

iBrain, Inc.



Intelligent Solutions for your business

Accounting Software Solutions

A Division of iBrain, Inc.

Installation and Registration Guide

For Peachtree and QuickBooks



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3901 Barrett Drive Suite 205 Raleigh, NC 27609
Phone: 919-981-0505 or 800-322-4650 Fax: 919-981-0099
Web: www.ibraininc.com Email: Sales@ibraininc.com

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Table of Contents

Table of Contents.....	ii
Table of Figures	ii
Initial Documentation Notes:	iii
General Requirements:.....	iii
Accounting Package Requirements (Please Read Carefully!)	iv
Required Peachtree Information	v
Required QuickBooks Information	v
Program Installation	1
Installing CertPay	2
Installing Prerequisites.....	3
Installing Adobe Acrobat Reader	6
Uninstalling CertPay	6
Product Registration	7
Registering CertPay.....	8
Product Registration	8
Company Selection.....	9
Adding a Company	10
Open or Add a Company.....	10
Accounting Package.....	11
Peachtree Version (Peachtree Only)	11
Select Company (Peachtree)	12
Select Company (QuickBooks)	13
Company Information	14
Opening a Company	15
Product Registration	17
Trial Programs.....	18
Product Registration	19
IBrain, Inc. Support Policy.....	20
Feedback	20
Notes:.....	20

Table of Figures

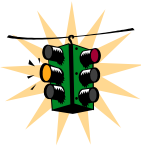
Figure 1: SQL Server Express License Agreement	3
Figure 2: Installing Prerequisites	4
Figure 3: Installing SQL Server 2005	4
Figure 4: System Configuration Check.....	5
Figure 5: Ready to Install.....	5
Figure 6: Product Registration Information Window.....	8
Figure 7: Company Selection Window	10
Figure 8: Company Selection Window, Accounting Package Step.....	11
Figure 9: Company Selection Window, Peachtree Version Step	11
Figure 10: Company Selection Window, Company Selection Step (Peachtree)	12
Figure 11: Browse for Peachtree Data Path.....	12
Figure 12: Company Selection Window, Company Selection Step (QuickBooks).....	13
Figure 13: Company Selection Window, Company Info Step	14
Figure 14: Verify Company Information Dialog	14
Figure 15: Company Selection Window, Company Selection Step	15
Figure 16: Trial Notification Window.....	18
Figure 17: Product Registration Window.....	19

Initial Documentation Notes:

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

General Requirements:

- Pentium 1.8 ghz or faster. A faster processor may be required by your accounting package.
- 1 GB of RAM. Speed may increase as the amount of memory increases.
- 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 3 or greater installed (32 or 64-bit)
 - Windows Vista (32 or 64-bit) Service Pack 2 recommended
 - Windows 7 (32 or 64-bit)
- Microsoft .NET Framework v2 must be installed.
- Microsoft SQL Server Express 2005 must be installed. This is provided on the CD or as a download from our web site at <http://www.ibraininc.com>. If you have installed CertPay 5 or higher this software is already on your computer.



**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 2012/2011/2010
Peachtree Complete Accounting 2012/2011/2010
Peachtree Premium Accounting 2012/2011/2010
Peachtree Premium Accounting for Manufacturing 2012/2011/2010
Peachtree Premium Accounting for Distribution 2012/2011/2010
Peachtree Premium Accounting for Construction 2012/2011/2010
Peachtree Premium Accounting for Non-Profit 2012/2011/2010
Peachtree Quantum 2012/2011/2010

CertPay 2012 only supports the versions of Peachtree listed above. If you are planning to upgrade to a newer version of Peachtree contact iBrain, Inc. at 800-322-4650 before upgrading. Please note that it may take up to 60 days to release a version of CertPay compatible with the

- Or one of the following releases of QuickBooks

QuickBooks Pro/Premier 2009-2012
QuickBooks Enterprise Solutions v9.0-v12.0

- **DO NOT** attempt to enter or change company data while CertPay 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.

Additional QuickBooks Notes:

- In order to retrieve information from your company, QuickBooks must be running, and the company must be open.
- **The first time you run CertPay, QuickBooks must be open in single user mode and you must be logged in as Administrator.**



Required Peachtree Information

CertPay requires use of the following items in Peachtree:

- **Employees** – Used for name, address, and Social Security Number information.
- **Payroll** – Used to determine wages earned, pay rates and deductions on the reports.
- **Jobs** – Used as the basis for contracts.
- **Customers** – Used for address information when creating a new contract.
- **Inventory** – Used for Activity Items, which allow time worked to be broken down into specific tasks.
- **Time Tickets** – Tells the program how long employees have worked on each task/job.

