SAP Business One
Installation and starting guide for PCs [not for MACs]

Installing SAP Business One

Step I

Create a folder named 'SAP Business One' on your Laptop/PC. Download SAP B1 Client from following URL and save it on your hard drive in the folder.

http://141.218.104.17/files/SAP_B1_Client_9.3.zip

You will see **SAP_B1_Client_9.3.zip** file:

Step II

Once the zip file is unzipped follow the direction provided below to launch installation:

- 32-bit: Go to Packages -> Client -> Right mouse click on "setup.exe" and choose "Run as Administrator"
- 64-bit: Go to Packages.x64 -> Client -> Right mouse click on "setup.exe" and choose "Run as Administrator"
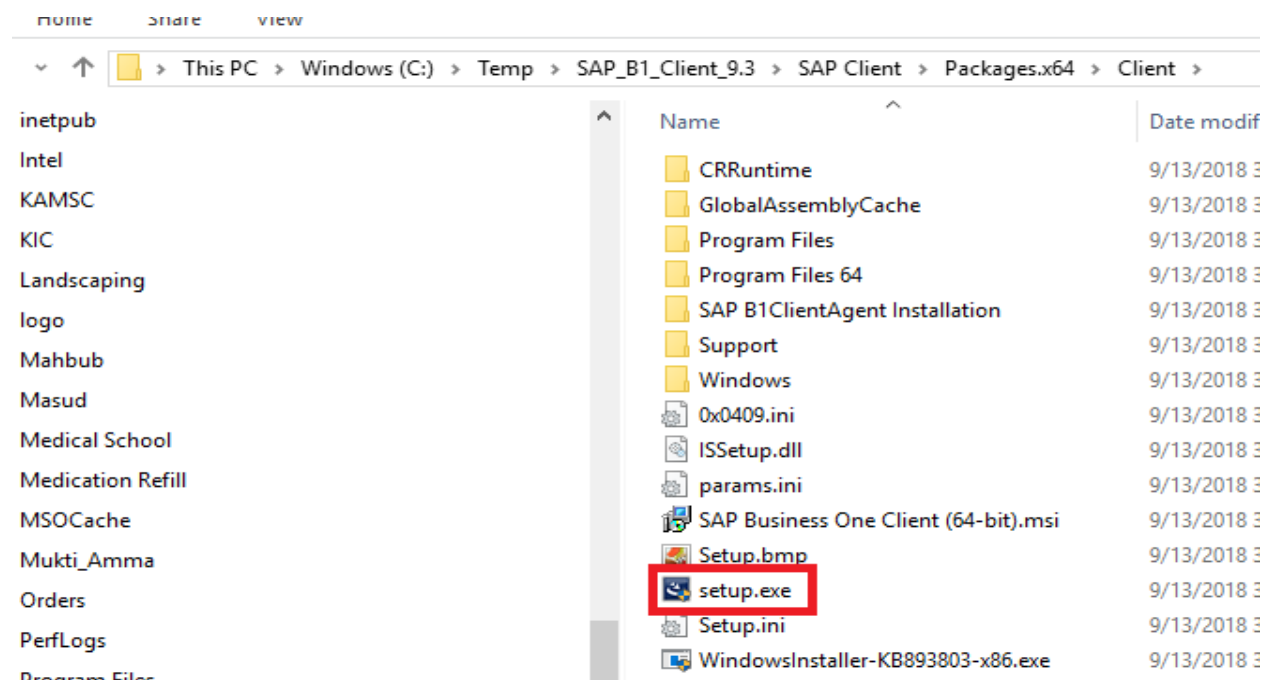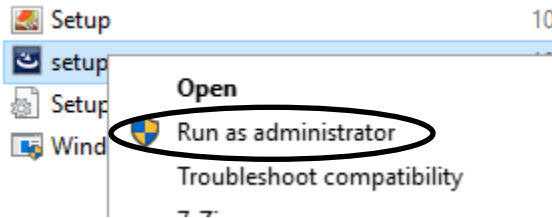

Figure: 64-bit installation

Step III

Right-Click on the setup icon and select '**Run as administrator'** to start installation of SAP Business One on your computer.
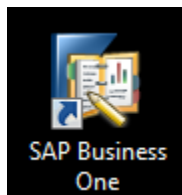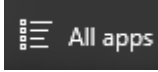

