
JD Edwards EnterpriseOne Canadian Payroll Year-End Processing for 2007 Implementation Guide

November 2007

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About This Documentation Preface

JD Edwards EnterpriseOne implementation guides provide you with the information that you need to implement and use JD Edwards EnterpriseOne applications from Oracle.

This preface discusses:

- JD Edwards EnterpriseOne application prerequisites.
- Application fundamentals.
- Documentation updates and printed documentation.
- Additional resources.
- Typographical conventions and visual cues.
- Comments and suggestions.
- Common fields in implementation guides.

Note. Implementation guides document only elements, such as fields and check boxes, that require additional explanation. If an element is not documented with the process or task in which it is used, then either it requires no additional explanation or it is documented with common fields for the section, chapter, implementation guide, or product line. Fields that are common to all JD Edwards EnterpriseOne applications are defined in this preface.

JD Edwards EnterpriseOne Application Prerequisites

To benefit fully from the information that is covered in these books, you should have a basic understanding of how to use JD Edwards EnterpriseOne applications.

You might also want to complete at least one introductory training course, if applicable.

You should be familiar with navigating the system and adding, updating, and deleting information by using JD Edwards EnterpriseOne menus, forms, or windows. You should also be comfortable using the World Wide Web and the Microsoft Windows or Windows NT graphical user interface.

These books do not review navigation and other basics. They present the information that you need to use the system and implement your JD Edwards EnterpriseOne applications most effectively.

Application Fundamentals

Each application implementation guide provides implementation and processing information for your JD Edwards EnterpriseOne applications.

For some applications, additional, essential information describing the setup and design of your system appears in a companion volume of documentation called the application fundamentals implementation guide. Most product lines have a version of the application fundamentals implementation guide. The preface of each implementation guide identifies the application fundamentals implementation guides that are associated with that implementation guide.

The application fundamentals implementation guide consists of important topics that apply to many or all JD Edwards EnterpriseOne applications. Whether you are implementing a single application, some combination of applications within the product line, or the entire product line, you should be familiar with the contents of the appropriate application fundamentals implementation guides. They provide the starting points for fundamental implementation tasks.

Documentation Updates and Printed Documentation

This section discusses how to:

- Obtain documentation updates.
- Download documentation.

Obtaining Documentation Updates

You can find updates and additional documentation for this release, as well as previous releases, on Oracle's PeopleSoft Customer Connection website. Through the Documentation section of Oracle's PeopleSoft Customer Connection, you can download files to add to your Implementation Guides Library. You'll find a variety of useful and timely materials, including updates to the full line of JD Edwards EnterpriseOne documentation that is delivered on your implementation guides CD-ROM.

Important! Before you upgrade, you must check Oracle's PeopleSoft Customer Connection for updates to the upgrade instructions. Oracle continually posts updates as the upgrade process is refined.

See Also

Oracle's PeopleSoft Customer Connection, http://www.oracle.com/support/support_peoplesoft.html

Downloading Documentation

In addition to the complete line of documentation that is delivered on your implementation guide CD-ROM, Oracle makes JD Edwards EnterpriseOne documentation available to you via Oracle's website. You can download PDF versions of JD Edwards EnterpriseOne documentation online via the Oracle Technology Network. Oracle makes these PDF files available online for each major release shortly after the software is shipped.

See Oracle Technology Network, <http://www.oracle.com/technology/documentation/psftent.html>.

Additional Resources

The following resources are located on Oracle's PeopleSoft Customer Connection website:

Resource	Navigation
Application maintenance information	Updates + Fixes
Business process diagrams	Support, Documentation, Business Process Maps

Resource	Navigation
Interactive Services Repository	Support, Documentation, Interactive Services Repository
Hardware and software requirements	Implement, Optimize + Upgrade; Implementation Guide; Implementation Documentation and Software; Hardware and Software Requirements
Installation guides	Implement, Optimize + Upgrade; Implementation Guide; Implementation Documentation and Software; Installation Guides and Notes
Integration information	Implement, Optimize + Upgrade; Implementation Guide; Implementation Documentation and Software; Pre-Built Integrations for PeopleSoft Enterprise and JD Edwards EnterpriseOne Applications
Minimum technical requirements (MTRs)	Implement, Optimize + Upgrade; Implementation Guide; Supported Platforms
Documentation updates	Support, Documentation, Documentation Updates
Implementation guides support policy	Support, Support Policy
Prerelease notes	Support, Documentation, Documentation Updates, Category, Release Notes
Product release roadmap	Support, Roadmaps + Schedules
Release notes	Support, Documentation, Documentation Updates, Category, Release Notes
Release value proposition	Support, Documentation, Documentation Updates, Category, Release Value Proposition
Statement of direction	Support, Documentation, Documentation Updates, Category, Statement of Direction
Troubleshooting information	Support, Troubleshooting
Upgrade documentation	Support, Documentation, Upgrade Documentation and Scripts

Typographical Conventions and Visual Cues

This section discusses:

- Typographical conventions.
- Visual cues.
- Country, region, and industry identifiers.
- Currency codes.

Typographical Conventions

This table contains the typographical conventions that are used in implementation guides:

Typographical Convention or Visual Cue	Description
Bold	Indicates PeopleCode function names, business function names, event names, system function names, method names, language constructs, and PeopleCode reserved words that must be included literally in the function call.
<i>Italics</i>	Indicates field values, emphasis, and JD Edwards EnterpriseOne or other book-length publication titles. In PeopleCode syntax, italic items are placeholders for arguments that your program must supply. We also use italics when we refer to words as words or letters as letters, as in the following: Enter the letter <i>O</i> .
KEY+KEY	Indicates a key combination action. For example, a plus sign (+) between keys means that you must hold down the first key while you press the second key. For ALT+W, hold down the ALT key while you press the W key.
Monospace font	Indicates a PeopleCode program or other code example.
“ ” (quotation marks)	Indicate chapter titles in cross-references and words that are used differently from their intended meanings.
. . . (ellipses)	Indicate that the preceding item or series can be repeated any number of times in PeopleCode syntax.
{ } (curly braces)	Indicate a choice between two options in PeopleCode syntax. Options are separated by a pipe ().
[] (square brackets)	Indicate optional items in PeopleCode syntax.
& (ampersand)	When placed before a parameter in PeopleCode syntax, an ampersand indicates that the parameter is an already instantiated object. Ampersands also precede all PeopleCode variables.

Visual Cues

Implementation guides contain the following visual cues.

Notes

Notes indicate information that you should pay particular attention to as you work with the JD Edwards EnterpriseOne system.

Note. Example of a note.

If the note is preceded by *Important!*, the note is crucial and includes information that concerns what you must do for the system to function properly.

Important! Example of an important note.

Warnings

Warnings indicate crucial configuration considerations. Pay close attention to warning messages.

Warning! Example of a warning.

Cross-References

Implementation guides provide cross-references either under the heading “See Also” or on a separate line preceded by the word *See*. Cross-references lead to other documentation that is pertinent to the immediately preceding documentation.

Country, Region, and Industry Identifiers

Information that applies only to a specific country, region, or industry is preceded by a standard identifier in parentheses. This identifier typically appears at the beginning of a section heading, but it may also appear at the beginning of a note or other text.

Example of a country-specific heading: “(FRA) Hiring an Employee”

Example of a region-specific heading: “(Latin America) Setting Up Depreciation”

Country Identifiers

Countries are identified with the International Organization for Standardization (ISO) country code.

Region Identifiers

Regions are identified by the region name. The following region identifiers may appear in implementation guides:

- Asia Pacific
- Europe
- Latin America
- North America

Industry Identifiers

Industries are identified by the industry name or by an abbreviation for that industry. The following industry identifiers may appear in implementation guides:

- USF (U.S. Federal)

- E&G (Education and Government)

Currency Codes

Monetary amounts are identified by the ISO currency code.

Comments and Suggestions

Your comments and suggestions are important to us. We encourage you to send us your feedback about our PeopleBooks and other reference and training materials. Please include the release numbers for the PeopleTools and applications that you are currently using. Email your comments to PSOFT-INFODEV_US@ORACLE.COM.

Common Fields Used in Implementation Guides

Address Book Number	Enter a unique number that identifies the master record for the entity. An address book number can be the identifier for a customer, supplier, company, employee, applicant, participant, tenant, location, and so on. Depending on the application, the field on the form might refer to the address book number as the customer number, supplier number, or company number, employee or applicant ID, participant number, and so on.
As If Currency Code	Enter the three-character code to specify the currency that you want to use to view transaction amounts. This code enables you to view the transaction amounts as if they were entered in the specified currency rather than the foreign or domestic currency that was used when the transaction was originally entered.
Batch Number	Displays a number that identifies a group of transactions to be processed by the system. On entry forms, you can assign the batch number or the system can assign it through the Next Numbers program (P0002).
Batch Date	Enter the date in which a batch is created. If you leave this field blank, the system supplies the system date as the batch date.
Batch Status	Displays a code from user-defined code (UDC) table 98/IC that indicates the posting status of a batch. Values are: <i>Blank</i> : Batch is unposted and pending approval. <i>A</i> : The batch is approved for posting, has no errors and is in balance, but has not yet been posted. <i>D</i> : The batch posted successfully. <i>E</i> : The batch is in error. You must correct the batch before it can post. <i>P</i> : The system is in the process of posting the batch. The batch is unavailable until the posting process is complete. If errors occur during the post, the batch status changes to <i>E</i> .

U: The batch is temporarily unavailable because someone is working with it, or the batch appears to be in use because a power failure occurred while the batch was open.

Branch/Plant	Enter a code that identifies a separate entity as a warehouse location, job, project, work center, branch, or plant in which distribution and manufacturing activities occur. In some systems, this is called a business unit.
Business Unit	Enter the alphanumeric code that identifies a separate entity within a business for which you want to track costs. In some systems, this is called a branch/plant.
Category Code	Enter the code that represents a specific category code. Category codes are user-defined codes that you customize to handle the tracking and reporting requirements of your organization.
Company	Enter a code that identifies a specific organization, fund, or other reporting entity. The company code must already exist in the F0010 table and must identify a reporting entity that has a complete balance sheet.
Currency Code	Enter the three-character code that represents the currency of the transaction. JD Edwards EnterpriseOne provides currency codes that are recognized by the International Organization for Standardization (ISO). The system stores currency codes in the F0013 table.
Document Company	<p>Enter the company number associated with the document. This number, used in conjunction with the document number, document type, and general ledger date, uniquely identifies an original document.</p> <p>If you assign next numbers by company and fiscal year, the system uses the document company to retrieve the correct next number for that company.</p> <p>If two or more original documents have the same document number and document type, you can use the document company to display the document that you want.</p>
Document Number	Displays a number that identifies the original document, which can be a voucher, invoice, journal entry, or time sheet, and so on. On entry forms, you can assign the original document number or the system can assign it through the Next Numbers program.
Document Type	<p>Enter the two-character UDC, from UDC table 00/DT, that identifies the origin and purpose of the transaction, such as a voucher, invoice, journal entry, or time sheet. JD Edwards EnterpriseOne reserves these prefixes for the document types indicated:</p> <p><i>P</i>: Accounts payable documents.</p> <p><i>R</i>: Accounts receivable documents.</p> <p><i>T</i>: Time and pay documents.</p> <p><i>I</i>: Inventory documents.</p> <p><i>O</i>: Purchase order documents.</p> <p><i>S</i>: Sales order documents.</p>
Effective Date	Enter the date on which an address, item, transaction, or record becomes active. The meaning of this field differs, depending on the program. For example, the effective date can represent any of these dates:

- The date on which a change of address becomes effective.
- The date on which a lease becomes effective.
- The date on which a price becomes effective.
- The date on which the currency exchange rate becomes effective.
- The date on which a tax rate becomes effective.

Fiscal Period and Fiscal Year

Enter a number that identifies the general ledger period and year. For many programs, you can leave these fields blank to use the current fiscal period and year defined in the Company Names & Number program (P0010).

G/L Date (general ledger date)

Enter the date that identifies the financial period to which a transaction will be posted. The system compares the date that you enter on the transaction to the fiscal date pattern assigned to the company to retrieve the appropriate fiscal period number and year, as well as to perform date validations.

JD Edwards EnterpriseOne Canadian Payroll Year-End Processing Preface

This preface discusses:

- JD Edwards EnterpriseOne products
- JD Edwards EnterpriseOne application fundamentals

JD Edwards EnterpriseOne Products

This implementation guide refers to these JD Edwards EnterpriseOne Human Capital Management (HCM) products from Oracle:

- Payroll Solutions
- Time and Labor

JD Edwards EnterpriseOne Application Fundamentals

Additional, essential information describing the setup and design of Oracle's JD Edwards EnterpriseOne system appears in a companion volume of documentation called JD Edwards EnterpriseOne Human Capital Management Application Fundamentals 8.12 Implementation Guide.

See Also

JD Edwards EnterpriseOne Human Capital Management Application Fundamentals 8.12 Implementation Guide

JD Edwards EnterpriseOne Canadian Payroll 8.12 Implementation Guide

CHAPTER 1

Getting Started with JD Edwards EnterpriseOne Canadian Payroll Year-End Processing

This chapter provides an overview of JD Edwards EnterpriseOne Canadian Payroll Year-End Processing and discusses how to implement it.

Canadian Payroll Year-End Processing Overview

Each year employers are required to file information returns to report income that is paid to their employees throughout the year. In addition to year-end reporting requirements, employers also perform tasks specific to year-end, such as rollovers in preparation for the next year.

The JD Edwards EnterpriseOne Canadian Payroll year-end system enables you to perform required year-end tasks such as:

- Process year-end rollovers.
- Verify and correct history integrity.
- Repost historical information.
- Generate year-end reports.
- Generate T4, T4A, Relevé 1, Relevé 2 and the NR4 forms.

Canadian Payroll Year-End Processing Implementation

In the planning phase of the implementation, take advantage of all Oracle sources of information, including the installation guides and troubleshooting information. A complete list of these resources appears in the preface in *About This Documentation*, with information about where to find the most current version of each.

When determining which electronic software updates (ESUs) to install for JD Edwards EnterpriseOne Payroll, use the EnterpriseOne and World Change Assistant. EnterpriseOne and World Change Assistant, a Java-based tool, reduces the time required to search and download ESUs by 75 percent or more and enables you to install multiple ESUs at one time.

See *JD Edwards EnterpriseOne Tools 8.97 Software Update Guide*.

To update the year-end programs for the 2007 changes, you must perform these steps:

Step	Reference
Install the year-end update.	Year-End Installation Guide on Customer Connection
Install 8.92/8.94 XPI Foundation for tools release 8.94 and below. Install Web Services Gateway (WSG) for tools release 8.95 and higher.	JD Edwards EnterpriseOne Integration Services Download Installation Instructions for Canadian Payroll for 2007
Install SAR 7055670 after you have installed the foundation. It is necessary for an older release of XPI (8.92).	These SARs contain the required Integration Server flows.

See Also

About This Documentation, “About This Documentation Preface” “About This Documentation Preface.”
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CHAPTER 2

Understanding Payroll Year-End Processing

This chapter discusses:

- Supported year-end tax forms.
- Release levels.
- Year-end processing features.
- System tables.
- Changes to year-end processing in 2007.
- Year-end processing cycle.
- Year-end processing checklist.

Supported Year-End Tax Forms

This guide describes how to perform payroll year-end tasks, including year-end rollovers and year-end form processing. You can use the procedures described in this guide to generate these year-end tax forms from information in the Payroll system:

- T4 - Statement of Remuneration Paid.
- T4A - Statement of Pension, Retirement, Annuity and Other Income.
- Relevé 1 - Revenus d'emploi et revenus divers (Provincial Wage and Income Earnings Statement) (Québec only).
- Relevé 2 - Revenus de retraite et rentes (Retirement and Annuity Income) (Québec only).
- NR4 - Statement of Amounts Paid or Credited to Non-residents of Canada.

Release Levels

This software is currently available for these JD Edwards EnterpriseOne release levels:

- Xe, Service Pack 23.
- 8.0, Service Pack 23.
- 8.9, Service Pack 1.
- 8.10, Tools 8.93.

- 8.11, Tools 8.94.
- 8.11 SP1, Tools 8.95.
- 8.12, Tools 8.96.

Year-End Processing Features

Payroll year-end processing includes these features:

- Workbench approach

The year-end process is modeled on the Payroll workbench, enabling you to access all steps of the year-end process from a central location. Like the payroll cycle is controlled by a payroll ID, year-end processing is controlled by a year-end ID. When you perform a step in the year-end process, you must enter the year-end ID that you use to select the employees to receive year-end forms. You use the same year-end ID for all steps of year-end processing.

- Flexibility

You determine your own reporting rules and decide how information should be managed at the company and tax identification level through the use of special handling codes and footnote codes. In addition, you can easily add new boxes to the form setup tables when the form design changes.

- Control reporting

You can verify how the system derives the numbers that it uses through the use of online reviews.

System Tables

This table describes the tables used in processing year-end forms:

Table	Usage
F77100 - Canadian Year-End Control	This table contains information about the year-end ID and information about the status of these processes: <ul style="list-style-type: none"> • Workfile build • Form print • Magnetic media build • Audit reports • Archive
F77101 - Canadian Year-End Print	This table contains information about year-end reporting, including audit reports, forms, and magnetic media, for each year-end ID.
F77105 - Year End Limits Setup	This table stores the maximum EI and pensionable earnings by year-end ID and tax year.

Table	Usage
F77180 - Canadian Year-End Form Setup	This table contains information about the boxes that have been set up on year-end forms.
F77190 - Special Handling Setup	This table contains information about the pay types, deductions, benefits, accruals (PDBAs) that have been set up to populate boxes on year-end forms.
F77200 - Canadian Employee Year-End Form Header	This table contains the amounts that were retrieved from the Tax History table (F0713) for each employee during the workfile builds.
F77201T - Negative Amount Print	This table is used during printing of the Negative Amount Report (R77102A). This table should be empty when no print jobs are running.
F77210 - Canadian Employee Year-End Form Detail	This table contains the special handling amounts that were retrieved from the Tax Area Transaction History table (F06148) for each employee during the workfile builds.
F77220 - Employee Special Handling Detail	This table contains information about the PDBA codes and amounts that were retrieved for each employee through special handling.
F77230 - Employee Pension Maintenance	This table contains pension information for former employees and non-employees, including whether the pension information should print on a T4 or T4A form.
F0713SAV - Backup Copy of F0713 For Tax Ledger Repost	This table is a copy of the Tax History table (F0713) before the Tax Ledger Repost.

Changes to Year-End Processing in 2007

The Canadian Year-End Workbench program (P77100) now enables you to specify your print version in the Print Setup form when printing an individual year-end form. Previously, the system considered the default version, XJDE0001, when printing year-end forms individually.

Year-End Processing Cycle

The year-end processing cycle consists of these steps:

1. If the year-end forms were changed, populate the Canadian Year End Form Setup table (F77180) by running the R77180S program.
You can access this program using Batch Versions.
2. Run year-end rollover programs to carry forward PDBAs with balances to the new year.
You carry forward PDBA balances to correctly process the payroll cycles in the new year.

3. Verify the integrity of the tax to ensure that you report the correct information to the government.
4. Run the Tax Area Transaction History Repost program (P77148A) to update the Tax Area Transaction History table (F06148).
5. If necessary, run the Tax Ledger Repost program (P77713) to update the Tax History table (F0713).
6. Set up this information, which is required for year-end processing:
 - Pension adjustment records for both employees and pensioners.
 - Year-end forms.
 - Special handling codes.

Note. Run the Canadian Year-End Form Setup (F77180) Update program (R77180S) before setting up special handling codes.

7. Build year-end tables to retrieve the information that you need in order to print year-end forms.
8. Review the year-end information for accuracy before you report to the government.
You can review year-end information online as well as through workfile integrity reports and audit reports.
9. Print year-end forms to give to employees.
10. Copy year-end information to file to give to the government.
11. Archive year-end information.

Year-End Processing Checklist

Refer to this checklist as you process year-end information:

- Install the update to the software.

See *JD Edwards EnterpriseOne Tools Implementation Guide: Software Update*.

- Process 2007 year-end update programs to ensure that your system can process data that was not included in previous years.

Before you perform any year-end setup or processing tasks, populate the Canadian Year End Form Setup table (F77180) by running the R77180S program. You can access this program using Batch Versions.

- Run year-end rollovers.

See [Chapter 4, “Processing Rollovers,” Processing Year-End Rollovers, page 21](#).

- Verify payroll history.

See *JD Edwards EnterpriseOne Canadian Payroll 8.12 Implementation Guide, Working with Payroll History*.

- Repost tax area information.

See [Chapter 6, “Reposting Historical Information,” Reposting Tax Area Information, page 37](#).

- Add pension information.

See [Chapter 3, “Setting Up Year-End Processing,” Setting Up Pension Records, page 14](#).

- Set up year-end forms.
See [Chapter 3, “Setting Up Year-End Processing,” Setting Up Year-End Forms, page 9.](#)
- Set up special handling information and footnotes.
See [Chapter 3, “Setting Up Year-End Processing,” Setting Up Special Handling, page 12.](#)
- Create and submit a year-end ID to build the year-end tables.
See [Chapter 7, “Processing Year-End Information,” Creating and Submitting a Year-End ID, page 45.](#)
- Verify the integrity of the year-end tables.
See [Chapter 8, “Reporting Year-End Information,” Reviewing Workfile Integrity Reports, page 56.](#)
- Enter adjustments.
See [Chapter 7, “Processing Year-End Information,” Entering Adjustments to Year-End Forms, page 50.](#)
- Print year-end forms.
See [Chapter 8, “Reporting Year-End Information,” Printing Year-End Forms, page 58.](#)
- Generate year-end information to magnetic media in XML format.
See [Chapter 8, “Reporting Year-End Information,” Creating Magnetic Media, page 63.](#)
- Archive the year-end information.
See [Chapter 8, “Reporting Year-End Information,” Creating Magnetic Media, page 63.](#)

CHAPTER 3

Setting Up Year-End Processing

This chapter discusses how to:

- Set up year-end forms.
- Set up pension records.

Setting Up Year-End Forms

Before you print the year-end government forms, you must verify the setup of the year-end forms. For example, you must make sure that the correct boxes are set up on each form and that the correct pay types, deductions, benefits, and accruals (PDBAs) are linked to the boxes.

This section provides overviews of year-end form setup and special handling and discusses how to:

- Update year-end form setup.
- Revise year-end form setup.
- Set up special handling.
- Copy special handling codes.
- Set up flat file encoding for magnetic media.

Understanding Year-End Form Setup

You set up year-end forms so that the correct boxes on the forms will be completed. The Canadian Year-End Processing module enables you to easily add and delete boxes as the year-end forms change from year to year.

Note. You need to set up only those boxes that will contain amounts generated by PDBAs through special handling. You can set up all boxes, but the system does not require you to set up boxes that will not be completed.

You must use the box numbers that are specified by the Canada Revenue Agency (CRA) and Ministère du Revenu du Québec for specific forms. The print programs arrange information on year-end forms based on the box number. If you use different box numbers, the forms will not print correctly.

You use the Year-End Form Setup program (P77180) to revise information in the Canadian Year-End Form Setup table (F77180). The system uses the information in this table when you build year-end tables, review year-end information, and print year-end forms.

Important! Before you set up and process year-end information, you must run the Canadian Year-End Form Setup (F77180) Update program (R77180S) to populate the F77180 table with the information that is available from the CRA and Ministère du Revenu du Québec. You should review the year-end form setup to verify that the information is current. You must run this program before you set up special handling information.

Understanding Special Handling

You set up special handling to link PDBAs to specific boxes on year-end forms (for example, union dues) and to print footnotes on year-end forms.

For each box, enter all of the PDBAs that you want to add to a taxable wage or that you want to report in a particular box on the year-end form. You must enter PDBAs individually.

When you associate PDBAs with specific boxes on year-end forms, the system adds the amounts for the associated PDBAs to the calculated totals that are reported in those boxes. The system uses footnote code cross-references to print any footnotes that you attach to the PDBA on that form or on an attachment.

Important! For special handling, you *must* use the box numbers specified by the CRA and Ministère du Revenu du Québec for the specific form. Using actual box numbers for all forms simplifies maintenance of the forms from year to year.

