

Sage ERP Accpac 6.0A

Update Notice



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Sage ERP Accpac Version 6.0 Update Notice

This Update Notice provides instructions for upgrading Sage ERP Accpac System Manager and Sage ERP Accpac applications to version 6.0 from earlier versions of Sage ERP Accpac. You should review the following sections carefully to ensure that the upgrade proceeds smoothly:

- “Minimum System Requirements,” on page 3.
- “Version Compatibility,” on page 7.
- “Upgrading from Version 5.2, or Earlier Versions,” on page 8.
- “Applying for Activation Codes,” on page 9.
- “Before Upgrading to Version 6.0,” on page 9.
- “Upgrade Steps,” on page 11.
- “After Activating,” on page 22.
- “Configuring the Sage ERP Accpac Portal,” on page 25.

You should refer to the Sage ERP Accpac readme file on the Sage ERP Accpac 6.0 DVD for supplementary information and information that was not available when this *Update Notice* was published.

For information on the changes and new features in version 6.0, see *What's New in Sage ERP Accpac 6.0*, available on the installation DVD and from the Sage Accpac\Docs\60A program folder after you install Sage ERP Accpac.

If you will be using SageCRM with Sage ERP Accpac 6.0, refer to the *SageCRM Integration Update Notice* for information about upgrading and a list of changes to that program. For system requirements and instructions on integrating SageCRM with Sage ERP Accpac, see the *SageCRM Integration Guide*.

Package Contents

The Sage ERP Accpac 6.0 DVD includes the following products:

- Sage ERP Accpac 6.0, which includes:
 - Multicurrency Accounting

- Transaction Analysis and Optional Field Creator
- LanPak
- Sample data (SAMLTD, SAMINC, and SAMSYS):
 - Installed in the \SAMPLE folder, for Pervasive PSQL databases
 - Installed in the \SAMDATA folder (in Database Load format), for Oracle and MS SQL databases
- General Ledger
- G/L Consolidations
- Accounts Receivable
- Accounts Payable
- Intercompany Transactions
- Inventory Control
- Order Entry
- Purchase Orders
- Project and Job Costing
- Payroll:
 - US Payroll
 - Canadian Payroll
 - EFT Direct Payroll, US and Canadian
- Fixed Assets (FAS) Integration (with Sage FAS version 2009.1 and 2010.1)
- Sage ERP Accpac Intelligence
- Number changers (Account Code, Vendor, Customer, Item)
- SageCRM 7.0 for Sage ERP Accpac Integration
- Additional products, which include:
 - Return Material Authorization (RMA)
 - Insight Integration
 - HRMS Integration (with Sage Abra HRMS version 10)
 - Sage ERP Accpac Alerts

- Uni Sales Analysis
- Ops Inquiry
- Microsoft SQL Server (if you purchased the bundle that includes it).

Minimum System Requirements

The information in this section was current when we released version 6.0A. If you do not find the information you need, check the *Version 6.0 Compatibility Guide* in the Support section of the Sage ERP Accpac Web site, at:

<http://www.sageaccpac.com/products/systemrequirements>

Server Requirements

Microsoft SQL Server Requirements

Sage ERP Accpac now requires the SQL Server Native Client ODBC Driver. It no longer supports the standard SQL Server ODBC Driver.

Pervasive PSQL Server Requirements

If you are using Pervasive PSQL, you must have Pervasive PSQL 10.3, or higher, for Microsoft Windows or Linux.

Note: Version 6.0A does not support Pervasive PSQL 11.

Oracle Server Requirements

If you are using an Oracle server, you require Oracle 11g Enterprise Edition, Standard Edition, and Standard Edition One for Microsoft Windows or Linux.

Note: You cannot use Oracle as the database format for the new Sage ERP Accpac Portal. The portal works with Microsoft SQL Server, Microsoft SQL Server Express, and Pervasive PSQL.

Microsoft SQL, Pervasive PSQL, and Oracle Workstation Requirements

Client workstations require:

- Microsoft Windows XP Professional, Windows Vista (Home Premium, Business, or Ultimate Editions), or Windows 7.
- Workstation component of Microsoft SQL Server, Pervasive PSQL, or Oracle.
- Microsoft Excel 2003/2007/2010, for financial reports. (Sage ERP Accpac no longer supports Excel 97/2000/XP.)
- Internet Explorer 7.0, or higher.

Creating DSNs for Sage ERP Accpac Data on 64-Bit Windows

If you are using a 64-bit Windows system, the default ODBC Data Source Administrator (available from the Administrative Tools menu) lets you configure only 64-bit data sources.

However, Sage ERP Accpac is a 32-bit application. To create data sources for Sage ERP Accpac, you need to browse for the 32-bit version of the ODBC Administrator. You can find the 32-bit ODBC Administrator in the following location:

C:\WINDOWS\SysWOW64\odbcad32.exe

Optional System Requirements

Web Deployment

- | | |
|--------------------------------------|--|
| Reporting server | If you plan to deploy Sage ERP Accpac over the web, you must use Sage ERP Accpac Web Reporting by Crystal as the reporting server. Previous versions of Crystal Enterprise are not compatible with System Manager 6.0. |
| Windows Server 2008 | Note that Sage ERP Accpac Web Reporting by Crystal is not supported on Windows Server 2008. The server on which you deploy Sage ERP Accpac over the web must use Windows 2003. |
| DCOM not supported after version 6.0 | Version 6.0 supports the DCOM remoting channel as an option for Web Deployment. However, you should note that DCOM will not be supported in Sage ERP Accpac after this version. |

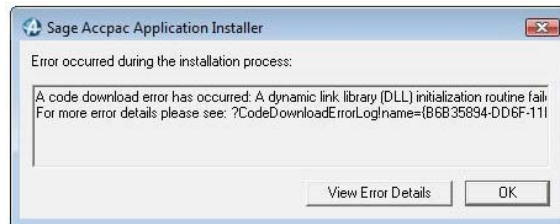
Web Deployment on 64-bit Windows

If you are setting up Web Deployment on 64-bit Windows, you must first enable 32-bit application support in Internet Information Services (IIS). Refer to the following Microsoft article on the steps to do this before setting up Web Deployment.

