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JD Edwards EnterpriseOne Canadian Payroll Year-End Processing for 2010 Guide

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JD Edwards EnterpriseOne Canadian Payroll Year-End Processing for 2010 Guide
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Contents

Chapter 8

Appendix A

Appendix B

Appendix C

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 9.0 Implementation Guide.

Customers must conform to the supported platforms for the release as detailed in the JD Edwards EnterpriseOne minimum technical requirements. In addition, JD Edwards EnterpriseOne may integrate, interface, or work in conjunction with other Oracle products. Refer to the cross-reference material in the Program Documentation at http://oracle.com/contracts/index.html for Program prerequisites and version cross-reference documents to assure compatibility of various Oracle products.

See Also

JD Edwards EnterpriseOne Human Capital Management Application Fundamentals 9.0 Implementation Guide

JD Edwards EnterpriseOne Canadian Payroll 9.0 Implementation Guide

PeopleBooks and the PeopleSoft Online Library

A companion PeopleBook called *PeopleBooks and the PeopleSoft Online Library* contains general information, including:

- Understanding the PeopleSoft online library and related documentation.
- How to send PeopleSoft documentation comments and suggestions to Oracle.
- How to access hosted PeopleBooks, downloadable HTML PeopleBooks, and downloadable PDF PeopleBooks as well as documentation updates.
- Understanding PeopleBook structure.
- Typographical conventions and visual cues used in PeopleBooks.
- ISO country codes and currency codes.
- PeopleBooks that are common across multiple applications.
- Common elements used in PeopleBooks.
- Navigating the PeopleBooks interface and searching the PeopleSoft online library.
- Displaying and printing screen shots and graphics in PeopleBooks.
- How to manage the locally installed PeopleSoft online library, including web site folders.
- Understanding documentation integration and how to integrate customized documentation into the library.
- Application abbreviations found in application fields.

You can find *PeopleBooks and the PeopleSoft Online Library* in the online PeopleBooks Library for your PeopleTools release.

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 8.98 Software Update Guide.*

To update the year-end programs for the 2010 changes, you must perform these steps:

Step	***Reference***
Install the year-end update.	See the installation documentation that accompanied the year-end software update, or contact technical Upgrade Object Management (UOM) support for technical support and instructions about installing the current-year update.
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. **Important!** From 2009 onwards, XPI and WSG are no longer required to generate XML files. You do not need to complete this step. The documentation in this implementation guide refers to the new process for creating XML files.	JD Edwards EnterpriseOne Canadian Payroll Year-End Processing for 2010, Understanding Payroll Year-End Processing

Chapter 2

Understanding Payroll Year-End Processing

This chapter discusses:

- Supported year-end tax forms.
- Release levels.
- Changes for year-end processing in 2010.
- Year-end processing features.
- System tables.
- 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.
- 8.11, Tools 8.94.
- 8.11 SP1, Tools 8.96.
- 8.12, Tools 8.96.
- 9.0, Tools 8.96.

Note. The tools releases listed above are a minimum release levels for the associated application releases.

Changes for Year-End Processing in 2010

The software supports these changes:

- The footnote code functionality has been made obsolete. For filing the taxes for year 2009 and before, the footnote code text will print in the other information boxes on the T4A form.
- The existing boxes on T4A have been prefixed with a 0 to meet the three digit naming convention for boxes. All new boxes are named accordingly.
- Various new boxes for other information included on the T4A form.
- New boxes 66, 67, 68, 69, and 86 reported on the T4 form.

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. 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.

- Filing Year-End Information

  You can submit the year-end payroll filing information in XML by running the magnetic media table conversion programs. The magnetic media table conversion programs convert the information in the table into XML, thus eliminating the need for flat file conversion.

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: • 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.
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.

Table	*Usage*
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.

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 history 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. Generate XML files to submit 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 2010 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 Chapter 5, "Verifying Payroll History Integrity," page 25.

- 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 13.

- 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.

  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 46.

- Verify the integrity of the year-end tables.

  See Chapter 8, "Reporting Year-End Information," Reviewing Workfile Integrity Reports, page 58.

- Enter adjustments.

  See Chapter 7, "Processing Year-End Information," Entering Adjustments to Year-End Forms, page 51.

- Print year-end forms.

  See Chapter 8, "Reporting Year-End Information," Printing Year-End Forms, page 60.

- Generate year-end information in XML format.

  See Chapter 8, "Reporting Year-End Information," Creating Magnetic Media, page 66.

- Archive the year-end information.

  See Chapter 8, "Reporting Year-End Information," Creating Magnetic Media, page 66.

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.

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).

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.

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

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 95.

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.

Form Name	FormID	Navigation	Usage
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: • Set up or review Case Code O codes in user-defined code (UDC) table 77/RC. • 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:

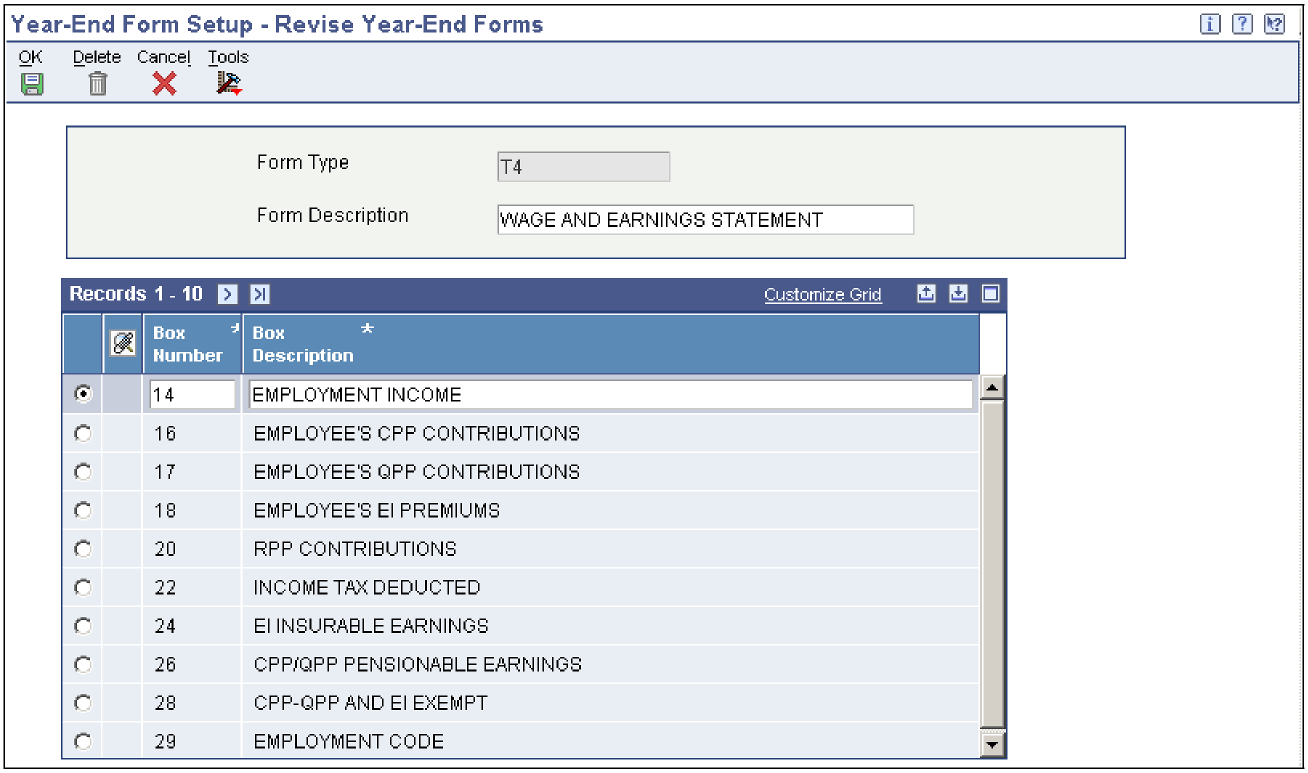
Batch Program	Table Updated	Change Made
Canadian Year-End Print Table (F77101) Update (R77101S)	Canadian Year-End Print (F77101)	Adds any new reports to the reports model.
Canadian Year-End Form Setup (F77180) Update (R77180S)	Canadian Year-End Form Setup (F77180)	Adds any new form boxes due to legislative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

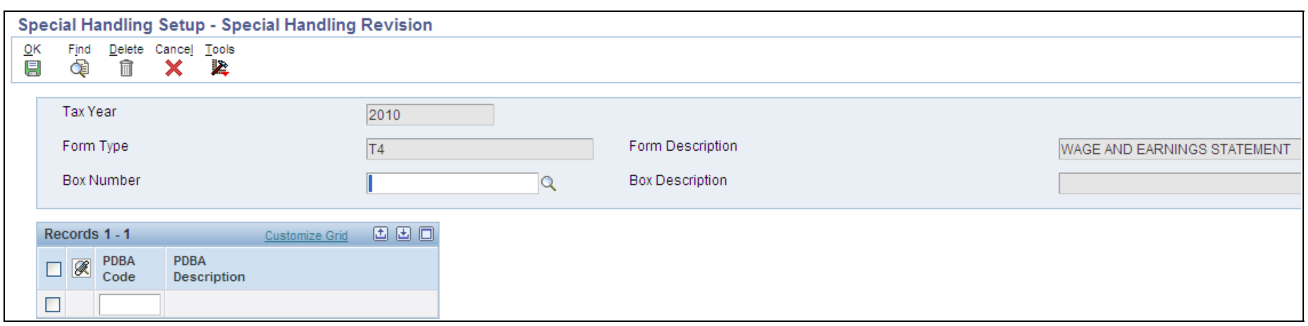
Access the Revise Year-End Forms form.



