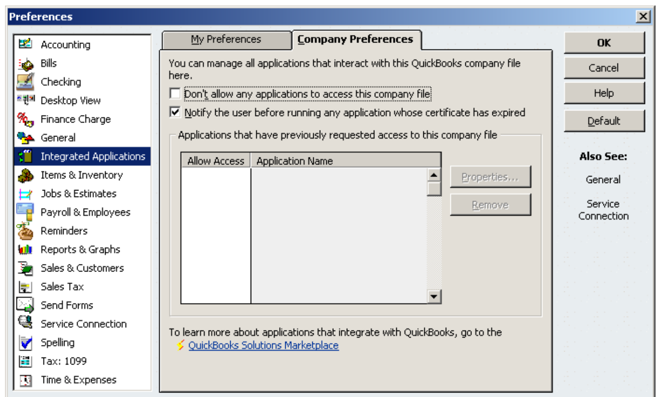
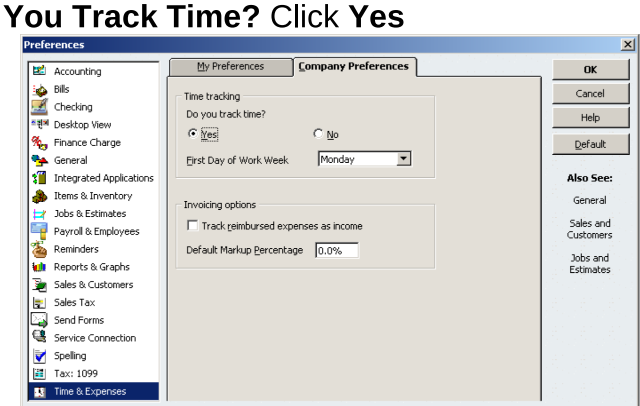
I. Before You Sync

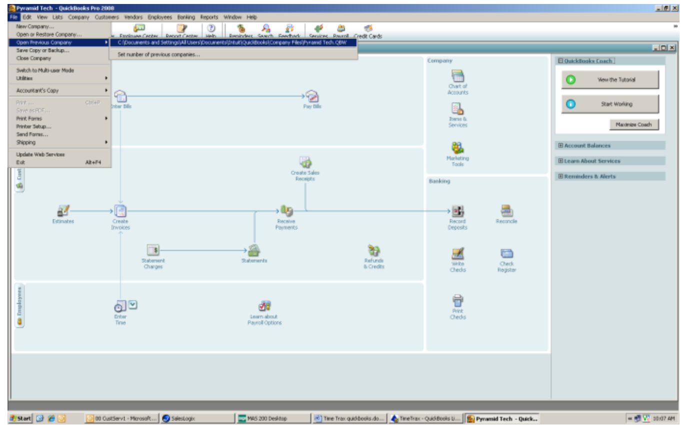
1. You must be the administrator in both QuickBooks and TimeTrax
2. You must be in single user mode
3. In QuickBooks navigate to **Edit**
    a. Click **Preferences**
    b. Click **Integrated Applications**
    c. Click the tab on the right labeled **Company Preferences**
    d. Click **Notify the User before running any application whose certificate has expired**
    e. Click **OK**



4. In QuickBooks navigate to **Edit**
    a. Click **Preferences**
    b. Click either **TimeTrax** or **Time & Expenses**
    c. Click on the tab on the right labeled **Company Preferences**
    d. Under **Do You Track Time?** Click **Yes**



a) Navigate to **File**
b) Move your mouse to **Open Previous Company**. This will show the path where the QuickBooks File is located. If they have more than one company, please make sure that the company they are syncing with is one the top.
c) Write Down Path and then close out of QuickBooks completely.


Pyramid Tech - QuickBooks Pro 2008
File Edit View Lists Company Customers Vendors Employees Banking Reports Window Help
New Company...
Open or Restore Company...
Open Previous Company
Save Copy or Backup...
Close Company
Switch to Multi-user Mode
Utilities
Accountant's Copy
Print... Ctrl+P
Save as PDF...
Print Forms
Printer Setup...
Send Forms...
Shipping
Update Web Services
Exit Alt+F4
C:\Documents and Settings\All Users\Documents\Intuit\QuickBooks\Company Files\Pyramid Tech.QBW
Set number of previous companies...
Pay Bills
Create Sales Receipts
Estimates
Create Invoices
Receive Payments
Statement Charges
Statements
Refunds & Credits
Company
Chart of Accounts
Items & Services
Marketing Tools
Banking
Record Deposits
Reconcile
Write Checks
Check Register
Print Checks
Enter Time
Learn about Payroll Options
QuickBooks Coach
View the Tutorial
Start Working
Maximize Coach
Account Balances
Learn About Services
Reminders & Alerts