

**QuickBooks
Enterprise Solutions
Installation and Setup Guide**

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Contents

Welcome

Audience of This Guide	5
Technical Support	6

Chapter 1. Installation Summary

Part 1: Preparation	7
Part 2: Installation	8
Part 3: Setup	9

Chapter 2. Preparing to Install Enterprise Solutions

Understanding Your Enterprise Solutions Environment	11
Enterprise Solutions Configurations	11
Installation Options	12
System Requirements	15
Firewall and Antivirus Software Compatibility	16
Network Configuration	17
Network Requirements	17
Testing Your Network Bandwidth	18
Improving Performance	18
Backing Up Your Previous Accounting System	19

Chapter 3. Installing Enterprise Solutions

Installing Enterprise Solutions Software	21
Configuring Database Server Manager	23
Scanning Company Files	24
Monitoring Your Hard Drives	24
Providing Access to Company Files	25
Registering Your Enterprise Solutions Software	25
Installing Additional Software	26

Chapter 4. Setting Up Enterprise Solutions

Creating a Company File	27
Completing Your Company File Setup	32
Enter Your Company Information	32
Review Your Chart of Accounts	32
Number Your Accounts	33
Create Your Customer, Vendor, and Item Lists	33
Enter Historical Transactions	34
Complete Your Bank Account Information	35
Synchronize with Microsoft Outlook	35
Enter Any Optional Adjustments	36
Updating Your Company File	37
Adding and Setting Up Users	38
Setting Up Multi-User Hosting	39
Converting Data from Other Applications	40

Updating Your Enterprise Solutions Software 41

Appendix A. Troubleshooting and FAQs

Troubleshooting 43

If you have trouble installing Enterprise Solutions: 43

If you cannot find your Registration Number: 43

If you cannot find your License Number or Product Number: 44

If old administrator password does not work after upgrading: 44

If a problem occurs when updating your company file: 45

If you do not have Internet Explorer on your computer: 46

Frequently Asked Questions 47

How do I contact Technical Support? 47

How do I purchase additional user licenses? 47

How do I download and install an update or patch? 47

How do I move my company file from one computer to another? 48

How do I back up or restore my company file? 49

Can I install different versions of Enterprise Solutions? 49

How do I revert to an earlier version of Enterprise Solutions? 49

How do I install an Enterprise Solutions upgrade CD? 50

Index

Welcome

Welcome to QuickBooks Enterprise Solutions financial software. Use this guide to install and set up QuickBooks Enterprise Solutions.

To learn how to use Enterprise Solutions and perform essential tasks, refer to the *QuickBooks Enterprise Solutions User Guide*.

Audience of This Guide

The *QuickBooks Enterprise Solutions Installation and Setup Guide* has been prepared for two types of user:

- A system administrator who understands network operations and has permissions to properly install and configure the Enterprise Solutions software. Read [Preparing to Install Enterprise Solutions on page 11](#) and [Installing Enterprise Solutions on page 21](#).
- A CFO, CPA, or financial professional who understands the company's financial needs and has sufficient knowledge to set up a company file and determine which users can access the company file to perform their daily tasks. Read [Setting Up Enterprise Solutions on page 27](#).

Technical Support

The QuickBooks Support Site is available at www.quickbooks.ca/support. Enterprise Solutions offers a Full Service Plan that includes product upgrades, dedicated technical support, interactive training tools, and data protection services. For members of the Full Service Plan, your dedicated support team is available weekdays from 8:00 a.m. to 8:00 p.m. (eastern time). Intuit reserves the right to limit each telephone contact to one hour and to one incident. Additional terms and conditions apply. To speak to your dedicated support team, you can either request a call-back using the in-product Help or call 1.866.935.7237.

You can also visit the QuickBooks Enterprise Solutions User Community at www.quickbooksgroup.ca to connect with other Enterprise Solutions users and experts to ask questions and share advice.

1

Installation Summary

This chapter summarizes the steps involved in installing and setting up Enterprise Solutions.

Part 1: Preparation

- 1 Determine how you want to set up your Enterprise Solutions environment. Read [Understanding Your Enterprise Solutions Environment on page 11](#).
- 2 Verify the system requirements listed in [System Requirements on page 15](#).
- 3 Verify that the computers on which you plan to install Enterprise Solutions are properly networked. Read [Network Configuration on page 17](#).
- 4 If you have an existing business, back up your previous accounting system. Read [Backing Up Your Previous Accounting System on page 19](#).

Part 2: Installation

- 1 Install the Enterprise Solutions software on your computers as described in [Installing Enterprise Solutions Software on page 21](#).

To install Enterprise Solutions on a Linux server, refer to the *QuickBooks Enterprise Solutions Linux Database Manager Installation and Configuration Guide*, located in the `LinuxDBServer` directory on the QuickBooks Enterprise Solutions CD-ROM. You can also download the guide from <http://support.intuit.ca/enterprise/updates/index.php>.

For information about installing Enterprise Solutions on your client computers, refer to [Installing Enterprise Solutions Software on page 21](#) of this Guide. Enterprise Solutions is supported on Windows *clients* only.

- 2 If you install Enterprise Solutions on a server, the QuickBooks Database Server Manager opens after installation is complete. Use this tool to configure the database server. Read [Configuring Database Server Manager on page 23](#).
- 3 Register your copy of Enterprise Solutions on your computers as described in [Registering Your Enterprise Solutions Software on page 25](#).
- 4 Share the folder that contains your QuickBooks company files across your network. Refer to the documentation for your operating system to learn about sharing folders.
- 5 Install any additional software that is compatible with Enterprise Solutions on your computers. Read [Installing Additional Software on page 26](#).

Part 3: Setup

- 1 Set up your company file:
 - ◆ If you are installing Enterprise Solutions for the first time, create your company file. Read [Creating a Company File on page 27](#).
 - ◆ If you are upgrading from a previous version of Enterprise Solutions, or from a different version of QuickBooks (Pro or Premier), update your company file. Read [Updating Your Company File on page 37](#).
- 2 Add and configure the users that are allowed to access the company file. Read [Adding and Setting Up Users on page 38](#).
- 3 Turn on multi-user hosting on your server. Read [Setting Up Multi-User Hosting on page 39](#).
- 4 Convert data from other applications (if applicable). Read [Converting Data from Other Applications on page 40](#).

