



Xledger Folder Service

Installation guidelines for Xledger Folder Service

Revision 2023-09-25

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1 Preparation

Before starting the installation – make sure the following conditions are met:

1. File Upload User is created
2. Minimum System Requirements
3. Local Xledger User Account with Local Administrator Rights

1.1 Create a user account

A Domain Administrator can create a user account and set up the necessary access levels for the entity in question. Contact your Domain Administrator / Superuser and request a File Upload user for the actual Entity. Supply an e-mail address for the File Upload User (preferably a group e-mail address). Also request the **Entity Code** and **Import Code** for the actual files.

NOTE: The User Account Info and Security Code will be sent to this address during Certificate Installation.

1.2 Minimum System Requirements

Xledger Folder Service 6.2 or newer (see [Section 3](#)).

Windows Server supporting TLS 1.2.

The PC/Server must have a permanent Internet Connection.

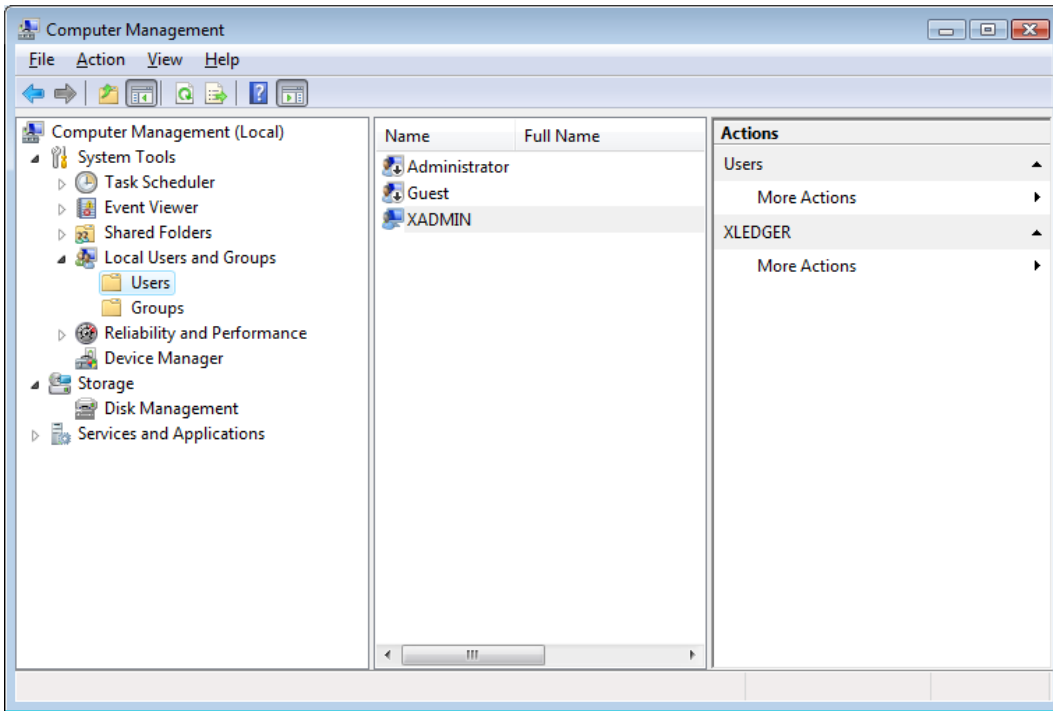
.NET Framework 4.8 or newer.

1.3 Local Xledger User Account

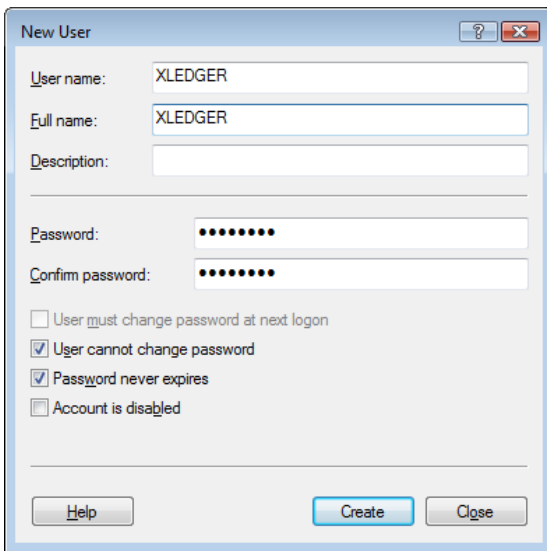
A local Xledger User Account must be created on the PC/Server preferably with user name: **Xledger** with **local administrator** rights on the PC/Server.

NOTE: If another custom local administrator user is chosen for the installation, this user *MUST* have a password created in order to run Xledger External Folder Service.

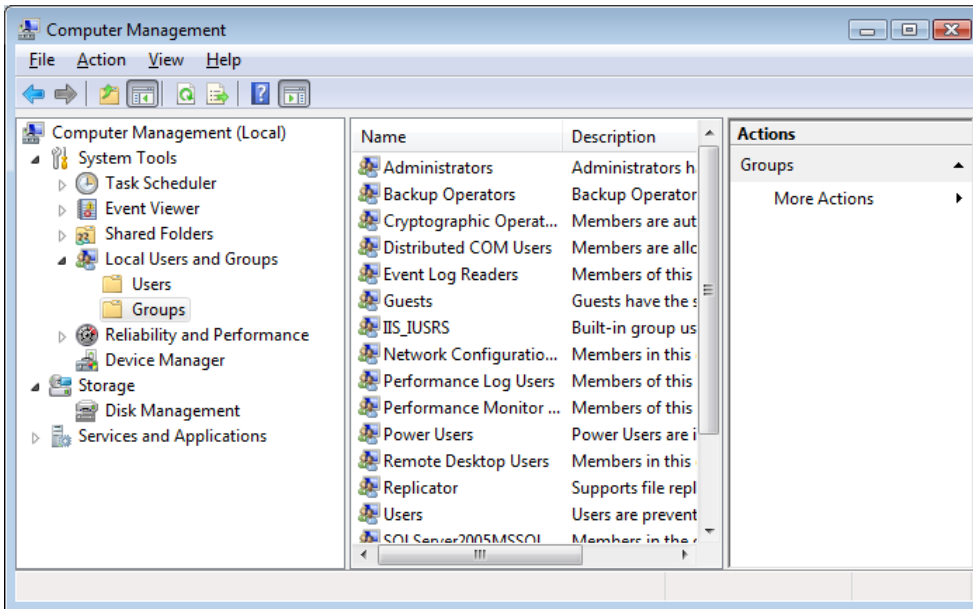
1. Log in as an Administrator User
2. Choose Start, Computer (My Computer)
3. Right mouse-click and Manage



