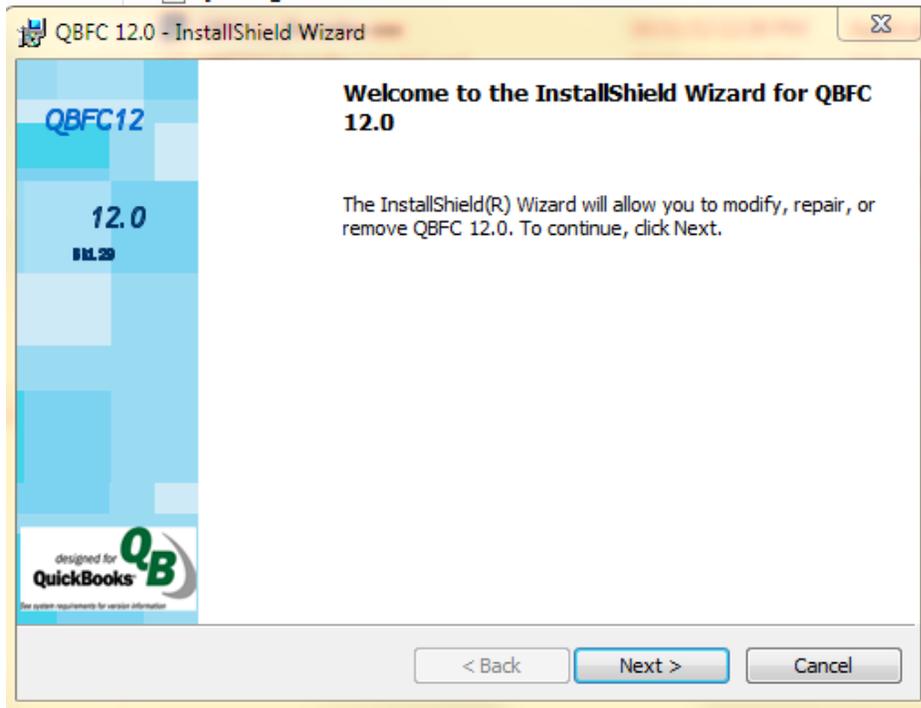


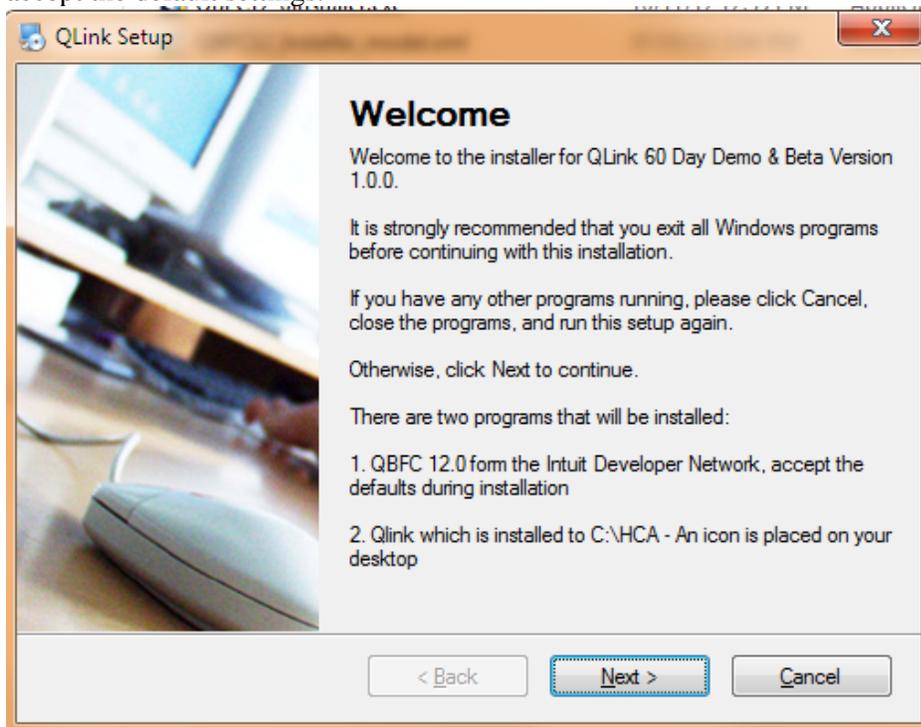
QLink Quick Start Manual

Installing:

Run the qlinksetup.exe file



The first setup screen will install the QuickBooks Developer Program needed, accept all the default settings. After QBFC12 installs another setup screen will appear to install the QLink program, again accept the default settings.



***QuickBooks has to be running and your company file opened for QLink to connect the first time.**

QLINK SETUP & AUTHORIZATION WITH QUICKBOOKS

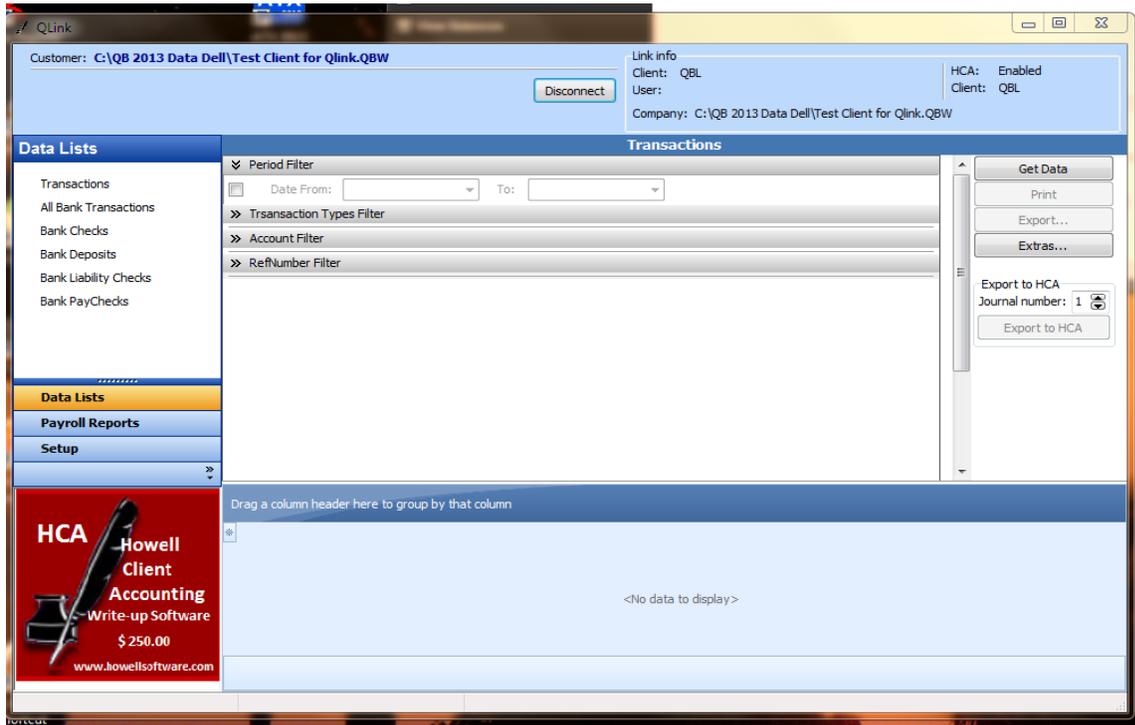
In order for QLink to be activated in QuickBooks, it must be first authorized by QuickBooks. Only users with Administrator access rights in QuickBooks can perform this operation so when you open QuickBooks make sure you log in as **Admin**

The same procedure must be followed for each Company that needs to access QLink features.

