

## 2017 PAYROLL YEAR END

Read through the step by step instructions. Once Samco has installed your update, you will be ready to close your payroll year.

**Link For Window Users** [http://samco.com/support/release-notes/Payroll\\_update\\_for\\_Windows.pdf](http://samco.com/support/release-notes/Payroll_update_for_Windows.pdf)

**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.

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**-For Quebec Releves, our Software has certification for both paper and electronic**

**-Update your Control Information File with Quebec Releves Authorization RL Slips Files:**

- " RQ-17-01-179 " for (XML )
- FS1701179. (Authorization for Print)

[Releve Information Form](#)

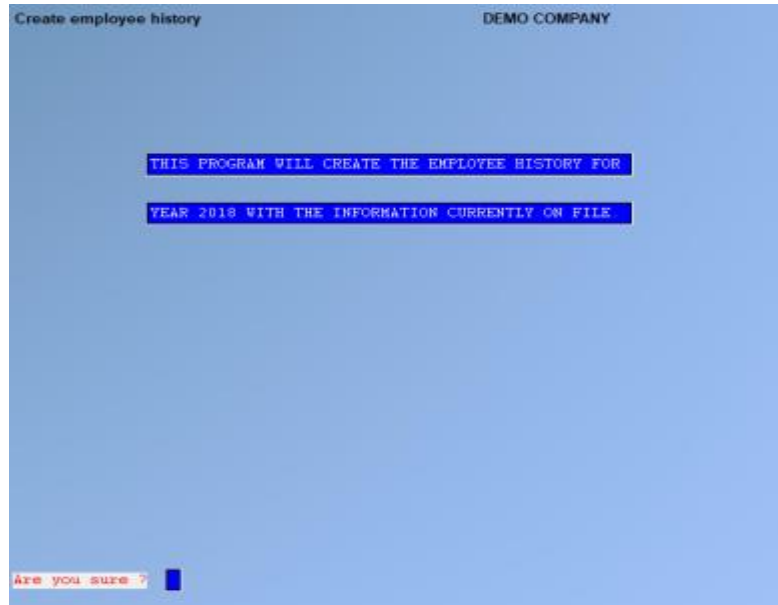
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## Year End Check-List

**Terminated Employees** – Make sure their status has been updated, vacation pay has been paid out and accruals are zero.

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



**To Access Employee History that was created.** Go To > Payroll > Employee History. 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.

**Initialize Accumulators (if needed)** – Go to Payroll > F2 > Year End > Initialize Accumulators. Enter in any user-defined accumulator you wish to start over. **NOTE:** System Accumulators cannot be initialized.

**Clear/Reconcile Cheques** - Using Payroll > Reports> Outstanding cheque List , you can see if there are any outstanding cheques.

**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/\*\*



Once you have created Employee history and gone through your check list, 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.**

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### For NOVA SCOTIA ONLY

For Nova Scotia Residents or Employers with Nova Scotia Employees.

There has been a change in the basic exemption, which now entails you to enter in the basic exemption from last year's income, as it is now a variable rate.

**-F2 (second screen) > Year End > NS Basic Exemptions>**

**1. Calculate NS Basic Exemption:**

-Run this report after you have closed your Payroll Year End. (prior to your New Year Update.) or:

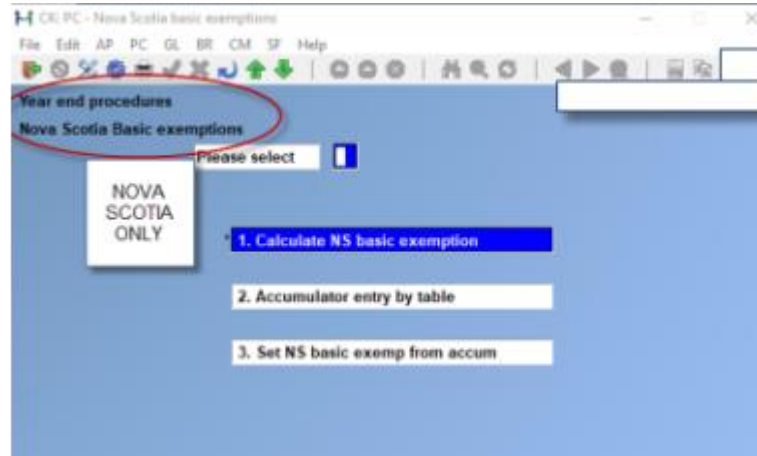
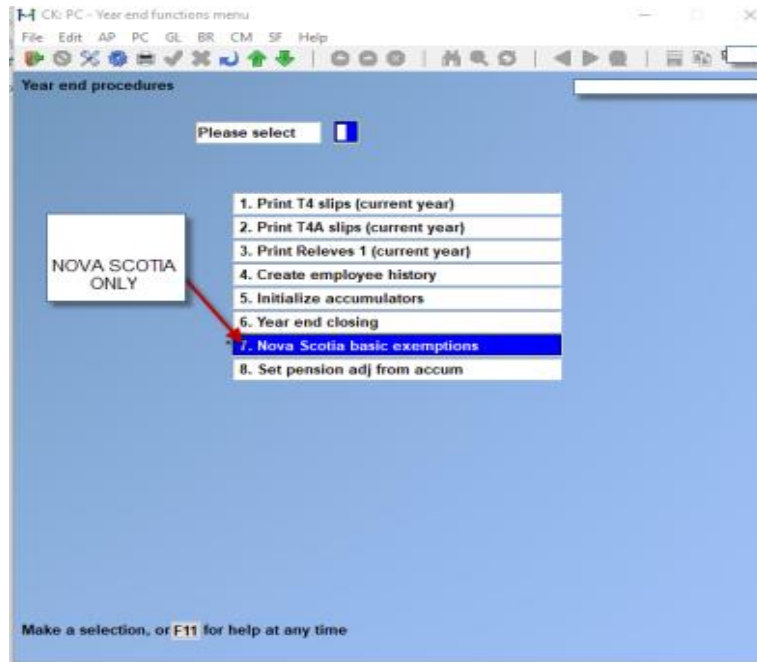
**2. Accumulator entry by table (optional)**

Set up a new accumulator, then use this function to enter final exemption amounts you calculated from the basic exemption amounts in #1.

- **Note:** This new feature is detailed in the Payroll Release Notes that are on our website [www.samco.com](http://www.samco.com) > Release notes.

**3. Set NS Basic Exemption from accumulator (optional)**

Run this to move your entered amounts into the exemption field of your Nova Scotia employees.



Run this report after year end closing and prior to new year updates

## Steps for 2018 Payroll Update

Once you have closed payroll for 2017 you are ready to RUN update payroll for the new year.

-Go to Payroll > Second Screen (F2) > Apply Tax Changes for Jan 2018

-At 'Do you wish to run this update?' Enter 'Y'

-Next prompt: Do you wish to continue? Enter 'Y'

The date should display at the top of the righthand side of the screen.

The software has now updated.

Once done please go to the Payroll >Control File in Payroll >Set-Up and view the **MC number** for last tax update.

-The **MC Number** should increase (go up) by one number

-Tax year- (2018). You are now ready to do your first payroll for 2018.

IF you do not see this number, please call [support@samco.com](mailto:support@samco.com) and we will gladly assist you.

It is only after this update is done that can you run your Payroll for the New Year.

