Sage 100 Fund Accounting

Installation Guide

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Chapter 1:
Getting Started

This guide includes combined instructions for both New and Upgrade installations of Sage 100 Fund Accounting.

New Installation Scenarios

- You are installing a one-user version of Sage 100 Fund Accounting (programs and database) on a single computer. The computer may or may not be part of a network, but the programs and database reside on the local hard drive of this computer. In this scenario, there are no network files involved, and no other computers have access to the system/database.

- You have a network comprised of a server machine with one or more local computers attached, and you want to install the database on the server machine so that other users can access it from their local computers (either one at a time or simultaneously depending on your license).

- You have a network comprised of two or more local computers that can access each other's shared drives, and you want to install the database on one computer's shared drive so that other users can access it from their local computers (either one at a time or simultaneously depending on your license).

- You have a network and want to install the database on a server machine for backup and security purposes, even though only one user accesses it from a single local computer.

- You are installing the Sage 100 Fund Accounting programs and database in a virtual environment. You must use a virtual service client, such as VMWare's Infrastructure Client Console, instead of a Remote Desktop Connection.

Upgrade Installation Scenarios

- You are upgrading an existing Stand Alone or Network installation. Your installation will upgrade if you have a previous version installed.

- You are upgrading the Sage 100 Fund Accounting programs and database in a virtual environment. You must use a virtual service client, such as VMWare's Infrastructure Client Console, instead of a Remote Desktop Connection.

- For specific information regarding existing users, see Chapter 4: Existing User - Upgrading, Chapter 5: Existing User - Server Install, and Chapter 6: Existing User - Workstation Install.

Chapter Overview

This guide takes you through the Sage 100 Fund Accounting installation, which is comprised of two components: Sage 100 Fund Accounting Server and Sage 100 Fund Accounting Workstation. You will learn specific information about each of these components and how to install/upgrade them. The chapters in this guide are outlined as follows:

Chapter 1: Getting Started - This chapter outlines important information and procedures that need to be performed before running the installation programs. ***Read this chapter before installing.***

Chapter 2: New User - Server Install - Includes specific instructions on how to install and run Sage 100 Fund Accounting on a stand-alone machine or network.

Chapter 3: New User - Workstation Install - Describes how to perform a workstation install.

Chapter 4: Existing User - Upgrading - Includes useful procedures for existing users who are upgrading from a previous version of Sage 100 Fund Accounting.

Chapter 5: Existing User - Server Install - Includes specific instructions on how to upgrade and run Sage 100 Fund Accounting on a stand-alone machine or network.

Chapter 6: Existing User - Workstation Install - Describes how to perform a workstation upgrade install.

Chapter 7: Sample Organization Install - Includes specific instructions on how to install the sample databases.

Chapter 7: Uninstalling Sage 100 Fund Accounting - Outlines how to uninstall Sage 100 Fund Accounting.

Chapter 8: Help Documentation - Provides instructions on how to access the Sage 100 Fund Accounting documentation.

Chapter 9: Supplemental Maintenance - Provides instructions on how to back up, restore, and compress an organization database.

Before You Begin

For optimum results, perform the following "housekeeping" tasks on the workstation and server before running the installation program:

1. Verify that your current environment meets the new system requirements. You can view the system requirements at http://na.sage.com/sage-100-fund-accounting/products/system-requirements.

IMPORTANT: Our System Requirements have changed; MSDE and SQL Server 2000 editions are **no longer supported**. Please verify that you are using an acceptable SQL Server.

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2. Shut down all applications that are currently running, and restart the computer.

3. After Windows has restarted, shut down any applications that have opened at startup. Additionally, you may need to disable some applications, such as Norton AntiVirus©.

    – Press **CTRL-ALT-DELETE** to open the Windows Security form. Click the Task Manager button to open the Windows Task Manager form. On the Applications tab, select each program listed in the form, and click End Task.

Note: The above processes only shut down the applications for the purposes of the installation. The next time the computer is rebooted, the programs and all Windows services are restored.

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4. If the Windows Firewall is turned on, you must configure exceptions in the firewall for SQL Server or the client computer(s) will not be able to connect. For specific instructions on setting up the exceptions, see Knowledgebase article 303029 in the Sage Customer Portal. If you are new to the Sage Customer Portal or to the Knowledgebase, visit the Customer Support Resources page for more information.

Note: Windows Firewall is turned on by default with Windows 2008 Server.

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5. Delete all files in the local TEMP directory, such as C:\Documents and Settings\<Current User>\Local Settings\Temp. Since the computer has just rebooted and any unnecessary applications are closed, there should be few files in the Temp directory. Nevertheless, delete any files or folders that remain there.

6. If you are running Sage 100 Fund Accounting on a laptop, set your hibernation settings to Never (Start>Settings>Control Panel>Power Options>Power Schemes tab). Otherwise, when the computer times out, your seat will become inactive.

7. Before you begin the server install:

   – The user logged on to the server machine must be a member of the Local Administrators group.

   – To install or upgrade Sage 100 Fund Accounting in a on a virtual environment, you must use a virtual service client, such as VMWare's Infrastructure Client Console, instead of a Remote Desktop Connection.

   – For specific instructions for SQL Server 2008 Standard Edition configuration, see Knowledgebase article 309148 in the Sage Customer Portal. It details how to check an existing instance of SQL Server 2008 Standard Edition to ensure proper functionality before installing Sage 100 Fund Accounting. Also, Knowledgebase article 205743 offers SQL Server 2005 Standard Edition configuration instructions. If you are new to the Sage Customer Portal or to the Knowledgebase, visit the Customer Support Resources page for more information.

   – **SQL Server 2008 and Windows 7 Users:** Be sure to start the SQL Server Browser and consider setting the Start Mode to Automatic to ensure that the workstation can access the Sage 100 Fund Accounting system database.

8. Before you begin the workstation install, you must ensure the following:

   – The user logged on to the server machine must be a member of the Local Administrators group.

   – **Windows XP Users:** Each workstation has at the very least write access to the "All Users" and <user name> folders--<local drive letter:>\Documents and Settings\All Users and <user name>. Also verify that each user that uses Aatrix® (for 1099s, W-2s, 990s, etc.) has "Full Control" rights (right-click on folder>Properties>Security tab).

   – **Vista Users:** Each workstation has at the very least read-write access to the "ProgramData" folder--<local drive letter:>\ProgramData. Also verify that each user that uses Aatrix® (for 1099s, W-2s, 990s, etc.) has rights.

   – **Windows 7 Users:** Each workstation has at the very least read-write access to the "ProgramData" folder--<local drive letter:>\ProgramData.

   – Sage 100 Fund Accounting cannot install successfully without these folders and rights.

9. Close any open windows.

After performing these steps, you are ready to run the Installation program.

The *Getting Started* guide assists in setting up the chart of accounts once the system is successfully installed, and Help is always available at the click of a button in the context-sensitive online help system.

Quick Install Overview

This is an overview of the installation process for all Sage 100 Fund Accounting components. Although there is only one executable (SETUP.EXE) for this install, the system actually runs separate wizards for each component.

Note: To install Sage 100 Fund Accounting in a virtual environment, you must use a virtual service client, such as VMWare's Infrastructure Client Console, instead of a Remote Desktop Connection.

Log on to your server as a user with local administrator rights and download the Sage 100 Fund Accounting software to the computer functioning as the Sage 100 Fund Accounting Server. The system automatically runs SETUP.EXE upon completion of the download.

The Sage 100 Fund Accounting Installation Startup displays. After reviewing the provided documentation, select the **Begin Installation Process** option.

Step 1: Verify System Requirements

Verify that your current system environment meets the Sage 100 Fund Accounting system requirements. You can view the system requirements at http://na.sage.com/sage-100-fund-accounting/products/system-requirements.

IMPORTANT: Our System Requirements have changed; MSDE and SQL Server 2000 editions are **no longer supported**. Please verify that you are using an acceptable SQL Server.

Step 2: SQL Server Express Installation

You must have SQL Server installed on your Server machine. If you plan to use an existing Microsoft SQL Server install, please launch the Sage 100 Fund Accounting Install from that machine.

If not, click the SQL Server Express Installation link to open a browser to the Microsoft Download Center website. There you can download Microsoft SQL Server 2008 R2 Express Edition with Advanced Services. Select x86 or x64 and click Download to begin the installation. Also, click the **Here** to access instuctions for installing the SQL 2008 R2 Express via an FTP directory.

Note: Installing these requirements later will require the server to be restarted.

Step 3: Install/Upgrade Sage 100 Fund Accounting Server

1. Select the **Begin Installation Process** option. Be sure you are logged in as a user who has local administrator rights to perform the install.

   Note: To install Sage 100 Fund Accounting in a virtual environment, you must use a virtual service client, such as VMWare's Infrastructure Client Console, instead of a Remote Desktop Connection.

2. The Sage 100 Fund Accounting Server setup Install Wizard displays. Click **Next**.

   – **New Users:** To install to a local or network server, see Chapter 2: New User - Server Install on page 7.

   – **Existing Users:** To upgrade to a local or network server, see Chapter 4:Existing User - Upgrading (on page 27) and Chapter 5:Existing User - Server Install (on page 31).

3. Review the End User License Agreement and select the "I accept the terms in the license agreement" option. Click **Next**.

4. Enter the serial number and activation code which was provided by Sage and click **Next**.

5. Accept the default MIP Share destination folder (recommended), or use the Change button to navigate to a different location. Click **Next**.

6. Select the database server that you are installing to by using the drop-down arrow, or Browse to the database location. Next, select how you want to connect to this server. If Server authentication is chosen, enter the Login ID and Password. Click **Next**.

7. You are now ready to Install Sage 100 Fund Accounting. Click **Install** to begin, or use the Back button to make changes.

8. Proceed through the Sage 100 Fund Accounting Server setup. This process may take several minutes. The InstallShield Wizard Completed panel displays. **To begin the workstation install on the server, select the Install Sage 100 Fund Accounting Workstation check box and click Finish to launch the Workstation install.** If you only want to install the server, click Finish without selecting this check box.

9. Navigate to the MIP Share directory on the Server and set Full control permissions to Everyone.

Step 4: Install/Upgrade Sage 100 Fund Accounting Workstation

1. If you selected the Install Sage 100 Fund Accounting Workstation check box after completing the Server Install, the Sage 100 Fund Accounting Workstation install Welcome panel displays. If you are installing the workstation only, go to the workstation machine and log on as a user with local administrator rights. Navigate to the MIP Share directory (\\MIP Share) on the Server, open the Setup sub directory, and select Setup.exe. The Sage 100 Fund Accounting Workstation install welcome panel displays.

2. Click **Next**. Review the End User License Agreement and select the "I accept the terms in the license agreement" option.

3. Click **Next**. Accept the default MIP destination folder (recommended), or use the Change button to navigate to a different location.

4. Click **Next**. Select the program features to be installed by using the drop-down arrows.

5. Click **Next**. The Install Wizard is ready to install the program. Click **Install** to begin the installation, or click Back to make changes to your installation settings.

6. Proceed through the Sage 100 Fund Accounting Workstation setup. This process may take several minutes. The InstallShield Wizard Completed panel displays. Click **Continue** to complete the Workstation Install.

7. Additional installs launch after you click Continue to complete the Workstation Install. These include Tax Forms and eFiling by Aatrix, Qlikview, Sage Advisor Update, and SQL Backward Compatibility. Allow any additional installs to complete, and then click **OK** on the "Your install completed successfully" form.

8. Click the **Exit** button on the Sage 100 Fund Accounting Installation Startup form.

Note: This workstation install needs to be applied to each workstation.

System Requirements

In order to take advantage of the latest security and performance enhancements, please note that this release of Sage 100 Fund Accounting has phased out backward compatibility for several system software components. For specific instructions on the technology improvements, migration information, as well as links to resources that assist qualified nonprofits in obtaining discounted operating system and database engine software, see Knowledgebase article 306083 in the Sage Customer Portal. If you are new to the Sage Customer Portal or to the Knowledgebase, visit the Customer Support Resources page for more information.

You should meet or exceed the system requirements found at http://na.sage.com/sage-100-fund-accounting/products/system-requirements.

Chapter 2:
New User - Server Install

This chapter describes the installation process for a stand-alone, virtual, or network server. You must select a database engine prior to installing the Sage 100 Fund Accounting Server. Once you have completed these steps, follow the instructions in "Chapter 3: New User - Workstation Install" to install the workstation.

This chapter explains the following:

- Server Install Overview

- Local Server Configuration

- Directory Structure Overview

- SQL Server (Express Download)

- Sage 100 Fund Accounting Server Install

- Granting Access to the MIP Share Directory

Server Install Overview

The Server install is comprised of the following:

- **SQL Server Express**- Download Microsoft SQL Server 2008 R2 Express with Advanced Services from the link on this CD or use an already installed version of Microsoft SQL Server 2005 Express Edition with Advanced Services, SQL Server 2005 (Full Version), or SQL Server 2008 (Full Version).

- **Sage 100 Fund Accounting Server** - The Sage 100 Fund Accounting Server installation creates the MIP Share directory. We recommend accepting the default path when installing the server component.

