

Installation Guide

This document applies to the following ERP system(s):

SunGard EAS

Installation Overview

Creating and installing a new BizInsight environment requires the following steps. If you are upgrading your BizInsight installation to a new version, please refer to the document titled "Applying Updates".

If you are installing on a Terminal Services or Citrix server, please also refer to the document titled "Citrix Terminal Services Deployment Guide" for steps specific to that environment.

Notice Screenshots in this document are provided as examples and may not exactly match what you see in your environment or the values displayed in the screenshots may not be appropriate for your implementation. Be sure to read all instructions completely for guidance on what values you may need to enter.

System Requirements

Prior to running the content installer, confirm that the following system requirements are satisfied. If any of the following are not satisfied, this installer tool cannot be used.

- **IMPORTANT**
- **The server operating system is one of the following:**
 - Windows Server 2003 R2 (SP2 or later)
 - Windows Server 2008 (SP2 or later)
 - Windows Server 2008 R2
 - Windows Server 2012
- **The user performing the installation has Administrator privileges**

- **Existing SQL Server installations that can be used are SQL Server 2008, SQL Server 2008 R2, SQL Server 2012 and SQL Server 2014.** If the existing SQL Server installation is not one of the supported versions, use the Content Installer to install a side-by-side SQL Server 2008 R2 Express instance.
- **The C:\ drive must have at least 5 GB of available space for the SQL Server installation (if an existing SQL installation cannot be used)**
- **The server is NOT a domain controller.**
In the event the server is a domain controller, a supported version of SQL Server and Reporting Services must be installed manually before running the Content Installer. Example installation steps can be found in the document titled "Installing SQL Server and Reporting Services".
- **If the Content Installer will not be used to install an Express edition of SQL Server and Reporting Service, the server *must* have a SQL database engine installed.**
- **If using an existing SQL Server installation, the Windows log in of the user performing the installation must have sysadmin rights to the SQL server installation.**

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Locate Installation Files

In preparation for installation, download the files that will be required for installation from the BizNet Software portal, (<http://biznet.flexnetoperations.com>). All files can be found under "Browse My Software and Documentation".

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Mar 17, 2014	BizInsight 5.0.34.4 Release Notes
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Following are the files you will need to download:

- BizInsight 5.0.35.1
- BizInsight Tools.zip - this download file contains several tools that you might need to use during implementation. It can be found with the BizInsight product download file.
- BizContent - download all BizContent files to which you are entitled (required)

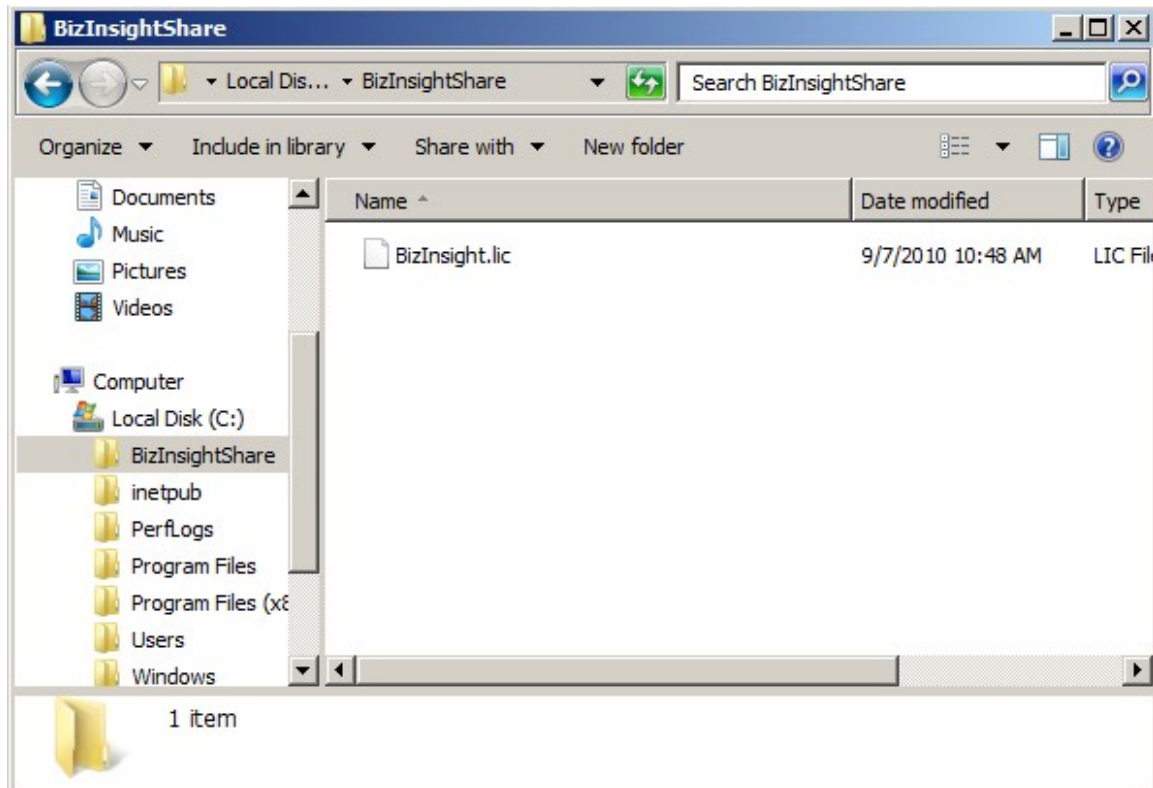
Save these files to any network location that is accessible from both the server and the client workstations. Throughout the documentation you will be instructed to access the contents of these different zip files.

Installation Activities for the Server

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Step 1: Create Shared Directory

Create a folder on your server or any network location that will be accessible by the BizInsight users. Copy the BizInsight license to this folder.



You may want to create two subdirectories, one for Admin files and the second for Configuration files for more granular security control. BizInsight users must have modify rights to the config files but will only need read rights to the admin files. Copy the BizInsight license to the Admin folder if you choose to use this folder structure.

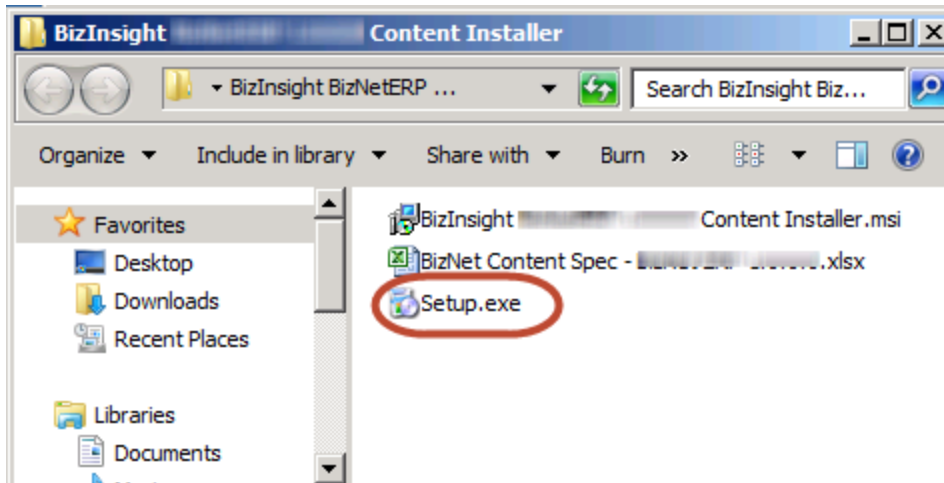
The Admin Tool, which will be used later, will configure sharing and security permissions of this directory for the BizInsight end users.

Step 2: Run Content Pack Installer

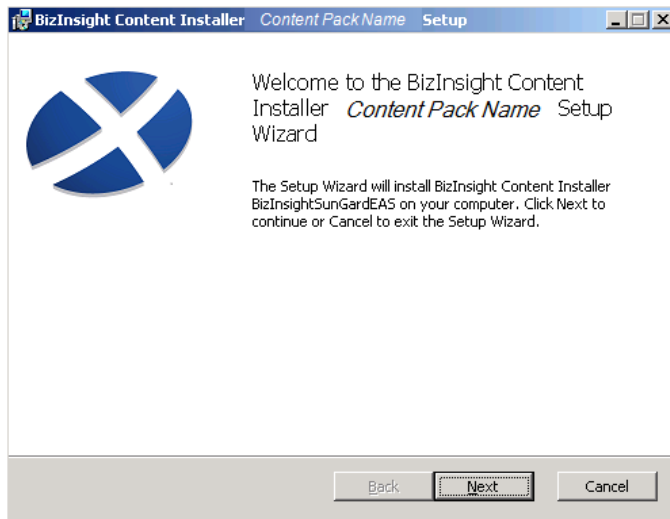
Each content pack comes with an installer package that needs to be run on the server that will be used to host Microsoft SQL Server Reporting Services, a required element of a BizContent installation.

IMPORTANT If you intend to use an existing SQL Server installation and Reporting Services instance, the content installer **must** be run on the database server or a server where a SQL database engine has been installed. It is not designed to be run from a client workstation.

1. Extract the contents of the content pack download file that was downloaded from the portal site into a directory on the server.
2. Browse to the extract directory and double-click on the file named setup.exe.



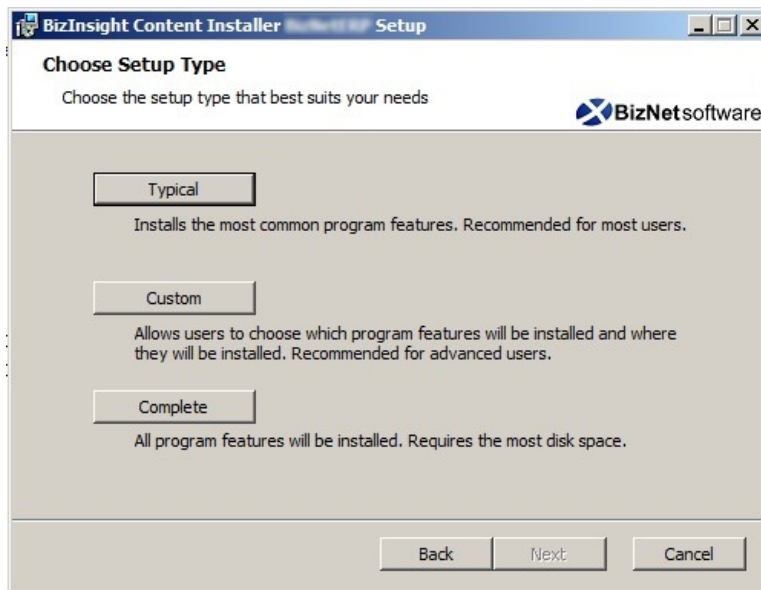
3. The **Welcome** dialog will open. Click **Next**.



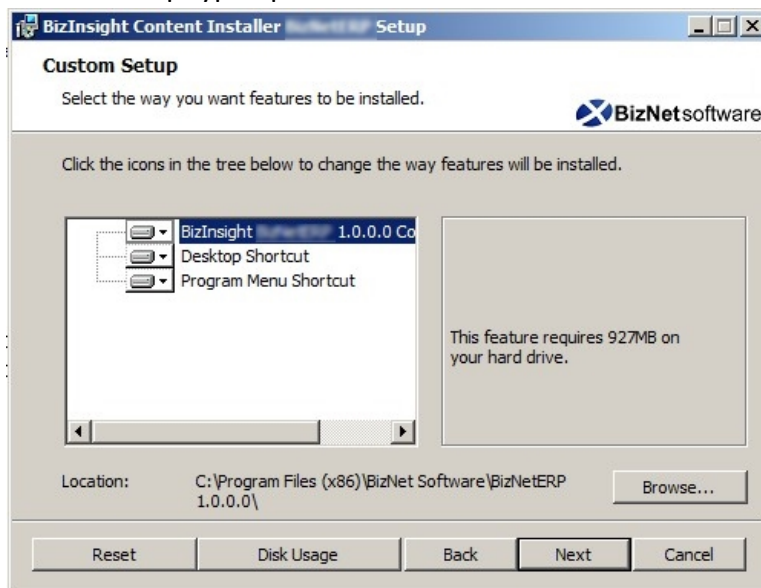
4. Review the End User License Agreement and if you agree to the terms, check the **I accept the terms in the License Agreement** checkbox and click **Next**.



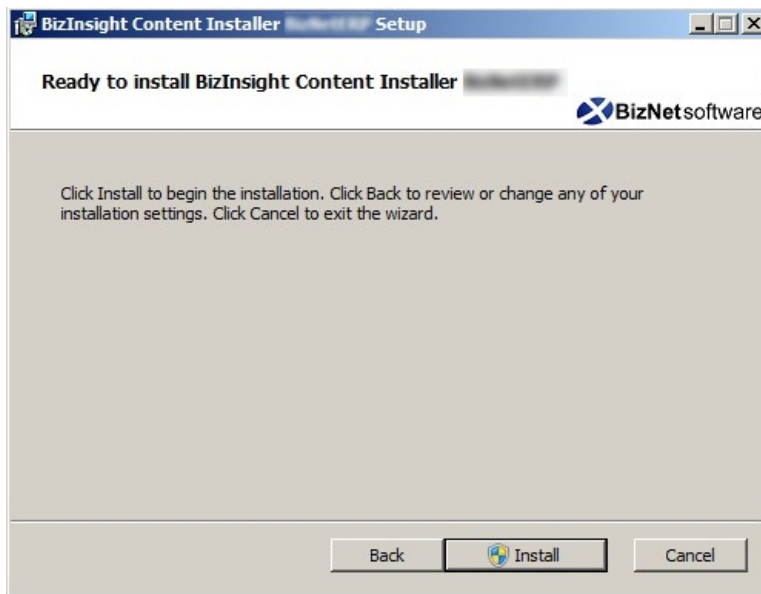
5. Click on the desired **Setup Type** button.



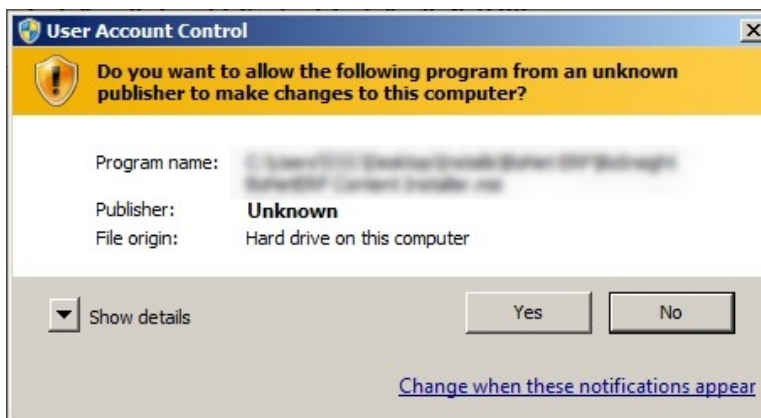
Custom setup type options that are available:



6. Click **Install**.



7. Click **Yes** to any User Account Control messages.



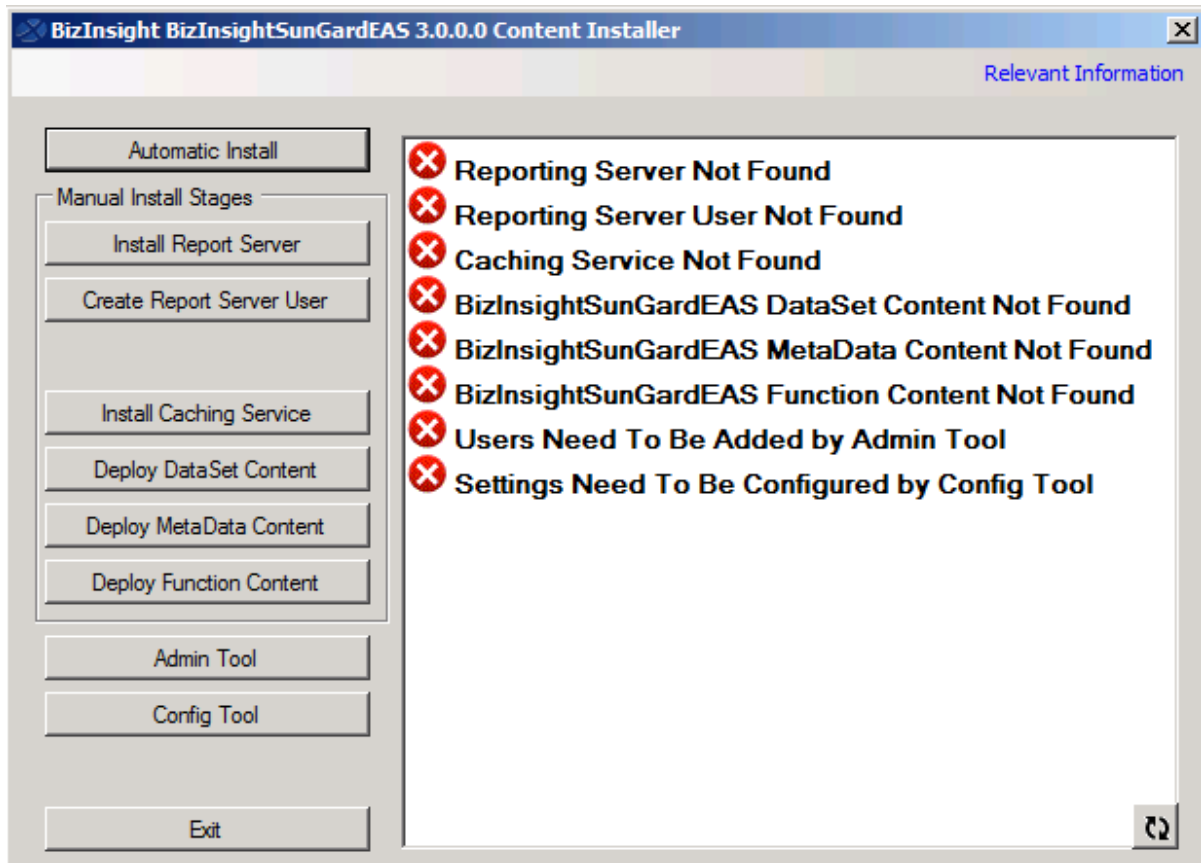
8. When the installer completes, an icon will exist on the desktop if you did not disable the creation of shortcuts.



9. Double-click the shortcut on the desktop to launch the content installer. If you chose a Custom installation and disabled the creation of shortcuts, you must browse to the

directory to which the content installer files were extracted and double-click the **BizNet Content Installer.exe**.

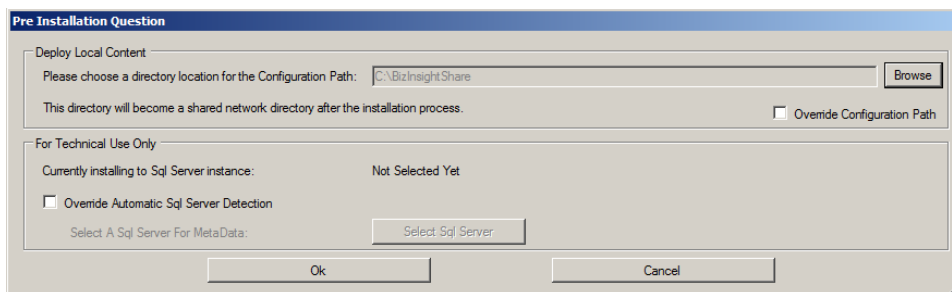
10. The content installer will inspect the server and determine what elements might already exist and indicate their presence. The following screenshot illustrates a system that has not had any content previously installed by a content installer.



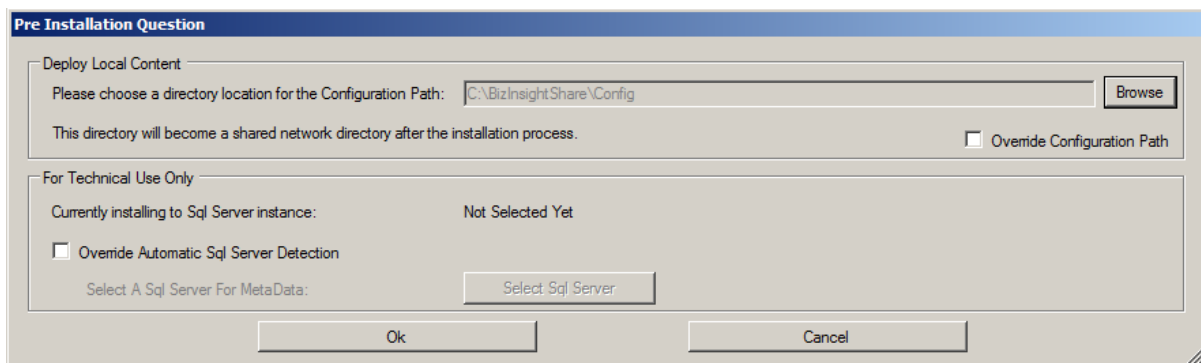
Step 3: Automatic Install

This section describes installing using the Automatic Install button. For more details or to install manually, see "Content Installer Manual Install Steps" on page 124 in the Appendices section.

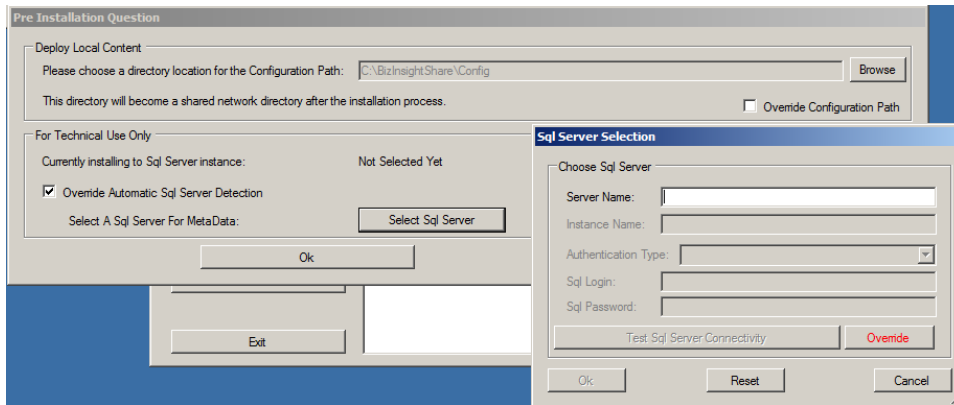
1. Clicking on **Automatic Install** will open a prompt to designate a folder location. Click on the **Browse** button and browse to the folder that will be used as the shared directory for BizInsight.



If you chose to create separate folders for the admin files and config files, choose the config folder for the path.

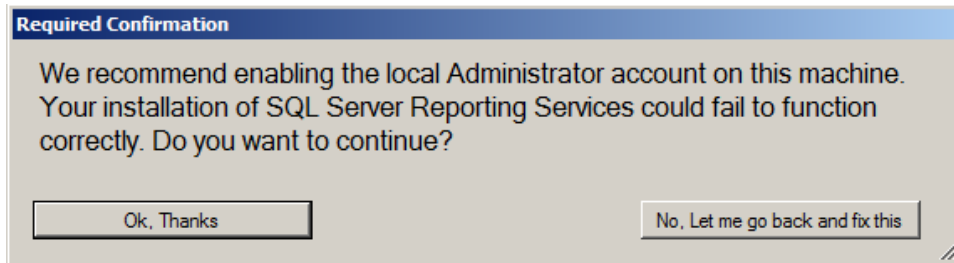


Check the **Override Automatic SQL Server Detection** checkbox to specify a SQL Server instance for the SQL MetaData databases. If not specified, the installer will use the SQL Server database engine installed by the installer or the detected SQL Server installation if one exists.

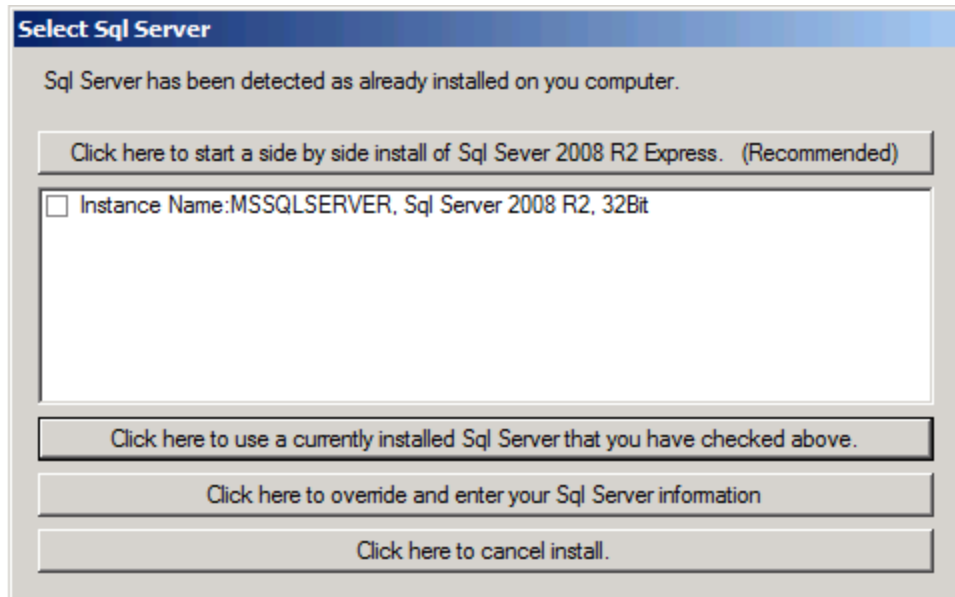


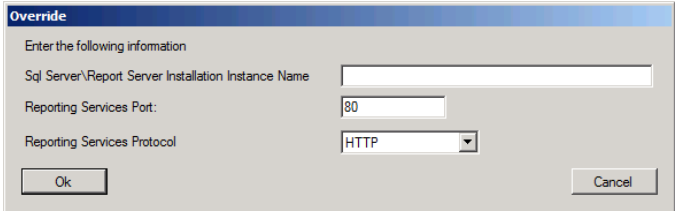
Click **OK**.

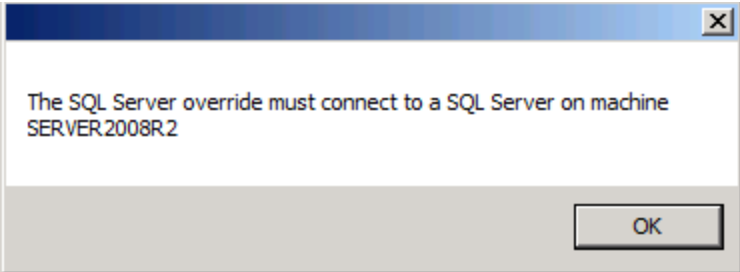
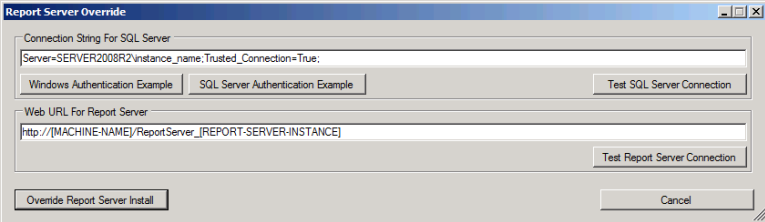
2. You may be asked to enable the local Administrator account. Click **OK, Thanks**, even if you know that the Administrator account is enabled.



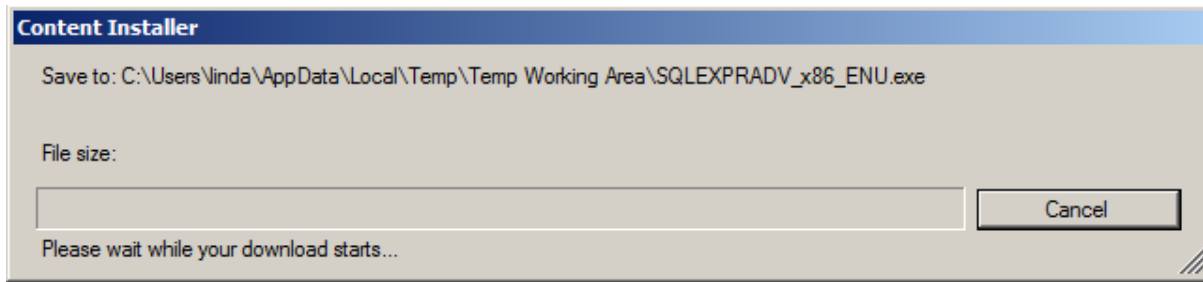
3. If the Content Installer detects existing instances of SQL Server Reporting Services installed on the local server machine, the following dialog will display giving you the option to use the existing installation or to install a side by side installation.



Option	Description
Click here to start a side by side installation of SQL Server 2008 R2 Express	The side-by-side option is the recommended option to ensure that all configuration changes needed for BizInsight purposes do not interfere with other applications that may be using SQL or Reporting Services. It is especially recommended when your existing SQL Server is version 2005. BizNet Software Support will not assist with implementing Reporting Services 2005.
Click here to use a currently installed SQL Server that you have checked above	Use this button to specify that the installer use a detected existing instance. Be sure to check the checkbox next to any detected instance before using this button.
Click here to override and enter your Sql Server information	Use this button If you need to specify a different port or want to use HTTPS for secure communications or your existing installation is not detected. 

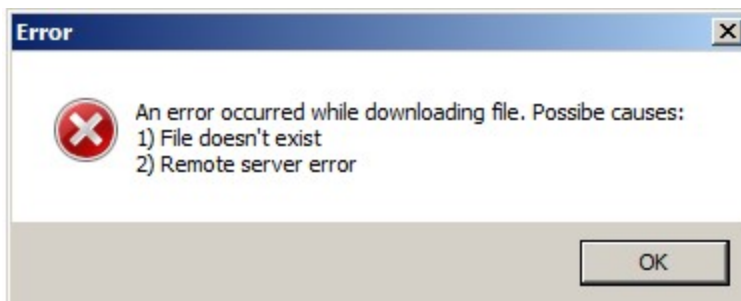
Option	Description
<p>Click here to override and enter your Sql Server information</p>	<p>Use this button If you need to specify a different port or want to use HTTPS for secure communications or your existing installation is not detected.</p> <p>When this button is clicked, a warning will display to emphasize the requirement that the content installer must be run on a server with a SQL database engine installed. Click OK to clear the message.</p>   <p>In the Connection String for SQL Server field, enter a valid connection string for the SQL Server instance to which the Content Installer should install the SQL MetaData databases. Use the Windows Authentication Example or the SQL Server Authentication Example buttons to populate the connection string with sample syntax. Be sure to change the values to values valid for your environment.</p> <p>In the Web URL for Report Server field, enter the web service URL for the Reporting Services site to which Content Installer should deploy the content RDLs.</p>

If no Reporting Services Server is detected, the process automatically installs SQL Server 2008 R2 Express with Advanced Services and uses “BIZNET” as the default Report Server instance name.



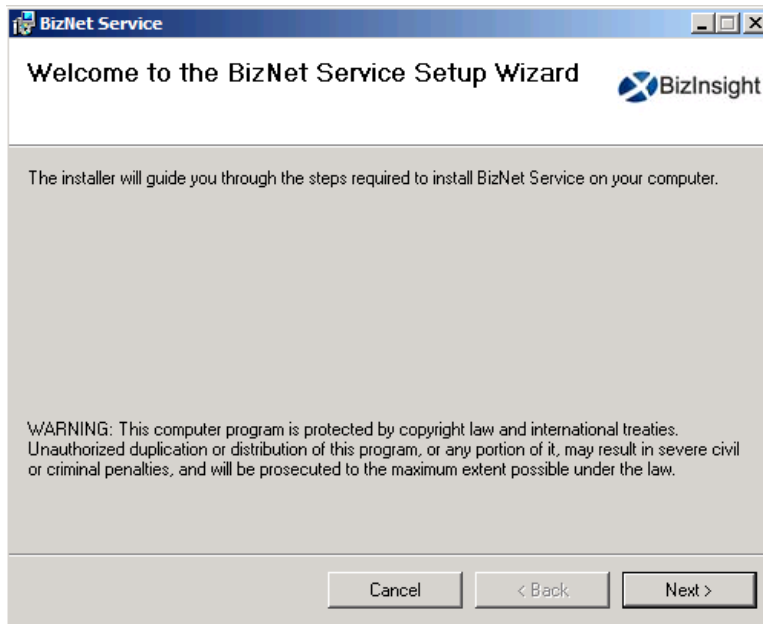
IMPORTANT If an existing reporting services installation that you want to use is not detected by the installer or you are not able to use the Override option, contact BizNet Software Support for assistance.

If you get the following error after selecting the side by side installation, verify that you have internet access.

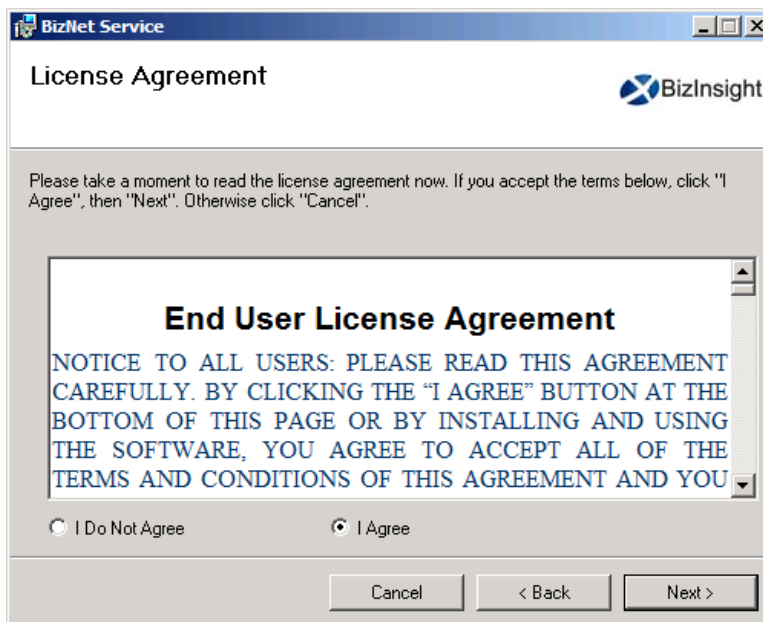


If the side-by-side installation fails, contact BizNet Software Support for assistance.

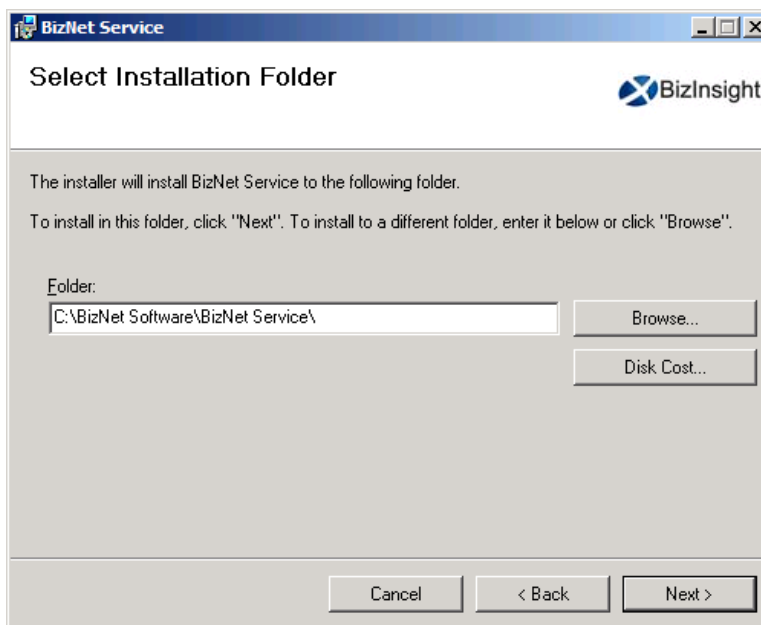
4. A Welcome dialog will display at the start of the caching service installation. Click **Next**.



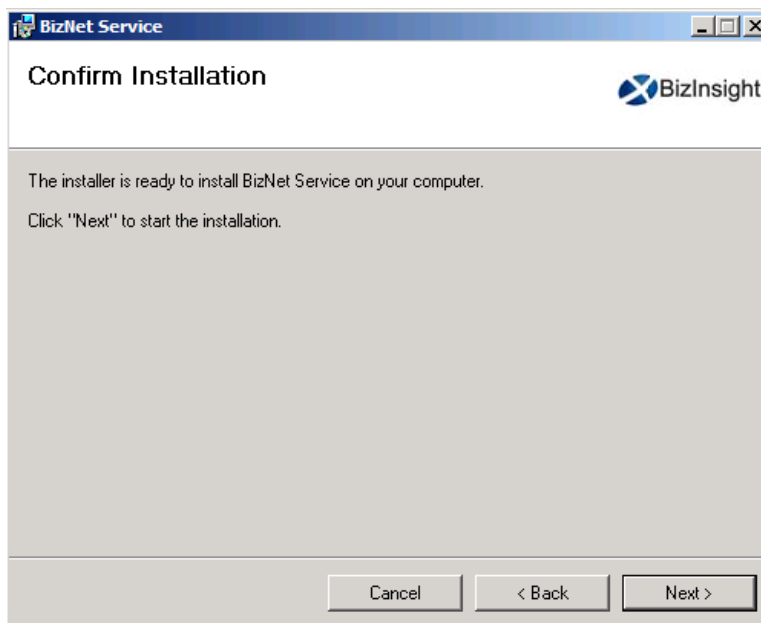
5. The **License Agreement** dialog will open. Read through the agreement and if you agree with the terms, click the **I agree** radio button and then click **Next**.



6. Accept the default installation directory or browse to a location of your choice. Click **Next**.

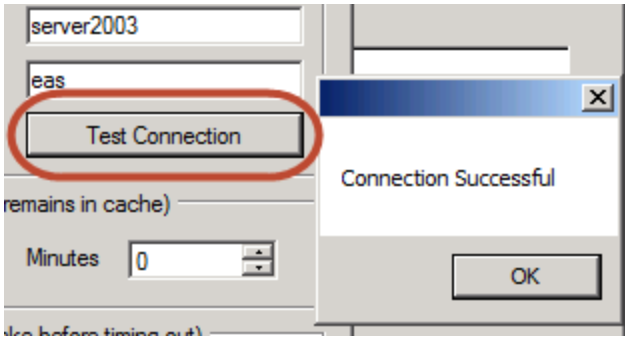


7. Click **Next** at the **Confirm Installation** dialog.

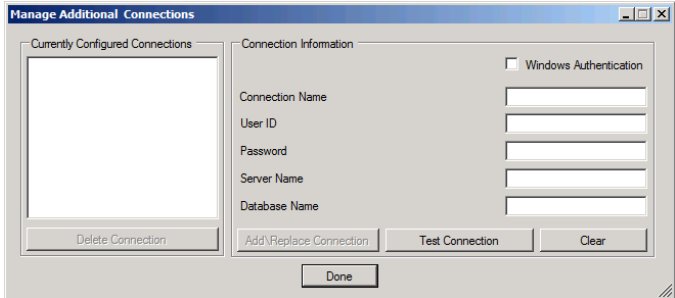


8. The **Configure BizNet Caching Service** dialog will open. Use this dialog to specify the database from which the caching service will retrieve data, the authentication method to use for data retrieval, and default cache duration and timeout settings.

Option	Description
Caching Service Server Type	Choose the database platform of the accounting system database, either Oracle or SQL Server.

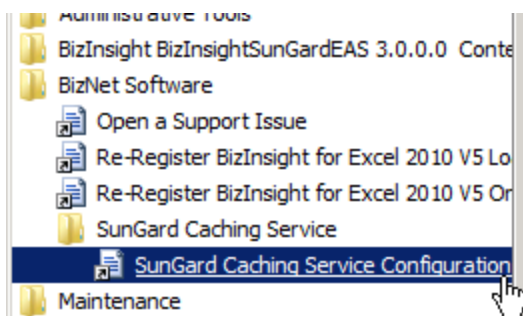
Option	Description
Default Connection to EAS Database	<p>Use this section to configure the default database from which data will be retrieved. This will be the default connection string used by BizInsight to retrieve data.</p> <p>NOTE The Windows Authentication option will use the caching service's service account credentials to connect to the EAS database (not the BizInsight user's credentials). Make sure the service account has db_datareader permissions to the EAS database.</p> <p>Use the Test Connection button to confirm that the connection configuration is correct.</p> 
Default Cache Duration	<p>As data is retrieved from EAS, it is cached by the caching service and assigned a cache expiration date/time based on the default cache duration specified here. The cached data will be provided on subsequent requests until the cache has expired. Once a data cache has expired, the caching service will retrieve the current data from the EAS database.</p> <p>The default setting is 12 hours. The longer the cache duration is set, the better the BizInsight report performance will be. Customers who use a long cache duration in combination with thoughtful use of the ByPassCache function parameter will achieve the best possible report performance.</p> <p>IMPORTANT The cache duration should never be set below 5 minutes. Doing so will result in product instability.</p>

Option	Description
Query Time Out	This option allows customers to adjust how long the caching service will wait before timing out and failing the current data request. Customers with significant amounts of data may need to increase the caching service query timeout to allow queries sufficient time to complete and return data to the caching service.
<p>Optimization Settings</p> <p>Each customer's environment is unique. The default settings provided in this section should be appropriate for the majority of customers and should be left unchanged unless performance is an issue, particularly with Business Unit ("BU") and Cost Allocation ("CA") functions. In general, databases that have their tables properly indexed and optimized for JOIN statements should see better performance with the CA calendar option and BU Joins enabled.</p> <p>It is recommended that any changes made to the optimization settings be tested with a series of workbooks with different types of functions to fully assess the impact a change has across the different reports being run within the organization. Certain functions may perform better with different combinations of these settings. For example:</p> <p>YTDNETCA functions - Try BU Join enabled, Use Calendar Join checked YTDENDBALRCBU functions -- Try BU Case enabled , Use Calendar Join unchecked YTDNETRCCA - Try BU Case enabled, Use Calendar Join unchecked</p> <p>IMPORTANT The above are examples only. Customers may need to test different combinations to determine what works best for their EAS implementation and report designs. The caching service must be stopped and restarted for any setting changes to take effect.</p>	

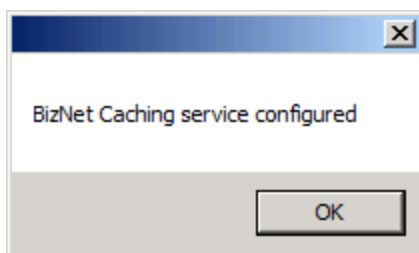
Option	Description
<p>Use Company Calendar for CA Functions</p>	<p>Use this option to improve performance of the Cost Allocation ("CA") functions. Checking this option instructs the caching service to use the company calendar table for period filtering. By default, the queries use a substring function on the CAL_ACCCTG_PERIOD field to extract the period and year for filtering which can be slower performing.</p> <p>Checking this option may be advisable for reports that use many BU parameters in CA functions.</p>
<p>BU Performance Selection</p>	<p>The queries used to retrieve the BU data can use either CASE statements or INNER JOIN statements. Some customers will experience better performance using CASE statements and others will see better performance with INNER JOIN statements. Which option to choose is customer environment specific. If users are reporting slow performance when refreshing reports that contain BU functions, this option can be changed to see if better performance can be achieved with the alternate query design.</p> <p>IMPORTANT When changing Optimization options, be sure to stop and restart the caching service.</p>
<p>Manage additional connections to EAS databases</p>	<p>If users will need to retrieve data from more than one EAS database, use the Manage additional connections to EAS databases button to setup aliases to the remaining EAS databases. Users can connect to other databases by supplying a connection alias name to their BizInsight function.</p> 

Note

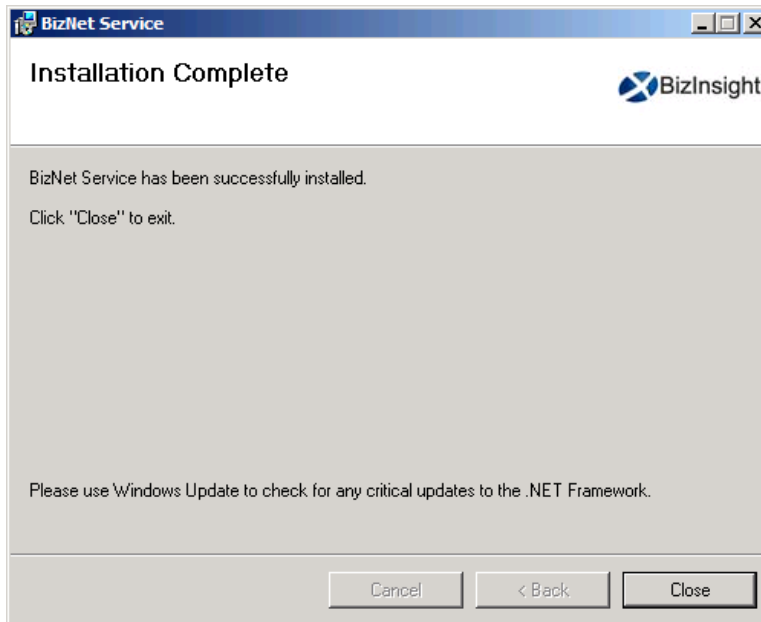
Once the caching service is installed and configured, the caching service configuration dialog can be accessed from the Start menu if changes need to be made or additional connections added:



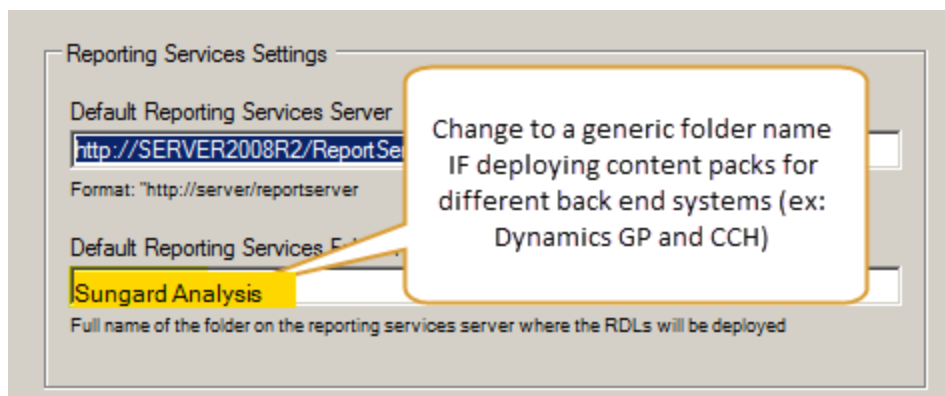
9. Click **OK** to the dialog indicating the caching service is configured.



