

# Right Networks

**Username:** «User»

**License:** «License\_Number»

**Product:** «Product\_Number»

This document walks you through upgrading your QuickBooks company file. If **your file** has already been upgraded, you may skip below to the QuickBooks 2015 Registration Section.

## Upgrading your QuickBooks Company File – Once per file only

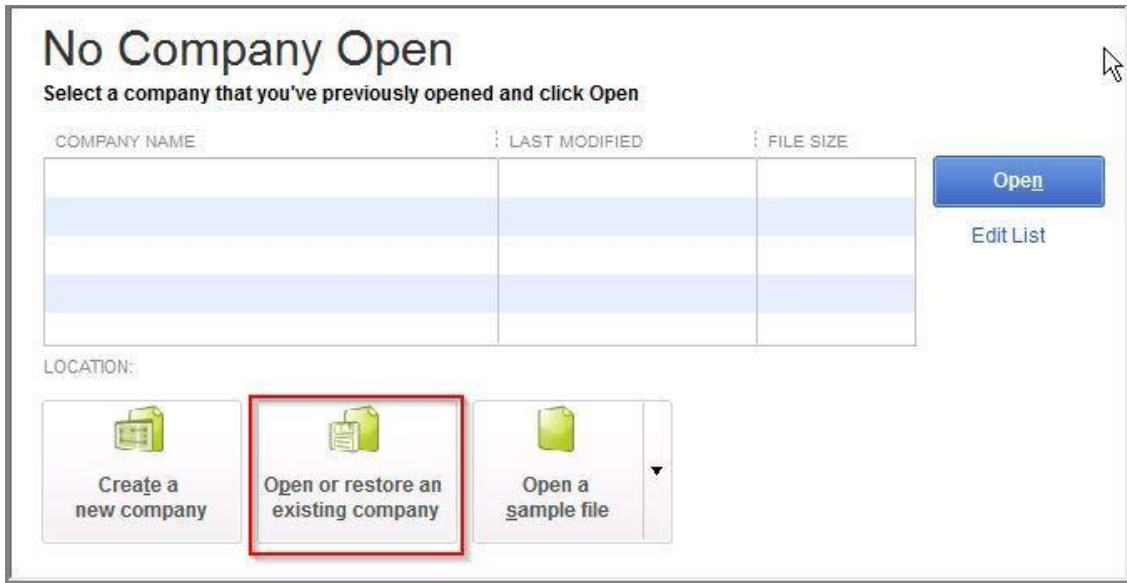
**To upgrade your file you must login as the QuickBooks Administrator and you will be prompted to enter the validation code, so please have that code handy. (see validation code at step 5f)**

**Step 1)** To start the procedure please follow these instructions:

- a. Double click on the icon labeled QuickBooks Premier - Accountant Edition 2015 on the desktop. (You will be prompted with a small window labeled “**QuickBooks Premier 2015 License Agreement.**”)
- b. Click on View License Agreement. (When the webpage opens you can simply close the window which will bring you back to the small window labeled “**QuickBooks Premier 2015 License Agreement.**”)
- c. Click “**Yes**” to accept the terms of the Intuit End User License Agreement.
- d. Click “**OK**” to the **How QuickBooks uses your internet connection** prompt.

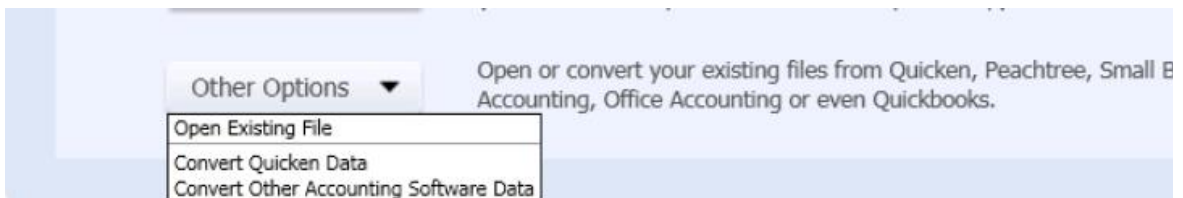
**Step 2)** You may see the QuickBooks Accountant Desktop 2015 welcome screen and follow these steps.

