



Accountants
Enterprise

Installation Guide

Administration Centre

Version 3.0





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Installation Guide

This installation guide will assist you in preparing for and installing **MYOB Accountants Enterprise Administration Centre Version 3.0**.

Phase 1 — Pre-Installation

In the pre-installation phase, you need check that you have the relevant prerequisites, take backups of your data and ensure you have a clean environment for installation.

Note: This process may take several hours.

Check Prerequisites

Consult the System Requirements page to make sure your system is supported. This listing can be obtained from the MYOB website:

http://myob.com/servlet/Satellite?cid=1109419853554&attrname=SystemRequirements&pagename=MYOB%2FProduct%2FAccountantProduct&site=en_AU&c=Product.

Note: If your system setup is not listed in the Systems Requirements page you may experience installation and configuration problems, or functionality may be limited or give unexpected results.

Prerequisites

Ensure you have the following prerequisites:

- Practice Manager 4.4 or above is installed.
- Integrated Release 8.18/6.34 or above.
- The workstation where **Administration Centre** is installed must have MS Office 2003 or above or Internet Explorer 6.0 or above loaded.
- A minimum of 1 GB of free hard disk space on the drive you are installing to.
- Installation must be completed by a person with local Administrator permissions on the server.
- For those practices using Corporate Compliance:
 - Corporate Compliance 2.2 Service Pack 2, and
 - All Corporate Compliance tasks have been actioned.

Backup Your Data

Before installing **AE Administration Centre Version 3.0** you need to take both an online and offline backup of the AE Practice Manager SQL database and perform a DataSafe backup.

DataSafe Online Backup

You may need to run the DataSafe backup multiple times for each database you have.

1. Open DataSafe by clicking Start > Programs > MYOB Accountants Enterprise > **DataSafe**.
2. In the **DataSafe Utilities** window click **Backup Now**.
The **Database Backup** dialog box appears.
3. Select **Special — keep until manually deleted** and type in a label for the backup that will allow you to identify it later.
4. Click **OK**.

Offline Backup

Using your company's default backup program, take a backup of your data directory to a removable storage device such as a CD, DVD or tape. The location of your data directory can be found by clicking **Help > About** in Client Compliance.

Ensure a Clean Environment

To ensure that there are no system or program files marked as **In Use** or **Read Only**, follow these steps before commencing installation.

1. Ensure that everyone has exited all MYOB applications completely and check that there are no minimised windows on the workstations.

Note: Do not shut down the SR DAL process. The installation requires SR DAL to be running.

2. Reboot the server and workstation.
3. Stop and shut down the Integration Monitor.
4. Delete any scheduled tasks for the Integration Monitor.

Record database locations

1. Browse to and open the **Module.ini** file in the bin directory of your Integrated Release installation.
2. Make a note of the **Dir=** and **Group=** lines from **each database section**, for databases that will be integrated with AE Practice Manager.

These lines refer to the Compliance database that is currently linked to the AE Practice Manager database for the existing Compliance Integration with AE Practice Manager.

Phase 2 — Installation

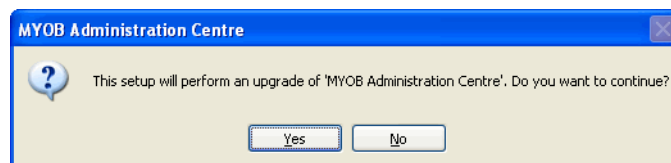
Note: Ensure you are installing Administration Centre from the SQL server.

From the Installation page on the Flash Menu:

1. Click **Administration Centre 3.0**.

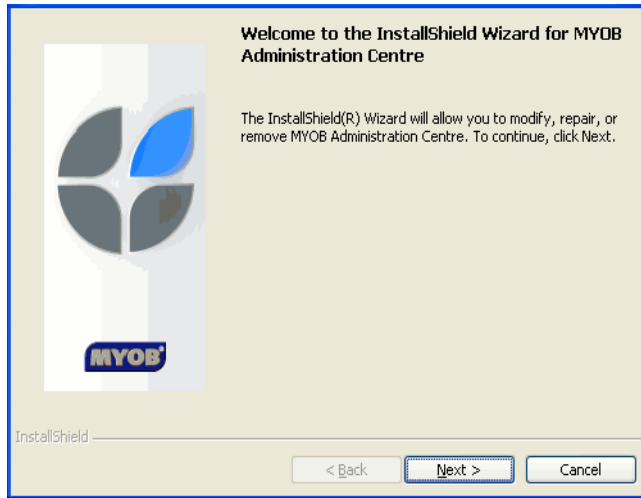
Note: If you are **not** using the Flash menu, locate and run **Setup.exe** in the AC3 folder.

The following prompt displays.



