

Blackbaud FundWare Installation and Upgrade Guide Enterprise Edition

VERSION 7.50, JULY 2008



**Blackbaud.
FundWare**

User Guide History

Date	Changes
November 2000	Version 7.14 SE, Enterprise Edition
June 2001	Version 7.15, Enterprise Edition
August 2001	Version 7.15, SP2, Enterprise Edition
January 2002	Version 7.16, Enterprise Edition
July 2002	Version 7.17, Enterprise Edition
December 2002	Version 7.20, Enterprise Edition
May 2004	Version 7.30, Enterprise Edition
August 2004	Version 7.30, Service Pack 1, Enterprise 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 7.50—This guide has been updated with minor corrections and new company information.

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TABLE OF CONTENTS

Chapter 1—Introduction	1
Using This Document	1
Assumptions	1
What Does Blackbaud FundWare 7.50 Include?	1
FundWare Environments	2
Copying Files	2
Installing From Your Network	2
Support Files	3
.....	4
Chapter 2—Installing Blackbaud FundWare 7.50	5
Before You Begin	5
Installing .NET 1.1	6
Installing Blackbaud FundWare	8
Convert Issues	21
Additional Settings	21
Things to Do After Installation Is Complete	23
Chapter 3—Upgrading From FundWare 7.X	25
Before You Begin	25
Tasks for All Clients	26
Tasks for General Ledger Clients	26
Tasks for Accounts Payable Clients	30
Tasks for Tasks for Budget Forecasting and Budget Preparation Clients	30
Tasks for Payroll/Personnel Clients	31
Tasks for Clients With Banks	31
General Tasks	31
Installing .NET 1.1	33
Upgrading Blackbaud FundWare	34
Convert Issues	52

Additional Settings	52
After Installation Is Complete	54
General Tasks	54
Appendix A—Installation Worksheet	57
Appendix B—Installation Signoff Sheets	59
Installation Signoff Sheet—For New Clients	59
Installation Signoff Sheet—For Upgrading From 7.X	60

C H A P T E R 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 7.50, including the installation wizard and additional steps required for an accurate installation. The instructions have been divided into two chapters—installing FundWare (for new clients) and upgrading FundWare (for existing clients upgrading to 7.50). While there is a lot of information in this guide, you should only need to refer to one chapter.

USING THIS DOCUMENT

This manual is organized to provide you with overview information of FundWare, followed by specific instructions for installing FundWare 7.50.

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 DOES BLACKBAUD FUNDWARE 7.50 INCLUDE?

The 7.50 Enterprise Product is compatible with SQL 2005, SQL 2000 SP4, and Server OS of Windows 2003 and Windows 2008. Refer to the Hardware Requirements on www.fundware.com/support/support.asp for a full system component list of supported platforms.

In addition to minor functionality changes as outlined in the release notes, Blackbaud Fundware 7.50 contains updates to the Accounts Receivable and Cash Receipts modules to allow purging of transactions no longer needed.

FUNDWARE ENVIRONMENTS

FundWare 7.50 Enterprise can be installed to a Windows Terminal Server (WTS) or Citrix 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. As opposed to a client computer, the terminal workstation does not run the program; everything is run from the terminal server computer. Citrix is an add-on program for WTS to extend your functionality.

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 7.50. See the *Blackbaud FundWare System Administration Guide* for more information on copying and restoring divisions.

INSTALLING FROM YOUR NETWORK

You can download the 7.50 zip file to your network from our Support Website, or copy and installation CD to your network. You can access it from multiple computers, including the server and all client workstations.

1. Create a directory on the server to hold the installation files.

2. Share this directory so that other computers can access its contents.
3. Insert the CD in the drive.
4. Download the .zip file from our Website to the directory you created on the server, or copy the contents of the installation CD to that directory. (This folder must be shared.)
5. In the installation/upgrade instructions, ignore the step to insert the CD in the drive.
6. When the installation/upgrade instructions tell you to use Add/Remove programs to access SETUP.EXE on the CD, access the file from the directory on the server instead.
7. 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.

The following table provides a quick reference for getting the support you need for FundWare modules.

Table 1.1—Getting Support

Department	Contact	Description
Business Office	800-551-4458	Obtain general information or contact a staff member.
Technical Support	800-227-7575 e-mail: FWSupport@Kintera.com	Get help resolving technical issues with the product. Please have the following information ready when you call: <ul style="list-style-type: none"> • FundWare license number • FundWare version number • Error message details
	Knowledgebase http://www.FundWare.com/Support/support.asp	A searchable database where you can type your questions and get a list of possible answers. <ul style="list-style-type: none"> • Requires your license number and web password.

Table 1.1—Getting Support (Continued)

Department	Contact	Description
Training	800-551-4458 Ask for the Client Sales department. http://www.FundWare.com/Products_Services/Training/train.asp	Contact us for more information on our training options: <ul style="list-style-type: none"> • Regionals—Classes from 1 to 5 days in length; held in cities around the country. • eClasses—Two- to three-hour classes offered over the Internet. • Onsite custom training and consulting—Our consulting staff can implement FundWare and/or train your employees using your organization's data.
Replacement Software	800-551-4458 or 303-756-3030, Ask for the Client Sales department. e-mail: FWSupport@Kintera.com	Order replacement software.
Product Management	e-mail: FWSuggestionBox@Kintera.com	Contact our Product Management department with any suggestions for improving FundWare.
User Education	e-mail: FWUserEducation@Kintera.com	Contact our User Education department with suggestions for improving our user guides or online help.
World Wide Web	http://www.FundWare.com	Get the latest product and company information, download software and documentation updates, or send e-mail.

Blackbaud, Inc.

6430 S. Fiddler's Green Circle, Suite 200
Greenwood Village, CO 80111
800-551-4458
303-756-3030

C H A P T E R 2

INSTALLING BLACKBAUD FUNDWARE 7.50

This chapter includes instructions for new customers to install Blackbaud FundWare 7.50 on a Windows Terminal Server/Citrix environment.



The Microsoft documentation for WTS includes instructions for installing WTS and connecting the client computers; therefore, this guide will not provide instructions for completing these tasks.

BEFORE YOU BEGIN

Before you begin the FundWare 7.50 installation, please make note of the following important information/tasks.

1. Review the release notes (ReleaseNotes.txt), found in your installation folder or on the main directory of the FundWare installation CD.
2. Ensure that your computer system meets the minimum requirements for FundWare 7.50. Refer to the FundWare Web site for the current system requirements (<http://www.fundware.com/Support/support.asp>, listed with the version-specific documentation).
3. Ensure that you have enough disk space available. Refer to the FundWare Web site for the current disk space requirements (<http://www.fundware.com/Support/support.asp>, listed with the version-specific documentation).
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 7.50 of FundWare Enterprise, you must install .NET 1.1 (“Dot Net”) from the FundWare CD.



This program may already be installed on your system. (Select **Programs > Administrative Tools > Microsoft .Net Framework**. If listed, the version number should be 1.1). If so, you do not need to reinstall .NET.

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

Use the following steps to install .NET 1.1 on your WTS, server, or client computer.

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.



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. If using a CD, insert it into your CD-ROM drive.

- Through the Add/Remove Programs tasks, locate the DOTNETFX.EXE file in the DotNetRuntime folder on the installation CD or in the location you have copied the installation download. The Microsoft .NET Framework Setup window displays (*Figure 2.1*).

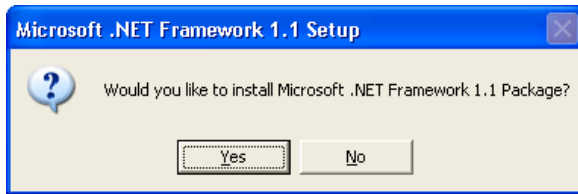


Figure 2.1—Microsoft .NET Framework Setup Window

- Click **Next**. .NET begins the installation process (*Figure 2.2*).

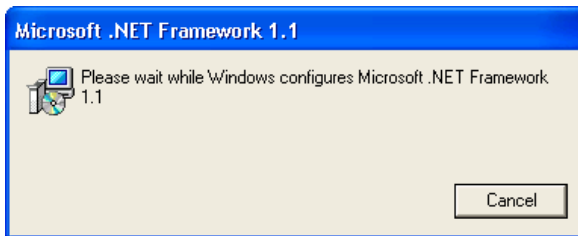


Figure 2.2—Installing .NET

- 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 (*Figure 2.3*).



Figure 2.3—.NET Installation Complete Message

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

INSTALLING BLACKBAUD FUNDWARE

Use the following steps to install FundWare 7.50 on your WTS computer.

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.



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. If using a CD, insert it into your CD-ROM drive.

5. Through the Add/Remove Programs tasks, locate the SETUP.EXE file on the installation folder and begin the installation process. The Welcome window displays (*Figure 2.4*).

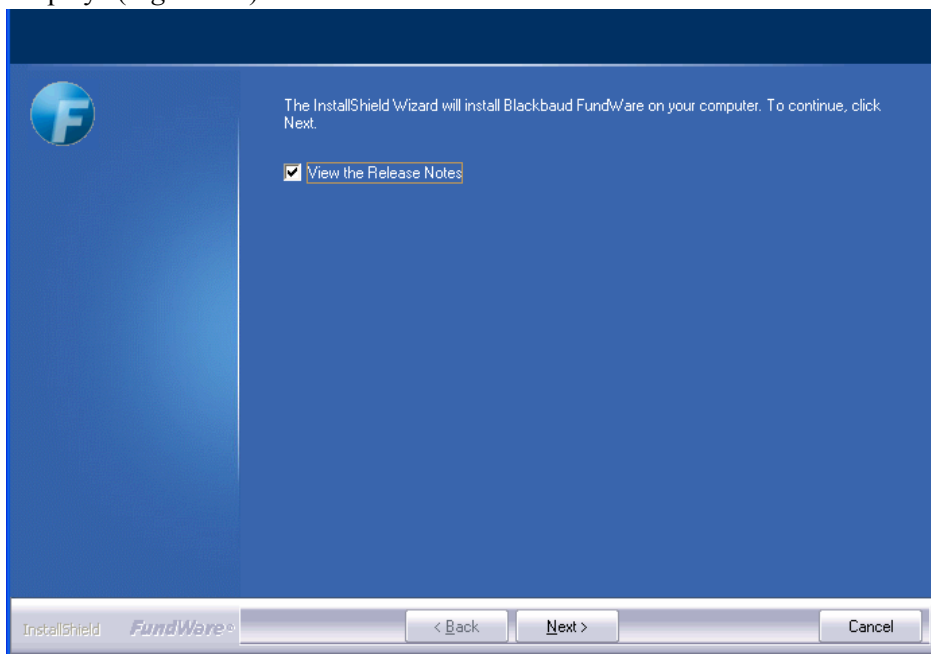


Figure 2.4—FundWare Welcome Window

By default, the following options are selected:

- View the Release Notes file—We strongly recommend that you review this information before installing FundWare.
6. Click **Next**. The Setup Type window displays (*Figure 2.5*) and the Release Notes file displays through NotePad. (If you deselect the release notes check box, the file will not display.)

7. Review the Release Notes information. (You can print the file from NotePad, if you prefer.) When complete, close the NotePad window.

