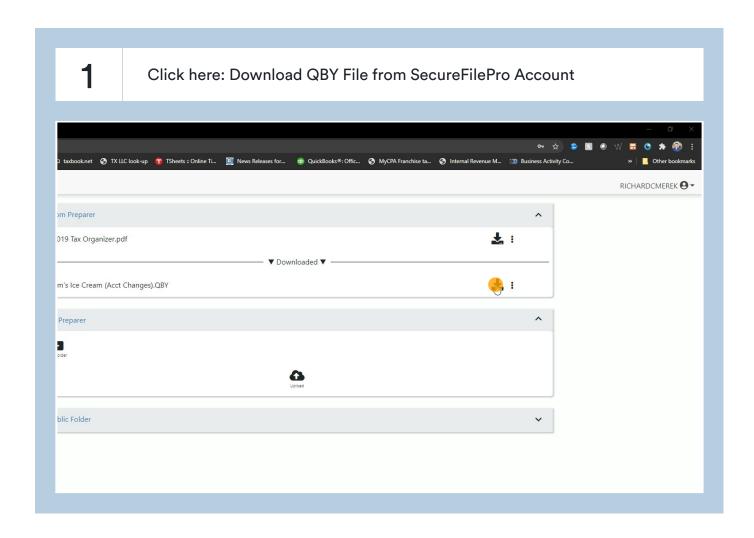
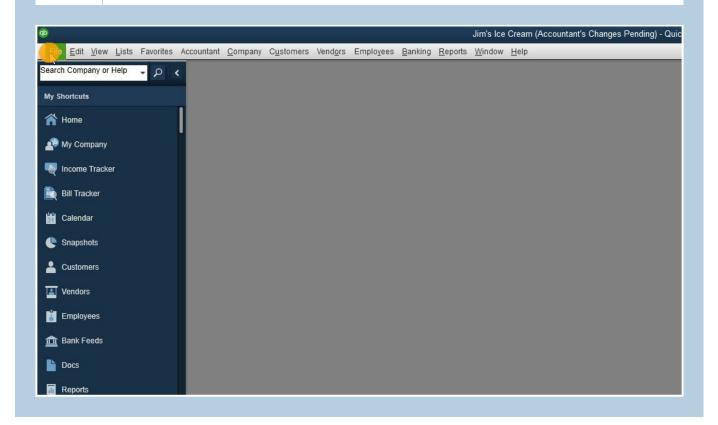
# How to Import Accountant's Changes - Pearson & Cmerek, PC

