

Accountant's Copy

Client Activities

While an Accountant's Copy exists, clients can work in the company file within certain restrictions, which are covered in this document. The restrictions cover three types of tasks:

- Working with transactions
- Working with lists
- Bank Reconciliation

Transactions

Clients can create, edit, and delete transactions dated after the dividing date. Clients cannot work on transactions that are dated on or before the dividing date. This means clients cannot create transactions with a date on or before the dividing date, and cannot edit or delete transactions that existed on or before the dividing date.

QuickBooks does not prevent you from opening a transaction that's dated on or before the dividing date, nor are you stopped if you make changes to any field in the transaction. When you close the transaction window, QuickBooks asks if you want to save the changes you made. If you select Yes QuickBooks displays a warning message.



When you click OK, you're returned to the transaction window. Close the window and select No when you're asked if you want to save your changes.

This restriction applies to any changes, including those that may seem unimportant to the accounting processes involved in a transaction, such as changing the text in the Memo field.

For detailed information about what clients can and cannot do with transactions, see the Table labeled Client Transaction Activities, at the end of this document.

Lists

The restrictions for working with list elements while an Accountant's Copy exists are not onerous.

However, restrictions on the Chart of Accounts are a bit different from the restrictions on all other lists.

For the Chart of Accounts, the following rules apply (the term "existing" means that the account existed when the Accountant's Copy was created):

- Clients can create new accounts, and perform any action on those new accounts (modify, delete, and create subaccounts).
- Clients cannot create new sub-accounts for existing accounts.
- Clients cannot edit existing accounts or subaccounts.

For all other lists, the following rules apply:

- Clients can add new list elements to any list.
- Clients can edit any list element.
- Clients cannot delete a list element that existed at the time the Accountant's Copy was created.
- Clients cannot merge list elements that existed at the time the Accountant's Copy was created.

For detailed information about what clients can and cannot do with lists, see the Table labeled Client List Activities, at the end of this document.

Bank Reconciliation

QuickBooks permits clients running QuickBooks 2008 to reconcile accounts (bank and credit card) while an Accountant's Copy exists, but when the reconciliation process starts, you see this message.



If your Accountant's Copy dividing date is only a few weeks before the current date, it's probable that some of the transactions in the bank statement are dated on or before the dividing date. In that case, wait until the Accountant's Copy has been returned and merged into your data file. The same is true if your accountant undoes a previous reconciliation (you'll have to contact the accountant to ascertain whether this occurred).

Client Transaction Activities

CLIENT - TRANSACTIONS	Add/Edit/Delete Before Dividing Date	Add/Edit/Delete On or After Dividing Date
GENERAL JOURNAL ENTRIES		
Journal Entries		✓
BANKING		
Write Checks		✓
Make Deposit		✓
Transfers		✓
Credit Card Charge & Credit		✓
Reconciliations		✓
SALES AND CUSTOMERS		
Sales Orders		✓
Estimates		✓
Sales Receipts		✓
Invoices & Credit Memos		✓
Statement Charges		✓
Receive Payment		✓
PURCHASES AND VENDORS		
Purchase Orders		✓
Enter Bills		✓
Vendor Credit		✓
Item Receipt		✓

Pay Bills		✓
Pay Sales Tax		✓
Adjust quantity/value on hand		✓
Build Assemblies		✓
PAYROLL		
Paychecks		✓
Pay Payroll Liabilities		✓
Payroll Adjustments		✓

Client List Activities

	Add	Edit	Delete	Merge	Make Inactive
Chart of Accounts	✓ **				
Class	✓	✓			✓
Customer	✓	✓			✓
Vendor	✓	✓			✓
Employee	✓	✓			✓
Item	✓	✓			✓
Fixed Asset Item	✓	✓			✓
Price Level	✓	✓			✓
Billing Rate Level	✓	✓			✓
Sales Tax Code	✓	✓			✓
Payroll Item	✓	✓			✓
Workers Comp	✓	✓			✓
Other Names	✓	✓			✓
Sales Rep	✓	✓			✓
Customer Type	✓	✓			✓
Vendor Type	✓	✓			✓
Job Type	✓	✓			✓
Terms	✓	✓			✓
Customer Message	✓	✓			✓
Payment Method	✓	✓			✓
Ship Via	✓	✓			✓
Vehicle	✓	✓			✓
Memorized Transactions	✓	✓			✓
To Do	✓	✓			✓
Reminders	✓	✓			✓
Alerts	✓	✓			✓

** Cannot add subaccounts