



Intuit® QuickBooks® 2009 Software Installation Guide

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Welcome

This guide is designed to support users installing **Intuit QuickBooks: Pro or Premier 2009** 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 versions of QuickBooks running simultaneously and to maintain a large number of different QuickBooks datafiles (or company files) in support of multiple clients.

What Has Changed? A number of minor adjustments in Installation routines, dialog boxes, and several behind-the-scene minor programming changes have been made in QuickBooks 2009. User experience should not differ from QuickBooks 2008. Users of the add-on Intuit Statement Writer should refer to our coverage in the Appendix.

This QuickBooks 2009 Installation Guide has been lightly revised from the 2008 edition.

Note: Users of **QuickBooks Enterprise Solutions 9.0** should refer to the Enterprise Solutions Web site for support materials on installing that product:

<http://www.quickbooksenterprise.com>

Disclaimers and Copyright

The information contained in this Installation Guide is intended to help QuickBooks users and their support personnel install and configure QuickBooks, with special attention paid to network installations and the needs of accounting, bookkeeping, and consulting professionals. This document reflects the views and understandings of Intuit at publication. Intuit cannot guarantee the accuracy of any information contained herein, and changes may have occurred after the date of publication.

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Introduction

This document covers the following QuickBooks 2009 subjects for both single-computer and network installations:

- The 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 Components

QuickBooks 2009 contains multiple components. 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 components are divided between the computer that holds the data files and the computers that access that computer. The following components are included in your QuickBooks environment:

- QuickBooks software
- QuickBooks software database
- Database manager
- Data (company) file host
- Data (company) 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. It is the container for the data you create as you work in a company file. The database stores your data in a logical manner, maintains the links between various types of data, and provides data retrieval services when you need reports.

Examples of links between data include:

- Vendors and their linked bills and payment checks
- Customers and their linked invoices and payments
- Items and their linked income accounts

The Database Manager

The database manager is a software component that manages the database (which, in turn, manages the company file). It is intelligent about the nature of the QuickBooks database, so it can make 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

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 host computer. Hosting has to be set up by the user, either during installation of the software or by using commands within QuickBooks. 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 certain QuickBooks 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.

Choose a Location for the QuickBooks Software

Before you begin installing QuickBooks 2009, give some thought to the installation location (the folder in which you want to install the software). By default, QuickBooks 2009 is installed in its own subfolder under the Program Files folder on your computer, which is a standard location for program files on Windows computers.

You can change the default location during the installation process, and many QuickBooks users prefer to create a different folder to hold the QuickBooks software files. However, note that if QuickBooks is installed in a location different from the default, it can be more difficult to find specific software files (especially if you're working with QuickBooks support personnel to try to solve a problem).

You can create a different QuickBooks software folder before you begin the installation process, or let the installation wizard create the folder for you during installation.

Upgrade an Older Version of QuickBooks

If you're updating a previous version of QuickBooks, you can given a choice during installation of installing QuickBooks 2009 in the same folder as that previous version, replacing the previous version, or installing QuickBooks 2009 in a new folder, allowing you to keep and use both versions.

However, if you replace a previous version and have any problems with QuickBooks 2009, you can't "roll back" to your previous version to continue to run your business until you resolve the problems.

TIP: An alternative plan is to install in a new folder for this installation 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 2009 you can always return to the previous version (and the previous data files) to keep working while you solve any QuickBooks 2009 installation or file access problems. Later, when things are running smoothly in QuickBooks 2009, you can uninstall the previous version of QuickBooks and delete the old data files.

Accounting firms must always create a new folder for the QuickBooks 2009 software to keep all the versions of QuickBooks in their own separate folders. Otherwise, they can't continue to support clients using previous versions.

Should I install Google Desktop?

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 (more types of data than the QuickBooks Find function). 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 can take 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 very noticeable.

Chapter 3: Prepare for Network Installation

If you're using QuickBooks 2009 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.

