

Implementation Guide

AccountEdge Plus Network Edition

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1 Networking with AccountEdge Plus Network Edition

AccountEdge Plus Network Edition is designed to run on a simple network made up of a few computers.

The information in this chapter is intended to:

- provide some conceptual information about networks, network hardware, and how AccountEdge Plus NE works across a network.
- describe the range of components that make up the parts of a network so that these terms are familiar when it comes to setting up your own.

Note that this information is not a comprehensive review of Macintosh networking and does not describe all types of network set up. It is intended to familiarize you with the concepts and technology required to set up and run your company's AccountEdge Plus system on a network.

Need help?

For expert assistance in setting up and working with your AccountEdge Plus NE system, contact a Mamut Partner.

For help with your network, look to the members of the Apple Consultants Network. These professionals who are trained by Apple Computer and are experts in their field. While not necessarily AccountEdge Plus experts, they can help you get the most out of your Mac OS X network.

What is a network?

A network is multiple connected computers that communicate through a wired or wireless medium to share data or other resources.

A network is made up of a few physical elements in addition to the computers, printers, and other devices that are the main components of the network. Simple networks often include such items as network interface cards, network cables, and hubs. More sophisticated networks also use items such as bridges, switches and routers to connect the devices in the network in more elaborate ways.

The introduction of wireless network technology, such as the AirPort Extreme Base Station (a type of router or hub), has also added to the range of network devices available.

After the physical connections of a network are made, special networking software is enabled on the networked computers so the computers can communicate with each other. In [‘Preparing your network for AccountEdge Plus’ on page 24](#), we explain how to configure this software so it meets your needs.

What is an advantage of using AccountEdge Plus on a network?

Networking allows multiple computer users to access the same files and programs simultaneously. If you set up AccountEdge Plus on a network, you can add, change or delete information, print reports and perform analysis functions at the same time as your coworkers.

Local-area networks (LANs)

A local-area network, or LAN, is a specific type of computer network which is typically tailored for computer communication over a short distance. There are two types of LANs which can be set up: peer-to-peer and client/server.

Peer-to-peer networks

In a peer-to-peer network all the computers on the network are linked using a hub or router as a central connecting device. This enables the hard disks and other devices of each computer to be shared equally by the network's other computers. And so each computer is considered a 'peer' of the other computers on the network.

A peer-to-peer network is inexpensive and relatively simple to set up. It is best-suited for businesses that have six or fewer computers and devices to connect to the network, with a moderate data load. If you have large volumes of data to transfer, a client/server configuration might be more suitable.

AccountEdge Plus is designed specifically to work on a peer-to-peer network.

Client/server networks

Companies that have five or more computers and devices in their network, and who have heavy data loads, may want to consider creating a client/server network. Client/server networks use a dedicated central computer on the network (a server) to store files for the other computers (clients) to use. The server, typically a high-performance computer, is usually not used by any one person.

By incorporating a server, a company can store large amounts of files—including programs and data—and expect that all computers accessing those files will be able to use those files at about the same speed. Because client/server networks require an additional computer, they are more expensive and are more complex to set up.

AccountEdge Plus Network Edition is recommended for use on a peer-to-peer network

On a peer-to-peer network running AccountEdge Plus, the *company file* (the file which contains your business's financial data) is stored on one of the computers in the network. This computer is referred to as the *host computer*, and it must be accessible by the other computers on the network, known as *workstations*.

The host computer does not need to be a dedicated computer (like a server), it can be any computer in the network. Note that all computers in an AccountEdge Plus network must be using Mac OS X 10.10 or higher.

In [‘Preparing your network for AccountEdge Plus’ on page 24](#), we discuss how to set up a peer-to-peer network.

LAN technologies

Each type of LAN uses a specific *LAN technology* to help the devices on the network communicate with each other.

Wired LANs The most widely used wired LAN technology in use today is Ethernet. **Ethernet** networks run at a data rate of 10 million bits per second (10MBps), this means that when a computer transmits information using Ethernet, the information travels along that medium at 10 MBps.

Fast Ethernet, transporting data at 100 MBps and **Gigabit Ethernet**, at 1,000 MBps, have succeeded Ethernet. Both options take advantage of many aspects of the familiar Ethernet technology. Most new Macs are equipped with either Fast or Gigabit Ethernet.

A minimum of 100MBps/100BaseT is required for Accountedge Plus.

Wireless LANs Note! WE do not recommend running AccountEdge Plus NE across a wireless network. Wireless networks are not included in the minimum system requirements for the product. AccountEdge Plus NE performance can be severely decreased using wireless connections. Several wireless LAN technology options are also now available. In wireless LANs, data is transferred between computers using radio waves instead of the traditional wires and cables of wired networks. In addition, wireless computers can also access the Internet. Wireless technology (also known simply as “Wi-Fi”) allows computer users to be more flexible in their workplace with the same security and reliability of a wired network.

Probably the most popular wireless technology for Macintosh computers is Apple's **Airport**. While other types of computers usually need a router or hub to communicate wirelessly, an AirPort-enabled Macintosh can communicate to similarly equipped Macs without additional hardware.

You can use an AirPort Extreme Base Station to create or join any type of Ethernet network, which would allow AirPort-equipped computers to communicate with computers not using AirPort, as well as with the Internet.

To learn more about Apple wireless technologies, visit apple.com/wifi.

AccountEdge Plus Network Edition and LAN technology

If you wish to use a wired network, we recommend using Fast or Gigabit Ethernet for your LAN technology because of its high speed.

Network protocols

Network protocols are a convention or standard that controls and enables connection, communication, and data transfer across a network.

