

# QuickBooks® 2008 Software Installation Guide

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## Welcome

*This guide is designed to support users installing **QuickBooks: Pro or Premier 2008** financial accounting software, especially in a networked environment. The guide also covers installation on a single, stand-alone computer (and there are options to later convert such an installation into a networked installation).*

*While appropriate for all users, special attention has been paid to the needs of some accounting, bookkeeping, and consulting firms, which need instructions for various implementations for their clients. These firms may also need to maintain multiple version so QuickBooks running simultaneously and to maintain a large number of different QuickBooks datafiles (or company files) in support of multiple clients.*

***What Has Changed?** Installation routines and various dialog boxes in QuickBooks 2008 have been updated from QuickBooks 2007 to further improve the installation experience and to assist users in installing the software. (The general architecture remains the same as in QuickBooks 2007.)*

*In the same spirit, our QuickBooks 2008 Installation Guide has been completely revised as well.*

***Note:** Users of **QuickBooks Enterprise Solutions 8.0** should refer to the Enterprise Solutions Web site for support materials on installing that product:*

[www.quickbooksenterprise.com](http://www.quickbooksenterprise.com)

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## Introduction

This document covers the installation process for QuickBooks 2008 for both single-computer and network installations. The document covers the following subjects:

- The elements and components contained in a QuickBooks installation.
- Pre-installation decisions you need to make.
- How to prepare your network if you're installing QuickBooks on a network.
- How to install QuickBooks.

## Chapter 1: QuickBooks Elements

Several elements are involved in the QuickBooks 2008 system. If you're planning to use QuickBooks on a single computer, all the elements are automatically installed on, and run from, that computer. However, in a network setting, the elements are divided between the computer that holds the data files and the computers that access that computer. The following elements are included in your QuickBooks environment:

- The QuickBooks software.
- The QuickBooks software database.
- The database manager.
- The data file host.
- The data files.

The software, the database, and the database manager are installed from your QuickBooks software CD; the host is a function you set up and configure if you're using QuickBooks on a network, and the data files are the company files you create. The following sections provide specific details.

### The Software and the Software Database

The software database is part of the QuickBooks software application. The database is the container for the data you create as you work in a company file. The database stores your data in a logical manner, maintaining the links between various types of data, and providing data retrieval services when you need reports.

Examples of the links between data are vendors and their linked bills and payment checks, customers and their linked invoices and payments, items and their linked income accounts, and so on.

### The Database Manager

The database manager is a software component that manages the database (which, in turn, manages the company file). Armed with intelligence about the nature of the QuickBooks database, the database manager makes sure data that needs to be written to the database is correct and appropriate before permitting the write (to a user, "write" means "save").

Users actually "talk to" the database manager, and the database manager "talks to" the data file (the company file). All communication between the user and the data file takes place through the database manager.

## The Data File Host

Hosting is a function, or a role, that a specific computer on a network plays for the company files. Hosting has to be set up by the user, either during installation of the software or by using commands within QuickBooks.

When company files are stored on a single computer on a network, that computer is acting as the host for those data files, and users on remote computers access the company files on the hosting computer. More information on hosting appears in the sections of this document that cover network installations.

## Data Files

Data files are the company files you create in the QuickBooks database. In addition, your work in QuickBooks may create additional files, such as files for the **QuickBooks Loan Manager** utility, tax forms, budgets, online banking information, and other data files that are created when you use special features.

## Chapter 2: Pre-Installation Decisions

The QuickBooks installation routine is straightforward, using a wizard format to help you select the right options. However, before you install the software you need to make some decisions about the installation. The following sections discuss those decisions, as well as the information you need to complete the installation of the software.

### Choosing a Location for the QuickBooks Software

Before you begin installing QuickBooks 2008, give some thought to the installation location (the folder in which you want to install the software). By default, QuickBooks 2008 is installed in its own subfolder, under the **Program Files** folder on your computer.

You can change the default location during the installation process, and many QuickBooks users prefer to create a discrete folder to hold the QuickBooks software files. If QuickBooks is installed into its own folder, it's easier to find specific software files (especially if you're working with QuickBooks support personnel to try to solve a problem).

You can create a discrete QuickBooks software folder before you begin the installation process, or let the installation wizard create the folder for you during installation. It's easiest, and most efficient, to name the folder specifically for this installation, such as **C:\QB2008**.

### Upgrading an Older Version of QuickBooks

If you're updating a previous version of QuickBooks, you can install QuickBooks 2008 in the same folder as that previous version. During installation, the wizard will find the previous software folder and offer to use that folder to replace its contents with QuickBooks 2008.

*However, that action means that if you have any problems with QuickBooks 2008 you can't "roll back" to your previous version in order to continue to run your business until you resolve the problems.*

**TIP:** An alternative plan is to create a folder for this installation (e.g., **C:\QB2008**), and instruct the wizard to use that folder. You can copy your company files to the new location and update them. (Don't update the original files; keep them with the previous version of QuickBooks.) Then, if something isn't working properly in QuickBooks 2008 you can always return to the previous version (and the previous data files) to keep working while you solve any QuickBooks 2008 installation or file access problems. Later, when things are running smoothly in QuickBooks 2008, you can uninstall the previous version of QuickBooks and delete the old data files.

*Accounting firms must always create a folder for the QuickBooks 2008 software, in order to keep all the versions of QuickBooks in their own discrete folders. Otherwise, they can't continue to support clients using previous versions.*

### Google Desktop Installation

During installation of the QuickBooks software application, you see an offer to install Google Desktop (the offer doesn't appear if you're installing only the database server manager).

The text on the installation window intimates that the Google Desktop software is for searching QuickBooks files. That's true — this is a special version of Google Desktop that will search QuickBooks

company files for data. But what isn't clear from the text in the QuickBooks installation window is the fact that the *entire Google Desktop software program* will be installed.

The Google Desktop software program indexes everything it finds on your hard drive, and updates that index constantly as you create and change documents and make other file changes on your computer. The index takes up a great deal of disk space (depending on the number of files on your drive).

It's not the disk space that creates problems (today's hard drives are so large that you probably won't notice the loss of a couple of gigabytes). The problem with the Google Desktop software is the overhead on your computer. The software uses processor resources, and is almost constantly performing file reads and writes. When you first install the software it begins indexing your drive, and unless you have a very fast processor and a great deal of RAM you see a significant loss of speed as you perform tasks on the computer.

After the drive is indexed for the first time (and, depending on the number of files on the drive, that can take several hours, a day, or even more than a day), the ongoing indexing actions can continue to affect the computer's performance.

**TIP:** Unless you have an extremely fast processor and several gigabytes of RAM over and above the memory requirements for Windows and QuickBooks (and all the other software you've installed), you probably shouldn't install the Google Desktop software.

