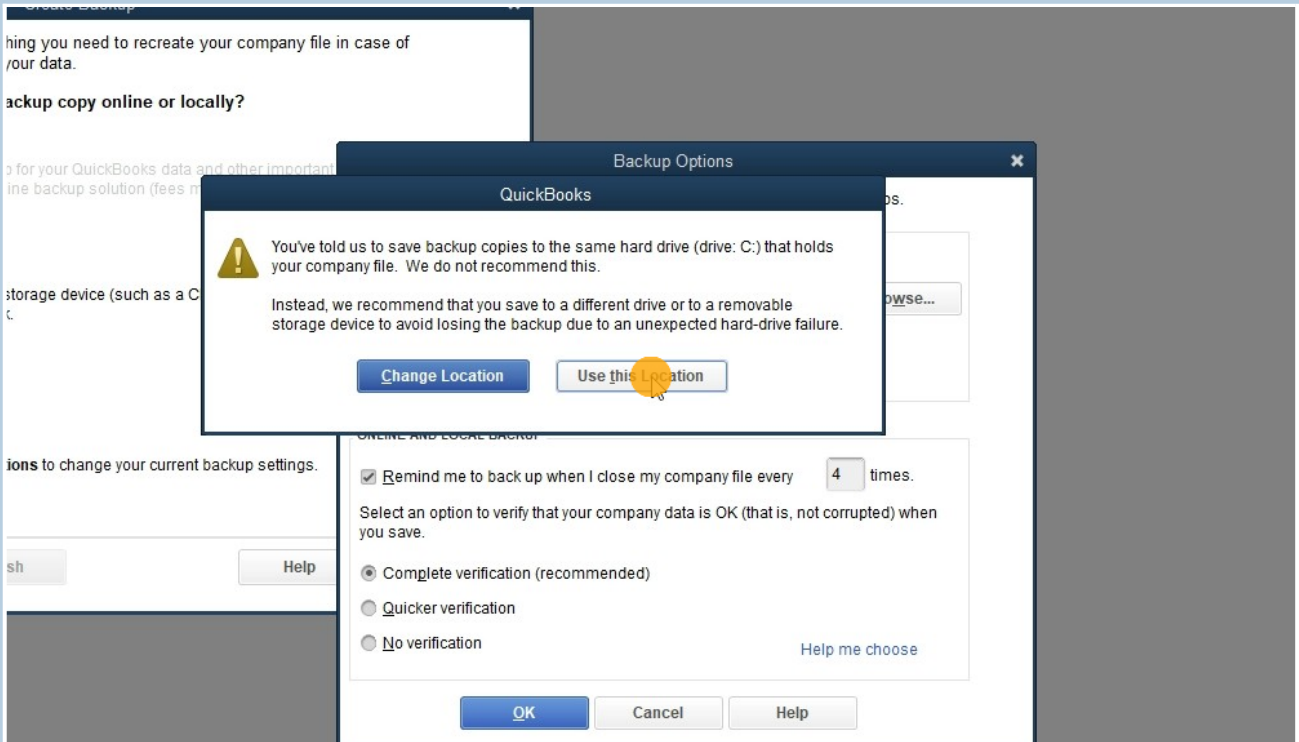
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