The necessary files related to the Sage 100 Fund Accounting Server Install are copied to the server. To install the Microsoft SQL Server 2008 R2 Express Edition with Advanced Services from the Microsoft website, click the SQL Server Express Installation link that displays on the startup screen when you insert the Sage 100 Fund Accounting installation CD.

Local Server Configuration

In order to successfully install and run Sage 100 Fund Accounting on a stand-alone machine, verify that the File and Printer Sharing Service is installed, the TCP/IP protocol is installed, and the Server Service is enabled. Then, you need to complete the instructions in this chapter to ensure that the Sage 100 Fund Accounting Server is installed correctly. Once you have completed these steps, follow the instructions in "Chapter 3: New User - Workstation Install" to install the workstation.

Note: If you do not have a network adapter driver installed, you cannot continue the Sage 100 Fund Accounting install. You need to install the Microsoft Loopback Adapter first (follow the instructions below).

To Activate File and Printer Sharing Service:

1. Right-click **Network** and then select **Properties**. The Network and Sharing Center displays.

2. Under Sharing and Discovery, verify that File Sharing and Printer sharing are listed as On.

3. If *Off* displays, expand the down arrow and select the Turn on option.

To Enable the Server Service:

1. Go to **Start**>**Settings**>**Control Panel**>**Administrative Tools**>**Services**.

2. Double-click the **Server Manager**.

3. Expand **Configuration**, and click **Services**.

4. Make sure that the Startup type is **Automatic** and the Server Status is **Started**. If those settings are not in place, implement them, and then click **OK**.

To Install TCP/IP:

1. Right-click **Network** and then select **Properties**.

2. Click **View Status** for Local Area Connection and then click **Properties**.

3. If *Internet Protocol Version 4 or 6 (TCP/IPv4/v6)* is not selected in the list, check the box and click the **Install** button. If it is listed, click OK and skip to step 6.

4. Select **Protocol**, and then click **Add**.

5. Select **Internet Protocol (TCP/IP)**, and then click **OK**.

6. Click **Close** to close the Local Area Connection Status window.

Note: If you are actually using TCP/IP to connect to your network, make sure that it is configured properly.
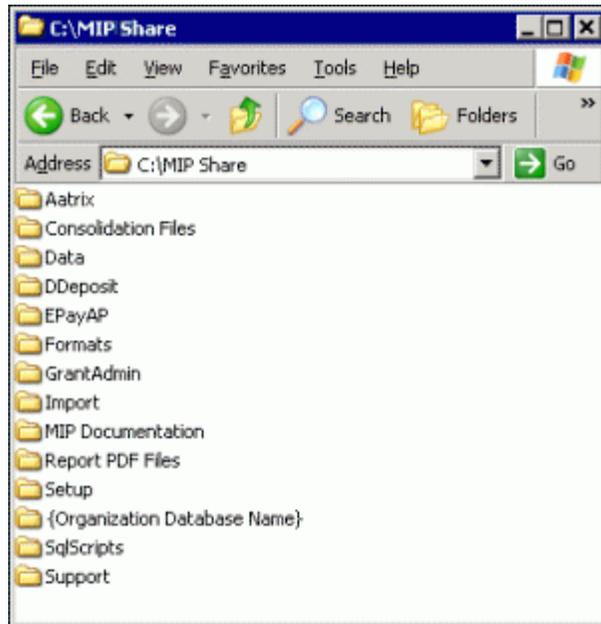
Directory Structure Overview

The Sage 100 Fund Accounting Server executable (SETUP.EXE) creates the MIP Share directory. We recommend accepting the default path when installing the server component.

Data Files and Directory Structure

When installing the Sage 100 Fund Accounting Server, the data files and workstation share files are stored on the machine that is functioning as the server. The workstation installation stores the Sage 100 Fund Accounting system and program files on each client machine.

After the server installation, the following directory structure exists on the drive and in the directory that was specified during installation.

MIP Share Directory

This directory contains the following folders:

- **AATRIX** contains the drafts and historical forms created by Aatrix, for each federal tax ID in the Companies folder.

- **CONSOLIDATION FILES** contains CONTEMP.TXT, which will be altered when consolidating data.

- **DATA** contains a copy of the NPSSQLSYS.NPS and MIPT.NPS files. These are the system and sample database files that come with the system.

- **DDEPOSIT** contains ACH.TXT, which will be altered when using the Direct Deposit module.

- **EPAYAP** contains ACHAP.TXT, which will be altered when using the Electronic Funds Transfer for A/P module.

- **FORMATS** contain the files needed to print custom forms in the system. This is where you should store custom formats created by the Forms Designer module.

- **GRANTADMIN** contains scanned images of sample grant documentation for the Grant Administration module.

- **IMPORT** includes sample DEF and data files that can be used with the Data Import/Export module.

- **MIP DOCUMENTATION** includes the product guides available in PDF format.

- **{ORGANIZATION DATABASE NAME}** contains all folders for attachments. This folder is not actually created until the attachments feature is activated in the system (Administration>Organization>Attachments>Set Up Locations).

- **REPORT PDF FILES** contains *.PDF files saved while using the Print to PDF feature.

- **SETUP** contains the files necessary to run the Sage 100 Fund Accounting Workstation installation. Each of the client machines will need to access this folder in order to install the Workstation component. The SETUP.EXE file launches the Sage 100 Fund Accounting Workstation installation.

- **SQLSCRIPTS** contains SQL scripts necessary for the system to function properly.

- **SUPPORT** contains support related folders.

Note: Do not Password Protect the MIP Share Directory.

SQL Server (Express Download)

Select one of the following that best describes your current setup, and then follow the instructions below for installation:

- **SQL Server Express (can be downloaded by following a link)** - Microsoft SQL Server 2008 R2 Express Edition with Advanced Services can be downloaded from the S*QL Server Express Installation link* on your Sage 100 Fund Accounting Version 2013 Setup tab.

- **SQL 2008, SQL 2005, SQL Express (Already installed)** - Either the Microsoft SQL Server or SQL Express have already been installed as your server using the Microsoft website at www.microsoft.com. Or, SQL Server 2005 or 2008 has already been installed as your server.

The SQL installation creates the \Program Files\Microsoft SQL Server directory. By default, this directory is located on the local drive in which your operating system is installed. Use the browser to change this destination during the installation.

All users have the option to install their own instance of SQL Express or SQL Server. This gives you the ability to administer it according to your practices.

SQL Server Express (Can be downloaded by following a link)

This section describes the installation process for the Microsoft SQL Server 2008 R2 Express Edition with Advanced Services from the Sage 100 Fund Accounting Version 2013 Setup Tab. Please carefully read each panel of the wizard during installation.

IMPORTANT: Before you begin, verify that **Microsoft .NET Framework 4.0** or higher is installed *before* you try to Install Sage 100 Fund Accounting Server. Go to **Start>Settings>Control Panel>Programs and Features**.

1. Download the Sage 100 Fund Accounting software to the computer functioning as the Sage 100 Fund Accounting Server.

    The system automatically launches autorun.exe and the Sage 100 Fund Accounting Setup window displays.

2. Select SQL Server Express Installation and follow the steps to download SQL Server Express from the Microsoft website. Upon completion, continue the installation process.

Note: Click the **_Here_** link to open a browser to access instuctions for installing the SQL 2008 R2 Express via an FTP directory.

Sage 100 Fund Accounting Server Install

When installing the Sage 100 Fund Accounting Server, a directory is created by default—<Server Name>:\MIP SHARE. The Sage 100 Fund Accounting Server must be installed before proceeding to the Sage 100 Fund Accounting Workstation Install on page 22.

Note: To install Sage 100 Fund Accounting in a virtual environment, you must use a virtual service client, such as VMWare's Infrastructure Client Console, instead of a Remote Desktop Connection.

Please carefully read each panel of the wizard during installation.

1. Be sure you are logged in as a user who has local administrator rights to perform the install.

2. If you have not already done so, download the Sage 100 Fund Accounting software to the computer functioning as the Sage 100 Fund Accounting Server.

   The system automatically launches autorun.exe and the Sage 100 Fund Accounting Setup window displays.


3. After reviewing the provided documentation, select the **Begin Installation Process** option. The system begins extracting the setup.exe file.

4. The Sage 100 Fund Accounting Server InstallShield Wizard prepares to install. The Welcome panel displays. Click **Next**.
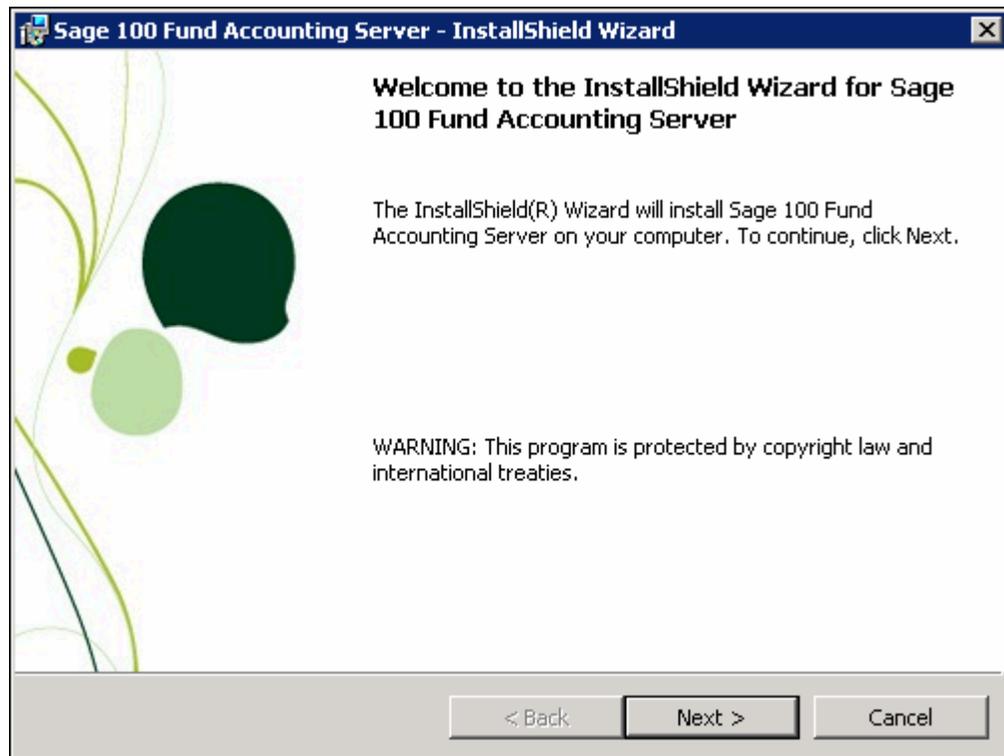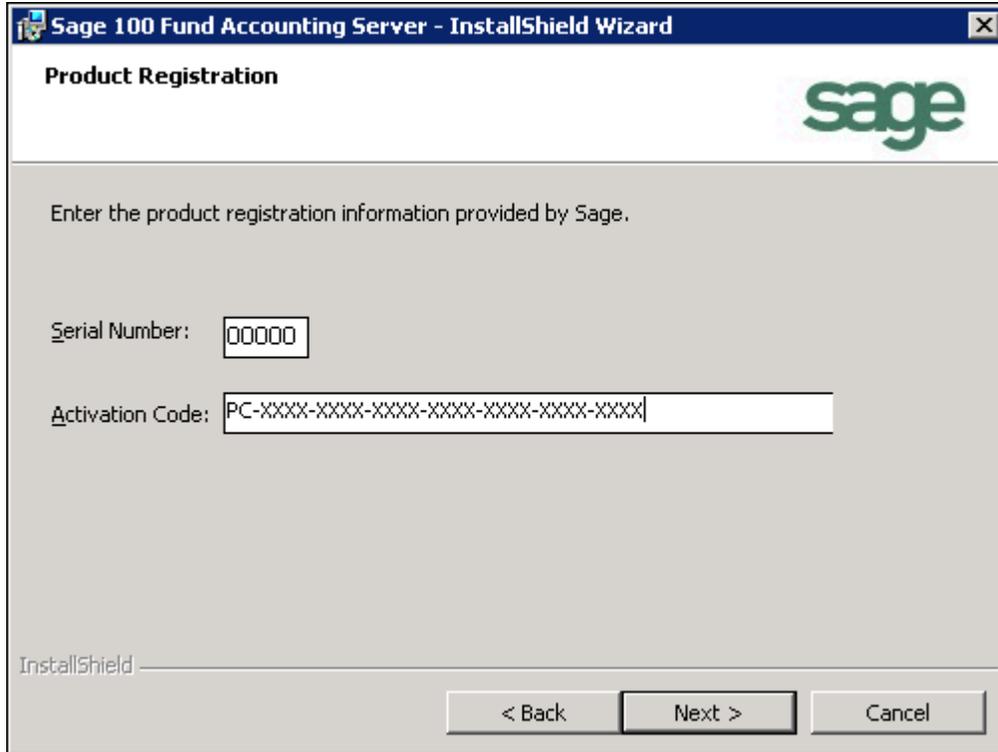

