



*Release Notes for Canadian Payroll
Version 14.07.35 Level 75
July 2015 Mid-Year Upgrade*

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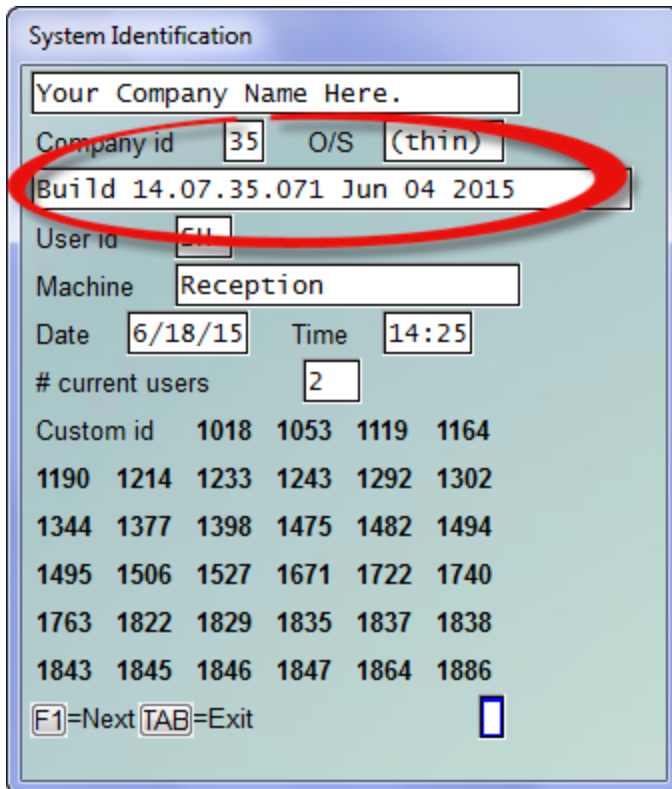
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Canadian Payroll 2015 Mid-Year Instructions

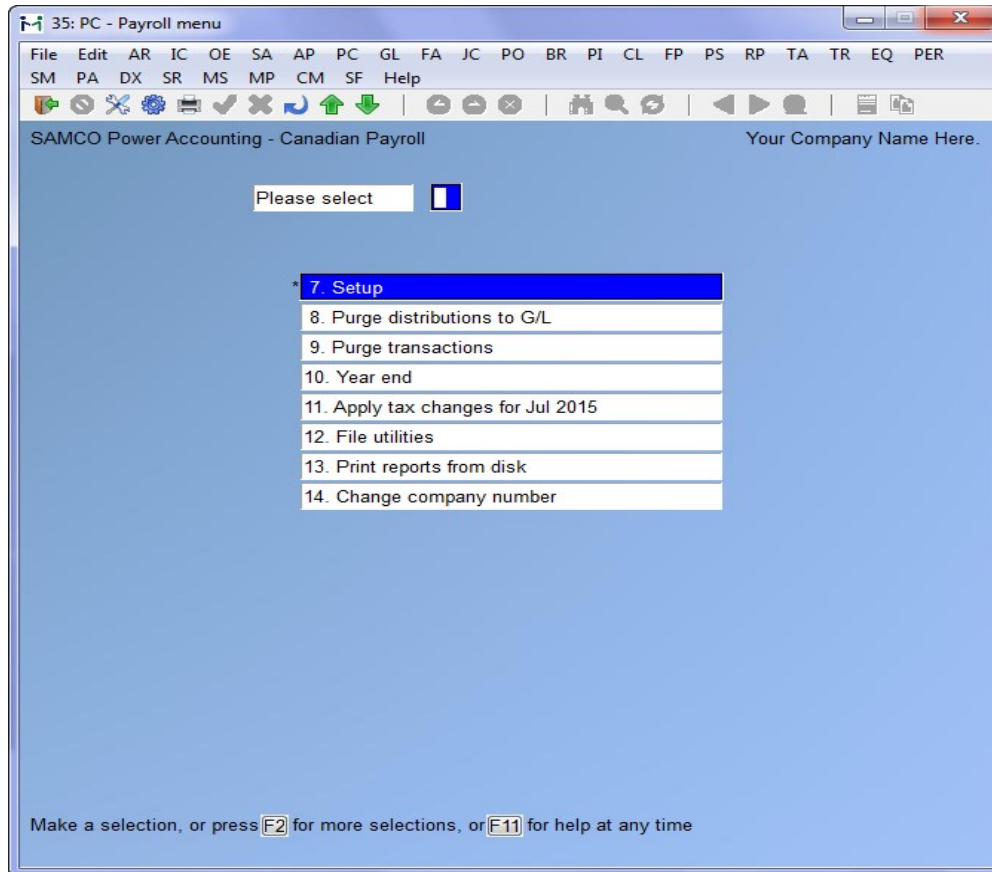
Install the software update from the DVD according to the instructions provided (See the Chapter: **DVD Upgrade / Update Instructions**). The update can be installed at any time. However, normally, it is installed immediately after the last payroll in June (June dated cheques) has been completed but before the first payroll run of July (July dated cheques) is processed. After you have successfully installed the update, please complete the following steps **before** processing your first payroll of July 2015.

