

# AccountMate Version 7.x for LAN Program Update from AccountMate Version 7.x for LAN UPDATE INSTRUCTIONS

As of October 24, 2012

## **IMPORTANT!! READ THIS DOCUMENT FIRST.**

*Do not run the AccountMate 7 (AM 7) for LAN update until you read and thoroughly understand all pages of this document. If you have any questions about the update process after reading this material, please contact our Product Support team at (707) 774-7599 or via e-mail at [support@accountmate.com](mailto:support@accountmate.com) before you attempt the update.*

## **What's New?**

This entire document has been designed to address your update needs. This document is made up of two parts:

- [Checklist](#) – step-by-step list of the procedures to be performed
- [Installation & Update Details](#) – detailed discussion of the procedures specified in the checklist

The following section has been updated:

- [Pre-installation Steps: Install SQL Server with Mixed Mode Authentication](#)

## **CHECKLIST**

***Note:** For a detailed discussion of the specific steps in the checklist below, please refer to the Installation & Update Details section.*

### **A. Pre-installation Steps**

- \_\_\_\_\_ 1. Correct Version
- \_\_\_\_\_ 2. Update Limitations
- \_\_\_\_\_ 3. Do Modifications Exist?
- \_\_\_\_\_ 4. Install SQL Server with Mixed Mode Authentication
- \_\_\_\_\_ 5. Choose Computer and Verify Access Rights
- \_\_\_\_\_ 6. Check Disk Space
- \_\_\_\_\_ 7. Run Reports
- \_\_\_\_\_ 8. Backup
- \_\_\_\_\_ 9. Perform Data Validation Procedures
- \_\_\_\_\_ 10. Check root folder for .fxp, .scx and .sct files
- \_\_\_\_\_ 11. Rename Folders
- \_\_\_\_\_ 12. Backup

## **B. AM 7 for LAN Installation**

- \_\_\_\_\_ 1. Verify Exclusive Access
- \_\_\_\_\_ 2. Run Setup.exe
- \_\_\_\_\_ 3. Select Destination Location
- \_\_\_\_\_ 4. Select the "Server" Installation Option
- \_\_\_\_\_ 5. AccountMate Product Key
- \_\_\_\_\_ 6. Select Components to Install
- \_\_\_\_\_ 7. Launch the Administrator Program
- \_\_\_\_\_ 8. Back up AM 7 for LAN

## **C. Updating Data**

- \_\_\_\_\_ 1. Download and Extract Latest Conversion Utility
- \_\_\_\_\_ 2. Run Amconvert.exe
- \_\_\_\_\_ 3. Conversion Setup
- \_\_\_\_\_ 4. Validation/Conversion Setup
- \_\_\_\_\_ 5. Run the Conversion

## **D. Post-Update Process**

- \_\_\_\_\_ 1. Activate Modules
- \_\_\_\_\_ 2. Set Company Status to Active
- \_\_\_\_\_ 3. Assign Group and User Access Rights
- \_\_\_\_\_ 4. Initialize Modules and Install Latest PR Tax Update
- \_\_\_\_\_ 5. Access Maintenance Records
- \_\_\_\_\_ 6. Compare GL Transfer Report and GL Financial Statements
- \_\_\_\_\_ 7. Review Updated Data (by running reports)
- \_\_\_\_\_ 8. Perform "Workstation" Installation

## **E. Troubleshooting Errors and Messages**

- \_\_\_\_\_ 1. Cannot Rename Folder

**--- Checklist Ends (Detailed Discussion Follows) ---**

## INSTALLATION & UPDATE DETAILS

### A. Pre-installation Steps

#### 1. Correct Version

This data migration program is designed to update:

- Databases on AccountMate 7 for LAN to **AccountMate 7.2 for LAN** or higher; or

Check the version number of your current installation by accessing the "About AccountMate" function under the Help menu.

Verify that the version number on the update CD is AM7.2 for LAN or higher. If you want to update to any other version contact AccountMate Product Support at (707) 774-7599, [support@accountmate.com](mailto:support@accountmate.com) or call Customer Service at 1-800-877-8896 ext 520.

#### 2. Update Limitations

Please take note of these update limitations:

- PR Module:** Starting with AM 7.2 for LAN or higher, installation of the Payroll module is optional. However, please take note that the **Payroll module must be installed in AM 7.2 for LAN or higher before the update** in order for your Payroll data to be converted from your current AccountMate 7 for LAN build.
- SM Module:** If you install the new AM 7 for LAN build in a different application folder than the previous build (i.e. **side-by-side update**), any reports created using the **Custom Reports** feature are not updated. If you install the new AM 7 for LAN build in the same application folder as the previous build (i.e. **in-place update**), the Custom Reports may use tables that have undergone a data structure change thereby causing the reports not to work in the new build. If you still need the reports after the update, you must re-create them in the new build.

#### 3. Do Modifications Exist?

To use the generic conversion program, your AM 7 for LAN system and data structure must be **unmodified**. **This update will remove any modifications in the source AM 7 for LAN system**. If you still need your customizations after the update, you must have a programmer apply them into your new version.

If you **modified** the data structure or system, **please do not proceed**. Instead, e-mail our Development Consulting Service, [devconsulting@accountmate.com](mailto:devconsulting@accountmate.com), to ask how you can modify the generic conversion program to work with your modified AccountMate data or system. Regular consulting charges will apply.

#### 4. Install SQL Server with Mixed Mode Authentication

**Note:** If you do **not** have the **Payroll** module, please skip this step.

AM 7.2 for LAN systems or higher that will have the Payroll module installed will require SQL Server. The following SQL Server versions are supported:

- SQL Server 2008 R2\*
- SQL 2008 R2 Express\*
- SQL Server 2008\*
- SQL 2008 Express\*
- SQL Server 2005
- SQL 2005 for Express
- SQL Server 2000

*\*For AccountMate 7.3 for LAN and higher versions only*

Verify that SQL Server is properly configured for use with AccountMate:

- Make sure that SQL Server/Express is installed under **Mixed Mode** to support both SQL and NT Authentication.
- Be sure to assign a non-blank password to the **'sa'** SQL login ID. Take note of the password as you will need it to configure the SQL server connection.
- Take note of the **SQL Server/Express Instance name** as you will also need it to configure the SQL server connection.

**Note:** AccountMate does not sell SQL Server. For assistance on installing your SQL Server or Express, refer to your IT Professional.

#### 5. Choose Computer and Verify Access Rights

Verify that neither the AM 7 for LAN program folder nor any of its subfolders or files is set to read-only. Also, you must use a Windows login ID that has administrative rights to SQL Server/Express (if applicable) and the AM 7 for LAN program folder.

If you have the Payroll module, we recommend that you run the update at the computer that holds the SQL Server/Express. If for any reason you cannot perform the update at the server, the SQL Client Tools must be installed in the computer where the update is to be performed.

#### 6. Check Disk Space

You should have free disk space of at least 2-3 times the size of your current AccountMate data in the computer where you intend to perform the update and the physical hard drive that houses your SQL server.

## 7. Run Reports

Run the GL Transfer Report from each of the non-GL modules that you use. Also generate the GL financial reports (e.g. Balance Sheet, Income Statement, GL Listing, etc.). If you encounter any error (e.g. Out of balance, Transfer date is not defined, etc.), resolve the data problem before proceeding with the update. It is advisable to keep a hard copy of the final, correct reports to compare against the same reports generated after the update.

## 8. Backup

Back up the entire AM 7 for LAN folder (not just the Data directory) in preparation for performing Data Validation. If you have the Payroll module, you must also back up the Payroll-related databases in SQL Server/Express. In case of problems, you can delete the AM 7 for LAN folder and SQL databases (if applicable) used in the failed process, restore the files from your backup and try again. **DO NOT SKIP THIS STEP!**

## 9. Perform Data Validation Procedures

Run the **Validate Database** and **Rebuild Table Indexes** functions for each company. If you encounter any error, correct the problem before proceeding with the next step in this checklist.

## 10. Check root folder for .fxp, .scx and .sct files

**Note:** Perform this step only if you are running an **in-place update** (i.e. installing AM 7 for LAN in the same application folder as the previous build); otherwise, please skip this step.

Check your root folder for any \*.fxp, \*.scx and \*.sct files. They are known to cause problems and must be removed before you install the new AM 7 for LAN version. **THIS IS A MUST!**

## 11. Rename Folders

**Note:** Perform this step only if you are running an **in-place update** (i.e. installing AM 7 for LAN in the same application folder as the previous build); otherwise, please skip this step.

In the file server where AM 7 for LAN will be installed (i.e. AMLAN folder), rename the **Forms**, **Patches** and **RPTMOD** folders before installing the new version. The installation of the new AM 7 for LAN version will create new Patches and RPTMOD folders. If you buy and modify source code for the new version, you will have to create the Forms folder in the AccountMate root directory after the update.

## 12. Backup

**Note:** Perform this step only if you are running an **in-place update** (i.e. installing AM 7 for LAN in the same application folder as the previous build); otherwise, please skip this step.

Back up the entire AM 7 for LAN folder. If you have the Payroll module, you must also back up the **Payroll-related databases** in SQL Server/Express. In case the update fails, you can delete the AccountMate application folder and SQL databases (if applicable) used in the failed update, restore the files from your backup and either try again or reschedule the update. **DO NOT SKIP THIS STEP!**

## B. AM 7 for LAN Installation

### 1. Verify Exclusive Access

Check that no one accesses AccountMate while you perform the installation and update. You can verify this by selecting the **Current Login User List** function; make sure you are the only user currently logged in. Exit AccountMate and continue with the installation and update.

