VERSION 7.60, JULY 2010

Blackbaud. FundWare[™]

USER GUIDE HISTORY

Date	Changes
November 2000	Version 7.14 SE, Pro Edition
June 2001	Version 7.15, Pro Edition
August 2001	Version 7.15, SP2, Pro Edition
January 2002	Version 7.16, Pro Edition
July 2002	Version 7.17, Pro Edition
December 2002	Version 7.20, Pro Edition
May 2004	Version 7.30, Pro Edition
August 2004	Version 7.30, Service Pack 1, Pro Edition—Correction to the Before You Begin— Tasks for General Ledger Clients section of the Upgrading From 5.9 or 7.X chapter.
December 2004	Version 7.31—Edits include minor typographical corrections and company references.
April 2005	Version 7.31 SP1—Edits include minor typographical corrections.
November 2005	Version 7.40—Edits include minor typographical corrections.
July 2008	Version 7.60—This guide has been updated with minor corrections and new company
November 2009	Version 7.60 – This guide has been updated to include server configurations for both Windows 2003 and Windows 2008 and SQL installation directions for SQL 2008.
July 2010	Updates include format and introduction.

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CHAPTER 1

INTRODUCTION

1. INTRODUCTION

Welcome to the Blackbaud, Inc. accounting application family. Blackbaud FundWare is the leading computerized fund accounting system, designed in accordance with the most widely accepted accounting principles. You should find it flexible enough to meet most of your needs without major changes to your current accounting practices. This guide is provided to walk you through the steps necessary to install Blackbaud FundWare 7.60, including the installation wizard and additional steps required for an accurate installation.

USING THIS DOCUMENT

This manual is organized to provide you with overview information of FundWare, followed by specific instructions for installing FundWare 7.60.

ASSUMPTIONS

It is assumed that you have a general understanding of a Windows® operating system environment, including familiarity with and experience using a mouse. It is also assumed that you have a general knowledge of the accounting terms associated with the operation and organization of FundWare.

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WHAT IS COMPATIBLE WITH BLACKBAUD FUNDWARE 7.60?

FundWare 7.60 is compatible with Server OS of Windows 2003/2008/Vista Business and SQL 2008. The Pro Edition is only compatible with SQL Express and the Enterprise Edition is only compatible with full SQL. Refer to the FundWare System Requirements for a full list of supported platforms and compatibility information. To see current system requirements, select **System Requirements** from the **Products** menu at <u>www.blackbaud.com</u>.

Added Functionality

FundWare 7.60 now supports virtual server technology and, in Payroll, social security number masking. The PaperSave module has been added.

FUNDWARE ENVIRONMENTS

FundWare 7.60 will need to be installed to a Windows Terminal Server (WTS) environment. Windows Terminal Server is a component that allows you to load a program to one server, then access that program from several workstations. Once Windows Terminal Server is loaded to the server computer, the workstations are connected to the server via Remote Desktop.

To run FundWare on your system, you must ensure that certain supporting programs are installed to the server. These programs are either included on the FundWare installation CD or are incorporated into the FundWare installation program or manual instructions.

- .NET 1.1
- Adobe Acrobat Reader

In addition, Microsoft Data Access Components (MDAC), and Micro Focus NetExpress are installed; however, no input on your part is required. After installation, the data goes through a conversion program.

COPYING FILES

While previous versions of FundWare allowed you to manually copy FundWare files to a backup, then copy them back to the system, this action is not supported in FundWare 7.60. See the *Blackbaud FundWare System Administration Guide* for more information on copying and restoring divisions.

INSTALLING FROM YOUR NETWORK

While we recommend you download and un-zip the FundWare 7.60 program directly on the FundWare server, you can also download the 7.60 zip file to your network from our Support Website and install onto the FundWare server from there. If you wish to perform an install from a central network location:

- 1. Create a directory on the server to hold the installation files.
- 2. Share this directory so that the FundWare server can access its contents.
- 3. Download the .zip file from our Website to the directory you created on the Server.
- 4. Using Add/Remove programs, access the SETUP.EXE file from the directory on the server.
- 5. Proceed with the installation as directed.

SUPPORT FILES

The installation folder you have created includes some files and instructions that can help you maintain your Fundware system. Please review the folders and files stored in the **Support** folder.

GETTING SUPPORT

To contact FundWare technical support, please call 1-800-227-7575 and have your FundWare site ID number and FundWare version number handy along with any error messages you encounter. You may also email FwSupport@Blackbaud.com.

To contact the business office, call 1-800-551-4458 for general information or to contact a staff member.

To contact the sales office, call 1-858-795-3036 and speak to Veronica Harle.

CHAPTER 2

CONFIGURING YOUR WINDOWS 2003 SERVER FOR FUNDWARE

2. CONFIGURING YOUR WINDOWS 2003 SERVER FOR FUNDWARE

The 7.60 server CANNOT be a primary or backup domain controller or a 64-bit server. FundWare does not support domain controller installations.

To properly configure your Windows 2003 server to run FundWare, the following tasks must be completed:

Note: You will need either the Windows 2003 CD or the i386 folder on the C:\ drive to perform these server changes.

If you are running a server with only 2 users, you can skip down to step 2

- 1. Put the server into Application Server Mode:
 - Go into Start > Control Panel > Add/Remove Programs
 - Select "Add/Remove Windows Components"
 - Select "Application Server"
 - Click NEXT
 - Allow the setup to run and complete.
- 2. When prompted, point to where the i386 folder resides. Install Terminal Services on the server:
 - Go into Start > Control Panel > Add/Remove Programs
 - Select "Add/Remove Windows Components"

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- Select "Terminal Server"
- Select "Terminal Server Licensing"
- Click NEXT
- Allow setup to run and complete.
- When prompted, point to where the i386 folder resides.
- 3. Close Add/Remove programs applet Activate Terminal Services Licensing with Microsoft:
 - Open Start > Admin Tools > Terminal Services Licensing
 - Click CANCEL on the server search pop-up box.
 - Click Action > Connect to Server
 - Enter the name of the FundWare server
 - Click Action > Activate Server
 - Complete the information prompted
 - Submit to Microsoft to activate the licensing
- 4. Disable Data Execution Prevention:

Note: Data Execution Prevention (DEP) is a new function added to Windows 2003 SP1 servers that blocks programs from running correctly. We need to change this setting.

- Right-click on My Computer and select "Properties".
- Select the "Advanced" tab
- Under "Performance", click the "Settings" button.
- Select the "Data Execution Prevention" tab.
- Change the radio button to the top radio button.
- Click OK until you are out of System Properties.
- Reboot the server so changes take effect.

POST INSTALLATION STEPS:

Perform the following steps after all software has been installed, but the data has not been moved.

5. Remove the Semi-Colon:

Note: Once the software is installed, before any converts are run or data is moved, you will need to remove the semi-colon in the PATH system variable.

