

Set Up Chart of Accounts and Start Dates

The chances are excellent that your company will have been operating, if only for a short time, prior to the time you start using QuickBooks. To produce accurate financial information, you must type historical information into QuickBooks to account for the activities of your business up to the point when you start using

QuickBooks. For this reason, you need your company's most recent Chart of Accounts. After you obtain this, you must decide on what date to start using QuickBooks.

After QuickBooks is in place, you need to gather the history of your company's finances. For more on gathering this information, see the section "Gather Historical Information."

Chart of Accounts

Every business has a Chart of Accounts that helps organize accounting information so that you can track it effectively. Each account has a name and usually a number. When creating the Chart of Accounts, accountants often use a numbering scheme that makes identifying the type of account easy. For example, accounts with numbers starting with 10000 may represent assets, accounts with numbers starting with 20000 may represent liabilities, accounts with numbers starting with 30000 may represent equity, accounts with numbers starting with 40000 may represent income, accounts with numbers starting with 50000 may represent cost of goods sold, and accounts with numbers starting with 60000 or higher may represent expenses.

You need a copy of your company's Chart of Accounts as well as the balances in each asset, liability, equity, income, cost of goods sold, and expense account as of the day *before* you start using QuickBooks.

Select a Starting Date

For most of your accounts, you can type one number that represents your historical balance in that account on the day you start using QuickBooks. For some accounts, however, you need to supply more detail. For example, the Accounts Receivable account balance represents the total of all invoices that your customers have not yet paid. When you receive a customer payment, you apply it to an open invoice to close that invoice and reduce the Accounts Receivable balance. So, to start using QuickBooks, collect all unpaid customer invoices as of the day you start using QuickBooks.

Before you start gathering information, decide on the first date you intend to use QuickBooks to account for your company's transactions. The date you choose determines the "as of" date of the information you need to collect. You should try to start using QuickBooks on the first day of an accounting period — either on the first day of your company's fiscal year or on the first day of a month. If you start using QuickBooks on January 1, you do not need to supply any historical payroll information.

Gather Historical Information

After you have a Chart of Accounts and have determined when to start QuickBooks per the section “Set Up Chart of Accounts and Start

Dates,” you must then gather some critical information. Collect the following information as of the day before you start using QuickBooks:

Chart of Accounts Balances

First, you need the balances of all the accounts listed on your Chart of Accounts. Ask your accountant for a Trial Balance report as of the day before you intend to start using QuickBooks.

Employee Information

You need the names, addresses, and background information found on the W-4 form for your employees. You also need to make a list of the various payroll benefits offered and the payroll taxes paid by your company. See Chapter 4 for details on setting up payroll background information.

Vendor Information

Obtain the names, addresses, and background information, such as payment terms, for your customers and vendors. Also have available the sales tax information that your municipality requires you charge your customers. See Chapter 3 for information about setting up sales taxes and other items you need to prepare invoices in QuickBooks. See Chapter 5 for details on setting up customers and Chapter 6 for details on setting up vendors.

Inventory and Product Lists

You need a list of the items that you sell. See Chapter 7 for information on setting up inventory, noninventory, service, and other items.

Reconciled and Unreconciled Items

Obtain the reconciled balance of each checking account and a list of all unreconciled checks and deposits. See Chapter 2 for details on setting up an existing checking account.

Outstanding Customer Balances

Obtain the most recent list of outstanding customer balances along with the invoices that comprise those balances. You type those invoices in QuickBooks the same way that you type new invoices. See Chapter 11 for details on entering invoices.

Vendor Balances

You need the outstanding vendor balances along with the bills that comprise those balances. You enter those bills in QuickBooks the same way that you enter new bills. See Chapter 14 for details on entering bills.

Select the Correct Edition of QuickBooks

Because QuickBooks is available in five different editions, selecting the edition that best supports your needs is important. You can purchase QuickBooks Basic, QuickBooks Pro, QuickBooks Premier, QuickBooks Enterprise Solutions, and QuickBooks Online Edition. QuickBooks Basic, QuickBooks Pro, and QuickBooks Premier are all aimed at small- to medium-sized businesses with 20 employees or less. QuickBooks Basic is a good product to use if you have been tracking your company's business activities either on paper or using a spreadsheet and are just getting started with electronic accounting. QuickBooks Pro contains more tools than QuickBooks Basic and, for example, enables you to customize and e-mail forms and reports. QuickBooks Premier contains all the features in QuickBooks Basic and QuickBooks Pro, along with budgeting, forecasting, and business planning features and stronger inventory tracking capabilities. QuickBooks Enterprise has the same features you find in QuickBooks

Premier, but QuickBooks Enterprise works best for businesses with more than 20 employees. QuickBooks Online works well when several people across several locations need access to your accounting data.

In addition, during installation, you have the choice of installing one of the industry-specific editions for accountants, construction, manufacturing, nonprofit, professional services, retailers, and wholesalers. Most people use QuickBooks Basic, QuickBooks Pro, or QuickBooks Premier; this book is based primarily on the non-industry-specific edition of QuickBooks Premier, which contains features not found in QuickBooks Basic or QuickBooks Pro. You can use this book with editions other than QuickBooks Premier, but the screens may differ or features may not be available.

The table below provides you with a general comparison of some of the features in the products.