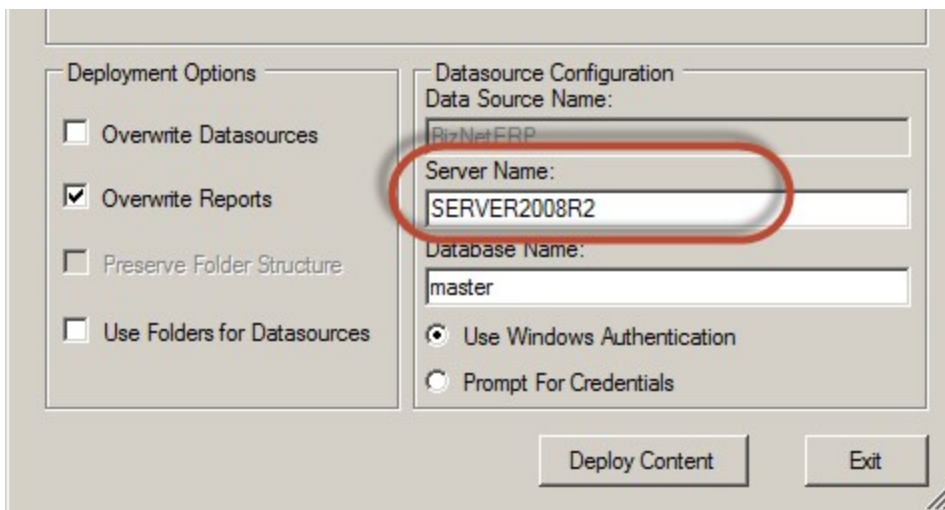
10. The **Installation Complete** dialog will open. Click **Close**.



11. The Content Deployment dialog will open next. Most values will be automatically completed for you in this dialog.
 - a. **IMPORTANT** If you will be installing content packs for multiple back end systems (example, Dynamics GP and Sage 500 or Sage 100 and CCH, change the **Default Reporting Services Folder Path** to something generic like "BizInsight " to ensure the content is deployed to the same folder. Do this for each content pack being installed. This is important because BizInsight can be pointed to only one reporting services folder so all content must be deployed to the same folder.

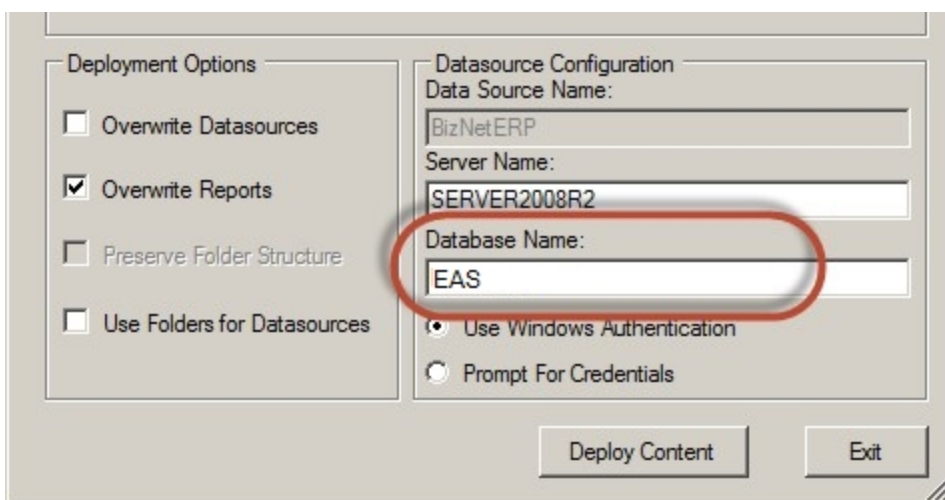


- b. Adjust the **Server Name** field if your accounting system database is on another server.



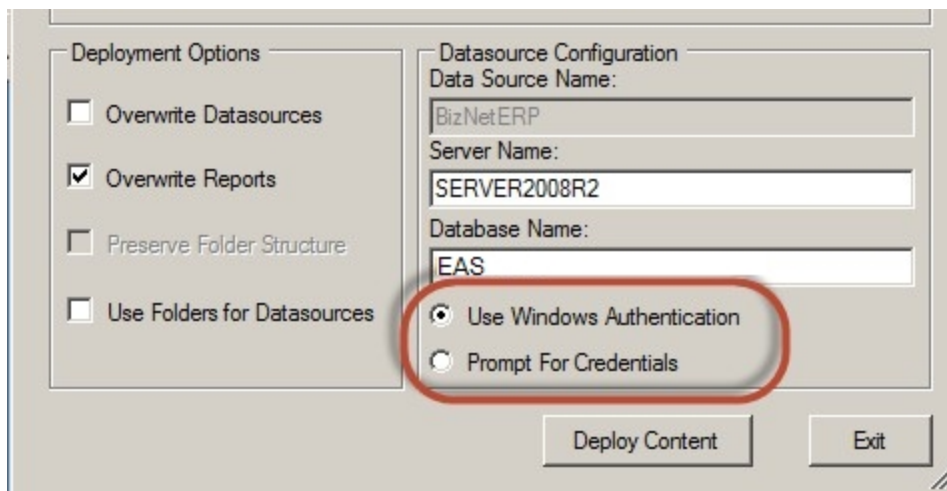
The screenshot shows the 'Datasource Configuration' dialog box. On the left, under 'Deployment Options', there are four checkboxes: 'Overwrite Datasources' (unchecked), 'Overwrite Reports' (checked), 'Preserve Folder Structure' (unchecked), and 'Use Folders for Datasources' (unchecked). On the right, under 'Datasource Configuration', there are three text fields: 'Data Source Name' (containing 'BizNetERP'), 'Server Name' (containing 'SERVER2008R2' and highlighted with a red oval), and 'Database Name' (containing 'master'). Below these fields are two radio buttons: 'Use Windows Authentication' (selected) and 'Prompt For Credentials' (unselected). At the bottom right are two buttons: 'Deploy Content' and 'Exit'.

- c. Adjust the **Database Name** field to point to your accounting system database. If your accounting software uses a system or control database, provide the name of that database rather than a company database name.

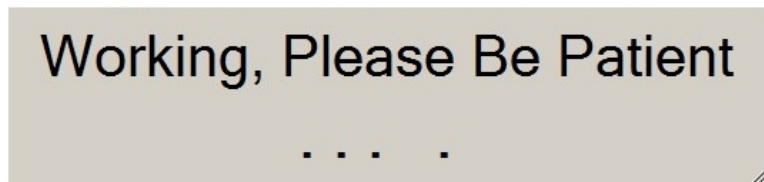


The screenshot shows the 'Datasource Configuration' dialog box. On the left, under 'Deployment Options', there are four checkboxes: 'Overwrite Datasources' (unchecked), 'Overwrite Reports' (checked), 'Preserve Folder Structure' (unchecked), and 'Use Folders for Datasources' (unchecked). On the right, under 'Datasource Configuration', there are three text fields: 'Data Source Name' (containing 'BizNetERP'), 'Server Name' (containing 'SERVER2008R2'), and 'Database Name' (containing 'EAS' and highlighted with a red oval). Below these fields are two radio buttons: 'Use Windows Authentication' (selected) and 'Prompt For Credentials' (unselected). At the bottom right are two buttons: 'Deploy Content' and 'Exit'.

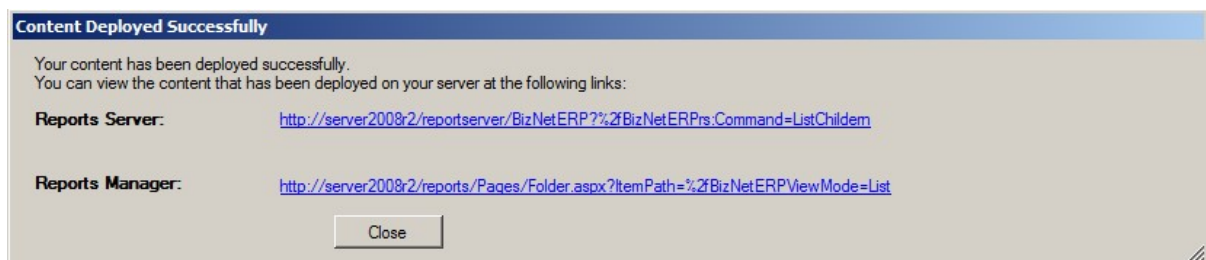
- d. Select the desired authentication method – Windows authentication or Prompt for Credentials.



- e. Click **Deploy Content** to continue.

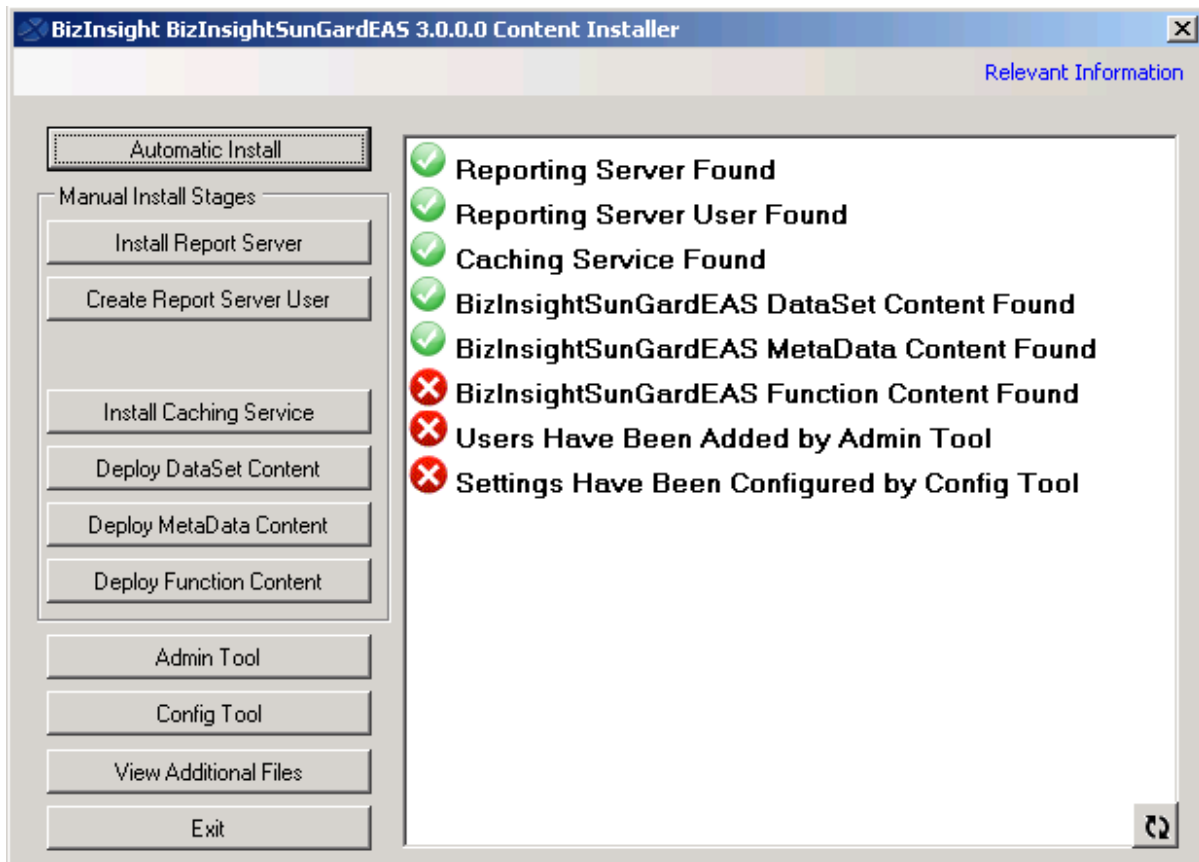


The **Content Deployed Successfully** dialog will open and display the Web Service and the Report Manager URLs. Click **Close**.



If you encounter an error deploying the DataSet Content, contact BizNet Software Support for assistance.

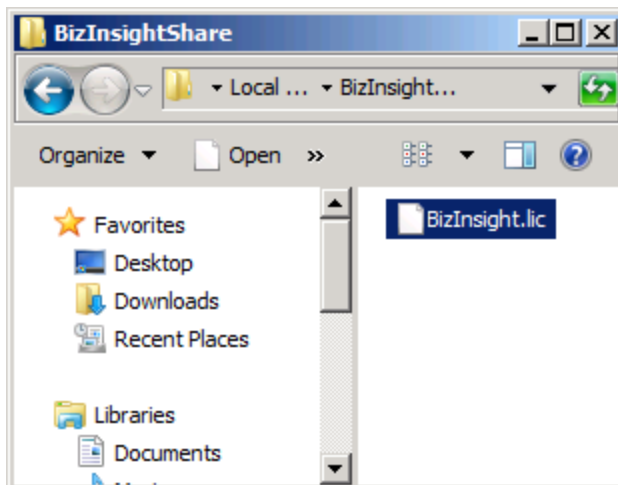
12. The content installer will continue automatically installing elements. You will see the content installer window update with green checks as the installer completes the elements.



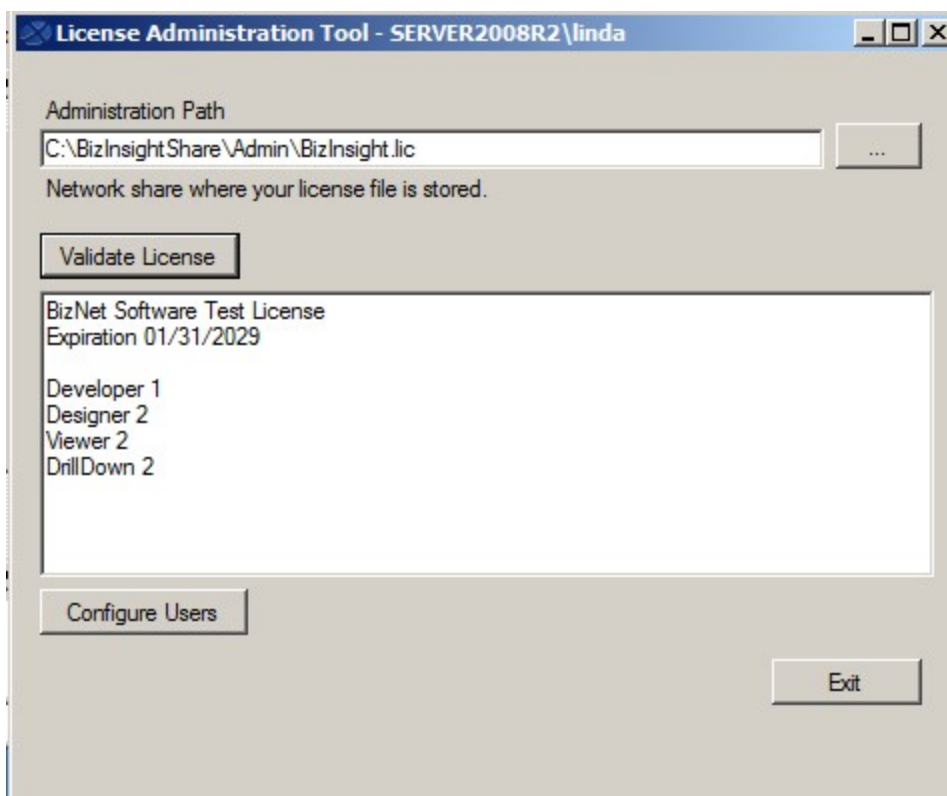
13. The **License Administration Tool** will open. Click on the browse button.



Browse to the directory that contains the BizInsight license file.

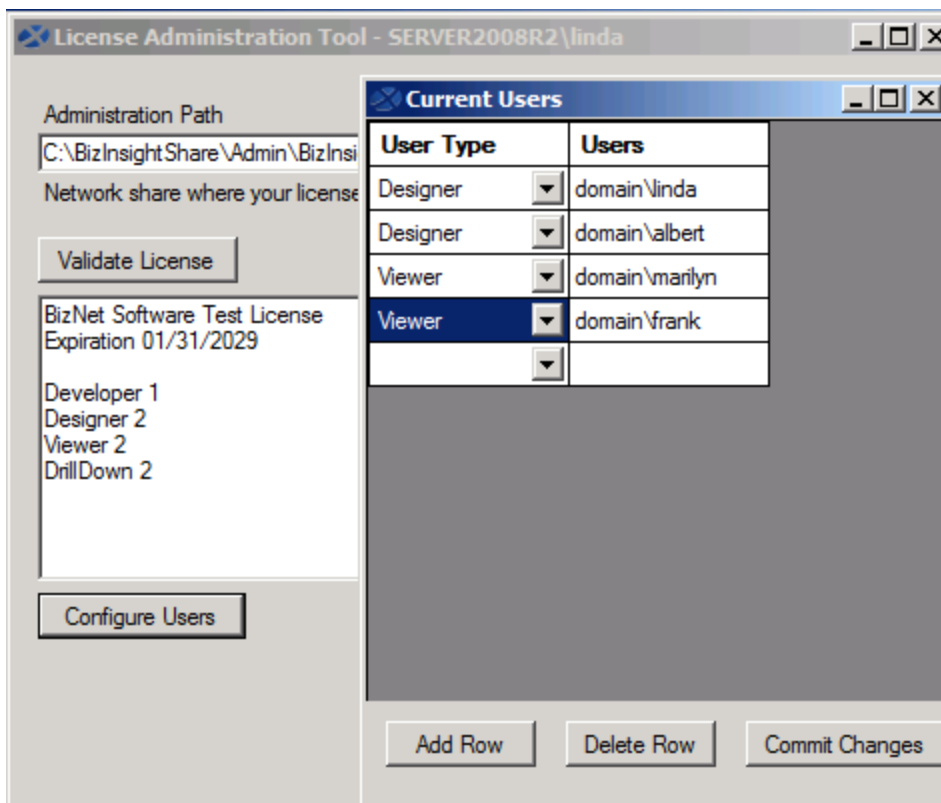


14. Click the **Validate License** button to review the license information. The number of licenses purchased will be displayed.

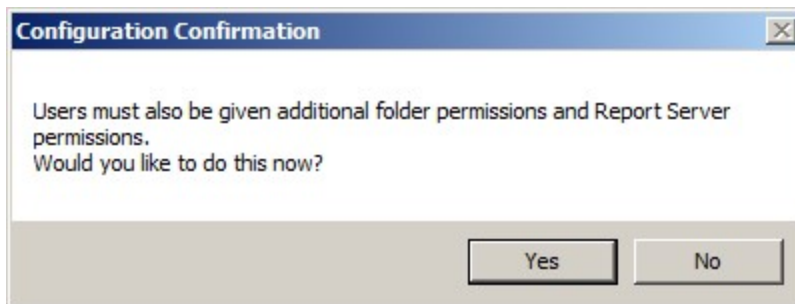


- Click on the **Configure Users** button to add your BizInsight users and assign them to a BizInsight user type (Developer, Designer, Viewer or Drilldown). Click **Commit Changes** when finished.

WARNING Do **not** add your own login using the Admin Tool unless you know for sure that you have another login available with sysadmin rights to the SQL Server instance. Early versions of the content installer (pre version 1.6) will remove existing permissions for users, including those with sysadmin rights. If uncertain, skip this step and confirm sysadmin access will not be lost then return to complete the Admin Tool step.

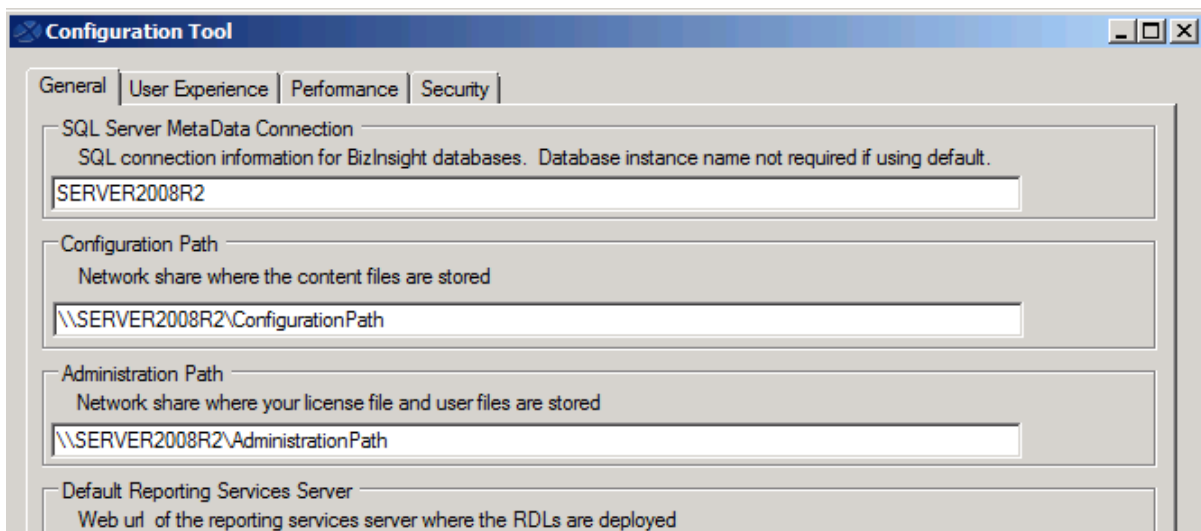


16. You will be prompted to assign the necessary folder permissions and Reporting Services security to the users. Click **Yes**.



For more information about the permissions that are set, see "Permission Details" on page 145.

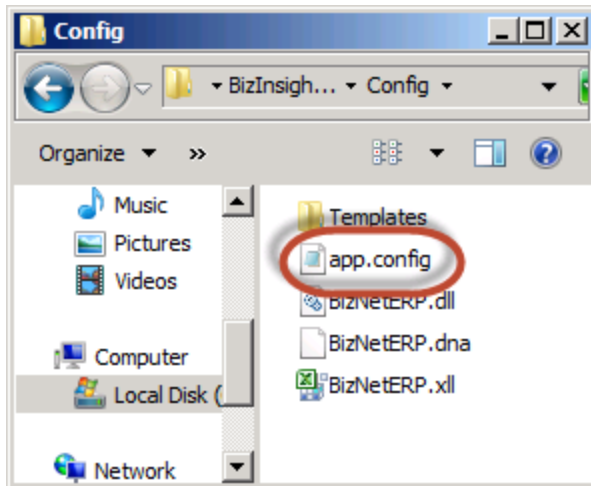
17. The **Configuration Tool** dialog will open. This dialog is already pre-populated with appropriate default values.



Basic options to consider adjusting are listed below.

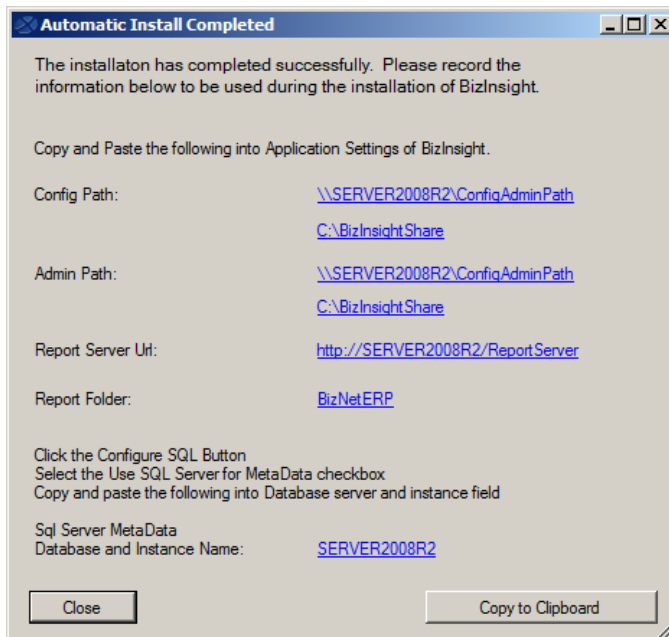
Tab Name	Option	Purpose
General	Content Path Override	If your user profiles are remapped to network directories instead of to local hard drive locations, use this option to specify a default local directory to which the BizInsight Scan for Content feature can copy the BizContent add-in files.
Performance	Query Timeout	<p>NOTE This setting only applies to the Analysis Set objects. Function data retrieval timeouts need to be set in the Caching Service configuration.</p> <p>If your organization has a large chart of accounts and many transactions each month, it may be advisable to adjust this setting to a higher value. The default is 3 1/2 minutes but customers with significant data volumes may benefit from a larger timeout setting when drilling down to transaction detail.</p>
Security	SQL Authentication Prompt	<p>NOTE This setting only applies to the Analysis Set objects. The authentication method used to retrieve Function data is set in the Caching Service configuration.</p> <p>If BizInsight users will be using SQL authentication to retrieve data from the accounting system database, change this option to the Ask only once radio button to ensure that users only have to provide their credentials once for a given Excel session.</p>

Regardless of whether changes were made, click **Configure now** to produce an app.config file that will be saved to the Configuration Path.

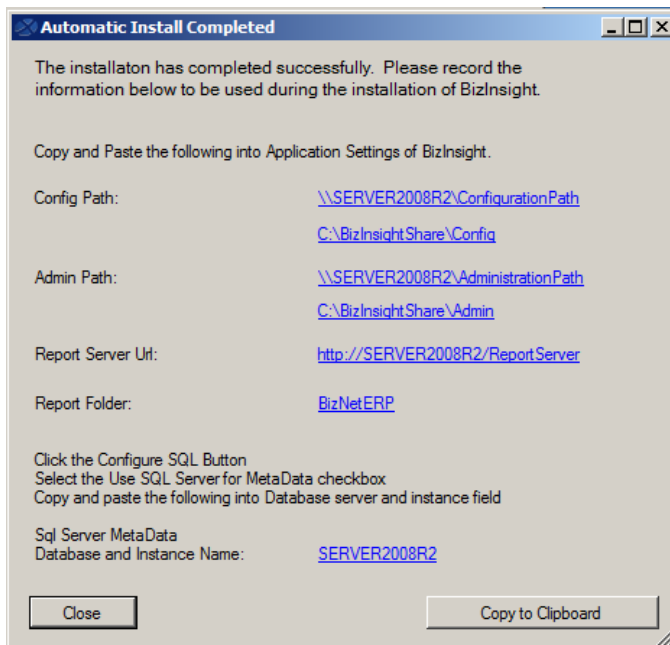


Click **Exit** to close the tool. For more information about this tool, see "Config Tool" on page 148.

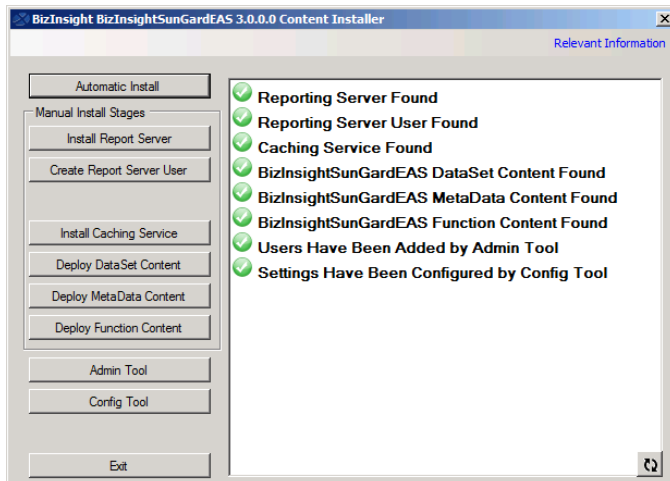
18. After automatic install is complete, relevant information about the installation is displayed. Click **Close**.



If you chose to use separate folders for the Admin and Config files, the dialog will look similar to the following:



19. The content installer will indicate that all elements have been successfully installed. Click **Exit**.



Step 4: Check TCP/IP, SQL Browser and Firewall Exceptions

The XMLFast feature added in an earlier BizInsight build requires the following server configuration changes:

- The TCP/IP protocol must be enabled for SQL Server and the SQL Browser Service must be running. see "Enable TCP/IP" below.
- Server firewall exceptions must be added for TCP Port 1433, UDP Port 1434 and a program exception for sqlservr.exe. see "Add Windows Firewall Exceptions" on page 41

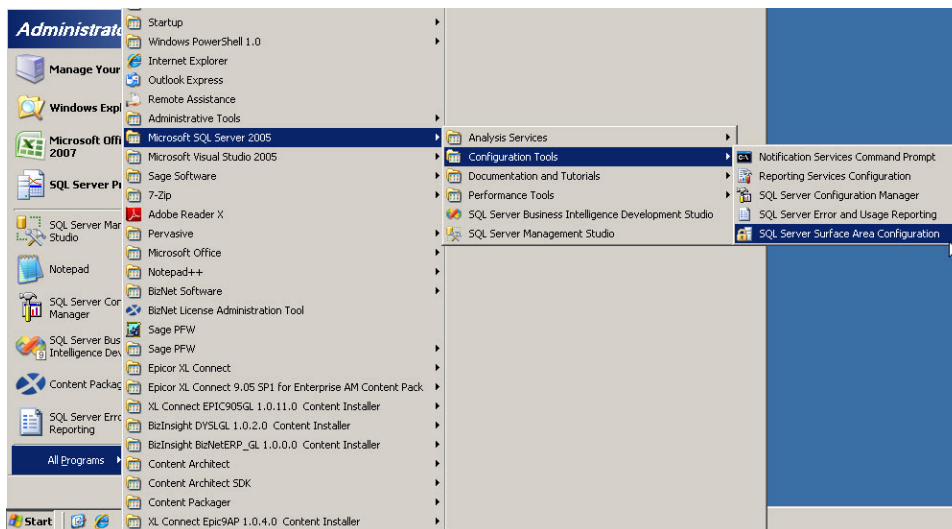
Customers are strongly encouraged to make these changes in order for the XMLFast feature to work. While the XMLFast feature can be turned off on the client workstation in Application Settings, doing so will result in significantly slower data retrieval times.

Enable TCP/IP

To enable TCP/IP, the steps vary depending on your SQL Server version. The steps for SQL Server 2005 are as follows. For SQL Server 2008 or higher, see "SQL Server 2008" on page 36.

SQL Server 2005

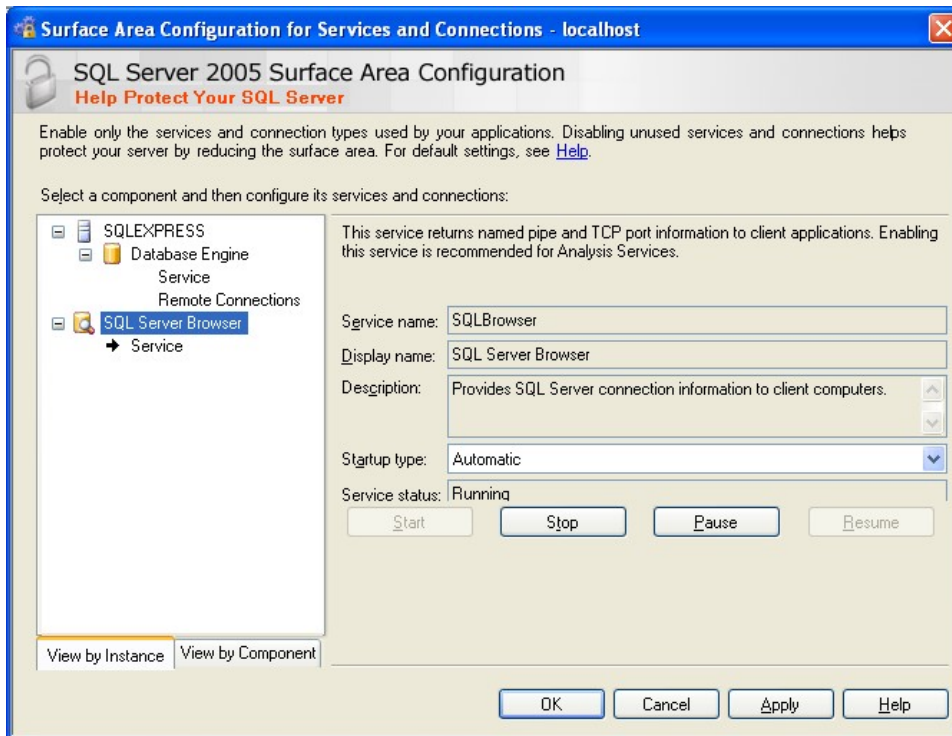
1. Click on **Start > All Programs > Microsoft SQL Server 2005 > Configuration Tools > SQL Server Surface Area Configuration**.



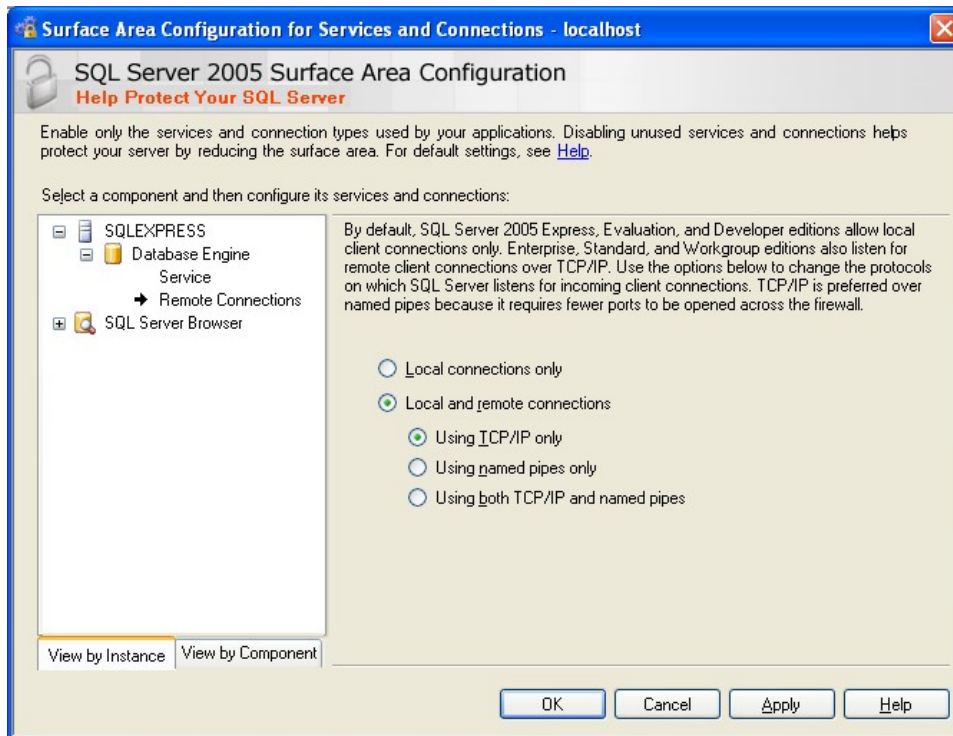
2. Click on **Surface Area Configuration for Services and Connections**.



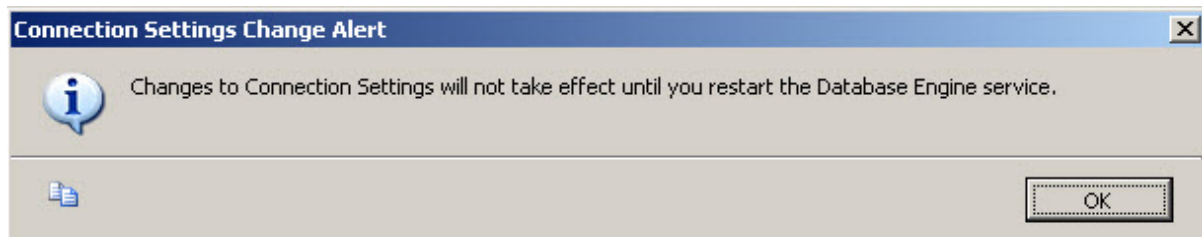
3. In the left pane, click on **SQL Server Browser**. When the right pane has refreshed with the options for the SQL Server Browser, make sure that **Startup Type** is set to "Automatic" and click on **Start** if the service is not started.



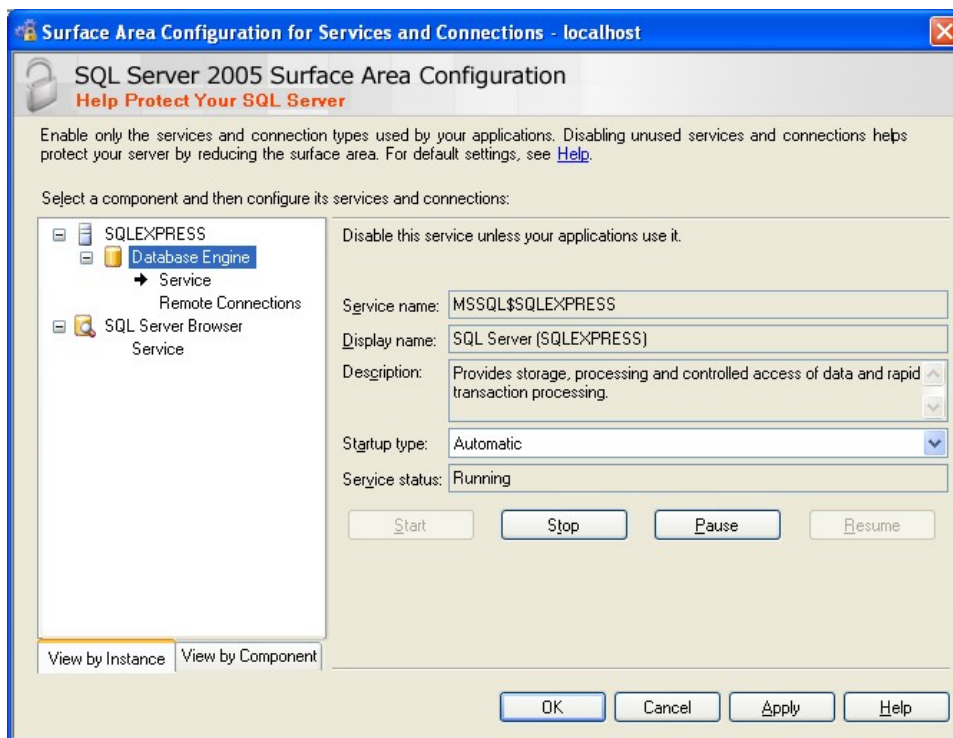
- Under Database Engine, click on **Remote Connections**. Select the **Local and Remote Connections** radio button to enable remote users to access this SQL Server instance. Click **Apply**.



- An alert dialog will be displayed indicating that the changes will not take effect until the Database Engine service is stopped and restarted. Click **OK**.

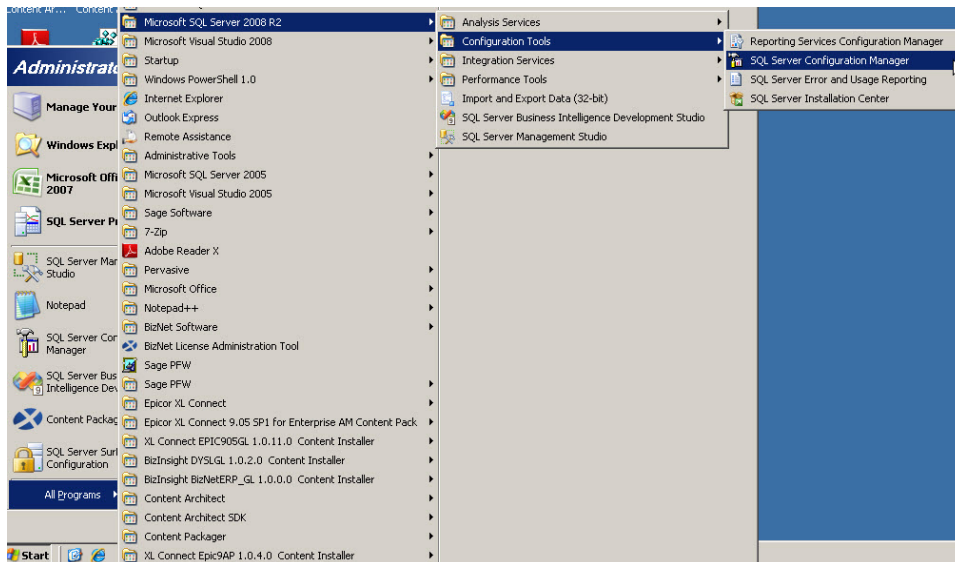


- In the left pane, expand **Database Engine** and click on **Service**. In the right pane, click on **Stop** and then click on **Start** when that button becomes enabled. Once the service is restarted, click **OK** to exit the Surface Area Configuration tool.

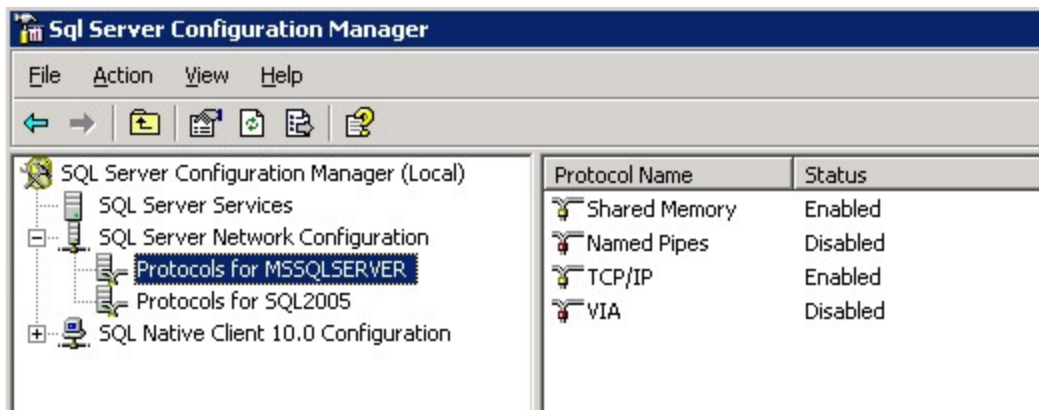


SQL Server 2008

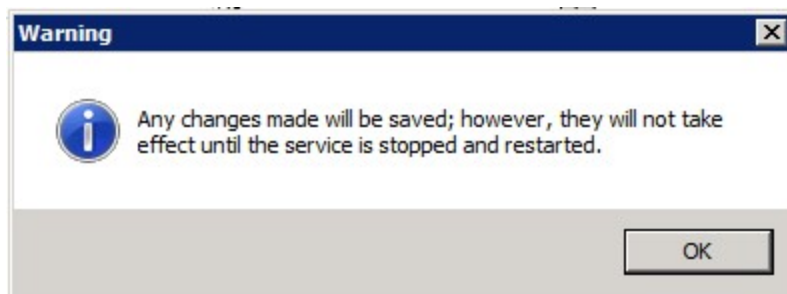
1. Click on **Start > All Programs > Microsoft SQL Server 2008 (2008 R2) > Configuration Tools > SQL Server Configuration Manager**.



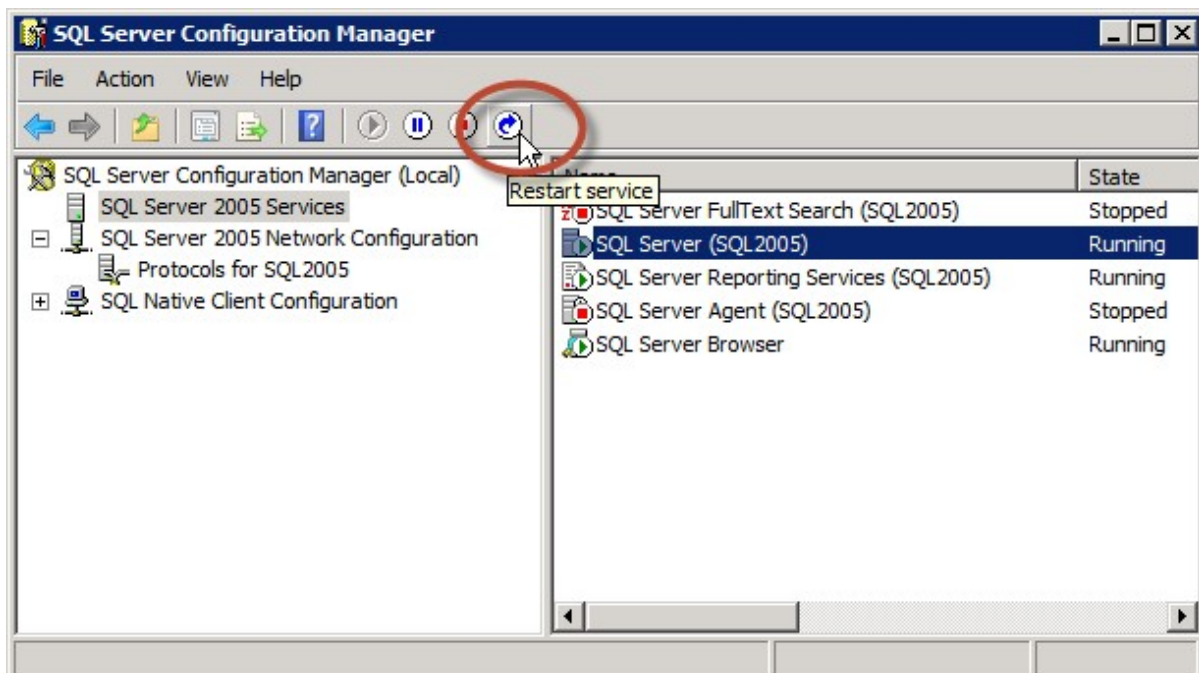
2. Expand **SQL Server Network Configuration** and select the **Protocols for InstanceName** that corresponds to the SQL Server instance that hosts the accounting system database.



