

# How to Install Payroll Update for Samco Window Users

-Unless you are on Windows, your Software has been updated by Technical Support @ Samco. Once your software update has been installed you will be ready to close and update your Payroll Module.

**This document includes:**

- How to do install for Window Users
- Releve information for Quebec
- Steps for closing payroll
- Steps on updating the payroll with the New Year Changes.

Once the DVD is ready for upload follow the instructions below.

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## For Customers on WINDOWS ONLY:

How to install updates:

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

Install the software update from the DVD according to the step by step instructions

- Use the link <ftp://ns2.samco.com> to access the FTP server.
- Enter in samcowin35
- Add the current password

**The ftp password for samcowin35 is: Ww07dNrg?**

This is the letter **O** and this is the number **0**

This is the letter **l** (lowercase L) and this is the letter **I** (uppercase i)

- Double click on Samco DVD zip folder
- Download the file
- Open it in your C Drive C:\(this creates a Samco DVD Folder).
- Open Samco DVD - Select; Autorun to install updates

Once the update is complete, confirm install in Samco by pressing the F4 key at any menu. The information window should show that build number with a date. The date should be near the current date. If not, contact Samco: [support@samco.com](mailto:support@samco.com) or call 604-597-4211

**Follow the steps below to close your Payroll Year End and run updates for new payroll year.**

**NOTE: Once your update is complete please call or email Samco @ 604-597-4211 or [support@samco.com](mailto:support@samco.com) so that we can update our records.**

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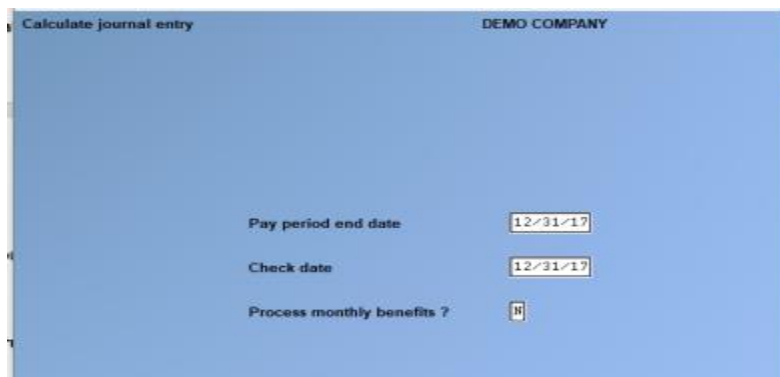
## Payroll Year End

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

### Check List/Steps in Closing of Payroll Year-End

- Terminated Employees** – Make sure their status has been updated, vacation paid out 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/\*\* -Calculate your final journal entry before starting the year end process.



Calculate journal entry DEMO COMPANY

Pay period end date 12/31/17

Check date 12/31/17

Process monthly benefits ?  N

- Create Employee History** – Run this **BEFORE** you do your Year End. *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** 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.

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

**Things to Note:**

- 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)

**For Quebec Releves**

-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](#)

Samco has certification for both paper and electronic

## Quick Re-Cap of Steps:

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

**Step 1-** Create Employee History

**Step 2 -** Initialize Accumulators (if needed)

**Step3 -** Calculate your final journal entry before starting the year end process.

**Step 4 - Run Update? – Yes –**

**Step 5 –** Update Forms > Screen 2 (F2) > Set-Up > Forms

**-NOTE:** 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." **Hit [Y] to proceed.**

It is clearing out old information.

You are now ready to close the year.