### 2. Run Setup.exe

Insert the AM 7 for LAN CD into a CD-ROM drive. If the installer does not automatically run, click on Setup.exe. You will be shown the AccountMate 7.x for LAN Setup screen.

### 3. Select Destination Location

On the **Choose Destination Location** screen, accept the default Destination Folder by clicking the **Next>** button; or click the **Browse...** button to change to the desired path.

- You can choose to install in the same folder where your source AccountMate build is installed (a.k.a. **in-place update**) or you can install in a different folder (a.k.a. **side-by-side update**).
- If you choose to perform an **in-place update** and you are running the installer at the computer where the AccountMate program is physically located (i.e. file server), select that local folder name (e.g. C:\AMLAN).
- If you choose to perform an **in-place update** and you are running the installer from a machine other than the file server where the previous AccountMate program is physically located, select the network path where the AccountMate folder has been mapped (e.g. F:\AMLAN).

### 4. Select the "Server" Installation Option

Click the **Next** button to proceed to the **Setup Type** screen. Since you are installing on the AccountMate file server where you will perform the update, make sure that you choose the **Server** installation option.

## 5. AccountMate Product Key

In the **Product Key** window, enter the **25-character AccountMate Product Key**. Should you encounter problems with your Product Key, contact AccountMate Customer Service at 1-800-877-8896 ext 520.

**Note:** *The Product Key is version specific, which means that the product key for version AM 7.4 LAN will not work for AM 7.3 LAN and vice versa.*

## 6. Select Components to Install

In the **Select Components** window, you will see two components to install. These are:

- **Program Files** => installs the main AM 7 for LAN program, which you will use for your day-to-day operations and where you can generate your reports; and the Administrator program, which will allow you to activate modules, install your license file, create companies, and manage group and user access rights among other functions.
- **Run-time Files** => will install the Crystal Reports and Visual FoxPro run-time libraries (DLL's) necessary for running various AM 7 for LAN functions and reports.

Be sure to select both checkboxes in this window so that the executable programs as well as the Crystal Reports and Visual FoxPro run-time libraries (DLL's) will be installed.

**Note:** *If the AccountMate Product Key you enter in the Product Key window includes any source code, you will see a third option for "Source Code" in the Select Components to Install window. Below the said option is a list of modules for which you purchased source code. Mark the checkbox next to the module for which you want to install the source code.*

Continue with the rest of the installation screens until you see the InstallShield Wizard Complete window.

## 7. Launch the Administrator Program

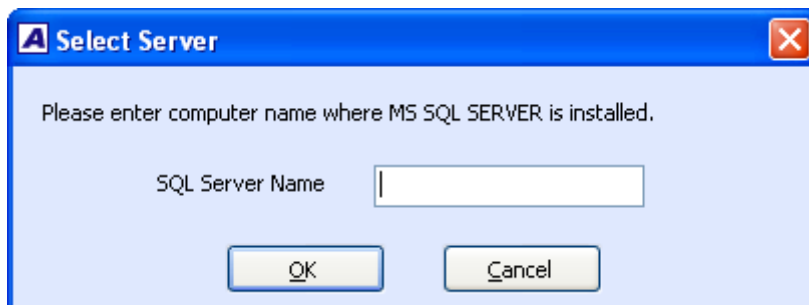
Run the AccountMate Administrator program for the new AccountMate build. AccountMate will display a message asking if you want to install the Payroll module. Click **Yes** to install Payroll; otherwise, click **No**.

**Note:** *To update any Payroll data in your current AM 7 for LAN system, you must install the Payroll module before performing the update.*

**If you choose to install the Payroll Module and are running a side-by-side update, do the following:**

- a. When asked for the **Supervisor Password**; enter **go**.

- b. You should be asked for the SQL Server or Express instance where your AccountMate 7 Payroll-related databases will be stored (Figure 1). Enter in the **SQL Server Name** field the computer name and the SQL Server or Express instance name (e.g. COMP1\SQL1NSTC); then, press **OK**.



**Figure 1. Select Server**

- c. Specify the SQL Server data directory where you want to store the AccountMate Payroll-related databases for the new build. Accept the default or select a different **SQL Data Directory**.
- d. If the SQL server is installed in another computer, specify in the **Mapped as Directory** field the drive letter and the shared network folder to which you mapped the physical location on the computer where the AccountMate Payroll-related databases for the new build will be stored. If you are physically running AccountMate at the same computer where the SQL server data directory is located, the Mapped as Directory should be the same as the SQL Data Directory.

**Note:** AM 7 for LAN creates the AccountMate Payroll-related databases in the computer that holds SQL Server/Express. The AccountMate application folder as well as the system, sample and company databases will reside in your file server.

- e. Click the **Install** button; when you see a message asking you to confirm whether you are ready to proceed with the installation, click **Yes** to start the creation of the Payroll-related databases for the system data and sample companies of the new AccountMate build.
- f. When shown a message stating that the installation of the system and sample companies is complete, click **OK**.
- g. Click **Exit** to close the Administrator program.

***If you choose to install the Payroll Module and are running an in-place update, do the following:***

- a. When asked for the **Supervisor Password**; enter **go**.
- b. Click **Exit** to close the Administrator program.

***If you choose not to install the Payroll module:***



- a. You will see a message informing you that you can install the Payroll module at a later time by running the **Administrator** program and selecting the **Setup** menu's **Install Payroll Module** option. Click **OK** to close the message; AccountMate will then proceed to install the sample company database.
- b. When asked for the **Supervisor Password**; enter **go**.
- c. Click **Exit** to close the Administrator program.

## 8. Back up AM 7 for LAN

Back up the entire AM 7 for LAN application folder. If you **have the Payroll module**, you must also back up the **Payroll-related databases** in SQL Server/Express. In case of failure, you can delete the AccountMate folder and SQL databases (if applicable) used in the failed update and restore the files from your backup without having to redo the AM 7 for LAN installation. **DO NOT SKIP THIS STEP!**

## C. Updating Data

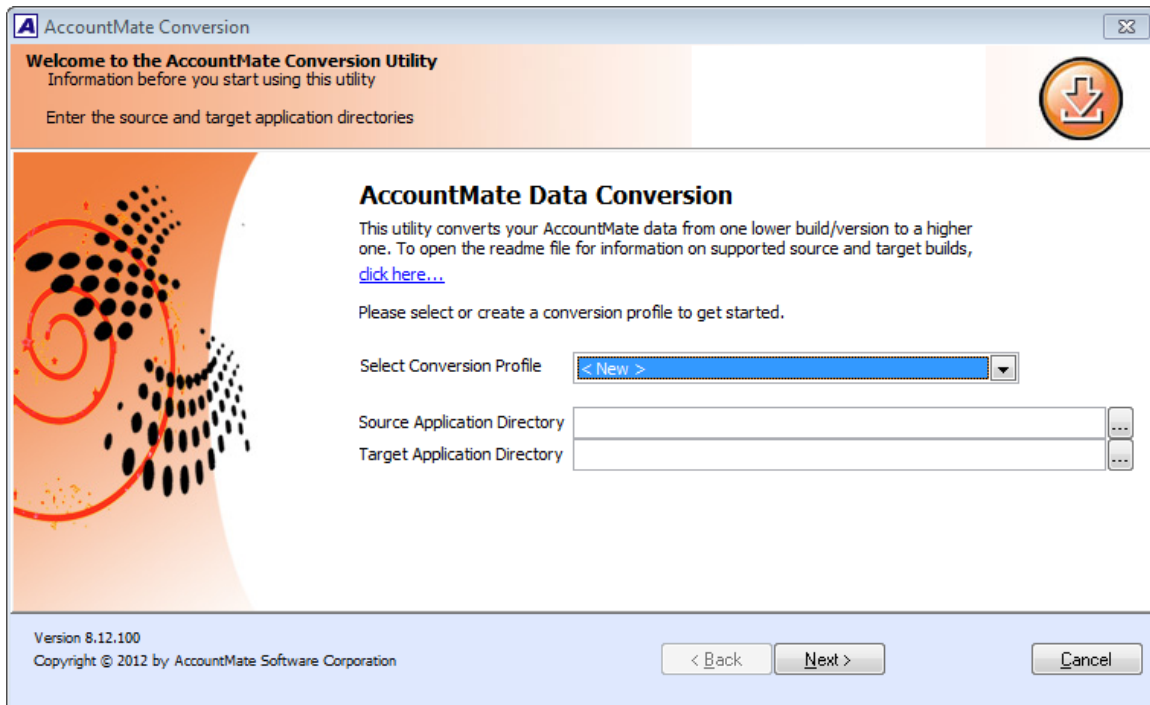
### 1. Download and Extract Latest Conversion Utility

Make sure you have the latest conversion utility (i.e. **Update File for AM 7 LAN**). The latest version of this file is available for download from the **Download Center\Conversion & Upgrade Tools** section of the AccountMate website. If you are an AccountMate End User, you must ask your AccountMate Solution Provider to download the file for you.

Extract the contents of the download file (AMCONVERT.zip) into a **Convert** folder that is accessible from the file server where you will perform the update. When extracting the contents of the zip file, verify that the "use folder names" checkbox is marked. Make sure that the Convert folder is shared on your network.

