

QuickBooks 2006 Data File Scanning Utility

Purpose

The QuickBooks 2006 Data File Scanning Utility is designed to help users of QuickBooks 2006 create appropriate access via the QuickBooks database in a batch operation. This documentation provides additional background as well as instructions for running the utility.

Background

Why is this utility necessary?

The database that runs QuickBooks 2006 adds a great deal of power to QuickBooks, but that same advanced technology adds some complexity over the database that acted as the underpinning for previous versions of QuickBooks. That complexity can present complications to some QuickBooks users who are running QuickBooks on a network, especially those who are working with multiple company files (as with an accountant or bookkeeper).

When a QuickBooks user is at one computer, using a company file on another computer on the network, the QuickBooks database insists on stringent technical requirements to ensure that communication between the user and the data file is clean, fast, and accurate. One of the requirements for this communication is a high level of permissions on **the computer that holds the data**. (The user already has a high level of permissions on the computer that he or she is using, or else QuickBooks would not open.)

Many companies do not want to provide a high permission level on the computer that holds the data, because good network security practices discourage that step. In addition, for businesses (like accounting firms) that have many users accessing data files, or several computers containing data, it requires extra administrative work to provide permissions for multiple individual users.

An alternative to the requirement of advanced permissions for each individual user is to open QuickBooks on the computer that contains the files, and then open each file once. After a file has been opened, QuickBooks automatically creates a companion file with the extension **.ND** (as a result, a company file named **MyBiz.QBW** also has a file named **MyBiz.ND**). When the **ND** file exists, QuickBooks lets remote users open it, regardless of their security and permission settings on the data file computer.

If you have many company files, opening each one with QuickBooks on the data file computer can be burdensome, so Intuit has provided a utility to create the **ND** files automatically without requiring you to open QuickBooks and then open each file.

Additionally, for accounting firms that frequently add files from clients to the data file servers, periodically running the utility eliminates the need to track which files are new and have to be opened on the server.

Using the File Scanning Utility

The file scanning utility must be run on the computers that hold data files; you cannot run the utility over the network from the computers that access those data files.

Download the installer to a convenient location (such as the desktop) on your system.

Password Protected File

If you are downloading a version of the Utility that requests a password before you can begin the installation, the password is

QuickBooks

Specifically, the file you download will be **QBDBSvrPrepInstall.zip**. When you open this WinZip file and extract the file (with a name such as **QBDBSvrPrepInstall.exe**), you may be asked for a password. Once you enter the password, continue as shown.

Step-by-Step Instructions

Please follow these steps to install and run the program:

1. Run the installer by double-clicking its listing in the folder you downloaded it to. This will begin a standard software installation process as shown in Figure A.

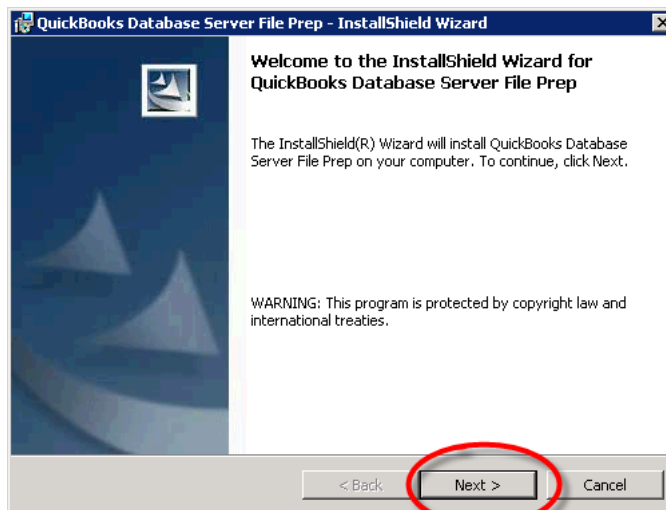


Figure A. The Executable File Starts the Installation Process

2. Click the next button in the install wizard to proceed with the installation. When the install is complete the dialog shown below (Figure B) will appear. Click the check box to run the utility immediately.