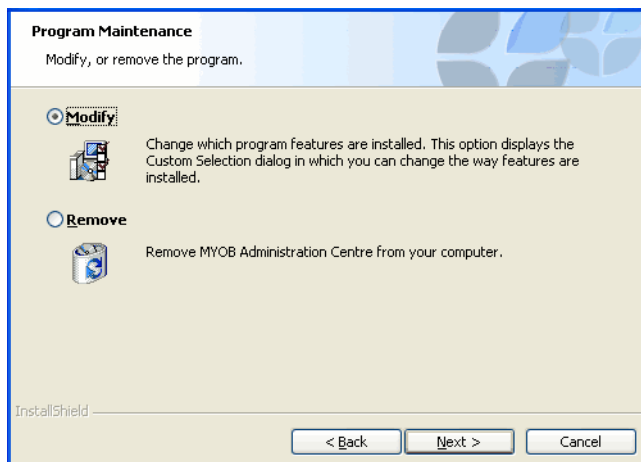
2. Click **Yes**.

The **Welcome to the InstallShield Wizard for MYOB Administration Centre** window opens.



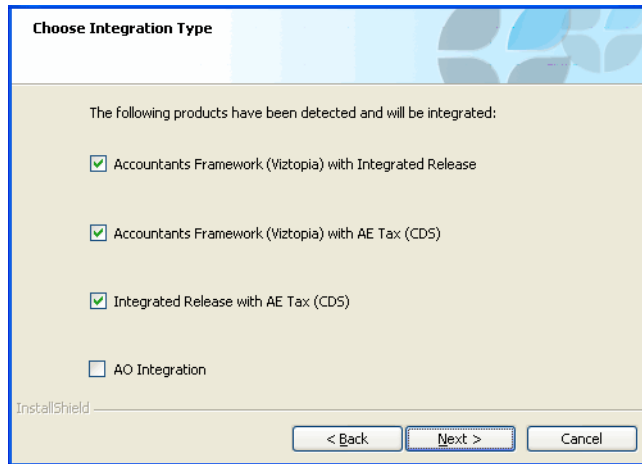
3. Click **Next**.

The **Program Maintenance** window opens.



4. Click **Next**.

The **Choose Integration Type** window opens.



5. Click **Next**.

The **Deploy Folder Location** window opens.



Note: The **Deploy** folder is the destination directory for your AE Practice Manager program files. The default directory is C:\Program Files\MYOB\Central\Deploy

To determine the location of your deploy folder:

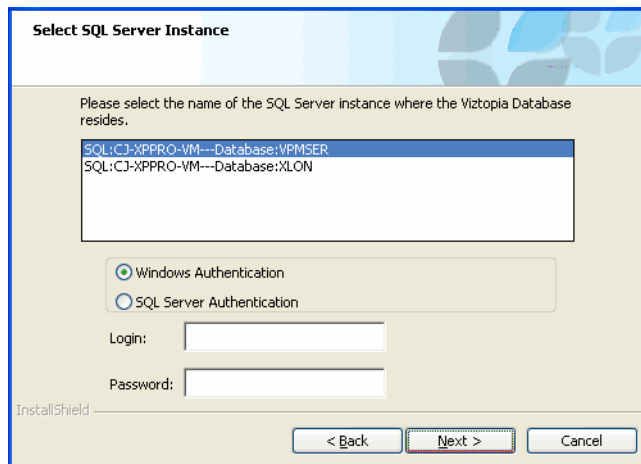
- a. Check the shortcut properties of your MYOB AE desktop icon and note the path in the Start in field.
- b. Right-click on your **MYOB AE desktop shortcut** and select **Properties**.

The **MYOB AE Properties** window opens.

- c. The Start in field under the Shortcut tab contains the location of your deploy folder. Note the path in this field and click **OK**.

6. Click **Next**.

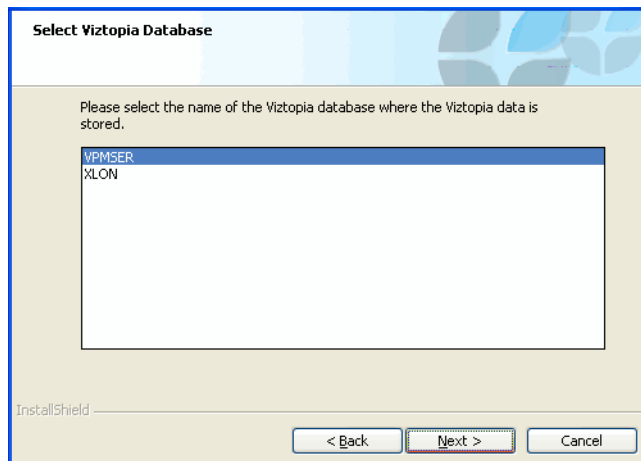
The **Select SQL Server Instance** window opens.



7. Select the SQL server where the AE Practice Manager database is located and click **Next**.

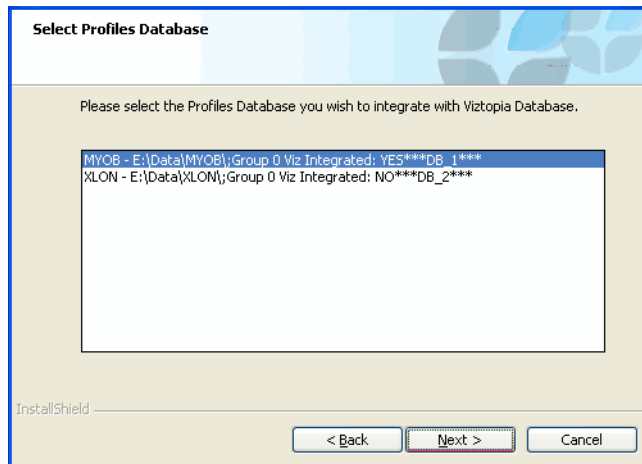
Note: If SQL Server Authentication is selected, enter your system administrator Login and Password.

