



# Team Reports Installation Guide

# TEAM REPORTS

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## TEAM REPORTS INSTALLATION GUIDE

### Installing Team Reports

#### Installation Checklist

Use this list to prepare for installation and to quickly get Team Reports up and running.

- ☐ **Make sure your system meets the minimum system requirements**
- ☐ **A supported version of QuickBooks should already be installed. See below for a list of supported versions.**
- ☐ **Ensure that Internet Explorer is installed, operational AND is selected as the default browser**
- ☐ **Make sure you have internet access**
- ☐ **Check that you have Administrative access**
  - ☐ On the computer you are installing Team Reports
  - ☐ On the company file you are registering Team Reports

#### Minimum system requirements

- Microsoft Windows 2000, XP, or Vista
- 650 MHz PIII, at least, 2 GHz Processor recommended
- At least 1 GB RAM required
- At least 50 Mb or more free space on the installation hard drive (1 GB Recommended)
- 1024 X 768 Screen Resolution

#### Supported QuickBooks versions

QuickBooks Pro	QuickBooks Premier Editions	QuickBooks Enterprise Solutions
2007	2007	7.0
<b>2008</b>	2008	8.0
<b>2009</b>	2009	9.0

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### Make Internet Explorer your default web browser

Before you proceed with installation, Internet Explorer must be the default browser. This does not mean that you can't have other web browsers on your system.

1. Open Internet Explorer on your computer.
2. Click on 'Tools' in the toolbar menu.
3. Select 'Internet Options' from the list of choices.
4. Go to the 'Programs' tab.
5. Find the 'Default Web Browsers' heading.
6. Click the 'Make Default' button.
7. Click 'OK'. Your default Internet browser is now Internet Explorer.

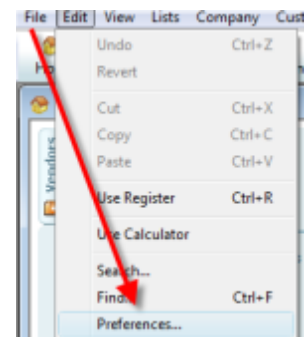
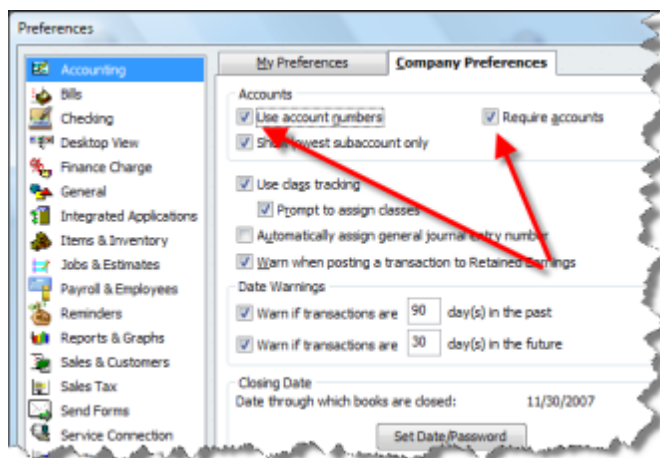
### Where to install Team Reports

Team Reports must be installed and registered with Quick Books on every computer it will be used on. The installation program will install and register Team Reports so it can be used with Quick Books automatically.