These protocols must be set up in your operating system to ensure that programs you run on the network—including AccountEdge Plus Network Edition—are able to send and receive data with the other computers on the network.

Network protocols are set up by default on most newer computers, so you are unlikely to need to install a protocol separately. However, if you are setting up a network for the first time, you may need to activate the protocols on your computers.

TCP/IP (Transmission Control Protocol/Internet Protocol)

TCP/IP is the single, global standard for network protocols on local area networks because it can handle large amounts of data with ease. It also works well in mixed environments with many different types of computers, including Macs and Windows PCs.

TCP/IP has a direct method of transferring data from one computer or device to another. Each computer in a TCP/IP network is assigned a specific, unique address (known as an *IP address*) that identifies the computer to the network and Internet, if the computer is configured for the Internet, to the rest of the world.

All IP addresses are stored in a centralised registry or a distributed directory service, often located within a company using a router, or outside of the company at an Internet Service Provider (ISP).

When one device needs to communicate with another device in a TCP/IP network, it sends a small sliver of data, known as a *packet*, to the centralised registry. The registry then locates the intended device's IP address and directs the packet immediately to that device.

For example, if Computer1 is trying to send data to a company file on Computer2, Computer1 will send its request to the registry. The registry will then pass on Computer1's request directly to Computer2.

How Bonjour simplifies networking with TCP/IP Bonjour, previously known as Rendezvous, is a technology that connects computers automatically, without any IP address configuration on the part of the user. Whenever a computer is added to an existing TCP/IP network, Bonjour senses the network's settings and instantly prepares the computer for use with that network by giving it an IP address and special Bonjour name. All computers using Bonjour can communicate with each other simply by browsing for their Bonjour names in the Finder's **Connect To Server** window.

Bonjour isn't a requirement for your AccountEdge Plus network; you can choose to configure direct IP settings between your computers and your network, if you wish. In '[Configuring TCP/IP for Built-in Ethernet](#)', on page 27, we'll show you how to enable TCP/IP in each of the computers on your network.

Bonjour requires Mac OS X 10.2 or later.

AccountEdge Plus Network Edition requires TCP/IP network protocols

TCP/IP is the network protocol that's required for AccountEdge Plus. We also suggest that you consider using Bonjour to simplify the process of accessing your company file on the network.

Network security methods

Firewalls

The most common software-based method of protecting your data is a firewall. *Firewalls* are security systems that prevent unauthorised connections and data transmissions between computers on a network. Firewalls are also used to deny access to computers from external computers on the Internet.

A firewall filters all information travelling across a network, or coming from other networks, to determine whether to forward the information toward its intended destination.

It's important to know the difference between two common types of firewalls:

- An **Internet firewall** is used to protect the computers on a network from external attacks. This type of firewall is usually installed when you add a router to your network so you can connect to the Internet. (See '[Routers](#)' on page 14 for more information about routers.)
- A **personal firewall** is used when you need to protect a computer from another computer on the same network. For example, if the other computer on the network is regularly infected by viruses. A personal firewall is available as a built-in part of Mac OS X, or you can use personal firewall software manufactured by third-party vendors.

Ports

Firewalls use many different screening methods, but the most popular method is by monitoring your computer's data ports. An extension of the TCP/IP protocol, a *port* is an entry point, guarded by a firewall, through which data of only a specific type flows. Each computer that uses TCP/IP is able to communicate through up to 65,535 ports.

Software programs either use preassigned or dynamically assigned port numbers.

Preassigned port numbers Programs that use ports with preassigned numbers communicate with the most common types of data in the computing world. For example, web browser software always communicates HTTP data (that is, web pages) through port 80 on a computer, and email programs transmit SMTP data (that is, email messages) through port 25.

Dynamically assigned port numbers Programs using this method receive their assigned port each time a connection must be made, and the port is usually different each time. For example, an online multimedia program may use port 50444 to receive streaming audio during one session and then use port 56733 the next session. All dynamically assigned ports are numbered between 49152 and 65535.

Using a firewall to restrict the use of ports By restricting the use of specific ports in your firewall software, you can effectively prevent particular types of data from entering your computer. For example, if you configure your firewall to deny the use of port 25, your computer will not be able to receive email.

You can also use your firewall to restrict the use of a range of ports (for example, 50000 to 57000). By doing so, you'll restrict data of any type from passing through those ports.

Securing your network for AccountEdge Plus Network Edition

AccountEdge Plus Network Edition assumes that your network will be protected by an Internet Firewall, if your network is connected to the Internet. You do not need to make changes to your Internet firewall to use AccountEdge.

If you use a personal firewall on your host computer, however, you will need to ensure that the firewall is configured to allow AccountEdge Plus data to pass from workstations to the host.

AccountEdge Plus does not use a preassigned port number for the transmission of data from workstations to your company file on the host computer. Therefore, any port between 49152 and 65535 can be used to transmit data to your company file.

You can choose to specify a particular port number in that range for your AccountEdge Plus activity (but the port must not be closed by a personal firewall), or you can simply allow AccountEdge's FileConnect system preference to dynamically assign a port for you.

Later in this guide, we'll show you how to configure FileConnect and decide whether you should assign a specific port for the transmission of your AccountEdge Plus data.

Network hardware

Ideally, your network will be set up to meet your business's immediate and future communications requirements. This means choosing hardware and software components that can be easily expanded as your business grows.

You can buy off-the-shelf products geared for the Macintosh market, which include the minimum hardware and software needed to set up a network.

However, you can customise your network by purchasing and integrating additional network components. The topics below briefly describe network components.

