



Made for
Canadian Business

intuit.

QuickBooks Enterprise Solutions

Getting Started Guide

Includes all you
need to know about
QuickBooks Enterprise
Solutions:

- Subscription details
- Support
- Product features
- Additional products & services
- Installation & setup
- Upgrader's Guide for customers using QuickBooks 2007 or earlier





Welcome

Dear QuickBooks Enterprise Solutions Customer,

Welcome to QuickBooks Enterprise Solutions – financial management software designed for Canada’s larger, growing businesses. Thank you for choosing us to help manage your business finances.

Subscription details

QuickBooks Enterprise Solutions is available via monthly or annual subscription payments. You will receive access to your software & all associated services as long as your subscription remains active². The following is included in your subscription³:

- QuickBooks Enterprise Solutions software, plus automatic product updates and new releases
- QuickBooks Payroll⁴
- Premium technical support via phone, email and chat⁵
- Your scheduled set-up call
- Password recovery & data services

For information on pricing, please visit enterprise.intuit.ca. Or if you wish to add additional users to your subscription, call **1 866 935-7237**. Don’t forget – all Intuit Canada products come with a 60-day money-back guarantee⁶.

Support

An Enterprise Solutions consultant can help with installation, data conversion & services, product support and more. Receive full access to technical support, as often as you and all additional users need – at no additional cost.

To contact Support, call **1 866 935-7237** or visit enterprise.intuit.ca to learn more about online support options. Support hours are Monday to Friday, 8 a.m. - 8 p.m. (EST).

Additional help & resources

- **In-product:** Get instant help right within QuickBooks. You can search for answers in QuickBooks Help (available under the *Help* menu), or from the *How Do I?* button at the top of most windows in QuickBooks. Also, the Learning Centre quickly brings you up to speed with the many features available in QuickBooks.
- **FAQs & tutorials:** Visit enterprise.intuit.ca and go to the Support section to search for answers to FAQs. Watch tutorials designed to help you get more familiar – and comfortable – with QuickBooks Enterprise Solutions.

We appreciate your business and look forward to serving you in the future.

Best regards,

Gene Lewis
Vice President, Customer Relationships
Intuit Canada

P.S. To help us serve you better, please call 1 866 935-7237 if you change any of your information. This applies to company information, such as your address, phone number or email address, and your billing information, like your credit card number or expiry date.

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Note: Includes important instructions for customers upgrading from QuickBooks 2007 or earlier.

Features overview

QuickBooks Enterprise Solutions is our most powerful QuickBooks ever. Built with QuickBooks' legendary ease of use, Enterprise Solutions has the capability and flexibility to meet your business' unique needs as it grows. For information about QuickBooks Enterprise Solutions features that aren't included in the Getting Started Guide, visit enterprise.intuit.ca

Greater performance & capacity

QuickBooks Enterprise Solutions is designed for multiple users with extra data capacity and robust functionality.

- Add up to 1 million items – including inventory, non-inventory & service items – and up to 1 million customer, vendor and employee names⁷
- As your business grows, purchase licenses for more users (up to 20) when you need to
- Find items or names easily in Enterprise Solutions with the Search feature, powered by Google Desktop™⁸

Advanced controls to protect information

Flexible advanced user permissions let you protect sensitive company and customer data in over 100 areas and activities. You can assign users access only to the information and tasks that they need to do their jobs – and nothing more. Control what your employees can see, create and modify with 14 pre-defined user roles.

Plus, QuickBooks has an always-on Audit Trail that records every transaction that is entered, edited or deleted. This helps you avoid falsified transactions, prevent employee fraud & detect employee errors.

Advanced accounting & financial management

Run comprehensive financial reports. Track your income & expenses. Customize reports with the Financial Statement Designer. You can do it all with QuickBooks Enterprise Solutions. Plus, consolidate information from several different company files into a single report – in just one step.

See your reports the way that you want to see them. View your QuickBooks data in ODBC-compliant applications like Microsoft® Access or Excel or Crystal Reports. For full read/write functionality, additional fees apply. Download ODBC drivers for Enterprise Solutions from enterprise-accounting.ca/odbc

Detailed reports, data & analytics

Customize over 135 comprehensive business reports or build your own reports. Choose from standard accounting reports, including Profit and Loss, Balance Sheet, Statement of Cash Flows and Sales reports. Industry-specific editions include additional reports.

