

# NOTES ON INSTALLATION AND UPGRADING QUICKBOOKS QBi 2009/10

## PLEASE ENSURE YOU READ THIS ENTIRE DOCUMENT BEFORE COMPLETING YOUR UPGRADE!

### **System Requirements**

Please refer to pages page 4 of your QuickBooks Start Up guide

### **Integration / compatibility requirements**

Please refer to page 4 of your QuickBooks Start Up guide

### **Multi User Requirements**

Please refer to page 5 of your QuickBooks Start Up guide

**Windows Terminal Services for windows Server 2000/2003** is only supported on QuickBooks Enterprise.

QuickBooks Enterprise 2009/10 runs on Windows Terminal Services with certain configurations for further information please visit [www.quicken.co.nz](http://www.quicken.co.nz)

\*The 64-bit versions of Windows Xp and Windows Vista operating systems are not supported.

\*\*Not all versions of Windows Vista are supported. Support is only provided for Windows Vista Business.

## NEW QUICKBOOKS USERS

**Before** you install QuickBooks:

Take a few moments to read through all of these installation instructions. Then:

- Log on to your PC as an Administrator
- Close all programs
- Disconnect from the Internet
- Disable your anti-virus software and firewall

**After** you have installed QuickBooks:

- Enable your anti-virus software and firewall
- Connect to the Internet
- Activate QuickBooks

### **To install QuickBooks 2009/10:**

1. Insert the QuickBooks 2009/10 into the CD-ROM drive  
If the installation wizard does not start automatically, click Start in the Windows taskbar, and then click Run. Type D:\autorun.exe (where D: is the CD-ROM drive letter). Click OK
2. Select your region i.e. New Zealand
3. Click Begin
4. Click Install to install the QuickBooks 2009/10 application *Or*  
Click Trial to install the QuickBooks 2009/10 trial version  
**Note: If you want to upgrade an existing QuickBooks company file using the QuickBooks 2009/10 Trial version, read the instructions for existing users in this booklet and see further details to check your upgrade path and compatibility.**
5. Click Begin
6. Read the License Agreement, click I accept the terms in the licence agreement and then click Next
7. Enter your QuickBooks License Number and then click Next  
You will find your License Number (also known as your IKC) on the cover of the QuickBooks CD-ROM
8. Select the installation type you want to use and then click Install. (For more information on this, refer to the QuickBooks Start-up Guide)

9. If you don't have Microsoft .NET Runtime installed you will be prompted to install it. Click Next
10. Click Next
11. Select your installation folder and then click Next
12. Select if you want to use Google Desktop in QuickBooks and click Next
13. Click Install
14. Click Finish
15. Depending on your PC configuration and your edition of QuickBooks, you may be prompted to reboot your PC to complete the QuickBooks installation. If you receive a prompt, you should reboot your system now.
16. Double-click the icon on your desktop to open QuickBooks 2009/10
17. Create a new company file, or browse the features of QuickBooks 2009/10 using the sample company file.

## **ACTIVATE QUICKBOOKS**

After the installation process is complete, you should activate your copy of QuickBooks. You need an Internet connection in order to activate online. If you have not already done so, establish a connection to the Internet now.

To activate your copy of QuickBooks:

1. In QuickBooks, create a new company file, or open the sample company file.
2. Go to the File menu, click Activate QuickBooks, and then follow the onscreen instructions.

For more information about activating QuickBooks refer to the in-product Help.

If you do not have an Internet connection, press Ctrl+3 on your keyboard (not numeric keypad) or press Ctrl+F12 to open the QuickBooks activation window. You will be prompted to call the Reckon Customer Service phone number.

## EXISTING QUICKBOOKS USERS

Check the upgrade path for your current version of QuickBooks

**You can only upgrade to QuickBooks 2009/10 from QuickBooks 2007/08.**

If you are using an earlier version of QuickBooks, you will need to first upgrade to QuickBooks 2007/08, and then upgrade to QuickBooks 2009/10.

