Enterprise Manager Administrator Guide
Spring 2011

Tax Computer Systems Limited
Centurion House
London Road
Staines TW18 4AX

Tel: +44 (0) 1784 410369
Fax: +44 (0) 1784 410335

Email: support@taxcomputersystems.com
Web: www.taxcomputersystems.com

Tax Computer Systems Limited
1 Hatch Place
Dublin 2

Tel: + 353 (0)1 6619977
Fax: + 353 (0)1 6610642

Email: supportie@taxcomputersystems.com
Web: www.taxcomputersystems.ie

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Chapter 1
Introduction

This guide is designed for Database Administrators and gives you the information you need to use the Enterprise Manager.

Note. You should use this guide in conjunction with the Alphatax Installation Guide.

Chapter 2
Managing databases and nodes

The chapter gives the Administrator the information required to:

- Create the Alphatax database (page 5). You must do this the first time Enterprise has been installed
- Setting up the organisation/company nodes (page 12)
- Maintain the organisation/company nodes (page 15)
- Upgrading the database (page 17). You must do this for each subsequent release of Enterprise
- Configuring Tax Warehouse (page 21)
- Importing company documents from Alphatax Professional (page 19)
- Purging deleted companies (page 20)
- Unlocking locked companies (page 23)

Creating the Alphatax database

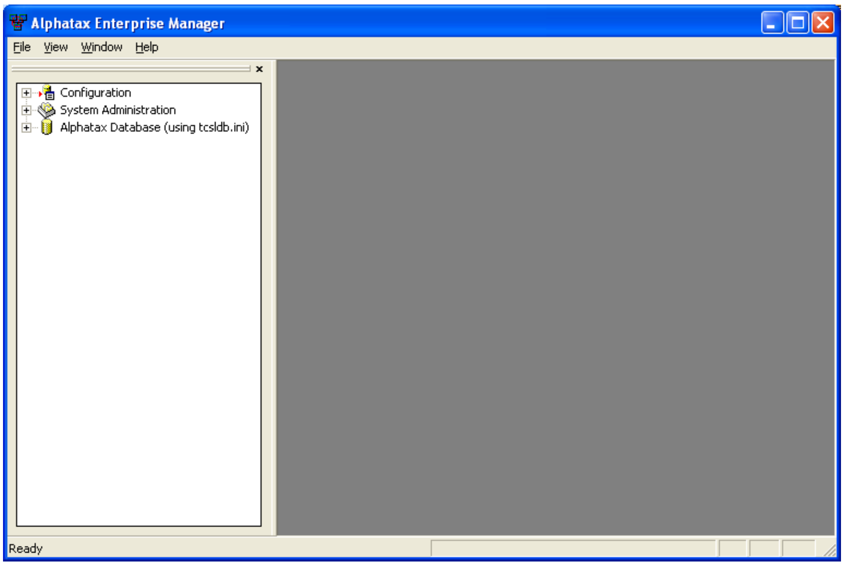
The first time you install Enterprise for your organisation, you need to create the Alphatax database. For each subsequent release of Enterprise, you will need to update the database as described on page 17.

Once you have completed installation as described in the Installation Guide, double-click the Alphatax Enterprise Manager icon.

The Alphatax Enterprise Manager window is displayed.

Note. The Contents tree of the Alphatax Enterprise Manager window will look slightly different for Irish installations. The TCSLDB.INI item appears as TCSLDBIE.INI and CTX files are referred to as ICX files.

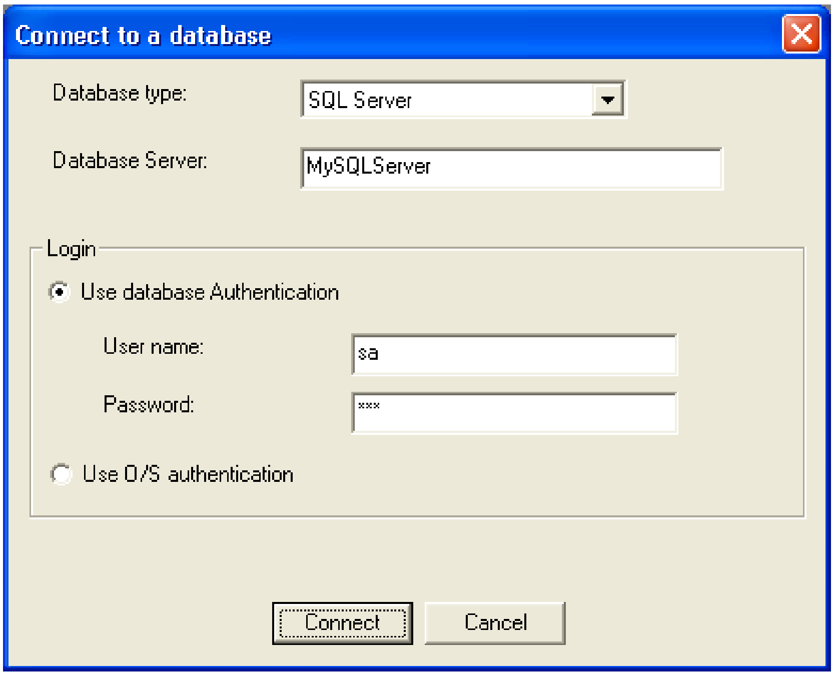
Note. You may need to register a DLL used by the Alphatax Enterprise Manager utility. If you receive an error message on launching the utility, you will need to register this DLL manually as follows. At the command prompt, enter: **`regsvr32 \path\msflxgrd.ocx`** *where path is the folder where the Alphatax program files are installed.*



Creating the Alphatax database

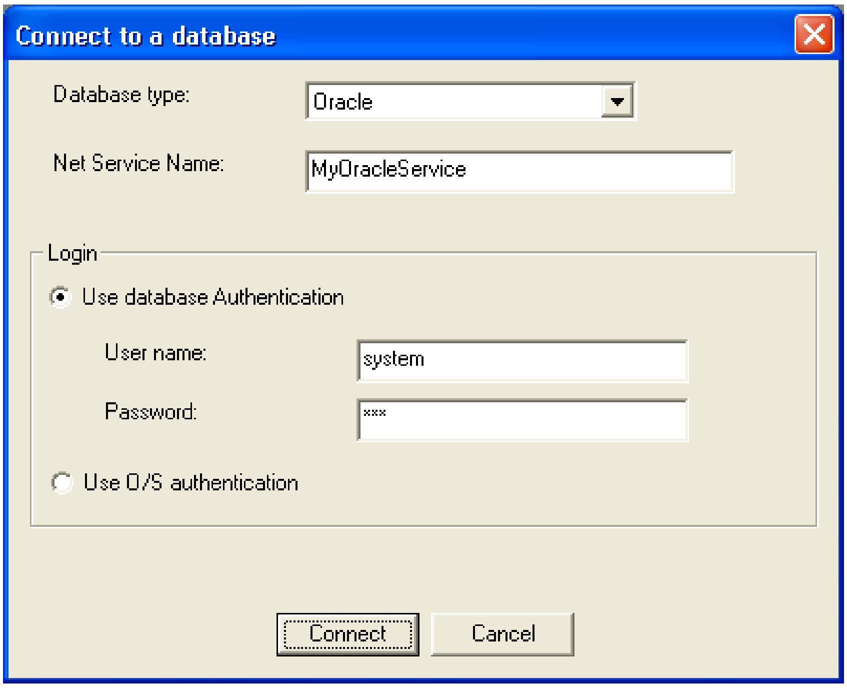
Note. To do this, you must be a DBA with a database login id and password.

1. Open the **System Administration** item in the Contents list in the left hand panel and then double-click to open **Create Alphatax Database**.



2. In the Database type field, select SQL Server or Oracle, as appropriate.

3. Type the name of the database server (SQL Server) as above or the Net Service Name(Oracle) as below.



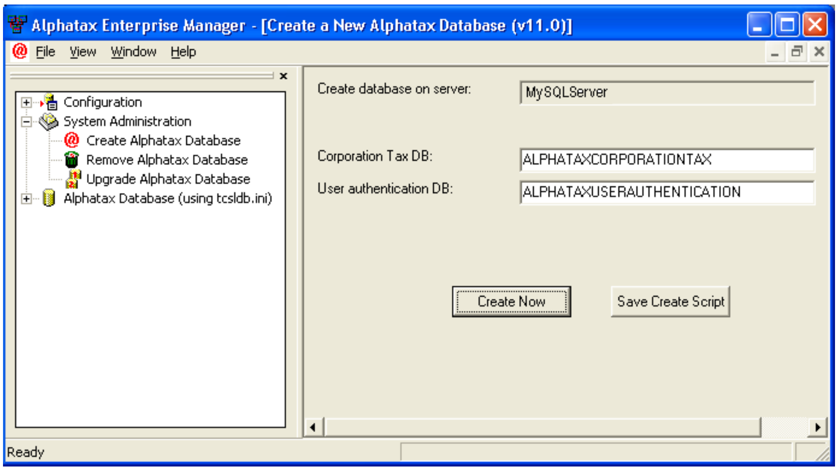
4. Specify your login details. This will be either Database or O/S authentication.

   Note. O/S authentication operates only when a trust has been established between this computer and the database server.

5. Click **Connect** to log into the database server.

SQL Server

The following window is displayed.



The default Corporation Tax and User authentication database names are displayed. You can change these if required.

Click **Create Now** for the Alphatax Enterprise Manager to create the new database.

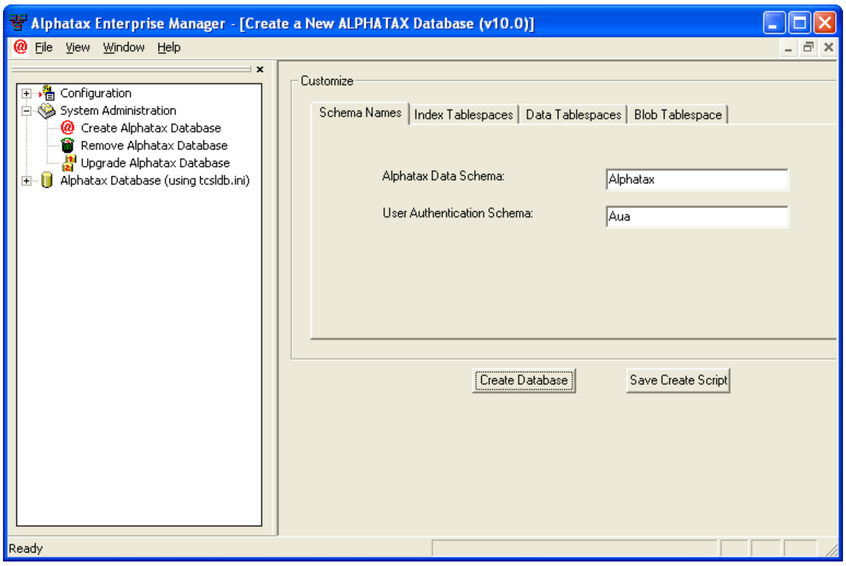
Choose **Save Create Script** if you would like to save the create script to a specified location and then use Query Analyser to create the database.

As part of creating the database, Alphatax Enterprise Manager creates:

- An initial user with the logon details of the person who created the database
- A top node called CHANGE_THIS_COMPANY which needs to be changed as part of **Setting up the Organisation/Company** (page 12).

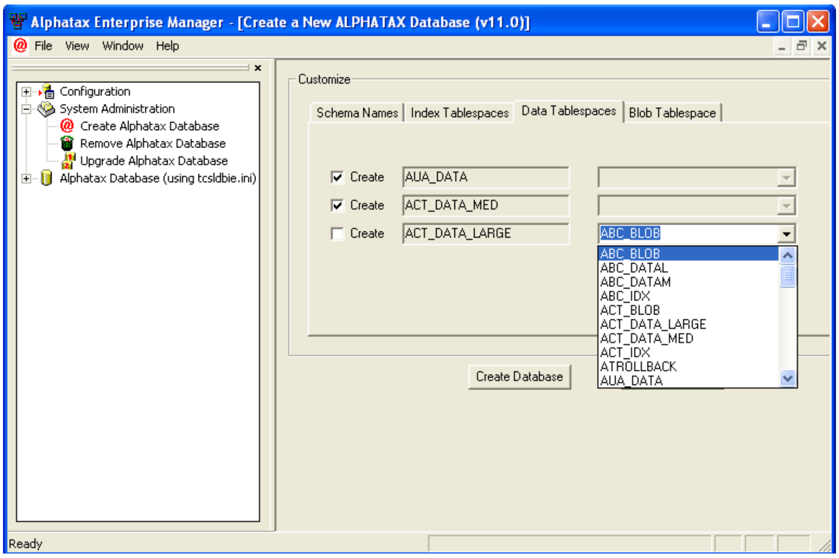
Oracle

The Schema Name tab is displayed.



The default Alphatax Data and User Authentication schemas are displayed. You can change these if required.

1. Click **Create Now** to create the new database.
2. Choose **Save Create Script** if you would like to save the create script to a specified location and then use SQL Plus to create the database.
3. A default set of tablespaces is created by the Alphatax Enterprise Manager. To edit tablespaces, select the relevant Tablespaces tab.



Where a **Create** checkbox is ticked, the default Alphatax settings are used.

To edit the tablespaces, uncheck the relevant **Create** box and selected the required value from the drop-down list.

