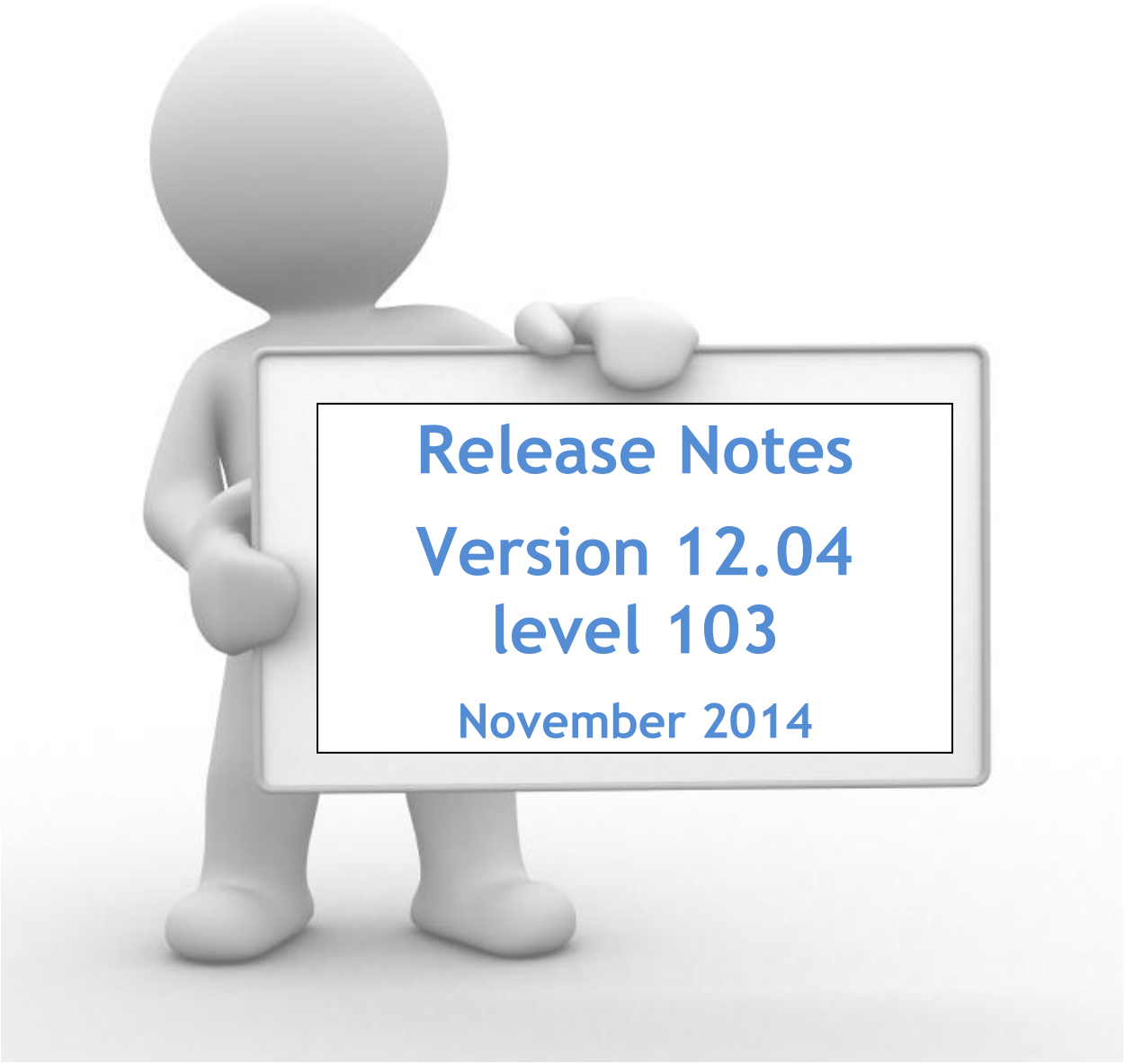
SAMCO

Building business and technology relationships.



# Release Notes

# Version 12.04 level 103

November 2014

# *Important… Alert … Alert … Alert*

# *READ ME FIRST!!!*

- Changes with a major impact:
  Review the Table of Contents for headings in **red**; action is required on your part immediately after you install the update and **before anyone uses the feature impacted with the update**.

- Linux Users
  Contact us to make an appointment to have us install the upgrade for you. This service is provided "free of charge" to all clients taking advantage of the C.A.M.P. program and whose accounts are current.

- Windows Users
  Contact us for the ftp:// login and password, to download your update. The instructions are included as an appendix in these Release notes or to have us install the update for you. This service is provided "free of charge" to all clients taking advantage of the C.A.M.P. program and whose accounts are current.

- Webcast:
  To view the "tutorial" webcast for a feature, simply click on the link. If no link is included, then there is no webcast available for that feature.

***Samco is staying GREEN!***
***A large font has been used for ease of reading in the electronic version.***

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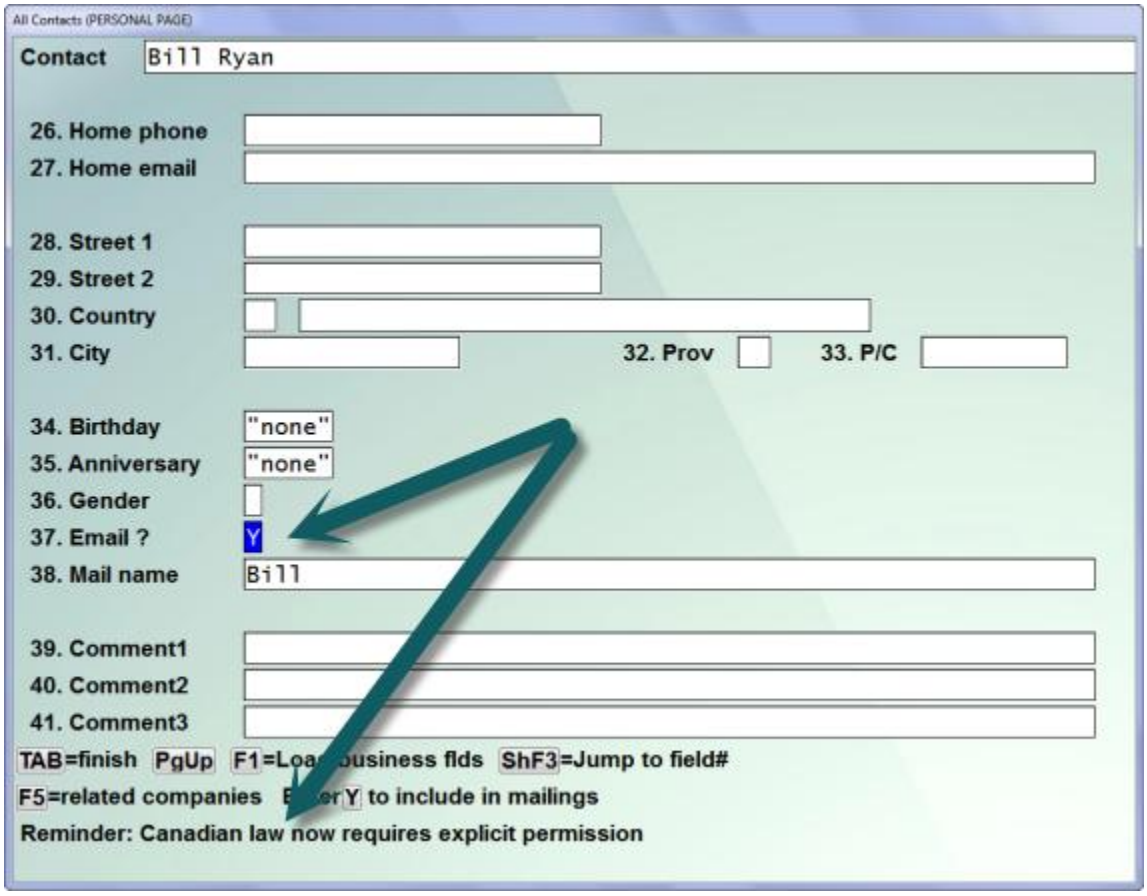
# CONTACT MANAGER (CM)

## Minor Adjustments

The contact maintenance screen prompt for the email flag has been enhanced to include a reminder at the bottom of the screen that, Canadian companies require explicit permission from individuals to receive email.




Contact Manager -> Utilities -> Review/Set customer countries has been enhanced so that after setting a country code, this utility will look for any matching country strings and if there are matching customers, ask if the user wants to apply the same change to those other customers.

A function key option has also been added to the Contact Manager -> Utilities -> Review/Set customer countries screen, to bring up the customer maintenance screen when the address needs more than just a country code changed.

For complete instructions to set up and use Samco's new module Contact Manager use this link, Contact Manager User Manual

## X Export Printer Reports

- Print Contacts
- Department Codes
- Reformat vendor addresses

# GENERAL LEDGER (GL)

We have added the following:

## X Export Printer Reports

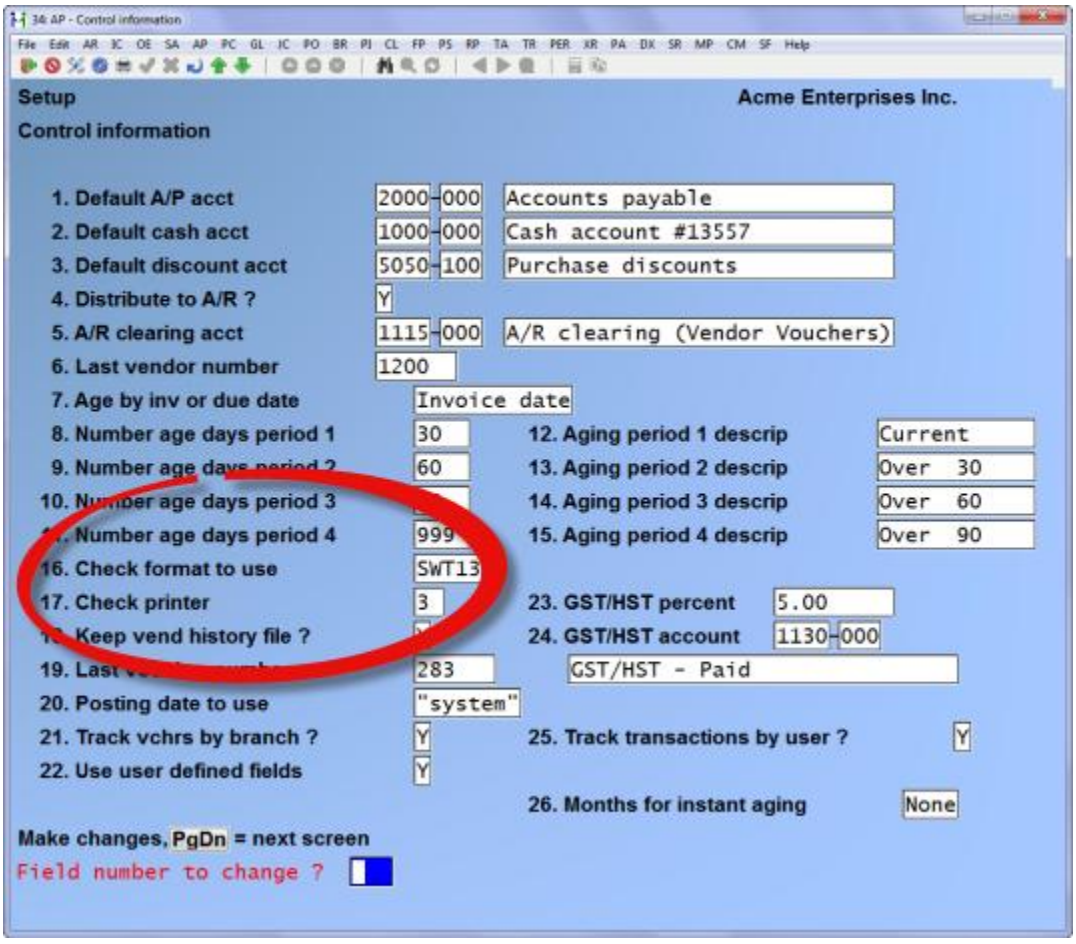
- Financial Statements (new)
- General Journal edit list
- Trial Balance

# ACCOUNTS PAYABLE (AP)

## Minor Adjustments

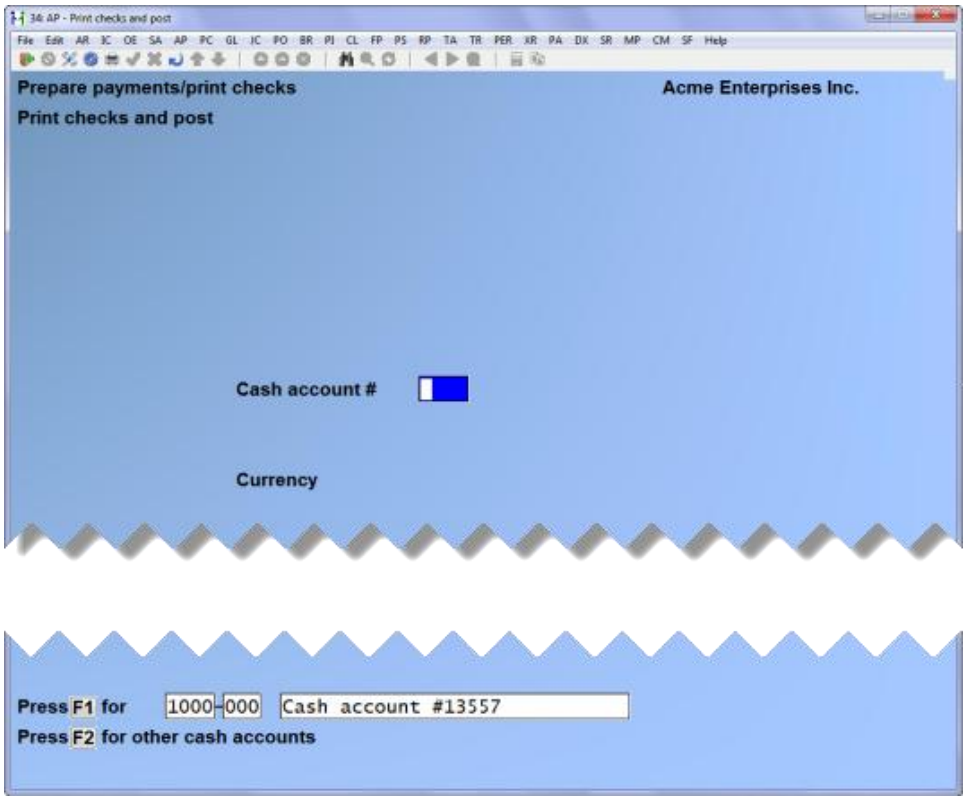
- The Vendor maintenance has been enhanced so that all fields will now echo their old value when being changed, rather than resetting back to an initial value.
- The Find Vendor window now has an option to show an email address of the primary and alternate contacts. Accessed by pressing [**F8**] -> [**V**] arrow down through the list of Vendors or search the press [**E**] for email on the appropriate Vendor Name.

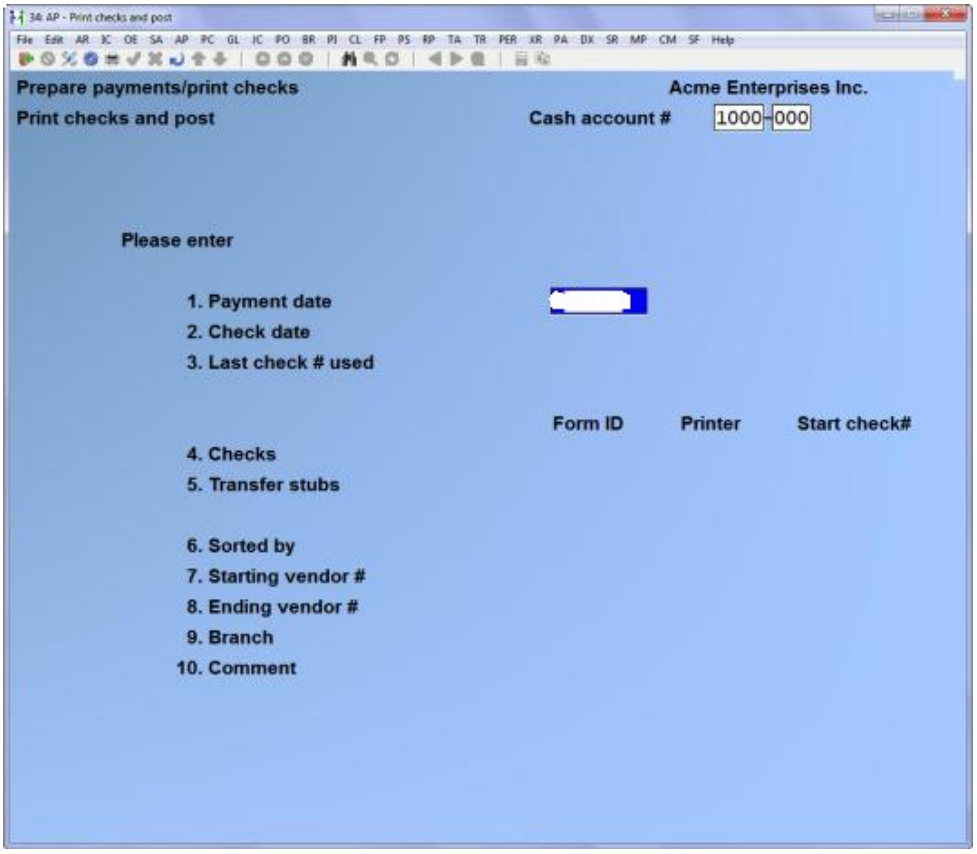
The control information has added a check printer field so that the check printing functions can default to that printer when asked.



The check printing function has been changed so that the prompt for mounting the check forms, and for printing alignment checks, come after choosing the cash account, and the range of vendors.

The check printing screen has been enhanced to allow override of the default form being used for both check printing and funds transfer stubs. For convenience, the printer(s) are now asked for right after the form and may be left to the default values.

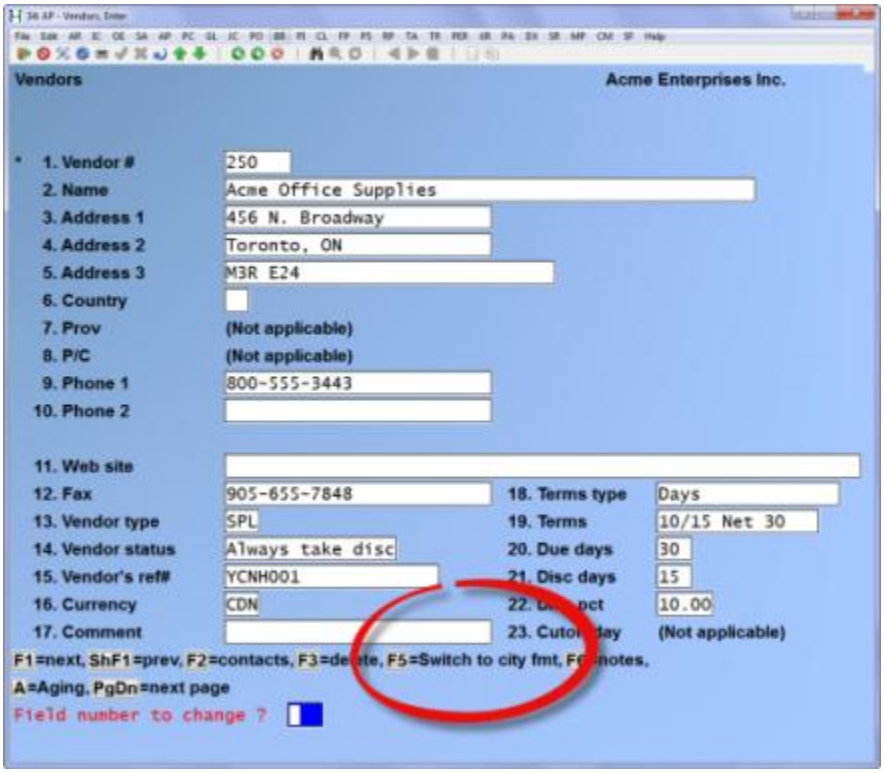


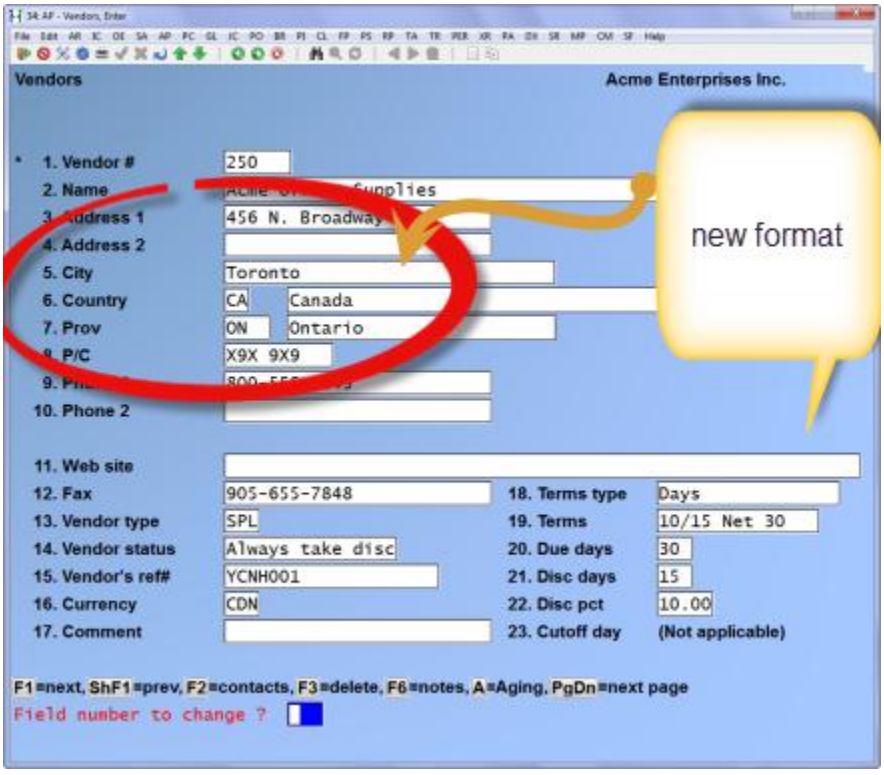



The check printing has been enhanced so that when switching to the processing of funds transfer stubs, the system will ask the user if they wish to print an alignment for the funds transfer stub, thus allowing for the switching of forms in the printer.

---

The vendor maintenance function has been enhanced so that, when at the “field number to change” prompt for vendors still set to use the older 3rd line of address instead of the new city/prov/pc format, there is an option to hit [F5] and "switch to city fmt".


Vendors
Acme Enterprises Inc.
1. Vendor # 250
2. Name Acme Office Supplies
3. Address 1 456 N. Broadway
4. Address 2 Toronto, ON
5. Address 3 M3R E24
6. Country
7. Prov (Not applicable)
8. P/C (Not applicable)
9. Phone 1 800-555-3443
10. Phone 2
11. Web site
12. Fax 905-655-7848
13. Vendor type SPL
14. Vendor status Always take disc
15. Vendor's ref# YCNH001
16. Currency CDN
17. Comment
18. Terms type Days
19. Terms 10/15 Net 30
20. Due days 30
21. Disc days 15
22. Disc pct 10.00
23. Cutoff day (Not applicable)
F1=next, ShF1=prev, F2=contacts, F3=delete, F5=Switch to city fmt, F6=notes,
A=Aging, PgDn=next page
Field number to change ?


Vendors
Acme Enterprises Inc.
1. Vendor # 250
2. Name
3. Address 1 456 N. Broadway
4. Address 2
5. City Toronto
6. Country CA Canada
7. Prov ON Ontario
8. P/C X9X 9X9
10. Phone 2
11. Web site
12. Fax 905-655-7848
13. Vendor type SPL
14. Vendor status Always take disc
15. Vendor's ref# YCNH001
16. Currency CDN
17. Comment
18. Terms type Days
19. Terms 10/15 Net 30
20. Due days 30
21. Disc days 15
22. Disc pct 10.00
23. Cutoff day (Not applicable)
new format
F1=next, ShF1=prev, F2=contacts, F3=delete, F6=notes, A=Aging, PgDn=next page
Field number to change ?

## Add gender to customer / vendor contact info

**Overview:** This feature allows you to maintain the gender for each of the contacts on file for a customer or vendor regardless of the contact type (i.e. primary, alternate, other).

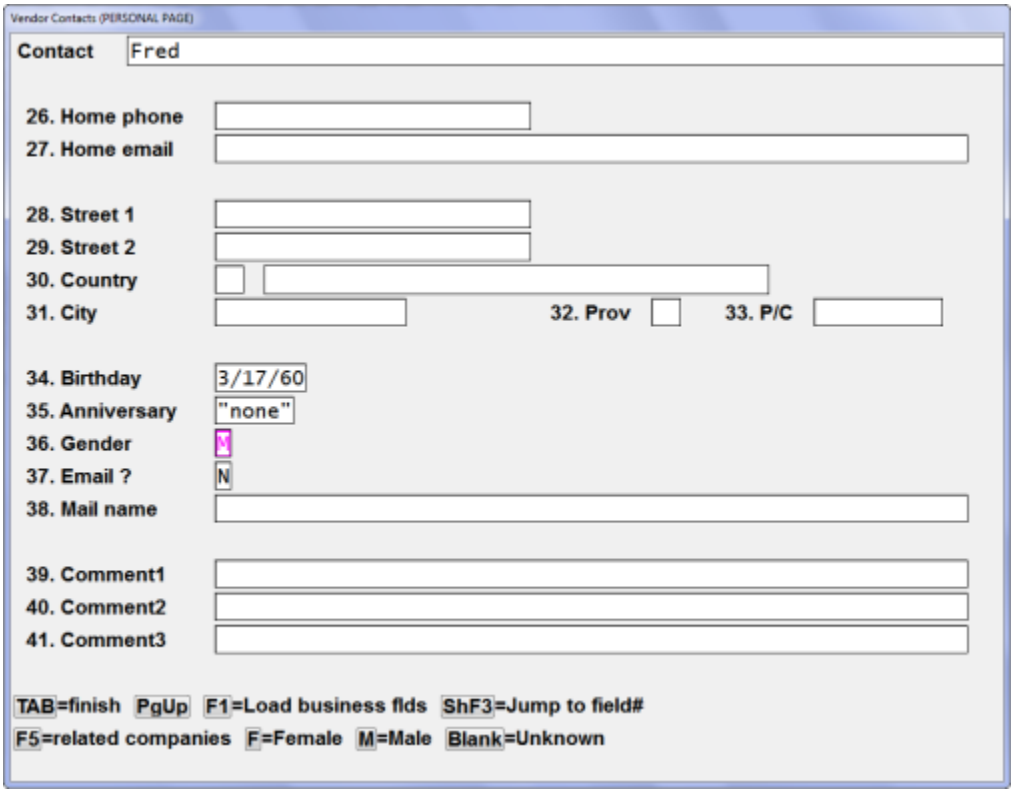
**Setup:** There are no special set up instructions.

**Usage:**

- Go to *Accounts Payables -> Vendors -> Enter*

Enter a vendor number or use the [?] find feature. While in the vendor record, when prompted, press [F2] to access the vendor contact records on file.

A new field *Gender* has been added.




For each vendor contact, access the new field and enter:

F = Female

M = Male

Blank = Unknown

**Special notes:**

If you use Review Contact Information in Point of Sale, the gender is displayed both on the customer entry screen and the contact entry screen (as above):

---

## Recording On-Line Payments

You can now record on-line (web) payments similar to the selecting of vouchers for payment via cheques.

For full details to use this new feature in Accounts Payable click the following link Recording On-Line Payments

---

## X Export Printer Reports

- Vendor list by vendor # (new)
- Aged Open Items
- Vendor History, Cheque Register
- Vendor History, Open payables by date
- Cash Disbursements Projection
- Cash Requirements
- Cheque Register
- Distributions to GL
- Open Payables by date

# ACCOUNTS RECEIVABLE (AR)

## Minor Adjustments

- The control information screen has been enhanced so that if the days past due for finance charges are zero, then the system will display a zero instead of leaving the field blank.