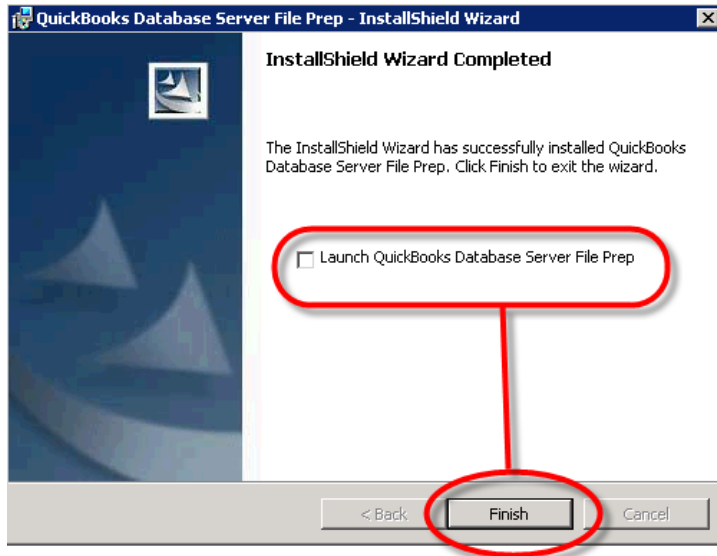


Figure B. Install Finished with Option to Start the Utility Immediately

3. When the install is complete, if you wish to run the utility again, you will find a link to it in the QuickBooks program group from the Start menu as shown below (Figure C)

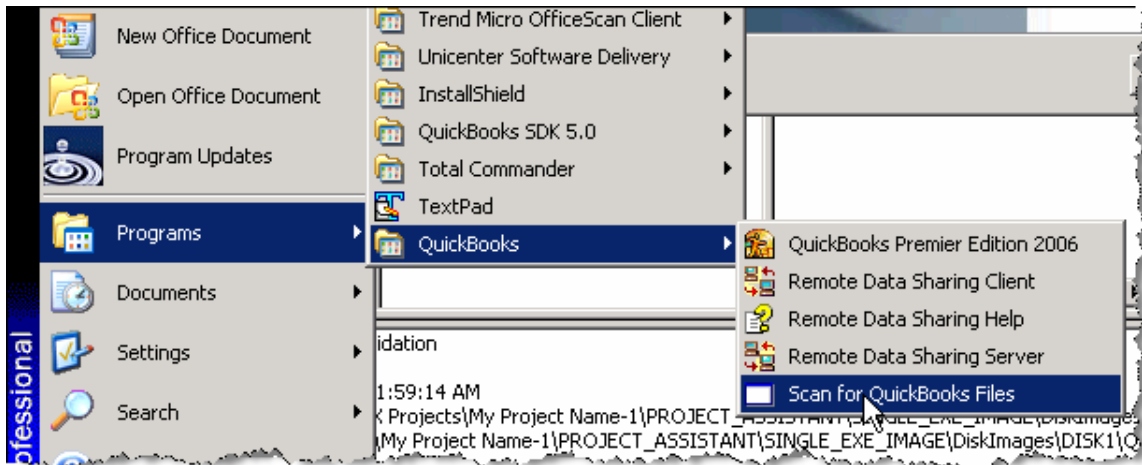


Figure C. Run the Utility from the Start Menu

4. In the **QuickBooks DataBase Server File Scan** dialog, the utility identifies the computer name, and lists the IP Address of the computer. (Figure D)
*An IP Address is a unique ID for a computer on a network. No two computers on the network have the same IP Address, making it possible to pinpoint a particular computer when you need to. If you see more than one IP Address listed, see the section **Resolving Multiple IP Addresses**, below.*



Figure D. The QuickBooks Database Server File Scan Dialog Box Identifies the Machine's IP Address

5. Click **Add** to display a list of drives on this computer. The utility lists all the drives that are displayed when you open **My Computer**, which means that mapped drives (which are folders on other computers) are also listed if they exist. **Note:** You cannot run the utility on a *mapped* drive; it only works on a real drive on this computer (called a *local drive*).
6. Double-click the drive that holds the folder for QuickBooks 2006 data files on this computer, to display a list of folders for that drive.

7. Select (click) each folder that has QuickBooks 2006 data files and click **Add**, to build a list of folders for the utility.