As part of creating the database, Alphatax Enterprise Manager creates:

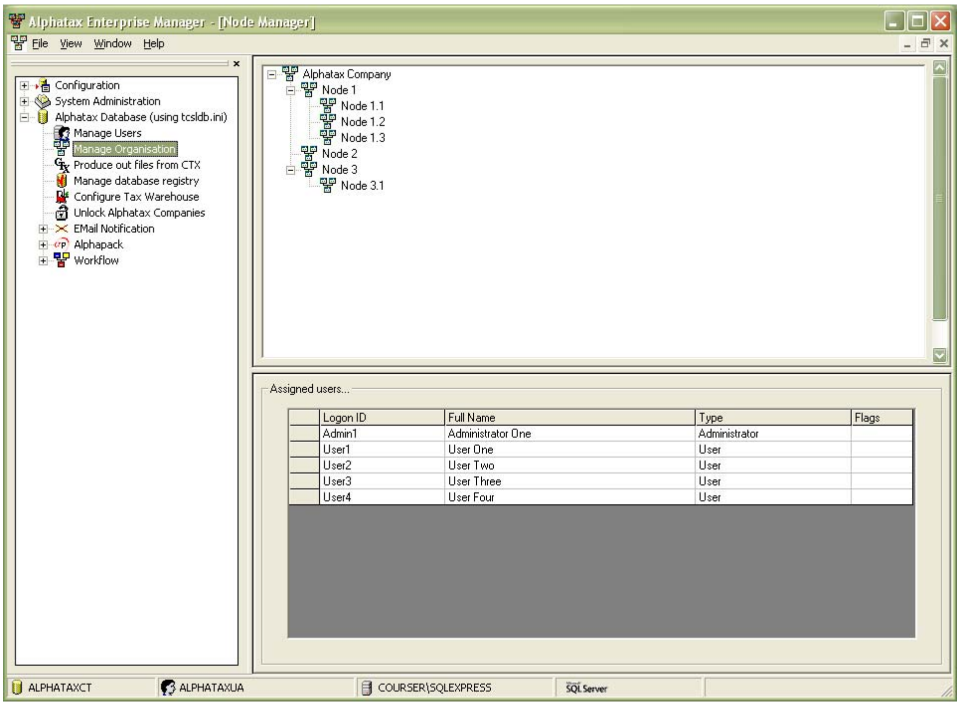
- An initial user with the login details of the person who created the database
- A top node called CHANGE_THIS_COMPANY which needs to be changed as part of **Setting up the Organisation/Company** (page **12).**

Setting up the organisation/company nodes

Enterprise uses a hierarchical node structure for the organisation/company. At the top level is the Firm/Company node. Below this are the Office/Sub-group nodes. Users must be assigned to a node. Users can see the companies in their nodes and any dependent nodes but cannot see data in parent nodes.

Open the **Alphatax Database** item in the Contents list in the left-hand panel and then open **Manage Organisation**.

Nodes are shown in the top panel on the right. Initially there is only one node called CHANGE_THIS_COMPANY.



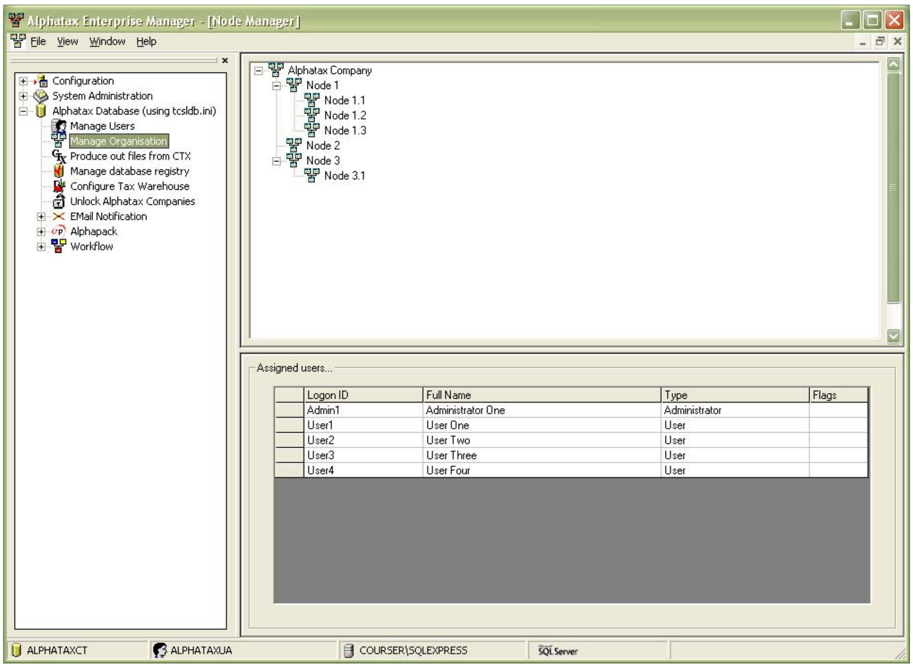
Highlight the CHANGE_THIS_COMPANY node and choose **Rename** from the right mouse-click menu**.**

Type the company or organisation name and press **Enter**.

Adding nodes

1. Expand the node structure first, so that you can see where in the hierarchy you want to add the new node.
2. Highlight the node to which the new sub-node will belong.
3. Choose **New Child Node** or **New Sister Node** from the right mouse click menu, depending on where in the hierarchy you want the new node to be.
4. Type the name of the new node and choose **Enter**.

   The new node is added to the hierarchy in the appropriate place.

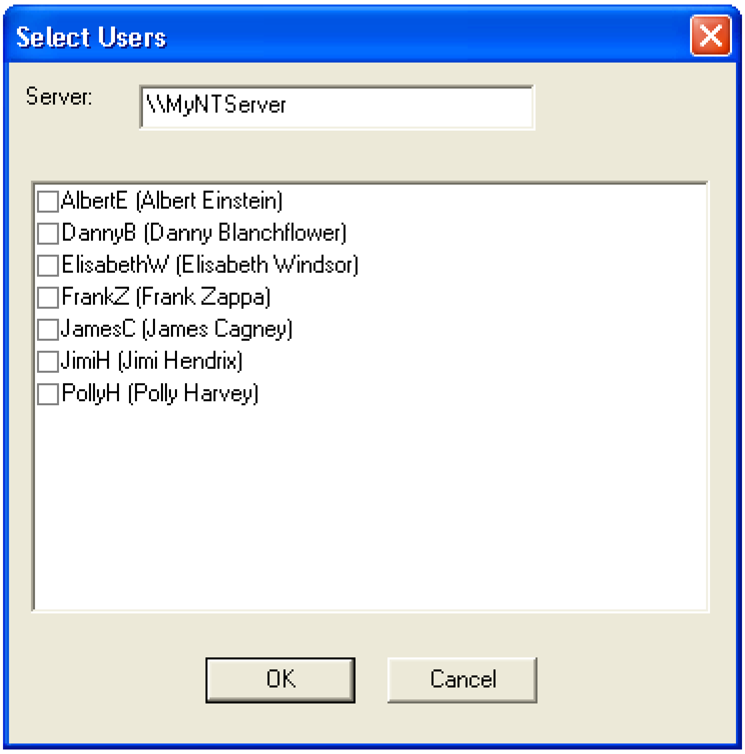


Adding users to nodes

To add a user to a node:

1. Expand the node structure first, so that you can select the node where you want to add the user.
2. At the right mouse click menu, choose **Import Users From Domain** or **Import Users from File**.

Importing users from the domain



1. Check the user(s) to be added to a node and then choose **OK**. Users are added to the selected node.
2. Details are shown in the bottom right panel.

Importing users via a text file

You can import users via a text file. This must be in the format:

```
<login id>tab<user name>tab<user type>
```

Example File Contents

```
CharlesW      Charles Windsor      1
MickeyM       Mickey Mouse         3
BobbyC        Bobby Charlton       2
```

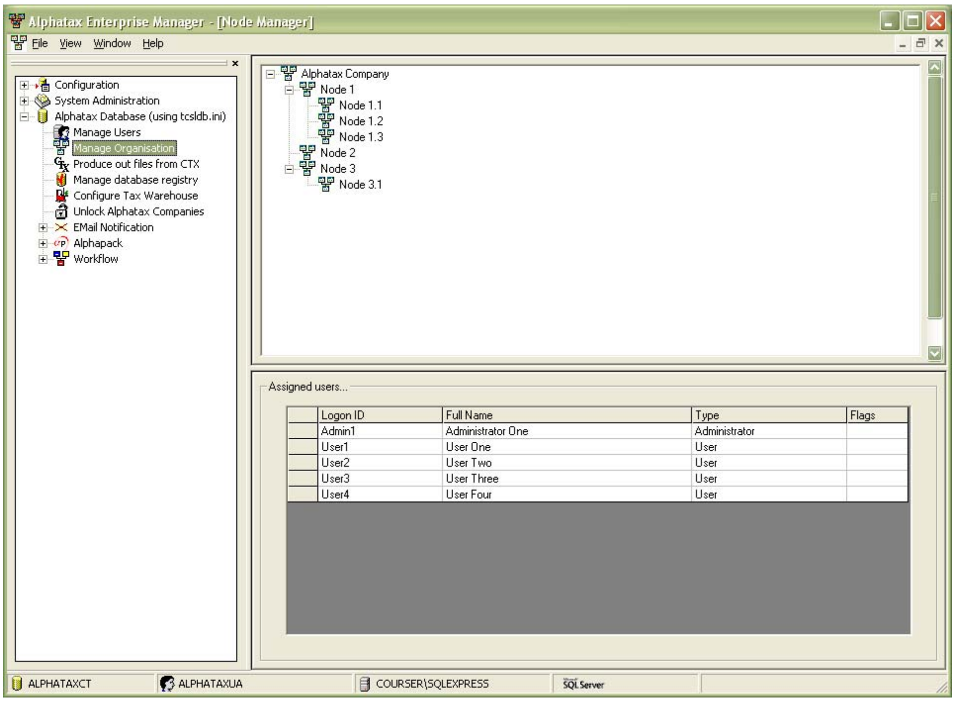
For details on user type, see below.

Defining the User Type

There are three types of user:

- 1=Administrator. Can use the Alphatax Enterprise Manager to add users from a domain or file and can delete users. Can also add or delete nodes and can assign a user with Administrator privileges.
- 2=Super User. Can use the Alphatax Enterprise Manager to add or delete any user and can add nodes. However the Super User cannot change the user type to Administrator or import users from a domain or file.
- 3=User. Cannot use the Alphatax Enterprise Manager. This is the default.

To amend the User Type, highlight the user in the bottom right panel, and double-click in the **Type** column to choose the appropriate type from the drop down list.



Note. For Super Users, the Manage database registry and Configure Tax Warehouse options are NOT available.

Maintaining the organisation/company nodes

Highlight the node and click the right mouse button.

Renaming a node

Choose **Rename** to enter a new name for the node.

Users assigned to the old name will automatically be assigned to the new name.

Moving nodes

To move a node, drag the node item to the desired location in the hierarchy. Any child nodes will be moved automatically.

Users assigned to the node and any company data stored in that node will also be moved automatically.

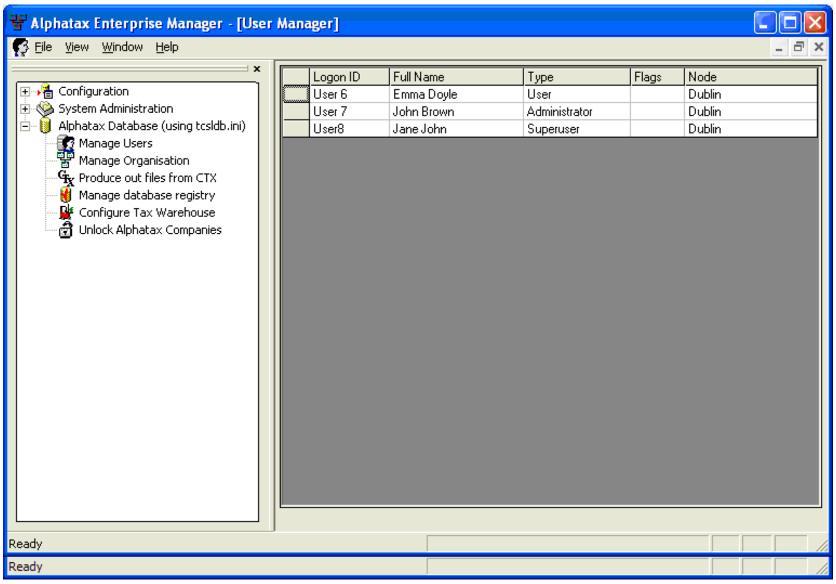
Deleting nodes

You can only delete a node that contains no company data and no users.

Managing users

Click the **Manage Users** item in the Contents tree to see a list of existing users and the node to which they are assigned.

You can add and delete users via the right mouse-click menu.



Updating the database

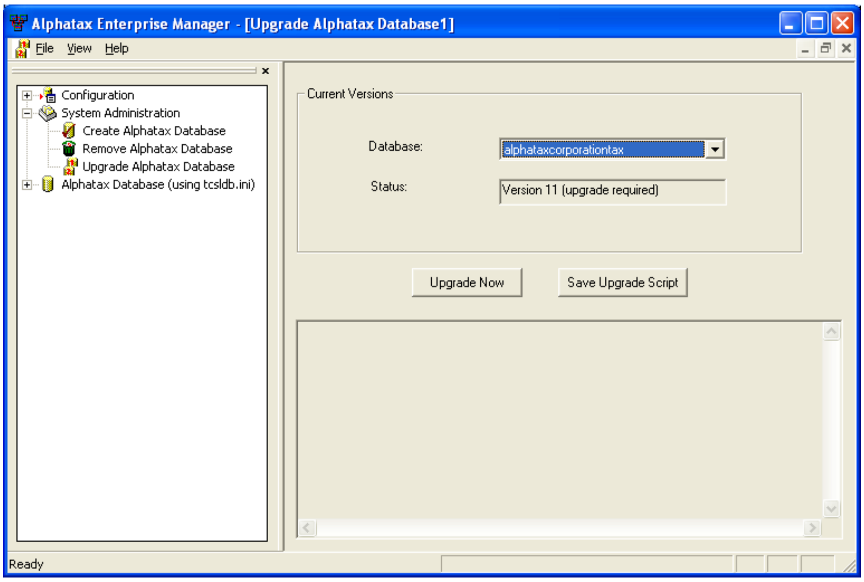
Whenever a new version of Alphatax is installed, you will need to upgrade the Alphatax database.

Note. To do this, you must be a DBA with a database login id and password.

1. Double-click the **System Administration** item in the Contents tree
2. Double-click the **Update Alphatax Database** item.

   The Connect to a database dialog is displayed.
3. In the Database type field, select either SQL Server or Oracle, as appropriate.
4. Type the name of the database server.
5. Specify your login details. This will be either Database or O/S authentication.

   Note. O/S authentication operates only when a trust has been established between this computer and the database server.
6. Click **Connect** to log into the database server.



   The **Database** drop-down list is a list of all the Alphatax databases on the selected server. The corresponding **Status** gives the version number of the database.
7. Choose **Upgrade Now** for Alphatax Enterprise Manager to upgrade the database. This may take some time, so please be patient.
8. Choose **Save Upgrade Script** if you would like to save the upgrade script to a specified location to update the database using either Query Analyser or SQL Plus as appropriate.