Note: 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."

Designate 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).

Create and Share 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 (users on other computers connected within the same network) when they open the icon in Windows Explorer 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 data (company) files on a network is much easier if you don't put them in the folder that QuickBooks uses as the default data folders.

- 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**

If you use a file folder in a more convenient location (such as creating a folder C:\\QB2009Data or C:\\QB2009CompanyFiles) QuickBooks learns and remembers your preferred location, and heads there automatically after you've saved or opened a company file in that location.

Create 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. QB2009ClientFiles). If an accounting firm opens a client file in a version of QuickBooks that's newer 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 2009, just move the client's subfolder into the QuickBooks 2009 data folder.

Share 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).

Note: 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 (for example, **QBData**) and then create a subfolder for each version of QuickBooks (**\QBData\QB2009**, **\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.

Set 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 also required when you're working in QuickBooks.

Share 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: Sharing a folder in Windows XP" on page 12.

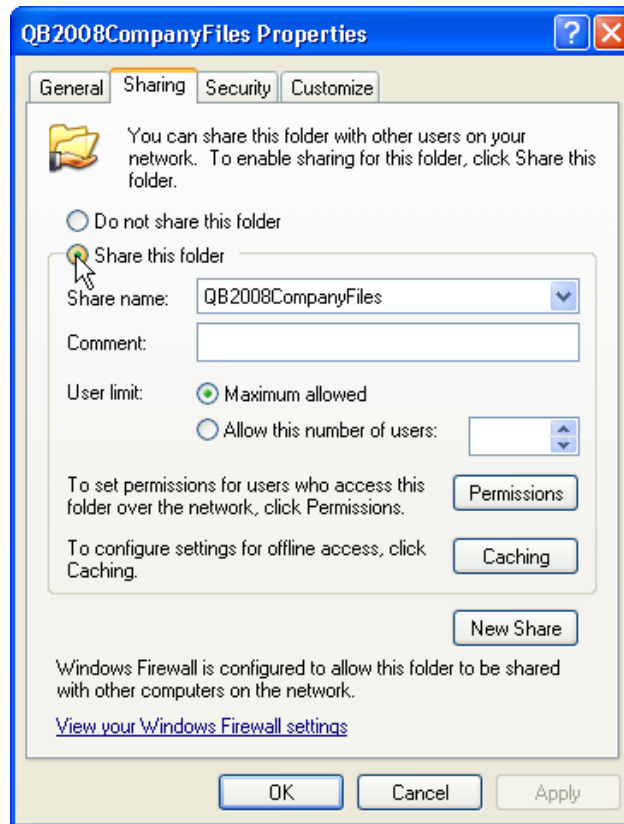


Figure 1: Sharing a folder in Windows XP.

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.

Set 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 system.

Share Folders and Set 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 window for a peer-to-peer network; if you're running a domain, the appearance and content may vary.

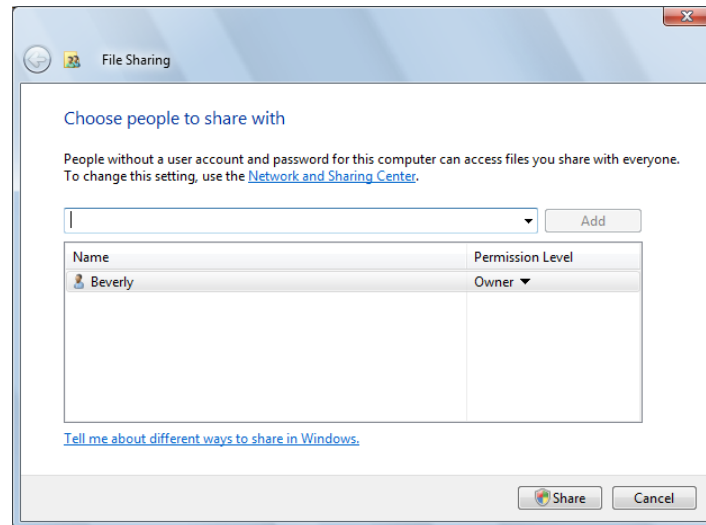


Figure 2: Windows Vista establishes permissions as part of the process for sharing a folder.

