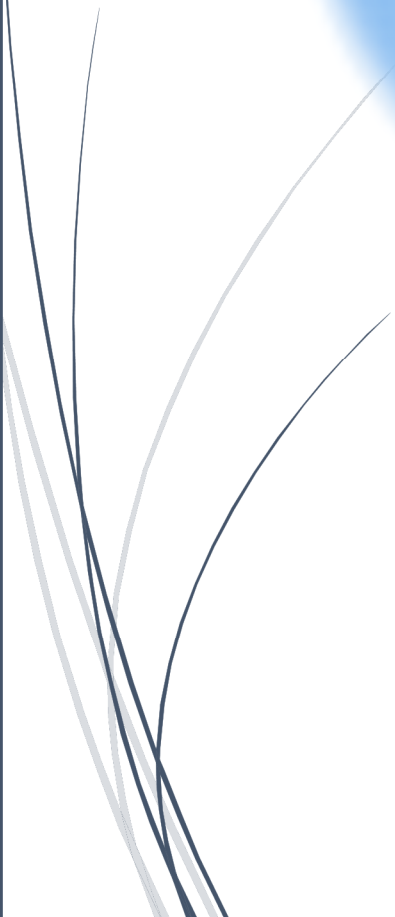


FORECAST 5
INSTALLATION GUIDE

Forecast 5 Installation Guide



Forecast 5 Installation Guide

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User Agreement

1) RIGHTS GRANTED UNDER THIS LICENCE

This agreement grants you use of the Forecast 5 Ltd Software, payment for which is to be made to entitle use

The software includes:

- ❖ Software installed on your PC, server or third party Host server regardless of transaction volumes, size of data files or number of companies. Note: extra payment is required for additional users or if the Software is used in a commercial data processing bureau.
- ❖ Software maintenance & information services.
- ❖ Forecast 5 user Helpline service (clause 6).

Time for payment shall be of the essence of this Agreement. If any amount payable is in arrears, then, without prejudice to any other rights and remedies it may have, Company shall be entitled to suspend the performance of any of its obligations under this Agreement, including, without limitation, suspending Customer's right to Use the Software and Documentation, without Company incurring any liability to Customer or any third party. Late payment fees will apply.

This Agreement includes Software maintenance & information services. Updated Software versions will be released as appropriate.

You must provide an email address to ensure that you receive notice of updates, pre-release information & support newsletters.

Specifically excluded from any rights granted under this licence:

The Total Amount excludes installation, data conversion, on site help & training & such like, which are matters between you & your Supporting Forecast 5 Consultant. Extra users, functions, products or services may be added at any time to the Software by adding the appropriate amount to the Total Annual Amount.

2) TERM

You may terminate this Agreement, by giving Forecast 5 Ltd written notice, 60 days prior to the annual renewal date. Your licence will terminate if the annual renewal payment is not made. On termination, the Software must be uninstalled.

3) OBLIGATIONS

Software title, Intellectual Property & copyright remain with Forecast 5 Ltd. You must protect that ownership of the Software & not attempt to sell, hire, copy (except for back up), transfer or deal with it in any other way.

Neither may you reverse engineer, decompile or disassemble the software product, except and only to the extent that such activity is expressly permitted by applicable law notwithstanding this limitation.

The above obligations survive the term of this Agreement and the termination of your usage of the Software.

4) WARRANTIES

You must rely on your own judgment as to the suitability of the Software & computer systems that it is installed on. You must rely on your own professional accounting & financial advice services. No warranties are given other than those implied by law.

IN NO EVENT WILL FORECAST 5 LTD BE LIABLE TO YOU FOR ANY DAMAGES, INCLUDING LOSS OF PROFIT OR OTHER INCIDENTAL OR CONSEQUENTIAL DAMAGES ARISING OUT OF YOUR USE OR FAILURE OF OR FAULT IN THE SOFTWARE PRODUCT.

5) PAYMENTS

Your Total Annual Amount tax invoice will be delivered to the email address stated in this Agreement. Payments are annually in advance, by direct debit from your bank account or credit card. Once paid the amounts are not refundable for any reason. You agree to Forecast 5 Ltd paying commissions or fees to any party who introduces you to or supports the Software. Forecast 5 Ltd has the right to review and increase the Total Annual Amount. You will be advised of such increase by invoice.

6) FORECAST 5 HELPLINE

This Agreement provides access for named users to email & telephone help in using the Software. The cost for this service is included in the Annual Amount. The Helpline operates 8.30am – 5pm (NZT) Mon-Fri (excluding public holidays). Help is not offered to those, who in the opinion of Forecast 5 Ltd, are untrained operators and suitable training will be recommended.

7) NOTICES / LAW

You agree to advise us, in writing, if you change your location, email, postal address, payment details or if there is any information that we should know about your ability to comply with this Agreement. Forecast 5 Ltd can give notice by delivering it to your last known Software location, email, or postal address.

We reserve the right to amend this agreement with 30 days' notice by email of any changes to this agreement

The laws of New Zealand govern this Agreement.

This license is valid through your use of the Forecast 5 software Ltd.

www.forecast5.com

Current as at 1st June 2013

About Forecast 5

Forecast 5 is an SQL based budgeting and forecast product. This product has been developed by Forecast 5 and is a replacement for the Sage WinForecast product that has been discontinued and will no longer be supported.

Forecast 5 requires Microsoft SQL 2008 or higher in order to work. Forecast 5 comes equipped with a Microsoft SQL 2008 express install for ease of installation. For convenience, Forecast 5 is able to connect to an existing SQL server.

Installation Guide

INSTALLATION CHECKLIST

Before beginning your install of Forecast 5, we recommend you run through this check list to ensure that you do not run into any issues.

PERMISSIONS	Admin permissions on computer and SQL server
PASSWORDS	SA SQL password
ANTI-VIRUS	Temporarily disabled
PREREQUISITE SOFTWARE	.NET Framework 4.0 & SQL server 2008 and greater
SQL SERVER: NEW OR EXISTING	Version 2008 and higher
OPERATING SYSTEM	Windows 7 and higher
FREE HARD DRIVE SPACE	1 GB or higher
SYSTEM MEMORY	4 GB or higher

Please note the Forecast 5 cannot connect to an existing database and will need to create its own (unless it is a Forecast 5 created database).

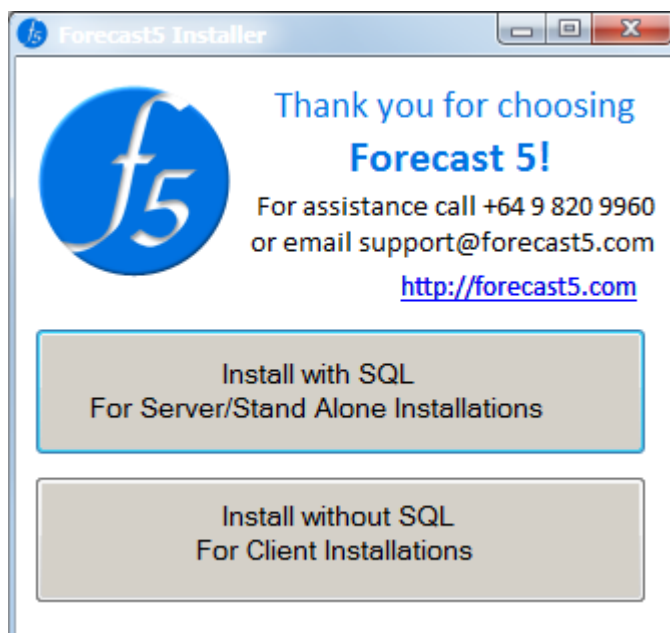
INSTALLING FORECAST 5

Before downloading the file, ensure you have the correct user permissions on to the single computer or the server.

After you have downloaded the file, click the Forecast.exe.

Select *Install with SQL* if you are installing on a server without SQL or on a single computer.

Select *Install without SQL* if you are installing on a workstation or the SQL has already been installed.

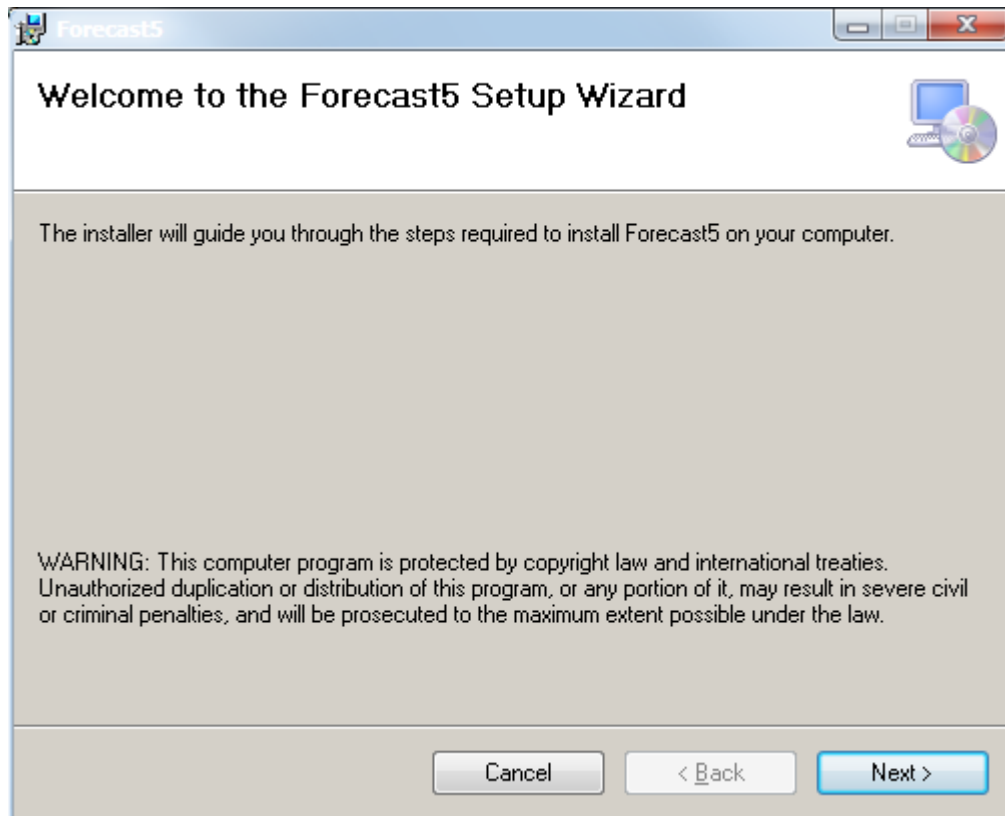


For installing SQL Server, refer to section [SQL Server 2008 Express Installation](#).

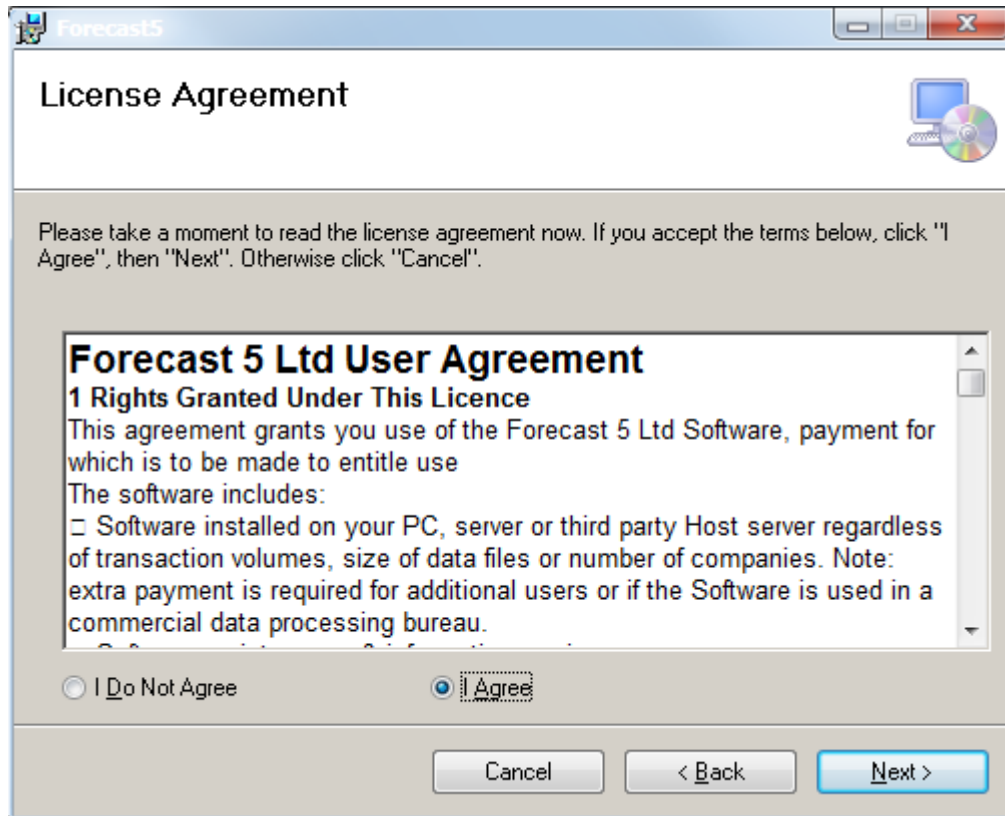
Additional configuration for terminal server installation:

- a. Enable TCP/IP and Named Pipes protocols of SQL Server, to allow client computers to connect to the database on the server, you need to. Follow the steps under the [Enabling TCP/IP and Named Pipes Protocols of SQL Server Using "SQL Server Configuration Manager"](#) section.
- b. Give users rights to access the database, refer to section [SQL Scripts to add users without administrator rights.](#)

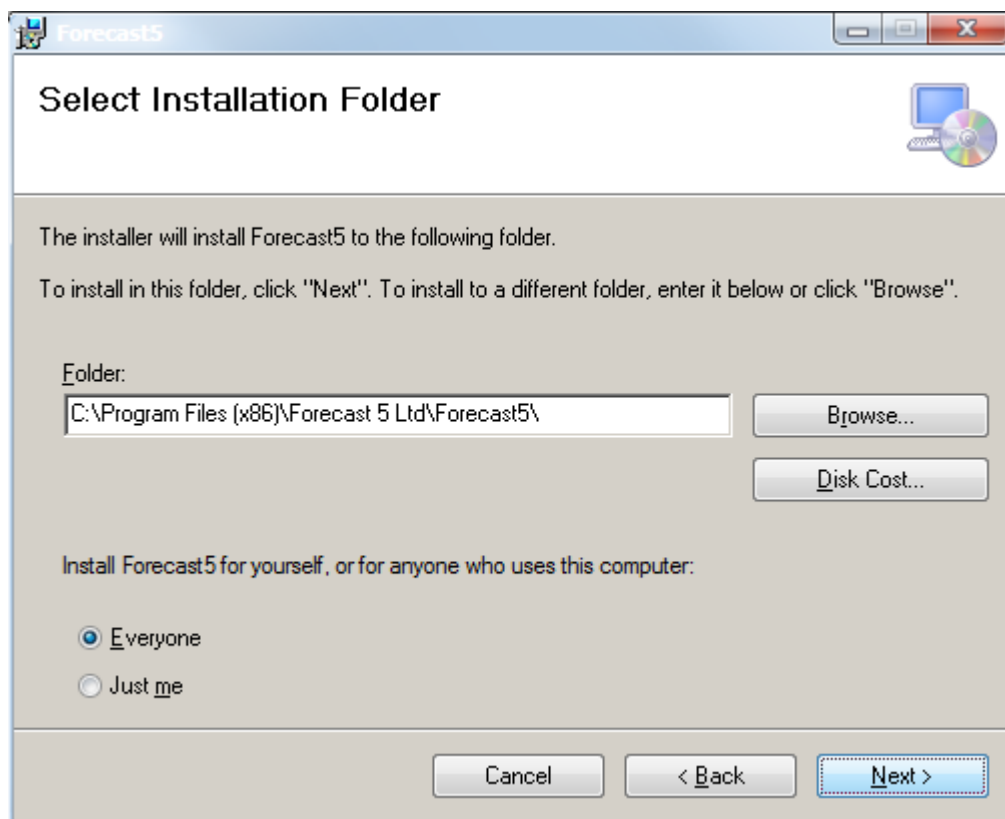
Click the *Next* button to continue.



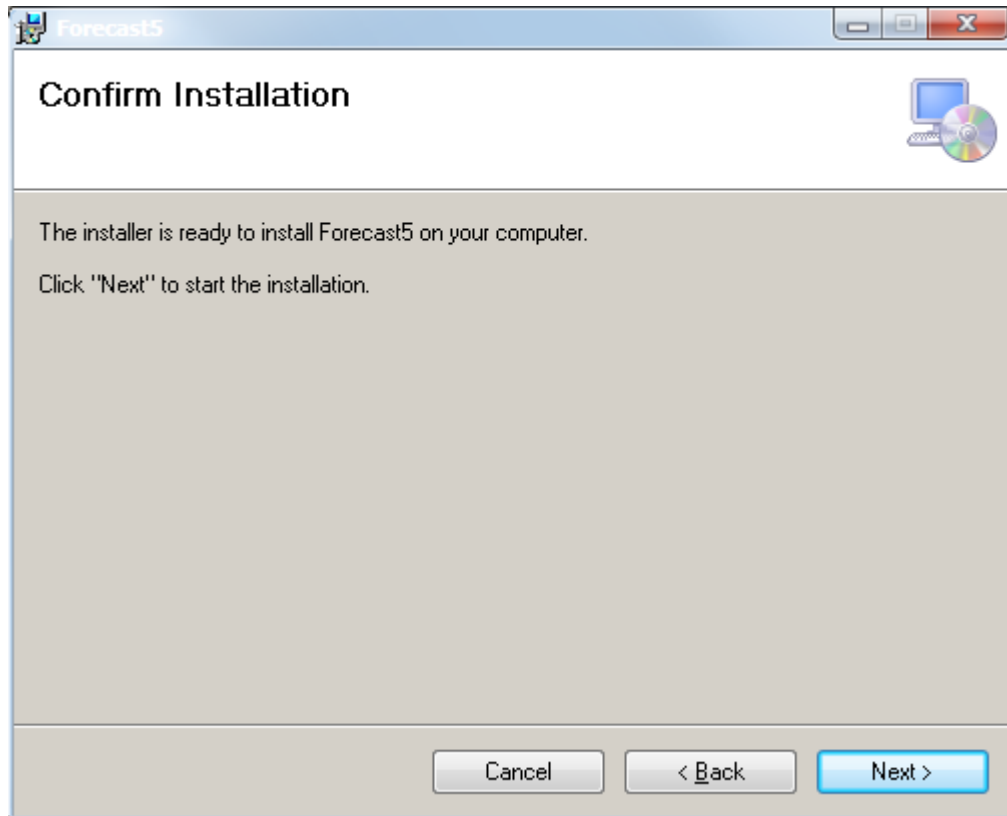
Select *I Agree*. Click the *Next* button to continue.