5. The End User License Agreement displays. Select the "I accept the terms in the license agreement" option to continue with the Server Installation.
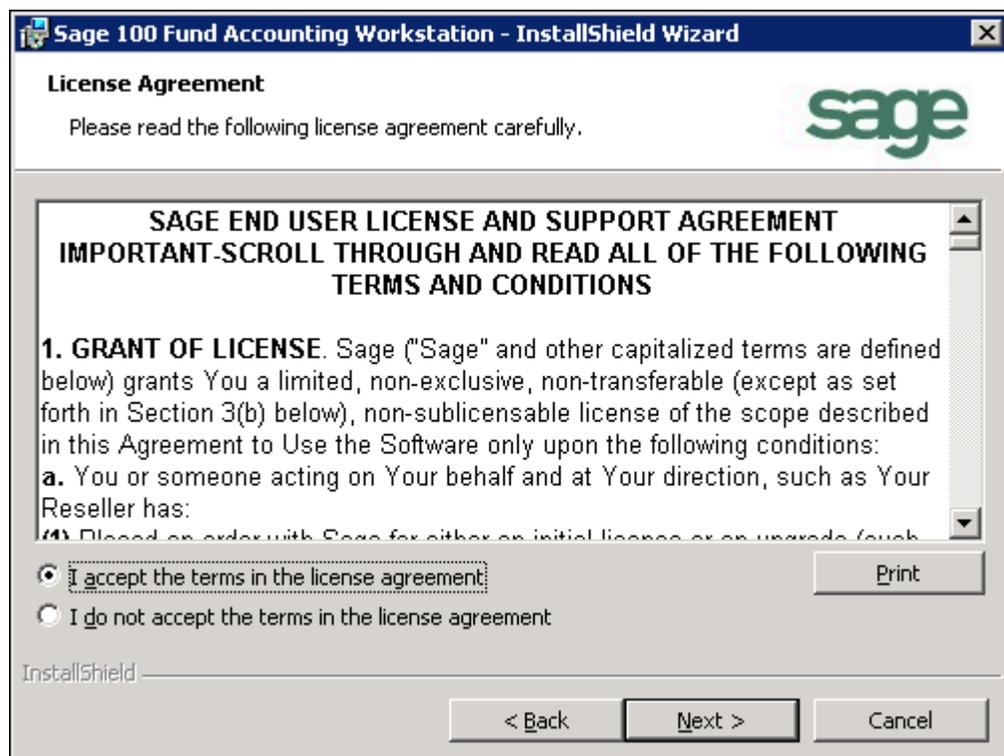
6. Click **Next**. The system displays the Product Registration panel. Enter the **Serial Number** and **Activation Code**.

The activation code is case sensitive, so it must be entered exactly as it appears on the notification included with the system. **(Store the activation code in a safe place in case your system needs to be reinstalled.)**

Activation Codes	The activation code is determined by the system's license. The system uses the activation code to determine which modules you own, how many additional databases you have purchased, and how many concurrent users you will have available. Later, if you decide to add a module or increase your users or databases, you need to enter a new activation code. To enter a new license, use the Administration>System>Activate License form. To add a module to an existing database, use the Organization>Add A Module form.

7. Click **Next**. Accept the default MIP Share destination folder (recommended), or use the Change button to navigate to a different location.
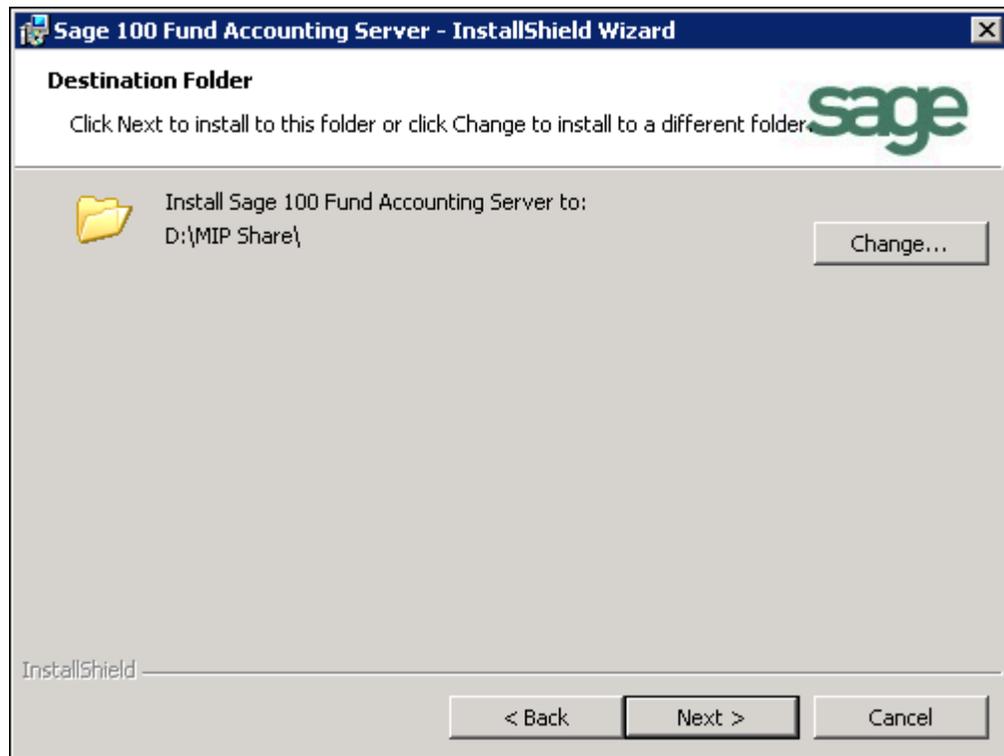
8. Click **Next**. Select the database server that you are installing to by using the drop-down arrow, or Browse to the database location.

Then, select how you want to connect to this server. If Server authentication is chosen, enter the Login ID and Password.
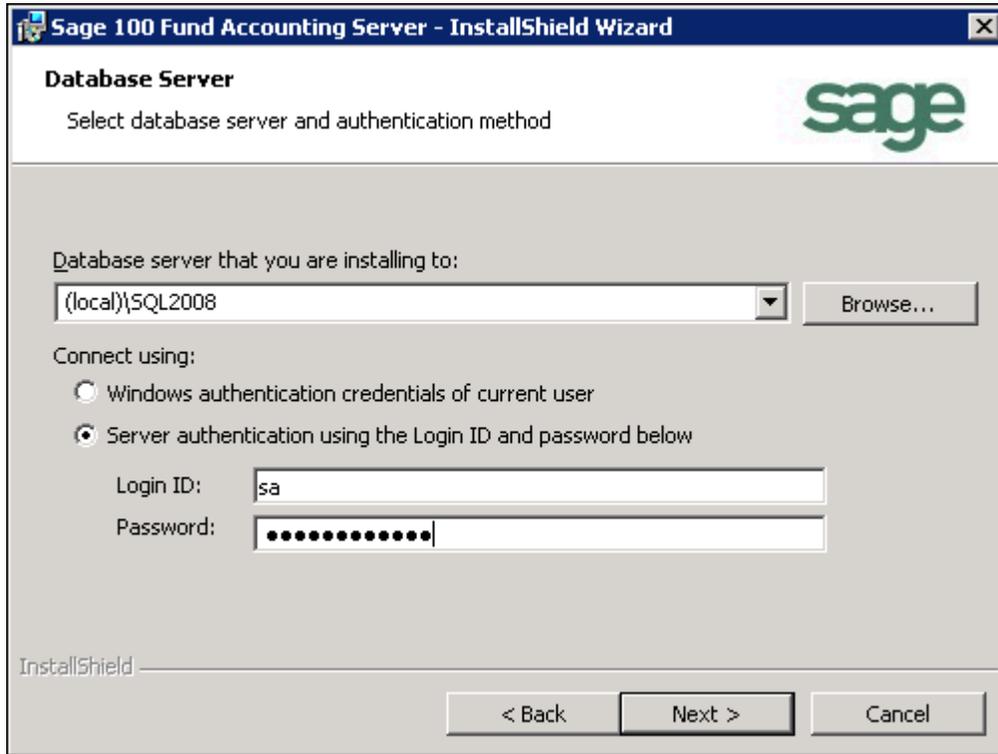
9. Click **Next**. You are now ready to Install Sage 100 Fund Accounting.

10. Click **Install** to begin, or use the Back button to make changes.
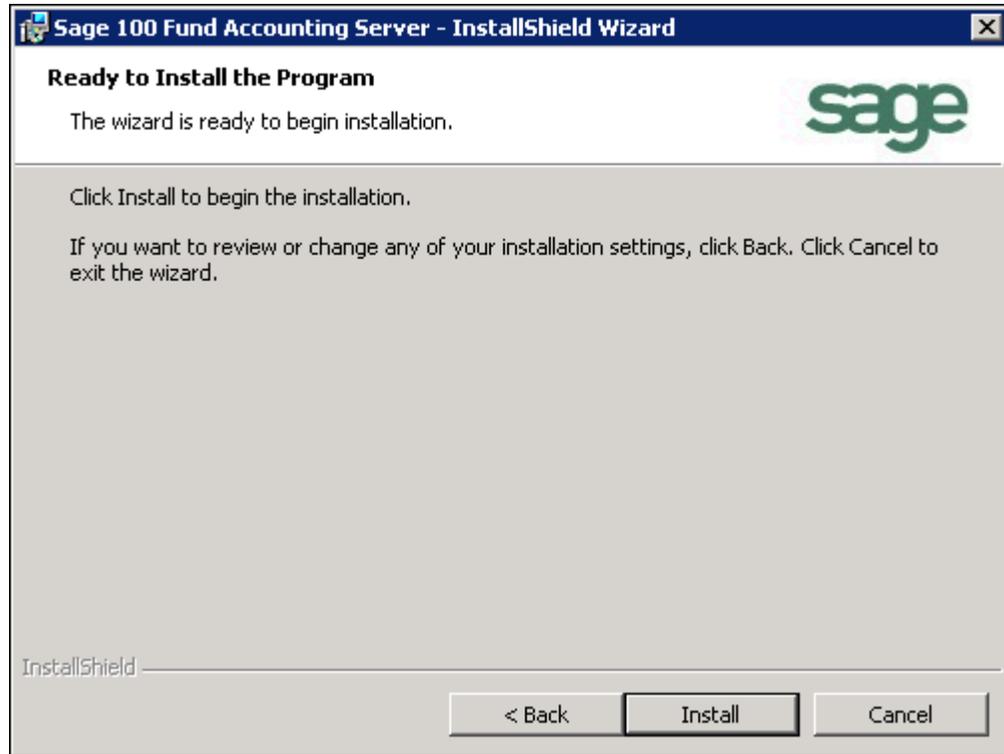
11. Proceed through the Sage 100 Fund Accounting Server setup. This process may take several minutes.

12. When the installation is complete, the InstallShield Wizard Completed panel displays.

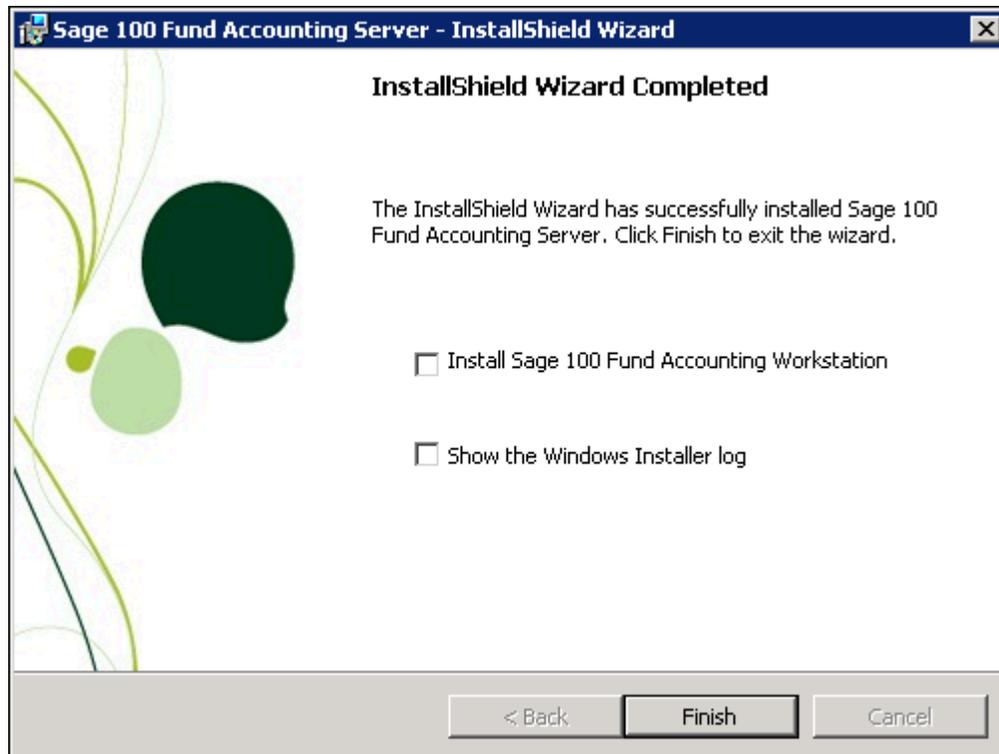This is the final panel of the server installation. It verifies that the Sage 100 Fund Accounting Server installed successfully.