### 2. Run Amconvert.exe

Run **Amconvert.exe** from the Convert folder where you extracted the conversion file you downloaded from the AccountMate website. You should see the screen shown in Figure 2:



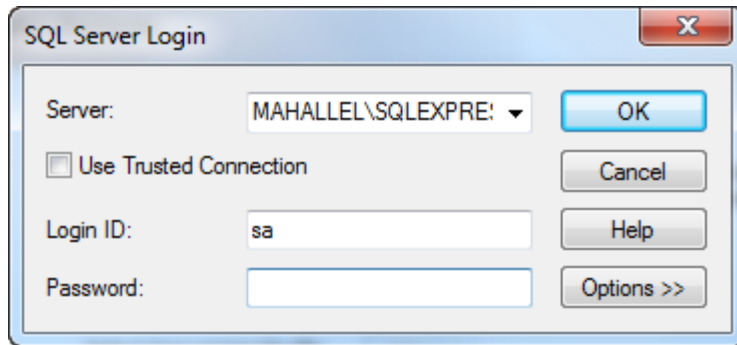
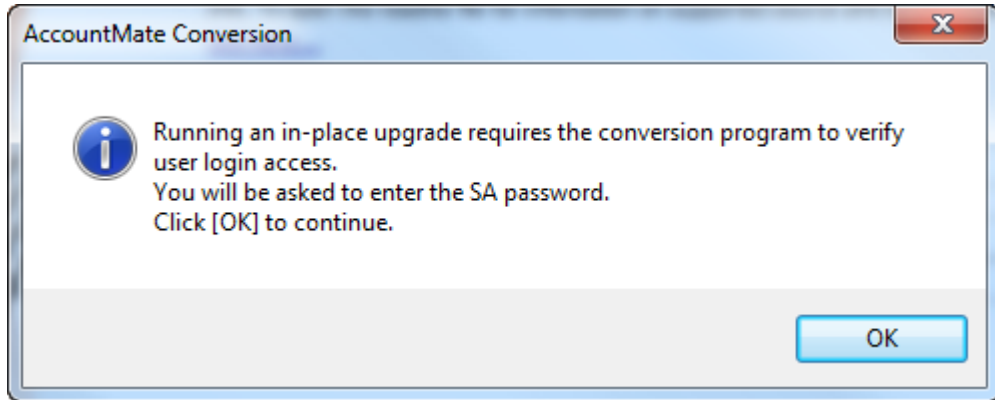
**Figure 2. Conversion Profile and Application Directory Selection**

- a. **Select Conversion Profile** => choose **<New>** to create a new profile; otherwise, click the **combo box** to choose one of the profiles you previously set up.
- b. **Source Application Directory** => enter the path where your source AccountMate application folder (i.e. previous build) is located. Alternatively, you can click the ellipsis button to browse for the correct location.
- c. **Target Application Directory** => enter the path where your target AccountMate application folder (i.e. new build) is located. Alternatively, you can click the ellipsis button to browse for the correct location.

**Note:** If you are running an **in-place update**, you must enter the same path in the Source and Target Application Directory fields.

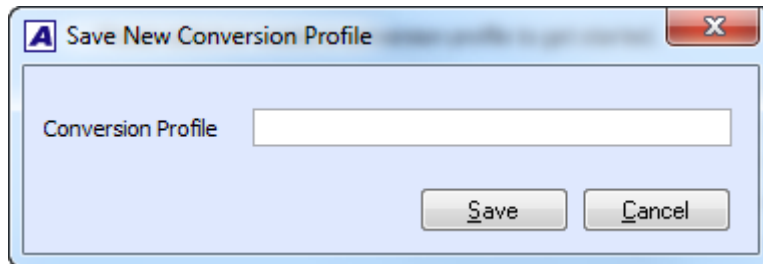
After filling in the required information, click the **Next** button.

If you are performing an **in-place update** and **Payroll is installed in the target application**, the utility will display the message shown in Figure 3; click **OK** to proceed. In the **SQL Server login** window, enter the "sa" password and click **OK** to continue.



**Figure 3. SQL Server Login**

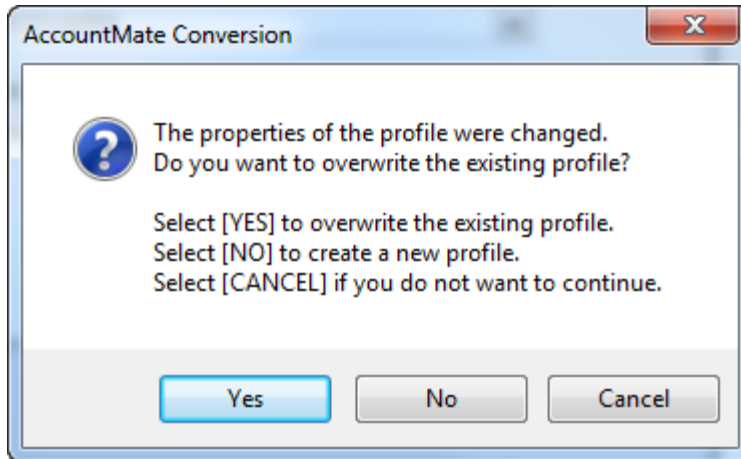
If you chose to create a new profile, you should see the following window:



**Figure 4a. Save New Conversion Profile**

Enter the name you want to assign to the new conversion profile; then, click the **Save** button.

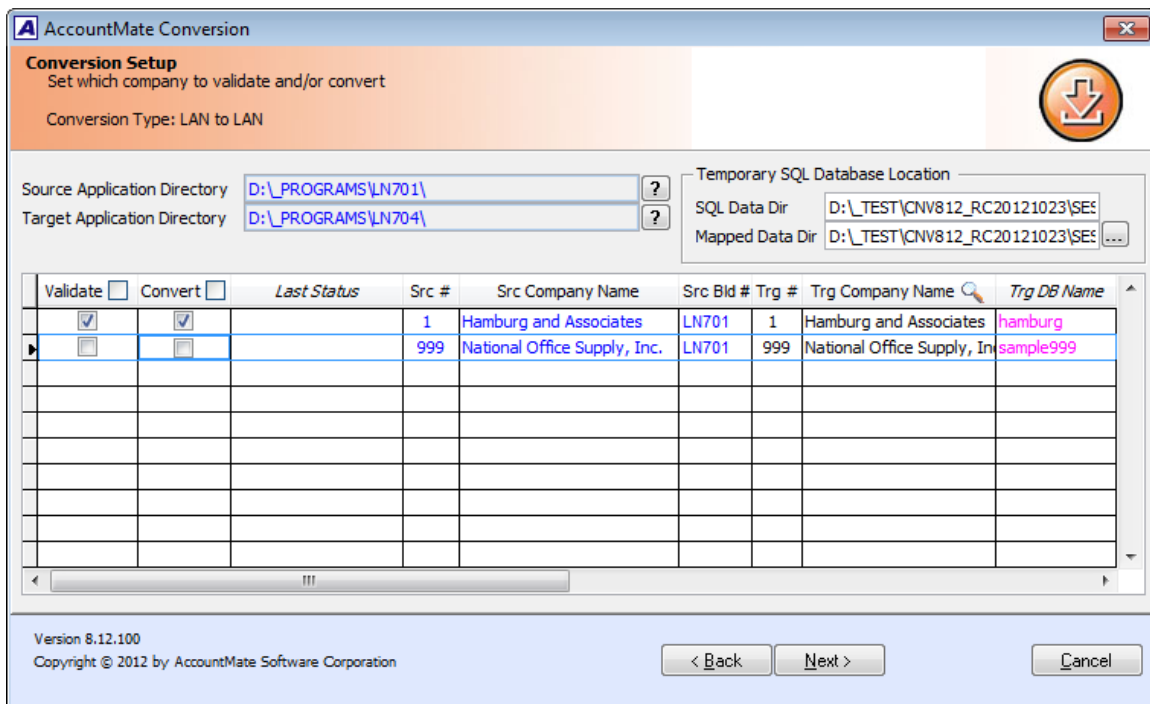
If you selected an existing profile and made changes to the Source and/or Target Application Directory fields, you should see the following message:



**Figure 4b. Update Existing Conversion Profile**

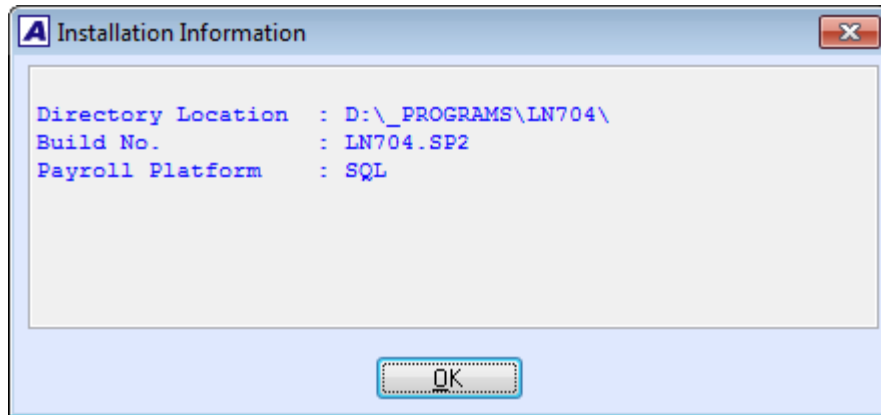
### 3. Conversion Setup

At this point the utility will display the **Conversion Setup** screen (Figure 5).



