

# Sage 50 Canada

## Calendar year-end checklist



**Note:** Perform all tasks in your current company data folder unless directed otherwise.

		Task	Due Date	Assigned to / Completed by	Article
1	<input type="checkbox"/>	Check Data Integrity: Click <b>Maintenance, Check Data Integrity</b>			<a href="#"><u>70041</u></a>
2	<input type="checkbox"/>	Back up your company files: Click <b>File, Backup</b>			<a href="#"><u>10390</u></a>
3	<input type="checkbox"/>	Print Journal Entries Payroll Transaction Details: Click <b>Reports, Transaction Details</b> (also known as).			<a href="#"><u>11043</u></a>
4	<input type="checkbox"/>	Print Employee Summary for all employees: Click <b>Reports, Payroll, Employee, Summary</b> .			<a href="#"><u>11043</u></a>
5	<input type="checkbox"/>	Print Employee Detail for all employees: Click <b>Reports, Payroll, Employee, Details</b> .			<a href="#"><u>11043</u></a>
6	<input type="checkbox"/>	Print T4 Slips and Summary			<a href="#"><u>10395</u></a> or <a href="#"><u>11043</u></a>
7	<input type="checkbox"/>	Print Relevé 1 (RL-1) slips			<a href="#"><u>29784</u></a> or <a href="#"><u>11043</u></a>
8	<input type="checkbox"/>	Click <b>Maintenance, Start New Year, Calendar Year, OK</b>			<a href="#"><u>10323</u></a>