

# Ultimate AppendIT User Guide

An *Appendix* is supplementary or explanatory material collected and added, usually at the end of a book.

*AppendIT®* is an electronic appendix for connecting files and records to QuickBooks®.

## Contents

INTRODUCTION.....	3
INSTALLATION .....	4
GRANT ACCESS TO ULTIMATE APPENDIT .....	5
INITIAL SETTINGS.....	7
WHAT IS A TDF? .....	7
CHOOSING ROOT FOLDERS FOR YOUR TDFs .....	8
SETTING TDF CREATE OPTIONS .....	13
RULES FOR ORGANIZING YOUR TDF DATA .....	14
HOW ULTIMATE APPENDIT WORKS .....	15
OPEN TDF MENU .....	16
OPEN ROOT MENU .....	19
APPENDIX A: ULTIMATE APPENDIT INSTALLATION DETAILS.....	20
APPENDIX B: SETTING UP ULTIMATE APPENDIT ON ANOTHER COMPANY FILE .....	22
APPENDIX C: MULTI-USER/PC AND SERVER CONSIDERATIONS .....	23
APPENDIX D: REMOVING ULTIMATE APPENDIT.....	24

## Chapter1: Introduction

# Introduction

This document is meant to provide you information about the main features and functionalities of **Ultimate AppendIT**.

**Part I** of the document will assist you with installing the plug-in – see [Installation](#) and [Grant Access to Ultimate AppendIT](#).

**Part II** (Initial Settings and How Ultimate AppendIT Works) represents the main part of this documentation and it is divided into two chapters:

- **Initial Settings** – informs you about the settings you need to make after installing the plug-in and before using it; in this chapter, you can find a definition of TDF ([What Is a TDF?](#)), the steps to follow to make the initial settings ([Choosing Root Folders for Your TDFs](#) and [Setting TDF Create option](#)) and the rules you need to apply for organizing the TDF data ([Rules for organizing your TDF data](#))
- **How Ultimate AppendIT Works** refers to the two sub-menus of the application: [Open TDF Menu](#) and [Open Root Menu](#), and explains how to operate with TDFs – Windows directories directly related and linked to QuickBooks entities, and how this information storage is structured.

There are four **Appendixes**:

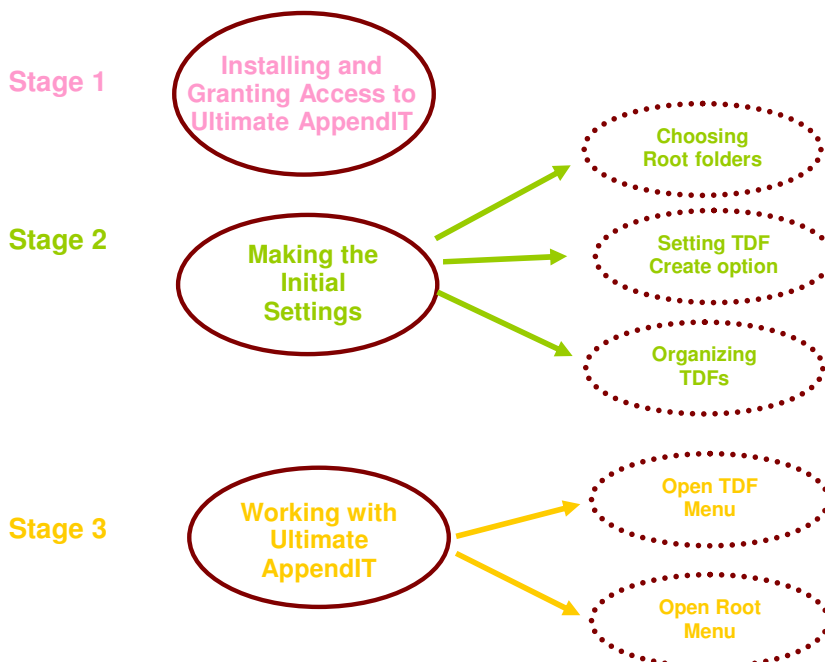
[Appendix A](#) - Ultimate AppendIT Installation Details;

[Appendix B](#) – Running the plug-in on a different company file;

[Appendix C](#) - Multi-user/PC and Server Considerations;

[Appendix D](#) – Uninstalling the plug-in.

Here are **the main stages** to be performed in order to use Ultimate AppendIT:



## Chapter2: Installation

---

# Installation



- Before installing Ultimate AppendIT, make sure that you have installed on your computer:
- any of the QuickBooks editions: QuickBooks Enterprise, QuickBooks Premier, QuickBooks Pro for 2005 or later.
  - Windows VISTA, Windows XP, or Windows Server 2003.

To install Ultimate AppendIT, follow the steps below:

1. If you have not done this already, download **Ultimate AppendIT** installation file from <http://www.keway.com/ultimate/buy.html>
2. Close QuickBooks if it is running.
3. Make sure that you currently have Windows administrator credentials.
4. Run the downloaded *Ultimate AppendITSetup.exe* file and follow the on-screen installation steps. If you are using VISTA, right click the EXE file and select "Run as administrator."


For more details about installation, please refer to [Appendix A](#) of this document.