Industry-specific editions

In addition to the General Business edition of QuickBooks Enterprise Solutions, you can install 1 of 6 industry-specific editions. Choose from an industry edition for Accountants, Contractors, Manufacturers & Wholesalers, Non-profits, Professional services or Retailers. Each edition includes specialized workflows & tools, including a Chart of Accounts.

Works with third-party software

A large network of software developers has created industry-specific software that works with QuickBooks. These add-on programs are available for purchase in the Intuit QuickBooks Solutions Marketplace (marketplace.intuit.com). To ensure your solution integrates with the Canadian version of QuickBooks Enterprise Solutions, search in the product compatibility box for "Canada 2008" to help narrow your results.

Track and manage your inventory costs

Apply different units of measure to your purchase orders and sales orders for the same item. Plus, helpful tools like Available to Promise and the Sales Order Fulfillment Worksheet make tracking your inventory as seamless and painless as possible.

Server flexibility

QuickBooks Enterprise Solutions gives you the flexibility to run your software on a Windows or Linux server environment. For more information on setting up a Linux server, go to the knowledgebase at knowledgebase.quickbooks.ca and search for "How do I set up Enterprise Solutions to run on Linux?".

Multicurrency

Multicurrency is not supported in this version of Enterprise Solutions. If your business needs to track exchange rates or regularly works with foreign currencies, call 1 866 935-7237 for a product replacement or refund.

Additional products & services

QuickBooks has a host of additional products and services to support your growing business. For more information about any of our products and services (some sold separately), visit enterprise.intuit.ca or call **1 866 935-7237**.



QuickBooks Payroll

Pay your employees in 3 easy steps

QuickBooks Payroll is included with your QuickBooks Enterprise Solutions subscription⁴. Easy to learn and use, QuickBooks Payroll is the only integrated payroll service designed to work with Enterprise Solutions. File T4s, manage Records of Employment – and much more.



QuickBooks Training

Get more out of QuickBooks

Let experienced instructors help teach you or your staff how to work more efficiently with QuickBooks. Courses are available across Canada for new and experienced QuickBooks users. Register now at quickbooks.ca/training or call **1 866 935-7237**.



QuickBooks ProAdvisors

Get personalized accounting and business help

QuickBooks ProAdvisors are a network of local accounting & bookkeeping professionals. ProAdvisors are available across Canada for 1-on-1 assistance with QuickBooks⁹. Locate a ProAdvisor near you at findaproadvisor.ca



QuickBooks Online Community

Connect with experts & other businesses

Join the QuickBooks online community to share tips & advice and support your peers. Register for free today at community.intuit.ca and start connecting.



Intuit Supplies

Order QuickBooks-compatible business supplies

Look professional with customized cheques, invoices and other forms that are guaranteed to work with QuickBooks. **Save 20% on your first order**¹⁰ (see enclosed Supplies Catalogue for more details).



QuickTax Business

Easily prepare and file your taxes

QuickTax Business software is available for both unincorporated and incorporated businesses. Plus, import financial data – including business expenses – from QuickBooks into QuickTax Business. QuickTax also has a full lineup of easy-to-use software to file your personal tax return. Find out more at quicktax.ca



Intuit QuickBooks Solutions Marketplace

Expand your functionality with third-party software¹¹

Find tested & proven third-party software applications that integrate seamlessly with QuickBooks Enterprise Solutions. Search marketplace.intuit.com for an add-on product that solves your business's specific needs.

Installation and setup

Step 1: Getting started

If you haven't already scheduled your complimentary set-up call, contact us at **1 866 935-7237** to arrange a convenient time for the call. During your set-up call, one of our QuickBooks Enterprise Solutions consultants will walk you through converting your data. We recommend that you install QuickBooks Enterprise Solutions before your set-up call (see **Installation** below) but a consultant can help you with installation if you have questions.

Step 2: Backup

If you're upgrading from QuickBooks 2007 or earlier, QuickBooks prevents you from overwriting your original company file during the upgrade process. However, we recommend that you make a backup before you install QuickBooks Enterprise Solutions.