*Accounting firms should never install the Google Desktop software, because the QuickBooks data indexing functions within the Google software start every time a QuickBooks data file is opened. On a server in which multiple users are opening multiple files for multiple clients, the effect on performance can be disastrous.*

## Chapter 3: Preparing for Network Installation

If you're using QuickBooks 2008 in a network environment, with users accessing company files that don't reside on their own computers, you have to prepare your network to make sure the elements of the QuickBooks system work properly. The following sections describe how to create the optimal setup for using QuickBooks on a network.

*In this section on network installation procedures you'll see references to the "Network folder". In Windows XP this folder is named My Network Places; in Windows Vista the folder is named Network.*

### Designating a QuickBooks Data File Server

In the context of your QuickBooks installation, the datafile server is a computer you designate as the "keeper of the data files". This is not the same definition of "server" you use when you're describing network designs such as peer-to-peer (workgroup) and client/server (domain) networks.

For your QuickBooks system, you can create a QuickBooks server even if you're running a peer-to-peer network (a **Windows Workgroup**) instead of a **Windows Domain** (a more complicated network form, requiring the installation of a **Windows Server** product that is configured for **Active Directory**).

### Creating and Sharing Folders for Data Files

Because users from other computers on the network need to access files on the computer holding the company data files, you must create and share the folder on the server that holds those files. The process of sharing a folder accomplishes several important and useful tasks:

- Shared folders are displayed in the **Network** folder of remote users when they open the icon for the computer that holds the share.
- Shared folders on one computer can be mapped to a drive letter on another computer.
- You can configure user permissions on a shared folder to determine who can access the files in the shared folder, and what they can do with those files.

Before you can share a folder, however, you must create the folder. Accessing QuickBooks on a network is much easier if you don't put data files in the folder that QuickBooks uses as the default data folder, because that folder is buried deep in a folder tree, which may not be convenient when you need to find files.

- In **Windows XP**, the default data file folder is **\Documents and Settings\All Users\Documents\Intuit\QuickBooks\Company Files**
- In Windows Vista the default data file folder is **\Users\Public\Documents\Intuit\QuickBooks\Company Files**

When you use a file folder in a more convenient location (such as creating a folder C:\QB2008Data or C:\QB2008CompanyFiles) QuickBooks learns and remembers your preferred location, and heads there automatically after you've saved or opened a company file in that location.

### Creating Data Folders in Accounting Firms

In an accounting firm, the paradigm for data folders is more complicated. Except for the accounting firm's own QuickBooks company file, the data files belong to clients. Accounting firms have to store data files

in a way that matches the needs of their client base, including (but not necessarily limited to) the following scenarios:

- **Keeping client data files for multiple versions of QuickBooks.** Each client's company files must be stored in a folder that's designated for the version of QuickBooks used by the client (e.g. QB2008ClientFiles). If an accounting firm opens a client file in a version of QuickBooks that's later than the version being used by the client, the client won't be able to open the file when it's returned.
- **Tracking clients' data file names that don't necessarily match the clients' names.** A client named OurFamilyBiz (the name by which the client is known in the accounting firm) may have a datafile named OFB-Inc. Some clients have multiple data files, if there are multiple businesses owned by the client.
- **Keeping multiple types of files for clients.** Some accounting firms keep associated files, such as spreadsheets, pro formas, cash flow analysis, tax return files, etc. in each client's datafile folder.

**TIP:** To make sure that client files are stored correctly, many accounting firms find it most efficient to create data folders for each version of QuickBooks they support, with subfolders for each client using that version of QuickBooks.

*If clients running an earlier version of QuickBooks upgrade to QuickBooks 2008, just move the client's subfolder into the QuickBooks 2008 data folder.*

## Sharing Data Folders

To share a folder, open the **Computer** folder (named **My Computer** in **Windows XP** and **Computer** in **Windows Vista**) and navigate to the data folder you created. Right-click its icon and select the command for **Sharing**. (The text for the command differs depending on whether you're working in **Windows XP** or **Windows Vista**, but the word **Share** or **Sharing** is always there).

*If you have multiple data folders for multiple versions of QuickBooks (usually found only in accounting firms), you must explicitly share each data folder to allow network users to get to their contents. Accounting firms that have subfolders for clients within the shared folders don't need to share all the client subfolders, because when a folder is shared, by default its subfolders are also available to network users.*

The data folders are called *parent folders*, and the client subfolders are *child folders*. Users on client computers can map a drive to the shared parent folder, and then open the appropriate child folder to locate the data file they need (see the section "[Mapping Drives to the Shared Data Folders](#)", later in this document to learn about the mapped drive feature that makes it easy to access the parent folder).

*Some accounting firms prefer to create one top-level folder (e.g. **QBData**) and then create a subfolder for each version of QuickBooks (**\\QBData\\QB2008**, **\\QBData\\QB2006**, etc.). This means that network users only need to map a single drive to all the QuickBooks data folders, and then open the appropriate version of QuickBooks to see all the client folders for that version.*

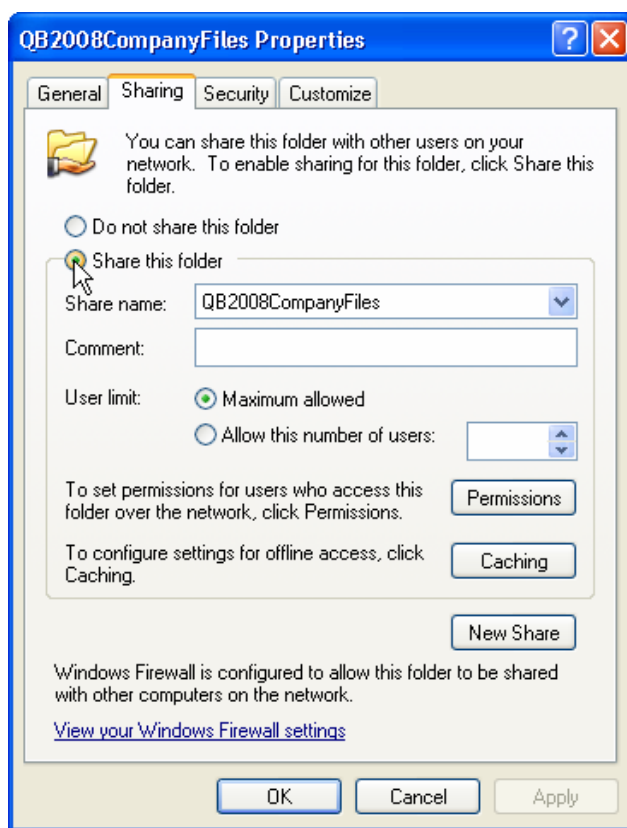
## Setting Permissions for Network Users

When you create a share to make it available to remote users, you must also set the **Permissions** for those users. This means you determine which users can access the files in the shared folder, and you also determine what actions those users can perform on the files.

When you share a folder, Windows automatically gives all users on the network the ability to view the files (the technical term is *Read*), but they cannot modify or create files. Both of those permissions are required when you're working in QuickBooks.