1. Confirm that you have installed the update by pressing the F4 key at any menu. The information window should show that the build number with a date.

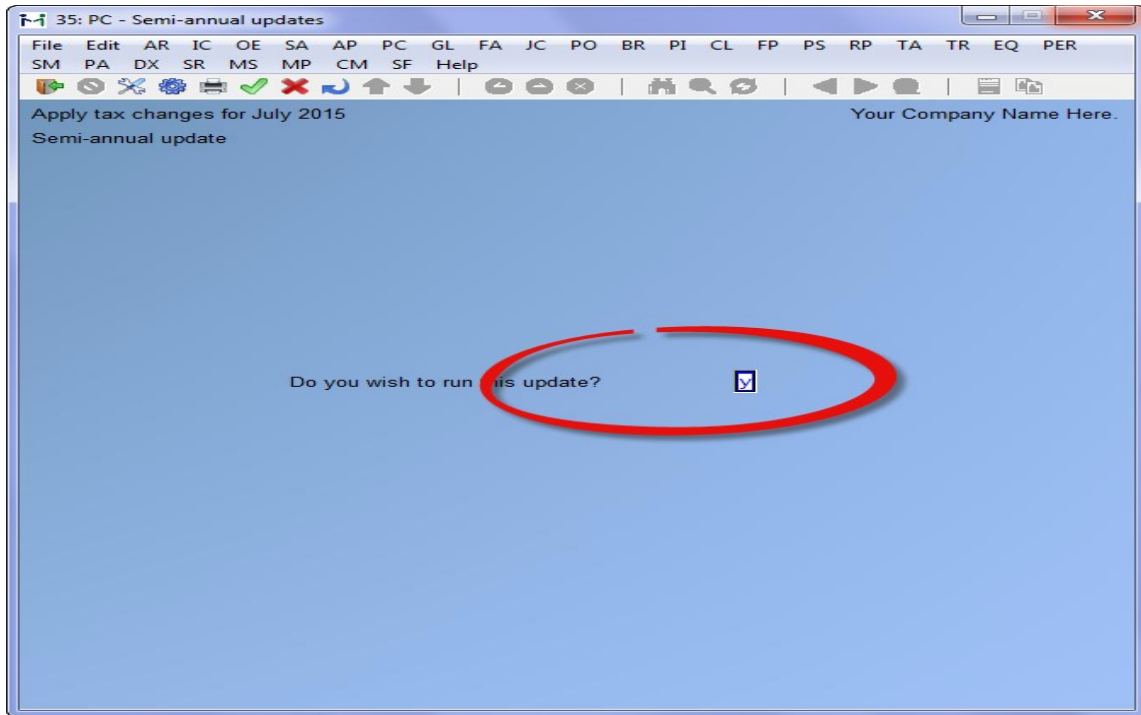


The date should be near the current date. If it's not the update has not been successfully installed.