Step 3: Installation

In a multi-user environment, QuickBooks runs on a client-server network model. Before you install QuickBooks on a computer, you should determine which type of installation is appropriate for that computer:

- **Multi-user host installation:** Use if this computer will host the company files and you also want to run QuickBooks on the same machine.
- **Server-only installation:** Use if this computer will host the company files, but everyone will be running QuickBooks on other computers in the network.
- **Standard (client) installation:** Use if this computer will simply access QuickBooks data from another computer on the network, or if you are not using a multi-user system at all.

All types of installations are available from your QuickBooks Enterprise Solutions CD.

Installation instructions

- 1 Insert the QuickBooks CD into your CD-ROM drive.
- 2 The QuickBooks installation program starts automatically.

Note: If the installation program does not start automatically, go to [My Computer](#), choose your disk drive and open **SETUP.EXE**.

- 3 Follow the on-screen instructions to choose the type of installation for your computer. Note that you will need your license number and product number to install your software. You can find these on your email receipt from Intuit Canada.
- 4 Install QuickBooks Enterprise Solutions. This process will take about 20 minutes per computer, depending on your system's performance.

Step 4: Setup and data conversion

Your set-up call will cover converting or setting up your company file and customizing QuickBooks Enterprise Solutions for your business.

If you are...	Do this next
<ul style="list-style-type: none"> • currently using QuickBooks 2008 or later 	At your scheduled time, an Enterprise Solutions consultant will contact you for your set-up call. The consultant will walk you through converting your company file .
<ul style="list-style-type: none"> • currently using QuickBooks 2007 or earlier, or QuickBooks Enterprise Solutions 2005 or earlier 	At your scheduled time, an Enterprise Solutions consultant will contact you for your set-up call. The consultant will walk you through converting your company file, including several critical post-conversion steps.
<ul style="list-style-type: none"> • new to QuickBooks 	At your scheduled time, an Enterprise Solutions consultant will contact you for your set-up call. The consultant will walk you through setting up your company file .



Important: Enterprise Solutions saves company data in a different format than QuickBooks, allowing for more efficient data retrieval from large company files. However, after you upgrade a company file to Enterprise Solutions, you cannot open the converted file in QuickBooks EasyStart, Pro or Premier. Your old company file is not deleted, so you can still open it in your previous version of QuickBooks.

Upgrader's Guide

IMPORTANT

Read this Guide if you are currently using QuickBooks 2007 or earlier

Upgrader's Guide

If you are upgrading a company file that was saved in QuickBooks 2007 or earlier, there are additional steps you **must** perform.

If you are upgrading from QuickBooks 2008, **you do not need to perform these steps**. Simply open your existing company file and QuickBooks will upgrade your company information automatically. Or, if you are upgrading from QuickBooks Enterprise 2005 or earlier, **you do not need to perform these steps**. Call Support at 1 866 935-7237 for assistance upgrading to QuickBooks Enterprise Solutions.



Tip: Your QuickBooks Enterprise Solutions consultant will take you through these steps during your scheduled set-up call. After you do so, you should read the **Important differences** section of this Upgrader's Guide, starting on page 24. The rest of this guide is provided for later reference, or if you prefer to install QuickBooks Enterprise Solutions and upgrade your company file without the help of a support representative.

What company files can be upgraded?

You can upgrade company files from all earlier versions of QuickBooks EasyStart, Pro and Premier. If your file is from QuickBooks 2003 or earlier, call **1 866 935-7237** for assistance upgrading to Enterprise Solutions.

Your company file **must not have any transactions that use the Multicurrency feature**. Company files with multicurrency transactions cannot be upgraded to this edition of Enterprise Solutions. For details, see **Multicurrency** on page 25.



Important: Enterprise Solutions saves company data in a different format than QuickBooks, allowing for more efficient data retrieval from large company files. However, after you upgrade a company file to Enterprise Solutions, you cannot open the converted file in QuickBooks EasyStart, Pro, or Premier. Your old company file is not deleted, so you can still open it in your previous version of QuickBooks.

Before you upgrade your company file

In your previous version of QuickBooks, print trial balance reports (from the Reports > Accountants & Taxes menu) for each of these dates:

- The date you upgrade your company file
- The end date of the last sales tax period for which you sent a GST/HST/QST return (if any)
- The end date of the last sales tax period for which you sent a PST return (if any)

Find your last sales tax return(s):

Locate the paper copy of the last GST/HST/QST and PST sales tax returns that you filed and have them with you when you start the upgrade process. You will need information from these returns to upgrade your company data.