**Figure 5. Conversion Setup**

Above the grid, the utility displays the source and target application directories. Click the **Properties** button beside each field to display the **Installation Information** window (Figure 6) where you can verify that you selected the correct application.



**Figure 6. Source or Target Application Properties**

In the **Temporary SQL Database Location** section above the grid, enter the path where you want the utility to store the temporary SQL database that will be created during the update.

- a. **SQL Data Dir** => specify the folder on the computer where Microsoft SQL Server is installed.
- b. **Mapped Data Dir** => specify the path that represents the mapping you made to the SQL Data Directory on the computer from where you are running the conversion utility.

**Note:** If Payroll is **not** installed in your target application, no temporary SQL databases will be created and you do not have to fill up the **Temporary SQL Database Location** section.

The grid displays the companies that are in your Source Application Directory (i.e. previous build) including the sample company:

- a. **Validate** => mark this checkbox to validate the company data before performing the update. This checkbox is marked by default. This sets the utility to run various types of data validation; however, if any issues are found, no data fixing will be performed. You must fix the AccountMate LAN data using Visual FoxPro and then create another backup before proceeding with the update.
- b. **Convert** => mark this checkbox to update the company data. This checkbox is marked by default.
- c. **Last Status** => this field displays the status from the last time you attempted to update the company data. If this is the first time you update the company, this field will be blank. For subsequent attempts to update the company, you may find the following information:
  - o **Started** – validation or conversion has been started but was abnormally stopped by power outages or computer crashes thereby causing the update to improperly shut down.

- **Validation Completed** – the source company was selected for validation only and the validation completed without error.
- **Validation Failed** – errors were encountered during validation of the source company.
- **Conversion Completed** – the source company was selected for conversion which completed without error.
- **Conversion Failed** – errors were encountered during conversion of the source company.
- **Cancelled** – conversion was manually aborted by the user clicking the Cancel button while the conversion was in progress. The Cancel button is only enabled if the conversion process is not set to run automatically.

**Notes:**

- You can double-click the **Last Status** field to display the **Conversion History** window (Figure 7a). This window shows a separate entry for each time you validate or convert a source company data.
- Click the **Cleanup** button in the Conversion History window to delete the update log files. Be sure to do this only if you no longer need the update logs (i.e. update completed successfully and data has been reviewed) as there is no way to retrieve them.
- Double click the **Status** field or click the **View Log Files** button in the Conversion History window to display the **Summary** window (Figure 7b). This window shows the status of each task that was performed as part of the validation and/or conversion process.
- Double click the **Status** field in the Summary window to view the related **update log** (Figure 7c).

Conversion History

Source Company: [1] Hamburg and Associates

Date	Status	Target Directory	Target Database
10/24/2012 09:46:25 A	Conversion Completed	D:\_PROGRAMS\LN704\	hamburg

View Log Files   Cleanup   Close

Figure 7a. Conversion History

Summary

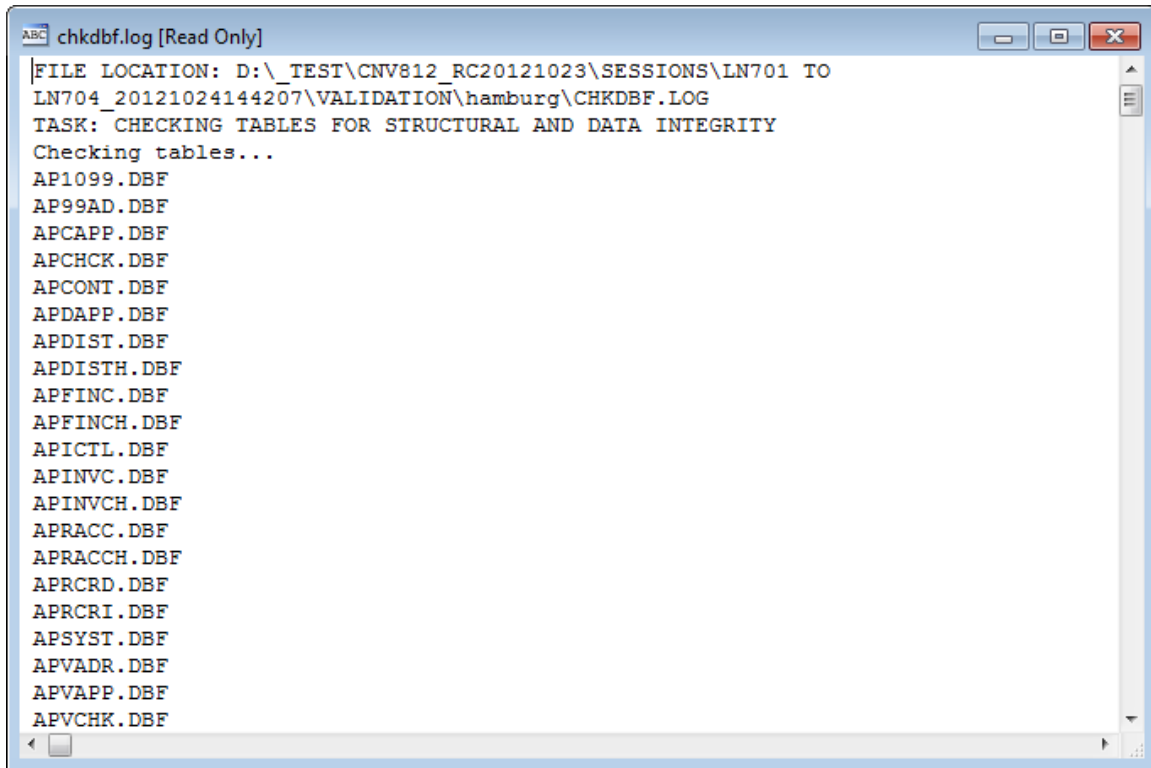
Source Company: [1] Hamburg and Associates

Target Company: [101] Hamburg and Associates

Task Type	Description	Status	Start Time	End Time
VALIDATION	Check DBFs	Completed	09:46:47	09:46:53
VALIDATION	Check Data	Completed	09:46:53	09:46:54
CONVERSION	Add company information	Completed	09:46:54	09:46:55
CONVERSION	Create target application database	Completed	09:46:55	09:47:09
CONVERSION	Copy SQL Payroll Data	Completed	09:47:09	09:47:28
CONVERSION	Create new tables	Completed	09:47:28	09:47:28
CONVERSION	Convert SQL Payroll Data	Completed	09:47:28	09:47:33
CONVERSION	Create PR - Stored procedures and triggers	Completed	09:47:33	09:47:37
CONVERSION	Copy LAN data with identical structure	Completed	09:47:37	09:47:45
CONVERSION	Convert LAN data	Completed	09:47:45	09:47:48

OK

Figure 7b. Summary



```
ABC chkdbf.log [Read Only]
FILE LOCATION: D:\_TEST\CNV812_RC20121023\SESSIONS\LN701 TO
LN704_20121024144207\VALIDATION\hamburg\CHKDBF.LOG
TASK: CHECKING TABLES FOR STRUCTURAL AND DATA INTEGRITY
Checking tables...
AP1099.DBF
AP99AD.DBF
APCAPP.DBF
APCHCK.DBF
APCONT.DBF
APDAPP.DBF
APDIST.DBF
APDISTH.DBF
APFINC.DBF
APFINCH.DBF
APICTL.DBF
APINVC.DBF
APINVCH.DBF
APRACC.DBF
APRACCH.DBF
APRCRD.DBF
APRCRI.DBF
APSYST.DBF
APVADR.DBF
APVAPP.DBF
APVCHK.DBF
```