- Statement form layout has added new numeric and date formats for customer user defined fields.

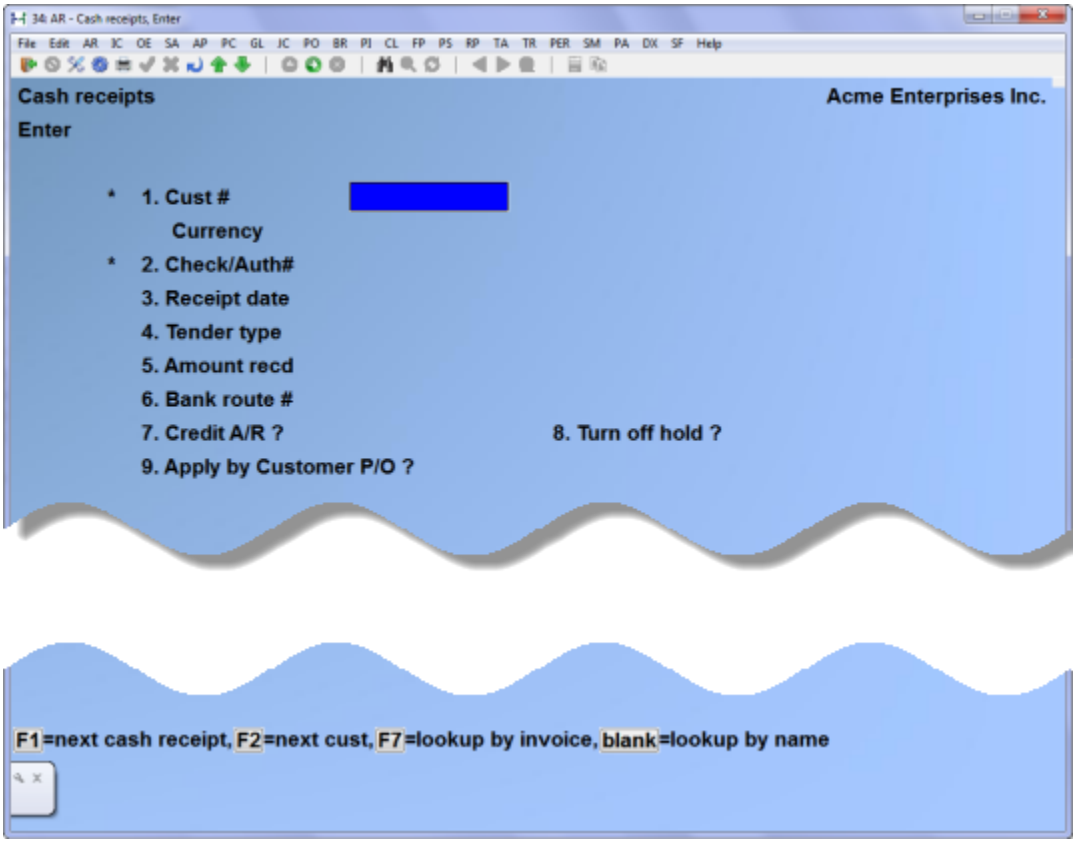
- The customer quick entry screen now has two additional fields, the tax group and default tax.

- The Customer lists by **name,** by **number** and by **user selection** have been enhanced to include a column (on the X Export printer option only), "Lifetime total sales amount".

- The Cash History Report has been enhanced to show the Tender Code used for this payment instead of the *Cash* literal, when Tender Codes are in use.

- Receivables comparison to GL report has been enhanced with a new option for only showing balanced dates. This is only available when not showing balanced customers.

The Cash Receipts enter screen has been changed to accommodate some changes made for multi-currency. The order in which information is entered is as follows:




## Use filter to find customer

**Overview:** This feature uses a "google style" search where you can type in 1, 2, 3 or 4 words and the software searches for all those words regardless of where they are in particular fields. For example: a search for RED should find RED, REDONE, COLOURED, etc.

**Setup:** There are no special setup instructions.

**Usage:**

Use [F8] [C] at any point in the software OR [SHFT] [?] in a customer number field to begin the search.

When the system displays the Find Customer pop-up window, you are presented with a number of selections:

[F1] Next [SHFT] + [F1] Previous [F3] Search [F7] Filter

[S] Ship-to [A] Age [E] Email [P] Price [U] User defined [Z] Zoom

Press [F7] to use the new *Filter* feature.

Simply type in your search terms, separated by spaces [Enter]. The system will search the following customer fields for the search criteria that you entered:

- Customer name
- Customer address 1
- Customer address 2
- City
- Province
- Postal code

The system will return a list of customers starting with the first customer that has one or more of your search terms in any / all of those fields.

Press [F1] to "Turn off" the find feature and return to the original choices noted above.

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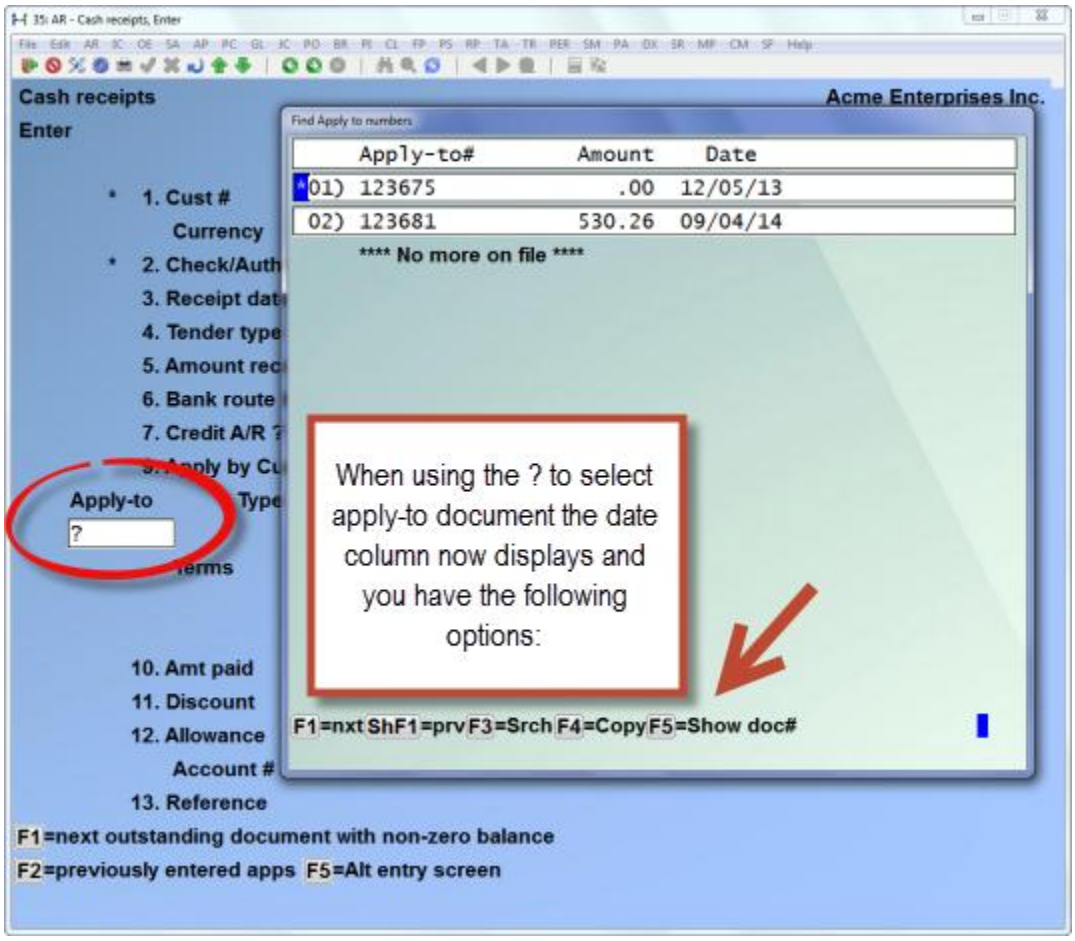
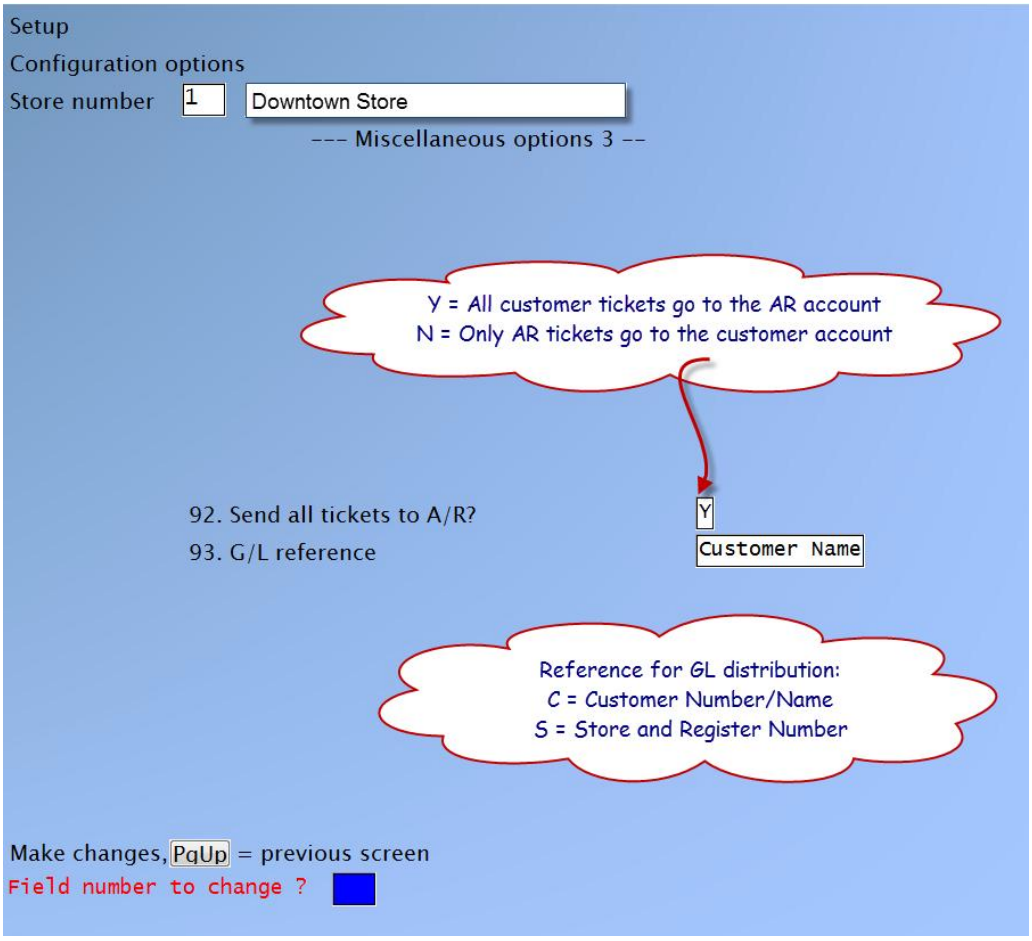
The find apply-to numbers function, which is used in the cash receipts application screen, has been enhanced to include a column for the date of the apply-to # (when viewing by apply to number balances), and the document date (when viewing by individual documents).



## Accounts Receivable/ Point of Sale

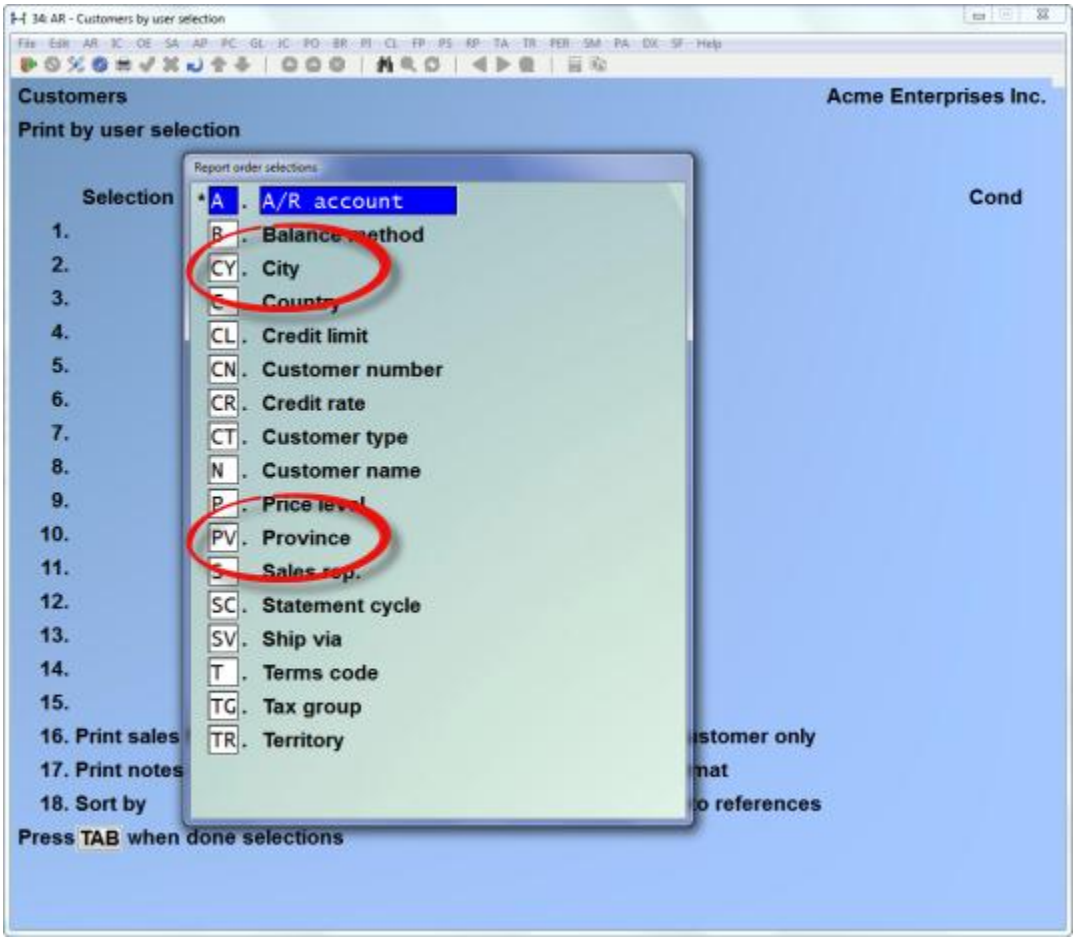
This feature sends all customer tickets to the AR records, instead of only the AR pay code transactions.
The reference field for the tickets may now have the customer number and name instead of the Store and Register number for the GL distribution.

Go to *Point of sale -> [F2] -> Setup-> Configuration options*




There is a screen change in Customer report by user selection:

City and Province have been added as one of the parameters for selection.




---

## Add gender to customer / vendor contact info

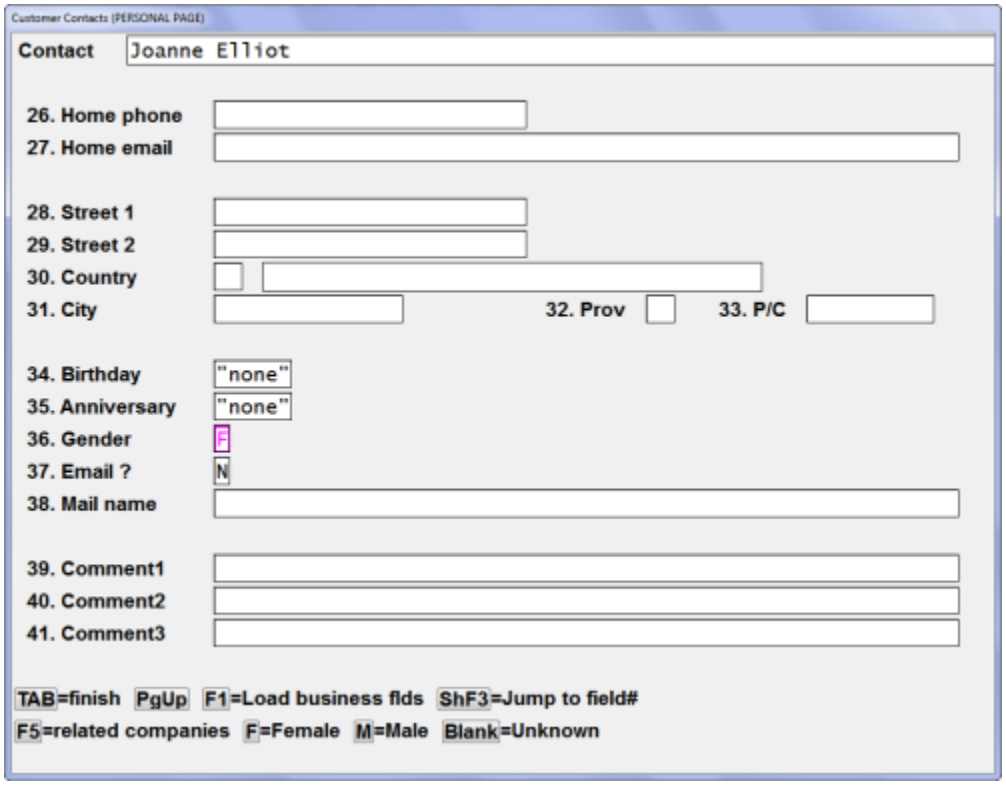
**Overview:** This feature allows you to maintain the gender for each of the contacts on file for a customer or vendor regardless of the contact type (i.e. primary, alternate, other).

**Usage:**

- Go to *Accounts receivable -> Customers -> Enter*

Enter a customer number or use the [?] find feature. While in the customer record, when prompted, press [F2] to access the customer contact records on file.

A new field *Gender* has been added.




For each customer contact, access the new field and enter:

F = Female

M = Male

Blank = Unknown

**Special notes:**

If you use Review Contact Information in Point of Sale, the gender is displayed both on the customer entry screen and the contact entry screen (as above):

---

**Credit limit field has been added to the set customer fields selection in AR**

Go to: *AR > [F2] > File Utilities > Set Customer Fields*

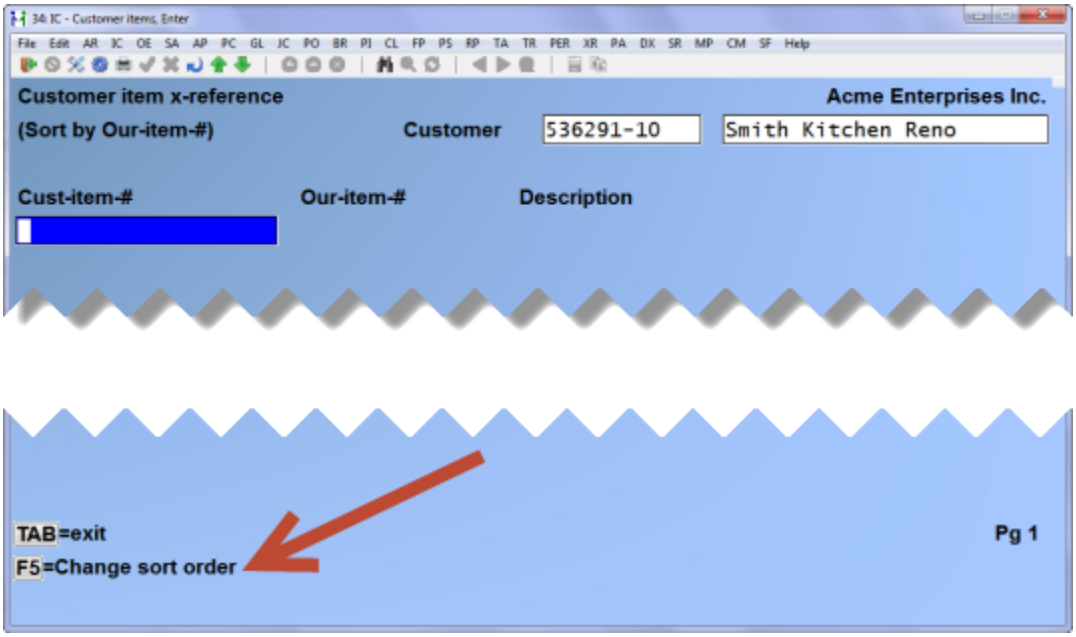
## X Export Printer Reports

- Aging by AR acct
- Commissions Due
- Distributions to GL
- Paid within terms
- Print by customer name
- Print by customer number
- Print (customers) by user selection
- Print customer contacts
- Tax collected

# INVENTORY MANAGEMENT (IC)

## Minor Adjustments

- The customer item cross reference has been enhanced to have an [**F5**] option which toggles between sorting the items by the customer item number (the default) and the normal item number.




- The active/inactive rules have been enhanced so when the item has a stock code which is forcing inactive status, that will take effect even if the item still has non-zero quantities.

- The inventory analysis report has been changed to use the standard record counter, rather than displaying each item processed, in order to improve speed.

- The stock status report active/inactive logic has been changed so that when doing the report for a specific warehouse, the active status comes from the stock code of the item, not from the stock code of the status record.

- The lot summary view has been enhanced so that if there are no lots available for the item, it still displays the sales table and what other non-lot information is available.

- The inventory post function has been enhanced so that if a lot is created by the posting, then a copy of that lot is put into the multi-site transmission file before the transaction itself, allowing for correct quantity committed handling at the hub.

- The I/C distribution report entry screen has been enhanced so that [F1] works in all the fields to set a default selection value.

- The Inventory Management Warehouse Pricing screen now displays the item price from the item's record for fields set to use the item default, instead of displaying 'item default'.

---

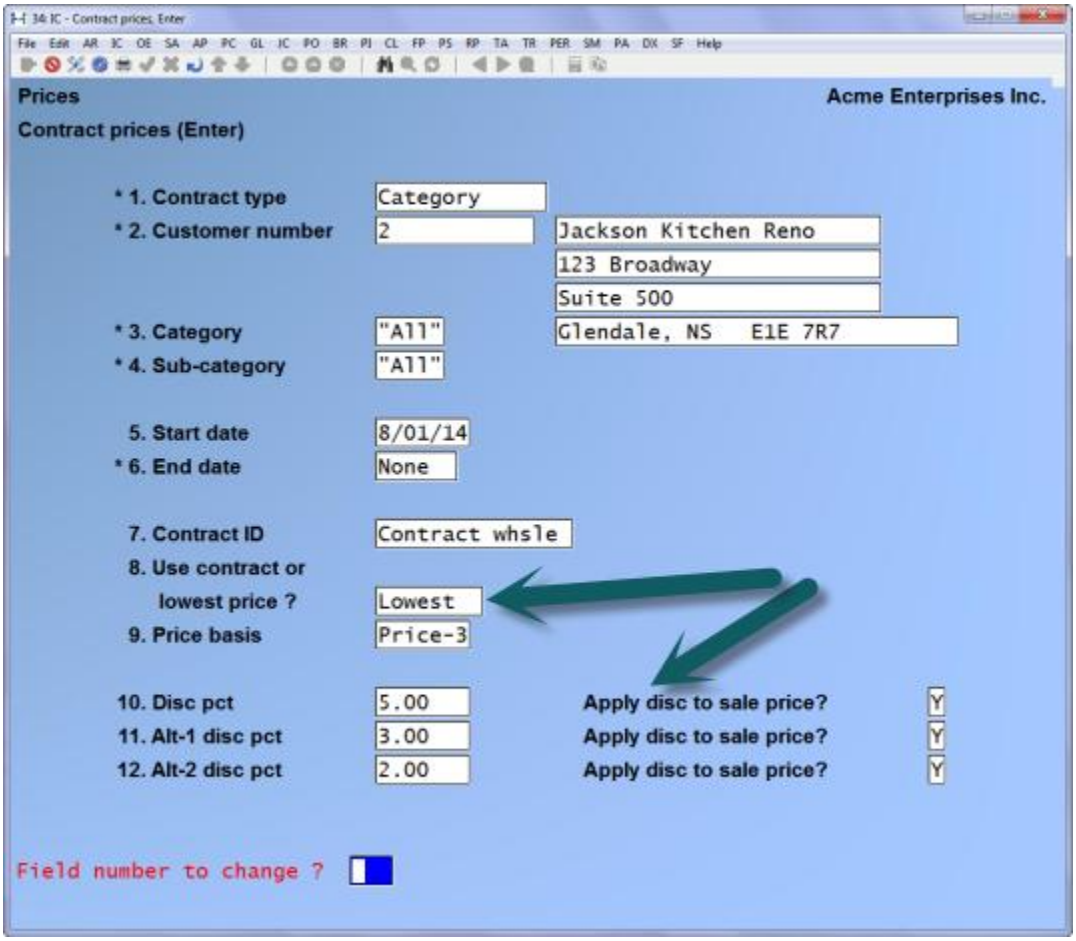
A new feature has been added to Contract Prices that allows category type contract discounts to be applied to the sale price if the contract is set to use the lowest price.

The default value for "Apply disc to sale price ?" is N when entering new category contracts.

This takes effect when the category contract "C" type allows its discount to be applied to sale prices and the category contract is set to use "Lowest price".

There is no change to the Billing user interface, but it will change how it calculates the prices.

Go to ***IC -> Items -> Prices -> Contract Prices***




When the flag is set to Y, the contract discount price will be applied to the sale price whenever prices are calculated. When the flag is set to N the system continues as it did prior to this enhancement.

---

## Add variable selection to set item fields

The ***SET ITEM FIELDS*** feature allows you to make wholesale changes to a number of the fields found in the item record. This program allows you to control which fields will be changed, what they will be changed to and when they will be changed.

For more in depth instructions please follow this link to add variable selection to set item fields

---

## Item weight/volume to 9 decimals

The format for the weight of an item is now 8 integers and 9 decimal places, excluding commas and the decimal (i.e. 12345678.123456789)

The format for the volume of an item is now 6 integers and 9 decimal places, excluding commas and the decimal (i.e. 123456.123456789)

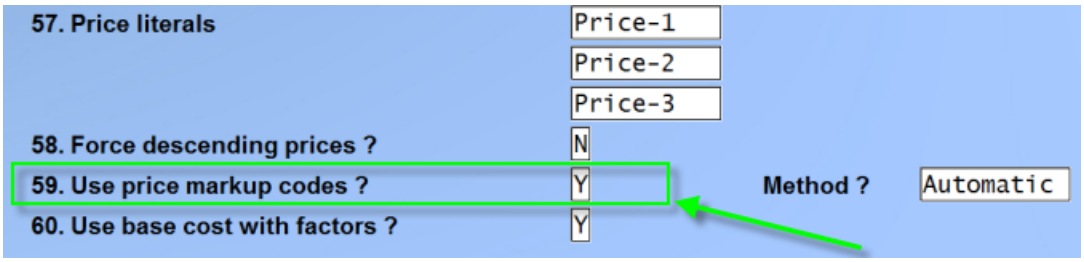
---

## Allow base cost of an item as basis for markup code

**Overview:** This feature allows you to use the base cost of an item as the basis of a markup code instead of using the average, replacement or highest cost of the item.

- Go to *Inventory -> [F2] -> Setup -> Control information*

Activate the use of markup codes if you have not already done so:




The price markup codes can be set to [**A**] for automatic and [**B**] for batch-only. The automatic method maintains the current price markup functionality so that the receiving transactions and the item maintenance functions update the prices when the base cost changes, in addition to updating with the group price change and the apply mark-up code functions. The batch-only mode restricts price changes to the group price change and apply mark-up functions only.