To print footnotes on year-end forms, you must associate the footnote codes from UDC 77/FT with the appropriate PDBAs, which are associated with specific boxes on the year-end forms. You can associate footnote codes for T4A forms only.

To print Case Code O codes on Relevé 1 forms, you must associate the codes from UDC 77/RC with the appropriate PDBAs.

The system prints the text from the Description field of UDC 77/FT as the footnote text on the year-end forms.

You can set up special handling codes manually, or you can copy the special handling setup from the previous year, making modifications if necessary.

You can print the Special Handling report (R77864), which lists PDBA totals by box, PDBA, and employee or company.

See [Appendix C, “JD Edwards EnterpriseOne Canadian Payroll Year-End Processing Reports,” page 89](#).

Forms Used to Set Up Year-End Forms

Form Name	FormID	Navigation	Usage
Work with Year-End Forms	W77180B	Year End Setup (G07BTAXCA1), Year-End Form Setup	Review the boxes that are set up for each year-end form.
Revise Year-End Forms	W77180D	On the Work with Year-End Forms form, select any row and click Select.	Change the setup for a form.
Work With Special Handling	W77190A	Year End Setup (G07BTAXCA1), Special Handling Setup.	Review existing special handling setup.
Special Handling Revision	W77190D	On the Work With Special Handling form, select the appropriate form type in the Display Form area and click Add.	Set up new special handling codes. Before you set up special handling, you must: <ul style="list-style-type: none"> • Set up or review Case Code O codes in user-defined code (UDC) table 77/RC. • Set up or review footnote codes in UDC 77/FT. • Set up all the boxes to which you are going to attach special handling.
Duplicate Special Handling	W77190B	On the Work With Special Handling form, select Copy Spec. Handling from the Form menu.	Copy the special handling setup from a previous year to the current year.

Updating Year-End Form Setup

This table describes the two batch programs that you can use to update year-end setup tables with legislative changes each year:

Batch Program	Table Updated	Change Made
Canadian Year-End Print Table (F77101) Update (R77101S)	Canadian Year-End Print (F77101)	Adds any new reports to the reports model.
Canadian Year-End Form Setup (F77180) Update (R77180S)	Canadian Year-End Form Setup (F77180)	Adds any new form boxes due to legislative updates and changes.

These batch programs are not available from a menu. You run them from the Work With Batch Versions - Available Versions form.

Note. You must run these batch programs to update any legislative changes in release Xe and subsequent releases.

Revising Year-End Form Setup

Access the Revise Year-End Forms form.

Year-End Form Setup - Revise Year-End Forms

Form Type: T4
 Form Description: WAGE AND EARNINGS STATEMENT

Box Number	Box Description
14	EMPLOYMENT INCOME
16	EMPLOYEE'S CPP CONTRIBUTIONS
17	EMPLOYEE'S QPP CONTRIBUTIONS
18	EMPLOYEE'S EI PREMIUMS
20	RPP CONTRIBUTIONS
22	INCOME TAX DEDUCTED
24	EI INSURABLE EARNINGS
26	CPP/QPP PENSIONABLE EARNINGS
28	CPP-QPP AND EI EXEMPT
29	EMPLOYMENT CODE

Revise Year-End Forms form

Setting Up Special Handling

Access the Special Handling Revision form.

Special Handling Setup - Special Handling Revision

Tax Year: 2007
 Form Type: T4A
 Form Description: PENSION, RETIREMENT, ANNUITY, OTHER INC
 Box Number: 27
 Box Description: NON-ELIGIBLE RETIRING ALLOWANCES

PDBA Code	PDBA Description	FN
1008	Dental/Co.	06
1060	HealthSave	06
1088	benefit	06

Special Handling Revision form

Box Number

Enter the number of the box as it appears on the year-end form.

PDBA Code (pay type, deduction, benefit, accrual code)

List each PDBA that you want to assign to the box.

PDBAs are codes that define the type of pay, deduction, benefit, or accrual.

Pay types are numbered from 1 to 999. Deductions and benefits are numbered from 1000 to 9999.

Case Code O

For Box O on Relevé 1 forms only, complete this field to associate an explanatory code with the PDBA code.

Case Code O codes indicate the type of income reported in Box O on the Relevé 1 form. These codes are predefined by the Ministère du Revenu du Québec. See the RL-1 Slip Information provided by the Ministère du Revenu du Québec for valid codes. Set up values for Box O in UDC 77/RC.

FN (footnote)

For T4A forms only, complete this field to associate footnote codes with the PDBA code.

Values are defined in UDC table 77/FT.

Copying Special Handling Codes

Access the Duplicate Special Handling form.

The screenshot shows a dialog box titled "Special Handling Setup - Duplicate Special Handling". The dialog has a standard Windows-style title bar with "OK", "Cancel", and "Tools" buttons. Below the title bar, there are two input fields. The first field is labeled "From Tax Year" and contains the value "2007". The second field is labeled "Copy To Tax Year:" and contains the value "2008".

Duplicate Special Handling form

Setting Up Flat File Encoding for Magnetic Media

For release levels 8.9 and later, you must set up flat file encoding for the table conversion programs.

You must set up these table conversion programs to run with UTF8 or CP1252 encoding:

- Create T4 Magnetic Media Table (R89772001X)
- Create T4A Magnetic Media Table (R89772003X)
- Create NR4 Magnetic Media (R89772005X)
- Create Relevé 1 Magnetic Media (R89772002X)
- Create Relevé 2 Magnetic Media (R89772006X)

Note. Use CP1252 encoding if your flat file will include French characters.

To set up flat file encoding:

1. In the JD Edwards EnterpriseOne windows client, enter *P93081* in the Fast Path field and press ENTER.
2. On Work With Flat File Encoding, click Add.
3. On Flat File Encoding Revisions, complete these fields:

Program ID Enter the name of the table conversion program, for example, R89772001X.

Encoding Name Select CP1252 if your submission contains French characters. Otherwise, select UTF8.

4. Click OK, and then click Cancel.
5. On Work With Flat File Encoding, highlight all of the files that you added and select Change Status from the Row menu. The system updates the status field to *Active*.

Setting Up Pension Records

This section provides overviews of pension records, the Pension Maintenance Batch Update program (R77230), and individual pension records and discusses how to:

- Create multiple pension records.
- Set processing options for Pension Batch Maintenance Update (R77230).
- Create individual pension records.

Understanding Pension Records

This section explains how to set up pension records in the Employee Pension Maintenance table (F77230). You can use this method of creating pension records to report pension information on either T4A or T4 forms.

The system generates a T4A form in any of these situations:

- A former employee or nonemployee (such as a contractor) has tax history type P record in the Tax History table (F0713).
- A former employee has pension records that are flagged to print on a T4A in the F77230 table.
- A former employee or nonemployee has had PDDBA amounts linked to boxes on the T4A form through special handling.

If a former employee fits more than one of the preceding situations, all applicable amounts are combined on one T4A form.

You can use the Pension Maintenance Report (R77402) to list the records in the F77230 table. You can use this report to verify pension information prior to running the workfile build to create the year-end tables.

When you run the workfile build, the system assigns a year-end ID to the pension records that were included in the data selection for the workfile build. You can also run this report after you create the year-end tables to verify that all applicable records in the F77230 table are included in the correct year-end ID.

Understanding the Pension Batch Maintenance Update Program

The Pension Batch Maintenance Update program creates pension records in the Employee Pension Maintenance table for groups of employees by using information from the Employee Transaction History Summary table (F06146) and the Employee Master Information table (F060116). You can select groups of employees for whom you want to create pension records.

The program creates one record for each match between table F06146 and table F060116. The program uses the current work tax area from the employee master. If an employee changes work tax area during the year, process the pension batch maintenance for that employee prior to making the change or add a record manually in the Pension Maintenance program (P77235).

The records that are created by the Pension Batch Maintenance Update program (R77230) contain the pension number that you specify in the processing options. However, you must manually enter the pension amounts in these records using the Pension Maintenance program.

Note. The Pension Batch Maintenance Update program produces a report that lists all records that were updated with a blank value in the Tax Identification Number field (TAXX) from table F06146.

Understanding Individual Pension Records

You can enter a pension plan number and pension adjustment amounts that you need to report for individual employees.

A pension adjustment is the total of an employee's pension credits that accrue during a year under an employer's registered pension plan (RPP) or deferred profit sharing plan (DPSP), or possibly under some unregistered retirement plans or arrangements.

You can use the Pension Maintenance program to add pension records for individual employees. The system creates T4A forms for these employees regardless of whether they have a corresponding record in the Tax History table, or it updates the T4 if you have not selected the Print on T4A option. You can also use the Pension Maintenance program to modify pension records that were created by the Pension Batch Maintenance Update program (R77230).

The Pension Maintenance program creates or updates records in the Employee Pension Maintenance table.

Pension records that have been processed in a workfile build include the year-end ID in which they were processed and a flag indicating that the record has been processed.

Important! Pension records that are added or changed after the workfile build is run are displayed in yellow to indicate a warning condition. Also, the year-end ID in the detail area of the Pension Maintenance form is cleared and the processed flag is changed to 0 (unprocessed). You must reset and rebuild the workfile to include these pension records.

Form Used to Set Up Pension Records

Form Name	FormID	Navigation	Usage
Pension Maintenance	W77235C	Year End Setup (G07BTAXCA1), Pension Maintenance On the Work With Pension Maintenance form, click Add.	Add pension records for individual employees.

Creating Multiple Pension Records

Select Year End Setup (G07BTAXCA1), Pension Batch Maintenance Update.

Setting Processing Options for Pension Batch Maintenance Update (R77230)

Processing options enable you to specify the default processing for programs and reports.

Defaults

Although processing options are set up during JD Edwards EnterpriseOne implementation, you can change processing options each time you run a program.

- 1. Year To Be Processed (Required)** Specify the tax year for which to create or update pension maintenance records. A four-digit entry in this field is required. Values include any number between 1000 and 9999.
- 2. Pension Plan Number** Specify which pension plan number to use for the Pension Maintenance records that are being created or updated. Values are contained in UDC table 77/PN.
- 3. Print On T4A Form** Specify the form on which to print pension adjustment information. Values are:
 - 0: The pension adjustment information will be printed on a T4 form.
 - 1: The pension adjustment information will be printed on a T4A form.

Creating Individual Pension Records

Access the Pension Maintenance form.

The screenshot shows the 'Pension Maintenance - Pension Maintenance' window. At the top, there is a menu bar with 'OK', 'Find', 'Delete', 'Cancel', and 'Tools'. Below the menu bar are several icons. The main form area contains the following fields:

- Address Number * (text input)
- Home Company * (text input)
- Tax Area (Work) * (text input)
- BIN Number * (text input)
- Tax Year * (text input)
- Year-End ID (text input)

Below these fields is a section titled 'Pension Adjustment' containing:

- Pension Plan Number (text input)
- Amount (text input)
- Print on T4A

At the bottom right, there is a grid titled 'Records 1 - 1' with the following columns: Box Number, Box Description, and Amount. The grid currently shows one record with empty fields.

Pension Maintenance form

Note. To add amounts to additional boxes on the T4A form, complete the Box Number and Amount fields in the detail area. Amounts that you enter on the Pension Maintenance form will be added to any PDBA amounts that are calculated for the same boxes on the T4A form through special handling.

Address Number	Enter the address book number of the employee for whom you want to create a pension record.
Home Company	Enter the company number where the employee records generally reside.
Tax Area (Work)	Enter a code that identifies a geographical location and the tax authorities for an employee work site, including employee and employer statutory requirements. In the Vertex payroll tax calculation software, the tax area code is synonymous with GeoCode. To determine the valid codes for the location, refer to the documentation for the tax calculation software that you are using.
BIN Number Business Identification Number	Enter a number that identifies the company to the tax authority. This number can include the tax ID number for an individual, a federal or state corporate tax ID, a sales tax number, and so on.
Tax Year	Enter the tax year, including the century.
Pension Plan Number	Enter the seven-digit registration number issued for the employees' pension plan or deferred compensation profit-sharing plan.
Amount	Enter an amount for a specific box on a year-end form. The pension adjustment amount will print in either box 34 on a T4A form or in box 52 on a T4 form. Amounts in the detail area will print on a T4A form in the box that you specify.
Box Number	Enter the number of the box as it appears on the year-end form.
Print on T4A	Select this option if you want to report the employee's pension information on a T4A form. If you select the Print on T4A option, the employee's pension adjustment amount and pension plan number will print in boxes 34 and 36 on a T4A form. If you do not select the Print on T4A option, the employee's pension adjustment amount and pension plan number will print in boxes 50 and 52 on the employee's T4 form.

Note. Regardless of whether you are printing the pension adjustment amount and pension plan number on a T4 or T4A form, the system displays box number 34 next to pension adjustment amounts in the detail area of the Work With Pension Maintenance form. However, the system will print the information on a T4 form if the Print on T4A option is not selected.

CHAPTER 4

Processing Rollovers

This chapter provides an overview of year-end rollovers and discusses how to process year-end rollovers.

Understanding Year-End Rollovers

You use rollover programs to carry forward balances for pay types, deductions, benefits, and accruals (PDBAs) at the end of the year and to create the beginning balances for the next year. You need to carry forward these balances to correctly process payroll cycles in the new year. You should process year-end rollovers after you process the last payroll cycles of the year. The rollover program uses the previous year's DBA balances to create beginning balances for the new year.

For PDBAs with ending balances that do not need to be calculated, the system rolls over the accumulated total to the new year. No special PDBA setup is necessary. For benefits and accruals with balances that must first be calculated, you must set up rollover information for the DBA. (For example, you might need to subtract vacation that has been taken from available vacation before the balance can be rolled over.)

You can process year-end rollovers in proof or update mode. Processing rollovers in proof mode enables you to review information and make necessary corrections before updating history tables. Processing rollovers in update mode enables you to update history tables with beginning rollover balances.

The Payroll system provides two types of rollover programs for year-end processing:

Rollover Program	Description
Calendar month rollover	<p>Use the Calendar Month version of the Year-End Rollover program (P07390) to process DBAs that roll over balances at the end of the standard year, according to work dates. This program uses the previous year's deduction, benefit, and accrual balances to create beginning balances for the new year. Run this program after you process the last payroll with work dates in the current year.</p> <p>The system maintains historical balances for the calendar month year in the Calendar Month DBA Summary History table (F06145).</p>
Payroll month rollover	<p>Use the Year-End Payroll Month Rollover program to process DBAs that roll over balances at the end of the standard year, based on payment dates. This program uses the previous year's DBA balances to create beginning balances for the new year. You should run this program after you process the last payroll with a payment date in the current year.</p> <p>The system maintains historical balances for the standard year in the Employee Transaction History Summary table (F06146).</p>

The system maintains balances in different tables because of the differences between calendar months and payroll months. For example, when a pay cycle crosses calendar months, monthly DBA totals are different for the payroll month and calendar month, but year-to-date (YTD) totals remain the same (unless the cycle also crosses calendar years).

The system rolls over DBAs that have any of these situations:

- Remaining balances
- Remaining periods
- An inception-to-date limit
- An annual carryover limit
- Deduction amounts due
- Arrearages

Note. Rolling over wage attachment DBAs that are administered using the Wage Attachment module is not necessary. The system automatically continues to calculate wage attachments for the new year without calculating rollover balances.

You must run the Year-End Rollover program using these processing modes before you run the first payrolls of the new year:

- Payroll Month Rollover
- Calendar Month Rollover

You use the Payroll Month Rollover mode to process payroll-month rollovers after the last payment date of the current year and before the first payment date of the new year. You do not need to consider work dates within a payroll cycle when deciding when to run the Year-End Rollover program using this processing mode, because it is based solely on payment date.

You use the Calendar Month Rollover mode to process calendar-month rollovers after the last payroll with work dates in the current year. You do not need to consider payment dates of a payroll cycle when deciding when to run the Year-End Rollover program using this processing mode, because it is based solely on work dates.

This table lists examples illustrating when you should run the rollover programs:

Pay Period Ending Date	Payment Date	Run Calendar Month Rollover	Run Payroll Month Rollover
December 31, 2007	December 31, 2007	After this payroll	After this payroll
December 31, 2007	January 05, 2008	After this payroll	Before this payroll
January 05, 2008 with work dates in 2007 and 2008	January 05, 2008	After this payroll	Before this payroll
January 10, 2008 with no work dates in 2007	January 10, 2008	Before this payroll	Before this payroll

This table illustrates how the JD Edwards Payroll system maintains balances for the standard year for all PDBAs:

Version	Table	Based on
Calendar Month Rollover	Calendar Month DBA Summary History table (F06145)	Work dates
Payroll Month Rollover	Employee Transaction History Summary (F06146)	Payment dates

The system updates the Calendar Month DBA Summary History table by work date and the Employee Transaction History Summary table by payment date. You use the same program to process both types of rollovers.

First, run the rollover program without updating the history tables. The system identifies possible errors without changing any information in the history tables. To locate any errors, review the reports that are generated by the rollover programs. After you correct any errors, rerun the rollover programs in update mode.

If an employee has sick or vacation pay history in multiple companies, the system combines all hours for each pay type before subtracting the total hours from the combined history for the related accrual.

Processing Year-End Rollovers

This section lists prerequisites and discusses how to:

- Set processing options for Year-End Rollover (P07390).
- Roll over PDBAs.

- Review year-end rollover reports.

Prerequisites

Before you complete the tasks in this section:

- Set up rollover information for DBAs.

See *JD Edwards EnterpriseOne Human Capital Management Application Fundamentals 8.12 Implementation Guide, Setting Up Rollover Information for DBAs*.

- Create backups of the Employee Transaction History Summary and Calendar Month DBA Summary History (F06145) tables.

The system does not automatically create backups when you run the year-end rollover programs.

Form Used to Process Year-End Rollovers

Form Name	FormID	Navigation	Usage
Work With Year-End PDDBA Rollover	W07390B	Year End Processing (G07BTAX), Year-End Rollover	Roll over the PDDBAs.

Setting Processing Options for Year-End Rollover (P07390)

Processing options enable you to specify the default processing for programs and reports.

Process

Use these processing options to set the processing for year-end rollovers.

- 1. Payroll Month Rollover (R07390A) Version** Specify the version of the Payroll Month Rollover program (R07390) that you want to run. If you leave this option blank, the system runs version XJDE0001.
- 2. Calendar Month Rollover (R07390B) Version** Specify the version of the Calendar Month Rollover program (R07390) that you want to run. If you leave this option blank, the system runs version XJDE0001.
- 3. Lost Vacation DBA Code** Specify the PDDBA code that the system uses to store lost vacation time. Lost vacation time occurs when the amount of vacation time available to roll over exceeds the rollover limit. For the Payroll Month Rollover program, lost vacation hours are stored in the Employee Transaction History Summary table. For the Calendar Month Rollover program, lost vacation hours are stored in the Calendar Month DBA Summary History table. If you do not enter a valid PDDBA code for this option, lost vacation time is not stored.
- 4. Lost Sick DBA Code** Specify the PDDBA code that the system uses to store lost sick time. Lost sick time occurs when the amount of sick time available to roll over exceeds the rollover limit. The Payroll Month Rollover program stores lost sick hours in the Employee Transaction History Summary table. The Calendar Month Rollover program stores lost sick hours in the Calendar Month DBA Summary History table. If you do not enter a valid PDDBA code in this option, the system does not store lost sick time.

Rolling Over PDBAs

Access the Work With Year-End PDBA Rollover form.

Year-End Rollover - Work With Year-End PDBA Rollover

2007 Year to Roll Over

Print Report Without Update

Roll Over Terminated Employees

Print and Update Vac and Sick Dollars
(Available only for Payroll Month)

Roll Over Only the Accrued Balance

Summarize Rollover Balances

History to Roll Over

Payroll Month

Calendar Month

Choose an option below or double-click on specific PDBAs in the grid to select

Roll Over All PDBAs

Roll Over Vac and Sick Only
Available only for Payroll Month

	PDBA Code	T	Explanation Alpha Name
<input type="checkbox"/>	1	P	Regular
<input type="checkbox"/>	2	P	Exempt*
<input type="checkbox"/>	3	P	CAN REG
<input type="checkbox"/>	4	P	1st/Last Chk
<input type="checkbox"/>	5	P	shifdif
<input type="checkbox"/>	6	P	7132719
<input type="checkbox"/>	7	P	Tax Exmpt
<input type="checkbox"/>	8	P	Memo Pay

Submit Rollover

Work With Year-End PDBA Roll-Over form

Year to Roll Over

Enter the four-digit year for which you want to process rollover information.

Important! You must enter a four-digit year such as 2007. If you enter a two-digit year such as 05, the system does not perform the rollover.

Print Report Without Update

Select this option if you do not want to update history tables.

Roll Over Terminated Employees

Select to include information for terminated employees in the year-end rollover.

Print and Update Vac and Sick Dollars

When you run the payroll month year-end processing program, select this option to roll over the dollar amounts for sick and vacation type PDBAs. The system automatically rolls over dollar amounts for sick and vacation type PDBAs when you run the calendar month year-end rollover program.

Roll Over Only the Accrued Balance

Select to roll over only the accrued balance-related PDBAs. Any balance in the available DBA is lost.

Summarize Rollover Balances

Select to summarize the rollover balances into the employee's current home company.

History to Roll Over

Select an option to specify which type of history to roll over.

Roll Over All PDBAs pay type, deduction, benefit, accrual code	Select to roll over all PDBAs with the year-end rollover program.
Roll Over Vac and Sick Only	Select to roll over vacation and sick PDBAs only.
PDBA Code pay type, deduction, benefit, accrual code	To roll over specific PDBAs, select the PDBAs that you want from the detail area. Selected PDBAs are marked with a check mark.

Reviewing Year-End Rollover Reports

After you process the year-end rollovers without updating history tables, you should review the rollover reports to verify that the appropriate balances will roll over. If necessary, make any changes to PDBA history and process the rollovers without updating history tables again.

When the correct balances appear in the rollover reports, process year-end rollovers in update mode. Review the rollover report to verify that the correct rollover information was updated to history tables.

When beginning balance hours or monetary amounts are negative, the rollover creates the Year-End Rollover report with the message that the rollover amount is negative.

CHAPTER 5

Verifying Payroll History Integrity

This chapter provides an overview of payroll history integrity and discusses how to:

- Verify the integrity of payroll detail history.
- Verify tax history integrity.
- Verify employment insurance history integrity.
- Verify employment insurance hour integrity.
- Revise employment insurance history.

See Also

[Chapter 8, “Reporting Year-End Information,” Reviewing Workfile Integrity Reports, page 56](#)

Understanding Payroll History Integrity

Before you begin processing year-end forms, you must verify the integrity of the historical information.

You verify the integrity of taxation and employment insurance (EI) information to ensure that you report the correct information to the government. If you discover errors, you must review each error to verify whether you need to make a change to the history.

To simplify the process of regularly verifying the payroll history integrity, you can set up the integrity reports to run during the final update step of each payroll cycle. The versions of these reports that you run during final update should be set up to run in proof mode. You should also run these reports monthly, quarterly, and before you begin year-end processing.

You run integrity reports in proof mode to identify possible errors without changing any information in the history tables. You also run integrity reports in proof mode so that you can research errors before correcting and updating the appropriate tables.

Verifying the Integrity of Payroll Detail History

This section provides an overview of the Canadian Payroll History Audit Report and discusses how to:

- Run the Canadian Payroll History Audit Report.
- Set processing options for Canadian Payroll History Audit Report (R77703).

Understanding the Canadian Payroll History Audit Report

To ensure that the system records the correct amounts on the tax and year-end reports, you should run the Canadian Payroll History Audit Report (R77703) each month and before you process year-end reports. You should correct any variances that appear on this report before you print tax or year-end reports.

The Canadian Payroll History Audit Report compares detail history information with summary history information and produces an exception report listing any inconsistencies between the summary and detail history information. This report does not make any corrections to the summary or detail tables.

Important! The Canadian Payroll History Audit Report verifies that tax type CA exists for every employee that has a record for any of these tax types in the Tax History table (F0713): CB, CC, CD, CE, CF, CG, or CH.

If an employee does not have tax type CA, the year-end workfile will be invalid. Therefore, running the Canadian Payroll History Audit Report and correcting any errors before you generate the year-end workfile is very important.

You use the processing options to specify whether this report compares basic history information, pay cheque history information, or both.

