

Accounting Software Solutions

A division of iBrain, Inc.

For every accounting problem there is a solution:
Accounting Software Solutions

Installation And Registration Guide



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T:\Documents\Installation Guide\PT 2009-2011\09-11 Install Guide.doc

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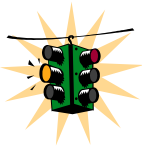
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Initial Documentation Notes:

Throughout this text, unless clearly indicated to the contrary, the term “CertPay” refers to the iBrain, Inc. Application.

General Requirements:

- Pentium 1 ghz or faster. A faster processor may be required by Peachtree.
- 512 MB of RAM minimum – more may be required by your accounting package.
- Hard disk with 60 MB of disk space for installation. We recommend at least 500 MB of free space to be available on the Hard Disk at all times.
- A graphics card set to an 800x600 screen resolution. While CertPay will work with lower screen resolutions, you will have to scroll to see all of some windows.
- One of the following versions of Microsoft Windows:
 - Windows 2000 with Service Pack 4 or greater installed
 - Windows XP with Service Pack 2 or greater installed (32 or 64-bit)
 - Windows Vista (32 or 64-bit)
 - Windows 7 (32 or 64-bit)
- Microsoft .NET Framework v2 must be installed.
- Microsoft SQL Server 2005 must be installed if it is not present on the system. This is provided on the CD.



**Windows 95, 98, 98SE, Windows NT 4, and ME are NOT supported.
This product will not operate in a Windows Terminal Server Environment using Windows Terminal Services.**

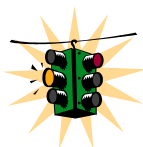
Accounting Package Requirements (Please Read Carefully!!)

- One of the following releases of Peachtree:
 - Peachtree Pro Accounting 2011/2010/2009
 - Peachtree Complete Accounting 2011/2010/2009
 - Peachtree Premium Accounting 2011/2010/2009
 - Peachtree Premium Accounting for Manufacturing 2011/2010/2009
 - Peachtree Premium Accounting for Distribution 2011/2010/2009
 - Peachtree Premium Accounting for Construction 2011/2010/2009
 - Peachtree Premium Accounting for Non-Profit 2011/2010/2009
 - Peachtree Quantum 2011/2010/2009
- **DO NOT** attempt to enter or change company data while WizMag is retrieving data.
- You must know the name of the folder in which Peachtree or QuickBooks has stored your data and where that folder is (the path) on your computer’s hard drive.

Updating CertPay

If you are updating an older copy of CertPay, DO NOT install the program in the same directory as the old copy of CertPay. The program will not update any existing program or data files in the installation directory. The default directory for this version is different from the default directory for earlier versions. It is not required that you ultimately uninstall the earlier version but you may wish to do so to recover the disk space.

Installing CertPay



A user who has an Administrator account must install this program. Before installing CertPay, restart your computer and make sure that all other programs are closed. This means closing Peachtree, as well as toolbars such as those from Microsoft Office® or Lotus SmartSuite®.

1. Insert the CertPay disc into your CD-ROM drive. If the **Install Wizard** window does not automatically appear:
 - Click on **Start**, then on **Run**.
 - Type in **X:\Apps\SETUP** where the “X” represents your CD-ROM drive letter and click **OK**.
2. Click on **Install “Wizard”** (3rd Option) from the list of items to start the installation.
3. If you do not have the .NET Framework v2 installed, it will be installed now.
 - ***If you are installing the CertPay program downloaded from our web site, it will download the .NET Framework and install it if it is not installed. An internet connection is required to download the .NET Framework installation files. The installation program is approximately 23MB and takes a few minutes to download on a broadband (cable, DSL) connection. On a dial-up connection, it will take at least 1 hour to download the .NET Framework installation files. After the .NET Framework install is completed, it will prompt to restart the computer.***
4. Follow the prompts until you get to the **End-User License Agreement**.
5. Read the **End-User License Agreement**. If you agree to it, select **I accept the terms of the License Agreement** and click **Next** to continue to the next step.
6. Select which accounting package will be used with this software, QuickBooks or Peachtree. After you have made a selection, click **Next** to continue to the next step.
7. On the **Ready to Install the Program** step, examine the current installation settings. If they are correct, click **Install** to begin the program installation. Once the program installation is complete, click **Finish**.