- Right-click on My Computer and select "Properties".
- Select the "Advanced" tab
- Click the "Environmental Variables" button
- In the bottom box, double-click the PATH variable
- Remove the semi-colon at the end of the PATH variable.
- Click OK until you are out of System Properties.
- 6. Terminal Services Configuration:
 - Click Start > Admin Tools > Terminal Services Configuration
 - Select the "Server Settings" folder on the left
- 7. Change the following settings as required:
 - Permission Compatibility: Relaxed Security
 - Restrict Users to One Session: No
- 8. Select the "Connection" folder and double-click the RDP-Tcp icon:

Sessions Tab:

- Check the two available check boxes
- Set "End a Disconnected Session": 1 Minute

• Set "Idle Session Limit": 3 Hours

Permissions Tab:

- Add Power Users
- Check all security checkboxes in the bottom screen

Client Settings Tab

- Uncheck all check boxes
- 9. Printers must be added to each users individual Windows profile postinstallation. Each user will logon the server and select Start > Printers and add their printers.

CHAPTER 3

CONFIGURING YOUR WINDOWS 2008 SERVER

3. CONFIGURING YOUR WINDOWS 2008 SERVER

The 7.60 server CANNOT be a primary or backup domain controller or a 64-bit server. FundWare does not support domain controller installations.

To properly configure your Windows 2008 server to run FundWare, the following tasks must be completed:

Note: If you are running a server with only 2 users, you can skip down to step 2

- 1. Put the server into Install mode by:
 - Open DOS by clicking Start > Run and typing in CMD and click OK
 - Type in: change user \install •
 - Press ENTER
- 2. Put the server into Application Server Mode:
 - Go into Start > Admin Tools > Server Manager •
 - Click "Roles" •
 - Click "Add Role" •
 - Put a Check Mark in "Application Server" •

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Note: If prompted, add TCP Port Sharing by clicking on "Add Required Role Services"

- 3. Install Terminal Services on the server:
 - Go into Start > Admin Tools > Server Manager
 - Click "Roles"
 - Click "Add Role"
 - Put a checkmark in "Terminal Services"
 - Click NEXT twice.
 - Put a checkmark in "Terminal Server" and "TS Licensing"
 - Click NEXT
 - Select "Do not require Network Level Authentication", click Next.
 - Select your terminal services licensing mode. If you do not know your mode, select "Configure Later"
 - Click NEXT
 - Add your Active Directory Organizational Unit (ADOU) for your FundWare users group and click NEXT.
 - If prompted, select "This Domain" and click NEXT three times.
 - Click INSTALL, and once the install is complete, reboot server.
- 4. Activate Terminal Services Licensing with Microsoft:
 - If you do not activate TS Licensing with Microsoft, you will only have 120 days of Terminal Services usage.
 - Go into Start > Admin Tools > Terminal Services > TS Licensing Manager
 - From the list of servers, right-click on the FundWare server and select "Activate Server" and click NEXT

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- Select "Automatic Connection" and click NEXT
- Complete the Company Information screen and click NEXT
- Complete information on the second screen as needed and click NEXT
- On the "Complete the Activate Server Wizard" screen, ensure "Start Install Licenses Wizard Now" is selected and click NEXT
- Complete the Licenses Wizard and click FINISH
- 5. Disable Data Execution Prevention:
 - Right-click on My Computer and select "Properties".
 - Select the "Advanced System Settings" link
 - Under "Performance", click the "Settings" button.
 - Select the "Data Execution Prevention" tab.
 - Change the radio button to the top radio button.
 - Click OK until you are out of System Properties and Reboot the server for changes to take effect.
- 6. Terminal Services Configuration:
 - Click Start > Admin Tools > Terminal Services > Terminal Services Configuration
 - Double-Click the "User Logon Mode" in the lower ½ of the screen.
 - Change the following settings as required:
 - a) Restrict Users to One Session: Unchecked
 - Double-click the RDP-Tcp icon:

Select the Sessions Tab and make the following changes:

- b) Check the two available check boxes
- c) Set "End a Disconnected Session": 1 Minute
- d) Set "Idle Session Limit": 3 Hours
- Select the Security Tab and make the following changes:
 - a) Add the local Power Users group
 - b) Add your Active Directory FundWare user group
 - c) Check all security checkboxes in the bottom screen
- Select the Client Settings Tab and make the following changes:
 - d) Uncheck all check boxes

7. Post Installation Steps:

Perform the following steps after all software has been installed, but the data has not been moved.

Remove the Semi-Colon:

Once the software is installed, before any converts are run or data is moved, you will need to remove the semi-colon in the PATH system variable.

- a) Right-click on My Computer and select "Properties".
- b) Select the "Advanced System Settings" link
- c) Click the "Environmental Variables" button
- d) In the bottom box, double-click the PATH variable
- e) Remove the semi-colon at the end of the PATH variable.

- f) Click OK until you are out of System Properties.
- Change the User Access Control functionality
 - a) Select Start > Control Panel > User Accounts
 - b) Select "Turn User Control On or Off"
 - c) Uncheck the Checkbox
 - d) Click OK
 - e) Reboot the server for changes to take effect
- 8. Printers must be added to each users individual Windows profile postinstallation. Each user will logon the server and select Start > Printers and add their printers in the Printers folder.
- 9. Add the applications, as needed, for auto-launching from Remote Desktop:
 - Logon the server as the local administrator
 - Click Start > Administrative Tools > Terminal Services > TS RemoteApp Manager
 - Click on Action > Add RemoteApp Programs
 - Check programs as needed (FundWare, F9, APC, etc) anything the user will need to have a remote desktop icon for
 - Click Next
 - Click Finish
 - Close the RemoteApp Manager program

Have your user log into the server with an RDP icon that auto-launches FundWare.

- 10. Set permissions on the registry keys
 - Using RegEdit or RegEdit32, reset permissions on the following registry keys:

- Go into the HKey_Local_Machine hive
- o Go into the Software sub-hive
- Add the "Power Users" group with FULL CONTROL to the following sub-keys:
 - FundWare
 - MicroFocus
 - ODBC
- Close the registry editor
- 11. Remove the server from Install mode, and put it back into Execute Mode:
 - Open DOS by clicking Start > Run and typing in CMD and click OK
 - Type in: change user \execute
 - Press ENTER

CHAPTER 4

CONFIGURING SECURITY ON YOUR FUNDWARE SERVER

4. CONFIGURING SECURITY ON YOUR FUNDWARE SERVER

POWER USER GROUP SETTINGS

In order to run FundWare, your users must be power users on the FundWare server. If you have an Active Directory Organizational User (ADOU) Group for your accounting users, you will make it a member of the local Power Users group.