This table describes the tables that the system compares if you select to compare basic history information in the report:

Summary Tables	Detail Tables
Tax History (F0713)	Pay Check History Tax Ledger - Canadian DB (F0716)
Calendar Month DBA Summary History (F06145)	DBA Transaction Detail History (F0719)
Employee Transaction History Summary (F06146)	Employee Transaction History (F0618) and DBA Transaction Detail History (F0719)
Unemployment Insurance History (F06176)	Pay Check History Tax Ledger - Canadian DB (F0716)

If you select to compare pay cheque history information, the report compares the information in these tables:

Summary Tables	Detail Tables
Pay Check History Summary (F06156)	Pay Check History Tax Ledger - Canadian DB (F0716)
Pay Check History Summary (F06156)	Employee Transaction History (F0618)
Pay Check History Summary (F06156)	DBA Transaction Detail History (F0719)

Refer to user-defined code (UDC) table 77/ER for a list of error codes that might appear on the report.

Running the Canadian Payroll History Audit Report

Select Canada History Reports (G77BCAP15), Canadian Payroll History Audit Report.

Setting Processing Options for Canadian Payroll History Audit Report (R77703)

Processing options enable you to specify the default processing for programs and reports.

Process

Use these processing options to specify the month, year, and company for the report as well as which summary and detail tables to compare.

- | | |
|--|---|
| 1. Enter Year for Audit Report. | Specify the year for which the report should audit history information.
<hr/> Note. Enter the year using four digits (for example: 2007). <hr/> |
| 2. Enter Month for Audit Report | Specify the specific month for which the report should audit history information.
<hr/> Note. Enter the month using two numeric digits (for example: January = 01). <hr/> |
| 3. Perform Basic History Audit. | Specify whether you want to perform a basic history audit. The basic audit report compares these tables:
F0713 to F0716
F06145 to F0719
F06146 to F0618/F0719
F06176 to F0716
Values are:
Blank: Do not run the Basic History Audit.
0: Do not run the Basic History Audit.
1: Run the Basic History Audit. |
| 4. Perform Paycheque History Audit. | Specify whether you want to perform a paycheque history audit. The paycheque history audit compares these tables:
F06156 to F0716
F06156 to F0618
F06156 to F0719
Values are:
Blank: Do not run the Paycheque History Audit.
0: Do not run the Paycheque History Audit.
1: Run the Paycheque History Audit. |
| 5. Company. | Specify the company for which to run the audit reports.
<hr/> Note. If you leave this processing option blank, the system audits all companies. <hr/> |

Verifying Tax History Integrity

This section provides an overview of tax history integrity and discusses how to:

- Set processing options for F0713 Integrity Report (R777011).
- Run F0713 Integrity Report (R777011).

Understanding Tax History Integrity

Each time that you run the final update for a payroll cycle, the system creates payroll history records and stores them in history tables. The two types of history records are:

- Detail records
- Summary records

Detail history records contain each tax type, pay type, deduction, benefit, and accrual that the system calculated for each payment. The system stores these records in detail history tables.

After the system stores records in the detail history tables, it totals and summarizes the information in these tables and creates summary history records. The system then writes the summary history records to the corresponding summary history tables. The system uses the summary history tables to retrieve tax and earnings information for government reports and year-end forms. Using summary history tables to report tax and earnings information reduces processing time.

F0713 Integrity Report

You use the F0713 Integrity Report to identify errors in the Tax History table. You use the information in this table to produce governmental, year-end forms for employees and people such as former employees or contractors to whom you pay pensions, retiring allowances, or other payments for income. Keeping this table error free simplifies year-end processing tasks.

The F0713 Integrity Report identifies these types of information:

- Errors that you must correct manually.
- Errors that the program corrects when you run the report in update mode.
- Situations that are not really errors.

You can prevent specific errors from appearing on the report by listing the codes for those errors in the processing options.

Note. You must specify the CPP/QPP (Canadian Pension Plan/Quebec Pension Plan) annual wage limit, basic yearly exemption, and employee contribution rate in the processing options. These amounts and rates are defined by the Canada Revenue Agency (CRA).

Error Codes for the F0713 Integrity Report

This table lists and briefly explains the error codes that might appear on the F0713 Integrity Report. Error codes are listed in UDC 77Y/EC.

0101 - Total gross is less than tax withheld	The gross amount is less than the amount of tax withheld or paid on the same earnings.
---	--

Determine whether gross wages should be less than tax. For example, the amount might include a refunded tax or voided cheque from a prior year. If an error occurs, you can leave it alone, repost the Pay Check History Tax Ledger – Canadian DB table (F0716), or manually adjust the Tax History table (F0713) using Tax History (P779901) on the Canada History Inquiries menu (G77BCAP14).

**0102 - Gross minus
excludable is less than tax
withheld**

The amount of taxable wage (gross less excludable) is less than the amount of tax withheld.

Manually change the excludable or tax amount, if necessary.

**0103 - Excludable is greater
than gross**

The excludable amount is greater than the gross wage.

Determine why the excludable amount is greater than the gross amount and decide which is correct. You can either repost the Pay Check History Tax Ledger – Canadian DB table or manually adjust the Tax History table using Tax History (P779901) on the Canada History Inquiries menu (G77BCAP14).

**0104 - Sign mismatch on
gross and tax**

A mismatch exists between the taxable wages and the tax. Either the taxable wage amount is positive and the tax amount is negative, or the taxable wage amount is negative and the tax amount is positive.

Determine why a sign mismatch occurred between the two numbers and decide which is correct. For example, someone might have manually entered the tax as a negative number. You can leave the mismatch alone, repost the Pay Check History Tax Ledger – Canadian DB table, or manually adjust the Tax History table using Tax History on the Canada History Inquiries menu (G77BCAP14).

**0105 - Sign mismatch on
gross and excludable**

A mismatch exists between the gross wages and the excludable amount. Either the gross wage amount is positive and the excludable amount is negative, or the gross wage amount is negative and the excludable amount is positive.

Determine why a sign mismatch occurred between the two numbers and decide which is correct. You can leave the mismatch alone, repost the Pay Check History Tax Ledger – Canadian DB table, or manually adjust the Tax History table using Tax History on the Canada History Inquiries menu (G77BCAP14).

**0106 - Mismatch
state/county/city**

The tax area in the tax summary record does not match the country (work state) or province (work county) in the same record.

Determine whether the province is correct in the Tax History table. If it is not, enter a new tax summary record by choosing Tax History from the Canada History Inquiries menu (G77BCAP14) and then choosing Add Tax Summary from the Form menu.

**0107 - Quebec gross is
greater than Federal gross**

The total of the wages for Quebec records is greater than the federal wages.

Manually review the transactions and each Quebec record, and determine whether these totals should match. For example, if an employee lives in one province and works in another, both records are updated with total gross wages. You must manually adjust the discrepancy using Tax History on the Canada History Inquiries menu (G77BCAP14).

**0108 - Employee number
not in F060116**

The employee number does not exist or has been deleted from the Employee Master Information table (F060116).

Manually add the employee back into the master table.

0109 - F0713 SIN does not match F060116	<p>A difference exists between the Social Insurance Number in the Employee Master Information table and the Social Insurance Number in the Tax History table.</p> <p>Verify that the Social Insurance Number is correct when you access the Address Book from the Employee Information program (P0801).</p>
0110 - Tax area not in F069016	<p>The tax area code on the record does not exist in the Payroll Tax Area Profile table (F069016).</p> <p>Add the tax area.</p>
0111 - Tax ID not found in F069086	<p>The corporate tax ID in the record does not exist in the Payroll Corporate Tax Identification table (F069086).</p> <p>Add the corporate tax ID using the Corporate Tax Ids program (P059081A).</p>
0112 - Tax ID doesn't match the F069086	<p>The corporate tax ID in the record does not match the corporate tax ID in the Payroll Corporate Tax Identification table (F069086).</p> <p>Verify that the tax ID is correct using the Corporate Tax IDs program. This ID might have changed, but history records exist with the prior number. If the tax ID is incorrect, change it, and then run the F0713 Integrity Report in update mode.</p>
0119 - CPP/QPP wages exceeding the annual limit	<p>The CPP/QPP wages in the record exceed the annual limit for CPP/QPP wages.</p> <p>Run an adjusting interim payroll with a tax override.</p>
0120 – CPP/QPP contributions exceeding annual max	<p>The CPP/QPP contributions in the record exceed the annual maximum for CPP/QPP contributions.</p> <p>If one or more payroll cycles or interim payroll cycles remain to be run for the current year, Vertex will self-adjust the amount, refunding any excess contributions to the employee.</p> <p>If the error is encountered after the last payroll has been run, run an adjusting interim payroll or leave the amount as is and allow the employee to reclaim the excess during tax filing.</p>

Setting Processing Options for F0713 Integrity Report (R777011)

Processing options enable you to specify the default processing for programs and reports.

Process

1. **Processing Mode** Enter *1* to print and update errors or enter *0* to print errors only.
2. **Error codes to omit from printing - leave blank to print all errors.** Specify the errors that you do not want to print on the report. To print all errors, leave all fields for this processing option blank. Enter the four-digit code for each error that you want to omit. Use leading zeros for codes that are fewer than four digits, for example, 0101. For a list of error codes, see UDC 77Y/EC.

Note. You cannot omit error code 0112.

3. **Year to Process** Specify the four-digit year to be processed. If you leave this processing option blank, the system processes all years.

4. CPP/QPP Annual Wage Limit	Specify the maximum amount of pensionable earnings from which to deduct CPP or QPP.
CPP/QPP Annual Exemption	Specify the basic yearly exemption for CPP or QPP.
CPP/QPP Employee Contribution Rate	Specify the rate that is used to calculate the CPP/QPP employee deduction amount. Enter the rate as a percentage. For example, if the CPP/QPP employee contribution rate is 4.7 percent, enter 4.7 for this processing option.

Running F0713 Integrity Report (R777011)

Select Canada Advanced and Technical Operations (G07BUSCAP3), F0713 Integrity Report.

Verifying Employment Insurance History Integrity

This section provides an overview of employment insurance history integrity and discusses how to:

- Set processing options for EI Integrity Report (R77015).
- Run EI Integrity Report (R77015).

Understanding Employment Insurance History Integrity

You verify the integrity of employment insurance (EI) information to ensure that you report the correct information to the government. If you discover errors, review each error to verify whether you must make a change to the employment insurance history. If a change is required, revise the employment insurance history to correct the error.

You run the EI Integrity Report to find discrepancies between the Unemployment Insurance History File table (F06176) and the Tax History table. This program ensures that the gross earnings and EI contribution amounts are the same in the two tables.

This program summarizes all records for each employee in the F06176 table by tax type CC and compares the results with the amounts in the F0713 table.

If the yearly totals for EI insurable earnings in the F06176 table do not match the gross earnings minus excludables minus in-excess in the F0713 table, the program marks the records. The program then compares the records in the F06176 table with the records in the Pay Check History Tax Ledger – Canadian DB table by cheque control number to locate specific records that do not match. The program then produces the EI Integrity F0716/F06176 Exceptions report (R77015).

The EI Integrity Report produces a second exception report, the EI Integrity Validation report (R77016). This report contains errors if any of these conditions exist:

- The amount of insurable earnings is greater than the maximum EI earnings.
- The tax ID in the F06176 table does not match any of the corporate tax IDs that are set up for the company in the Payroll Corporate Tax Identification table.
- The employee number does not exist in the Employee Master Information table.
- The company number does not exist in the F069086 table.
- The maximum EI earnings do not exist for the company.

- The employee record does not exist in the F0716 table.
- The amount of insurable earnings or tax does not match the amount in the F0716 table.

You must specify the version of the EI Integrity Validation report that you want to run in the processing options of the EI Integrity Report. You use the data selection on the EI Integrity Validation report to select the employees for that report.

The EI Integrity Report reads information from the F06176, F0713, and F0716 tables. It does not update these tables.

Setting Processing Options for EI Integrity Report (R77015)

Processing options enable you to specify the default processing for programs and reports.

EI Integrity

- | | |
|---|---|
| 1. Enter the Year you want the EI Integrity to generate: | Enter a four-digit year. If you leave this processing option blank, the system uses the current year. |
|---|---|

Note. The data selection *must* include only records for the year that you enter. The data selection should be based on cheque date.

Versions

- | | |
|---|---|
| 1. Version for EI Integrity Validation (R77016). | Specify the version of the EI Integrity Validation program that you want to run. If you leave this processing option blank, the system uses version XJDE0001. |
|---|---|

Running EI Integrity Report (R77015)

Select Canada Advanced and Technical Operations (G07BUSCAP3), EI Integrity Report.

Verifying Employment Insurance Hour Integrity

This section provides an overview of employment insurance hour integrity and discusses how to:

- Set processing options for F06176 Hour Validation (R77020).
- Run F06176 Hour Validation (R77020).

Understanding Employment Insurance Hour Integrity

You run the F06176 Hour Validation program to find and correct discrepancies between the Unemployment Insurance History table and the Employee Transaction History table (F0618). This program ensures that no discrepancies exist in insurable hours worked for employment insurance.

You can run this program in either verification or update mode. However, you must run the program in verification mode before you can run it in update mode. Running the program in verification mode sets a flag that the program uses when you run it in update mode.

When you run the F06176 Hour Validation program in verification mode, the system compares the number of hours for each employee in the F06176 and F0618 tables. If the totals do not match, the system performs one of these actions:

- If no corresponding records exist in the F0618 table, the system prints an error message on the report (No time card control record).
- If the totals differ, the program updates the YSYST2 field in the F06176 table with an for records whose hours do not match the hours in the F0618 table.

The *H* indicates that the program will correct the problem when you run it in update mode.

The system also produces an exception report. You can use this report to determine the cause of the discrepancy. Before you run the program in update mode, you can manually reset the flag for certain records to prevent the program from updating them. You can reset the flag using the EI Update field in the EI History program (P776176).

See [Chapter 5, “Verifying Payroll History Integrity,” Revising Employment Insurance History, page 34.](#)

When you run the program in update mode, the system locates the discrepancies that it identified in verification mode. For these records, the system adds the accumulated hours from the F0618 table to the F06176 table. This resolves the discrepancy between the tables.

The system also prints the EI Hour Integrity Update Report (R77020U), which shows the changes that were made to the Unemployment Insurance History table (F06176).

Note. The F06176 Hour Validation program excludes PDBAs that have a tax type of * (Non-Taxable), CI (Exempt Hours – EI Exempt Hours), or CC (Canada Employ Ins. – employee). PDBAs that are set up with these exemptions are not compared between the Unemployment Insurance History table and the Employee Transaction History table .

Setting Processing Options for F06176 Hour Validation (R77020)

Processing options enable you to specify the default processing for programs and reports.

EI Hour

1. Enter a '1' to run this report in update mode.

If you leave this processing option blank, the system generates a report only.

Note. You must run the report in verification mode *before* you run it in update mode.

2. Enter the year you want the EI Hour Integrity to generate.

Enter a four-digit year. If you leave this processing option blank, the system uses the current year.

Note. The data selection *must* include only records for the year that you enter. The data selection should be based on cheque date.

Running F06176 Hour Validation (R77020)

Select Canada Advanced and Technical Operations (G07BUSCAP3), F06176 Hour Validation.

Revising Employment Insurance History

This section provides an overview of revisions to employment insurance history and discusses how to:

- Set processing options for EI History (P776176).
- Revise an Employment Insurance history record.

Understanding Revisions to Employment Insurance History

Use the EI History program to locate the employment insurance history for individual employees and make revisions. The EI History program revises the Unemployment Insurance History table.

If you have replaced an incorrect Record of Employment (ROE), you can use EI History to enter the mailing date for the revised ROE.

If you make changes to the EI history, you must also make the same changes in the tax history.

You can also use EI History to prevent the F06176 Hour Validation program from updating specific records when you run it in update mode.

Forms Used to Revise Employment Insurance History

Form Name	FormID	Navigation	Usage
Work With EI History	W776176A	Canada History Inquiries (G77BCAP14), EI History	Locate and select employment insurance history records.
EI History Revisions	W776176B	Select a record and click Select on the Work With EI History form.	Revise employment insurance history.

Setting Processing Options for EI History (P776176)

Processing options enable you to specify the default processing for programs and reports.

Defaults

1. Current EI for calculating Premiums

Enter the current EI rate used to calculate the employee's portion of EI premiums. You should enter this number using a decimal. For example, enter 1.40 percent as 1.40.

If you leave this processing option blank, the system does *not* recalculate EI premiums when you revise insured earnings.

Revising an Employment Insurance History Record

Access the EI History Revisions form.

ROE Number

Enter an ROE number if this field is blank and the history record has been included on an issued ROE.

Date Mailed

Specify the mailing date of a revised ROE.

EI Update Flag

Delete the value in this field to reset the flag for a record that has been selected for update by the F06176 Hour Validation program.

Note. If your account has the necessary security, you can correct the information in any other available fields.

CHAPTER 6

Reposting Historical Information

This chapter provides an overview of historical information repost and discusses how to:

- Repost tax area information.
- Repost tax ledger information.

Understanding Historical Information Repost

After you make corrections to payroll history, you must repost the historical information. Because the system uses tax-area summary information for year-end processing, you should repost tax-area information from the detail information before you begin the year-end processing cycle.

You can also repost tax ledger information, but this step is optional. It is not required for year-end processing.

Reposting Tax Area Information

This section provides an overview of tax area transaction history repost, lists a prerequisite, and discusses how to repost tax area transaction history.

Understanding Tax Area Transaction History Repost

You repost tax area information to the Tax Area Transaction History table (F06148) to create a table of PDBAs by province and tax ID. You use this table to cross-reference payroll amounts to specific boxes on year-end forms. When you repost, you also ensure that all PDBAs have been properly posted and that no PDBAs were missing during the year. If you have not been posting to this table through the year, you should repost to this table before you begin the year-end processing cycle.

The repost program reads data from the Employee Transaction History table (F0618) and the DBA Transaction Detail History table (F0719) and reposts the amounts to the Tax Area Transaction History table. The F0618 table contains all of the time entry records for the year. The F0719 table contains all of the deduction, benefit, and accrual (DBA) information.

To repost, you must set up these batch programs:

- Tax Area Transaction History Repost From F0618 (R77148A)
- Tax Area Transaction History Repost From F0719 (R77148B)

You must set up versions of these programs with *identical* version names and *identical* data selections. If you do not set up identical version names, you will receive an error message when you try to run the repost. Failure to set up identical data selections will result in inaccurate data in the F06148 table.

The repost program replaces and appends data according to the data selection. To replace or append data, use the data selection to select the appropriate employees and the appropriate year. Only selected data is affected.

Note. Depending on the size of the history tables, the repost programs can take from a few minutes to several hours. Oracle recommends that you run the repost programs during off-peak hours. You should not run any other payroll functions while the system is processing these programs.

The repost programs do not produce reports.

After you have reposted tax area transaction history, you can verify the data in the Tax Area Transaction History table. You can display the total amount for each PDBA for each employee, as well as the individual amounts that make up the totals.

If you find errors in the tax area transaction history after you have reposted tax area information, you should correct the errors in the Employee Transaction History table or the DBA Transaction Detail History table, and run the Tax Area Transaction History Repost program (P77148A) again.

Prerequisite

Back up the Tax Area Transaction History table.

See *JD Edwards EnterpriseOne 8.97 Tools: Server & Workstation Administration Guide*, “Backing Up EnterpriseOne Tables

Forms Used to Repost Tax Area Information

Form Name	FormID	Navigation	Usage
Warning Message and Version Input	W77148AA	Repost (G07BTAXCA2), Tax Area Transaction History Repost	Repost tax area transaction history by running the Tax Area Transaction History Repost From F0618 program (R77148A) and the Tax Area Transaction History Repost From F0719 program (R77148B).
Tax Area Summary Inquiry	W77148A	Repost (G07BTAXCA2), Tax Area Summary Inquiry	Review summary tax information for an employee.
DBA Transaction Detail Inquiry	W77148C	On the Tax Area Summary Inquiry form, select a line for a deduction, benefit, or accrual and click Select.	View detail information for a DBA. The program lists all the amounts that make up the total for the line that you selected.
Pay Type Detail Inquiry	W77148B	On the Tax Area Summary Inquiry form, select a line for a pay type and click Select.	View detail information for a pay type. The program lists all the amounts that make up the total for the line that you selected.

Reposting Tax Area Transaction History

Access the Warning Message and Version Input form.

Note. You can select Batch Versions from the Form menu to set up versions of the Tax Area Transaction History Repost From F0618 and Tax Area Transaction History Repost From F0719 programs.

Version Name for R77148A and R77148B Enter the name of the versions of the Tax Area Transaction History Repost From F0618 and Tax Area Transaction History Repost From F0719 programs that you want to run.

Note. You must set up versions of Tax Area Transaction History Repost From F0618 and Tax Area Transaction History Repost From F0719 with identical version names and identical data selection.

Year To Repost (Blank = Repost All Years) Enter a four-digit year.

Reposting Tax Ledger Information

This section provides an overview of the tax ledger repost and discusses how to repost the tax ledger.

Understanding Tax Ledger Repost

After you make revisions to employee history, the information in the Pay Check History Tax Ledger - Canadian DB table (F0716) might not match the corresponding information in the Tax History table (F0713). You can run the Tax Ledger Repost program (P77713) to update the F0713 table with the information from the F0716 table.

Note. This task is not required for year-end processing.

If an employee changed tax IDs or province of employment during the year, and changes have been entered in the F0716 table, the Tax Ledger Repost program creates tax summary records for each tax ID or province.

When you run the Tax Ledger Repost, the system creates a backup copy of the F0713 table before it reposts any information. This backup copy is named F0713SAV.

The repost programs do not produce reports.

Important! Depending on the size of the history tables, the repost programs can take from a few minutes to several hours. Oracle recommends that you run these programs during off-peak hours. Also, you should not run any other payroll functions while the system is processing these programs.

Also, if you manually enter changes in the F0713 table without also changing the corresponding record in the F0716 table, the Tax Ledger Repost program overwrites the changes.

Additionally, if you run the Tax Ledger Repost program more than once, the system overwrites the F0713SAV table each time you repost. If you are going to run the repost multiple times, back up the F0713SAV table to a disk or other location after the first repost to save the original data.

Warning! Because the Tax Ledger Repost program completely re-creates the Tax History table, you should not change the data selection directly in the Tax Ledger Repost program. Doing so will result in records being omitted from the F0713 table.

Form Used to Repost the Tax Ledger

Form Name	FormID	Navigation	Usage
Warning Message	W77713B	Repost (G07BTAXCA2), Tax Ledger Repost	Run the Tax Ledger Repost program to update the Tax History table with the information from the Pay Check History Tax Ledger - Canadian DB table.

Reposting the Tax Ledger

Access the Warning Message form.

Note. If you specify a tax type of CA, CB, CC, CD, or CE, the Tax Area (Work) field must be either FEDERAL or blank. If you specify a tax type of CF, CG, CH, CJ or CK, the Tax Area (Work) field must be either a provincial tax ID or blank; it must not be FEDERAL. An invalid combination of tax type and tax area (work) produces an error.

- Year to Repost** Enter a four-digit year (for example, 2007). Oracle recommends that you repost only one year at a time. Also, you should not repost a year for which you have already completed year-end processing.
- Month to Repost** If you complete the Month to Repost field, you must also complete the Year to Repost field.

CHAPTER 7

Processing Year-End Information

This chapter provides an overview of year-end workfiles and discusses how to:

- Set up year-end workfiles.
- Adjust year-end forms.
- Reset year-end steps.

Understanding Year-End Workfiles

You build year-end workfiles to retrieve the information that you use to print year-end reports and forms. You can build the year-end workfiles for each year-end form separately, or you can build several year-end workfiles together.

After you build the workfiles, you can review the year-end information by employee or by form.

Just as payroll processing is based on a payroll ID, year-end processing is based on a year-end ID. You use a year-end ID to build the year-end workfiles for a group of employees.

When you create a year-end ID, you must assign a version of the Canadian Year-End Work File Build program (R77100) to it. You use the data selection on this version to specify which employees will be included in the year-end ID. You can include all of the employees in a single year-end ID or divide them into groups and create a separate year-end ID for each group.

Note. The system does not generate year-end forms for employees who have all zero dollar amounts.

