

JD Edwards World

Canadian Payroll Year-End Processing (T4) Guide

Release A9.4



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Preface

Welcome to the JD Edwards World Canadian Payroll Year-End Processing for 2024.

1 Payroll Year-End Processing Overview

Year-End Processing Features

Payroll year-end processing includes the following features:

- **Processing control.** The system controls processing for year-end forms through procedures that are very similar to the payroll cycle. The first step in the processing cycle, processing the year-end workfile, creates the information that the system uses in each of the subsequent steps.
- **Error checking.** You specify parameters, which the system uses to perform integrity tests and to audit your data for errors. To minimize errors, JD Edwards World intentionally limits your responsibilities.
- **Flexibility.** You specify your own reporting rules and decide how to manage information at the company and tax-identification level using special handling codes.
- **Control reporting.** You can verify how the system derives the numbers that it uses through the use of online reviews and summary reports.

Verifying Government Regulations and Rates

JD Edwards World considers information in this guide that restates government regulations and rates to be accurate, but you must not rely on this information alone. JD Edwards World recommends that you access the websites for the Canada Revenue Agency and the Ministère du Revenu du Québec if you have specific questions, or to review the most current information from these government agencies.

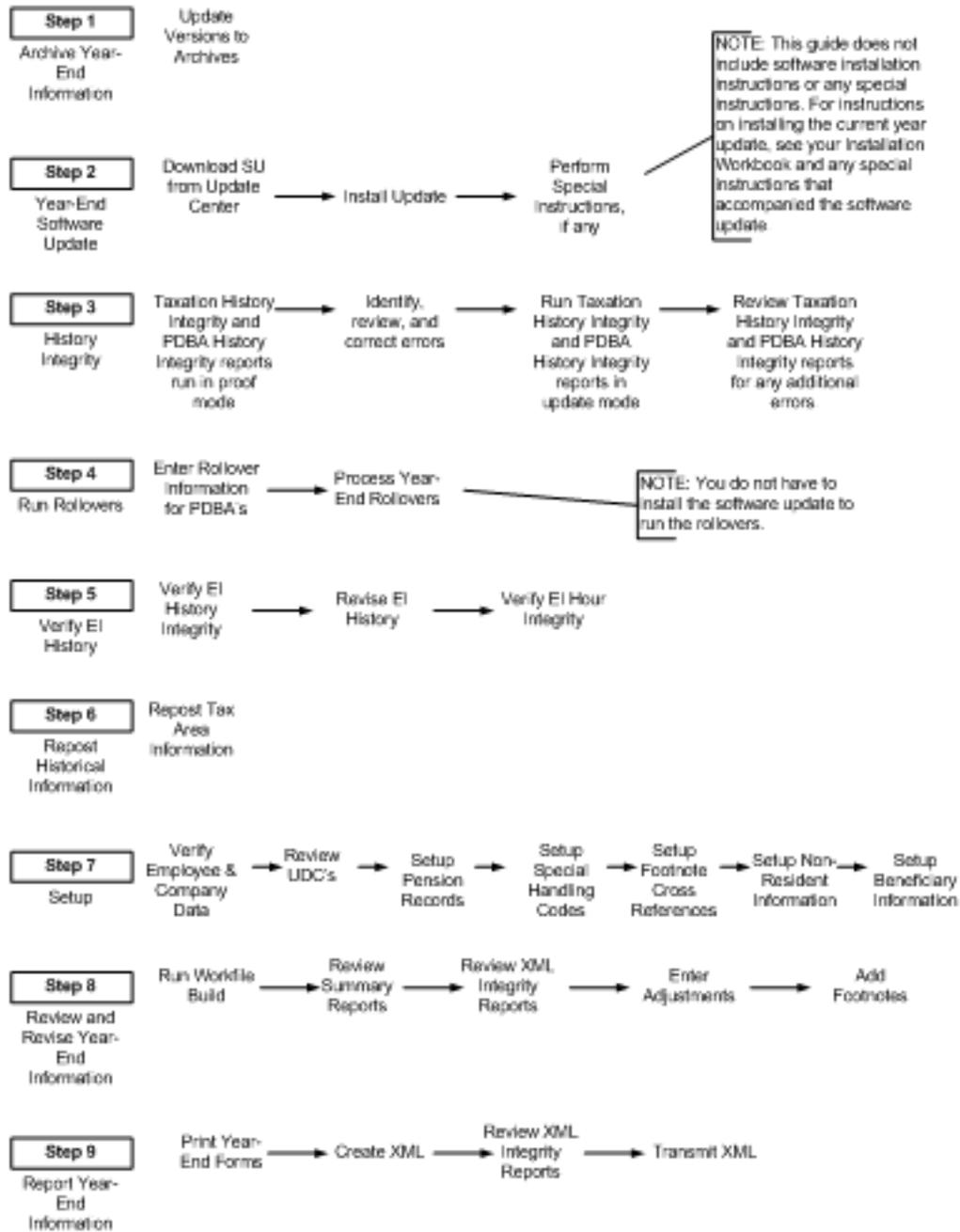
Year-End Processing Cycle

Payroll year-end processing consists of the following processes:

Process	Description
Archiving year-end information	You can store, access, and review year-end information that you reported to the government. It is imperative that you archive prior year workfiles before installing the 2024 update.
Verify payroll history	Review both the Taxation History Integrity report and the PDBA History Integrity report for accuracy. Correct any inaccurate history records to ensure that you report the correct information to the government.
Entering and running year-end rollover information and programs	You enter rollover information, for example, limits on vacation or sick-leave rollover. You run the year-end rollover programs to carry forward pay types, deductions, benefits, and accruals (PDBAs) with balances to the new year. You carry forward PDBA balances to correctly process payroll cycles in the new year.

Process	Description
Verifying employment insurance history	<p>You must verify the integrity of employment insurance (EI) history to ensure that you report the correct information to the government.</p> <p>If you discover errors after running the integrity programs, you revise your employment insurance history to correct the errors, if the errors reflect invalid conditions.</p> <p>You also verify the integrity of the EI hours to locate and correct discrepancies between the Employment Insurance History (F06176) and the Payroll Transaction History (F0618) tables to ensure that no discrepancy exists in insurable hours worked for employment insurance.</p>
Reposting historical information	<p>You repost historical information as follows:</p> <ul style="list-style-type: none"> Repost tax area information to create a table of PDBAs by province and tax ID. You use this table to associate payroll amounts with specific boxes on year-end forms. When you repost, you also ensure that the system properly posts all PDBAs and that no PDBAs were missing during the year.
Setting up year-end information	<p>You must set up the information that is required for year-end processing to ensure that you report accurate information to the government and to your employees. You set up the following information:</p> <ul style="list-style-type: none"> Verifying Employee Names and Addresses Verifying Company Information User defined codes PDBA cross-references to special handling codes Special handling code cross-references to specific boxes on forms Pension records Non-Resident secondary name information Non-Resident account information Beneficiary information
Building workfiles	<p>You build year-end workfiles to retrieve the information that you need in order to print year-end reports and forms. You define the criteria for your workfile, and then run the workfile build program.</p>
Reviewing year-end information	<p>You gather and review the information that you need before you report the information to the government. This includes running preliminary XML and Audit File Builds in order to review the integrity reports</p>
Reporting year-end information	<p>You supply wage and earnings statements to your employees and electronic XML files to the government.</p>
Archiving year-end information	<p>You can store, access, and review year-end information that has been reported to the government.</p>

The following graphic illustrates the year-end process:



2 Year-End Processing Checklist

Year-End Processing Checklist

Refer to the following checklist as you process year-end information:

Task	Description	Completed
Archive the year-end information.	From the Canadian Year End Processing menu (G77247), choose Update T4/Relevé to archival. See <i>Archiving Year-End Information</i>	
Install the update to the software.	This guide does not include software installation and the necessary application-specific instructions (ASIs) or the Post-Install menu instructions. Review the information in the Installation Workbook for additional instructions.	
Run the history integrity reports.	From the Data Integrity & Global Updates menu (G7731), choose: <ul style="list-style-type: none"> • Taxation History F0713 • Payroll Month PDBAs F06146 • Calendar Month DBAs F06145 • Payroll History Audit Report 	
Run year-end rollovers for calendar month and payroll month.	From the Integrity and Rollover menu (G772471), choose Year End Rollover. See <i>Processing Rollovers</i>	
Verify employment insurance and employment insurance hours integrity for the entire year.	From the EI Integrity menu (G77311), choose EI Integrity Validation and EI F06176 Hour Validation. See <i>Verifying Employment Insurance History Integrity</i>	

Task	Description	Completed
Repost tax area information.	From the Data Integrity & Global Updates menu (G7731), choose PDBAs to Tax Area Sum. F06148. See <i>Reposting Tax Area Information</i>	
Repost Tax IDs, if necessary.	From the Data Integrity & Global Update menu (G7731) Choose Tax ID to Tax Ledger F0716. See <i>Repost Tax ID to Tax Ledger F0716 (P07990)</i>	
Repost tax ledger information, if necessary.	From the Data Integrity & Global Updates menu (G7731), choose Tax Ledger to Tax Sum. F0713. See <i>Reposting Tax Ledger Information</i>	
Repost workers compensation summary, if necessary.	From the Data Integrity & Global Update menu (G7731), choose Workers Comp. Summary F0627 See <i>Reposting the Workers Compensation Summary</i>	
Verify Employee Names and Addresses.	From the Address Book menu (G01), choose Address Book Revisions. See <i>Verifying Employee Names and Addresses</i>	
Verify Company information.	From the Address Book menu (G01), choose Address Book Revisions. See <i>Verifying Company Information</i>	
Set up pension plan numbers.	From the T4/Relevé Setup menu (G772472), choose Pension Numbers. See <i>Verifying Pension Plan Numbers</i>	
Set up special handling pay codes.	From the T4/Relevé Setup menu (G772472), choose Special Handling Pay Codes. See <i>Verifying Special Handling Pay Codes</i>	

Task	Description	Completed
Set up province of employment codes.	From the T4/Relevé Setup menu (G772472), choose Province of Employment. See <i>Verifying Province of Employment</i>	
Set up T4 other information codes.	From the T4/Relevé Setup menu (G772472), choose T4 Other Information. See <i>Verifying T4 and T4A Other Information Codes</i>	
Set up T4A other information codes.	From the T4/Relevé Setup menu (G772472), choose T4A Other Information. See <i>Verifying T4 and T4A Other Information Codes</i>	
Set up T4 employment codes.	From the T4/Relevé Setup menu (G772472), choose T4 Employment Codes. See <i>Verifying T4 Employment Codes</i>	
Set up Relevé 1 Case O codes.	From the T4/Relevé Setup menu (G772472), choose RL-1 Case O Codes. See <i>Verifying RL-1 Case O Codes</i>	
Set up Relevé 2 source of income codes.	From the T4/Relevé Setup menu (G772472), choose RL-2 Source of Income Codes. See <i>Verifying RL-2 Source of Income Codes</i>	
Set up country codes.	From the T4/Relevé Setup menu (G772472), choose Country Codes. See <i>Verifying Country Codes</i>	
Cross-reference PDBAs to special handling codes.	From the T4/Relevé Setup menu (G772472), choose Revise Special Handling Tables. See <i>Working with Special Handling</i>	

Task	Description	Completed
Add pension information.	From the T4/Relevé Setup menu (G772472), choose Pension Batch Update or Pension Info. Maintenance. See <i>Setting Up Pension Records</i>	
Cross-reference special handling codes to specific boxes on year-end forms.	From the T4/Relevé Setup menu (G772472), choose Assign Special Handle Code Tables. See <i>Working with Special Handling</i>	
Add non-resident secondary name information.	From the Canadian Employee Information menu (G7711), choose Profile Data Entry See <i>Setting up Non-Resident Secondary/Joint Information</i>	
Add non-resident account information.	From the Canadian Employee Information menu (G7711), choose Profile Data Entry. See <i>Setting up Non-Resident Secondary/Joint Information</i>	
Add T4A beneficiary information.	From the Address Book menu (G01), choose Address Book Revisions. See <i>Setting Up T4A Beneficiary/Dependent Information</i>	
Build the workfiles.	From the Canadian Year End Processing menu (G77247), choose Build T4/Relevé Workfiles. See <i>Creating Year-End Workfiles</i>	
Run the Create XML and Audit File Builds and review the integrity reports.	From the XML Processing menu (G772475), choose any of the options under the Create XML and Audit File Builds menu title that are applicable to your company and review the reports for any errors in your setup. See <i>Creating the XML File</i>	
Enter adjustments.	From the Canadian Year End Processing menu (G77247), choose Version Review.	

Task	Description	Completed
	See <i>Entering Adjustments to Year-End Forms</i>	
Print returns on plain paper.	From the Print Year End Forms menu (G772477), choose Print Laser Forms. See <i>Printing Multiple Year-End Forms</i>	
Reset the print flags.	From the Canadian Year End Processing menu (G77247), choose Version Reset Control. See <i>Resetting Year-End Workfile Versions</i>	
Create XML Files and Audit Files.	From the XML Processing menu (G772475), choose any of the options under the Create XML and Audit File Builds menu title that are applicable to your company. Review the XML Integrity reports for errors. If any errors exist, make the necessary corrections and run the XML and Audit File Build program again. The system validates the XML file successfully if the integrity report contains the following message: **XML File Contains No Errors** . See <i>Creating the XML File</i>	
Print and Review the XML Audit Reports.	From the XML Processing menu (G772475), choose any of the options under the Audit Reports menu title that are applicable to your company. These audit reports simply print the information in your XML files so that you can review what will be electronically transmitted when you submit your files.	
Transfer XML Files to a PC.	If using FTP instead of IFS, from the XML Processing menu (G772475), choose Transfer XML Files to a PC. See <i>Creating the XML File</i>	
Submit T4/T4A Returns.	Submit the returns through the CRA's internet file transfer (XML) secure web site.	

Task	Description	Completed
Submit RL-1 and RL-2 Returns.	Submit the returns through Québec's Electronic Services website.	
Update tax records to avoid multiple T4s (optional).	See <i>Updating Tax Records to Avoid Multiple T4s</i>	
Verify and update the various rates and limits before processing the first payroll for the new year.	Access the websites for the Canada Revenue Agency and the Ministère du Revenu du Québec.	

3 Working with Rollovers

Entering Rollover Information for DBAs

Employees can earn or hold balances for some DBAs that the system must carry over, or roll over, from one year to the next. When you set up the DBA, you must enter rollover information so that the system can calculate the balance to roll over.

The system rolls over DBAs that have any of the following:

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

You also enter rollover information so that the system can store history for the DBA.

For most types of DBAs, such as Registered Retirement Savings Plan (RRSP) benefits and medical deductions, the system carries forward year-end balances when you run the standard year-end rollover programs.

You can set up vacation and sick DBAs in either of the following ways:

- When an employee accrues time that becomes available later, you set up two DBAs. The first DBA accrues the time. The second DBA tracks the amount of time that is available to the employee.
- When an employee may take time as they earn it, you set up a single DBA to track accrued time.

Either of these scenarios might also involve a limit to the number of hours that an employee can carry forward to the following year.

Note: You cannot relate a pay type to multiple DBAs that you base on different rollover years. For example, your organization might use the following vacation accruals: One accrual for office workers that rolls over balances at the end of the standard year. One accrual for factory workers that rolls over balances on employees' hire dates. To record employees' vacation time taken, you must use separate pay types for each of these accruals.

Note:

- *See [Entering Rollover Information for a DBA in the JD Edwards World Canadian Payroll Guide Volume II](#) for more information.*

Example: Limit on Vacation or Sick-Leave Rollover

Your organization's vacation or sick-leave policy might state that employees cannot carry forward more than 80 hours from one year to the next.

To administer this policy, you set up a calculation table that allows only 80 hours to roll over to the following year. The table is associated with the DBA that tracks availability.

The available amount might include a beginning balance from a prior year.

069021 Calculation Tables

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069021 Calculation Tables Table Type

Action Code 1

Table Code 00002 Vacation

Table Method 0A Amount x Rate/Basis=Months.

Explanation:

Based on length of service:	
0-6mo	= 0 Vac Hours
6m-1yr	= 1 week (40 hrs)
1-7	= 2w (80); 7-15 = 3w (120)
15+ yrs	= 4w (160)

Limits

Lower	Upper	Amt./Rate	Excess Rate	S	Sec	Description
.00	5.99	.0000				
6.00	11.99	3.3333				
12.00	83.99	6.6666				
84.00	184.99	10.0000				
185.00	9999999.99	13.3333				

F4=Detail F6=Table Method F19=Previous F20=Next F24=More Keys

The system compares the balance with the limit on the table. The system does not roll over any amount to the new year that is over the limit.

Alternatively, your organization's vacation or sick-leave policy might state that employees cannot carry forward hours from one year to the next. To administer this policy, you define 0 (zero) as the limit in the rollover calculation table.

069021 Calculation Tables

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069021 Calculation Tables Table Type R

Action Code 1

Table Code 00003 Vacation Roll Over 0 hours

Table Method VR Vacation Roll Over Table

Explanation: Rollover max of 0 hours on anniversary date. If you don't use it, you lose it.

Limits		Amt./Rate	Excess Rate	S M	Sec Table	Description
Lower	Upper					
.00	9999999.99	.0000				

F4=Detail F6=Table Method F19=Previous F20=Next F24=More Keys

Example: Vacation Rollover for Time Not Immediately Available

Your organization's vacation policy might state the following:

- Employees accrue vacation time at the rate of four to ten hours per month, based on years of employment.
- Employees may take vacation time in the calendar year following the year in which they earn the vacation time.

To administer this vacation policy, you set up the following:

- A pay type (such as 815, Vacation Pay) that tracks the vacation time that an employee uses.
- An accrual (such as 8015, Vacation) that tracks the vacation time that an employee earns. The accrued time rolls over to a second DBA that tracks the available vacation time. Accrued time is not available until it rolls over.

069117 DBA Setup

DBA Setup

Action Code:
 DBA Code: Vac Accrual DBA Type:

DBA Calculation

Source of Calculation: Current Period
 Method of Calculation: Table - Date Ra
 Table Cd (Methods 1-9): Vacation
 Amount or Rate 1 & 2:
 Effect on Disposable Wage:
 Calc if No Gross (Y,N):
 Calc in Pre-Payroll (Y,N):
 Effect on Check:

Paystub Info

Paystub Text:
 Method of Printing:
 DBA Print Group:

General Acct Info:

Effect on GL:
 A/P Voucher (Y,N):
 Payee Address No.:

DBA Time Table

Pay Period to Calculate: / / / /
 Calc Once Per Period (Y,N):
 Eff Dates - From & Thru:

Arrearage Information

Arrearage Method:
 When to Adjust Ded:
 Order to Adjust Ded:

F5=Addl F6=Limits F8=Exmpt F16=Text F19=Rollover F20=YearEnd F24=More

- An accrual (such as 8016, Vacation Available) that tracks the vacation time that is available to the employee. The accrual rollover table that is associated with the second DBA establishes the limit on the amount of vacation time that can roll over to the following year.

069117 DBA Setup

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 State/Local W-2 Additions
 Category Codes Setup Window
 Address Book
 Garnishment Calculation Table
 Standard Exemption Amount (Levy)
 Basis of Calculations
 DBA Text Window
 Calculation Tables
 Additional Exemptions Window(Levy)
 Rollover Setup Window
 Year-End Parameters
 Print DBA
 Clear Screen

069117 DBA Setup

Action Code
 DBA Code Vac Avail DBA Type

DBA Calculation

Source of Calculation Current Period
 Method of Calculation Flat Amount
 Table Cd (Methods 1-9)
 Amount or Rate 1 & 2
 Effect on Disposable Wage
 Calc if No Gross (Y,N)
 Calc in Pre-Payroll (Y,N)
 Effect on Check

Paystub Info

Paystub Text
 Method of Printing
 DBA Print Group

General Acct Info:

Effect on GL
 A/P Voucher (Y,N)
 Payee Address No.

DBA Time Table

Pay Period to Calculate / / / /
 Calc Once Per Period (Y,N)
 Eff Dates - From & Thru

Arrearage Information

Arrearage Method
 When to Adjust Ded
 Order to Adjust Ded

F5=Addl F6=Limits F8=Exmpt F16=Text F19=Rollover F20=YearEnd F24=More

When you set up accrual 8016, Vacation Available, you enter the following rollover information:

- In the Benefit/Accrual Type field, enter V (Vacation Pay).
- In the Rollover Table field, enter the table code of the table that you just created so that the mandated amount rolls over.
- In the first Related PDBAs field, enter the number of the pay type that you use for vacation pay.
- In the next Related PDBAs field, enter the DBA number of the accrual that represents accrued but not yet available hours.

The screenshot shows the '06RSW Rollover Setup Window' with the following fields and values:

- Bnft/Accr'l Type: Vacation Accruals
- Rollover Table: Vacation Roll Over
- ITD Limit:
- Fiscal/Anniv. Dt: Standard Calendar year

Below the fields is a table titled 'RELATED PDBAs' with the following data:

PDBA	Description
815	Vacation
8015	Vac Accrual

When you run the rollover program, the system calculates the balance to roll over by adding the accumulated and available balances and then subtracting the vacation time that the employee has taken.

You would not enter any information on the Rollover Setup Window for accrual 8015.

Note: You can create as many pay types and accruals as you need. For example, you can have many accrual DBAs that roll over to a single available DBA. You can also have many pay types that roll over to a single available DBA.

Example: Vacation Rollover for Time Immediately Available

Your organization's vacation policy might state the following:

- Employees may take vacation time as they earn the time.
- Employees accrue vacation time at the rate of four to ten hours per month, based on years of employment.
- Employees cannot accumulate more than 80 vacation hours from the start to the end of the DBA (the calendar or fiscal year) unless they take the time during the term of the DBA.

To administer this vacation policy, you would set up the following:

- A pay type (such as 811, Vacation Pay) that tracks the vacation time that an employee takes
- An accrual (such as 8011, Vacation) that tracks the vacation time that an employee earns

069117 DBA Setup

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 Year-End Parameters
 Print DBA
 Clear Screen

069117 DBA Setup

Action Code
 DBA Code Vacation DBA Type

DBA Calculation

Source of Calculation Current Period
 Method of Calculation Table - Date Ra
 Table Cd (Methods 1-9) Vacation
 Amount or Rate 1 & 2
 Effect on Disposable Wage
 Calc if No Gross (Y,N)
 Calc in Pre-Payroll (Y,N)
 Effect on Check

Paystub Info

Paystub Text
 Method of Printing
 DBA Print Group

General Acct Info:

Effect on GL
 A/P Voucher(Y,N)
 Payee Address No.

