

intuit®

QuickBooks®

EASY ACCOUNTING FOR YOUR BUSINESS

2010 Upgrader's Guide



Important upgrade tasks and information
for existing QuickBooks customers.

What to know before you start

Do I have the right version?

If you do the following jobs in your current version, you'll need QuickBooks Premier:

- You create **back orders** or **sales orders**
- You **buy by one measure** (e.g. the crate) and **sell by another** (e.g. the can)
- You have **specified static foreign sales prices**

You can still install this version and upgrade to Premier from within the product.

Set aside a few hours

- Installation takes about **15 minutes**. Upgrading your company file depends on the size, but most take **1-2 hours**.
- You'll need to perform some extra steps after you upgrade. **Set a few hours aside** for this.
- We suggest you perform the upgrade outside of work hours, either at the weekend or at the end of your work day.

Before you upgrade

1 In your current version of QuickBooks:

- Verify your company file
- Back up your verified file to a safe, external location (such as a writeable CD or USB stick)

2 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!

1

Start installation



Put the QuickBooks CD in your CD drive

If the installer doesn't start automatically:

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

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

2

Choose number of users

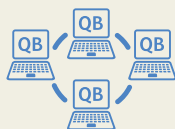


One user: Most people choose this option

If you choose this option, skip to Step 4.

How many users are you installing QuickBooks for?

- ☒ **One user**
 (I plan to run QuickBooks on only one computer at a time.
 (For example, I might install it on both my home and work computers. Or, I might have two users working on the same computer.)
- ☐ **More than one user**
 (I plan to run QuickBooks on multiple computers at the same time.
 (For example, two or more QuickBooks users working in the same company file at the same time.)



More than one user: (on a network)

Install QuickBooks on multiple computers so more than one person can use it at the same time.

If you choose this option, go to Step 3.

Don't worry — you can change these settings later, if you like.

3

Make multi-user choices

Choose install type

Which type of QuickBooks installation do you want to use?

☒ **Install Full QuickBooks with Database (Recommended)**

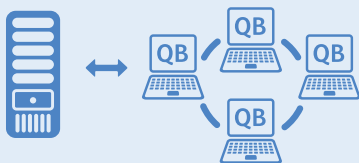
☐ **Install Database Server Only**

Use ONLY on computers that store company files AND do not need the full QuickBooks application installed. This option does not require a license.

More than one user: Most people choose Install Full QuickBooks with Database

When should I choose Install Database Server Only?

Use this advanced option only if you want your company file to be located on a separate database server where you will not run QuickBooks. Users on your network run QuickBooks on their computers, but update the company file on the database server only.



If you choose this option, go to Step 4.

3

Make multi-user choices

Choose user access

Do you want to allow QuickBooks users on other computers to open company files stored on this computer?

☐ **Yes, allow access**

Choose this option to allow users on other computers to open company files stored on this computer.

☒ **No, do not allow access**

Choose this option if users will not need to open company files stored on this computer.

Select Yes, allow access if you want to store QuickBooks company files on this computer AND want to share them with others in your network.

Select No, do not allow access if you don't want users on other computers in your network to share the QuickBooks company files on this computer.

4

Choose where to install

Choose installation folder

The screenshot shows the 'Installation Folder' dialog box for QuickBooks Premier: Accountant Edition 2010. It has two radio button options. The first option, 'Install QuickBooks Premier: Accountant Edition 2010', is selected and shows the default path 'C:\Program Files (x86)\Intuit\QuickBooks 2010\'. A 'Change...' button is to its right. The second option, 'Select an existing version to replace (upgrade):', is unselected and has an empty dropdown menu below it. At the bottom, there is a checked checkbox for 'Add service and support shortcuts to your desktop.' with a note in parentheses: '(The QuickBooks shortcut is always added to your desktop.)'. The 'InstallShield' logo is in the bottom left. At the bottom right are three buttons: '< Back', 'Next >' (which is highlighted with a blue border), and 'Cancel'.

We recommend that you accept the default folder and keep your old installation of QuickBooks. You can have both your old and new versions of QuickBooks installed at the same time.

Why the new location?

Windows Vista and Windows 7 require program files to be installed in different locations than in previous operating systems. The new location is compatible with these new requirements.

5

Select company file

Start QuickBooks

Double-click the QuickBooks icon on your desktop.

Open your current company file

Click Open an existing company file. Select the file type of your old company file (typically a standard QuickBooks*.QBW file), then browse to the original file.




Open or restore an existing company

Start going through the Upgrade Wizard

The Upgrade Wizard takes you through the steps necessary to upgrade your company file.

To save time, before starting the upgrade process, the wizard asks for key information about your data file. We describe the most important questions in the upcoming steps.



Upgrade your company file to QuickBooks 2010

We need to upgrade your company file to work with this version of QuickBooks.

Before the upgrade begins, QuickBooks makes a back-up of your file.

Note: Once upgraded, you cannot use this file with old versions of QuickBooks. If you need to use your previous version of QuickBooks, restore the back-up file instead.

☒ I understand that my company file will be upgraded to this new version of QuickBooks.