During the process, you will be asked to provide your name and institution name. Please use 'Western Michigan University' as the institution name. You will also need to provide following information for the License Server:
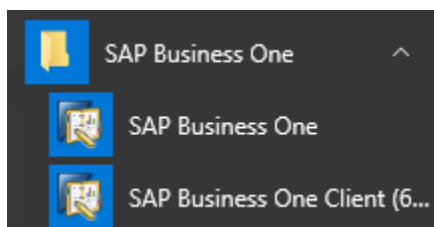
- License Server IP: 141.218.104.17
- License Server Port: 40000

Step IV

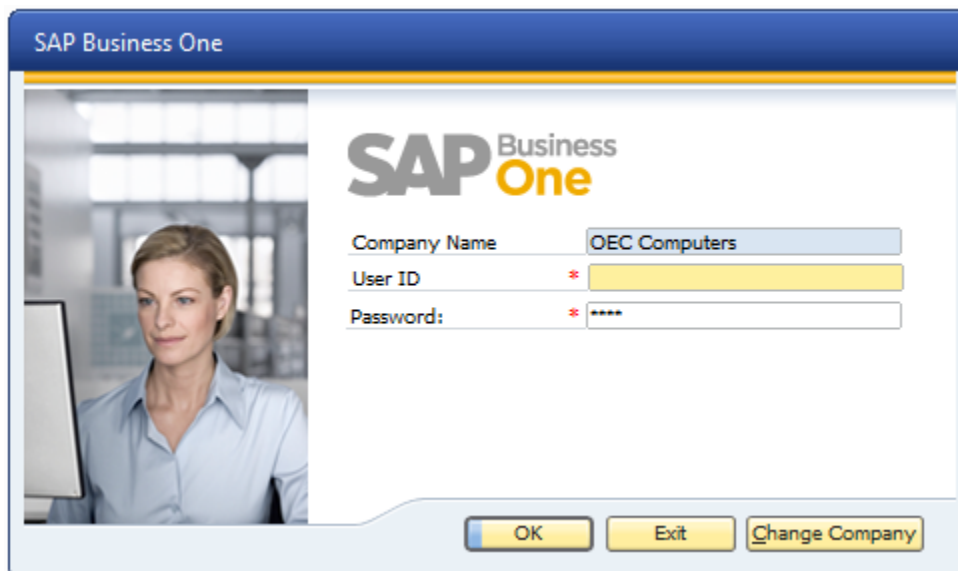Once the process is done, you will see following SAP Business One icon on your desktop.

You may also access SAP Business One from → → SAP Business One → SAP Business One (as shown below)

Starting SAP Business One

Step I

Click on the SAP Business One icon to start the software. If you get a message that the client needs updating, just let the process continue. It may take a few minutes for the system to update itself. The time will vary depending on the bandwidth of the internet access at your location. Once the updating is complete, you may have to click on the SAP Business One icon again to open the software. Once opened, you will see the following screen:
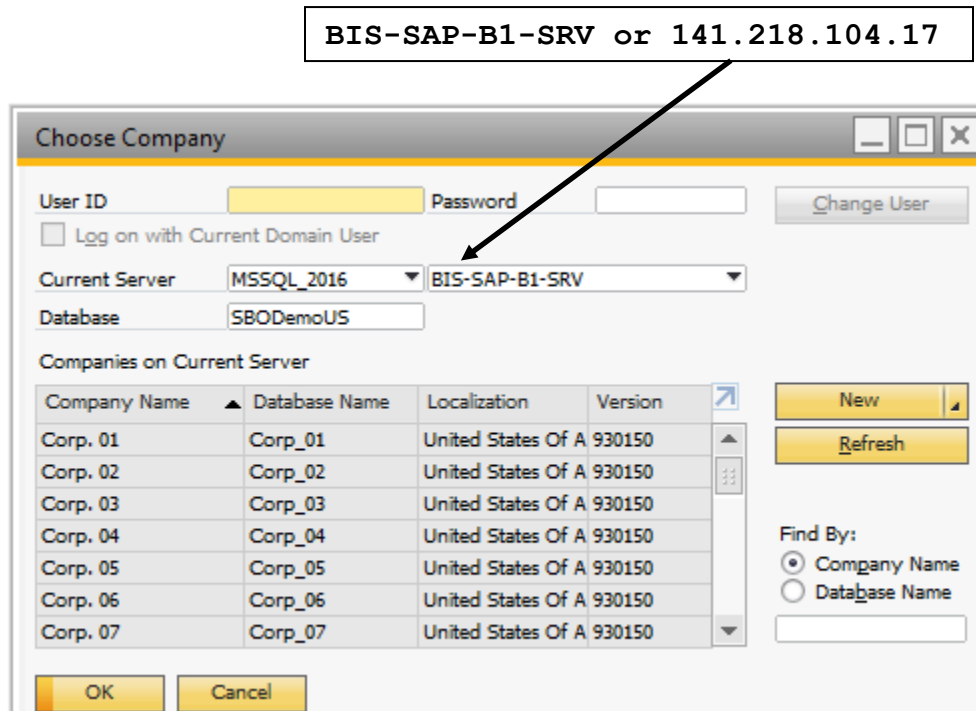