– Select the "Install Sage 100 Fund Accounting Workstation" check box, and then click Finish to continue through the installation program by launching the Sage 100 Fund Accounting Workstation Installation wizard. For instructions, proceed to Chapter 3: New User - Workstation Install on page 21.

– Alternatively, if you do not select the check box, you can install later from the MIP Share directory. For more information, see "Granting Access to the MIP Share Directory" on page 18.

13. Click **Finish** to complete the install.

14. If applicable, click the **Exit** button on the Sage 100 Fund Accounting Installation Startup form.

15. Navigate to the MIP Share directory on the Server and set it to share with Full control permissions to Everyone.

Granting Access to the MIP Share Directory

The MIP Share directory (which the Server installation created) contains the files necessary to install Sage 100 Fund Accounting's program files at each workstation. First, the MIP Share directory must be shared so that the workstations will have access to it.

1. Right-click the **MIP Share** directory at the server and select Share. . . If you do not see **Shared**, you will need to log on as a user account that is a member of the Local Administrators or Power Users group.

2. On the Sharing tab, click **Advanced Sharing.** And then select the **Share this folder** check box.

3. Click the **Permissions** button.

4. Add the desired **users/groups**.

    Note: If you share to specific users/groups and not the "Everyone" group, you will need to add the "System" account with full rights on the Security tab. If you give the "Everyone" group full rights, then it is not necessary to add "System."

5. Grant each user/group **Full Control** and click **OK**. A minimum of Change and Read permissions are required. NTFS formatted servers will display a Security tab, in which case you must grant NTFS Permissions. You need to allow System with Full Control. The Security tab will not be available if the drive is formatted using FAT32.

6. Click **OK** to close the Advanced Sharing window.

7. Click the **Security** tab.

8. Add the desired **users/groups**. Typically, the default NTFS permission is all you will need. However, you can grant the users/groups Full Control access.

9. Click **OK** to apply these settings.

10. Click **Close** to close the MIP Share Properties window.

    Note: You must allow inheritable permissions.

Chapter 3:
New User - Workstation Install

You must have already completed the Sage 100 Fund Accounting Server Install (using Chapter 2) and Granting Access to the MIP Share Directory, if there is a network.

This chapter describes the installation process for the Sage 100 Fund Accounting Workstation. This installation provides the program files needed to run the system. During the installation, you can choose which shortcut and executable files to install for each system, such as Administration, Accounting, Payroll, or the entire system. Please carefully read each panel of the wizard during installation.

The necessary files related to this installation are copied to the MIP Share directory of the server during the Sage 100 Fund Accounting Server installation. There is only one executable (SETUP.EXE) for the workstation install.

Note: The user logged on to the workstation machine must be a member of the Local Administrators group.
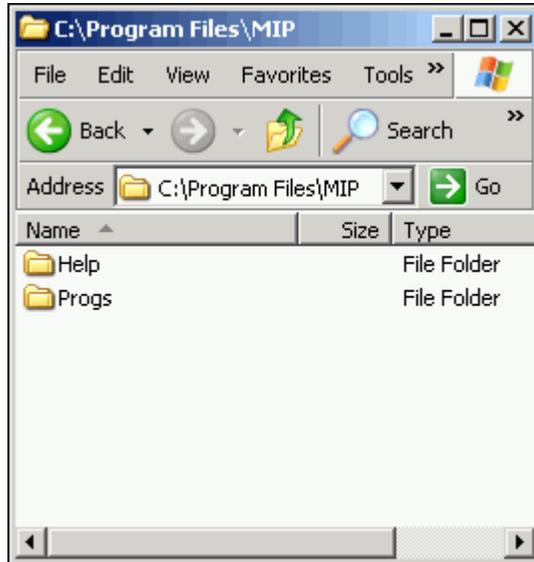
Ensuring Access to "All Users" Folder

Before you begin the workstation install and you are using Aatrix®, you must ensure that the workstation has access to the "All Users" directory. The following steps should be completed for each workstation running on Windows XP orVista.

1. Click **Start>Run**.

2. Enter the <local drive letter:> in the Open box.

3. Click **OK**. The system displays an explore window.

4. Open the **Documents and Settings** directory or Vista users open the "Program Data" folder.

5. Ensure that the "All Users" and <user name> folders are listed. Also verify that each user that uses Aatrix® (for 1099s, W-2s, 990s, etc.) has "Full Control" rights (right-click on folder>Properties>Security tab). Sage 100 Fund Accounting cannot install successfully without these folders and rights. These steps should be completed for each workstation running on Windows XP.

Data Files and Directory Structure

When installing the Sage 100 Fund Accounting Workstation, the system and program files are stored on each computer. After the workstation installation, the following directory structure exists on the drive and in the directory that was specified during installation.

MIP Directory

The Sage 100 Fund Accounting Workstation installation creates a MIP directory on the local disk partition with the most space. This directory contains the following folders:

- **HELP** contains all the files associated with the online help system.

- **PROGS** contains the executable (*.EXE) files required to run the system. Specific *.DLL files are included in the PROGS directory. Do NOT delete any of these files.
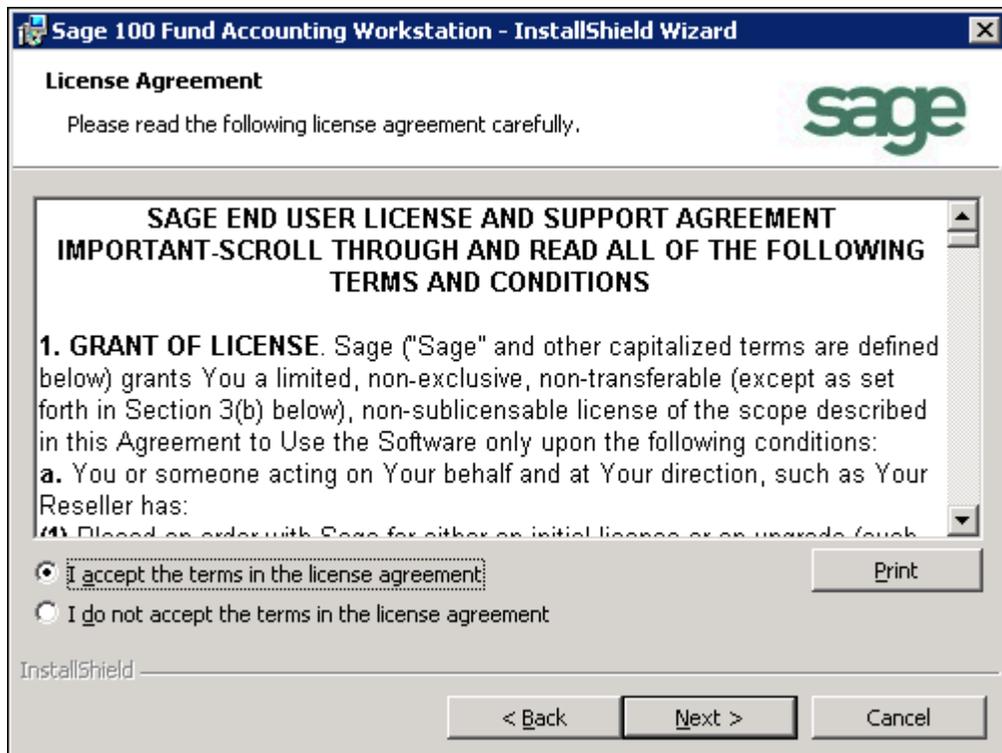
Sage 100 Fund Accounting Workstation Install

This section describes the workstation install. There are two ways to access this install:

- If you selected the Install Sage 100 Fund Accounting Workstation check box at the end of the Server Install, the system automatically launches the Welcome panel of the Sage 100 Fund Accounting Workstation install.

- If you are installing the workstation only, go to the workstation machine and log on as a user with local administrator rights. Navigate to the MIP Share directory (\\MIP Share) on the Server, open the Setup sub directory, and select Setup.exe.
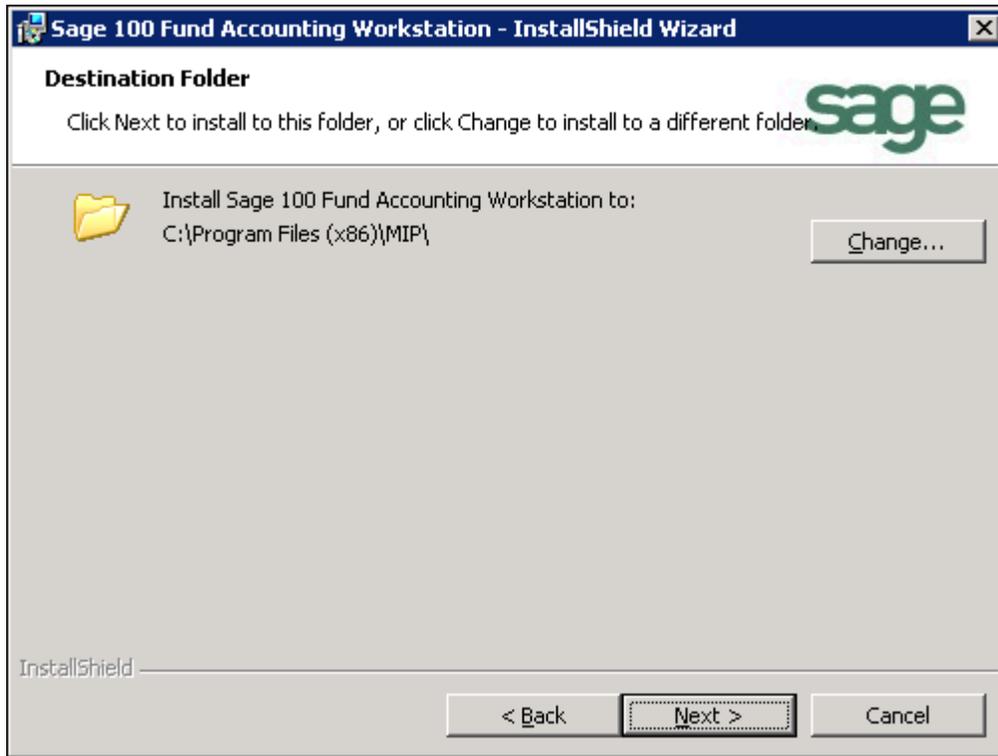
1. The Sage 100 Fund Accounting Workstation install Welcome panel displays.

2. Click **Next**. Review the End User License Agreement and select the "I accept the terms in the license agreement" option.

3. Click **Next**. Accept the default MIP destination folder (recommended), or use the Change button to navigate to a different location.

4. Click **Next**. The Custom Setup panel displays, which allows you to select the systems you would like to install. By default, the system installs the start menu shortcuts and program files for all systems, even if they are not part of the license.

To prevent a system from being installed, ensure that the "X" (Entire feature will be unavailable) is selected. This designation prevents the installation of the program files and the start menu shortcuts for that system. You may find this useful when you need to restrict a user from launching a specific system.
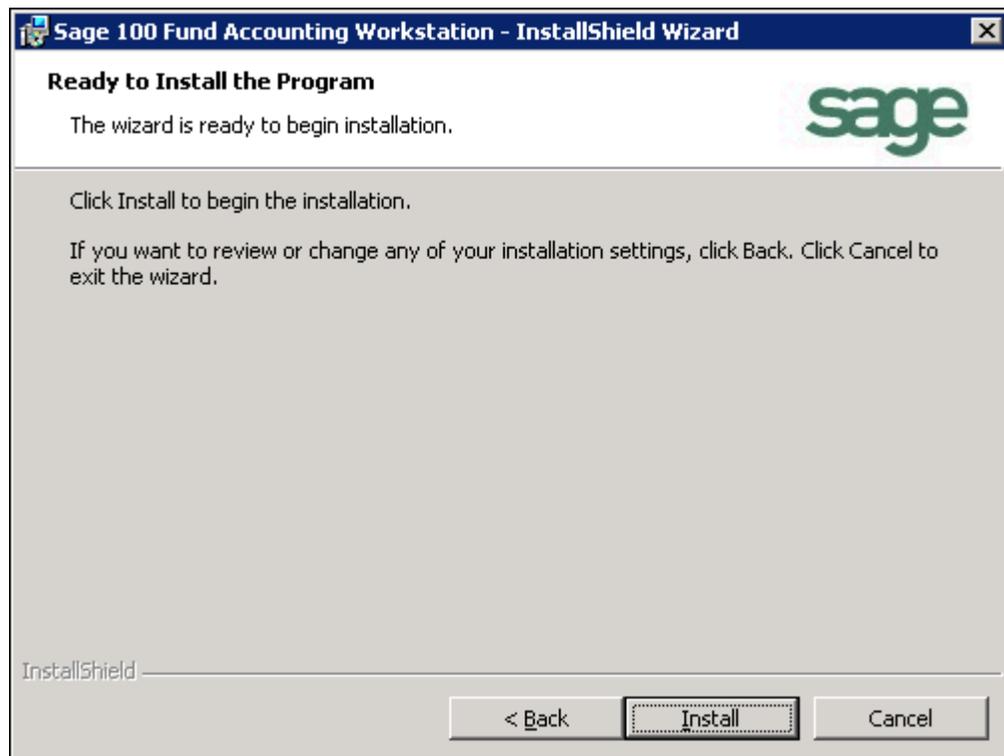

Note: If you do not install all systems now, but later decide you want to install the program files or start menu shortcuts, you can do so using Start>Settings>Control Panel>Add or Remove Programs. Select Sage 100 Fund Accounting Workstation and the Change button. The system displays the Welcome panel of the Install wizard. Click Next. Then, on the Program Maintenance panel, select the Modify option button, followed by the Next button.

