



Upgrade from QuickBooks **Version 7.5** to QuickBooks 2007/08

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

IMPORTANT INFO FOR UPGRADERS

During the upgrade, the memorized reports might not be upgraded therefore please print the memorized reports 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).

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 933 666. We would recommend you contact our office or an Accredited trainer before archiving any data.

SOME CHANGES YOU SHOULD NOTE...

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

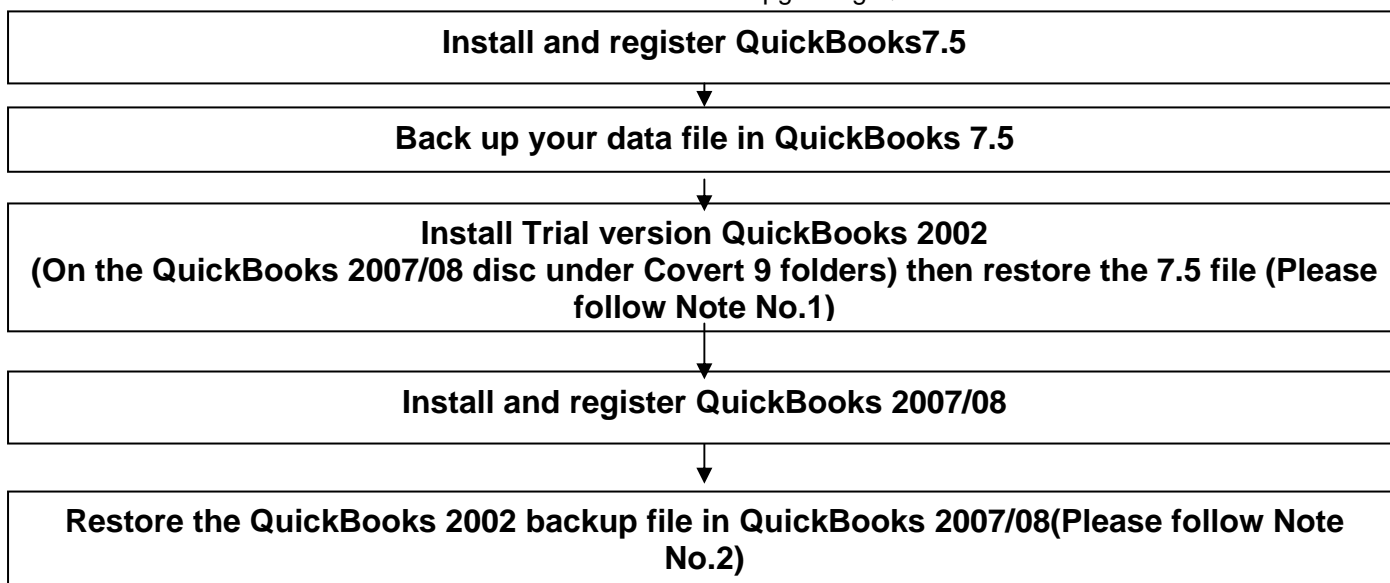
In QB 2005/06 we have added a feature which allows you to set up 100 different price levels in the price levels list. Users can create names for different price levels (for example, wholesale price, non-profit price or loyal customer price) The wholesale price has been phased out in QuickBooks 2002. 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.

UPGRADE FLOWCHART

This is the Process to be followed when upgrading **QuickBooks** software



This is the Process to be followed when upgrading **data files**



Note No.1

INSTALLING QUICKBOOKS 2002 TRIAL VERSION

Please note: This is a trial version of QuickBooks 2002.

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.2

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 SUCESSFULLY UPGRADED YOUR QUICKBOOKS DATAFILE. ENJOY YOUR NEW PRODUCT****