- 1. Right click on My Computer and select Manage > Local Users and Groups > Groups.
- 2. Double-Click the Power Users group.
- 3. Add your ADOU to this group.

<u>NOTE</u>: If there is not an ADOU group, you will need to make the individual users power users on the server.

<u>NOTE</u>: If the FundWare server is a Domain Controller you will not have the Local Users and Groups option. Refer to system requirements documentation that states we do not support FundWare on a Domain Controller!

DRIVE SETTINGS

Power users will need to have the following rights on the drives on your server. Reset permissions on the drives and FundWare folder, applying to child objects:

1. "Read, Write and Execute" on C* and D** drives.

- 2. "Modify" rights on the D:\FundWare Folder
 - C drive designates the default setting for the operating system drive.
 - D drive designates a secondary partition used for applications and third party products

LOCAL SECURITY POLICY CHANGES

Power users need to have the following changes to the Local Security Policies. Click on Start > Programs > Administrative Tools > Local Security Policy > Local Policies > User Rights Assignment:

- 1. Add the Power Users Group to the following policies:
 - Access this computer from network
 - Load and Unload Device Drivers
 - Log on Locally (Windows 2000 servers)
 - Allow Log on Locally (Windows 2003 servers)
 - Log on through Terminal Services (Windows 2003 servers only)
- 2. Ensure your power users group is NOT listed in the following policies:
 - Deny Logon Locally
 - Deny Logon through Terminal Services
 - Shut Down the System

TERMINAL SERVICES PERMISSIONS - SERVER

- Go to Start > Programs > Administrative Tools > Terminal Services Configuration
- Double click on the RDP-Tcp Icon

- Select the Permissions tab and add the Power Users Group
- Give the Power Users group Full Control

TERMINAL SERVICES PERMISSIONS – LOCAL PC

- Right click on the users FundWare Remote Desktop icon and select "Edit"
- Select the "Local Resources" tab
- Under "Local Devices", UNCHECK the Printers check-box

ACTIVE DIRECTORY USERS AND COMPUTERS

For each FundWare user, in Active Directory, ensure the check box on the Terminal Services Profile Tab is <u>NOT</u> checked which will deny log on to any Terminal Server.

VIRUS PROTECTION AND SPY WARE

- 1. Background system scans are fine to run on the FundWare server
 - Exclude the FundWare, Microsoft SQL Server and any third-party software folders from the background scans
 - Setup a scheduled scan for either the entire system or for the folders excluded above.
- 2. Do not install SpyWare software on the FundWare server. SpyWare has been known to mistake our programs as being spyware and deletes them.

CHAPTER 5

INSTALLING SQL SERVER 2008 ON YOUR FUNDWARE SERVER

5. INSTALLING SQL SERVER 2008 ON YOUR FUNDWARE SERVER

Note: This chapter covers the installation of both the Express and the full version of SQL 2008 Server. Differences between the two installs are noted as needed.

Note: The following steps MUST be done as the LOCAL administrator, not domain administrator on the FundWare server. Ensure the third box, "Logon To:" on the login screen has "(This computer)" in the name. All software should be installed to your D:\ drive.

Note: If you are upgrading to 7.60 on an existing 7.60 or earlier version server, you must uninstall your version SQL prior to installing SQL 2008 Express or Standard via Add/Remove programs.

REMOVE YOUR EXISTING SQL INSTALLATION:

- Login as the local administrator
- Open DOS (Start > Run and enter CMD, click OK) and enter: NET STOP MSSQLSERVER and press ENTER
- Close DOS
- Browse to the location of your SQL databases
- The standard install locations are:
- Program Files\Microsoft SQL Server\MSSQL\Data for SQL 2000

- Program Files\Microsoft SQL Server\MSSQL.1\MSSQL\Data for SQL 2005
- Copy the AFW databases to a folder on the desktop. They will all begin with the letters AFW. DO NOT copy the Master, Model, TempDB, etc databases.
- Uninstall your version of SQL via Add/Remove programs.

INSTALL SQL SERVER 2008 STANDARD:

Download and Install the three pre-requisite files from Microsoft's website for your version of Windows on the FundWare server:

- .Net Framework 3.5 SP1 (Located on the 7.60 CD\Download File)
- Windows Power Shell 1.0 (See Microsoft's website)
- Windows Installer 4.5 (See Microsoft's website)

The install will unpack the installation files and open the SQL Server Installation Center:

1 SQL Server Installation Center		
Planning Installation	-	Hardware and Software Requirements View the hardware and software requirements.
Maintenance Tools		Security Documentation View the security documentation.
Resources Advanced	-	Online Release Notes View the latest information about the release.
Options	9	System Configuration Checker Launch a tool to check for conditions that prevent a successful SQL Server installation.
		Install Upgrade Advisor Upgrade Advisor analyzes any SQL Server 2005 or SQL Server 2000 components that are installed and identifies issues to fix either before or after you upgrade to SQL Server 2008.
	•	Online Installation Help Launch the online installation documentation.
	•	How to Get Started with SQL Server 2008 Failover Clustering Read instructions on how to get started with SQL Server 2008 failover clustering.
		Upgrade Documentation View the document about how to upgrade to SQL Server 2008 from SQL Server 2000 or SQL Server 2005.
SQL Server 2008		

• View any of the items you wish to; then click on Installation on the left.



• Select the first option to install SQL 2008 Express or Standard, "New SQL Server Stand-Alone installation...."



On the Setup Support Rules screen, ensure all rules Pass:

🍀 SQL Server 2008 Setup		
Setup Support Rule: Setup Support Rules identify before Setup can continue.	s problems that might occur when you install SQL Server Setup support files. Failures must be cor	rrected
Setup Support Rules	Operation completed. Passed: 6. Failed 0. Warning 0. Skipped 0. Show details >> View detailed report	<u>R</u> e-run
	ок (Cancel Help

- If any rules fail, click the View Detailed Report link to determine what failed and how to fix it.
- Click OK to continue with the install of SQL 2008 Express or Standard

Enter your product registration key if installing the full version of SQL 2008.

NOTE: The SQL 2008 Express install will not require a product registration key.

