



Brief Newsletter Update

Topic: *January 2007 Brief*

Last Updated: *04 Jan 07*

Well, another New Year, another set of payroll changes, and other items of interest. While most were already alluded to in the December '06 newsletter, I thought I'd emphasize a few items. Please review the below:

1. 2007 Canadian Payroll - if you're running the greenWORKS payroll, the changes have been posted on the website. Just login on the support pages & print the document itself. In past years this has been faxed, however, this year it is posted **ONLY** on the web. You must have Adobe 6.0 or above installed in order to display it properly.
2. If you are running the **FREE** version of AVG Anti-Virus, all earlier versions will expire on January 15th 2007. You **MUST** manually choose to download the new version (7.5) & run the installation. You will have to do this on every machine using it. **DO NOT NEGLECT TO DO THIS STEP!** Your anti-virus protection will terminate if you don't update. You'll find specific links in the Dec'06 newsletter.
3. If you are running Windows Defender, all prior beta versions have expired as of Dec 31st 2006. If you reboot your computer after this date, you will receive a message telling you that Windows Defender was unable to start. So, again as mentioned in the newsletter, you must upgrade to the current version. I recommend de-installing the old version (START, Control Panel, Add/Remove Programs) which will be labeled either Windows Defender Beta2 or Windows Anti-Spyware. Reboot your computer, then use the links in the newsletter to install the new version. **IMPORTANT:** Note that Windows Defender will run **ONLY** on Windows XP or Vista, 2000 is no longer supported. If you have it installed on a Windows 2000 (or 98/ME) machine, go to add/remove programs & remove it. It will no longer function.
4. Again, Microsoft has had one of their critical updates reset the Automatic Update features of Windows XP to automatically download and install updates, **THEN REBOOT** at 3am. This is fine for a workstation, but **VERY UNDESIRABLE** on your server. You can check by going to START, Control Panel, Automatic Updates. Your server system should be set to download updates but ask you when to install them. If it's not a server, the update at 3am is usually not a big deal. Having done that, remember to install them!
5. If you're in Canada and running cheques (whether payroll or AP) be aware that all Canadian financial institutions will be requiring a new standardized cheque format (per the Canadian Payment Association). The stated intention is to ensure that all financial documents are machine readable (in other words, they no longer have to key your cheque information). This means your cheque must be:
 - prenumbered
 - have the dollar amount printed in a specific format
 - have the date printed in a specific format
27012007 (specifically 27Jan2007)

ddmmyyy (MUST be printed to delineate the date format)

While originally set for implementation for Jan 1'2007 this has since been postponed to Jul 1'2007. You should be adhering to these new standards when reordering cheques & be aware that you may be required to purchase new cheques BEFORE all of your existing cheques are 'used up'. Following are two documents on the NEBS Business Forms website that provide more information:

http://www.nebs.ca/pdf/products/Are_your_cheques_ready.pdf

http://www.nebs.ca/canEcat/products/cheque_standards.jsp

6. Many of you will be rolling fiscal years. As a quick summary so you'll remember the steps:
 - create a new fiscal year (GL/U/2)
 - populate the period date table (GL/U/3)
 - if your fiscal year crosses a calendar year-end you may have to create fiscal year 08 even though the calendar will be 07. Call if you need help
 - a year-end close is GL/U/31 & 34. For both options you MUST enter the fiscal year you are CLOSING. So if you're closing 06 and going forward into 07, then when prompted for fiscal year you MUST enter 06 in both options.
 - If you do want to reopen a closed year, GL/U/35 (reopening 06 in the above example), then GL/1 & change the closed period back appropriately.
 - More details on the website of calling the support number.

That's it, just the items that didn't quite make it into the newsletter. This brief was also emailed directly to all customers. Have a great New Year!