The **Select Practice Manager Database** window opens.



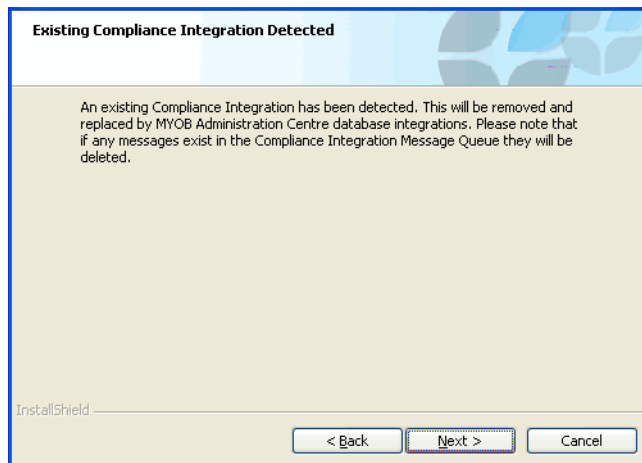
8. Select the AE Practice Manager database that you will be integrating and click **Next**.

The **Select Profiles Database** window opens.



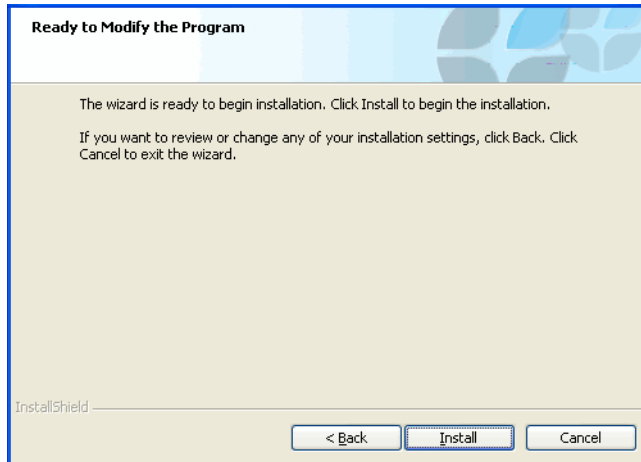
9. Select the Profiles database AE Practice Manager will be integrated to from the list and click **Next**.

The **Existing Compliance Integration Detected** window opens.



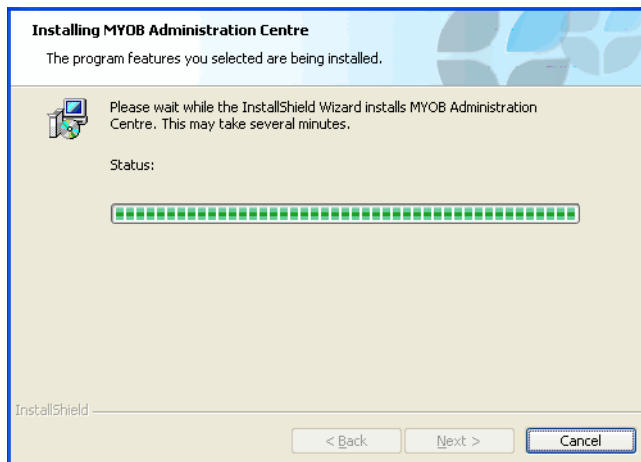
10. Click **Next**.

The **Ready to Modify the Program** window opens.



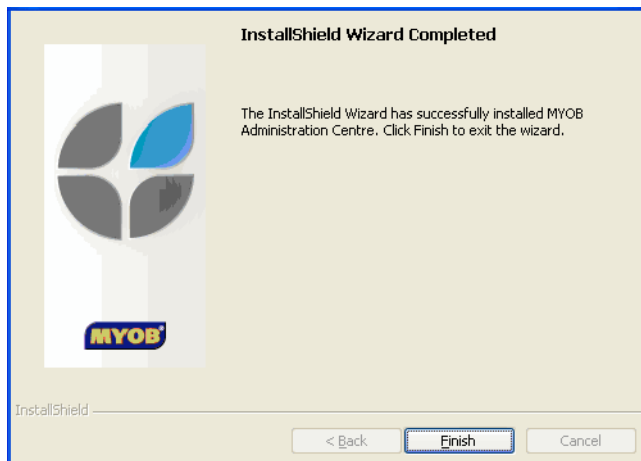
11. Click **Install**.

The **Installing MYOB Administration Centre** window opens.



A number of messages appear in the Status detailing the progress.

The **InstallShield Wizard Completed** window opens.



