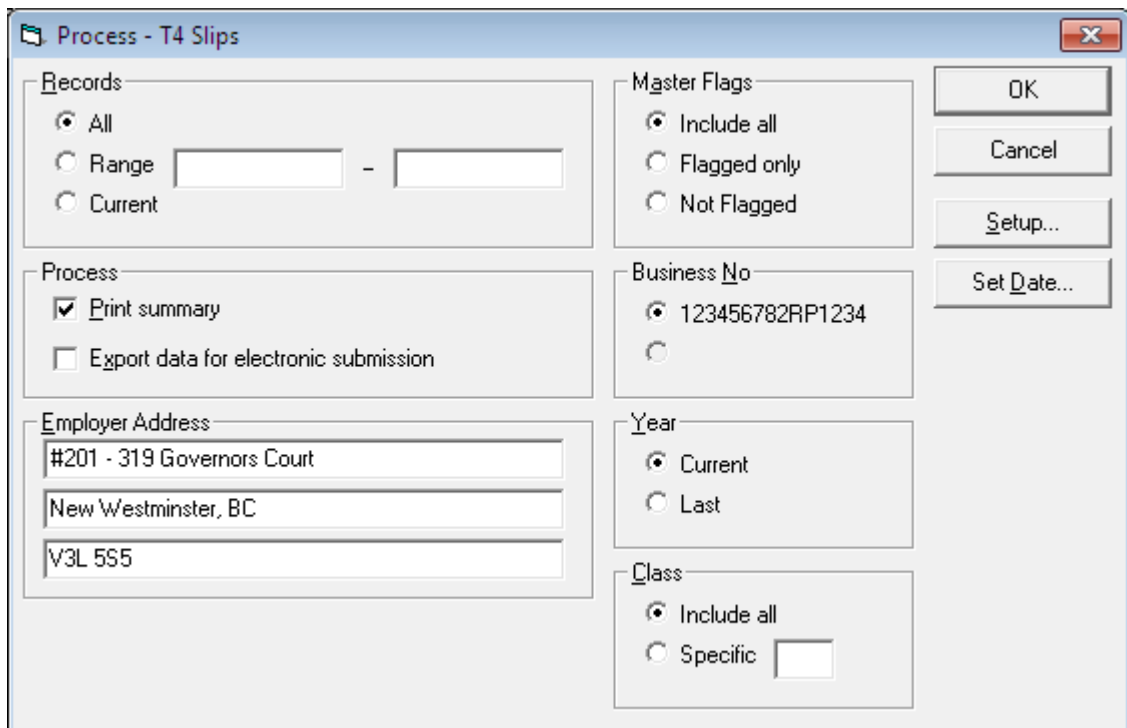


Year-end Procedure for 2011

1.1 Prior to year-end

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

From the Process menu, choose T4 Slips...



- In Process, click **Print 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 in the current year than when the deadline comes.

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

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

From the Process menu, choose T4A Slips...

The screenshot shows a dialog box titled "Process - T4A Slips". It contains several sections for configuring the print process:

- Records:** Radio buttons for "All" (selected), "Range" (with two empty input boxes), and "Current".
- Process:** Checkboxes for "Print summary" (checked) and "Export data for electronic submission".
- Employer Address:** Three text boxes containing "#201 - 319 Governors Court", "New Westminster, BC", and "V3L 5S5".
- Master Flags:** Radio buttons for "Include all" (selected), "Flagged only", and "Not Flagged".
- Business No:** Radio buttons for "123456782RP1234" (selected) and an empty one.
- Year:** Radio buttons for "Current" (selected) and "Last".
- Class:** Radio buttons for "Include all" (selected) and "Specific" (with an empty input box).

On the right side of the dialog, there are four buttons: "OK", "Cancel", "Setup...", and "Set Date...".

- In Process, click **P**rint summary to print T4As in a summarized format
- In **Y**ear, click **C**urrent 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 in the current year than when the deadline comes.

