



## Year-end Procedure for 2009

### 1.1 Prior to year-end

1. Print the T4 forms for the current year on plain paper. This is an optional step and is for checking purposes only.

From the Process menu, choose Print T4 Slips...

- In Format, click **Summary** to print T4s in a summarized format
- In Year, click **Current** to print the current year's T4s
- Click the check boxes and command buttons as required

*Review the T4s and make any adjustments. It is easier to fix them now than when the deadline comes.*

*Note: This is an optional step, but it is strongly recommended.*

2. Print the T4A forms for the current year on plain paper. This is an optional step and is for checking purposes only.

From the Process menu, choose Print T4A Slips...

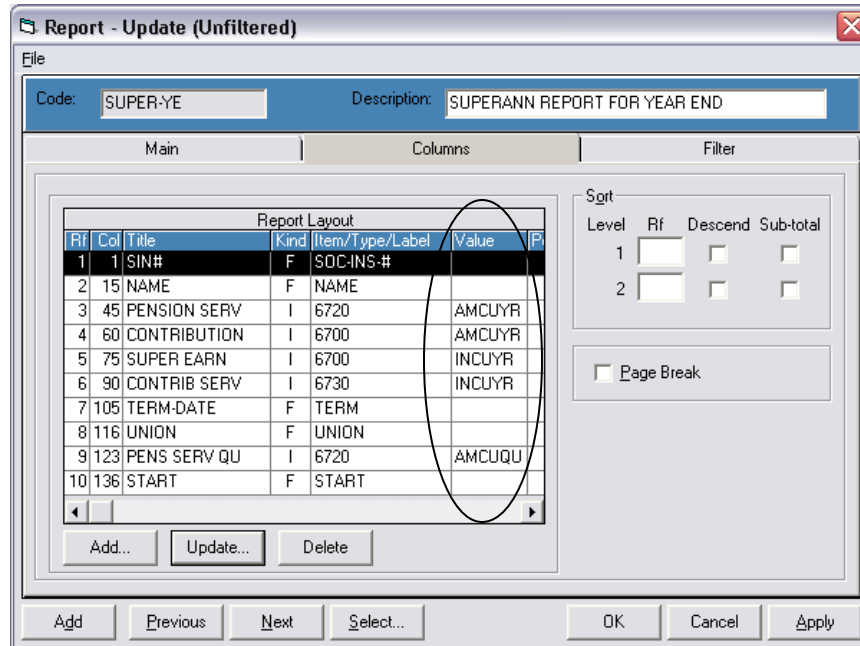
The screenshot shows the 'Process - Print T4A Forms' dialog box. It contains several sections for configuring the print job. The 'Records' section has radio buttons for 'All', 'Range', and 'Current'. The 'Format' section has radio buttons for 'Summary', 'Self-mailer', 'Regular', and 'Laser', with sub-options for '4 copies', 'Employees' copy only', '3 copies', and 'Employer/CRA's copy only'. The 'Employer Address' section has three text boxes containing '#201 - 319 Governors Court', 'New Westminster, BC', and 'V3L 5S5'. The 'Master Flags' section has radio buttons for 'Include all', 'Flagged only', and 'Not Flagged'. The 'Business No' section has a radio button for '123456782RP1234'. The 'Year' section has radio buttons for 'Current' and 'Last'. The 'Class' section has radio buttons for 'Include all' and 'Specific'. The 'Margins (# of chars)' section has input boxes for 'Left: 2' and 'Top: 1'. There are also buttons for 'OK', 'Cancel', 'Test', 'Setup...', and 'Set Date...'.