DBA Time Table

Pay Period to Calculate / / / /
 Calc Once Per Period (Y,N)
 Eff Dates - From & Thru

Arrearage Information

Arrearage Method
 When to Adjust Ded
 Order to Adjust Ded

F5=Addl F6=Limits F8=Exmpt F16=Text F19=Rollover F20=YearEnd F24=More

When you set up accrual 8011, you would do the following:

The screenshot shows the '06RSW Rollover Setup Window' with the following fields and values:

- Bnft/Accr'l Type: Vacation Accruals
- Rollover Table: Vacation Roll Over 0 hours
- ITD Limit:
- Fiscal/Anniv. Dt: Standard Calendar year

Below the fields is a table titled 'RELATED PDBAs' with the following data:

PDBA	Description
811	Vacation

- In the Benefit/Accrual Type field, enter V (Vacation Pay).

- In the Rollover Table field, enter the table code of the table that you just created so that the mandated amount rolls over.
- In the Related PDBAs field, enter the number of the pay type that you use for vacation pay (811).

When you run the rollover program, the system calculates the balance to roll over by subtracting the vacation time taken from the vacation time earned.

Before You Begin

Set up the pay types that you will use to calculate the balance for the DBA that requires rollover information.

To enter rollover information for a DBA

Navigation

From Pay/Deductions/Benefits (G7742), choose DBA Setup

1. On DBA Setup, complete the steps for setting up an accrual.
2. Choose Rollover Setup Window (F19).
3. On Rollover Setup Window, choose Rollover Table (F17) to define carryover limits.
4. On Calculation Tables, enter R in the Table Type field.
5. Enter VR in the Table Method field.
6. Enter the number of months of service from the original hire date in the following fields:
 - o Lower Limit
 - o Upper Limit
7. Complete the following fields:
 - o Table Code
 - o Amount/Rate
8. Click Add.
9. Choose Rollover Setup Window (F19).
10. On Rollover Setup Window, complete the following fields and click Enter:
 - o Benefit/Accrual Type
 - o Rollover Table
 - o PDB

Field	Explanation
Table Type	A code that defines the purpose of the table. Valid values are: D – The system uses the table to calculate DBAs. R – The system uses the table to determine limits for rolling over sick and vacation accruals.
Table Method	A user defined code (00/UM) that designates any unit of measure that is appropriate for an employee's time and pay.
Table Code	A numeric code that identifies this table in the Generic Table Constants table (F069026).

Field	Explanation
Amt./Rate	<p>The amount or rate that the system uses to calculate a DBA. When you enter 1, 2, 3, 4, 5, or 6 as the method of calculation, you must enter a value in this field to use in the calculation in conjunction with the basis table.</p> <p>For example, if you create a calculation table for vacation rollovers and enter 80 in this field, any amount that exceeds 80 does not roll over to the following year. Therefore, an employee who has 92 hours of available vacation at the end of the year loses 12 hours of vacation time and begins the new year with 80 hours of vacation time.</p>
Bnft/Accr Type	<p>A user defined code, 07/SV, that specifies whether the benefit or accrual type is sick, vacation, holiday, leave, or other. The system uses this code to print sick and vacation accrual balances on the payment stub.</p>
Rollover Table	<p>The identification number of the rollover table that the system uses to limit the amount rolled over for an accrual.</p> <p>For example, you can base the limit on an employee's months of service. You can set up the table so that an employee with 0 through 12 months of service can roll over up to 40 hours at year-end and an employee with 13 through 999 months of service can roll over up to 80 hours.</p>
PDBA	<p>The number and description of the PDBA that you want the system to use to calculate the corresponding PDBA. This number is the beginning number in the range that is the basis of the calculation.</p> <p><i>Screen-specific information</i></p> <p>For rollover setup, this is the number and description of the PDBA that the system uses to calculate a remaining balance, for example, a pay type that deducts from the current balance. The remaining balance becomes the beginning balance for the new year.</p>
Table Type	<p>A code that defines the purpose of the table. Valid values are:</p> <p>D – The system uses the table to calculate DBAs.</p> <p>R – The system uses the table to determine limits for rolling over sick and vacation accruals.</p>

Processing Rollovers

Navigation

From Integrity and Rollover (G772471), choose Year End Rollover

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 use the year-end rollover programs to process DBAs that roll over balances at the end of the standard year. You must run these programs after you process the last payroll cycle of the year. These programs use the previous year's DBA balances to create beginning balances for the new year.

In some cases, you might want to roll over DBA balances at times other than the end of the calendar year. For example, you might want to roll over vacation accrual balances on employees' hire dates. You use the Fiscal or Anniversary Rollover version to process DBAs that are set up to roll over balances at times other than the end of the standard year.

Note: When a payroll cycle crosses into the next year, the system stores the history in the pay-period ending date field and prorates the amount to both years during pre-payroll processing. The system creates the following two records in the DBA Transaction Detail table (F0609):

- Rollover amount for the current year.
- Rollover amount for the next year.

You use two versions of the year-end rollover program to process DBAs that roll over balances at the end of the standard year. You must run these versions after you process the last payroll cycle of the year. These versions use the previous year's DBA balances to create beginning balances for the new year.

You need to run two rollover versions before you run the first payroll of the new year. These versions are:

- Year-End Payroll Month Rollover - Run this version after the last cheque date of the current year and before the first cheque date of the new year.
- Year-End Calendar Month Rollover - Run this version after the last payroll with work dates in the current year.

The following table illustrates an example of when you must run each rollover version.

Pay Period Ending Date	Cheque Date	Run Payroll Month Rollover	Run Calendar Month Rollover
12/31/24	12/31/24	After this payroll	After this payroll
12/31/24	01/05/25	Before this payroll	After this payroll
01/05/25 - with work dates in 2024 and 2025	01/05/25	Before this payroll	After this payroll

The Payroll system maintains standard-year balances for all PDBAs in the following tables:

- The Year-End Calendar Month Rollover program uses the Calendar Month DBA Summary History table (F06145).
- The Year-End Payroll Month Rollover program uses the Payroll Month PDBA Summary History table (F06146).

The system updates the Calendar Month DBA Summary History table by work date and the Payroll Month PDBA Summary History table by cheque date.

You use the same DREAM Writer program to process both types of rollovers. Although you can run both versions at the same time, JD Edwards World recommends running two different versions at different times.

First, you set the processing options of the rollover programs to run in proof mode. When you run the rollover programs in proof mode, the system identifies possible errors without changing any information in the history table. Review the reports for errors. When beginning balance hours or monetary amounts are negative, the rollover creates the Year-End Rollover report and includes a message that the rollover amount is negative.

After you correct any errors, rerun the rollover programs in update mode.

Note: If an employee worked in more than one company last year, the payroll history rollover combines like PDBAs from the individual companies and carries over the total to the employee's current home company. The report also prints a separate line showing the detail for each company. If you do not want to combine the employee's accruals, create a unique payroll-month history version for each company. 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. If different groups of employees have unique rollover rules for the same DBA, you must create a separate payroll-month history version for each group. Set up each version so that it selects only those employees in that group.

Before You Begin

- Set up the rollover information for DBAs. See *Entering Rollover Information for DBAs*
- Create a copy of the Payroll Month History (F06146) and Calendar Month History (F06145) tables. The system does not automatically create backup copies when you run the year-end rollover programs.

Processing Options

See *Calendar Month Rollover (P063913)*

4 Working with Employment Insurance History Integrity

Verifying Employment Insurance History Integrity

From EI Integrity (G77311), choose EI Integrity Validation

You run the EI Integrity Validation program to find discrepancies between the Unemployment Insurance History (F06176) and Tax History Summary (F0713) tables. This program ensures that the gross earning and EI contribution amounts are the same in the two tables.

This program summarizes all records for each employee in the Unemployment Insurance History table by tax type CC and compares the results with the amounts in the Tax History Summary table.

If the yearly totals for EI insurable earnings in the Unemployment Insurance History table do not match the gross earnings minus excludables minus in-excess in the Tax History Summary table, the program marks the records. The program then compares the records in the Unemployment Insurance History table with the records in the Tax Ledger table (F0716) by cheque control number to locate specific records that do not match. The program then produces an exception report, the EI Integrity F0716/F06176 Exceptions report.

The EI Integrity Validation program produces a second exception report, the EI Integrity Validation report, if any of the following conditions exist:

- The amount of insurable earnings is greater than the maximum EI earnings.
- The tax ID in the Unemployment Insurance History table does not match any of the corporate tax IDs that are set up for the company in the Tax Area Constants table (F069016).
- The employee number does not exist in the Employee Master table (F060116).
- The company number does not exist in the Corporate Tax ID table (F069086).
- The maximum EI earnings do not exist for the company.
- The employee record does not exist in the Tax Ledger table (F0716).
- The amount of insurable earnings or tax does not match the amount in the Tax Ledger table.

The EI Integrity Validation program reads information from the Unemployment Insurance History, Tax History Summary, and Tax Ledger tables. It does not update these tables.

What You Should Know About Processing Options

Processing Option	Description
EI Integrity Year	The year that you enter must match the calendar year that you use in the data selection. If it does not, the program produces a blank report.

Processing Options

See *El Integrity Validation (P077015)*

Data Selection for El Integrity Validation

The data selection must be Check Date EQ (is equal to) *RANGE, where the range is the beginning and ending dates of the reporting year.

Revising Employment Insurance History

When you verify the integrity of your employment insurance history, you might discover errors. You review each error to verify whether you must make a change as some errors might reflect valid conditions. Use the El History Revisions program (P06176) to locate any employee's employment insurance history and, if necessary, to make revisions.

Records on a Record of Employment (ROE) do not appear on the El History Revisions screen because the system locks these records and you cannot revise them. To review locked records on an ROE, use the El History Inquiry program (P060991).

This program revises information in the Unemployment Insurance History table (F06176).

To revise employment insurance history

From EI Integrity (G77311), choose EI History Revisions

1. On EI History Revisions, to locate the employee's EI history, complete the Employee Number field and click Enter.

06176 EI History Revisions

Tools Help

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06176 **EI History Revisions**

Action Code []
 Employee Number 7777 Bureau, Richard M.
 Tax Area / Type FEDERAL / CC CAN UIC - Employee
 Skip to Ending Date. []

I	Pay Prd.	Insurable	Hours	Chk Ctrl	Insured	Insured	Qualfy	0
C	End Date	Gross Pay	Worked	Number	Earnings	Premiums	Weeks	P
	04/13/18	1,872.60	80.00	206287	1,872.60	26.03	.00	
	03/30/18	1,872.60	80.00	206156	1,872.60	26.03	.00	
	03/16/18	1,872.60	80.00	206025	1,872.60	26.03	.00	
	03/02/18	1,872.60	80.00	205891	1,872.60	26.03	.00	
	02/16/18	1,872.60	80.00	205760	1,872.60	26.03	.00	

Opt: 9=Dlt F4=Detail F19=Prev Record F20= Next Record

2. Revise the information in any of the following fields and click Change:

- o Pay Period End Date
- o Insurable Gross Pay
- o Hours Worked
- o Insured Earnings
- o Insured Premiums

Field	Explanation
Insurable Gross Pay	<p>The actual gross pay amount for an employee. This amount is different from the distributed gross pay amount that is used for labour distribution.</p> <p><i>Screen-specific information</i></p> <p>The employee's insurable gross pay for the listed pay period. This amount is subject to EI (employment insurance) before EI limits are applied.</p>
Hours Worked	<p>The number of hours associated with each transaction.</p> <p><i>Screen-specific information</i></p> <p>The hours excluded from employment insurance (EI) with Tax Type CI are not included in this field. The associated pay is included in the Insurable Gross Pay. The excluded hours are included in the actual hours worked on the employee's timecard.</p>
Insured Earnings	<p>The amount that is subject to taxation or withholdings.</p> <p><i>Screen-specific information</i></p> <p>For Canadian employment insurance (EI), this amount equals the gross pay to which EI applies. When the sum of the insured earnings exceeds the yearly maximum, the next entry for that year is blank.</p> <p>When you enter revisions manually, the system determines whether the amount that you enter plus the sum of the insured earnings for the year exceeds the yearly limit.</p>
Insured Premiums	<p>The employment insurance premium withheld from the employee's pay for the current pay period.</p> <p><i>Screen-specific information</i></p> <p>If the premium percentage is specified in the processing options, the system calculates the premium amount to withhold.</p> <p>To enter an amount manually, leave the processing option blank.</p>

Processing Options

See *Employment Insurance History Rev. (P06176)*

Note:

- *Revising Employment Insurance History* for more information about using the EI History Inquiry screen to review employment insurance history
- *See Revising Taxation History in the JD Edwards World Canadian Payroll Guide Volume II for more information.*

Working with Employment Insurance Hour Integrity

You run the EI Hour Integrity program to find and correct discrepancies between the Unemployment Insurance History (F06176) and the Payroll Transaction History (F0618) tables. This allows you to ensure that no discrepancy exists in insurable hours worked for employment insurance.

When you run the EI Hour Integrity program in verification mode, the system identifies records with discrepancies so that it can resolve those discrepancies when you run the program in update mode. Before you run the program in update mode, you can manually reset the flag for certain records to prevent the program from updating them. This might be necessary if you have records that the system considers to be in error but, in fact, are not.

Working with employment insurance hour integrity includes the following tasks:

- Verifying employment insurance hour integrity
- Updating employment insurance flags

Verifying Employment Insurance Hour Integrity

From EI Integrity (G77311), choose EI F06176 Hour Validation

You run the EI Hour Integrity program (P077020) to locate and correct discrepancies between the Unemployment Insurance History (F06176) and the Payroll Transaction History (F0618) tables. This program ensures that no discrepancies exist in insurable hours worked for employment insurance.

You must run this 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 EI Hour Integrity program in verification mode, the system compares the number of hours for each employee in the Employment Insurance History and Payroll Transaction History tables. If the totals do not match, the system does one of the following:

- If no corresponding records exist in the Payroll Transaction History table, the system prints an error message on the report (No time card control record).
- If the totals differ, the program uses the pay type, employee number, and cheque control number to locate the corresponding record in the Payroll Month PDBA Summary History table. Data should exist for the record in either the Effect on Gross Pay or Effect on Net Pay field in the Payroll Month PDBA Summary History table. If both fields are blank, the program prints an error message on the report (Hours don't match). It also sets the ST field (Status Payroll 02) to H in the Employment Insurance History table to indicate 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.

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 Payroll Transaction History table to the Employment Insurance History table. This resolves the discrepancy between the tables.

The system also prints a report that shows the changes that it made to the Employment Insurance History table.

Processing Options

See *El Hour Integrity Report (P077020)*

Data Selection

You can exclude PDBAs that are exempt from employment insurance, such as leave without pay. For the excluded pay types, the system does not include hours in the report calculations.

You can enter a range of cheque dates to specify the reporting year.

Updating Employment Insurance Flags

When you run the El Hour Integrity program in verification mode, the system sets a flag for each record that has a discrepancy. The flags indicate that the system should correct the discrepancies when you run the program in update mode. 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 do this by changing the value of the Status field from H to blank.

This program resets flags for records in the Unemployment Insurance History table (F06176).

To update employment insurance flags

From EI Integrity (G77311), choose EI Insurance Flag Update

1. On EI Insurance Flag Update, complete the Employee Number field and click Enter.

077060 EI Insurance Flag Update

Tools Help

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077060 EI Insurance Flag Update

Action Code

Employee Number 7777 Bureau, Richard M.

Tax Area / Type FEDERAL / CC CAN UIC - Employee

Skip to Cheque Ctrl.

Ending Date	Gross Pay	Hours Worked	Chk Ctrl Number	Insured Earnings	Insured Premiums	Qualfy Weeks	S T
02/16/18	1,872.60	80.00	205760	1,872.60	26.03	.00	<input type="checkbox"/>
03/02/18	1,872.60	80.00	205891	1,872.60	26.03	.00	<input type="checkbox"/>
03/16/18	1,872.60	80.00	206025	1,872.60	26.03	.00	<input type="checkbox"/>
03/30/18	1,872.60	80.00	206156	1,872.60	26.03	.00	<input type="checkbox"/>
04/13/18	1,872.60	80.00	206287	1,872.60	26.03	.00	<input type="checkbox"/>

F19=Previous Record F20=Next Record F24=More Keys

2. Clear the ST (Status Payroll 02) field and click Change.

Field	Explanation
Status - Payroll 02	<p>A code that indicates an error when you run the EI Hour Integrity program in verification mode.</p> <p>The valid value is:</p> <p>H – Hours do not match</p> <p>This program is the only one that allows you to remove the code for any record to bypass the record when you run the EI Hour Integrity program in update mode.</p>

5 Reposting Historical Information

Reposting Tax Area Information

You repost tax area information to create a table of PDBAs by province and tax ID. It is important to repost to this table before you begin the year-end processing cycle. You use this table to cross-reference payroll amounts to specific boxes on year-end forms. When you repost, you also ensure that the system posts all PDBAs properly and that no PDBAs were missing during the year.

The repost program reads data from the Deduction, Benefit, and Accrual Detail History File table (F0619) and reposts the amounts to the Tax Area Transaction Summary History table (F06148). The F0618 table contains all of the time entry records for the year. The F0619 table contains all of the deduction, benefit, and accrual information.

To repost, you must set up the following two DREAM Writer programs:

- Repost Tax Area Transaction History (P07148)
- Repost Tax Area Transaction History (P07148A)

These two programs have identical names. Their unique program numbers differentiates them. You must set up the programs with identical DREAM Writer version names. The version names must begin with an alpha character.

Using two programs enables you to use data selection for both the F0618 and F0619 tables. You must submit Repost Tax Area Transaction History (P07148), and the system automatically runs Repost Tax Area Transaction History (P07148A).

CAUTION: Depending on the size of the history tables, processing time for the repost programs can range from a few minutes to several hours. JD Edwards World software recommends you to run these programs during off-peak hours. In addition, you must not run any other payroll functions while the system is processing these programs.

The repost programs do not produce reports. You should check system messages to verify that jobs finished normally.

Navigation

From **Data Integrity & Global Updates (G7731)**, choose **PDBAs to Tax Area Sum. F06148**

Before You Begin

Back up the existing Tax Area Transaction Summary History table (F06148).

Processing Options

See *Repost DBAs to Tax Area Summary F06148 (P07148)*

Data Sequence

Do not change the data sequence.

Reposting Tax Ledger Information

After you make any necessary revisions to employment history, the information in your Tax Ledger File table (F0716) might not match the corresponding information in the Taxation Summary History by Province table (F0713). You can run the Tax Ledger to Tax Summary repost program to update the summary table with the information from the detail table. This is an optional step for year-end processing.

The repost programs do not produce reports. You should review system messages to verify that jobs finish normally.

CAUTION: Processing time for the repost programs depends on the size of the history tables. JD Edwards World recommends that you run these programs during off-peak hours. In addition, you should not run any other payroll functions while the system is processing these programs. Exercise great caution when running the Tax Ledger to Tax Sum. F0713 program. This program changes year-to-date information and impacts critical reports. Use data selection to report only those records that you require. You must use the range of check dates from January 1 to December 31 of the year that you are reposting in the data selection.

Navigation

From **Data Integrity and Global Updates (G7731)**, choose **Tax Ledger to Tax Sum. F0713**

Before You Begin

Back up the existing Tax Ledger File table (F0716) and the Taxation Summary History by Province table (F0713).

Data Selection

This program submits all records for processing unless you use data selection to limit the records. Enter the data selection values that you need in order to select the records that you want to repost. For example, you might use the following data selection values:

- Address Number
- Tax Area (Work)
- Tax Type
- Check Date
- Home Company
- Work County (Province)
- Month - Update of History

Reposting Pay Types to the Payroll Month

You repost pay types to the payroll month if your Payroll Month PDBA Summary History table (F06146) contains corrupt data. This repost totals the pay type transactions stored in the Payroll Transaction History File table (F0618) and posts monthly totals for gross pay and hours to the F06146 table.

This repost summarizes by cheque date. It overwrites existing totals in the F06146 table.

Note: Use caution when you running this program as you can inadvertently overwrite adjustments that you manually entered. Prior to reposting, back up all summary tables that you need to repost and contact JD Edwards World Global Customer Support for assistance.

Navigation

From **Data Integrity & Global Updates (G7731)**, choose **Pay Types to PR Month F06146**

Processing Options

See *Repost Pay Types to Payroll Month F06146 (P071461)*

Reposting DBAs to the Payroll Month

You repost DBAs to the payroll month if the information in your Payroll Month PDBA Summary History table (F06146) does not correspond to the detail information in the Ded/Ben/Accr Detail History File table (F0619). For each employee, this repost calculates monthly totals for each DBA type. It then posts these totals to the F06146 table.

This repost summarizes by cheque date. It overwrites existing totals in the F06146 table.

Note: Use caution when running the program as you can inadvertently overwrite adjustments that you manually entered. Prior to reposting, back up all summary tables that you need to repost and contact JD Edwards World Global Customer Support for assistance.

Navigation

From **Data Integrity & Global Updates (G7731)**, choose **DBAs to Payroll Month F06146**

Processing Options

See *Repost Pay Types to Payroll Month F06146 (P071461)*

Reposting DBAs to the Calendar Month

You repost DBAs to the payroll month if the information in your Calendar Month DBA Summary History table (F06145) does not correspond to the detail information in the Ded/Ben/Accr Detail History File table (F0619). For each employee, this repost calculates monthly totals for each DBA type. It then posts these totals to the F06145 table.

This repost summarizes by work date. It overwrites existing totals in the F06145 table.

Note: Use caution when running this program as you can inadvertently overwrite adjustments that you manually entered. Prior to reposting, back up all summary tables that you need to repost and contact JD Edwards World Global Customer Support for assistance.