You build year-end forms by submitting the year-end ID. You can set up the year-end ID to build workfiles for all types of year-end forms, a single type of year-end form, or any combination of year-end forms. When you submit the year-end ID, the Canadian Year-End Work File Build program calls one or more of these programs:

- Canadian Year-End Work File Build - T4 (R77101)
- Canadian Year-End Work File Build - Relevé 1 (R77120)
- Canadian Year-End Work File Build - T4A (R77130)
- Canadian Year End Work File Build - Relevé 2 (R77140)
- Canadian Year End Work File Build - NR4 (R77150)

The Canadian Year-End Work File Build program calls version ZJDE0001 for each of the workfile build programs (R77101, R77120, R77130, R77140, and R77150). You do not need to create additional versions of these programs. The data selection that you set up for the Canadian Year-End Work File Build program applies to all of the workfile build programs.

The workfile build programs are based on these tables:

- Canadian Year-End Control (F77100)
- Pay Check History Tax Ledger - Canadian DB (F0716)
- Tax History (F0713)
- Tax Area Transaction History (F06148)
- Year End Limits Setup (F77105)
- Employee Pension Maintenance (F77230)

The workfile build programs save year-end information in these tables:

- Canadian Employee Year-End Form Header (F77200)
- Canadian Employee Year-End Form Detail (F77210)
- Employee Special Handling Detail (F77220)

After you build the year-end tables, you can review the information in the tables. If necessary, you can revise the information before you print the year-end forms to ensure that the system prints the correct information on the forms.

Setting Up Year-End Workfiles

This section provides an overview of year-end IDs, lists prerequisites, and discusses how to:

- Create and submit a year-end ID.
- Set up year-end reports, forms, and magnetic media.

Understanding Year-End IDs

Just as payroll processing is based on a payroll ID, year-end processing is based on a year-end ID. You use a year-end ID to build the year-end workfiles for a group of employees. After the workfiles are built, you can use the year-end ID to review year-end information for the selected employees, print year-end forms, work with magnetic media, and archive year-end records.

When you create a year-end ID, you can specify whether records for an employee with the same tax ID who worked in more than one company ID should be summarized in a single record. If you select to summarize by tax ID, you need to set up the parent company for all tax IDs on the Corporate Tax ID Revisions form.

When the workfile build is complete, the system generates the Negative Amount Report (R77100A), which lists all records in the workfile that contain negative amounts. You can access these records on the Work With Documents by Form and Work With Documents by Employee forms.

You can use the same year-end ID from one year to another, but you must change the year. To reuse a year-end ID, click Add on the Work With Canadian Year-End Workbench form, and then enter the existing year-end ID and the correct year.

Before you can print year-end reports, print year-end forms, or produce magnetic media, you must set up the programs that you use to produce these items for each year-end ID. You can set up the demo versions of each program or you can create your own versions of the programs.

When you set up year-end reports, forms, and magnetic media, you specify the sequence in which the programs will be run. If you submit more than one of these programs at the same time, the system processes them in the order specified by the sequence numbers.

Before you print year-end forms, you should review the information in the year-end tables to ensure that the system prints the correct information on the year-end forms.

You can review all year-end forms for a specific employee, or review all employees who are receiving a specific type of form. In either case, you can access detail on a single form for a single employee. You can also review all year-end forms that contain negative amounts.

Prerequisites

Before you complete the tasks in this section:

- Create a version of the Canadian Year-End Work File Build program to use with the year-end ID.
- Run all necessary integrity reports and correct errors.

See [Chapter 5, “Verifying Payroll History Integrity,” page 25](#).

- Run the Canadian Year-End Print Table (F77101) Update program (R77101S) to update the reports model in the Canadian Year-End Print table (F77101) with any new reports, forms, or magnetic media programs.

See [Chapter 3, “Setting Up Year-End Processing,” Updating Year-End Form Setup, page 11](#).

Forms Used to Set Up Year-End Workfiles

Form Name	FormID	Navigation	Usage
Work With Canadian Year-End Workbench	W77100A	Canadian Year End (G07BTAXCA), Canadian Year End Workbench	Create and work with year-end IDs.
Year-End Revisions	W77100D	On the Work With Canadian Year-End Workbench form, click Add.	Create and submit a year-end ID for processing.
Report Setup	W77101E	On the Work With Canadian Year-End Workbench form, select the row that contains the year-end ID for which you are setting up reports, and then select Print Setup from the Row menu.	Set up the year-end reports, forms, and magnetic media programs for a year-end ID. You must create a year-end ID before you can set up its reports, forms, and magnetic media.
Reports Model	W77101F	On the Report Setup form, select the first blank row in the detail area and then select Reports Model from the Form menu.	Select reports from the Reports Model, and assign them to a year-end ID.

Page Name	Object Name	Navigation	Usage
Work With Documents by Employee	W77100B	On the Work With Canadian Year-End Workbench form, select the row that contains the year-end ID that you want to review, and then select Document Inquiry, and then Employee Doc. Inq. from the Row menu.	Review the year-end forms included in the year-end ID by employee.
Work With Documents by Form	W77100C	On the Work With Canadian Year-End Workbench form, select the row that contains the year-end ID that you want to review, and then select Document Inquiry, and then Form Doc. Inquiry from the Row menu.	Review the year-end forms included in the year-end ID by form.
Display T4 Information	W77200A	On Work With Documents by Employee or Work With Documents by Form, select a row that contains the T4 form that you want to review, and then select Detail from the Row menu.	Review the information that will be printed on the T4 form that you selected for the employee that you selected. The amounts in the header area are generated from tax history information. The amounts in the detail area are generated through special handling.
Display T4A Information	W77200C	On Work With Documents by Employee or Work With Documents by Form, select a row that contains the T4A form that you want to review, and then select Detail from the Row menu.	Review the information that will be printed on the T4A form that you selected for the employee that you selected. The amounts in the header area are generated from tax history information. The amounts in the detail area are generated through special handling.
Display Relevé 1 Information	W77200B	On Work With Documents by Employee or Work With Documents by Form, select a row that contains the Relevé 1 form that you want to review, and then select Detail from the Row menu.	Review the information that will be printed on the Relevé 1 form that you selected for the employee that you selected. The amounts in the header area are generated from tax history information. The amounts in the detail area are generated through special handling.

Page Name	Object Name	Navigation	Usage
Display Relevé 2 Information	W77200E	On Work With Documents by Employee or Work With Documents by Form, select a row that contains the Relevé 2 form that you want to review, and then select Detail from the Row menu.	Review the information that will be printed on the Relevé 2 form that you selected for the employee that you selected. The amounts in the header area are generated from tax history information. The amounts in the detail area are generated through special handling.
Display NR4 Information	W77200F	On Work With Documents by Employee or Work With Documents by Form, select a row that contains the NR4 form that you want to review, and then select Detail from the Row menu.	Review the information that will be printed on the NR4 form that you selected for the employee that you selected. The amounts in the header area are generated from tax history information. The amounts in the detail area are generated through special handling.
Employee Special Handling Detail	W77220A	On Display T4 Information, Display T4A Information, Display Relevé 1 Information, Display Relevé 2 Information, or Display NR4 Information, select the row containing the value in question and select EE Detail or EE Review from the Row menu.	Determine which PDDBA is producing a special handling value.
DBA Transaction Detail Inquiry	W77148C	On the Employee Special Handling Detail form, select a row and click Select.	Review detailed transaction history for a PDDBA.

Creating and Submitting a Year-End ID

Access the Year-End Revisions form.

Canadian Year End Workbench - Year-End Revisions

OK Cancel Tools

Year-End ID * Tax Year *

Version * Submit Year-End ID

Form Type

All Forms T4 Releve 2

Releve 1 T4A NR4

Processing Information

Tax ID Summarization

Payroll Category Code Value

Registered Indian Code

Company

Max EI Earnings

Max Pensionable Earnings

Year-End Revisions form

When the workfile build processes are complete, the system displays a *1* in the detail area of the Work With Canadian Year-End Workbench form for each workfile that has been built.

Note. Complete the Recipient Type, Income Code 1, Currency Code 1, and Exemption Code 1 fields only if you are submitting NR4 forms.

Year-End ID	Enter a unique code that identifies a group of employees for whom you are processing year-end forms for a particular year. Use this ID to process each step of year-end processing.
Version	Enter the version of the Year-End Workfile Build program (R77100) on the Year-End Revisions form. You do not need to set up identical versions of the other workfile build programs (R77101, R77120, and R77130), which are called by the Year-End Workfile Build program (R77100). The system uses version ZJDE0001 of these programs. Do not change data selection for the ZJDE0001 versions. The data selection that you set up for R77100 applies to all of the workfile build programs.
Tax Year	Enter the tax year, including the century.
Submit Year-End ID	If you select this option, the system submits the year-end ID for processing when you click OK on the Year-End Revisions form.
Form Type	Select the appropriate Form Type option to specify which forms are generated when you submit the year-end ID.
Tax ID Summarization	Select the option to specify whether employees with the same tax ID and different company IDs should be summarized into one reporting record.

Payroll Category Code Value	<p>Enter the category code that you use to identify employment codes in the PeopleSoft Payroll system. Valid category codes in the PeopleSoft Payroll system are P001 through P020.</p> <p>If you enter a payroll category code here, you must enter the employment codes in the user-defined code (UDC) table that is associated with this category code. For example, category code P002 is associated with UDC table 07/02.</p> <p>This code prints in Box 29 on the T4 form.</p>
Registered Indian Code	<p>Enter a UDC (06/M) that designates minority classifications according to U.S. Equal Employment Opportunity Commission (EEOC) and Canadian Employment Equity Occupational Group (EEOG) standards. The predefined codes that the system provides are hard-coded. The system uses these codes to generate EEO reports and to compile Canadian Employment Equity information. Do not change these predefined codes. You can add codes, if necessary.</p>
Company	<p>If you complete the Company field, the year-end ID processes information only for employees in the company that you specify.</p>
Max EI Earnings	<p>Specify the maximum EI insurable earnings for T4 and Relevé 1 forms.</p>
Max Pensionable Earnings	<p>Specify the maximum pensionable earnings.</p>
Recipient Type	<p>Enter a code that classifies the recipient of the NR4 form. This code is printed on the NR4 form. Values are assigned by the Canada Revenue Agency and are defined in UDC 77Y/RT.</p>
Income Code 1	<p>Enter a code that indicates the source of income. This code is printed on the NR4 form. Values are assigned by the Canada Revenue Agency and are defined in UDC 77/IC.</p>
Currency Code 1	<p>Enter the currency code of the amount of gross income reported in box 16 or 26 and the amount of tax withheld reported in box 17 or 27. Income should be reported in Canadian funds if possible. However, if you cannot convert gross income and tax withheld, the Canada Revenue Agency converts both amounts to Canadian funds, based on the currency code and the average annual rate as published by the Bank of Canada on December 31. Valid three-letter codes are assigned by the CCRA and are defined in UDC 77/CU.</p>
Exemption Code 1	<p>Enter a code that gives the authority under the Income Tax Act or a bilateral tax treaty to exempt the amount from Part XIII withholding tax, or to apply a reduced withholding rate. Values are assigned by the Canada Revenue Agency and are defined in UDC 77/EX.</p>

Setting Up Year-End Reports, Forms, and Magnetic Media

Access the Report Setup form.

Seq	Report ID	Report Version	Description	Form Type
	R77430	OWN	OWN	S

Report Setup form

To set up year-end reports, forms, and magnetic media:

1. Select the first blank row in the detail area, and then select Reports Model from the Form menu.
2. On the Reports Model form, select the report that you want to run and click Select.
The system adds the report that you selected to the Report Setup form.
3. Repeat steps 1 and 2 until you have set up each report that you want to run.
4. On the Report Setup form, change the values in the Seq (Sequence) field for each report if you want to change the order in which the reports run.
5. To add reports or report versions that are not listed on the Reports Model form, complete the Seq, Report ID, and Report Version fields in the detail area for each report that you want to run.
The system completes the Description and Form Type fields.
6. To modify the reports that the system provides, select Add Version from the Form menu to access the Work With Batch Versions - Available Versions form.
7. Click OK.

Adjusting Year-End Forms

This section provides an overview of adjustments and discusses how to:

- Enter adjustments to year-end forms.
- Add footnote codes or Case Code O codes as adjustments.

Understanding Adjustments

Before you print year-end forms, you should make any necessary adjustments or corrections. This ensures that the system prints correct information on year-end forms.

Note. If you need to make adjustments after you have printed year-end forms, you should reprint year-end forms after you have made the adjustments to provide correct forms to the employees for whom you made adjustments and to create accurate audit reports.

You can enter information manually for specific boxes that appear on year-end forms if you have not set up special handling code tables for the boxes. For example, if you need to enter information in Box 73 of the T4 form for an employee, you must enter it as an adjustment. Box 73 represents the number of days outside of Canada.

You can also use adjustments to add footnote codes to T4A forms and Case Code O codes to Relevé 1 forms.

If you have only a few employees for whom you must enter employment codes, or if you did not specify the payroll category code that contains employee code information when you created the year-end ID, you can use adjustments to enter employment codes (Box 29).

When you make an adjustment to an employee's record, the system saves the original amount and the adjusted amount. If you make further adjustments, the new adjusted amount replaces the previous adjusted amount.

Forms Used to Adjust Year-End Forms

Form Name	FormID	Navigation	Usage
Work With Canadian Year-End Workbench	W77100A	Canadian Year End (G07BTAXCA), Canadian Year End Workbench	Locate and work with year-end IDs.
Work With Documents by Employee	W77100B	On the Work With Canadian Year-End Workbench form, select the row that contains the year-end ID that you want to review, and then select Document Inquiry, and then Employee Doc. Inq. from the Row menu.	Review the year-end forms included in the year-end ID by employee.
Work With Documents by Form	W77100C	On the Work With Canadian Year-End Workbench form, select the row that contains the year-end ID that you want to review, and then select Document Inquiry, and then Form Doc. Inquiry from the Row menu.	Review the year-end forms included in the year-end ID by form.
Display T4 Information	W77200A	On Work With Documents by Employee or Work With Documents by Form, select a row that contains the T4 form that you want to review, and then select Detail from the Row menu.	Enter adjustments to T4 forms.

Page Name	Object Name	Navigation	Usage
Display T4A Information	W77200C	On Work With Documents by Employee or Work With Documents by Form, select a row that contains the T4A form that you want to review, and then select Detail from the Row menu.	Enter adjustments to T4A forms.
Display Relevé 1 Information	W77200B	On Work With Documents by Employee or Work With Documents by Form, select a row that contains the Relevé 1 form that you want to review, and then select Detail from the Row menu.	Enter adjustments to Relevé 1 forms.
Display Relevé 2 Information	W77200E	On Work With Documents by Employee or Work With Documents by Form, select a row that contains the Relevé 2 form that you want to review, and then select Detail from the Row menu.	Enter adjustments to Relevé 2 forms.
Display NR4 Information	W77200F	On Work With Documents by Employee or Work With Documents by Form, select a row that contains the NR4 form that you want to review, and then select Detail from the Row menu.	Enter adjustments to NR4 forms.
Employee Special Handling Detail	W77220A	On Display T4 Information, Display T4A Information, Display Relevé 1 Information, Display Relevé 2 Information, or Display NR4 Information, select the row containing the value in question and select EE Detail or EE Review from the Row menu.	Determine which PDBA (pay type, deduction, benefit, or accrual) is producing a special handling value.
Special Handling Adjustments	W77220B	On the Employee Special Handling Detail form, select Adjustment from the Form menu.	Adjust footnote codes or Case Code O codes.

Entering Adjustments to Year-End Forms

These steps describe how to enter adjustments for T4 forms using the Employee Document Inquiry selection on the Row menu. To enter adjustments for other forms or to use the Form Document Inquiry selection on the Row menu, use the same steps but select the corresponding options.

Access the Display T4 Information form or another display form.

To enter adjustments to year-end forms:

1. On the Display T4 Information form, select Adjustments from the Form menu.
2. Enter the amount of the adjustment in the Adjustments column in the header area.
Enter the amount of the adjustment, not the amount after adjustment. For example, if an original amount of 400 should be corrected to 500, enter 100 in the Adjusted field.
3. If the employee is exempt from either CPP and QPP or EI, select the appropriate option.
You can add new boxes in the detail area as well as change existing boxes.
4. To adjust the amount for a specific box that is listed in the detail area, complete the Amount Adjusted field.
5. To enter an adjustment for a box that does not appear, complete the Box Number and Amount Adjusted fields in the detail area.

Important! If you want to make an adjustment to an amount in the header section of the form, you must make the correction in the F0719 and F06148 tables, and then reprocess the year-end workfile.

If a form amount is a negative number or if you enter an adjustment that causes an amount to become negative, the adjustment amount is displayed in red and the system issues an error. You must change the amount to a positive number to clear the error and enable the OK button.

6. If a box requires a text entry rather than a numerical value, complete the Box Number and Additional Text fields in the detail area.
7. To save the adjustments, click OK.

Adding Footnote Codes or Case Code O Codes as Adjustments

Access the Display T4A Information or Display Relevé 1 Information form.

To add footnote codes or Case Code O codes as adjustments:

1. Select the row in the detail area for the footnote code or Case Code O code.

Note. If a footnote code or Case Code O code does not already exist, you can add one in the detail area of the Display T4A Information or Display Relevé 1 Information form before continuing with the remaining steps. To add a footnote code or Case Code O code in the detail area, select Adjustments from the Form menu, and then complete the Box Number field in an empty row.

2. Select EE Review from the Row menu.
3. On the Employee Special Handling Detail form, select Adjustment from the Form menu.
4. On the Special Handling Adjustments form, if you are adding footnote codes, complete the FN and Amount fields in the detail area and click OK.
5. If you are adding Case Code O codes to a Relevé 1 form, complete the Case Code O and Amount fields in the detail area and click OK.

Resetting Year-End Steps

This section provides an overview of workfile resets and discusses how to:

- Reset year-end workfiles.
- Reset status codes.

Understanding Workfile Resets

During year-end processing, you might encounter errors that require you to rerun a step in the process. Depending on where you are in the process, you might need to reset a step before you can rerun it, or you might need to reset the entire workfile.

You must reset the entire workfile when you:

- Process year-end information for the wrong employees.
- Omit a group of employees who should have been included in year-end processing.
- Change the special handling setup to include or exclude DBAs (deductions, benefits, or accruals) that affect one or more employees in the year-end process.
- Add, change, or delete a pension maintenance record.

You reset status codes if you need to reset only selected year-end processing steps. For example, you need to reset a print step if an error occurs during printing.

When a step in the year-end process has ended abnormally, you must change the status of the year-end ID. A step might end abnormally when an error occurs or when a machine or power failure occurs, causing the status code to remain active (A).

When you reset status codes, remember these considerations:

- You cannot change the status code to Complete to bypass any step in year-end processing.
- When a year-end processing step ends abnormally, you should change its status code to Not Executed (blank), correct the error condition, and then rerun the step.

When you reset a workfile, you can select whether to reset the entire workfile or reset the original amounts and save the adjustments.

Forms Used to Reset Year-End Steps

Form Name	FormID	Navigation	Usage
Work With Canadian Year-End Workbench	W77100A	Canadian Year End (G07BTAXCA), Canadian Year End Workbench	Locate and work with year-end IDs.
Reset Workfile	W77100K	On the Work With Canadian Year-End Workbench form, select Reset Workfile from the Row menu, and then select Reset All Forms or Individual Forms. If you select Individual Forms, select the form type that you want to reset.	Reset everything for a specific year-end form or all year-end forms in a specific year-end ID, or reset original amounts and save adjustments.
Version Reset Control Revisions	W77100J	On the Work With Canadian Year-End Workbench form, select the row that contains the year-end ID that you want to reset, and then select Revise Version from the Row menu.	Change the status of the year-end ID.

Resetting Year-End Workfiles

Access the Work With Canadian Year-End Workbench form.

To reset year-end workfiles:

1. Select the row that contains the year-end ID that you want to reset.
2. To reset all forms, select Reset Workfile from the Row menu, and then select Reset All Forms.
3. To reset a specific form type, select Reset Workfile from the Row menu, select Individual Forms, and then select the form type that you want to reset.

The system asks whether you want to reset original amounts only or reset the entire workfile.

4. Select the appropriate reset option, and then click OK.

The system removes the complete status code (1) from the appropriate workfile, print, and magnetic media fields for the selected year-end ID.

You can now make changes to the year-end setup or payroll history and resubmit the year-end ID.

Resetting Status Codes

Access the Version Reset Control Revisions form.

Delete the value in any of the appropriate fields to reset that step.

CHAPTER 8

Reporting Year-End Information

This chapter discusses how to:

- Submit year-end reports, forms, and magnetic media.
- Review workfile integrity reports.
- Print year-end forms.
- Generate magnetic media.
- Archive year-end information.

Submitting Year-End Reports, Forms, and Magnetic Media

This section provides an overview of the submission of year-end reports, forms, and magnetic media, lists a prerequisite, and discusses how to submit year-end reports, forms, and magnetic media in the XML format.

Understanding the Submission of Year-End Reports, Forms, and Magnetic Media

You must use the Canadian Year-End Workbench to print workfile reports and year-end forms and to generate magnetic media. You set up reports, forms, and magnetic media on the same form. When you submit year-end reports, you can specify which reports, forms, or magnetic media you want to submit.

If you submit multiple reports, forms, or magnetic media at the same time, the system will process them in the order that is indicated by the sequence numbers.

Note. You must submit magnetic media separately from reports and forms.

Prerequisite

Set up the reports, forms, and magnetic media programs.

See [Chapter 7, “Processing Year-End Information,” Setting Up Year-End Reports, Forms, and Magnetic Media, page 47.](#)

Forms Used to Submit Year-End Reports, Forms, and Magnetic Media

Form Name	FormID	Navigation	Usage
Work With Canadian Year-End Workbench	W77100A	Canadian Year End (G07BTAXCA), Canadian Year End Workbench	Locate and select the year-end ID for which you want to submit year-end reports, forms, or magnetic media.
Work With Forms/Reports/Mag Media	W77101D	On the Work With Canadian Year-End Workbench form, select a year-end ID and select Submit Form/Report or Submit Mag Media from the Row menu.	Print year-end reports or forms, or generate magnetic media.

Submitting Year-End Reports, Forms, or Magnetic Media in the XML Format

Access the Work With Forms/Reports/Mag Media form.

To submit year-end reports, forms, and magnetic media:

1. Select All Forms/Reports, Audit Reports, Special Forms, or Magnetic Media to specify which reports to display in the detail area.

Note. If you are submitting forms or reports, the Magnetic Media option is not available. If you are submitting magnetic media, *only* the Magnetic Media option is available.

2. To print selected reports and forms, double-click the attachment column for each report or form that you want to print.

Double-clicking the attachment column places a check mark in the column. You can remove the check mark by double-clicking the attachment column again.

3. To print all of the reports that are listed in the detail area, select the Select All option.
4. To print the selected reports, select Submit Selections from the Form menu.

Note. All reports that have been marked with a check mark are printed when you select Submit Selections from the Form menu. If you have limited the list of displayed reports by selecting the Audit Reports, Special Forms, or Magnetic Media option, be aware that any reports that are marked with a check mark will be submitted, even if they are not currently displayed.

Reviewing Workfile Integrity Reports

This section provides an overview of workfile integrity reports and discusses how to print workfile integrity reports.

Understanding Workfile Integrity Reports

The system provides these workfile integrity reports:

- R77415 - T4 Integrity Report
- R77425 - Relevé 1 Integrity Report
- R77435 - T4A Integrity Report
- R77445 - Relevé 2 Integrity Report
- R77455 - NR4 Integrity Report

You should print workfile integrity reports after you build the workfile. Integrity reports compare the data in the year-end tables (F77200 and F77210) with the corresponding data in these tables:

- Tax History (F0713).
- Employee Transaction History (F0618).
- DBA Transaction Detail History (F0719).
- Employee Pension Maintenance (F77230).

Error Codes for the Workfile Integrity Reports

The integrity reports list only those records that have errors. This table lists and briefly explains the errors that might appear on the workfile integrity reports. Valid error codes are listed in user-defined code (UDC) table 77Y/EC.