Installing SQL Server Express 2005

In order for CertPay to be able to open its database SQL Server Express 2005 must be installed. To do so you can click **Install SQL Server Express 2005** from the Install Wizard menu or download and run the installer from the following locations:

Microsoft's web site:

<http://www.microsoft.com/downloads/details.aspx?FamilyID=85e0c3ce-3fa1-453a-8ce9-af6ca20946c3&DisplayLang=en>

IBrain, Inc's web site: <http://www.ibraininc.com/downloads/misc/SSCERuntime-ENU.msi>

Administrative rights are required in order to install the program.

Disabling User Access Control (Windows Vista/Windows 7 Only)

User Access Control (UAC) was added to Windows Vista and Windows 7 to decrease the chance of malware or viruses infecting your computer. Unfortunately Microsoft SQL Server 2005 Compact Edition requires UAC to be disabled in order to install properly. The UAC Settings can be changed back when the installation is complete.

To disable UAC:

1. Click the Start button and select Control Panel.
2. Under Vista:
 - Click **User Accounts and Family Safety** then **User Accounts** (standard view) or **User Accounts** (Classic View).
 - Click **Turn User Access Control on or off**.
 - Click OK. You will be prompted to restart the system.



Figure 1: User Access Control (Windows Vista)

3. Under Windows 7:
 - Click **User Accounts**, then **User Accounts** again.
 - Click **Change User Account Control settings**.
 - On the User Account Control settings, slide the bar all the way from **Default** to **Never Notify**
 - Click **OK**. You will be prompted to restart the system.

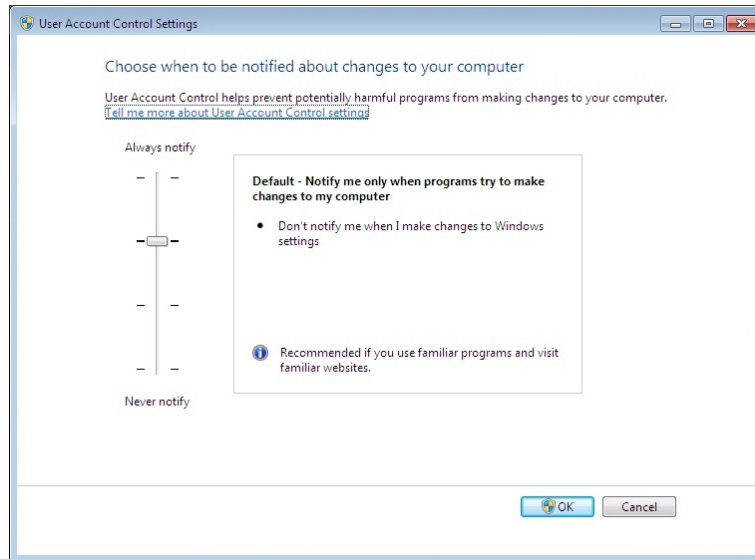


Figure 2: User Access Control Window (Windows 7)

Installing AccuWage and Adobe Acrobat Reader

AccuWage examines the structure of your report file to determine if there are structural errors. It is recommended that you install this. Just follow the prompts on the screen after the CertPay program installation. If you do not have the Visual Basic 6 runtime file installed on your computer, the AccuWage installation program will install it and prompt to restart the computer to finish the installation.

Documentation for CertPay is installed with the program. To view these files, you must have **Adobe Acrobat Reader** installed.

To install **Adobe Acrobat Reader**, click on the **Install Acrobat Reader** item from the **Install Wizard** window and follow the prompts.

Uninstalling CertPay:



DO NOT UNINSTALL CertPay unless an iBrain, Inc. technical support engineer instructs you to do so.

Getting Started

Before installing and registering CertPay, we recommend that you copy your company data to a separate location and name the company file or folder something you will remember, like PR2009. In CertPay, you should use the copy of the company instead of the original. The reason for this is threefold:

1. It copies your company to another directory, so any changes made to the copy don't affect your original.
2. It allows other users to access the real company while you are retrieving data from your accounting package. When CertPay is retrieving information, it is recommended that no one else use that company.
3. According to the EFW2 (Social Security Administration) specifications, you have to be able to reproduce a report for up to 4 years. CertPay can only retrieve data for the 2009 payroll year. By making a copy of the company, you are assured that you will have the original data to reproduce the report.

