

Sage BusinessVision Payroll Year-End Procedures

It's that time of year again when Payroll Year-End must be performed. To help you with this process we've created this document which outlines the steps you'll need to take to perform a Payroll Year-End, update your software to the January 2006 Tax Tables, and perform TD1 revisions.

The following steps must be performed to properly complete a Payroll Year-End:

1. Finish entering timecards and print your last payroll cheques for 2005.
2. Make a backup of your data before entering any timecards for 2006.
3. Install the Payroll Update on **all** Workstations running BusinessVision.
4. Run the Payroll Year-End function in BusinessVision.
5. Perform TD1 Revisions.
6. Begin entering timecards for 2006.
7. Print T4s * (please note that a separate update will be released in early January with the updated T4 formats if you are still on Version 5 or Version 6 – do not print T4s until you have installed this patch. The new format for Version 7.0 users is included with this update)

Step 1: Complete Payroll for 2005

Before starting the Payroll Year-End process, ensure that you have entered all timecards and printed all cheques for all employees. Once Payroll Year-End has been performed you cannot enter any additional timecards for 2005.

Step 2: Make a Backup

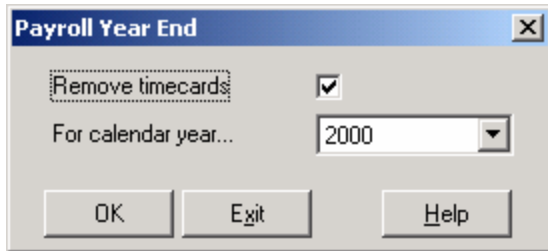
This is a very important step that should not be skipped. If something were to happen in the middle of performing the Payroll Year-End function (i.e. power failure, hard drive crash, system freeze up, data corruption, etc.) you would be lost without a backup. There are several different methods you can use to backup your data. Whichever method you choose it's a good idea to make more than one copy and to store one off-site for extra protection. Ensure that you check your backups periodically to make sure they work correctly.

Step 3: Install the Payroll Update

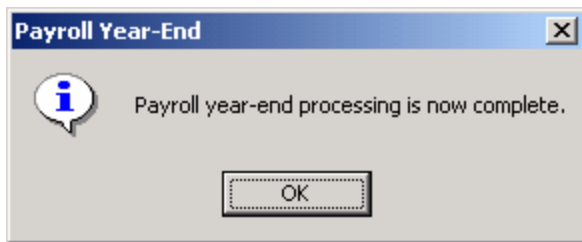
If you are subscribed to Payroll Update Plan with Client Care, you should receive a Payroll Update CD in the mail at the end of December. If you have not received a Payroll Update CD, please contact Client Care at 1-800-642-7693. They will be able to inform you if a CD has been shipped to you. If you are not currently subscribed to the Payroll Update Plan, they will be able to provide you information about signing up for a plan that best suits your organization.

To install the Payroll Update, insert the CD into your CD-ROM drive and follow the setup instructions on the screen.

You can remove timecards from any previous years (i.e. 2003) that are no longer required. A minimum of 2 years of history is recommended. Do not remove Timecards for the current year (i.e. 2005).



You will get a screen notifying you that Payroll Year-End processing has completed.

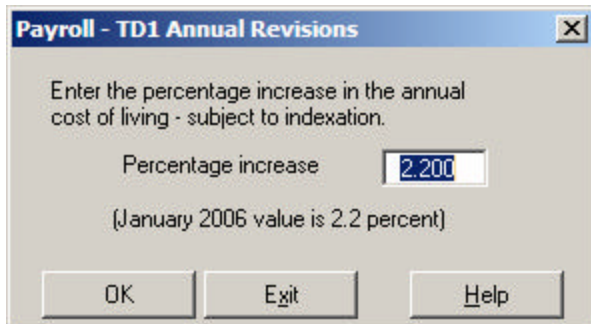


If you attempt to run the Payroll Year-End again, you will get a warning. If the Payroll Year-End does not complete successfully you may have to restore your backup. Contact us before going further if you encounter any problems running the Payroll Year-End.

Step 5: Perform TD1 Revisions

Once you have installed the January 2006 Tax Tables, you must perform the TD1 Revisions before entering any timecards for 2006. Choose Utilities ? Payroll Setup ? TD1 Revisions.

The TD1 Revisions function will automatically calculate the new annual tax credit value for each employee, eliminating the need for each employee to complete TD1 forms each year, unless their status has changed (e.g. marriage). The percentage increase for 2006 is 2.2%. The basic personal exemption in 2006 is \$9,039.