- <http://technet2.microsoft.com/windowsserver/en/library/36f8964c-cf86-44cf-94a4-2873ad0d175f1033.mspx?mfr=true>

Web Deployment with Windows Vista clients

If you use Windows Vista machines as clients for Web Deployment, you may encounter the following error the first time you use the web desktop when the system is trying to install the Microsoft XML Parser:



You need to update your client system with Microsoft SqlXml 3.0 Service Pack 3:

- <http://www.microsoft.com/downloads/details.aspx?familyid=51D4A154-8E23-47D2-A033-764259CFB53B&displaylang=en>

The web desktop should perform correctly once this update is applied.

Web Deployment under Windows 7

If you are using Windows 7, note that you cannot print reports for web-deployed Sage ERP Accpac under Windows 7. However, you can still print reports from the Sage ERP Accpac desktop.

Running web-deployed G/L Statement Designer

If you are using Web Deployment with .NET Remoting, the G/L Statement Designer can fail with an "Initializing FR Error (30): Fail in starting Statement Designer" error when you try to run the Statement Designer from a browser client.

This problem occurs because Microsoft Excel is loading an incorrect version of the Microsoft .NET Framework. You should install the Update for Office 2003 as outlined in the Microsoft Knowledge Base article KB907417. The update must be installed on the browser client machine.

Visual Basic for Applications (VBA)

System Manager 6.0A installs and uses Microsoft VBA 6.4. This version is compatible with macros created using prior versions of VBA.

Sage ERP Accpac .NET Libraries

If you have version 5.5A or earlier of the Sage ERP Accpac .NET Libraries, you must uninstall them before installing System Manager 6.0A. If you used Web Deployment in version 5.5A, or earlier, you must uninstall the Sage ERP Accpac .NET Libraries on client workstations *before* connecting to the version 6.0A Sage ERP Accpac server.

Note that the Sage ERP Accpac .NET Libraries program files are always installed in "c:\Program Files\Common Files\Sage\Sage ERP Accpac." In version 5.3 and earlier, the location varied depending on whether Sage ERP Accpac was installed to a local path or on a remote server.

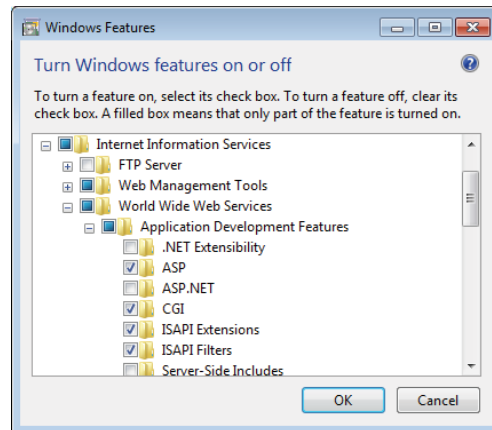
Sage ERP Accpac Portal

Before you install the new Sage ERP Accpac Portal:

- Ensure that Microsoft's Internet Information Services (IIS) is installed on the server that will host the Sage ERP Accpac Portal.

If IIS is not installed, you must install it **before** you attempt to install the Sage ERP Accpac Portal. Follow the steps described in "Step 6: Install and Configure Internet Information Services," to install and configure IIS.

- For Windows 2003 and Windows 7, ensure that ASP, CGI, ISAPI Extensions, and ISAPI Filters are selected Windows features (under World Wide Web Services' Application Development Features), as shown here:



Note that the Sage ERP Accpac Portal supports only Microsoft SQL Server and Pervasive PSQL database formats.

Sage ERP Accpac Intelligence

Sage ERP Accpac Intelligence is compatible with Microsoft SQL and Pervasive PSQL.

Databases and Operating Systems No Longer Supported

Note that Sage ERP Accpac 6.0 does not support the following operating systems and servers:

- Windows 2000 Pro
- Windows Server 2000 SP4

Also, Sage ERP Accpac no longer supports the following databases:

- Microsoft SQL Server 2000
- Pervasive PSQL 9.6 and 9.7 (32-bit and 64-bit)
- Oracle 10g
- IBM DB2

Recommended Setup on Windows Vista, Windows 2008, and Windows 7

If you are using Windows Vista, Windows 2008, or Windows 7, you must install Sage ERP Accpac outside the default path (C:\Program Files\Sage\Sage Accpac).

- Vista security issue** If you install to the default path, you may have problems with security because these operating systems do not allow more than one user to open Sage ERP Accpac.
- Recommendation** We recommend changing the Program and Shared Data directories to locations other than the default. For example:
- Programs**
- For Programs, install to: **C:\Sage Accpac.**
- Shared Data**
- For Shared Data, install to: **C:\Sage Accpac Data.**

Version Compatibility

You must upgrade all Sage ERP Accpac programs to version 6.0 at the same time. Sage ERP Accpac version 6.0 programs do not work with programs from earlier versions.

In addition, note that:

- You must upgrade all programs that you have been using with Sage ERP Accpac to compatible versions.
- If you are using Sage CRM with Sage ERP Accpac, see the Sage CRM Integration *Update Notice* for important information about version compatibility.

