Viztopia 4 / CDS Integration
Installation and Configuration Guide

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Viztopia /CDS Integration 4.0
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Introduction

CDS Integration is required to synchronise the Viztopia and CDS databases to avoid double keying relevant client details.

The details maintained in Viztopia 4 are integrated to CDS for the purpose of completing Tax forms using Classic Tax. Therefore, the Viztopia database is the main database in which all client names, addresses, phone numbers and so forth will be maintained.

Any time you want to have an address available in Classic Tax, add the address to the client in Viztopia and the information will appear in CDS ready for selection in Classic Tax.

This guide is to be used when installing and activating CDS/Tax Integration on a network at a client site or on a stand-alone workstation for demonstration purposes.

Pre-requisites

Prior to installing and activating the CDS/Tax Integration you should already have the following installed and operational:

- Viztopia Practice Management
- A multi-user license of System Release
- CDS
- Classic Tax.

The required versions for the various Integration components are listed in the following table.

Software	Version
System Release	7.1a or above
CDS	6.1e or above
Classic Tax	2005.1a or above
Viztopia Practice Management	4.1 or above
Visual Basic Run-time	SP 5 version 6.0 or above

Configuration Overview

Summary of Workflow

Once the synchronisation components are installed, the Viztopia database becomes the source database for all client names and address details. This means that you no longer enter client details into Central Database (or Classic Tax).

An Example Workflow

Adding a new client and completing a Tax return, you would do the following:

- Enter the client name, address, phone number, assignments into Viztopia.

- The information automatically synchronises to the Central Database. Within Viztopia use, the Launch link to create the Tax return selecting the relevant addresses and phone numbers from CDS.

  If there is missing information, such as a business address, add the correct type in Viztopia and it will appear for selection in Classic Tax.

- The only client details that need to be added into Classic Tax are items that appear on the return that are not synchronised.

- If it is absolutely necessary, you can add a TxAddr address into CDS via Classic Tax which will not appear in Viztopia. You should only do this when you have no intention of ever using the address again, such as a previous Postal address.

What Data Synchronises?

Client Details

Individuals

First Name	Middle Name	Surname
Title	Gender	Client Code
Salutation	Place of Birth	Date of Birth

Entities

Pre Name (e.g. The)	Main Name	Client Code
Trading As Name (Alias)		

Trading As Name

The **Trading As** name for Entities can be synchronised from Viztopia to CDS using an Alias. By default this would be setup as Trading Name.

Sort Views

The only sort views that synchronise from Viztopia to CDS are: Partner, Manager, Employee and Office Index.

Viztopia Field Name	CDS Field Name	Comments
Responsibility Tab / Partner	Sort View / PARTNER	Fixed. You cannot change.
Responsibility Tab / Manager*	Sort View / MANAGER	* The Viztopia field can be called anything on the responsibility tab and is based on mappings entered in the Viztopia configuration settings.
Responsibility Tab / Employee*	Sort View / EMPLOYEE	* The Viztopia field can be called anything on the responsibility tab and is based on mappings entered in the Viztopia configuration settings.
Extra / Office*	Sort View / OFFICE INDEX	* The Viztopia field can be any Extra Category / Value and is based on the mappings entered in the Viztopia configuration settings.

* the Viztopia field name can change depending on the mapping setup. However the CDS field name CANNOT change.

Address and Numbers

Any address and number setup within Viztopia can be sychronised to CDS. However, when considering which fields to synchronise ensure you only setup fields that are required for Classic Tax. Any extra fields are redundant and only place unnecessary burden on the server and databases.

The relationship between CDS and Classic Tax will dictate what data defaults in Tax. Where the data does not default into Classic Tax, selecting from CDS is required (using **[F10]** key). Therefore, all the data setup to synchronise from Viztopia to CDS will be in CDS. However not all the data will automatically flow to Classic Tax.

For example, on the **Properties** tab of the Tax Return only the Phone and Fax numbers can default automatically from CDS on creation of a new return. The remaining numbers need to be selected using the **[F10]** key or clicking the selection button ⋯ from CDS.

However, if the Phone and Fax numbers are edited or entered in Viztopia AFTER the return has been created the numbers will not appear automatically on the **Contact Numbers** tab. They need to be selected from CDS. This is the nature of CDS/Classic Tax integration; it has nothing to do with the Viztopia to CDS synchronisation.

When you edit an address in Viztopia that is attached to a Tax return with a status of **'Not Lodged'**, the change will appear in Classic Tax in the Front cover area and the Properties area of the Tax return.

Once the Tax return has been lodged, address changes in Viztopia will not appear on the Tax return. However, the **Properties** tab on the tax return will update with the changes.

Fields that default from CDS to Classic Tax

Form in Tax	Field name on form	Viztopia Field	CDS Field
Properties / Contact Numbers	Telephone (BH)	Business	PHONE
Properties / Contact Numbers	Facsimile	Business Fax	FAXBUS
Properties / Name	Current Name / Name	Main Name	Entity Name
Properties / Mail	Current Address	Postal * (based on mapping)	POSTAL
Properties / Staff	Partner	Partner	PARTNER
Properties / Staff	Manager	Manager * (based on mapping)	MANAGER
Properties / Staff	Employee	Employee * (based on mapping)	EMPLOYEE

 * the Viztopia field name can change depending on the mapping setup. However the CDS field name CANNOT change.

What happens when you close a Client?

Closing a client or supplier record in Viztopia integrates the changes with CDS. Changes are displayed on the **General** tab of the record. The Status will appear as Closed and the Date field will retain the close date.

What happens when you delete a Client?

Deleting a client or supplier record in Viztopia changes the type in CDS to the "Other". This ensures that any Tax returns attached to the client are not lost.

Does the editing of client codes integrate to Classic Tax?

Editing any client codes in Viztopia automatically integrates to both CDS and Classic Tax.

You can choose to turn off the editing of client codes. To do this, change the configuration settings in Viztopia to set CDSLink =1 instead of 0 (where 1 is disable editing of client code).

What is Normalisation?

In the Central Database application you are able to attach multiple values for one type of database attribute (name, address, number). Although this has uses in Central database, it makes it difficult when synchronising with Viztopia.

For example, there may be an address type in CDS called 'EMAIL'. However, there is often more than one email address. This means that, in the CDS address tab, the EMAIL address field can have multiple values. For example; sales@myob.com and support@myob.com.

If you choose to synchronise the email address between Viztopia and CDS you can not have multiple values. The address type EMAIL would need to be normalised before it could be mapped to an address in Viztopia.

The normalisation process creates extra types when it finds multiple instances of the same type. In this case, the normalisation routine would create another address type called EMAIL1 and support@myob.com would be attached to it.

You need to carefully consider which numbers and addresses should be normalised. Addresses such as postal, business or residental would be normalised as they are single value type addresses. An address such as Txaddr would not be normalised as, due to the nature of Classic Tax there are often many instances of Txaddr attached to each client.

There is no need to synchronise and/or normalise every single number or address that exists in CDS and Viztopia, only those that will be used in the Classic Tax product. The basic information would be:

- Postal address
- Business address
- Home/residential address
- Alternate address
- Work Phone number
- Home Phone number
- Work Fax number
- Mobile Phone
- Email address.

If you have specific addresses or numbers that you use within Classic Tax, they would be the ones selected for normalisation and then data mapping to Viztopia.

It is recommended that you decide which of the addresses or numbers from Viztopia are required to be synchronised across to CDS. Do not choose values that you do not need in CDS. Remember that Viztopia is now the names and contacts database, and any mail outs and correspondence will now be sourced from Viztopia, not CDS.

Recommendations

- Synchronise only the data required in Tax. Remember, all your reporting and mail merge functionality will now be done from within Viztopia.
- **Normalising data**: Only normalise data that will be synchronised between the Viztopia and CDS databases. Do NOT normalise the TxAddr address. Never have a mapping with the same name more than once (for example, EMAIL and Email). Although they are recognised as being different (case), it will confuse the system.
- **Trading As name**: In Viztopia, setup an Alias called Trading Name (if there is not already one from the data conversion). Only enter details in the Trading Name where the trading as name is different to the Registered name. It is important to note that when you enter a Trading Name, Viztopia will search on the trading name and Main name. If the search criteria meets both the Trading name and the main name then the client will appear in the search list twice.
- When entering numbers, refer to the phone numbers that you will need on your Tax return. Only the necessary phone numbers should be synchronised (see table below).

Viztopia Number Type	CDS Number Type	Comments

Business	PHONE	This is the Viztopia main phone number that appears on the Detail tab under Business. It is designed to be the main contact number for this client during office hours.
Business Fax	FAXBUS	This is the Viztopia main Fax number that appears on the Detail tab under Business Fax. It is designed to be the main fax number for the client during Office Hours.
Mobile	MOBILE	This is the Viztopia main mobile number that appears on the Detail tab under Mobile. It is designed to be the main Mobile number for the client during office hours.
The following numbers are all user definable in Viztopia.		
Home	Home	**Other details: Home** would represent the clients Home phone number. For entities, the Home phone number for the main contact (for example, Director / Partner).

- Select the responsibility level that equates to the manager, the person primarily responsible for the client below the Partner. Normally this would be the Manager on the Responsibility tab. This maps to the MANAGER sort view in CDS.

- For the EMPLOYEE sort view, select the value on the responsibility tab that equates to the accountant responsible for the client. If this is always the same as the manager, leave it blank. For example, the responsibility level may be Accountant that maps to EMPLOYEE sort view in CDS.

- Setup the following address types as standards in Viztopia and link as shown in the table (*NOTE: Case is important).*
  This is a recommendation only, it is not a requirement. You are free to setup different Viztopia addresses. To ensure the process is as efficient as possible it is worth referring to the above table for what fields default into Tax.

Viztopia Address Type	CDS Address Type	Comments
Postal	POSTAL	Would be the default address in Viztopia and represents the default postal address of organisations and individuals alike.
Street	STREET	Would be the physical address of the business or the home address of the individual. Setting it up as Street saves you using TWO address types (normally Business and Home).
Alternate	ALTERNATE	Where there is an alternate address for some clients, such as an overseas address.

Viztopia Address Type	CDS Address Type	Comments
Business	BUSINESS	The Business address for an individual where it is different from their street address (for example, either their work address or own Business address).
Email	EMAIL	Email address.
Delivery	DELIVERY	Where different from above.

If you have followed the recommendations outlined above, then chances are you have made some changes to the Viztopia database that would need to be synchronised to CDS. For example, changing the addresses based on above table.

It is always better to re-synchronise your data if you have the time. You are ensuring that, at this point, everything that is in Viztopia will be synchronised back to CDS. This process does take some time. Ensure you run it in the evening, with a minimum of 4 hours to spare before the nightly back-up begins (time varies depending on size of database and speed of machine).

Remember to take a back-up of the CDS ledger prior to the re-synchronisation starting. You also need to run the Viz to CDS Post routine before the re-synchronisation routine is started.

Installation Process

CDS/Tax Synchronisation installation process includes the following steps:

- Installing synchronisation components.
- Setting up the SRDAL (messenger) Server — SRDAL.
- Activating the integration with Viztopia.
- Synchronising the CDS (Cheetah) and the VPMSER (SQL) databases.
- Setting up scheduled tasks to turn synchronisation off and on each day to allow backups of the Classic Tax data.

Terminology

The following table describes some of the key terms that are used throughout this installation section.

Term	Description
SRDAL	The System Release Data Access Layer.
	A software component that supplies a queue mechanism to implement a store and forward messaging service.
	SRDAL is installed as a system service and therefore may be managed generically via the Service Manager available to users within the Administrator's group. For convenience, we also install a control panel applet known as the "System Release DAL", which supports some specific management functions.