- In Format, click **Summary** to print T4As in a summarized format
- In Year, click **Current** to print the current year's T4As
- Click the check boxes and command buttons as required

*Review the T4As and make any adjustments. It is easier to fix them now than when the deadline comes.*

*Note: This is an optional step, but it is strongly recommended.*

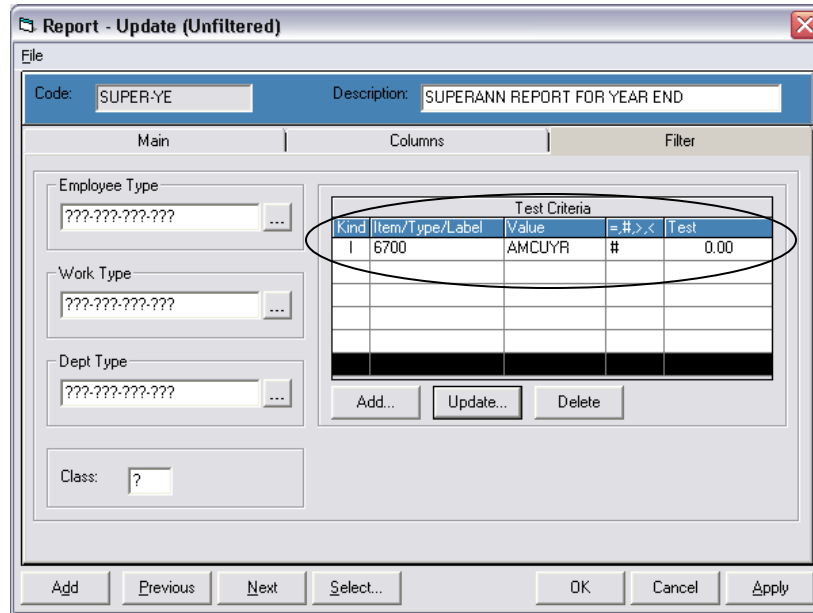
3. Update and print the Superannuation Year-end report (SUPER-YE)
  - a) In the Reports module, Select... the SUPER-YE report and click OK
  - b) Check the report's Column settings  
Click the **Columns** tab to make it the active window.
    - If your Payroll is still in 2009 and you are checking the 2009 BC Pension (Superannuation) then the **Value** in the Report Layout has to show AMCUYR or INCUYR (CUYR indicates current year).



- If your Payroll is in 2010 and you're doing the 2009 BC Pension (Superannuation) then the **Value** has to show AMLAYR or INLAYR (LAYR indicates last year). You will need to change all lines to say either AMLAYR or INLAYR.

*Hint:* To change the **Value** column, click the Update... button, and double-click on the line to be changed. Click the drop-down list box in Item Value: to select AMCUYR (or AMLAYR) and click OK.

- c) Check the report's Filter settings  
Click the **Filter** tab to make it the active window.  
If the **Columns** tab has AMCUYR and INCUYR, then the **Test Criteria** in the **Filter** tab has to have AMCUYR (not AMLAYR) in **Value** as well. Click the Update... button in Test Criteria to update the **Value** if necessary.



*Hint:* You may want to have two SUPER- YE reports: Current and Last with the correct Value column and Filter settings respectively to save the trouble of changing CU to LA or vice versa.

d) Print and review the report

From the Process menu, click Print Reports... and select **C**urrent in Records to print the current SUPER- YE report. You can also select Preview Report from the Process menu to view it on screen before printing a hard copy. Review the report carefully, and make any necessary adjustments in Payroll.

*Note:* This is an optional step, but it is strongly recommended.

4 Set Company Information

Sign on to Payroll with Exclusive Access. If you are already in Payroll or Reports, you have to exit both Payroll and Reports then re-open Payroll and click Exclusive Access. From the Setup menu, select Company Inf... and click on the **P**eriods tab. Make sure the last pay period has a “**Y**” in the column titled **E**nd.

5. Backup your data

After the last payroll of the year is finished (including the printing of reports), exit payroll and make an additional permanent backup by following your normal backup procedures. Label this backup “2009 Payroll Year-end B/U” and also include the Payroll version number on the label. You can find the payroll version from the Help menu, by selecting About Payroll... The backup data (diskettes or CD) are to be retained permanently and should be stored in a safe place.

