



# PAYROLL UPLOAD PROCESSING SYSTEM (PUPS)

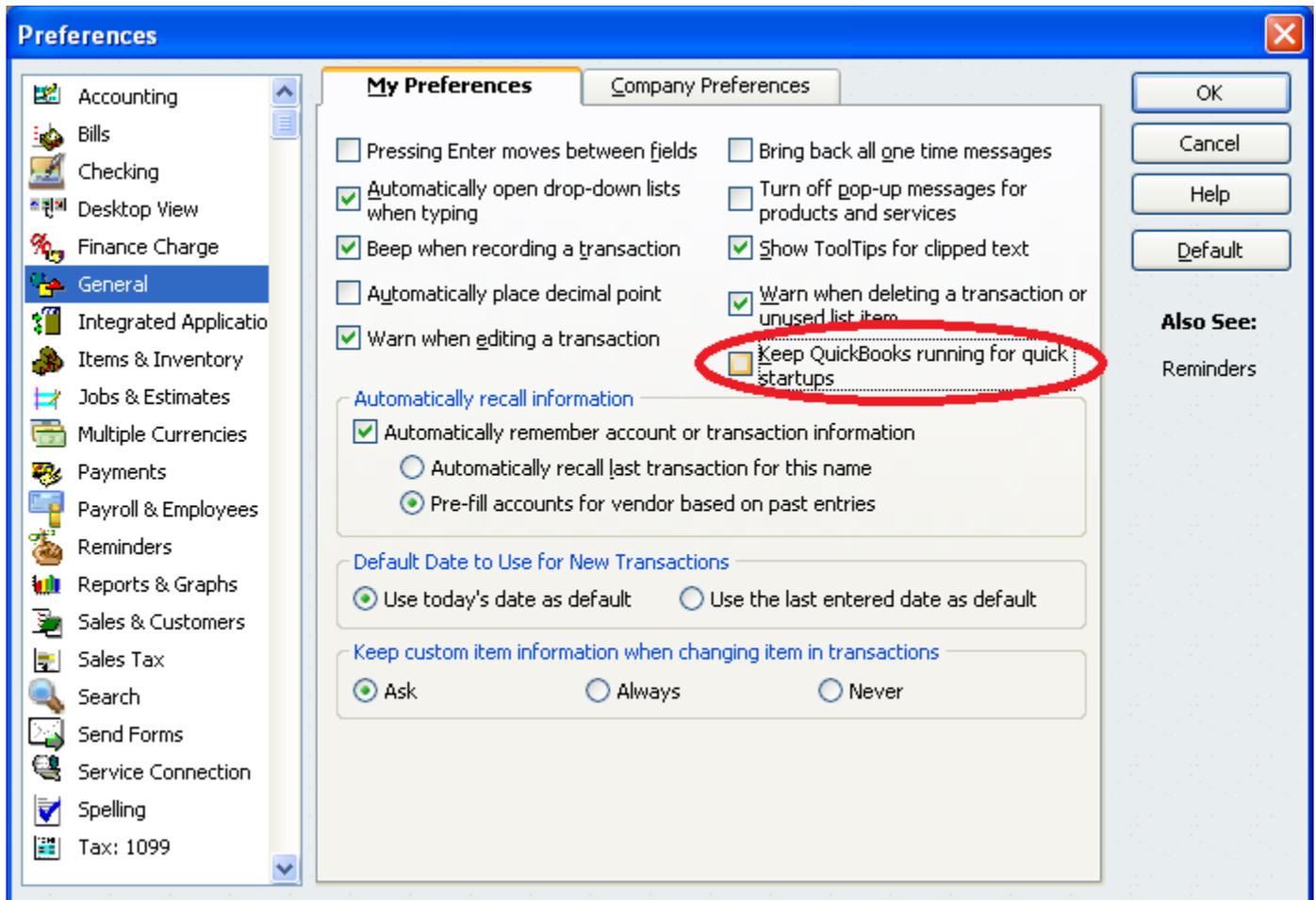
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310 Prospect Park West, Brooklyn, New York 11215

## QuickBooks Who's Where Add-On Installation Guide

Before you begin:

1. Open QuickBooks.
2. Go to Edit>Preferences.
3. Click "General" (left side).
4. Make sure the option below is unchecked. If it is checked, uncheck it and click OK.