Navigation

From **Data Integrity & Global Updates (G7731)**, choose **DBAs to Calendar Month F06145**

Processing Options

See *Repost DBAs to Calendar Month F06145 (P07145)*

Reposting DBAs to the Fiscal and Anniversary History Summary

Run this repost if the information in your Fiscal/Anniversary Year History table (F06147) does not correspond to the information in the Ded/Ben/Accr Detail History File table (F0619) and the Payroll Transaction History File table (F0618). For each employee, this repost calculates the year-to-date (YTD) amount for only those DBAs that you have set up for fiscal or anniversary rollover. It then posts these YTD amounts to the Fiscal/Anniversary Year History table.

The system uses the DBA method that you entered when you set up your DBAs to determine whether the summary history is stored by cheque date or pay period ending date. If the system needs pay types to calculate the year-end balance, the repost automatically reposts the required pay types.

The repost overwrites existing YTD amounts for each employee and DBA. It does not overwrite prior year and beginning balances.

Note: Use caution when running this program as you can inadvertently overwrite adjustments that you manually entered. Prior to reposting, back up all summary tables that you need to repost and contact JD Edwards World Global Customer Support for assistance.

Navigation

From **Data Integrity & Global Updates (G7731)**, choose **DBAs to Fiscal & Anniv F06147**

Processing Options

See *Repost DBAs to Fiscal and Anniversary (P06147A)*

Note: See *Setting Up Deductions, Benefits, and Accruals in the JD Edwards World Canadian Payroll Guide Volume II for information about entering DBA limit amounts.*

Reposting the Workers Compensation Summary

Run this repost when the information in your Workers Compensation Summary History table (F0627) does not correspond to the detail information in the Payroll Transaction History File table (F0618). This repost summarizes, by cheque month and year, the workers compensation and general liability amounts in the F0618 table. It then posts this summary to the F0627 table.

This repost adds additional information to the summary table. It does not overwrite any existing information.

If you have not set up a corporate tax ID for the workers compensation and general liabilities tax types, the system enters the Federal Tax ID.

Navigation

From Data Integrity & Global Updates (G7731), choose Workers Comp. Summary F0627

Updating Tax Records to Avoid Multiple T4s

When a tax ID changes during the year, you can use the following process to update the tax records to avoid multiple T4s.

After you complete these tasks, your employees have only one tax record in the appropriate file and each program combines all amounts using the new tax ID.

Complete the following tasks to combine the tax records and avoid multiple T4s:

- To repost the tax ID
- To update the tax ID in the Taxation Summary History by Province table (F0713)
- To update the tax ID in the Payroll Month PDBA Summary History table (F06146)
- To update the tax ID in the Calendar Month DBA Summary History table (F06145)
- To update the tax ID in the Tax Area Transaction Summary History table (F06148)

Before You Begin

- JD Edwards strongly recommends that you back up all of your files, including:
 - Calendar Month DBA Summary History (F06145)

- Payroll Month PDBA Summary History (F06146)
 - Tax Area Transaction Summary History (F06148)
 - Taxation Summary History by Province (F0713)
 - Tax Ledger File (F0716)
- Verify the current tax ID in the Corporate Tax ID Revisions program (P069081). From the Taxes & Insurance menu (G7744), choose Corporate Tax IDs.

To Repost the Tax ID

You repost the tax ID if your company has applied for a corporate tax ID but has not yet received it. When you receive the new tax ID, you need to update the records that have the temporary tax ID with the new tax ID. You use the Repost of Tax ID to F0716 program (P07990) to update the corporate tax ID in the Tax Ledger File table (F0716).

In the data selection, enter the old tax ID and use whatever combination of fields you need in order to select only the records in which you want to update the tax ID. JD Edwards World recommends that you always put the old tax ID, which you are replacing, in the Tax ID field in the data selection.

In the processing options, enter the new tax ID value exactly as you want the system to enter it in the Tax ID field.

This repost programs does not produce a report. Review the records that you select to verify that the system updates the tax ID correctly.

CAUTION: JD Edwards World strongly recommends that you create a backup copy of the tables you are updating before running either of these programs. Depending on the size of the history tables, processing time for the repost program can range from a few minutes to several hours. JD Edwards recommends that you run this program during off-peak hours. In addition, you should not run any other payroll functions while the system is processing this program. Exercise great caution when running the Repost of Tax ID to F0716 program. This program changes detail information and impacts critical reports. Use the data selection to change only those records that require updating.

Navigation

From **Data Integrity & Global Updates (G7731)**, choose **Tax ID to Tax Ledger F0716**

Processing Options

See *Repost Tax ID to Tax Ledger F0716 (P07990)*

To Update the Tax ID in the Taxation Summary History by Province Table

Run the Taxation History F0713 integrity report to update the tax ID in the employee tax records. After you run the Taxation History F0713 integrity report, your employees have only one tax record in the Taxation Summary History by Province table (F0713). Enter the new tax ID in the Update and Consolidate F0713 Records processing option.

Create a new version of this integrity report and run it in update mode.

Navigation

From Data Integrity & Global Updates (G7731), choose Taxation History F0713

Data Selection

- Enter the company that you are working with in the Home Company field.
- Enter the 2-digit year (for example, 24 for 2024) in the Date - YR field.
- Enter the old tax ID number in the Tax ID field.

Processing Options

See *Taxation History Integrity (F0713) (P077011)*

To Update the Tax ID in the Payroll Month PDBA Summary History Table

Run the Payroll Month PDBAs F06146 integrity report to update the tax ID in the employee tax records. After you run the Payroll Month PDBAs F06146 integrity report, your employees have only one tax record in the Payroll Month PDBA Summary History table (F06146). Enter the new tax ID in the NEW tax ID processing option.

Create a new version of this integrity report and run it in update mode.

Navigation

From Data Integrity & Global Updates (G7731), choose Payroll Month PDBAs F06146

Data Selection

- Enter the company that you are working with in the Home Company field
- Enter the 2-digit year (for example, 24 for 2024) in the Date - YR field.

Processing Options

See *Payroll Month PDBAs Integrity (F06146) (P077021)*

To Update the Tax ID in the Calendar Month DBA Summary History Table

Run the Calendar Month DBAs F06145 integrity report to update the tax ID in the employee tax records. After you run the Calendar Month DBAs F06145 integrity report, your employees have only one tax record in the Calendar Month DBA Summary History table (F06145). Enter the new tax ID in the NEW tax ID processing option.

Create a new version of this integrity report and run it in update mode.

Navigation

From Data Integrity & Global Updates (G7731), choose Calendar Month DBAs F06145

Data Selection

- Enter the company that you are working with in the Home Company field
- Enter the 2-digit year (for example, 24 for 2024) in the Date - YR field.

Processing Options

See *Calendar Month DBAs Integrity (F06145) (P077031)*

To Update the Tax ID in the Tax Area Transaction Summary History Table

Updating the tax ID in the Tax Area Transaction Summary History table (F06148) is a three-step process. After you complete these steps, your employees have only one tax record in the F06148 and the program combines all amounts using the new tax ID.

1. Delete all records from the F06148 file.
2. Run Tax ID to Tax Ledger F0716. Ensure you enter the new tax ID in the NEW tax ID processing option.
3. Run PDBAs to Tax Area Sum. F06148.

Navigation

From Data Integrity & Global Updates (G7731), choose Tax ID to Tax Ledger F0716 and PDBAs to Tax Area Sum. F06148

Processing Options

See *Repost Tax ID to Tax Ledger F0716 (P07990)*

See *Repost DBAs to Tax Area Summary F06148 (P07148)*

6 Year-End Setup

Verifying Employee Names and Addresses

When you build the year-end workfile, the system uses employee names and addresses from the Address Book system. Before you build the year-end workfile, you should verify that employee names and addresses in the Address Book system are set up properly for T4, T4A, Relevé 1, Relevé 2, NR4 forms, and for electronic filing.

Although JD Edwards World does not provide a report to verify employee information for year-end reporting, you can run the Employee Roster (P074011) to print employee names and addresses or you can verify this information when you run the XML Integrity reports.

The employee name that displays on the Canadian year-end forms and in the XML files is a concatenation of the following three fields from the Address Book - Who's Who table (F0111):

- Given Name
- Middle Name
- Surname

When you update the Alpha Name field in the Address Book Master table (F0101), the system updates the F0111 table.

Note: Employee names must comply with the format that government taxing authorities require. If the format of the employee name is not correct, government agencies do not accept your year-end information. To ensure that employee names meet government formatting requirements, you can use the F0111 File Conversion - EFW2 conversion utility on menu G97U24. This conversion utility updates the Given Name, Middle Name, and Surname fields in the Address Book - Who's Who table (F0111) with the information in the Alpha Name field in the Address Book Master table (F0101). Contact Global Support Services for assistance with this procedure.

For the employee address, the system prints the first two address lines for electronic reporting and the last three nonblank lines for printed forms, plus the city, state, and postal code fields. The system prints a maximum of 30 characters per line on the printed forms and can include a maximum of 22 characters per line in the electronic file. The information prints on these lines as follows:

- Name
- Address
 - For electronic file, the first two address lines (up to 22 characters each)
 - For forms, the last three nonblank address lines (up to 30 characters each)
- City, state, and postal code

In order to ensure that all necessary address information is in both the electronic file and on printed forms, JD Edwards World suggests that you enter the employee's address information using a maximum of 22 characters on each of the first two address lines.

If you enter the street address, along with the apartment information on one line, the system does not include the complete address in the electronic file.

The following example illustrates which line you should use to enter each piece of address information:

Jacques Rivard

100395 Beelleville (enter this information on address line 1)

Apartment 2A (enter this information on address line 2)

Montreal Nord Québec, QC H1H 4Z8

Note: To ensure that address information is complete for printed and electronic file year-end information, JD Edwards World recommends that you enter all of the necessary address information using the format in the previous example. If you are not processing electronic filing, you can use up to three lines to enter an employee's address. However, if in the future you plan to process the information using electronic files, you might need to edit your address book records to avoid reporting incomplete information in the electronic files

Setting up Native Indian Employees

To set up the status for Native Indian employees so that their wages are not taxable in payrolls as well as on the end-of-year forms as follows:

For Payroll:

- Set up the employee as non-taxable and enter the Ethnic Code for Native Indian employees from UDC 07/M in the Employee Entry program.
- Set up a separate pay type for use with Native Indian employees. Failure to set up a separate pay type for use with Native Indian employees causes the system to enter amounts in boxes 71 (T4) and R (RL-1) when you special handle the amounts for other non-native employees.
- Enter the Native Indian pay type as the Default Auto Pay Type on the Pay and Tax Revisions Screen for salaried Native Indian employees.
- Use the Native Indian pay type when entering time cards for hourly Native Indian employees.
- Performing these tasks causes the system to enter the Native Indian employee's pay in the Gross Pay as well as the Excludable amounts in history, resulting in no taxable wages because Taxable = Gross - Excludable.

For Year-End Processing:

- T4: Use the Special Handle field for the Native Indian employees pay type for Box 71 and then attach Box 71 to the work file build.
- RL-1: Use the Special Handle field for the Native Indian employees pay type for Box R and then attach Box R to the work file build.
- Build T4/Relevé Workfiles: On the Build T4/Relevé Workfiles screen, enter the value for Native Indian employees in UDC 07/M in the Ethnic Code for Native Indian field. This allows the system to process the amounts properly for special handling to Box 71 on the T4 workfile records and Box R on the RL-1 workfile records.

Verifying Company Information

You verify company information to ensure accuracy when you process company names, addresses, and tax information for governmental reporting purposes.

You verify that tax area information is set up for any tax that your company or employees pay over the year. If tax area information is not accurate, you might not be reporting information correctly on year-end forms.

To compile the information that you report to provincial and federal government agencies, the system uses company names and addresses from the Address Book record. Before you build the T4/Relevé workfiles, verify that company names and addresses are set up properly for year-end reporting.

The system prints the company name, the first two address lines (for electronic filing) or the last three nonblank address lines (for printed forms), and the city, state, and postal code fields. The system can print a maximum of 30 characters per line on the printed forms and includes a maximum of 22 characters per line in the electronic file. The information that prints on these lines is as follows:

- Name
- Address
 - For electronic filing, the first two address lines (up to 22 characters per line)
 - For forms, the last three nonblank address lines (up to 30 characters per line)
- City, state, and postal code

Note: The company address that prints on year-end forms includes the last three nonblank lines of the company's address. The address that the system generates for electronic filing includes the first two lines of a company's address. To ensure that address information is complete on both the printed forms and electronic filing year-end information, JD Edwards World recommends that you enter all of the necessary address information using the format above. If you are not processing electronic filing, you can use up to three lines to enter a street address. However, if you plan to file electronically in the future, you might need to change the address to avoid reporting incomplete information in the electronic file.

To verify company information

Navigation

From Address Book (G01), choose Address Book Revisions

The following illustrates the company address information for year-end purposes.

01051 Address Book Revisions

Tools Help

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URL Document Email World Resources Support

01051 Address Book Revisions

Long Addr No. _____
 Resp. Bus. Unit _____ 153

Action Code I

Address Number _____ 4

Cons Code _____

Alpha Name Pfizer Canada Inc. Search Type C
 Customers

Phone Number (514) 595-0508 / _____
(111) 122-3333 / EML

Mailing Name Pfizer Canada Inc. Payables Y/N/M N
 Receivables Y/N. N

Address 17300 Trans-Canada Rte. Employee Y/N N
 User Code N

Postal Code A1B 2W5 City Kirkland
 State ON Ontario
 Country CA Canada

Language _____
 Industry Class _____
 Credit Message _____
 Parent Number _____

F5=Who F9=RelAddr F11=CIF Index F12=Phones F13=Cntl Info F24=More

Verifying User Defined Codes

Before you begin year-end processing, you verify that the information that you want to print on the year-end forms is set up correctly. To do this, you set up or review the appropriate user-defined code tables and make any necessary additions or changes.

You must review the user-defined codes and verify that you assigned the correct codes to print pension and special handling information.

Verifying user defined codes includes the following:

- Verifying pension plan numbers
- Verifying special handling pay codes
- Verifying province of employment codes
- Verifying T4 and T4A other information codes
- Verifying T4 employment codes
- Verifying RL-1 case O codes
- Verifying RL-2 source of income codes
- Verifying country codes
- Setting up the EI Reduced Rate
- Verifying Cheque Route Codes

Verifying Pension Plan Numbers

You must report the employee's Registered Pension Plan number or Deferred Profit Sharing Plan number as registered with Canada Revenue Agency (CRA) on all T4s and T4As.

You use the Pension Plan Number codes UDC table (77/PN) to maintain a list of valid pension numbers. The Code field contains the Registered Pension Plan number or the Deferred Profit Sharing Plan number. The Description field contains a descriptive reference for your use. The system does not print the Description field on year-end forms.

Note: Pension plan numbers must be seven numeric digits.

To review pension plan numbers

Navigation

From T4/Relevé Setup (G772472), choose Pension Numbers

On Pension Numbers, review the following fields:

- Code
- Description

Verifying Special Handling Pay Codes

Special handling pay codes, UDC 07/IP correspond to the income boxes on year-end forms. You review special handling pay codes to verify that they accurately reflect the reporting requirements for the current year. For T4 special handling pay codes, you must use the box numbers on the T4 forms that the CRA requires.

Because special handling pay codes correspond to specific boxes on the year-end forms, JD Edwards World recommends that you define:

- Two-digit numeric codes for the special handling pay codes that appear on T4 forms.
- Three-digit codes for the special handling pay codes that appear on T4A forms.
- Alphabetic codes for the special handling pay codes that appear on Relevé 1 and Relevé 2 forms.

To review special handling pay codes

Navigation

From T4/Relevé Setup (G772472), choose Special Handling Pay Codes

On Special Handling Pay Codes, review the following fields:

- Code
- Description

00051 Special Handling Pay Codes

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00051 Special Handling Pay Codes

Product Code 07
 User Defined Codes IP
 Skip To Code
 Basis Table Codes

Action Code

03 Character

Code	Description	Description-2
A	Employment Income	Relevé 1 - Canada
AB	Alberta	Canada
AK	Alaska	
AL	Alabama	
ALC	Allocated Tips	W-2: Allocated Tips
AR	Arkansas	
AZ	Arizona	
B	Employees QPP Contributions	Relevé 1 - Canada
BC	British Columbia	Canada
C	Employees EIC Contributions	Relevé 1 - Canada
CA	California	
CO	Colorado	
COD	CODA Amounts	499R-2 Reporting

F5=Code Types F14=Memo F15=Where Used F18=Translate F21=Print F24=More

Note:

- *Working with Special Handling* for more information about creating the tables that associate PDBAs with special handling pay codes.

Verifying Province of Employment

You use province of employment codes, UDC 07/SC to identify an employee's province of employment. JD Edwards World software supplies province codes that are compatible with the Vertex Payroll Tax Calculation system. The list of codes includes the codes for both Canadian provinces and U.S. states.

Verify that all province codes are correct. Each code must be two characters long, even though the table allows three characters. Do not change or delete any other codes in this table. You must the 9-digit province code in the Description-2 field, for example, 700190000 for Québec.

The two-character province code prints on T4 forms.

To review province codes

Navigation

From T4/Relevé Setup (G772472), choose Province of Employment

On Province of Employment, review the following fields:

- Code
- Description

00051 Province of Employment

Tools Help

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00051 Province of Employment

Action Code

Product Code 07
 User Defined Codes SC
 Skip To Code
 Statutory Code

03 Character

Code	Description	Description-2
NL	Newfoundland & Labrador	700090000
NM	New Mexico	35
NS	Nova Scotia	700130000
NT	Northwest Territories	700110000
NU	Nunavat	700250000
NV	Nevada	32
NY	New York	36
NYC	New York City	
NYL	NY override	
OH	Ohio	39
OHA	Ohio - Aberdeen County	
OHB	Ohio - Brown County	
OK	Oklahoma	40
ON	Ontario	700150000

F5=Code Types F14=Memo F15=Where Used F18=Translate F21=Print F24=More

Verifying T4 and T4A Other Information Codes

T4 and T4A Other Information codes correspond to the special handling pay codes that appear in the Other Information boxes on T4 and T4A year-end forms.

- T4 - UDC 77/OI
- T4A - UDC 77/OB

You review these codes to verify that they accurately reflect the reporting requirements for the current year. You must use the box numbers on the T4 and T4A form that the CRA requires.

You must also define the T4 and T4A Other Information codes in UDC 07/IP Special Handling Codes. The codes in UDC 77/OI and 77/OB must be in 07/IP.

Following is an example of UDC 77/OI for T4 Other Information.

To review T4 and T4A other information codes

Navigation

From T4/Relevé Setup (G772472), choose T4 Other Information or T4A Other Information

On T4 Other Information, review the following fields:

- Code
- Description

00051 T4 Other Information

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Field Sensitive Help
 Display Error Message
 Display Functions
 Exit Program
 More Details
 User Defined Code Types
 Repository Services
 Redisplay Previously Changed UDC
 Memo (Cursor Sensitive)
 Where Used
 Alternate Lang Desc (Cursor Sensitive)
 Print User Defined Codes
 Clear Screen

00051 T4 Other Information

Action Code

Product Code
 User Defined Codes
 Skip To Code
 T4 Other Information

Code	Description
02	Character
30	Housing, board, and lodging
31	Special work site
32	Travel in a prescribed zone
33	Medical travel
34	Personal use of employer auto
36	Interest-free & low int. loans
37	Emp. home-reloc. loan deduct.
38	Security options benefits
39	Security options-110(1)(d)
40	Other taxable allow. & benefit
41	Security options-110 (1)(d.1)
42	Employment commissions
43	CA forces pers & police allow
53	Deferred security options ben.

F5=Code Types F14=Memo F15=Where Used F18=Translate F21=Print F24=More

Note:

- *Working with Special Handling* for more information about creating the tables that associate PDBAs with special handling codes.

Verifying T4 Employment Codes

The CRA requires that you enter employment codes for certain types of employment. UDC 77/EC contains the valid T4 employment codes. You review T4 employment codes to verify that they accurately reflect the reporting requirements for the current year.

During the workfile build, you can set up a payroll category code to designate employment codes. Alternatively, you can use the Employee T4 Adjustments form to enter employment codes for specific employees.

To review T4 employment codes

Navigation

From T4/Relevé Setup (G772472), choose Employment Codes

1. On T4 Employment Codes, review the following fields:
 - Code
 - Description

00051 T4 Employment Codes

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00051 T4 Employment Codes

Action Code

Product Code 77
 User Defined Codes EC
 Skip To Code
 T4 Employment Codes

02 Character Code Description

Code	Description
	Blank (default)
11	Placement agency
12	Driver of taxi
13	Barber or hairdresser
14	Withdrawal (salary defer plan)
15	Seasonal Agricultural Wkr Pgm
16	Detached employee - SSN Agmt
17	Fishers-Self Employed

F5=Code Types F14=Memo F15=Where Used F18=Translate F21=Print F24=More

Note: *Defining Year-End Workfiles* for information about using payroll category codes to designate employment codes on the T4 form.

Verifying RL-1 Case O Codes

UDC 77/RC contains the codes that explain the amount in Box O (other taxable income) on the Relevé 1 form. These explanatory codes appear in Code (case O) on the Relevé 1 form. The codes are defined by Ministère du Revenu du Québec. You review these codes to verify that they accurately reflect the reporting requirements for the current year.

Note: You use special handling codes to associate similar PDBAs to Case O codes. The system prints the amount associated with the PDBAs in Box O (other taxable income) and the explanatory code in the Code (case O) box. Alternatively, you can enter Box O information as an adjustment after the workfile build.

