

Accounting Xpert Enterprise Installation Guide

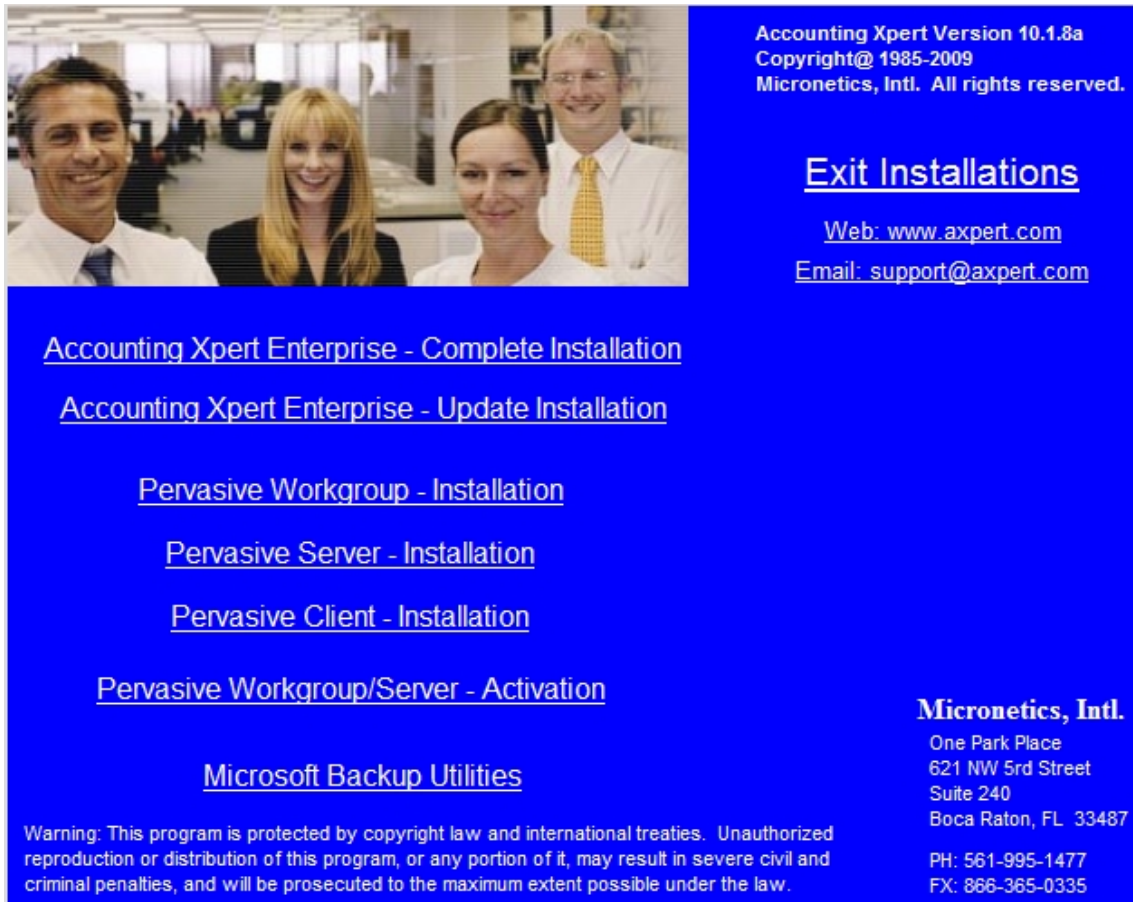
Welcome to the **Accounting Xpert Enterprise Edition Installation Guide**. Because Xpert is highly scalable from a single computer to large networks, to optimize speed, efficiency and security, we provide various configurations based on your requirements.

Before installation, we recommend you contact our Customer Service department to confirm the installation steps, or allow us to assist you in the setup.

There are two parts to the installation.

1. Installing the Accounting Xpert Enterprise.
2. Installing the PSQL database.

First, insert the Accounting Xpert Enterprise installation CD. The following Menu will appear.



STEP 1: Installing the Accounting Xpert Enterprise.

Note: Xpert must be installed on each computer running Xpert including the Server (if used).

Note: If you are using **any previous versions of Xpert** on the computer you are installing on, then **you are an Existing User.**

1. If you are an **EXISTING USER** of Xpert and are **UPDATING** select:

Accounting Xpert Enterprise - Update Installation

2. If you are a **NEW USER** or Xpert was **Never Installed** on this Computer select:

Accounting Xpert Enterprise - Complete Installation

Remember install on each computer and the server.

STEP 2: Installing the PSQL database.

Installing the PSQL database requires you to select the proper installation of either a (Workgroup, Server, or Client) installation. Computers where a 'Workgroup or Server Engine' is installed must be activated by entering in an Activation Code. **Note: If the permanent 'Pervasive Activation Code' is not entered will only be able to run for 1 day and then you will receive and error code # 161 until it is entered.**

The Accounting Xpert CD includes your **Activation Code** and may be installed by selecting the Menu Option:

'Pervasive Workgroup/Server – Activation'

Upon clicking this, your specific codes and installation instructions will be displayed.

For a complete explanation of the various options you may refer to the Q and A Section in the back of this document.

STEP 3: Mapping a Network Drive

If you are running a Network and the Accounting Xpert data is located on a Network Drive then you must map each computer to the same Network Drive. For example if you decide on Drive M: then each computer must be mapped through the Explorer Tools to the M: drive. Typically [\\server\c](#) where server is the name of the Network Computer.