For a list of F.A.Q. about Ultimate AppendIT, please refer to <http://www.keway.com/ultimate/faq.html>

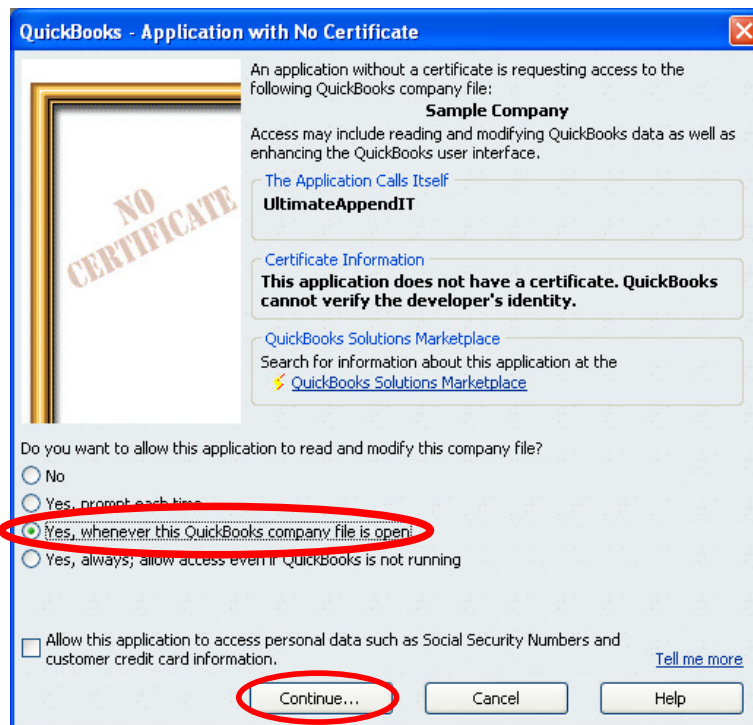
### Chapter3: Grant Access to Ultimate AppendIT

## Grant Access to Ultimate AppendIT

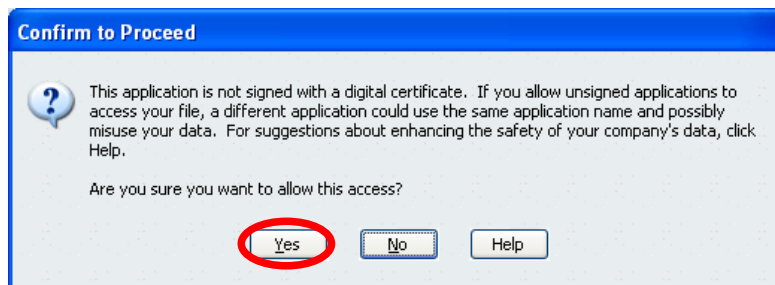
 **The first time you start QuickBooks after you install AppendIT, you must login as the QuickBooks Administrator. If you use VISTA, you must also be Windows administrator. Right click the QB program icon and select "Run as administrator" to open QuickBooks.**

To grant access to Ultimate AppendIT, follow the steps described below:

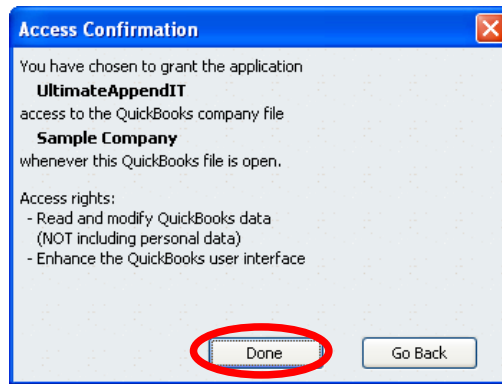
1. When you open QuickBooks (for example, QuickBooks Premier Edition 2006), you will be prompted to grant access to the UA plug-in.  
Select **Yes, whenever this QuickBooks company file is open** and click **Continue**:



2. In the following window, click **Yes**:



3. An *Access Confirmation* dialog will open; click **Done**:



**1** Steps 1-3 are required only once for a given QuickBooks company file. You must be QuickBooks administrator to perform 1-3. After that, anyone can login to QuickBooks and use AppendIT with the company file.

4. Once you have granted access to UA, an *Activation* dialog will open:

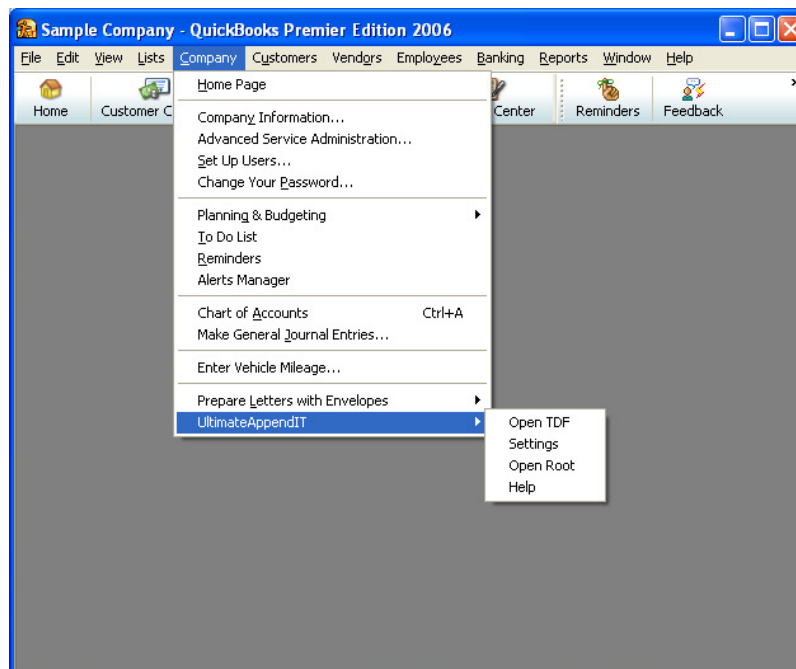


Enter your email address and then click:

- **Activate Trial:** to evaluate Ultimate AppendIT for 45 days
- **Activate Full:** to purchase Ultimate AppendIT anytime during the trial period

**You can always purchase Ultimate AppendIT on the website:**  
<http://www.keway.com/ultimate/products.html>

5. When the activating process is finished, a new set of menu items will be created under *Company > UltimateAppendIT*:



## Chapter4: Initial Settings

# Initial Settings

After installing Ultimate AppendIT, you need to make the initial settings that apply:

- selecting Root folders
- setting TDF Create option
- organizing TDF data

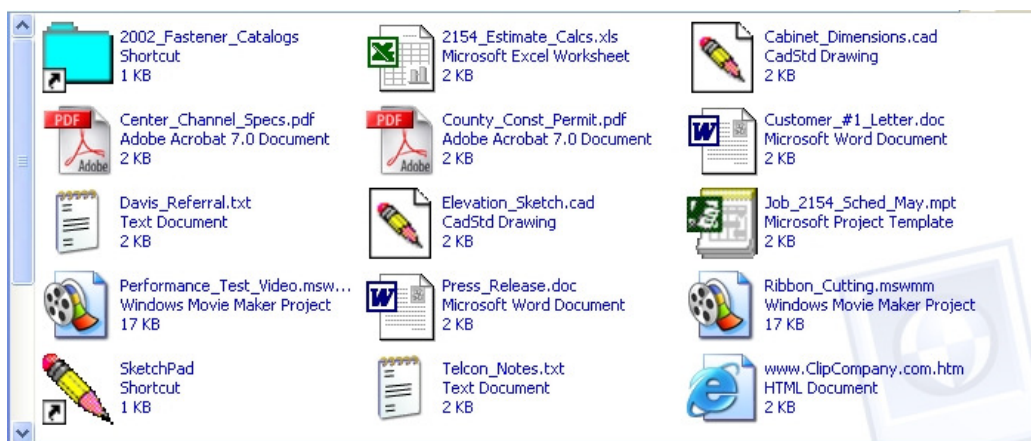
This chapter offers you information about the role and use of Root folders and TDFs in the Ultimate AppendIT application and contains the following sub-chapters:

- **What Is a TDF?**
- **Choosing Root Folders for Your TDFs.**
- **Setting TDF Create option.**
- **Rules for Organizing Your TDF data.**

## What Is a TDF?

TDF stands for technical data folder. TDF is a name for Windows folders that UA automatically creates for linking files to the QuickBooks database. TDFs are sub-folders of the Roots and are created for your QuickBooks Customers, Vendors, Other Names, Employees, and/or Items depending on your version of UA. Each different type of TDF has a Root folder that you need to designate.

TDFs and their Root folders work just like other Windows folders except that the data you place in a TDF is linked to a corresponding entity in QuickBooks. There are no limitations on what kind of data or how many files can be linked to an entity.



Examples of what a TDF can store

## Chapter4: Initial Settings

### Choosing Root Folders for Your TDFs

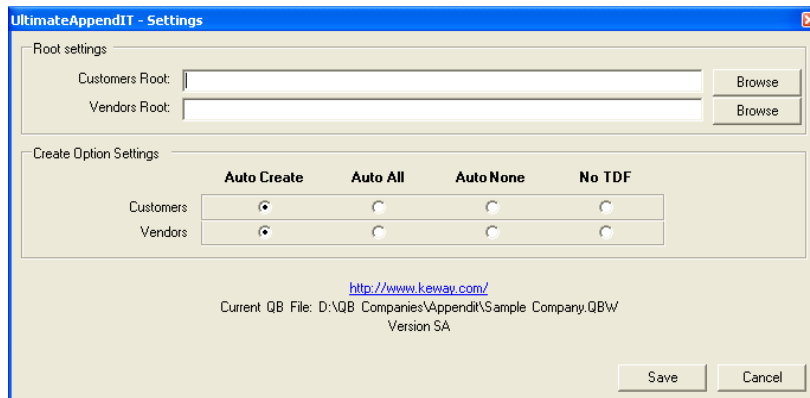
#### NOTE:

- Choosing the Root folders is the first thing you need to do after you have installed UltimateAppendIT. **Do not forget to restart QuickBooks!**
- AppendIT has up to five (5) distinct Roots, depending on the AppendIT version: Customer, Vendor, Other Names, Employees and Items. Ultimate AppendIT will create TDFs under each Root.
- Users should define **distinct Roots** for each Company file and supply a unique name for each Root.
- Roots can be located on any drive that the user can normally access from the desktop.
- The Root name should reflect the QuickBooks entity (for example, the Root for customers uses the term Customer in the name) and contain a reference to the Company folder file name.

To choose Root folders for your TDFs, follow the steps:

**STEP1** Use the Company pull-down menu in QuickBooks. Go to *Company -> UltimateAppendIT -> Settings*.

Depending on your UA version, the following window will be displayed:



	Auto Create	Auto All	Auto None	No TDF
Customers	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Vendors	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

UA Simple Settings Window

UltimateAppendIT - Settings

Root settings

Customers Root:  Browse

Vendors Root:  Browse

Employees Root:  Browse

Other Names Root:  Browse

Create Option Settings

	Auto Create	Auto All	Auto None	No TDF
Customers	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Vendors	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other Names	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Employees	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

<http://www.keway.com/>  
 Current QB File: D:\QB Companies\AppendIT\Sample Company.QBW  
 Version UAStandard

Save Cancel

**UA Standard Settings Window**

UltimateAppendIT - Settings

Root settings

Customers Root:  Browse

Vendors Root:  Browse

Employees Root:  Browse

Other Names Root:  Browse

Items Root:  Browse

Create Option Settings

	Auto Create	Auto All	Auto None	No TDF
Customers	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Jobs	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sales Orders	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Estimates	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Invoices	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Vendors	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bills	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Purchase Orders	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Employees	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other Names	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Service Items	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Inventory Items	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Non-Inventory Items	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Group Items	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Assembly Items	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

<http://www.keway.com/>  
 Current QB File: D:\QB Companies\AppendIT\Sample Company.QBW  
 Version UAAdvanced

