



Alphatax Installation Guide Autumn 2011

Incorporating Alphalife and Alphacap

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Contents

Chapter 1 Introduction	3
Checking your software.....	3
System requirements	4
Next steps	5
Enterprise products only.....	5
Chapter 2 Installing the software	9
Installing the software to several workstations	9
Starting the installation.....	10
Installing the software	11
Network server installation	17
Next steps	19
Appendix A Reconfiguring the tcsldb.ini or tcsldbie.ini file.....	21
File structure and content	21
Editing the tcsldb.ini or tcsldbie.ini file	27
Appendix B Silent installations.....	29
Checking that setup was successful.....	30
Appendix C Uninstall.....	31
Enterprise products.....	32

Chapter 1

Introduction

This guide describes the installation procedures for:

- Alphatax Professional
- Alphalife Professional
- Alphatax Enterprise
- Alphalife Enterprise
- Alphacap Enterprise

If you are installing Professional products, you should read through the first part of this chapter and then follow the steps in Chapter 2. You can then start using Alphatax. You do NOT need to read the Enterprise Manager Administrator Guide.

If you are installing Enterprise products, you need to read the whole of this chapter and then follow the steps in Chapters 2. You should use this guide in conjunction with the Enterprise Manager Administrator Guide.

Checking your software

Your installation package should contain installation media in the form of a CD and documentation that will be dependent on whether you have an evaluation copy or a fully licensed copy of the software.

Documents are also stored in the Manuals folder on the installation CD. These include a copy of this document and the latest Release Notes.

An Evaluation Pack is provided with an evaluation copy of the software.

Please take the time to check the contents of the package against the list provided and if anything is missing or you would like further details on the documentation available, contact Technical Support on +44 (0) 1784 410229 (UK) or +353 (0) 1 6619976 (Ireland).

System requirements

This section describes the hardware, software, memory and disk space required to use the software on a stand-alone computer. The requirements may differ for use on network servers. If you have any problems, please call Technical Support.

Professional	Enterprise
<ul style="list-style-type: none"> ▪ Windows XP or later. ▪ An Intel Pentium or equivalent processor. ▪ An SVGA (1024 x 768 resolution) monitor. ▪ 512 MB of random access memory (RAM). ▪ 100 MB of available space on the hard disk for a full installation. ▪ 1 MB per company period on the hard disk 	<p data-bbox="777 535 1034 568">Enterprise Client</p> <ul style="list-style-type: none"> ▪ Windows XP or later. ▪ An Intel Pentium or equivalent processor. ▪ An SVGA (1024 x 768 resolution) monitor. ▪ 512 MB of random access memory (RAM). ▪ 256 MB of available space on the hard disk for a full installation. ▪ SQL Server or Oracle client on all client machines (no SQL Server or Oracle client tools are required on client machines). ▪ MDAC version 2.8 (or later) on all client machines prior to Windows Vista <p data-bbox="777 1258 1026 1292">Database Server</p> <ul style="list-style-type: none"> ▪ Database server running either SQL Server 2000 (or later) or Oracle 9.2 (or later) <p data-bbox="777 1420 1291 1525">If you are using Citrix, the following minimum specification is recommended in addition:</p> <ul style="list-style-type: none"> ▪ Microsoft Windows Server 2003 or later. ▪ Citrix MetaFrame Presentation Server 4.0 or later.

If you plan to use more than one application at a time, more memory may be required to ensure proper and efficient operation.

In order to print facsimile HMRC return forms, it is advised that you have a printer such as a laser or inkjet printer capable of printing graphics at least at 300 dots per inch (dpi).

Next steps

If you are installing Professional products, complete the steps outlined in Chapter 2, Installing the software. You will then be ready to use Alphatax/Alphalife.

If you are installing Enterprise products, please read the remainder of this chapter, before completing the steps outlined in Chapters 2 and refer also to the Enterprise Manager Administrator Guide.

Enterprise products only

Planning the implementation

You should plan the implementation carefully. Alphatax and Alphacap are database solutions that can be used in both MS SQL Server and Oracle environments. Where you are installing Alphacap, Enterprise must already have been installed and set up.

In terms of user administration, the software uses a hierarchical node structure. At the top level is the Firm/Company node. Below this are the Office/Sub-group nodes. Users must be assigned to a node. Once assigned, users can see the companies in their nodes and any dependent nodes but not parent nodes.

The System Administrator needs to think carefully about user administration both initially and as an ongoing task when users leave or new users are employed. These tasks can be carried out via the Alphatax Enterprise Manager. Further details are given in the Enterprise Manager Administrator Guide.

Database administration tasks

New installation

For a new installation, the following tasks must be carried out:

1. Install MS SQL Server/Oracle on the database server if not already installed. For Oracle, create a new database, if required
2. Install MS SQL Server/Oracle client software on all prospective client machines, if not already installed.
Note. Alphatax does not require any MS SQL Server or Oracle client tools on the client machine.
3. Insert the installation CD and follow the installation steps, as required (see Chapter 2)
4. Create a SQL Server/Oracle database using Alphatax Enterprise Manager (see the Enterprise Manager Administrator Guide).
5. Configure the TCSLDB.INI/TCSLDBIE.INI file. For details, refer to page Appendix A.

Note. If Citrix is used the System Administrator should pay particular attention to the DATAFOLDER and TIMEDBACKUPFOLDER settings (see page 24).

Setting up the Initial User (Alphatax/Alphalife)

Enterprise Manager will create an initial user comprising the network login details of the person who created the database.

Once the software has been installed (see Chapter 2), this initial user can set up other users via the Alphatax Enterprise Manager interface (see the Enterprise Manager Administrator Guide).