[What happens to my company file when I upgrade it?](#)

Upgrade NowCancel

Click the blue links at any time if you want more information.

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.

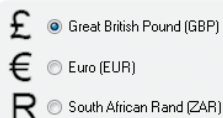
6

Country and currency

Choose your country and home currency

As you go through the Upgrade Wizard, you'll be asked for the country in which your company is based and later (if you used the Multicurrency feature) for your home currency.

- For the 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 do I have to choose my country?

QuickBooks needs this information to set up your company so that it correctly processes multicurrency transactions.

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

How come my home currency isn't 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.

7

Date of last VAT period

Find the date of your last VAT period

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

It is vital that you enter the correct date. Otherwise, the VAT totals in your upgraded file will be incorrect!

Acknowledgement

Thank you for sending your VAT return. Your details have been received.

Any tax due must be paid electronically and received by HM Revenue & Customs by 07 Dec. Payment should be made to sort code 08-00-90 account number 12345678 (using the VAT Registration number).

CONNIE CITIZEN
1 ANYSTREET
ANYAREA
ANYTOWN
ANYCOUNTRY
AB1 2CD

VAT Number: 123 4567 89
Period: 10 09
Start Date: 01 Aug 2009
End Date: 31 Oct 2009
Due Date for Electronic Payment: 07 Dec 2009

Why do I need this information?

During the upgrade, QuickBooks reassesses your VAT to the end date of your last return, to catch possible VAT entry errors that might be present in your old company file.

We do this now because QuickBooks has a completely new VAT system. The new VAT system helps ensure the accuracy of VAT reports is not affected by common user mistakes, including:

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

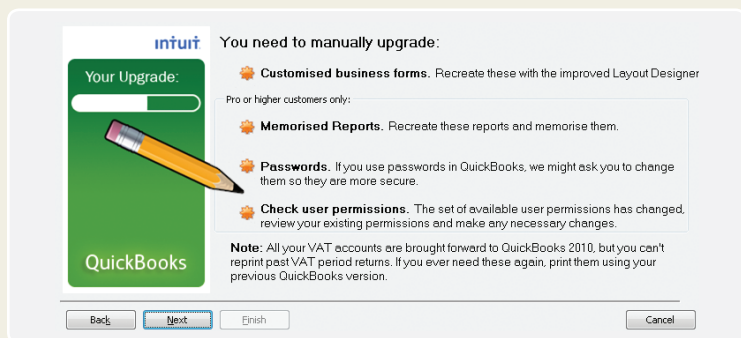
We decided to overhaul the VAT feature when previous attempts to teach customers the correct process weren't effective. In the new version, all VAT amounts are caught and accounted for, no matter how or when a transaction was entered.

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

8 Forms and reports

About business forms and reports in the new version

Near the end of the Upgrade Wizard, QuickBooks notifies you that you must manually recreate your business forms and (for Pro users or above) reports in the new version.



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 have to recreate my business forms?

The way that VAT is reported on business forms (like bills and invoices) is different in the new VAT system. VAT is now reported only as a total on each form, instead of separate amounts for each line, resulting in a more accurate VAT calculation. However, this change prevents us from upgrading your customised forms.

TIP: We've improved the Form Designer so it's even easier to recreate your business forms, and we have templates you can download from the web. For more details, see QuickBooks.co.uk/templates

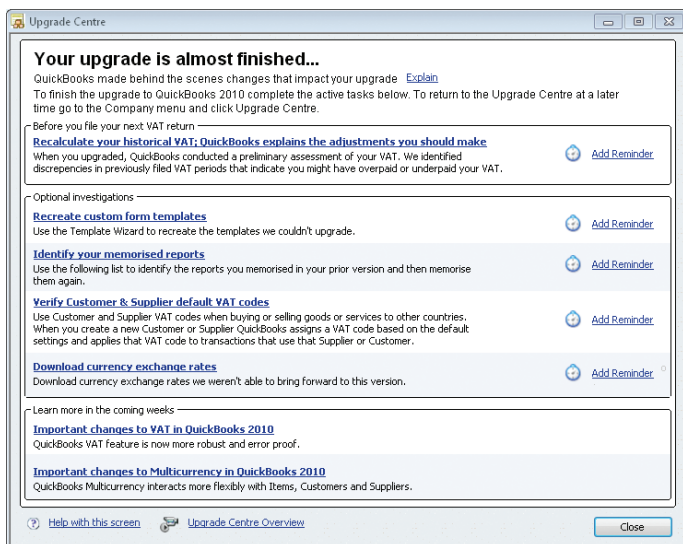
9 Finish the upgrade

Finish the Wizard

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.

The Upgrade Centre

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



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

Remember, we're here to help you.



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



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



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

Outside the UK?

If you are not currently in the UK, please visit <http://support.intuit.co.uk/quickbooks/contact/index.jsp>

* QuickBooks 2010 support is included for 30 consecutive days from first-time registration. First-time registration must be completed within 90 days of purchase. UK only, see terms and conditions inside software.

** 24/7 access is subject to occasional downtime due to systems and servers maintenance.