To make a copy of your Peachtree company:

Determine your company directory name.

1. Open your company in Peachtree.
2. From the **Help** main screen menu, select **Customer Support and Service** and **File Statistics**.
3. The company directory name will be in the title bar of the **File Statistics Window**.
4. Open **Windows Explorer** by pressing the Windows logo key on the keyboard and the letter E.
5. Go to the drive and directory where your company data is stored. As an example, if your DATAPATH is 'C:\PEACHW', then you would click Drive **C**, then the **PEACHW** directory.
6. Select the Peachtree company folder specified in Step 1.
7. From the **Edit** pull-down menu, select **Copy**.
8. Navigate to the drive location where you would like to copy the company folder.
9. From the **Edit** menu, select **Paste**. If you copied the folder to the DATAPATH folder, this will place a folder called **Copy of XXXX**, where the **XXXX** is the name of your original company folder.
10. Select the copy of the folder.
11. Click on the **File** menu, then on **Rename**.
12. Give the folder a meaningful name that is 8 characters or less without spaces and press enter. Companies running CertPay with more than one Peachtree company may want to use a folder name similar to **PR08xxxx**, where **xxxx** is a four letter Company ID.
13. Open the copy of the company in Peachtree. If you copied the file outside of the DATAPATH, you will have to specify the location of the company folder before the company name can be selected.
14. Note that there will be two companies with the same or similar names: the original and the copy. To make sure that the company you open is the copy, follow step 1. If it is the original company, open the other instance of the company.
15. Once you are certain that the open company is the copy that was made earlier, change the company name by clicking the **Maintain** main screen menu and selecting **Company Information**. Give it a meaningful name, like **W-2 Payroll 2009**. When you select the company in CertPay, you can change the company name to the actual name of the company.

To make a copy of your QuickBooks company:

1. Determine your company file name. This is done by pressing the **Control (Ctrl)** and **1** keys. The Product Information window will appear with information related to your

company. The File Information pane contains the location of the currently open QuickBooks company (Figure 1). Write this location down.

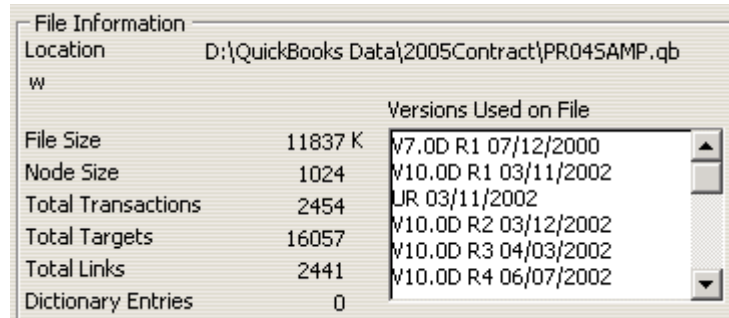


Figure 3: File Information Pane from the Product Information Window

2. Open **Windows Explorer**. It is located under **Start, Programs, Accessories, and Windows Explorer**.
3. Go to the drive and directory listed in Step 1.
4. Select the QuickBooks company file specified in Step 1.
5. Click on the **Edit** menu, then on **Copy**.
6. Select where you would like to copy the company file.
7. Click on the **Edit** menu, then on **Paste**. If you copied the file to the same location as the original company file, this will place a file called 'Copy of XXXX', where the 'XXXX' is the name of your original company file. Otherwise you will have a folder the same name as your original company file.
8. Select the copy of the file.
9. Click on the **File** menu, then on **Rename**.
10. Give the company file a meaningful name and press enter. Companies running **CertPay** with more than one QuickBooks company may want to use a file name similar to 'PR09xxxx', where 'xxxx' is a four letter Company ID.
11. Open the copy of the company in QuickBooks.
12. Once you are certain that the open company is the copy that was made earlier, change the company name by clicking on **Company**, then on **Company Information**. Give it a meaningful name, like W-2 Payroll 2009. When you select the company in **CertPay**, you can change the company name to the actual name of the company.

Registering CertPay

To start your program, double-click on its icon that was installed on your desktop by the installation program, or select the program from your Start menu.

