

 Microsoft
Windows
Small Business Server 2003

How to Install and Configure Small Business Accounting 2006 on Windows SBS 2003

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Abstract

This document describes the process for configuring multiple users for Microsoft Office Small Business Accounting 2006 running on a Windows Small Business Server 2003 network.

For the most up-to-date product documentation, see the [Microsoft Web site](http://go.microsoft.com/fwlink/?LinkId=33326) at <http://go.microsoft.com/fwlink/?LinkId=33326>.

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How to Install and Configure Small Business Accounting 2006 on Windows SBS 2003

Microsoft® Office Small Business Accounting 2006 is a comprehensive financial management program that helps small business owners and office managers handle the financial needs of their business using software that has the look and feel of Microsoft Office and offers great integration with other Microsoft Office programs. It can be installed on a standalone computer, or on a peer-to-peer network environment for multiple users. If you centralize the database to run on Microsoft Windows® Small Business Server 2003 server software, multiple people can use Small Business Accounting 24x7, they can remotely access Small Business Accounting and backups will be performed automatically. To properly configure Small Business Accounting 2006 to run on a Windows Small Business Server 2003 network, follow the steps in this document.

It is not necessary to purchase an additional license for Small Business Accounting. The Small Business Accounting license agreement allows you to install Small Business Accounting on your computer running Windows SBS 2003 and on one client computer.

Before You Begin

This document assumes that:

- Windows SBS 2003 is installed and configured on your server.
- User and computer accounts have been created on Windows SBS 2003.
- The local area network is fully functional.
- Client computers are members of the Windows SBS 2003 network.
- Small Business Accounting 2006 is not already installed on the server running Windows® SBS 2003.

This document provides specific steps for configuring Small Business Accounting for use by multiple users on a Windows SBS 2003 network. If you want information about how to plan for and complete a Windows SBS 2003 installation, see the "Getting Started Guide" for Windows SBS 2003 with Service Pack 1 at the [Microsoft Web site](http://go.microsoft.com/fwlink/?LinkId=56003) (<http://go.microsoft.com/fwlink/?LinkId=56003>).

The skill level required to complete the steps in this document assumes general knowledge of how to install, configure, and update Microsoft Office applications, and a basic understanding of the concepts of user accounts, groups, and shared folders.

Procedures

- **Step 1: Set Up a Security Group and Shared Folder for Small Business Accounting in Windows SBS.** In this step, you set up a Small Business Accounting security group and add all Small Business Accounting users to that group. By setting up a single security group for Small Business Accounting, the server administrator can grant or remove access to the database by editing the membership of that security group.

Windows SBS requires that a shared folder be set up for Small Business Accounting so that the database can be accessed by multiple users. Access to the database is limited to members of the Small Business Accounting security group.

- **Step 2: Set Up Small Business Accounting on Windows SBS.** In this step, you set up a multi-user environment for Small Business Accounting on your server.

This addresses the problem where the software needs to connect to Windows Firewall and open a port in order to create the MSDE/SQL connection. This service is disabled on servers running Windows SBS (or any other servers that have another Network Address Translation provider). But the program fails to detect that the service is disabled, and it tries to connect to the non-existent service, unsuccessfully.

When you set up a multi-user environment within Small Business Accounting, it attempts to enable the protocols for the instance (TCP/IP and named pipes) and open port 56183 as an exemption. Port 56183 is used for the MICROSOFTSMLBIZ instance that installs with the application on MSDE.

- **Step 3: Set Up Client Computers to Use Small Business Accounting.** In this step, you set up client computers as members of the Small Business Accounting security group so they can access the Small Business Accounting database on the server running Windows SBS.

Step 1: Set Up a Security Group and Shared Folder for Small Business Accounting in Windows SBS

This procedure assumes that you have already set up user and computer accounts for everyone who will be accessing Small Business Accounting on your server.

▶ **To set up a Small Business Accounting security group in Windows SBS**

1. Log on as an administrator to the computer running Windows SBS.
2. Click **Start**, and then click **Server Management**.
3. In the console tree, click **Security Groups**.
4. In the details pane, click **Add a Security Group**. The **Security Group Wizard** opens.
5. On the **Security Group Information** page, do the following:
 - a. In the **Name of the Security Group** text box, type **SBA Users Group**.
 - b. In the **Description** text box, type **Small Business Accounting Security Group**.
 - c. Click **Next**.
6. On the **Group Membership** page, do the following:
 - a. In the **Users and Groups** column, double-click all user accounts that you want to access the Small Business Accounting database.
 - b. Assure that all appropriate individual user accounts are listed in the **Members of this Security Group** column.
 - c. Click **Next**.
7. Click **Finish**.

▶ **To set up a Small Business Accounting shared folder in Windows SBS**

1. Click **Start**, and then click **Server Management**.
2. In the console tree, click **Shares (Local)**.
3. In the details pane, click **Add a Shared Folder**. The **Share a Folder Wizard** opens.
4. On the **Folder Path** page, do the following:
 - a. Click **Browse**.
 - b. **On the Browse for Folder page, click the** drive and/or folder where you keep your shared data, and then click **Make New Folder**. Small Business Accounting does not require that the database file be located in a specific folder or on a specific drive. The important thing is that the users know where they can access the shared folder.