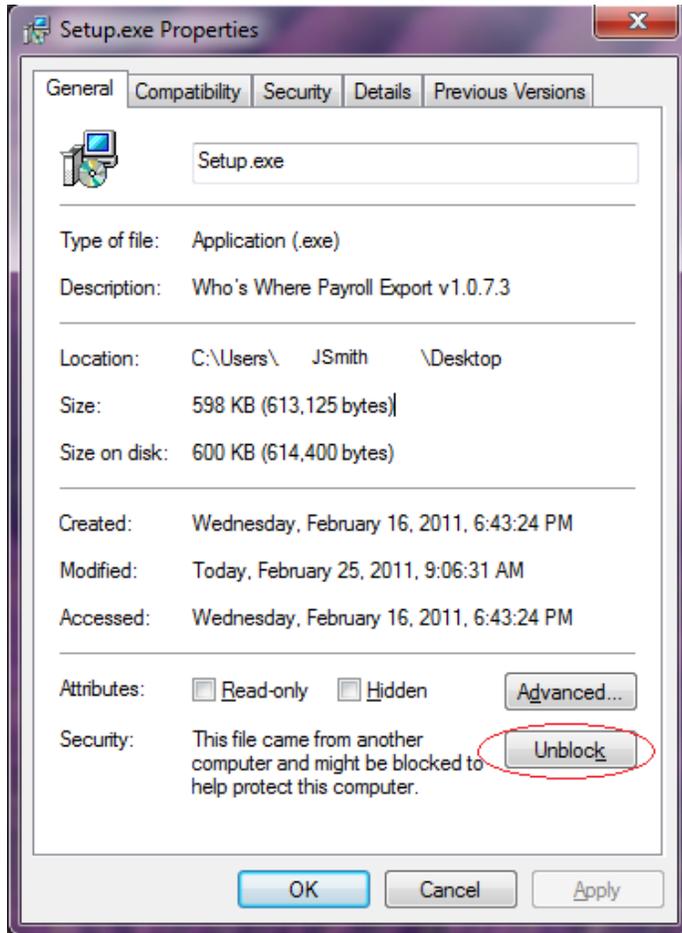


To install:

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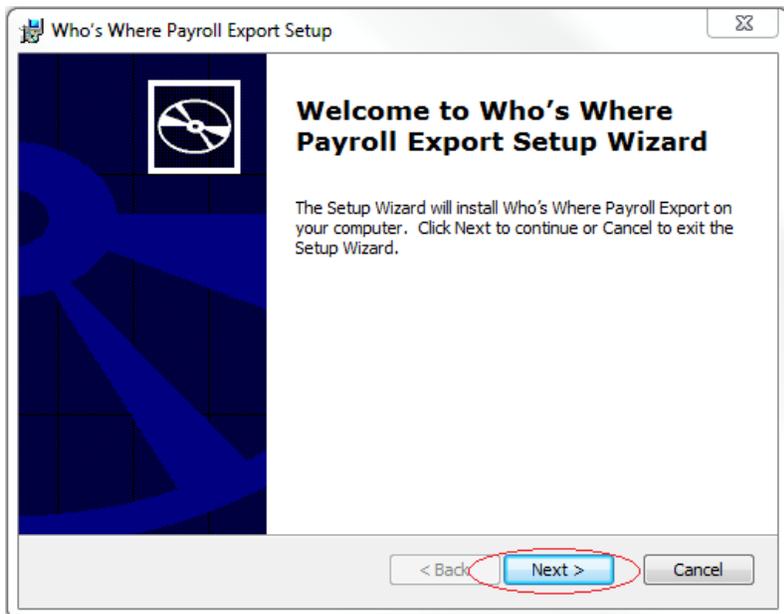
Updated 12/4/2014

1. Close QuickBooks
2. Save the Setup.zip folder to your desktop
3. Right click on the setup.zip folder and choose “Extract All.” The destination location will default to your desktop. Click “Extract.”
4. Right click on the **Setup icon** and select Properties. The following screen will display.
5. If necessary, select “Unblock” then “Apply.”