VizCDS Integration	A collection of components that enable data to be passed from Viztopia to CDS. The installation loads database triggers, an external stored procedure and an icon for launching the CDS background process.
Datagrams	Packets of data that are sent between Viztopia and CDS and processed by CDS.
Message Queue	The datagrams that are waiting for processing.
VPM Server	The VPM Server is the PC that includes:
	SQL 2000 or MSDE
	The VPMSER database
	The Viztopia DAL
Practice Server	The server that has the Solution 6 Classic Tax data. This may also be the VPM Server

Installation Instructions

Installation Checklist

Please ensure that you complete the installation steps in the order listed below.

Step	Description	Page No.	Complete
1	Check pre-requisites.	14	☐
2	Backup the Viztopia database.	14	☐
3	Backup CDS/Tax databases.	14	☐
4	Run the workstation installation setup of System Release on the SRDAL / VPM machine (where necessary).	15	☐
5	Add a VizPost user to System Release and set automatic login for VizPost background operation.	15	☐
6	Install SRDAL.	17	☐
7	Install the VizCDS integration components.	21	☐
8	Configure the Viztopia database.	25	☐
9	Configure the CDS database.	26	☐
10	Configure the Tax database.	27	☐
11	Grant Permissions on Master Database (XP and Windows 2003 only).	28	☐
12	Activate Synchronisation / Resynchronisation (where necessary).	29	☐
13	Setup scheduled tasks.	30	☐

Check Pre-requisites

Viztopia Practice Management version – Version 4 (or above)

To check the version of Viztopia Practice Management is Version 4.1:

1. Open Viztopia and select Help ▸ About in the Viztopia application. Should be a minimum of Version 4.1

If you are not running Viztopia 4.1 please contact MYOB Support. DO NOT PROCEED further with the install.

System Release – 7.1a (or above)

To check the version of System Release:

1. Open System Release and select **Help** ▸ **About** ▸ **Application Details**. Platform should read System Release 7.0a or above.

CDS (Central Database)

To check the version of CDS (Central Database):

1. Open Central Database (Database – Type CDS) from the ledgers list and select **Help** ▸ **About**. Version should read 6.0e or above.

Classic Tax

To check the version of Classic Tax:

1. Open the current year Tax ledger from the ledgers list and select **Help** ▸ **About**. Version should read 2005.1a or above.

Backup Viztopia (VPMSER) database

Backup and properly label the MSDE/SQL database and ensure that backup is successful. This should be done via the MSDE Backup and Restore Utility on the MSDE server or Enterprise Manager depending on whether MSDE or full SQL are being used.

Refer to Appendix on page 39.

Backup CDS Database

1. Select the CDS ledger and from the **File** menu, select **Backup**.

   The **ledger backup** window appears.

2. Enter the drive letter of your floppy drive and click **OK**.

   The backup process begins. Once complete, you are prompted to print disk labels.

Solution 6 System Services - Workstation Setup

To operate correctly, System Release requires specific files to be installed onto the local machine's hard drive. This is done using a workstation install.

3. Click **Start** ▶ **Run**.

   The **Run** window appears.

4. In the **Open** field, type **x:\sol64\setup\Workstation Setup\setup.exe** and press **[Enter]** (where x: is the drive for your Solution 6 system files).

   A **Welcome** window appears.

5. Click **Yes.**

   The **Choose System Release folder** window appears.

6. If the location is not correct, click **Browse** and find the correct location.

7. Click **Next**.

   The **Installshield Wizard** window appears and starts copying files to your workstation. When this process has completed the **Setup Complete** window appears.

8. Click **Finish**.

   The Workstation Setup program disappears and the workstation is ready to run System Servies.

Add the VizPost User to System Services

The VizPost user needs to be added in System Services to allow automatic login into System Services to run the VizPost on start-up of the server.

1. Start System Services from the shortcut created on your Desktop.

   The **Login Gateway** window appears.

2. Login with a user that has administrative rights.

   The **System Services** window appears.

3. Under the Administration section on the left hand side of the window, select **User Accounts**.

A list of users will appear on the right hand side of the screen.

4. To create a new user, select **File ▶ New.**

The **New user properties** window appears.
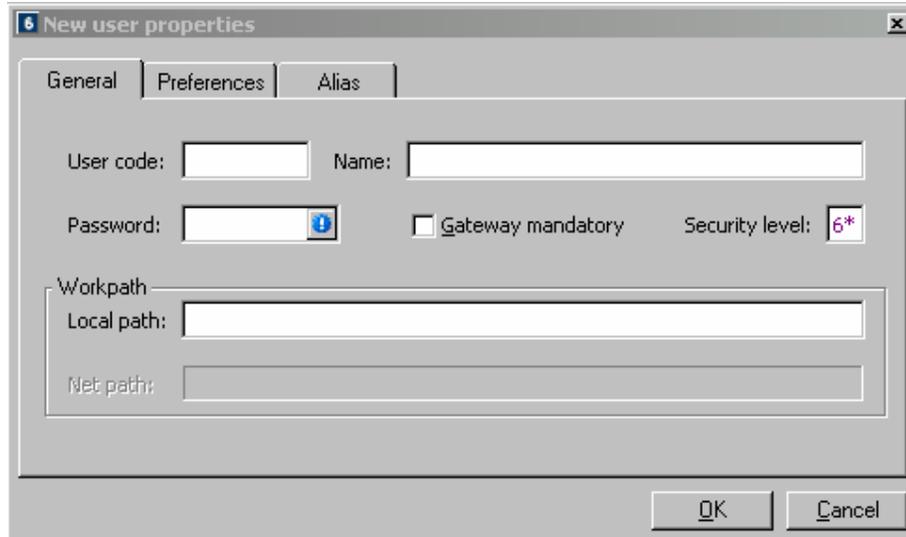
5. Enter the **User code** and **Name** fields.

Note: Make sure the Gateway Mandatory field is not checked. Leave the Password field blank. The Workpath > Net path field is automatically filled by the system if accessing on a network. For a stand-alone installation, the Workpath > Local path field is filled by the system.
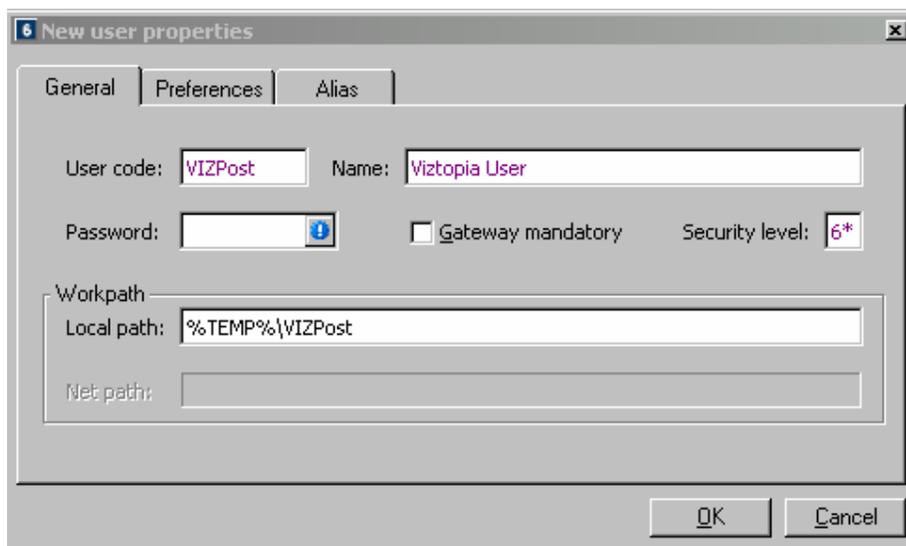
6. Click **OK.**

Set Automatic login to System Services to VIZPost User

In order to prevent the login window of System Services from appearing whenever CDS Integration is run from the SRDAL, you can run the following command from the server where the SRDAL is installed.

1. Click **Start ▸ Run**.
2. Type the following command:

   <path>\sr EPSETLOG <Login Name>

   Where:

   <path> is your SOL64 directory where the SR.EXE file lives. Don't forget that you are accessing this file across the network, therefore, the path will be the mapped drive.

   <Login Name> is the VIZPost System Release user that you have just created.

For example: E:\SOL64\SR EPSETLOG VIZPost.

Install SRDAL

The SRDAL is the System Release Data Access layer. It is recommended that the SRDAL is installed on the MSDE/SQL machine.

It is recommended that you copy the SRDAL installation file from your CD onto your network before installing.

1. Under your **VPMInst** directory on the server create a sub-directory called **CDSIntegration**.
2. Copy the **SRDAL.exe** into the **CDSIntegration** directory from Viztopia 4 CD.

   This file is found in the **CDS Integration ▸ Software Components** directory.
3. Double-click on **SRDAL.exe** from the above location.

   The **Welcome** window appears, with the Solution 6 Software Licence Agreement.
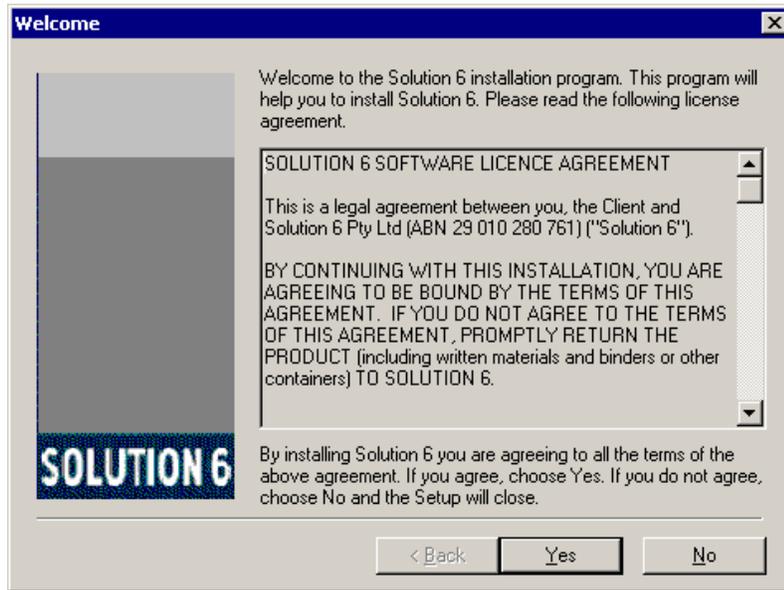
4. Click **Yes** to accept the License Agreement.

   The **Choose Destination Location** window appears.
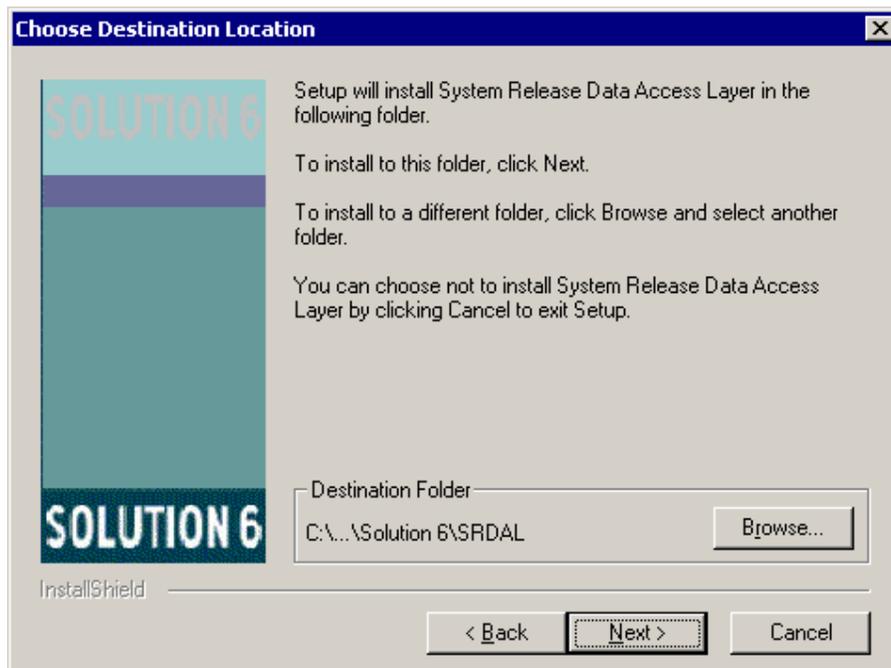
5. Choose the destination location (accept default recommended) and click **Next** to continue.