To review RL-1 case O codes

Navigation

From T4/Relevé Setup (G772472), choose RL-1 Case O Codes

On RL-1 Case O Codes, review the following fields:

- Code
- Description

00051 RL-1 Case 0 Codes

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00051 RL-1 Case 0 Codes

Action Code

Product Code
 User Defined Codes
 Skip To Code
 Releve1 Case Code 0

Code	Description	Description-2
	Blank (Default)	
CA	Wage Earner Protection Pymnts	Relevé 1
CB	Tax-free savings acct (TFSA)	Relevé 1
CC	Payments to beneficiary (RDSP)	Relevé 1
RA	Supplementary unempl. benefits	Relevé 1
RB	Scholarship, bursaries, fello.	Relevé 1
RC	Research grants	Relevé 1
RD	Fees for services rendered	Relevé 1
RG	Benefits paid - LABA	Relevé 1
RH	Labour adj. benefits & IAP	Relevé 1
RI	Benefits paid - Sec 5 DFO	Relevé 1
RJ	Retiring allowance (inc. loss)	Relevé 1
RK	Death benefit	Relevé 1
RL	Patronage dividends in excess	Relevé 1

F5=Code Types F14=Memo F15=Where Used F18=Translate F21=Print F24=More

Verifying RL-2 Source of Income Codes

UDC 77/SI contains the codes that explain the source of the amounts you are reporting on the Relevé 2 form. These explanatory codes appear in the Provenance des revenus box on the Relevé 2 form. The codes are defined by Ministère du Revenu du Québec. You review these codes to verify that they accurately reflect the reporting requirements for the current year.

Note: You use special handling pay codes to associate similar PDBAs to the source of income codes. The system prints the amounts associated with the PDBAs on the RL-2 form. You enter the source of income code as an adjustment after the workfile build.

To review RL-2 source of income codes

Navigation

From T4/Relevé Setup (G772472), choose RL-2 Source of Income Codes

On RL-2 Source of Income Codes, review the following fields:

- Code
- Description

00051 RL-2 Source of Income Codes

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00051 RL-2 Source of Income Codes

Action Code

Product Code
 User Defined Codes
 Skip To Code
 Source of Income - 1

06 Character

Code	Description
AUTRE	Any Other Plan
FERR-A	Insured Reg Ret Income Fund
FERR-D	Depository Reg Ret Income Fund
FERR-F	Trusted Reg Ret Income Fund
RAP	Home Buyer's Plan
RE	Income-Averaging Annuity
REEP	Lifelong Learning Plan
REER-A	Insured Reg Ret Savings Plan
REER-D	Depository Reg Ret Saving Plan
REER-F	Trusted Reg Ret Savings Plan
REPA	Inc Averaging Annuity-Artists
R0	Orinary Annuity
RPA	Registered Pension Plan

F5=Code Types F14=Memo F15=Where Used F18=Translate F21=Print F24=More

Verifying Country Codes

You use country codes, UDC 77/CN, to identify the alphabetic country codes in the International Standard (ISO) 3166 Codes for the Representation of Names or Countries.

Verify that you set up all country codes and that they are correct for all employees you process, especially for any employees that work outside Canada or the United States. Ensure that each of the following fields include these requirements:

- Code field must include the valid three character ISO-3166 country code
- Description field must contain the ISO-3166 country name
- Description-2 field must contain the ISO-3166 2-character country code equivalent

To review country codes

Navigation

From T4/Relevé Setup (G772472), choose Country Codes

On Country, review the following fields:

- Code
- Description
- Description-2

00051 Country Codes

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00051 Country Codes

Action Code

Product Code 77
 User Defined Codes CN
 Skip To Code
 ISO Country Codes

03 Character

Code	Description	Description-2
ABW	Aruba	AW
AFE	Afghanistan	AF
AGO	Angola	AO
AIA	Anguilla	AI
ALA	Aland Islands	AX
ALB	Albania	AL
AND	Andorra	AD
ANT	Netherlands Antilles	AN
ARE	United Arab Emirates	AE
ARG	Argentina	AR
ARM	Armenia	AM
ASM	American Samoa	AS
ATA	Antarctica	AQ
ATF	French Southern Territories	TF

F5=Code Types F14=Memo F15=Where Used F18=Translate F21=Print F24=More

Setting Up the EI Reduced Rate

You must set up a new EI Reduced Rate (UDC 77T4/EI) each year. Contact the appropriate government agency to locate the rate.

To set up the EI reduced rate

Navigation

From T4/Relevé Setup (G772472), choose General User Define Codes

1. On General User Defined Codes, locate EI Reduced Rate (77T4/EI).
2. Complete the following fields:
 - o Code
 - o Description
 - o Description 2
3. Access the detail area, enter N in the Hard Coded Y/N field and click Add.

00051 General User Defined Codes

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00051 General User Defined Codes

System Code 77T4
 User Defined Codes EI
 Skip To Code
 EI Rate

Action Code I

04 Digit

Code	Description	Hard Coded Y/N
2006	1.53	N
Special Handling Code		
2007	1.46	N
Special Handling Code		
2008	1.39	N
Special Handling Code		
2009	1.38	N
Special Handling Code		
2010	1.36	N
Special Handling Code		
2011	1.41	N
Special Handling Code		
2012	1.47	N
Special Handling Code		

F5=Code Types F14=Memo F15=Where Used F18=Translate F21=Print F24=More

Verifying Cheque Route Codes

If you use window envelopes to mail T4 forms, you use UDC 07/CR for the Cheque Route Code field on the Employee Enter program (P070101) to display the employee name and address in a window envelope.

To verify cheque route codes

Navigation

From T4/Relevé Setup (G772472), choose General User Define Codes

1. On General User Defined Codes, access the detail area (F4).
2. Locate Cheque Route Code (07/CR) and review the following fields:
 - o Code
 - o Description
 - o Description 2
 - o Hard Coded Y/N

Setting Up Pension Records

The Pension Information Maintenance programs are designed to provide a mechanism to accumulate a user's pension information for use in preparing T4A's. This is also the method to enter pension numbers and pension adjustment amounts to the T4's and Relevé 1.

JDE does not provide a method to calculate the pension information. This is only a vehicle to collect the necessary data to print and complete the year end reports.

A pension information record should be setup for each employee who will receive a T4A or will need a pension adjustment amount displayed on their T4(s). Multiple records must be setup for an employee who has different tax areas and/or different tax id's.

To print a pension number or pension adjustment on an employee's T4 or T4A form, you set up pension records. You can create pension records for groups of employees based on payroll history information. You can also enter pension information and pension adjustment amounts for individual employees.

When you build the year-end workfile, the system generates T4A records for employees for whom records exist in the Tax History File table (F0713) with a tax history type of P, J, K, or L (UDC 07/TH).

You can manually create a T4 or T4A after you run the workfile build for an employee who does not have a pension record but requires a T4 or T4A year-end form. You cannot manually create Relevé 1, Relevé 2, or NR4 records.

See [Creating a T4A Year-End Form Manually](#) or [Creating a T4 Year-End Form Manually](#) for more information.

Setting up pension records includes the following:

- Creating multiple pension records
- Creating individual pension records
- Creating T4A forms for non-pensioners

Creating Multiple Pension Records

Navigation

From T4/Relevé Setup (G772472), choose Pension Batch Update

Users can create pension records for groups of employees based on payroll history information.

The Pension Batch Update program creates pension records in the Canadian Pension Information File table (F07727) for groups of employees by using information in the Payroll Month PDBA Summary (F06146) and Employee Master (F060116) tables. You can select groups of employees for whom you want to create pension records.

The program creates one record for each employee whose Payroll Month PDBA Summary and Employee Master information matches the selection criteria. You might create multiple records for any employee who worked in more than one tax area or under more than one tax ID.

You can use special handling codes to create T4A records automatically for employees who do not have any qualifying pension history records. See *Working with Special Handling* for more information.

Processing Options

See *Pension Batch Update (P077271)*

Data Selection

You can use data selection to select groups of employees for whom you want to create pension information.

For example, you might set up a category code to designate certain employees and then use that category code as your data selection. Alternatively, you might select all employees who have history for a specific PDBA code.

You must specify the year you are processing in the data selection as well as in the processing options.

Creating Individual Pension Records

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

You might need to enter a pension adjustment for an individual employee if the employee made voluntary contributions that exceeded the payroll deduction amount and you did not withhold tax on that amount.

When you enter a pension adjustment, you might create multiple records for any employee who worked in more than one tax area or under more than one tax ID.

The Pension Information Maintenance program creates or updates records in the Canadian Pension Information File table (F07727).

To create individual pension records

Navigation

From T4/Relevé Setup (G772472), choose Pension Info. Maintenance

On Pension Info. Maintenance, complete the following fields and click Add:

- Year

- Employee/SIN
- Home Company
- Tax Area
- Tax ID
- Pension Plan Number
- Pension Adjustment
- T4A (Y/N)

07727 Pension Info. Maintenance

Tools Help

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07727 Pension Info. Maintenance Security BU 1

Year 18

Action Code		
Employee/SIN	7777	Bureau, Richard M.
Home Company	00077	A Model Canadian Payroll Co
Tax Area	700150000	0N - For JE use only
Tax ID	770152712RP1001	UIC Reduced Co Rate
Pension Plan Number.	7734567	pension #1
Pension Adjustment		5,000.00
T4A (Y/N)		N

F6=Pension Info Listing F9=Name Search F24=More Keys

Field	Explanation
Pension Plan Number	<p>The seven-digit registration number that is issued for the employees' pension plan or deferred compensation profit-sharing plan.</p> <p><i>Screen-specific information</i></p> <p>The pension plan numbers that you enter on this screen must exist in user defined code table 77/PN.</p>
Pension Adjustment	The amount of the pension adjustment that you want to print on the T4 or T4A.
T4A (Y/N)	<p>A code that specifies where the system prints the pension plan number and pension adjustment. Valid values are:</p> <p>Y – Print the pension plan number and pension adjustment on a T4A form</p> <p>N – Print the pension plan number and pension adjustment on a T4 form (default)</p>

Creating T4A Forms for Non-Pensioners

There are three ways to create T4A records for Non-Pensioner:

- Automatically during the workfile build by creating Pension records.
- Automatically during the workfile build by special handling amounts into T4A boxes.
- Manually after the workfile build.

To create T4A forms automatically for non-pensioners by creating pension records

Prior to running the Build T4/Relevé Workfiles program, ensure that you create individual pension records with the T4A (Y/N) field set to Y using either the Pension Info. Maintenance program or the Pension Batch Update. See [Creating Individual Pension Records](#) or [Creating Multiple Pension Records](#)

To create T4A forms automatically for non-pensioners by special handling

Prior to running the Build T4/Relevé Workfiles program, ensure that you add amounts to specific boxes on the T4A form using special handling codes.

Navigation

From Canadian Year End Processing (G77247), choose Build T4/Relevé Workfiles

1. On the first Build T4/Relevé Workfiles screen, complete the following field and click Enter twice:
 - T4/Relevé ID
2. On the second Build T4/Relevé Workfiles screen, choose Special Handling Code Review (F15) to access special handling codes.
3. On Special Handling Code Review, choose T4A (F5) to access special handling codes for the T4A form.
4. Enter the appropriate PDBAs for the severance pay for either or both of the following boxes on the T4A form:
 - 016 - Pension or Superannuation
 - 028 - Other Income

For more information about entering special handling codes, see *Working with Special Handling*.

Note: To generate T4A forms by attaching a pay type to a special handling code, you must repost pay types as well as DBAs to the Tax Area Transaction table (F06148). See *Reposting Tax Area Information* for more information.

To create T4A forms manually after the workfile build

You can manually create individual T4A forms after the workfile build. This might be necessary if a terminated employee contributes severance pay to a retirement plan or a retired employee receives pension income but no employment income. You cannot manually create Relevé 1, Relevé 2, or NR4 records. See *Revising Year-End Information* for information creating a T4A year-end form manually.

Before You Begin

Prior to running the Build T4/Relevé Workfiles program, ensure you create an individual pension record with the T4A field set to Y.

Note: To generate T4A forms by attaching a pay type to a special handling code, you must repost pay types as well as DBAs to the Tax Area Transaction table (F06148). See *Reposting Tax Area Information* for more information.

To create T4A forms manually for non-pensioners

Navigation

From Canadian Year End Processing (G77247), choose Build T4/Relevé Workfiles

1. On the first Build T4/Relevé Workfiles screen, complete the following field and click Enter twice:
 - o T4/Relevé ID
2. On the second Build T4/Relevé Workfiles screen, choose Special Handling Code Review (F15) to access special handling codes.
3. On Special Handling Code Review, enter the appropriate PDBAs for the severance pay for any or all of the following boxes on the T4A form:
 - o 016 - Pension or Superannuation
 - o 028 - Other Income

Working with Special Handling

You use special handling to add amounts and describe the amounts in a specific box on a year-end form.

You can add amounts to specific boxes on each year-end form using special handling codes for pay types, deductions, benefits, and/or accruals (PDBAs). This creates an association between the special handling codes and the specific boxes to which they apply. Each year-end form can have a unique special handling setup.

You use these associations to:

- Report additional PDBA amounts for wages and taxes to existing taxable wages
- Report separately for the detail boxes on year-end forms

JD Edwards World software does not provide any pre-existing special handling code setup. You must setup special handling codes for each form.

For each special handling code, 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.

Special handling codes for Canadian year-end forms must correspond to the box numbers specified by the CRA or Québec.

You set up special handling codes in UDC 07/IP.

To use special handling, you must:

1. Set up the special handling code table.
2. Assign PDBAs to the special handling codes.
3. Assign special handling codes to boxes on the forms.

You can also access special handling code screens from the second Build T4/Relevé Workfiles screen. Use Special Handling Review (F15) to access the Special Handling Code Review screen and Special Handling Table (F16) to access the Special Handling Code Table screen.

CAUTION: You must repost using PDBAs to Tax Area Sum. F06148 on the Data Integrity & Global Updates menu (G7731) before performing any special handling or running a workfile build. See *Reposting Tax Area Information* for more information.

Working with Special Handling includes the following tasks:

- Set up the special handling codes table
- Assign PDBAs to special handling codes
- Assign special handling codes to boxes on the forms

To set up the special handling codes table

Navigation

From T4/Relevé Setup (G772472), choose Special Handling Pay Codes

1. On Special Handling Pay Codes, complete the following fields:
 - o Code
 - o Description-2

00051 Special Handling Pay Codes

Tools Help

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00051 Special Handling Pay Codes

Action Code

Product Code
 User Defined Codes
 Skip To Code
 Basis Table Codes

03 Character

Code	Description	Description-2
A	Employment Income	Relevé 1 - Canada
AB	Alberta	Canada
AK	Alaska	
AL	Alabama	
ALC	Allocated Tips	W-2: Allocated Tips
AR	Arkansas	
AZ	Arizona	
B	Employees QPP Contributions	Relevé 1 - Canada
BC	British Columbia	Canada
C	Employees EIC Contributions	Relevé 1 - Canada
CA	California	
CO	Colorado	
COD	CODA Amounts	499R-2 Reporting

F5=Code Types F14=Memo F15=Where Used F18=Translate F21=Print F24=More

2. Repeat these steps to enter all of the special handling codes for all forms.

Field	Explanation
Code	<p>A list of valid codes for a specific user defined code list.</p> <p><i>Screen-specific information</i></p> <p>This value is user defined and corresponds to the box number on the form.</p>
Description - 2	<p>Additional text that further describes or clarifies a field in the J.D. Edwards systems.</p> <p><i>Program-Specific Information</i></p> <p>This column must contain a numeric value that represents the value of the alphanumeric code.</p> <p><i>Screen-specific information</i></p> <p>This value corresponds to the form with which the code is associated, as you can use the UDC table for several types of forms: Canadian Relevés, Canadian T4, Canadian T4A, and US W-2.</p>

To assign PDBAs to special handling codes

Navigation

From T4/Relevé Setup (G772472), choose Revise Special Handling Tables

1. On Revise Special Handling Tables, complete the following field and click Enter:
 - o Special Handling Code

2. Enter a pay type, deduction, or benefit number in the following field:
 - o Type (PDBA Code)
3. Repeat the previous step until you enter PDBAs for this special handling code.
4. For Box O on the Relevé 1 form only, to associate an explanatory code with the PDBA code, complete the following field and click Enter:
 - o Cd (Box O Code)

Field	Explanation
Type	<p>The number and description of the PDBA that you want the system to use to calculate the corresponding PDBA. This number is the ending number in the range that is the basis of the calculation.</p> <p><i>Program-Specific Information</i></p> <p>Enter the number and description of the PDBA that you want the system to calculate for the specified special handling code table.</p> <p><i>Screen-specific information</i></p> <p>To review or change the details of a specific PDBA, enter 1 in the Option field to access the Pay Type Setup screen.</p>
Cd	<p>The codes that you can enter in this field are defined by Ministère du Revenu du Québec and supplied by JD Edwards World software in user defined code table 07/S2.</p> <p>You use these codes only to group similar PDBAs in Box O (other taxable income) on the Relevé 1 form. If only one code is associated with the amount in Box O, the code appears in Code (Case O) on the form. If more than one code is associated with the amount in Box O, the code RZ appears in Code (Case O) on the form and the descriptions of the codes also appear on the form.</p>

Processing Options

See *Special Handling Code Table (P067204)*

To assign special handling codes to boxes on the forms

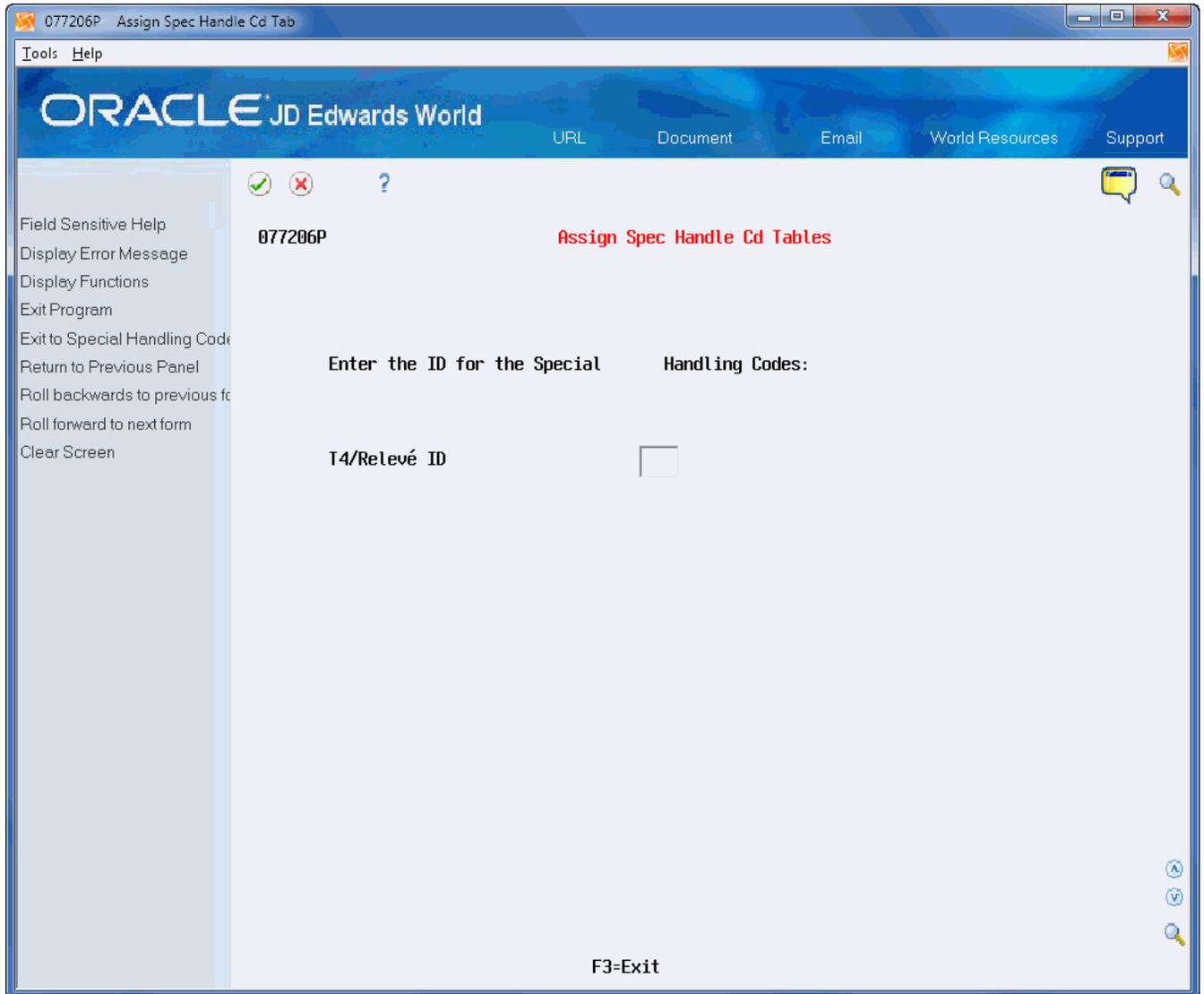
Navigation

From T4/Relevé Setup (G772472), choose Assign Special Handling Code Tables

The default for the Assign Special Handling Code Tables screen is the T4 form, however you can set which form displays in several ways. You can set the processing option or you can enter the form type (RL1, NR4) in the Form field. You can use the following functions to access the codes for other forms for special handling:

- F19 to display the special handling codes for the previous form

- F20 to display the special handling codes for the next form
1. On Assign Special Handling Code Tables, enter the associated workfile build ID version and click Enter twice.



- On the second Assign Special Handling Code Tables screen, enter a special handling code in any of the fields for each form and click Enter.

077206		Special Handling Code Review		Year .	24
Workfile ID. .		995 T4/Relevé Work File Build		Form .	RL1
Box/Code Description	Box /Cd	SH Cd	Special Handling Code Desc		
Employment Income	A				
QPP Contributions	BA				
Additional QPP Contributions	BB				
EI Premiums	C				
RPP Contributions	D				
Quebec Income Tax Withheld	E				
Union Dues	F				
QPP Pensionable Earnings	G				
QPIP Premiums	H				
QPIP Insurable Earnings	I				
Private Health Plan	J				
Travel in a Prescribed Zone	K				
Other Benefits	L				
Employment Commissions	M				
Charitable donations	N				
Other Income Not in Box A	O				

Processing Options

See *Assign Special Handling Code Tables (P077206)*

Setting up Non-Resident Secondary/Joint Information

The NR4 form includes a box for reporting a secondary recipient, which the CRA requires when a joint account exists. Therefore, if more than one recipient is entitled to the income, you only need to complete one NR4 slip.

If there are two recipients, enter one of the names in the Individual surname, first name, and initial area and the other in the Second Individual surname area. The second area is only for a second recipient's name when you pay or credit a joint account. Omit titles, such as Mr. or Mrs.