Note that some very early versions of QuickBooks do not upgrade directly to QuickBooks 2007/08. You must first upgrade to QuickBooks 2007/08. You must first upgrade to an interim version of QuickBooks and then QuickBooks 2007/08. For instructions on how to do this please visit [www.quicken.co.nz](http://www.quicken.co.nz)

If you are currently using QuickBooks 2007/08, please follow the upgrade instructions in this guide. **Before you begin – changes in QuickBooks you should note:**

### **Customised Templates**

If you had customised templates in QuickBooks 2007/08, after you upgrade to QuickBooks 2009/10 the layout of the templates may have changed. Therefore, after you upgrade you should check the layout of your templates. You may have to set up new customised templates in QuickBooks 2009/10.

### **Memorised reports**

Any memorised reports you may have set up in QuickBooks 2007/08 or earlier will not be available after upgrading to QuickBooks 2009/10, and cannot be imported. New memorised reports can be created using the default reports available in QuickBooks 2009/10.

### **Memorised transactions**

Any memorised transactions you may have set up in QuickBooks 2007/08 or earlier will not be available after upgrading to QuickBooks 2009/10, and cannot be imported. New memorised transactions can be created in QuickBooks 2009/10.

### **Auto run and Networks**

In QuickBooks 2007/08, the Auto run system works only if you install from the CD. To start the installation from any other location, such as a network sever, to the directory where your copies of the QuickBooks 2009/10 files are located and run setup.exe.

### **Sever only install**

QuickBooks 2009/10 allows you to install a Database Server with QuickBooks Pro, Premier and Enterprise editions. Although the Database Server uses the same installation sequence and IKC code as QuickBooks 2009/10, it does not count as one of your licensed installations. For example, with QuickBooks Premier you can install QuickBooks on three computers (up to a maximum of five, depending on the number of licences you have purchased) and install the Database Server without violating the End User Licence Agreement.

### **Installing QuickBooks 2009/10 on Windows Vista**

To install QuickBooks 2009/10 in Windows Vista, you must be the QuickBooks Administrator or have Administrator rights under the Windows Vista operating system. Once installed, however, users need only to have Power User rights in order to use QuickBooks.

### **Multi-user mode on Windows Vista**

Please note that Multi-user mode is supported only on Windows Vista Business and Windows Vista Ultimate platforms.

### **Using QuickBooks 2007/08 after upgrading to QuickBooks 2009/10**

After QuickBooks 2009/10 is installed on a PC, you cannot use a previously installed version of QuickBooks 2007/08, as the navigators in QuickBooks 2007/08 will produce an error. After installing QuickBooks 2009/10, if you need to use QuickBooks 2007/08, you will need to uninstall the 2007/08 software, then reinstall it.

### **Unregistered earlier version of QuickBooks become trial versions**

Following installation of QuickBooks 2009/10, any previously installed versions of the QuickBooks software which have not been activated will become trial versions. If you plan to use the earlier software versions after installing QuickBooks 2009/10, please ensure that the software is activated before installing QuickBooks 2009/10.

### **Change in EasyStep Interview availability**

In QuickBooks 2009/10, after the EasyStep Interview has been completed, it cannot be accessed again. This is different from earlier versions, in which the EasyStep Interview was always accessible.

### **Audit Trail**

During the upgrade process, the Audit Trail will be automatically switched on, even if it was not switched on in your QuickBooks 2007/08 data file. In QuickBooks 2009/10, with significant enhancements in performance over earlier versions, the Audit Trail is always on. This ensures that an accurate record of your data is maintained.

### **Printing Preferences**

Any printing preferences you may have set up in QuickBooks 2007/08 are cleared during the upgrade process. You will need to set your printing preferences process. You will need to set your printing preferences after the company file has been upgraded.

### **Stock items are called Inventory Items**

Stock items in QuickBooks 2007/08 are referred to as Inventory items in QuickBooks 2009/10. For example, Stock Assembly items in QuickBooks 2007/08 are referred to as Inventory Assembly items in QuickBooks 2009/10.

### **Units of Measure**

During the upgrade process, any Units of Measure you may have set up in your company file will change. In QuickBooks 2009/10, Units of Measure sets are introduced. Therefore, if your items with Units of Measure enabled have multiple Units of Measure assigned, the program will determine the smallest unit, then use that as the base unit for that item in QuickBooks 2009/10.