By Nick Cmerek, CPA 8/3/2020



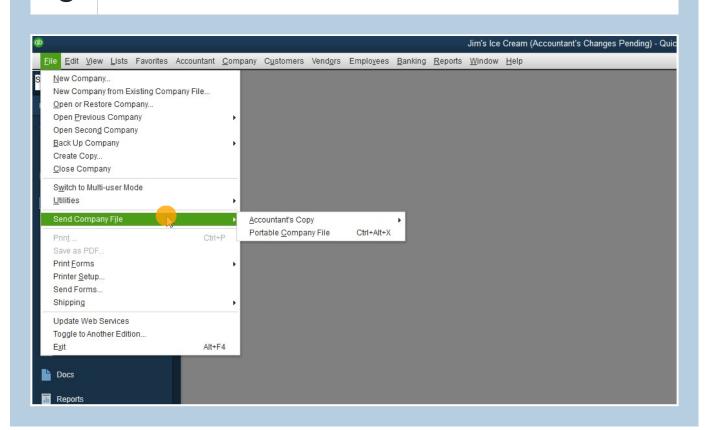
2

## Open QuickBooks File. Click here: File

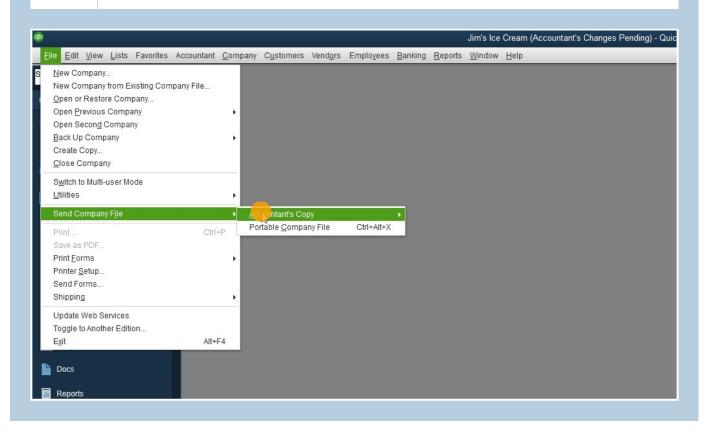




#### Click here: Send Company File

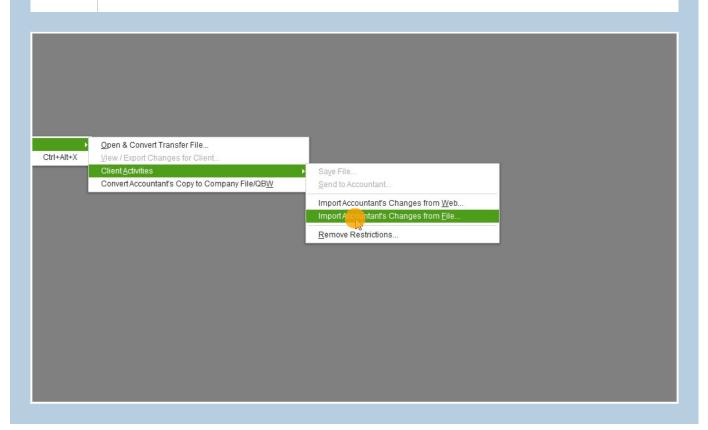


#### 4 Click here: Accountant's Copy



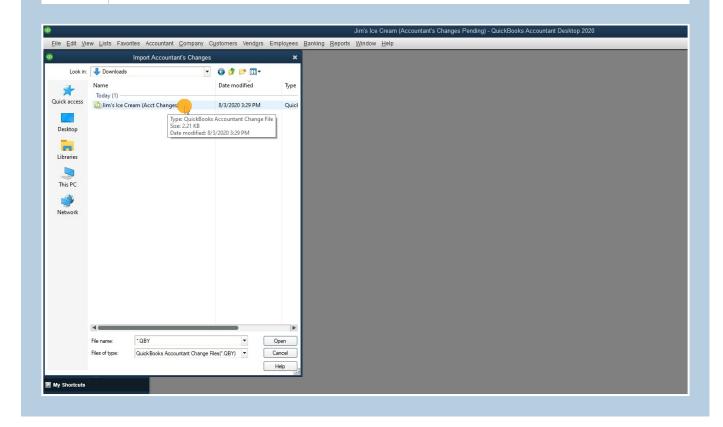
## 5 Click here: Client Activities its Favorites Accountant Company Customers Vendors Employees Banking Reports Window Help n Existing Company File... ompany... mpany ıpany r Mode Open & Convert Transfer File... Portable Company File Ctrl+Alt+X Ctrl+P Save File.. Convert Accountant's Copy to Company File/QBW Send to Accountant.. Import Accountant's Changes from We $Import Accountant \hbox{'s Changes from $\underline{F}$ il}$ Remove Restrictions. es :dition... Alt+F4

