

iBrain, Inc.



Intelligent Solutions for your business

Accounting Software Solutions

..... a division of iBrain, Inc.

E-File W-2 2011 Installation and Registration Guide

For Sage Peachtree and QuickBooks

QuickBooks 
Intuit Developer Network
Premier Developer

sage
Development Partner
SILVER

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Table of Contents

| | |
|--|-----------|
| Table of Contents..... | 1 |
| Table of Figures | 2 |
| Initial Documentation Notes: | 3 |
| General Requirements:..... | 3 |
| Accounting Package Requirements (Please Read Carefully!!) | 4 |
| Program Installation | 5 |
| Installing E-File W-2 2011 | 6 |
| Installing Prerequisites..... | 7 |
| Installing SQL Server 2005 Compact Edition | 7 |
| Disabling User Access Control (Windows Vista/Windows 7 Only) | 7 |
| Installing Adobe Acrobat Reader | 9 |
| Uninstalling E-File W-2 2011 | 9 |
| Backing up the Company | 11 |
| Getting Started..... | 12 |
| To make a copy of the Peachtree company: | 12 |
| To make a copy of the QuickBooks company: | 13 |
| Product Registration | 15 |
| Registering E-File W-2 2011 | 16 |
| Product Registration | 16 |
| Company Selection..... | 17 |
| Adding a Company | 18 |
| Open or Add a Company..... | 18 |
| Accounting Package..... | 19 |
| Peachtree Version (Peachtree Only) | 19 |
| Select Company (Peachtree) | 20 |
| Select Company (QuickBooks) | 21 |
| Company Information | 22 |
| Opening a Company | 23 |
| Product Registration | 25 |
| Trial Programs..... | 26 |
| Product Registration | 27 |
| IBrain, Inc. Support Policy..... | 28 |
| Feedback | 28 |
| Notes:..... | 28 |

Table of Figures

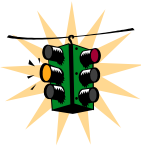
| | |
|---|----|
| Figure 1: User Access Control (Windows Vista) | 7 |
| Figure 2: User Access Control Window (Windows 7)..... | 8 |
| Figure 3: File Information Pane from the Product Information Window | 13 |
| Figure 4: Product Registration Information Window..... | 16 |
| Figure 5: Company Selection Window | 18 |
| Figure 6: Company Selection Window, Accounting Package Step..... | 19 |
| Figure 7: Company Selection Window, Peachtree Version Step | 19 |
| Figure 8: Company Selection Window, Company Selection Step (Peachtree) | 20 |
| Figure 9: Browse for Peachtree Data Path..... | 20 |
| Figure 10: Company Selection Window, Company Selection Step (QuickBooks)..... | 21 |
| Figure 11: Company Selection Window, Company Info Step | 22 |
| Figure 12: Verify Company Information Dialog | 22 |
| Figure 13: Company Selection Window, Company Selection Step | 23 |
| Figure 14: Trial Notification Window..... | 26 |
| Figure 15: Product Registration Window..... | 27 |

Initial Documentation Notes:

Throughout this text, unless clearly indicated to the contrary, the term “E-File” refers to E-File W-2 2011..

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 E-File 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 any prior version of E-File 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

E-File 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 E-File compatible with the newest release of Peachtree.

- Or one of the following releases of QuickBooks

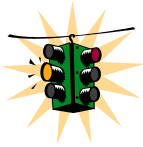
QuickBooks Pro/Premier 2009-2011
QuickBooks Enterprise Solutions v9.0-v11.0

- **DO NOT** attempt to enter or change company data while E-File is retrieving data.
- You must know the name of the folder in which Peachtree has stored your data and where that folder is (the path) on your computer's hard drive.

1 Program Installation

This section covers installing **E-File W-2 2011**.

Installing E-File W-2 2011



A user who has Windows Administrator rights must install this program. Before installing E-File, restart the computer and make sure that all other programs are closed. This means closing Peachtree, as well as toolbars such as those from Microsoft Office®.