There is not a field to store this information in the NR4 files and it is not a field that is available for update on the NR4 Version Review or Adjustment screens. This information is setup as part of each employee's profile data and the system:

- Accesses this data when you execute year-end processing
- Loads the data into the NR4 review screens
- Prints the information on NR4 forms

To set up non-resident secondary/joint information

Navigation

From Canadian Employee Information (G7711), choose Profile Data Entry

1. On Profile Data Entry, enter the employee number in the Employee field and click Enter.

08091 Profile Data Entry

Tools Help

ORACLE JD Edwards World

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08091 Profile Data Entry HR Data Base E

Employee 7777 Bureau, Richard M.

0

P	Type of Information	Mde
<input type="checkbox"/>	Emergency Contacts	N
<input type="checkbox"/>	Skills	C
<input checked="" type="checkbox"/>	Beneficiary of Deceased -- Can	N
<input type="checkbox"/>	Language Skills	C
<input type="checkbox"/>	Professional Licenses/Certif	C
<input type="checkbox"/>	Employer Property	C
<input type="checkbox"/>	Education	C
<input type="checkbox"/>	Training	C
<input type="checkbox"/>	Tuition Reimbursement	C
<input type="checkbox"/>	Succession Planning	C
<input type="checkbox"/>	Appraisal Overview	N
<input type="checkbox"/>	Appraisal Details	C
<input type="checkbox"/>	Bonus	C
<input type="checkbox"/>	Grievance	C
<input type="checkbox"/>	ADA Data	C
<input type="checkbox"/>	Drug Testing	C

Opt: 1=Select & Update F19=Prev Resume F20=Next Resume F24=More Keys

2. Page down and enter 1 in the Option field for the NR4 Secondary Name.

08091 Profile Data Entry

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Field Sensitive Help
Display Error Message
Display Functions
Exit Program
Profile Copy
Display Previous Resume
Display Next Resume
Clear Screen

08091

Employee Bureau, Richard M.

7777

	Type of Information	Mde
<input type="checkbox"/>	Medical History	C
<input checked="" type="checkbox"/>	NR4 Secondary Name	N
<input type="checkbox"/>	Prior Employment	C
<input type="checkbox"/>	Employment Equity -- Canada	C

Opt: 1=Select & Update F19=Prev Resume F20=Next Resume F24=More Keys

3. On Employee Information, on the first blank text line, enter the last, first, and middle initial of the joint account holder's name and click Add.

Field	Explanation
Text area	<p>A free-form text field for comments or memoranda.</p> <p><i>Screen-specific information</i></p> <p>Enter the text on the first blank text line and not in the middle of the screen.</p> <p>Ensure you enter a space after the first name and that you enter a period after the middle initial. For example, you enter Smith, John N. This format is critical if the system must parse to separate the name into first, middle, last fields.</p> <p>The system does not edit or validate this information. It is imperative that you enter this information correctly because it follows the format that the CRA requires on the NR4 form.</p>

Setting Up Non-Resident Account Information

The NR4 form includes a box for reporting the non-resident account number which the CRA assigns. This must be setup in the Canadian Payroll system so that this number prints on the form.

Complete these tasks for every company that employs non-residents:

- Create new statutory codes
- Create new tax areas
- Add tax areas to the corporate tax ID table

To create new statutory codes

Navigation

From T4/Relevé Setup (G772472), choose General User Define Codes

1. On General User Defined Codes, locate the statutory code (SC).
2. Complete the following fields for Non-Resident Account # (Canada) and click Add:
 - Code
 - Description
 - Description 2
 - Hard Coded Y/N

00051 General User Defined Codes

Tools Help

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00051 General User Defined Codes

Action Code

Product Code
 User Defined Codes
 Skip To Code
 Statutory Code

03 Character

Code	Description	Description-2
*FS Special Handling Code	Federal Supplemental Override	Hard Coded Y/N <input type="text" value="N"/>
*K3 Special Handling Code	Additional Tax Credits(Canada)	Hard Coded Y/N <input type="text" value="N"/>
*NC Special Handling Code	Net Tax Credit Equival(Canada)	Hard Coded Y/N <input type="text" value="N"/>
*NR Special Handling Code	Non-Resident Account #(Canada)	Hard Coded Y/N <input type="text" value="N"/>
*PA Special Handling Code	Add'l Province Inc Tax(Canada)	Hard Coded Y/N <input type="text" value="N"/>
*PD Special Handling Code	Provincial Deduction (Canada)	Hard Coded Y/N <input type="text" value="N"/>
*PR Special Handling Code	Prov. Override Rate (Canada)	Hard Coded Y/N <input type="text" value="N"/>

F5=Code Types F14=Memo F15=Where Used F18=Translate F21=Print F24=More

To create new tax areas

Navigation

From Taxes & Insurance (G7744), choose Tax Area Information

1. On Tax Area Information, enter CFEDNR4 in the Tax Area field.
2. Enter CA in the Tax Type field.
3. Enter *NR in the Statutory Code field.
4. Enter C in the Company/Employee Paid field.
5. Enter N in the Print On N.P. Instructions field.
6. Leave the default values the system enters for the remaining fields and Click Add.

069012 Tax Area Information

Tools Help

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069012 **Tax Area Information**

Action Code I

Tax Area CFEDNR4

Tax Type CA Non-Resident Account Number

Required:

Statutory Code *NR Non-Resident Account #(Canada)

Company/Employee Paid C Company Paid

Print On N.P. Instrctn. N

Optional:

A/P Voucher / Payee N /

Occ Tax W/H Frequency

Tax Arrearage Rule N

Tax Priority

Tax Adjust. Limitation.

F5=Tax Area Index F16=A/B Setup F18=Statutory Codes F24=More Keys

To add tax areas to the corporate tax ID table

You repeat this task for each company that employs non-residents. The system:

- Accesses this data when you execute year-end processing
- Loads the data into the NR4 review screens
- Prints the information on NR4 forms

Navigation

From Taxes & Insurance (G7744), choose Corporate Tax IDs

1. On Corporate Tax IDs, on the first blank line, enter CFEDNR4 in the Tax Area field.
2. Enter CA in the Tax Type field.
3. Enter N in the Common Paymaster field.
4. Enter the non-resident account number (NR, 1 Alpha Character, and the 6 digit account number that the CRA assigns) in the Tax Id field.

069081 Corporate Tax IDs

Tools Help

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069081 Corporate Tax IDs

Action Code

Company 00077 A Model Canadian Payroll Co

Skip to Tax Area

Tax Area	Tx Tp	C P	PM GR	Stat. Code	Tax Id	Description
CFEDNR4	CA	N		*NR	NR2123456	Non-Resident Account Number
CFEDU01	CD	Y	01	U01	770152712RP1001	UIC Reduced Co Rate
CFEDU02	CD	Y	01	U02	770246567RP2002	UIC Employer secondary rate
700190000	CF	N		PQ	7788991154RS5454	Quebec Provincial

F4=Detail F15=Tax Area Index F19=Previous F20=Next F24=More

Setting Up T4A Beneficiary/Dependent Information

When an employee deceases during the tax year, you might have to issue a T4A to a beneficiary for the benefits that you pay to the beneficiary after the employee is deceased.

Likewise, when a dependent of an employee receives bursary payments during the tax year, you might have to issue a T4A to the dependent for the benefits paid to the dependent during the year.

It is likely that the beneficiary/dependent is not an employee; therefore they do not have an employee number and are not in any of the employee and payroll tables. In this case, you need to identify the beneficiary/dependent so that you can send the T4A to the beneficiary/dependent, using the beneficiary's/dependent's information.

The system stores the beneficiary/dependent information in the Address Book tables and not the Employee Master tables. The beneficiary/dependent is associated with the employee because the system stores the payroll history information in the payroll tables with the employee's number.

After you set up the T4A beneficiary/dependent information, the print and XML programs recognize that there is a value in the Beneficiary/Dependent fields and use the Address Book information for the beneficiary/dependent on the T4A form and in the XML file. You can make any other adjustments to the T4A as normal.

Setting up T4A beneficiary/dependent information includes the following tasks:

- Creating a beneficiary/dependent address book record
- Adding beneficiary/dependent information to the T4A of the employee

To create a beneficiary/dependent address book record

Navigation

From Address Book (G01), choose Address Book Revisions

On Address Book Revisions, complete the following fields and click Add.

- Address Book Number
- Alpha Name
- Mailing Name
- Address
 - Include the postal code, city, province, and country
- Tax ID

This is the SIN Number.

To add beneficiary/dependent information to the T4A of the employee

Navigation

From Canadian Year End Processing (G77247), choose Version Review

1. On Version Review, enter 3 in the Option field next to the version that includes the T4A of the employee.

07725 Version Review

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07725 Version Review User ID

Skip to T4/Relevé ID

0 ID	Description	User ID	T	W	T	R	W	R	T	N	A	Yr
429	T4/Relevé Work File Build	EH130892	S	1	4	1	2	2	A	R	R	18
430	T4/Relevé Work File Build	EH130892	N	1	F	F	1	F	F			18
951	T4/Relevé Work File Build	MM6574961	N	1			1					11
953	T4/Relevé Work File Build	MM6574961	Y	1			1					11
954	T4/Relevé Work File Build	MM6574961	Y	1			1					11
955	T4/Relevé Work File Build	MM6574961	N	1			1					11
956	T4/Relevé Work File Build	MM6574961	N	A			A					11
978	T4/Relevé Work File Build	MM6574961	N	1			1					12
988	T4/Relevé Work File Build	MM6574961	N	1			1					11
989	T4/Relevé Work File Build	MM6574961	N	1			1					11

Review Options: 1=T4 2=Rel1 3=T4A 4=Rel2 5=NR4; 8=ID Reset F24=More

2. On Employee T4A Summary Review, enter 2 next to the employee's T4A.

077281 Employee T4A Summary Review

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077281 Employee T4A Summary Review Year 18

Skip to Employee

A	Employee							
D 0	Number	S.I.N.	Employee Name	Co.	Tax Area	Tax ID	ID	
	7705	354 121 188	Theriot, Ryan	00077	700150000	770152712RP1001	430	
	7776	081 560 674	Guerre, John M.	00077	700190000	770152712RP1001	430	
	7779	952 136 885	Bouchard, Pierre	00077	700190000	770152712RP1001	430	
2	7780	145 121 885	Boucher, Dennis	00077	700190000	770152712RP1001	430	

2=Adj 8=Laser Print F4=T4A Detail F5=T4A Add F24=More

3. On Employee T4A Adjustments, enter the beneficiary/dependent information in the following fields and click Add:
 - o Beneficiary/Dep
 - o Ben/Dep SIN

Setting Up Integrated File System (IFS) Directories

Extracting the XML file involves exporting the XML file that you create on the AS/400 (iSeries) to an XML document on the user's PC using either the File Transfer Protocol (FTP) or the IFS on your AS/400, iSeries, or System i5 server. To use FTP, see *Transferring and Submitting the XML Workfile*.

The IFS functionality allows users that do not have access to FTP on their production machines to export the XML file. Additionally, the PC Import/Export functionality that some users might be familiar and comfortable with uses IFS.

See *Set Up Import/Export in the Technical Tools Guide* for more information about setting up Import/Export and IFS directories.

When you set up the IFS for year-end Canadian payroll processes, be aware of the following:

- Some companies prefer to create a directory for each user, using their User ID as the directory name.
- Make it easy to identify this directory as the one you use for extracting and transmitting Canadian Year-End related XML documents. For example, a simple name such as t4xml or T4XML.
- When you share an IFS directory using an IBM iSeries API, you must enter X00000819 for the Coded Character Set ID (CCSID) parameter so that the system translates any special French characters correctly into the XML file.

7 Workfile Setup

Defining Year-End Workfiles

You define year-end workfiles to specify the information that you want to print on year-end forms.

You must first create a T4/Relevé workfile ID. You use the same ID to complete the subsequent steps of the year-end cycle. You also define the data that you want to include in the workfile build.

After you create a year-end workfile ID and define the data criteria, you assign special handling code tables to the specific boxes for each year-end form. This process associates special handling codes with the specific boxes to which they apply.

Workfile Data Criteria

Before you can create a year-end workfile, you must create a workfile ID. The workfile ID identifies the version library where the system stores all of the information for year-end processing. The ID also identifies the DREAM Writer version that you use to choose employees for year-end processing. You use this ID when you run all subsequent steps in the year-end processing. You can set up multiple IDs to process different groups of employees.

When you create a T4/Relevé workfile ID, you must assign it to a unique DREAM Writer version. You use this version to choose the employees to include in year-end processing. Assign a DREAM Writer version to only one T4/Relevé workfile ID. If no suitable DREAM Writer version exists, you can add a new version when you create the new ID. The system can process multiple T4/Relevé IDs simultaneously.

Note: To avoid corrupting data from a previous year, you must create a new ID for each year.

Verify that you did not assign this DREAM Writer version to another T4/Relevé workfile. The system searches for duplicate DREAM Writer versions. Do not use the same ID that you used last year. If you use the same ID, the data that you generate this year overwrites the data for the previous year.

Employment Codes on T4 Forms (Box 29)

The Canada Revenue Agency (CRA) has identified certain types of employment for which you must enter employment codes. You enter an employment code in Box 29 on the T4 form.

You can enter an employment code in either of the following ways:

- After you build the workfile, you enter the code directly in Box 29 as an adjustment for the employee.
- You set up a category code in the Payroll system to identify employment codes. You enter the valid CRA employment codes in the UDC table that is associated with the payroll category code. For each employee, you enter the employment code in the designated category code field on the Category Codes and Geographic Data screen. Then, during the workfile build, you enter the payroll category code that identifies employment codes in the Payroll system.

To define a year-end workfile

Navigation

From Canadian Year End Processing (G77247), choose Build T4/Relevé Workfiles

1. On the first Build T4/Relevé Workfiles screen, complete the following field and click Enter:
 - o T4/Relevé ID

The system prompts you to confirm that you are entering a new T4 ID.



2. Click Enter.

07720 Build T4/Relevé Workfiles

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07720 Build T4/Relevé Workfiles Year 18
 Version ID 430

T4/Relevé ID 430
 Type of Processing 1 Full Processing
 Summarize on Tax ID/Province? N
 Home Company
 Adjustments Reset Y
 Ethnic Code for Native Indian
 (Leave this code blank if you do not have Native employees)
 Payroll Category Code that contains Employment Code:
 (i.e. P001 - P020)

Additional Companies:-

Company 02	
Company 03	
Company 04	
Company 05	
Company 06	
Company 07	
Company 08	
Company 09	
Company 10	

F5=NR4 Parameters F6=Submit F15=Spec. H. Rev. F16=Spec. H. Table

3. On the second Build T4/Relevé Workfiles screen, complete the following fields:

- o Year
- o Version ID
- o Type of Processing
- o Summarize on Tax ID/Province?
- o Adjustments Reset

4. Complete the following optional fields:

- o Home Company
- o Ethnic Code for Native Indian
- o Payroll Category Code that contains Employment Code
- o Additional Companies (02-10)

5. To include information for employees who must receive NR4 forms, choose NR4 Parameters (F5).

07720 Build T4/Relevé Workfiles

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Field Sensitive Help
Display Error Message
Display Functions
Exit Program
NR4 Parameters
Submit Job
Return to Previous Screen
Special Handling Code Review
Special Handling Code Table
Clear Screen

07720 Build T4/Relevé Workfiles Year 18
Version ID 430

NR4 Work File Build Parameters

T4/Relevé ID 430

Recipient Type 2
Income Code 07
Currency Code CAD
Exemption Code G

Deferred Profit Sharing
Canadian Dollars

F5=T4/Relev Parm F6=Submit F15=Spec. H. Rev. F16=Spec. H. Table

6. For NR4 forms only, on the third Build T4/Relevé Workfiles screen, complete the following fields:

- o Recipient Type
- o Income Code
- o Currency Code
- o Exemption Code

7. If you are ready to create year-end workfiles, choose Submit Job (F6), otherwise, click Exit (F3).

Field	Explanation
Type of Processing	A user-defined code, 07/WP, that specifies valid processing types for year-end workfile builds. Currently, the only valid type of processing for Canadian year-end forms is: Full Processing, which builds or rebuilds the workfile from the history tables.
Summarize on Tax ID/Province?	A code that specifies whether companies with the same corporate tax ID and province are to be summarized into one reporting record. To specify a parent, enter a parent company number in the detail area of the Corporate Tax ID form on the Taxes and Insurance menu, G7744. If you do not specify a parent company, the Workfile Build uses the lowest company number with the same tax ID as the parent. Note: When summarizing by tax ID, J.D. Edwards recommends that you enter the parent company numbers in the detail area of the Corporate Tax ID form. The parent company number for the parent company is its own company number.
Home Company	The Address Book number of the company to select for processing in the T4/Relevé workfile build.
Adjustments Reset	This is the T4 Adjustment File and Footnotes reset field. Valid values are: <ul style="list-style-type: none"> • Y = Will clear the Adjustment Files (i.e. T07740), delete any ad-hoc records created and will also clear and rebuild the footnotes file (T07750). • N = Will not clear the Adjustment Files (i.e. T07740), will not delete any ad-hoc records and the footnotes file (T07750) will not be cleared, except for any manually added footnotes. Note: For T4 Processing 2012 and after, footnotes are no longer valid. The 'F' value (below) would only be valid for 2011 and prior years. <ul style="list-style-type: none"> • F = Will clear and rebuild the footnotes file (T07750) but will not clear the adjustment files and will not delete any ad-hoc records. Note: Footnotes will only be created when using 'F' or 'Y'. When using 'N', they are retained from the last build, except for any manually entered footnotes.
Ethnic Code for Native Indian	A user defined code (07/M) that designates minority classifications according to Employment Equity Commission (EEC) standards. The predefined codes that J.D. Edwards provides are hard coded. The system uses these codes to generate employment equity reports. Do not change these predefined codes. You can add codes, if necessary.
Payroll Category Code that contains Employment Code	The category code that you use to identify employment codes in the Payroll system. Valid category codes in the Payroll system are P001 through P020. If you enter a payroll category code here, you must enter the employment codes in the UDC table that is associated with this category code. For example, category code P002 is associated with UDC 07/02.

Field	Explanation
	This code prints in Box 29 on the T4 form.
Company 02	The Address Book number of the company to select for processing in the T4/Relevé workfile build.
Recipient Type	The recipient type that you assign to the NR4 form. Valid values are defined by Canada Revenue Agency.
Income Code	The Income Code that prints on NR4 forms. Valid values are defined in UDC 77/IC.
Currency Code	The Currency Code that prints on NR4 forms. Valid values are defined in UDC 77/CU.
Exemption Code	The Exemption Code that prints on NR4 forms. Valid values are defined in UDC 77/EX.

Prerequisites for Box 45 (T4) and Box 015 (T4A)

Before you build the year-end workfile, you must follow the below-mentioned process to set up Box 45 and Box 015:

- Select DBA Setup from Pay/Deductions/Benefits (G7742) to set up a separate accrual DBA specific to Employer Offered Dental Benefits.
- Use the One-Time Override Time Entry Screen to assign the DBA to the employee. You must enter a valid value from 1 to 5 for this DBA.
- Run the complete payroll for the employee so that the DBA is assigned to the employee and is updated in the payroll DBA history.
- Add the DBA in Special Handling Code table for Box 45 on T4 form and Box 015 on T4A form.

Creating Year-End Workfiles

After you define the year-end workfiles, you create the workfiles.

Just as pre-payroll processing builds a work library PAYRLxxx, where xxx is the workfile build ID number, year-end processing builds a work library T4LIBxxx. Within this library, the system stores the various workfiles that it uses to produce the year-end forms. Each time you build a workfile, the system creates a library for that ID number that remains on the system until you purge it. In addition, the system generates permanent summary control tables in the production library.

The Build T4/Relevé program has two protective features that prevent the accidental loss of archived or scheduled-to-be-archived data:

- The procedure prevents you from running a workfile version that you ran through the entire year-end processing cycle, including archiving, in the same year.
- If your system contains a workfile version with the same ID number but a different year than you are submitting, the system warns you that you are about to overwrite the unarchived version.

The build program reads information from the following tables:

- Employee Master (F060116)
- Taxation Summary History by Province (F0713)
- Tax Area Transaction Summary History (F06148)
- Canadian Pension Information File (F07727)

The Build T4/Relevé Workfiles program creates the following workfile tables:

- T4 Workfile (T07730)
- T4A Workfile (T07732)
- Relevé 1 Workfile (T07731)
- Relevé 2 Workfile (T07733)
- NR4 Workfile (T07734)

The Build T4/Relevé Workfiles program generates a Negative Dollar Amount report that lists any negative wage and tax errors.

Note: If an employee has multiple pension records within the same company and tax ID, the system accumulates totals and creates only one T4A for the employee.

To create year-end workfiles

Navigation

From Canadian Year End Processing (G77247), choose Build T4/Relevé Workfiles

1. On the first Build T4/Relevé Workfiles screen, complete the following field and click Enter twice:
 - o T4/Relevé ID

07720 Build T4/Relevé Workfiles

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Field Sensitive Help
Display Error Message
Display Functions
Exit Program
NR4 Parameters
Submit Job
Return to Previous Screen
Special Handling Code Review
Special Handling Code Table
Clear Screen

07720 Build T4/Relevé Workfiles

Year 18
Version ID 430

T4/Relevé ID 430
Type of Processing 1 Full Processing
Summarize on Tax ID/Province? N
Home Company
Adjustments Reset Y
Ethnic Code for Native Indian
(Leave this code blank if you do not have Native employees)
Payroll Category Code that contains Employment Code:
(i.e. P001 - P020)

Additional Companies:-
Company 02
Company 03
Company 04
Company 05
Company 06
Company 07
Company 08
Company 09
Company 10

F5=NR4 Parameters F6=Submit F15=Spec. H. Rev. F16=Spec. H. Table

2. On the second Build T4/Relevé Workfiles screen, review the information in the following fields:
 - o Year
 - o Version ID
 - o Type of Processing
 - o Summarize on Tax ID/Province?
 - o Home Company
 - o Adjustments Reset
 - o Ethnic Code for Native Indian
 - o Payroll Category Code that contains Employment Code
 - o Additional Companies (02-10)
3. Choose Submit Job (F6).

