

EasyBiz

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ACCOUNTING MADE EASY

Business Software
Solutions for South
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NETWORK SETUP IN
QUICKBOOKS

Network Setup for QuickBooks 2013

QuickBooks Pro, Premier, Accountant and Enterprise 2013 are multi-user enabled and can be configured for multi-user access.

QuickBooks networking entails file-sharing on a LAN (Local Access Network) and it will require you to share a QuickBooks data folder on a client workstation or dedicated computer/server.

All users must have QuickBooks installed on their workstation computer with a specific license number purchased (duplicating a license number may result in access conflict).

Note: QuickBooks is unfortunately not terminal-server compliant.

Multi-user installation requirements

QuickBooks Pro and Premier 2013 enables up to five users to access company files on a network at the same time, whereas QuickBooks Accountant and Enterprise Solutions 2013 enable up to 30 users to access company files on a network at the same time. In a multi-user environment, QuickBooks (or the QuickBooks Database Server Manager) must be installed on the computer on which the company file is stored. Each user must have a QuickBooks license and must:

- Have a valid License Number and Product Number.
- Install the same version year of QuickBooks. For example, all users must have QuickBooks 2013.
- Have read/write access and create/delete rights to the directory where the company file is stored.

To enable other users to work in the company file, the company file must be stored on a computer on your network, and you need to complete some additional installation and setup steps on the computer where the company file is stored.

Note: *The number of users who can access the company file at the same time is determined by the number of licenses you purchase. QuickBooks Pro and Premier are limited to 5 users whereas QuickBooks Accountant and Enterprise Solutions are limited to 30 users.*

Network setup for network hosting setup

To run QuickBooks in a network hosting environment, you must have Microsoft Windows 7 (all editions except Starter and Basic), Microsoft Windows XP (SP3), or

Microsoft Windows Vista installed.

In a network hosting environment, each computer has its own full version of QuickBooks installed; however, the QuickBooks company file is located on only one computer, which must be turned on and available on the network. Networks set up for hosting files do not use a dedicated file server, so a single, dedicated computer is not required to share files. Thus, all the networked computers have the option to share their resources.

For example, you might run your small business by using QuickBooks on two computers—yours and one that's used by an employee. In this case, you still need to set up a simple network to share your company file. Otherwise, you'll need to make a backup of your company file to move it or e-mail it between the two computers.

Note: Windows XP users must have at least Standard user rights to write to the registry keys and be able to run QuickBooks.

Installing QuickBooks on client workstation's and QuickBooks Database Server Manager

When installing QuickBooks be sure to select the option '*custom and Network options*' seen below.



Click next to proceed.

I don't have a dedicated server (My data resides on one of my workstations).

If you don't have a server or dedicated computer where only the data will be shared, then you will select the second option in below image:

"I'll be using QuickBooks on this computer, AND I'll be storing our company file here so it can be shared over our network"

I have a dedicated server where my data will reside.

If your data resides on a dedicated server and not on a client workstation then select the third option in below image:

"I will NOT be using QuickBooks on this computer. I will be storing our company file here so it can be shared over the network (A License is not required for this option)."



Configuration of network.