Upgrading to a new version

1. Insert the installation CD and follow the installation steps as required (Chapter 2).
2. Using Alphatax Enterprise Manager (see the Enterprise Manager Administrator Guide) select the upgrade database feature and upgrade the selected database. This may take some time, so please be patient. Further details are given in the Enterprise Manager Administrator Guide.
3. Reconfigure the TCSLDB.INI/TCSLDBIE.INI file if required. For details, refer to Appendix A.

Alphacap configuration file settings

The WAITPERIOD setting in the tcsldb.ini file must be set to 0 for Alphacap.

Synchronization

The database version number must be in sync with the application version number. For upgrades, note that the database must be updated before the new version of Enterprise or Alphacap will run.

Next steps

Once you have completed the installation (as described in Chapter 2), follow the instructions in the Enterprise Manager Administrator Guide to set up Enterprise or Alphacap for your organisation/company via the Alphatax Enterprise Manager.

Chapter 2

Installing the software

This section describes the process of installing the software under Microsoft Windows 2000 or later. If you use a different operating system, and experience problems with installation, please call Technical Support on +44 (0) 1784 410229 (UK) or +353 (0) 1 6619976 (Ireland).

InstallShield ® Wizard is used to install the software.

- If this is the first version of Alphatax to be installed, the installation will default to copying the program files to a subfolder within \Program Files\TCSL for local and Network Server installations. The installation also defaults to using C:\TCSLDATA as the destination folder for company documents. Either of these default directories can be changed to suit your specific requirements.
- If this installation is an upgrade for existing users the installation will copy the program files to the existing program folder. The default data directory for existing users will be their current data directory.

These instructions assume the CD drive is identified as drive D. As configurations may differ, please ensure you use the correct identifier when installing the software.

Installing the software to several workstations

There are three ways to install the software to multiple workstations:

1. Install from the CD separately for each workstation. Follow the instructions for a Local installation on page 14.
2. Copy the contents of the CD to a shared network drive. Follow the instructions for a Local installation on page 14 but substituting the shared network drive for the D drive.
3. Allow users to download and install the software from a network server. Follow the steps for a Network server installation on page 17.

Starting the installation

1. Exit all programs. (You must log on with administrator rights.)
2. Insert the CD into the CD drive.

Setup should launch automatically displaying the Setup dialog. In the event that the dialog is not displayed:

3. At the Start button, select **Run** and then, in the Open box, type `D:\Setup` and click on **OK**.

Note. All CDs are validated before despatch. If the CD fails to load, please check that it is seated properly in the CD tray. Sometimes it may take a couple of minutes for the computer to recognise the CD. If the CD still fails to load, try the installation on a different computer. If this fails, contact Technical Support on +44 (0) 1784 410229 (UK) or +353 (0) 1 6619976 (Ireland).

4. You may be prompted to enter the 16 digit Alphatax Installation Key. The Key is attached to the CD jewel box. Enter the key and then click **Next**.

Note. Not all installations require an Alphatax Installation Key.

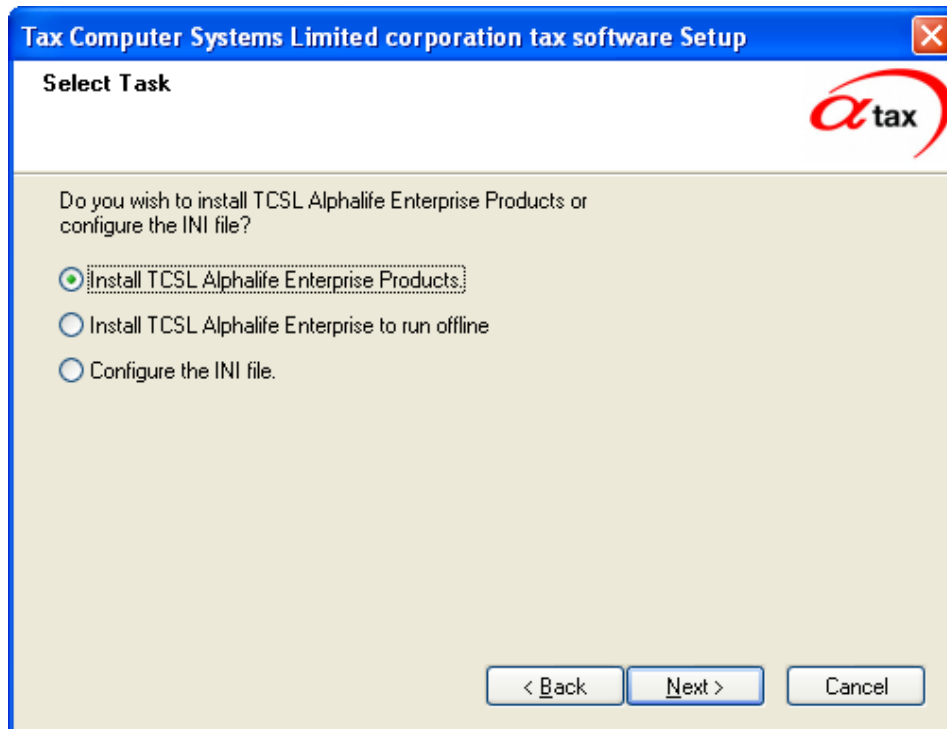
The Setup dialog will be displayed:

5. To continue with the installation, click on **Next**.
6. If an evaluation copy of the software is being installed, the Software License and Service Agreement is displayed. Evaluation copies have a time-out period. A warning message is displayed if the evaluation period has expired. Please read the agreement before proceeding with the installation and then choose **Yes** to proceed.
7. If you are installing Enterprise (excluding Alphacap Enterprise), continue below

For Professional products, go straight to **Installing the software** on page 11

For Alphacap Enterprise, go straight to the Setup Type dialog on page 14.