Required QuickBooks Information

CertPay requires use of the following items in QuickBooks:

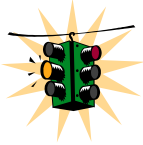
- **Employees** – Used for name, address, and Social Security Number information.
- **Payroll** – Used to determine wages earned, pay rates and deductions on the reports.
- **Customers** – Used as the basis for contracts and for address information when creating a new contract.
- **Service Items** – Used for Activity Items, which allow time worked to be broken down into specific tasks.
- **Time Tracking** – Tells the program how long employees have worked on each task/job.

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1 Program Installation

This section covers installing the program to your computer.

Installing CertPay



A user who has a Windows 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®.

If you received a CD:

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 “CertPay”** (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 Prerequisites

CertPay requires SQL Server Express 2005 to be installed. While CertPay will install without these items installed they must be installed before CertPay is started for the first time.

Installing Microsoft SQL Server Express 2005

SQL Server Express is the database engine that we use to store information retrieved from your company. Installing this program also installs the Microsoft .NET Framework 2.0 if it is not currently installed.

NOTE: If you have previously installed CertPay version 5, 6 or 7 you do not need to install SQL Server Express.

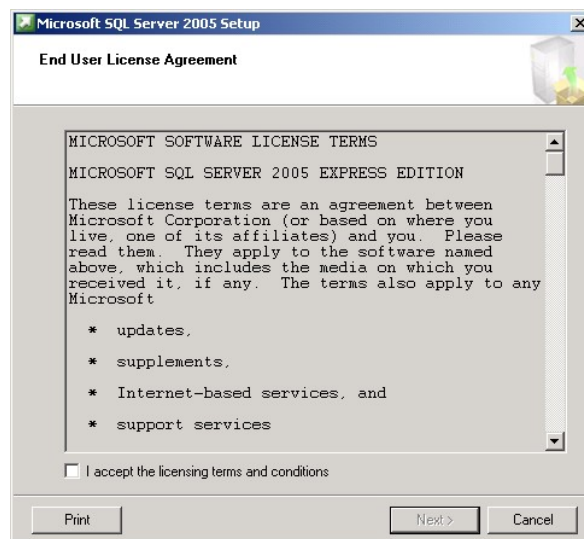


Figure 1: SQL Server Express License Agreement

The first screen you will see is the license agreement. This must be accepted before installation of SQL Server Express 2005 can continue. After a short wait, you will see the Installing Prerequisites window (**Figure 2**). Click **Install** to go to the next step.

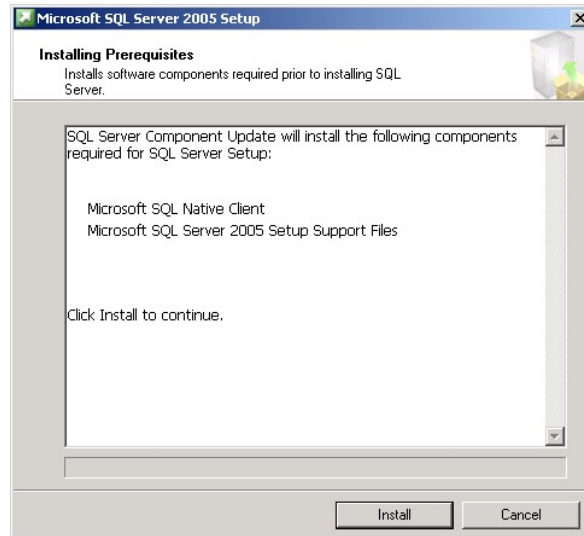


Figure 2: Installing Prerequisites

After the prerequisites are installed, click **Next** to begin the SQL Server Express 2005 installation. You will then see the screen shown on **Figure 3**.



Figure 3: Installing SQL Server 2005

From here click **Next** to let the installer run a check to see if your computer meets the minimum requirements (**Figure 4**). Please note that even on computers that are fast enough to pass the minimum hardware requirements are sometimes flagged as not meeting those requirements.