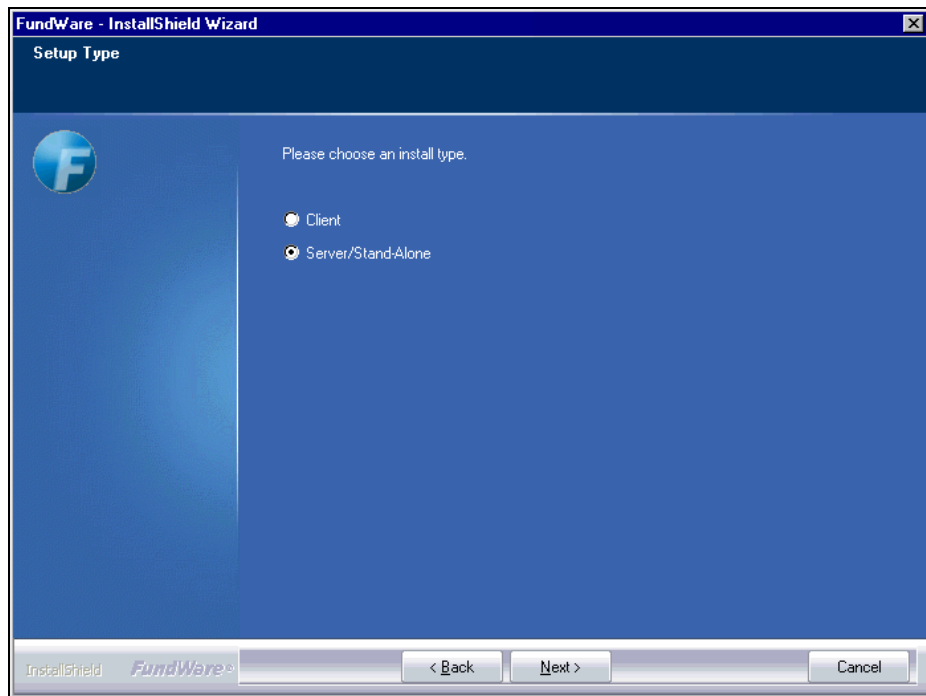


Figure 2.5—Setup Type—Server/Stand-Alone

8. Ensure that the selection is Server/Stand-Alone.

9. Click **Next**. The Version Information window displays (*Figure 2.6*).

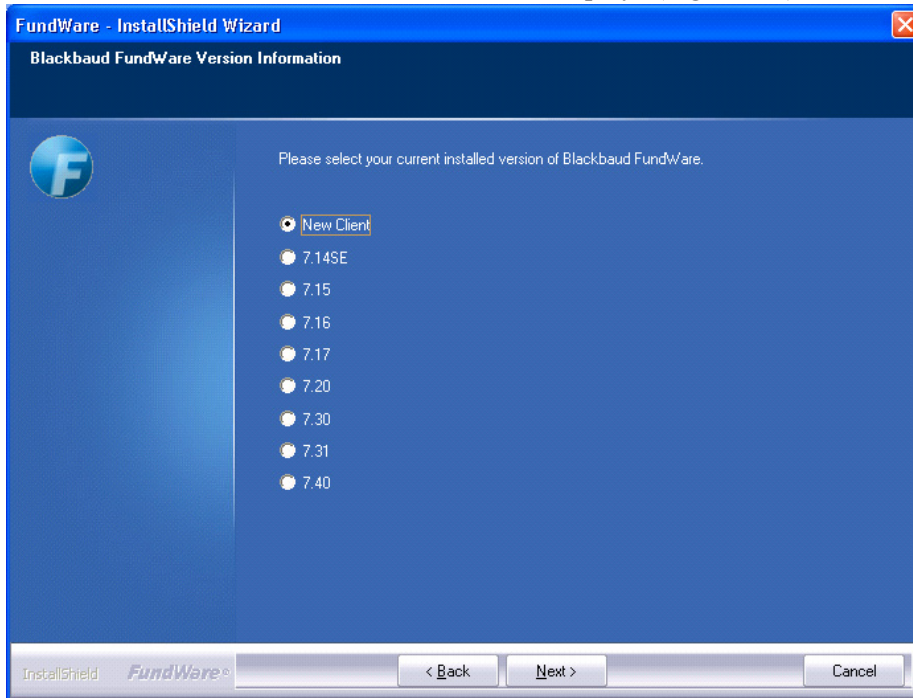


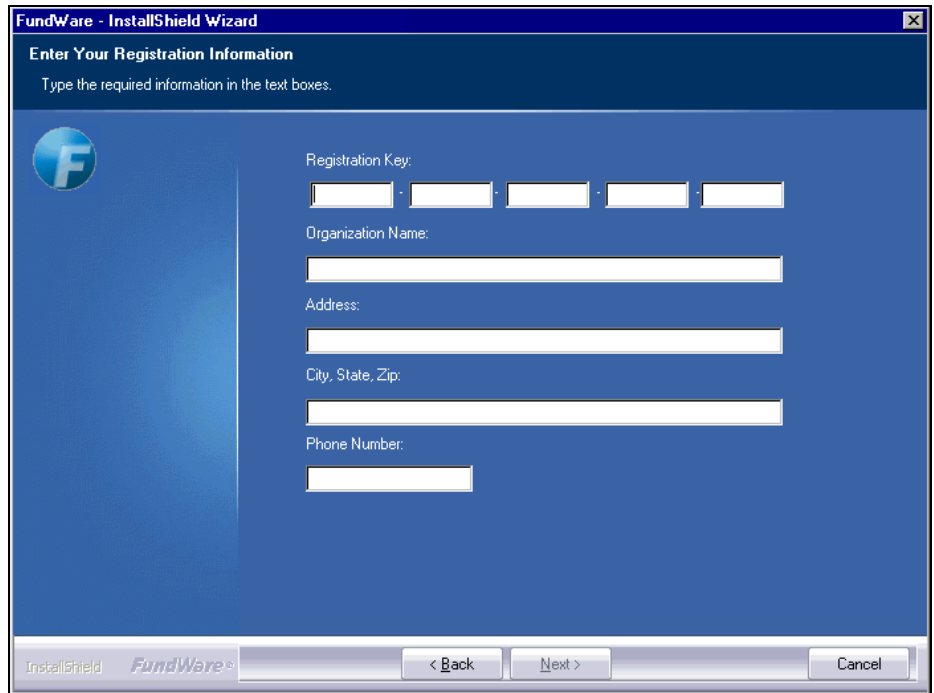
Figure 2.6—Enter Version Information

10. Select **New Client**.



If you are an existing client and are migrating your servers, select your current version of FundWare. This will ensure that the convert program correctly processes your data.

11. Click **Next**. The Registration Information window displays (*Figure 2.7*).



FundWare - InstallShield Wizard

Enter Your Registration Information

Type the required information in the text boxes.

F

Registration Key:
 : :

Organization Name:

Address:

City, State, Zip:

Phone Number:

InstallShield FundWare® < Back Next > Cancel

Figure 2.7—Registration Information

12. Enter the required information. Your registration key was given to you by your sales representative, or was included in the documentation shipped with the CD.



FundWare allows you four attempts to enter the registration key. After the fourth entry of an incorrect registration key, the installation will abort.

13. Click **Next**. The FundWare License Agreement displays (*Figure 2.8*). Please review this information before proceeding.

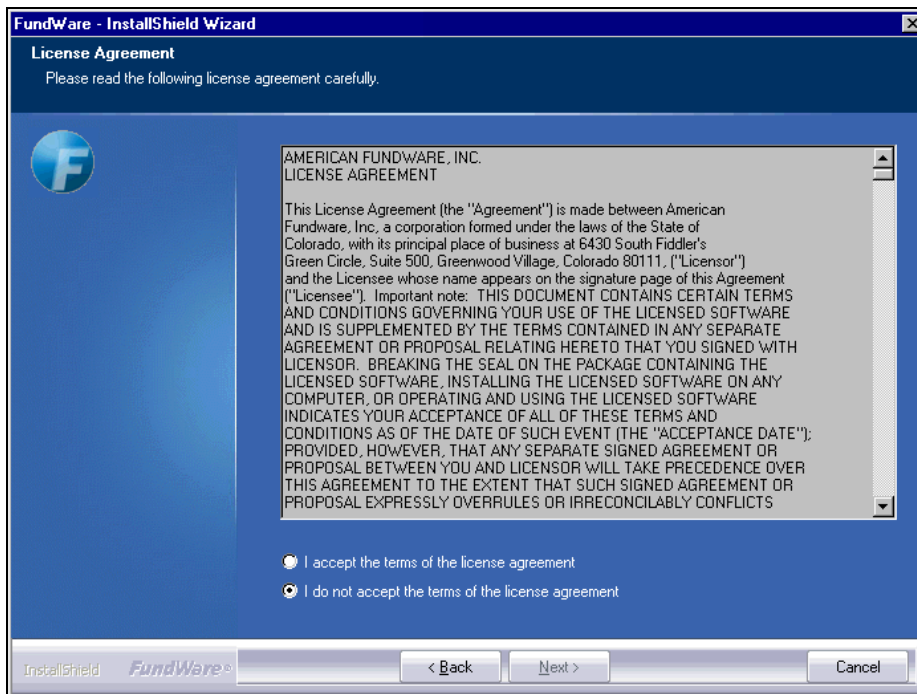


Figure 2.8—License Agreement

14. Click the radio button to accept the terms of the agreement.

15. Click **Next**. The Enter Program Folder window displays, defaulting to the FundWare folder (*Figure 2.9*).

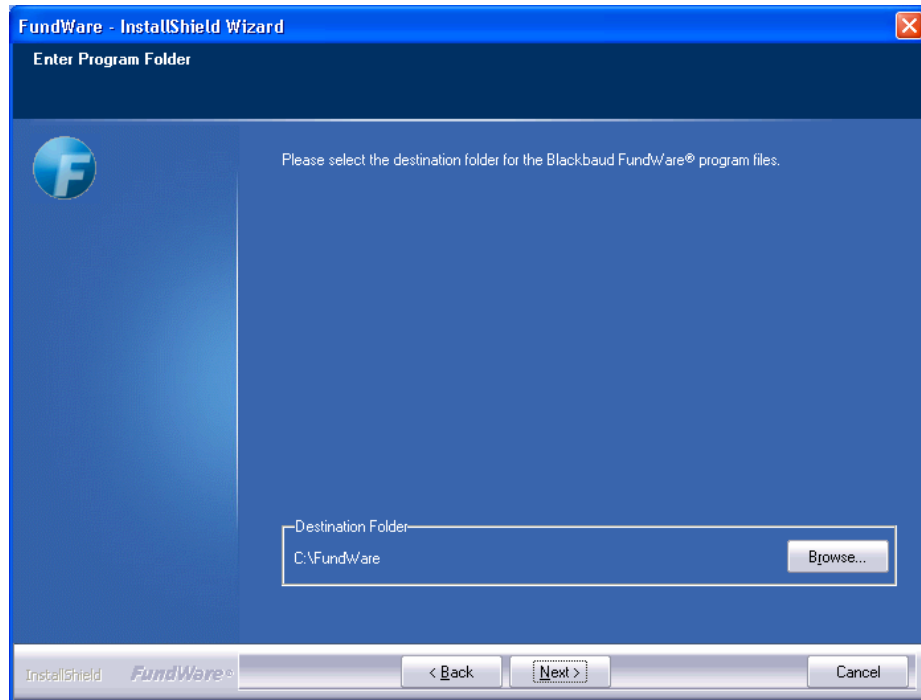


Figure 2.9—Program Folder Location



A black DOS installation window may flash briefly before the Program Folder Location window displays. You are not required to enter any information.

16. If necessary, click **Browse** to select a different folder to which FundWare will save your program files. These files must be installed to the local drive (not to a shared folder located on another machine).



This path should not end with a backslash. For example, D:\FundWare\ would be incorrect.



You should install FundWare at the root of the local drive. The program should not be installed within folders (e.g., in the Applications folder).

17. Click **Next**. The Enter Data Folder window displays, defaulting to the FundWare > Data folder (*Figure 2.10*).

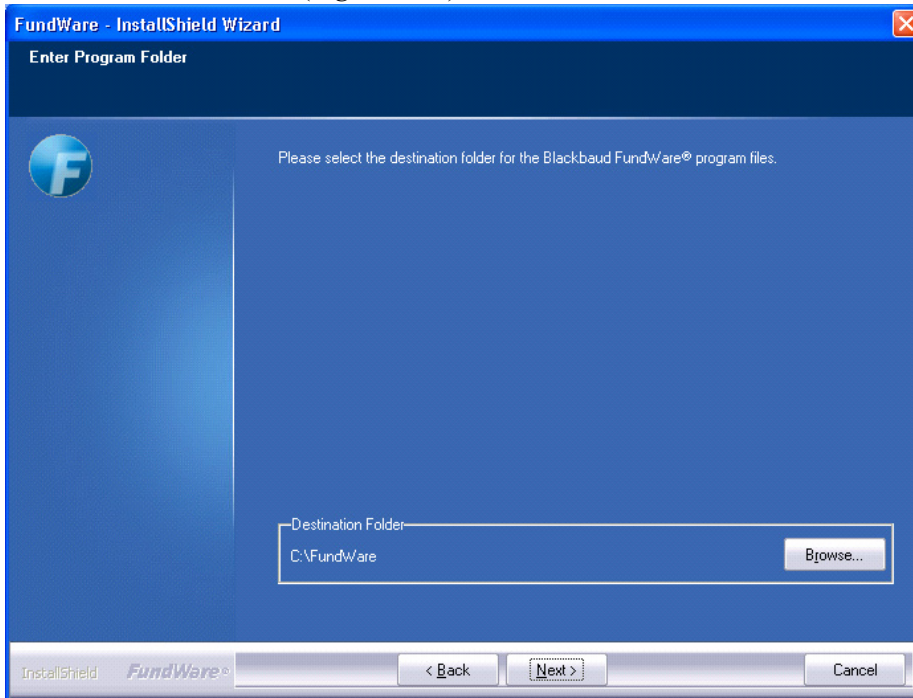


Figure 2.10—Data Folder Location

18. If necessary, click **Browse** to select a different folder (must be called “Data”) to which FundWare will save your data files. These files must be installed to the local drive (not to a shared folder located on another machine).



This path should not end with a backslash. For example, D:\FundWare\Data\ would be incorrect.



The total number of characters before the word “data” cannot exceed 12. In our example, “D:\FundWare\” equals 12 characters.

19. Click **Next**. The FundWare installation program asks for your SQL Server User ID and Password, which it needs to successfully install your Enterprise Edition (Figure 2.11).