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**.

Share 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 window shown in "Figure 3: For Simple File Sharing, the permissions are less specific." on page 14.

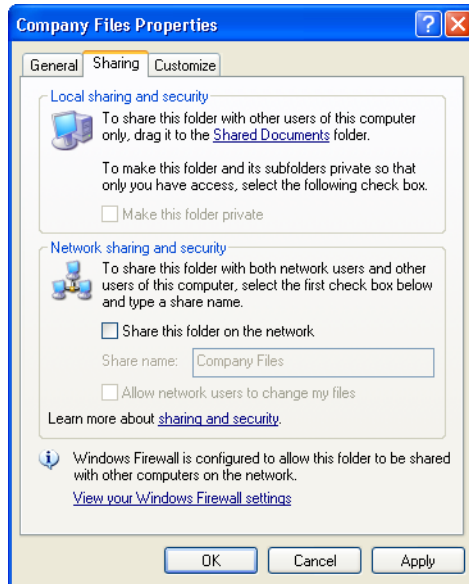


Figure 3: For Simple File Sharing, the permissions are less specific.

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.

Map 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 removable 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** window. This makes it easy for QuickBooks users to find the shared folder on the file server when they use the **Open** window 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 window (the window in Figure 4 is from Windows Vista, but all versions of Windows offer the same options even though the window looks different).

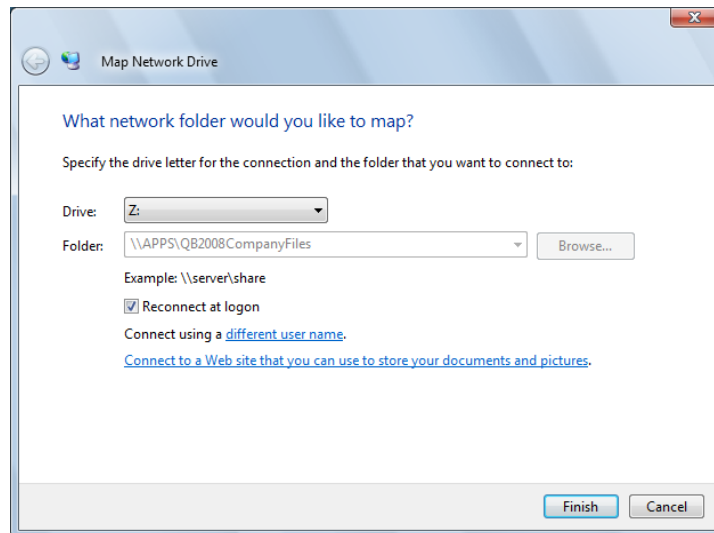


Figure 4: Mapping a drive to the data folder on the server makes it easy to connect to the company files.

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 (QB2008Files, QB2009Files, 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: Install the QuickBooks Software

Note: Before you begin to install QuickBooks, you must be logged in to the computer where you're installing it 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 2009. Updates are issued periodically to correct problems and add features. If you're installing QuickBooks 2009 in the latter part of December of 2008, or at any time afterward, 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 then click **Next** to continue.

Choose the Type of Installation

The next wizard window (see "Figure 5: Select single computer or multi-computer installation." on page 17) asks you to select the type of installation you're performing.

