

Installation Guide

Administration Centre Version 3.0





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MYOB Technology Pty Ltd [®] ABN 30 086 760 269 12 Wesley Court Burwood East VIC 3151 MYOB Accountants Enterprise Administration Centre Version 3.0 Installation Guide Printed: 12 April 2011

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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: <u>http://myob.com/servlet/</u> <u>Satellite?cid=1109419853554&attrname=SystemRequirements&pagename=MYOB%</u> 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.

- Open DataSafe by clicking Start > Programs > MYOB Accountants Enterprise > DataSafe.
- 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.

Deploy Folder Location	
Click Next to accept this folder location folder: C:\Program Files\MYOB\Central\Deplor	, or type the path to your Deploy
InstallShield	< Back Vext > Cancel

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 MYOBAE 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.

Select SQ	IL Server Instance
Pleares	ase select the name of the SQL Server instance where the Viztopia Database ides.
SQ	L:CI-XPPRO-VMDatabase:VPMSER 2L:CJ-XPPRO-VMDatabase:XLON
	• Windows Authentication
	O SQL Server Authentication
	Login:
InstallShield –	Password:
	< <u>B</u> ack <u>N</u> ext > Cancel

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.

Select Viztopia Databas	e			
Please select the na stored.	me of the Viztopia	database where	e the Viztopia data is	5
VPMSER XLON				
InstallShield —		< <u>B</u> ack	<u>N</u> ext >	Cancel

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

Select Profiles Database	
Please select the Profiles Database you wish to integrate with Viztopia Database.	
XLON - E:\Data\XLON\;Group 0 Viz Integrated: NO***DB_2***	
InstallShield	

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.

Existing Compliance Integration Detected	
An existing Compliance Integration has bee replaced by MYOB Administration Centre d if any messages exist in the Compliance In deleted.	en detected. This will be removed and atabase integrations. Please note that regration Message Queue they will be
InstallShield	gack Next > Cancel

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.

	InstallShield Wizard Completed		
MYOB	The Install5hield Wizard has successfully installed MYOB Administration Centre. Click Finish to exit the wizard.		
InstallShield			
	< Back Einish Cancel		

The InstallShield Wizard Completed window opens.

Click **Finish** to finalise he 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.

G MYOB Administration Centre					
<u>File Vi</u> ew <u>A</u> ction <u>T</u> ools <u>H</u> elp			_		
MYOB Tasks	🗳 Integrations				
Stop all services	Name	Status	Queued	Notes	^
Start all services	MYOB Integrations				
@ Restart all services	AE Tax to Profiles				
Administration Centre Tasks	 ⊕ Orchestrator ⊕ Orchestrator ⊕ Orchestrator ⊕ Orchites Subscriber 	Running Running Running	0 0 0		
Start all services in Administration	AE Tax to Viztopia				
Centre Restart all services in Administration Centre	⊕	Running Running Running	0 0 0		
	- Profiles to AE Tax				
	 Image: Brofiles Publisher Image: Orchestrator Image: AE Tax Subscriber 	Running Running Running	0 0 0		2002
	- Profiles to Viztopia				
	 ⊕ ☺ ⊕ ☺ Orchestrator ⊕ ☺ Viztopia Subscriber 	Running Running Running	0 0 0		
	🖃 Viztopia to AE Tax				
	 ⊕ ⊕ ↓	Running Running Running	0 0 0		
	Viztopia to Profiles				
	 Wiztopia Publisher Orchestrator Profiles Subscriber 	Running Running Running	0 0 0		
	* XLON Integrations				~

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

G MYOB Administration Centre				
<u>File Vi</u> ew <u>A</u> ction <u>T</u> ools <u>H</u> elp				
View Also	Viztopia to Profiles	Data Mappings - MY	ОВ	
Integrations	Viztopia	Orchestrator 🔺	Profiles	
Profiles to Viztopia data mappings	- Client Addresses			
🛛 🔯 Viztopia to AE Tax data mappings	<not synchronised=""></not>	Business Address	Business	
AE Tax to Viztopia data mappings	AF Tax to Viztonia data mappings (Not Synchronised) Delivery Address Delivery			
Profiles to AF. Thu data mappings	Email	EmailAddress	Email	
Profiles to AE Trax data mappings	<not synchronised=""></not>	Home Address	Home	
Mathematical Action Profiles data mappings	<not synchronised=""></not>	Other Address 1	<not synchronised=""></not>	
	<not synchronised=""></not>	Other Address 2	<not synchronised=""></not>	
	<not synchronised=""></not>	Other Address 3	<not synchronised=""></not>	
	<not synchronised=""></not>	Postal Address	Postal	
	<not synchronised=""></not>	Registered Address	Registered	
	<not synchronised=""></not>	Street Address	<not synchronised=""></not>	
	- Client Attributes			
			Save Cancel	

- 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.

MYOB A	Administration Centre
2	The Administration Centre has detected changes to the data mappings used for the integration services. A data resynchronisation is required to ensure all data is correctly updated.
	Do you want to perform an update to the affected data categories now?
	<u>Y</u> es <u>N</u> o

- 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.