Save Cancel

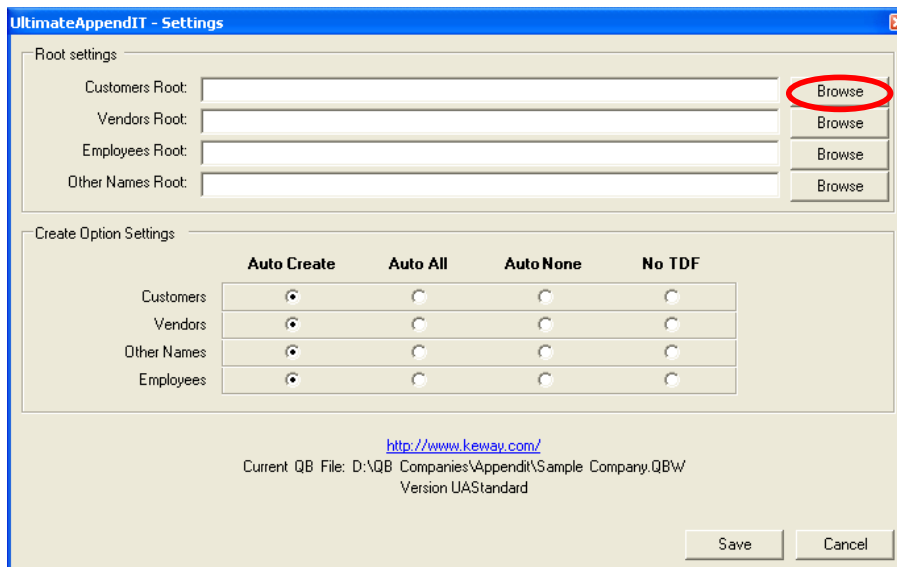
**UA Advanced Settings Window**




UA Plus Settings Window

**STEP2** Click Browse.

In the Settings Window, click the **Browse** button corresponding to a Root. For example, in the **UA Standard Settings** Window, if we want to set the Customer Root, we click the **Browse** button:



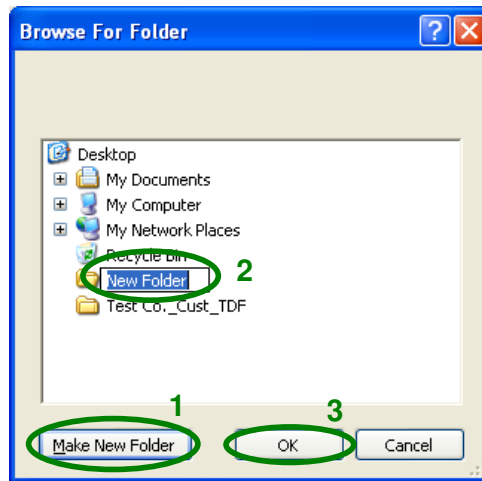
 Each UA version uses a progressively more complete list of QuickBooks entities. UA Simple uses only TDFs for Customers and Vendors. UA Plus has TDFs for Customers, Vendors, Other Names, Employees, and 10 different Item TDFs. It also has all the sub-TDFs for Customers and Vendors.

**STEP3** Select a location and click **OK**.

Once you have clicked **Browse**, the *Browse For Folder* window will open:



**Option1:** Select an existing folder



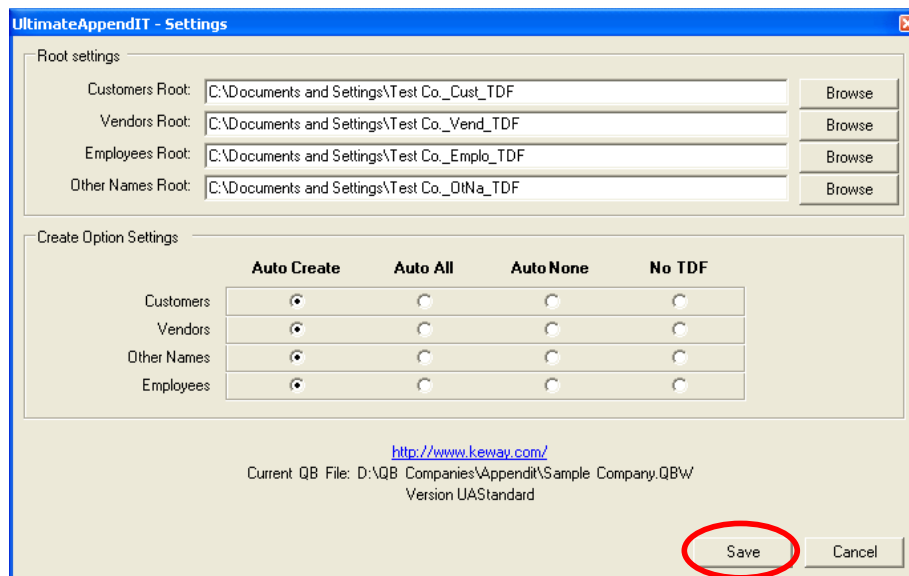
**Option2:** Make a new folder


There are two options:

- **Option1 (Select an existing folder)** implies two operations (see above):
  1. Select an existing folder.
  2. Click **OK**.
- **Option2 (Create a new folder)** implies three operations (see above):
  1. Click the **Make New Folder** button.
  2. Name the Root folder.
  3. Click **OK**



**STEP4** Save the settings you made.

After all Root path/names are designated, click **Save** in the *Settings* window:



 The **Save** option will not function and an error message will prompt you unless all the Root paths/names are specified:



-  Be sure to Browse and Save to make the settings stick. You can go back and change them later if needed.
-  When you click Save a **Windows shortcut** for each Root will be placed on your PC's desktop. To exit Settings without saving, click Cancel.

## Chapter4: Initial Settings

### Setting TDF Create Options

#### TDF Creation: How UA Works Behind The Scenes

- i** New AppendIT users may want to skip over this section and leave the Create settings in their default state which is **Auto Create**.  
First get a feeling of how AppendIT works, then customize the Create settings later.

Ultimate AppendIT prefers to “work behind the scenes” when it builds links to QuickBooks for your data files, scanned images, memos, etc. However, you can select the settings that UA will follow as it creates TDFs when you’re using QuickBooks. There are **four (4) options** for creating TDFs:

##### Auto Create:

A TDF is automatically created when QuickBooks creates a new entity.  
Whenever the TDF is created for an existing QuickBooks entity, a confirmation dialog is displayed.