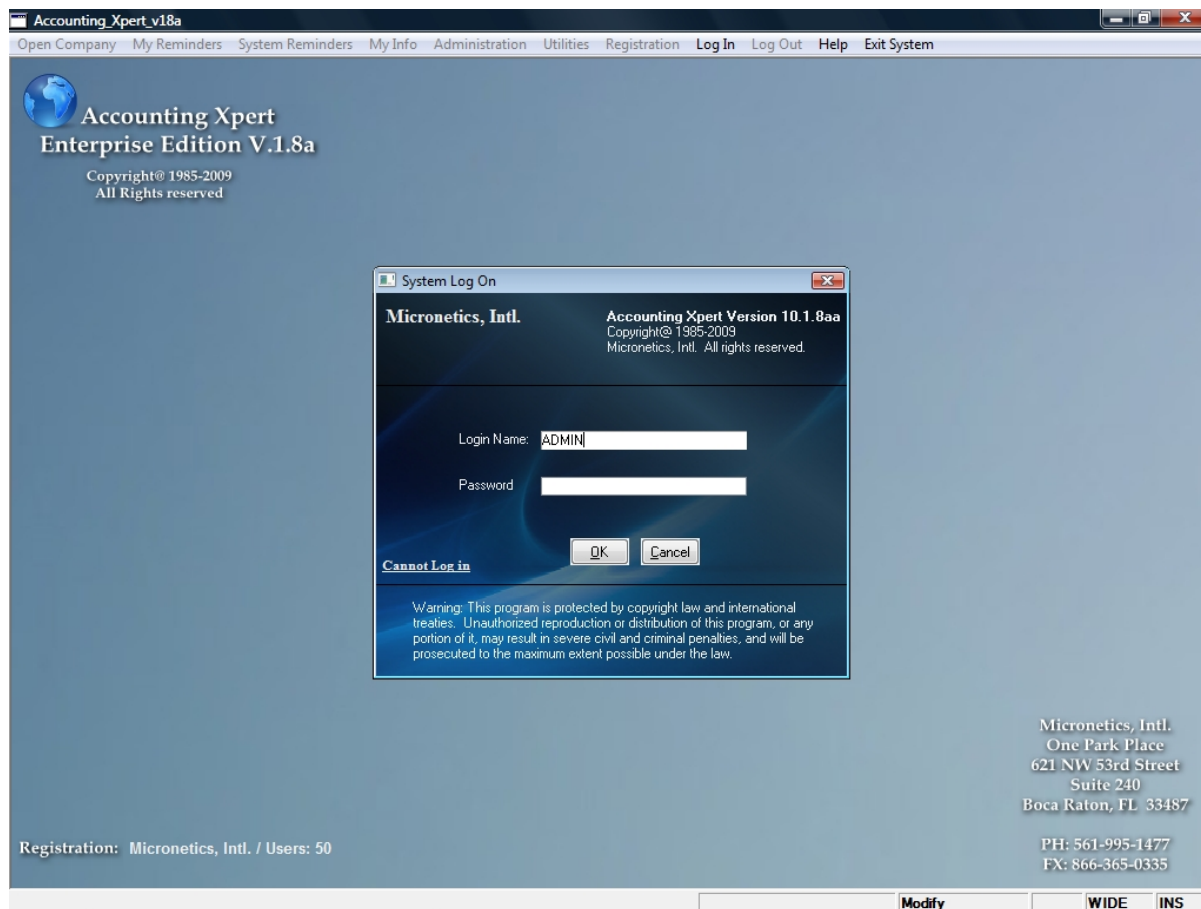
STARTING XPERT

After installing the Accounting Xpert Enterprise Edition there are a couple of basic setup requirements. Upon Clicking the 'Accounting Xpert' icon the 'System Log On' screen will appear. The initial Login Name is:

Login Name: **ADMIN**

Password: Leave Blank

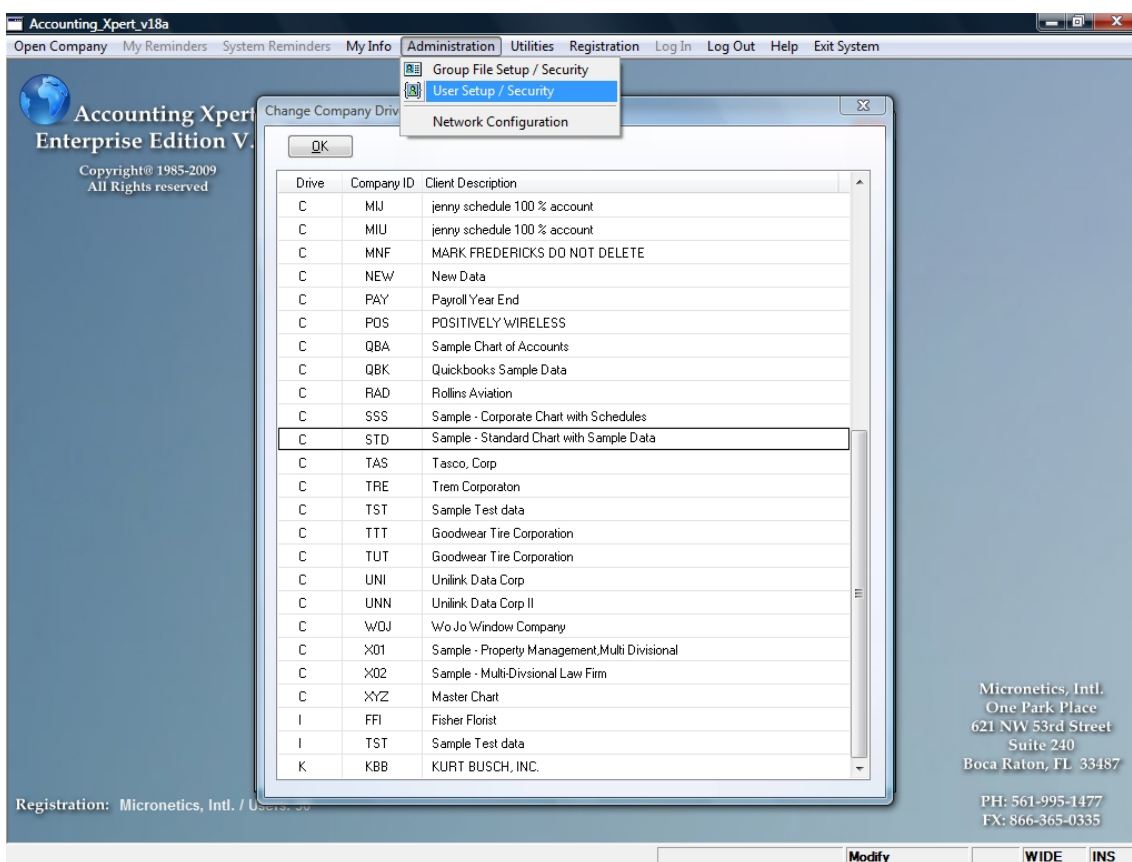
Click OK.



Administration

After clicking OK, you may be asked a couple of questions depending upon whether you were an existing user or a new user. When you are asked to install the 'Sample Data', please specify the correct drive where the data will be located.

Once the basic installation is complete, either your existing 'Client / Company' list or Sample Companies list will display. Before processing you need to access the **Administration' option on the top Menu Bar**. There are three Menu Options as shown. If this computer is on a Network then select 'Network Configuration' and answer the basic questions. **You must run the Network Configuration on each computer that will be running Xpert.**

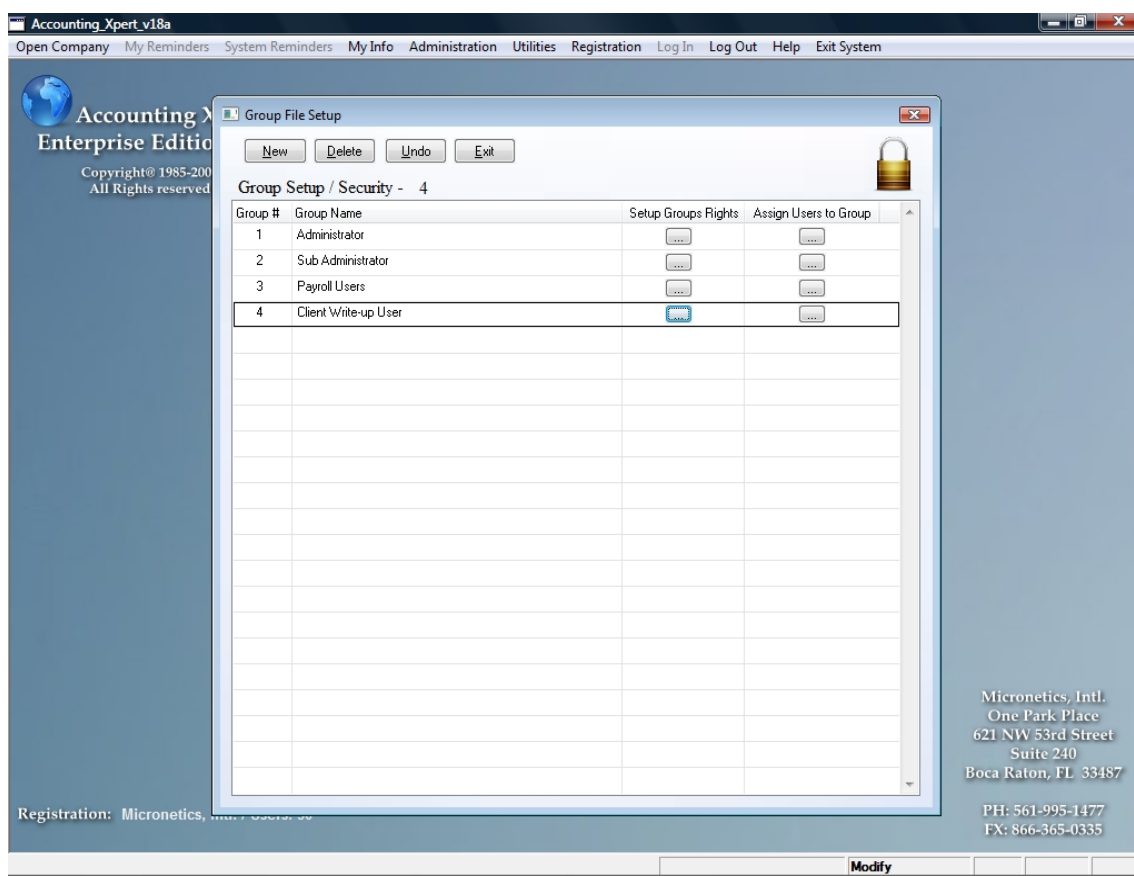


Setting up Groups and Users

The next step is to set up Groups and Users. Xpert does not require you to set up any Groups (there is a system default Administrator Group), but each person/user who accesses the system must be setup with a User Name and assigned to at least one group. If you do not set up any groups you can assign each User to the Administrator Group. This can be changed at any time.