Feature	QuickBooks Basic	QuickBooks Pro	QuickBooks Premier	QuickBooks Enterprise	QuickBooks Online
Network-capable	No	Yes	Yes	Yes	Internet-based
Connects multiple locations	No	No	No	Yes	Yes
Accounts Payable functions (print checks, pay bills)	Yes	Yes	Yes	Yes	Yes
Accounts Receivable functions (invoice customers, track payments, track sales taxes)	Yes	Yes	Yes	Yes	Yes
Inventory tracking	Yes	Yes	Yes	Yes	No
Payroll functions	Yes	Yes	Yes	Yes	Yes
Account Reconciliation	Yes	Yes	Yes	Yes	No
Job Costing and Estimates	No	Yes	Yes	Yes	No
Time Tracking	No	Yes	Yes	Yes	Yes
Track Fixed Assets, Loans, and Vehicle Mileage	No	Yes	Yes	Yes	No
Supports shipping via UPS or FedEx	No	Yes	Yes	Yes	No
Reporting	Yes	Yes	Yes	Yes	Yes
Customize Forms	No	Yes	Yes	Yes	Yes

QuickBooks Basic

Using QuickBooks Basic, you can print checks, pay bills, track expenses, invoice customers and track their payments, create purchase orders and track inventory, process payroll, and generate reports and graphs. However, QuickBooks Basic does not contain many of the features that you find in the other editions of QuickBooks. QuickBooks Basic is also the only edition of QuickBooks that you cannot use in a network environment or in multiple locations.

QuickBooks Pro

QuickBooks Pro contains all the features you find in QuickBooks Basic along with, for example, the features necessary for job costing and estimating, time tracking, customizing forms, printing shipping labels and packing slips, interfacing with applications such as Microsoft Excel, Word, and Outlook, and e-mailing forms. Although you can use QuickBooks Pro in a network, you cannot use it in multiple locations.

QuickBooks Premier

QuickBooks Premier contains all the features you find in QuickBooks Basic and QuickBooks Pro. In addition, you can use QuickBooks Premier to build and track inventory assemblies, generate purchase orders from sales orders, set price levels for each item, track comprehensive employee information, analyze your business, and access your data in an internal network or remotely over the Internet.

QuickBooks Enterprise Solutions

QuickBooks Enterprise Solutions contains all the features found in QuickBooks Premier, adds some new features, and then expands on other features. For example, you can use QuickBooks Enterprise Solutions to connect not only through an internal network but also across multiple locations; and simultaneous user performance is better in QuickBooks Enterprise Solutions than in the other network-enabled editions. In QuickBooks Enterprise Solutions, you can filter and search customer lists and combine reports from multiple company files through an automatic export to Microsoft Excel. You also can store up to 29,000 customers, vendors, and products; in the other editions of QuickBooks, you can only store up to 10,000.

QuickBooks Online Edition

QuickBooks Online Edition, a subscription service, is a Web-based application that works like the desktop editions of QuickBooks. Instead of buying and installing QuickBooks on an individual computer, users purchase a subscription and then access QuickBooks through the Internet. QuickBooks Online Edition contains many of the features you find in QuickBooks Pro, along with the ability to connect multiple geographic locations.

Start QuickBooks



You can start QuickBooks in several ways. You can use the Start menu, a desktop shortcut, or even the Windows Run command. When you open QuickBooks for the first time, you see the Welcome to QuickBooks window. When you work in QuickBooks, you create a data file, which QuickBooks calls a *company file*, in which you store the information specific to your business. From the Welcome to QuickBooks window, you can open an existing company, create a new company, convert a Quicken file, or open a sample company. If you have not previously used QuickBooks, you must create a new company. See the section “Create a New Company” for details.

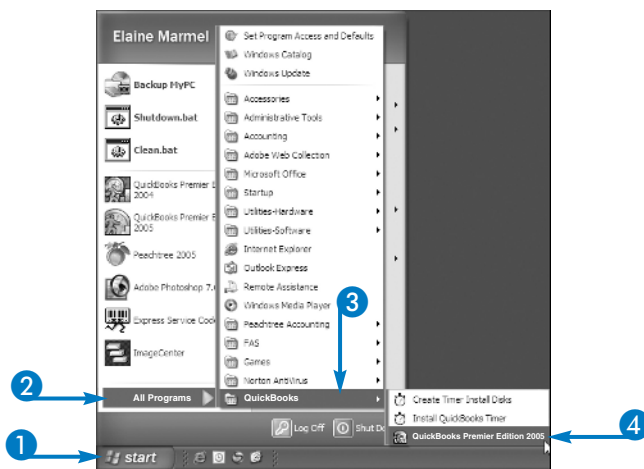
I have previously used QuickBooks, but have installed it on a new computer. How do I access my company?

▼ On your old computer, back up your QuickBooks company to either floppy disk, CD, zip disk, or a network hard drive. On your new computer, open QuickBooks. When you see the Welcome to QuickBooks window, click File and then click Restore. See Chapter 25 for details on backing up and restoring.

Start QuickBooks

- 1 Click Start.
- 2 Click All Programs.
- 3 Click QuickBooks.
- 4 Click QuickBooks Premier Edition 2005.

Note: If you are using a different edition, click the name of that edition.

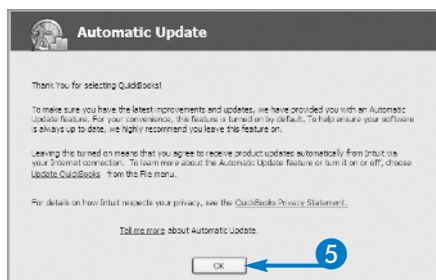


QuickBooks opens.

The Automatic Update screen appears, explaining that the Automatic Update feature is turned on.

- 5 Click OK.

The Welcome to QuickBooks window appears.



Create a New Company

To use QuickBooks, you must create a company data file to store information about your business. QuickBooks attempts to simplify this process with the EasyStep Interview Wizard, which walks you through the process of creating everything you need to use QuickBooks — a chart of accounts, all of your customers, vendors, employees, payroll information, inventory items, sales tax codes — and sets up opening balances for everything. In addition, you set preferences for all areas of QuickBooks in the EasyStep Interview Wizard.

Although being prompted for this information can ensure that you do not miss anything, you rarely have time to enter all of that information at one time. Although you

can leave and restart the wizard, most people find it easiest to manually create a company file and set up QuickBooks at their leisure. In this section, you create a company data file manually.



If I do not have time to complete the EasyStep Interview Wizard in one sitting, how can I restart the Wizard?

▼ Click File and then click EasyStep Interview.