Most accounting firms have only one folder holding QuickBooks 2006 data files, with subfolders for each QuickBooks 2006 client. However, some accounting firms create data folders the other way around—creating a folder for each client; some have 2006 data files, others have data files from earlier versions of QuickBooks. If you use client folders in this way, select each folder that may have QuickBooks 2006 data files.

8. Click **Run Now** to begin.

The utility scans the folders you specified, including any subfolders, looking for **.QBW** files. For each **QBW** file it finds, the utility creates an **ND** file. If any folder you specified contains QuickBooks data files from earlier versions of QuickBooks, the **ND** file is created for those files also. For data files created in earlier versions of QuickBooks, the presence of an **ND** file is harmless (it will never be used).

When the program finishes, it displays a dialog telling you the number of **ND** files it created. Click **Exit** to close the program. (If you want to audit the process, you can click **Show Log** to see a list of the files the utility created before clicking **Exit**.)

Note: You need to re-run this utility *whenever you add new QuickBooks 2006 files to a folder* (or open QuickBooks on the data file server and open the new files manually).

Appendix: Details on Selected Topics

The above section on “Using the File Scanning Utility” includes several topics which are explained in more detail following.

Resolving Multiple IP Addresses

In some cases the **QuickBooks DB Server File Scan** dialog may display more than one IP Address . (Click the arrow to the right of the **IP Address** listing to see if other addresses exist.) If there are multiple IP addresses, it means this computer has two **Network Interface Cards (NICs)**, each of which has its own unique IP Address.

Computers with two NICs are not common in small or medium size businesses. They are usually found in large corporate enterprises, and they are referred to as ***multi-homed computers***. Often one NIC runs the “regular” corporate network and the other NIC connects to the Internet (usually to maintain a Web site), to another separate network run in the company, or to other pathways that the computer needs to communicate outside its primary network.

You must tell the utility which IP address you want it to run on, and unfortunately, you cannot make an accurate distinction working on the multi-homed computer. Instead, go to another computer on the network, so you can identify the IP Address for the NIC that is "talking" to your network.

At another computer on this network, open a command window (Figure E) using *either* of the following methods:

- Choose **Start > All Programs > Accessories > Command Prompt**.
- Choose Start > Run, and enter **cmd** in the Open box, then click OK.

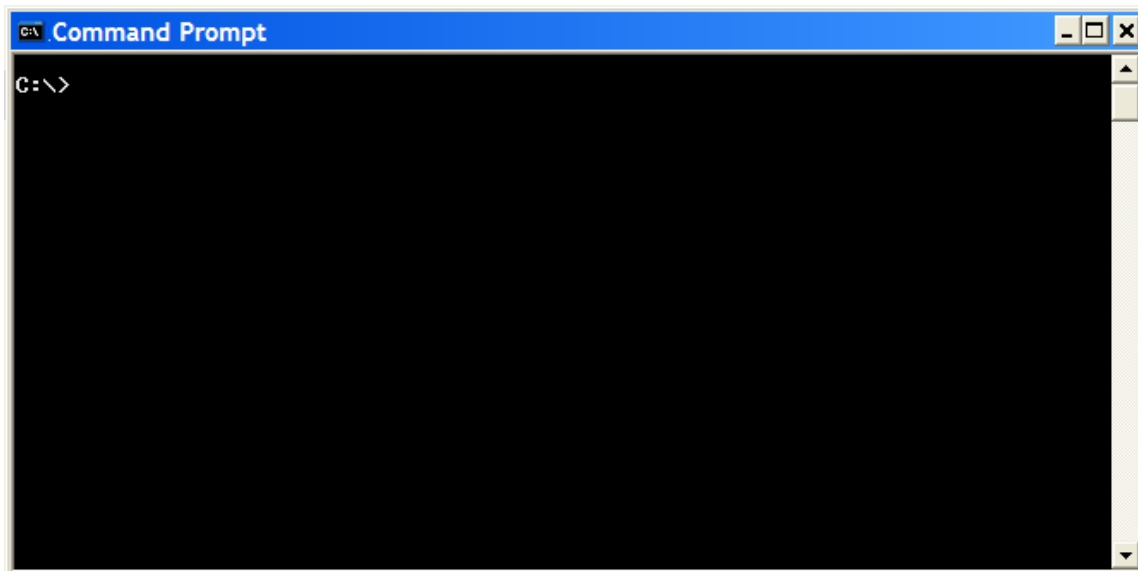


Figure E. The Command Window

When the command window opens (see Figure E), enter **ping** *ComputerName*, substituting the name of the computer for *ComputerName*. (Note the space between **ping** and *ComputerName*.) Use the computer name that appeared in the **QuickBooks DB Server File Scan** dialog. (Figure B.)