### QuickBooks Installation Preparation

**Ensure your QuickBooks file uses account numbers:**

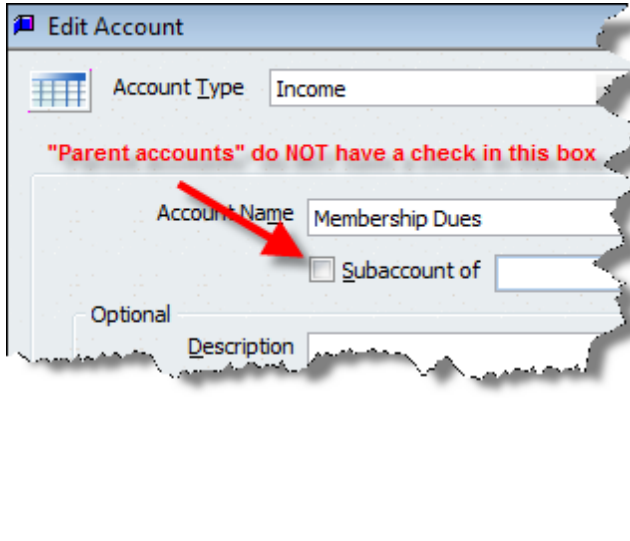
1. Check to ensure your preference is set to 'Use account numbers' and 'Require accounts'.
  - 1.1. Do so by selecting 'Edit' from the Menu Bar, then select 'Preferences...'
  - 1.2. Select the 'Accounting' preference on the left side of the window and select the 'Company Preferences' tab on the right side of the window.
  - 1.3. Make sure that 'Use account numbers' and 'Require accounts' both have checks next to them.



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**Ensure that all parent accounts are on the list of authorized parent accounts:**

1. Ensure that all income and expense accounts have a 'parent account' that are on the list of IBT authorized accounts.



**Edit Account**

Account Type: Income

**"Parent accounts" do NOT have a check in this box**

Account Name: Membership Dues

☐ Subaccount of

Optional Description:

QuickBooks Account	Trustee Report Line Number
1000	1
1040	2
1050	3
1060	4
1100	5
1200	6
1250	7
1300	8
1360	9
1380	10
1400	11
2000	13
6560	13
2005	14
2010	15
2020	16
2500	17
3000	18
3100	19

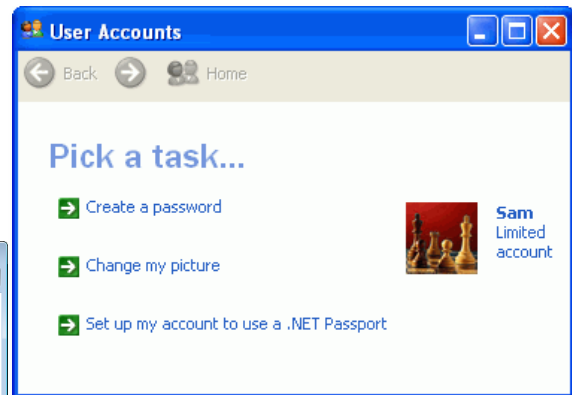
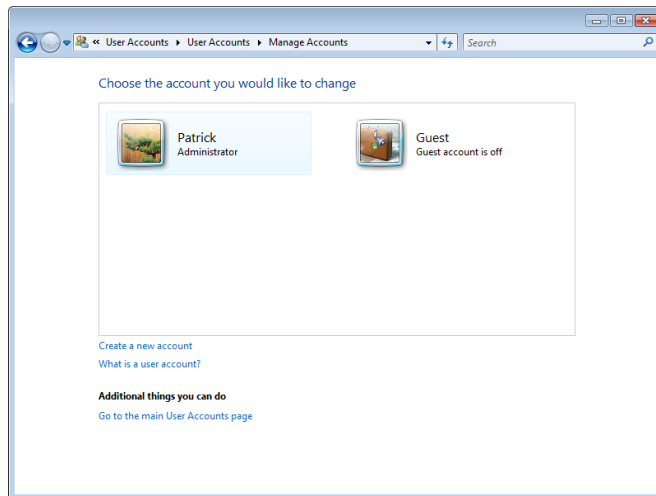
**Verify that transactions comply with IBT rules:**

2. Check for odd transactions that do not comply with IBT rules. e.g. 'Interest earned on asset accounts checking and savings as one journal entry.'

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### How to determine if your user account is a computer administrator account

1. Click **Start** then click **Control Panel**.
2. Click **User Accounts**.
3. Below your user name, you should see either **Limited Account** or **Computer Administrator**.



**Note:** If your account is a limited account, you will not be able to install Team Reports. You can log on using one of the computer administrator accounts as described in the section titled 'How to log on with administrator account'.