---

5. Click **Next**. The Install Wizard is ready to install the program.

6. Click **Install** to begin the installation, or click Back to make changes to your installation settings.

7. Proceed through the Sage 100 Fund Accounting Workstation setup. This process may take several minutes. The InstallShield Wizard Completed panel displays.
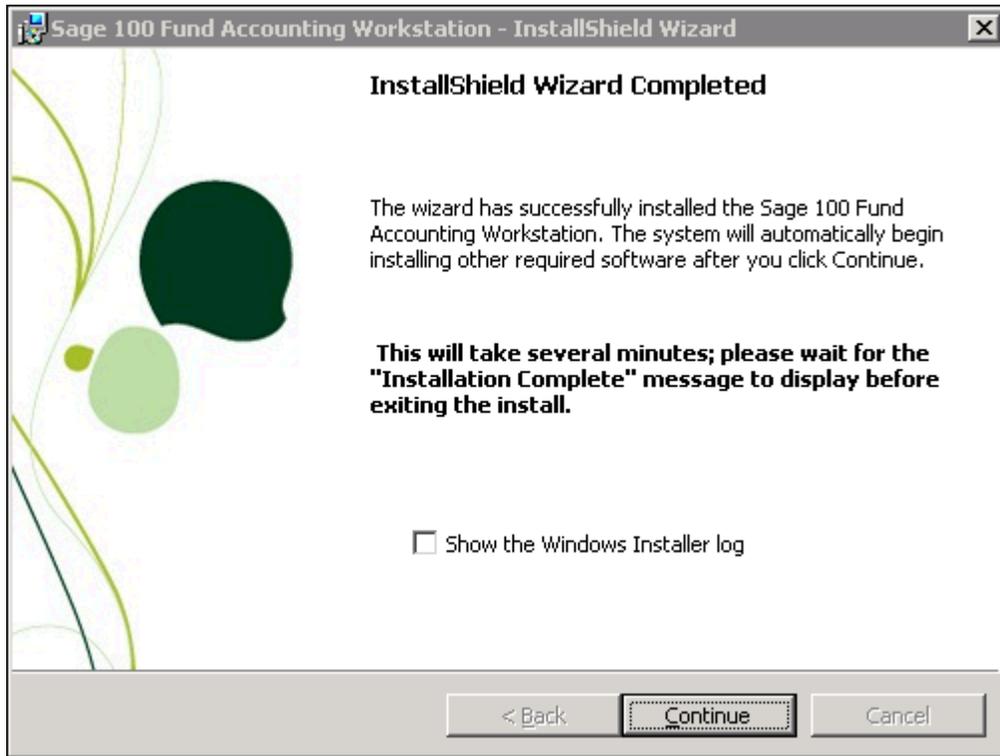
8. Click **Continue** to complete the Workstation Install.

9. Additional installs launch after you click Continue to complete the Workstation Install. These include Tax Forms and eFiling by Aatrix, Qlikview, and SQL Backward Compatibility. Allow any additional installs to complete, and then click **OK** on the "Your install completed successfully" form.
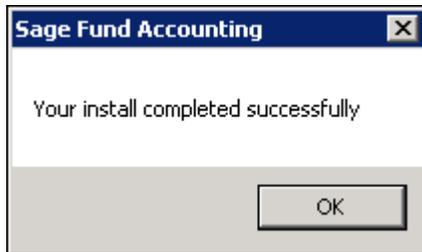
10. If applicable, click the **Exit** button on the Sage 100 Fund Accounting Installation Startup form.

At the end of the Workstation install, reboot your computer *only* if prompted to do so.

Note: Remember, a workstation installation must be performed on each workstation that needs to run Sage 100 Fund Accounting.

Chapter 4:
Existing User - Upgrading

This chapter provides information that only existing users might need. It explains:

- Upgrading from a Previous Version

- Changing Your Database Engine

- Updating Your Organization Database to Version 2013.x

- Activating Your License

- Adding a Module to an Organization

- Setting Up Security

Upgrading from a Previous Version

You can only upgrade your program files to version 2013 from versions 11.0, 11.1, 11.2, 11.3, and 11.4. If you are not currently running one of these versions, you must upgrade to one of them before you can upgrade the application files to 2013.

> **IMPORTANT:** Our System Requirements have changed; MSDE and SQL Server 2000 editions are **no longer supported**. Please verify that you are using an acceptable SQL Server.

1. Follow the instructions in Chapter 5: Existing User - Server Install on page 31 to upgrade the organizational database on a server from a previous version.

2. Once you have installed the Sage 100 Fund Accounting Server, you will need to install the workstation.

   – Open the setup.exe from the \\MIP Share\Setup directory on your server, to launch the Sage 100 Fund Accounting Workstation Install.

   – If the Sage 100 Fund Accounting Workstation component is already installed on the server or you wish to install the Workstation on the server for the first time, you will need to open the application on the server to complete the upgrade process before proceeding to the next step.

3. Follow the instructions in Chapter 6: Existing User - Workstation Install, on page 39, to upgrade each user's workstation.

Changing Your Database Engine

If you are upgrading and moving your database to a different instance of SQL Express or SQL Server, back up your system and organization databases, and then uninstall Sage 100 Fund Accounting and your current instance of SQL.

After you complete the installation process, restore your system database, NPSSQLSYS, along with your organization database. For specific instructions on uninstalling, see "Uninstalling Sage 100 Fund Accounting" on page 47 and see "Supplemental Maintenance" on page 51 for instructions on backing up and restoring a database.

For specific instructions on moving the Sage 100 Fund Accounting Server to a new server/computer, see Knowledgebase article 274726 in the Sage Customer Portal. If you are new to the Sage Customer Portal or to the Knowledgebase, visit the Customer Support Resources page for more information.

Updating Your Organization Database to Version 2013.x

You can only update your organization database after the server and workstation have been upgraded to version 2013.x. To do so:

1. Log on to any system (**Start**>**Programs**>**Sage Software**>**Sage 100 Fund Accounting**), and select an Organization.

2. The system displays a message stating that the organization database must be updated to the current version.

   – Select *Yes*, to begin the backup process to back up your organization database and then upgrade it. **This is strongly recommended.**

   – Select *No*, if you have a current backup of the database and want to begin the update process immediately.

3. A utility program runs. Click **Finish**.

4. When complete, a message displays informing you that your database has been updated successfully.

5. Click **OK**.

Activating Your License

When you initially purchase the system, an activation code that activates any and all modules that have been purchased is included with the software. You are prompted to enter that code during installation, and do not need to enter it any other time. However, if you are currently using the system and decide to add a module (or add users or databases), a new activation code will be sent to you.

Enter the new code in the Administration system in order to use the new features:

1. Open the **Administration**>**System**>**Activate License** form.

2. On the Owned tab (or Evaluation tab if evaluating a new module), enter the new activation code. Note that the activation code is case sensitive, so it must be entered exactly as it appears on the notification.

3. Click **OK**, and then the new features are registered in the system.

4. Exit the Administration system (**File**>**Exit**), and then reopen it.

> **Note:** If you were evaluating or adding the Scheduler, Electronic Requisitions, and/or Payroll modules, and you did not include the program files and start menu shortcuts, you can do so now. Click Start>Settings>Control Panel>Add or Remove Programs. Select Sage 100 Fund Accounting Workstation and the Change button. The system displays the Welcome panel of the Install wizard. Click Next. Then, on the Program Maintenance panel, select the Modify option button, followed by the Next button.

Adding a Module to an Organization

A module can be added to the current organization, but first ensure that there are no users currently logged on to the system.

> **Note:** The activation code must be changed (Administration>System>Activate License) to include Scheduler, Electronic Requisitions, and Payroll modules before these modules can be added.

To add a module:

1. Open the **Administration**>**System**>**Current Activity** form to ensure that no one (except yourself) is currently using the organization being updated.

2. Open the organization (**File**>**Open Organization**) in which to add the module.

3. Open the **Organization**>**Add a Module** wizard. On the first panel, select the module to add by selecting the appropriate check box.

4. Follow the instructions on the screen and continue through the wizard.

5. Click **Finish**, and then the system adds the designated module to the current organization. This process may take several minutes.

6. To add a module to another organization, repeat this process.

> **Note:** For more information about the Add a Module wizard, see the online help or the *Administration* guide.

Setting Up Security

User security needs to be set up for each new module. To do so:

1. Open the **Administration**>**Security**>**Set Up Organization Menus** form to grant rights to users. This includes granting rights to new menu selections that are part of the new module.

2. Remember, this process must be repeated for each separate organization in which the module was added.

3. If anyone is using the Accounting system when a module was installed, they must exit and re-enter the system in order to see the new menu selections.

Note: For more information about the Set Up Organization Menus form, see the online help or the *Administration* guide.

Chapter 5:
Existing User - Server Install

This chapter describes the installation process for a stand-alone or network server. Prior to upgrading the Sage 100 Fund Accounting Server Install, you must close all workstations. Once you have completed the steps in this chapter, follow the instructions in "Chapter 6: Existing User - Workstation Install" to install the workstation.

This chapter explains the following:

- Server Install Overview

- Directory Structure Overview

- Sage Advisor Update Download

- Database Engine Install

- Sage 100 Fund Accounting Server Install

Server Install Overview

The Server install is comprised of the following:

- **Data Engine** - Download Microsoft SQL Server 2008 R2 Express with Advanced Services from the SQL Server Express Installation link on the Setup tab of the Sage 100 Fund Accounting Install on the Sage AutoRun.exe or use an already installed version of Microsoft SQL Server 2005 Express Edition with Advanced Services, SQL Server 2005 (Full Version), or SQL Server 2008 (Full Version).

- **Sage 100 Fund Accounting Server** - The Sage 100 Fund Accounting Server installation creates the MIP Share directory. We recommend accepting the default path when installing the server component.

The necessary files related to the Sage 100 Fund Accounting Server Install are copied to the server. To download the Microsoft SQL Server 2008 R2 Express Edition with Advanced Services from the Microsoft website, click the SQL Server Express Installation link that displays on the Setup tab of the Sage 100 Fund Accounting Install on the Sage AutoRun.exe.
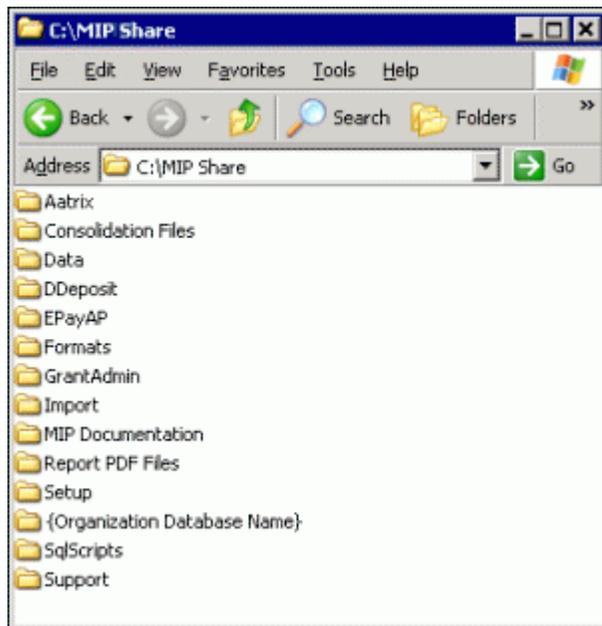
Directory Structure Overview

The Sage 100 Fund Accounting Server executable (SETUP.EXE) creates the MIP Share directory. We recommend accepting the default path when installing the server component.

Data Files and Directory Structure

When installing the Sage 100 Fund Accounting Server, the data files and workstation share files are stored on the machine that is functioning as the server. The workstation installation stores the Sage 100 Fund Accounting system and program files on each client machine.

After the server installation, the following directory structure exists on the drive and in the directory that was specified during installation.

MIP Share Directory

This directory contains the following folders:

- **AATRIX** contains the drafts and historical forms created by Aatrix, for each federal tax ID in the Companies folder.

- **CONSOLIDATION FILES** contains CONTEMP.TXT, which will be altered when consolidating data.

- **DATA** contains a copy of the NPSSQLSYS.NPS and MIPT.NPS files. These are the system and sample database files that come with the system.

- **DDEPOSIT** contains ACH.TXT, which will be altered when using the Direct Deposit module.

- **EPAYAP** contains ACHAP.TXT, which will be altered when using the Electronic Funds Transfer for A/P module.

- **FORMATS** contain the files needed to print custom forms in the system. This is where you should store custom formats created by the Forms Designer module.