Print out any customized report and business form template(s):

Due to product changes in Enterprise Solutions, customized business forms and memorized reports from previous versions of QuickBooks cannot be upgraded. We have created many pre-designed templates and reports that can be downloaded from quickbooks.ca/templates. By printing copies of your customized reports and forms, you can easily modify these downloaded templates for use in your business. For more details, see **Customized business forms and memorized reports** on page 25.

Make a backup of your old company files:

QuickBooks prevents you from overwriting your original company file during the upgrade process. However, we recommend that you make a backup before you start.

Installation

Before you install QuickBooks on a computer, you should determine which type of installation is appropriate. If you have already installed Enterprise Solutions, please skip to **Upgrading your company file** on page 17:

- **Multi-user host installation:** Use if this computer will host the company files on a network and you also want to run QuickBooks on the same machine.
- **Server-only installation:** Use if this computer will host the company files, but everyone will be running QuickBooks on other computers in the network.
- **Standard (client) installation:** Use if this computer will simply access QuickBooks data from another computer on the network, or if you are not using a multi-user system at all.

Multi-user host or server installation

- 1 Make sure your computers are properly networked. Refer to your operating system's documentation for more information.
- 2 On the computer that acts as the host or server for your Enterprise Solutions company file, insert the Enterprise Solutions CD in the CD-ROM drive.



Note: If the installation program does not start automatically, go to My Computer, choose your disk drive and open **SETUP.EXE** located on your Enterprise Solutions CD.

- 3 In the Welcome to Enterprise Solutions installation window, click **Expert Install**.
- 4 In the Installation Options window, click **Multi-user Host** or **Server** and then click **Install Now**.

If you're not sure which one you should choose, see the installation type diagrams at the side.

- 5 Follow the on-screen instructions.

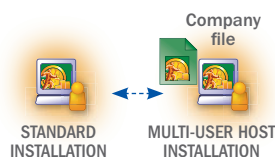
The installation program will prevent you from overwriting a previous version of QuickBooks — you may need it later.

- 6 On the host or server computer, follow the instructions for upgrading your files from 2007 or earlier, as described later.
- 7 On each additional computer that will access Enterprise Solutions from the network, follow the instructions for a Standard installation.

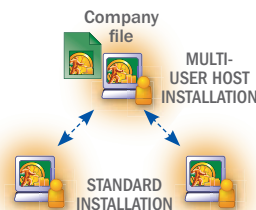
Standard installation

- 1 Insert the Enterprise Solutions CD in your computer's CD-ROM drive.
- 2 In the installation window, click **Expert Install**.

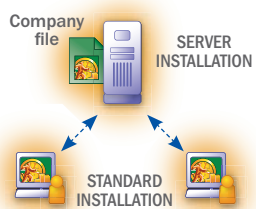
Multi-user options



One QuickBooks user, using network hosting (home office)



Multiple QuickBooks users, using network hosting



Multiple QuickBooks users, using a dedicated server on a network

Standard (single user) option



One QuickBooks user, no network

- 3 In the Installation Options window, click **Standard** and then click **Install Now**.
- 4 Follow the on-screen instructions.

The installation program will prevent you from overwriting a previous version of QuickBooks — you may need it later.
- 5 If you haven't already done so, follow the instructions for Upgrading your files from 2007 or earlier, as described later.
- 6 To start Enterprise Solutions, double-click the Enterprise Solutions icon on the desktop, or click the Windows **Start** button and then click **Enterprise Solutions** from the Programs group.

Upgrading your company files

What should I do with my old version?

Do not uninstall your old version of QuickBooks! After you upgrade a company file to Enterprise Solutions, you **cannot** open the converted file in QuickBooks EasyStart, Pro or Premier. You will need your old version to run reports on your old company file. You may also need it if you have company files that use the Multicurrency feature; for details, see **Multicurrency** in the **Important differences** section (page 25).

We recommend that you let the installation program choose where to install Enterprise Solutions. You can choose a different location if you want; QuickBooks will ensure that you do not overwrite your previous version.

Starting the upgrade process



Important: After you upgrade a company file to Enterprise Solutions, you **cannot** open it in QuickBooks EasyStart, Pro or Premier. Your old company file is not deleted, so you can still open it in your previous version of QuickBooks.

