Blackbaud FundWare Installation and Update Guide

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.

© Copyright 2010, Blackbaud FundWare, Inc. All rights reserved.

The Blackbaud FundWare logos, among others, are registered trademarks and/or registered service marks of Blackbaud Fundware, Inc. in the United States and other countries. Other parties' trademarks or service marks are the property of their respective owners and should be treated as such

1. Introduction 1
Using This Document 1
Assumptions 1
What Is Compatible with Blackbaud FundWare 7.60? 2
Added Functionality 2
FundWare Environments 2
Copying Files 3
Installing from Your Network 3
Support Files 3
Getting Support 4
2. Configuring your Windows 2003 Server for FundWare 5
Post Installation Steps: 7
3. Configuring Your Windows 2008 Server 9
4. Configuring Security on Your Fundware Server 15
Power User Group Settings 15
Drive Settings 15
Local Security Policy Changes 16
Terminal Services Permissions - Server 16
Terminal Services Permissions – Local PC 17
Active Directory Users and Computers 17
Virus Protection and Spy Ware 17
5. Installing SQL Server 2008 On Your Fundware Server 19
Remove your existing SQL installation: 19
Install SQL Server 2008 Standard: 20
6. Installing Fundware 7.60 on Your Server 47
Before You Begin 47

Installing .NET 1.1.....48
Installing Blackbaud FundWare 7.60.....50
Conversion Issues 67
7. Post-Installation Tasks 69

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.

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 www.blackbaud.com.

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”

- 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 post-installation. 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”

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

- 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 post-installation. 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
- 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.

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

NOTE: 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 NOT 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

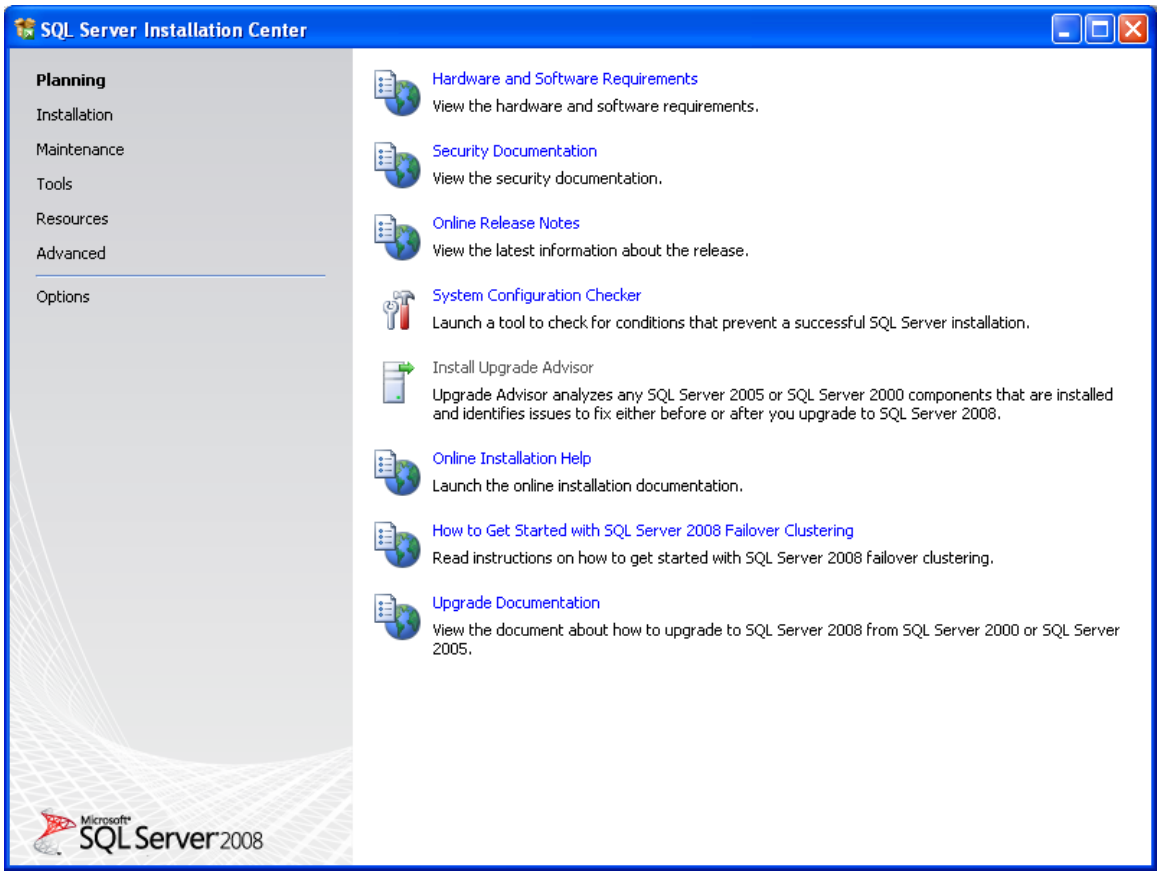
- Program Files\Microsoft SQL Server\MSSQL.1\MSSQL\Data for SQL 2005
- Copy the AFW databases to a folder on the desktop. They will all begin with the letters AFW. DO NOT copy the Master, Model, TempDB, etc databases.
- Uninstall your version of SQL via Add/Remove programs.

INSTALL SQL SERVER 2008 STANDARD:

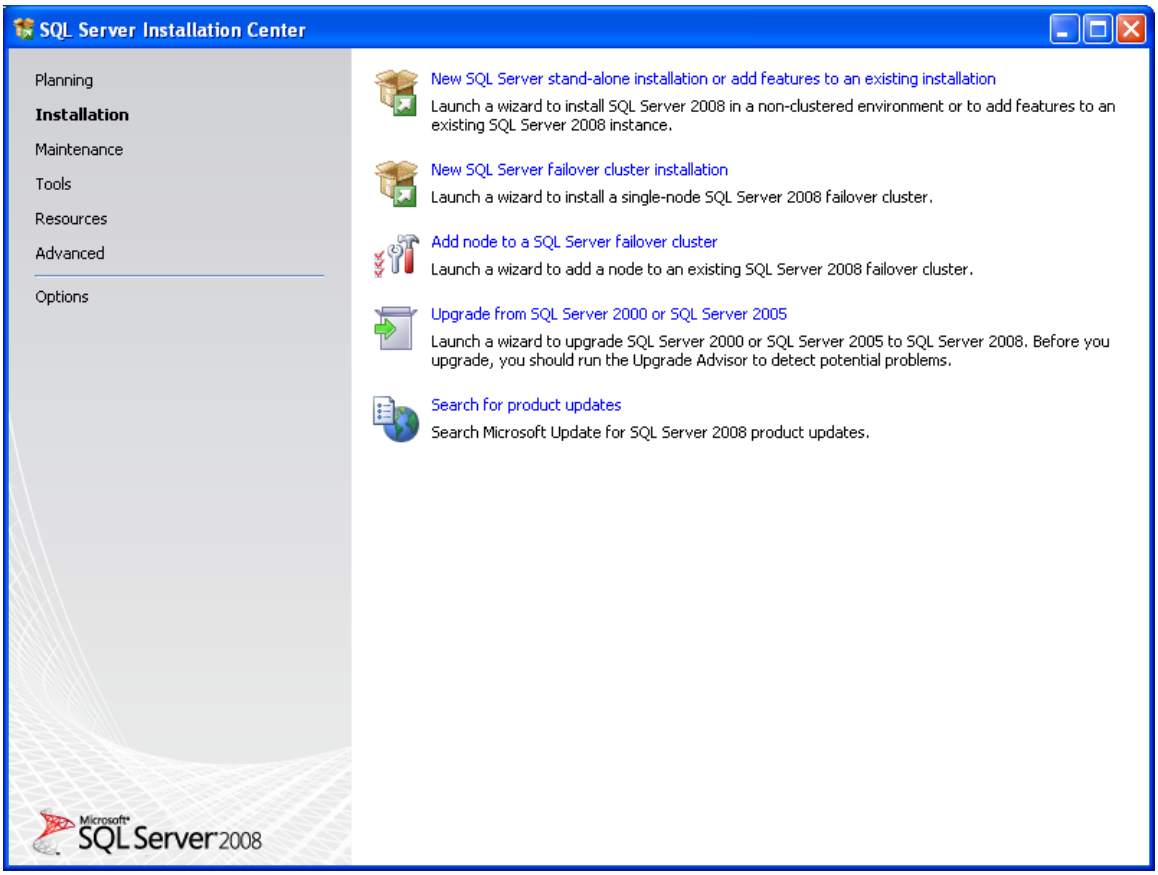
Download and Install the three pre-requisite files from Microsoft's website for your version of Windows on the FundWare server:

- .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:



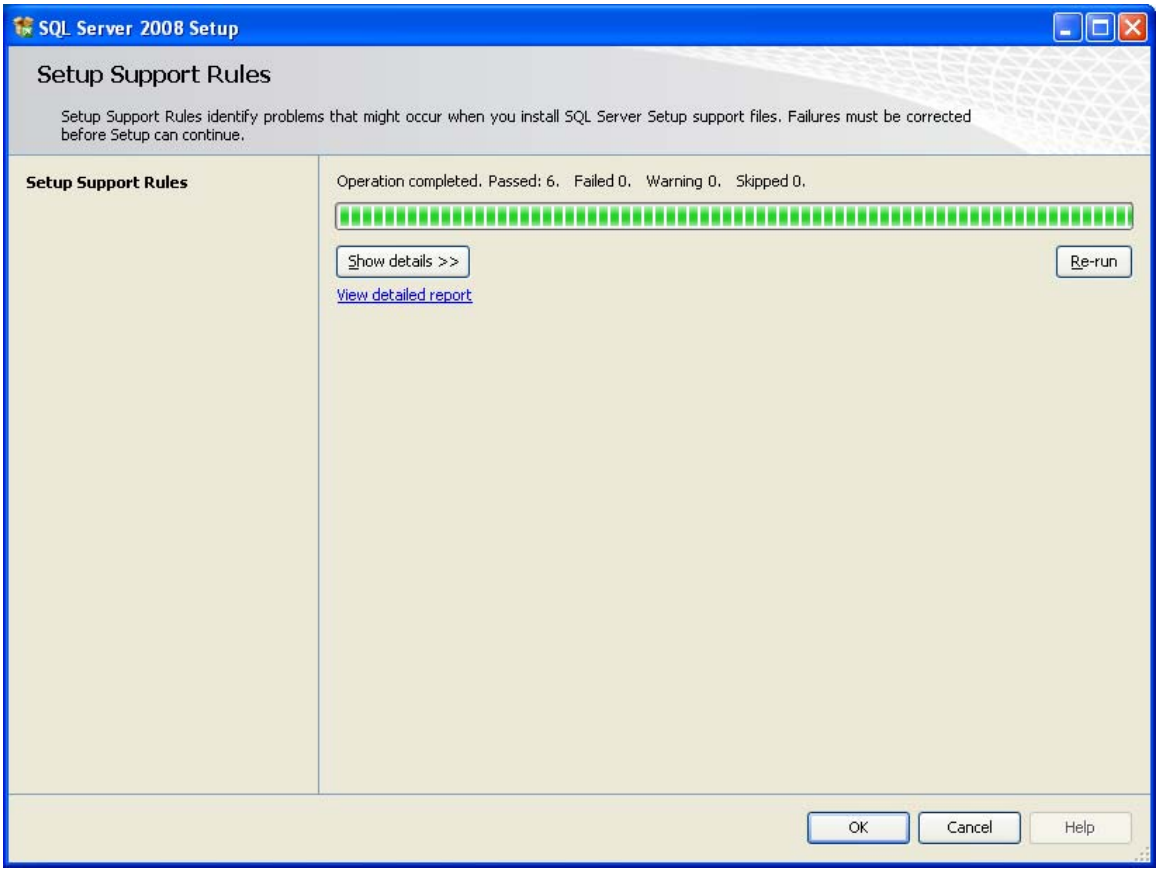
- View any of the items you wish to; then click on Installation on the left.



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

- Wait for the process to complete

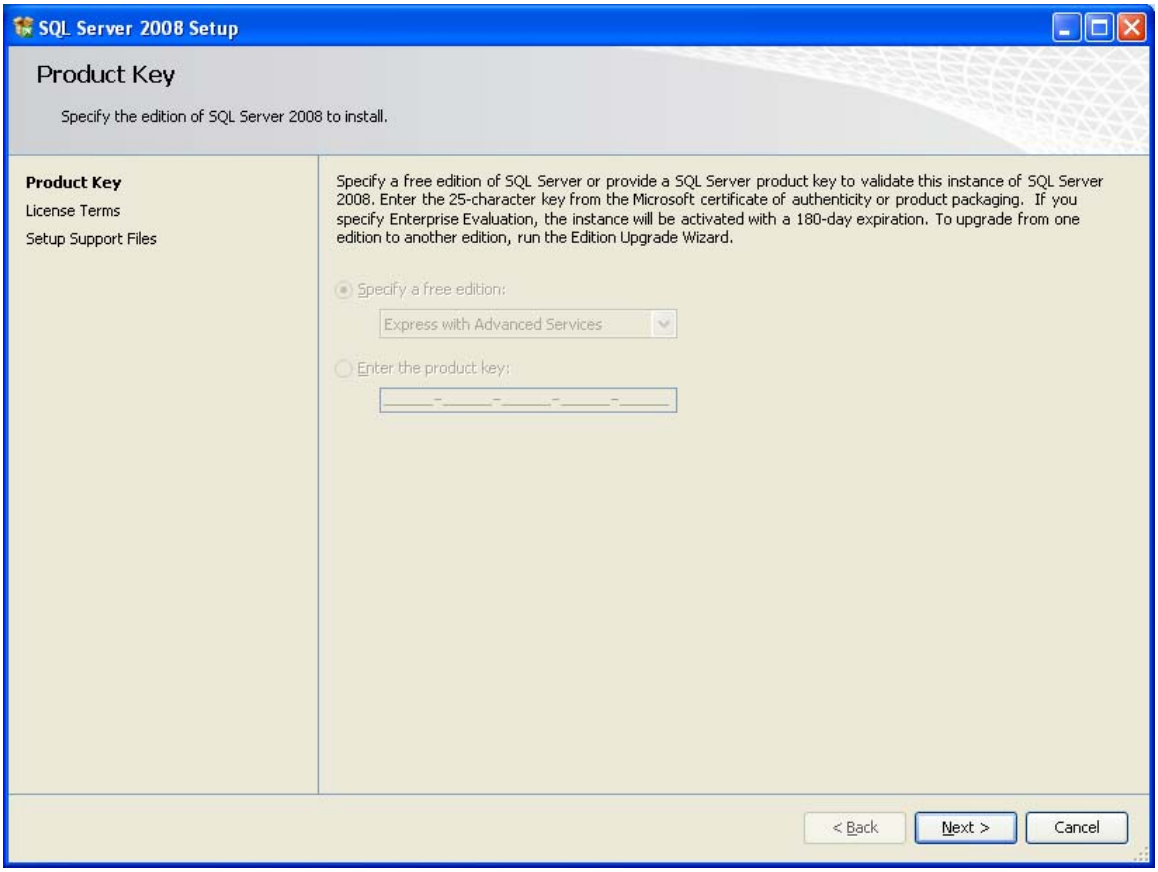
On the Setup Support Rules screen, ensure all rules Pass:



- 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

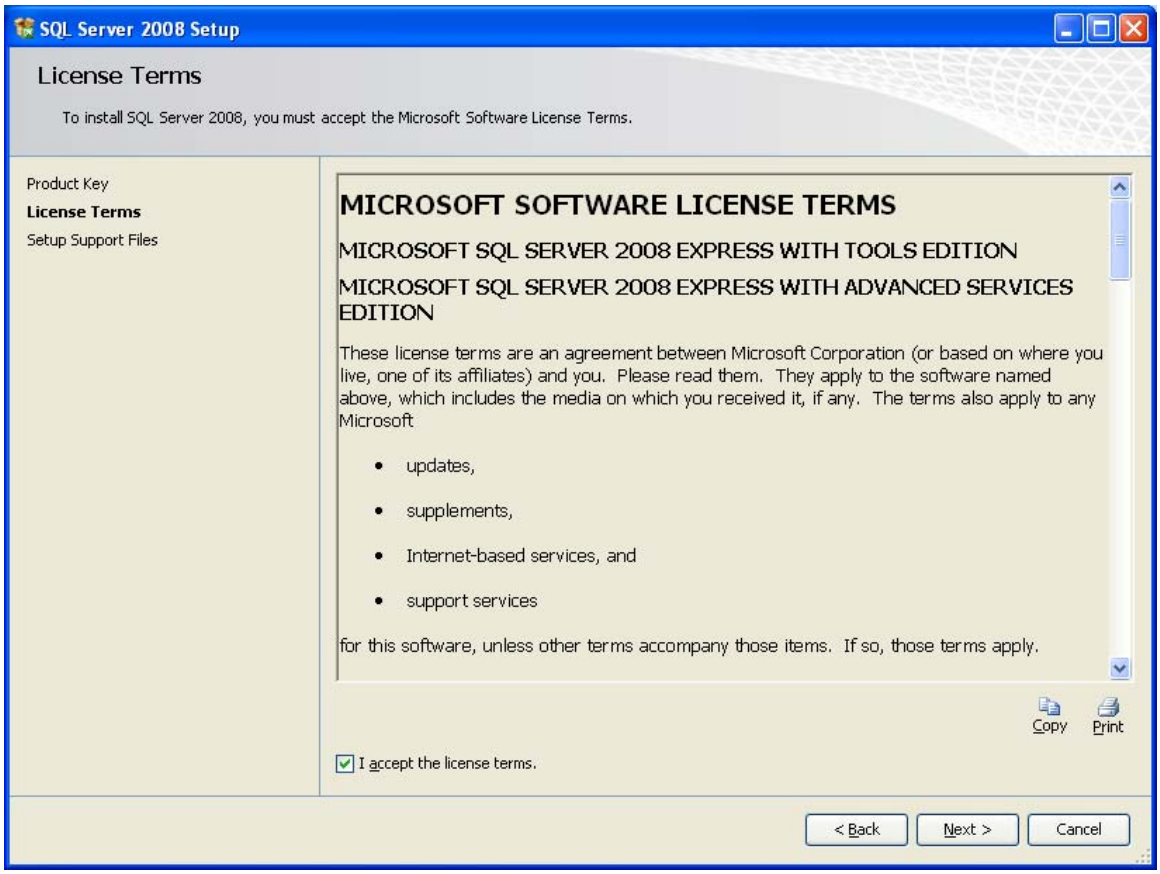
Enter your product registration key if installing the full version of SQL 2008.

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

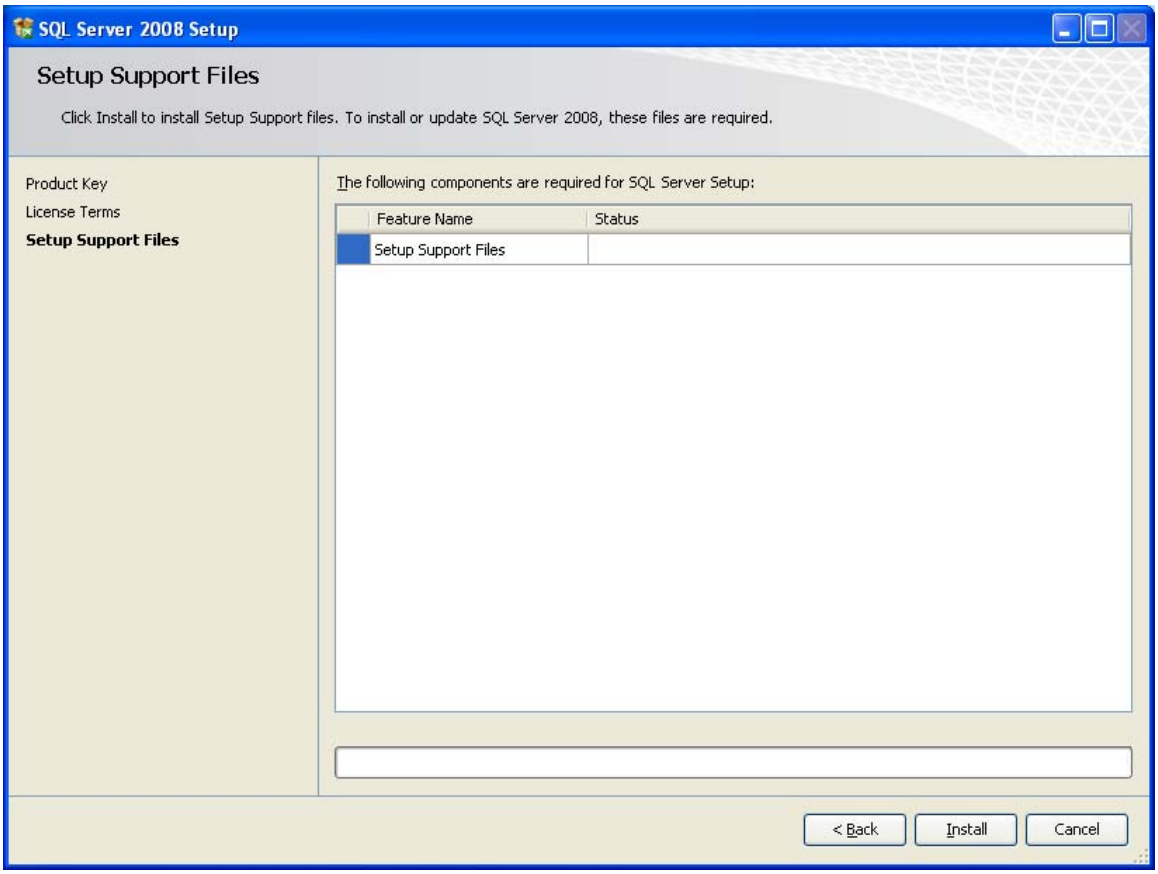


- Click NEXT to continue:

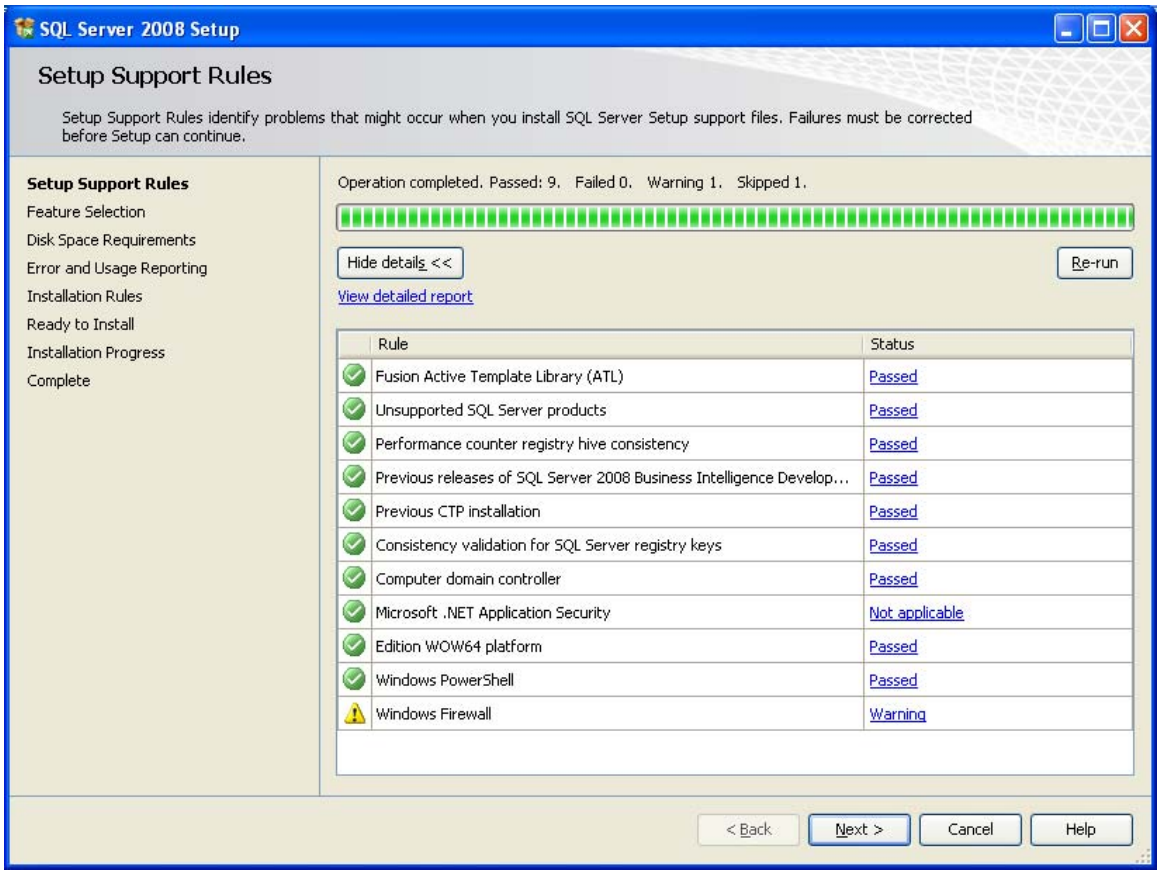
Accept the license agreement by putting a checkmark in the "I Accept the license terms" checkbox at the bottom of the screen:



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

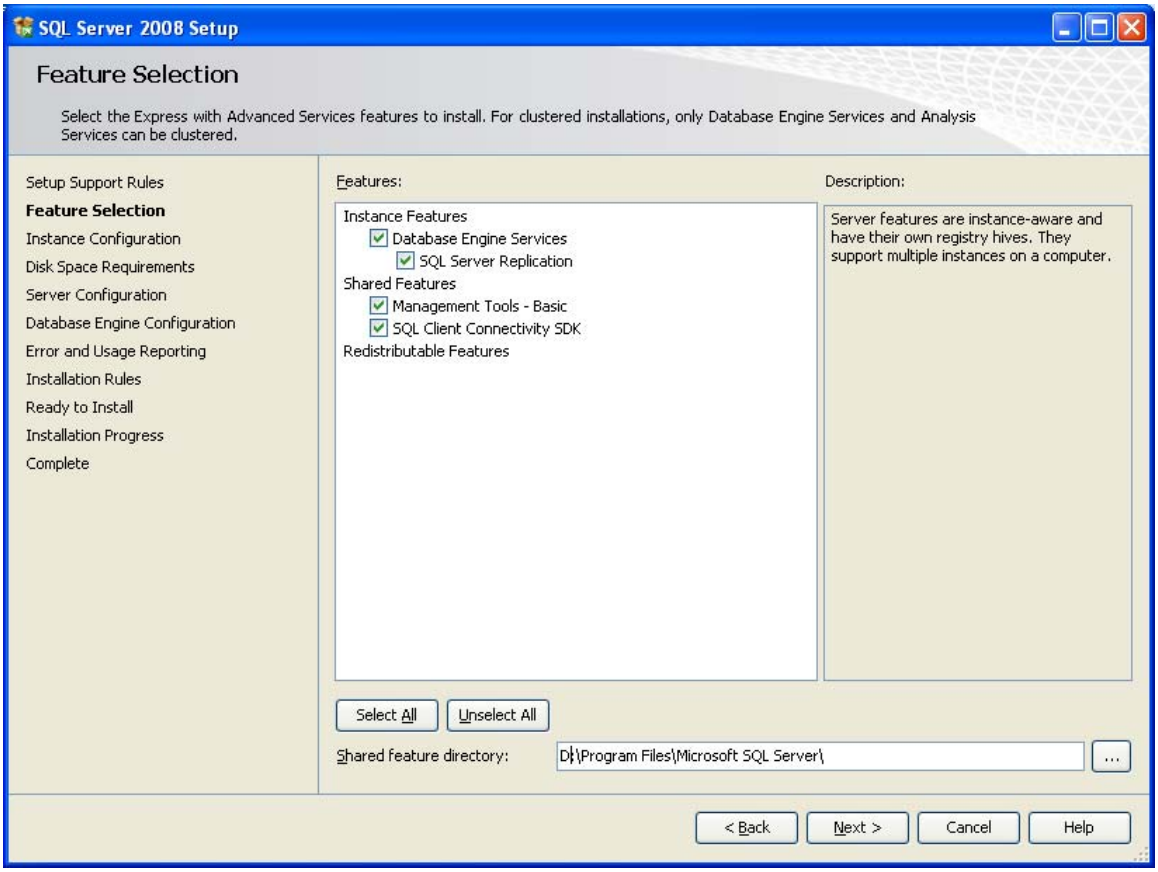


On the Setup Support Rules screen, ensure all Rules pass. Click the link to determine any issues with any WARNING or FAILED tasks:



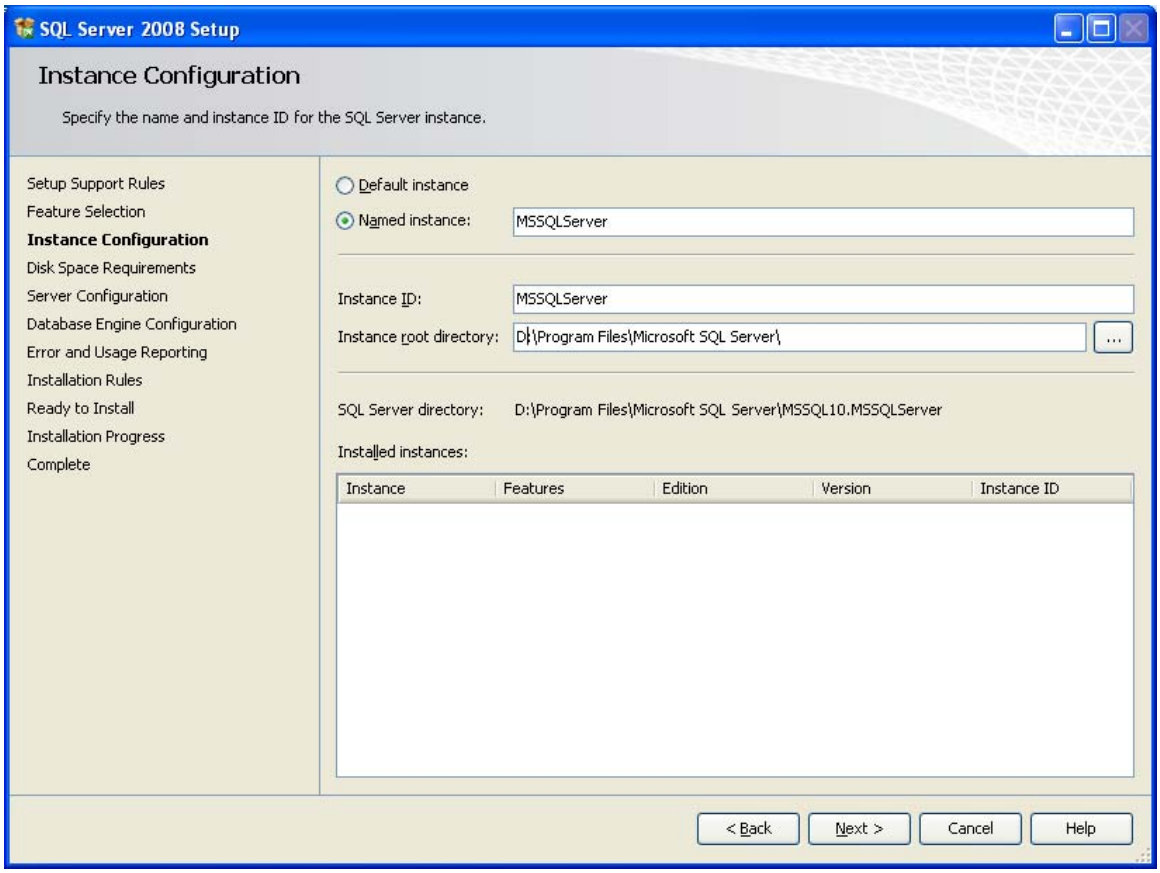
- Click NEXT to continue:

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



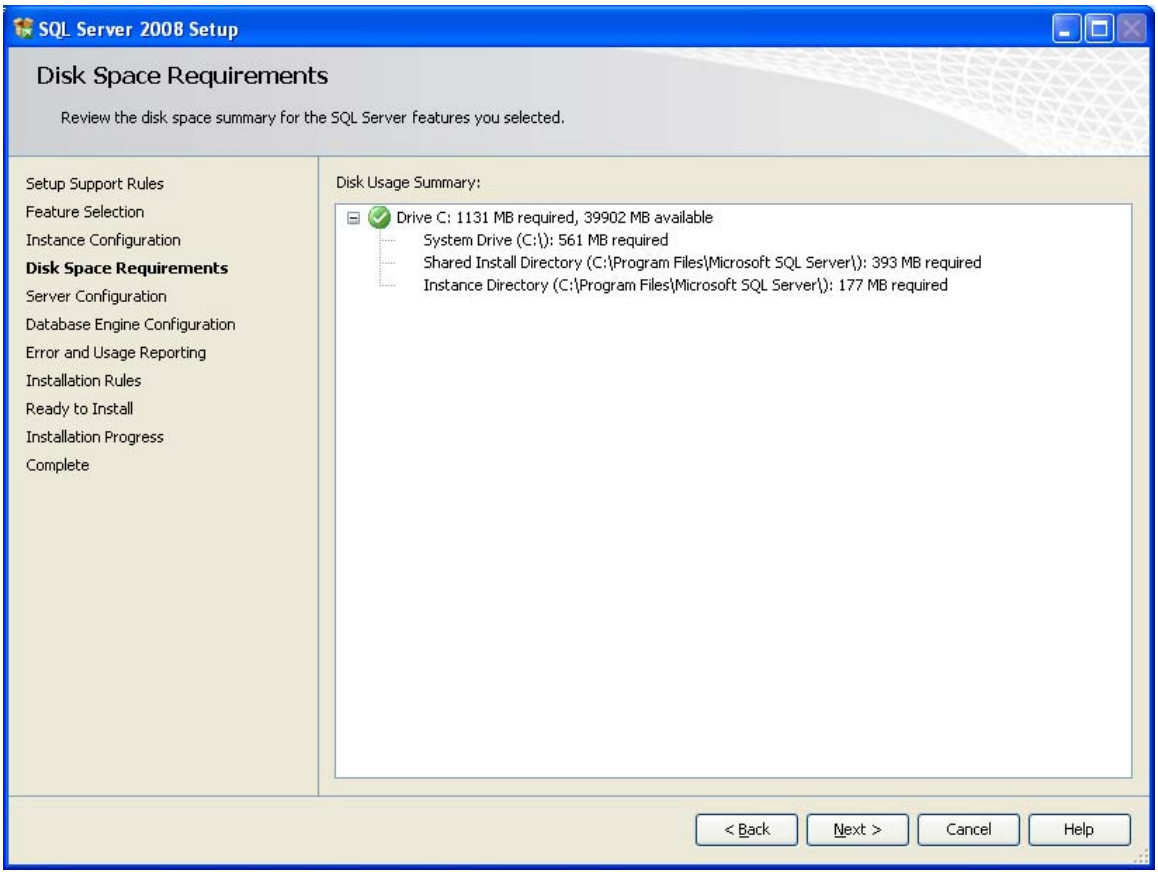
- Click NEXT to continue:

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):



- 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.

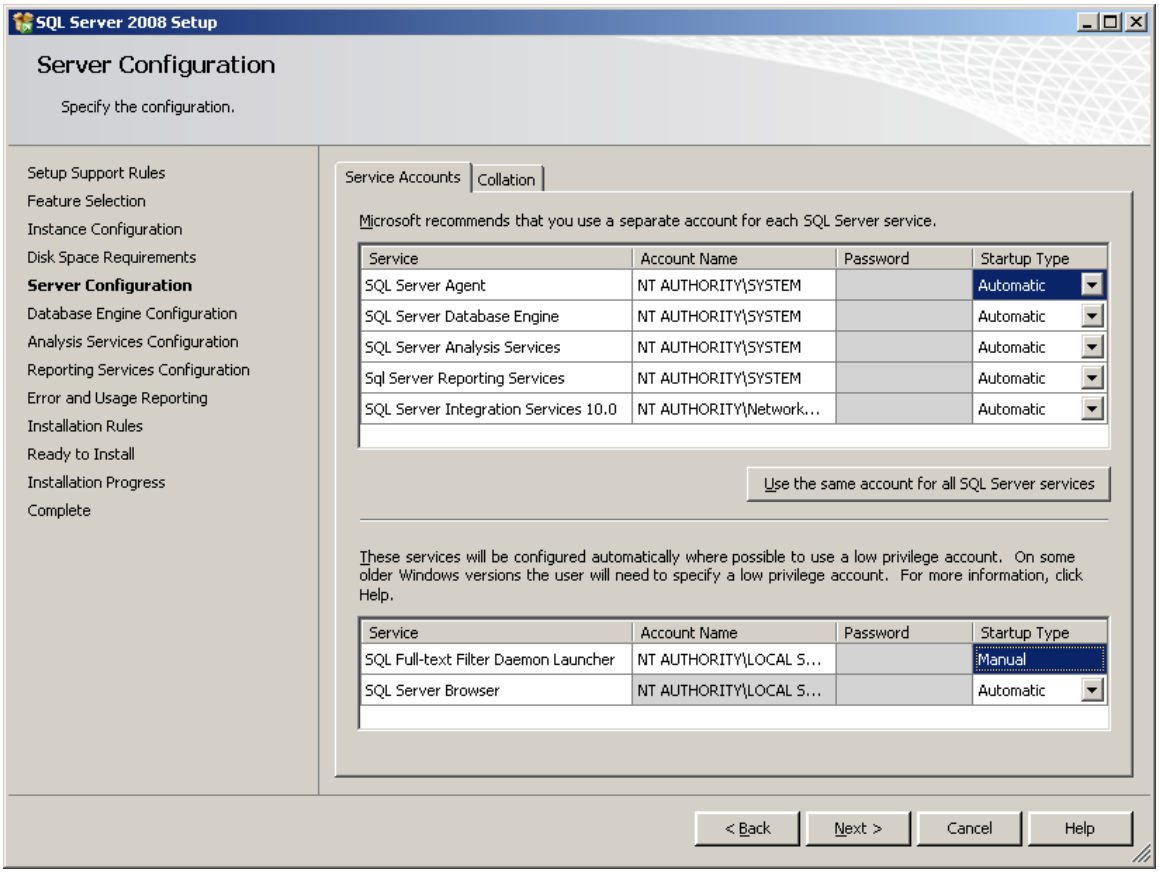


- Click NEXT to continue:

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:

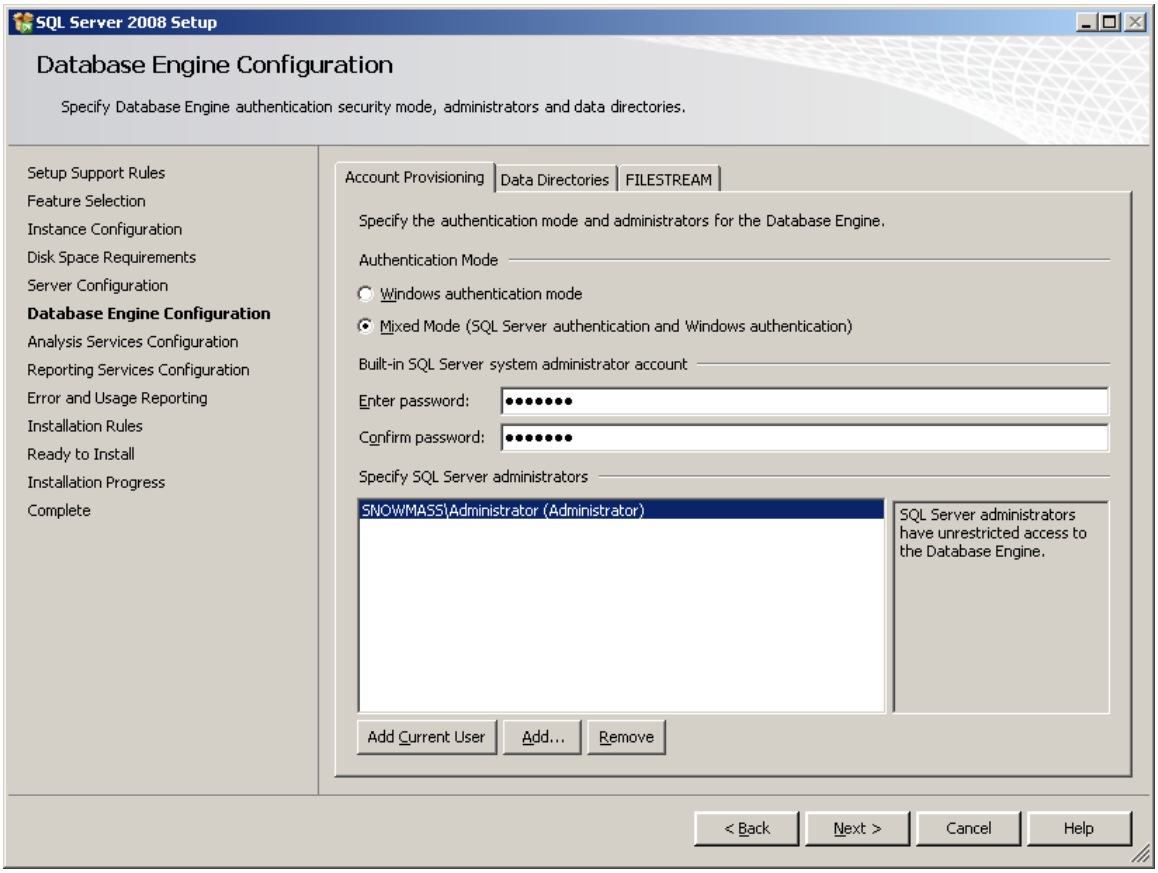


- Leave the options on the Collation tab as they are.
- Click NEXT to continue.

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

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

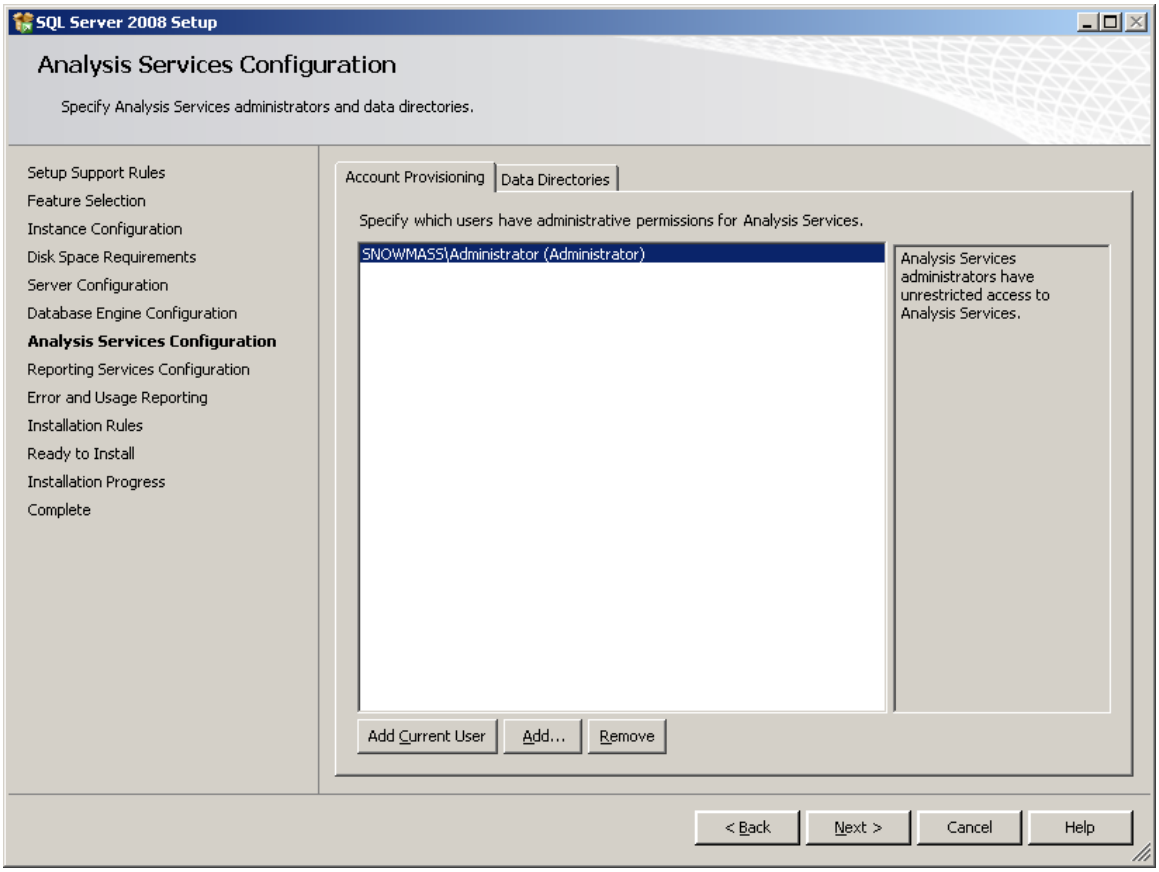
- Click ADD CURRENT USER to add the local administrator to the "Specify SQL Server Administrators" box. Add other users as your company policies deem necessary:



- Click NEXT to continue:

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

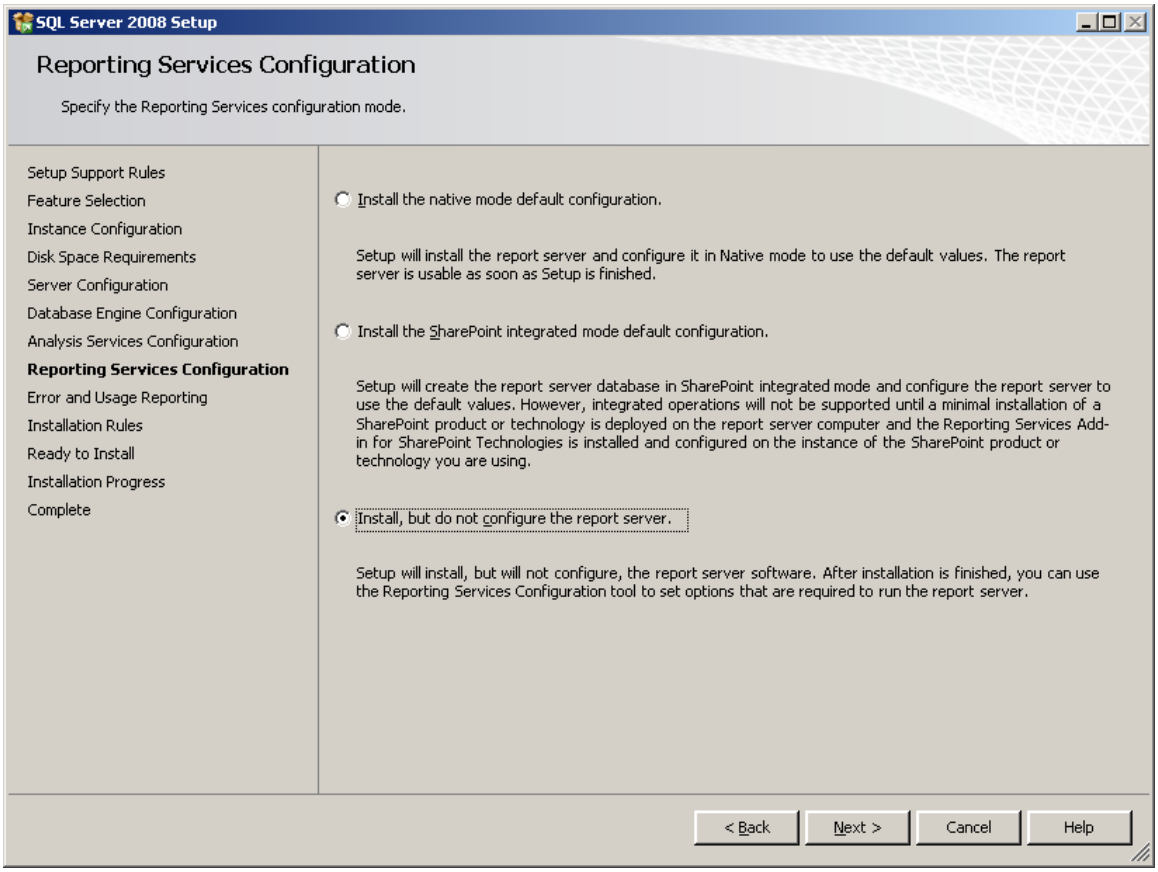
NOTE: If you are installing the SQL 2008 Express edition, you will not see this screen.