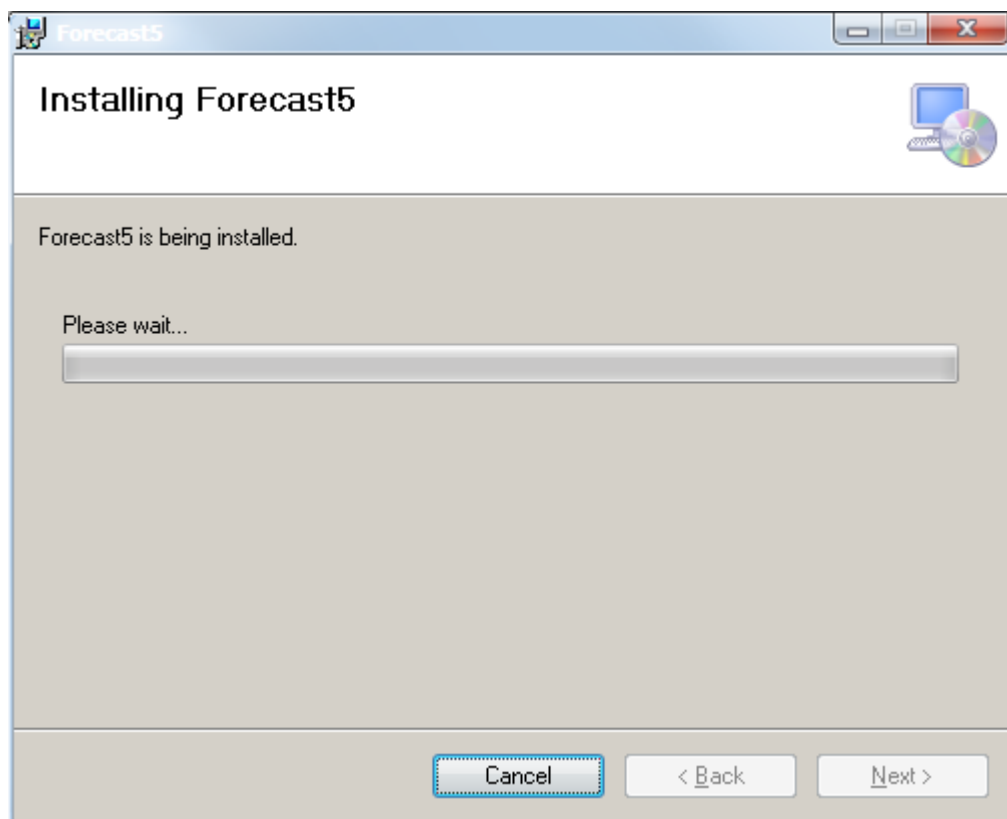
Click the *Next* button to continue.



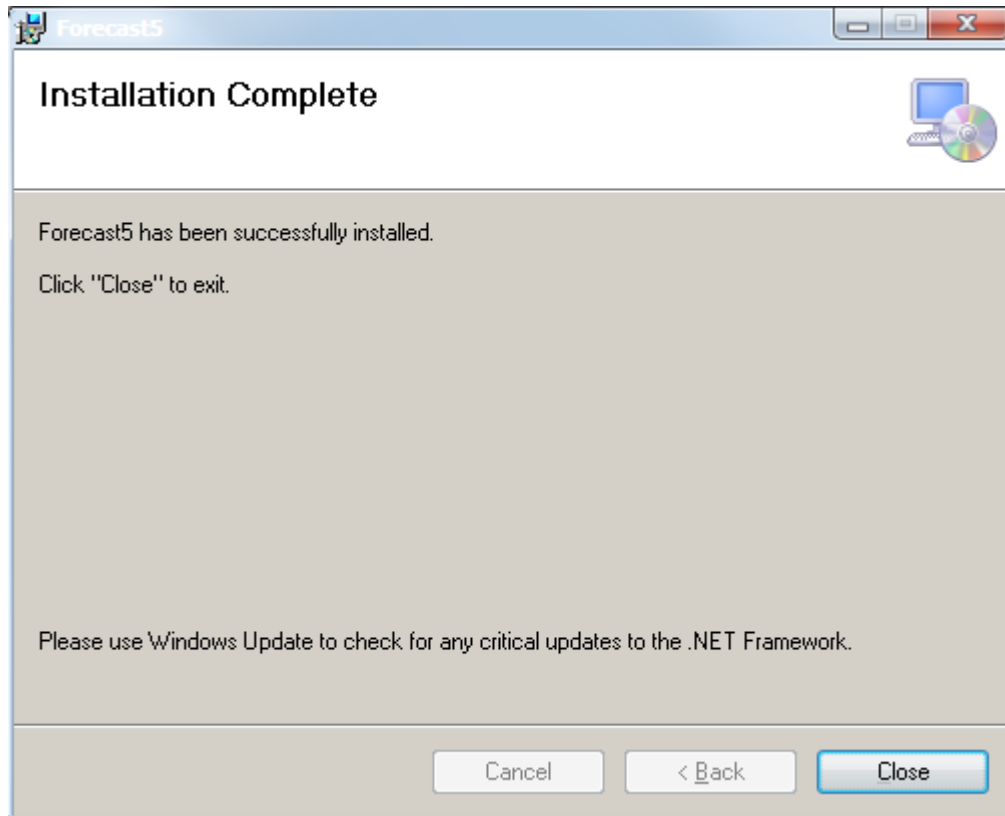
Click the *Next* button to continue.



The installation will start.

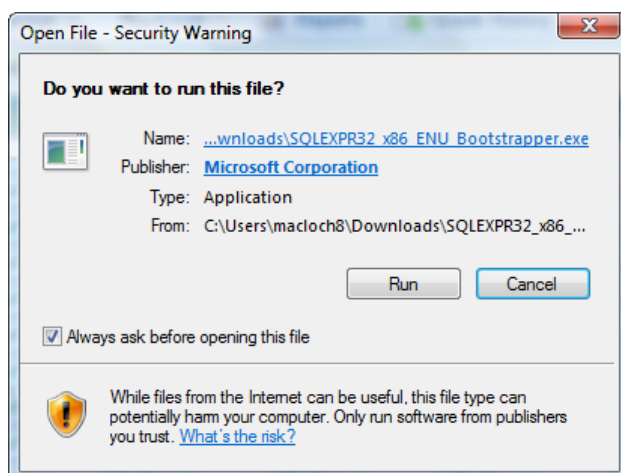


You have now installed Forecast 5. Click the *Close* button.

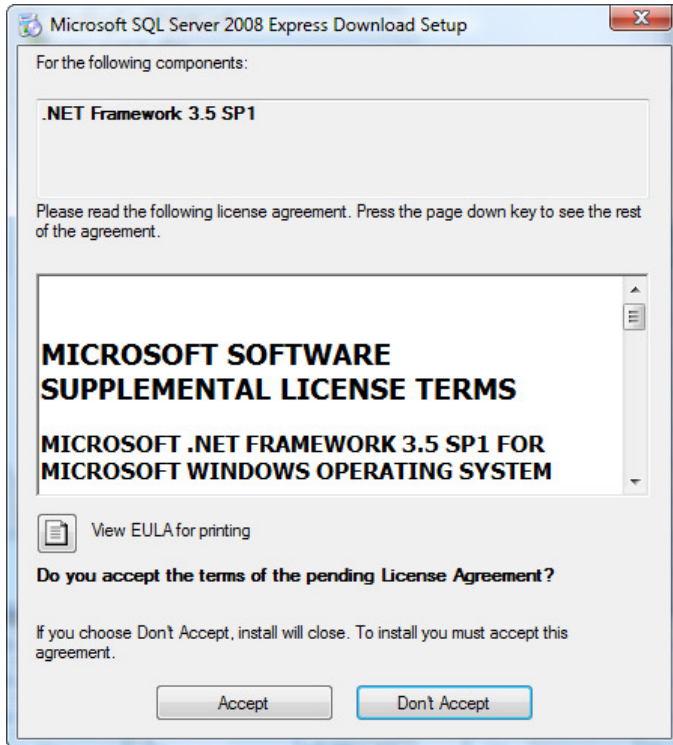


[SQL SERVER 2008 EXPRESS INSTALLATION](#)

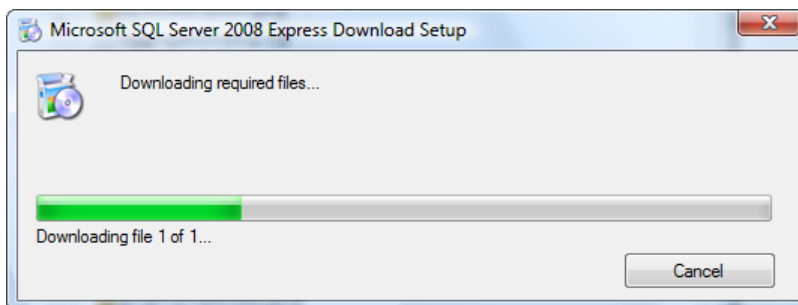
After you have downloaded the file, you will need to launch the program from the following dialog. Click *Run* to continue.



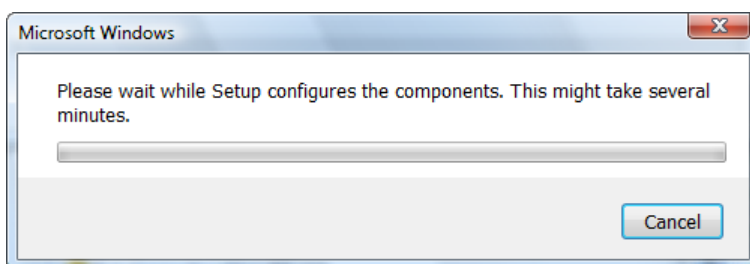
The next screen requests you accept the license agreement. Please make sure you do that or you could run into trouble later on if you violate the EULA. Click the *Accept* button to continue.



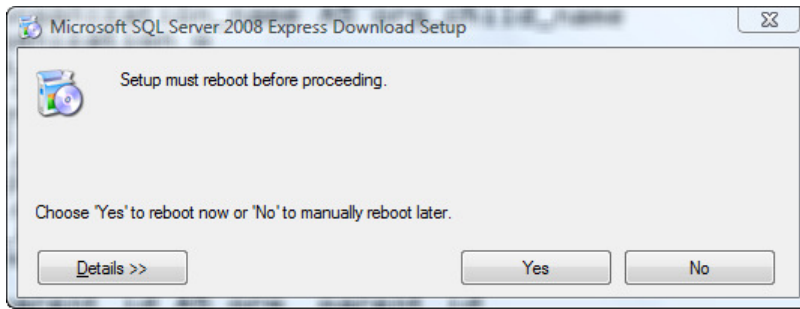
The installation will start. The installer will examine and patch your operating system.



After you start the installation, you will see this dialog. It will reappear after completing the install, and you may need to click the *Cancel* button. The program will still be installed.



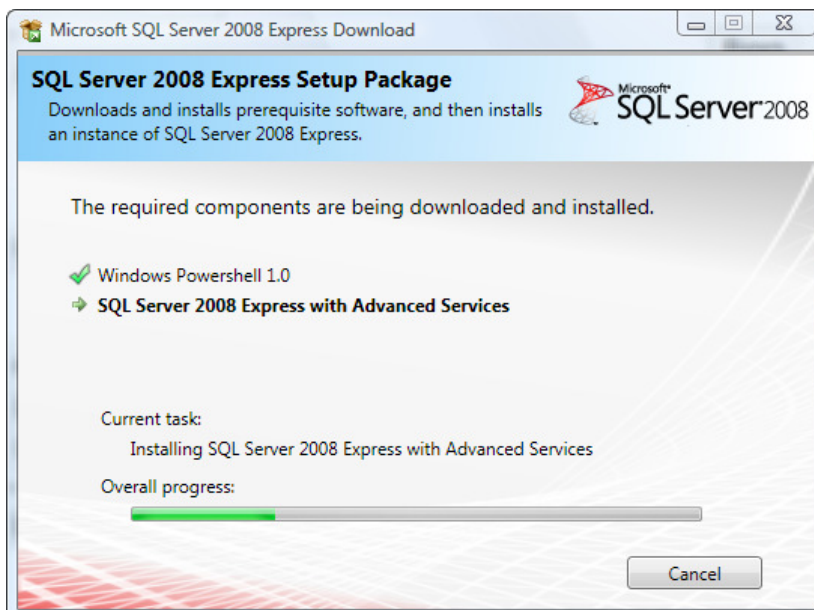
You will need to restart your machine.



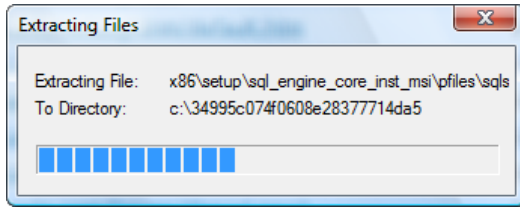
The installation screen will appear. Select *SQL Server 2008 Express with Advanced Services*. Click *Install*.



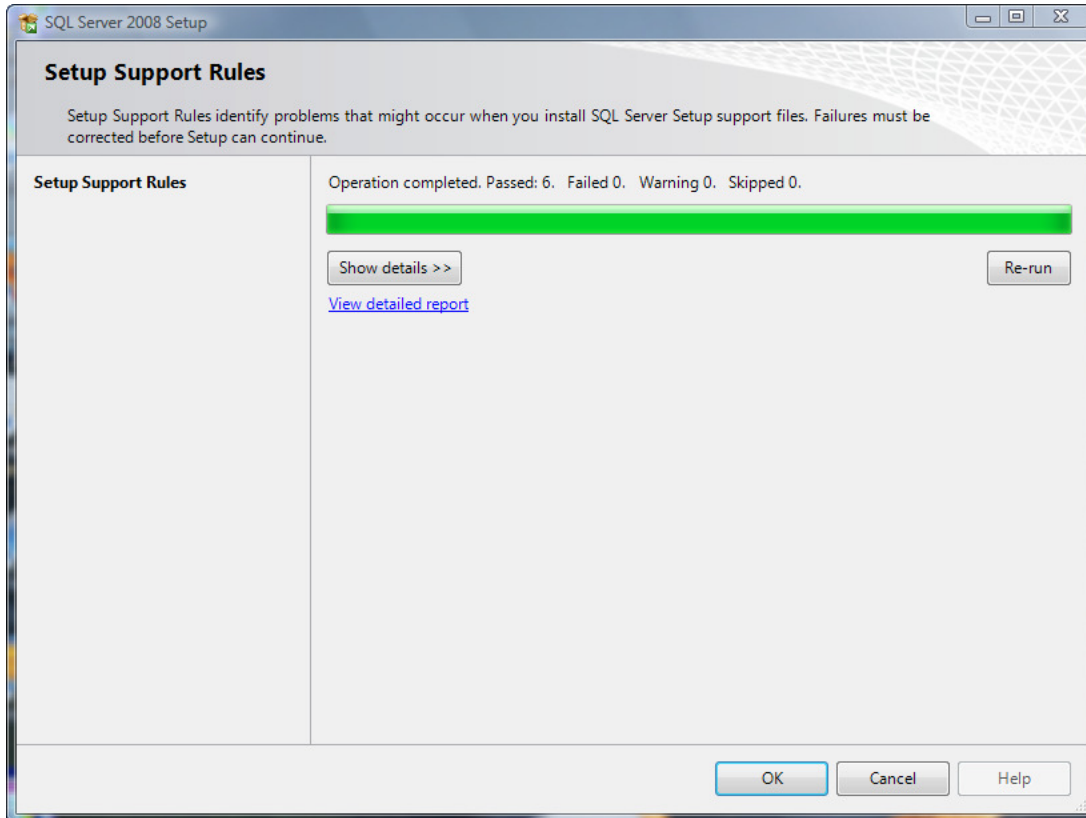
Your installation will begin.



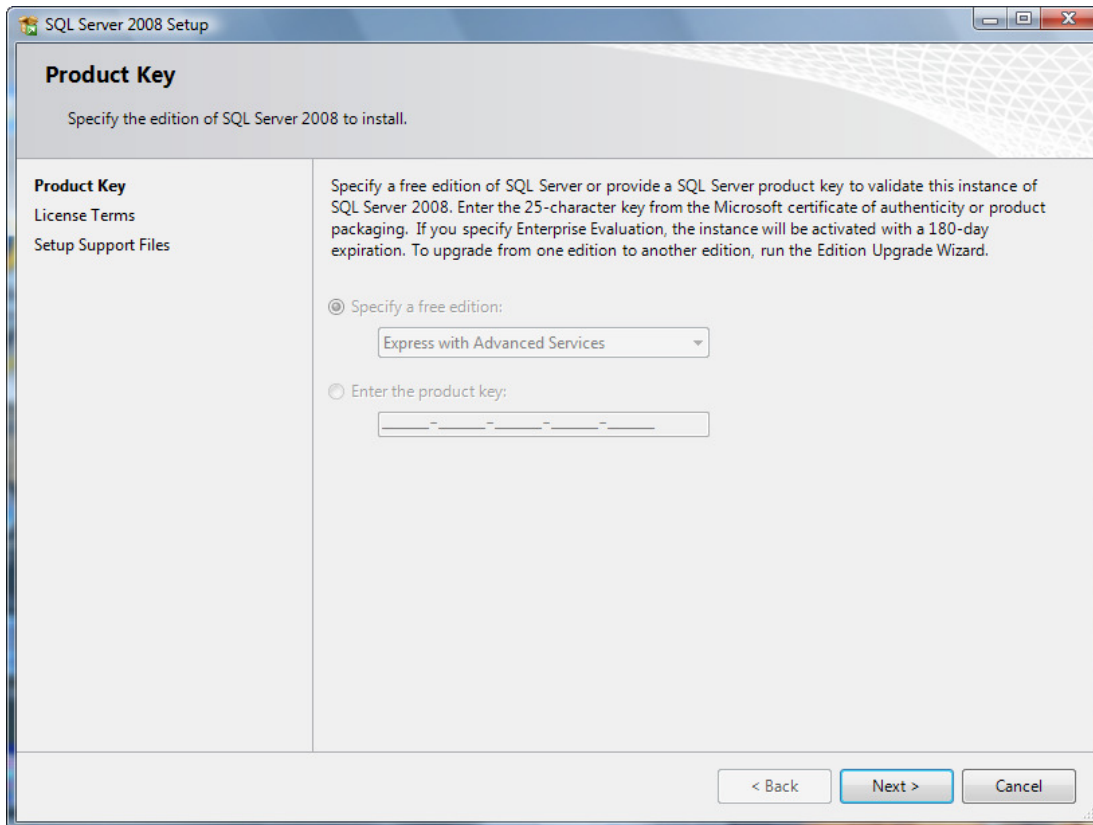
The file extraction will take several minutes.



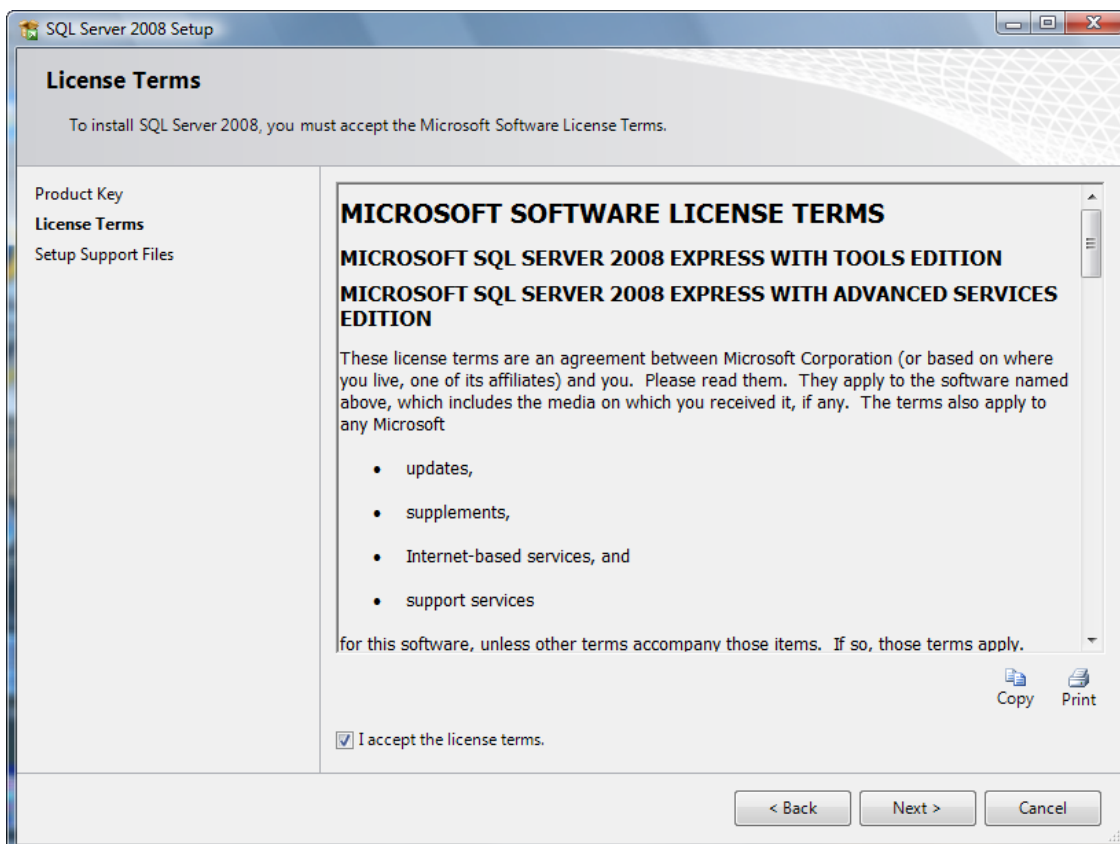
Click *OK* to continue once the SQL Server 2008 Setup Support Rules screen shows.