Product Registration

The first step in the product registration process is to enter product registration information in the window shown in **Figure 4**. The following fields are required on the registration form:

1. Company Name
2. Address 1
3. City, State, Zip Code

Once you have entered and double-checked all required information, click **OK** to continue.

Company Information Verification

Please enter the registration data to personalize this application. This information will be used when registering the application.

Company Name:

Address Line 1:

Address Line 2:

City, State, Zip:

Country:

OK

Cancel

Figure 4: Product Registration Information Window

Adding a Company

If a company has not yet been selected, you will see the **Open Company Window** shown in **Figure 5** below. The first time you run CertPay, there will be no companies in the list. On the right side of the window, the total number of companies and the number of companies that can be added are displayed.

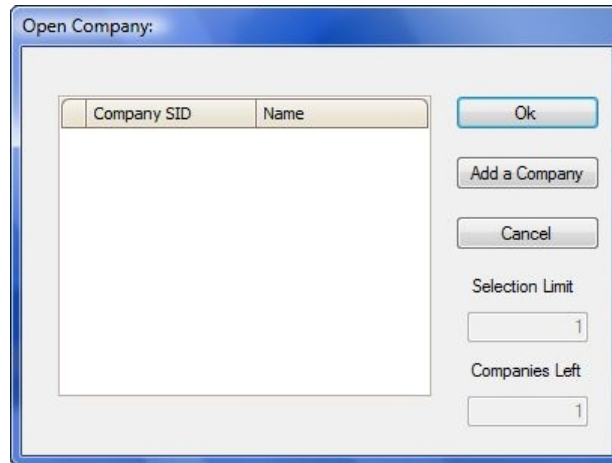


Figure 5: Open Company Window

To add a QuickBooks company:

1. From the **Open Company Window**, click the **Add a Company** button. The Select Company window as shown in **Figure 6** will appear.

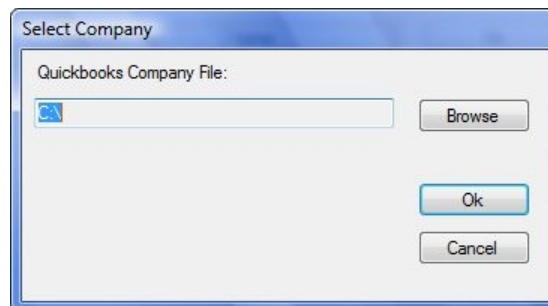
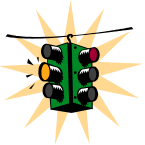


Figure 6: Select Company Window (QuickBooks)