   The **Start Copying Files** window appears.
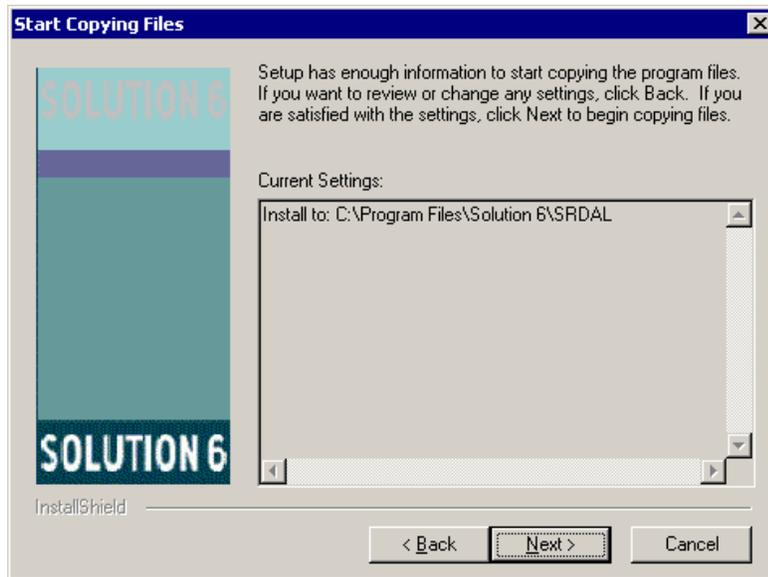
6. Verify that the location chosen is correct and click **Next** to continue.

Once the installation has finished the Install Wizard asks whether you want to start the Control Panel Applet (CPL) for the SRDAL. Leave this option selected as you will need to change settings in the Control Panel for the SRDAL.

7. Click **Finish**.

The Control Panel Applet (CPL) for System Release DAL starts showing that the SRDAL is not running.
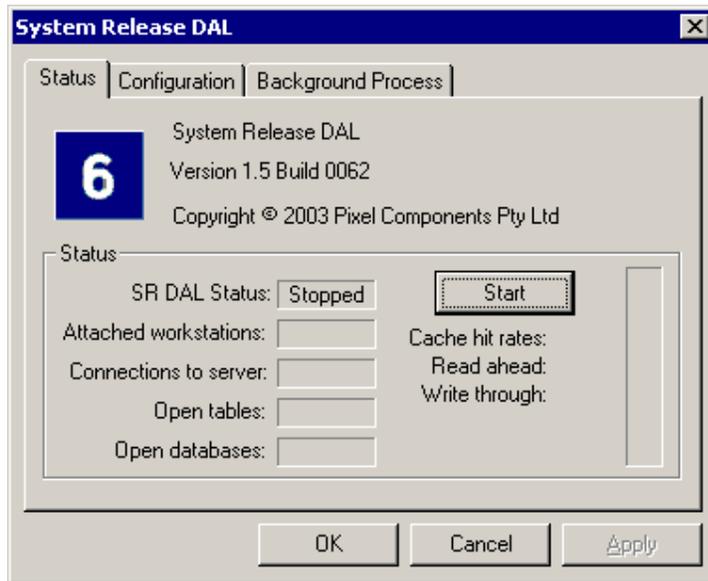
8. Click **OK** to close the CPL.

Install VizCDS Integration Components

The VizCDS Integration components enable data to be passed from Viztopia to CDS. The installation loads; database triggers; an external stored procedure; and an icon for launching the CDS background process. It is recommended that it is installed on your MSDE/SQL server.

As with the SRDAL, it is recommended that you copy the VizCDS Integration installation file from your CD onto your network before installing.

1. Copy the **VizCDS18.exe** file into the **CDSIntegration** directory from your Viztopia 4.0 CD. This file is found in the **CDS Integration ▸ Software Components** directory.

2. Double-click **VizCDS18.exe** in the **VPMInst ▸ CDSIntegration** directory to install the integration components. VizCDS will update the SRDAL settings.

    The **Welcome** window appears.
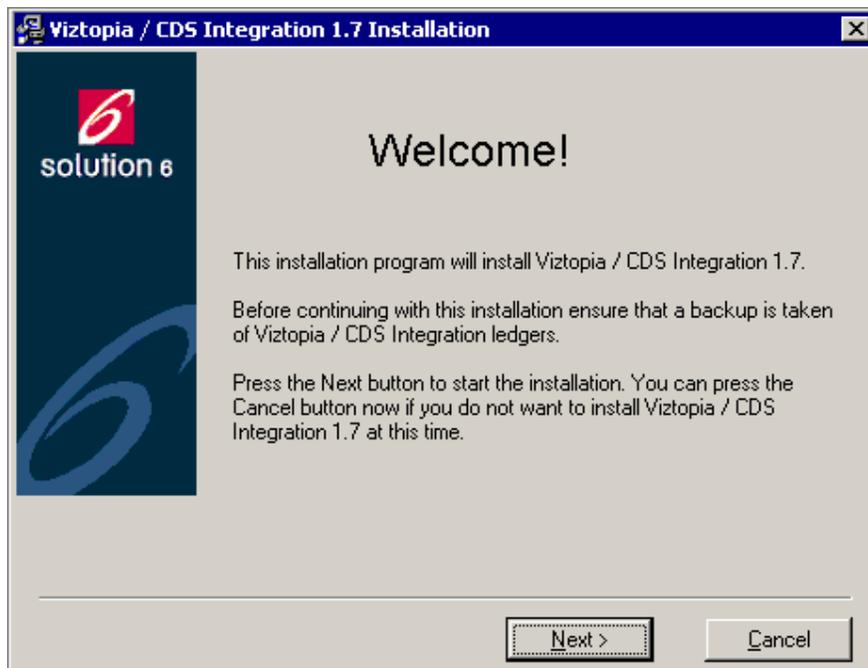
Warning: Do not run VizCDS.exe across the network. The install will not work over the network.

3. Click **Next** to continue.

    The Visual Basic Runtime 6.0 SP5 or above required window appears. This information window is a reminder to install Visual Runtime 6.0 SP5 before commencing with the Viztopia/CDS Integration Installation.

    If receive an error on installation you will have to install the VB 6.0 Runtime SP5. Refer to the MS Service Packs directory on your CD.
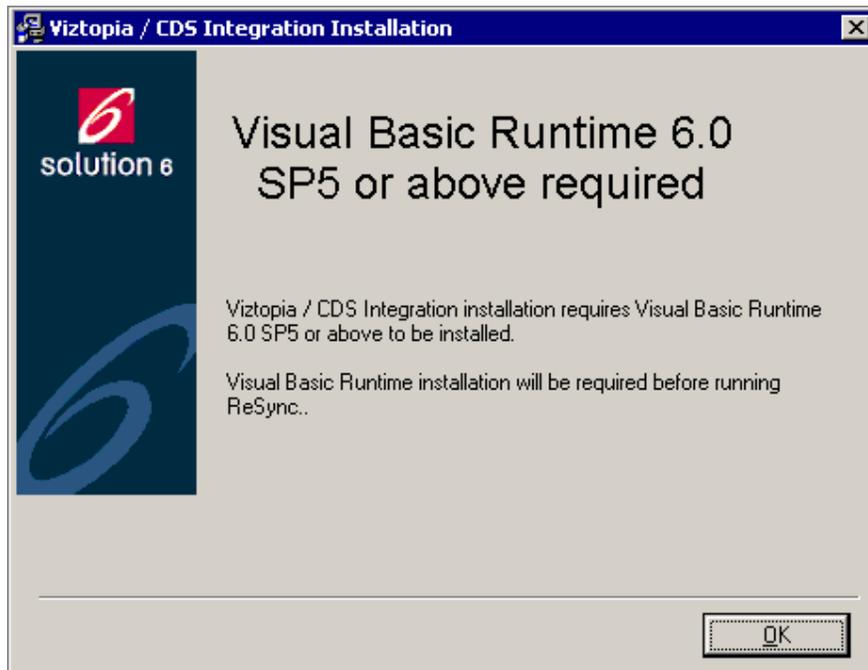
4. Click **OK** to continue.

   The Location of the Solution 6 System files window appears.
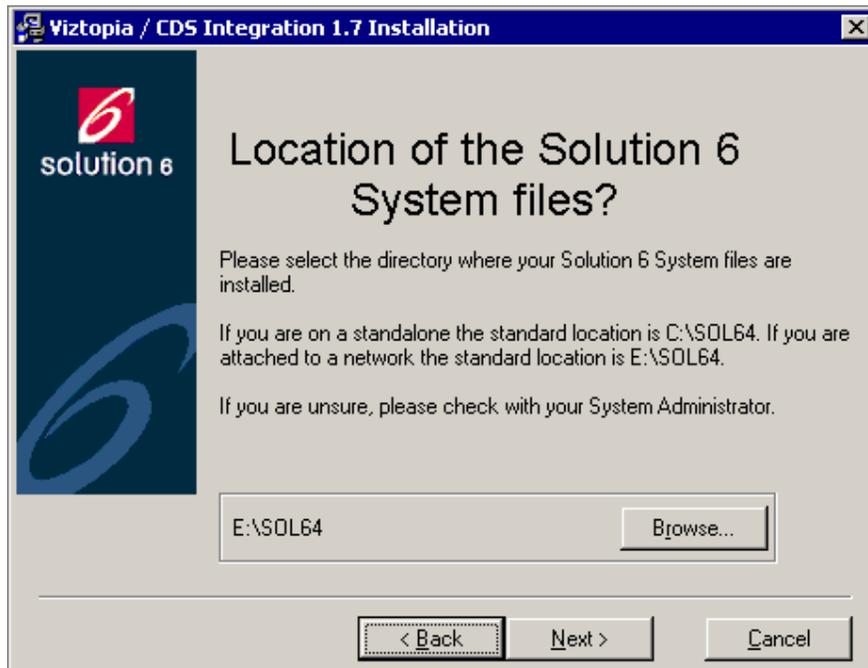
5. If required, click **Browse** to open the **File Location** window and locate your System Release files.