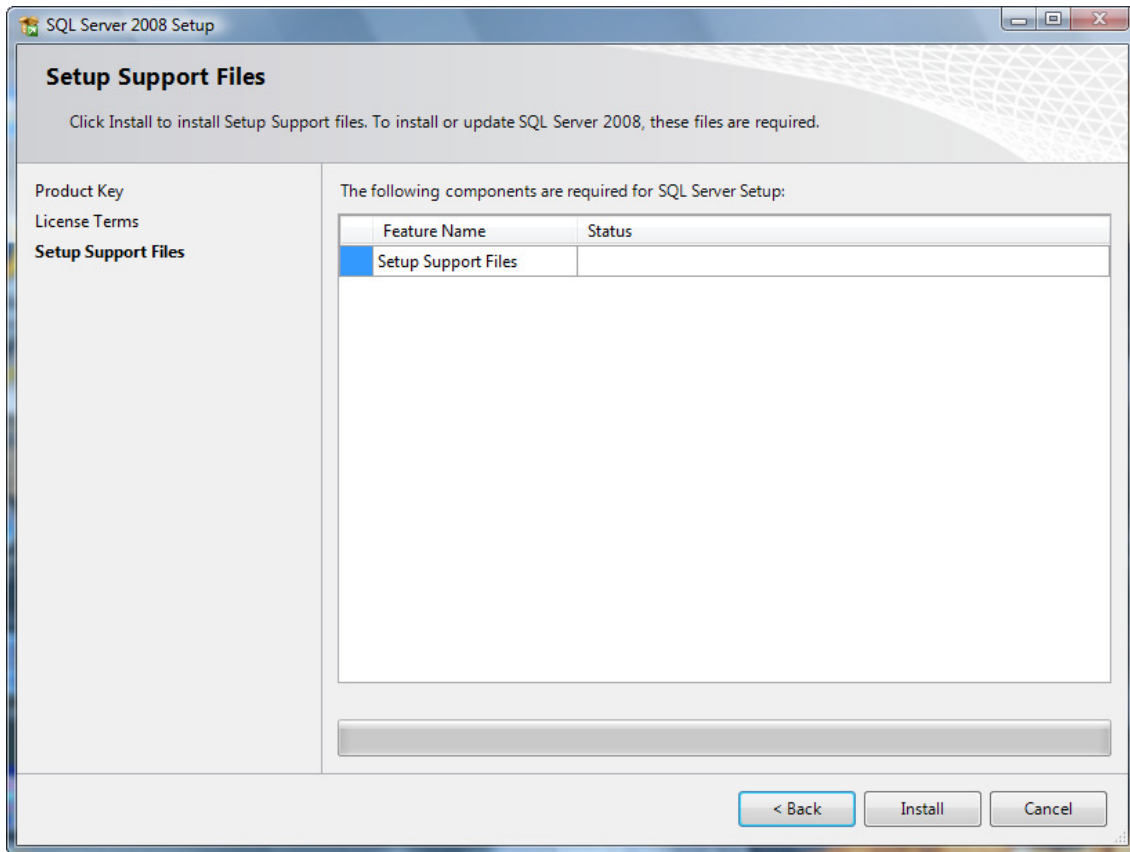
This screen will appear if you are installing the full version. Choose *Next* to continue.



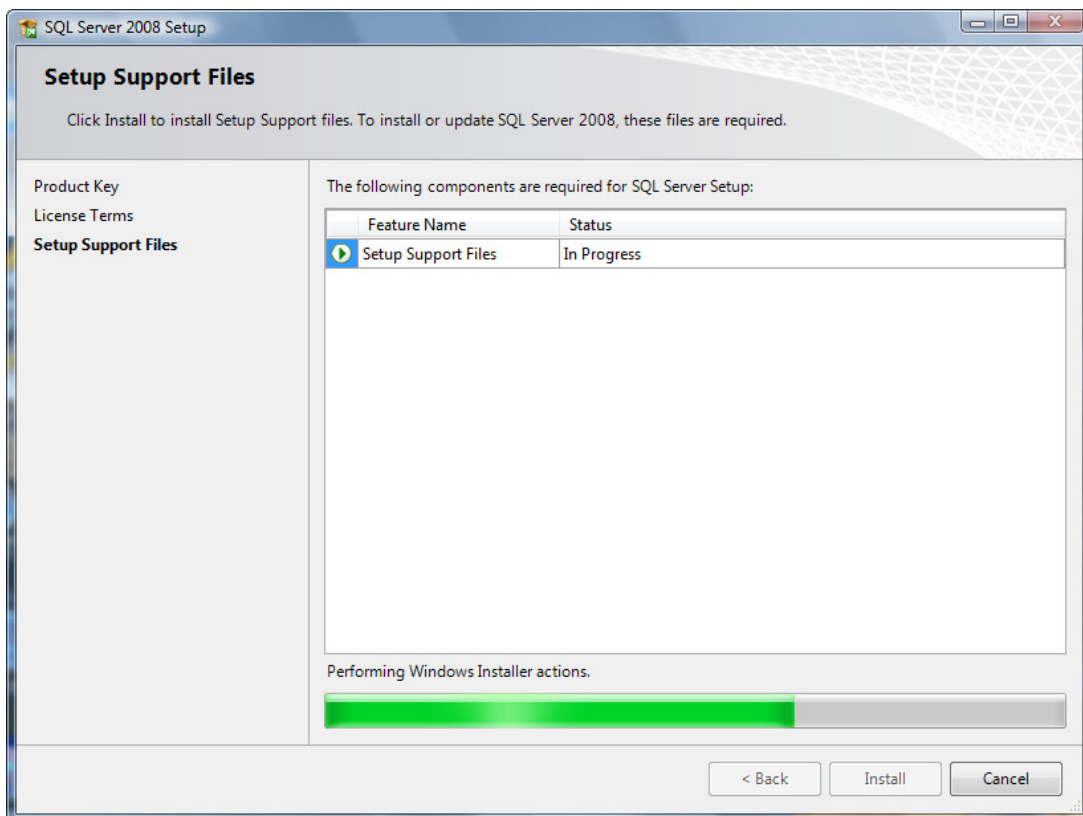
Check *I accept the license terms* box and click the *Next* button.



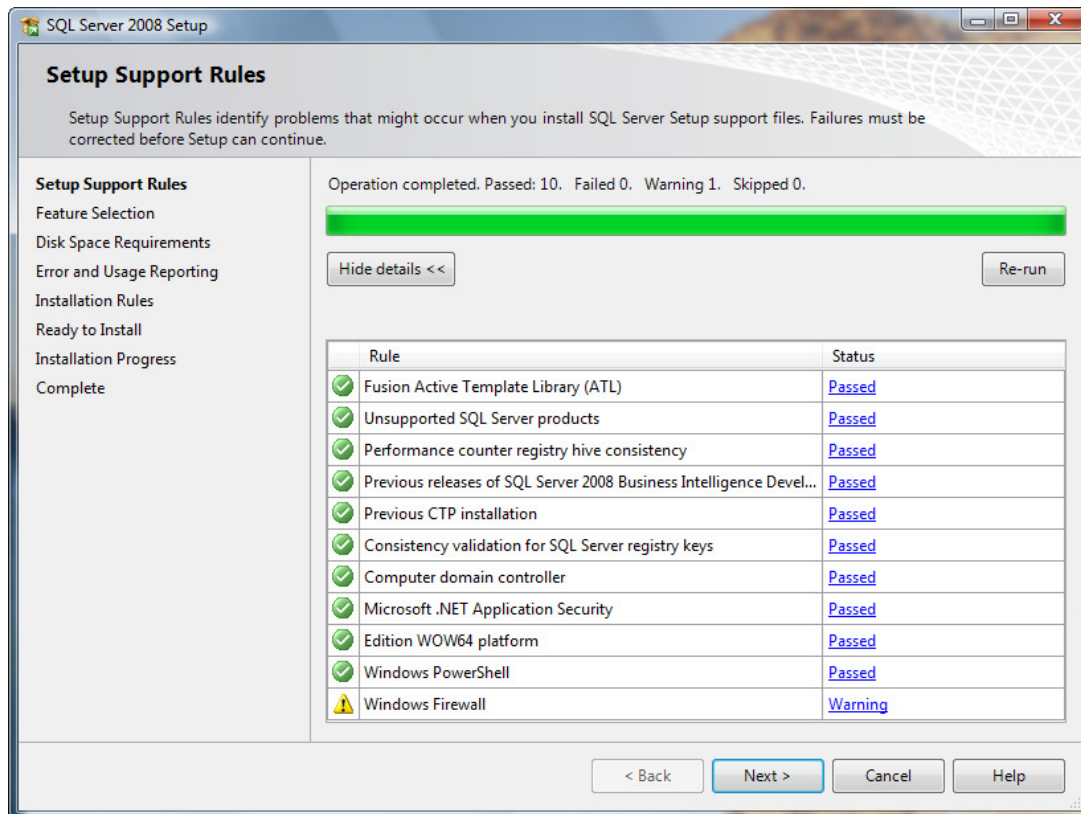
Start the SQL Server 2008 installation by clicking the *Install* button.



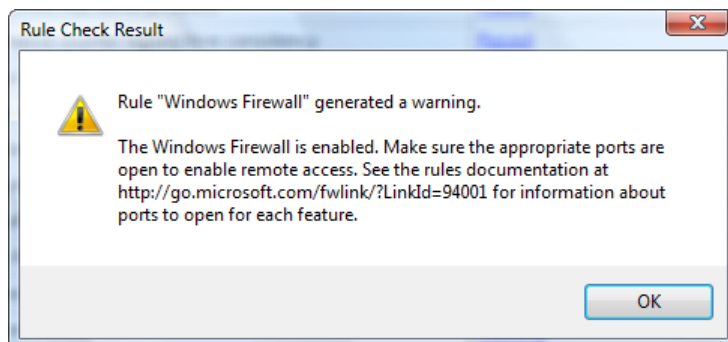
SQL Server 2008 will install.



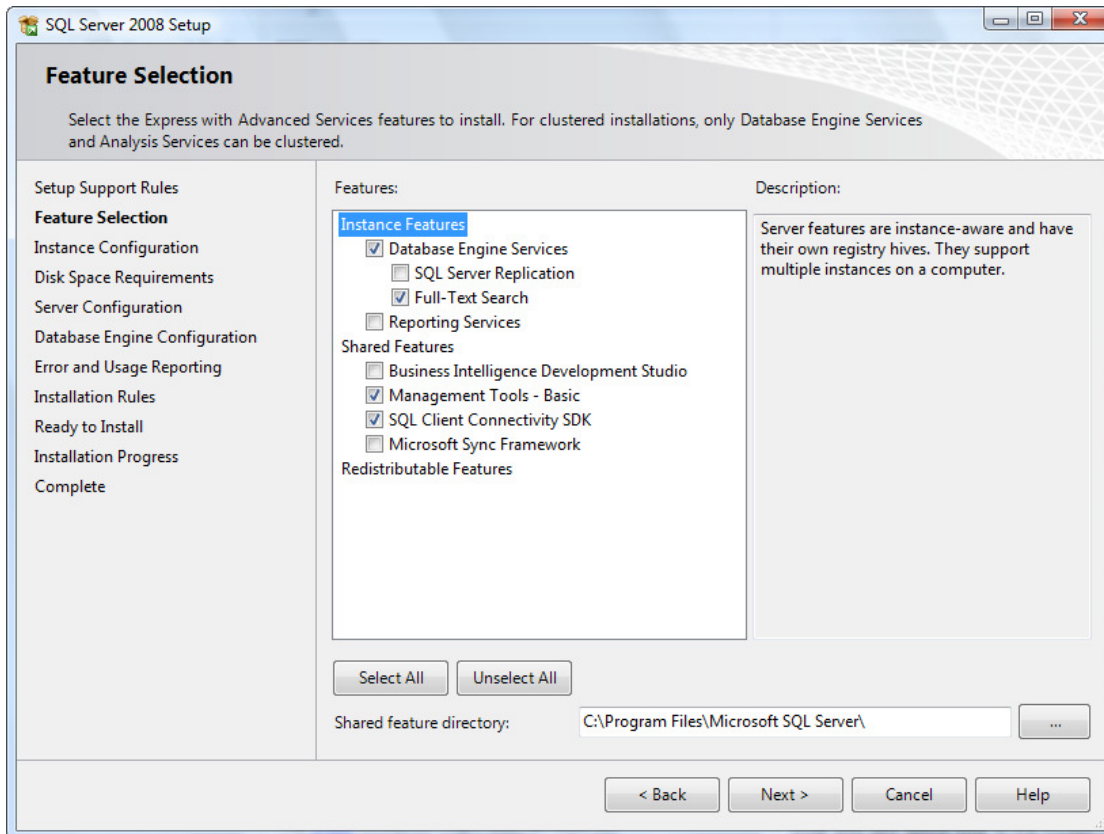
All rules should have passed. You may get the screen below if you have forgotten to open the firewall ports. Open the required ports and click *Next*.



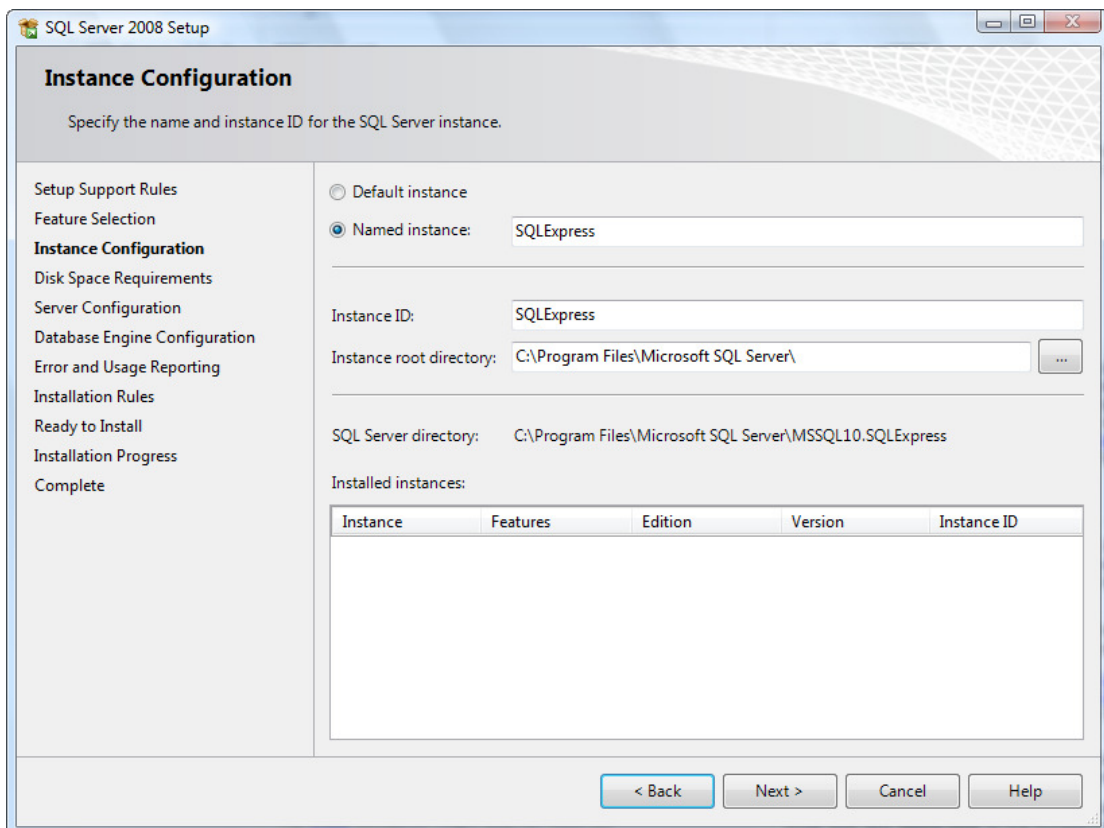
You will get this prompt if any ports were open at the beginning of the install. Click *OK* to continue.



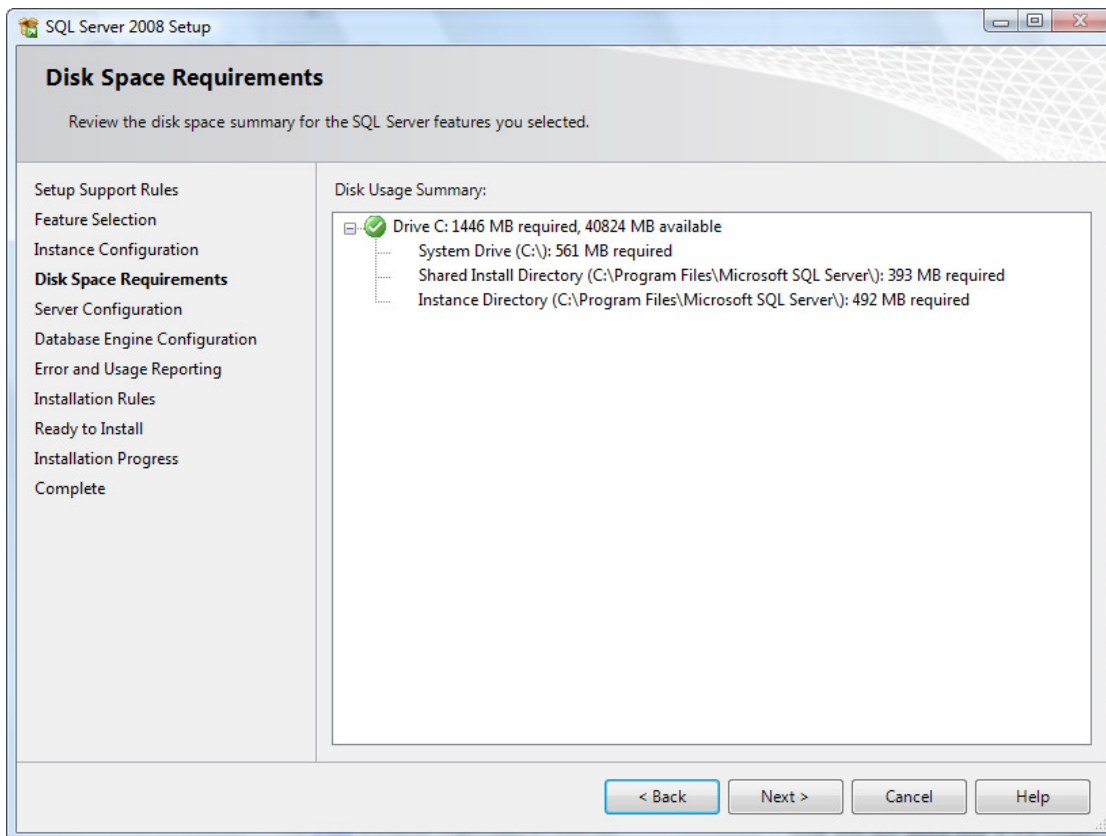
When the Feature Selection screen appears, select the same as shown below:



Click *Next* to accept the installation of SQL Express.

