



# Sage 50

**Sage 50 Accounting  
Product Update  
January 2013**

# Sage 50 Accounting—Canadian Edition

## 2013 Release 2

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# Sage 50 Accounting—Canadian Edition

## 2013 Release 2

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### Important!

Sage 50 Accounting—Canadian Edition payroll updates are only available to current subscribers of a Sage Business Care plan with payroll tax table updates. If you do not know whether your subscription is current, or you need to sign up or renew your subscription, contact us at 1-888-261-9610.

## Install the Correct Product Update

Be sure to install the product update version that is compatible with your Sage 50 product.

<b>If you are using:</b>	<b>Then install this update version:</b>
Sage 50 First Step Accounting, Pro Accounting, Premium Accounting, Quantum Accounting, or Accountant Edition	Sage 50 Accounting—Canadian Edition 2013 <b>Release 2</b>
Sage Simply Accounting 2012 First Step, Pro, Premium, Enterprise, or Accountants' Edition	Sage Simply Accounting 2012 <b>Release E</b>

To find out which Sage Simply Accounting or Sage 50 Accounting—Canadian Edition product and version you are currently using, select About Sage Simply Accounting or About Sage 50 Accounting from the Help menu.

## About This Update

This product update covers all product solutions of Sage 50 Accounting—Canadian Edition 2013 Release 2 and Sage Simply Accounting 2012 Release E.

This update contains fixes for known issues in Sage Simply Accounting 2012 and Sage 50 Accounting 2013. See page 14 for a list of improvements and fixes in Sage Simply Accounting 2012, and page 12 for Sage 50 Accounting 2013.

This update also includes payroll tax updates for Sage 50 Accounting—Canadian Edition 2013 Release 2 and Sage Simply Accounting 2012. You require the tax update to process your payroll (using automatic tax calculations) after December 31, 2012.

Your Sage 50 Accounting and Sage Simply Accounting product update does not contain the complete Sage 50 Accounting and Sage Simply Accounting program. If you ever need to re-install the Sage 50 Accounting or Sage Simply Accounting program files, use your program disc or the program file that you have downloaded from the Sage 50 web site. Then install the product update, as described in this notice.

## When do I install the update?

Install the update immediately.

If you process payroll, you can install now even if you still have December 2012 payrolls to process. Sage 50 Accounting uses the processing dates to select the correct tax calculations. You must install the payroll update before you make any January 2013 payroll entries.

### Important!

#### **Updating Sage 50 Accounting or Sage Simply Accounting in a multi-user environment (Sage 50 Premium Accounting/Sage Simply Accounting Premium and higher)**

- You must install this product update on all computers running Sage 50 Accounting and Sage Simply Accounting, including computers on which you have performed server-only type installations of Sage 50 Accounting and Sage Simply Accounting.

## Where can I find the update?

You can update Sage 50 Accounting or Sage Simply Accounting in one of four ways:

- Automatically, using Sage 50 Accounting or Sage Simply Accounting.
- Manually, using Sage 50 Accounting or Sage Simply Accounting.
- By downloading the update from the Sage 50 web site.
- By running the product update disc.

### **How to automatically update Sage 50 Accounting and Sage Simply Accounting**

Sage 50 Accounting and Sage Simply Accounting can automatically check for product updates whenever you are connected to the Internet. When an update is available, you are given the option of downloading and installing the update. For more information, search for "Automatic Updates" in the Help.

### **How to manually update Sage 50 Accounting**

We recommend that you enable the "Automatic Update" setting in Sage 50 Accounting. If you choose not to enable this feature, you can always manually download the updates when you are connected to the Internet. Follow the steps below:

1. Open the Help menu and select Check for Updates.
2. If an update is available, click Download Now. When the download is complete, you will be prompted to install the update.

### **How to manually update Sage Simply Accounting**

We recommend that you enable the “Automatic Update” setting in Sage Simply Accounting. If you choose not to enable this feature, you can always manually download the updates when you are connected to the Internet. Follow the steps below:

3. Open the Help menu and select Check for Updates.
4. Click Check Now.
5. If an update is available, click Download Now. When the download is complete, you will be prompted to install the update.