Revise Year-End Forms form

Setting Up Special Handling

Access the Special Handling Revision form.



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.

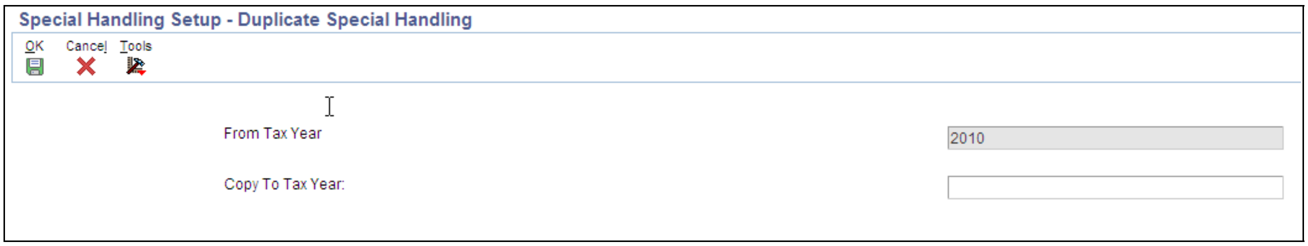
Case Code O

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.

Copying Special Handling Codes

Access the Duplicate Special Handling form.



Duplicate Special Handling form

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 PDBA 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.

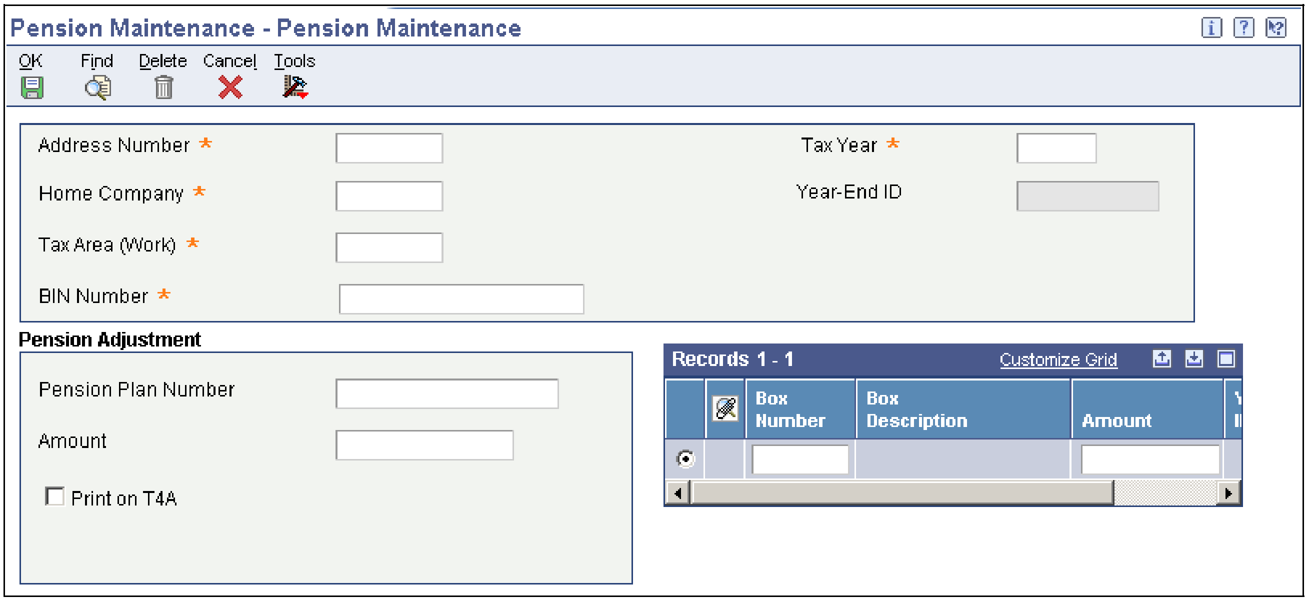
3. Print On T4A Form
Specify the form on which to print pension adjustment information. Values are:

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.



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 034 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 034 and 036 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 034 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	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. The system maintains historical balances for the calendar month year in the Calendar Month DBA Summary History table (F06145).

Rollover Program	***Description***
Payroll month rollover	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. The system maintains historical balances for the standard year in the Employee Transaction History Summary table (F06146).

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, 2010	December 31, 2010	After this payroll	After this payroll
December 31, 2010	January 04, 2011	After this payroll	Before this payroll
January 04, 2011 with work dates in 2010 and 2011	January 04, 2011	After this payroll	Before this payroll
January 11, 2011 with no work dates in 2010	January 11, 2011	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 9.0 Implementation Guide, Setting Up Rollover Information for DBAs.*

- Create backups of the Employee Transaction History Summary (F06146)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 PDBA Rollover	W07390B	Year End Processing (G07BTAX), Year-End Rollover	Roll over the PDBAs.

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

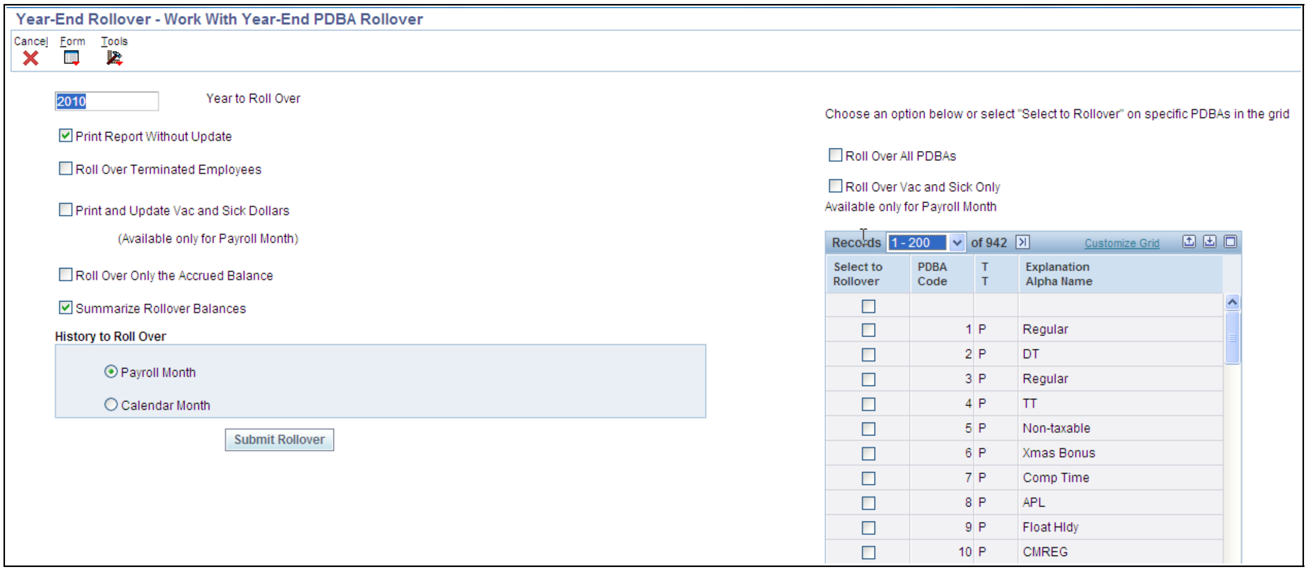
Specify the PDBA code that the system uses to store lost vacation time. Lost vacation time occurs when the amount of vacation time available to roll over exceeds the rollover limit. For the Payroll Month Rollover program, lost vacation hours are stored in the Employee Transaction History Summary table. 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 PDBA code for this option, lost vacation time is not stored.