6. Click **Next** to continue.

   The **Central Database System Directory?** window appears.
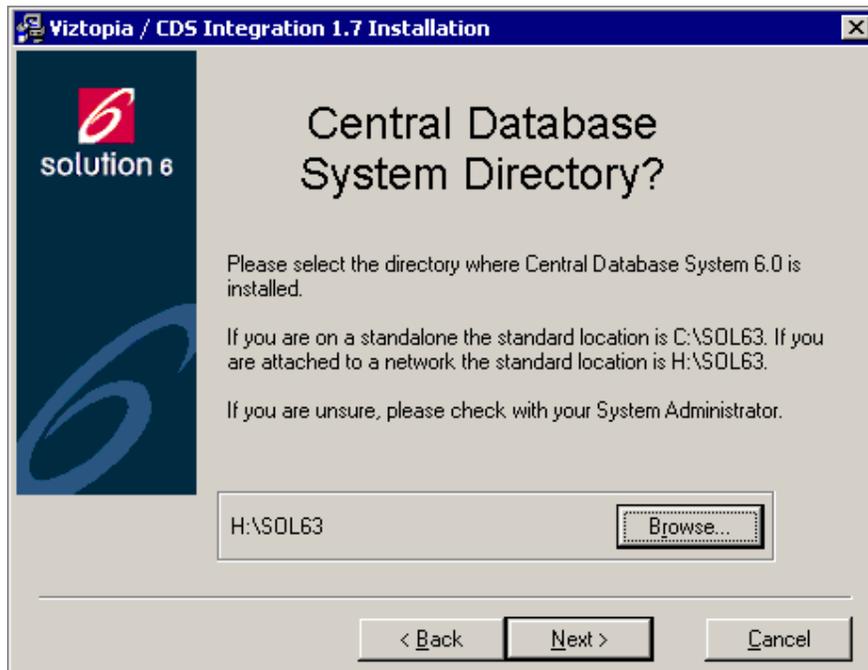
7. If required, click **Browse** to open the **File Location** window and locate your System Release files.

8. Click **Next** to continue.

   The Queue name for Viztopia to CDS window appears. SRDAL manages a message queue which will need to be setup via VizCDS.
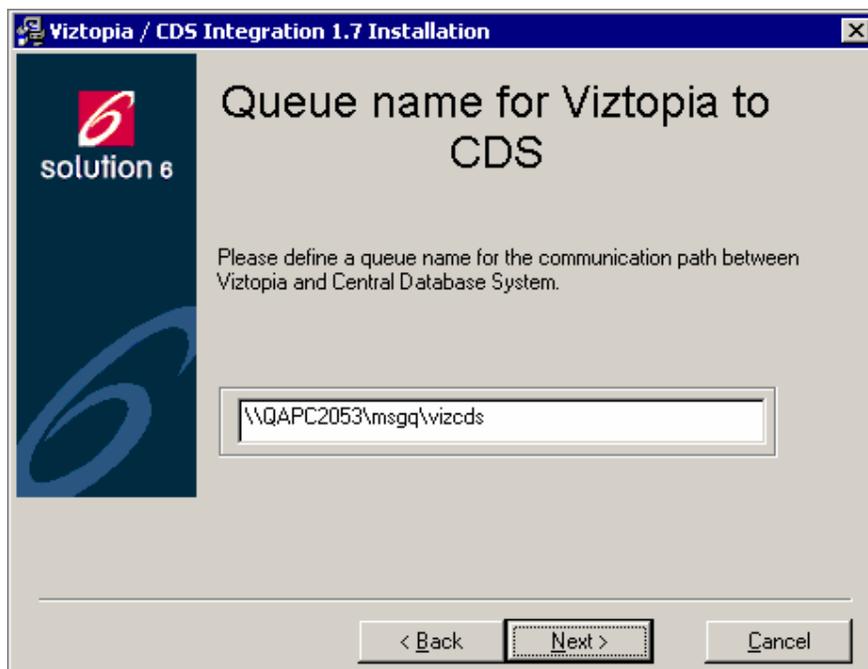
9. Enter the path and name of the computer containing the SQL server installation.

10. Click **Next** to continue. The **Installation Summary** window allows you verify that all settings are correct before proceeding with the installation.
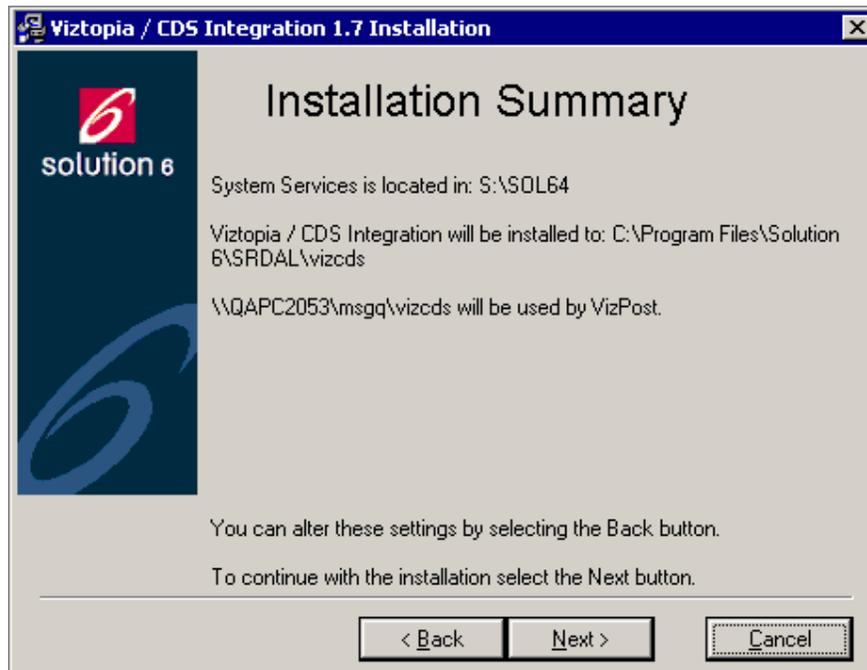
11. Click **Next** to continue the installation.

The **Ready to Install!** window appears.
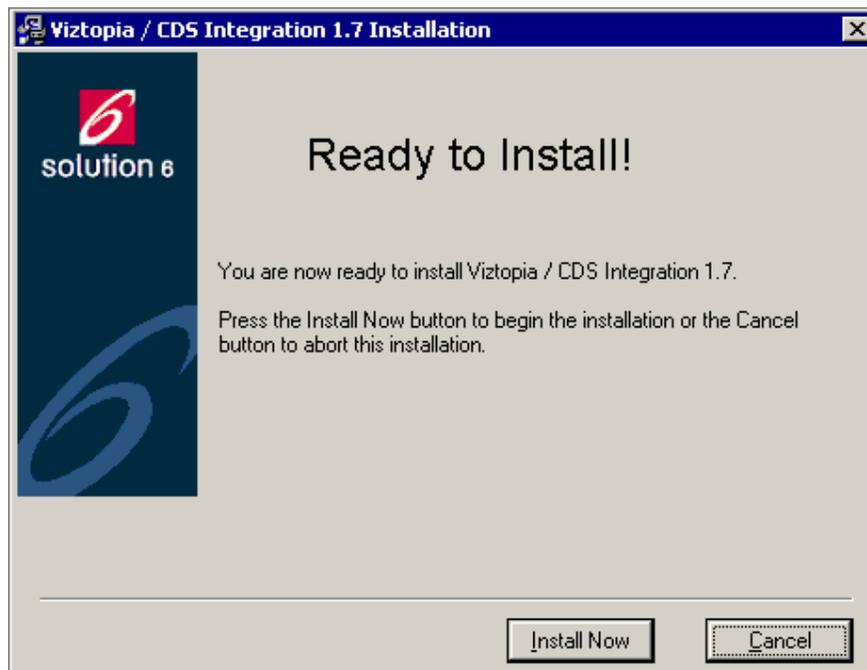
12. Click **Install Now** to proceed with the installation or **Cancel** to discontinue the installation.

The **Installation Completed!** window appears when the installation has been successfully completed.

13. Click **OK**.

Configure Viztopia Database

The installation of the CDS Integration components adds a number of configuration options to Viztopia. These data mapping options are used for the CDS integration routines. You need to set the appropriate values for each of these options. (See Configuration Overview on page 5 if you are unsure as to what settings to enter here).

Editing the Configuration Table

To edit the CDS integration options in Viztopia Front Office:

1. Click **Maintenance** ▶ **Configuration**.
2. Edit each of the appropriate CDS settings, entering required values based on the tables below.

Required Configuration Table Settings

Edit each of the CDS Configuration Table settings to the values listed in the following table.

Configuration Option	Description	Mandatory Yes/No	Examples (for the Value)
CDSIntegration	Enables or disables CDS integration. A value of 1 enables integration, 0 Disables integration.	Yes	1
CDSLink	Set this option to 0 to enable client code editing in Viztopia. Set to 1 if you do NOT want to be able to edit the client code.	Yes	0
CDSEmployee	Discuss which Team Responsibility Type the client would like integrate to CDS for the Employee sort view. If the client does not want anything integrated back to CDS for this sort view then leave blank.	No	For example, Employee
CDSIndex	Extra field – custom category / field that will update the CDS sort view Office Index.	No	Index Office
CDSManager	Discuss which Team Responsibility Type the client would like integrate to CDS for the Manager sort view.	No	Manager
CDSTradingName	Discuss which Alias Type the client would like integrated to CDS for Trading Name. This Alias would most probably be already set as Trading Name.	No	Trading Name

Launch Links – from Viztopia 4.1 to Classic Tax and/or MAS

Configuration option	Examples (for the Value field)	Description
System Services	E:\Sol64	Location of the SOL64 directory on the network.
Sol6MAS Ledger	sr EPSTART E:\S6CLIENT\CLIENTCODE/MAS4	Places the launch link for MAS ledgers in Viz4 (replace drive letter where appropriate).
Sol6Tax Ledger	sr EPSTART E:\SOL63\TAX/Tax2004 – cCLIENTCODE	Places the launch link for Tax ledger in Viz4 (replace drive letters and Tax ledger name where appropriate).

Configure CDS Database

This configuration maps data fields between Viztopia and CDS. To do this, however, Normalisation must be run for any Name, Number or Address that is to be mapped between Viztopia and CDS.

From the **Configuration Overview** section of this document you will now have a list of addresses or numbers required. Normalise and set the values using the following steps:

1. Login to System Services.
2. Open your database.
3. Select **Utilities** ▸ **Control Record.**
    The **Control Properties** window appears.
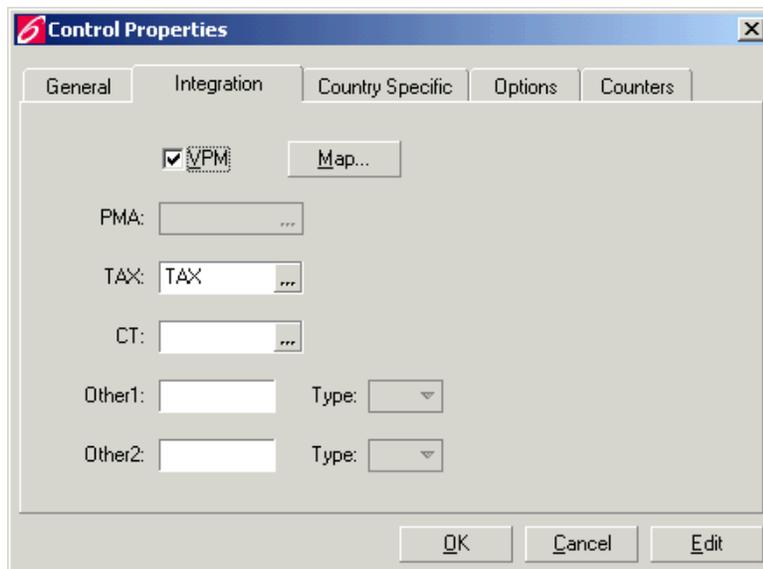
4. Click the **Integration** tab. Check that the field **VPM** has a tick to verify that the integration with Viztopia is activated.