2

Preparing to Install Enterprise Solutions

Read the following information to determine what you need to know before you start to install and configure Enterprise Solutions.

Understanding Your Enterprise Solutions Environment

Read this section to determine what type of network environment you have and how you can set up your Enterprise Solutions environment.

Enterprise Solutions Configurations

To enable multiple users to work on Enterprise Solutions at the same time, a dedicated computer must run the Enterprise Solutions database and store the company file. This computer is called a server and is either a dedicated file server in a client/server network, a dedicated computer in a network hosting environment, or a terminal server in a terminal server network.

In a **client/server configuration**, the file server contains the Enterprise Solutions database components and stores the company file that other users access but no one runs the Enterprise Solutions application on this computer. The Enterprise Solutions application must be installed on every user's computer (a client) so that they can perform Enterprise Solutions operations and request data from the file server. The Enterprise Solutions database components must be installed on the file server.

In a **network hosting configuration**, each computer has its own full version of Enterprise Solutions installed; however, the company file is located on only one computer (the network host), 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. All the networked computers have the option to share their resources.

In a **terminal server configuration**, the terminal server contains the Enterprise Solutions database components, stores the company file, and runs the Enterprise Solutions application. The terminal users have access to the Enterprise Solutions application on the terminal server.

Installation Options

During software installation, Enterprise Solutions provides two different installation options:

- The **Client** option installs the Enterprise Solutions application *only* but does not install the database components required to share files. Select this option to install Enterprise Solutions on all computers that will perform operations and request data from a server. Other Enterprise Solutions users will not be able to access this client to open company files.
- The **Server** option installs the database components required to share files so that other users (clients) can access the company files stored on this server. When you choose the **Server** option, you must specify which components you want to install:
 - ◆ **Database Server and QuickBooks Application** installs both the database components and the QuickBooks Enterprise Solutions application. Select this option to store company files and set up and use Enterprise Solutions on this computer.
 - ◆ **Database Server Only** installs the database components required to share files. Select this option if you want to use this computer as a file server to store the company files. The Enterprise Solutions application is not installed on the file server.

To help you choose, consider the following examples for a small business with an owner and a bookkeeper:



Figure 1 Database Server and QuickBooks Application

In [Figure 1](#), the bookkeeper is the primary user on **Computer 1**, which stores the company file (the server). The owner on **Computer 2** (client) uses Enterprise Solutions to run and look at reports. The owner can directly open the company file on the bookkeeper's machine (**Computer 1**) because the computers are networked. If the bookkeeper turns off **Computer 1**, the owner can no longer open the company file.

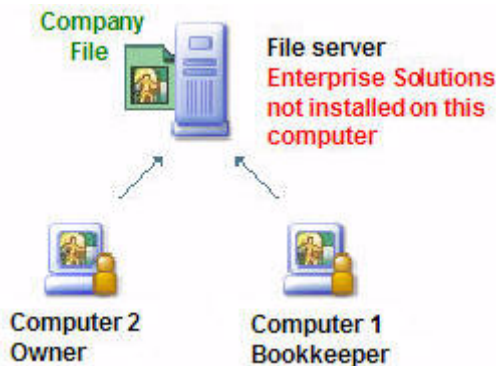


Figure 2 Database Server Only

In [Figure 2](#), a file server stores the company file. The file server is always on and no one uses the server except to do maintenance. Both the owner on **Computer 2** (client) and the bookkeeper on **Computer 1** (client) can open the company file. If the bookkeeper turns off **Computer 1**, the owner can still open the company file because it is stored on the file server.

Table 1 provides a summary of the installation options.

Option	Components	Install on...	Requires Licence and Registration?
Client	QuickBooks Enterprise Solutions application	All client computers that run Enterprise Solutions but access company files located on a file server or network host	Yes
Server: Database Server Only	Database components	A Windows file server	No
Server: Database Server and QuickBooks Application	Database components and QuickBooks Enterprise Solutions application	A network host A terminal server	Yes

Table 1 Installation Option Summary

Note For full instructions on installing Enterprise Solutions on a terminal server, refer to the QuickBooks Support Knowledgebase at <http://knowledgebase.quickbooks.ca/search.php>

For instructions on installing Enterprise Solutions on a Linux server, refer to the *QuickBooks Enterprise Solutions Linux Database Server Manager Installation and Configuration Guide*, located in the `LinuxDBServer` directory on the QuickBooks Enterprise Solutions CD-ROM. You can also download the guide from <http://support.intuit.ca/enterprise/updates/index.php>.

System Requirements

The following table provides the hardware and software requirements for installing Enterprise Solutions.

Hardware and Software	Minimum Requirements
Processor	Server: 2.8 GHz Client: 2.0 GHz (2.8 GHz recommended)
RAM	Server: 1 GB (+ additional space for company files) Client: 512 MB (Windows XP) 1GB (Windows Vista)
Disk Space	Server: 1 GB Client: 1 GB
CD-ROM Drive	Required
Monitor	Optimized for 1024x768; supports 800x600 using Small Fonts in your Windows Control Panel Display settings
Operating System	Server: Microsoft Windows 2003 Server or 2008 Server, Microsoft Windows XP (Service Pack 2), or Windows Vista Client: Microsoft Windows XP (Service Pack 2) or Windows Vista Note: For a terminal server, you need Terminal Services hosted by Microsoft Windows 2003 Server.
Disk Space Requirements for Additional Software	
Microsoft .NET 2.0 Runtime	50 MB This software is installed by the Enterprise Solutions installer, if not found on the system.
Google Desktop Search	1GB

Table 2 System Requirements

Important Intuit recommends that you do not install Enterprise Solutions on a terminal server that is a communications server, print server, or modem server.

Note System requirements for a Linux server are described in the *QuickBooks Enterprise Solutions Linux Database Server Manager Installation and Configuration Guide*, located in the `LinuxDBServer` directory on the QuickBooks Enterprise Solutions CD-ROM. You can also download the Guide from <http://support.intuit.ca/enterprise/updates/index.php>.