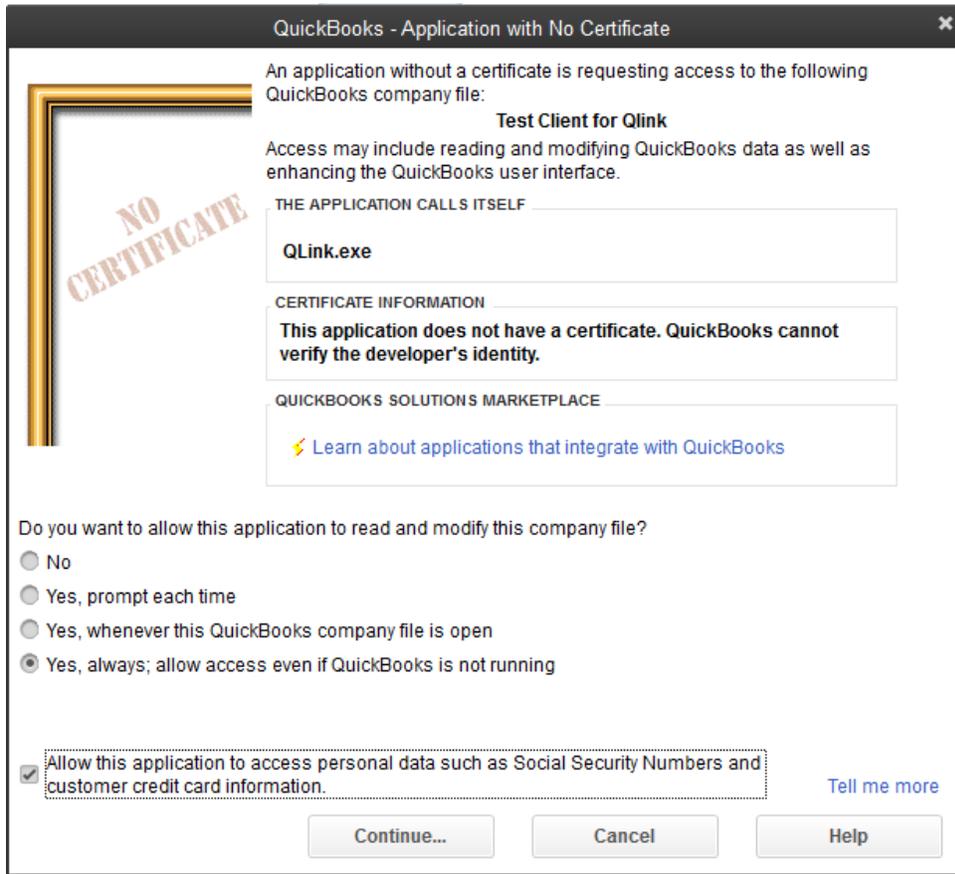
Step 1 Login to QuickBooks Company as Administrator



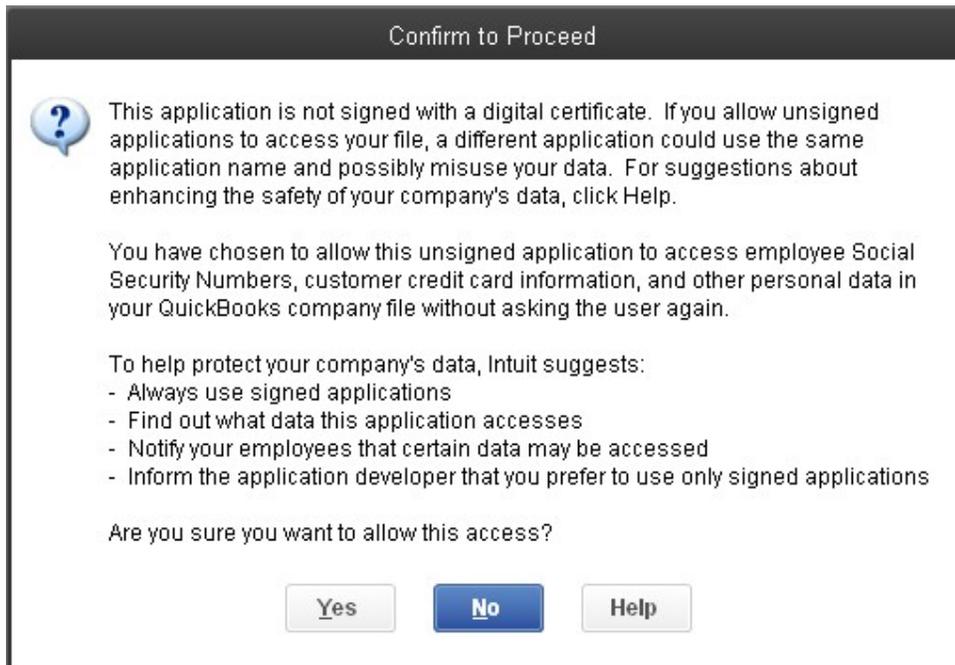
Step 2 Open QLink and when main screen appears press the Connect button.