SQL server users only

For MS SQL server users only, you will be prompted to back up the database if you have not already done so.

The system will also prompt users to amend the tcsldb.ini file with the newly created database details if required. Select **Yes** to automatically update the tcsldb.ini file.

Importing company documents from Alphatax Professional

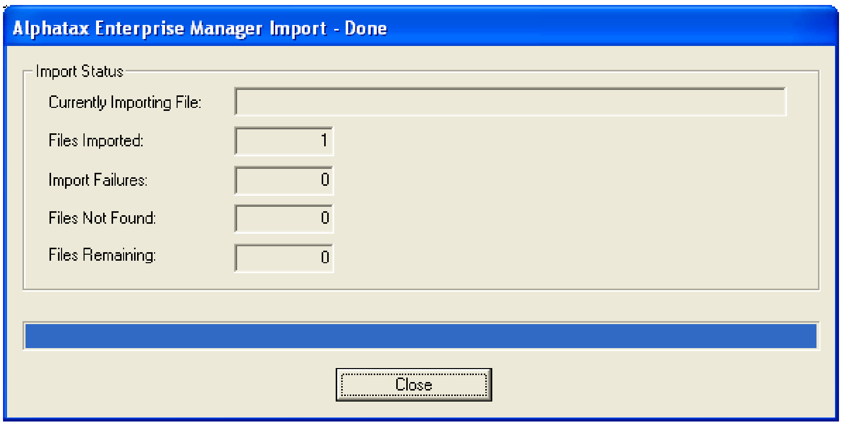
We recommend that you copy the Alphatax Professional company files to your local drive before importing. Importing files across a network may be a lengthy process. In addition, make sure that you back up your current computation files before importing them.

For large numbers of computations, we also recommend that you import the computation files in folders. This is because of Windows limitations.

Note. For Alphatax UK, computations files have the suffice CTX. For Alphatax Ireland computation files have the suffix ICX.

1. Within Enterprise Manager, double-click the Alphatax Database section of the Contents tree.
2. Choose **Manage Organisation**.
3. Select the node to which you want to import the CTX/ICX GTX or OUT files.
4. Choose **Import Professional Files** from the right mouse-click menu.
5. Select the file or files or the folder you wish to import and then choose **Open**.

   During the import, the following status window is displayed.



Purging deleted companies

You can purge deleted companies for a selected node.

1. Within Enterprise Manager, double-click the Alphatax Database section of the Contents tree.
2. Choose **Manage Organisation**.
3. Select the node from which you wish to purge deleted companies.
4. Choose **Purge Deleted Companies** from the right mouse-click menu.
5. Choose:
   - **This Node Only** to purge deleted companies for the selected node only; or
   - **Entire Branch** to purge deleted companies for the entire branch (that is, the selected node and any of its child nodes).

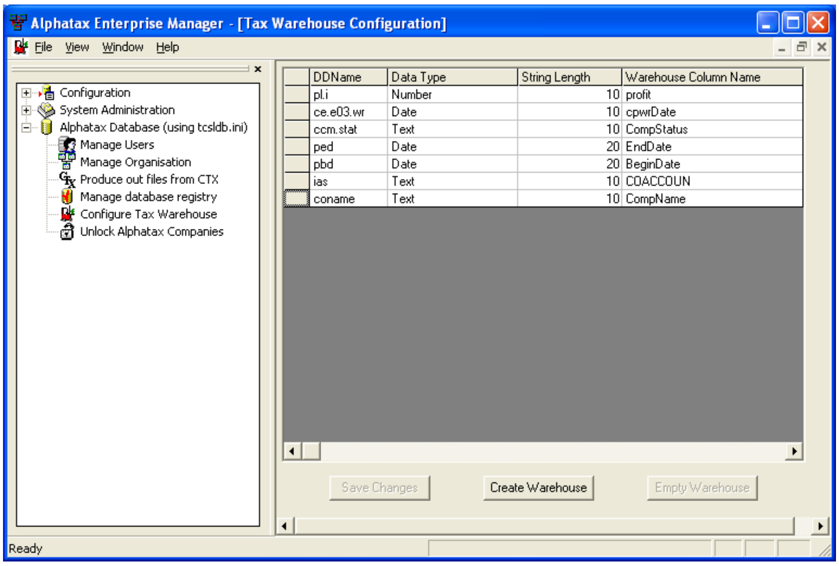
Configuring Tax Warehouse

Tax Warehouse is available for users running Enterprise on both Oracle and MS SQL Server. It is an area of the Alphatax database that stores user-configurable data required for third party reporting tools.

It is possible for clients to specify which period level ddnames they wish to report on. Once set up, Alphatax will maintain the Tax Warehouse with live information as users save computations.

Note. At present it is not possible to report on trade level information or duplicating rows such as expensive cars.

Open the **Alphatax Database** item in the Contents list in the left-hand panel and then open **Configure Tax Warehouse**.

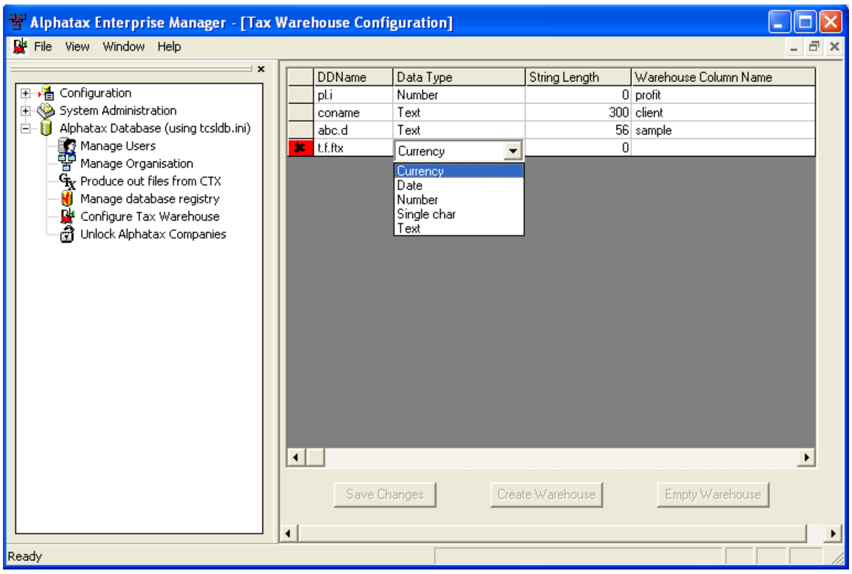


In the right-hand panel, enter the ddnames to be reported on.

For each ddname, enter:

- Data type. Select from the drop down list, a shown below
- String length
- Name of the column in the Tax warehouse database

To add a new row, press the Tab key or select Add Warehouse column from the right mouse click menu.



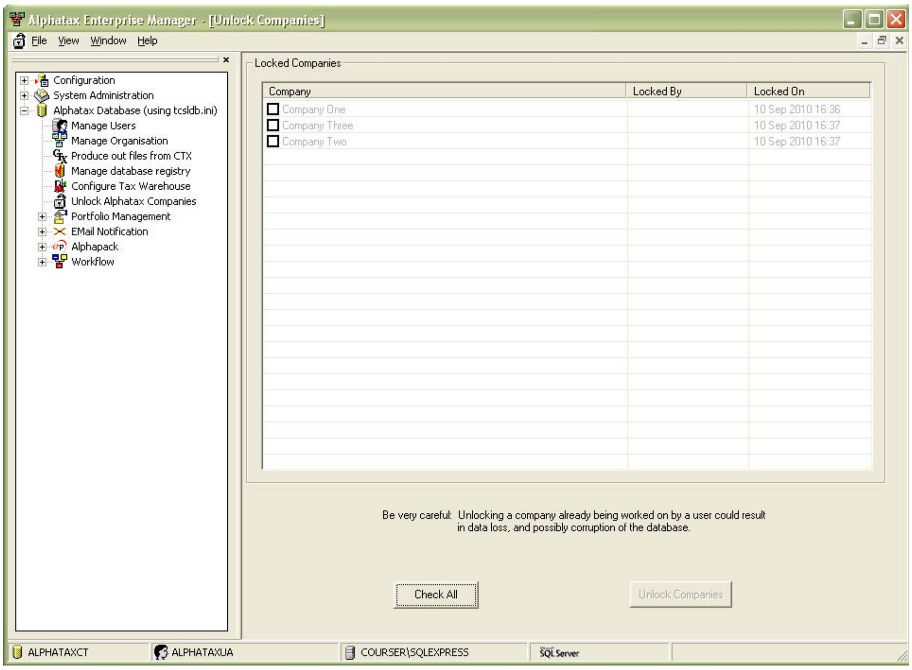
While you are entering settings, you may see a red warning cross at the left of the row. This cross will disappear when all the columns are correctly filled as appropriate for the data type.

Unlocking locked companies

Company computations may become locked erroneously. Reasons for this typically include system crashes or users failing to close down Alphatax correctly before leaving the office for extended periods such as holidays.

The option must be treated with care. It is mandatory for you to ensure there are no users using the selected company documents at that time. Significant data corruption may result if multiple updates of the data occur at the same time.

1. To unlock computations, within Enterprise Manager, double-click the Alphatax Database section of the Contents tree.
2. Choose **Unlock Alphatax Companies**.



The dialog shows all locked companies, who they were locked by and the date on which they were locked. Companies locked today are shown in grey. Companies locked yesterday are shown in black. Companies locked before yesterday are shown in red.

To unlock a company or companies, select the required companies (or choose **Check All** to unlock all companies in the list).

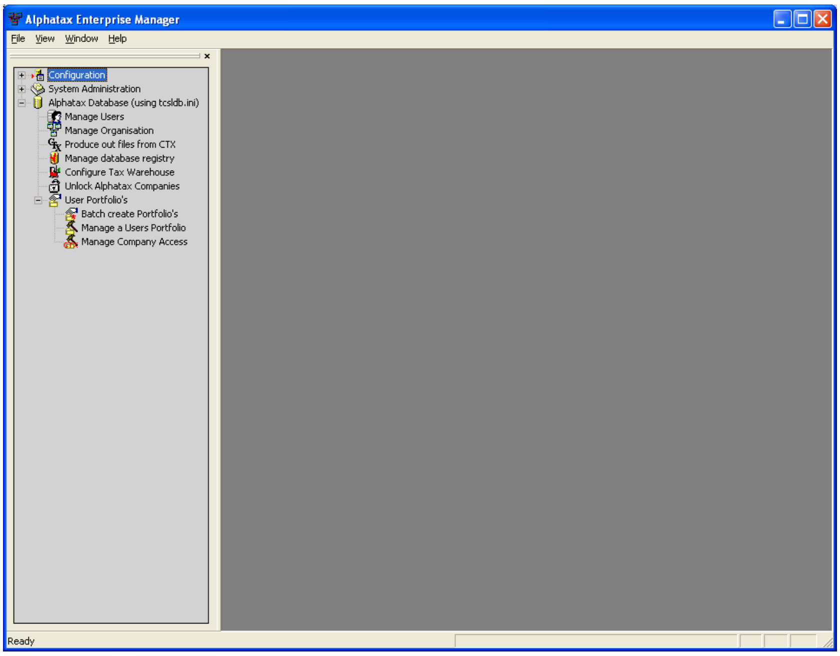
Choose **Unlock Companies**. The companies you have selected are unlocked.

Chapter 3
Managing User Portfolios

The User Portfolios options are available for organisations where users are assigned to manage portfolios of companies. There are three options in the User Portfolios section under the Alphatax Database heading in the Enterprise Manager Contents tree. There are three options:

- **Batch Create Portfolios**. This option gives a Superuser or an Administrator the ability to assign roles, add companies or remove companies from Portfolios in bulk. Where there are more than a thousand portfolio companies and/or users, companies and/or users can be filtered.
- **Manage a User's Portfolio**. Individual user portfolios can be managed by adding or deleting companies. Roles can also be assigned individually.
- **Manage Company Access**. Companies can be taken off and roles can be changed via this section, where there are more than a thousand portfolio companies and/or users, companies and/or users can be filtered.

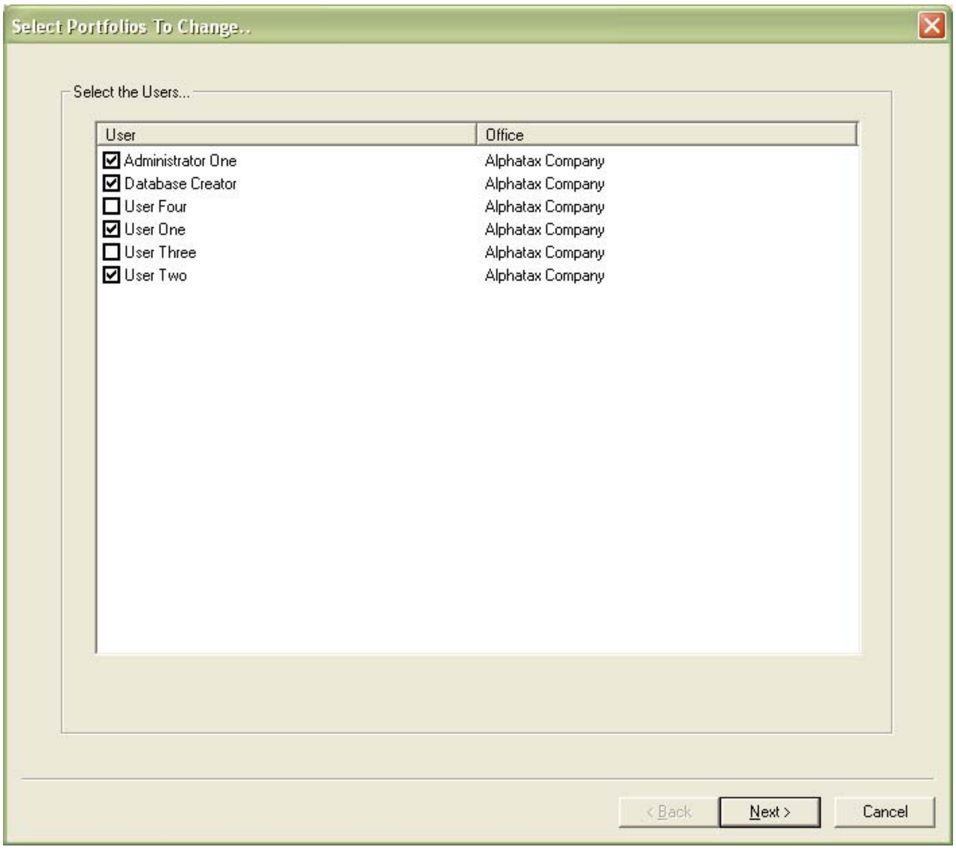
1. To access User Portfolios, within Enterprise Manager, click the Alphatax Database section of the Contents tree.
2. Choose **User Portfolios.**