### **Download product updates from the Sage 50 web site**

For your convenience, updates are also available on the Sage 50 web site at:

[http://na.sage.com/sage-50-accounting-ca/support/product\\_and\\_payroll\\_updates/](http://na.sage.com/sage-50-accounting-ca/support/product_and_payroll_updates/)

Use this method if you experience problems with the automatic or manual update options described above.

## **How do I install the product update?**

### **Back up your data**

Make a backup copy of your data before you install the product update.

**Note:** Always back up your data before installing your product update, and before any major changes, such as before advancing the session date to a new calendar or fiscal year.

If you are downloading the product update from our Web site, follow the installation instructions on the Web site.

If you receive the update on disc, follow these instructions to install your product update.

1. Start Windows.
2. Back up your Sage 50 Accounting or Sage Simply Accounting data files (if you have not already done so).
3. If you received your update on a disc, insert the disc into your computer’s disc drive.
4. If the installation starts automatically, proceed to step 5. Otherwise:
  1. In Windows, click the Start button and choose Run.

2. Type *d:\launch.exe* (replace *d:* with the letter of the drive in which you inserted the disc) and press Enter.

3. Select OK.

5. Follow the step-by-step instructions on the screen.

6. A dialog box appears, telling you the installation is complete. Click OK.

Read the  
README.TXT file

The README.TXT file appears. This file contains information about changes to Sage 50 Accounting and Sage Simply Accounting.

7. When you have read the README.TXT file, close the Notepad window.

8. Start Sage 50 or Sage Simply Accounting. To ensure that you have installed the latest update, choose About Sage Simply Accounting or About Sage 50 Accounting from the Help menu.

# Payroll Tax Changes Effective January 1, 2013

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## Important!

If you have a valid Payroll subscription, your Product Update includes the payroll tax changes for January 1, 2013.

Your payroll update reflects the federal and provincial tax schedules in effect on January 1, 2013, as stated in the Canada Revenue Agency's *Payroll Deductions Formulas for Computer Programs, 96th Edition*; Canada Revenue Agency's *Employers' Guide to Payroll Deductions*; Québec's *Guide for Employers: Source Deductions and Contributions for 2013*; and the schedules of Employment Insurance, Canada Pension Plan, and Québec Pension Plan.

## What's New in this Tax Update

The January 1, 2013 tax update contains changes to payroll tax tables and Sage 50 Accounting and Sage Simply Accounting payroll tax calculations. These changes reflect the income tax changes announced by the Canada Revenue Agency (CRA) that are effective January 1, 2013.

For complete details on the CRA income tax changes, contact your local tax services office or visit the CRA Web site at <http://www.cra-arc.gc.ca>.

This document addresses *only* the payroll tax changes that may require you to adjust your payroll records.

## Changes to Federal Tax Brackets

Effective January 1, 2013, the federal income brackets have changed. The federal tax rates however have remained the same.

Federal Income Tax Brackets	
2013	2012
First \$43,561	First \$42,707
Over \$43,561 and up to \$87,123	Over \$42,707 and up to \$85,414
Over \$87,123 and up to \$135,054	Over \$85,414 and up to \$132,406
Over \$135,054	Over \$132,406

## Changes to the Quebec Pension Plan Contribution Rate

For 2013, the new Quebec Pension Plan (QPP) contribution rate is 10.20%, which corresponds to a contribution rate of 5.10% for the employee and 5.10% for the

employer. In addition, the maximum pensionable earnings amount has been increased from \$50,100 to \$51,100. The maximum annual contribution to be withheld for any employee has therefore been increased from \$2,341.65 to \$2,427.60.

As of January 1, 2012, the contribution rate for both employers and employees was raised from 9.9% to 10.8% over six years in increments of 0.15% per year.