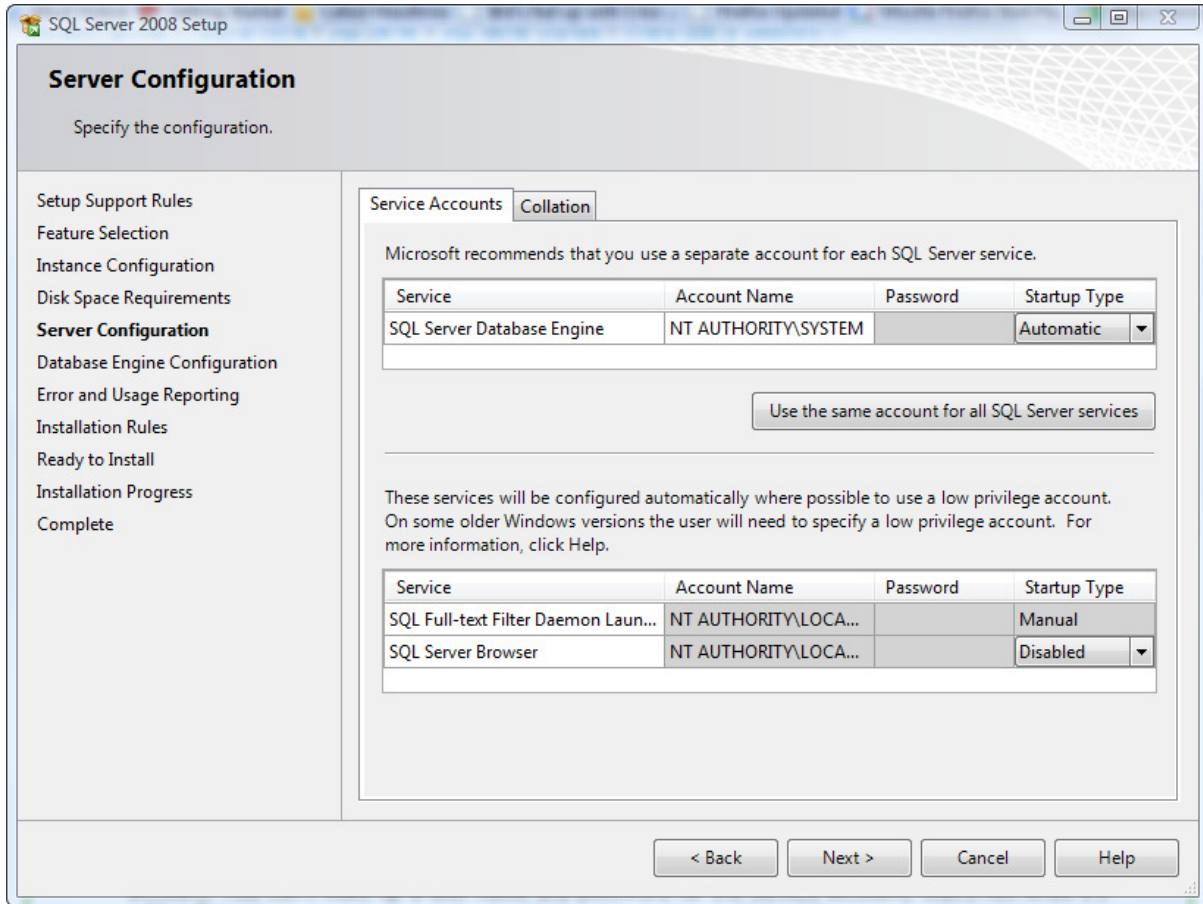


Accept the disk space requirements by clicking *Next*.



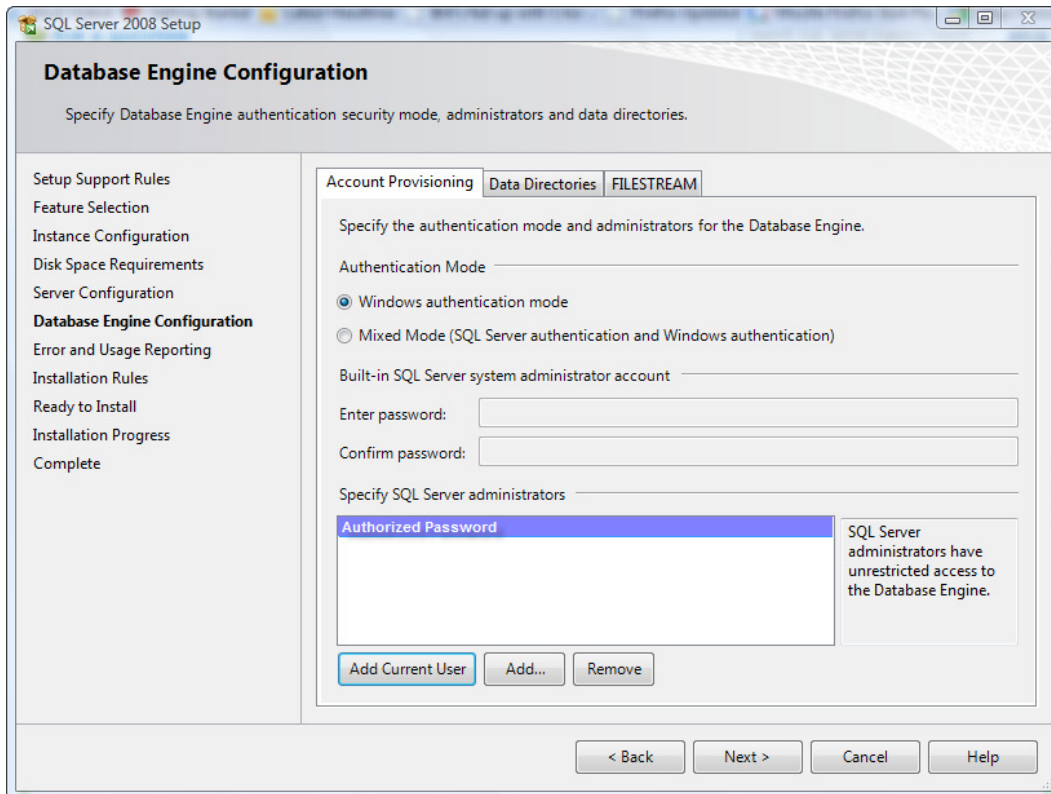
To set up SQL with local system authentication against Operating System accounts, you must select from the list of values. If you want to provide credential's manually, leave the space blank.

Click *Next* to continue.

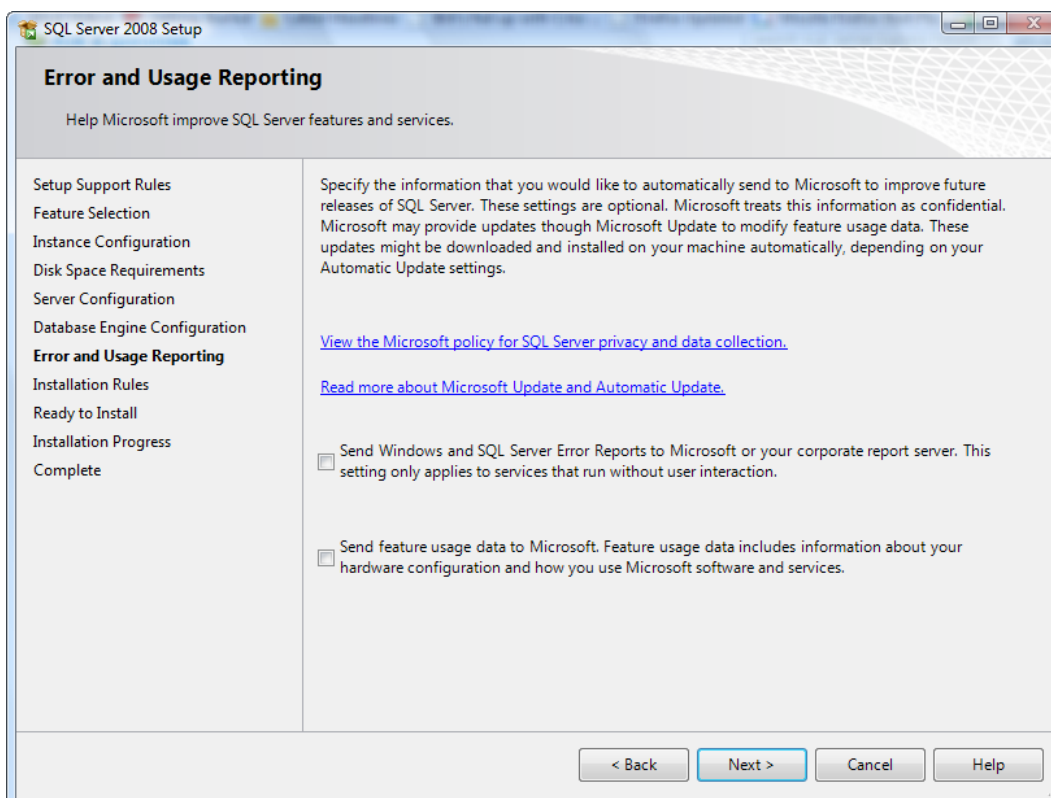


To enter a valid credential, click the *Add Current User* button.

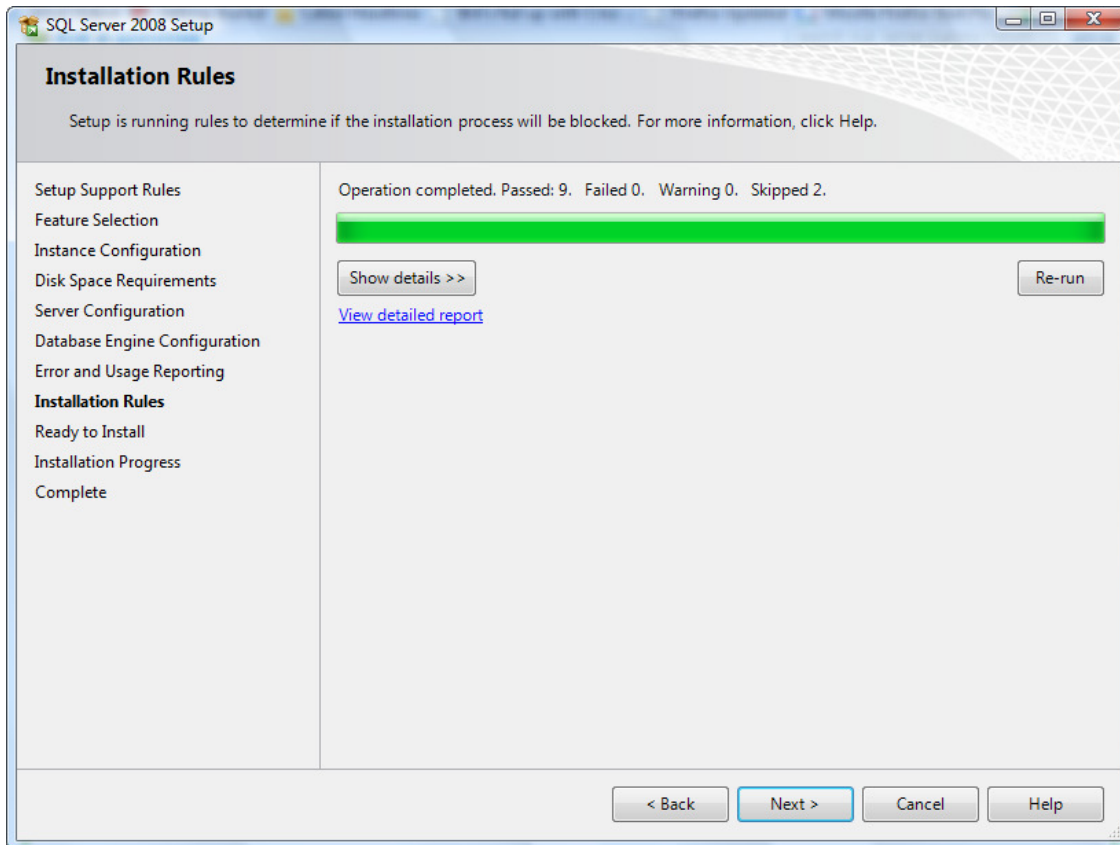
The user will load where you see *Authorised password* below.



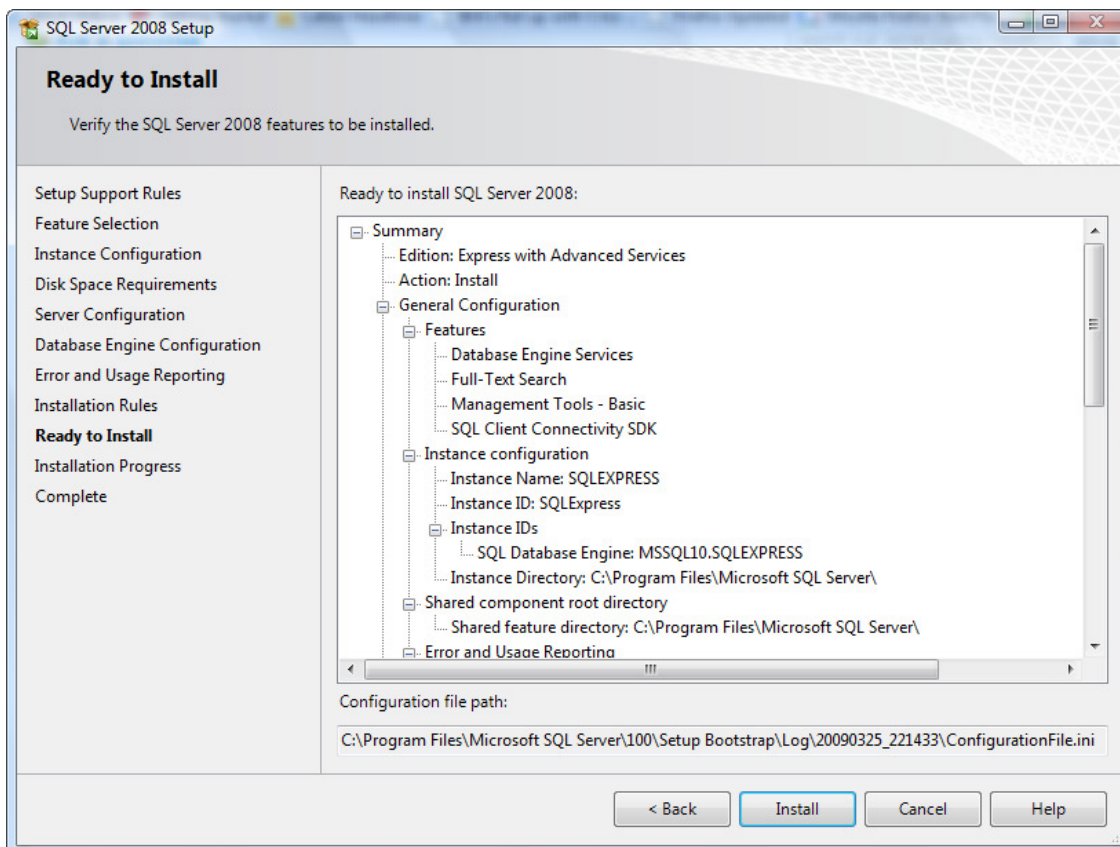
Check those you wish to send, if any, and click *Continue*.



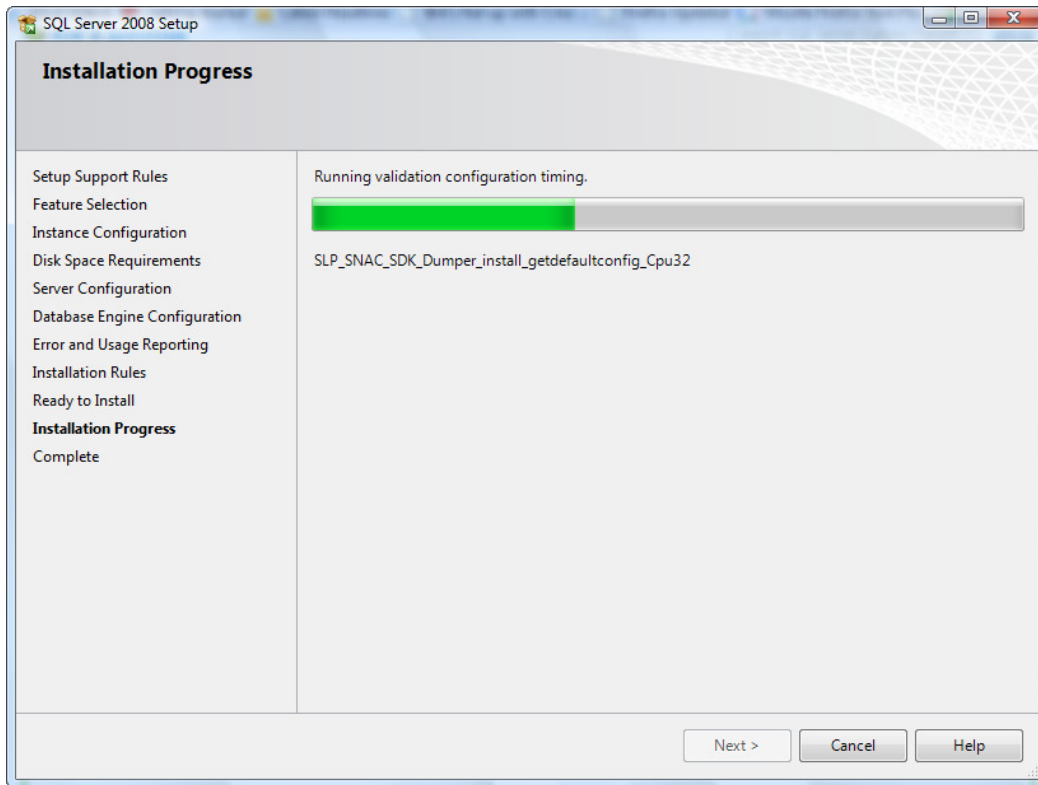
The install will check the rules you have entered. Click *Next*.