Enterprise only



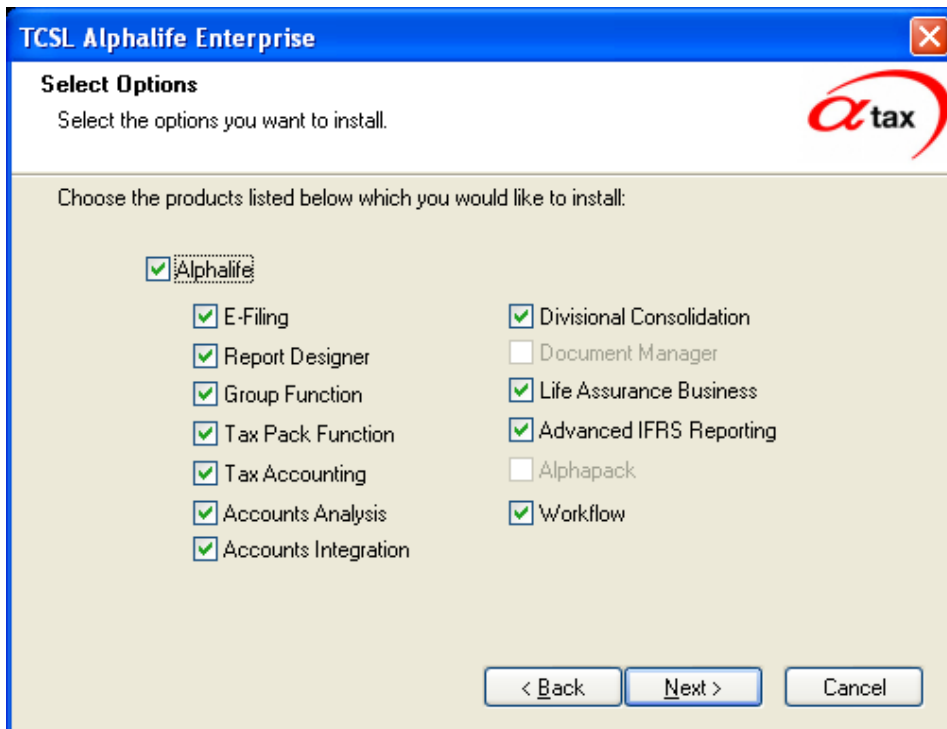
Choose **Install TCSL Alphatax/Alphalife Enterprise Products** to install the software, as described below.

Choose **Install TCSL Alphatax/Alphalife Enterprise to run offline** if you want to install Alphatax/Alphalife Enterprise as a standalone application on a PC or network and not as a database application. Follow in **Installing the software** below and follow the rest of the instructions for this chapter.

Use the **Configure the INI file** option if at a later stage you wish to change the initialisation settings but do not need to re-install the product. For details on configuring the `tsldb.ini` (UK) or `tsldb.ie.ini` (Ireland) file, go to Appendix A.

Installing the software

1. At the Select Products dialog, choose the product(s) you wish to install.



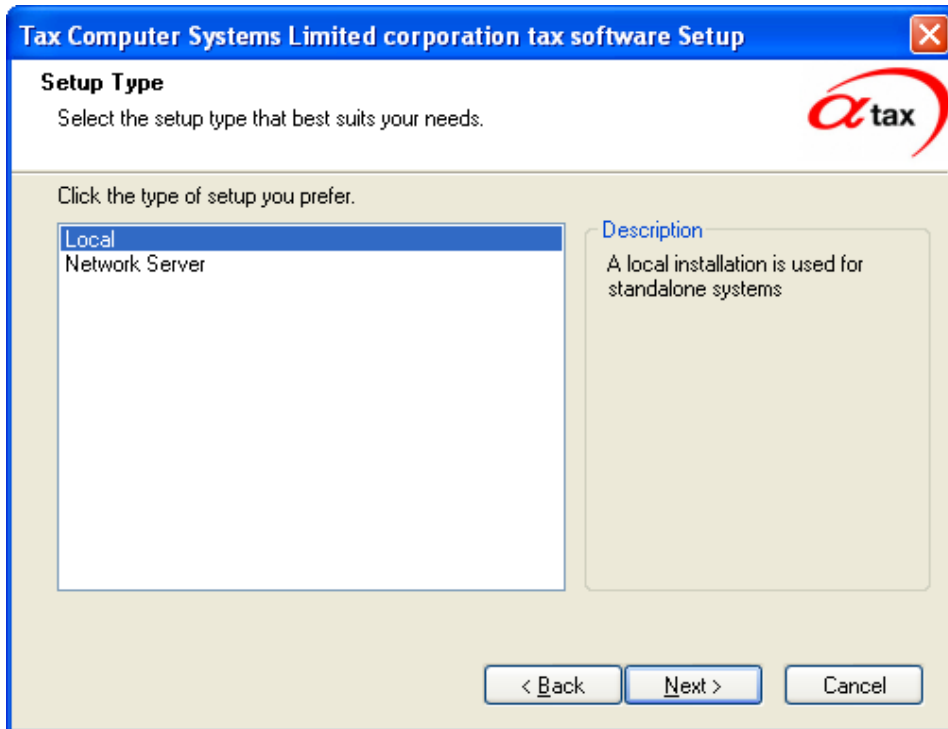
Depending on your licence, the options the Alphatax box may be replaced by an Alphalife box and may include any of the following additional functions:

- E-Filing
- Report Designer
- Group
- Tax Pack
- Tax Accounting
- Accounts Analysis
- Accounts Integration
- Divisional Consolidation
- Tax Administration (Professional only)
- Document Manager (Enterprise only)
- Life Assurance Business (Alphalife only)
- Advanced IFRS Reporting
- Alphapack (Enterprise only)
- Workflow (Enterprise only)