Network interface equipment

Network interface equipment works with your network software to send and receive messages on the network. Each computer that you want to connect to the network must have some sort of network interface equipment installed in it. On wired networks, the network interface equipment is usually an Ethernet port, while wireless networks use an AirPort Card to communicate with the network. Network interface equipment is available for desktop and laptop computers.

Installing network interface equipment

If you choose a wired Ethernet network, you won't need to install anything, an Ethernet port is included in all Macintosh computers.

If you are using an AirPort wireless network, you may need to install an Airport Card in each of your computers. Insert the card into a specially designed slot in your computer. Many new computers are now pre-equipped with an Airport card.

Routers

If you are going to allow the computers on your new network to access the Internet, you'll need to use a **router**. A router acts as an intermediary between your local network of computers and the Internet. Usually, the router also plays the role of a **firewall**, which means it protects the computers on your network from external attack.

Usually the router is connected to a DSL or cable modem. The individual computers on the network are then connected to the router with cables or wirelessly. When a computer wants to retrieve information from the Internet, it notifies the router.

The router then passes the request to a modem, and the modem gathers the requested data (such as a web page) and returns it to the router. Finally, the router directs the data to the computer. Typically, this transfer of messages and data takes only a few seconds.

Routers exist in both wired and wireless networks.

Installing a router

Depending on your familiarity with this type of hardware, you may want to ask your Internet Service Provider or an IT professional to install your router.

Network hubs

A *network hub* is the central connection point for the wiring of the LAN. All computers on the network are linked to each other through the hub. Hubs are normally used in networks that use twisted pair cable.

While hubs aren't needed in fully wireless networks, they can be part of networks that use both wired and wireless technology. For example, a wireless computer could be configured to use a printer that's connected to a hub with other wired computers.

A typical Ethernet hub, sometimes known as a repeater, has a number of ports (holes in which cables are inserted) to which computers and other devices are attached. One twisted pair cable can be inserted into each port. The other end of each cable is inserted into the Ethernet port of each computer or device.

When a computer transmits information to the network, the information travels through the computer's Ethernet port to the hub. The hub then makes a copy of this information and sends it to each computer on the network. For example, if one user in the network enters a transaction in a hosted copy of AccountEdge, the hub communicates the change to other computers in the network.

In networks that access the Internet through a central source, the network hub might also be connected to a router.

Since hubs are usually the central point of LANs, they're often placed in a location in the office that's at the centre of things. Many offices designate a particular area to house their hubs and other networking equipment.

Types of hubs

There are a number of varieties of hubs that allow you to control the manner in which your network operates. The following is a brief description of a few types of hubs.

Standalone hubs are box-like products with a number of ports, typically fewer than 12. Many standalone hubs also can be connected to other standalone hubs—either by connecting them with coaxial cable or linking (or casacading) them using twisted pair cable between ports on each hub. This allows you to expand your network as your company grows, or two separate LANs. This type of hub is least expensive. They are best suited for small, independent workgroups or offices typically with fewer than 12 users per LAN. A standalone hub will probably serve the needs of most small businesses who wish to use AccountEdge Plus.

Stackable hubs look and act like standalone hubs except that several of them can be stacked or connected together, usually by short lengths of cable. The advantage of using stackable hubs is that, when connected, the hubs can be managed as a single unit by a network administrator. As your network grows, you can add more stackable hubs to accommodate more users on the network. Stackable hubs are ideal if you don't want to make a large initial investment in the network but you are certain that the network will expand in the future.

Modular hubs are larger units that can accommodate many network users. A modular hub is made up of a chassis that can contain anywhere from four to 14 slots. Each slot in the chassis can hold a communications card, which works like a standalone hub. Each communications card (also known as a *module*) can support around 14 computers and other devices.

When several communications cards are placed in the chassis, the computers connected to the cards are able to communicate with each other in the same manner as they would if they were part of the same card. Modular hubs can be managed by a network administrator.

What kind of hub works best for an AccountEdge Plus network?

The kind of hub you choose depends upon your current needs, and how much you expect your network will grow in the future. There are no special requirements for choosing a hub if you are networking AccountEdge Plus.

If you have fewer than five computers at your company and you don't expect that to change much in the next few years, you might consider an inexpensive and simple standalone hub.

If you already have six or more computers and you anticipate needing more, you might want to investigate stackable or even modular hubs for your business.

Note that hubs provide flexibility to easily expand a network. So if your business grows, you can easily connect another hub to accommodate your additional computers.

The advantages of using AccountEdge Plus Network Edition

Multi-user data entry

AccountEdge Plus Network Edition enables multiple users to work on your company file simultaneously, from different workstations. This is ideal for businesses that have a large volume of daily transactions.

When you purchase AccountEdge Plus Network Edition you receive a single network license at the time of purchase. However, you can easily buy additional licenses (known as workstation licenses) whenever the need arises.

Note that customers upgrading from previous versions of AccountEdge Plus will be issued the same number of licenses as they had with their previous version.

The number of user that can access a company file at one time depends on the number of workstation licenses you have purchased.

Faster data transfer

To prevent a slowing of a data transfer between the host computer and the workstations AccountEdge Plus has FileConnect.

FileConnect is a system preference that's automatically installed when you install AccountEdge Plus Network Edition. FileConnect's main purpose is to permit and streamline the transfer of AccountEdge Plus data between workstations and your company file on the host computer.

Company file maintenance is centralized

You need to backup, verify and optimize your company file regularly. You can perform all of these tasks from either the host computer or a workstation.

For further information regarding maintenance of your file see ['Maintaining your company file over the network' on page 40](#).