Step II

Click on the **Change Company** button to go to the next screen (shown below):

Again, you may or may not be prompted to upgrade at this point or after you select the company, enter UID/PWD and click OK (Step III). If so, please let it run.

If you see the upgrade is running for more than a couple of minutes after download of upgrade components, that could be due to any of the following two reasons;

1) The upgrade was unsuccessful OR
2) You need to enter the license server IP address in a textbox on a form. The Form may be hiding behind the status message. Move the status message on your left or right and see if any form or message appears.
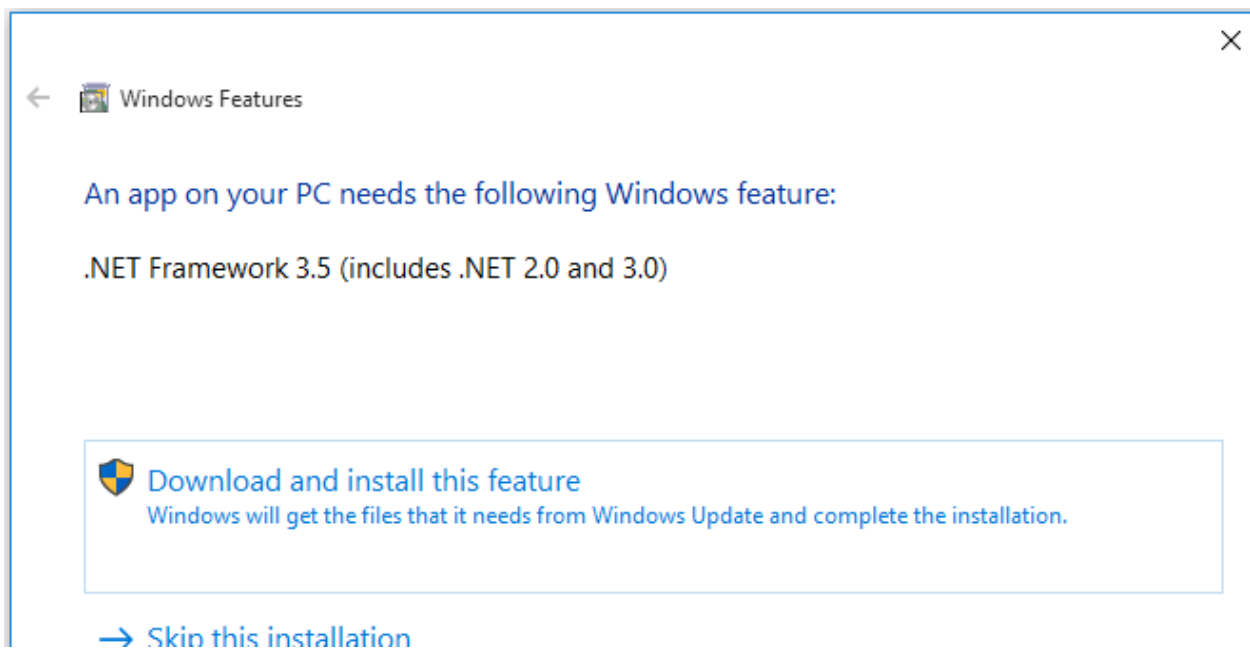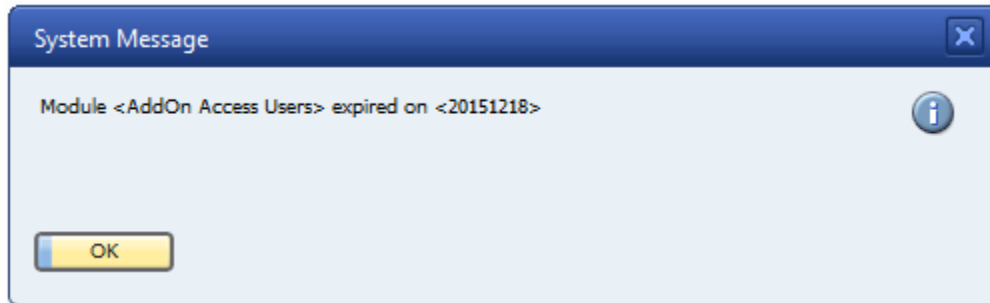
BIS-SAP-B1-SRV or 141.218.104.17