- 1 In **Enterprise Solutions**, open your old company file.
- 2 When prompted to upgrade your file, enter YES and click **OK**.
- 3 Follow the on-screen instructions.
 - When prompted to back up your data, click **OK**.
 - When asked, enter the end dates of the periods for the last GST/HST/QST and PST sales tax returns that you sent to the government, if any.

- When asked where you want to save your new company file, we recommend that you allow Enterprise Solutions to choose the location. This puts your company file in a standard location for newer operating systems.
 - If asked whether you want to automatically enter memorized transactions now or later, click **Later**.
- 4 When the conversion is complete, Enterprise Solutions creates a report about what happened during the conversion. Read this information and take any actions that are necessary.

To see the report, go to the **Help** menu and choose **Learning Centre**, click **Key Upgrader Tasks**, then click the link next to **Results of your company file conversion**.



Tip: The Key Upgrader Tasks tab in the Learning Centre contains more information that you may find useful.

- 5 If you file sales tax (GST, HST, PST, or QST), there are some additional steps you must perform. It is **VERY IMPORTANT** that you perform these steps! If you do not, the amounts on your next sales tax return will be incorrect. For details, see **Upgrading company data when you file sales tax** in the next section.

What should I do with my old company file?

Do not delete your original company file! You need it to create sales tax reports for transactions that took place before you upgraded your company file, as well as for audit or tax inspection purposes.

During the upgrade process, QuickBooks knows the location of your old company file and will prevent you from overwriting it.

After you upgrade your company file (if you file sales tax)



Important: If you file sales tax, follow these **very important** additional steps after you upgrade your company file. Note that there are further steps to perform if your company files Québec sales tax. If you do not perform these steps, the amounts on your next sales tax return will be **incorrect!**

The way sales tax is managed has been improved from QuickBooks 2007 and earlier. Most of these changes occur behind the scenes, so you won't have to change the way you work. However, there are some important differences that you need to know about.

If you experience difficulties or issues while following these steps, we suggest you call 1 866 935-7237. One of our QuickBooks Enterprise Solutions consultants will be happy to assist you with any problems you may face upgrading.

Handling uncategorized sales tax amounts

Company files that were upgraded from QuickBooks 2007 or earlier may have amounts of uncategorized sales tax. These amounts are not assigned to a line on a sales tax return, so QuickBooks doesn't know how to report them when you file your sales tax. While you can file your sales tax with uncategorized amounts, we recommend you categorize them before filing.



Tip: The procedures below categorize your uncategorized tax amounts as a single "lump sum". If you are an accountant or an advanced QuickBooks user, you can instead search for and categorize each amount individually. For more information, including details on the lump sum method below, go to quickbooks.ca/salestax

To handle uncategorized sales tax:

- 1 Create a trial balance for the date you upgraded and compare it to the trial balance from the previous version of QuickBooks. They should be the same.
- 2 Create and print Tax Agency Reports (from the **Reports > Tax Reports** menu) from the first day of your last unfiled sales tax period, to the date that you upgraded the company file to Enterprise Solutions. Create reports for both federal and provincial sales tax.

If you file Québec sales tax, also create reports for the "Obsolete" agency that was created when you upgraded the company file.

- 3 If the amount of uncategorized sales tax for federal or provincial sales tax is greater or less than \$0.00, you will need to make a sales tax adjustment:
- **If the amount is positive**, you owe it to the government. Make a sales tax adjustment to assign the amount to the “GST on sales” sales tax item of your GST/HST return, the “QST on sales” item of your QST return, or the “PST on sales” item of your PST return. The amount owing will be paid when you file for the current sales tax period. For details, search the in-product help for “How do I handle uncategorized sales tax amounts?”.
 - **If the amount is negative**, the government owes it to you. Make a sales tax adjustment to assign the amount to the “GST on purchases” sales tax item of your GST/HST return, the “QST on purchases” item of your QST return, or the “PST on sales” item of your PST return (for PST, also select “Decrease Sales Tax Line”). The amount will reduce the tax you owe when you file a return for the current sales tax period. For details, search the in-product help for “How do I handle uncategorized sales tax amounts?”.

You will need to do this separately for both federal sales tax and provincial sales tax. If the amount of uncategorized tax is very large, we highly recommend that you talk to an accountant.