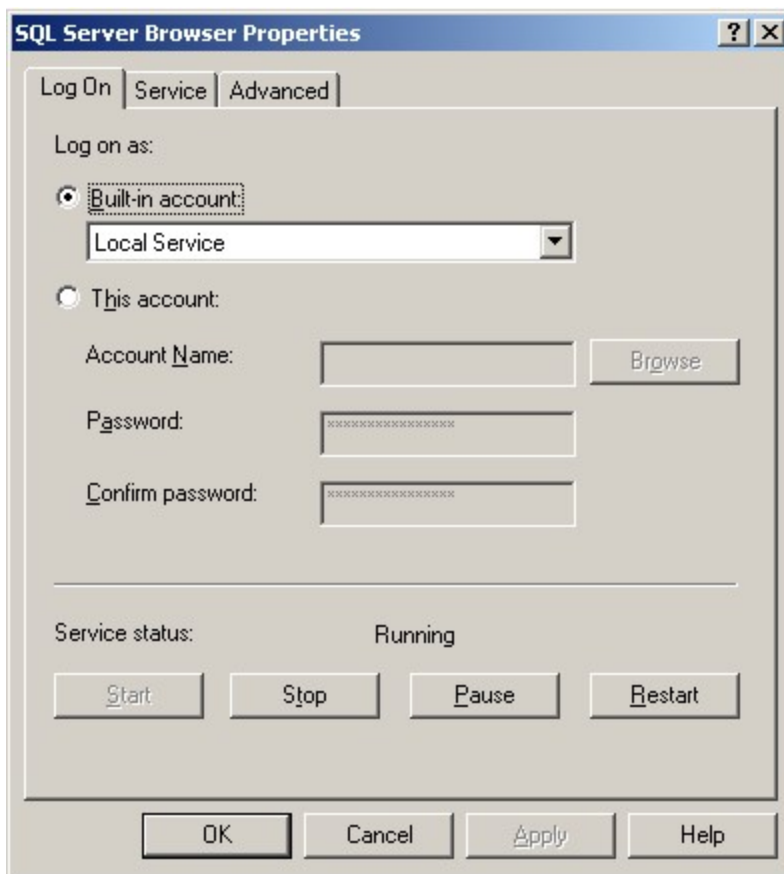
3. Verify that the **TCP/IP** Protocol is "Enabled". If it is not enabled, double-click on the protocol and change its properties to enabled. You will receive a warning that the service will need to be stopped and restarted:



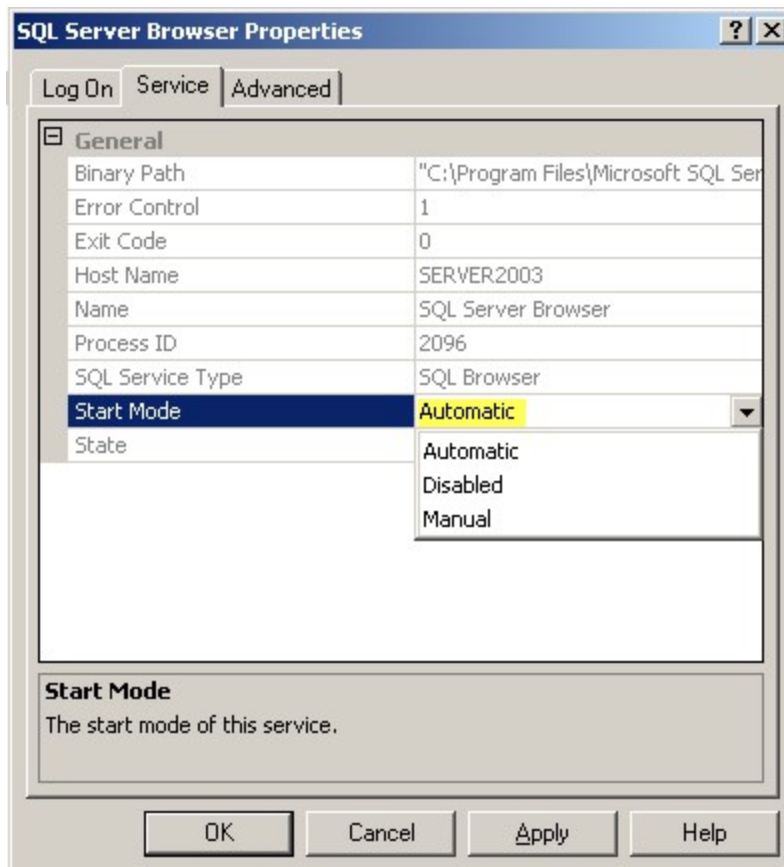
4. Go to the **SQL Server Services** section. Select the SQL Server service and click on the restart the service button.



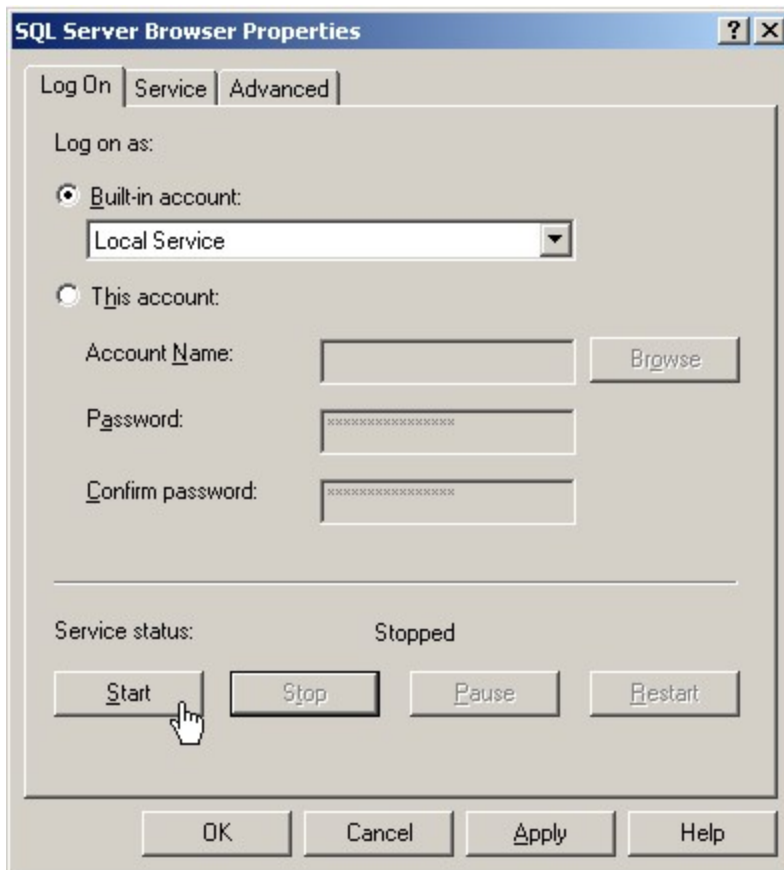
5. In the SQL Server Services section, verify that the SQL Server Browser service is started. If it is not, double-click on the service to open the service properties.



- Click on the **Service** tab and make sure the **Start Mode** is set to "Automatic".



7. On the **Log On** tab, click on the **Start** button to start the service

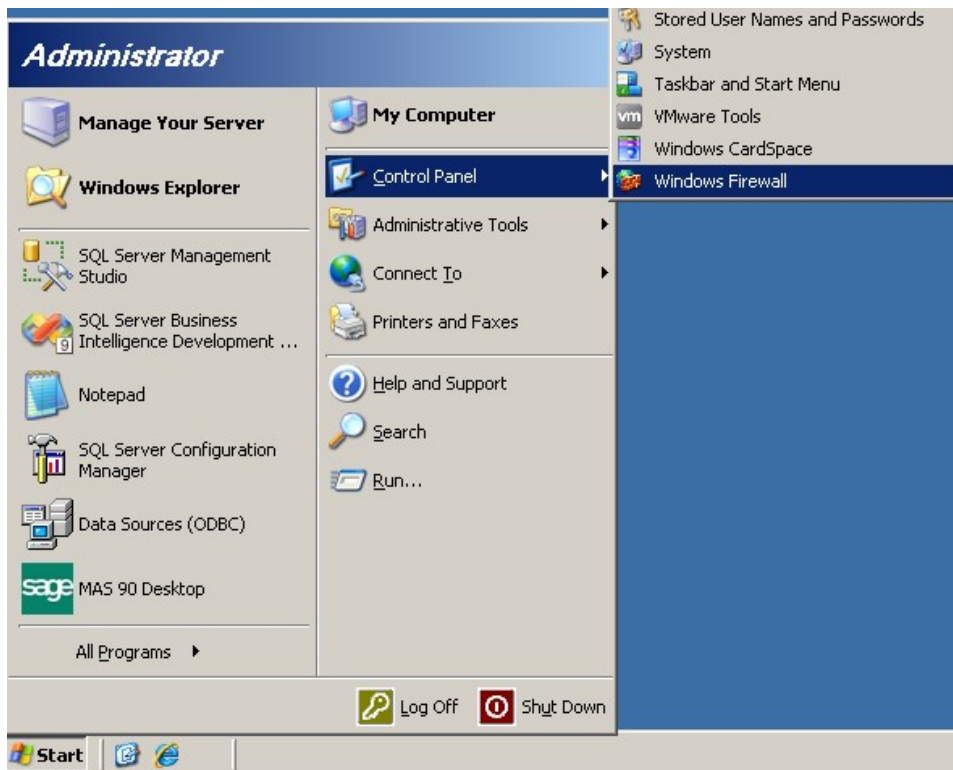


Add Windows Firewall Exceptions

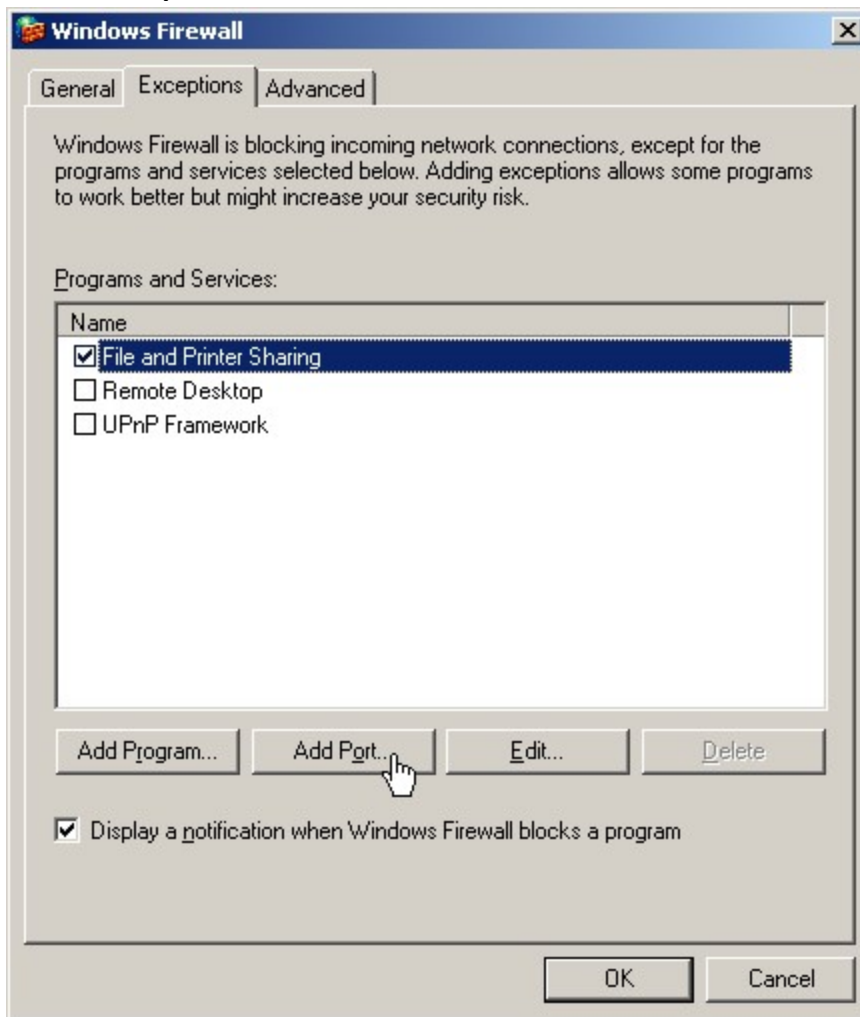
This step may not need to be performed if the Windows Firewall is turned off on the server.

Server 2003 (click [here](#) to go to the Server 2008 instructions)

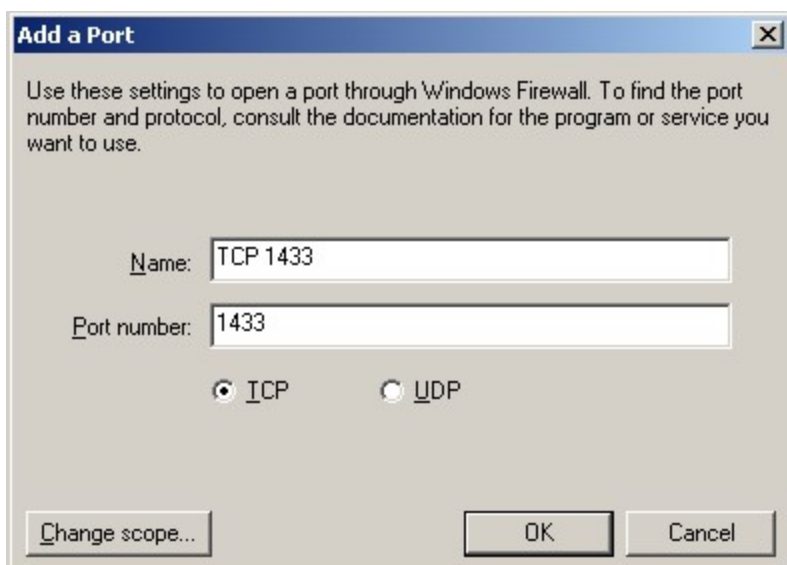
1. Click on **Start > Control Panel > Windows Firewall**



2. On the **Exceptions** tab, click the **Add Port** button.



3. In the **Add a Port** dialog, enter a name for the exception entry and type "1433" for the port number. Click **OK**.



Add a Port

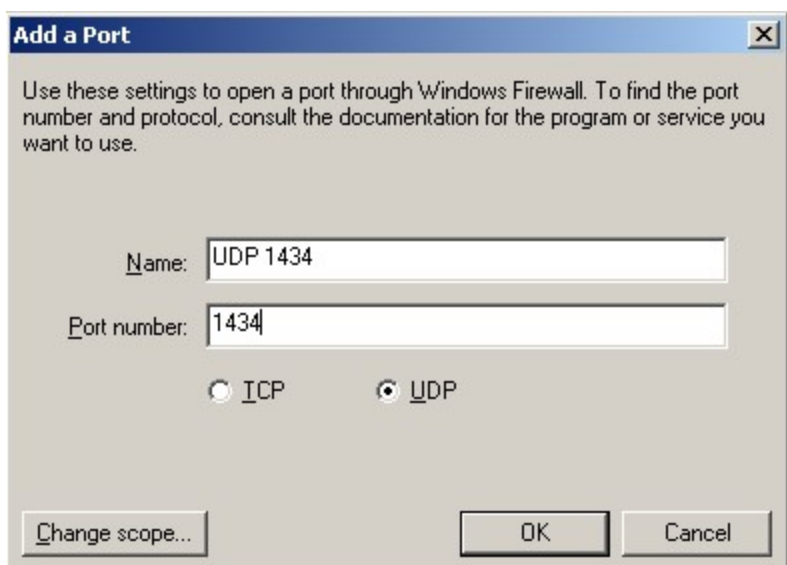
Use these settings to open a port through Windows Firewall. To find the port number and protocol, consult the documentation for the program or service you want to use.

Name:

Port number:

☒ ICP ☐ UDP

4. Add a second port exception for UDP 1434.



Add a Port

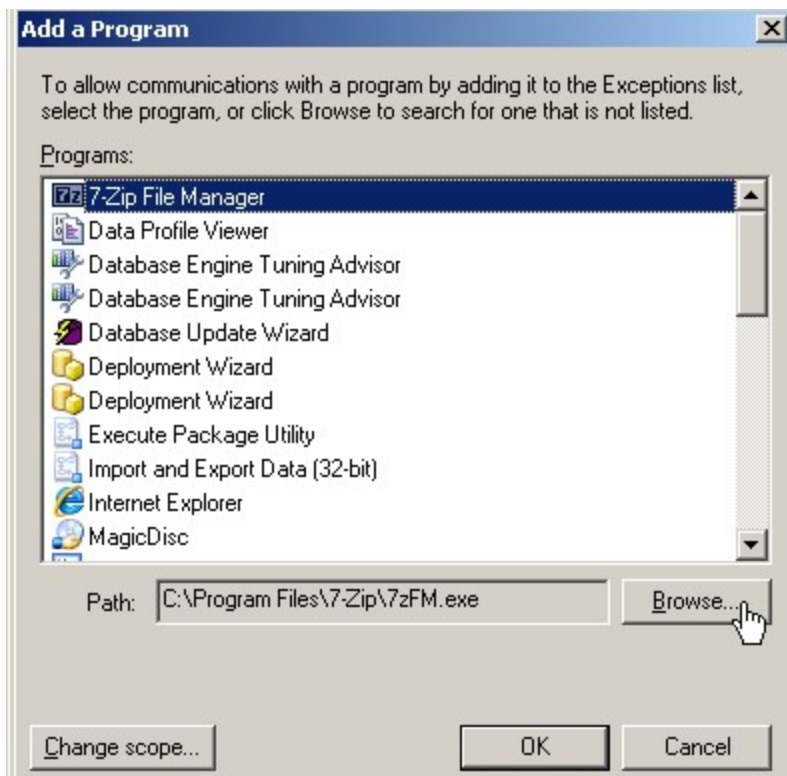
Use these settings to open a port through Windows Firewall. To find the port number and protocol, consult the documentation for the program or service you want to use.

Name:

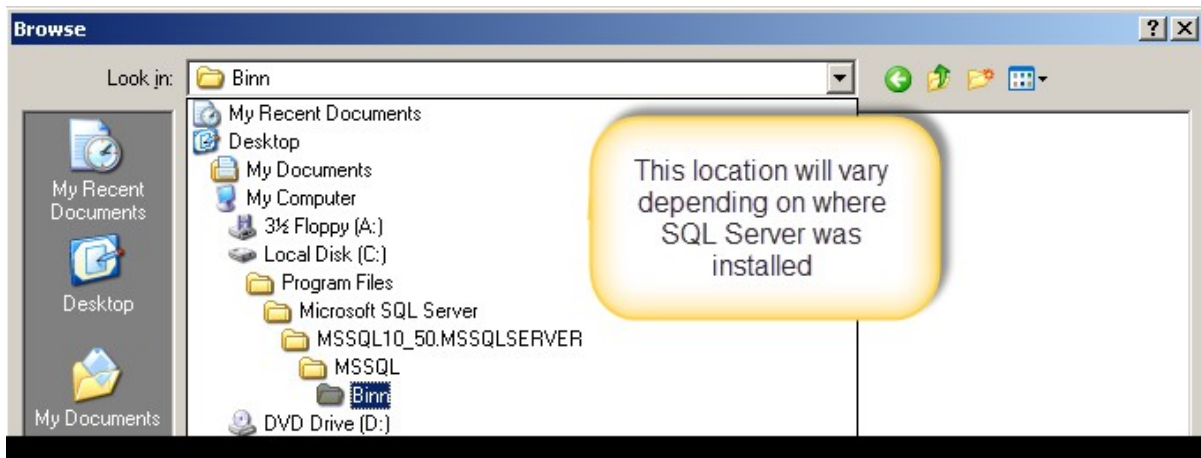
Port number:

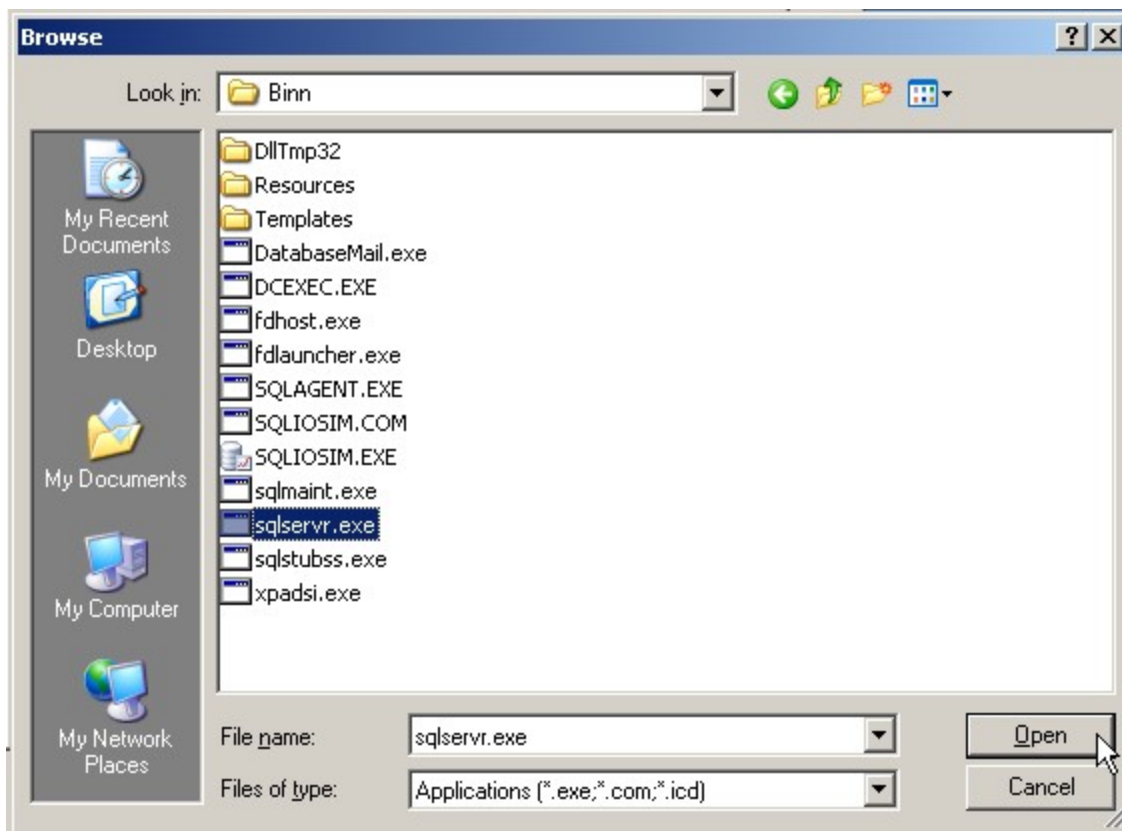
☐ ICP ☒ UDP

5. Click the **Add Program** button then click the Browse button



6. Browse to the SQL Server installation's Binn directory and select **sqlservr.exe**.

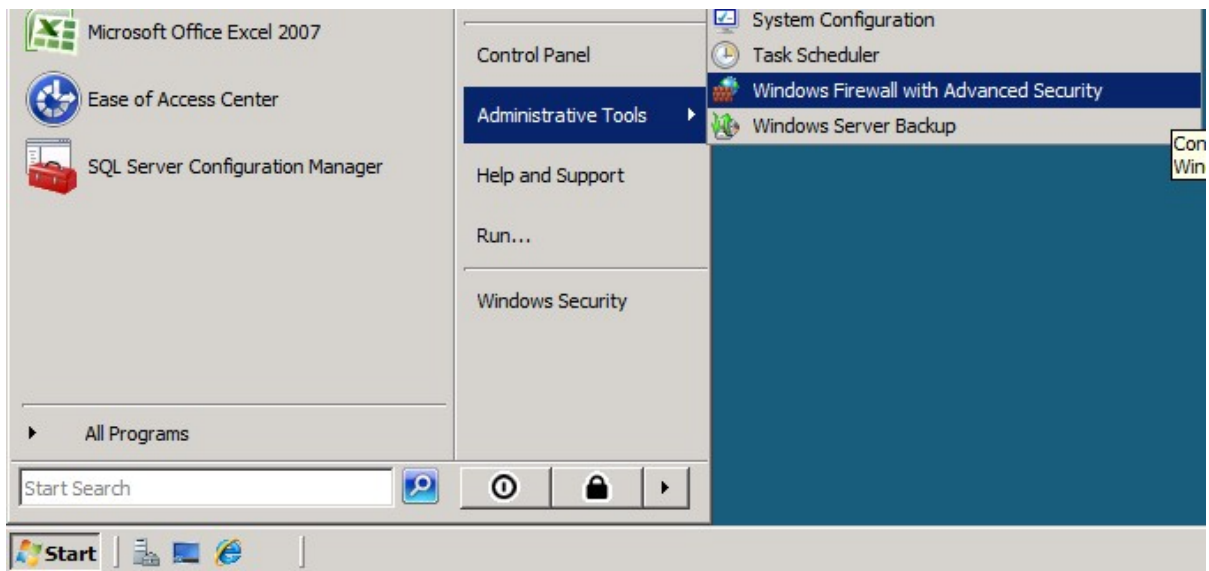




7. Close the Firewall dialog after making these additions.

Server 2008

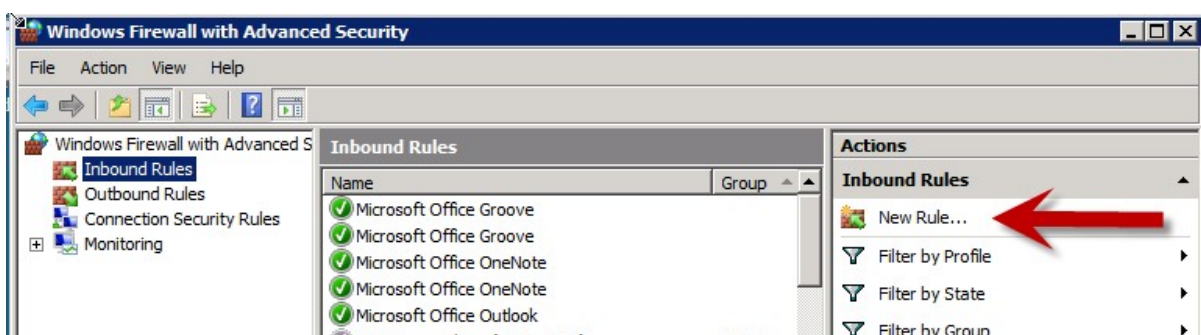
1. Click on **Start > Administrative Tools > Windows Firewall with Advanced Security**



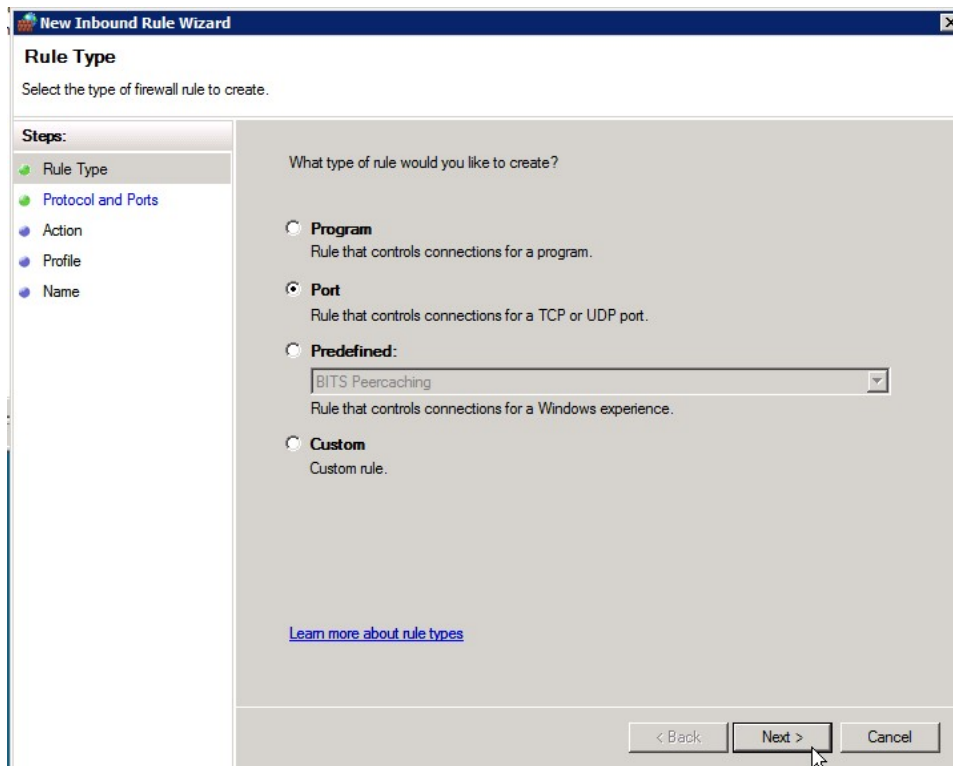
2. Click on **Inbound Rules**.



3. Click on **New Rule...**



4. Choose the **Port** radio button and click **Next**.



5. Leave the **TCP** option selected and type in port 1433. Click **Next**.

The screenshot shows the 'New Inbound Rule Wizard' window, specifically the 'Protocol and Ports' step. The left sidebar lists the steps: Rule Type, Protocol and Ports (selected), Action, Profile, and Name. The main area contains two questions with radio button options. The first question, 'Does this rule apply to TCP or UDP?', has 'TCP' selected. The second question, 'Does this rule apply to all local ports or specific local ports?', has 'Specific local ports' selected, with a text box containing '1433'. Below the text box is an example: 'Example: 80, 443, 8080'. At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'. A mouse cursor is pointing at the 'Next >' button. A link 'Learn more about protocol and ports' is located at the bottom left of the main area.

New Inbound Rule Wizard

Protocol and Ports
Specify the protocol and ports that this rule matches.

Steps:

- Rule Type
- Protocol and Ports**
- Action
- Profile
- Name

Does this rule apply to TCP or UDP?

☒ TCP
☐ UDP

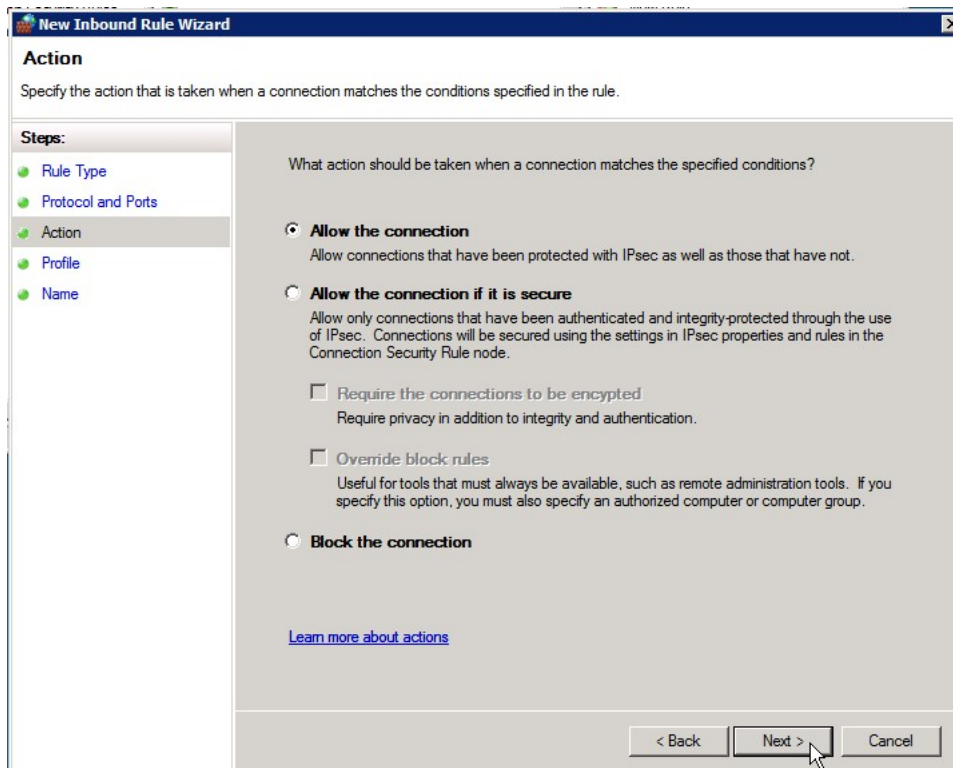
Does this rule apply to all local ports or specific local ports?

☐ All local ports
☒ Specific local ports:
Example: 80, 443, 8080

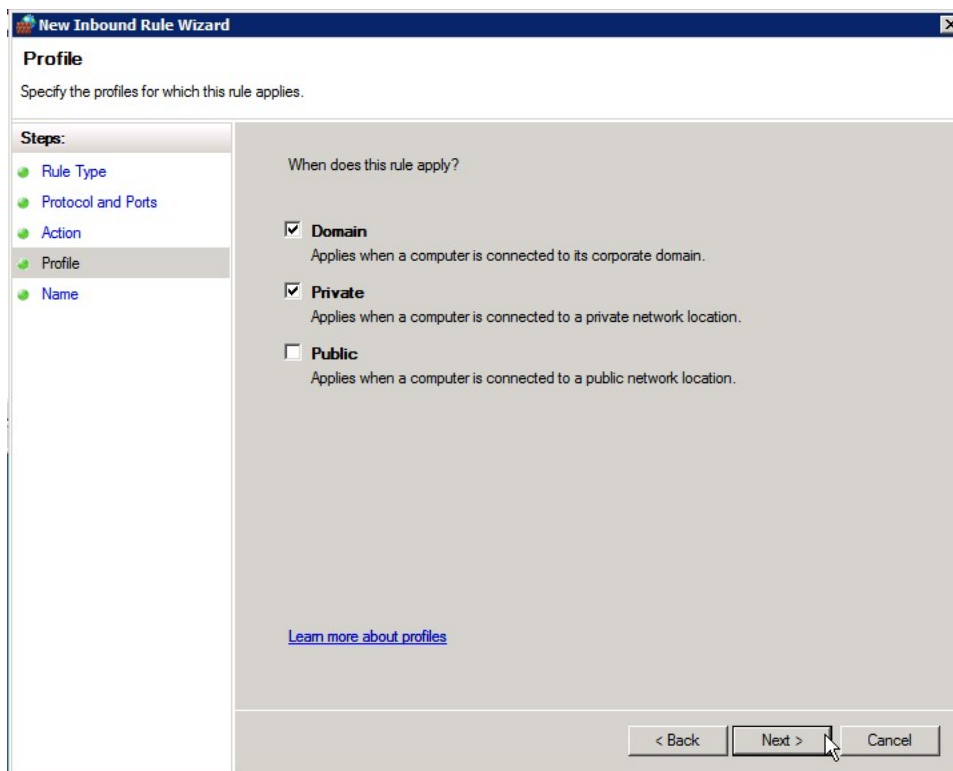
[Learn more about protocol and ports](#)

< Back Next > Cancel

6. Leave the **Allow the connection** radio button selected and click **Next**.



7. Uncheck the **Public** checkbox (unless users are connecting using a public network location) and click **Next**.

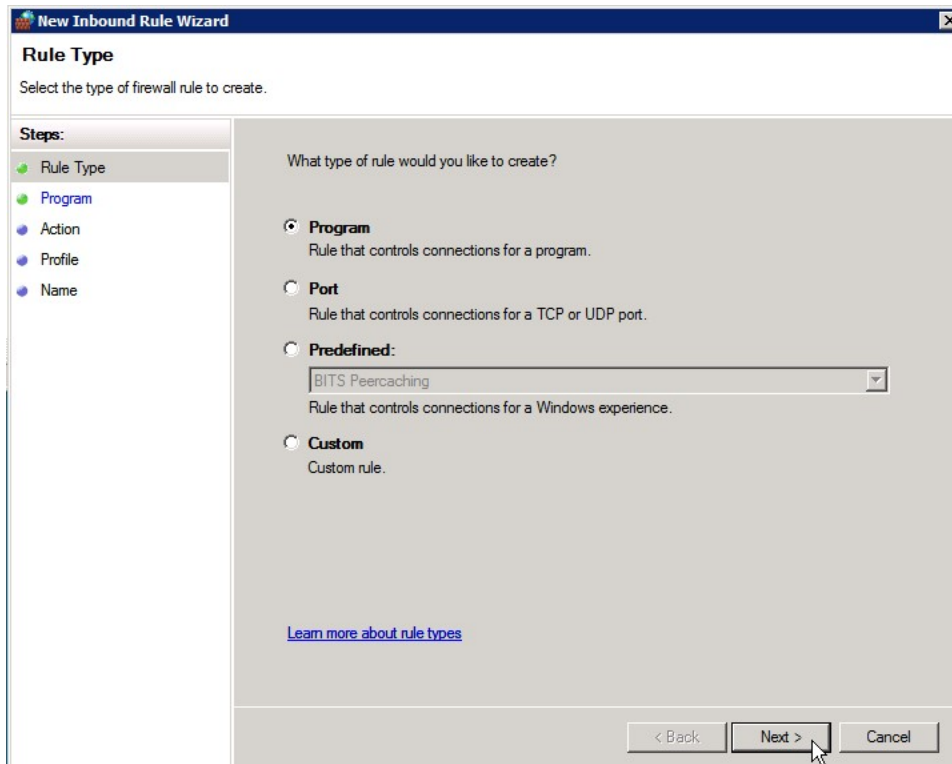


8. Type a name and description for the exception and click **Finish**.

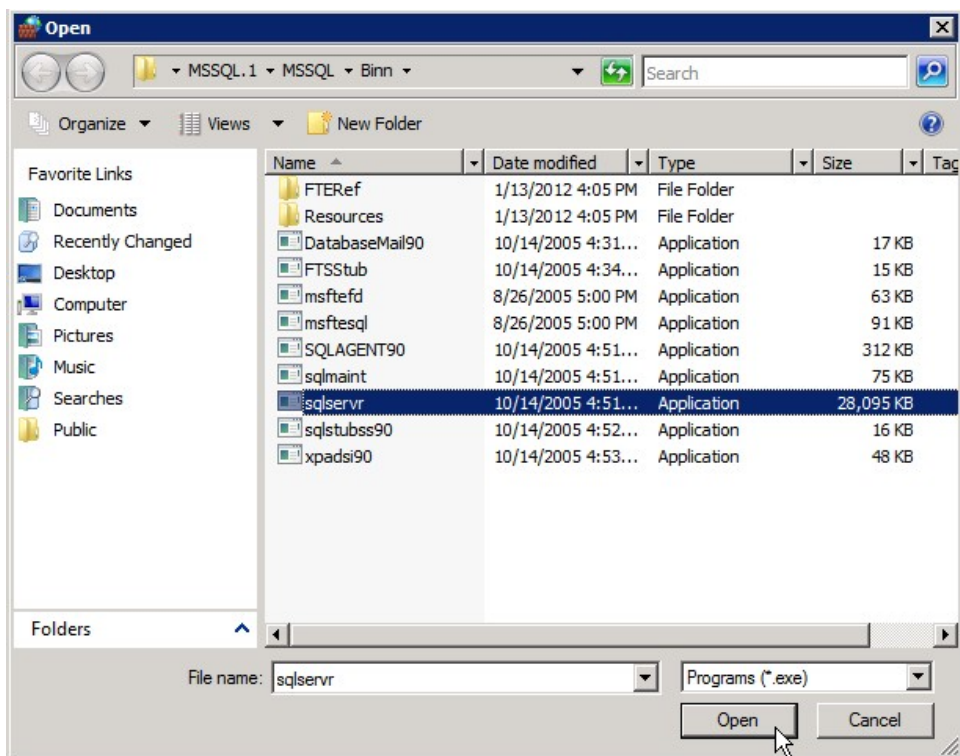
9. Repeat these steps to add a UDP port exception for port 1434.

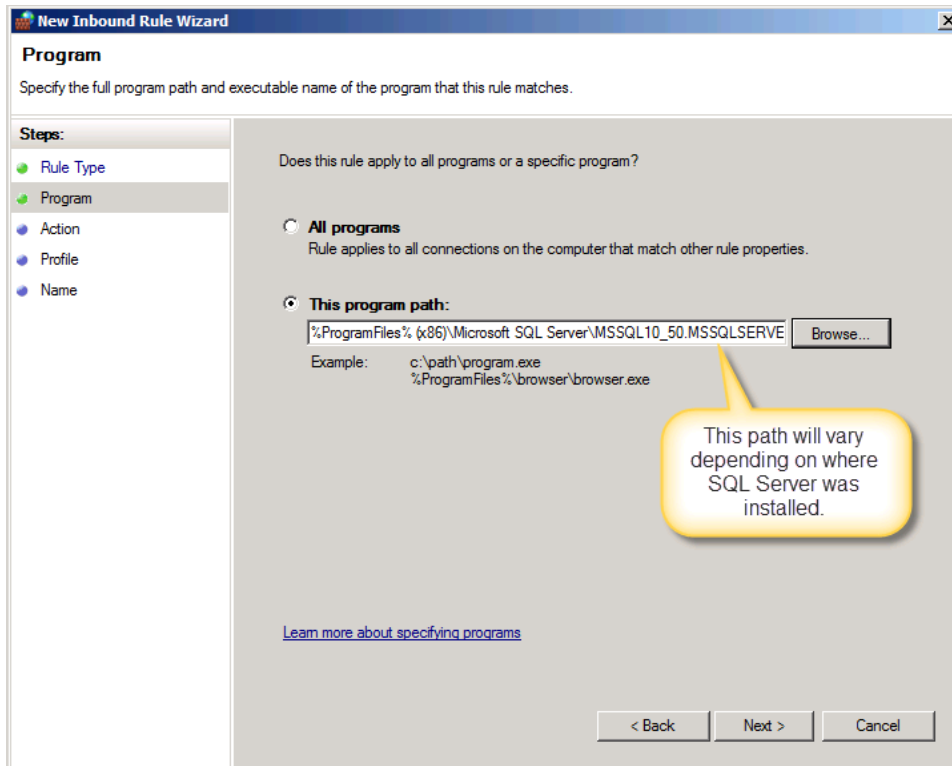
The screenshot shows the 'New Inbound Rule Wizard' dialog box, specifically the 'Protocol and Ports' step. The title bar reads 'New Inbound Rule Wizard'. The main heading is 'Protocol and Ports' with the instruction 'Specify the protocol and ports that this rule matches.' On the left, a 'Steps:' pane lists 'Rule Type', 'Protocol and Ports' (which is highlighted), 'Action', 'Profile', and 'Name'. The main area contains two questions: 'Does this rule apply to TCP or UDP?' with radio buttons for 'TCP' and 'UDP' (selected), and 'Does this rule apply to all local ports or specific local ports?' with radio buttons for 'All local ports' and 'Specific local ports' (selected). Below the second question is a text input field containing '1434' and an example text 'Example: 80, 443, 8080'. At the bottom right are three buttons: '< Back', 'Next >' (with a mouse cursor pointing to it), and 'Cancel'. A link 'Learn more about protocol and ports' is located at the bottom left of the main area.

10. Add a third new inbound rule for a program exception.



11. Click on the **Browse** button and browse to the SQL Server installation's Binn directory and select **sqlservr.exe**. Then click **Next**.





12. Leave **Allow the connection** selected and click **Next**.

The screenshot shows the 'New Inbound Rule Wizard' dialog box, specifically the 'Action' step. The title bar reads 'New Inbound Rule Wizard'. Below the title bar, the 'Action' section is highlighted. The main area contains the question 'What action should be taken when a connection matches the specified conditions?'. There are three radio button options: 'Allow the connection' (selected), 'Allow the connection if it is secure', and 'Block the connection'. Under 'Allow the connection if it is secure', there are two unchecked checkboxes: 'Require the connections to be encrypted' and 'Override block rules'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'. A mouse cursor is pointing at the 'Next >' button. A link 'Learn more about actions' is also visible.

Action
Specify the action that is taken when a connection matches the conditions specified in the rule.

Steps:

- Rule Type
- Protocol and Ports
- **Action**
- Profile
- Name

What action should be taken when a connection matches the specified conditions?

☒ **Allow the connection**
Allow connections that have been protected with IPsec as well as those that have not.

☐ **Allow the connection if it is secure**
Allow only connections that have been authenticated and integrity-protected through the use of IPsec. Connections will be secured using the settings in IPsec properties and rules in the Connection Security Rule node.

☐ **Require the connections to be encrypted**
Require privacy in addition to integrity and authentication.

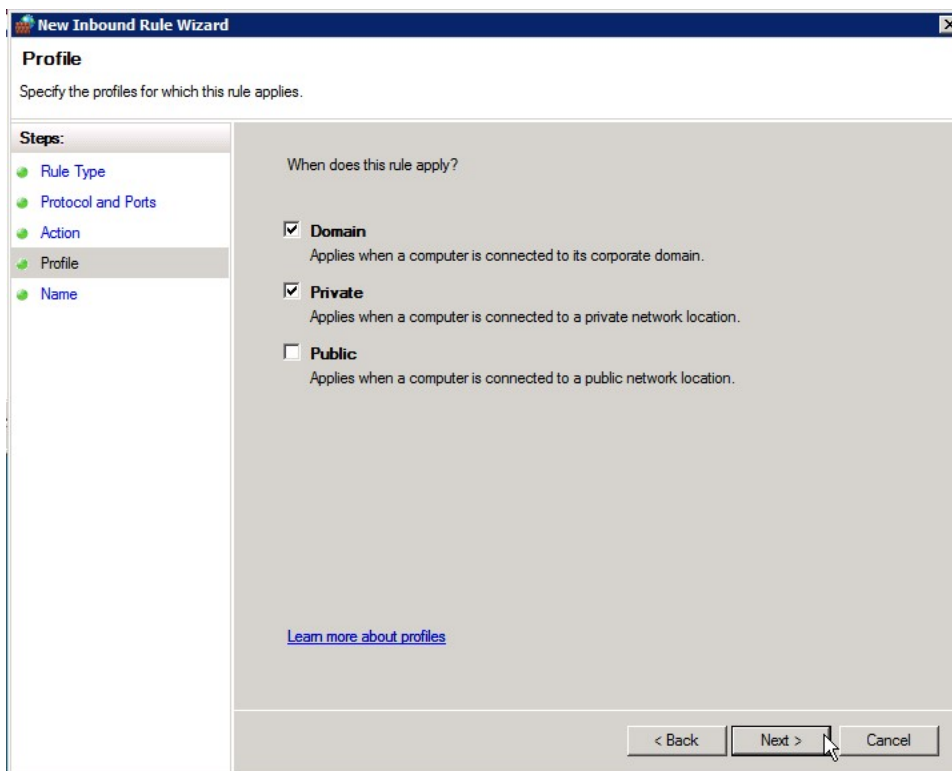
☐ **Override block rules**
Useful for tools that must always be available, such as remote administration tools. If you specify this option, you must also specify an authorized computer or computer group.

☐ **Block the connection**

[Learn more about actions](#)

< Back **Next >** Cancel

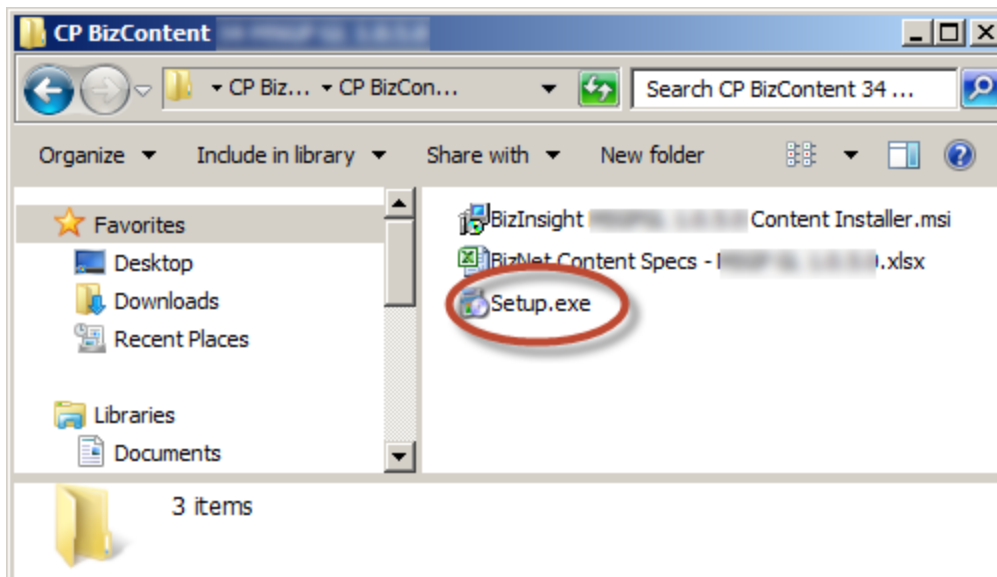
13. Uncheck the **Public** checkbox (unless users are connecting using a public network) and click **Next**.