Click **Finish** to finalise the installation and close the wizard.

Note: Repeat the above steps if you have multiple AE Practice Manager databases that you wish to integrate.

Phase 3 — Post Installation

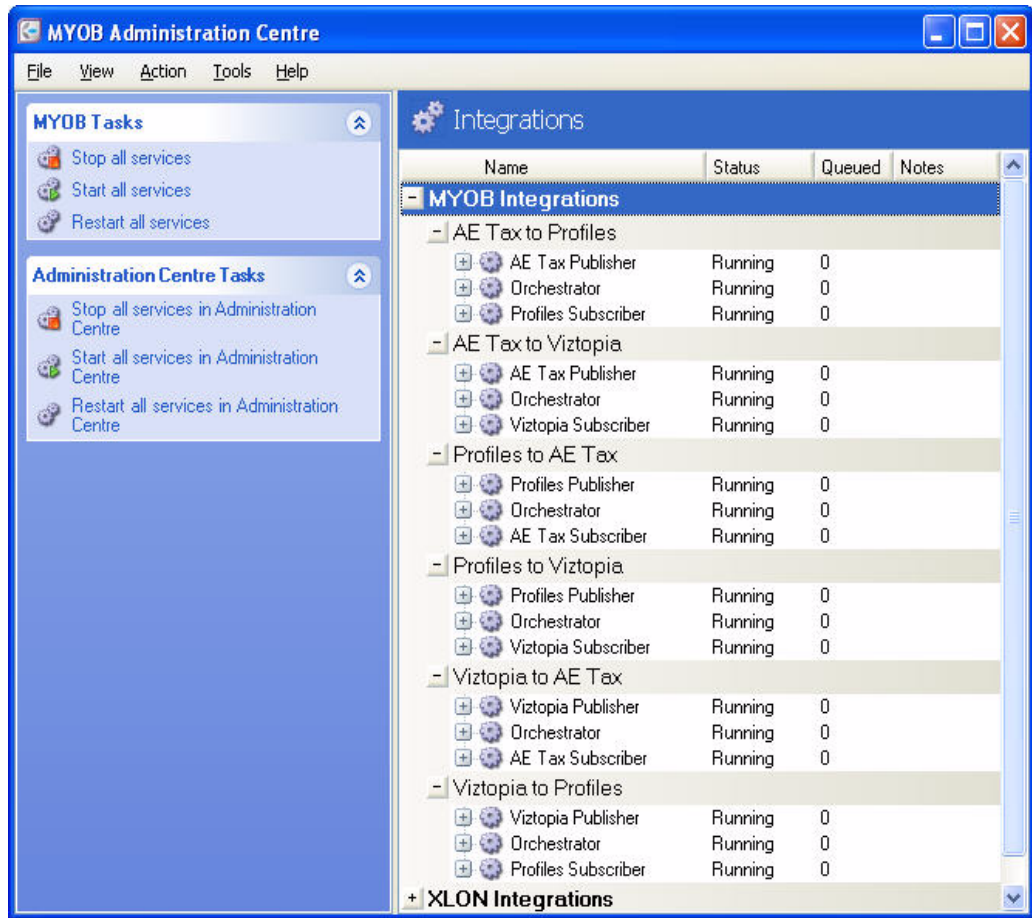
Check startup processes

1. Click **Start > Programs > Startup**.
2. In the Startup folder, check that **Backgroundautorun.exe** exists and the post process window is open on the Taskbar.
3. In the Startup folder check that **MYOB Alerter** exists.
4. Check that the **Solution 6** folder has been removed from the **Start > Programs** folder.
5. Check that the desktop shortcut to **Integration Monitor** has been removed.

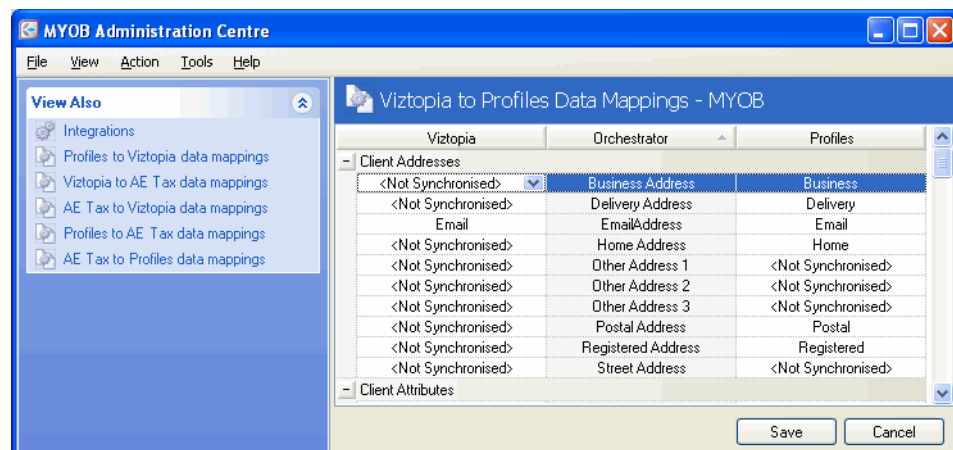
Check MYOB Administration Centre

1. Open **Administration Centre**.
2. Click **Help > About MYOB Administration Centre**.
3. Check that the version of **Administration Centre** reads **3.0.32**.