Note: After you migrate your company file, you may have multiple sales tax items with names like “GST (3) on Sales” or “PST (1) on Purchases”. For GST and PST, it does not matter which you use for this adjustment. For QST, make sure the item reports to tax return line 203 (when categorizing a positive amount), or line 206 (when categorizing a negative amount).

What causes uncategorized sales tax amounts?

Uncategorized sales tax amounts are caused by transactions that post to sales tax accounts but that do not contain tax items. For example:

- **Manually filed or unfiled transactions in past sales tax periods.** In QuickBooks 2007 and earlier, if transactions were manually filed or unfiled, it was possible for sales tax reports to show a slightly different balance owing than the actual amount due in your sales tax liability account. In the upgrade process, these small discrepancies are brought forward to the current period as an uncategorized amount.
- **A balance owing or refund due carried forward from a previous sales tax period.** If you have not yet paid the amount due from your last sales tax period or did not pay the full amount, the amount still owing will be carried forward to the current period as an uncategorized amount.

- **Transactions entered incorrectly in the current sales tax period.** If you have recently entered a transaction in a non-standard way, such as recording a sale with a sales tax amount directly in the Make Deposits window instead of using a sales receipt, the sales tax amount from the transaction appears in the report as uncategorized.

Update memorized transactions with sales tax

If you have memorized transactions with items that use sales tax, do the following with **each** memorized transaction:

- 1 In Enterprise Solutions, open the memorized transaction. You can access them from the Memorized Transaction List (go to the **Lists** menu and click **Memorized Transaction List**, then double-click the desired memorized transaction).
- 2 In the body of the transaction, for each item that uses sales tax, select a different sales tax code than the one currently selected. Remember the original sales tax code!
- 3 Re-select the original sales tax code for the transaction.
- 4 Go to the **Edit** menu and click **Memorize (transaction type)**. You will be asked if you want to replace the existing memorized transaction; click **Replace**.

This tells Enterprise Solutions to update the Memorized Transaction List with the new sales tax functionality. If you do not update a memorized transaction as described, QuickBooks may assume that the sales tax for that memorized transaction is 0.0%.

Update your data for Québec sales tax

In QuickBooks 2007 and earlier, GST and QST were recorded in separate accounts and reported on separate returns. If your company is located in Québec, you will have two accounts labelled as “Obsolete”. You will also have an extra Tax Agency vendor that is associated with those “Obsolete” accounts (if your old version of QuickBooks did not include Payroll, this Tax Agency may also be tagged “Obsolete”). You need to follow some special steps when you upgrade your company file so that you can track GST/HST and QST in one account and file one return – the GST/HST/QST return – in QuickBooks.



Tip: For a more detailed description of these steps, go to the knowledgebase at knowledgebase.quickbooks.ca and search for the article titled “How do I upgrade a company file if I track Québec sales tax?”

What if my sales tax period ended recently but I didn't file in my older version before I upgraded?

If you plan to file a recently completed sales tax period in Enterprise Solutions, you may have entered transactions in your older version that occurred in the current sales tax period. If you did so, you should complete the following procedures (A through C) for each filing period:

- First, deal with the recently completed sales tax period (in this case, use the end date of the sales tax period for which you are filing as the date of the adjustments and journal entries);
- Then deal with the transactions in the current sales tax period in the same manner.

For example, Mary's sales tax period ended January 31 and she upgraded on February 12. She did not file in her older version of QuickBooks. She completes the steps below using January 31 as the adjustment date, and then she files for the completed period. After, she completes the steps again for her sales tax period that started on February 1. Mary is on a quarterly schedule, so she will file for that period in June.

A. Checking your sales tax agencies and accounts

At first, you will still see two sales tax accounts. The account that tracked GST/HST will now start with the word "Obsolete" and is needed only until you file for your current sales tax period. All transactions you enter in your upgraded company file track the GST and QST to GST/QST Payable account.

Print Tax Agency Reports again: as of the date you upgrade your company file, and as of the end date of your last GST/HST/QST period. Label them "post-upgrade".

B. Moving GST/HST amounts from the obsolete account to the new combined sales tax account.

You must transfer these amounts using General Journal Entries (go to the **Company** menu and click **Make General Journal Entries**). For details, search the in-product help for "Making general journal entries".

Transfer GST collected or collectible

Make a General Journal Entry to transfer the amount of GST collected or collectible GST from your obsolete GST Payable account to your new GST Payable account. Use the date that you upgraded your company file.

