

July Release Notes for Payroll Update 2016



Power Accounting

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Semi-Annual Tax Update

July 2016 Changes in Samco Payroll

Updates and Tax changes will be applied when you run the “Apply July 2016 Tax Changes” from the Payroll Menu.

What’s New:

- Payroll ROE XML export has been updated to Version2.0 as required by Service Canada. A new window has been added to the Employee maintenance ROE fields to handle the extra special payments added.
- **Only Standard Codes will be allowed.** Other codes will not work with the CRA’s XML ROE Web Payroll Extract File [ROE Appendix D](#)
 - **Note: You may need to re-enter your ‘Eligible to be Paid’ Codes. (some may be conflicting with the new Standard ROE Separation Codes, or may have been over-written)**

Other Changes to Note:

- 1. An additional field for the new Labour Sponsor Funds Amount
 - 2. A change with the PEI TD1 Minimum amount.
1. The labour sponsored funds amount in employee record is now split. The amount for ‘Provincially’ registered labour-sponsored venture capital corporations rate and maximum are different than the ‘Federally’ registered amounts. Therefore there will be 2 fields now available for entry. (Field 55)

Field 55 is found in the Employee Maintenance File (Second Screen):

The screenshot shows a software window titled "35: PC - Employees, enter" with a menu bar (File, Edit, Help) and a toolbar. The main area is titled "Employee" and "Your Company Name Here." Below this, there is a form with various fields. The "Employee code" is "BC04" and the "Name" is "BC Test, Employee". The form contains 64 numbered fields. Field 55, "Sponsored funds", is highlighted with a red arrow and has a value of "0". Field 56, "T4 format", is "Regular T4". Field 59, "Employment Code", is "00 Regular Employ". Field 64, "Releve 1 info", is "(n/a)". At the bottom, there is a label "Funds in FEDERALLY registered Labour-Sponsored Venture Capital Corporations" with "FEDERALLY" circled in red.

Field #	Field Name	Value
29	Exempt from tax	N
30	Exempt from CPP/QPP	N
31	Exempt from EIC/QPIP	N Y
32	Province for taxation	BC
33	Country for taxation	CA
34	Net Claim - Prov. TD1	10,027
35	Net Claim - Federal TD1	11,474
36	Exemption - Quebec TPD1	0
37	Income estimate - TD1X	0
38	Northern Housing (ann.)	0
39	Childcare/Alimony, etc	0
40	Pension Adjustment	0
41	Prior Service P.A.	0
42	Pension Income	0
43	Tuition fees	0
44	Prv yr gross txb income	0.00
45	Misc deduction transactions	
46	Quebec health contribution?	(n/a)
47	SK spouse ctrb	"n/a"
48	Transit #	"none"
49	Bank acct	"none"
50	Auto transit #	"none"
51	Auto bank acct	"none"
52	Auto amount	"none"
53	PDF password	"n/a"
54	RCT/Business#	"df1t"
55	Sponsored funds	0
56	T4 format	Regular T4
57	Extra tax	0
58	Extra tax - QC	0
59	Employment Code	00 Regular Employ
60	Married or equivalent	N
61	Disability	N
62	Dependants under 18	0
63	Disabil. dep. over 17	0
64	Releve 1 info	(n/a)

Use the appropriate field, depending on whether it is Federal or Provincial

Employee code: BC04 Name: BC Test, Employee

29. Exempt from tax	<input type="checkbox"/> N	47. SK spouse ctrb	"n/a"
30. Exempt from CPP/QPP	<input type="checkbox"/> N	48. Transit #	"none"
31. Exempt from EIC/QPIP	<input type="checkbox"/> N <input type="checkbox"/> Y	49. Bank acct	"none"
32. Province for taxation	BC	50. Auto transit #	"none"
33. Country for taxation	CA	51. Auto bank acct	"none"
34. Net Claim - Prov. TD1	10,027	52. Auto amount	"none"
35. Net Claim - Federal TD1	11,474	53. PDF password	"n/a"
36. Exemption - Quebec TPD1	0	54. RCT/Business#	"df1t"
37. Income estimate - TD1X	0	55. Sponsored funds	0
38. Northern Housing (ann.)	0	56. T4 format	Regular T4
39. Childcare/Alimony, etc	0	57. Extra tax	0
40. Pension Adjustment	0	58. Extra tax - GG	0
41. Prior Service P.A.	0	59. Employment Code	00 Regular Employ
42. Pension Income	0	60. Married or equivalent	<input type="checkbox"/> N
43. Tuition fees	0	61. Disability	<input type="checkbox"/> N
44. Prv yr gross txb income	0.00	62. Dependants under 18	0
45. Misc deduction transactions	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	63. Disabil. dep. over 17	0
46. Quebec health contribution?	(n/a)	64. Releve 1 info	(n/a)

