

Jan. 2017 Updates

Steps for 2017 Payroll Update :

Once you have closed payroll for 2016 [2016 Year End Payroll 05](#)

Go to Payroll > Second Screen (F2) > Apply Tax Changes for Jan 2017

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 right hand 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 go up one number and should now show as – 105 -

Tax year. (2017). You are now ready to do your first payroll for 2017.

IF you do not see this number, please call 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 at a later date, as long as it is before the end of February.

The screenshot shows a software window titled "35: PC - Maintain payroll control data". The window contains a list of 19 control items on the left and their corresponding values on the right. The values are: 1. "none", 2. 123456782RP0099, 3. DDEPE Prtr 03, 4. BrTef, 5. ?, 6. Y, 7. 105 (circled in red), 8. 2017 (circled in red), 9. 11,635, 10. 11,635, 11. 3,500, 12. 51,300, 13. 55,300, 14. 72,500, 15. 46 Bonus year to date, 16. ADV Advance to you, 17. ADR ADVANCE REPAID, 18. N, 19. N. A callout box on the right says "MC number changes and Year." with arrows pointing to the 105 and 2017 values. At the bottom, it says "Make changes, PaDn=Next screen" and "Field number to change ?" with a blue square.

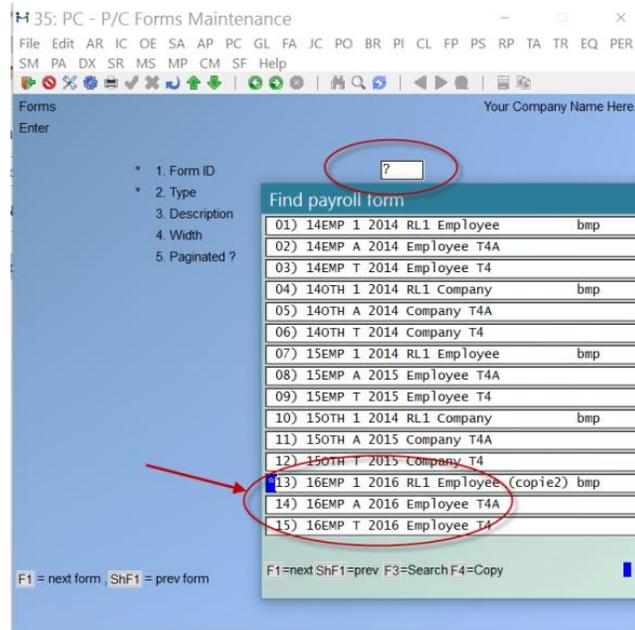
Field Number	Field Name	Value
1.	Default employer RCT#	"none"
2.	Business number	123456782RP0099
3.	Check form	DDEPE Prtr 03
4.	Check amount in words?	BrTef
5.	Check words line	?
6.	Print YTD figures on check?	Y
7.	MC number of last tax update	105
8.	Tax year	2017
9.	Minimum Federal TD1 tax credit	11,635
10.	Minimum Quebec TPD1 tax credit	11,635
11.	Basic annual CPP/QPP exemption	3,500
12.	Maximum E.I. annual insurable	51,300
13.	Maximum CPP pensionable	55,300
14.	Maximum QPIP annual insurable	72,500
15.	Bonus year-to-date accumulator	46 Bonus year to date
16.	Advance earned tax code	ADV Advance to you
17.	Advance deducted tax code	ADR ADVANCE REPAID
18.	Use B/R to reconcile checks	N
19.	Interface to personnel mgr ?	N

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.



To Print T4's Slips Summaries, etc.

Go to Payroll > Employee History > 2016 > 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 2016 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 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.