Data Selection

When you build the workfiles, the DREAM Writer data selections use a default of all address numbers for the companies that you specify on Build T4/Relevé Workfiles. If an employee worked in multiple companies, you must select all of these companies or the workfiles do not process all of the employee's history.

Data Sequence

Do not change this data sequence. The sequence of the records in the year-end workfiles are by tax ID and then by alpha name.

8 Year-End Review

Reviewing Year-End Information

Before you print year-end forms, review the information in the workfiles. This ensures that the system prints the correct information on year-end forms.

You can review all of the workfile builds that you create and the status of each. You can also review the amounts in each box on the forms.

You use this information to determine when you can proceed to the next step in the process. This information can also help you determine whether any errors occurred during the processing that would require you to rerun a step.

The review programs access information in the following tables:

Program	Tables
Employee T4 Summary Review	<ul style="list-style-type: none"> T4 Workfile (T07730) T4 Adjustments Workfile (T07740) Employee Master (F060116)
Employee T4A Summary Review	<ul style="list-style-type: none"> T4A Workfile (T07732) T4A Adjustment Workfile (T07742) Employee Master (F060116)
Employee Relevé 1 Summary Review	<ul style="list-style-type: none"> Relevé 1 Workfile (T07731) Relevé 1 Adjustment Workfile (T07741) Employee Master (F060116)
Employee Relevé 2 Summary Review	<ul style="list-style-type: none"> Relevé 2 Workfile (T07733) Relevé 2 Adjustment Workfile (T07743) Employee Master (F060116)
Employee NR4 Summary Review	<ul style="list-style-type: none"> NR4 Workfile (T07734) NR4 Adjustment Workfile (T07744) Employee Master (F060116)

To review year-end information

Following is an example using T4 forms, to review other forms, use the same steps but choose the corresponding options.

To view additional fields for Relevé 1 forms, you can access Relevé Additional Information (P077354) from Employee Relevé Summary Review by entering 4 in the Option field.

Navigation

From Canadian Year End Processing (G77247), choose Version Review

1. On Version Review, review the following fields:
 - o ID
 - o Description
 - o User ID
 - o TS (Tax Identification Summation)
 - o W1 (T4/Relevé 1 Workfile Build)
 - o T4 (T4 Print Status)
 - o R1 (Relevé 1 Print Status)
 - o W2 (T4A/Relevé 2/NR4 Workfile Build)
 - o R2 (Relevé 2 Print Status)
 - o TA (T4A Print Status)
 - o NR (NR4 Print Status)
 - o AR (Archived)
 - o Year

07725 Version Review

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07725 Version Review User ID

Skip to T4/Relevé ID

0 ID	Description	User ID	T	W	T	R	W	R	T	N	A	Yr
429	T4/Relevé Work File Build	EH130892	S	1	4	1	2	2	A	R	R	18
430	T4/Relevé Work File Build	EH130892	N	1			1					18
951	T4/Relevé Work File Build	MM6574961	N	1			1					11
953	T4/Relevé Work File Build	MM6574961	Y	1			1					11
954	T4/Relevé Work File Build	MM6574961	Y	1			1					11
955	T4/Relevé Work File Build	MM6574961	N	1			1					11
956	T4/Relevé Work File Build	MM6574961	N	A			A					11
978	T4/Relevé Work File Build	MM6574961	N	1			1					12
988	T4/Relevé Work File Build	MM6574961	N	1			1					11
989	T4/Relevé Work File Build	MM6574961	N	1			1					11

Review Options: 1=T4 2=Rel1 3=T4A 4=Rel2 5=NR4; 8=ID Reset F24=More

2. Enter 1 in the Option field next to the workfile build that you want to review.

077251 Employee T4 Summary Review

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077251 Employee T4 Summary Review Year 18

Skip to Employee

A	Employee							
D 0	Number	S.I.N.	Employee Name	Co.	Tax Area	Tax ID	ID	
<input type="checkbox"/>	7701	256 136 888	Holiday, Anthony	00077	700150000	770246567RP2002	430	
<input type="checkbox"/>	7702	184 560 670	Derrick, Leslie	00077	700150000	770152712RP1001	430	
<input type="checkbox"/>	7703	481 560 670	Bellas, Debbie	00077	700190000	770152712RP1001	430	
<input type="checkbox"/>	7704	652 136 888	Rivard, Jacques	00077	700150000	770152712RP1001	430	
<input type="checkbox"/>	7707	388 871 188	Yelle, Stephane	00077	700150000	770152712RP1001	430	
<input type="checkbox"/>	7708	445 471 188	Lacroix, Pierre	00077	700150000	770152712RP1001	430	
<input type="checkbox"/>	7775	852 136 886	Deveny, Cindy L.	00077	700150000	770152712RP1001	430	
<input type="checkbox"/>	7777	084 560 671	Bureau, Richard	00077	700190000	770152712RP1001	430	

Opt: 2=T4 Adj 8=Laser Print F4=T4 Detail F24=More

3. On Employee T4 Summary Review, complete the Skip to Employee field and click Enter.

4. Access the detail area.

The system highlights negative values.

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077251 Employee T4 Summary Review Year 18

Skip to Employee

A	Employee						
D 0	Number	S.I.N.	Employee Name	Co.	Tax Area	Tax ID	ID
	7777	084 560 671	Bureau, Richard	00077	700190000	770152712RP1001	430

T4 Box	Amount	T4 Box	Amount	T4 Box	Amount
10.Province	QC	46.Donation			
14.Income	9,134.60	50.Pnsn P.#			
16.CPP		52.Pns. Adj			
17.QPP	338.90	55.PPIP Prm			
18.EI Prem	130.15	56.PPIP Ern			
20.RPP					
22.Inc Tax	1,016.35				
24.EI Earns	9,363.00				
26.CPP Erns	.00				
28.Exmp CPP	EI PIP				
29.Emp. Cod					
44.Un. Dues					

Opt: 2=T4 Adj 8=Laser Print F4=T4 Detail F24=More

Field	Explanation
Tax Identification Summation	<p>A code that specifies whether companies with the same corporate tax ID are to be summarized into one reporting record.</p> <p>To specify a parent, enter a parent company number in the detail area of the Corporate Tax ID form on the Taxes and Insurance menu, G7744.</p> <p>If you do not specify a parent company, the Workfile Build uses the lowest company number as the parent.</p> <p>Note: When summarizing by tax ID, J.D. Edwards recommends that you enter the parent company numbers in the detail area of the Corporate Tax ID form. The parent company number for the parent company is its own company number.</p>
T4/ Relevé Workfile Build	<p>A code that indicates the current status (stage) of the workfile in the Relevé 1 and T4 processing cycles. Valid values are:</p> <ul style="list-style-type: none"> • blank - the workfile build step has not been run. • A the workfile build step is currently active or on the job queue. • 1 the workfile build step has finished normally.
T4 Print Status	<p>A code that indicates whether the form has been printed.</p> <p>Valid values are:</p> <p>blank – The form has not been printed.</p> <p>A – The form is currently printing and considered active.</p> <p>B – The form was bypassed and will not be printed.</p> <p>C – The forms and XML file have been produced.</p> <p>F – The form has been printed.</p> <p>M – The magnetic media table only has been created.</p> <p>X – The XML file only has been produced.</p>
Relevé 1 Print Status	<p>A code that indicates whether the form has been printed.</p> <p>Valid values are:</p> <p>Blank – The form has not been printed.</p> <p>A – The form is currently printing and considered active.</p> <p>B – The form was bypassed and will not be printed.</p> <p>C – The forms and XML file have been produced.</p> <p>F – The form has been printed.</p> <p>M – The magnetic media table only has been created.</p> <p>X – The XML file only has been produced.</p>

Field	Explanation
T4A/Relevé 2/NR4 Workfile Build	<p>A code that indicates the current status (stage) of the workfile in the Relevé 2, T4A, and NR4 processing cycles.</p> <p>Valid values are:</p> <p>blank – The workfile build step has not been run.</p> <p>A – The workfile build step is currently active or on the job queue.</p> <p>1 – The workfile build step has finished normally.</p>
Relevé 2 Print Status	<p>A code that indicates whether the form has been printed.</p> <p>Valid values are:</p> <p>blank – The form has not been printed.</p> <p>A – The form is currently printing and considered active.</p> <p>B – The form was bypassed and will not be printed.</p> <p>C – The forms and XML file have been produced.</p> <p>F – The form has been printed.</p> <p>M – The magnetic media table only has been created.</p> <p>X – The XML file only has been produced.</p>
T4A Print Status	<p>A code that indicates whether the form has been printed.</p> <p>Valid values are:</p> <p>blank – The form has not been printed.</p> <p>A – The form is currently printing and considered active.</p> <p>B – The form was bypassed and will not be printed.</p> <p>C – The forms and XML file have been produced.</p> <p>F – The form has been printed.</p> <p>M – The magnetic media table only has been created.</p> <p>X – The XML file only has been produced.</p>
NR4 Print Status	<p>A code that indicates whether the form has been printed.</p> <p>Valid values are:</p> <p>blank – The form has not been printed.</p> <p>A – The form is currently printing and considered active.</p> <p>B – The form was bypassed and will not be printed.</p> <p>1 – The form has been printed.</p>

Field	Explanation
Archived	A code that indicates whether the version has been archived. Valid values are: 0 – The version has not been archived (default). 1 – The version has been archived.
Year	The calendar year for the workfile build.

Reviewing Year-End Reports

You can run year-end summary reports that print either detail or summary information. Detail reports list each employee and each box on a year-end form that contains a value. Summary reports list totals by company and do not include individual employee information.

The system prints a subtotal whenever the company number, tax area, or tax ID changes. The system can print a subtotal whenever the form count is equal to 200 within any segment (company, tax area, or tax ID). The system prints a grand total page that includes amounts from all companies, tax areas, or tax IDs.

Note: The year-end summary reports display the salaries of employees. You can prevent unauthorized access to this information by applying business unit security to the Employee Master table (F060116) to prevent users in certain business units from printing the report.

Reviewing year-end reports includes the following tasks:

- Reviewing the T4 Summary Report
- Reviewing the T4A Summary Report
- Reviewing the Relevé 1 Summary Report
- Reviewing the Relevé 2 Summary Report
- Reviewing the NR4 Summary Report

Reviewing the T4 Summary Report

The T4 Summary Report (P07746) lists details of all information for each employee's T4. It is your printed copy of the information that the system prints on the T4 form. This program prints information from the T4 workfile build that you choose.

Note: The Other Information area at the bottom of the T4 form includes several Box- Case and Amount boxes for the various types of additional income. There are numerous codes for additional income defined by the Canadian government. When you generate T4's, the system prints one primary slip and can print up to five "overflow" slips with additional income amounts, depending on how many amounts need to be special handled for the additional income. The T4 Summary Report reflects only the total number of T4's the employee receives for each company and tax ID. That is, one slip per employee regardless of how many overflow slips print. It does *not* include overflow slips in the slip count. To locate the total number of T4's, *including* overflow slips, use the T4 XML Audit Report (P07761X). This report reflects the total number of detail records for overflow slips. The slip count on the T4 Summary Report never matches the total number of detail records on the XML Audit Report if an employee has more additional information amounts than the primary slip can accommodate. The totals on these reports accommodate two different numbers: slip counts vs. XML detail records.

Navigation

From Canadian Year End Summary Reports (G772474), choose T4 Summary Report

Example: T4 Summary Report

T4 Ser. #	Employee Name	Employee #	T4 Box	Description	Original Amount	Adjustment	T4 Box Total
07746 *** J.D. Edwards & Company *** Page No. . . . 2 T4 Summary Report Date 11/21/18 Workfile ID: 430							
Company 77 & Model Canadian Payroll Co Tax ID 770152712FP1001 Tax Area 700150000 Year 18							

	Derrick, Leslie	7702	14	Employment Income	11,538.45		11,538.45
			16	CPP Contributions	423.75		423.75
			18	EI Premiums	276.92		276.92
			22	Income Tax	2,843.30		2,843.30
			24	EI Insurable Earnings	11,538.45	.00	11,538.45
			26	C/QPP Pen	11,538.45	.00	11,538.45

	Deveny, Cindy L.	7775	14	Employment Income	13,076.90		13,076.90
			16	CPP Contributions	496.50		496.50
			18	EI Premiums	321.69		321.69
			22	Income Tax	3,120.85		3,120.85
			24	EI Insurable Earnings	13,403.85	.00	13,403.85
			26	C/QPP Pen	13,403.85	.00	13,403.85

	Lacroix, Pierre	7708	14	Employment Income	8,461.55		8,461.55
			16	CPP Contributions	303.75		303.75
			18	EI Premiums	203.08		203.08
			22	Income Tax	1,704.00		1,704.00
			24	EI Insurable Earnings	8,461.55	.00	8,461.55
			26	C/QPP Pen	8,461.55	.00	8,461.55

	Rivard, Jacques	7704	14	Employment Income	8,686.55		8,686.55
			16	CPP Contributions	317.50		317.50
			18	EI Premiums	211.52		211.52
			22	Income Tax	1,272.50		1,272.50
			24	EI Insurable Earnings	8,813.50	.00	8,813.50
			26	C/QPP Pen	8,813.50	.00	8,813.50

	Yelle, Stephane	7707	14	Employment Income	8,461.55		8,461.55
			16	CPP Contributions	303.75		303.75
			18	EI Premiums	203.08		203.08
			22	Income Tax	1,704.00		1,704.00
			24	EI Insurable Earnings	8,461.55	.00	8,461.55
			26	C/QPP Pen	8,461.55	.00	8,461.55
=====							
	Segment Total:		14	Employment Income	50,225.00		50,225.00
	Number of T4 Forms:	5	16	CPP Contributions	1,845.25		1,845.25
			18	EI Premiums	1,216.29		1,216.29
			22	Income Tax	10,644.65		10,644.65
			24	EI Insurable Earnings	50,678.90	.00	50,678.90
			26	C/QPP Pen	50,678.90	.00	50,678.90

Processing Options

See T4 Summary Report (P07746)

Data Sequence

Do not change the data sequence of the report.

Reviewing the T4A Summary Report

The T4A Summary report lists details of all information for each employee's T4A. It is your printed copy of the information that the system prints on the T4A form.

This program prints information from the T4A workfile build that you choose.

Navigation

From **Canadian Year End Summary Reports (G772474)**, choose **T4A Summary Report**

Example: T4A Summary Report

Employee Name	Employee No /Cd	Box/Code Description	Original Amount	Adjustment Amount	Total Amount
Bouchard, Pierre	7779	022 Income Tax Deducted	1,990.80		1,990.80
Boucher, Dennis	7780	022 Income Tax Deducted	1,904.95		1,904.95
Guerre, John M.	7776	022 Income Tax Deducted	610.85		610.85
Segment Total:		022 Income Tax Deducted	4,506.60		4,506.60
Number of T4A Forms:	3				

Processing Options

See *NR4 Summary Report (P07750)*

Data Sequence

Do not change the data sequence of the report.

Reviewing the Relevé 1 Summary Report

The Relevé 1 Summary report lists details of all information for each employee's Relevé 1. It is your printed copy of the information that the system prints on the Relevé 1 form.

This program prints information from the Relevé 1 workfile build that you choose.

Navigation

From Canadian Year End Summary Reports (G772474), choose Relevé 1 Summary Report

Company . . . 77 A Model Canadian Payroll Co
 Tax ID. . . . 1245678904RS0077
 Tax Area. . . 700190000
 Year. 18

Relevé 1 Serial #	Employee Name	Employee #	RL-1 Box/Cd	Description	Original Amount	Adjustment	Relevé 1 Box Total
333445560	Employee, R C.	77741	A	Employment Income	1,500,00		1,500,00
			B	QPP Contributions	71,68		71,68
			C	EI Premiums	22,05		22,05
			E	Qu,bec Income Tax	173,22		173,22
			G	Pensionable Earnin	1,500,00		1,500,00
			H	QPIP Premiums	8,06		8,06
			I	QPIP Ins Earnings	1,500,00		1,500,00
			O	Other Taxable Inco	1,508,06	323,00	1,831,06
			RZ-RB	Scholarship, bursa	1,500,00		1,500,00
			RZ-RD	Fees for services	8,06	323,00	331,06
			A1	Employee benefit p	1,500,00	200,00	1,700,00
			A2	Employee trust . .	1,500,00		1,500,00
			A3	Repayment of salar	1,500,00		1,500,00
			A4	Chainsaw expenses.	1,500,00		1,500,00
			A5	Brushcutter expens	1,500,00	222,00	1,722,00
			A6	Remuneration recv	1,500,00		1,500,00
			A7	Canadian Forces pe	1,500,00		1,500,00
			A8	Deduction for poli	1,500,00		1,500,00
			A9	Deduction for fore	1,500,00		1,500,00
			A10	Deduction for fore	1,500,00		1,500,00
			A11	Deduction for fore	1,500,00		1,500,00
			A12	Deduction for fore	1,500,00		1,500,00
			A13	Deduction for fore	1,500,00		1,500,00
			A14	Exemption rate . .	1,500,00		1,500,00
			B1	CPP contribution .	1,500,00		1,500,00
			D1	Retirement compens	1,500,00		1,500,00
			D2	Contr for service	1,500,00		1,500,00
			D3	Contr for service	1,500,00		1,500,00
			G1	Taxable benefit pa	1,500,00		1,500,00
			K1	Trips for medical	1,500,00		1,500,00
			L2	Vol-compensation n	1,500,00		1,500,00
			O3	Redemption of pref	1,500,00		1,500,00
			O4	Repayment of wage	1,500,00		1,500,00
			R1	Box R: Employment	1,500,00		1,500,00
			V1	Tax-exempt benefit	1,500,00		1,500,00
			200	Name of currency u	1,500,00		1,500,00
			201	Allowance for chil	1,500,00		1,500,00
			235	Premium pd to priv	1,500,00		1,500,00
=====							
Segment Total:			A	Employment Income	1,500,00		1,500,00
Number of Relevé 1 Forms:			1	B	QPP Contributions		71,68
				C	EI Premiums		22,05
				E	Qu,bec Income Tax		173,22
				G	Pensionable Earnin		1,500,00
				H	QPIP Premiums		8,06
				I	QPIP Ins Earnings		1,500,00
				O	Other Taxable Inco	323,00	1,831,06
				A1	Employee benefit p	200,00	1,700,00
				A2	Employee trust . .		1,500,00
				A3	Repayment of salar		1,500,00
				A4	Chainsaw expenses.		1,500,00
				A5	Brushcutter expens	222,00	1,722,00
				A6	Remuneration recv		1,500,00

Processing Options

See *Relevé 1 Summary Report (P07748)*

Data Sequence

Do not change the data sequence of the report.

Reviewing the Relevé 2 Summary Report

The Relevé 2 Summary report lists details of all information for each employee's Relevé 2. It is your printed copy of the information that the system prints on the Relevé 2 form.

This program prints information from the Relevé workfile build that you choose.

Navigation

From **Canadian Year End Summary Reports (G772474)**, choose **Relevé 2 Summary Report**

Example: Relevé 2 Summary Report

RL-2 Ser.#	Employee Name	Employee #	Note	Foot RL-2 Box	Description	Original Amount	Adjustment	RL-2 Box Total	
	Bouchard, Pierre	7779		J	Québec Income Tax	2,569.85		2,569.85	
	Boucher, Dennis	7780		J	Québec Income Tax	2,410.65		2,410.65	
	Guerre, John M.	7776		J	Québec Income Tax	867.80		867.80	
Segment Totals					J	Québec Income Tax	5,848.30		5,848.30

Processing Options

See *Relevé 2 Summary Report (P07749)*

Data Sequence

Do not change the data sequence of the report.

Reviewing the NR4 Summary Report

The NR4 Summary report lists details of all information for each employee's NR4. It is your printed copy of the information that the system prints on the NR4 form.

This program prints information from the NR4 workfile build that you choose.

Navigation

From **Canadian Year End Summary Reports (G772474)**, choose **NR4 Summary Report**

Example: NR4 Summary Report

NR4 Ser. #	Employee Name	Employee #	NR4 Box	Description	Original Amount	Adjustment	NR4 Box Total
07750 *** J.D. Edwards & Company *** Page No. . . . 2 NR4 Summary Report Date - . . . 11/21/18 Workfile ID. 430 Company . . . 77 A Model Canadian Payroll Co Tax ID. . . . 770152712RP1001 Tax Area. . . 700150000 Year. 18							
	Klassen, Lisa M.	7778	16	Gross Income 1	7,956.75		7,956.75
			17	Tax Withheld 1	1,377.50		1,377.50
=====							
	Segment Total:		16	Gross Income 1	7,956.75		7,956.75
	Number of NR4 Forms:	1	17	Tax Withheld 1	1,377.50		1,377.50

Processing Options

See *NR4 Summary Report (P07750)*

Data Sequence

Do not change the data sequence of the report.

Reviewing the XML Integrity Reports

Prior to printing the year-end forms, JD Edwards World recommends that you run the Build XML and Audit Report programs to validate your data. These programs create an XML file and produce an XML integrity report, which also serves as an audit report for the year-end data.

The reports validate the year-end data, in a similar method as the XML schemas from the government. These programs do not perform any table updates; they only validate data so you can run them multiple times, at any time.

Note: *Creating the XML File* for more information.

Note: The Relevé XML and Audit File Build programs display errors if they are run before the forms print because they validate the serial numbers. You can disregard these errors until you print the forms, however they must be correct before you create your final XML files to submit to the government.

Reviewing the XML integrity reports includes the following tasks:

- Reviewing the T4 XML integrity report
- Reviewing the T4A XML integrity report
- Reviewing the Relevé 1 XML integrity report
- Reviewing the Relevé 2 XML integrity report

Reviewing the T4 XML Integrity Report

The T4 XML and Audit File Build prints a report that lists details of all errors and warnings your year-end data causes.

This program validates information from the T4 workfile build that you choose.

