

MYOB Accountants Enterprise Insolvency

Hotfix

Installation Guide







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Overview

This document should be read in conjunction with specific details about the Hotfix you are about to install on your system. These details were supplied to you by MYOB with this Installation Guide and include:

- The name of the Hotfix
- Who the Hotfix is for
- What the Hotfix will do
- The version of Insolvency to which the Hotfix may be applied (prerequisite)

Note: Ensure that the Hotfix is compatible with the version of MYOB Insolvency that is running on your system. Some Hotfixes may be applied to all versions of MYOB Insolvency, but usually they are specific to a particular version (e.g., Version 3.0.93).

Installation

Phase 1 — Preinstallation

In the preinstallation phase, you should do the following:

- Ensure your system has the relevant pre-requisites. Refer to <u>Checking</u> <u>Prerequisites</u>.
- Obtain the Hotfix file from MYOB. Refer to <u>Files Required</u>.
- Perform a full system backup. Refer to <u>Full System Backup</u>.

Checking Prerequisites

Consult the **Systems Requirements** page on the MYOB website to ensure that MYOB supports your setup environment:

http://myob.com/servlet/ Satellite?cid=1111356364276&attrname=SystemRequirements&pagename=MYOB %2FProduct%2FAccountantProduct&site=en_AU&c=Product.

Note: If your system is not listed in the **System Requirements** page, you may experience installation and configuration problems, or MYOB software functionality may be limited or give unexpected results.

In addition to the system requirements listed on the MYOB website, ensure that the Hotfix is designed to be applied to your version of MYOB Insolvency.

Files Required

The Hotfix script can be obtained by contacting **MYOB Support** on the **Support Hotline 1300 555 666**.

If the update script is supplied to you in **.ZIP** format, it must be unzipped before it can be run. To do this, right-click the .zip file in Windows Explorer and select **Extract all** Follow the **Extraction wizard's** instructions and ensure that the script is extracted into the desired folder.

Note: Copying Hotfix files to a standard location on the server is good practice which ensures all software updates are stored in one central place.

Full System Backup

A full backup of your system should be taken before installing the Hotfix.

Separate instructions are provided for standard MS SQL Server (below) and MS SQL Server **2005** (See <u>To Perform a Full System Backup on MS SQL Server 2005</u> on page 6.)

To Perform a Full System Backup on MS SQL Server

- 1. Ensure all users are logged out of **MYOB Insolvency**.
- 2. Click Start > Programs > Microsoft SQL Server > Enterprise Manager.
- 3. Expand the folders until you locate the database INSOL2.
- 4. Right–click the database and click **All Tasks**.
- 5. Click Backup Database.

The SQL Server Backup – Insol2 window opens.

6. Under Destination, click **Remove** if there is a file name as illustrated below.

| | Database: | Insol2 | | | • |
|-------------|--------------------------------------|----------------|-----|--------|----------|
| UP , | Vamo: | Ineel2 has | kun | | |
| | vallie. | | Kup | | |
| | Description: | | | | |
| Backup | abaea - complet | | | | |
| C Dat | abase - complet abase - different | e tial | | | |
| C Tra | nsaction log | | | | |
| C File | and filegroup: | | | | |
| Destination | n | | - | | |
| | Backup to: | С Тар | e) | 🕫 Disk | |
| | C:\Backup_ | Insol2 | | | Add |
| | | | | | Remove |
| | | | | | Contents |
| Overwrite | 12 | | | - 1 | |
| | C Append to | o media | | | |
| | • Overwrite | existing media | | | |
| Schedule | | | | | |

7. Click Add.

The Select Backup Destination window opens.

8. Select a location and type a name for the backup in **File name**.



- 9. Click OK.
- 10. Select Overwrite existing media and click OK.
- 11. Click **OK**.

To Perform a Full System Backup on MS SQL Server 2005

 Click Start > Programs > Microsoft SQL Server 2005 > SQL Server Management Studio.

The **Connect to Server** screen opens.

Installation

2. Click Connect.

The SQL Server Management Studio Express screen opens.