- Click NEXT to continue:

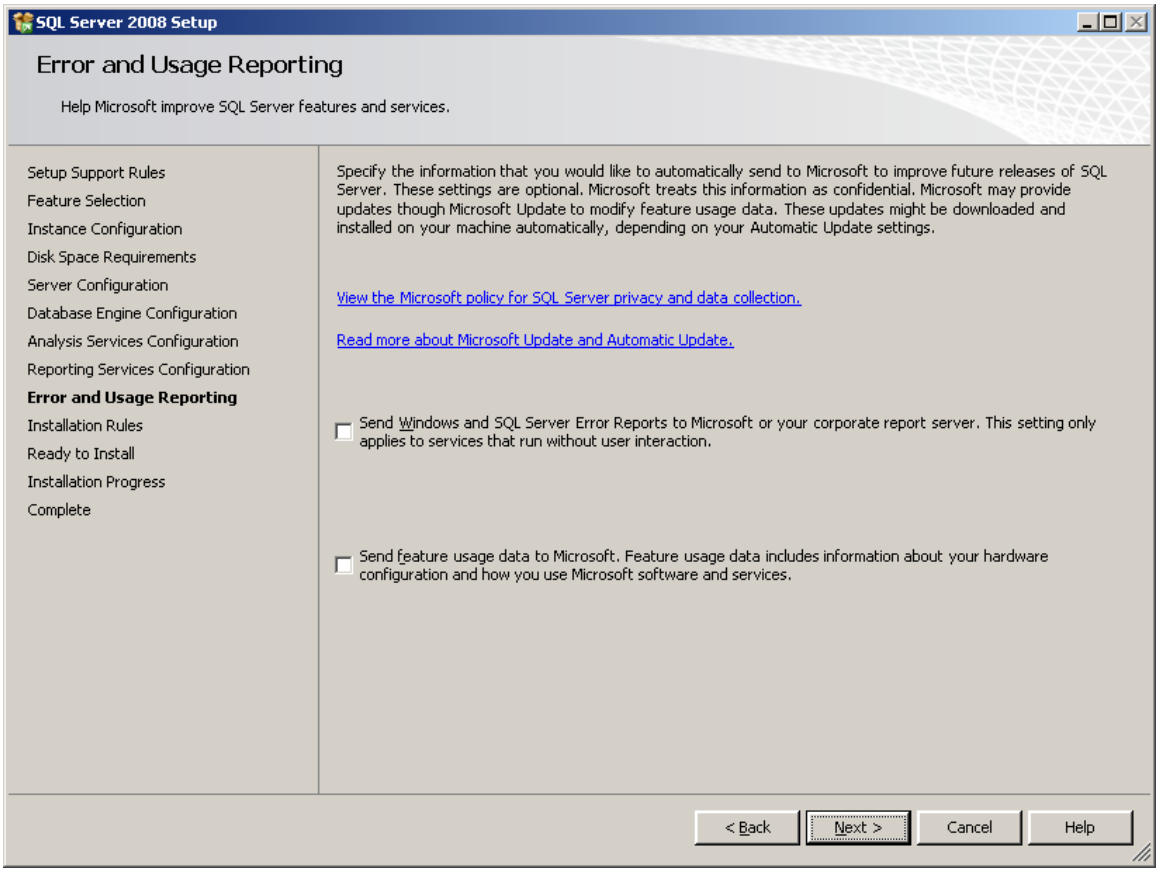
On the Report Services Configuration screen, select the last radio button, “Install, but do not configure the report server”:

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

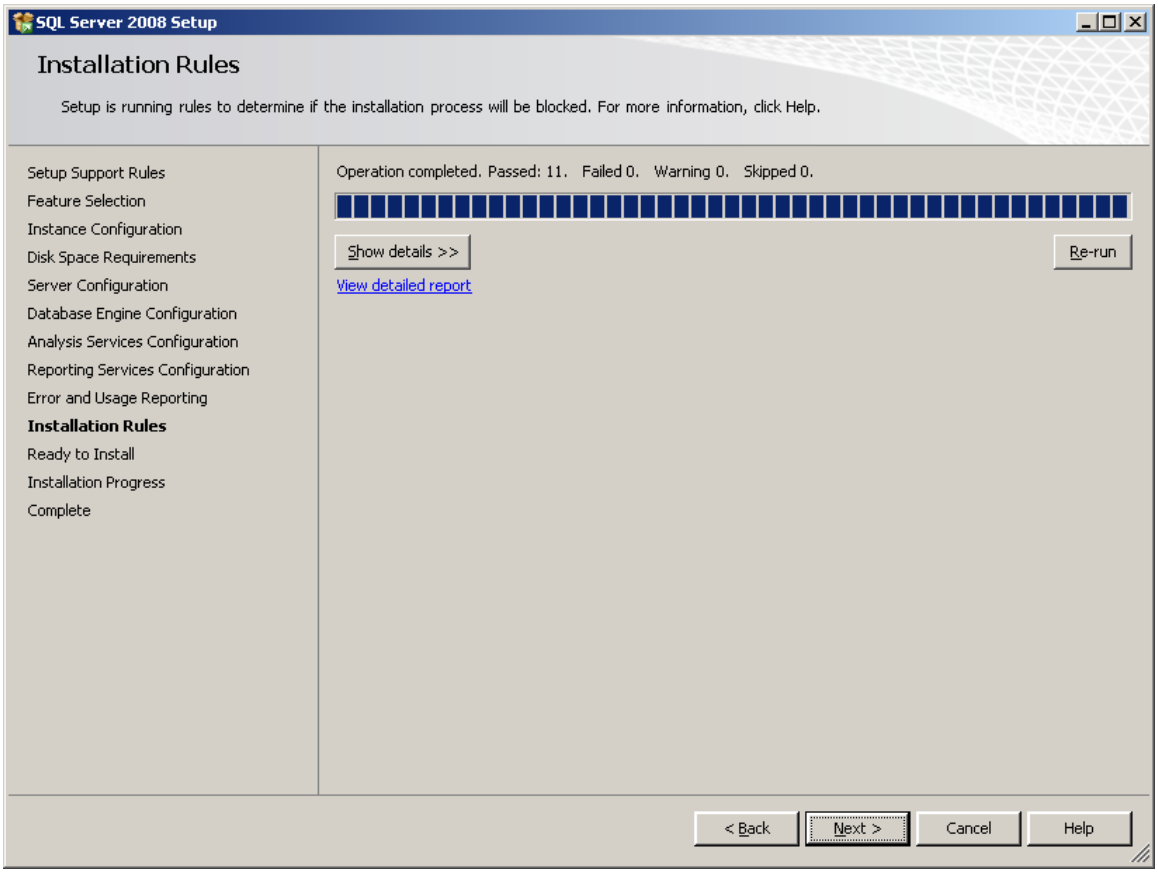


- Click NEXT to continue.

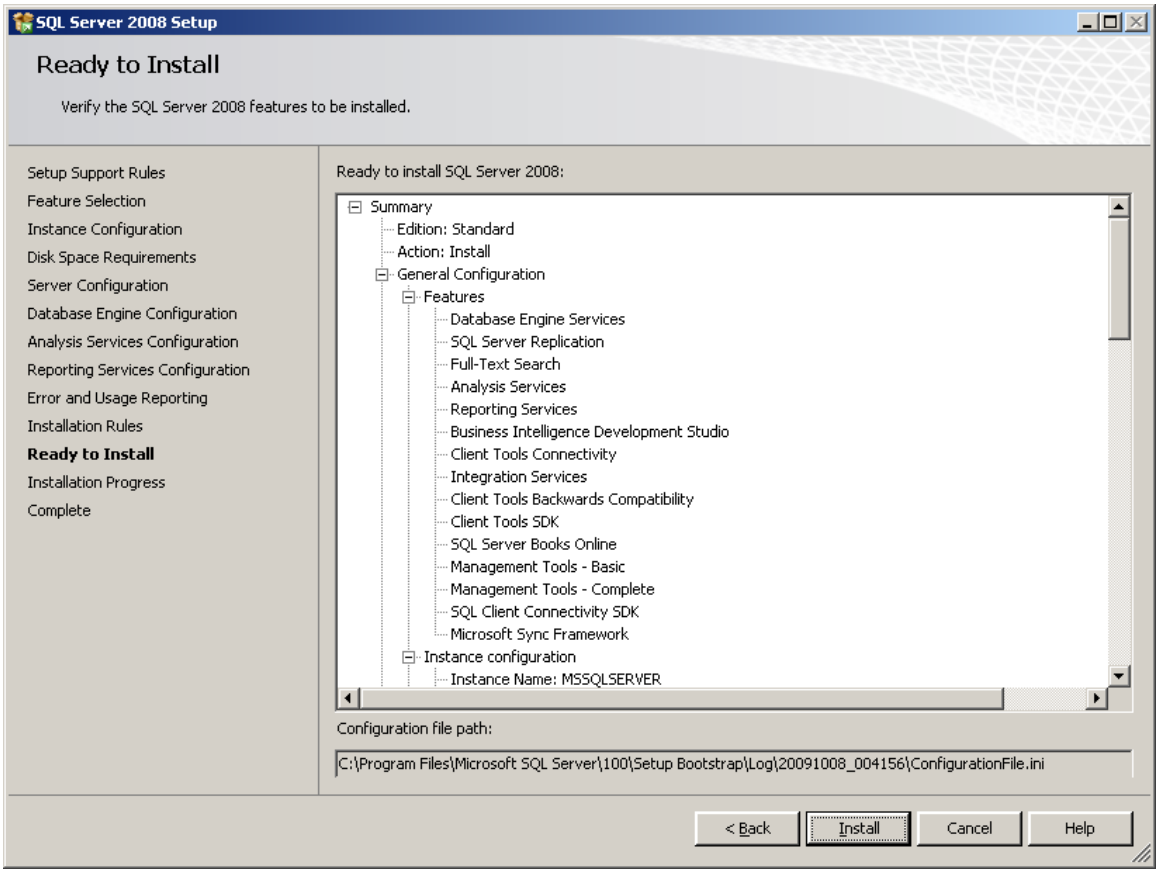
There are no changes to be made on the Error and Usage reporting screen.



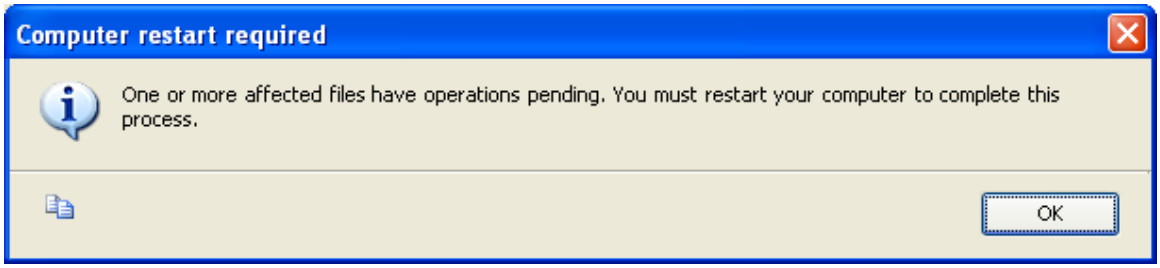
- Click NEXT to continue.
- On the Installation Rules, ensure all rules have passed. If any failed, generated a warning or were skipped, click the View Detailed Report and fix anything as needed:



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



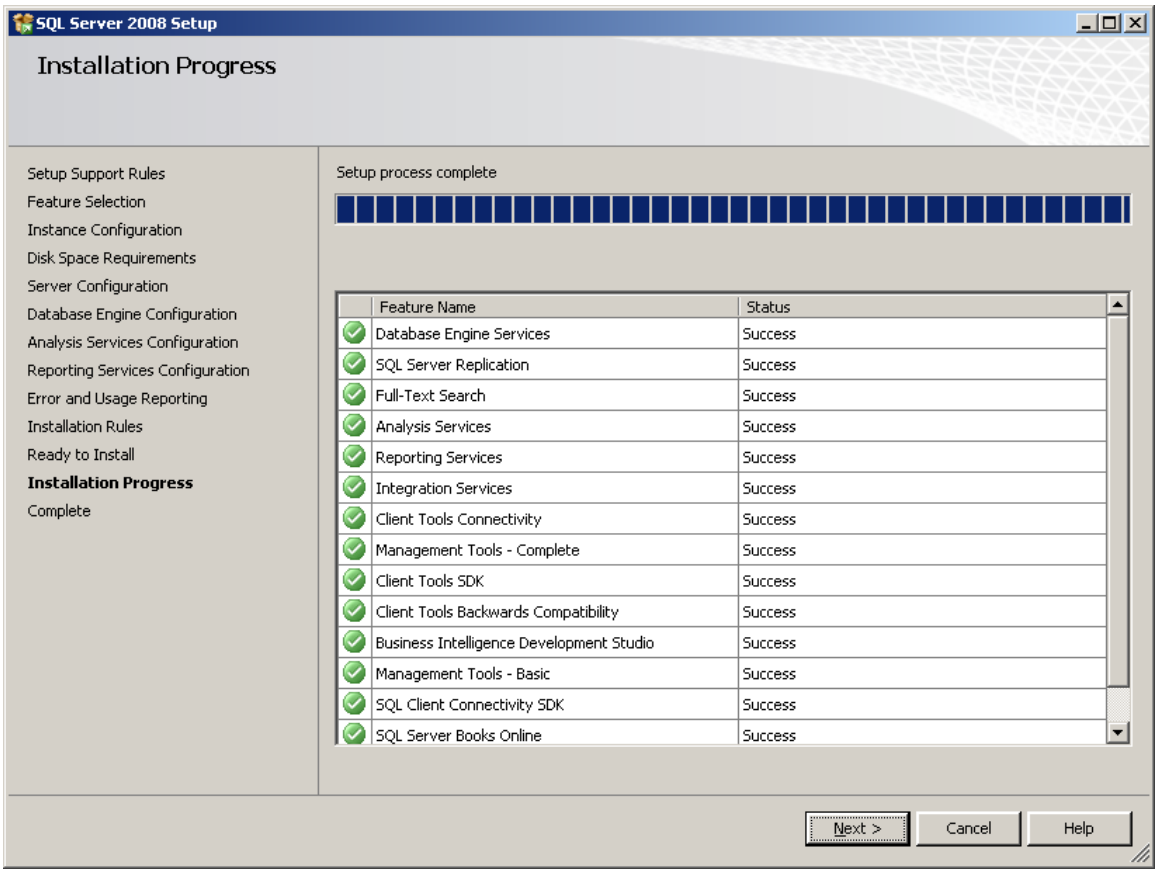
- Click INSTALL to continue:



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

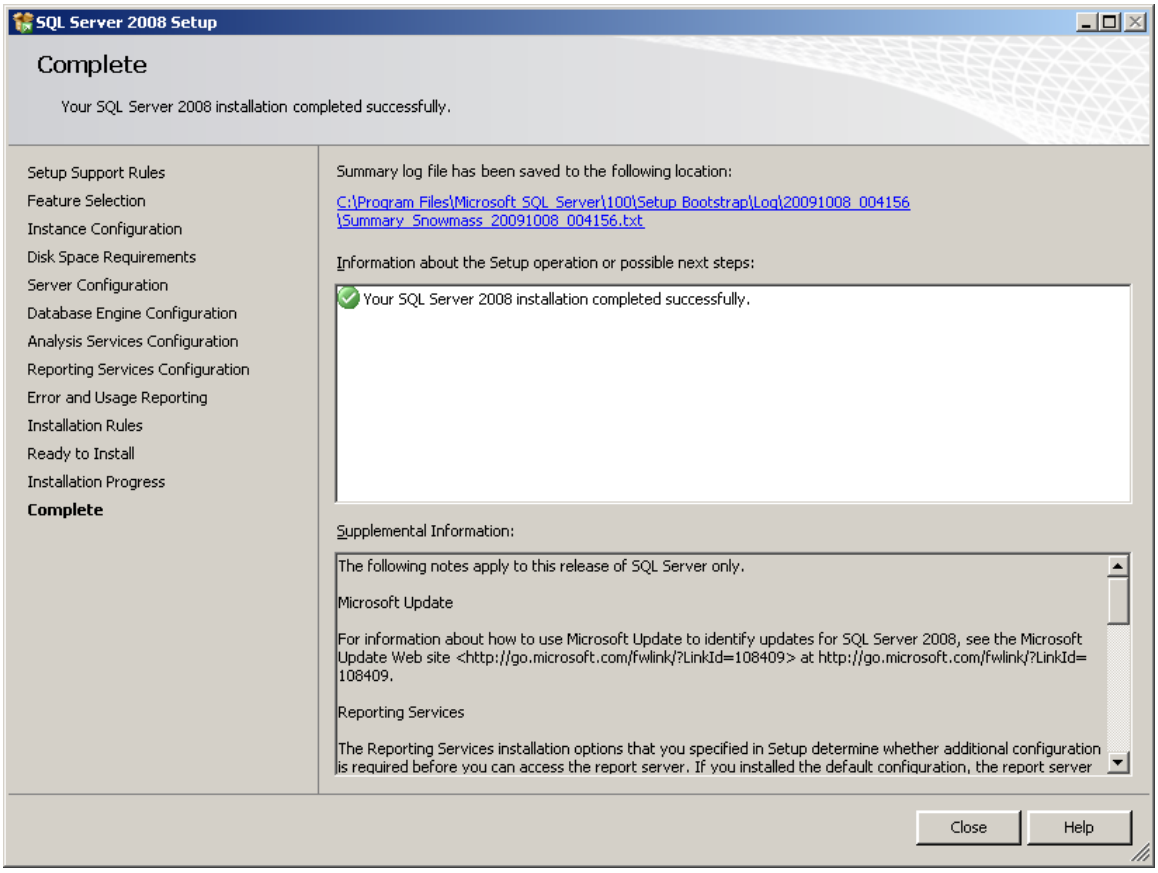
NOTE: If you are installing the SQL 2008 Express edition, you should only see the following Feature Names:

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

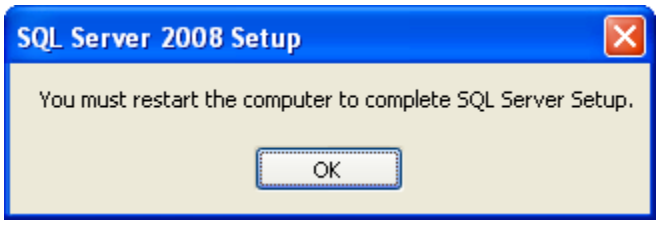


- Click NEXT to continue:

- On the Complete screen, Click CLOSE



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

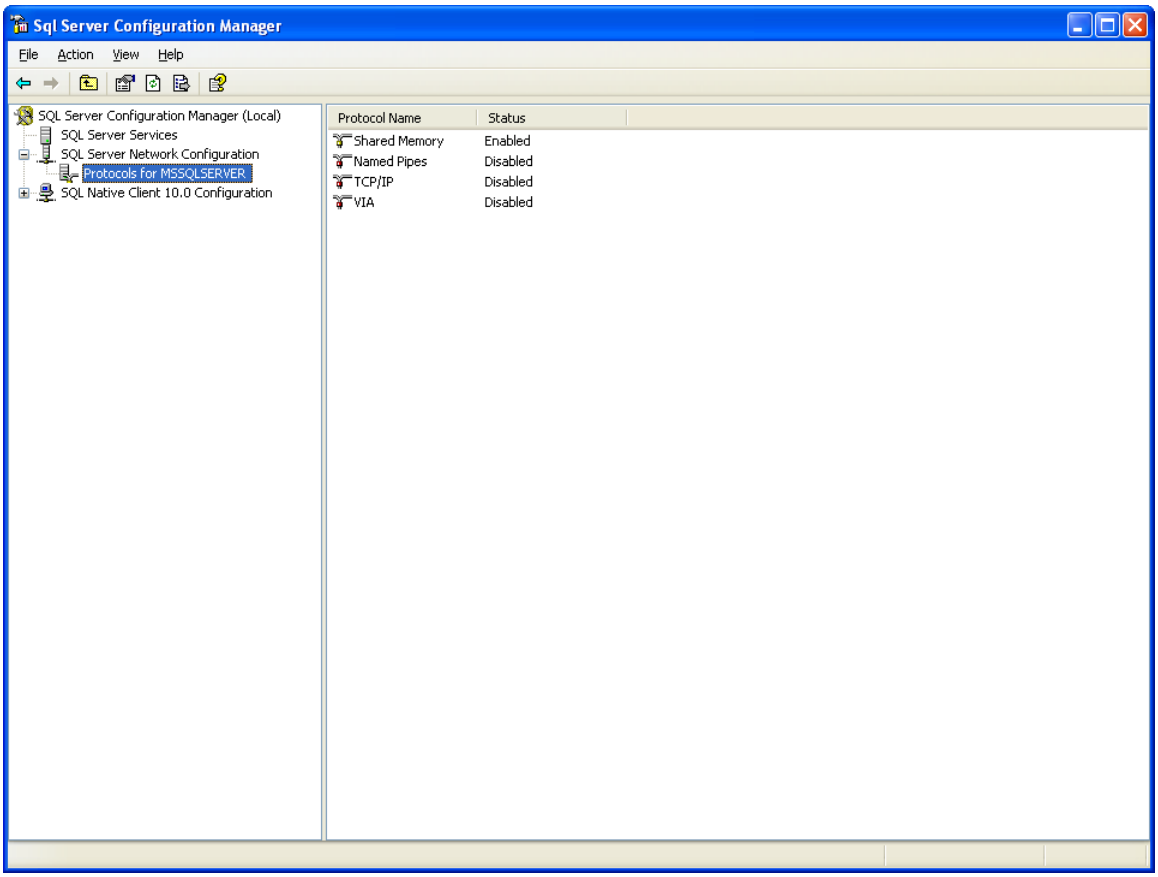


Install the Backward Compatibility layer

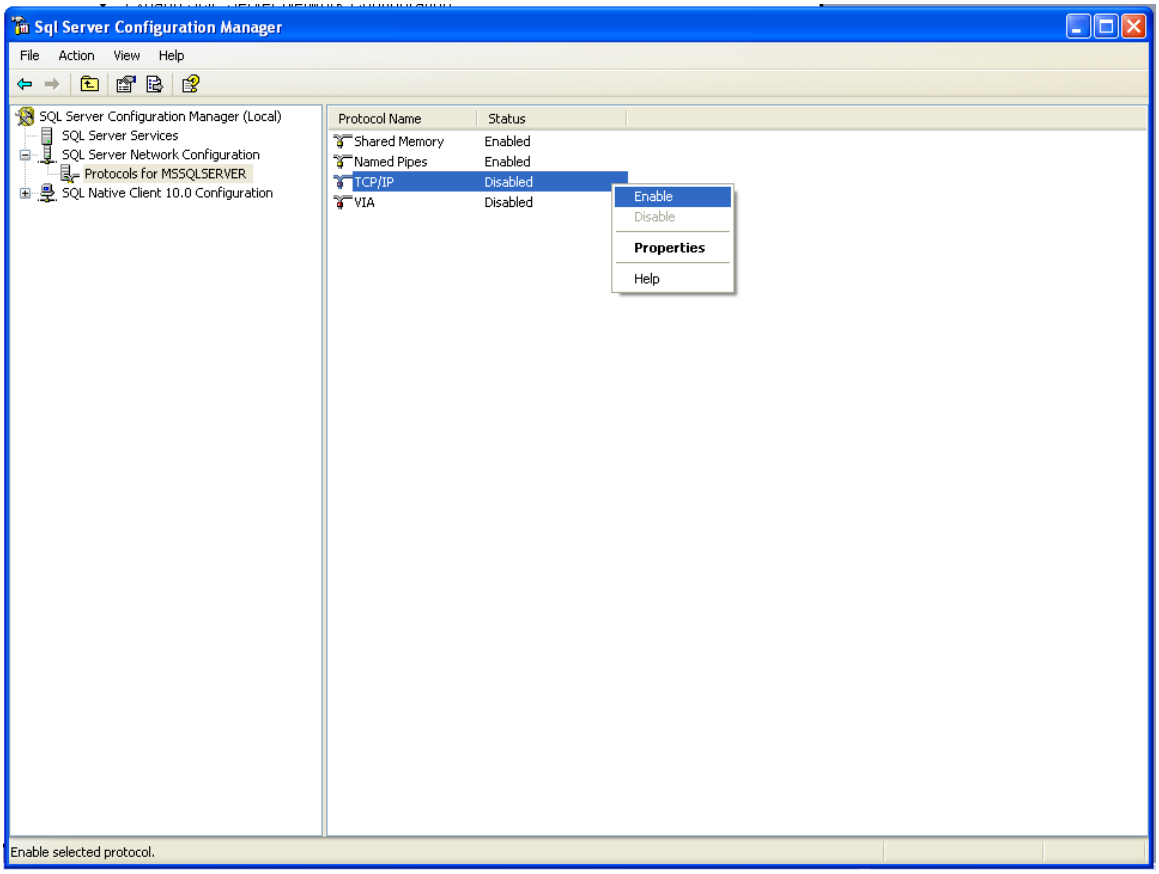
Install the backward compatibility layer on the FundWare server. Accept the license agreement and click NEXT through the screens.

Configure Named Pipes and TCP/IP

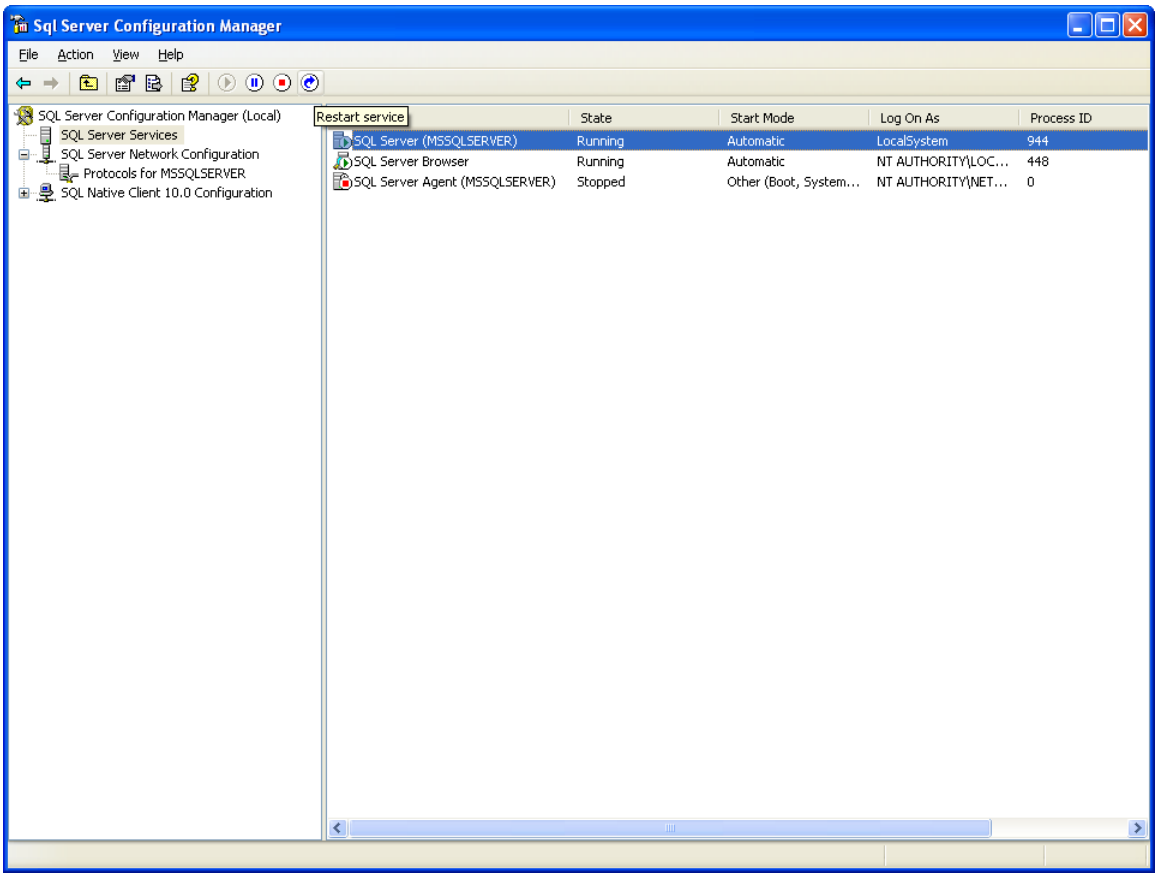
- Launch the SQL 2008 Configuration Manager by going to Start > Programs > Microsoft SQL Server 2008 > Configuration Tools > SQL Server Configuration Manager:
- Expand SQL Server Network Configuration
- Double-Click Protocols for MSSQLServer:



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



- 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:



-
- Verify the SQL Server Browser service is set to LocalSystem
- If it is NOT set to LocalSystem, perform the following two steps:
    - 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.

