

Sage 50 - Setting up payroll deductions for SaskWorks Venture Fund

1. In your main menu bar go to Setup> Settings> Payroll> deductions.

- Company - General (Accounts) - Payables	Deduction	Deduct By	Deduct After Tax	Deduct After Tax (Que)	Deduct After EI	Deduct After CPP/QPP	Deduct After EHT	Deduct After QHSF	Deduct After Vacation	Deduct After QPIP	
Peoriables Peorial Peorial	Deduction 11 Deduction 12 Deduction 13 Deduction 14 Deduction 15 Deduction 16 Deduction 17 Deduction 19	Amount Am	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	~~~~~~~~~~~~~~~~~~~~~~~	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<	***************	シンシンシンシンシンシンシンシンシン	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	
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a. Rename deduction 1 to "SaskWorks". Untick "deduct after tax".

- 2. Go to the Chart of Accounts.
 - a. Rename (or create) account #2240 Deduction 1 payable to SaskWorks payable.

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alar	nces are as of the latest transaction date	Туре	Balance	
9	2195 Total Receiver General	S	309.18	
9	2230 WCB Payable	G	0.00	
9	2234 User-Defined Expense 1 Payable	G	0.00	
9	2235 User-Defined Expense 2 Payable	G	0.00	
۶	2236 User-Defined Expense 3 Payable	G	0.00	
9	2237 User-Defined Expense 4 Payable	G	0.00	
9	2238 User-Defined Expense 5 Payable	G	0.00	
9	2240 SaskWorks Payable	G	0.00	
۶	2250 Deduction 2 Payable	G	0.00	
۶	2260 Deduction 3 Payable	G	0.00	
9	2270 Deduction 4 Payable	G	0.00	
9	2280 Deduction 5 Payable	G	0.00	
9	2300 PST Payable	G	0.00	
9	2310 GST/HST Charged on Sales	A	0.00	
9	2312 GST/HST Charged on Sales - Rate 2	A	0.00	
9	2315 GST/HST Paid on Purchases	А	0.00	
۲	2320 GST/HST Payroll Deductions	А	0.00	

Double-click to display the record.



b. If you had to create the account, go back to Setup> Settings> Payroll> Linked Accounts and ensure the SaskWorks deduction is linked to your 2240 SaskWorks payable.

Company General (Accounts) General (Accounts) Payables Payol Incomes Oeductions Taxes	When you process payroll transactions, these accounts are used as needed. To use Deductions, select Payroll, then Names, and then Incomes & Deductions. In the pane on the right, click in the Name column for a Deduction, and type in a name. When this is done, return here to set the accounts you'll use in payroll transactions.						
Other Expenses Entilements Remitance Job Categories Manulife Namulife Linked Accounts Incomes Date discussions Taxes Use defined Expenses Project	Deduction SaskWorks Deduction 2 Deduction 3 Deduction 4 Deduction 5 Deduction 5 Deduction 7 Deduction 7 Deduction 7 Deduction 9 Deduction 10 Deduction 10 Deduction 11 Deduction 12 Deduction 14 Deduction 15	Linked Accounts 2240 SaskWorks Payable 2250 Deduction 2 Payable 2250 Deduction 3 Payable 2270 Deduction 4 Payable 2270 Deduction 5 Payable	Payment Adjustment Account (1) 1080 Chequing Bank Account 1080 Chequing Bank Account 1080 Chequing Bank Account 1080 Chequing Bank Account 1080 Chequing Bank Account	▲ Ⅲ			
	Deduction 17 Deduction 18			Ŧ			

- 3. Go to the payroll module and set up the deduction for each applicable employee.
 - a. Go to the Deduction tab and enter the amount per pay period.

Joe De	eduction		-	14 4 3 31	
nployee:	Joe Deduction				
	Memo	Add	litional Info	T4 and	RL-1 Reporting
Personal	Taxes In	come Deduc	tions WCB & I	Dther Expenses Entitler	nents Direct Deposi
Use	Deduction	Amount per	Percentage per	YID	
0.96	Deduction	Pay Period	Pay Period	Amount *	<u>^</u>
1	SaskWorks	192.31			=
V	Deduction 2	0.00			
1	Deduction 3	0.00			
1	Deduction 4	0.00			
1	Deduction 5	0.00	-	-	
	Deduction 6	0.00			
	Deduction 7	0.00	-		
	Deduction 8	0.00		-	
	Deduction 9	0.00	-		
	Deduction 10	0.00		-	
	Deduction 11	0.00			
	Deduction 12	0.00	-		
	Deduction 13	0.00		-	
	Deduction 14	0.00	-	-	T
YTD amo	unts as of 07/15/2018				



b. Click the Taxes tab to update the Federal and Provincial TD1 amounts for the revised exemption calculated on the spreadsheet from SaskWorks. This will ensure the proper amount of taxes are deducted.

Edit View Repor	t <u>H</u> elp				Type a quest	tion fo Help Sea
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t: Joe Deduction				- 14 4		
imployee: Joe Deduct	ion					
Memo	1	Ado	litional Info	1	T4 and RL-1 Repor	ting
Personal Taxes	Income	Deduc	tions W	CB & Other Expenses	Entitlements	Direct Deposit
ax Table:	Saskatche		•			
Personal Tax Credits	Saskalcrit	swan	•		YTD	
	Federal	Provincial		Tax	Amount *	
Basic Personal Amount	16,809.00	24,398.33		Income Tax Tax (Que)	0.00	
Other Indexed Amounts 0.00		0.00		El Premiums	0.00	
Non-Indexed Amounts 0.00		0.00		CPP Contributions	0.00	
				QPP Contributions	0.00	
Total:	16,809.00	24,398.33		QPIP Premiums	0.00	
Tax Deduction						
Calculate Tax						
Additional Federal Tax		-	0.00	Calculate <u>E</u> l	Rate:	1.4
Additional Federal Tax:			0.00	📝 Calculate CPP/QPP		
Additional Quebec Tax:				Calculate <u>Q</u> PIP		
					*YTD amounts as	of 07/15/2018
Inactive Employee					层 Sav	re and Close

c. Based on a bi-weekly investment, you should only see a \$66.35 decrease in the employee net cheque.

elect Employees By Pay Period Frequency: All periods	•					riod Start Date: eriod End Date:	
Auto-select: Not yet paid	on this Period E 🔻					How do I pay m	ultiple emplo
😩 👍 🤿 🛛 Name	Regular Hours	Overtime 1 Hours	Salary	Gross Pay	Withheld	Net Pay	Projects
Betty Nodeduction	144		2,884.61	2,884.61	828.78	2,055.83	
Joe Deduction			2,884.61	2,884.61	895.13	1,989.48	~