4. Lost Sick DBA Code

Specify the PDBA 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 PDBA code in this option, the system does not store lost sick time.

Rolling Over PDBAs

Access the Work With Year-End PDBA Rollover form.



Work With Year-End PDBA Rollover 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 2010. If you enter a two-digit year such as 10, 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

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	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.

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.

Print

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.

Note. Enter the year using four digits (for example: 2010).

2. Enter Month for Audit Report

Specify the specific month for which the report should audit history information.

Note. Enter the month using two numeric digits (for example: January = 01).

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.

Note. If you leave this processing option blank, the system audits all companies.

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	A difference exists between the Social Insurance Number in the Employee Master Information table and the Social Insurance Number in the Tax History table. Verify that the Social Insurance Number is correct when you access the Address Book from the Employee Information program (P0801).
0110 - Tax area not in F069016	The tax area code on the record does not exist in the Payroll Tax Area Profile table (F069016). Add the tax area.
0111 - Tax ID not found in F069086	The corporate tax ID in the record does not exist in the Payroll Corporate Tax Identification table (F069086). Add the corporate tax ID using the Corporate Tax Ids program (P059081A).
0112 - Tax ID doesn't match the F069086	The corporate tax ID in the record does not match the corporate tax ID in the Payroll Corporate Tax Identification table (F069086). 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.
0119 - CPP/QPP wages exceeding the annual limit	The CPP/QPP wages in the record exceed the annual limit for CPP/QPP wages. Run an adjusting interim payroll with a tax override.
0120 – CPP/QPP contributions exceeding annual max	The CPP/QPP contributions in the record exceed the annual maximum for CPP/QPP contributions. 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. 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.

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 *H* 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 8.98 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.

Form Name	FormID	Navigation	Usage
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, 2010). 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.

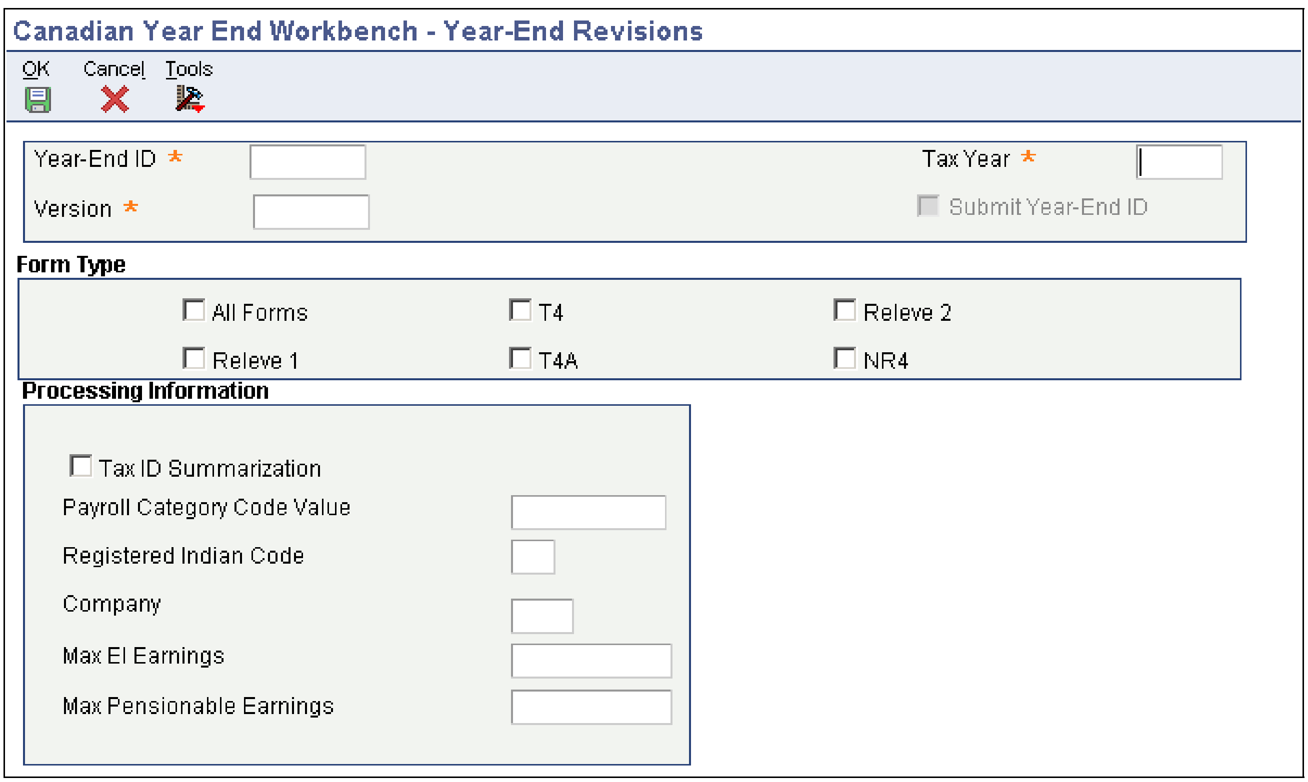
Form Name	***FormID***	***Navigation***	***Usage***
Report Setup	W77101E	On the Work With Canadian Year-End Workbench form, select the row that contains the year-end ID for which you are setting up reports, and then select Print Setup from the Row menu.	Set up the year-end reports, forms, and magnetic 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.
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, 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.

Form Name	FormID	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.	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.
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.

Form Name	FormID	Navigation	Usage
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 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 PDBA.

Creating and Submitting a Year-End ID

Access the Year-End Revisions form.



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. These fields are available when you select NR4 in the workbench.

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	Enter the category code that you use to identify employment codes in the Payroll system. Valid category codes in the PeopleSoft system are P001 through P020. 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. This code prints in Box 29 on the T4 form.
Registered Indian Code	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.
Company	If you complete the Company field, the year-end ID processes information only for employees in the company that you specify.
Max EI Earnings	Specify the maximum EI insurable earnings for T4 and Relevé 1 forms.
Max Pensionable Earnings	Specify the maximum pensionable earnings.
Recipient Type	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.

Income Code 1

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.

Currency Code 1

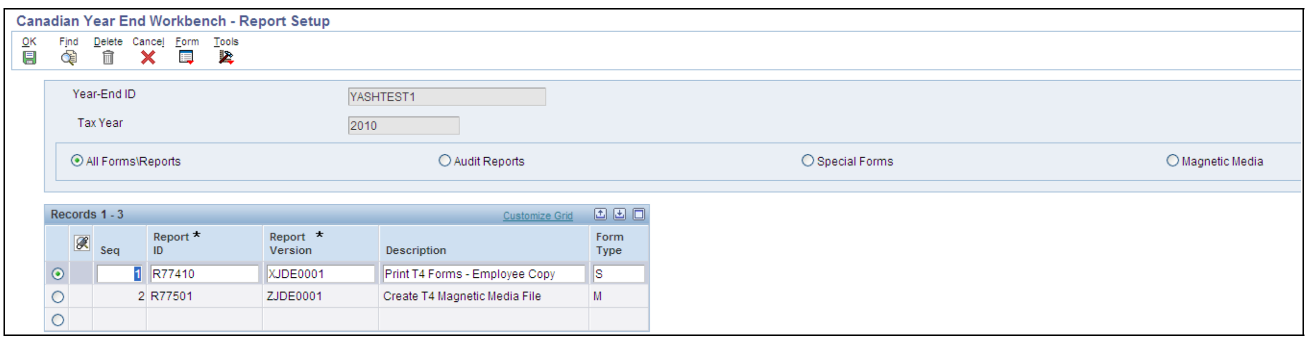
Enter the currency code of the amount of gross income reported in box 16 or 26 and the amount of tax withheld reported in box 17 or 27. Income should be reported in Canadian funds if possible. However, if you cannot convert gross income and tax withheld, the Canada Revenue Agency converts both amounts 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 CCRAand are defined in UDC 77/CU.

Exemption Code 1

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.

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

Access the Report Setup form.



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 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 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.

Form Name	***FormID***	***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. In addition, use this form to delete the cancelled forms based on 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. In addition, use this form to delete the cancelled forms based on form type.
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.
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.

Form Name	**FormID**	**Navigation**	**Usage**
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 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 Case Code O Codes as Adjustments

Access the Display Relevé 1 Information form.

