

Sage Peachtree Installation Instructions

Quick Tips for Network Install

Use the following tips to help you install Sage Peachtree on a network:

- Always install Sage Peachtree FIRST on the computer that will store your Sage Peachtree company data files (that is, the server). These are the files that record your Sage Peachtree transactions and records.
- After installing on the server, install Sage Peachtree on each workstation. Each computer that will have Sage Peachtree operating on it must have Sage Peachtree installed on it.
- Your Sage Peachtree company data files (your transactions and records, such as customers and vendors in Sage Peachtree) should be stored in a single location on the server computer. All other computers operating Sage Peachtree should be mapped to this computer and access this single set of Sage Peachtree company data files.
- *Sage Peachtree First Accounting* and *Sage Peachtree Pro Accounting* are not multi-user compatible and should only be installed on a single computer.

Quick Tips for Upgraders

If you are upgrading from an earlier release of Sage Peachtree, Sage Peachtree will give you the option of 1) installing the new release over the old release, or 2) installing to a new location on the computer so that you will keep your old release of Sage Peachtree. Note the following information:

- If you choose to keep the older release but convert your Sage Peachtree company data to Release 2012, you will NOT be able to access that data with the old release.
- If you choose to install over the old release, your Sage Peachtree company data will NOT be overwritten. Rather, when you open the company for the first time, you will initiate the Conversion wizard to update the data files to release 2012.

Frequently Asked Questions

Q: Can I place my company data on an external drive [external storage] connected to the server as another part of the system?

A: No. If the external drive is set up as a mapped location to the server (even though it is physically attached to the server), you will not be able to install Sage Peachtree.

Q: Can I just install Sage Peachtree on the server following the defaults and then copy the files to the location I want and edit the .INI file?

A: This is inadvisable since Sage Peachtree sets registry entries on the local computer when it installs. Sage Peachtree will not function properly if these registry entries are not set.

Which Setup Do I Choose?

I. [Install on a single/stand-alone computer](#)

Use these instructions if you will install Sage Peachtree on only one computer and the Sage Peachtree company data will reside on that computer and be accessed only from that one computer.

II. [Installing on a network](#)

Use these instructions if more than one computer will be networked so that multiple users may access your Sage Peachtree company data at once.

I. Installing Sage Peachtree on a Single/Stand-Alone Computer

This section is for users who are installing Sage Peachtree on only one computer and that computer will hold both the Sage Peachtree program files and the Sage Peachtree company data files.

1. Insert the Sage Peachtree install disc in the drive. The Sage Peachtree Autorun window automatically appears.

If it does not start automatically:

On Windows Vista® or Windows® 7, select **Start** and type D: Autorun in the search box (substitute the appropriate drive letter for your CD/DVD drive), and then click **OK**.

On Windows XP®, select **Start/Run**. On the command line, type D: Autorun (substitute the appropriate drive letter for your CD/DVD drive), and then click **OK**.

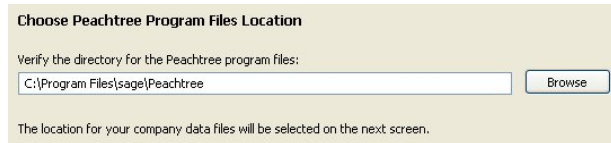
If you downloaded Sage Peachtree, double-click SagePeachtree2012.exe.

SagePeachtree2012.exe is the file that was downloaded. By default, it is downloaded to your desktop.

2. Select to install Peachtree Accounting.
3. Read the information and instructions on the window, and then select **Next**.
4. Read the License Agreement and select the checkbox if you agree to the terms. Select **Next**.

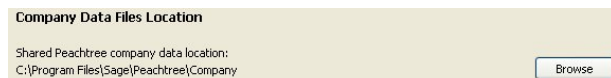
5. You may be prompted to set your firewall so that Sage Peachtree can be installed. If so, follow the directions on the screen. Click **Next**.
6. Enter the serial number found on your install disc case or in an email that was sent to you and click **Next**.
7. Select **Yes** at the Single Computer or Network window. This will ensure that you install correctly for single user setup. Click **Next**.

8. The Choose Peachtree Program Files Location window appears, asking you to specify where you want to put the Sage Peachtree program files. Enter the appropriate path here or leave it set to the default. The path **MUST** point to a local drive.



Click **Next** to continue.

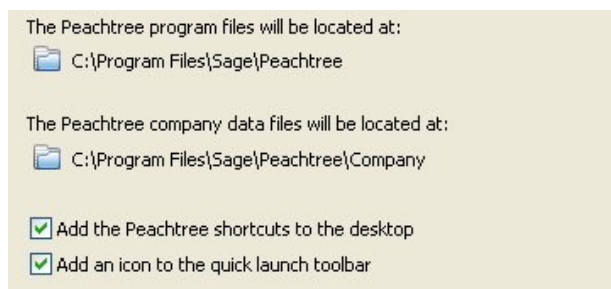
9. You can accept the default location for your Sage Peachtree company data files or you can click Browse and select a different location.



