

New System

Installation Instructions

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System Requirements

Minimum requirements for full installation of CAS:

Component	Minimum Standalone or Workstation	Minimum Server requirements
	requirements	
Operating		
System	Windows XP SP3	Windows 2003
_	Windows Vista SP2 , Windows 7	Windows 2008 or higher
Processor	Pentium IV (Pentium 4 >=1 GHz) or faster processor	Dual Core Xeon Processor
Memory	2 GB of RAM	2 GB of RAM
		Additional RAM should be added for each Terminal user.
		BGL recommend an additional 100 MB RAM per user
Hard disk	1 GB Hard Disk	1 GB Hard Disk
DPI settings	Window XP - 96 DPI	Terminal Server - 32/64 Bit
	Windows 7 - Smaller (100%)	2003/2008 - 96 DPI
Display	32 Bit colour	32 Bit colour
	Screen resolution - 1024 x 768 or greater	Screen resolution - 1024 x 768 or greater
Other	For network-based Workstations	
	i.e. Client/Server systems the TCP/IP protocol	
	is required or, alternatively, a protocol which	
	supports Named Pipes.	
Printing	Adobe Acrobat Reader Version 7 or higher	Adobe Acrobat Reader Version 7 or higher
0	Microsoft Internet Explorer Version 6 or higher	Microsoft Internet Explorer Version 6 or higher
	-	
Note :	The requirements for memory and processors required when running BGL pro	are indicative only, and more RAM or disk space may be ducts in conjunction with other software.



1. Overview

1.1 CD ROM Contents

This CD contains:

- **BGL New System Software**
 - CAS
 - Simple Fund
 - Simple Invest
 - Simple Ledger
- Demonstration videos
 - CAS
 - Simple Fund
 - Simple Invest
 - Simple Ledger
 - Portal
- □ Training manuals
 - CAS
 - Simple Fund
- □ Sample Reports
 - CAS
 - Simple Fund
 - Simple Invest
 - Simple Ledger
- □ System Tools
 - Adobe Acrobat Reader 9.3

1.2 Product Registration Numbers

When you first start your CAS program, it will ask you to input your Product Registration Number.

Manual Product Registration Numbers by contacting BGL

Product Registration Numbers can be issued over the phone if you are having problems with the automatic system. They are issued between the hours of 9.00am and 5.30pm Australian EST by calling BGL on 1300 654 401. Product Registration Numbers can be issued outside this time, however prior arrangements must be made.

Automatic Product Registration using the Internet

If you are connected to the internet, you can click on GetProductRego from the BGL program Product Registration Screen. You will be required to enter your Client Centre Login, Product ID and a Firm Name that you have registered when purchasing the software. Please ensure your Product ID matches the details provided in the BGL Welcome Email. If you have not yet obtained your Client Centre Login details, please register by visiting the <u>Client Centre Registration</u>.

CAS will then automatically validate your Company and User Level.

Once you have obtained your Product Registration Number. Click the 📕 Save Button.



1.3 Printer Driver

All BGL Products utilise Quick Reports[®] for all printing and previewing of all reports. It is **essential** you have the latest versions of your printer driver installed. Printer driver software updates are provided by all printer manufacturers *free of charge* and can usually be downloaded from the printer manufacturers Internet site. Please contact your printer supplier to ensure you have the latest printer driver software for your printers.

1.4 Networks

Network installation should be performed by a person familiar with your network operating system. Errors in network setups can make the network inaccessible to users.

BGL Corporate Solutions Pty Ltd takes no responsibility for the set up of your BGL applications or the integrity of your network when installations are performed by a person who has not been properly trained by the network operating system vendor.



Network users will require rights to search, open, read, write, delete and modify files (Full Control) in the CASWIN folder and all sub directories.

You will need to login to the network as the Administrator prior to commencing the installation procedures.

1.5 Product Logon

Each Product has a default username of **SUPERVISOR** that *does not require a password to login*. This account can be used to log into your software. Passwords and user accounts can be created in the Administration | User Maintenance screen. This is covered in <u>Task 1.2 of the CAS Advanced Training manual</u>.

2. Installation

2.1 Remove any demonstration software

Any CAS Demonstration software loaded must first be uninstalled. This is normally installed in C:\BGLSUITE\CASWIN and this folder can simply be deleted. However if you wish to first save any data from your Demonstration version, refer to <u>BGL's Wiki Article 4256 – Uninstall the Demo version</u> <u>of CAS</u> for instructions on how to save data before removing the demo.