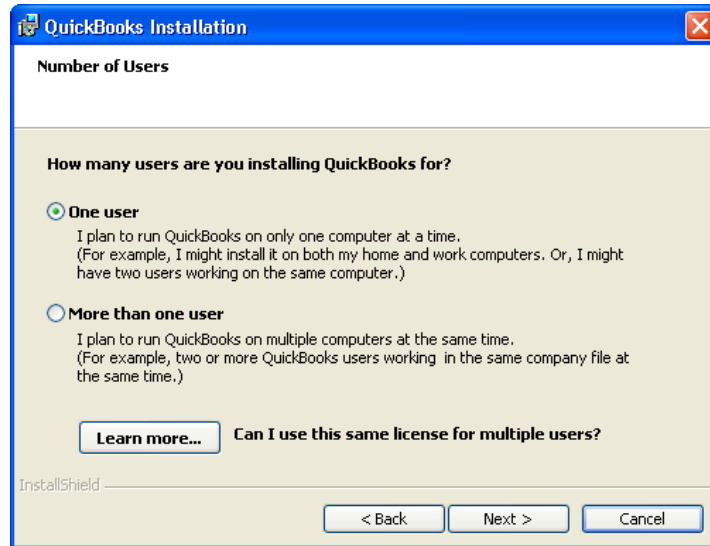


Figure 5: Select single computer or multi-computer installation.

- **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 common in businesses where an employee enters data as transactions occur, and a bookkeeper or owner opens QuickBooks on the same computer periodically. These users never access the company file simultaneously. You also use this option to install QuickBooks on the "client" computers on a network when the company file isn't located on the client computers, but on the computer that's acting as a datafile server for the network.
- **More Than One User.** This option means multiple users, working at multiple computers (a network), will be accessing your company file simultaneously. Select this option when you install QuickBooks on the computer you've designated as the datafile server for QuickBooks, as discussed in "Chapter 3: Prepare for Network Installation" on page 9. For the client computers, use the One User Option.

Note: 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: Install on a Standalone Computer," on page 18, covers the One User installation (for single, standalone computers or "client" network computers). "Chapter 6: Install on a Network Data File Server," on page 20, 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 Intuit.

Chapter 5: Install on a Standalone Computer

To install QuickBooks on a single computer that will not hold a datafile shared simultaneously by multiple users, select the **One User** option, and then click **Next** to display the License Number and Product Number wizard window. Enter the **License Number** and **Product Number**, and then 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 window seen in Figure 6.

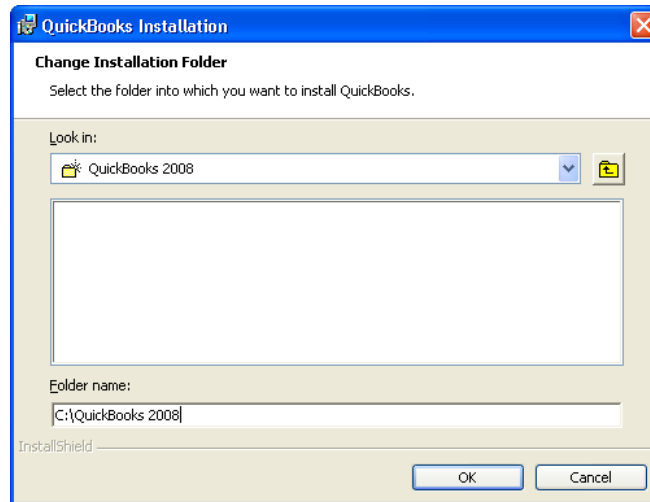


Figure 6: Select or create a folder to use for the QuickBooks software.

The Look In field displays a folder named QuickBooks 2009, which is the name of the subfolder QuickBooks creates if you choose the default location (the actual path is C:\Program Files\Intuit\QuickBooks 2009).

If you created a folder before beginning the installation (such as C:\QB2009), 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 **Select an existing version to replace (upgrade)** option. You do not have to replace the previous version (see the discussion on

this topic in “Chapter 2: Pre-Installation Decisions,” on page 7); instead you can install QuickBooks 2009 in its own, separate 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 2009 in its own folder, and not upgrade 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 2009. This saves you some setup time when you begin using QuickBooks 2009.