### Sharing Folders in Windows XP

If you're running **Windows XP**, the dialog you see, and the way you create the share, differs depending on whether you're using **Simple File Sharing**. (See "[Sharing Folders with Simple File Sharing](#)" later in this chapter to learn how to create a file when **Simple File Sharing** is in effect). Without **Simple File Sharing**, the **Sharing** dialog that appears in **Windows XP** looks like **Figure 1**.



**Figure 1: Sharing a folder in Windows XP**

Select the option labeled **Share This Folder** to create a share that appears automatically when remote users open the Network folder and select the computer that holds the share.

### Setting Permissions in Windows XP

To change the default permissions in **Windows XP** click the **Permissions** button to open the **Permissions** dialog, and select the **Group or User Name(s)** you want to configure. The processes involved in setting user permissions, and the appearance of the dialogs you use, vary depending on the way your network is configured:

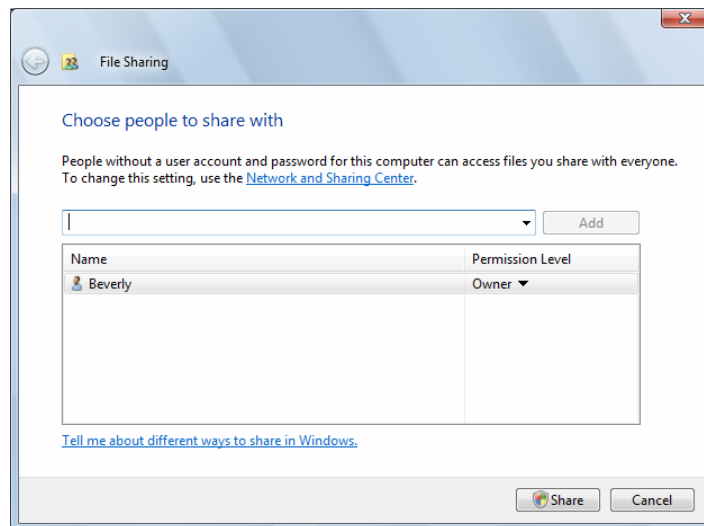
- **In a peer-to-peer network**, you can add all the **QuickBooks users** on the network to this computer, and give each of them **Full Control**.
- **In a domain**, you can select the **QuickBooks users** from the **Domain User List** and give each of them **Full Control**.
- **In either a peer-to-peer network or a domain**, you can create a **QuickBooks Users Group**, make the appropriate users members of the group, and provide **Full Control** permissions to the group.

*If you have a small business running a peer-to-peer network, and everyone uses QuickBooks, merely select **Everyone** in the **Permissions** dialog and select **Full Control**.*

It's beyond the scope of this document to delve into all the processes involved in setting up users, working with user groups, creating local groups for a domain-connected computer, and so on. Information is available in your **Windows Help Files** system.

## Sharing Folders and Setting Permissions in Windows Vista

In **Windows Vista**, when you right-click the folder and select **Share**, you share the folder by setting permissions; it's a "do both at once" process. **Figure 2** is a **File Sharing** dialog for a peer-to-peer network; if you're running a domain, the appearance and content may vary.



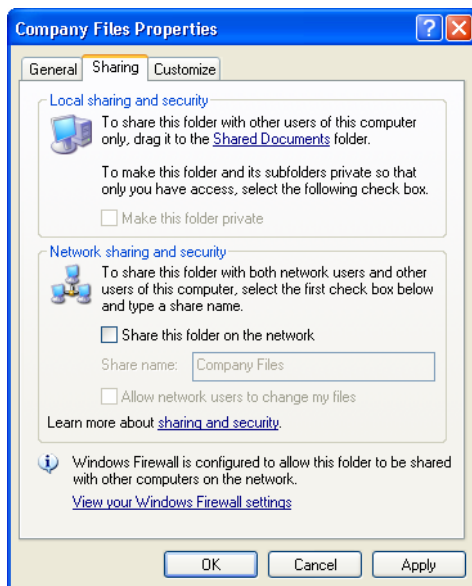
**Figure 2: Windows Vista establishes permissions as part of the process for sharing a folder.**

Select the appropriate users or group from the drop-down list at the top of the dialog and click **Add**. By default, the permission level set is **Reader**. Click the arrow next to the **Reader Permission** and select **Co-owner**.

## Sharing Folders with Simple File Sharing

**Windows XP Home Edition** computers are configured for **Simple File Sharing** permanently; unlike **Windows XP Pro**, you cannot turn off this function. The steps required to share a folder when **Simple**

**File Sharing** is enabled are slightly different. Right-click the folder and select the **Sharing** tab to see the dialog shown in **Figure 3**.



**Figure 3: For Simple File Sharing, the permissions are less specific.**

When you select the option **Share This Folder on the Network**, the check box for the option **Allow Network Users to Change My Files** is available (it's grayed out until you select the first option). This is the same as providing **Full Control** permissions to the **Everyone** group.

## Mapping Drives to the Shared Data Folders

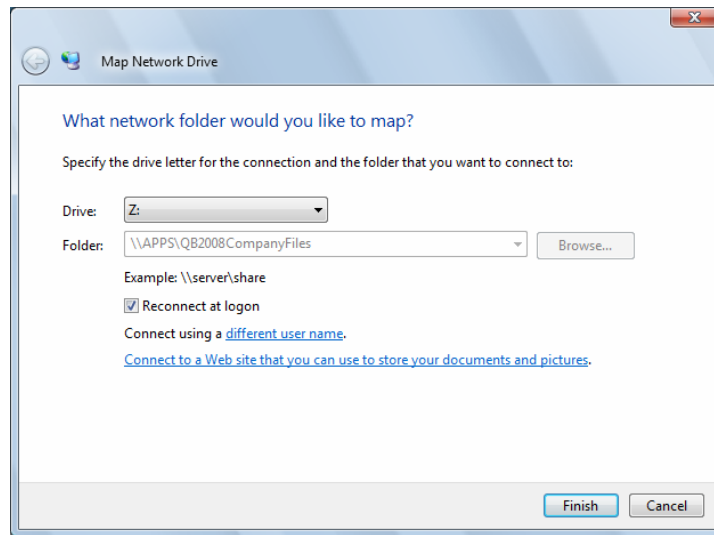
On the other computers on the network (the *client computers*), make it easy for users to access the company files by mapping a drive to the folder on the server that holds those files.

Mapping a drive means you assign a drive letter to a shared folder on another computer. On the computer that's mapping the drive, some drive letters are already used, such as **C:**, **D:**, and perhaps even more (depending on how many hard drives, CD drives, or removal media drives are already attached to the computer).

When you open the **Computer** folder, you see all the drives on the computer. When you map a drive to a shared folder on another computer, you see that mapped drive in the **Computer** folder, too. It also appears as a drive in the drop-down list you see at the top of any **Open** dialog. This makes it easy for QuickBooks users to find the shared folder on the file server when they use the **Open** dialog in QuickBooks.

On the client computer, open the **Network** folder and navigate to the listing for the computer that is acting as a file server. When you double-click that computer's icon or listing, all the shared resources on that computer are displayed. You may see multiple shared resources, because the computer may be sharing a printer in addition to sharing one or more folders.

