



QuickBooks

Small Business Accounting Software

Upgrader's Guide 2008

ATTENTION!

Read this guide if you are upgrading from a previous version of QuickBooks.

Important information

Value Added Tax (VAT)

The way VAT is managed in QuickBooks 2008 has changed from earlier versions. Most of these changes occur behind the scenes and we don't expect you to have to set up VAT codes or reports. QuickBooks automatically sets up HMRC as a supplier, creates common VAT codes, and sets where they appear on the VAT 100 return. However, if your company is VAT registered, there are some important differences that you need to know about.

Find your last VAT return

Before you upgrade your company file, locate the paper copy of the last VAT return that you filed with HMRC and have it with you when you start the upgrade process. You **cannot** upgrade your company file unless you have this return!

VAT reports for historical transactions

Due to the changes in how VAT is tracked in QuickBooks, transactions in past VAT periods will not appear. You cannot view historical VAT reports (for data already entered in an earlier version).

If you want to view VAT reports for past VAT periods, open your original company file in your earlier version of QuickBooks.

Cash-based VAT

If your company reports VAT on a cash basis, the procedure for filing your VAT return has changed from previous versions. In QuickBooks 2008, you use the same VAT filing utility to fill out your VAT return, whether you track VAT on an accrual basis or a cash basis. (If you are unsure which scheme you are using, ask your accountant.) To file your VAT return, go to the **VAT** menu and click **File VAT**.

Important information CONTINUED

VAT Agencies

In QuickBooks 2008, HMRC is treated as a supplier and more information is now stored in the agency's supplier record. When you edit the VAT agency's supplier record, information specific to VAT filing is on a new tab called **VAT Agency Info**. This tab is also where you specify your VAT reporting periods.

Other VAT changes

- In earlier versions, QuickBooks did not allow you to edit VAT amounts on invoices and bills, as we automatically calculated those for you. In certain situations, this could lead to rounding differences. This has been changed so that you can now edit the VAT amount for all your invoices and bills.
- The VAT amount column is no longer shown on sales forms.
- On pre-printed invoices and purchase orders, the VAT code is now printed in the **VAT%** column.

Units of Measure

The Units of Measure feature has changed from previous versions:

- QuickBooks 2008 no longer has a separate measure for 'stocking' items (that is, storing items on hand for later sale). Instead, it uses a base unit that can be used for purchases or sales.
- Units of Measure is now available only in QuickBooks Premier. It is not available in QuickBooks Pro.



For more details, search the in-product help for 'units of measure'.

Multicurrency

The Multicurrency feature is **not** supported in QuickBooks 2008. If a company file has transactions in a foreign currency, you will not be able to upgrade that file.

Company files with no foreign-currency transactions are not affected. If you did not enable the Multicurrency feature in a company file (or if you enabled it, but did not create any foreign-currency transactions), you should be able to upgrade that company file.

- If you work with **multiple company files** and **only a few use Multicurrency**, keep your old version of QuickBooks to use with those companies. You can use QuickBooks 2008 to upgrade and work with the company files that do not use Multicurrency.
- If you have **only one company file** and it uses Multicurrency, contact Customer Service.

How can I tell whether my company file used the Multicurrency feature?

Company files that used the Multicurrency feature cannot be upgraded to QuickBooks 2008. To see if this is the case with your company file, do the following:

- Open your company file in your previous version of QuickBooks.
- Go to the **Edit** menu and click **Preferences**.
- Go to the list on the left of the window and click **Accounting**.
- Click the **Company Preferences** tab.

- Look in the Multicurrency area on the right of the window. If the 'Use multicurrency' checkbox is clear, you can upgrade this company file to QuickBooks 2008.

If the checkbox is selected, then the Multicurrency feature was enabled in your company file. However, if none of your transactions used foreign currencies, you may still be able to upgrade your company file. Visit the 'Does my company file use Multicurrency?' FAQ on the QuickBooks knowledgebase (go to the QuickBooks Support knowledgebase at quickbooks.co.uk/support and search for 'Does my company file use multicurrency'). This article will help you determine if you can upgrade to QuickBooks 2008.

Sales Orders

Sales Orders are now available only in QuickBooks Premier. If you have QuickBooks Pro, you can work with existing sales orders, but cannot create new ones.

Stock Assembly items

Stock Assembly items are now available only in QuickBooks Premier. If you have QuickBooks Pro, you can work with existing assembly items, but cannot edit them or create new ones.