Batch Create Portfolios

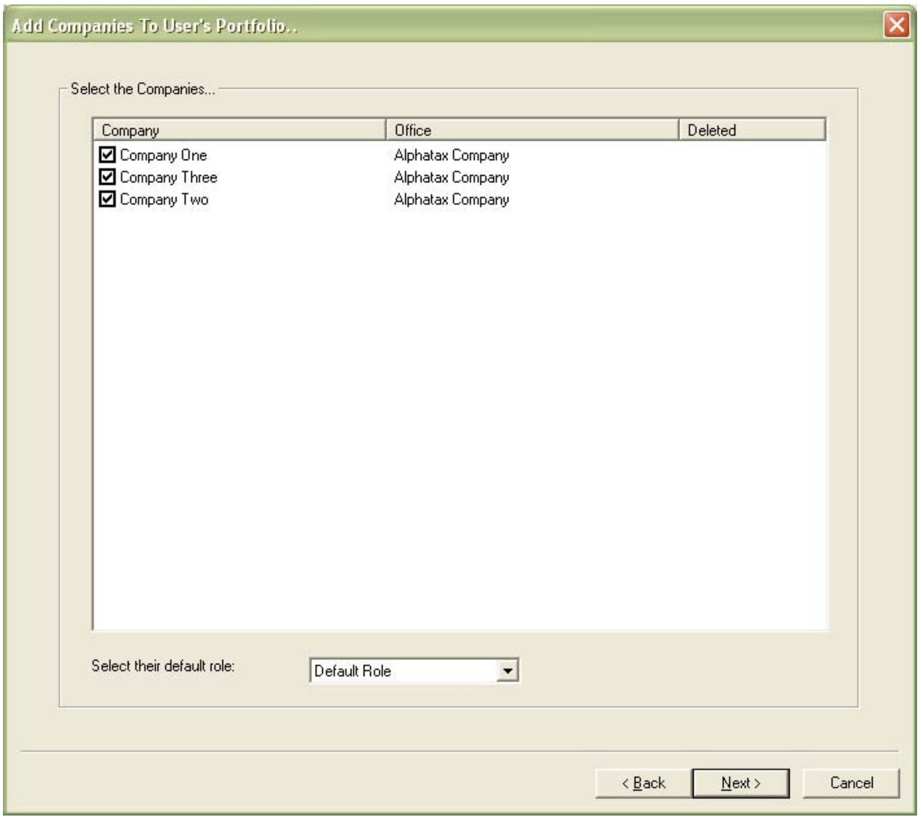
1. In the User Portfolios section, choose **Batch Create Portfolios**.

   The Select Portfolios to Change window is displayed.



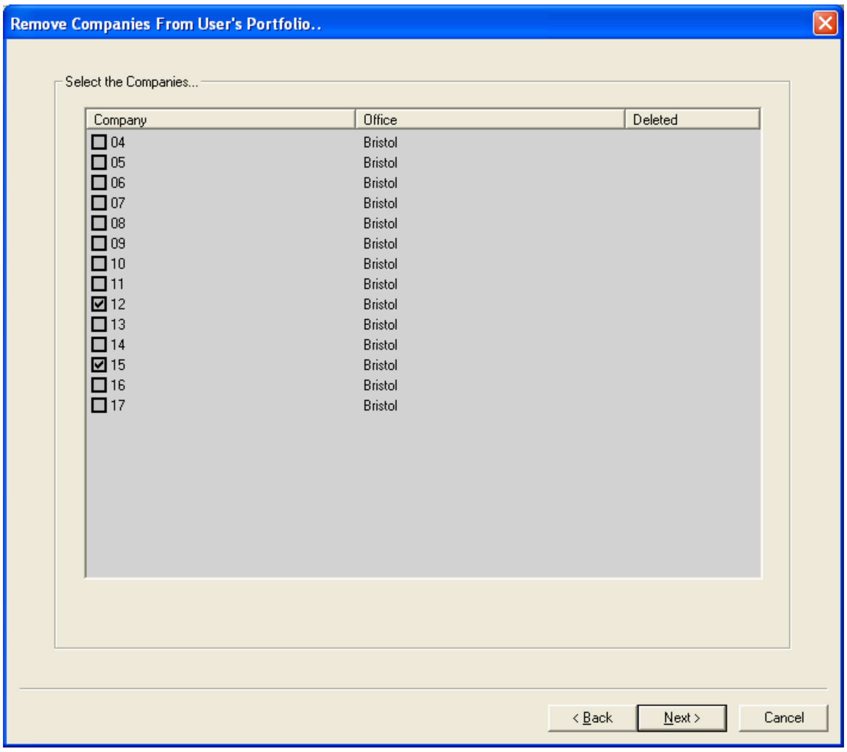
2. Highlight the users for whom you are creating portfolios.
3. Choose **Next**.

   The Add Companies to User Portfolios dialog is displayed.



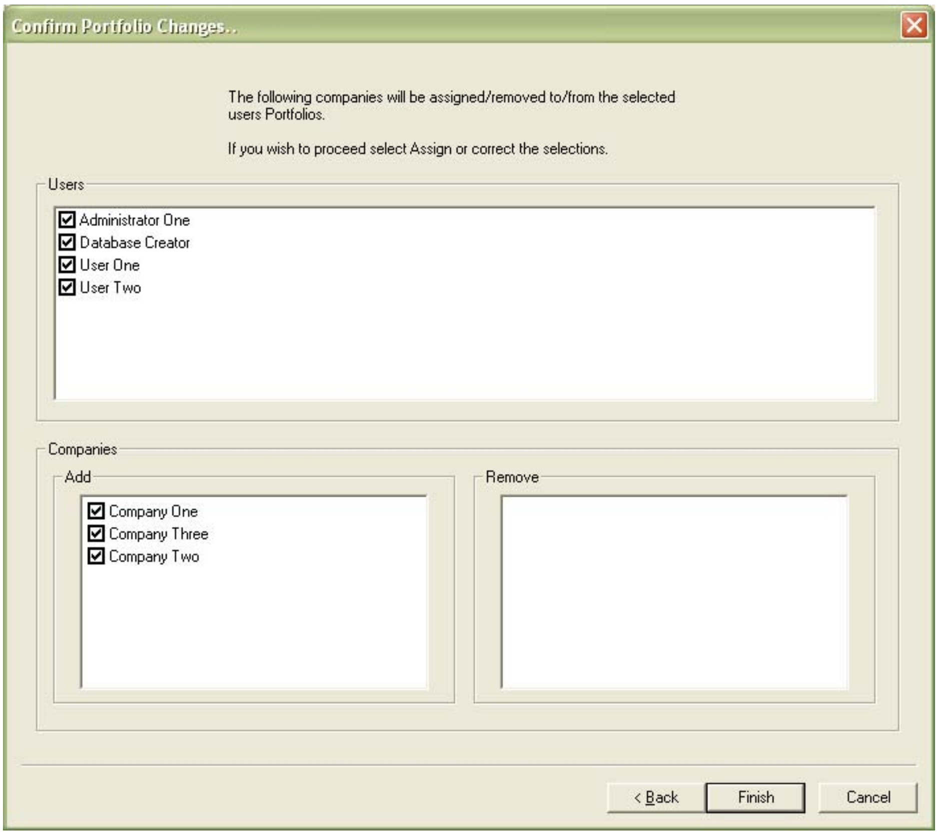
4. Select the companies to add to the portfolios of the selected users and select the users default role.
5. Choose **Next**.

   The Remove Companies from User Portfolios dialog is displayed.



6. Where required, select the companies to delete from the users' portfolios.
7. Choose **Next**.

   The Confirm Portfolio Changes dialog is displayed.

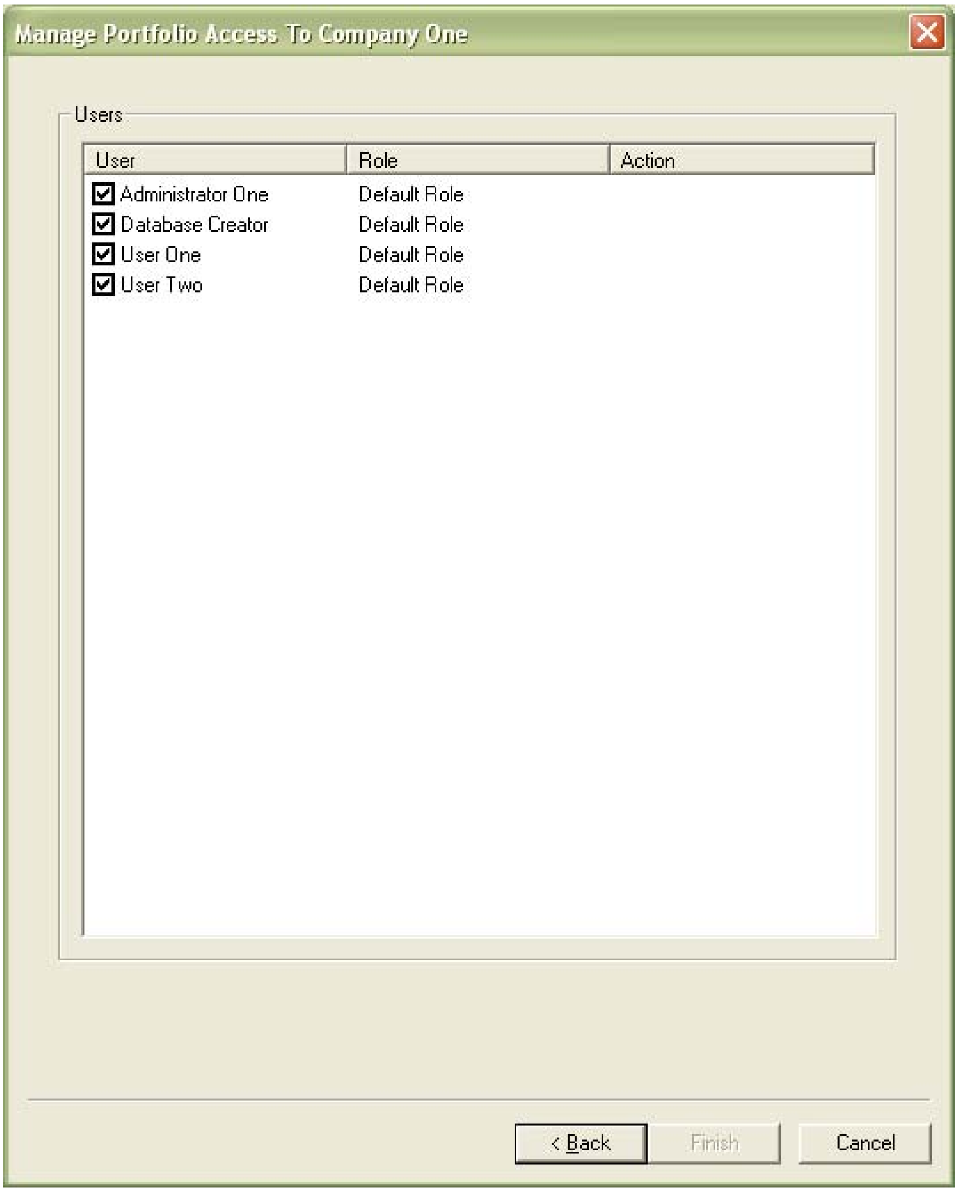


8. Click **Finish** if these settings are correct. Otherwise, use the **Back** button to return to previous screens and correct the entries.

Maintain a User's Portfolio

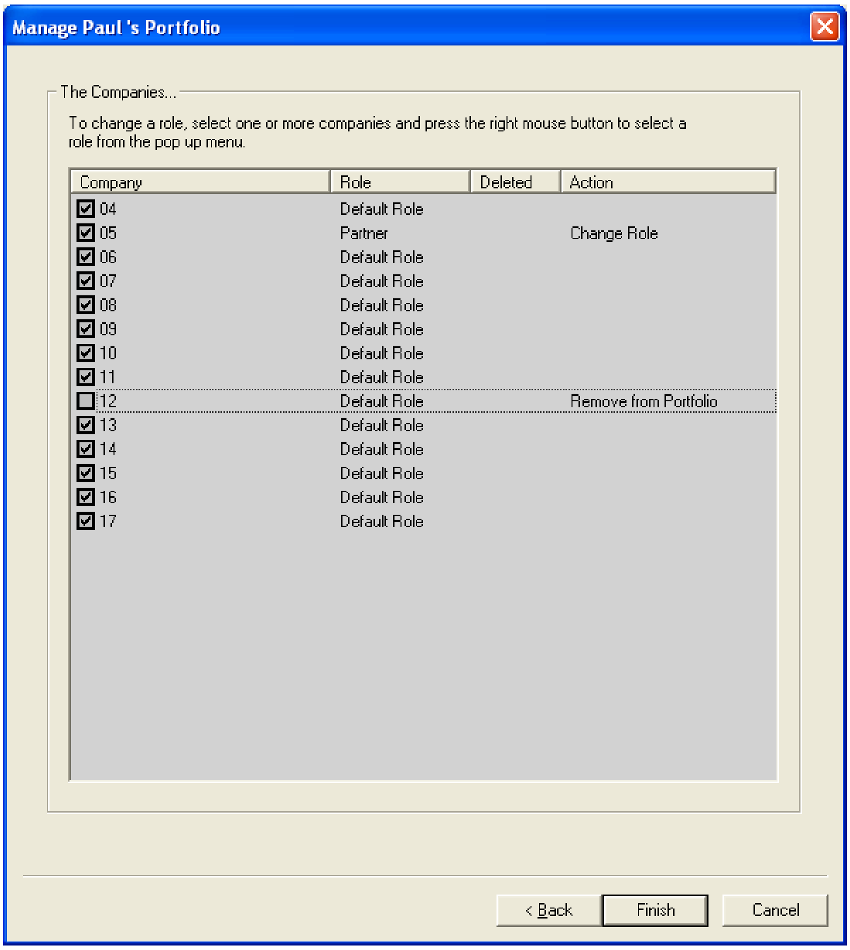
1. In the User Portfolios section, choose **Manage a User's Portfolio**.