Basically a group designates what programs and functions this group is allowed access to. New Groups automatically default to full access rights to all programs and functions, but exclude Administrator rights. The Administrator can then change the rights for each particular group.

In our example below, we have four groups. We created a Payroll User and Client Write-up User group. The objective was that we do not want the Client Write-up Users accessing Payroll Data.

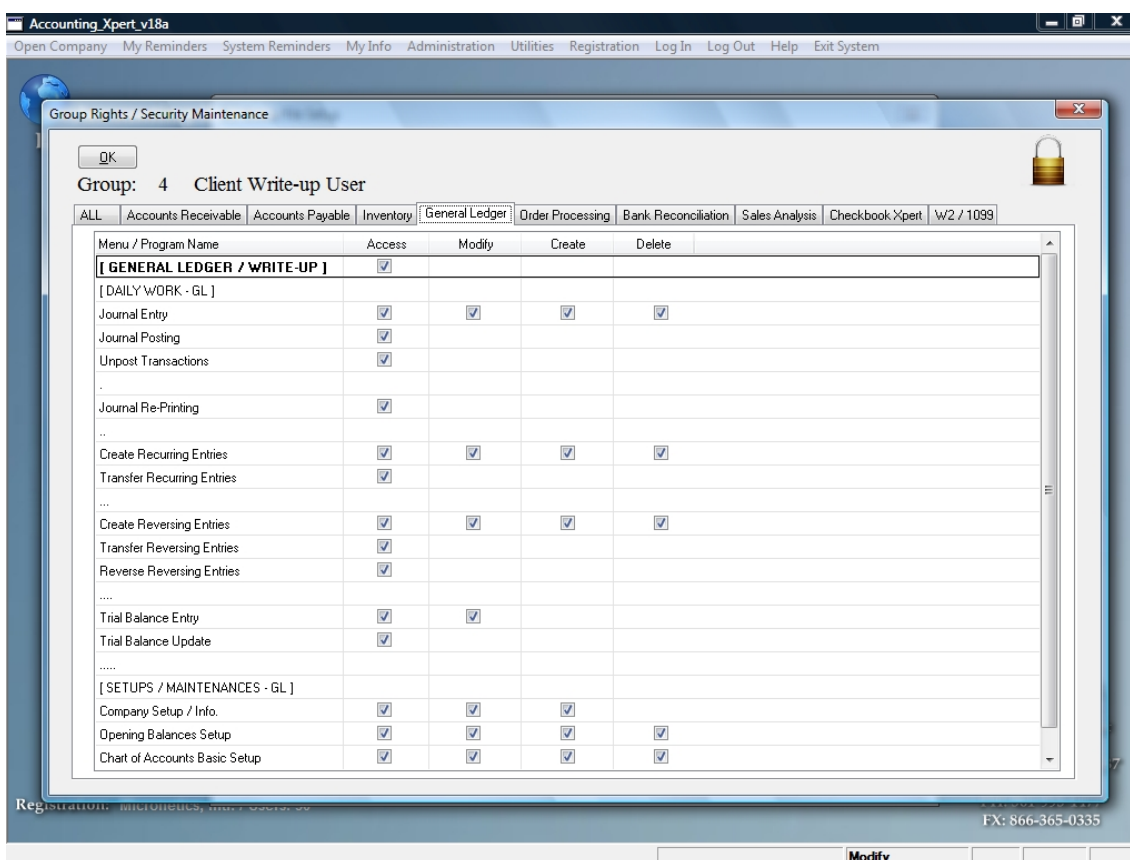


Access Rights

In each group you can assign program Access Rights.

The Group Rights / Security display each module and if checked, the group is allowed access to that program. By default, each group has access to all programs and rights other than administrator rights.

As you can see below the General Ledger (Client Write-up) group is all checked. An easy way to Check or Uncheck all boxes is to click the Access box next to [GENERAL LEDGER / WRITE-UP]. To block access to any program, just uncheck the box. Note: A user may be assigned to a group but individual rights may be overridden on a user basis.



Accounting Xpert v18a

Open Company My Reminders System Reminders MyInfo Administration Utilities Registration Log In Log Out Help Exit System

Group Rights / Security Maintenance

OK

Group: 4 Client Write-up User

ALL Accounts Receivable Accounts Payable Inventory General Ledger Order Processing Bank Reconciliation Sales Analysis Checkbook Xpert W2 / 1099

Menu / Program Name	Access	Modify	Create	Delete
[GENERAL LEDGER / WRITE-UP]	<input checked="" type="checkbox"/>			
[DAILY WORK - GL]				
Journal Entry	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Journal Posting	<input checked="" type="checkbox"/>			
Unpost Transactions	<input checked="" type="checkbox"/>			
...				
Journal Re-Printing	<input checked="" type="checkbox"/>			
...				
Create Recurring Entries	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Transfer Recurring Entries	<input checked="" type="checkbox"/>			
...				
Create Reversing Entries	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Transfer Reversing Entries	<input checked="" type="checkbox"/>			
Reverse Reversing Entries	<input checked="" type="checkbox"/>			
....				
Trial Balance Entry	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Trial Balance Update	<input checked="" type="checkbox"/>			
.....				
[SETUPS / MAINTENANCES - GL]				
Company Setup / Info.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Opening Balances Setup	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Chart of Accounts Basic Setup	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