4. Check that the **Administration Centre** now shows 6 streams for each database, and that all services are running. See example below.

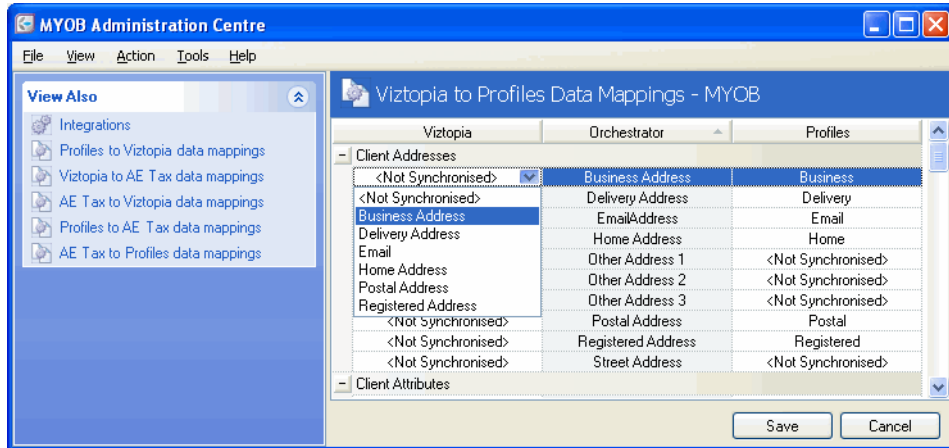


5. Select **Viztopia to Profiles** and click **Data mapping** in the Task Bar. The **Data Mapping** window opens.

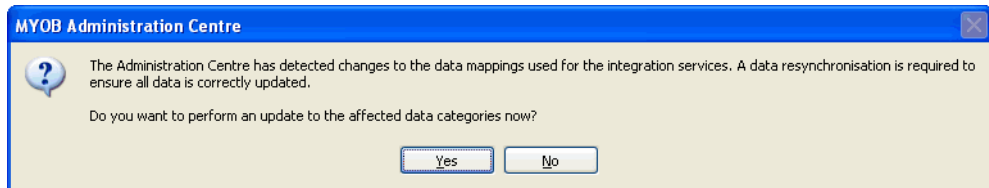


6. Check the Client Addresses data mappings for the five main address types: Business, Delivery, Home, Postal and Registered. Ensure there is a value in all columns for the five main types of addresses.

Note: If a value displays as <Not Synchronised> in any columns for Business, Delivery, Home, Postal or Registered address, select the relevant matching address from the dropdown list and click Save.

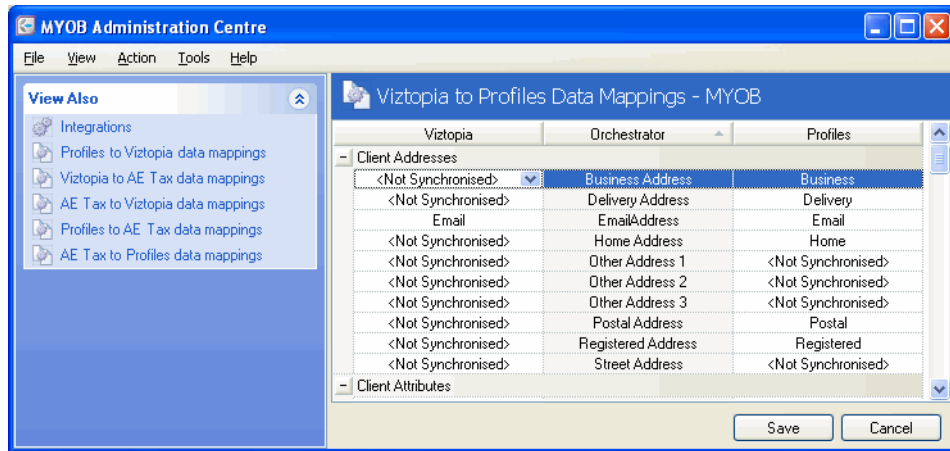


If a change was made to the data mapping, the following prompt displays.



7. Click **No**. (A resynchronisation of addresses will be performed during the address fix routine).
8. Repeat steps 5 to 7 for the following data mappings: Viztopia to AE Tax and Profiles to AE Tax.
9. Select **Viztopia to Profiles** and click **Data mapping** in the Task Bar.

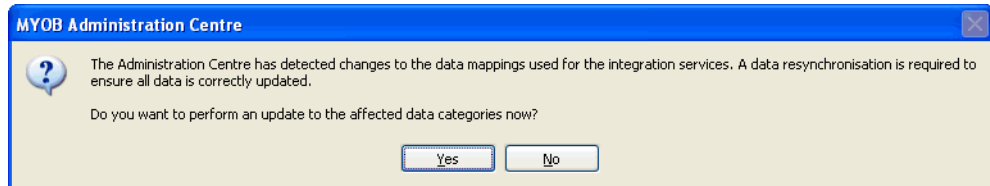
The **Data Mapping** window opens.