🏶 SQL Server 2008 Setup	
Product Key Specify the edition of SQL Server 200	8 to install.
Product Key License Terms Setup Support Files	Specify a free edition of SQL Server or provide a SQL Server product key to validate this instance of SQL Server 2008. Enter the 25-character key from the Microsoft certificate of authenticity or product packaging. If you specify Enterprise Evaluation, the instance will be activated with a 180-day expiration. To upgrade from one edition to another edition to another edition Upgrade Wizard.
	< <u>Back</u> <u>N</u> ext > Cancel

• Click NEXT to continue:

Accept the license agreement by putting a checkmark in the "I Accept the license terms" checkbox at the bottom of the screen:

🏶 SQL Server 2008 Setup	
License Terms To install SQL Server 2008, you mus	at accept the Microsoft Software License Terms.
Product Key License Terms Setup Support Files	MICROSOFT SQL SERVER 2008 EXPRESS WITH TOOLS EDITION MICROSOFT SQL SERVER 2008 EXPRESS WITH ADVANCED SERVICES EDITION These license terms are an agreement between Microsoft Corporation (or based on where you live, one of its affiliates) and you. Please read them. They apply to the software named above, which includes the media on which you received it, if any. The terms also apply to any Microsoft • updates, • supplements, • Internet-based services, and • support services for this software, unless other terms accompany those items. If so, those terms apply.
	< Back Mext > Cancel

- Click NEXT to continue:
- On the Setup Support Files screen, click INSTALL:

😫 SQL Server 2008 Setup		
Setup Support Files Click Install to install Setup Sup	port files. To install or update SQL Serv	er 2008, these files are required.
Product Key	The following components are	required for SQL Server Setup:
License Terms	Feature Name	Status
Setup Support Files	Setup Support Files	
		< <u>Back</u> Install Cancel

On the Setup Support Rules screen, ensure all Rules pass. Click the link to determine any issues with any WARNING or FAILED tasks:

Setup Support Rules identify p before Setup can continue.	roblems that n	night occur when you install SQL Server Setup support files. Failures m	nust be corrected
tup Support Rules	Oper	ation completed. Passed: 9. Failed 0. Warning 1. Skipped 1.	
ature Selection			
sk Space Requirements	Hid		Der
ror and Usage Reporting stallation Rules	View	detailed report	
ady to Install			
stallation Progress		Rule	Status
mplete		Fusion Active Template Library (ATL)	Passed
		Unsupported SQL Server products	Passed
		Performance counter registry hive consistency	Passed
		Previous releases of SQL Server 2008 Business Intelligence Develop	Passed
		Previous CTP installation	Passed
		Consistency validation for SQL Server registry keys	Passed
		Computer domain controller	Passed
		Microsoft .NET Application Security	Not applicable
		Edition WOW64 platform	Passed
		Windows PowerShell	Passed
		Windows Firewall	Warning

• Click NEXT to continue:

On the Feature Selection screen, click SELECT ALL and change the drive location to the D: $\$ drive (If applicable):

🏶 SQL Server 2008 Setup		
Feature Selection Select the Express with Advanced Services can be clustered.	Services features to install. For clustered installations, only Database (Engine Services and Analysis
Setup Support Rules	Eeatures:	Description:
Feature Selection Instance Configuration Disk Space Requirements Server Configuration Database Engine Configuration Error and Usage Reporting Installation Rules Ready to Install Installation Progress Complete	Instance Features ✓ Database Engine Services ✓ SQL Server Replication Shared Features ✓ Management Tools - Basic ✓ SQL Client Connectivity SDK Redistributable Features	Server features are instance-aware and have their own registry hives. They support multiple instances on a computer.
	Select All Unselect All Shared feature directory: D\$\Program Files\Microsoft SQL S	ierver\
	- < Back	Next > Cancel Help

• Click NEXT to continue:

On the Instance Configuration screen, ensure the instance is set as NAMED INSTANCE, and change the name of the instance to MSSQLServer (If it is not already set to MSSQLServer):

Instance Configuration Specify the name and instance ID for	or the SQL Server instance.				
Setup Support Rules Feature Selection Instance Configuration	 <u>D</u>efault instance N<u>a</u>med instance: 	MSSQLServer			
Disk Space Requirements Server Configuration Database Engine Configuration Error and Usage Reporting Installation Rules Ready to Install Installation Progress Complete	Instance <u>I</u> D: Instance <u>r</u> oot directory:	MSSQLServer D‡\Program File	s\Microsoft SQL Serv	er)	
	SQL Server directory: Installed instances:	D:\Program File	s\Microsoft SQL Serv	er\MSSQL10.MSSQLSer	ver
	Instance	Features	Edition	Version	Instance ID

• Click NEXT to continue:

On the Disk Space Requirement page, ensure you have enough disk space for SQL 2008 Express or Standard and FundWare. FundWare recommends at least 50 GB (51200 MB) of free disk space.

🏗 SQL Server 2008 Setup		
Disk Space Requireme Review the disk space summary I	ents for the SQL Server features you selected.	
Setup Support Rules	Disk Usage Summary:	
Feature Selection Instance Configuration Disk Space Requirements Server Configuration Database Engine Configuration Error and Usage Reporting Installation Rules Ready to Install Installation Progress Complete	Drive C: 1131 MB required, 39902 MB available System Drive (C:\): 561 MB required Shared Install Directory (C:\Program Files\Microsoft SQL Server\): 393 MB required Instance Directory (C:\Program Files\Microsoft SQL Server\): 177 MB required	
	<u>Back</u> <u>N</u> ext > Cancel	Help

• Click NEXT to continue:

On the Server Configuration screen, on the Service Accounts tab, for the SQL Server services, select "NT Authority\System" and Start-Up type as Automatic:

• Change the SQL Server Browser service to Automatic:

NOTE: The SQL 2008 Express install will only show "SQL Server Desktop Engine" in the top box and "SQL Server Browser" in the bottom box:

Specify the configuration.				
ietup Support Rules ieature Selection nstance Configuration	Service Accounts Collation	eparate account for each SQI	. Server service.	
isk Space Requirements	Service	Account Name	Password	Startup Type
erver Configuration	SQL Server Agent	NT AUTHORITY\SYSTEM		Automatic 📃 🗾
atabase Engine Configuration	SQL Server Database Engine	NT AUTHORITY\SYSTEM		Automatic 💌
nalysis Services Configuration	SQL Server Analysis Services	NT AUTHORITY\SYSTEM		Automatic 💌
eporting Services Configuration	Sql Server Reporting Services	NT AUTHORITY\SYSTEM		Automatic 💌
rror and Usage Reporting	SQL Server Integration Services 10.0	NT AUTHORITY\Network		Automatic 💌
nstallation Progress Complete	These services will be configured autor older Windows versions the user will ni Help.	use the s	ame account for e a low privilege account. For mo	all SQL Server services account. On some ore information, click
	Service	Account Name	Password	Startup Type
				Manual
	SQL Full-text Filter Daemon Launcher	INT MOTTOKITT(LOCAL D		Automotic
	SQL Full-text Filter Daemon Launcher SQL Server Browser	NT AUTHORITY/LOCAL S		

- Leave the options on the Collation tab as they are.
- Click NEXT to continue.

On the Database Engine Configuration screen, change the Authentication Mode to Mixed Mode and enter a strong SA password.

V NOTE: Write Down this password! You will need it during the install of FundWare.