### **Changes to the Canadian Pension Plan**

In 2013, the maximum pensionable earnings for the Canada Pension Plan (CPP) has increased from \$50,100.00 to \$51,100.00. The maximum contributory earnings has also been increased from \$46,600.00 to \$47,600.00.

The maximum CPP employer and employee contribution to the plan for 2013 will be around \$2,356.20, up from \$2,306.70 in 2012.

Effective January 1, 2012, box 26 (CPP/QPP pensionable earnings) must be completed on T4 slips at all times. Similarly, box 24 (EI insurable earnings) must also be completed on T4 slips at all times as well.

### **Changes to Employment Insurance**

Employment Insurance (EI) premium rates have increased for both Quebec and provinces and territories outside of Quebec.

Outside Quebec, premium rates have increased to 1.88% and the annual maximum insurable earnings (MIE) have increased from \$45,900.00 to \$47,400.00 in 2013.

In Quebec, EI premium rates have increased to 1.52% and the MIE have increased from \$45,900.00 to \$47,400.00.

### **Changes to the Quebec Parental Insurance Plan**

The Quebec Parental Insurance Plan (QPIP) employee premium rate remains at 0.559%.

### **Changes to Provincial Tax Brackets**

The following provinces have not changed their tax brackets: Manitoba, Nova Scotia, and Prince Edward Island.

To find out the changes in the other provinces and territories, contact the provincial or territorial tax office or go to their web sites.

### **Changes in Personal Tax Credits**

Effective January 1, 2013, the federal, provincial, and territorial personal tax credits that employees can claim are changing. These changes are reflected in the new 2013

federal, provincial, and territorial TD1 forms, and the Quebec TP-1015.3-V form. The basic personal amounts have changed as follows:

	<b>Basic Personal Amounts</b>	
	<b>2013</b>	<b>2012</b>
Federal	11,038	10,822
Alberta	17,593	17,282
British Columbia	10,276	11,354
Manitoba	8,884	8,634
New Brunswick	9,388	9,203
Newfoundland and Labrador	8,451	8,237
Northwest Territories	13,546	13,280
Nova Scotia	8,481	8,481
Nunavut	12,455	12,211
Ontario	9,574	9,405
Prince Edward Island (no change)	7,708	7,708
Quebec	11,195	10,925
Saskatchewan	15,241	14,942
Yukon	11,038	10,822

## Before You Start Processing Your 2013 Payroll

- Review the new 2013 federal TD1 form and the 2013 TD1 form for your province or territory (or the TP 1015.3-V form for Québec) to become familiar with any changes.
- Provide your employees with the 2013 federal/provincial/territorial TD1 forms if they need to make changes to their personal claims.
- Adjust your employee records in Sage 50 Accounting or Sage Simply Accounting to reflect the new tax credit amounts for 2013. To do this, read [Preparing for Payroll in 2013](#).

## Preparing for Payroll in 2013

This section describes what you need to adjust in Sage 50 Accounting or Sage Simply Accounting after you finish processing all payroll for 2012, but before you begin your payroll for 2013.

- Step 1: Adjust the Employees' Federal Personal Tax Credit Claims for 2013.
- Step 2: Adjust Employees' Provincial (or Territorial) Personal Tax Credit Claims for 2013.

### Step 1: Adjust Employees' Federal Personal Tax Credit Claims

To adjust the federal personal tax credit claims, follow these steps:

1. If an employee's personal claim amounts has changed for 2013, this employee must complete the new 2013 federal TD1 form.
2. Close all Employee Records windows in Sage 50 Accounting or Sage Simply Accounting. This feature will not be available unless employee records are closed. Similarly, you cannot open any employee records if you have this feature opened.
3. From the Home window, choose the **Maintenance** menu, then **Update Employee Claims**.
4. Select **Federal** to indicate you are updating the federal tax credits.
5. From the list, select all or only those employees you want to modify.
6. To update the basic personal amounts, click **Update Basic Personal Amount**.
7. To update the indexed amounts from the federal TD1 form, do *one* of the following:
  - Select **Factor** and enter the factor by which the claim amount will increase. For 2013, the Canada Revenue Agency has announced a federal indexing factor of 2%.
  - Select **Amount** and enter the amount by which the claim amount will increase.  
  