Go to *Inventory -> [F2] -> Setup -> Markup codes -> Enter*

A new option; Base Cost has been added to the *Basis* field:

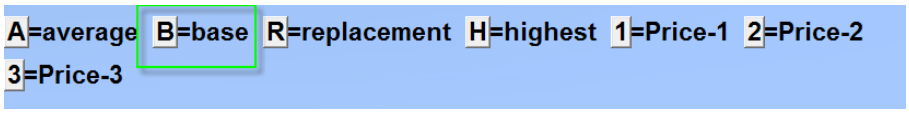
Enter [**A**] to use the item's average cost

Enter [**B**] to use the item's base cost

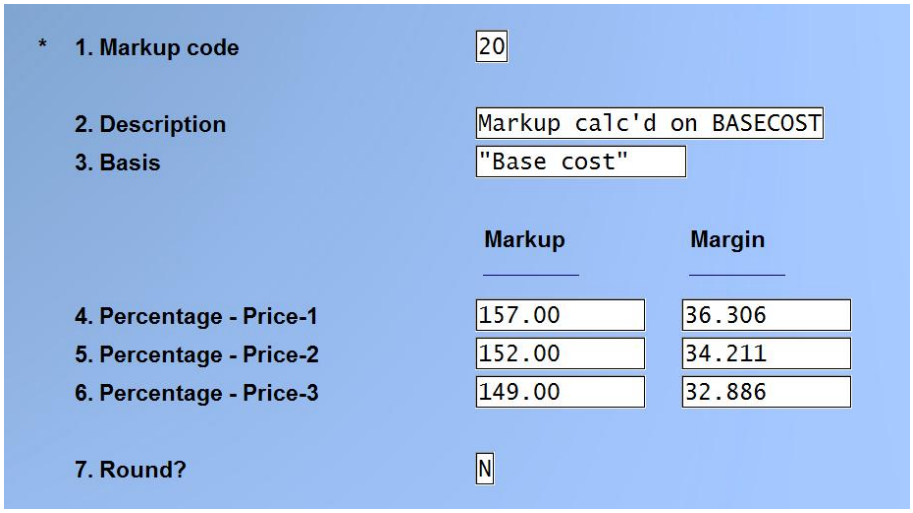
Enter [**R**] to use the item's replacement cost

Enter [**H**] to use the item's highest cost

Enter an item's specific price level (1 through a possible 9 levels depending on the setup from your control file)

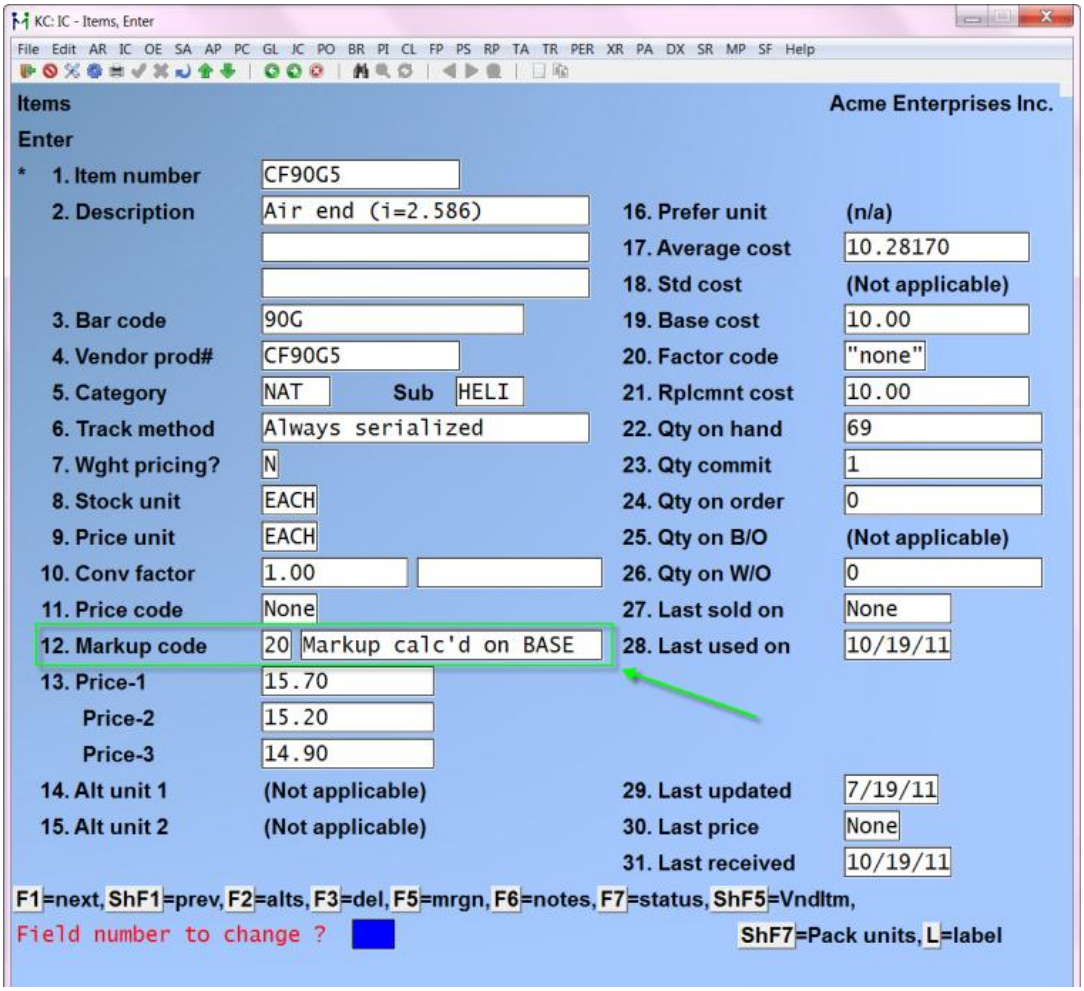



Continue with the mark-up code setup, either entering by mark-up percentage or margin percentage. Remember that the percentage for mark-up must be greater than 100 in order to increase the price over the base cost. Margin percentages do not need to be greater than 100.



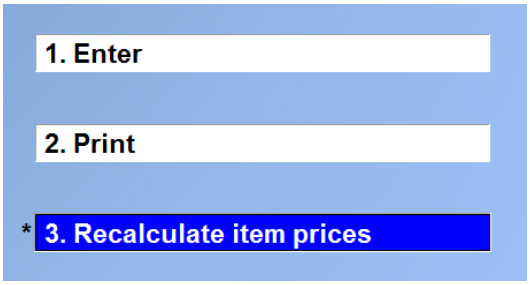

**Usage:**

When you set up your items you can include a markup code.

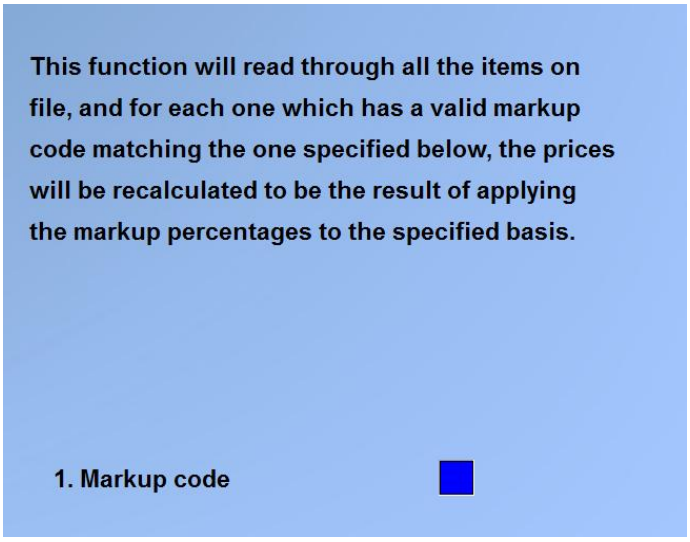



If you have chosen to use the batch method, then on a regular basis, you can run the Recalculate item prices (Markup codes) to recalculate the price levels for your items using the percentages in the markup code assigned to the individual items. Batch changes come from Group Price changes or from the Recalculate item prices option.

Go to *Inventory -> [F2] -> Setup -> Markup codes -> recalculate item prices* and follow the screen instructions. NOTE: Since this function only recalculates the selling prices no G/L activity occurs.

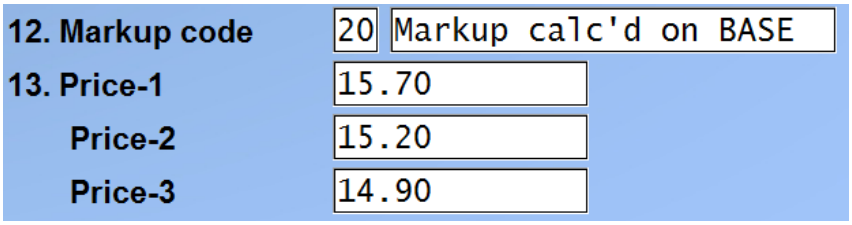



Enter the specific markup code you wish to recalculate prices for, or use [F1] to recalculate items with any markup code.

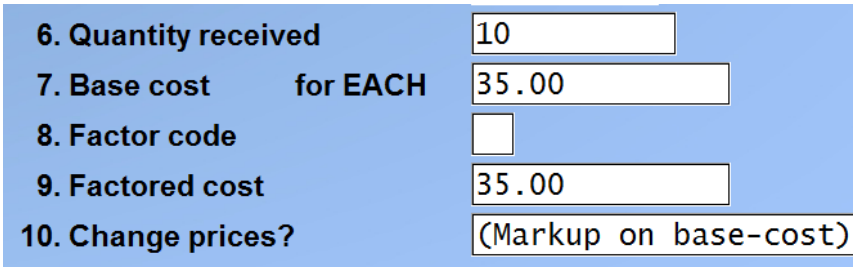



If you set the Use price markup codes method to A for Automatic, each time the base cost on an item changes, the prices will be updated according to the percentages that have been set up on the assigned markup code. This includes receivings and item maintenance, although changing base/replace costs in item maintenance is not recommended. Using the automatic method ensures that each cost change results in a change to the price of an item.

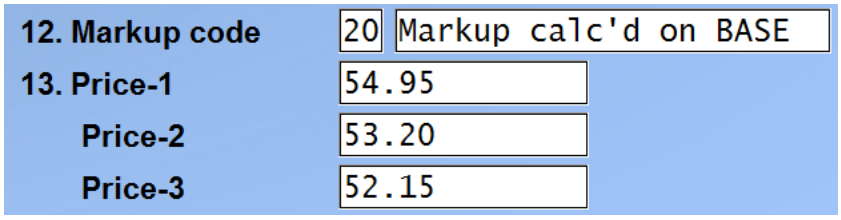
Item prices before receiving is posted:




Receiving transaction with new (higher) base cost:




Item prices immediately after posting of receiving transaction:



## Price Points Setup Added to Markup Codes

**Pre-requisite(s):** Inventory Control set to Use markup codes.

**Overview:** Price points are added to the markup code rounding feature.

**Setup:** Inventory, Setup, Price Points and Markup Codes.

**Usage:** Go to *Inventory-> Setup->Price Points*

When using markup codes, the new price may be rounded according to a mask of price points. These price points may be entered in Inventory, Setup, Price points.

**Price Points**

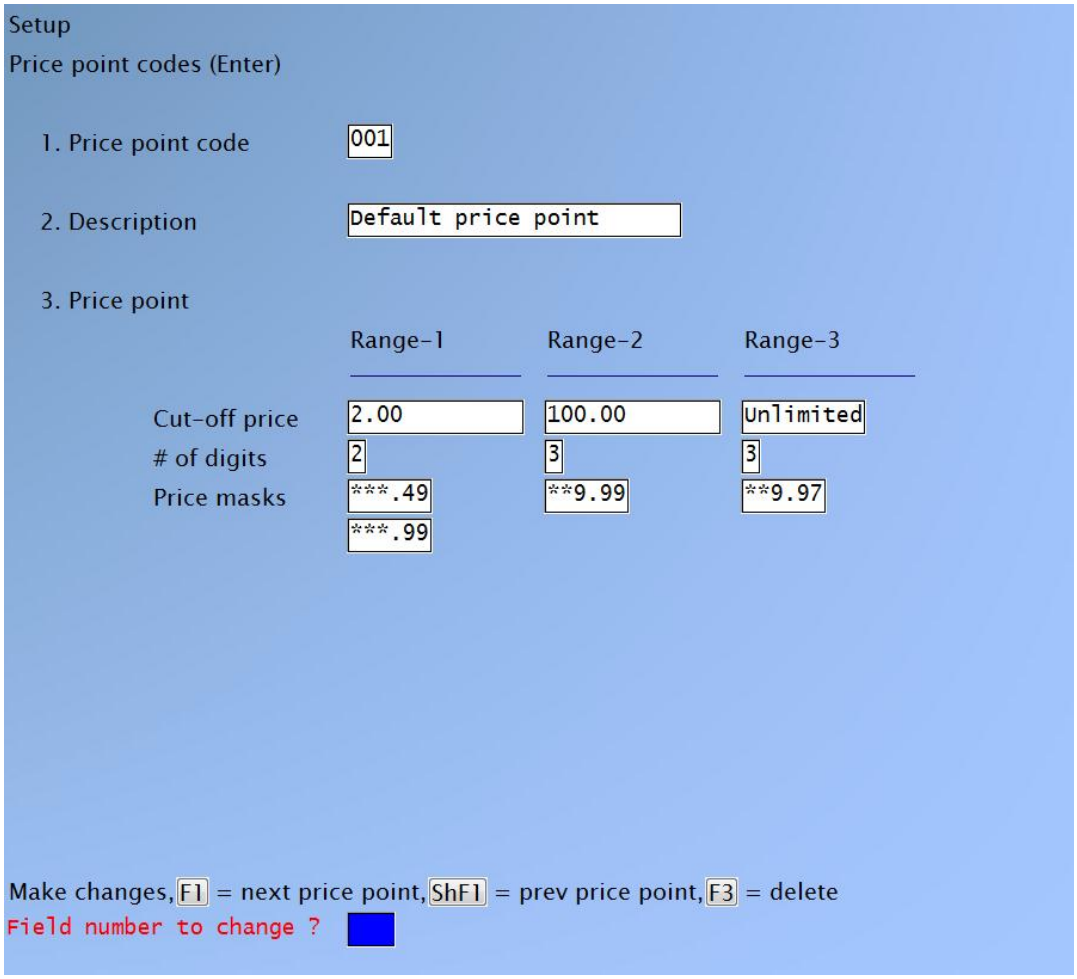
A "price point" is a particular price at which merchandise is sold. For example, the price points in your store might be $0.79, $1.79, $2.79.

By selecting a rounding method of P or I in the markup code price level, you can ensure that each calculated price coincides with one of your price points.

In our example ($0.49, $0.99), a two-digit "price mask" of "49" and "99" defines the price points for any price that falls below $2.00. In other words, no matter what price under $2.00 was calculated, the last two digits of that price are "masked" with either "49" or "99".

Some businesses require multiple price masks, or even different prices masks for different price ranges of goods. Price points allow you to define up to three distinct price ranges and up to sixteen price masks within each range.

You would define your price points as follows:




Price changes are calculated in the normal manner. Then, if you specified **I** as the rounding method, the price is "rounded" to the next higher price point. If you specified **P**, the price is "rounded" to the closest lower or higher price point.

Your entry for the Range-2 "Cut-off price" must be higher that the "Cut-off price" for Range-1, and Range-3 must be higher than Range-2. Press **[Enter]** for "Unlimited" when entering the cut-off price for the last range to be defined.

Your entry for "# of digits" to be entered for the price masks must be between 1 and 5, and cannot be greater than the number of digits entered for the value of "Cut-off price".

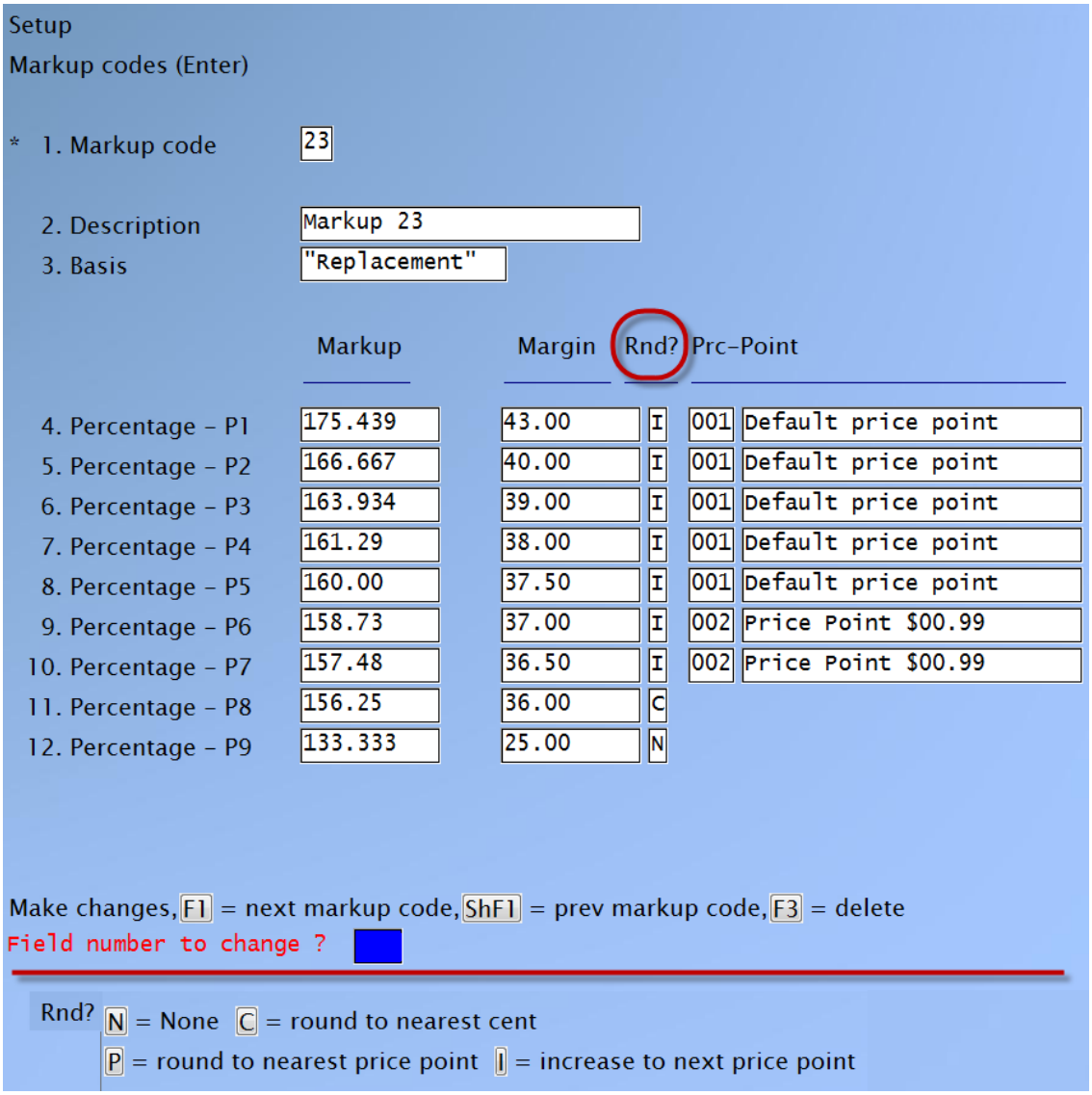
For "Price masks", up to 16 masks may be entered for each range and the masks within each range must be ascending. Press [**Enter**] when completed entering the masks in a range. If you specified 3 or more for "# of digits", you must enter a decimal point in the appropriate position of each mask.

**Usage:** Go to *INVENTORY-> SETUP->MARKUP CODES*

## Markup Codes

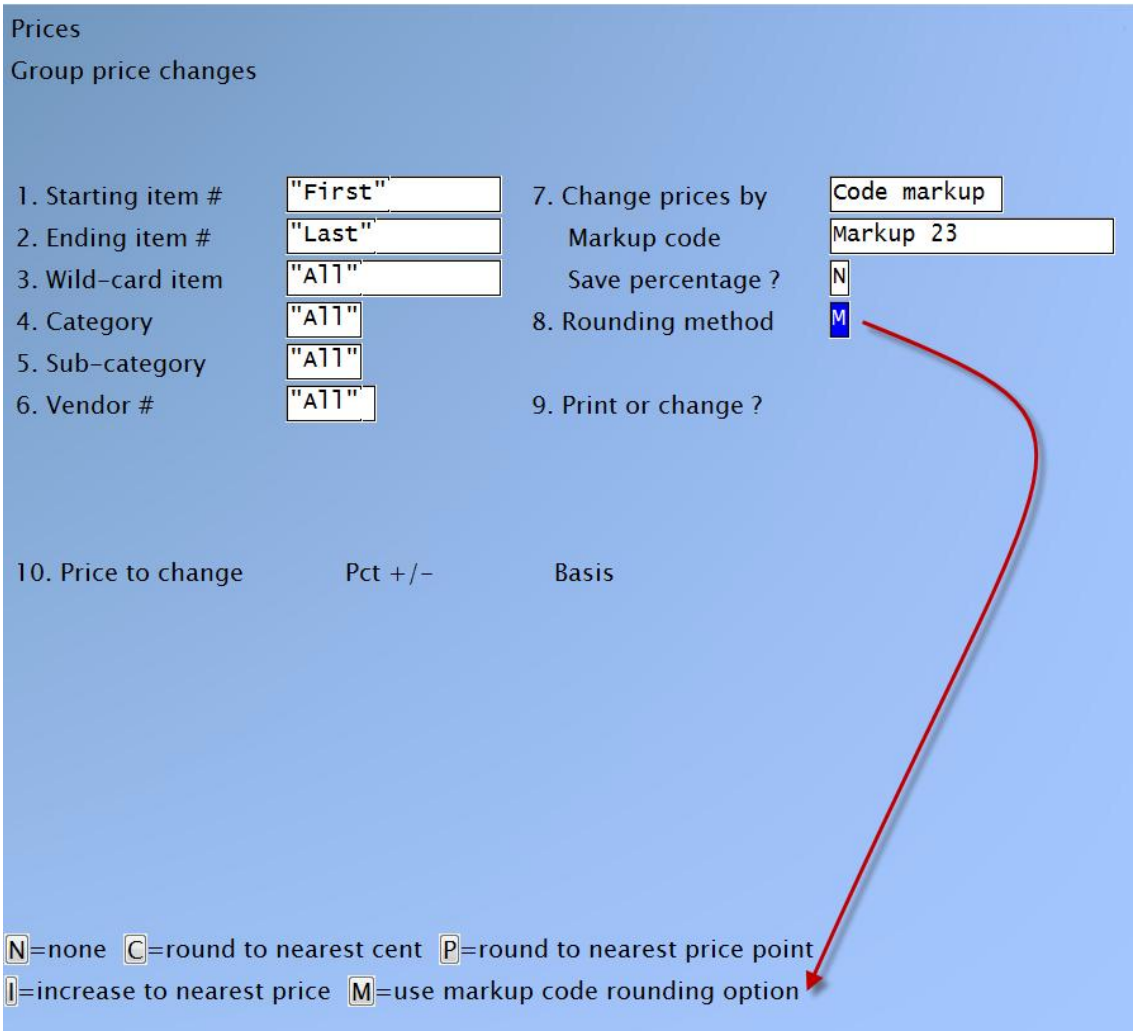
For many businesses, pricing is done as a fixed percentage of the replacement cost. Commodity items with pricing changes on an almost daily basis can be cumbersome to handle. This function allows businesses requiring this type of pricing flexibility to adjust selling prices quickly and easily.

Briefly, markup codes consist of markup percentages for each price level. When you set up your items you can include a markup code. On a regular basis, you can then simply run the *Recalculate item prices (Markup codes)* to recalculate the price levels for your items using the percentages in the markup codes and your item(s)'s replacement cost. You may also use markup codes in the Group Price Changes function.

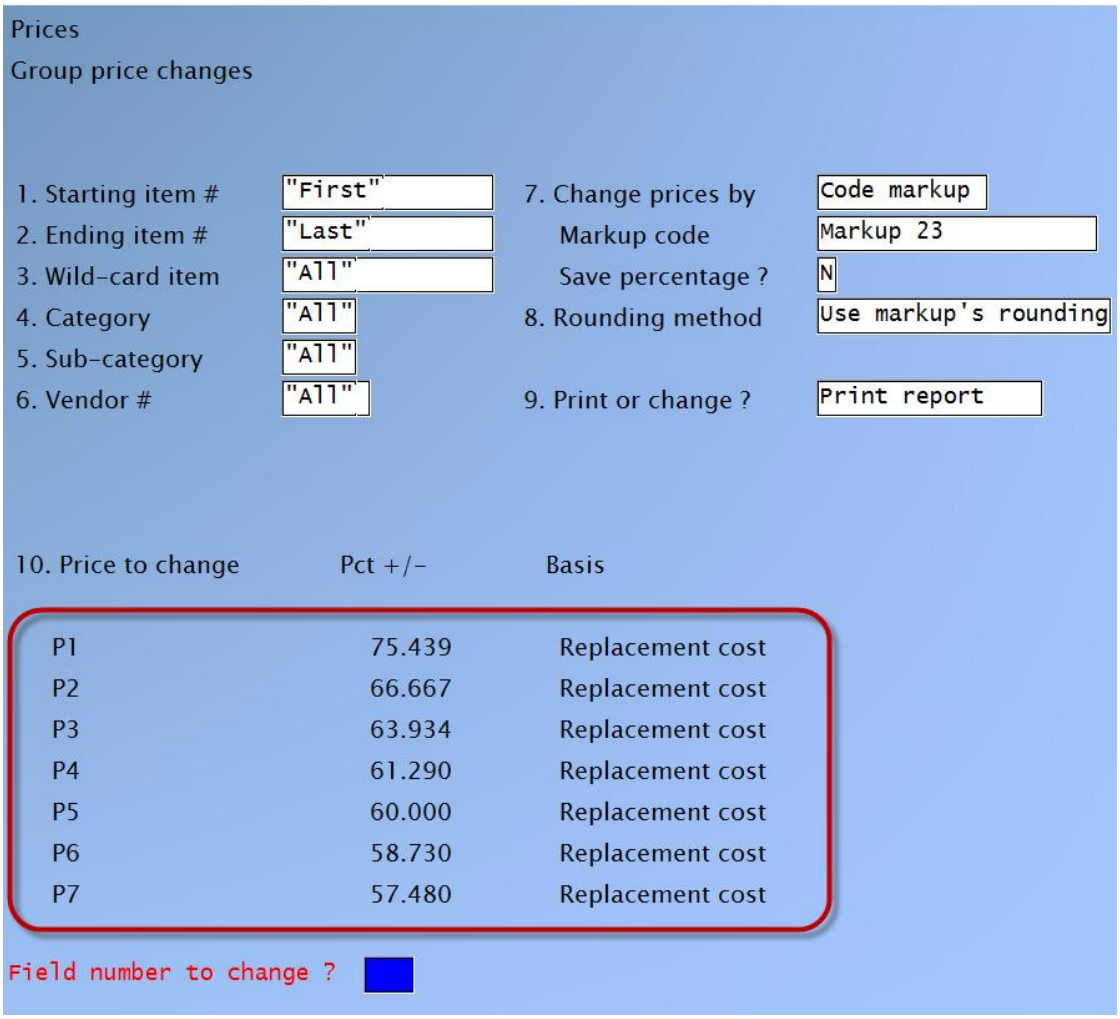



The new price may be rounded to the nearest cent (C), changed to the nearest price point (P), or increased to the next price point (I). The new price may not have any rounding (N). If you choose either P or I, you may then enter the Price Point Code for each price level that is affected by the markup code.

If you are using the group price changes feature, you may use the markup code's rounding options.




Choosing this option, will fill in the table in field 10 according to the markup code




## X Export Printer Reports

- Price list by Contract Price (new)
- Price list by Sale Price (new)
- Material requirements (new)
- Price List-sale type report
- Physical count worksheet (new)
- Item Barcode (new)
- Stock Status (new)
- Kit listing (new)
- Kit transaction Edit list (new)
- Items by item # listing (new)
- Distributions to GL
- Item History Report
- Rental History Report
- Rented items Report
- Rental units
- Inventory status by item number
- Inventory status by item description
- Price List
- Valuation report

# PAYROLL (PC)

## Minor Adjustments

- The Releve 1 form for employee copies, in the master "load" file, has been enhanced to automatically turn on duplexing for those printers that have the option available.