Firewall and Antivirus Software Compatibility

Enterprise Solutions has been tested with the following firewall and antivirus products:

- Microsoft Windows XP Firewall (all editions)
- Microsoft Windows Vista Firewall (all editions)
- Symantec Norton® AntiVirus, Internet Security Suite
- McAfee Anti-Virus
- Trend PC-Cillin
- Zone Labs ZoneAlarm

In some cases, you have to adjust settings in these products to ensure the best possible performance with Enterprise Solutions.

If firewall software is running when you install Enterprise Solutions, a prompt asks you if you want to allow Enterprise Solutions components to have access to the network. For Enterprise Solutions to operate correctly, the components `FileManagement.exe`, `QBDBMgrN.exe`, `QBGDSPlugin.exe`, and `QBW32.exe` must be allowed to access the network.

For more information about firewall configuration, search for *firewall settings* in the in-product Help.

Network Configuration

Enterprise Solutions allows multiple users to access company files on a network at the same time. To achieve the best performance:

- Make sure that your computers are networked properly. Refer to your networking software documentation for instructions.
- Make sure that your network meets the requirements specified in [System Requirements on page 15](#).
- Make sure that your network connection is working fast enough to run Enterprise Solutions. Refer to [Testing Your Network Bandwidth on page 18](#).
- Avoid accessing your company file from a computer that uses a hub, network bridge, or wireless network; they may affect the performance and reliability of Enterprise Solutions.
- Configure your firewalls so that they do not interfere with Enterprise Solutions. An incorrectly-configured firewall can stop Enterprise Solutions from working. Refer to [Firewall and Antivirus Software Compatibility on page 16](#).

Network Requirements

The following table provides the network requirements for Enterprise Solutions.

Network	Minimum
Network Card	100 MBps
Switch or Router	100 MBps
Network Bandwidth To test your network bandwidth, refer to Testing Your Network Bandwidth on page 18 .	40 MBps

Table 3 Network Requirements

Testing Your Network Bandwidth

To make sure that your network connection is working fast enough to run Enterprise Solutions, perform the following procedure on each computer where you intend to install Enterprise Solutions.

◆ **To test your network bandwidth:**

- 1 Choose a large data file with which to perform the network bandwidth test.

Important: If you are upgrading from a previous version of QuickBooks Enterprise Solutions, Premier, or Pro do not use a company file (.qbw) for your test; otherwise other users will not be able to continue their work until you complete the network bandwidth test.

- 2 Note the size of your test file in megabytes.
- 3 Copy your test file from a network location to the computer and make a note of the amount of time (in seconds) it takes to copy.
- 4 Perform the following calculation to determine the network bandwidth:

file size *8 /copy time

For example 150 MB *8 /25 seconds = 48 Mbps

If your network bandwidth is 40 Mbps or more, the network connection is configured for optimum Enterprise Solutions performance. If your network bandwidth is less than 40 Mbps, your network connection is not working fast enough to run Enterprise Solutions.

Improving Performance

To improve Enterprise Solutions performance, consider these tips:

- Store company files on the fastest or most powerful computer, preferably a dedicated file server.
- Run reports during off hours.
- Refresh reports only when you are ready to use or print them.
- Avoid keeping unnecessary Enterprise Solutions windows or other applications open.

Backing Up Your Previous Accounting System

If you have an existing business, make sure that you back up your financial records from your previous accounting system before you proceed with installation. The CRA requires that you keep this information for 10 years. You should also keep any software and hardware that your previous accounting system used, or have printouts of all the information and accounting reports.

3

Installing Enterprise Solutions

Install the Enterprise Solutions software on your computers only after you have read [Chapter 2, Preparing to Install Enterprise Solutions on page 11](#).

Important Install the same version of Enterprise Solutions on all computers. For example, all users must have QuickBooks Enterprise.

Note If you previously installed Enterprise Solutions from a trial CD, download, or some other mechanism, you might have chosen to receive a *Reinstall Pack*. The *Reinstall Pack* includes a QuickBooks Enterprise Solutions CD and this documentation. You do not need to reinstall Enterprise Solutions unless you are moving Enterprise Solutions to another computer or replacing the installation on your current computer. Keep the reinstallation disk as a backup for later use.

Installing Enterprise Solutions Software

Follow the procedure below to install the Enterprise Solutions software on each computer.

◆ **To install the Enterprise Solutions software:**

- 1 Close all running programs, including virus protection programs.
- 2 Insert the Enterprise Solutions CD-ROM in your computer's CD-ROM drive.

Note: If the Installation Wizard does not start automatically, click **Start** in the taskbar and then click **Run**. Type `D:\setup.exe` (where D is the CD-ROM drive letter). Click **OK**.

- 3 In the Welcome window, click **Next**.
- 4 Read the licence agreements. If you agree to the terms, click **I accept the terms of the licence agreements** and click **Next**.

- 5 In the **Choose Installation Type** window, choose the option you want to install. The options are described in more detail in [Installation Options on page 12](#).
 - ◆ Select **Client** to install QuickBooks Enterprise Solutions on a client computer. Click **Next** to start the installation, then go to [step 6](#).
 - ◆ Select **Server** to install QuickBooks Enterprise Solutions on your Windows file server or network host computer. Click **Next** to open the **Server Installation** window where you choose which components you want to install:
 - Select **Database Server and QuickBooks Application** to install Enterprise Solutions on a network host where you store the company files and run the Enterprise Solutions application. Select this option to install Enterprise Solutions on a terminal server.
 - Select **Database Server Only** if you want to use this computer as a Windows file server to store the company files only. The Enterprise Solutions application will not be installed on this server.

To install the Database Server on a Linux file server, refer to the *QuickBooks Enterprise Solutions Linux Database Server Manager Installation and Configuration Guide*.
- 6 Follow the onscreen instructions until installation is complete.

If you receive an error message during installation and rebooting your system does not resolve the problem, go to the QuickBooks support site at www.quickbooks.ca/support to find solutions to common errors.
- 7 If you are upgrading from another version of QuickBooks (Pro, Premier, or Enterprise Solutions), the File Management tool opens and instructs you to move your company files or perform additional installation modifications. Follow the onscreen instructions.
- 8 If you selected the **Server** installation option, the QuickBooks Database Server Manager opens so that you can configure the database server. Refer to [Configuring Database Server Manager on page 23](#).