Funds in PROVINCIALLY registered Labour-Sponsored Venture Capital Corporations

Use the >Enter Key to toggle from first to second field

2. Changes for PEI:

- The government changed the TD1 Minimum for 2016, retroactive to January 1st.
- It is now 8,000 instead of 7,708. When using the YTD averaging tax method, this is the correct minimum to use. When using the regular tax method, a pro-rated amount of 8,292 must be used.

The tax calculation routine has been enhanced to automatically handle this behind the scenes – PEI employees already at the minimum exemption will have their minimum set to 8,000. When the tax routines see 8,000 for PEI, they will automatically use 8,292 instead. Any other value is used exactly as-is.

The tax method field is found in the Transaction Codes Maintenance Screen Line # 30

View Screen Shot:

35: PC - Maintain transaction codes

File Edit Help

Maintain transaction codes Your Company Name Here.

Enter

Code Sub

22. Calc fed/qc tax?	<input type="text" value="Y"/>	<input type="text" value="Y"/>	30. Tax method	<input type="text" value="R"/>
23. Calculate CPP/QPP?	<input type="text" value="N"/>		31. Allow neg check	<input type="text" value="Y"/>
24. Calculate EI?	<input type="text" value="N"/>		32. Print accumulator	<input type="text" value="none"/>
25. Use units for EI?	<input type="text" value="N"/>		33. Consolidate?	<input type="text" value="Y"/>
26. Use units for group?	<input type="text" value="N"/>		34. Separate check?	<input type="text" value="N"/>
27. Commission earning?	<input type="text" value="N"/>		35. Priority number	<input type="text" value="50"/>
28. RPP deduction?	<input type="text" value="N"/>		36. Format number	<input type="text" value="4"/> <input type="text" value="Amount only"/>
29. Reduce tax at source?	<input type="text" value="N"/>			

General Ledger Accounts

37. Debit	<input type="text" value="6000-000"/>	<input type="text" value="Administrative salaries"/>
38. Credit	<input type="text" value="2010-000"/>	<input type="text" value="Salaries and wages payable"/>

Accumulator limits test

39. Accumulator	<input type="text" value="No limit test"/>		
40. Minimum	<input type="text" value="n/a"/>	41. Maximum	<input type="text" value="n/a"/>

Valid tax methods:

<input type="text" value="B"/> =Bonus	<input type="text" value="F"/> =Fixed rate
<input type="text" value="R"/> =Regular	<input type="text" value="Y"/> =Year-to-date average

- The Regular Tax method calculates tax based on the premise that the amount the employee earns in one pay period will be earned in all other pay periods.
- The Year-to-Date Tax method prorates the employee's year-to-date earnings over the calendar year and takes into consideration any tax amounts previously deducted.

New ROE Codes

- Are 3 characters, starting with a Letter
 - For ROEs must be one of the codes listed in table below (from CRA Website)
- NOTE: Existing 'Eligible to be Paid' Codes should be changed, added or reviewed to make sure there is no conflict

Code	Description
A00	Shortage of work / End of contract or season
A01	Employer bankruptcy or receivership
B00	Strike or lockout
D00	Illness or injury
E00	Quit
E02	Quit / Follow spouse
E03	Quit / Return to school
E04	Quit / Health reasons
E05	Quit / Voluntary retirement
E06	Quit / Take another job
E09	Quit / Employer relocation
E10	Quit / Care for a dependant
E11	Quit / To become self-employed
F00	Maternity
G00	Mandatory retirement
G07	Retirement / Approved workforce reduction
H00	Work-Sharing
J00	Apprentice training
K00	Other
K12	Other / Change of payroll frequency
K13	Other / Change of ownership
K14	Other / Requested by Employment Insurance
K15	Other / Canadian Forces - Queen's Regulations/Orders
K16	Other / At the employee's request
K17	Other / Change of Service Provider
M00	Dismissal
M08	Dismissal / Terminated within probationary period
N00	Leave of absence
P00	Parental
Z00	Compassionate Care