## 1.2 At year-end

### 1. Do Initialize Period

Initialize Period will cycle the cumulative figures for 2009 from the "current year" fields (CuYr) to the "last year" fields (LaYr) in the Employee Details **Amounts** tab. If you have not done Initialize Period for the last pay period of the year, do it now, otherwise, go to step 2.

Sign on to Payroll with Exclusive Access only. From the Process menu, click Initialize Period... to open that dialog box. Ensure that **All of below** is selected, and click OK.

### 2. Set Company Information

From the Setup menu, select Company Info... and click on the **Periods** tab.

PD End	Date	PD End	Date	PD End	Date	PD End	Date
1 P	09/01/2010	8 M	17/04/2010	15 M	24/07/2010	22 M	30/10/2010
2 M	23/01/2010	9 P	01/05/2010	16 P	07/08/2010	23 P	13/11/2010
3 P	06/02/2010	10 P	15/05/2010	17 M	21/08/2010	24 M	27/11/2010
4 M	20/02/2010	11 M	29/05/2010	18 P	04/09/2010	25 P	11/12/2010
5 P	06/03/2010	12 P	12/06/2010	19 Q	18/09/2010	26 Y	25/12/2010
6 Q	20/03/2010	13 Q	26/06/2010	20 P	02/10/2010	27	/ /
7 P	03/04/2010	14 P	10/07/2010	21 P	16/10/2010	28	/ /

- Update the field **Current year:** to "2010"
- Update the field **Periods per year:** only if the number of pay periods for 2010 differs from 2009 (eg. 27 instead of 26 pay periods or vice versa)
- Update the field **Last year-end:** to the ending date of the last pay period in 2009
- You do not have to update the fields **Current period:**, **Fiscal period:**, **Fiscal year-end month:**, and **Adjust fiscal begin:**

- Update all the pay period end dates for 2010 in the Date fields. Enter the appropriate character for report accumulators of a period (**P**), monthly (**M**), quarterly (**Q**) and year (**Y**) in the End field. Click OK when all fields are completed.

*Hint:* Remember to use Shift-End to highlight the existing text in each field, then you can just start entering the new information, and tab to the next field (or double-click on each field to highlight existing data).

### 3. Update the Cycle master for the monthly cycles

From the **Setup** menu, select **Codes | Cycle** (or Ctrl+Y) to open the Cycle List. Double click on (or highlight and click **Update...** for) the cycle(s) that require modifying.

Eg: If there are any monthly cycles (i.e. codes = MONTH, MONTHB, EMONTH, etc.) which are defined as all pay periods which occur at the beginning of the month, or perhaps at the end of the month, update those codes and enter a “1” next to the correct pay **Period** in the **Occur** field.

Pd	Occur	Pd	Occur	Pd	Occur	Pd	Occur	Pd	Occur	Pd	Occur	Pd	Occur
1	<input checked="" type="checkbox"/>	8	<input type="checkbox"/>	15	<input type="checkbox"/>	22	<input type="checkbox"/>	29	<input type="checkbox"/>	36	<input type="checkbox"/>	43	<input type="checkbox"/>
2	<input checked="" type="checkbox"/>	9	<input type="checkbox"/>	16	<input type="checkbox"/>	23	<input type="checkbox"/>	30	<input type="checkbox"/>	37	<input type="checkbox"/>	44	<input type="checkbox"/>
3	<input type="checkbox"/>	10	<input type="checkbox"/>	17	<input checked="" type="checkbox"/>	24	<input type="checkbox"/>	31	<input type="checkbox"/>	38	<input type="checkbox"/>	45	<input type="checkbox"/>
4	<input checked="" type="checkbox"/>	11	<input type="checkbox"/>	18	<input type="checkbox"/>	25	<input type="checkbox"/>	32	<input type="checkbox"/>	39	<input type="checkbox"/>	46	<input type="checkbox"/>
5	<input type="checkbox"/>	12	<input type="checkbox"/>	19	<input checked="" type="checkbox"/>	26	<input type="checkbox"/>	33	<input type="checkbox"/>	40	<input type="checkbox"/>	47	<input type="checkbox"/>
6	<input checked="" type="checkbox"/>	13	<input type="checkbox"/>	20	<input type="checkbox"/>	27	<input type="checkbox"/>	34	<input type="checkbox"/>	41	<input type="checkbox"/>	48	<input type="checkbox"/>
7	<input type="checkbox"/>	14	<input type="checkbox"/>	21	<input type="checkbox"/>	28	<input type="checkbox"/>	35	<input type="checkbox"/>	42	<input type="checkbox"/>	49	<input type="checkbox"/>