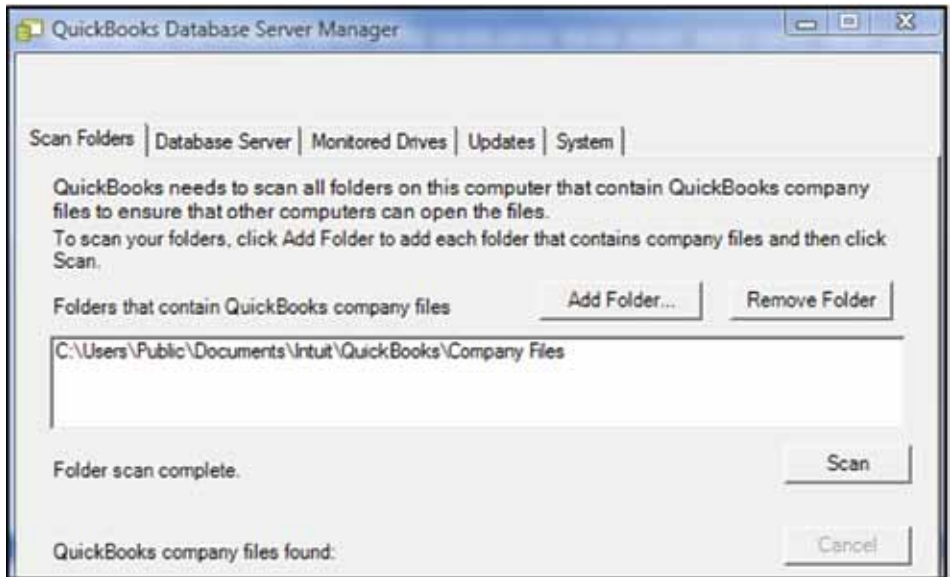
Once you've installed QuickBooks on all the workstations and database server manager on server or host computer you will have to:

- Run the Server Manager on server/host computer.
- Create QuickBooks user access accounts.
- Map network drives on workstations (pointing to server/hosting computer)
- Run QuickBooks in multi-user mode to enable multi-user access.

1. Running QuickBooks Database Server Manager.

Once installed do the following on the Host pc or server:

- Go to Start
- All Programs
- QuickBooks
- QB database server manager
- Go to Add folder, browse for the local drive where data is shared with rest of network
- Then click on SCAN so that it searches for the QBW files
- Once the scan has completed, go into My computer
- Share the c drive for all users who are going to access QuickBooks; they must have full power/ admin user rights.



Note:

- Enable local drive sharing by going to Monitored Drives in the above image.
 - The Server Manager needs to be started manually upon boot-up of server/hosting computer.
1. Create a mapped drive on the workstations to shared folder location on main computer or server (where QuickBooks Server Manager is running).
 2. Open QuickBooks from one of the client workstations and open data folder on mapped drive. Log in as Administrator and create all the user accounts under Company/setup users.
 3. Once all the users have been created switch to multi user mode by going to File/switch to Multi-user mode.
 4. Open QuickBooks on the remainder of workstations and point to mapped drive (shared drive on server/main user station).

Having trouble?

Firewall settings may prevent workstation users to access shared folder on server/main user pc.

Ensure that your firewall has been configured correctly and that all ports are open.

QuickBooks 2013 has been tested with the following:

- Microsoft® Windows XP Firewall (all editions)
- Microsoft® Windows Vista Firewall (all editions)
- Microsoft® Windows 7 Firewall (all editions)
- Symantec Norton® AntiVirus, Internet Security, Norton 360
- Zone Labs' ZoneAlarm
- Microsoft OneCare
- McAfee Anti-Virus Plus, Internet Security Suite, Total Protection
- Trend PC-Cillin, Internet Security

You may need to adjust the settings in these firewall and antivirus products in some configurations to ensure the best possible performance with QuickBooks. For more information see:

• <http://support.quickbooks.intuit.com/support/pages/knowledgebasearticle/403317>

• www.quickbooks.com/support (search for information about running QuickBooks on a network)

Using firewall software on a network

If firewall software is running while you install QuickBooks, you will be prompted to allow QuickBooks components to have access to the network. For QuickBooks to operate properly (especially in a multi-user environment) these components (FileManagement.exe, QBDBMgrN.exe, QBGDSPlugin.exe, and QBW32.exe) must be allowed to access the network.

Different firewall software applications use different languages when prompting you. Be sure to choose an option that does not block connections to QuickBooks components. Also, some firewall and antivirus software can affect QuickBooks performance. If you experience performance issues you think are related to your firewall software, refer to the firewall documentation or contact your firewall vendor for assistance.

In some cases it might be necessary to adjust settings in these products to ensure

All solutions offered by EasyBiz are designed to work together seamlessly. That makes it easy to change and upgrade your software as quickly as your business changes.

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