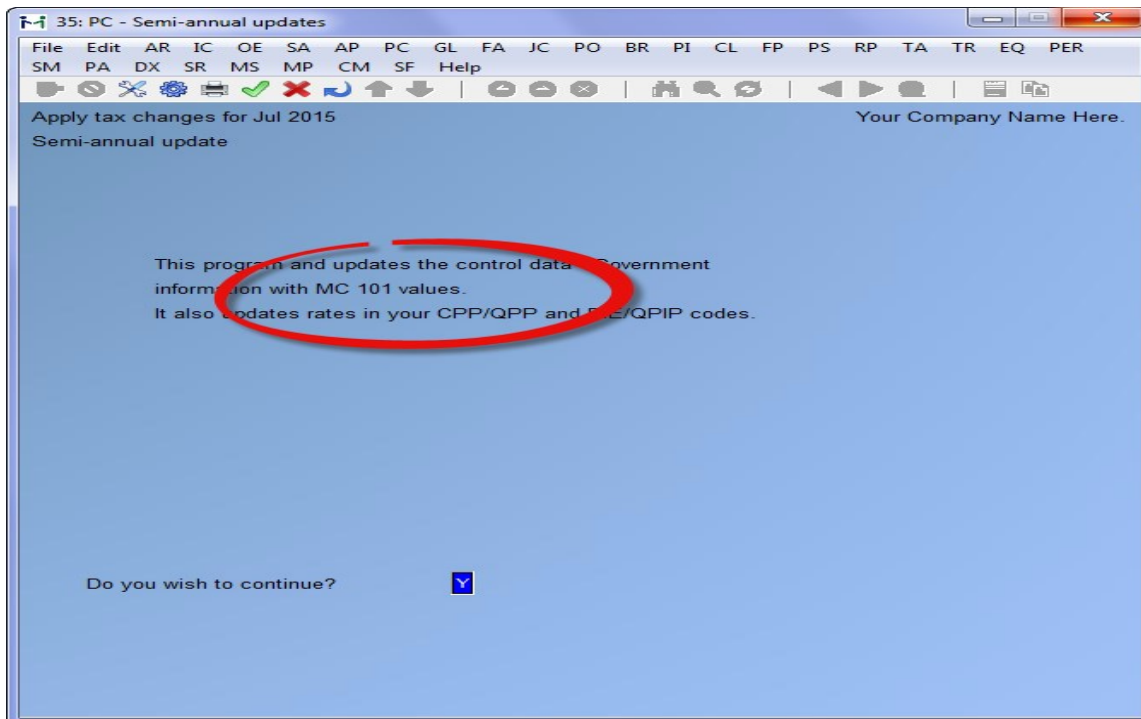
2. After the update is installed: run apply tax changes for Jul. 2015. This process replaces the “old” calculations with the “new calculations”. Go to PAYROLL → F2 → APPLY TAX CHANGES FOR JUL. 2015.



Apply tax changes for Jul 2015 displays in the top left corner:

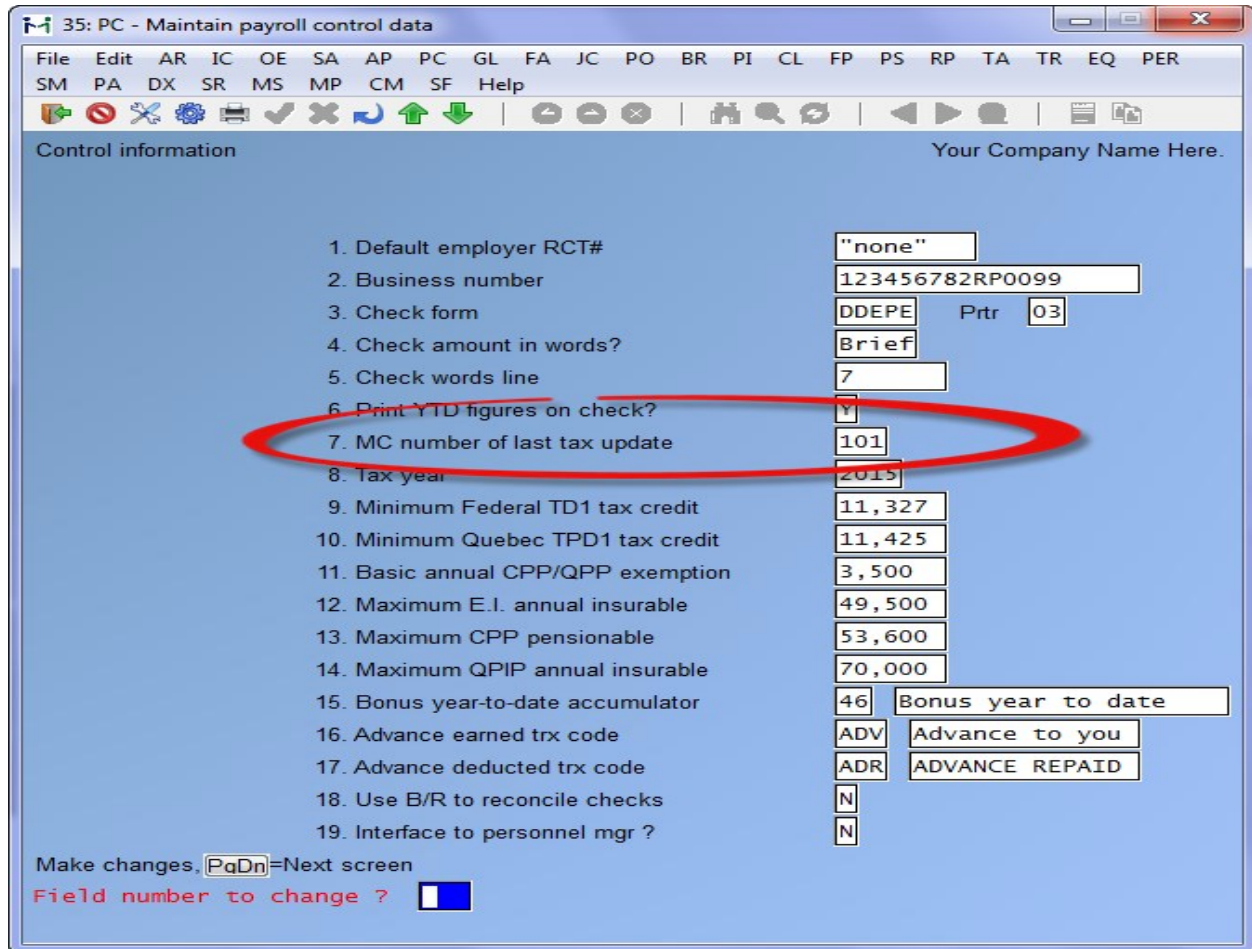


At *Do you wish to run this update?* "Y" then, enter.



At *Do you wish to continue?* "Y" and then Enter

3. 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* should be **101**.



| Field Number | Field Name | Value |
|--------------|--------------------------------|-----------------------|
| 1. | Default employer RCT# | "none" |
| 2. | Business number | 123456782RP0099 |
| 3. | Check form | DDEPE Ptr 03 |
| 4. | Check amount in words? | Brief |
| 5. | Check words line | 7 |
| 6. | Print YTD figures on check? | Y |
| 7. | MC number of last tax update | 101 |
| 8. | Tax year | 2015 |
| 9. | Minimum Federal TD1 tax credit | 11,327 |
| 10. | Minimum Quebec TPD1 tax credit | 11,425 |
| 11. | Basic annual CPP/QPP exemption | 3,500 |
| 12. | Maximum E.I. annual insurable | 49,500 |
| 13. | Maximum CPP pensionable | 53,600 |
| 14. | Maximum QPIP annual insurable | 70,000 |
| 15. | Bonus year-to-date accumulator | 46 Bonus year to date |
| 16. | Advance earned trx code | ADV Advance to you |
| 17. | Advance deducted trx code | ADR ADVANCE REPAID |
| 18. | Use B/R to reconcile checks | N |
| 19. | Interface to personnel mgr ? | N |

Make changes. PgDn=Next screen
Field number to change ?

4. Proceed with your first payroll for July 2015.

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.

DVD Upgrade / Update Instructions

In order to achieve a successful update, read through the instructions applicable to the operating system to which you are installing. If you have any questions or concerns, contact Technical Services at the numbers/email listed below.

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 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.

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

Check your Inbox for the Release Notes. You may also access them from the DVD by placing it into the DVD drive, and choosing the **[R]** option from the opening screen.

The Release Notes are for your benefit.

PLEASE READ THEM.

Technical Services are provided Monday to Friday, 6:00am - 4:30pm Pacific 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.

Steps for Updating

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.