### How to log on with the administrator account

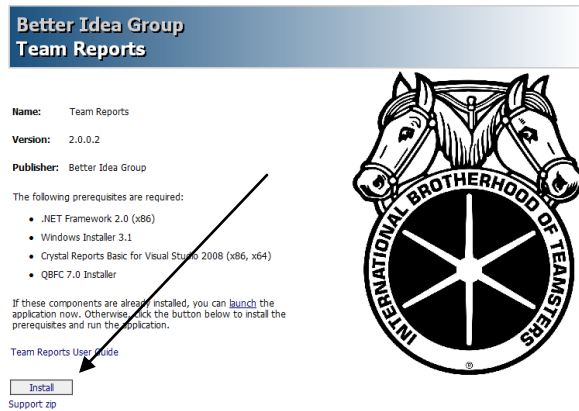
1. If you are currently logged on to your computer, click **Start**, and then click **Log Off**.
2. When logging into the system you do so by one of two methods:
  - 2.1. Select picture with the user you want to log in as:
    - 2.1.1. If this is the case select the user with administrative rights
  - 2.2. You have to hit **ctrl + alt + del** to logon, where you're required to type the User name of the account you would like to log in with.
    - 2.2.1. In the **User name** box, type the user name of the account with administrative privileges, in most cases this user name is **Administrator**. In the **Password** box, type your Administrator password, if you created one during Windows XP setup. If you have not assigned a password, or you do not know your password, leave the **Password** box blank. Click **OK**.

**Note:** You should use the Administrator account only when installing software or changing computer settings. When you are browsing the Web, reading e-mail, or performing other day-to-day computer tasks, you should be logged on using a limited account.

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### Installation Procedure (for users with Quick Books already installed)

1. Ensure that QuickBooks is open
2. Using your web browser (Internet Explorer) navigate to the Better Idea Group Team Reports website <http://team-reports.com>. Click on the Install button at the bottom of the page to download the Team Reports installation program. Make sure you make note where you save the file, you will need to run this file in the next step.



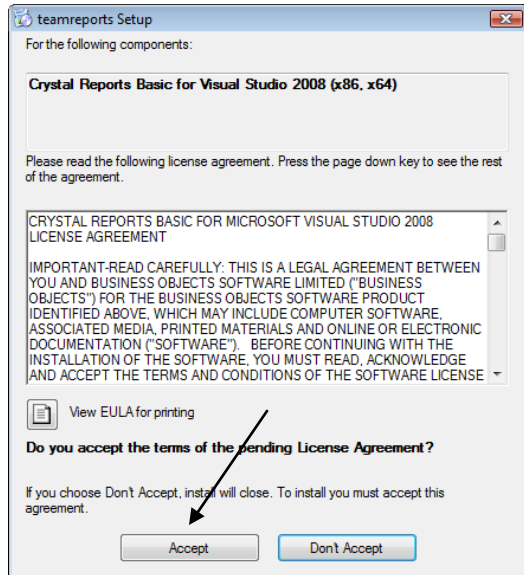
3. Launch the Team Reports installation program that was saved in the previous step. You may receive a Security Warning that you are attempting to run software from an Unknown Publisher, if you get this message click 'Run'.



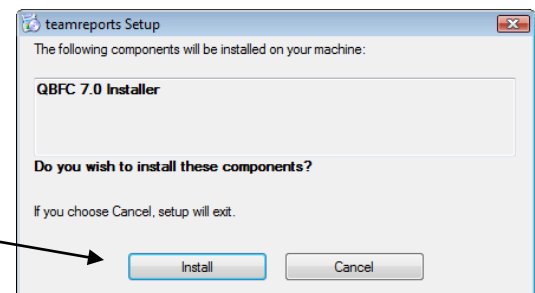
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4. Team Reports checks your system to make sure you have all the necessary software installed in order for Team Reports to install. If your system does not have the necessary software, the installation will download and install the software for you.