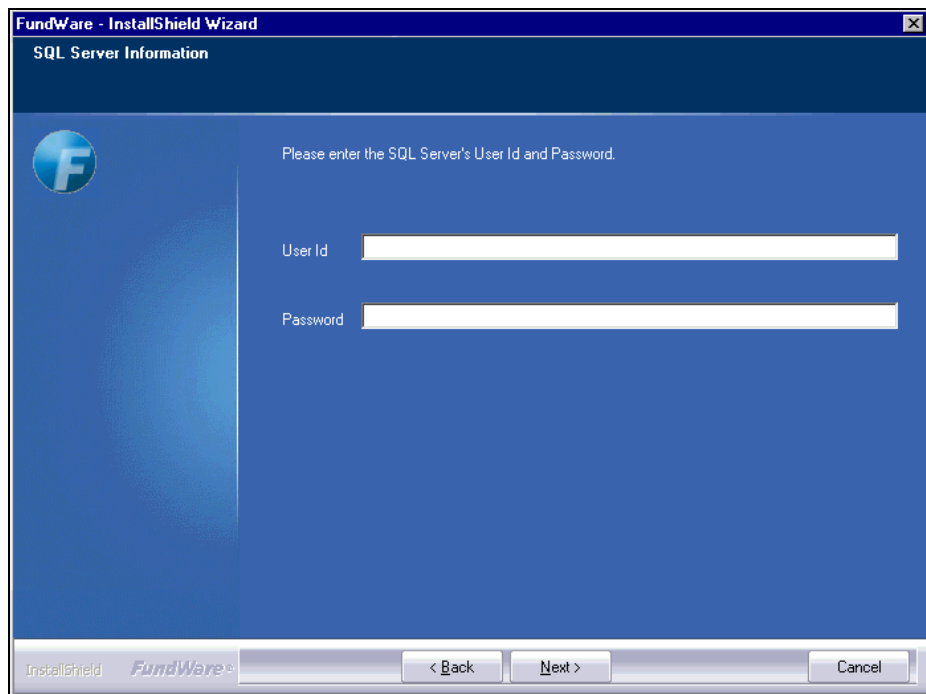


Figure 2.11—SQL Server Information

20. Enter the necessary information and be sure to follow the instructions on the IMPORTANT NOTE in Figure 2.12.



Figure 2.12—Save your User ID and Password Note

21. Click **Next**. The FundWare Information window displays (Figure 2.13).

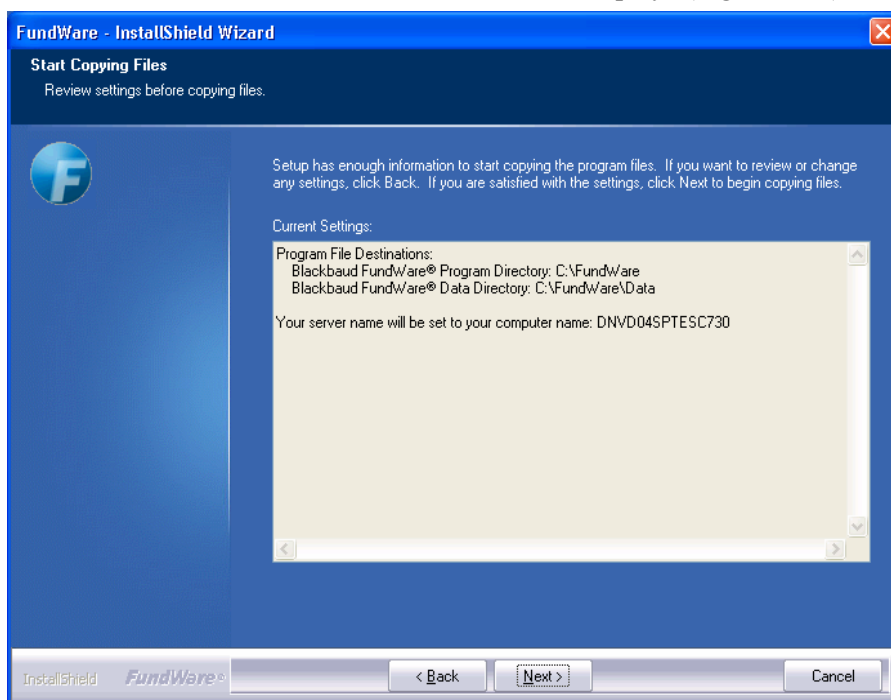


Figure 2.13—Start Copying Files

22. Review the information. Click **Back** to change any entries.

23. Click **Next**. The installation program begins copying and installing the FundWare files (*Figure 2.14*).

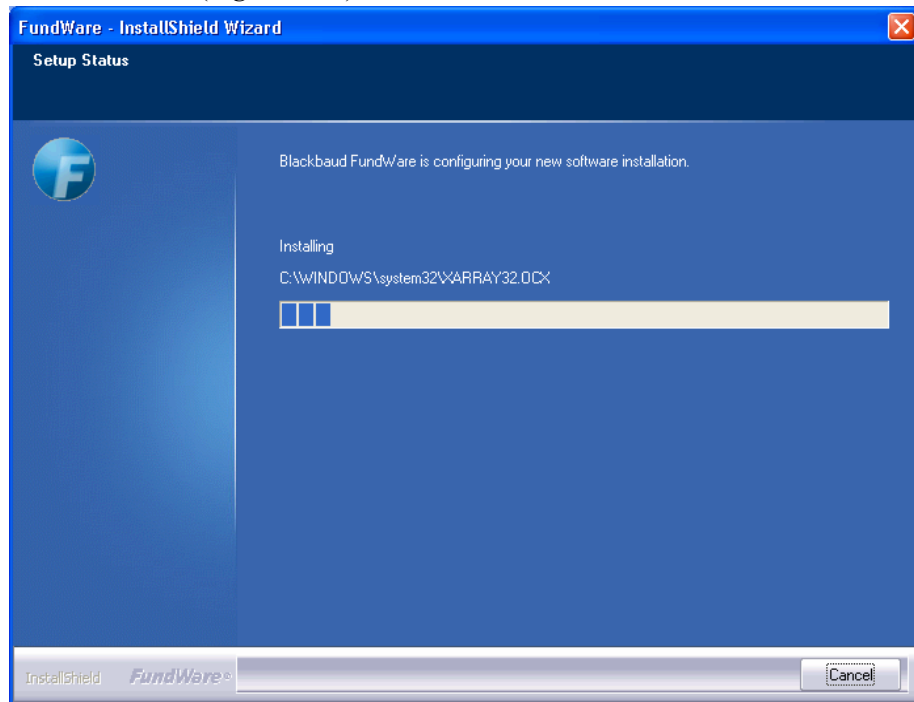





Figure 2.14—Installing FundWare

 Once the program begins copying the FundWare files, you cannot Cancel the process. However, the Cancel button will remain enabled.

 A black DOS installation window may flash briefly before the next screen displays. You are not required to enter any information.

24. Please be patient as the program installs FundWare and additional supporting programs.

 If on Windows XP, you may get the following warning as on *Figure 2.15*. Click Cancel and the installation will continue.

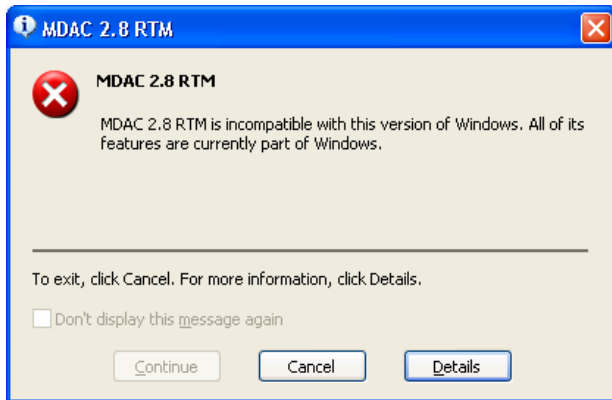


Figure 2.15—MDAC 2.8 RTM Message

25. FundWare offers you a chance to restart your computer (*Figure 2.16*).

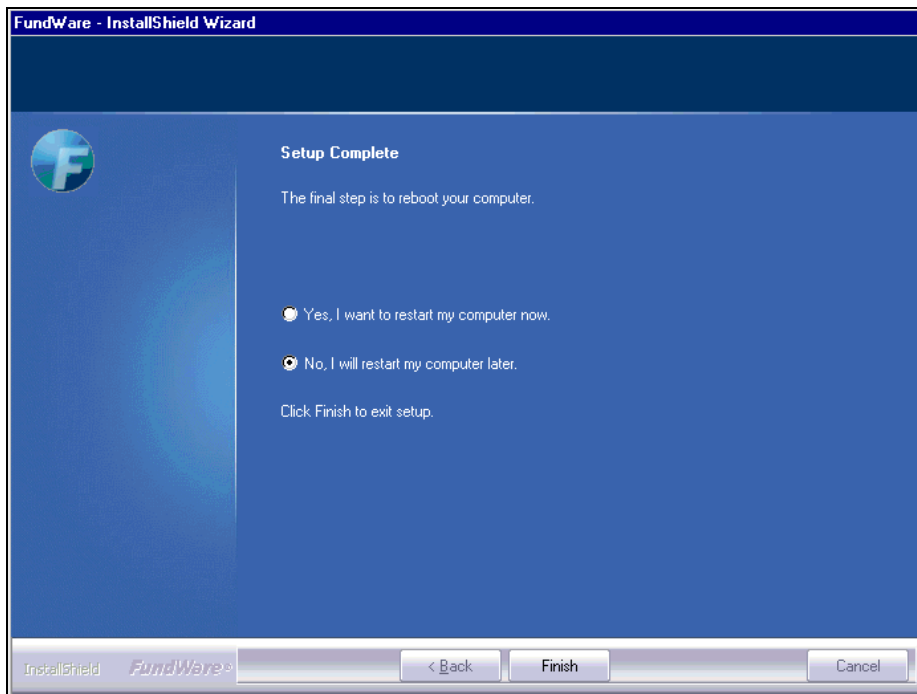


Figure 2.16—Setup Complete

26. Select “No, I will restart my computer later.”
27. Click **Finish**. The After Installation window displays. Click **Next**, click **Finish**, close the Add/Remove Programs option, then restart your computer. The data conversion portion of the installation program will begin automatically. You do not need to use the Add/Remove Programs option for this process.
28. If you installed FundWare with a CD, leave it in the disk drive. Removing the CD will interrupt the installation process.
29. Complete any steps to restart your computer (e.g., log on). Once your computer has restarted, the installation program begins the data conversion program (*Figure 2.17*). (The convert program may take a minute or two to begin. Please be patient.) This process is necessary even though you are a new FundWare customer.

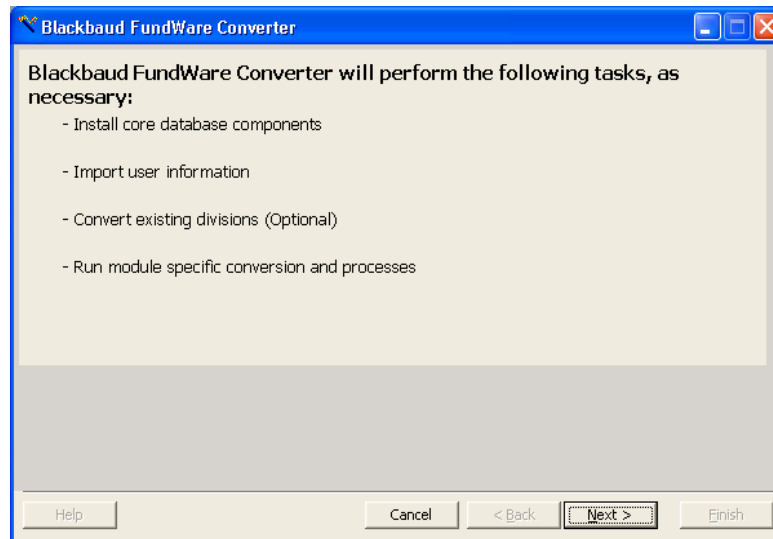


Figure 2.17—FundWare Converter Overview



If Convert does not begin automatically, locate the CONVERT.EXE file in the **FundWare > 7.50 > Bin** folder and double-click.

30. Click **Next**. FundWare begins the data conversion. You will not be required to enter any information during this process.

When the conversion is complete, a confirmation message displays (*Figure 2.18*).

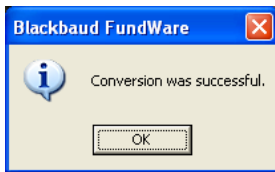


Figure 2.18—FundWare Converter, Tasks Complete

You have successfully installed FundWare 7.50 to your computer. Click **OK**.



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.

CONVERT 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—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.

ADDITIONAL SETTINGS

If you are installing in a WTS environment, you must enter 4-digit TTY values for each user that will be importing data to FundWare using the import programs defined in the *Blackbaud FundWare System Administration Guide*. You must complete the followings steps for each user; however, this can be done on the same machine by signing on as a different user each time.

1. Sign on to the terminal server using your Windows login ID and password (i.e., your Windows profile).

2. Open Windows Explorer and find the FundWare\7.50\Bin directory.
3. Double-click the SETTTY.EXE program. The View/Set TTY Registry Key 3.0 window displays (*Figure 2.19*).

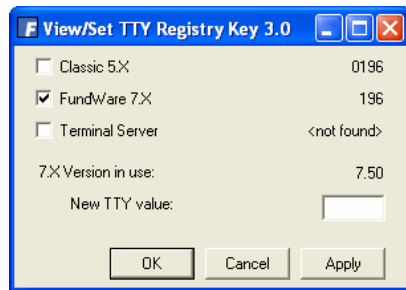


Figure 2.19—View/Set TTY Registry Key

4. Select the Terminal Server check box.
5. Type a valid TTY number in the New TTY Value text box. This number must be 4 digits, unique for each user, and begin with 0 (*Figure 2.20*).

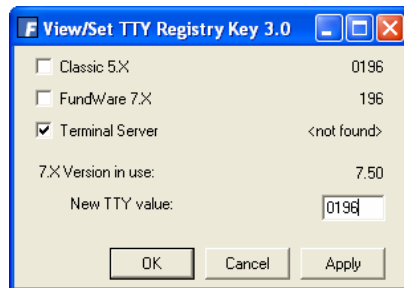


Figure 2.20—Example of an Edited TTY Registry Key

6. Click **Apply** to save your changes and keep the window open. Click **OK** to save your changes and close the window.
7. Repeat these steps for each FundWare user.

THINGS TO DO AFTER INSTALLATION IS COMPLETE

You should complete the following tasks after you have completed the installation process.

1. Make a backup of your computer system.
2. Open FundWare by double-clicking the FundWare icon on your desktop or selecting Blackbaud FundWare® Enterprise from your Windows Start menu. The Login window displays (*Figure 2.21*).

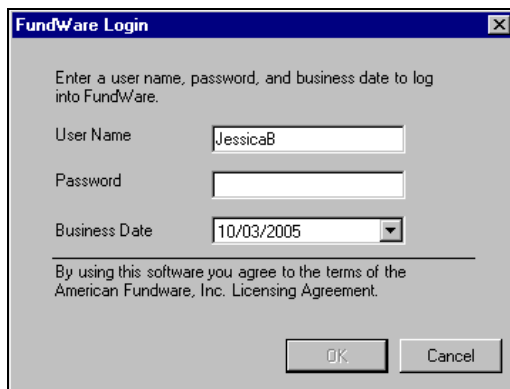


Figure 2.21—FundWare Login Window

3. Type the default user name and password (the default user has unlimited security rights). (Your password entries will display as asterisks (*) as you type to maintain the privacy of your password.)
 - User Name: *demo user*
 - Password: *pcfund* (unless you changed the default password for this user)
4. Accept the default business date or enter a new date. You can manually enter the date (moving from day to month to year using the arrow key or mouse) or you can click the down-arrow to select a date from the calendar.
5. Click **OK**. The program opens to the System Administration HomePage.
6. Begin configuring your system by first defining your divisions. Once these are defined, you can begin adding users and security rights. Please refer to the *Blackbaud FundWare System Administration Guide* for more information.