5. Ensure that the **TAX** option specifies the name of the ledger directory under c:\SOL63. If you use the ellipsis button **…**, you will be able to select a valid ledger.

   Warning: You must delete the Audit Trail prior to starting with the Resynchronisation process.

6. Click **Map** and ensure that all normalised fields are set for client and employees (if applies) based on decisions made from Configuration Overview.

7. Ensure you print the audit trail if required prior to deletion.

8. From the **Utilities** menu, select **Delete audit trail.**

9. If the audit trail is being maintained click **Yes** to confirm the deletion. If the audit trail is not being maintained skip this step.

10. Click **Map** to check if the database is already normalised.

11. If the values are not normalised, click on the value in question and click the **Normalise** button.

    Once the normalise process has been run a green tick will appear next to the type and you can then 'Set' that type to map it to a Viztopia type. For example, POSTAL in CDS would be POSTAL in Viztopia.

    Note: It is case sensitive. Ensure you type in the exact case as it appears in Viztopia.

Configure Tax Database

It is important to ensure that the Classic Tax settings are now set to work efficiently with Viztopia and CDS. The best results will be had with the following Control Record and User Default settings. It is not mandatory to do these, however, it is highly recommended.

Why make these changes?

These settings will reduce the number of TxAddr addresses being created, ensuring that users are selecting the appropriate address type from CDS (not a Txaddr). This will reduce double entry.

Data will be updated from CDS. For example, if data were stored in Tax, the updates would not occur, thus increasing the amount of double entry required.

Control Record Settings

Utilities / Control Record / Enter password / Defaults

- Edit names and addresses within Schedules is unchecked.
- Store New Names and addresses in CDS is checked.
- Enable Name & Address organiser is unchecked.

User Default Settings

Ensure the following settings in the default area as well as for each individual.

Maintenance / User preferences / Defaults

- Edit names and addresses within Schedules is unchecked.
- Enable Name & Address organiser is unchecked.

Granting Additional Permissions on the Master Database

When the Viztopia to CDS Integration is activated, the integration components invoke an Extended Stored Procedure that does not provide execution rights by default (depending on Operating system). The Extended Stored Procedure is created in the Master database.

You are not required to turn off the SRDAL to change the EXECUTE permissions to the Extended Stored Procedures.

You will need to add security privileges to the user logged onto the VPM server machine. This can be done manually if the client site has Enterprise Manager installed, or a script can be applied when they have the MSDE Backup & Restore Utility.

For client sites using Enterprise Manager

How to add EXECUTE permissions to the Extended Stored Procedure:

1. Click **Start ► Programs ► Microsoft SQL 2000 ► Enterprise Manager**.
2. Double click the Master Database.
3. Double click the Extended Stored Procedures.
4. Locate the XP_VIZ2CDS Extended Stored Procedure.
5. Right mouse click and select **Properties**.
6. Click the **Permissions** button.
7. Tick the **EXEC** option for both, **guest** and **public** users.
8. Click **Apply**, then click **OK** to exit.
9. Close SQL Enterprise Manager.

How to add EXECUTE permissions to the Viz2CDS.dll:

1. Using Windows Explorer, navigate to the **C:\Program Files\Microsoft SQL Server\MSSQL\Binn** directory.
2. Highlight the **Viz2CDS.dll.**
3. Right mouse click and select **Properties.**
4. Click the **Security** tab.
5. Click the **Add** button.
6. Select the **Everyone** user lists.
7. Click **Add** and then **OK** to exit from the window.
8. Ensure that users are allowed to **Read** and **Read & Execute** by ticking the **Allow** box.
9. Click **Apply**, then click **OK** to exit.

For client sites using MSDE Backup and Restore Utility

1. From your Consultant CD, copy the utility **grant.sql** to C:\TEMP or equivalent.

   Note: The script grant.sql is located in the CDS Integration directory.

2. Ensure that there are no blank spaces in the directory path (that is, C:\ Program Files is not an acceptable directory path).

3. Open **MSDE Backup & Restore Utility** and login as system administrator (sa).

4. Click the **Set Authentication** tab.

5. Browse to C:\Temp and select **grant.sql**.

6. Run the script.

7. Close MSDE Backup & Restore Utility.

Activate Synchronisation

Starting the VPM Background Service

After completing the Integration installation you will need to launch the VPM background process. This process usually launches when you startup the PC.

1. Click **Start ▶ Settings ▶ Control Panel.**

2. Double click the **SRDAL CPL** icon.

3. Click **Start** to start the SRDAL service.

4. Click **OK** to close the CPL.

5. Click **Start ▶ Programs ▶ Startup.**

6. Select **Run CDS VizPost**.

Tip: Create a shortcut on the desktop for the SRDAL for later use.

Tip: At this point, you should test the CDS Integration. First, edit the details for a client in Viztopia. Then, check the client details in the CDS address book.

Resynchronising Databases

Resynchronisation of the databases is required if the two are at different points or extra work had been performed on the Viztopia database when they were not integrated. Running the resynch routine will ensure that CDS is updated with everything from Viztopia.

1. Ensure that Viz to CDS Post is running in the background, click **Start ▶ Program Files ▶ Solution 6 ▶ Run CDS Viz Post.**

2. Start the Resync Viztopia to CDS routine from the **Start ▶ Program Files ▶ Solution 6** menu option.

   The **Resync** window appears.
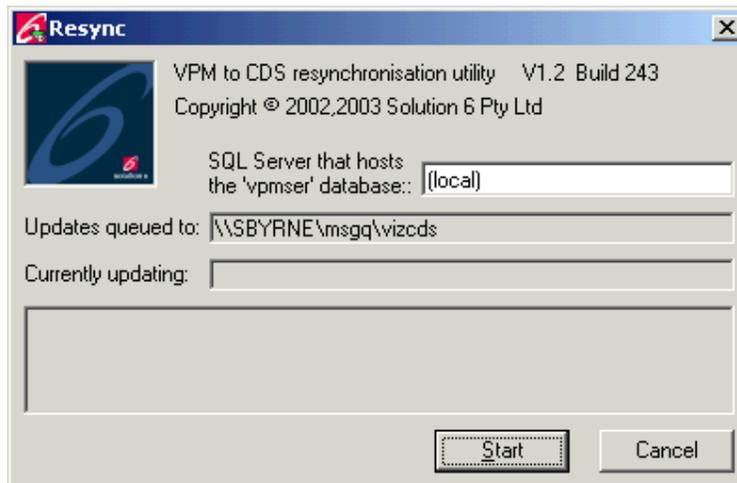
3. Click **Start**

   This will initiate the **VPM to CDS Resynchronisation Utility**. This process may take some time to run depending on your workstation resources and the volume of data.

   Once the Resynchronisation process has finished you can open Viztopia and System Services in order to check the integration.

   Note: This will NOT start if the configuration settings in the Viztopia database have not been completed correctly. You must have valid information in the CDSIntegration and the CDSLink fields.

Put SRDAL 'to sleep' and Setup Scheduled Tasks

To ensure you are able to perform your nightly backups of your Classic Tax and CDS data the SRDAL and Viz to CDS Post routines must not be actively using the data.

The following installation puts the SRDAL to sleep (so that it is not using any data files) and then scheduled tasks will be setup to do these actions prior to the nightly backup.

SRDAL to sleep

1. From the Viztopia 4.0 CD, browse to the **CDSIntegration** location.
2. Copy the **SendCmdA1.exe** to the server location **VPMINST\CDSIntegration.**
3. Double click on the **SendCmdA1.exe** in the **VPMINST\CDSIntegration** directory to start the install.
4. Accept all installation default options.
5. Check the SendCmd is working:

   - Ensure **'Run CDS VizPost'** is running (that is, background post is on the window).
   - Click **Start ▶ Run** and type
     "C:\Program Files\Solution 6\SendCmd\SendCmd"
     "S6:\\<Server>\msgq\vizcds" ZZZ

     Where <Server> is the MSDE/SQL server name.

     The whole command line is not case sensitive, except the last parameter "ZZZ". This parameter is case sensitve and must be in capitals.

- Click **OK**.
  The Run CDS VizPost should shut down, however, if you check the SRDAL via the Control Panel, the status will still be running. The message queue has effectively been put to sleep.

  Run the CDS VizPost again to make sure it does wake up. The background process interface should now be running on the desktop once again.

Scheduled Tasks Setup

Use the Windows System Scheduler to schedule tasks and ensure that you can stop and start the message queue without any errors.

The following definitions apply to the steps listed below. You will be required to substitute these definitions as required:

<server> - your MSDE/SQL server name.

<sr drive> - drive where network install of System Release resides.

<windows directory> - Local directory where Windows system resides.

1. From Windows Explorer, browse to C:\Temp and create a file by clicking on the right mouse button and selecting **New ▸ Text Document**.

2. Name this new text file **MsgQSleep.bat** and press **[Enter]**.

   The **Rename** window appears.

3. Click **Yes**, then right click on the file and select **Edit**.

4. In the text editor type the following:

   "C:\Program Files\Solution 6\SendCmd\SendCmd.exe" S6:\\<Server>\msgq\vizcds ZZZ

   The whole command line is not case sensitive, except the last parameter "ZZZ". This parameter is case sensitive and should be in capitals.

5. Click **Save**.

6. Close the text editor.

7. Create and edit another batch file called **MsgQWake.bat** by repeating steps 1 and 2 above.

8. In the text editor for this batch file type:

   <sr-drive>:

   cd sol64

   c:\<windows directory>\system32\cmd.exe /c start /SEPARATE sr.exe /f \\<server>\s6system\sol63\DATABASE\CDS /EPCVIZPOST s6:\\<server>\msgq\vizcds

9. Save the file and exit.

10. From the Start menu, select **Settings ▸ Control Panel ▸ Scheduled Tasks ▸ Add Scheduled Task.**

    The **Scheduled Task Wizard** window appears.

11. Click **Next**.

12. Click **Browse** and find the **MsgQSleep.bat** file, click **Open**

13. Click **Next**.

14. Type a name for the task in the relevant field.
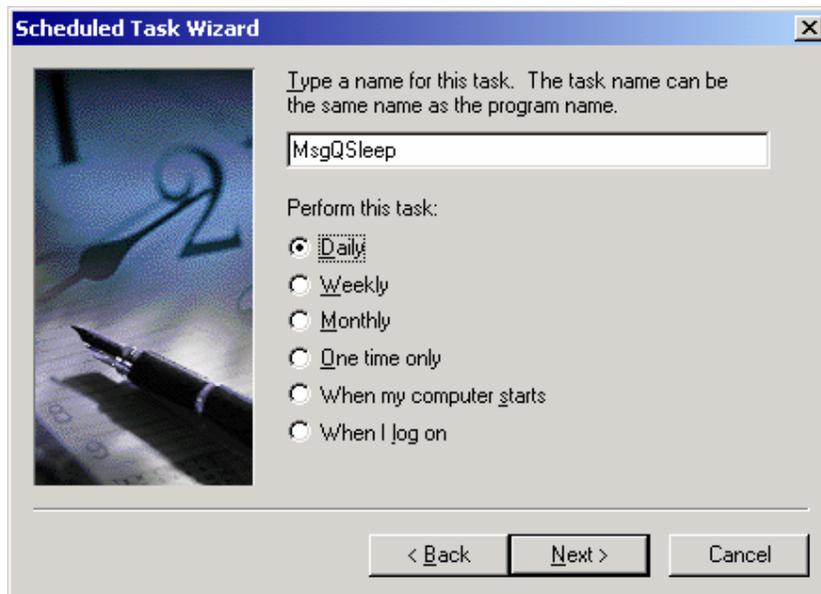
15. Select **Daily** and click on **Next** to continue.