Create a New Company

1 Open QuickBooks.

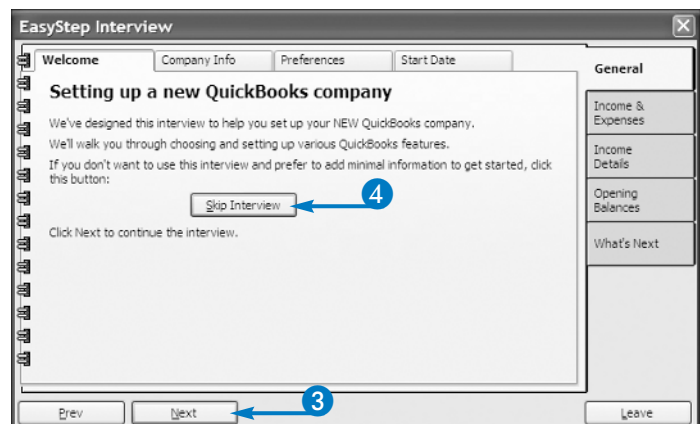
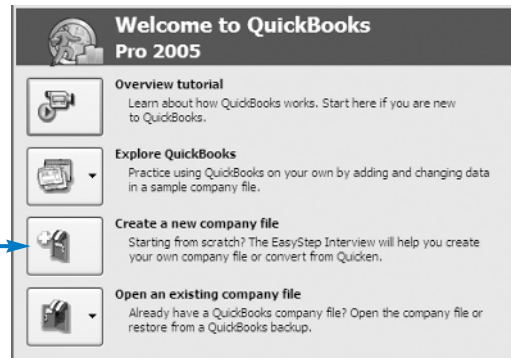
Note: See the section “Start QuickBooks” to open QuickBooks.

2 Click the Create a new company file icon.

The EasyStep Interview Wizard starts.

3 Click Next three times to walk through the wizard until you see the Setting up a new QuickBooks company page.

4 Click Skip Interview.



continued

Create a New Company (Continued)

To create a company data file, QuickBooks requires only two pieces of information: your company name and a business type. QuickBooks uses the other information you supply — legal name, address, phone numbers, and e-mail address — on reports and forms that you print and send to customers and vendors.

A *fiscal year* is an accounting period of 12 months. For most small businesses, the fiscal year runs from January 1 to December 31 — the calendar year. However, a fiscal year may be any 12-month period.

QuickBooks uses the fiscal year you supply to set the default date range for year-to-date reports that you print. Similarly, QuickBooks uses the tax year you supply to set the default date range for income tax summary and detail reports. You can, of course, change the date range on any report at any time.

If you select a tax form while creating your company, QuickBooks associates accounts listed on your Chart of Accounts with the appropriate lines on the tax form you select. This feature is most useful if you use Turbo Tax — a tax preparation software package sold by Intuit, the makers of QuickBooks — to prepare your business taxes.

Create a New Company (continued)

The first page of the Creating New Company Wizard appears.

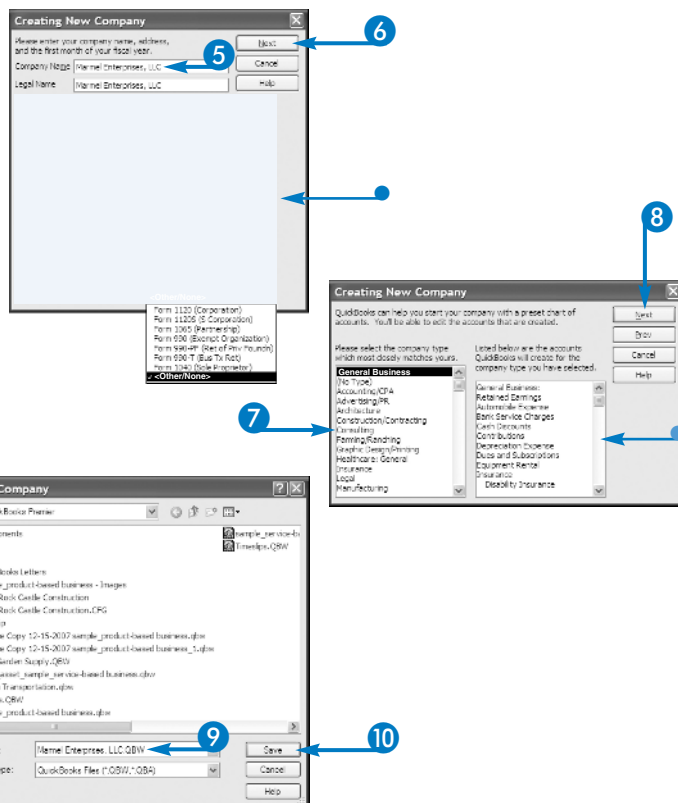
- 5 Type your Company Name.
 - The rest of the information is optional.
- 6 Click Next.

The second page of the Creating New Company Wizard appears.

- 7 Select your type of business.
 - The proposed accounts for your Chart of Accounts appear.

Note: Select your business type carefully; you cannot change it later.

- 8 Click Next.
- The Filename for New Company dialog box appears.
- 9 Type a filename for your company.
- 10 Click Save.

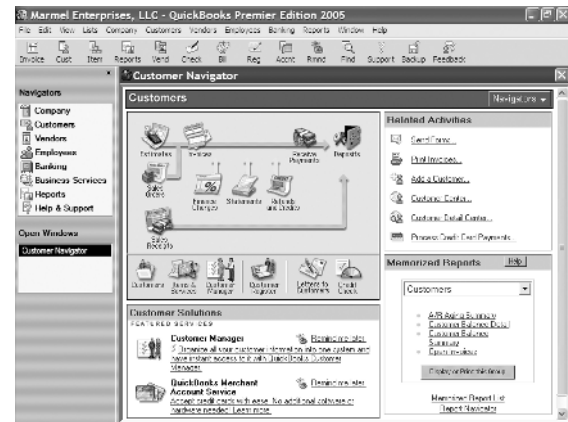
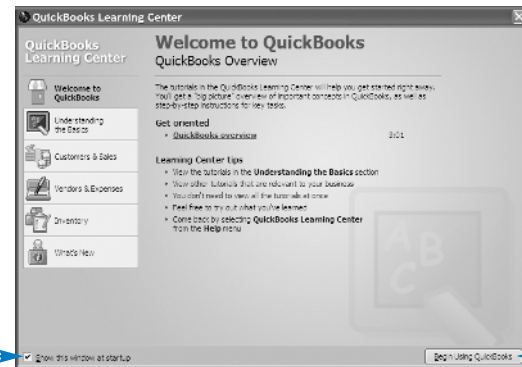


QuickBooks displays the QuickBooks Learning Center window.

