



Upgrade from QuickBooks V5 or V5.5 to QuickBooks 2007/08

Upgrade note for window Xp /me /2000 /98 users only

IMPORTANT INFO FOR UPGRADERS

In order to upgrade your QuickBooks version 5 successfully, a version 6 and version 7 disc will be needed during the upgrade process, please contact us on 09 4143650

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).
- 5. Please ensure that you disable any Anti-Virus Software generally running in the background as this can interfere with the installation of the QuickBooks Software.**

A RECOMMENDATION FROM QUICKEN

We strongly recommend to contact with one of our accredited trainers to help you with your upgrade, for more detail please visit www.quicken.co.nz under **software support** and **find a trainer** or phone 09 414 3650.

To keep QuickBooks at its optimum performance, we recommend that your data file should remain under 100mb in size (applies to Accounting, Small Business, Pro & Premier).

To check your data file size open your QuickBooks data file and press CTRL 1 on your keyboard, this will show you the data file size of the current company file that you have open.

If the current data file is over 100mb and your QuickBooks is not performing at its optimum speed then some suggestions to improve performance are:

- ✓ **Archive your data**
- ✓ **Start a new data file at the beginning of your next financial year**

For further details on this please visit www.quicken.co.nz or contact our Technical Support Department on 0800 101 125. We would recommend you contact our office or an accredited trainer before archiving any data.

UPGRADING FROM 7.5 AND PRIOR

1. Changes to QuickBooks “Tax Payable” Account Structure

Your GST liability account will be consolidated to the Tax Payable parent account in QuickBooks 2002 to improve the accuracy and efficiency of Tax Reporting.

2. Before Upgrading your Company file you must:

Ensure that all the sub-accounts of the GST control or Tax Payable account are GST related

If you have any other sub-accounts which are related to other items such as PAYE, you need to move them outside the Tax Payable account

When you compare the trial balance for QB 2007/08 there will be differences, this is because in 7.5 the tax component was included when the item was received whilst in 2002 the tax component is only included when the bill is received you may see a discrepancy.

3. Changes to ‘Item Wholesale Price’ and Price Levels

In QB 2005/06 we have added a feature which allows you to set up 100 different price levels in the price levels list. Users can create names for different price levels (for example, wholesale price, non-profit price or loyal customer price) The wholesale price has been phased out in QuickBooks 2002. If you have used this field in a prior version we recommend that you make a record of the wholesale prices to assign to the new price level list.

4. Reporting of Deposits

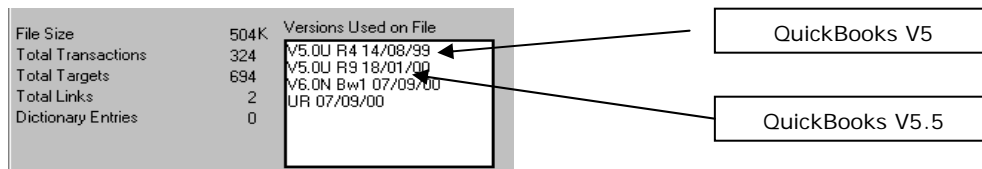
If deposits have been entered with tax in version 7.5 or prior, these transactions were reported as negative inputs. These will now be reported as positive outputs on the tax detail report in QuickBooks 2007/08. This will not affect your Tax Payable account.

AM I USING QUICKBOOKS V5 OR V5.5?

Due to major enhancements in the QuickBooks software upgrading from version 5.0 or 5.5 Y2K needs to be upgraded carefully. Note: There are two versions of Version 5.