2.2 Running your New System CD

Insert the CD in your CD drive and the installation program should start automatically. If the installation CD does open up automatically:

From the	Windows Start button.
Select	Run
Туре	D:\Index.html (where D is the Drive for your CD-ROM Drive)
Click	ОК

If you are unable to install an application through the new install browser, you can select the individual product directories on the CD-ROM and run *SETUP* for the product concerned. Applications are located on the CD in *D:\bgldata\program\CASWIN*

2.3 Installing New System Applications

Installing BGL applications is completed in 3 steps.

Part A - Copy the program and data files for the application to your computer or network fileserver.

Part B - Sets up the application to operate on your computer (or workstation).

Part C – Updating CAS to the latest version

Part A – Server/Stand Alone Installation

This process copies the CAS program and data files to your computer or network fileserver.

1. You will need to click on the install link under the CAS heading to start the installation process.



2. At the **CAUTION** screen, ensure that you are running the new installation on the server (or if you are running on a standalone) and select **Yes** and **Next** to continue.

Note: If you are running this on a workstation, please refer to **PART B – Workstation Setup**



3. At the Welcome! screen click Next





4. At the **Software Subscription Agreement**, read through the terms and conditions of your subscription. If you agree to these terms, click *I Agree* and click *Next*



5. At the *Select Destination Directory*, input **?:\CASWIN** where **?** is the drive where CAS is to be installed. Click *Next*

Note: If CAS is being installed on a network server, it required a local drive to be selected *(do not select a mapped Network Drive).* If CAS is being installed on a standalone PC, the drive will be C.



6. At the **Ready to Install** screen. Click *Install*. CAS and the necessary data files will now be installed.

CAS New Install BGL et uses-2009	CAS Corporate Affairs System	
К Ү	Cearly to install! ou are now ready to install CAS. Click Install to begin.	
<< Previous	Exit Install >>	

7. At the **NexusDB will be installed screen**, click OK to accept the default location.

DO NOT INSTALL NEXUS INTO SFUND DIRECTORY Important Note for Server Administrator: You must install Nexus on a local disk drive.

Please see Additional information for more details.

Please note: If you are on Windows Server 2008, Window Vista or Windows, this location will be C:\Nexus





 At the Nexus Server Service Installed screen – Information on where nexus has been installed will be displayed. Next click OK to install CAS.



 After the file installation process, you will have the option to set up the application to operate on the computer you are currently using. Click Yes to start BGL Workstation Setup process (?:\CASWIN\NETSETUP\NESTSET32.EXE). Otherwise click *No*.





NOTE: Once CAS installation is completed successfully, you will need to run CAS to enter the Product Registration details <u>before</u> running the CAS update.

If you are *installing it on the server*, then CAS needs to be open on the server to enter the Product Registration details.

Starting CAS

- 1. To start CAS, select Corporate Affairs System (CAS) from the Corporate Affairs System group in your Start Menu.
- 2. Log in as Supervisor and no password is required.
- 3. At the *Welcome to Corporate Affairs System* screen, Enter in your Product ID number. Next ensure you have backed up your data and click Ok for CAS to start indexing the database files.

Version 2010.0 Update Ver 2010.0 may include an update to BGL Address Database. As a result, if you ope Products, you MUST also update those ap following releases:	's Central Name and erate any other BGL plications to the			
Simple Fund Ver 2010.0				
Simple Ledger Ver 3.x				
BGL strongly recommends that ALL CAS data files are backed up BEFORE this update is completed.				
BGL Product ID	ABC12345678			
Thave backed up ALL my CAS data				
✓ Process	<u>A</u> bort			

 Once the file index is completed, CAS product registration screen will be displayed. You will need to enter your BGL Client centre login details, Firm name and BGL Product ID.
 Then click on Get Product Rego. Once registration number has been generated, click on Save.