Installation and Setup Instructions

Install the software update from the dvd image according to the instructions provided
(See the Chapter: **DVD Image Upgrade / Update Instructions (or the attached instructions below)**)

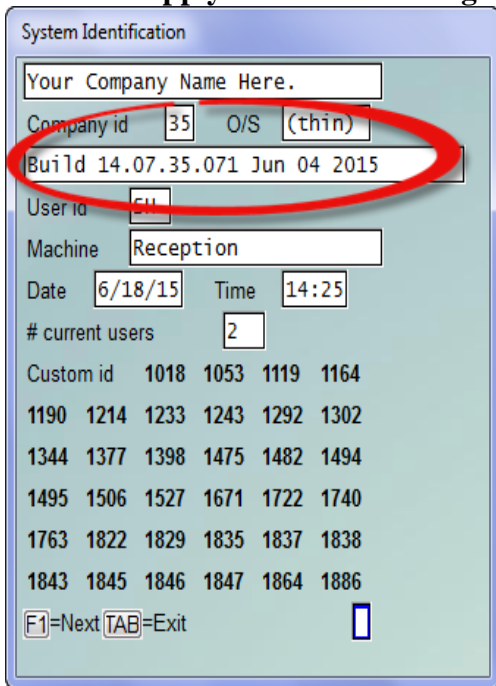
- **NOTE: Installation is normally done immediately after the last payroll cheque run for June has been completed, but before the first payroll run of July (July dated cheques) are processed.**

After you have successfully completed the install complete the following steps:

1. Confirm that you have installed the update successfully by pressing the F4 Key at any menu. The information window should be the one shown in the image below Build information.
If this window does not show the updated **BUILD NUMBER** than the update has not been installed!

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 14.07.106.**

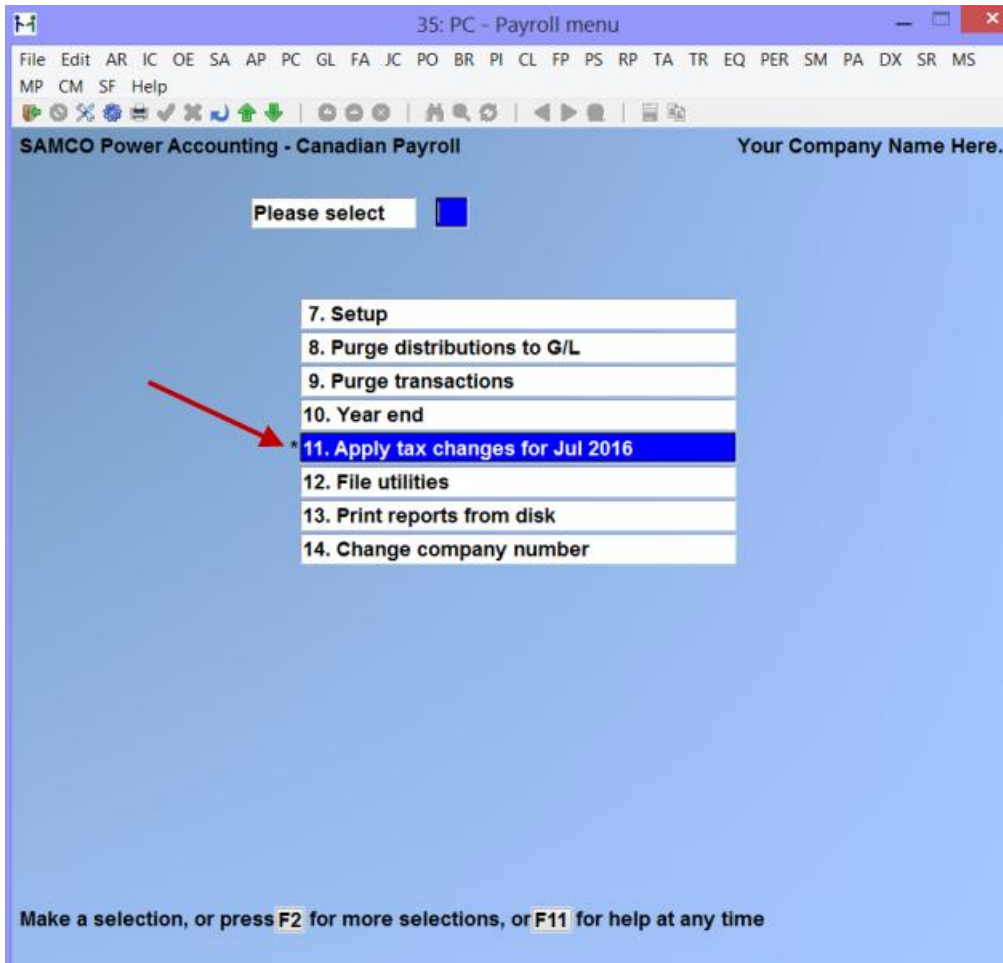
- **NOTE: the new update that has been installed replaces the “old” calculations with the “new calculations”.**
- **To apply the new tax changes go to: APPLY TAX CHANGES FOR JUL. 2016**