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

**-NOTE:** 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.

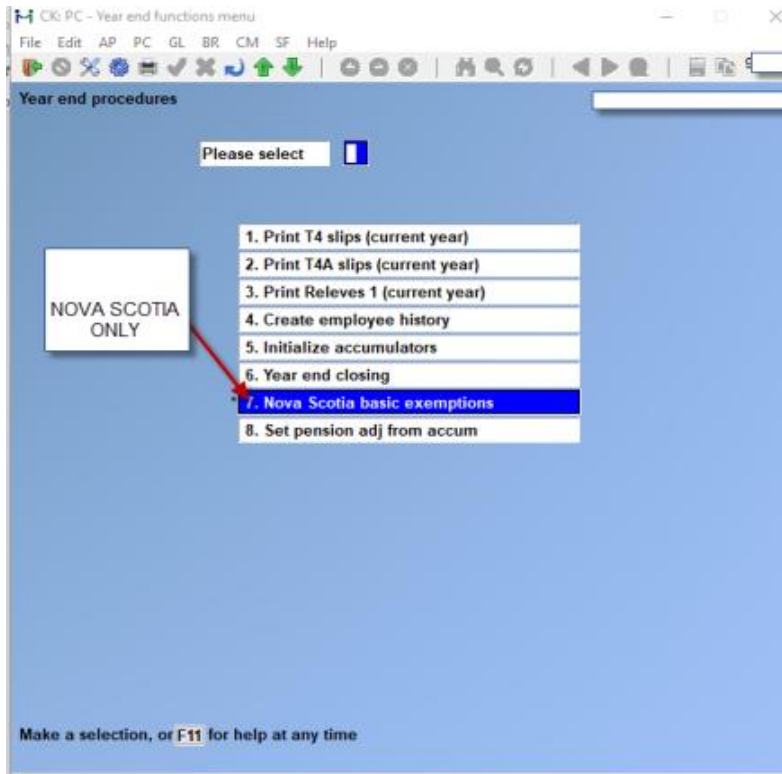
**Year End Closing is now completed.**

### **For NOVA SCOTIA ONLY :**

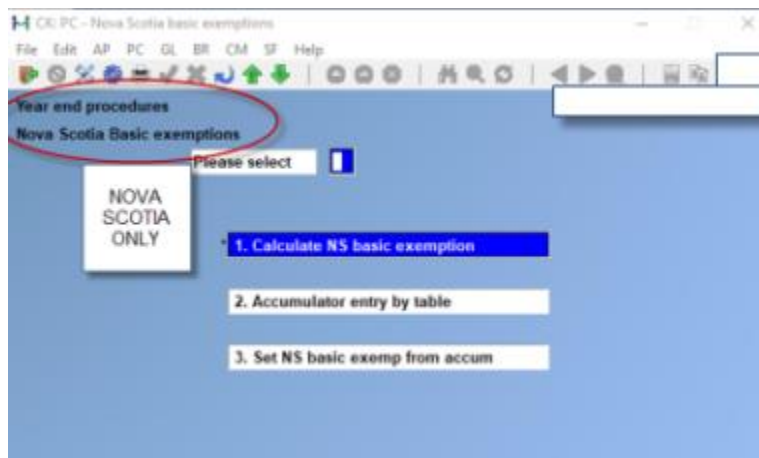
#### **For Nova Scotia Residents or Employers with Nova Scotia Employees.**

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

Go To: Second Screen F2 > Year End > # 7 A second menu comes up for entry. **Run report after year is closed prior to install of new year updates.**



Nova Scotia Second Sub-Screen:



- **NOTE: Run this report after you have closed your Payroll Year End.**

## To Apply Payroll Changes 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 the MC Number and tax year will automatically update.  
Check by going into the Control File in Payroll >Set-Up and view the MC number for last tax update and the new tax year.

Example:

**Line #7 - The MC Number should increase by one number**

**Line # 8 - Tax year should display the new tax year for your payroll**

**You are now ready to do your first payroll for 2018.**

**The MC number should match the edition number for the latest update on the CRA webpage:**

### **To Update Forms:**

Once year end has been closed and New Year updates has been installed you can then go into > Set-up> Forms > Load and update the forms. You should now see the new forms for the T4 Year you just closed.

**NOTE: Only after the install of the 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.**

## 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.

**NOTE: Once the update has been done, please notify Samco @ 604-597-4211 or email us at [support@samco.com](mailto:support@samco.com) so that we can update our records.**

Thank you.