- a. From the welcome screen, you may see the “**No Company Open**” screen with 3 options below. Select “**Open or restore an existing company**” as shown. (SEE BELOW)



b.

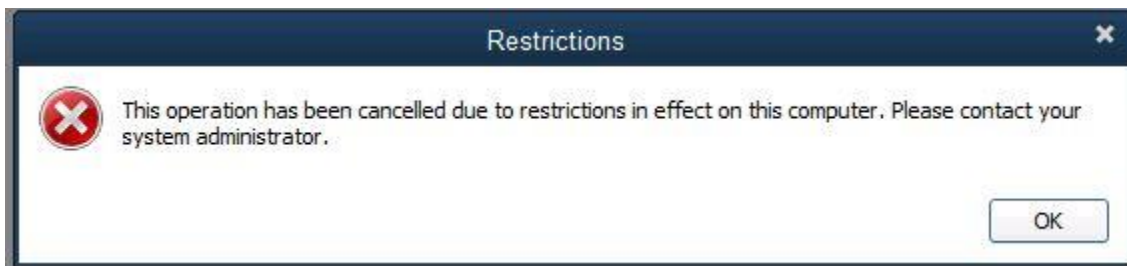
- c. Alternately, you may see a **Let's get your business set up quickly** window. Select **"Other Options."** A drop down menu will appear and you will then need to select the **"Open Existing File"** option as shown below. (SEE BELOW)



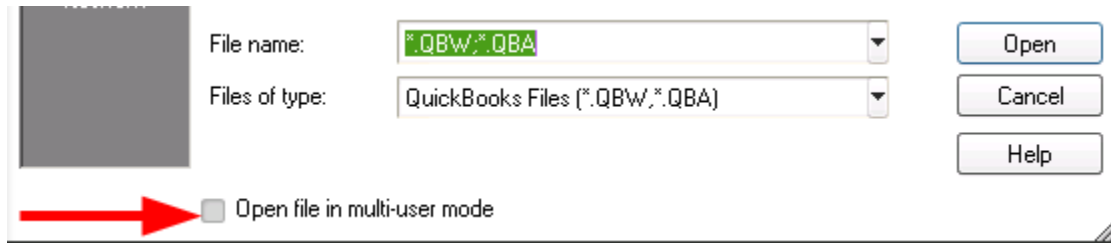
d.

**Step 3)** Next you will be prompted with a screen labeled **"Open or Restore Company."**

- Make sure that the option, **Open a company file**, is selected and then click **Next**. (This will open a dialog labeled **"Open a Company File."**)
- Should you encounter the "Restrictions" message pictured below, click **OK** and continue.



