Upgrade to BillQuick 2017

Upgrading to BillQuick 2017

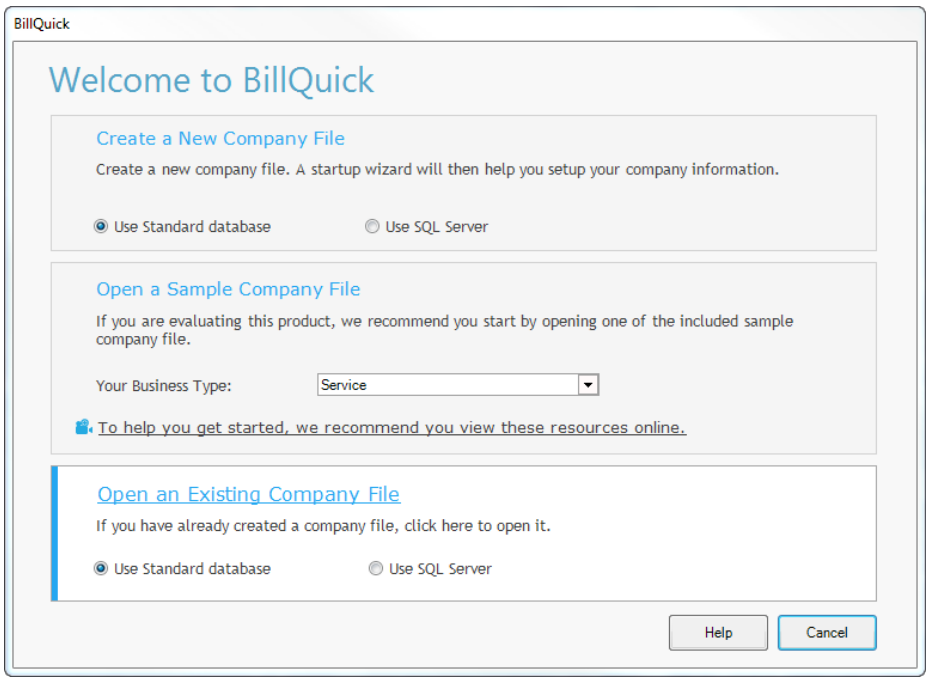
Upgrading to a newer version of BillQuick has never been easier but here are some points to keep in mind before doing that. Here is the pre-upgrade checklist:

1. Being an existing BillQuick user, you need to download the latest version of BillQuick from the Support Downloads section of our website. It is the first file listed there and includes all previous service packs and updates.
2. Install the BillQuick 2017 program (*see the BillQuick Getting Started Guide 2017 for installation details*). Copy the setup program to the desktop of each workstation that will use BillQuick and run the installer on each system.
3. Please make sure all 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.
4. If you are using a Standard/Access company database, make sure you have 'Full Control' permissions to that folder and file.

   If you are using a SQL Server company database, make sure to have your system administrator (sa) username and password. The upgrade or conversion process will be creating a new database and requires this information.

Next, please follow the steps below to upgrade to BillQuick 2017:

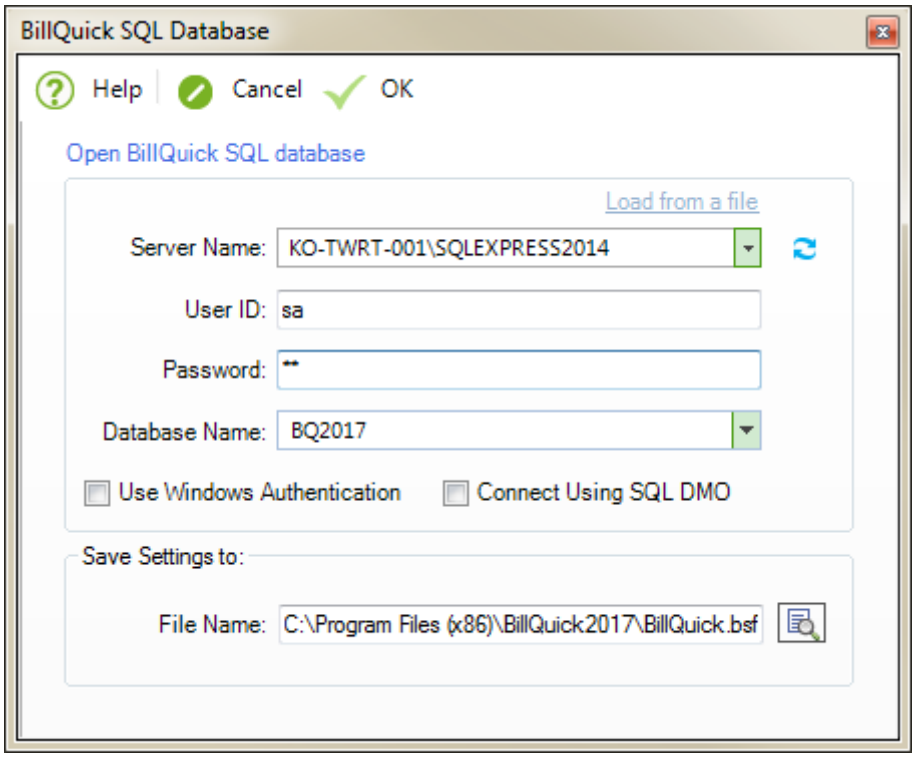
1. Double-click the BillQuick 2017 desktop icon to start the program. You will see the Welcome to BillQuick screen.



