QB 2007 Reinstallation Procedure (from CD) – For 2-HOTT & ADMIN School Trainers Only!

BEFORE YOU INSTALL – Read Me!

Though Intuit has not supported QuickBooks 2007 since 2009, many fraternal units are still using this version on a daily basis. For this reason, this document has been prepared to help 2HOTT and Admin School Trainers load the QuickBooks Pro 2007 program onto a new computer that will be used for training purposes.

Install the QuickBooks program using the QuickBooks 2007 Re-Installation CD provided by Education and Training and Procedures 1 and 2 as cited in this document. For additional assistance, please contact Member Services at 630.906.3658.

PROCEDURE 1 – Install QuickBooks Using the QuickBooks 2007 Reinstallation CD

1. Insert the QuickBooks 2007 Reinstallation CD.

2. When prompted, choose **Expert Install**.

3. When prompted, choose **Standard** and **Install Now**. Wait as the software prepares to install.

4. **When the QB** Installation Wizard appears, choose **Next**.

5. **Accept** the license agreement. Click **Next**.

6. If prompted, enter **License # (7907-3646-9202-830)** and **Product # (327-527**). Click **Next.**

7. If prompted to register, click 'Remind Me Later.'

8. When prompted, **accept the default install folder** and then click **Next**.

9. If prompted to use **Google Desktop (or other Search Engine) in QB, choose No** and then **Next.**

10. When the Install Summary displays, review it for accuracy and then click **Install**. NOTE: The installation procedure takes ~10 minutes to complete. Be patient!

11. When the Installation is done, click **Finish**. A QuickBooks shortcut icon will automatically appear on your computer's desktop.

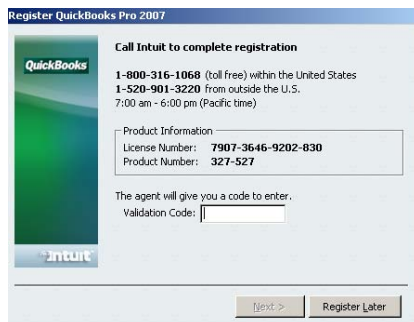*Continue to Procedure 2 – Load Your QuickBooks Company File*

PROCEDURE 2 – Load Your QuickBooks Company File

1. Admin Trainers: Insert your Admin School Training CD.

2. 2-HOTT Trainers: Insert your LCL.net Training Edition v2.1 CD.

3. Open QuickBooks.

4. Restore the QuickBooks Company file (.QBB file) as needed for training (restore procedure recalled below):

    a. Under File, choose **Open or Restore Company Name**

    b. In the Open Company Type window: **Restore a Backup Copy** / Next

    c. In the Restore Backup Method window: **Local Back**up / Next

    d. In the Restore From window: browse your CD for the .QBB file as appropriate for your class (see navigation path below):

        • Admin School CD / Day 2 / **Jefferson Lodge 9993** (**Backup Oct 19 2010.QBB** file and then click **Open**.

        • LCL.net TE v2.1 CD / QB Files / **QB2007lodgestart.QBB** file and then click **Open**

    e. In the Restore Backup To: Location window: click **Next**

    f. In the Restore To window, click **Save**

PROCEDURE 2 – Register QuickBooks 2007 (for Fraternal Units Only)

Follow this procedure ONLY if you are attempting to register QuickBooks Pro 2007 on the Lodge's, Chapter's, or Moose Legion's primary/active computer. NOTE: This procedure does not need to be performed on student computers.

1. Open QuickBooks. From the Help menu, select 'About QuickBooks Pro 2007'.

2. After the QuickBooks 2007 license disclaimer appears, hold down the following keys at the same time: 'Ctrl, R, P' to bring up the Registration window.
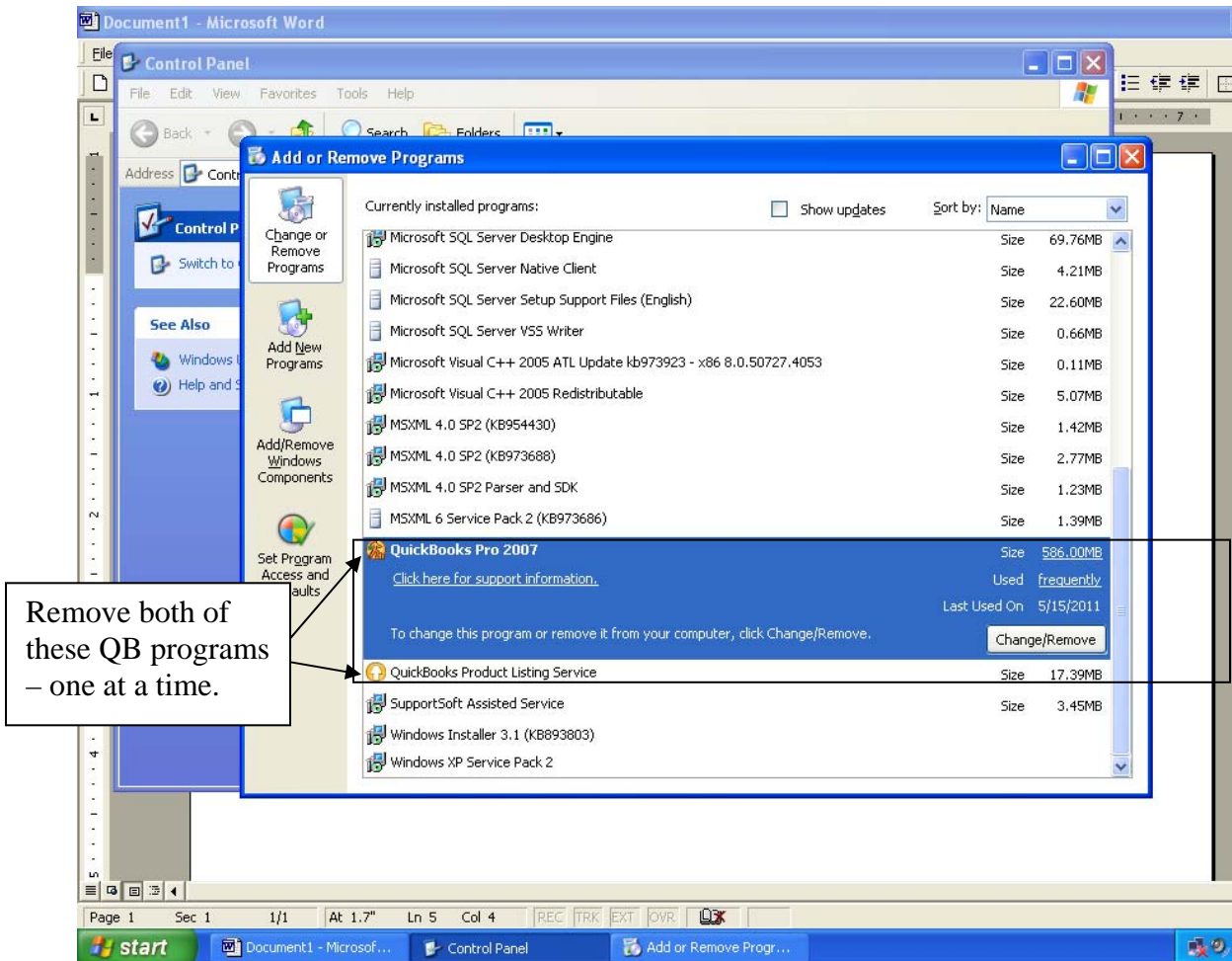