Upgrading from Version 5.5, or Earlier

If you are using Sage ERP Accpac version 5.5, or earlier versions, note that you cannot upgrade your data directly to version 6.0.

WARNING: You cannot use version 6.0 of System Manager to upgrade Sage ERP Accpac programs from version 5.5, or earlier.

Also, you cannot use version 5.6 of System Manager to upgrade Sage ERP Accpac programs from version 5.2, or earlier.

Attempting to do so will cause your system to crash, and will corrupt your data.

If you are using Sage ERP Accpac version 5.5, 5.4, or 5.3, you must update your data to version 5.6 *before you install System Manager version 6.0.* See the *Update Notice* for version 5.6 for information about upgrading to that version.

If you are using Sage ERP Accpac version 5.2, or earlier versions, you must upgrade your database to an intermediate version (version 5.3, 5.4, or 5.5) *before you install System Manager version 5.6.* See the *Update Notice* for the intermediate version for information about upgrading to that version.

Alert when Migrating from Pervasive to Microsoft SQL

If you are migrating your database from Pervasive to Microsoft SQL, and your database contains Inventory Control items that use units of measure with the same name but with mixed cases (for example, both "EACH" and "Each," or another combination), we recommend that you choose a binary collation method for your SQL database. If you try to load data with mixed cases and you use a non-binary collation method, Database Load will fail.

Alternatively, you can repair your data, standardizing on one unit of measure, before using Database Load.

Alert when Running Help under Windows 2003

If you run Windows 2003 with your browser security set to High, you may receive the following message about Web page security when you try to open Sage ERP Accpac help:



To accept Sage ERP Accpac help as a trusted site, click the **Add** button.

Alert when Upgrading Sage Accpac Intelligence

If you were using Sage Accpac Intelligence (SAI) with the previous version of Sage ERP Accpac, do not change the company database ID.

If you change the database ID, and then upgrade to version 6.0, you may lose all the security roles set up for SAI in the previous version.

Applying for Activation Codes

Activation code

You need activation codes to use Sage ERP Accpac products, including upgrades. However, you can run Sage ERP Accpac for up to 30 days while you await your activation codes.

You can obtain activation codes from the Sage Customer or Partner Portal.

If you are a Sage customer:

1. Log in to your account at <https://customers.sagenorthamerica.com/irj/portal/anonymous/login>.

If you don't have an account, use the self-registration tool on the Customer Portal login page to create one.

2. On the Support menu, click **Self Service**.
3. Click the **My Products** tab.

4. Follow the instructions on the My Products tab to display and print the Details Sheet.

If you need assistance with the Customer Portal, e-mail Customer.Portal@sage.com, or call 1-877-828-6372.

If you are a Sage partner:

1. Log in to your account at <https://partners.sagenorthamerica.com/irj/portal>.

If you don't have an account, contact the portal administrator at your company, or contact Sage.

2. Click **Customers > Details Sheet**.
3. Click **Show Advanced Search**.
4. Enter an account ID, and then click **Go**.
5. On the Details Sheet, click the **Products Details** tab to view the customer's activation codes.

If you need assistance with the Partner Portal, e-mail Partner.Portal@sage.com, or call 1-877-828-6372.

Before Upgrading to Version 6.0

You must perform the following steps, in order, before upgrading to Sage ERP Accpac 6.0. If you don't take these steps, you will not be able to activate version 6.0.

After upgrading

For instructions on steps to take after upgrading, see "After Activating," on page 22 of this notice.

Step 1: Make Sure You Have Version 6.0 for All Programs

Make sure you have version 6.0, or compatible versions, of all Sage ERP Accpac programs and other programs you use with Sage ERP Accpac.

WARNING!

You must upgrade all Sage ERP Accpac programs at the same time.

Step 2: Run Day End Processing

Run Day End Processing in Inventory Control or, if you have a standalone Purchase Orders system, run Day End Processing in Purchase Orders.

Step 3: Post Batches in Accounts Receivable and Accounts Payable

You must post all open batches in Accounts Receivable and in Accounts Payable.

Step 4: Save Customized Reports, Macros, and Other Customizations

Move customized reports to another folder, or they will be overwritten during the installation process.

For example, if you created customized financial reports in General Ledger, copy them from GL56A\ENG to another location, and then copy them to GL60A\ENG after installing the upgrade.

Also, save macros and any other customizations to a new folder.

Note that macros work with the Sage ERP Accpac desktop program, and are not available in the new Sage ERP Accpac Portal.

If you use SAI in the previous version...

Important! If you used Sage Accpac Intelligence (SAI) in the previous version, copy the BXDATA folder (for example, C:\Program Files\Sage\Sage Accpac\BXData) to a new location. The BXDATA folder contains customized reports, as well as security and licenses settings you saved in earlier versions.

(After activation, you can restore your customized reports and settings by copying the backed-up BXDATA folder to the Sage Accpac folder.)

Step 5: Print the Account Group Report (Optional)

Revised Account Groups

For Version 6.0, we have modified the standard set of account groups to support General Ledger "snapshots" in the new Sage ERP Accpac Portal.

If you used account groups in version 5.6 and you want to use these snapshots, you may need to reassign some of your existing accounts to new account groups.

Print the Account Group Report to use as a reference when reassigning accounts, after installing and activating version 6.0.

Step 6: Install and Configure Internet Information Services

The Sage ERP Accpac Portal requires Microsoft Internet Information Services (IIS). If you plan to use the Portal, ensure that IIS is installed on the portal server before you install Sage ERP Accpac version 6.0.