Now that you've learned a little about how AccountEdge Plus Network Edition works in a network environment, you are ready to set up your network. Continue with these tasks:

- If you don't already have a network, proceed to ['Setting up network hardware' on page 20](#).
- If your network is already set up, see ['Preparing your network for AccountEdge Plus' on page 24](#).

2 Setting up your AccountEdge Plus network

If you haven't already set up the physical components of your network, this chapter will help you with the basic setup. We recommend that you employ a networking consultant to set up your network hardware so that it fully meets your business needs. To locate a Mamut Partner in your area, visit the [Mamut website](#).

Minimum system requirements

Your system must meet the minimum system requirements in order to run AccountEdge Plus Network Edition.

Operating system	Mac OS X 10.10 to 10.13
Hardware	Intel-based Mac with 4GB RAM or more 250 MB available hard disk space for program installation Minimum of 35 MB available hard disk space for each company file 1152x720 screen resolution with thousands of colours Note that UNIX-formatted hard drives are not supported
Network	Wired Ethernet network: 100Base-T or faster TCP/IP must be enabled on all computers
For Better Network Performance	Intel Dual Core i5 or faster processor with 8GB RAM for hosting company files is highly recommended SSD hard drive on Mac hosting company file 1000BaseT/Gigabit Ethernet Network Mac OS X 10.12 or 10.13

Internet	Required for accessing program updates, payroll updates and forms, and Online Help
Officelink	Office 2008, 2011 or 2016 for Mac

Setting up network hardware

When you purchase your network equipment, you should carefully review the documentation for the equipment so that you understand manufacturer's recommendations for its use.

Refer to the appropriate section to begin setting up your network hardware.

- [Setting up a wired Ethernet network, below.](#)
- [Setting up a wireless AirPort network, page 22.](#)

The instructions for building your network assume that your network will be connected to the Internet and will require a router. If your network won't be used to access the Internet, you can skip the section about installing a router.

After you've set up your network hardware, see [Optimise your network, page 22](#), for information on how to make your network more efficient.

Setting up a wired Ethernet network

Note! We do not recommend running AccountEdge Plus NE across a wireless network. Wireless networks are not included in the minimum system requirements for the product. AccountEdge Plus NE performance can be severely decreased using wireless connections.

The following procedure outlines the basic steps for setting up the physical elements of a typical peer-to-peer Ethernet network.

- 1 Decide where you want to install the hub and/or router.
Pick a location that's relatively close to all the computers that will be on the network. You may find it convenient to situate your router near the means by which your network is connected to the Internet (your cable modem, for example). Some network equipment manufacturers recommend that your computers be within 328 feet of your network hub.
- 2 If you plan to connect two or more hubs together, do this now.
Note that you need to connect the hubs using the proper ports on the hubs. Some hubs use special "uplink" ports for connecting to other hubs.
- 3 Switch off all the computers and other devices that you plan to add to the network.
- 4 Connect one end of a network cable into one of the hub or router's ports, then connect the other end of the cable into one of your computers.
Repeat this step for each computer and device you want on your network.
- 5 Plug your hubs or router into an electrical outlet and turn on your computers.
- 6 Follow the instructions in your new hardware's documentation to configure it for your Ethernet network.

Once you finish these steps, your network hardware is ready to go. Before you continue the setup process, see '[Optimise your network](#)' on page 22.

Setting up a wireless AirPort network

The following procedure outlines the basic steps for setting up a typical AirPort network that's connected to the Internet.

- 1 Decide where you want to install the AirPort base station.
Pick a location that's relatively close to all the computers that will be on the network (the maximum range of most base stations is 150 feet). You may find it convenient to situate your base station near the means by which your network is connected to the Internet (your cable modem, for example).
- 2 If you plan to connect two or more AirPort base stations to increase the range of your network, do this now.
Refer to your base station documentation to learn how to 'bridge' base stations to increase your network's range.
- 3 If your computers aren't already equipped with AirPort Cards, install them now.
- 4 Switch off all the computers and other devices that you plan to add to the network.
- 5 Connect your AirPort base station into your Internet source and plug it into an electrical outlet.
- 6 Turn on your computers and use the AirPort Setup Assistant to configure each computer for your AirPort network.

Once you finish these steps, your AirPort network is ready to go. Before you continue the setup process, see ['Optimise your network' below](#).

Optimise your network

Optimising your network helps ensure the network is running as efficiently as possible before you begin using AccountEdge.

System performance

- Be sure your computers all meet (or exceed) the minimum system requirements for AccountEdge.
- Upgrade your computers' operating systems so all computers are using the same version of Mac OS X. By doing this, you'll lessen the amount of work a computer must perform to receive information from other computers on the network.
- Try to keep at least five to 10 percent of the size of your hard disk free. The more free disk space on a computer, the faster its performance. In addition, when a hard disk has very little free space, it's possible that files - including your AccountEdge Plus company file - can become fragmented on the disk.

Computer memory

- Although AccountEdge can run on computers with less than 2GB of RAM, you'll find that increased amounts of memory will improve your system's performance. If possible, upgrade your computers to exceed the minimum RAM required.
- If you're planning on running additional programs while AccountEdge is running, we recommend that you purchase additional RAM.

Network maintenance

- The faster your network, the faster AccountEdge will send and receive messages across the network. If you are using a 100 MBps Ethernet network, we recommend you upgrade to 1,000 MBps Gigabit Ethernet network.
- If you use a wired network, we recommend you use high-quality shielded twisted pair cable.
- Keep your network components as clean and dust-free as possible.
- Try to minimise the traffic on your network when AccountEdge is in use. AccountEdge requires a significant amount of attention from the network when it's recording and processing your

company's financial data. If other programs are requesting network resources at the same time, you may experience slower performance in AccountEdge.