**T4's can be done anytime and/or at a later date, as long as it is before the end of February.**

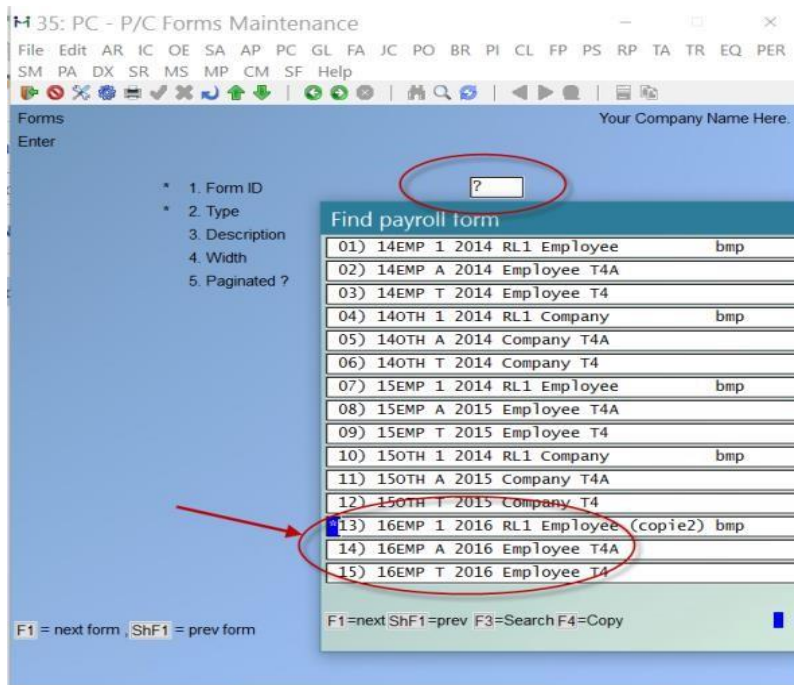
### To load Forms:

Go to Payroll > F2 >SETUP> Forms > Load

At the prompt; Are you sure? Press Y.

The updated versions of the T4 and T4A forms will be loaded.

Example shows 2016, you will be loading the year you closed. ( 2017)



## To Print T4's Slips Summaries, etc.

Go to Payroll > Employee History > 2017 > Print Historical T4 / T4A or Releve Slips.

Follow the prompts at the bottom of the screen. You can do a question mark to select the T4 Form that is required for line # 9.

Line # 10 will ask if this is original or an amendment. If you have not run the T4 before; it is considered an original. If you have, but then needed to reissue, or reprint because of changes, it is an amendment.

Immediately after printing the slips you are prompted for a second printer for the SUMMARY. Choose a standard printer for this.

The government copy is normally submitted by XML File instead of paper.

# Payroll Release Notes

## Payroll

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- In Payroll > Transactions ; the screen has been enhanced to allow entry of regular transaction code types, that use calculation method 6 (eg CPP, EIC, PIP). This is only if they have the operator override flag set, and the user can (after a warning message that requires entry of a randomly generated code) enter a specific amount (positive or negative) for the transaction. This is intended for the extremely rare circumstance where an adjustment must be made to previously calculated amounts.
- If a CPP adjustment is entered, and there is a register pension plan transaction code which reduces by the amount of CPP calculated, this CPP adjustment will NOT affect the registered pension plan amount. If the registered pension plan should be adjusted too, then an adjustment trx should be made for that code. The check will either merge the amounts or show them separately, depending on the value of the "Consolidate?" flag in the transaction code.
- This function can also now allow the entry of transaction codes set up as "prior" types (eg CPE, EIE, PIE). Like the calculation method 6 entry, the user must respond to a warning message that requires entry of a randomly generated code, and they will be prompted to enter a specific amount (since P type transaction codes do not allow setting the "operator override flag" to yes. The check will not show this "prior" transaction, but it will get processed with the rest of the transactions for the employee.
- The "PC -> Employee -> Print employee records" function has been enhanced so that the field for "Other accumulators?" has an extra option. In addition to Y and N, there is now Z. This is the same as Y, but it will ALSO print the accumulators that have zero balances. This is useful when comparing printouts either before/after or between employees, because all the values are in the same locations.
- In Payroll > Employee > Accumulator entry by table.:( New Option). This new screen has been created to allow a user to edit chosen Accumulator values for all employees at once. ( See Screen Shots )
- For Nova Scotia ONLY: There is new Nova Scotia report to calculate the 'basic exemption',( as the basic exemption in now not a fixed rate). This is a new screen entry in the Year End format to accommodate the CRA Changes