- The 7.50 SECURITY WORKSHEETS.XLS file installed with your user documentation (see the **FundWare > Data > User Documentation** folder) has been designed to assist you in designing your security system. These worksheets include each secured task for each module.

C H A P T E R 3

UPGRADING FROM FUNDWARE 7.X

This chapter includes instructions for clients upgrading Blackbaud FundWare 7.50 on a Windows Terminal Server (WTS) or Citrix environment from the following versions:

- 7.14 SE,
- 7.15,
- 7.16,
- 7.17,
- 7.20,
- 7.30,
- 7.31 and
- 7.40

If you are a client using version 7.11, 7.12, or 7.13—You should contact FundWare Support or your value-added reseller for assistance with this upgrade. If you are using Cash Receipts, you **must** contact FundWare Support or your value-added reseller for assistance with this installation. The instructions included in the guide do not address your configuration.



The Microsoft documentation for WTS includes instructions for installing WTS and connecting the client computers; therefore, this guide will not provide instructions for completing these tasks.

BEFORE YOU BEGIN

There are specific tasks that you should complete in the modules to prepare your system as well as certain general tasks that you must complete before starting the 7.50 upgrade from 7.X versions.

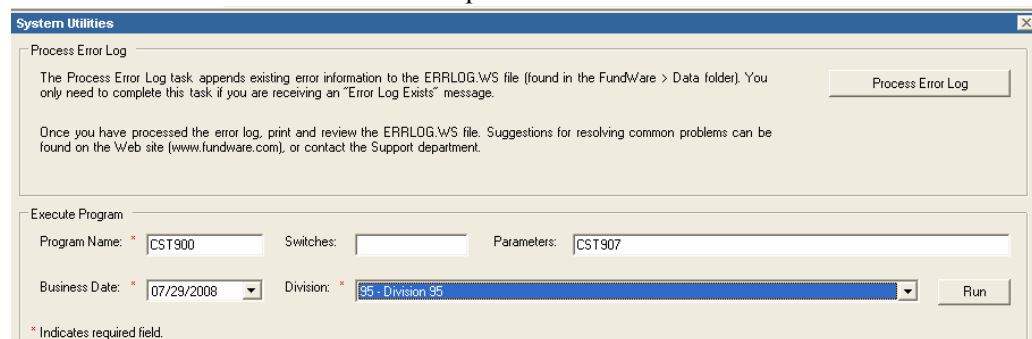
TASKS FOR ALL CLIENTS

All clients must have a current backup the system before beginning the upgrade process and verify that all users are logged off of FundWare.

TASKS FOR GENERAL LEDGER CLIENTS

All General Ledger clients must run a number of data preparation programs.

1. With no users in Fundware, execute the following Programs from Division 00, System Utilities. If you have more than one division to update, the following Programs need to be run multiple times as shown below. These programs ensure that your General Ledger data is clean for upgrading. If there are any questions or errors generated Fundware Support should be contacted.
2. Enter the program information according to *Figure 3.1*
Program Name: CST900 Switches: Blank Parameters: CST907. The date doesn't matter and select your Fundware Division. Select **Run**. The program will run without further action on your part. The program removes garbage characters from account descriptions.



The screenshot shows a window titled "System Utilities" with a "Process Error Log" section and an "Execute Program" section. The "Execute Program" section contains the following fields:

Program Name:	CST900	Switches:		Parameters:	CST907
Business Date:	07/29/2008	Division:	95 - Division 95	Run	

* Indicates required field.

Figure 3.1—Running CST900 (for CST907)

3. Enter the program information according to *Figure 3.2*.
Program Name: CST900 Switches: Blank Parameters: CST905. The date doesn't matter and select your Fundware Division. Select **Run**. The program

will run on a black DOS screen and when it is complete it will ask you to hit Enter to take you back to the System Utility Screen. It corrects any discrepancies in internally stored account numbers.

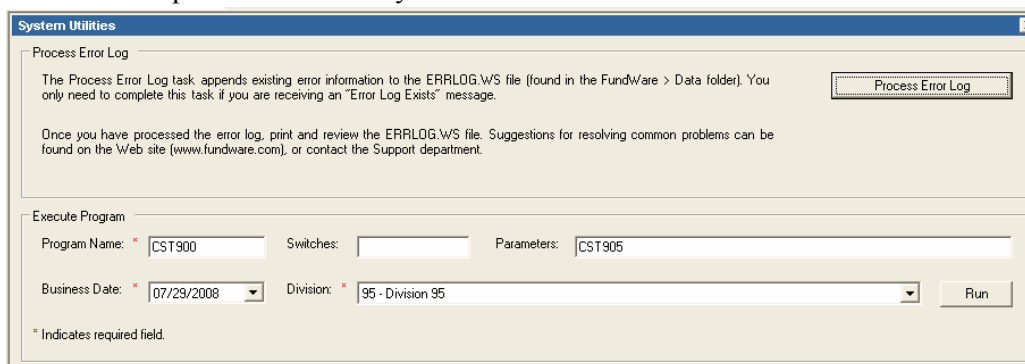


Figure 3.2—Running CST900 (for CST905)

4. Enter the program information according to *Figure 3.3*.
 Program Name: CST900 Switches: Blank Parameters: CST903. The date doesn't matter and select your Fundware Division. Select **Run**.

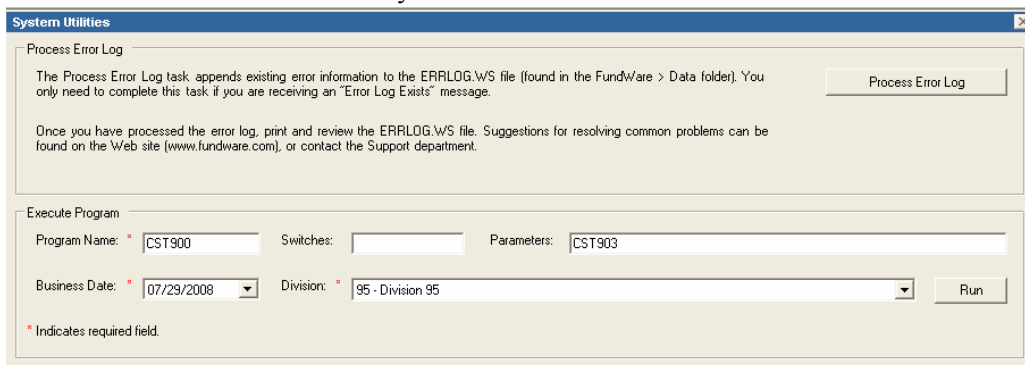


Figure 3.3—Running CST900 (for CST903)

The program will run on a black DOS screen.
 At Do you wish to file Report, enter Y)es.
 At Do you want another Report, enter N)o.

A Report named CSREPST is produced. It corrects missing account numbers in the GL Chart of Accounts that had balances. If the report is blank, there were no discrepancies.

5. Enter the program information according to *Figure 3.4*.
Program Name: CST900 Switches: Blank Parameters: CST902. The date doesn't matter and select your Fundware Division. Select Run. This program rebuilds Account numbers in the GL Chart of Accounts.

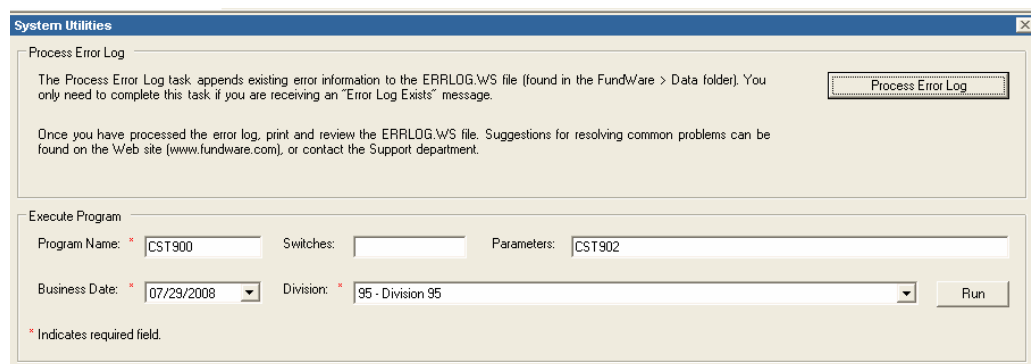


Figure 3.4—Running CST900 (for CST902)

6. On the Blue Screen (*Figure 3.5*), enter a valid ID type. This program can be run multiple times, for each ID type on your system. Hitting the F1 key at the ID type prompt will display valid ID types (*Figure 3.6*).

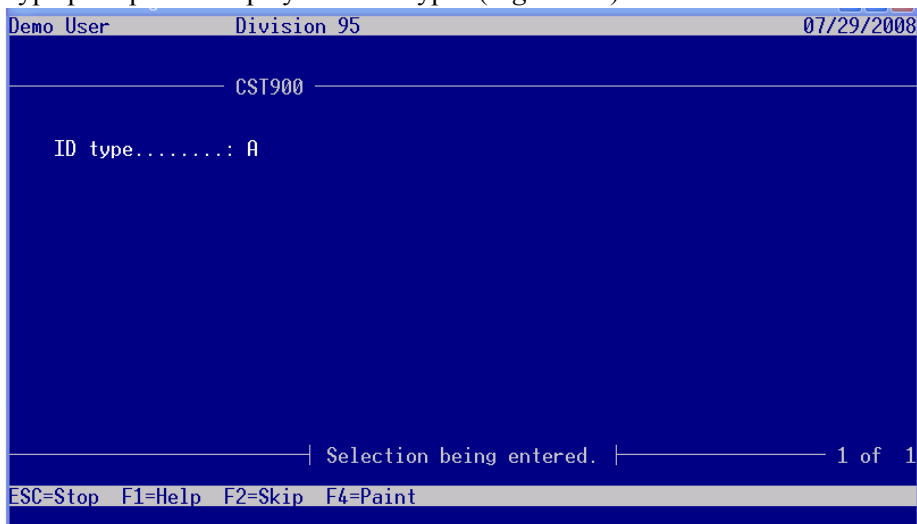


Figure 3.5—Running CST900 (for CST902), Id Type Selection

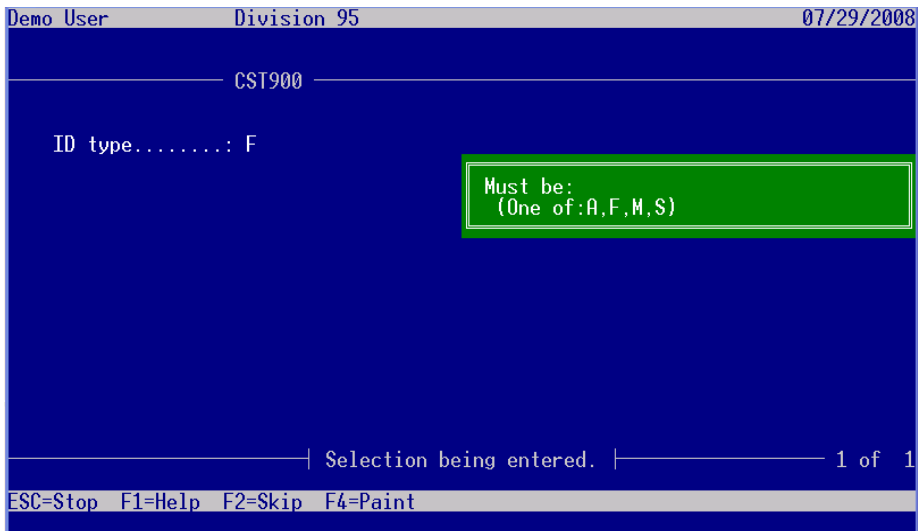


Figure 3.6—The F1 Display of Valid ID Types

At "Are your Entries Correct", Answer Y)es

When the program is complete you will be returned to **System Utilities**.

7. Enter the program information according to *Figure 3.7*.
 Program Name: CST970 Switches: Blank Parameters: Blank. The date doesn't matter and select your Fundware Division. Select **Run**.