Preparing your network for AccountEdge Plus

A local area network (LAN) can be set up in many different ways. In this section the network is protected from the external Internet behind a firewall such as a router.

NOTE: Access permissions may need expert assistance If you are unable to carry out the procedures in this section because you do not have sufficient access, contact the person who set up your network for assistance.

There are some decisions you'll need to make about your network so it properly supports AccountEdge. Read the following sections.

- ['Choosing a host computer' below](#)
- ['Choosing how to identify the host computer' on page 25.](#)

Choosing a host computer

For networking, the company file needs to be stored on a host computer to which each user has access. In choosing a suitable host computer, consider the following:

- **Host the company file on the most powerful computer in the network** Network performance is enhanced if the company file is stored on the fastest computer with the most memory.
- **Host the company file on a network server** If your company employs a server running special server software such as Mac OS

X Server, consider hosting the company file on the server. Servers are faster and are specially designed to handle network traffic.

- **Host the company file on the key employee's computer** If one employee will use AccountEdge more than anyone else, consider storing the company file on that employee's computer. This person may experience better performance from accessing the company file directly, compared with accessing it across the network.
- **Host the company file on a backup computer** If you store all your important files on a central host that is backed up frequently, it is a good idea to also store your company file on that host. Then the company file will be backed up with all your other vital data.

Constraints on host computers

You can run AccountEdge on a host computer and use the company file on that computer, but users on workstations accessing the same file may discover that their system is slower than usual.

If you encounter this situation, here are some solutions:

- Upgrade all your computers to a recent release of Mac OS X, and be sure they're *all using the same version*. This will take advantage of the latest networking features of Mac OS X and streamline the communication among computers.
- Try to perform processing-intensive tasks—such as printing documents or installing software programs—on the host computer only when others do not need access.

Choosing how to identify the host computer

The host computer requires some sort of identification so workstations can locate the company file that resides on its hard disk.

You have two methods from which to choose to identify the host computer. One, by using Bonjour to see the host's name or two, by

using the host's IP address. You can also use a combination of the two methods. (Note that Bonjour was called Rendezvous in earlier version of Mac OS X).

Use Bonjour if you want to keep things simple

In a network that uses Bonjour, any workstations running AccountEdge can use Bonjour to locate the company file simply by knowing the host computer's name. Assuming the users have the appropriate access rights to the company file, the users will be able to open and work with the company file without needing to know any other details about the host computer. To determine the name of the host computer on your network, see [To view a computer's name, page 27](#).

CAUTION: Bonjour cannot be used in some network situations If you have a network that incorporates multiple sub networks (subnets) and the host computer is on a different subnet than your workstations, you won't be able to use Bonjour.

Use IP addresses if you want to know the details

Although Bonjour begins some real-world naming conventions to networking, you may prefer to know the actual IP addresses of the computers to which you're connecting.

Additionally, in some networks, permanent IP addresses are assigned to each computer, so there's little worry of losing connection with a computer because its identifying details have changed.

If the computers on your network use different versions of Mac OS X (for example, Mac OS 10.11.1 and 10.11.3), you might find that your network service will be more reliable and efficient if you choose the IP address method to identify each computer. See '[Configuring TCP/IP for Built-in Ethernet](#)' on [page 27](#) to learn about setting up IP addresses.

Use both methods if one doesn't suit your needs If the user of one workstation wishes to use Bonjour to locate the host computer by its name, while a different user wishes to use the host computer's IP address, they can each use the method of their choice.

To view a computer's name to see the name of a computer, open the **System Preferences** and click **Sharing**. The computer's name is displayed near the top of the window.

Configuring TCP/IP for Built-in Ethernet

Note that the following procedure may not apply to your LAN set up. You may need to seek the advice of your system administrator or a qualified network consultant.

If you are using AirPort, see your AirPort user documentation for how to configure TCP/IP.

- 1 Log in as a user with administrator rights.
- 2 Go to the Apple menu and choose **System Preferences**.
- 3 Click the **Network** icon. The **Network** system preferences appears.
- 4 Select **Built-in Ethernet** from the list on the left. Options appear in the right-hand side of the window.
- 5 If you want to allow the computer to be dynamically assigned an IP address, select **DHCP** from the **Configure** drop-down list.
- 6 If your network setup requires you to manually enter the IP details:

- a Select **Manually** from the **Configure** drop-down list. Fields for entering the IP details appear.



- b Enter the IP address details, including the LAN's primary DNS server on the first line in the **DNS Servers** text box.
- c If there are any secondary DNS servers, add them on the remaining lines.
- 7 Click **Apply**.

If you selected DHCP, the server then dynamically assigns an IP number to the computer, and the **IP Address**, **Subnet Mask**, and **Router** fields will be updated. Make note of the IP address, as you will need to know it when you setup your company's workstations to connect to the host computer.

3 Company file access

This section describes how to enable your workstations to access and open your company files across the network.

Before you can complete these procedures, you need to have:

- installed your software and created a company file. See the *Getting Started* guide.
- set up and enabled your network. See [‘Preparing your network for AccountEdge Plus’ on page 24](#).

Enable the network connection

In order for your workstations to connect to the host computer, you need to enable your network connection using FileConnect. FileConnect must always be running on the host computer while you are using AccountEdge Plus Network Edition.

If you haven't already installed your AccountEdge Plus software, you need to do so before using FileConnect. Refer to the installation instructions in the *Getting Started* guide.

