

## **NEW YEAR UPDATE 2007 TELFARM FOR WINDOWS ACCOUNTANT AND CHECKWRITER**

- BACKUP YOUR 2006 DATA BEFORE BEGINNING THIS UPDATE.
- You may update to the 2007 Version 1.5.0 as long as you are currently using any version 1.4.0 or higher.
- **DO NOT** CLICK THE "START NEW YEAR" BUTTON UNTIL INSTRUCTED to do so.
- You may install this update even if you have not completed your 2006 Accounting.
  - The previous year entity remains the same, but you will add a new year (2007).
- The New Year Update 1.5.0 is NOT available from our web site; it is only available to clients who have enrolled for 2007.
- Once you update for 2007 to version 1.5.0, DO NOT UPDATE FROM OUR WEB SITE TO A LOWER VERSION – always go to the higher version.
- If your business (fiscal) year is NOT Jan – Dec, you may update with the CD, but DO NOT CLICK THE “START NEW YEAR” until you are ready to begin the new year.

### Prepare Accountant program for update

1. Open your 2006 business
2. Select OTHER
3. Click FILE > CUSTOMIZATION > REGISTRY
4. Click on the Set Install Path button
5. Click OK
6. Exit back to your Windows Desktop screen

### Installing the Update CD

1. Close ALL running programs before starting the update
2. Insert the Telfarm Master CD into your CD drive
3. Click the UPDATE button and then OK
4. Proceed through the screens by accepting the preloaded answers (NEXT, OK, ETC.)
5. When Update is successfully installed, you will be taken back to the Windows desktop

### Start a New Year

1. When you are ready, Click on the Windows Accountant Icon on your desktop
2. The Startup Screen should now display Version 1.5.0
3. Click on your 2006 entity (Example: My Farm and 2006, Dads and 2006) so it is highlighted
4. Click the green START NEW YEAR button
5. The year should display 2007
6. Click DO IT
7. The Chart of Accounts will be updated.

8. The update maintains your Account Name Pick List, your Extension Pick List, your Enterprise Pick list, the Default Units of measure and your Vendor list. You may make changes to these lists manually later.
9. The previous year entity remains the same, but a new year (2007) is added.
10. Click Close
11. If you have additional businesses, you may select one and repeat this process. Click "Start New Year" for each one.

**Reminder: THE UPDATE DOES NOT CLEAR THE CHECKWRITER RECORDS.**

You could have many old invoices and postings from previous years still on the file after updating to a new year. This takes up disk space and may cause the program to be slow. Once the checks have linked to Accountant in the previous year, they are part of the cash flow and are no longer needed in Checkwriter. However, many people like to keep several months worth of checks for reference purposes.

**How to clear Checkwriter files:**

1. Open Telfarm for Windows Accountant and select the entity (company) and the year.
2. Click the Checkwriter button
3. Click FILE > FILE MAINTENANCE
4. Select the dates for the records you want to clear
5. Select from the options shown
6. Click OK
7. If you cleared all Checkwriter records for 2006, the first available record number will now be number one.
8. **You MUST have at least one record in the 2007 Accountant file before linking any 2007 Checkwriter or Payroll checks.**

*UPD07TAC.DOC 12/12/06*