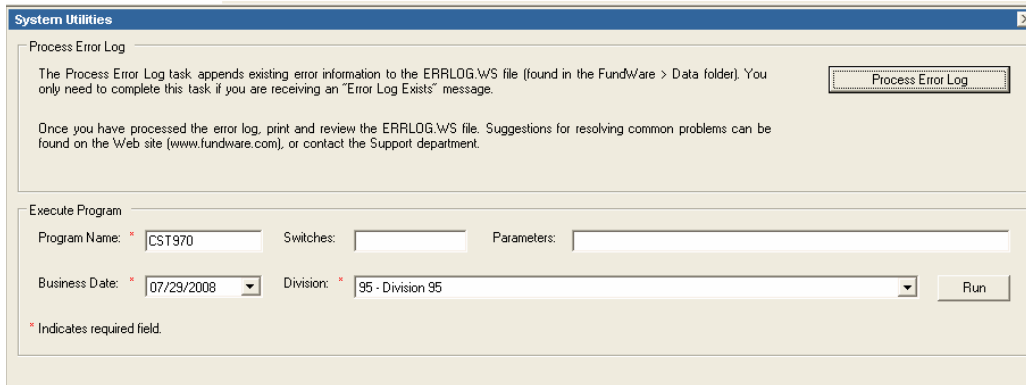


Figure 3.7—Running CST970

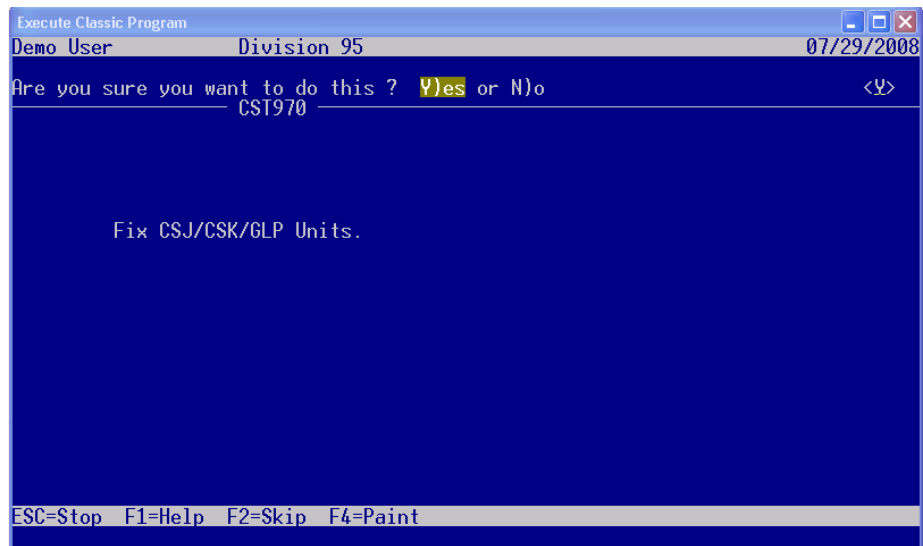


Figure 3.8—Running CST970

8. At “Are you sure you want to do this?” Answer **Y**es. The screen will process and when finished will show a message of “**Process Complete**”.
9. View the report CSUNITS.L## (where ## represents the division number) to see what was repaired by this program. This program zeroes out large amounts that may have been stored in the units/rates fields in the GL Detail Files.



If you are on an older version of Fundware and the program will not run, it can be copied from your installation folder to Fundware\7.x\Classic\Cobol.

TASKS FOR ACCOUNTS PAYABLE CLIENTS

You must complete any AP processes before beginning the FundWare 7.50 upgrade.

1. Post all obligations and saved batches.

TASKS FOR TASKS FOR BUDGET FORECASTING AND BUDGET PREPARATION CLIENTS

1. Post all your revisions before beginning this upgrade.

TASKS FOR PAYROLL/PERSONNEL CLIENTS

1. Complete all payroll check writing processes.
2. Once you have completed all payroll check writing processes, delete the PYA, PYW, PYX, and PYY files for each division.

TASKS FOR CLIENTS WITH BANKS

If you have bank accounts defined, please be aware of the following information.

- The Financial Institutions feature follows this business rule:
 - “No two physical bank accounts may use the same General Ledger cash account” (e.g., if Payroll checks come from one physical bank account, and AP checks come from another physical bank account, those two ‘banks’ may not use the same GL cash account).

Therefore, if you have two bank accounts assigned to the same GL cash account, you should re-assign them before upgrading to FundWare 7.50. You will still be able to map accounts and re-assign banks, as necessary, after upgrading to FundWare 7.50, but the process involves more complicated steps.

If you have any banks that you do not and will not use, you should delete these banks before upgrading. If you do not delete unused banks, you will be required to map them.

GENERAL TASKS

Before you begin the FundWare 7.50 installation, please make note of the following important information/tasks.

1. Review the release notes (ReleaseNotes.txt), found on the main directory of the the Fundware Installation Folder or CD.
2. Ensure that your computer system meets the minimum requirements for FundWare 7.50. Refer to the FundWare Support Web site for the current system requirements (<http://www.fundware.com/Support/support.asp>, listed with the version-specific documentation).
3. Ensure that you have enough disk space available. Refer to the FundWare Support Web site for the current disk space requirements (<http://www.fundware.com/Support/support.asp>, listed with the version-specific documentation).

4. Delete any obsolete divisions. (Unused, old, or test divisions could cause problems with the conversion process.)
5. Produce the Attributes List report (CSAREP). After the upgrade, you will be instructed to produce this report again, which will allow you to view certain changes to your database.
6. Review any custom menus that you have added to FundWare:
 - Any menus at the main menu level (i.e., same level as the modules) will be deleted during convert and cannot be added back to the system after upgrade.
7. Make sure that all users are logged out of FundWare.
8. Using Add/Remove programs, we recommend that you remove Micro Focus NetExpress and Transoft U/SQL, if present, before installing 7.50. Additionally, if Print Manager is listed in Add/Remove programs, remove this program. These programs will be added during the installation; however, the older versions will not be removed. Therefore, if you do not remove the programs prior to installing, two versions will appear in your list of programs.

— Reboot your computer before beginning the FundWare installation process.
9. If at 7.20 or below, review the security settings for all users. Adjust your system, as necessary:
 - All passwords beginning with the letter “a” *or* including a number in any position will convert incorrectly. Users must redefine their passwords before the upgrade, or the FundWare administrator will be required to redefine passwords after upgrading to 7.50.
10. Backup your system before beginning this task.
11. Disable any antivirus software that is running on the computer.
12. Know your SQL Server ID and password, as you will be asked for this information during the FundWare installation.
13. Close all Windows applications before beginning the installation.
14. Be patient. This process takes time and if you click unnecessarily, the install may freeze.

INSTALLING .NET 1.1

Before you can install version 7.50 of FundWare Enterprise, you must install .NET 1.1 (“Dot Net”) from the FundWare CD or your installation folder.

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

Use the following steps to install .NET 1.1 on your WTS, server, or client computer.

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.



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. If used, insert the FundWare CD into your CD-ROM drive.
5. Through the Add/Remove Programs tasks, locate the DOTNETFX.EXE file in the DotNetRuntime folder on the installation CD or in the location you have copied the installation download. The Microsoft .NET Framework Setup window displays (*Figure 3.9*).

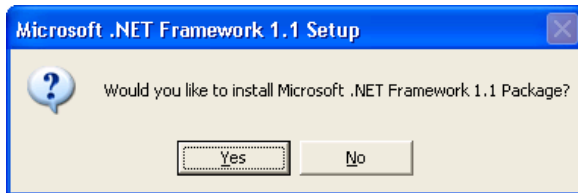


Figure 3.9—Microsoft .NET Framework Setup Window

6. Click **Next**. .NET begins the installation process (*Figure 3.10*).

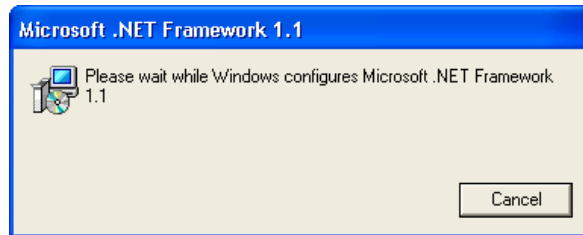


Figure 3.10—Installing .NET

7. 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 (*Figure 3.11*).

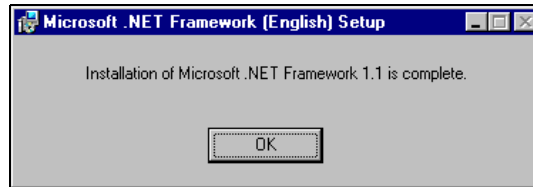



Figure 3.11—.NET Installation Complete Message

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

UPGRADING BLACKBAUD FUNDWARE

Use the following steps to install Blackbaud FundWare 7.50 on your WTS computer.

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.

 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. If used, insert the FundWare CD into your CD-ROM drive.
5. Through the Add/Remove Programs tasks, locate the SETUP.EXE file in your installation folder or on the installation CD and begin the installation process. The Welcome window displays (*Figure 3.12*).

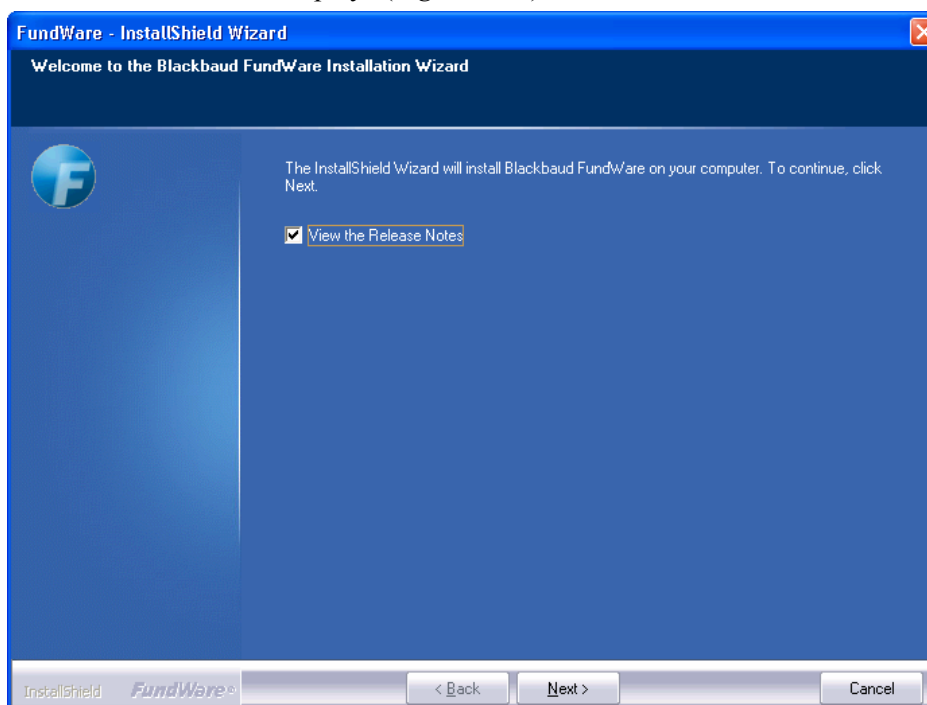


Figure 3.12—FundWare Welcome Window

By default, the following options are selected:

- View the Release Notes file—We strongly recommend that you review this information before installing FundWare.

6. Click **Next**. The Setup Type window displays (*Figure 3.13*) and the Release Notes file displays through NotePad. (If you deselect the release notes check box, the file will not display.)

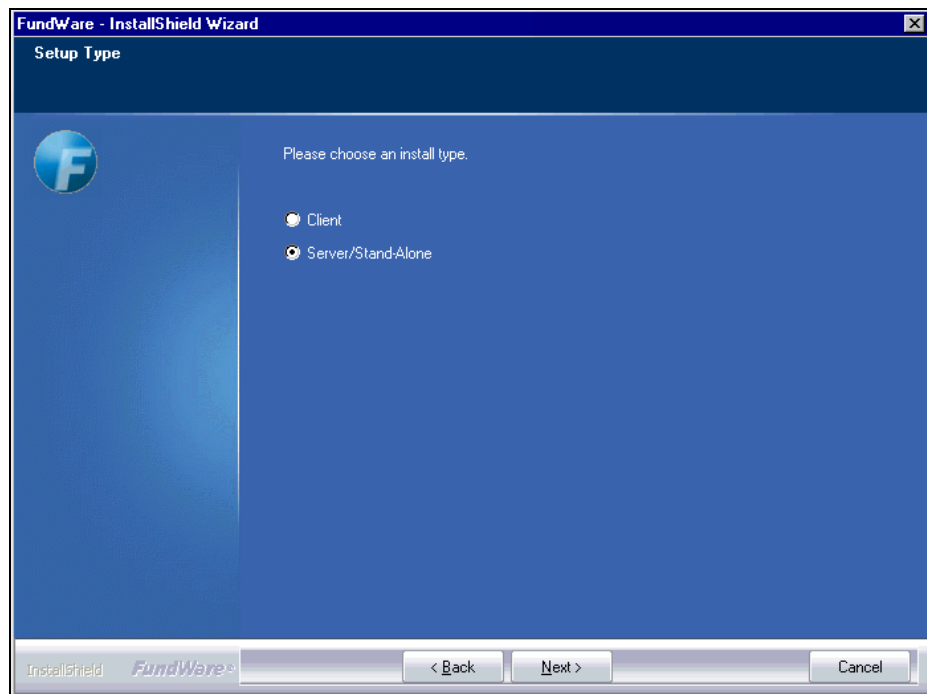


Figure 3.13—Setup Type—Server/Stand-Alone

7. Review the Release Notes information. (You can print the file from NotePad, if you prefer.) When complete, close the NotePad window.
8. Ensure that the selection is Server/Stand-Alone.