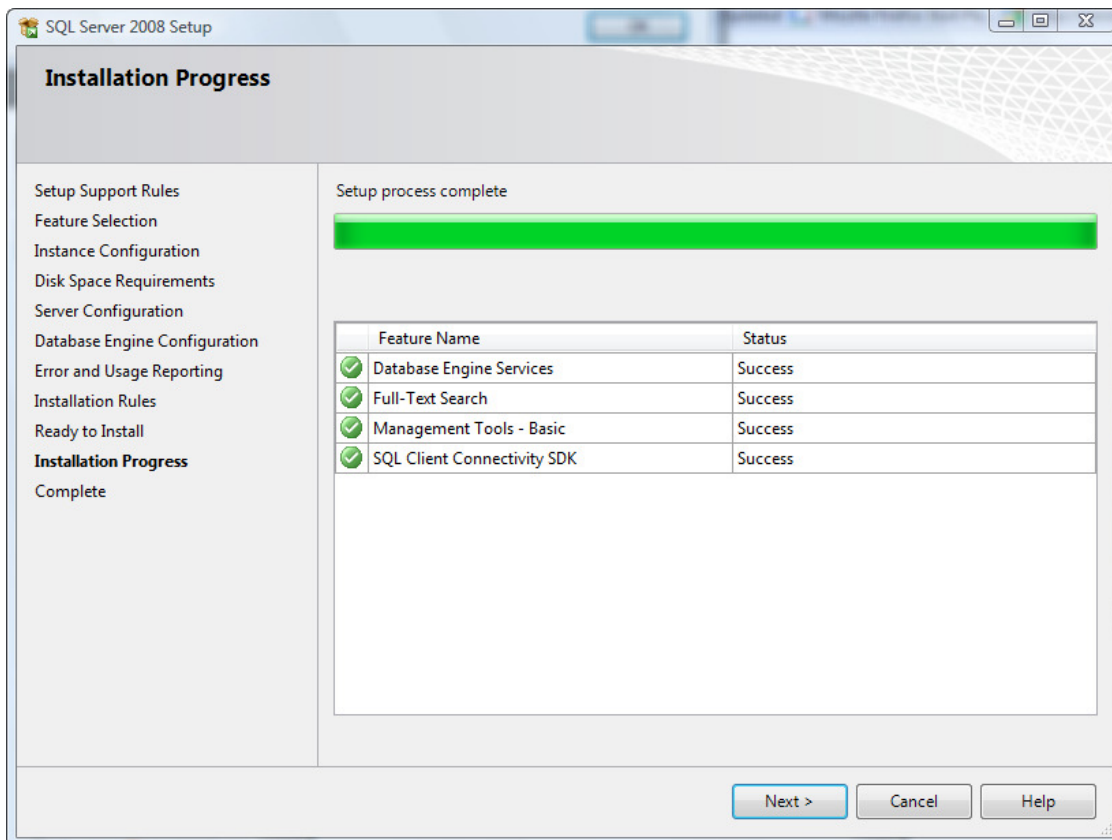
After verifying the install is possible, click *Install*.



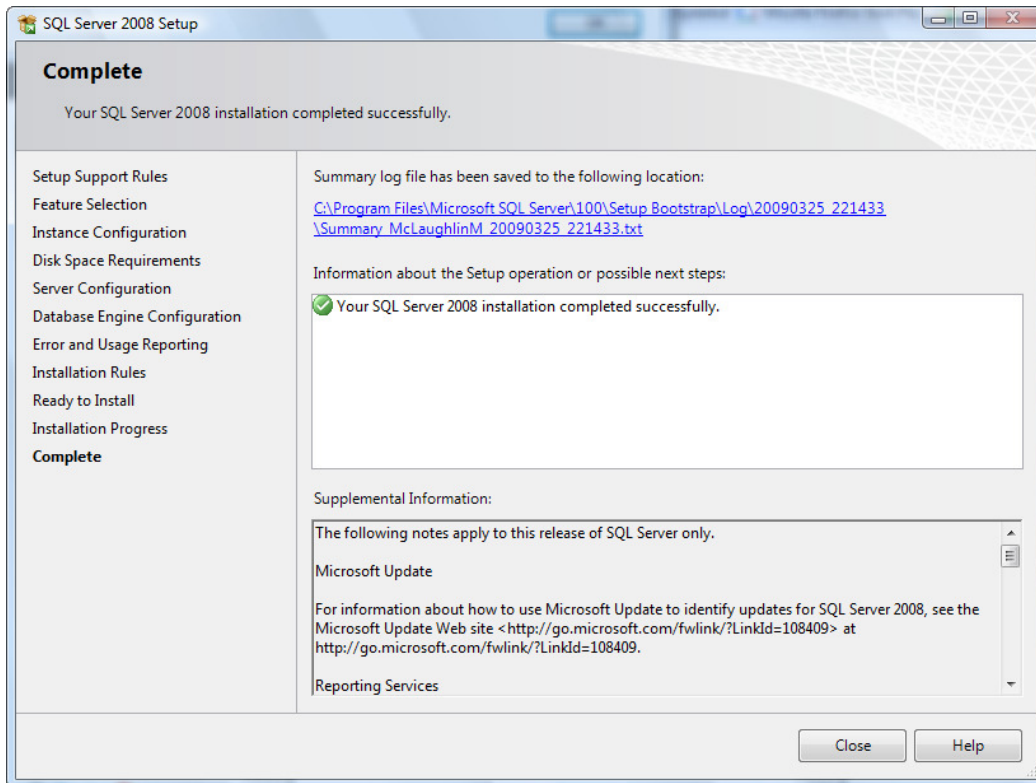
The install will begin.



The install has been successful. Click Next.



You will see the final installation dialog and log file. Click *Close*.



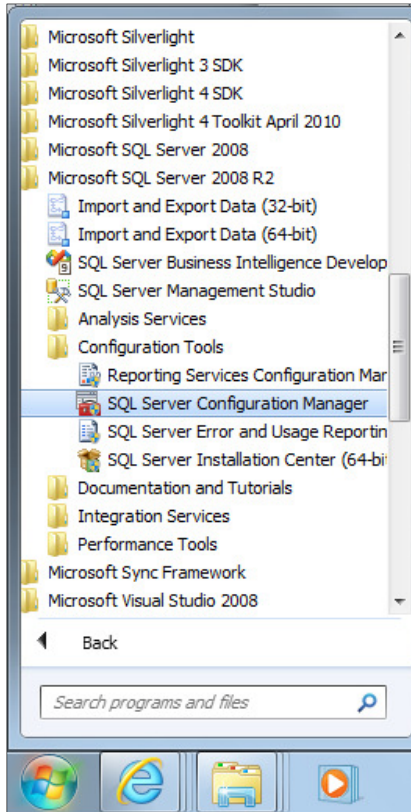
You must reboot your system again when prompted.



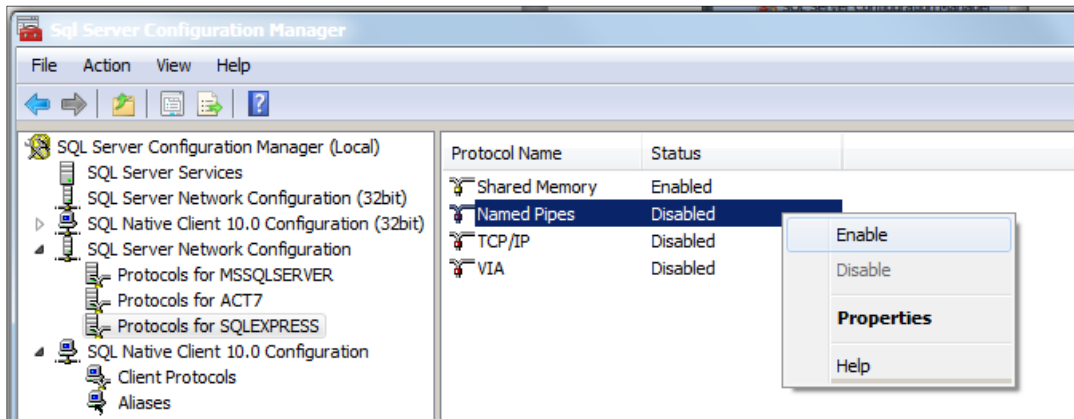
SQL Server 2008 Express has now successfully been installed.

ENABLING TCP/IP AND NAMED PIPES PROTOCOLS OF SQL SERVER.

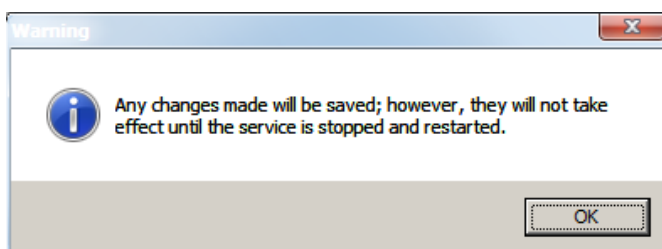
Launch the SQL Server Configuration Manager.



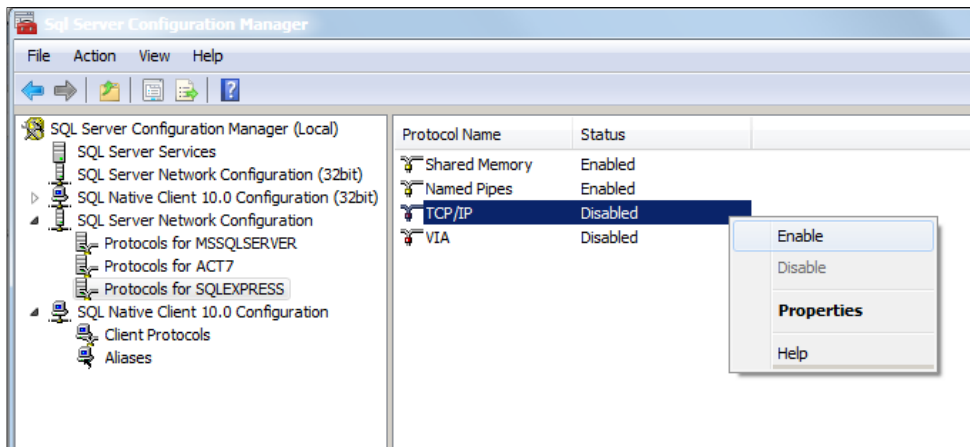
Expand the *SQL Server Network Configuration*. Look for *Protocols for SQLEXPRESS*. Right click on the *Named Pipes* and select *Enable*.



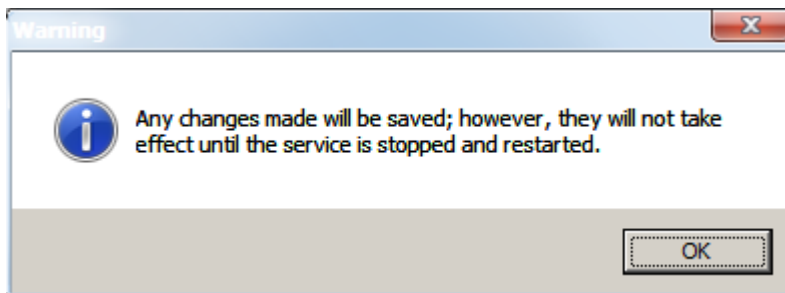
Click *OK* to the message below.



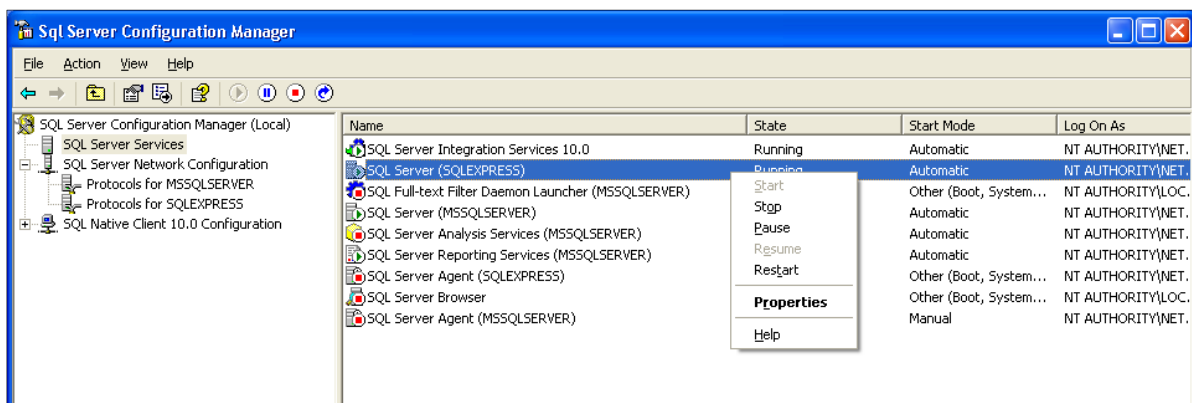
Right click *TCP/IP* and select *Enable*.



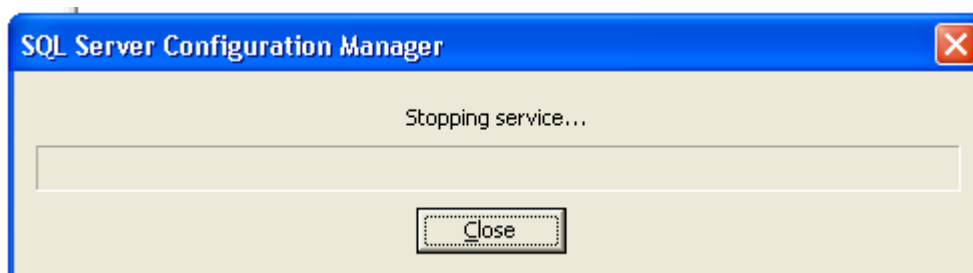
Click *OK* to the below message.



Click the *SQL Server Services*. Right click on the *SQL Server (SQLEXPRESS)* and select *Restart*.



The service will restart. Remote connection has now been enabled.

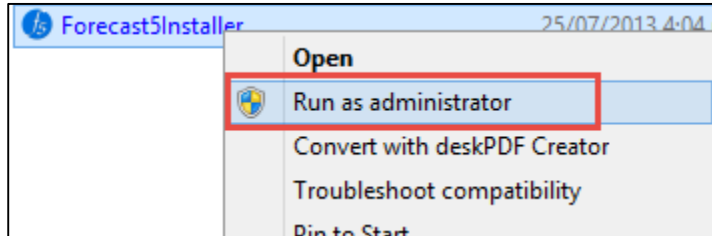


TERMINAL SERVER INSTALL

Assuming MS SQL has already been installed.

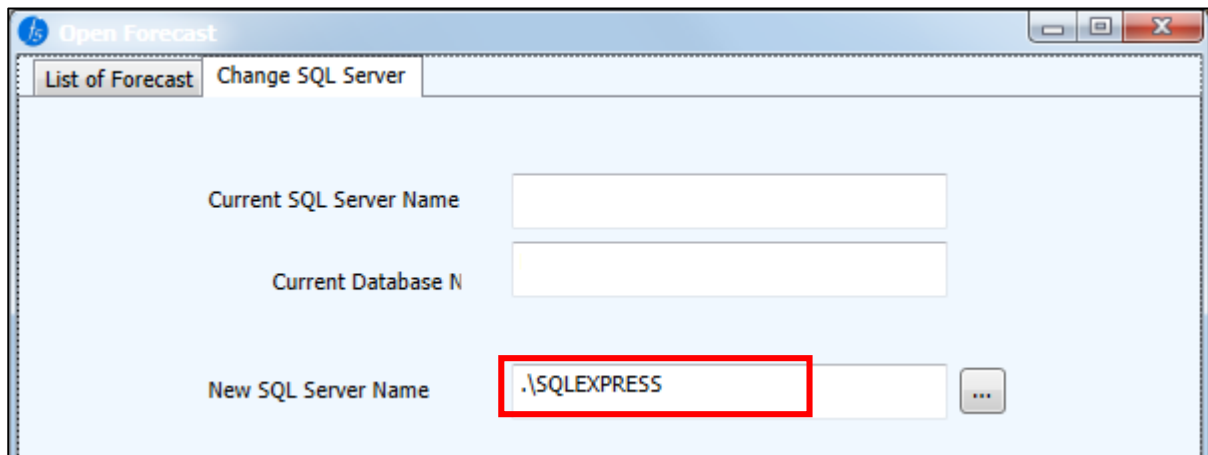
On the Terminal Server, log in as the Administrator.

Run the Forecast 5 installer as Administrator, and install for all users.

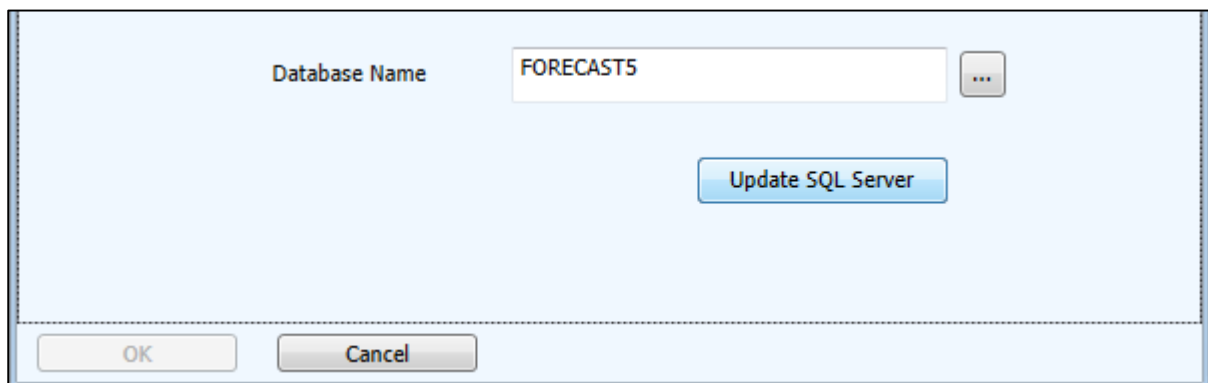


Complete installation as shown above, and run Forecast 5 validating the license.

Connect to the SQL database by entering the servername\instance in the box below:



Forecast 5 needs to create its own database, so enter a name for the database and click Update SQL Server.



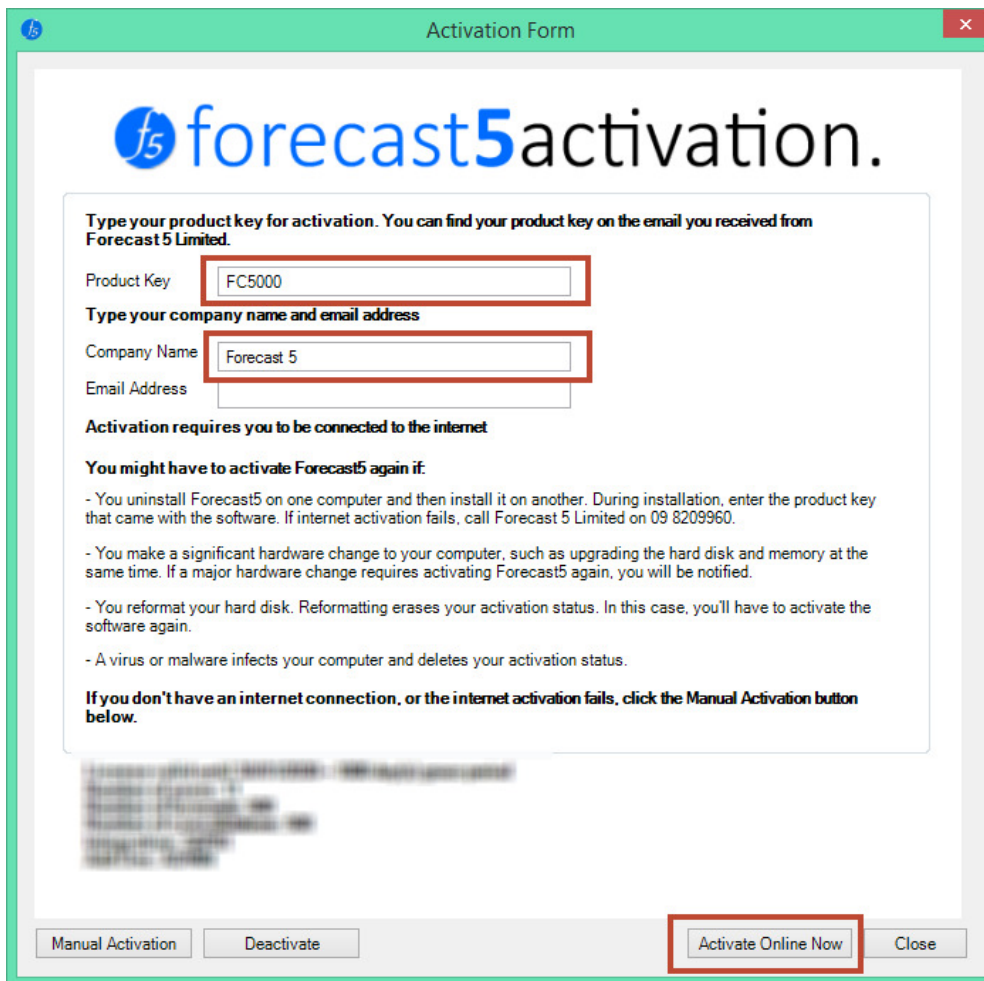
If there is a pre-made database, this will cause an error.