   The Manage User Portfolio dialog is displayed.



2. Select the user whose portfolio you wish to manage.
3. Choose **Next**.

   The Manage XXX's Portfolio dialog is shown, where XXX is the name of the user.

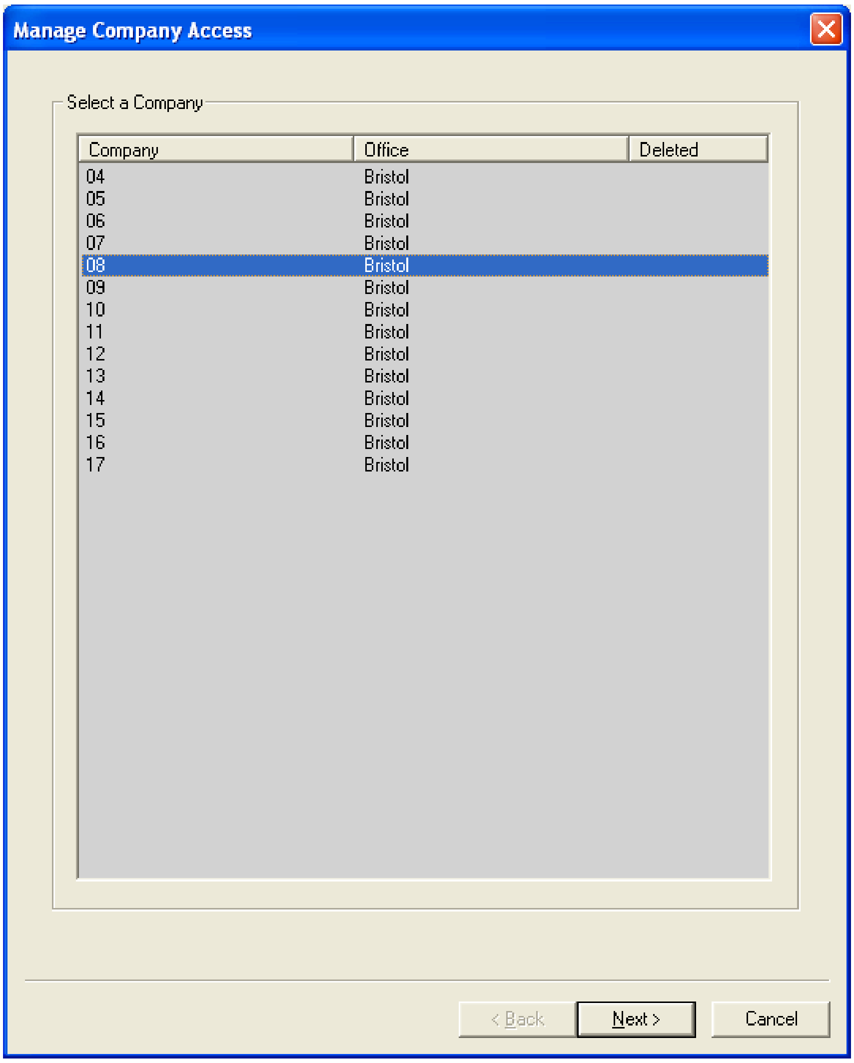


4. Select a company or companies and use the right mouse button to select another role if required.
5. Choose **Finish**.

Maintain Company Access

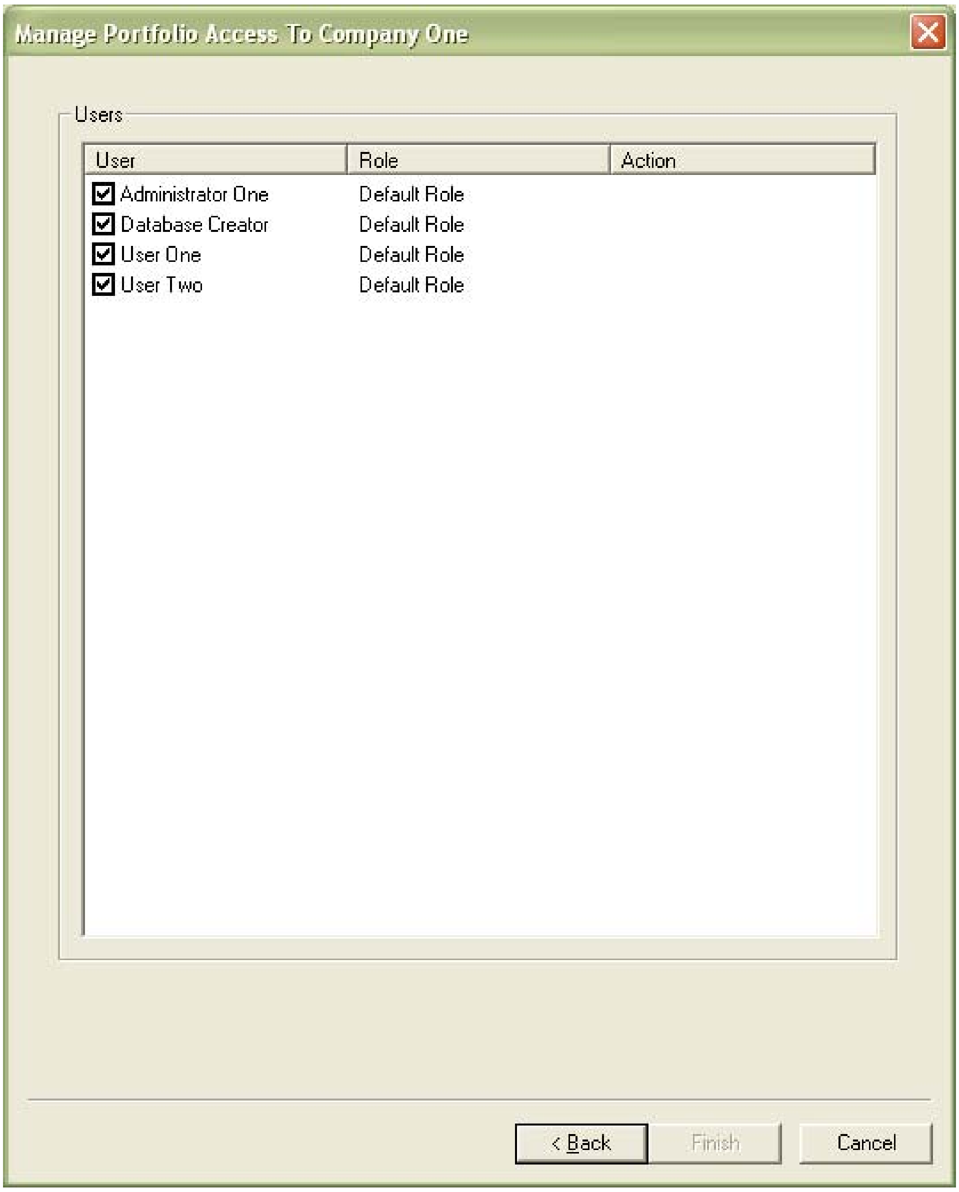
1. In the User Portfolios section, choose **Manage Company Access**.

   The Manage Company Access dialog is displayed.



2. Highlight the required company and choose **Next**.

   The Manage Portfolio Access to Company dialog is displayed for the currently-selected company.



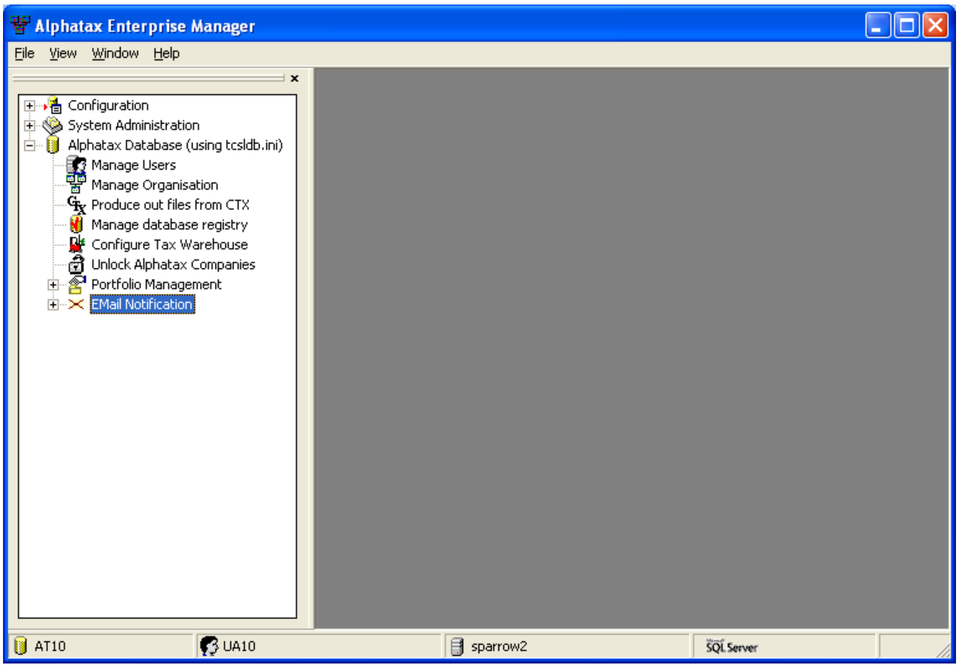
3. Amend users details as required and then choose **Finish**.

Chapter 4
Email Notification Settings

The Compliance Cycle Management window View menu in Alphatax enables users to receive Email notifications from Enterprise at regular intervals. The Emails list urgent compliance progress items that have not been cleared. This chapter covers:

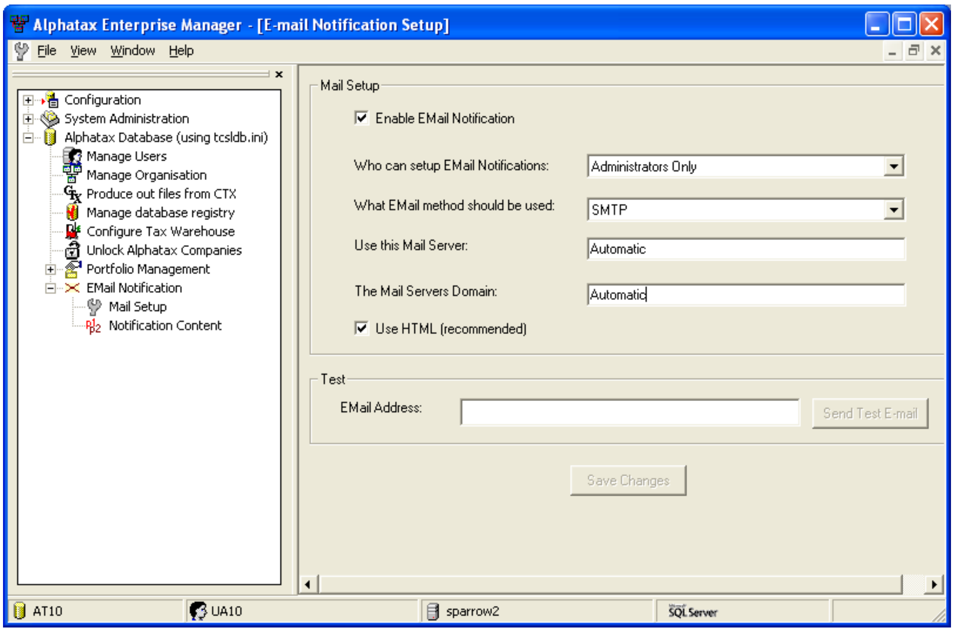
- Mail setup
- Setting up the Notification content
- Sending emails

To access Email Notification, within Enterprise Manager, click the Alphatax Database section of the Contents tree and choose **Email Notification.**



Mail setup

1. Double-click Email Notification and choose Mail Setup.



2. Check the Email Notification box.
3. Specify who can access email notification settings. This can be:
   - **Anyone**. Any user will be enabled to administer settings for Email notifications
   - **Administrators Only**. Only administrators will be enabled to administer settings for Email notifications
   - **Administrators and Super User**. Only administrators and super users will be enabled to administer settings for Email notifications
4. Specify which Email method should be used.

   For SQL Server users, this can be: SQL Mail, Database Mail (MS SQL 2005 upwards) or SMTP.

   Mail server and Domain are filled automatically by the system.

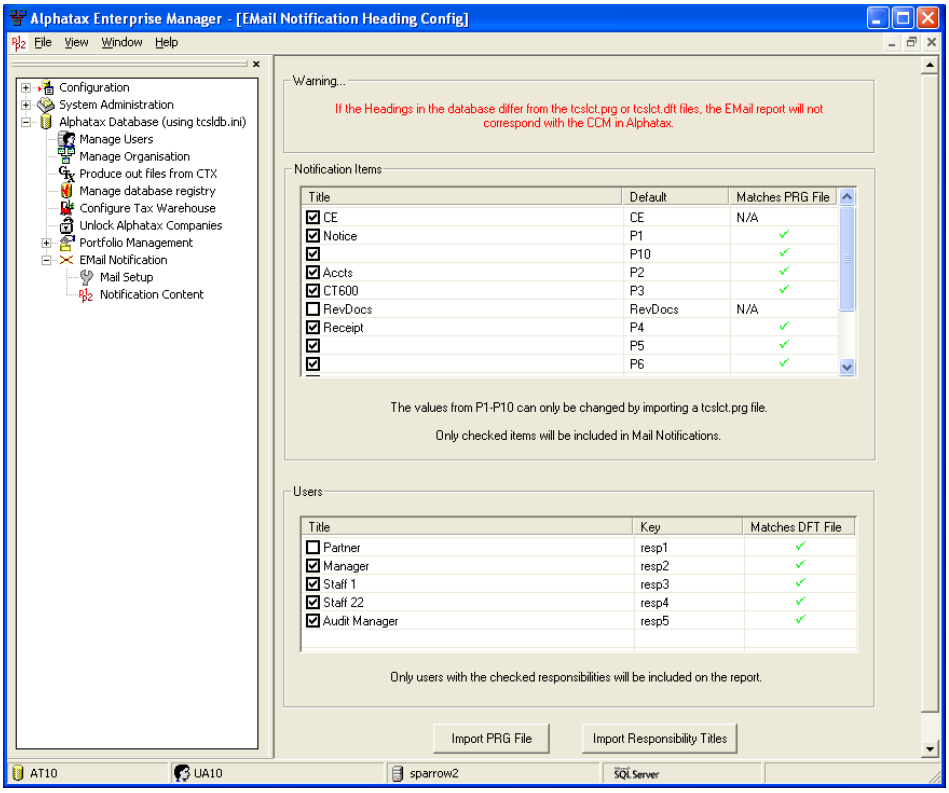
   Where Oracle is used, SMTP is in the only Email method available.