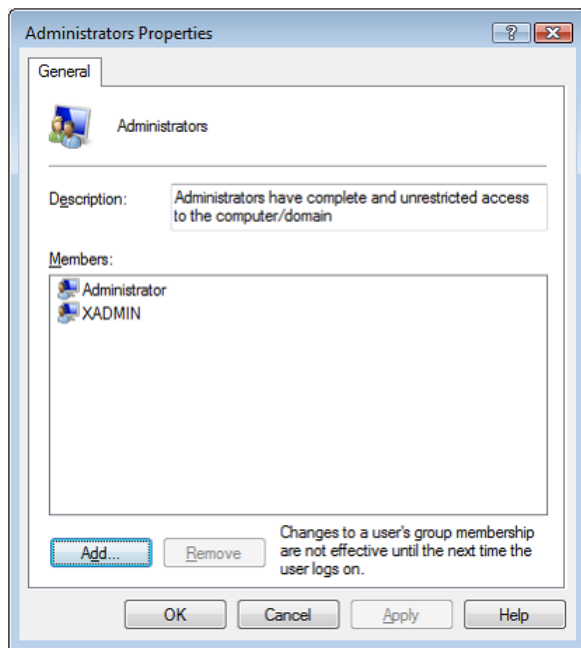
4. Press Local Users and Groups, Users and Right mouse-click Users
5. Select New User



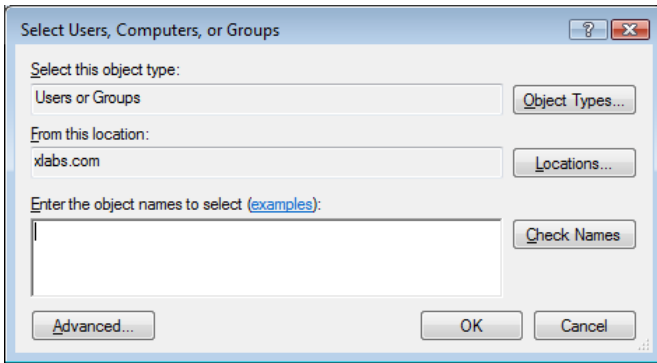
6. User Name: **Xledger**, User cannot change password, Password never expires.



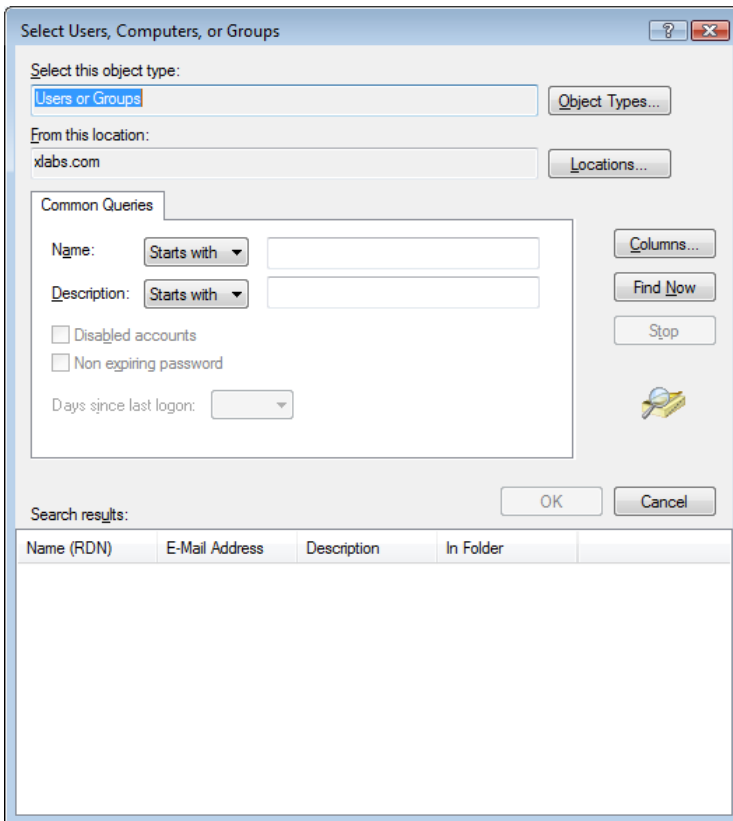
7. Select Groups and Right mouse-click Administrators
8. Select Properties



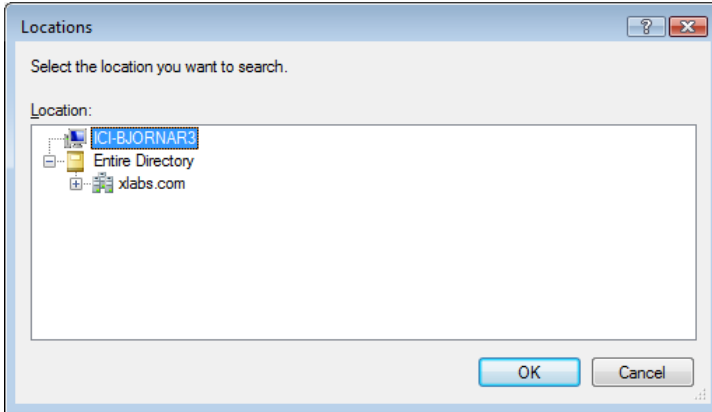
9. Add...



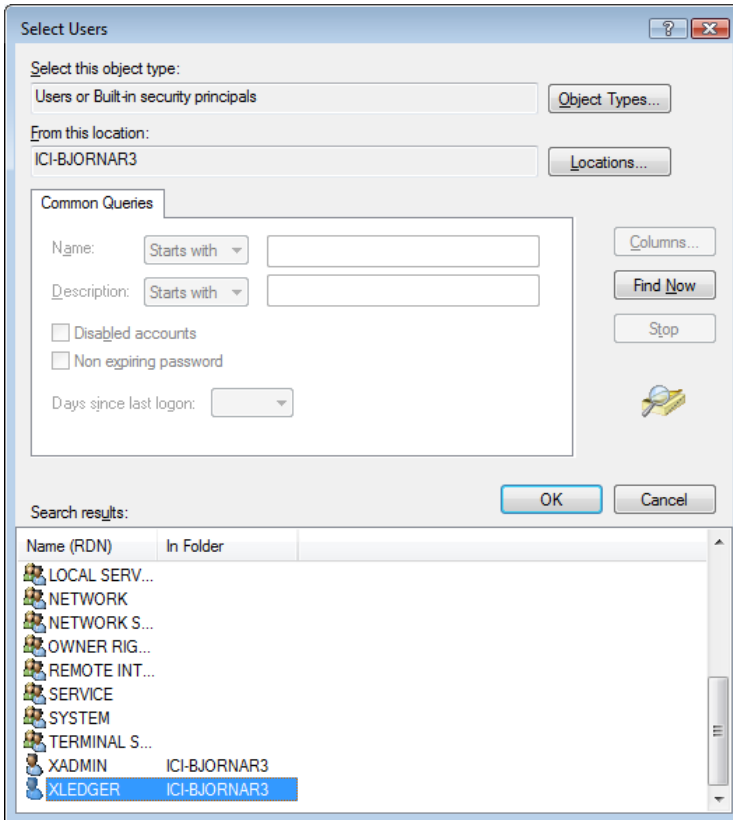
10. Select Advanced...