AC & 0 10. 3	25000 0	orporate Affairs Syste	m 2010.0					- 3 ×
Home	Dota Input 8: Other Documents	Changes	Annual Documents	Enquiries B. Reporting	Administration	Portal		A
Company Selection Selection	nual Members Offi	ters Address/Name Inge Change	People Selection(Add/Edit Documents	Documents and By Documents Forms By Reporting	il 🥔 Ele t Management 📴 Lor o - 🖾 Ag	ctranic Lodgement Igement Reports ant Forms	Emol	
Company	Quốc	Thanges	People	Decument Management (1	rading Ee	tronic Lodgement	End	
CAS Product Registrati	on							×
Restativelian Date	05/07/2016							
Firm Name	TYPE YOUR COMPANY NAME	HERE						
CAS Product	CAS							
No of companies	1500							
Multi Liner	10.							
in all Color	la statu	1001						
APBOLIUT	Australia							
California 2	(English)							
CAS Forms module ?								
CAS Release	2010.0							
BGL Product ID	CAB03649805							
Product Registration Number								
Liser None								
Pasaveord		Get Product Re	00					
If you have not already be	en provided with either a BG	L Product ID or a Pro	Juct Registration					
Number, call BGL on 130	0.654.401							

5. If you are not connected to the internet, then a confirm message will appear to input the Product registration manually.

Confirm	n 🔀
?	Automatic registration failed. Would you like to register your product manually?
	<u>Y</u> es <u>N</u> o

Part B – Workstation Installation

You must now run a set up process on each computer that is to operate CAS on.

1. At the Windows Start menu on the Taskbar:

	(where ? is the drive on which CAS has been installed)
Туре	?:\CASWIN\NETSETUP\NETSET32
Select	Run
Select	File

- 2. BGL recommends the following responses to the installation process prompts:
 - At the Welcome! Screen; ensure you have all other programs closed before running the setup and click next to continue the workstation install.





> At the *Installation* screen, CAS will be selected to be installed. Click *Install* to continue.



> The *Finish* screen will confirm that installation for workstation has been completed.





You will need to repeat these steps for each workstation that is to operate CAS.

Part C – Updating CAS to the latest version

You will need to update CAS to the latest version.

- Login into the BGL Client Centre (located at <u>http://clients.bglcorp.com.au/</u>) using your provided username and password. If you have not been provided with a username or password you can register at <u>http://clients.bglcorp.com/?i=register</u>
- 2. Once you have logged into BGL Client Centre, on the Left hand side of the page then Software Updates under CAS Updates. Download and install the latest update. The update installation will come with instructions which must be read in full before installing.

BGL Client Centre	*			
BGL.	Your Partner in Compliance	BGL is the lea	ading supplier of complianc corporate groups and oth	e computer software for accountants, er professional service organisations.
Home	Products Client Se	avices Client Centre	About BGL	Search
Client Centre	0 BGL Software Downl	oads		Support Service Protocol Logou
BGL Client Centre Client Centre Home BGL Direct Shopping Cart Privacy Policy Logout	Would y delivery of Download your latest BGL Soft	You like to automate to documents to your cli ware below. You are able to downloa rding or if you require assistance ple	he ients? d all software that you are c ase review the installation i	urrently subscribed to.
Your Support	update for each product. If the s	software updates are too large for you	u to download, you can pure	chase an update CD from BGL
BGL Wiki Software Downloads	BGL Query Downloads	5		
Training Manuals Your Support Calls Log a Support Call	Software Updates BGL Query CAS Downloads Software Updates			
Client Services	- C1C1/mmins 2010 0.0	1 405/2010		
Registration Training Courses User Groups Seminars & Events	File Name: setup32f.ex File Size: 132.24 MB File Date: 14th May 201	8 STOP: IMP 10 INFORMA INSTALLA	PORTANT TION BEFORE	

Data File Conversion

If you are converting to CAS from another package, now is the time to install CAS Data Files disk that contains your converted data files. This must be completed before you start CAS for the first time. There will be separate installation instructions in this package to guide you through the Data Files Installation process.

3. Workstation setup and Support

Diskless Workstations, Shared Windows, WinFrame or Terminal Server Installations

Please refer to <u>BGL Wiki article 105 – Terminal Server Setup</u> for further information on terminal server installation.

System Tools

BGL has included **Adobe Acrobat Reader V9.3** on this CD. Adobe Acrobat Reader is required by all products as forms are saved in Portable Document Format (PDF). If you do not have Adobe Acrobat or you have an earlier version of Adobe Acrobat installed on your computer, select Adobe Acrobat from the installation options.

Latest Software Versions

While BGL makes every effort to ensure the software versions on this CD are the most current, things do change. To ensure you have the latest version of your BGL applications, click **About** on the main screen and compare the version and date with those shown on our <u>BGL website</u>. If the version date on our Internet site is later than the date on the **About** screen, simply download the latest update from the website and follow the Installation Instructions shown on the Internet page.

