Canadian Vendor T5018 Checklist

Perform all tasks, in the given order, in your current company database unless directed otherwise.

* Review the [Recommended Timeline of Year-End Tasks](https://support.na.sage.com/selfservice/viewdocument.do?noCount=true&externalId=79966&sliceId=1&isLoadPublishedVer=&docType=kc&docTypeID=DT_Article&stateId=3475&cmd=displayKC&dialogID=171225&ViewedDocsListHelper=com.kanisa.apps.common.BaseViewedDocsListHelperImpl&openedFromSearchResults=true).
* Order T5018 forms from [Sage Construction and Real Estate Forms](http://www.sagecreforms.biz/) or phone 800‑760‑7929.
* Before printing vendor T5018 slips, enter all invoices for the closing calendar year.
* Before printing vendor T5018 slips, pay all invoices that need to be paid for the closing calendar year.
* Read the Knowledgebase article [Where do I go to print or generate T5018s?](https://us-kb.sage.com/portal/app/portlets/results/viewsolution.jsp?solutionid=230926215537053&page=1&position=1&q=CANADIAN%3A%20How%20do%20I%20generate%20or%20print%20T5018%20forms%3F)
* Use the 4-1-1-61 Vendor T5018 report to review vendor Tax IDs and T5018 Types. Make corrections as needed in vendor records.
* Use the 4-1-5-61 Vendor T5018 report to review vendor T5018 balances for the closing year. Adjust the balances as needed in the vendor records.
* Review and correct your company’s CRA program accounts and company information in the 7-1 Company Information window.

Note: You can enter and pay invoices in the new year for your current company. They will not affect your previous year's T5018 totals. T5018 totals are accumulated and reported by calendar year.

* Install the year-end software update before generating T5018s and other government forms and reports. For more information, see [FAQ - Year End update](https://support.na.sage.com/selfservice/viewdocument.do?externalId=50076&sliceId=1)
* Use the 4-5 Vendor T5018 Forms window to generate your T5018 forms in the current company database.