   You must complete the Mail Server and Mail Servers Domain fields manually.

5. Check the Use HTML (recommended) box to ensure that the notifications are sent in HTML format.
6. Enter a valid email address for test purposes and then click the **Send Test E-mail** button. The system sends a test email to the address you specify. Check that you receive it and are happy with the notification.
7. When you are happy, choose the **Save changes** button.

Setting up the Notification content

1. Double-click Email Notification and choose Notification Content.



Note. Where headings in the database do not match entries in the tcslct.prg or tcslct.dft files, the content of any email notifications sent out will not match the columns in the Alphatax Compliance Cycle Management window.

The Notification Content window shows a tick when headings match and a cross when they differ.

2. Use the respective **Import PRG** or **Import Responsibility Titles** button to ensure that the database has the latest tcslct.prg and tcslct.dft file.

Notification items

In the Notification items section, check the headings to be included in the notification email.

Note. The values from P1 to P10 can only be changed by importing a new version of the tcslct.prg file.

Users

In the Users section, check the Titles to be included in the notification email.

Sending the emails

Once you have defined notification content and email settings, you should configure a new job to run the stored procedure ‘ATEmailNotification’ at an appropriate time. Typically this will be overnight.

A sample email (in HTML format) is shown below.

This is an automated report generated from Alphatax

The following companies to which you are allocated have urgent deadlines outstanding for the indicated tasks.

Company Name	Period End	Urgent Tasks	2nd reviewer	1st Reviewer	Preparer
Acme Widgets	31/12/2008	Notice, Receipt	Mickey Mouse	Donald Duck	Goofy
International Exports	31/12/2008	Notice, Receipt	James Bond	Unassigned	Unassigned
Novels R Us	31/12/2008	Notice	Emily Bronte	George Orwell	Charles Dickens
1966 And All That Ltd.	31/12/2008	Notice	Robert Moore	Geoffrey Hurst	Gordon Banks
Jolly Japes & Jokes	31/12/2008	Notice, Receipt	Thomas Cooper	Ronald Barker	Anthony Hancock

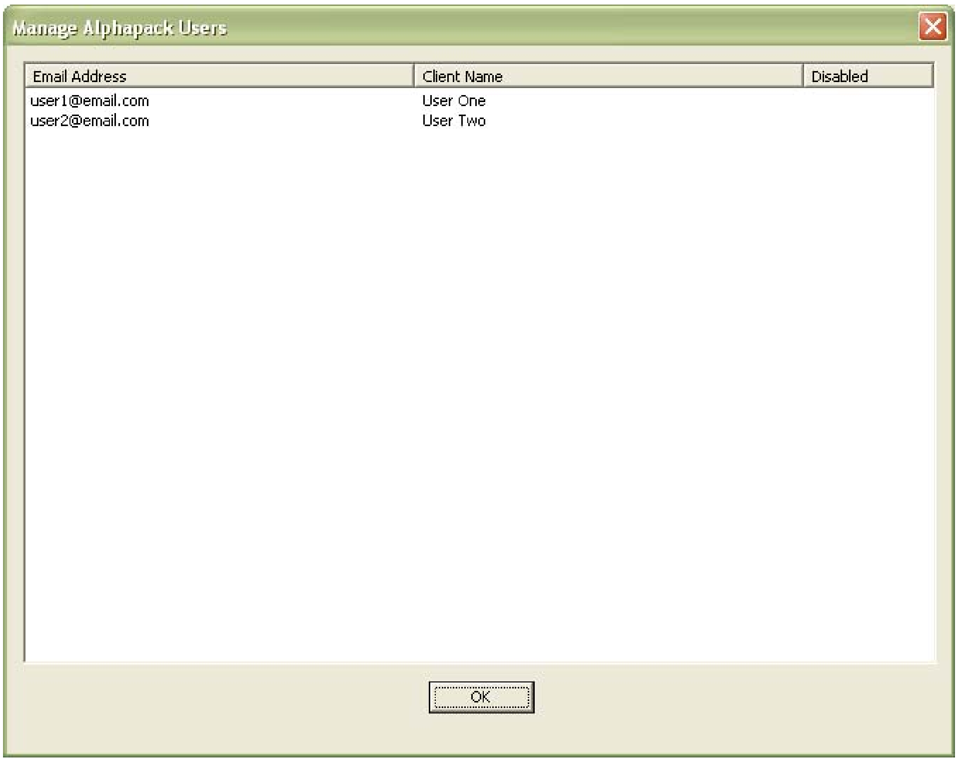
Chapter 5
Managing Alphapack

The Alphapack options are available for organisations where Alphapack is enabled via the **CreateAlphapackEnable** setting in the [SYSTEM] section of the tcslbase.ini file. There are two options in the Alphapack section under the Alphatax Database heading in the Enterprise Manager Contents tree:

- User Management
- Unlock Alphapack

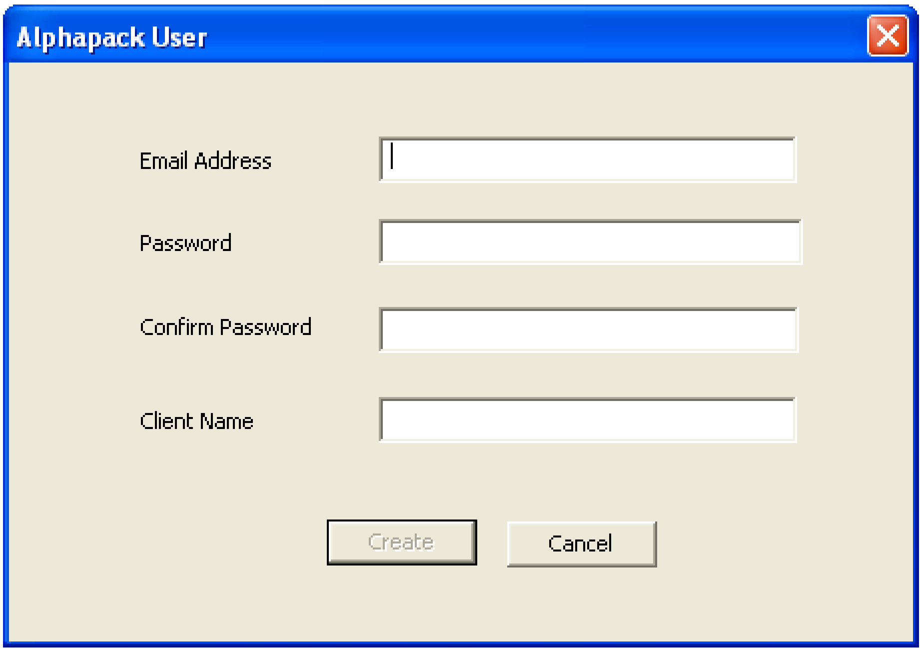
User Management

Select User Management in the Alphapack section of the Contents tree.



Any existing users are listed.

Select **Add User** from the right mouse-click menu.



Complete required details and choose **Create** to save the new user details.

You can also disable/enable users, update their details and reset passwords using options from the right mouse-click menu for existing user(s).

If you select the right mouse-click menu from a blank area of the screen, only the **Add User** and **Reset Passwords** options are available.

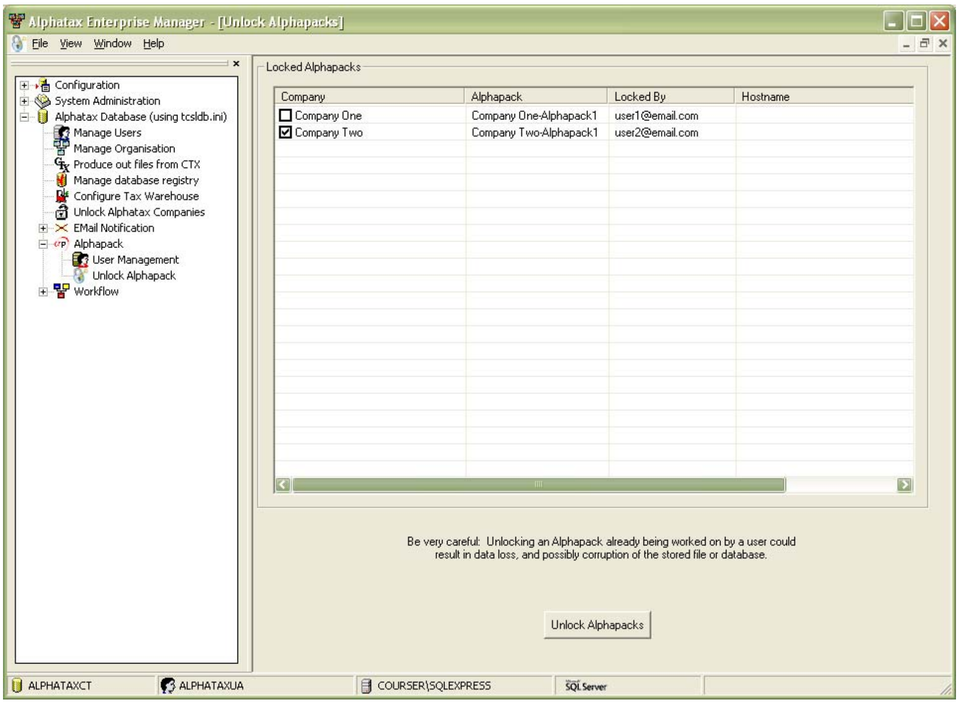
Unlocking locked Alphapacks

Alphapack files may become locked erroneously. Reasons for this typically include system crashes or users failing to close down Alphapack correctly before leaving the office for extended periods such as holidays.

The option must be treated with care. It is mandatory for you to ensure there are no users using the selected Alphapacks at that time. Significant data corruption may result if multiple updates of the data occur at the same time.

1. To unlock an Alphapack, within Enterprise Manager, double-click the Alphatax Database section of the Contents tree and then double-click the Alphapack section.

2. Choose **Unlock Alphapack**.



The dialog shows all locked Alphapacks, who they were locked by and the date on which they were locked. Alphapacks locked today are shown in grey. Alphapacks locked yesterday are shown in black. Alphapacks locked before yesterday are shown in red.

Select the required Alphapack(s).

Choose **Unlock Alphapacks**. The Alphapack(s) you have selected are unlocked.

Chapter 6
Managing Workflow

The Workflow options are available for organisations where Work flow processes have been enabled via the **CreateWorkflowEnable** setting in the [SYSTEM] section of the tcslbase.ini file. There are two options in the Workflow section under the Alphatax Database heading in the Enterprise Manager Contents tree:

- Workflow streams
- Teams

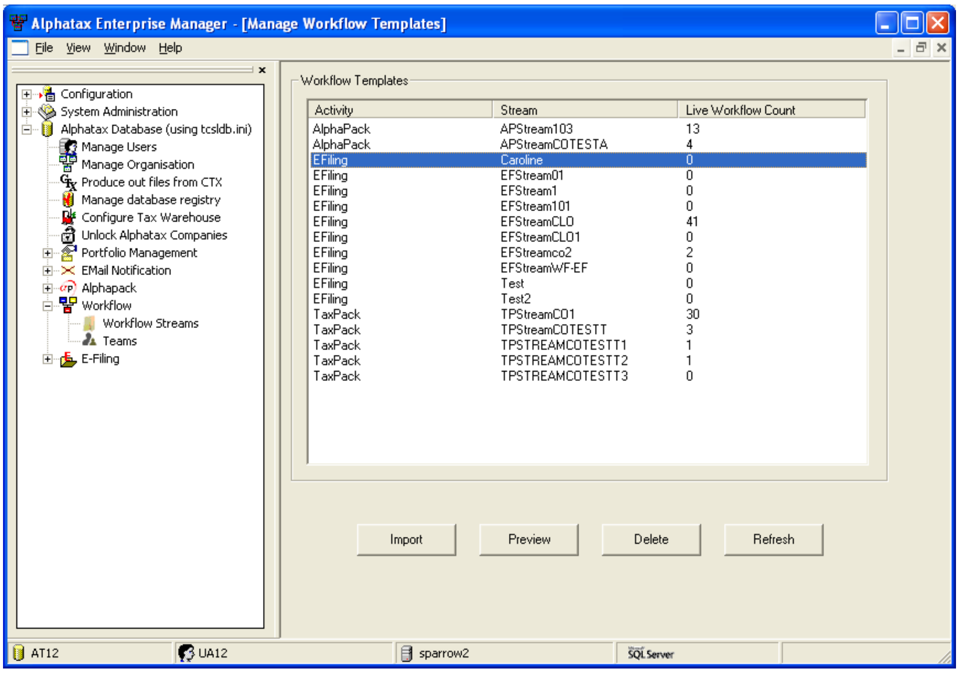
Managing Workflow streams

Workflow streams are created externally and saved with the .WFM file suffix.

To make these available for use in your organisation, these streams must be imported to the Alphatax database.