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

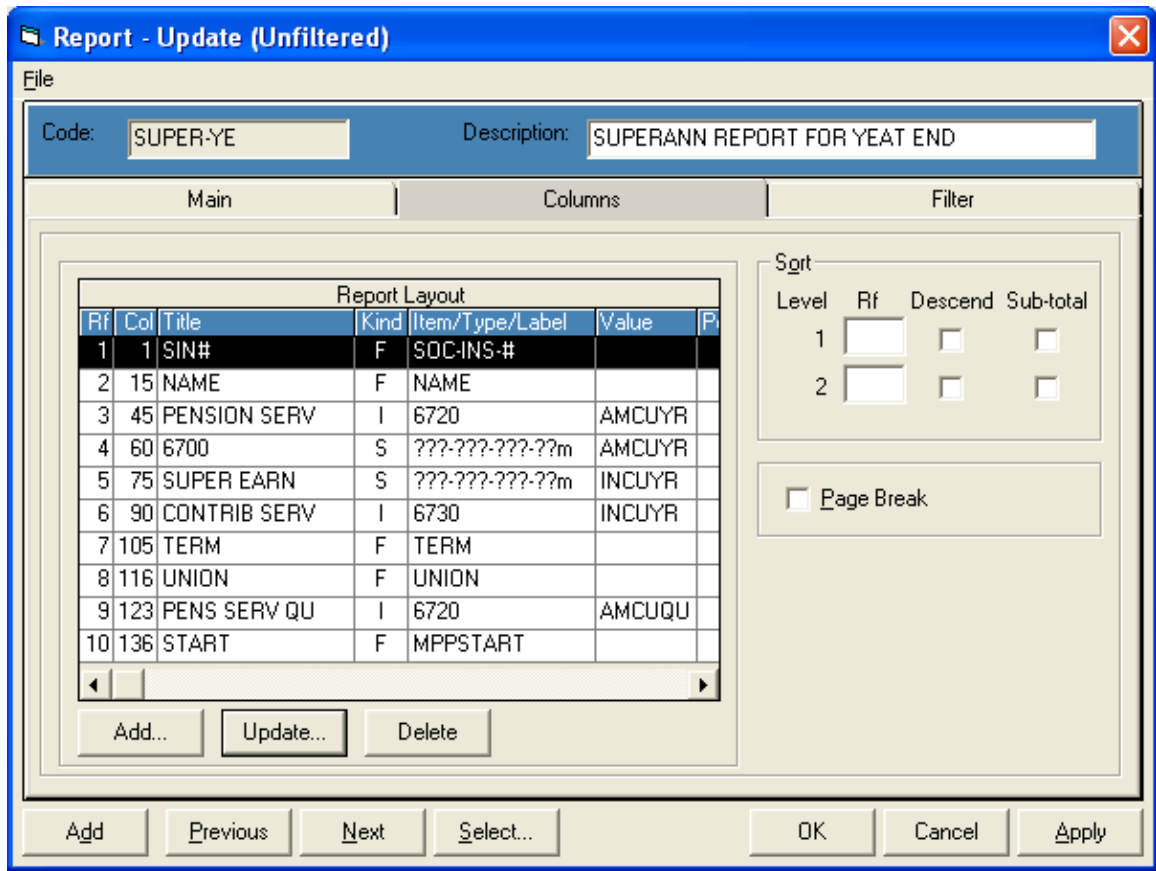
3. Update and print the MPP (Superannuation) Year-end report (SUPER-YE)

a) In the Reports module, Select... the SUPER-YE report and click OK

b) Check the report's Column settings

Click the **C**olumns tab to make it the active window.

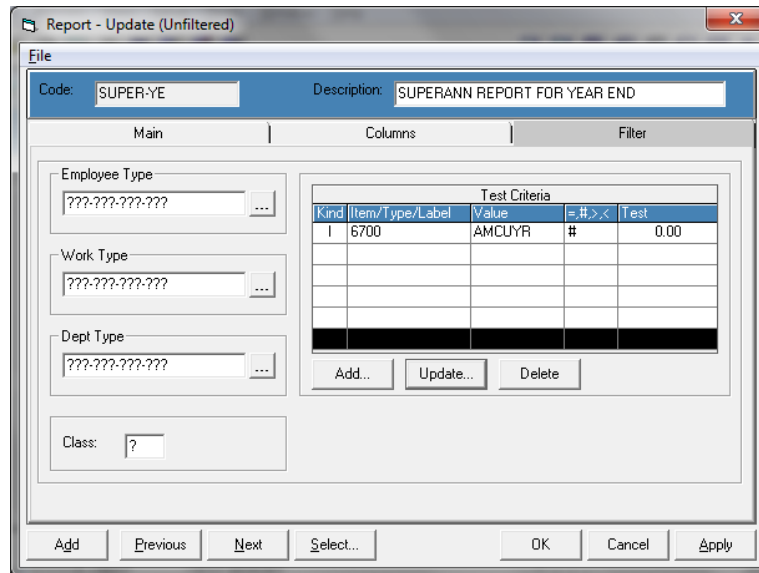
- If your Payroll is still in 2011 and you are checking the 2011 BC Pension (Superannuation) then the **V**alue in the Report Layout has to show AMCUYR or INCUYR (CUYR indicates current year).