Installing from CD:

1. Insert the E-File disc into the 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 the CD-ROM drive letter and click **OK**.
2. Click on **Install “E-File W-2 2011”** (3rd Option) from the list of items to start the installation.
3. If the .NET Framework v2 installed, it will be installed now.
4. Follow the prompts until you get to the **End-User License Agreement**.
5. Read the **End-User License Agreement**. To continue installation, 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. 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 from a file downloaded from our web site at <http://www.ibraininc.com>:

Open the file. It may ask to run the program.

1. If the .NET Framework v2 installed, it will be installed now.
2. Follow the prompts until you get to the **End-User License Agreement**.
3. Read the **End-User License Agreement**. To continue installation, select **I accept the terms of the License Agreement** and click **Next** to continue to the next step.
4. Select which accounting package will be used with this software, QuickBooks or Peachtree. Click **Next** to continue to the next step.
5. 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**.

NOTE: If the .NET Framework v2 is not installed, it will be downloaded and 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.

Installing Prerequisites

E-File requires SQL Server 2005 Compact Edition to be installed. While E-File will install without these items installed they must be installed before E-File is started for the first time.

Installing SQL Server 2005 Compact Edition

In order for E-File to be able to open its database SQL Server 2005 Compact Edition must be installed. To do so click **Install SQL Server 2005 CE** from the Install Wizard menu or download and run the installer from one of the following locations:

Microsoft's web site:

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

iBrain'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. However 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. A dialog will appear asking 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 from **Default** to **Never Notify**
- Click **OK**. A dialog will appear asking to restart the system.

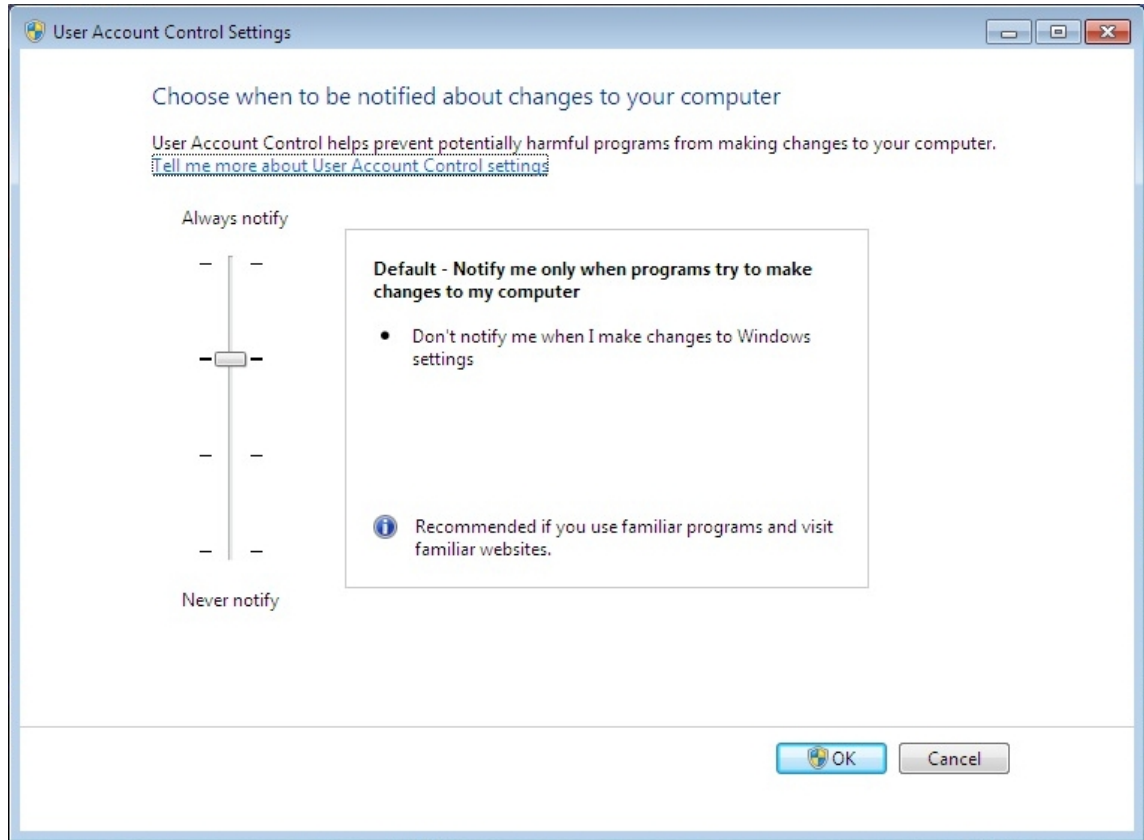


Figure 2: User Access Control Window (Windows 7)