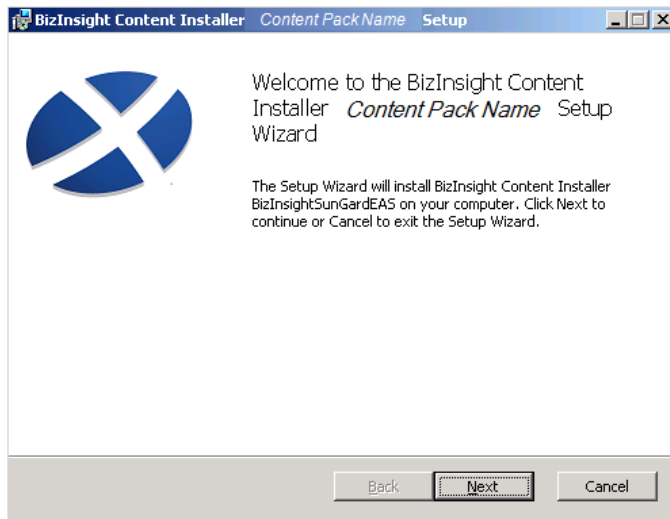
14. Type a name and description for the exception and click **Finish**.

Step 5: Run Content Installer for Additional Content Pack(s)

1. If you have not done so already, download any additional content pack installer(s) from the customer portal, <http://biznet.flexnetoperations.com>
2. Extract the contents of the .zip to any location that is accessible from both the server and the client workstations.
3. Browse to the extract directory and double-click on the file named **setup.exe**.



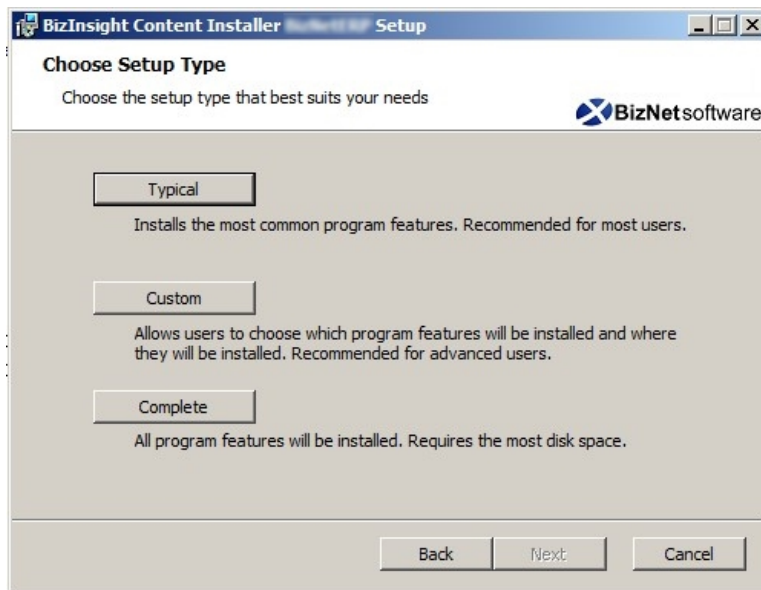
4. The **Welcome** dialog will open. Click **Next**.



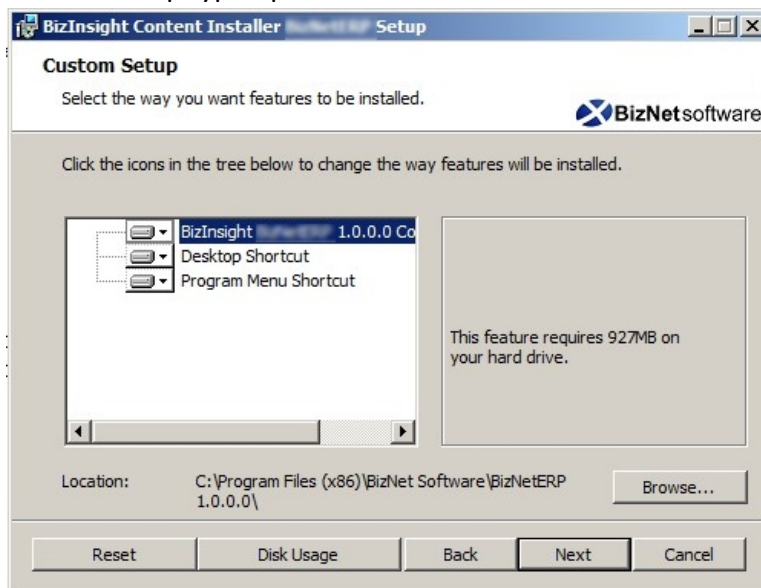
5. Review the End User License Agreement and if you agree to the terms, check the **I accept the terms in the License Agreement** checkbox and click **Next**.



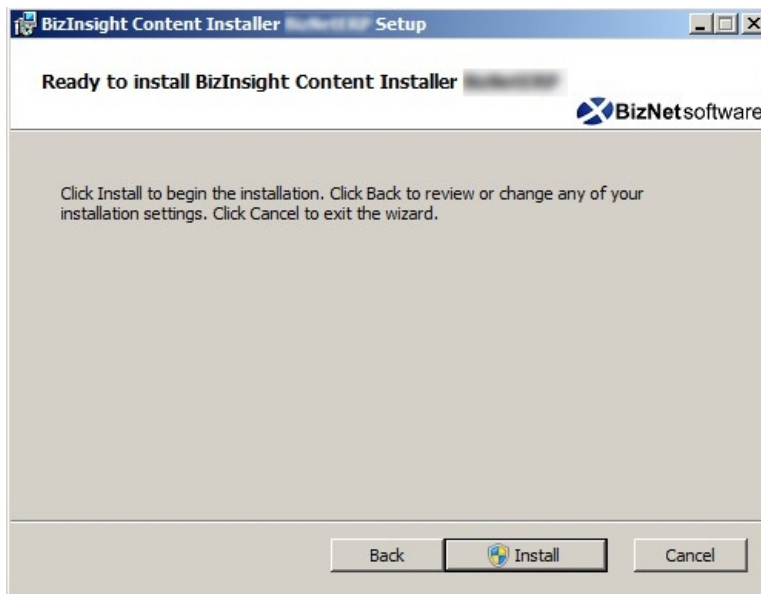
- Click on the desired **Setup Type** button.



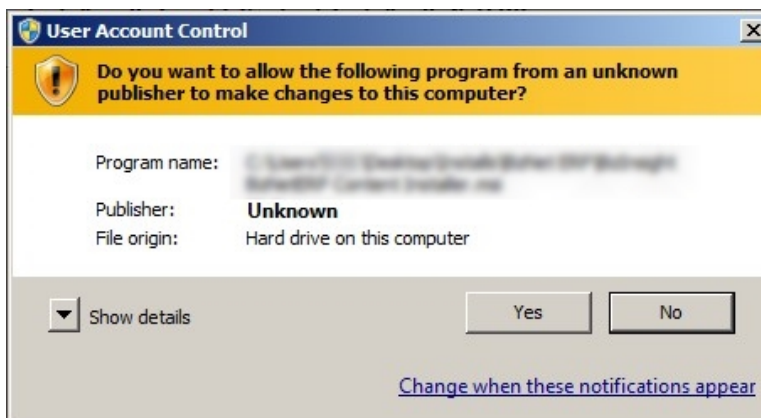
Custom setup type options that are available:



7. Click **Install**.



8. Click **Yes** to any User Account Control messages.



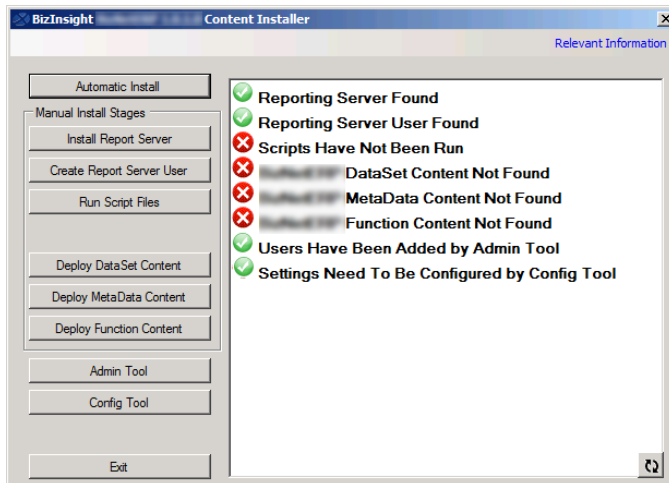
9. When the installer completes, an icon will exist on the desktop if you did not disable the creation of shortcuts.



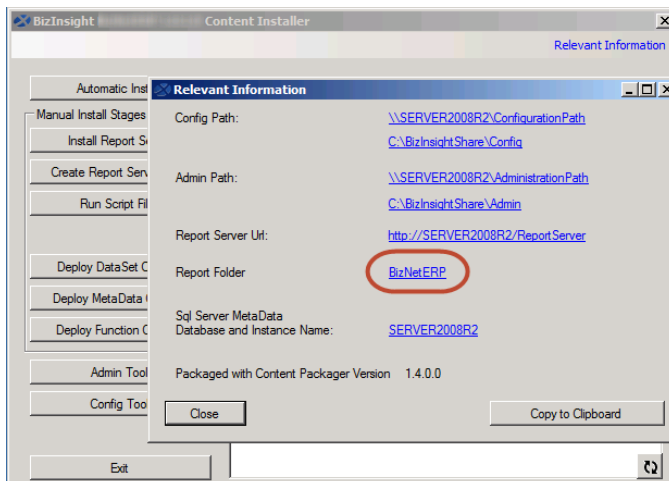
10. Double-click the shortcut on the desktop to launch the content installer. If you chose a Custom installation and disabled the creation of shortcuts, you must browse to the

directory to which the content installer files were extracted and double-click the BizNet Content Installer.exe. If you installed to the default directory location, that directory can be found in C:\Program Files (x86)\BizNet Software.

11. The content installer will inspect the server and determine what elements already exist and indicate their presence with a green check mark.



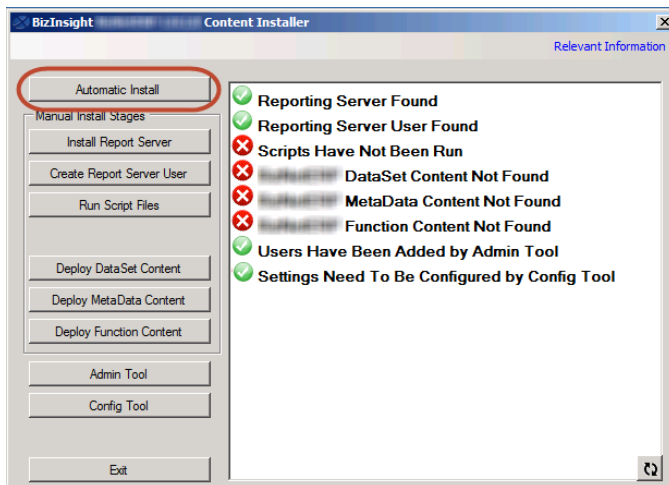
12. Click on the **Relevant Information** link in the upper right corner and make a note of the **Report Folder** name:



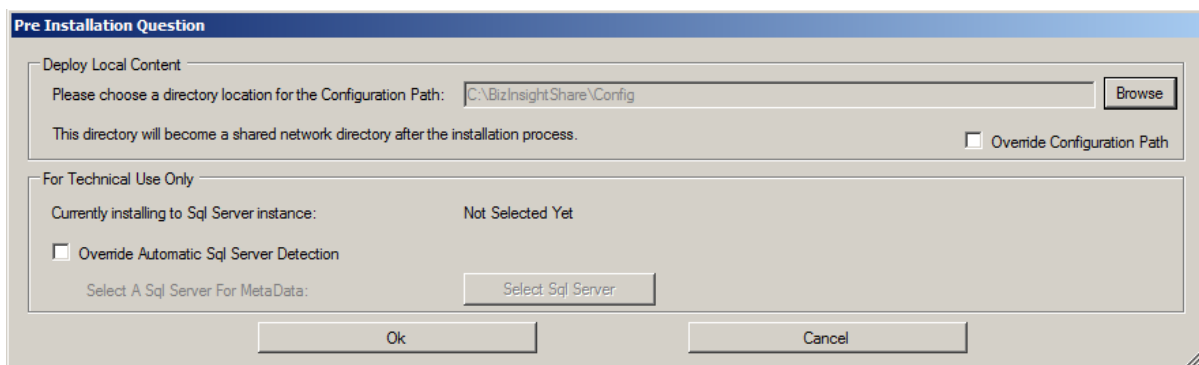
Note If the Relevant Information dialog does not contain any information and BizInsight is already installed, go to a workstation where BizInsight is installed. Open Excel on the

workstation, click on the **Application Settings** button on the BizInsight ribbon and copy the values provided for the **Configuration Path**, the **Administration Path**, the **Default Reporting Services Server** and the **Default Reporting Services Folder Name** fields.

13. Click **Automatic Install**.



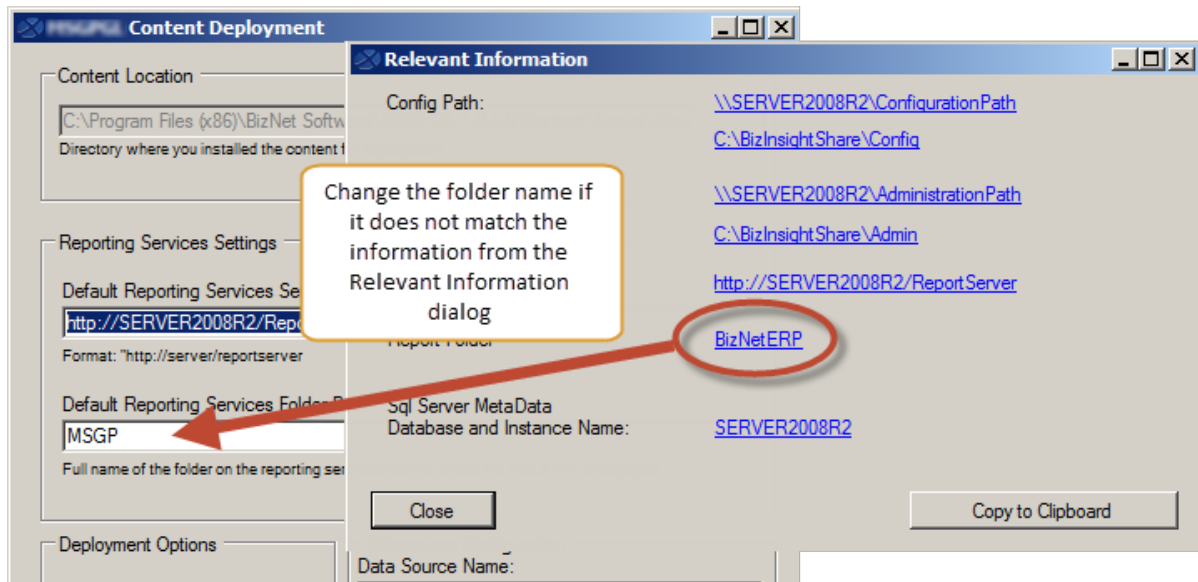
14. The content installer will deploy the MetaData and function content. The path will be automatically defaulted to the path last used. Click **OK**.



NOTE Do not check the Override Automatic SQL Server Detection checkbox to ensure the meta data is installed to the same meta data databases as your other content.

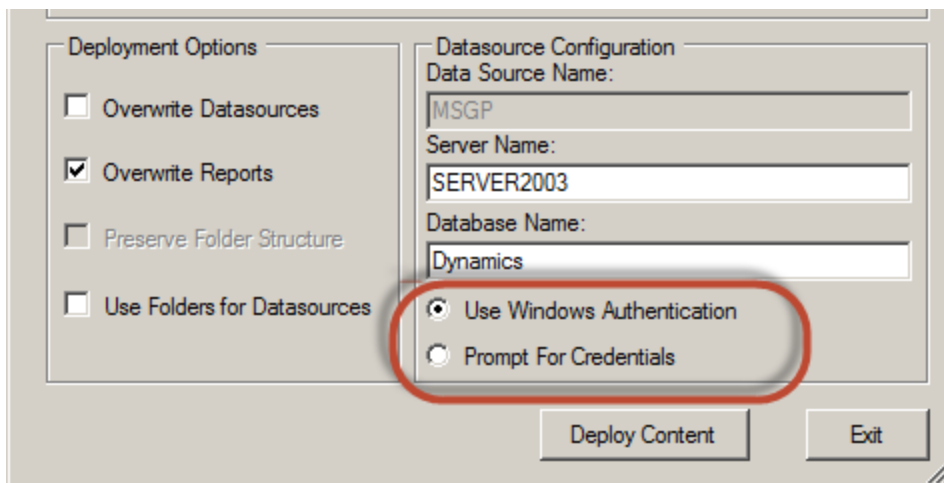
15. The content installer will open the content deployment dialog. Most paths will not need to be changed. But you must check the following to make sure they are correct:

- a. Make sure the folder name is the folder name currently being used. If the folder is not the same as shown in the Relevant Information dialog, change that field to match the folder that is currently being used.

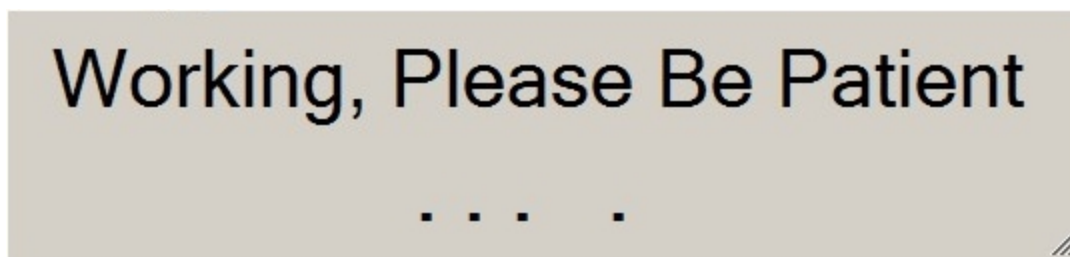


- b. Adjust the **Server Name** field if your accounting system database is on another server. **NOTE** The server name will default to the last server used. This may not be the right server for the content pack being deployed.
 - c. Adjust the **Database Name** field to point to your accounting system database. If your accounting software uses a system or control database, provide the name of that database rather than a company database name. **NOTE** The database name will default to the last database used. This may not be the right database for the content pack being deployed.
16. Select the desired authentication method – Windows authentication or Prompt for Credentials.

IMPORTANT You must use the same authentication method as selected for other content packs.

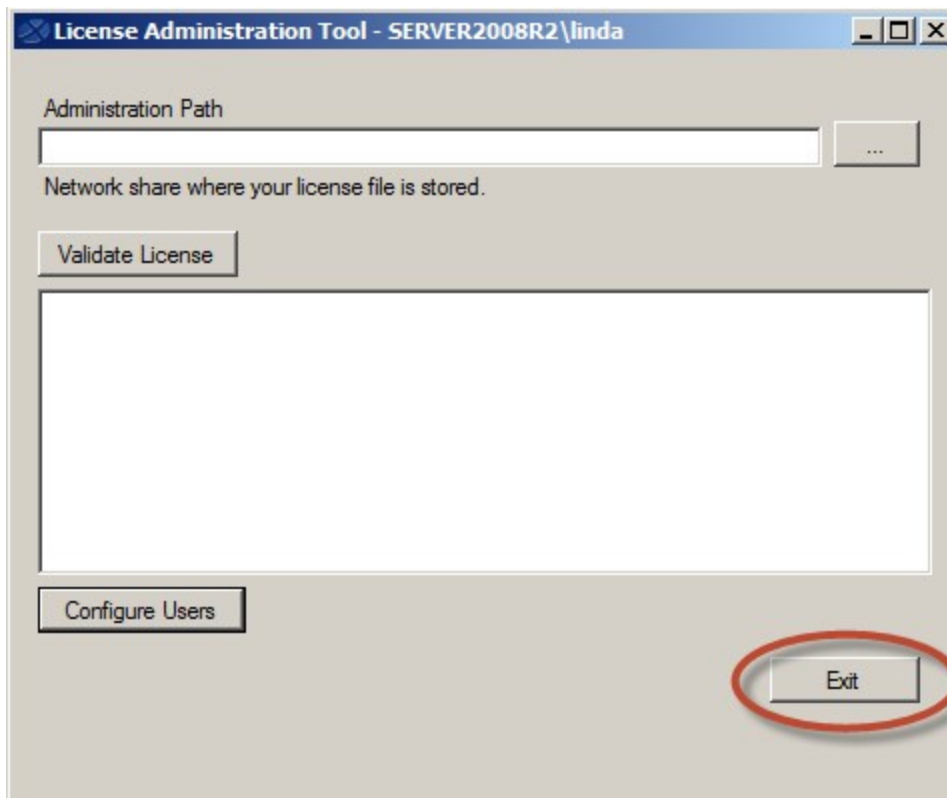


17. Click **Deploy Content**.
18. The content installer will display a status message to indicate that it is working.



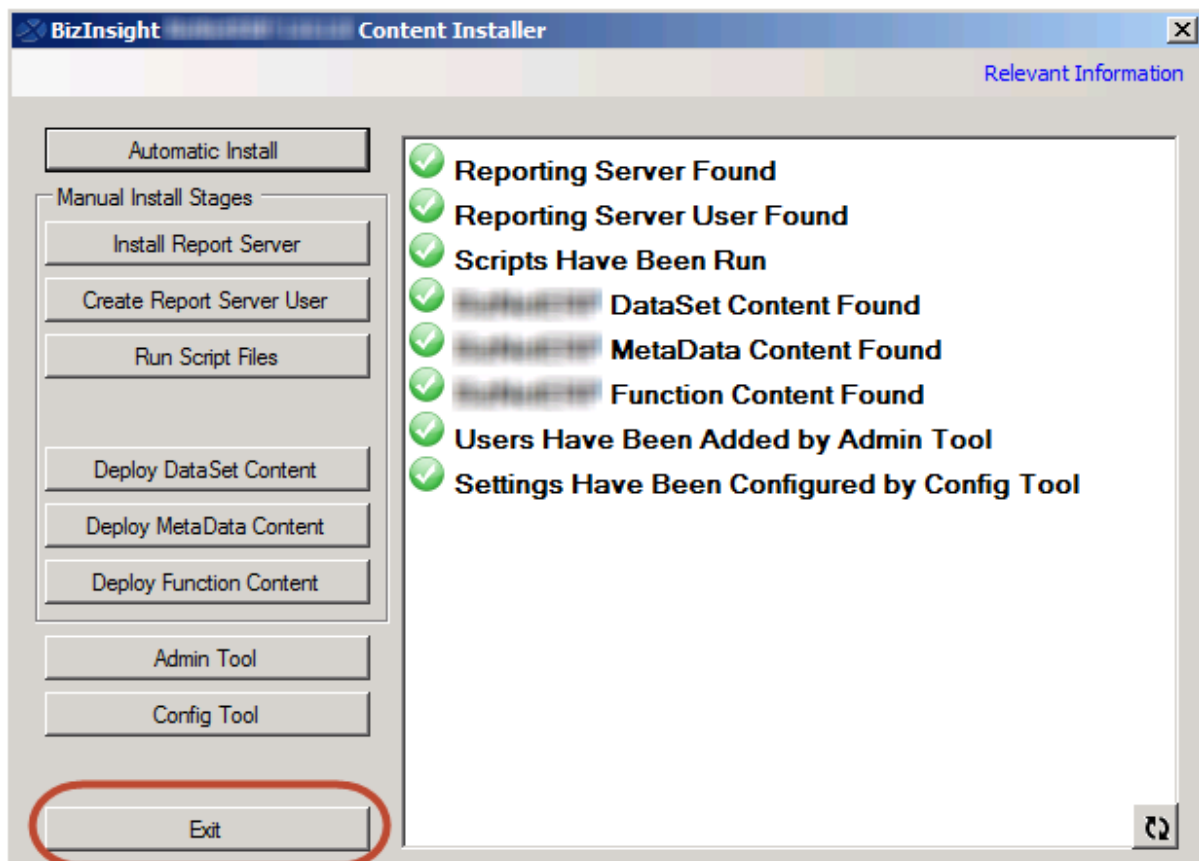
19. Once complete, the installer will display links to the Reporting Services sites. Click **OK** to continue with the installation.

20. The **License Administration Tool** will open. Unless you need to add new users, click **Exit**.



21. The content installer window will display the results of the automatic install. Click **Close**.

22. Click **Exit** to close the content installer.

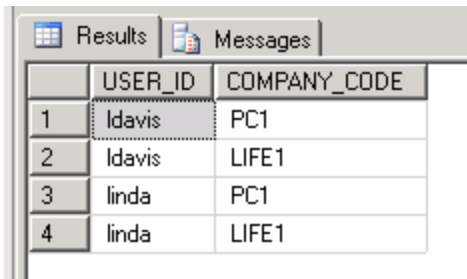


23. Repeat the above steps for each content pack that needs to be installed.

Step 6: Configure Company Security (Optional feature)

BizInsight supports restricting user access by company code. Following are the steps to take to implement this level of security:

1. Add a record in the CRYSTAL_USER_COMPANY table of the EAS database for each user's Windows login id and the company to which they **should** have access.



	USER_ID	COMPANY_CODE
1	Idavis	PC1
2	Idavis	LIFE1
3	linda	PC1
4	linda	LIFE1

Use the following script to insert new records into the CRYSTAL_USER_COMPANY table in the EAS database. Adjust the script to provide the EAS database name, the user's Windows login id for the **userid** value and the company code to which they should be given access.

```
INSERT INTO [EAS_Database_Name] . [dbo] . [CRYSTAL_USER_
COMPANY]
([USER_ID], [COMPANY_CODE])
VALUES
('userid', 'companycode')
GO
```

2. Go to the server where the caching service is installed and browse to its installation directory. If it was installed to the default path, that directory is C:\Program Files\BizNet Software\BizNet Service or C:\Program Files (x86)\BizNet Software\BizNet Service if the server is 32-bit.
3. Open the file named "BizNetWCFServiceHost.exe.config" with Notepad.
4. Locate the SecurityTableConnection entry in the <connectionStrings> section and configure the connection string to point to the database that contains the CRYSTAL_USER_COMPANY table.

```

<connectionStrings>
  <add name="DBDefaultConnectionString" connectionString="user id=
  <add name="INSIGHT" connectionString="user id=user_name;password=
  <add name="SecurityTableConnection" connectionString="user id=
  <add name="BizNetMenuDatabase" connectionString="Integrated Se
  <add name="BizNetPropertyDatabase" connectionString="Integrate
  <!--<add name="DBDefaultConnectionString-Windows Auth Example"

```

```

<add name="SecurityTableConnection"
connectionString="user id=user_
name;password=password;Initial Catalog=database_name;Data
Source=server_name;" />

```

5. Locate the SecureMode setting and change the value to True.

```

<value><value>/20</value></value>
</setting>
<setting name="SecureMode" serializeAs="String">
  <value>True</value>
</setting>

```

6. Save the change and close Notepad.
7. Restart the caching service.
8. If a user tries to retrieve data for a company to which they have not been given rights, the BizInsight functions will return #SECURITY.

»				
	A	B	C	D
1				
2		Company	HLTH1	
3		Year	2003	
4		Period	03	
5		Account	1001-CASH1	
6		Basis	CASH	
7				
8			#SECURITY	
9				

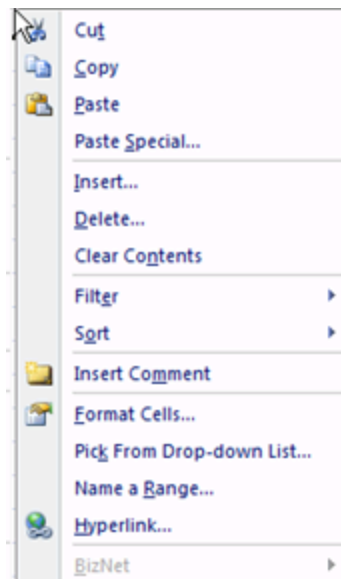
Installation Activities for Client Workstation(s)

Step 1: Install BizInsight	70
Installing BizInsight for the Non-Administrative User	80
Step 2: Configure BizInsight	82
Step 3: Verify the BizInsight Installation	92

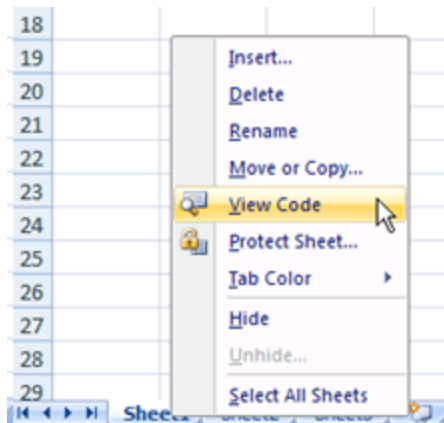
Step 1: Install BizInsight

IMPORTANT If you are implementing BizInsight in a Terminal Services/Citrix environment, stop here and switch to the document titled "Citrix Terminal Services Installation Guide" for alternate setup steps for that type of implementation.

1. If you are upgrading from the earlier, BizExcelerator version, uninstall the previous BizInsight installation from **Control Panel > Programs and Features**.
2. The right-click menu for the old BizExcelerator version must be removed before installing the new product. If you are a new installation or upgrading from the BizInsight 5.5 version, go to the next step. Otherwise do the following:
 - a. Open Excel.
 - b. Right-click on a cell to verify that the BizExcelerator right-click menu is still present.



- c. Right-click on the Sheet name and choose **View Code**.

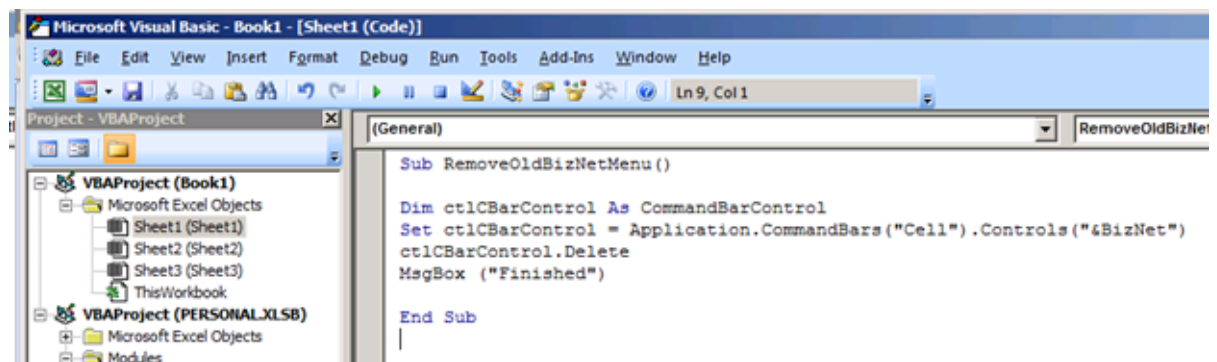


- d. Copy and paste the following text into the right pane.

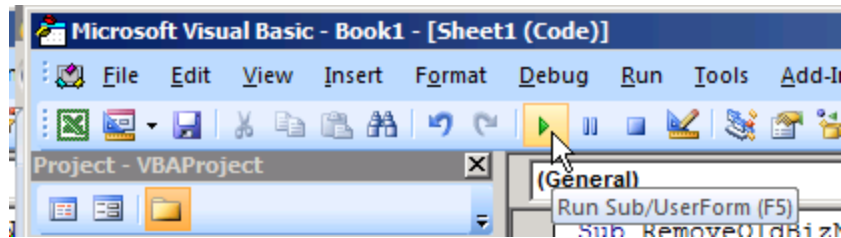
```
Sub RemoveOldBizNetMenu()

Dim ctlCBarControl As CommandBarControl
Set ctlCBarControl = Application.CommandBars
("Cell").Controls("&BizNet")
ctlCBarControl.Delete
MsgBox ("Finished")

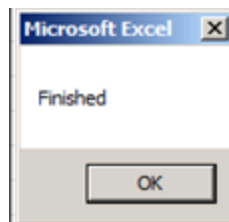
End Sub
```



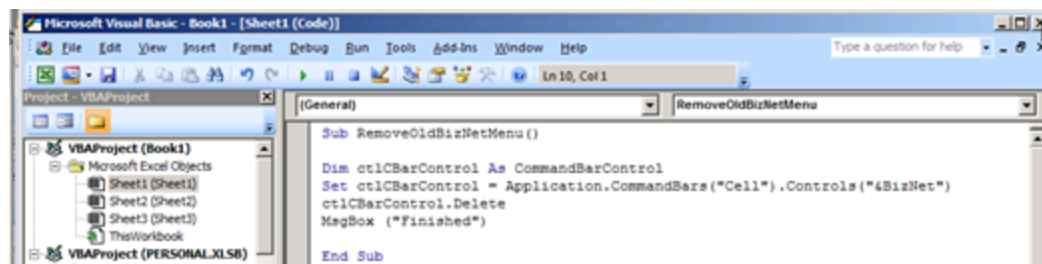
- e. Click on the Run Sub button to run the macro.



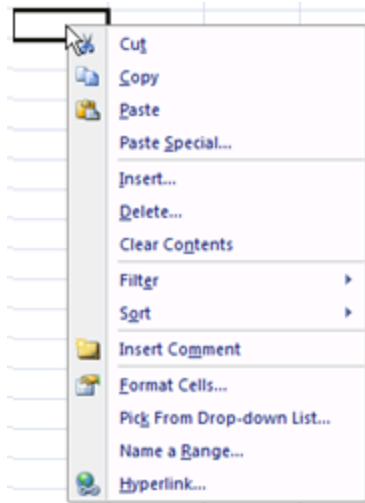
- f. Click **OK** when the Finished message is displayed.



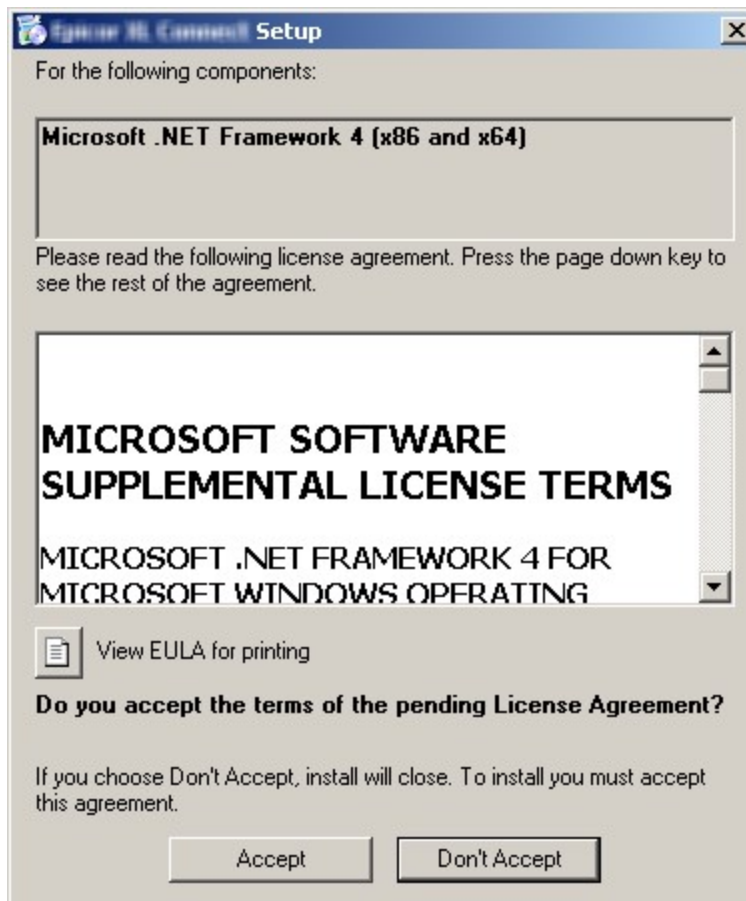
- g. Close the Visual Basic Dialog.



- h. Right-click on a cell again to confirm the BizNet menu is removed.



3. Locate the BizInsight product installation files that you downloaded from the portal site and extract the contents.
4. Extract the .zip contents to any directory that is accessible from the client workstation.
5. Double-click the **Setup.exe** for the Excel version that is installed on the client workstation.
6. The installation will check to see if Microsoft .Net Framework 4.0 is installed. If not installed, the following dialog will display. Click **Accept**.



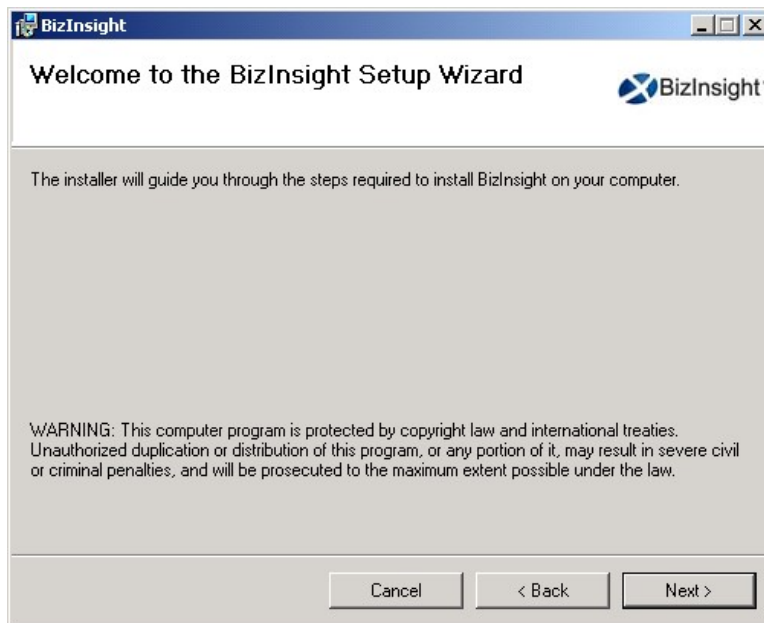
7. The installation will then check to see if the Microsoft Office Primary Interop assemblies for the installed Excel version are installed as well as a specific Microsoft Update that is necessary for proper Excel add-in functionality. If not found, the following dialog will display. Click **Install**.



8. The splash dialog will open. Click **Next** to continue.



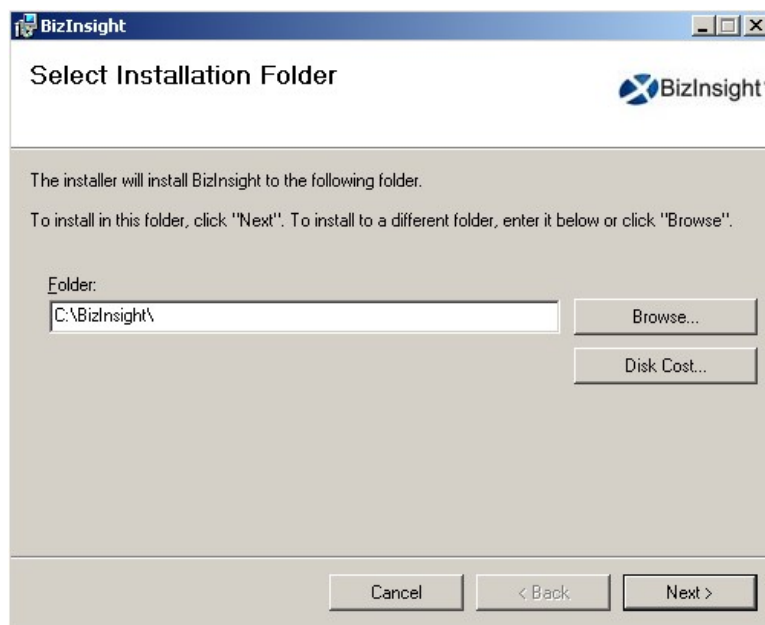
9. The Welcome dialog will open. Click **Next** to continue.



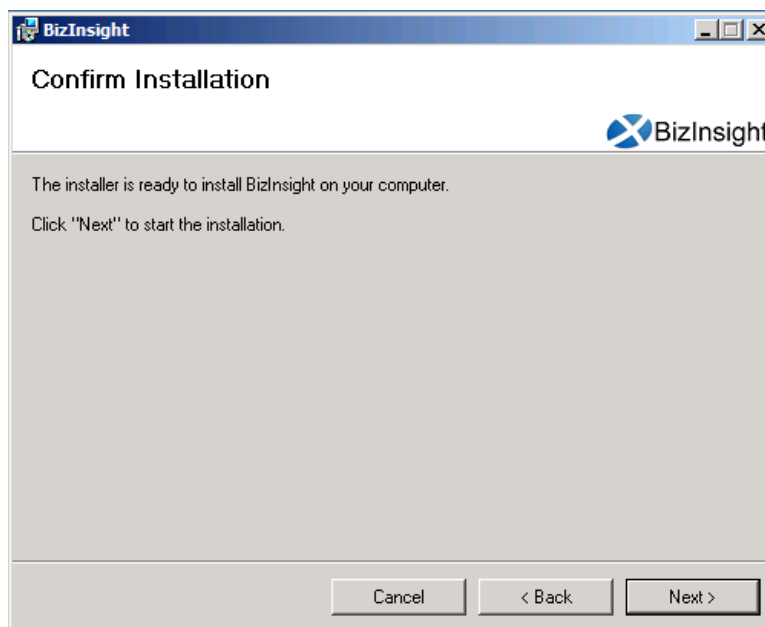
10. The **License Agreement** dialog will open. Read through the agreement and if you agree with the terms, click the **I agree** radio button and then click **Next**.



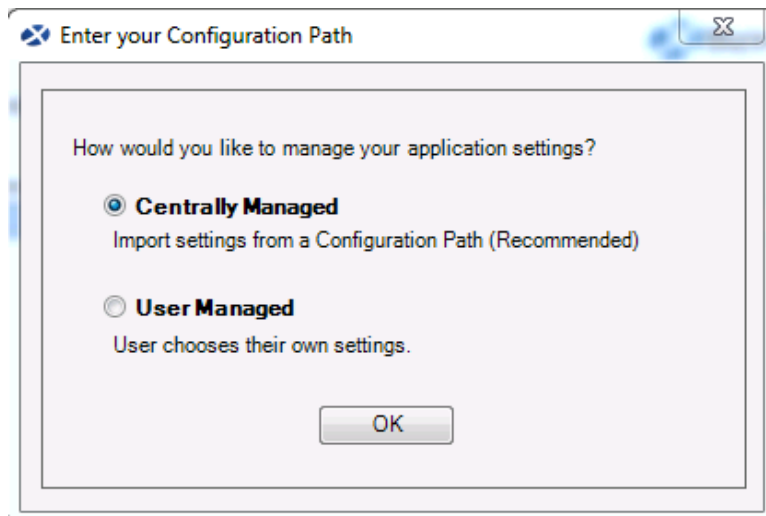
11. Accept the default installation directory or browse to a location of your choice. Click **Next**.



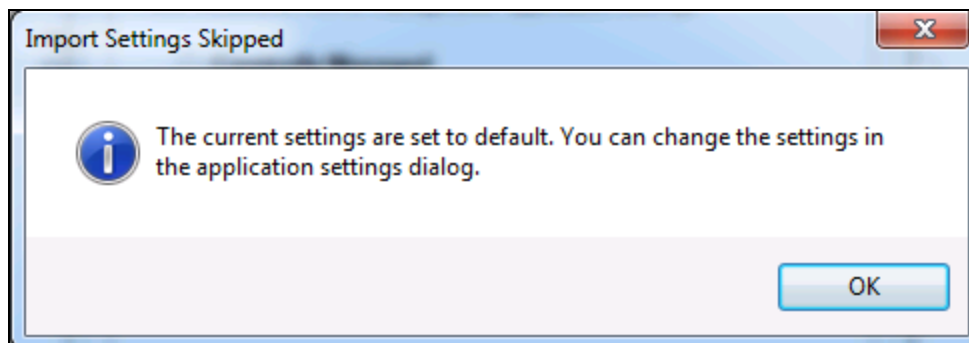
12. Click **Next** at the **Confirm Installation** dialog.



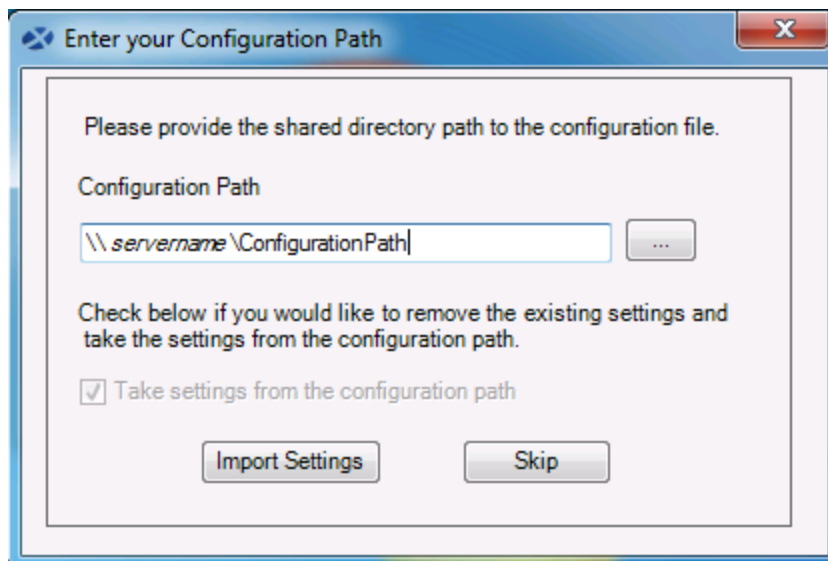
13. The **Enter your Configuration Path** dialog will open. If you have an app.config file produced by a Content Installer in your Configuration Path, leave the default option. Click **OK**.



If you do not have a Content Installer created app.config file, choose the **User Managed** radio button to proceed. You will need to supply the key paths when configuring BizInsight for the user. When you click OK, the Import Settings Skipped dialog will open. Click **OK**.