The **Debit** portion of the entry should use the "Summary GST for sales" item. The **Credit** portion should use the "GST on Sales" item.

For example, if the amount of GST collected or collectible is \$32.21, your journal entry will look similar to the following:

Account	Debit	Credit	Memo	Name	Tax Item
OBSOLETE-GST Payable	32.21			Receiver General	Summary GST for sales
GST/QST Payable		32.21		Ministère du Revenu	GST on Sales
Totals	32.21	32.21			

Transfer GST Input Tax credits

Make a General Journal Entry to transfer the amount of GST input tax credits from your obsolete GST Payable account to your new GST Payable account. Use the date that you upgraded your company file.

The **Debit** portion of the entry should use the "Summary GST for purchases" item. The **Credit** portion should use the "GST on Purchases" item.

For example, if the amount of GST input tax is \$17.11, your journal entry will look similar to the following:

Account	Debit	Credit	Memo	Name	Tax Item
OBSOLETE-GST Payable		17.11		Receiver General	Summary GST for purchases
GST/QST Payable	17.11			Ministère du Revenu	GST on Purchases
Totals	17.11	17.11			

Check your journal entries

Create a sales tax agency report for the obsolete agency as of today's date and confirm that the balance is now zero.

C. File for both tax agencies (at the end of your next tax period)

Once you have no uncategorized tax amounts, and you have transferred amounts from your obsolete tax account, you can use your company file as you normally would. You track tax the same way as before, with sales tax codes.

When you file your next tax return at the end of the period (and only for this period), you must use the File Sales Tax feature twice:

- Once for your "Obsolete" sales tax agency. Since you transferred the amounts to your new tax agency (and since QuickBooks automatically used the new tax agency from then on), the net amount on this return should be \$0.00.
- Once for your new (current) sales tax agency. Pay your tax bill or receive your refund as normal.

After this first period, if you don't use Payroll, mark the obsolete tax agency vendor as Inactive.

Important differences

This section describes important differences between QuickBooks 2007 or earlier and QuickBooks Enterprise Solutions. For more information on using features in QuickBooks Enterprise Solutions, go to the Learning Centre, located on the Help menu.

Sales tax reports for previous sales tax periods

Due to changes in how sales tax is tracked, reports for sales tax periods that were completed in your previous version of QuickBooks are not available.

If you want to view sales tax reports for past sales tax periods, open your original company file in your previous version of QuickBooks.

Piggyback sales taxes

“Piggyback” sales taxes are sales taxes that are applied to the base cost of an item or service plus the GST. Piggyback taxes are used in Québec and Prince Edward Island.

When Enterprise Solutions upgrades your company file, it looks at your company's home province as specified in the Company Information window. If you have custom sales tax codes that have the “piggyback” checkbox set incorrectly for your province, Enterprise Solutions does the following:

- If the company is in Québec or PEI, all custom sales tax codes are changed to piggyback taxes.
- If the company is not in Québec or PEI, all custom sales tax codes are changed to non-piggyback taxes.
- In both cases, the percentage rate of the tax code is adjusted so that the effective tax rate is the same. Assuming that your previous tax rate was correct (that is, that your old tax rate took piggyback taxes into account), you can use the same sales tax codes as before.

Tax Agencies

In Enterprise Solutions, tax agencies (such as the Canada Revenue Agency) are treated as vendors and specific information about taxes paid to them is stored in their vendor records. When you edit a tax agency vendor, you can find the sales tax information on the new Tax Agency Info tab. For example, this tab is where you specify your sales tax reporting period.

Enterprise Solutions creates different tax agency records depending on your province or the province your business is located in. For example, “Receiver General” is the federal sales tax agency you use when paying and filing GST/HST outside of Québec.

Multicurrency



Important: The Multicurrency feature is **not** supported in this version of Enterprise Solutions. If a company file has transactions in it that use the multicurrency feature, this version of Enterprise Solutions **will not** be able to upgrade it. If you work with a multicurrency file, call **1 866 935-7237** for a product replacement or refund.

Company files with no foreign-currency transactions are not affected. If you did not enable the Multicurrency feature in a company file (or if you enabled Multicurrency, but did not create any foreign-currency transactions), you should be able to upgrade that company file.

How can I tell whether my company file used the Multicurrency feature?