2. From the **Company Information Window**, click on the **Browse** button.



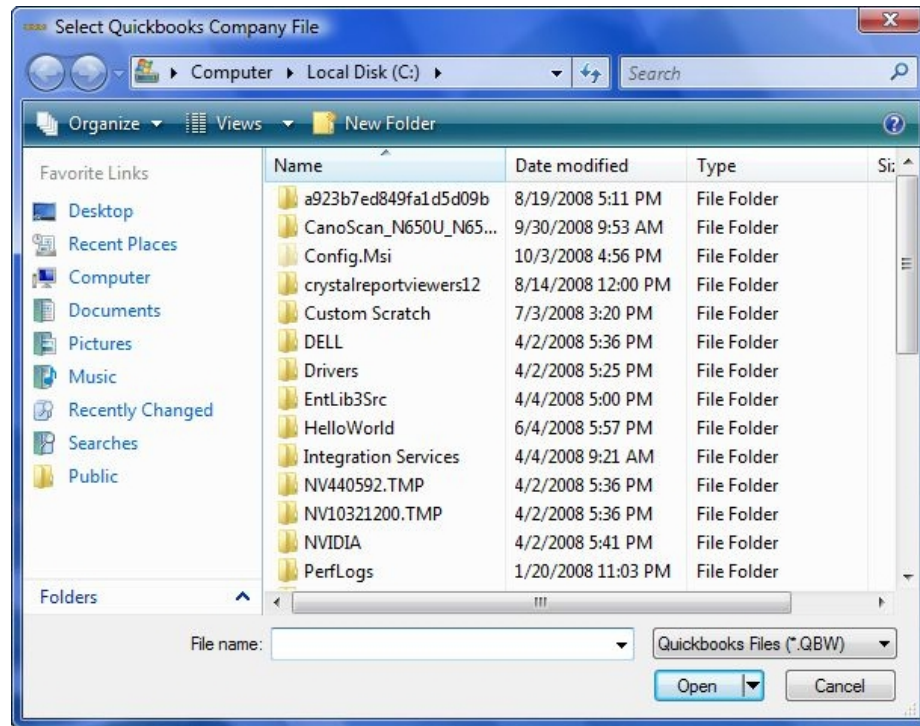


Figure 7: QuickBooks Company Selection

- A dialog box will appear for you to select the copy of your QuickBooks company file. (**Figure 7**). Use the **Look In** drop-down to select the drive and folder that you had written down when making a copy of your QuickBooks company. Select the copy of your company file and click on **Open** to return to the **Select Company Window**.
- The Select Company window will now contain the path to the QuickBooks company file. Make sure that the company is open in QuickBooks in single-user mode and that a user with Administrative rights is logged into the company and click **OK**. CertPay will retrieve the company information and display it on the Verify Company window (**Figure 8**).

Warning: The information entered on this page will be used as the reporting and registration address. Entering incorrect company information will require obtaining a registration modification for which a fee will be charged.

Company ID:

Company Name:

Address Line 1:

Address Line 2:

City, State Zip:

Country: FEIN:

SEIN: SUIN:

OK Cancel

Figure 8: Verify Company Information

The information on this window is used as your company information when generating report files. Please make sure that this information is correct before selecting OK to add the company to the list of new companies. When entering the company information, make sure that the company name matches the name for the FEIN.

- Click OK to continue. You will be prompted to confirm the information from the Verify Company window. If the information is correct, click Yes to continue. If information needs to be changed, click No to return to the Verify Company Information window.
- If the company information was accepted, the company that you added will then appear in the list in the **Open Company Window**, and can now be opened.

To add a Peachtree Company:

- From the **Open Company Window**, click the **Add a Company** button. The Select Company window as shown in **Figure 9** will appear.

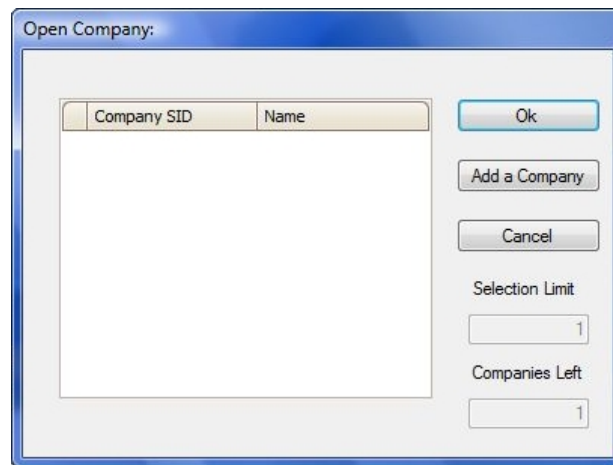


Figure 9: Select Company Window (Peachtree)

- From the **Company Information Window**, click the **Browse** button. The **Browse For Folder** window will appear.
- On the **Browse For Folder** window, locate the DATAPATH folder that is one directory level above your company folder (**Figure 10**) and click **OK**.

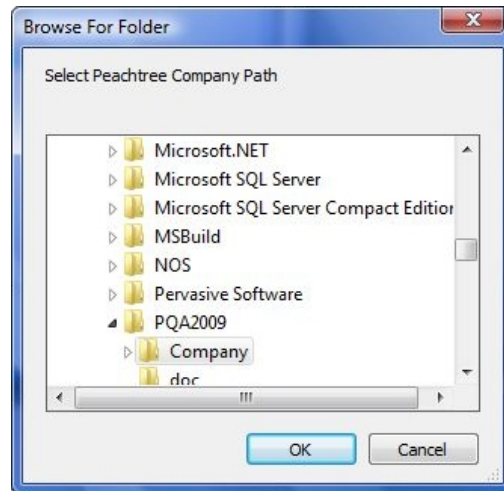


Figure 10: Browse For Folder

4. The **Peachtree Company Selection** window (**Figure 11**) will appear and display a list of companies in the selected folder. If the company to be selected is not in the list, click **Cancel** and repeat Step 3. Select your company from the list, verify that the company folder shown under the list of companies is correct and click **OK** to return to the **Company Information Window**.