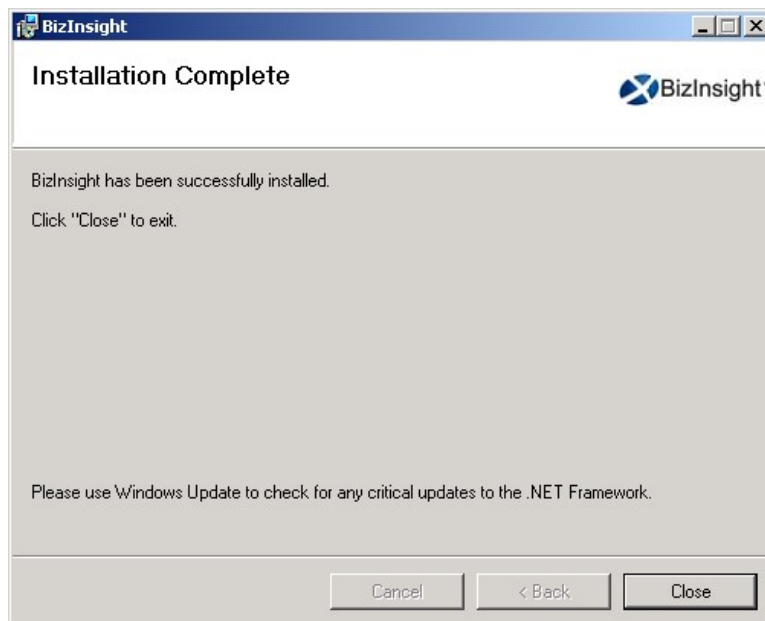


14. If the Centrally Managed option was selected, click the Browse button and browse to the Configuration Path shared directory.



Click **Import Settings**.

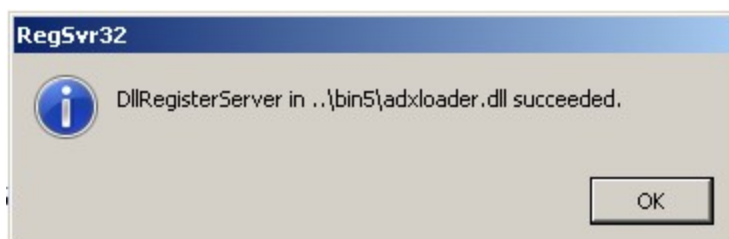
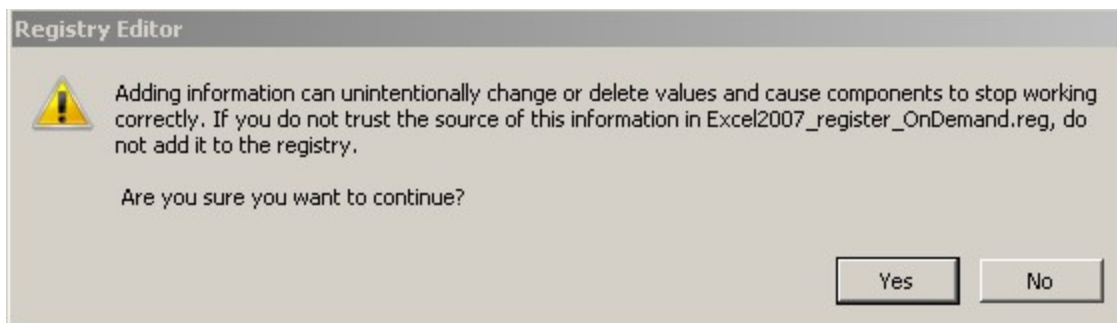
15. Once the installation completes, click **Close**.



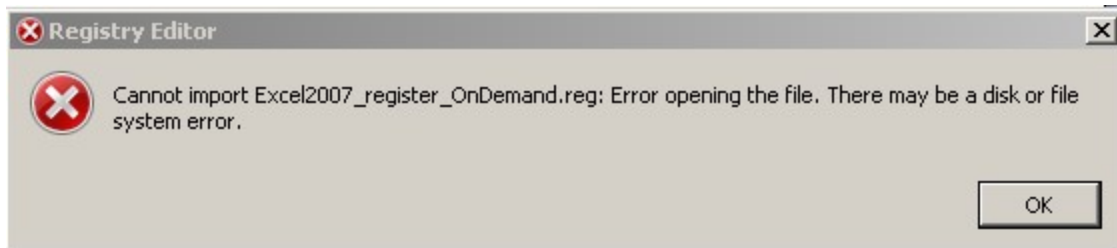
Installing BizInsight for the Non-Administrative User

If you have installed BizInsight while logged in as a different login than the BizInsight end user, you will need to perform the following additional steps in order to get BizInsight functioning for this user.

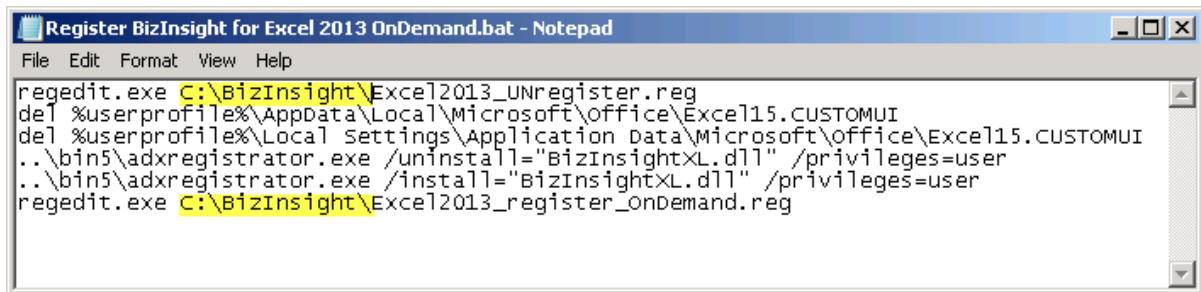
1. After completing all of the preceding steps to install BizInsight, log out of the client workstation and log back in as the BizInsight user.
2. Open Windows Explorer and browse to the reg5 subdirectory of the BizInsight local directory.
3. Double-click the file named "**Register BizInsight for Excel xxxx OnDemand.bat**", where "xxxx" is the Excel version (2003, 2007, 2010 or 2013).
4. If the workstation is running Windows 7 with User Account Control ("UAC") enabled, click Yes to all UAC pop-ups. Click Yes or OK to all dialogs that open.



IMPORTANT If you get the following error when running the .bat file, you must edit the file named "Register BizInsight for Excel xxxx OnDemand.bat" to add the file directory path to each regedit.exe line.



To edit the "Register BizInsight for Excel xxxx OnDemand.bat", open it with Notepad and add the file directory path to each regedit.exe entry in the file. For example:

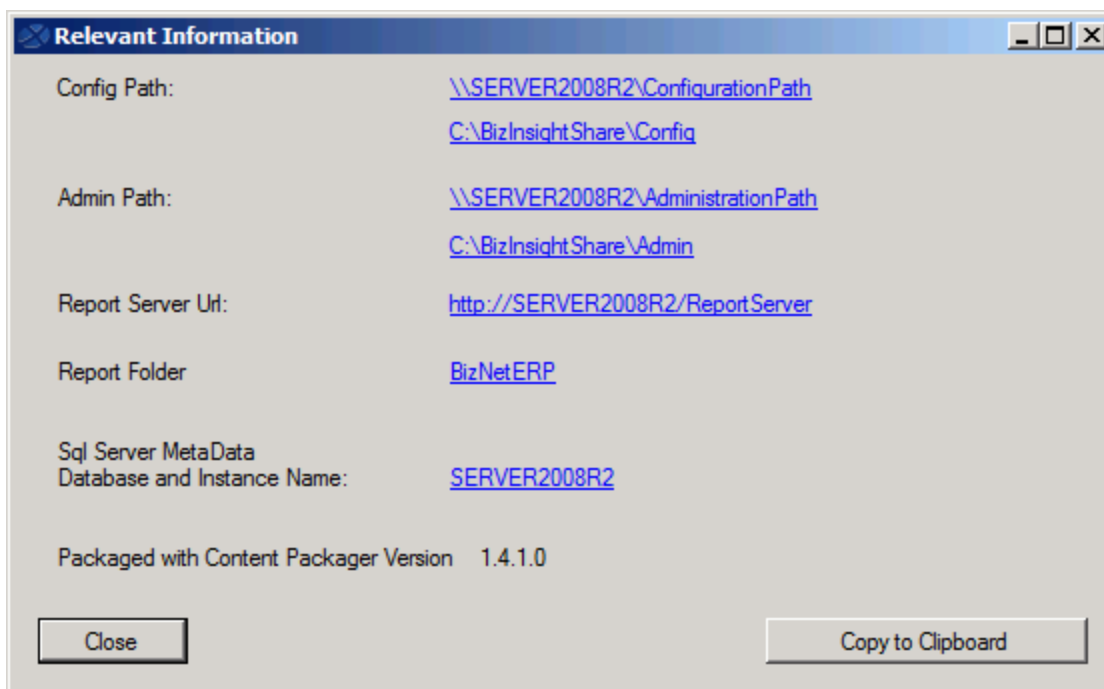
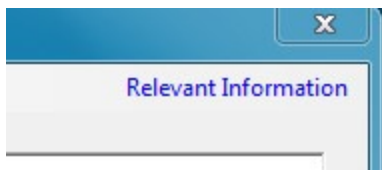


5. When the .bat file completes, start Excel and continue with the next steps.

Step 2: Configure BizInsight

1. If you used the Content Installer to create an app.config file to use for Centrally Managed settings, you can skip this step.

You will need to know the paths for the BizInsight implementation. Go to the server and start the Content Installer. Click on the Relevant Information link and make a note of the values shown.

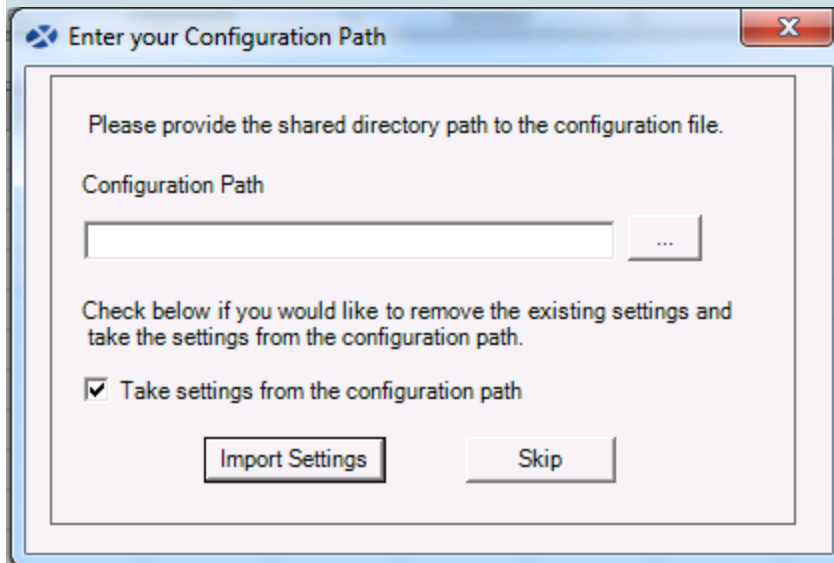


2. While logged in as the BizInsight end user, open Excel.

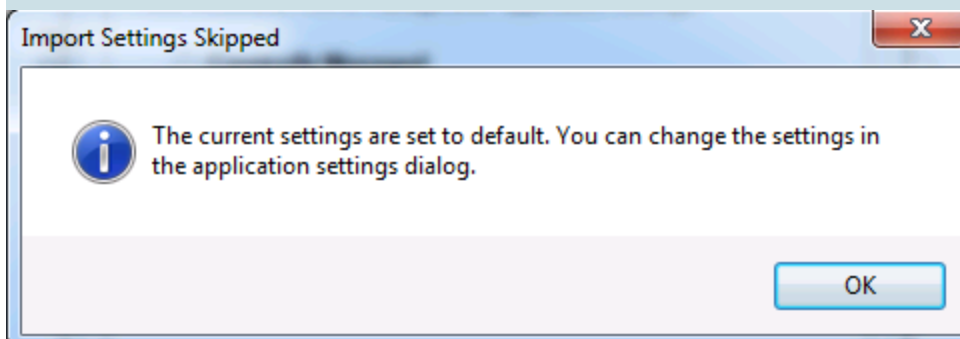
The next steps depend on whether you chose the Centrally Managed option at the end of the BizInsight installation or chose to manage your settings at the user level. Click [here](#) to jump to the Centrally Managed steps.

User Managed Settings Steps (blue background)

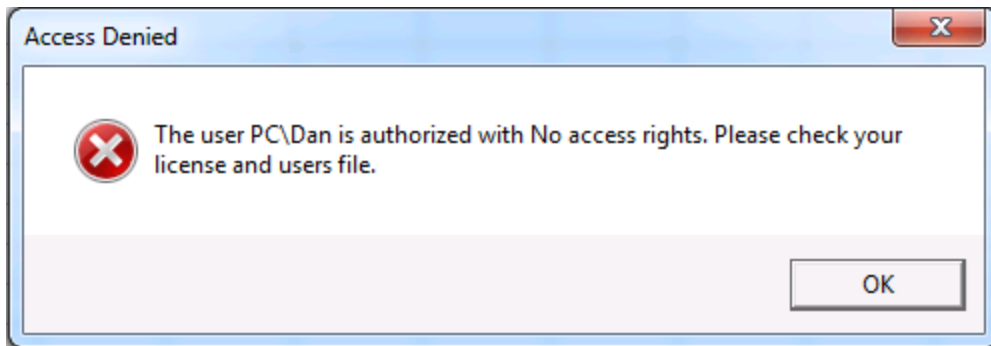
3. If you receive the following dialog, click **Skip**.



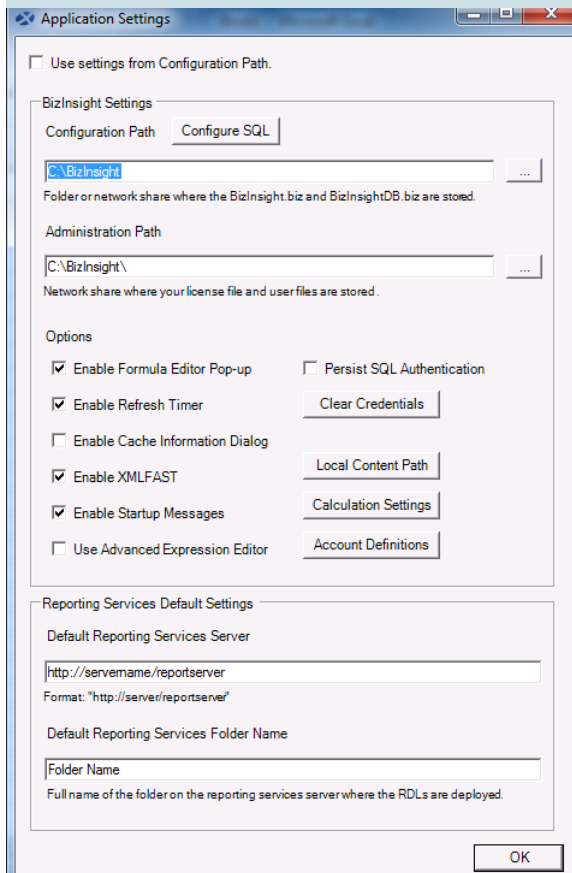
Click **OK** to the next message regarding the use of default settings.



If you receive the following error, go back to the server and grant the user BizInsight security rights, see "Assign BizInsight Security to Users" on page 116.



4. The Application Settings dialog will open. If it does not open, click on the Application Settings button on the BizInsight ribbon.



Perform the following steps:

a. Provide Essential Paths

You must provide values for the **Configuration Path**, the **Administration Path**, the **Default Reporting Services Server** and the **Default Reporting Services Folder Name** fields.

☐ Use settings from Configuration Path.

BizInsight Settings

Configuration Path

C:\BizInsight

Folder or network share where the BizInsight.biz and BizInsightDB.biz are stored.

Administration Path

C:\BizInsight\

Network share where your license file and user files are stored.

Options

☒ Enable Formula Editor Pop-up ☐ Persist SQL Authentication (Session Only)

☒ Enable Refresh Timer ☒ Enable Startup Messages

☐ Enable Cache Information Dialog

☒ Enable XMLFAST

☐ Use Advanced Expression Editor

Reporting Services Default Settings

Default Reporting Services Server

http://servename/reportserver

Format: "http://server/reportserver"

Default Reporting Services Folder Name

Folder Name

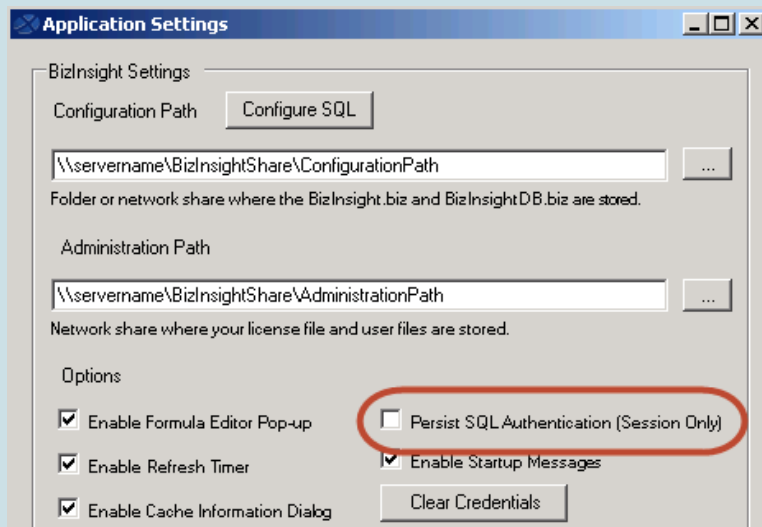
Full name of the folder on the reporting services server where the RDLs are deployed.

You should have looked up these values at the start of this section.

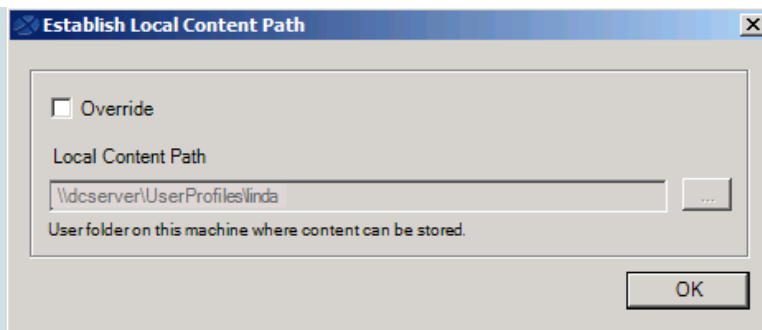
- b. **SQL Credentials Steps** (skip if not using SQL credentials for data retrieval from the Accounting database)

If you configured the Reporting Services data source to use SQL credentials during content deployment, check the **Persist SQL Authentication** checkbox.

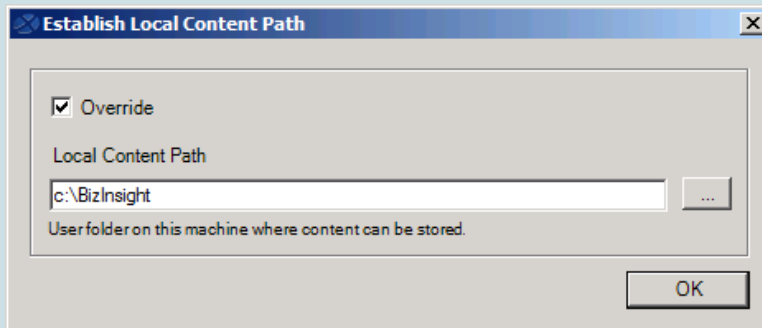
Note This step only applies to the Analysis Sets feature.



- c. Click on the Local Content button. If the default path displayed is not a local directory, click on the Override checkbox and change the path to a directory that resides on the local computer, C:\BizInsight is suggested.



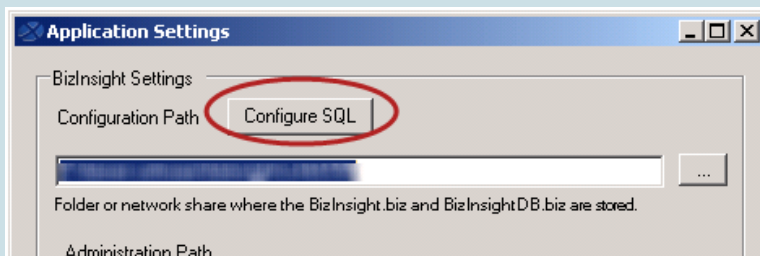
Re-directed profile directory



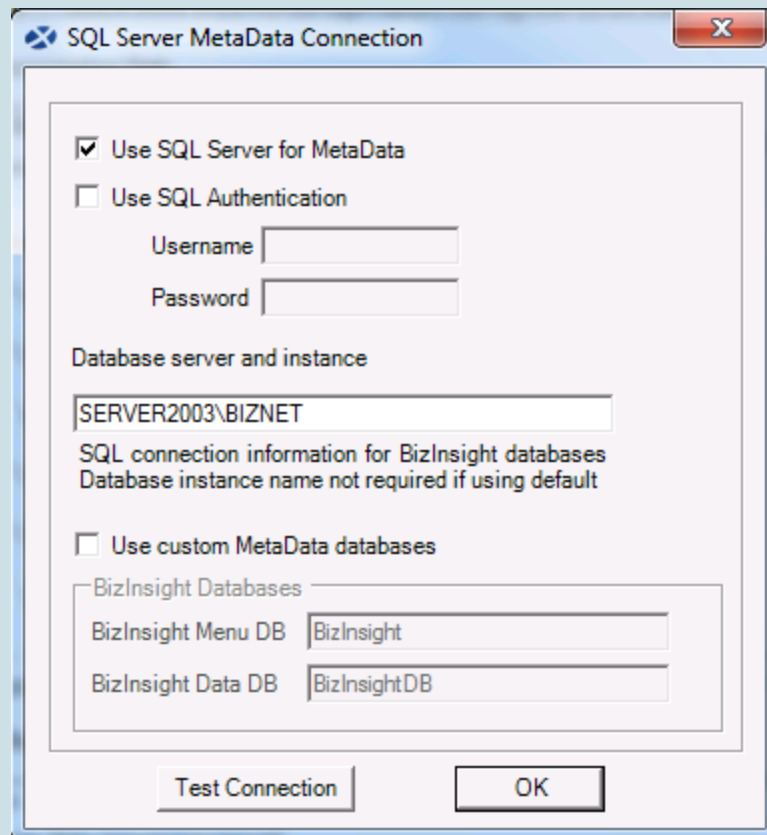
Override to local directory

d. **SQL MetaData Databases**

If the BizInsight SQL metadata databases (BizInsight and BizInsightDB) were implemented during the server setup, click on the **Configure SQL** button. If the **Application Settings** dialog does not have this button, BizInsight is not the right version. You need to uninstall and install the most current BizInsight version.



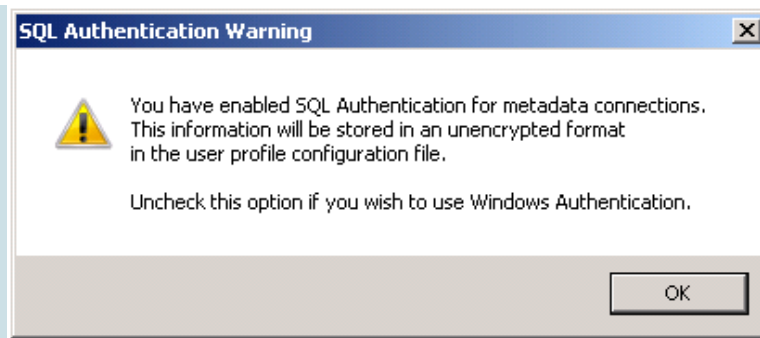
- i. Check the **Use SQL Server for MetaData** checkbox and enter the SQL Server name, and instance name if applicable, where the BizInsight SQL databases (BizInsight and BizInsightDB) are located. The format should be *servername\instancename*.



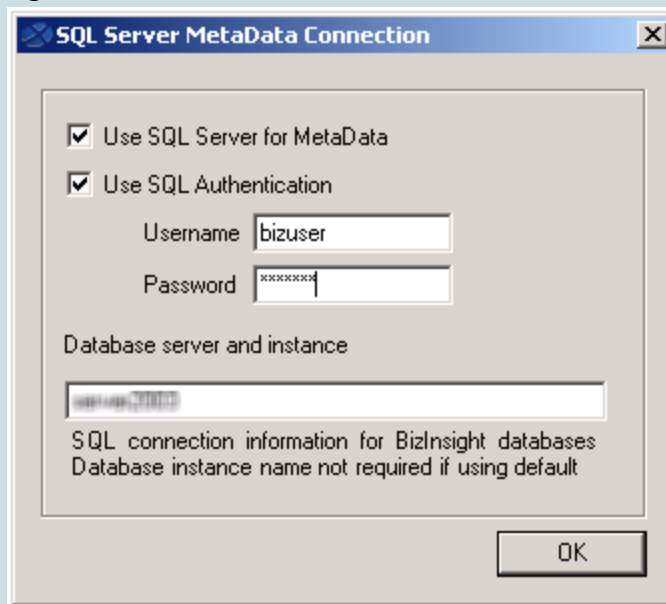
The screenshot shows a dialog box titled "SQL Server MetaData Connection". It has a checkbox labeled "Use SQL Server for MetaData" which is checked. Below it is an unchecked checkbox labeled "Use SQL Authentication". Under "Use SQL Authentication" are fields for "Username" and "Password". Below these is a section labeled "Database server and instance" with a text field containing "SERVER2003\BIZNET". Below this text field is the text "SQL connection information for BizInsight databases" and "Database instance name not required if using default". Below this is an unchecked checkbox labeled "Use custom MetaData databases". Under this checkbox is a section labeled "BizInsight Databases" with two sub-fields: "BizInsight Menu DB" containing "BizInsight" and "BizInsight Data DB" containing "BizInsightDB". At the bottom of the dialog are two buttons: "Test Connection" and "OK".

NOTE The **Use custom MetaData databases** option will only be used in situations where BizInsight is installed in a hosted environment and is shared by multiple customers.

- ii. If users will be connecting to the SQL metadata databases using SQL authentication, check the **Use SQL Authentication** checkbox. You will get the following Warning message indicating that the credentials provided will be stored in clear text in a configuration file in the user's profile.



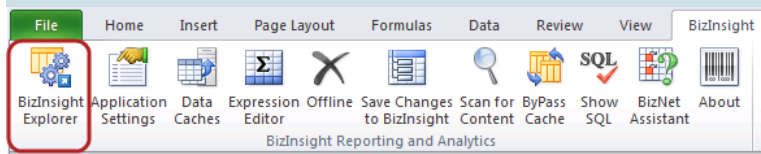
Click **OK** and enter a valid SQL login and password with appropriate rights to the SQL MetaData databases. Click **OK**.



IMPORTANT This dialog allows you to use a different method of connectivity to the BizInsight MetaData databases than for the accounting system database.

- e. Close the **Application Settings** dialog.
- 5. Re-start Excel.

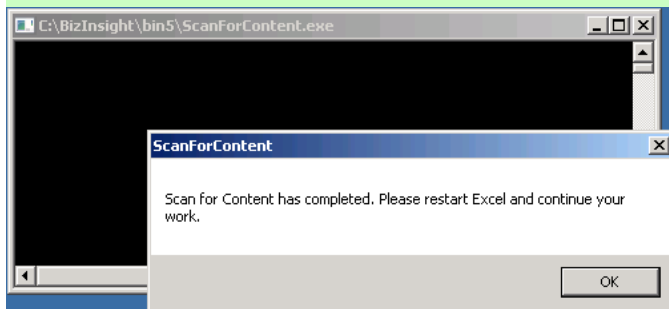
- Click on the BizInsight tab and then click on the BizInsight Explorer button to load the Navigation Pane.



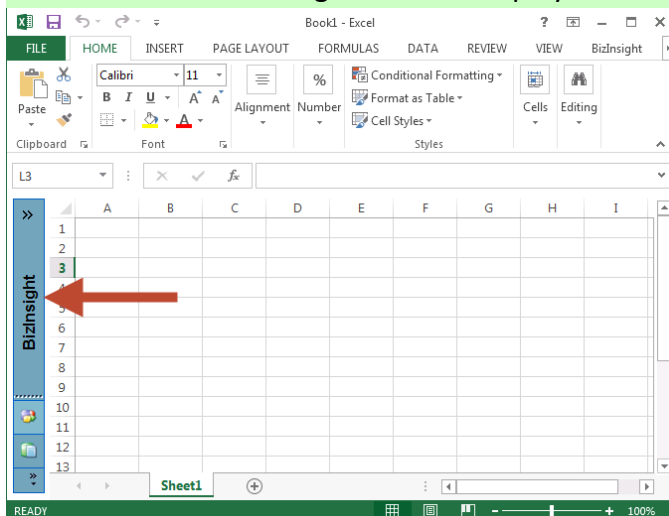
- Skip to the next white background step.

Centrally Managed User Settings (green background)

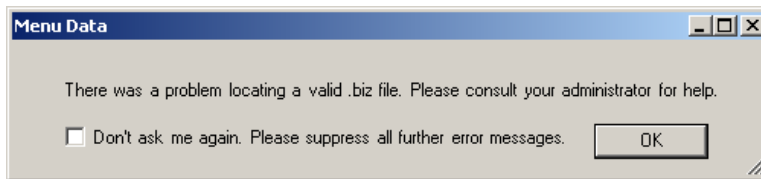
- If you are using Centrally Managed settings, you will see Scan for Content run when you first open Excel. Click **OK** and restart Excel.



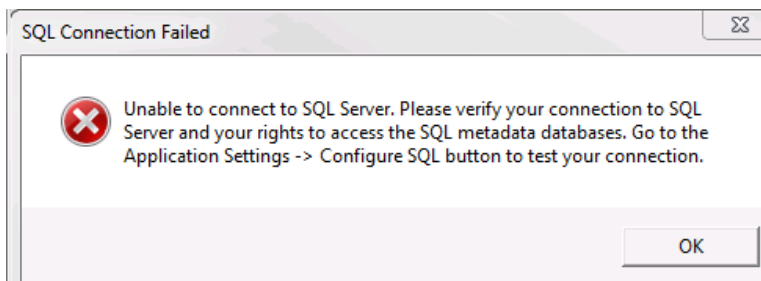
- You should see the Navigation Pane display on the left side in Excel.



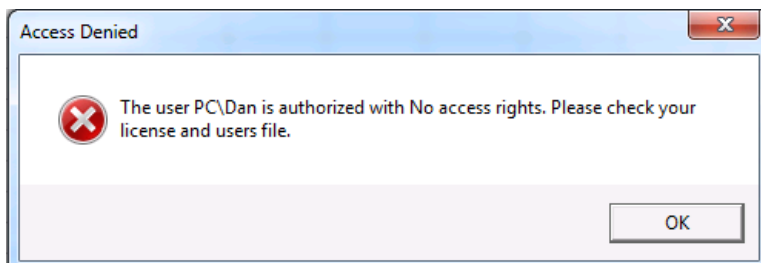
10. If you receive the following error, go back to your server and make sure all of the configuration changes have been made for XMLFast (see "CheckTCP/IP, SQL Browser and Firewall Exceptions" on page 31) and make sure the end user has the db_datareader and db_datawriter permissions to the SQL metadata databases (BizInsight and BizInsightDB).



Click **OK** to this message as well as the one that follows:



If you receive the following error, go back to the server and grant the user BizInsight security rights, see "Assign BizInsight Security to Users" on page 116.



You are now ready to test the installation. Proceed to "Verify the BizInsight Installation".

Step 3: Verify the BizInsight Installation

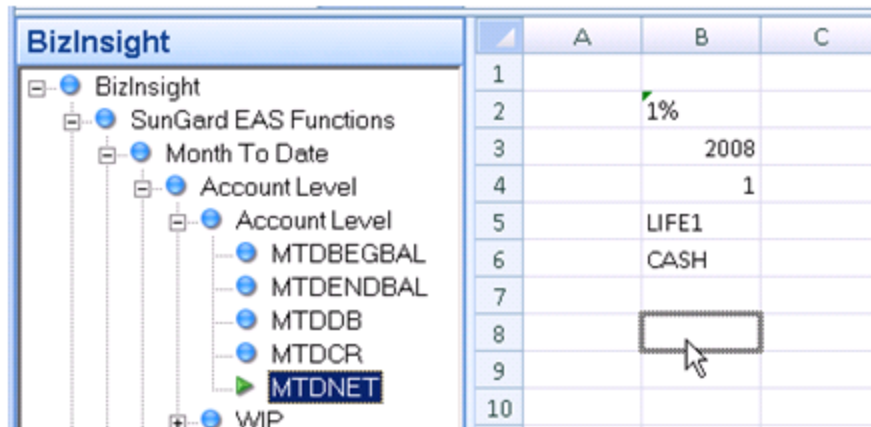
You must create or refresh an existing report to verify the BizInsight installation. If the user just installed is a Viewer or Drilldown user, you must verify the installation by refreshing a report that has already been created by a Designer user. Locate an existing report, open it in Excel and right-click on a cell and choose **BizNet Refresh**. If it refreshes without error, the installation is complete.

If an existing report does not exist, the following steps can be used to create a simple report with which to verify the installation.

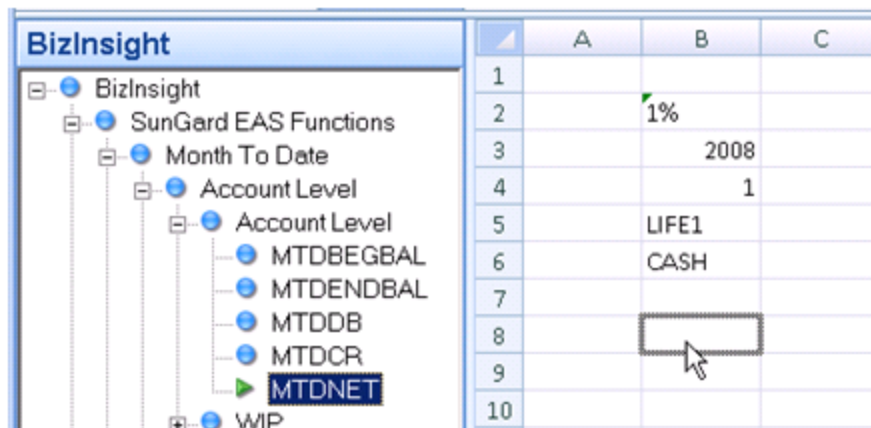
Note Your login id must be setup as a Designer user to be able to perform these steps; you may need to temporarily add your login as a Designer user using the Admin Tool to perform these steps. The Admin Tool can be accessed from the Content Installer interface on the server.

WARNING Do **not** add your own login using the Admin Tool unless you know for sure that you have another login available with sysadmin rights to the SQL Server instance. Early versions of the content installer (pre version 1.6) will remove existing permissions for users, including those with sysadmin rights. If uncertain, skip this step and confirm sysadmin access will not be lost then return to complete the Admin Tool step.

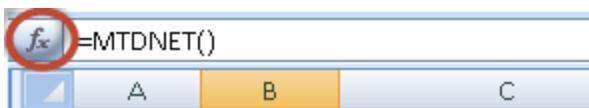
1. In separate cells in your Excel worksheet, type in a valid Company Code, Fiscal Year and Period. In cells B2, B3, B4, B5 and B6 enter values as follows:
 - a. '1% (be sure to include the leading single apostrophe)
 - b. A Fiscal Year for which data exists, ex. 2008
 - c. A Fiscal Period for which data will exist, ex. 1
 - d. A valid EAS company code, ex. PC1
 - e. A valid Basis code



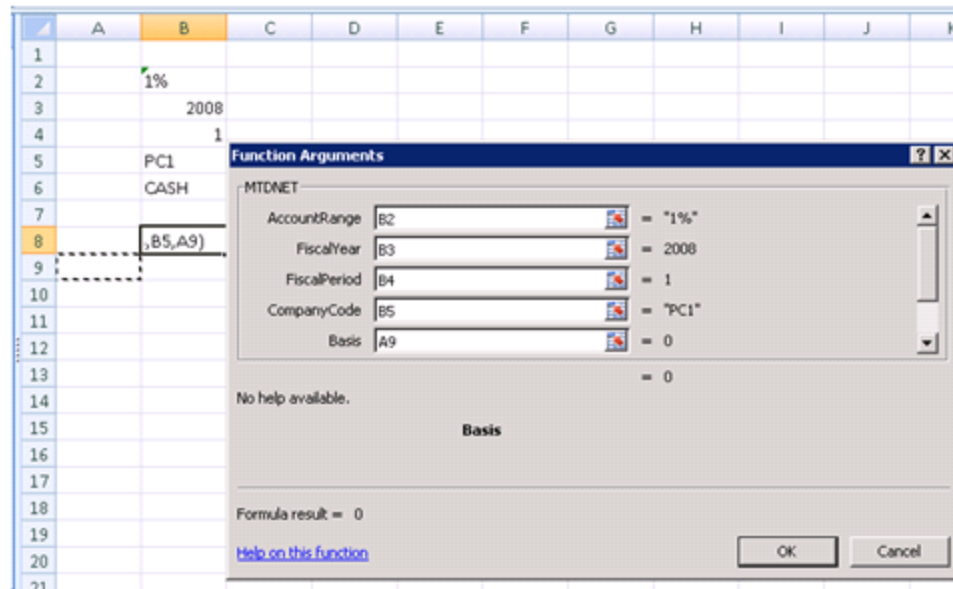
2. In the Navigation Pane, expand **YourContentPackName** > **Functions** > **Month to Date**. Click on a **Net** function and drag it into a cell in the Excel worksheet.



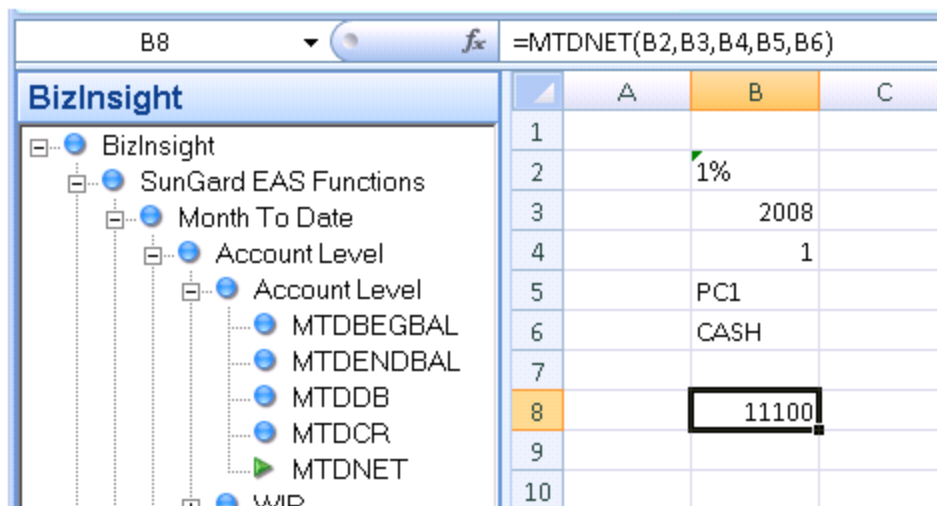
If the Function Arguments dialog does not automatically open, click on the Excel Insert Function button (*fx*)



3. Click on the cells containing your input parameters and then click **OK**



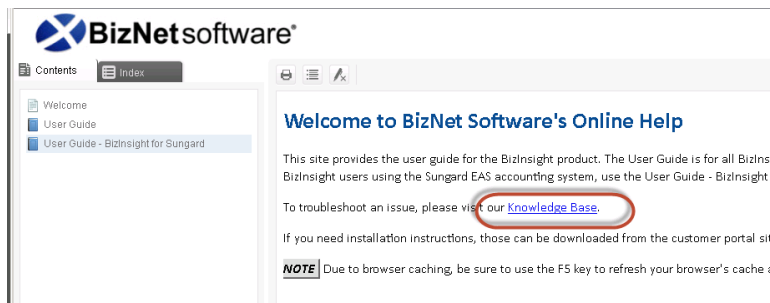
4. If the function returns data or a zero, your installation and configuration are correct.



If you receive an error, click on the BizNet Assistant button on the BizInsight ribbon, choose the **Resolve Issues automatically** option and click **Next**. Once that process finishes, refresh the report again to see if the issue is resolved.

If the issue is still not resolved, you can contact BizNet Software Support using the BizNet

Assistant's **Contact Support** option. If it is after hours or you want to continue to try to troubleshoot, you can get to the BizNet knowledge base by choosing the **Online documentation** option in BizNet Assistant. Once at the online documentation site, click on the link to the BizNet knowledge base.



Once the installation is confirmed, save this report to a shared directory to use for verifying the installations of Viewer and Drilldown users. These users cannot add functions to reports so you will need an existing report that you can refresh to confirm there are no errors. To verify the installations for Viewer and Drilldown users, install and configure , open this report, right-click and choose Refresh.

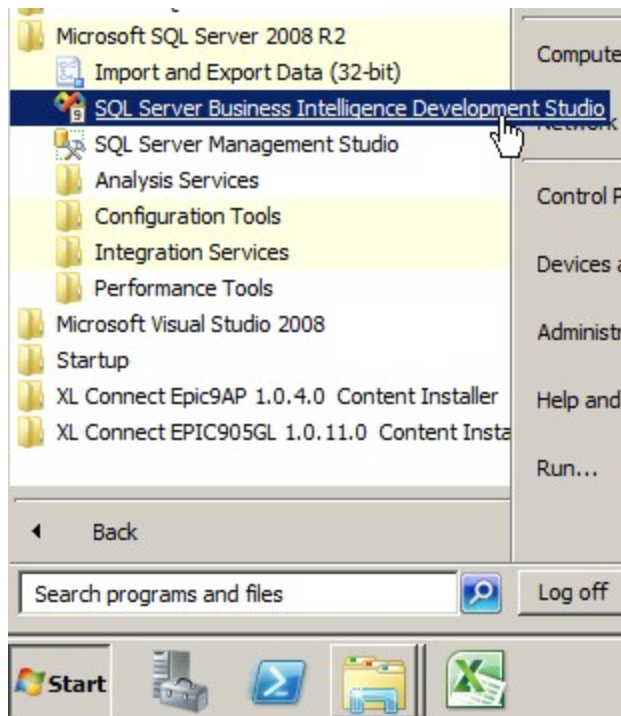
Appendices

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Manually Deploying Content Reporting Services Reports

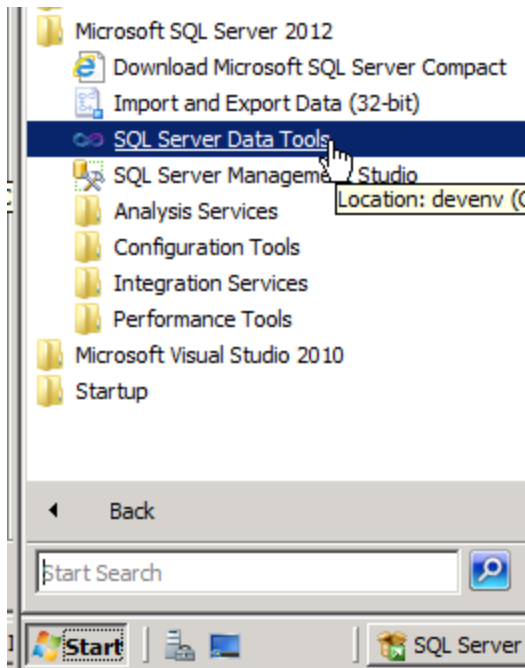
If the content installer does not detect your existing reporting services installation, it may be necessary to manually deploy the reporting services reports.

1. Run the content installer setup.exe to lay down the content files.
2. On the server where Reporting Services is installed (you'll have to make sure that it is installed and configured), open SQL Server Business Intelligence Development Studio.



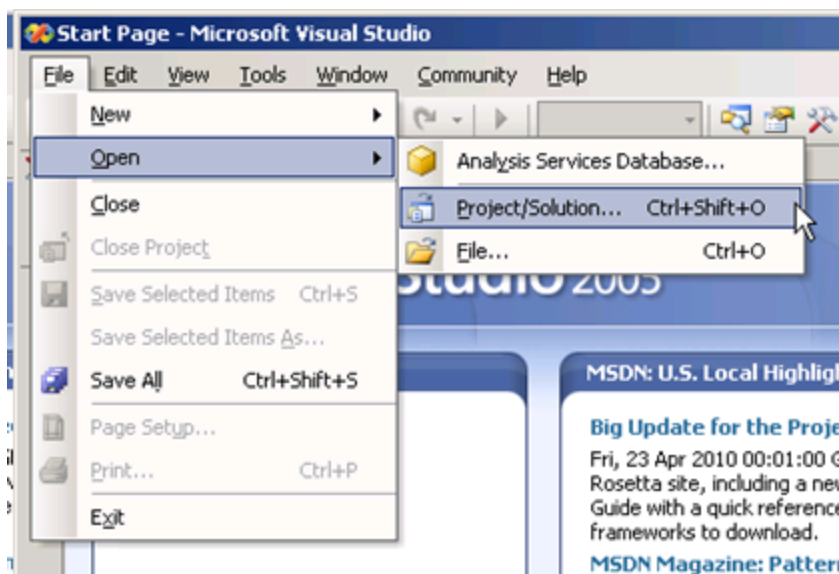
or **Microsoft SQL Server 2012 > SQL Server Data Tools**

Note The SQL Server Data Tools for BI ("SSDT BI") is a separate download for SQL Server 2014.

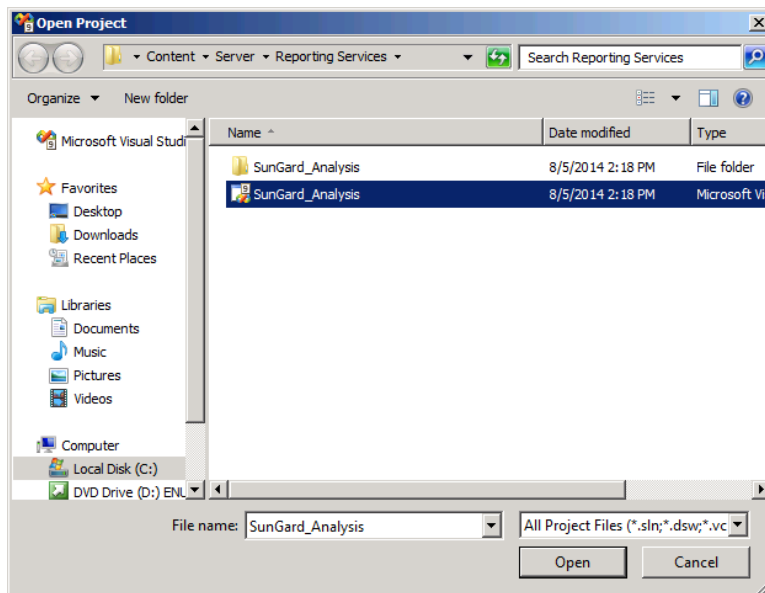


IMPORTANT If your server operating system is Windows Server 2008 or higher and User Account Control is enabled, Ctrl+Shift+Right-click on SQL Server Business Intelligence Development Studio (or SQL Server Data Tools) and choose “Run as administrator”.