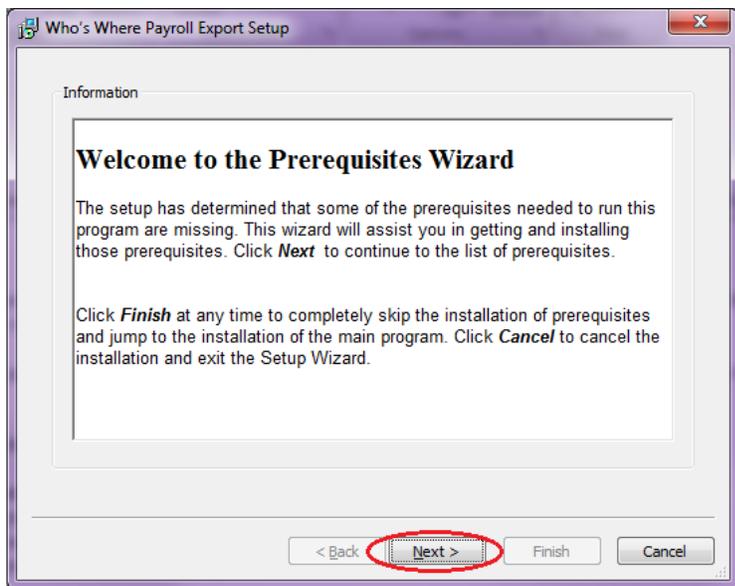


6. Select “OK.”
7. A file folder opens with a file named “Setup.” Double-click the “Setup” file.
8. If you have Microsoft Vista or 7, select “Yes” to allow installation.
9. **One** of the **two** dialogue boxes will display.

If the following dialogue box displays, select “Next” and skip to Step 12.

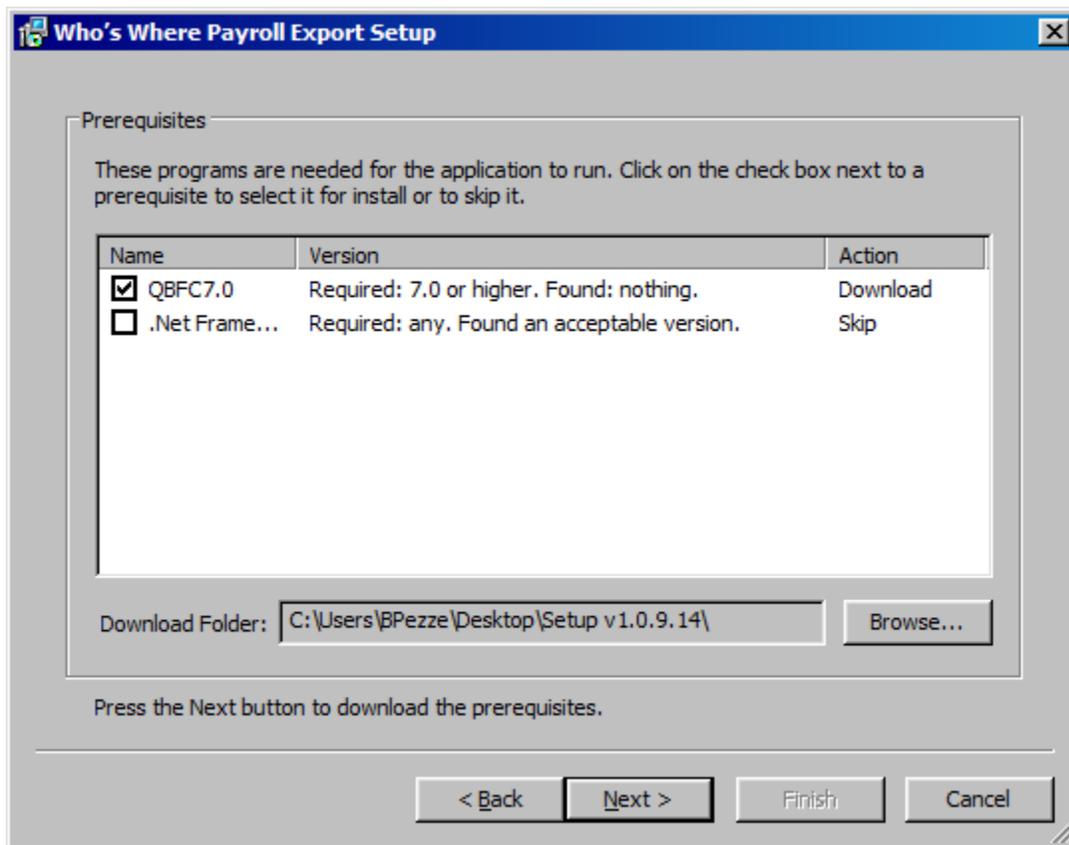


If this box displays, you will need to install a prerequisite. Select “Next.”