On-line Help, Training Manuals, BGL Wiki

All BGL products include a very extensive help system. Click *Help* or press *[F1]* at any screen. On-line *Training Manuals* can be accessed from the CD. However, printed copies of the training manuals can also be purchased from BGL, or downloaded in PDF format from BGL's client centre. Click <u>BGL Wiki</u> from the main screen to search for common problems/solutions on the <u>BGL Wiki articles</u> on BGL's website.

Troubleshooting

If you are getting errors when running your BGL software product, such as "software not properly installed", please refer to the <u>BGL Wiki articles</u> for a solution from our Frequently Asked Questions.

4. Additional Information for System Administrators

Nexus Installation

The update disk will perform the several checks to determine if your nexus service is already installed to prevent multiple installations of Nexus. Once the check has been passed the Nexus Services will be installed and you will be prompted for the location of where you want to install Nexus. We recommend you install NexusDB to the default C:\Program Files\Nexus.

Please Note: If you are on Window Server 2008, Windows Vista or Windows this location will be C:\Nexus.

DO NOT INSTALL NEXUS INTO CASWIN DIRECTORY.

Important Information:

(1) You must install Nexus on the same local drive as CAS is installed. So if you install the NexusDB into C:\Program Files\Nexus then the CAS data folder should also be setup on the same local drive e.g. C:\SFUND. If your data is stored on the D drive eg. D:\CAS and this is a Local Drive on the server than Nexus should also be installed on D Drive.

(2) DO NOT INSTALL ON A MAPPED NETWORK DRIVE

- (3) If you use a Terminal Server to access the CAS data which as stored on a File Server, than this update and Nexus needs to be installed on the File Server **NOT** the Terminal Server.
- (4) There should be no network redirector operating between the NexusDB and the database files. This is for both performance and stability reasons. You can of course continue to use shared paths on the workstations.
 - > At the Nexus Server Install screen, click **OK** to continue

Nexus Server Inst	all 🔀	
onexus Nexus Database Vention 2 powered by	NexusDB will be installed in the following Directory Please select the location where you want to install Nexus Server Service Components Nexus Server Service has to be installed locally on the server and not on a mapped or shared dive	Should be install on the local drive of the server
	C:\Program Files\Nexus	

The installer will then read your machine IP address and file location set in the step above and then copy these setting to a file called nxserver.ini which we be installed into the same location as your sfund32.exe file. The installation process will also run the NTRIGHTS.EXE application which will assign the username "/ndbuser" the log on service rights. Using the ndbuser account the installation will start the NXServer Service automatically.

Important Information: You will need to add full read/write permission to the CASWIN data folder for "/ndbuser" and all CAS Users. This is particularly important if the data is not located to the NexusDB server or you are installing Nexus on a different server from your Domain Controller.

Once the service is started you will be shown the IP address of the Nexus Service and receive the following message.



Important Note:

System Administrators: The IP Address of the server has been automatically determined during installation. If your IP address displayed in the above information screen is incorrect then please edit <u>\CASWIN\nxserver.ini</u> and input the correct IP Address manually.

CAS uses an IP address to connect to the NexusDB, client which have a dynamic IP, have **multiple IP addresses** due to multiple LAN connections or for servers experiencing issues with the IP address should use the **Full Computer Name** in the IP address field in the nxserver.ini. The **Full Computer Name** is the Server Name and can be found in the System Properties screen of windows.

Full computer Name

BGI

To find the **Full Computer Name**, right click on MY COMPUTER and select Properties. The **Full Computer Name** will be displayed on the Computer Name tab.

System Restore	Automa	Automatic Updates			
General Cor	mputer Name	Hardware	Advanced		
Windows use on the netwo	es the following in rk.	formation to identify	your computer		
Computer description:	Server				
	For example: " Computer".	For example: "Kitchen Computer" or "Mary's Computer".			
Full computer name:	bglsrv2008		1		
Work group:	BGI				
To use the Network Ide	entification Wizard	ltojoin.a [Network ID		
To use the Network Ide domain and create a loo	entification Wizarc cal user account,	l to join a click Network	Network ID		
To use the Network Ide domain and create a loo D.	entification Wizarc cal user account,	tojoin a click Network	Network ID		
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To use the Network Ide domain and create a lo ID. To rename this compute	entification Wizarc cal user account, er or join a domair	I to join a click Network (n, click Change. (Network ID Change		

This Full Computer Name can then be copied into the IP address in the nxserver.ini

🖡 nxserver.ini - Notepad
File Edit Format View Help
[Nexus Server] IPAddress <mark>=bglsrv2008</mark> ComputerName=bglsrv2008 DataFolder=C:\CASWIN\CASDATA

Clients who use CAS on a standalone machine can also use 127.0.0.1 as the IPAddress.