Step 3. QuickBooks will present the following screen. Make selections as shown and click [Continue...].

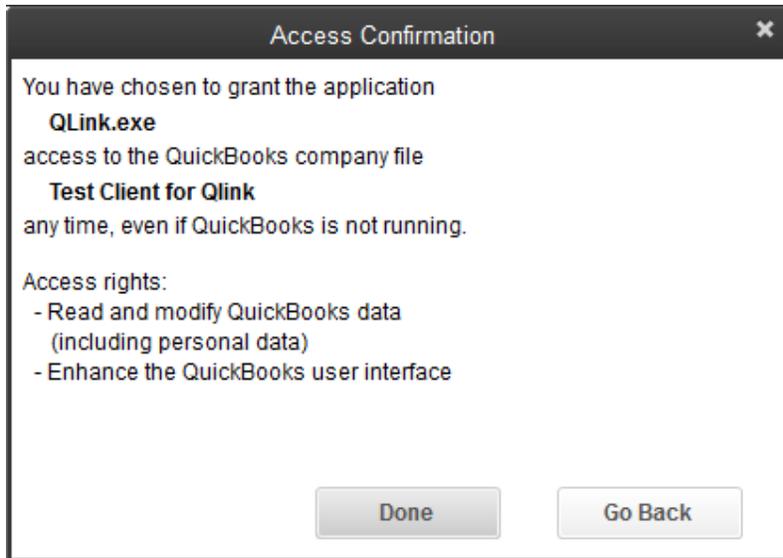


Step 4 When “Confirm to Proceed” screen appears click [Yes].



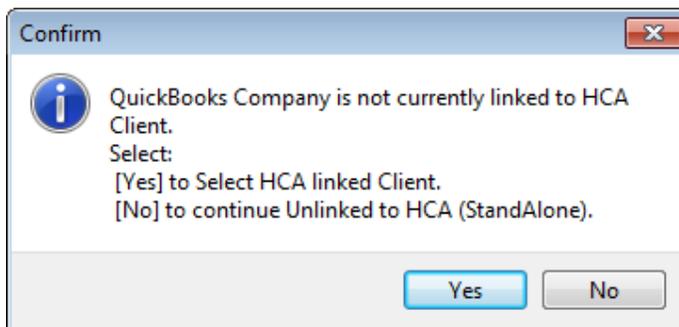
Select Yes

Step 5 This screen is the Access Confirmation from QuickBooks that confirms QLink is enabled to access the Company file. Press [Done] and you are finished.



Step 6 Next QLink will ask if you would like to interface the QuickBooks Company with an existing HCA Client. **If you are not using HCA you can skip these steps and export to any of the different file formats available.**

If you would like the QB transactions exported for any other programs we have the ability to provide that if you can give us the file format you need.



