

Whitepaper



# Upgrade to BillQuick 2013

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*Built With Your Industry Knowledge*

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## Upgrade to BillQuick 2013

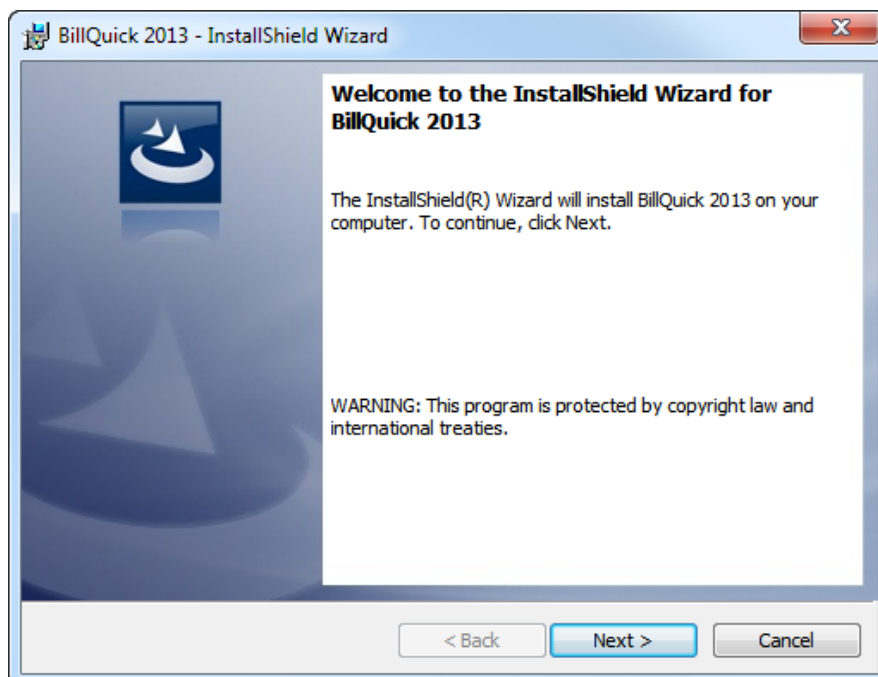
If you are an existing BillQuick user, you can upgrade to the new BillQuick 2013 version. Before you begin the upgrade process, you must download and install BillQuick 2013 (see the [BillQuick Getting Started Guide 2013](#) for details or click [BillQuick Product Overview](#)).

BillQuick 2013 installs as a separate application from your current version of BillQuick (2012 or below). It will automatically create backups of your existing database and archive file before conversion. A log of the conversion event will be saved as Filename.mdb\_ConversionLog.txt. However, you can choose to 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.

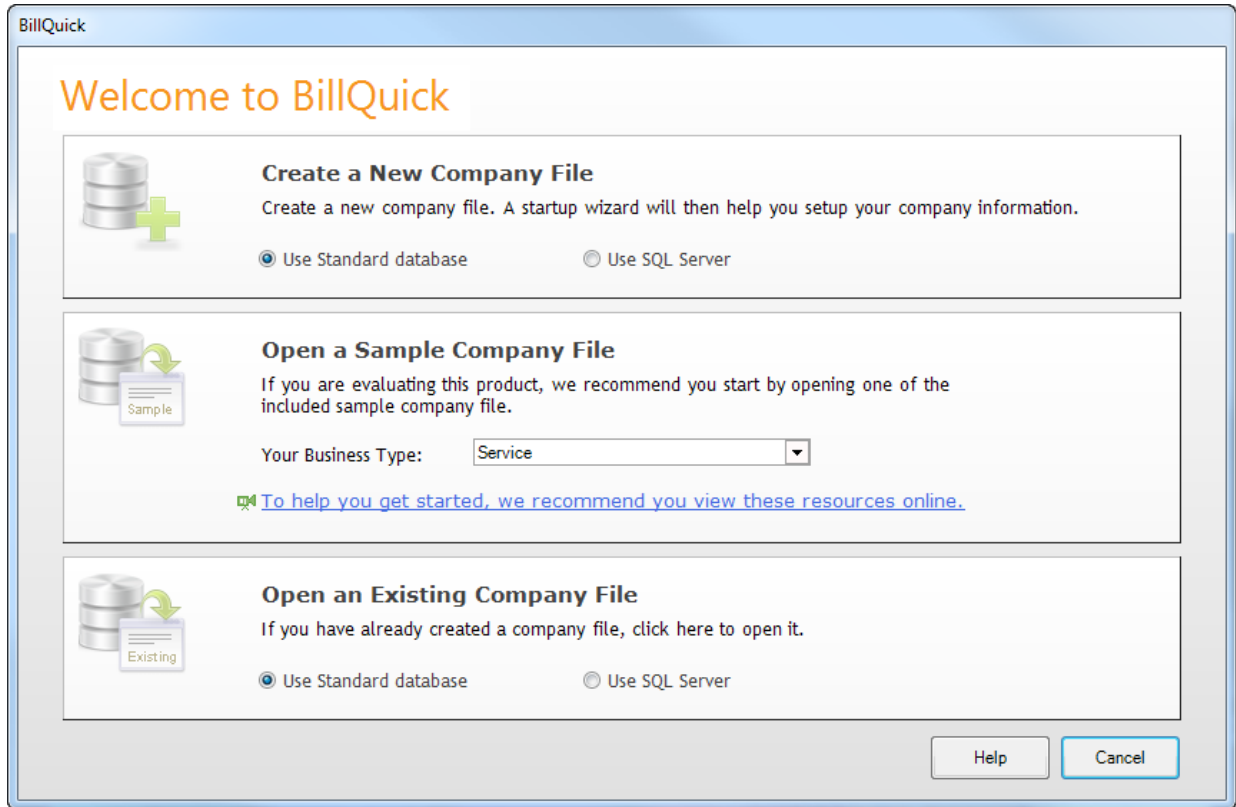
 Please make sure all other users have logged off from BillQuick prior to converting your database and they stop using the previous version so as to prevent having to re-enter any data.