9. Click **Next**. The program indicates that it has detected a previous version of the software (*Figure 3.14*).

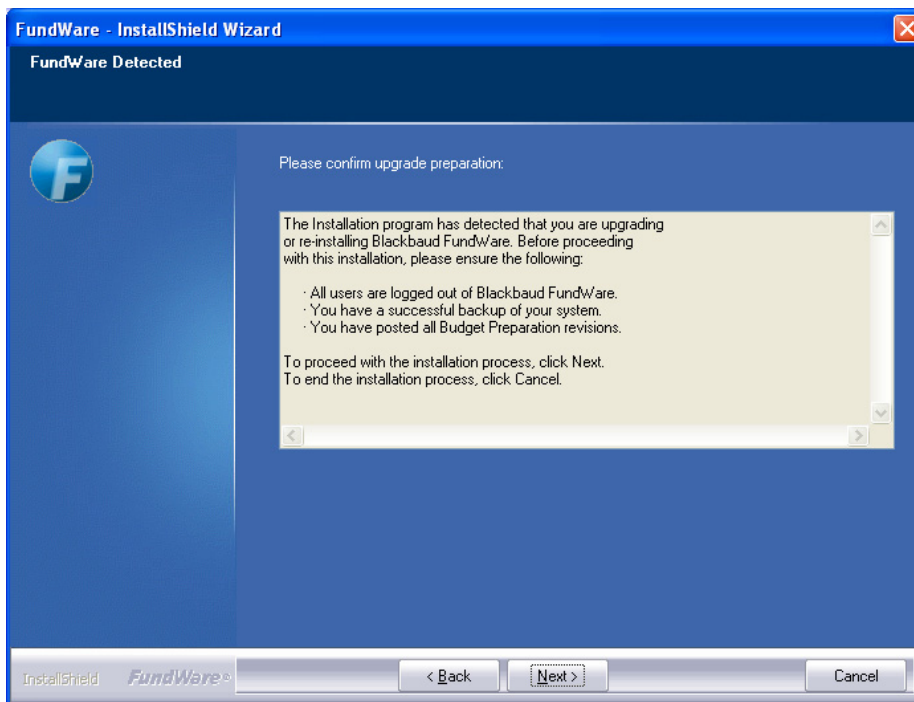
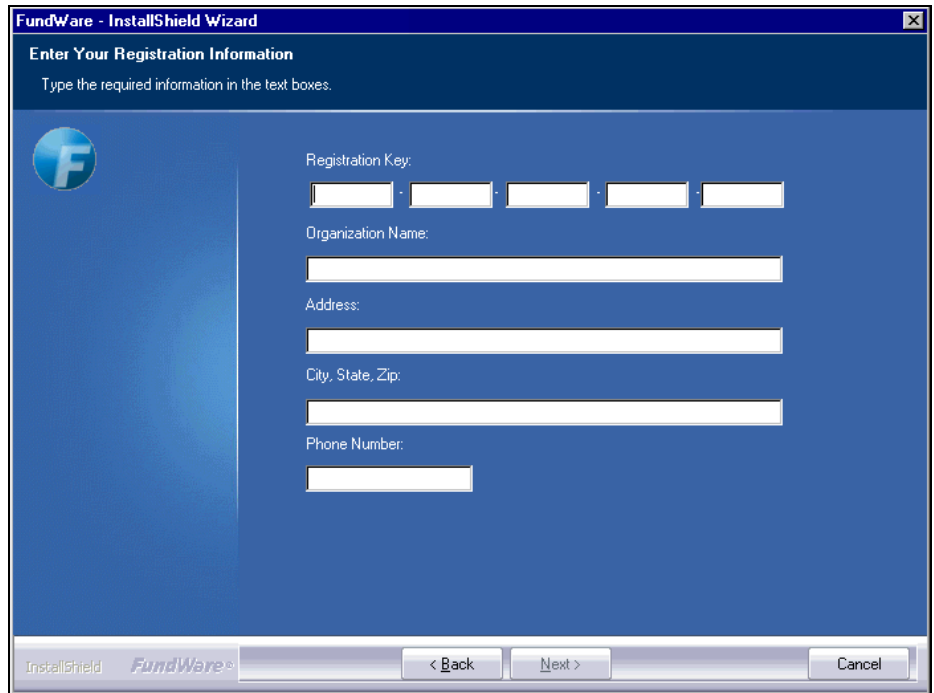


Figure 3.14—Enter Version Information

10. Select your current version of FundWare. This will ensure that the convert program correctly processes your data.

11. Click **Next**. The Registration Information window displays (*Figure 3.15*).



The screenshot shows a window titled "FundWare - InstallShield Wizard" with a dark blue header. Below the header, it says "Enter Your Registration Information" and "Type the required information in the text boxes." On the left side, there is a large blue circle with a white letter 'F'. On the right side, there are several text input fields: "Registration Key:" (a five-character field with hyphens), "Organization Name:" (a single-line field), "Address:" (a single-line field), "City, State, Zip:" (a single-line field), and "Phone Number:" (a single-line field). At the bottom of the window, there is a status bar with the "FundWare" logo and three buttons: "< Back", "Next >", and "Cancel".

Figure 3.15—Registration Information

12. Enter the required information. Your registration key was given to you by your sales representative, or was included in the documentation shipped with the CD.



FundWare allows you four attempts to enter the registration key. After the fourth entry of an incorrect registration key, the installation will abort.

13. Click **Next**. The FundWare License Agreement displays (*Figure 3.16*). Please review this information before proceeding.

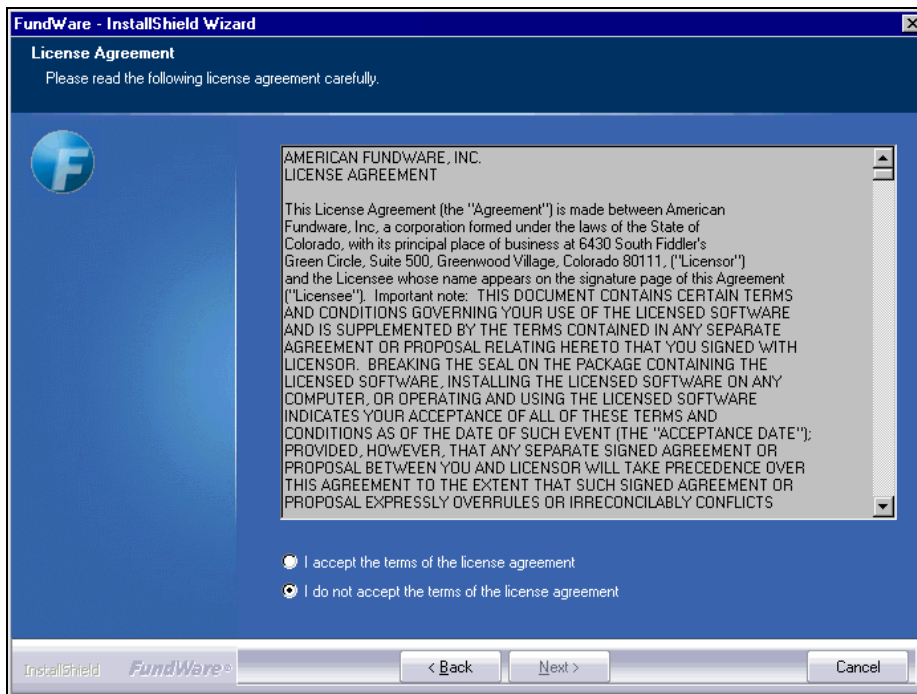


Figure 3.16—License Agreement

14. Click the radio button to accept the terms of the agreement.

15. Click **Next**. The Enter Program Folder window displays, defaulting to the FundWare folder (*Figure 3.17*).

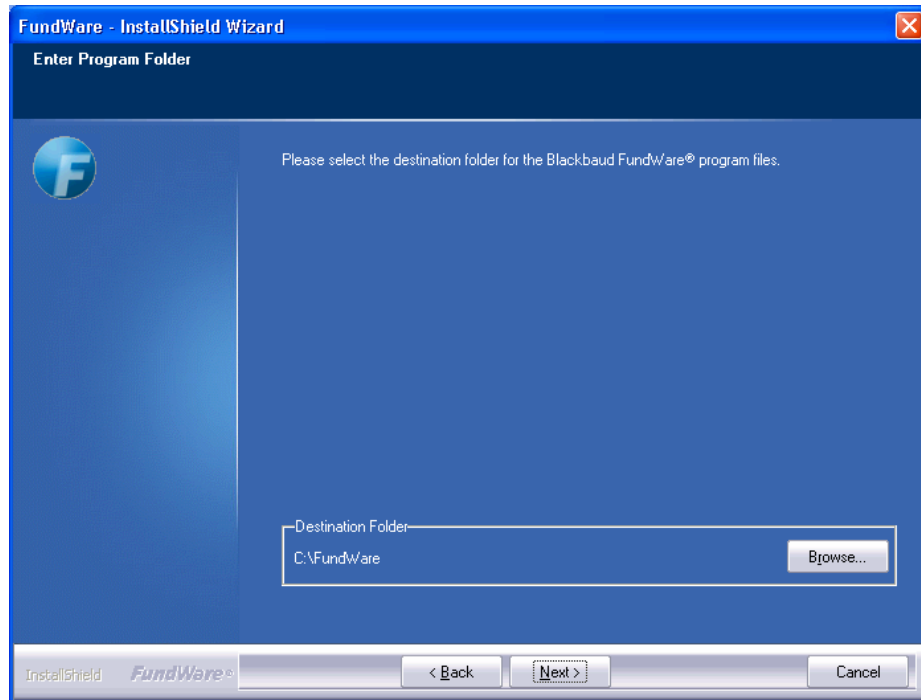


Figure 3.17—Program Folder Location



A black DOS installation window may flash briefly before the Program Folder Location window displays. You are not required to enter any information.

16. If necessary, click **Browse** to select a different folder to which FundWare will save your program files. These files must be installed to the local drive (not to a shared folder located on another machine).



This path should not end with a backslash. For example, D:\FundWare\ would be incorrect.



You should install FundWare at the root of the local drive. The program should not be installed within folders (e.g., in the Applications folder).

17. Click **Next**. The Enter Data Folder window displays (Figure 3.18). The system may default to your current data folder.

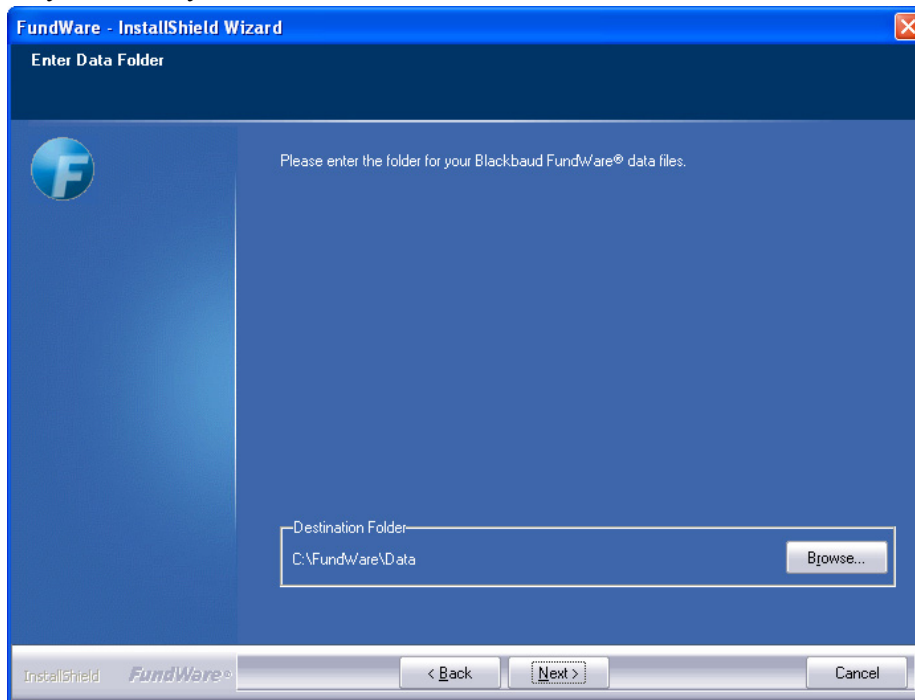


Figure 3.18—Data Folder Location

18. If necessary, click **Browse** to locate data folder.



This path should not end with a backslash. For example, D:\FundWare\Data\ would be incorrect.



The total number of characters before the word “data” cannot exceed 12. In our example, “D:\FundWare\” equals 12 characters.

19. Click **Next**. The FundWare installation program asks for your SQL Server User ID and Password, which it needs to successfully install your Enterprise Edition (Figure 3.19).

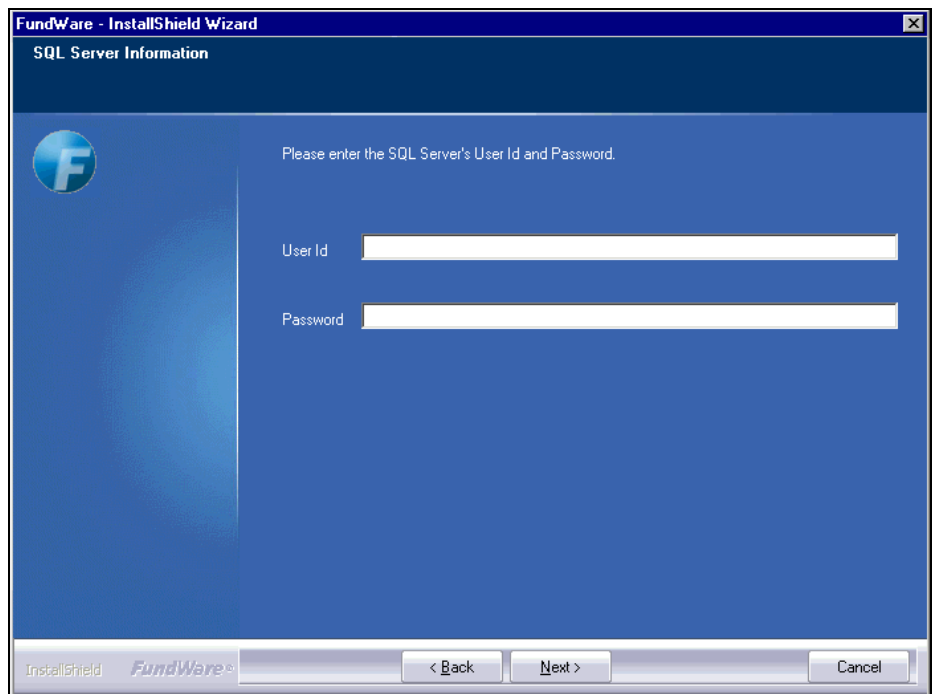


Figure 3.19—SQL Server Information

20. Enter the necessary information.

21. Enter the necessary information and be sure to follow the instructions on the IMPORTANT NOTE in *Figure 3.20*.



Figure 3.20—Save your User ID and Password Note

22. Click **Next**. The program asks if you want to uninstall the previous version of FundWare (*Figure 3.21*).

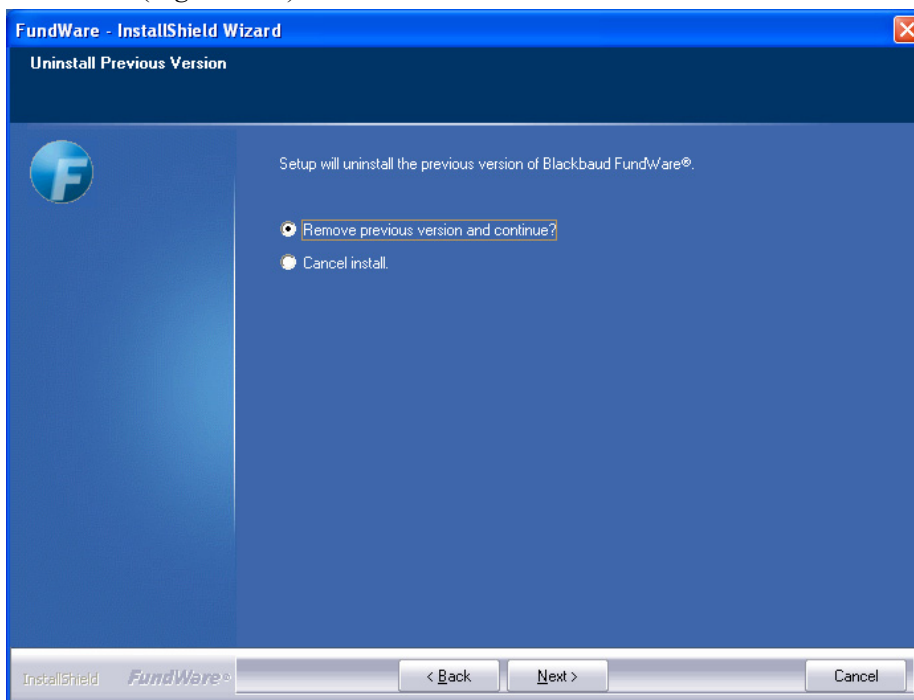


Figure 3.21—Uninstall Previous Version

23. Select the radio button to remove the previous version of the program.
24. Click **Next**. The program asks you to confirm the location of your current FundWare program (*Figure 3.22*).