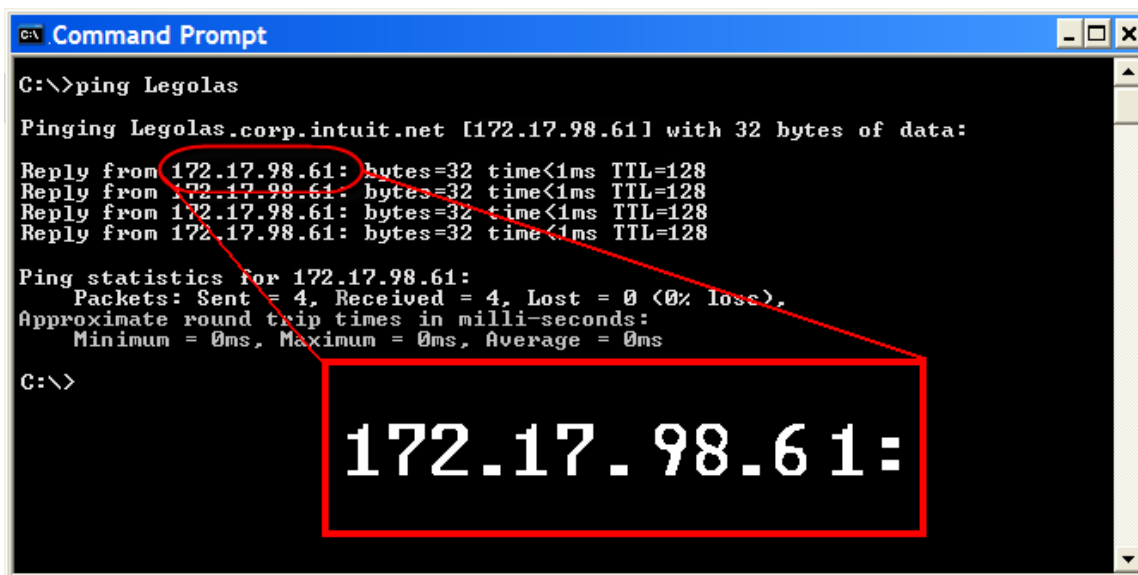


Figure F. Pinging the Computer by Computer Name to Determine IP Address

The system pings (makes contact with) the data file server you named by sending packets of data four times, but the important information is the IP Address the Ping program displays as it contacts the computer. Write this address down, return to the data file computer, and select this IP address.

If the **Ping** command displays an error message, such as "Host Not Found", you entered the name of the server incorrectly. Enter the command again, without making a typing error.

Choose Folders to Scan

Once have selected the correct IP address for the server, the next step is to select one or more folders for the utility to scan for QuickBooks company files. Select a folder by clicking the **Add...** button which will present us with a standard Windows folder browser as shown below.

(Note that you can distinguish a local disk from its icon as compared to a mapped network disk with a different icon *and* the description "*share on server*" (circled in Figure G).