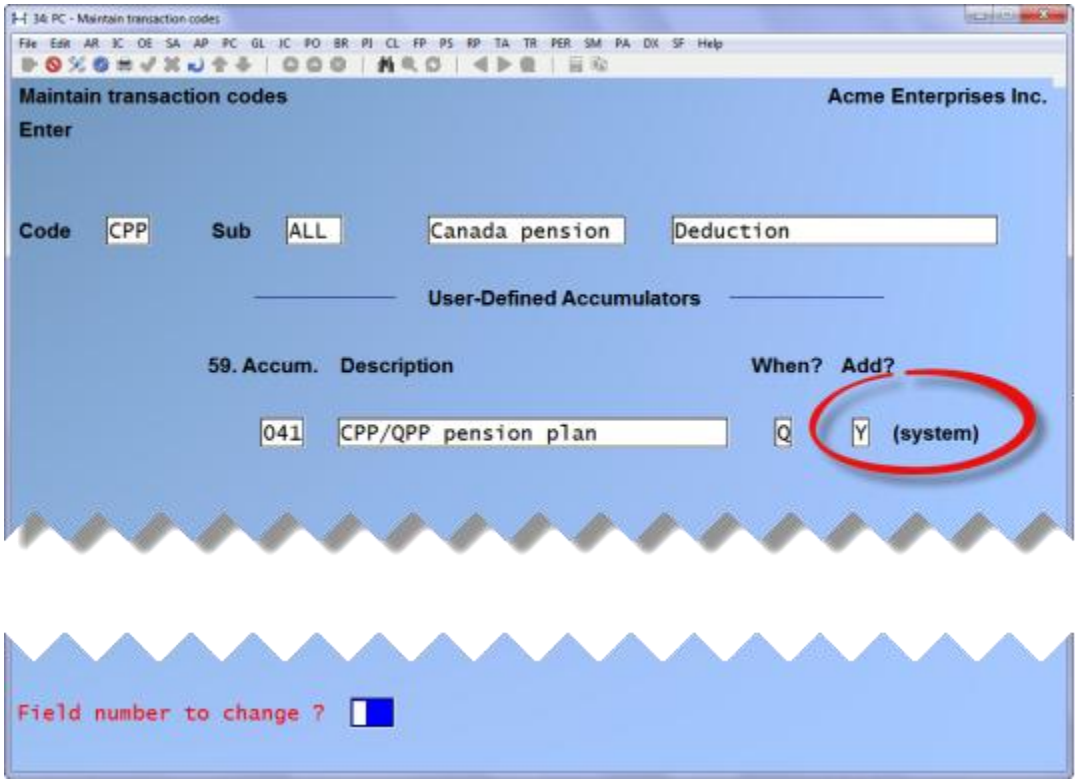
- The consolidated check register totals have been split across two lines to allow them to print over 1 million in the tax and other columns.

- The funds transfer stub printing would, when printing the “other” accumulators, only show the value before the cheque was printed. This has been enhanced so that the stubs will now include any amounts being added by the cheque.

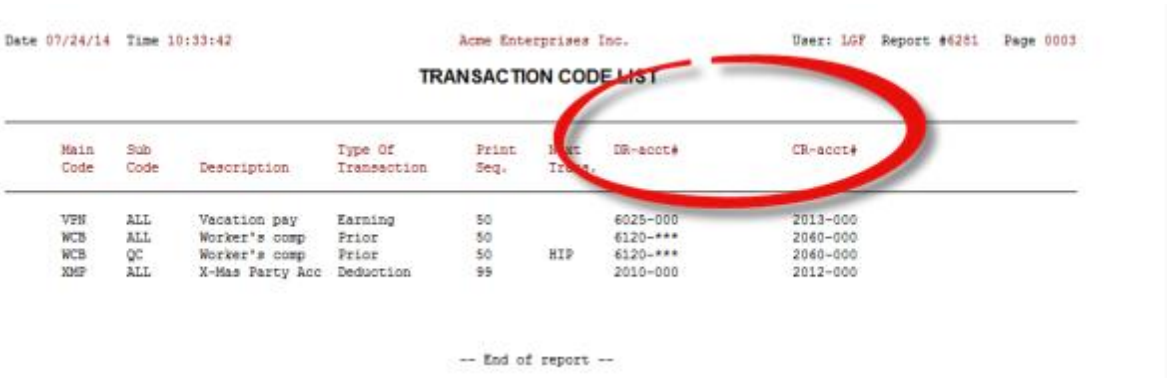
- The funds transfer stub printing has been enhanced so that the heading for the other year-to-date accumulators changes from “****OTHER****” to “****OTHER YTD****” to more accurately reflect what is being printed.

- The consolidated check register totals have been enhanced to hold up to 100 million.

- The transaction code entry/maintenance screen page for accumulator updates has been enhanced to show the system accumulators that previously had been hidden behind the scenes. Changes are not permitted to these system-required accumulators. Go to *PC -> F2 -> Set up -> Transaction Codes - > Enter*.




The transaction code list function has been enhanced to include the associated GL accounts. Go to *PC -> [F2] -> Set up -> Transaction Codes - > Print List*



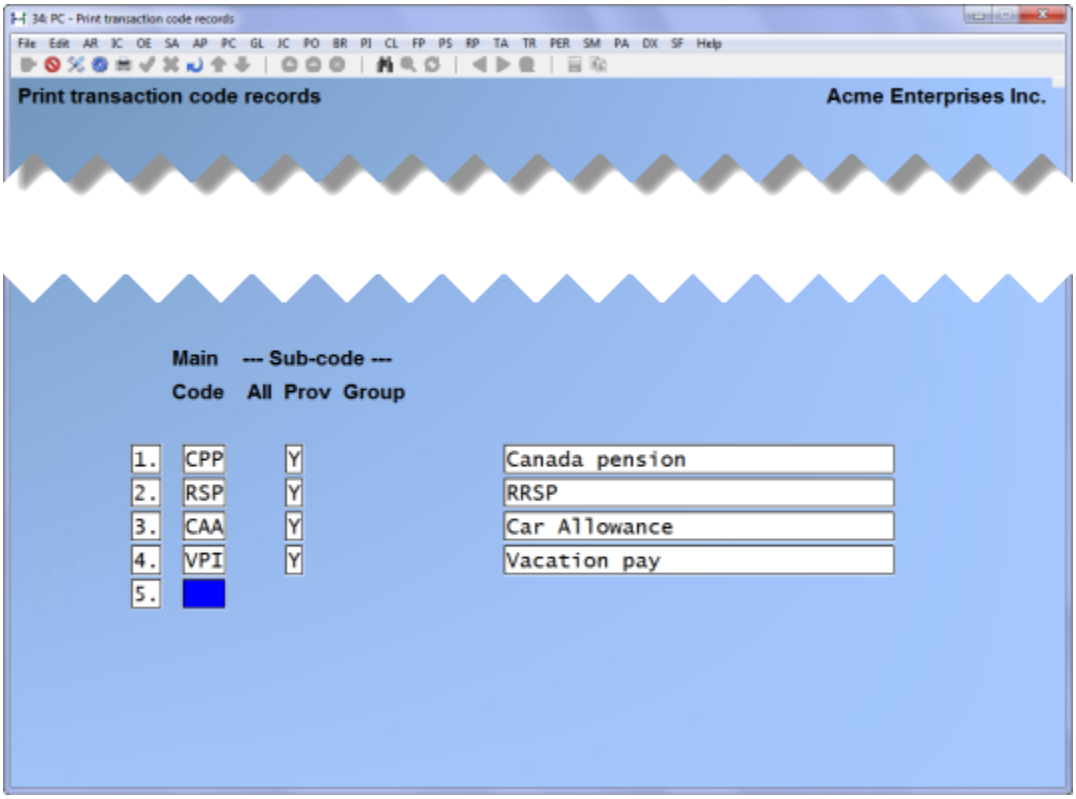
Date 07/24/14 Time 10:33:42 Acme Enterprises Inc. User: LGF Report #6281 Page 0003

TRANSACTION CODE LIST

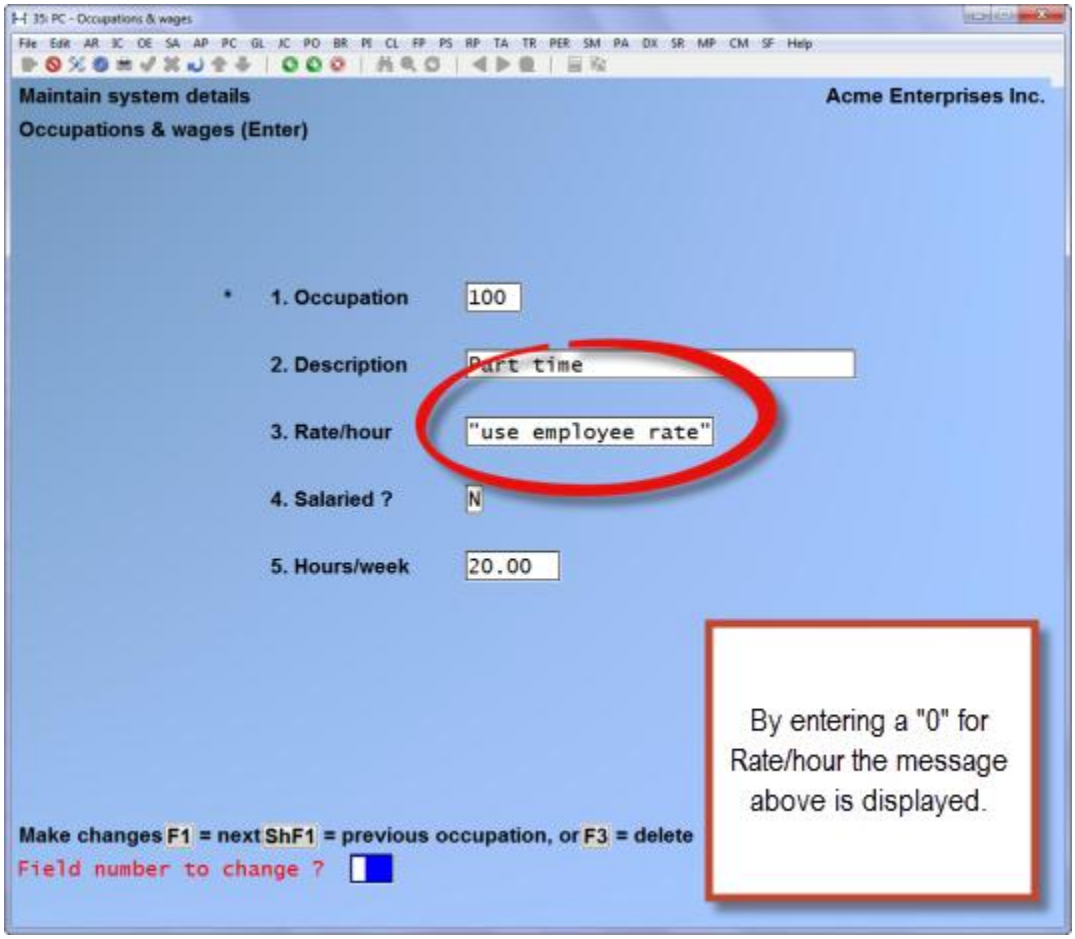
| Main Code | Sub Code | Description | Type Of Transaction | Print Seq. | Dept Trans. | DR-acct# | CR-acct# |
|---|---|---|---|---|---|---|---|
| VPN | ALL | Vacation pay | Earning | 50 | | 6025-000 | 2013-000 |
| WCB | ALL | Worker's comp | Prior | 50 | | 6120-*** | 2060-000 |
| WCB | QC | Worker's comp | Prior | 50 | HIP | 6120-*** | 2060-000 |
| XMP | ALL | X-Mas Party Acc | Deduction | 99 | | 2010-000 | 2012-000 |

-- End of report --

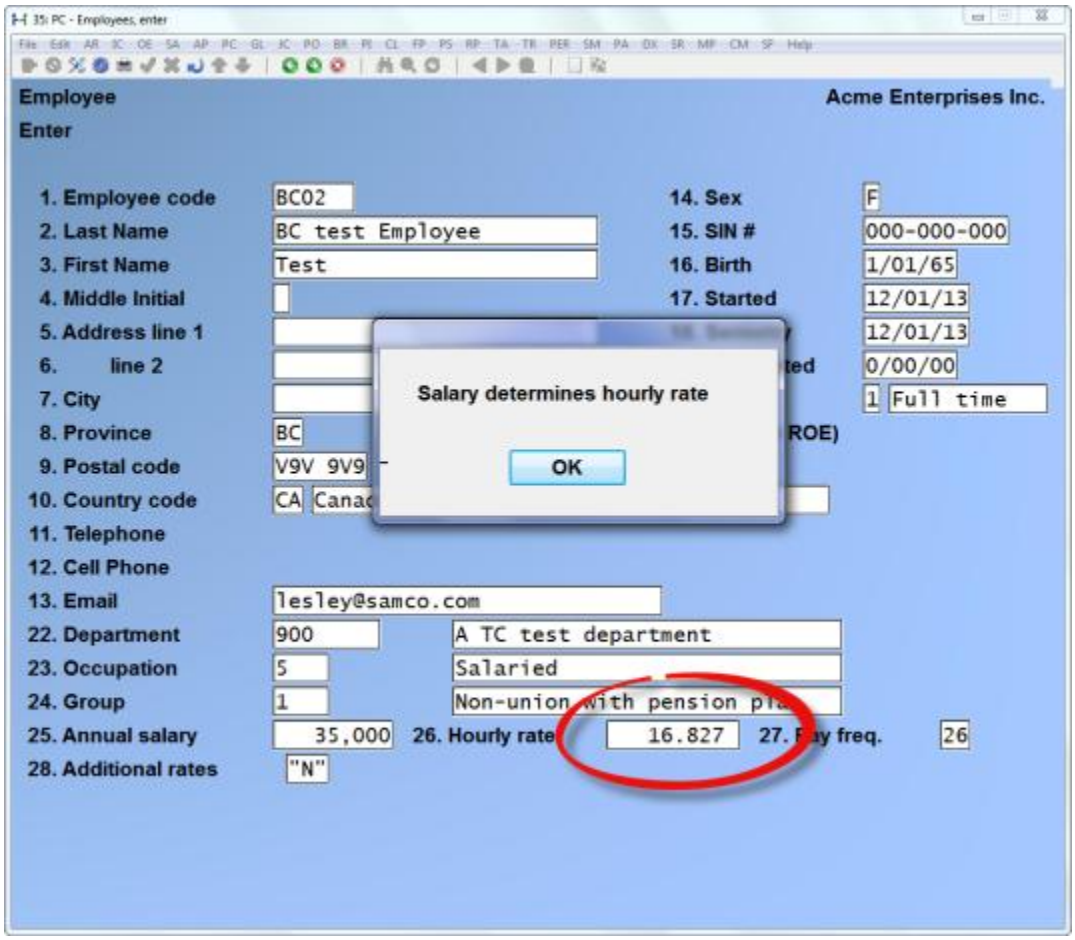
The transaction code record print now marks the system accumulators with the same literal as the entry screen does. Go to *PC -> [F2] -> Set up -> Transaction Codes - > Print records*.


34 PC - Print transaction code records
File Edit AR IC OE SA AP PC GL JC PO BR PI CL FP PS RP TA TR PER SM PA DX SF Help
Print transaction code records
Acme Enterprises Inc.
Main --- Sub-code ---
Code All Prov Group
1. CPP Y Canada pension
2. RSP Y RRSP
3. CAA Y Car Allowance
4. VPI Y Vacation pay
5.

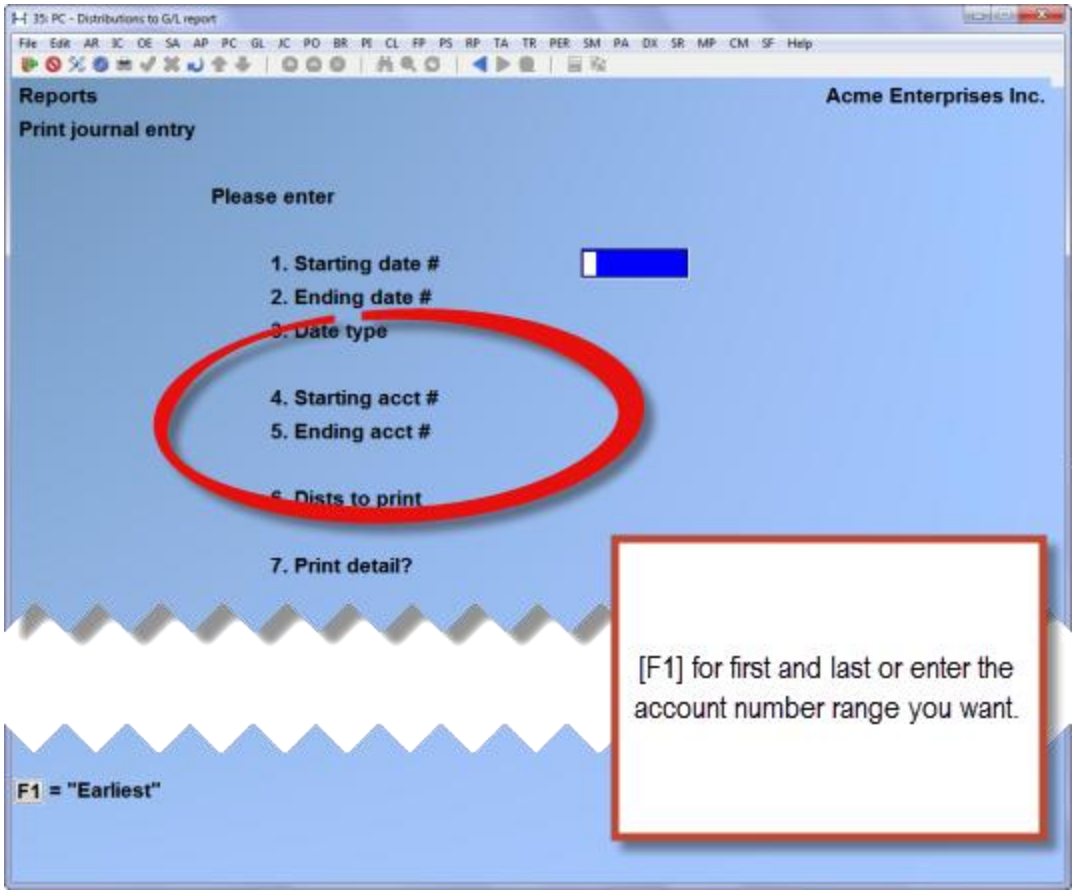
The occupation and wages entry screen has been enhanced to show a prompt when entering the hourly rate, explaining that a zero rate triggers the use of the rate from the employee record.



The employee maintenance has been enhanced to display a message explaining why the hourly rate may not be changed, whenever the salary amount is set or the occupation code has a non- zero rate.



The Distributions to GL Report has been enhanced to allow a range of account numbers.

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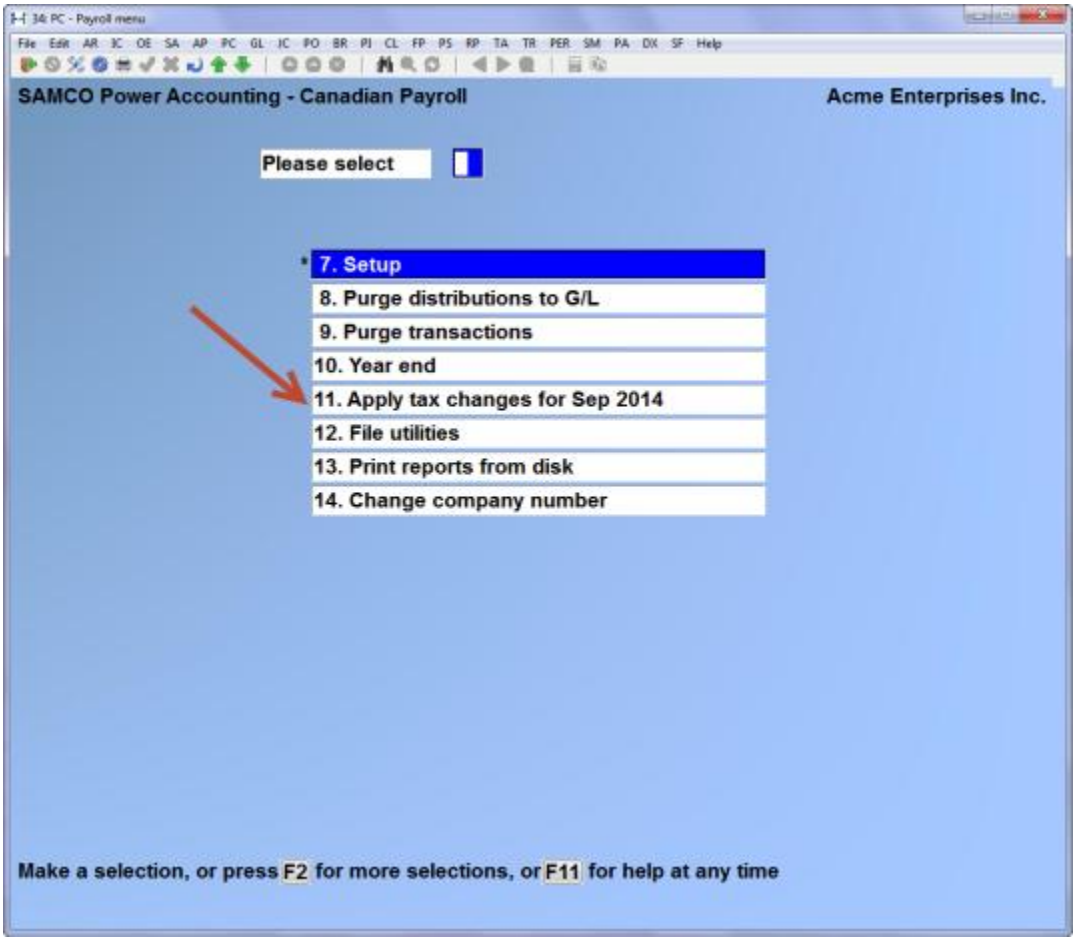
## Canadian Payroll September 2014 Instructions

The Government has released tax changes beginning September 1/14.

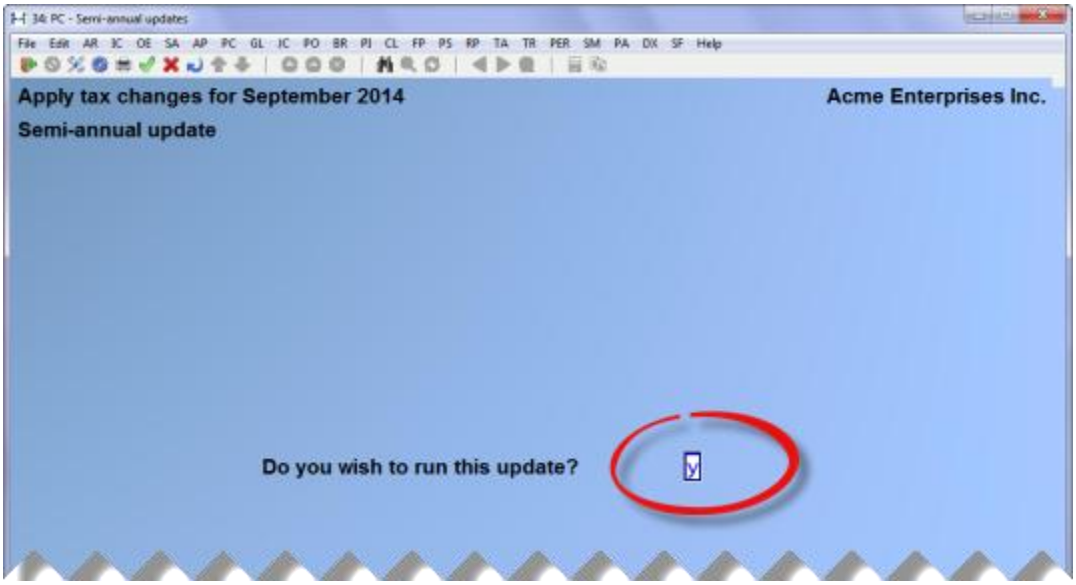
Once Samco has installed the software update, and you have completed your final payroll for August 2014, proceed with the following prior to running your first payroll in September.

Confirm that you have the update installed successfully by pressing the [F4] key at any menu. The information window should show that the **BUILD *is* 12.04.34.090** or higher. Ignore the date displayed to the right of the Build information.

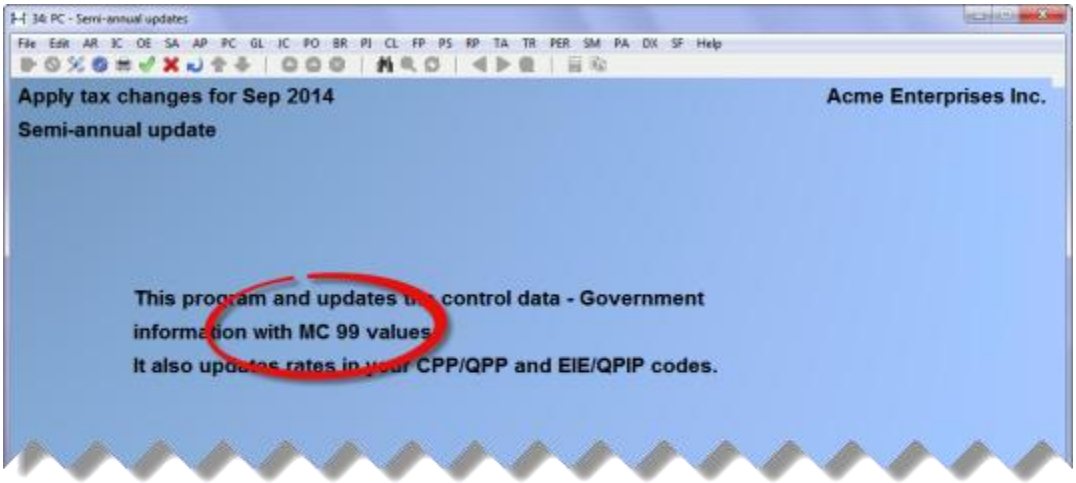
To load the tax changes run the semi-annual update September 2014. This process replaces the "old" calculations with the "new calculations". Go to *Payroll -> [F2] -> Apply tax changes for Sep 2014.*

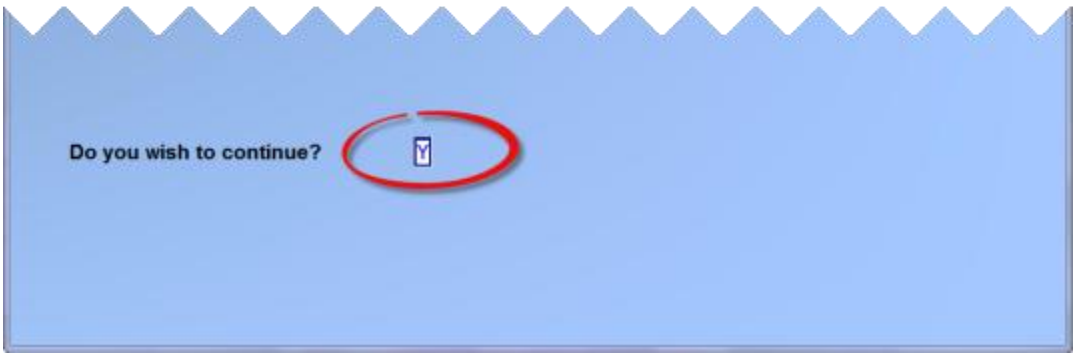



*Apply tax changes for September 2014* displays in the top left corner:



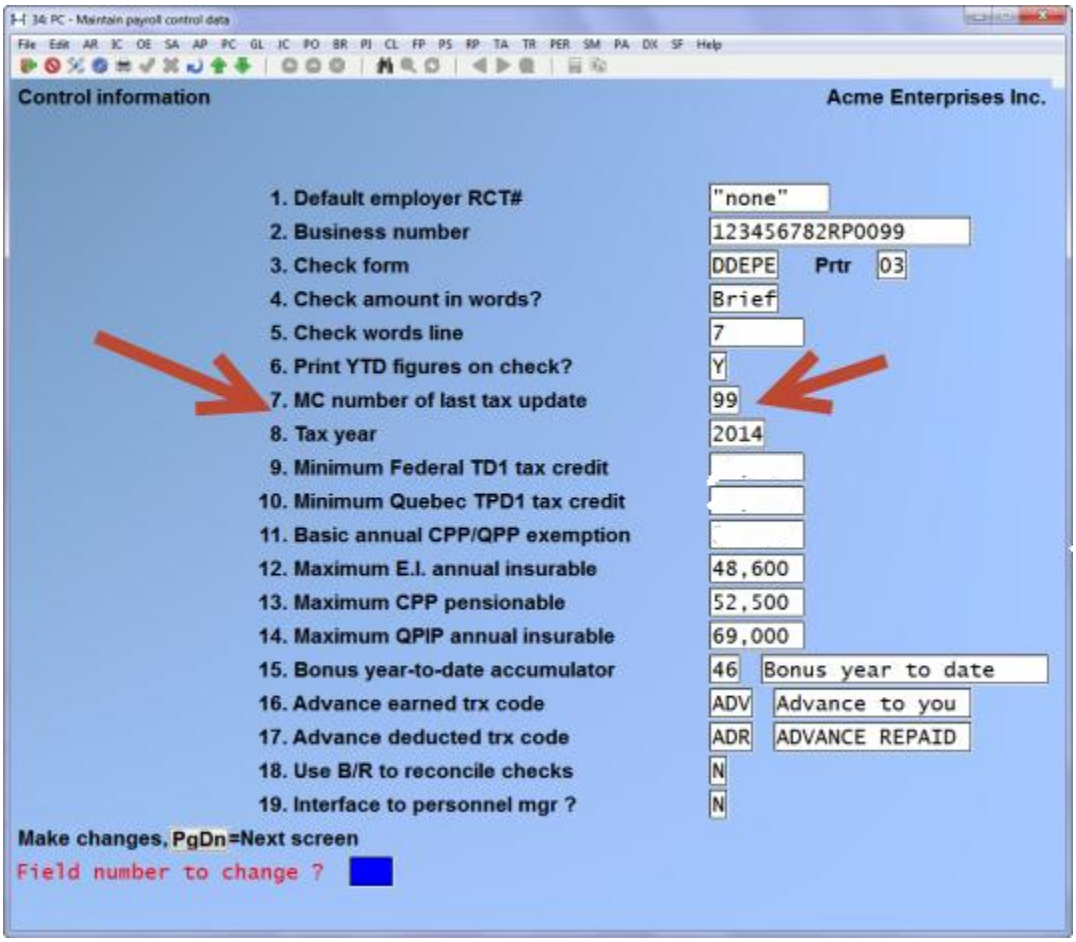

At *Do you wish to run this update?* Y then, [Enter].