To see if your company file has the multicurrency feature turned on:

- 1 Open your company file in your previous version of QuickBooks.
- 2 Go to the **Edit** menu and click **Preferences**.
- 3 Go to the list on the left of the window and click **Accounting**.
- 4 Click the **Company Preferences** tab.
- 5 Look in the Multicurrency area on the right of the window. If the **Use Multicurrency** checkbox is clear, you can upgrade this company file to Enterprise Solutions.

If the checkbox is selected, the Multicurrency feature was turned on in your company file. However, if none of your transactions used foreign currencies, you may still be able to upgrade your company file. For help on determining whether you can upgrade to Enterprise Solutions, go to the knowledgebase at knowledgebase.quickbooks.ca and search for “**Does my company file use Multicurrency?**”. This article will help you determine if you can upgrade to Enterprise Solutions.

Customized business forms and memorized reports

Enterprise Solutions features changes that allow for improved business form customization and faster access to information and tasks. Because of this, formatting of memorized reports and business forms from QuickBooks 2007 and earlier cannot be upgraded.

If you customized the way your business forms print, review them after you upgrade your company file. Customization does not carry forward into Enterprise Solutions, so you will need to reformat your forms using the Layout Designer.

The default forms included with Enterprise Solutions do not need to be changed. They will work with pre-printed form paper from both Enterprise Solutions and previous versions of QuickBooks.



Tip: To help save time and effort working with Enterprise Solutions, we have created over 100 pre-designed templates and reports. For more detailed help on downloading these templates, go to the knowledgebase at knowledgebase.quickbooks.ca and search for “**How do I download customized templates?**”.

To download from Enterprise Solutions:

- 1 Go to the **Lists** menu and click **Templates**.
- 2 In the Templates window, click the **Templates** button and then click **Download Templates**.

To download from the Support website:

- Download templates and reports from quickbooks.ca/templates

Units of Measure

The Units of Measure feature has changed from previous versions. Enterprise Solutions no longer has a separate measure for “stocking” items (that is, storing items on hand for later sale). Instead, it uses the smallest base unit that can be used for purchases or sales.

Accountant's Copy

Accountant's Copy files created in QuickBooks 2007 or earlier cannot be opened as an Accountant's Copy in Enterprise Solutions. You have two options for working with Accountant's Copy from older versions:

- Open the file in your previous version of QuickBooks.
- Convert the Accountant's Copy to a regular company file. You won't be able to work on the company file at the same time as your client, and he or she will not be able to import your changes automatically.

For more details, search the in-product help for “Convert accountant's copy” and open the topic named “Convert an Accountant's Copy to a regular company file”.

Third-party applications

This version of Enterprise Solutions is now compatible with many applications created for the US version of QuickBooks Enterprise Solutions. You can purchase up-to-date plug-in applications on the Web at marketplace.intuit.com

However, third-party applications that were created for previous versions of QuickBooks may not work with QuickBooks Enterprise Solutions. Contact the application's vendor for an upgraded version.

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1 Based on aggregate retail QuickBooks sales, as sourced by NPD for periods January – December 2005, 2006 and 2007, and January – June 2008. **2** If you elect to discontinue your subscription, product usage and support discontinues upon expiration of subscription. **3** Terms, conditions, features, availability, pricing, fees, service and support options subject to change without notice. **4** Limitations may apply. **5** Support hours are 8am to 8pm EST, Monday to Friday. Intuit reserves the right to limit each telephone contact. Support availability subject to occasional downtime for systems and server maintenance, company events, observed Canadian holidays, and events beyond our controls. **6** If you are not fully satisfied, return the product to Intuit Canada within 60 days with a dated receipt for a full refund of the purchase price, excluding shipping. **7** Enterprise Solutions allows you to add up to one million names (e.g., customers, vendors, employees) and up to one million items (e.g., inventory, non-inventory, and service items). Some performance degradation is likely as your lists approach these size thresholds. **8** Additional terms, conditions and limitations apply, subject to change. **9** Fees apply. **10** All supplies and discounts are offered by Intuit Canada's supplies vendor, Davis & Henderson Ltd (www.dhltd.ca). Prices and discounts are subject to change without notice. **11** Business software applications sold separately. For a complete list of software that works with QuickBooks, visit the Intuit QuickBooks Solutions Marketplace at <http://marketplace.intuit.com>