10. Check the Client Attributes mapping for Manager. Ensure there is a value in the Viztopia column.

Note: If a value displays as <Not Synchronised> in the Viztopia column, select the relevant Responsibility type from the dropdown list and click Save.

If a change was made to the data mapping, the following prompt displays.



11. Click **Yes**

The **MYOB Re-synchronisation** window opens.

Note: The MYOB Admin Centre Alerter will prompt that an error message has been logged to the event viewer. This error indicates that a resynchronisation has started.

12. The prompt “Re synchronisation has been successfully initiated. The progress of this re synchronisation can be viewed from the Administration Centre” appears.
13. Click **OK**.
14. Repeat steps 9 to 13 for the following data mappings: AE Practice Manager to AE Tax and Profiles to AE Tax.

Phase 4—Address configuration utility

Run the Address configuration utility

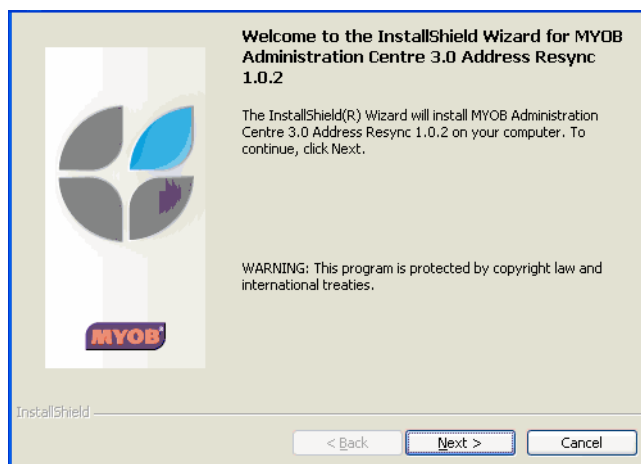
Note: Before running this utility you must ensure all message queues in the Administration Centre, display zero in the **Queued** column. See **Step 4.** on page 13 for an example.

From the Installation page on the Flash Menu:

1. Click **Administration Centre Address Configuration Utility.**

Note: If you are **not** using the Flash menu, locate and run **AdminCentreAddressConfig.exe** in the AC3 folder.

The **Welcome to the InstallShield Wizard** window opens.



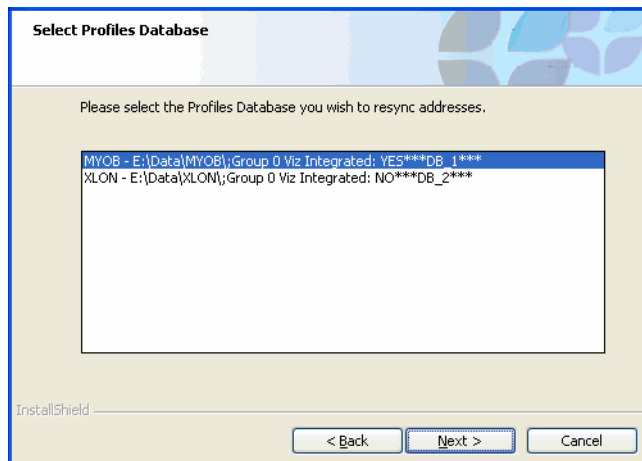
2. Click **Next.**

The **Licence Agreement** window opens.



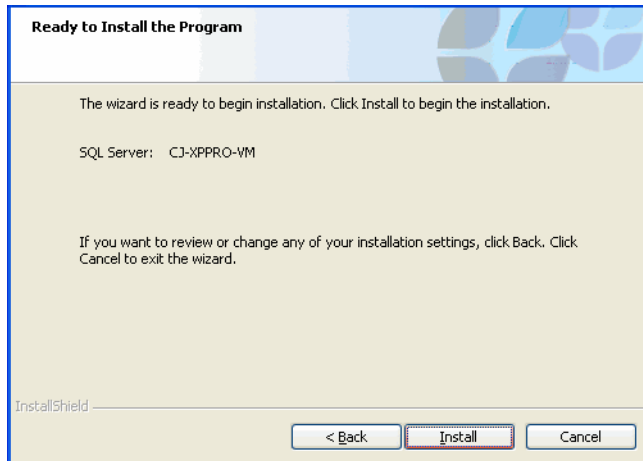
3. Read the Licence Agreement, select I accept the terms in the licence agreement and click **Next** if you agree with the terms.

The **Select Profiles Database** window opens.