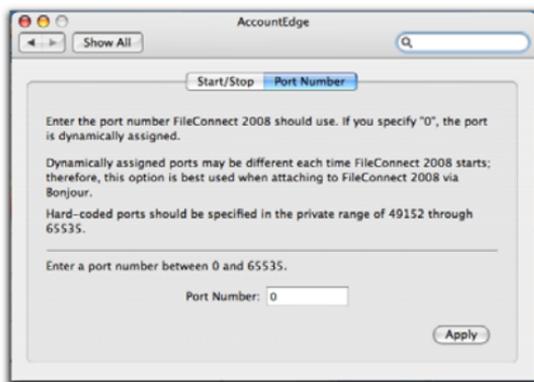
When you install your software, FileConnect is automatically added to your system preferences.

Start FileConnect on the host

FileConnect needs to be running on the host computer so that your workstations can access the company file. Do not install or run FileConnect on your workstations.

To start FileConnect

- 1 Launch the **System Preferences** from the dock. The **System Preferences** window appears.
- 2 In the Other section of the window, click the **AccountEdge** icon. The AccountEdge Plus system preferences appears.
- 3 Click **Start FileConnect** to turn FileConnect on. After a moment, the text on the button will change to **Stop FileConnect**, which indicates that FileConnect is now running.
- 4 Click the **Port Number** tab.



- 5 Decide if you want to use a specific port to allow AccountEdge workstations to access the company file on the host computer, or if you want to allow FileConnect to choose a port for you.
 - If you want to allow FileConnect to assign a port, or if you will be using Bonjour to access your company files, leave the **Port Number** field at zero. This indicates the port used to transmit AccountEdge data will be dynamically assigned by FileConnect; that is, a different port number may be used for AccountEdge each time FileConnect is restarted.

- If you will be using a direct IP address to access your company files, or if you want to assign a specific port, enter a port number between 49152 and 65535 in the **Port Number** field. This will ensure your workstations will access the company file using this particular port on the host computer.

For more information about ports, see [‘Ports’ on page 12](#).

Prevent the host computer from sleeping

When other users are accessing the company file on the host computer, you should not allow the host computer to go into sleep mode. Follow the steps below to prevent a computer from going to sleep.

To prevent the host computer from sleeping

- 1 Log in to the host computer as an administrator.
- 2 Go to the apple menu and choose **System Preferences**. The **System Preferences** window appears.
- 3 Click **Energy Saver** and then click **Sleep**.
- 4 Click **Show Details** to see the sleep settings.
- 5 Drag the top slider to **Never**.
- 6 Deselect the **Put the display to sleep when computer is inactive** option.
- 7 Close the window.

4 Working with company files on a network

This chapter outlines tasks that require special consideration in a network environment. See the following pages to learn how to:

- Create a company file, [Page 34](#)
- Open a company file, [Page 37](#)
- Back up your company file, [Page 40](#)
- Verify your company file, [Page 42](#)
- Optimise your company file, [Page 43](#)

Setting up a company file for multiple users

All the accounting information - your company's transactions and other important business records - that are entered in AccountEdge Plus for a single company is stored in a company file. Before you can begin using AccountEdge, you must create a company file.

You can create a company file using the AccountEdge Plus program on either the host computer or any of your workstations.

When you finish creating the company file, it is automatically placed in a specific folder on your network's host computer that will allow access by your workstations.

To create a new company file

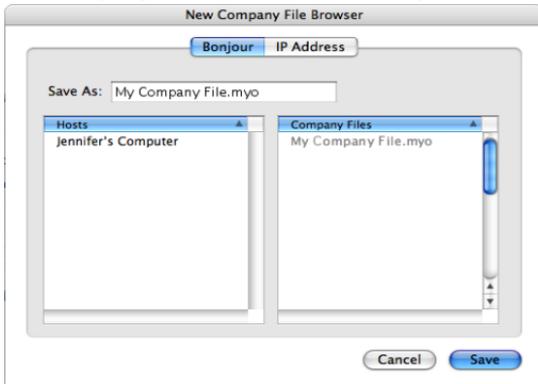
The New Company file assistant simplifies the process of creating a company file. If you need additional information about each step as you proceed through the Assistant, click the Help button at the bottom of any window.

- 1 Locate and launch the AccountEdge Plus NE Version 18 application. The Welcome to AccountEdge Plus window appears.
- 2 Click the Create button to create a new company file. The first step in the AccountEdge Plus New Company File Assistant appears.

If you have an Open option instead of a Create option, then go to the Company file Maintenance menu and select Create company file.

- 3 Follow the on-screen instructions until you reach the Create your company file window.

- 4 In the Create your company file window, click Browse. The New Company File Browser window opens.



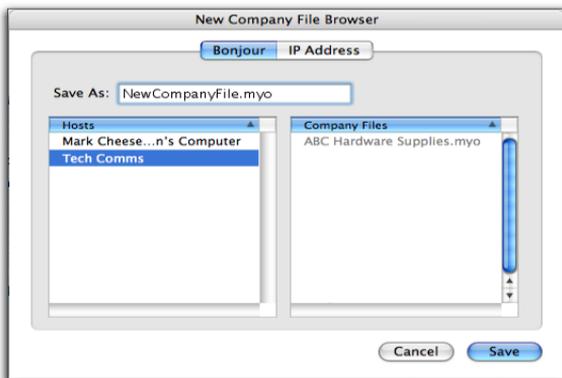
- 5 Select a method for identifying the location where you will store your company file on the host computer.

To identify the host computer using Bonjour

- a Click Bonjour. The name of the host computer should appear in the Hosts list.
- b Click the Host name to select it.