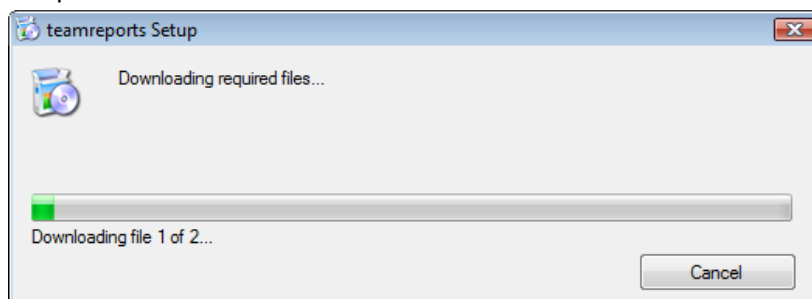
- 4.1. Crystal Reports Basic for Visual Studio 2008: Click 'Accept' to accept the licensing agreement.



- 4.2. QBFC 7.0: Click 'Install' to accept the installation of this component.



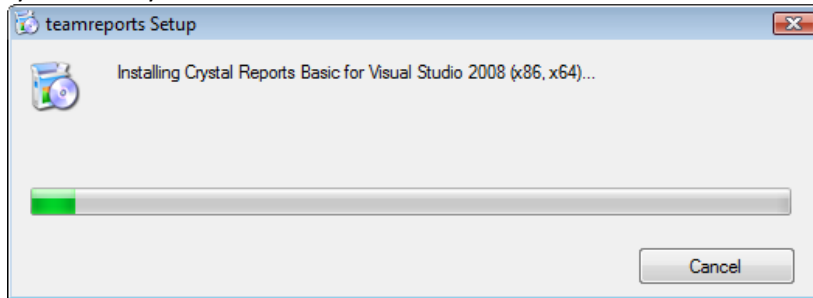
- 4.3. Team Reports now downloads required files to complete the installation



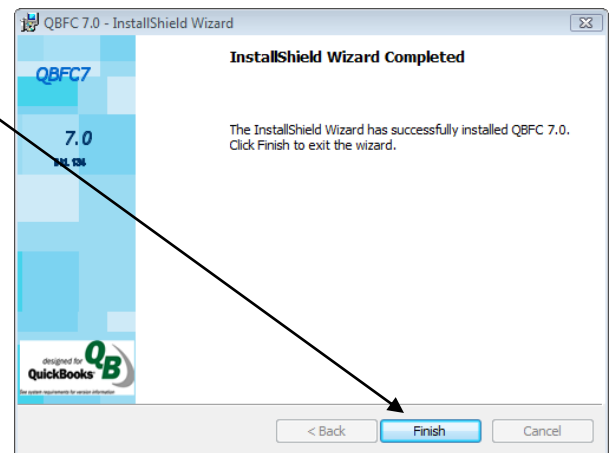


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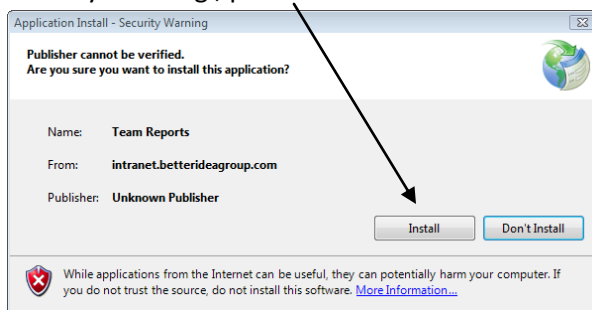
- 4.4. Required software prerequisites are now installed for you. If you are running Windows Vista, there may be several prompts that ask for you to continue. This is a security mechanism of the operating system and you want to select continue.



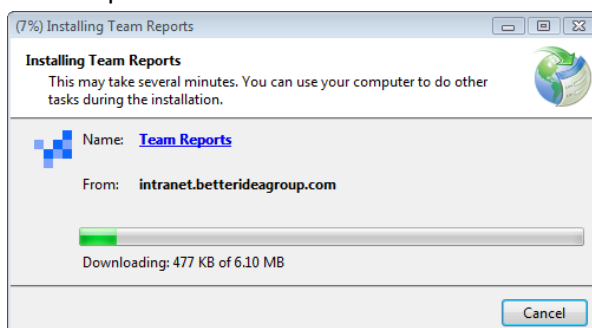
- 4.5. You will now see a window informing you that QBFC 7.0 InstallShield Wizard is now complete. Click 'Finish'.