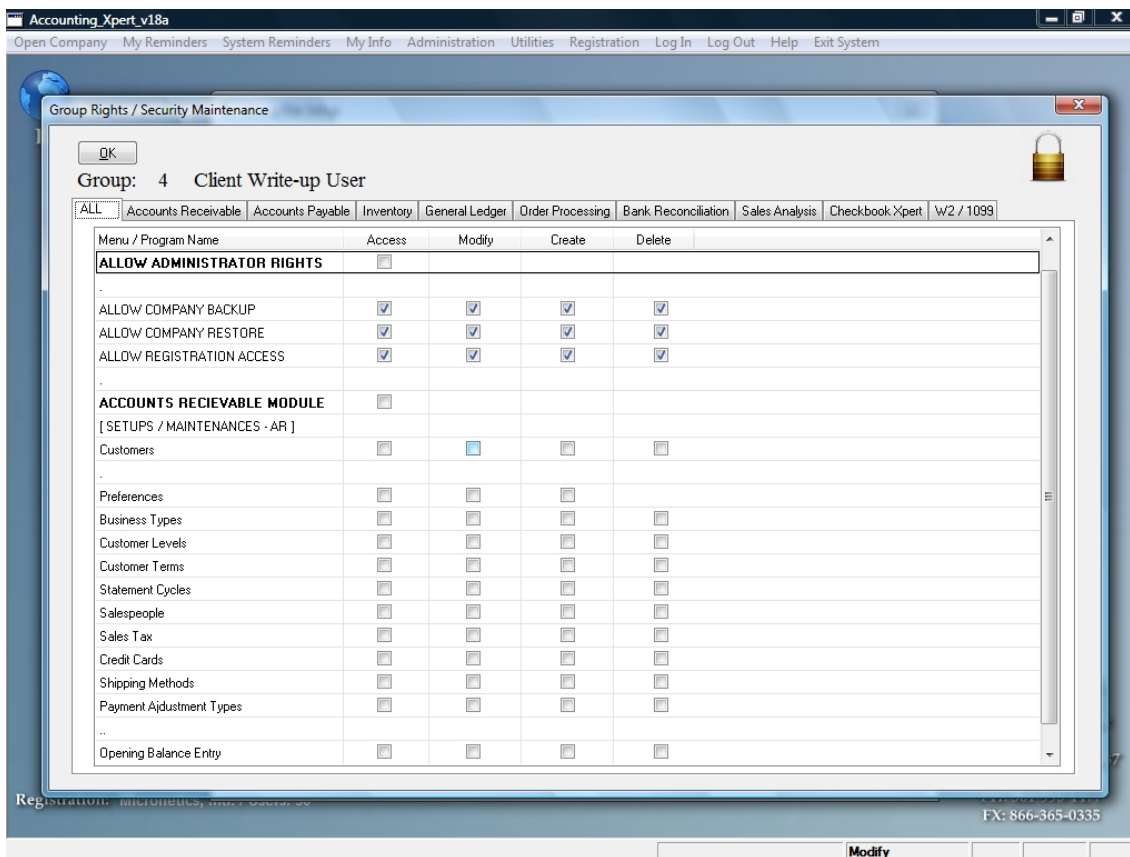
Registerd MICRONETICS, INC. 2000-2001

FX: 866-365-0335

Modify

Under the 'ALL' tab there are some basic rights you can assign to a Group or User. As you can see below the Client Write-up User does not have access to 'ALLOW ADMINISTRATOR RIGHTS' but they are allowed to Backup, Restore Companies (checked) and access the Registration information.

As an Administrator you can check and uncheck what modules and programs this group is allowed access to.



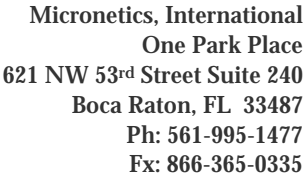
The screenshot shows the 'Accounting_Xpert_v18a' application window. The 'Group Rights / Security Maintenance' dialog is open, showing settings for 'Group: 4 Client Write-up User'. The 'ALL' tab is selected, displaying a table of permissions. The table has columns for 'Menu / Program Name', 'Access', 'Modify', 'Create', and 'Delete'. The 'Access' column is checked for 'ALLOW ADMINISTRATOR RIGHTS', 'ALLOW COMPANY BACKUP', 'ALLOW COMPANY RESTORE', and 'ALLOW REGISTRATION ACCESS'. The 'Accounts Receivable Module' is also listed with various sub-items like 'Customers', 'Preferences', 'Business Types', etc., each with checkboxes for 'Access', 'Modify', 'Create', and 'Delete'.

Menu / Program Name	Access	Modify	Create	Delete
ALLOW ADMINISTRATOR RIGHTS	<input checked="" type="checkbox"/>			
ALLOW COMPANY BACKUP	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ALLOW COMPANY RESTORE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ALLOW REGISTRATION ACCESS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ACCOUNTS RECEIVABLE MODULE	<input checked="" type="checkbox"/>			
[SETUPS / MAINTENANCES - AR]				
Customers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Preferences	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Business Types	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Customer Levels	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Customer Terms	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Statement Cycles	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Salespeople	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sales Tax	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Credit Cards	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Shipping Methods	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Payment Adjustment Types	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Opening Balance Entry	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



Each person accessing Xpert must be setup up as a User. The Administrator is a default user and has full access to all functions.

