

PART 1 – BASIC INSTALLATION

Download the setup program to the desktop of the Windows computer where QuickBooks is installed. Don't try to run the installer from the Web site. Download it to your desktop or a local folder of your choice.

Here's the link: www.keway.com/ultimate/plugin/AppendITSetup.exe.

To see how to use AppendIT, download the User Guide from:

www.keway.com/ultimate/Docs/UltimateAppendIT_User_Guide.pdf.

(see page 2 for unusual error conditions, see page 3 for QB 2011 issues)

Everything BEFORE Windows 7 and VISTA: BEFORE YOU INSTALL: Close QuickBooks. If you have QB 2011, SEE PAGE 3.

1. Put the AppendITSetup.exe program on you desktop or other convenient place and run it. Follow the on screen prompts. Some additional files may be downloaded.
2. Then, restart QuickBooks. Login as QuickBooks administrator (single user mode).
3. A dialog box for accessing the company file will appear. Allow AppendIT to access the QB company file ("Whenever this QB file is open").
4. Next, a registration dialog box will appear. Enter your e-mail address. **Your e-mail address is your registration ID.** Select Full Activation (purchase) or Trial. Follow the prompts.
5. Next, from the QuickBooks company pull down menu, select Ultimate AppendIT -> Settings.
6. Set up the root folders for AppendIT. See the [User's Guide](#) for a full explanation. If you're on a local network, be sure to use full Windows network paths and not local virtual disk names. When you're done, SAVE the AppendIT settings. Handy shortcuts will appear on your desktop.
7. You're set to go. If you have more than one PC with QuickBooks, you'll need to install AppendIT on each one.

Windows 7, VISTA, and after: Use QuickBooks 2007 R8 or above. **BEFORE YOU INSTALL: Close QuickBooks. If you have QB 2011, SEE PAGE 3.**

1. Put the AppendITSetup.exe program on your desktop or other convenient place. Right click it and select the **Run as administrator** option. Follow the prompts. Some additional files may be downloaded.
2. If you have never used your QB company file with AppendIT, restart QB by right clicking the QB icon and selecting the **Run as administrator** option. Otherwise, restart QB as usual. Login to QB as QuickBooks administrator (single user mode).
3. If you have never used the company file with AppendIT, a dialog box for accessing the company file will appear. Allow AppendIT to access the QB company file ("Whenever this QB file is open").
4. Next, a registration dialog box will appear. Enter your e-mail address. **Your e-mail address is your registration ID.** Select Full Activation (purchase) or Trial. Follow the prompts.
5. Close QuickBooks. Then restart QB normally (no right clicking) and login as QB administrator. From the company pull down menu select Ultimate AppendIT -> Settings.
6. Set up the root folders for AppendIT. See the [User's Guide](#) for a full explanation. If you're on a local network, be sure to use full Windows network paths and not local virtual disk names. When you're done, SAVE the AppendIT settings. Handy shortcuts will appear on your desktop. **NOTE:** With Windows 7 and Vista, you may not be able create folders in certain directories.
7. You're set to go. If you have more than one PC with QuickBooks, you'll need to install AppendIT on each one.

Now anyone can login to QuickBooks and use AppendIT. If an additional company file is opened, the steps for allowing AppendIT to access it are in the QuickBooks Edit -> Preferences -> Integrated Applications dialog. QuickBooks administrator credentials are needed for this step.

PART 2 – ERROR CONDITIONS AND OTHER CONSIDERATIONS

First, make sure that the installation instructions were followed carefully. If you are not sure, uninstall AppendIT using the Windows Control Panel and reinstall following the instructions on page 1.

1) It appears that AppendIT is not installed or not working correctly when you restart QuickBooks for the first time after you install AppendIT.

a) If you see a message "AppendIT could not start QB," close QB and restart in the usual fashion – not as Windows administrator. If the message persists, close QB and restart the computer. If the message still persists, you may need to *activate* Windows user account controls (UAC). AppendIT will not work if UAC is disabled.

b) If you don't see the prompt to allow access to the company file (step 3 in the above instructions), this is normally because you have previously installed AppendIT and the company file access permissions are already allowed. Installation step #3 may be skipped. (You can look at QuickBooks **Edit->Preferences->Integrated Applications dialog** to see if AppendIT appears there and has been allowed to access the company file. Refer to QuickBooks help if you need additional instructions for Integrated Applications.)

c) If you do not see the AppendIT menu selections under the QuickBooks Company pull down menu, this indicates that AppendIT has not been installed correctly. **If you have QB 2011, SEE PAGE 3.** Otherwise, please read the above instructions and reinstall.

d) Also, see 2a below.

2) You see the AppendIT menu selections but clicking on them results in "nothing."

a) Before you can **Open TDF** for the AppendIT folder linked to a QuickBooks entry, the entry itself must be open. Just highlighting the QuickBooks entry is not sufficient. For example, to open the AppendIT folder linked to a customer: Go to the customer center, *double click* on the customer name. The customer record will open (for edit). Then select "Open TDF" from the company pull down.

b) The **QBFC7 program library** is required for QuickBooks plugins including AppendIT. Sometimes QBFC does not install properly when QuickBooks is installed. Special steps can be taken to assure that QBFC is properly installed *before* you install AppendIT.

Make sure that you have Windows administrator credentials.