All other units will be linked to the base unit as related units.

For additional information about Units of Measure, refer to the QuickBooks 2009/10 Upgrade Guide.

### **Tax Items and Tax Codes**

QuickBooks 2009/10 introduces a new tax system incorporating Tax Codes and Tax Items. During the upgrade process, all existing Tax Codes in your QuickBooks 2007/08 data file will be associated with Tax Items, the Sales Tax Item and the Purchase Tax Item. For a detailed explanation of the new tax system in QuickBooks 2009/10, refer to the QuickBooks 2009/10 Upgrade Guide, available on the QuickBooks 2009/10 Installation CD.

### **Exporting Tax Codes**

To export custom Tax Codes from QuickBooks 2009/10, and import them into a new data file, you must also export the Item list. Tax Codes are now linked to Tax Items as a new feature of QuickBooks 2009/10. If the Item List is not exported, Tax Codes will not function in the new company file.

## **PREPARE YOUR COMPANY FILE FOR UPGRADE**

Before you begin the upgrade process, we strongly recommend that you complete the following steps to protect your company file and ensure its accuracy.

### **1. Back up your company file to your usual backup media**

**Make sure you label your backup media correctly and store it in a safe place in case you need it later. Do not overwrite this backup copy.**

### **2. Cancel Accountant's Copy**

If you have Accountant's Copy switched on, you need to cancel it before you proceed.

To cancel Accountant's Copy:

- Go to file menu, click Accountant's Copy, then click Cancel Accountants changes

The main title bar indicates whether the Accountant's Copy is switched on. Refer to the in-product Help for more information about Accountant's Copy.

### **3. Create and print a Trial Balance report for your company**

Print a Trial Balance report from your current version of QuickBooks before you upgrade. (Your current version will have specific instructions for doing this). Set the printed Trial Balance report aside for reference after you have upgraded your company file.

### **4. Complete the processing of any online banking (ABA) files**

You will need to complete the processing of all online banking files before upgrading. Any unprocessed online payments created in QuickBooks will no longer be available after the

upgrade. These unprocessed payments may also cause problems when creating ABA files in the new version.

5. **Check your GST codes, suppliers and preferences** in your current version of QuickBooks  
Please refer to the GST upgrade handout with these notes
6. **Verify your company file** in your current version of QuickBooks  
To verify data in recent versions of QuickBooks:  
Go to the File menu, click Utilities, then click Verify Data
7. **Read Changes to QuickBooks** Ensure that you have read 'Before you begin changes to QuickBooks you should note', contained in this document above.
8. **Schedule your upgrade** to minimise disruption to your business  
We recommend that you schedule your upgrade carefully in order to minimise any disruption to your business. The most appropriate times are often in the evenings, weekends or after GST time.

## **Upgrading your Company File**

### **To upgrade your company file:**

1. Double-click the QuickBooks 2009/10 icon on your desktop.  
The No company open window opens
2. Click Open or restore an existing company
3. Browse to your company file, select it, then click OK.  
Follow the onscreen instructions to back up the current data file and upgrade it to QuickBooks 2009/10

This process may take several minutes to complete, especially if you have a large data file. Do not interrupt the process, exit from QuickBooks 2009/10, or shutdown your computer until the upgrade has been completed.

If you experience problems during the upgrade of your data file, please step through the upgrade procedures at least one more time before contacting Technical Support. Charges may apply for this service.

## **After you upgrade**

After upgrading your company file to QuickBooks 2009/10, you need to check that the upgrade was successful so that you can start using your company file in the new version.

1. Create and print a Trial Balance Report for your company file.
2. Verify and Rebuild your company file
3. Back up your company file to your usual backup media  
DO NOT OVERWRITE YOUR PREVIOUS BACKUP!
4. Check your Tax Codes and Tax Items
5. Check your Units of Measure Items

**UPGRADING FROM PREVIOUS VERSIONS OF QUICKBOOKS PRIOR TO v2007/08 PLEASE VISIT [WWW.QUICKEN.CO.NZ](http://WWW.QUICKEN.CO.NZ) FOR FULL UPGRADE INSTRUCTIONS.**