Spectrum Year End 2022

Canadian Guidelines

Viewpoint®

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Year End Overview

As yearend approaches, preparations must be made for next year's payroll by printing 2022 W-2s (USA) and T4 Slips (Canada) and updating the tax tables. This documentation has been prepared to facilitate the year end process. We recommend that you familiarize yourself with the entire year end process prior to year-end.

This guide addresses the following year end topics:

- New Features

- Setup

    - Calendar Maintenance
- Processing

    - Year End Checklist
    - Year End Processing screen
    - Non-Payroll Processing
    - Canadian Year End Processing

- Troubleshooting

    - Preparing for Year End
    - Closing the Payroll Year
    - Year End Mistakes

For Canadian users, 2022 R3 contains Canadian Revenue Agency mandated changes, therefore it is essential to update to Spectrum 2022 R3 prior to processing your year end.

Viewpoint provides an annual service that automatically updates the Tax Tables. At the beginning of each year, you will receive electronic tax tables for all Provinces and the Federal government. This service also provides updates throughout the year as Province modification are made.

If you have questions, Spectrum Support is open Monday through Friday from 5 a.m. to 5 p.m. Pacific Time to assist you. Call **(800) 352-8939**, email us at spectrumsupport@viewpoint.com, or chat with a live agent using the Viewpoint Customer Portal.

New Features

The following new features have been added for year end 2022:

Canada:

There are no changes to the T4 Slip, T5018 Slip or electronic filing for the 2022 tax year.

Calendar Maintenance

Processing Dates Maintenance

At Year End, maximum dates in all modules will need to move into the New Year. For Payroll, please use the Payroll Year End Checklist to help you decide when to advance the minimum and maximum dates into the New Year.

1. Go to **System Administration | Installation | Processing Dates**.
2. Make any necessary changes. Anyone else making entries in that company will need to wait until the screen is closed to process date-based transactions.
3. Click **Save** or click the check mark in the upper right-hand corner to return to the Site Map.

Pay Cycle Calendar Maintenance

Use this function to set the default check date, period end date and period start dates in the Set Payroll Cycle Screen.

1. Select the **Utilize pay cycle calendar?** option at System Administration | Installation | Payroll, Defaults Tab.
2. Navigate to **Payroll | Period End | Pay Cycle Calendar Maintenance**.
3. Click **Build Calendar**.
4. Choose a pay frequency and enter an ending date to use on the next Pay Cycle.
5. To skip a processing date, select the 'Processed' box next to the date to indicate that the date has already been used.

Fiscal Calendar

Fiscal Calendar Maintenance screen displays all fiscal years presently set up in the current company. This screen is also used to set and maintain Journal Entry sequence numbers and

ending dates for each fiscal period. Entries made here control certain defaults and virtually every transaction updated to the General Ledger.

Normally, no changes are required in this screen. If changes are made, the dates on any historical transactions will not be changed.

1. Go to **General Ledger | Period End | Fiscal Calendar Maintenance**.

2. Click the **New Year** button. The **Add New Fiscal Year** window displays.

3. Click **Continue** until all periods display.

4. Click **OK**.

> *Note: Use the Add New Fiscal Year window to add years to your fiscal calendar. After entering the number of periods, press Enter. The dates and period labels for the next future year default, but you are able to edit the period labels. Next, the Auto-Create Additional Fiscal Years window displays, allowing you to automatically create up to nine additional years based on the established settings.*

5. Display the new Fiscal Calendar. Review the new dates to verify the update.

6. Click the check mark to save and exit the calendar.

7. Go to **System Administration | Installation | Processing Dates** and click **Edit** to make any necessary changes.

Processing

Year End Checklist

The Year End Checklist section provides step-by-step checklists for processing your yearend information. This section also includes supplementary instructions for processing Confidential Payroll at year end.

Payroll Year End Checklist

After completing the final payroll cycle for 2022, it is necessary to close payroll records and prepare for 2023.

