

January 2023 Payroll Updates

Payroll Update Steps

After completing the last payroll for 2022, follow these steps in sequence to prepare your Payroll files for the 2023 tax year. Repeat these steps for each company ID within SAMCO that you do payroll in.

Closing the 2022 Payroll

The fundamental idea is to take a snapshot of the 2022 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. Select **Create employee** history from the menu list;
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'. 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.

Once you have closed payroll for 2022:

1. Apply the 2023 tax changes by running **Payroll » [F2] » Apply Tax Changes for Jan 2023**. If the menu selection says **Jan 2022**, stop and call SAMCO Support at 604-597-4211 or email support@samco.com. **Do not continue** as the software update containing the 2023 tax changes has not been installed on your system yet;
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 117
- **Tax year** is 2023
- **RL1 print auth code** is FS2201170 (applies only to Quebec employers)
- **RL1 XML cert. code** is RQ-22-01-138, found on the 3rd page of the **Enable magnetic filing...** field (applies only to Quebec employers)

If you do not see these numbers, please contact support@samco.com and we will gladly assist you.

It is only **after this update** is done that you can run your first payroll for 2023, and generate T4, T4A, and Releve 1 forms.

Repeat the above steps for each company ID within SAMCO that you do payroll in.

To Print Slips and Summaries

NOTE: If you need to set the employee Pension adjustment value prior to printing T4s, go to **Payroll » Employee History » 2022 » Set pension adj from accum**.

Go to **Payroll » Employee history » 2022 » Print Historical T4 / T4A or Releve Slips** and fill in the fields, following the prompts at the bottom of the screen. At the form ID field enter **22EMP** to print/email the 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 not 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) for details.

If you have any questions or concerns regarding this process, please do not hesitate to give us a call at 604-597-4211 or email support@samco.com. We'll be more than happy to help out.