16. Set the **Start time** and select the required task frequency option along with setting the **Start date**.

17. Click on **Next** to continue.
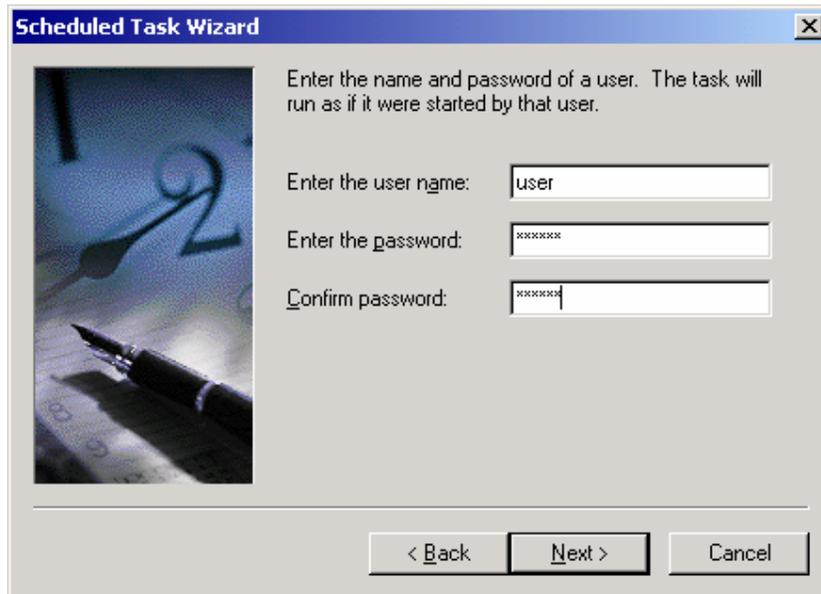
18. Enter the Windows NT/2000/2003 server user name and password to allow this task to be scheduled and then click **Next**.

   Note: The user name for the server is generally 'administrator', if you are not sure of the correct user name refer to your Network Administrator or 3rd party technician.

19. Confirm your selection and click on **Finish**.

   You have now completed the task schedule to put the message queue to sleep at the above specified time.

20. Repeat steps 10 to 19 to schedule another task for the MsgQWake.bat file. This is to wake up the message queue. The message queue should be scheduled to wake up after the backup process has completed.

Troubleshooting the Installation

Error Messages

The following is a list of error conditions you may experience trying to get the background process up and running.

These error conditions will be displayed if you run the background process with **'Attach to Desktop'** enabled.

- **Non-licensed environment:** The correct path for System Services was not entered during the viz2cds components installation, or a valid licence for System Release is not installed.
- **Machine name not found:** You need to run the workstation setup.
- **Login prompt appears:** You need to create an account as per method 1 or 2 above and ensure the System Services user properties dialog has the gateway checkbox unchecked.
- **Warning re printer properties not found:** The default printer, or printer preference associated with the user name in System Services points to a printer that has no Windows printer driver installed. Correct the installation or associate a different printer, which is installed.
- **User already logged in:** Check the user list in System Services to identify which workstation the user is attached to. If necessary, run an "sr EPRESET" command line to clear it.
- **Viztopia generates "CDS update failed":** This indicates that either SRDAL is not running and the message queue is unavailable, or that SRDAL is running and the message queue is full. It can also mean an incorrect path to the SRDAL was entered and it cannot be found. Open the CPL and check that is SRDAL running. Check on the desktop that the VPM background post process is running.

  Check the CDS audit log for confirmation, the last entry should note that the background process was started and/or list any updates since. The path to SRDAL and the message queue being used by the database triggers should be checked by examining the "CDSIntegration" table in the VPM database. Reinstall Viztopia/CDS components if necessary.

Other Troubleshooting Features

Using the CDS Audit Log

The CDS Audit Log is a handy troubleshooting guide. If the background process appears to be having trouble errors will be reported here. It is important to have this log enabled in CDS.

To check the Computer Name, do the following:

1. From the Desktop, right-click on **Network Neighbourhood.**
2. Select **Properties** from the menu options.

   The Computer Name and Domain Name are defined on the Identification tab.

> *Note: For creating a domain user under a specific domain refer to your Network Administrator.*

User Not Logging Off

If the default user you have set in System Service is not logging off or you cannot get the current user logged off, run the following command to re-set the System Services:

<path>\sr EPRESET

Where:

<path> is the mapped drive where the System Services is installed.

Network Name Not Found

If you are trying to access System Services over the network and it does open but produces an error such as **"Network Name not found"**, System Services may not be a network install.

In order to carry out a network install you will need to map a drive to the machine on which you want to install System Services. When the set up file is running, point all the directories to the mapped drive. This will direct all the network paths automatically.

Machine Name Not Registered

If you are trying to access System Services over the network and it does open but comes up with an error such as **"Machine Name not registered"**, the login account may not have the correct access rights.

Another Folders TOC Files Already Exist

When you are trying to create a new item under an existing folder and an error **"Another folders TOC files already exists"** appears and you cannot create a new item, this is due to a single file.

The problem file is **"DS6OP020"** which is a System Services file.

You need to delete this file.

> *Note: Do not overwrite this file with another copy of same file from another machine. Once the new item has been created, it will generate its own System Services file.*

Creating a SAMPLE folder in System Release

When creating a folder in System Release called SAMPLE, check the field **Contains Master Program** files. By checking this box, when this sample data is accessed, System Services will force it to go to the path that has been defined in the **Folder properties** window.

SRDAL Error Log

At the point of installation any error will be logged in the SRDAL Error Log located in C:\Program Files\Solution6\SRDAL\VIZCDS or equivalent.

Server Access

The SRDAL service will only run if a user with sufficient rights (for example, administrator rights) is logged on.

Stopping the Background Process

When running normally, the background process may be stopped by stopping the SRDAL. This action disables queues and hence the background process will receive an exception, log an error to the CDS audit log, and exit recovering terminal usage counts.

If the background process has halted on an error condition, stopping SRDAL will not stop the background process, as it will not be monitoring the message queue. In this case it is necessary to use the NT Task Manager to kill off the process.

Stopping the VPM Background Post Process

To stop the VPM background process that runs automatically on system startup, switch to the process and click the **Cancel** button.

Appendices

Appendix A - Backing Up and Restoring with MSDE

Backing Up Using the MSDE Backup/Restore Utility

Please contact MYOB Support if you are unsure of this process.

To backup your Viztopia database using the Backup/Restore utility, do the following:

1. Click **Start** ▶ **Programs** ▶ **MSDE Backup and Restore Utility**.
2. Login to your server using **sa** as the login name (with the appropriate password).
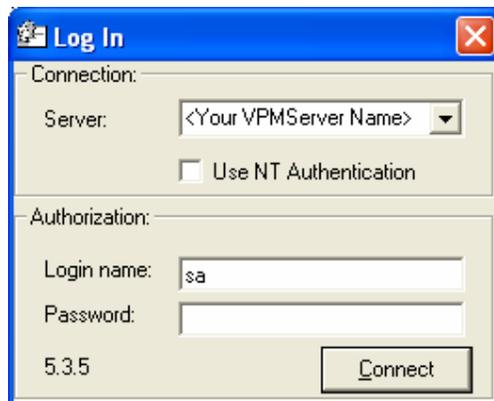
> *Note: Ensure that the version 5.3.5 of the utility is installed. The version level in shown on the Login window.*

3. Click the **Backup History** tab and locate the correct **Job name**.
4. Click **Run Job** and click the **Refresh** button to ensure that the backup is successful.

   The **Information** button will show where the successful backup data is located and these will be inside a VPMSER folder. Using the **Time/Date** stamp, locate and rename the backup to **Pre4upgrade.**
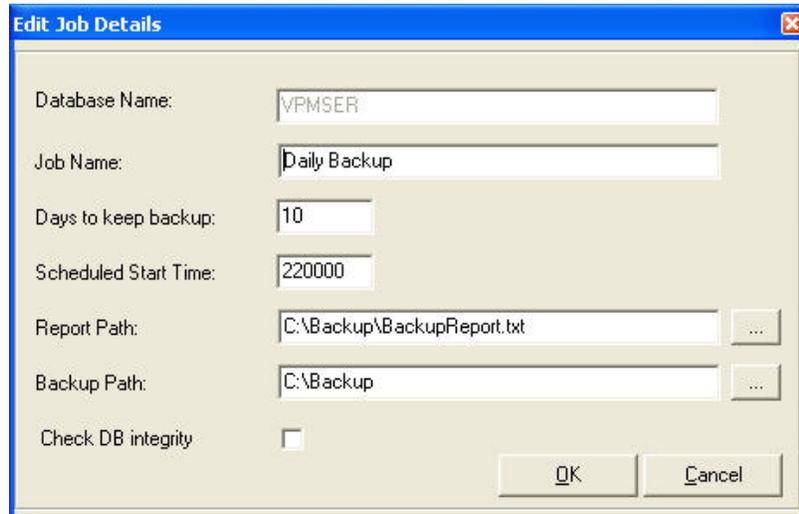
Restoring a Database

To restore a database, do the following:

1. Click **Start** ▶ **Programs** ▶ **MSDE Backup and Restore Utilit**y.

2. Select the **Server** name corresponding to your computer workstation name or type it in if it does not exist in the drop down list.

3. Logon by typing the user name **sa** with the appropriate password (no password is the default) as shown below.
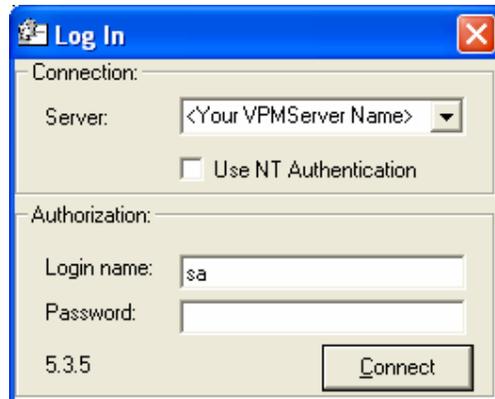
4. Click on the **Connect** button to connect to the SQL server.

5. Click on the **Restore Database** tab.

   IMPORTANT: Type VPMSER as the database name or select it from the drop down.

6. Click on the [...] icon to the right of the **Restore File** field and select the file that you want. The other two path fields will be filled in automatically.