- 4.6. Now Team Reports will automatically begin installation. If you see an 'Application Install – Security Warning', please click 'Install'.

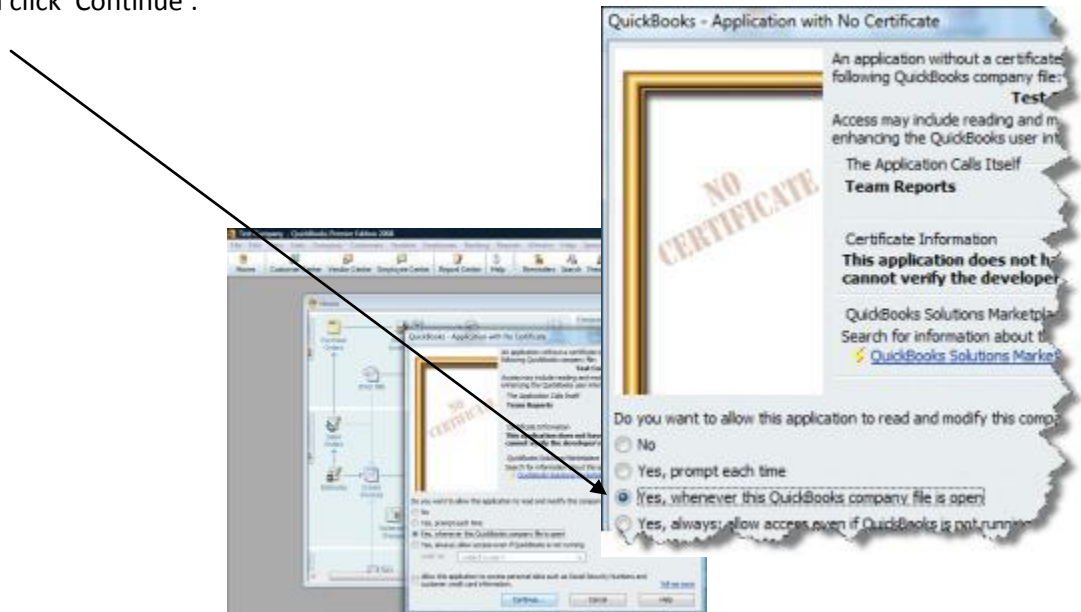


- 4.7. Team Reports now downloads and installs automatically.

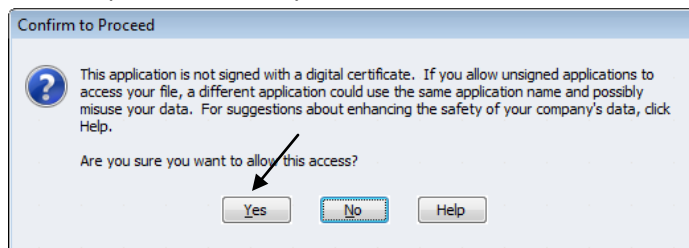


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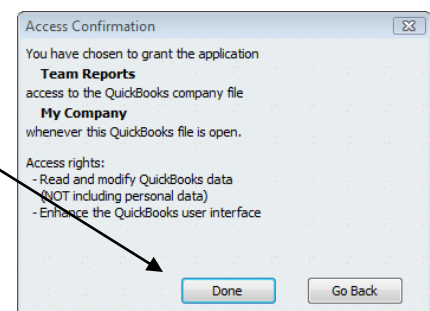
5. As soon as the program is installed, a window will appear asking you to give Team Reports permission to access your company file. Grant access by choosing : 'Yes, whenever this QuickBooks company file is open' and then click 'Continue'.



6. You may see a window labeled Confirm to Proceed, this message is asking for your confirmation to allow Team Reports access to your QuickBooks file. Click 'Yes' to allow access.



7. Access Confirmation is now complete. Click 'Done'
8. At this point the installation is now complete and the Team Reports program should be on the screen. You may now refer to your user guide on how to use Team Reports.