LICENSING

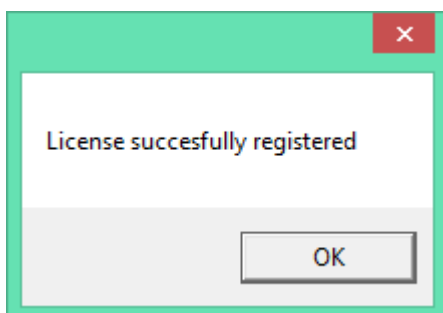
Launch the program from your desktop or Start Menu.



Enter Product Key and Company Name (check that the name is spelt exactly as in the email you received). Click *Activate Online Now* button to continue.

A screenshot of the 'Activation Form' window. The window title is 'Activation Form'. The main heading is 'forecast5 activation.'. Below the heading, there is a text box for 'Product Key' containing 'FC5000'. Below that is a text box for 'Company Name' containing 'Forecast 5'. There is also an empty 'Email Address' text box. Below the text boxes, there is a section titled 'Activation requires you to be connected to the internet' and a list of conditions under 'You might have to activate Forecast5 again if:'. At the bottom of the window, there are four buttons: 'Manual Activation', 'Deactivate', 'Activate Online Now', and 'Close'. The 'Activate Online Now' button is highlighted with a red box.

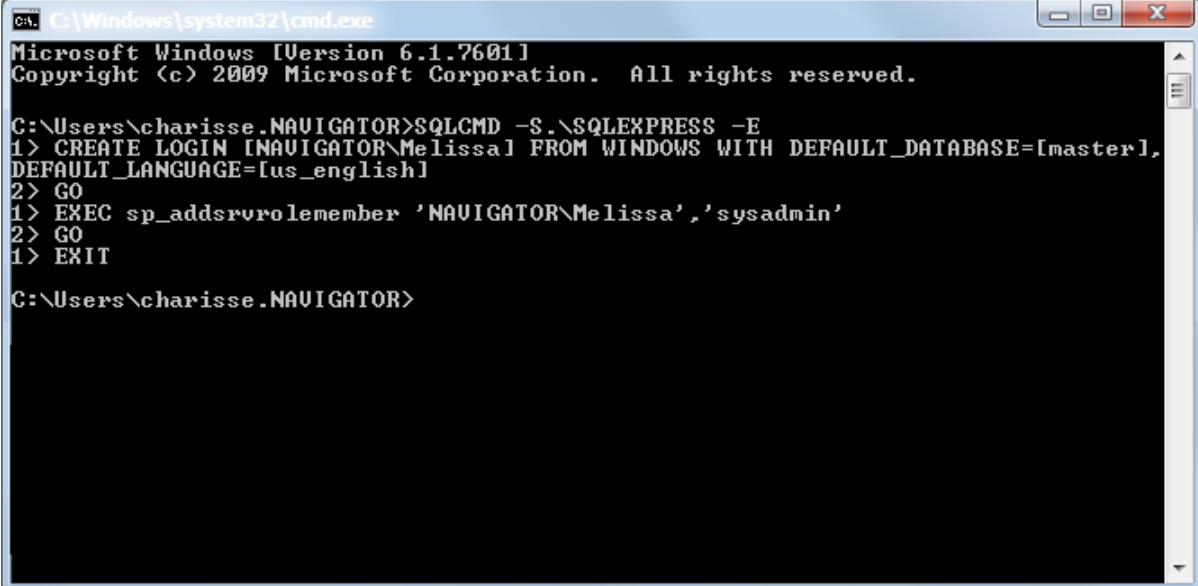
Click *OK*.



SQL SCRIPTS TO ADD USERS WITHOUT ADMINISTRATOR RIGHTS

Login to computer as an administrator

Type the following commands in the command prompt (replace the italics with your own username and domain):



```
C:\Windows\system32\cmd.exe
Microsoft Windows [Version 6.1.7601]
Copyright (c) 2009 Microsoft Corporation. All rights reserved.

C:\Users\charisse.NAIGATOR>SQLCMD -S.\SQLEXPRESS -E
1> CREATE LOGIN [NAIGATOR\Melissa] FROM WINDOWS WITH DEFAULT_DATABASE=[master],
DEFAULT_LANGUAGE=[us_english]
2> GO
1> EXEC sp_addsrvrolemember 'NAIGATOR\Melissa', 'sysadmin'
2> GO
1> EXIT

C:\Users\charisse.NAIGATOR>
```

1. SQLCMD -S[SQL_SERVER_NAME] -E
2. CREATE LOGIN [DOMAIN_NAME\USER_NAME] FROM WINDOWS WITH DEFAULT_DATABASE=[master], DEFAULT_LANGUAGE=[us_english]
3. GO
4. EXEC sp_addsrvrolemember 'DOMAIN_NAME\USER_NAME', 'sysadmin'
5. GO

Converting your forecast to Forecast 5

Open Forecast 5 and log in.

Login to Forecast5

You are logging into database `SQLSERVER\INSTANCE`

Username

Password

Click *New Forecast*.

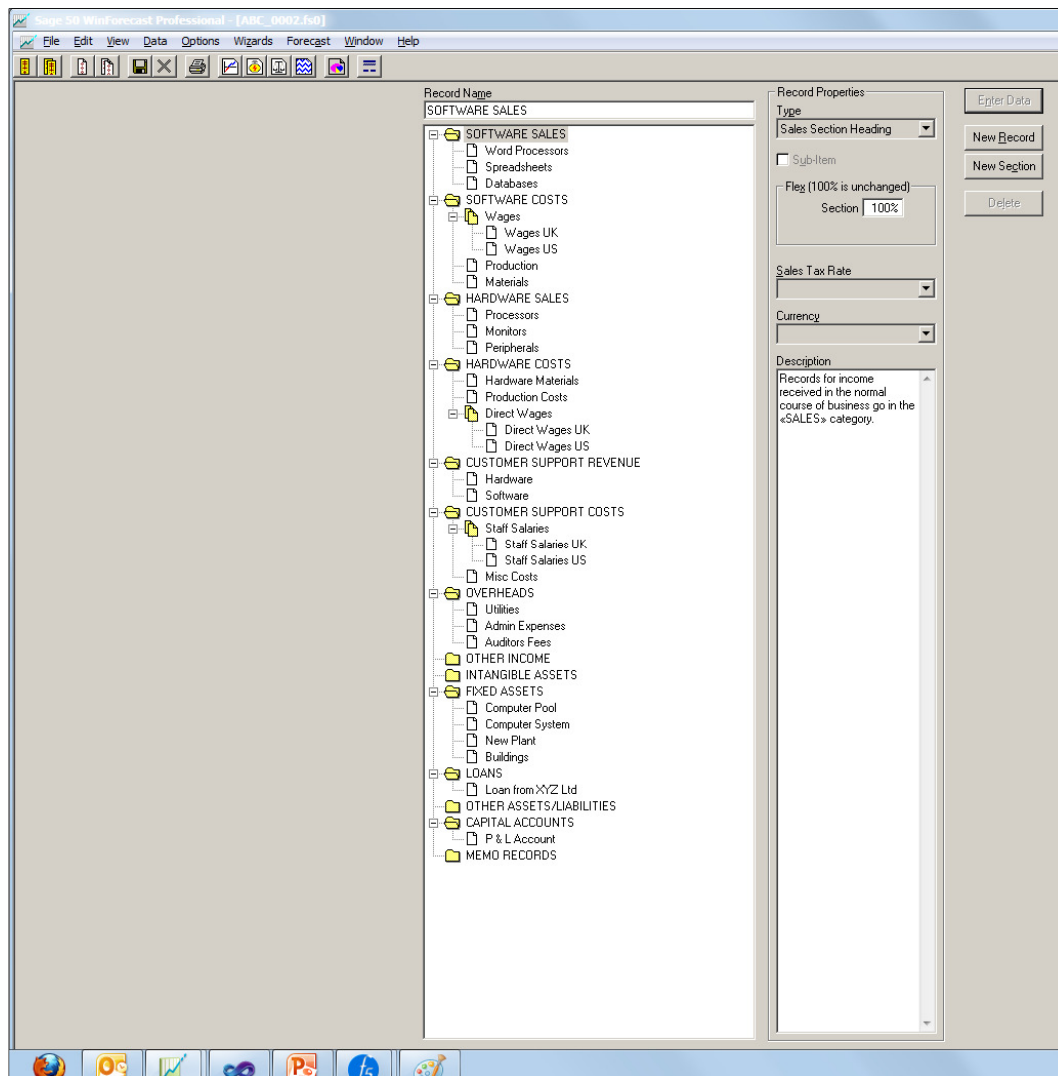
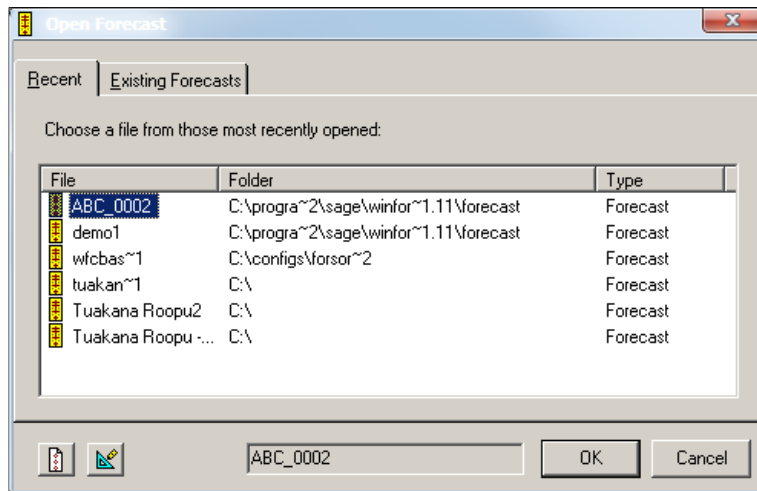
Open Forecast

List of Forecast | Change SQL Server

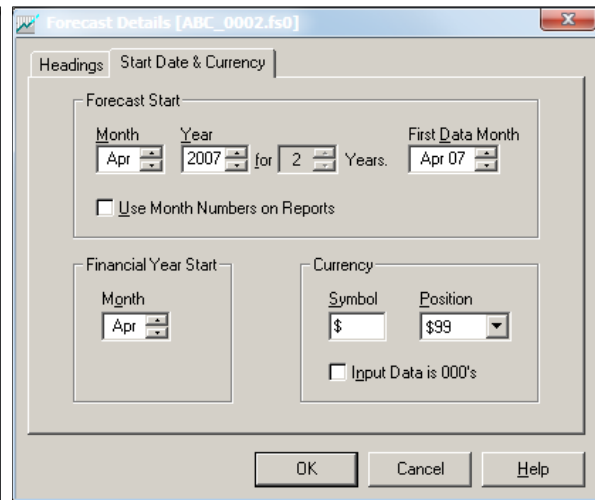
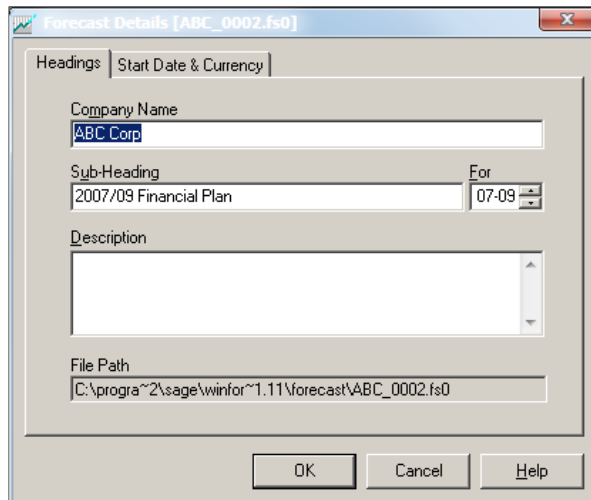
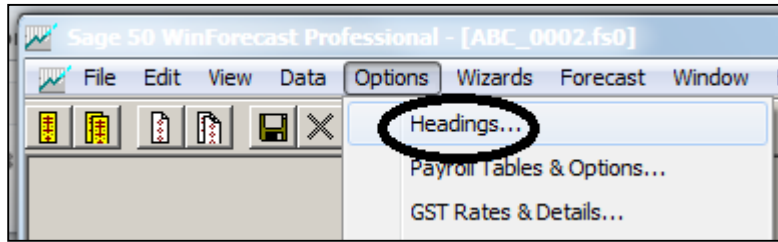
group by area Drag a field here to group by that field

Name	Type	Modified	Owner	Group

Open WinForecast and open the Forecast to be converted.



Copy the Forecast details from Winforecast to the new Forecast in Forecast 5.



New Forecast 4

Company Name: ABC Corp

Sub Heading: [Empty]

Description: [Empty]

Cycle Frequency: Annually

Period Frequency: Monthly

Number Of Years: 1

Start Date: Apr 07

First Data Period: Apr 07

Reports: Use Month Numbers on Reports

Input: Data in 000's

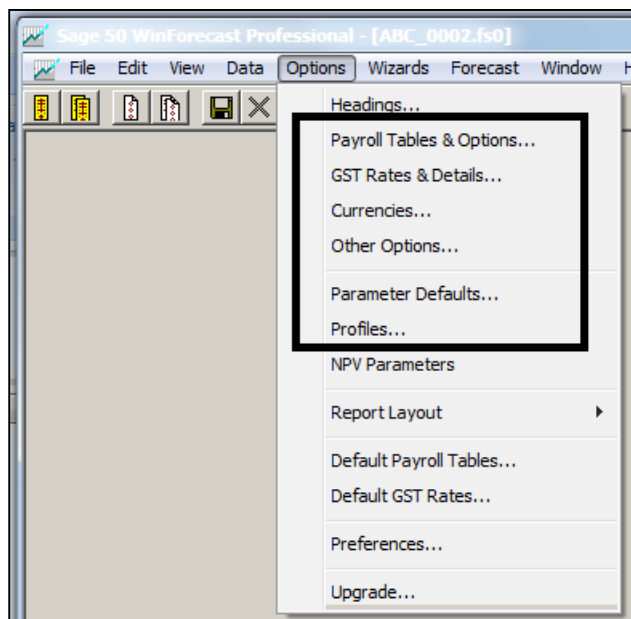
Country: New Zealand

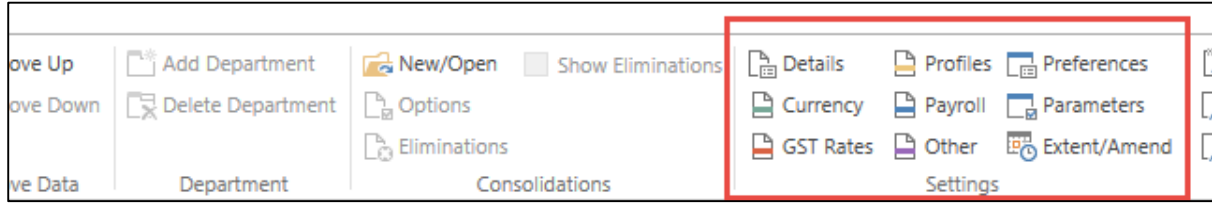
Local Currency: NZD [Update Currencies]

3rd Party Integration:
 None
 S A P B1

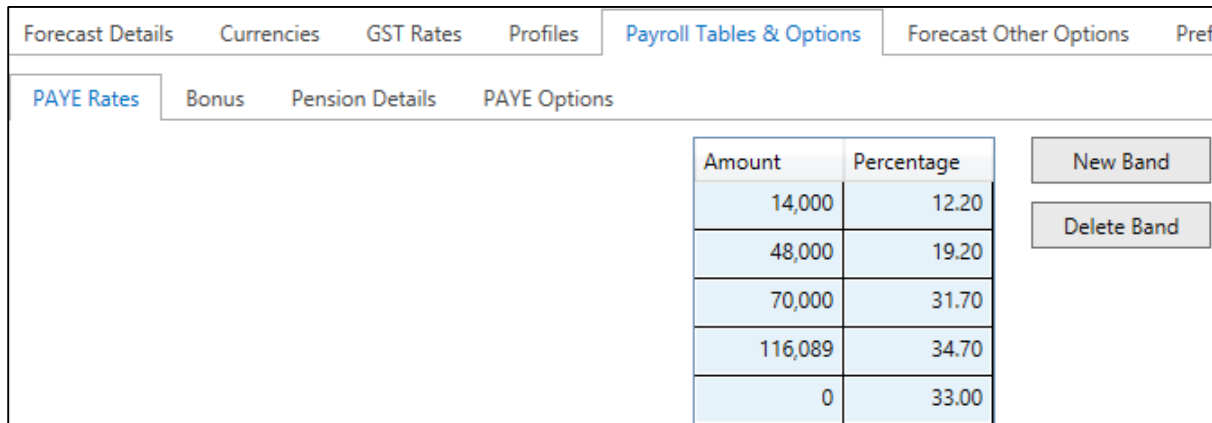
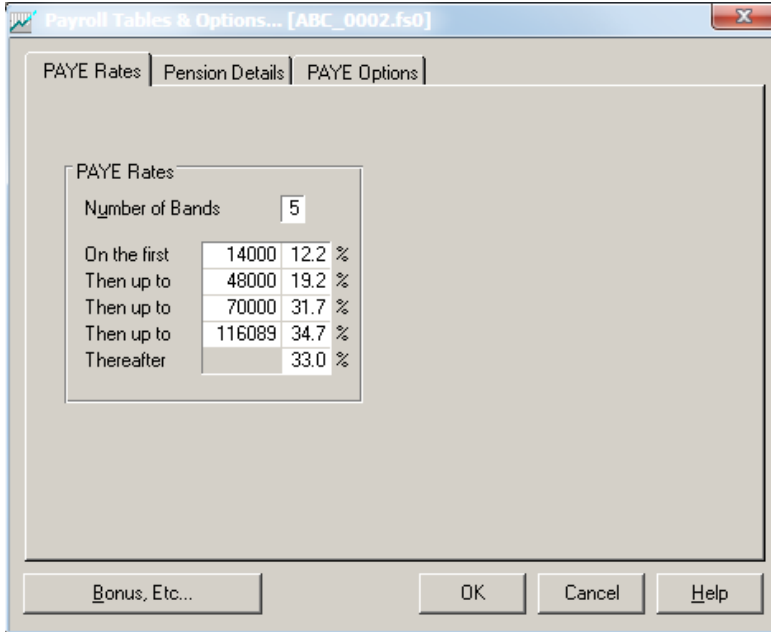
[OK] [Cancel]

Enter the Forecast settings from Winforecast to Forecast 5.