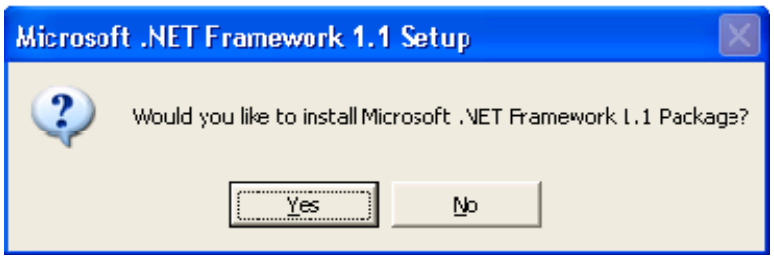
3. Disable any antivirus software running on your machine.

4. Confirm that all users are logged off Windows Terminal Server through the Programs > Administrative Tools > Terminal Services Manager task.

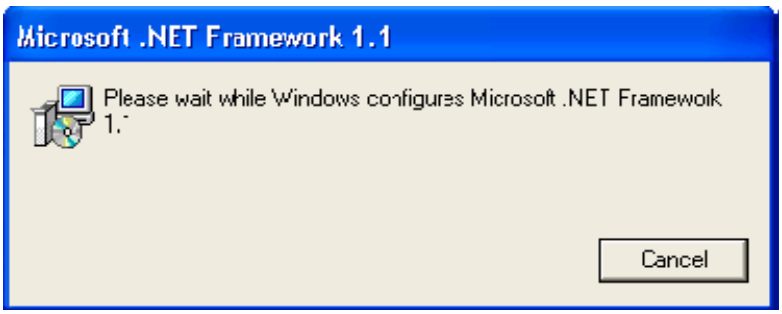
You should also disable the WTS connection for the duration of the installation to ensure that no users log on during the process. (Open the Programs > Administrative Tools > Terminal Services Configuration task, right-click on RDP-TCP, select All Tasks, and select Disable Connection.

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

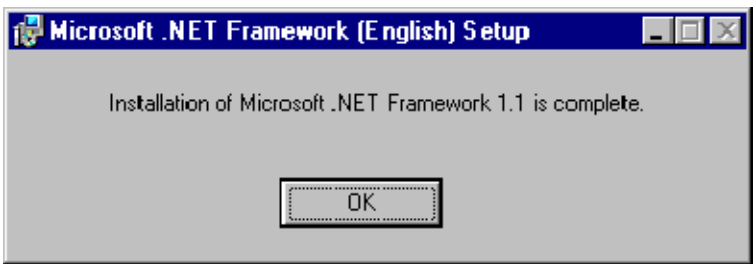
4. Through the Add/Remove Programs tasks, locate the DOTNETFX.EXE file in the DotNetRuntime folder in the network location you have copied the installation download. The Microsoft .NET Framework Setup window displays:



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:



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.

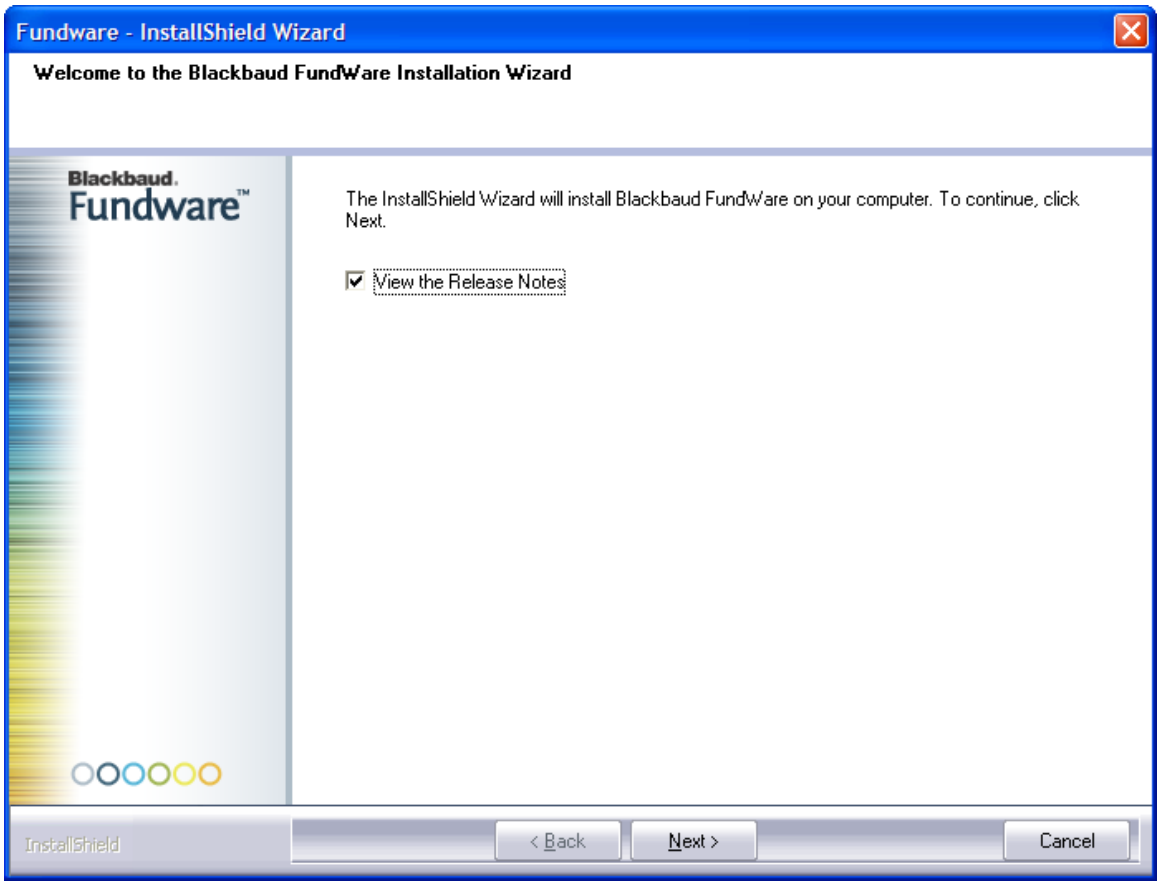
Note: You should also disable the WTS connection for the duration of the installation to ensure that no users log on during the process. (Open the Programs > Administrative Tools > Terminal Services Configuration task, right-click on RDP-TCP, select All Tasks, and select Disable Connection.

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:



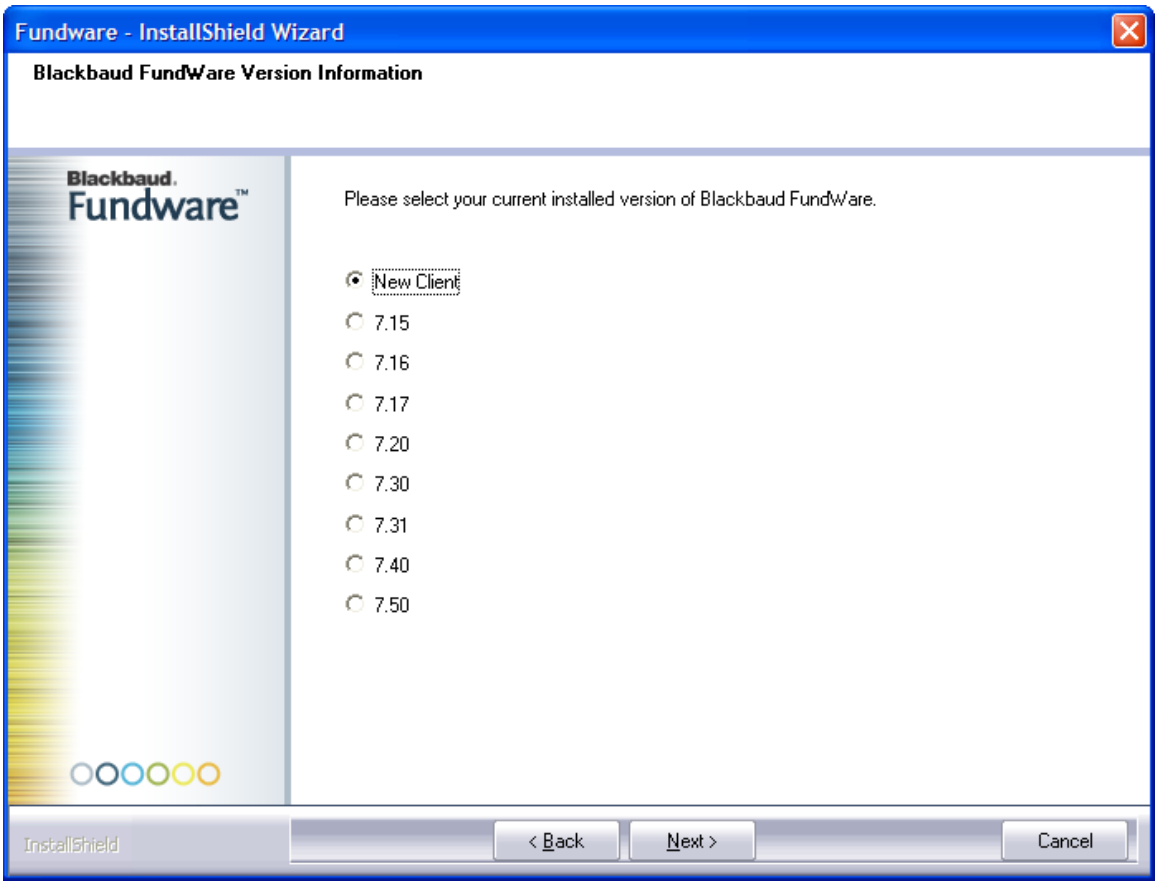
- Click NEXT to continue

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

Note: If you are a new FundWare client, select NEW CLIENT.

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.



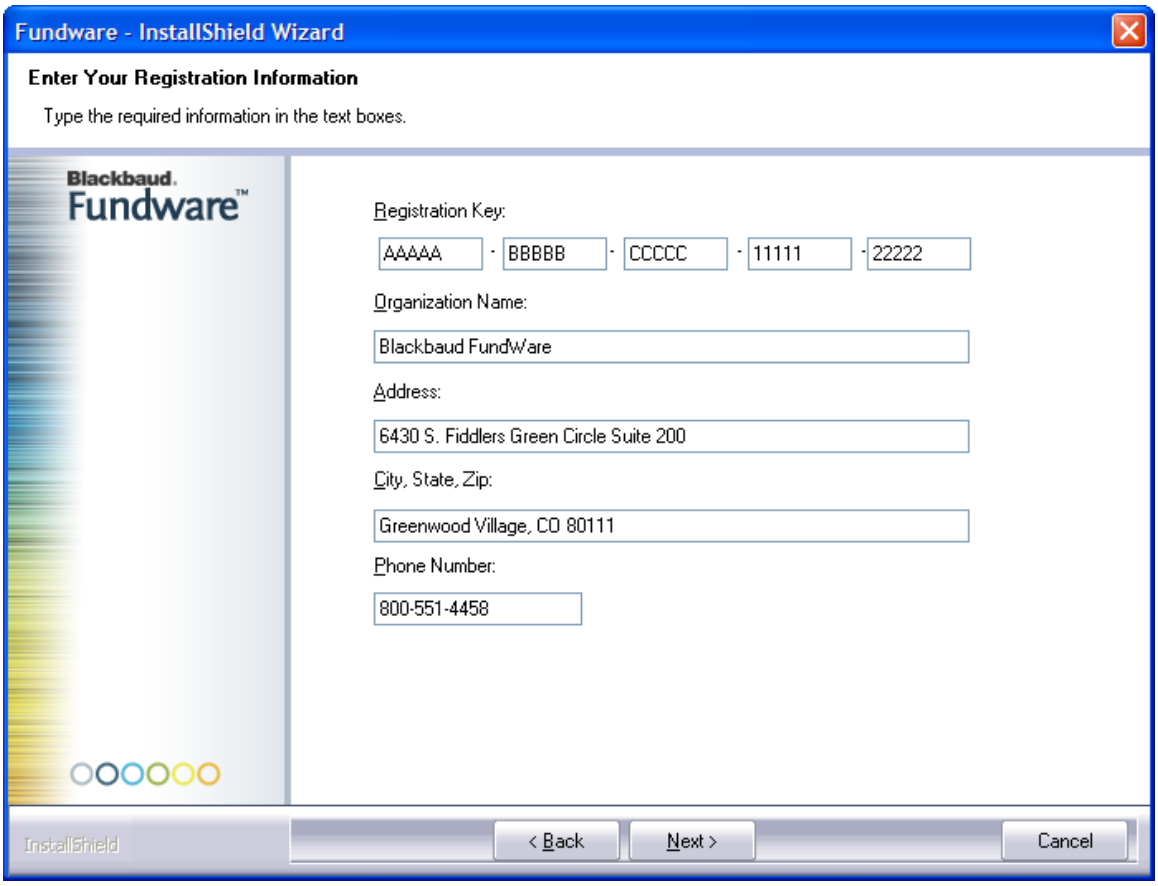
- Click NEXT to continue:

On the registration information screen, enter the following information:

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

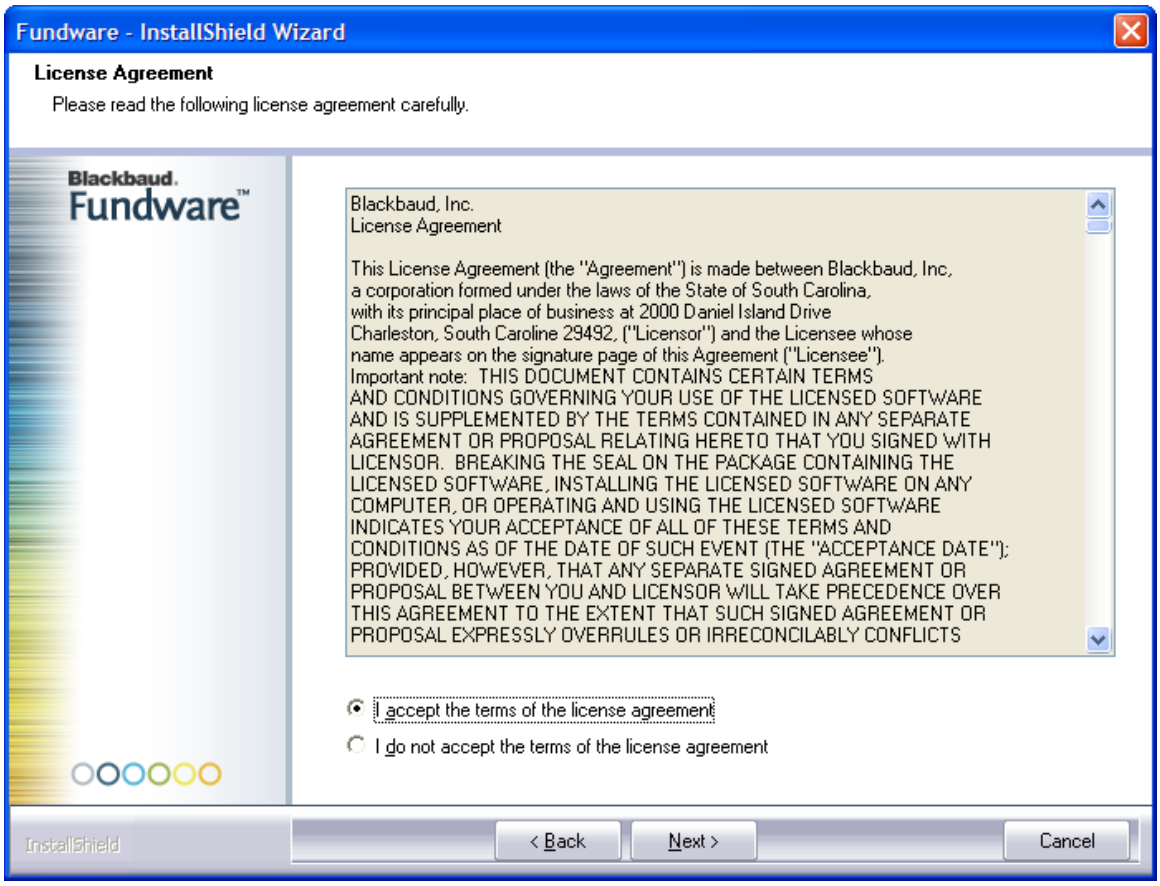
Note: If you do not have your registration key, please contact your sales representative by calling 800-551-4458.

