

## 2016 PAYROLL YEAR END

### [Jan 2017 Payroll Update](#)

**NOTE:** Close your Payroll year-end **after** the Last Check run for December (including calculation of the journal entry), and **Prior** to the **First check run** in January of the New Year.

#### **Check Date is in the Year that the check calculation belongs in.**

-T4's, T4A and "Releve" Forms DO NOT have to be printed prior to closing of December (year-end)

-The update can be installed anytime, you just cannot run the Payroll Menu Option to apply the New Year Payroll changes until your Year-End has been completed.

-No payroll checks dated for the following year should be run until the Year-End has been completed. Remember the system is only interested in the date of the check, not when it was printed.

-Calculate your final journal entry before starting the year end process.

**-For Quebec Releves, Our Software has certification for both paper and electronic:**  
[http://samco.com/support/release-notes/2016\\_Quebec\\_Releves.pdf](http://samco.com/support/release-notes/2016_Quebec_Releves.pdf)

### **For Customers on Windows Doing Year End & 2017 Updates**

**Back up your data, so you have a copy prior to starting the process!**

**A download for the Payroll Updates Install is available for our AEP FTP Clients.**

Use the FTP:// download according to the instructions provided in link below:

<http://ticket.samco.com/kb/faq.php?id=397>

**(Contact Samco for FTP Password)**

Any questions call: 604-597-4211. Or email us at [support@samco.com](mailto:support@samco.com)

Check out our website for Manuals, FAQ's, Release Notes, and Support [www.samco.com](http://www.samco.com)

**For Linux Users please call Samco and we will do this for you.**

## Check-List

Terminated Employees – make sure their status has been updated, and accruals are zero.

Calculate Final Journal Entry – In Payroll Enter > Checks > Calculate Journal Entry - Using the last day of the year for the Pay Period and the Check Date. 12/31/\*\*

Create Employee History – In Payroll > Second Screen (F2) > Year End > Create Employee History. Follow the Instructions. When complete you will have a new subdirectory containing the pertinent T4 information of the closing year.

To Access Employee History that was created. Go To > Payroll > Employee History and enter in the year for the T4's. You will be prompted for the year. A menu will pop up. You have an option to print, however, that can be done later. If not printing, Tab out of screen.

**DO NOT run the employee history file AFTER year end, it will clear out the Historical Data.**

Initialize Accumulators - Go to Payroll > F2 > Year End > Initialize Accumulators. Enter in any user-defined accumulator you wish to start over. System Accumulators cannot be initialized.

You are now ready to close the year.

## Steps for Year End

Go to Payroll > Second Screen (F2) > Set-Up > Year End > Year End Closing.

Run Update? – Yes. (**NOTE: Create Employee History First – BEFORE closing year end**)

When going forward with Year End, if you have not created the 'Employee History' a screen will come up and ask you to Run 'Create Employee History' Function. Do this before proceeding.

If you have already created the employee history a screen will come up saying "This program will destroy the current tax data. Use the create employee history function then zero the YTD Accumulators before running this program." It is OK to continue. It is clearing out old information. Hit [Y] to proceed.

Year End Closing is now completed.

You can now run the Jan 2017 Updates; [Jan 2017 Payroll Update](#)