##### Auto All:

Automatically create a TDF each time QuickBooks creates a new entity or edits an old one. Confirmation dialogs are never displayed. Total “behind the scenes” mode.

##### Auto None:

Confirmation dialogs always displayed. Nothing is done behind the scenes.

##### No TDF:

TDFs never created for this QuickBooks entity. Existing TDFs for this entity type can still be opened and will not be altered by Ultimate AppendIT.

To save your changes, click **Save** again:

	Auto Create	Auto All	Auto None	No TDF
Customers	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Vendors	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other Names	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Employees	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Current QB File: <http://www.keway.com/>  
D:\QB Companies\Appendit\Sample Company.QBW  
Version UAStandard

Save Cancel

## Chapter4: Initial Settings

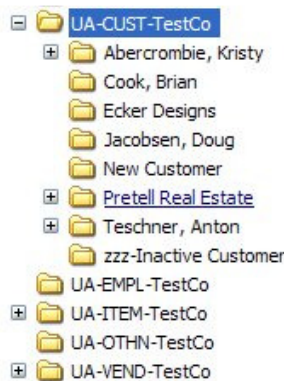
### Rules for Organizing Your TDF Data

In order to ensure an easy and correct linkage between QuickBooks and all your TDF data, Ultimate AppendIT will organize your TDF Root folder according to the following 2 rules:

#### Rule 1:

A TDF Root folder will have subfolders corresponding to your QuickBooks entity (Customers, Vendors, Other Names, Employees, or the different Item types):

Below is an example of how the subfolders of a TDF Customer ROOT folder named "UA-CUST-TestCo" are organized:



**i** Note that, every time you add a customer in QuickBooks, UA automatically adds a folder to the Customer root folder. The same is true when adding vendors, other names, and employees to QuickBooks. *If you have UA Advanced or UA Plus*, Item type sub-folders appear under the Item root. The TDF for each individual QuickBooks item will be located inside the proper Item type folder.

#### Rule 2:

Each TDF will have sub-folders corresponding to its QuickBooks sub-entities. For QuickBooks Customer entities the sub-TDFs will be for SO\_ (Sales Orders), ES\_ (Estimates), IN\_ (Invoices), and JO\_ (Jobs). The two letters plus underscore prefix for each sub-TDF name is supplied by Ultimate AppendIT.

UA will name each sub-TDF according to the QuickBooks generated transaction number or the name supplied by the user. For instance, TDF corresponding to an Invoice # 1 will be named "IN\_1" and a Job named "Flood Damage" will be named "JO\_Flood Damage":



**ATTENTION:** A user may create, move, or delete proper TDF folders or other folders contained in any TDF or Root. UA will ignore folders which are not named precisely according to the rules. A user created folder which is located and named according to the rules will work just as if it was created by UA. Ultimate AppendIT never alters any folders or files. Use caution if you delete or rename TDF folders.

## Chapter5: How Ultimate AppendIT Works

---

# How Ultimate AppendIT Works

After making the initial settings (see [Initial Settings](#)), Ultimate AppendIT will allow you to open any TDF corresponding to a particular Customer, Vendor, Employee or Item.

Also Ultimate AppendIT offers you the possibility to view what is in the Roots by selecting the *Open Root* option.

Thus, this chapter contains information about the two sub-menus of the application:

- [Open TDF Menu](#)
- [Open Root Menu](#)

## Chapter5: How Ultimate AppendIT Works

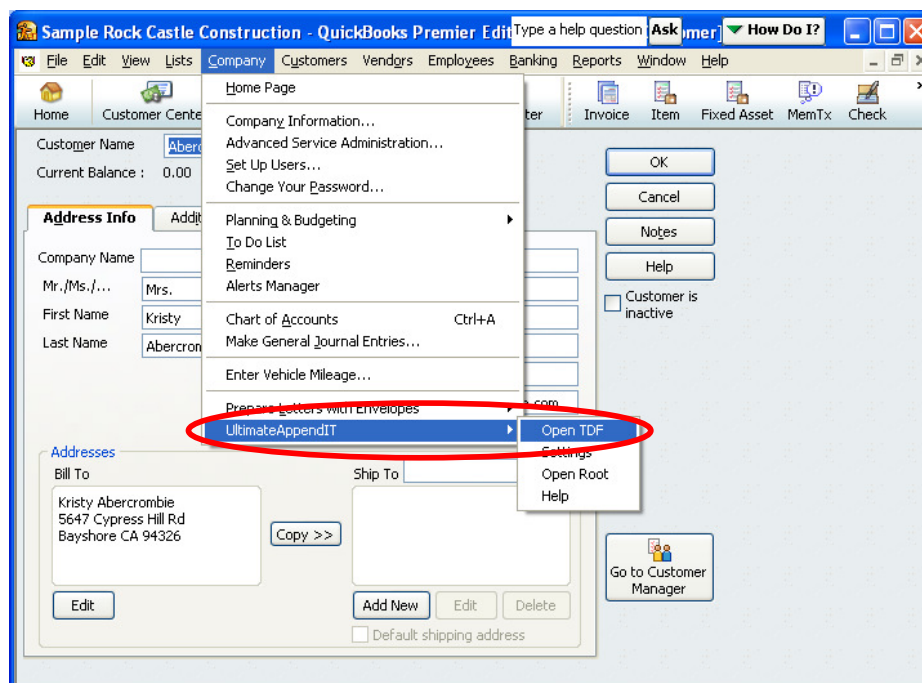
### Open TDF Menu

**i** *TDFs are always accessible with Windows Explorer or any Windows application whether QuickBooks is running or not.*