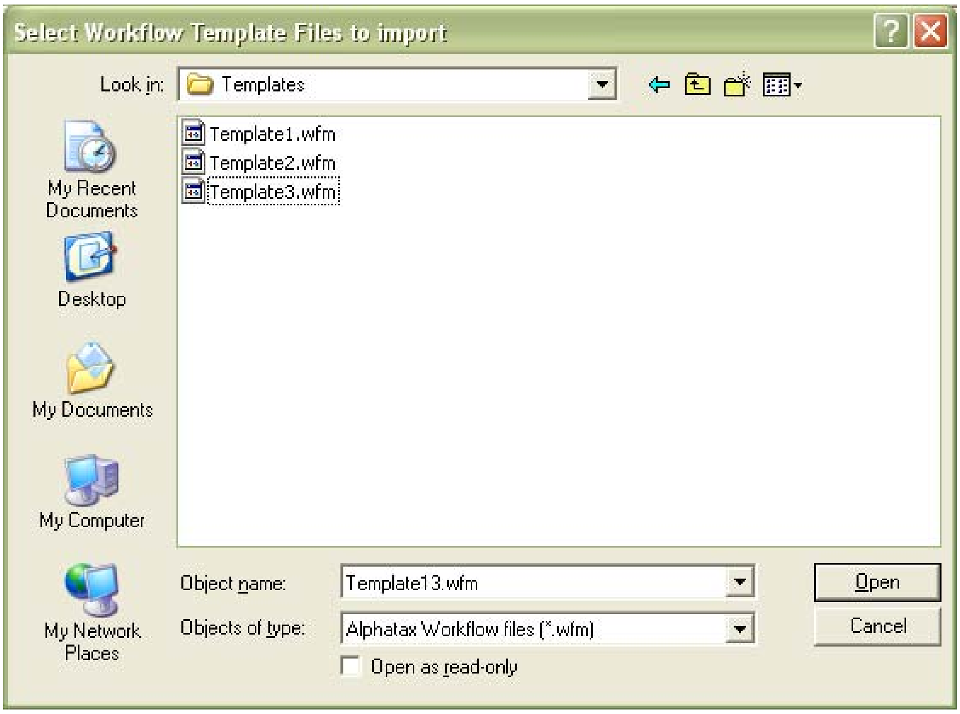
1. Double-click the Alphatax Database section of the Contents tree and then double-click the Workflow section.
2. Choose **Workflow streams**.

   Any existing streams are listed.



Importing workflows

To import a new stream, choose **Import** and navigate to the folders where the Alphatax Workflow file (*.wfm).

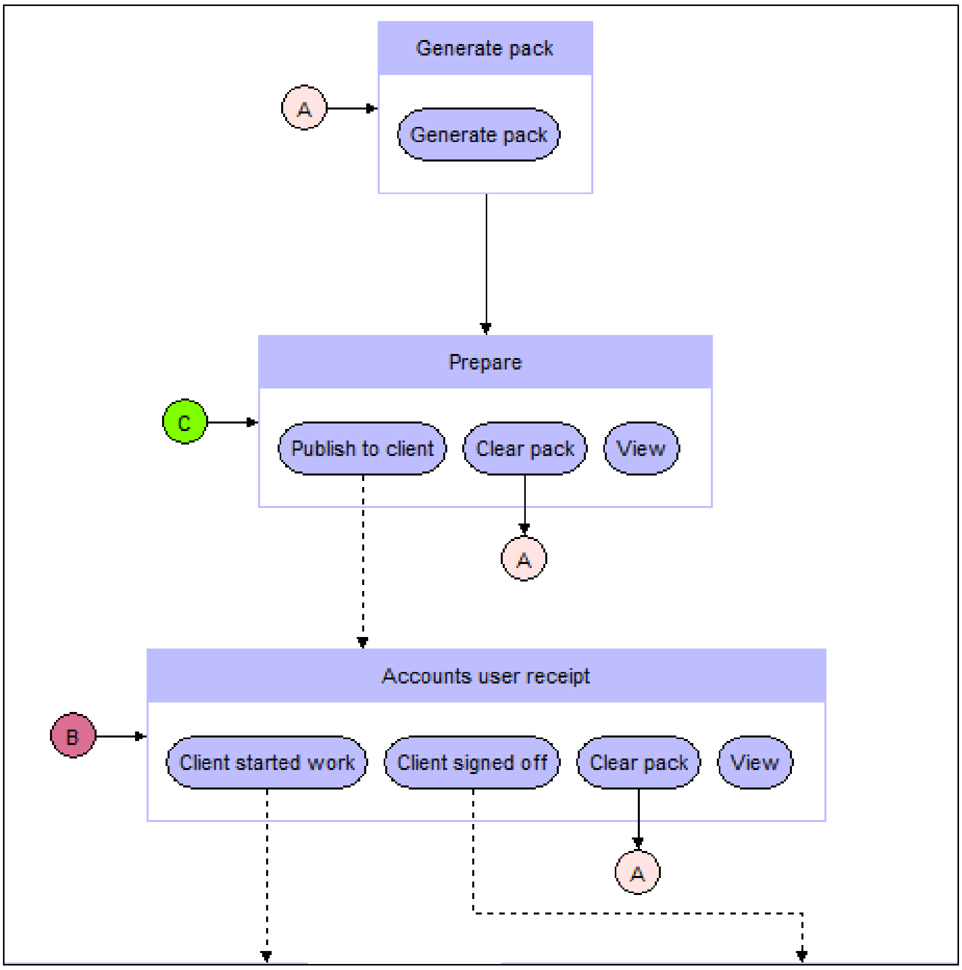


Select the file(s) required and choose **Open** to the import the files to Alphatax.

Previewing a workflow

To preview a stream click **Preview**.

A graphical presentation of the workflow is displayed.



Deleting a refreshing streams

To delete a stream, check the appropriate box and choose **Delete**.

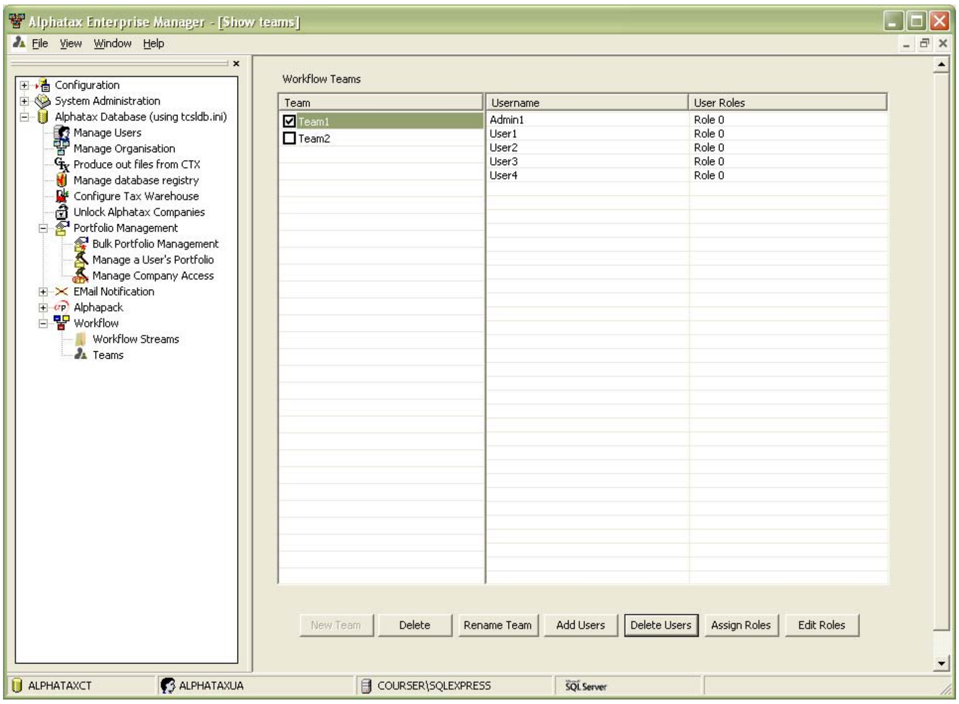
To refresh the display, choose **Refresh**.

Managing Workflow teams

You need to set up Workflow teams to control access to workflow processes.

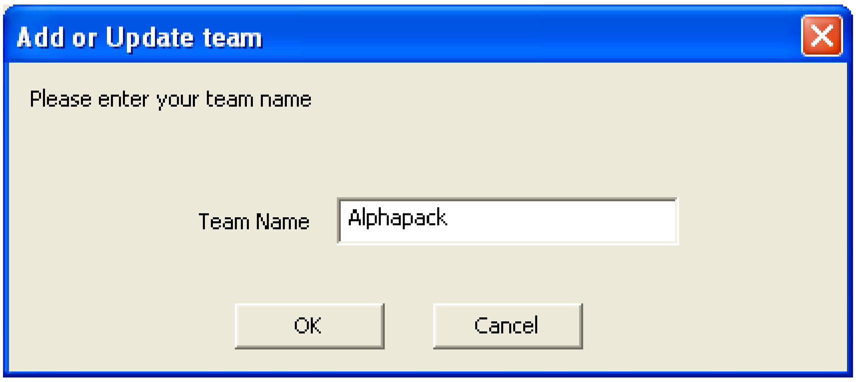
1. Double-click the Alphatax Database section of the Contents tree and then double-click the Workflow section.
2. Choose **Teams**.

   Any existing teams are listed.



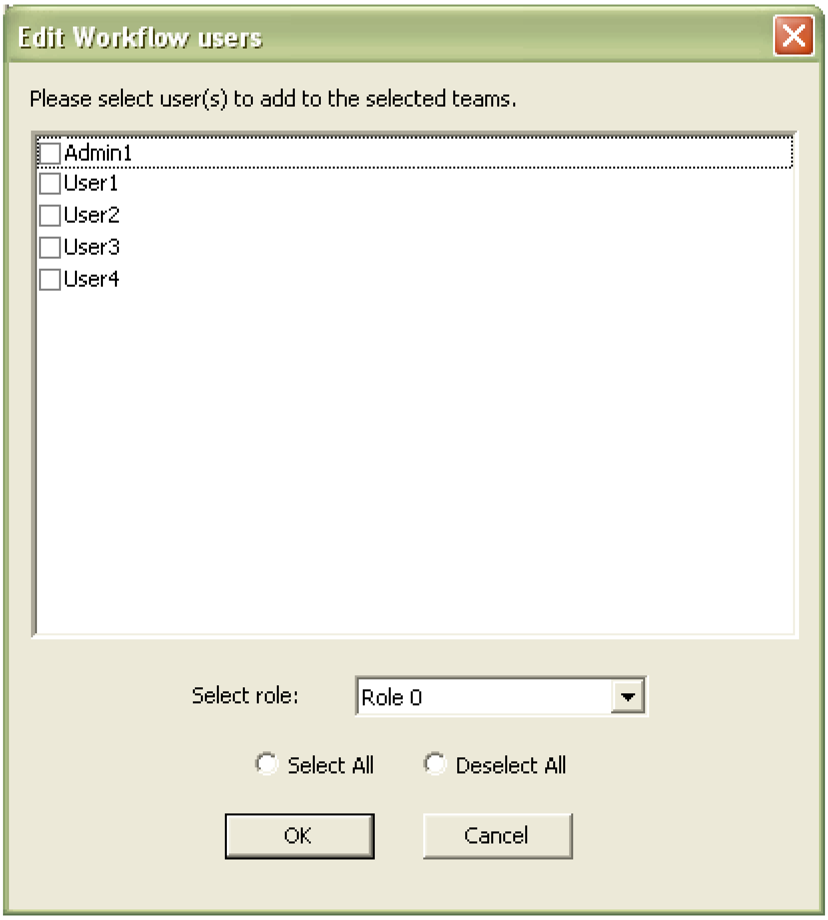
Adding a new team

To add a new team, choose New Team.



Enter the name of the team and choose OK.

The Edit Workflow users dialog is displayed.



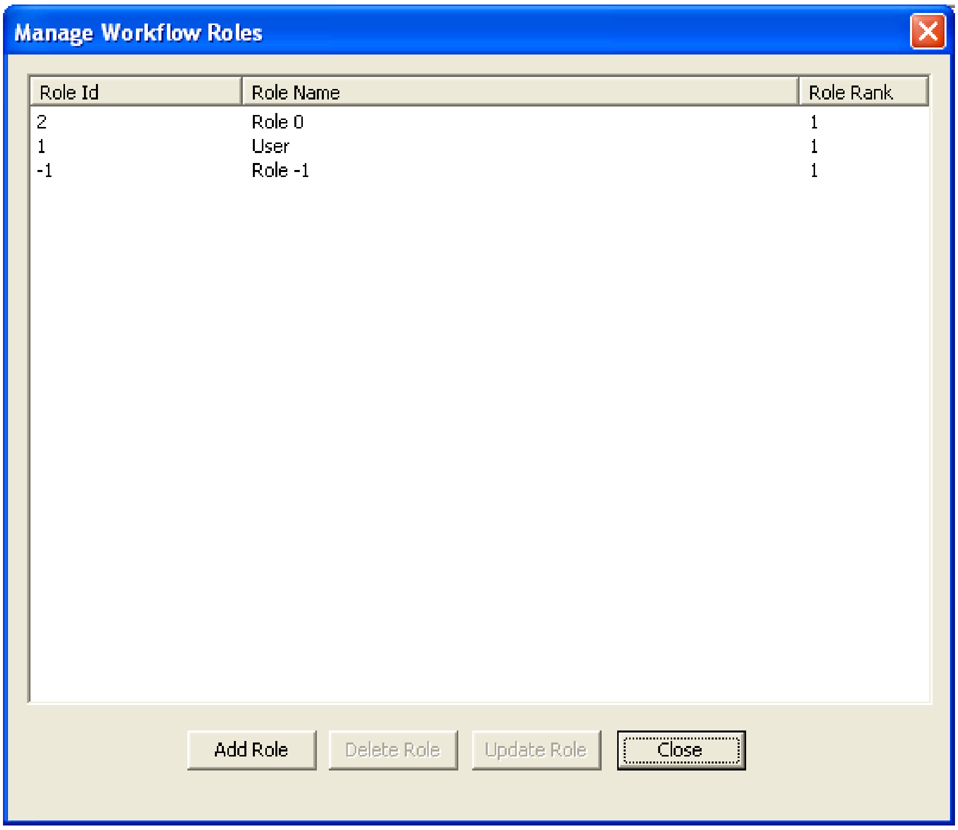
Select the users to be added to the new team. You can select all users.

Choose a role from the **Select role** drop-down list.

Editing roles

At the Teams window, click the **Edit Role** button.

The Manage Workflow Roles window is displayed.



Each role has an ID, a rank and a name.