Error	Description
0108 - Employee number not in F060116	The employee number does not exist or has been deleted from the Employee Master Information table (F060116). Manually add the employee back to the master table.
0113 - Totals are different	The totals in the year-end tables do not match the combined totals from the Tax History table, the Employee Transaction History table, the DBA Transaction Detail History table, and the Employee Pension Maintenance table for a specific box. Determine whether either the totals for the year-end tables or the history tables are in error. If the year-end tables are incorrect, you can enter adjustments to correct the error. If you adjust the year-end tables and don't make corresponding adjustments in the history tables, a valid out-of-balance condition occurs. Note. If a total includes an adjusted field, the system prints an asterisk (*) before the error.
0114 - Sign mismatch	The history tables include a negative value. Determine whether the negative value is valid. A negative value in a history table does not affect the year-end process as long as the correct positive (or zero) value is entered in the year-end tables.
0115 - SSN does not match	The social insurance number in the year-end tables does not match the social insurance number in the Tax History table.

Error	Description
0116 - WF Total value less than zero	<p>The year-end tables include a negative total for a specific box.</p> <p>If a form contains any negative values, the system will not print that form. You must correct any negative values in the year-end tables before you print year-end forms.</p> <p>Note. If a total includes an adjusted field, the system prints an asterisk (*) before the error.</p>
0117 - Pension Plan Number Different	The pension plan number in the year-end tables does not match the pension plan number in the Employee Pension Maintenance table.
0118 - NO ERRORS DETECTED	No errors were detected in the year-end workfiles for the form type.

Printing Workfile Integrity Reports

To print workfile integrity reports, submit reports from the Canadian Year End Workbench.

See [Chapter 8, “Reporting Year-End Information,” Submitting Year-End Reports, Forms, and Magnetic Media, page 55.](#)

Printing Year-End Forms

This section provides an overview of the year-end print programs, lists a prerequisite, and discusses how to:

- Set processing options for Print T4 Forms - Employee Copy (R77410).
- Set processing options for Print Relevé 1 Forms (R77420).
- Set processing options for Print T4A Forms (R77430).
- Set processing options for Print NR4 Forms (R77450).
- Print multiple year-end forms.
- Print individual year-end forms.

Understanding the Year-End Print Programs

You must print Relevé 1 and Relevé 2 forms before you can create magnetic media tables for those forms so that you can include the numbers from the printed forms in the magnetic media tables.

Note. When you print amended T4, T4A, Relevé 1, or Relevé 2 forms, the system prints the word *AMENDED* at the top of the form.

Before you can archive year-end information, you must print the year-end forms that correspond to each workfile build you have run.

The system provides these print programs:

- Print T4 Forms - Employee Copy (R77410).
- Print Relevé 1 Forms (R77420).
- Print T4A Forms (R77430).
- Print Relevé 2 Forms (R77440).
- Print NR4 Forms (R77450).

The system calls these programs if necessary:

- Print Employer's Copy of T4 Forms (R77410B).
- Print Employer's Copy of Relevé 1 Forms (R77420B).
- Print T4A Forms: Employer's Copy (R77430B).
- Print Employer's Copy of NR4 Forms (R77450B).

Note. Relevé 2 forms for laser printers do not include an employer copy. The Ministère du Revenu du Québec recommends that you photocopy or microfilm copy 1 of the form for the files.

The system also calls the Negative Amount Report (R77100A), which lists all the employees for whom forms were not printed because their records contain negative amounts. You can access these records by selecting the option on the Work With Documents by Form and Work With Documents by Employee forms.

The year-end print programs retrieve information from the Canadian Employee Year-End Form Header table (F77200), the Canadian Employee Year-End Form Detail table (F77210), and the Employee Special Handling Detail table (F77220).

In addition, printing year-end forms produces these reports:

- Summary Report For Print T4s (R77410A).
- Summary Report For Print Relevé 1s (R77420A).
- Summary Report For T4As (R77430A).
- Summary Report For Print Relevé 2s (R77440A).
- Summary Report for Print NR4s (R77450A).

To comply with government regulations, system parameters are preset to calculate subtotals after the specified number of forms when you print employer copies of forms:

- T4 - 200 forms (100 sheets).
- T4A - 300 forms (100 sheets).
- NR4 - 300 forms (100 sheets).

The system also calculates subtotals for any forms that remain beyond an even 100. For example, if you print 846 forms, the system will calculate a subtotal for the last 46 forms.

The system does not generate subtotals for Relevé 1 forms when you print employer copies of forms.

When you print employee copies of forms, the system calculates a subtotal when the company or tax ID changes, and after every 200 forms. The subtotals and grand totals appear on the summary reports.

The program prints as many as six special handling codes on the first T4 form in the Other Information boxes. The program prints the remaining special handling codes on additional T4 forms in the Other Information boxes.

The program prints as many as twelve footnote codes on T4A forms for each employee. The first T4A form includes the first six footnote codes, box amounts, and employee information. A second T4A form includes as many as six remaining footnote codes and the employee information, but no box amounts.

The program prints as many as six Case Code O codes on Relevé 1 forms for each employee. The first Relevé 1 form includes the first three Case Code O codes, box amounts, and employee information. A second Relevé 1 form includes as many as three remaining Case Code O codes and the employee information, but no box amounts.

Individual Forms

You might print an individual year-end form to replace one that an employee has lost.

You can print original, adjusted, or amended year-end forms.

When you print an individual year-end form, the system calls the specified version of one of these programs:

- R77410 - Print T4 Forms - Employee Copy.
- R77420 - Print Relevé 1 Forms.
- R77430 - Print T4A Forms.
- R77440 - Print Relevé 2 Forms.
- R77450 - Print NR4 Forms.

Note. You specify the version of these print programs using the Report Setup form.

Prerequisite

Use the processing options for the appropriate versions of the print programs to specify whether to print both employee and employer copies, or just employee copies.

Forms Used to Print Year-End Forms

Form Name	FormID	Navigation	Usage
Work With Canadian Year-End Workbench	W77100A	Canadian Year End (G07BTAXCA), Canadian Year End Workbench	Select the year-end ID for which you want to print year-end forms.
Work With Documents by Employee	W77100B	On the Work With Canadian Year-End Workbench form, select the row that contains the year-end ID that you want to review, and then select Document Inquiry, and then Employee Doc. Inq. from the Row menu.	Select an individual year-end form to print by employee.
Work With Documents by Form	W77100C	On the Work With Canadian Year-End Workbench form, select the row that contains the year-end ID that you want to review, and then select Document Inquiry, and then Form Doc. Inquiry from the Row menu.	Select an individual year-end form to print by form.

Page Name	Object Name	Navigation	Usage
Print EE & ER or EE only	W77100L	On the Work With Documents by Employee form or the Work With Documents by Form form, select a row and then select Print from the Row menu.	When printing individual forms, specify whether to print employee copies only, or employee and employer copies of the form.
Form Number	W77101I	If you are printing a Relevé 1 or Relevé 2 form, this form is displayed after you click an option on the Print EE & ER or EE only form.	Enter the 8-digit number from the preprinted form that you are about to use.
Display T4 Information	W77200A	On the Work With Documents by Employee form or the Work With Documents by Form form, select the row that contains the form that you want to review, and then select Detail from the Row menu.	Review detail for the T4 year-end form before printing the form.
Display T4A Information	WF77200C	On the Work With Documents by Employee form or the Work With Documents by Form form, select the row that contains the form that you want to review, and then select Detail from the Row menu.	Review detail for the T4A year-end form before printing the form.
Display Relevé 1 Information	W77200B	On the Work With Documents by Employee form or the Work With Documents by Form form, select the row that contains the form that you want to review, and then select Detail from the Row menu.	Review detail for the Relevé 1 year-end form before printing the form.
Display Relevé 2 Information	W77200E	On the Work With Documents by Employee form or the Work With Documents by Form form, select the row that contains the form that you want to review, and then select Detail from the Row menu.	Review detail for the Relevé 2 year-end form before printing the form.
Display NR4 Information	W77200F	On the Work With Documents by Employee form or the Work With Documents by Form form, select the row that contains the form that you want to review, and then select Detail from the Row menu.	Review detail for the NR4 year-end form before printing the form.

Setting Processing Options for Print T4 Forms - Employee Copy (R77410)

Processing options enable you to specify the default processing for programs and reports.

Print

Although processing options are set up during the implementation of JD Edwards EnterpriseOne, you can change processing options each time you run a program.

Copies of T4 Forms to Print Specify whether to print only employee copies or both employee and employer copies of the T4 forms. Values are:

0: Print only employee copies of the T4 forms.

1: Print both employee and employer copies of the T4 forms.

Setting Processing Options for Print Relevé 1 Forms (R77420)

Processing options enable you to specify the default processing for programs and reports.

Print

Although processing options are set up during the implementation of JD Edwards EnterpriseOne, you can change processing options each time you run a program.

Copies of Relevé 1 Forms to Print Specify whether to print only employee copies or both employee and employer copies of the Relevé 1 forms. Values are:

0: Print only employee copies of the Relevé 1 forms.

1: Print both employee and employer copies of the Relevé 1 forms.

Setting Processing Options for Print T4A Forms (R77430)

Processing options enable you to specify the default processing for programs and reports.

Print

Although processing options are set up during the implementation of JD Edwards EnterpriseOne, you can change processing options each time you run a program.

Copies of T4A Forms to Print Specify whether to print only employee copies or both employee and employer copies of the T4A forms. Values are:

0: Print only employee copies of the T4A forms.

1: Print both employee and employer copies of the T4A forms.

Setting Processing Options for Print NR4 Forms (R77450)

Processing options enable you to specify the default processing for programs and reports.

Print

Although processing options are set up during the implementation of JD Edwards EnterpriseOne, you can change processing options each time you run a program.

Copies of NR4 Forms to Print:

Specify whether to print only employee copies or both employee and employer copies of the NR4 forms. Values are:

0: Print only employee copies of the NR4 forms.

1: Print both employee and employer copies of the NR4 forms.

Printing Multiple Year-End Forms

To print multiple year-end forms, submit forms from the Canadian Year End Workbench.

See [Chapter 8, “Reporting Year-End Information,” Submitting Year-End Reports, Forms, and Magnetic Media, page 55.](#)

Printing Individual Year-End Forms

These steps describe how to print a year-end form using the Employee Document Inquiry option.

Access the Work With Canadian Year-End Workbench form.

To print an individual year-end form:

1. Select the row with the year-end ID that contains the form that you want to print.
2. Select Print Setup from the Row menu, enter the version of the selected print program, and then click OK.

Note. If you bypass this step, the system takes the default version of the print program.

3. Select Document Inquiry, Employee Doc. Inq. from the Row menu.
4. On the Work With Documents by Employee form, select the row that contains the employee for whom you want to print a form, and then select Print from the Row menu.
5. On the Print EE & ER or EE only form, select the option to print either the employee form only, or both the employer and employee forms.
6. If you are printing a Relevé 1 or Relevé 2 form, enter the 8-digit number from the preprinted form that you are about to use and click OK.

The remaining steps explain how to print the form from a detail form. Complete these steps only if you want to review form detail before you print.

7. On the Work With Documents by Employee form, select the row that contains the employee for whom you want to print a form, and then select Detail from the Row menu.
8. On the Display T4 Information form, select Print from the Form menu.
9. On the Print EE & ER or EE form only, select the option to print either the employee form only, or both the employer and employee forms.
10. If you are printing a Relevé 1 or Relevé 2 form, enter the 8-digit number from the preprinted form that you are about to use and click OK.

Creating Magnetic Media

This section provides an overview of magnetic media, lists prerequisites, and discusses how to:

- Set processing options for Create T4 Magnetic Media File and Audit Report (R77501).
- Set processing options for Create Relevé 1 Magnetic Media File and Audit Report (R77502).
- Set processing options for Create T4A Magnetic Media File and Audit Report (R77503).
- Set processing options for Create Relevé 2 Magnetic Media File and Audit Report (R77504).
- Set processing options for Create NR4 Magnetic Media File and Audit Report (R77505).
- Set processing options for Create T4 Magnetic Media Table (R89772001X) and Create T4A Magnetic Media Table (R89772003X).
- Set processing options for Create Relevé 1 Magnetic Media (R89772002X) and Create Relevé 2 Magnetic Media (R89772006X).
- Set processing options for Create NR4 Magnetic Media (R89772005X).
- Generate flat files for magnetic media.
- Convert magnetic media flat files to XML format.

See Also

JD Edwards EnterpriseOne 8.97 Tools: Development Tools Guide: Tables and Business Views

Understanding Magnetic Media

You must use the magnetic media XML format to report year-end information to the Canada Revenue Agency (CRA) for these forms:

- T4
- T4A
- NR4
- Relevé 1
- Relevé 2

The CRA and Ministère du Revenu du Québec accept XML files on diskette, CD-ROM, or DVD-ROM.

The magnetic media programs create flat files. You use the Integration Server to convert the flat files to XML format. You copy the XML files to electronic media and submit them to the CRA or Ministère du Revenu du Québec.

The magnetic media programs also create audit reports that enable you to verify the magnetic media submission.

Important! You cannot create magnetic media tables for archived records. You must create magnetic media before you archive.

The system provides these magnetic media programs:

- R77501 - Create T4 Magnetic Media File and Audit Report.
- R77502 - Create Relevé 1 Magnetic Media File and Audit Report.
- R77503 - Create T4A Magnetic Media File and Audit Report.
- R77504 - Create Relevé 2 Magnetic Media File and Audit Report.

- R77505 - Create NR4 Magnetic Media File and Audit Report.

You should set up these programs by accessing Report Setup from the Canadian Year End Workbench.

The magnetic media programs (R77501, R77502, R77503, R77504, and R77505) call these table conversion programs, which create the magnetic media tables:

- Create T4 Magnetic Media Table (R89772001X).
- Create T4A Magnetic Media Table (R89772003X).
- Create Relevé 1 Magnetic Media (R89772002X).
- Create Relevé 2 Magnetic Media (R89772006X).
- Create NR4 Magnetic Media (R89772005X).

This table lists the names of the flat files that are produced by the magnetic media programs:

Table Conversion Program	Flat File Name
Create T4 Magnetic Media Table (R89772001X)	F77310
Create T4A Magnetic Media (R89772003X)	F77330
Create Relevé 1 Magnetic Media (R89772002X)	F77320
Create Relevé 2 Magnetic Media (R89772006X)	F77340
Create NR4 Magnetic Media (R89772005X)	F77350

Audit Reports

The magnetic media programs (R77501, R77502, R77503, R77504, and R77505) call these reports:

- R77417 - T4 Remuneration Paid Detail Report.
- R77427 - Relevé 1 Provincial Wage & Income Earnings Statement Report.
- R77437 - T4A Remuneration Paid Detail Report.
- R77447 - Relevé 2 Retirement and Annuity Income Statement.
- R77457 - NR4 Non-Residents of Canada Detail Report.

These reports enable you to verify that the information contained in the magnetic media tables is the information that you intend to submit to the government.

These reports consist of these three parts:

- Transmission record
- Supplementary (detail) record
- Summary record

The magnetic media programs retrieve information from the Canadian Employee Year-End Form Header table (F77200), the Canadian Employee Year-End Form Detail table (F77210), and the Employee Special Handling Detail table (F77220).

Flat File Location

You must create a folder called Export in the \B7\package name\ or \B9\package name directory in which JD Edwards EnterpriseOne was installed. The name of the subdirectory under the B7 directory is determined during installation and might or might not correspond to the name of the package that was installed. The system saves the flat files (F77310, F77320, F77330, F77340, and F77350) in the Export folder.

Important! You must specify the versions of the table conversion programs (R89772001X, R89772002X, R89772003X, R89772006X, and R89772005X) in the processing options of the magnetic media programs (R77501, R77502, R77503, R77504, and R77505). If you leave these processing options blank, the magnetic media programs will not produce any output.

If you need to rerun magnetic media, you must delete, move, or rename the files that have been placed in the Export folder. If you do not do this, the data from the second magnetic media run will be appended to the existing magnetic media files, creating duplicate records.

To ensure that the files are populated with the most current information, sign out of the system before you copy files from the Export folder.

If you cannot view the magnetic media flat files after you have created them, try signing out of and signing into the system again.

Relevé 1 and Relevé 2 Forms

You must print Relevé 1 and Relevé 2 forms before you can create magnetic media tables for Relevé 1 and Relevé 2 forms.

If you submit the Create Relevé 1 Magnetic Media File and Audit Report program (R77502) or the Create Relevé 2 Magnetic Media File and Audit Report program (R77504) and you have not already printed the corresponding forms, the system issues a warning message that indicates that you have not yet printed Relevé 1 or Relevé 2 forms.

Summary Record Totals

The system has the potential for miscounting the summary records for T4, T4A, and NR4 magnetic media. If all of the employees in a company or in a tax area have zero dollar amounts, a summary record is not created for that company or tax area. However, the system calculates the number of summary records based on the number of companies or tax areas before determining whether any of them have zero dollar amounts. Therefore, the summary count is incorrect in this situation.

You can correct the summary record count in the XML file by changing the number within the <summ_cnt> begin tag and the </summ_cnt> end tag. The number that you enter between these tags should equal the number of <T4Summary>, <T4ASummary>, or <NR4Summary> tags within the XML file.

Prerequisites

Before you complete the tasks in this section:

- Create a folder called export in the \B7\package name\ or \B9\package name directory in which JD Edwards EnterpriseOne was installed. The name of the subdirectory under the B7 or B9 directory is determined during installation and might or might not correspond to the name of the package that was installed.
- Set up encoding for the table conversion programs that you use to generate magnetic media.

See [Chapter 3, “Setting Up Year-End Processing,” Setting Up Flat File Encoding for Magnetic Media, page 13.](#)

Setting Processing Options for Create T4 Magnetic Media File and Audit Report (R77501)

Processing options enable you to specify the default processing for programs and reports.

Versions

Although processing options are set up during the implementation of JD Edwards EnterpriseOne, you can change processing options each time you run a program.

- | | |
|---|--|
| 1. Enter the Version to be used by the T4 Magnetic Media program (R89772001X). | Specify which version of the Create T4 Magnetic Media Table program (R89772001X) to use. You must specify a valid version, and you must complete the processing options for the version of the Create T4 Magnetic Media Table program that you specify before you process magnetic media. Failure to do these things will produce incorrect data in the magnetic media file. |
|---|--|

Setting Processing Options for Create Relevé 1 Magnetic Media File and Audit Report (R77502)

Processing options enable you to specify the default processing for programs and reports.

Versions

Although processing options are set up during the implementation of JD Edwards EnterpriseOne, you can change processing options each time you run a program.

- | | |
|---|--|
| 1. Enter the Version to be used by the Relevé 1 Magnetic Media program (R89772002X). | Specify which version of the Create Relevé 1 Magnetic Media program (R89772002X) to use. You must specify a valid version, and you must complete the processing options for the version of the Create Relevé 1 Magnetic Media program that you specify before you process magnetic media. Failure to do these things will produce incorrect data in the magnetic media file. |
|---|--|

Setting Processing Options for Create T4A Magnetic Media File and Audit Report (R77503)

Processing options enable you to specify the default processing for programs and reports.

Versions

Although processing options are set up during the implementation of JD Edwards EnterpriseOne, you can change processing options each time you run a program.

- | | |
|--|--|
| 1. Enter the Version to be used by the T4A Magnetic Media program (R89772003X). | Specify which version of the Create T4A Magnetic Media Table program (R89772003X) to use. You must specify a valid version, and you must complete the processing options for the version of the Create T4A Magnetic Media Table program that you specify before you process magnetic media. Failure to do these things will produce incorrect data in the magnetic media file. |
|--|--|

Setting Processing Options for Create Relevé 2 Magnetic Media File and Audit Report (R77504)

Processing options enable you to specify the default processing for programs and reports.

Versions

Although processing options are set up during the implementation of JD Edwards EnterpriseOne, you can change processing options each time you run a program.

1. Enter the Version to be used by the Relevé 2 Magnetic Media program (R89772006X).

Specify which version of the Create Relevé 2 Magnetic Media program (R89772006X) to use. You must specify a valid version. You must also complete the processing option information for the version that you specify before you process magnetic media in order for the magnetic media file to be correct.

Setting Processing Options for Create NR4 Magnetic Media File and Audit Report (R77505)

Processing options enable you to specify the default processing for programs and reports.

Versions

Although processing options are set up during the implementation of JD Edwards EnterpriseOne, you can change processing options each time you run a program.

1. Enter the Version to be used by the NR4 Magnetic Media program (R89772005X).

Specify which version of the Create NR4 Magnetic Media program (R89772005X) to use. You must specify a valid version. You must also complete the processing option information for the version that you specify before you process magnetic media in order for the magnetic media file to be correct.

Setting Processing Options for Create T4 Magnetic Media (R89772001X) and Create T4A Magnetic Media (R89772003X)

Processing options enable you to specify the default processing for programs and reports.

Workfile

These processing options specify general information about the transmission.

1. Data Type Code

Specify the type of data that will be stored on the magnetic medium produced by this program. Values are:

O (the letter *O*, not the number zero): Original data

This processing option is required.

2. Transmitter Number

Specify the magnetic media transmitter number that has been assigned to you by the Canada Revenue Agency (CRA). The number must follow the format MMyyyyyy, where the characters yyyy are numeric characters.

This processing option is required.

3. Language

Specify which official language you prefer. Values are:

E: English

F: French

This processing option is required.

- 4. Submission Reference Identification** Specify a number to identify each submission that you file with CRA.
This processing option is required.

Contact

These processing options provide information about the individual to contact with questions about the submission.

- 1. Technical Contact Name** Enter the first name and surname of the person in the company who should be contacted with technical questions about the magnetic media submission.
This processing option is required.
- 2. Technical Contact Phone** Enter the phone number of the person in the company who should be contacted with technical questions about the magnetic media submission.
Enter the phone number in this format: 999-999-9999.
This processing option is required.
- 3. Technical Contact Phone Extension** Enter the phone extension of the person in your company who should be contacted with technical questions about your magnetic media submission.
If the extension is fewer than four characters, enter leading zeros to fill four characters. For example, enter extension 123 as 0123.
If no extension is required, enter 4 zeros.
This processing option is required.
- 4. Technical Contact E-Mail Address** Enter the email address of the person in your company who should be contacted with technical questions about your magnetic media submission.
This processing option is required.
- 5. Accounting Contact Name** Enter the first name and surname of the person in the company who should be contacted with accounting questions about the magnetic media submission.
This processing option is required.
- 6. Accounting Contact Phone** Enter the phone number of the person in the company who should be contacted with accounting questions about the magnetic media submission.
Enter the phone number in this format: 999-999-9999.
This processing option is required.
- 7. Accounting Contact Phone Extension** Enter the phone extension of the person in the company who should be contacted with accounting questions about the magnetic media submission.
If the extension is fewer than four characters, enter leading zeros to fill four characters. For example, enter extension 123 as 0123.
If no extension is required, enter 4 zeros.
This processing option is required.

Company

These processing options provide information about the submitting company.

- 1. Social Insurance Number for Proprietor #1** If the employer is a Canadian-controlled private corporation or is unincorporated, enter the SIN (Social Insurance Number) of the primary proprietor or principal owner. Otherwise, enter 9 zeros in this field.
- 2. Social Insurance Number for Proprietor #2** If the employer is a Canadian-controlled private corporation or is unincorporated, enter the SIN of the secondary proprietor or second principal owner. Otherwise, enter 9 zeros in this field.
- 3. Transmitting Company Address Number** Specify the address book number of the transmitting company. The address book number that you enter here is used to retrieve the name and address of the company.
This processing option is required.
- 4. Number of Submitting Companies** Specify the number of companies that are submitting year-end forms on this magnetic medium.
This processing option is required.
- 5. Federal Youth Hires Program Indicator** Specify whether the company that is submitting the magnetic media is part of an associated group of employers for purposes of the Federal Youth Hires Program. Values are:
0: Not participating.
1: Participating.
This processing option is required.

Setting Processing Options for Create Relevé 1 Magnetic Media (R89772002X) and Create Relevé 2 Magnetic Media (R89772006X)

Processing options enable you to specify the default processing for programs and reports.

Workfile

These processing options specify general information about the transmission.