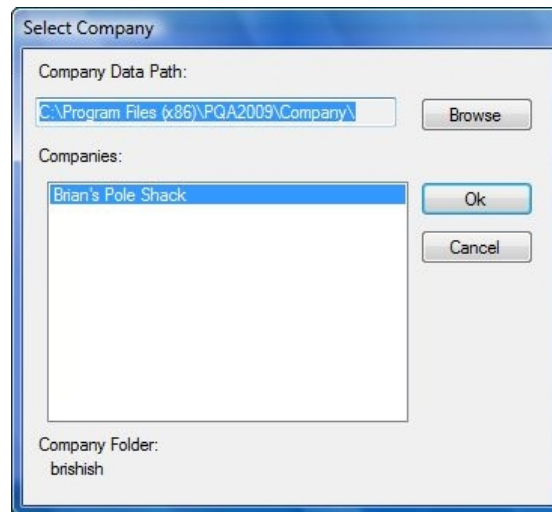


Figure 11: Company Selection Window (Peachtree)

5. After **OK** is clicked on the **Select Company** window, the company information for the selected company will appear on the **Verify Company** window (**Figure 8**).
6. Click **OK** to continue. You will be prompted to confirm the information from the **Verify Company** window. If the information is correct, click **Yes** to continue. If information needs to be changed, click **No** to return to the **Verify Company** Information window.
7. If the company information was accepted, the company that you added will then appear in the list in the **Open Company Window**, and can now be opened.

The company information for the selected company will be displayed in the **Company Information Window (Figure 6)**. If any of the information needs to be edited, go to the appropriate text box and edit the data.

If you click **Cancel** on the **Open Company Window**, you will only be able to access the help files, open a company, or exit the program.

Product Licensing

iBrain, Inc. has set this application to run as a 15-day trial. It will do anything that a registered **CertPay** would do, but will display a trial notification window when starting the program. At any time prior to the expiration of the 15-day trial period, the program can be converted into a permanent application by following these registration steps.

- 1) A reminder window appears each time you open an unregistered program. On the **Trial Notification Window (Figure 12)**, click **Register via Phone**.

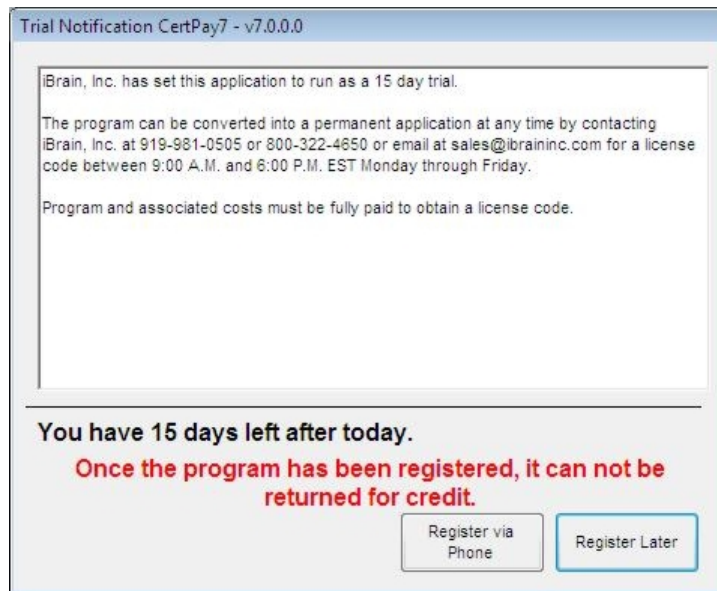


Figure 12: Trial Notification Window

- 2) Click on **Register via Phone** and call iBrain, Inc. between 9:00 AM and 6:00 PM EST to obtain a license code.

Product Registration: CertPay7 - 7.0.0.0

Application Information:
 Registration Information:
 iBrain, Inc.
 3901 Barrett Drive
 Suite 205
 Raleigh, NC 27609

Product Registration Information.

Registration 314 301 866
 Computer Code: 840 222 6
 License Code:
 Password:

Write Down the Registration Code and Computer Code and Press Cancel if you wish to register later. Press the unlock button when you have received a License code and/or password from iBrain, Inc. via telephone at 800-322-4650 or 919-981-0505 or email at sales@ibraininc.com.