11. Select Locations...



12. Choose the local PC or Server and Press OK
13. Press Find Now...



14. Select the local Xledger User and press OK, OK and OK.

2 Certificate Installation

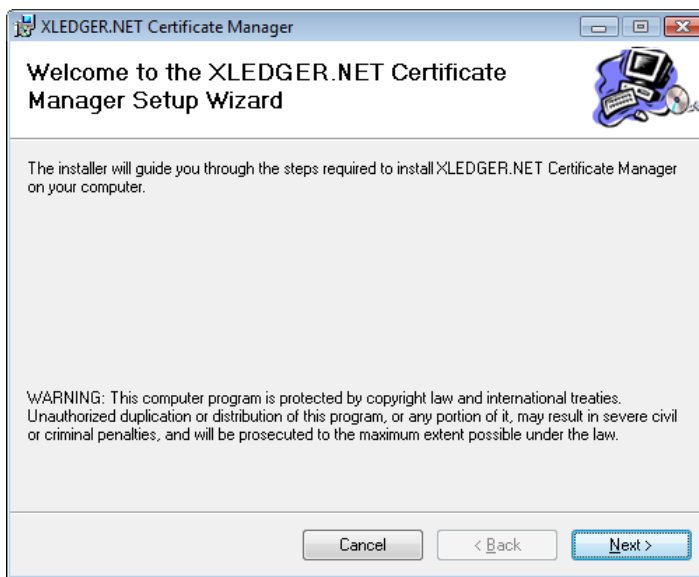
The Xledger User Certificate is acquired with the Xledger Certificate Manager.

2.1 Installing the Xledger Certificate Manager

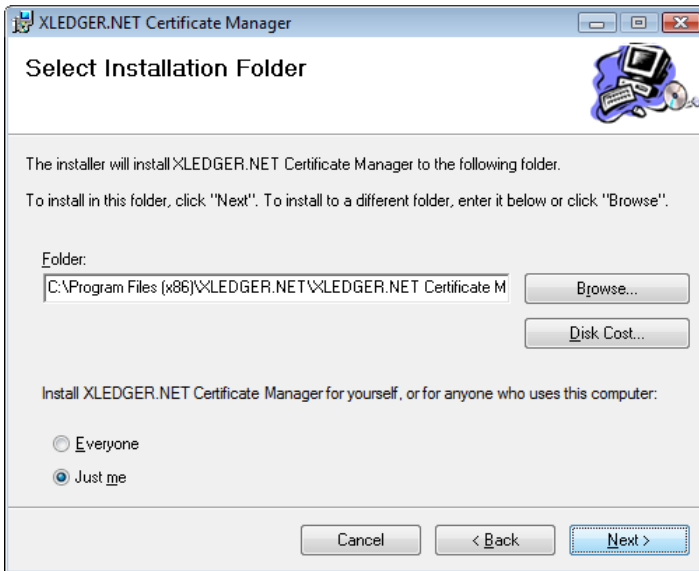
Log on to the Server/PC using the local Xledger User account. Install the Xledger Certificate Manager from the following location:

<https://www.microsoft.com/en-us/p/xledger-certificate-manager/9n0q2h72x5x8?activetab=pivot:overviewtab>

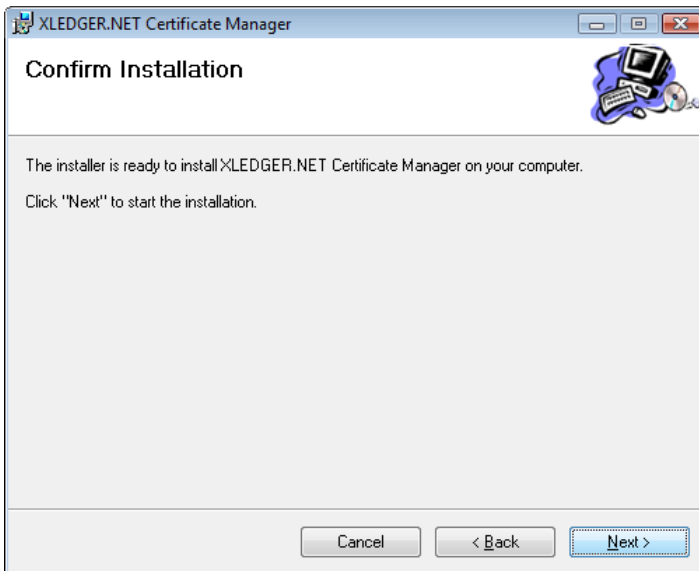
Install with default settings:



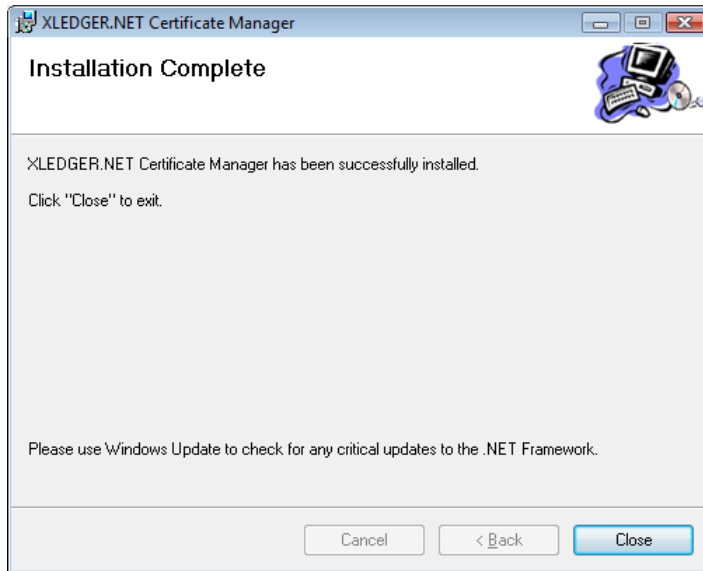
1. Select Next



2. Just me and Next



3. Next

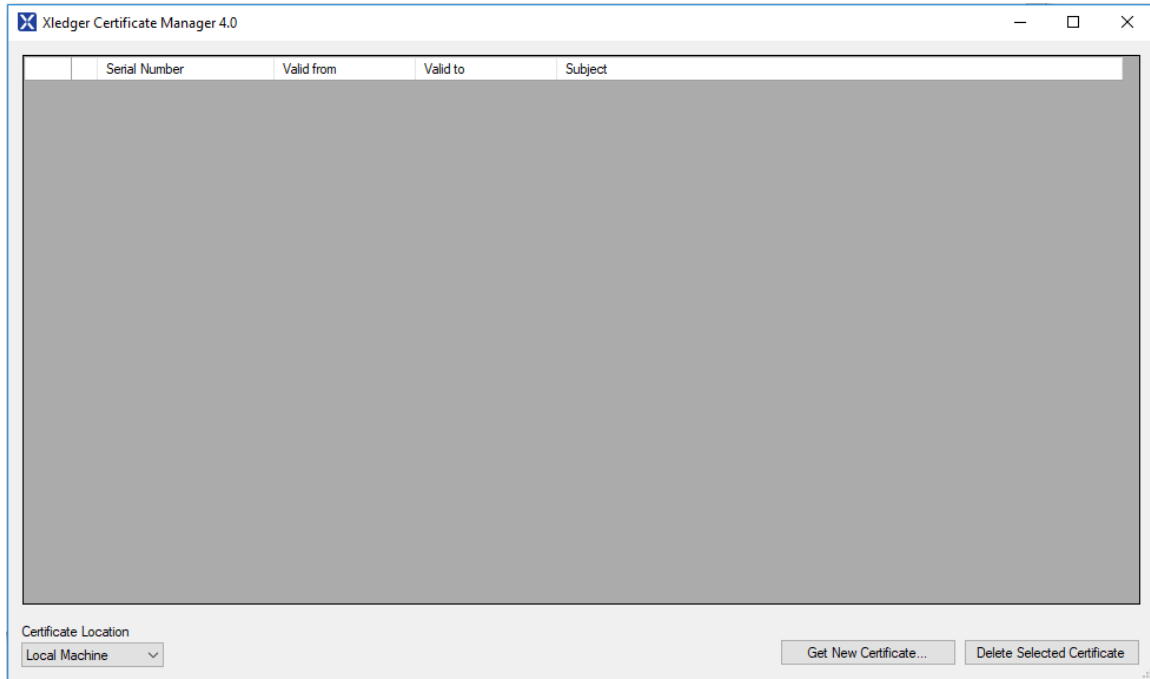


4. Close.

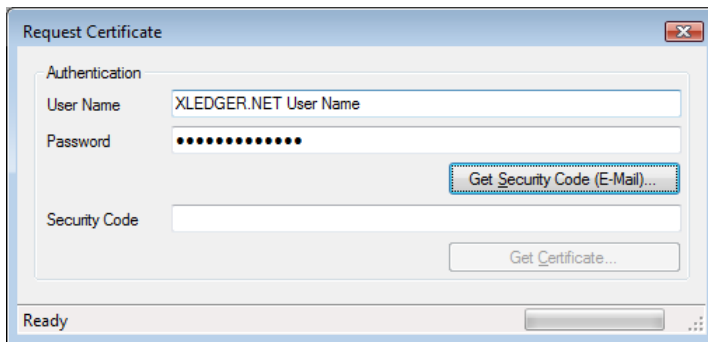
2.2 Download the Certificate

Use Xledger Certificate Manager to acquire a New Certificate

1. Start, All Programs, Xledger, **Xledger Certificate Manager**

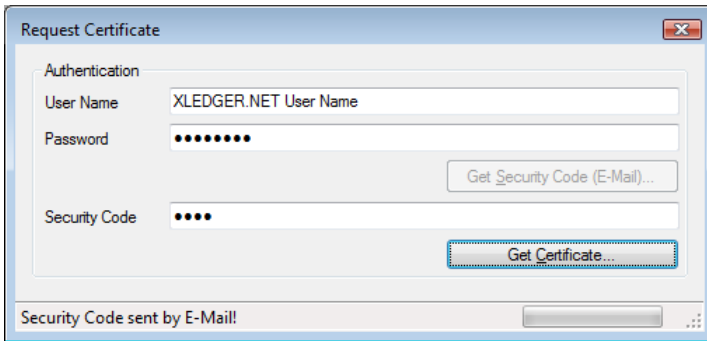


2. Select Get New Machine Certificate



3. Type the Xledger File Upload User Name and Password from the Preparation step.
4. Select Get Security Code (E-mail)
5. Type the Security Code

NB Use machine Certificate



6. Select Get Certificate and the Certificate should be installed automatically.

3 Setup the Xledger Folder Service

Install the Xledger Folder Service and then make the configuration with Xledger Folder Service Manager. The Certificate is then bound to the correct Entity and Import Filter.

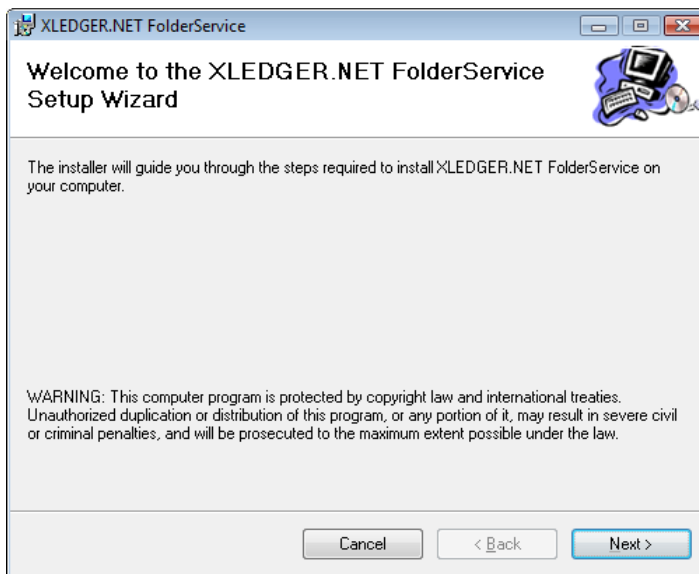
3.1 Install the Xledger Folder Service

Download the Xledger Folder Service from the following location:

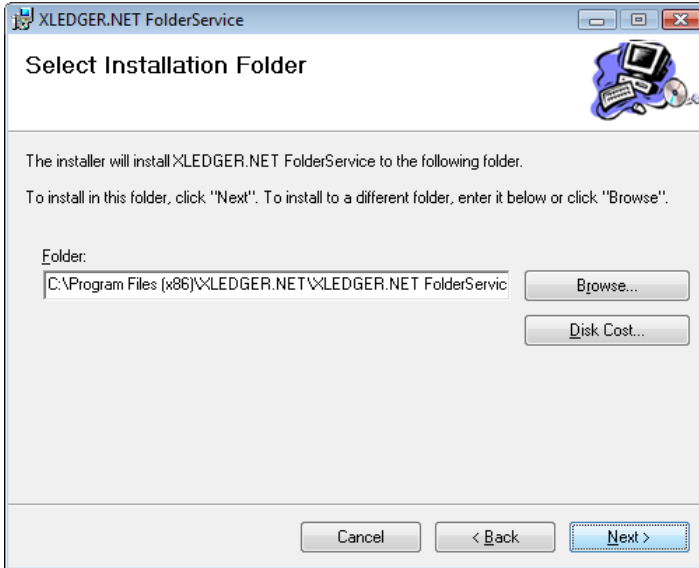
<http://apps.xledger.net/FolderService/XFolderServiceSetup62.zip>

Unzip the file and run setup.exe:

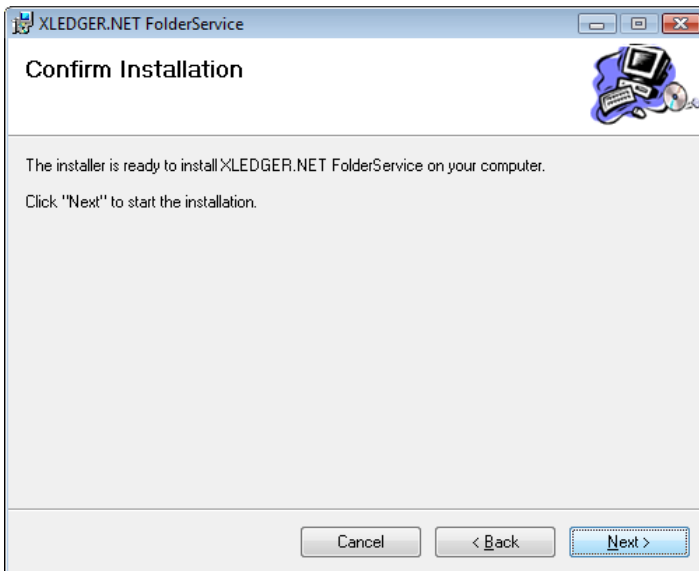
1. Make a default installation running the setup.exe file



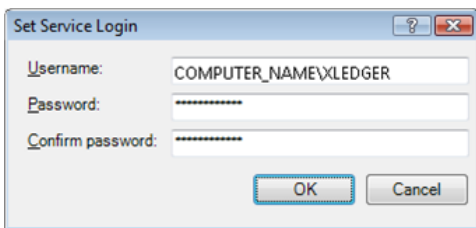
2. Next



3. Next



4. Next



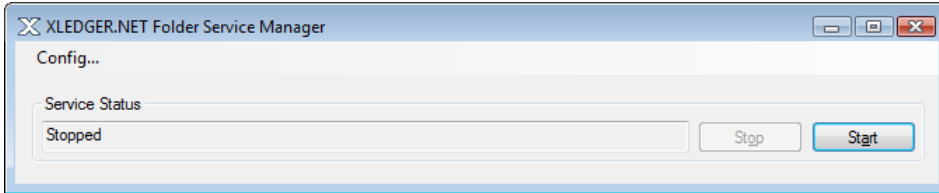
5. The Service Logon must be the local Xledger user account from the Preparation step.
NOTE: The User Name must also be prefixed with the COMPUTER_NAME. The

COMPUTER_NAME is easily found from Start, Right mouse-click Computer (My Computer) and select Properties

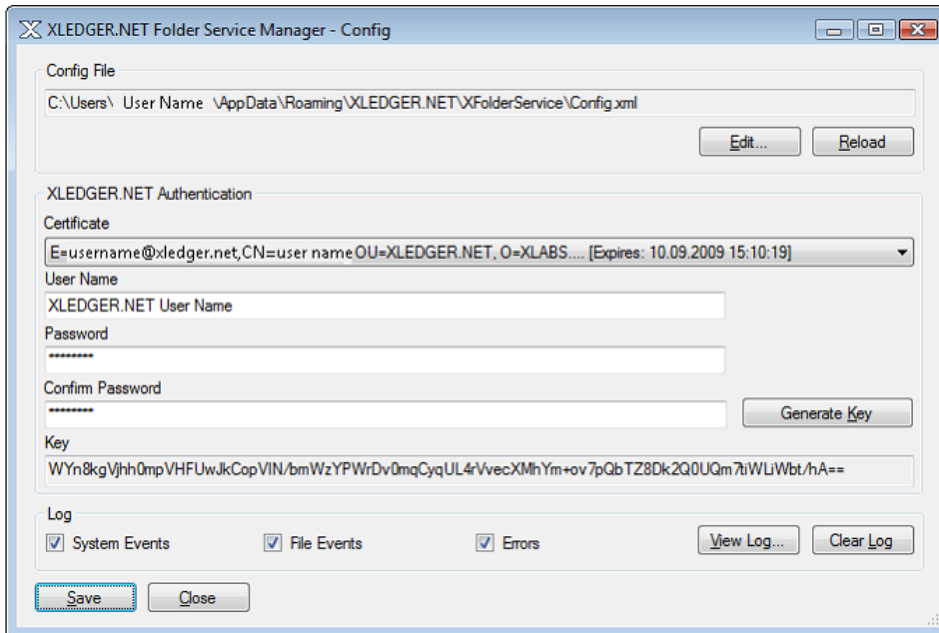
3.2 Configure the Xledger Folder Service

The XEDGER.NET Folder Service has to be configured correctly:

1. Press Start, All Programs, Xledger, **Xledger Folder Service Manager**



2. Press Config...



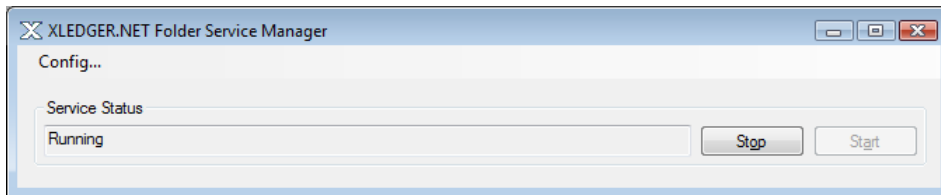
3. Select the correct Certificate
4. Insert the Xledger File Upload User Name, Password and Confirm the Password
5. Press Generate Key
6. Press Save

The Certificate Information is now written to the Configuration File. The Configuration File must then be corrected with the actual Import Definition and Entity Code.

7. Press Edit

```
<action verb="KDR">
  <param key="Version">1.0</param>
  <param key="FileType">txt</param>
  <param key="Directory">C:\XLEDGER.NET\Export</param>
  <param key="IncludeSubdirectories">>false</param>
  <param key="DoneFolder">\Done</param>
  <param key="ErrorFolder">\Error</param>
  <param key="FilePattern">*. *</param>
  <param key="EntityCode">13</param>
</action>
```

8. Change **ImportCode** and **EntityCode** (contact support@xledger.net for correct values)
9. Add the line if missing: `<param key="ErrorFolder">\Error</param>`
10. Press Save and Close the Configuration File
11. Press Close to Close the Config window

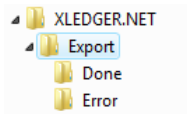


12. Press Start and the Service Status should display Running

4 Verification

To verify the Setup is working correctly test with an empty file matching the Import Filter.

