

USER GUIDE

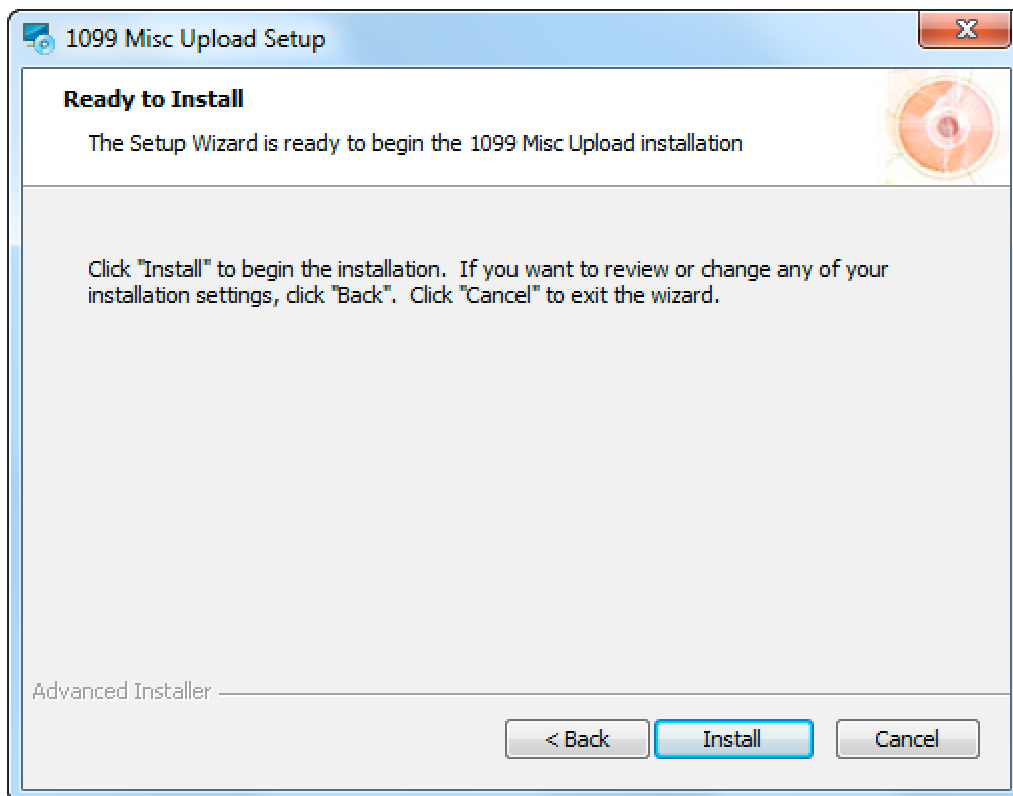
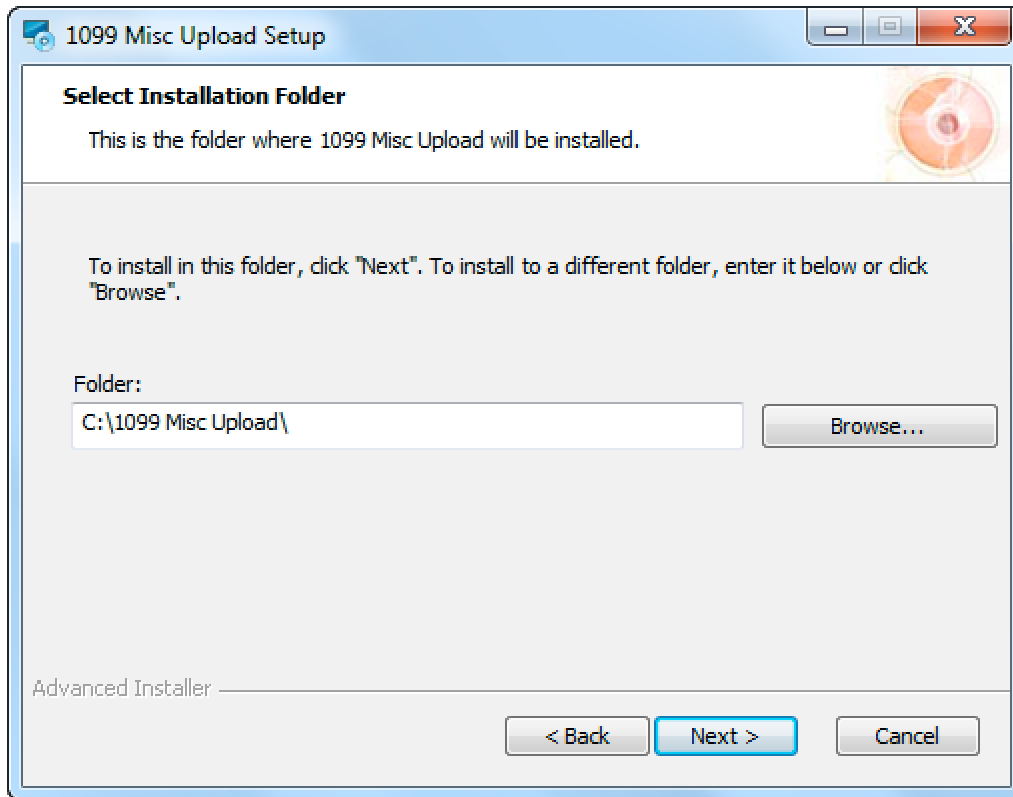
1. Plugin release note:

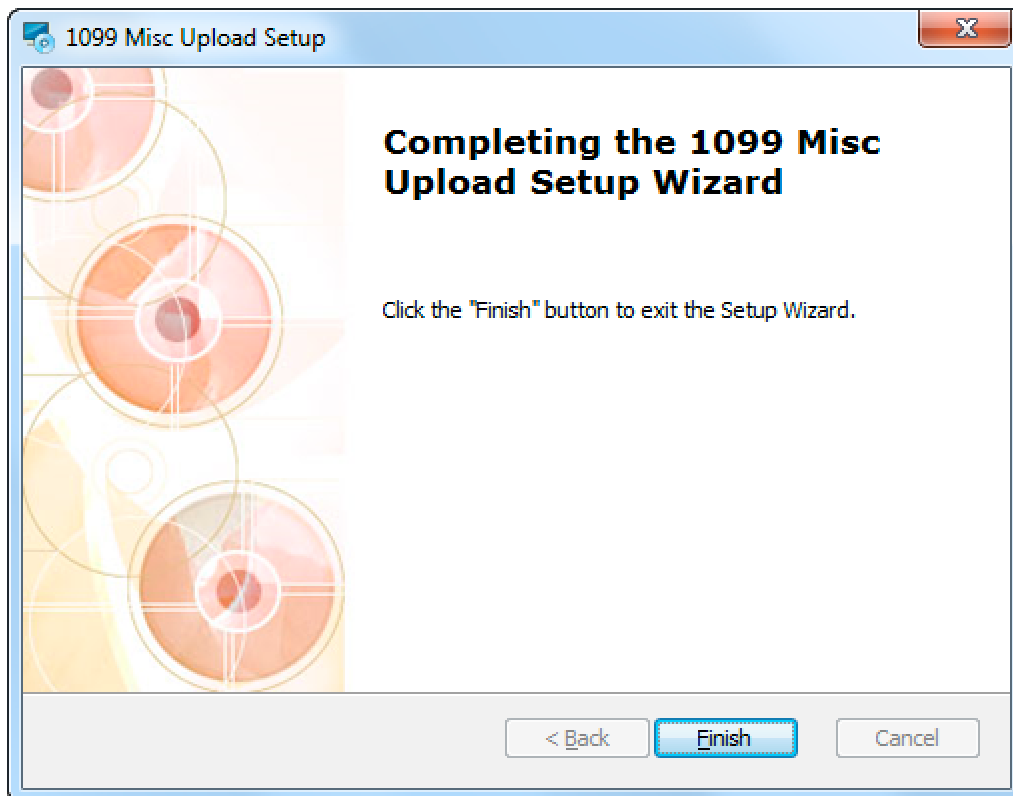
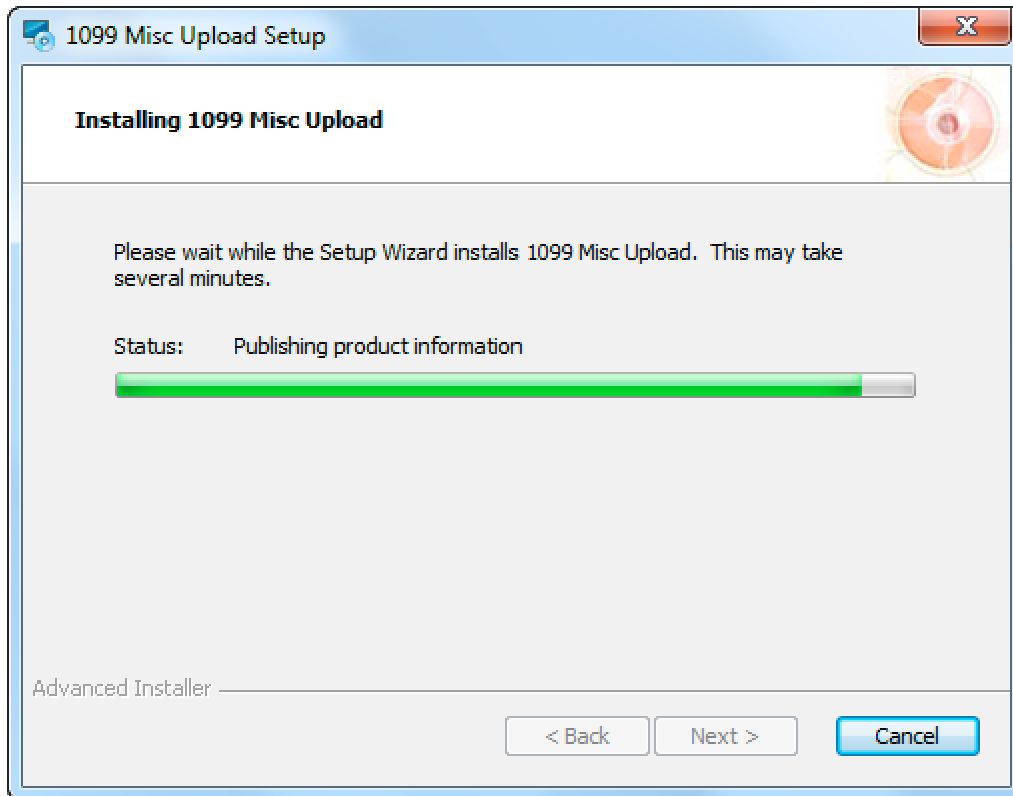
- Add to QuickBooks main menu the plugin menu, Company > 1099 Misc Upload
- Export data to a TXT file.