To add Case Code O codes as adjustments:

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

Note. If Case Code O code does not already exist, you can add one in the detail area of the Display Relevé 1 Information form before continuing with the remaining steps. To add a 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.

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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 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 XML files.
- 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 XML files.

Understanding the Submission of Year-End Reports, Forms, and XML Files

You must use the Canadian Year-End Workbench to print workfile reports and year-end forms and to generate XML files that are submitted electronically. You set up reports, forms, and XML processing on the same form. When you submit year-end reports, you can specify which reports, forms, or XML files you want to submit.

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

Note. You must submit XML files separately from reports and forms.

Generating XML Files

You must submit year-end information to the Canada Revenue Agency (CRA) and to the Ministère du Revenue du Québec in XML format. Due to several drawbacks in terms of usability and deployment of webMethods, the process for generating XML files for government submission changed in 2008, and no longer requires the use of additional integration technology services. These have been replaced by some internal business functions that automatically generate the XML files during the year-end process. The use of webMethods, Web Services Gateway, XPI, or other integration technologies are no longer required for XML file generation.

However, JD Edwards EnterpriseOne tools release 8.96 or higher is required for the new XML generation process.

To generate XML files for year-end reporting, you must:

- Build the year-end workfile.
- Set up an export folder to hold the XML files.
- Enter the path of the export folder in the processing options of the XML table conversion programs.
- Submit magnetic media from the year-end workbench.

The magnetic media programs create files containing the appropriate year-end data in XML format. You copy the XML files to electronic media and submit them to the CRA or Ministère du Revenue du Québec. The magnetic media programs also create audit reports that enable you to verify the magnetic media submission.

You use the Reports Setup to select the magnetic media programs that you want to run. Each magnetic media program calls a related table conversion program, which creates the XML file, and stores the file in the location that you specify in the processing options. For example, to create the XML file for T4 forms, you must complete these steps:

1. Create an export folder to store the XML files.
2. In the processing options of the R89772001X table conversion program, you must specify the file path and name for the XML file.

   This is location of the export folder.
3. Verify that the version of the R89772001X that contains the correct file path name is included in the processing options of the Create T4 Magnetic Media File and Audit Report (R77501).
4. Using the reports setup function for your year-end ID, select your version of R77501.
5. Submit magnetic media.

After setting up magnetic media programs, you submit magnetic media from the year-end workbench. When you submit the magnetic media programs, the system automatically generates XML files in the export folder that you set up. You then copy these files to electronic media and submit them to the appropriate government agency. If you reprocess magnetic media, the system overwrites any existing files in the export folder.

These magnetic media programs, and their associated table conversion programs, are available for XML file generation:

Magnetic Media Program	***Table Conversion Program***
R77501 (Create T4 Magnetic Media File and Audit Report)	R89772001X
R77502 (Create Relevé 1 Magnetic Media File and Audit Report)	R89772003X
R77503 (Create T4A Magnetic Media File and Audit Report)	R89772002X

Magnetic Media Program	***Table Conversion Program***
R77504 (Create Relevé 2 Magnetic Media File and Audit Report)	R89772006X
R77505 (Create NR4 Magnetic Media File and Audit Report)	R89772005X

Prerequisite

Create an export folder and set up the reports, forms, and XML processing programs. XML processing programs include the magnetic media programs and their associated table conversion programs.

See Chapter 7, "Processing Year-End Information," Setting Up Year-End Reports, Forms, and Magnetic Media, page 48.

Forms Used to Submit Year-End Reports, Forms, and XML Files

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 XML files.
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 XML files.

Submitting Year-End Reports, Forms, and XML Files

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

To submit year-end reports, forms, and generate XML files:

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.

   ---

5. Review the reports or files.

   If you submit magnetic media programs, the XML file is created in the export folder that you specify in the processing options of the associated magnetic media table conversion program.

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.
0116 - WF Total value less than zero	The year-end tables include a negative total for a specific box. 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. **Note.** If a total includes an adjusted field, the system prints an asterisk (*) before the error.
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 - 200 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 other information boxes on each T4A form and if the number of other information boxes exceeds twelve, it prints those on the subsequent T4A forms. The first T4A form includes the employee information, fixed box amounts, and the first twelve other information box amounts. However, the subsequent T4A forms will print only the additional other information box amounts along with the employee information.

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.

Form Name	**FormID**	**Navigation**	**Usage**
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.
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.

Form Name	FormID	Navigation	Usage
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 – XFLAT Format table conversion program (R89772001X).
- Set processing options for Create Relevé 1 Magnetic Media table conversion program (R89772002X).
- Set processing options for Create T4A Magnetic Media Table – XFLAT Format table conversion program (R89772003X).
- Set processing options for Create NR4 Magnetic Media – XFLAT Format table conversion program (R89772005X).

- Set processing options for Create Relevé 2 Magnetic Media table conversion program (R89772006X).
-

See Also

JD Edwards EnterpriseOne 8.98 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 Revenue du Québec accept XML files on diskette, CD-ROM, or DVD-ROM.

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 use the Reports Setup form, which you access from the Canadian Year End Workbench, to set up these programs.

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

- Create T4 Magnetic Media Table – XFLAT Format table conversion program (R89772001X).
- Create Relevé 1 Magnetic Media table conversion program (R89772002X).
- Create T4A Magnetic Media Table – XFLAT Format table conversion program (R89772003X).

- Create NR4 Magnetic Media – XFLAT Format table conversion program (R89772005X).
- Create Relevé 2 Magnetic Media table conversion program (R89772006X).

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

Table Conversion Program	***Recommended XML File Name***
Create T4 Magnetic Media Table – XFLAT Format table conversion program (R89772001X)	T4.xml
Create Relevé 1 Magnetic Media table conversion program (R89772002X)	Relevé1.xml
Create T4A Magnetic Media Table – XFLAT Format table conversion program (R89772003X)	T4A.xml
Create NR4 Magnetic Media – XFLAT Format table conversion program (R89772005X)	NR4.xml
Create Relevé 2 Magnetic Media table conversion program (R89772006X)	Relevé2.xml

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 files 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).

XML File Location

Before you can process magnetic media programs to generate XML files, you must create an export folder on your system. Then you must enter the location of the export folder, along with the XML file name that you want to generate, in the processing options of the magnetic media table conversion programs.

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. If you leave these processing options blank, the magnetic media programs will not produce any output.

If you rerun magnetic media programs, the system deletes and regenerates the XML files. Therefore, if you are processing multiple year-end IDs, you should move or rename the XML files that you generate before processing magnetic media programs for subsequent year-end IDs.

Relevé 1 and Relevé 2 Forms

You must print Relevé 1 and Relevé 2 forms before you can create XML files 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

Under specific circumstances, the system can miscount 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, the system does not create a summary record 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 they 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.

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 Table – XFLAT Format (R89772001X)

You use processing options to specify information about how the program processes data.

Defaults

1. XML File Path with File Name	Specify the location of the export folder, along with the name of the XML file that you want to generate. If you do not include the file name, the system does not generate the XML file.

Workfile

1. Data Type Code

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

O: Original data.

A: Amended data.

C: Cancelled data.

This processing option is required.

2. Transmitter Number

Specify the magnetic media transmitter number that the CRA assigned to you. The number must follow the format MMyyyyyy, where the characters yyyyyy are numeric characters. This processing option is required.

3. Language

Specify the official language of your preference. Values are:

E: English

F: French

This processing option is required.

4. Submission Reference Identification

Specify the unique number that is created by the transmitter to identify each submission they file with CRA.

This processing option is required.

Contact

1. Technical Contact Name Omit titles such as Mr., Mrs., etc.

Specify the name of the person to contact for technical questions on magnetic media submission. This processing option is required.

2. Technical Contact Phone Format: 999-999-9999

Specify the phone number of the person to contact for technical questions on magnetic media submission. Enter the phone number in the format: 999-999-9999. This processing option is required.

3. Technical Contact Phone Extension Format: 9999

Specify the phone extension of the person to contact for technical questions on 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

Specify the e-mail address of the person to contact for technical questions on magnetic media submission. This processing option is required.

5. Accounting Contact Name Omit titles such as Mr., Mrs., etc.

Specify the name of the person to contact for accounting questions on magnetic media submission. This processing option is required.

6. Accounting Contact Phone Format: 999-999-9999

Specify the phone number of the person to contact for accounting questions on magnetic media submission. Enter the phone number in the format: 999-999-9999. This processing option is required.