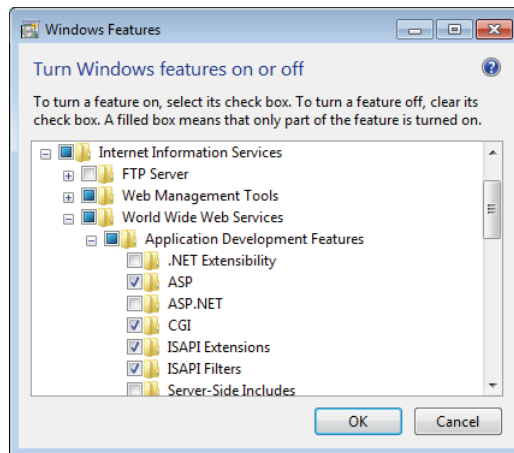
You install and configure IIS a little differently, depending on your version of Windows. If you need to install IIS, follow the instructions for your computer's operating system.

IIS for Windows Vista and Windows 7

To install and configure IIS for Windows Vista and Windows 7:

1. In Windows' **Control Panel**, click **Programs and Features**.
2. Click **Turn Windows Features On or Off**.
3. In the **Windows Features** form, expand **Internet Information Services > World Wide Web Services > Application Development Features**.
4. Under Application Development Features, select the following options:
 - ASP
 - CGI
 - ISAPI Extensions
 - ISAPI Filters

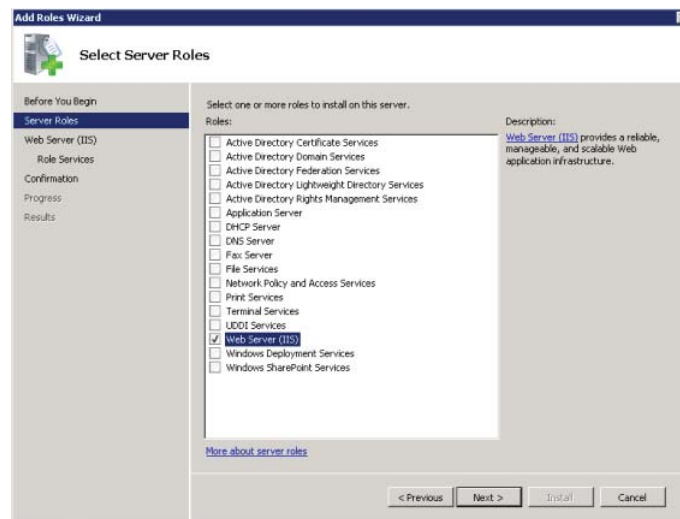
When selected for Windows 7, these options appear, as follows:



IIS for Windows 2008

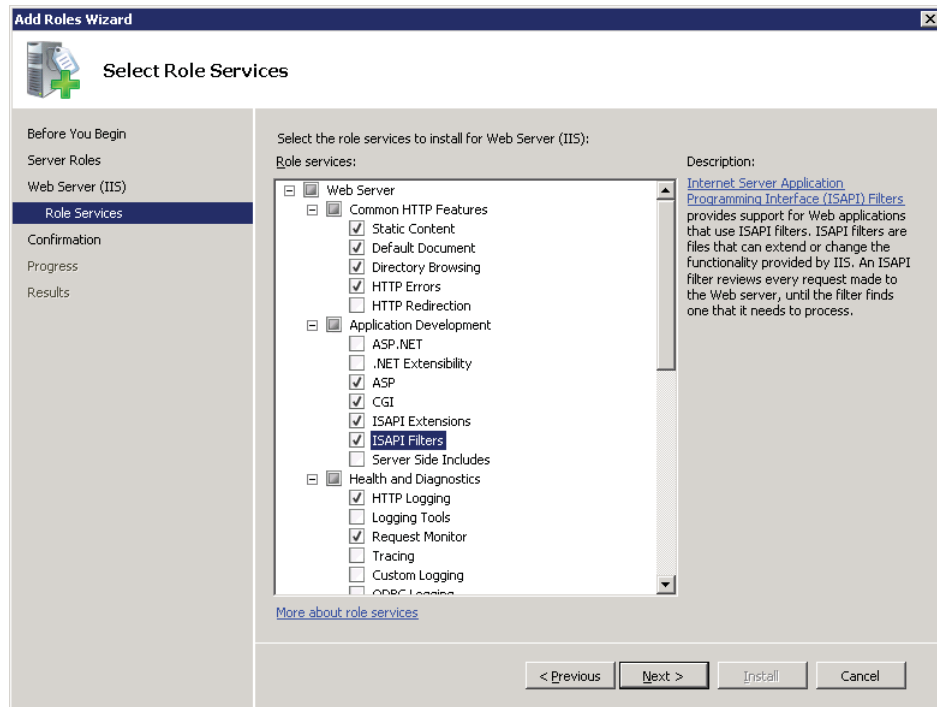
To install and configure IIS for Windows 2008:

1. From Windows' Control Panel, click **Administrative Tools > Server Manager**.
2. In the Server Manager, under Roles, click **Add Roles**.
3. On the Select Server Roles page, click **Web Server (IIS)**, as shown in the following screen:

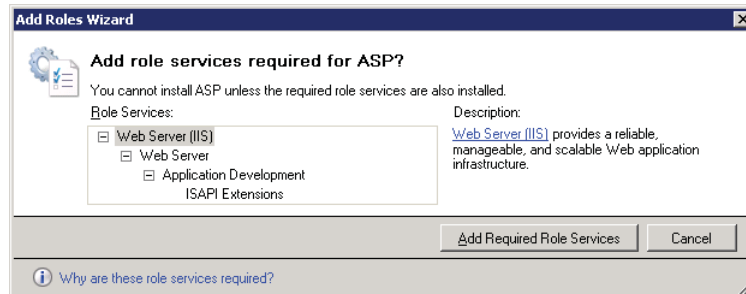


4. Click **Next**, and then select the following Role Services:
 - ASP
 - CGI
 - ISAPI Extensions
 - ISAPI Filters.

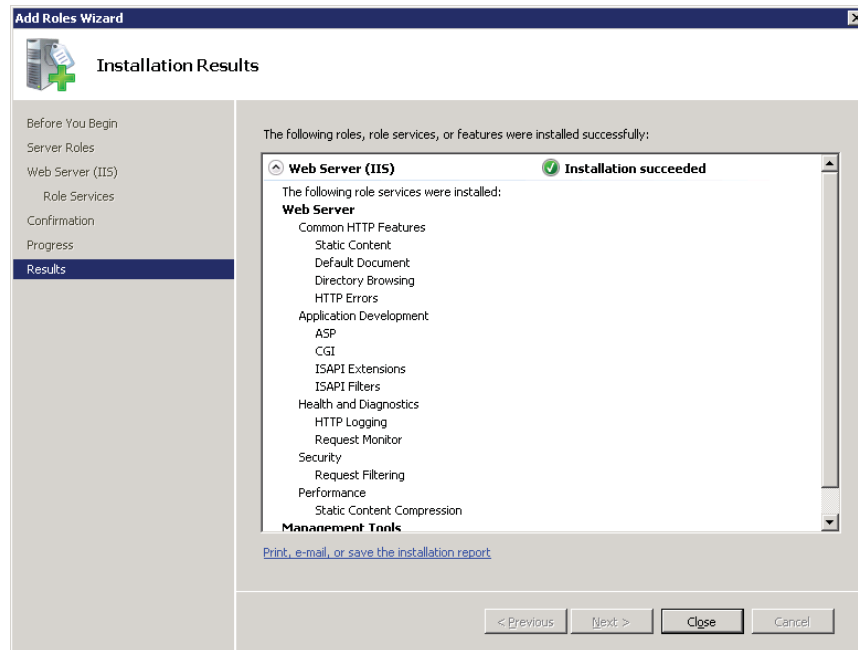
The Select Role Services page should now appear as follows:



5. Click **Next**.
6. If the following prompt to install required services appears, click **Add Required Role Services**.



The Results page should appear, as follows:



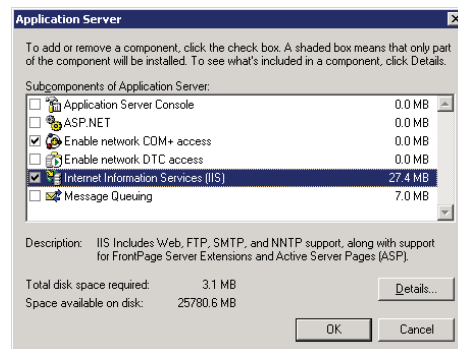
IIS for Windows XP and Windows 2003

To install IIS on Windows XP or Windows 2003:

1. Open Windows' Control Panel, and then click **Add or Remove Programs**.
2. In the Add Or Remove Programs form, click **Add/Remove Windows Components**.
3. For Windows 2003, on the Windows Components page of the wizard that appears, select **Application Server**, and then click **Details**.

If you are installing IIS for Windows XP, skip this step.

The Application Server dialog box appears, as follows:



4. Select **Internet Information Services (IIS)**, and then click **OK**.
5. Click **Next**.
6. When the Windows Components Wizard has installed the components, click **Finish**.

Upgrade Steps

Before you proceed with the steps in this section, we recommend that you:

- Check data integrity in your previous version, and correct any errors.
- Back up your data.

Uninstall the Earlier Version of System Manager

We strongly recommend that you uninstall System Manager version 5.6 before installing version 6.0 to ensure a clean installation of the new version.

Uninstall the Earlier Version of Sage Accpac Intelligence (SAI)

WARNING: You must uninstall the previous version of Sage Accpac Intelligence before installing version 6.0.

Also, if the BXDATA and BX56A folders remain in the Sage Accpac directory after uninstalling the previous version of SAI, delete these folders. ***(Make sure you have copied the BXDATA folder to another location, first!)***

Step 1: Install Sage ERP Accpac Programs

After you have performed the steps described in the previous section, you can install Sage ERP Accpac System Manager, System Manager Components, and Sage ERP Accpac applications.

You install Sage ERP Accpac System Manager, System Manager Components, and all Sage ERP Accpac accounting applications in one continuous process, consisting of two phases:

1. Installing the programs
2. Entering license information

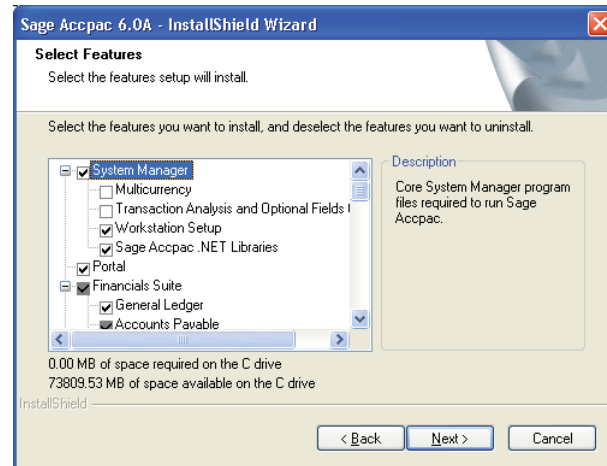
Installing the Programs

1. Insert the Sage ERP Accpac installation DVD into your DVD drive.
If the installation screen does not appear automatically, go to the DVD's root directory (for example, d:\), and run LAUNCH.EXE.
2. On the installation screen, click Sage ERP Accpac.
3. On the Sage ERP Accpac installation screen, click Sage ERP Accpac.
4. On the Welcome screen, click Next.
5. Click the option to accept the license agreement, and then click Next.
6. Select the geographical region where you are installing the software, and then click Next.
7. For the client information, enter the 7-digit or 10-digit client ID and the company name to use for registration, and then click Next.
8. To provide additional information for registration, enter the names of the company contact, software dealer, and certified consultant, and then click Next.
9. If the next screen asks you to allow us to collect anonymous data, click Yes or No, as you prefer, and then click Next.
10. Select the edition of Sage ERP Accpac you require, and then click Next.
11. Specify the names and locations of your program and data folders, and then click Next.

Note: If you are using Windows Vista, Windows 2008, or Windows 7, be sure to install Sage ERP Accpac outside the default path (C:\Program Files\Sage\Sage ERP Accpac). See the section "Recommended Setup on Windows Vista, Windows 2008, and Windows 7," for more information.

All-in-one installation process in Sage ERP Accpac version 6.0

The Select Features screen appears, as follows:



12. On the Select Features screen, select the features and applications you want to install at this time.

Program dependencies

Keep in mind that most of the applications require you to install others. All of the applications require core System Manager files.

New Portal feature

The new Portal feature is selected automatically. This option installs components required to support the Sage ERP Accpac Portal.

Note: Before installing the portal, you must have installed IIS, as described in "Step 7: Install Internet Information Services (IIS)," in the previous section.

The following list shows any additional requirements in parentheses for each application:

- Bank Services (Tax Services)
- Accounts Payable (Bank Services, Tax Services)
- Accounts Receivable (Bank Services, Tax Services)
- Canadian/US Payroll (G/L Subledger Services, Bank Services)
- Inventory Control (G/L Subledger Services)
- Order Entry (Accounts Receivable, Inventory Control, Tax Services)
- Purchase Orders (Accounts Payable, Inventory Control, Tax Services)
- Project and Job Costing (G/L Subledger Services, Accounts Payable, Accounts Receivable, Tax Services)

- Return Material Authorizations (Accounts Receivable, Inventory Control, Order Entry)
- G/L Consolidations (General Ledger)
- Intercompany Transactions (General Ledger)

13. After you select the programs and features you need, click Next.

14. On the next screen, in the Program Folder field, type the location on the Start menu where you want Sage ERP Accpac to appear, and then click Next.

15. Click Install.

Enter activation codes

Once installation has finished, the Sage ERP Accpac License Manager appears. Follow the instructions in the next section to enter license information.

Entering License Information

The next steps continue from the preceding section, "Installing the Programs."

The License Information tab is filled in with information you entered during installation.

The screenshot shows the Sage ERP Accpac License Manager window with the License Information tab selected. The window contains the following fields and controls:

- Client ID:** 0000000000
- Company:** Sage (with a Change button)
- Licensed To:** (empty text box)
- Dealer:** (empty text box)
- C.C.:** (empty text box)
- Close:** (button at the bottom right)

Note: Do not change the company name unless you need to change the business entity to which the programs are registered.

If you change the company name, the licenses will appear Unauthorized, until you apply for and enter new activation codes.

1. If you have activation codes for your Sage ERP Accpac programs, click the **Licenses** tab, and then, for each Sage ERP Accpac program:
 - a. Double-click in the **Serial Number** column, and then type the serial number.
 - b. Double-click in the **Activation Code** column, and then type the activation code.

If you don't yet have activation codes, you can use the 30-day temporary licenses created during installation, and record the permanent code later.

2. If you installed Sage ERP Accpac Intelligence Analysis or Sage ERP Accpac Intelligence Connector, enter their activation codes on the Licenses tab.

Note: The Analysis and Connector programs are not available with a 30-day license. You must have a permanent license to use them.

3. Click the **Users** tab, and then, for each LanPak you have installed, double-click in the associated column and enter, in order, the:
 - a. **License Type.** Select LanPak. (Do not select a database-specific LanPak.)
 - b. **Count.** Type the number of users who require Sage ERP Accpac access for this installation.
 - c. **Serial Number** (for the LanPak).
 - d. **Activation Code** (supplied by Sage).

If no LanPaks are listed on the tab, click in the blank space to create a new line for a temporary license, and then enter the license type, followed by the count.

LanPak

IMPORTANT: You must record at least one LanPak 6.0 license to use Sage ERP Accpac.

For Sage ERP Accpac Intelligence, one Report Manager license for one user is free with Sage ERP Accpac. If you have additional licenses for Sage ERP Accpac Intelligence Report Manager and Sage ERP Accpac Intelligence Report Viewer, enter their activation codes in the Activation Code column.

4. Click **Close**.
5. Click **Finish** to close the Installation wizard.

Step 2: Install Product Updates

IMPORTANT!

To avoid possible data corruption issues, you must install all released product updates for version 6.0 **before** activating your Sage ERP Accpac applications.

Before activating, check for available product updates for version 6.0, and install any product updates you have not already installed.

Step 3: Activate Your Data for Version 6.0 Applications

In version 6.0, you must use the desktop program to activate Sage ERP Accpac applications, as follows:

1. In the Administrative Services folder, double-click the **Data Activation** icon.
2. When asked whether you are ready to proceed with activation, click **Yes**.
3. In the Data Activation form that appears, select the check box for each application for which you want to activate data.