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



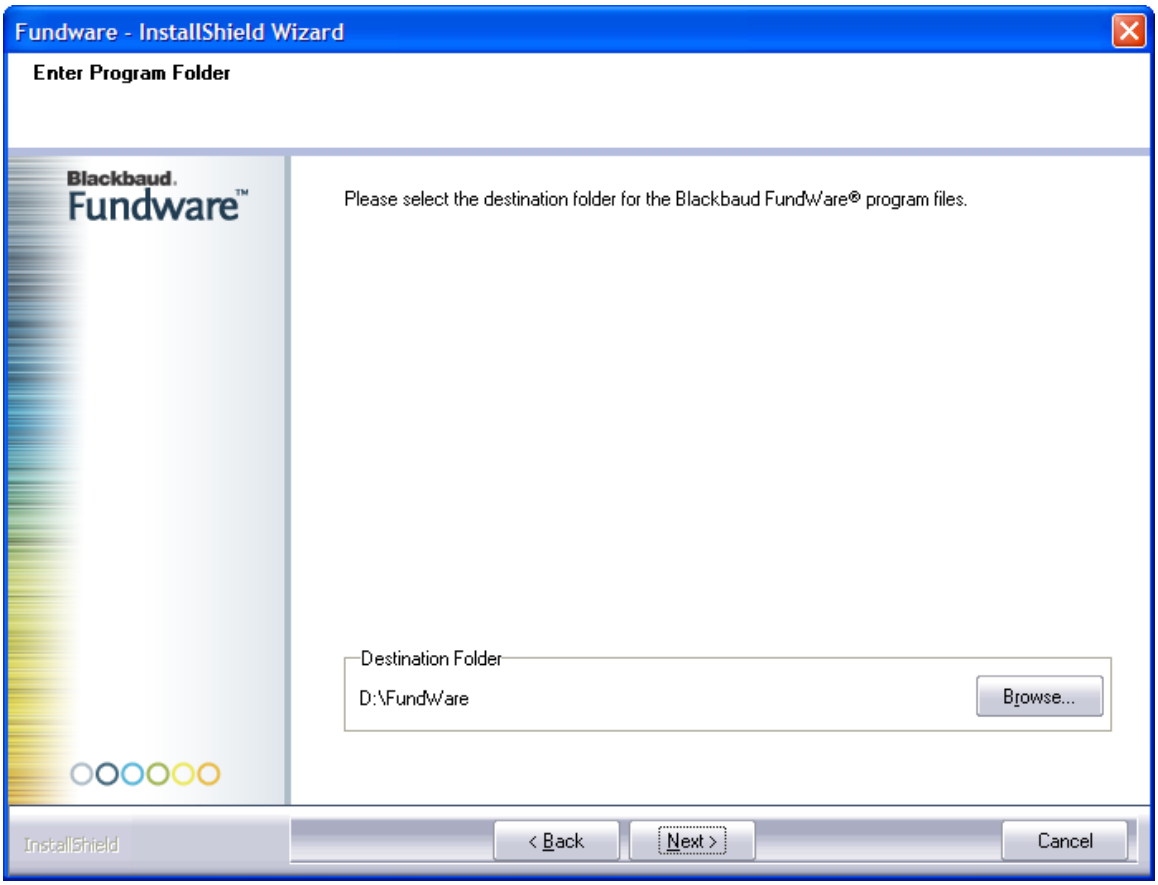
- Click NEXT to continue

Accept the terms of the license agreement:



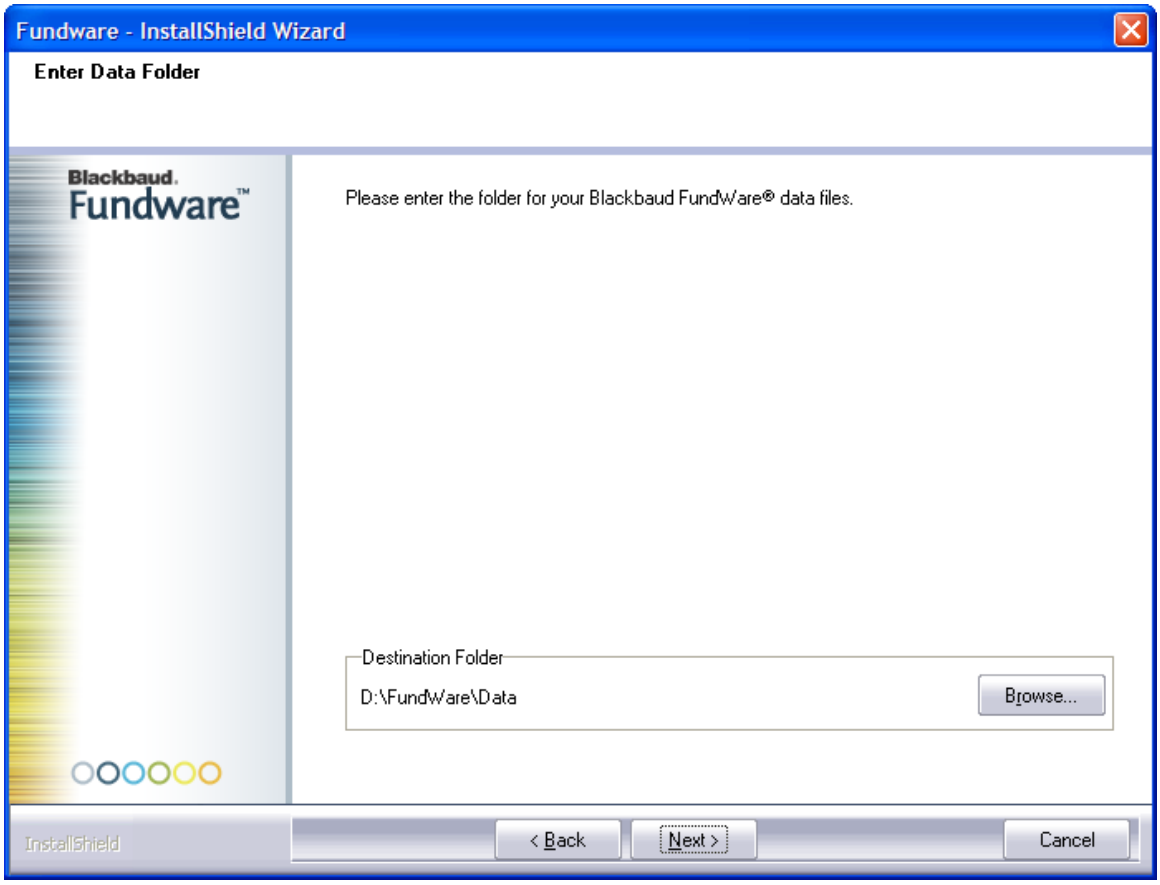
- Click NEXT to continue

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:



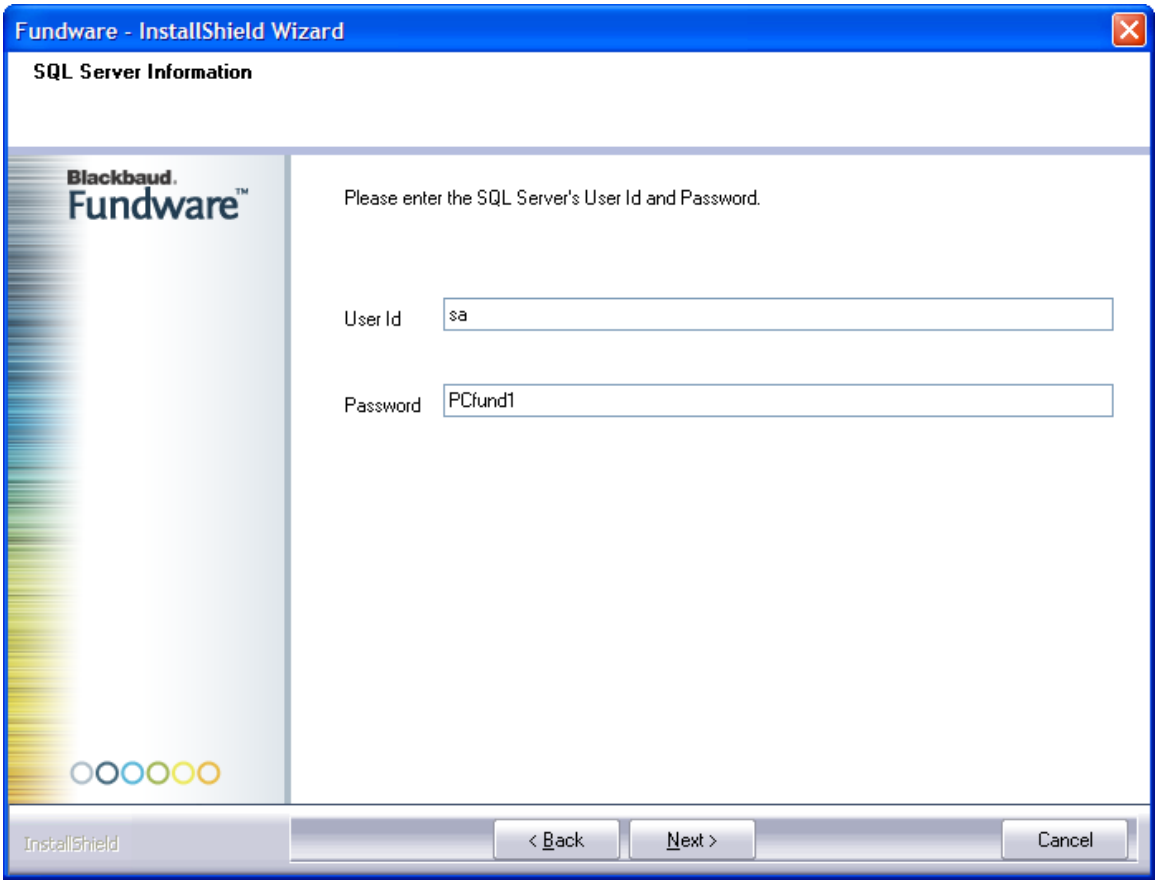
- Click NEXT to continue

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:

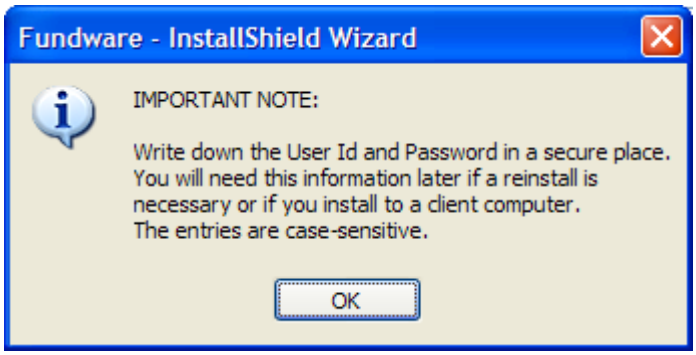


- Click NEXT to continue

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

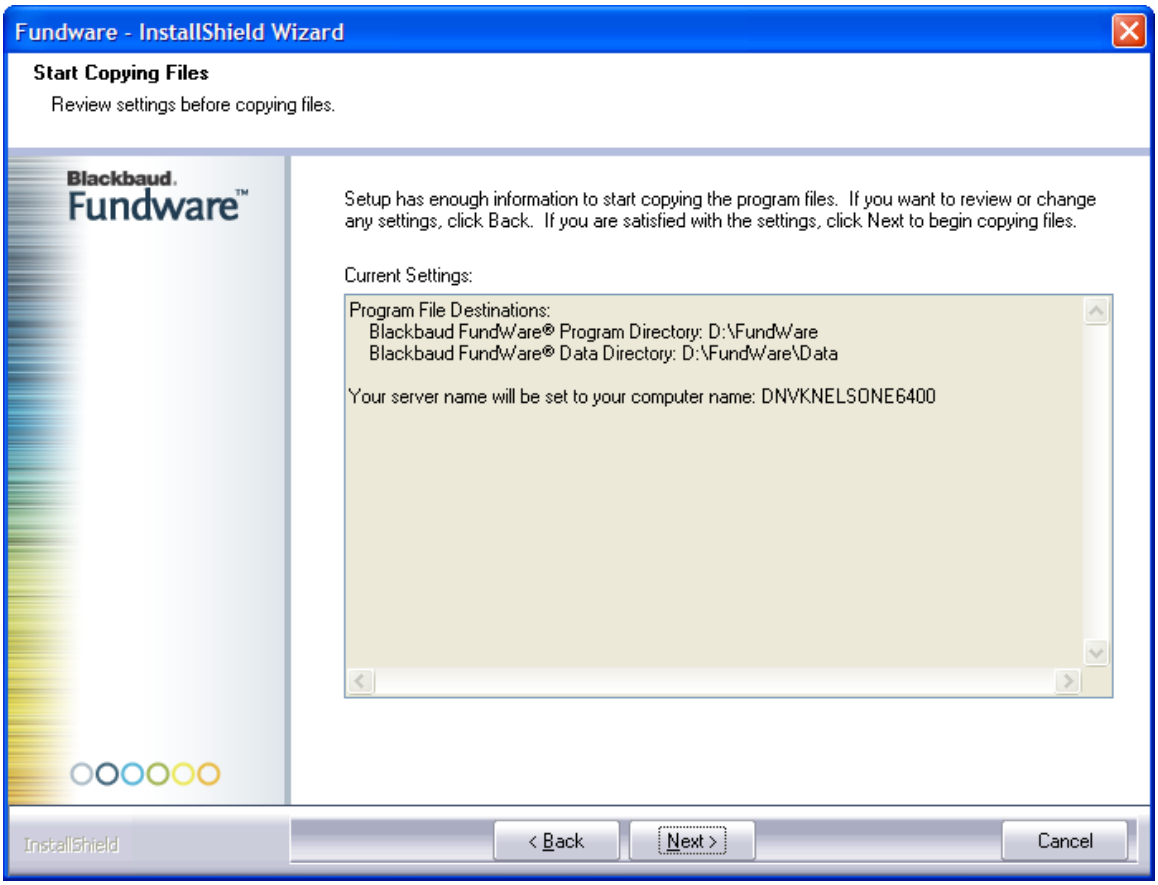


- Click NEXT to continue



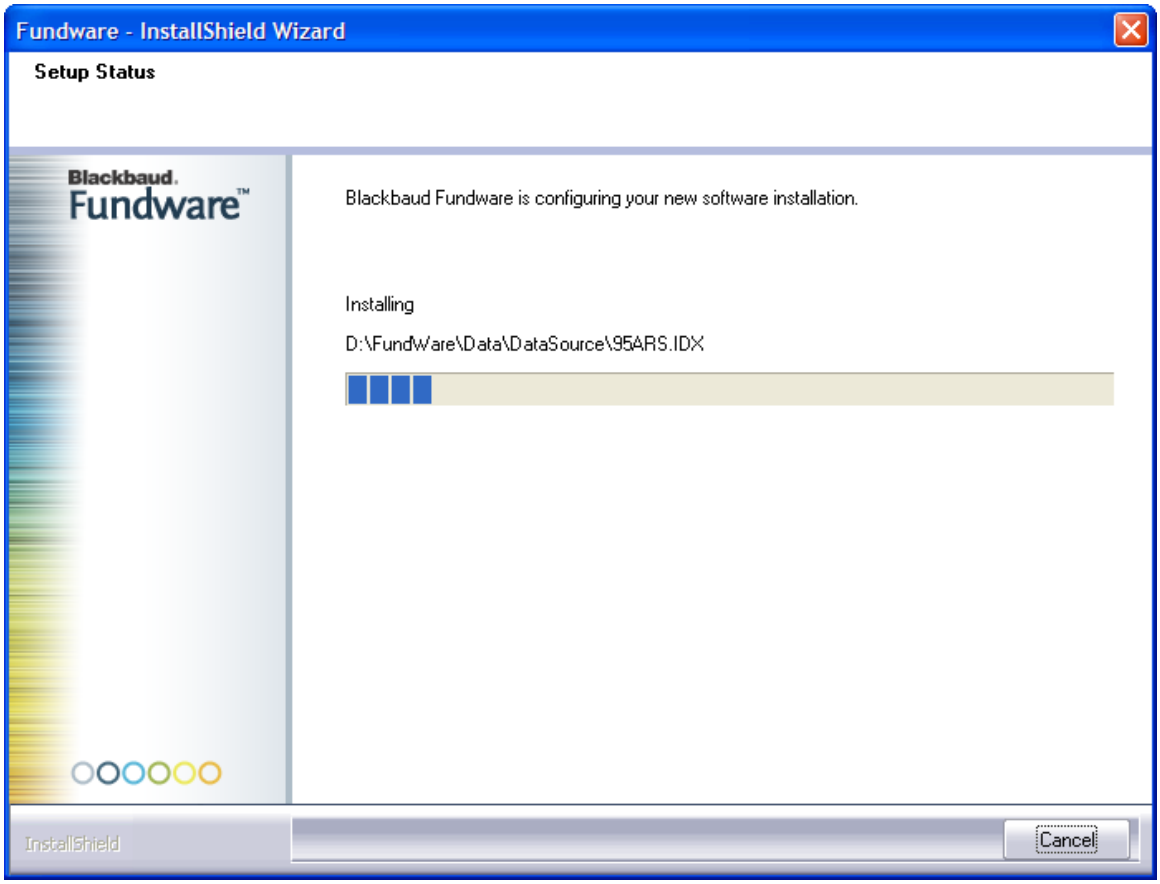
Click OK on the IMPORTANT NOTE and make sure you have the SQL login username and password noted someplace safe.

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

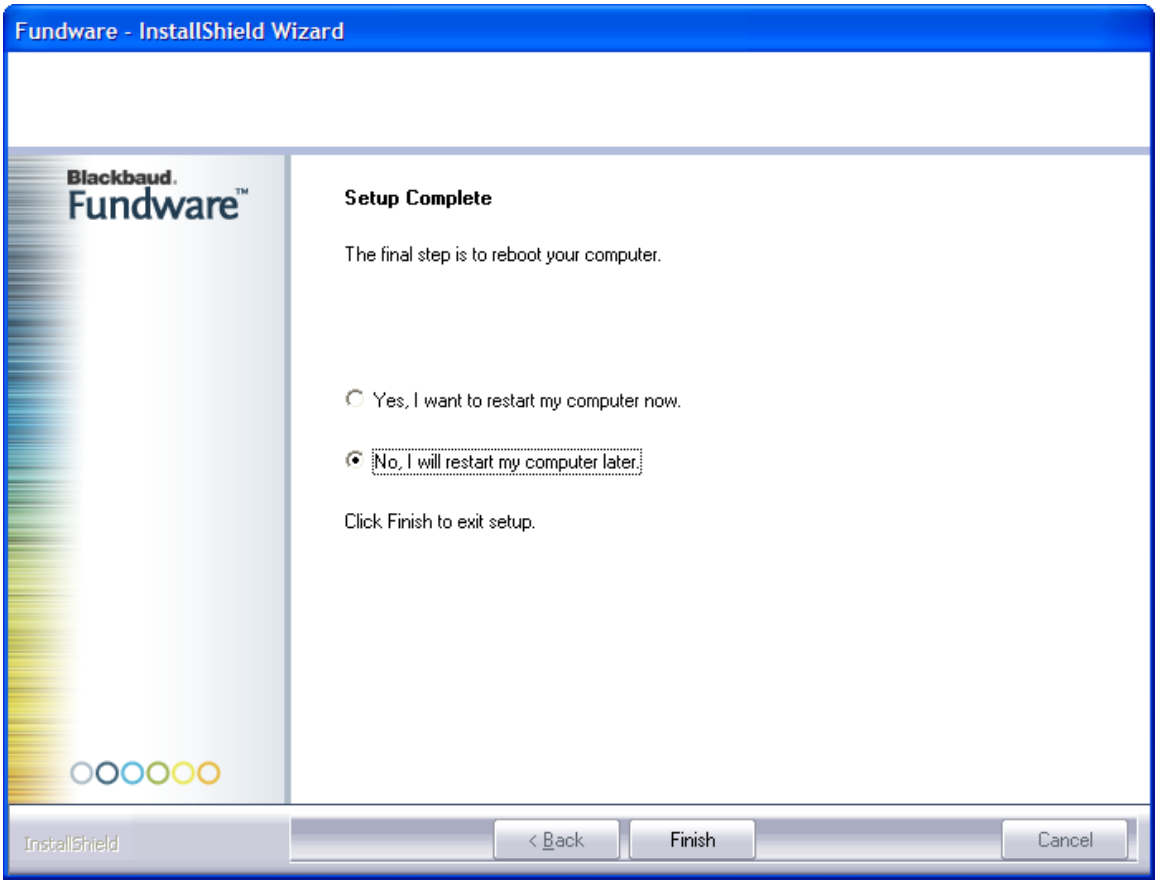


- Click NEXT to continue

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:



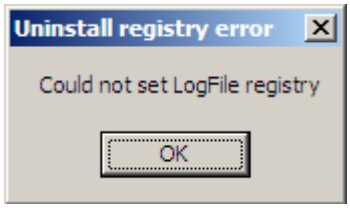
- Click FINISH to continue.

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.

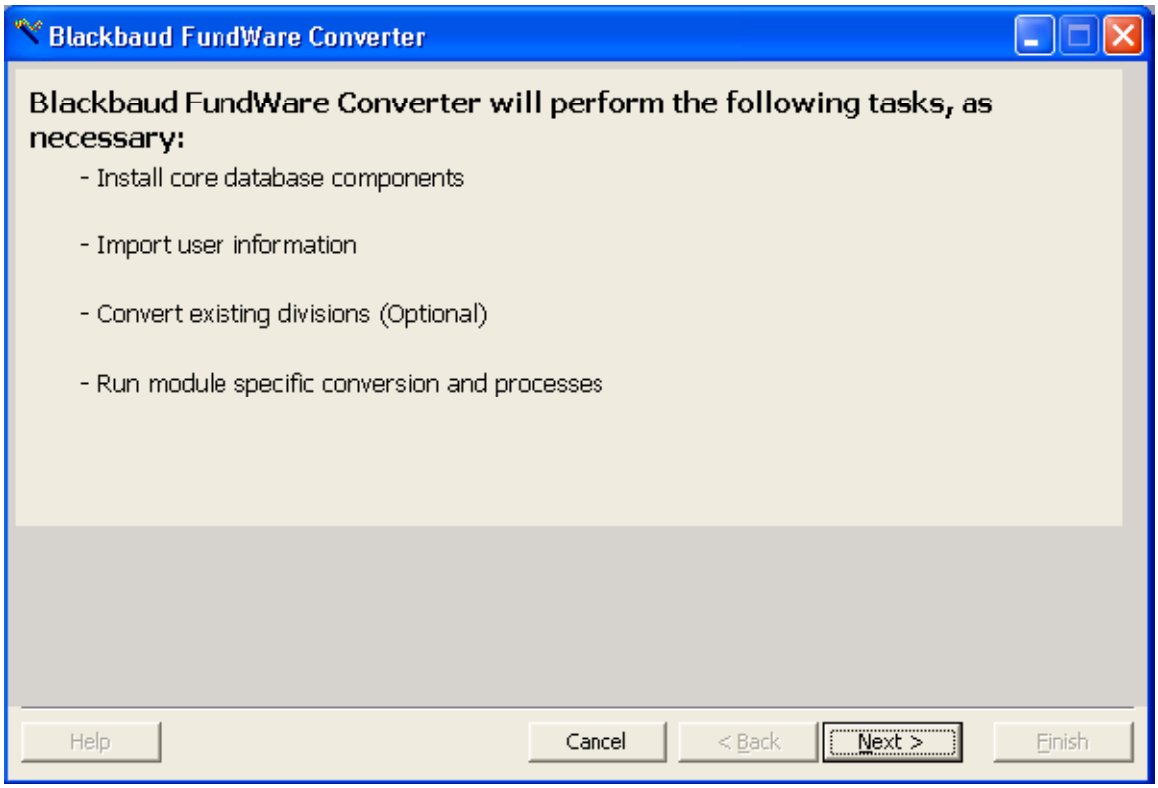
Note: This process is needed for all clients – both new and existing.

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:

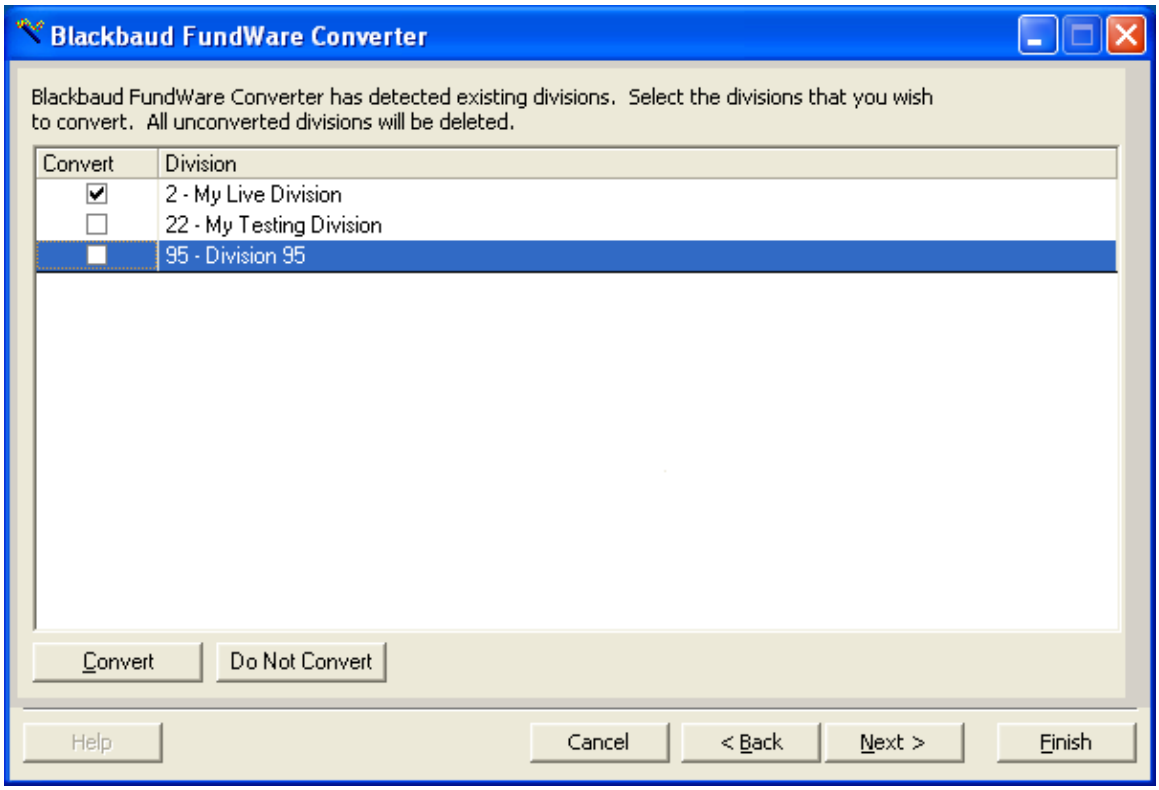


If you receive this error, don't worry, click "OK." This error message is incorrect. By clicking "OK", the error message will be bypassed. It has no impact on your installation process.



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

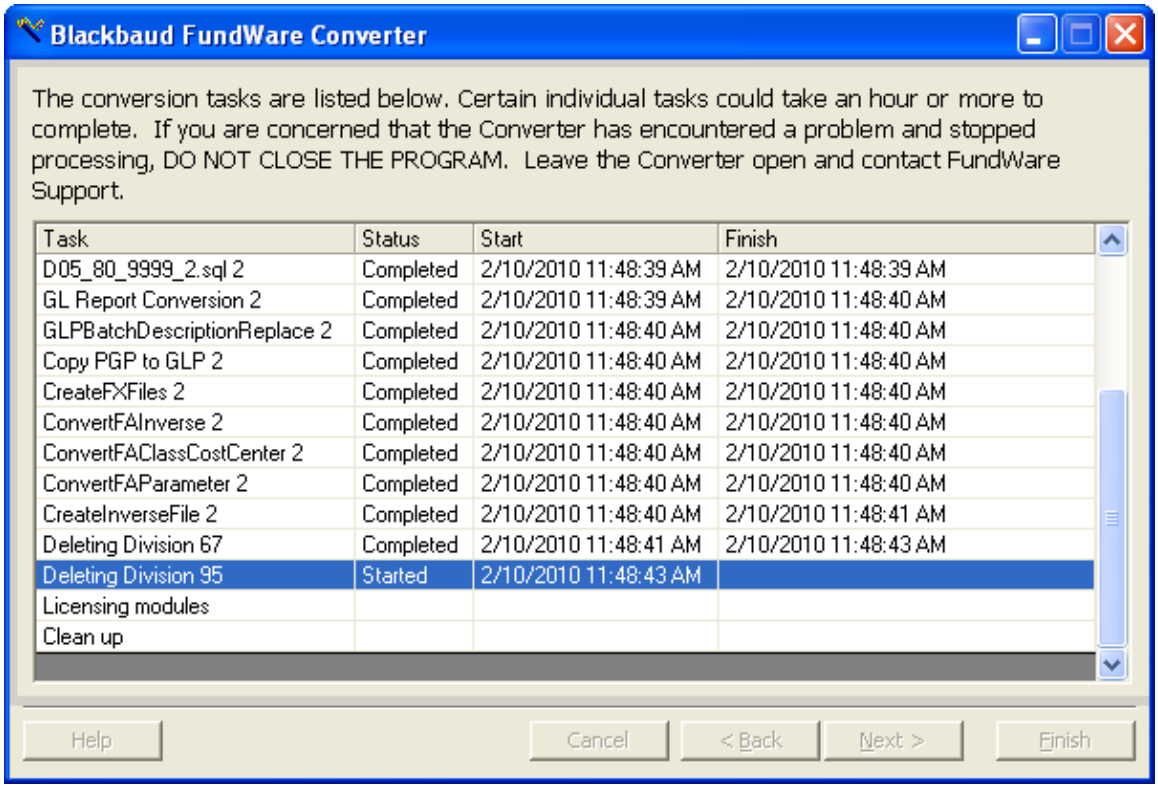
- If you have existing divisions in FundWare, they will appear next:



- 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:



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.

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

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

If 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

If 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

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.