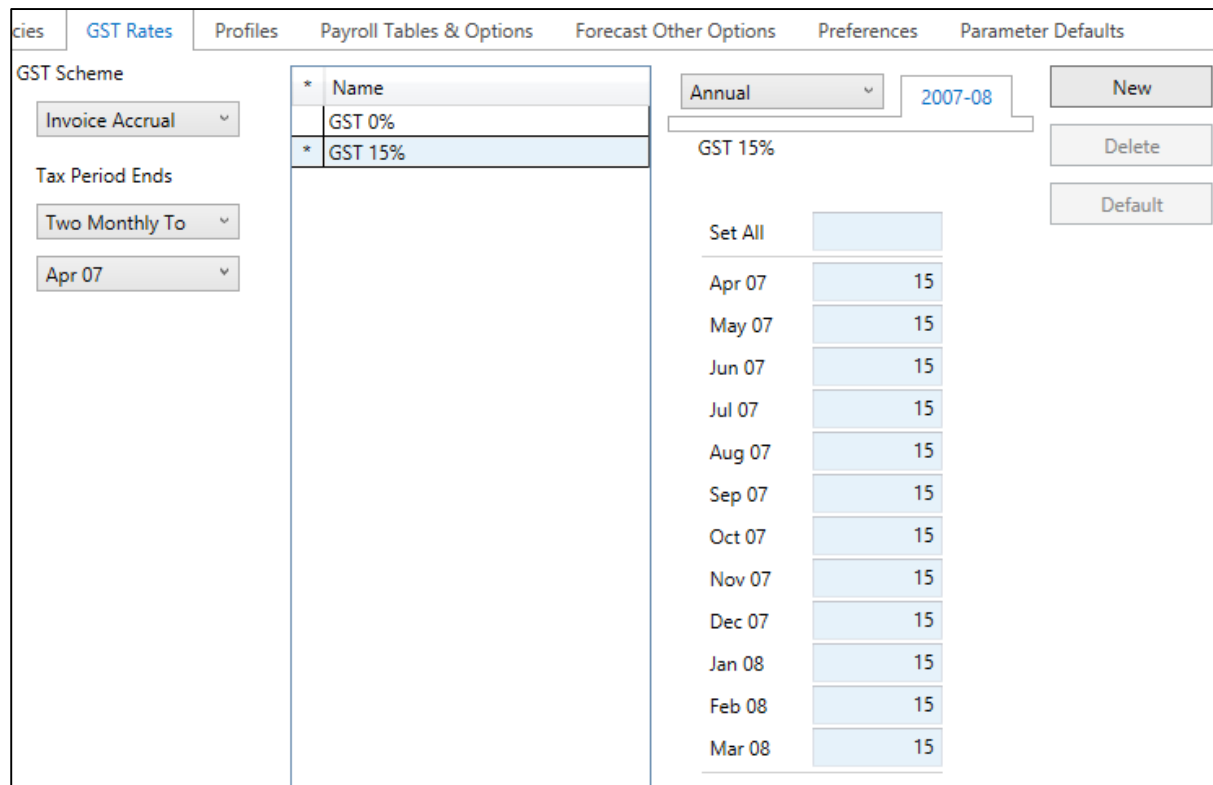
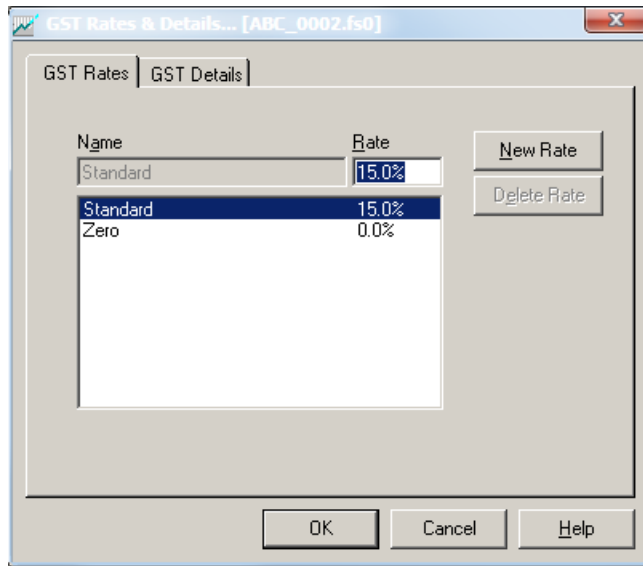




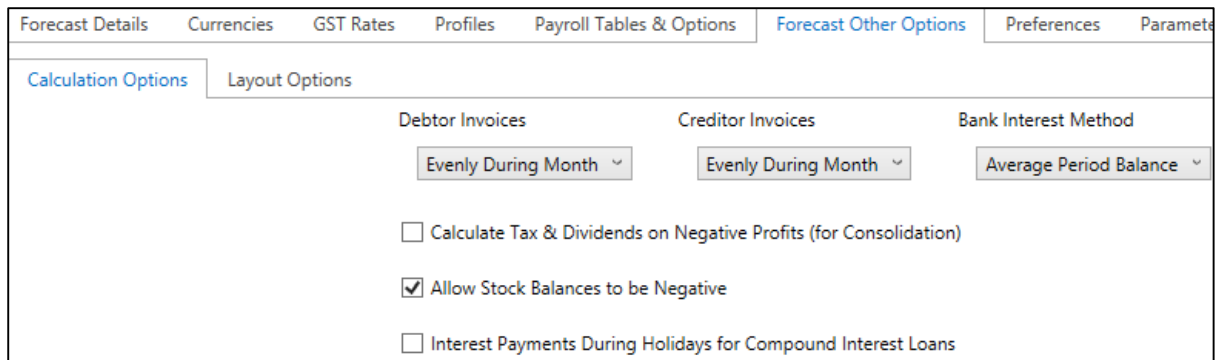
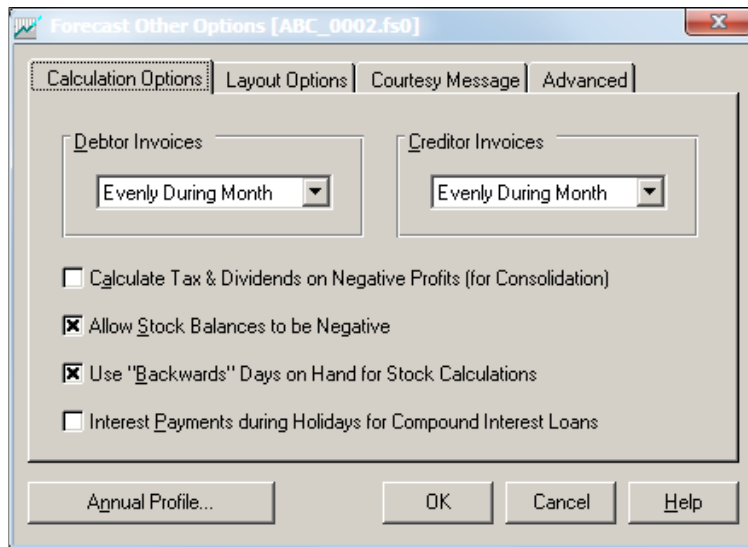
Payroll Tables and Other Options



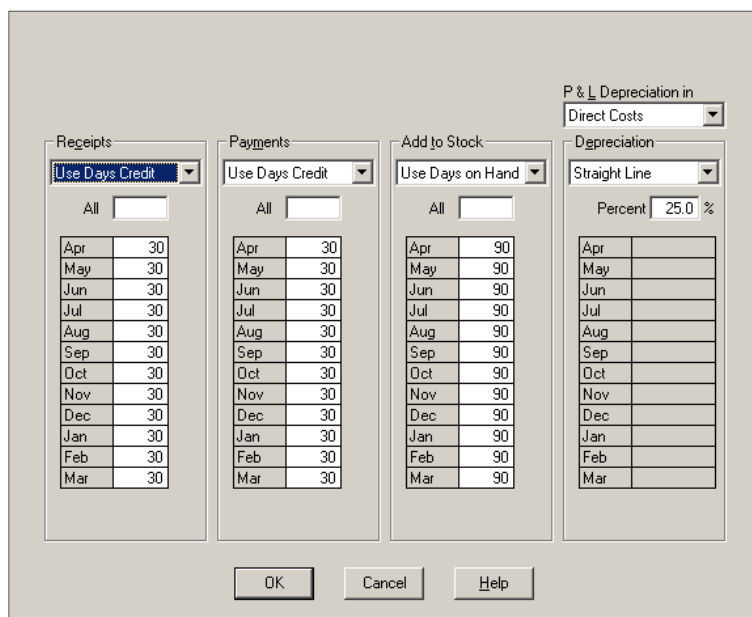
GST Rates & Details:



Other Options:



Parameter defaults:



[ancies](#) [GST Rates](#) [Profiles](#) [Payroll Tables & Options](#) [Forecast Other Options](#) [Preferences](#) [Parameter Defaults](#)

Annual 2007-08

Receipts		Payments		Add to Stock		Depreciation	
Default Input Method:		Default Input Method:		Default Input Method:		Default Input Method:	
Days Credit		Days Credit		Days On Hand		Straight Line	
Receipts Days Credit		Payments Days Credit		Days On Hand		Default %:	
Set All		Set All		Set All		25.0	
Apr 07	20	Apr 07	20	Apr 07	90	Depreciation in:	
May 07	20	May 07	20	May 07	90	Direct Costs	
Jun 07	20	Jun 07	20	Jun 07	90		
Jul 07	20	Jul 07	20	Jul 07	90		
Aug 07	20	Aug 07	20	Aug 07	90		
Sep 07	20	Sep 07	20	Sep 07	90		
Oct 07	20	Oct 07	20	Oct 07	90		
Nov 07	20	Nov 07	20	Nov 07	90		
Dec 07	20	Dec 07	20	Dec 07	90		
Jan 08	20	Jan 08	20	Jan 08	90		
Feb 08	20	Feb 08	20	Feb 08	90		
Mar 08	20	Mar 08	20	Mar 08	90		

Profiles:

Profiles

Test

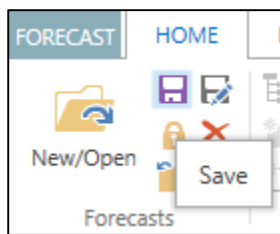
Change Name

Apr	1
May	2
Jun	1
Jul	2
Aug	1
Sep	2
Oct	1
Nov	2
Dec	1
Jan	2
Feb	1
Mar	2
TOT	18

OK Cancel Help

Profiles	Payroll Tables & Options	Forecast Other Options	Preferences	Parameter Defa					
<table border="1"> <tr><td>* Name</td></tr> <tr><td>* Even Spread</td></tr> <tr><td>Four-Four-Five</td></tr> <tr><td>Four-Five-Four</td></tr> <tr><td>Five-Four-Four</td></tr> </table>		* Name	* Even Spread	Four-Four-Five	Four-Five-Four	Five-Four-Four	Annual 2007-08 Even Spread Set All <input type="text"/> Apr 07 <input type="text"/> 1 May 07 <input type="text"/> 1 Jun 07 <input type="text"/> 1 Jul 07 <input type="text"/> 1 Aug 07 <input type="text"/> 1 Sep 07 <input type="text"/> 1 Oct 07 <input type="text"/> 1 Nov 07 <input type="text"/> 1 Dec 07 <input type="text"/> 1 Jan 08 <input type="text"/> 1 Feb 08 <input type="text"/> 1 Mar 08 <input type="text"/> 1 Total <input type="text"/> 12	New Delete Default	
* Name									
* Even Spread									
Four-Four-Five									
Four-Five-Four									
Five-Four-Four									

Save Forecast – enter Forecast name.

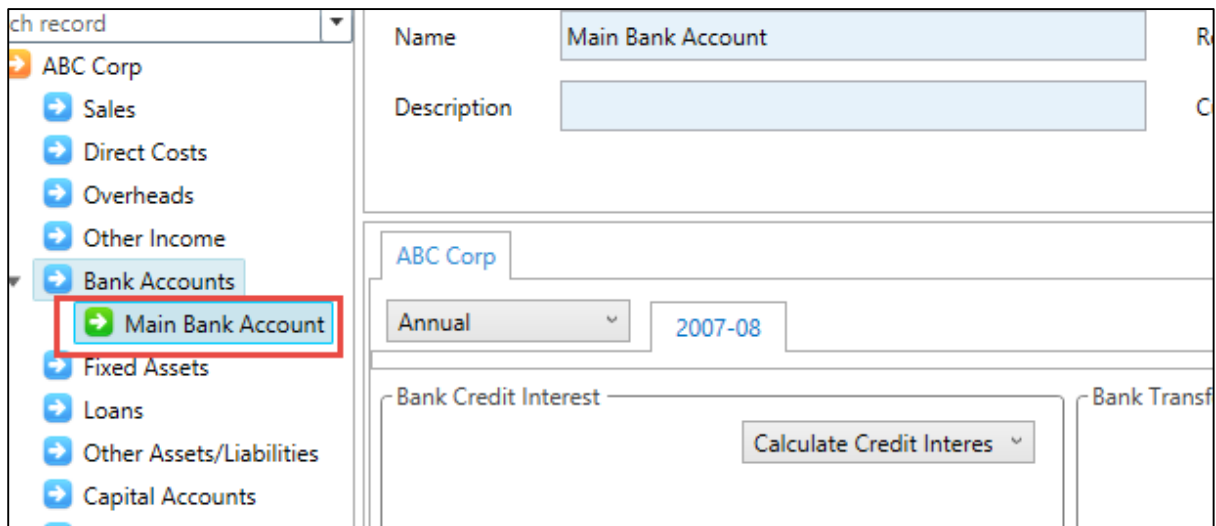
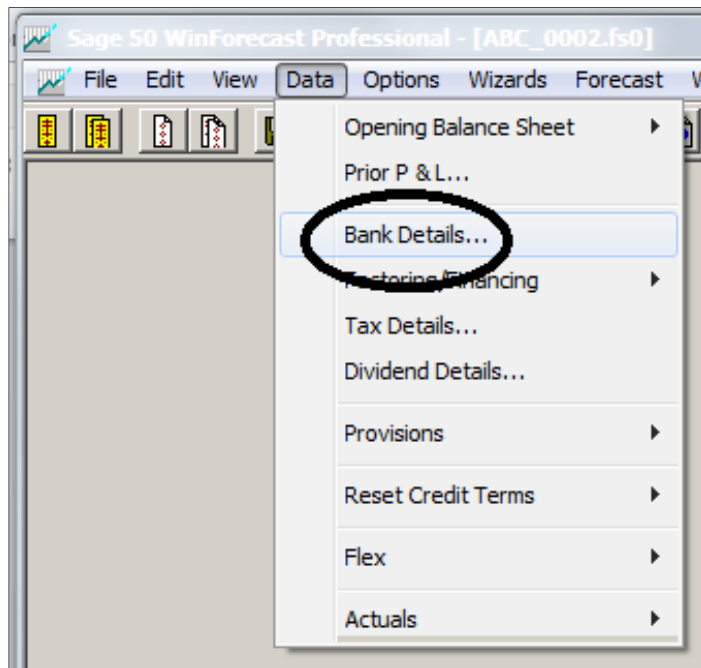


Save As Forecast

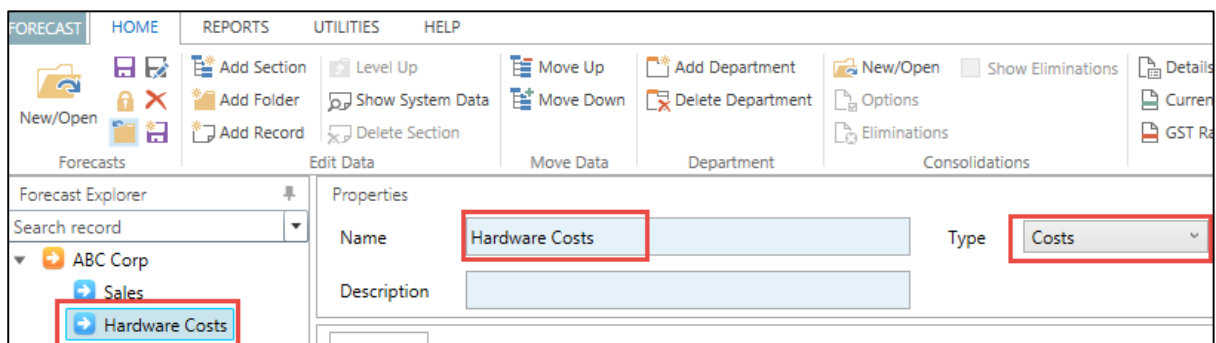
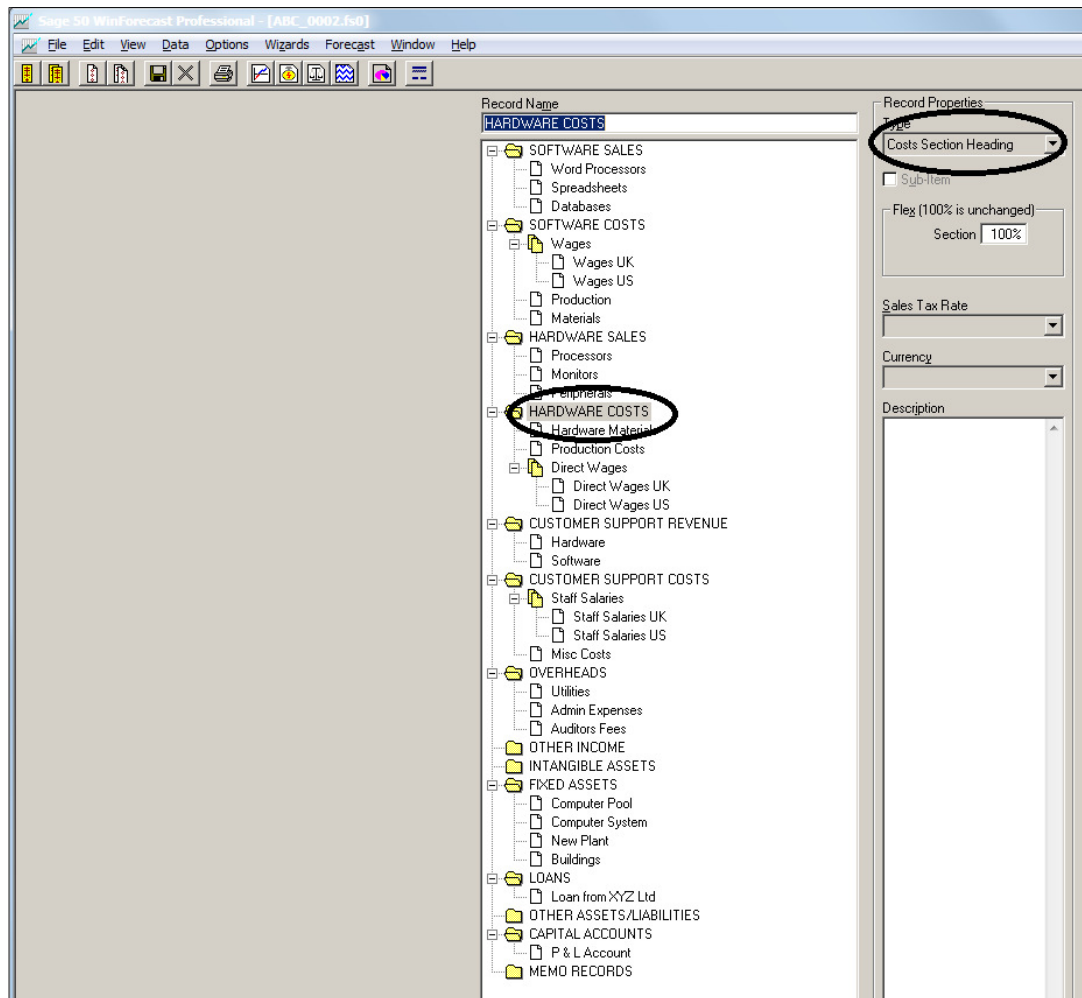
Forecast Name

Copy no value

Copy Bank details from Winforecast to Forecast 5.