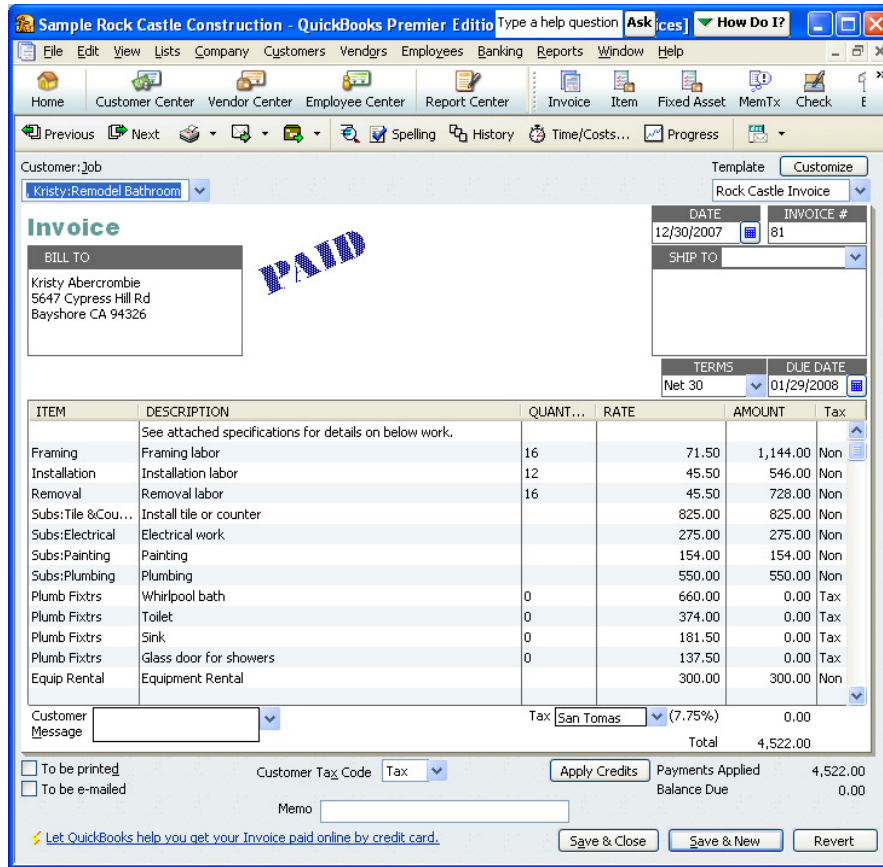
**i** Most of these examples use the QuickBooks Customer entity. Customers are handled by all versions of Ultimate AppendIT. Depending on the version you have, Vendors, Other Names, Employees, and Items are handled using the same basic procedures and logic.

From QuickBooks you can quickly access the TDF associated with a particular Customer or invoice when:

- you open a Customer entry for editing in QuickBooks and follow the menu link **Company -> UltimateAppendIT-> Open TDF**:

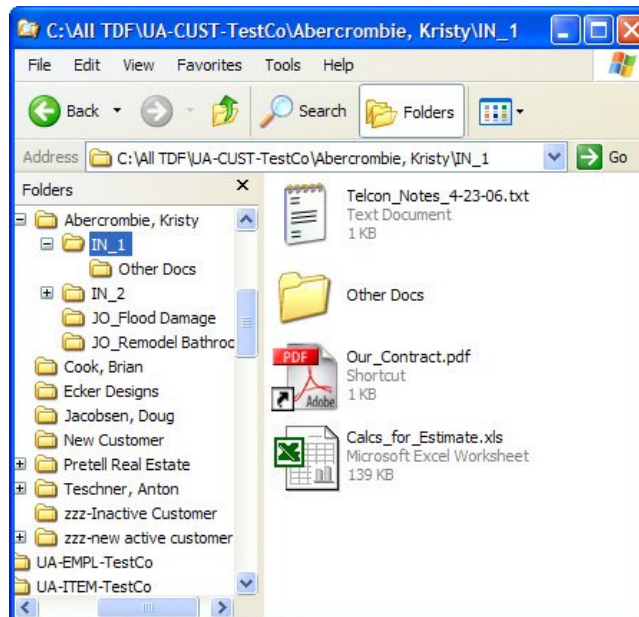


- you open an invoice and go to **Company -> UltimateAppendIT -> Open TDF:**



 Advanced and Plus UA allow you to open the TDF of any customer's Sales Order, Invoice, Job or Estimate.

The corresponding TDF will open:



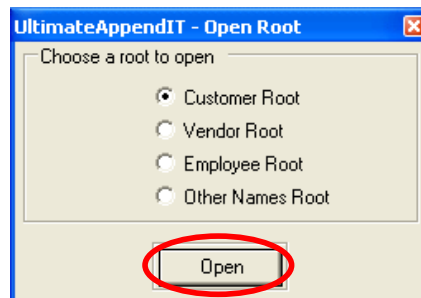
The TDF for Invoice #1



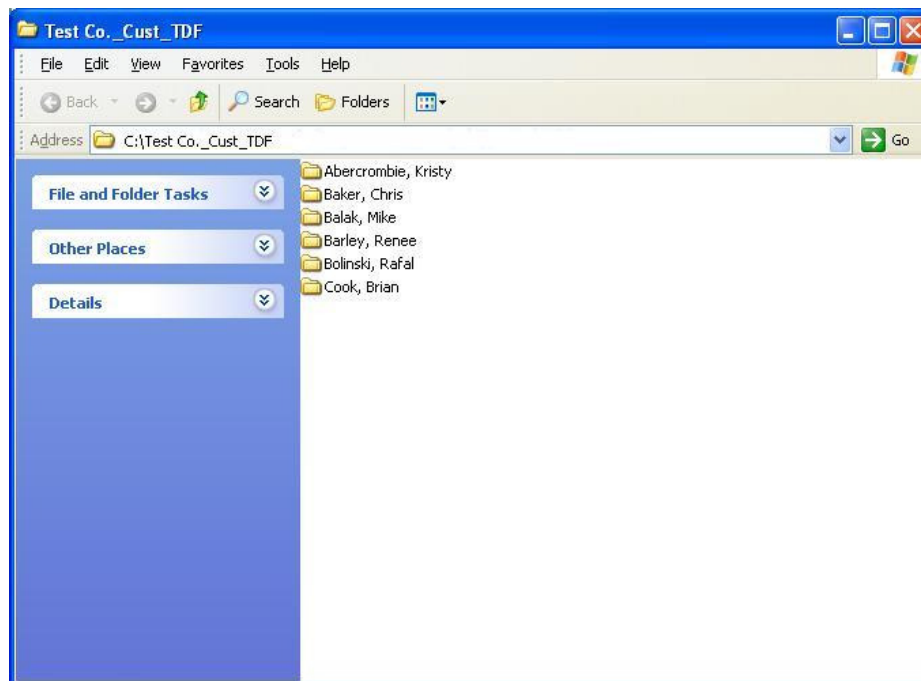
## Chapter5: How Ultimate AppendIT Works