Note: If your computer does not meet the minimum system requirements, you will receive a notification of this at this point.

Click **Next** to continue.

10. Review the locations of your program and company data files. Make sure that these paths are correct. Click Back to change them.



Click **Install** to install Sage Peachtree.

Warning: During the install process, if you receive any warnings from your firewall software, be sure to select **Allow** or **Unblock** for these programs.

11. When the installation is complete, the Installation Completed window appears. Check or uncheck the checkbox options as desired; then select the **Finish** button to complete the installation.

II. Installing Sage Peachtree on a Network

Use these instructions if more than one computer will be networked so that multiple users may access your Sage Peachtree company data at once.

Important Note: You must first install on the server computer. This is where the company data files will be for everyone to access. Then, install Sage Peachtree on *each workstation*. When you install on these workstations, specify 1) the networked, server computer where the Sage Peachtree company data is stored as the location for data files, and 2) a local drive (usually C:) on the workstation for the program files.

A. Installing on the server computer where the Sage Peachtree company data files will be stored

1. Insert the Sage Peachtree install disc in the drive. The Sage Peachtree Autorun window automatically appears.

If it does not start automatically:

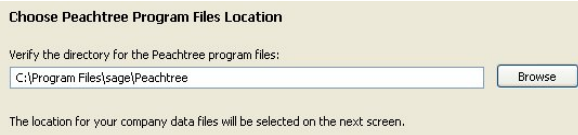
On Windows Vista® or Windows® 7, select **Start** and type D: Autorun in the search box (substitute the appropriate drive letter for your CD/DVD drive), and then click **OK**.

On Windows XP®, select **Start/Run**. On the command line, type D: Autorun (substitute the appropriate drive letter for your CD/DVD drive), and then click **OK**.

If you downloaded Sage Peachtree, double-click SagePeachtree2012.exe.

SagePeachtree2012.exe is the file that was downloaded. By default, it is downloaded to your desktop.

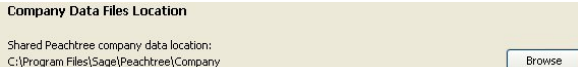
2. Select to install Peachtree Accounting.
3. Read the information and instructions on the window, and then select **Next**.
4. Read the License Agreement and select the checkbox if you agree to the terms. Select **Next**.
5. You may be prompted to set your firewall so that Sage Peachtree can be installed. If so, follow the directions on the screen. Click **Next**.
6. Enter the serial number found on your install disc case or in an email that was sent to you and click **Next**.
7. Next, the Single Computer or Network window appears. Select **No**. This will ensure that you install correctly for multi-user setup. Click **Next**.
8. Select **Yes** to the question “Will you store Peachtree company data on this computer?” Click **Next**.
9. The Choose Peachtree Program Files Location window appears, asking you to specify where you want to put the Sage Peachtree program files. Enter the appropriate path here or leave it set to the default.



Note: The path MUST point to a local drive.

Click **Next** to continue.

10. Now, you can accept the default location for your Sage Peachtree company data files or you can click Browse and select a different location. These files should be stored on this computer's hard drive.



Note: If your computer does not meet the minimum system requirements, you will receive a notification of this at this point.

Click **Next** to continue.

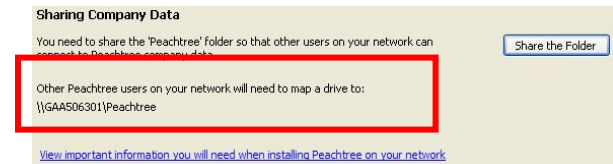
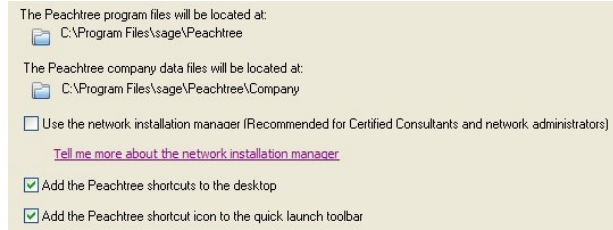
11. Review the locations of your program and company data files. Make sure that these paths are correct. Click Back to change them.

If you want to use the network installation manager, select to do that now. Click the link below that option to learn more about using the network installation manager.

Click **Install** to install Sage Peachtree.

Warning: During the install process, if you receive any warnings from your firewall software, be sure to select **Allow** or **Unblock** for these programs.