- If you do not want to view the QuickBooks Learning Center each time you open your company file, deselect the Show this window at startup option (☒ changes to ☐).

11 Click Begin Using QuickBooks.

QuickBooks creates your company file and displays your company onscreen.



If I create my company file manually, do I need to follow a specific order to set up customers, vendors, and so on?

- ▼ QuickBooks does not require you to perform setup activities in any order, but the order you follow affects efficiency. First, create your Chart of Accounts. If you intend to use payroll features, set up payroll items — which are items you assign to employees — next and then create employees. You can assign sales representatives to customers, so, if employees do not act as sales representatives, set up sales representatives and then set up customers. Follow Chapters 1 to 7 sequentially to efficiently set up QuickBooks.

Can I create a new company file without any accounts in the Chart of Accounts?

- ▼ Yes. On the second page of the Creating New Company Wizard, select (No Type) from the list on the left.

Do you have any advice for the filename I supply?

- ▼ Yes. Using a filename that reflects your company name is a good idea. That way, if you start another business, you can easily distinguish one company file from another.

Understanding the QuickBooks Window

The QuickBooks window contains several features that help you work efficiently while creating and editing projects.

A Title Bar

Displays the name of the program and the current company.

B Menu Bar

Lists the menu names.

C Icon Bar

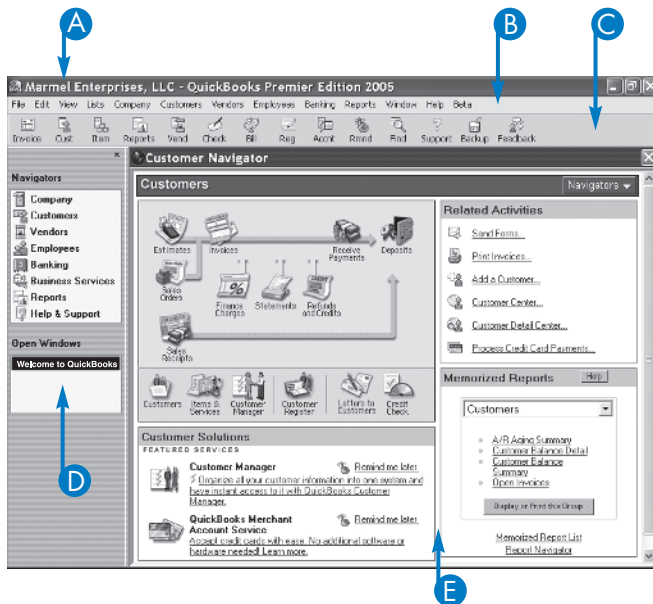
Contains buttons to help you select common commands, such as creating an invoice or opening the Item List window.

D Open Windows List

Provides an easy way to display a navigator or switch between open windows. Just click an entry in either list.

E Main Work Area

Open windows in QuickBooks appear in this area. If you change preferences to display multiple windows, you can move windows to any part of the screen.



Introducing QuickBooks Navigators

QuickBooks contains six Navigators that you can use as an alternative to menu commands and the Icon bar to find your way around the program: The Company Navigator, the Customer Navigator, the Vendor Navigator, the Employee Navigator,

the Banking Navigator, and the Business Services Navigator. The Business Services Navigator contains links to services and solutions that can help you manage your business. The other Navigators are divided into four areas.

A Process Area

This area displays an interactive graphic representation of the tasks you commonly perform and how they relate to each other. You can click any icon to display the associated window.

B Related Activities

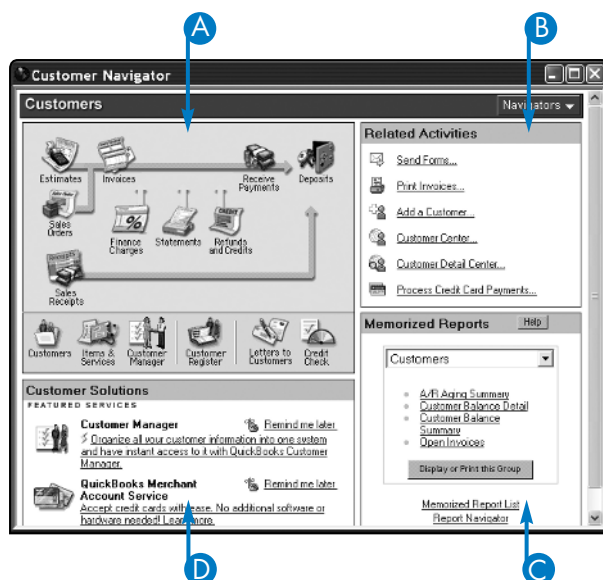
This area displays links to additional tasks associated with an accounting area.

C Memorized Reports

Using this area, you can print or display memorized reports or groups of reports, open the Memorized Report List, or use the Report Finder. For more information on memorized reports and the Report Finder feature, see Chapter 22.

D Customer Solutions

This area displays links to add-on services that can help you manage your business.



Set Accounting Preferences

You can control several facets of QuickBooks' behavior related to accounting. For example, you can use only names or a combination of names and numbers on the Chart of Accounts. And, if you use account numbers, you can control whether QuickBooks displays a complete account name or simply the lowest subaccount name. You can also use class tracking, a QuickBooks feature that helps you further delineate income and expenses. See Chapter 2 for information about accounts, subaccounts, and class tracking.