Navigation

From XML Processing (G772475), choose **Build T4 Files**

Example: T4 XML Integrity Report

07760X		JD Edwards World				Page	4
		T4 XML and Audit File Build				Date	11/21/18
Rec Typ	Tax I.D.	Social Ins Number	Emp/Co Number	Employee/Company Name	Value In Error	Error Description	
DET	710077777RP1234	351 155 445	77004	Bellas, Debbie (Ann)	(Employee Middle Initial Invalid	
DET	710077777RP1234	945 646 545	77003	Derrick, Leslie	WA	Employee Province Invalid	
DET	710077777RP1234	231 232 315	77006	Theriot, Ryan	Q2CID3	Employee Postal Code Invalid	
SUM	710077777RP1234		07100	Entreprise Canada Inc.	114263218	Proprietor SIN Invalid	
SUM	710088888RP2345		07100	Entreprise Canada Inc.	114263218	Proprietor SIN Invalid	

Reviewing the T4A XML Integrity Report

The T4A XML and Audit File Report lists details of all errors and warnings your year-end data causes.

This program validates information from the T4A workfile build that you choose.

Navigation

From XML Processing (G772475), choose Build T4A Files

Example: T4A XML Integrity Report

07765X		JD Edwards World T4A XML and Audit File Build				Page 4
						Date 11/21/18
Rec Typ	Tax I.D.	Social Ins Number	Emp/Co Number	Employee/Company Name	Value In Error	Error Description
DET	71007777RP1234	154 545 453	77038	Marina Garneau	801041901	Employee Postal Code Invalid
DET	71007777RP1234	267 607 935	77033	Jean-Sébastien Dumas Mori	CO	Employee Province Invalid
					CO	Employee Province Inv/Mismatch w Country
DET	71007777RP1234	351 155 445	77004	Debbie Bellas	(Employee Middle Initial Invalid
DET	71007777RP1234	945 646 545	77003	Leslie Derrick	WA	Employee Province Invalid
					WA	Employee Province Inv/Mismatch w Country
SUM	71007777RP1234		07100	Entreprise Canada Inc.	654982742	Proprietor SIN Invalid
SUM	71008888RP2345		07100	Entreprise Canada Inc.	654982742	Proprietor SIN Invalid
SUM	71017777RP9876		07102	PSFT Canadian Company 710	654982742	Proprietor SIN Invalid

Reviewing the Relevé 1 XML Integrity Report

The Relevé 1 XML and Audit File Report lists details of all errors and warnings your year-end data causes.

This program validates information from the Relevé 1 workfile build that you choose.

Navigation

From XML Processing (G772475), choose Build Relevé 1 Files

Example: Relevé 1 XML Integrity Report

Rec Typ	Tax I.D.	Social Ins Number	Emp/Co Number	Employee/Company Name	Value In Error	Error Description
07770X JD Edwards World Relevé 1 XML and Audit File Build Page 4 Date 11/21/18						
TRN			5	Oracle - JD Edwards World		Forms not printed yet
DET	1245678904RS0077	154 545 453	77038	Marina Garneau	000000000 801041	Employee Slip Number Blank/Invalid Employee Postal Code Invalid
					Box H 8.67	Amt in Box H does not match calculation
DET	1245678904RS7100	554 454 553	77045	Mademoiselle Lucie MARTIN	000000000	Employee Slip Number Blank/Invalid
					Box H 8.67	Amt in Box H does not match calculation
DET	1245678904RS7100	227 197 928	77036	Suzanne L. Vaçhon	000000000	Employee Slip Number Blank/Invalid
					Box H	If Box I > 0, then Box H MUST be > 0
					Box H	Amt in Box H does not match calculation

Reviewing the Relevé 2 XML Integrity Report

The Relevé 2 XML and Audit File report lists details of all errors and warnings your year-end data causes.

This program validates information from the Relevé 2 workfile build that you choose.

Navigation

From XML Processing (G772475), choose **Build Relevé 2 Files**

Example: Relevé 2 XML Integrity Report

Rec Typ	Tax I.D.	Social Ins Number	Emp/Co Number	Employee/Company Name	Value In Error	Error Description
07775X JD Edwards World Relevé 2 XML and Audit File Build Page 4 Date 11/21/18						
TRN			5	Oracle - JD Edwards World		Forms not printed yet
DET	1245678904RS0077	267 607 935	77033	Jean-Sébastien Dumas Mori	000000000 CO	Employee Slip Number Blank/Invalid Employee Province Inv/Mismatch w Country
DET	1245678904RS7101	890 011 505	77034	Alais Québec	000000000	Employee Slip Number Blank/Invalid
DET	1245678904RS7102	195 644 554	77035	Anaëlle Délarne	000000000	Employee Slip Number Blank/Invalid

Revising Year-End Information

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

If you did not set up special handling code tables for the boxes, you can enter information manually for specific boxes that appear on the T4 form.

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 enter Box 29 (employment code) information here for the T4 form.

You might need to create one or more T4A records manually after the workfile build. This might be necessary if an employee contributes severance pay to a retirement plan or if a retired employee receives pension income but no employment income. You cannot manually create Relevé 1, Relevé 2, or NR4 records.

You can also delete individual year-end records from the workfile build.

Revising year-end information includes the following tasks:

- Entering adjustments to year-end forms
- Creating a T4 year-end form manually
- Creating a T4A year-end form manually
- Deleting workfile records

Entering Adjustments to Year-End Forms

You enter adjustments to year-end forms to correct the amounts that print in boxes on year-end forms.

The adjustment programs write information to the following tables:

Program	Tables
Employee T4 Adjustments	T4 Adjustments Workfile (T07740)
Employee T4A Adjustments	T4A Adjustment Workfile (T07742)
Employee Relevé 1 Adjustments	Relevé 1 Adjustment Workfile (T07741)
Employee Relevé 2 Adjustments	Relevé 2 Adjustment Workfile (T07743)
Employee NR4 Adjustments	NR4 Adjustments Workfile (T07744)

The first time that you adjust an employee's record, you click Add. To make further adjustments for the same employee, click Change.

Following are related tasks for employee adjustments:

Related Task	Description
Entering employment codes on T4 forms	You can use the Employee T4 Adjustments screen to enter employment codes (Box 29). You might need to do this if you have only a few employees for whom you must enter employment codes and if, during the T4 workfile build, you did not specify the payroll category code that contains employment code information.
PIIP exempt	You can use the Employee T4 Adjustments screen to indicate that an employee is exempt from PPIP for the entire year. You must enter an X in the PIP field to do so.

Note: *Defining Year-End Workfiles* for information about using payroll category codes to designate employment codes on the T4 form.

To enter adjustments to year-end forms

Navigation

From Canadian Year End Processing (G77247), choose Version Review

The boxes that display on the Employee T4 Summary Review screen are the boxes that display on the T4 year-end form. After these boxes, any T4 boxes for which you define special handling codes also display.

For T4A, Relevé 1, Relevé 2, and NR4 forms, all boxes display.

Following is an example using T4 forms, to enter adjustments for other forms, use the same steps but choose the corresponding options.

1. On Version Review, enter 1 in the Option field for the workfile build that you want to adjust.

2. On Employee T4 Summary Review, enter 2 in the Option field for the employee record that you want to adjust and click Enter.

The program adds an * to the left of the employee number to indicate that an adjustment exists.

A # to the left of the employee number indicates that you manually added the record to the workfile, which is also known as an ad-hoc record.

077252 Employee T4 Adjustments

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Field Sensitive Help
 Display Error Message
 Display Functions
 Exit Program
 Toggle Display Mode
 Retrieve Last Updated Record
 Clear Screen

077252 **Employee T4 Adjustments** ID 430
 Year 18

Action Code 1
 Employee/SIN 7701 Holiday, Anthony / 256 136 888
 Company 00077 A Model Canadian Payroll Co
 Tax Area 700150000 ON - For JE use only
 Tax ID 770246567RP2002 UIC Employer secondary rate

T4 Box	Amount	T4 Box	Amount	T4 Box	Amount
10. Province	ON	46. Donation			
14. Income	12,307.60	50. Pnsn PH			
16. CPP	466.85	52. Pns. Adj			
17. QPP		55. PPIP Prm			
18. EI Prem	295.38	56. PPIP Ern			
20. RPP					
22. Inc Tax	4,444.90				
24. EI Earns	12,307.60				
26. CPP Erns	12,307.60				
28. Exmpt CPP	EI PIP				
29. Emp. Cod				CPP-Employr	466.85
44. Un. Dues				EI-Employer	413.53

T4 Amounts Plus Adjustments

F5=Toggle Display F9=Retrieve F24=More

3. On Employee T4 Adjustments, review the boxes and amounts.
4. Enter the necessary changes.
The system adds the amounts that you enter here to the amounts that exist in the boxes.
5. To enter an adjustment for a T4 box that does not display, perform one of the following:
 - o Enter the box number in the first unlabeled field under the T4 Box heading.
 - o Enter the amount in the corresponding Amount field.
6. Click Add or Change, depending on whether an adjustment already exists.
7. To toggle between Adjustments Only and T4 Amounts Plus Adjustments, choose Toggle Display Mode (F5).

Processing Options

See *T4/Relevé Workfiles Version Review (P07725)*

Creating a T4 Year-End Form Manually

You can manually create individual T4 records after you build the workfile. This might be necessary if you process T4 information for active employees that receive taxable benefits, but you are not paying them. For example, if you have employees on sick leave or long term disability. These employees do not have any CA type history records in the Taxation Summary History by Province table (F0713); therefore there are no records for the system to access and process in the T4 workfile. However, because they are receiving taxable benefits, such as a pension or medical benefits; you must report their taxable benefits on a T4.

This might also be necessary if you process T4 information on behalf of another company and you do not have the payroll history to backup the records.

When you create T4 records on an ad-hoc basis, it is considered a risk as there is no audit trail and these records do not have any history. These records do not tie to any audit reports in the F0713 or F06148 tables.

After you create these records, you can revise or delete them through the adjustment program.

This program updates the T4 Workfile (T07730) and the T4 Adjustment Workfile (T07740) tables.

What You Should Know About

Topic	Description
Manually Adding T4 Records	<ul style="list-style-type: none"> • The system creates a T4 Workfile (T07730) header record for these records and it stores the amounts in only the adjustment record in the T4 Adjustments Workfile (T07740). • The system verifies only the header information, for example the Employee Number, Company, Tax Area, and Tax ID. • The system does not enter any default information for the employee. You must enter all of the necessary information, including the province (Box 10) and the exempt codes (Box 28) in the ad-hoc record.
Deleting a T4 Year-End Form You Manually Create	<p>When you delete the adjustment record from the T07740, the system also deletes the header record in the T07730.</p> <p>There are two methods to delete a record you created on an ad-hoc basis. You can either:</p> <ul style="list-style-type: none"> • Click Delete on the T4 Adjustments screen

Topic	Description
	<ul style="list-style-type: none"> Enter 9 in the Option field on the Employee T4 Summary Review (P077251) screen
Maintaining a T4 Year-End Form You Manually Create	<p>If you choose to reset adjustments, enter Y in the Adjustments Reset field, when you rebuild the workfile, the system deletes the T4 ad-hoc records in the T07730 and T07740.</p> <p>If the Adjustments Reset field is N or F, the system maintains the ad-hoc records.</p>
Identifying a T4 Year-End Form You Manually Create	<p>When you create an ad-hoc record, the system enters a # in the T4 Adjustments Flag field to the left of the employee number. This allows you to differentiate between ad-hoc record and adjustment records with an *.</p>
Employer Portions in a T4 Year-End Form You Manually Create	<p>The system tracks and stores Employer CPP and Employer EI portions in the T4 Workfile (T07730) in order to report these totals in the XML files to the CRA. These portions are based on the history available in the F0713 table. Because ad-hoc records are not based on history, the system cannot track, store, and accumulate these employer portions.</p> <p>These totals are not on the T4 forms, nor are they in the individual employee records in the XML file. They are only in the summary records in the XML file and in the T4Summary T4 Summary tags. Multiple summary records can exist, depending on how many companies and tax ID's on which you are reporting.</p> <p>If you create T4 ad-hoc records that affect the employer portion of these fields, you must also manually enter this information in order to report the correct amount to CRA by completing the CPP-Employr and EI-Employer fields.</p>

To create a T4 year-end form manually

Navigation

From Canadian Year End Processing (G77247), choose Version Review

1. On Version Review, enter 1 in the Option field for the workfile build that you want to revise.
2. On Employee T4 Summary Review, choose T4 Add (F5).
3. Read the warning message and press F6 to confirm.

4. On Employee T4 Adjustments, complete the following fields:

- Employee/SIN
- Company
- Tax Area
- Tax ID

077252 Employee T4 Adjustments

Tools Help

ORACLE JD Edwards World

URL Document Email World Resources Support

Field Sensitive Help
 Display Error Message
 Display Functions
 Exit Program
 Toggle Display Mode
 Retrieve Last Updated Record
 Clear Screen

077252 **Employee T4 Adjustments** ID 430
 ** Ad-Hoc Record ** Year 18

Action Code
 Employee/SIN
 Company
 Tax Area
 Tax ID

T4 Box	Amount	T4 Box	Amount	T4 Box	Amount
10. Province		46. Donation			
14. Income		50. Pnsn P#			
16. CPP		52. Pns. Adj			
17. QPP		55. PPIP Prm			
18. EI Prem		56. PPIP Ern			
20. RPP					
22. Inc Tax					
24. EI Earns					
26. CPP Erns					
28. Exmpt CPP	EI <input type="checkbox"/> PIP <input type="checkbox"/>			CPP-Emplyr	
29. Emp. Cod				EI-Employer	
44. Un. Dues					

T4 Amounts Plus Adjustments

F5=Toggle Display F9=Retrieve F24=More

5. Complete any of the following fields and click Add.

- Province
- Income
- CPP
- EI Prem
- RPP
- Inc Tax
- EI Earns
- CPP Erns
- Exmpt CPP, EI, PIP
- Emp. Cod
- PP Un. Dues
- Donation
- Pnsn P#
- Pns. Adj
- PPIP Prm
- PPIP Ern
- CPP-Emplyr
- EI-Employer

Creating a T4A Year-End Form Manually

You can manually create individual T4A records after the workfile build. This might be necessary if a terminated employee contributes severance pay to a retirement plan or if a retired employee receives pension income but no employment income. You cannot manually create Relevé 1, Relevé 2, or NR4 records.

After you create T4A records manually, you can revise or delete them through the adjustment program.

This program updates the T4A Workfile (T07732) and the T4A Adjustment Workfile (T07742).

Use the Pension Batch Update program (P077271) if you need to create T4A records for several employees who are contributing severance pay to a retirement plan. See *Creating Multiple Pension Records* for more information.

To create a T4A year-end form manually

Navigation

From Canadian Year End Processing (G77247), choose Version Review

1. On Version Review, enter 3 in the Option field for the workfile build that you want to revise, and click Enter.

07725 Version Review

Tools Help

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Field Sensitive Help
 Display Error Message
 Display Functions
 Exit Program
 Clear Screen

07725 **Version Review** User ID

Skip to T4/Relevé ID

0	ID	Description	User ID	T	W	T	R	W	R	T	N	A	Yr
	429	T4/Relevé Work File Build	EH130892	S	1	4	1	2	2	A	R	R	18
<input checked="" type="checkbox"/>	430	T4/Relevé Work File Build	EH130892	N	1			1					18
<input type="checkbox"/>	951	T4/Relevé Work File Build	MM6574961	N	1			1					11
<input type="checkbox"/>	953	T4/Relevé Work File Build	MM6574961	Y	1			1					11
<input type="checkbox"/>	954	T4/Relevé Work File Build	MM6574961	Y	1			1					11
<input type="checkbox"/>	955	T4/Relevé Work File Build	MM6574961	N	1			1					11
<input type="checkbox"/>	956	T4/Relevé Work File Build	MM6574961	N	A			A					11
<input type="checkbox"/>	978	T4/Relevé Work File Build	MM6574961	N	1			1					12
<input type="checkbox"/>	988	T4/Relevé Work File Build	MM6574961	N	1			1					11
<input type="checkbox"/>	989	T4/Relevé Work File Build	MM6574961	N	1			1					11

Review Options: 1=T4 2=Rel1 3=T4A 4=Rel2 5=NR4; 8=ID Reset F24=More

2. On Employee T4A Summary Review, choose T4A Add (F5).

077281 Employee T4A Summary Review

Tools Help

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077281 Employee T4A Summary Review Year 18

Skip to Employee

A	Employee							
D 0	Number	S.I.N.	Employee Name	Co.	Tax Area	Tax ID	ID	
	7705	354 121 188	Theriot, Ryan	00077	700150000	770152712RP1001	430	
	7776	081 560 674	Guerre, John M.	00077	700190000	770152712RP1001	430	
	7779	952 136 885	Bouchard, Pierre	00077	700190000	770152712RP1001	430	
	7780	145 121 885	Boucher, Dennis	00077	700190000	770152712RP1001	430	

2=Adj 8=Laser Print F4=T4A Detail F5=T4A Add F24=More

3. Read the warning and press F6 to confirm.

4. On Employee T4A Adjustments, complete the following fields:

- Employee/SIN
- Company
- Tax Area
- Tax ID

077282 Employee T4A Adjustments

ORACLE JD Edwards World

URL Document Email World Resources Support

Field Sensitive Help
 Display Error Message
 Display Functions
 Exit Program
 Toggle Display
 Redisplay Last Changed Record
 Clear Screen

077282 **Employee T4A Adjustments**

ID 430
 Year 18

Action Code A
 Employee/SIN 7780 Boucher, Dennis / 145 121 885
 Company 00077 A Model Canadian Payroll Co
 Tax Area 700190000 Quebec Provincial
 Tax ID 770152712RP1001 UIC Reduced Co Rate

*** No Adjustments for this T4A ***

T4A Box	Amount	T4A Box	Amount	T4A Box	Amount
Province	QC				
016 Pension					
018 Lump Sum					
020 Self-E Co					
022 Inc Tax	1,904.95				
024 Annuities					
036 PP Number					
048 Fees/Srvc					
Ben/Dep	6001				
Ben/Dep SIN	754982742				

T4A Amounts Plus Adjustments

F5=Toggle Display F9=Redisplay F24=More

5. Complete any of the following fields and click Add:

- Province
- 016 Pension
- 018 Lump Sum
- 020 Self-E Co
- 022 Income Tax
- 024 Annuities
- 036 PP Num (Pension Plan Number)
- 048 Fees/Srv
- Ben/Dep
- Ben/Dep SIN
- T4A Other Information

Note:

- *Setting Up Pension Records* for information about three ways to create T4A records for Non-Pensioners.

Deleting Workfile Records

You can delete individual T4, T4A, Relevé 1, Relevé 2, or NR4 records from the workfile. You might delete a record if you created it in error or if you want to build a new workfile for specific forms rather than trying to correct them through adjustments.

Note: You cannot delete archived records.

To delete workfile records

Navigation

From Canadian Year End Processing (G77247), choose Version Review

Following is an example using T4 records, to delete other records, use the same steps but choose the corresponding options.

1. On Version Review, review the following fields:
 - o ID
 - o Description
 - o User ID
 - o Year
 - o W1 (T4/Relevé 1 Workfile Build)
 - o T4 (T4 Print Status)
 - o R1 (Relevé 1 Print Status)
 - o W2 (T4A/Relevé 2/NR4 Workfile Build)
 - o R2 (Relevé 2 Print Status)
 - o TA (T4A Print Status)
 - o NR (NR4 Print Status)
 - o AR (Archived)

2. Enter 1 in the Option field for the workfile build that you want to review, and click Enter.

077251 Employee T4 Summary Review

Tools Help

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077251 Employee T4 Summary Review Year 18

Skip to Employee

A	Employee							
D	0	Number	S.I.N.	Employee Name	Co.	Tax Area	Tax ID	ID
<input type="checkbox"/>		7701	256 136 888	Holiday, Anthony	00077	700150000	770246567RP2002	430
<input type="checkbox"/>		7702	184 560 670	Derrick, Leslie	00077	700150000	770152712RP1001	430
<input type="checkbox"/>		7703	481 560 670	Bellas, Debbie	00077	700190000	770152712RP1001	430
<input type="checkbox"/>		7704	652 136 888	Rivard, Jacques	00077	700150000	770152712RP1001	430
<input checked="" type="checkbox"/>	9	7707	388 871 188	Yelle, Stephane	00077	700150000	770152712RP1001	430
<input type="checkbox"/>		7708	445 471 188	Lacroix, Pierre	00077	700150000	770152712RP1001	430
<input type="checkbox"/>		7775	852 136 886	Deveny, Cindy L.	00077	700150000	770152712RP1001	430
<input type="checkbox"/>		7777	084 560 671	Bureau, Richard	00077	700190000	770152712RP1001	430

Opt: 2=T4 Adj 8=Laser Print F4=T4 Detail F24=More

3. On Employee T4 Summary Review, enter 9 in the Option field for any record in the detail area.

The Confirm Record Deletion window displays.

4. Perform one of the following:
 - o Press F6 to confirm the deletion
 - o Exit (F3) to cancel and the system does not delete the record

Resetting Year-End Workfile Versions

You might encounter situations during year-end processing that require you to rerun a step in the process. Depending on where you are in the process, if you need to change information in the workfile build, the system either allows you to reset a step or requires you run the entire year-end process over. Resetting removes the status code so you can rerun the step. You cannot reset archived workfiles.

