QBTrak Quick-Start Guide

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Installing

QBTrak must be installed on a computer where the QuickBooks user interface is also installed. You must be able to open QuickBooks from the computer and connect to the company file. We recommend installing on an accountant's PC so they can access results and handle errors, but installing on a server is a fine choice as long as the QuickBooks user interface is also installed on the server. If you install on a server, QBTrak may use up a QuickBooks user license. For details about license usage, see the manual's appendix.

To install QBTrak, simply run setup.exe contained in the installation package and follow the on-screen instructions.

Setup

Open QBTrak by finding its shortcut in the start menu (click on *Start > Programs > Tigertrak > QBTrak >* and run the *QBTrak* shortcut). When running QBTrak for the first time a series of dialogs will ensure you connect to both the Tigerpaw database and QuickBooks, register your software, and enable some modules.

1. *Select Database* – A prompt to select your Tigerpaw database will be the first to display. Follow the on-screen dialog to connect to the server, and choose which SQL database houses Tigerpaw.

2. *Registration* – Immediately after connecting to a database, the registration dialog will display. Fill in the details if they are not accurate. These values are linked to the Company Options in Tigerpaw, so making changes here will be reflected in Tigerpaw. Click *Register* then *Close* when finished.

3. *Connect to Accounting Software* – Here's where most people get tripped up because QuickBooks is pretty strict when it comes to allowing other software access to the company file data.

   (a) QuickBooks must be installed and running on the computer. If you cannot open the QuickBooks company file from the computer where you are installing QBTrak, then you will not be able to connect QBTrak.

   (b) Open QuickBooks and log in using the accounting software's **admin** account. You must be **admin**, not just a user with full access or admin privileges.

   (c) Most of the time, it is recommended to create a QuickBooks user with *full access* to QuickBooks - we like naming that user *Attalus*.

   (d) In QBTrak, click the *Connect with accounting software* link (available under *File > Options > General Options*) then browse to and select the company file. You must use the same file path to connect both QuickBooks and QBTrak to the QuickBooks company file.

   (e) QuickBooks will prompt you to allow QBTrak access to the company file; QBTrak should be granted access to QuickBooks even when QuickBooks is not running.

Whats next?

1. Enable some modules under *File > Options*. Further instruction regarding modules can be found at the beginning of Chapter 3 in the user manual.

2. Sections in Chapter 3 go on to describe, in detail, how the various modules work. There, you can learn the specifics of how something works and what options are available.

3. There are many important things you should know about QBTrak included in the Appendix. Glancing at the appendix could very well save you a lot of frustration later.