This is an overview of the year end process:

1. Complete the final 2022 pay cycle.

2. Print the period end payroll reports.

3. Perform the **Build T4 Slips**.

4. Adjust tax tables for 2023 rates.

5. Change processing dates to 2023.

6. Perform the **Year End Update**.

7. Commence Regular 2023 Pay Cycles.

8. Print and update T4 Slips.

For more information about what you can do to prepare for year-end before your final payroll cycle, look at the Setup section of the Year End Help File.

Step 2. Complete the final 2022 Pay Cycle

- For all cheques dated 12/31/2022 or prior.

NOTE: If the period end date is in 2022 and the check date is in 2023, it is a 2023 pay cycle check.

- Once the Year End Update is performed and a 2023 payroll cycle has been updated, payroll cheques cannot be run for 2022 again, otherwise the New Year's YTD totals will be incorrect.

Step 3. Print the Period End Payroll Reports

1. From the Site Map, navigate to **Payroll | Reports**.

NOTE: If in a Confidential Payroll company, navigate to Confidential Payroll module to run payroll reports. Refer to the Confidential Payroll Year End Instructions for more detail.

2. Print quarterly tax reports that are appropriate for you:

- **Payroll Register**
- **Other Employer Tax Report**
- **Employment Insurance Report**
- **Subject-to-Tax Report**
- **Workers' Compensation Report (Rate per $100)**
- **Workers' Compensation Report (Rate per Hour)**

- **Workers' Compensation Job Expense Report**
- **Employee Earnings History Report**

Step 4. Perform the Build T4 Slips

1. From the Site Map, navigate to **Payroll | Period End | T4 Processing**, then click the **Build** button.

2. Perform the **Build T4 Slips**. See the Payroll Processing topic for more details.

Step 5. Update Tax Tables to 2023 Rates

Viewpoint provides an electronic tax table update, which users load into Spectrum. It covers federal income tax tables and all 50 states graduated and percentage income tax tables. It also updates standard deductions and exemptions as applicable. It does not cover the Other Taxes tab, such as Unemployment, and the Canadian Pension Plan. Please adjust and confirm those tax rates and limits manually.

1. Click **Products** and select **Spectrum**.

2. Click **Spectrum 2023 Tax Tables** in the **Downloads** section.

3. Click the **Downloads 2023 Tax Tables** folder.

4. Select the PRTAXTABLE-2023-XX.PRO file.

Update the Employee Exemption Amounts

Update the Employee Exemption Amounts from Payroll | Utilities | Adjust Exemption Amounts. This will need to be completed for each Province as well as Canada. Find the Exemption amount by reviewing the T4127 Federal Claim publication. Select the Claim Code and use the amount listed in Option 1.

Step 7. Change Payroll and General Ledger Processing Dates to 2023.

1. On the Site Map, go to **System Administration | Installation | Processing Dates**.

NOTE: If the first payroll dated in 2023 will have a December 2022 period end date, set the minimum date to the period end date.

Step 8. Perform the Year End Update Procedure

The Payroll Year End Update clears the prior year YTD earnings figures, clearing the decks for a New Year payroll cycle. Once the Year End Update is performed, and a payroll cycle in the New Year is updated, it is not advisable to attempt to process a prior year's payroll cheque. Special procedures would have to be taken to do so (i.e., voiding all the payroll cheques in the New Year) and is not recommended. Please confirm that all payroll cheques dated for the prior year have been completed.

1. Go to **Payroll | Period End | Year End Update**.

2. In the **Set new payroll year to** field, enter '2023'.

3. Click **Preview** to review a list of Employees that will be purged.

4. Click **Continue** on the Year End Update / Employee Purge screen to finish the procedure.

Step 9. Commence Regular 2023 Pay Cycles

NOTE: Make sure cheque dates are in the New Year, regardless of the work date.

Step 10. Print and Update T4 Slips

1. Go to **Payroll | Period End | T4 Processing**.

2. Click **Print T4** button and enter the new year.

3. Review and make any changes as necessary.

Refer to the [Print T4 Slips](#) help topic for more information.

