# How to restore QuickBooks Accountant copy?

Meta Title: How to Restore QuickBooks Accountant Copy?

Meta Description: Learn how to restore QuickBooks Accountant copy effortlessly by following our step-by-step guide to recover your data securely.

When an accountant or bookkeeper wishes to work on a client's company file without affecting the original data, they can restore a QuickBooks Accountant copy. It enables them to make alterations, modifications, and improvements while maintaining the accuracy of the client's financial information.

Learn how to restore QuickBooks accountant copy by following the below steps:
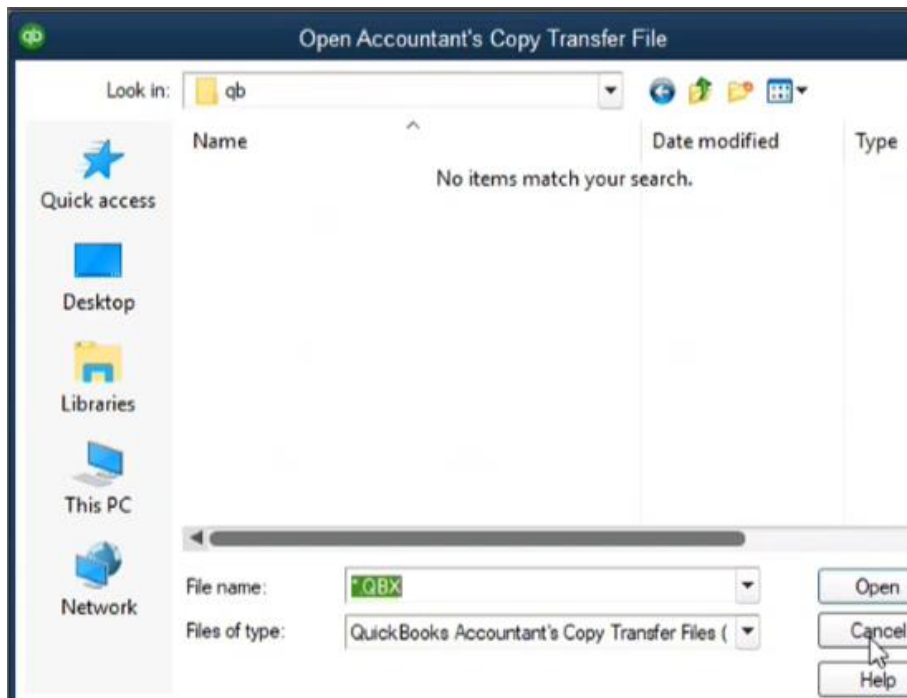
Step 1: Under the **File** option tab, select **Send Company File** and choose **Accountant's Copy.**
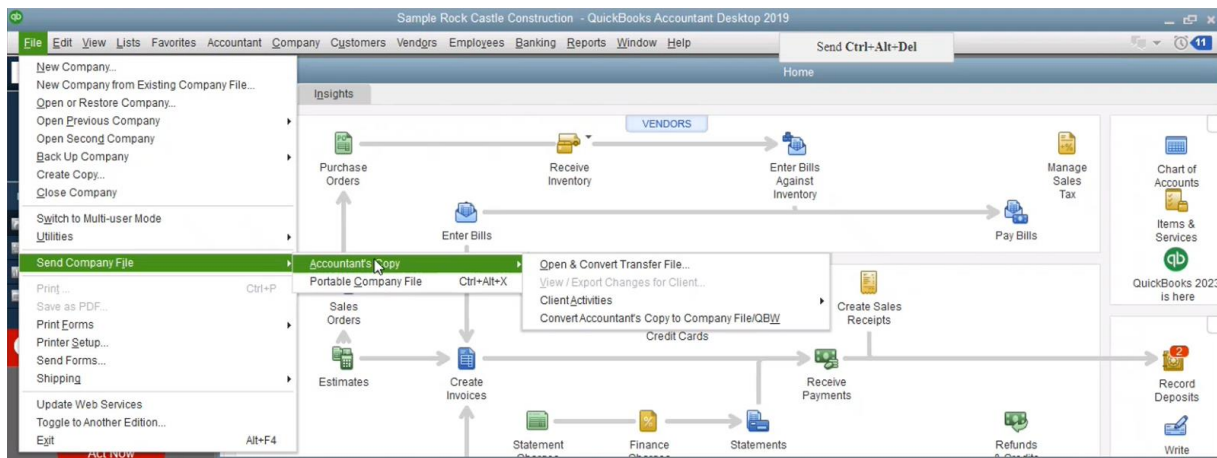
Step 2: Select **Open & Convert Transfer File** in accountant's copy. However, if you have premier accountant edition, you can simply click on **Client Activities.**
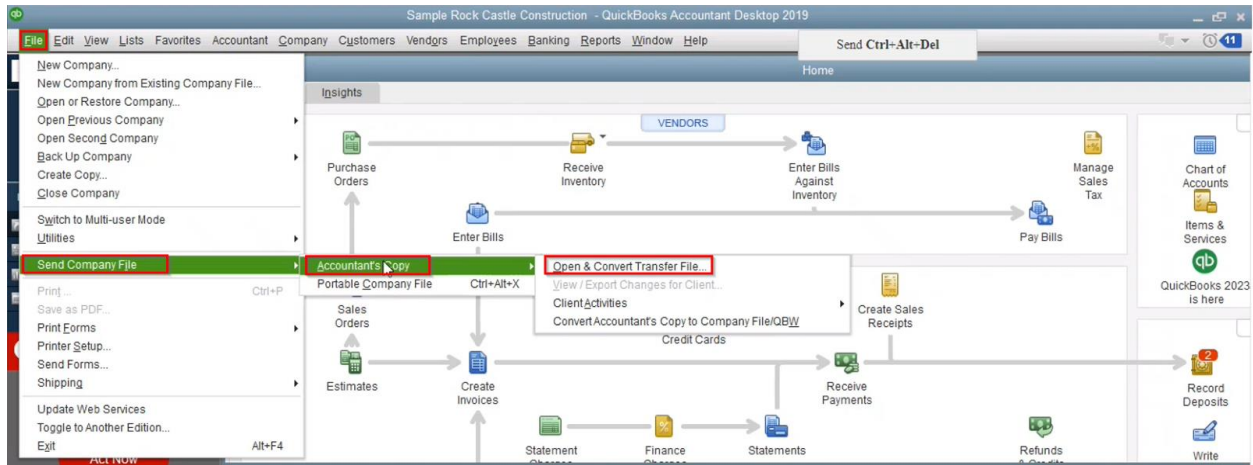
Step 3: Select the file and click **Open**.