At *Do you wish to continue?* [Y] [Enter]

Confirm that the Semi-Annual Update was successful. Go to *Payroll -> [F2] -> Setup -> Payroll control information.* Check the field MC NUMBER OF LAST TAX UPDATE it should be **99**.




Proceed with your first payroll for September 2014.

**It is imperative that each software/payroll update shipped to you be installed in a timely manner. It is incumbent upon each employer to ensure the accuracy of the payroll calculations and deductions.**

---

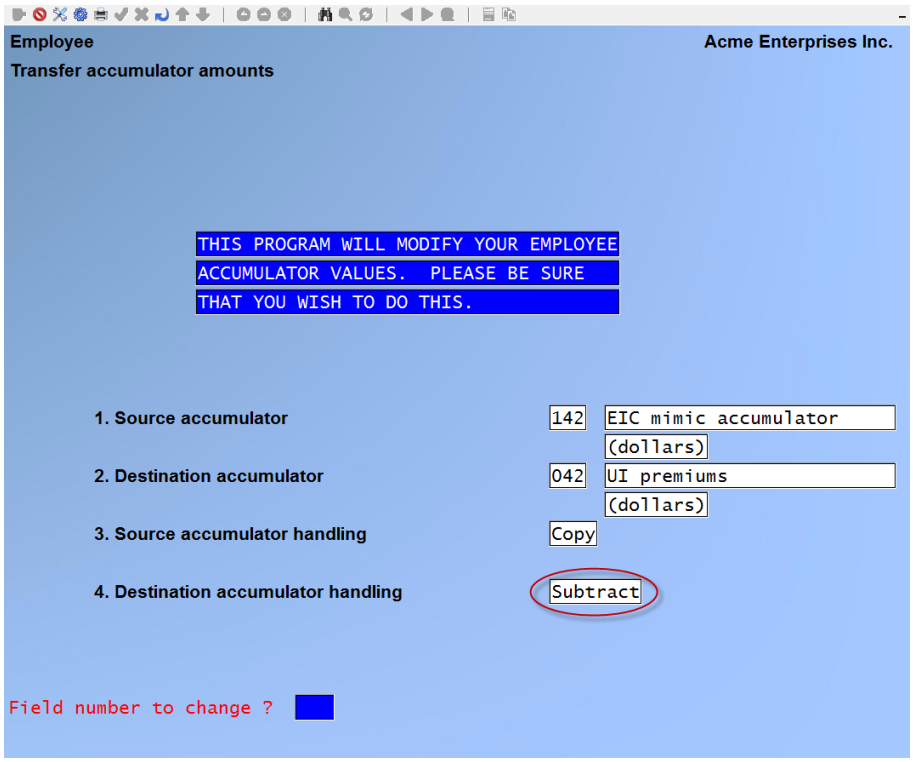
## "Subtract" option to transfer accumulator feature

**Overview:** This feature allows the amount of an accumulator to be reduced by the amount of another accumulator as specified.

**Usage:**

Go to *Payroll -> Employees -> Transfer accumulator amounts*

This feature allows the payroll administrator to subtract the contents of an accumulator from another accumulator:




1. Source accumulator – the amount for this accumulator will be moved to the destination accumulator, added to the destination accumulator or subtracted from the destination accumulator

2. Destination accumulator - the amount of the source accumulator will be moved to, added or subtracted from this accumulator

3. Source accumulator handling – you either:

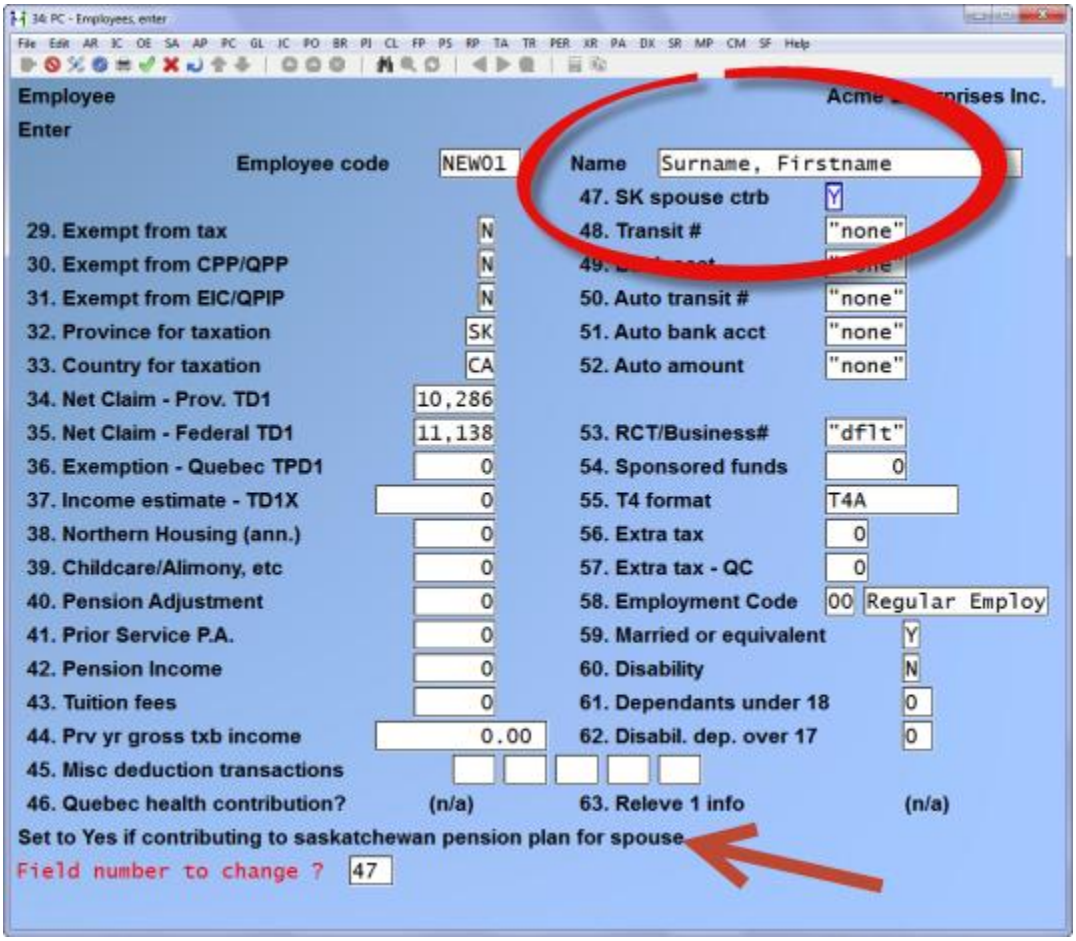
   - Move the contents of the source accumulator to the destination accumulator leaving the source accumulator at zero
   - Copy the contents of the source accumulator to the destination accumulator leaving the source accumulator unchanged

4. Destination accumulator handling – you can Add to, Replace or Subtract from the contents of the destination accumulator.

---

## New indicator for Saskatchewan Pension Plan Contributions

If you are required to report Employees Saskatchewan Pension Plan contributions on behalf of their spouse on the T4A XML submission, we have added the indicator as follows:




The system will default to "N", you will be required to set this field to "Y" and enter the spouse's social insurance number.

If you need this indicator on your T4A's for 2013, and 2014 you can install the update, make this change and THEN do your year-end closing procedures. This avoids having to enter the information twice.

---

## X Export Printer Reports

- PC Distribution to GL
- Accumulator Report
- History, Accumulator Report
- Consolidated Check Register
- Deduction Analysis Report
- Transaction Detail Report
- Employee check report (new)
- Receiver General report

# JOB COST (JC)

## X Export Printer Reports

- Work in Progress report (new)
- Job Summary report with Billing (new)
- Distributions to GL

# CROSSROADS (XR)

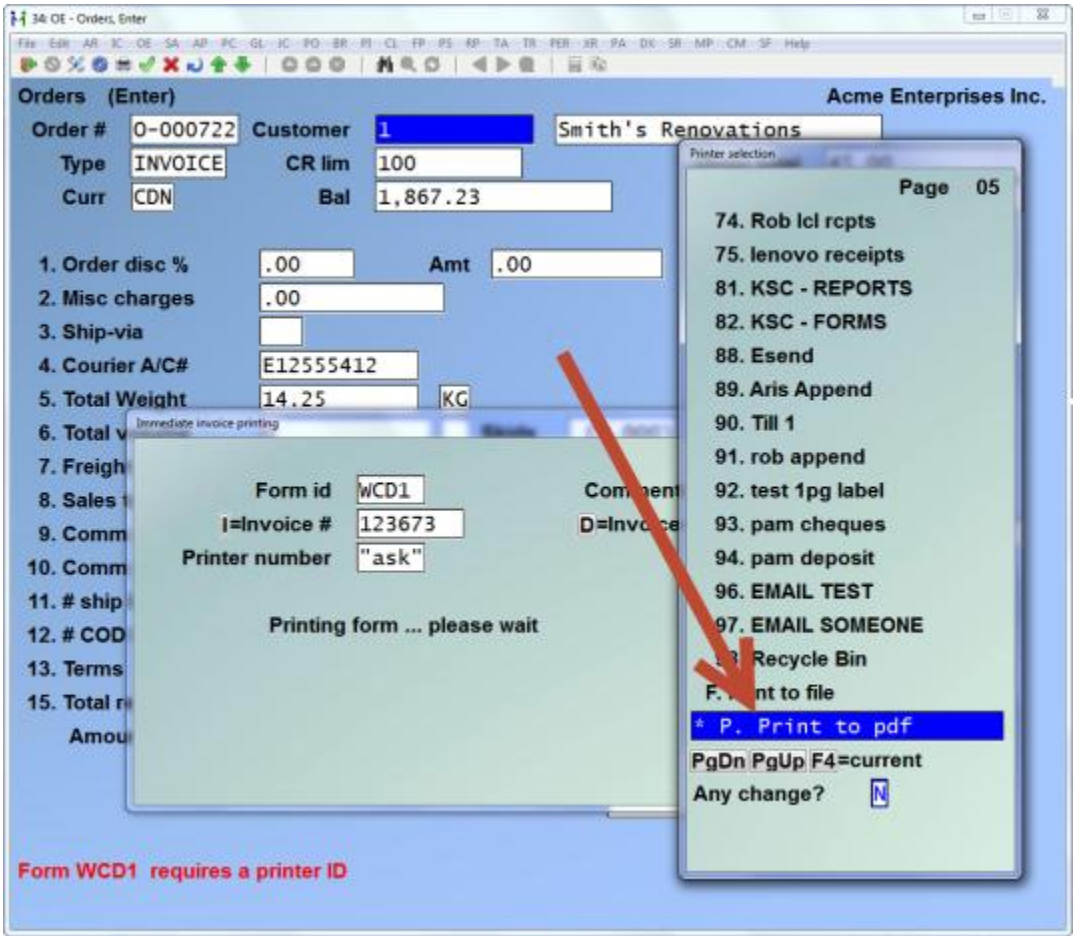
CrossRoads module has been renamed to ***Service Manager*** (XR) to better reflect its purpose and design.

# BILLING (OE)

## Minor Adjustments

- The orders enter screen for totals has been enhanced so that quotes and the O type orders that are used in two-step billing, will ask for the miscellaneous charges amount and associated account and tax information.

- The immediate print window has been enhanced to allow P for PDF as an option when selecting a printer for the current form.




- The immediate print window has been enhanced to check the entire chain of linked forms to determine whether a default invoice printer is even needed.

- The backorder by item report has been enhanced to mirror the printout when it is automatically generated from the P/A module.

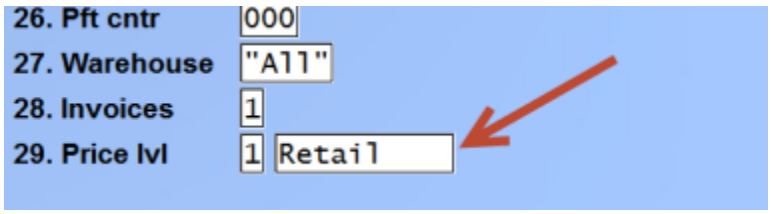
- The forms maintenance has been enhanced to allow 220 columns instead of 132 columns.

- The forms maintenance now has a flag for whether to auto-copy the current form type to all other forms for this same form id. When yes, updating one form type will automatically sync with all the other form types (except the picking ticket), so that the form types are always identical to each other.

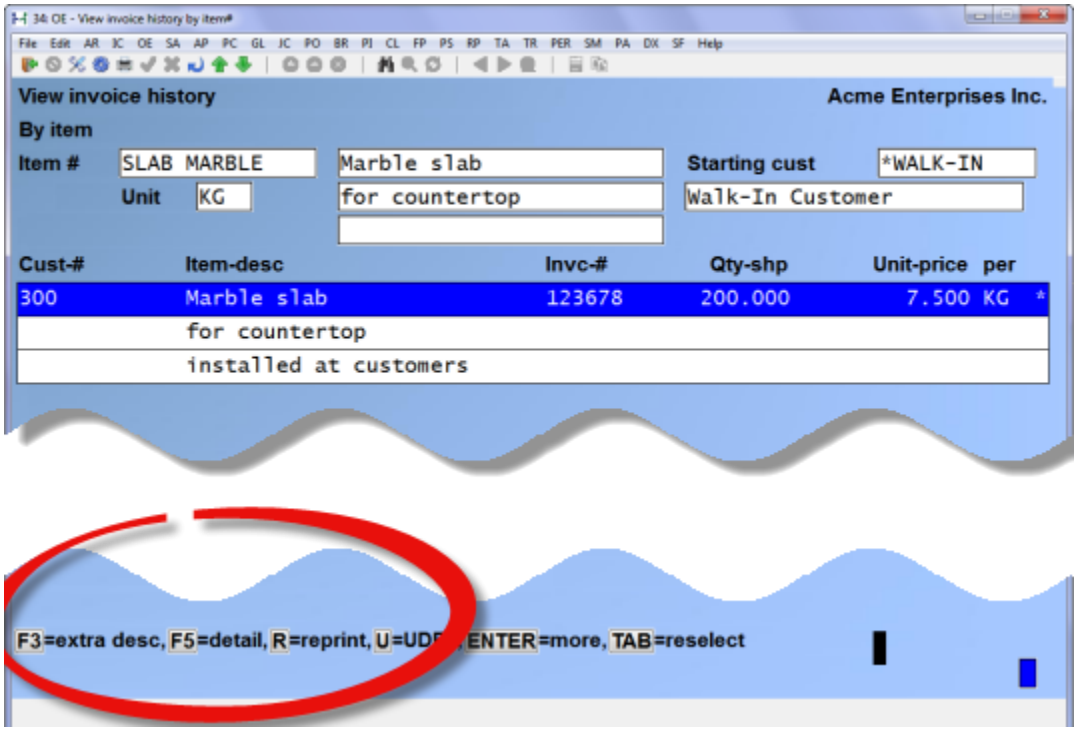
- The forms maintenance feature for copy a form now has an [F2] option which will copy the current form to ALL form types for the target form, except for the picking ticket. This is different from the [F1] for all option where each form type is copied separately. With the new [F2] option, if the target form id already has form records on file, then the user will be asked if they wish to replace the existing forms. When using this option, the copy-to form may be the same as the current form id being copied from, meaning all the OTHER form types will be made identical to the current form type. Finally, only the forms already set up for this current form id will be copied to the target id.

- The orders enter feature for viewing the status of other orders in a window has been enhanced to show when those orders have been invoiced but not yet posted by displaying “invcd”.

- The orders entry screen has been enhanced to show the price level description next to the price level number.




- The invoice History, View by item, has been enhanced adding the [F3] Option for displaying the extra description, only if there is extra description available.




## Stock supply analysis report

This feature allows you to calculate and report how much supply of an item is available in terms of the *weeks of stock* that is currently on hand where 1 week of stock = average weekly sales over the last number of sales periods that you specify.

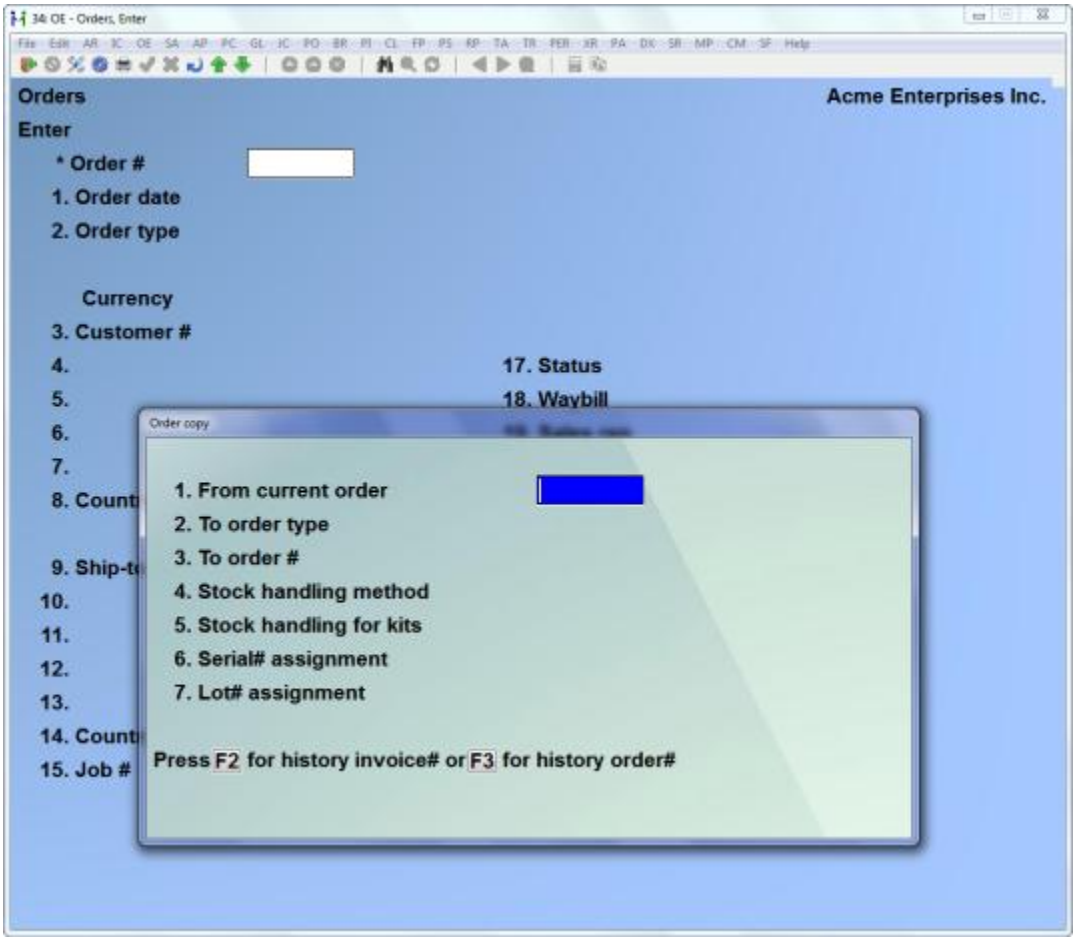
For in depth information in the set up and use of the Stock supply analysis report please use this link to the user manual, Stock Supply Analysis-Billing User Manual

---

## Enhanced order copy function

Overview: We have enhanced the copy order function to copy directly to an [I] invoice type, as well as an [O] order type and the ability to preserve the serial number/lot information during the copy function.

Go to *Orders ->Enter -> [F4]* and the following screen opens

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## Cubic conversion to skids

**Overview:** The system can now compute an estimated number of skids required, based on the order's total volume. For further details to set this up and usage instructions follow use this link to the appropriate section of the Billing User Manual. Cubic Conversion to Skids

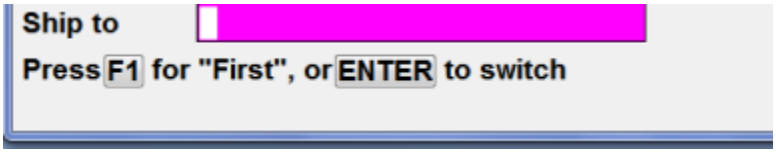
---

## F3 Search to sort by Ship-to name

Users now have the option of using the [F3] search in the find orders function to sort by ship-to name.

Go to *Billing (OE)* > *Orders* > *Enter*

Enter ? > press [**F3**] search > Press [Enter]




---

## Running weight/volume totals in order line entry

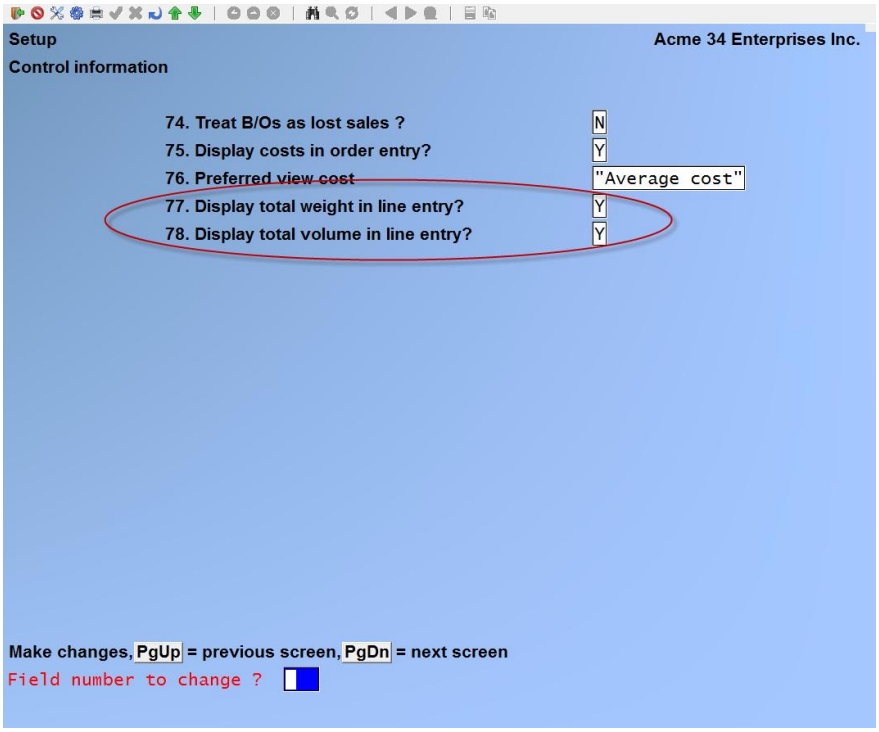
**Overview:** For users tracking weight and/or volume on items for Billing/Shipping purposes, this feature displays the running balances on the line item entry screen.

**Setup:** *Billing (Order Entry) -> [F2] -> Setup ->Control information*

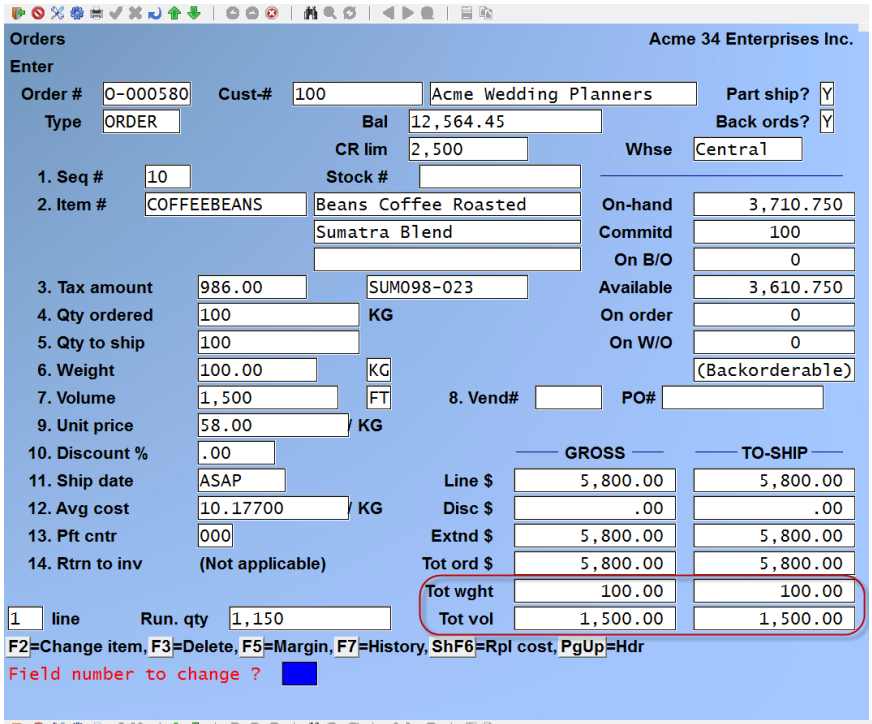
Two new flags *Display total weight in line entry* and *Display total volume in line entry* have been added to the control file and work independently of each other.

Y(es) = activate

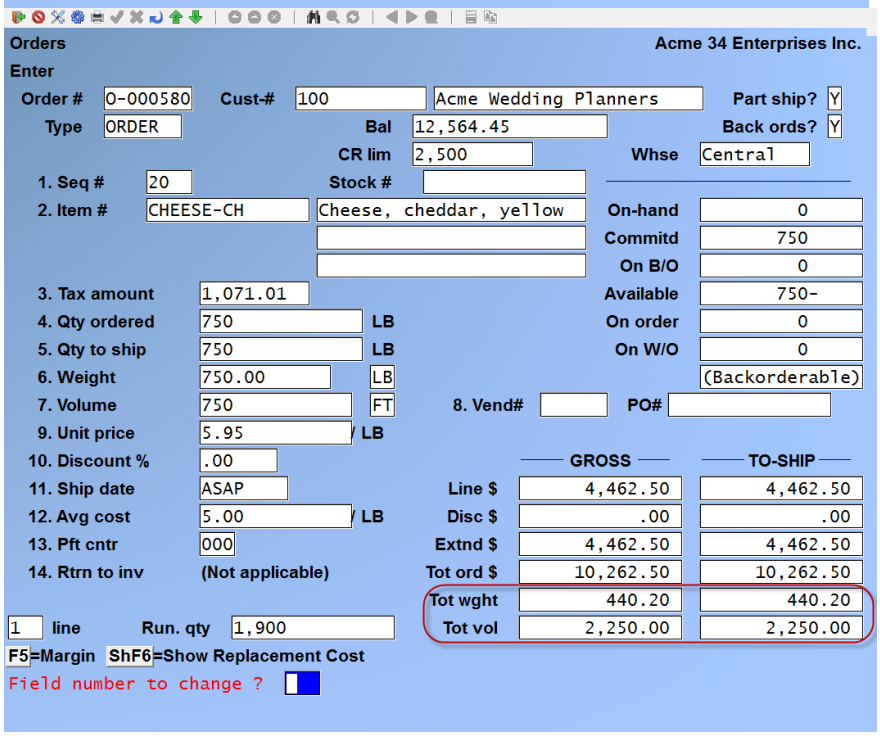
N(o) = de-activate




**Usage:**




The order total weight and / or total volume is displayed in the lower, right quadrant of the line entry screen.