Installing Adobe Acrobat Reader

Documentation for E-File is installed with the program. To view these files, **Adobe Acrobat Reader** must be installed.

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

Uninstalling E-File W-2 2011

To uninstall E-File, go to Add/Remove Programs and select E-File W-2 2011 from the list of programs. Please note that any data files made by E-File are not removed since they are stored in a separate location.

To remove the data for E-File, it is stored in the following locations:

Windows 2000, XP:

C:\Documents and Settings\All Users\Application Data\Accounting Software Solutions\E-File W-2 2011

Windows Vista, Windows 7:

C:\ProgramData\Accounting Software Solutions\E-File W-2 2011

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2

Backing up the Company

Topics covered in this section:

- Backing up the company

Getting Started

Before installing and registering E-File, we recommend that the company data be copied to a separate location and name the company file or folder something that will be easy to remember, like PR2011. In E-File, the copy of the company should be used instead of the original. The reason for this is threefold:

1. It copies the company to another directory, so any changes made to the copy don't affect the original.
2. It allows other users to access the real company while data is retrieving from the company. When E-File is retrieving information, it is recommended that no one else use that company.
3. According to the EFW2 (Social Security Administration) specifications, the report needs to be creatable for up to 4 years. E-File can only retrieve data for the 2011 payroll year. By making a copy of the company, the ability reproduce the report with the correct data is assured.

To make a copy of the Peachtree company:

Determine the company directory name.

1. Open the 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 the company data is stored. As an example, if the DATAPATH is 'C:\PEACHW', then 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 the company folder will be copied.
9. From the **Edit** menu, select **Paste**. If the folder was copied to the DATAPATH folder, this will place a folder called **Copy of XXXX**, where the **XXXX** is the name of the 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 E-File with more than one Peachtree company may want to use a folder name similar to **PR11xxxx**, where **xxxx** is a four letter Company ID.
13. Open the copy of the company in Peachtree. If the folder was copied outside of the DATAPATH, the location of the company folder will have to be specified 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 that is opened is the copy, follow step 1. If it is the original company, open the other instance of the company.
15. Once it is 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 Company 2011**. When the company is selected in E-File, the company name can be changed to the actual name of the company.

To make a copy of the 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 the current open company. The File Information pane contains the location of the currently open company (**Figure 3**). Write this location down.

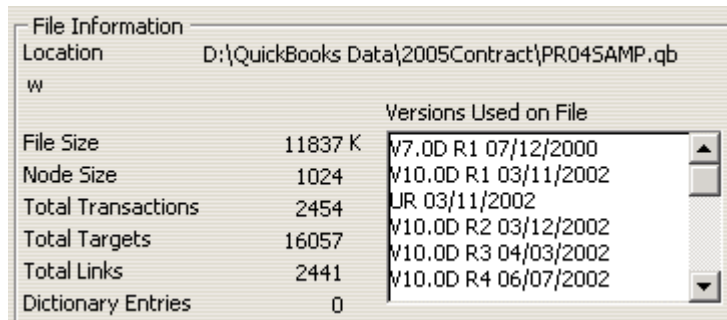


Figure 3: File Information Pane from the Product Information Window

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 the company file will be copied
7. Click on the **Edit** menu, then on **Paste**. If the file was copied 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 the original company file. Otherwise the file will have the same name as the 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 E-File with more than one QuickBooks company may want to use a file name similar to 'PR11xxxx', where 'xxxx' is a four letter Company ID.
11. Open the copy of the company in QuickBooks.
12. Once it is 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 2011. When the company is selected in **File**, the company name can be changed to the actual name of the company.