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 **Add service and support shortcuts to your desktop** option, 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 shortcut to start QuickBooks 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, select **Yes** or **No**, and then 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: Install 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:

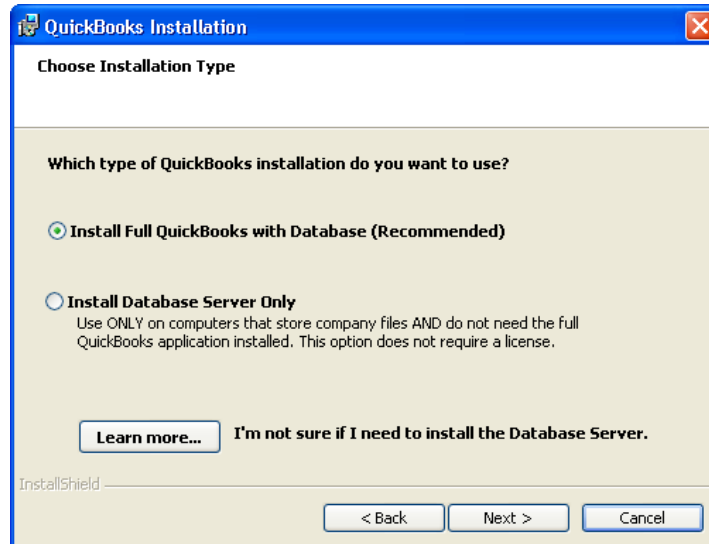


Figure 7: Choose the network installation type you need.

- **Install Full QuickBooks with database (Recommended)**

Select this 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.

- **Install Database Server Only**

Select this option if disk space on the server is a problem and you don't plan to have anyone use QuickBooks on the server computer. If you install only the database server manager, tasks such as updating or repairing a company file 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.

Note: 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: Working with the Database Server Manager," on page 25.

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.

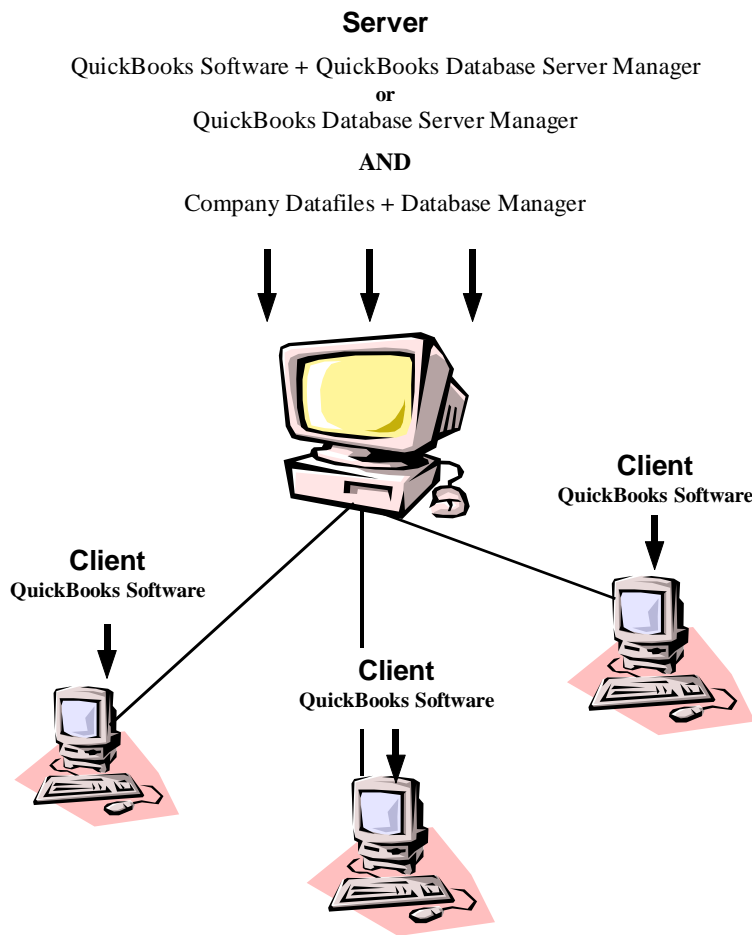


Figure 8: The data server computer holds the company files that are accessed by users on the client computers.