If you need guidance in calculating this amount, see the Indexation Guidelines in this guide.
8. To update the non-indexed amounts from the federal TD1 form, enter the amount changes in the **Non-Indexed Amounts** column for each employee.
9. Click **Close**.

## Step 2: Adjust Employees' Provincial (or Territorial) Personal Tax Credit Claims

To adjust the provincial/territorial claims, follow these steps:

1. If an employee's personal claim amounts has changed for 2013, the employee must complete the new 2013 provincial or territorial TD1 form (or TP-1015.3-V form, for Québec).
2. Close all Employee Records windows in Sage 50 Accounting or Sage Simply Accounting. This feature will not be available unless employee records are closed. Similarly, you cannot open any employee records if you have this feature opened.
3. From the Home window, choose the Maintenance menu, then **Update Employee Claims**.
4. Select **Provincial** to indicate you are updating the provincial or territorial tax credits and then the province or territory that you want to make changes for.
5. From the list, select all or only those employees you want to modify.
6. To update the basic personal amounts, click **Update Basic Personal Amount**.
7. To update the indexed amounts from the provincial or territorial TD1 form, do one of the following:
  - Select **Factor** and enter the indexing factor by which the claim amount will increase.

The provinces and territories have announced their indexing factors for 2013:

Provinces/Territories	Indexing Factor
Alberta	1.8
British Columbia	1.5
Ontario	1.8
Quebec	2.48
New Brunswick	2
Newfoundland and Labrador	2.6
Northwest Territories	2
Nunavut	2
Saskatchewan	2
Yukon	2

- Select **Amount** and enter the amount by which the claim amount will increase.

If you need guidance in calculating this amount, see Indexation Guidelines in this guide.

8. To update the non-indexed amounts from the provincial or territorial TD1 form, enter the amount changes in the **Non-Indexed Amounts** column for each employee.
9. Click **Close**.

## Indexation Guidelines

In Sage 50 Accounting and Sage Simply Accounting there are two fields on the Taxes tab of the Employees Record window which hold the employee's claim amounts that are subject to indexing:

- Federal Other Indexed Amounts
- Provincial Other Indexed Amounts

Federal claim subject to indexing

To calculate the federal claim amount that is subject to indexing for 2013:

- From the Total Claim Amount of the federal TD1 form, subtract the items that are *not* subject to indexing.

Currently, the personal tax credit amounts on the 2013 federal TD1 form that are *not* subject to indexing are:

- Pension Income Amount
- Tuition and Education Amount (full-time)
- Tuition and Education Amount (part-time)
- Pension Income, Tuition, and Education Amounts Transferred from Spouse or Dependant

Provincial claim subject to indexing

For provincial claims, some provincial and territorial governments have set their own indexation requirements. For example, in Alberta and Ontario, *all* personal tax credit amounts are subject to indexing.

Important!

Because indexation requirements vary from jurisdiction to jurisdiction, and are subject to change, you should review the indexation requirements set by the federal, provincial or territorial governments before entering the employee's Federal (or Provincial) Claim Subject To Indexing field.

## Frequently Asked Questions

### Where can I obtain T4 forms?

- Order T4 forms from the Canada Revenue Agency (CRA).

### **Which Relevé 1 formats can I use?**

Sage 50 Accounting and Sage Simply Accounting prints Relevé 1 forms in these formats:

- Laser and Inkjet: Pre-printed laser and inkjet forms.
- Laser and Inkjet Facsimile: Plain-paper laser and inkjet form.

### **Which T4 formats can I use?**

Sage 50 Accounting and Sage Simply Accounting prints T4 forms in these formats:

- Laser and Inkjet: Pre-printed laser and inkjet forms.
- Laser and Inkjet Facsimile: Plain-paper laser and inkjet form.