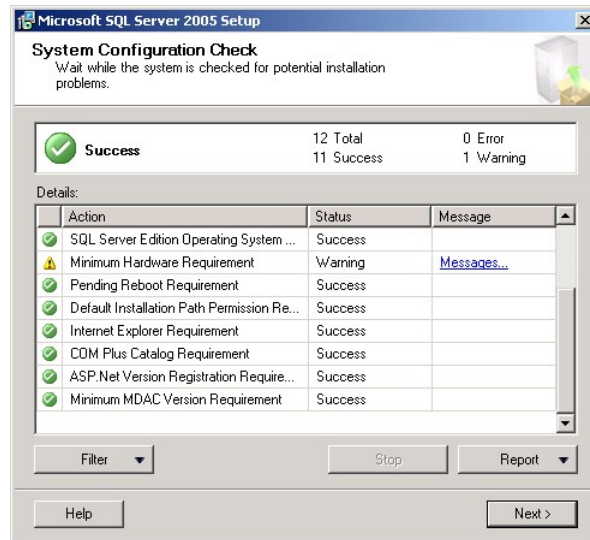


Figure 4: System Configuration Check

From here you click next on each step of the installation wizard, accepting the default choices. Eventually you will get to the Ready to Install step (**Figure 5**). Once you see this step, click **Install** to install SQL Server Express 2005. After the installation is complete, click **Finish** to begin the CertPay installation.

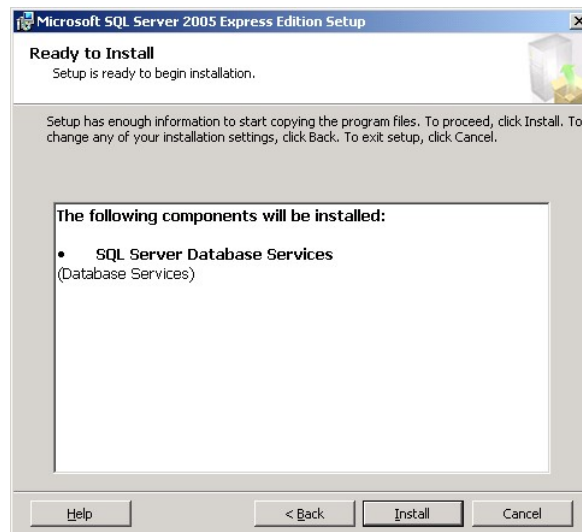


Figure 5: Ready to Install

Installing Adobe Acrobat Reader

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

To uninstall CertPay, go to Add/Remove Programs and select CertPay 2012 from the list of programs. Please note that any data files made by CertPay are not removed since they are stored in a separate location.

If you wish to remove the data for CertPay, it is stored in the following locations:

Windows 2000, XP:

C:\Documents and Settings\All Users\Application Data\Accounting Software Solutions\CertPay8

Windows Vista, Windows 7:

C:\ProgramData\Accounting Software Solutions\CertPay8

2 Product Registration

Topics covered in this section:

- Product Registration

Registering CertPay

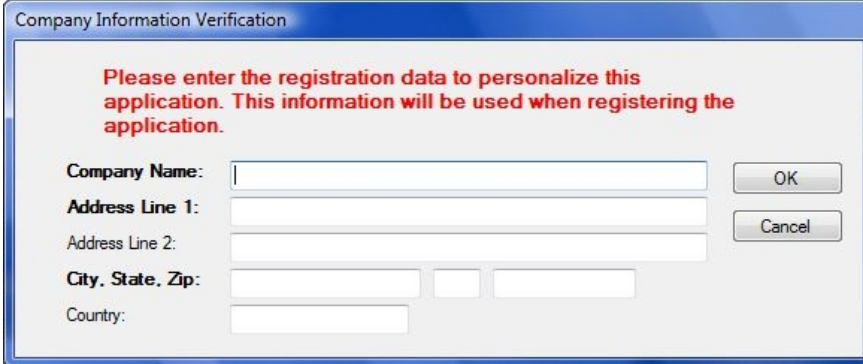
To start your program, double-click on its icon that was installed on your desktop by the installation program, or select the program from your Start menu.

Product Registration

The first step in the product registration process is to enter product registration information in the window shown in **Figure 6**. The following fields are required on the registration form:

- Company Name
- Address 1
- 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 6: Product Registration Information Window

3 Company Selection

Topics covered in this section:

- Adding a company

Adding a Company

NOTE: The procedure to add a company has been completely rewritten.