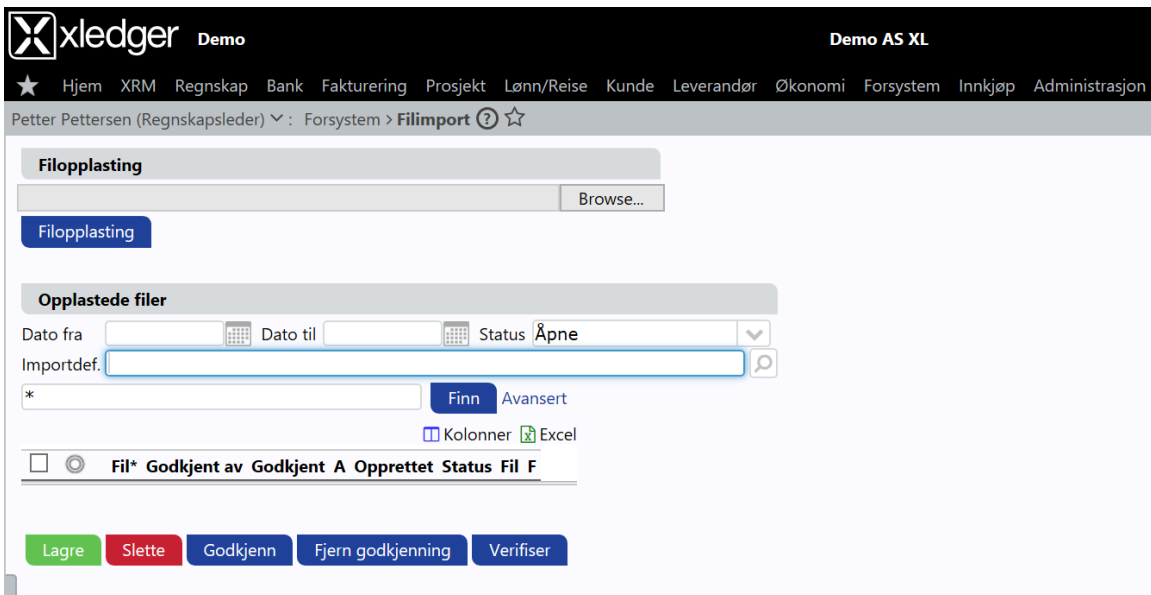
1. Create an empty file (with e.g. Notepad) matching the Import File Pattern.
2. Open Windows Explorer and move the file to the <C:\Xledger\Export> directory



3. The file should be moved to the Done folder in a short while

Open the Xledger Folder Service Manager.

4. Press Start, All Programs, Xledger, **Xledger Folder Service Manager**
5. Press Config...
6. Press View Log and check the Log File for Errors.
7. Verify the file has been uploaded to Xledger.



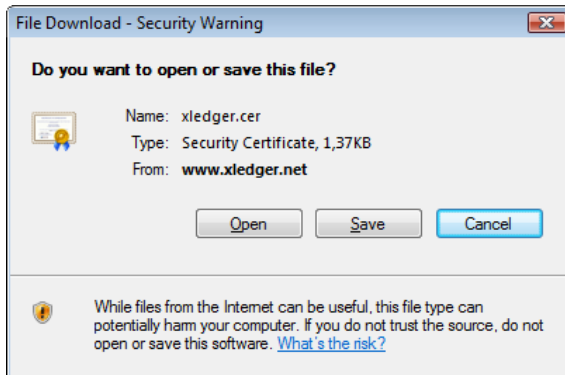
5 Troubleshooting

Some errors and solutions:

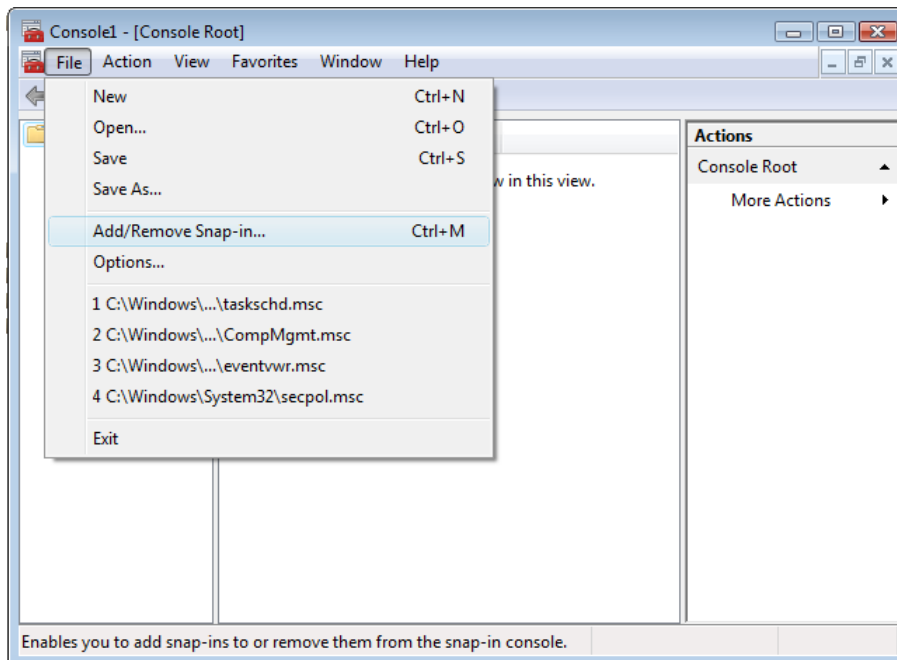
5.1 CA-Certificate Missing

Install the CA-Certificate Manually.

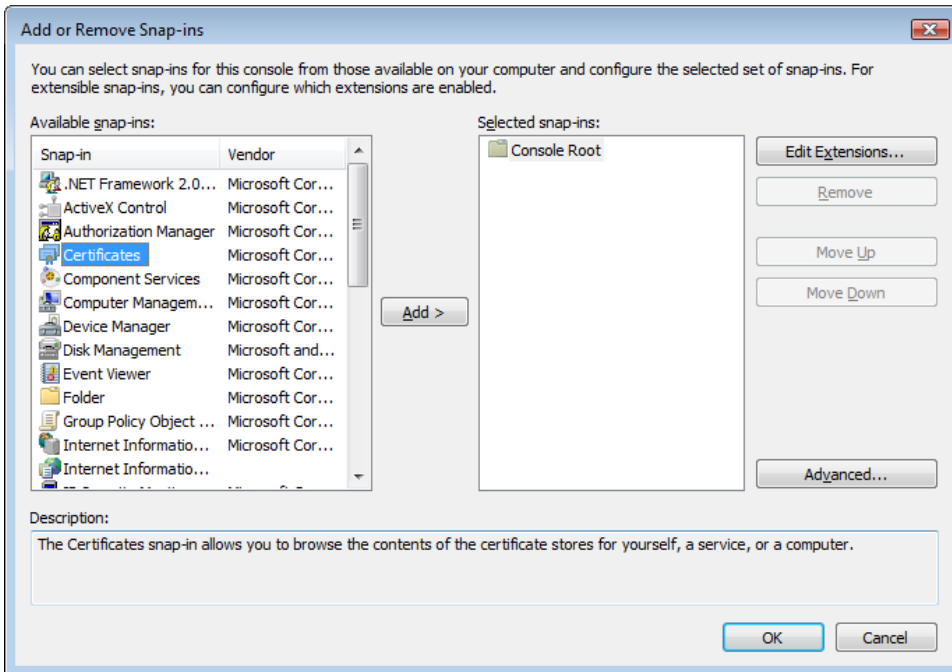
1. Type <https://www.xledger.net/xledger.cer> in the browser and save it to the desktop.