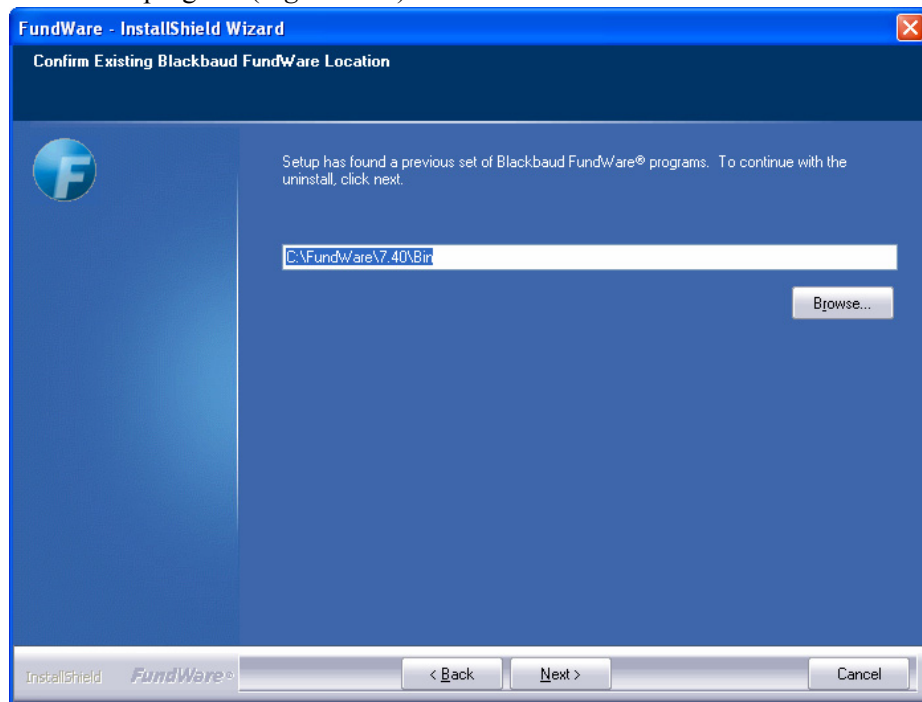


Figure 3.22—Confirm Existing FundWare Location—Example

25. If this information is incorrect, click **Browse** to locate the folder holding the FundWare executable file.

26. Click **Next**. The FundWare Information window displays (*Figure 3.23*).

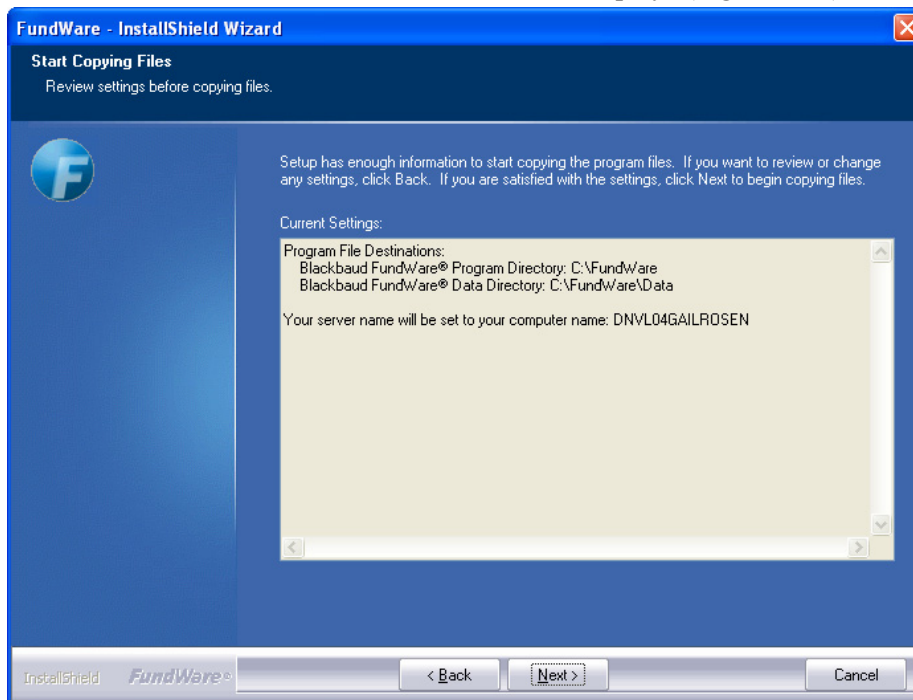


Figure 3.23—Start Copying Files

27. Review the information. Click **Back** to change any entries.

28. Click **Next**. The installation program begins copying and installing the FundWare files (*Figure 3.24*).

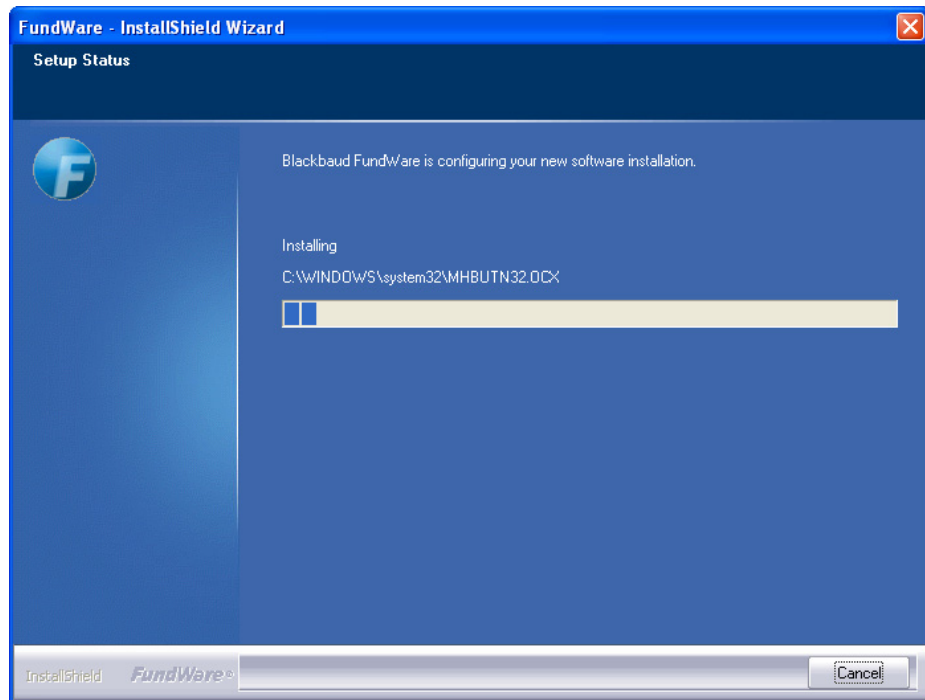





Figure 3.24—Installing FundWare

 Once the program begins copying the FundWare files, you cannot Cancel the process. However, the Cancel button will remain enabled.

 A black DOS installation window may flash briefly before the next screen displays. You are not required to enter any information.

29. Please be patient as the program installs FundWare and additional supporting programs.

 If on Windows XP, you may get the following warning as on *Figure 3.25*. Click Cancel and the installation will continue.

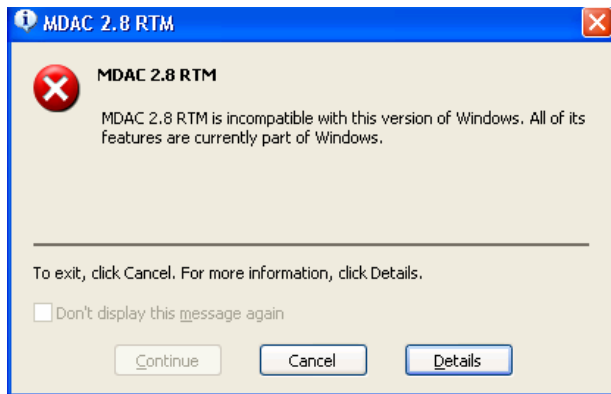


Figure 3.25—MDAC 2.8 RTM Message

30. FundWare offers you a chance to restart your computer (Figure 3.26).

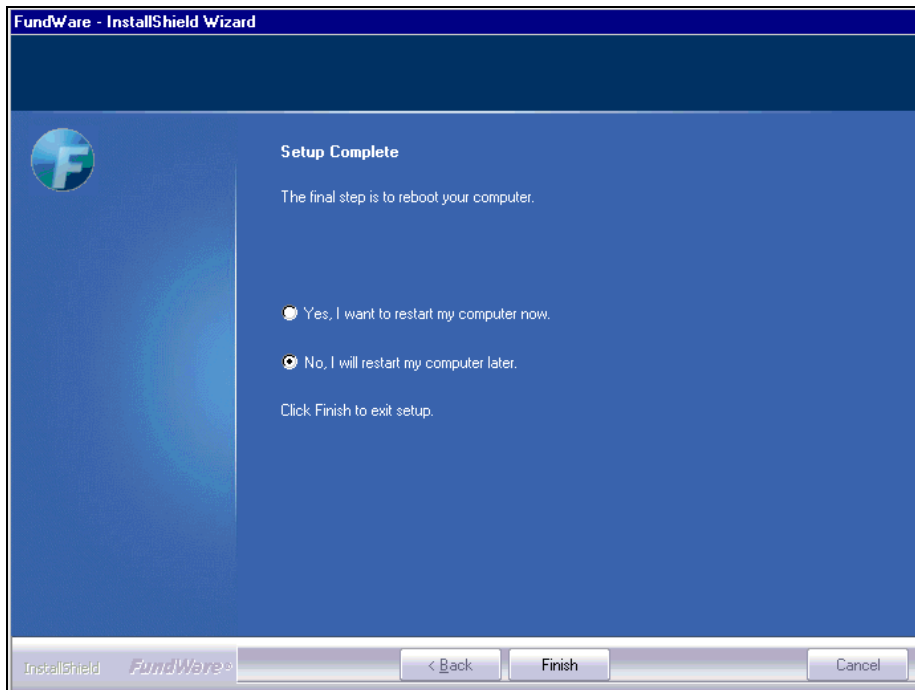


Figure 3.26—Setup Complete

31. Select “No, I will restart my computer later.”
32. Click **Finish**. The After Installation window displays. Click **Next**, click **Finish**, close the Add/Remove Programs option, then restart your computer. The data conversion portion of the installation program will begin automatically. You do not need to use the Add/Remove Programs option for this process.
33. If you used an installation CD, leave it in your disk drive. Removing the CD will interrupt the installation process.
34. Complete any steps to restart your computer (e.g., log on). Once your computer has restarted, the installation program begins the data conversion program (*Figure 3.27*). (The convert program may take a minute or two to begin. Please be patient.)

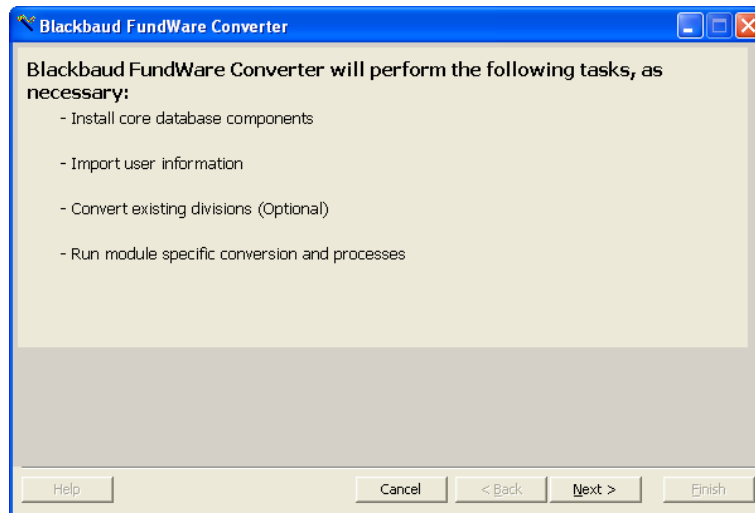


Figure 3.27—FundWare Converter Overview

35. Press **Next** (Figure 3.28).

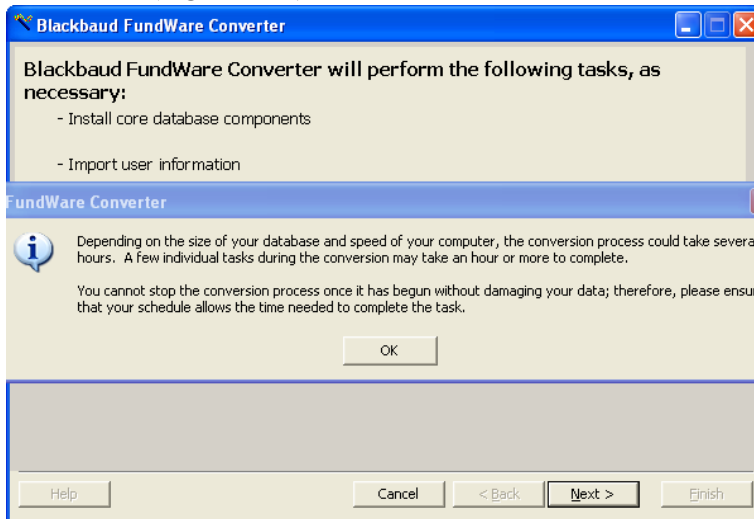


Figure 3.28—FundWare Converter screen prompt



If Convert does not begin automatically, locate the CONVERT.EXE file in the **FundWare > 7.50 > Bin** folder and double-click.