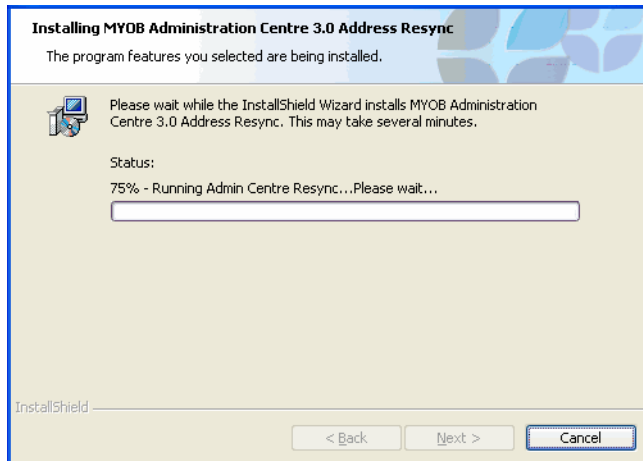
4. Select the Profiles database, AE Practice Manager will be integrated with from the list and click **Next**.

The **Ready to Install the Program** window opens.



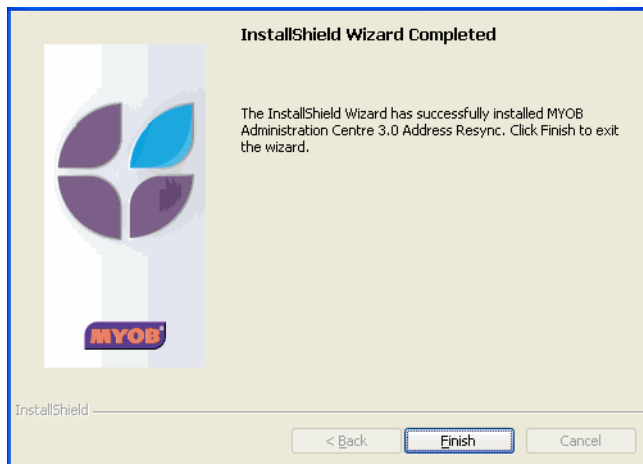
5. Click **Install**.

The **Installing MYOB Administration Centre 3.0 Address Resync** window opens.



A number of messages appear in the **Status:** area detailing the progress.

The **InstallShield Wizard Completed** window opens.



6. Click **Finish** to finalise the installation and close the wizard.

Note: Repeat the above steps if you have multiple AE Practice Manager databases that you want to integrate.

Note: You must not reboot or shut down your server while address details are being synchronised. If you intend to shut down the server, first ensure all message queues in the Administration Centre, display zero in the **Queued** column. See **Step 4.** on page 13 for an example.

Deleting change tasks in Corporate Compliance

Note: This section is only necessary for those practices running Corporate Compliance.

From within Corporate Compliance:

1. Click any row containing name or address change items to be deleted.
2. Press **[Ctrl] + [A]**.
All rows in the list are selected.
3. Select **Delete task** from the **Task** menu.
All selected changes will be deleted.

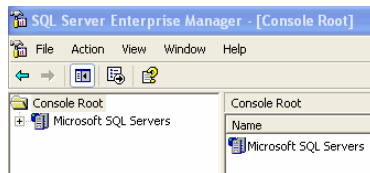
Appendix—Database backup and restore

You should take a backup of your AE Practice Manager database before installing the **Administration Centre** using one of two methods, which depend on your version of SQL. See:

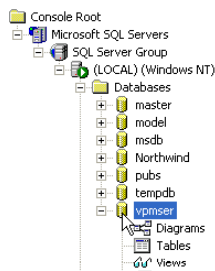
- “A. Backing up using the Microsoft SQL Server Enterprise Manager” on page 20, or
- “B. Backing up using the Microsoft SQL Server Management Studio” on page 21.

A. Backing up using the Microsoft SQL Server Enterprise Manager

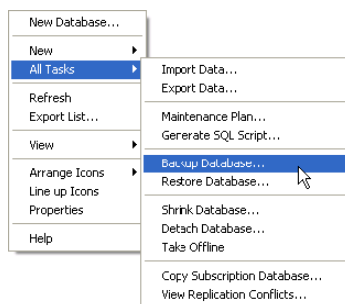
1. Click **Start > Programs > Microsoft SQL Server > Enterprise Manager**.
The SQL Server Enterprise Manager window opens.



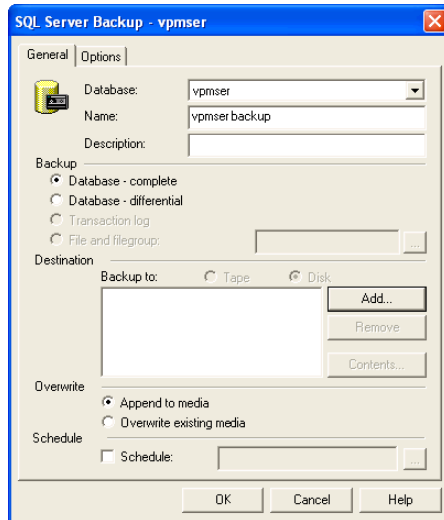
2. Expand Microsoft SQL Servers until you locate **VPMSER**.