Click Ok to increase the tax credit for all employees.

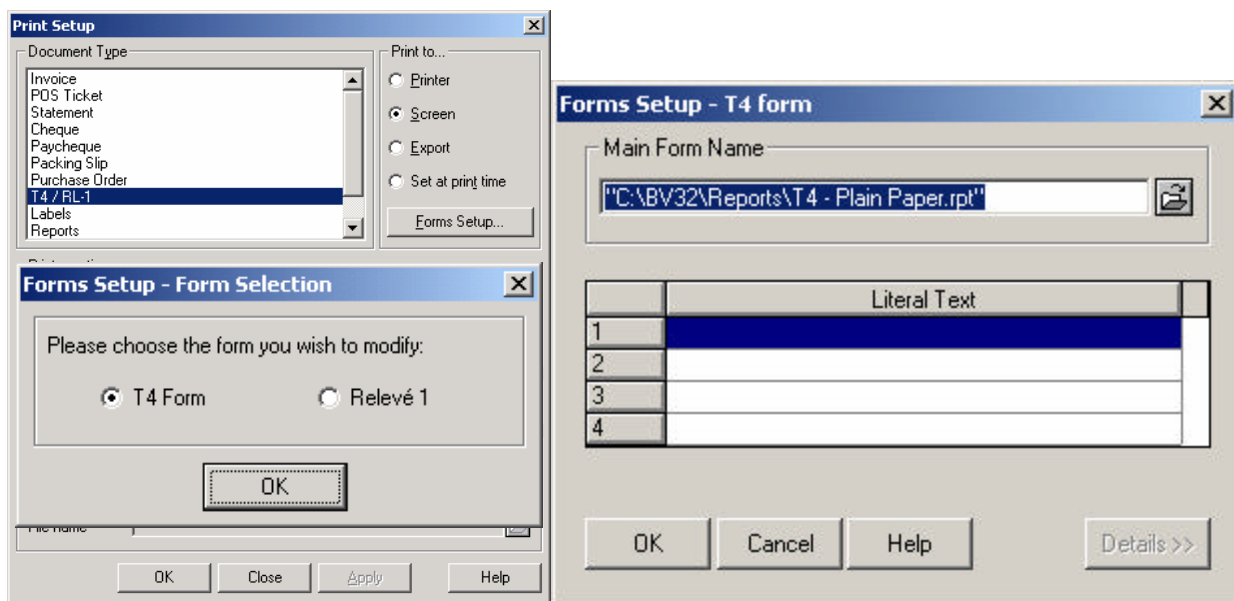
Step 6: Begin entering Timecards for 2006

Once all of the above steps have been completed you can begin to enter payroll for 2006 as usual.

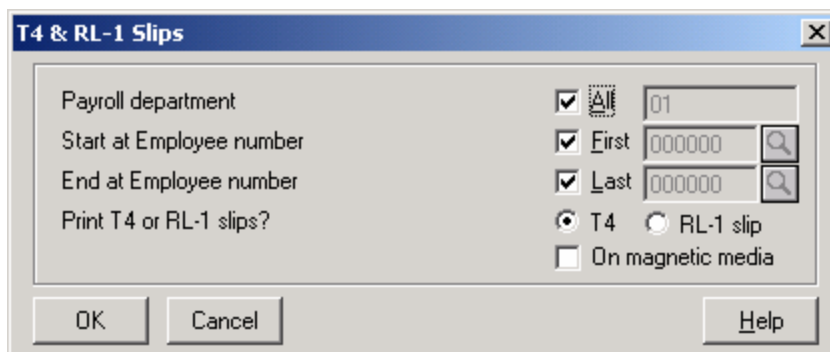
Step 7: Print T4s

By performing the Year-End process you have prepared the system to print T4s for each employee for 2005. Please note that if you are still running Version 5.0 or 6.0 you must wait for a T4 update that will be released in early January before you print your T4s. Version 7.0 users can print their T4s once they have completed the Year-End Process.

Before printing the T4s, go into File - Printer Setup to select the form you will use when printing. T4 – Plain Paper is the preferred type.



Once you have selected the form template, open the reports menu and select Payroll ? T4 and RL1 Slip. Select the Payroll Department or Employee Range to print the T4s.



Please contact Kim Melhus (kim@britec.com) or Bruce Clarke (bruce@britec.com) by email or call us at (780) 414-0056 if you have any questions about these procedures.

Happy New Year!