- **NOTE: In this screen shot it is displaying an outdated build number. (Build 14.07.35.071)**
 - **Be sure the build number matches. Ignore the date displayed to the right.**
-

Apply Tax Changes Instructions

To load the tax changes run the semi-annual update. This process replaces the “old” calculations with the “new calculations”. Go to *Payroll* -> [F2] -> *Apply tax changes July 2016*



- At: *Do you wish to run this update?* Y then, [Enter] – (yes)

It will go to the next screen. It will ask:

- *Do you wish to continue?* [Y] [Enter] – (yes)

To confirm that the Semi-Annual Update was successful:

- Go to *Payroll* -> [F2] -> *Setup* -> *Payroll control information*.

NOTE: *Check the field MC NUMBER OF LAST TAX UPDATE*****

It should go up one from the number that was displayed prior to update.

Example:

Line #7: MC Number Field which was showing 103 will now be displaying 104. This new number reflects that the July update has been completed and installed.

Field Number	Field Name	Value
1.	Default employer RCT#	"none"
2.	Business number	123456782RP0099
3.	Check form	DDEPE Prtr 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	104
8.	Tax year	2016
9.	Minimum Federal TD1 tax credit	11,474
10.	Minimum Quebec TPD1 tax credit	11,550
11.	Basic annual CPP/QPP exemption	3,500
12.	Maximum E.I. annual insurable	50,800
13.	Maximum CPP pensionable	54,900
14.	Maximum QPIP annual insurable	71,500
15.	Bonus year-to-date accumulator	46
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

Proceed with your first payroll for July - After the Update.

Remember the check date is what your payroll goes by.

- **NOTE: 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 Image Upgrade / FTP Update Instructions

We have provided upgrade instructions for Linux/Unix, and Window Users.

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 through support@samco.com

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 Samco website or steps are included with the dvd image update.

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:

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

Download the DVD Image

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

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

```
# cd /root
```

In the root command prompt, use the: **ftp command** to download the latest Samco image.

Call or Email Samco Support for the latest ftp password.

```
#ftp ns2.Samco.com
```

You'll get following prompt below:

```
Connected to ns2.Samco.com.
```

```
220 (vsFTPd 2.3.4)
```

Enter Password:

Name (ns2.Samco.com:root): *password* – **NOTE: Call Samco Support for current password**