- 3. Expand the folders until you locate INSOL2.
- 4. Right-click the database and select **Tasks** > **Backup**.
- 5. Under **Destination**, click **Remove** if there is a file name present, as shown below.

| 🧃 Back Up Database - Insol | II 🗖 🗖 🔀 |
|--|---|
| Select a page | 🖾 Script 👻 🚺 Help |
| Igeneral | Source Database: Pecovery model: Backup type: Ful Backup component: Database Files and filegroups: Backup set Name: Insoll-Full Database Backup |
| | Description: Backup set will expire: Arter: 0 days |
| Connection | O On: 11/12/2007 |
| Server: VMWAREWINXP\SQLEXPRESS Connection: VMWAREWINXPVAdministrator Wiew.connection properties Progress Ready | Destination Back up to: Disk Tape CAProgram Files/Microsoft SQL Server/MSSQL 11/MSSQL4Data/DTT 23406501 Add Remove Contents |
| | OK Cancel |

6. Click Add.

The Select Backup Destination window opens.

- 7. Click, then navigate to the backup destination.
- 8. Enter a name for the backup in File name.



- 9. Click OK.
- 10. Select the **Options** tab.
- 11. Select Overwrite all existing backup sets and click OK.

Phase 2 — Installation

Read this section completely before starting the installation. It will help you plan for the tasks required to successfully install the MYOB Insolvency Hotfix.

Installing the Hotfix

There are two ways you can install the update script:

- <u>From the Insolvency Update Utility</u> (see page 8).
- <u>Using SQL Server Management Studio Express</u> (see page 10)

From the Insolvency Update Utility

Note: The update script can be run on one workstation with full administration rights to the server.

- 1. Ensure all users are logged out of MYOB Insolvency.
- 2. Click Start > Programs > MYOB > Insolvency > Update Utility.

The Update Database window opens.

| 🔠 Update D | atabase 🔀 |
|--|--|
| Please brows database and to make data | e for the update file then enter details of the server and J enter the user name and password of a user authorised base updates. |
| Server: | · · · · · · · · · · · · · · · · · · · |
| Database: | ▼ |
| User Name: | |
| Password: | |
| | Cancel Update Browse |

3. Click to add all available server options to the **Server** drop-down list.

4. Select the server name for the Insol2 database from the drop-down.

| 🔢 Update D | atabase | × |
|---|--|---|
| Please brows database an to make data | se for the update file then enter details of the server and d enter the user name and password of a user authorised abase updates. | ł |
| Server: | (local) | |
| Database: | ▼ | |
| User Name: | | |
| Password: | | |
| | Cancel Update Browse | |

The name Insol2 should be listed in Database. If it is not, type Insol2.

| 🖽 Update D | latabase | |
|---|--|-----------|
| Please brows database an to make data | se for the update file then enter details of the server and d enter the user name and password of a user authoris abase updates. | nd ;ed |
| Server: | (local) | |
| Database: | Insol2 | |
| User Name: | | |
| Password: | | |
| | Cancel Update Browse | |

- 5. Enter your Microsoft SQL Server **User Name** (usually **sa**) and **Password**.
- 6. Click Browse.
- 7. Navigate to where you have stored the MYOB Insolvency Hotfix file and click **Open**.

| Show Open | | | _ | | ? 🛛 |
|------------------------|---|-----------------------------------|---|----------|--------|
| Look in: | 1.1.0 | | • | + 🗈 💣 📰+ | |
| My Recent Documents | 1.1.0.sql Hotfix 1.1.03 Hotfix 1.1.04 | <u>GENERAL.sql</u> GENERAL.sql | | | |
| Desktop | | | | | |
| My Documents | | | | | |
| My Computer | | | | | |
| - S | | | | | |
| My Network Places | File name: | | | _ | Open |
| | Files of type: | SQL Update Files (*.sql) |) | - | Cancel |

8. Click Update.

The Update successful window opens.

Click OK. 9.