2. Choose **Next** to continue the installation.

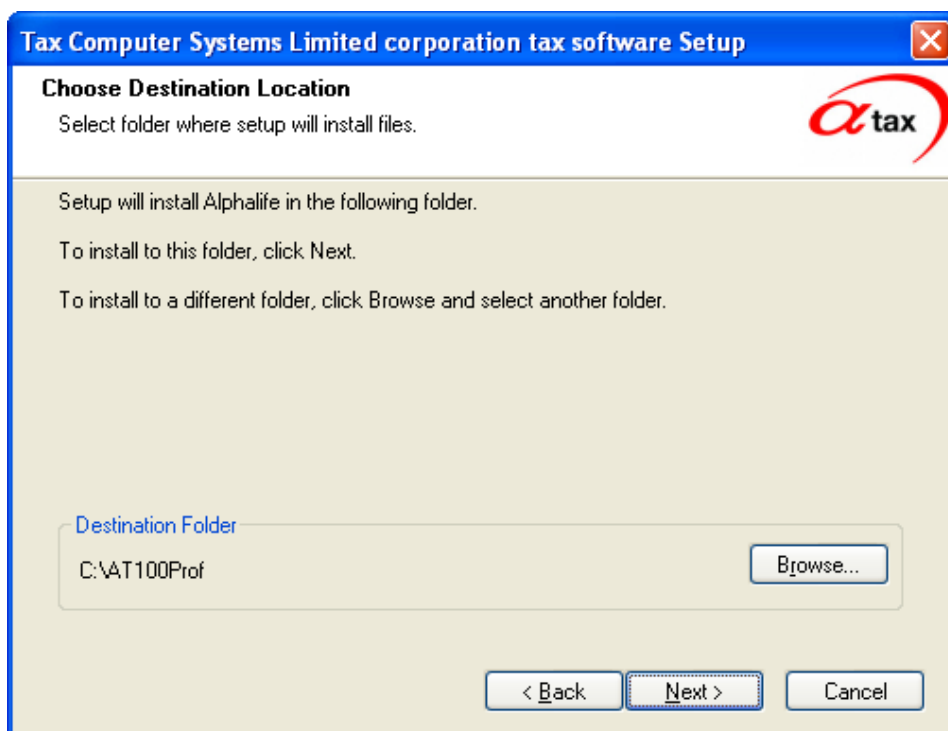
Note. You can exit from the installation process at any time by choosing Cancel. Then choose Exit Setup or Resume if you want to continue with the installation.

If Alphatax/Alphalife and any of the additional functions have been selected, the SetupType dialog is displayed. Go to step 3.



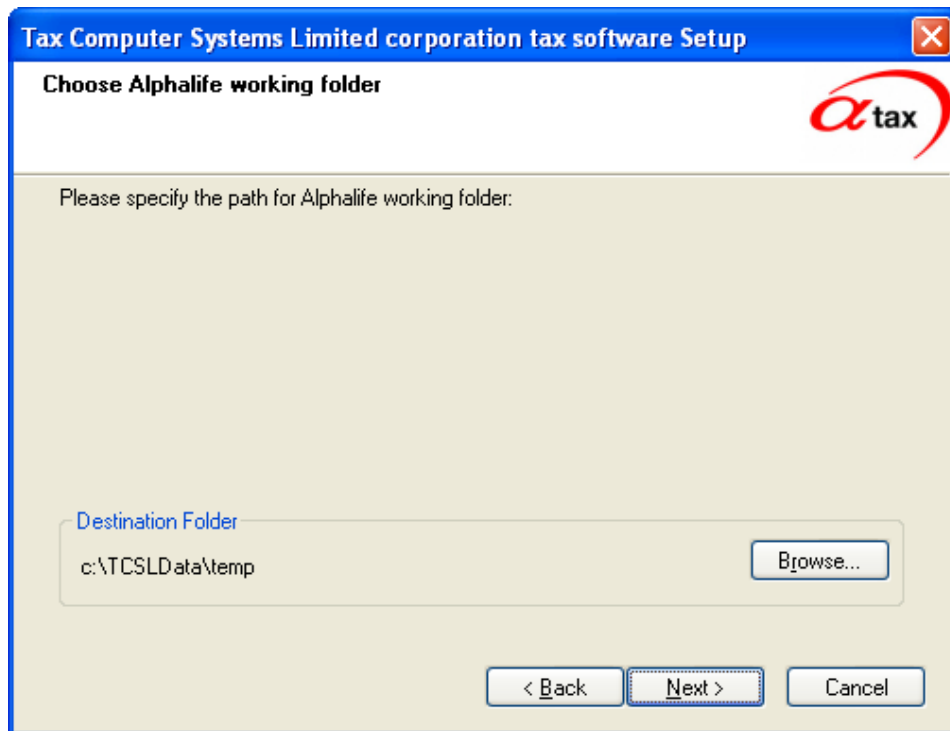
3. At the Setup Type dialog box, choose either:
 - **Local** to install Alphatax and any other functions on a workstation. The Choose Destination Location dialog is displayed. Go to step 4 below.
 - **Network Server** to install the software on a network server computer. You then run client set up on each workstation to create the appropriate Windows links. Go to Network server installation on page 17.
4. Choose **Browse** to select a different folder for the software, if required. Then choose **Next**.

The Choose Destination Location for Data Files is displayed.