3. Enter validation code **122935** and click OK. **Do not call Intuit for this code!**

4. Press the F2 key. Your screen should now show that you are registered.

(OPTIONAL) PROCDURE 4 – Remove QuickBooks Program Files

If QuickBooks is already loaded on your Trainer computer, but you are not sure if it was loaded properly, follow this procedure to delete all previously installed QuickBooks program files properly. NOTE: If you do NOT have QuickBooks loaded on your computer, return to Page 1 and follow Procedures 1 and 2 only.
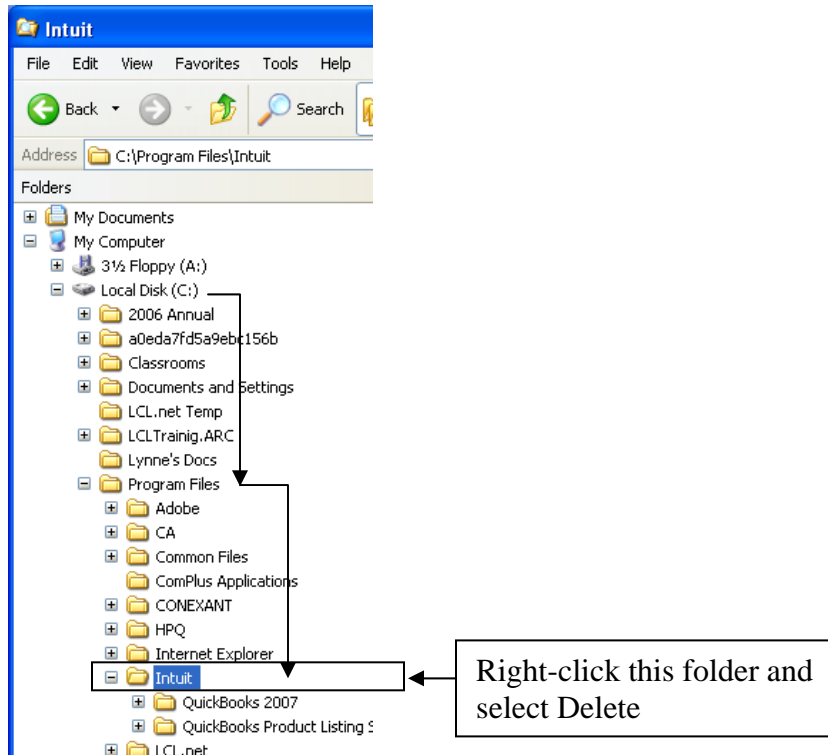
1. **Remove (uninstall)** any existing QB program files using the **Add or Remove Programs** option from your computer's Control Panel.
   a. Example Path: Start / Settings / Control Panel / Add or Remove Programs
   b. Click the Change or Remove Programs. Scroll to locate the QuickBooks Pro 2007 program from the list.
   c. Select the **QuickBooks Pro 2007** program from the list and then click the **Change/Remove** button.
   d. Next, select the **QuickBooks Product Listing Services** from the program list. Select it and then click the **Change/Remo**ve button**.**

Remove both of these QB programs – one at a time.

Continue with Step 2 on the next page

2. **Delete the Intuit Folder** in your computer's <u>Program Files folder</u>.
   a. Right-click Start / Explore / Local Disk (C:) / Program Files / Intuit
   b. Right-click the Intuit folder and select delete.

Right-click this folder and select Delete

3. **Delete the Intuit Folder i**n your computer's <u>Common Files folder</u>.
   g. Start / Explore / Local Disk (C:) / Program Files / Common Files / Intuit
   h. Right-click the Intuit folder and select delete.

Right-click on this folder and to select Delete