### **Where do a Québec employee's tips appear on the Relevé 1 Slip?**

On the RL-1 slip, there is a Box T for tips allocated. The sum of Box T and Box S (other tips) represents the total tips taxable, and is included in Box A (employment income).

# Sage 50 Accounting—Canadian Edition

## 2013

### Product Improvements

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This section lists product improvements for Sage 50 Accounting—Canadian Edition Release 2.

#### Product Enhancements (Release 2)

This Product Update includes the federal and provincial payroll tax changes that take effect January 1, 2013.

##### Product Enhancements for Payroll

Only customers who are running Sage 50 Accounting 2013 and who are valid Sage Business Care Payroll, Gold or Platinum subscribers as of December 20, 2012 receive the payroll tax updates and can utilize this new payroll feature:

##### **Support for Two-Dimensional (2D) Barcodes on Relevé 1 (RL-1) Slips**

If you print and file your RL-1 slips by mail, Revenu Quebec requires you to print 2D barcodes on copy 1 of the RL-1 slips. To be compliant with Revenu Quebec, in this release of Sage 50, you can print the 2D barcodes on the RL-1 slips when you select the plain paper form type.

##### New Features

Your business will benefit from these new time-saving features specifically developed to address changes in provincial sales taxes:

##### **Changes to the Quebec Sales Tax (QST)**

The QST rate changes January 1, 2013 from 9.5% to 9.975%, and QST is not charged on top of GST. The QST Update wizard helps Quebec clients convert easily by updating their QST tax and tax codes to the new rate and new basis of calculation.

Quebec clients should finish off recording their 2012 transactions before running the QST update wizard. New company files created with this release will have the new QST rate already set up. For more information about this change, contact Revenu Quebec or go to their [web site](#).

You can access the QST wizard from the Setup menu.

##### **Return of the Provincial Sales Tax (PST) in British Columbia**

After April 1, 2013, B.C. changes from HST at 12% to a combination of GST and PST with respective tax rates of 5% and 7%. The BC PST Update wizard helps BC clients convert easily by creating a new PST tax and new tax codes that include GST and PST.

BC clients can run the BC PST update wizard any time before April 1, 2013. If you create a new company in this release, the sales taxes will be already set up. You can access the PST wizard from the Setup menu.

For further information about this change, go to [Return to PST](#).

**Note:** Apply for a new PST registration number as a result of the PST re-implementation.

### **New Harmonized Sales Tax (HST) in Prince Edward Island**

After April 1, 2013, PEI changes from to a combination of GST and PST to an HST at 14%. The HST Update Wizard helps PEI clients convert easily to the new HST by creating new tax codes. PEI clients can run the HST update wizard any time before April 1. For more information about this change, go to the Government of Prince Edward Island [web site](#).

If you create a new company in this release, the sales taxes will already be set up.

You can access the HST wizard from the Setup menu.

#### Resolved Issues

This product update includes fixes made to the following issues:

- The Sage 50 Accounting update would download but could not automatically start due to Windows User Account Control (UAC).
- After double-clicking on the Sage 50 Accounting icon, the “Starting Sage 50, please wait...” message would appear but the application would not launch. This issue occurred rarely and was related to a corrupted Windows font.
- If using a tax code with a rate of 7.6%, the sales entries would not appear on the Tax report.
- If Pay Later was the Payment Method for a purchase invoice and that purchase invoice was paid with a cash account, the account would revert to default account when looking up payment.
- (Pro Accounting and higher) When opening the Payroll Cheque Run, the total values were not being calculated correctly for the employees to be paid.
- (Pro Accounting and higher) If an income or deduction is removed from an employee record and a paycheque containing that income or deduction is adjusted, the paycheque could not be processed.
- (Premium Accounting and higher) If the company settings contained a foreign credit card, when creating a sales invoice, with Cash for the Payment Method and Petty Cash for the Deposit account, the Deposit account would automatically revert to default chequing account if the customer was changed.

