

intuit®

# QuickBooks®

EASY ACCOUNTING FOR SMALL BUSINESS

2013

## Upgrader's Guide



Important upgrade tasks and information  
for existing QuickBooks customers.

Open me for  
more info!

# What to know before you start

2006 or earlier  
upgraders only

## Welcome to QuickBooks 2013

This guide will take you through the steps you need to upgrade your software and company file.

### Before you upgrade

1. Verify your company file in your current version of QuickBooks.
2. Back up your verified file to a safe, external location (such as a CD or USB stick).
3. Gather the necessary upgrade information. In order to upgrade your file, you'll need a copy of the last VAT return that you filed with HMRC. QuickBooks cannot upgrade your file without information from that return!

### Set aside some time

Installing QuickBooks and upgrading your company file can usually take 30 minutes to an hour, depending on the size of your file. Make sure you set aside enough time for the upgrade, so you can be up and running on your new version of QuickBooks as soon as possible.

## 1 Install QuickBooks

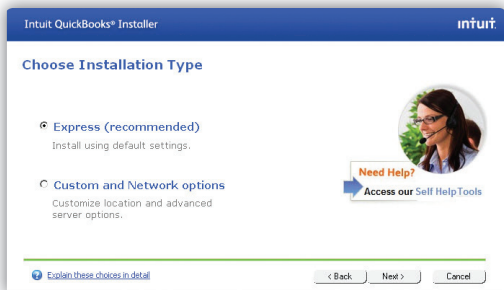
Put the QuickBooks CD in your CD drive.

If the installer doesn't start automatically:

1. Click **Start** from your **Windows** menu (bottom left of your screen).
2. Choose **Run**.
3. Type **D:\setup.exe** (where D is your CD drive).

The next steps highlight some of your key choices as QuickBooks will ask you some questions to help you install.

## 2 Choose installation type



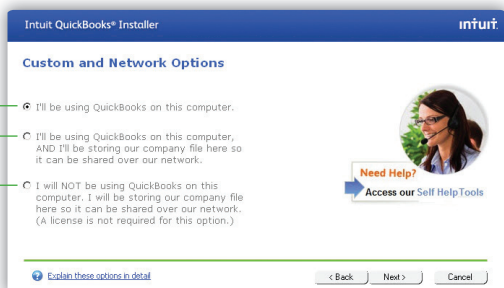
We suggest you click the **Express** option (recommended). If you choose this option, skip to Step 5. Alternatively, to choose where your company file will be stored and how it will be accessed click **Custom and Network options** and proceed to Step 3.

**TIP:** You can have both your old and new versions of QuickBooks installed at the same time.

## 3

## Set Custom and Network Options

Choose from the options below:



- Choose this option if you do not want other users in your network to have access to the QuickBooks company files on this computer.
- Choose this option to allow other users in your network access to the company files stored on this computer.
- Choose this option if users on your network will run QuickBooks on their computers, but update the company file on the database server only. Select option c only if your company file will be located on a separate database server where you will not run QuickBooks.

## 4

## Choose installation folder

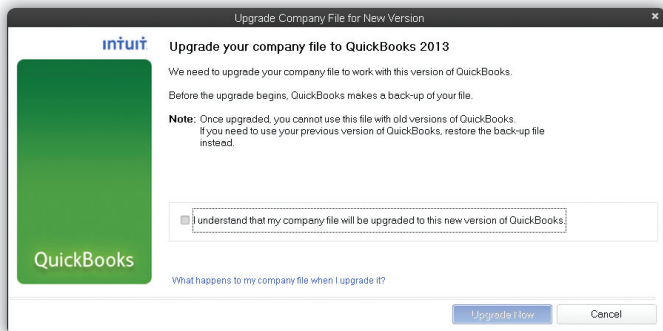
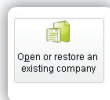
You can now choose where to install QuickBooks. We recommend that you accept the default folder, as Windows Vista and Windows 7 require programme files to be installed in different locations than in previous operating systems. The location QuickBooks chooses is compatible with these requirements.



## 5 Select company file

Follow these steps to upgrade your company file:

1. Double-click the **QuickBooks** icon on your desktop to start QuickBooks.
2. Open your current company file:
  - Click **Open an existing company file**.
  - Select the type of file you want to upgrade.
  - Browse to the original file and click **Open**.
3. Confirm that you want to upgrade your file and click **Upgrade Now** to begin the Upgrade Wizard.



**TIP:** QuickBooks prompts you to make a backup copy. We recommend you accept the default name and location for the backup copy and the upgraded company file.



## Upgrade Wizard

The Upgrade Wizard asks for key information QuickBooks needs to upgrade your company file. We describe the most important questions on the back of this guide. Within the programme you can click the blue links at any time for more information. If you need any further assistance, we're here to help you.

## Need help with QuickBooks?

You can get in touch in a variety of ways.



**FREE** technical telephone support for **30 days\*** on **0808 168 9535**. Our help centre is open 8am to 8pm GMT, Monday to Friday.