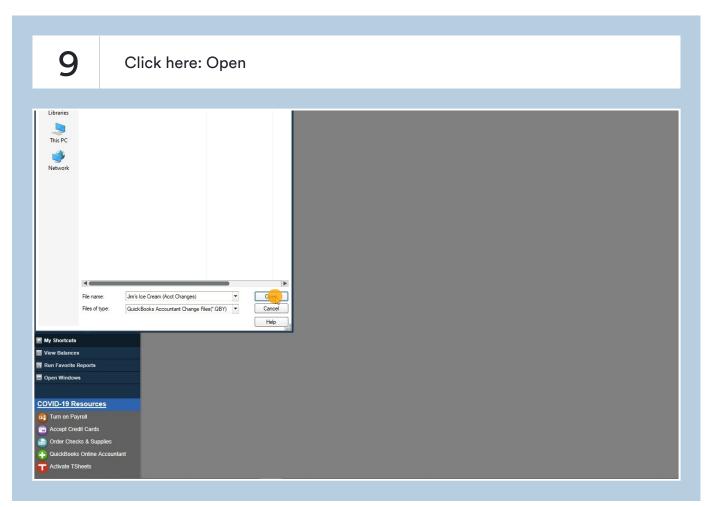
6 Click here: Import Accountant's Changes from File

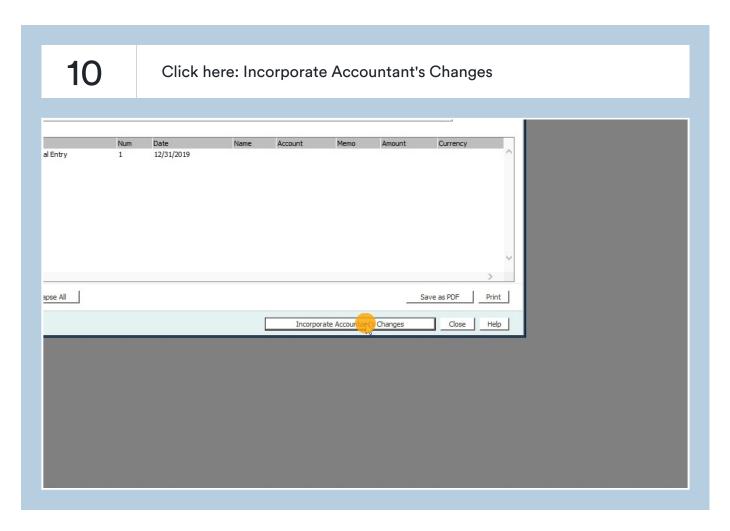


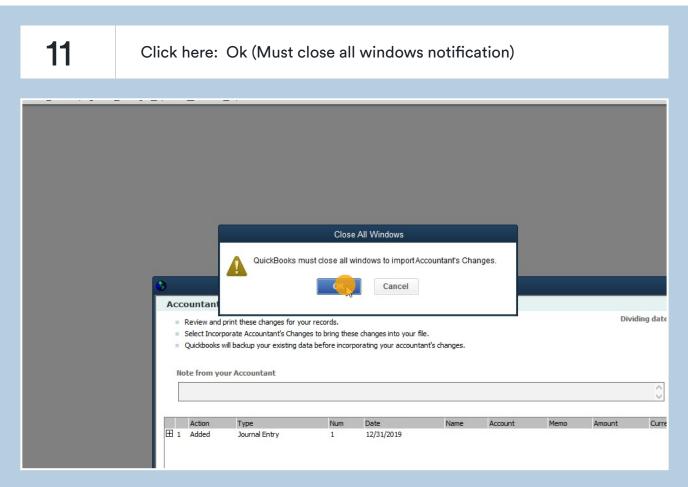
Locate Download Folder <u>File <u>E</u>alt <u>View Lists</u> Favorites Accountant <u>C</u>ompany <u>Customers</u> veno<u>o</u>rs <u>Employ</u>ees <u>B</u>anking <u>K</u>eports <u>Vv</u>indow <u>H</u>eip</u> Import Accountant's Changes × ▼ 🕝 🤌 📂 🎞 🕶 Look in: This PC Folders (7) Quick access 3D Objects Desktop Desktop Documents Libraries This PC Music Network Pictures Videos Devices and drives (1) 168 GB free of 236 GB