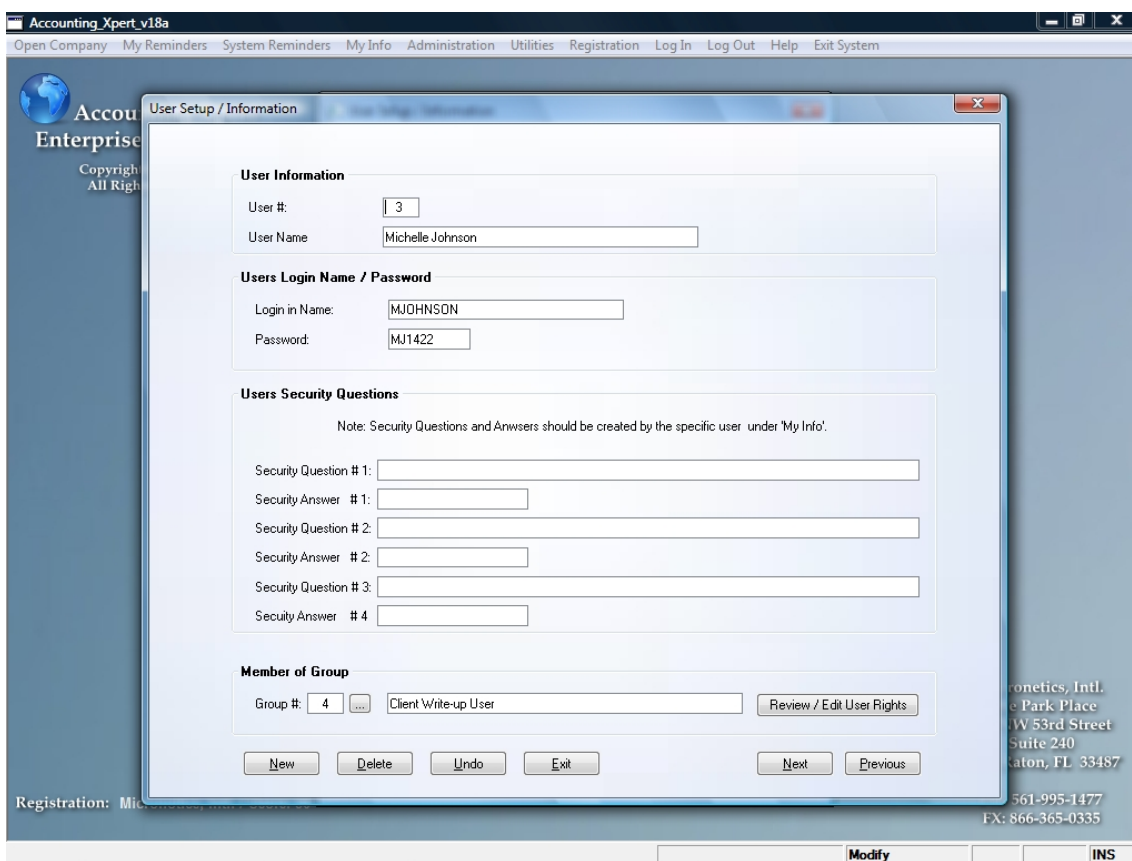
Below we have four users set up. To add a 'New' User, click the New button or click 'Details' to edit an existing user.



Here we clicked 'Details' on Michelle Johnson. She is assigned as User # 3. You may assign any # from 1 to 9999 although we recommend starting at 2. (1 is reserved for the Administrator). Assign a Login Name and optional Password (recommended). The other requirement is at the bottom of the screen you must assign this User as a Member of a Group. You can click the button next to group to select the appropriate group.

If you are not using Group Security you can assign the User to Group # 1, the Administrator Group.

Once a user is assigned to a Group, all rights assigned to the Group are now assigned to that User. However, Xpert provides the ability to override the program security on a user basis. On the next page we will click 'Review / Edit User Rights'.



Accounting Xpert_v18a

Open Company My Reminders System Reminders My Info Administration Utilities Registration Log In Log Out Help Exit System

Accounting Enterprise
Copyright All Rights Reserved

User Setup / Information

User Information

User #: 3
User Name: Michelle Johnson

Users Login Name / Password

Login Name: MJOHNSON
Password: MJ1422

Users Security Questions

Note: Security Questions and Answers should be created by the specific user under 'My Info'.

Security Question #1:
Security Answer #1:
Security Question #2:
Security Answer #2:
Security Question #3:
Security Answer #4:

Member of Group

Group #: 4 Client Write-up User

Registration: Micronetics, Intl. 561-995-1477
One Park Place W 53rd Street Suite 240 Boca Raton, FL 33487
FX: 866-365-0335

Modify INS

Once a User is setup, when the User Logs in, we recommend the User click on 'My Info' on the top Menu Bar. This provides the User an opportunity to change their Password as well as create Security Questions and Answers. The Security Questions assist in retrieving lost passwords. Keep the Answers simple as they must be answered 'EXACTLY' as entered.