Install 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.

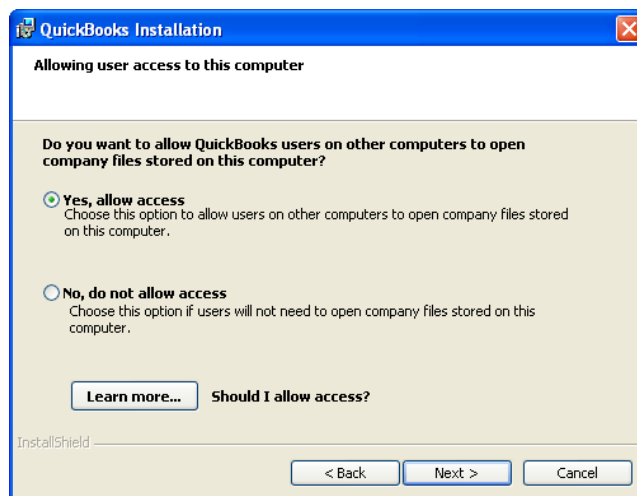


Figure 9: For installation on a data file server, specify that other network users can access the company files you store on this computer.

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 window (refer back to "Figure 6: Select or create a folder to use for the QuickBooks software." on page 18).

If you created a folder before beginning the installation (such as C:\QB2009), 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 **Select an existing version to replace**

(upgrade) option. You do not have to replace the previous version (see the discussion on this topic in “Chapter 2: Pre-Installation Decisions,” on page 7); instead you can install QuickBooks 2009 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, select **Yes** or **No**, and then 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.

Install 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: Working with the Database Server Manager,” on page 25. When that task completes, the database server manager monitor utility opens.

Install 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 **One User** installation option.

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 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 use 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: Use the Monitor Utility to manage the Database Server Manager." on page 26. (This is the same window you see at the end of the installation process for the Database Server Manager Only installation option.).

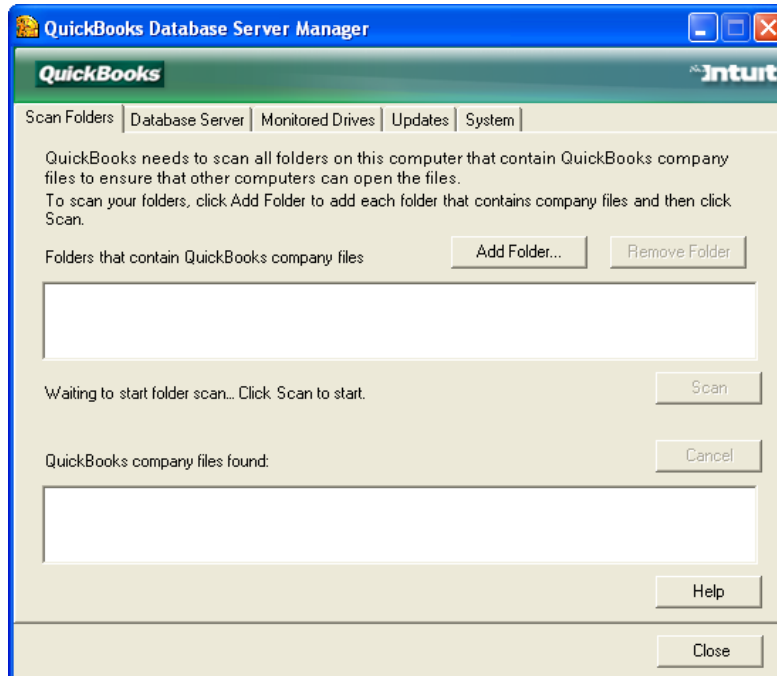


Figure 10: Use the Monitor Utility to manage the Database Server Manager.