Configuring Database Server Manager

The QuickBooks Database Server Manager ensures that your Enterprise Solutions users can access the company files stored on your server. After you complete server installation, you must configure the QuickBooks Database Server Manager.

If the QuickBooks Database Server Manager does not open automatically after installation, go to the **Start** button, click **Programs**, click **QuickBooks**, and then click **QuickBooks Database Server Manager**.

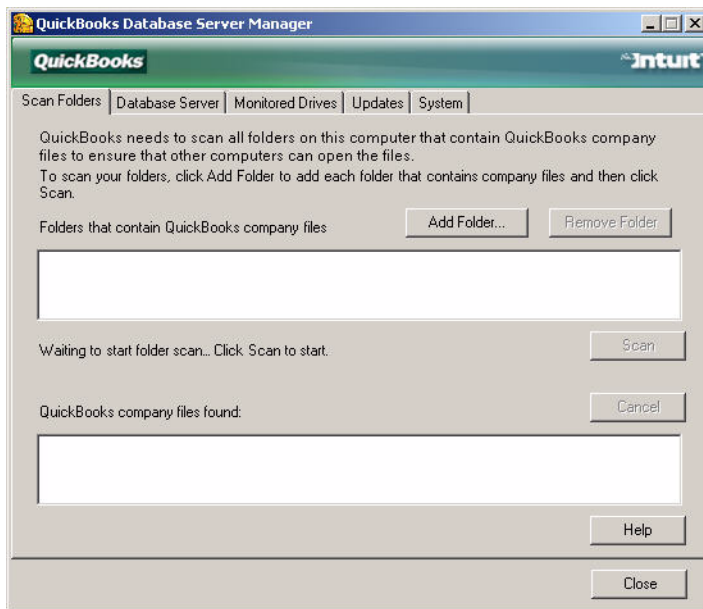


Figure 3 The QuickBooks Database Server Manager

To configure the Database Server Manager, you need to:

- Scan your company files. Refer to [Scanning Company Files on page 24](#).
- Monitor your hard drives. Refer to [Monitoring Your Hard Drives on page 24](#).

Note You must have QuickBooks Administrator privileges to configure the Database Server Manager.

From the Database Server Manager you can also check the status of the QuickBooks Database Server service (QuickBooksDB18), and see which users are currently accessing the company files. You can also check for recent updates to the Database Server Manager software. Refer to the in-product Help for more information.

Scanning Company Files

All company files stored on the server must be scanned once to ensure that they are configured properly to allow access to other QuickBooks users.

◆ **To scan the company files:**

- 1 Click the **Scan Folders** tab.
- 2 Click the **Add Folder** button to browse the server for the folders that contain the company files.

The folders display in the **Folders that contain company files** box.

Note: If you are not sure where the company files are stored, you can choose to scan entire disks.

- 3 Click the **Scan** button to start the scanning process.

When the scan is complete, the **QuickBooks company files found** box displays all the company files found.

Monitoring Your Hard Drives

The Database Server Manager monitors the selected drives to ensure that other computers can open the company files that are copied or moved to this server.

◆ **To monitor the computer drives:**

- 1 Click the **Monitored Drives** tab.
- 2 Click to select all local drives that you want to monitor for company files that are added, removed, or renamed.

Note: Mapped drives are not displayed and cannot be monitored.

Providing Access to Company Files

Share the folder that contains your QuickBooks company files across your network. Make sure that all users have read/write access and create/delete rights to the directory where the company files are stored. Refer to the documentation for your operating system to learn about sharing folders and providing read/write access.

Registering Your Enterprise Solutions Software

After you install Enterprise Solutions, you must register your software. Registration entitles you to many benefits including access to technical support and the ability to use online features.

Register Enterprise Solutions on every computer on which you have installed the Enterprise Solutions application. You do not need to register Enterprise Solutions on your file server that contains the Database Server only.

Note You can use Enterprise Solutions for 30 days without registering. After 30 days, you must register.

◆ **To register Enterprise Solutions:**

- 1 Start Enterprise Solutions.
- 2 The **Register QuickBooks Enterprise Solutions 8.0** window opens automatically. If the window does not open, go to the **Help** menu and click **Register QuickBooks**.
- 3 Click the **Begin Registration** button and follow the onscreen instructions.

If you prefer, you can register Enterprise Solutions by phone. The toll-free registration line is available from 8:00 a.m. to 8:00 p.m. (eastern time) Mon - Fri

Note If you move your installation from one computer to another, you need to re-register Enterprise Solutions on the new computer.

Installing Additional Software

Enterprise Solutions is compatible with the products listed in [Table 4](#) as well as many others. These products, which are each sold separately, provide additional functionality. See www.marketplace.intuit.com for the most up-to-date list of products.

Product	Use
Microsoft® Word 2000, 2002, 2003, or 2007	To use features that integrate with Microsoft® Word (such as prepare letters)
Microsoft® Excel 2000, 2002, 2003, or 2007	To use features that integrate with Microsoft® Excel (such as export reports)
Microsoft® Outlook 2000, 2002, 2003, or 2007 Contact synchronization with Outlook requires <i>QuickBooks Contact Sync for Outlook</i> (free download available from www.quickbooks.com/contact_sync)	To synchronize with contact management software
Adobe Acrobat 5.0 and later	To use Business Planner functionality
Internet access with at least a 56 Kbps connection speed (DSL or cable modem recommended)	To use QuickBooks Payroll subscriptions and online features/services
QuickBooks Point-of-Sale 4.0 and later	To save book keeping time
QuickBooks Customer Manager 2.0 and later, and QuickBooks Client Manager 2.0 and later	To get instant access to all key information about a customer or client on one screen

Table 4 Enterprise Solutions Compatible Products

Install the software according to the instructions provided with the software.

4

Setting Up Enterprise Solutions

This chapter describes the configuration tasks you need to perform after you have installed the QuickBooks Enterprise Solutions software.

Perform the following configuration tasks on your server (the computer on which you store the company files). If you installed the Database Server only on a file server, perform the following tasks on one of your client computers.

Important

To perform these tasks, you must have QuickBooks administrator privileges.

Creating a Company File

The company file is the data file that Enterprise Solutions uses to store and manage all the information and financial transactions for your business. Company files have a file extension of `.qbw`.