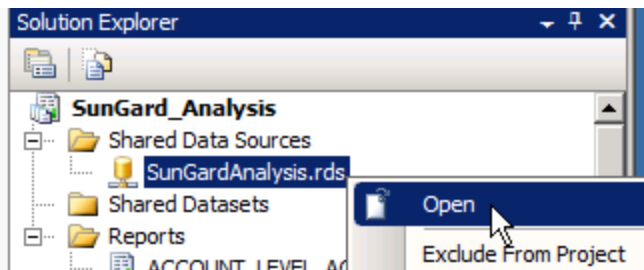
3. Click on **File > Open > Project/Solution**



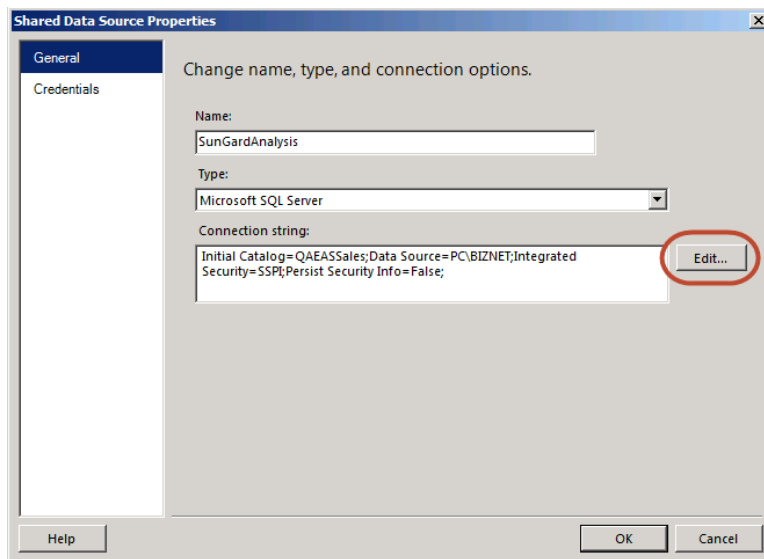
4. Browse to the directory to which the content was installed, locate the Reporting Services folder and select the .sln file. If one does not exist, select the .rptproj file.



5. Right-click on the shared data source and choose **Open**.



6. Click on **Edit**.



7. Enter the accounting system database server name (and instance name if applicable) in the **Server name** field. Select the accounting system database from the database drop down list. If your accounting system uses a system or control database, select that database instead of a specific company database. Once configured, click **OK**.

Connection Properties

Data source:
Microsoft SQL Server (SqlClient) Change...

Server name:
server2008r2 Refresh

Log on to the server

☒ Use Windows Authentication

☐ Use SQL Server Authentication

User name:

Password:

☐ Save my password

Connect to a database

☒ Select or enter a database name:
eas

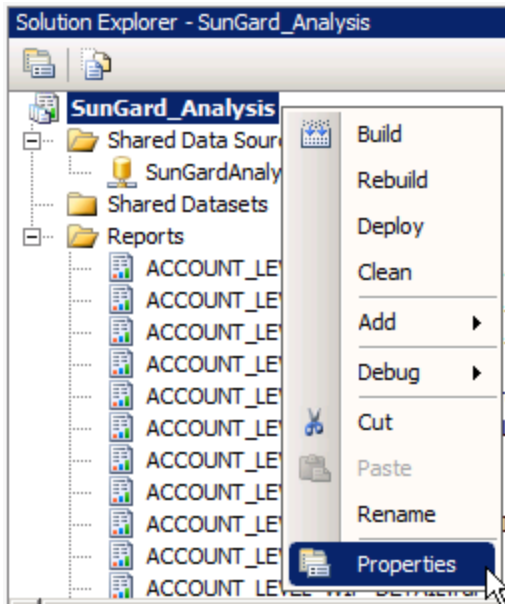
☐ Attach a database file:
 Browse...

Logical name:

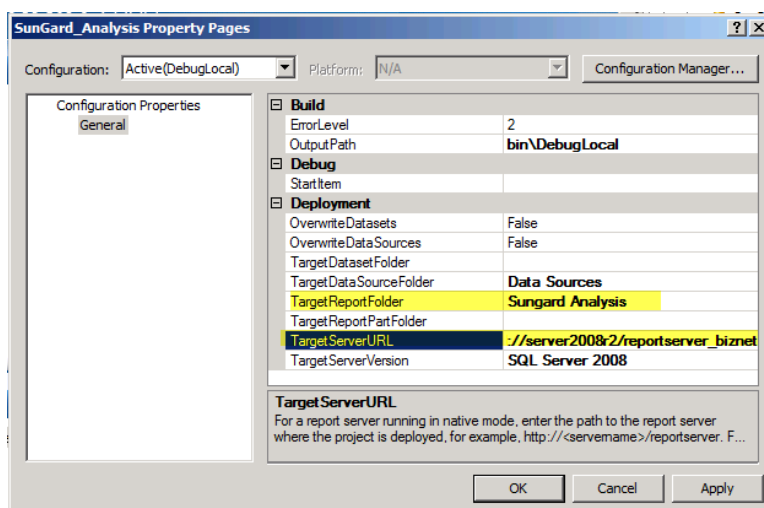
Advanced...

Test Connection OK Cancel

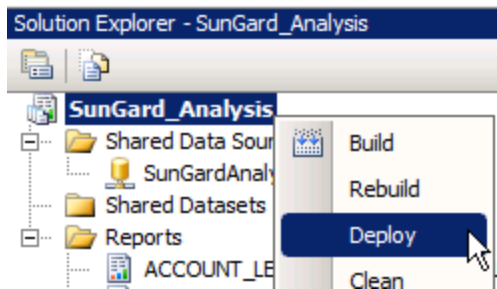
8. In the Solution Explorer, right-click on the top level and choose **Properties**.



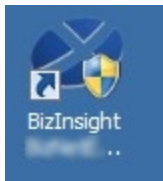
9. Fill in the **TargetReportFolder** field with your preferred default folder name and complete the **Target Server URL** field with the reporting services **web service** url. Click **OK**.



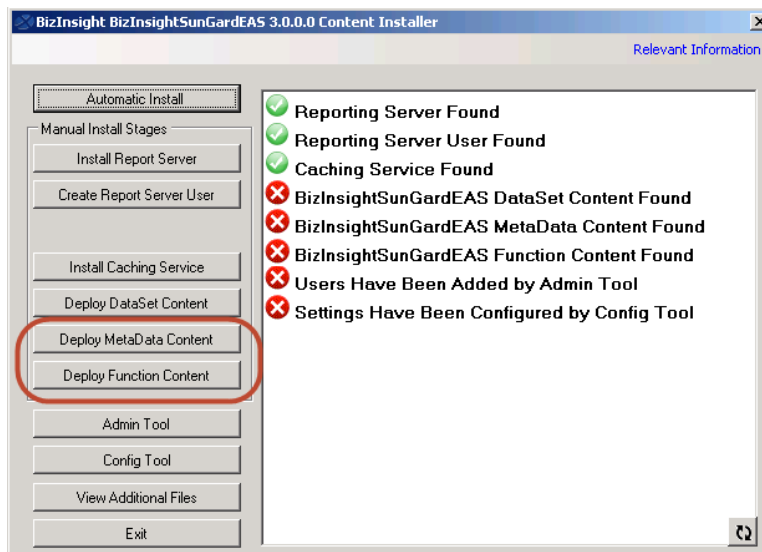
10. Right-click on the top level in the Solution Explorer and choose **Deploy**.



11. Once the RDLs are deployed, double-click on the content installer icon on the desktop.



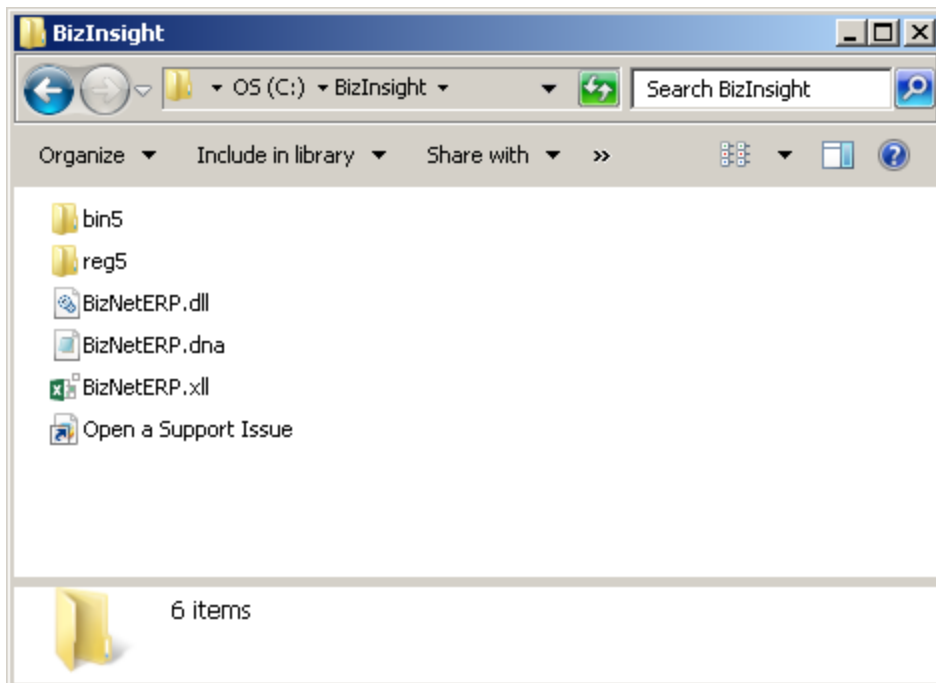
12. Run the **Deploy MetaDataContent** and **Deploy Function Content** options in the Manual Install Steps section to complete the content pack installation.



Manually Installing BizContent Add-ins

If you are using a BizInsight version that is older than 5.5 SP1, you will need to register the BizContent add-ins manually in Excel. BizNet Software recommends upgrading to the latest BizInsight version but if that is not possible, perform the following steps:

1. Browse to the BizInsight shared directory and copy the content add-in files (.dll, .xll and .dna) to the directory to which you installed the BizInsight client. If you are using separate config and admin folders, the client add-in files will be in the config folder.



The remaining steps vary based on the Office version installed:

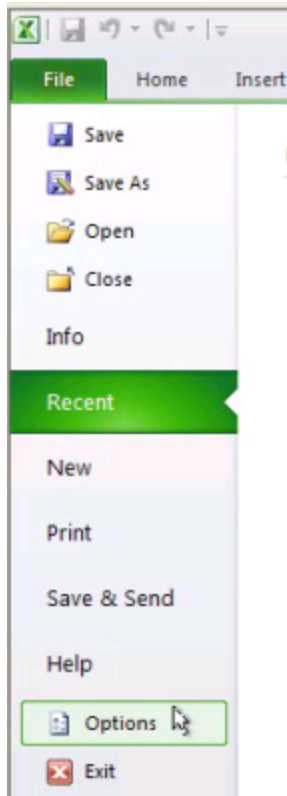
[Office 2010/2013 steps](#)

[Excel 2007 steps](#)

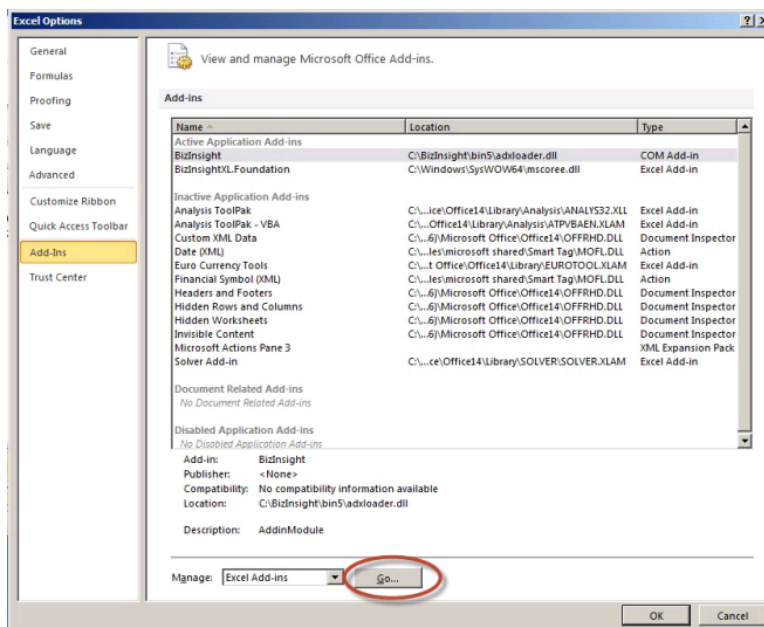
[Excel 2003 steps](#)

Excel 2010/2013

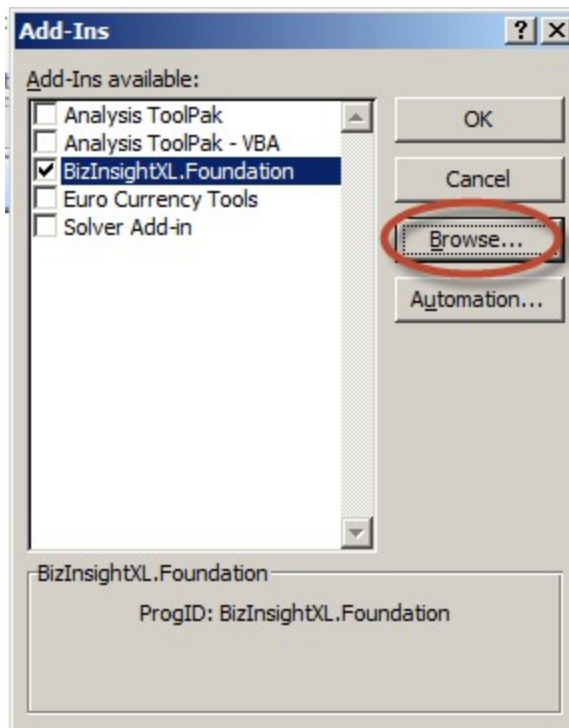
1. Click on **File > Options**.



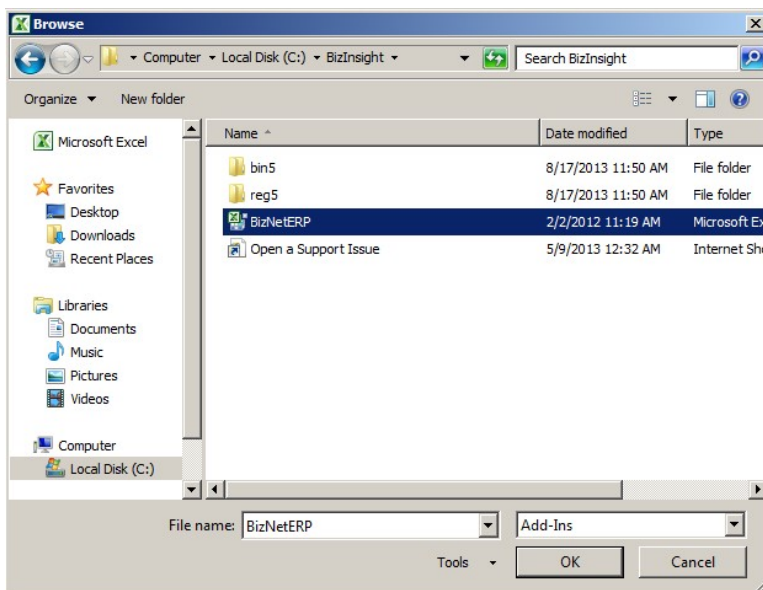
7. Click on **Add-ins** in the left pane and then click on **Go** at the bottom on the right pane.



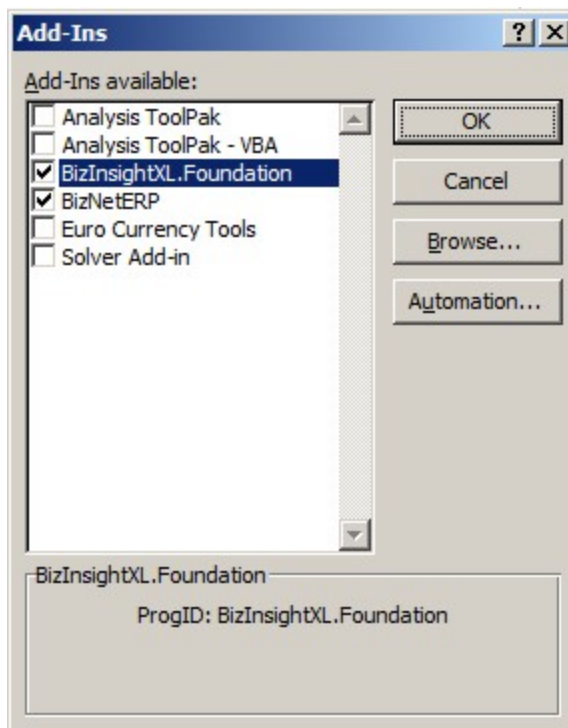
2. In the Add-ins dialog, click on the **Browse** button.



3. Browse to the directory to which you installed BizInsight and select the .xll file in that directory. Then click **OK**.



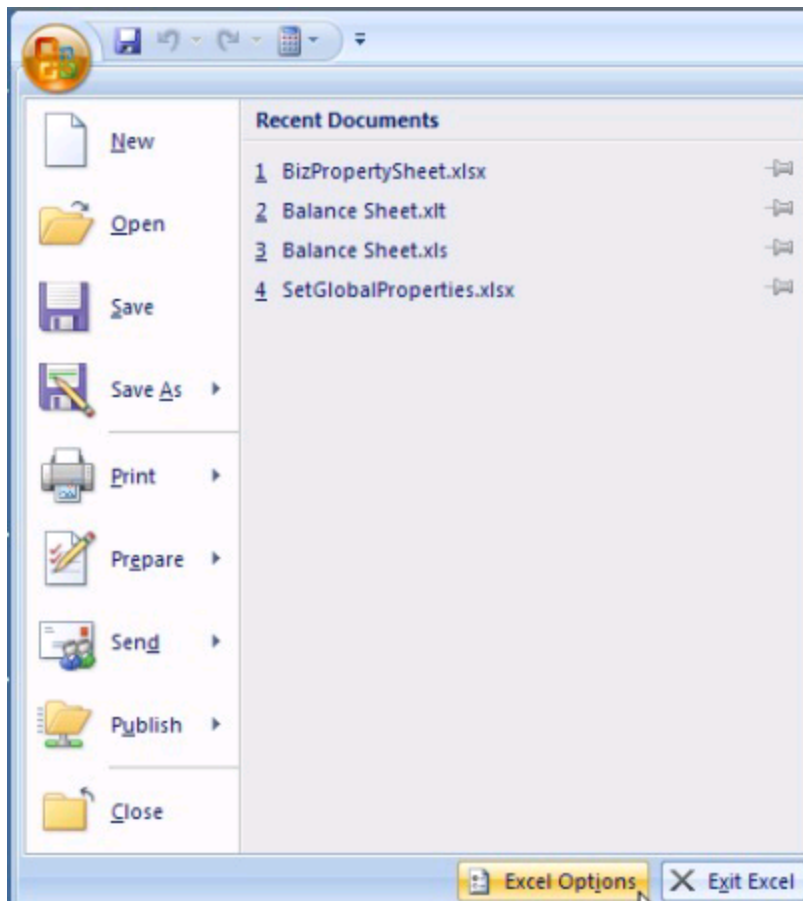
The Add-ins dialog should now look like the following:



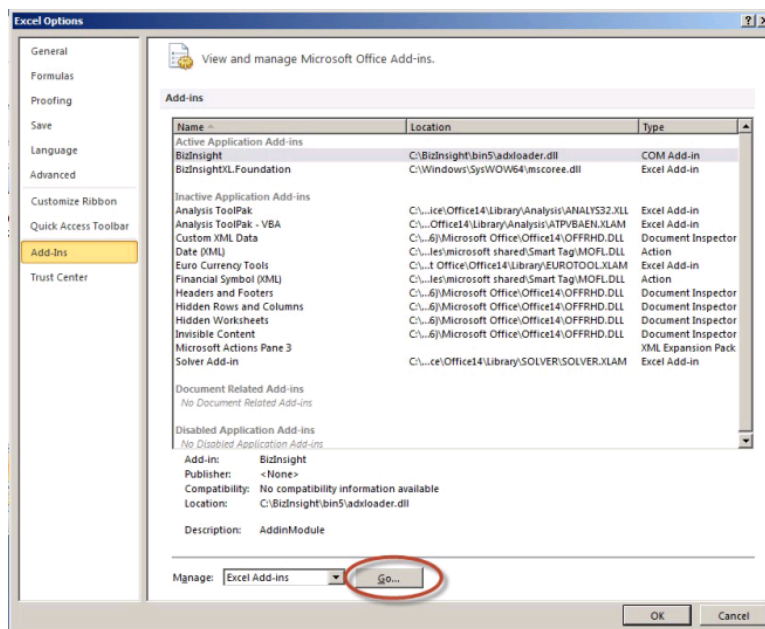
4. Click **OK**.

Excel 2007

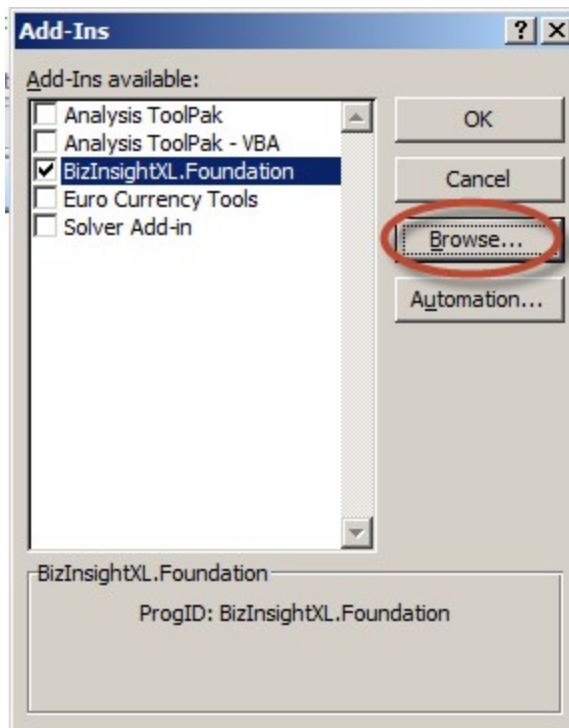
1. Click on the **Office** button and then click on the **Excel Options** button.



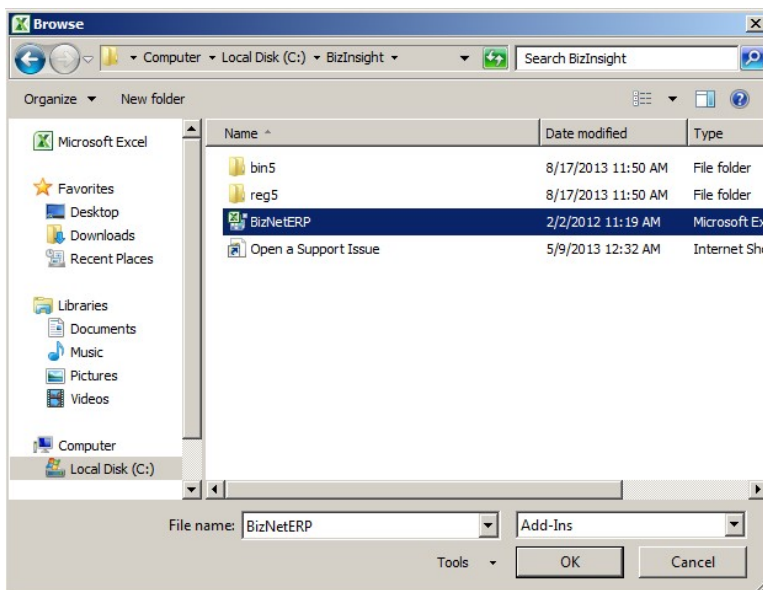
- Click on **Add-ins** in the left pane and then click on **Go** at the bottom on the right pane.



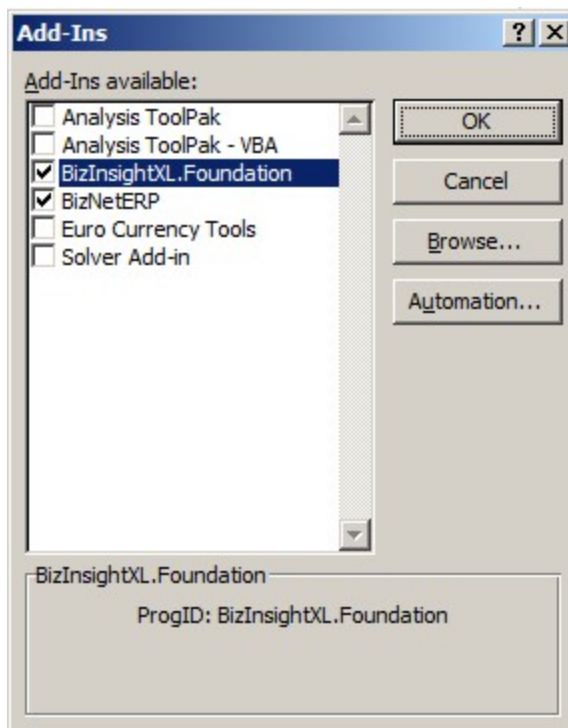
3. In the Add-ins dialog, click on the **Browse** button.



4. Browse to the directory to which you installed BizInsight and select the .xll file in that directory. Then click **OK**.



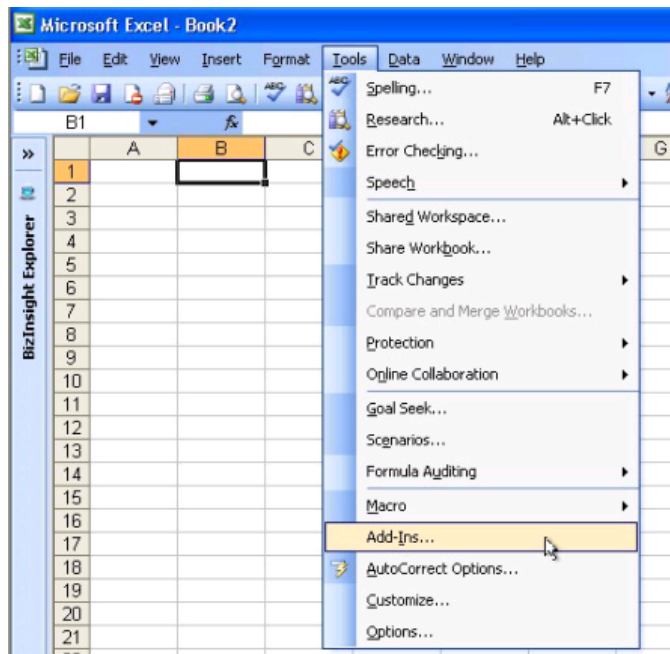
The Add-ins dialog should now look like the following:



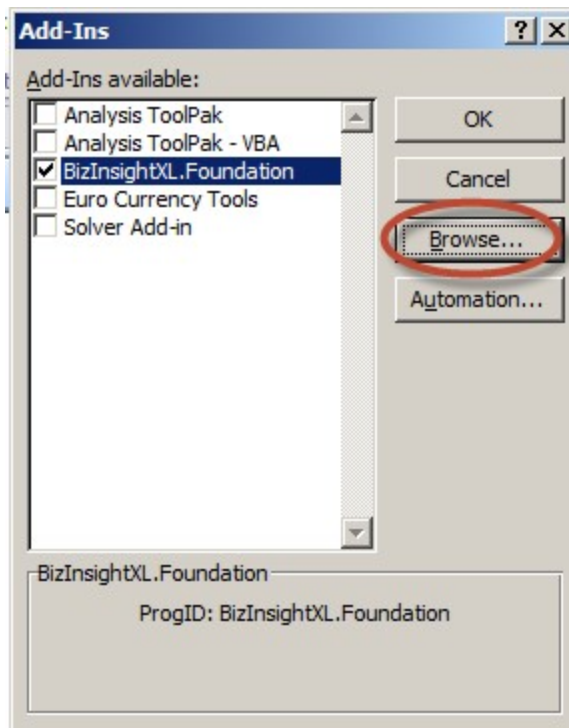
5. Click **OK**.

Excel 2003

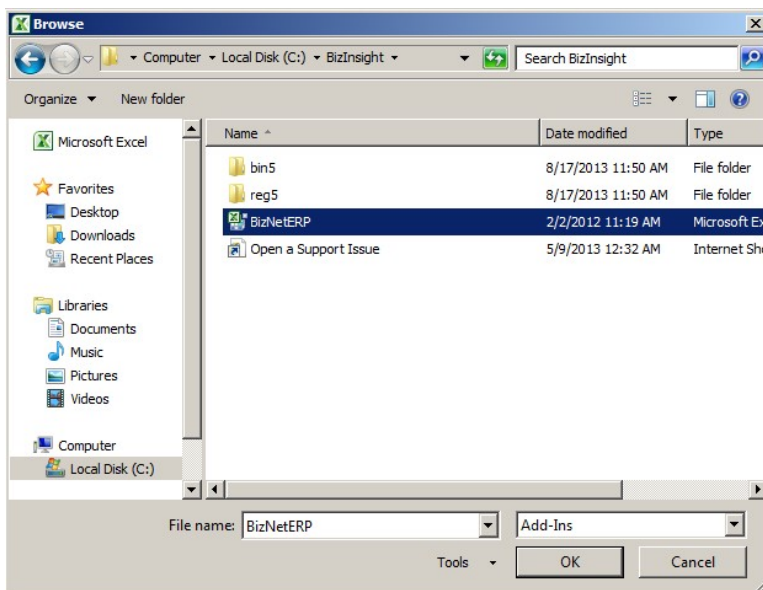
1. Click on **Tools > Add-Ins**



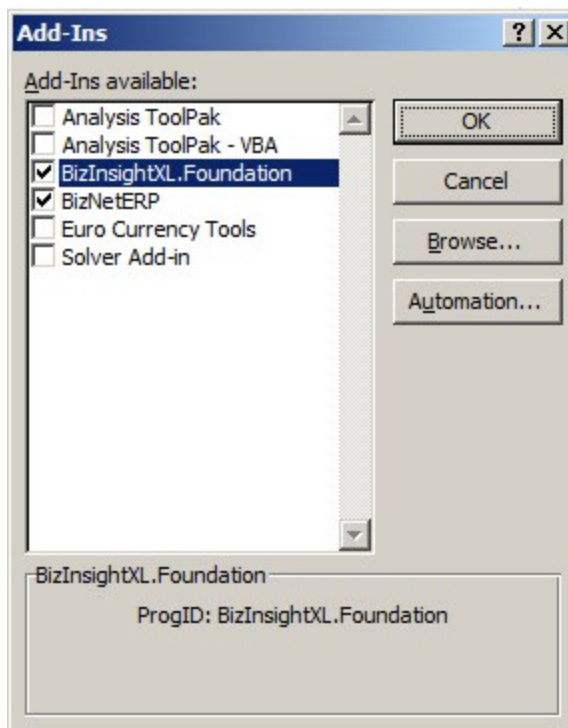
2. In the Add-ins dialog, click on the **Browse** button.



3. Browse to the directory to which you installed BizInsight and select the .xll file in that directory. Then click **OK**.



The Add-ins dialog should now look like the following:

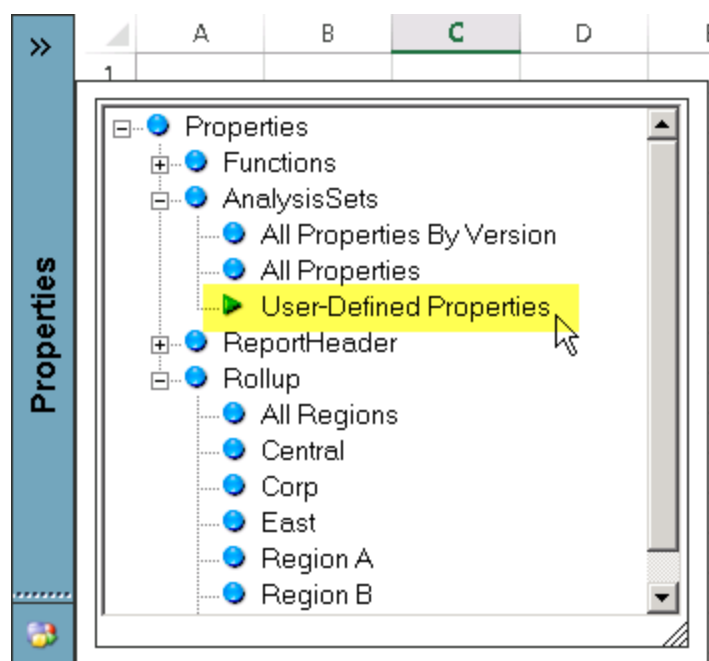


4. Click **OK**.

OptimizeCache Adjustments

Most content packs come with special BizProperty settings named OptimizeCache. These properties establish what column to index for each in memory data cache and are essential for optimal report refresh times. We strive to design our content packs for the majority of customers. Given the flexibility provided by many accounting systems regarding account mask design, the differences in accounting system usage from customer to customer as well as individual report design differences, the default configuration may not be optimal for all customers and thus may need to be tuned for your specific use of your accounting system. As an example, we might optimize on Segment1 with the expectation that the natural account is in Segment1. Customers for whom their natural is not in Segment1 will need to adjust their OptimizeCache properties for the appropriate location of their natural account in their account masks.

Use the **User-Defined Properties** analysis set on the Properties menu to list any OptimizeCache properties that may exist for your implementation. For information on how to access the User-Defined Properties analysis set, see the section titled "Navigation Pane" in the User Guide.



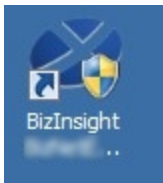
If you feel you need to tune your BizInsight implementation, please refer to the document titled "*Report Performance Guide*" for instructions on how to optimize your in-memory caches.

Assign BizInsight Security to Users

Each BizInsight user's Windows account name must be added to a .users file in the admin shared directory in order for that user to perform any BizInsight action. You will use the License Administration Tool to perform these steps.

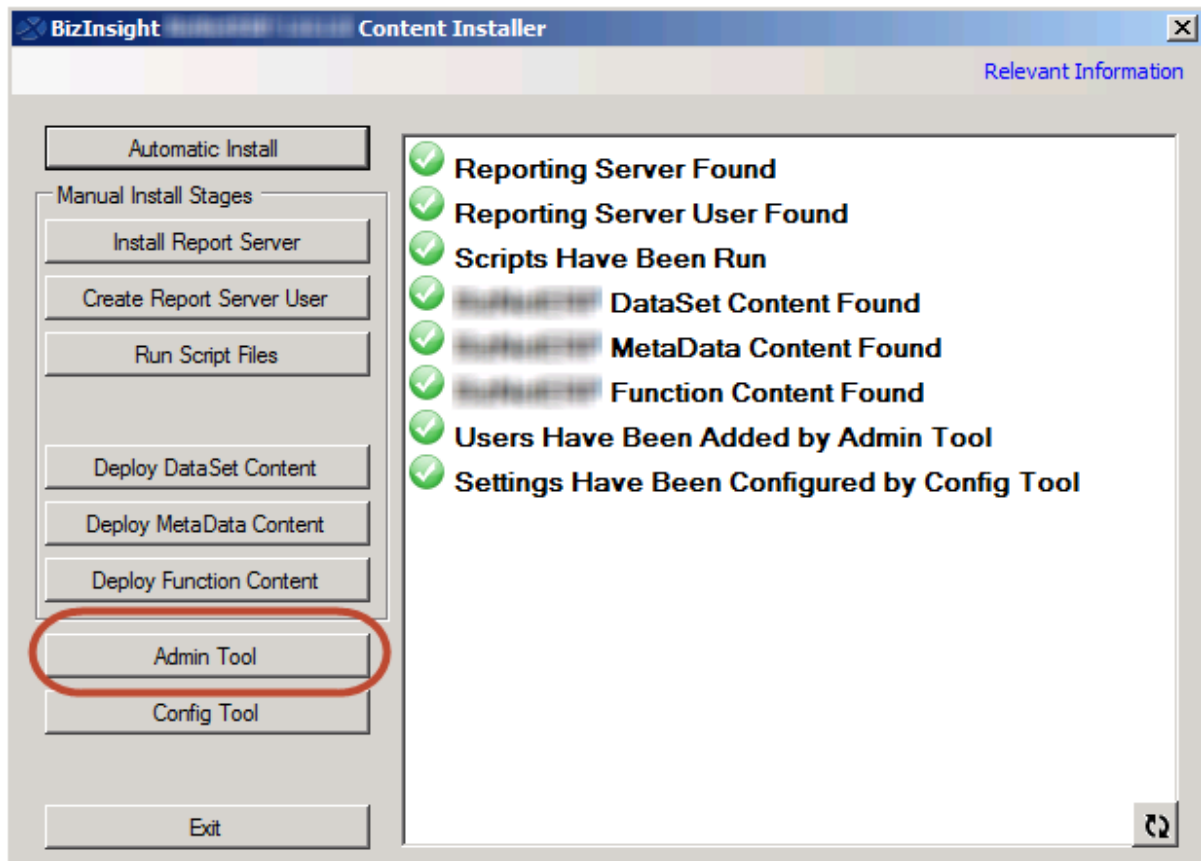
To assign BizInsight security to your users, do the following:

1. On the server, double-click any content installer desktop icon. If the content installers were installed without desktop icons, browse to the installation directory and double-click the file named "BizNet Content Installer.exe". If the content installer was uninstalled, reinstall it.



If you do not want to reinstall the content installer, see "Manual Steps" on page 122.

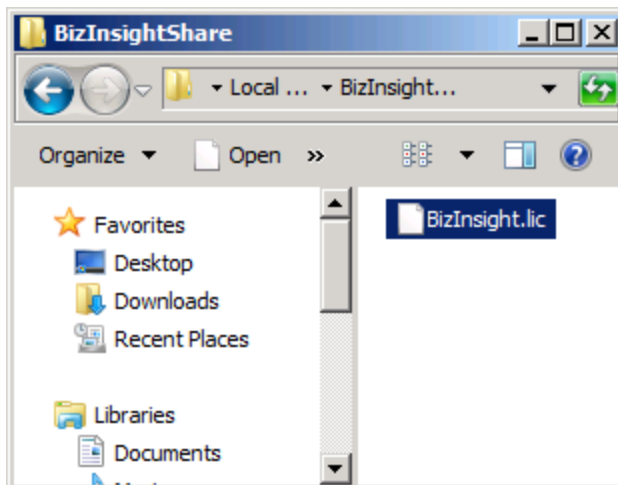
- Click on the **Admin Tool** button.



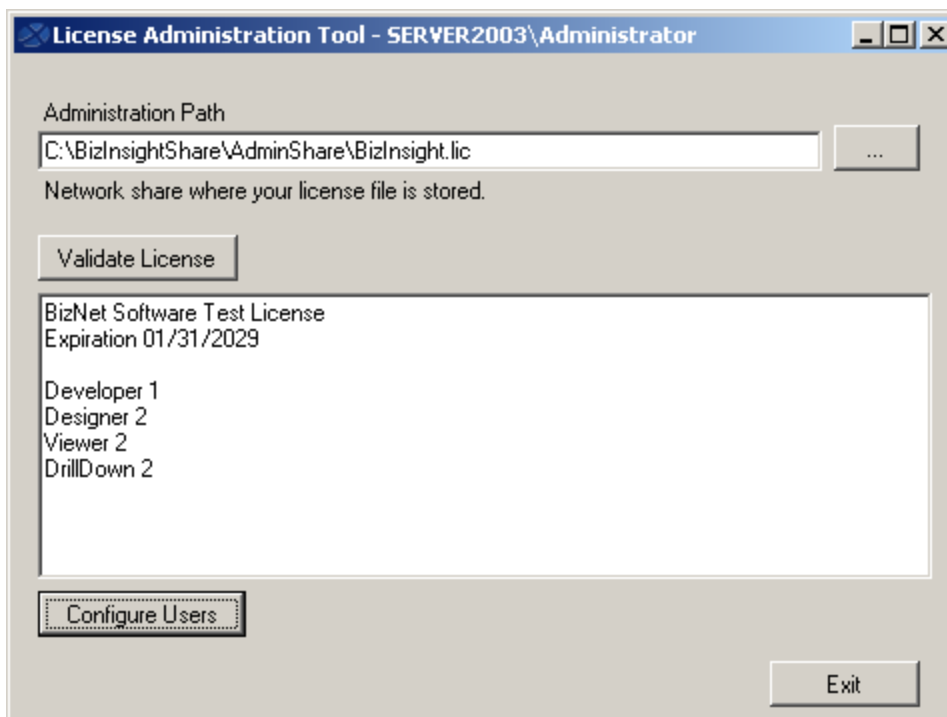
- Click on the ellipses and browse to the admin share folder of your BizInsight shared directory.



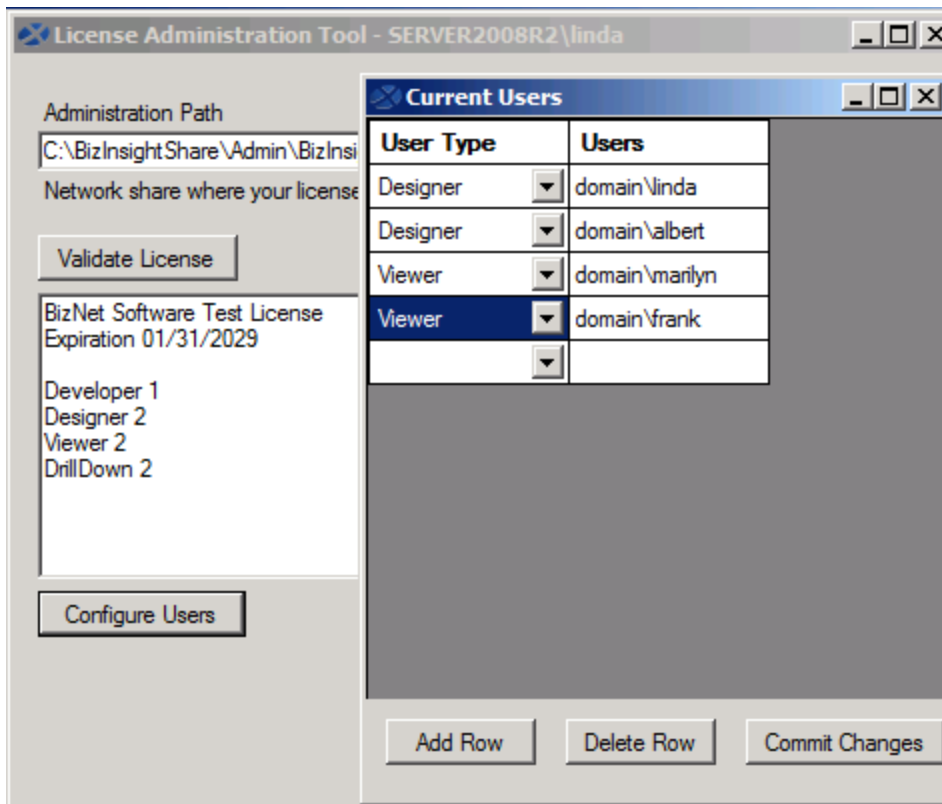
4. Select your BizInsight license file and click Open.



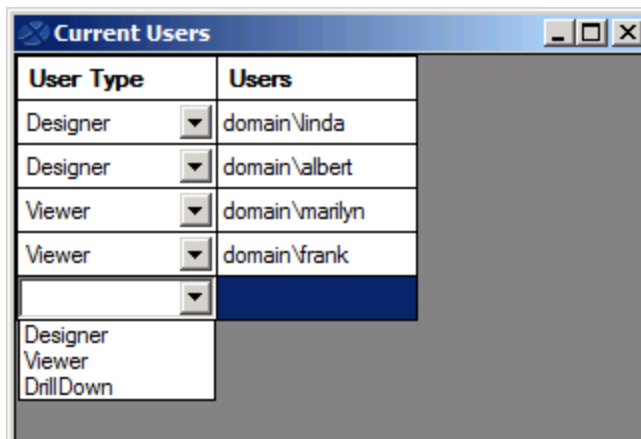
5. Click on the **Validate License** button to check how many licenses you currently have. Your current license count will be displayed.



6. Click on the **Configure Users** button. The **Current Users** dialog will open.

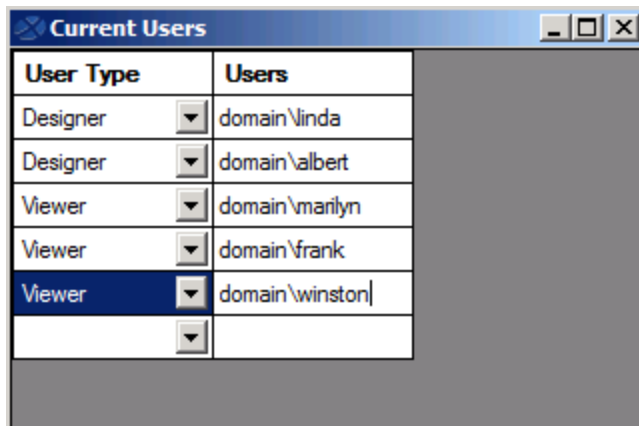


7. You will now add your new BizInsight user and assign them a user type. Click on the **User Type** drop down and select the desired user type. If you want your user to be a Designer, choose Designer from the drop down list.

