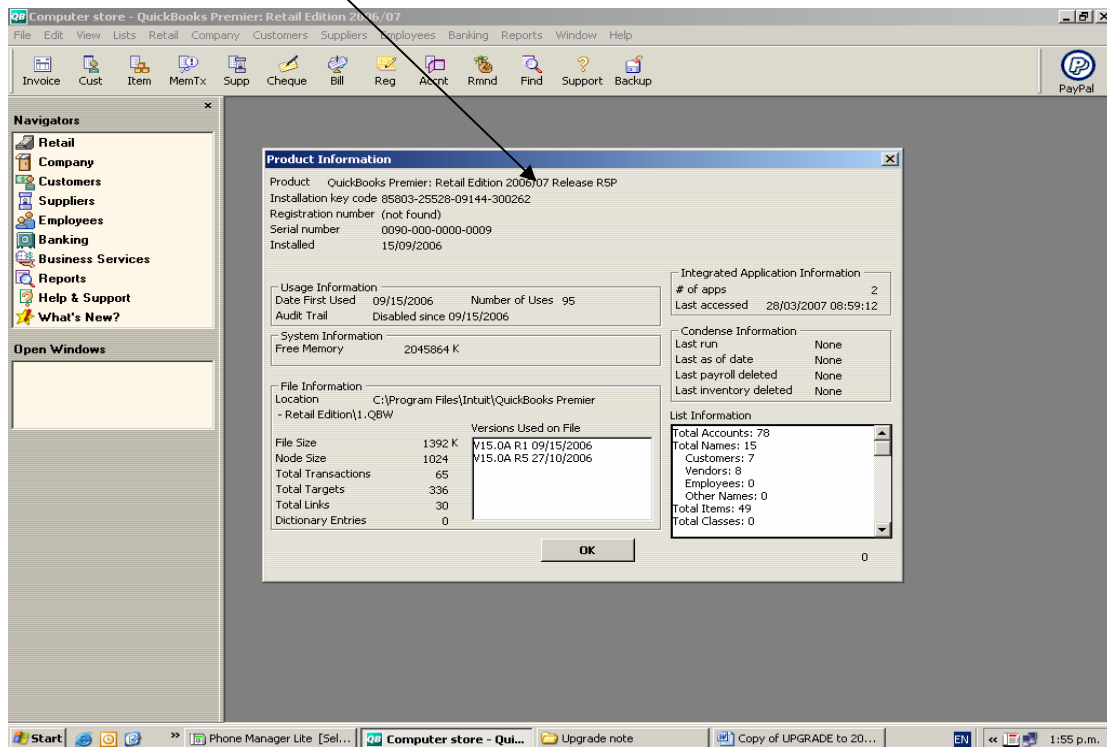


Important upgrade instructions

These upgrade notes are only for **V2002, V2003, V2004, V2005/06, V2006/07**, If you are upgrading from prior versions of QuickBooks such as **V7.5, V6, V5.5, V5**, please contact us on **0800 933 666** and we will send or fax the upgrade notes to you or alternatively please visit our website www.quicken.co.nz for more information.

To find the version of your QuickBooks, please hold down Ctrl and press number 1 key to have following product information screen, and then you will find the information here





Upgrade note

Upgrade from QuickBooks version 2002 and above (2002, 2003, 2004, 2005/06 or 2006/07) to QuickBooks 2007/08 Upgrade note for window xp /me /2000 /98 users only

Upgrading from QuickBooks 2002 and above (2003, 2004, 2005/06, and 2006/07) to QuickBooks 2007/08 is a single step upgrade

IMPORTANT INFO FOR UPGRADERS

During the upgrade, the memorized reports might not be upgraded therefore please print the memorized report lists. Once the upgrade has been done, all the memorized reports need to be re-created, and all the templates need to be exported from the original version, and imported into the 2007/08 version. Before you install and upgrade your Company File, it is important to do everything to protect your Company Data. To ensure accuracy in your data complete the following:

- 1. Cancel Accountants Copy if turned on.**
 - ✓ Select the file menu → Accountants Review → Cancel Accountants Copy, (See help for accountants review copy).
 - ✓ The main title bar will show if you have this Accountants Review turned on. Please check with your accountant before canceling an accountants copy.
- 2. Verify & Rebuild your company file in the prior version of QuickBooks.**
 - ✓ For instructions on how to verify in prior versions of QuickBooks see the documentation given with the product.
- 3. Create and print a Trial Balance for your Company**
 - ✓ Print a Trial Balance report from each company file you are upgrading. Put the printed trial balance aside for reference after you have upgraded your company file.
- 4. Backup your Company Data file to your usual backup media.**
 - ✓ Make sure you label each disk correctly and store them in a safe place in case they are needed later. Do not overwrite this backup. You can find instructions on backing up your data file from the Quicken User Guide. (The User Guide is also available on the QuickBooks CD).

UPGRADE TO QUICKBOOKS 2007/08

1. Install and register your original version, then Insert your 2007/08 disk in the CD Drive, and follow the instructions on screen to install QuickBooks, then you will need to contact us to register it.
2. You will need to restore the original backup file (go to **File menu-Restore**) to the QuickBooks 2007/08 in order to upgrade the data.
3. Once the file is upgraded, you will need to verify your file. If there are any errors, do a rebuild and another verify.

****CONGRATULATIONS! YOU HAVE SUCESSFULLY UPGRADED YOUR QUICKBOOKS DATAFILE. ENJOY YOUR NEW PRODUCT****