Right-click the folder with the name that indicates it holds the QuickBooks data files, and choose **Map Network Drive** to display the **Map Network Drive** dialog (the dialog in **Figure 4** is from **Windows Vista**, but all versions of Windows offer the same options even though the dialog looks different).



**Figure 4: Mapping a drive to the data folder on the server makes it easy to connect to the company files.**

By default, **Windows XP** and **Windows Vista** select **Z:** for the first mapped drive, and then work backwards through the alphabet as you add more mapped drives. You can accept the default drive letter, or choose a different one (many network users choose “Q” for QuickBooks). Click **Finish** to save your selection.

Be sure the option **Reconnect at Logon** is selected, so every time you start your computer it connects to the folder on the server represented by the mapped drive letter. Otherwise, you have to go through the process of mapping the drive every time you start your computer, or you have to navigate through your network to reach the server and the shared folder every time you use QuickBooks.

In accounting firms that have multiple shared QuickBooks data folders (QB2007Files, QB2008Files, etc.), with individual subfolders for clients under each shared data folder, you only need to share, set permissions, and map drives to the parent folders.

When folders are shared, their subfolders are also shared and the permissions remain the same (called *inherited permissions*), unless you specify otherwise. Mapping a drive to the parent folder lets users open that folder and navigate to the subfolders they need.

## Chapter 4: Installing the QuickBooks Software

You must be logged in to the computer on which you're installing QuickBooks as an **Administrator**. Installation starts automatically as soon as you insert your QuickBooks software CD. (If the installation program doesn't start automatically, open the **Computer** folder, navigate to the CD drive, and then double-click **Setup.exe** to start the installation.) The installation process displays a series of windows, asking questions and offering options. As you move through the installation, the content of some windows changes to reflect the choices you make.

The first window you see asks if you want to check for updates to QuickBooks 2008. Updates are issued periodically to correct problems and add features. If you're installing QuickBooks 2008 in the latter part of December of 2007, or at any time in 2008, updates are almost certainly available.

By default, the option labeled "**Yes (Recommended)**" is selected. However, you can also check for updates from the QuickBooks **Help** menu after you've installed the software, so you can decide for yourself whether you want to take the time to download and integrate the update now, or wait until after you've installed QuickBooks.

If your computer does not have **Microsoft .NET Framework Version 2.0** or **Flash Version 8**, the next window lists the missing software (either or both of these applications) as required components that must be installed before QuickBooks can be installed. Click **Next** to install these applications.

### The QuickBooks Installation Wizard

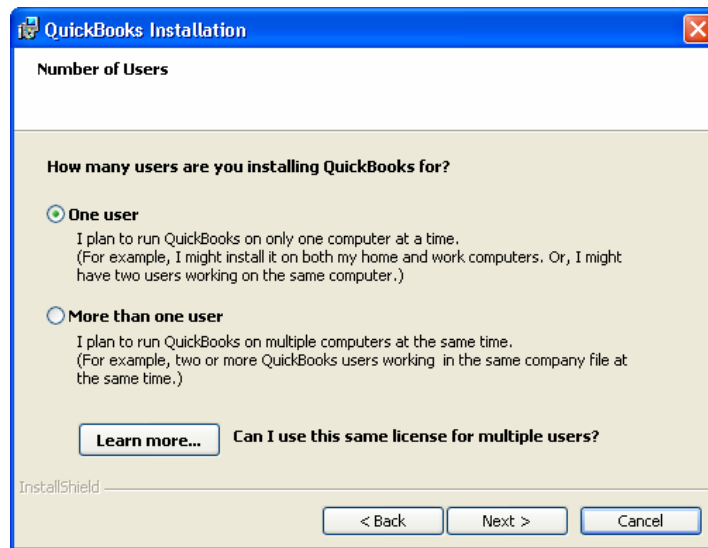
The installation of the software begins in the first wizard window, which is titled **Welcome to QuickBooks Installation Wizard**. Like all software installation wizards, QuickBooks recommends that you close any open programs, including your antivirus software, to make sure that nothing interferes with the installation process. Click **Next** to begin installing QuickBooks.

#### *Accept the Software License*

The next wizard window contains the software license for your QuickBooks software. Select the option "**I accept the terms in the license agreement**", and click **Next** to continue.

#### *Choose the Type of Installation*

The next wizard window (see **Figure 5**) asks you to select the type of installation you're performing.



**Figure 5: Select single computer or multi-computer installation.**

- **One User.** This option means one computer/user at a time. You can let multiple users work in QuickBooks on that single computer, and that’s a common paradigm in businesses where an employee enters data as transactions occur, and a bookkeeper or owner opens QuickBooks on the same computer periodically. These users, of course, never access the company file simultaneously. You also use this option to install QuickBooks on the “client” computers on a network; the company file isn’t installed on the client computers on a network because users access the file on the computer that’s acting as a datafile server for the network.
- **More Than One User Installation.** This option means multiple users, working at multiple computers (a network), will be accessing your company file simultaneously. You use this option when you install QuickBooks on the computer you’ve designated the datafile server for QuickBooks, as discussed in [Chapter 3](#) of this document. For the client computers, use the **One User Option**.

*One User also means “one computer at a time” for multiple computers. Your QuickBooks software license lets you install the software on two computers (e.g. your office computer and your home or laptop computer), because the company file won’t be accessed by more than one user simultaneously.*

The following chapters walk you through both types of installations. [Chapter 5, “Installing on a Standalone Computer”](#), covers the **One User** installation (for single, standalone computers or “client” network computers). [Chapter 6, “Installing on a Network Datafile Server”](#) covers the **More Than One User** installation.

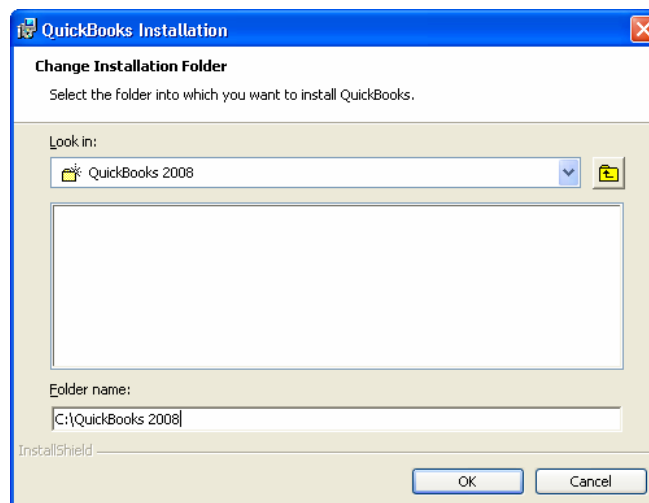
*To let multiple users access the company file simultaneously, you must have multiple software licenses. You can buy a multi-user Value Pack, or buy additional licenses from QuickBooks.*

## Chapter 5: Installing on a Standalone Computer

To install QuickBooks on a single computer that will not hold a datafile shared simultaneously by multiple users, select the option labeled **One User** and click **Next** to display the **License Number** and **Product Number** wizard window. Enter the **License Number** and **Product Number** and click **Next**. (These numbers are in the package, or in your e-mail confirmation message if you downloaded QuickBooks.)