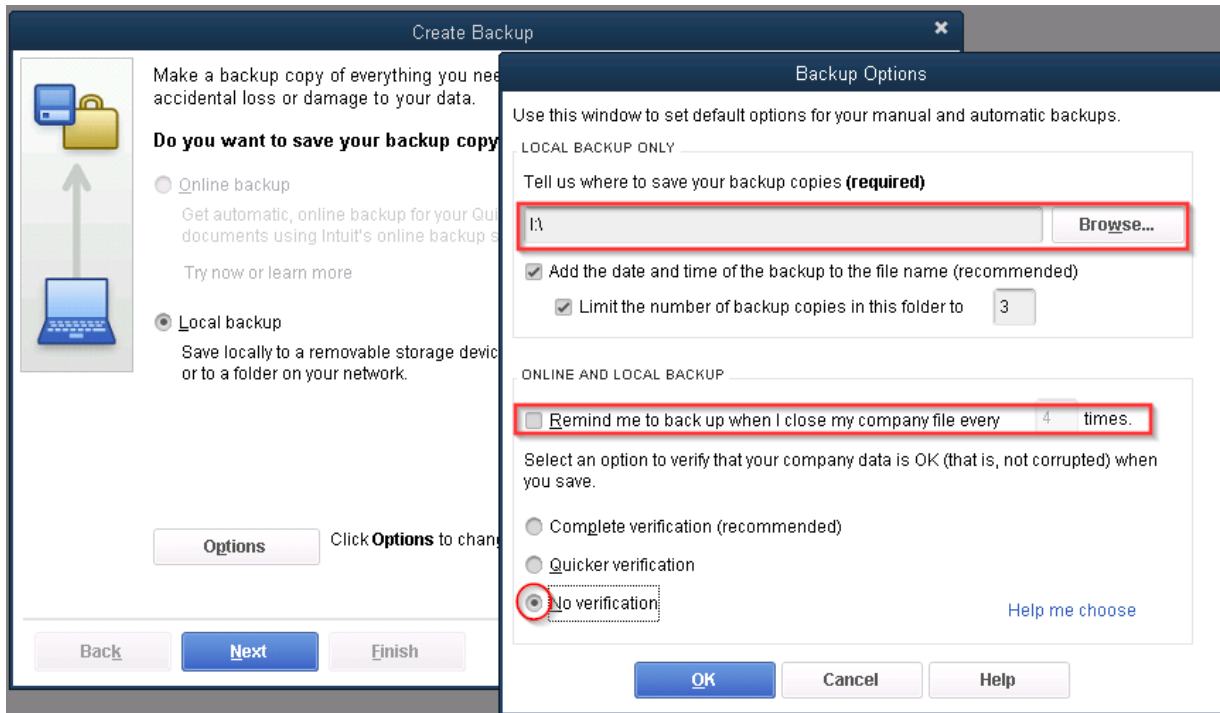
- c. You will see your parish or school company file listed. Select it and then click **Open**. \*\*If you do not see your Parish or School file listed, please click My Computer and double click on the drive labeled as I:\(Parish Name)\*\*
- d. Navigate to your file and check the Open file in Multi-User Mode box. Click Open:



- e. When prompted, please enter your QuickBooks Admin username and password.
- f. A new prompt will appear labeled “**Update Company File for New Version.**” Place a check into the checkbox verifying that “***I understand that my company file will be updated to this new version of QuickBooks***” and then click **Update Now**.

**Step 4)** Before you can proceed with the update of your QuickBooks company file, you will need to back up your file. To do this:

- a. Click **OK** on the prompt informing you that you will need to back up your company file.



- b. On the “**Create Backup**” window that appears next assure that the **Local backup** option is selected and click **Options**.
- c. When the **Backup Options** window appears, type **I:\** in the text box or select **Browse** and choose the I: drive and select **OK**.
- d. Uncheck the box for **Remind me to backup when I close my company file every 4 times**.
- e. Down below select the option for **No verification** and then click **OK**.
- f. Click **Use this Location** on the next window.
- g. Click **Finish** and then click **OK** on any warning messages.

*You will see a series of progress bars appear. You will get one last prompt before updating the file. Click **Yes** to confirm the updating of the file. Again the progress bars will appear. Be patient while it processes and returns you to your QuickBooks home screen.*

Should you encounter the following **Enter your email address** window and DO NOT wish to link the company file to an Intuit account, click **Cancel** to proceed.

qb Enter your email address

Enter the email address for your business.