- **GRANTADMIN** contains scanned images of sample grant documentation for the Grant Administration module.

- **IMPORT** includes sample DEF and data files that can be used with the Data Import/Export module.

- **MIP DOCUMENTATION** includes all product guides in PDF format.

- **{ORGANIZATION DATABASE NAME}** contains all folders for attachments. This folder is not actually created until the attachments feature is activated in the system (Administration>Organization>Attachments>Set Up Locations).

- **REPORT PDF FILES** contains *.PDF files saved while using the Print to PDF feature.

- **SETUP** contains the files necessary to run the Sage 100 Fund Accounting Workstation installation. Each of the client machines will need to access this folder in order to install the Workstation component. The SETUP.EXE file launches the Sage 100 Fund Accounting Workstation installation.

- **SQLSCRIPTS** contains SQL scripts necessary for the system to function properly.

- **SUPPORT** contains support related folders.

Note: Do not Password Protect the MIP Share Directory.

Sage Advisor Update Download

Use the Sage Advisor Update to download the latest Sage 100 Fund Accounting software updates.

1. With the release of version 11.0, the Sage Advisor Update program was included in the installation.

2. On your database server, open Start>Programs>Sage>Advisor>Sage Advisor Update. Or click the Sage Advisor Update icon in the System Tray.

3. Click the Check for Updates button, on the Manage Updates menu, to get an updated list of all available updates.

4. Review the Available Updates list for the Sage 100 Fund Accounting product line.

5. Click Configuration>Download to view the download location on your server. It is recommended that you check the Sage Advisor Update folder to see if the most resent download has already been received.

6. *If the most recent download is not in your Sage Advisor Update folder, click Manage Updates and select the V2013.0.0 Update Version. Then click the Download Only button.*

7. Once the download is complete. Close the Sage Advisor Update window.

8. Open the Sage Advisor Update folder, located on your Sage 100 Fund Accounting database server.

9. Double -click the Sage.US.SBS.NPS.FundAccounting.Server folder and double-click the FA113_AutoRun. . ..exe to being extracting the file. To change your database engine, see . To being the installation, see .

Database Engine Install

IMPORTANT: Our System Requirements have changed; MSDE and SQL Server 2000 editions are **no longer supported**. Please verify that you are using an acceptable SQL Server.

Select one of the following that best describes your current setup, and then follow the instructions below for installation:

- **SQL Server Express (can be downloaded by following a link on the AutoRun.exe)** - Microsoft SQL Server 2008 R2 Express Edition with Advanced Services can be downloaded from the S*QL Server Express Installation link* on the Sage AutoRun.exe.

- **SQL 2008, SQL 2005, SQL Express (Already installed)** - Either the Microsoft SQL Server or SQL Express have already been installed as your server using the Microsoft website at www.microsoft.com. Or, SQL Server 2005 or 2008 has already been installed as your server.

The SQL installation creates the \Program Files\Microsoft SQL Server directory. By default, this directory is located on the local drive in which your operating system is installed. Use the browser to change this destination during the installation.

All users have the option to install their own instance of SQL Express or SQL Server. This gives you the ability to administer it according to your practices.

SQL Server (Express Downloaded)

This section describes the download process for the Microsoft SQL Server 2008 R2 Express Edition with Advanced Services from the Sage AutoRun.exe. Please carefully read each panel of the wizard during installation.

IMPORTANT: Before you begin, verify that **Microsoft .NET Framework 4.0** or higher is installed *before* you try to Install Sage 100 Fund Accounting Server. Go to **Start>Settings>Control Panel> Programs and Features**.

1. On the computer functioning as the Sage 100 Fund Accounting Server, log on as a user with local administrator rights and download and extract the latest updates using Sage Advisor Update.

    Once complete, the system automatically launches autorun.exe and the Sage 100 Fund Accounting Setup window displays.

2. Select SQL Server Express Installation and follow the steps to download SQL Server Express R2 from the Microsoft website. Upon completion, continue the installation process.

Sage 100 Fund Accounting Server Install

This section describes the install process by continuing to use your existing database server, however, the software will be uninstalled and reinstalled.

The Sage 100 Fund Accounting Server must be upgraded before proceeding to the Existing User - Workstation Install on page 39.

Please carefully read each panel of the wizard during installation.

Note: To upgrade Sage 100 Fund Accounting on a on a virtual environment, you must use a virtual service client, such as VMWare's Infrastructure Client Console, instead of a Remote Desktop Connection

1. On the computer functioning as the Sage 100 Fund Accounting Server, log on as a user with local administrator rights, then download and extract the latest updates using Sage Advisor Update.

2. Once complete, the system automatically launches autorun.exe and the Sage 100 Fund Accounting Setup window displays. After reviewing the provided documentation, select the **Begin Installation Process** option.
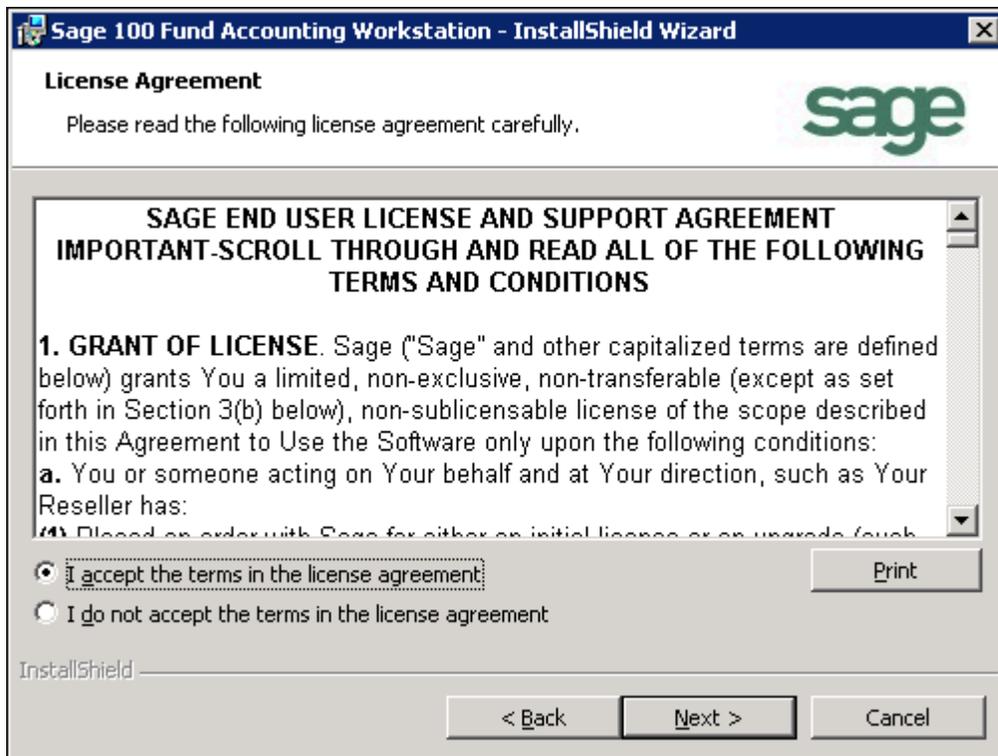

The system begins extracting the setup.exe file.

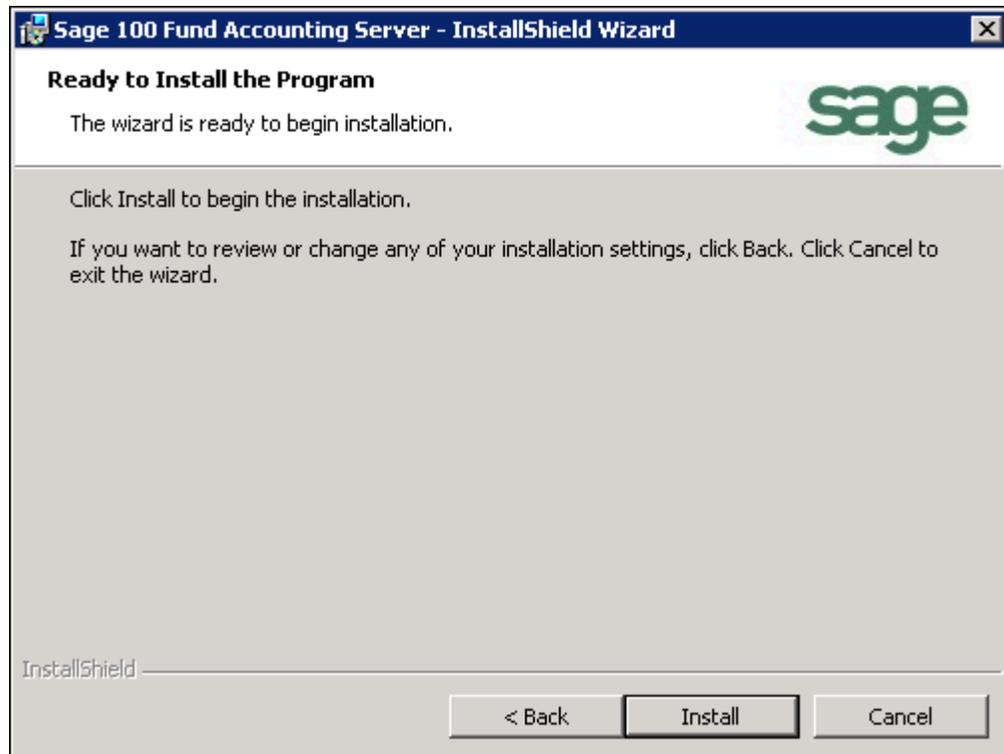3. The Welcome Install Wizard displays. Click **Next**.
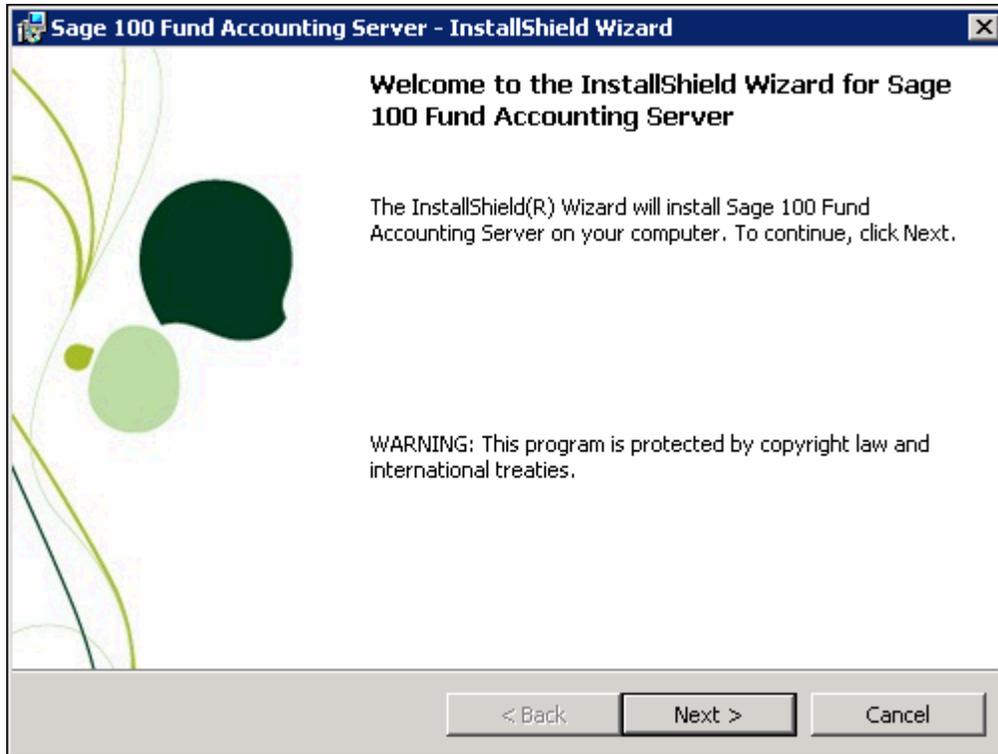
4. The End User License Agreement displays. Select the "I accept the terms in the license agreement" option to continue with the Server Installation.
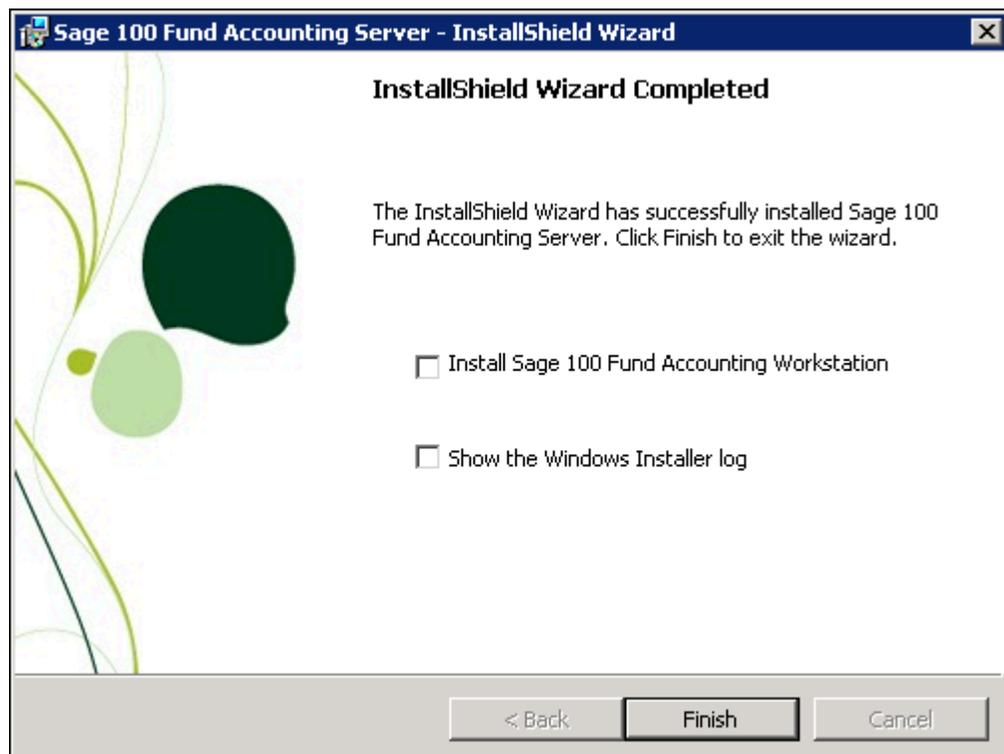

5. Click **Next**. You are now ready to Install Sage 100 Fund Accounting.

6. Click **Install** to begin, or use the Back button to make changes.

7. Proceed through the Sage 100 Fund Accounting Server setup. This process may take several minutes.

8. When the upgrade is complete, the InstallShield Wizard Completed panel displays.

This is the final panel of the server installation. It verifies that the Sage 100 Fund Accounting Server installed successfully.