• Click ADD CURRENT USER to add the local administrator to the "Specify SQL Server Administrators" box. Add other users as your company policies deem necessary:
🍀 SQL Server 2008 Setup		×
Database Engine Configu	Iration	
Specify Database Engine authentication	on security mode, administrators and data directories.	
Setup Support Rules Feature Selection Instance Configuration Disk Space Requirements Server Configuration Database Engine Configuration Analysis Services Configuration Reporting Services Configuration Error and Usage Reporting Installation Rules Ready to Install Installation Progress Complete	Account Provisioning Data Directories FILESTREAM Specify the authentication mode and administrators for the Database Engine. Authentication Mode	
	< <u>B</u> ack <u>N</u> ext > Cancel Help	

On the Analysis Configuration screen, click Add Current User to add the local administrator:

NOTE: If you are installing the SQL 2008 Express edition, you will not see this screen.

🎲 SQL Server 2008 Setup		<u> </u>
Analysis Services Config Specify Analysis Services administrat	uration ors and data directories.	
Setup Support Rules Feature Selection Instance Configuration Disk Space Requirements Server Configuration Database Engine Configuration Analysis Services Configuration Error and Usage Reporting Installation Rules Ready to Install Installation Progress Complete	Account Provisioning Data Directories Specify which users have administrative permissions for Analysis Services. SNOWMASS\Administrator (Administrator) Analysis Services administrators have unrestricted access to Analysis Services. Analysis Services. Analysis Services Analysis Services Analysis Services Analysis Services Analysis Services Analysis Services.	
	< <u>Back</u> <u>Next</u> > Cancel	Help

On the Report Services Configuration screen, select the last radio button, "Install, but do not configure the report server":

NOTE: If you are installing the SQL 2008 Express edition, you will not see this screen.

🍀 SQL Server 2008 Setup	
Reporting Services Confi	guration
Specify the Reporting Services configu	uration mode.
Setup Support Rules Feature Selection Instance Configuration Disk Space Requirements Server Configuration Database Engine Configuration Analysis Services Configuration Reporting Services Configuration Error and Usage Reporting Installation Rules Ready to Install Installation Progress Complete	 Install the native mode default configuration. Setup will install the report server and configure it in Native mode to use the default values. The report server is usable as soon as Setup is finished. Install the SharePoint integrated mode default configuration. Setup will create the report server database in SharePoint integrated mode and configure the report server to use the default values. However, integrated operations will not be supported until a minimal installation of a SharePoint product or technology is deployed on the report server computer and the Reporting Services Addin for SharePoint Echnologies is installed and configure on the instance of the SharePoint product or technology. Install, but do not configure the report server. Setup will install, but will not configure, the report server software. After installation is finished, you can use the Reporting Services Configuration tool to set options that are required to run the report server.
	< <u>B</u> ack <u>N</u> ext > Cancel Help

There are no changes to be made on the Error and Usage reporting screen.

🚼 SQL Server 2008 Setup	
Error and Usage Repo	rting
Help Microsoft improve SQL Serve	r features and services.
Setup Support Rules Feature Selection Instance Configuration Disk Space Requirements Server Configuration Database Engine Configuration Analysis Services Configuration Reporting Services Configuration Error and Usage Reporting Installation Rules Ready to Install Installation Progress Complete	Specify the information that you would like to automatically send to Microsoft to improve future releases of SQL Server. These settings are optional. Microsoft treats this information as confidential. Microsoft may provide updates though Microsoft Update to modify feature usage data. These updates might be downloaded and installed on your machine automatically, depending on your Automatic Update settings. Wiew the Microsoft policy for SQL Server privacy and data collection. Read more about Microsoft Update and Automatic Update. Send Windows and SQL Server Error Reports to Microsoft or your corporate report server. This setting only applies to services that run without user interaction.
	Send feature usage data to Microsoft. Feature usage data includes information about your hardware configuration and how you use Microsoft software and services.
	< <u>B</u> ack Cancel Help

- Click NEXT to continue.
- On the Installation Rules, ensure all rules have passed. If any failed, generated a warning or were skipped, click the View Detailed Report and fix anything as needed:

🍀 SQL Server 2008 Setup	
Installation Rules	
Setup is running rules to determine	if the installation process will be blocked. For more information, click Help.
Setup Support Rules Feature Selection	Operation completed. Passed: 11. Failed 0. Warning 0. Skipped 0.
Instance Configuration Disk Space Requirements Server Configuration	Show details >> <u>Re-run</u> <u>View detailed report</u>
Database Engine Configuration Analysis Services Configuration	
Error and Usage Reporting Installation Rules	
Ready to Install Installation Progress	
Complete	
	< <u>B</u> ack Cancel Help

- Click NEXT to continue:
- On the Ready to Install screen, ensure everything is correct. Fix anything that may be wrong:



• Click INSTALL to continue:



- You will be prompted to reboot the server. Click OK to continue.
- Ensure all of the features of SQL 2008 installed successfully:

NOTE: If you are installing the SQL 2008 Express edition, you should only see the following Feature Names:

- Database Engine Services
- SQL Server Replication
- Management Tools Basic
- SQL Client Connectivity SDK

🚼 SQL Server 2008 Setup		
Installation Progress		
Setup Support Rules Feature Selection Instance Configuration Disk Space Requirements Server Configuration	Setup process complete	
Database Engine Configuration	Feature Name	Status 🔺
Analysis Services Configuration	Database Engine Services	Success
Reporting Services Configuration	SQL Server Replication	Success
Error and Usage Reporting	Full-Text Search	Success
Installation Rules	Analysis Services	Success
Ready to Install	Reporting Services	Success
Installation Progress	Integration Services	Success
Complete	Client Tools Connectivity	Success
	Management Tools - Complete	Success
	Client Tools SDK	Success
	Client Tools Backwards Compatibility	Success
	Business Intelligence Development Studio	Success
	Management Tools - Basic	Success
	SQL Client Connectivity SDK	Success
	SQL Server Books Online	Success 💌
		Next > Cancel Help

• On the Complete screen, Click CLOSE

🍀 SQL Server 2008 Setup	
Complete	
Your SQL Server 2008 installation c	ompleted successfully.
Setup Support Rules Feature Selection Instance Configuration Disk Space Requirements Server Configuration Database Engine Configuration Analysis Services Configuration Reporting Services Configuration Error and Usage Reporting Installation Rules Ready to Install Installation Progress	Summary log file has been saved to the following location: C:\Program Files\Microsoft SQL Server\100\Setup Bootstrap\Log\20091008_004156 \Summary Snowmass_20091008_004156.txt Information about the Setup operation or possible next steps: Image: Solution of the setup operation completed successfully.
Complete	Supplemental Information: The following notes apply to this release of SQL Server only. Microsoft Update For information about how to use Microsoft Update to identify updates for SQL Server 2008, see the Microsoft Update Web site <http: ?linkid="108409" fwlink="" go.microsoft.com=""> at http://go.microsoft.com/fwlink/?LinkId= 108409. Reporting Services The Reporting Services installation options that you specified in Setup determine whether additional configuration is required before you can access the report server. If you installed the default configuration, the report server</http:>
	CloseHelp

• Close the SQL Server Installation Center that was opened initially and reboot your FundWare server:



Install the Backward Compatibility layer

Install the backward compatibility layer on the FundWare server. Accept the license agreement and click NEXT through the screens.