Open or Add a Company

If a company has not yet been selected, you will see the **Company Selection Window** shown in **Figure 7** below. The left side of the window contains the steps along with the total number of companies and the number of companies that can be added. As you progress through the steps, the step that you are currently on will be highlighted.

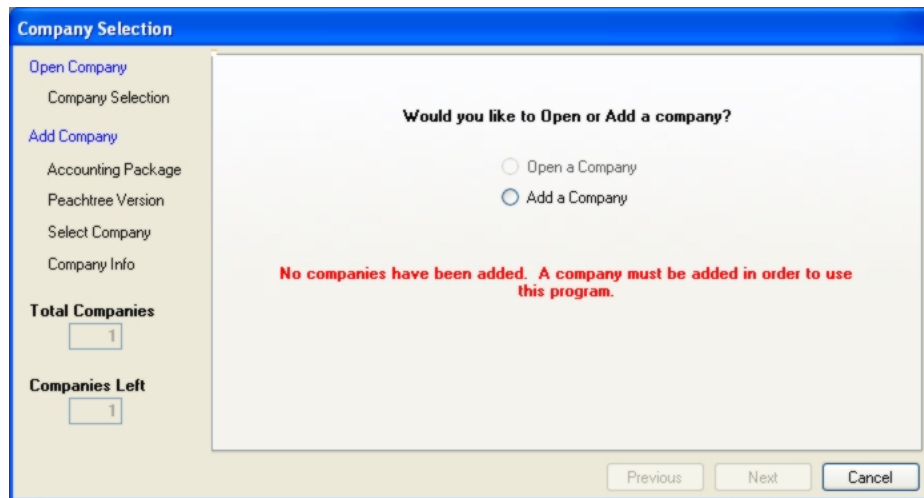


Figure 7: Company Selection Window

At first, you will be given a choice to open or add a company. Since a company has not yet been added, **Open a Company** has been disabled. Select **Add a Company** and click **Next** to proceed to the next step.

Accounting Package

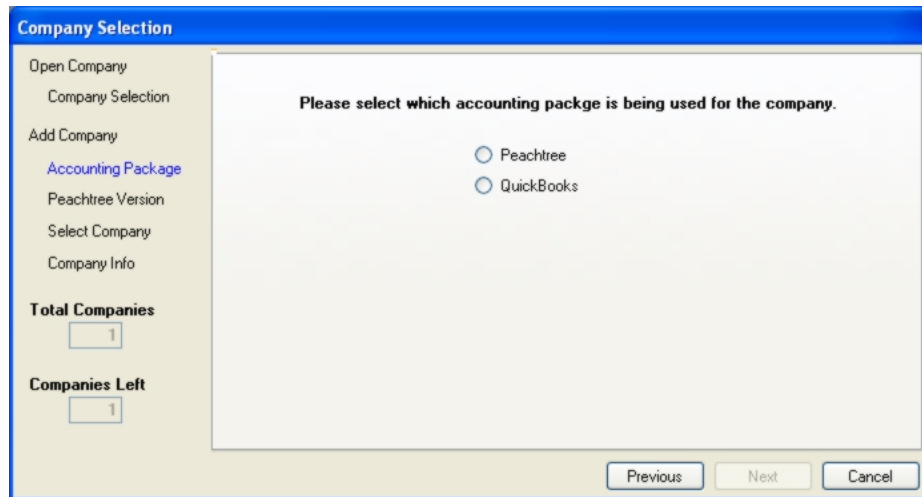


Figure 8: Company Selection Window, Accounting Package Step

Here you are given the option to select the accounting package used with the company. Select **Peachtree** or **QuickBooks** and click **Next** to continue.

Peachtree Version (Peachtree Only)