2. Installation guide

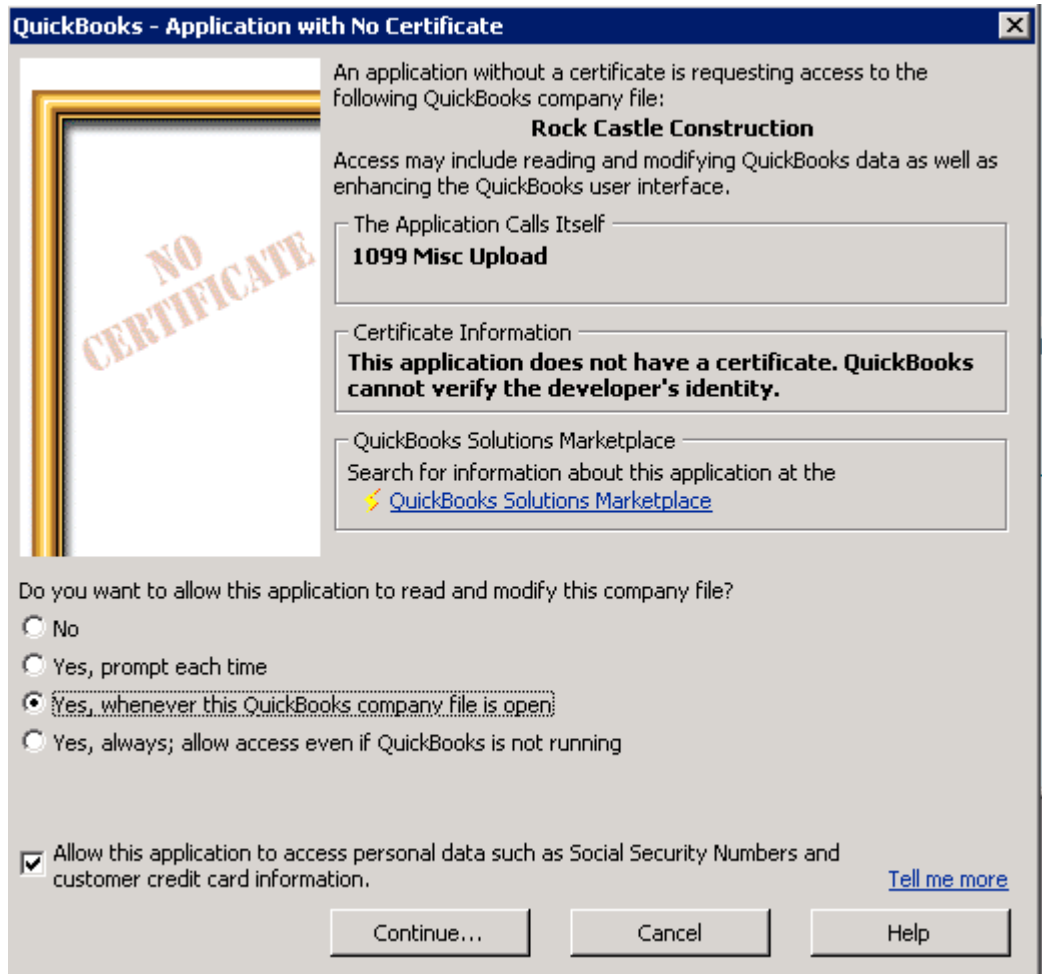
- To install and run the plugin:
 - o Unzip 1099 Misc Upload.zip file to a folder on your computer.
 - o In the folder where you unzipped the archive, run the 1099 Misc Upload.exe file
- Close QuickBooks
- For Windows Vista & Windows 7 installation, you will need to right click on the 1099 Misc Upload.exe file and choose "Run as Administrator.."
- Follow the screen instruction to complete the installation