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3 Product Registration

Topics covered in this section:

- **E-File W-2 2011** Product Registration

Registering E-File W-2 2011

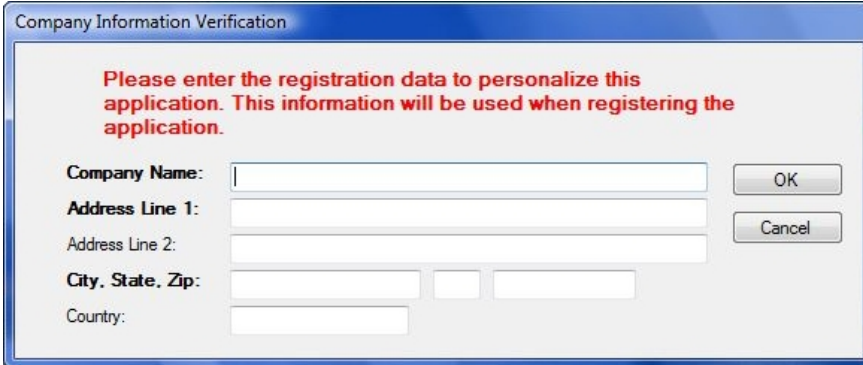
To start the program, double-click on the icon that was installed on the desktop by the installation program, or select the program from your Start menu.

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:

- Company Name
- Address 1
- City, State, Zip Code

Once the data is entered and double-checked, 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

4 Company Selection

Topics covered in this section:

- Adding a company to **E-File W-2 2011**

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, the **Company Selection Window** will be shown in **Figure 5** 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.

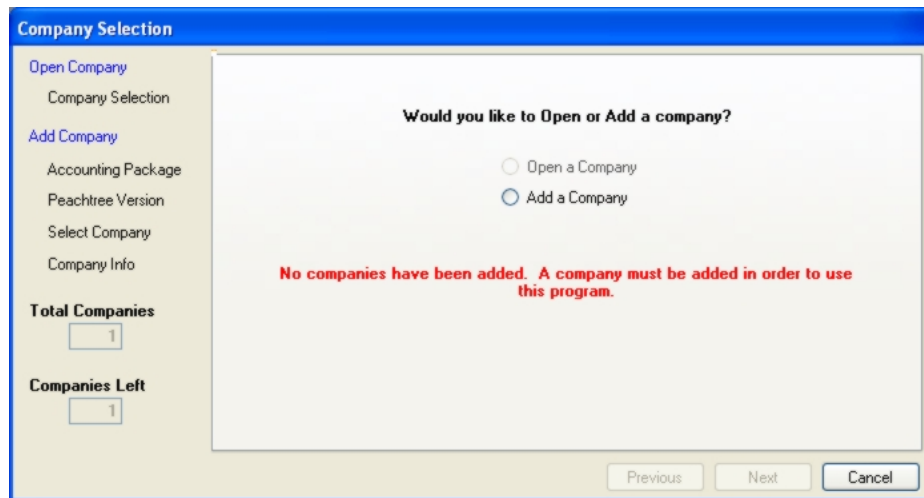


Figure 5: Company Selection Window

The first time this screen is accessed, **Open a Company** will be disabled. Select **Add a Company** and click **Next** to proceed to the next step.