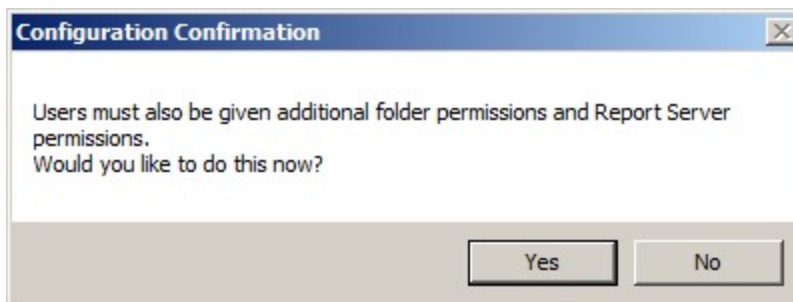


8. Type the user's name in the **Users** field in the format of domain\username.

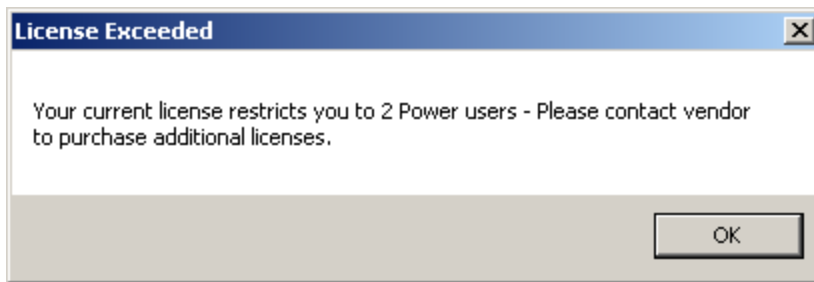
WARNING Do **not** add your own login using the Admin Tool unless you know for sure that you have another login available with sysadmin rights to the SQL Server instance. Early versions of the content installer (pre version 1.6) will remove existing permissions for users, including those with sysadmin rights. If uncertain, skip this step and confirm sysadmin access will not be lost then return to complete the Admin Tool step.



9. Click on the **Commit Changes** button when finished. You will be presented with a message asking if you want to grant the user additional security permissions. Click **Yes**.

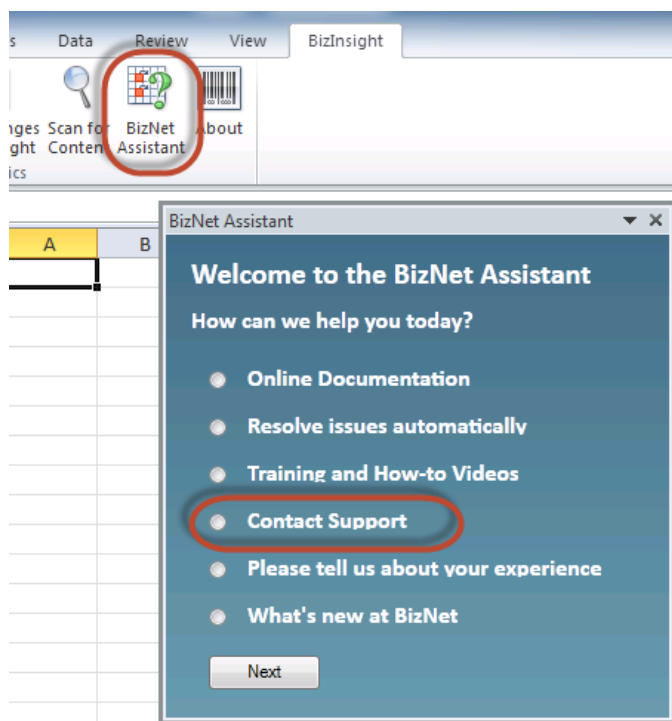


If you have entered more names for a particular user type than you have licenses, you will get an error similar to the following.



You will be returned to the **Current Users** dialog where you can remove a row so that you comply with the number of licenses your company purchased. Select the row to remove and click the **Delete Row** button.

To purchase additional licenses, use the BizNet Assistant button to open a support ticket indicating that you need to purchase additional licenses.



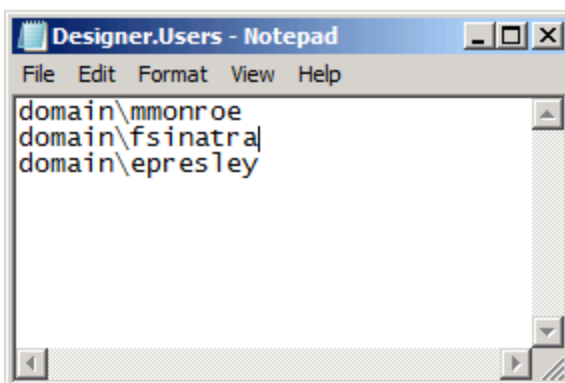
When you receive your new license, move your old license from the Administration Path shared directory and save the new license there. Do not rename the old license and leave it in the Administration Path; it must be removed from the directory in order for the new license count to take effect.

Manual Steps

1. In the Admin shared directory, open the .users file with Notepad that corresponds with the BizInsight permissions the user should have. For example, if the user should have Designer permissions, you would open the Designer.users file.

Tip If you are not sure where to find the Admin shared directory, go to an existing user's workstation, open Excel and click on the **Application Settings** button on the BizInsight ribbon and copy the path provided for the Administration Path.

2. In the .users file, add the Windows account name of the BizInsight user. For more information on the different user types, refer to the User Types section of the User Guide.



3. Save and close the file.

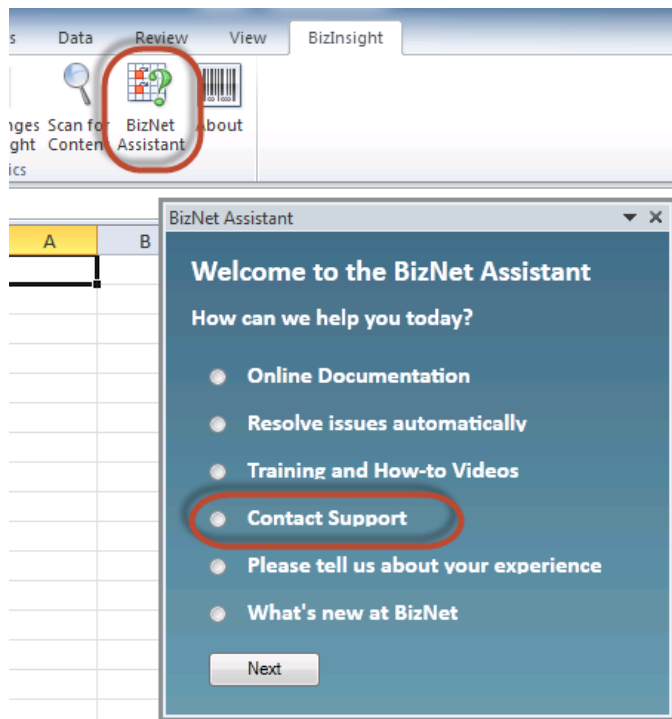
IMPORTANT As you add Windows account names to the .users files, add only as many as you have licenses. If you add more Windows account names than you have licenses or you have an extra line return in the file, users will get an error message similar to the following when they open Excel after BizInsight is installed.



If you are not sure how many licenses you have, open the .lic file that is in the Admin

shared directory with Notepad and check how many licenses are shown for the user type you are adding.

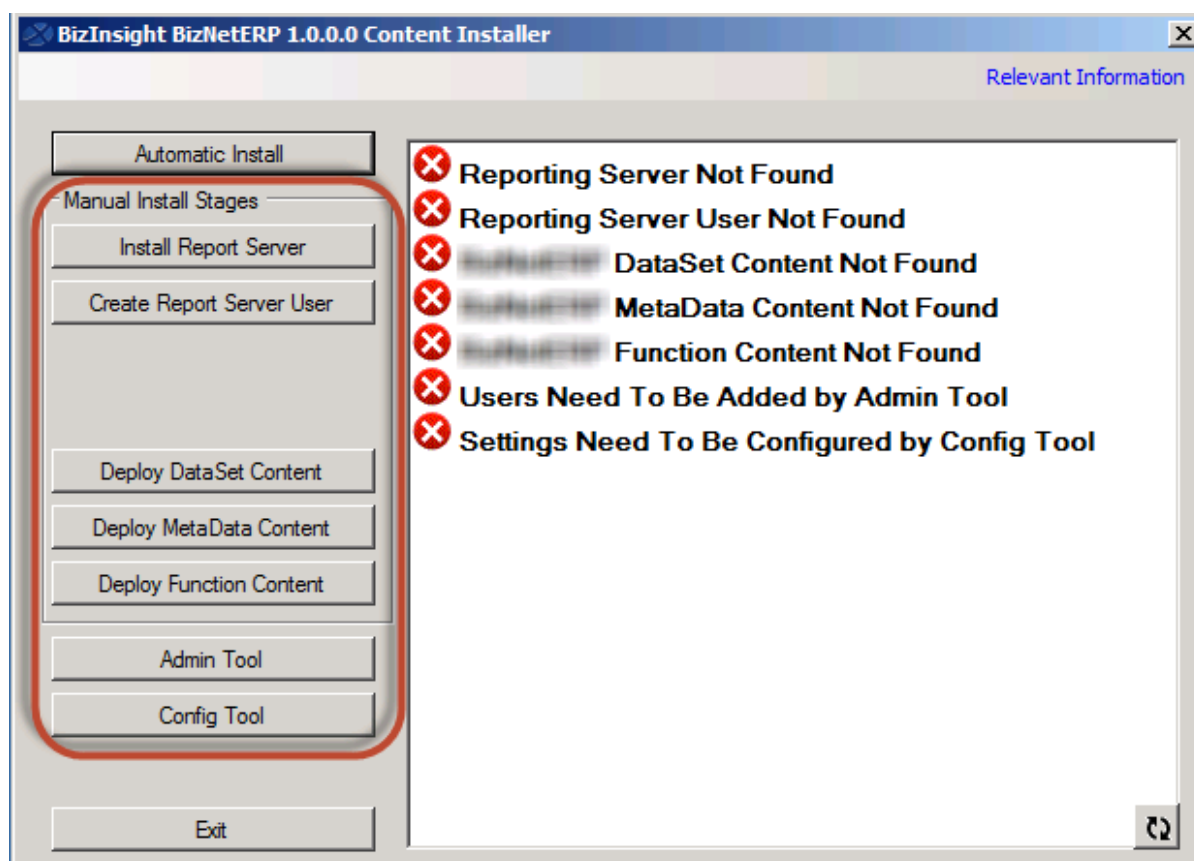
To purchase additional licenses, use the BizNet Assistant button to open a support ticket indicating that you need to purchase additional licenses.



When you receive your new license, move your old license from the Administration Path shared directory and save the new license there. Do not rename the old license and leave it in the Administration Path; it must be removed from the directory in order for the new license count to take effect.

Content Installer Manual Install Steps

Use the Manual Install Stages section to implement each element yourself. You may choose to use this approach when only certain elements need to be implemented or the automatic install is not detecting your existing Reporting Services installation.



Install Report Server	126
Create Report Server User	132
Deploy Data Set Content	133
Deploy MetaData Content	136
Deploy Function Content	141
Administration Tool	142
Config Tool	148

Relevant Information	155
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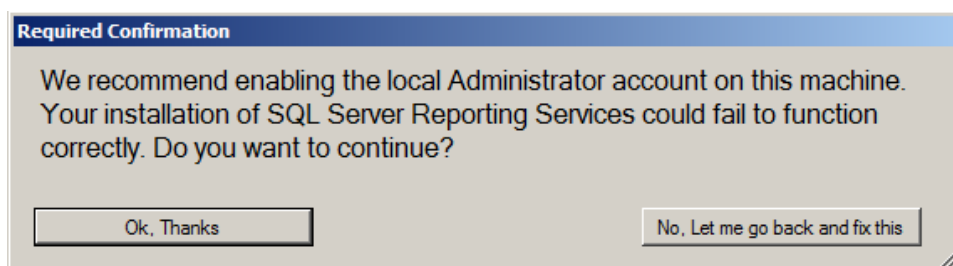
Install Report Server

Use the **Install Report Server** button to either install SQL Server and Reporting Services or point the content installer to an existing SQL Server instance. The Content Installer will detect previous installed instances of SQL Server 2005, 2008, 2008 R2, 2012 or 2014 on the local server machine.

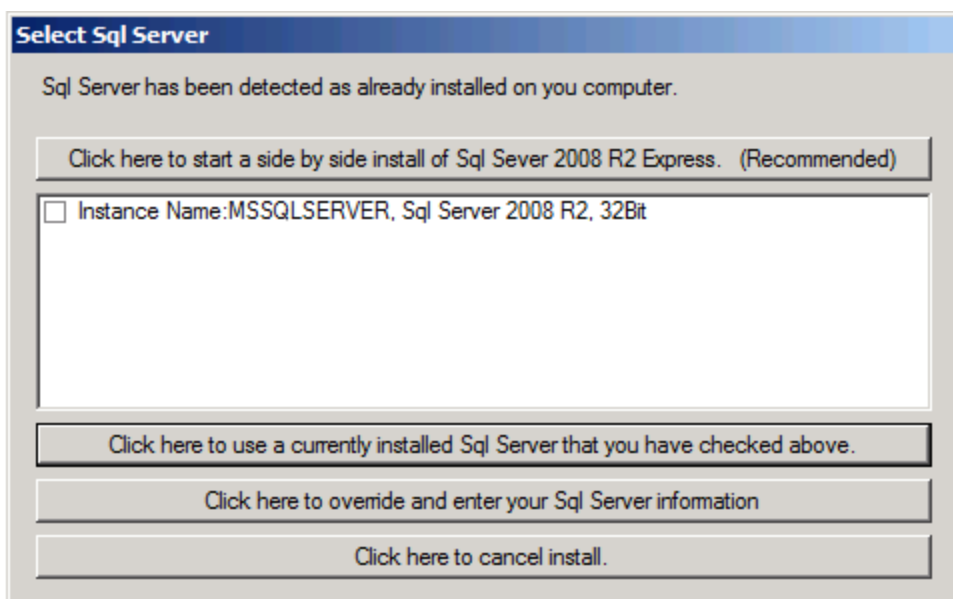
If no instances of SQL Server are detected, the Content Installer will install 32-bit Microsoft SQL Server 2008 R2 Express with Advanced Services. **IMPORTANT** If your existing SQL Server installation is not detected and you do not want to install SQL Server 2008 R2, cancel the installation, restart the Content Installer and see "Deploy Data Set Content" on page 133.



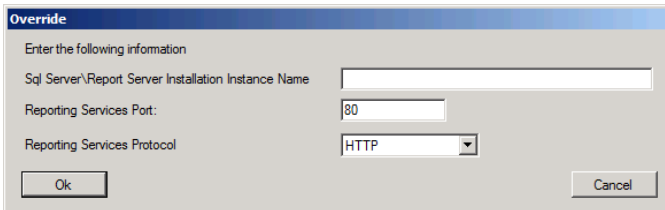
1. Click on the **Install Report Server** button to start the process.
2. You may be asked to enable the local Administrator account. Click **OK, Thanks**, even if you know that the Administrator account is enabled.

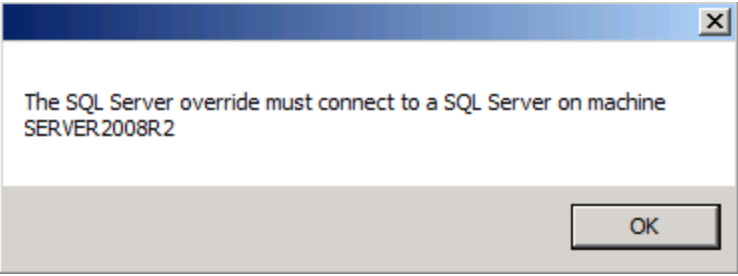
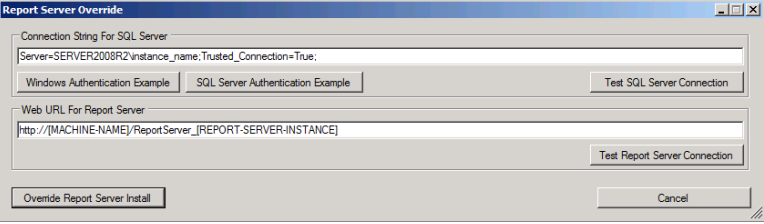


3. If the Content Installer detects existing instances of SQL Server Reporting Services installed on the local server machine, the following dialog will display giving you the option to use the existing installation or to install a side by side installation.

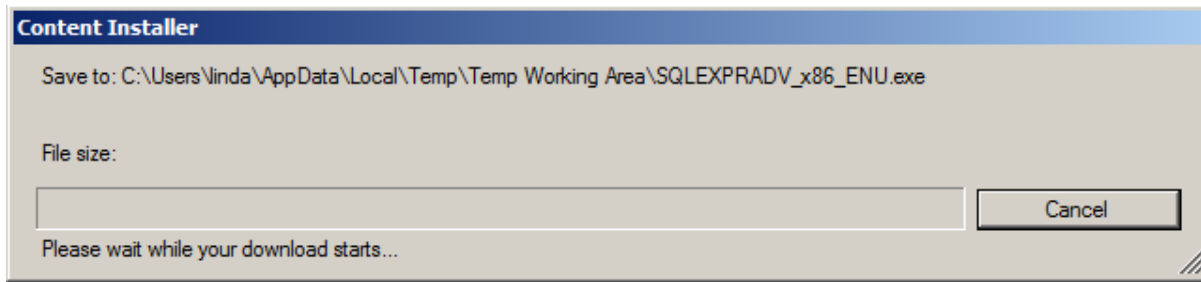


Option	Description
Click here to start a side by side installation of SQL Server 2008 R2 Express	The side-by-side option is the recommended option to ensure that all configuration changes needed for BizInsight purposes do not interfere with other applications that may be using SQL or Reporting Services. It is especially recommended when your existing SQL Server is version 2005. BizNet Software Support will not assist with implementing Reporting Services 2005.
Click here to use a currently installed SQL Server that you have checked above	Use this button to specify that the installer use a detected existing instance. Be sure to check the checkbox next to any detected instance before using this button.

Option	Description
Click here to override and enter your Sql Server information	<p>Use this button If you need to specify a different port or want to use HTTPS for secure communications or your existing installation is not detected.</p> 

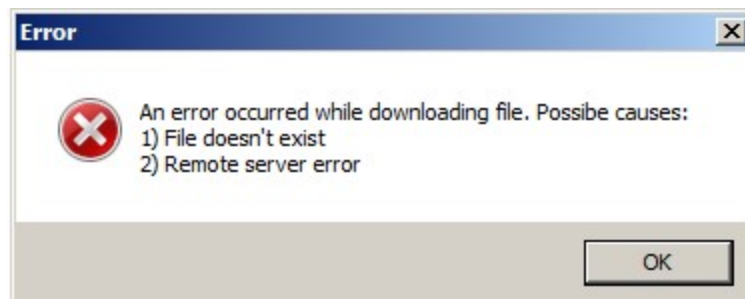
Option	Description
<p>Click here to override and enter your Sql Server information</p>	<p>Use this button If you need to specify a different port or want to use HTTPS for secure communications or your existing installation is not detected.</p> <p>When this button is clicked, a warning will display to emphasize the requirement that the content installer must be run on a server with a SQL database engine installed. Click OK to clear the message.</p>   <p>In the Connection String for SQL Server field, enter a valid connection string for the SQL Server instance to which the Content Installer should install the SQL MetaData databases. Use the Windows Authentication Example or the SQL Server Authentication Example buttons to populate the connection string with sample syntax. Be sure to change the values to values valid for your environment.</p> <p>In the Web URL for Report Server field, enter the web service URL for the Reporting Services site to which Content Installer should deploy the content RDLs.</p>

If no Reporting Services Server is detected, the process automatically installs SQL Server 2008 R2 Express with Advanced Services and uses “BIZNET” as the default Report Server instance name.



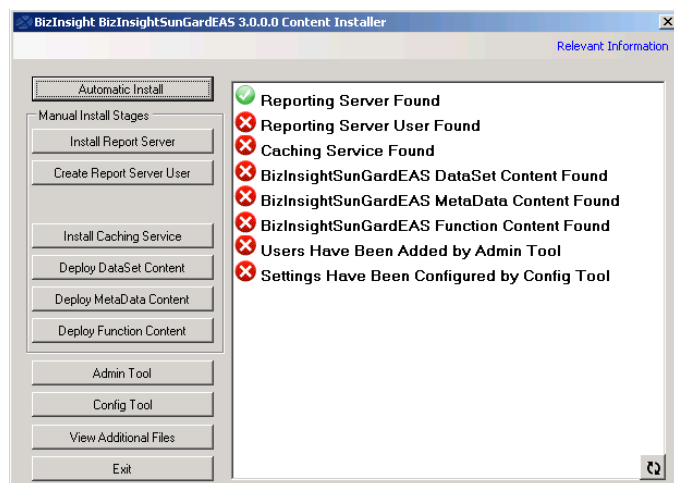
IMPORTANT If an existing reporting services installation that you want to use is not detected by the installer or you are not able to use the Override option, contact BizNet Software Support for assistance.

If you get the following error after selecting the side by side installation, verify that you have internet access.



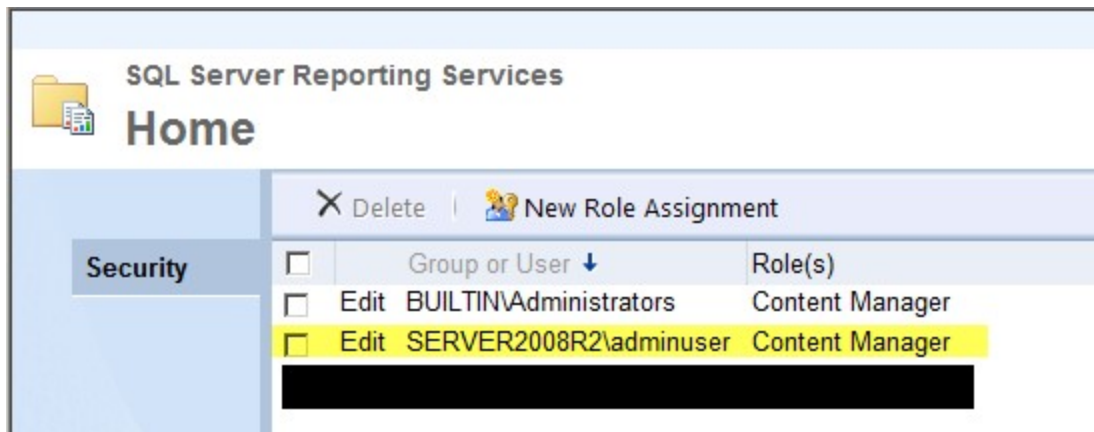
If the side-by-side installation fails, contact BizNet Software Support for assistance.

Once installation is complete, the Content Installer dialog will update to reflect that a Report Server was found.



Create Report Server User

The **Create Report Server User** option creates the currently logged in user account as a new user in Reporting Services with the Content Manager role. This step is necessary to ensure that the currently logged in user account has sufficient rights to deploy datasets in the later stage of content installation.



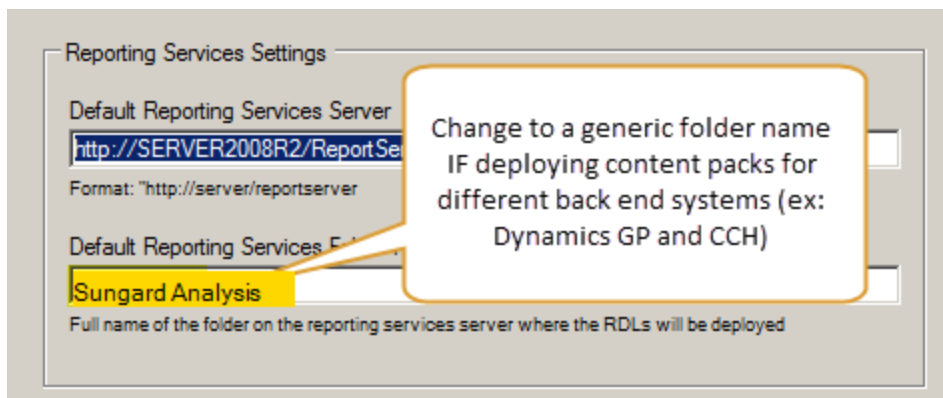
NOTE BizInsight end users will be assigned Reporting Services security by the License Administration Tool.

Deploy Data Set Content

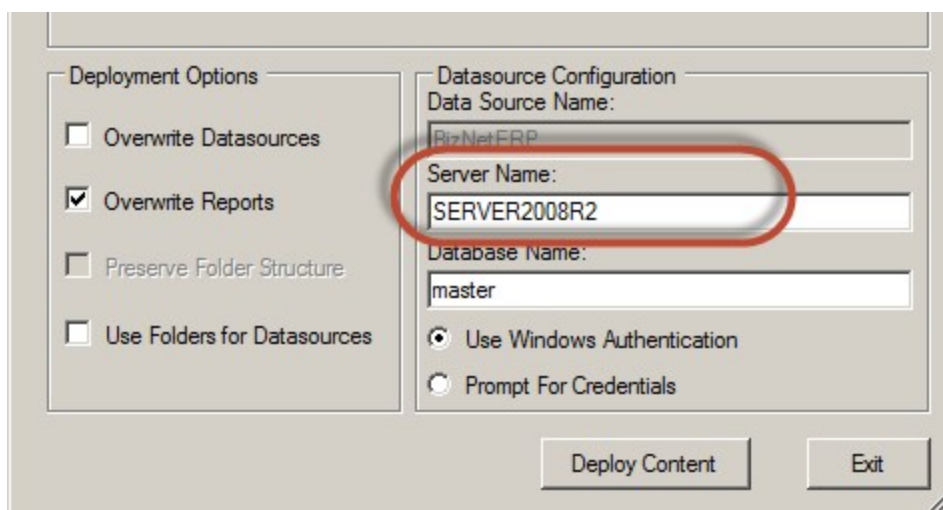
This button can be used to deploy the reporting services reports to the Report Server.

Most values will be automatically completed for you in this dialog but the following items should specifically be checked and confirmed to contain correct information:

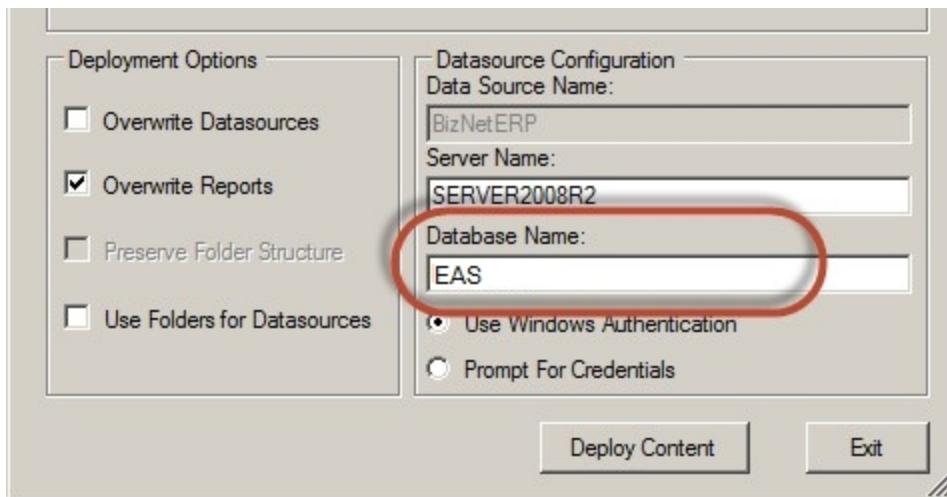
- a. **IMPORTANT** If you will be installing content packs for multiple back end systems (example, Dynamics GP and Sage 500 or Sage 100 and CCH, change the **Default Reporting Services Folder Path** to something generic like “BizInsight ” to ensure the content is deployed to the same folder. Do this for each content pack being installed. This is important because BizInsight can be pointed to only one reporting services folder so all content must be deployed to the same folder.



- b. Adjust the **Server Name** field if your accounting system database is on another server.

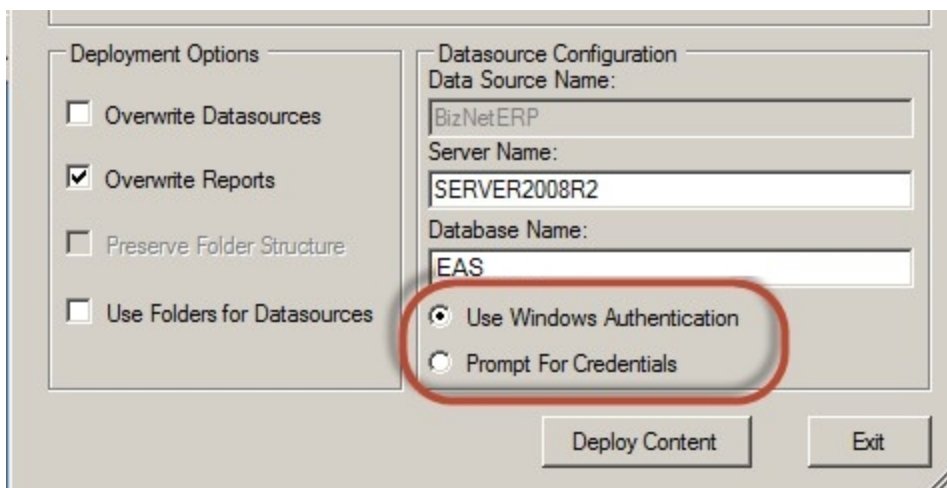


- c. Adjust the **Database Name** field to point to your accounting system database. If your accounting software uses a system or control database, provide the name of that database rather than a company database name.



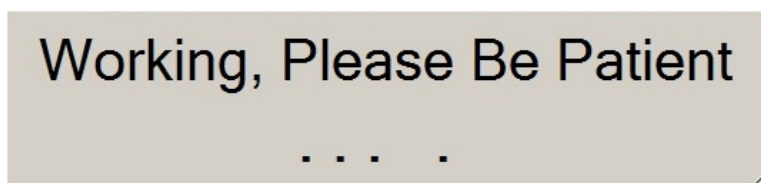
The screenshot shows a dialog box with two main sections: 'Deployment Options' on the left and 'Datasource Configuration' on the right. In the 'Deployment Options' section, there are four checkboxes: 'Overwrite Datasources' (unchecked), 'Overwrite Reports' (checked), 'Preserve Folder Structure' (unchecked), and 'Use Folders for Datasources' (unchecked). In the 'Datasource Configuration' section, there are three text input fields: 'Data Source Name' (containing 'BizNetERP'), 'Server Name' (containing 'SERVER2008R2'), and 'Database Name' (containing 'EAS'). The 'Database Name' field is highlighted with a red oval. Below these fields are two radio buttons: 'Use Windows Authentication' (selected) and 'Prompt For Credentials' (unselected). At the bottom right are two buttons: 'Deploy Content' and 'Exit'.

- d. Select the desired authentication method – Windows authentication or Prompt for Credentials.



This screenshot is identical to the previous one, but the 'Use Windows Authentication' radio button is now highlighted with a red oval, indicating it has been selected.

- e. Click **Deploy Content** to continue.



The **Content Deployed Successfully** dialog will open and display the Web Service

and the Report Manager URLs. Click **Close**.

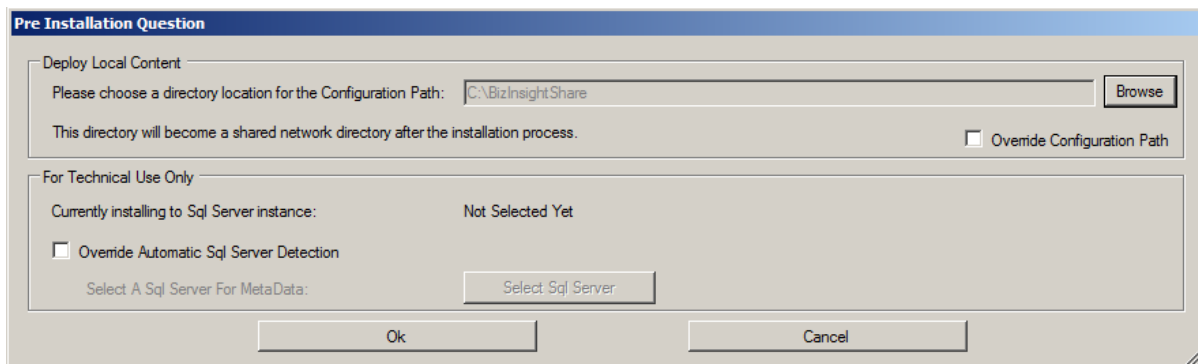


If you encounter an error deploying the DataSet Content, contact BizNet Software Support for assistance.

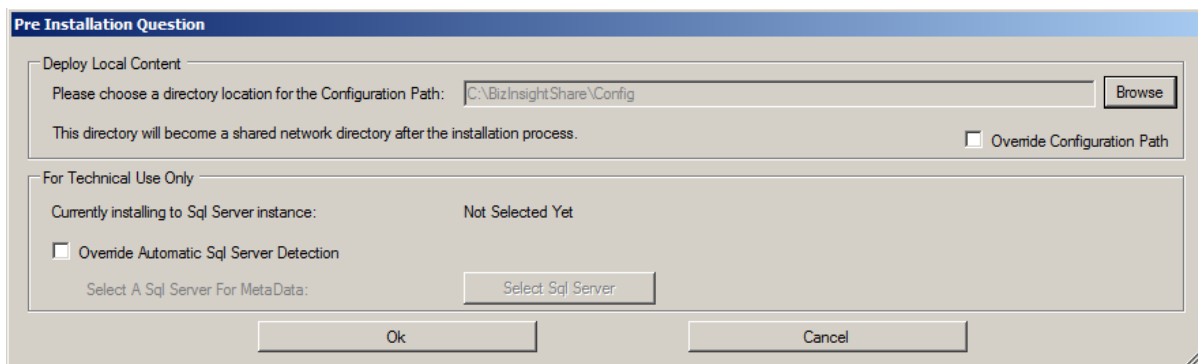
Deploy MetaData Content

This step will deploy .biz files and templates to the shared directory. During this step, the designated folder is examined for other biz files and the installer will evaluate whether merging of biz files is necessary.

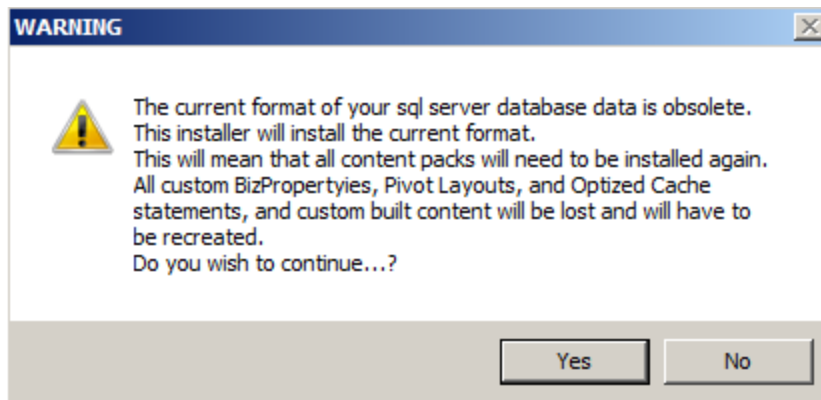
When prompted, browse to the shared directory and click **OK**.



If you chose to create separate folders for the admin files and config files, choose the config folder for the path.



If the SQL Server instance already has meta data databases (BizInsight and BizInsightDB databases), the Content Installer will merge the current content with the existing meta data databases. An error may occur during this step if the existing meta data databases were not created with a Content Installer.



If the above message occurs, you must recreate all Navigation Pane nodes and refresh any Optimize Cache and Account Definition workbooks. Subsequent installations should not require this step.

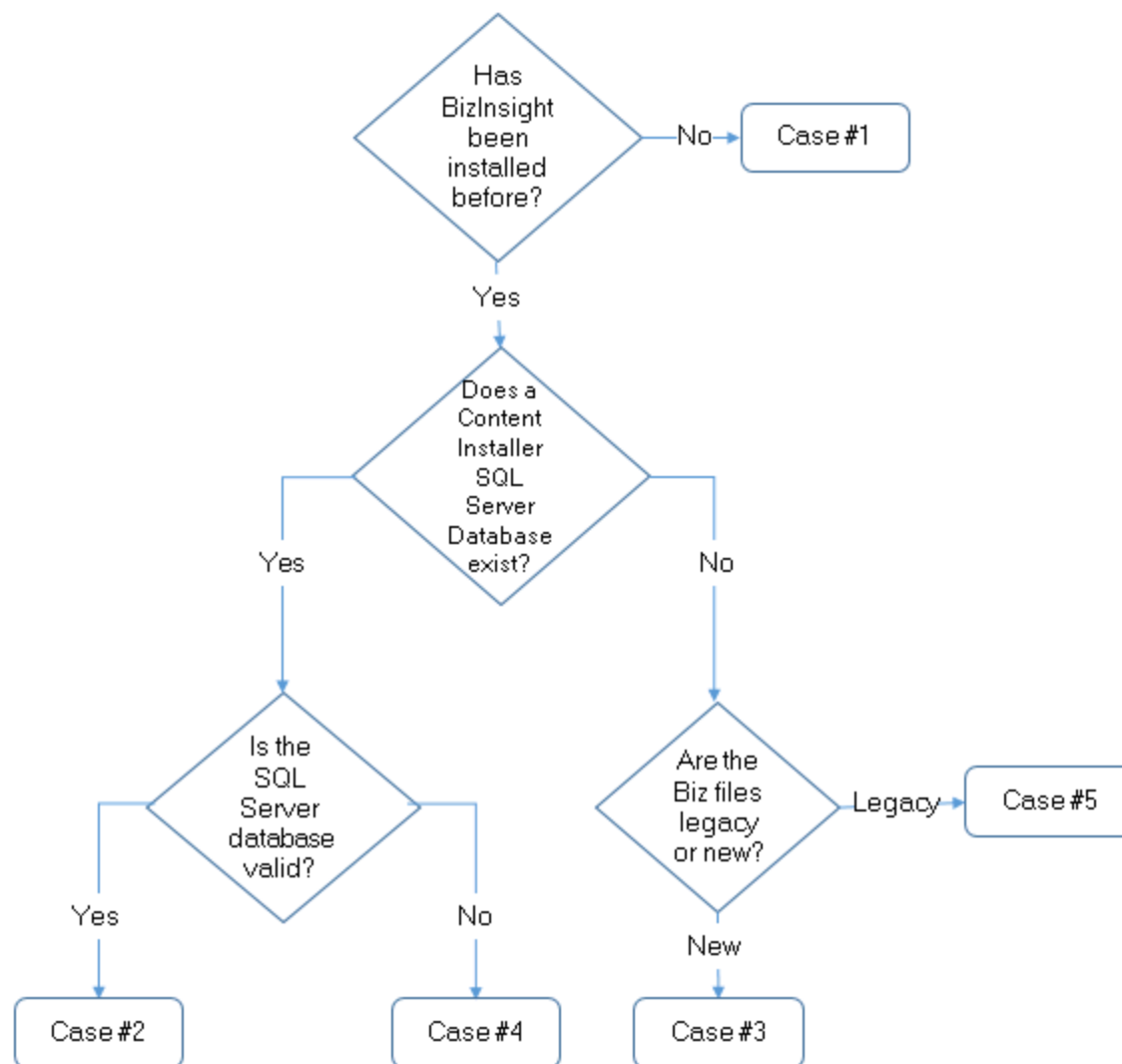
Merging MetaData Scenarios

BizInsight stores application metadata in files with a .biz extension in the shared directory (old design) or in SQL Server databases (new and recommended design). When installing updated content or additional content, it becomes necessary to merge this metadata. The the different scenarios requiring a merge of MetaData and how the merge is handled by the Content Installer are described below.

Before proceeding, it is important to establish two key definitions:

- **Legacy MetaData** is defined as .biz files or SQL MetaData databases that have not been processed or cleaned by the Content Packager (the tool used internally to create a Content Installer package).
- **New MetaData** is defined as .biz files or SQL MetaData databases processed or cleaned by the Content Packager. New .biz files contain three new columns.

When Content Installer merges MetaData, the below results will occur depending on the scenario.



1. Content Installer + New SQL Server Environment

- User installs a GL content pack.
- No .biz files are in the configuration path folder.
- Content Installer installs GL MetaData.

Result: New SQL Server MetaData databases are created in SQL Server containing GL MetaData.

2. Content Installer + Existing SQL Server MetaData Databases

- User installs an AP content pack.
- No .biz files are in the configuration path folder.
- SQL Server database already contains New MetaData from a previous GL content install.
- Content Installer merges AP metadata into the GL metadata in SQL Server database.

Result: Existing SQL Server MetaData databases contain GL and AP metadata.

3. Content Installer + Biz files in Config Path Folder

- User installs an AP content pack.
- Configuration path contains New MetaData .biz files for GL content.
- No SQL database exists for GL MetaData.
- Content Installer merges GL and AP MetaData into the SQL Server database.

Result: New SQL Server MetaData databases are created containing GL and AP MetaData.

4. Content Installer + Previous install with AccessToSQL tool

- User installs an AP content pack.
- Configuration path folder may or may not contain .biz files.
- SQL Server database exists and already contains GL Legacy MetaData from a previous AccessToSQL install.
- Content Installer removes the GL metadata from the SQL Server database.

Result: New SQL Server MetaData databases are created that contain only AP MetaData. GL content must be reinstalled using a Content Installer.

IMPORTANT This merge scenario will result in the removal of all legacy custom content (templates, custom functions or analysis sets). These items will need to be re-

added after conversion is complete. This process is a necessary step to ensure future custom settings are preserved and should not be required again. See "Re-Create Custom Objects" on page 156 for instructions on recreating custom content.

5. Content Installer + Legacy .Biz Files

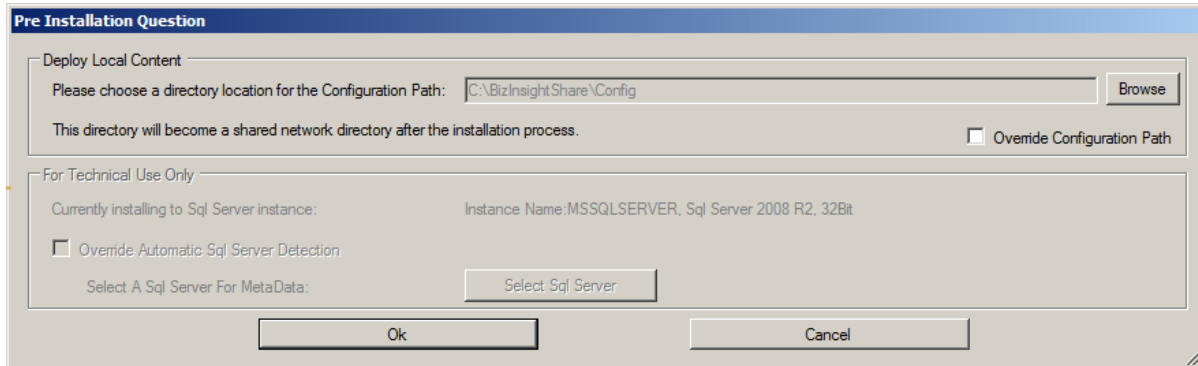
- User installs an AP content pack.
- Configuration path contains GL Legacy MetaData .biz files.
- No SQL Server database exists for GL MetaData.
- Content Installer does not merge metadata.

Result: New SQL Server MetaData databases are created containing only AP MetaData. GL content must be reinstalled using a Content Installer.

IMPORTANT This merge scenario will result in the removal of all legacy custom content (templates, custom functions or analysis sets). These items will need to be re-added after conversion is complete. This process is a necessary step to ensure future custom settings are preserved and should not be required again. See the section titled "Recreate Custom Objects" in the ***Applying Updates*** document for instructions on recreating custom content.

Deploy Function Content

During this step, the Content Installer deploys the .dll, .xll, and .dna files to the shared directory. The path will be automatically filled in with the path used to deploy the MetaData content. If previous files exist in the directory, the files are replaced with the new files.

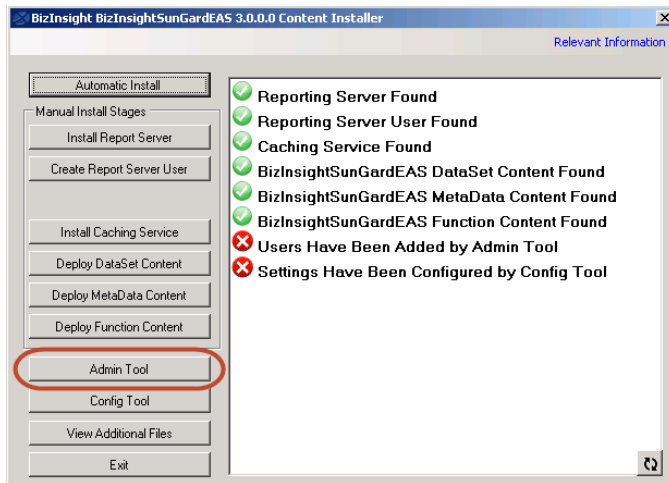


Click **OK** to install the function content.

Administration Tool

Use the Administration tool to add new BizInsight users or modify your existing BizInsight license assignments.

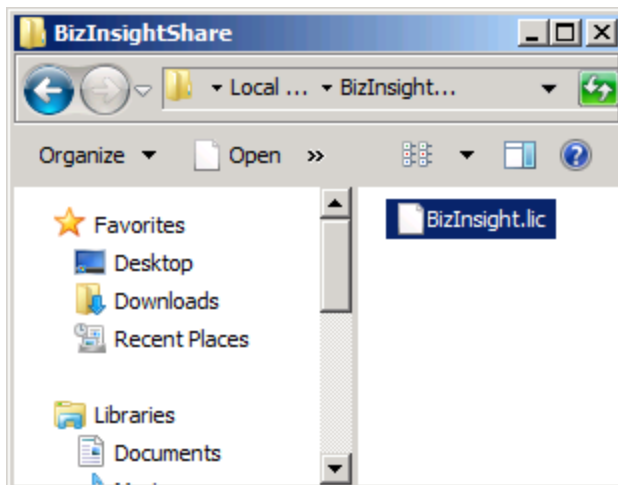
1. Click on the **Admin Tool** button.