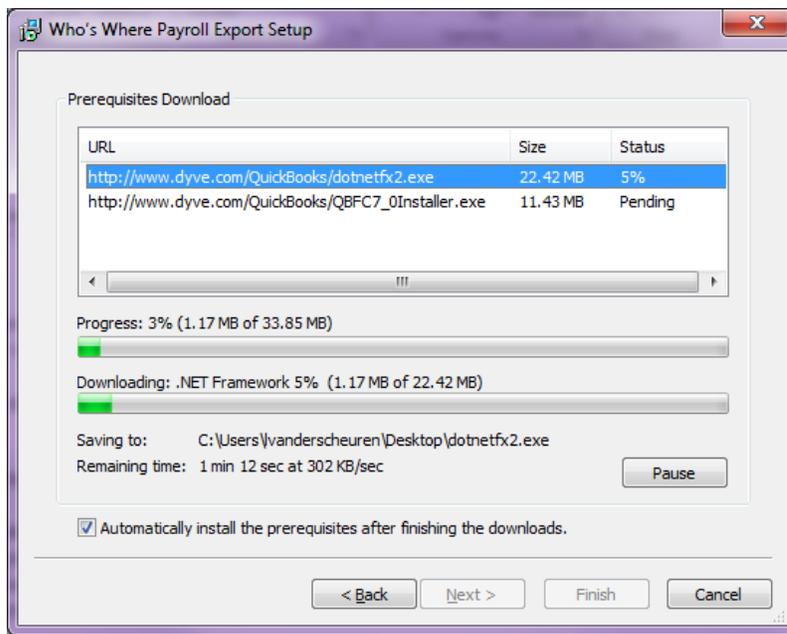


10. The dialogue box below identifies which prerequisites can be downloaded.

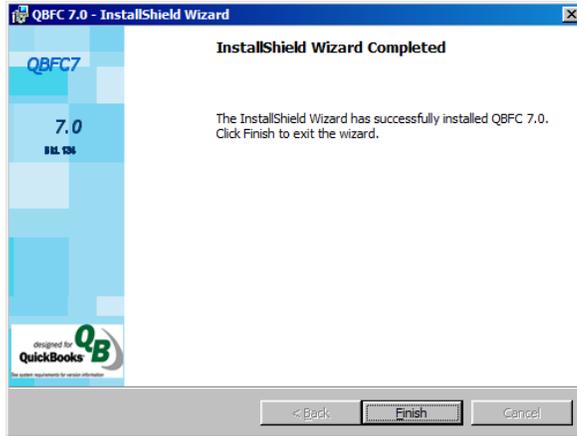
- a. Ensure that the checkbox next to **QBFC7.0** is **checked**. Leave the .NET Framework boxed **unchecked**. Click "Next."



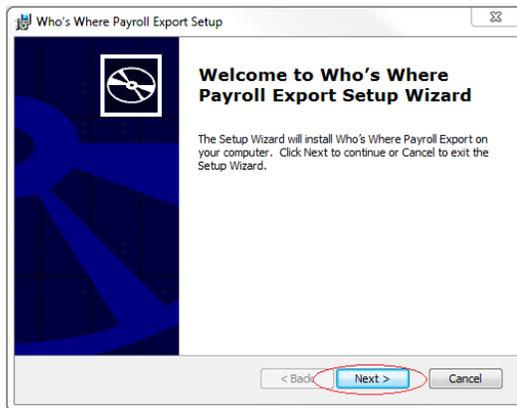
- b. Once the download is complete, select "Next."



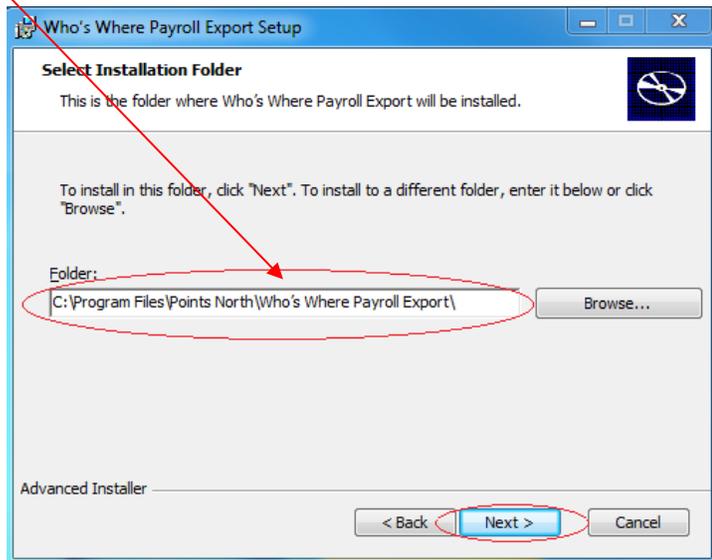
11. Click "Finish."