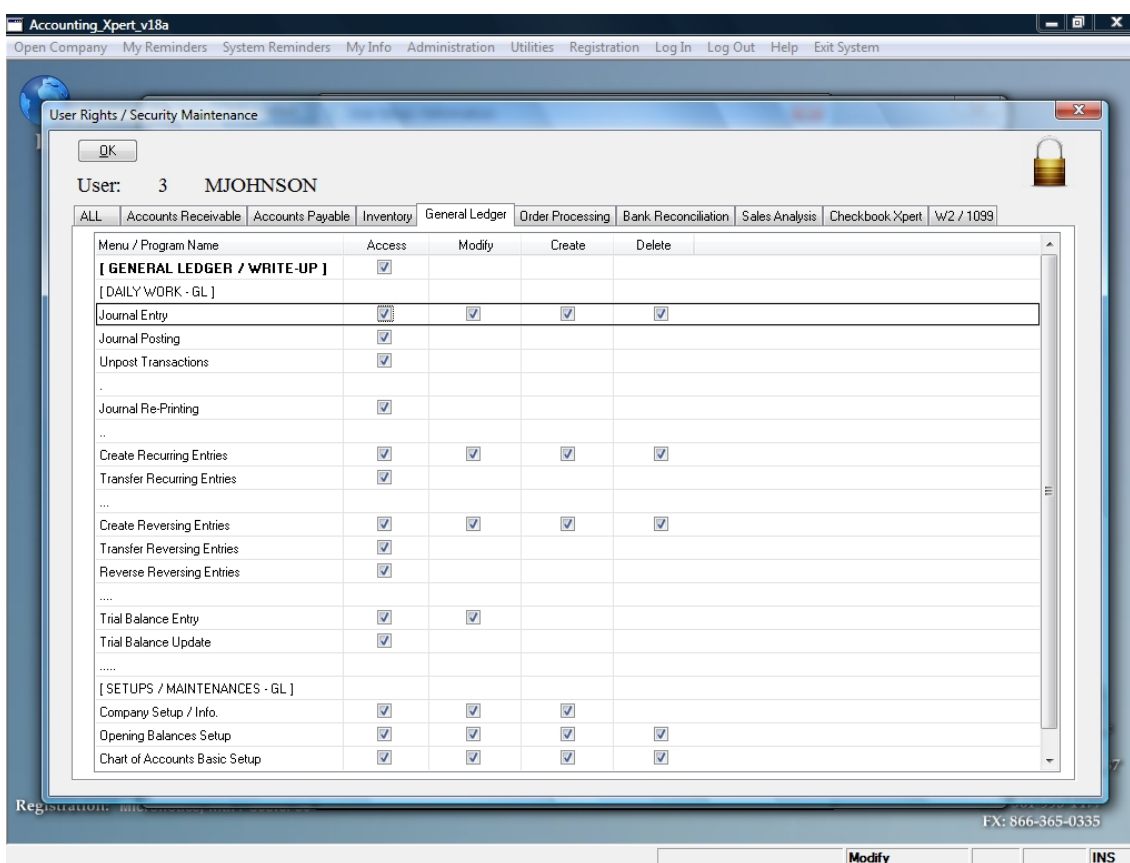
NOTE: THE ADMINISTRATOR HAS THE ABILITY TO ACCESS YOUR LOST PASSWORD AND/OR YOU MAY HAVE THE ADMINISTRATOR CONTACT MICRONETICS, INTL. CUSTOMER SERVICE DEPARTMENT FOR ASSISTANCE.

Displayed below are Michelle Johnson's User Rights which were inherited from the Client / Write-up Group. To block access to any program we can uncheck it. To allow access to additional programs we can do so by checking the box next to it

Examples might be where she is not allowed access to Payroll, Accounts Receivable and Accounts Payable but allowed access to General Ledger, W2 /1099 processing and Bank Reconciliation.

Another example is where a Payroll user may be allowed to process payroll but denied access to the actual printing of checks. Since every program included in Xpert is listed, you have complete control over what functions may be executed by a user.

Note: In future versions you will be able to designate whether a user can Modify, Create or Delete data on a program basis.



Accounting Xpert_v18a
Open Company My Reminders System Reminders My Info Administration Utilities Registration Log In Log Out Help Exit System

User Rights / Security Maintenance

OK

User: 3 MJOHNSON

ALL Accounts Receivable Accounts Payable Inventory General Ledger Order Processing Bank Reconciliation Sales Analysis Checkbook Xpert W2 / 1099

Menu / Program Name	Access	Modify	Create	Delete
[GENERAL LEDGER / WRITE-UP]	<input checked="" type="checkbox"/>			
[DAILY WORK - GL]				
Journal Entry	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Journal Posting	<input checked="" type="checkbox"/>			
Unpost Transactions	<input checked="" type="checkbox"/>			
Journal Re-Printing	<input checked="" type="checkbox"/>			
...				
Create Recurring Entries	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Transfer Recurring Entries	<input checked="" type="checkbox"/>			
...				
Create Reversing Entries	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Transfer Reversing Entries	<input checked="" type="checkbox"/>			
Reverse Reversing Entries	<input checked="" type="checkbox"/>			
...				
Trial Balance Entry	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Trial Balance Update	<input checked="" type="checkbox"/>			
...				
[SETUPS / MAINTENANCES - GL]				
Company Setup / Info.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Opening Balances Setup	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Chart of Accounts Basic Setup	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Register... FX: 866-365-0335

Modify INS



The final step is to enter in your Accounting Xpert Enterprise Licensing information. In the top menu bar click on Registration. Please enter the information exactly as shown on your Registration Document provided by Micronetics, Intl. It is not case sensitive so you may use upper or lower case depending upon your preference.