### Choose the Installation Folder

By default, QuickBooks installs the software in a subfolder under the **Program Files** folder. You can change that location to one of your own choosing (for reasons described in [Chapter 2](#) of this document) by clicking **Change** to open the **Change Installation Folder** dialog seen in **Figure 6**.



**Figure 6: Select or create a folder to use for the QuickBooks software.**

The **Look In** field displays a folder named **QuickBooks 2008**, which is the name of the subfolder QuickBooks creates if you choose the default location (the actual path is **C:\Program Files\Intuit\QuickBooks 2008**).

If you created a folder before beginning the installation (such as **C:\QB2008**), use the drop-down list in the **Look In** field to select **Drive C** (unless you're installing on a different internal hard drive), and then select the folder you created.

If you haven't created the folder in **Windows**, enter the *path* (drive and folder name) you want to use in the **Folder Name** field at the bottom of the **Change Installation Folder** dialog. QuickBooks will create the folder when you click **OK**.

If you're upgrading from an earlier version of QuickBooks, the installation wizard finds the previous version and makes available the option labeled "**Select an existing version to replace (upgrade)**". You do *not* have to replace the previous version ([see the discussion on this topic in Chapter 2](#)); instead you can install **QuickBooks 2008** in its own, discrete folder either by accepting the default location for new installations, or clicking the **Change** button to use your own location. Later, when you're sure everything is working properly, you can uninstall the previous version.

**TIP:** If you choose to install **QuickBooks 2008** in its own folder, not upgrading your previous version, the installation wizard gives you the option of copying printer and other important settings from the previous version to your new installation of **QuickBooks 2008**. This saves you some setup time when you begin using **QuickBooks 2008**.

*Accountants must never replace the previous version or they won't be able to support clients still using that version.*

The **Select Installation Folder** wizard window also has an option labeled “**Add service and support shortcuts to your desktop**”, which is selected by default. These shortcuts provide easy to use links to QuickBooks products and services, such as buying checks, signing up for payroll services, and so on. If you deselect the option, only a desktop shortcut to launch the QuickBooks software is saved to your desktop.

## Google Desktop Software Options

The next wizard window presents the opportunity to include the Google Desktop software in the installation process. [See the discussion in Chapter 2](#) before deciding whether to install this software, and then select **Yes** or **No** and click **Next**.

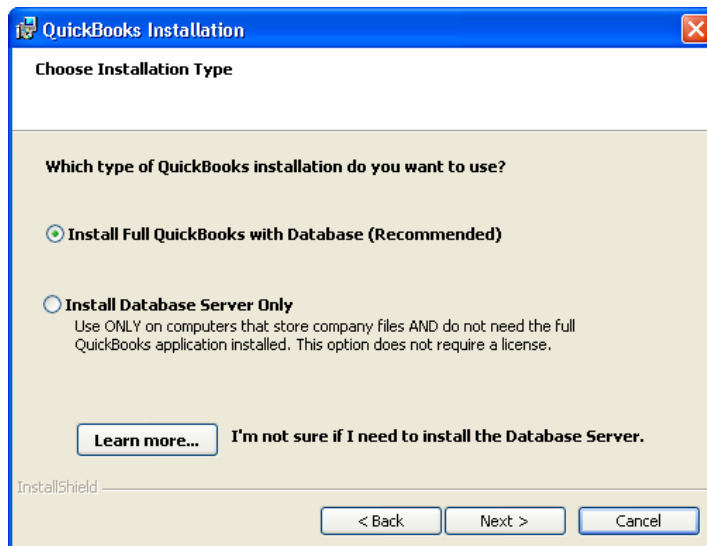
## Installation Options Summary Window

The last wizard window displays a summary of the installation details, including the folder into which QuickBooks will be installed, your license number and the product number. Click **Install** to install QuickBooks on this computer. When the software is installed, you're ready to begin using QuickBooks.

## Chapter 6: Installing on a Network Data File Server

When you select **More Than One User** in the wizard window, you have two choices for the software installation on the data file server, as seen in **Figure 7**:

- Install the QuickBooks software and the database server manager.
- Install only the database server manager if disk space on the server is a problem and you don't plan to have anyone use the server computer to work in the company file.



**Figure 7: Choose the network installation type you need.**

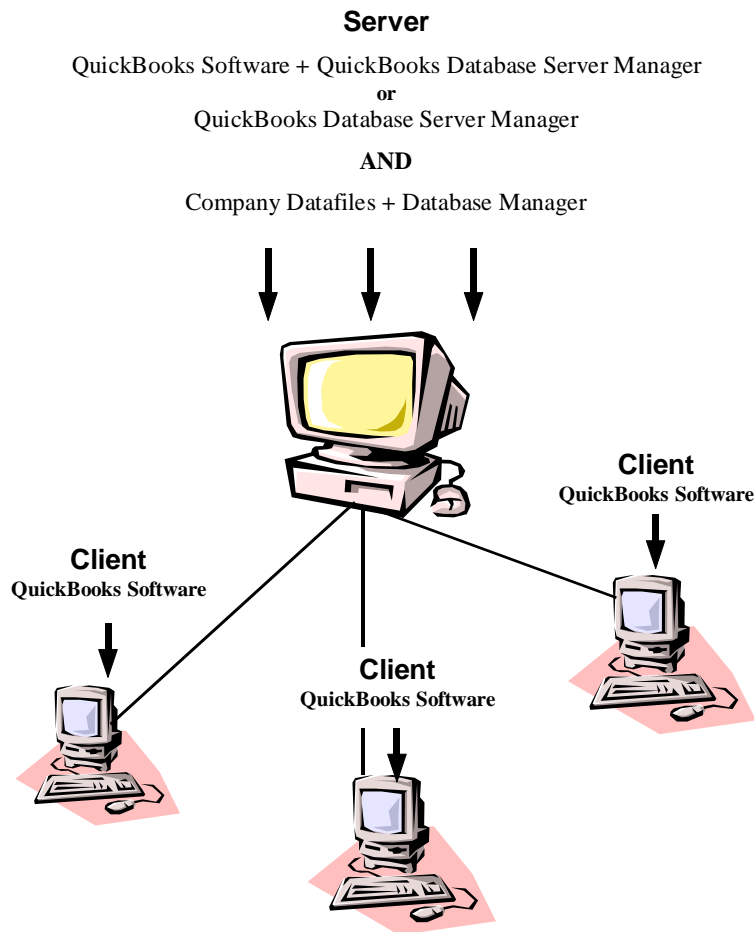
The *database server manager* is an application that manages access to all the company files on the data file server. It is not the same as the *database manager*, which manages the actual data entry for company files (discussed earlier in this document). More information about the technology and use of the database server manager is in [Chapter 7](#) of this document.