**FREE** online self-help support available 24/7<sup>†</sup> at **QuickBooks.co.uk/support**.



**PLUS** in-product support within your QuickBooks, including video tutorials and a Live Community forum.

## Are you outside the UK?

If you're not currently in the UK, please visit

<http://support.intuit.co.uk/quickbooks/contact/index.jsp>

\*QuickBooks 2013 technical support is included for 30 consecutive days from first-time registration. First-time registration must be completed within 30 days of installation. UK only, see terms and conditions inside software. Intuit reserves the right to limit the length of the telephone call.

†24/7 access is subject to occasional downtime due to systems and servers maintenance and events beyond our control.

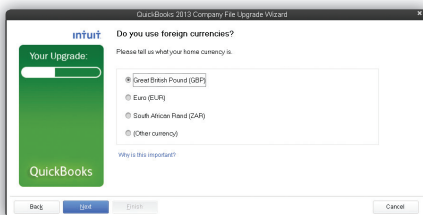
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## Country and currency

2006 or earlier  
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As you go through the Upgrade Wizard, QuickBooks asks for your home country and later (if you used foreign currencies) for your home currency.

- For the home country, choose the country in which your company has its home office.
- For the home currency, choose the currency that corresponds to the currency in your old version.



### Why isn't my home currency brought forward from the previous version?

The multicurrency feature in previous versions allowed you to customise the name of the currency. QuickBooks needs to know which currency corresponds to your old home currency so it can download the correct exchange rates from the Internet.

**TIP:** If your company is based in Ireland or South Africa, QuickBooks supports International VAT rules for these countries. To take advantage of this functionality, search the in-product help for "VAT".



## Date of last VAT period

If you are VAT-registered, QuickBooks asks for the end date of the last VAT return you filed with HMRC.

This information is used during the upgrade to reassess your VAT to the end date of your last return, and help catch any VAT entry errors including:

- Transactions entered or modified after VAT was filed.
- Transactions that contain VAT but don't have an associated VAT code.

### Why does QuickBooks need to reassess my VAT?

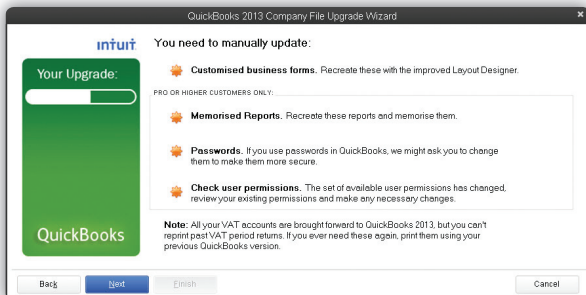
The VAT system in this version of QuickBooks helps you ensure the accuracy of VAT reports is not affected by common mistakes. Now, all VAT amounts are caught and accounted for, no matter how or when a transaction was entered.

**IMPORTANT:** If QuickBooks finds VAT entry errors in your old company file, you might have a VAT overpayment or underpayment. When the upgrade completes, you can resolve the issue from the Upgrade Centre.





Near the end of the Upgrade Wizard, QuickBooks notifies you that you must manually recreate your business forms and, for Pro and Premier users, your reports.



You don't have to do anything about these right now. After the upgrade is finished, the Upgrade Centre lists the items you need to recreate and gives you the tools to do so.

### Why do I need to recreate my forms?

The way QuickBooks reports VAT on business forms has changed. VAT is now reported only as a total on each form, instead of separate amounts for each line, resulting in a more reliable VAT calculation. However, this change prevents us from upgrading your customised forms.

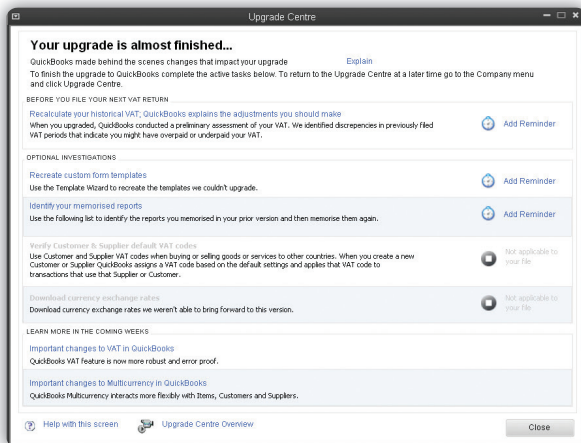
**TIP:** Use the Form Designer to easily recreate your business forms. For more details or to download templates, see [QuickBooks.co.uk/templates](http://QuickBooks.co.uk/templates).



## Finish the upgrade

When QuickBooks has enough information, it begins updating your company file. QuickBooks estimates how much time it will take based on the size of your file and displays a countdown timer.

After you upgrade your company file, QuickBooks displays the Upgrade Centre. From here, complete the remaining tasks necessary to finish the upgrade.



You can click an issue to view and resolve it. Items that don't apply to you are greyed out.

## Register your copy of QuickBooks.

You are now ready to start using QuickBooks. Be sure to register your copy of QuickBooks and receive 30 days free support.\* Once you have opened QuickBooks, click the **Help** menu and select **Register QuickBooks**. You must register the product within 30 days of installation.