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).
```

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

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

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.

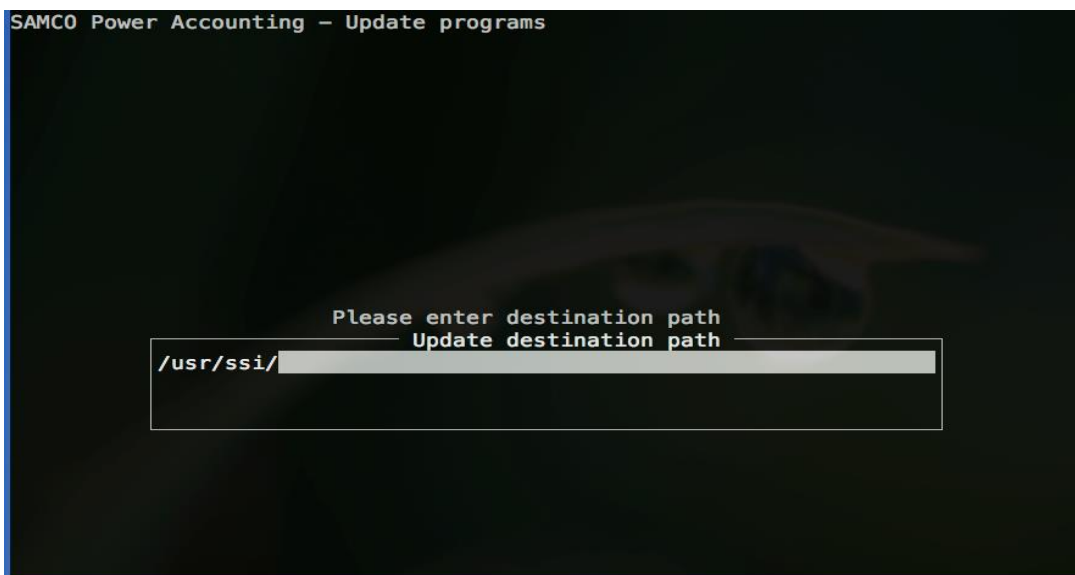
Run the following command:

- # cd /root/samcodvd
- # sh install



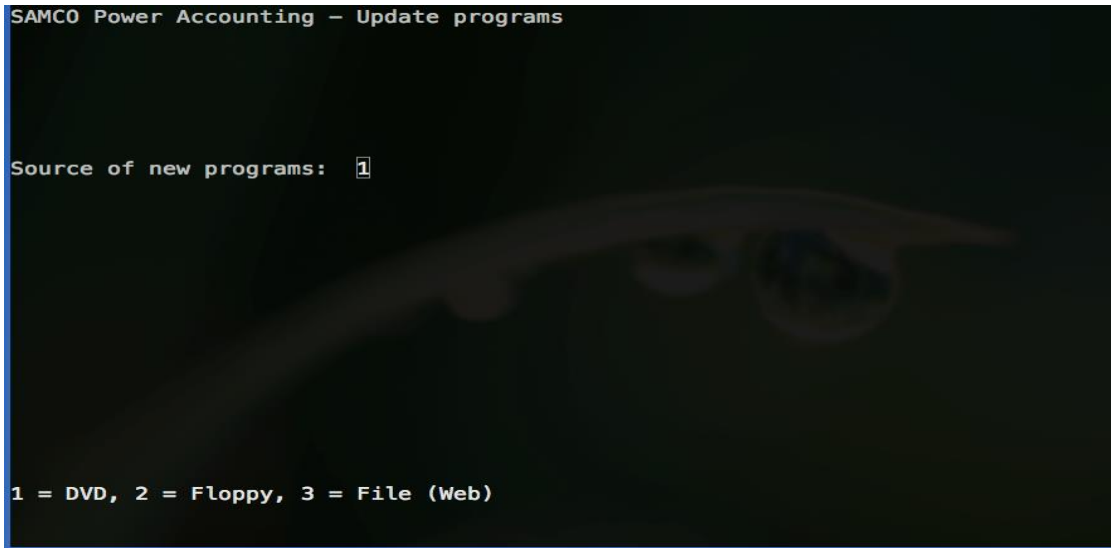
Select U for update

- 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
- Carefully enter your SAMCO directory (/u/ssi or /usr/ssi).

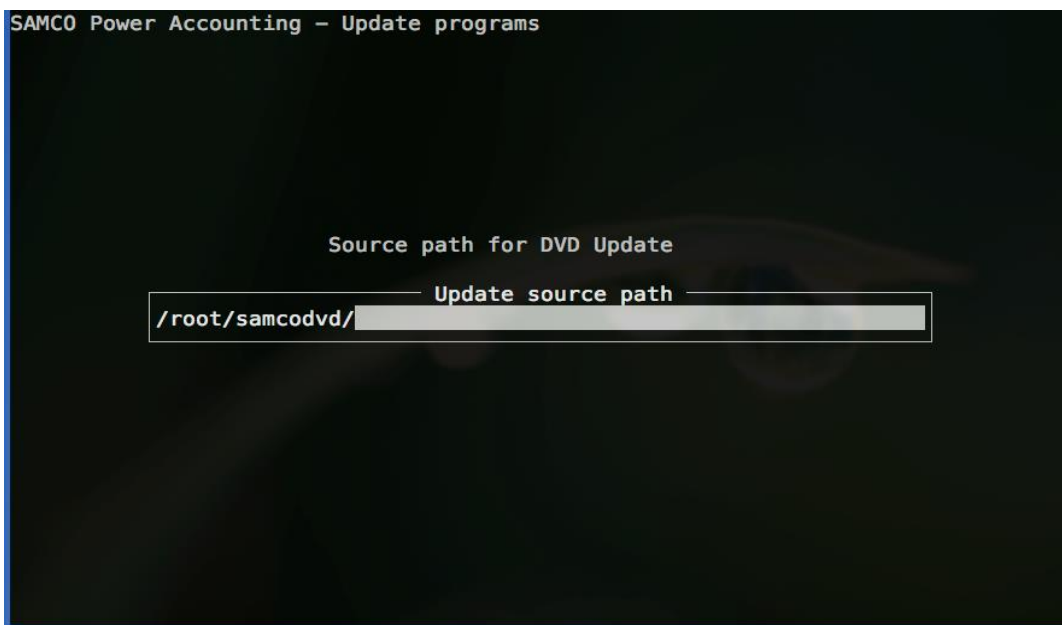


Then, press “Y” in the link OK to proceed?

When prompted, indicate that this is an update from dvd image File.



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



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