Accounting Package

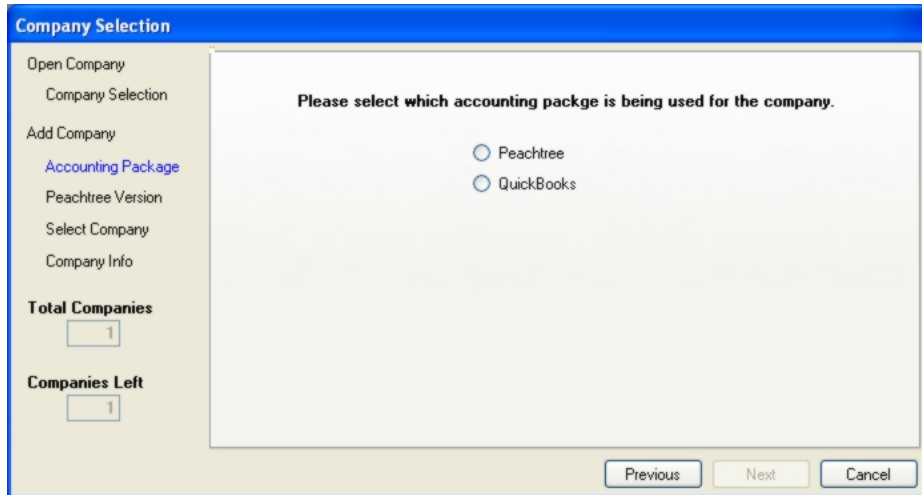


Figure 6: Company Selection Window, Accounting Package Step

Here the accounting package used with the company can be selected. Select **Peachtree** or **QuickBooks** and click **Next** to continue.

Peachtree Version (Peachtree Only)

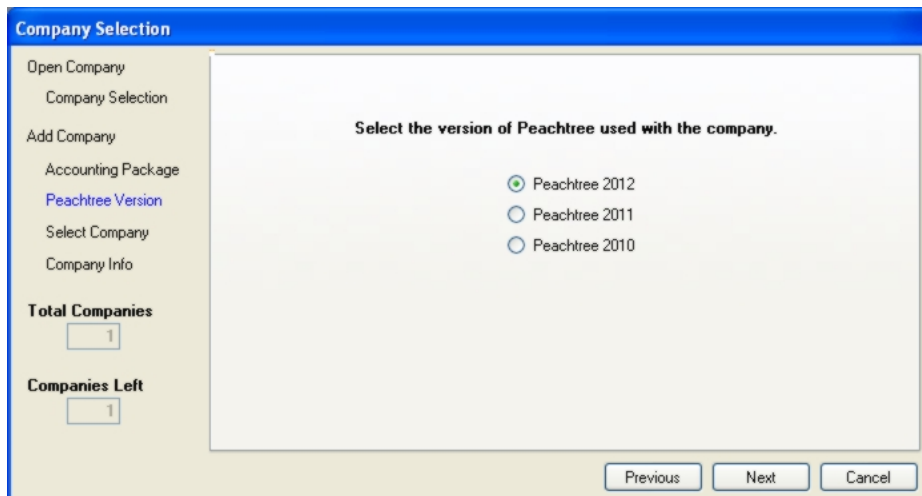


Figure 7: Company Selection Window, Peachtree Version Step

The version of Peachtree must be selected. Select **Peachtree 2010**, **Peachtree 2011** or **Peachtree 2012** and click **Next** to proceed.

Select Company (Peachtree)

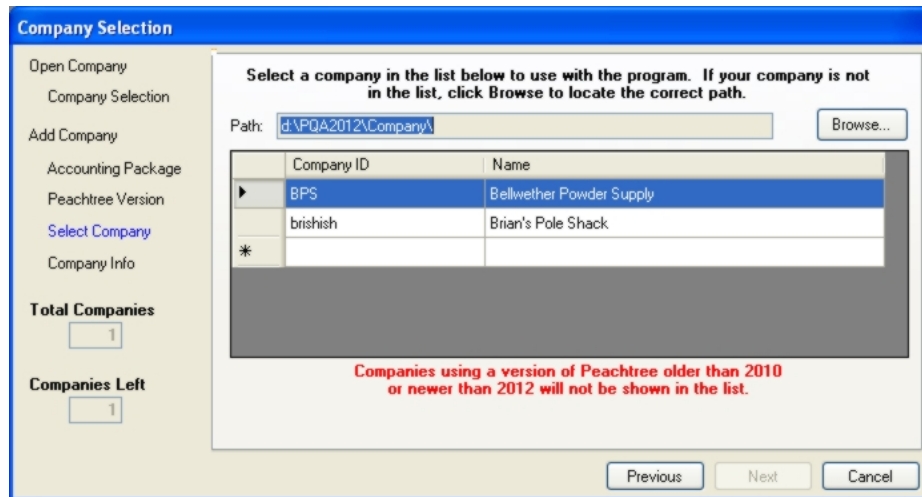


Figure 8: Company Selection Window, Company Selection Step (Peachtree)