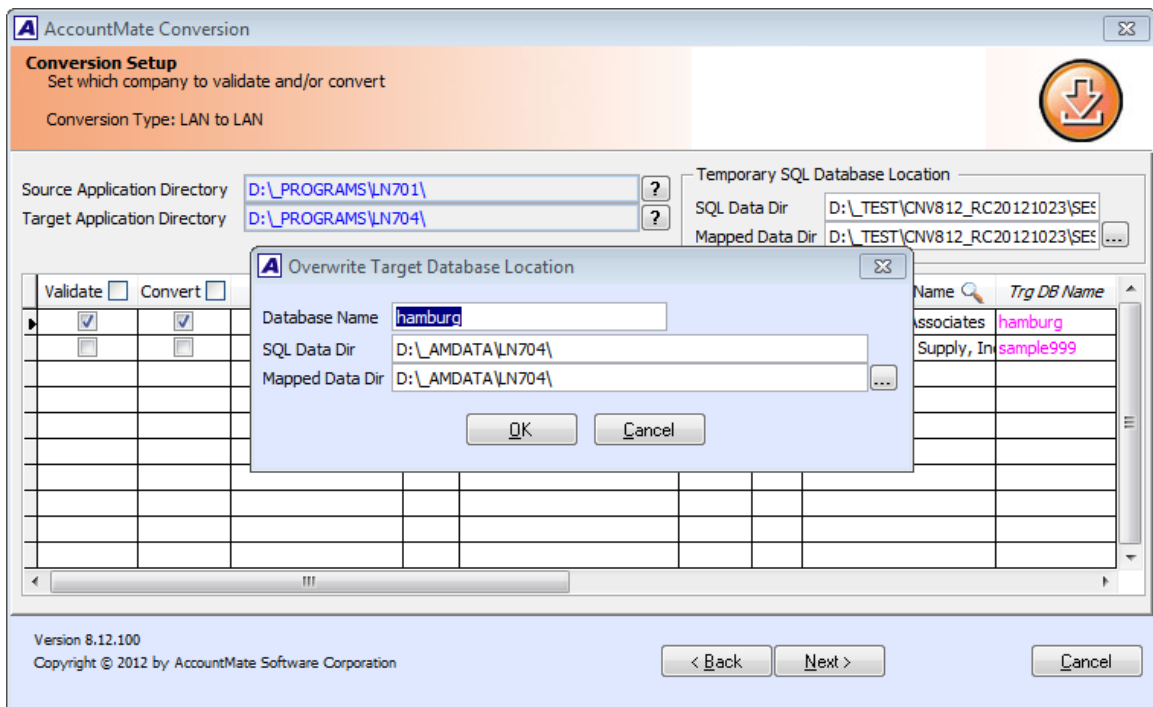
**Figure 7c. Update Log**

- d. **Src #, Src Company Name and Src Bld # =>** these fields are read-only. They display the company IDs, names and company database build # from the source AccountMate application (i.e. previous build).
- e. **Trg #, Trg Company Name and Trg DB Name =>** these fields display what will be the company IDs, names and database names in the target AccountMate application (i.e. new build). Your ability to input data into these fields depends on whether you are performing an in-place update or a side-by-side update.
  - o **In-place updates =>** all three fields are read-only.
  - o **Side-by-side updates =>** the **Trg #** and **Trg Company Name** fields are available for user input; these fields take their default values from the **Src #** and **Src Company Name** fields. You can only overwrite the **Trg DB Name** if Payroll is installed in your target AccountMate application (i.e. new build). To overwrite the default target database name, double click the **Trg DB Name** field. The utility displays the **Overwrite Target Database Location** window (Figure 8) where you can enter the database name and location where you want to store the Payroll-related databases that will be created by the update process.

**Notes:**



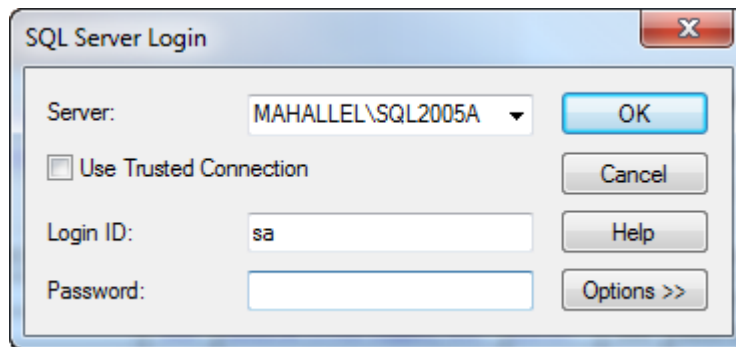
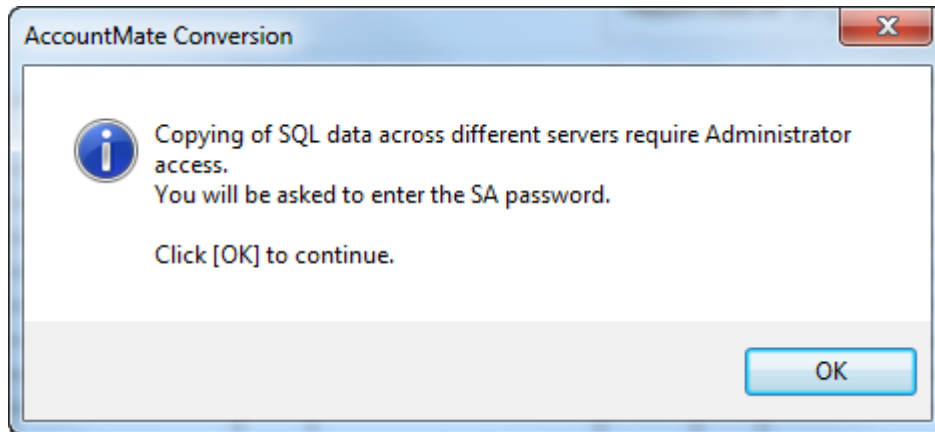
- You can double-click the **Trg Company Name** column caption to view a list of companies already set up in the target AccountMate application.
- For **side-by-side updates**, the utility will not allow you to use a target company that already exists in the target AccountMate application (i.e. new build). Instead, the utility will create the target company database for you during the update.
- The target database name must not contain "ln6" or "lnsqlpr". Also, it must not contain the system-generated LNTEMP database name (Intemp\_+database name of source database, e.g. Intemp\_sample).



**Figure 8. Overwrite Target Database Location**

Click **Next** to proceed.

If you are performing a **side-by-side update**, the utility will display the following screens:



**Figure 9. SQL Server Login**

Enter the 'sa' password and click **OK** to continue.

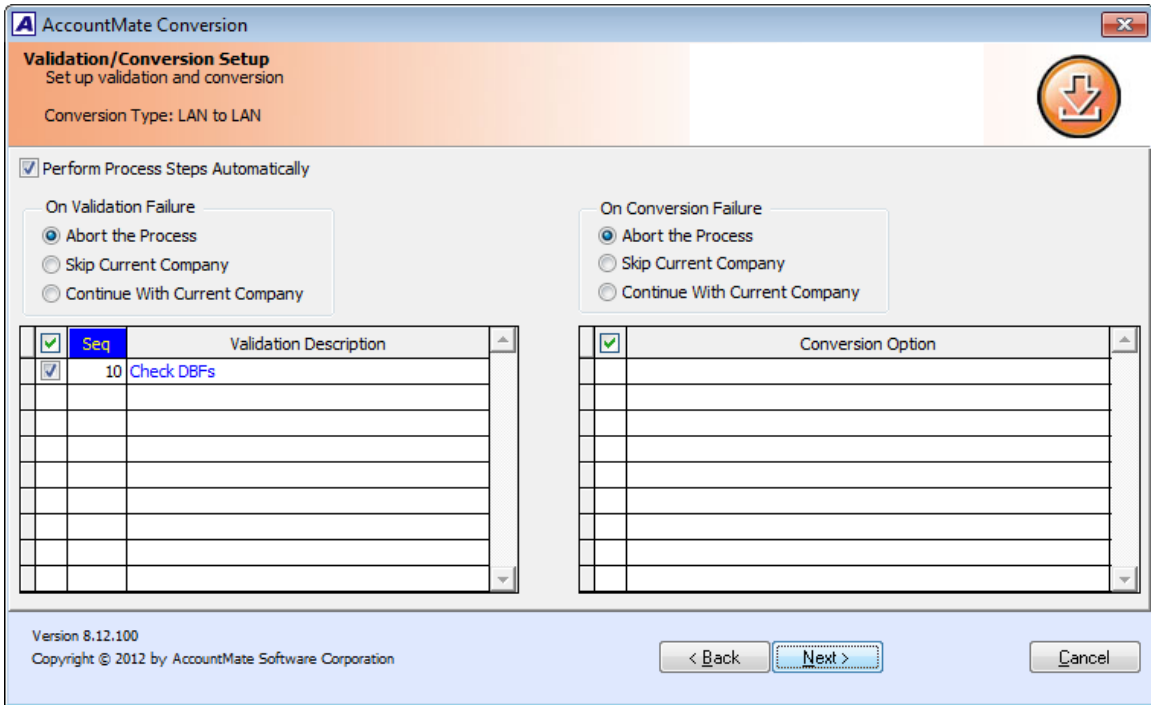
At this point, the utility will validate the target company ID and database names to make sure that they do not have duplicates. When this is done, the **Validation/Conversion Setup** screen will be displayed.

#### **4. Validation/Conversion Setup**

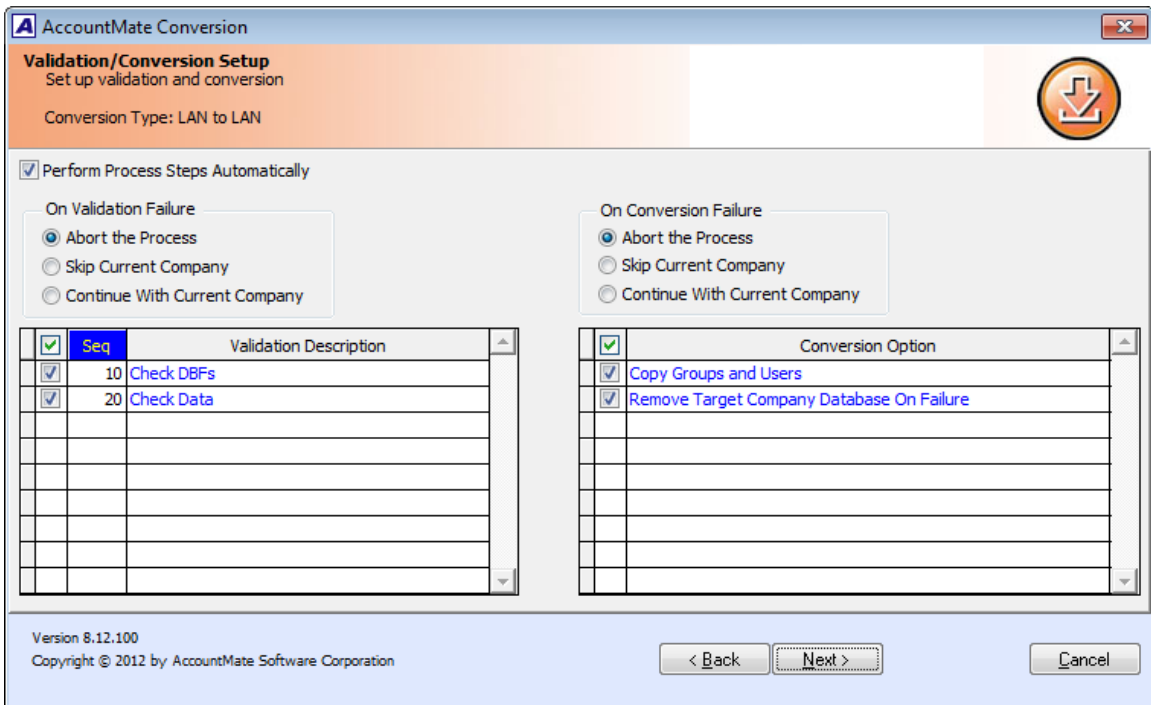
This is where you configure the settings that will determine what actions the utility will take during the data validation and/or conversion process:

- a. **Perform Process Steps Automatically** => mark this checkbox to execute the validation and/or conversion processes automatically. This checkbox is marked by default.
- b. **On Validation Failure** => this section defines the action that will be taken if errors are encountered during validation of the selected company data. The options are:
  - o **Abort** – choose this option if you want the validation to stop completely the moment errors are encountered. The remaining steps will not be performed for the company that fails the validation nor will they be performed for any of the other selected companies.

- **Skip Current Company** – choose this option if you want the process to stop just for the company that encounters the validation errors. The utility will stop validating a company's data the moment the first error occurs but will proceed to validate the other selected companies.
  - **Continue With Current Company** – choose this option if you want the utility to continue validating a company even if errors occur. This sets the utility to run through the entire validation process for each selected company and capture more than just the first error.
- c. **On Conversion Failure** => this section defines the action that will be taken if errors are encountered during conversion of the selected company data. The options are:
- **Abort** – choose this option if you want the conversion to stop completely the moment errors are encountered. The remaining steps will not be performed for the company that fails during conversion nor will they be performed for any of the other selected companies.
  - **Skip Current Company** – choose this option if you want the process to stop just for the company that encounters the conversion errors. The utility will stop converting a company's data the moment the first error occurs but will proceed to convert the other selected companies.
  - **Continue With Current Company** – choose this option if you want the utility to continue converting a company even if errors occur. This sets the utility to run through the entire conversion process for each selected company and capture more than just the first error.



**Figure 10a. Validation/Conversion Setup – In-place Update**



**Figure 10b. Validation/Conversion Setup – Side-by-side Update**

- d. **Validation options** => this section lists the available validation steps you can choose to perform for the selected companies. Currently, there are two options:

- **Check DBFs** – select this option to validate the structural integrity of the AccountMate LAN tables. The utility will access each table and verify whether its records can be read. This validation must be performed for all AccountMate LAN company databases, including the sample company.
  - **Check Data** – this option is only displayed if you are performing a side-by-side update. Select this option to check for possible primary key violations in the source AccountMate LAN data. This validation must be performed for all AccountMate LAN company databases, including the sample company.
- e. **Conversion options** => this section lists the additional steps that you can choose to perform along with the main data conversion. The options that will be displayed depend on whether you are performing an **in-place update** (Figure 10a) or a **side-by-side update** (Figure 10b):
- **Copy Groups and Users** – this option is only displayed if you are performing a side-by-side update. In-place updates do not need to copy groups and users. When this checkbox is marked, the utility will copy group and/or user records from the source company that do not exist in the target company.

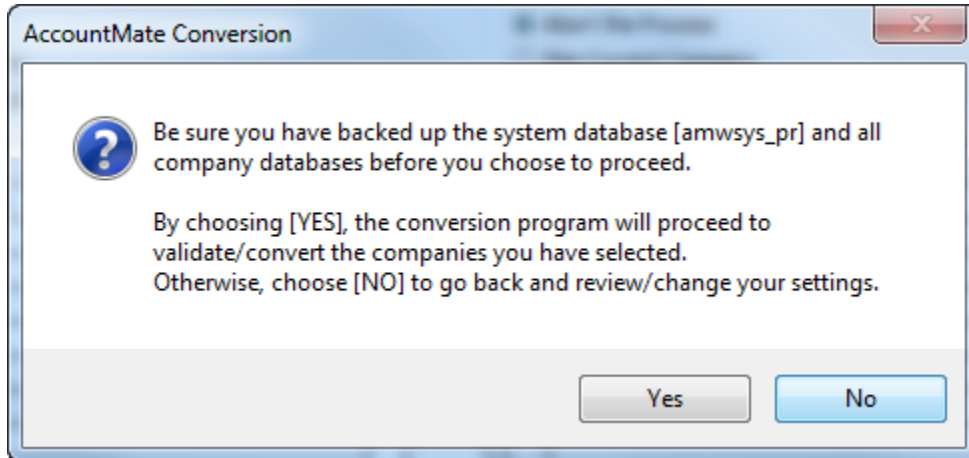
**Notes:** *The utility will observe the following behavior if the **Copy Groups and Users** checkbox is marked:*

- If a group already exists in both the source and target companies but one of its users does not exist in the target company, the utility will copy the user into the same group in the target company.
  - If a user already exists in both the source and target companies but its group in the source company does not exist in the target company, the utility will copy the group. However, the utility will not reassign the existing user into the newly copied group.
  - The utility does not copy access rights to functions and features.
- **Remove Target Company Database On Failure** – this option is only displayed if you are performing a side-by-side update. When this checkbox is marked:
    - The utility will delete the target company database that was used in the failed conversion. Update logs will not be deleted until you perform the cleanup process.
    - If you cancel the process in the middle of the conversion, the utility will also delete the target company database used in the interrupted conversion.

## 5. Run the Conversion

When you have made your selections, click the **Next** button.

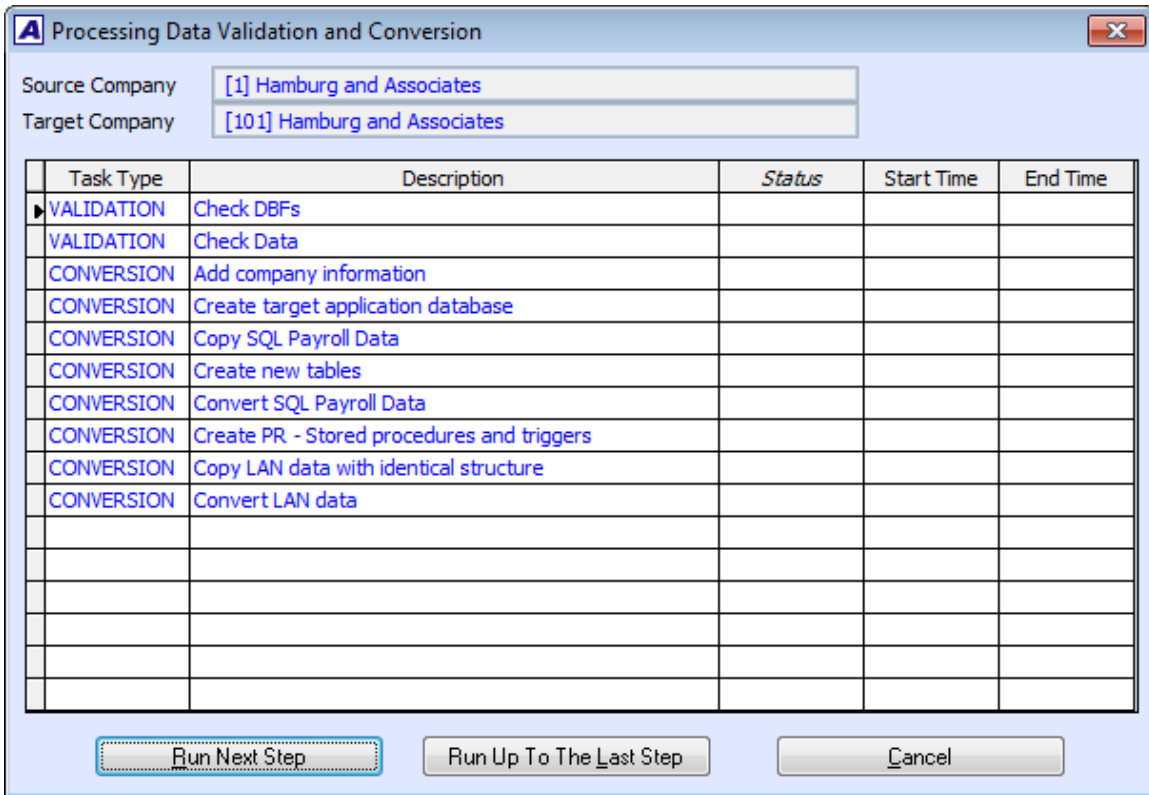
The following message or a variation thereof will be displayed.