- c. **New Folder** is highlighted in the upper window. Type **SBA Database** as the name of the new folder, and then click **OK**.
 - d. Click **Next** on the **Folder Path** page.
5. On the **Name, Description, and Settings** page, click **Change**.
6. On the **Offline Settings** page, click **Files or programs from the share will not be available offline**, and then click **OK**.
7. On the **Permissions** page, select the **Use custom share and folder permissions**, and then click **Customize**.
8. In the **Customize Permission** dialog box, click **Remove** to delete the **Everyone** group, and then click **Add**.
9. On the **Select Users, Computers, or Groups** dialog box, do the following:
 - a. Click **Advanced**, and then click **Find Now**.
 - b. Scroll down, and then click **SBA User Group**.
 - c. Click **OK**, and then click **OK** again.
10. On the **Customize Permission** dialog box, under **Permissions for SBA User Group**, select the **Change** checkbox in the **Allow** column, and then click **OK**.
11. Click **Finish**, and then click **Close**.

Step 2: Set Up Small Business Accounting on the Server

To install and set up Small Business Accounting

1. Log on as an administrator to the computer running Windows SBS.
2. Install Small Business Accounting on your server, following the instructions provided with the software.
3. Open Small Business Accounting, and then run the Small Business Accounting Startup Wizard. When prompted for where to save the Small Business Accounting database, browse to the **SBA Database** shared folder that you created in "**Step 1: Set Up a Security Group and Shared Folder for Small Business Accounting in Windows SBS.**"

Important

Make sure you save your company's file in the **SBA Database** shared folder that you created earlier in this document. By default, Small Business

Accounting sets up a Small Business Accounting folder in My Documents, which only the administrator can access.

 **Important**

It is recommended that users not log on locally to Windows SBS in order to access Small Business Accounting to perform daily tasks. After Small Business Accounting has been successfully set up on the server, all Small Business Accounting tasks should be performed from a client computer.

 **To associate TCP/IP Port 56183 with Small Business Accounting**

1. From the **Start** menu, click **Run**.
2. In the **Run** dialog box, type **svrnetcn**, and then click **OK**. The **SQL Server Network Utility** dialog box opens.
3. In the **Instance(s) on this server** drop-down box, click **MICROSOFTSMLBIZ**.
4. In the **Disabled Protocols** section, select **TCP/IP**, and then click **Enable**.
5. In the **Enabled Protocols** section, select **TCP/IP**, and then click **Properties**. The **<ServerName>\MICROSOFTSMLBIZ - TCP/IP** dialog box opens.
6. Enter **56183** in the **Default Port** text box, and then click **OK** to confirm.
7. In the **SQL Server Network Utility** dialog box, click **OK**.
8. Click **OK** in the **SQL Server Network Utility** alert box.

 **To restart the SQL service**

1. From the **Start** menu, click **Run**.
2. In the **Run** dialog box, type **services.msc**, and then click **OK**. The **Services** window opens.
3. In the details pane, scroll down and click **MSSQL\$MICROSOFTSMLBIZ**. Additional options become available in the details pane.
4. Click **Stop the Service**. **When the Service Control box closes, the service has been stopped.**
5. Click **Start the service** on the details pane. When the **Service Control** box closes, the service has been restarted.
6. Close the **Services** window.

▶ **To rebuild the Small Business Accounting database**

1. Open your company's file in the shared **SBA Database** folder using Small Business Accounting.
2. Click **File**, click **Utilities**, and then click **Data Utilities**. The **Small Business Accounting Data Tools** dialog box opens.
3. Under **Rebuild Company File**, click **Rebuild**. The **Rebuild Company File** dialog box opens.
4. Click your database file, and then click **Rebuild**. The **Select Company File** dialog box opens.
5. You must provide a new name for your company database file. Give it a unique name that you will recognize, and then click **Save**.
6. On the **Small Business Accounting** dialog box, click **OK**.
7. On the **Rebuild Company File** dialog box, click **Close**.
8. On the **Small Business Accounting Data Tools** dialog box, click **Close**.

Next, you set up all of the Small Business Accounting users in the company database.

▶ **To create Small Business Accounting users**

1. In Small Business Accounting, click **File**, and then click **Manage Users**. Do not select **Multi-user Settings**.
2. On the **Manage Users** page, click **Select**.
3. On the **Small Business Accounting User** dialog box, click **Select User**.
4. On the **Select User** dialog box, click **Locations**.
5. In the **Locations** dialog box, double-click **Entire Directory**, click your domain name, and then click **OK**.
6. In the **Select User** dialog box, click **Advanced**, and then click **Find Now**.
7. Scroll down, and then click an individual user account.
8. Click **OK**, and then click **OK** again.
9. In the **Small Business Accounting User** dialog box, click **Next**.
10. Select the **User role** in the drop-down box, and then click **Finish**.
11. Repeat steps 2-10 of this procedure until all users who require access to the Small Business Accounting database have been added, and then click **Close**.

Step 3: Set Up Client Computers to Use Small Business Accounting

For the following procedure to be performed successfully, the client computer must be a member of the organization's domain.

To set up Small Business Accounting on client computers

1. Install Small Business Accounting on each client computer.
2. Start Small Business Accounting on a client.
3. Click **File**, and then click **Open Company**.
4. Click the down arrow in the **Look in:** box, and then click **My Network Places**.
5. Double-click to open **Entire Network**.
6. Double-click to open **Microsoft Windows Network**.
7. Double-click to open your domain.
8. Double-click the name of your server.
9. Double-click to open the **SBA Database** shared folder.
10. Double-click to open your company's Small Business Accounting database file.

Important

Multiple users can work with Small Business Accounting from different computers at the same time. When more than one user accesses Small Business Accounting and works with the same data at the same time, all other authorized users are locked out of the area in use. When there is any conflict, the last user to write data in the area updates that data. This way, one user cannot change information while it is being accessed by another user.