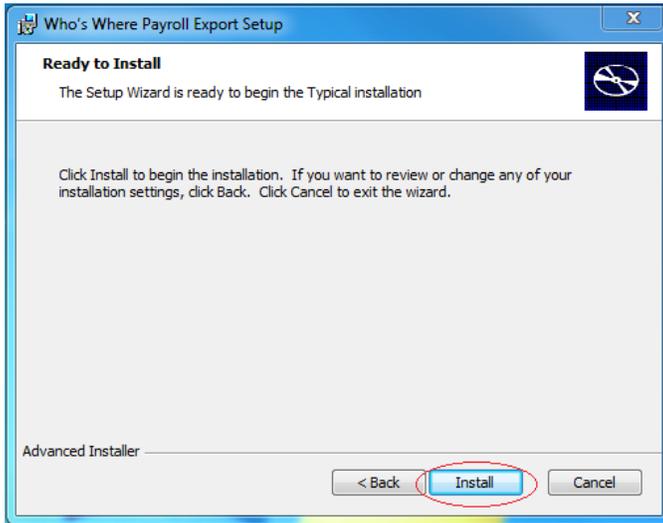
12. When the below screen displays, click "Next."



13. Use the default file location ( C:\Program Files\Points North\Whos Where Payroll Export\). **Be sure to delete the apostrophe in the file name if it is present. Select "Next."**



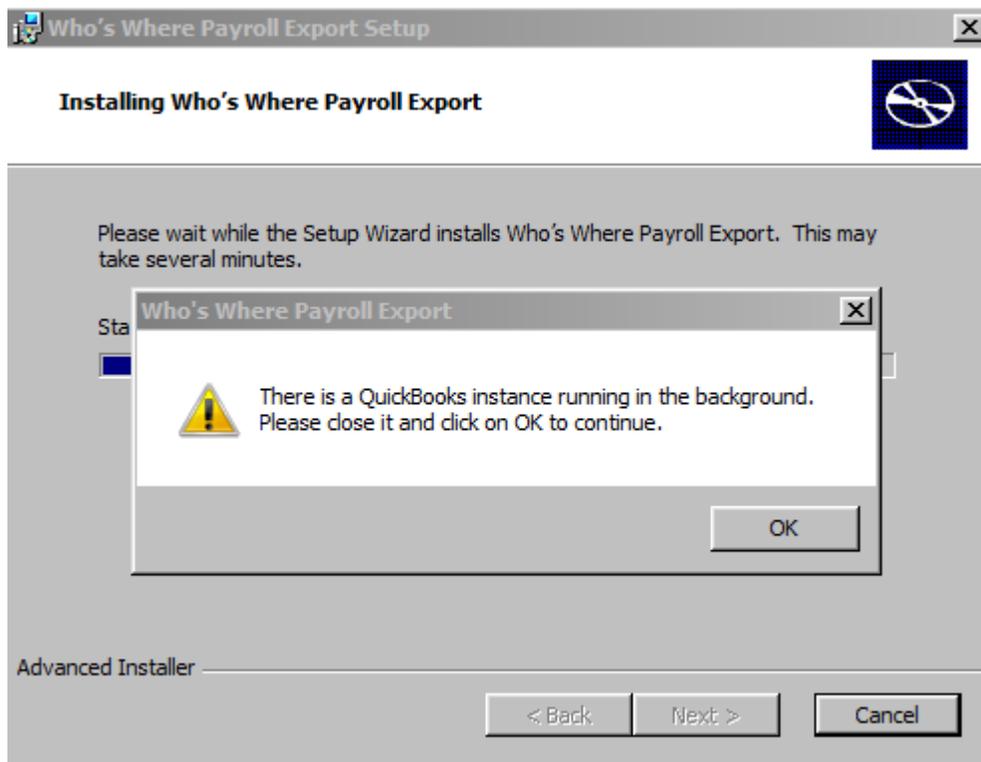
14. Click "Install."