- 1. Transmitter Number** Specify the magnetic media transmitter number that has been assigned to you by Ministère du Revenu du Québec. The number must follow the format Npyyyyyy, where the characters yyyyyy are numeric characters.
This processing option is required.
- 2. Type Of Package** Specify which type of file will be stored on the magnetic medium produced by this program. Values are:
1: Original file.
2: Replacement file requested by Ministère du Revenu du Québec, or a file containing amended or canceled RL slips.
3: Test data file or a replacement of a prior test data file.
4: Amended file.
5: Replacement of amended file.
This processing option is required.
- 3. Source Of RL Slips** Indicate the source of the Relevé slips that you are using. Values are:

A: From Ministère du Revenu du Québec.

B: From a third party.

C: Facsimiles produced by the transmitter.

D: Any combination of these sources.

This processing option is required.

**4. Transmitting Company
Address Number**

Enter the address book number of the transmitting company. The address book number that you enter here is used to retrieve the name and address of the company.

This processing option is required.

Technical

These processing options provide information about the individual to contact with technical questions about the submission.

1. Technical Contact Name Enter the first name and surname of the person in the company who should be contacted with technical questions about the magnetic media submission.

This processing option is required.

2. Technical Contact Phone Number Enter the phone number of the person in the company who should be contacted with technical questions about the magnetic media submission.

Enter the phone number in this format: 999-999-9999.

This processing option is required.

3. Technical Contact Phone Extension Enter the phone extension of the person in the company who should be contacted with technical questions about the magnetic media submission.

This processing option is required.

3. Technical Contact Language Specify the official language of the technical contact person. Values are:

A: English

F: French

This processing option is required.

Accounting

These processing options provide information about the individual to contact with accounting questions about the submission.

1. Accounting Contact Name Enter the first name and surname of the person in the company who should be contacted with accounting questions about the magnetic media submission.

This processing option is required.

2. Accounting Contact Phone Enter the phone number of the person in the company who should be contacted with accounting questions about the magnetic media submission.

Enter the phone number in this format: 999-999-9999.

This processing option is required.

- 3. Accounting Contact Phone Extension** Enter the phone extension of the person in the company who should be contacted with accounting questions about the magnetic media submission.
This processing option is required.
- 4. Accounting Contact Language** Specify the official language of the accounting contact person. Values are:
A: English
F: French
This processing option is required.

Setting Processing Options for Create NR4 Magnetic Media (R89772005X)

Processing options enable you to specify the default processing for programs and reports.

Workfile

These processing options specify general information about the transmission.

- 1. Data Type Code** Specify which type of file will be stored on the magnetic medium produced by this program. Values are:
1: Original Data
2: Test Data
3: Replacement Data
This processing option is required.
- 2. Transmitter Number** Specify the magnetic media transmitter number that has been assigned to you by the CRA. The number must follow the format MMyyyyyy, where the characters yyyyyy are numeric characters.
This processing option is required.
- 3. Language** Specify which official language you prefer. Values are:
E: English
F: French
This processing option is required.
- 4. Transmitting Company Address Number** Specify the address book number of the transmitting company. The system uses the address book number that you enter here to retrieve the name and address of the company.
This processing option is required.
- 5. Remitter type** Specify whether you are a payer or a disbursing agent. Values are:
1: Payer
2: Disbursing agent
- 6. Submission Reference Information** Enter the number that is created by the transmitter to identify each submission they file with CRA.
This processing option is required.

Contact

These processing options provide information about the individual to contact with questions about the submission.

- 1. Technical Contact Name** Enter the first name and surname of the person in the company who should be contacted with technical questions about the magnetic media submission.

This processing option is required.
- 2. Technical Contact Phone** Enter the phone number of the person in the company who should be contacted with technical questions about the magnetic media submission. Enter the phone number in this format: 999-999-9999.

This processing option is required.
- 3. Technical Contact Phone Extension** Enter the phone extension of the person in your company who should be contacted with technical questions about your magnetic media submission

If the extension is fewer than four characters, enter leading zeros to fill four characters. For example, enter extension 123 as 0123.

If no extension is required, enter four zeros.

This processing option is required.
- 4. Technical Contact E-Mail Address** Enter the email address of the person in your company who should be contacted with technical questions about your magnetic media submission.

This processing option is required.
- 5. Accounting Contact Name** Enter the first name and surname of the person in the company who should be contacted with accounting questions about the magnetic media submission.

This processing option is required.
- 6. Accounting Contact Phone** Enter the phone number of the person in the company who should be contacted with accounting questions about the magnetic media submission. Enter the phone number in this format: 999-999-9999.

This processing option is required.
- 7. Accounting Contact Phone Extension** Enter the phone extension of the person in your company who should be contacted with accounting questions about your magnetic media submission.

If the extension is fewer than four characters, enter leading zeros to fill four characters. For example, enter extension 123 as 0123.

If no extension is required, enter four zeros.

This processing option is required.

Generating Flat Files for Magnetic Media

To generate flat files for magnetic media, submit magnetic media from the Canadian Year End Workbench:

See [Chapter 8, “Reporting Year-End Information,” Submitting Year-End Reports, Forms, and Magnetic Media, page 55.](#)

You create the magnetic media flat file by running the Create T4 Magnetic Media Table (R89772001X) from the Canadian Year-End Workbench. The flat file is assigned the file name F77310.

Converting Magnetic Media Flat Files to XML Format

After you have created the magnetic media flat file, you must access the integration server to generate the XML file. You must perform these steps to access the Integration Server.

Access the home page for the PSFT_EnterpriseOne_HCM_CanadianYearEnd Package.

To generate magnetic media in XML format:

1. From the Start menu on the desktop, click Program Files, PeopleSoft, Servers, and then click XPI Integration Server to start the Integration Server.
2. After you start the Integration Server, open a web browser and enter this URL to connect to the Integration Server:
`http://machinename:port/`
3. On the Enter Network Password form, complete the User Name and Password fields for an administrator and click OK.
4. Select Packages, Management.
5. Click the Home button for the PSFT_EnterpriseOne_HCM_CanadianYearEnd package.
6. Click the Browse button for the form type you are processing and locate the flat file (for example, F77310) that you created.

Note. The flat files (F77310, F77320, F77330, F77340, and F77350) must be stored on the same machine as the Integration Server. If the file is not stored on the same machine as the Integration Server, you must share the folder and the file location or specify the exact path where the flat file is located in the format: \\computername\shared folder\file name. For example \\DEN-SP6806275\SharedFolder\F77310.

7. Click Open.
8. Click the Generate button for the form type you are processing.

This generates the XML file in the same folder as the flat file.

This example shows the PSFT_EnterpriseOne_HCM_CanadianYearEnd package and its Home button:



PSFT_EnterpriseOne_HCM_CanadianYearEnd package

These examples show the PSFT_EnterpriseOne_HCM_CanadianYearEnd home page:



PSFT_EnterpriseOne_HCM_CanadianYearEnd Package home page (1 of 2)

The screenshot shows a web interface with five sections for generating XML files. Each section consists of a label, a text input field, a 'Browse...' button, and a 'Generate' button.

- T4 Flat File Location:** Input field contains 'C:\PeopleSoft\enterprise\E811\DDP\PD811\export\F77311'. Below it is a 'Generate T4 XML File' button.
- T4A Flat File Location:** Input field is empty. Below it is a 'Generate T4A XML File' button.
- NR4 Flat File Location:** Input field is empty. Below it is a 'Generate NR4 XML File' button.
- RL1 Flat File Location:** Input field is empty. Below it is a 'Generate RL1 XML File' button.
- RL2 Flat File Location:** Input field is empty. Below it is a 'Generate RL2 XML File' button.

PSFT_EnterpriseOne_HCM_CanadianYearEnd Package home page (2 of 2)

This is an example of the audit report that the system produces when you successfully process an XML file:

function	PSFT_EnterpriseOne_HCM_CanadianYearEnd.Forms.T4:convert_FlatFile_To_XML		
Globals	Variables	Number Summary Records	3
		Total Number of Employees	27
Input File Location	C:\PeopleSoft\enterprise\E811\DDP\PD811\export\F77310		
Output File Location	C:\PeopleSoft\enterprise\E811\DDP\PD811\export\F77310.xml		
Input File LocationList	C:\PeopleSoft\enterprise\E811\DDP\PD811\export\F77310		

PSFT_EnterpriseOne_HCM_CanadianYearEnd audit report for T4 XML generation

This is an example of the XML file for a T4 submission:

```

<?xml version="1.0" encoding="UTF-8" ?>
- <Submission xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance" xsi:noNamespaceSchemaLocation="layout.xsd">
- <T619>
  <sbmt_ref_id>44444444</sbmt_ref_id>
  <rpt_tcd>O</rpt_tcd>
  <trnmtr_nbr>MM583016</trnmtr_nbr>
  <trnmtr_tcd>3</trnmtr_tcd>
  <summ_cnt>3</summ_cnt>
  <lang_cd>E</lang_cd>
- <TRNMTR_NM>
  <l1_nm>Canadian Company</l1_nm>
  <l2_nm>Canadian Company</l2_nm>
</TRNMTR_NM>
- <TRNMTR_ADDR>
  <addr_l1_txt>35021 Queen Street</addr_l1_txt>
  <cty_nm>Toronto</cty_nm>
  <prov_cd>ON</prov_cd>
  <cntry_cd>CAN</cntry_cd>
  <pstl_cd>M9C12X</pstl_cd>
</TRNMTR_ADDR>
- <CNTC>
  <cntc_nm>SHARON DAVENPORT</cntc_nm>
  <cntc_area_cd>303</cntc_area_cd>
  <cntc_phn_nbr>334-6044</cntc_phn_nbr>
  <cntc_extn_nbr>6044</cntc_extn_nbr>
  <cntc_email_area>SHARON.DAVENPORT@ORACLE.COM</cntc_email_area>
</CNTC>
</T619>
- <Return>
- <T4>
  - <T4Slip>
    - <EMPE_NM>
      <snm>Reed</snm>
      <gvn_nm>Donna</gvn_nm>
    </EMPE_NM>
  - <EMPE_ADDR>

```

XML file for T4 submission

Archiving Year-End Information

This section provides an overview of year-end archiving and discusses how to:

- Archive year-end forms.
- Amend archived information.

Understanding Year-End Archiving

After you print year-end forms and create magnetic media, you archive the year-end information. The system does not allow you to archive year-end information before you have printed year-end forms for all of the form types for which you have run the workfile build.

When you archive year-end information, the system marks each archived record as archived and the records are no longer eligible for updates. However, you can amend an archived form if changes are needed.

You can access archived information to review it, make adjustments, and print corrected forms.

See [Chapter 8, “Reporting Year-End Information,” Printing Individual Year-End Forms, page 63.](#)

Amendments to Archived Information

You cannot revise archived information if you find an error in an employee's year-end information. Instead, you amend the record to create a new year-end form. You can then print the amended form and send it to the employee and government agency.

When you amend information for an employee, the system creates a new record. The employee's old record remains intact.

You cannot amend an original form more than once. However, you can make revisions to an amended year-end form.

The steps in this section describe how to amend archived information for T4 forms using the Employee Document Inquiry selection on the Row menu. To amend other forms or to use the Form Document Inquiry option on the Row menu, use the same steps but select the corresponding options.

Forms Used to Archive Year-End Information

Form Name	FormID	Navigation	Usage
Work With Canadian Year-End Workbench	W77100A	Canadian Year End (G07BTAXCA), Canadian Year End Workbench	Select the year-end ID for which you want to archive or amend year-end forms. You can amend only year-end IDs that have been archived. Archived year-end IDs have a 1 in the Archive Status field.
Canadian Year-End [Archive]	W77250A	On the Work With Canadian Year-End Workbench form, select the year-end ID that you want to archive and then select Archive from the Row menu.	Archive all of the year-end forms for a year-end ID.
Work With Documents by Employee	W77100B	On the Work With Canadian Year-End Workbench form, select the row that contains the year-end ID that you want to review, and then select Document Inquiry, and then Employee Doc. Inq. from the Row menu.	Search by employee and select an individual archived year-end form to amend.
Work With Documents by Form	W77100C	On the Work With Canadian Year-End Workbench form, select the row that contains the year-end ID that you want to review, and then select Document Inquiry, and then Form Doc. Inquiry from the Row menu.	Search by form and select an individual archived year-end form to amend.

Archiving Year-End Forms

Access the Canadian Year-End [Archive] form.

Canadian Year End Workbench - Canadian Year-End [Archive]

OK Cancel Tools

Year-End ID CAYE2007

Year 2007 Archive

	Work File	Print	Mag Media
T4			
Releve1	1	1	1
T4A			
Releve2	1	1	A
NR4			

Canadian Year-End [Archive] form

Select the Archive option and click OK to start the archive process.

The Archive option is available only if all of the form types for which the workfile has been built have been printed.

Amending Archived Information

These steps describe how to amend a T4 form using the Employee Document Inquiry option. To amend other forms or to use the Form Doc. Inquiry option, use the same steps but select the corresponding options.

Access the Work With Documents by Employee form or the Work With Documents by Form form.

This example shows the Display T4 Information form, which is one of the forms you can use to amend year-end forms.

Canadian Year End Workbench - Display T4 Information i ? ?

OK Cancel Form Row Tools

Employee Number	83860	83860 SAR8386091	Year-End ID/Tax Year	CAYE8386	2007
Company	00077	Canadian Company	BIN	BIN246566788755R	
Tax Area (Work)	700010000	AB Worker's Comp	Employee Tax ID	838608388	
Province	AB		Employment Code		

	Form Amount		
Employment Income	52,000.00	Control Number	0
Federal Income Tax	18,671.26	Secondary Control Number	0
EI Premium	720.00	<input type="checkbox"/> CPP/QPP Exempt	
EI Insurable Earnings	40,000.00	<input type="checkbox"/> EI Exempt	
CPP Contributions	1,989.90	<input type="checkbox"/> PPIP Exempt	
QPP Contributions			
CPP/QPP Pension. Earnings	43,700.00		
PPIP Premium			
PPIP Insurable Earnings			

Records 1 - 1 Customize Grid

	Box Number	Box Description	Form Amount	Additional Text

Display T4 Information form

To amend archived information:

1. Select the row that contains the form that you want to amend, and then select Amend from the Row menu.
The system creates a new record with an Amend status of 1 and an Archive status of blank. At this point, the amended record is a duplicate of the original record. However, the amended record can be changed and the original record cannot.
2. Click Find to display the newly created record in the detail area.
3. Select the row that contains the amended record, and then click Select.
4. On the Display T4 Information form, enter the amount of the adjustment in the Adjustments column in the header area.
Enter the amount of the adjustment, not the amount after adjustment. For example, if an original amount of 400 should be corrected to 500, enter 100 in the Adjusted field.
5. If the employee is exempt from either CPP and QPP or EI, select the appropriate option.
6. To amend the amount for a specific box that is listed in the detail area, complete the Amount Adjusted field.
7. To add new boxes in the detail area, complete the Box Number and Form Amount fields in the detail area.

Note. To make adjustments to amounts in the header of the form, you must update the amounts in the F0719 and F06148 tables, and then reprocess the year-end workfile.

8. If a box requires a text entry rather than a numerical value, complete the Box Number and Additional Text fields in the detail area.
9. To save the amended record, click OK.

APPENDIX A

Sample Forms

The sample forms in this section are provided for informational purposes only. Do not reproduce them for filing.

The forms included in this section were the most current forms that were available when this guide was produced. You can obtain the most current forms from the Canada Revenue Agency (C.C.R.A) or Ministère du Revenu du Québec.

T4 - Statement of Remuneration Paid

This form is a sample T4 form:

Employer's name – Nom de l'employeur		Canada Revenue Agency / Agence du revenu du Canada		T4 STATEMENT OF REMUNERATION PAID / ÉTAT DE LA RÉMUNÉRATION PAYÉE	
		Year / Année		Income tax deducted – line 437 / Impôt sur le revenu retenu – ligne 437	
Business Number / Numéro d'entreprise		Province of employment / Province d'emploi		Employee's CPP contributions – line 308 / Cotisations de l'employé au RPC – ligne 308	
54		10		16	
Social insurance number / Numéro d'assurance sociale		Employment code / Code d'emploi		Employee's QPP contributions – line 308 / Cotisations de l'employé au RRQ – ligne 308	
12		29		17	
		Exempt – Exemption CPP - QPP EI PPIP RPC - RRQ AE RPAP		Employee's EI premiums – line 312 / Cotisations de l'employé à l'AE – ligne 312	
Employee's name and address – Nom et adresse de l'employé				Union dues – line 212 / Cotisations syndicales – ligne 212	
Last name (in capital letters) – Nom de famille (en lettres majuscules)		First name – Prénom		Charitable donations – see the back / Dons de bienfaisance – voir au verso	
Initials – Initiales				RPP contributions – line 207 / Cotisations à un RPA – ligne 207	
				20	
				Pension adjustment – line 206 / Facteur d'équivalence – ligne 206	
				52	
				Employee's PPIP premiums – see the back / Cotisations de l'employé au RPAP – voir au verso	
				55	
				PPIP insurable earnings / Gains assurables du RPAP	
				56	
Other information (see the back)		Box – Case	Amount – Montant	Box – Case	Amount – Montant
Autres renseignements (voir au verso)		Box – Case	Amount – Montant	Box – Case	Amount – Montant
T4 (06)					

Sample T4 form

T4A - Statement of Pension, Retirement, Annuity and Other Income

This form is a sample T4A form:

Canada Revenue Agency / Agence du revenu du Canada		Year / Année		T4A STATEMENT OF PENSION, RETIREMENT, ANNUITY, AND OTHER INCOME / ÉTAT DU REVENU DE PENSION, DE RETRAITE, DE RENTE OU D'AUTRES SOURCES			
16 Pension or superannuation / Prestations de retraite ou autres pensions	18 Lump-sum payments / Paiements forfaitaires	20 Self-employed commissions / Commissions d'un travail indépendant	22 Income tax deducted / Impôt sur le revenu retenu	24 Annuities / Rentes	26 Eligible retiring allowances / Allocations de retraite admissibles	27 Non-eligible retiring allowances / Allocations de retraite non admissibles	
28 Other income / Autres revenus	30 Patronage allocations / Répartitions selon l'apport commercial	32 Registered pension plan contributions (past service) / Cotisations à un régime de pension agréé (services passés)	34 Pension adjustment / Facteur d'équivalence	38 Pension plan registration number / Numéro d'agrément du régime de pension	40 RESP accumulated income payments / Paiements de revenu accumulé d'un REEE	42 RESP educational assistance payments / Paiements d'aide aux études d'un REEE	
46 Charitable donations / Dons de bienfaisance	12 Social insurance number / Numéro d'assurance sociale	38 Footnote codes / Codes de notes	13 Business Number (BN) / Numéro d'entreprise (NE)	14 Recipient's number / Numéro du bénéficiaire	61 Payer's Business Number (BN) / Numéro d'entreprise (NE) du payeur	Payer's name - Nom du payeur	
Recipient's name and address - Nom et adresse du bénéficiaire / Last name (in capital letters) - Nom de famille (en lettres majuscules) / First name - Prénom / Initials - Initiales				Footnote code explanation / Explication des codes de notes / Also complete box 38 / Remplir aussi case 38			

Sample T4A form

Relevé 1 - Revenus d'emploi et revenus divers (Provincial Wage and Income Earnings Statement)

This form is a sample Relevé 1 form:

Revenu Québec		Revenus d'emploi et revenus divers		année	2007	RL-1.T (2007-01)
A- Revenus d'emploi	B- Cotisations au RRQ	C- Cot. à l'assurance emploi	D- Cotisations à un RPA	E- Impôt du Québec retenu	F- Cotisations syndicales	
G- Salaire admissible au RRQ	H- Cotisations au RQAP	I- Salaire admissible au RQAP	J- Régime privé d'ass. maladie	K- Voyages (région éloignée)	L- Autres avantages	
M- Commissions	N- Dons de bienfaisance	O- Autres revenus	P- Régime d'ass. interentreprises	Q- Salaires différés	R- Revenu « situé » dans une réserve	
S- Pourboires reçus	T- Pourboires attribués	U- Retraite progressive	V- Nourriture et logement	W- Véhicule à moteur	Code (case O)	
Voyez l'explication des cases au verso.						
Nom de famille, prénom et adresse						
Numéro d'assurance sociale du particulier						Numéro de référence (facultatif)
Nom et adresse de l'employeur ou du payeur						
Relevé 1				Relevé officiel - Ministère du Revenu		
Ministère du Revenu				Formulaire prescrit - Sous-ministre du Revenu		

Sample Relevé 1 form

Relevé 2 - Revenus de retraite et rentes (Provincial Pension, Retirement and Annuity Statement)

This form is a sample Relevé 2 form:

Revenu Québec		Revenus de retraite et rentes		Année	Code du relevé	Provenance des revenus	RL-2 (2005-10)
A- Prestations d'un RPA ou d'un RPNA	B- Prestations (REER, FERR ou RPOB), ou rentes	C- Autres paiements	D- Remboursement de primes au conjoint survivant (REER)	E- Prestation réputée reçue au décès (REER ou FERR)	F- Remboursement des cotisations inutilisées (REER)		
G- Montant imp. en raison de la révoc. (REER ou FERR)	H- Autres revenus (REER ou FERR)	I- Montant donnant droit à une déduction (REER ou FERR)	J- Impôt du Québec retenu à la source	K- Revenus gagnés après le décès (REER ou FERR)	L- Retrait dans le cadre du REEP		
Voyez l'explication des cases au verso.						M- Montants libérés d'impôt	O- Retrait dans le cadre du RAP
Nom, prénom et adresse du bénéficiaire				Conjoint cotisant (REER ou FERR)		N- Numéro d'assurance sociale	
				Numéro d'assurance sociale du bénéficiaire			
				Nom et adresse du payeur ou de l'émetteur			

Relevé 2
Ministère du Revenu

Relevé officiel – Ministère du Revenu
Formulaire prescrit – Sous-ministre du Revenu

Sample Relevé 2 form

NR4 - Statement of Amounts Paid or Credited to Non-Residents of Canada

This form is a sample NR4 form:

 Canada Revenue Agency / Agence du revenu du Canada		NR4 STATEMENT OF AMOUNTS PAID OR CREDITED TO NON-RESIDENTS OF CANADA ÉTAT DES SOMMES PAYÉES OU CRÉDITÉES À DES NON-RÉSIDENTS DU CANADA			
10 Year Année	11 Recipient code Code du bénéficiaire	12 Country code Code pays	13 Payer or remitter identification number Numéro d'identification du payeur ou de l'agent	19 Foreign social security number or social insurance number Numéro de sécurité sociale à l'étranger ou numéro d'assurance sociale	
VOID <input type="checkbox"/> ANNULÉ					
Line Ligne	14 Income code Code de revenu	15 Currency code Code de devise	16 Gross income Revenu brut	17 Non-resident tax withheld Impôt des non-résidents retenu	18 Exemption code Code d'exemption
1					
2					
Non-resident recipient's name and address – Nom et adresse du bénéficiaire non-résident					
Individual surname, first name and initial / Corporation, organization, association, trust, or institution name Nom de l'individu, prénom et initiale / Nom de la société, de l'organisme, de l'association, de la fiducie ou de l'établissement					
Second individual surname, first name and initial Nom, prénom et initiale du second individu					
Address Adresse					
1 2 3 4	Name and address of agent or payer Nom et adresse du payeur ou de l'agent				
				Non-resident account number Numéro de compte non-résident	
				Country code Code pays	
NR4 (06)					

Sample NR4 form

APPENDIX B

Information Sources for Forms

This appendix lists the sources of information for the year-end forms.

Year-End Forms

These tables indicate the sources of the information in the boxes on the T4, T4A, Relevé 1, Relevé 2, and NR forms.

T4 Boxes

This table lists the boxes on the T4 form for which the system calculates the amount:

Box	Contents	Tax Type
14	Taxable gross	CA
16	CPP withheld	CB
17	QPP withheld	CG
18	Employment insurance withheld	CC
20	RPP Deduction amount	Special handling code
22	Income Tax withheld	CA
24	Insurable earnings	CC
26	Pensionable earnings	CB or CG
55	Employee PPIP Premiums	CJ
56	PPIP Insurable Earnings	Gross – Tax – Deductions

The amount in Box 14 (employment income) includes the amounts in boxes 30, 32, 34, 36, 38, 40, and 42. The amounts in these boxes come from PDBAs that are defined through special handling.

The amount in Box 52 (pension adjustment) is entered through Pension Maintenance.

The amount in Box 73 (number of days outside of Canada) is entered through adjustments.