Year End Processing Screen

The Year End Processing screen links module-by-module to the screens needed when processing year end. These screens are also available from within each module (for example, Payroll | Period End | T4 Processing leads to the same screen as System Administration | Year End | Year End Processing | Payroll). The Year End Processing screen is provided for convenience when completing your Year End to-do list.

To access the Year End Processing screen, go to **System Administration | Year End | Year End Processing**.

Only the modules licensed and installed on your system will appear on this screen. After clicking into a module on this screen, a green check mark will appear next to the module button, to show what modules you have completed.

For detailed information on processing Year End for each of the Modules, please see the **Payroll Processing** and **Non-Payroll Processing** topics
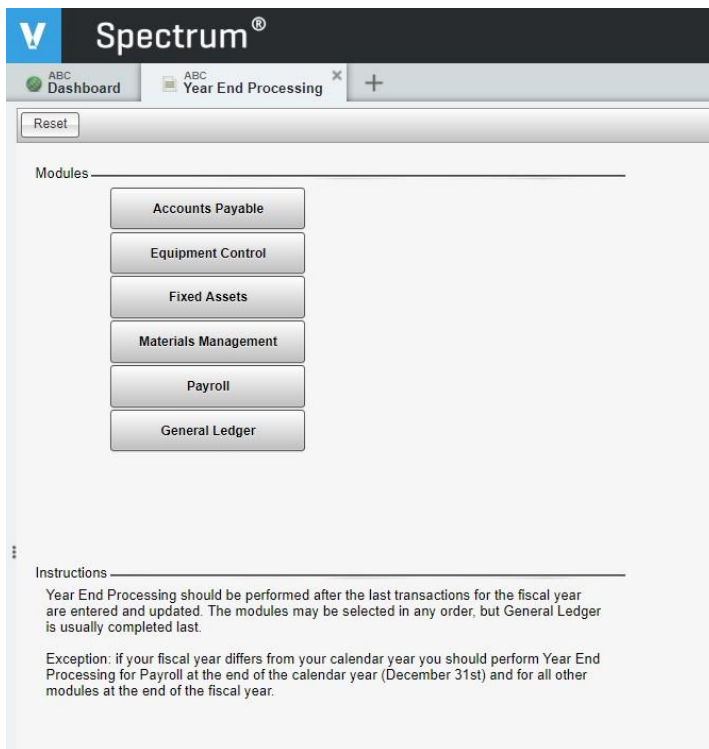
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Canadian Year End Processing

The following procedures only apply to Canadian companies.

Tax Table Maintenance

Visit the [Canadian Revenue Agency](#) website (CRA) for graduated income tax numbers used in revising the tax table for rate changes effective 01/01/2023.

T5018 Slips

When the 'Payroll reporting' option is set to 'Canada' in the Payroll Installation screen, you can build T5018 Slips, edit vendor data, review an edit listing, print the 'T5018 Slip' forms (on plain paper), and produce an export file for filing.

Please refer to the [Accounts Payable Help](#) for T5018 processing information.

T4 Slip Processing

The Build T4 Slips screen clears the T4 file and calculates T4 information based on the payroll earnings history file. One row displays for every deduction and add-on code in the current company.

- o Save your 2022 T4's before starting.
- o After reviewing this screen and making any necessary changes, click Continue to run the update. During the update, a number of values (taxes, earnings, add-ons, deductions) will be allocated across the employee's T4 Slips whenever multiple provinces are present.

For additional information on completing this screen and producing T4s, please refer to the [Payroll Help](#) and the [Canadian Revenue Agency](#).

T4 Slip Maintenance

Use this screen to enter T4 Tax information. Data entered here will be used to print the slip and create the electronic file.

The Payroll Administrator will build the T4 information, make any needed modifications, and print the T4 slips to give to the employee. Instead of supporting a T4 Summary form, Viewpoint requires that all companies file electronically to the CRA.