7. Accounting Contact Phone Extension Format: 9999

Specify the phone extension of the person to contact for accounting questions on 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.

Company

1. Social Insurance Number for Proprietor #1

Specify the social insurance number of the primary proprietor or principal owner if the employer is a Canadian-controlled private corporation or is unincorporated. Otherwise, enter nine zeros in this field.

2. Social Insurance Number for Proprietor #2

Specify the social insurance number of the secondary proprietor or second owner if the employer is a Canadian-controlled private corporation or is unincorporated. Otherwise, enter nine 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 for which you are submitting year-end forms on this magnetic medium. This processing option is required.

5. Federal Youth Hires Program Indicator

Specify whether the company 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)

You use processing options to specify information about how the program processes data.

Defaults

1. XML File Path with File Name

Specify the location of the export folder, along with the name of the XML file that you want to generate. If you do not include the file name, the system does not generate the XML file.

Workfile

1. Transmitter Number

Specify the magnetic media transmitter number that the CRA assigned to you. The number must follow the format MMyyyyyy, where the characters yyyyyy are numeric characters. This processing option is required.

2. Type Of Package

Specify the type of file to be stored on the magnetic medium produced by the 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.

This processing option is required.

3. Source of RL Slips

Specify the source of the Relevé slips 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 the above.

This processing option is required.

4. Transmitting Company Address Number

Specify the address book number of the transmitting company. The address book number you enter here is used to retrieve the name and address of the company. This processing option is required.

Technical

1. Computer Resource Name

Specify the last and first name of the person to contact with technical questions on magnetic media submission. This procession option is required.

2. Computer Resource Phone Number

Specify the phone number of the person to contact with technical questions on magnetic media submission. Enter the phone number in the format: 999-999-9999. This processing option is required.

3. Computer Resource Phone Extension

Specify the phone extension of the person to contact with technical questions on magnetic media submission. Enter the phone number in the format: 999-999-9999. This processing option is required.

4. Computer Resource Language

Specify the official language of the technical contact person. Values are:

A: English

F: French

This processing option is required.

Accounting

1. Accounting Contact Name	Specify the last and first name of the person to contact with accounting questions on your magnetic media submission. This processing option is required.
2. Accounting Contact Phone Format: 999-999-9999	Specify the phone number of the person to contact with accounting questions on your magnetic media submission. Enter the phone number in the format: 999-999-9999. This processing option is required.
3. Accounting Contact Phone Extension Format: 9999 (4-digit number)	Specify the phone extension of the person to contact with accounting questions on your magnetic media submission. Enter the extension in the format: 9999. 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 T4A Magnetic Media Table – XFLAT Format (R89772003X)

You use processing options to specify information about how the program processes data.

Defaults

1. XML File Path with File Name	Specify the location of the export folder, along with the name of the XML file that you want to generate. If you do not include the file name, the system does not generate the XML file.

Workfile

1. Data Type Code	Specify the type of data to be stored on the magnetic medium produced by the program. Values are: *O:* Original data. *A:* Amended data. *C:* Cancelled data. This processing option is required.
2. Transmitter Number	Specify the magnetic media transmitter number that the CRA assigned to you. The number must follow the format MMyyyyyy, where the characters yyyyyy are numeric characters. This processing option is required.

3. Language	Specify the official language of your preference. Values are: *E:* English. *F:* French. This processing option is required.
4. Submission Reference Identification	Specify the unique number that is created by the transmitter to identify each submission they file with CRA. This processing option is required.

Contact

1. Technical Contact Name Omit titles such as Mr., Mrs., etc.	Specify the name of the person to contact for technical questions on magnetic media submission. This processing option is required.
2. Technical Contact Phone Format: 999-999-9999	Specify the phone number of the person to contact for technical questions on magnetic media submission. Enter the phone number in the format: 999-999-9999. This processing option is required.
3. Technical Contact Phone Extension Format: 9999	Specify the phone extension of the person to contact for technical questions on 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	Specify the e-mail address of the person to contact for technical questions on magnetic media submission. This processing option is required.
5. Accounting Contact Name Omit titles such as Mr., Mrs., etc.	Specify the name of the person to contact for accounting questions on magnetic media submission. This processing option is required.
6. Accounting Contact Phone Format: 999-999-9999	Specify the phone number of the person to contact for accounting questions on magnetic media submission. Enter the phone number in the format: 999-999-9999. This processing option is required.
7. Accounting Contact Phone Extension Format: 9999	Specify the phone extension of the person to contact for accounting questions on 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.

Company

1. Social Insurance Number for Proprietor #1	Specify the social insurance number of the primary proprietor or principal owner if the employer is a Canadian-controlled private corporation or is unincorporated. Otherwise, enter nine zeros in this field.

2. Social Insurance Number for Proprietor #2

Specify the social insurance number of the secondary proprietor or second owner if the employer is a Canadian-controlled private corporation or is unincorporated. Otherwise, enter nine 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 for which you are submitting year-end forms on this magnetic medium. This processing option is required.

5. Federal Youth Hires Program Indicator

Specify whether the company 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 NR4 Magnetic Media – XFLAT Format (R89772005X)

You use processing options to specify information about how the program processes data.

Defaults

1. XML File Path with File Name

Specify the location of the export folder, along with the name of the XML file that you want to generate. If you do not include the file name, the system does not generate the XML file.

Workfile

1. Data Type Code

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

O: Original data.

A: Amended data.

C: Cancelled data.

This processing option is required.

2. Transmitter Number

Specify the magnetic media transmitter number that the CRA assigned to you. The number must follow the format MMyyyyyy, where the characters yyyyyy are numeric characters. This processing option is required.

3. Language	Specify the official language of your preference. 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 address book number that you enter here is used 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 Identification	Specify the unique number created by the transmitter to identify each submission filed with CRA. This processing option is required.

Contact

1. Technical Contact Name Omit titles such as Mr., Mrs., etc.	Specify the name of the person to contact for technical questions on magnetic media submission. This processing option is required.
2. Technical Contact Phone Format: 999-999-9999	Specify the phone number of the person to contact for technical questions on magnetic media submission. Enter the phone number in the format: 999-999-9999. This processing option is required.
3. Technical Contact Phone Extension Format: 9999	Specify the phone extension of the person to contact for technical questions on 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	Specify the e-mail address of the person to contact for technical questions on magnetic media submission. This processing option is required.
5. Accounting Contact Name Omit titles such as Mr., Mrs., etc.	Specify the name of the person to contact for accounting questions on magnetic media submission. This processing option is required.
6. Accounting Contact Phone Format: 999-999-9999	Specify the phone number of the person to contact for accounting questions on magnetic media submission. Enter the phone number in the format: 999-999-9999. This processing option is required.
7. Accounting Contact Phone Extension Format: 9999	Specify the phone extension of the person to contact for accounting questions on 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.

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

You use processing options to specify information about how the program processes data.

Defaults

1. XML File Path with File Name

Specify the location of the export folder, along with the name of the XML file that you want to generate. If you do not include the file name, the system does not generate the XML file.

Workfile

1. Transmitter Number

Specify the magnetic media transmitter number that the CRA assigned to you. The number must follow the format MMyyyyyy, where the characters yyyyyy are numeric characters. This processing option is required.

2. Type Of Package

Specify the type of file to be stored on the magnetic medium produced by the 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. This processing option is required.

3. Source Of RL Slips

Specify the source of the Relevé slips 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 the above.

This processing option is required.

4. Transmitting Company Address Number

Specify the address book number of the transmitting company. The address book number is used to retrieve the name and address of the company. This processing option is required.

5. Software Developer's Certification Number

Specify the certificate number of the software developer.

Technical

1. Technical Contact Name Omit titles such as Mr., Mrs., etc.

Specify the name of the person to contact for technical questions on magnetic media submission. This processing option is required.

2. Technical Contact Phone Format: 999-999-9999	Specify the phone number of the person to contact for technical questions on magnetic media submission. Enter the phone number in the format: 999-999-9999. This processing option is required.
3. Technical Contact Phone Extension Format: 9999	Specify the phone extension of the person to contact for technical questions on 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 Language	Specify the official language of the technical contact. Values are: *E:* English *F:* French This processing option is required.

Accounting

5. Accounting Contact Name Omit titles such as Mr., Mrs., etc.	Specify the name of the person to contact for accounting questions on magnetic media submission. This processing option is required.
6. Accounting Contact Phone Format: 999-999-9999	Specify the phone number of the person to contact for accounting questions on magnetic media submission. Enter the phone number in the format: 999-999-9999. This processing option is required.
7. Accounting Contact Phone Extension Format: 9999	Specify the phone extension of the person to contact for accounting questions on 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. Accounting Contact Language	Specify the official language of the accounting contact. Values are: *E:* English *F:* French This processing option is required.