T4A Boxes

This table lists the box on the T4A form for which the system calculates the amount:

Box	Contents	Tax Type
22	Income tax withheld	CA

Relevé 1 Boxes

This table lists the boxes on the Relevé 1 form for which the system calculates the amount:

Box	Contents	Tax Type
A	Taxable gross	700190000 CF
B	QPP withheld	700190000 CG
C	Employment insurance withheld	CC
E	Quebec income tax withheld	700190000 CF
F	Deduction amount	Special handling code
H	PPIP Premiums	CJ
I	PPIP Earnings	CJ
L	Deduction amount	Special handling code

Relevé 2 Boxes

This table lists the box on the Relevé 2 form for which the system calculates the amount:

Box	Contents	Tax Type
J	Quebec income tax withheld	700190000 CF

NR4 Boxes

This table lists the boxes on the NR4 form for which the system calculates the amount:

Box	Contents	Tax Type
16	Gross income	CA
17	Non-resident tax withheld	CA

APPENDIX C

JD Edwards EnterpriseOne Canadian Payroll Year-End Processing Reports

This appendix provides an overview of Canadian Payroll Year-End Processing reports and enables you to:

- View a summary table of all reports.
- View details for selected reports.

JD Edwards EnterpriseOne Canadian Payroll Year-End Processing Reports: A to Z

This table lists the Canadian Payroll Year-End Processing reports, sorted alphanumerically by report ID.

Report ID and Report Name	Description	Navigation
R07390 Year-End Rollover	This report lists the PDDBA balances that are being rolled over.	The system generates this report when you process rollovers.
R77015 EI Integrity F0716/F06176 Exceptions	This report find discrepancies between the Unemployment Insurance History table (F06176) and the Tax History table (F0713) and lists records that do not match.	Canada Advanced and Technical Operations (G07BUSCAP3), EI Integrity Report
R77016 EI Integrity Validation	This report errors that are detected by the EI Integrity F0716/F06176 Exceptions report (R77015).	This report is called by the R77015 report.
R77020 F06176 Hour Validation	This report find and correct discrepancies between the Unemployment Insurance History table (F06176) and the Employee Transaction History table (F0618).	Canada Advanced and Technical Operations (G07BUSCAP3), F06176 Hour Validation
R77413 Canadian Year End Audit Reports	You print audit reports to review information in the year-end tables. The information in the audit reports is the same information that you can review online using the Document Inquiry selection from the Row menu on the Work With Canadian Year-End Workbench form.	You print this report by submitting reports from the Canadian Year End Workbench.

Report ID and Report Name	Description	Navigation
<p>R77415 T4 Integrity Report</p>	<p>This report compares the T4 data in the Canadian Employee Year-End Form Header table (F77200) and the Canadian Employee Year-End Form Detail table (F77210) with the corresponding data in these tables:</p> <ul style="list-style-type: none"> • Tax History (F0713) • Employee Transaction History (F0618) • DBA Transaction Detail History (F0719) • Employee Pension Maintenance (F77230) 	<p>You print this report by submitting reports from the Canadian Year End Workbench.</p>
<p>R77425 Relevé 1 Integrity Report</p>	<p>This report compares the Relevé 1 data in the Canadian Employee Year-End Form Header table (F77200) and the Canadian Employee Year-End Form Detail table (F77210) with the corresponding data in these tables:</p> <ul style="list-style-type: none"> • Tax History (F0713) • Employee Transaction History (F0618) • DBA Transaction Detail History (F0719) • Employee Pension Maintenance (F77230) 	<p>You print this report by submitting reports from the Canadian Year End Workbench.</p>
<p>R77435 T4A Integrity Report</p>	<p>This report compares the T4A data in the Canadian Employee Year-End Form Header table (F77200) and the Canadian Employee Year-End Form Detail table (F77210) with the corresponding data in these tables:</p> <ul style="list-style-type: none"> • Tax History (F0713) • Employee Transaction History (F0618) • DBA Transaction Detail History (F0719) • Employee Pension Maintenance (F77230) 	<p>You print this report by submitting reports from the Canadian Year End Workbench.</p>

Report ID and Report Name	Description	Navigation
R77445 Relevé 2 Integrity Report	<p>This report compares the Relevé 2 data in the Canadian Employee Year-End Form Header table (F77200) and the Canadian Employee Year-End Form Detail table (F77210) with the corresponding data in these tables:</p> <ul style="list-style-type: none"> • Tax History (F0713) • Employee Transaction History (F0618) • DBA Transaction Detail History (F0719) • Employee Pension Maintenance (F77230) 	You print this report by submitting reports from the Canadian Year End Workbench.
R77455 NR4 Integrity Report	<p>This report compares the NR4 data in the Canadian Employee Year-End Form Header table (F77200) and the Canadian Employee Year-End Form Detail table (F77210) with the corresponding data in these tables:</p> <ul style="list-style-type: none"> • Tax History (F0713) • Employee Transaction History (F0618) • DBA Transaction Detail History (F0719) • Employee Pension Maintenance (F77230) 	You print this report by submitting reports from the Canadian Year End Workbench.
R777011 F0713 Integrity Report	This report identifies errors in the Tax History table (F0713).	Canada Advanced and Technical Operations (G07BUSCAP3), F0713 Integrity Report
R77703 Canadian Payroll History Audit Report	This report compares detail history information with summary history information and produces an exception report listing any inconsistencies between the summary and detail history information. This report does not make any corrections to the summary or detail tables.	Canada History Reports (G77BCAP15), Canadian Payroll History Audit Report
R77864 Special Handling Report	This report lists PDBA totals by box, PDBA, and employee or company.	You print this report by submitting reports from the Canadian Year End Workbench.

JD Edwards EnterpriseOne Canadian Payroll Year-End Processing Reports: Selected Reports

This section provides detailed information about individual reports, including important fields and tables accessed. This section also lists processing options for the reports that are included in this appendix, but are not discussed elsewhere in this implementation guide. The reports are listed alphanumerically by report ID.

R77413 - Canadian Year End Audit Reports

We provide these versions of the Canadian Year End Audit Reports (R77413):

- XJDE0001 - T4 Audit Report
- XJDE0002 - Relevé 1 Audit Report
- XJDE0003 - T4A Audit Report
- XJDE0004 - Relevé 2 Audit Report
- XJDE0005 - NR4 Audit Report

You must include all five (or corresponding) versions in the reports setup in order to print all five reports.

You can use the processing options to specify whether to produce a summary or detail report. The detail report lists each employee's information, followed by a summary for the company/tax ID combination. The summary report contains only the summary information for each company/tax ID combination.

Data Selection for Canadian Year End Audit Reports

Because you must select a year-end ID in the Canadian Year-End Workbench in order to run reports, the system uses the selected year-end ID for the data selection and the tax year for the audit reports.

The form ID is set in the data selection. Values are:

- 1: T4 forms
- 2: Relevé 1 forms
- 3: T4A forms
- 4: Relevé 2 forms
- 5: NR4 forms

Data Sequence for Canadian Year End Audit Reports

The data is presorted by Year-End ID (YEID), Tax Year (TAXYR), Form ID (FORMSID), Company (CO), Tax ID (TAXX), Tax Area (Work) (TARA), and Amend Type (AMNDT). You should not change this data sequence. Changing the data sequence produces unreliable results.

The system prints subtotals whenever the Company, Tax ID, or Tax Area (Work) changes.

Processing Options for Canadian Year End Audit Reports (R77413)

Processing options enable you to specify the default processing for programs and reports.

Print

Use this processing option to specify the type of information that prints on the report.

Detail or Summary Report Specify whether to print a summary or detail report. Values are:

0: Print employee detail lines.

1: Print only summaries by company and tax ID.

R77864 - Special Handling Report

The detail report lists totals by employee and the summary report lists totals by company. You specify whether to print a summary or detail report in the processing options. You specify the box for which you want to list totals by entering the form ID on the Print tab in the processing options, and then entering the box number on the processing option tab that corresponds to that form ID.

Processing Options for Special Handling Report (R77864)

Processing options enable you to specify the default processing for programs and reports.

Print

These processing options specify whether both summary and detail information are printed and the form ID of the box for which you want to print PDBA totals.

1. Summary or detail information

Specify whether to print summary and detail information or to print only summary information on the report. Values are:

0: Print detail and summary information (default).

1: Print summary information only.

2. Form ID

Use this processing option to specify the form ID of the box for which you want to print PDBA totals. Blank is an invalid value. Values are:

1: T4

2: Relevé 1

3: T4A

4: Relevé 2

5: NR4

T4

This processing option specifies the box from the T4 form for which you want to print PDBA totals. Complete this processing option only if you specified the T4 form in the Form ID processing option on the Print tab.

1. Special Handling Tag

Specify the box for which you want to print PDBA totals. Enter a special handling tag to identify the box. Blank is an invalid value. Values are:

- 10: Province of employment
- 12: Social insurance number
- 14: Employment Income
- 16: Employee's CPP contributions
- 17: Employee's QPP contributions
- 18: Employee's EI premiums
- 20: RPP contributions
- 22: Income tax deducted
- 24: EI insurable earnings
- 26: CPP/QPP pensionable earnings
- 28: CPP/QPP and EI exempt
- 29: Employment code
- 30: Housing, board and lodging
- 31: Special work site
- 32: Travel in a prescribed zone
- 33: Medical travel
- 34: Personal use of employer's automobile
- 36: Interest free and low-interest loan
- 37: Employee home relocation loan deduction
- 38: Stock option benefits
- 39: Stock Option and shares Ded. (110(1)(D))
- 40: Other taxable allowances and benefits
- 41: Stock option shares Ded. (101(1)(D.1))
- 42: Employment Commissions
- 44: Union dues
- 46: Charitable donations
- 50: RPP or DPSP registration number
- 52: Pension adjustment
- 53: Deferred stock option benefits
- 54: Business number
- 70: Municipal officer's expense allowance
- 71: Status Indian Employee
- 72: Section 122.3 income
- 73: Number of days outside of Canada
- 74: PRE-1990 past serv cont. while not cont.
- 77: Workers Comp. Ben. repaid to employer

R1

This processing option specifies the box from the Relevé 1 form for which you want to print PDDBA totals. Complete this processing option only if you specified the Relevé 1 form in the Form ID processing option on the Print tab.

1. Special Handling Tag

Specify the box for which you want to print PDDBA totals. Enter a special handling tag to identify the box. Blank is an invalid value. Values are:

- A*: Employment income
- B*: QPP contributions
- C*: Employment insurance premium
- D*: RPP contributions
- E*: Quebec income tax
- F*: Union dues
- G*: QPP pensionable earnings
- H*: Meals and accommodation
- I*: Personal use of motor vehicle
- J*: Contr. by employer to priv. health sav. pl.
- K*: Trips made by residents to remote area
- L*: Other benefits
- M*: Commissions
- N*: Charitable donations
- O*: Other income not in box A
- P*: Contributions to multi employer ins. plan
- Q*: Deferred salary or wages
- R*: Tax exempt income paid to an indian
- S*: Tips received
- T*: Tips allocated by employer
- U*: Phased retirement

T4A

This processing option specifies the box from the T4A form for which you want to print PDDBA totals. Complete this processing option only if you specified the T4A form in the Form ID processing option on the Print tab.

1. Special Handling Tag

Specify the box for which you want to print PDDBA totals. Enter a special handling tag to identify the box. Blank is an invalid value. Values are:

- 12*: Social insurance number
- 13*: Business number
- 14*: Recipient's number
- 16*: Pension or superannuation

- 18*: Lump-sum payments
- 20*: Self-employed commissions
- 22*: Income tax deducted
- 24*: Annuities
- 26*: Eligible retiring allowances
- 28*: Other income
- 30*: Patronage allocations
- 32*: Registered pension plan contributions
- 34*: Pension adjustment
- 36*: Pension plan registration number
- 38*: Footnote codes
- 40*: RESP accumulated income payments
- 42*: RESP educational assistance payments
- 46*: Charitable donations
- 61*: Business number

R2

This processing option specifies the box from the Relevé 2 form for which you want to print PDDBA totals. Complete this processing option only if you specified the Relevé 2 form in the Form ID processing option on the Print tab.

1. Special Handling Tag

Specify the box for which you want to print PDDBA totals. Enter a special handling tag to identify the box. Blank is an invalid value. Values are:

- A*: Life annuity reg or unreg pension plan
- B*: Benefits under RRSP, RRIF, DPSP, ANNUIT
- C*: Other payments
- D*: Refund of RRSP paid to surviving spouse
- E*: Benefit received at death (RRSP/RRIF)
- F*: Refund of undeducted RRSP contributions
- G*: AMT Taxable from revocation of RRSP/RRIF
- H*: Other income (RRSP or RRIF)
- I*: AMT deduction (RRSP or RRIF)
- J*: Quebec income tax withheld at source
- K*: Income earned after death (RRSP or RRIF)
- L*: Withdrawal under lifelong learning plan
- M*: Tax paid amounts
- N*: Contributor spouse social insurance number
- O*: Contributor spouse name

NR4

This processing option specifies the box from the NR4 form for which you want to print PDDBA totals. Complete this processing option only if you specified the NR4 form in the Form ID processing option on the Print tab.

1. Special Handling Tag

Specify the box for which you want to print PDDBA totals. Enter a special handling tag to identify the box. Blank is an invalid value. Values are:

10: Year

11: Recipient type

12: Country code

13: Foreign SSN or SIN

14: Income code line 1

15: Currency code line 1

16: Gross income line 1

17: Non-Resident tax withheld line 1

18: Exemption code line 1

24: Income code line 2

25: Currency code line 2

26: Gross income line 2

27: Non-Resident line 2

28: Exemption code line 2

Glossary of JD Edwards EnterpriseOne Terms

Accessor Methods/Assessors	Java methods to “get” and “set” the elements of a value object or other source file.
activity rule	The criteria by which an object progresses from one given point to the next in a flow.
add mode	A condition of a form that enables users to input data.
Advanced Planning Agent (APAg)	A JD Edwards EnterpriseOne tool that can be used to extract, transform, and load enterprise data. APAg supports access to data sources in the form of relational databases, flat file format, and other data or message encoding, such as XML.
alternate currency	<p>A currency that is different from the domestic currency (when dealing with a domestic-only transaction) or the domestic and foreign currency of a transaction.</p> <p>In JD Edwards EnterpriseOne Financial Management, alternate currency processing enables you to enter receipts and payments in a currency other than the one in which they were issued.</p>
Application Server	Software that provides the business logic for an application program in a distributed environment. The servers can be Oracle Application Server (OAS) or WebSphere Application Server (WAS).
as if processing	A process that enables you to view currency amounts as if they were entered in a currency different from the domestic and foreign currency of the transaction.
as of processing	A process that is run as of a specific point in time to summarize transactions up to that date. For example, you can run various JD Edwards EnterpriseOne reports as of a specific date to determine balances and amounts of accounts, units, and so on as of that date.
Auto Commit Transaction	A database connection through which all database operations are immediately written to the database.
back-to-back process	A process in JD Edwards EnterpriseOne Supply Management that contains the same keys that are used in another process.
batch processing	<p>A process of transferring records from a third-party system to JD Edwards EnterpriseOne.</p> <p>In JD Edwards EnterpriseOne Financial Management, batch processing enables you to transfer invoices and vouchers that are entered in a system other than JD Edwards EnterpriseOne to JD Edwards EnterpriseOne Accounts Receivable and JD Edwards EnterpriseOne Accounts Payable, respectively. In addition, you can transfer address book information, including customer and supplier records, to JD Edwards EnterpriseOne.</p>
batch server	A server that is designated for running batch processing requests. A batch server typically does not contain a database nor does it run interactive applications.
batch-of-one immediate	<p>A transaction method that enables a client application to perform work on a client workstation, then submit the work all at once to a server application for further processing. As a batch process is running on the server, the client application can continue performing other tasks.</p> <p>See also direct connect and store-and-forward.</p>
best practices	Non-mandatory guidelines that help the developer make better design decisions.

BPEL	Abbreviation for Business Process Execution Language, a standard web services orchestration language, which enables you to assemble discrete services into an end-to-end process flow.
BPEL PM	Abbreviation for Business Process Execution Language Process Manager, a comprehensive infrastructure for creating, deploying, and managing BPEL business processes.
Build Configuration File	Configurable settings in a text file that are used by a build program to generate ANT scripts. ANT is a software tool used for automating build processes. These scripts build published business services.
build engineer	An actor that is responsible for building, mastering, and packaging artifacts. Some build engineers are responsible for building application artifacts, and some are responsible for building foundation artifacts.
Build Program	A WIN32 executable that reads build configuration files and generates an ANT script for building published business services.
business analyst	An actor that determines if and why an EnterpriseOne business service needs to be developed.
business function	A named set of user-created, reusable business rules and logs that can be called through event rules. Business functions can run a transaction or a subset of a transaction (check inventory, issue work orders, and so on). Business functions also contain the application programming interfaces (APIs) that enable them to be called from a form, a database trigger, or a non-JD Edwards EnterpriseOne application. Business functions can be combined with other business functions, forms, event rules, and other components to make up an application. Business functions can be created through event rules or third-generation languages, such as C. Examples of business functions include Credit Check and Item Availability.
business function event rule	See named event rule (NER).
business service	EnterpriseOne business logic written in Java. A business service is a collection of one or more artifacts. Unless specified otherwise, a business service implies both a published business service and business service.
business service artifacts	Source files, descriptors, and so on that are managed for business service development and are needed for the business service build process.
business service class method	A method that accesses resources provided by the business service framework.
business service configuration files	Configuration files include, but are not limited to, interop.ini, JDBj.ini, and jdelog.properties.
business service cross reference	A key and value data pair used during orchestration. Collectively refers to both the code and the key cross reference in the WSG/XPI based system.
business service cross-reference utilities	Utility services installed in a BPEL/ESB environment that are used to access JD Edwards EnterpriseOne orchestration cross-reference data.
business service development environment	A framework needed by an integration developer to develop and manage business services.
business services development tool	Otherwise known as JDeveloper.
business service EnterpriseOne object	A collection of artifacts managed by EnterpriseOne LCM tools. Named and represented within EnterpriseOne LCM similarly to other EnterpriseOne objects like tables, views, forms, and so on.

business service framework	Parts of the business service foundation that are specifically for supporting business service development.
business service payload	An object that is passed between an enterprise server and a business services server. The business service payload contains the input to the business service when passed to the business services server. The business service payload contains the results from the business service when passed to the Enterprise Server. In the case of notifications, the return business service payload contains the acknowledgement.
business service property	Key value data pairs used to control the behavior or functionality of business services.
Business Service Property Admin Tool	An EnterpriseOne application for developers and administrators to manage business service property records.
business service property business service group	A classification for business service property at the business service level. This is generally a business service name. A business service level contains one or more business service property groups. Each business service property group may contain zero or more business service property records.
business service property categorization	A way to categorize business service properties. These properties are categorized by business service.
business service property key	A unique name that identifies the business service property globally in the system.
business service property utilities	A utility API used in business service development to access EnterpriseOne business service property data.
business service property value	A value for a business service property.
business service repository	A source management system, for example ClearCase, where business service artifacts and build files are stored. Or, a physical directory in network.
business services server	The physical machine where the business services are located. Business services are run on an application server instance.
business services source file or business service class	One type of business service artifact. A text file with the .java file type written to be compiled by a Java compiler.
business service value object template	The structural representation of a business service value object used in a C-business function.
Business Service Value Object Template Utility	A utility used to create a business service value object template from a business service value object.
business services server artifact	The object to be deployed to the business services server.
business view	A means for selecting specific columns from one or more JD Edwards EnterpriseOne application tables whose data is used in an application or report. A business view does not select specific rows, nor does it contain any actual data. It is strictly a view through which you can manipulate data.
central objects merge	A process that blends a customer's modifications to the objects in a current release with objects in a new release.
central server	A server that has been designated to contain the originally installed version of the software (central objects) for deployment to client computers. In a typical JD Edwards EnterpriseOne installation, the software is loaded on to one machine—the central server. Then, copies of the software are pushed out or downloaded to various workstations attached to it. That way, if the software is altered or corrupted through its use on workstations, an original set of objects (central objects) is always available on the central server.

charts	Tables of information in JD Edwards EnterpriseOne that appear on forms in the software.
check-in repository	A repository for developers to check in and check out business service artifacts. There are multiple check-in repositories. Each can be used for a different purpose (for example, development, production, testing, and so on).
connector	Component-based interoperability model that enables third-party applications and JD Edwards EnterpriseOne to share logic and data. The JD Edwards EnterpriseOne connector architecture includes Java and COM connectors.
contra/clearing account	A general ledger account in JD Edwards EnterpriseOne Financial Management that is used by the system to offset (balance) journal entries. For example, you can use a contra/clearing account to balance the entries created by allocations in JD Edwards EnterpriseOne Financial Management.
Control Table Workbench	An application that, during the Installation Workbench processing, runs the batch applications for the planned merges that update the data dictionary, user-defined codes, menus, and user override tables.
control tables merge	A process that blends a customer's modifications to the control tables with the data that accompanies a new release.
correlation data	The data used to tie HTTP responses with requests that consist of business service name and method.
cost assignment	The process in JD Edwards EnterpriseOne Advanced Cost Accounting of tracing or allocating resources to activities or cost objects.
cost component	In JD Edwards EnterpriseOne Manufacturing, an element of an item's cost (for example, material, labor, or overhead).
credentials	A valid set of JD Edwards EnterpriseOne username/password/environment/role, EnterpriseOne session, or EnterpriseOne token.
Cross-reference utility services	Utility services installed in a BPEL/ESB environment that access EnterpriseOne cross-reference data.
cross segment edit	A logic statement that establishes the relationship between configured item segments. Cross segment edits are used to prevent ordering of configurations that cannot be produced.
currency restatement	The process of converting amounts from one currency into another currency, generally for reporting purposes. You can use the currency restatement process, for example, when many currencies must be restated into a single currency for consolidated reporting.
cXML	A protocol used to facilitate communication between business documents and procurement applications, and between e-commerce hubs and suppliers.
database credentials	A valid database username/password.
database server	A server in a local area network that maintains a database and performs searches for client computers.
Data Source Workbench	An application that, during the Installation Workbench process, copies all data sources that are defined in the installation plan from the Data Source Master and Table and Data Source Sizing tables in the Planner data source to the system-release number data source. It also updates the Data Source Plan detail record to reflect completion.
date pattern	A calendar that represents the beginning date for the fiscal year and the ending date for each period in that year in standard and 52-period accounting.

denominated-in currency	The company currency in which financial reports are based.
deployment artifacts	Artifacts that are needed for the deployment process, such as servers, ports, and such.
deployment server	A server that is used to install, maintain, and distribute software to one or more enterprise servers and client workstations.
detail information	Information that relates to individual lines in JD Edwards EnterpriseOne transactions (for example, voucher pay items and sales order detail lines).
direct connect	A transaction method in which a client application communicates interactively and directly with a server application. See also batch-of-one immediate and store-and-forward.
Do Not Translate (DNT)	A type of data source that must exist on the iSeries because of BLOB restrictions.
dual pricing	The process of providing prices for goods and services in two currencies.
duplicate published business services authorization records	Two published business services authorization records with the same user identification information and published business services identification information.
embedded application server instance	An OC4J instance started by and running wholly within JDeveloper.
edit code	A code that indicates how a specific value for a report or a form should appear or be formatted. The default edit codes that pertain to reporting require particular attention because they account for a substantial amount of information.
edit mode	A condition of a form that enables users to change data.
edit rule	A method used for formatting and validating user entries against a predefined rule or set of rules.
Electronic Data Interchange (EDI)	An interoperability model that enables paperless computer-to-computer exchange of business transactions between JD Edwards EnterpriseOne and third-party systems. Companies that use EDI must have translator software to convert data from the EDI standard format to the formats of their computer systems.
embedded event rule	An event rule that is specific to a particular table or application. Examples include form-to-form calls, hiding a field based on a processing option value, and calling a business function. Contrast with the business function event rule.
Employee Work Center	A central location for sending and receiving all JD Edwards EnterpriseOne messages (system and user generated), regardless of the originating application or user. Each user has a mailbox that contains workflow and other messages, including Active Messages.
enterprise server	A server that contains the database and the logic for JD Edwards EnterpriseOne.
Enterprise Service Bus (ESB)	Middleware infrastructure products or technologies based on web services standards that enable a service-oriented architecture using an event-driven and XML-based messaging framework (the bus).
EnterpriseOne administrator	An actor responsible for the EnterpriseOne administration system.
EnterpriseOne credentials	A user ID, password, environment, and role used to validate a user of EnterpriseOne.
EnterpriseOne object	A reusable piece of code that is used to build applications. Object types include tables, forms, business functions, data dictionary items, batch processes, business views, event rules, versions, data structures, and media objects.