7. Select **Overwrite Database**.
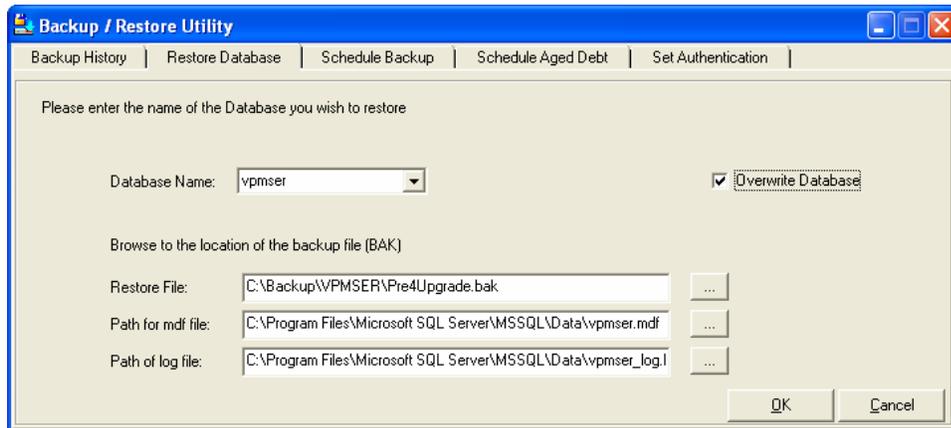
8. Click **OK** to restore the database file.

9. Click **Yes** when asked the following question and wait for the restore to complete. This can take up to a minute on large databases

10. Click on the **Set Authentication** tab.
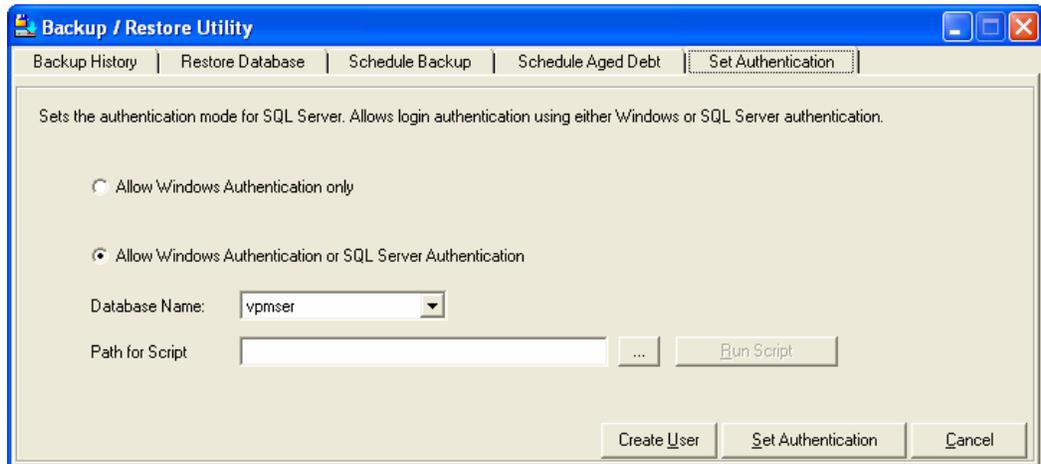
11. Click the **Create User** button.

    You should get a message indicating the user was created successfully.

12. Click **OK**.

13. Click **Cancel** to exit the Backup/Restore utility.

Appendix B - Backup and Restore using Full SQL Installation

Backing Up an SQL Database

1. From the Start menu, click **Programs ►Microsoft SQL Server ►Enterprise Manager**.
2. Expand the tree out until the contents of the database folder is displayed.
3. Right click **VPMSER** and select **All Tasks**.
4. Select **Backup Database**.
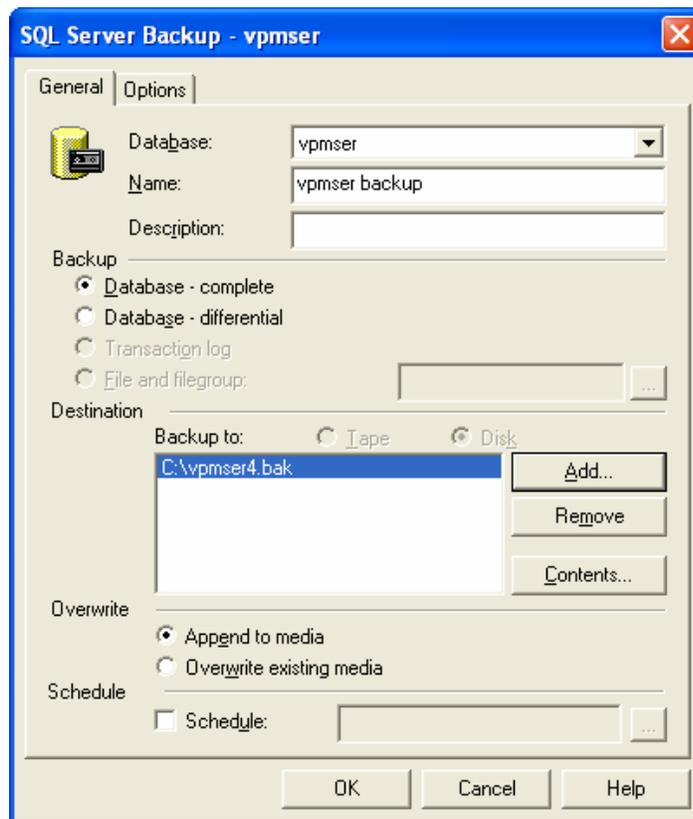
5. If you have a file (as shown above) in the destination click **Remove**.
6. If there is no file, click the **Add** button.
7. Select the location and type the backup database name.

Select Backup 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 name:

C:\Databases\databasebackup   [...]

○ Backup device:

[▼]

[OK]   [Cancel]
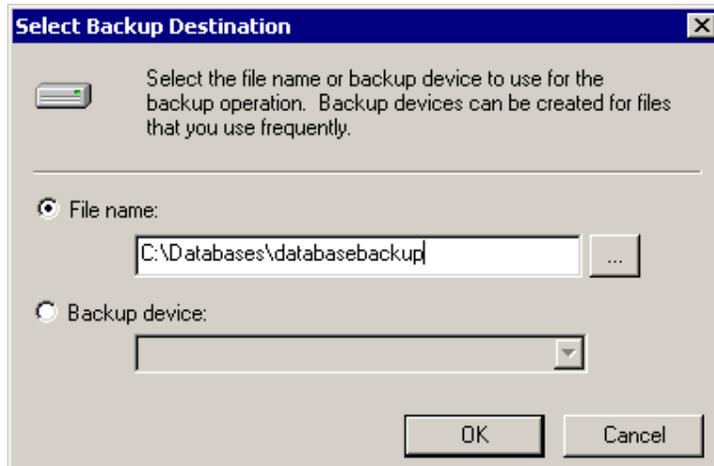
8. Click **OK**.

9. Select **Overwrite existing media** and then click **OK**.

SQL Server Backup - VPMSER

General | Options

Database: VPMSER ▼

Name: VPMSER backup

Description: [ ]

Backup
- ◉ Database - complete
- ○ Database - differential
- ○ Transaction log
- ○ File and filegroup: [ ] [...]

Destination
Backup to: ○ Tape   ◉ Disk

C:\Databases\databasebackup   [Add...]
[Remove]
[Contents...]

Overwrite
- ○ Append to media
- ◉ Overwrite existing media

Schedule
- ☐ Schedule: [ ] [...]

[OK]   [Cancel]   [Help]
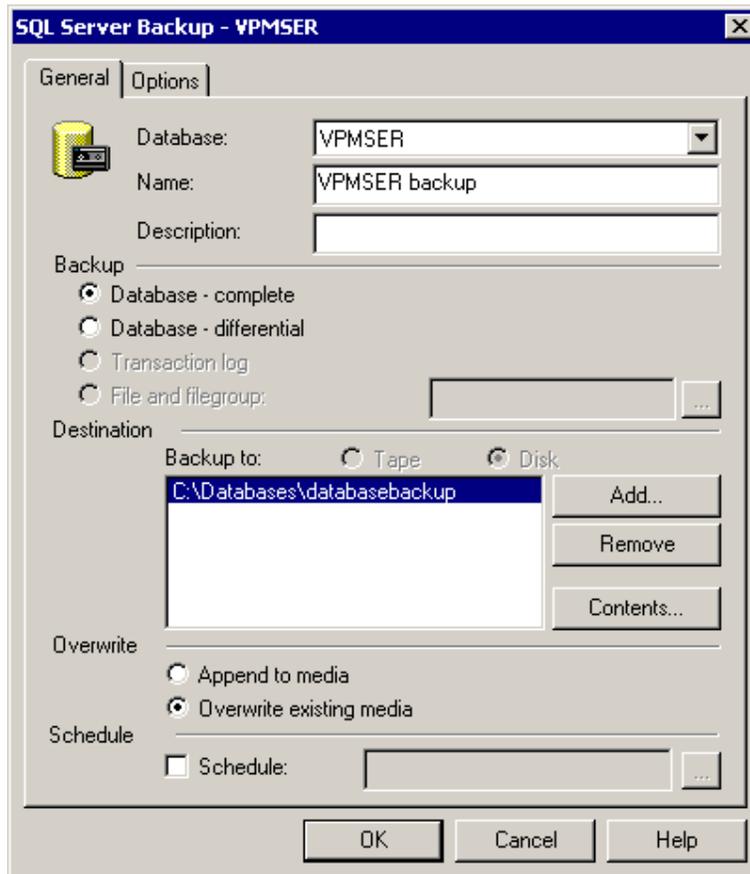
10. When prompted, click **OK** to complete the backup.

Restoring a Database via SQL Server

1. From the Start menu, choose **Programs ►Microsoft SQL Server ►Enterprise Manager**.

2. Expand the tree out until you can see under the database **VPMSER**.

  If the VPMSER database does not exist, create it as an empty database.

3. Right click and select **All Tasks**.

4. Select **Restore Database**.

5. Select **From device**.

6. Click the **Select Devices** button.
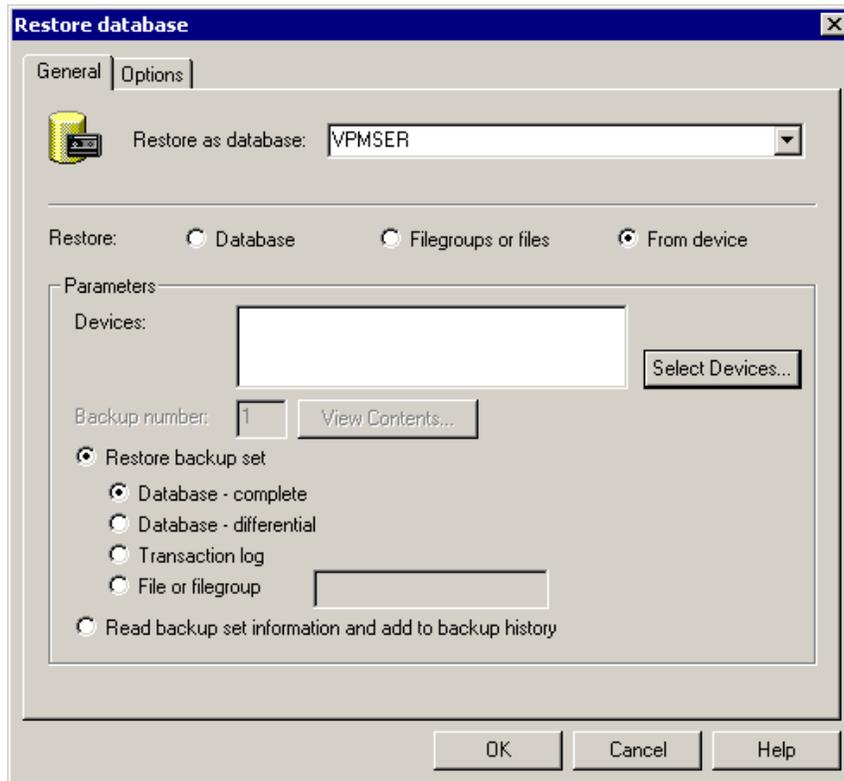
7. Click **Add**.
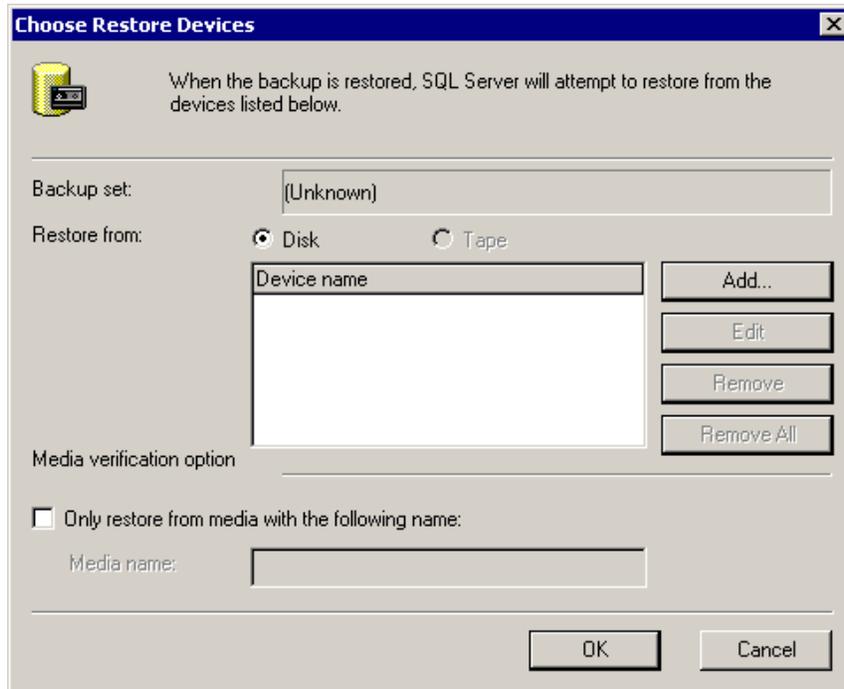
8. Select the file name of the database.