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 65.

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.

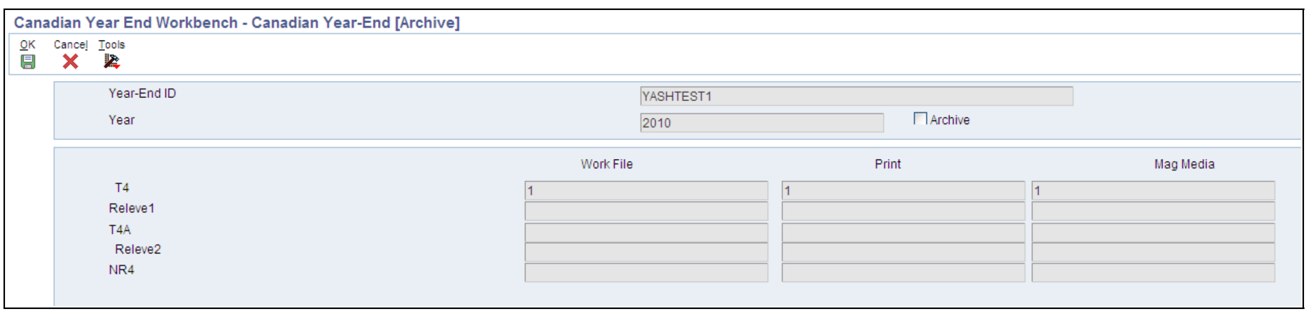
Forms Used to Archive Year-End Information

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.

Form Name	***FormID***	***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.	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 [Archive] form

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

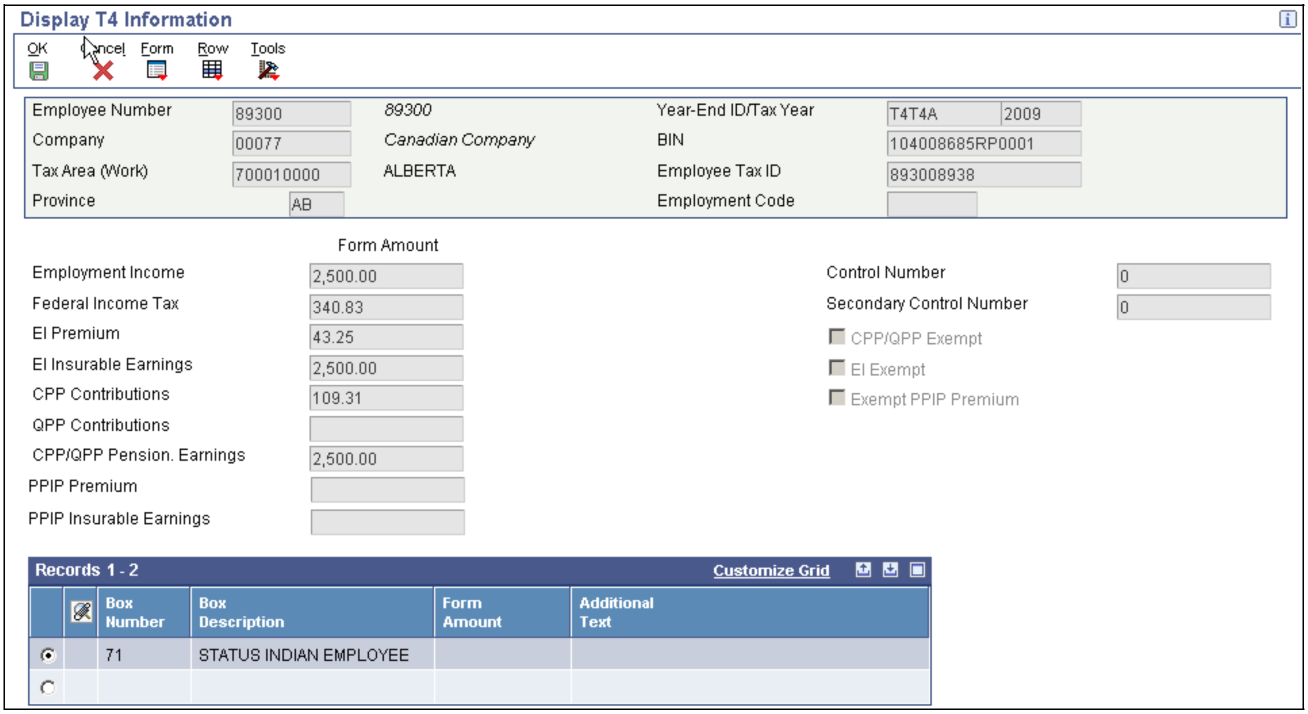
The Archive option is available only if all of the form types for which the workfile has been built have been printed.

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.



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.

To cancel archived information:

1. Select the row that contains the form that you want to cancel, and then select Cancel from the Row menu.

   The system creates a new record with a Cancel status of *2* and an Archive status of blank. Cancelled record is a duplicate of the original record and you cannot change a cancelled record.

2. Click Find to display the new record in the detail area.

Note. You can cancel only T4, T4A, and NR4 records.

Appendix A

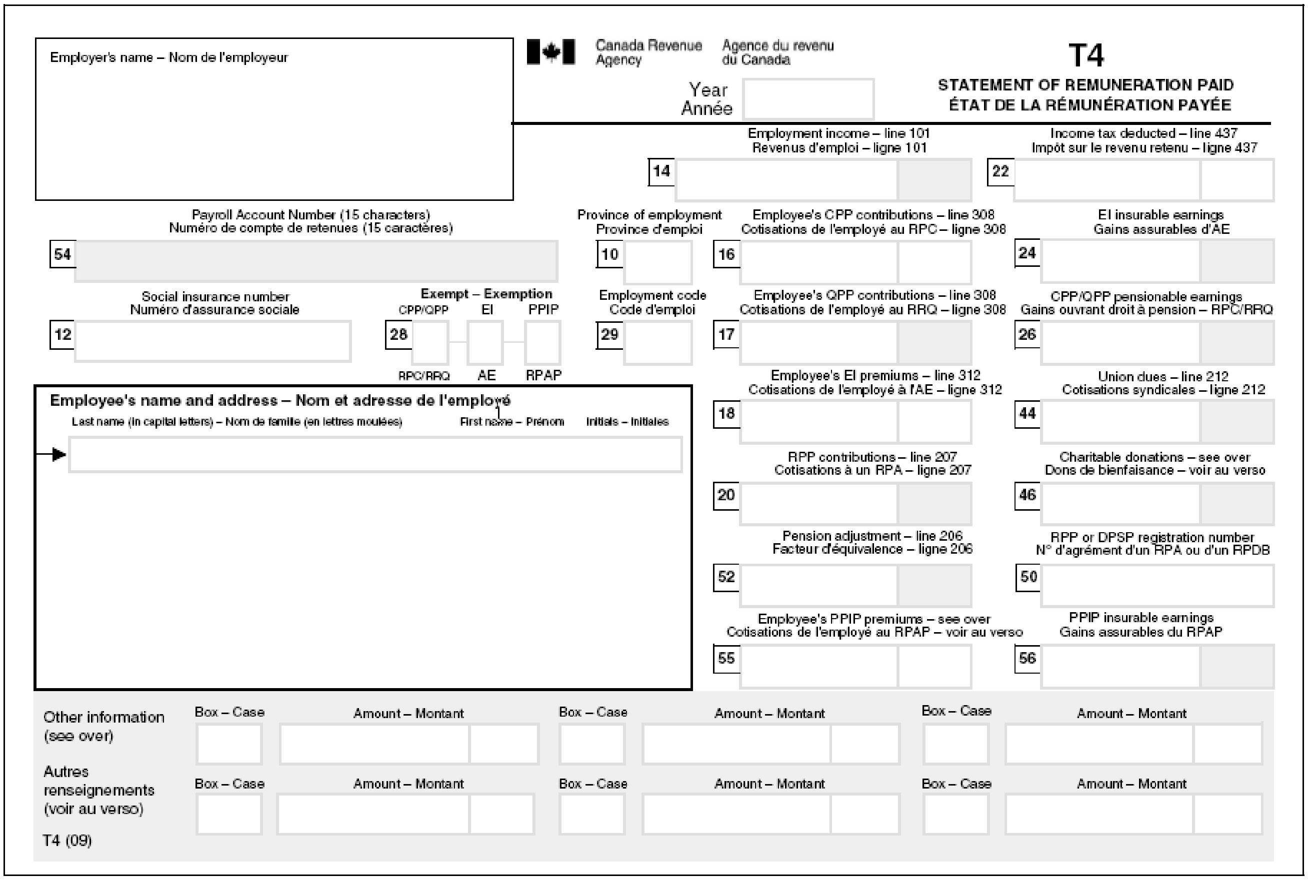
Sample Forms

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 Ministére 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