Configure Named Pipes and TCP/IP

- Launch the SQL 2008 Configuration Manager by going to Start > Programs > Microsoft SQL Server 2008 > Configuration Tools > SQL Server Configuration Manager:
- Expand SQL Server Network Configuration
- Double-Click Protocols for MSSQLServer:

🚡 Sql Server Configuration Manager				
<u>File Action View H</u> elp				
SQL Server Configuration Manager (Local) SQL Server Services SQL Server Services SQL Server Network Configuration SQL Server Network Configuration SQL Server Network Configuration	Protocol Name Shared Memory Named Pipes TCP/IP VIA	Status Enabled Disabled Disabled Disabled		

- Both Named Pipes and TCP/IP are disabled by default.
- Right-click on each item and choose ENABLE

🚡 Sql Server Configuration Manager				
File Action View Help				
⇔ → 🗈 🖀 😫				
SQL Server Configuration Manager (Local) SQL Server Services SQL Server Network Configuration Protocols for MSSQLSERVER SQL Native Client 10.0 Configuration	Protocol Name Shared Memory Named Pipes CC/IP VIA	Status Enabled Disabled Disabled	Enable Disable Properties Help	
Enable selected protocol.				

• Once both items are enabled, stop and restart the SQL service by double-clicking the SQL Server Services icon in the left pane, then right-click on the SQL Server (MSSQLServer) item in the right pane and choose RESTART:

h Sql Server Configuration Manager					
Eile Action <u>V</u> iew <u>H</u> elp					
← → 🗈 🖀 🗟 🕑 🖲 🥑)				
😵 SQL Server Configuration Manager (Local)	Restart service	State	Start Mode	Log On As	Process ID
SQL Server Services	SQL Server (MSSQLSERVER)	Running	Automatic	LocalSystem	944
Protocols for MSSQLSERVER	SQL Server Browser	Running	Automatic Other (Boot, System	NT AUTHORITY\LOC	448 0
🛓 🚆 SQL Native Client 10.0 Configuration	Leibor beiver Agent (HDDOCDERVER)	Scopped	other (boot, bystem	NI ADITIORITTINET	0
	<				>

- •
- Verify the SQL Server Browser service is set to LocalSystem
- If it is NOT set to LocalSystem, perform the following two steps:
 - o Double-click the SQL Server Browser service to open it.
 - Change the "Built In Account" to Local System and click APPLY.
- Close Configuration Manager

Note: If you are an existing 7.x FundWare user, perform the following step. If you are a new FundWare client, proceed to the next chapter.

Attach your FundWare databases to SQL:

- Move your FundWare databases into your #:\Program Files\Microsoft SQL
 Server\MSSQL10.MSSQLSERVER\MSSQL\DATA folder where # is the drive SQL and FundWare are installed on.
- Open SQL Server Management Studio and login with Windows authentication.
- On the left side, right-click on DATABASES and select ATTACH
- The attach screen opens up.
- Click on ADD and it should go to the #:\Program Files\Microsoft SQL Server\MSSQL10.MSSQLSERVER\MSSQL\DATA folder automatically.
- Select the first AFW database in the list and click OK
- Click ADD again for the next database until all AFW databases are in the list of databases to attach.
- Click OK at the bottom of the screen of the ATTACH database window.
- Once the databases are attached, close SQL Server Studio Management.
- Install the latest service pack for your version of SQL 2008 from Microsoft's website.

SQL 2008 Express or Standard is now completely installed on your FundWare server.

You are now ready to install FundWare, migrate the data to the data folder and run Convert.exe. Please see your FundWare Server Migration guide for more information.

CHAPTER 6

INSTALLING FUNDWARE 7.60 ON YOUR SERVER

6. INSTALLING FUNDWARE 7.60 ON YOUR SERVER

This chapter includes instructions for both new and existing customers to install Blackbaud FundWare 7.60 on a Windows Terminal Server environment. Install differences will be noted as needed.

BEFORE YOU BEGIN

Before you begin the FundWare 7.60 installation, please make note of the following important information/tasks.

1. Review the release notes (ReleaseNotes.txt), found in your installation folder.

2. Ensure that your computer system meets the minimum requirements for FundWare 7.60. Refer to the FundWare Web site for the current system requirements.

- 3. Ensure that you have enough disk space available.
- 4. Make a backup of your computer system.
- 5. Disable any antivirus software that is running on the computer.

6. Know your SQL Server ID and password, as you will be asked for this information during the FundWare installation.

7. Close all Windows applications before beginning the installation.

8. Be patient. This process takes time and if you click unnecessarily, the install may freeze.

INSTALLING .NET 1.1

Before you can install version 7.60 of FundWare, you must install .NET 1.1 ("Dot

Net") from the FundWare download file.

Note: Existing FundWare clients upgrading on the same server as their older 7.x version may not need to install this component as it may already be installed on your Terminal Server.

• Verify if .Net 1.1 is installed on your server by selecting Programs > Administrative Tools > Microsoft .Net Framework. If listed, the version number should be 1.1. If so, you do not need to reinstall .NET 1.1.

Note: NET 1.1 is part of the OS in Windows 2003 and 2008 Server so it will not show in Add/Remove Programs. You will need to install .NET 1.1 even if 2.0 is already there.

Use the following steps to install .NET 1.1 on your Terminal Server.

- 1. Log onto the computer as the Local Administrator.
- 3. Disable any antivirus software running on your machine.
- 4. Confirm that all users are logged off Windows Terminal Server through the Programs > Administrative Tools > Terminal Services Manager task.

You should also disable the WTS connection for the duration of the installation to ensure that no users log on during the process. (Open the Programs > Administrative Tools > Terminal Services Configuration task, right-click on RDP-TCP, select All Tasks, and select Disable Connection.

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However, you must re-enable the connection before users can connect to the terminal server.

4. Through the Add/Remove Programs tasks, locate the DOTNETFX.EXE file in the DotNetRuntime folder in the network location you have copied the installation download. The Microsoft .NET Framework Setup window displays:



5. Click YES to begin the .NET installation process.



6. Review the license agreement. If you agree, select the I agree radio button and click Install. When the installation process is finished, a completion message displays:

🔂 Microsoft .NET Framework (English) Setup 📃 🔲 🔀
Installation of Microsoft .NET Framework 1.1 is complete.
[0K]

- 7. Click OK. The installation window closes and you return to the Add/Remove Programs task.
- 8. Click Next and Finish to complete the installation process.