Depending on the complexity of your business, setting up your company file can take anywhere from a few minutes to a few hours. The amount of time varies based on how much detail you add about your accounts, customers, vendors, employees, products, and services, as well as the number of historical transactions you want to enter.

When you set up your company file, Enterprise Solutions prompts you for a number of details about your company. Before you begin the setup process,

gather the information listed in the *Company File Checklist* in [Table 5](#), below.

Company File Checklist	
Company Name and Address	<p>You need both the legal and casual name for your company.</p> <ul style="list-style-type: none"> ◆ The legal company name is the name you use when filing the taxes for your business. ◆ The casual company name is the name that you want to appear on invoices, statements, reports, and so on. (This is your <i>Doing Business As</i> name.)
CRA Business Number	The 9-digit business number plus 4-digit account number the Canada Revenue Agency assigned to your business
Sales Tax Information	If you charge sales tax, you need to know the sales tax rate you charge, how much sales tax you owe as of your start date, and the name and address of the agency (for example, Receiver General) to which you pay your sales tax.
Administrator Password	You need to assign one user to be the Administrator who defines access for all other users. Intuit strongly recommends that you password-protect the Administrator user; otherwise, anyone who can access the company file will have full access rights to your company's financial data.

Company File Checklist	
Start Date	<p>Enterprise Solutions uses a start date as the point at which you begin entering your business transactions. You must enter all historical transactions between your start date and today to ensure complete accounting records for your business.</p> <p>Many business owners base their accounting records on their fiscal year so that they can see transactions for the entire year. If this is not important to you, you can choose a different starting point, such as today or the first of the month, quarter, or year.</p>
Bank Statements, Credit Card Accounts, and Outstanding Checks	<p>You need the most recent bank statement for one of your bank accounts with a closing date that is before your start date. The closing balance on this statement is your opening balance for the bank account you create in Enterprise Solutions, and then you enter all the open transactions and all the new transactions from the start date forward. Eventually, you will need to have your latest bank statement balances and any outstanding checks, deposits, withdrawals, or charges for all of the accounts you want to set up and manage, including credit cards, bank accounts, lines of credit, and loans.</p>
Optional Information	<p>Eventually, you will need to enter detailed information about your customers, vendors, and employees, as well as the products and services you sell, the products that you hold in inventory, and any additional assets.</p>

Company File Checklist	
Payroll	If you are using Payroll, gather the following information from your employees: company information; rate of pay, benefits, and miscellaneous additions and deductions; tax information; employee information; year-to-date history; liability payment information; and direct deposit information.

Table 5 Company File Checklist

After you have gathered the company information listed in the previous table, you can set up your business using the EasyStep Interview. The EasyStep Interview walks you through the setup procedure and helps you tailor Enterprise Solutions for your business. The setup interview is divided into sections, so you can save your progress and return at a later time.

Note In some industry-specific editions of Enterprise Solutions (for example, Contractor Edition), you can choose to use a predefined company file as the starting point for setting up your business. The predefined company file provides a tailored chart of accounts, an item list of products and services that you might provide, and custom reports applicable to your business. Even though using a predefined company file gets you up and running quickly, you still need to enter the information specific to your business.

◆ **To set up your company file:**

- 1 Start Enterprise Solutions by double-clicking the Enterprise Solutions icon on the desktop.
- 2 Click **Create a new company file** or go to the **File** menu and click **New Company**.
- 3 The **Welcome** window for the EasyStep Interview opens. Click **Start Interview**.

Note: Intuit recommends that you do not skip the interview process. The more information you enter in the EasyStep Interview, the more accurate your company file will be when you begin to use Enterprise Solutions for your business.

However, if you are an experienced user and prefer to create your company file manually, you can skip the EasyStep Interview by clicking **Skip Interview** on the EasyStep Interview **Welcome** window. You will be prompted to enter some basic company information and to save the company file.

- 4 Follow the onscreen instructions to complete the interview.

Tip: During the EasyStep Interview, you can choose to leave the interview and finish later. This is sometimes necessary, if you do not have all the information available to complete the interview or if you have other time-sensitive tasks you need to do. You can click **Leave** at any time to exit the EasyStep Interview. When you return to Enterprise Solutions, the EasyStep Interview reopens automatically. If it does not, go to the **File** menu and click **Open Company**. Choose the company file you were creating from the list. The EasyStep Interview opens in the same window that you left. If you leave the interview before the company file is saved to disk, you must restart the EasyStep Interview.

Completing Your Company File Setup

After you have created your company file, you can begin using Enterprise Solutions to run your business. But before you do, Intuit recommends that you review the information in this section to make sure your company file is properly set up and that your data is complete.

This section describes some additional tasks you might need to do as you begin using Enterprise Solutions. Depending on how much information you entered during the EasyStep Interview, some of these tasks might not apply to you.

Enter Your Company Information

Do this task if you did not enter this information in the EasyStep Interview.

To enter the contact and legal information for your company, go to the **Company** menu and click **Company Information**. To learn more about each of the fields and where the information you enter is used, click the **Help** button.

Review Your Chart of Accounts

If you used the EasyStep Interview, a chart of accounts based on your type of business was set up for you. Review the chart of accounts to be sure it accurately reflects the accounts you need to run your business. You can change account names and edit, delete, or add accounts as necessary. For example, you will need to add any personal bank, credit card, or loan accounts.

To view your Chart of Accounts, go to the **Lists** menu and click **Chart of Accounts**.

Number Your Accounts

Some businesses prefer to organize their accounts by number. Adding numbers can help you identify the type of accounts, thereby speeding up your account selection on various forms. You might want to develop and follow a consistent account naming and numbering convention. For example:

- 10000-19999 - Accounts Payable
- 20000-29999 - Accounts Receivable
- 30000-39999 - Equity
- 40000-49999 - Income
- 50000-59999 - Cost of Goods Sold
- 60000-69999 - Expenses
- 70000-79999 - Other Income
- 80000-89999 - Other Expenses

If you want to use numbers to identify your accounts, you need to turn on this preference in Enterprise Solutions.