### Open Root Menu

In QuickBooks go to **Company -> UltimateAppendIT -> Open Root** and the next window will be displayed:



Select a Root option (for example, Customer Root) and click **Open**. The Customer Root containing all the QuickBooks customers will open:

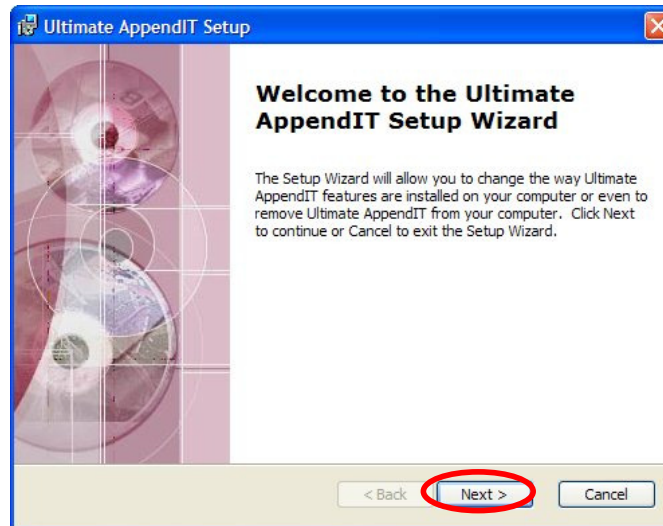


 Note that a Root can also be accessed by double-clicking the **Windows shortcut** that AppendIT created for each Root on your PC's desktop.

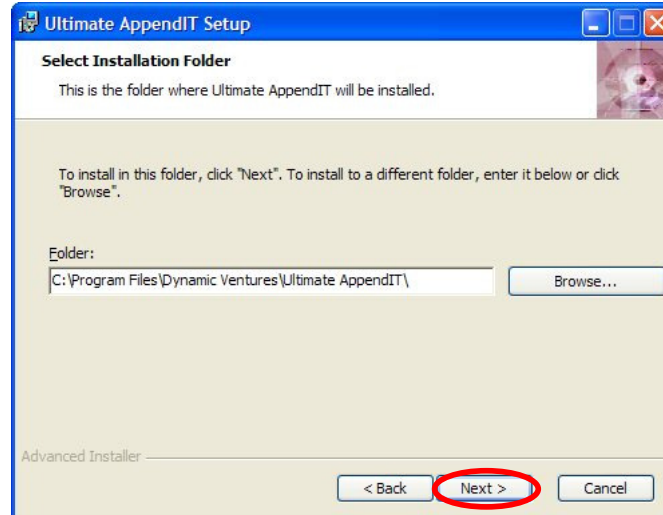
## Appendix A: Ultimate AppendIT Installation Details

 Close QuickBooks before installing the plug-in. Make sure you have Windows administrator credentials.

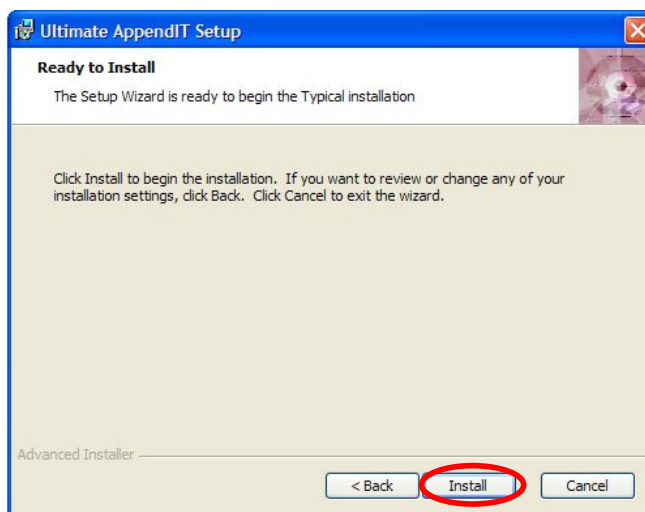
Double-click the downloaded *Ultimate AppendITSetup.exe* file to start the plug-in installation OR, if you use VISTA, right click and select "Run as administrator." The following dialog will be displayed:



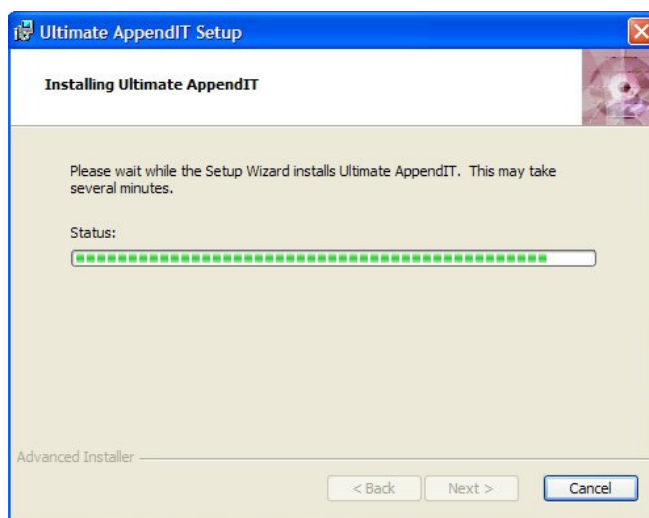
Click **Next**.