For employees who had more than one province or territory of employment within the year, complete separate T4 slips. For each location, indicate the total remuneration paid to the employee and the related deductions, such as CPP/QPP contributions, EI premiums, PPIP premiums and income tax.

The software will only support up to six "Other" codes per employee. If the employee has more than six of these codes, the Payroll Administrator will create additional T4 Slips here, using the [T4 Slip Field directions](#).

Cost Center Information

If cost centers are being used in this company, then when adding or editing employees in the T4 Slip Maintenance screen, Spectrum will allow the employee code to be entered only if you have permission to access the employee. Spectrum compares the cost center assigned to the employee with cost centers in your operator's assigned cost center scheme, and if the cost center is not included, then entry of that T4 will not be allowed.

If entity tracking is enabled for the current company in the Enterprise Installation screen, the employee T4 records display based on whether the operator has authorization for the assigned entity. If at least one authorized cost center is assigned to the specified entity code, all T4 Slips for that entity display.

T4 Slip Listing

Use this listing report to review T4 Tax information prior to year-end filing, including the total number of employees and the total number of slips that will need to be printed.

The **Employee code** defaults to all employees unless a saved selection is present.

While used as a selection field, the actual Federal tax ID will not display on the report for each employee.

Employee Code: ALL   Payer Tax ID: 93-173975598735

ABC Construction Company

T4 Slip Listing

Employee Code / Name	Tax Code Form #	S.I.N. / Union Dues Box 12 Box 44	Province / Charitable Box 10 Box 46	Empl Income RPP/DPDP # Box 14 Box 50	CPP/QPP Pension Adj Box 16/17 Box 52	EI Premium PPIP Premium Box 18 Box 55	RPP PPIP Earnings Box 20 Box 56	Income Tax Other Info Box 22 Code 30	EI Earnings Other Info Box 24 Code 34	CPP/QPP Earnings Other Info Box 26 Code 40	CPP/QPP Exempt Other Info Box 28 Other Codes	EI Exempt PPIP Exempt Box 29 Box 28
BORGRI	CN	123 121 234	on	90,000.00	1,100.00	20.00	30.00	9,000.00	81,000.00		No	No
Griffer H. Borell	1											No
BUHJAY		345 575 556	CN	65,000.00	170.00	30.00	120.00	17,000.00	700.00		No	Yes
Jay Buhner	1	40.00	10.00									No
Report Totals:				155,000.00	1,270.00	50.00	150.00	26,000.00	81,700.00			
		40.00	10.00									
Total Employees:		2										
Total slips:		2										

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If cost center entity tracking is being used in the current company, an 'Entity' code selection field will be available. The software will verify that the operator has security authorization for the selected entity before proceeding.

Print T4 Slips

Per the CRA, companies do not have to print their "Payroll account number" on the T4 slip.

IMPORTANT! The Crystal Report will print two slips for one employee and then it will print the T4 instructions…and then it will start over again. It is recommended that you print these out on both sides of the paper.

Refer to the table below for assistance when completing this screen.

- o **Employee code**   This field defaults to ALL employee codes unless a saved selection is present.
- o **Entity** *This field only displays if cost centers are being used and entity tracking is also enabled in the current company*. Enter or select an Entity code to include T4s for that entity. The software will verify that the current operator has security authorization for the selected entity before proceeding. If this field is left <blank>, the main company entity is used, and the form will print the company name and address from Company Installation.

   The system will include all employee forms within the specified entity and meeting the rest of the starting screen selections.

- o **Year** Enter the four-digit year.
- o **Print employer's 'Payroll account number'?** By default, this check box is clear because CRA specifications dictate **-** that the employee's copy should not show the employer's number.

Export T4 File

Use this screen to compile T4 Tax information and create the XML file for year-end electronic filing.

Please see the [CRA's Document "Employers' Guide Filing the T4 Slip and Summary"](#) for information on how to complete this screen.