Using SQL Server Management Studio Express

Note: The update script can be run on one workstation with full administration rights to the server.

- 1. Ensure all users are logged out of MYOB Insolvency.
- 2. Click Start > Programs > Microsoft SQL Server 2005 > SQL Server Management Studio Express.

Connect to Server Windows Server System SQL Server 2005 Server type: Database Engine AUSYD001367N * Server name: Authentication: Windows Authentication * AUSYD001367N\staff.member User name: Password: Remember password Connect Cancel Help Options >>

The Connect to Server window opens.

Ensure you login credentials are correct and click 3. Connect

The **Object Explorer** will display.



Installation

4. Expand the Databases folder, right-click on your Insolvency database and select **New Query**.

A new query tab will display.

5. Ensure the correct database is displayed in the dropdown.



6. Click File > Open > File.



Installation

7. Navigate to where you have stored the MYOB Insolvency Hotfix file and click **Open**.

The Hotfix script will display in a new tab.



8. Click 🗜 Execute

The script will run and the Query executed successfully icon will display.

| 👍 Messages | | | | | |
|------------------------------|------------------------|--------------------------------|----|----------|--------|
| (1 row(s) affected) | | | | | ^ |
| (7 row(s) affected) | | | | | |
| (14 row(s) affected) | | | | | |
| (7 row(s) affected) | | | | | |
| (31 row(s) affected) | | | | | |
| (29 row(s) affected) | | | | | |
| (0 row(s) affected) | | | | | ~ |
| < | | | | | > |
| Query executed successfully. | AUSYD001367N (9.0 SP3) | AUSYD001367N\staff.member (53) | BB | 00:00:09 | 0 rows |

9. Close SQL Server Management Studio Express.

Appendix

Separate instructions are provided for standard MS SQL Server (below) and MS SQL Server 2005 (page 15).

Appendix A — Restoring a Database via SQL Server

- 1. Click Start > Programs > Microsoft SQL Server > Enterprise Manager.
- 2. Expand the folders until you locate the database INSOL2.
- 3. Right–click and select All Tasks.
- 4. Select Restore Database.
- 5. Select From device.
- 6. Click Select Devices ...

| Restore as database: Insol2 | <u>*</u> |
|---|----------------|
| Restore: C Database C Filogroupe or filo | s From device |
| Devices: | |
| Backup number. 1 View Contents | Select Devices |
| (Restore backup set | |
| C Database - differential | |
| C Transaction log | |
| C File orfilegroup | |
| C Read backup set information and add to backup histo | v |
| | |

Appendix

7. Click Add ...



- 8. Click then browse to the database location.
- 9. Select the file name of the database and click **OK**.

| | Select the file name or backup device to use for the backup operation. Backup devices can be created for files that you use frequently. |
|----------|---|
| • File r | iame: |
| | C:\Databases\databasebackup |
| C Back | up device: |
| | diaka |

10. Click OK.

| devic | es listed below. | to reactive from the |
|-------------------------|--------------------------------|----------------------|
| Backup set: | (Unknown) | |
| Restore from: | Disk C Tape | |
| | Device name | Add |
| | C:\Databases\databasebackup | Edit |
| | | Remove |
| | | Remove All |
| Media verification opti | on | 1 |
| Only restore from r | nedia with the following name: | |
| Media name: | | _ |

- 11. Select the **Options** tab.
- 12. Check Force restore over existing database.

13. Click OK.



If your SQL databases are stored in a different location, specify the correct location under **Move to physical file name**

Appendix B — Restoring a Database via SQL 2005 Server

These instructions apply only to users running a **MS SQL 2005 Server**. All others should refer to <u>Appendix A — Restoring a Database via SQL Server</u> on page 13.

 Click Start > Programs > Microsoft SQL Server 2005 > SQL Server Management Studio.

Connect to Server screen opens.

2. Click Connect.

SQL Server Management Studio Express screen opens.

- 3. Expand the folders until you locate the database to be restored (e.g., **INSOL2**).
- 4. Right–click INSOL2 and select Tasks > Restore > Database.