The activation program automatically selects any applications that must be activated first, and then checks your data to ensure that it can activate them.

Most Sage ERP Accpac applications are interdependent. If you clear the selection for an application that others require, the activation program also clears the selection for the dependent applications. For example, if you clear the selection for Accounts Payable, but Purchase Orders and Project and Job Costing are selected, the program also clears the selections for Purchase Orders and Project and Job Costing. (See "Step 1: Install Sage ERP Accpac Programs" for information about dependencies.)

Note: Sage ERP Accpac Options products are not part of the multi-application data activation. If you select Uni Sales Analysis, Ops Inquiry, or a number change program, you are prompted to activate that program immediately.

4. If you receive a message saying that you cannot activate an application at this time:
 - a. Close the Data Activation form.
 - b. Correct the problems described in the error message.
 - c. Reopen the Data Activation form, and continue the process.

5. Once you have finished selecting applications and entering required information, click the **Activate** button.

After Activating

After activating applications, you should check data integrity for each application to ensure that the upgraded data contains no errors.

Database and report changes

If you want information about the latest database and report changes for any application, check the TECHINFO and FORMS documents on our Web site at the following URL:

<http://community.sageaccpac.com/resources/>

In addition, you must perform the tasks described in the next sections.

Bank Services Update Notes

If the data integrity check found errors for Bank Services, you must refresh transactions for the affected banks, as follows:

1. Open the Reconcile Statements form.
2. For each affected bank:
 - a. In the Bank Code field, type the bank code, or use the Finder or the navigation buttons to display it.
 - b. Click Calculate.
3. Check data integrity for Bank Services, again.

General Ledger Update Notes

Preparing Your Accounts for Use with Data Snapshots

One of the exciting features in version 6.0 is the ability to view graphic “snapshots” of your accounting data in the Sage ERP Accpac Portal.

Snapshots show current accounting data graphically

The new Income Statement and Balance Sheet snapshots provide instant pictures of your company’s current financial health. They can help you spot operational problems and guide your financial decisions.

Snapshot use new group categories

These snapshots draw data from a set of group categories that are linked to your general ledger accounts through account groups. Group categories, which are new in this version, organize your accounting information especially for presentation in the Sage ERP Accpac portal.

IMPORTANT: To use the snapshots, *you must* associate each General Ledger account with an appropriate group category *before* you configure the Income Statement and Balance Sheet snapshots. Otherwise, the snapshots will not represent your data accurately.

Revised Account Groups

If you have used account groups previously, note that in Version 6.0, we have modified the standard account groups that come with Sage ERP Accpac. Therefore, you may need to reassign some of your existing accounts to new account groups, and assign the groups to the new group categories.

The option to use account groups must be turned on, first

If you have not used account groups previously, note that the Account Groups form appears only if the Use Account Groups option is selected in the G/L Options form.

If you used account groups in your earlier version of Sage ERP Accpac and you plan to use the general ledger snapshots, you must first:

1. Ensure that all account groups are assigned to an appropriate category from the new set of group categories.

You assign group categories using the Account Groups setup form.

2. Ensure that all general ledger accounts are assigned to appropriate account groups.

Assign account groups to group categories

To assign account groups to group categories, you use the Account Groups form (available in the G/L Setup folder).

Note the following points:

- If you do not want to use general ledger data snapshots, you do not need to remap any accounts to new account groups and categories.
- Financial Reporter 6.0 comes with a new set of sample statements that use the new account groups. If you want to use the new sample statements, you must ensure that your accounts use the new account groups.
- If you reassign accounts to new account groups, remember to adjust any custom reports that use account groups.
- If you don't want to use the new set of sample financial statements, you can still use the statements that shipped with earlier versions.

The following chart shows the standard account groups and categories that support the snapshots. Use these charts as a reference when remapping existing accounts to the new account groups.

Version 6.0 Standard Account Groups and Categories		
Code	Group Description	Group Category
01	Cash and Cash Equivalents	Cash and Cash Equivalents
02	Accounts Receivable	Accounts Receivable
03	Inventory	Inventory
04	Other Current Assets	Other Current Assets
05	Fixed Assets	Fixed Assets
06	Accumulated Depreciation	Accumulated Depreciation
07	Other Assets	Other Assets
08	Accounts Payable	Accounts Payable
09	Provision for Income Taxes	Other Current Liabilities
10	Other Current Liabilities	Other Current Liabilities
11	Long Term Liabilities	Long Term Liabilities
12	Dividends	Other Liabilities
13	Share Capital	Share Capital
14	Shareholders' Equity	Shareholders' Equity
15	Revenue	Revenue
16	Opening Inventory	Cost of Sales
17	Purchases	Cost of Sales
18	Closing Inventory	Cost of Sales
19	Cost of Sales	Cost of Sales
20	Other Revenue	Other Revenue
21	Fixed Charges	Other Expenses
22	Other Expenses	Other Expenses
23	Depreciation Expense	Depreciation Expense
24	Other	Gains/Losses
25	Interest Expense	Interest Expense
26	Income Taxes	Income Taxes
—	—	—

System Manager Update Notes

Change user options

To let users open Sage ERP Accpac using their Windows signon ID, change the authentication method for each user in the Users form.

See the System Manager help for instructions on adding users and setting up security.

See the US or Canadian Payroll help for instructions on setting up employee-level security.