1. Version 5.0 (without the Y2K Patch applied)
2. Version 5.5 (with the Y2K patch applied)

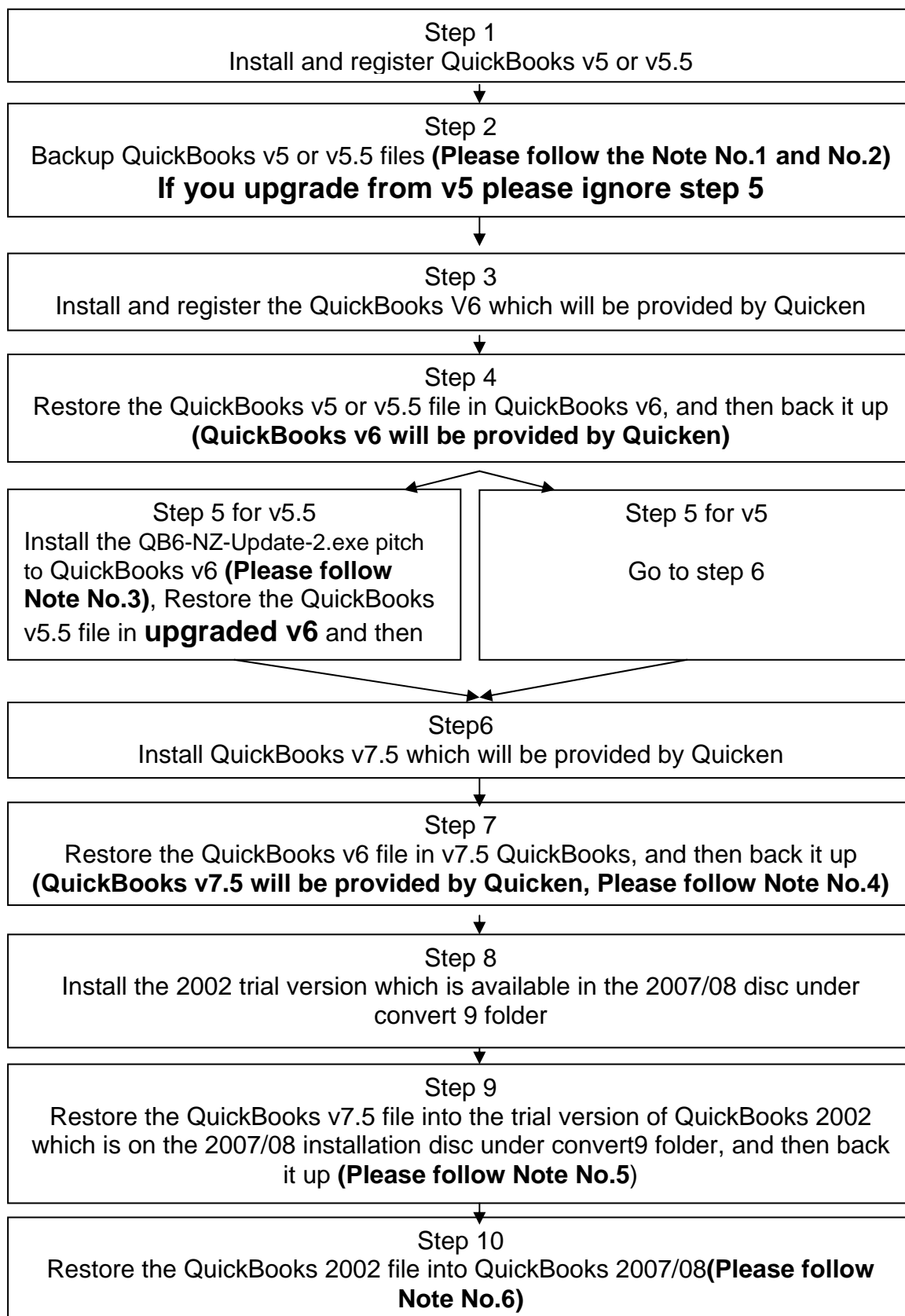
To identify which version of QuickBooks V5 you are using hold down the Control Key and press 1. The product information screen will appear. The screenshot below shows how you can identify the different versions. You can also use this screen for any other version of QuickBooks.



QuickBooks V5 is V5.0U R4, and the QuickBooks 5.5 is V5.0U R9. The process for upgrading from Version 5.0 is quite different from upgrading from Version 5.5. Please follow these instructions carefully to ensure that your upgrade to QuickBooks 2007/08 is successful.