NDBUSER User account

- ✓ A user account will be added to your local users called *NDBUSER*. This is required for the Nexus Service to run.
- Please ensure this user account has the correct access rights (Full Control) to the SFUND folder.
 This is very important when the product is shared from another location where nexus has not been installed.
- ✓ The ndbuser user account and all CAS users need to be given read/write access to the CASWIN folder

If you use a Domain Controller you will need to add NDUSER to Domain Administration Group.

The NDBUSER when installed is given the following NT rights:

- 1. Password never expires
- 2. Logon Service right
- 3. Deny logon locally

Firewall Configuration

For Windows XP SP2, Vista Machines and Windows 7 you will need to add nxServer.exe to the Windows Firewall exception List.

If you use other Firewalls you will only need to change the configuration of your firewall if you want to access the NexusDB server from outside the server's subnet.

If this is the case you will have to configure your firewall to allow connections through it on port 16000. This is the TCP/IP port the Nexus server uses by default. In this case clients outside the server's subnet can connect to the Nexus server if they know the server's address. This is usually this external IP address of the firewall. The firewall must be configured to route IP traffic on port 16000 to the machine the Nexus Server is running on. In this case no broadcast is performed but connections can be made to the server.

If you want the clients to find the server behind the firewall automatically (not recommended) then you will needs to make sure broadcasts make it through the firewall and the Nexus server must be configured to respond to broadcasts. So you will need to configure your firewall to pass the Nexus client's broadcasts to the server. Nexus Broadcasts use the UDP protocol but Nexus broadcasts don't know the port.

The Default installation of Nexus is to have "Respond to Broadcast? Selected this can be changed for each of the transports settings in the nxServer.nxdbworksettings located in the \\program files\nexus folder or using the nxServer.Exe interface as shown below.



Changing Default Port used by Nexus

If you wish to change the default port which Nexus uses, this can be done by editing the file nxserver.ini located in the CASWIN directory. In the file under the IP Address, add a line which has 'PORT=****' where '*****'' is the port number you wish to use.

```
Eg.
[Nexus Server]
IPAddress=bglsrv2008
ComputerName=bglsrv2008
PORT=16001
DataFolder=C:\CASWIN\CASDATA
```

You will then need to do the following:

- i) Open the directory in which you installed Nexus. eg. C:\Program Files\Nexus
- ii) Run the file Stop NexusDB Server.cmd
- iii) Run the file nxServer.exe
- iv) Under Transports change the port on the TCP/IPv4 Transport



Nexus Database Server 2.00 nexus database systems pty tid Database S Server Settings Help	BINexusDB / Act	1ve])	C C C C C C C C C C C C C C C C C C C
Contraction Contraction Contraction	Active			TCP/IPv4 Transport 🍡
E · · · · · · · · · · · · · · · · · · ·	General Respond to broadcasts?			
Named Pipe Transpor	Compress Limit:	512	-	19 77
TCP/IPv4 Transport	Port:	16000	Addresses:	*

- v) Close and disconnect the nxServer.exe
- vi) Run the file Start NexusDB Server.cmd

5. Important Information for backups

The information below is for CAS version 11.0 or later.

Running unattended backups

- You may need to modify your backup scripts to prevent file in use error messages. In your Backup scripts **you must stop nexus service** (using the command: net stop nxDBServer) then run the backup application/script.
- Then restart the Nexus Service once the backup has completed using the command: net start nxDBServer. Alternatively you can use "bglzip32 2 Auto" command in your scripts to take a live backup of the Nexus Database Files.

Important Note:

The BGL backup\restore process will backup Nexus Database files only so before using this process you must ensure you have updated all files to CAS Current Release.

• The following will create a backup of CAS to the **\\CASWIN\CASDATA\CABACKUP** folder. This folder will then need to be included in your own external backup systems for disaster recovery purposes. The remainder of the files and folders in the \\CASWIN folder should then be excluded from the backup.

Backing up your data

There are a few ways you can perform a backup depending on the current backup method your IT Administrator have set up. Refer to BGL Wiki article 4090 - Backing up your data for more information.

Restoring a backup

There are a number of method which you can restore your data depend on the method which was used when the backup was performed. For more information, please refer to <u>BGL Wiki Article 375</u> - <u>Restoring a backup.</u>