The line item weight and / or volume is converted to the default (unit) as defined in the Inventory control file. The value(s) for each line is added to the order total weight and / or volume.

## Special Notes:

This feature is not available in *Billing -> Orders-> Enter Rapid Entry mode*.

If you are also using "Add publisher information for OE line items", the fields **Pub% .00** and **Cod** replace the headings GROSS and TO SHIP in the lower right quadrant of the line entry screen.

If you are also using "Display stock code", the field **Stock code** replaces the headings GROSS and TO SHIP in the lower right quadrant of the line entry screen.

If you are also using "Reference field for OE line items", the field name **Ref(erence)** replaces the headings GROSS and TO SHIP in the lower right quadrant of the line entry screen.

---

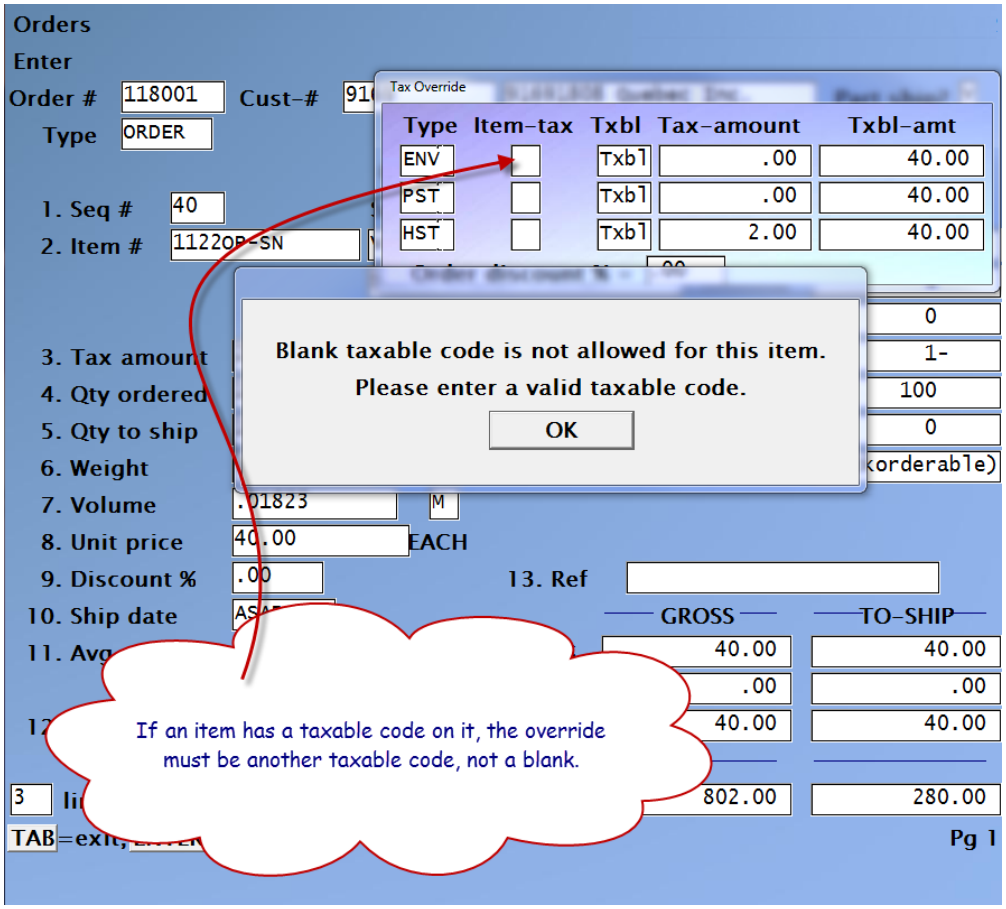
## Billing Taxable Code Override (for Eco Fees)

**Pre-requisite(s):** Taxable codes are setup in System Functions, Taxes. These taxable codes should match the categories established by the authority collecting a fee. These taxable codes belong to the AR or warehouse sub-group and are setup on each item that attracts the fee.

There is also a Taxable Code report.

**Overview:** When this feature is activated, the user is prevented from overriding the taxable code in line item entry with a blank.

**Usage:** Go to *Billing-> Orders-> Enter -> Enter a line*

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## Billing Retail Entry Rounding for Cash Transactions

### If you are using the Retail Entry System

The federal rounding regulations for cash transactions is activated. If the total cash transaction ends in 2, 3, 6, or 7 – round down to the closest nickel. If the total cash transaction ends in 4, 5, 8, or 9 – round up to the closest nickel. This only applies to tender that is cash and allows for change to be given. A new GL account for Rounding Cash Transactions is required.

For further information on the setup of the rounding features follow this link to the Billing User Manual. Rounding Feature for Retail Entry

---

## Item weight/volume to 9 decimals

The format for the weight of an item is now 8 integers and 9 decimal places, excluding commas and the decimal (i.e. 12345678.123456789)

The format for the volume of an item is now 6 integers and 9 decimal places, excluding commas and the decimal (i.e. 123456.123456789)

## X Export Printer Reports

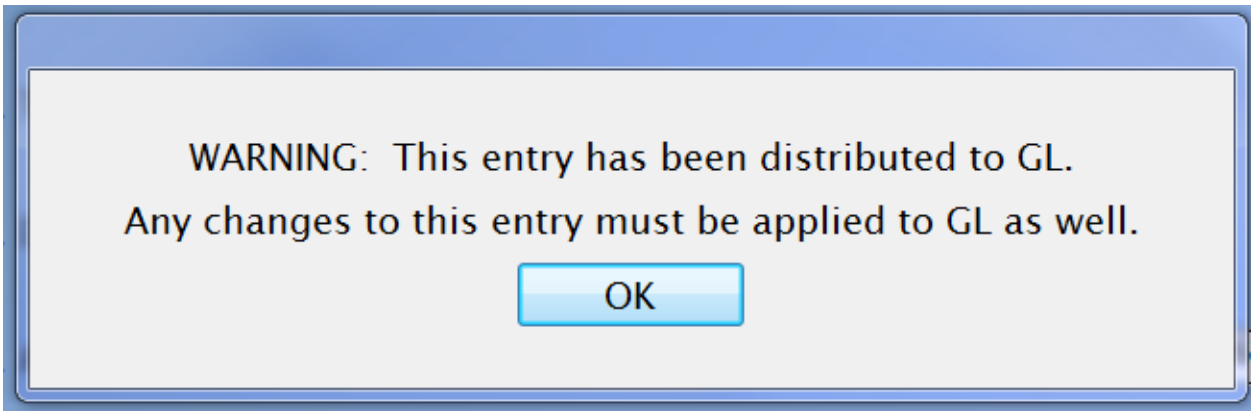
- OE invoice history by customer (new)
- Orders edit list, brief format only
- Stock supply analysis report
- Tenders report
- Skid sheet labels
- Orders report (by item #, detail format)
- Ship to addresses

# Bank Reconciliation

## Minor Adjustments

- When Bank Reconciliations entries are interfaced to the GL, the Source read “K”. This has been changed to “BR”.

- When a bankbook entry has been interfaced to the GL, the BR module allows the entry to be changed after the fact. It now gives a warning:




If the bankbook entry has not been interfaced to the GL, no warning appears.

# POINT OF SALE (PS)

## Minor Adjustments

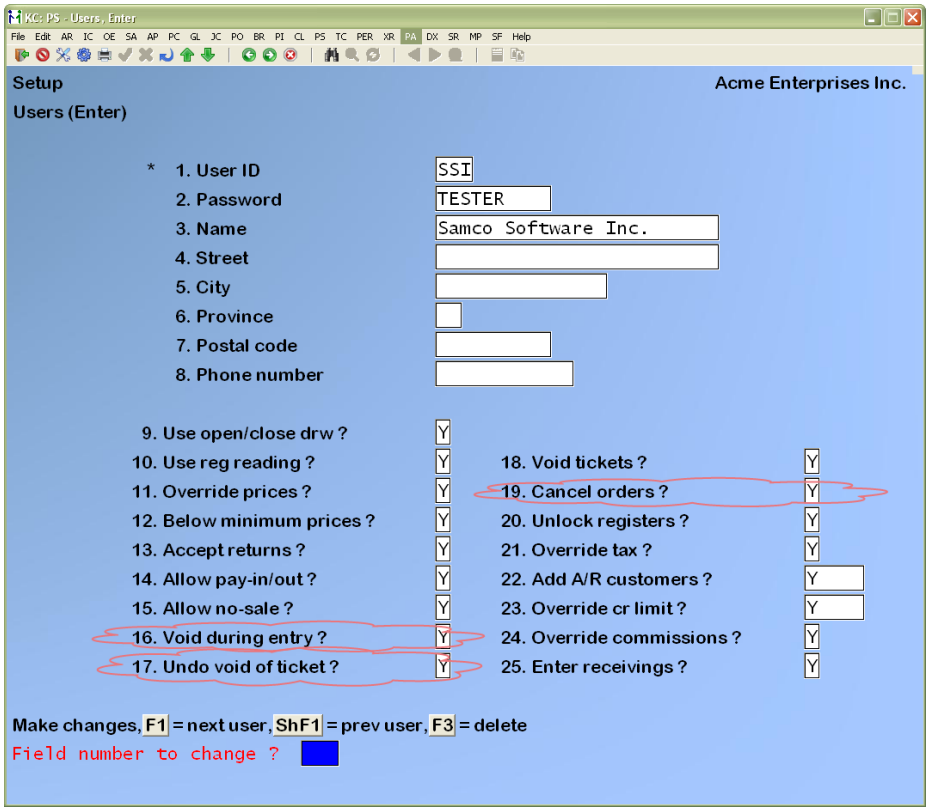
- The forms have been enhanced to accommodate 220 columns.
- Form printing has been enhanced so that when the register uses a system printer instead of a local device, that system printer's printer type will be used for all printer features, rather than the one specified inside the form itself.
- The forms maintenance has been enhanced to allow a feature type to be entered even if there are no codes in the specified printer type, so that the built-in codes for LINEH and LINEV can be used.
- The forms maintenance requirement to specify a printer type as part of each feature code in the form has been changed so that the printer type is now one the 2nd screen of the general appearance section.
- The register maintenance now asks for a printer type for each of the three printers, unless the device has been set to a system printer which already has a printer type associated with it. This allows forms to change behaviour depending on the register, rather than having to be hard-coded for a particular printer type.
- The ticket entry option for printing duplicate invoices/receipts warning for when an invoice has been posted has been changed to say:

  "Ticket# 999999 has already been posted and will reprint from history"
  "Press [F2] to cancel Press [Enter] to continue"

## Track voided/deleted tickets/orders

**Overview:** This feature provides a means of controlling when a user can void / reinstate tickets and delete orders. It reports the exception activity on the End of Day report(s) accordingly.

**Setup:** Go to *Point of Sale -> [F2] -> Setup ->Users*



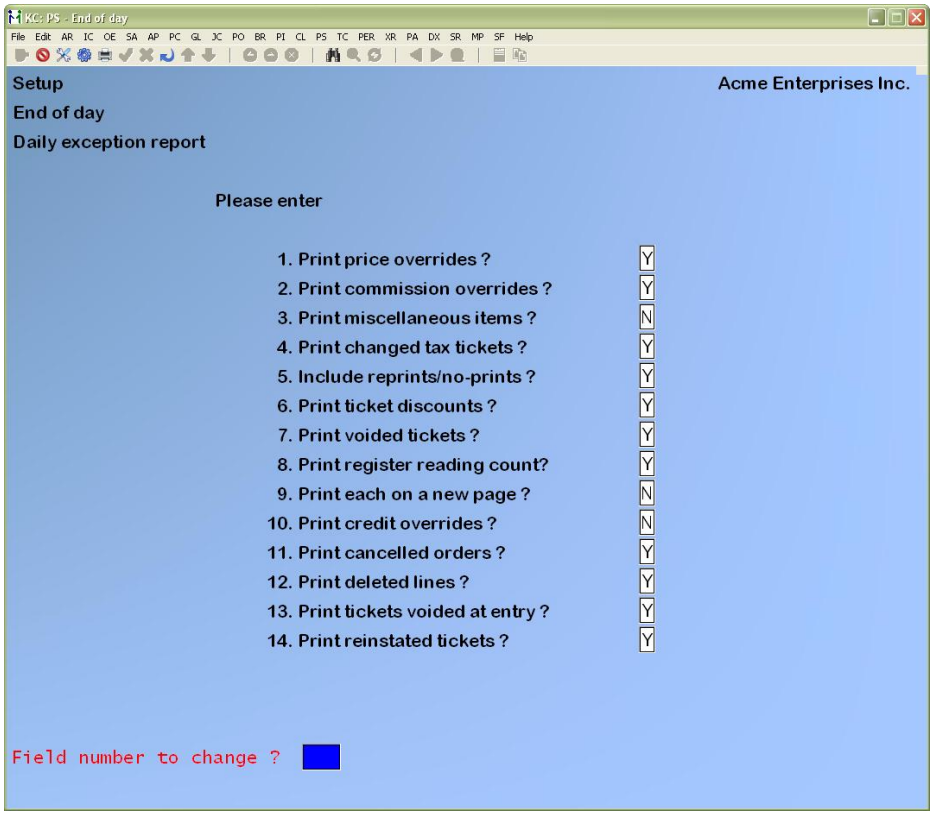

Three new flags have been added:

***Void during entry ?*** This flag controls whether the user can void a new ticket or return during entry. Previously, a user did not require authorization to void a ticket during entry, prior to printing the ticket. You must now give the user authorization to do that. The default is Y(es).

***Undo void of ticket ?*** This flag controls whether the user can reinstate a voided ticket. The default is N(o).

***Cancel orders ?*** This flag controls whether the user can cancel an order. Previously, a user did not require authorization to cancel (delete) an order. You must now give the user authorization to do that.

Go to *Point of Sale -> [F2] -> Setup -> End of Day -> Exception Report*




Four new flags have been added:

*Print cancelled orders ?* This flag controls whether cancelled orders are printed on the Exception report.

*Print deleted lines ?* This flag controls whether lines deleted from a ticket are printed on the Exception report.

*Print tickets voided at entry ?* This flag controls whether tickets that have been voided during the entry process are printed on the Exception report.

*Print reinstated tickets ?* This flag controls whether tickets that were voided and then reinstated are printed on the Exception report.

**Specify what is to be included on the exception report (i.e. cancelled orders, deleted lines, tickets voided at entry, reinstated tickets). The default for these flags is Y(es).**

**Usage:**

- **Void ticket**

During ticket entry, a user with authorization to do so will continue to void a ticket during entry as they normally would ([F1], then [V]). For users without authorization, the system will display the message:

*User not authorized to perform this function  Press ENTER to continue*

After pressing [ENTER], you can press [F2] for a security override. See Special Notes.

After a ticket is printed, a user with authorization to do so will continue to void a ticket after it is printed as they normally would. When the cursor is in the Customer number field, press [F1] then [V]. Type the ticket number, [ENTER] and then follow the system prompts.

For users without authorization, the system will display the message:

*User not authorized to perform this function  Press ENTER to continue*

After pressing [ENTER], you can press [F2] for a security override. See Special Notes.

- **Reinstate ticket**

A user with authorization to do so can reinstate a voided ticket. When the cursor is in the Customer number field, press [F1] then [R]. Type the number of the ticket to be reinstated and [ENTER]. Follow the system prompts. For users without authorization, the system will display the message:

*User not authorized to perform this function  Press ENTER to continue*

After pressing [ENTER], you can press [F2] for a security override. See Special Notes.

The system will display a message if there are no voided tickets available to be reinstated.

- **Delete line in ticket**

A user will continue to delete lines in tickets as they normally would. However, each line that is deleted is included on or excluded from the Daily Exception report per the *Print deleted lines ?* flag in control information.

- **Cancel order**

A user with authorization to do so will continue to cancel an order(s) as they normally would. For users without authorization, the system will display the message:

*User not authorized to perform this function  Press ENTER to continue*

After pressing [ENTER], you can press [F2] for a security override. See Special Notes.

Cancelled orders will be reported on the Daily Exception report.

- **Reports**

*Point of Sale ->End of Day ->Reports ->Daily Register Audit*

The Daily register audit report shows the lines for any voided tickets or cancelled orders. A marker is printed with each line to show that it was deleted. Reinstated tickets have a marker to show that they have in fact been reinstated.

*Point of Sale ->End of Day ->Reports -> Daily Exception*

The Daily exception report has four new sections:

- Tickets voided during entry – similar to the existing voided tickets section
- Cancelled orders – similar to the existing voided tickets section
- Deleted line items – similar to the exiting price override section
- Reinstated tickets – similar to the existing voided tickets section
- Additional information on cancelled orders:
  - Cancel order:
    - Order included in the Cancelled orders part of the report
  - Delete lines but do not cancel order:
    - Deleted lines included in the Deleted lines part of the report
  - Delete lines AND cancel order:
    - Order included in the Cancelled orders part of the report
    - Deleted lines included in the Deleted lines part of the report
  - Reinstate order:
    - If a cancelled order is reinstated, it is reinstated with the lines that were in it when the order was cancelled. So, if you delete all of the lines from an order, cancel the order and then reinstate the order, there will be no lines in the reinstated order

**Special notes:**

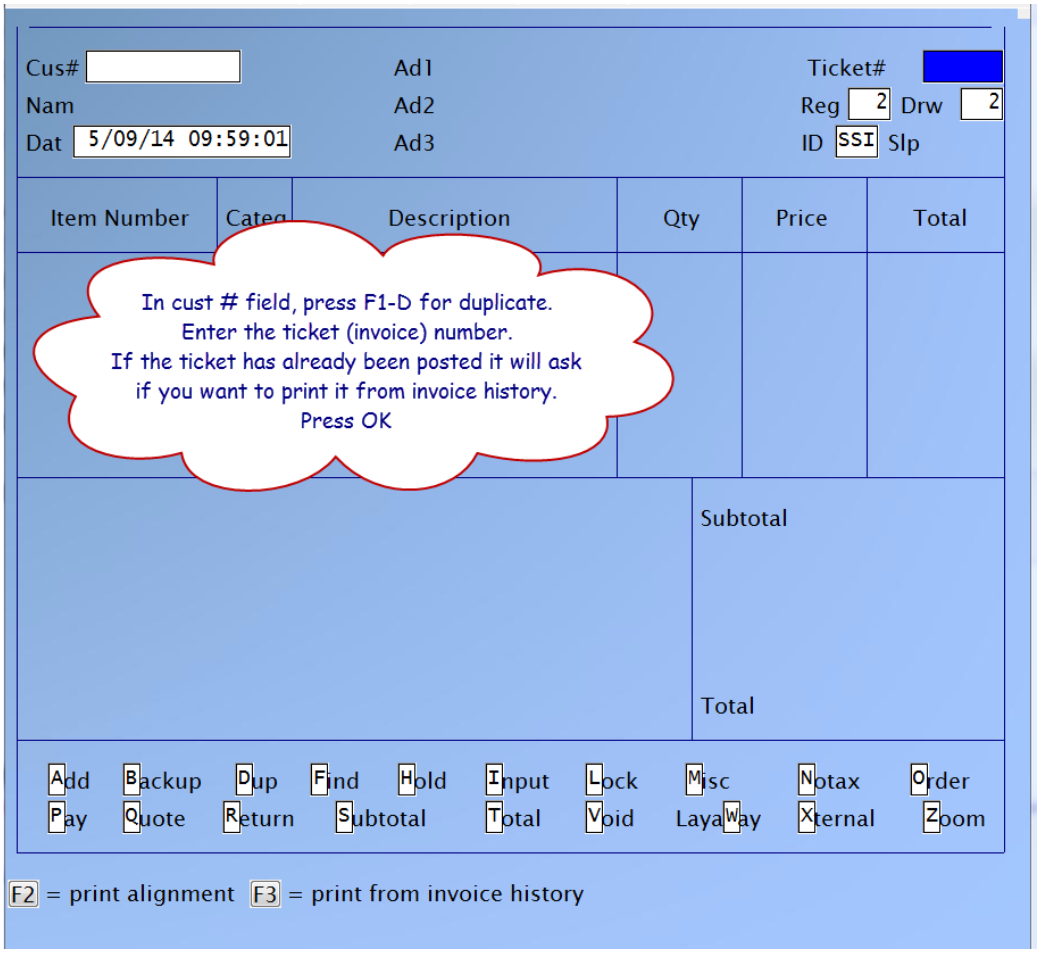
Security override of protected functions during ticket entry: Some ticket entry functions (e.g., price overrides) can be performed only by users who have been granted authorization in the Users selection. For an unauthorized user to execute a protected function, a security override of the function must be performed by an authorized user. To perform a security override, press the [F2] key after requesting the desired function. When "User password" appears, enter the password of an authorized user. The protected function can then be executed. The security override remains in effect for the one protected function. If another protected function must be performed, security must be overridden again by an authorized user.

## PS Reprint Invoice from History

The posted tickets from PS can be reprinted from Invoice history and Customer records.

**Usage:**

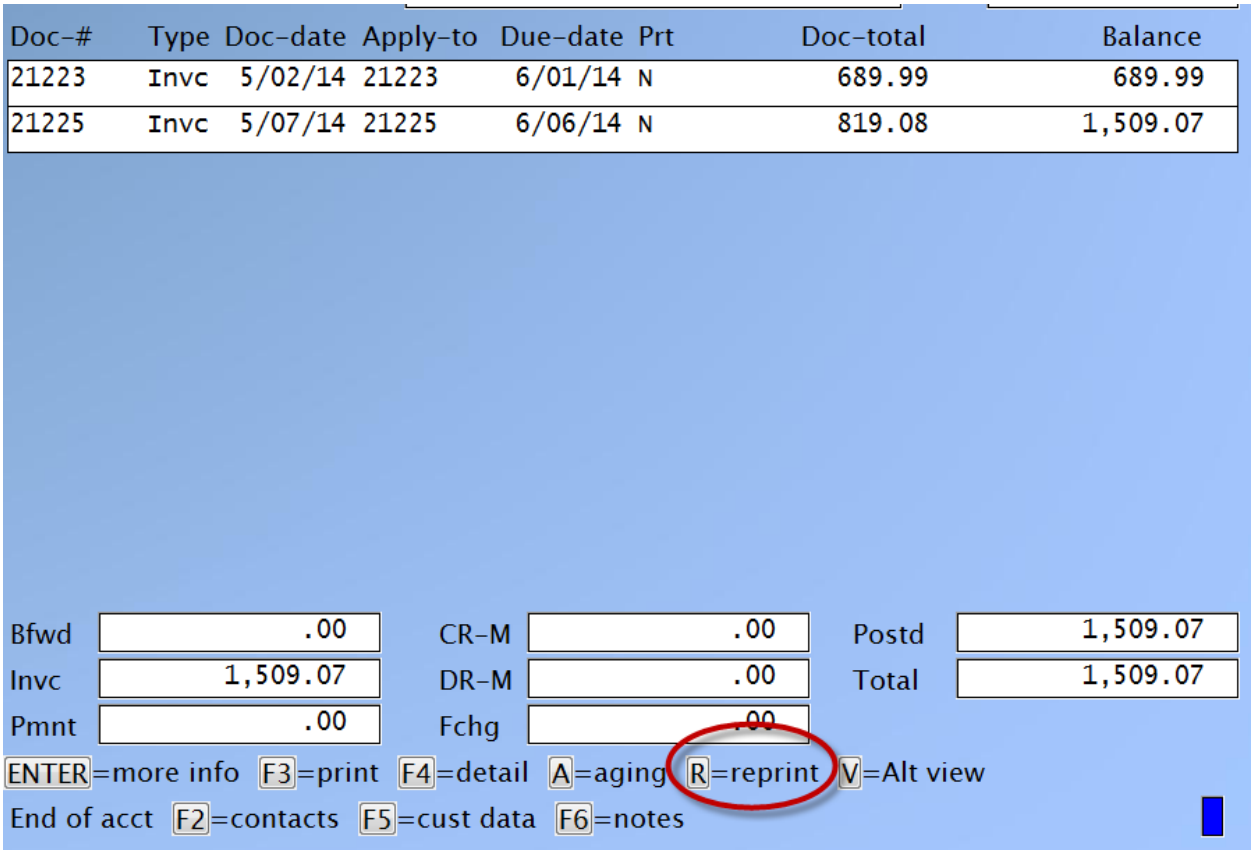
**Go to PS, Ticket entry. Press [F1]-D (Duplicate) in the customer field:**




Or press [F3] and enter the ticket number from invoice history. This field supports an 8 digit ticket number if the invoice prefix option is being used.

**Go to AR, View customer account:**

**Or Go to AR, Open item history, View customer account:**




Go to *PS, Invoice history, View invoice history*

**By customer or by customer/invoice:**
Enter the customer number.
When the invoices appear on the screen, press [F2] for reprint.
You will need to select the invoice number to reprint.

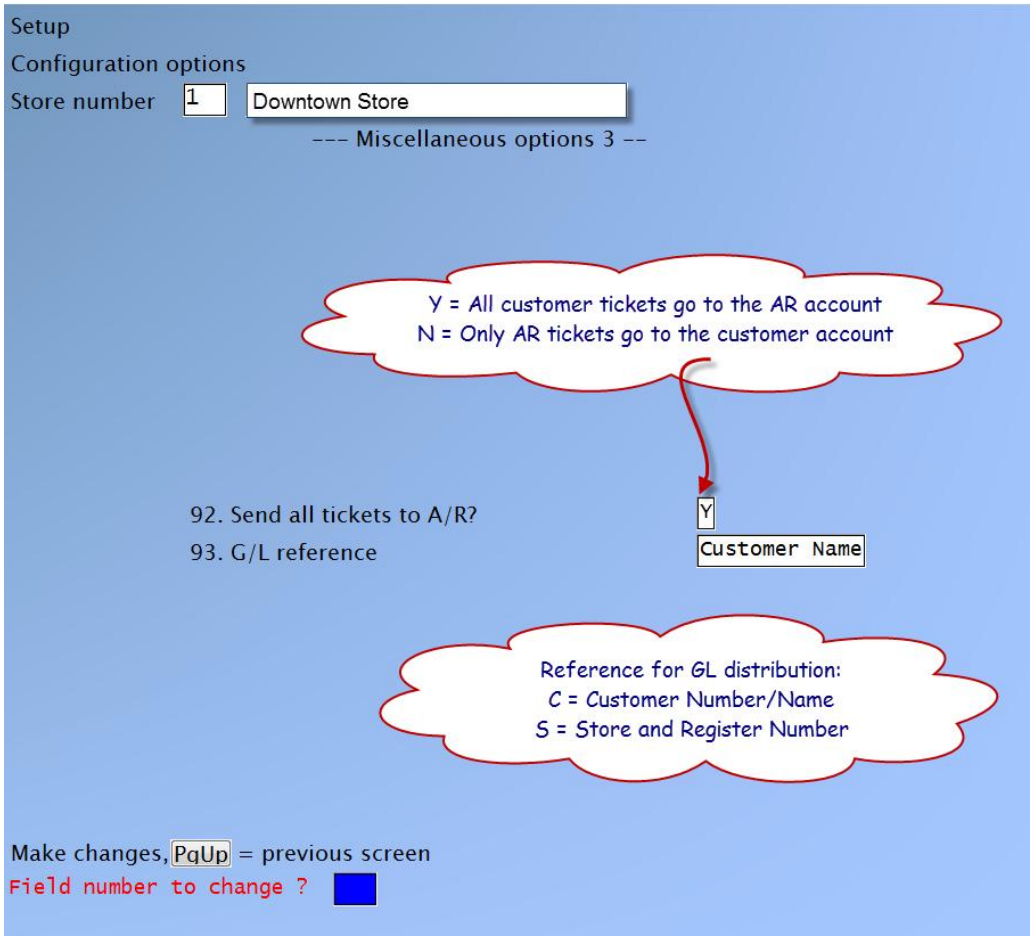
**By invoice number:**
Enter the invoice number and press [F2] for reprint.