Register Via Phone Cancel

Figure 13: Register via Phone

- 3) Information presented on the Product Licensing form (Figure 13) will be required at the time that you call. If you are running CertPay at a time when obtaining a license code is not possible, you are still able to perform employee updates and configuration in CertPay. Click **Cancel** on the **Product Licensing** screen and **Continue** on the **Trial Notification** screen to continue using CertPay.
- 4) To register, you will need to give us the Registration and Computer codes from the **Product Licensing Window**. You will be given a license code and if necessary a password. Once the two codes are entered, click **Register Via Phone** to register the application.
- 5) If you can not reach someone to register, a screen will appear asking for you to email us the following information (**Figure 14**):
 - Registration Code
 - Computer Code
 - Customer ID from the packing slip
 - Invoice Number

Once the information above has been emailed, click Cancel and the Registration and Computer codes will be retained for the next time the Product Registration screen.

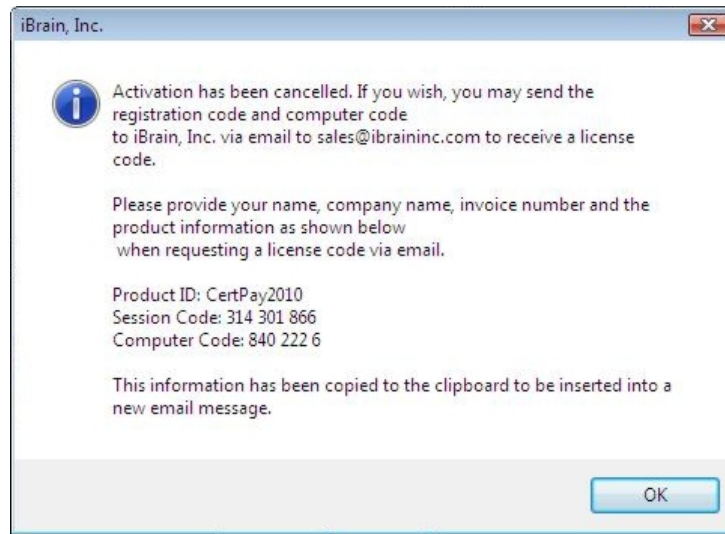


Figure 14: Cancelled Registration

- 6) We will give you a license code and if necessary a password. Once the product is licensed and employees have been updated the program will be able to write report files.



Warning: DO NOT UNINSTALL CertPay after receiving a license code unless an iBrain, Inc. technical support engineer instructs you to do so. Each license code will work only once and is not transferable to other systems.

Finished



Congratulations you have finished the installation and registration.

IBrain, Inc. Support Policy

iBrain, Inc. warrants that this program will perform as set forth in this documentation. If the program fails to so perform, in addition to the obligations of **iBrain** as set forth in the License Agreement, **iBrain** will furnish telephone technical support at no cost to the licensee. In the event performance problems result from data errors of the licensee or failure by the licensee to follow the instructions contained herein or for any other reason except those set forth in the opening sentence of this paragraph, **iBrain** will furnish telephone technical support but will charge the licensee for telephone technical support time at **iBrain's** published telephone technical support rates, which are available upon request. Licensees are required to furnish **iBrain** with credit card information prior to the beginning of any support call, which credit card information is deemed to be confidential. The licensee may terminate the support call at will.

Feedback

If you would like to send any comments about this program to iBrain, you can contact us at

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Notes:

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“Intuit” when used herein as an entity refers to Intuit, Inc., which is the sole owner of all copyrights and trademarks to its programs referred to herein.

“Windows” when used herein refers to Microsoft Windows, a registered trademark of Microsoft Corporation.

“**iBrain**” when used herein, other than as part of a program name, refers to iBrain, Inc., which is the sole owner of all copyrights and trademarks to its programs referred to above.

“Peachtree Accounting” or other references to Peachtree’s Windows based programs refer to:

- Peachtree Complete Accounting 2009-2011
- Peachtree Premium Accounting 2009-2011
- Peachtree Premium Accounting for Manufacturing 2009-2011
- Peachtree Premium Accounting for Distribution 2009-2011
- Peachtree Quantum 2009-2011

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