8 Locate Accountant's Change File

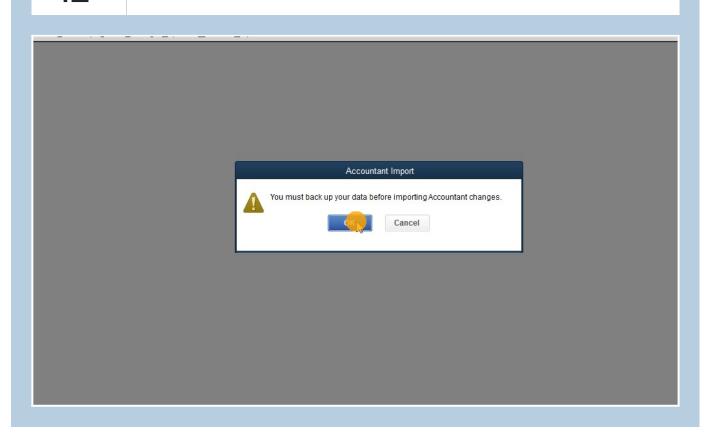


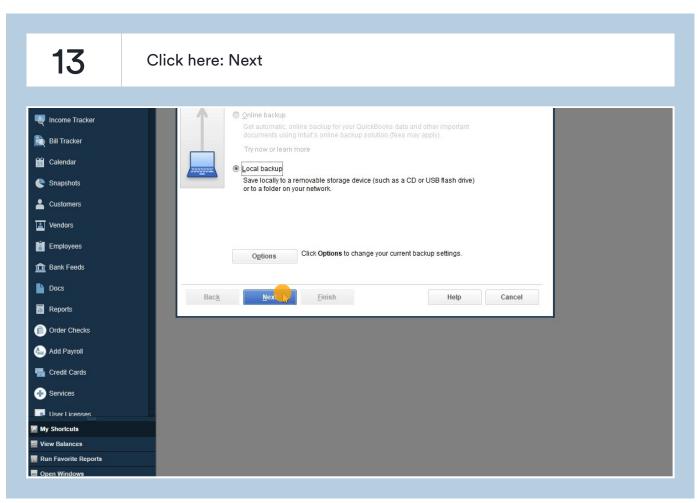






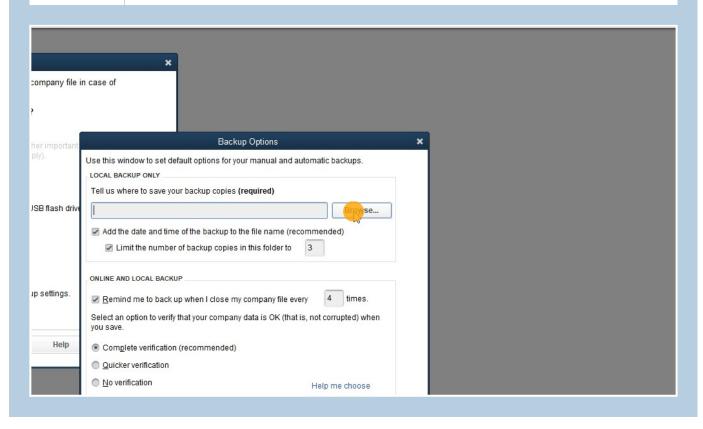
12 Click here: Ok (You must back up data before importing)