EMAILADDRESS

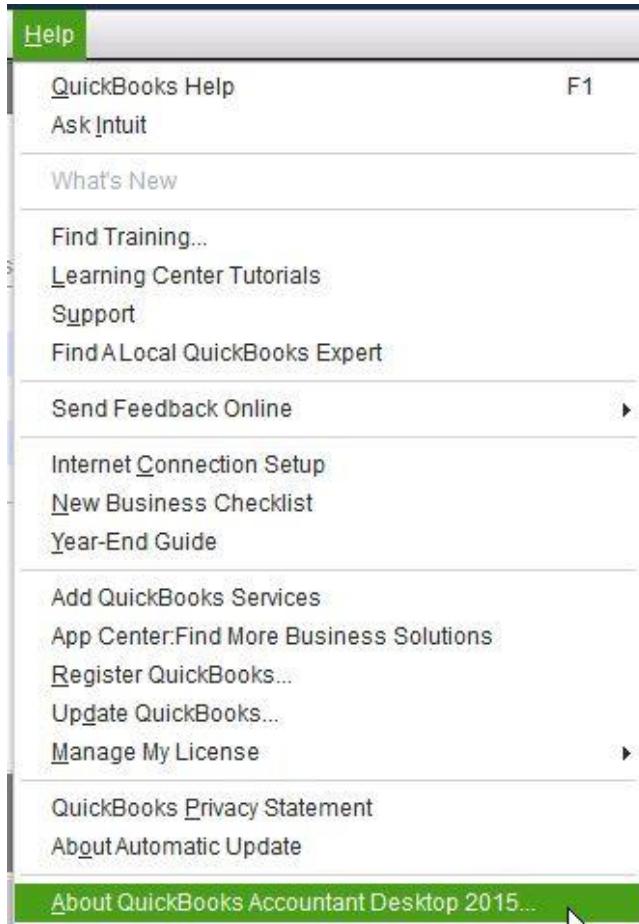
This email address will be associated with your company file.  
[Why your email address is important](#)

[Privacy](#)

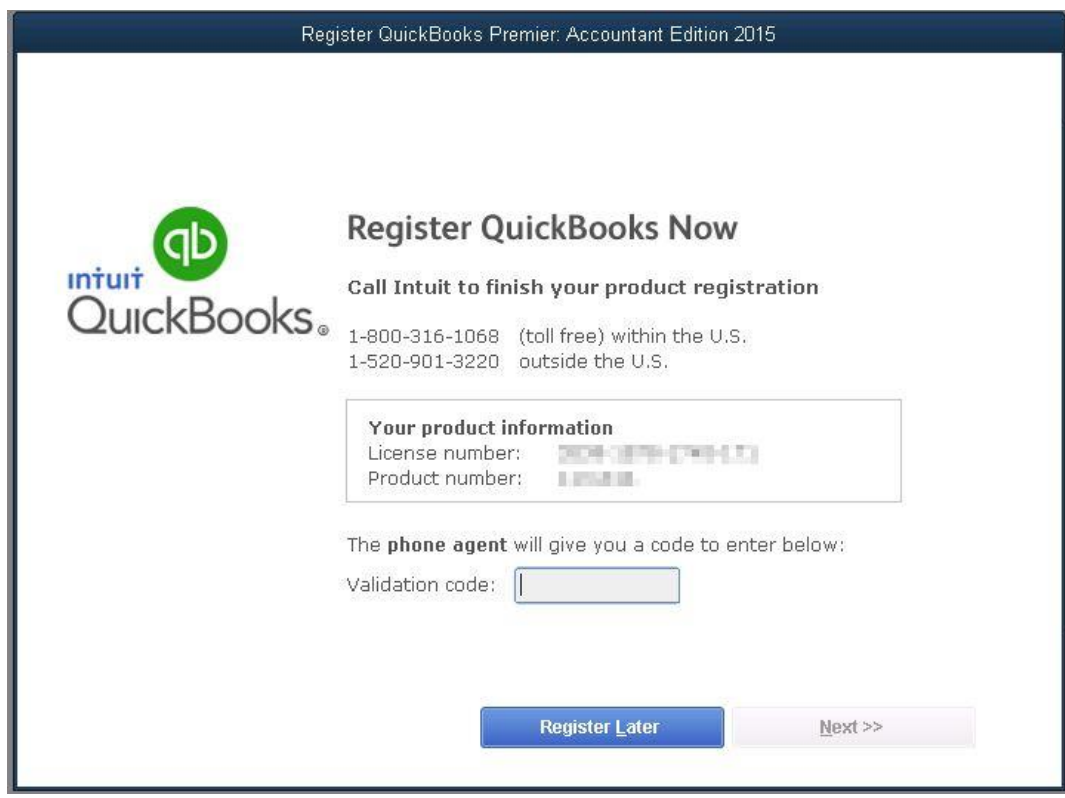
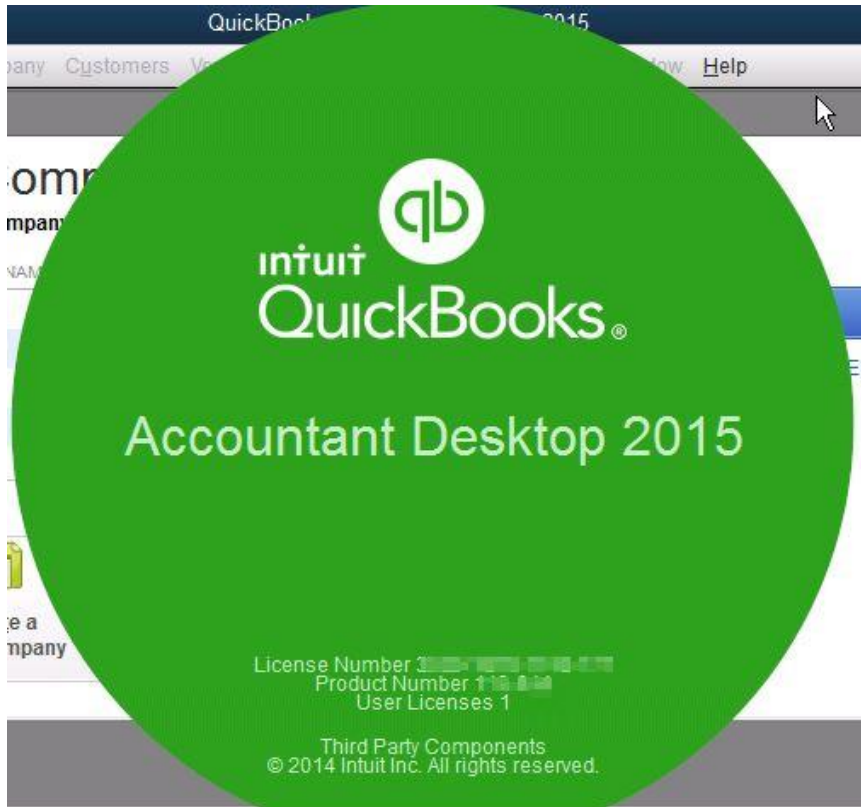
## QuickBooks 2015 Registration