The Restore database screen opens.

5. Select From device.



The Specify Backup screen opens.

| 📟 Specify Backup | | |
|--------------------------------------|------------------------------------|--|
| Specify the backup media and its loo | cation for your restore operation. | |
| Backup media: | File | |
| Backup location: | | |
| | Ad | в |
| | Rem | ove |
| | Conte | ents |
| | | |
| | | |
| | | |
| | | |
| | OK Cancel He | |
| | | <u>هــــــــــــــــــــــــــــــــــــ</u> |

7. Click Add.

The Locate backup file screen opens.

- 8. Select the database to be restored (e.g., Insol2).
- 9. Click OK.

The **Specify backup** screen reappears, with the database selected.

| 📟 Specify Backup | | | | | |
|---|------------------------------|-------------|--|--|--|
| Specify the backup media and its location for your restore operation. | | | | | |
| Deelen er der | F 3- | | | | |
| Backup media: | rile | × | | | |
| Backup location: | | | | | |
| C:\Program Files\Microsoft SQL Serv | er\MSSQL.1\MSSQL\Data\Insoll | MinSol2 Add | | | |
| | | Remove | | | |
| | | Contents | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | > | | | |
| | | | | | |
| | OK Ca | incel Help | | | |

- 10. Click OK.
- 11. Toggle the **Restore** box to indicate which database you want to restore when there is more than one database.

| 🧃 Restore Database - Insoll | I | | | | | | |
|-----------------------------------|---|----------|-------------------------------|----------|------------------------|------|------------------------|
| Select a page | 🔄 Script 👻 🌇 Help | | | | | | |
| Tophons 🚰 | Destination for restore | | | | | | |
| | Select or type the name of a new or existing database for your restore operation. | | | | | | |
| | To database: | | Insoll | | | | |
| | To a point in time: | | Most recent possible | | | | |
| | Source for restore | | | | | | |
| | Specify the source and location of backup sets to restore. | | | | | | |
| | | O From d | latabase: | | | | |
| | From device: C:\Program Files\Microsoft SQL Server\MSSQL.1\MSS | | | | SQL Server\MSSQL.1\MSS | | |
| | Select the backup sets to restore: | | | | | | |
| | | Restore | Name Incol2-Full Distabase | Backup | Component | Type | Server |
| Connection | | | Insol2-Full Database | e Backup | Database | Full | VMWAREWINXP\SQLEXPRESS |
| Server: VMWAREWINXP\SQLEXPRESS | | | | | | | |
| Connection: | | | | | | | |
| View connection properties | | | | | | | |
| | | | | | | | |
| Progress Beadu | | | | | | | |
| | | < | | | | | 3 |
| | | | | | | | |
| | | | | | | | OK Cancel |

- 12. Select the **Options** tab.
- 13. Select Overwrite the existing database.
- 14. Click 🛄.
- 15. Locate the data and log file respectively.

16. Click OK.

| 🧻 Restore Database - Insoll | l | | | |
|--|--|--|--|--|
| Select a page | 🖾 Script 🝷 🊺 Help | | | |
| Uptons | Restore options | | | |
| | Original File Name | Restore As | | |
| | ims_Data | C:\Program Files\Microsoft SQL Server\MS | | |
| | Recovery state | | | |
| Connection | Lance the detailer and to take the set | hand an annual that the second states of the difference of | | |
| Server: VMWAREWINXP\SQLEXPRESS | Leave the database ready to use by rolling back uncommitted transactions. Additional transaction logs cannot be restored (RESTORE WITH RECOVERY) | | | |
| Connection: VMWAREWINXP\Administrator | Leave the database non-operational, and do not roll back uncommitted transactions. Additional transaction logs can be restored (RESTORE WITH NORECOVERY) | | | |
| View connection properties Progress | Leave the database in read-only mode. Undo uncommitted transactions, but save the undo actions in a standby file so that recovery effects can be reversed (RESTORE WITH STANDBY) | | | |
| O Ready | Standby file: | | | |
| OK Cancel | | | | |