Please follow the steps below to upgrade to BillQuick 2013:

1. Download the latest version of BillQuick 2013 from the Support Downloads section of our [website](#). It is the first file listed there and includes all previous service packs and updates.
2. Copy the setup program to the desktop of each workstation that will use BillQuick and run the installer.
3. When the BillQuick installation screen appears, read the information and follow the instructions on each screen by clicking Next. (See [BillQuick Getting Started Guide](#) for details.)



4. After the installation completes, you will be prompted to restart the computer.
5. Double-click the BillQuick 2013 desktop icon to start the application. You will see the *Welcome to BillQuick* screen.



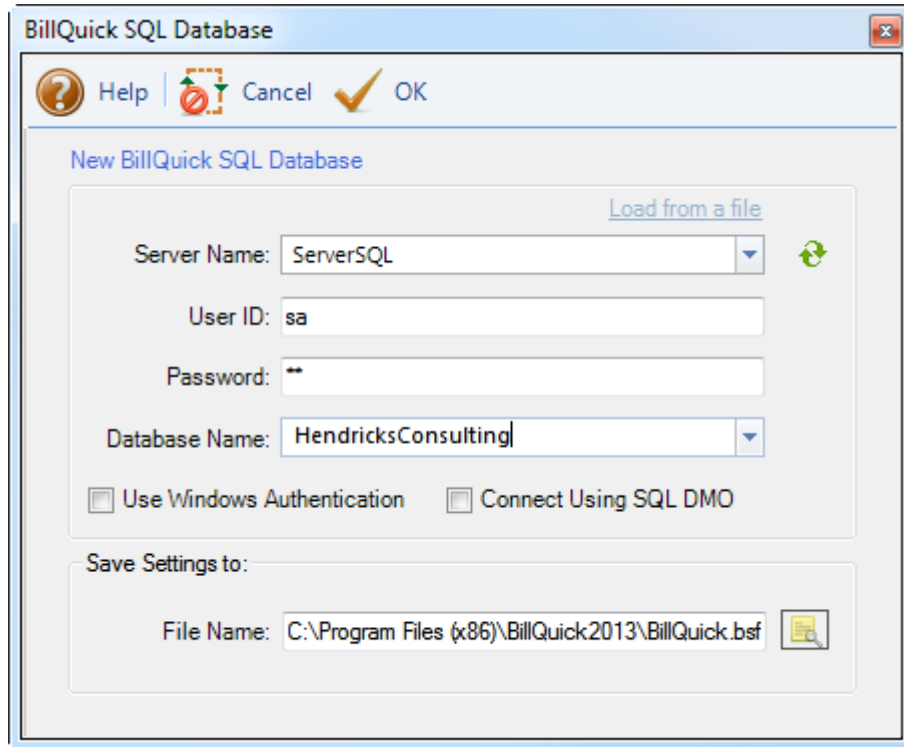
6. Choose from Use Standard Database or Use SQL Server under 'Open an Existing Company File'.