**Note:** Give Team Reports a few minutes to open for the first time. If 5 minutes pass and Team Reports has not opened, you may launch the program manually from the Start menu program group.

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### How to Uninstall Team Reports

Go to Add/Remove Programs in the Control panel. Select Team Reports and click Remove.

The Team Reports setup program will then uninstall Team Reports and remove Team Reports from QuickBooks.

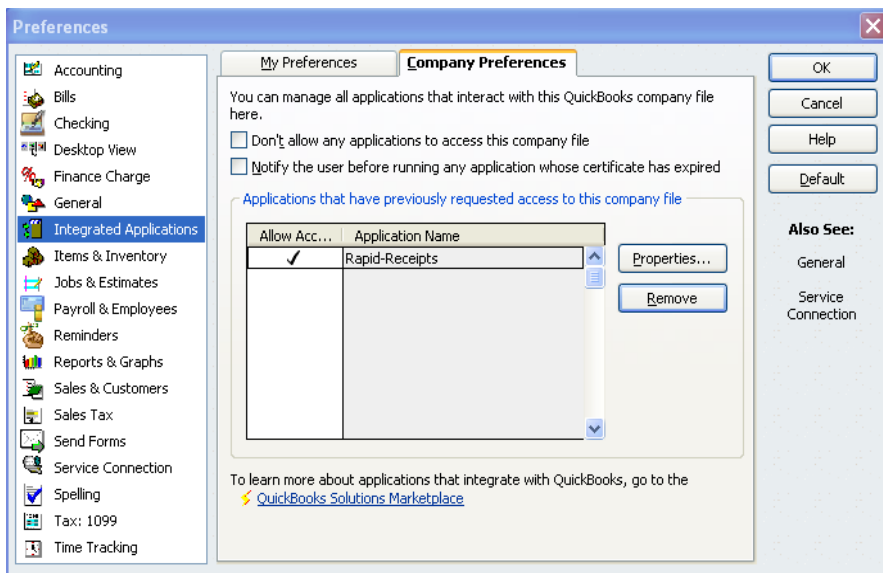
See the Troubleshooting section if for some reason Team Reports failed to uninstall completely from QuickBooks.

### Troubleshooting

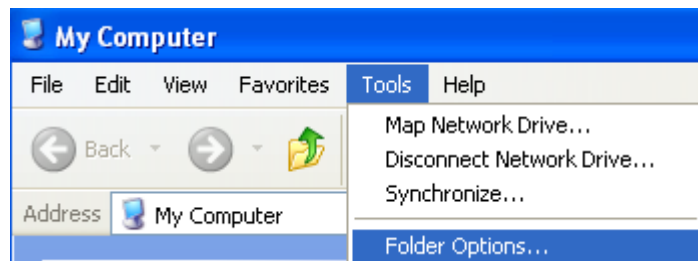
#### I've uninstalled Team Reports but it is still showing up in QuickBooks

To unregister Team Reports from QuickBooks manually, perform the following steps:

1. Open QuickBooks, and open your company file.
2. Go to the Edit menu, and choose Preferences.
3. Select Integrated Applications
4. Select Team Reports and click Remove.
5. Click 'Yes' when it asks if you are sure you want to remove Team Reports from your company file.
6. Repeat steps 1 through 5 for each company file that you have granted Team Reports access to.