Year / Année

T4

STATEMENT OF REMUNERATION PAID
ÉTAT DE LA RÉMUNÉRATION PAYÉE

14 Employment income – line 101 / Revenus d'emploi – ligne 101

22 Income tax deducted – line 437 / Impôt sur le revenu retenu – ligne 437

54 Payroll Account Number (15 characters) / Numéro de compte de retenues (15 caractères)

10 Province of employment / Province d'emploi

16 Employee's CPP contributions – line 308 / Cotisations de l'employé au RPC – ligne 308

24 EI insurable earnings / Gains assurables d'AE

12 Social insurance number / Numéro d'assurance sociale

28 Exempt – Exemption: CPP/QPP, EI, PPIP / RPC/RRQ, AE, RPAP

29 Employment code / Code d'emploi

17 Employee's QPP contributions – line 308 / Cotisations de l'employé au RRQ – ligne 308

26 CPP/QPP pensionable earnings / Gains ouvrant droit à pension – RPC/RRQ

Employee's name and address – Nom et adresse de l'employé

Last name (in capital letters) – Nom de famille (en lettres moulées) First name – Prénom Initials – Initiales

18 Employee's EI premiums – line 312 / Cotisations de l'employé à l'AE – ligne 312

44 Union dues – line 212 / Cotisations syndicales – ligne 212

20 RPP contributions – line 207 / Cotisations à un RPA – ligne 207

46 Charitable donations – see over / Dons de bienfaisance – voir au verso

52 Pension adjustment – line 206 / Facteur d'équivalence – ligne 206

50 RPP or DPSP registration number / N° d'agrément d'un RPA ou d'un RPDB

55 Employee's PPIP premiums – see over / Cotisations de l'employé au RPAP – voir au verso

56 PPIP insurable earnings / Gains assurables du RPAP

Other information (see over) / Autres renseignements (voir au verso)

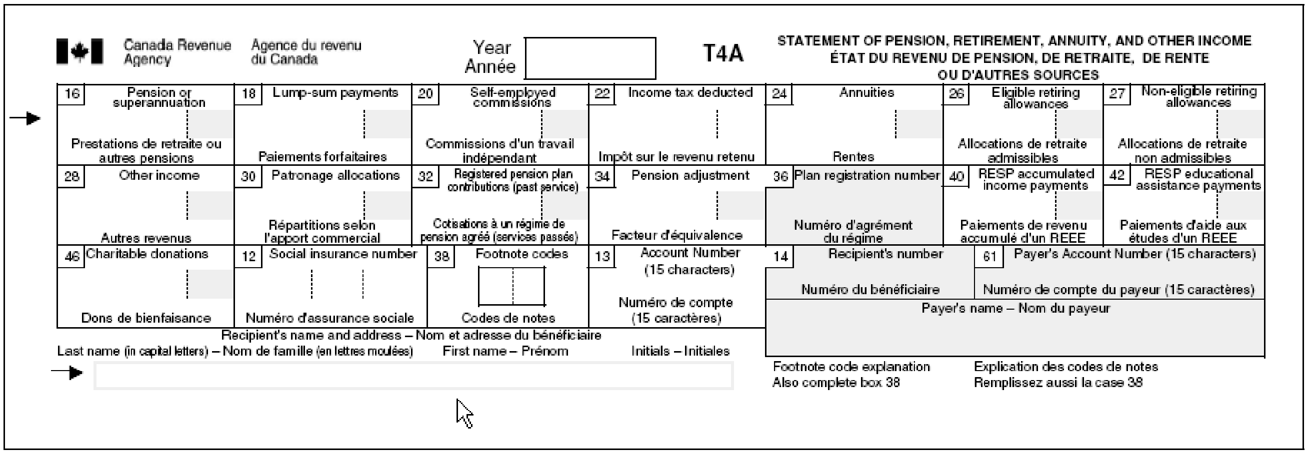
Box – Case | Amount – Montant | Box – Case | Amount – Montant | Box – Case | Amount – Montant

T4 (09)

Example 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
36 Plan registration number – Numéro d'agrément du régime
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 Account Number (15 characters) – Numéro de compte (15 caractères)
14 Recipient's number – Numéro du bénéficiaire
61 Payer's Account Number (15 characters) – Numéro de compte du payeur (15 caractères)

Payer's name – Nom du payeur

Recipient's name and address – Nom et adresse du bénéficiaire

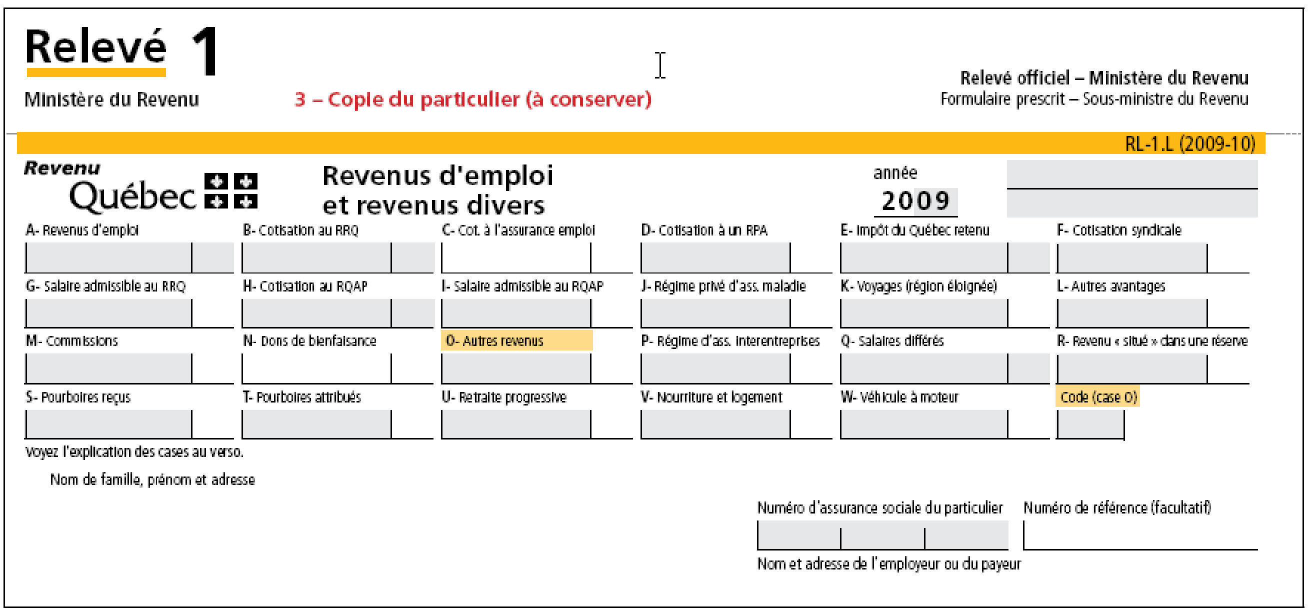
Last name (in capital letters) – Nom de famille (en lettres moulées) First name – Prénom Initials – Initiales

Footnote code explanation Also complete box 38 – Explication des codes de notes Remplissez aussi la case 38

Example T4A form

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

This form is a 2009 Relevé 1 form. At the time of publication, the 2010 form was not yet available. This form is for reference only.