To identify the host computer using the IP address

- Click IP Address and enter the IP address and port number of the host computer in the IP Address and Port # fields.



For more information about identifying the host computer, see [‘Choosing how to identify the host computer, page 25.](#)

- 6 Enter a name for your company file in the Save As field, then click Save. The Create your company file window reappears, displaying the name or IP address of your host computer along with the name of your company file.
- 7 Click Next. The company file is saved on the host computer to the Library/Application Support/AccountEdge Plus NE/Databases folder.
- 8 If you want to continue setting up your company file, click Setup Assistant. You can use the Easy Setup Assistant to help you through the main company file setup tasks.
- 9 If you want to set up your company file later, click Command Centre.

Opening a company file

Once your company file is created, you can open it from any of the network computers that have AccountEdge installed. You can open a company file using the **Finder** or by using a connection document.

To open a company file by browsing for it

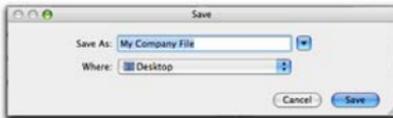
- 1 Locate and launch the AccountEdge Plus NE Version 18 application. The **Welcome** window appears.
- 2 Click the **Browse button**. The **Company File Browser** window appears.
- 3 Select the method you use to locate the host computer on the network, either **Bonjour** or **IP Address**.
- 4 If you want to locate the company file using Bonjour:
 - a Click **Bonjour**. The name of the host should appear in the **Hosts** list.
 - b Click the host's name to select it. The company files residing on the host computer will be displayed in the **Company Files** list.
 - c Select the company file you want to open.
- 5 If you want to locate the company file using the IP address:
 - a Click **IP Address**. The IP address options appear.
 - b Enter the IP address and port number of the host computer in the **IP Address** and **Port #** fields, then click **List Files**. The company files saved to the host computer appear in the list.
 - c Select the company file you want to open.
- 6 Click **Open**. The **Sign-on** window appears.
- 7 Complete the **Sign-on** window and click **OK**. The company file opens.

To create a connection document for a company file

You can simplify the process of opening a company file on the host computer by creating a connection document on a workstation. A *connection document* is a shortcut file that retains the information about your company file's location on the host computer. You can place the connection document in a convenient location on your workstation, such as the desktop. You can then double-click it to start AccountEdge and open your company file.

NOTE: Connection documents replace aliases A connection document is similar to an alias, which is another type of Mac shortcut file. However, you cannot use an alias to open a company file on a host computer. If you wish to use a shortcut, you must use a connection document.

- 1 Locate and launch the AccountEdge Plus NE Version 18 application. The **Welcome** window appears.
- 2 Click the **Browse button**. The **Company File Browser** window appears.
- 3 Select the company file for which you want to create a connection document. Select the file in the **Bonjour** or **IP Address** tab of the window, depending how you access the company file.
- 4 Click the **Save Connection** button at the bottom of the **Company File Browser** window. The **Save** window appears.
- 5 Enter a name for the connection document in the **Save As** field.
- 6 Choose where you want to store the connection document by making a selection from the **Where** list. We suggest that you save the document on your desktop, where you can later drag it to the Dock for easy access.



- 7 Click **Save**. The connection document will appear in the location you selected with the name you entered. Note that the name of

the connection document will be displayed with a '.connect' suffix.

NOTE: Using FileConnect with DHCP If the computer or server that is hosting company files and running FileConnect is set up with DHCP where an IP address is dynamically assigned, your IP address may change from time to time. In this case, your Connection Document may need to be recreated.

To open a company file using a connection document

- 1 Locate the connection document and double-click it. AccountEdge starts and the **Sign-on** window for the company file appears.
- 2 Complete the **Sign-on** window and click **OK** to open the company file.

Maintaining your company file over the network

To help ensure the integrity of your financial information, you should perform regular maintenance on your company file, including backing up, verifying, and optimising your company file.

Perform maintenance tasks on the host computer We recommend you perform maintenance tasks on the host computer. Performing these tasks on a workstation can take longer and network interruptions may disrupt the processes.

Enable single-user file locking for maintenance tasks Only one user should have access to a company file during file maintenance procedures. For example, optimising a company file rearranges its internal structure, so ensure that the file is not being accessed while this process is taking place.

Single-user file locking prevents all but the first logged-in user from accessing a shared company file—other users cannot log in.

TIP: View a list of users To check whether any other users are currently using the company file before you set a single-user lock, go to the **File** menu and choose **Active Workstations**.

To enable single-user access after starting your software, click **Single-user access** in the **Sign-on** window.

Backing up company files

If multiple users access a company file, you need to back up the company file on the host computer—including custom forms, letters, and spreadsheet templates you have created. You can then

copy the updated templates to each workstation and ensure the latest versions are used.

To back up a company file

- 1 Open the company file you want to back up.
- 2 Make sure no other users are logged into the company file.
- 3 Go to the **File** menu and choose **Backup**. The **AccountEdge Company File Backup** window opens.
- 4 Choose the type of backup you want:
 - To back up your company file and templates, click **Backup all data**.
 - To back up your company file only, click **Backup Company File only**.

NOTE: Customised documents stored on workstations will not be backed up If you're using the host computer to back up your files, any custom letters, forms, and spreadsheets stored on the workstations on the network will not be included in the backup. You will need to back up these items separately on your workstations.