If you intend to use the audit trail feature in QuickBooks, you should also set up security to identify both the changes that were made and who made them. See Chapter 25 for

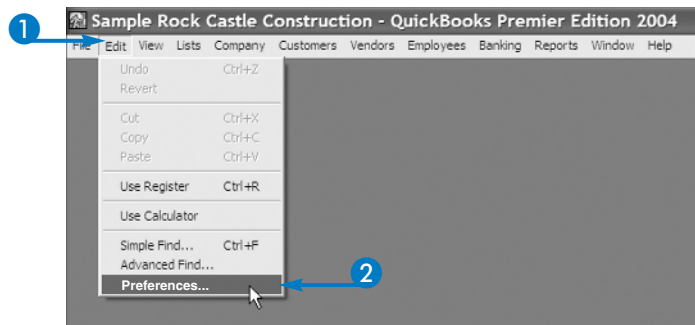
information on security. Using the audit trail feature can slow down QuickBooks and make your company data file larger, because QuickBooks records all changes instead of writing over transactions when you change them.

In the Preferences dialog box, two tabs appear for each set of available preferences: My Preferences and Company Preferences. My Preferences are those settings that you can customize for your own use without affecting other QuickBooks users. The options that appear on the Company Preferences tab affect everyone who uses QuickBooks.

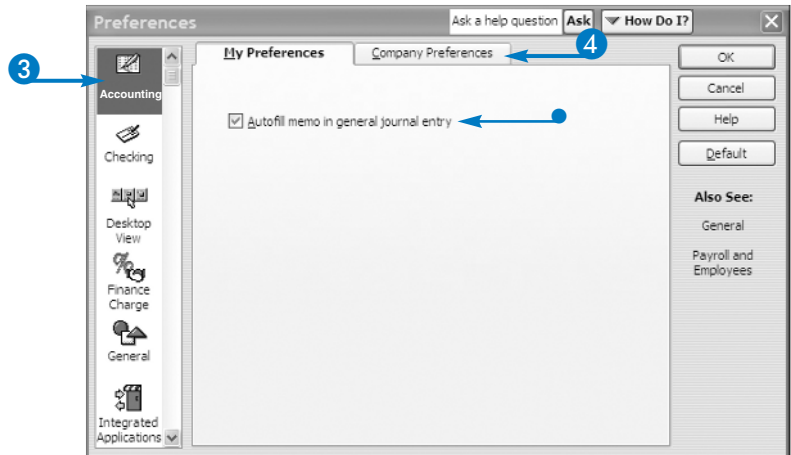
Set Accounting Preferences


- 1 Click Edit.
- 2 Click Preferences.

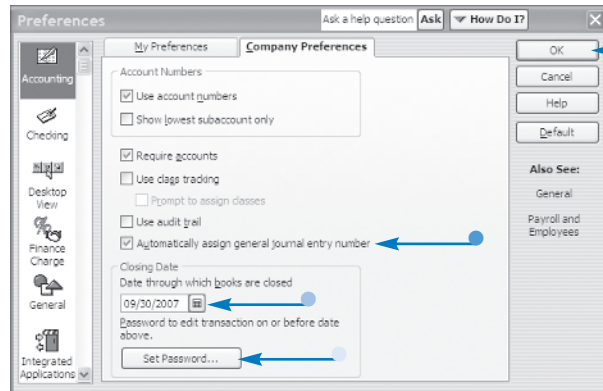
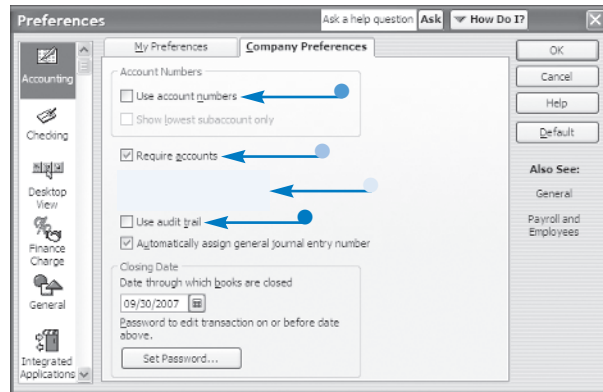
The Preferences dialog box appears.



- 3 Click the Accounting icon.
 - You can click the "Autofill memo in general journal entry" option (☐ changes to ☒) to automatically display memo information from the first line of a journal entry on all subsequent lines.
- 4 Click the Company Preferences tab.



- 5 Click the options you want to activate (☐ changes to ☒).
- The first two options control account numbers.
 - The Require accounts option ensures that you assign all transactions to an account.
 - Click here to use class tracking.
 - The audit trail option monitors changes to transactions.
- You can also control the assignment of journal entry numbers.
 - You can click the calendar button () to set a closing date for your accounting data.
 - You can click Set Password to set a password that users can type to modify closed transactions.
- 6 Click OK.
- QuickBooks saves your Accounting preferences.



What is a closing date?

- ▼ QuickBooks uses the closing date to identify transactions that you can or cannot edit. You set a closing date to avoid changes to account balances prior to that date. Typically, you set the closing date to the last day of the preceding fiscal year, but you can set the closing date to any date you want.

What does Set Password do?

- ▼ Clicking this button opens the Set Closing Date Password dialog box in which you type a password twice — once to create the password and once to confirm it. Click OK to save the password.

How does the closing date password work?

- ▼ If you set a closing date without setting a password, QuickBooks warns you when you try to change transactions dated prior to the closing date, but still lets you make the change. To better protect closed account balances, you can also set a password that a user must supply to change a closed transaction.

What happens if I do not select the Require accounts option (☐ changes to ☒) and I do not assign a transaction to an account?

- ▼ QuickBooks assigns the transaction to an Uncategorized Income account or an Uncategorized Expense account.