**Step 5)** You will now want to register the QuickBooks 2015 application. To do this, please perform the following:

- a. Click **Help** in the top right corner. (SEE BELOW)
- b. Select **About QuickBooks Accountant Desktop 2015** at the bottom of the list.



- c. Next you will see a green QuickBooks Accountant Desktop 2015 splash screen appear listing your license information. On this screen (SEE BELOW) you will need to press and hold the following sequence on the keyboard: **CTRL** (control) key, **"R"**, and then **"P."**



- f. On this screen, enter the validation code «**Validation\_Number**» in the appropriate field, then click **Next**. You will then be informed that your QuickBooks has been registered. You can click **OK** or simply close that window.
- g. Please minimize the QuickBooks 2015 application and you may now drag the QuickBooks 2012 icon to your Recycle Bin.

**Congratulations! When you reach this point your QuickBooks file will have successfully been updated to**

**QuickBooks Premier - Accountant Edition 2015 and your license for QuickBooks 2015 is properly registered.**

## **Terms and Conditions**

The terms and conditions set forth herein constitute the full and complete agreement between you and Right Networks, LLC ("Right Networks"). By using Right Networks consulting services, online services, websites, web services, any software developed by Right Networks, or any other products or services of Right Networks (together the "Right Networks Services"), you agree to be bound by the terms of this Agreement for use of Right Networks Services both past and present. The terms contained herein supersede and replace any other agreement or negotiation between you and Right Networks, whether oral, written or otherwise, including any statements made to you by any representative of Right Networks at any time with the sole exception of agreements physically signed by managing partners of Right Networks and delivered by hand, mail, or FAX.