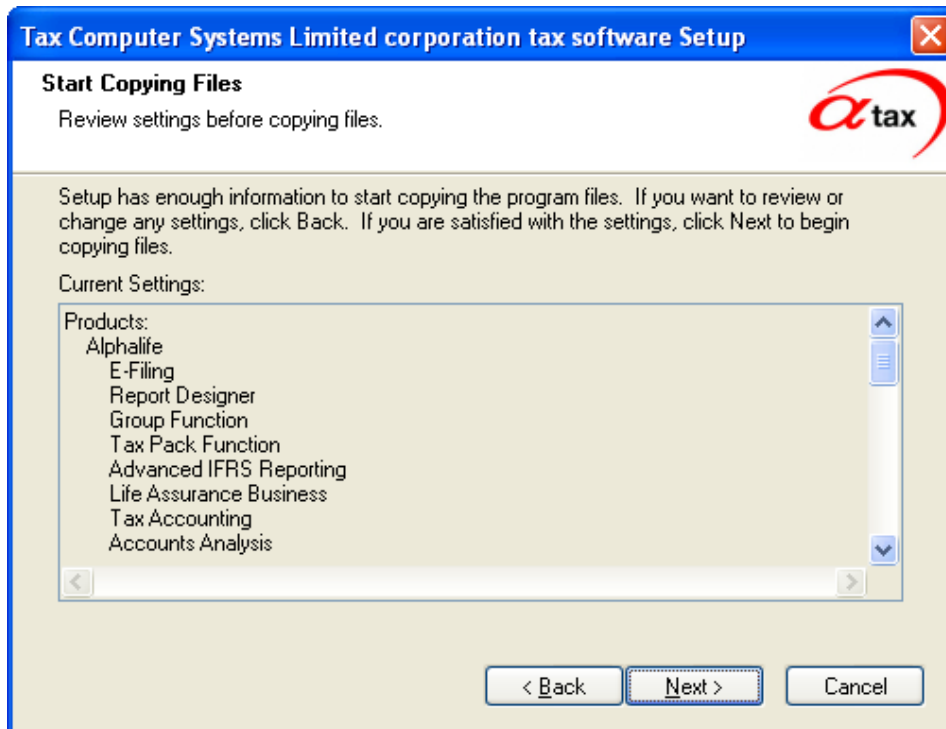
5. Choose **Browse** to select a different folder, if required. Then choose **Next**.

For Enterprise products only, the Choose working folder dialog is displayed.



6. Choose **Browse** to select a different folder, if required. Then choose **Next**.

Start copying files

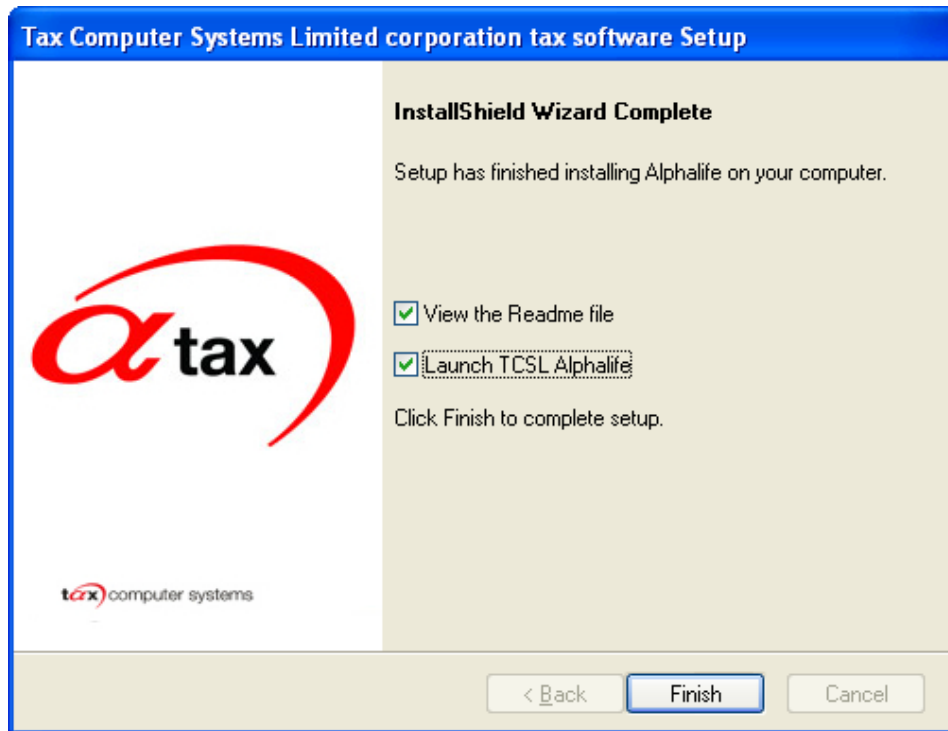


1. In the Start Copying Files dialog, ensure that the correct settings have been selected.

Scrolling down, you can review full list of installation settings. If any values are incorrect, choose **Back** to correct the setting.

2. If you are satisfied that the settings are correct, click **Next**, to begin copying files.

The Setup Complete dialog will advise that the installation has been completed.



Setup will launch both the Readme file and the software by default. Either of these defaults can be changed in the Setup Complete dialog.

3. Click **Finish** to exit Setup.

Network server installation

The Network server installation is run from the machine which acts as the main network file server. It is similar to a local installation in that it will copy all the files on the installation CD onto that machine, but in addition it creates two folders called Client and Local off the main program folder on the server.

Client folder

Running **setup.exe** from the Client folder will create the appropriate shortcuts on the workstation to allow access to the network installation of the software. The folders for the program files will default to the local drive on the network server. The destination folders for the data files can be changed from within the Choose Destination Location dialog boxes as for a local installation.

1. At the Setup Type dialog, choose **Network Server**.
2. Follow the prompts to install the software on the network server as for a local installation described above.

Client workstation setup procedures

Following successful installation onto the network server, the associations to Alphatax and system files need to be installed onto each workstation. The number of workstations that may access the application is restricted to that specified in the Software Licence and Service Agreement between you (the customer) and Tax Computer Systems Ltd.

1. From the workstation, at the Start button, select **Run**.
2. In the Open box, access the client setup folder, Client on the network by using **Browse**.

Note. For update releases, only the application software on the server needs to be updated. There is no need to repeat the client workstation setup procedures.