Sage Accpac Intelligence (SAI) Update Notes

Running SAI on Windows Vista, Windows 2008, or Windows 7

If you are using Windows Vista, Windows 2008, or Windows 7, you must log in as the Windows administrator user the first time you run Sage ERP Accpac Intelligence (SAI).

Open any form in the Sage ERP Accpac Intelligence folder to register the ActiveX component, SageACCBI60.exe, required by SAI. You must have Windows administrator privileges to register this component, but once it is registered, other types of users can open these forms.

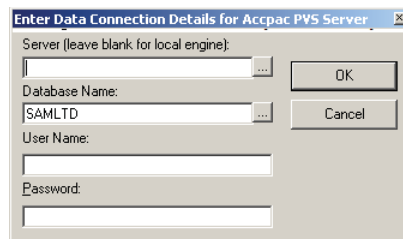
Restoring Customized Reports and Settings from Your Previous Version

If you used SAI with your previous version of Sage ERP Accpac, restore your customized reports and settings by copying the BXDATA folder (backed up before activation) to the Sage Accpac program folder.

Then, use the Bulk Import feature to import new reports from newer versions of Sage Accpac Intelligence or from existing reports. Importing the new reports in this way ensures that your existing reports and settings are not deleted.

To import new reports:

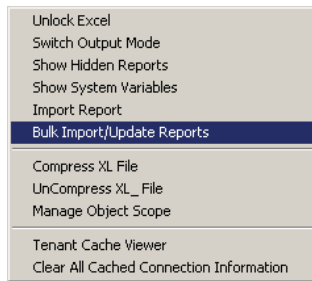
1. Open Report Manager.



2. Enter the required connection information for your Pervasive PSQL or MS SQL database, and then click OK.
3. In the Object window:
 - Click the Home object, and then, from the **Tools** menu, click **Bulk Import/Update Reports**.

Or,

- Right-click the Home icon, and then click **Import/Update Reports** from the menu that appears.



3. On the Bulk Import/Update Reports form that appears, click **Yes** to import the new reports.

When the new reports are imported, they will co-exist with the backed-up (BXDATA) reports from the previous version.

Configuring the Sage ERP Accpac Portal

Before you can use the Sage ERP Accpac Portal, you need to create a portal database using Pervasive PSQL and Microsoft SQL software. The portal database stores files used by the Sage ERP Accpac Portal, including user preferences and passwords, snapshot configurations, and other files that determine how the Portal looks and functions.

Normally, you create the portal database on the same server as your Sage ERP Accpac data. The portal database is shared by all companies in a Sage ERP Accpac installation, so you need to configure only one Sage ERP Accpac Portal.

After creating the database, you can configure the portal to connect it to the database.

Note: If you create the portal database using SQL Server Express, you will need to configure a TCP/IP connection manually as described in the section "Configuring a SQL Server Express Database for the Portal."

To configure the Portal:

1. From Windows' Start menu, select **All Programs > Sage ERP Accpac > Database Setup**.
2. Click the **Portal** button to open the Configure Portal form.
3. Enter the following information on the Configure Portal form:
 - **Database Format.** Select the database engine you used to create your portal database.

- **Server Machine.** The program automatically displays the name of the machine on which you installed Sage ERP Accpac as the default Portal server. If you created your portal database on a different machine, enter the name of that machine, instead.
- **Server Port.** Enter the TCP/IP port number specified in your database software for your portal database.

For Microsoft SQL Server, the server port must be the HTTP port for SQL Server. (The default port number is 1433.)

- **Database Name.** Enter the name specified for the portal database in your database software
- **User Name and Password.** Enter the user name and password specified for your database administrator in your database software. (They are not the credentials for the Sage ERP Accpac ADMIN User.)

Note: For a Microsoft SQL Database, you must supply credentials for SQL authentication. The portal does not support Windows authentication.

4. Click OK.

The program saves this configuration to a file named dbConnection.xml, which is located in the following folder under Program Files:

Common Files\Sage\Sage ERP Accpac\Tomcat6\portal\swtServices.

Configuring a Microsoft SQL Server Express Database

The following instructions apply only to a Microsoft SQL Server Express portal database.

TCP/IP connections are not automatically enabled in SQL Server Express. Because the portal requires a TCP/IP connection, you must set one up manually, as follows:

1. Launch the SQL Server Configuration Manager.
2. Under the SQL Server Network Configuration tree, click Protocols For SQLEXPRESS.
3. Enable the TCP/IP protocol. (The default setting is Disabled.)
4. Right click the TCP/IP protocol, and then on the IP Addresses tab, in the IPAll Section, clear the TCP Dynamic Ports field and set the TCP Port to 1433.
5. Restart the SQL Server.

Starting the Sage ERP Accpac Portal

Once you have activated the company data for version 6.0 programs and configured the Sage ERP Accpac Portal as described in this chapter, users can open the portal from the Windows Start menu by clicking **All Programs > Sage Accpac > Portal**.

For troubleshooting tips, see Chapter 5 in the *Sage ERP Accpac Installation and System Administrator's Guide*.

What's New in Version 6.0

For detailed information about changes and new features in version 6.0, see *What's New in Sage ERP Accpac 6.0*, available on the installation DVD and from the Sage Accpac\Docs\60A program folder on the computer where you installed Sage ERP Accpac.

Documentation and User Assistance

Everything you need to know about using Sage ERP Accpac is contained in the help for each application. Each help system includes a "What's New" topic that highlights the new features and the changes for that application.

Manuals are no longer included with the products. However, you can download all version 5.5 manuals in PDF format, as well as technical information (such as database changes) from the Sage ERP Accpac community page on our Web site, at <http://community.sageaccpac.com/resources/>.