



Download and Install Point of Sale Release Updates

Note: Please do not confuse *updating* to a new release (example: from QuickBooks 2017 R3P to R5P) with *upgrading* to a new version (example: from QuickBooks Desktop 2017 to QuickBooks Desktop 2018).

Wait! Stop! Make a Plan!

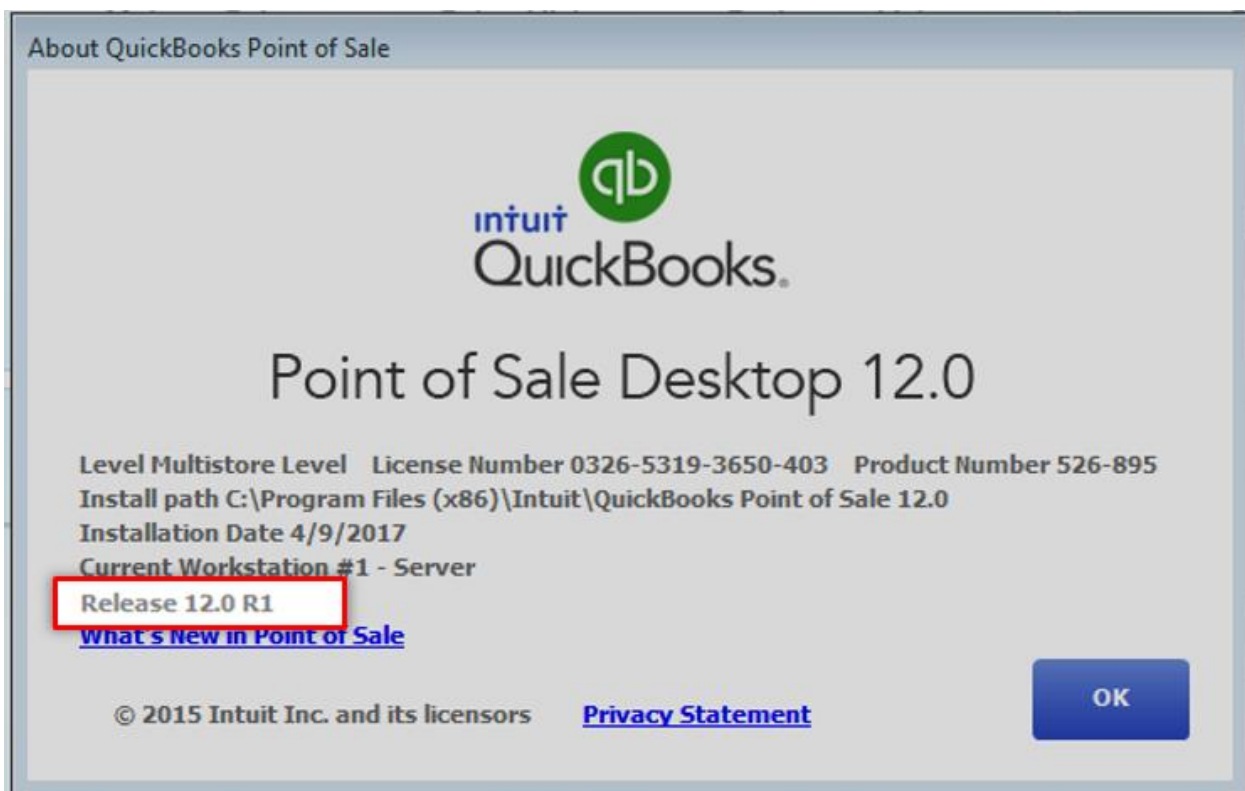
When updating your software, ***all workstations across all stores must be updated at the same*** time to avoid data damage, file corruption, and “wacky” glitches as we call them.

There are two ways to download and install updates to your QuickBooks Point of Sale for Desktop.

- [Manual Updates](#)
- [Automatic Updates](#)

Find out if you have the latest release patch for your Point of Sale

1. With Point of Sale open, go to **Help** and select **About Point of Sale**.
2. In the **About Point of Sale** Window, check the current version and release.



3. Check the latest release available for your product:
 - [QuickBooks Point of Sale Desktop 12](#)

Download and Install Point of Sale Release Updates

**STOP! HAVE YOU BACKED UP YOUR COMPANY FILE?
IF NOT, DO NOT CONTINUE UNTIL YOU HAVE DONE SO!**

Automatic Update (Recommended)

Option 1: Use QuickBooks Point of Sale Updater

1. From the **Help** menu, select **Software Updates** and click **Check for Updates**.
2. Select the **Update now** radio button then click **OK**.
3. When the **Update Complete** message appears, close QuickBooks Point of Sale for Desktop.
4. When prompted, restart your computer.

Option 2: Download automatically in the future

Use this option if you want to automatically download future updates once they are released.

1. From the **Help** menu, select **Software Updates** and click **Updater Preference**.
2. To turn on automatic updates, go to the **General** tab and select the radio button for **Yes**.
3. If you want to share automatic downloads with other computers on your network, go to **Shared Downloads** tab and select the radio button for **Yes**.
4. Click **OK**.



When finished running the update, be sure to check that all workstations are now on the latest release (R) by clicking Help > About QuickBooks Point of Sale

Manual Update (Only If Automatic Update Fails)

1. Go to the [Update to the latest release](#) web page.
2. Make sure your product is selected. If not, click the **Change** link and select your QuickBooks Point of Sale product.
3. Click **Update**.
4. Select to Save the update file to your desktop.
5. When the download completes, double click to install the file. You may need to restart Windows after the installation is complete.
6. You can install manual updates across your network either by:
 - a. Accessing the install file on your computer from another computer.
 - b. Copying the install file to a flash drive and then to the desktop of another computer.