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

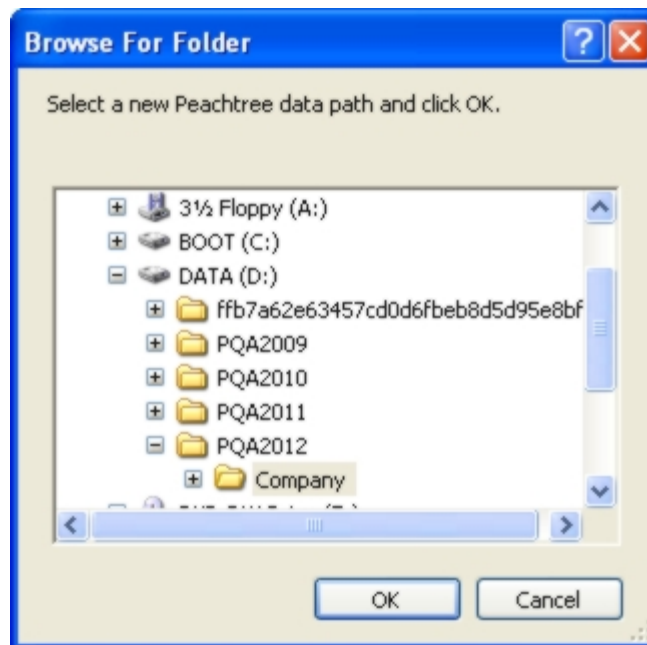


Figure 9: Browse for Peachtree Data Path

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.

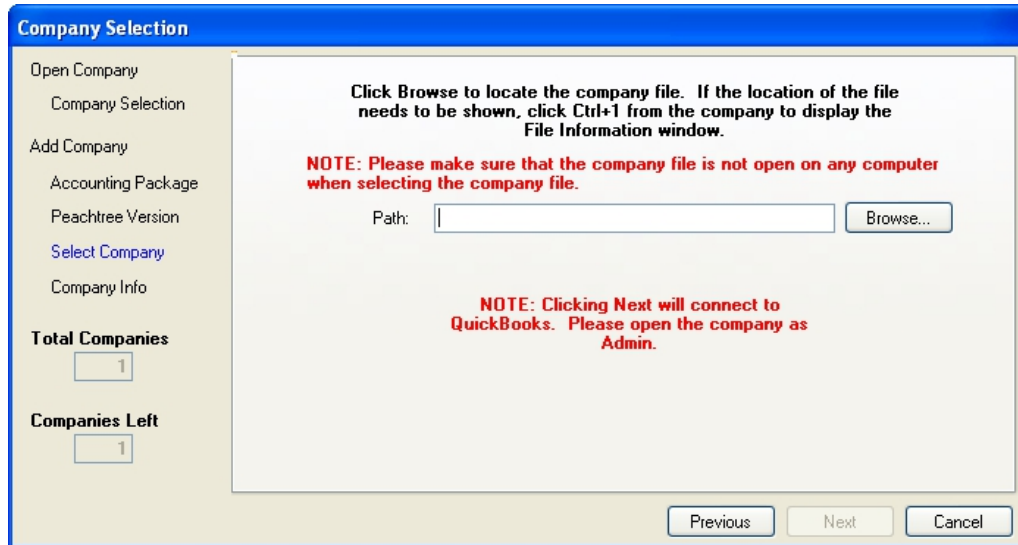


Figure 10: Company Selection Window, Company Selection Step (QuickBooks)

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

Click **Browse...** and locate the QuickBooks company file. If the company file's location is not known, 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

Figure 11: Company Selection Window, Company Info Step

Once the company has been selected, E-File 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. The company information will need to be confirmed.

Figure 12: Verify Company Information Dialog

Once the company information has been verified against the information in the accounting package, the Company Selection step will be shown.

