

Complete Computer Service, Ltd.

20853 Farmington Rd Ste 104 Farmington Hills, MI 48336

(248)488-8888 (248)479-2582 FAX

Update Instructions

Date 08/09/2013
Customer Id TOTIL
Order Id 0000013397

The enclosed media is used to update your Ultra software. The information included on this page is intended to help you install this update. If you have any questions, feel free to contact CCS Technical Support at the number listed above.

Before Installing:

1. Close any other programs or tasks that are currently running on your computer.
2. Inspect the media for physical damage. If damage is detected, contact CCS for a replacement.
3. Make a full backup of all data files.
4. All users, including yourself, must completely exit the Ultra software.

Installation Procedures:

1. From a computer where you normally run the Ultra software, insert the Ultra Update Media.
2. Click the "Start" button, select the "Run..." menu option, and type the following in the "Open" field: 'A:\UPDATE.EXE' (where "A" is the drive letter that you inserted the Ultra Update Media into).
3. Click the "Ok" button to load the Update Installation program, and follow all on screen prompts.
4. If an error occurs, contact CCS Technical Support immediately for further assistance.
5. When the Update Installation program is complete, remove the Ultra Update Media and store it in a safe place.

Items Included on this Update:

Ultra32 v7.x Update for Software License #409150

Add the Ultra32 Payroll Check Export to QuickBooks Option. This option adds the ability to export payroll check information that can be imported into QuickBooks. Note, only summary information such as Payroll Check #, Employee Name, Issued Date, and Net Pay Amount are exported. Includes one tech call up to 30 minutes (expires 30 days after we ship). Any additional time required will be billed at the current support rate.

Additional Instructions / Notes

Date	08/09/2013
Customer ID	TOTIL
Page	1

Payroll Check Export to QuickBooks Option

See the Data Export section in the Ultra32 User's Guide (under the Help menu) for information on how to use this option.