

## January 2020 Payroll Updates

### Steps for 2020 Payroll Update

Follow these steps to prepare your Payroll files for the 2020 tax year only after completing the last payroll for 2019.

#### Closing the 2019 Payroll

The fundamental idea is to take a snapshot of the 2019 files, placing them in their own folder for viewing and reporting, and to run the T4/T4A/Releve1 forms through the **Employee History** function.

1. Go to **Payroll » [F2] » Year end**;
2. Run **Create employee** history;
3. If you have accumulators that need to be zeroed out manually, run **Initialize accumulators**. At 'Do you wish to run this update?' **Enter 'Y'**. Of note, if you have accumulators that you do this for every year, change the *Zero at year end* flag within each Accumulator affected to Y;
4. Run **Year end closing** to zero out accumulators, and prepare the Payroll files for the new year.

Of note, we have improved the update routine so that it automatically cleans up old forms, and loads the new 2019 T4, T4A, and Releve1 forms.

Once you have closed payroll for 2019:

1. Install the update by running **Payroll » [F2] » Apply Tax Changes for Jan 2020**;
2. Answer **Y** to *Do you wish to run this update?* ;
3. Enter Y to *Do you wish to continue?*;
4. The data has now been updated.

Next go to the **Payroll » [F2] » Set Up » Control information** and confirm the following:

- **MC Number** is 110;
- **Tax year** is 2020;
- **RL1 print auth code** is FS1901188;

You are now ready to do your first payroll for 2020.

If you do not see these numbers please contact [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 first payroll for 2020.

T4's can be done anytime, as long as it is before the end of February.

## To Print Slips and Summaries

Go to **Payroll » Employee History » 2019 » Print Historical T4 / T4A or Releve Slips** and fill in the fields, following the prompts at the bottom of the screen.

At the **T4 form ID** field enter **19EMP** to print/email the forms (a ? will display a list of available forms), or press **F1** to generate an XML file for submission to the CRA.

The **Data type** field will ask if this is original or an amendment. It is an original if the form has already been submitted. If you need to reissue, or reprint because of changes, it is an amendment.

Immediately after printing the slips select the printer for the **Summary** – normally a standard laser printer or PDF.

NOTE: Refer to Chapter 20 in the on-line Canadian Payroll manual ([https://www.samco.com/support/user-manuals/Payroll\\_Manual\\_14\\_07\\_35.pdf](https://www.samco.com/support/user-manuals/Payroll_Manual_14_07_35.pdf)) for details