Relevé 1

Ministère du Revenu

3 – Copie du particulier (à conserver)

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

RL-1.L (2009-10)

Revenu Québec

Revenus d'emploi et revenus divers

année 2009

A- Revenus d'emploi
B- Cotisation au RRQ
C- Cot. à l'assurance emploi
D- Cotisation à un RPA
E- Impôt du Québec retenu
F- Cotisation syndicale
G- Salaire admissible au RRQ
H- Cotisation 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

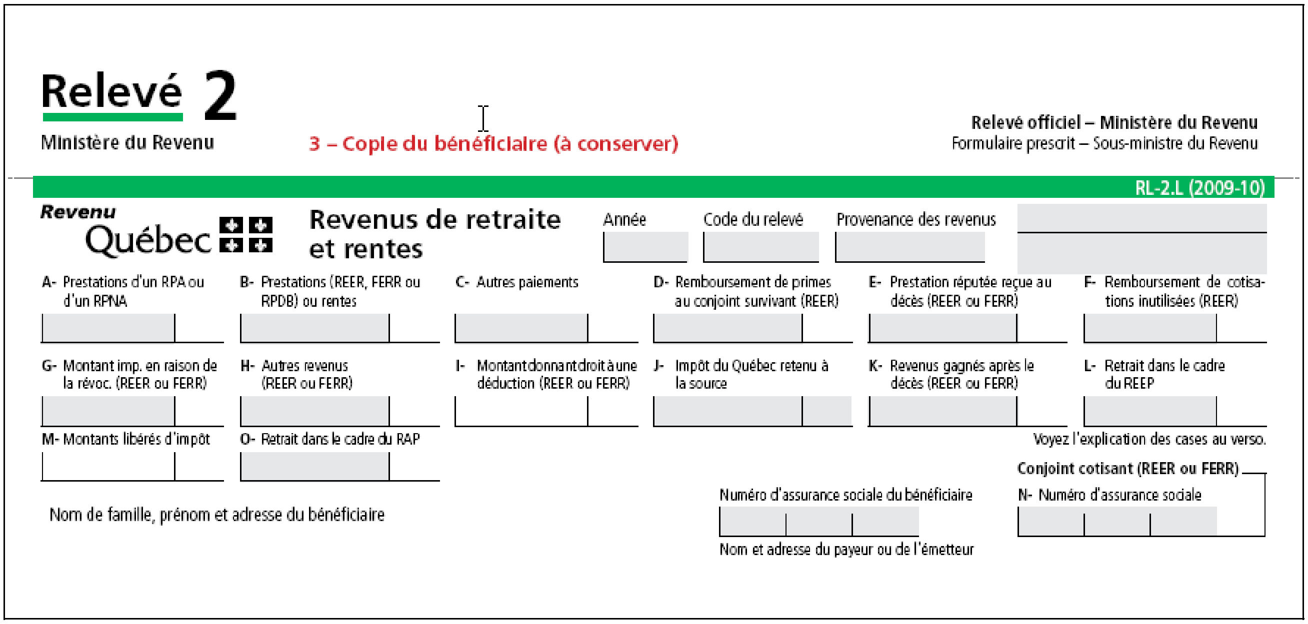
Numéro de référence (facultatif)

Nom et adresse de l'employeur ou du payeur

Sample Relevé 1 form

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

This is a 2009 Relevé 2 form. At the time of publication, the 2010 form was not yet available. This form is for reference only.



Relevé 2

Ministère du Revenu

3 – Copie du bénéficiaire (à conserver)

Relevé officiel – Ministère du Revenu

Formulaire prescrit – Sous-ministre du Revenu

RL-2.L (2009-10)

Revenu Québec

Revenus de retraite et rentes

Année

Code du relevé

Provenance des revenus

A- Prestations d'un RPA ou d'un RPNA

B- Prestations (REER, FERR ou RPDB) ou rentes

C- Autres paiements

D- Remboursement de primes au conjoint survivant (REER)

E- Prestation réputée reçue au décès (REER ou FERR)

F- Remboursement de 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

M- Montants libérés d'impôt

O- Retrait dans le cadre du RAP

Voyez l'explication des cases au verso.

Conjoint cotisant (REER ou FERR)

Numéro d'assurance sociale du bénéficiaire

N- Numéro d'assurance sociale

Nom de famille, prénom et adresse du bénéficiaire

Nom et adresse du payeur ou de l'émetteur

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	Payer or remitter identification number / Numéro d'identification du payeur ou de l'agent	13 Foreign or Canadian tax identification number / Numéro d'identification étranger ou canadien aux fins de l'impôt

	Income code / Code de revenu	Currency code / Code de devise	Gross income / Revenu brut	Non-resident tax withheld / Impôt des non-résidents retenu	Exemption code / Code d'exemption
Line / Ligne 1	14	15	16	17	18
Line / Ligne 2	24	25	26	27	28

Non-resident recipient's name and address – Nom et adresse du bénéficiaire non-résident

Individual's surname, first name and initial / Corporation, organization, association, trust, or institution name
Nom, prénom et initiale du particulier / Nom de la société, de l'organisme, de l'association, de la fiducie ou de l'établissement

Second individual's surname, first name and initial
Nom, prénom et initiale du deuxième particulier

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 (09)

Canadä

Example 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***
022	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 PDBA 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

Report ID and Report Name	***Description***	***Navigation***
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.
R77415 T4 Integrity Report	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: • 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.
R77425 Relevé 1 Integrity Report	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: • 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.

Report ID and Report Name	***Description***	***Navigation***
R77435 T4A Integrity Report	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: • 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.
R77445 Relevé 2 Integrity Report	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: • 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	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: • 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

Report ID and Report Name	***Description***	***Navigation***
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:

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

66: Eligible retiring allowances

67: Non-eligible retiring allowances

68: Status Indian (exempt income) - eligible retiring allowances

69: Status Indian (exempt income) - non-eligible retiring allowances

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 cont.

75: PRE-1990 past serv cont. while non cont.

77: Workers Comp. Ben. repaid to employer

78: Fishers - Gross earnings

79: Fishers - Net partnership amount

80: Fishers - Shareperson amount

81: Placement or employment agency

82: Driver of passenger carrying vehicle

83: Barber or hairdresser

84: Public transit pass

85: Employee-paid pre. for pvt. health plans

86: Security options election

R1

This processing option specifies the box from the Relevé 1 form for which you want to print PDBA 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 PDBA 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

V: Meals and accommodation

U: Personal use of motor vehicle

T4A

This processing option specifies the box from the T4A form for which you want to print PDBA 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 PDBA totals. Enter a special handling tag to identify the box. Blank is an invalid value. Values are:

016: Pension or superannuation

018: Lump-sum payments

020: Self-employed commissions

022: Income tax deducted

024: Annuities

026: Eligible retiring allowances

028: Other income

030: Patronage allocations

032: Registered pension plan contributions

034: Pension adjustment

040: RESP accumulated income payments

042: RESP educational assistance payments

046: Charitable donations

048: Fees and services

102: Lump-sum payments - non-resident services transferred under paragraph 60(j)

104: Research grants

105: Scholarships, fellowships, bursaries, artists' project grants, and prizes

106: Death benefits

107: Payments from a wage-loss replacement plan, not fully funded by employee premiums

108: Lump-sum payments from a RPP - not eligible for transfer

109: Periodic payments from an unregistered pension plan

110: Lump-sum payments accrued to December 31, 1971

111: IAAC Annuities

115: Installment or annuity payments under a DPSP

116: Medical travel assistance

117: Loan benefits

118: Medical premium benefits

119: Premiums paid to a group term life insurance benefit

122: RESP accumulated income payments paid to other

123: Payments from a revoked DPSP

124: Board and lodging at special work sites

125: Disability benefits paid out of a superannuation or pension plan

126: Registered pension plan contributions (pre-1990 past service)

127: Veteran's benefit

129: Tax deferred cooperative share

130: Apprenticeship incentive grant or Apprenticeship completion grant

131: Registered disability savings plan

132: Wage Earner Protection Program

133: Variable pension benefits

134: Tax-Free Savings Account (TFSA) taxable amount

135: Recipient-paid premiums for private health services plans

142: Status Indian (exempt income) - eligible retiring allowances

143: Status Indian (exempt income) - non-eligible retiring allowances

144: Status Indian (exempt income) - other income

146: Status Indian (exempt income) - pension or superannuation

148: Status Indian (exempt income) - lump-sum payments

150: Labour Adjustment Benefits Act and Appropriation Act

152: SUBP qualified under the Income Tax Act

154: Cash award or prize from payer

156: Bankruptcy settlement

158: Lump-sum payments not from an RPP or a DPSP - not eligible for transfer

180: Lump-sum payments from a DPSP - not eligible for transfer

190: Lump-sum payments from an unregistered plan

R2

This processing option specifies the box from the Relevé 2 form for which you want to print PDBA 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 PDBA 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

O: Contributor spouse name

NR4

This processing option specifies the box from the NR4 form for which you want to print PDBA 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 PDBA totals. Enter a special handling tag to identify the box. Blank is an invalid value. Values are:

16: Gross income line 1

17: Non-Resident tax withheld line 1

26: Gross income line 2

27: Non-Resident line 2

Index

Numerics/Symbols

A

B

C

D

E

F

H

I

L

M

N

O

P

R

S

T

U

V

W

X

Y