Opening a Company

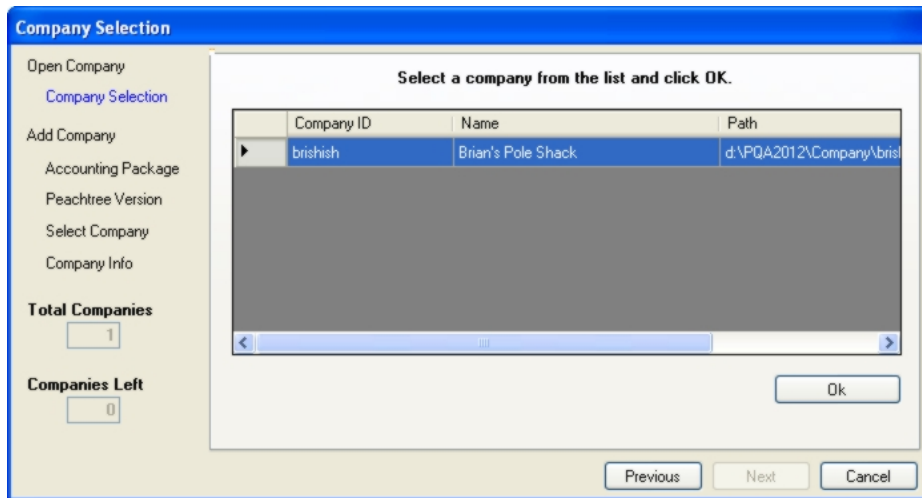


Figure 13: Company Selection Window, Company Selection Step

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

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5 Product Registration

Topics covered in this section:

- Trial Programs
- **E-File W-2 2011** Product Registration

Trial Programs

E-File installs as a 15-day trial. The program will perform the same as if it were registered, with the exceptions that each time the program starts, a trial notification window will appear and that report files will not be created. This is done to allow customers to try out the program before purchasing the product.

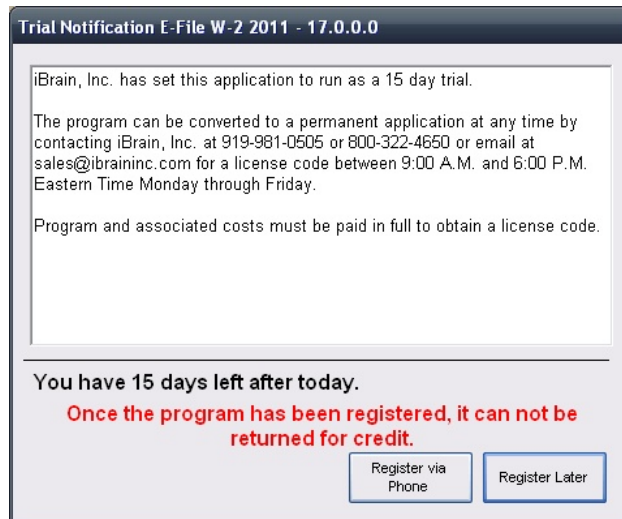


Figure 14: Trial Notification Window

Product Registration

Once the program has been purchased, 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.

The screenshot shows a software registration dialog box titled "Product Registration: E-File W-2 2011 - 17.0.0.0". On the left is a vertical banner for "iBrain, Inc." with the tagline "Intelligent Solutions for your Business" and a brain icon. The main area is divided into sections: "Application Information:" (empty), "Registration Information:" (containing "3901 Barrett Drive", "Suite 205", "Raleigh, NC 27609"), and "Product Registration Information:" (containing input fields for "Registration" (249 297 195), "Computer Code" (750 578 3), "License Code", and "Password"). Below these fields is a paragraph of instructions: "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 via telephone at 800-322-4650 or 919-981-0505 or email at sales@ibraininc.com." At the bottom are two buttons: "Register Via Phone" and "Cancel".

Figure 15: Product Registration Window

Call iBrain, Inc. at 800-322-3650 or 919-981-0505 between 9:00 and 6:00 Eastern Time 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

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