*Note:* If you made a change to the **Periods per year** field in the Company Information (e.g. from 26 to 27 pay periods or vice versa), then you must make the same change to the **# per Year:** field in each code in the Cycle List. Also the “PERIOD” cycle itself must be changed appropriately, i.e. insert or delete the “1” in the **Occur** box for Period 27.

#### 4. Update Employee Master with personal tax exemptions

- a) You may have to update the employees' personal exemption amount. In the Employee Master, click the **Numbers** tab and update the **CLAIM** field if the employee has changed his/her total claim amount for year 2010.
- If the employee is claiming the basic personal amount (i.e. Federal Claim code 1 = \$10,382 for 2010), leave the **CLAIM** field as **0.00000** (or **0**).
  - If the employee is not claiming the basic personal amount, then enter the actual dollar amount (as shown in Total Claim Amount in line 12 of TD1 - 2010 Personal Tax Credits Return) of the employee's 2010 personal exemptions.
- b) For those employees who have completed a provincial TD1 form (e.g. TD1BC for 2010 British Columbia Personal Tax Credits Return), then you will have to update the **PRVCLAIM** field. In Employee Master, click the **Numbers** tab and update the **PRVCLAIM** field if the total claim amount for year 2010 has been changed.
- If the employee is claiming the basic personal amount (i.e. code 1 for year 2010 in BC = \$11,000, and ON = \$8,943), leave the **PRVCLAIM** field as **0.00000** (or **0**).
  - If the employee is not claiming the basic personal amount, then enter the actual dollar amount (as shown in Total Claim Amount in line 12 of TD1BC - 2010 British Columbia Personal Tax Credits Return) of the employee's 2010 personal exemptions.

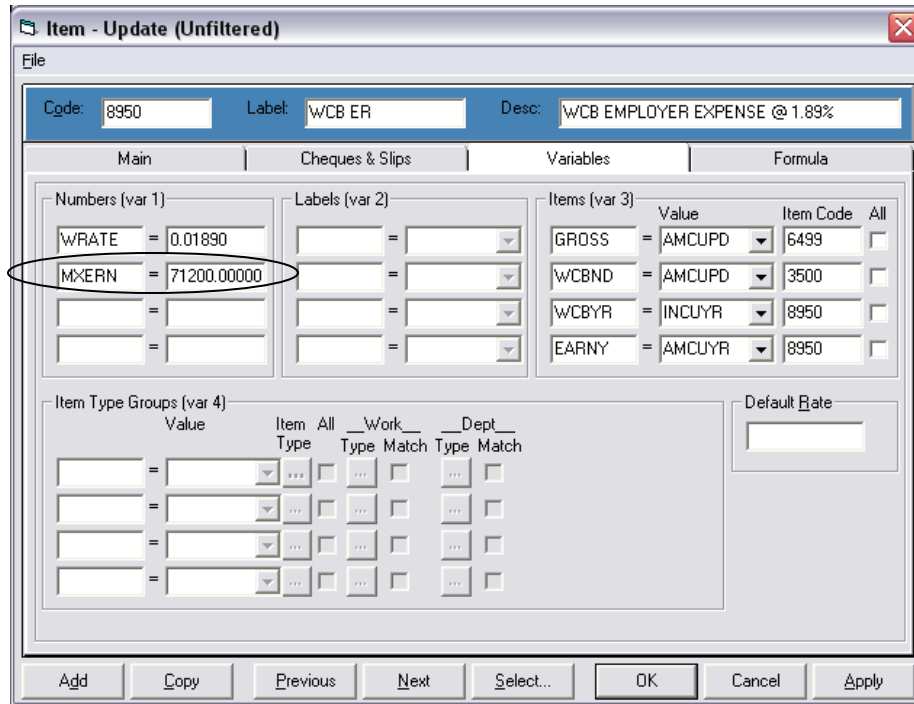
*Note:* If you have not received your 2010 personal exemption figures from your employees, the **CLAIM** and **PRVCLAIM** fields can be updated when the figures are received. The 2010 figures should be entered as soon as possible, otherwise the system will calculate employee Tax deductions based on the personal exemption figures entered in the Employee Master.

