UPDATING BATCHSYNC

These are instructions for replacing the current version of BatchSync. If you are installing BatchSync for the first time, please email support@batchforbooks.com.

Installing the latest version of BatchSync requires doing a file replacement of the old BatchSync files. Please follow the instructions below to successfully install the new version of BatchSync.

QuickBooks

- Edit → Preferences → Integrated Applications → Company Preferences → Remove BatchSync
- Keep QuickBooks open

Add or Remove Programs

- Go to Add or Remove Programs and uninstall QBFC16
- Go to: C:/Users/*Computer Name/*App Data/Local
    o Delete BatchSync folder
- Go to C:/Program Files (x86)/Batch/BatchSync
    o Select all the files within the BatchSync folder and delete them

Installing New Version

- Go to https://batchforbooks.com/web/how-batch-works/linking-to-quickbooks
- Run the QBFC17_0 Installer found under QuickBooks Desktop - Newest Version
- Download BatchSync_V4.zip.
    o Go to where you saved file, right-click, and select Extract All... to unzip file.
    o Copy all the files in the folder (hit Ctrl-A to select all and then Ctrl-C to copy)
    o Go to C:/Program Files (x86)/Batch/BatchSync and paste all the files into the empty BatchSync folder.
    o Click BatchSync.exe to launch BatchSync or just search for BatchSync in the search bar to launch Batch.

Note about the set-up process. During the process you will encounter a dialog box that asks you to confirm permissions and you will be asked to type in the word 'yes' at the bottom of the dialog box.

If the field to type in YES is grayed-out, click on the link in the dialog box that says, "Click to Learn More about Permissions". You will be redirected to a website. Just close it down and return to the dialog box and you will be able to enter YES in the previous grayed-out field and continue the installation.