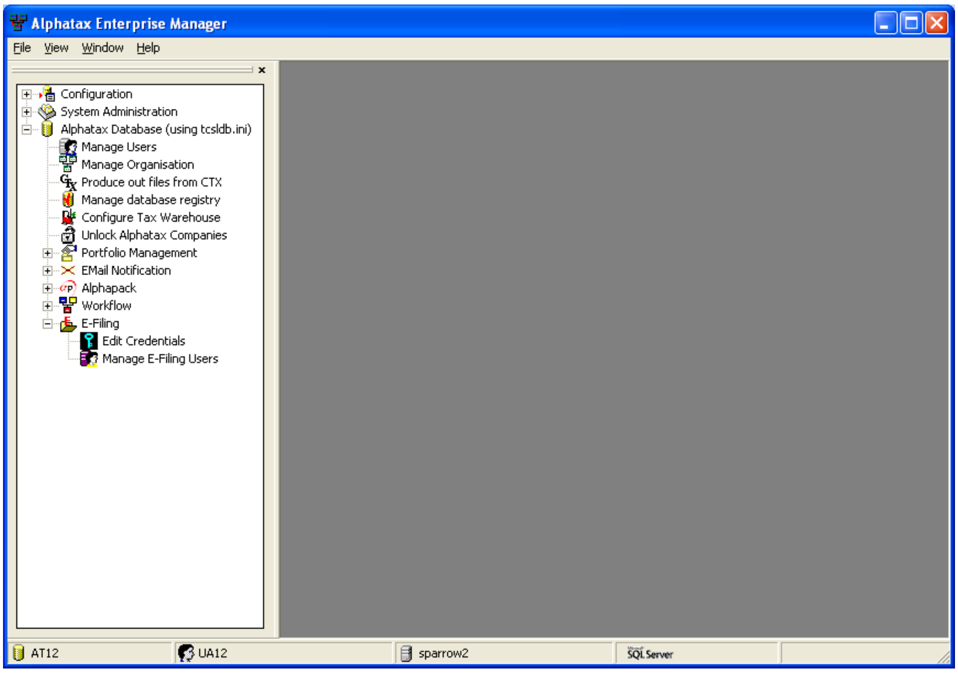
Use the buttons at the foot of the window to add, delete or edit roles.

Chapter 7
Managing E-Filing Credentials

The E-Filing credentials options provides a mechanism for large organisations to control and manage Government Gateway User IDs and passwords centrally where the use of separate pmg files would be impracticable. The E-Filing credentials options are enabled via the **ENABLE_EF_CREDENTIALS** setting in the G2 registry section of the tcsldb.ini file. There are two options:

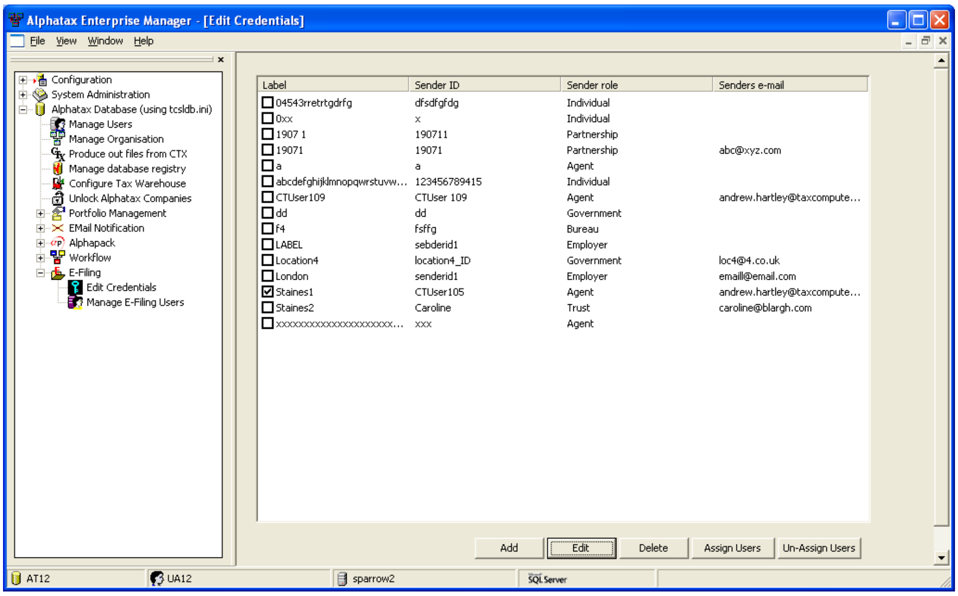
- Edit Credentials
- Manage E-Filing Users

To access the E-Filing credentials options, within Enterprise Manager, click the Alphatax Database section of the Contents tree and choose **E-Filing.**



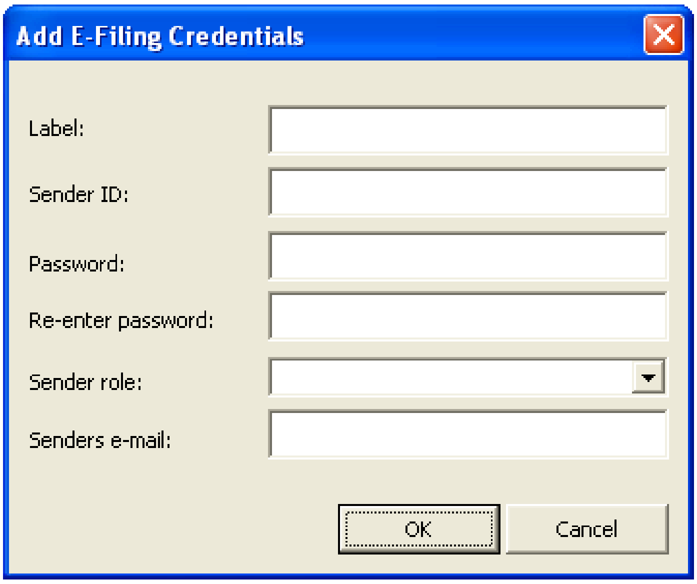
Editing credentials

To set up or edit credentials, click on the **Edit Credentials** option.


Alphatax Enterprise Manager - [Edit Credentials]
File View Window Help
Configuration
System Administration
Alphatax Database (using tcsldb.ini)
Manage Users
Manage Organisation
Produce out files from CTX
Manage database registry
Configure Tax Warehouse
Unlock Alphatax Companies
Portfolio Management
EMail Notification
Alphapack
Workflow
E-Filing
Edit Credentials
Manage E-Filing Users
Label
Sender ID
Sender role
Senders e-mail
04543rretrtgdrfg dfsdfgfdg Individual
0xx x Individual
1907 1 190711 Partnership
19071 19071 Partnership abc@xyz.com
a a Agent
abcdefghijklmnopqwrstuvw... 123456789415 Individual
CTUser109 CTUser 109 Agent andrew.hartley@taxcompute...
dd dd Government
f4 fsffg Bureau
LABEL sebderid1 Employer
Location4 location4_ID Government loc4@4.co.uk
London senderid1 Employer email@email.com
Staines1 CTUser105 Agent andrew.hartley@taxcompute...
Staines2 Caroline Trust caroline@blargh.com
xxxxxxxxxxxxxxxxxxxxx... xxx Agent
Add
Edit
Delete
Assign Users
Un-Assign Users
AT12
UA12
sparrow2
SQL Server

Adding or editing credentials

Choose **Add** to a new set of credentials.

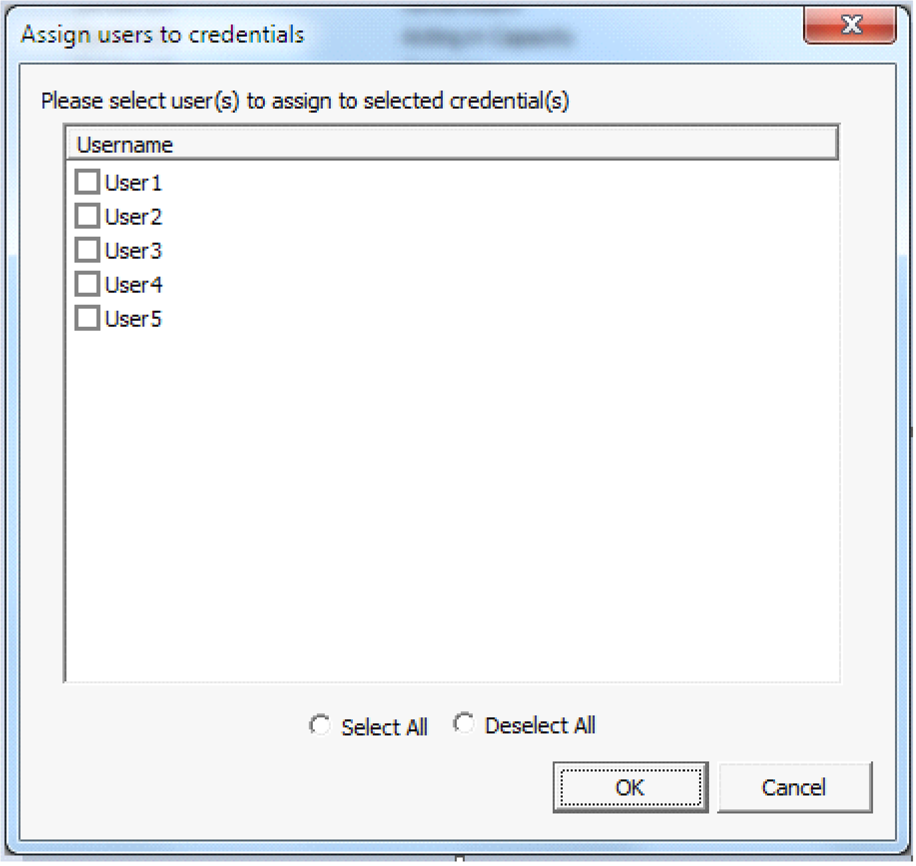


Enter ID and password for the set of credentials, together with the Sender role and email address. The Sender role is selected from a drop-down list.

To edit a set of credentials, check the box for that item and then choose **Edit**.

Assigning and unassigning users

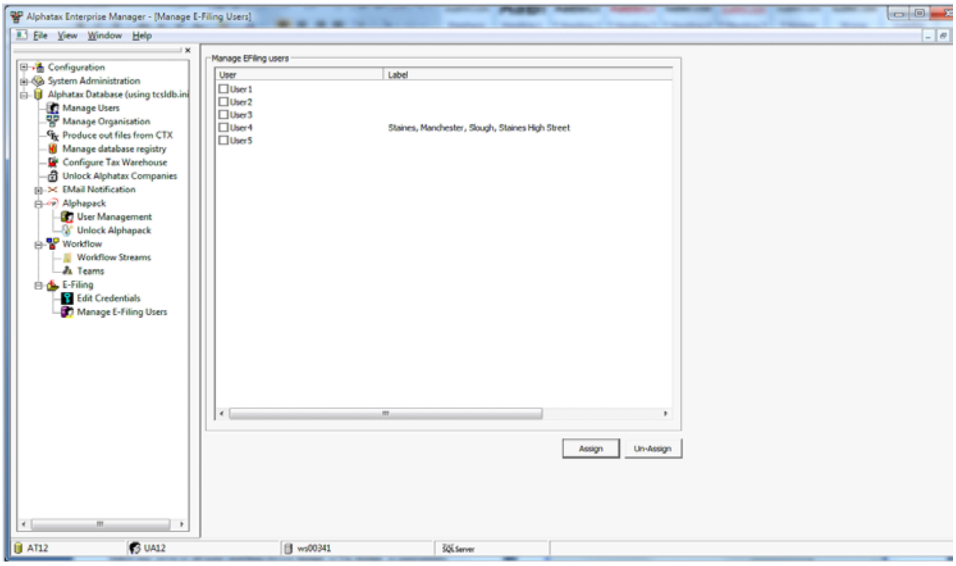
You can also choose to assign or unassign users to or from a selected item or items via the **Assign Users** or **Un-Assign Users** buttons.



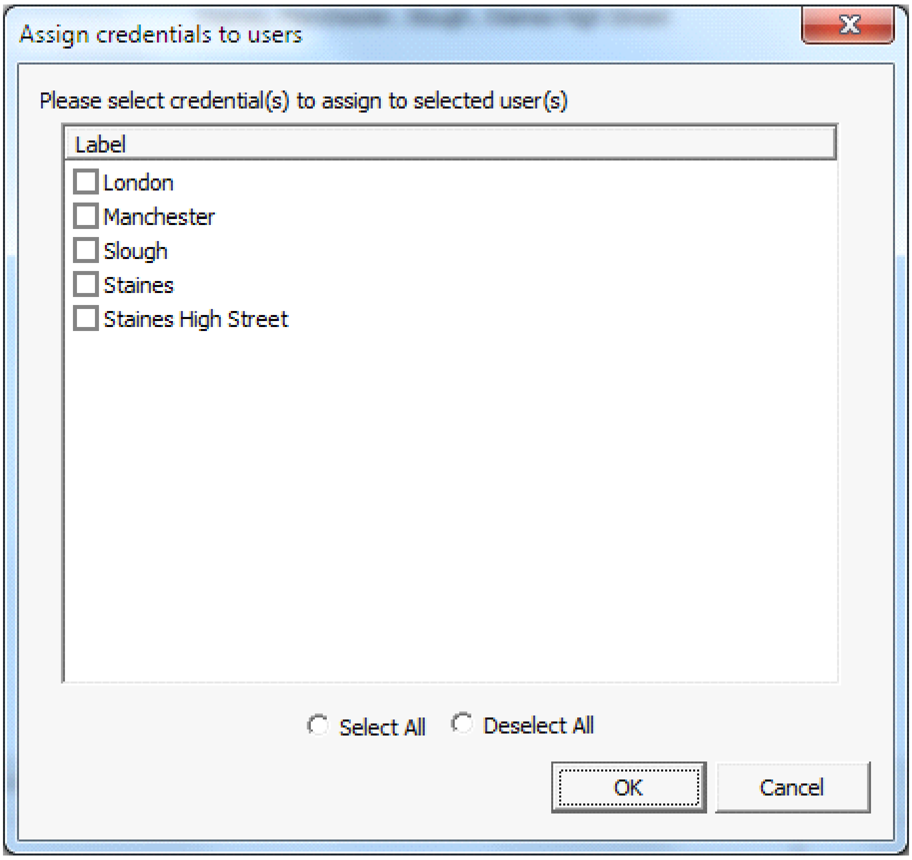
Select one, several or all users to assign them the selected credential(s).

Managing E-Filing Users

Choose the **Manage E-Filing Users** option.



Select one, sever or all users and then choose **Assign** or **Un-Assign** as appropriate.



Assign credential(s) to the user(s) as appropriate.