2. Choose Use Standard Database or Use SQL Server under 'Open an Existing Company File'.

Standard/Access: This will take you to Windows Explorer where you must choose the location of your BillQuick database (in .mdb format). The conversion will create both a new BillQuick database with an .mdb extension and an archive database with an .ar14 extension.

SQL Server: You will be prompted to connect to your BillQuick SQL Database. Choose the Server Name, and enter the User ID 'sa' and Password. Two new SQL databases will be created—a new BillQuick database and an archive database (same name with .ark appended to it).



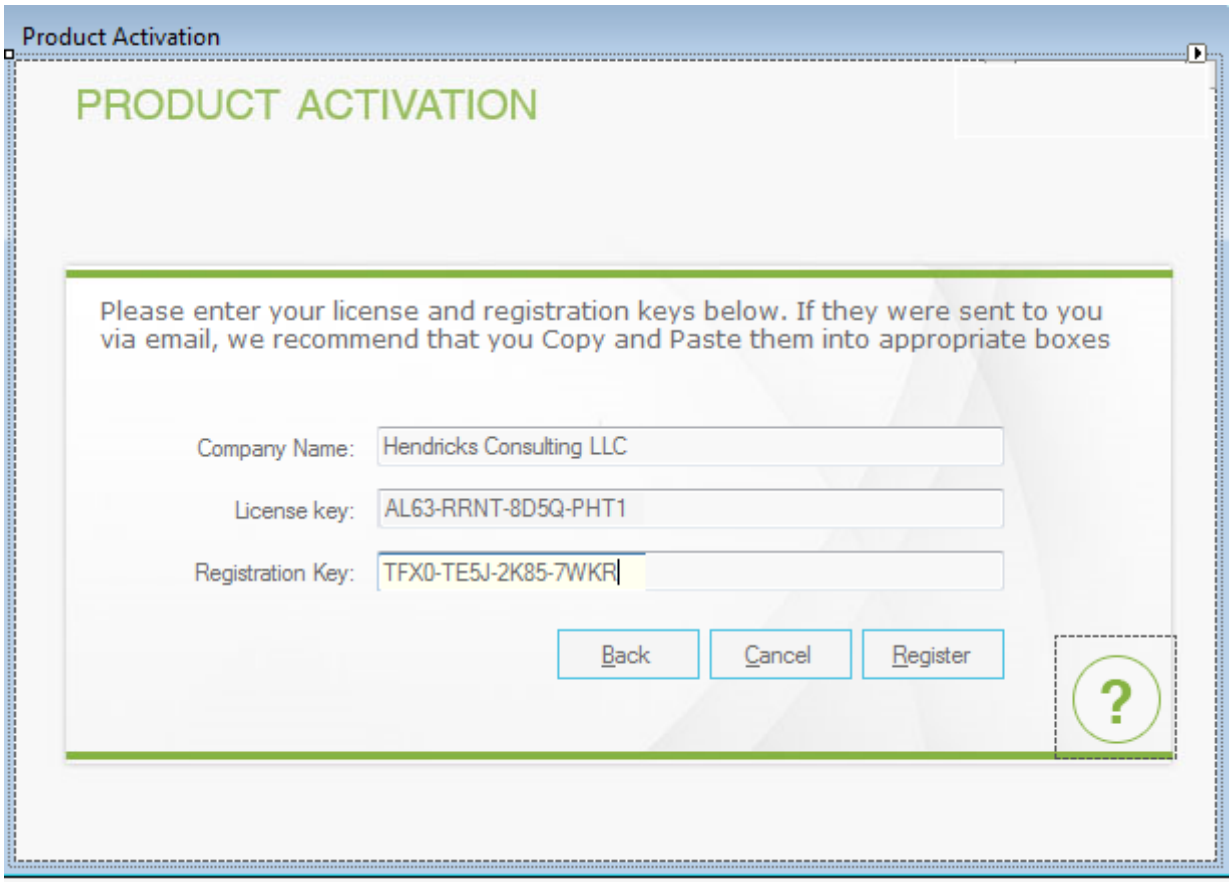
3. After you select your previous database, BillQuick will prompt you to convert it to the latest version. Click Yes. The conversion time will vary depending on the size of the database.
4. When conversion is completed, you are prompted to copy any custom reports or invoice templates you may have to the new installation location.

The default location where BillQuick installs all reports and invoices varies in 32-bit and 64-bit Windows computers.

Additionally, you may have shared locations indicated in the Global Settings screen. BillQuick provides for a shared location for custom reports and invoices that can be separate from the standard templates.

5. Upon opening BillQuick 2017 for the first time, the Product Activation screen appears. Click the Already Purchased option and verify your Company Name.

6. Enter both the License Key and Registration Key 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.*



7. After you enter the keys and click Register, you need to restart BillQuick for the key to be fully validated.
8. In a network environment, install BillQuick on each computer 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*.

If you are experiencing problems while upgrading from a previous version of BillQuick to BillQuick 2017, contact us at (310) 602-4030 orsupport@bqe.com.

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