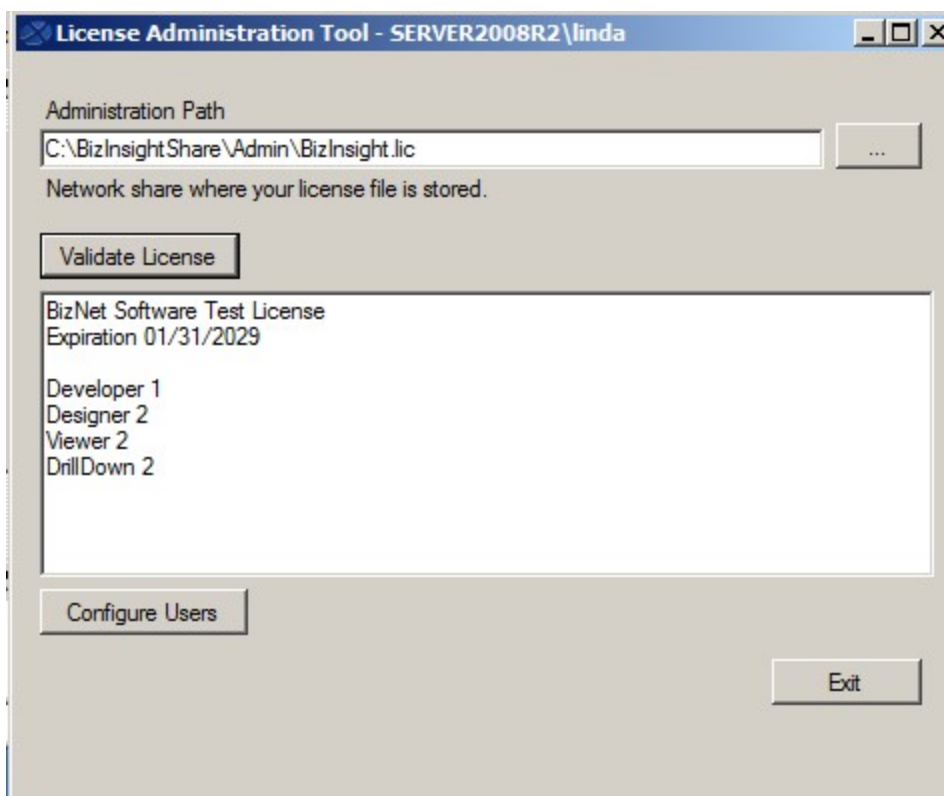
2. The **License Administration Tool** will open. Click on the browse button.



Browse to the directory that contains the BizInsight license file.

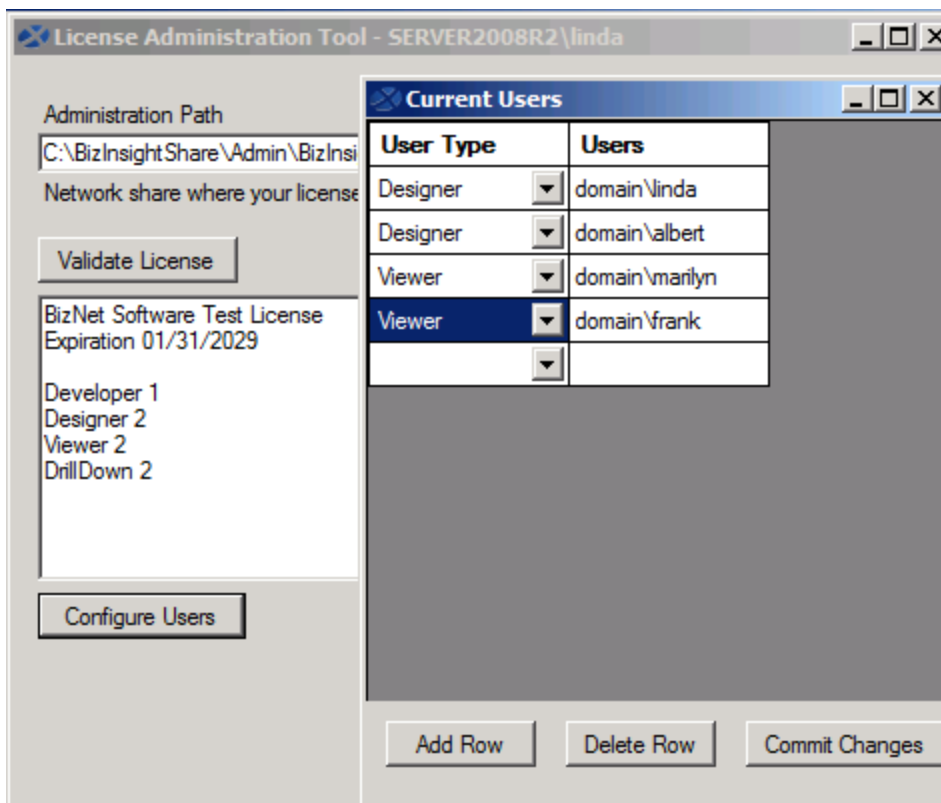


3. Click the **Validate License** button to review the license information. The number of licenses purchased will be displayed.

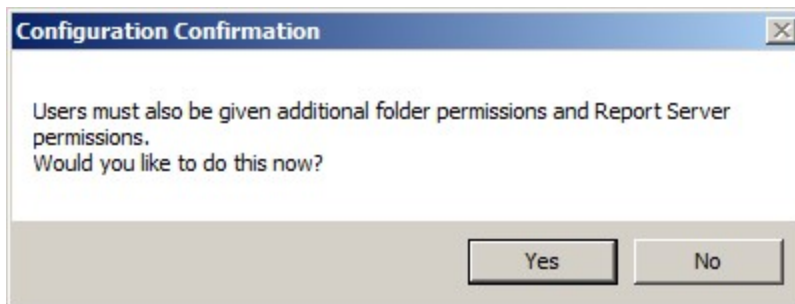


- Click on the **Configure Users** button to add your BizInsight users and assign them to a BizInsight user type (Developer, Designer, Viewer or Drilldown). Click **Commit Changes** when finished.

WARNING Do **not** add your own login using the Admin Tool unless you know for sure that you have another login available with sysadmin rights to the SQL Server instance. Early versions of the content installer (pre version 1.6) will remove existing permissions for users, including those with sysadmin rights. If uncertain, skip this step and confirm sysadmin access will not be lost then return to complete the Admin Tool step.

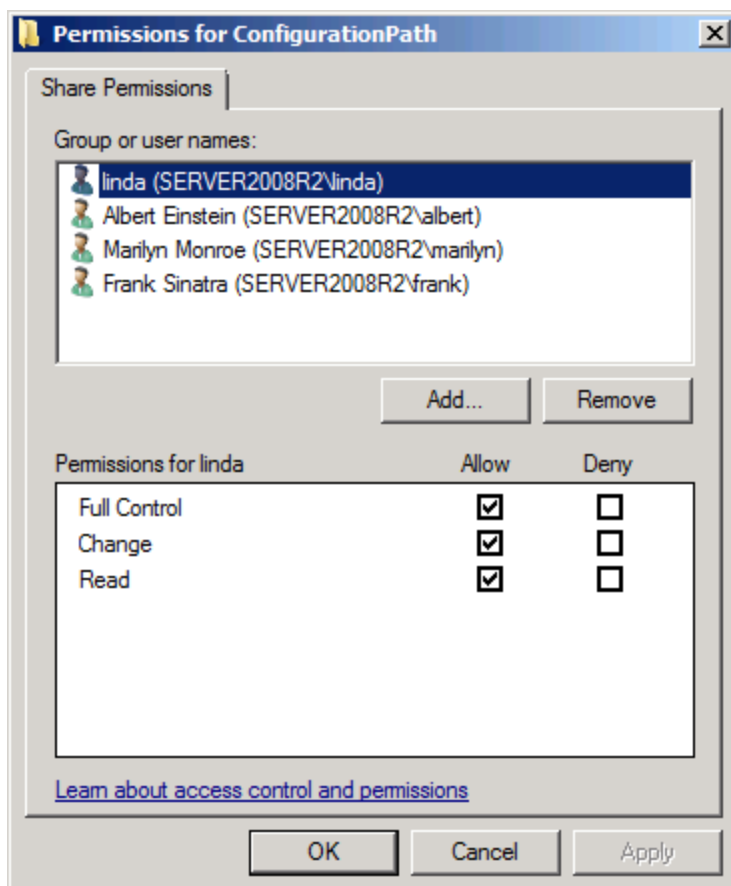


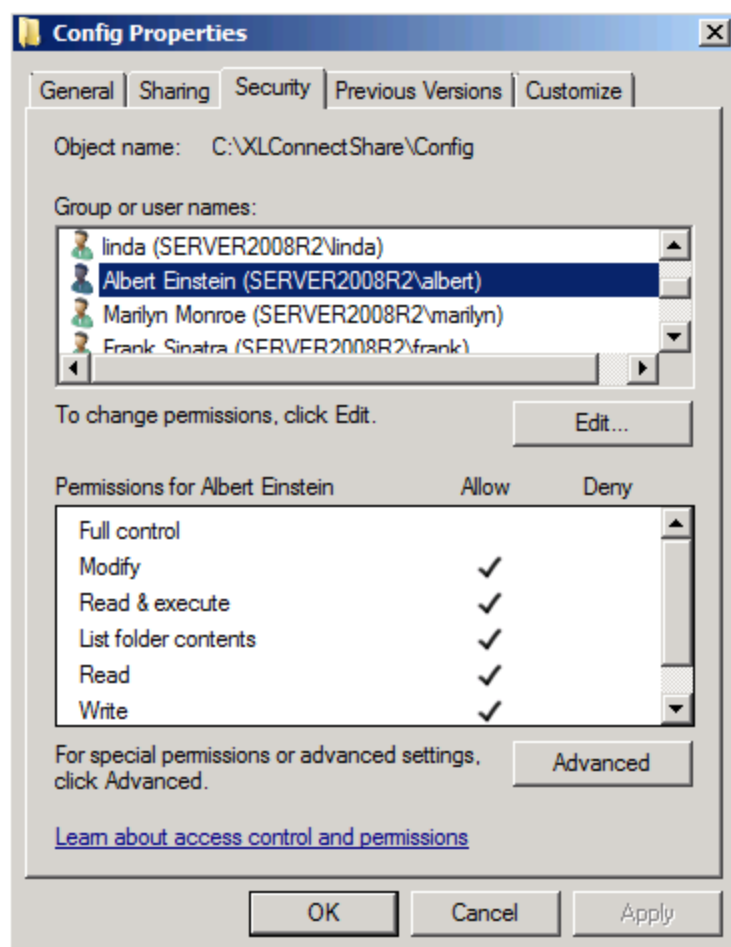
5. You will be prompted to assign the necessary folder permissions and Reporting Services security to the users. Click **Yes**.



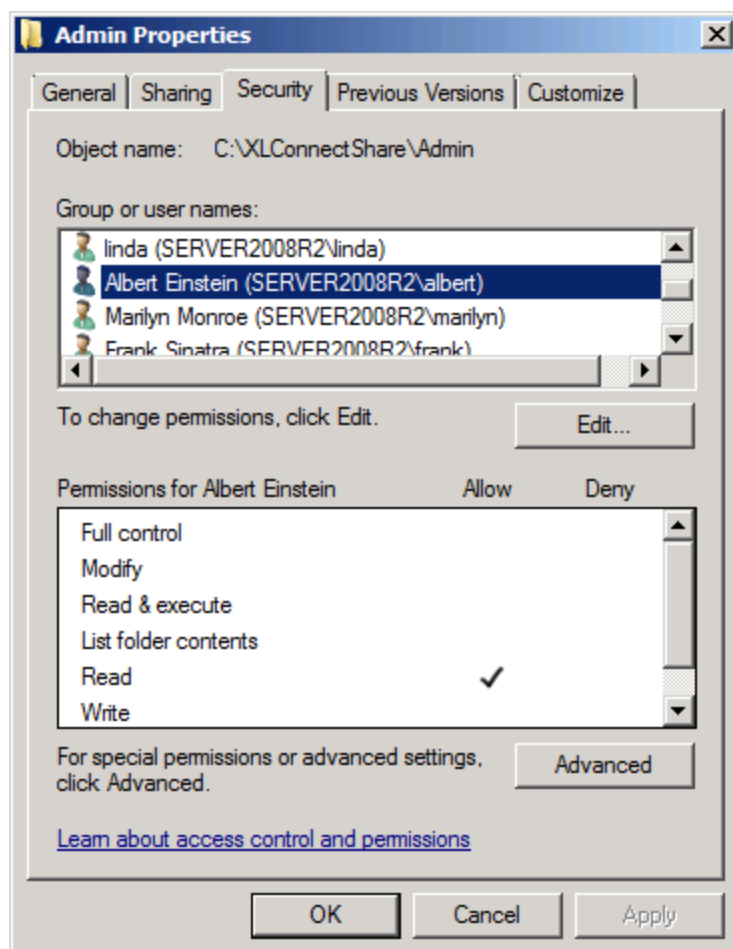
Permission Details

The user will be granted Content Manager permissions to the Reporting Services root level. In addition, the Admin tool will set the Share and Security permissions on the specified config and admin folder locations. The Share and Security permissions will look like the following:





When the admin files are in a separate folder, the security for that folder will be more restrictive.



Config Tool

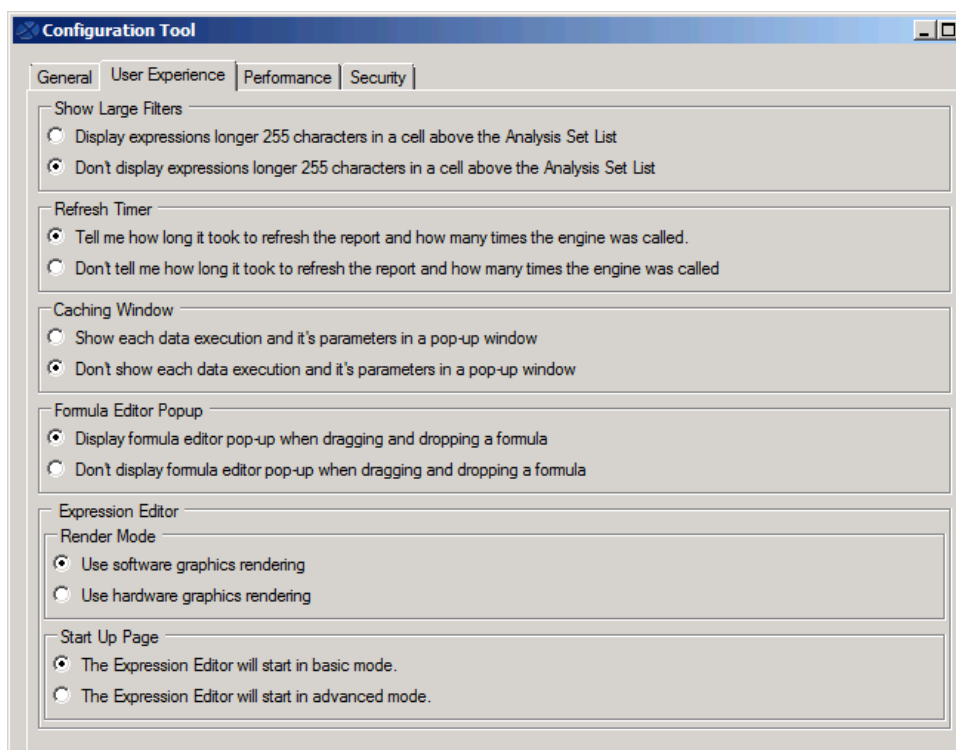
Use this tool to configure default values for the BizInsight users. These settings will be stored in an app.config file that can be copied to each user's workstation after BizInsight is installed. Users will still be able to adjust these options to their own preferences. When users adjust these settings, their adjustments will be stored in a user.config file in their profile and that file will be read first before the app.config file.

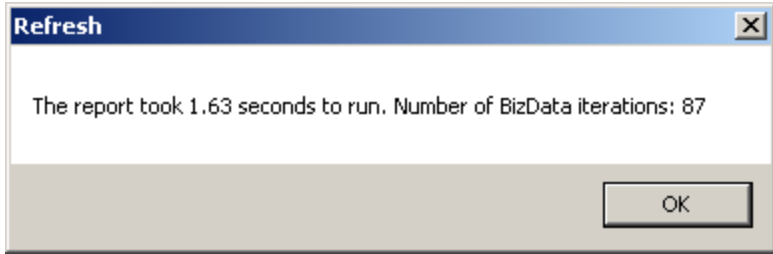
General Tab

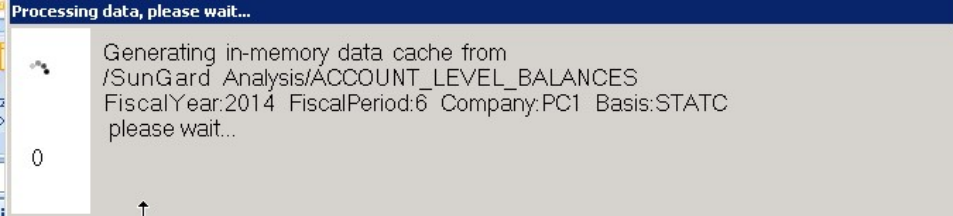
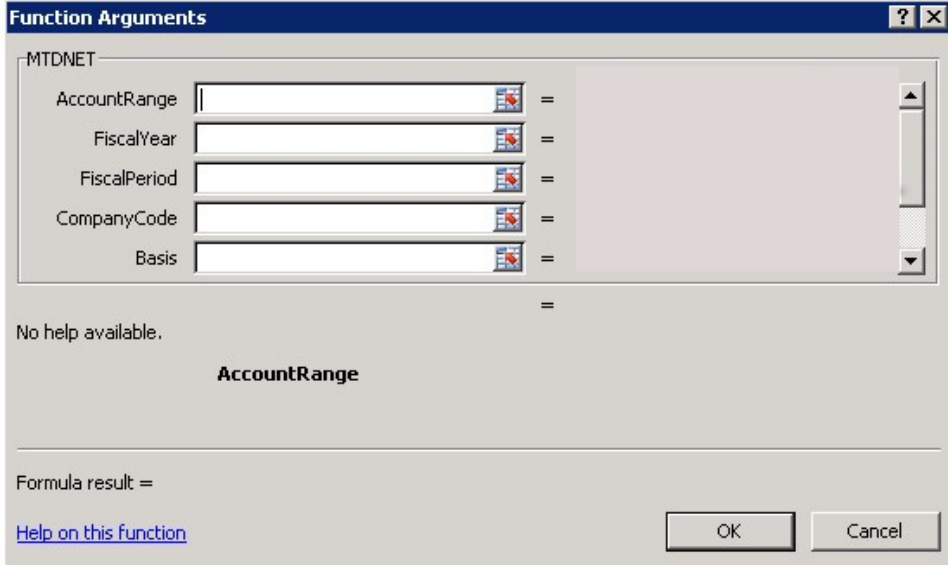
The values shown in the General Tab should be automatically filled in by the Content Installer with the pertinent paths for the BizInsight implementation. If user profiles are remapped to network locations (instead of their local C:\ drive), use the **Content Path Override** section to specify an alternate default **local** folder to which BizInsight Scan for Content can copy the BizContent add-in files.

User Experience Tab

Use this tab to manage various user experience settings for all BizInsight users. The current settings are the recommended default values but can be adjusted as desired. A brief explanation of each option is provided below.

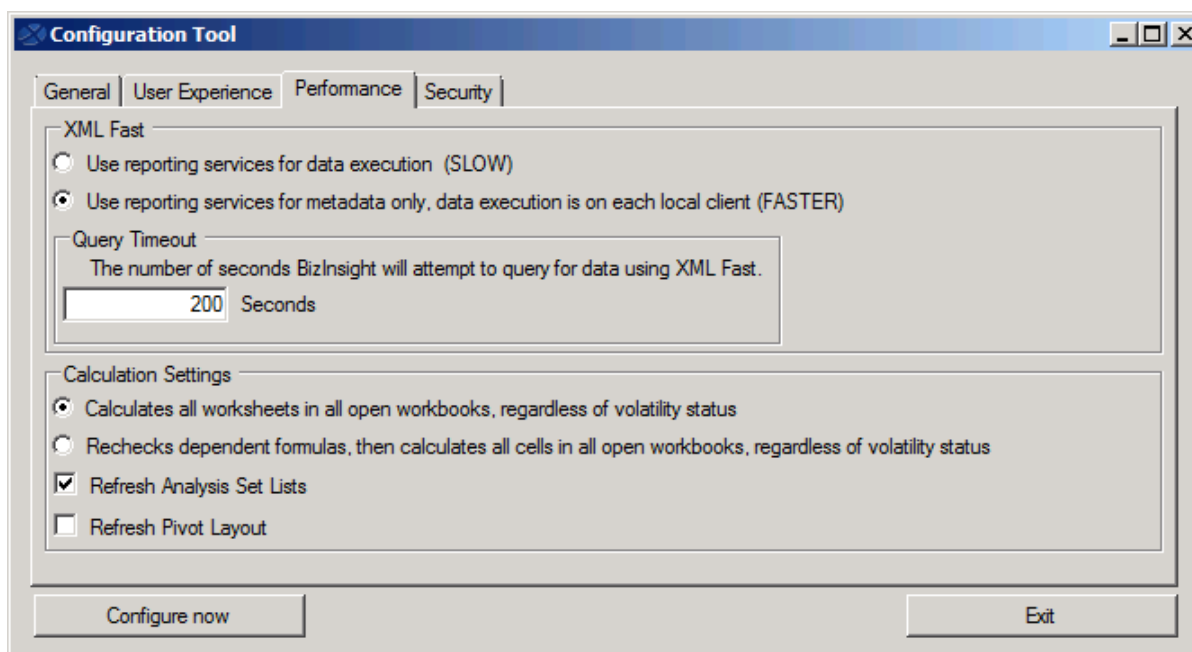


Option	Description
Show Large Filters	<p>When a user drills down on a function, the parameters used for the function are stored in a property of the analysis set. The field in which those values are stored is limited to 255 characters. When the total length of the string representation of the parameters exceeds 255 characters, the string will be truncated to 255 characters. Use this option to store parameters strings that exceed 255 characters in a cell above the analysis set. You will want to do this if you intend to keep the analysis set list in the workbook and have it refresh on subsequent workbook refreshes. The user would need to change the analysis set properties to point to the cell containing the parameters. See section 3.8.1 Passing Parameters to Analysis Set Lists of the User Guide for instructions on how to point the analysis set to that cell.</p>
Refresh Timer	<p>When the BizInsight right-click option to refresh a report is used, a dialog can display at the end of the refresh with information on how long the report took to refresh and how many functions were refreshed. Use this option to turn that dialog on or off.</p> 

Option	Description
Caching Window	<p>BizInsight can be configured to display a caching window for each data cache being built. This dialog will only display when using an Analysis Set object. This feature is turned off by default.</p>  <p>IMPORTANT For Excel 2013 users, this option cannot be enabled if the Formula Editor Pop-up option is enabled.</p>
Formula Editor Popup	<p>This option can be used to control whether the Function Arguments dialog automatically opens for a user when a function is dragged and dropped from the BizInsight Navigation Pane into a worksheet.</p>  <p>IMPORTANT For Excel 2013 users, this option cannot be enabled if the Caching Window option is enabled.</p>

Option	Description
Expression Editor Render Mode	The Expression Editor is a BizInsight feature that helps users construct complex expressions for their functions parameters. This option exists to allow customers to switch to hardware graphics rendering to address usability issues with the Expression Editor dialog that may be caused by the client workstation's video drivers.
Expression Editor Start Up Page	Use this option to control whether the Expression Editor will start with the Basic dialog or the Advanced dialog. BizNet Software recommends that this setting be left at the default, Basic mode, for all users.

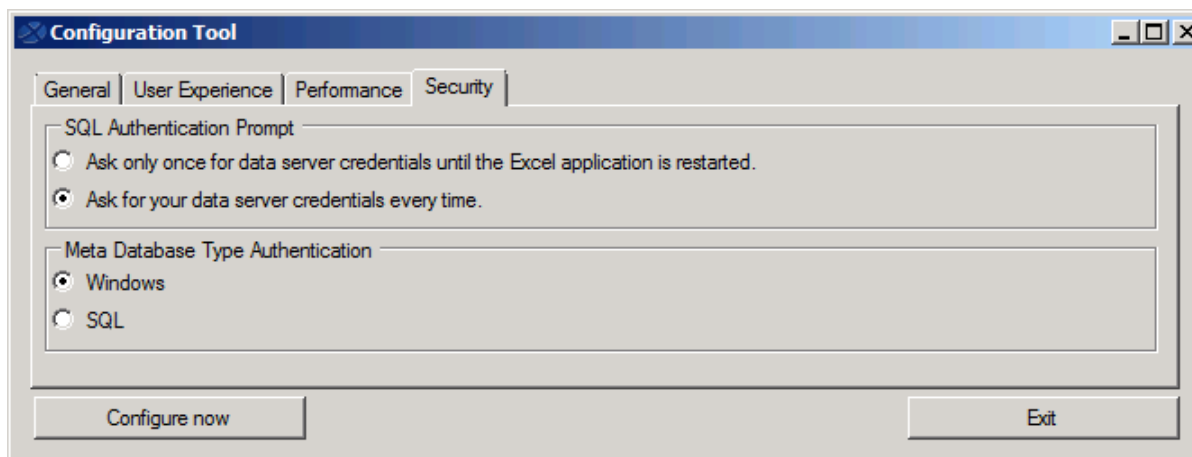
Performance Tab



Option	Description
XMLFast	XMLFast is a feature that was added to BizInsight to improve data retrieval performance. Data is retrieved directly from the database server using TCP/IP when this option is enabled. When this option is turned off, the data retrieval is performed by Reporting Services and is generally much slower. BizNet Software recommends leaving XML Fast enabled.
Query Timeout	When large data volumes are being retrieved, use this option to increase the default timeout setting. The most common occurrence of a timeout is during a drill down to transaction detail. If your company has a large chart of accounts and significant transaction volume each month, it is advised to increase this timeout setting.
Calculation Settings	The Calculation Settings options allow you to control the scope of Excel's recalculation of a workbook. Changing these options may result in slower performance but may resolve situations when objects (functions or Excel pivot tables) are not refreshed when a BizNet Refresh is performed. BizNet Software recommends leaving this unchanged and adjusting on an individual basis when necessary.

Security Tab

Use this tab to specify what method of authentication will be used to for data retrieval and for connection to the BizInsight MetaData databases (BizInsight and BizInsightDB SQL databases).



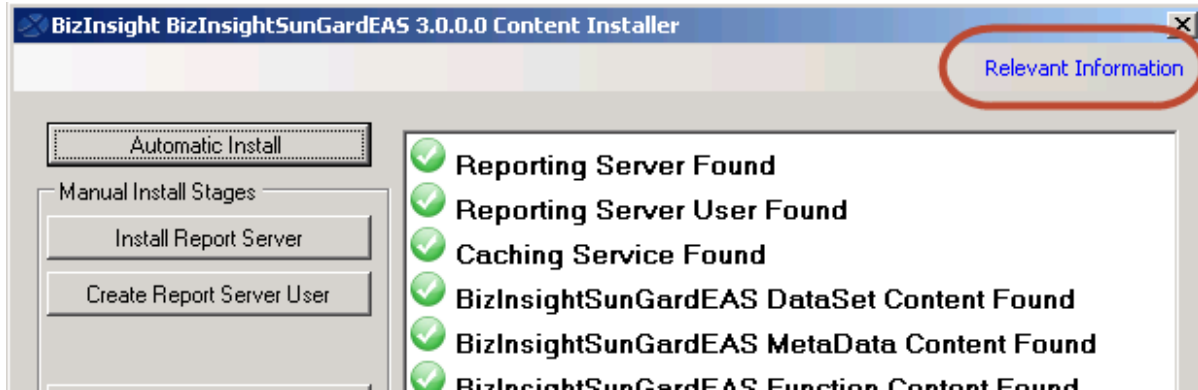
Option	Description
SQL Authentication Prompt	<p>If the BizInsight users will be using SQL credentials to connect to the accounting system database, choose the top option. When BizInsight first attempts to retrieve data for an Excel session, the user will be prompted to provide their SQL credentials and those credentials will be used for all subsequent data retrieval calls as long as that Excel session stays open.</p> <p>The Ask for your data server credentials every time option should be used when Windows authentication will be used for all data retrieval calls made to the accounting system database.</p>

Option	Description
Meta Database Type Authentication	Use this section to specify whether Windows authentication or SQL credentials will be used to retrieve data from the BizInsight MetaData databases. This is a completely different data connection than is used for retrieving data from the accounting system database. If the SQL option is selected, a SQL login id and password must be provided in the Application Settings dialog after BizInsight is installed on the client workstation. WARNING SQL credentials will be stored in clear text in the resulting configuration file.

Regardless of whether you made changes, click on the **Configure Now** button to create an app.-config file that can be copied to each client workstation. Otherwise click on **Exit** to close the configuration tool without creating an app.config file.

Relevant Information

Click on the Relevant Information link in the upper right corner to view the important paths for your content implementation.



Unless you used the Config Tool to create an app.config file, you will need to provide this information during the BizInsight installation on the client workstation(s).

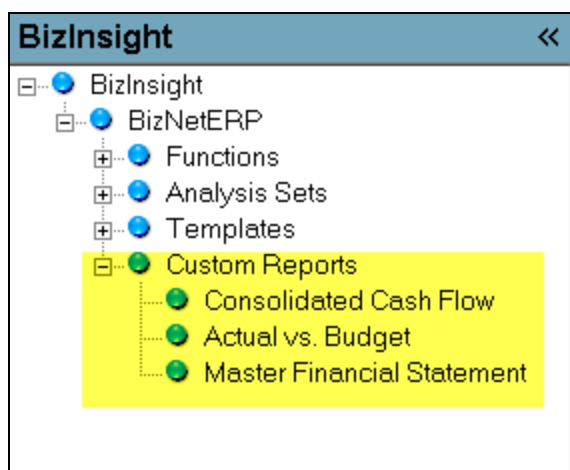
If you chose separate folders for the admin and config files, the Relevant Information dialog will look similar to the following:

Re-Create Custom Objects

BizNet Software has developed a new content pack installer to make implementing content packs easier. As content packs are converted to the new installation method, it will be necessary to re-add any custom elements you have added to BizInsight when you install an update that uses the new installation method. This step should only need to be done once and subsequent installations using a content installer will properly handle your custom elements.

Elements that you will need to re-add include:

- **Custom Navigation Pane nodes.** These items are most commonly templates. For steps on how to re-add these custom nodes, refer to the section titled "**Templates**" in the User Guide. Ex:

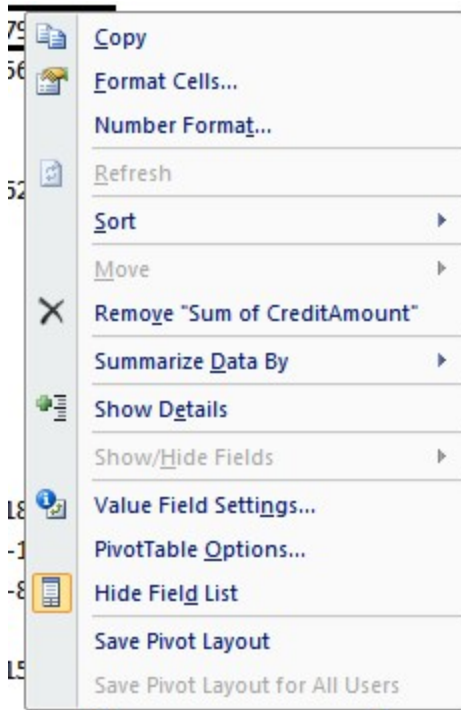


IMPORTANT If BizInsight 5.5 SP3 or higher is installed, the Properties menu can be used to assist in the retrieval of the following custom settings so they can be added back to the new SQL MetaData files. See "Retrieving Custom Properties" on page 158 for instructions. **NOTE** Custom Navigation Pane nodes cannot be retrieved using the Properties menu.

- Any **Account Definitions**. You should have a central workbook that contains your account definitions. Just open that workbook and refresh it to recreate your account definitions.

	A	B	C	D	E
1					
2		PropertyName	PropertyValue	SetAcctDef	
3		All Regions	[[([Segment2 IN ('00', 10, 20, 30, 40)])]	[[([Segment2 IN ('00', 10, 20, 30, 40)])]	
4		Corp	[[([Segment2 = '00'])]	[[([Segment2 = '00'])]	
5		Region A	[[([Segment2 IN (10, 30)])]	[[([Segment2 IN (10, 30)])]	
6		East	[[([Segment2 = 10])]	[[([Segment2 = 10])]	
7		Central	[[([Segment2 = 30])]	[[([Segment2 = 30])]	
8		Region B	[[([Segment2 IN (20, 40)])]	[[([Segment2 IN (20, 40)])]	
9		West	[[([Segment2 = 20])]	[[([Segment2 = 20])]	
10					

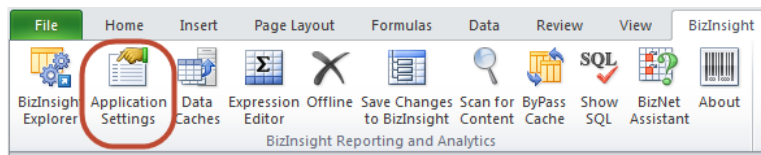
- **Custom pivot layouts**. Custom pivot layouts are created using the Save Pivot Layout option on the BizInsight right-click menu when a BizInsight created pivot layout is right-clicked.



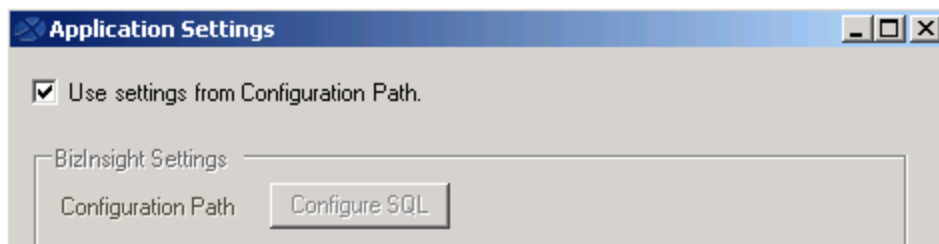
Retrieving Custom Properties

BizInsight 5.5 SP3 provides a Properties menu with an analysis set that can be used to retrieve all custom settings such as Optimize Cache definitions, Account Definitions and custom Pivot Layouts. To recover custom settings, do the following:

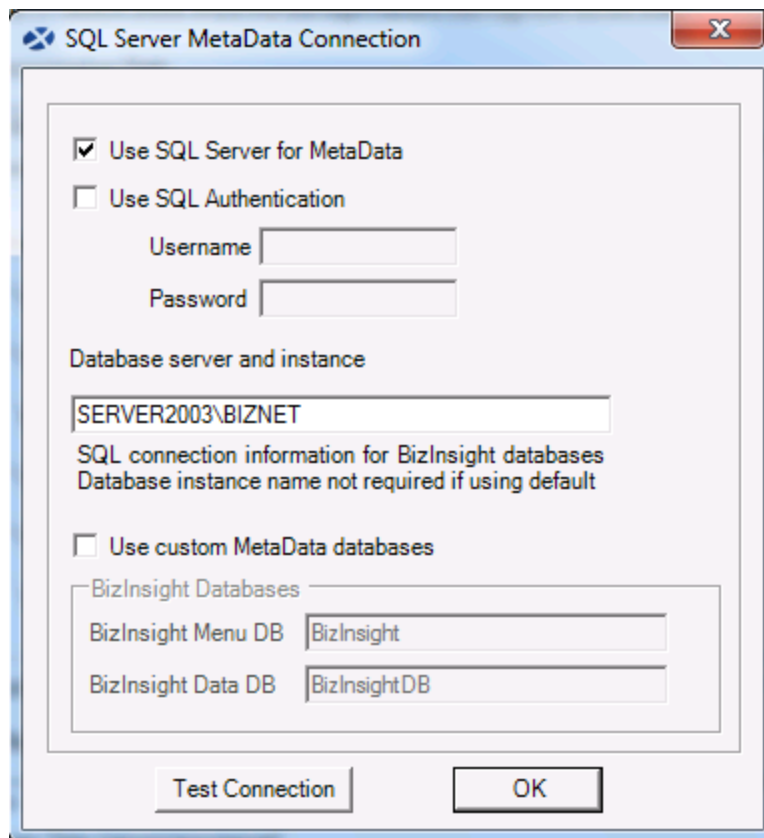
1. Make sure the .biz files containing the customizations reside in the Configuration Path to which BizInsight is pointed.
2. Open BizInsight and click on the **Application Settings** button on the BizInsight ribbon.



3. If the **Use settings from Configuration Path** checkbox is checked, uncheck it.

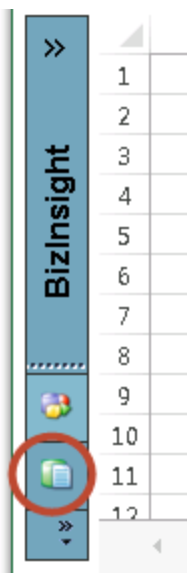


4. Click on the **Configure SQL** button. If the dialog is filled in, take a screenshot of the dialog so that it can be reinstated to original values. Then uncheck the Use SQL Server for MetaData checkbox.

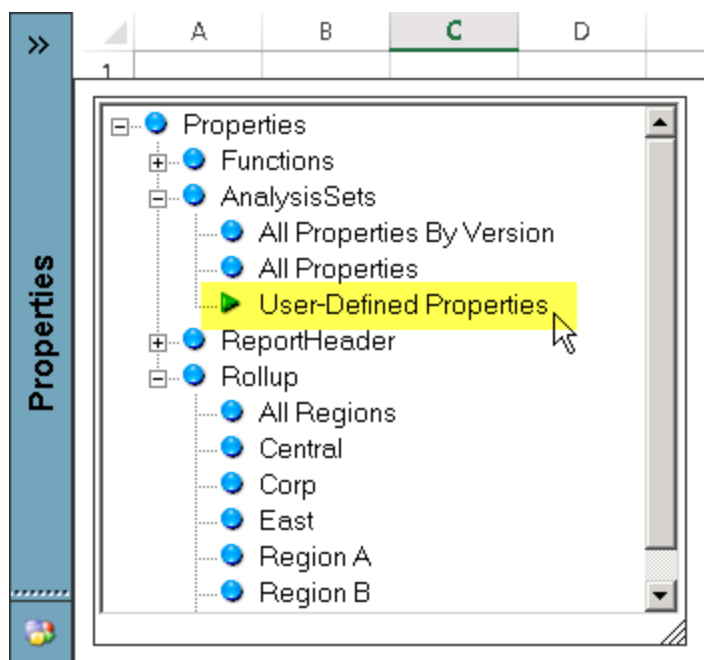


5. On the **Application Settings** dialog, make sure the Configuration Path is pointed to the directory that contains the .biz files. The click **OK** to close. You will be prompted to restart Excel.
6. Re-open Excel.

- Click on the Properties button on the Navigation Pane to display the Properties menu.

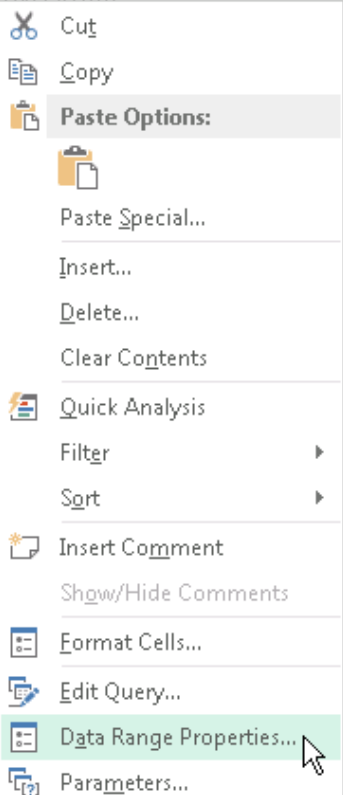


- Expand the **AnalysisSets** node then drag and drop the **User-Defined Properties** analysis set.

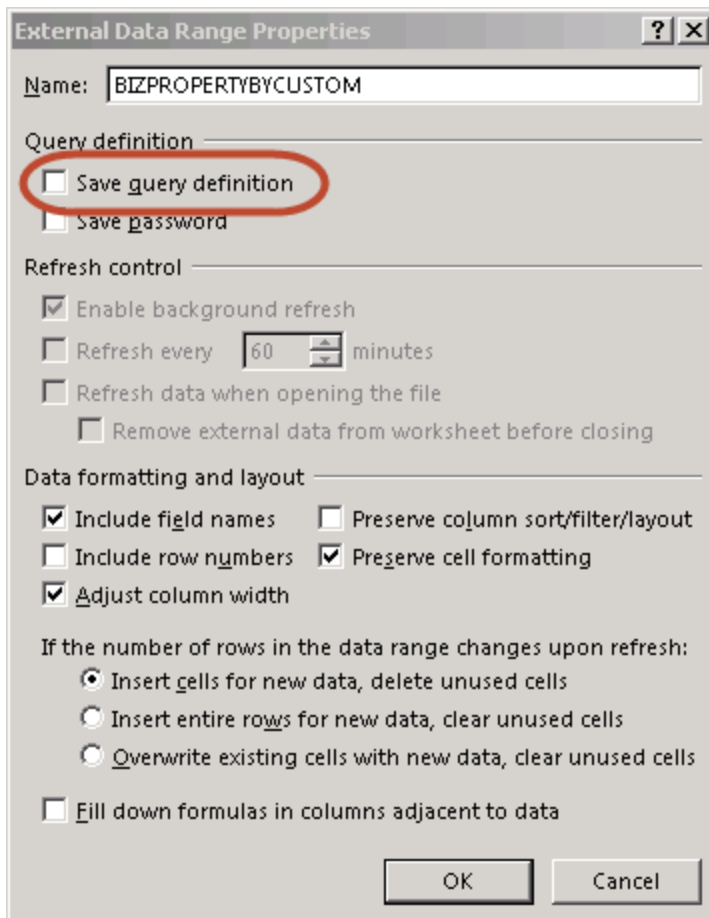


9. Right-click on the analysis set and choose **Data Range Properties**.

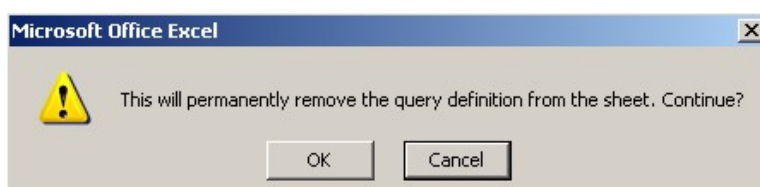
PropertyName	PropertyVersion
OptimizeCache	ARInvoiceLowDataAll
OptimizeCache	Balances_
OptimizeCache	Balances_
OptimizeCache	BudgetInfo
OptimizeCache	Transaction
PivotLayout	Accounts/
PivotLayout	AP1099/De
PivotLayout	APCheckD
PivotLayout	APChecks/
PivotLayout	APInvoice
PivotLayout	APInvoice
PivotLayout	APVendor
PivotLayout	ARCashRe
PivotLayout	ARCashRe
PivotLayout	ARInvoice
PivotLayout	ARInvoice
PivotLayout	ARInvoice
PivotLayout	Balance_B
PivotLayout	Balance_Ir
PivotLayout	Balances_
PivotLayout	Balances_



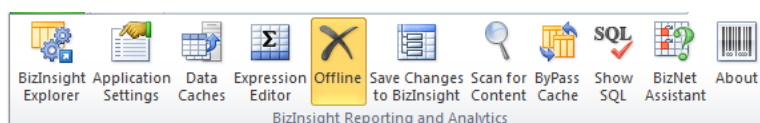
10. Uncheck the **Save query definition** checkbox to make the analysis set static.



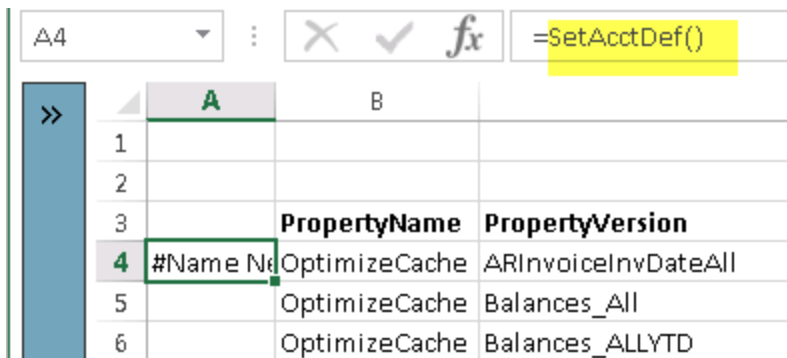
11. Click **OK** to the warning message that opens.



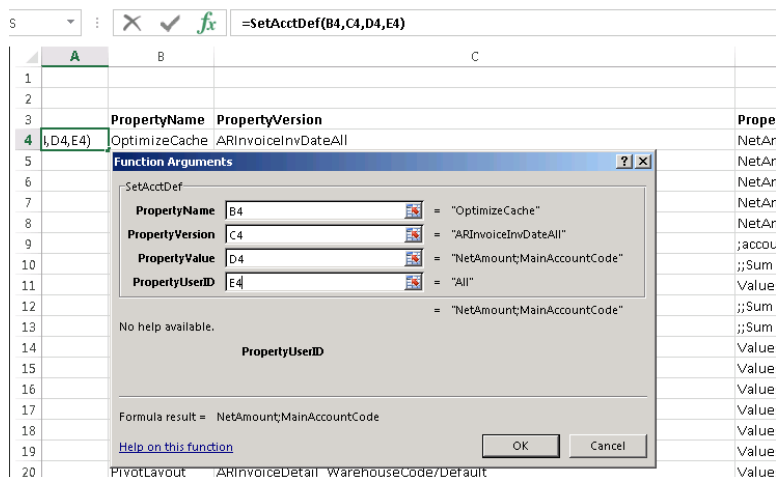
12. Click on the **Offline** button to take BizInsight offline.



13. From the **Functions** node of the **Properties** menu, drag and drop a **SetAcctDef** function and drop it in a column to the left of the analysis set. Add a column if one is not already there.



14. Click on the Excel **fx** button to open the Function Arguments dialog for the SetAcctDef function and pass in cell references for each of the parameters. The column headers for the analysis set match up with the function parameter names.



15. Copy the SetAcctDef function down for all rows of the analysis set.

	A	B	
1			
2			
3		PropertyName	PropertyVersion
4	#OFFLINE	OptimizeCache	ARInvoiceInvDateAll
5	#OFFLINE	OptimizeCache	Balances_All
6	#OFFLINE	OptimizeCache	Balances_ALLYTD
7	#OFFLINE	OptimizeCache	BudgetInfo
8	#OFFLINE	OptimizeCache	Transactions_All
9	#OFFLINE	PivotLayout	Accounts/Default

16. Save the workbook.
17. Go back to the **Application Settings** and **Configure SQL** dialogs and restore the settings to the original values.
18. Close and reopen Excel.
19. Load BizInsight.

20. Open the workbook with the SetAcctDef formulas, right-click and choose **BizNet Refresh**. This will create the properties in the new SQL MetaData database.