EnterpriseOne development client	Historically called “fat client,” a collection of installed EnterpriseOne components required to develop EnterpriseOne artifacts, including the Microsoft Windows client and design tools.
EnterpriseOne extension	A JDeveloper component (plug-in) specific to EnterpriseOne. A JDeveloper wizard is a specific example of an extension.
EnterpriseOne process	A software process that enables JD Edwards EnterpriseOne clients and servers to handle processing requests and run transactions. A client runs one process, and servers can have multiple instances of a process. JD Edwards EnterpriseOne processes can also be dedicated to specific tasks (for example, workflow messages and data replication) to ensure that critical processes don’t have to wait if the server is particularly busy.
EnterpriseOne resource	Any EnterpriseOne table, metadata, business function, dictionary information, or other information restricted to authorized users.
Environment Workbench	An application that, during the Installation Workbench process, copies the environment information and Object Configuration Manager tables for each environment from the Planner data source to the system-release number data source. It also updates the Environment Plan detail record to reflect completion.
escalation monitor	A batch process that monitors pending requests or activities and restarts or forwards them to the next step or user after they have been inactive for a specified amount of time.
event rule	A logic statement that instructs the system to perform one or more operations based on an activity that can occur in a specific application, such as entering a form or exiting a field.
explicit transaction	Transaction used by a business service developer to explicitly control the type (auto or manual) and the scope of transaction boundaries within a business service.
exposed method or value object	Published business service source files or parts of published business service source files that are part of the published interface. These are part of the contract with the customer.
facility	An entity within a business for which you want to track costs. For example, a facility might be a warehouse location, job, project, work center, or branch/plant. A facility is sometimes referred to as a “business unit.”
fast path	A command prompt that enables the user to move quickly among menus and applications by using specific commands.
file server	A server that stores files to be accessed by other computers on the network. Unlike a disk server, which appears to the user as a remote disk drive, a file server is a sophisticated device that not only stores files, but also manages them and maintains order as network users request files and make changes to these files.
final mode	The report processing mode of a processing mode of a program that updates or creates data records.
foundation	A framework that must be accessible for execution of business services at runtime. This includes, but is not limited to, the Java Connector and JDBj.
FTP server	A server that responds to requests for files via file transfer protocol.
header information	Information at the beginning of a table or form. Header information is used to identify or provide control information for the group of records that follows.
HTTP Adapter	A generic set of services that are used to do the basic HTTP operations, such as GET, POST, PUT, DELETE, TRACE, HEAD, and OPTIONS with the provided URL.

instantiate	A Java term meaning “to create.” When a class is instantiated, a new instance is created.
integration developer	The user of the system who develops, runs, and debugs the EnterpriseOne business services. The integration developer uses the EnterpriseOne business services to develop these components.
integration point (IP)	The business logic in previous implementations of EnterpriseOne that exposes a document level interface. This type of logic used to be called XBPs. In EnterpriseOne 8.11, IPs are implemented in Web Services Gateway powered by webMethods.
integration server	A server that facilitates interaction between diverse operating systems and applications across internal and external networked computer systems.
integrity test	A process used to supplement a company’s internal balancing procedures by locating and reporting balancing problems and data inconsistencies.
interface table	See Z table.
internal method or value object	Business service source files or parts of business service source files that are not part of the published interface. These could be private or protected methods. These could be value objects not used in published methods.
interoperability model	A method for third-party systems to connect to or access JD Edwards EnterpriseOne.
in-your-face-error	In JD Edwards EnterpriseOne, a form-level property which, when enabled, causes the text of application errors to appear on the form.
IServer service	This internet server service resides on the web server and is used to speed up delivery of the Java class files from the database to the client.
jargon	An alternative data dictionary item description that JD Edwards EnterpriseOne appears based on the product code of the current object.
Java application server	A component-based server that resides in the middle-tier of a server-centric architecture. This server provides middleware services for security and state maintenance, along with data access and persistence.
JDBNET	A database driver that enables heterogeneous servers to access each other’s data.
JDEBASE Database Middleware	A JD Edwards EnterpriseOne proprietary database middleware package that provides platform-independent APIs, along with client-to-server access.
JDECallObject	An API used by business functions to invoke other business functions.
jde.ini	A JD Edwards EnterpriseOne file (or member for iSeries) that provides the runtime settings required for JD Edwards EnterpriseOne initialization. Specific versions of the file or member must reside on every machine running JD Edwards EnterpriseOne. This includes workstations and servers.
JDEIPC	Communications programming tools used by server code to regulate access to the same data in multiprocess environments, communicate and coordinate between processes, and create new processes.
jde.log	The main diagnostic log file of JD Edwards EnterpriseOne. This file is always located in the root directory on the primary drive and contains status and error messages from the startup and operation of JD Edwards EnterpriseOne.
JDENET	A JD Edwards EnterpriseOne proprietary communications middleware package. This package is a peer-to-peer, message-based, socket-based, multiprocess communications middleware solution. It handles client-to-server and server-to-server communications for all JD Edwards EnterpriseOne supported platforms.
JDeveloper Project	An artifact that JDeveloper uses to categorize and compile source files.

JDeveloper Workspace	An artifact that JDeveloper uses to organize project files. It contains one or more project files.
JMS Queue	A Java Messaging service queue used for point-to-point messaging.
listener service	A listener that listens for XML messages over HTTP.
local repository	A developer's local development environment that is used to store business service artifacts.
local standalone BPEL/ESB server	A standalone BPEL/ESB server that is not installed within an application server.
Location Workbench	An application that, during the Installation Workbench process, copies all locations that are defined in the installation plan from the Location Master table in the Planner data source to the system data source.
logic server	A server in a distributed network that provides the business logic for an application program. In a typical configuration, pristine objects are replicated on to the logic server from the central server. The logic server, in conjunction with workstations, actually performs the processing required when JD Edwards EnterpriseOne software runs.
MailMerge Workbench	An application that merges Microsoft Word 6.0 (or higher) word-processing documents with JD Edwards EnterpriseOne records to automatically print business documents. You can use MailMerge Workbench to print documents, such as form letters about verification of employment.
Manual Commit transaction	A database connection where all database operations delay writing to the database until a call to commit is made.
master business function (MBF)	An interactive master file that serves as a central location for adding, changing, and updating information in a database. Master business functions pass information between data entry forms and the appropriate tables. These master functions provide a common set of functions that contain all of the necessary default and editing rules for related programs. MBFs contain logic that ensures the integrity of adding, updating, and deleting information from databases.
master table	See published table.
matching document	A document associated with an original document to complete or change a transaction. For example, in JD Edwards EnterpriseOne Financial Management, a receipt is the matching document of an invoice, and a payment is the matching document of a voucher.
media storage object	Files that use one of the following naming conventions that are not organized into table format: Gxxx, xxxGT, or GTxxx.
message center	A central location for sending and receiving all JD Edwards EnterpriseOne messages (system and user generated), regardless of the originating application or user.
messaging adapter	An interoperability model that enables third-party systems to connect to JD Edwards EnterpriseOne to exchange information through the use of messaging queues.
messaging server	A server that handles messages that are sent for use by other programs using a messaging API. Messaging servers typically employ a middleware program to perform their functions.
Middle-Tier BPEL/ESB Server	A BPEL/ESB server that is installed within an application server.
Monitoring Application	An EnterpriseOne tool provided for an administrator to get statistical information for various EnterpriseOne servers, reset statistics, and set notifications.

named event rule (NER)	Encapsulated, reusable business logic created using event rules, rather than C programming. NERs are also called business function event rules. NERs can be reused in multiple places by multiple programs. This modularity lends itself to streamlining, reusability of code, and less work.
<i>nota fiscal</i>	In Brazil, a legal document that must accompany all commercial transactions for tax purposes and that must contain information required by tax regulations.
<i>nota fiscal factura</i>	In Brazil, a <i>nota fiscal</i> with invoice information. See also <i>nota fiscal</i> .
Object Configuration Manager (OCM)	In JD Edwards EnterpriseOne, the object request broker and control center for the runtime environment. OCM keeps track of the runtime locations for business functions, data, and batch applications. When one of these objects is called, OCM directs access to it using defaults and overrides for a given environment and user.
Object Librarian	A repository of all versions, applications, and business functions reusable in building applications. Object Librarian provides check-out and check-in capabilities for developers, and it controls the creation, modification, and use of JD Edwards EnterpriseOne objects. Object Librarian supports multiple environments (such as production and development) and enables objects to be easily moved from one environment to another.
Object Librarian merge	A process that blends any modifications to the Object Librarian in a previous release into the Object Librarian in a new release.
Open Data Access (ODA)	An interoperability model that enables you to use SQL statements to extract JD Edwards EnterpriseOne data for summarization and report generation.
Output Stream Access (OSA)	An interoperability model that enables you to set up an interface for JD Edwards EnterpriseOne to pass data to another software package, such as Microsoft Excel, for processing.
package	JD Edwards EnterpriseOne objects are installed to workstations in packages from the deployment server. A package can be compared to a bill of material or kit that indicates the necessary objects for that workstation and where on the deployment server the installation program can find them. It is point-in-time snapshot of the central objects on the deployment server.
package build	A software application that facilitates the deployment of software changes and new applications to existing users. Additionally, in JD Edwards EnterpriseOne, a package build can be a compiled version of the software. When you upgrade your version of the ERP software, for example, you are said to take a package build. Consider the following context: “Also, do not transfer business functions into the production path code until you are ready to deploy, because a global build of business functions done during a package build will automatically include the new functions.” The process of creating a package build is often referred to, as it is in this example, simply as “a package build.”
package location	The directory structure location for the package and its set of replicated objects. This is usually \\deployment server\release\path_code\package\package name. The subdirectories under this path are where the replicated objects for the package are placed. This is also referred to as where the package is built or stored.
Package Workbench	An application that, during the Installation Workbench process, transfers the package information tables from the Planner data source to the system-release number data source. It also updates the Package Plan detail record to reflect completion.
Pathcode Directory	The specific portion of the file system on the EnterpriseOne development client where EnterpriseOne development artifacts are stored.

patterns	General repeatable solutions to a commonly occurring problem in software design. For business service development, the focus is on the object relationships and interactions. For orchestrations, the focus is on the integration patterns (for example, synchronous and asynchronous request/response, publish, notify, and receive/reply).
planning family	A means of grouping end items whose similarity of design and manufacture facilitates being planned in aggregate.
preference profile	The ability to define default values for specified fields for a user-defined hierarchy of items, item groups, customers, and customer groups.
print server	The interface between a printer and a network that enables network clients to connect to the printer and send their print jobs to it. A print server can be a computer, separate hardware device, or even hardware that resides inside of the printer itself.
pristine environment	A JD Edwards EnterpriseOne environment used to test unaltered objects with JD Edwards EnterpriseOne demonstration data or for training classes. You must have this environment so that you can compare pristine objects that you modify.
processing option	A data structure that enables users to supply parameters that regulate the running of a batch program or report. For example, you can use processing options to specify default values for certain fields, to determine how information appears or is printed, to specify date ranges, to supply runtime values that regulate program execution, and so on.
production environment	A JD Edwards EnterpriseOne environment in which users operate EnterpriseOne software.
production-grade file server	A file server that has been quality assurance tested and commercialized and that is usually provided in conjunction with user support services.
Production Published Business Services Web Service	Published business services web service deployed to a production application server.
program temporary fix (PTF)	A representation of changes to JD Edwards EnterpriseOne software that your organization receives on magnetic tapes or disks.
project	In JD Edwards EnterpriseOne, a virtual container for objects being developed in Object Management Workbench.
promotion path	<p>The designated path for advancing objects or projects in a workflow. The following is the normal promotion cycle (path):</p> <p>11>21>26>28>38>01</p> <p>In this path, <i>11</i> equals new project pending review, <i>21</i> equals programming, <i>26</i> equals QA test/review, <i>28</i> equals QA test/review complete, <i>38</i> equals in production, <i>01</i> equals complete. During the normal project promotion cycle, developers check objects out of and into the development path code and then promote them to the prototype path code. The objects are then moved to the productions path code before declaring them complete.</p>
proxy server	A server that acts as a barrier between a workstation and the internet so that the enterprise can ensure security, administrative control, and caching service.
published business service	EnterpriseOne service level logic and interface. A classification of a published business service indicating the intention to be exposed to external (non-EnterpriseOne) systems.
published business service identification information	Information about a published business service used to determine relevant authorization records. Published business services + method name, published business services, or *ALL.

published business service web service	Published business services components packaged as J2EE Web Service (namely, a J2EE EAR file that contains business service classes, business service foundation, configuration files, and web service artifacts).
published table	Also called a master table, this is the central copy to be replicated to other machines. Residing on the publisher machine, the F98DRPUB table identifies all of the published tables and their associated publishers in the enterprise.
publisher	The server that is responsible for the published table. The F98DRPUB table identifies all of the published tables and their associated publishers in the enterprise.
pull replication	One of the JD Edwards EnterpriseOne methods for replicating data to individual workstations. Such machines are set up as pull subscribers using JD Edwards EnterpriseOne data replication tools. The only time that pull subscribers are notified of changes, updates, and deletions is when they request such information. The request is in the form of a message that is sent, usually at startup, from the pull subscriber to the server machine that stores the F98DRPCN table.
QBE	An abbreviation for query by example. In JD Edwards EnterpriseOne, the QBE line is the top line on a detail area that is used for filtering data.
real-time event	A message triggered from EnterpriseOne application logic that is intended for external systems to consume.
refresh	A function used to modify JD Edwards EnterpriseOne software, or subset of it, such as a table or business data, so that it functions at a new release or cumulative update level, such as B73.2 or B73.2.1.
replication server	A server that is responsible for replicating central objects to client machines.
Rt-Addressing	Unique data identifying a browser session that initiates the business services call request host/port user session.
rules	Mandatory guidelines that are not enforced by tooling, but must be followed in order to accomplish the desired results and to meet specified standards.
quote order	In JD Edwards Procurement and Subcontract Management, a request from a supplier for item and price information from which you can create a purchase order. In JD Edwards Sales Order Management, item and price information for a customer who has not yet committed to a sales order.
secure by default	A security model that assumes that a user does not have permission to execute an object unless there is a specific record indicating such permissions.
Secure Socket Layer (SSL)	A security protocol that provides communication privacy. SSL enables client and server applications to communicate in a way that is designed to prevent eavesdropping, tampering, and message forgery.
SEI implementation	A Java class that implements the methods that declare in a Service Endpoint Interface (SEI).
selection	Found on JD Edwards EnterpriseOne menus, a selection represents functions that you can access from a menu. To make a selection, type the associated number in the Selection field and press Enter.
serialize	The process of converting an object or data into a format for storage or transmission across a network connection link with the ability to reconstruct the original data or objects when needed.
Server Workbench	An application that, during the Installation Workbench process, copies the server configuration files from the Planner data source to the system-release number

	data source. The application also updates the Server Plan detail record to reflect completion.
Service Endpoint Interface (SEI)	A Java interface that declares the methods that a client can invoke on the service.
SOA	Abbreviation for Service Oriented Architecture.
soft coding	A coding technique that enables an administrator to manipulate site-specific variables that affect the execution of a given process.
source repository	A repository for HTTP adapter and listener service development environment artifacts.
spot rate	An exchange rate entered at the transaction level. This rate overrides the exchange rate that is set up between two currencies.
Specification merge	A merge that comprises three merges: Object Librarian merge, Versions List merge, and Central Objects merge. The merges blend customer modifications with data that accompanies a new release.
specification	A complete description of a JD Edwards EnterpriseOne object. Each object has its own specification, or name, which is used to build applications.
Specification Table Merge Workbench	An application that, during the Installation Workbench process, runs the batch applications that update the specification tables.
SSL Certificate	A special message signed by a certificate authority that contains the name of a user and that user's public key in such a way that anyone can "verify" that the message was signed by no one other than the certification authority and thereby develop trust in the user's public key.
store-and-forward	The mode of processing that enables users who are disconnected from a server to enter transactions and then later connect to the server to upload those transactions.
subscriber table	Table F98DRSUB, which is stored on the publisher server with the F98DRPUB table and identifies all of the subscriber machines for each published table.
superclass	An inheritance concept of the Java language where a class is an instance of something, but is also more specific. "Tree" might be the superclass of "Oak" and "Elm," for example.
supplemental data	Any type of information that is not maintained in a master file. Supplemental data is usually additional information about employees, applicants, requisitions, and jobs (such as an employee's job skills, degrees, or foreign languages spoken). You can track virtually any type of information that your organization needs. For example, in addition to the data in the standard master tables (the Address Book Master, Customer Master, and Supplier Master tables), you can maintain other kinds of data in separate, generic databases. These generic databases enable a standard approach to entering and maintaining supplemental data across JD Edwards EnterpriseOne systems.
table access management (TAM)	The JD Edwards EnterpriseOne component that handles the storage and retrieval of use-defined data. TAM stores information, such as data dictionary definitions; application and report specifications; event rules; table definitions; business function input parameters and library information; and data structure definitions for running applications, reports, and business functions.
Table Conversion Workbench	An interoperability model that enables the exchange of information between JD Edwards EnterpriseOne and third-party systems using non-JD Edwards EnterpriseOne tables.

table conversion	An interoperability model that enables the exchange of information between JD Edwards EnterpriseOne and third-party systems using non-JD Edwards EnterpriseOne tables.
table event rules	Logic that is attached to database triggers that runs whenever the action specified by the trigger occurs against the table. Although JD Edwards EnterpriseOne enables event rules to be attached to application events, this functionality is application specific. Table event rules provide embedded logic at the table level.
terminal server	A server that enables terminals, microcomputers, and other devices to connect to a network or host computer or to devices attached to that particular computer.
three-tier processing	The task of entering, reviewing and approving, and posting batches of transactions in JD Edwards EnterpriseOne.
three-way voucher match	In JD Edwards Procurement and Subcontract Management, the process of comparing receipt information to supplier's invoices to create vouchers. In a three-way match, you use the receipt records to create vouchers.
transaction processing (TP) monitor	A monitor that controls data transfer between local and remote terminals and the applications that originated them. TP monitors also protect data integrity in the distributed environment and may include programs that validate data and format terminal screens.
transaction processing method	A method related to the management of a manual commit transaction boundary (for example, start, commit, rollback, and cancel).
transaction set	An electronic business transaction (electronic data interchange standard document) made up of segments.
trigger	One of several events specific to data dictionary items. You can attach logic to a data dictionary item that the system processes automatically when the event occurs.
triggering event	A specific workflow event that requires special action or has defined consequences or resulting actions.
two-way authentication	An authentication mechanism in which both client and server authenticate themselves by providing the SSL certificates to each other.
two-way voucher match	In JD Edwards Procurement and Subcontract Management, the process of comparing purchase order detail lines to the suppliers' invoices to create vouchers. You do not record receipt information.
user identification information	User ID, role, or *public.
User Overrides merge	Adds new user override records into a customer's user override table.
value object	A specific type of source file that holds input or output data, much like a data structure passes data. Value objects can be exposed (used in a published business service) or internal, and input or output. They are comprised of simple and complex elements and accessories to those elements.
variance	In JD Edwards Capital Asset Management, the difference between revenue generated by a piece of equipment and costs incurred by the equipment. In JD Edwards EnterpriseOne Project Costing and JD Edwards EnterpriseOne Manufacturing, the difference between two methods of costing the same item (for example, the difference between the frozen standard cost and the current cost is an engineering variance). Frozen standard costs come from the Cost Components table, and the current costs are calculated using the current bill of material, routing, and overhead rates.

versioning a published business service	Adding additional functionality/interfaces to the published business services without modifying the existing functionality/interfaces.
Version List merge	The Versions List merge preserves any non-XJDE and non-ZJDE version specifications for objects that are valid in the new release, as well as their processing options data.
visual assist	Forms that can be invoked from a control via a trigger to assist the user in determining what data belongs in the control.
vocabulary override	An alternate description for a data dictionary item that appears on a specific JD Edwards EnterpriseOne form or report.
wchar_t	An internal type of a wide character. It is used for writing portable programs for international markets.
web application server	A web server that enables web applications to exchange data with the back-end systems and databases used in eBusiness transactions.
web server	A server that sends information as requested by a browser, using the TCP/IP set of protocols. A web server can do more than just coordination of requests from browsers; it can do anything a normal server can do, such as house applications or data. Any computer can be turned into a web server by installing server software and connecting the machine to the internet.
Web Service Description Language (WSDL)	An XML format for describing network services.
Web Service Inspection Language (WSIL)	An XML format for assisting in the inspection of a site for available services and a set of rules for how inspection-related information should be made.
web service proxy foundation	Foundation classes for web service proxy that must be included in a business service server artifact for web service consumption on WAS.
web service softcoding record	An XML document that contains values that are used to configure a web service proxy. This document identifies the endpoint and conditionally includes security information.
web service softcoding template	An XML document that provides the structure for a soft coded record.
Where clause	The portion of a database operation that specifies which records the database operation will affect.
Windows terminal server	A multiuser server that enables terminals and minimally configured computers to display Windows applications even if they are not capable of running Windows software themselves. All client processing is performed centrally at the Windows terminal server and only display, keystroke, and mouse commands are transmitted over the network to the client terminal device.
wizard	A type of JDeveloper extension used to walk the user through a series of steps.
workbench	A program that enables users to access a group of related programs from a single entry point. Typically, the programs that you access from a workbench are used to complete a large business process. For example, you use the JD Edwards EnterpriseOne Payroll Cycle Workbench (P07210) to access all of the programs that the system uses to process payroll, print payments, create payroll reports, create journal entries, and update payroll history. Examples of JD Edwards EnterpriseOne workbenches include Service Management Workbench (P90CD020), Line Scheduling Workbench (P3153), Planning Workbench (P13700), Auditor's Workbench (P09E115), and Payroll Cycle Workbench.
work day calendar	In JD Edwards EnterpriseOne Manufacturing, a calendar that is used in planning functions that consecutively lists only working days so that component and work order scheduling can be done based on the actual number of work days available. A work

day calendar is sometimes referred to as planning calendar, manufacturing calendar, or shop floor calendar.

workflow	The automation of a business process, in whole or in part, during which documents, information, or tasks are passed from one participant to another for action, according to a set of procedural rules.
workgroup server	A server that usually contains subsets of data replicated from a master network server. A workgroup server does not perform application or batch processing.
XAPI events	A service that uses system calls to capture JD Edwards EnterpriseOne transactions as they occur and then calls third-party software, end users, and other JD Edwards EnterpriseOne systems that have requested notification when the specified transactions occur to return a response.
XML CallObject	An interoperability capability that enables you to call business functions.
XML Dispatch	An interoperability capability that provides a single point of entry for all XML documents coming into JD Edwards EnterpriseOne for responses.
XML List	An interoperability capability that enables you to request and receive JD Edwards EnterpriseOne database information in chunks.
XML Service	An interoperability capability that enables you to request events from one JD Edwards EnterpriseOne system and receive a response from another JD Edwards EnterpriseOne system.
XML Transaction	An interoperability capability that enables you to use a predefined transaction type to send information to or request information from JD Edwards EnterpriseOne. XML transaction uses interface table functionality.
XML Transaction Service (XTS)	Transforms an XML document that is not in the JD Edwards EnterpriseOne format into an XML document that can be processed by JD Edwards EnterpriseOne. XTS then transforms the response back to the request originator XML format.
Z event	A service that uses interface table functionality to capture JD Edwards EnterpriseOne transactions and provide notification to third-party software, end users, and other JD Edwards EnterpriseOne systems that have requested to be notified when certain transactions occur.
Z table	A working table where non-JD Edwards EnterpriseOne information can be stored and then processed into JD Edwards EnterpriseOne. Z tables also can be used to retrieve JD Edwards EnterpriseOne data. Z tables are also known as interface tables.
Z transaction	Third-party data that is properly formatted in interface tables for updating to the JD Edwards EnterpriseOne database.

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