Sage 300 Canadian Payroll

July 1, 2022 Release Notes

June 2022

Contents

Product update release notes

> **Important!** All customers who update, maintain, and use Sage 300 Canadian Payroll should read these release notes to obtain valuable information about changes to the software program and payroll legislative database.

Product update information

Product: Sage 300 Canadian Payroll

Version: Product Update July 1, 2022

Software requirements

To use this product update, you must have Sage 300 Canadian Payroll 7.3, which is supported in Sage 300 2022, 2021, 2020, and 2019.

Support and resources

Sage strives to provide you with the best help and support in the industry. If you have a question, we're here to help!

- **Help and documentation:** Many answers to common questions can be found in the help and documentation included with Sage 300. Visit the Sage 300 Product Documents website for access to more documents.
- **Sage City:** Visit https://sagecity.na.sage.com for blogs, tips, and guidance specific to Sage 300.
- **Customer Support:** For additional articles and resources, visit the Sage Knowledgebase at https://support.na.sage.com or contact Customer Support at 800-253-1372 (U.S. and Canada). Please have your Sage Customer Number handy when contacting Support.

Payroll Tax Updates

The following federal, provincial, and territorial tax changes are included in this update.

You may need to adjust your employee records to reflect these tax changes.

Provincial and Territorial Legislative Updates

This section lists provincial and territorial legislative updates available with this release. If a province and territory is not listed in this section, there are currently no tax updates or product modifications for that province and territory. For details about each update, review the CRA July 1, 2022 government publication or visit the CRA website.

New Brunswick

The basic personal amount for 2022 has changed. For the remaining six months of the year, use a prorated basic personal amount of $12,623.

Product updates

The following product updates are included with this release.

Payroll product updates

The following new features and improvements to payroll are included with this update.

Improved Security for Sensitive Data

We have increased security for SIN numbers and EFT bank account numbers. You can no longer print unmasked SIN numbers on cheques.

More security enhancements are managed with the following new security authorizations:

- **SIN Number Maintenance.** Allows users to:
    - See and enter employees' SIN numbers on the Payroll Employees window.
    - On reports that include employees' SIN numbers, choose whether the numbers are masked.
    - Print the following reports:
        - Record of Employment
        - Relevé 1s and R1s Electronic Filing
        - T4s and T4s Electronic Filing
        - T4As and T4As Electronic Filing
- **EFT Bank Account Maintenance.** Allows users to:
    - See and enter EFT numbers on the Payroll Employees window.
    - Generate and combine EFT files.
    - Print the EFT Direct Deposit report.
    - On reports that include EFT numbers, choose whether the numbers are masked.

By default the new security authorizations are not assigned to any users. You must assign them to users who need to manage SIN and/or EFT bank account numbers.

> **Note:** Some reports now require multiple security authorizations. For example, to use the T4s report, a user previously needed only Government Reporting security authorization. Now the user also needs SIN Number Maintenance security authorization.

Non-binary Gender

On the Other tab of the Payroll Employees window, you can now select Non-binary in the **Gender** field.

Reviewing Comments for Employees

If you print the Employee Information report with only comments included, the report lists only employees with comments.

Product update installation instructions

Follow the instructions in this section to install, apply, and verify this Product Update.

Before you start:

- Back up your data.
- Make sure all users have exited the program.
- Verify your service pack or product update level. To verify what service pack or product update you have installed, click the **System Information** option on the **Help** menu in Sage 300.

Installing the product update

To install the product update:

1. Right-click the Product Update file to Run as Administrator (or make sure you have administrator rights to run the installation) and launch the installation program.
2. On the Welcome window, click **Next** to continue to the Software License Agreement window.
3. Select the features to install. Click **Next**, then **Install**.
4. On the Setup Complete window, click **Finish** to finish the installation.

Activating the tax update

To activate the tax update:

1. Start Sage 300.
2. In the **Administrative Services** folder, select **Data Activation**.
3. Select the current tax update, and then click **Activate**.
4. If you are prompted to convert a previous payroll tax update to the current version, click **Proceed**.

After you complete installation and activation, and after you have made any adjustments described in this document, you can resume processing payroll.

Verifying the product update

After the update is complete, you can confirm that the update was installed successfully by selecting **Help** > **System Information**.