SEND A QUICKBOOKS ACCOUNTANT’S COPY

In QB:

File

Accountant’s Copy

Send to Accountant

Next

Dividing Date (Choose the date – Any day before the date you choose, the accountant can work on. Any day after the date you choose, you can work on)

Next

Input your Information and Mobley Gentry Firm Information, along with File Password

Send

(Send the file password to Mobley Gentry Firm in a separate email)