



Sage 300 Canadian Payroll

Q3 2024 Release Notes

September 2024

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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 Q3 2024

Software requirements

To use this product update, you must have Sage 300 Canadian Payroll 8.0, which is supported in Sage 300 2025, 2024 PU3, 2023 PU7, and 2022 PU8.

Note: If you are using an older version of Sage 300, please reach out to your Business Partner for your upgrade options.

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.
- **Community Hub:** Visit <https://communityhub.sage.com/us> for blogs, tips, and guidance specific to Sage 300.
- **Customer Support:** For additional articles and resources, visit the Sage Knowledgebase at <https://us-kb.sage.com/portal/ss/> 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

There are no updates to the Payroll Deductions Formulas guide, that are effective September 19, 2024.

There are currently no tax updates or product modifications for any province and territory.

Product updates

The following product updates are included with this release.

Payroll product updates

Canadian Payroll Product Updates

Fix for display of invalid G/L Accounts

We have fixed Payroll Processing Exceptions where invalid G/L Accounts were not displayed correctly.

Tax Calculation Analysis Reports

There are two new summary Tax Calculation Analysis reports:

- Calendar Year Totals Summary
- Date Range Summary

To print these reports, go to, **Payroll Transaction Reports > Tax Calculation Analysis > Report Style dropdown with new reports.**

Use longer numbers for checks

In Sage 300 versions 2022 PU8, 2023 PU3, 2024 PU2 and 2025, you can now enter Payroll check numbers that are up to fifteen characters long.

Note: You will not be able to install Q3 2024 Tax Update on older versions of Sage 300. Please reach out to your Business Partner for your upgrade options.

New Payroll Web Screens in version 2025

In Sage 300 version 2025, Payroll web screens are installed with the Q3 2024 Payroll Tax Update.

- If you are running Sage 2025 Web Screens, you will have an option to install Payroll web screens.
- Selecting this checkbox will install the required Canadian Payroll web screens.

Below is an overview of the new Payroll web screens included in this release,

- Payroll Transactions
 - Calculate Payroll
 - Check List
 - Check Inquiry
- Payroll Transaction Reports
 - Earnings and Hours
 - Payroll Processing Exceptions
 - Payroll Register
 - Pre-Check Payroll Register
 - Timecards
- Payroll Setup
 - Work Classification Codes
- Payroll Setup Reports
 - Options
 - Optional Fields
 - G/L Integration
 - EFT Options
 - Work Classification Codes
- Payroll Employee
 - Employee
- Payroll Employee Reports
 - Employee Information
 - Employee Selection

Canadian Payroll Product Updates

- Transaction History
- Assign Employee Earn/Ded Audit
- Payroll Timecards
 - Timecard List
 - Employee Timecards (This screen has been moved to Payroll > Payroll Timecards)

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**.

Verifying the product update

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**.