- If your Payroll is in 2012 and you're doing the 2011 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 **Current** 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 **Periods** tab. Make sure the last pay period has a “**Y**” in the column titled **End**.

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 “2011 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 are to be retained permanently and should be stored in a safe place.

Hint: For those sites who have not run the HSCIS reports for the last quarter of the year, it’s highly recommended to make a copy of the current data folder, and name it “HSCIS26” or “2011-26”, etc. This will save you the time to change the value of the 10 reports from “CUYR” to “LAYR” .

1.2 At year-end

1. a) Do Initialize Period

Initialize Period will cycle the cumulative figures for 2011 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 Inf... and click on the **Periods** tab.

PD End	Date	PD End	Date	PD End	Date	PD End	Date
1 P	06/01/2012	8 P	13/04/2012	15 M	20/07/2012	22 M	26/10/2012
2 M	20/01/2012	9 M	27/04/2012	16 P	03/08/2012	23 P	09/11/2012
3 P	03/02/2012	10 P	11/05/2012	17 M	17/08/2012	24 M	23/11/2012
4 M	17/02/2012	11 M	25/05/2012	18 P	31/08/2012	25 P	07/12/2012
5 P	02/03/2012	12 P	08/06/2012	19 P	14/09/2012	26 Y	21/12/2012
6 P	16/03/2012	13 Q	22/06/2012	20 Q	28/09/2012	27	/ /
7 Q	30/03/2012	14 P	06/07/2012	21 P	12/10/2012	28	/ /

- Update the field **Current year:** to "2012"
- Update the field **Periods per year:** only if the number of pay periods for 2012 differs from 2011 (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 2011
- 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 2012 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. Check that there is a Y in the End field on the last pay period date. 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).

Note: All payments with a pay date in 2012 are reported on T4 slips for 2012 regardless of when the pay period occurred in which the work was performed

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 Udate... for) the cycle(s) that require modifying.

Eg: If there are any monthly cycles (i.e. codes = MONTH, MONTHE, 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 type="checkbox"/>	8	<input type="checkbox"/>	15	<input checked="" type="checkbox"/>	22	<input checked="" type="checkbox"/>	29	<input type="checkbox"/>	36	<input type="checkbox"/>	43	<input type="checkbox"/>
2	<input checked="" type="checkbox"/>	9	<input checked="" 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 checked="" type="checkbox"/>	31	<input type="checkbox"/>	38	<input type="checkbox"/>	45	<input type="checkbox"/>
4	<input checked="" type="checkbox"/>	11	<input checked="" 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 type="checkbox"/>	26	<input checked="" type="checkbox"/>	33	<input type="checkbox"/>	40	<input type="checkbox"/>	47	<input type="checkbox"/>
6	<input type="checkbox"/>	13	<input checked="" type="checkbox"/>	20	<input checked="" type="checkbox"/>	27	<input type="checkbox"/>	34	<input type="checkbox"/>	41	<input type="checkbox"/>	48	<input type="checkbox"/>
7	<input checked="" 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 2012.
 - If the employee is claiming the basic personal amount (i.e. Federal Claim code 1 = \$10,822 for 2012), 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 13 of TD1 - 2012 Personal Tax Credits Return) of the employee’s 2012 personal exemptions.

- b) For those employees who have completed a provincial TD1 form (e.g. TD1BC for 2012 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 2012 has been changed.

- If the employee is claiming the basic personal amount (i.e. code 1 for year 2012 in BC = \$11,354, ON = \$9,405, and AB = 17,282), 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 - 2012 British Columbia Personal Tax Credits Return, TD1ON - 2012 Ontario Personal Tax Credits Return, or YD1AB-2012 Alberta Personal Tax Credits Return) of the employee's 2012 personal exemptions.