Select the option to install both the software and the database server manager to have access to the company file from the server, in addition to providing access to the company file to users working from other computers on the network. If nobody is using QuickBooks on the server, the QuickBooks software does not have to be open for other users on the network to work in the company file.

**TIP:** The advantage of installing both the software and the database server manager is that **some tasks can't be performed across the network**, and you can open QuickBooks on the server when those tasks are needed. For example, you can't update a company file from an earlier version across the network, and you can't verify or repair a company file across the network.

If you install only the database server manager, those tasks must be performed by copying the company file to a client computer, and then copying it back to the server when the tasks are completed. During that time, you need to make sure that nobody works on the company file that's stored on the server, because the work they do could be overwritten when the file is copied back to the server. To avoid this complication, it's best to install the QuickBooks software on the server, instead of opting for the database server manager only.

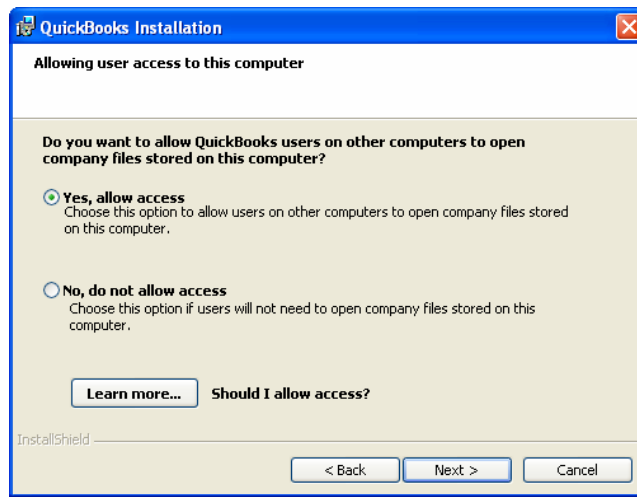
Regardless of the installation option you choose, the computer acting as the data file server works the same, offering remote users the QuickBooks data files and managing access to those files, as illustrated in **Figure 8**.



**Figure 8:** The data server computer holds the company files that are accessed by users on the client computers.

## Installing QuickBooks on the Data File Server

If you select the option to install QuickBooks and the database server, when you click **Next** the wizard asks you whether you want to allow users working at other computers on the network to access the company files you store on this data file server. As you can see in **Figure 9**, Yes is selected by default, because you selected the multi-computer (network) installation option.



**Figure 9: For installation on a data file server, specify that other network users can access the company files you store on this computer.**

The option, “**No, do not allow access**” is available in case you’re currently installing QuickBooks on a client computer on your network and inadvertently selected the option labeled “**More than one user**”. This is an easy mistake to make when you’re installing QuickBooks in a network and forget that you should use the **One User** option for the client computers. If you select **No**, the installation process installs QuickBooks as if you’d selected **One User** on the original option dialog ([covered in the previous chapter](#)).

### **Choose the Installation Folder**

By default, QuickBooks installs the software in a subfolder under the **Program Files** folder. You can change that location to one of your own choosing ([for reasons described in Chapter 2](#) of this document) by clicking **Change** to open the **Change Installation Folder** dialog (refer back to [Figure 6](#)).

If you created a folder before beginning the installation (such as **C:\QB2008**), use the drop-down list in the **Look In** field to select **Drive C** (unless you’re installing on a different internal hard drive), and then select the folder you created.

If you haven’t created the folder in **Windows**, enter the path (drive and folder name) you want to use in the **Folder Name** field at the bottom of the **Change Installation Folder** dialog. QuickBooks will create the folder when you click **OK**.

If you’re upgrading from an earlier version of QuickBooks, the installation wizard finds the previous version and makes available the option labeled “**Select an existing version to replace (upgrade)**”. You do not have to replace the previous version ([see the discussion on this topic in Chapter 2](#)); instead you can install **QuickBooks 2008** in its own, discrete folder either by accepting the default location for new installations, or clicking the **Change** button to use your own location. Later, when you’re sure everything is working properly, you can uninstall the previous version.

*Accountants must never replace the previous version or they won’t be able to support clients still using that version.*

## **Google Desktop Software Options**

The next wizard window presents the opportunity to include the **Google Desktop** software in the installation process. [See the discussion in Chapter 2](#) before deciding whether to install this software, and then select **Yes** or **No** and click **Next**.

## **Installation Options Summary Window**

The last wizard window displays a summary of the installation details, including the folder into which QuickBooks will be installed, your license number and the product number. Click **Install** to install QuickBooks on this computer. When the software is installed, you're ready to begin using QuickBooks.

## **Installing only the Database Server Manager on the Data File Server**

If you selected the option “**Install Database Server Only**”, when you click **Next**, the wizard displays the **Select Location** window. You can change the default location to one of your own choosing, as described earlier, but because this installation option doesn't install the software components it's less important to isolate the installation folder. Click **Next** to display the **Summary Wizard**, which contains the location for the database server manager software. Then click **Install** to begin installation.

When the database server manager has been installed, the wizard displays a success message, accompanied by the message that QuickBooks will launch a utility to help ensure optimal configuration. Click **Finish** to launch the utility and complete the installation.

The utility referred to in the wizard's message is the **Database Server Manager Monitor Utility**, which is covered in [Chapter 7](#) of this document. When that task completes, the database server manager monitor utility opens; read Chapter 7 to learn about working with this administrative tool.

## **Installing on the Client Computers**

You have to install QuickBooks on the computers that are used by the people who work on the company file that's located on the data file server. These are called client computers. During setup, select the installation option labeled **One User**.

You can create a data file server and a client computer even if you have only one user working in QuickBooks in your organization. Many companies store all user data, for all software applications, on a single server to make it easier to back up all the documents created by users. Users open software on their own computers and access data files from the server. The data file server/client user paradigm is not reserved exclusively for companies that have multiple users accessing QuickBooks files simultaneously from multiple computers.

## Chapter 7: Working with the Database Server Manager

The database server manager actually has two components:

- The database server manager, which controls access to the company files across the network. This program runs as a **Windows** service, and starts automatically when you start the computer.
- The server manager monitor utility, which is a software component of the database server manager that provides a way for users to access, configure, and control the database server manager. To access the monitor utility, you must be logged on to the computer as an **Administrator**.