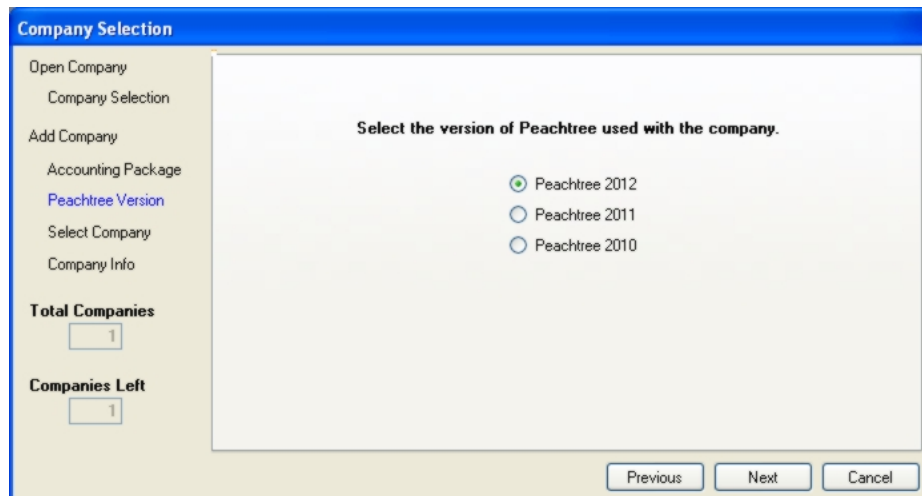


Figure 9: Company Selection Window, Peachtree Version Step

If Peachtree was selected as the accounting package, the version of Peachtree must be selected. Select **Peachtree 2010**, **Peachtree 2011** or **Peachtree 2012** and click **Next** to proceed.

Select Company (Peachtree)

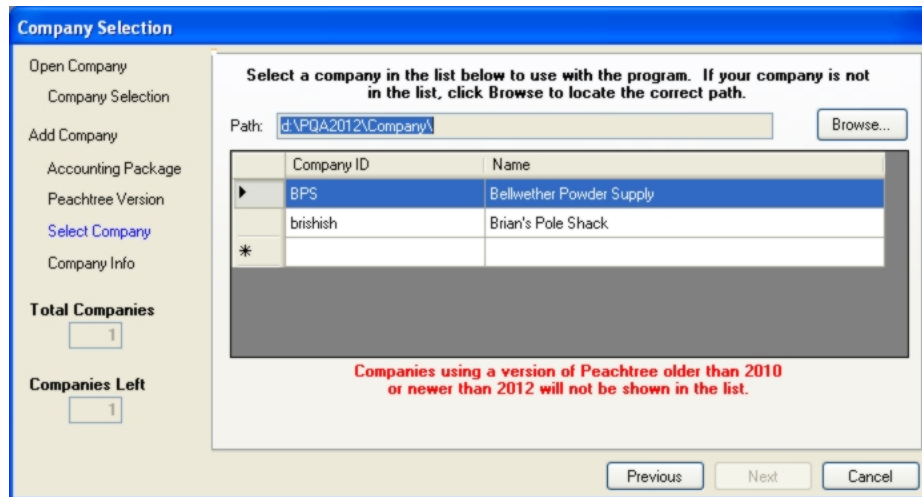


Figure 10: Company Selection Window, Company Selection Step (Peachtree)

Once a version of Peachtree is selected, CertPay will list all companies in Peachtree's data path. If your company is not in the data path, click **Browse...** to locate the folder that contains your company folder. Sample Peachtree companies are not shown in the list.

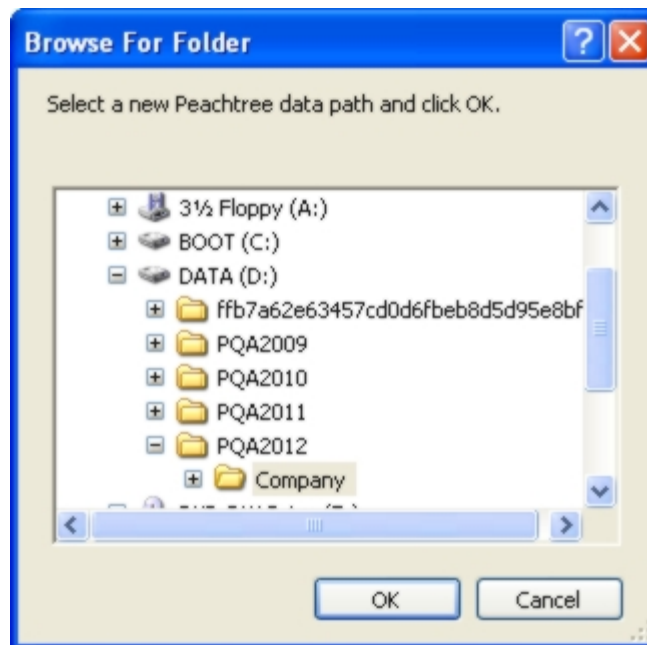


Figure 11: Browse for Peachtree Data Path

Select Company (QuickBooks)

The company selection for Quickbooks is done differently than for Peachtree. Instead of showing all companies for a specified path, the company file must be selected.