- Select the "Install Sage 100 Fund Accounting Workstation" check box, and then click **Finish** to continue through the installation program by launching the Sage 100 Fund Accounting Workstation Installation wizard. For instructions, proceed to Chapter 6: Existing User - Workstation Install on page 39.

- Alternatively, if you do not select the check box, you can install later from the MIP Share directory. For more information, see "Granting Access to the MIP Share Directory" on page 18.

9. Click **Finish** to complete the install.

10. If applicable, click the **Exit** button on the Sage 100 Fund Accounting Installation Startup form.

11. Navigate to the MIP Share directory on the Server and set it to share with Full control permissions to Everyone.

Note: Reboot your computer only if prompted to do so.

Chapter 6:
Existing User - Workstation Install

You must have already completed the Sage 100 Fund Accounting Server Install (using Chapter 5) and Granting Access to the MIP Share Directory, if there is a network.

This chapter describes the installation process for the Sage 100 Fund Accounting Workstation. This installation provides the program files needed to run the system. During the installation, you can choose which shortcut and executable files to install for each system, such as Administration, Accounting, Payroll, or the entire system. Please carefully read each panel of the wizard during installation.

The necessary files related to this installation are copied to the MIP Share directory of the server during the Sage 100 Fund Accounting Server installation. There is only one executable (SETUP.EXE) for the workstation install.

Note: The user logged on to the workstation machine must be a member of the Local Administrators group.
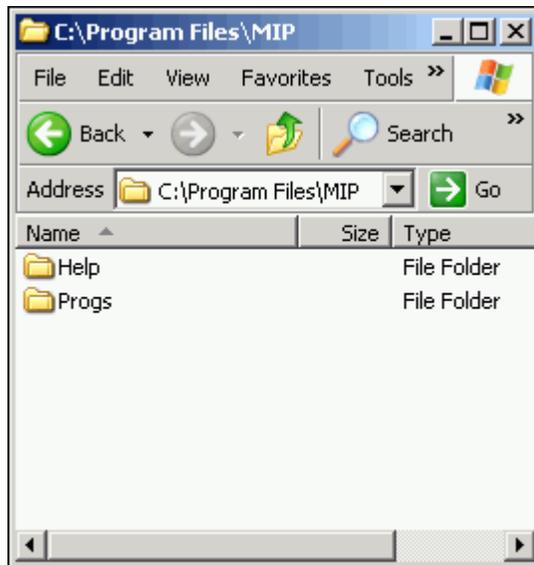
Ensuring Access to "All Users" Folder

Before you begin the workstation install and you are using Aatrix®, you must ensure that the workstation has access to the "All Users" directory. The following steps should be completed for each workstation running on Windows XP orVista.

1. Click **Start>Run**.

2. Enter the <local drive letter:> in the Open box.

3. Click **OK**. The system displays an explore window.

4. Open the **Documents and Settings** directory or Vista users open the "Program Data" folder.

5. Ensure that the "All Users" and <user name> folders are listed. Also verify that each user that uses Aatrix® (for 1099s, W-2s, 990s, etc.) has "Full Control" rights (right-click on folder>Properties>Security tab). Sage 100 Fund Accounting cannot install successfully without these folders and rights. These steps should be completed for each workstation running on Windows XP.

Data Files and Directory Structure

When installing the Sage 100 Fund Accounting Workstation, the system and program files are stored on each machine. After the workstation installation, the following directory structure exists on the drive and in the directory that was specified during installation.

MIP Directory

The Sage 100 Fund Accounting Workstation installation creates a MIP directory on the local disk partition with the most space. This directory contains the following folders:

- **HELP** contains all the files associated with the online help system.

- **PROGS** contains the executable (*.EXE) files required to run the system. Specific *.DLL files are included in the PROGS directory. Do NOT delete any of these files.

Sage 100 Fund Accounting Workstation Install

The Sage 100 Fund Accounting Server must be upgraded prior to upgrading the Sage 100 Fund Accounting Workstation.

If you selected the Install Sage 100 Fund Accounting Workstation check box at the end of the Server Install, the system automatically launches the Welcome panel of the Sage 100 Fund Accounting Workstation install.

- When the existing data engine configuration is kept on each workstation, select Start>Programs>Sage Software>Sage 100 Fund Accounting>{any application}. The system displays a message indicating a new version is required; select Yes to automatically launch the Sage 100 Fund Accounting Workstation Installation.

- If the auto launch fails, due to the data engine configuration changing or Vista users with User Account Control turned on, follow the steps below to launch the Sage 100 Fund Accounting Workstation Install.

Note: You must access \MIP SHARE using a UNC Path, not a mapped drive. Mapped drives are okay as long as they are consistent and persistent across all workstations, such as everyone having a G:\drive mapped to MIP Share.

- Click **Start>Run**.

- Enter the <\\server name> in the Open box.

- Click **OK**. The system displays an explore window with all the shared folders listed.

- Open the **MIP Share** directory on the server.

- Open the **Setup** folder and run **SETUP.EXE**.

IMPORTANT: Vista Users - If the User Account Control is turned on, a message displays that "A program needs your permission to continue," click Continue to proceed.
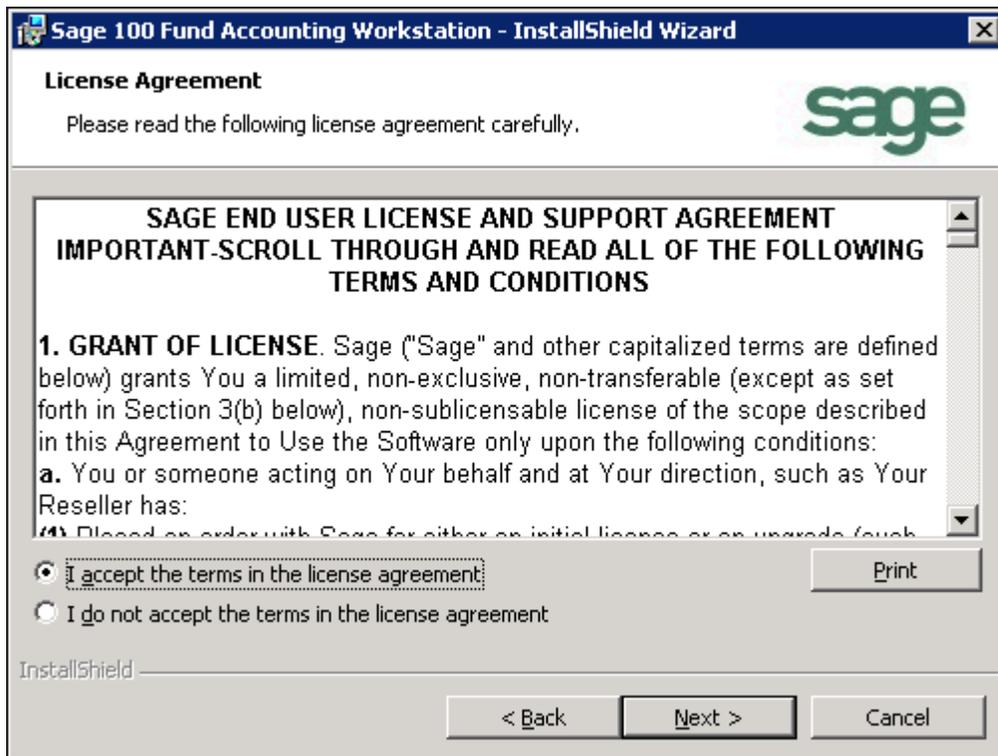
The system automatically launches the Welcome panel of the Sage 100 Fund Accounting Workstation install, if you selected the Install Sage 100 Fund Accounting Workstation check box at the end of the Server Install or opened an application after the Server was updated.

If you are installing the workstation only, go to the workstation machine and log on as a user with local administrator rights. Navigate to the MIP Share directory (\\MIP Share) on the Server, open the Setup sub directory, and select Setup.exe.
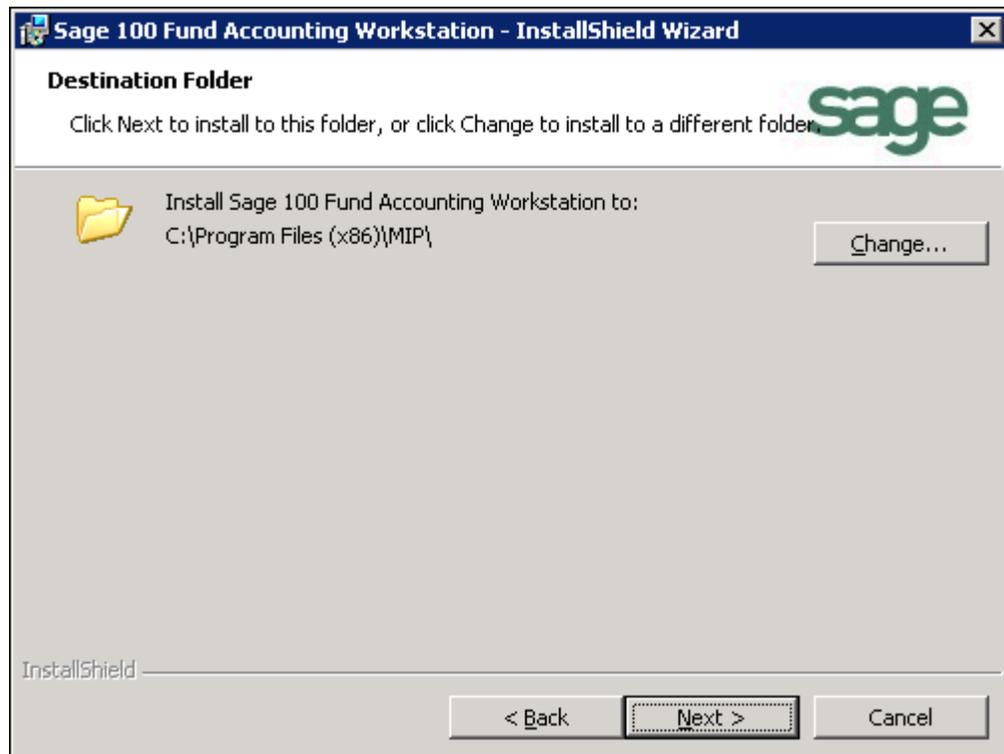
1. The Sage 100 Fund Accounting Workstation InstallShield Welcome panel displays.
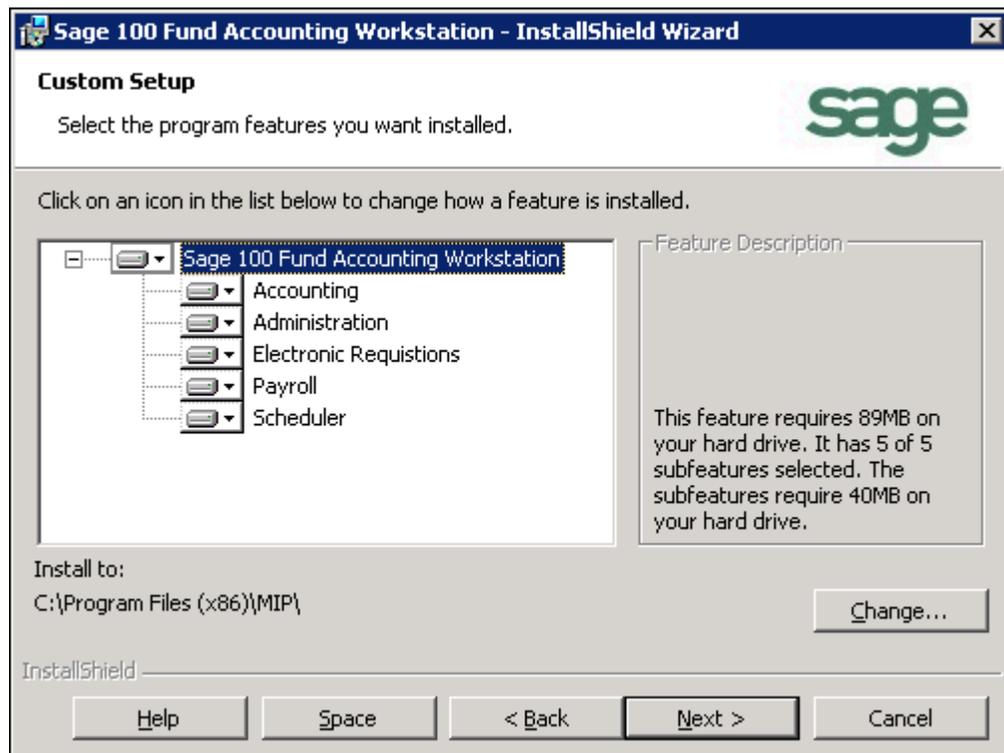
2. Click **Next**. Review the End User License Agreement and select the "I accept the terms in the license agreement" option.