◆ **To turn on account identification:**

- 1 Go to the **Edit** menu and click **Preferences**.
- 2 In the **Preferences** window, click **Accounting** in the list on the left.
- 3 Click **Company Preferences**.
- 4 Select the **Use account numbers** checkbox.
- 5 Click **OK**.

Create Your Customer, Vendor, and Item Lists

To bill customers and pay your bills, you must update your customer, vendor, and item lists so that they accurately reflect your business. Refer to the in-product Help.

Enter Historical Transactions

If your start date is before today's date, you need to enter past transactions from the start date to today. This ensures that your records are completely up-to-date and reports are accurate.

Enter historical transactions in chronological order. For example, Enterprise Solutions does not know how to credit a customer payment unless you previously recorded the invoice to that customer.

Note Entering historical transactions is especially important if customers do not pay you at the time they receive goods or services. Without these historical transactions, it is hard to track and collect late customer payments.

Intuit recommends that you enter your transactions in this order:

- Invoices or statements you have sent out since your start date
- Purchase orders you have issued since your start date that you have not received in full
- Cash or checks you have received since your start date
- Bills you have received since your start date
- Bills you have paid since your start date
- Deposits you have made to any of your accounts since your start date
- Any other checks you have written (for things other than bills) since your start date
- Employee year-to-date information accrued from January 1 through your start date
- Payroll liabilities owed at the time of your start date

Note If you do not have time to enter all your historical transactions right away, do not worry. You do not need to enter all your past transactions before you start using Enterprise Solutions for new transactions. Enter new transactions as they occur. Then catch up with historical transactions when you can. Remember, though, that your account balances will be incorrect (and your reports may be wrong) until you enter all the past transactions.

Note If you subscribe to a QuickBooks payroll service, you are prompted to add year-to-date payroll information during payroll setup. If you do not provide this information, your payroll tax information may not be accurate.

Complete Your Bank Account Information

After you enter your historical transactions, your account registers contain entries reflecting bills you have paid, checks and paychecks you have written, and deposits you have received. To make your account registers complete, you must also enter these transactions:

- Checks or other charges that happened before your start date but did not appear on statements before your start date (for example, a check that did not clear)
- Other checks you wrote after your start date that were not for bills or accounts payable (for example, credit card payments)
- Deposits you made after your start date that were not customer deposits
- Deposits you made before your start date but that did not appear on statements before your start date
- Bank charges and fees
- Interest paid on your account

Refer to the in-product Help for step-by-step instructions on how to enter these transactions to make your account registers accurate.

Synchronize with Microsoft Outlook

If you use Microsoft Outlook, you can synchronize your contact manager with Enterprise Solutions and transfer all your customer and vendor information (including address and phone) to Enterprise Solutions.

Note Intuit recommends that you synchronize your customer and vendor information before you enter any customers or vendors manually.

◆ **To synchronize your customer and/or vendor information:**

- 1 Go to the **Company** menu, click **Utilities**, and then click **Synchronize Contacts**.

Note: If you are synchronizing for the first time, Intuit recommends that you back up both the data in your contact manager and your company file before you synchronize.

Note: If you do not have the QuickBooks Contact Synchronization tool installed on your computer, you are prompted to download and install it.

- 2 Follow the onscreen instructions. You might be asked to resolve conflicts between your Enterprise Solutions and contact manager data, assign uncategorized names to lists, or create alternative entries for duplicate names. If you need assistance with any of these tasks, click **Help**.
- 3 When the **Confirm Changes** window appears, review the list of changes and click **Accept** to apply the changes.

Enter Any Optional Adjustments

After you have created your company file, you might need to make a few adjustments as of your start date. Depending on your company, you might need to:

- Enter any sales tax liabilities
- Adjust the Uncategorized Income and Uncategorized Expense accounts (for accrual basis only)
- Adjust for current income and expenses if your start date is not at the beginning of the fiscal year

Refer to the in-product Help for step-by-step instructions on how to enter these optional adjustments. If you are unsure whether you need to enter these optional adjustments, check with your accountant.

Updating Your Company File

This section describes how to update a company file created in a previous version of QuickBooks Enterprise Solutions, Pro, or Premier. Before you can update your company data, you must install the new version of Enterprise Solutions as described in [Installing Enterprise Solutions on page 21](#).

You cannot create a new company file and then import your company data from a prior version of QuickBooks Enterprise Solutions, Pro, or Premier. Use this procedure to update your company file.

Caution After you update an existing company file to QuickBooks Enterprise, you cannot read or use the file with older versions of QuickBooks Enterprise Solutions, Pro, or Premier.

◆ **To update your Company File:**

- 1 Back up your data before you open it in a new version of Enterprise Solutions. You can back up to your hard drive or to a backup disk.
- 2 In QuickBooks Enterprise, open your company file (the company file you used with your previous version of QuickBooks).
- 3 If the *Move Company File utility* opens, Intuit recommends that you move the company file from the Program Files folder to the recommended location.

Note The Windows `Program Files` folder is no longer a recommended location for storing company files.

- 4 If prompted, enter the Administrator password.
- 5 When prompted, select the **I understand that my company file will be updated to this new version of QuickBooks** checkbox and then click **Update Now**.
- 6 When prompted to back up your data, click **OK**.
- 7 In the **Save Copy** or **Backup** window, follow the onscreen instructions to back up your company file.

Important: *Do not* overwrite existing backups.

- 8 When prompted to confirm that you want to update your file, click **Yes**.

Adding and Setting Up Users

Passwords limit access to your company files. To open a password-protected file, each person must enter a user name and a unique case-sensitive password. Defining users and passwords helps prevent unwanted people from accessing your company's confidential data.

Important

Intuit strongly recommends that you password-protect the Admin user. Otherwise, anyone who can access the company file will have full access rights. Write down and save your Admin password in a secure place. Passwords not only protect your company data but are also required to access your company file if you upgrade your version of Enterprise Solutions.

Enterprise Solutions lets you apply user permissions to different activities by assigning distinct user-access levels including view-only, create, modify, delete, and print. You can also restrict access to specific lists and report groups based on user roles.

Enterprise Solutions comes with fourteen predefined roles. These are roles with preset access to areas and activities based on the functions most commonly found in a business. Examples include Accounts Receivable, Accounts Payable, Banking, Sales, and Payroll Manager. You can use any of the pre-defined roles and customize them to suit your needs, use them as-is, or create your own. All users must be assigned a role.