TIP For information about upgrading to QuickBooks Premier, contact Customer Service.

Important information CONTINUED

Form templates

The Layout Designer has been greatly improved. Due to changes in how VAT is tracked in QuickBooks, the Form templates have had to change.

For example, VAT Rate and VAT Amount are no longer printed as columns on invoices, purchase orders, or other forms. Instead, they are replaced with a VAT code.

If you customised the way business forms print from QuickBooks, review them after you upgrade your company file. Some customisation does not carry forward into QuickBooks 2008, so you may need to reformat your forms using the Layout Designer.

The default forms included with QuickBooks do not need to be changed. They will work with pre-printed form paper from both QuickBooks 2008 and previous versions of QuickBooks.



TIP If you want to include the calculated amount of VAT on a form, you can add the VAT Summary field.



For more details on the Layout Designer, search the in-product help for "customise your forms".

Payroll Reports Only option for Payroll

(QuickBooks Pro or Premier only) When choosing a Payroll solution, the **Payroll Reports Only** option is no longer available. You must choose between **Full Payroll** and **No Payroll**. If your old company file used the **Payroll Reports Only** option, it will be set to **Full Payroll**.

For more details on QuickBooks Payroll solutions, go to the **Employees** menu and then click **Payroll Learning Centre**.

Memorised reports

Upgraded company files will not migrate any memorised reports. After you upgrade the company, you must re-create and memorise the reports in QuickBooks 2008.



For more details, search the in-product help for 'Memorising a report for re-use'.

Accountant's Copy

(QuickBooks Premier only) Accountant's Copy files created in earlier versions of QuickBooks cannot be opened as an Accountant's Copy in QuickBooks 2008. You have two options for working with your older Accountant's Copy:

- Open the file in your previous version of QuickBooks.
- Convert the Accountant's Copy to a regular company file. You won't be able to work on the company file at the same time as your client, and your client will not be able to import your changes automatically.

Performance

Depending on the size of your company file, performance may appear slower than in previous versions of QuickBooks. However, performance will now scale much better as you accumulate historical transactions — as your company gets bigger, QuickBooks grows with you.

If performance becomes an issue, we suggest you upgrade your computer to the 'Recommended' specifications: a 2 GHz processor with at least 1 GB of memory.

Third-party applications

Third-party plug-ins that were created for previous versions of QuickBooks will not work with QuickBooks 2008. Contact your plug-in supplier for an upgraded version.

For further assistance, visit the QuickBooks support website at quickbooks.co.uk or contact Customer Service on 0845 606 2161, Monday to Friday (9am–5.30pm), excluding UK bank holidays. If calling from outside the UK, telephone +44 870 609 0601.



For more details, search the in-product help for 'Convert accountant's copy' and open the topic named 'Convert an Accountant's Copy to a regular company file'.



TIP You can find up-to-date plug-in applications on the web at marketplace.intuit.com

Welcome!

QuickBooks 2008 contains many new features and changes from previous versions. This guide contains important information to get you working with your company file as quickly as possible. It is organised into three sections:

- The **Installation** section tells you how to install the new version of QuickBooks and upgrade your company data.
- In **Getting around QuickBooks**, we show you what to look forward to when using QuickBooks 2008.
- The **Important information** section has important notes about how QuickBooks 2008 handles features from previous versions. We highly recommend that you read this section – there are lots of changes, and you may need to perform some actions after QuickBooks 2008 upgrades your company file.

Installation

Installing the new version

During installation, most users can use the Standard Installation. However, if you have more than one user accessing your company file at the same time from different computers (i.e., a multi-user environment), see the **Multi-user host or server installation** section.

If you need further installation assistance, you can access the QuickBooks support website at quickbooks.co.uk or contact Customer Service on 0845 606 2161, Monday to Friday (9am–5.30pm), excluding UK bank holidays. If calling from outside the UK, telephone +44 870 609 0601.



What should I do with my old version of QuickBooks?

Do not uninstall your old version of QuickBooks! You may need it to run reports on your old company files. You may also need it if you have company files that use the Multicurrency feature; for details, see **Multicurrency** in the **Important information** section.

We recommend that you let the installation program choose where to install QuickBooks 2008. You can choose a different location if you want; QuickBooks will ensure that you do not overwrite your previous version.

Standard installation

1. Insert the QuickBooks CD in your computer's CD-ROM drive.

NOTE If the installation program does not start automatically, click **Start** in the taskbar and then click **Run**. Click **Browse** and locate your CD-ROM drive. Double-click your CD-ROM drive, then double-click **SETUP** or **SETUPEXE**.