15. If the installation appears to stall at this point, check the task bar across the bottom of the screen for the following icon:



If the icon is visible, click on it to bring up the following dialogue box:



Click "OK" to complete the installation (this dialogue box may appear even if you have the QuickBooks application closed.)

16. After the software has been installed, click "Finish."



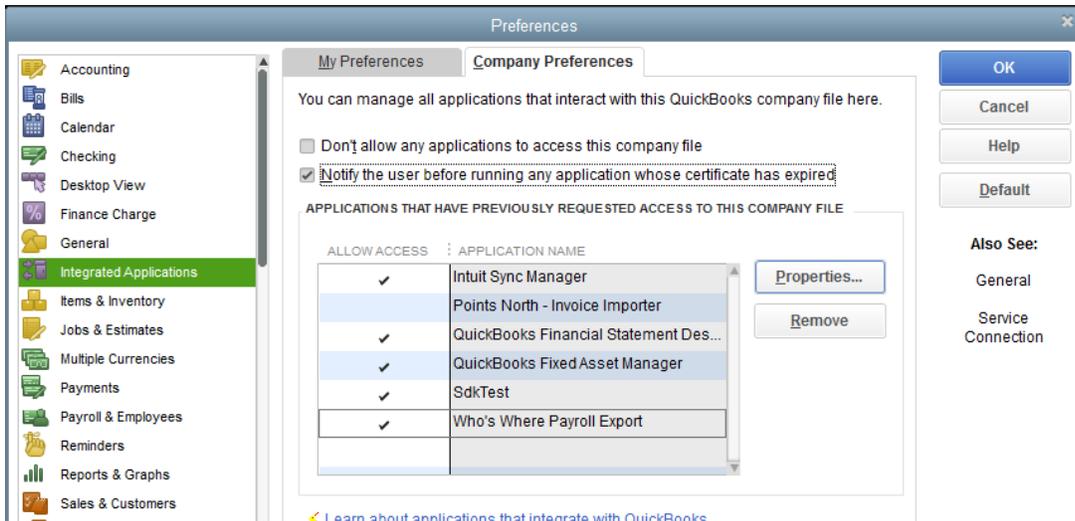
Now that your installation is complete, you will want to verify that the data in Quickbooks can be accessed by following the steps on the next page.

NOTE: If your computer uses the Windows Vista or Windows 7 operating system, complete the steps below to activate the changes in QuickBooks.

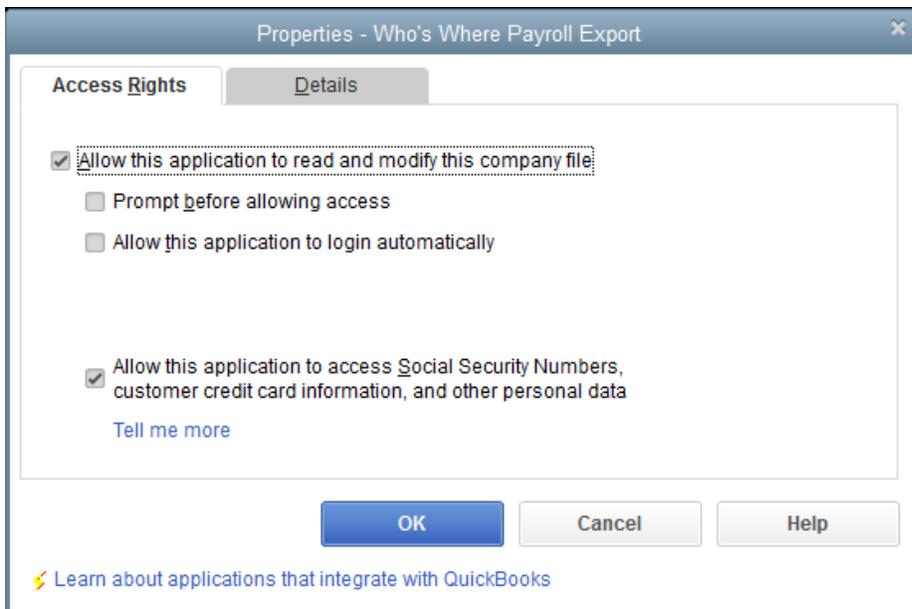
1. Right-click on the QuickBooks icon and select "Run as Administrator."
2. When asked if you want to allow Intuit to make changes to your software, select "Yes."
3. Log into QuickBooks as the Administrator.
4. Changes have been accepted, QuickBooks can be closed.