Set Checking Account Preferences

You can control how QuickBooks behaves in relation to checking accounts and transactions affected by them. For example, you can select default checking accounts to use whenever you open any window from which you write a check, pay a bill, or make a bank deposit.

In addition to the payee name, the date, the total amount, the first 16 lines of the information in the memo field, and the amount field, which all print by default, you also can print the first 16 lines of the account name. On payroll checks, QuickBooks prints payroll item names instead of account names. On checks that pay for inventory items,

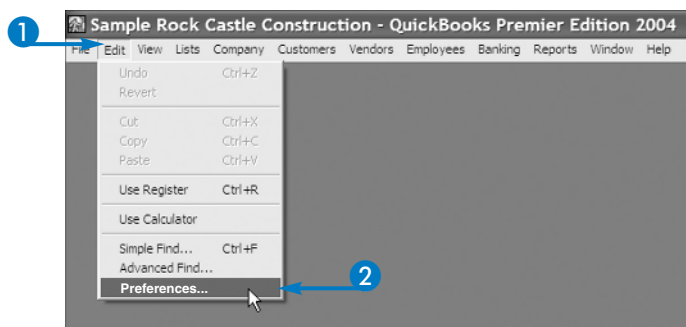
QuickBooks prints inventory item names. If you store account numbers for payees, QuickBooks can insert those account numbers automatically in the check memo field.

In the Preferences dialog box, two tabs appear for each set of available preferences: My Preferences and Company Preferences. My Preferences are those settings that you can customize for your own use without affecting other QuickBooks users. The options that appear on the Company Preferences tab affect everyone who uses QuickBooks. If you enabled security options, only the administrator can change the options on the Company Preferences tab.

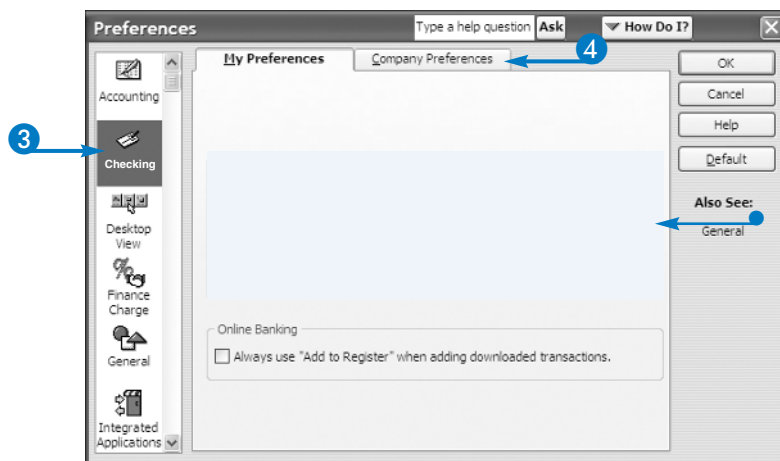
Set Checking Account Preferences

- 1 Click Edit.
- 2 Click Preferences.

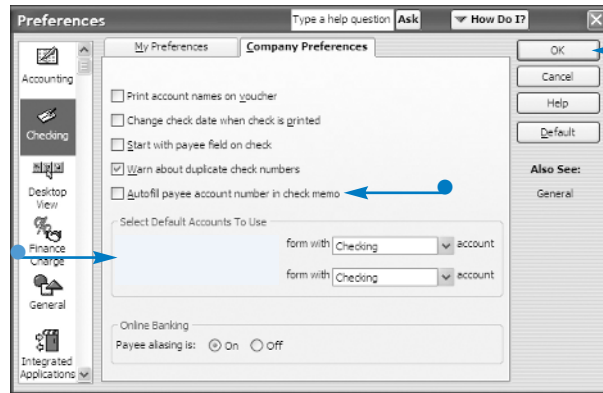
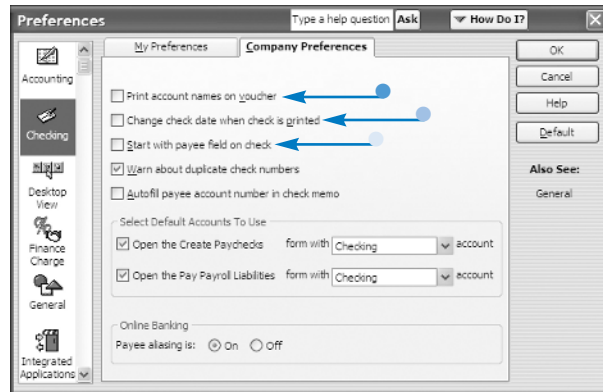
The Preferences dialog box appears.



- 3 Click the Checking icon.
- Click these boxes (☐ changes to ☒) to select default checking accounts to use with each form.
- 4 Click the Company Preferences tab.



- 5 Click the options you want to activate (☐ changes to ☒).
 - The Print account names on voucher option controls the information that prints on check stubs.
 - Click this option to change a check's date to the date that you print the check.
 - The Start with payee field on check option positions the insertion point in the name field on checks, bills, and credit card charges.
 - You can click the Autofill option to automatically enter, in the Check Memo field, the account number stored with the payee's record.
 - You can click these options to select default checking accounts for payroll-related transactions.
 - 6 Click OK.
- QuickBooks saves your Checking preferences.



What information prints on the check stub if I do not select the "Print account names on voucher" check box?

- ▼ QuickBooks does not print the account name, payroll item name, or inventory item name, but still prints the payee name, date, the total amount, and the first 16 lines of the information in the Memo field and the Amount field. On stubs of checks that pay bills, QuickBooks prints the vendor's invoice number, date, and amount.

I do not see all my accounts when I select a default account. Why not?

- ▼ QuickBooks displays only bank accounts because only bank accounts are appropriate.

What happens if I do not select the "Change check date when check is printed" check box?

- ▼ QuickBooks prints the check with the date that is on the check form, even if it's several days before or after the current date.

Why would I not want to select the "Warn about duplicate check numbers" check box?