**By item number:**
Enter the item number.
When the invoices appear on the screen, press [F2] for reprint.
You will need to select the invoice number to reprint.

---

This feature sends all customer tickets to the AR records, instead of only the AR pay code transactions.
The reference field for the tickets may now have the customer number and name instead of the Store and Register number for the GL distribution.

Go to *Point of sale -> [F2] -> Setup-> Configuration options*

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## PS Convert Quote to Order

Previously a quote in PS could only be released as a ticket i.e. invoice. With this new feature, a quote may also be converted to an order. For further details on Quote type tickets click this link Quote tickets.

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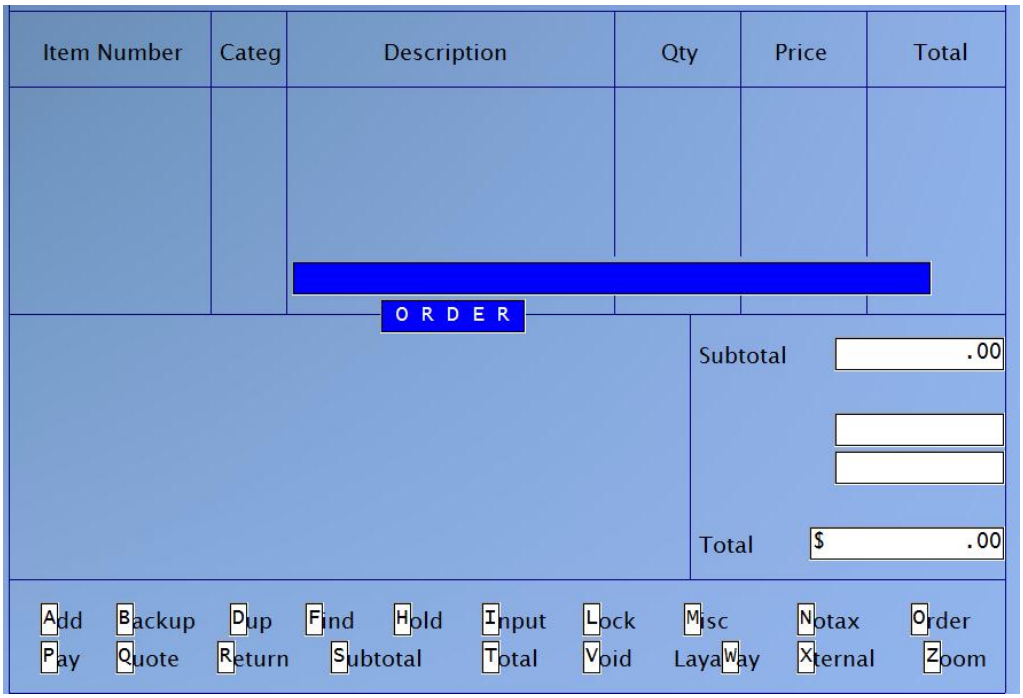
## F1 Input One Line Entry of 50 Characters

**Overview:** When the [F1]-Input function is entered, three lines of description are available for entering text. The problem is that the second and third lines of entry disappear from the screen as soon as the input is complete. Now, all the input lines remain on the screen.

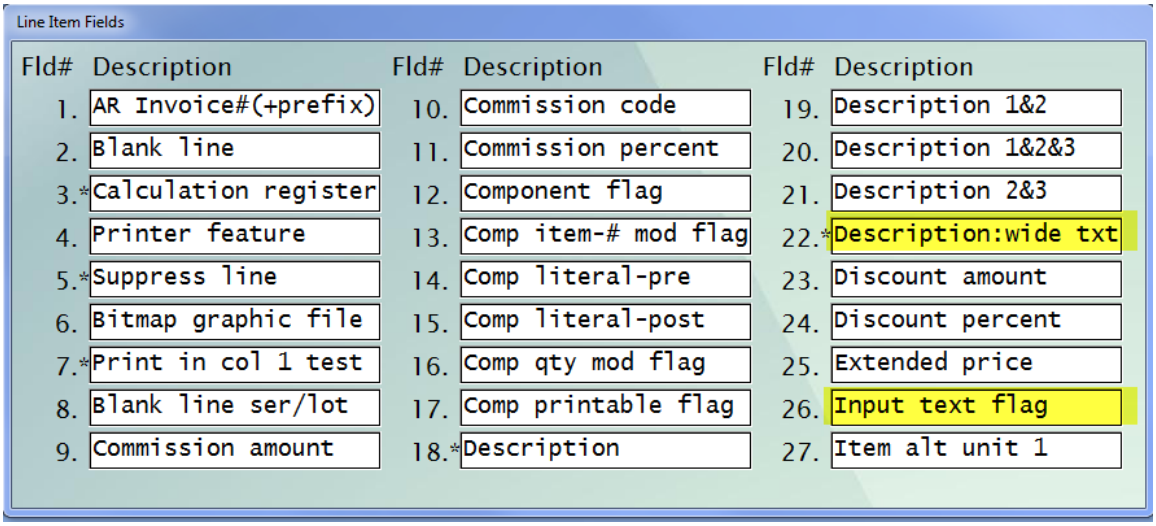
**Usage:**

- Go to *Point of Sale ->Ticket Entry -> [F1]-Input at line item*

[F1]-Input now only allows one line of entry at a time. These lines remain on the screen, and the user stays in input mode until the [TAB] key is pressed. The input allows for 50 characters.




The forms may be changed to use this feature using the following fields in the forms maintenance program.

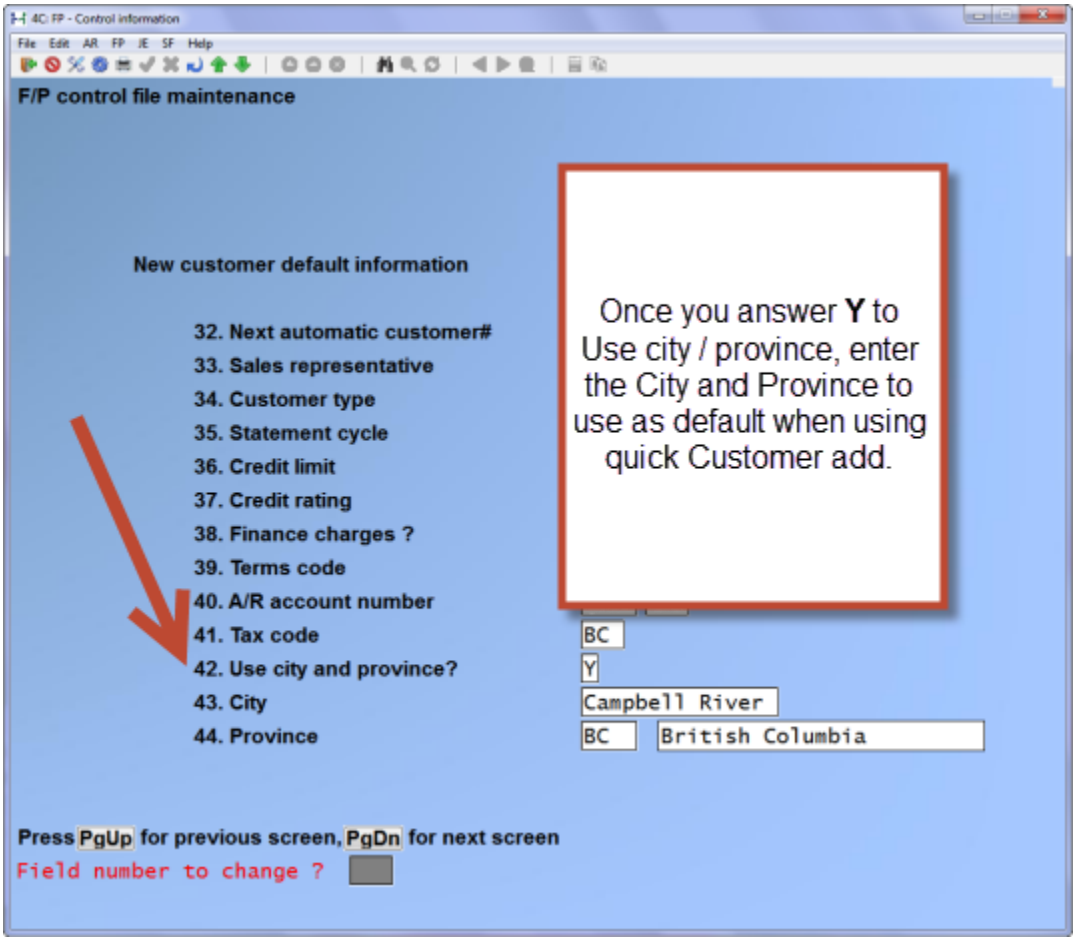


# FISHPRO (FP)

## Minor Adjustments

- The Fisher screen for trip detail has been enhanced to include a column indicating whether they were on the boat as an owner (O) or as crew (C).

- The Customer quick add has been enhanced, users have the option to set City and Province defaults to speed up the adding of a customer. Go to *FP* -> *[F2]* -> *Control information*.

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## X Export Printer Reports

- History Ticket (new)

# PURCHASING (PA)

## Minor Adjustments

- Purchase order form layout has added new numeric and date formats for item user defined fields.

- The forms maintenance has been enhanced to allow justifying the literal fields, and to specify (when force columns is set to yes) whether a specific literal should be forced into a column or join together with any preceding literals.

## X Export Printer Reports

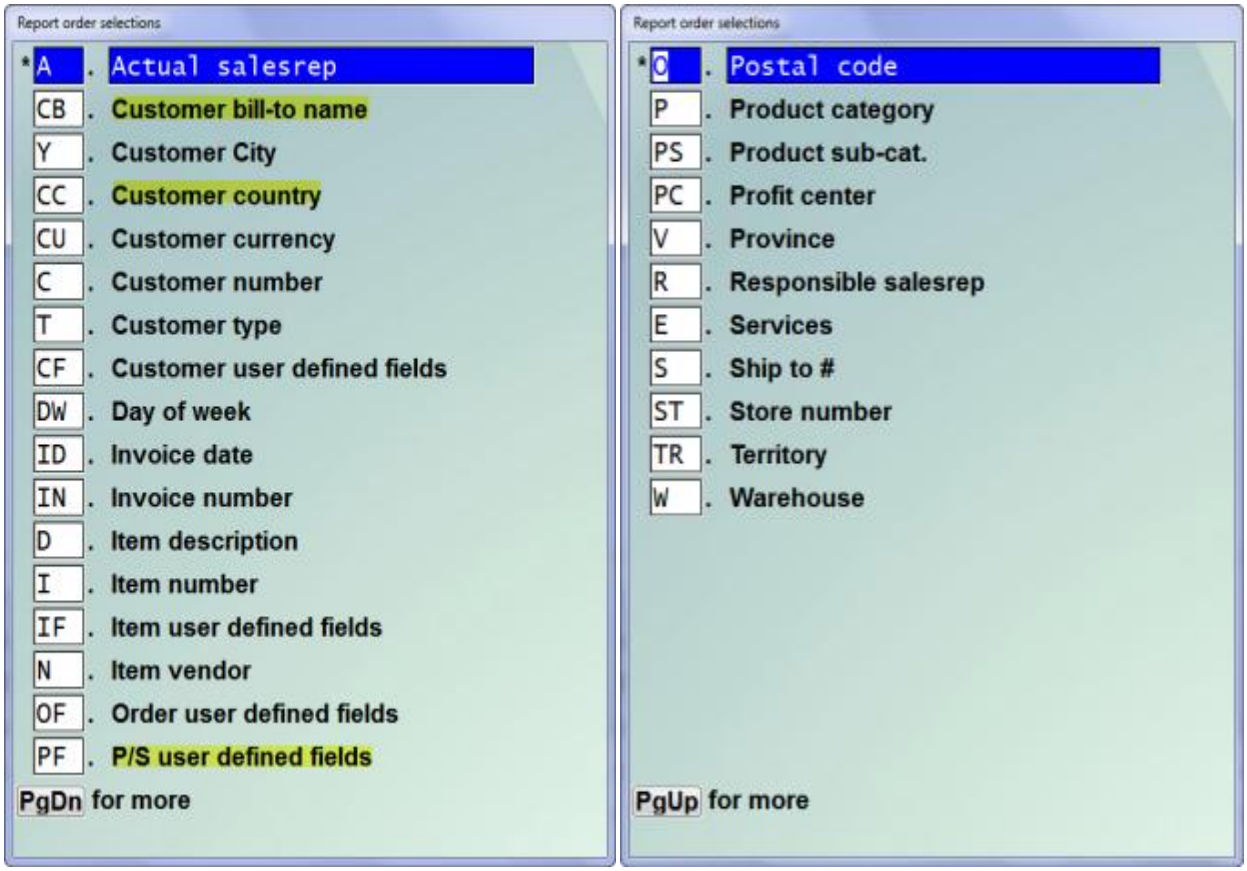
- Open PO's
- Received PO History Report (NEW)

# SALES ANALYSIS (SA)

## Minor Adjustments

- The Sales Analysis Monthly Activity Analysis now allows for any number of months from 1-13 to be entered instead of being limited to 12 or 13.
- The user defined monthly analysis report has added an option for "Number of months". This will control how many columns appear in the report and how far back the initial value is calculated.
- The user defined report now has an option to select by the P/S user defined fields, and the customer bill-to name.
- The User Defined Report date ranges table has been shifted up one line and over to the right to make room for further expansion and more selection fields on the screen.

**Additions to the User Defined Fields Report**




We have made the following additions to the User Defined Fields Report:

- You now can sort by "Customer Country" – enter [F1] for First and Last or one specific country.
- The User Defined report now has the options to select by the Point of Sale (P/S) user defined fields, and the customer bill-to name.
- We have added 2 more reporting periods for a total of 6, enter in date format MMDDYY.
- You now have the option to show discount amounts on your UDF report as well.

---

## X Export Printer Reports

- User defined report

# SYSTEM FUNCTIONS (SF)

## Minor Adjustments

- The tax types maintenance has been enhanced so that when a tax type is deleted, any associated tax type records are also removed from the tax groups, and customer tax tables, and item tax tables, and order/ticket tax tables.

- The station maintenance has been enhanced to show the station id and name at the top of the second screen, in display only mode.

- The GUI interface has been enhanced to allow double-click to the left of the current field, since field mode does not allow double-click inside the field.

- Modules List - Crossroads is now called Service Manager

## Enhanced password security

***In the next release of Samco Power Accounting (version 14.07) Enhanced Password security will become a standard, not just an option to be accessed. Please make note of these changes and prepare your users for the following:***

**Overview:** We have enhanced our password protection features to comply with the Payment Card Industry (PCI) Data Security Standard (DSS). Although this enhancement was originally designed and implemented to meet the industry standards for payment processing required by several of our clients, it also provides a higher level of sophistication to the security already provided to you, our clients, to protect access to your accounting data.

The company information now has two sets of password security fields. One set is for Administrator/Supervisor types and the other set is for all Other Users. Each set of security fields has a security level along with password requirement fields that are automatically set depending upon the security level. You can override the password requirement default field settings.

User records now have the user's system ID, the user's role and a password field that has hidden characters and is encrypted. The

password can be reset by an Administrator or by the user themselves. There is a flag that you can activate to force a user to change their password the next time that they log in.

With this enhancement there are now two password methods: independent and user. The independent method is the method that has always been available in the software. For existing clients, the system will detect as to whether passwords are in use and automatically set the password method to independent. To use the new, user method, simply change the Password method to U(ser). If all existing passwords do not conform to the rules necessary for conversion, a message is displayed and the Password method reverts to independent.

**Setup:** ▪ Go To *System Functions -> Passwords*

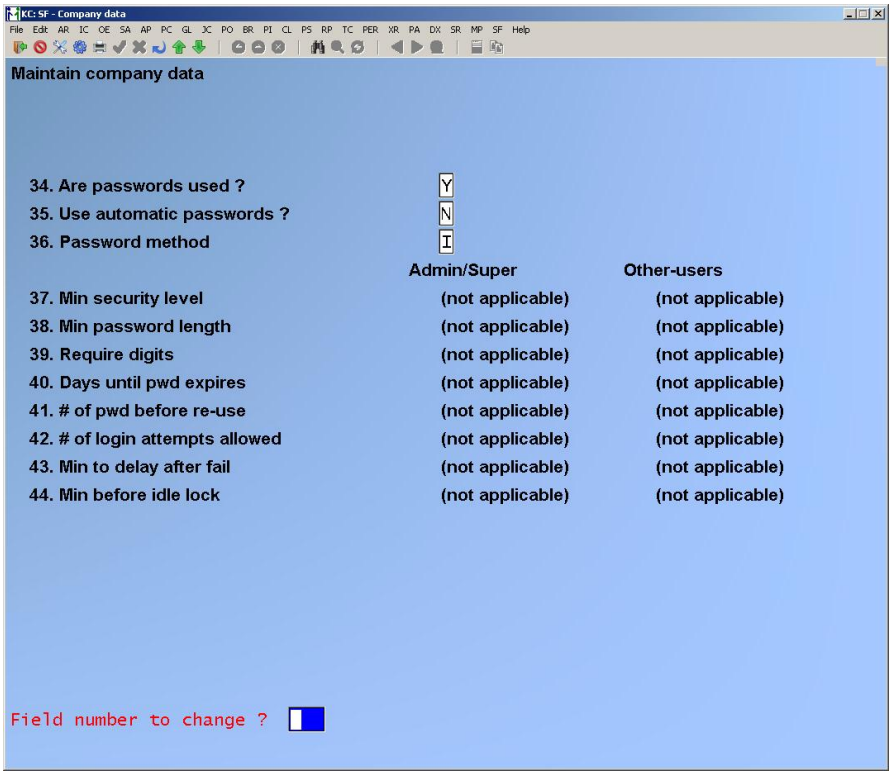
Control of access to the modules and their features, extended functions and printers has been moved to the new *Access Control* field in the User record.

▪ **G**o to *System functions -> Company Data*

The flags ***Are passwords used ?*** and ***Use automatic passwords ?*** have been relocated to the 3rd entry screen and are still used in the same way that they always have been. Refer to the System Functions manual and review the chapter on Passwords for details on the use of regular passwords vs. automatic passwords.

When you use the "independent" method for passwords, access control to the software, extended functions and printers is "attached" to a password.

When you use the "user" method for passwords, access control to the software, extended functions and printers is "attached" to the user ID rather than the password.




**Password method ?** This new flag has been added. Set the flag to *I=independent* (log in with password) to use the regular password protection features (default). When you set this flag to *Independent*, you cannot access the new security settings. Set the flag to *U=User* (log in with user ID, then password) to use the enhanced security features. When you set this flag to *User* you can access the new security settings.

The company information now has two sets of password security fields. One set is for the Administrator/Supervisor role and the other set is for the Other-users role. Each set of fields has a "security level" value as well as several password requirements. The security level setting dictates the default settings for the other fields. However, the default settings can be overridden to create a "custom" security level. Where applicable, the PCI DSS REQUIREMENTS for each of the following are presented in ***bold italics***.

***With regard to card processing, if passwords are off, then payment card processing cannot be activated. If you are using Samco's card processing software, you must meet or exceed the PCI DSS security requirements.***

**Min security level:** The value in this field controls the level of security that is set in the security fields that follow. Select one of:

1 = Low There are no minimum settings required

2 = Medium Lockouts & idle

3 = High Lockouts, idle & password changes

PCI DSS requires a minimum password length of at least seven characters.

**Min password length:** Enter the minimum number of characters required in a password. The absolute minimum is one, the absolute maximum is ninety-nine. ***PCI DSS requires a minimum password length of at least seven characters***.

**Require digits**: Indicate whether or not the password must include letters, numbers and/or special characters. Select one of:

Y = Password must include one or more digits / special characters

N = Password can consist of letters only

***PCI DSS requires that you use passwords containing both numeric and alphabetic characters***.

Days until pwd expires: **Enter the # of days after which a password must be changed**

Note that if the administrator changes a user's password, a random password is set by the system and the user has a limited amount of time to change it to a confidential password. ***CPCI DSS requires that user passwords be changed at least every 90 days***.

# of pwd before re-use: **Enter how many times a new password must be used before the user can re-set it to a password that you used previously.** *CPI DSS requires that you do not allow an individual to submit a new password that is the same as any of the last four passwords they have used.*

# of login attempts allowed: **Enter the number of failed attempts at login. Once this number is reached, the user account is temporarily locked.** *CPI DSS requires that you limit repeated access attempts by locking out the user ID after not more than six attempts.*

Min to delay after fail: **Enter how long a temporarily locked account will stay locked.**

***CPI DSS requires that you set the lockout duration to thirty minutes or until the administrator enables the user ID***.

Min before idle lock: **Minutes to wait before locking an idle screen and requiring password re-entry**. *If a session has been idle for more than 15 minutes, CPI DSS requires that the user to re-enter the password to re-activate the terminal.*

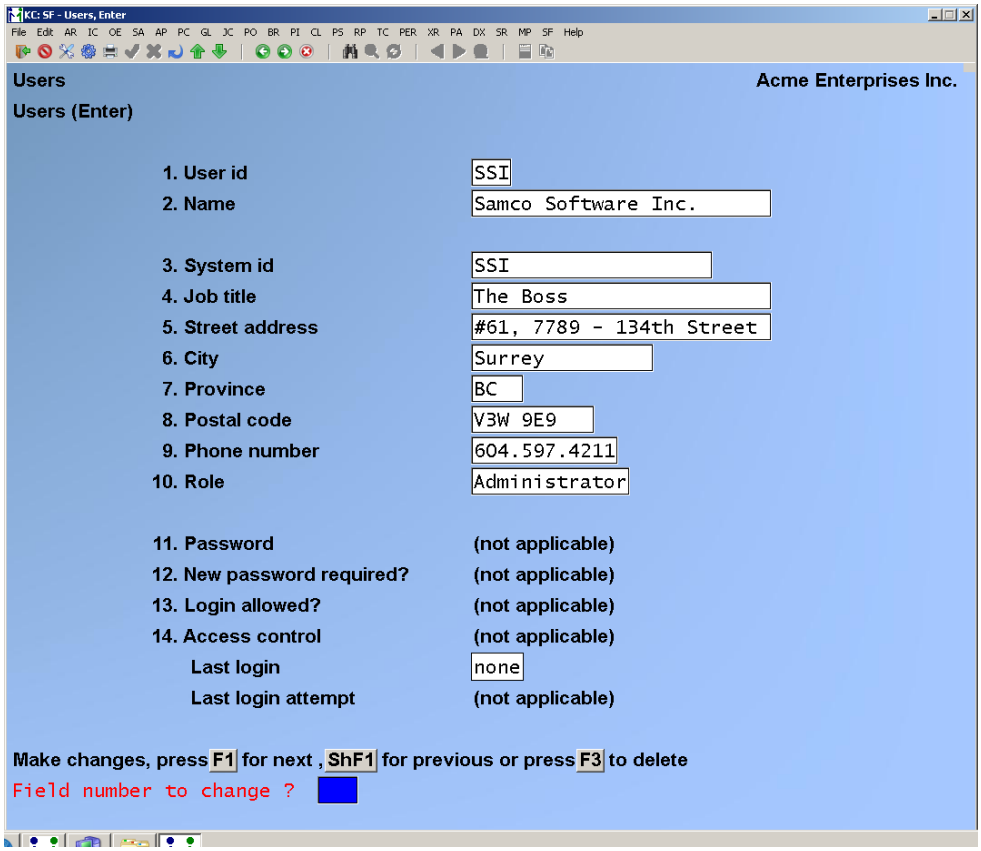
- **G**o to *System functions ->Users*

Several of the fields that were on the first entry screen have been relocated to the second entry screen; all fields on the second and third entry screens have been relocated to the third and fourth entry screens.

New fields have been added:

**System ID**: User records now have the system ID field which is the identifier that the user enters to login to the operating system. This ID is also used to identify the user

in the software if you have activated the "automatic passwords" feature. If you are using SAMCO card processor software, this is the ID that is sent to the card processor.




**Role:** You must now specify a "role" for a user:

- Administrator: This is the most powerful user. This user sets every other user's role, access in the software to the packages, extended functions and printers and can change another user's password.
- Supervisor: This is a powerful user but not as powerful as an administrator. If the system detects any "supervisor override" options turned on, then setting this to U will automatically reset to S.
- User: A user is a "regular" user and has no super-powers.

If you set the role to U(ser) but the password has access to allow the user to perform one or more supervisor overrides, then the system will automatically change the U(ser) to S(upervisor).

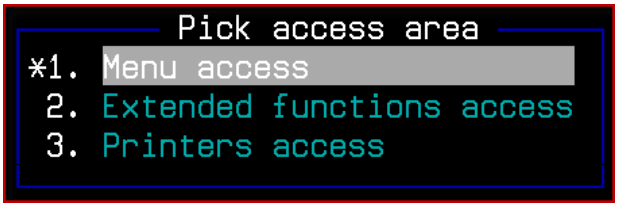
**Password**: This field stores an encrypted form of the old password displayed as a series of asterisks (*) only. Use this field to enter a new password. Note that if the administrator changes a user's password, a random password is set by the system and the user has a limited amount of time to change it to a confidential password.

**New password required ?**: Use this flag to force the user to change their password the next time they login.

**Login allowed ?**: This field controls whether a user has the ability to log in. The Administrator can set this field to N(o) as required; set to Y(es); re-set it to Y(es) when it has been set to N(o) in the background because the allowable number of login attempts has been exceeded.

**Access control**: Access control has been relocated to this field. Rather than being attached to the password, the access control flags are now attached to the user ID.

When you select this field, the *Pick access area* pop –up window is displayed.




Use the Menu access selection to set the user's access for each of the Samco modules (i.e. General Ledger, System Functions, Accounts Payable etc.).

Use the Extended functions access selection to set the user's access to the Samco Extended Functions window (activated with the [F8] key).

Use the Printers access selection to set the user's access to various systems printers available for use in the software.

Last login: This information is provided by the accounting system and is simply the last date and time that the user logged in.