Non-Payroll Processing

This topic covers year-end processing steps for the following modules:

- o [General Ledger](#)
- o [Accounts Payable](#)
- o [Equipment Control](#)

- o [Fixed Assets](#)

- o [Materials Management](#)

General Ledger

Open Forward Balance Update

The Opening Forward Balance Update carries all asset, liability, and equity General Ledger balances forward from one year to the next. All changes are reflected in current balances. Income and expense accounts will be closed to the Retained Earnings account defined in the G/L Installation screen. This update may be run frequently as the company progresses into a new fiscal year. This step should be repeated if changes have been made to the previous year.

IMPORTANT: When using this function, all balance records for the next year will be affected.

- If the asset account's year-end balance is $0.00 and the status is **Not used**, the account code is not rolled forward to the New Year.
- If the liability account's year-end balance is $0.00 and the status is **Not used**, the account code is not rolled forward to the New Year.
- If the capital account's year-end balance is $0.00 and the status is **Not used**, the account code is not rolled forward to the New Year.
- Regardless of an income account's status, the account code is closed to Retained Earnings.

Fiscal Calendar Maintenance

The Fiscal Calendar Maintenance screen displays all fiscal years presently set up in the current company. Entries made here control certain defaults and virtually every transaction updated to the General Ledger.

Normally, no changes are required in this screen. However, at year end is a great time to check whether there need to be any additional years added to the fiscal calendar. If changes are made, the dates on historical transactions will not be changed.

To update the Fiscal Calendar

1. On the Site Map, click **General Ledger | Period End | Fiscal Calendar Maintenance**.
2. Click the **New Year** button. The Add New Fiscal Year window displays.
3. Press **Enter or Continue** verify that all periods display, and then click **OK**.

Note: Use the Add New Fiscal Year window to add years to your fiscal calendar. After entering the number of periods, press Enter. The dates and period labels for the next future year default, and you are able to edit the period labels. Next, the Auto-Create Additional Fiscal Years window displays, allowing you to create up to nine additional years based on the established settings.

4. View the new Fiscal Calendar and review the new dates to verify the update.

5. Click the check mark to save and exit the calendar.

Processing Dates Maintenance

At Year End maximum dates in all modules will need to move into the New Year.

In the Change Processing Dates screen, Anyone else making entries in that company will need to wait until the screen is closed to process date based transactions.

1. Go to **System Administration | Installation | Processing Dates**

2. Make any necessary changes.

3. To save changes, click **Save** and/or the check mark in the upper right-hand corner until the screen has returned to the Site Map.

Equipment Control

Open Forward Balance Update

The Open Forward Balance Update screen resets the opening revenue and cost balances for a new fiscal year from the previous year for each piece of equipment. This is a necessary update when moving from one year to the next and may be run numerous times.

This function is available at **Equipment Control | Period End | Open Forward Balance Update**, or **System Administration | Year End | Year End Processing** and click **Equipment Control** and click **Open Forward Balance**.

1. Enter the fiscal year most recently completed.

2. Click **Continue**.

Fixed Assets

For Fixed Assets year end processing, often companies are required to report on assets that they acquire or dispose of that year, and report on YTD depreciation.

YTD Depreciation

YTD depreciation can be reported by going to **Fixed Assets | Period End | Depreciation History Report**, running the Depreciation History Report for the 01/01/YY through 12/31/YY dates (and then cancelling out of the optional Purge step which appears on another screen).

Disposal

To dispose of an asset without deleting and report on the disposal at year end, perform the following steps:

1. Create a Department at **Fixed Assets | Maintenance | Department** for all assets that are disposed of in the current year.

2. When an asset is retired, sold, disposed of, etc., set the asset to Inactive status at **Fixed Assets | Maintenance | Fixed Assets Master**, to stop depreciation calculation.

3. Enter the date retired and sales price (if applicable) on the asset and change the department on the asset to the department created in step 1.

4. These changes are not recorded in the general ledger. If you have sold the asset, create a journal entry to reduce the asset, accumulated depreciation amount, and gain/loss on sale, etc.