Download the DVDROM image

2.1 Login on your server as root from a terminal session using any SSH program like putty or Smartterm.

2.2 Make sure you are on the root directory using the command:

```
# cd /root
```

2.3 In the root command prompt, use the ftp command to download the latest samcodvd image. Please make sure you have the latest ftp password from samco support.

```
#ftp ns2.samco.com
```

You'll get following prompt below:

```
Connected to ns2.samco.com (96.125.132.184).  
220 (vsFTPd 2.3.4) use username samcolin35
```

Name (ns2.samco.com:root): *password - (get the latest password from samcosupport)*

Upon successful login you'll get the following prompt:

```
ftp>
```


Then, run the command,
ftp> get samcodvd.tar35.gz

You should get the following status

```
local: samcodvd.tar35.gz remote: samcodvd.tar35.gz
227 Entering Passive Mode (96,125,132,184,140,157).
150 Opening BINARY mode data connection for samcodvd.tar35.gz (462802329
bytes).
```

3. Once you have the downloaded image file, extract using the command:

```
# tar -xvzf samcodvd.tar35.gz
```

4. After extracting it will be in the /root/samcodvd directory.

DO NOT extract the compressed file in long directory path names and directory names that contains special characters. Have all other users exit out of the Power Accounting system.

5. Run the following command:

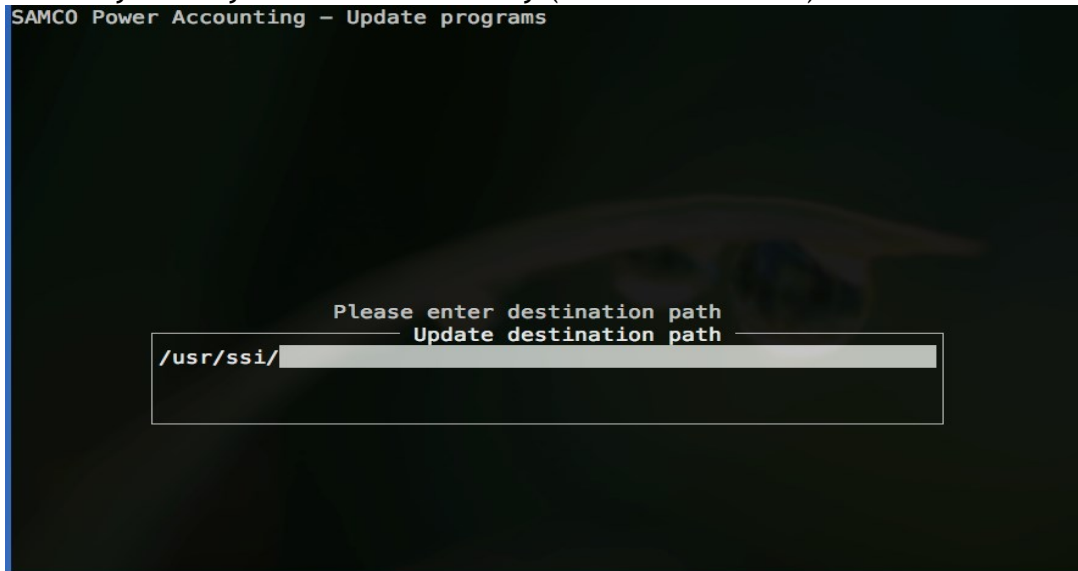
```
#cd /root/samcodvd
```

```
# sh install
```