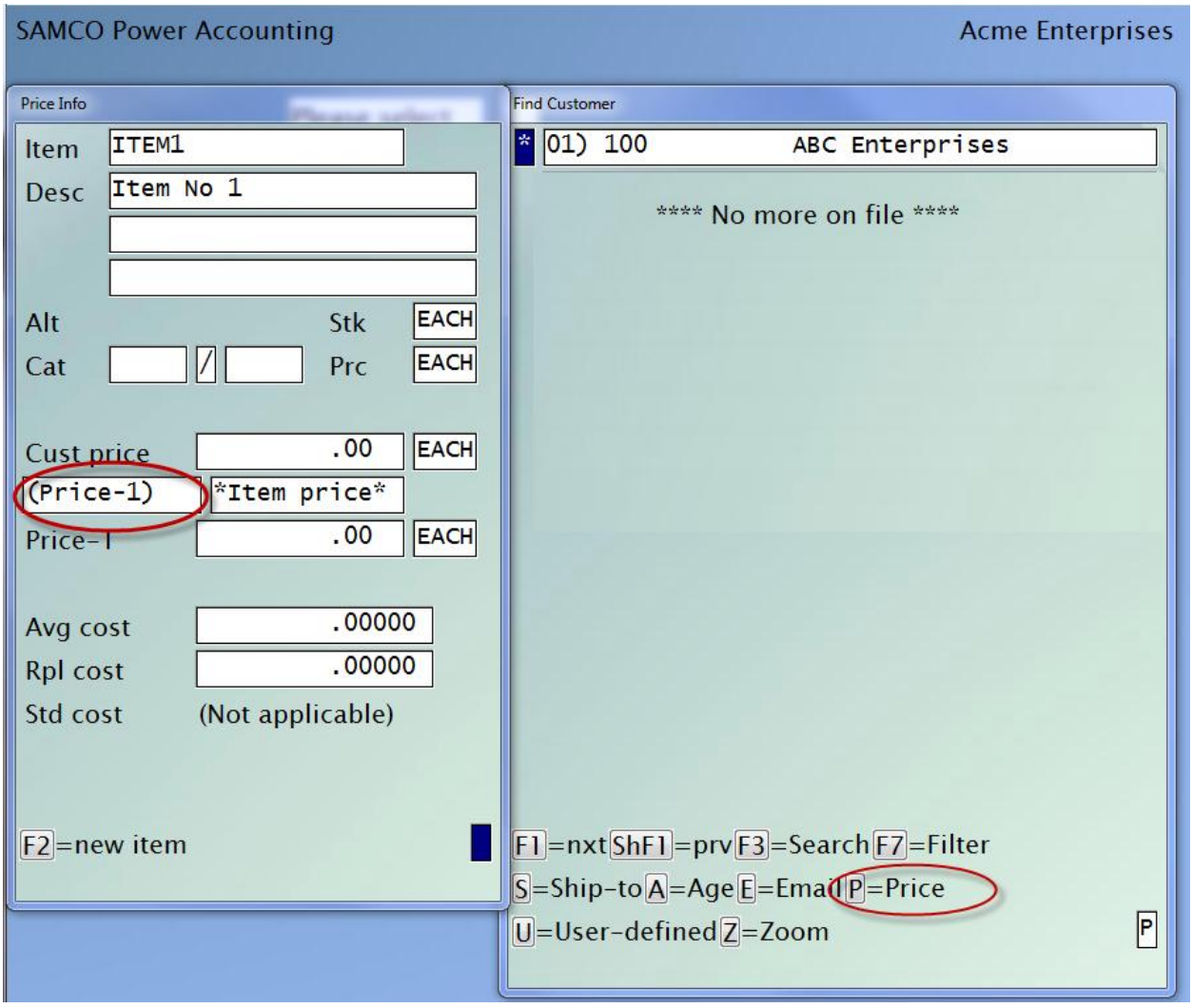
- Last login attempt: This is the date and time of the last login failure and includes the count of how many failed attempts there have been since the last successful login.

**Usage:**

- When logging into the accounting system, the user is asked for their user ID and then asked for their password.
- When user changes password
- When user changes encrypted password from Administrator
- When Administrator sets up a user
- When Administrator changes a user record
- When Supervisor changes a user record

# EXTENDED FUNCTIONS (XF)

When doing a customer price check from the **F8-Customer feature**, the price level for this customer has been added.



# COMMON TO ALL

## Minor Adjustments

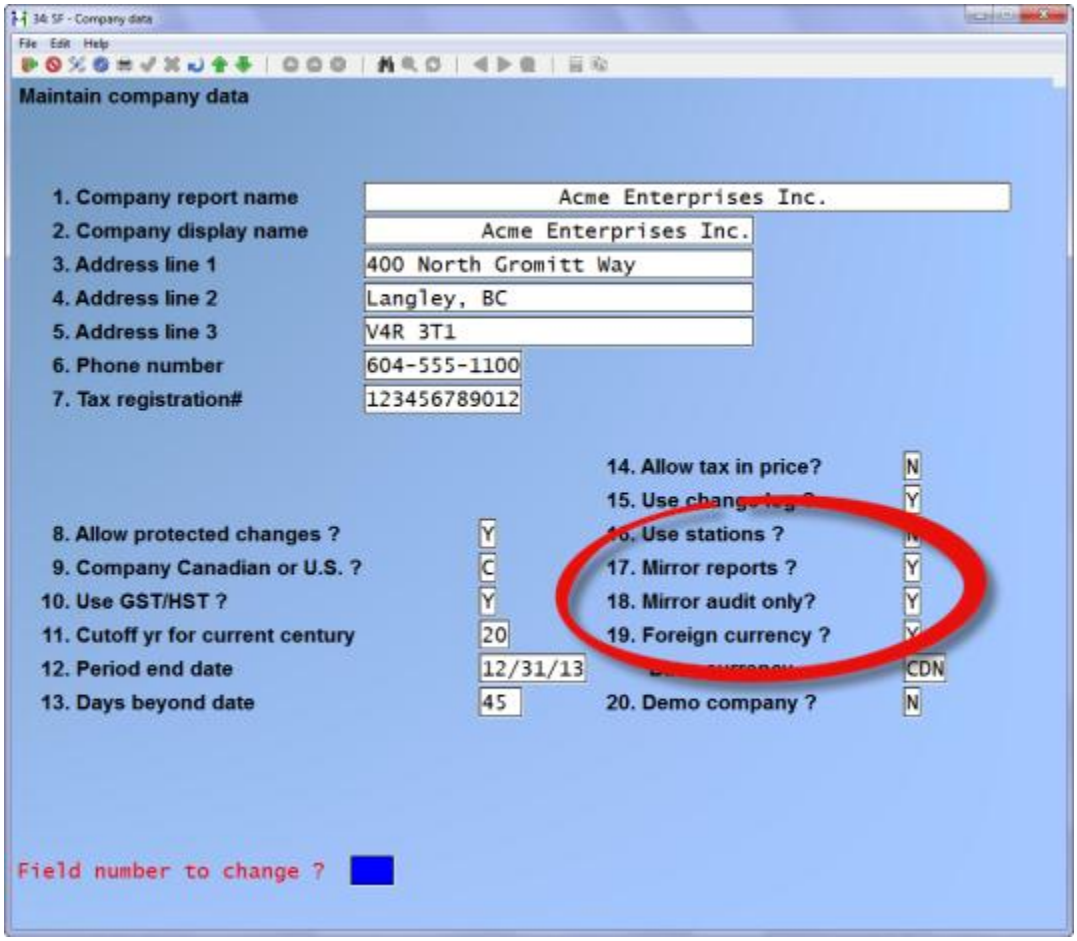
- The “reports on disk” has been enhanced to track reports by report number within dates, thus increasing the maximum number of reports from 10,000 per module to 10,000 per module per day - or effectively unlimited.

- The export utility program would, if an error occurred, simply report that the file name was a generic “RWEXPT”. This has been changed so that the actual physical file name is reported.

- In all screens, the editing of existing account numbers has been enhanced so that instead of clearing the area about to be changed and just showing the sections entered so far, it will now display all the sections during entry.

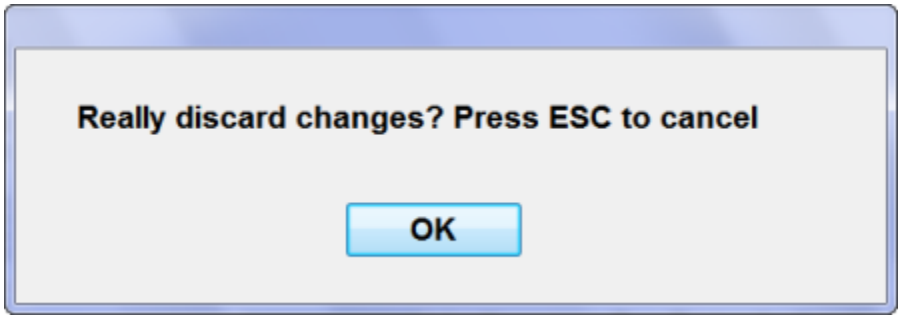
- The gateway function has been enhanced to display a status window when a command has been launched, which does not go away until the command finishes.

- A flag has been added to the company maintenance screen whether to mirror only audit reports, or all reports.



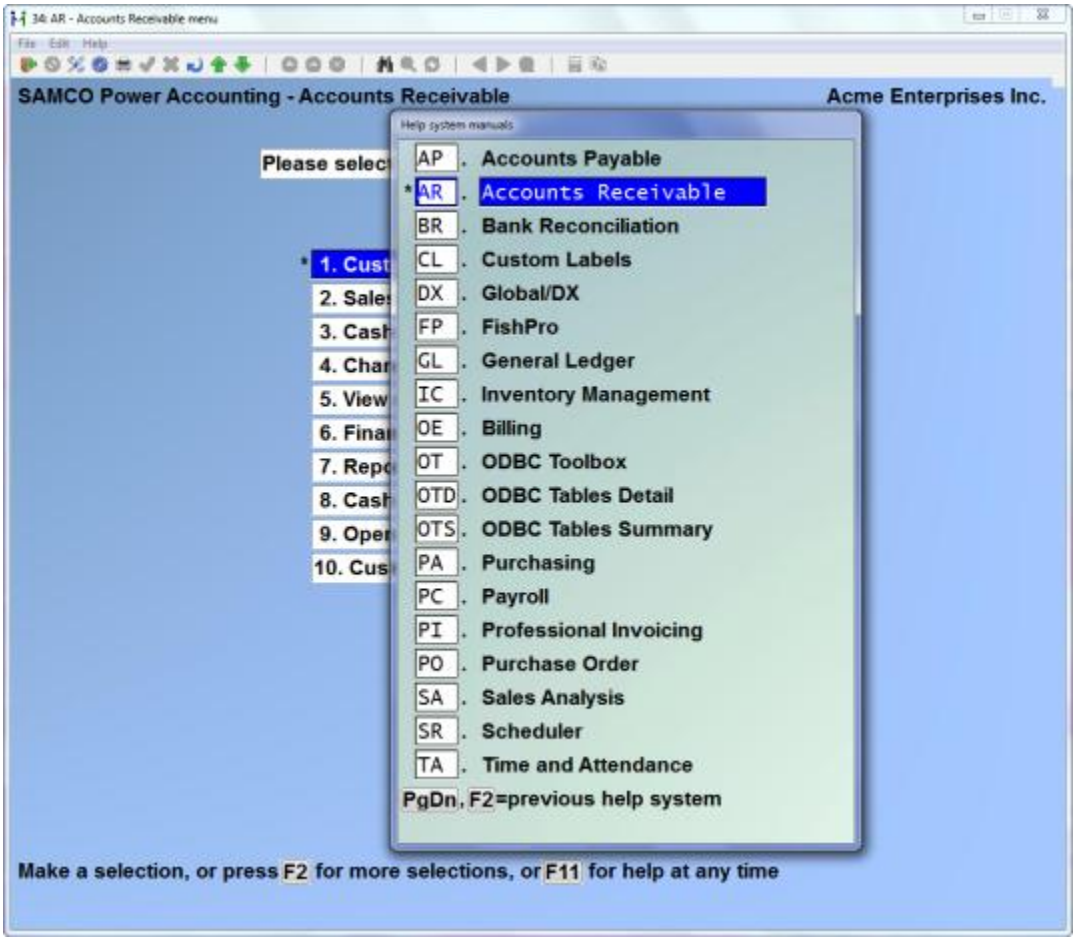

- On all screens a feature has been added that allows you to abort a cancel, so if you press [Esc] accidentally you can press [Esc] again to still continue processing where you left off.

  The following message will display:

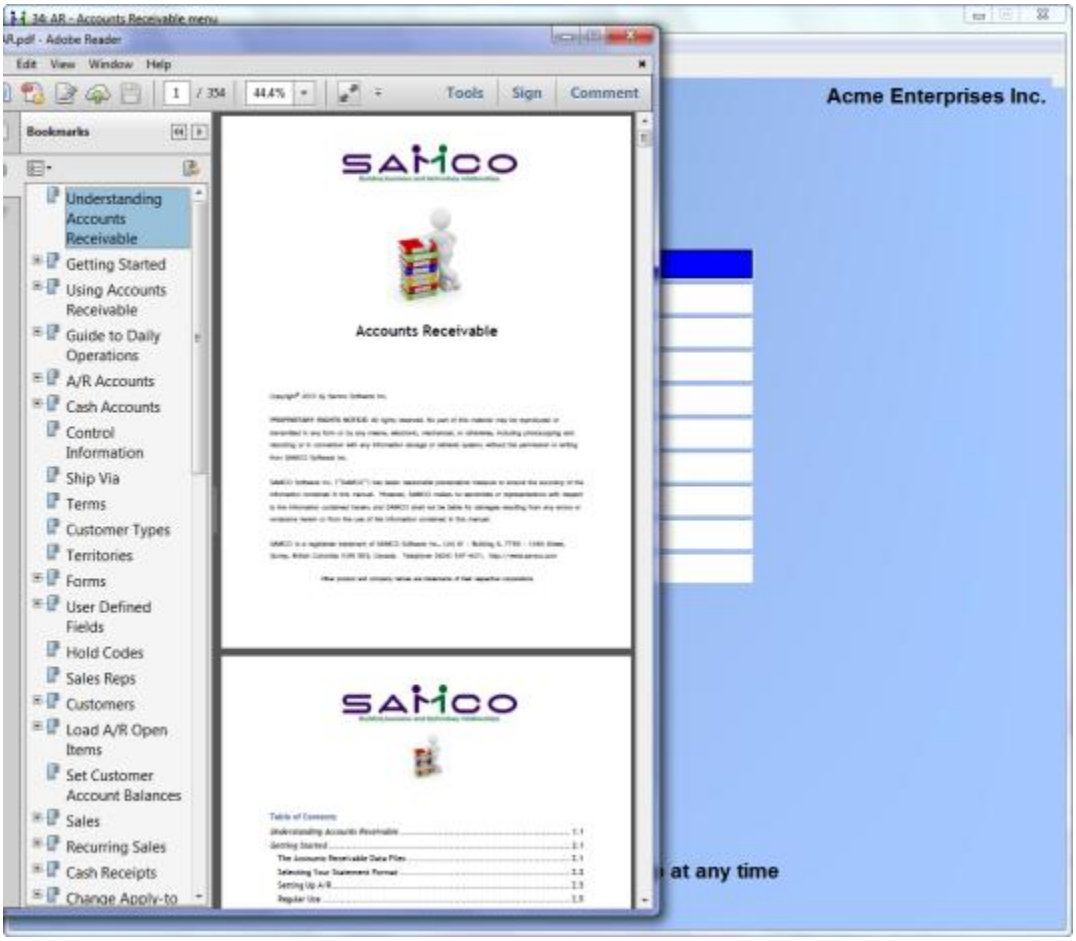


## Samco Help Update

We are updating the Samco Help! If you are using Thin Client, now when you press [F10] or [F11] for the help menu, the PDF manual displays for you to either review, search for the information you want or you can download the PDF manual to your desk top, but please remember to visit our website and update the manuals you store on your desktop.

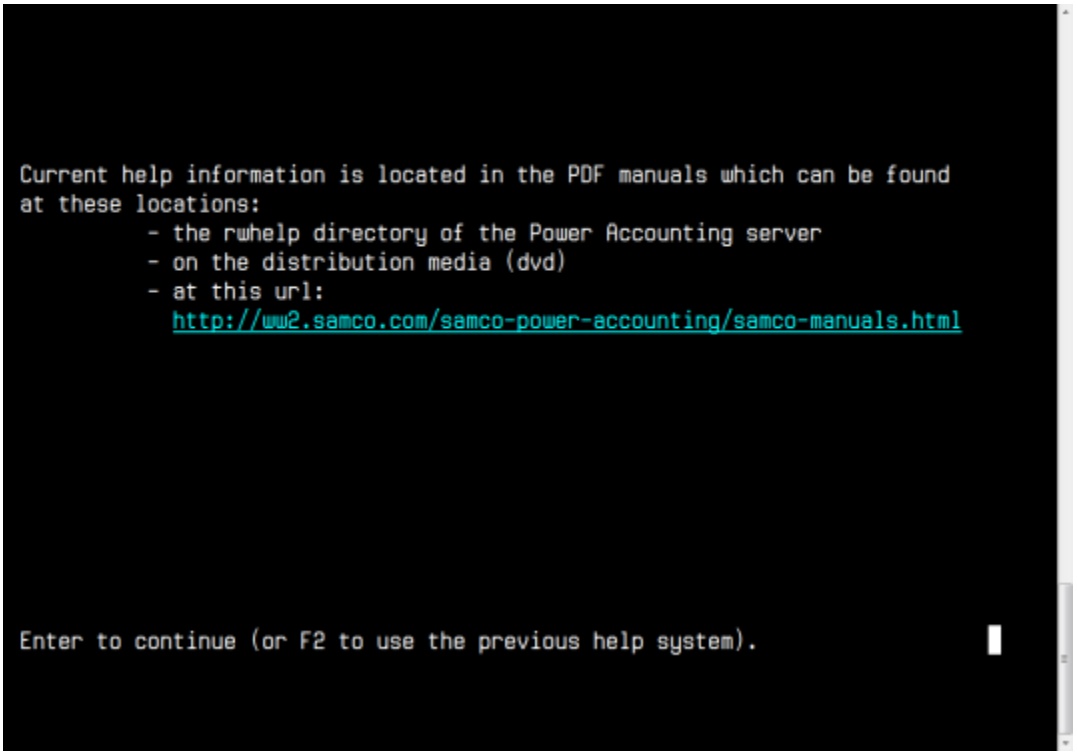



From a module menu, enter [F10]/[F11] for help where prompted. A menu displays allowing you to use [↑] or [↓] to scroll up and down, choose the module you want and press [Enter] a PDF will open. Or you can press [F2] to use the previous help system.




You can save the PDF to your desktop or use the book marks to assist you in searching for the information you require.

If you are using Smarterm or another terminal emulator when you press [F10] you will see a display similar to the following that will provide a link to our web site where the manuals are located in PDF format.


Current help information is located in the PDF manuals which can be found
at these locations:
- the rwhelp directory of the Power Accounting server
- on the distribution media (dvd)
- at this url:
http://ww2.samco.com/samco-power-accounting/samco-manuals.html
Enter to continue (or F2 to use the previous help system).

# WINDOWS UPGRADE

1. Be sure to have 2 complete backups of your entire Samco directory (usually C:\SSI), including all files, programs, and sub-directories. Do not do a partial or incremental backup. If you are at all concerned about the security or accuracy of your backup, contact Samco to discuss our Automated Daily Backup Service.

2. Ensure that all transactions have been posted and interfaced to the General Ledger.

3. Have all other users exit out of the Power Accounting system.

4. Disable Norton Utilities or any other anti-virus/firewall software you may have running.

## Download the DVDROM image

1) Open the internet explorer or chrome web browser.
2) In the address bar type ftp://ns2.samco.com to navigate to our FTP server.

Fig.1

3) The server will prompt you for authentication. Use the following user credential: (Note: the password characters are masked out with ***** as we will provide you the password later. The password changes on a regular basis, so it is important that you download the file immediately upon receipt of the password.

| | |
|---|---|
| Username | samcocom |
| Password | ****** |

4) Click or Double-click the SamcoDVD.zip file to begin your download. Take note of the location where you 're saving the image file. We recommend that you save this file on your desktop for easy access.

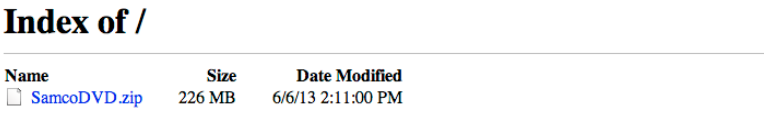



Fig.2

5) After downloading, the compressed Samco dvd image file, Right-click on the icon and then, left-click on 'Extract All' (Fig.3). The program will then prompt you where to extract the file. We **recommend** you extract it in your local drive C: (Fig.4) and then click on extract.

*DO NOT extract the compressed file in long directory path names and directory names that contains special characters, including spaces.*

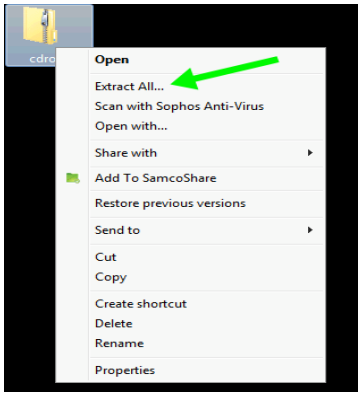



Fig.3

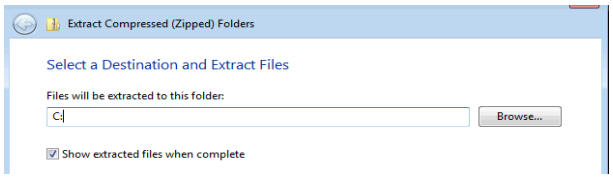



Fig.4

6) After extracting, you will find the extracted directory as C:\samcodvd (if you chose to extract the file in drive C:
7) Double-click the Samco dvd directory to navigate and look for the program named autorun (Windows Batch file). Your computer may prompt you for an Open file security warning. Safely ignore this warning and click the Run button to proceed.

5. To update at the opening screen, type **[U]**.

6. To update from within the software, press **[TAB]** at the opening screen. Go to System Functions → Update programs.

7. Carefully read the License Agreement then press **[F2]** to accept it.

8. Indicate that this is an update from DVD by accepting the default of 1.

9. Confirm or change the drive letter of your DVD-ROM drive.

10. If you are changing the number of users, press **[F2]** and enter the new Installation Kit serial number and activation key, otherwise answer Y to the "OK to proceed" question.

11. The packages already installed on your system should be automatically detected. If they are not, indicate which modules should be upgraded / installed with Y. Press **[TAB]** when all desired packages have been selected.

    Although you are not limited to installing only those packages already licensed, you should not run demo versions of the software in your live company. Only run demo modules in a test company.

12. When prompted, answer Y to update all of your company data.

13. Enter in the supplied serial numbers and activation keys if requested to do so. For the modules that will run as demos press **[TAB]** to skip serialization - these modules will now be set to demo mode and will have certain limitations.

14. **Make the necessary changes to control files as instructed in the Release Notes. Users may go back into the software and begin processing after that.**

15. If you are running Canadian Payroll, the required "Apply tax changes …" function is included. Please refer to the Payroll section in the Release Notes for instructions.

# DVD UPGRADE / UPDATE INSTRUCTIONS

In order to achieve a successful update, read through the instructions that apply to the operating system on the computer that you want to install to. If you have any questions or concerns, contact Technical Services at the numbers/email listed below BEFORE proceeding.

If you have a previous update on a DVD and it has not yet been installed, you do **NOT** need to install it before installing this DVD. The update programs handle moving through multiple versions.

If you are migrating to a different operating system and upgrading at the same time, you must perform the upgrade on the old system first and then migrate. You **will** require Samco's assistance and you will be required to purchase a new Install Kit/System Functions package.

If you are at all concerned about the security or accuracy of your backup, contact Samco to discuss our **Automated Daily Backup Service.**

All changes and enhancements to in a Build/Release of the software are documented in the Release Notes that refer to that Build/Release. To access the Release Notes:

- Place the CD/DVD into the CD/DVD drive and choose the **[R]** option from the opening screen
- Check your Inbox for the Release Notes; we still email a PDF of the Release Notes.
- Release Notes are available on www.samco.com. To access release notes, go to http:/www.samco.com and select the Support tab and Release Notes.

The Release Notes are for your benefit.

**PLEASE READ THEM.**

Technical Services are provided Monday to Friday, 6:00am – 4:30pm Pacific time, on a fee-for-service basis. C.A.M.P. conditions may apply for some services and packages.

We reserve the right to discontinue technical support at any time without notice.

Please keep your software current !

# Linux / Unix Upgrade

**Before you begin:**

Please check to ensure that your system is capable of handling this upgrade. If you are running on a version of the operating system prior to Fedora core 10 (or equivalent):

**DO NOT INSTALL THIS UPDATE – CONTACT SAMCO**

If you are not sure, please contact Samco – we will check for you.

1. Be sure to have 2 complete backups of your entire Samco directory (usually /usr/ssi or /u/ssi), including all files, programs, and sub-directories. Do not do a partial or incremental backup. If you are at all concerned about the security or accuracy of your backup, contact Samco to discuss our Automated Daily Backup Service.

2. Ensure that all transactions have been posted and interfaced to the General Ledger.

3. Have all other users exit out of the Power Accounting system.

4. Insert the Power Accounting DVD into the drive, and log in as the root user on the server, bypassing any menus.

5. Change to the directory where the Samco programs and data are stored (normally cd /usr/ssi or cd /u/ssi) and start the software with either ./MENU or sh MENU

6. Go to System Functions→ Update programs.

7. Carefully read the License Agreement and, when finished, press **[F2]** to accept. You may also view the Agreement from the System Functions menu.

8. When prompted, indicate that this is an update from DVD.

9. Confirm the mount directory of your CD/DVD-ROM. Here are a few common examples:

| | |
|---|---|
| mount /dev/cd0 /cdrom | ◅ SCO |
| mount /dev/hdc /mnt/cdrom | ◅ Linux |
| mount /dev/cdrom /mnt/cdrom | ◅ Linux |
| mount -F cdfs -r /dev/chrom/cdrom1 /cdrom1 | ◅ Unixware |
| mount /dev/cdrom /mnt/cdrom | ◅ Fedora core (10+) |

10. Confirm the source directory for the update. This is normally populated with the correct response from above.

11. If you are changing the number of users, press **[F2]** and enter the new Installation Kit serial number and activation key, otherwise answer Y to the "OK to proceed" question.

12. The packages already installed on your system should be automatically detected. If not, indicate which modules should be upgraded / installed with Y. Press **[TAB]** when all desired packages have been selected.

13. Although you are not limited to installing those packages already licensed, you should not run demo versions of the software in your live company. **Only run demo modules in a test company.**

14. When prompted, answer Y to update all of your company data.

15. Enter in the supplied serial numbers and activation keys if requested to do so. For the modules that will run as demos press **[TAB]** to skip serialization - these modules will now be set to demo mode and will have certain limitations.

16. Exit the software and set the permissions for other users by typing in: sh ./setperms at the operating system prompt of #

17. Type: /bin/cp MENU.ssi MENU

18. **Make the necessary changes to control files as instructed in the Release Notes. Users may go back into the software and begin processing after that.**

19. If you are running Canadian Payroll, the required "Apply tax changes …" function is included. Please refer to the Payroll section in the Release Notes for instructions.

For Linux/Unix users, the Samco Hybrid/GUI interface requires the Thin Client® package. For more information and pricing, contact sales@samco.com.

For Thin Client® users, webcast videos on some of the new features are available for viewing from the Help menu option found just below the title bar.

For users of SmarTerm® or other emulation packages, you may view the webcast by inserting the CD/DVD into the CD/DVD drive on any workstation. On the first screen, choose **[V]** to view the webcast. When done, TAB to exit.

Webcast videos on some of the more recent features are available for viewing from the Help menu option found just below the title bar and at http:/www.samco.com.

## Windows Upgrade

1. Be sure to have 2 complete backups of your entire Samco directory (usually C:\SSI), including all files, programs, and sub-directories. Do not do a partial or incremental backup. If you are at all concerned about the security or accuracy of your backup, contact Samco to discuss our Automated Daily Backup Service.

2. Ensure that all transactions have been posted and interfaced to the General Ledger.

3. Have all other users exit out of the Power Accounting system.

4. Disable Norton Utilities or any other anti-virus/firewall software you may have running.

5. Insert the DVD into the CD/DVD-ROM drive. You can run the update from the opening screen or you can run the update from within the software.

6. To update at the opening screen, type **[U]**.

7. To update from within the software, press **[TAB]** at the opening screen. Go to System Functions → Update programs.

8. Carefully read the License Agreement then press **[F2]** to accept it.

9. Indicate that this is an update from DVD by accepting the default of 1.

10. Confirm or change the drive letter of your CD/DVD-ROM drive.

11. If you are changing the number of users, press **[F2]** and enter the new Installation Kit serial number and activation key, otherwise answer Y to the "OK to proceed" question.

12. The packages already installed on your system should be automatically detected. If they are not, indicate which modules should be upgraded / installed with Y. Press **[TAB]** when all desired packages have been selected.

Although you are not limited to installing only those packages already licensed, you should not run demo versions of the software in your live company. Only run demo modules in a test company.

13. When prompted, answer Y to update all of your company data.

14. Enter in the supplied serial numbers and activation keys if requested to do so. For the modules that will run as demos press **[TAB]** to skip serialization - these modules will now be set to demo mode and will have certain limitations.

15. **Make the necessary changes to control files as instructed in the Release Notes. Users may go back into the software and begin processing after that.**

16. If you are running Canadian Payroll, the required "Apply tax changes …" function is included. Please refer to the Payroll section in the Release Notes for instructions.

Webcast videos on some of the more recent features may be available for viewing from the Help menu option found just below the title bar and at http:/www.samco.com.