INSTALLING BLACKBAUD FUNDWARE 7.60

Use the following steps to install FundWare 7.60 on your Terminal Server.

- 1. Log onto the computer as the Local Administrator.
- 2. Disable any antivirus software running on your machine.
- 3. Confirm that all users are logged off Windows Terminal Server through the Programs > Administrative Tools > Terminal Services Manager task.

Note: You should also disable the WTS connection for the duration of the installation to ensure that no users log on during the process. (Open the Programs > Administrative Tools > Terminal Services Configuration task, right-click on RDP-TCP, select All Tasks, and select Disable Connection.

Note: You must re-enable the connection before users can connect to the terminal server.

- 4. Through the Add/Remove Programs tasks, locate the SETUP.EXE file in the root of the FundWare folder in the network location you have copied the installation download and select it to run the installation.
- 5. On the welcome screen, we recommend you review the release notes. If you do not wish to review the release notes, uncheck the checkbox and then click NEXT to continue:

View the release notes:

Fundware - InstallShield W	/izard	×
Welcome to the Blackbaud	FundWare Installation Wizard	
Fundware"	The InstallShield Wizard will install Blackbaud FundWare on your computer. To continue, click Next.	
	View the Release Notes	
00000		
InstallShield	< <u>B</u> ack <u>N</u> ext > Cance	

• Click NEXT to continue

On the version information screen, select the version of FundWare you are upgrading from.



Note: If you are an existing FundWare 7.x client migrating to a new server, select the version of FundWare that is installed on the old server.

Note: If you are upgrading an existing FundWare 7.x installation already installed on this server, you will not see this screen.

Fundware - InstallShield W	fizard	X	
Blackbaud FundWare Versi	on Information		
Blackbaud. Fundware [™]	d FundWare Version Information Please select your current installed version of Blackbaud FundWare. New Client 7.15 7.16 7.16 7.17 7.20 7.30 7.30 7.31 7.40 7.50		
	New Client		
	© 7.15		
	O 7.16		
	C 7.17		
	C 7.20		
	© 7.30		
	© 7.31		
	O 7.40		
	C 7.50	Cancel	
000000			
InstallShield	< <u>B</u> ack <u>N</u> ext > Cancel		

On the registration information screen, enter the following information:

• Your FundWare registration key given to you by your sales representative

Note: If you do not have your registration key, please contact your sales representative by calling 800-551-4458.

- Your organization Name
- Your organization Address
- Your organization City, State and Zip
- Your organization Phone Number

Fundware - InstallShield W	izard	×
Enter Your Registration Info Type the required information in	rmation the text boxes.	
Blackbaud, Fundware™	Registration Key: AAAAA BBBBB CCCCC 11111 22222 Organization Name: Blackbaud FundWare Address: 6430 S. Fiddlers Green Circle Suite 200 City, State, Zip: Greenwood Village, CO 80111 Phone Number: 800-551-4458	
InstallShield	< <u>B</u> ack <u>N</u> ext >	Cancel

• Click NEXT to continue

Accept the terms of the license agreement:

Fundware - InstallShield W License Agreement Please read the following licer	/izard ise agreement carefully.	×
Blackbaud. Fundware [™]	Blackbaud, Inc. License Agreement This License Agreement (the "Agreement") is made between Blackbaud, Inc, a corporation formed under the laws of the State of South Carolina, with its principal place of business at 2000 Daniel Island Drive Charleston, South Caroline 29492, ("Licensor") and the Licensee whose name appears on the signature page of this Agreement ("Licensee"). Important note: THIS DOCUMENT CONTAINS CERTAIN TERMS AND CONDITIONS GOVERNING YOUR USE OF THE LICENSED SOFTWARE AND IS SUPPLEMENTED BY THE TERMS CONTAINED IN ANY SEPARATE AGREEMENT OR PROPOSAL RELATING HERETO THAT YOU SIGNED WITH LICENSOR. BREAKING THE SEAL ON THE PACKAGE CONTAINING THE LICENSED SOFTWARE, INSTALLING THE LICENSED SOFTWARE ON ANY COMPUTER, OR OPERATING AND USING THE LICENSED SOFTWARE INDICATES YOUR ACCEPTANCE OF ALL OF THESE TERMS AND CONDITIONS AS OF THE DATE OF SUCH EVENT (THE "ACCEPTANCE DATE"); PROVIDED, HOWEVER, THAT ANY SEPARATE SIGNED AGREEMENT OR PROPOSAL BETWEEN YOU AND LICENSOR WILL TAKE PRECEDENCE OVER THIS AGREEMENT TO THE EXTENT THAT SUCH SIGNED AGREEMENT OR PROPOSAL EXPRESSLY OVERRULES OR IRRECONCILABLY CONFLICTS	
000000	 I accept the terms of the license agreement I do not accept the terms of the license agreement 	
InstalShield	< Back Next >	Cancel

• Click NEXT to continue

Select the destination folder for the FundWare program files. These should be on your D:\ drive. If you only have a C:\ drive, select the C:\ drive:

Fundware - InstallShield W	ïzard	×
Enter Program Folder		
Fundware	Please select the destination folder for the Blackbaud FundWare® program files.	
	Destination Folder D:\FundWare Browse	
00000		
InstallShield	< <u>B</u> ack <u>Next></u> Cancel	

Select the destination folder for the FundWare data files. These should be on your D:\ drive. If you only have a C:\ drive, select the C:\ drive:

Fundware - InstallShield W	fizard	X
Enter Data Folder		
Fundware	Please enter the folder for your Blackbaud FundWare® data files.	
	Destination Folder	Browse
000000		
InstallShield	< <u>B</u> ack <u>Next</u> >	Cancel

Enter your SQL username and password you entered as you installed SQL 2008 on your Terminal Server:

Fundware - InstallShield W	ïzard	×
SQL Server Information		
Fundware	Please enter the SQL Server's User Id and Password.	
	User Id sa	
	Password PCfund1	
000000		
InstallShield	< <u>B</u> ack <u>N</u> ext> Cancel	



Click OK on the IMPORTANT NOTE and make sure you have the SQL login username and password noted someplace safe.

On the Start Copying Files screen, note the current settings are correct:



 Fundware - InstallShield Wizard

 Setup Status

 Blackbaud.

 Fundware"

 Blackbaud Fundware is configuring your new software installation.

 Installing

 D:\Fundware\Data\Data\DataSource\95ARS.IDX

Blackbaud FundWare 7.60 will now start to install all programs.

On the Setup Complete screen, change the radio button to "Yes" and reboot your server:

Fundware - InstallShield W	fizard
Blackbaud. Fundware [™]	Setup Complete The final step is to reboot your computer.
	 Yes, I want to restart my computer now. No, I will restart my computer later. Click Finish to exit setup.
00000	
InstallShield	< Back Finish Cancel

• Click FINISH to continue.