```
SAMCO Power Accounting - Update programs

Source ....: /root/samcodvd/
Destination: /usr/ssi/

Run-time: Linux          5

OK to proceed? █
F2 to license new install kit
```

- 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.
- 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.
- 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.**
- When prompted, answer Y to update all of your company data.
- 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.
- Exit the software and set the permissions for other users by typing in:
- sh ./setperms at the operating system prompt of #
- 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.

- If you are running Canadian Payroll, the required “Apply tax changes ...” function is included. Please refer to the Payroll section of the Release Notes for instructions.

NOTE:

- 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 accessing the dvd image and launching the autorun.bat. On the first screen, choose [V] to view the webcast. When done, TAB to exit.

Windows Upgrade / FTP

From 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.

Download the DVD Image

- **Note: Samco Refers to the update as a dvd image, it is not an actual dvd.**

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



1.3 The server will prompt you for authentication. Use the following user credential: (Note: the password characters are masked out with *****)

****Call Samco Support for the current password****

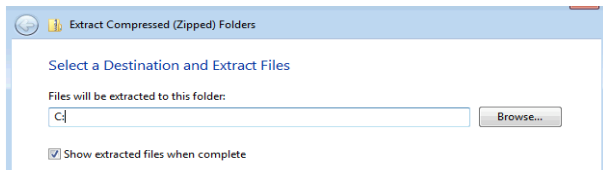
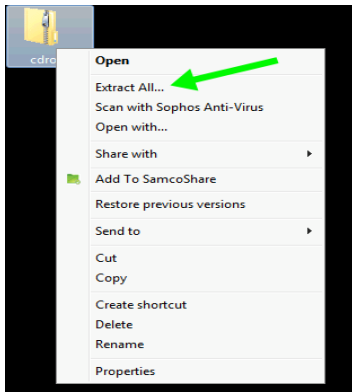
1.4 The password changes on a regular basis, so it is important that you download the file immediately upon receipt of the password.

Username Samcowin35

Password *****

2. **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.
3. After downloading, the compressed Samco dvd image file, **Right-click on the icon and then, left-click on 'Extract All'** (Fig.3).
4. 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.



5. After extracting, you will find the extracted directory as C:\samcodvd (if you chose to extract the file in drive C:)
6. **Double-click the Samco dvd image folder 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.
7. To update at the opening screen, type [U].
8. To update from within the software, press [TAB] at the opening screen. Go to System Functions → Update programs.
9. Carefully read the License Agreement then press [F2] to accept it.
10. Indicate that this is an update from dvd image by accepting the default of 1.
11. Confirm or change the path to your dvd image.
12. 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.
13. The files 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.
 - NOTE: 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.**

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. **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.
-

You have now updated your system.

If you have any questions, we will be more than happy to assist you.
You can call us at 604-597-4211 or access our website: www.Samco.com