3. Click **Next**. Accept the default MIP destination folder (recommended), or use the Change button to navigate to a different location.
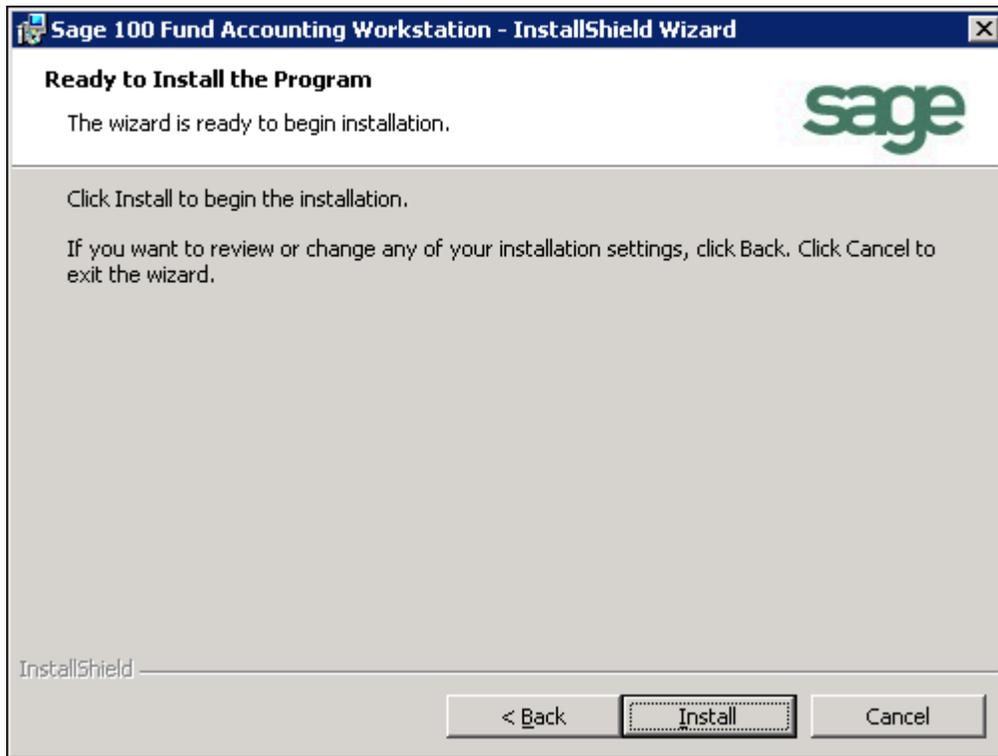

4. Click **Next**. The Custom Setup panel displays, which allows you to select the systems you would like to install. By default, the system installs the start menu shortcuts and program files for all systems, even if they are not part of the license.

To prevent a system from being installed, ensure that the "X" (Entire feature will be unavailable) is selected. This designation prevents the installation of the program files and the start menu shortcuts for that system. You may find this useful when you need to restrict a user from launching a specific system.

Note: If you do not install all systems now, but later decide you want to install the program files or start menu shortcuts, you can do so using Start>Settings>Control Panel>Add or Remove Programs. Select Sage 100 Fund Accounting Workstation and the Change button. The system displays the Welcome panel of the Install wizard. Click Next. Then, on the Program Maintenance panel, select the Modify option button, followed by the Next button.

5. Click **Next**. The Install Wizard is ready to install the program.

6. Click **Install** to begin the installation, or click Back to make changes to your installation settings.

7. The system begins upgrading the Sage 100 Fund Accounting Workstation software. This process may take several minutes. The InstallShield Wizard Completed panel displays.
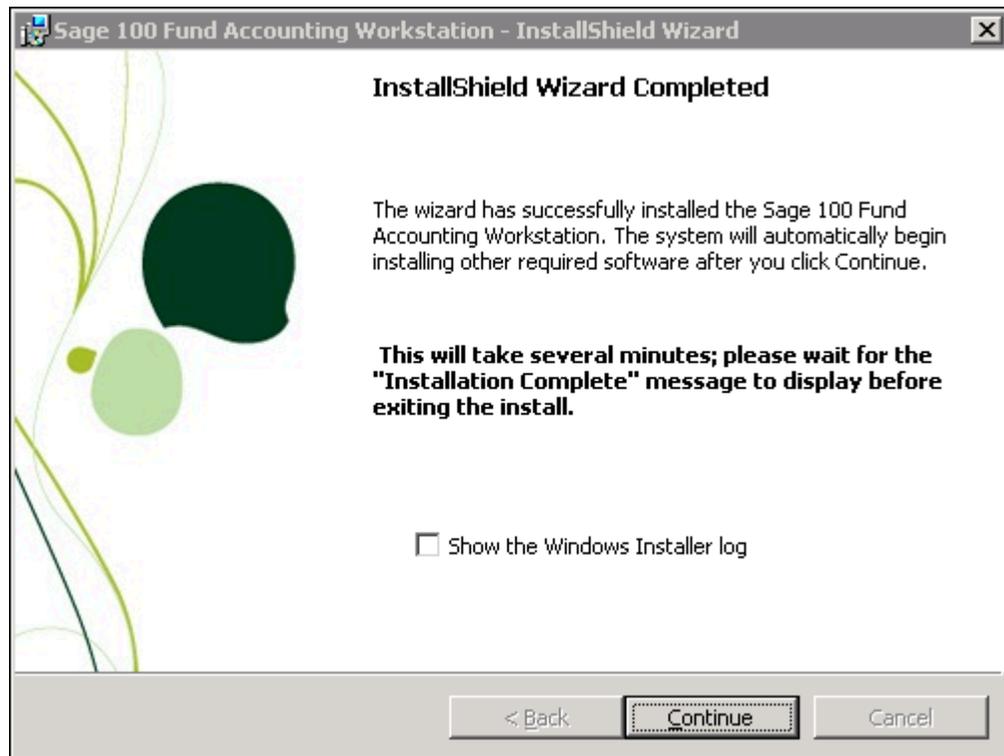
8. Click **Continue** to complete the Workstation upgrade.

9. Additional installs launch after you click *Continue* to complete the Workstation upgrade. These include Tax Forms and eFiling by Aatrix, Qlikview, Sage Advisor Update, and SQL Backward Compatibility. Allow any additional installs to complete, and then click **OK** on the "Your install completed successfully" form.
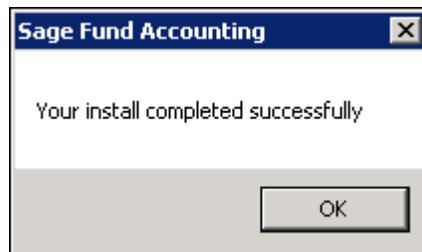
10. If applicable, click the **Exit** button on the Sage 100 Fund Accounting Installation Startup form.

Note: At the end of the Workstation install, reboot your computer *only* if prompted to do so.

11. If the Sage 100 Fund Accounting Workstation component is already installed on the server or you have installed the Workstation on the server for the first time, you will need to open the application on the server to complete the upgrade process, which allows the system to automatically update this component.

Note: If the Sage 100 Fund Accounting Workstation component is not installed on the server, a workstation installation must be performed on each workstation that needs to run Sage 100 Fund Accounting.

12. Open the **Organization>Add a Module** wizard. Run through this wizard to add any new modules.

13. Open the **Administration>Security>Set Up Organization Menus** form to grant rights to new menu selections that are part of any new modules that were added.

Chapter 7:
Uninstalling Sage 100 Fund Accounting

This chapter describes how to uninstall the Sage 100 Fund Accounting system.

Uninstalling Steps

The following components must be uninstalled in this order:

1. Sage 100 Fund Accounting Workstation

2. Sage 100 Fund Accounting Server

Before uninstalling, make a backup of the organization database; see "Chapter 9: Supplemental Maintenance" on page 51 for more information. **Uninstall only removes the files that the installation process copied to your computer.**

Data Import/Export, Direct Deposit, EFT for A/P, and Forms Designer Users	When installing, the system copies files to the \MIP SHARE\IMPORT, DDEPOSIT, EPAYAP, and FORMATS directories. During the uninstall process these files are removed. If changes have been made to these files, either change the names of the files or move them to another directory.

To Remove the Sage 100 Fund Accounting Workstation:

1. Go to **Start>Settings>Control Panel**.

2. Click **Programs and Features.**

3. Select **Sage 100 Fund Accounting Workstation**, and then click **Uninstall**.

–OR–

If you are uninstalling a Sage 100 Fund Accounting Workstation on a computer, which acts as a client only (it is not on the MIP Server), run the Uninstall on the MIP Server through a UNC path (<server name>\MIP Share\Setup\Uninstall).

To Remove the Sage 100 Fund Accounting Server:

1. Go to **Start>Settings>Control Panel**.

2. Click **Programs and Features**.

3. Select **Sage 100 Fund Accounting Server**, and then click **Uninstall**.

To Remove the Sage 100 Fund Accounting System including all Third Party Applications:

1. Use the Unistall shortcut on)<local drive letter:>\MIP Share\Setup folder.

Chapter 8:
Help Documentation

This chapter describes how to access the Sage 100 Fund Accounting help documentation.

Accessing Documentation

The *Installation* and *Getting Started* guides are provided with your new system. Other guides and help files are automatically installed as part of the Server Installation process. Therefore, documentation is now easily accessible to all workstations through the \MIP Share\MIP Documentation\PDFs directory and the \Program Files\MIP\Help directory.

- Some product guides are available in PDF format. You can access these PDF files using Help>Product Guides or click Help and Support>Resource Center>Product Guides on the Navigation pane. These PDF files can be viewed and printed using a program, such as the Adobe® Reader®. To install Adobe Reader, you can download it for free from http://www.adobe.com/.

- The online help's "context-sensitive" feature is an easy way to get help when you need it most. Context-sensitive means that the system knows where you are working within the system so when you need help, you can press the F1 key or click the Help button. There is a wealth of information available that you can use daily to help you in your work. By experimenting with online help, you learn to use the system quickly, effectively, and efficiently.

Chapter 9:
Supplemental Maintenance

The following information is useful for backing up, restoring, and compressing your organizational database.

Backing Up Organization Database

You can back up and restore all organization databases and the system database (NPSSQLSYS) for the *current version*. When running a backup, the system creates an uncompressed copy of the database.

You can back up any database while users are in the system. However, to restore a database, all users must exit the system.

1. Log on to **any system (Start**>**Programs**>**Sage Software**>**Sage 100 Fund Accounting**). You do not have to select an Organization.

2. Open the **File**>**Backup** form.

3. Select the database you want to back up from the **Database to Backup** drop-down list.

4. Accept the default name (the database name, date, and time) or enter another name in the **Backup to File** box.

5. If needed, click the **Browse** button and select the backup directory.

6. Click the **Start** button. The system backs up the database.

7. A dialog box will indicate the location of the backup when the process is finished.

Restoring Organization Database

1. Log on to **Administration**. You do not have to select an Organization.

2. Open the **File**>**Restore** form.

3. Select the database to restore from the drop-down list. If this is the first time a database has been restored, its name is not available in the drop-down list; you must enter a name here.

4. Enter the name in the **Restore to File** box.

5. Click the **Browse** button to locate the file.

6. Click the **Start** button.

   The path to the MDF file that you backed up is stored in the backup file. When attempting to restore the backup file, the system looks for the same path.

Compressing Organization Database

Before starting the compress process, all users must exit the system.

1. Log on to **Administration**, but do not select an Organization.

2. Open the **File>Compress** form.

3. Select the database to compress from the drop-down list.

4. Click the **Start** button.

Note: Compressing large databases can take quite some time. If the actual database file has spaces in the name, the compression program will not work. For specific instructions, see Knowledgebase article 183479 in the Sage Customer Portal. If you are new to the Sage Customer Portal or to the Knowledgebase, visit the Customer Support Resources page for more information.

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