Step III

Select **appropriate company** and provide **User ID** and **Password** that is assigned to you for the company (UID/PWD posted on eLearning).

Please note that **two databases** are assigned to **each of you**; 1. **OEC Computers** (**Demo** Company), and 2. An **empty** company named **SAP Corp. X** (Value of X ranges from **A** to **M**). It is expected that you will perform partial configuration of the empty company database that is assigned to you while going through a series of SAP Business One exercises.
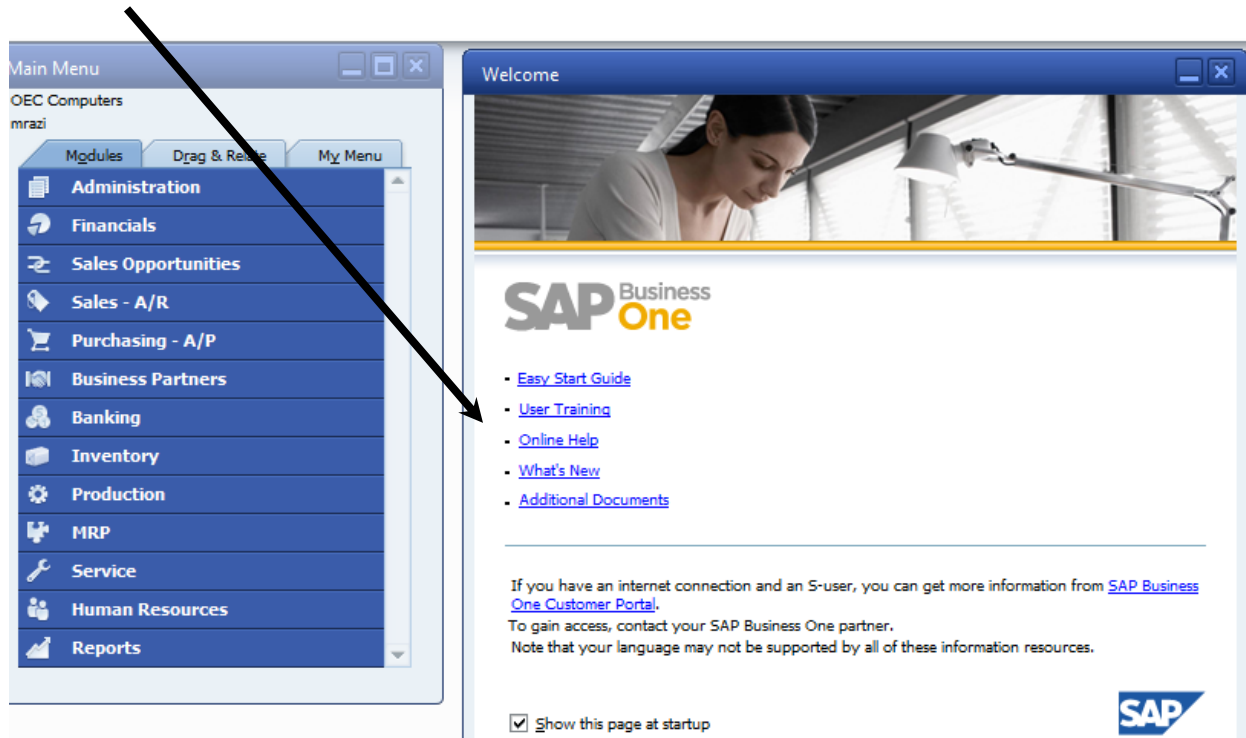
Step IV

Click on OK buttons on a set of messages (shown below).

You will see SAP Business One Man Menu.

Step V

You may want to access Easy Start Guide or seek Online Help by clicking links in this section.

Online help is a great source of How to use different functions within each module inside SAP Business One (shown below)