

✓	Task	Complete on or before this date:	Task assigned to:	Article #
	Note: Perform all tasks in your current company data folder unless directed otherwise.			
	1. Check Data Integrity: Click Maintenance, Check Data Integrity			70041
	2. Back up your company files: Click File, Backup			10390
	3. Print Payroll Transaction Details: Click Reports, Transaction Details (also known as Journal Entries).			11043
	4. Print Employee Summary for all employees: Click Reports, Payroll, Employee, Summary .			11043
	5. Print Employee Detail for all employees: Click Reports, Payroll, Employee, Details .			11043
	6. Print T4 Slips and Summary			11043 or 10395
	7. Print Relevé 1 Slips			11043 or 29784
	8. Click Maintenance, Start New Year, Calendar Year, OK			10323

Note: To learn about a task, use the Sage Knowledgebase (<http://support.na.sage.com>) and enter the article number.