5. To report on asset disposal for the year, run a fixed asset listing (go to **Fixed Assets | Maintenance | Fixed Assets Master**, click the **Listing** button), using the department created in step 1.

Deletion

If you choose to delete an asset entirely from Fixed Assets, you can report on disposed assets with the Deletions Report, at **Fixed Assets | Reports | Fixed Assets Deletions**. Only deleted assets will display on the Deletions report.

NOTE: Once viewed, the Fixed Assets Deletions report prompts you to purge the data (it purges the retirement activity). If you have never run these reports before, you will likely see several years of data.

1. Go to **Fixed Assets | Maintenance | Fixed Assets Master**.

2. Press **Go** to see all your assets.

3. Scroll down to the asset you have sold, and then click on the **Delete** button.

4. You will be asked again if you wish to delete, click **OK**.

Addition

To report an asset addition to Spectrum, go to **Fixed Assets | Reports | Fixed Assets Additions** and click Preview. All assets that have ever been added to Spectrum, and not yet purged from this listing, will show in this report. When you run this report, please retain it as a permanent record of the company, as it cannot be recreated.

NOTE: Once viewed, the Fixed Assets Addition report prompts you to purge the data (it purges the addition activity only, not the asset or depreciation records). If you have never run this report before, you will likely see several years of data.

History Consolidation

The Fixed Assets History Consolidation is an optional function used to Consolidate the Fixed Assets detail history information for periods no longer contained in the current General Ledger fiscal Calendar. The system combines all prior-year figures for each asset into a single record.

This function is available at **Fixed Assets | Period End | History Consolidation**, or at **System Administration | Year End | Year End Processing**, click **Fixed Assets** and then click **History Consolidation**.

Materials Management

Open Forward Balance Update

The Open Forward Balance Update function rolls the totals of the plant production file from one year to the next.

This function is available at **Materials Management | Period End | Open Forward Balance Update**, or at **System Administration | Year End | Year End Processing**, click **Materials Management** and then click **Open Forward Balance**.

1. In the **From fiscal year** field, choose a year from the drop down. The ending balance of that year will roll to the opening balance of the next year.

2. Click **Continue**, and then click **OK** in the confirmation box.

FAQ

Preparing for Year End

This section provides answers to some of the most common questions related to preparing for year-end processing.

How many forms should I order?

Spectrum supports the standard CRA plain-paper T4 format. No forms need to be ordered.

What can I do before my final payroll cycle this year to prepare for year end?

There are several things you can do now to make year-end easier:

- Review this help file carefully.
- Update to the Spectrum Year End version for 2022 R3.
- Collect province and other tax changes.
- Print the Wage and Tax History Report in summary for each province and verify that no major corrections are needed.

Do I need to modify the format of my employees' names for electronic filing?

The 2023 XML Specifications for T4 requires that employees' names be separated into first, middle, and last names. Spectrum automatically does this separation when the employee is entered. If the employee has had a name change during the year, verify the correct name will print by going to Payroll | Employees | Employees. Use the drop down at the employee name and Legal Name to verify first, middle, and last.

Closing the Payroll Year

This section provides answers to some of the most common questions related to closing the payroll year.

I have received a software update but haven't loaded it yet. How will this affect year end processing?

Please load the Year End (R3) version of Spectrum before performing year end processing. If you are not using Spectrum 2022 R3, call **(800) 352-8939**, email us at spectrumsupport@viewpoint.com, or chat with a live agent using the [Viewpoint Customer Portal](#).

When do I close 2022 payroll?

Plan to perform the year end tasks any time after you complete your last payroll cheque dated 2022 and before you issue any cheques dated 2023. Spectrum is date-sensitive and does not require you to do these steps on December 31st.

What does the Year End Update do? What effect does it have on my permanent payroll records in Spectrum?

The Year End Update resets all employees' year-to-date balances back to zero. The Year End Update also sets the accumulated balance in the recurring deduction file to zero if the **Deduction/Add-on Code** flag is set to clear at year end.

The Year End Update does not remove any history for employees.

