



SYLLABUS – T4s AND RL-1s WITH PAYROLL

NEW FEATURES AND MODIFICATIONS

- Payroll Application
- Tax Laws

PAYROLL YEAR-END

- Year-end Prerequisites
- year-end Procedure

ENTERING THE FIRST PAY

- Prerequisite to Entering the First Pay
- Entering the First Pay

PRODUCTION OF YEAR-END TAX FORMS

- Initial Opening of Year-end Tax Forms
- Creating Forms
- Modifying Files
- Defining Form Parameters
- Producing Forms
- Producing Summaries
- Transferring Files
- CSST Report

PRODUCING FORMS WITHOUT HAVING USED PAYROLL

- Creating Files
- Opening Balances
- Year-end