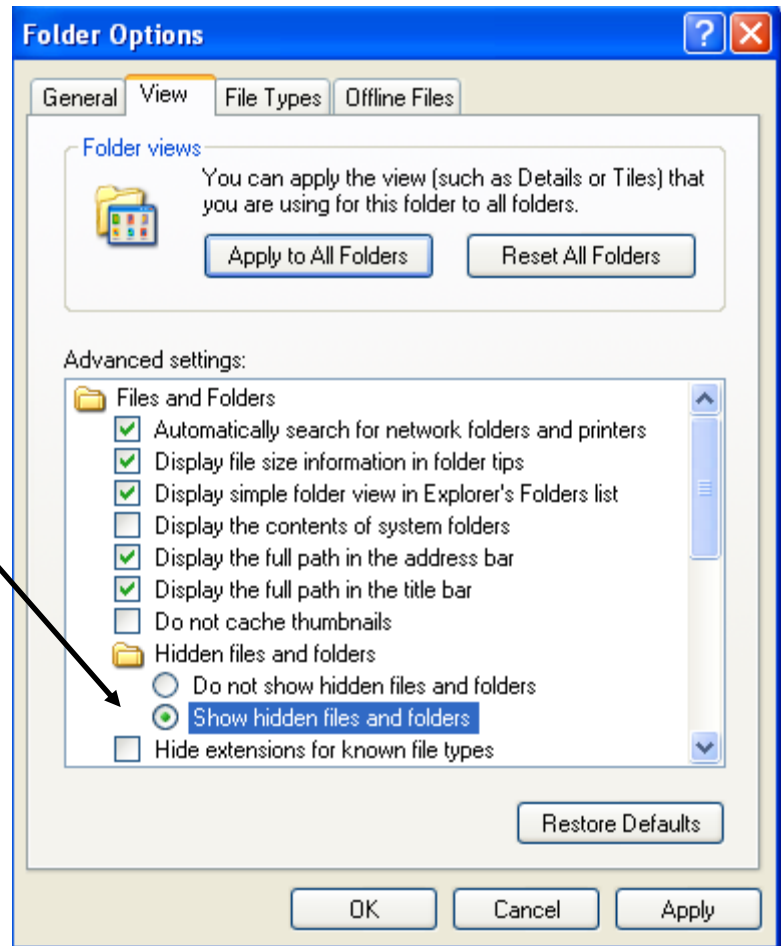
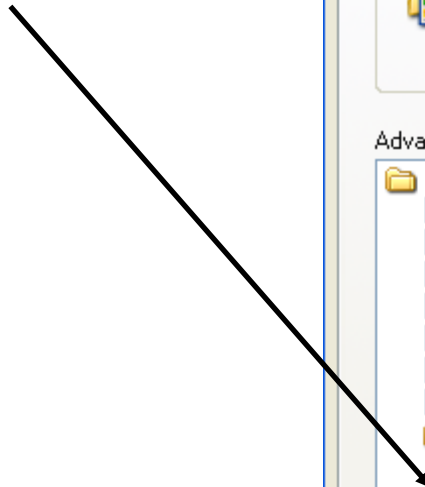


7. For the next few steps you will need the ability to view hidden files and folders in Windows Explorer. To do this, open up **My Computer**. From the menu, choose **Tools, Folder Options**.



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8. Select the **View** tab. Under 'Hidden Files and Folders', choose '**Show hidden files and folders**'. Click OK.



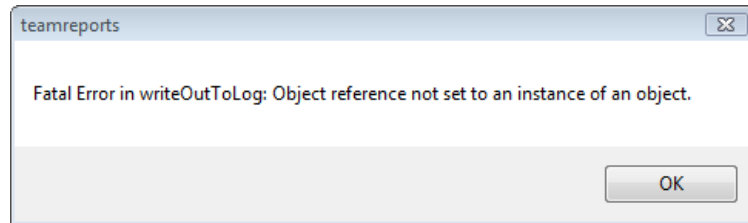
9. Open up the folder C:\Documents and Settings\All Users\Application Data\Intuit\QuickBooks
10. Delete the file: **qbsubconfig.xml**
11. Open up the folder C:\Program Files\Intuit\QuickBooks 200?\Components\RegisteredUI
12. Delete the files: **sdksubscription.sys**
13. When you start up QuickBooks now, Team Reports should be completely removed from your company files. If you still are having trouble, or if you have difficulty performing these steps, please contact team Reports support.

**Note:** Replace the '?' in 'QuickBooks 200?\' with the version of QuickBooks on your computer

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### I just installed Team Reports but I'm getting an error message

- 'Fatal Error in writeOutToLog: Object reference not set to an instance of object.' If you receive this error message please refer back to 'QuickBooks Installation Preparation' section to make sure you have completed all the necessary steps.



**Note:** If you have and Team Reports continues to give you this error message, please contact Titan Procedures & Information Group.