

## Thank you for purchasing QuickBooks 2013 for Mac!

This document contains important information that you may find helpful when installing and using QuickBooks 2013 for Mac.

### Contents

- I. Installation instructions
- II. System requirements
- III. New and improved features for 2013
- IV. Setting up and using multiuser
- V. Important notes and known issues
- VI. Troubleshooting

## I. Installation Instructions

### *To install QuickBooks:*

1. Insert the CD into your computer's CD drive or open the downloaded .dmg file. A window will open showing a QuickBooks icon and an Applications folder icon.
2. Drag and drop the "QuickBooks 2013" icon onto the Applications folder icon.
3. To launch QuickBooks 2013, go to the Applications folder on your hard drive and double-click the QuickBooks 2013 icon.

### *To upgrade from a previous version of QuickBooks for Mac:*

1. Make a backup copy of your company file using the previous version of QuickBooks for Mac.
2. Quit any previous versions of QuickBooks that are running.
3. Start QuickBooks 2013 for Mac.
4. Choose File > Open Company, select your file, and then click Open. (Note: QuickBooks 2013 for Mac may automatically upgrade and open your last used company file.)

**QuickBooks 2013 will upgrade your file and add a .qb2013 file extension, for example **MyCompany.qb2013**. QuickBooks also saves your original file and renames it to show it is an older file, for example **MyCompany (QB2011).qb2011** if it was originally a QuickBooks 2011 file.**

## II. System Requirements

### QuickBooks

- Mac OS X v10.7 (Lion) or v10.8 (Mountain Lion)
- At least an Intel processor, Core 2 Duo or higher recommended
- Multiuser: Intel Core 2 Duo or higher processor to run server
- At least 2 Gb RAM, 4 Gb RAM recommended
- CD/DVD drive for installation.
- 250mb of available disk space.
- Use Intuit Checks if you plan to print checks. Canadian Image Ready Cheques are not supported.

### *Integration / compatibility requirements*

- QB Mac 2013 will only support round tripping with QB Win 2013
- Export report data requires Apple Numbers '09; Microsoft Excel 2008 or 2011 for Mac.
- E-mail requires Apple Mail, Microsoft Entourage 2008 or Outlook 2011 for Mac;
- iCal, iChat, Address Book are included in Mac OS X installs from Apple, Inc.
- QB Mac 2013 will support one-way conversion from QB Win 2011, 2012 and 2013

### III. New and Improved Features for 2013

Details available on Little Square at:

<http://www.qblittlesquare.com/2012/08/whats-new-2013/>

You can also learn more about what's new in QuickBooks 2013, open QuickBooks, choose Help > QuickBooks Help, and click "What's New in QuickBooks 2013 for Mac."

### IV. Setting up and Using Multiuser

***Prior to setting up multiuser, please read the detailed article on the Help home page by going to Help>QuickBooks Help or visit:***<http://www.qblittlesquare.com/quickbooks-essentials/multiuser/>

1. Purchase additional user seats (if your copy of QuickBooks did not come with more than one user seat). Install & register QuickBooks (using the license with added seats) on your additional Macs.
2. Copy the QuickBooks Server from the "Multiuser" folder of your QuickBooks CD or .dmg to your Applications folder.  
Note: You should install the QuickBooks Server on the same computer where you want to store your company file.
3. On the Mac you want to share QuickBooks from, launch QuickBooks 2013 and open your company file. Sync your registration by going to QuickBooks > Manage License > Sync License.
4. Create user accounts by going to Company > Users and Passwords.  
Note: After creating an administrative user, you may set up additional users and passwords as needed.
5. Start sharing the company file by going to File > Enable Multiuser mode (QuickBooks Server will automatically launch and begin sharing the file).
6. On your additional Macs, open QuickBooks 2013 and select your company file from the Shared Files area in the No Company Open screen.

### V. Important Notes and Known Issues

- Connecting to a shared company file requires that the server and client be on the same subnet. (A subnet is the second to last grouping of numbers in an Internet Protocol (IP) address, e.g. the "0" in 192.168.0.1.)
- You can't access a QuickBooks company file located on a Windows network server.
- Printing Canadian Image Ready Cheques is not supported.
- To see the most current list of known QuickBooks 2013 for Mac issues, go to:  
<http://support.quickbooks.intuit.com/support/Default.aspx>

## VI. Troubleshooting

### ***Frequently asked questions***

To display a list of frequently asked questions, open QuickBooks, choose Help > QuickBooks Help, type “QuickBooks FAQ” in the search box, and double-click “QuickBooks FAQ” in the displayed results.

### ***QuickBooks for Mac online community***

Connect with other QuickBooks for Mac users and experts to find answers and share advice. Go to:  
<http://www.quickbooksgroup.com/webx/forums/mac/>

### ***Intuit technical support***

Intuit provides a variety of technical support options for customers, some of which may be available for the current version of QuickBooks at no charge. In addition, telephone support options are available for a fee.

Terms and conditions, service options, pricing and hours are subject to change without notice. For information regarding your support options, go to:

<http://support.quickbooks.intuit.com/Support/ContactSupport.aspx>

© 2012 Intuit, Inc Intuit, the Intuit logo, and QuickBooks, among others, are registered trademarks and/or registered service marks of Intuit Inc. or one of its subsidiaries. Other parties' trademarks or service marks are the property of their respective owners and should be treated as such.