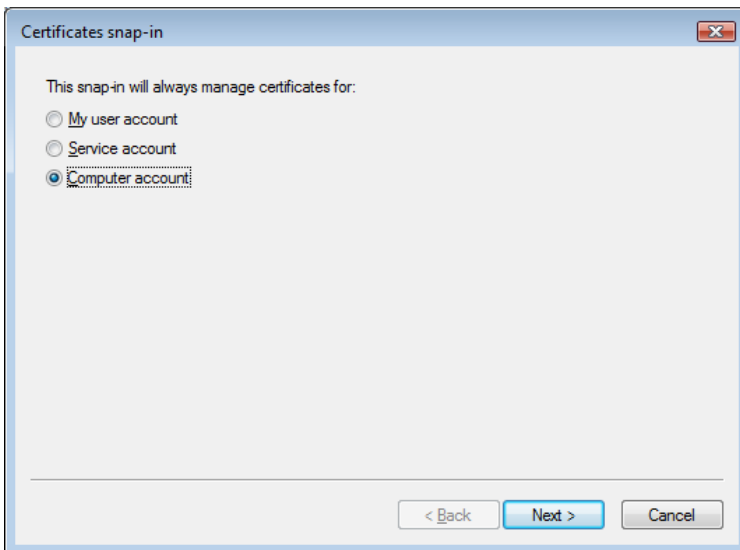
2. Press Start, Run, **mmc** and press Enter



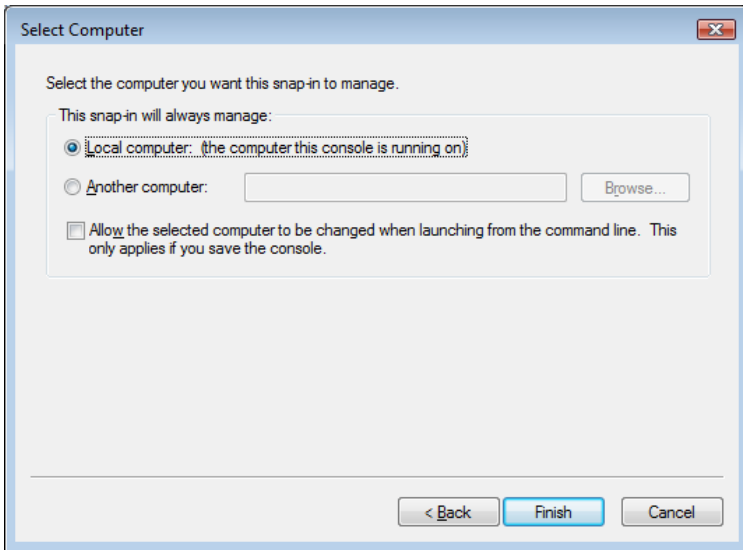
3. Select File, Add/Remove Snap-in...



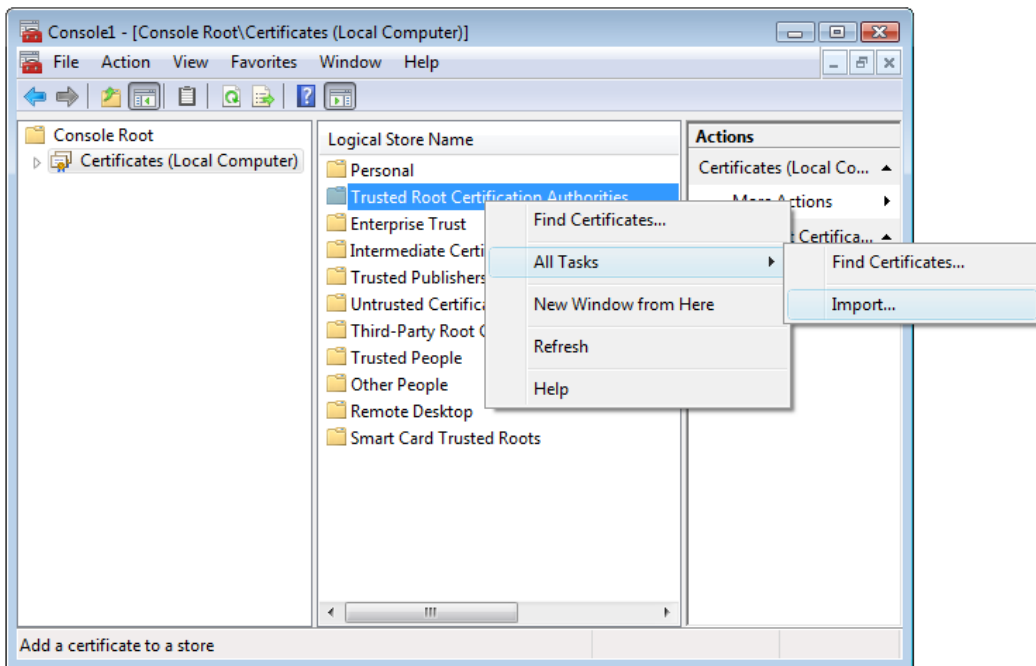
4. Select Certificates, Add, Computer Account, Local Computer



5. Press Next



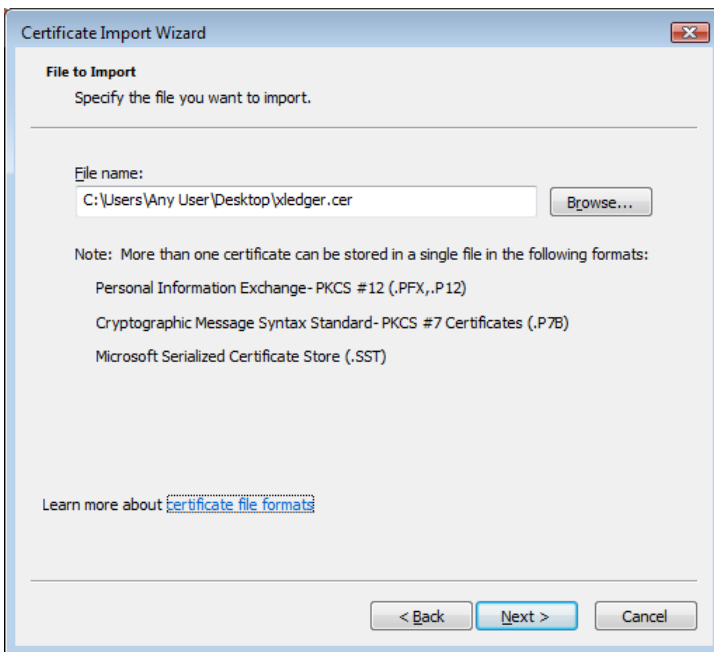
6. Press Finish and Ok.