# Sage Simply Accounting 2012 Product Improvements

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This Product Update includes the federal and provincial payroll tax changes that take effect January 1, 2013.

## Product Enhancements for Payroll

Only customers who are running Sage Simply Accounting 2012 and who are valid Sage Business Care Payroll, Gold or Platinum subscribers as of December 17, 2012 receive the payroll tax updates.

## Issues Addressed in this Product Update (Release E)

**Release Updates** This product update includes the updates from previous releases. There are no new significant changes in this product update.

## Issues Addressed in the July 2012 Product Update (Release D)

**Release Updates** This product update includes the updates from previous releases as well as fixes made to the following issues:

- In Sage Simply Accounting, swiped credit card sales transactions that were voided using the Reverse button were not removed from the Virtual Terminal.
- (Pro and higher) Sage Simply Accounting stopped responding when you generated a Pending Orders by Customer report. This happens when the report tries to create a section for customers with no departments.
- (Pro and higher) The Revenue Year-to-Date values on the Dashboard did not accurately match the data reported in the Comparative Gross Margin Income Statement.
- (Pro and higher) After starting a new calendar year, remittance payments posted with an End of Remitting Period dated in the previous year do not show up in the T4 Summary for that year.
- (Pro and higher) For recurring transactions, inactive employees were mistakenly counted towards the limit set by your payroll plan for the maximum number of active employees. As a result, you could not recall a recurring transaction when this limit is exceeded.
- (Pro and higher) Employees from Manitoba with a gross pay in the lowest tax bracket may have had mistakes in their tax calculations.

- (Pro and higher) Rounding errors occurred with the department allocation amounts if the option to apply departmental allocations to all accounts by percentage was selected on paycheques.
- (Pro and higher) Calculated hourly income amounts that result in three or more decimal places may cause rounding issues.
- (Pro and higher) You could not print a cheque in the Payroll Cheque Run if the Net Days Accrued under Entitlements goes below zero.
- (Enterprise only) In multi-user mode, Sage Simply Accounting stopped responding when the Inventory and Vendors window was launched from the Maintenance menu or from the vendor or inventory record.
- (Enterprise only) When posting a purchase order and selecting the Use Vendor Item Numbers and Descriptions option, the number of items under Pending Orders in the affected inventory records did not update accordingly.

## Issues Addressed in the January 31, 2012 Product Update (Release C)

Release Updates This product update includes the updates from previous releases as well as fixes made to the following issues:

- After you install a trial version of Sage Simply Accounting 2012 version B, the free 30-day trial period expires the first time you open the program. This issue has been fixed.  
  
For non-trial versions, the 15-day product registration period also expires the first time you open the program. This issue has also been fixed.
- In the Update Employee Claims window, the as-of date displayed for the current Basic Personal Amount should be January 1, 2012, not July 1, 2011. The amounts are correct in both Release B and C for January 1, 2012.
- The Dashboard label on the French Home window has been corrected.

## Issues Addressed in the January 2012 Product Update (Release B)

Product Enhancements for Payroll If you subscribe to the Sage Business Care plan with payroll tax table updates, you can utilize these new payroll features:

### Changes to Boxes 24 and 26 on T4 Slips

Effective January 1, 2012, boxes 24 (EI Insurable Earnings) and 26 (CPP/QPP Pensionable Earnings) on T4 slips must be completed at all times.

If the pensionable earnings field in the employee record is left blank, a value of zero is entered in box 26.

### **Changes to Box O on RL-1 Slips**

Income from retiring allowances (code RJ) are now supported in box O on RL-1 slips.