UPGRADE FLOWCHART

This is the Process to be followed when upgrading from v5 or v5.5



Note No.2

PREPARING YOUR FILE FOR AN UPGRADE FROM V5.0

- 1. Resort all Lists (Chart of Accounts, Item list, Customer list, Memorized transactions and any other lists that are used)**
I.e. Go into Chart of Accounts → Lists → Re-sort Account List
- 2. Verify Data**
Close all Windows
Go to the File Menu → Utilities → Verify Data
- 3. If there are problems with your data, then complete a rebuild**
Close all windows
Go to the File Menu → Utilities → Rebuild Data
- 4. Do another Verify to see if the problems have been resolved.**
Follow step 2. If there are no problems, proceed to step 5.
If it shows problems again after the second verify, you are likely to have Data Corruption.
Stop at this point and call our Support team on 0800 933 666
- 5. Print Reports**
Print the P & L Report, Balance Sheet and the GST Liability summary for all dates, label these 'pre-version 6 conversion'. Now backup your data

Note No.3

INSTALLING GST HISTORICAL DATA PATCH (QB6-NZ-Update-2.exe)

ISSUE

Historical GST Data was lost on conversion from QuickBooks for New Zealand Version 5.5 (QuickBooks for New Zealand Version 5 with the Y2K Update Applied) to QuickBooks for New Zealand version 6. There is NO issue with an upgrade straight from QuickBooks for New Zealand Version 5 to QuickBooks Version 6.

IMPORTANT: PLEASE TAKE A BACKUP OF YOUR DATA BEFORE INSTALLING THIS UPDATE

This Patch & Instructions can be found on www.quicken.co.nz Click on Software Support, then Service Patches. Scroll down to QuickBooks V6. Please make sure you download the above patch, and also read the instructions carefully! Once the patch has been installed please verify & rebuild your file and check your Balance Sheet, P&L, and GST Liability reports.

If you have QuickBooks Version 6 running, exit out of the program.

Please Note – This update is not for general release. It is to correct only the following specific issues. If you do not have the problem stated below then, **DO NOT** update your QuickBooks V6.0

This update is designed as a **SINGLE USE** tool i.e. it is used once only to correct the file.

Note No.4

INSTALLING QUICKBOOKS 7.5

1. Restore your backup file from version 6 by going File>Restore. Follow the instructions to upgrade your file on the screen. Please ensure that upon upgrading your company file to QuickBooks 7.5 that all GST Codes are associated with the tax payable account.

2. You will need to verify. If you receive any error messages do a rebuild and another Support Team on 0800 933 666

Take another backup when the file has been successfully upgraded.

Note No.5

INSTALLING QUICKBOOKS 2002 TRIAL VERSION

Please note: This is a Trial version of QuickBooks 7.5. You will still need a previously registered copy of QuickBooks on your machine. If you do not, you will need to contact our Technical Team – support@quicken.co.nz or call 09 414 3650

1. To install the QuickBooks 2002 Trial:
 - ✓ Put your 2007/08 disk in your CD drive
 - ✓ Right click on your windows Start Menu and select Windows Explorer. Navigate to your CD Drive
 - ✓ Double click the **Convert9** folder, and then into **QBooks**
 - ✓ Double Click and Run **Setup.exe**
2. You will then need to Restore your backup file from the 7.5. Follow the instructions On the screen to upgrade the file.
3. Once the file is upgraded, you will need to Verify your file. If there are any errors, do a rebuild and another verify. If you receive more errors, STOP at this point and call our Tech Support Team on 0800 933 666
4. Print off your Balance Sheet, P & L and GST 101 Report and label them 'pre 2007/08 conversion'

Take another backup at this stage



Note No.6

UPGRADE TO QUICKBOOKS 2007/08

1. Insert your disk in the CD Drive, and follow the instructions on screen to install QuickBooks.
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. If you receive more

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