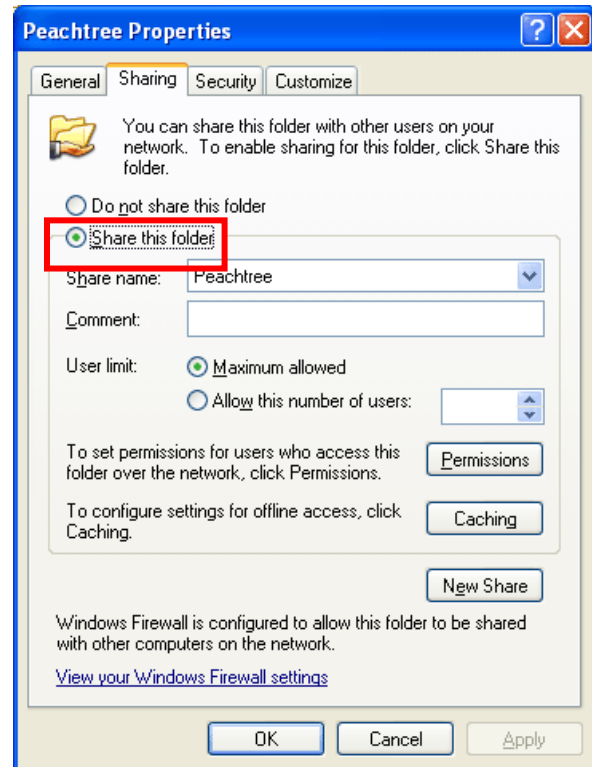
12. Next, Sage Peachtree will display the Sharing Company Data window. You will need to share the folder where the Sage Peachtree company data is stored on this computer.



Write down this path so that you will know where to point your other computers when you install Sage Peachtree on them. Click the link on the screen to view and print network setup tips which include this path.

13. Click **Share the Folder** to open Windows Explorer with the Peachtree folder highlighted.
14. Right-click the Peachtree folder and select **Properties**. Click the **Sharing** tab.

15. Select **Share this folder** and note the Share name. This is where you will need to point the other computers when you install Sage Peachtree on them.



16. Click **OK** on the sharing window.

17. Click **Next**. When the installation is complete, the Installation Completed window appears. Check or uncheck the checkbox options as desired; then select the **Finish** button to complete the installation. **Be sure to view the network tips**, especially if you selected to use the network installation manager in step 11.

B1. Installing on Workstations Using the Network Installation Manager

If you chose to use the network installation manager in step 11 of the server installation, you will use the information provided in the network tips to install on each workstation.

The network tips contain the location of the installation files and instructions for how to install on the workstations.

Even if you chose to use the network installation manager, you can still install on the workstations using the install disc or downloaded files.

B2. Installing on Workstations Using the Install Disc or Downloaded Files

Follow these steps to install Sage Peachtree on each workstation using the install disc or downloaded files. Make sure you know the drive and directory of the Sage Peachtree company data files located on the server computer before you begin installation.

1. Insert the Sage Peachtree install disc in the drive. The Sage Peachtree Autorun window automatically appears.

If it does not start automatically:

On Windows® Vista or Windows® 7, select **Start** and type D: Autorun in the search box (substitute the appropriate drive letter for your CD/DVD drive), and then click **OK**.

On Windows XP®, select **Start/Run**. On the command line, type D: Autorun (substitute the appropriate drive letter for your CD/DVD drive), and then click **OK**.

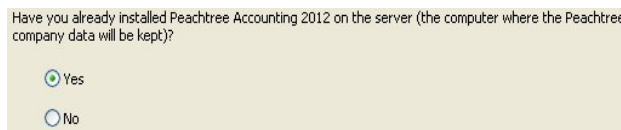
If you downloaded Sage Peachtree, double-click SagePeachtree2012.exe. SagePeachtree2012.exe is the file that was downloaded. Use the same file that you downloaded to install on each workstation.

Note: You can get the downloaded file onto each workstation several different ways. You can download the file to each computer. You can burn the downloaded file onto a CD or put it on a flash drive to take the file to each computer. You can put the downloaded file out on the network where it can be accessed from each computer, then copy the downloaded file to each computer.

2. Select to install Peachtree Accounting.
3. Read the information and instructions on the window, and then select **Next**.
4. Read the License Agreement and select the checkbox if you agree to the terms. Select **Next**.
5. You may be prompted to set your firewall so that Sage Peachtree can be installed. If so, follow the directions on the screen. Click **Next**.
6. Enter the serial number found on your install disc case or in an email that was sent to you and click **Next**.
7. Next, the Single Computer or Network window appears. Select **No**. This will ensure Sage Peachtree knows you are installing in a network environment. Click **Next**.
8. Select **No** to the question “Will you store Peachtree company data on this computer?” Click **Next**.
9. Select **Yes** on the confirmation window, since you installed Sage Peachtree on the computer where the Sage Peachtree company data will be stored in the earlier steps.
10. The Choose Peachtree Program Files Location window appears, asking you to specify where you want to put the Sage Peachtree program files. Enter the appropriate path here or leave it set to the default.