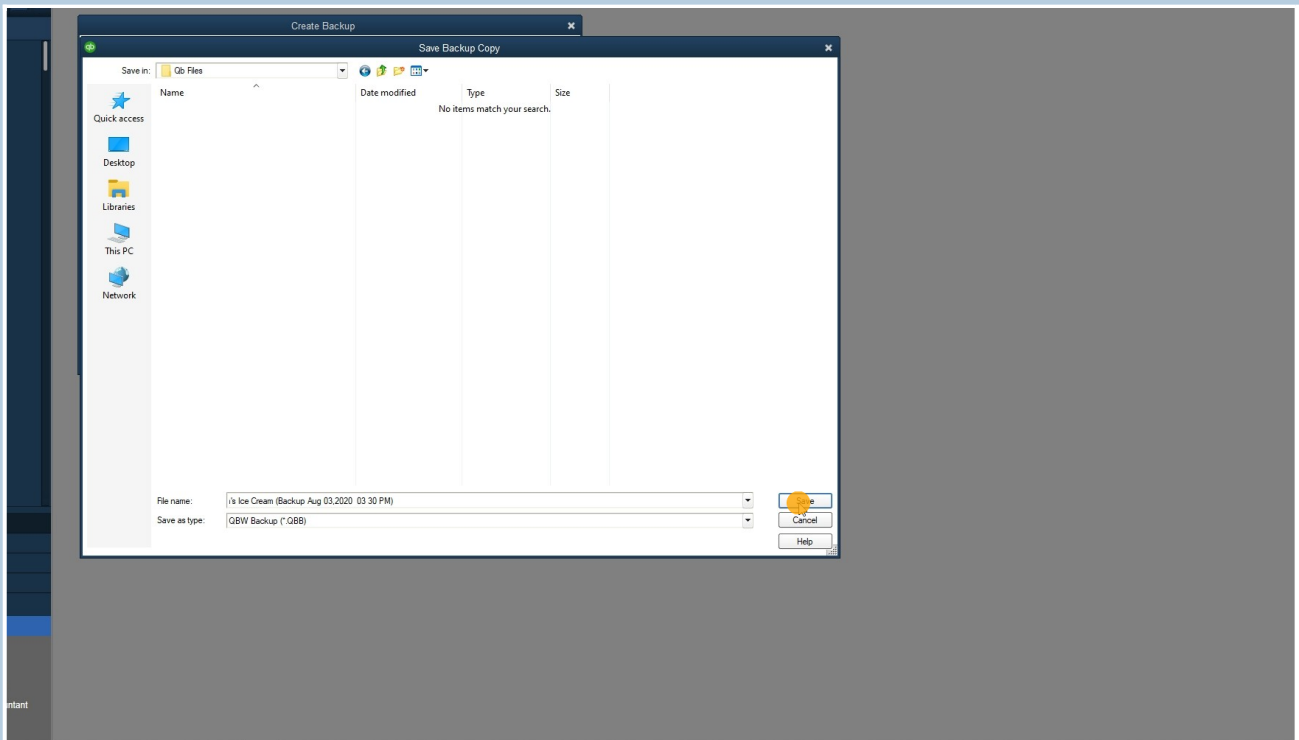
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Click here: Use This Location