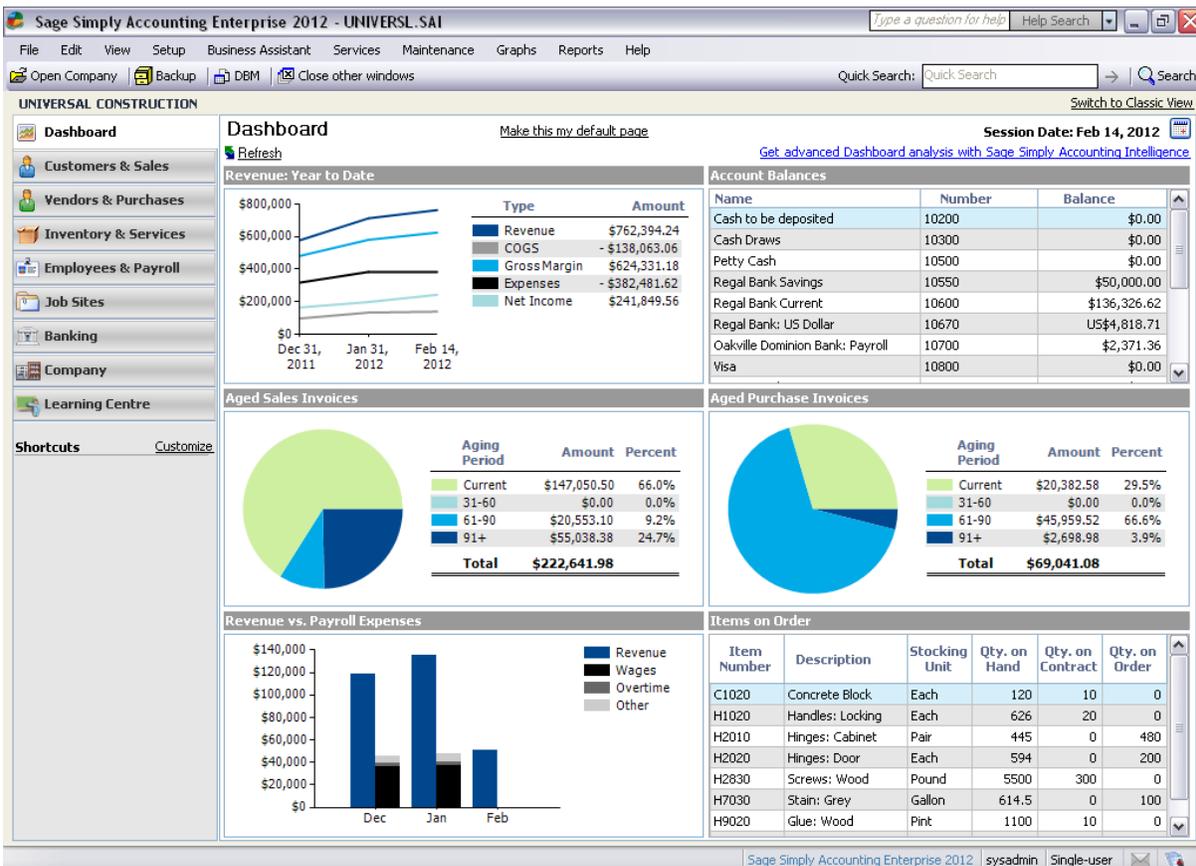
### **Product Enhancements**

This product update includes these new features:

#### **Dashboard**

The Dashboard is a business management tool that allows you to monitor the health of your business by offering a variety of business data in one place. Instead of text-based reports, the Dashboard offers you a visual snapshot of your company's performance and activities that impact your company goals, so that you can make informed decisions in a timely manner.

Widgets are individual graphs, charts, and lists in the Dashboard. Not only do they display information relevant to the success of small businesses, but some widgets have drill-down capabilities so that you can view reports related to these widgets.



