

Accountant's Copy

Accountant Activities

The work an accountant can perform in an Accountant's Copy is restricted as described in this document. The restrictions cover three types of tasks:

- Working with transactions
- Working with lists
- Account Reconciliation

Transactions

Accountants can work on transactions dated on or before the dividing date. However, to prevent conflicts with the work the client is doing after the dividing date, QuickBooks imposes some limitations to transaction activities. In addition, accountants can create some transactions that are dated after the dividing date.

For detailed information about what accountants can and cannot do with transactions, see the table labeled Accountant Transaction Activities, at the end of this section (the accountant's section) of this document.

NOTE: *Be careful when preparing journal entries. Users have reported failures in importing the accountant's changes, and apparently quite a few failures are the result of a blank line within a journal entry.*

Lists

Generally, the accountant has restrictions on the work done with list elements that existed at the time the Accountant's Copy was created. However, the Chart of Accounts is an exception to most of the restrictions.

Accountants can create list elements for some lists while they work in the Accountant's Copy and for those newly created list elements, most restrictions are eliminated.

For detailed information about what accountants can and cannot do with lists, see the table labeled Accountant List Activities, at the end of this section (the accountant's section) of this document.

Reconciliation

In the QuickBooks 2008 Accountant's Copy, the accountant can reconcile accounts (bank and credit card) for any period that ends before the dividing date.

- If the client sent a 2008 file, those changes are included in the merge file that is sent to the client.

- If the client sent a 2007 file, do **not** perform any reconciliation tasks because this causes the merge to fail at the client site.

Although the 2008 Accountant's Copy feature has been enhanced to let accountants work on files from both QuickBooks 2007 and 2008, without impeding the ability of clients running 2007 to import/merge the accountant's changes, the reconciliation function is **not** included in that design. You can only perform reconciliation tasks for files from clients running QuickBooks 2008.

Usually, accountants perform reconciliation tasks for earlier periods because the client doesn't reconcile the account (preferring to have the accountant perform this task). In this case, the client should select a fairly recent dividing date (such as two or three weeks before the date of the Accountant's Copy) to avoid leaving the client's bank account in an unreconciled state for a month or more. Another solution is to ask for an Accountant's Copy more frequently, or have reconciliation performed at the client site monthly (perhaps sending a bookkeeper).

The accountant can reconcile periods ending after the dividing date, but those changes are *not* included in the file that's sent back to the client (remember, the client must be running QuickBooks 2008 for any reconciliation tasks). The accountant can also undo reconciliations for any period, and if this occurs, the "undo" is passed into the client's company file.

Converting an Accountant's Copy to a Company File

The QuickBooks documentation on the Accountant's Copy feature includes the following information:

"If the restrictions on using an Accountant's Copy won't accommodate your situation, you can convert it to a regular company file. If you do this, your client will not be able to automatically import your changes. He or she will have to enter your changes manually in the company file."

In fact, this means an enormous amount of work for the client, because if you convert the Accountant's Copy to a regular company file, when you send the file back to the client your file overwrites the company file the client has been working in while the Accountant's Copy was out. At that point the client has two choices:

- Create a list of all work that was done by all users while the Accountant's Copy was out, and then import the accountant's file (and lose all the work done at the office while the Accountant's Copy was out). Then re-enter all the transactions performed by users.
- Get a list from the accountant of every task the accountant performed, cancel the Accountant's Copy without importing the file, and then create every transaction on the list the accountant provides.

If you have to do so much data entry that the restrictions on the Accountant's Copy get in your way, it's better to devise another solution. You should think about training your client to enter data in QuickBooks, or you should go to the client site to perform these tasks so you don't interfere in the client's ability to continue to create sales and pay bills. Although you could warn your clients to stop working in the company file, because you'll be replacing it, this is onerous; your client won't be able to run the business properly until you return the file. And, if you have to do so much data entry that you need to convert the Accountant's Copy to a regular company file, it's unlikely you'll be able to complete all those tasks in a single day (or even a couple of days).

A good reason to convert an Accountant's Copy to a regular company file is because the client doesn't back up regularly and the company file has been lost due to a computer failure (or an inadvertent deletion of the file). In that case, in addition to returning a company file you've created

from the Accountant's Copy, make sure you teach the client about the importance of backing up daily to remote media.

Accountant Transaction Activities

	On or before Dividing Date				After Dividing Date **			
	Edit	Del	Void		Add	Edit	Del	Void
GENERAL JOURNAL ENTRIES								
Journal Entries	✓	✓	✓		✓	✓	✓	✓
BANKING								
Write Checks	✓	✓	✓		✓	✓	✓	✓
Make Deposit	✓	✓	✓		✓	✓	✓	✓
Credit Card Charge	✓	✓	✓		✓	✓	✓	✓
Credit Card Credit	✓	✓	✓		✓	✓	✓	✓
Credit Card Refund	✓	✓	✓		✓	✓	✓	✓
Transfer Funds								
SALES & CUSTOMERS								
Sales Receipts	✓	✓	✓		✓	✓	✓	✓
Invoices	✓	✓	✓		✓	✓	✓	✓
Credit Memos	✓	✓	✓		✓	✓	✓	✓
Statement Charges	✓	✓	✓		✓	✓	✓	✓
Receive Payment	✓	✓			✓	✓	✓	
PURCHASES & VENDORS								
Enter Bills	✓	✓	✓		✓	✓	✓	✓
Vendor Credit		✓			✓		✓	
Item Receipt		✓			✓		✓	
Pay Bills	✓	✓	✓		✓	✓	✓	✓
Pay Bills (credit card)		✓			✓		✓	

Pay Sales Tax								
Adjust Qty/Value on hand		✓			✓		✓	✓
Build Assemblies								
PAYROLL								
Enter Time								
Pay Employees								
Pay Payroll Liabilities								
YTD Adjustment								
Adjust Payroll Liabilities								
Adjust Liability Frequency								
Deposit Liability Refund								
Payroll Prior Payment								
NON-POSTING								
Estimates								
Sales Orders								
Purchase orders								
Vehicle Mileage								
Pending Invoice								

** Edit, Delete, and Void actions are limited to transactions added by the accountant in the Accountant's Copy.