2. In the Welcome to QuickBooks installation window, click **Expert Install**.

3. In the Installation Options window, click **Standard** and then click **Install Now**.

4. Follow the on-screen instructions.

The installation program will prevent you from overwriting a previous version of QuickBooks – you may need it later.

5. To start QuickBooks, double-click the QuickBooks icon on the desktop, or click the Windows **Start** button and then click QuickBooks from the Programs group.



Installation CONTINUED

Multi-user host or server installation

1. Make sure your computers are properly networked. Refer to your operating system's documentation for more information.
2. On the computer that acts as the host or server for your QuickBooks company file, insert the QuickBooks CD in the CD-ROM drive.

NOTE If the installation program does not start automatically, click **Start** in the taskbar and then click **Run**. Click **Browse** and locate your CD-ROM drive. Double-click your CD-ROM drive, then double-click **SETUP** or **SETUPEXE**.

3. In the Welcome to QuickBooks installation window, click **Expert Install**.

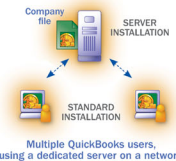
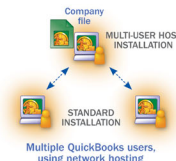
4. In the Installation Options window, click **Multi-user Host** or **Server** and then click **Install Now**.

If you're not sure which one you should choose, see the 'Choosing an installation type' sidebar.

5. Follow the on-screen instructions.

The installation program will prevent you from overwriting a previous version of QuickBooks – you may need it later.

6. On each additional computer that will access QuickBooks from the network, follow the instructions for a Standard installation.



Upgrading your files

What files can be upgraded?

You can upgrade company files from **QuickBooks 2004 or later**. If your company file is from a version earlier than QuickBooks 2004, contact Customer Service for an upgrade CD.

Your company file must **not have any transactions that used the Multicurrency feature**. Company files with transactions that used Multicurrency cannot be upgraded to QuickBooks 2008. For details, see **Multicurrency** in the **Important information** section.

Before you upgrade your company file

Finish all of your transactions in your previous version of QuickBooks: Ensure that all sales, purchases, and any other transactions that took place up until the current date are added to QuickBooks.

Verify your company file: In your previous version of QuickBooks, go to the **File** menu, click **Utilities**, then click **Verify**.

Find your last VAT return: Locate the paper copy of the last VAT return that you filed with HMRC and have it with you when you start the upgrade process. You will need information from this return to upgrade your company data.

Make a backup of your old company files: QuickBooks 2008 prevents you from overwriting your original company file during the upgrade process. However, for added safety, make a backup before you start.

Starting the upgrade process

1. In **QuickBooks 2008**, open your old company data file.
2. When prompted to upgrade your file, enter YES and click **OK**.

3. Follow the on-screen instructions.

- When prompted to back up your data, click **OK**.
- When asked if you want to move or rename your company file, we recommend that you allow QuickBooks to move your company file from the Program Files folder to the suggested location.

4. When the conversion is complete, QuickBooks creates a list of information about what happened during the upgrade. Read this list and take any actions that are necessary.

To see this list, go to the **Help** menu and choose **Learning Centre**, click **Key Upgrader Tasks**, then click the link next to **Results of your company file conversion**.



TIP The Key Upgrader Tasks tab in the Learning Centre contains more information that you may find useful.

What should I do with my old company data file?

Do not delete your original company file! You may need it to create VAT reports for transactions between your last VAT filing period and the date that you upgraded to QuickBooks 2008, as well as for audit or VAT inspection purposes.

During the upgrade process, QuickBooks knows the location of your old company file and will prevent you from overwriting it.

Getting around QuickBooks

The **menu bar** provides easy access to all QuickBooks tasks, features, and reporting functions.

The customisable **icon bar** of the toolbar provides one-click access to the QuickBooks features that you use most.

Refer to the in-product **Help** for detailed instructions about how to perform tasks in QuickBooks.

The **navigation bar** on the toolbar provides one-click access to the Home Page and the QuickBooks Centres. This includes the Customer Centre, Supplier Centre, and Employee Centre.

The **Home Page** offers quick access to tasks and information related to major QuickBooks areas. The Home Page provides a clickable flow chart, account balances, and customisation options.

Flow chart icons include informative tooltips to help you learn QuickBooks and pick the correct task.