I want to delete (purge) terminated employees. How do I do this?

An employee may be purged by using the **Delete Employee from Current Company**. This option is located at Payroll | Utilities.

My fiscal year is different than the calendar year. Is there anything special I should know?

Because payroll is based on the calendar year, you will need to perform the Year End Update in the Payroll module, even if you maintain the rest of Spectrum on a fiscal year basis. Do not run the Payroll Year End Update again at the end of your fiscal year.

My fiscal Year End is December 31st. Is there anything special I should know?

Spectrum provides an unlimited Fiscal Calendar in the General Ledger module. To add new years or historical years to this calendar, see the General Ledger Help.

One of my employees was recently married and changed her name. Should I set up a new employee code as part of year end?

Spectrum populates employees' names on T4 Slips based on Employee Main Properties. No additional changes are needed.

If a change in employee code is desired, Spectrum provides a convenient utility to change employee codes automatically. This update changes the Maintenance screens, as well as all the history files for this individual. This procedure is not tied to year end in any way and may be used as needed throughout the year.

To change employee codes automatically:

1. On the Site Map, click **Payroll | Utilities | Change Employee Code**.

2. Click New.

3. In the **Old employee code** field, enter the employee's previous employee code, or use the drop down to search and select an employee code.

4. In the **New employee code** field, enter the employee's new employee code.

5. Click **OK**.

6. Print the **Employee Code Change Listing** to confirm the entries.

7. Click the **Update** button.

   NOTE: It's important that no one is using Spectrum while this step is being performed - both to speed the process and ensure all records are updated properly.

8. Read the text in the **Code Change Window** and click **OK** to proceed.

9. On the **Employee Code Change Update** screen, select the **Continue** option and click **OK**.

I'm trying to reconcile my Payroll liabilities in General Ledger, but there are no January beginning balances. What's wrong?

If December 31st is your fiscal year end, the G/L Opening Forward Balance Update has not yet been performed. This important update sets the beginning balances and retained earnings for the new year and should be performed each time you post additional amounts into the prior year. The Equipment Control and Materials Management modules also have Opening Forward Balance Updates that should be run before year end and re-run each time you post additional amounts into the prior year.

If the Opening Forward Balance Update has been performed, verify the account type in the G/L master file for the Payroll Liabilities is set to Liability. If an incorrect account type is found, change the type to Liability, and then re-run the Opening Forward Balance Update to set the beginning balance.

Even though I have closed payroll and am now doing 2023 activity, I haven't closed other modules yet. Is that a problem?

CAUTION: Once Payroll has been closed at year end, do not attempt to record more prior-year activity in payroll. Doing so will corrupt the new year-to-date totals, and taxes will be incorrectly calculated. If prior year entries do need to be made, we've included a special troubleshooting section in this guide that addresses this problem.

For other modules, Spectrum date sensitivity allows you to continue to record prior year transactions for as long as needed. A/P invoices and other transactions show up for some time after the year end. As each module is closed, set the minimum processing date to the New Year and move on to the next module.

Are there any Year End steps I should plan to do for other Spectrum modules?

If the Human Resources module is installed, the Time Off Management screen can be used to revise vacation/holiday/sick account balances.

For information on Year End procedures in other modules, please refer to the Non-Payroll Processing chapter in this help file.

What are the important dates I need to know for filing?

Please refer to the [CRA website](#) for filing deadlines for paper and electronic filing.

Year End Mistakes

This section provides answers to common year end mistakes.

I did not perform the Year End Update before my first payroll in January. What should I do now?

By not clearing the payroll at year end, certain taxes that contain annual limits did not calculate correctly for most employees. The payroll cycle must be voided and re-issued to

correct this problem. Be sure to use the same cheque date when recording the void cycle, and if multiple cycles must be voided, do each one separately, newest to oldest (01/12 then 01/05). After the void process has been completed, perform the Year End Update to set all employees' year-to-date amounts to zero. You should also review the Year End Checklist to be sure no other year end steps were overlooked. Finally, re-enter the payroll cycle(s), as regular or manual cheques. Regardless of whether the miscalculated cheques have been provided to employees, the system will require that new check numbers be assigned during this cycle. If cheques were already distributed, be sure to record the same deductions and net pay as the original cheques issued.

