

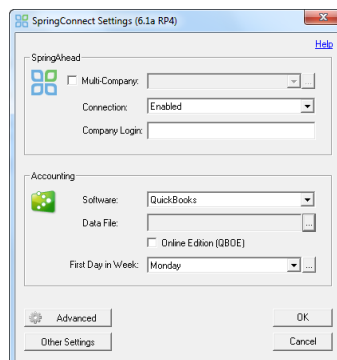
Configuring SpringConnect For QuickBooks

SpringConnect creates the connection between SpringAhead and QuickBooks. Using this guide, you will:

- Link SpringConnect to SpringAhead
- Link SpringConnect to QuickBooks
- Identify and modify any settings that are required to ensure that the data in SpringAhead mirrors the data in QuickBooks

Linking SpringConnect to SpringAhead

1. Open SpringConnect
 - Click your Windows Start button
 - Click **All Programs**
 - Open **SpringAhead**
 - Click **SpringConnect**
2. The Settings dialog should appear automatically – if it doesn't, click the **Settings** button from the main SpringConnect window. You will see the following screen:

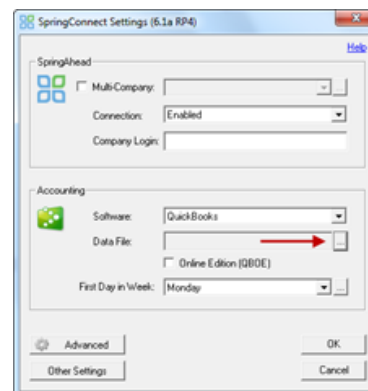


3. Link your account by typing your SpringAhead Company Login
 - This can be found in your welcome email sent from notify@springahead.com

Linking SpringConnect to your QuickBooks file

To link SpringConnect to your QuickBooks file, perform the following:

1. Open your company file in QuickBooks
2. Select QuickBooks in the Software drop-down
3. Click the three dot or ellipse button in the **Data File** row shown below



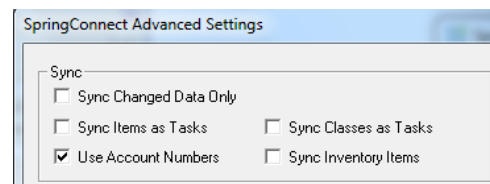
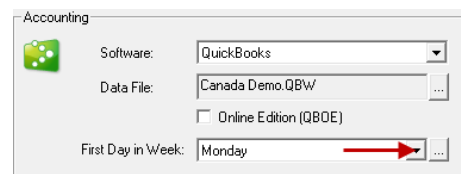
4. Select **Yes** when prompted if you want to auto-select this file
5. Select **Yes, always; allow access even if QuickBooks is not running** when prompted
 - If a user selection shows, select the **Admin** user
 - Check **Allow this application to access personal data**
6. Click **Continue**
7. Click **Done**



You will be returned to the SpringConnect **Settings** dialog, and your QuickBooks data file will be filled in.

SpringConnect Settings

- **First Day of the Week Setting**
First Day of the Week is based on how you manage your business. For example, Monday means your week is Monday-Sunday. SpringConnect will copy your QuickBooks setting. Simply click the button next to First Day in Week.
- **Account Numbers (Optional)**
 If you use account numbers to organize your chart of accounts, you will want to ensure that **Use Account Numbers** is checked in SpringConnect:
 1. Open SpringConnect
 2. Click **Settings**
 3. Click **Advanced**
 4. Check **Use Account Numbers**
 5. Click **OK**



***NOTE:** This only allows accounts with account numbers to sync. The account numbers will not display in SpringAhead.