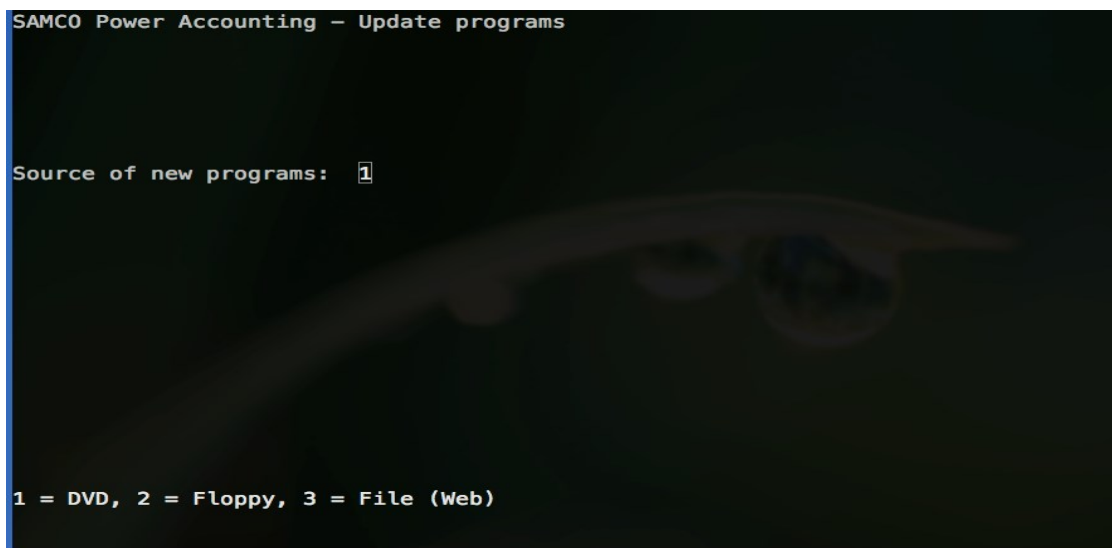


Select U for update

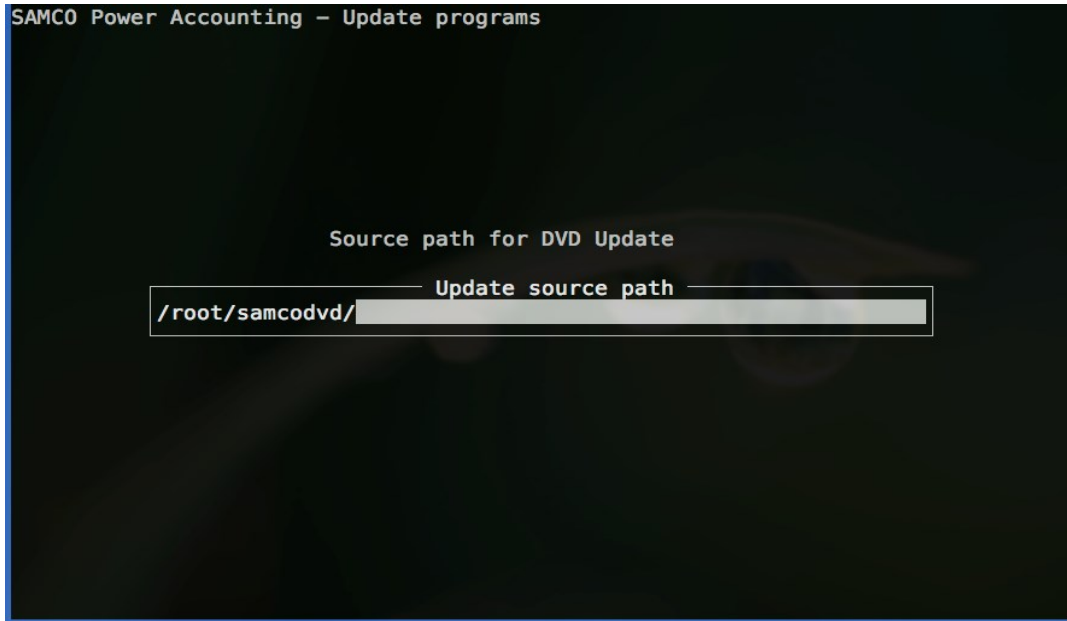
6. Carefully read the License Agreement and, use PgUP/PgDN; when finished, press [F2] to accept. You may also view the Agreement from the System Functions
7. Carefully enter your SAMCO directory (/u/ssi or /usr/ssi).