- ▼ QuickBooks takes longer to record a check because it must search your company data file for other occurrences of the check number. If you have a large company data file, enabling this option significantly affects performance.

Set General Preferences

Setting General Preferences enables you to control features that affect the QuickBooks program as a whole. For example, you can set the default date displayed for new transactions to either the current date or the last date you entered. You can also let QuickBooks automatically fill in transaction information from the last bill, check, or credit card charge you created for a particular name from a particular account.

You can also control the way QuickBooks displays time entries. If you select Decimal as the time entry format and type four-and-a-half hours as 4:30, QuickBooks displays 4.5 hours. Similarly, if you select Minutes and type 4.5, QuickBooks displays 4:30.

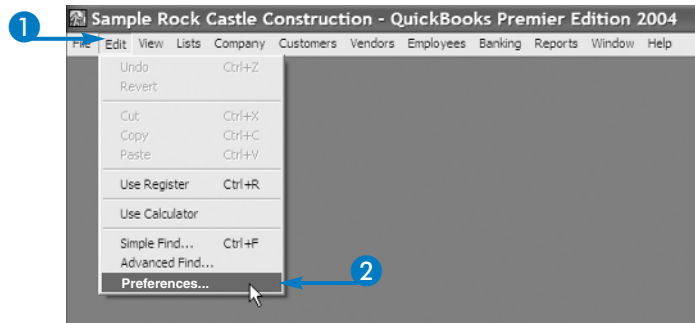
You can display two-digit or four-digit years; if you display four-digit years, you can type a two-digit year and QuickBooks displays four digits.

In the Preferences dialog box, two tabs appear for each set of available preferences: My Preferences and Company Preferences. My Preferences are those settings that you can customize for your own use without affecting other QuickBooks users. The options that appear on the Company Preferences tab affect everyone who uses QuickBooks. If you enabled security options, only the administrator can change the options on the Company Preferences tab.

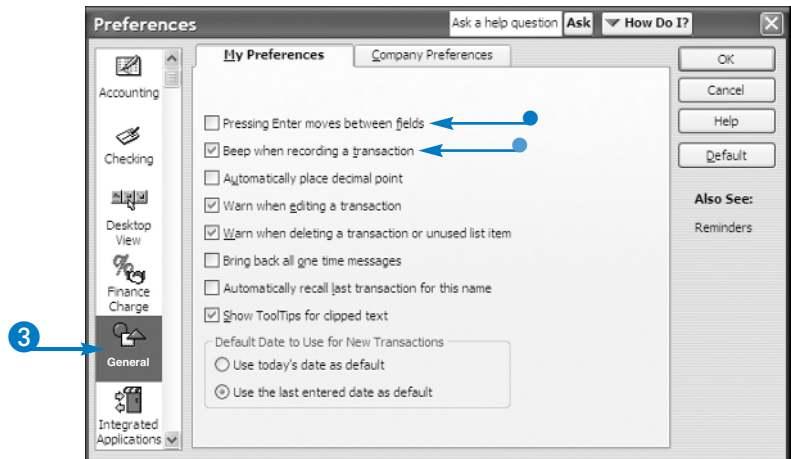
Set General Preferences

- 1 Click Edit.
- 2 Click Preferences.

The Preferences dialog box appears.



- 3 Click the General icon.
 - 4 Click the options you want to activate (☐ changes to ☒).
- The first option enables you to use Enter to move from field to field on transactions.
 - The second option activates an audible confirmation when saving transactions.



- Click the fourth and fifth options to display a warning when you try to edit or delete a transaction or delete an unused list item.
- Click the sixth option to have QuickBooks redisplay one-time messages.
- This option automatically fills bills, checks, and credit card transactions with data from the last transaction you entered for that name.

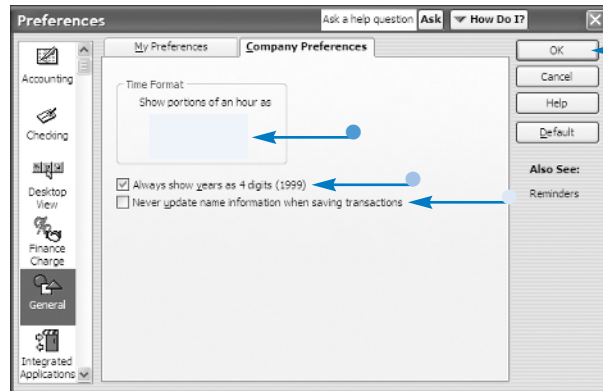
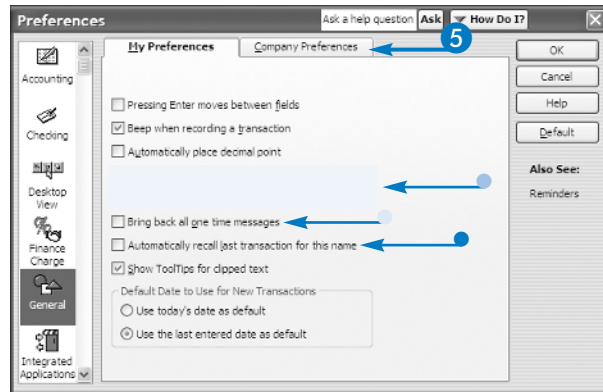
5 Click the Company Preferences tab.

6 Click the options you want to activate (☐ changes to ☒ or ☐ changes to ☒.

- The Time Format options enable you to select either a decimal or minutes format when recording time entries.
- This option displays four-digit years.
- The last option enables you to avoid updating name list entries if you change information associated with that name on a transaction.

7 Click OK.

- QuickBooks saves your preferences.



What happens if I do not select the Pressing Enter moves between fields option?

- ▼ If you do not select this option (☒ changes to ☐, you can use the Tab key or the mouse to move from field to field and press the Enter key to save transactions.

How do I save a transaction if the Enter key moves the insertion point from field to field.

- ▼ In the transaction window where you create the transaction, click Save & Close, or press Ctrl+A. You can also click Save & New, or press Ctrl+S.