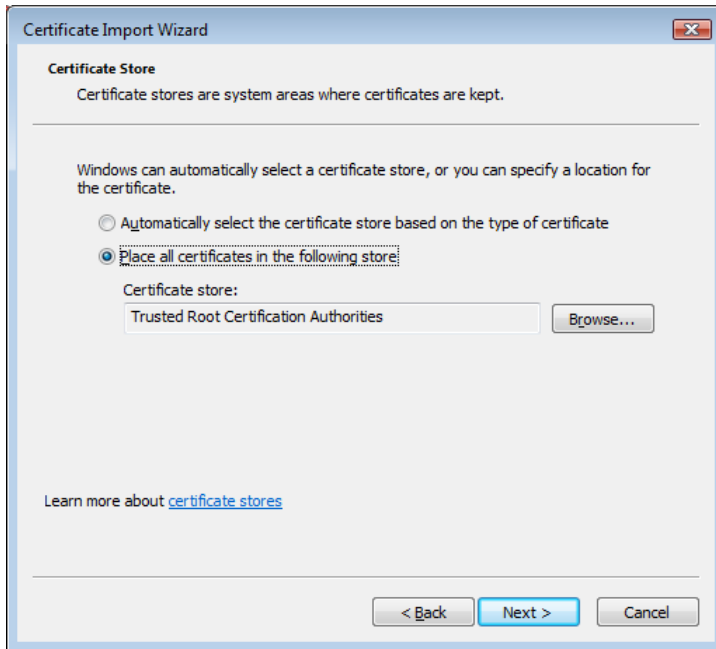
7. Right mouse-click Trusted Root Certification Authorities, All Tasks, Import...



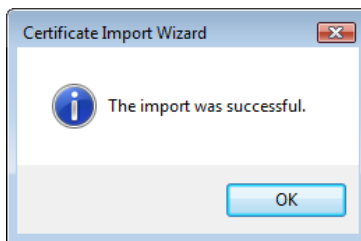
8. Next



9. Select the Certificate from the Desktop, Next



10. Press Next, Finish

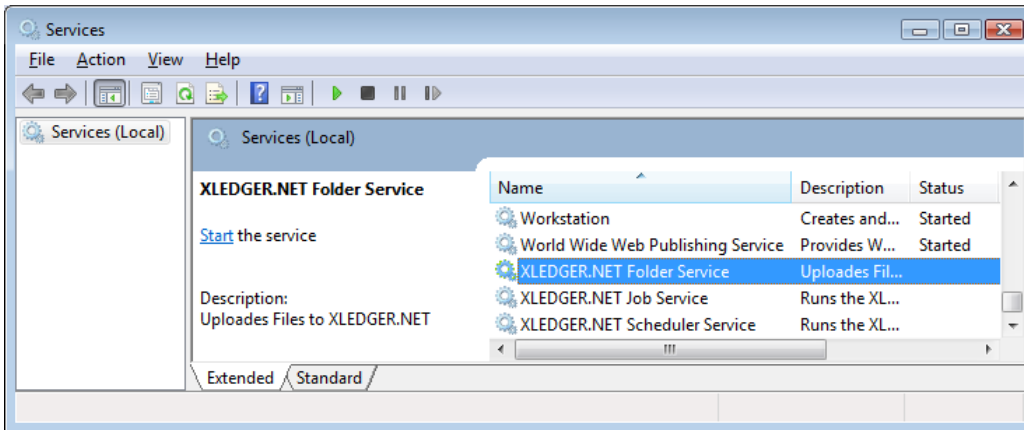


11. Restart the Computer and retry.

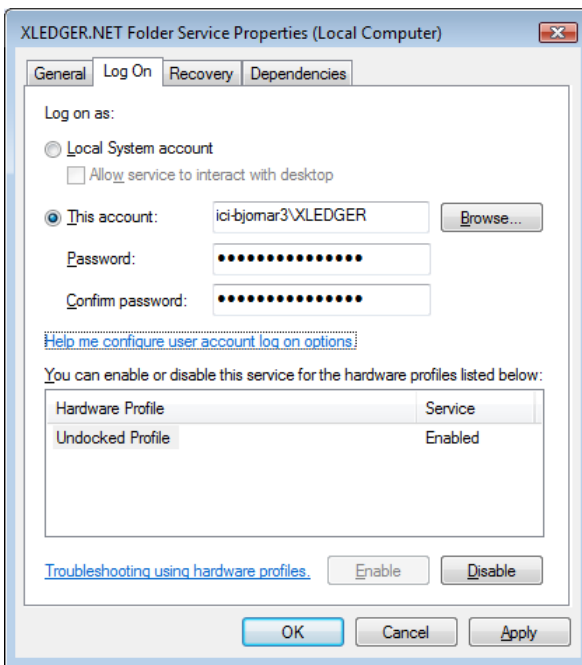
5.2 The Service Fails to Start

The Service may under certain circumstances fail to start due to lack of rights. This may be corrected by the following steps:

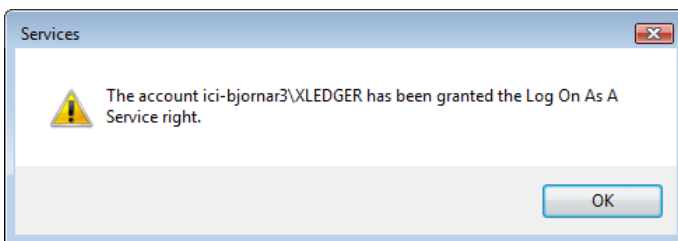
1. Press Start, Run, **services.msc** and press Enter



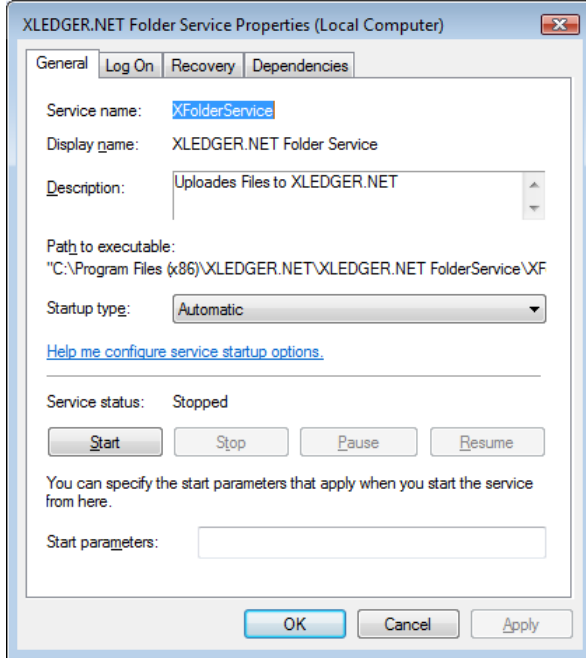
2. Right mouse-click Xledger Folder Service, Properties
3. Select the Log On folder



4. Type the Password and Confirm it
5. Press Apply



6. Press OK (if the dialog shows up)
7. Select the General folder



8. Press Start.

The Service should now start.

5.3 The File is not uploaded

Check the Xledger Folder Service Manager Log. Then verify the Configuration file and restart the System (at least the Service).