#### 5. Update Item Masters for any values that may have changed

From the **Setup** menu, select **Codes | Item** (or Ctrl+I) to open the Item List. Double click on (or highlight and click **Update...**) the item(s) that require modifying. This would include WCB Employer Contribution, Superannuation, EI (Q & U), and Vacation Accrual Prior and Current items.

- a) WCB Employer Contribution item (probably item #8950)
- i) In the Item List, **Select...** the WCB Employer item.
  - ii) Click the **Variables** tab and update in Numerics (var 1)

Update the maximum assessable earnings in **MXERN**, and the WCB rate in **WRATE**.



*Note:* The maximum assessable earnings (**MXERN**) for 2010 in BC is \$71,200. (ON = \$77,600, NL = 51,235, AB = 77,000, etc.).

iii) If you have more than one WCB employer item, you will need to update each of them to reflect the changes.

b) Superannuation item (usually item #6700)

i) In the Item List, Select... the Superannuation item and click Uppdate... (or double click on the item).

ii) Click the Variables tab and update in Numerics (var 1)  
For the year 2010, update **YMPE** to 47200.00 and **DIFF** is 708.00 (i.e.  $47200 \times [8.49\% - 6.99\%]$ ).

*Note:* The following print-screen is for sample purposes. Since the Variables for Items (var3) or Item Type Groups (var4) for each site are based on that site's item list, please don't change yours to match this example. Please only make the changes circled in Numbers (var1).

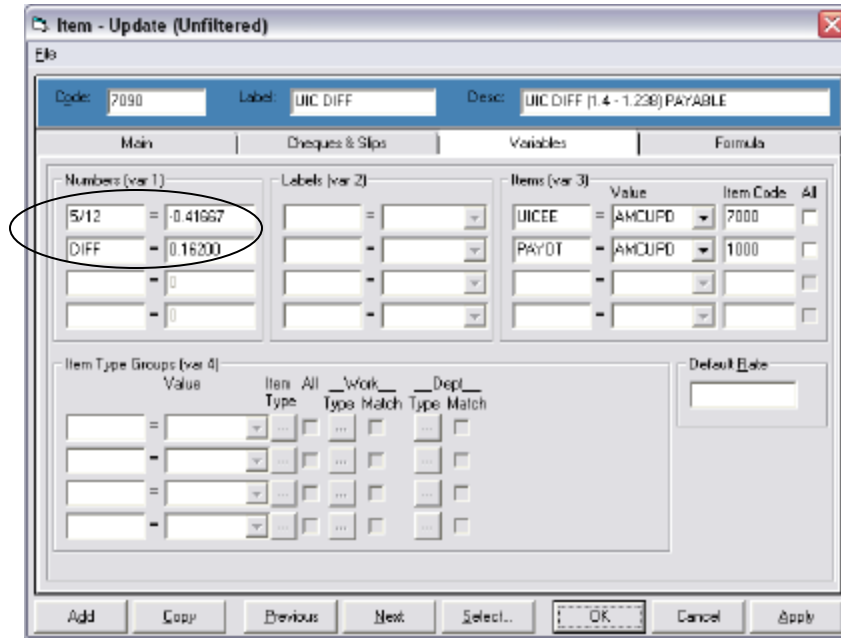
- c) Update the Vacation Accrual Prior and Vacation Accrual Current Items. Click on the **Variables** tab. The number assigned to “BREAK” in the Numeric frame on this screen should be the pay period number at which the Vacation Accrual Current should roll over into the Vacation Accrual Prior to start accumulating for the new vacation year.