3. Select **setup.exe** in the folder and click on **OK**.

This process does not copy the program files onto the workstation but instead creates shortcuts to the program files on the Network Server. It also creates a shortcut to Alphatax on the desktop.

Using this method, the application will only be accessible from the workstation when connected to the network.

For Enterprise users, the Enterprise Manager icon is also created. This can only be used by the System Administrator. For more details, refer to the Enterprise Manager Administrator Guide.

Local folder

Running setup.exe from the Local folder will allow you to install Alphatax directly to a workstation.

Next steps

Professional products

Once you have installed the software, you can start to use the software immediately.

Enterprise products

Once you have installed the software, you should refer to the Enterprise Manager Administrator Guide.

Appendix A

Reconfiguring the tcsldb.ini or tcsldb.ie.ini file

This appendix is for Enterprise installations only. It describes the tcsldb.ini (UK) or tcsldb.ie.ini (Ireland) file settings and tells you how to edit the file if required.

File structure and content

The tcsldb.ini/tcsldb.ie.ini file holds configuration data related to the database application: Sections of the file are defined by entering headers in square brackets, such as [APPLICATION].

[SERVER] section

DATASERVERNAME

On MS SQL Server, the name of the server where the AlphataxCorporationTax database is located. On Oracle, the Local Service Name, from TNSNames.ora for the Alphatax schema.

USERSERVERNAME

On MS SQL Server, the name of the server where the AlphataxUserAuthentication database is located. On Oracle, the Local Service Name for the AUA schema.

Installation Guide

NTSERVERNAME Name of the NT domain server users log on to. These users are added to the user database via the Alphatax Enterprise Manager application.

[DATABASE] section

PROVIDER The name of the third party driver used to perform connection to the database. The driver will be either: **sqloledb** (for MS SQL Server) or **msdaora** (for Oracle).

DATADB By default this will be **AlphataxCorporationTax** for MS SQL Server. For Oracle this will be the Local Service Name defined in the TNSNames.ora file for the Alphatax application database.

USERDB By default this will be **AlphataxUserAuthentication** for MS SQL Server. For Oracle this will be the Local Service Name defined in the TNSNames.ora file for the user management database.

WAITPERIOD The length of time in seconds Alphatax keeps open a database connection. If no activity occurs within this timeframe, Alphatax will disconnect. The default is 30 seconds. A value of 0 will force Alphatax/Alphalife to close connections immediately. This must be 0 for Alphacap.

Note. This functionality is not available in Windows 95.

CHECKCONAME=0,1 or 2

Controls duplicate company name checking:

- 0 allows duplicates
- 1 allows deleted company names only to be duplicated
- 2 allows no duplicates

SCHEMA=<SCHEMANAME FOR COMPANY DATABASE>

For Oracle only. Allows for multiple Alphatax schemas in the same database.

[LOGGING] section

ENABLE_TRACE

If set to 1, Alphatax will trace all database requests to a file called tcsl_db_trace.log.

FOLDER

The folder to which Alphatax writes database logging and error information. The default is the Windows folder on the client machine.

[DBAUTHENTICATION] section

TYPE = SERVER OR WINDOWS

If you wish to use trusted connections (O/S authentication) to connect to the database, then specify **windows**.

For traditional database authentications, specify **server**.

[APPLICATION] section

PROFESSIONAL=1 OR 0

Allows an Enterprise installation to run as Alphatax Professional. The default is 0 (No), i.e. runs as Alphatax Enterprise.

Installation Guide

DATAFOLDER=<FOLDERNAME>

The path to store the .DAT and .RET interface files. The .DAT files are generated by Enterprise and the .RET files by the DBIF. The ReadComp and WriteComp .files are useful as diagnostics tools if there are software problems.

If the path for these files is not specified here, the path defaults to the DIR entry in the tcslet.ini file. If not specified there, the path defaults to the TEMP folder.

If you are using Citrix and your installation has roaming profiles, you should not set this flag but should use the TIMEDBACKUPFOLDER parameter as described below.

If you are using Citrix and you do **not** have roaming profiles, use the DATAFOLDER parameter instead.

INIUSER=1 OR 0

Appends the username to the tcsbase.ini and Alphatax.ccm files. This allows each user to have his or her own configuration settings. The default is 0 (No).

INICCMUSER=1 OR 0

Appends the username to the Alphatax ccm file. The default is 0 (No).

CCMCONFIGFILE=<FILENAME>

The full path and file name of the Compliance Cycle Management configuration file. If the path and filename are not defined, the file defaults to Alphatax.ccm and is stored in the same folder as for DatFolder. If no configuration file exists, it is automatically created.

OFFLINEFOLDEREXPORT=<PATH>

Caches the path into which offline files are exported.

OFFLINEFOLDERIMPORT=<PATH>

Caches the path from which offline files are imported.

BACKUPCOMPANIESONDELETE=0, 1 OR 2 Enables the backup of computations (as offline files) when the user selected **Delete marked companies**. The default is 0 (no backup). If 1, is selected, the user is prompted to select a backup folder. If 2 is selected, Alphatax backs up the computation in the folder specified in BackupCompaniesFolder and the delete fails if no backup folder has been defined.

BACKUPCOMPANIESFOLDER=<PATH> The folder into which offline files are stored for deleted companies before they are purged.

TIMEDBACKUPFOLDER=<FOLDERNAME> The path to store timed backups. If no entry is specified, this will default to the entry for DATAFOLDER above.

If you are using Citrix and your installation has roaming profiles, the folder name entered here identifies a common folder available to any user on any machine within the Citrix server farm. In this case, do **not** set a parameter for DATAFOLDER.

This will default to:

...\Documents and
Settings\XXXX\Local
Settings\Temp

where XXXX is the User ID. At the end of each session, these files will be copied to a central repository for retrieval when the user next logs in.

If you are using Citrix and you do **not** have roaming profiles, use the DATAFOLDER parameter instead.