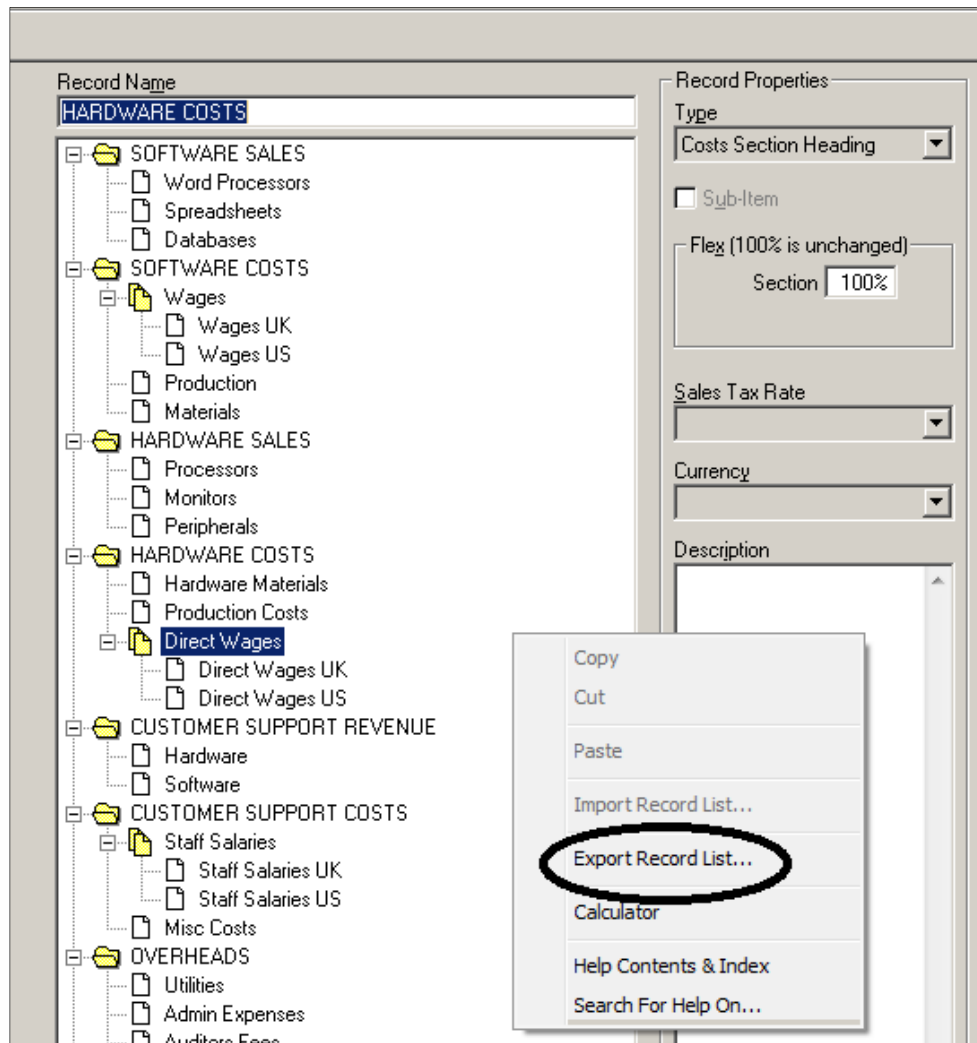


Copy sections headings from Winforecast to Forecast 5.

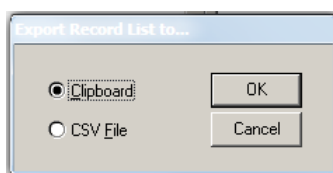


Copy records from Winforecast to Forecast 5.

In Winforecast, right click on the record list and select “Export Record List”.

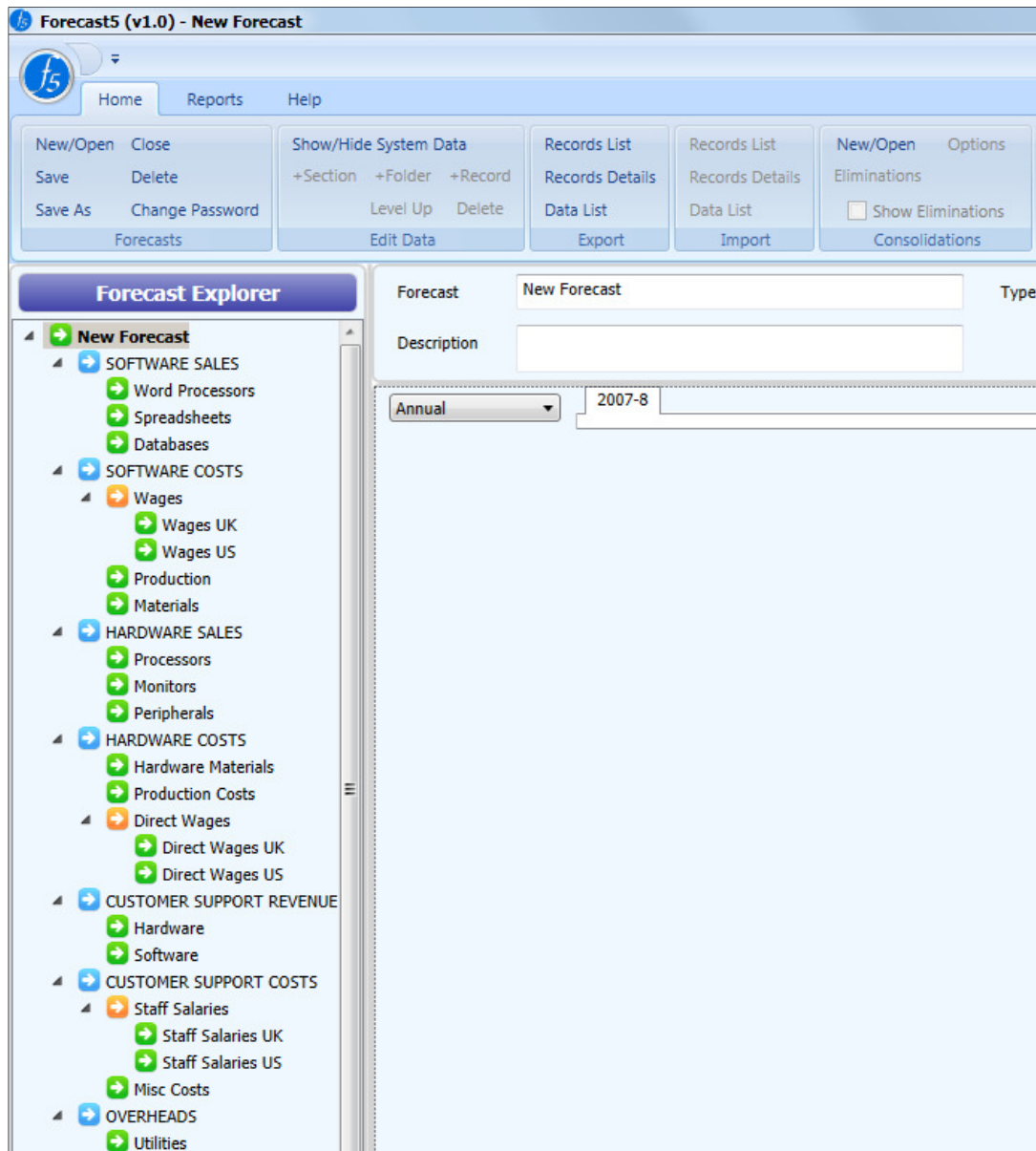
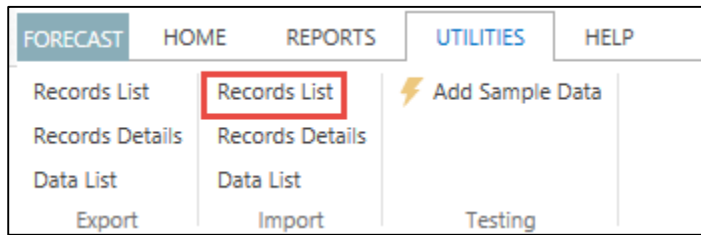


Then select *Clipboard*.

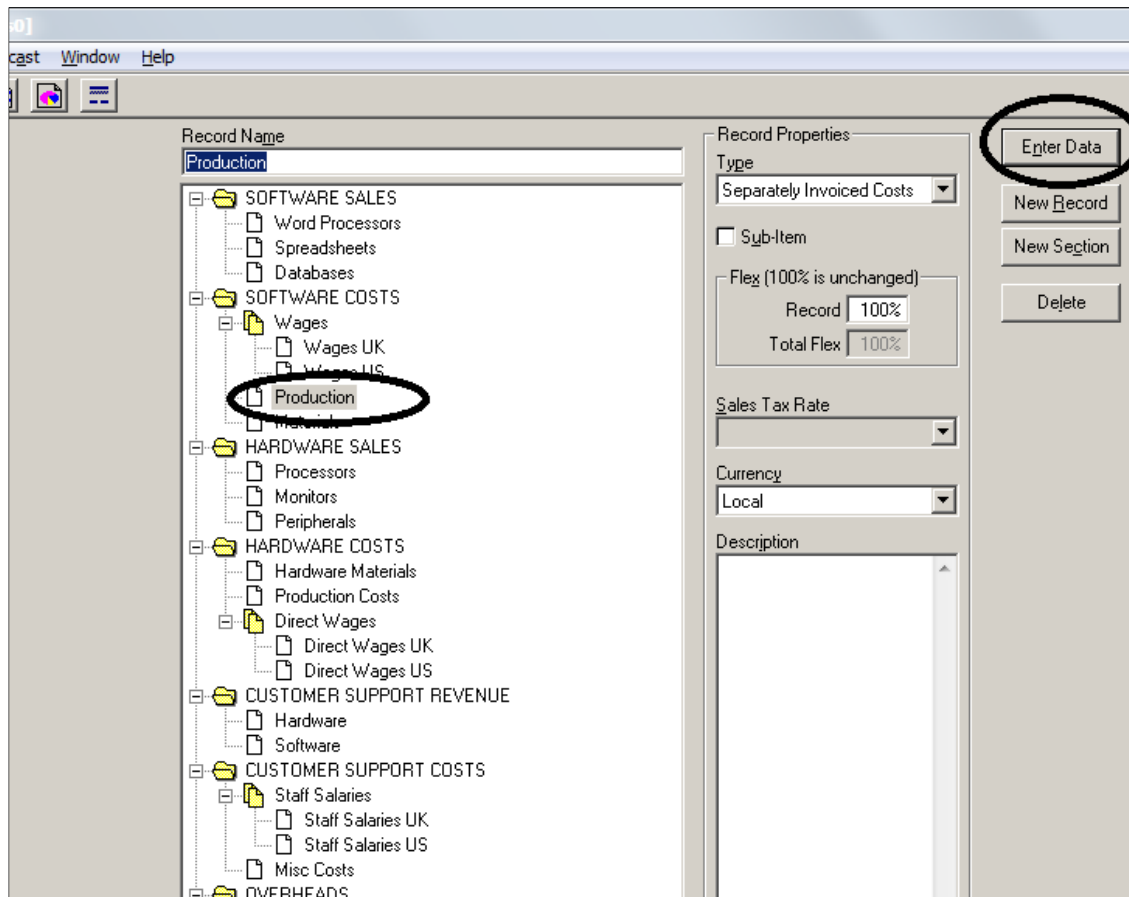


Click *OK*.

In Forecast 5, move to the *Utilities* tab, under the *Import* section, click *Record List*.



Open record in Winforecast and copy the record type and values to Forecast 5.



Sales Lines

- Word Processors
- Spreadsheets
- Databases
- Processors
- Monitors
- Peripherals
- Hardware

Separately Invoiced Costs Record: **Production**

Show From: **Apr 07**

Opening Trade Creditors:

Use Percentage

All %

Apr 07	10.0	%
May 07	10.0	%
Jun 07	10.0	%
Jul 07	10.0	%
Aug 07	10.0	%
Sep 07	10.0	%
Oct 07	10.0	%
Nov 07	10.0	%
Dec 07	10.0	%
Jan 08	10.0	%
Feb 08	10.0	%
Mar 08	10.0	%

Costs (\$)

As % of Sales

Apr 07	36000
May 07	30000
Jun 07	34000
Jul 07	33500
Aug 07	37500
Sep 07	36000
Oct 07	28000
Nov 07	29000
Dec 07	30000
Jan 08	26500
Feb 08	36000
Mar 08	36000
TOT	392500

Days Credit

All %

Apr 07	30
May 07	30
Jun 07	30
Jul 07	30
Aug 07	30
Sep 07	30
Oct 07	30
Nov 07	30
Dec 07	30
Jan 08	30
Feb 08	30
Mar 08	30

Payments

Use Days Credit

Apr 07	0
May 07	36000
Jun 07	30000
Jul 07	34000
Aug 07	33500
Sep 07	37500
Oct 07	36000
Nov 07	28000
Dec 07	29000
Jan 08	30000
Feb 08	26500
Mar 08	36000
TOT	356500

OK Cancel Help

Forecast5 (v1.0) - New Forecast

Home Reports Help

New/Open Close Save Delete Save As Change Password Forecasts

Show/Hide System Data +Section +Folder +Record Level Up Delete Edit Data

Records List Records Details Data List Export

Records List Records Details Data List Import

New/Open Options Eliminations Show Eliminations Consolidations

Details Prof Currency Pay GST Rates Oth Set

Forecast Explorer

- New Forecast
 - SOFTWARE SALES
 - Word Processors
 - Spreadsheets
 - Databases
 - SOFTWARE COSTS
 - Wages
 - Wages UK
 - Wages US
 - Production**
 - Materials
 - HARDWARE SALES
 - Processors
 - Monitors
 - Peripherals
 - HARDWARE COSTS
 - Hardware Materials
 - Production Costs
 - Direct Wages
 - Direct Wages UK
 - Direct Wages US
 - CUSTOMER SUPPORT REVENUE
 - Hardware
 - Software
 - CUSTOMER SUPPORT COSTS
 - Staff Salaries
 - Staff Salaries UK
 - Staff Salaries US
 - Misc Costs
 - OVERHEADS
 - Utilities
 - Admin Expenses
 - Auditors Fees

Record: Production Record Type: Sep

Description: Bank: Mail

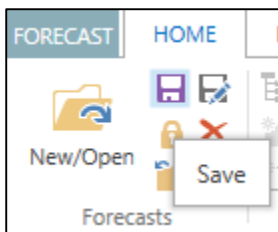
Currency/GST: NZD

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Sales Records As % of Sales

Month	Percentage	Sales
Apr 07	10.00	36000
May 07	10.00	30000
Jun 07	10.00	34000
Jul 07	10.00	33500
Aug 07	10.00	37500
Sep 07	10.00	36000
Oct 07	10.00	28000
Nov 07	10.00	29000
Dec 07	10.00	30000
Jan 08	10.00	26500
Feb 08	10.00	36000
Mar 08	10.00	36000
Total		392500

Click **Save** to save the Forecast.

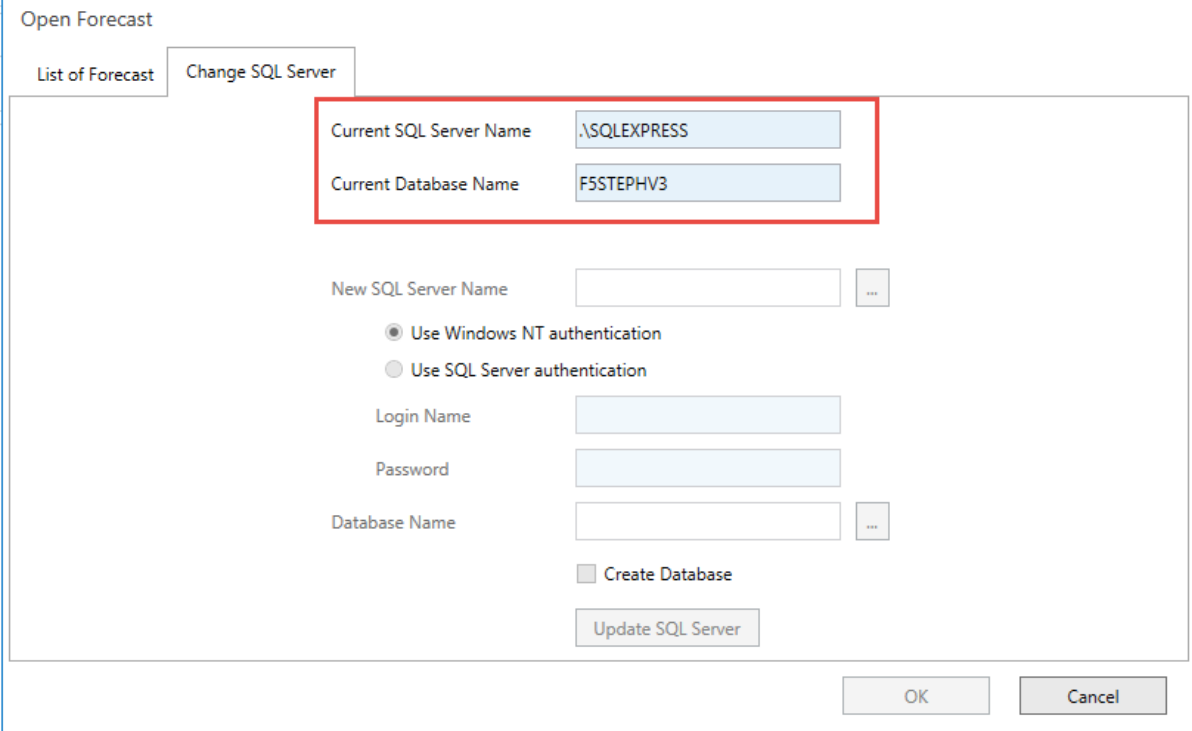


Upgrading Forecast 5, if SQL was not installed with the default path (e.g. Terminal Server)

*Applicable from Version 1 to Version 2

Before running the installer, run the existing version of Forecast 5, log in and go to *Change SQL Server* tab.

Note down the fields *Current SQL Server Name* and *Current Database* as below:



Open Forecast

List of Forecast | Change SQL Server

Current SQL Server Name: .SQLEXPRESS

Current Database Name: F5STEPV3

New SQL Server Name: [] ...

Use Windows NT authentication
 Use SQL Server authentication

Login Name: []

Password: []

Database Name: [] ...

Create Database

Update SQL Server

OK Cancel

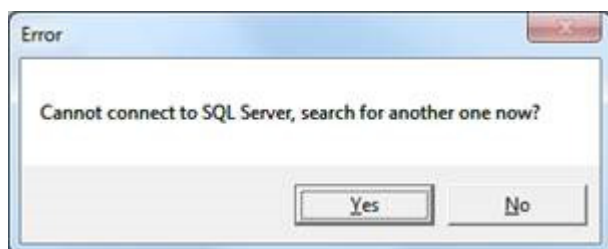
Exit Forecast 5.

Extract and run the installer, follow the instructions through the setup process.

Start Forecast 5.

If you do not see any error message, Forecast 5 is ready to use. No further steps are required.

Click *No* if you see this error message



In the fields *New SQL Server Name* and *Database Name*, enter the values noted in earlier.

Open Forecast

List of Forecast | Change SQL Server

Current SQL Server Name

Current Database Name

New SQL Server Name ...

Use Windows NT authentication
 Use SQL Server authentication

Login Name

Password

Database Name ...

Create Database

Click *Update SQL Server* and login when prompted.

Forecast 5 is ready to use.