Eg. If vacation accrues on a July 1, 2009 through June 30, 2010 cycle and July 1, 2010 falls in pay period 14, then “BREAK” must be defined as BREAK = 14.00000. This way all vacation hours accrued up to period 13 will roll over into the Vacation Accrual Prior item and Vacation Accrual Current item will start accruing from period 14.

If the value currently assigned to the variable “BREAK” is incorrect for the 2010 payroll, Update... the "number" assigned to “BREAK” in both vacation accrual items (i.e. both prior and current accrual items).

- d) If you have two EI rates, you must update your EI qualified item and put in the **new qualified rate** in the Numbers (var 1) frame. You must also update your EI DIFF item.

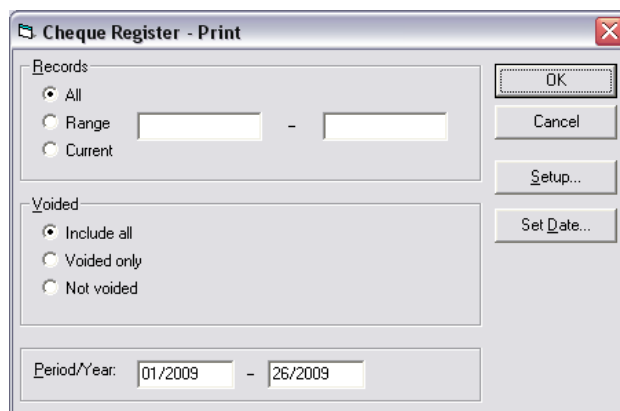
*Note: **DIFF** = the difference between the new reduced rate and 1.4  
Please note that either this number has to be entered as a negative number or the other Numbers field 5/12 has to equal a negative number, i.e. 5/12 = -0.41667 (a negative number).*



6. Clear prior year Cheques & Pay Slips Registers (optional)

*The files containing Cheques and/or Pay Slips Register data get larger every pay period. They are not automatically deleted at Year-end. It is recommended that these files be deleted so the new Cheque and/or Slip Register History will start at pay period 1, 2010.*

- a) Print the contents of the existing Cheque Register History file.
  - i) From the Process menu, select Cheques | Register to open the Cheque Register screen.
  - ii) From the File menu, click Print... to open the Cheque Register - Print screen.



- iii) Enter the appropriate range in the Period/Year: fields, and set other check boxes and command buttons as required.

*Note:* If Direct Deposit is used, print the contents of the existing Pay-Slips Register History file too. From the Process menu, select Pay Slips | Register to open the list box of Pay Slip Registers. Then from the File menu, click Print ... to open the Pay Slip Register - Print dialogue box. Enter the appropriate range in the Period/Year: fields, and set other check boxes and command buttons as required.

If you have saved the Cheque and/or Slip Registers printed every pay period, step 6a) above can be skipped.

- b) Using Windows Explorer, navigate to the drive and folder (directory) where your payroll system is currently stored and display the files in the right pane of the Explorer window. Locate the files **PRCHQ.DAT**, **PRCHQ.IDX**, **PRSLP.DAT**, **PRSLP.IDX**, and delete them.