◆ **To add and set up Enterprise Solutions users:**

- 1 Start Enterprise Solutions.
- 2 Go to the **Company** menu, click **Users** and then click **Set Up Users and Roles**.
- 3 Click the **Role List** tab and then click the **New** button.
- 4 Enter the name of the role in the **Role Name** field or select an existing role.
- 5 Assign access levels to the activities and click **OK**.
- 6 Click the **User List** tab and then click the **New** button.
- 7 Enter the name of the user in the **User Name** field.

- 8 Enter a password in the **Password** field, and again in the **Confirm Password** field.
- 9 Assign roles to this user and then click **OK**.

Setting Up Multi-User Hosting

The server must be the only host for the company files. The server serves data to other computers (clients) on the network.

Verify that only the server has **multi-user hosting** enabled. All clients must have **multi-user hosting** disabled.

Note If you installed the Database Server only on a file server, you do not need to enable multi-user hosting on the server. However, you must make sure that all clients have **multi-user hosting** disabled.

- ◆ **To verify that multi-user hosting is enabled on the server:**
 - 1 Start Enterprise Solutions on the server (the computer where the company files are located).
 - 2 Go to the **File** menu and click **Utilities**.
 - 3 Verify that **Stop Hosting Multi-User Access** is displayed in the **Utilities** menu.

If **Host Multi-User Access** is displayed in the **Utilities** menu, the computer is not currently the host for the company files. Follow the steps below.

 - a Click **Host Multi-User Access**.
 - b Click **Yes** when prompted to start multi-user access.
 - c Click **Yes** when prompted to close and reopen the company file.

To make sure that your clients have **multi-user hosting** turned off, follow the procedure above on each client. **Host Multi-User Access** must be displayed in the **Utilities** menu on each client.

Converting Data from Other Applications

You can convert financial data from the following applications into Enterprise Solutions:

- Quicken
- QuickBooks Online Edition
- QuickPayroll (additional fees apply)
- Excel
- Peachtree
- Microsoft Office Accounting (version 2001 through 2008)
- Microsoft Small Business Accounting

Detailed instructions about data preparation and conversion into Enterprise Solutions are provided in the in-product Help: Go to the **Help** menu and click **QuickBooks Help**.

To convert applications not listed above, contact Technical Support at www.quickbooks.ca/support.

Updating Your Enterprise Solutions Software

From time to time, Intuit provides updates to Enterprise Solutions that can be downloaded from the Internet. These updates might include new features, services, maintenance fixes, or new Help information.

You can choose to update Enterprise Solutions automatically or manually.

Enterprise Solutions is initially configured to download updates from the Intuit server to your computer automatically. It periodically checks for new updates and downloads them when your Internet connection is not being used by another process or application.

Intuit recommends that you leave automatic update enabled on your Enterprise Solutions computers.

For a complete description of the different update options, refer to the in-product Help.

A

Troubleshooting and FAQs

Troubleshooting

This section lists common problems that you may encounter during installation and configuration, and describes how you should proceed.

If you have trouble installing Enterprise Solutions:

- 1 Verify that your system meets the minimum requirements listed on [page 15](#).
- 2 Restart your computer.
- 3 Close all open programs, including virus protection programs: Go to the Windows Task Manager (Task List), click the **Applications** tab, and close all open programs.
- 4 Try installing Enterprise Solutions again.
- 5 If you need further installation assistance, visit www.quickbooks.ca or contact Technical Support.

If you cannot find your Registration Number:

Enterprise Solutions does not use registration numbers. The only numbers you need are your Product and License numbers found on a sticker with your CD or by clicking **About QuickBooks Enterprise Solutions** from the **Help** menu.

If you cannot find your License Number or Product Number:

Look for the sticker on your Enterprise Solutions CD sleeve. If you cannot find the CD sleeve but have Enterprise Solutions installed on another computer, you can find your License Number and Product Number as follows:

- 1 Start Enterprise Solutions on the other computer and open a company file.
- 2 Go to the **Help** menu and click **About QuickBooks Enterprise Solutions**. Write down the numbers that appear in this window and use these numbers for the new installation.

If old administrator password does not work after upgrading:

QuickBooks 2004 and later releases support case-sensitive passwords. If you believe you are entering the correct password but still get the message `The password you typed is incorrect`, your password might include mixed-cased characters. Try the following solutions:

- Enter **Admin** and then click **OK** without typing a password.
- Enter your password with Caps Lock or Num Lock turned on or off.
- Enter variations of your password, using mixed upper- and lower-case characters.
- Enter the password with a space before or after the actual password.
- Enter the password in a text editor such as WordPad or NotePad to confirm that your keyboard is functioning properly.

- Restore a pre-update backup of your file that does not have the case-sensitive password. When you restore this file, you can set your new administrator password at the end of the update process.

If a problem occurs when updating your company file:

If you attempted to update your company file and the update failed, you must perform steps in your older version of QuickBooks to fix the problem. If you removed your older version of QuickBooks, reinstall it to a new directory.

Caution

Do not install the older version in the directory where you installed Enterprise Solutions 8.0.

To fix a failed company file update:

- 1 Start your version of QuickBooks Enterprise Solutions, Premier, or Pro and perform [step 2](#) through [step 5](#) using the older version.
- 2 Restore your company backup using the older version of QuickBooks Enterprise Solutions, Pro, or Premier. Go to the **File** menu, click **Open or Restore Company**, and then follow the onscreen instructions.
- 3 Go to the **Window** menu and click **Close All**.
- 4 Go to the **File** menu, click **Utilities**, and then click **Rebuild Data**.
Caution: The Rebuild Utility forces you to create another backup. Use a new CD or file name. Do not overwrite any existing backups.
- 5 After the Rebuild is complete (this may take a long time depending on the size of your company file), exit from the older version of QuickBooks.
- 6 If you reinstalled your older version of QuickBooks Enterprise Solutions, Premier, or Pro over your Enterprise Solutions installation, you must reinstall Enterprise software (described on [page 21](#)) before proceeding to the next step.
- 7 Start Enterprise.