What does the Show ToolTips for clipped text option on the My Preferences tab do?

- ▼ Some fields are not wide enough to automatically display all the information they contain. When you select this option (☐ changes to ☒) and move the mouse pointer over one of these fields, the entire content of the field appears in a ToolTip.

How does the Automatically place decimal point option work?

- ▼ When you select this option (☐ changes to ☒) and type a number with no decimal point, QuickBooks inserts a decimal between the second and third digits from the right end of the number. For example, 2995 becomes 29.95. When you do not select this option, 2995 becomes 2995.00.

Open an Existing Company

If you set up more than one company in QuickBooks, or you want to test something in one of the sample company data files that ships with QuickBooks, you need to open an existing company. You may set up more than one company in QuickBooks because you run more than one business, or because you want separate QuickBooks data files for each division of your business.

The name of the currently open company appears in the QuickBooks title bar along with the edition of QuickBooks you are using. During the process of switching companies, QuickBooks automatically closes the current company for

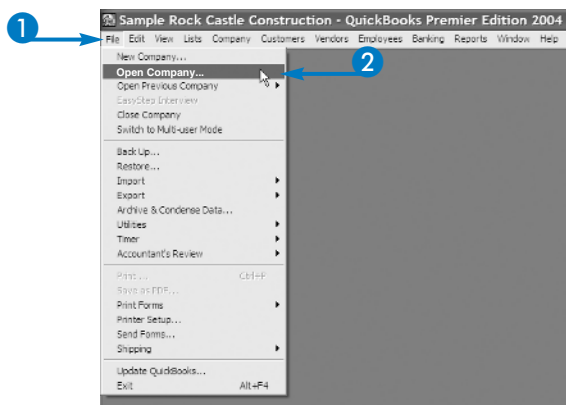
you without any special action on your part. The company name disappears from the title bar, leaving only the name of the program. After you open another company, that company's name appears in the title bar.

This section presents two methods to open an existing company. In one method, you select a QuickBooks company using a dialog box. You can identify QuickBooks companies by the icon that appears next to the name and by the data filename's extension; QuickBooks company names end in *.qbw*, and an Accountant's copy of a QuickBooks company ends in *.qba*.

Open an Existing Company

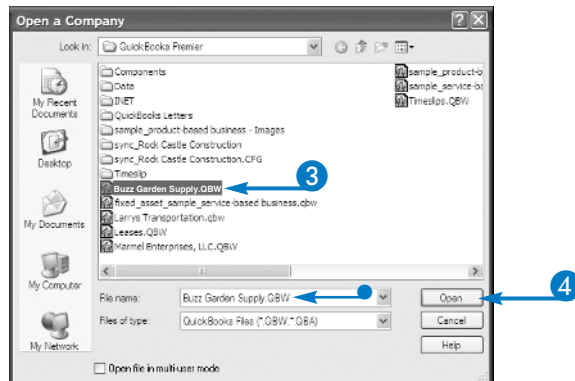
Select any Company

- 1 Click File.
- 2 Click Open Company.



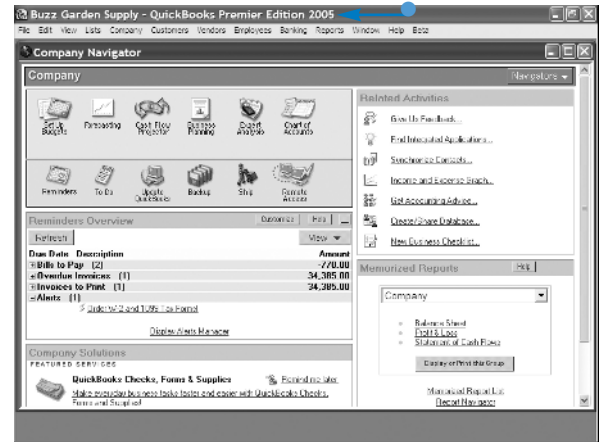
QuickBooks closes the current company and displays the Open a Company dialog box.

- 3 Click a QuickBooks company.
 - The company name appears in the File name box.
- 4 Click Open.



The company opens.

- The company's name appears in the title bar.



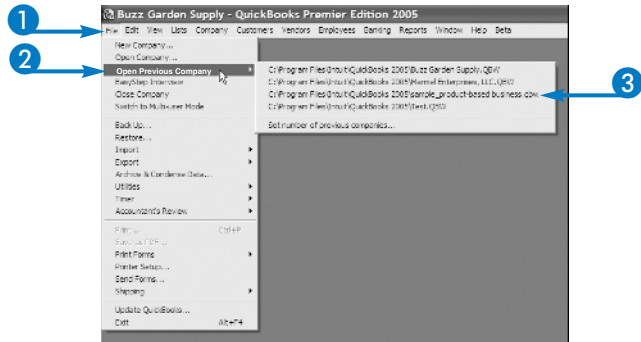
Open a Recently Opened Company

- 1 Click File.
- 2 Click Open Previous Company.

A list of the last four companies you opened appears.

- 3 Click the company you want to open.

QuickBooks opens the company, and the company name appears in the title bar.



How many previously opened companies can I display?

- ▼ Anywhere from 1 to 20. To change the number of previously opened companies that appears in the list, perform steps 1 to 2 in the subsection "Open a Recently Opened Company." At the bottom of the menu that lists the previously opened companies, click Set number of previous companies. QuickBooks displays a dialog box where you type a number between 1 and 20.

Can I control the order of the companies listed when I open a previously opened company?

- ▼ Not really. QuickBooks lists the companies from most recently opened to least recently opened.

What is an Accountant's Copy of a QuickBooks company?

- ▼ You and your accountant can share your QuickBooks data file so that both of you can work on the file simultaneously. As part of the process, you create an Accountant's copy of your company data file that you give to your accountant, who works on it and then gives it back to you. You ultimately merge the accountant's changes into your regular QuickBooks data file. For more information, see Chapter 26.