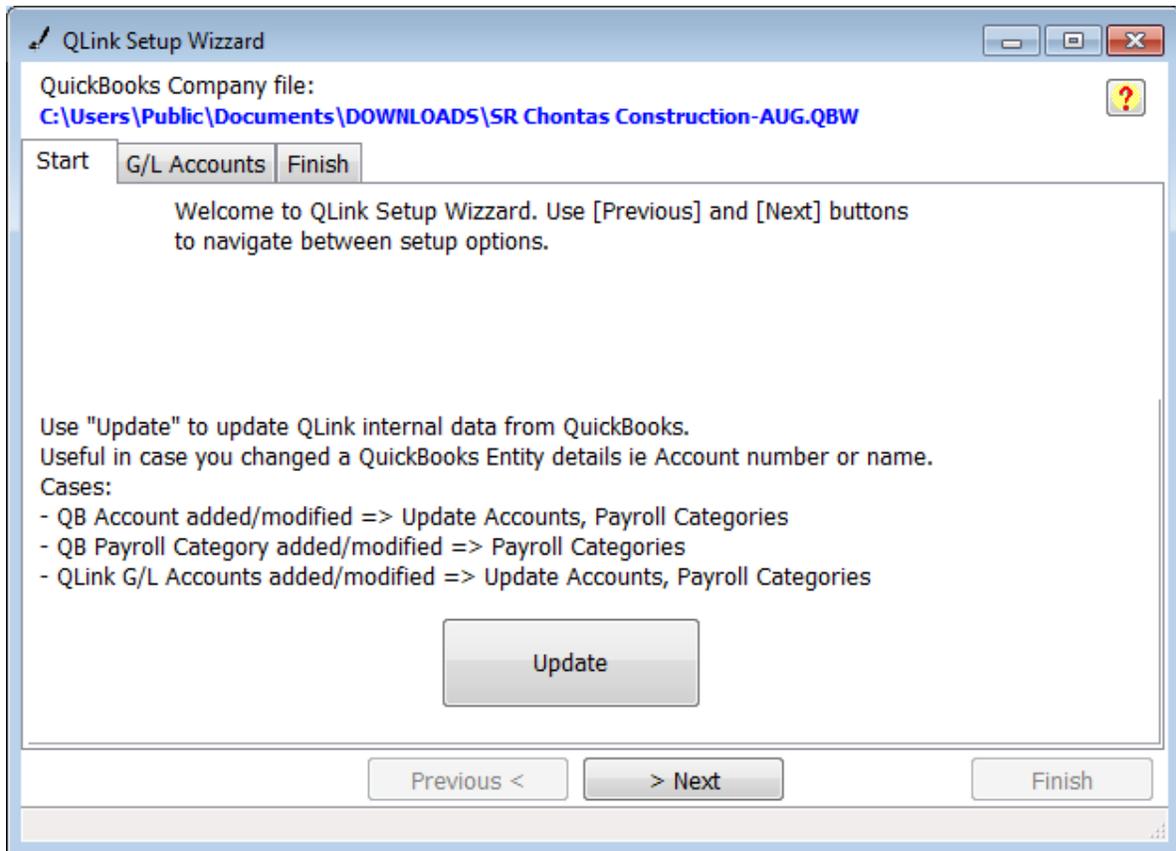
Connecting a QuickBooks Company file with an established HCA client activates program features that will allow direct assignment of QB categories to the HCA chart of accounts. This is done with an easy mapping process.

Pressing “Yes” will bring up the HCA’s Client selection screen. Then select the HCA client you want to interface Qlink with.