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 2009 on a data file server and then copied any QuickBooks company files 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 2009 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).

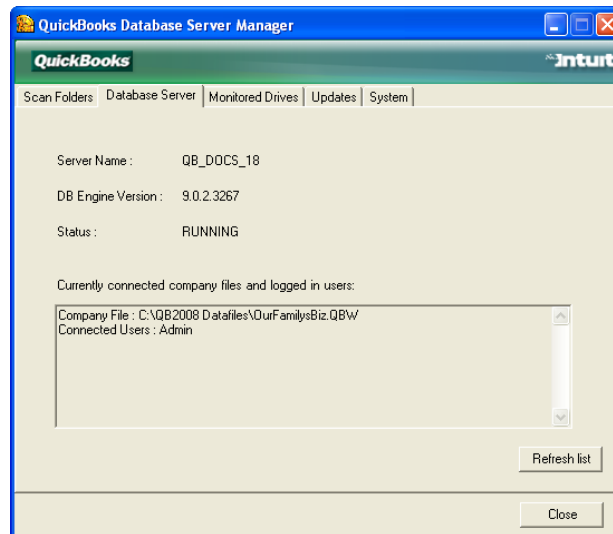


Figure 11: The Database Server tab provides information about the status of the server.

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: Use the Updates tab to update a server that only has the database server manager installed." on page 28) provides a link to the QuickBooks 2009 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.

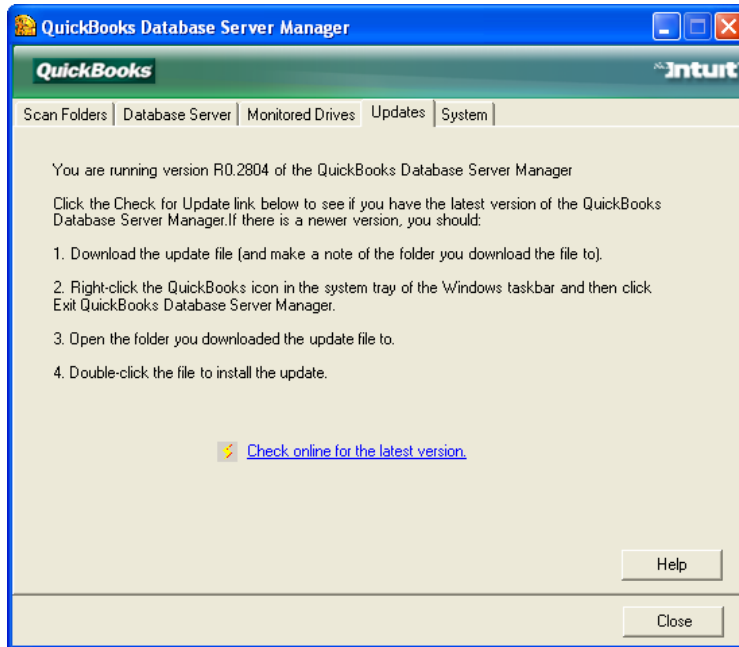


Figure 12: Use the Updates tab to update a server that only has the database server manager installed.

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.

Prepare 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:

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

It's best to create a folder on the hard drive for your shared company files (such as C:\QB2009Data).

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: If your data files reside in the default location, move them to a more convenient folder." on page 30.