G MYOB Administration Centre				
<u>File View Action Tools H</u> elp				
View Also	l Viztopia to Profiles I	Data Mappings - Mì	′OB	
Integrations	Viztopia	Orchestrator 🔺	Profiles	^
Profiles to Viztopia data mappings	- Client Addresses			
🔯 Viztopia to AE Tax data mappings	<not synchronised=""> 💌</not>	Business Address	Business	
AE Tax to Viztopia data mappings	<not synchronised=""></not>	Delivery Address	Delivery	
Profiles to AF. Tay data mappings	Email	EmailAddress	Email	
Fromes to Act has data mappings	<not synchronised=""></not>	Home Address	Home	
Mathematical Action Profiles data mappings	<not synchronised=""></not>	Other Address 1	<not synchronised=""></not>	
	<not synchronised=""></not>	Other Address 2	<not synchronised=""></not>	
	<not synchronised=""></not>	Other Address 3	<not synchronised=""></not>	
	<not synchronised=""></not>	Postal Address	Postal	
	<not synchronised=""></not>	Registered Address	Registered	
	<not synchronised=""></not>	Street Address	<not synchronised=""></not>	
	- Client Attributes			~
			Save Cance	

- 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.

муов а	MYOB Administration Centre				
2	The Administration Centre has detected changes to the data mappings used for the integration services. A data resynchronisation is required to ensure all data is correctly updated.				
	Do you want to perform an update to the affected data categories now?				
	<u>Y</u> es <u>N</u> o				

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.

	Welcome to the InstallShield Wizard for MYOB Administration Centre 3.0 Address Resync 1.0.2
	The InstallShield(R) Wizard will install MYOB Administration Centre 3.0 Address Resync 1.0.2 on your computer. To continue, click Next.
MYOB	WARNING: This program is protected by copyright law and international treaties.
Instalibhield	< Back Next > Cancel

2. Click Next.

The Licence Agreement window opens.

Licence Agreement Please read the following licence agreement carefully.	
SOFTWARE LICENCE AGREEMENT PLEASE READ THIS SOFTWARE LICENCE AGREEMENT CAREFULLY. BY INSTALLING SOFTWARE, YOU ARE ACKNOWLEDGING YOUR ACCEPTANCE OF THE AGREEMENT. This computer program you are about to install ("Software") is licensed to you by MYOB Technology Pty Ltd ABN 30 086 760 269 ("MYOB") for use only under the following terms and conditions. In addition to these terms and conditions you agree to be bound by and observe the terms of the Sales and Services and the terms by the mean program. By the program of the sales and Services	
I gatept the terms in the licence agreement InstallShield A Back Next > Cancel 	

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

Select Profiles Database	7
Please select the Profiles Database you wish to resync addresses.	
MYOB - E:\Data\MYOB\;Group 0 Viz Integrated: YE5***DB_1*** XLON - E:\Data\XLON\;Group 0 Viz Integrated: NO***DB_2***	
nstallShield	

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.

Installing MYOB Administration Centre 3.0 Address Resync The program features you selected are being installed.				
1 7	Please wait while the InstallShield Wizard installs MYOB Administration Centre 3.0 Address Resync. This may take several minutes.			
	Status:			
	75% - Running Admin Centre ResyncPlease wait			
InstallShield				
anaoana) Itola —	< Back Next > Cancel			

A number of messages appear in the **Status:** area detailing the progress. The **InstallShield Wizard Completed** window opens.

	InstallShield Wizard Completed
	The InstallShield Wizard has successfully installed MYOB Administration Centre 3.0 Address Resync. Click Finish to exit the wizard.
MYOB	
Instalibhield ————	< <u>B</u> ack <u>F</u> inish Cancel

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.
- Press [Ctrl] + [A].
 All rows in the list are selected.
- 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.



SQL Serve	r Backup - vpms	ser	D
General	Options		
b	Database: Name: Description:	vpmser vpmser backup	•
Backup © Da © Da © Tr	atabase - complete atabase - differential ansaction log		
O Fili	e and filegroup:		
Destination	on Backup to:	C Tane C Disk	
			Add
			Remove
			Contents
Overwrite	 Append to m Overwrite exi 	edia sting media	
Schedule	Schedule:		
		OK Cance	Help

The SQL Server Backup – VPMSER window opens.

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

The Select Backup Destination window opens.

Select Backup Destination			
Select the file name or backup devices to use for the backup operation. Backup devices can be created for files that you use frequently.			
File name:			
C:\vpminst\			
C Backup device:			
V			
	_		
OK Cancel			

- 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.

Microsoft SQL Server	Ver 2005
Server <u>t</u> ype:	Database Engine 💌
<u>S</u> erver name:	<servername></servername>
<u>A</u> uthentication:	Windows Authentication
User name:	VIRTUAL-MACHIN1\staff.member
Password:	
	Remember password
<u>C</u> onne	ct Cancel Help <u>O</u> ptions >>

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

The Microsoft SQL Server Management Studio window opens.



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

elect a page	🔜 Script 🝷 🚺 Help				
P Options	Source				
	Database:		vonser		
	Recovery model		SIMPLE		
	Backup type:		Full		1
	Packup component		1.5		
	Database				
	C Fles and Berrary				
	Backup set		-		
	Name	vpmser	-Full Database B	lackup	
	Description				
	Backup set will expire:	-			
	After: 0			dava	
	C 0n 11	/01/2009			
onnection	Destination				
Server: /IRTUAL-MACHIN1	Back up to:	 Djsk 	с та	ipe	
Connection:	C:\Data\vpmser.bak				Add
/IRTUAL-MACHIN1\staff.member					Bemove
24 View connection properties					Contents
rogress					
Ready					
and the second sec					

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.

Select Ba	ackup Destination 🛛 🔀
	Select the file name or backup device to use for the backup operation. Backup devices can be created for files that you use frequently.
File n	ame: C:\Databases\databasebackup
C Back	up device:
	OK Cancel

- 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.