[J2REGISTRY] section

ENABLE_USER_FLAGS

When this entry is 1, the following entries are enabled in the Flag column:

- D - allow mark for deletion (in CCM)
- N - allow to create new computation/group
- P - allow to purge (in CCM)

ENABLE_PORTFOLIO

When this entry is 1, My Portfolio options are enabled

ENABLE_NEW_USER

When this entry is 1, new users can be automatically added to the database via Alphatax

CCM_DEFAULT_COMPARISON_DAYS

The number entered here determines the number of days used in the CCM comparison

[G2REGISTRY] Section

NEW_USER_DEFAULT_FLAGS

This entry is available to provide rights to the users added automatically via Alphatax. Flags are D and/or N and/or :

- D - allow mark for deletion (in CCM)
- N - allow to create new computation/group
- P - allow to purge (in CCM)

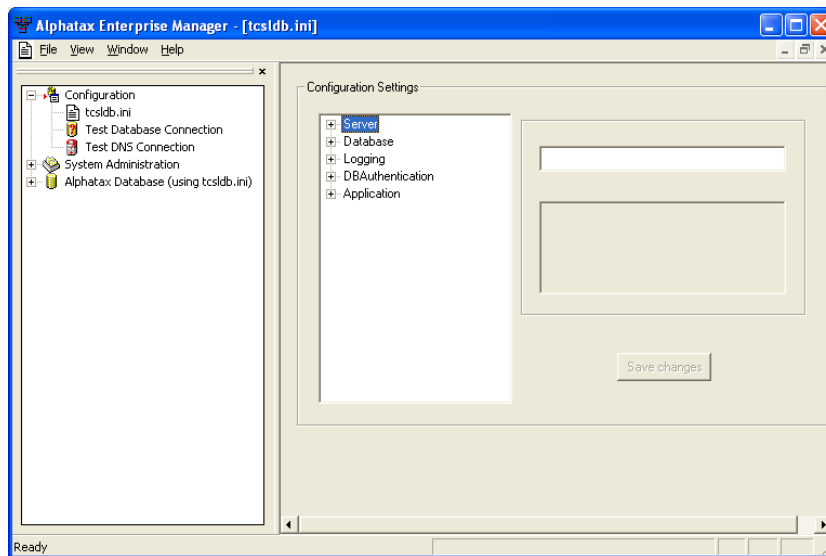
Editing the tcsldb.ini or tcsldb.ie.ini file

You can edit the file via:

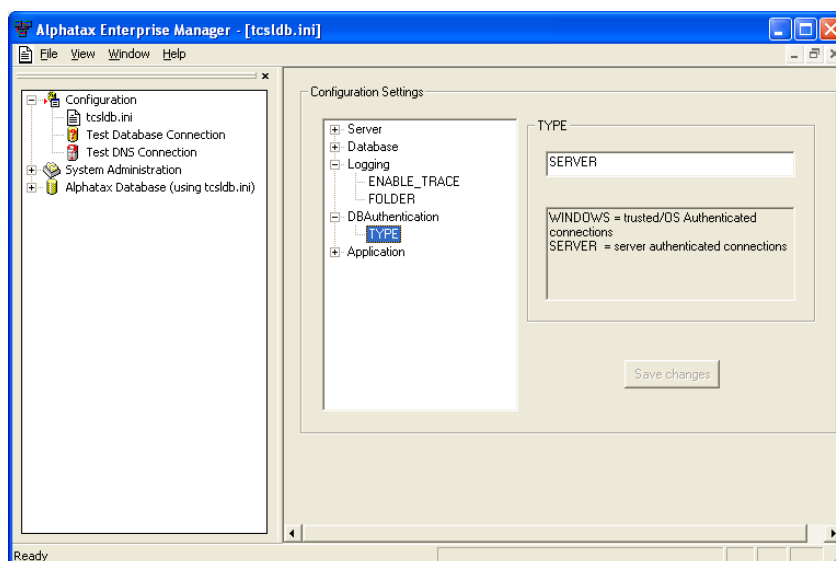
- Enterprise Manager
- Options on the Installation CD
- Any text editor (e.g. Notepad)

Using Enterprise Manager

1. Open the Configuration item in the Enterprise Manager Contents tree.



2. Open the tcsldb.ini (UK) or tcsldb.ie.ini (Ireland) item.
3. Click on the headings in the right hand window to edit the appropriate sections of the file.



4. Save changes when you have made the required changes.

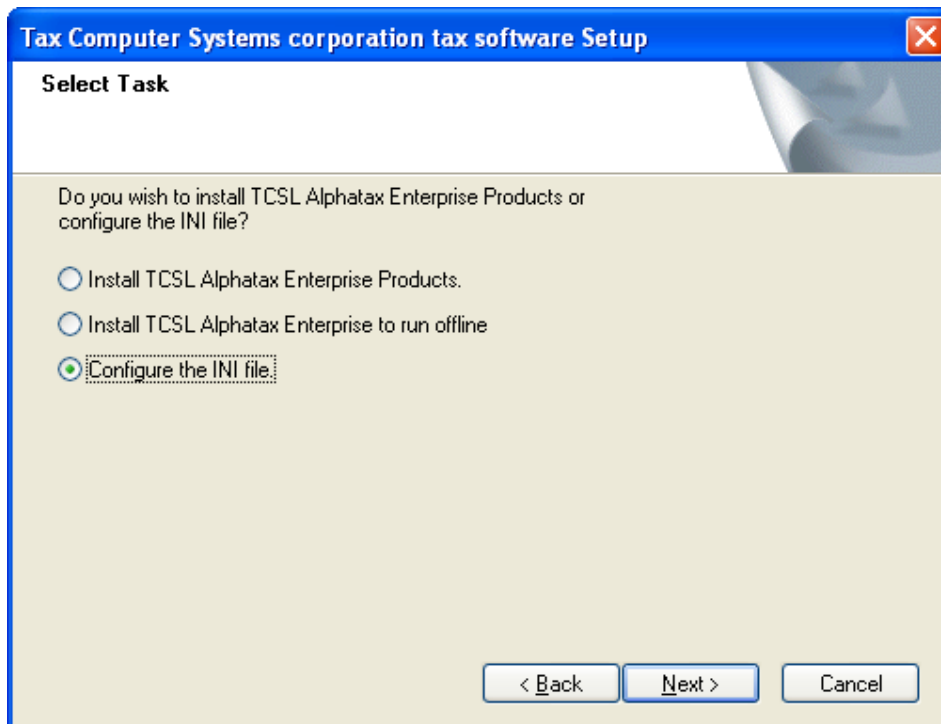
For further details, refer to the Enterprise Manager Administrator Guide.