Reboot your server and once it reboots, the convert program should start and run. If it does not, you can run it manually by double-clicking on the My Computer icon and going to the drive you installed FundWare to. Go into the FundWare\7.60\bin folder and double-click on Convert.exe to run Convert.

Note: This process is needed for all clients – both new and existing.

SPECIAL NOTICE FOR FundWare 7.5 clients installing 7.6

If you select the option, "No, I will restart my computer later." And click FINISH, you may receive the following error message:

Uninstall registry error	×
Could not set LogFile regis	try
OK	

If you receive this error, don't worry, click "OK." This error message is incorrect. By clicking "OK", the error message will be bypassed. It has no impact on your installation process.

* Blackbaud FundWare Converter	×			
Blackbaud FundWare Converter will perform the following tasks, as necessary: - Install core database components				
- Import user information				
- Convert existing divisions (Optional)				
- Run module specific conversion and processes				
Help Cancel < Back Next >				

- Click NEXT to start the process
- You will receive a message that some tasks may take awhile to run, click OK on the message:

FundWa	are Converter 🛛 🔀
(į)	Depending on the size of your database and speed of your computer, the conversion process could take several hours. A few individual tasks during the conversion may take an hour or more to complete.
	You cannot stop the conversion process once it has begun without damaging your data; therefore, please ensure that your schedule allows the time needed to complete the task.

• If you have existing divisions in FundWare, they will appear next:

** Blackba	ud FundWare Converter	
Blackbaud Fu to convert.	undWare Converter has detected existing divisions.Select the divisions that you wish All unconverted divisions will be deleted.	
Convert	Division	
	2 - My Live Division	
	22 - My Testing Division	
	95 - Division 95	
Conver	t Do Not Convert	
Help	Cancel < <u>B</u> ack <u>N</u> ext >	Einish

- Uncheck any test divisions or FundWare sample data divisions 95 and 96. These can be re-created at a later time from Division Maintenance in FundWare.
- Click NEXT to continue.

Note: If you unchecked any divisions, verify you do not need those divisions and click YES:



Convert will begin the process of converting your data up to FundWare 7.60:

☆ Blackbaud FundWare Cor	werter			
The conversion tasks are list complete. If you are concerr processing, DO NOT CLOSE T Support.	ed below. C hed that the THE PROGR	Certain individual tasks Converter has encour AM. Leave the Conver	could take an hour or more to ntered a problem and stopped ter open and contact FundWare	
Task	Status	Start	Finish	~
D05_80_9999_2.sql 2	Completed	2/10/2010 11:48:39 AM	2/10/2010 11:48:39 AM	
GL Report Conversion 2	Completed	2/10/2010 11:48:39 AM	2/10/2010 11:48:40 AM	
GLPBatchDescriptionReplace 2	Completed	2/10/2010 11:48:40 AM	2/10/2010 11:48:40 AM	
Copy PGP to GLP 2	Completed	2/10/2010 11:48:40 AM	2/10/2010 11:48:40 AM	
CreateFXFiles 2	Completed	2/10/2010 11:48:40 AM	2/10/2010 11:48:40 AM	
ConvertFAInverse 2	Completed	2/10/2010 11:48:40 AM	2/10/2010 11:48:40 AM	
ConvertFAClassCostCenter 2	Completed	2/10/2010 11:48:40 AM	2/10/2010 11:48:40 AM	
ConvertFAParameter 2	Completed	2/10/2010 11:48:40 AM	2/10/2010 11:48:40 AM	
CreateInverseFile 2	Completed	2/10/2010 11:48:40 AM	2/10/2010 11:48:41 AM	
Deleting Division 67	Completed	2/10/2010 11:48:41 AM	2/10/2010 11:48:43 AM	
Deleting Division 95	Started	2/10/2010 11:48:43 AM		
Licensing modules				
Clean up				
				~
Help		Cancel	< Back Next > Fin	nish

Once convert finishes, you will receive a confirmation message, click OK to continue.



Note: You must have Adobe Acrobat Viewer installed to view the documentation. If it is not already installed, you can download a copy at no charge from adobe.com.

CONVERSION ISSUES

If there are problems with your data, the conversion process will either proceed but indicate that there are messages or will indicate that errors do not allow the process to complete.

- • Messages these may involve an issue that you can resolve without assistance. Review the information.
- Errors must be resolved with the assistance of the FundWare Support department (800-227-7575), your Professional Services contact, or your value added reseller.

The convert log will display on your screen and is saved as CONVERTEXPORT.XML in your FundWare\Data directory. Print this information and call the FundWare Support Department.
CHAPTER 7

POST-INSTALLATION TASKS

7. POST-INSTALLATION TASKS

These steps are for All Existing FundWare 7.x Clients

1. Click on System Utilities and run the programs listed below against all divisions.

V If you are upgrading from FundWare version 5.80, you will need to run the following program before running the programs below.

Field	Entry
Program Name	OTSC590
Switches	Leave Blank
Parameters	Leave Blank
Business Date	Leave default
Division	Select any division

The following tasks are to check the data integrity and are not necessary if you are upgrading from 7.30 or later to 7.60. It will not hurt your data to run these programs.

Field	Entry
Program Name	OTS900
Switches	Leave Blank
Parameters	Leave Blank
Business Date	Leave default
Division	Select any division

Field	Entry
Program Name	OTS970

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Switches	1
Parameters	Leave Blank
Business Date	Leave default
Division	Select any division

Review the "OTS970.L##" report where ## is the division number in Print Manager to ensure it is blank. If it is not blank, contact FundWare Technical Support.

Field	Entry
Program Name	CST900
Switches	Leave Blank
Parameters	CST907
Business Date	Leave default
Division	Select any division

VIf you get an error stating "User not defined for RAM", contact FundWare Technical Support for additional programs to run, or check the FundWare Support Website's knowledgebase.

Field	Entry
Program Name	CST900
Switches	Leave Blank
Parameters	CST905
Business Date	Leave default
Division	Select any division

VIf you get an error stating "Posting in Process", contact FundWare Technical Support for additional programs to run, or check the FundWare Support Website's knowledgebase.

Field	Entry
Program Name	CST900
Switches	Leave Blank

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Parameters	CST903
Business Date	Leave default
Division	Select any division

Field	Entry
Program Name	CST900
Switches	Leave Blank
Parameters	CST902
Business Date	Leave default
Division	Select any division

This program must be run for EACH ID type in the division.

Field	Entry
Program Name	CST970
Switches	Leave Blank
Parameters	Leave Blank
Business Date	Leave default
Division	Select any division

Once these programs are complete, your new FundWare 7.60 is up and running and ready to be logged into by your users.