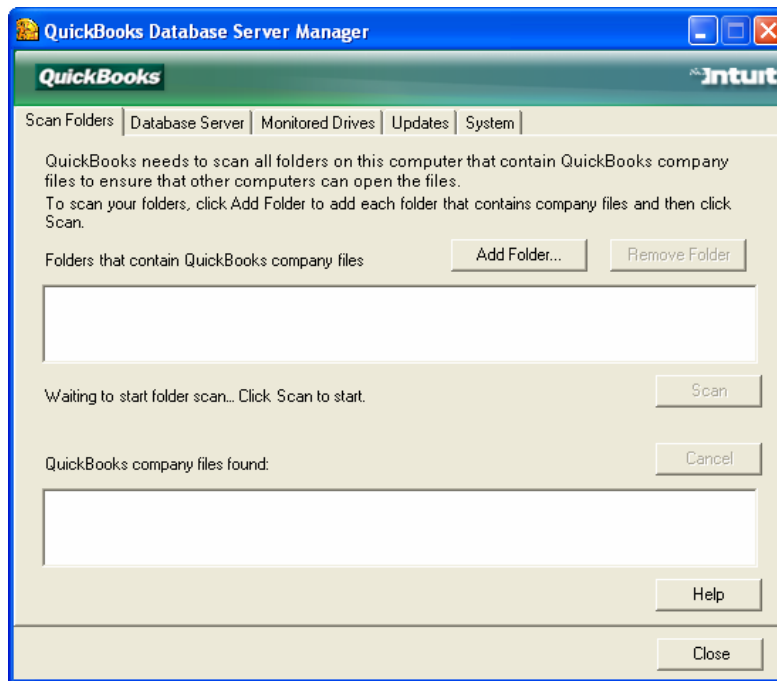
In a network environment with a data file server acting as a host for the company data files, QuickBooks tracks location information for every QuickBooks data file (using the server's **IP Address** for the location) and it writes that information to a file called a **Network Descriptor (ND)** file. The filename is in the following format: **<CompanyFileName>.QBW.ND**. If an **ND** file doesn't exist for a QuickBooks company file, client users on the network may see an error message when they attempt to open the file across the network.

The **Database Server Manager Monitor Utility** monitors the drives on the server to make sure new data files are given the **ND** files required for network user access. You can open the monitor utility to configure the server monitor, to perform a manual scan of data files, and to update the database server manager. You must be logged into **Windows** as an **Administrator** to use the monitor utility.

A shortcut to the database server monitor utility is in the **QuickBooks** folder on the **Programs** menu (the name of the shortcut is **QuickBooks Database Server Manager**). If you install only the database server manager on the network data file server, that shortcut is the only shortcut in the QuickBooks program folder.

*When you install QuickBooks as a **One User** installation, or as a client installation for a network, the database server manager is listed in the **QuickBooks** folder on the **Programs** menu, but you have no reason to open it (unless you convert the installation from a standalone to a network hosting installation, which is covered later in this document in the section "[Converting a Standalone Installation to a Network Host](#)").*

When you select the **QuickBooks Database Server Manager** from the **QuickBooks** folder on the **Programs** menu, QuickBooks opens the utility's window, which is seen in **Figure 10**. (This is the same window you see at the end of the installation process for the **Database Server Manager Only** installation option.).



**Figure 10: Use the Monitor Utility to manage the Database Server Manager.**

### ***Scan Folders Tab***

Use the **Scan Folders** tab to specify the folders that have QuickBooks data files, and to initiate the first scan of those folders. During the scanning process, the database server manager creates **ND** files for every QuickBooks data file that requires an **ND** file.

You must scan the folders after you've installed **QuickBooks 2008** on a data file server and then copied QuickBooks company file to the server. After the initial scan, the monitoring service will watch for new files and create the needed **ND** files.

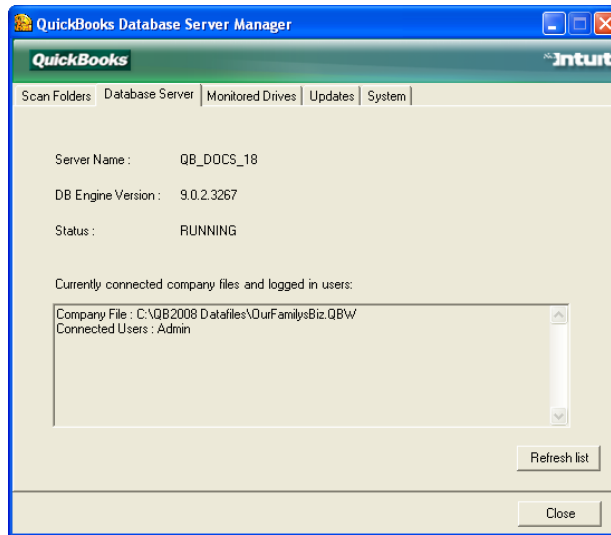
To specify the folders that hold QuickBooks data files, click **Add Folder** to open the **Browse for Folder** dialog. Expand the **Computer** folder and navigate to the drive(s) and folder(s) that contain company files.

If you have multiple folders that contain **QuickBooks 2008** data files, you have to select them one at a time, adding the first folder, then repeating the process by selecting the next folder, and so on.

When all of the folders are selected, click **Scan**. The database server utility scans those folders and creates **ND** files for all **.QBW** and **.QBA** files. The database server manager creates a new **ND** file for every file, *overwriting any existing ND files*. When the scan completes, all the files that were given **ND** files are listed in the **QuickBooks Files Found** section of the dialog.

### ***Database Server Tab***

The **Database Server** tab displays the current statistics of the database server (the tool that interacts between the user and the data file), and the status (which should say **Running**). In addition, the tab displays the company file currently being used and the name of the QuickBooks logged in user (see **Figure 11**).



**Figure 11: The Database Server tab provides information about the status of the server.**

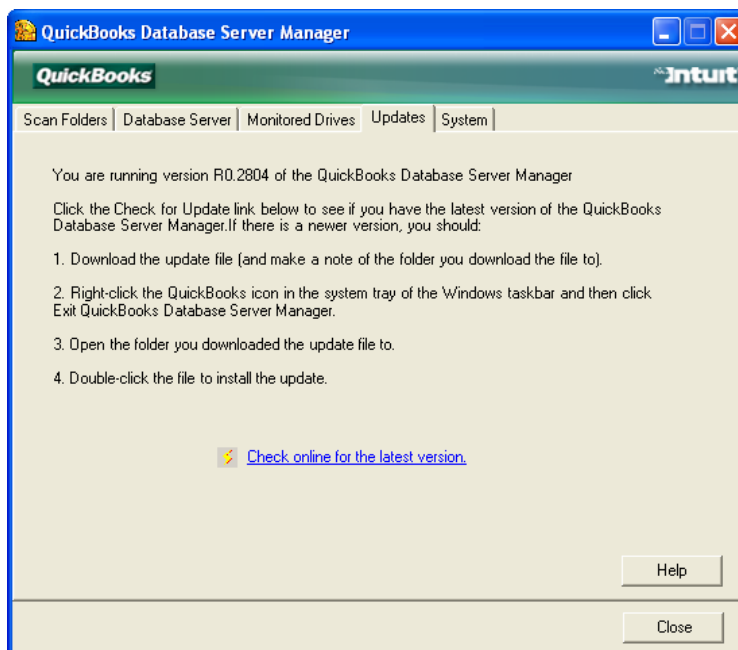
### ***Monitored Drives Tab***

By default, the **Monitored Drives** tab selects every hard drive it finds on the computer (including USB hard drives). After the initial scan, the selected drives are monitored constantly to see whether a new **.QBW** or **.QBA** file has been added to the drive.