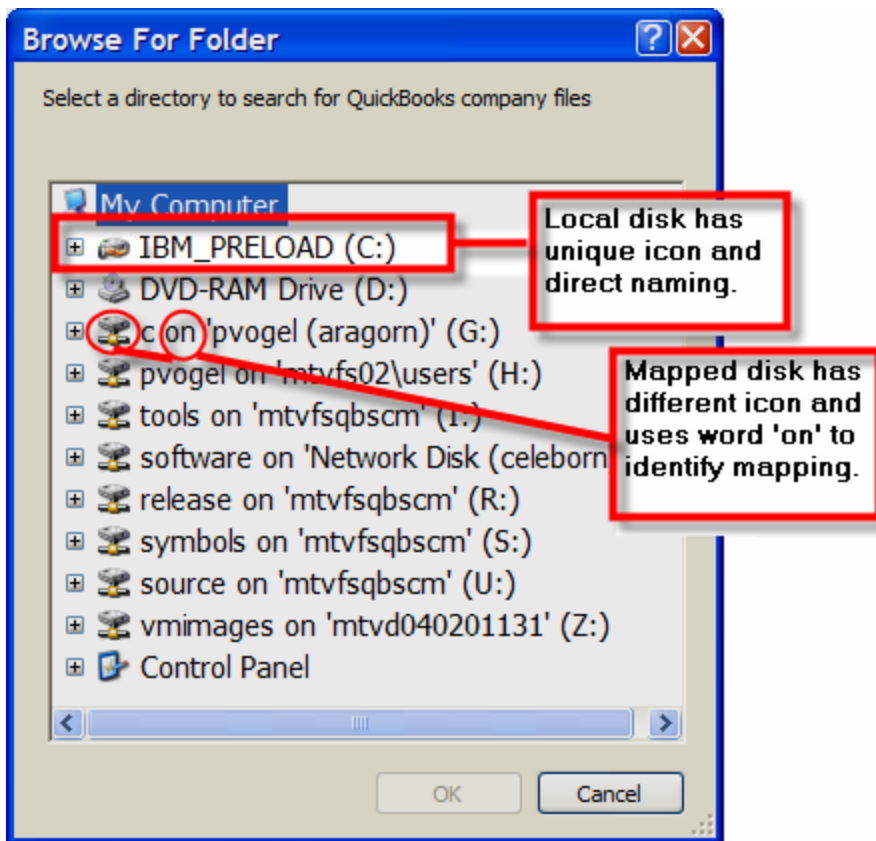


Figure G. Differentiating Local from Mapped Disks

If you inadvertently select a folder from a network path, the utility will identify the problem, as shown in Figure H:

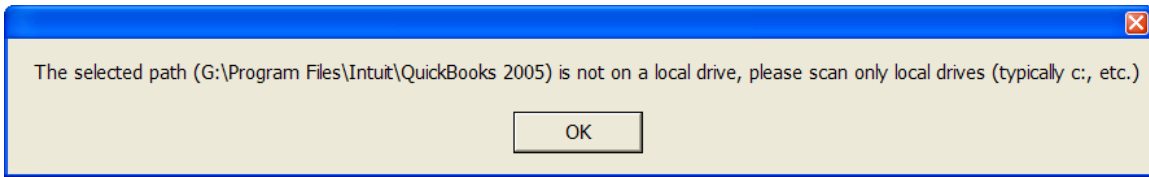


Figure H. Warning on Mapped Drive

For the purposes of discussion, assume a **SUPPORT** folder on **drive C:** that contains another folder **test** which, in turn contains three more folders: **test1**, **test2**, and **test3**. The **test** folder also contains two company files, and each of its subfolders contain one additional company file, for **a total of 5 company files** in the **c:\SUPPORT\test** folder hierarchy. If you select the **test** folder, as shown below in Figure I, and click the **OK** button in the browser, the utility will find and create ND files for all five company files.



Figure I. Browse for Folder

Having selected a directory, it is added to the list of directories to scan. If you keep all your company files in one common tree of folders, then you need only tell the utility about the top of that folder tree. (**Note:** it is not recommended that you select the root folder (\) of any drive as that requires the utility to scan your *entire* hard drive which can be quite time consuming.) The result of adding a folder to the list of folders to scan is shown in Figure J below:

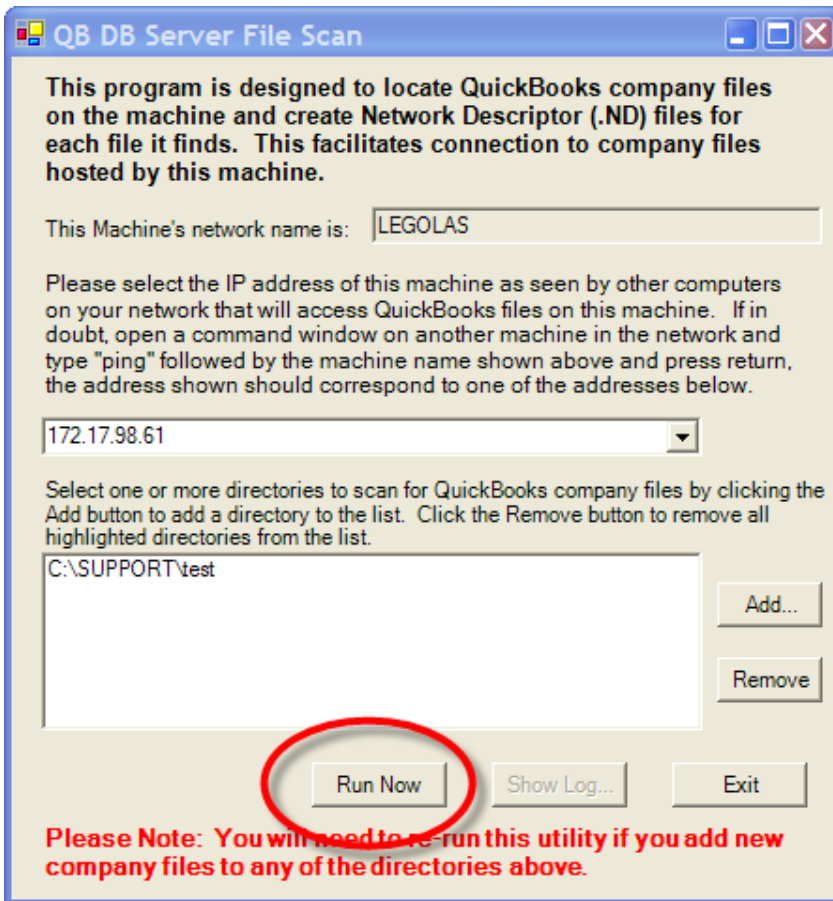


Figure J. The QuickBooks Database Server File Scan Interface

Note that the directory has been added and the **Run Now** button is now enabled. If you click **Run Now** the button will change to indicate that the application is running and it will traverse the **C:\SUPPORT\test** folder tree and generate **ND** files for each QuickBooks company file it finds, as shown in Figure K:

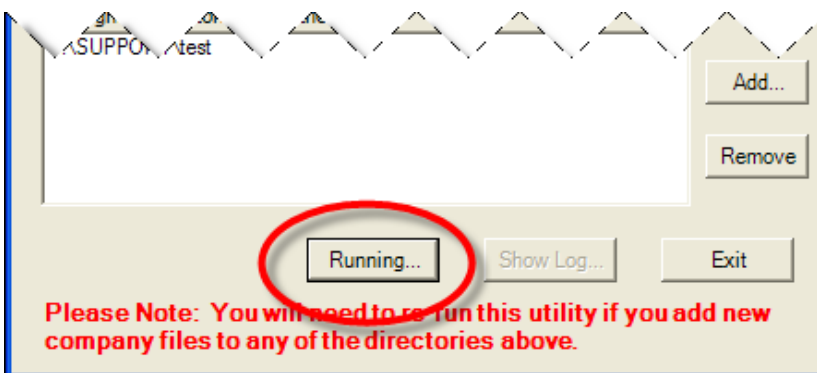


Figure K. The Utility is Running

When the operation is complete, a message box will appear showing the total number of **ND** files created, as shown in Figure L:

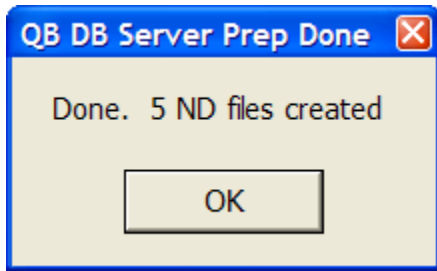


Figure L. Completion of the File Scan

At this point, the process is complete and you should be able to access files on this server in recommended mode, the **Show Log...** button will show the log from the most recent run of the utility – this is provided to assist support in diagnosing problems should they occur or to satisfy the curious. The utility can be closed by clicking the **Exit** button. Note that if you add new company files to your server you will need to re-run this utility or open them once using QuickBooks on the server to create the correct **ND** file.

* **Note on Screenshots:** Taken from a Windows 2003 system for demonstration purposes only, some screens have been edited for legibility. Directory and folder locations will vary on your machine. Appearance of dialog boxes will vary slightly with different versions of the Windows operating system.

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2/27/06