After entering the License No., and pressing the enter key, you will be returned to the Registered Name field. If it resets to 'Evaluation Use Only' then you made an error in one of the fields and must re-enter it. If the Registered Name stays as entered, then click OK.

In a Network setup you only need to enter in the Registration Information once because it updates the Server.

If you are running standalone non-networked (for Xpert) computers then you need to enter the License Information on each computer.

The image shows a screenshot of the Accounting Xpert v18a software interface. The main window has a menu bar with options: Open Company, My Reminders, System Reminders, My Info, Administration, Utilities, Registration, Log In, Log Out, Help, and Exit System. The title bar reads 'Accounting Xpert v18a'. The main area displays 'Accounting Xpert Enterprise Edition V.1.8a' with a copyright notice 'Copyright © 1985-2009 All Rights reserved'. A 'Registration Entry' dialog box is open in the center. It has two sections: 'Registration Information' and 'Activated Modules'. The 'Registration Information' section contains fields for 'Registered Name' (set to 'Evaluation Use Only'), 'Number of Users' (set to '1'), 'Key Date' (set to '12/31/09'), and 'License No.' (set to '14858 - 4095'). Below these fields are 'OK', 'Undo', and 'Cancel' buttons. The 'Activated Modules' section lists various modules with 'Y' in the adjacent column, indicating they are activated: Accounts Receivable, Accounts Payable, G/L - Client Write-Up, Inventory, MICR Option, Order Processing, Payroll, Checkbook Xpert, Sales Analysis, and W2 / 1099 Processing. At the bottom right of the main window, contact information for Micronetics, Intl. is provided: 'One Park Place, 621 NW 53rd Street, Suite 240, Boca Raton, FL 33487', 'PH: 561-995-1477', and 'FX: 866-365-0335'. The bottom status bar shows 'Registration: Micronetics, Intl. / Users: 50' and buttons for 'Modify', 'WIDE', and 'INS'.

Complete

This completes the basic installation. You are now ready to setup your Company / Client information and begin processing. Please refer to the appropriate User Manuals.

Micronetics, International
One Park Place
621 NW 53rd Street Suite 240
Boca Raton, FL 33487
Ph: 561-995-1477
Fx: 866-365-0335

Questions and Answers

Pervasive Database Installation

A summary of the database installation is as follows:

If you have a computer that attaches to data on a server then you would install the 'Workgroup or Server Engine' on the Server and the 'Client Engine' on each computer running Xpert that accesses the server.

If the computers work independently (standalone) with data on their own drive then that computer would install a 'Workgroup Engine'.

There is one exception where if a computer accesses data on a network drive and also accesses data on its local drive such as a laptop computer used in the field. In this case you would install a 'Workgroup Engine' instead of a 'Client Engine'

Answers to the questions below will determine the proper setup.

A, B, and C pertains to Standalone computers running Xpert or Network Computers that are NOT Networked for Xpert. If you are Networked and Xpert's data is on, or will reside on a Network Drive, go to NETWORKS section D below.

A. Do you have a single computer? Yes.

1. Install the Workgroup License.
2. Enter License Code.

B. Do you have multiple computers but are Not Networked for Xpert? Yes.

1. Install the Workgroup License on Each Computer.
2. Enter License Code.

C. Do you have a Network but Xpert Company/Client data will be on each computer instead of a Network Drive? Yes.

1. Install the Workgroup License on Each Computer.
2. Enter License Code.

If A, B, and/or C Select from the Menu above: **Pervasive Workgroup – Installation** and select when prompted 'Complete Installation'

NETWORKS (Xpert Company/Client data on Network Drive)

D. Do you have a Network with 5 or less concurrent users of Xpert? Yes:

1. Install Workgroup License ONLY on the SERVER or where the DATA is Located.
2. Install Client License on any computer that you want to access Xpert. (see note below).

Note: There is no charge for 'Client Licenses' and they may be installed on as many computers that need to access Xpert data on a Server. Client licenses ONLY access Server Data, not local data. You may access Xpert from any of the computers and are only limited by your concurrent license (how many can access at the same time).

If you need to access data on the Server and ALSO on the local computers such as a laptop that you use in the field then you would add a Workstation license to that computer. Contact Micronetics to add Workgroup license.

E. Do you have a Network with more than 5 concurrent users of Xpert? Yes:

1. Install SERVER LICENSE ONLY on SERVER.
2. Install Client License on any computer that you want to access Xpert. (see note above).

Error Codes:

3012 – Workgroup not installed. You are trying to access data on a local computer instead of the Server.

If the data is on a network then you need to make sure the 'Client Engine' is installed and Xpert is looking to the data on the server drive. Setting up Xpert to access the network drive is done through the 'Administration Tab / Network Configuration'.

If accessing data on a local computer you need a 'Workgroup Engine' installed.

161 – Maximum Licenses Exceeded. Xpert and the database are licensed on a concurrent user basis. If a user attempts to access Xpert data which exceeds the user license then they are denied with an error # 161.

For example you may have Xpert installed on 15 computers with a 7 user license. You can have 7 in at one time from any of the computers but if an 8th computer attempts to login in the error will occur.

161 – The permanent Pervasive Registration code was never entered which allows the database to run only for 1 day. Install the permanent registration code provided on your CD under the option '**Pervasive Workgroup/Server – Activation**'.

20 – Record Manager Inactive- Most likely the 'Workgroup or Client Engine' was not installed on this computer.