

## QuickBooks Updates and Upgrade

Periodically, QuickBooks will display a message asking you to perform a general software update or a payroll update. Updates should be performed **ONLY** when you are opening QuickBooks or within QuickBooks.

Be cautious about email notifications regarding updates. Notify your QuickBooks Administrator of any email message asking you to update. Do not open these types of messages unless you are certain it is legitimate.

### What is the difference between a QuickBooks Update and an Upgrade?

An **Update** adds new software changes or fixes software conflicts in your existing QuickBooks version.

An **Upgrade** is the purchase of a newer QuickBooks software version. Currently, all extension offices' Quickbooks software is upgraded every three years. This is accomplished as a group upgrade to take advantage of an educational discount.

### There are 2 QuickBooks Updates: General software and Payroll.

**QuickBooks general software** updates periodically are required.

- Select **Help** from menu bar
- Select **Update QuickBooks**.
- Click **Update Now** button.

One time Only, under the Update QuickBooks screen....

- Click **Options** Tab
- In the **Updates window**, select the following features.
- Service messages, payroll, federal forms, forms engine, state forms, maintenance releases, Help, Pro.
- Select **Save**.

### Payroll Updates should be performed monthly.

- Select **Employees** from menu bar.
- Select **Get Payroll Updates**.
- Select **Download only changes and additions** to currently installed payroll files.
- Select **Update** button.