



Sample Upgrade – Joan’s Grangeworth Kitchens Basic Company

7 April, 2008

Note: File VAT feature has **NOT** been used in QuickBooks 2008 R1 or R2

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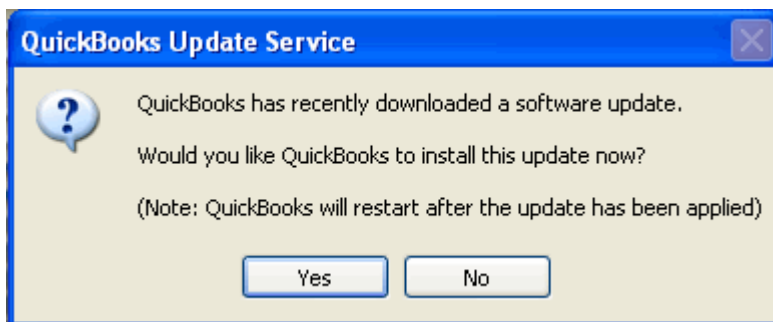
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Company Background

Joan runs a kitchen business in London. She uses QuickBooks 2008 (Pro version) and is installing the latest QuickBooks product update (maintenance release).

[How does Joan know which product update \(maintenance release\) she currently has?](#)

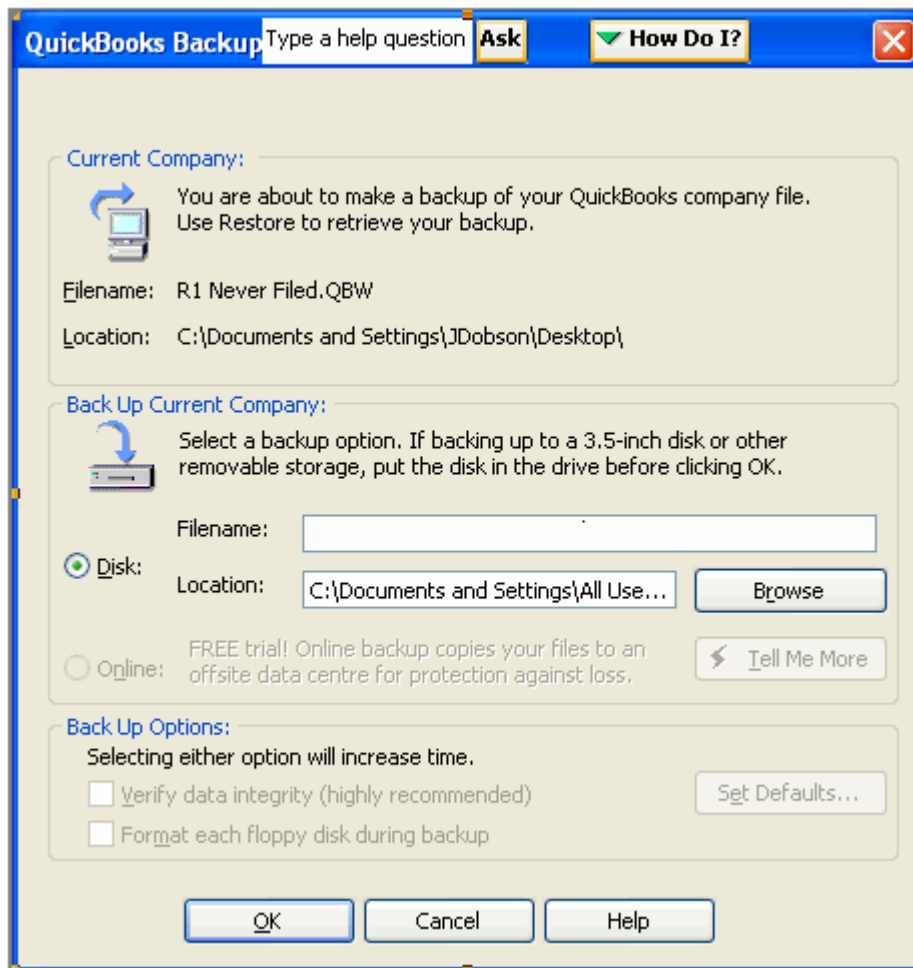
Joan has not yet used the File VAT feature in QuickBooks 2008. In April, 2008, she opens QuickBooks and is informed that QuickBooks has recently downloaded a software update.



Joan decides to install the update.

Installing the QuickBooks 2008 R3 (or higher) product update

Joan creates a backup of her company file.



Down to Business – using your updated file

Once Joan has upgraded to QuickBooks 2008 R3 (or higher), she begins using **the File VAT feature** to file her returns in QuickBooks before she fills out her personalised paper return. The VAT reports are cumulative – in other words, they include all VAT amounts in QuickBooks. In order to start the reports for each new VAT period at zero, you need to use the File VAT feature.

For an overview of how VAT works in QuickBooks 2008, see [Improved VAT Handling in QuickBooks 2008](#).

For more information on VAT tracking and VAT features, see the in-product Help in QuickBooks.