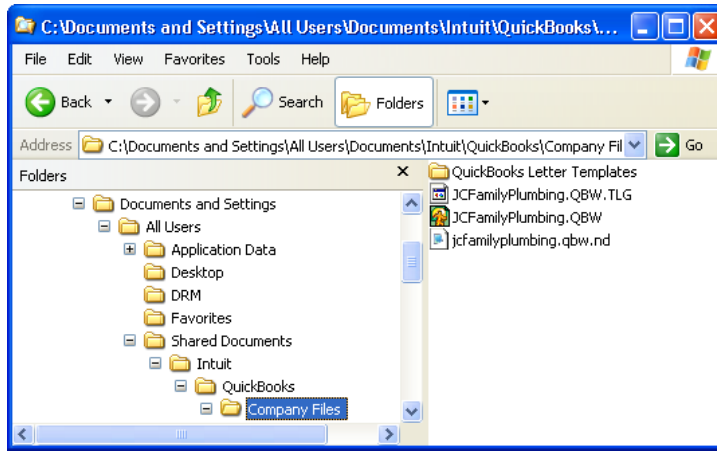


Figure 13: If your data files reside in the default location, move them to a more convenient folder.

Enable 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 message seen in Figure 14, asking you to confirm your decision.

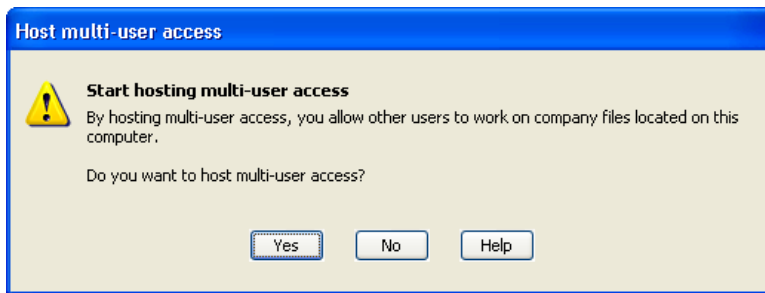


Figure 14: Switching a single computer to a network host is a major step, so QuickBooks wants you to confirm the decision.

Click **Yes** to let QuickBooks perform the conversion tasks, which takes a few minutes. When the software is configured for hosting, QuickBooks displays a message 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.

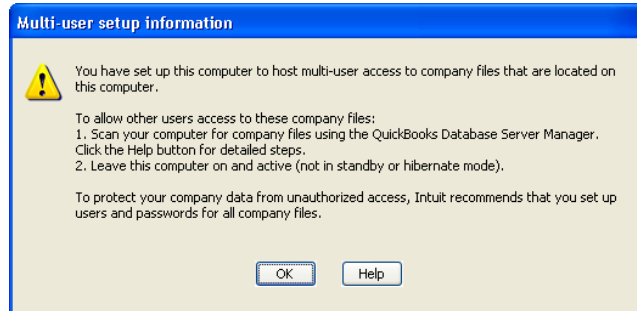


Figure 15: This computer has been converted to a data file server.

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: Special Care with Intuit Statement Writer, Fixed Asset Manager and Financial Statement Designer

In QuickBooks 2009 and earlier, several functions do not follow the behavior of other company files when QuickBooks is implemented in a network installation.

Intuit Statement Writer

With QuickBooks 2009, Intuit introduced Intuit Statement Writer.

Fixed Asset Manager

Fixed Asset Manager is again a feature in QuickBooks Premier Accountant. This feature does not handle data files in the same way as the main QuickBooks program.

Special care needs to be taken in implementing this feature, and details are provided in the FAQ document (“Frequently Asked Questions on QuickBooks® 2009 Network Installations”) that is made available at Intuit support sites, such as <http://support.quickbooks.intuit.com/support/networking/>.

Financial Statement Designer

Financial Statement Designer was formerly a feature in QuickBooks Premier Accountant and was last offered in QuickBooks Premier Accountant Edition 2008.

However, accountants can still work with Financial Statement Designer with QuickBooks Accountant 2009 if desired to ease the transition to Intuit Statement Writer.

As with Fixed Asset Manager, this feature requires special care in implementation, as covered in more detail in the FAQ document referenced above.