In reviewing the T4 year-end figures, I have determined that some employees did not show up in the file to receive a T4 Slip at all. What's wrong?

- An "exempt" employee does not receive a T4 Slip. If this status was set to "exempt" in error, you would manually add the employee in the T4 Slip Maintenance screen.

I did not change the tax tables for the New Year, but I have already processed payroll in the New Year. What should I do now?

Void the cheques, correct the tax tables, and then re-issue the cheques with the correct tax calculations. This method completely corrects the error and ensures that the quarterly and year end reports will be accurate when printed.

An employee loan paid off last year has started showing up on the employee's cheque again. It was a recurring deduction that reached the limit months ago. What's wrong?

It could be that the **Clear employee balance at year end** check box on the deduction code was selected, which cleared the accumulated balance at year end. Because the accumulated balance has been erased, the deduction was taken again. This deduction is no longer needed for this employee; simply delete it or make it inactive from the Employee Deduction/Add-on Maintenance screen. If the January payroll in which the amount was deducted on the employee check has been updated, refund the amount using the same code in the cheque adjustment screen.

Why am I receiving an error message stating: "ERROR- Year End Update must be performed before beginning a pay cycle dated later than <the current year>?"

The **Payroll | Data Entry | Payment Processing | Set New Cycle** screen prohibits users from assigning a cheque date at the beginning of a new calendar year until after the Year End Update has been performed in order to prevent incorrect tax calculations. If you received the error message above, you still need to perform the Year End Update before you can continue to process payroll.

I need to void a payroll cheque issued last year. What should I do now?

If you are replacing a cheque the employee lost, go to the **Payroll | Data Entry | Replacement Check** screen. It is important to use a current date as the replacement cheque date. This way, both the void and replacement cheque will post to the current year and wash against one another, thereby creating a net effect of zero in the employee history file for the current year.

If you are voiding a cheque and not replacing it, or voiding and reissuing with a different amount, it is vital to follow the instructions below to ensure that the T4 issued and current year payroll records are accurate.

Once the payroll year end has been completed, all transactions recorded during the payroll cycle (payroll cheque, bonus cheque, etc.) must be for the New Year. This is because many of the payroll calculations depend upon year-to-date information. If additional prior-year entries are made, the accumulated totals since the Year End Update will be inaccurate. This means that any additional payroll transactions for the prior year cannot be recorded in Spectrum as part of a payroll cycle. To correct the prior year error, transactions entered in the following areas may be required:

- **T4 Slip Maintenance**
- **General Ledger Journal Entry** to correct liability and expense accounts. If subsidiary ledgers (Job Cost or Equipment Control) are affected, this can be recorded as part of the journal entry.
- Make manual notations (in ink) of changes on affected tax reports, such as **Subject-to-Tax Report** and the **Employment Tax Report**.

An alternative to the above is to reverse all new transactions, and return the payroll module to the prior year, but Viewpoint does not recommend this option because it is riskier for a number of reasons. If any payroll cycles have already been updated, all cheques issued in the New Year must be voided, then the operator must perform the steps below. A word of caution

when voiding: watch cheque dates very carefully and be sure to void each cheque as of the same date it was issued. Even if reversing current-year transactions does not present a problem, it is possible that prior-year information has already been purged during year end processing, in which case this solution would also not be advisable.

- Print and retain a copy of the **T4 Listing** (printed on plain paper).
- Please call **(800) 352-8939**, email us at spectrumsupport@viewpoint.com, or chat with a live agent using the Viewpoint Customer Portal for further information.

I can't find my T4 file. Where has it been created?

Different web browsers download files from Spectrum in different ways. It is important to note that browsers are constantly updated, and you may need to refer to your browser's Help Files for the latest information.