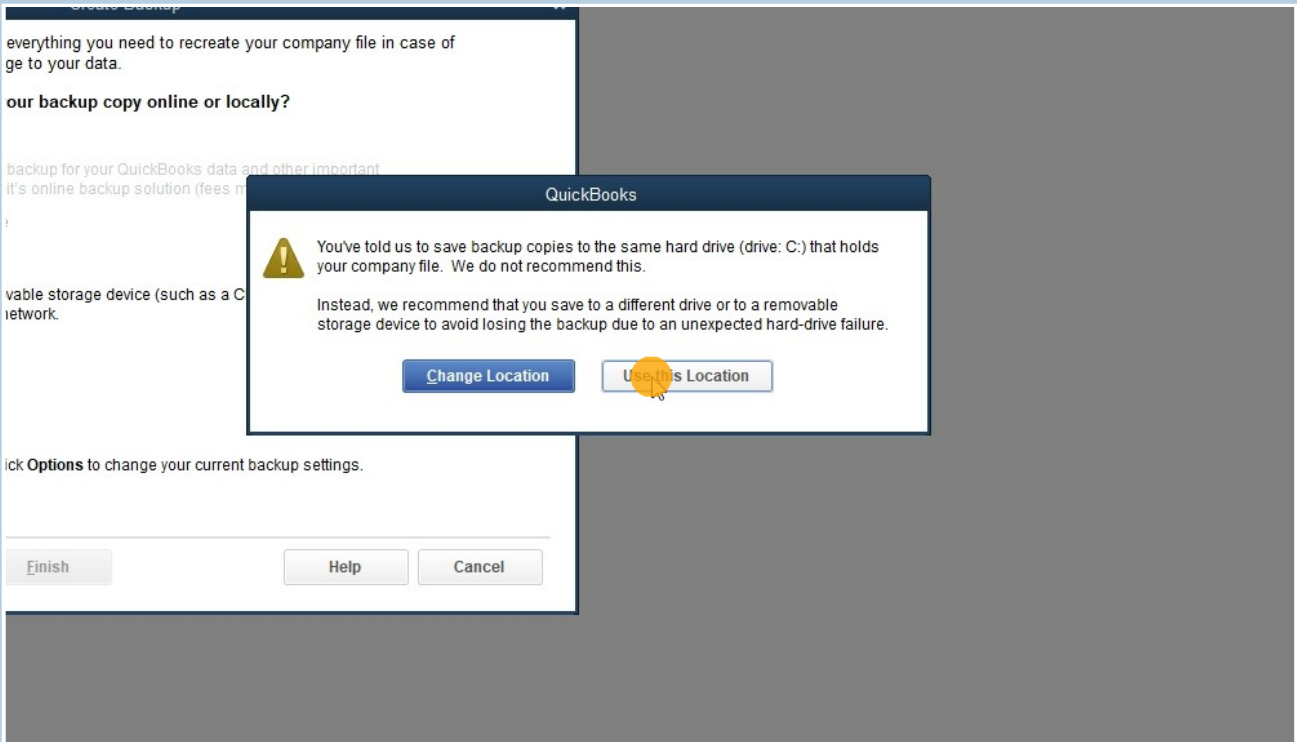
19

Click here: Save



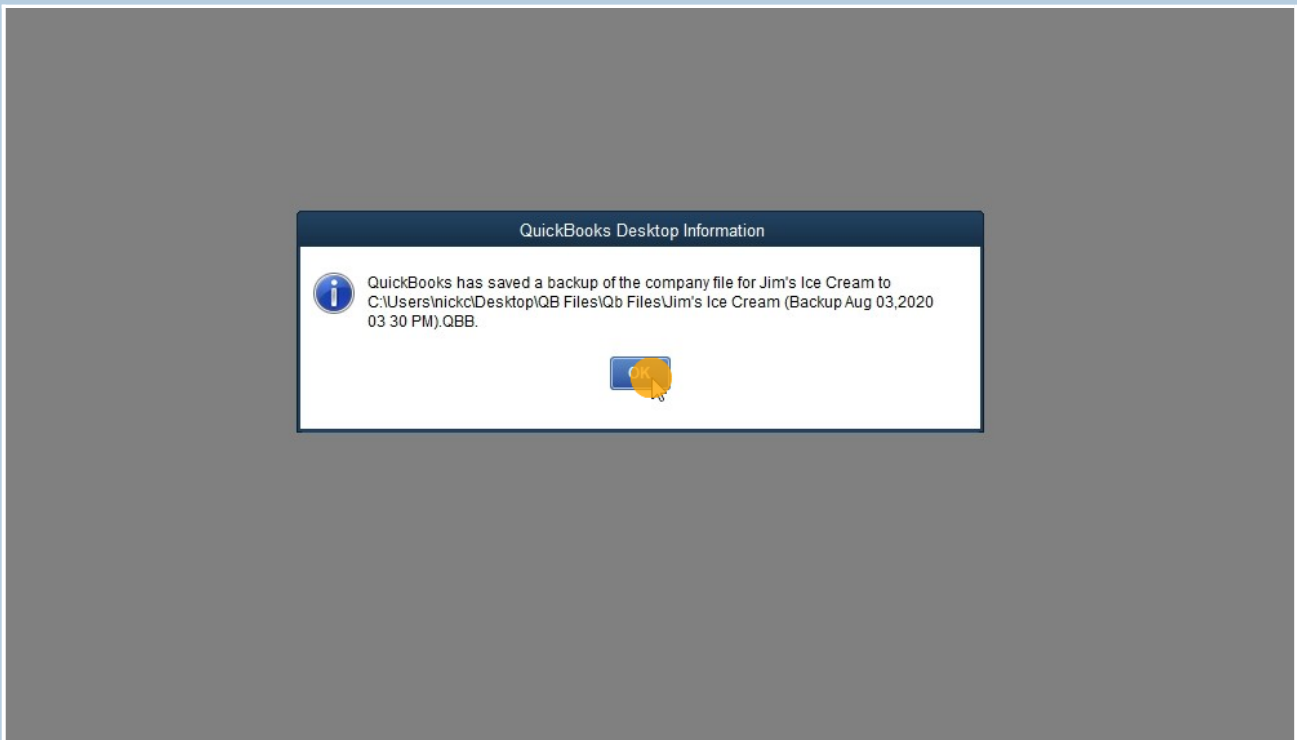
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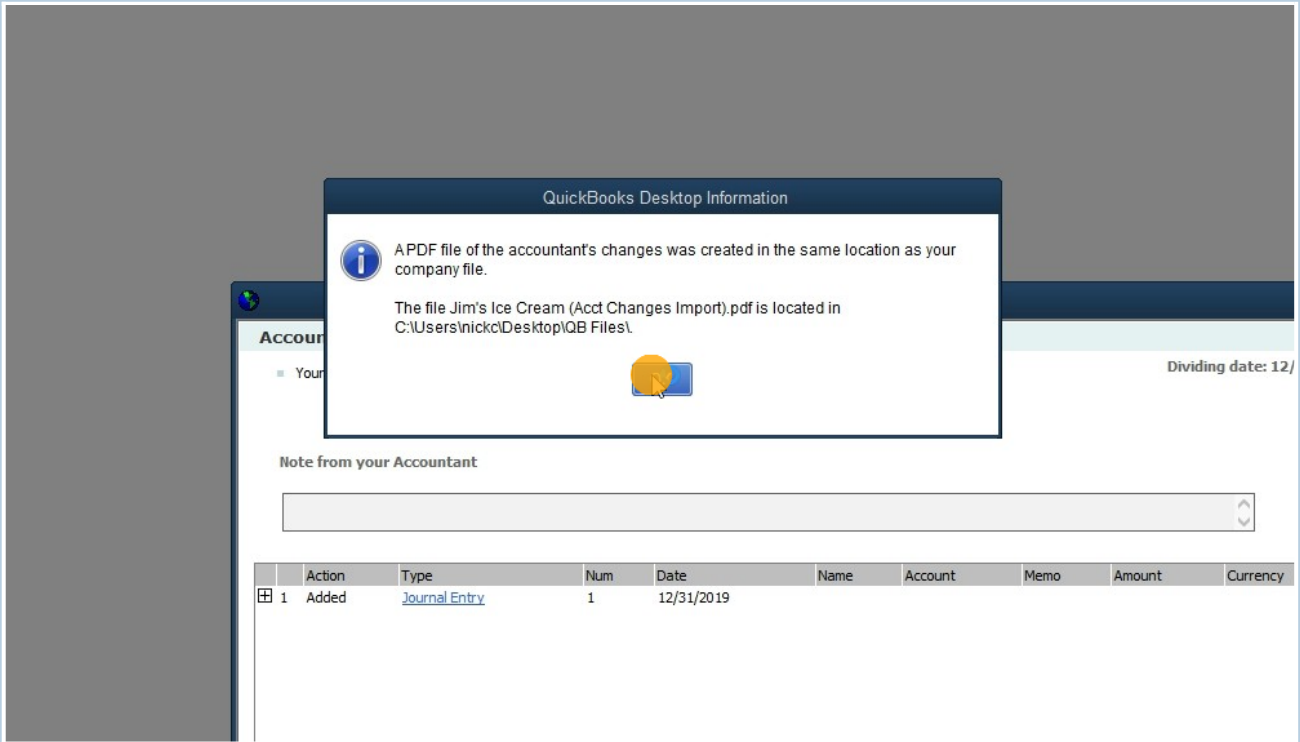
21

Click here: Ok (Backup confirmation)



22

Click here: Ok (PDF location)



23

Click here: (Pending Accountant's Changes Banner should go away)

