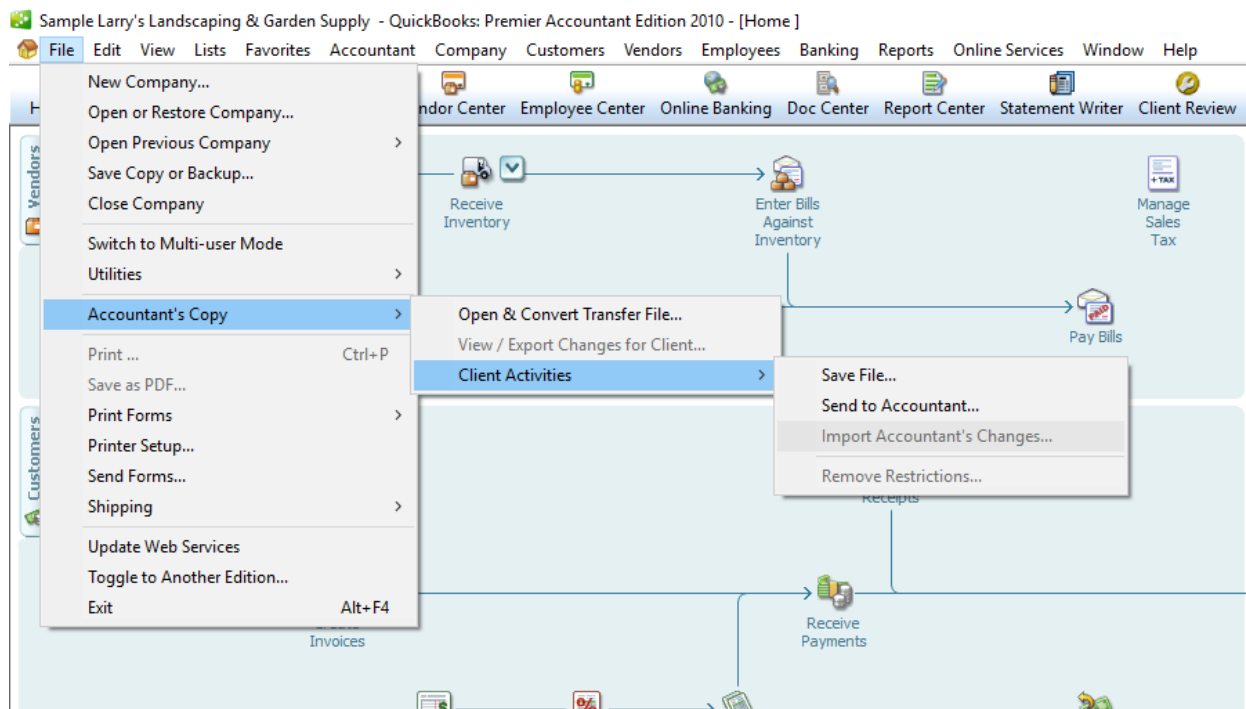


# RICHARD E. BINGAMAN, CPA, PLLC

*Certified Public Accountant & Business Advisor*

## Import QB Accountant's Changes File from Richard E Bingaman CPA PLLC

1. Save the QB Accountant's Changes file received from REB CPA PLLC to your PC.
2. Review the Accountant's Changes Report and AJEs provided by REB CAP PLLC to approve the changes before updating your QB company file.
3. From the QuickBooks main menu select File/Accountant's Copy/Client Activities/Import Accountant's Changes



4. Follow the prompts to import the changes.
5. Ensure the Closing Date is set to the last day of the most recent closed tax year.

Your update is now complete.