Sage Simply Accounting Dashboard has the following widgets:

- **Account Balances.** Displays active accounts and their balances for cash, receivables, and payables. Use this widget to know how much cash your business has, what is owed to your business, and what your business owes.
- **Aged Sales Invoices.** Displays the invoice amounts owed to your company based on the aging periods that you've set up in Sage Simply Accounting.
- **Aged Purchase Invoices.** Displays the amounts that are owed to your vendors based on the aging periods that you've set up in Sage Simply Accounting.
- **Items on Order.** Displays the number of items currently recorded on sales orders or back-ordered in sales invoices, and the number of items currently recorded on purchase orders or back-ordered in purchase invoices. Use this widget to quickly see how many items you have on sales orders, and decide if you have enough inventory to fill your orders or whether you should order more.
- **Revenue: Year to Date.** Shows your company's net income and how it is derived from your revenues and expenses. Use this widget to determine how well your business is doing year-to-date.
- **Revenue versus Payroll Expenses.** Provides a side-by-side comparison of your company's revenue and your payroll expenses. Use this widget to determine if

your company's month-to-month payroll costs are reasonable relative to revenues earned. Payroll expenses are also broken down in the widget into the following parts:

- **Wages.** This is the total of any income, hourly rate, and piece rate income types.
- **Overtime.** This consists of Overtime 1 and Overtime 2 incomes, and any differential rate income types.
- **Other.** This consists of Vacation Earned amounts, all tax expenses, and all user-defined expenses.

Only those users who have already been given rights to reports, records, or transactions for certain modules can see the related widgets.

For example, only users with rights to view the transactions in the Customers and Sales module can view the Aged Sales Invoices widget.

#### **Quebec Sales Tax (QST) Rate Increase in 2012**

As of January 1, 2012, the Québec Sales Tax (QST) will increase from 8.5% to 9.5%. For more information about the type of goods and services affected by this rate increase, contact Revenu Québec or go to their [web site](#).

There are two ways to prepare your company for this tax change. You can reuse your current tax code and just replace the tax rate. Or, you can create a new tax code for the new rate. The advantage of creating a new tax code is that you could continue to record transactions using the old tax code and tax rate before January 1.

For more information about how to replace your current tax rate, see "Change a Sales Tax Rate" in the in-product help.

For more information about how to create a new tax, see "Add or Remove a Sales Tax" in the in-product help.

#### **Update Multiple Employee Personal Tax Amounts available in Sage Simply Accounting Pro and higher**

In the What's New sections in the in-product and online help in Release A, Update Multiple Employee Personal Tax Amounts was wrongly identified as a Sage Simply Accounting Premium and higher feature. The feature is actually available in Sage Simply Accounting Pro and higher. We apologise for any inconveniences this mistake may have caused.

Release Updates This product update includes the updates from previous releases as well as fixes made to the following issues:

- Prepayments made to a vendor were deleted after a transaction with prepayment amounts was adjusted for the second time.
- When you emailed a sales invoice, Sage Simply Accounting did not remember the last Send By setting that was used (**My E-mail Software** or **Sage Billing Boss**). This issue has been fixed in this update.

- When French forms such as invoices and receipts were emailed, the text in the subject line or in the body of the email displayed nonsense characters or were missing altogether.
- (Pro and higher) When you print an Account Reconciliation Summary Report with Outstanding Transaction Detail, the line immediately before the page break would be omitted on the printed report. This has been fixed in the Product Update.
- (Pro and higher) On T4 slips, when an amount was entered in a box using code 31, the same amount was included in box 14 as well. This has been fixed in the Product Update and this amount is now excluded from box 14.
- (Pro and higher) If you processed payroll in the Payroll journal with a cheque dated to the previous fiscal year (same calendar year), the YTD sections on the preview and printed cheques would show only the amounts of the current cheque. Direct deposit stubs that were previewed, emailed, and printed were also affected.
- (Pro and higher) In the payroll journal, the date you have entered in the **Period End Date** reverts back to the session date after you process the paycheque. This issue is fixed in this update. The date you enter in this field should be remembered and displayed in subsequent paycheques until you close the payroll journal window.
- (Pro and higher) QHSF-FSSQ amounts were not reported for Quebec employees in the Deductions and Expenses report.
- (Pro and higher) The Payments journal displayed the last used tax code instead of the vendor's default tax code for Make Other Payment transactions.
- (Pro and higher) When emailing direct deposit stubs, the default text that was displayed in the email window was a generic message and not the message saved in the company settings. Also, the message was not in the employee's preferred language.