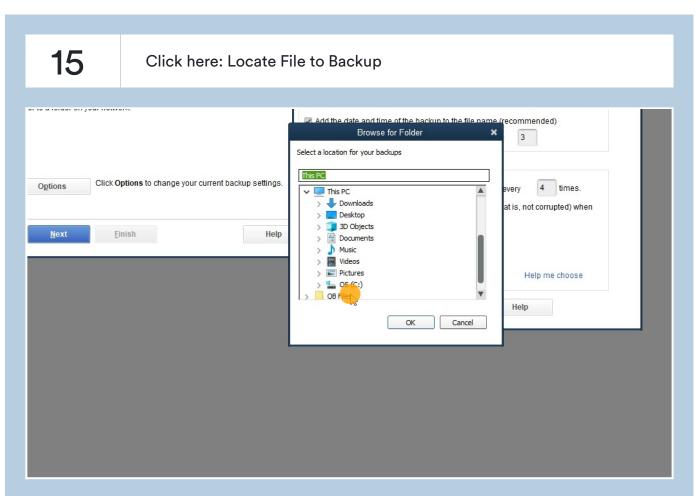




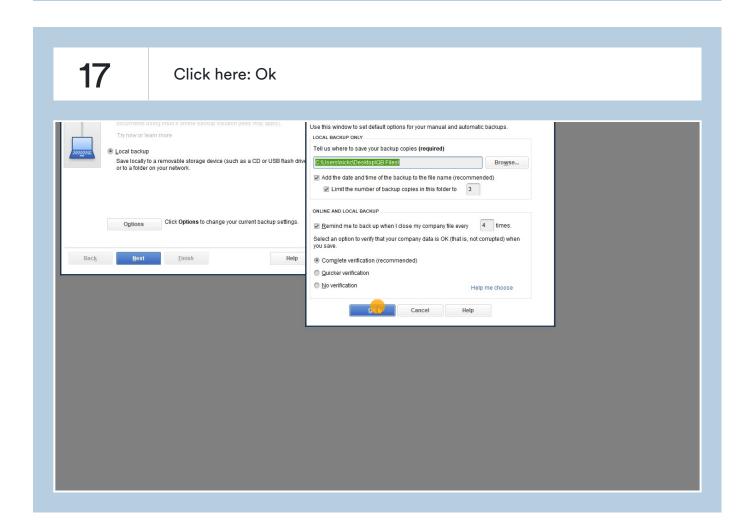
7

### 14 Click here: Browse Location to Backup File





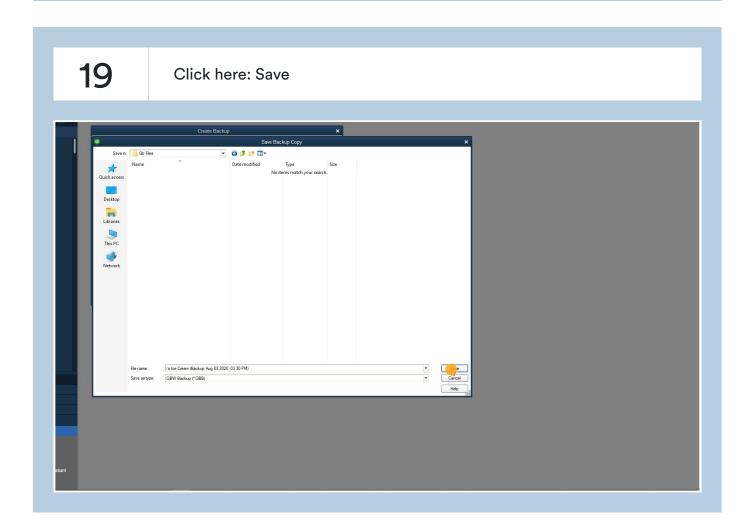
# 16 Click here: Select a location for your backups Click Options to change your current backup settings. 4 times. every > Upply Downloads > Desktop > 3D Objects at is, not corrupted) when > 🖺 Documents <u>F</u>inish Help Music Videos Pictures L OS (C:) Help me choose > QB Files Help Cancel



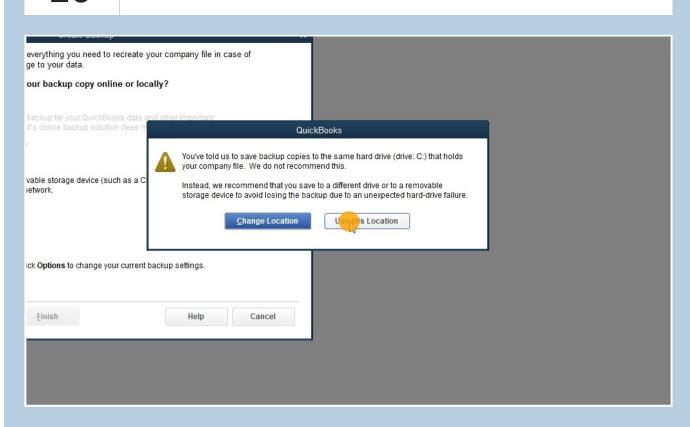
### 18 Click here: Use This Location hing you need to recreate your company file in case of our data. ackup copy online or locally? Backup Options QuickBooks You've told us to save backup copies to the same hard drive (drive: C:) that holds your company file. We do not recommend this. storage device (such as a C owse... Instead, we recommend that you save to a different drive or to a removable storage device to avoid losing the backup due to an unexpected hard-drive failure. Change Location Use this Lecation ions to change your current backup settings. Select an option to verify that your company data is OK (that is, not corrupted) when you save. sh Help Complete verification (recommended) Quicker verification No verification Help me choose