9. Click **OK**.
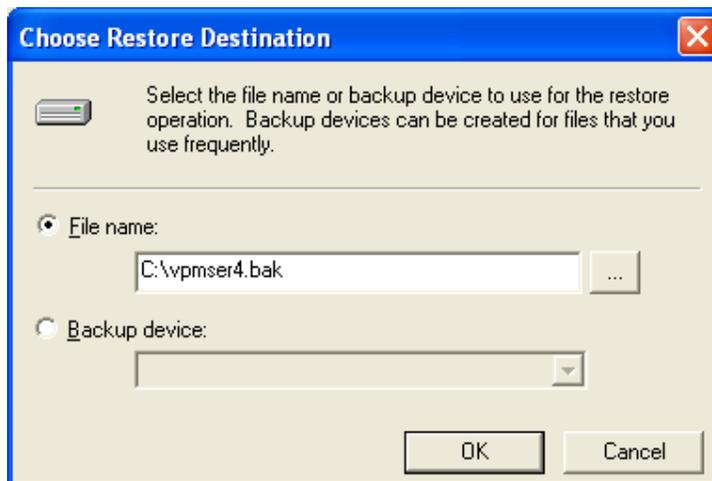
10. Click **OK**.
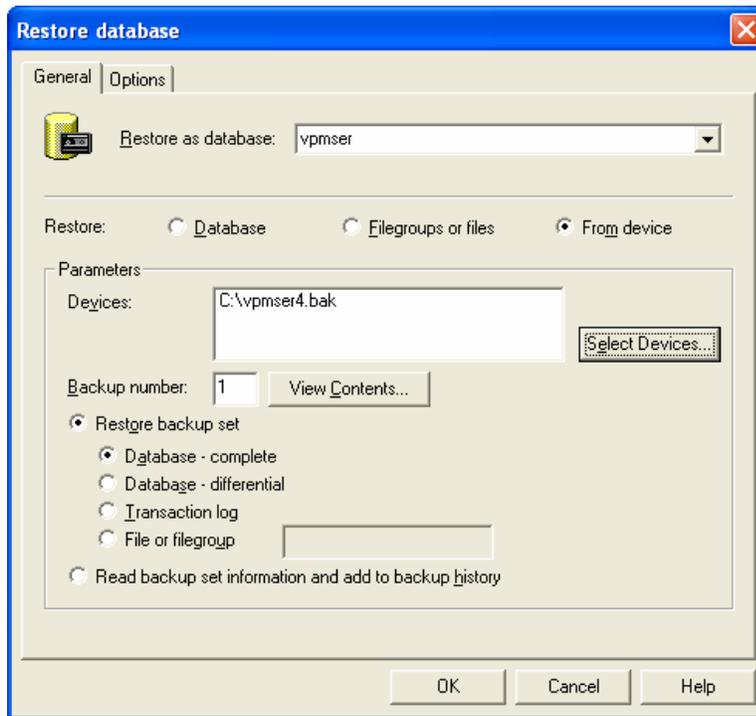
11. Click the **Options** tab.
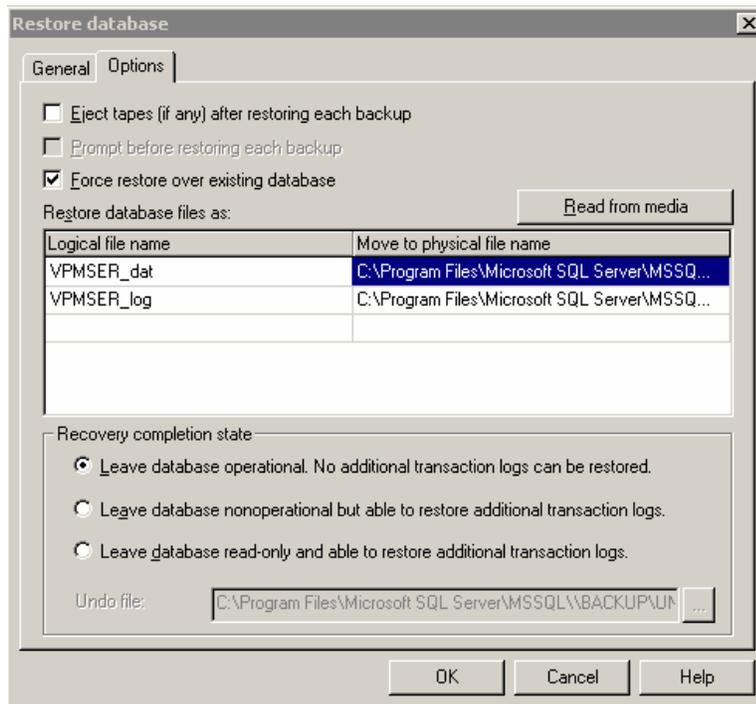
12. Select **Force restore over existing database**.

13. Click **OK.**

If your SQL databases are stored in a different location, you will need to change the Move to physical file name to specify the correct location.

Appendix C - Known Issues

Re-using Codes will merge the Trading Name Value

The issue affects clients (Organisation) re-using a code that had belonged to a former client, no longer available in Viztopia.

Upon creating the client and when leaving the client's Trading Name as an Alias, CDS will assign the Trading Name that once belonged to the previous client to this new client, who is reusing the former client code.

KB Article: KB013166, Tracker Job #20750

Entities without Pre-name have a space in Name when created in CDS

When adding entities into Viztopia without a Pre-name (such as THE), the resulting entry in CDS has a Space in front of the name. Currently there is no workaround except to enter a value in the Pre-name if applicable.

Deleting Trading Name in VPM doesn't delete in CDS

This issue affects clients (Organisation) with a Trading Name.

When attempting to delete the client's Trading Name (Alias type) in Viztopia, changes to CDS will not include the deletion of the Trading Name.

KB Article: KB013167, Tracker Job #20828

Appendix D - Installed Components

SRDAL Install

This installs and configures the SRDAL and a Control Panel applet on a machine running NT 4.0/Windows 2000 or Windows XP workstation or server. SRDAL runs as an NT service and may be controlled from the Control Panel, or via the Services Manager.

Files Installed

The following file is installed in the SRDAL executables directory (typically \Program Files\Solution 6\ SRDAL).

Filename	Description
SRDAL.exe	SRDAL executable

The following file is installed in the Windows system directory (typically \WINNT\SYSTEM32).

Filename	Description
SRDAL.cpl	System Release DAL Control Panel applet

> *Note: The Control Panel applet (CPL) has a tab to allow manipulation of the caching parameters and message queue size. These can only be changed when SRDAL is not running and should not be altered without advice from MYOB.*
>
> *SRDAL is installed by default to start automatically at system boot using the LocalSystem account. This can be changed using the Services Manager.*

Components Registered

During the installation procedure the SRDAL executable is run with the install option. This performs the following operations.

1. Registers SRDAL as a service with the Service Control Manager (SCM).

2. Adds the registry entries to support event logging to the Application Event log.

3. Adds the following registry keys under SYSTEM\CurrentControlSet\Services\ PhoenixServer

   - Parameters
     Stores the parameters set up on the Configuration tab of the Control Panel applet. These include: ReadCache, WriteCache, MaxQueue and SQLServer.
   - Process
     Stores the parameters set up on **The Background Process** tab of the Control Panel applet. These include: CmdLine, Username, Domain, Password, CurrentDir and Debug.
   - Status
     Stores the information displayed by the Control Panel applet. This information is dynamically updated whenever the applet is active.

Viztopia/CDS Integration Components

This installation sets up the components required for VPM to CDS integration. It has been designed to support a single or dual server configuration. In this configuration the Integration components and SRDAL are installed on the same machine that hosts the VPM database.

CDS 6.0b (or above) is also installed on this server or alternatively on another server which already has an existing System Release installation. It is connected with full access rights via a LAN to the server on which the integration components are installed.

This installation uses the System Release 6.1 runtime to support the messaging functions used by the CDS 6.0b (or above) Viztopia background posting process (EPCVizPost).

The background CDS posting process (EPCVizPost) writes messages to the CDS audit log (if enabled) when it starts, stops, errors or updates any data.

The installation requires that you:

- identify the location of the existing System Release installation.
- identify the folder location of CDS therein.
- enter a valid SRDAL QueuePath.

The installation process makes an assumption that the user executing the install is a member of the administrator's group and is also an SQL administrator with full access to the VPM database. If not, the install will fail.

> *Note: Prior to running this install make sure that:*
>
> *SRDAL has been installed, is stopped, and that the CPL is closed.*
>
> *Viztopia has been installed and is not being accessed by any users.*
>
> *CDS 6.0b(or above) has been installed.*

Files Installed

The following files are installed in the **vizcds** directory below the directory in which SRDAL was previously installed (typically C:\Program Files\Solution 6\ SRDAL).

Filename	Description
Resync.exe	A VB 6.0 utility to synchronise the CDS database to VPM.
s6bmpedt.dll	System Release image editor.
s6db.dll	16-bit Cheetah File System (CFS) support.
s6prof.dll	Memory profile handler.
s6tool.dll	System Release 16-bit utility library.
s6ute.dll	System Release command line support utilities.
Sr.exe	System Release 6.1c (or above).
Uninstall.bat	Command file to execute UninstallViz2CDS.sql.
UninstallViz2CDS.sql	Transact-SQL script to remove triggers etc. from VPM

UninstallViz2CDS32.sql	database (vpmser).
Viz2CDS.sql	Transact-SQL script to add triggers etc. to VPM database.
mdac_typ.exe	MDAC 2.1 support required only by Resync.exe.
VBRun60sp5.exe	VB 6.0 runtime support required only by Resync.exe.

The following file is installed in the SQL executables directory (typically C:\Program Files\Microsoft SQL Server\MSSQL\Binn).

Filename	Description
Viz2CDS.dll	SQL extended stored procedure used by Viz2CDS triggers.

The following file is installed in the 16-bit system directory (typically C:\WINNT\SYSTEM)

Filename	Description
MFCOLEUI.DLL	Required by s6db.dll.

Components Registered

The registry entries under SYSTEM\CurrentControlSet\Services\PhoenixServer\Process are updated.

The installation also adds a single row table (CDSIntegration) to the VPM database, containing this QueuePath for messaging, which is used by the Viz2CDS triggers.