**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).



You must have your System Administrator 'sa' password or the conversion will fail as it is a requirement for creating new databases in SQL Server.

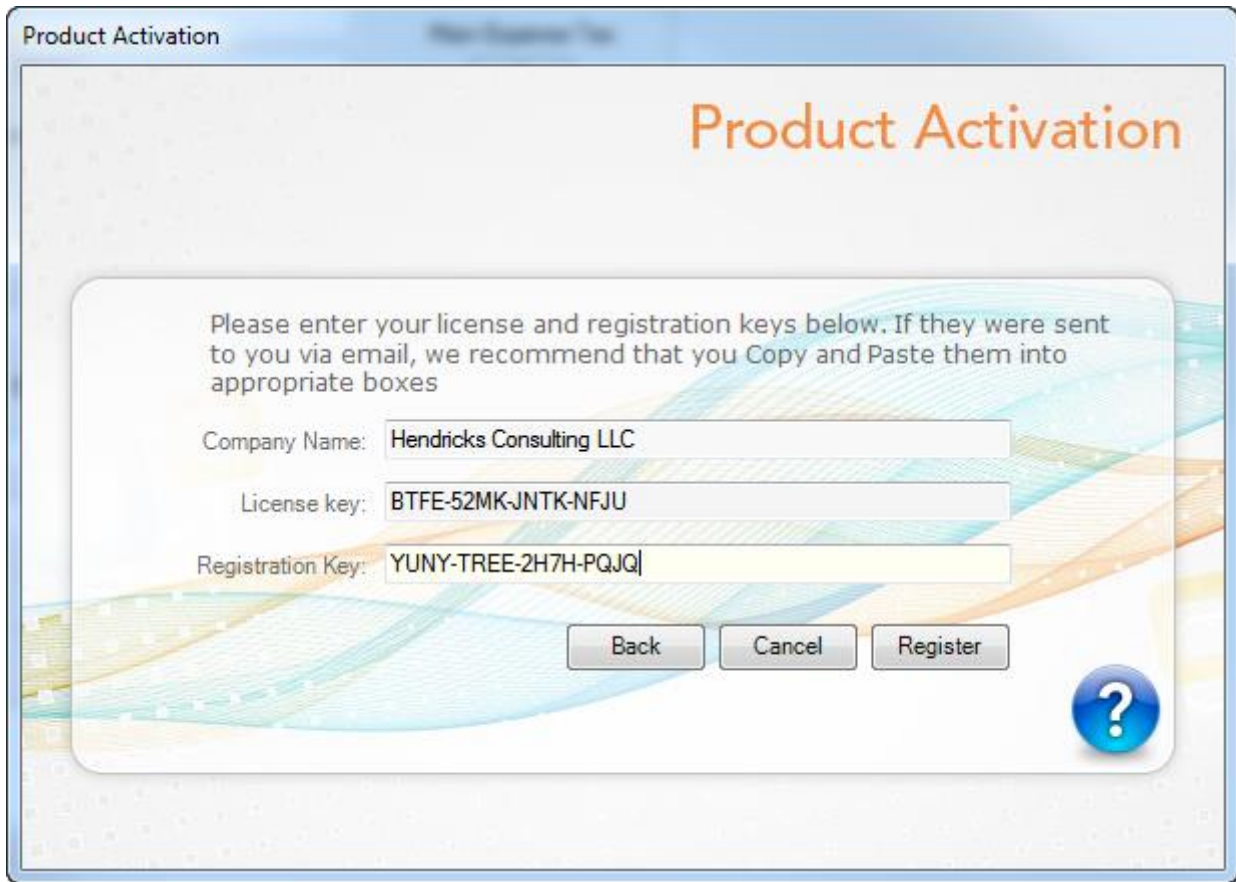


7. After you select your previous database, BillQuick will prompt you to convert it to the latest version. Click Yes. The conversion time will vary depending on the size of the database.
8. When conversion is completed, you are prompted to copy any custom reports or invoice templates you may have to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


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

Additionally, you may have shared locations indicated in the Global Settings. BillQuick 2013 provides for a shared location for custom reports and invoices that can be separate from the standard templates.

9. Upon opening BillQuick 2013 for the first time, the Product Activation screen appears. Click the Already Purchased option and verify your Company Name.



10. 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](mailto: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. 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 2013, please check the [Knowledgebase Articles](#) for troubleshooting and technical issues. Else, contact us at (310) 602-4030 or [support@bqe.com](mailto:support@bqe.com).