

## Preparing for a New Year in ACCPAC Plus Payroll

### 1. Complete all processing for the old year.

- Do **not** clear the year-to-date totals.
- Run Integrity Check

### 2. Make a copy of the payroll data as follows:

- In the Start List, highlight the payroll item and press **TAB**. You will see information displayed like this:

<b>Start List Description</b>	<b>PR</b>	<b>D: directory</b>	<b>extension</b>
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For example, it might look like this for one company:

<b>Jones &amp; Co. Payroll</b>	<b>PR</b>	<b>C: \ASP\DATA</b>	<b>JAC</b>
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Write down the drive, directory and extension. Press **ESC**.

- Press **[F3]** and select **DOS**.
- If the DOS prompt does not show the same drive as your data, type the drive letter, a colon (eg D:) and press Enter.
- Change to the correct directory by typing **CD \directory** (enter). In the example above, you would type **CD \ASP\DATA** (enter).
- If you have passwords turned on in payroll, type **ATTRIB PRPRSC.xxx -h** where xxx is the three-letter extension you wrote down above.
- Type **COPY PR\*.xxx PR\*.old** where xxx is the data extension. (Of course, you can use an extension other than “old” for last year’s data, perhaps the two digits of the year. Use the same extension in step # 3.)
- If you use passwords, type **ATTRIB PRPRSC.\* +h**
- Type **EXIT** to return to ACCPAC and press **ESC** to return to the Start List.

### ***3. Set up access to the data from the Start List.***

- Press **INS** and type a name for the copied data (eg: Last Year's Payroll). Go through each of the steps selecting Payroll as the program type, the correct drive and directory and **old** as the extension (or the other one you chose previously).
- Now your Start List contains both the old and current payrolls. Make sure that you can access both.

### ***4. Move into the new year.***

- Select the usual payroll from the Start List (**not** the last year one). From the Main Menu, select **4. Reports** then **7. T4's** then **3. Clear Employee YTD totals**. Select all employees; leave the **Section code** blank, and select All EI rates. This will get this set of payroll data ready for the new year.

### ***5. Update Program:***

- When it arrives – or you retrieve it from the internet – install the Tax Table Update. *Review the section of the update information titled “The Index Employee Claims Function.” Use this or manually change all employees’ claim amounts.*

### ***6. Print T4's:***

- When you are ready to print the T4's, select the **old** payroll and print the T4 forms.

### ***7. Delete old Data:***

- When the T4's have been printed and you have no further use for last year's payroll data, you can delete it. (You can keep the old data there as long as you wish for look-up purposes.)
  - Press **[F3]** and select **DOS**. Go to the directory with your data as in step 2 above. Then type **DEL PR\*.OLD** (enter.) This deletes the old data.
  - Type **Exit** (enter) to return to ACCPAC. Put the highlight bar on **Last Year's Payroll** and press **DEL**. This will remove the listing in the Start List.