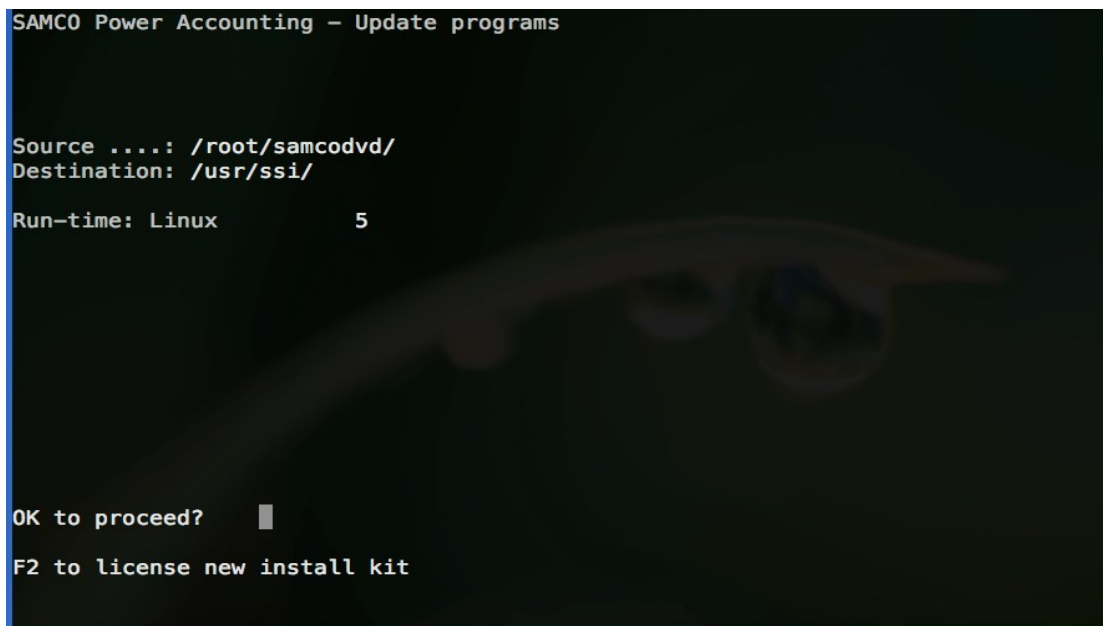
5. Then, press “Y” in the link OK to proceed?
6. When prompted, indicate that this is an update from DVD.



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



2. Next you will be prompted for an option to change the number of licenses



9. 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.

10. 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.
11. 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.**
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. Exit the software and set the permissions for other users by typing in:
15. `sh ./setperms` at the operating system prompt of `#`
16. Type: `/bin/cp MENU.ssi MENU`
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.
17. 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.

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

- 4.1 Open the internet explorer or chrome web browser.
- 4.2 In the address bar type <ftp://ns2.samco.com> to navigate to our FTP server.

Fig.1



- 4.3 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 | samcowin35 |
| Password | ***** |

5. 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.

Index of ftp://ns2.samco.com/

 [Up to higher level directory](#)

| Name | Size | Last Modified |
|--|-----------|-----------------------|
|  samcodvd35.zip | 452015 KB | 2015-06-04 5:09:00 PM |

Fig.2

- After downloading, the compressed samcodvd 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.

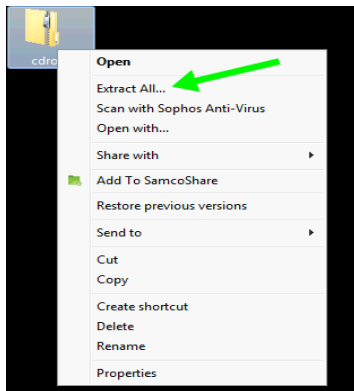


Fig.3

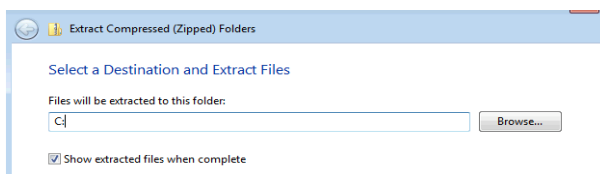


Fig.4

- After extracting, you will find the extracted directory as C:\samcodvd (if you chose to extract the file in drive C:
- 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.
- To update at the opening screen, type [U].

10. To update from within the software, press [TAB] at the opening screen. Go to System Functions → Update programs.
11. Carefully read the License Agreement then press [F2] to accept it.
12. Indicate that this is an update from DVD by accepting the default of 1.
13. Confirm or change the drive letter of your DVD-ROM drive.
14. 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.
15. 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.

16. When prompted, answer Y to update all of your company data.
17. 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.
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.

Windows Upgrade: If you have a DVD

You will only be sent a DVD if are unable to access the ftp://

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 DVD 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 DVD 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.

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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. Remember to 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 semi-annual update is included. Please refer to the appropriate section in the Release Notes for instructions.

Manuals & Release Notes

Manuals & Release Notes are available on www.samco.com. To access a manual, release notes:

1. Go to: <http://www.samco.com/support/release-notes/>
2. Click on Manuals or Release Notes to view
3. Click on the Manual or Release Note of your choice:
<http://www.samco.com/support/user-manuals/power-accounting-manuals.html>