36. Click **Next**. The conversion program lists all current divisions (*Figure 3.29*).

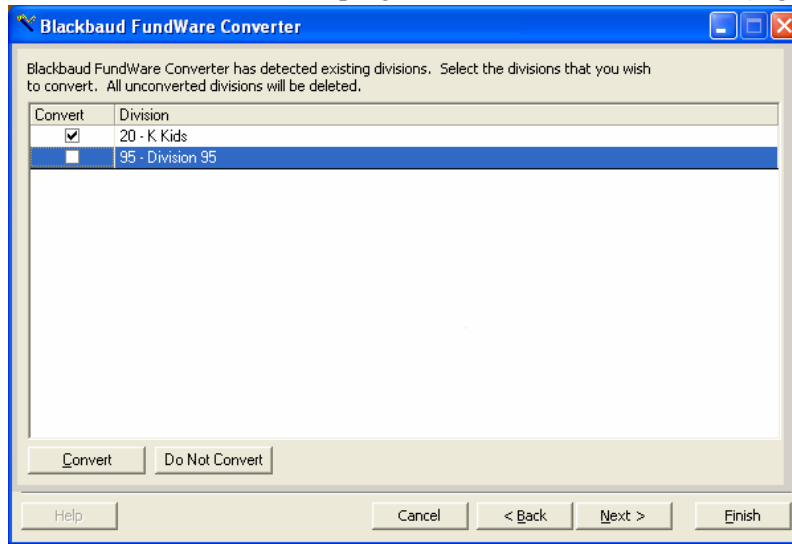


Figure 3.29—FundWare Converter—Current Divisions

37. If any divisions listed should not be converted, click the box to remove the check box. Any divisions not converted will be deleted during the conversion process.



You can also use the Convert and Do Not Convert buttons to add or remove check marks.



When you delete a division, FundWare will also delete any backups related to that division.



You should not convert the sample divisions (Division 95 and Division 96). You should allow the conversion program to delete the sample divisions, then you can add the divisions back to your system after the

convert process is complete. This process allows any updates to the sample division to be included in the division data. (See the *Blackbaud FundWare System Administration Guide* for instructions.)

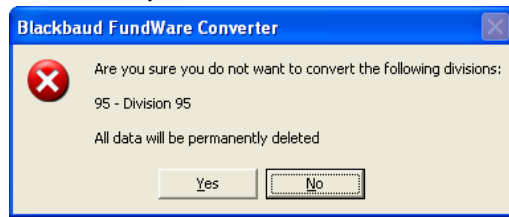


Figure 3.30— Convert Warning screen

38. Click **Next**. FundWare begins the data conversion (*Figure 3.31*). You will not be required to enter any information during this process.

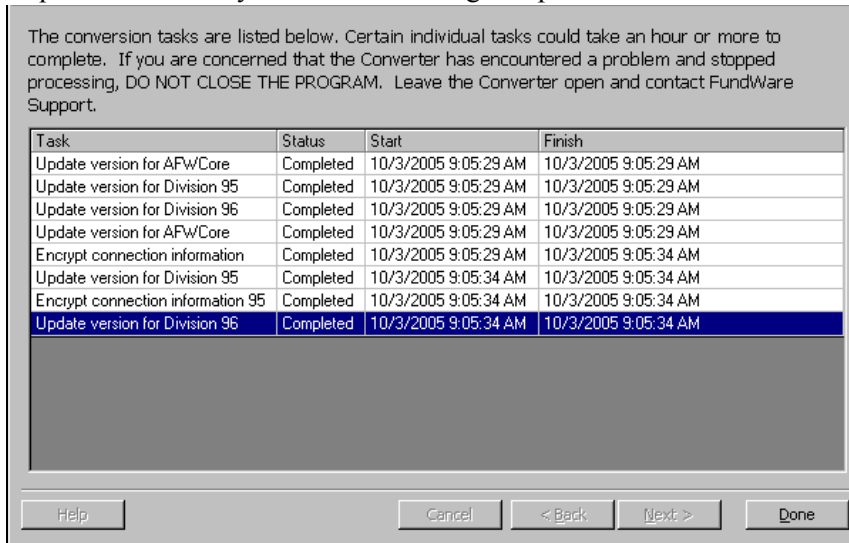


Figure 3.31—FundWare Converter—Processing

When the conversion is complete, a confirmation message displays (*Figure 3.32*).



Figure 3.32—FundWare Converter, Tasks Complete

39. Click **OK**. The Convert program closes.

You have successfully installed FundWare 7.50 to your computer.



Adobe Acrobat Reader is necessary to view all FundWare documentation. If it is not already installed, you can download a copy at no charge from adobe.com

CONVERT 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—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.

ADDITIONAL SETTINGS

If you are installing in a WTS environment, you must enter 4-digit TTY values for each user that will be importing data to FundWare using the import programs defined in the *Blackbaud FundWare System Administration Guide*. You must complete the following steps for each user; however, this can be done on the same machine by signing on as a different user each time.

1. Sign on to the terminal server using your Windows login ID and password (i.e., your Windows profile).
2. Open Windows Explorer and find the FundWare\7.50\Bin directory.
3. Double-click the SETTTY.EXE program. The View/Set TTY Registry Key 3.0 window displays (*Figure 3.33*).

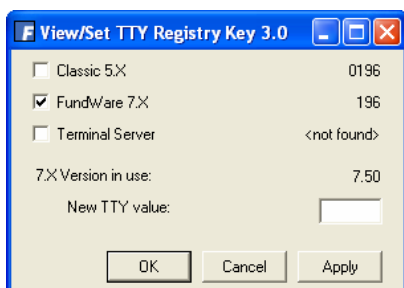


Figure 3.33—View/Set TTY Registry Key

4. Select the Terminal Server check box.
5. Type a valid TTY number in the New TTY Value text box. This number must be 4 digits, unique for each user, and begin with 0 (*Figure 3.34*).

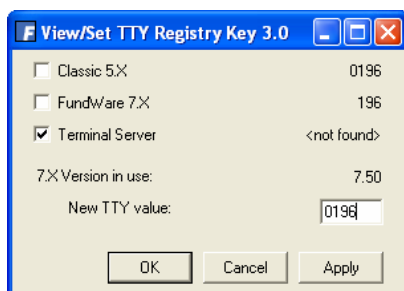


Figure 3.34—Example of an Edited TTY Registry Key

6. Click **Apply** to save your changes and keep the window open. Click **OK** to save your changes and close the window.
7. Repeat these steps for each FundWare user.

AFTER INSTALLATION IS COMPLETE

There are specific tasks that you should complete in the modules to complete the upgrade process, as well as certain general tasks that you must complete before beginning to work with FundWare 7.50.

GENERAL TASKS

1. Backup your system before beginning this task.
2. Open FundWare by double-clicking the FundWare icon on your desktop or selecting Blackbaud FundWare® Enterprise from your Windows Start menu. The Login window displays (*Figure 3.35*).



Figure 3.35—FundWare Login Window

3. Type the default user name and password (the default user has unlimited security rights). (Your password entries will display as asterisks (*) as you type to maintain the privacy of your password.)
 - User Name: *demo user*
 - Password: *pcfund*
4. Accept the default business date or enter a new date. You can manually enter the date (moving from day to month to year using the arrow key or mouse) or you can click the down-arrow to select a date from the calendar.
5. Click **OK**. The Division Selection screen will display.
6. Select the System Administration “division” and click **OK**. The program opens to the System Administration HomePage.



FundWare performs certain database tasks “behind the scenes” when you open the System Administration HomePage. Therefore, you should not access any other portion of the program before opening System Administration.

7. Begin configuring your system by modifying the security settings for your users, including:
 - Establish user groups;
 - Assign users to divisions, groups, and stage rights (for AP users); and
 - Reset any invalid user names or passwords.

When reviewing your security settings, please be aware of the following:

- To ensure that all clients can access their security after upgrading, the Demo User is added to the Administrator workgroup for the System Administration “division.” Once you have ensured that at least one of your users has been added to the Administrator group for System Administration, you can de-activate this user.
- All modules have undergone a significant change in how tasks are restricted. You should review each the security settings for each user to ensure that they are allowed or denied the appropriate tasks.
- The 7.50 SECURITY WORKSHEETS.XLS file installed with your user documentation (see the **FundWare > Data > User Documentation** folder) has been designed to assist you in designing your security system. These worksheets include each secured task for each module.

Please refer to the *Blackbaud FundWare System Administration Guide* for more information.

8. Familiarize yourself with the new General Ledger report categories, which will reorganize your existing reports.
9. Produce the Attributes List report (CSAREP). If necessary, you can review the version with the version produced before the upgrade to review the changes to your attributes.
10. If necessary, define your Financial Institutions accounts. FI is a banking feature used by Accounts Payable, Accounts Receivable, Cash Receipts, and Payroll/Personnel.



You must create a backup of FundWare before beginning the mapping process. This process has a number of steps that cannot be undone. Therefore, if you decide to change some information, you may want to revert to the backup.

A P P E N D I X A

INSTALLATION WORKSHEET

To help you with the FundWare 7.50 installation process, we have created this Installation Worksheet. The information gathered here reflects information necessary during the installation process. Completing this table will help you think through some issues and record needed information in one place, ready for you to begin installing FundWare 7.50.

Table A.1—Installation Worksheet

Question	Answer
What is the registration key listed on the FundWare packing slip? Did you receive the key from your sales representative?	
What is your SQL server ID and password?	
Where do you want the FundWare <u>program</u> files to be installed? (indicate the directory path)	
Where do you want the FundWare <u>data</u> files to be installed? (indicate the directory path)	
If you are upgrading to version 7.50, where are your current FundWare files located?	
Is Adobe Acrobat currently installed on your system? •What version? •Do you want to install Adobe Acrobat 9.0?	
List the divisions that you want to convert.	
Have you made a backup of your data?	
If you are a an AR or Cash Receipts customer, are your receipts completely processed?	
If you are a current Payroll customer, are your payroll check writing processes complete?	

Table A.1—Installation Worksheet (Continued)

Question	Answer
If you are a current Payroll customer, have you deleted the PYA, PYW, PYX, and PYY files for each division?	
If you are a current Accounts Payable customer, have you posted all your obligations?	
If you are a current Budget Forecasting or Budget Preparation customer, have you posted all your revisions?	
Are all Windows applications closed?	
Have you disabled any antivirus software?	
Are all Users logged out of FundWare?	

A P P E N D I X B

INSTALLATION SIGNOFF SHEETS

INSTALLATION SIGNOFF SHEET—FOR NEW CLIENTS

Table B.1—Installation Signoff Sheet—For New Clients

Task	Done?
Complete all tasks in <i>Before You Begin</i> on page 5.	<input type="checkbox"/>
Install the .NET 1.1 framework ("Dot Net") (<i>Installing .NET 1.1</i> on page 6).	<input type="checkbox"/>
Complete the installation of FundWare 7.50, including data conversion (<i>Installing Blackbaud FundWare</i> on page 8).	<input type="checkbox"/>
Configure additional WTS settings (<i>Additional Settings</i> on page 21).	<input type="checkbox"/>
Complete all final tasks on your server (<i>Things to Do After Installation Is Complete</i> on page 23).	<input type="checkbox"/>

INSTALLATION SIGNOFF SHEET—FOR UPGRADING FROM 7.X

Table B.2—Installation Signoff Sheet—For Upgrading From 7.X

Task	Done?
Complete all tasks in <i>Before You Begin</i> on page 25.	<input type="checkbox"/>
• <i>Tasks for Accounts Payable Clients</i> on page 30.	<input type="checkbox"/>
• <i>Tasks for Tasks for Budget Forecasting and Budget Preparation Clients</i> on page 30.	<input type="checkbox"/>
• <i>Tasks for Payroll/Personnel Clients</i> on page 31.	<input type="checkbox"/>
• <i>Tasks for Clients With Banks</i> on page 31.	<input type="checkbox"/>
• <i>General Tasks</i> on page 31.	<input type="checkbox"/>
Install the .NET 1.1 framework (“Dot Net”) (<i>Installing .NET 1.1</i> on page 33).	<input type="checkbox"/>
Complete the installation of FundWare 7.50, including data conversion (<i>Upgrading Blackbaud FundWare</i> on page 34).	<input type="checkbox"/>
Configure additional WTS settings (<i>Additional Settings</i> on page 52).	<input type="checkbox"/>
Complete all final tasks on your server (<i>After Installation Is Complete</i> on page 54).	<input type="checkbox"/>
• <i>General Tasks</i> on page 54.	<input type="checkbox"/>