*You can delete the files from the DOS prompt as well. From the DOS prompt, type*

F :	(if your Payroll is F: drive)
CD\HR\DATA	(if your Payroll is in \HR\DATA)
DEL PRCHQ . *	(delete both PRCHQ.DAT and PRCHQ.IDX)
DEL PRSLP . *	(delete both PRSLP.DAT and PRSLP.IDX)

## 7. Clear prior year audit files (optional)

If you have been using the Audit files in Payroll, you may find that the files are getting quite large. Because data is written to the Audit files throughout the year, the files can grow significantly if you have the full auditing turned on. If you wish to start the year off with new Audit files, you may delete the existing audit files and they will be recreated when you go into Payroll.

To delete the files from the DOS prompt, type:

F :	(if your Payroll is F: drive)
CD\HR\DATA	(if your Payroll is in \HR\DATA)
DEL PRAADJ . *	
DEL PRAARC . *	
DEL PRACOM . *	
DEL PRACYM . *	
DEL PRADPM . *	
DEL PRADTL . *	

DEL PRAEMM.\*  
DEL PRAHST.\*  
DEL PRAITM.\*  
DEL PRATRN.\*  
DEL PRAWRM.\*

8. Clear prior year HTML folder

If you have been emailing pay slips to the employees, you may find the HTML folder gets quite large. You may want to rename the HTML folder that contains the 2009 pay slips records to HTML2009, and start the year off with a new HTML folder for the 2010 pay slips. The HTML folder will be created when you run the next email pay slips.

9. Backup

Perform a final permanent full backup before starting data entry for Pay Period #1 of 2010. Label this backup "2010 Payroll Start of New Year B/U" and also include the Payroll version number on the label. You can find the payroll version from the Help menu, by selecting About Payroll...

### 1.3 After year-end is completed, but before T4s

1. Employee's information
  - a) Make sure the employees in Employee Master are entered with the last name, followed by first name and initials, e.g. DOE, John H
  - b) If you are filing T4s by paper submission, then the employee's postal code can be entered on the 2<sup>nd</sup> or 3<sup>rd</sup> line of the Address. If you are filing T4s and T4A by electronic submission, or you've to report the employee addresses to BC Pension Corp, then the employee's postal code must be entered on the 3<sup>rd</sup> line.

The screenshot shows a software window titled "Employee - Update (Unfiltered)". It has a menu bar with "File". Below the menu bar, there are two input fields: "Code" with the value "BLUE.C" and "Name" with the value "BLUE, CONNIE". Below these are several tabs: "Main", "Address", "Dates", "Numbers", and "Bank Accounts". The "Address" tab is active, showing an "Address:" section with three lines of text: "258 E. Broadway", "Vancouver, BC", and "V5M 2G1". Below the address are fields for "Phone #:" and "Email Addr:" with the value "cblue@telus.net". To the right of the address fields is a "Miscellaneous" section with several empty input fields labeled: "EMP NUM", "DESIGGRP", "UNIONCDE", "INCREMNT", "CLASSCDE", "TERMCODE", and "CELL PH#". Below the address and miscellaneous fields is a "Comments:" section with three empty lines. At the bottom of the window are buttons: "Add", "Previous", "Next", "Select...", "OK", "Cancel", and "Apply".

2. For sites with more than one payroll

*Repeat steps 1 through 9 in Section 1.2 for every drive and folder (directory) on which a payroll system is currently stored (some sites have more than one).*

### 1.4 Flag Details

If you have been using **ComVida<sup>®</sup> Payroll** for more than two years, you may find that the Employee Details tab contains a lot of Amount records that are no longer used. If these Amounts records are all zero, you can use the Flag Details process (Process | Flag Details...) to flag them. Once flagged, they will be removed in the next Initialize Period.

It is recommended to backup the Payroll data before running the Flag Details process.

*Note:* If templates are set-up for creating new employees, after running the Flag Details process you will need to remove the flags in the templates or the details will be deleted during the next Initialize Period. Please refer to the Payroll Guide for more information on the Flag Details process.