

Sage Payroll Year-end Processing Webinar Q&A (dated Dec 2nd 2025)

QUESTION	REPLY
hi - can you please go back and show me how you got the YTD report?	Hello. The report is listed on the Reports page. You can click Reports on the left side. Then select the Year to Date detail report
Where is the summary sheet for the T4s?	Lisa, you will find the T4 summary and other links on the Submissions page. Click to open the T4 submissions, you can scroll down to view more actions, such as Submit T4 XML to CRA or Download T4s
If necessary, how do we amend T4s that have already been filed with CRA?	Hello. The amendments will need to be made through the CRA website after submission.