Cancel

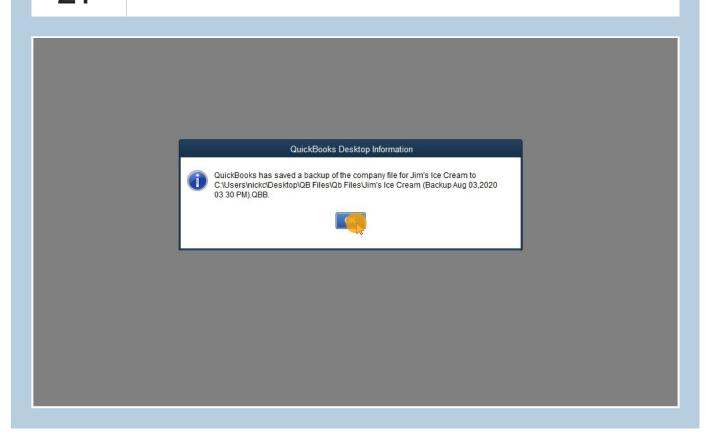
Help



#### 20 Click here: Use This Location

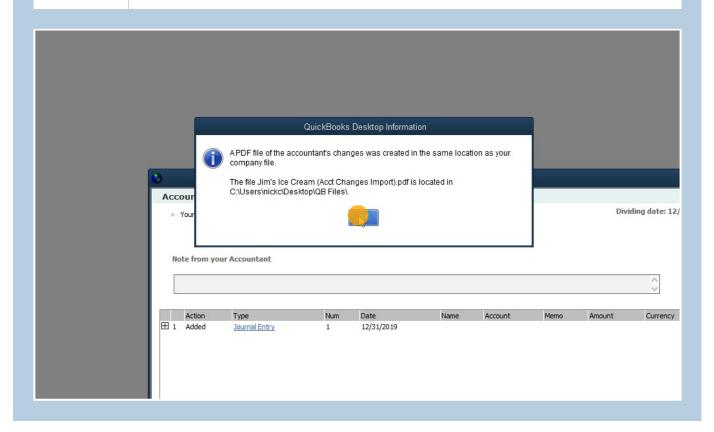


#### 21 Click here: Ok (Backup confirmation)

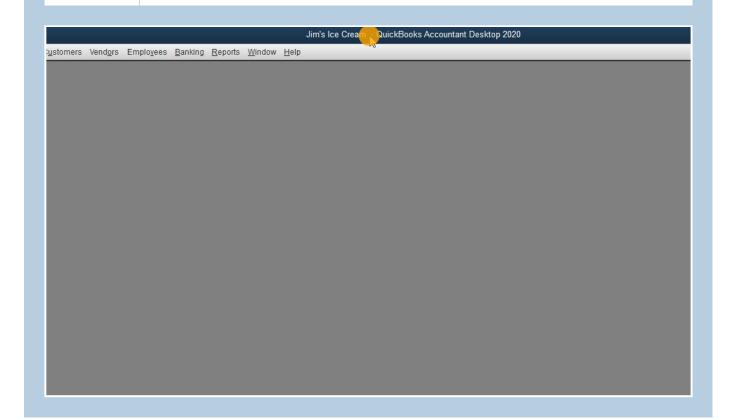


22

Click here: Ok (PDF location)



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





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