Note: If you have not received your 2012 personal exemption figures from your employees, the **CLAIM** and **PRVCLAIM** fields can be updated when the figures are received. The 2012 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 Udate...) 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 2012 in BC is \$73,700, ON is \$81,700 and AB is \$86,700 (please check earnings for Alberta as this amount was not available)

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

b) MPP (Superannuation) items (usually items #6700/6701)

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

ii) Click the Variables tab and update in Numerics (var 1)

For the year 2012, update **YMPE** to 50,100.00

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).

Item - Update (Unfiltered)

File

Code: 6700 Label: MPP Desc: MUNICIPAL PENSION PLAN RATE 1

Main Cheques & Slips Variables Formula

Numbers (var 1)

SRT1	=	0.07800
YMPE	=	50100.00000
	=	0
	=	0

Labels (var 2)

	=	
	=	
	=	
	=	

Items (var 3)

	Value	Item Code	All
SALYR	= INCUYR	6700	<input type="checkbox"/>
	=		<input type="checkbox"/>
	=		<input type="checkbox"/>
	=		<input type="checkbox"/>

Item Type Groups (var 4)

Value	Item Type	All Type	Work Type Match	Dept Type Match
BASE	= AMCUPD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	=	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	=	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	=	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Default Rate

The screenshot shows a software window titled "Item - Update (Unfiltered)". At the top, there are fields for "Code: 6701", "Label: MPP", and "Desc: MUNICIPAL PENSION PLAN RATE2". Below this are four tabs: "Main", "Cheques & Slips", "Variables", and "Formula". The "Variables" tab is active, showing three sections: "Numbers (var 1)", "Labels (var 2)", and "Items (var 3)".

Numbers (var 1):

SRT2	=	0.09300
YMPE	=	50100.00000
	=	0
	=	0

Labels (var 2):

	=	
	=	
	=	
	=	

Items (var 3):

	Value	Item Code	All
SALPD	= INCUPD	6700	<input type="checkbox"/>
SALYR	= INCUYR	6700	<input type="checkbox"/>
	=		<input type="checkbox"/>
	=		<input type="checkbox"/>

Item Type Groups (var 4):

Value	Item Type	All	Work Type	Dept Match
BASE	= AMCUPD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	=	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	=	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	=	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

At the bottom right of the "Item Type Groups" section is a "Default Rate" field. At the bottom of the window are buttons: "Add", "Copy", "Previous", "Next", "Select...", "OK", "Cancel", and "Apply".

- 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.

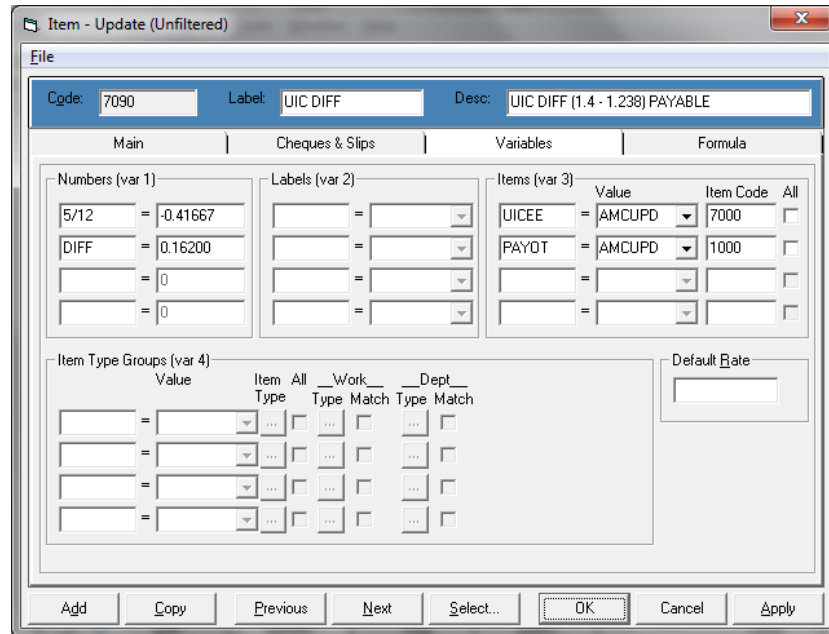
Eg. If vacation accrues on a July 1, 2011 through June 30, 2012 cycle and July 1, 2012 falls in pay period 14, then "BREAK" must be defined as BREAK = 14.00000. This way all vacation hours accrued up to period 13 will roll over into the Vacation Accrual Prior item and Vacation Accrual Current item will start accruing from period 14.