Review and apply the modifications

Step 1: View details and directions for resolving any conflicts by selecting the **+** next to each alteration as you go through the changes.

Step 2: To make a copy of the modified accountant's copy that you can retain, click **Print** or **Save as PDF.**

Step 3: To restore the accountant's copy to your original company file, click **Incorporate Accountant's Changes.**

Step 4: Click **OK** again to back up your file after QuickBooks has been closed.

Step 5: Click **OK** after choosing the location to save the backup.

Step 6: When the backup is finished, click **OK**.

Step 5: Examine the changes you made in the window titled **Incorporate Accountant's Changes** and then adhere to any guidelines provided to resolve any discrepancies or errors. When finished, click **Close.**

Benefits:

Here're the 3 benefits of restoring QuickBooks accountant copy:

- **Preserve Client Data Integrity:** Maintaining an accountant copy enables the accountant or bookkeeper to work on the client's financial data without immediately changing the original business file, protecting the integrity of the client's data. It lowers the possibility of data corruption by enabling them to safely make alterations and updates.

- **Collaborative Work:** The customer can continue working on their books while the accountant is working on the accountant's copy using the accountant's copy. This

facilitates effective teamwork and streamlines the process of reviewing and modifying.

- **Efficient Data Exchange:** The client generates a substantially smaller accountant's copy (.QBX) file than the original company file. As a result, sharing the file through email or cloud services is simpler and quicker, permitting more efficient data interchange between the customer and the accountant.

Conclusion:

The ability to recover and operate with a QuickBooks accountant copy improves cooperation, data security, and accuracy overall, making the accounting process more effective and dependable for both accountants and bookkeepers and their customers.

If you're still having trouble restoring QuickBooks accountant copy and need more help, feel free to contact us at +1-855-223-4887.