## Verify the application is able to access all information in QuickBooks:

1. Open QuickBooks.
2. Go to Edit>Preferences.
3. Click “Integrated Applications” (left side), then select the “Company Preferences” tab.
4. Make sure that the check box “Don’t allow any applications to access this company file” is **unchecked**, and the check box “Notify the user before running any application whose certificate has expired” is **checked**.
5. Click on “Who’s Where Payroll Export” application name in the table.



6. Select “Properties” and the following screen will display. Make sure the check box “Allow this application to access Social Security Numbers, customer credit card information, and other personal data” is checked.
7. Click “OK.”



8. On the Edit>Preferences screen click “OK.”

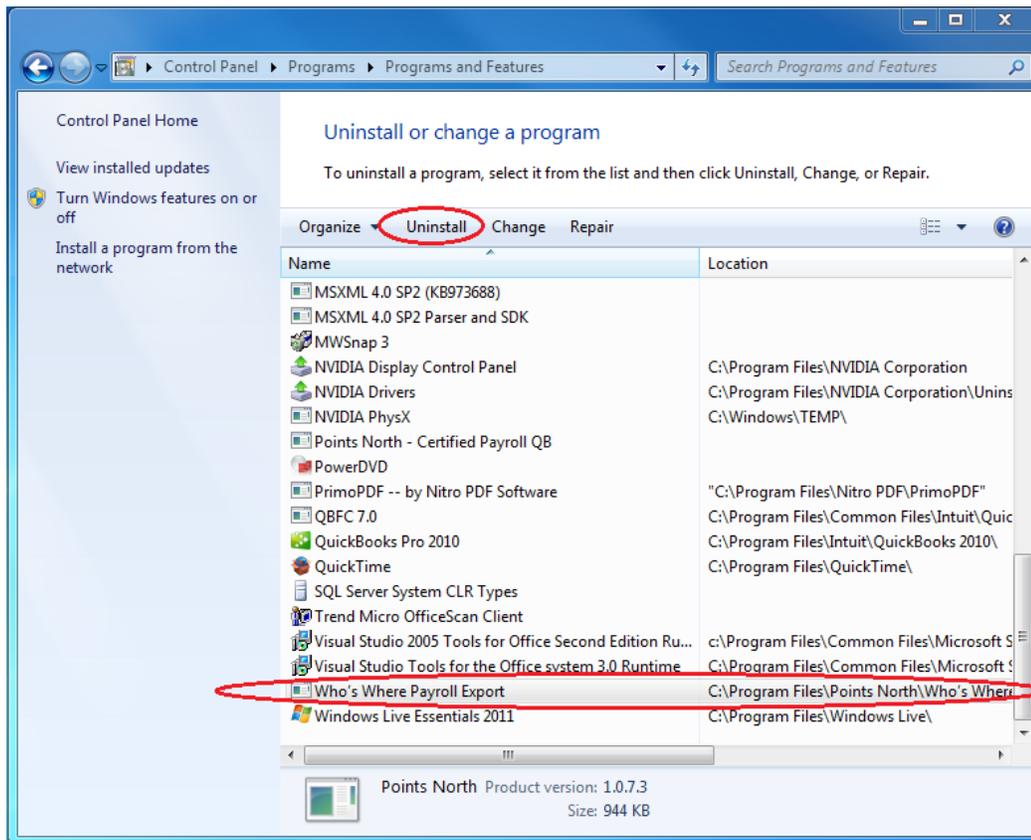
## Uninstalling the software

Uninstall the Quickbooks Who's Where plug-in only if you are:

1. Upgrading your version of the plug-in
2. No longer using the Who's Where Benefits Administration application.

To uninstall the Who's Where QuickBooks Plug-in:

1. Go to Start>Control Panel> Uninstall a Program.
2. Select Who's Where Payroll Export.
3. Select Uninstall.



4. A dialogue box will display with the message, "Are you sure?" Select "Yes."
5. A Windows Installed dialogue box will display.
6. If you have Windows 7 or Vista:
  - a. A prompt will display asking if you would like to make changes to your computer. Select "Yes."
  - b. Once the plug-in is uninstalled, right-click on the QuickBooks icon and select "Run as Administrator."
  - c. A prompt will display asking if you would like Intuit to make changes to your computer. Select "Yes."

Once the plug-in is uninstalled and these steps are completed you will no longer have to open the software as an Administrator.