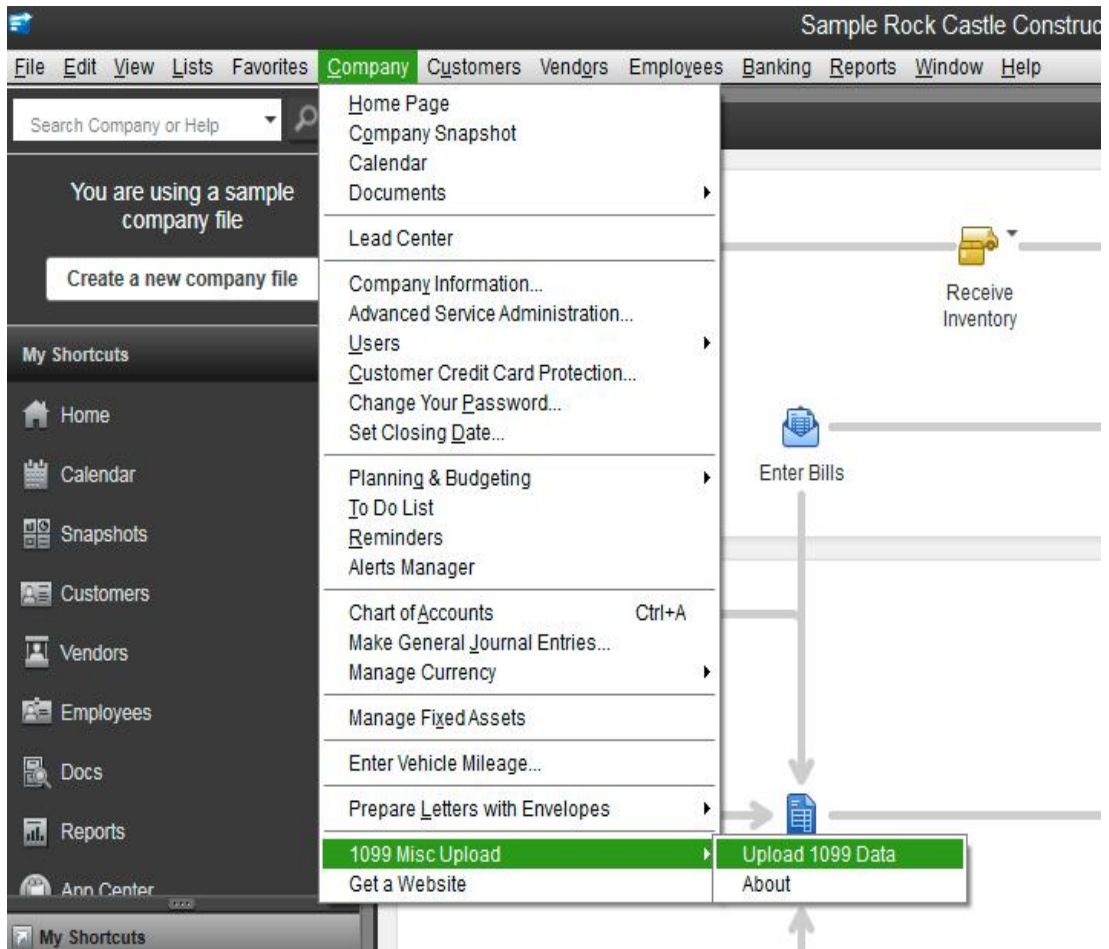
- After the installation, open QuickBooks.
- For Windows Vista, Windows 7 & 8 installation, Open QuickBooks by right-clicking on the file icon and selecting "Run as administrator"
 - o Allow access of the application to the QuickBooks file



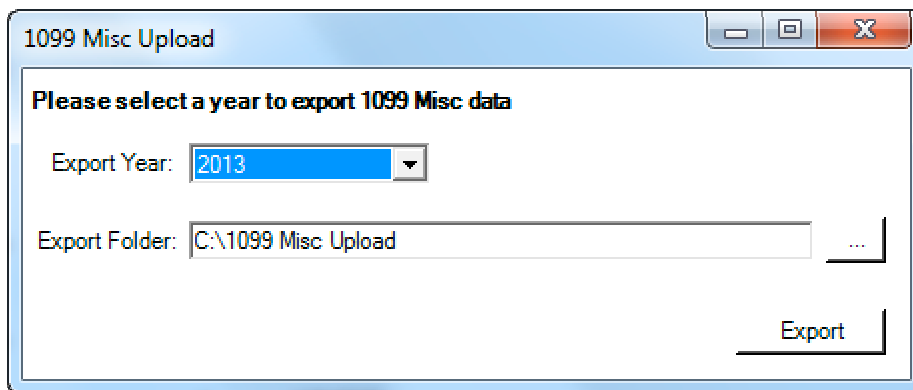
- o Close QuickBooks and reopen it w/o running it as admin and you may start using it. In the future, you don't need to open QuickBooks as administrator

3. Running the plugin:

- Open QuickBooks.
- To run the import, go to QuickBooks main menu > *Company* > *1099 Misc Upload* > *Upload 1099 Data*



This dialog form will appear when you click 1099 Misc Upload



You will need to select the payment year you want to export and select folder to save the file and press button Export to start the program.

The export process will start, you will see a dialog progress window that show the current export status

The plugin will open the exported TXT file right after the process is done