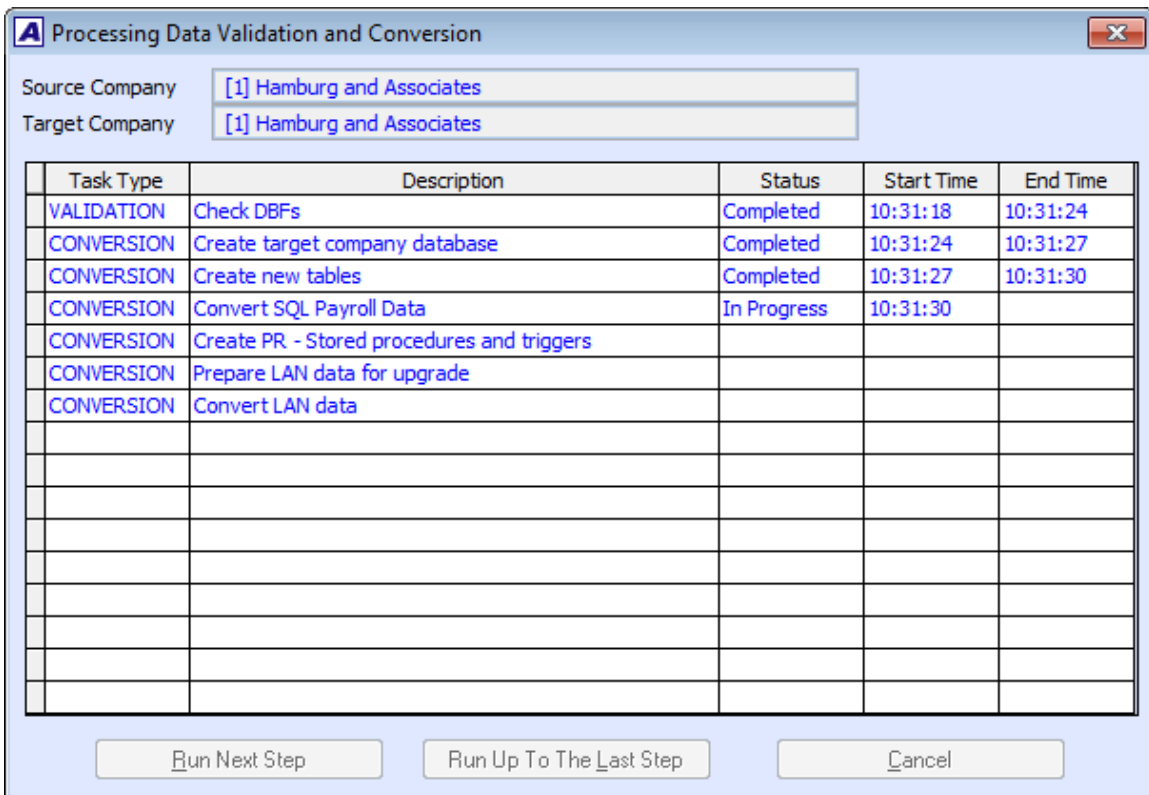
**Figure 11. Backup Reminder**

Click **Yes** to proceed. At this point the system will display the **Processing Data Validation and Conversion** window (Figure 12a). This lists the steps that will be performed based on the selections you made in the Validation/Conversion Setup screen (Figure 10a and 10b).

**Note:** Some tasks (e.g. Check data, Add company information, Copy SQL Payroll Data, etc) will only appear in the grid if you are performing a side-by-side update while other tasks (e.g. Prepare LAN data for upgrade) will only appear in the grid if you are performing an in-place update.



**Figure 12a. Manual Side-by-side Update Process**



### Figure 12b. Automatic In-place Update Process

Click the **Run Next Step** button to run the process one step at a time. If you want to run the steps one after the other, click the **Run Through The Last Step** button. Click **Cancel** to terminate the process.

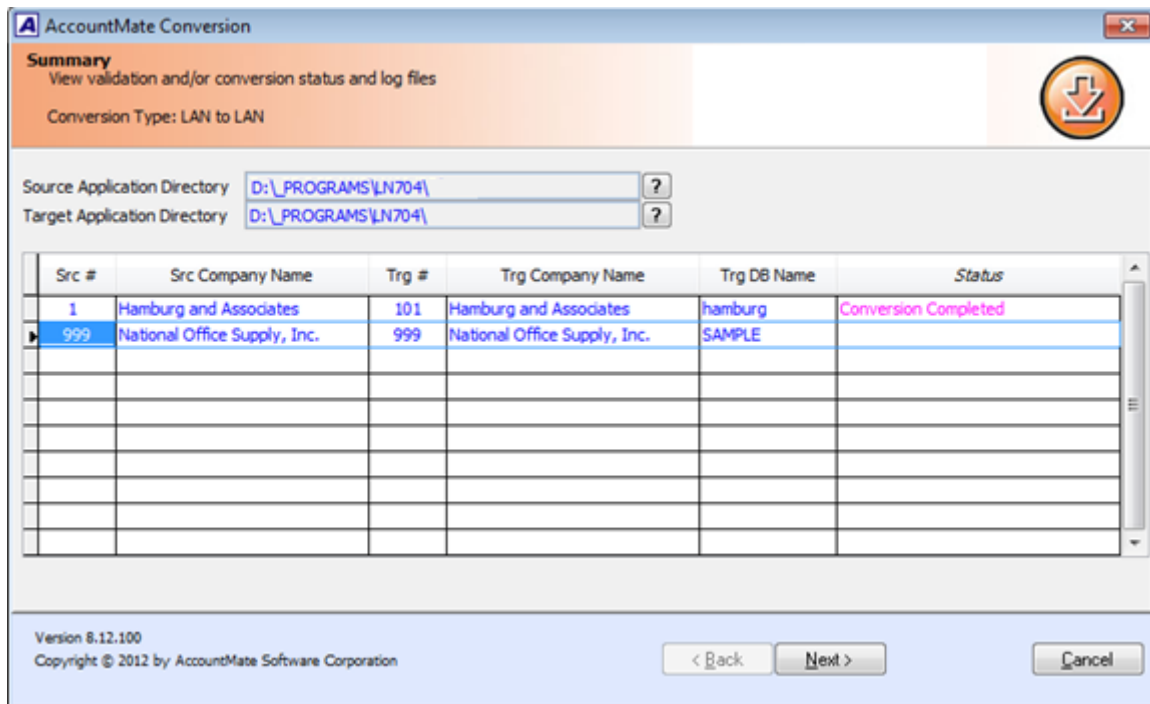
**Note:** These buttons are *disabled* (Figure 12b) if you mark the **Perform Process Steps Automatically** checkbox in the Validation/Conversion Setup screen (Figure 10a or 10b).

At this stage, you will note that the selected companies are being updated one database at a time. This can be a prolonged process depending on the number of companies to be updated and the size of each company's data.

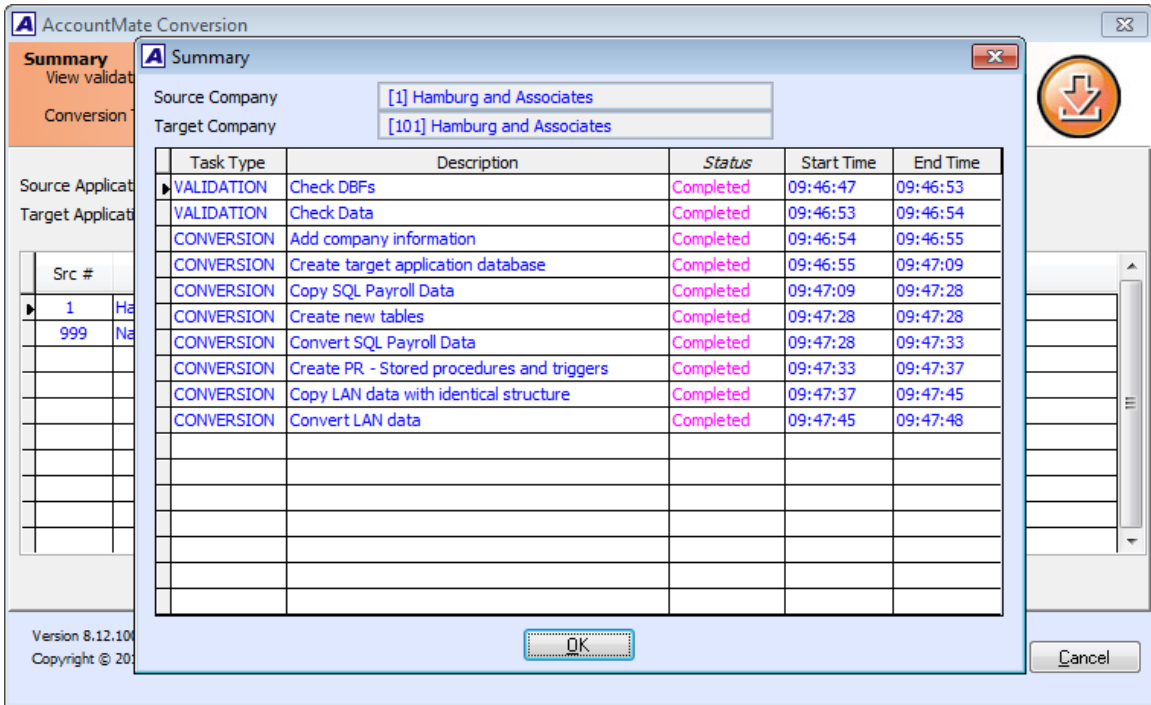
**Please be patient!**

When all the selected databases have been updated, the utility will display the **Summary** screen (Figure 13). You can double-click the **Status** field to display the **Summary window** where you can view the status of each step in the conversion process and drill down to the **update logs**.