1. Shut down QB and uninstall AppendIT
2. Go to the Program Files (x86) folder and navigate to CommonFiles/Intuit/QuickBooks.
3. Find the QBFC7.dll.
 - a) If you don't see it, you can install it by going to http://www.dyve.com/redirect/gbfc7_0installer.exe
 - b) If the QBFC7.dll is there, **right click** on it. The system menu will appear. Choose "**Open with**" and then "**Select a program from the list.**"
 - I. Next, **Browse** to C:\Windows\System32. In that folder select the regsvr32.exe file and press "**Open.**"
 - II. Press "**OK**" in the "Open with" window.
 - III. You will be prompted with a message that the dll was registered. (If you see an error message, let us know. However, the program was probably registered correctly.)
4. Install AppendIT. Use the instructions on page 1 for your version of Windows.

3) Selecting the AppendIT "Open TDF" menu produces no results.

a) Make sure you have already set up AppendIT's root directories. If root folders are not set, neither the Open TDF function nor the Open Root function will work.

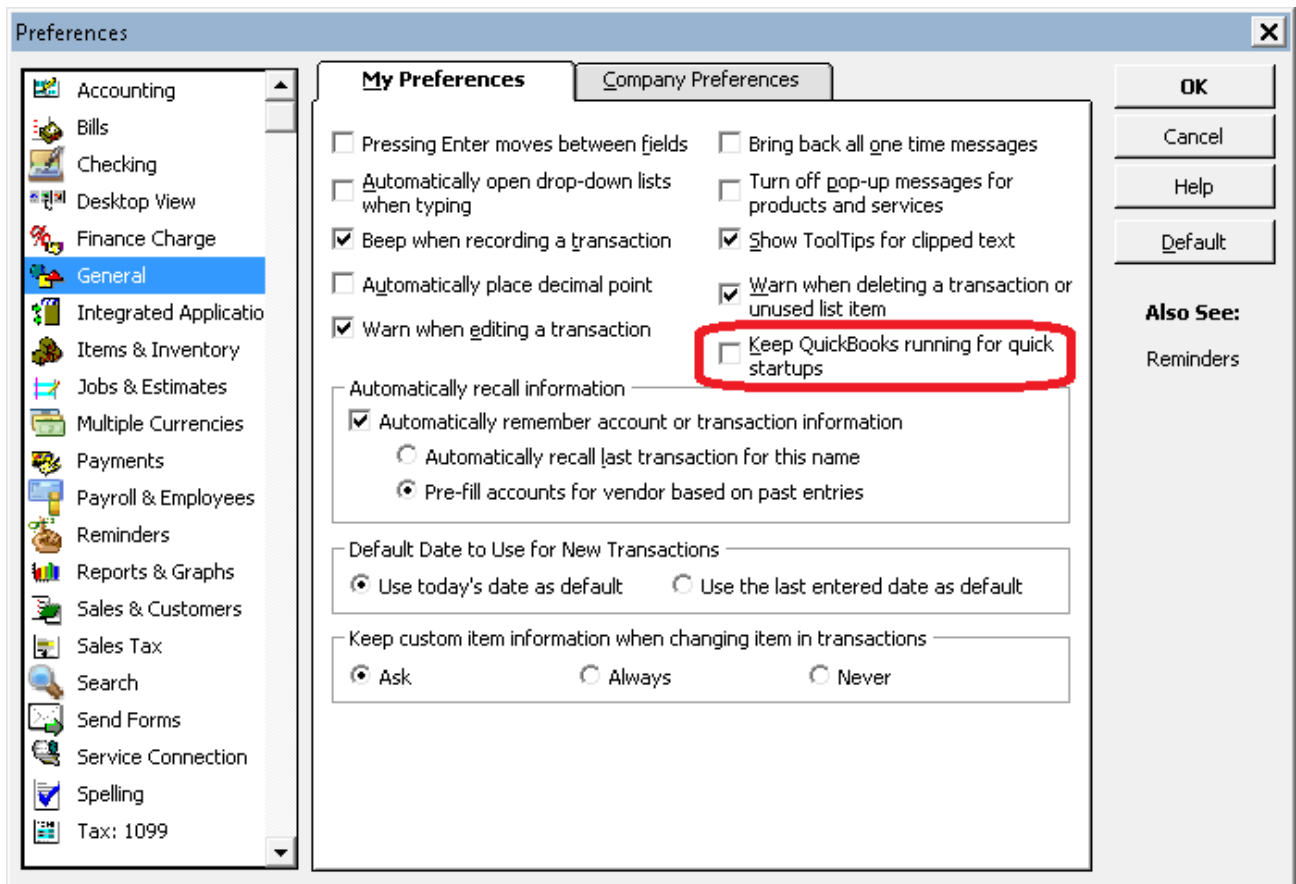
b) Make sure that the paths for the root directory setup are full valid network paths and not virtual directories or virtual drive paths.

c) Also, see situation 2a, above.

PART 3 – SPECIAL CONSIDERATIONS FOR QB 2011

If you have QB 2011, simply shutting down QB may not be adequate to install AppendIT. You will need to temporarily disable the QuickBooks "quick startups" feature. For example, if you installed AppendIT and everything went OK except the Ultimate AppendIT option does not appear in the Company pull down menu, try the following steps:

1. Uninstall AppendIT from the Control Panel in case it was installed
2. Open QuickBooks as QB administrator (single user) and go to Edit -> Preferences
3. In the displayed dialog from the left list select "General" and **uncheck "Keep QuickBooks running for quick startups"**:



4. Close QuickBooks.
5. Reinstall Ultimate AppendIT following the usual Quick Start steps on Page 1.
6. After AppendIT is installed, you can reactivate QB's "quick startups" feature.