Deselect any drives that don't store QuickBooks datafiles so the database server manager monitors only the drives that need a watchful eye. You cannot use a USB drive as the location of the company file.

### ***Updates Tab***

The Updates tab (see **Figure 12**) provides a link to the **QuickBooks 2008** Updates web site, where you can check for, and download, updates for the database server manager if you didn't install the QuickBooks software on the server.



**Figure 12: Use the Updates tab to update a server that only has the database server manager installed.**

If you installed the QuickBooks software in addition to the database server manager, both the software and the database server manager are updated when you update the QuickBooks software on the data file server.

However, if you installed only the database server manager you don't have an automatic **Update** feature built into the software and you must update the application manually. On the **Updates** tab, click the link labeled **Check Online for the Latest Version**. The **QuickBooks Product Updates** web page displays a link labeled **What's New in Release X**, where X is the number of the latest update version. If that number is higher than the version number displayed in the **Updates** tab of your installation, you need to update the database server manager. Follow the instructions on the **Update** tab to download and install the update.

# Chapter 8: Convert a Standalone Computer to a Network Host

It's not unusual for a company to install QuickBooks on a single computer, and then create a network environment later. This happens for various reasons, such as the need to add network users because business has increased, or because you want to use the computer that holds QuickBooks as a data file server for multiple software applications and let your single QuickBooks user work from another computer on the network.

You can convert a standalone installation of QuickBooks to a network host. This conversion requires the following easy steps:

- Create a shared folder to hold the company file.
- Enable the QuickBooks hosting feature.
- Scan the computer to create **ND** files.

## Preparing a Shared Data Folder

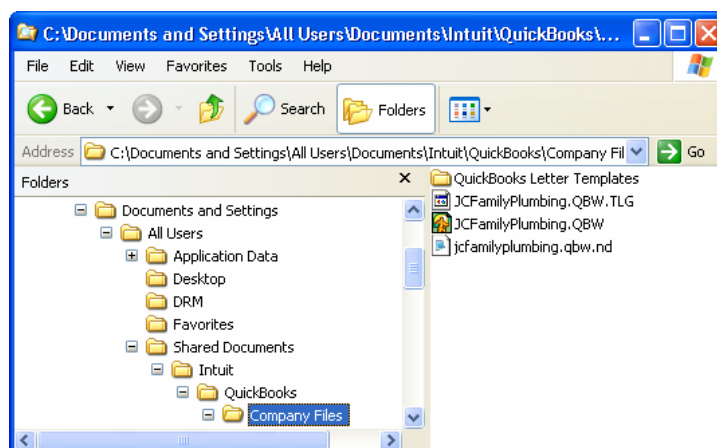
Data files for network users should be in a convenient location on the computer's drive, so that it's easy to locate the folder from remote computers, and it's easy to back up the folder every day.

If the company files on the computer are currently stored in the location QuickBooks chooses by default in a standalone installation, you should move them to a new, more convenient location. By default, QuickBooks stores your company files in the **All Users** folder tree, specifically:

- **\Documents and Settings\All Users\Documents\Intuit\QuickBooks\Company Files** in Windows XP.
- **\Users\Public\Documents\Intuit\QuickBooks\Company Files** in Windows Vista.

It's best to create a folder on the hard drive for your shared company files (such as **C:\QB2008Data**).

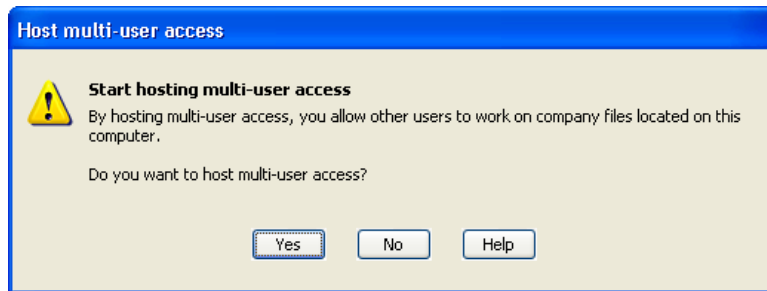
Copy the files from the old location to the new location. When you navigate through the **Computer** folder to find the existing files, you should understand that **Windows** names the **Documents** subfolder in the **All Users** folder "**Shared Documents**", but the path that displays at the top of the **Computer** folder calls that subfolder "**Documents**", as seen in **Figure 13**.



**Figure 13: If your data files reside in the default location, move them to a more convenient folder.**

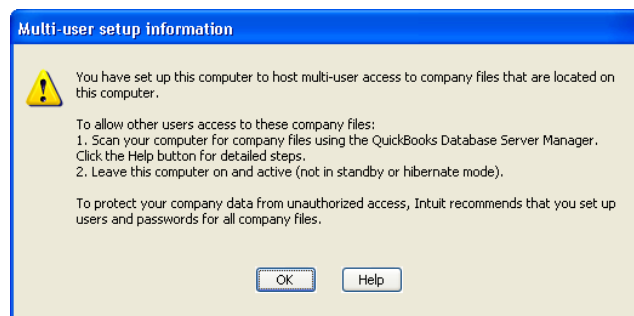
## Enabling QuickBooks Hosting

To convert the standalone QuickBooks installation to a multi user host, open QuickBooks and choose **File > Utilities > Host Multi-User Access**. QuickBooks displays the dialog seen in **Figure 14**, asking you to confirm your decision.



**Figure 14: Switching a single computer to a network host is a major step, so QuickBooks wants you to confirm the decision.**

Click **Yes** to let QuickBooks perform the conversion tasks, which takes a few minutes. When the software is configured for hosting, QuickBooks displays a dialog seen in **Figure 15** to inform you of the success of the task and provides information about running this computer as a network host for QuickBooks files.



**Figure 15: This computer has been converted to a data file server.**

Close QuickBooks and restart the computer to launch the **Server Monitor** as a **Windows** service, and to enable the **Database Server Utility**.

Log on to the computer as an **Administrator** and choose **Programs > QuickBooks > Database Server Manager** to open the **Database Server Monitor Utility**. [Use the instructions that appear earlier in this document](#) to select and scan the folders that hold QuickBooks data files, and to select the drive(s) that should be monitored. Then you can log off and log on as an ordinary user to perform your work (although you cannot use the monitor utility again unless you're logged in as an **Administrator**). Remember that when QuickBooks is hosting network users, it's not necessary for QuickBooks to be running.

## Appendix A: Special Care with *Fixed Asset Manager* and *Financial Statement Designer*

In QuickBooks 2008 and earlier, several functions do not follow the behavior of other company files when QuickBooks is implemented in a network installation.

These functions are the **Fixed Asset Manager** and the **Financial Statement Designer**. These features do not handle their data files in the same way as the main QuickBooks program.

Special care needs to be taken in implementing these features, and details are provided in the FAQs document (“Frequently Asked Questions on QuickBooks® 2008 Network Installations”) that is made available at Intuit download sites, such as <http://support.quickbooks.intuit.com/support/networking/>.

## Disclaimers and Copyright

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