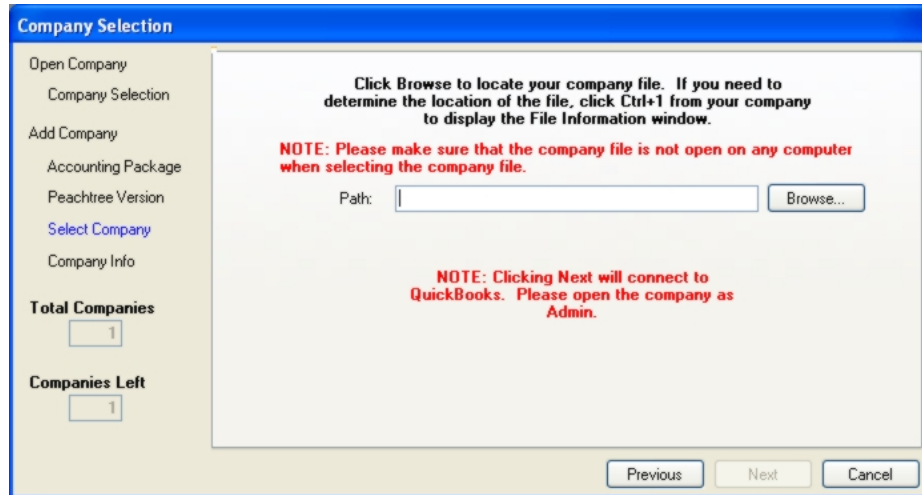


Figure 12: Company Selection Window, Company Selection Step (QuickBooks)

Before starting, make sure that the QuickBooks company file is not open by any user.

Click **Browse...** and locate the QuickBooks company file. If you do not know where the company file is located, open the file in QuickBooks and press **Control (Ctrl)** and **1** to open the File Information window.

Once the file has been selected, open the company in QuickBooks and log in as Admin, then click **Next** to retrieve company information.

Company Information

Company Selection

Open Company
Company Selection

Add Company
Accounting Package
Peachtree Version
Select Company
Company Info

Total Companies
1

Companies Left
1

Warning: The information entered on this page will be used as the reporting and registration address.

Company ID: brishish

Company Name: Brian's Pole Shack

Address Line 1: 123 Anywhere Ln

Address Line 2:

City, State Zip: Raleigh NC 12234

Country: USA FEIN: 121221133

SEIN: SUIN:

Please verify the information and click Next to continue.

Previous Next Cancel

Figure 13: Company Selection Window, Company Info Step

Once the company has been selected, CertPay will retrieve and display the company information from the accounting software. If the company information needs to be changed, edit the information. Once the company information is acceptable click **Next** to continue. You will need to confirm the company information.

Verify Company Information

?

Please check to ensure the information below is correct.

Company Name: Brian's Pole Shack
Address Line 1: 123 Anywhere Ln
Address Line 2:
City, State, Zip: Raleigh, NC, 12234
Country: USA
FEIN: 121221133
SEIN:
SUIN:

Is this information correct?

Yes No

Figure 14: Verify Company Information Dialog

Once the company information has been verified, you will be taken to the Company Selection step.

