How to create an accountant's copy?

Meta Title: How to Create an Accountant's Copy?

Meta Description: Learn how to create an accountant's copy on a dedicated server with step-by-step instructions. Optimize your accounting workflow today!

Maintain data integrity while enabling easy cooperation with your accountant by setting up an accountant's copy on a dedicated server.
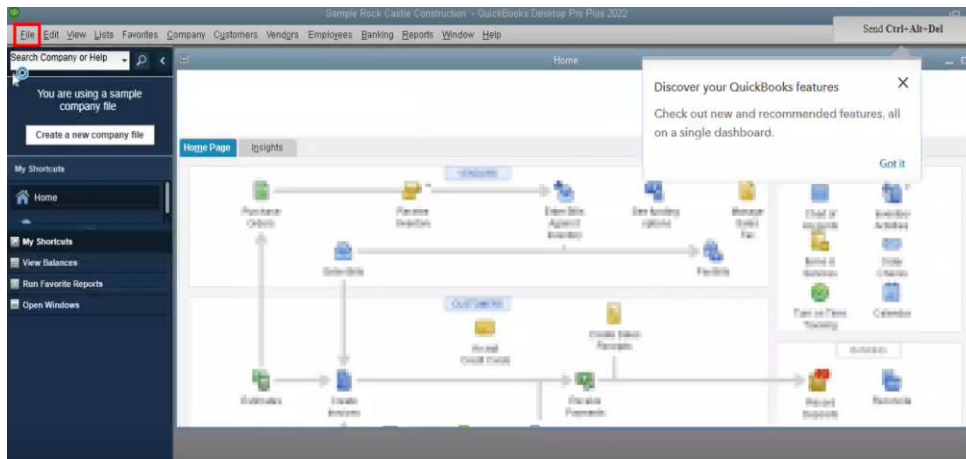
Note: Please contact the Ace support team for more help if you are unable to build an accountant's copy when using QuickBooks on a shared server.

Learn how to create an accountant's copy for dedicated server only by following the below steps:
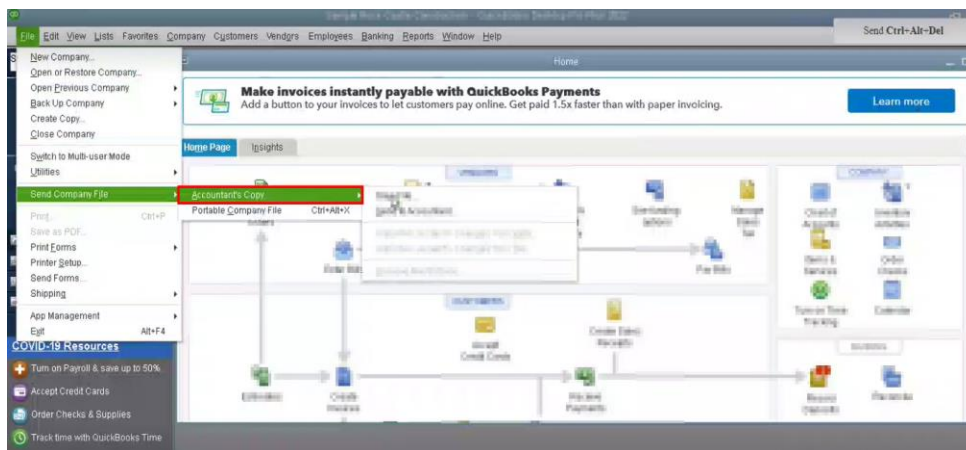
1. Launch QuickBooks program.

2. Navigate to the **File** menu.

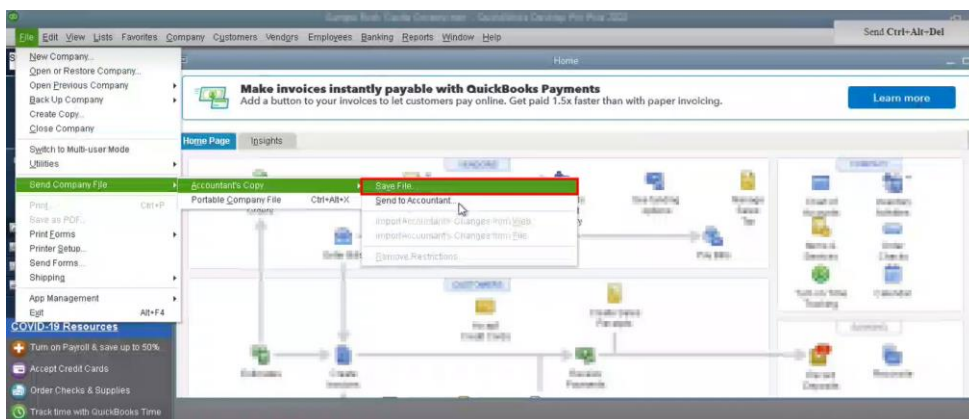3. Under **Send Company File**, choose **Accountant's Copy**.

4. Accountant can receive an Accountant's copy in more than one way:

a. Produce a USB-storage-compatible file

Select **Save File** under Accountant's Copy to download the file to your local computer.
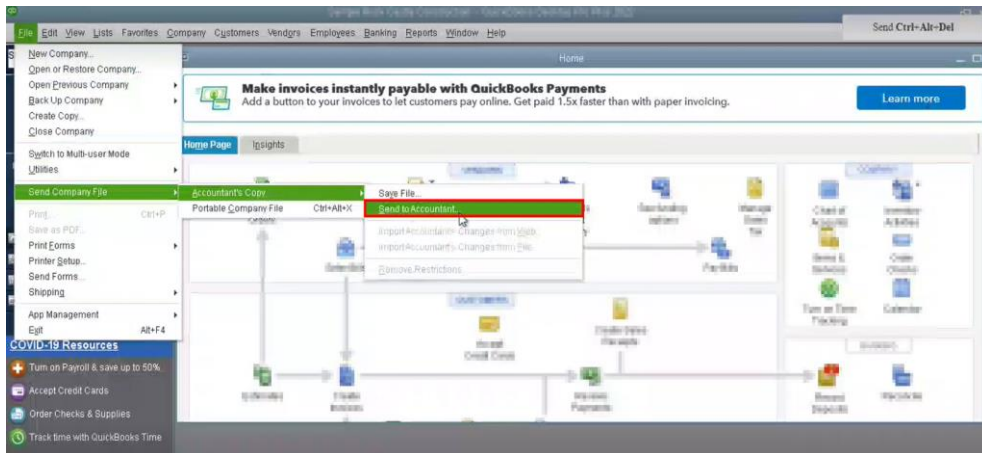
You now own an Accountant's copy, which ends with .qbx. You may send the file as an attachment, store it on a USB drive, or share it using a cloud service like Box.

b. Use the Accountant's Copy File Service to send a file.

Click **Send to Accountant File** under **Accountant's Copy** to send the file to your accountant.

The Accountant's copy is available for download for a period of two weeks.

Benefit of creating an accountant's copy:

The advantage of setting up an accountant's copy on a dedicated server is that it makes it easier for you and your accountant to work together effectively. It guarantees the confidentiality and accuracy of your financial data while giving your accountant the knowledge they need to make modifications and repairs without interfering with your regular business activities. This simplified procedure improves accuracy, saves time, and makes communicating effectively with your accounting specialist easier.

Conclusion:

Following the above steps will help you in creating an accountant's copy (for dedicated server only).

If you're still having trouble creating an accountant's copy (for dedicated server only) and need more help, feel free to contact us at +1- (888)415-5240.