Note: The path MUST point to a local drive.

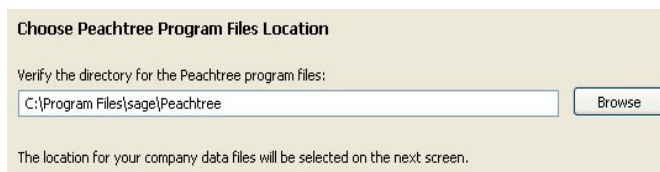
Click **Next** to continue.



Have you already installed Peachtree Accounting 2012 on the server (the computer where the Peachtree company data will be kept)?

Yes

No



Choose Peachtree Program Files Location

Verify the directory for the Peachtree program files:

C:\Program Files\sage\Peachtree

The location for your company data files will be selected on the next screen.

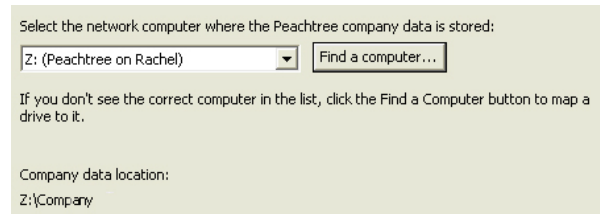
11. Click the drop-down arrow to display a list of shared folders on your network. If you shared the Peachtree folder on your server computer correctly (per the earlier instructions), you will see the appropriate folder here. Click on it to select it.

Note: If it is not in this list, you can click **Find a computer** and search for it manually.

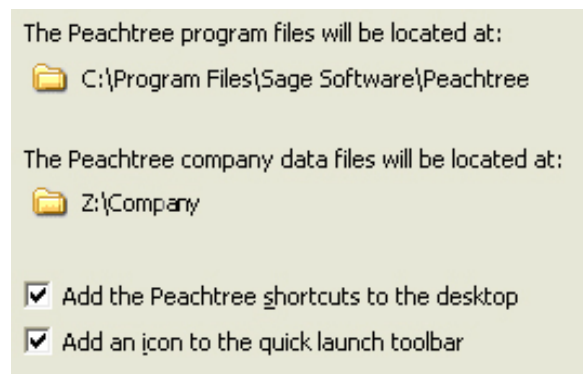
Click **Next** to continue.

12. Finally, you can review the locations of your program and company data files. Make sure that these paths are correct. Click Back to change them.

Click **Install** to install Sage Peachtree.



Note: If your computer does not meet the minimum system requirements, you will receive a notification of this at this point.



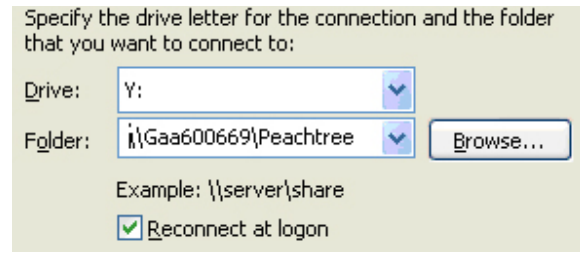
Warning: During the install process, if you receive any warnings from your firewall software, be sure to select **Allow** or **Unblock** for these programs.

13. When the installation is complete, the Installation Completed window appears. Check or uncheck the checkbox options as desired; then select the **Finish** button to complete the installation.
14. Repeat these instructions for each workstation.

Mapping a Drive to the Server Computer

If you cannot find the correct shared folder for your Sage Peachtree company data files, it is most likely because your workstation is not mapped to the server computer that stores the Sage Peachtree company data files. Below are general steps for mapping a drive.

1. To map the drive where the Sage Peachtree company data files are stored, click **Find a Computer** on the Company Data Files Location workstation installation screen. This will open the Microsoft Windows Map Network Drive window. (You can also open this window directly from Windows Explorer.)
2. Select the drive and folder on the server that you shared when you installed Sage Peachtree's company data files on it.



Specify the drive letter for the connection and the folder that you want to connect to:

Drive: Y: [v]

Folder: \\Gaa600669\Peachtree [v] [Browse...]

Example: \\server\share

Reconnect at logon

3. **Make sure that Reconnect at logon is checked!** If it is unchecked, you will lose your connection to the data files whenever you reboot this computer.
4. Click **Finish**.