Opening a Company

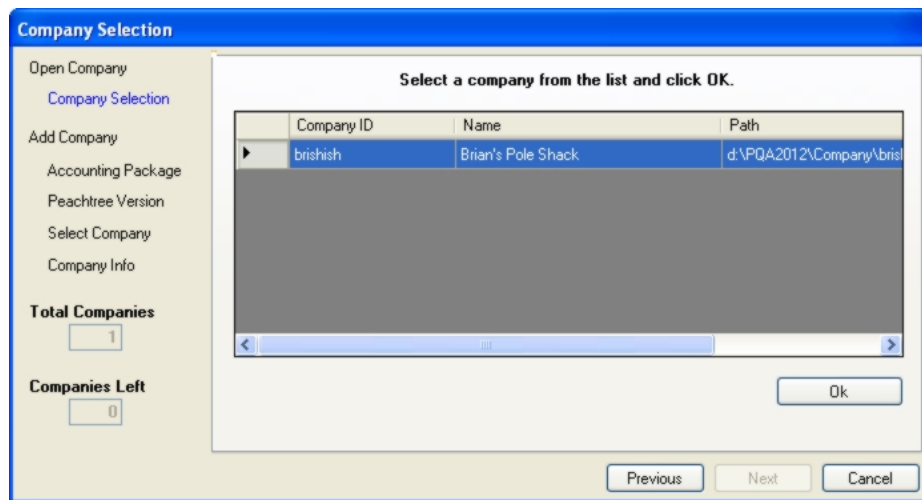


Figure 15: Company Selection Window, Company Selection Step

Once on the **Company Selection** step, click the company to open and click **OK** to open the company.

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4 Product Registration

Topics covered in this section:

- Trial Programs
- Product Registration

Trial Programs

All programs from iBrain, Inc. install as 15-day trials. The program will perform the same as if it were registered, with the exception that each time the program starts, a trial notification window will appear. This is done to allow customers to try out the program before purchasing the product.

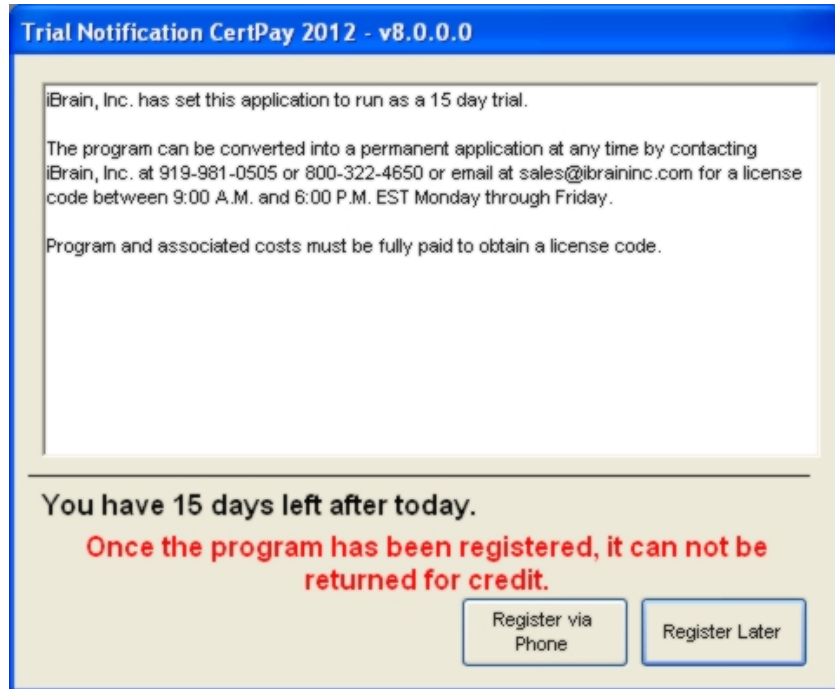


Figure 16: Trial Notification Window

Product Registration

Once the program has been paid for, the program can be registered by clicking **Register via Phone** from the Trial Notification window, or by selecting **Help, Register** and finally **Register via Phone** from the main window.



Product Registration: CertPay 2012 - 8.0.0.0

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

Product Registration Information:
Registration: 238 810 258
Computer Code: 569 276 0
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 17: Product Registration Window

Call iBrain, Inc. at 800-322-3650 or 919-981-0505 between 9:00 and 6:00 EST to obtain a license code and/or password.

iBrain, Inc. Support Policy

iBrian, Inc. warrants that this program will perform as set forth herein. If the program fails to so perform, in addition to the obligations of **iBrian, Inc.** as set forth in the License Agreement, **iBrian, Inc.** 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, **iBrian, Inc.** will furnish telephone technical support but will charge the licensee for telephone technical support time at **iBrian, Inc.**'s published telephone technical support rates, which are available upon request. Licensees are required to furnish **iBrian, Inc.** with credit card information prior to the beginning of any support call, which credit card information is deemed to be confidential. Licensees will be informed as soon as feasible whether a given support call will result in charges being billed to the licensee's credit card. 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

Accounting Software Solutions

A division of iBrain, Inc.
3901 Barrett Drive
Suite 205
Raleigh, NC 27609

Phone: (919) 981-0505 or
(800) 322-4650
Fax: (919) 981-0099
Email: support@ibraininc.com
Web site: www.ibraininc.com

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