- 8 Go to the **File** menu and click **Open or Restore Company**.
- 9 Click **Open a Company File**.
- 10 Select the appropriate directory and file name of the company data you just rebuilt and click **OK**.

If you still experience update problems, visit Technical Support at www.quickbooks.ca/support.

If you do not have Internet Explorer on your computer:

To use Enterprise Solutions, you must have Microsoft Internet Explorer 6.0 or later installed on your computer. If you do not have any version of Microsoft Internet Explorer on your system, you can download the latest version from www.microsoft.com.

Note Installing the latest version of Microsoft Internet Explorer does not affect the settings or preferences of other browsers on your system.

Frequently Asked Questions

This section lists frequently asked questions and provides helpful tips.

How do I contact Technical Support?

Go to the QuickBooks Support Site at www.quickbooks.ca/support. Refer to [Technical Support on page 6](#).

How do I purchase additional user licenses?

Enterprise Solutions allows multiple users to access the company file at the same time. As your company grows, you can add additional licenses instead of purchasing additional copies of Enterprise Solutions.

To add a license to your existing Enterprise Solutions license, go to the **Help** menu, click **Manage My License**, click **Buy additional user licenses** and then follow the onscreen instructions.

How do I download and install an update or patch?

Periodically, Intuit provides updates to Enterprise Solutions that you can download from the Internet. These updates can include new features, services, maintenance fixes, or new Help information. You can choose to update Enterprise Solutions automatically or manually.

For a complete description of the different update options, refer to the in-product Help.

How do I move my company file from one computer to another?

To move company files from one computer to another, Intuit recommends that you use a portable company file. The portable company file does not simply copy the data for your company; it compresses the data into a smaller file.

◆ To move your company file:

- 1 Create a portable company file on the source computer:
 - a Go to the **File** menu and click **Save Copy or Backup**.
 - b Click **Portable Company File** and then click **Next**.
 - c Select the drive (hard drive, CD, ZIP, or flash drive) where you want to save the portable company file. You can use the same filename or enter a new name.
 - d Click **Save**.
- 2 Take the disk containing your portable company file to the computer to which you want to move your company file.
- 3 Open the portable company file on the destination computer:
 - a Go to the **File** menu and click **Open or Restore Company**.
 - b Click **Restore a portable file** and click **Next**.
 - c In the upper section of the window, select the location and filename of the portable company file.
 - d In the lower section, change the location and filename of the company file that will be created and opened from the portable company file. If you select an existing company file, it will be overwritten with the data from the portable company file.
 - e Click **Open**.

How do I back up or restore my company file?

You should back up your company files daily. Backup copies are important insurance; if you lose data for any reason, you can restore data from your backup copy. Enterprise Solutions enables you to back up and restore your data in a number of ways.

◆ **To backup a company file:**

- 1 Go to the **File** menu and click **Save Copy or Backup**.
- 2 Choose the backup option you want, click **Next**, and follow the onscreen instructions.

◆ **To restore a company file:**

- 1 Go to the **File** menu and click **Open or Restore Company**.
- 2 Choose the restore option you want, click **Next**, and follow the onscreen instructions.

To view detailed instructions for each backup and restore option, refer to the in-product Help.

Can I install different versions of Enterprise Solutions?

You can install multiple versions of Enterprise Solutions (for example, Enterprise Solutions 8.0 and Enterprise Solutions 7.0) on the same computer. However, you cannot run two instances of Enterprise Solutions on the same computer at the same time.

How do I revert to an earlier version of Enterprise Solutions?

Uninstall the version of Enterprise Solutions that you do not want and then reinstall the earlier version of Enterprise Solutions. Remember that you will not be able to open a company file that you converted to Enterprise Solutions 8.0 in earlier versions of QuickBooks Enterprise Solutions, Premier, or Pro. However, you can restore your pre-update backup if you choose to go back to a prior version of Enterprise Solutions.

How do I install an Enterprise Solutions upgrade CD?

When you insert the upgrade CD into the CD-ROM drive, the setup program tries to detect an earlier installed version of QuickBooks Enterprise Solutions, Premier, or Pro on your computer. If it cannot find the older version on your hard drive, you will be prompted to insert the CD or the installation disk from the older version into the appropriate drive during product registration. If you do not have your older QuickBooks Enterprise Solutions, Premier, or Pro media, you will be sent to a Web form to enter the required product information.

Index

Symbols

.qbw file **18, 27**

A

Administrator password **28**

Antivirus compatibility **16**

C

Chart of Accounts **32**

Client installation option **12**

Company file

backing up **49**

checklist **28**

completing setup **32**

creating **27**

extension **27**

moving **48**

restoring **49**

sales tax rate **28**

updating problem **45**

Company name

casual **28**

legal **28**

Compatibility

antivirus **16**

firewall **16**

Configurations **11**

D

Database Server Manager **23**

Database Server Only install **12**

Disk Space **15**

Downloading upgrades **47**

E

EasyStep Interview **31**

EIN **28**

Excel **40**

F

Firewall compatibility **16**

Firewall software **16**

H

Historical transactions **34**

I

Improving performance **18**

Installation

options **12**

problems **43**

procedure **21**

Internet Explorer **46**

L

License number **44**

Linux server **14, 16**

M

McAfee AntiVirus **16**

Microsoft Office Accounting **40**

Microsoft Small Business Accounting **40**

Monitor **15**

Multi-User hosting **39**

N

Network

- bandwidth **17**
- card **17**

Network requirements **17**

O

Operating System **15**

P

Passwords **44**

Payroll **30**

PC-Cillin **16**

Peachtree **40**

Performance **18**

Previous accounting system **19**

Product number **44**

Q

QuickBooks Online Edition **40**

QuickBooks start date **29**

Quicken **40**

QuickPayroll **40**

R

RAM **15**

Registration number **43**

Requirements, system **15**

Roles **38**

S

Sales tax rate **28**

Server installation option **12**

Software compatibility **26**

Start date **29**

Switch or router **17**

Symantec Norton AntiVirus **16**

System requirements **15**

T

Technical Support **6, 47**

Testing network bandwidth **18**

U

Upgrade CD **50**

User Community **6**

User licenses **47**

W

Who should read this guide? **5**

X

XP built-in firewall **16**

Z

ZoneAlarm **16**