

Upgrading to BillQuick 2011

A Whitepaper

If you are an existing BillQuick user, you can upgrade to the new BillQuick 2011 version. Before you begin the upgrade process, you must download and install BillQuick 2011 (see the [BillQuick Getting Started Guide 2011](#) for details or click <http://www.bqe.com/ProductOverview.asp?prodId=BQ>).

BillQuick 2011 installs as a separate application from your current version of BillQuick (2010 or below). However, you can upgrade your current version or simply uninstall it. If you wish to uninstall it, do so from Control Panel, Add/Remove Programs. When upgrading from one version of BillQuick to another, it does not retain your personal settings and report mappings.

If you had been using an SQL Server database, BillQuick 2011 will create a copy of your database with the same name as the existing one but with '2011' at the end. It will leave the previous database as a backup in the *pre-2011* format. If you had been using an Access (.mdb) database, BillQuick will automatically create a backup of your existing database in the pre-2011 format before converting it. Besides upgrading your main database, BillQuick will also upgrade your archive file.



Please make sure that other users have logged off from BillQuick prior to converting your database and they stop using the previous version so as to prevent having to re-enter any data.

Please follow the steps below to upgrade to BillQuick 2011:

1. Install the new version of BillQuick on a single computer. In a network environment, you must install BillQuick software on the computer of each person who needs to access it. (See [BillQuick Getting Started Guide 2011](#) for details).
2. When the BillQuick installation screen appears, read the information and follow the instructions on each screen by clicking Next.
3. On the Destination Folder screen, double-check the default directory to make sure it is **not** the same one as your old version of BillQuick. **You must install BillQuick in a separate folder on your hard drive.**
4. Installation begins and you can see the progress bar. When the Finished screen appears, click Finish. Restart your computer to complete the installation.
5. Double-click the BillQuick 2011 desktop icon to start the application.
6. Upon opening the software for the first time it will recognize the previous database you were in and will prompt you to upgrade your database. Click Yes.

Note: If you are using SQL database, you may need to first log in as a SQL user to convert your database. If step 6 doesn't work, click No for now. Then on the 'Welcome to BillQuick' screen, click 'Open an Existing Company File' for SQL. This will prompt you to log into the SQL account.

Type the Login ID as 'sa' and enter your password. The previous database you were in should be pre-filled; click OK. You will be prompted to convert your database again. Click Yes this time.

7. BillQuick will now make a backup of your previous database and then convert it to BillQuick 2011.
8. When conversion is complete, you are prompted to copy any custom reports or invoice templates created in the previous version to the new location. In addition, if Global Settings is pointing to a common folder other than the install folder, BillQuick will reset it to the install folder.
9. Next, BillQuick will prompt you to license and register your application. You need to license the software on the primary or main computer while it needs to be registered on each computer. You can do so from the Product Activation, Company or Product Licensing & User Management screen.
10. On the Product Activation screen, click Already Purchased option. Verify your Company Name and enter both the License and Registration Keys that were emailed to you. **The keys are created based on your Company Name**; so if you change the name here, you may need a different set of keys to be created and sent. Please contact BQE Sales at sales@bqe.com or (310)602-4020.
11. After you enter the keys and click Register, you need to restart BillQuick for the key to be fully validated.
12. For all other computers, install BillQuick on each as explained above. When opening for the first time, it may prompt you to convert your database again because it's reading the memory of your previous database. Click No.
13. Next, you will be prompted by the 'Welcome to BillQuick' screen. Select your database format (Standard or SQL) and then click 'Open an Existing Company File' option.
14. If you are using an Access/Standard database, browse to the location of the database. If you are using a SQL database, you will be prompted to log into your SQL Server. (See [BillQuick Getting Started Guide 2011](#) or [BillQuick User Guide](#) for details).
15. Next, you will again be prompted by the Product Activation screen. As you have already licensed your software on the primary/main computer, you only need to register it on each computer now.
16. If security is turned on, BillQuick will prompt you to log in.



If you are experiencing problems while upgrading from previous version of BillQuick to BillQuick 2011, please check the [Knowledgebase Articles](#) for troubleshooting and technical issues. Else, contact us at (310) 602-4030 or support@bqe.com.