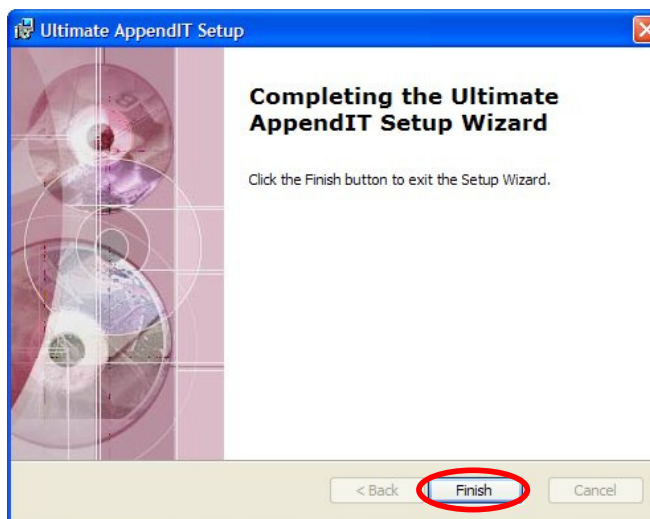
Click **Next**.



Click **Install**.



This step may take several minutes. When the installation is finished, the next window will open:

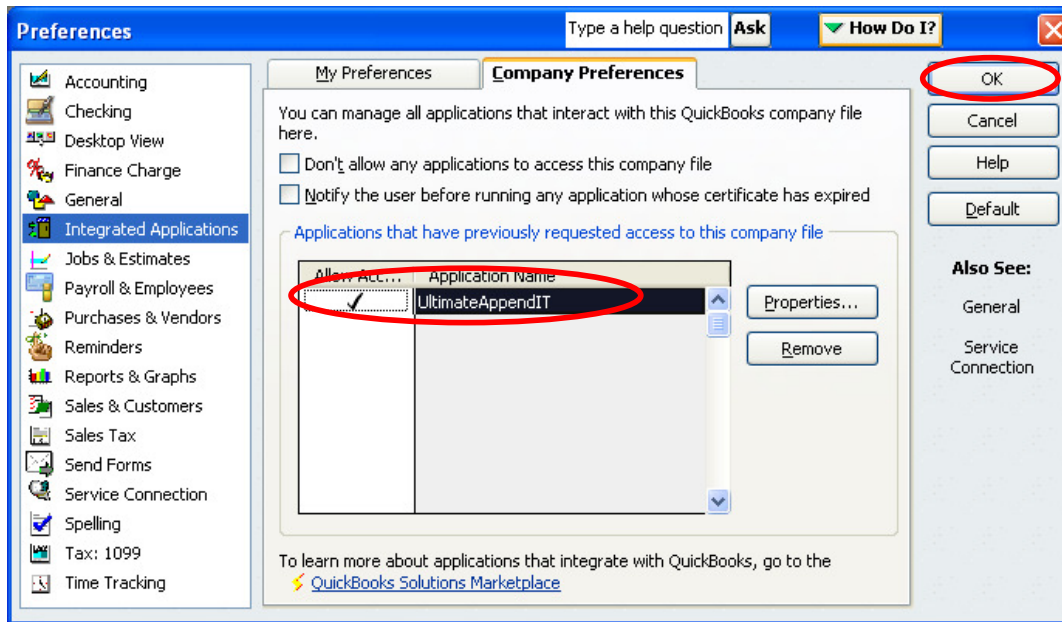


Click **Finish**.

## Appendix B: Setting Up Ultimate AppendIT On Another Company File

You may need to run Ultimate AppendIT with a different company file. If, on opening a different company file, you are NOT prompted by QuickBooks to grant access to the plug-in, then someone else handled the set up for this company or you need to do it manually.

To perform the operation manually, go to **Edit -> Preferences**, then select **Integrated Applications -> Company Preferences** and make sure that the **Allow Access** column is checked as shown in the picture below. After you have checked the column, click **OK**:



**NOTE** that for businesses that use multiple company files UA has the default capability to handle up to twenty (20) company files. The capacity for additional company files can be increased. For more information, contact [support@keway.com](mailto:support@keway.com).

## Appendix C: Multi-user/PC and Server Considerations

You may need to load and run UltimateAppendITSetup.exe on more than one user's PC. All the steps are the same. The setup "exe" download can be copied on different PCs. After running it and restarting, QuickBooks UA will prompt for an e-mail address and Trial or Full activation. It is recommended you supply a new e-mail and select the activation that's appropriate. Granting Ultimate AppendIT access to the same QuickBooks Company File (.qbw) is not required each time. It is possible to use the same e-mail address for multiple PCs. Contact [support@keway.com](mailto:support@keway.com) if you need assistance activating additional allowed PCs.



Make sure that QuickBooks is not running when you install the plug-in.



### **ASP environments:**

If you are running QuickBooks in an application service provider (ASP) type environment (remote server, remote QuickBooks), then one copy of UA for each server running QuickBooks will work. However, you'll need full activation for each UA user plus additional allowed company files for any user who needs to use more than two (2) company files. Contact [support@keway.com](mailto:support@keway.com) for more information.

## Appendix D: Removing Ultimate AppendIT

There are two ways to remove *Ultimate AppendIT* from your computer: Make sure you have Windows administrator credentials before uninstalling AppendIT.

- Go to **Start -> Control Panel -> Add/Remove Programs (Uninstall a program for VISTA)**, select **Ultimate AppendIT** and click **Remove**. Follow the on-screen instructions when prompted.
- On the **Start** menu, point to **All Programs**, select **Ultimate AppendIT -> Uninstall Ultimate AppendIT**.