If the value currently assigned to the variable "BREAK" is incorrect for the 2012 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

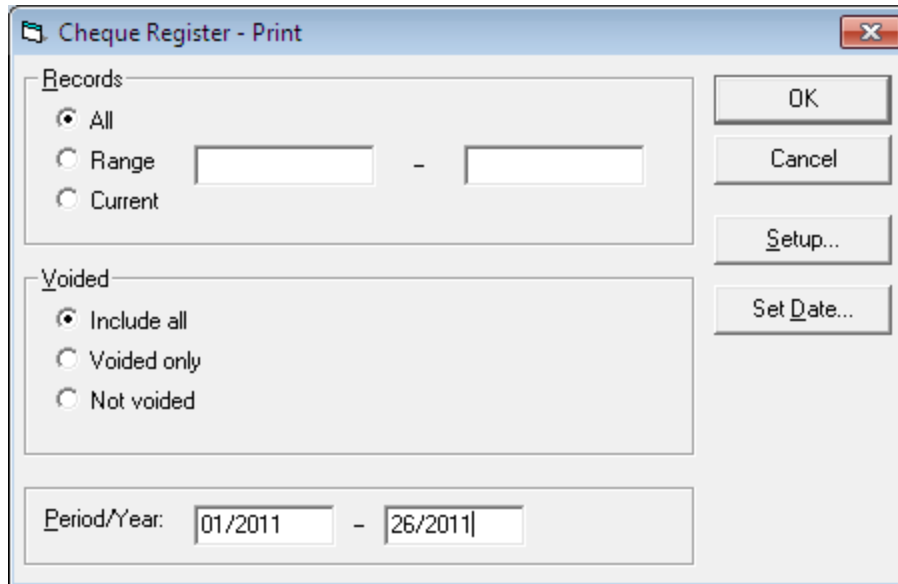
Please note that either this number has to be entered as a negative number or the other Numbers field 5/12 has to equal a negative number, i.e. 5/12 = -0.41667 (a negative number).



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, 2012.

- 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.

Note: All payments with a pay date in 2011 are reported on T4 slips for 2011 regardless of when the pay period occurred in which the work was performed 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 listed below 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 PRAADJ.*	(delete both .DAT and .IDX files)
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 (optional)

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 2011 pay slips records to HTML2011, and start the year off with a new HTML folder for the 2012 pay slips. The HTML folder will be created when you run the next email pay slips.

Using Windows Explorer, navigate to the drive and folder (directory) where your payroll program folder is currently stored. Locate the HTML , right click on it and rename to HTML2011 .

9. Run Remove Flagged Records (optional)

This process will remove flagged records from all data files, with the exception of employees who still have amounts, history, cheques or pay slips, and amounts that have nonzero values.

From the Process menu, click Run Remove Flagged Records, click on remove expired History and Archive records

Note this process may take several hours.

10. Backup

Perform a final permanent full backup before starting data entry for Pay Period #1 of 2012. Label this backup “2012 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 2nd or 3rd 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 3rd line.

The screenshot shows a software window titled "Employee - Update (Unfiltered)". It has a menu bar with "File". Below the menu bar are two input fields: "Code: BLUE.C" and "Name: BLUE, CONNIE". There are five 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 this are fields for "Phone #:" and "Email Addr: cblue@telus.net". To the right is a "Miscellaneous" section with several empty input fields: "EMP NUM", "DESIGGRP", "UNIONCDE", "INCREMNT", "CLASSCODE", "TERMCODE", and "CELL PH#". At the bottom are buttons for "Add", "Previous", "Next", "Select...", "OK", "Cancel", and "Apply". A black arrow points from the text in step 1b to the third line of the address field.

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 (optional)

If you have been using **ComVida® 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, you can remove them by selecting Remove Flagged Records... from the Process menu.

Please be aware that this step will remove **all** zero details, details that may be added to the employee , for future calculations, but have not have been used yet.

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.