- 5 Choose whether to check your company file for errors by selecting one of the options.
- 6 Select a location option for your backup:
 - To back up to your local disk, to a different hard disk, or to other media, select **To a Disk**.
 - To back up to a Dropbox account, select **Dropbox**.
Note that before you can back up to Dropbox, you must have a Drop Box account. For more information about Dropbox accounts, see the [Dropbox](#) website.
- 7 Click **Continue**.
- 8 If you selected the **Check Company File for errors** option, the verification process may take several minutes.

When the verification process finishes, click **OK** in the window that appears. Note that this window appears whether or not errors have been found in the company file.

The **Back Up** window appears.

- 9 Specify where you want to store the backup file.

A default filename is assigned:

Default filename	Description
Backup <i>dd-mm-yyyy filename.zip</i>	<ul style="list-style-type: none">• <i>dd-mm-yyyy</i> is the date from your computer's clock• <i>filename</i> is your company file name• <i>.zip</i> is the file extension and cannot be changed.

- 10 If you want, you can change the name of the backup file. Note that you should name your backups with enough information to tell you when they were from and where you were up to in data entry—for example, 'Monday 010715' or 'Backup as of 010715'.
- 11 Click **Save**. The backup process begins.
- 12 If you are storing the backup files on a removable storage device, label them clearly, so you know exactly when the backup was done.

Verifying company files

Data verification is the process of checking a company file for errors. Verification can catch minor problems in the file before they cause serious problems. You can verify your company file at any time. We recommend you do this on the host computer.

To verify a company file

- 1 Open the company file you want to verify.
- 2 Make sure no other users are logged into the company file.
- 3 Go to the **File** menu and choose **Verify Company File**. A message appears, describing the data verification process.
- 4 Click **OK** to confirm that you want to verify your company file. Your company file is scanned for errors.

When the file verification process is complete, a message appears describing the results of the process.

If no errors were found, click **OK** to end the verification process.

If your company file is corrupt, you can:

- Attempt to fix the company file by optimising it—see ‘[Optimising company files](#)’—and then repeat from [step 1](#) to check if the errors have been fixed.
- Restore the company file from your most recent backup.

5 Click **OK**.

Optimising company files

As you enter transactions, then remove or purge them, your company file will have unused areas that once contained these transactions. These unused areas can affect the efficiency of your company file and take up space on your hard disk.

You can use the Optimisation Assistant to remove the unused areas in the company file and keep your software running efficiently.

You can optimise your AccountEdge data file at any time. We recommend you do this on the host computer.

To optimise a company file

- 1 Open the company file you want to optimise.
- 2 Make sure no other users are logged into the company file.
- 3 Go to the **File** menu, choose **Optimise Company File**. An information window appears.

Note you can also select **Optimise Company File** from the **Company File Maintenance** menu in the **Welcome** window.

- 4 Click **OK** to continue. The **Optimisation Assistant** window appears.
- 5 Click **Continue**. The **Open a Company File** window appears.
- 6 Locate the company file and click **Open**. The optimisation process begins.

When the process is finished, a window will appear, confirming the company file has been optimised.

- 7 If you want to optimise another company file, click **Continue** and repeat from [step 6](#).
- 8 Click **Close**.

Maintaining company file access with FileConnect

The following information will help you prevent interruptions to your workstations' access to the host computer.

To restart FileConnect on the host computer

If FileConnect quits unexpectedly, you will need to restart it. When you restart the system preference, review the port settings to be sure they are accurate.

- 1 Log in to the host computer as an administrator.
- 2 Go to the apple menu and choose **System Preferences**. The **System Preferences** window appears.
- 3 Click the AccountEdge Plus icon. A control panel window appears.
- 4 Click **Start FileConnect** to turn FileConnect on. After a moment, the text on the button will change to **Stop FileConnect**, which indicates that FileConnect is now running.
- 5 Check that your access ports are set correctly:
 - If you allow FileConnect to assign a port, or if you use Bonjour to access your company files, leave the **Port Number** field at zero. This indicates the port used to transmit AccountEdge data will be dynamically assigned by FileConnect.
 - If you use a direct IP address to access your company files, or if you use a specific port number, enter the port number between 49152 and 65535 in the **Port Number** field. Your workstations will access the company file using this particular port on the host computer.

For more information about ports, see '[Network security methods](#)' on page 11.

Prevent the host computer from sleeping

When other users are accessing the company file on the host computer, you should not allow the host computer to go into sleep mode. Follow the steps below to prevent a computer from going to sleep.

To prevent the host computer from sleeping

- 1 Log in to the host computer as an administrator.
- 2 Go to the apple menu and choose **System Preferences**. The **System Preferences** window appears.
- 3 Click **Energy Saver**. Be sure the option, '**Put the hard disk(s) to sleep when possible**' is not selected for both the Battery and the Power Adapter options.
- 4 Close the window.

To stop FileConnect on the host computer

Once FileConnect is running on the host computer, you should not turn it off. If you do need to turn off FileConnect, follow the steps below. Note that users will not be able to access your AccountEdge Plus company file if FileConnect is not running.

NOTE: All workstations need to be logged out of company files

FileConnect will not stop unless all workstations are disconnected from your company files. To check whether any other users are currently using the company file, go to the **File** menu and choose **Active Workstations**.

- 1 Log in to the host computer as an administrator.
- 2 Go to the apple menu and choose **System Preferences**. The **System Preferences** window appears.
- 3 Click the AccountEdge Plus icon. A control panel window appears.
- 4 Click **Stop FileConnect** to turn FileConnect off. After a moment, the text on the button will change to **Start FileConnect**, which indicates that FileConnect is no longer running.

- 5 If you receive an alert message when you try to stop FileConnect, a user may still be logged into a company file. Make sure all workstations are logged out of the company files and repeat this procedure.