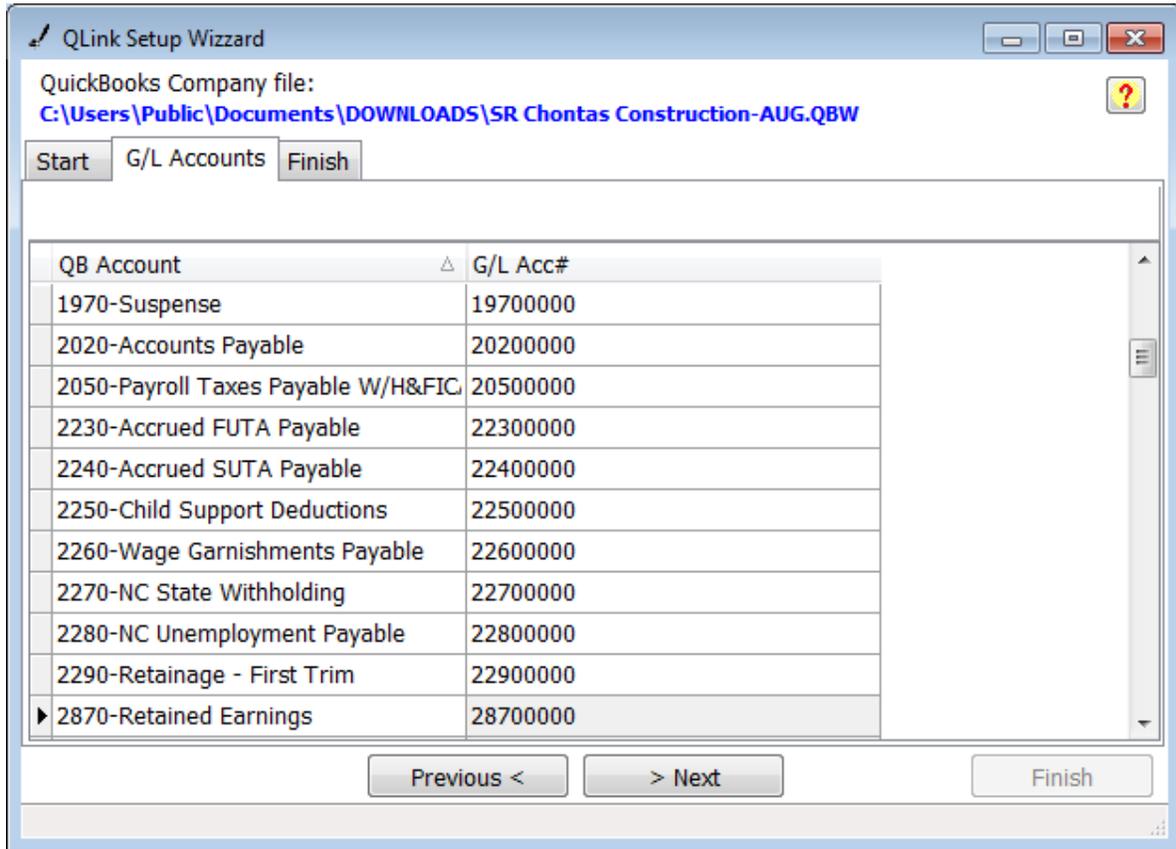
QLINK Setup Wizard

Whenever you link a Company with an HCA Client or open a new Company or make changes to G/L accounts and Payroll system in QuickBooks you will run the Setup Wizard in order for changes to be reflected in QLink.

The update of QLink internal data runs automatically the first time you open the wizard for a Company. Subsequently if you make changes to COA in QuickBooks you will need to run the update process by pressing the "Update" button in the wizard's start tab.



In the G/L Accounts tab you have a table available to define Account # mapping for conversion. Conversion of Account # happens automatically when QLink fetches data from QuickBooks. If your QuickBooks Company has Account # defined, QLink will read them and make automatic association when running update process.



Edit or enter your HCA chart of accounts and click finish

More instructions are coming but once Qlink is connected and the setup wizard you are ready to extract data and the program is simple to use. One item to help is that when you are viewing extracted data from QuickBooks it displays in a spreadsheet format and gives you a ton of information, if you right click in the top left corner of the spreadsheet grid you have the ability to customize the data you want by column. You can also right click on any columns and choose to remove. Once you have it customized for your needs, Qlink will remember your preferences.

This is the first release and we are always open for any positive suggestions to make the program better and a useful tool for your practice. We can also provide customized interfacing with other programs. We will need the file format required to import transactions into your Accounting program.