3. Right-click **VPMSER** and select **All Tasks > Backup Database** from the menu.

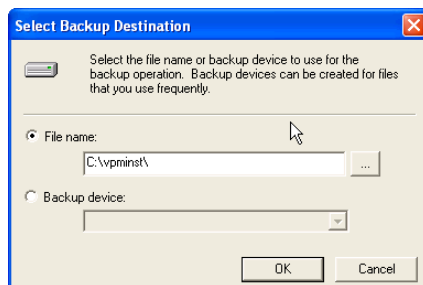


The **SQL Server Backup – VPM SER** window opens.



4. Click **Remove** to remove any file shown in the **Destination** field.
5. Click **Add**.

The **Select Backup Destination** window opens.



6. Select a location and type a name for the database in the **File name** field.
7. Click **OK**.
8. Select **Overwrite existing media**.
9. Click **OK**.

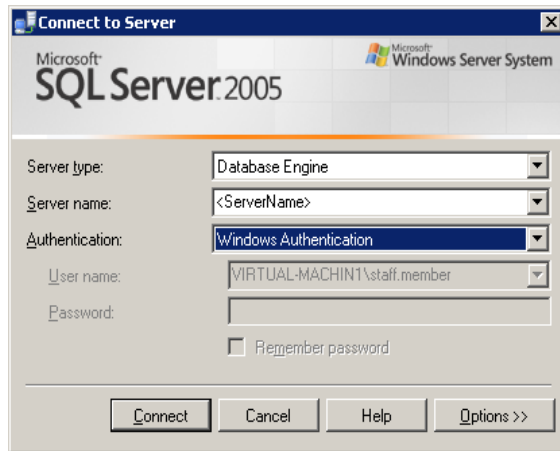
The **Backup operation has been completely successful** window appears.

10. Click **OK**.
A backup of the database is created in the location selected.

B. Backing up using the Microsoft SQL Server Management Studio

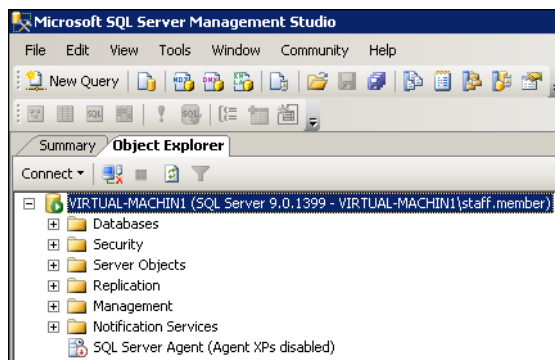
1. Click **Start > Programs > Microsoft SQL Server 2005 > SQL Server Management Studio**.

The **Connect to Server** window opens.



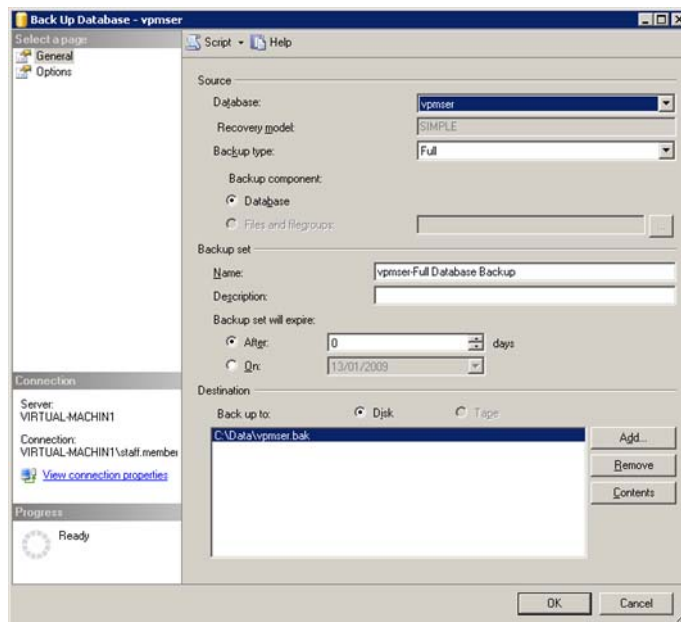
2. Enter your login details and click **Connect**.

The **Microsoft SQL Server Management Studio** window opens.



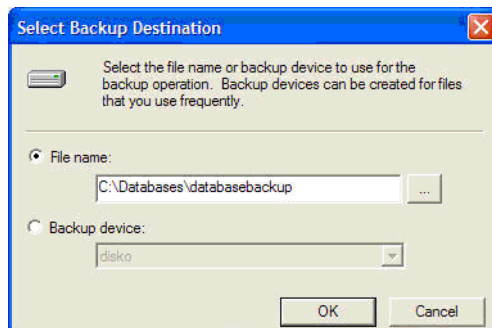
3. Expand **Databases** to locate **VPMSE**.
4. Right-click **vpmser** and select **Tasks > Back Up**.

The **Back Up Database - vpmser** window opens.



5. Click **Remove** to remove any files shown in the Destination field.
6. Click **Add**.

The **Select Backup Destination** window opens.



7. Select a location and type a name for the database in the **File name** field.
8. Click **OK**.
9. Select **Options**.
10. Select **Overwrite all existing backup sets**.

11. Click **OK**.

The **Backup of database 'vpmser' completed successfully** window appears.

12. Click **OK**.