Installation CD

1. Insert the CD into the CD drive.

Setup should launch automatically displaying the Welcome dialog as shown on page 10.

2. Select the **Configure the INI file** option and choose **Next**.



3. Follow the prompts that appear on the screen to configure the `tsldb.ini` (UK) or `tsldbie.ini` (Ireland) settings.

Using a text editor

1. Open the `tsldb.ini` (UK) or `tsldbie.ini` (Ireland) file using a text editor (e.g. Notepad).
2. Make changes as required and save the file.

Appendix B

Silent installations

This appendix summarizes the steps need to carry out silent installations.

1. Copy the **\disk1** folder from the installation CD to your network server.

The installation program **setup.exe** in the \disk 1 folder has two settings:

- /r to record the installation answers
- /s to carryout the silent installation

Note. It is recommended that you create the executable folder unless you are certain the folder will be present on all workstations.

2. On the first workstation, enter **setup/r** at the command line.
3. Follow the installation prompts.

When the installation is complete, the Unattended Setup File, setup.iss is created in the \WINDOWS folder on the workstation.

4. Copy the **setup.iss** file to the **\disk1** folder on the network server.
5. On the remaining workstations, enter **setup/s** at the command line to carry out the silent installation.

Checking that setup was successful

You should always check that the setup completed properly.

Setup creates a file named **setup.log** in the directory containing the response file. The log file contains a report on the silent install. The last section of this file is called **ResponseResult**, and contains the following line:

```
ResultCode=value
```

This line indicates whether the installation was successful. A non-zero ResultCode indicates that an error occurred during installation. In case of a non zero value in ResultCode please contact TCSL Support.

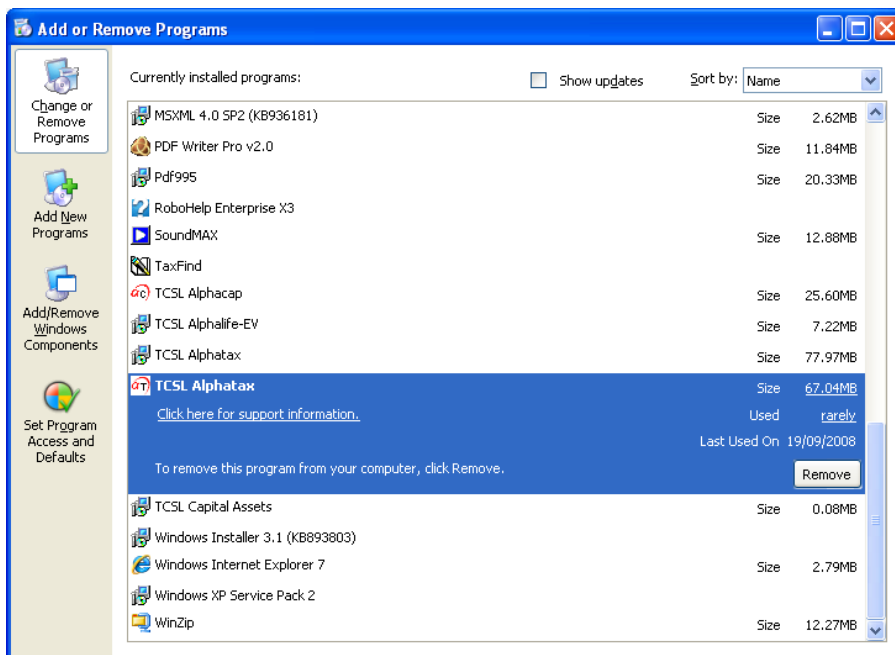
Appendix C

Uninstall

The installation also provides an uninstall utility which will remove the software automatically.

The uninstall utility can be accessed from the Add/Remove Programs option in the Control Panel:

1. At the Start button, select Settings and then Control Panel.
2. Select Add/Remove Programs.
3. Select product as appropriate and then click on the **Remove** button if you are using Windows XP. Otherwise, click on the Add/Remove button.



Installation Guide

The type of uninstall will depend on the original installation as shown in the table below:

Installation	Uninstall
Local version installed on a local machine and uninstall run from that machine	All relevant program files, icons, shortcuts and registry entries. Data files will remain untouched.
Network server installation on the server machine and uninstall run from the server.	All relevant program files, icons, shortcuts and registry entries. Data files will remain untouched.
Network server installation processed from a client machine and uninstall run from that client machine.	All relevant program files will be removed from the server machine with icons, shortcuts and registry entries being removed from the client machine. Data files will remain untouched.
Client install on a client machine processed from the Client folder of a network server installation.	All relevant icons, shortcuts and registry entries on the client machine. The program and data files will remain untouched

Running a client installation after a network server installation will add both entries to the Add/Remove Programs dialog on the client machine.

Enterprise products

The SQL Server/Oracle databases will not be affected by the uninstall procedure. These databases must be removed using Enterprise Manager. Enterprise Manager will not uninstall either SQL Server or Oracle.