Click **Next** to proceed.







**Figure 13. Summary Screen and Summary Window**

In the **Cleanup** screen (Figure 14), mark the checkbox of the company which update logs you want to delete. Take note that there is no way to retrieve the update logs once they are deleted. It is advisable to keep the logs until you have verified the converted data.

Click **Finish** to exit the conversion utility.

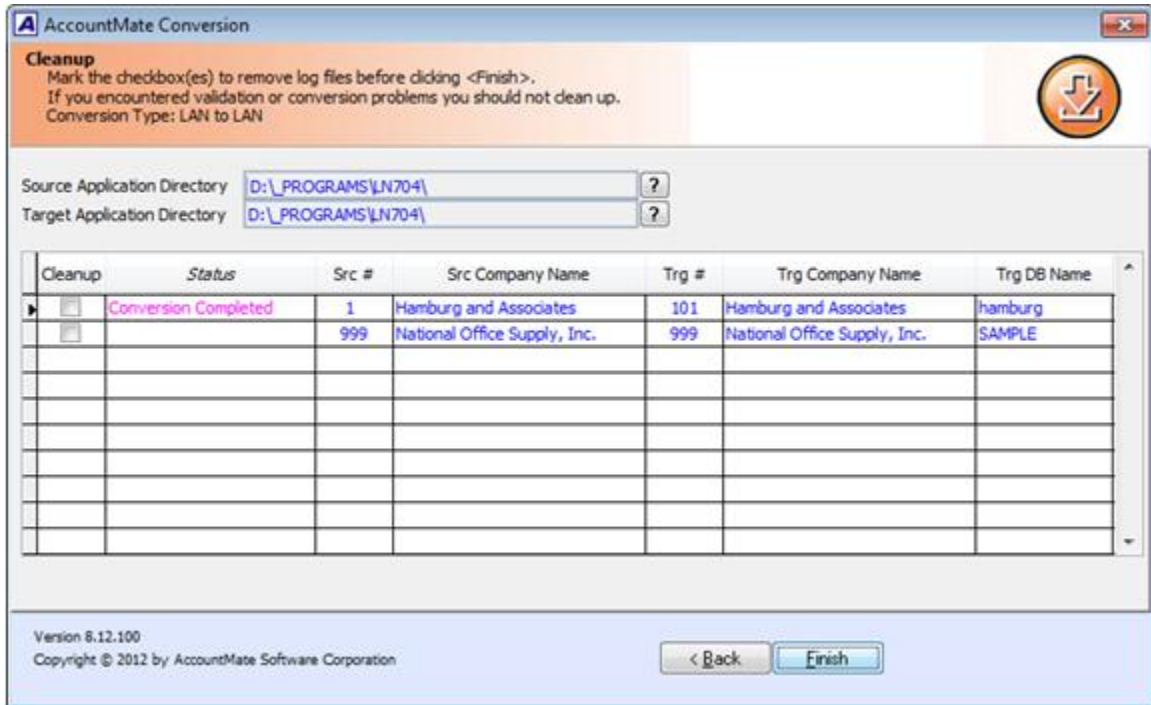


Figure 14. Cleanup Screen

## D. Post-Update Process

### 1. Activate Modules

Activate **all** your modules.

- a. In the Administrator program, select Setup > Licensing > **Activate Module**. The system will display the Important Notice window that contains the AccountMate License and Copyright Notice. Click on "I Agree" to proceed.
- b. Verify the value entered in the space provided for the **AccountMate Product Key**. If the Product Key supplied is valid, the system will list all the modules that you acquired with a check mark on the **Purchase** column.
- c. To activate a module, click the box in the **Activate** column beside the module you want to be able to use.

**Note:** If you entered the AccountMate Product Key upon installation, you will see the same information upon accessing the Activate Module function window. If you purchased any new modules since the new version was installed, you will be issued another Product Key. You must enter the new Product Key in the space provided in the Activate Module window to activate the new modules purchased.

### 2. Set Company Status to Active

For each company that was updated, you must run **Company Setup** to set the Status to **Active**.

### 3. Assign Group and User Access Rights

Access the **Group/User Setup** function. For each company that was updated, you must assign access rights (for side-by-side updates) or review the default access rights (for in-place updates) assigned to each qualified group and user.

### 4. Initialize Modules and Install Latest PR Tax Update

For each activated module that you use, you must access the Housekeeping menu and perform **Module Setup**.

If you are using the Payroll module and have a PR Tax Subscription for the current tax year, you must also **verify that you have the latest PR tax updates installed**. You can check this by running the Federal/State/Local Tax Table Maintenance functions. If you do not have the latest PR tax updates, you must download them from the AccountMate Download Center (<http://www.accountmate.com/download/>) and install them in your updated system.

### 5. Access Maintenance Records

Go through the different Maintenance functions and verify that all required fields are set up or assigned the desired values. This must be performed for each module you have activated and initialized. Pay particular attention to the following Maintenance records:

- **Employee Maintenance** => verify the accumulated earnings, paid leave, deductions, and taxes of each employee. You must also verify that the correct Earning Codes, Paid Leave Codes, and Deductions have been assigned to each employee record. Finally, verify the Expense GL Account IDs assigned in the Earning Code tab for each employee record.
- **Paid Leave Code Maintenance** => verify the assigned Accrual Method, Tier settings, and the assigned Liability and Expense accounts.

### 6. Compare GL Transfer Report and GL Financial Statements

Run the **GL Transfer Report** for your non-GL modules and the **GL financial statements** (i.e. Balance Sheet, Income Statement, and GL Listing) and compare the information generated against the same reports from your previous AccountMate version. This will help identify any issues that may have resulted from the update and will make it possible for you to correct these problems before data processing is resumed in the new version.

### 7. Review Updated Data (by running reports)

You should run the newly updated company in AM 7 LAN and review the data to ensure that everything has been updated successfully. Here is a partial list of reports you can run to help verify the update:

- GL : Trial Balance, Income Statement, Balance Sheet
- AR : AR Aging, Payment Distribution Report
- AP : AP Aging, AP Check Register
- SO : Open Sales Order Report, Shipment Report
- PO : Purchase Order Backorder Report, Received Goods Report
- IC : Inventory Transfer In-Transit Report
- MI : Backorder Report
- BR : Bank Reconciliation Report
- PR : PR Check Register Report, Earning Code Transaction Reports, Paid Leave Transaction Report, Deduction Transactions Report, QTD or YTD Tax Withholdings Report
- CL : Consolidated Account Balance Report, Consolidated Account Balance Analysis

## 8. Perform "Workstation" Installation

**Caution:** *You need not run the workstation installation on the computer where you performed the server installation. If you previously performed the server update through one of your workstations, running the installer on that same workstation will display the Uninstall AccountMate window.*

- a. Access each workstation where you will run the new AccountMate version. Insert the AM 7 for LAN CD into a CD-ROM drive. If the installer does not automatically run, click on Setup.exe. You will be shown the AccountMate 7.x for LAN Setup screen.
- b. On the **Choose Destination Location** screen, accept the default Destination Folder by clicking the **Next>** button; or click the **Browse...** button to change to the desired path. Since you are installing into a machine other than the file server where your AccountMate LAN program is physically located, select the network path where the AccountMate LAN folder has been mapped (e.g. F:\AMLAN).
- c. Click the **Next** button to proceed to the **Setup Type** screen. Since you are installing on a workstation, make sure that you choose the **Workstation** installation option.
- d. Next, the wizard will take you through the selection of a **Program Folder**, after which the files for the version update will be installed. Click **Finish** to complete the workstation installation.

## E. Troubleshooting Errors and Messages

The succeeding section will provide tips for troubleshooting some of the more commonly encountered update error messages.

### 1. Cannot Rename Folder

You may encounter the error "**Convert LAN data task > Failed**". Upon perusal of the **Upgradelan.Log** file, you may find an entry similar to this one: "**Cannot rename folder [C:\AMLAN\Data\\_2MH13B7WX\].**" This error usually results from not having sufficient access rights to a folder. To resolve this:

- a. Make sure that the folders and files of the source and target AccountMate installations are shared and not read-only or hidden.
- b. Verify that the Windows User Login ID used by the person performing the update is given full control over all the folders and files of the source and target AccountMate installations.
- c. Make sure that no one attempts to access the source and target AccountMate installations while the update is being performed. Make sure also that no instance of the source and target AccountMate applications are left open in any workstation, even if it is not actually used. If you have any other application that directly updates the source and/or target AccountMate installation's tables, verify that the application is not trying to update AccountMate while the update is going on.

If you have performed all of the previous steps and the error persists, it is possible that the AccountMate program for either the source and/or target AccountMate installation was not properly closed and some files were not released. In this case, you may need to reboot the server to release any locks placed on any of the AccountMate files.

**Downloads:** The following can also be obtained from our website; visit: [http://www.accountmate.com/businesspartner/info/downloads/conversion\\_updates.asp](http://www.accountmate.com/businesspartner/info/downloads/conversion_updates.asp)

- Update File for AM 7 LAN