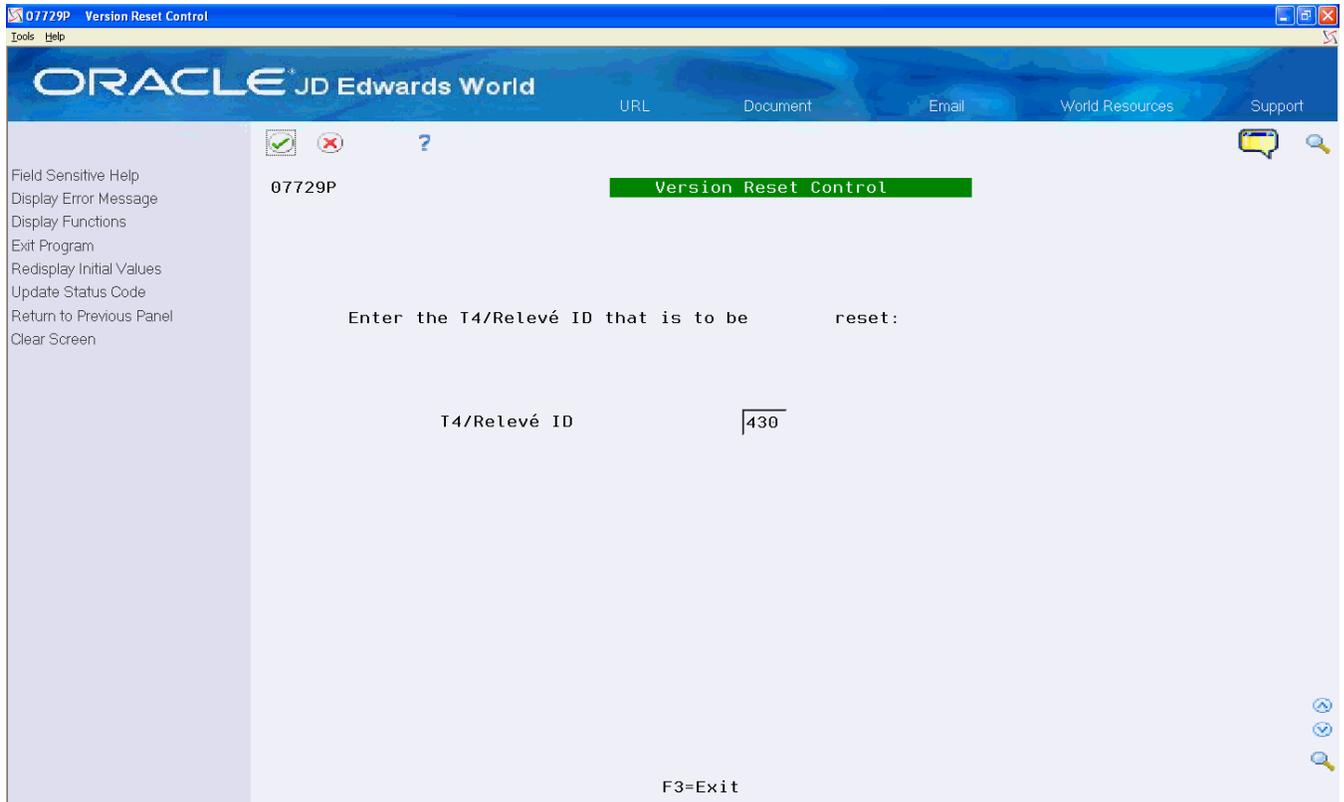
When you reset a step, the system updates the Control Parameter table (F07720).

To reset year-end workfile versions

Navigation

From Canadian Year End Processing (G77247), choose Version Review

1. On Version Reset Control, complete the T4/Relevé ID field and click Enter twice.



2. On the ID Reset Control screen, delete the status codes for any of the steps that you need to reset and click Enter.

07729 Version Reset Control

Workfile Build ID 430 T4/Relevé Work File Build

Status Codes:

T4/Relevé1 Workfile Build	1	Completed
T4A/Relevé2/NR4 Workfile Build	1	Completed

Print Forms:

T4 Print Status	C	Completed
Relevé 1 Print Status	C	Completed
T4A Print Status	C	Completed
Relevé 2 Print Status	C	Completed
NR4 Print Status	I	Completed

F5=Redisplay F6=Update F12=Previous Screen F24=More

3. Choose Update Status Code (F6).

9 Year-End Reporting

Printing Year-End Forms

After you build the year-end workfile, you can print year-end forms. You print year-end forms to supply your employees and the government with wage and earnings statements for the year.

If you use window envelopes to mail T4 forms, you can set the Cheque Route Code field on the Employee Entry program (P070101) to display the employee name and address in a window envelope. You must also set the Cheque Route Code processing option to 1 for the T4 Print Special Forms program (P077321). Ensure that you set up UDC 07/CR for the Cheque Route Code field.

After you print year-end forms, you can print an individual T4, T4A, Relevé 1, Relevé 2, or NR4 form. You might print an individual year-end form to replace one that an employee has lost.

You can only print laser forms.

Note: If the employer is in the United States, the word Canada is in the employee's address on printed forms.

Printing year-end forms includes the following tasks:

- Printing multiple year-end forms
- Resetting laser forms
- Adjusting laser forms
- Printing individual year-end forms

Printing Multiple Year-End Forms

After you build the year-end workfile, you can print year-end forms. You print year-end forms to supply your employees and the government with wage and earnings statements for the year.

The system requires you to print T4 forms, but allows you to bypass other forms. To archive and save year-end information to history, you must either print or bypass printing of each form type.

Depending on which form type you print, the form print program executes one of the following DREAM Writer programs:

Form	Description
T4 Print Special Forms	Uses the T4 Workfile (T07730) and T4 Adjustments Workfile (T07740).
T4A Print Special Forms	Uses the T4A Workfile (T07732) and T4A Adjustment Workfile (T07742).
Relevé 1 Print Special Forms	Uses the Relevé 1 Workfile (T07731) and Relevé 1 Adjustment Workfile (T07741).
Relevé 2 Print Special Forms	Uses the Relevé 2 Workfile (T07733) and Relevé 2 Adjustment Workfile (T07743).

Form	Description
NR4 Print Special Forms	Uses the NR4 Workfile (T07734) and NR4 Adjustment Workfile (T07744).

The print procedure for year-end forms generates the spool files interactively. You can reprint any of the form types, if necessary.

To avoid wasting forms, print returns on plain paper and verify that the data is correct before you use the preprinted forms that are required by the government. Make corrections if necessary, and then print the returns on form paper.

The system prints only the first three lines from the employee's address book record on year-end forms. Also, the system prints one line of the company name and two lines of the company address.

For T4 forms, system parameters are preset to calculate a subtotal after 200 forms to comply with government regulations. The system also calculates a subtotal when the company or tax ID changes. The system also generates a grand total.

The program prints up to 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.

What You Should Know About

Topic	Discussion
Reprinting forms	<p>You should only use this method of reprinting forms while you are in the process of printing year-end forms. Once you print all forms and indicate that all forms have printed correctly, do not access the Print Laser Forms screen to reprint forms. To reprint forms, enter 8 in the Option field on a Summary Review screen.</p> <p>When you need to reprint forms, pay attention to the Serial Number fields so that you reprint only the forms in error and the system calculates the serial numbers correctly, especially for RL-1 and RL-2 forms.</p> <p>Locate the serial numbers of the forms that you need to reprint. The system stores these numbers in the T4CN field of all the various workfiles as follows:</p> <ul style="list-style-type: none"> • T4 - T07730 in the T4 library for the version • T4A - T07732 in the T4 library for the version • RL-1 - T07731 in the T4 library for the version • RL-2 - T07733 in the T4 library for the version • NR4 - T07734 in the T4 library for the version <p>Although T4, T4A, and NR4 forms do not require or use a serial number, the system creates and assigns new serial numbers, using the next numbers function, for reprinting forms.</p> <p>For Relevé 1 and Relevé 2 forms, you must enter the new serial number for the first form that you reprint. There is no default for this number. Do not enter the last digit of the serial number. This is a check digit and the system calculates this. When reprinting forms, make sure you enter a serial number greater than the largest serial number that already exists in the file or the system creates duplicate serial numbers.</p> <p>Note: On Year End Forms, when you enter 0 to bypass printing T4A, Relevé 1, Relevé 2, or NR4 forms, the system removes the option. The type you bypassed is no longer available to print.</p>

Topic	Discussion
	<p>If you bypass printing a form type in error, you can remove the print status value for the form type that you need to print by using the Version Reset Control program.</p> <p>If you choose not to print T4A, Relevé 1, Relevé 2, or NR4 forms, you cannot select those forms again unless you clear their status flags on Version Reset Control.</p>

To print multiple year-end forms

Navigation

From Print Year End Forms (G772477), choose Print Laser Forms

1. Read the informational message and press F6 to continue.
2. On the first Print Laser Forms screen, complete the T4/Relevé ID field and click Enter twice:

3. On the second Print Laser Forms screen, review the following fields:
 - o Laser T4
 - o Laser T4A
 - o Laser Relevé 1
 - o Laser Relevé 2
 - o Laser NR4 Form

077229 Print Laser Forms

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Field Sensitive Help
Display Error Message
Display Functions
Exit Program
Submit Reports to Batch
Return to Previous Panel

077229 **Print Laser Forms** Year 18
Version/Hi 430

T4/Relevé ID 430 T4/Relevé Work File Build

Select one of the following forms to be printed:
Enter a '0' to bypass Optional Forms.

1 - Laser T4 2 - Laser Relevé 1
3 - Laser T4A 4 - Laser Relevé 2 5 - Laser NR4 Form

Enter selection number Enter DREAM Writer Version

Enter the first Serial Number of forms (1st 8 digits)

If you are re-printing forms, enter current range to be reprinted:
Beginning Serial Number
Ending Serial Number

F6=Submit F12=Previous F24=More

4. Complete the following fields:

- Enter Selection Number
- Enter DREAM Writer Version

If you do not enter a DREAM Writer version, the system enters the default version XJDE0001.

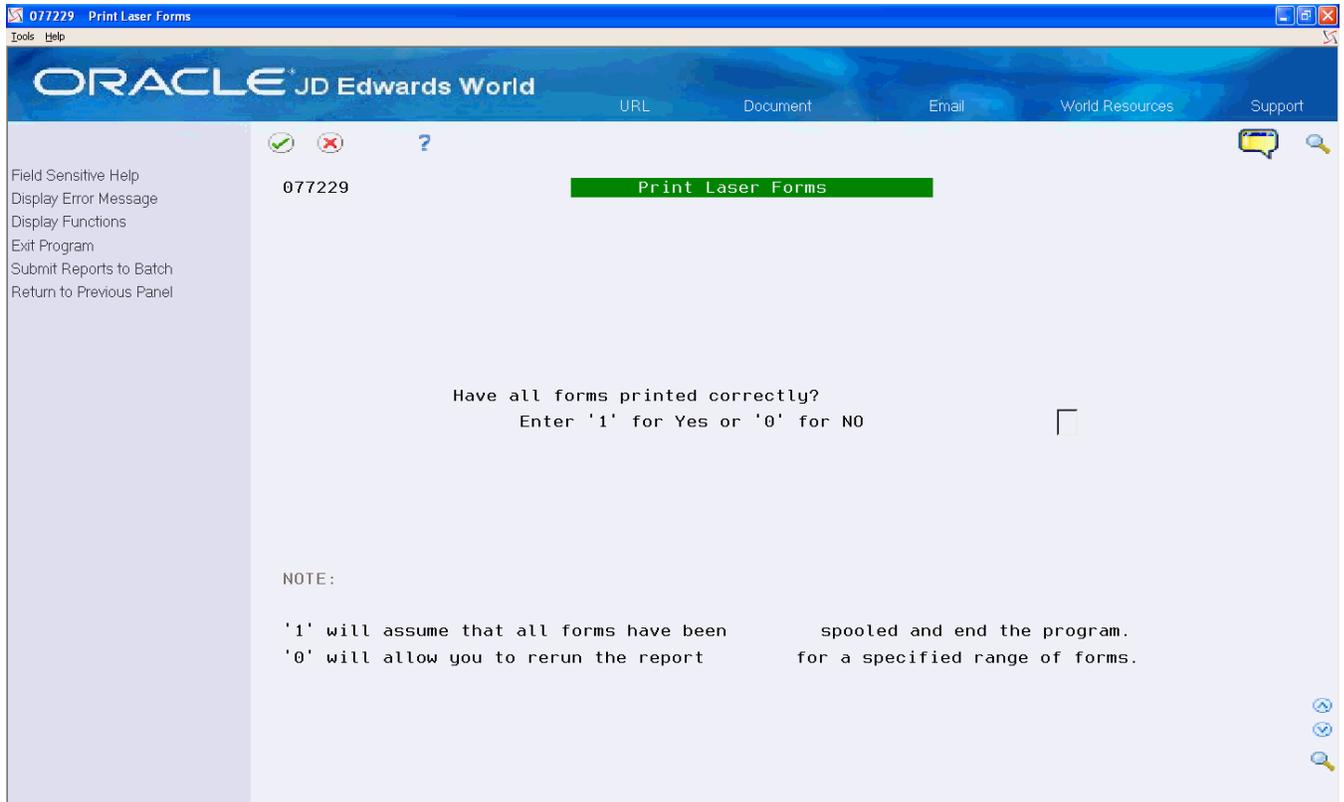
5. Complete the Enter the First Serial Number of Forms field.

You do not need to enter a serial number for T4, T4A, and NR forms. If you do not enter a serial number, the system automatically assigns a number using the next numbers feature.

6. Choose Submit Reports to Batch (F6).

The program asks you to verify reports submission.

7. Choose Submit Job (F6).



8. On the third Print Laser Forms screen, complete the Enter 1 for Yes or 0 for No field and click Enter.

If you enter 0 (No), the previous screen displays for you to make your selections again before rerunning the print procedure.

Field	Explanation
2 - Relevé 1	A code that specifies whether the system prints optional forms. Valid values are: 1 – Yes, this version includes Relevé 1 forms. 0 – No, this version does not include Relevé 1 forms. Do not show this option again.
3 - T4A	A code that specifies whether the system prints optional forms. Valid values are: 1 – Yes, this version includes T4A forms. 0 – No, this version does not include T4A forms. Do not show this option again.
4 - Relevé 2	A code that specifies whether the system prints optional forms. Valid values are: 1 – Yes, this version includes Relevé 2 forms. 0 – No, this version does not include Relevé 2 forms. Do not show this option again.
5 - NR4 Form	A code that specifies whether the system prints optional forms. Valid values are: 1 – Yes, this version includes NR4 forms. 0 – No, this version does not include NR4 forms. Do not show this option again.
Enter selection number	A return value entered by the user. Screen-specific information A value that specifies the type of form to print. Valid values are: 1 – T4 forms 2 – Relevé 1 forms 3 – T4A forms 4 – Relevé 2 forms 5 – NR4 forms
Enter the first Serial Number of forms	The serial number of the first form on which you will print. The serial number is required for Relevé 1, Relevé 2 forms. Beginning in 1998, T4 forms do not include serial numbers.

Field	Explanation
	<p><i>Screen-specific information</i></p> <p>Enter only the first 8 digits; the system calculates the check digit.</p>
Enter Beginning Serial Number	<p>The serial number of the first form to be reprinted.</p> <p><i>Screen-specific information</i></p> <p>If you are reprinting forms, enter the first serial number that you want to re-print. This must be a number greater than zero and represents the beginning of the range of forms the user wants to reprint. You must enter all 9 digits of the serial number, including the check digit.</p>
Enter Ending Serial Number	<p>The serial number on the last form to be reprinted.</p> <p><i>Screen-specific information</i></p> <p>If you are reprinting forms, enter the last serial number that you want to reprint. This must be a number greater than zero, it can be the same as the beginning serial number (if you want to reprint only one form), and represents the end of the range of forms to reprint. You must enter all 9 digits of the serial number, including the check digit.</p>

Resetting Laser Forms

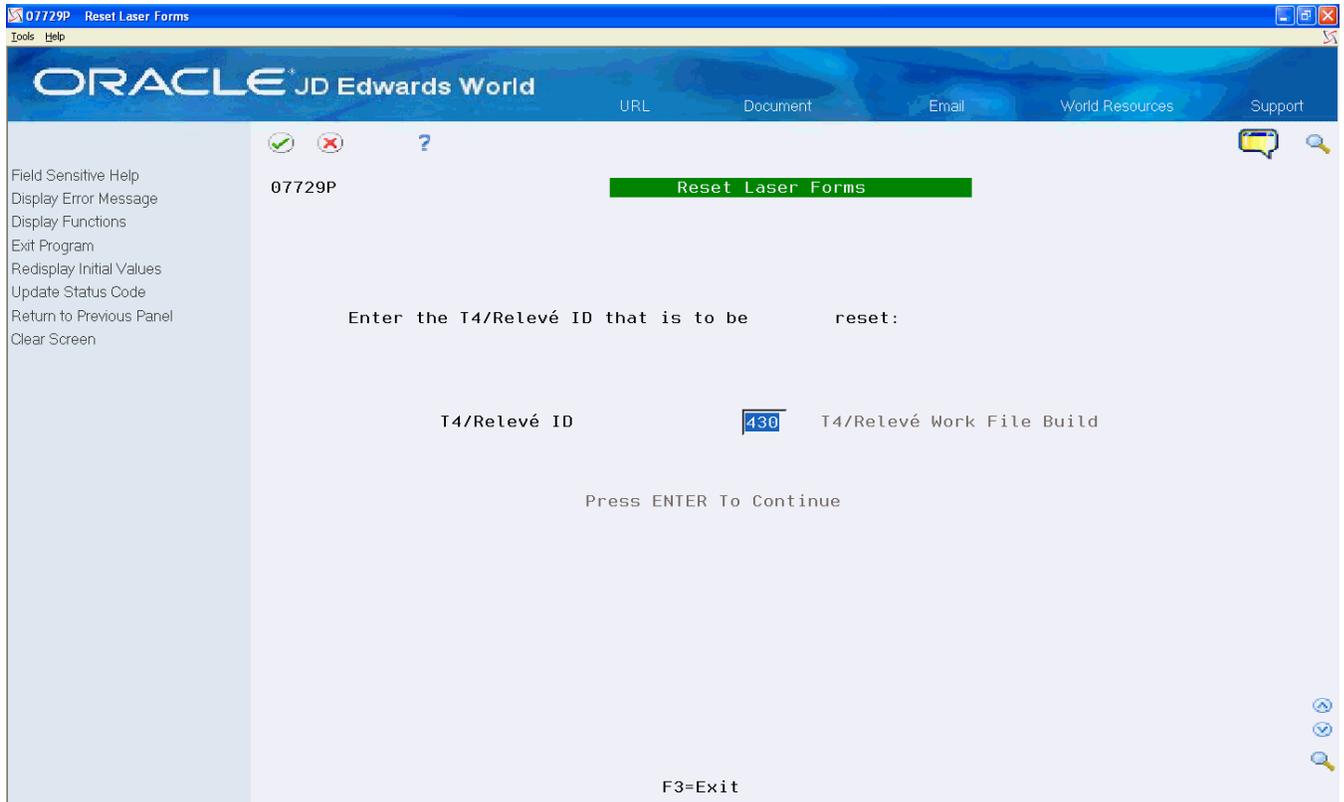
If you print laser forms and then need to reprint the forms, you must first reset the laser forms. For example, if you discover an error with the current forms, you need to reset laser forms and then reprint the forms.

To reset laser forms

Navigation

From Print Year End Forms (G772477), choose Reset Laser Forms

1. On the first Reset Laser Forms screen, complete the T4/Relevé ID field and click Enter twice.



2. On the second Reset Laser Forms screen, reset the print status for the forms that you want to print by removing the value in any of the following fields:
 - o T4 Print Status
 - o Relevé 1 Print Status
 - o T4A Print Status
 - o Relevé 2 Print Status
 - o NR4 Print Status

07729 Reset Laser Forms

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07729 **Reset Laser Forms**

Workfile Build ID 430 T4/Relevé Work File Build

Status Codes:

T4/Relevé1 Workfile Build	1	Completed
T4A/Relevé2/NR4 Workfile Build	1	Completed

Print Forms:

T4 Print Status	1	Completed
Relevé 1 Print Status		
T4A Print Status		
Relevé 2 Print Status		
NR4 Print Status		

F5=Redisplay F6=Update F12=Previous Screen F24=More

3. Choose Update (F6).

The program prompts you to verify the status code update.



4. Choose Submit Job (F6) from the Functions menu.

Adjusting Laser Forms

The system allows you to adjust the printing of laser forms if the text is not lining up correctly on the forms. You can adjust employee or employer forms. The system administrator most commonly performs this task.

Before You Begin

JD Edwards World strongly recommends that you create a source library and a custom object library.

When you create a custom object library, you must include the source physical table JDESRC. If you do not have authority to add a new library to your library list, contact your system administrator. If you use a custom object library, it must appear at the top of the library list.

If you are using the JDFSRC library, the system adds each change to the last change because you are altering the original source.

Navigation

From Print Year End Forms (G772477), choose Align Employee Copy or Align Employer Copy

Processing Options

See *Canada Laser Forms - Employee Copies (P07770A)*

See *Canada Forms Alignment - Employer copy (P07770C)*

Printing Individual Year-End Forms

After you print multiple year-end forms, you can print an individual T4, T4A, Relevé 1, Relevé 2, or NR4 form. You might print an individual year-end form to replace one that an employee has lost.

Note: You must print multiple forms from the Print Year End Forms menu (G772477), choosing the appropriate Print Laser Forms program before you print individual forms. This program prints information from the workfile build for the form that you choose. You can print individual forms, per government regulations, for prior years, but the system prints the information using the current format.

To print individual year-end forms

Navigation

From Canadian Year End Processing (G77247), choose Version Review

The following is an example using Relevé 1 forms, to print other forms, use the same steps but choose the corresponding options. The system does not require a serial number for T4, T4A, and NR forms.

1. On Version Review, enter 2 in the Option field next to the workfile build that you want to review, and click Enter.

07725 Version Review

Tools Help

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07725 Version Review User ID

Skip to T4/Relevé ID

0 ID	Description	User ID	T	W	T	R	W	R	T	N	A	Yr
429	T4/Relevé Work File Build	EH130892	S	1	4	1	2	2	A	R	R	18
430	T4/Relevé Work File Build	EH130892	N	1			1					18
951	T4/Relevé Work File Build	MM6574961	N	1			1					11
953	T4/Relevé Work File Build	MM6574961	Y	1			1					11
954	T4/Relevé Work File Build	MM6574961	Y	1			1					11
955	T4/Relevé Work File Build	MM6574961	N	1			1					11
956	T4/Relevé Work File Build	MM6574961	N	A			A					11
978	T4/Relevé Work File Build	MM6574961	N	1			1					12
988	T4/Relevé Work File Build	MM6574961	N	1			1					11
989	T4/Relevé Work File Build	MM6574961	N	1			1					11

Review Options: 1=T4 2=Rel1 3=T4A 4=Rel2 5=NR4; 8=ID Reset F24=More

2. On Employee Relevé 1 Summary Rev., enter 8 in the Option field for the employee for whom you want to print the form, and click Enter.

077261 Employee Relevé 1 Summary Rev

Tools Help

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077261 Employee Relevé 1 Summary Rev. Year 18

Skip to Employee

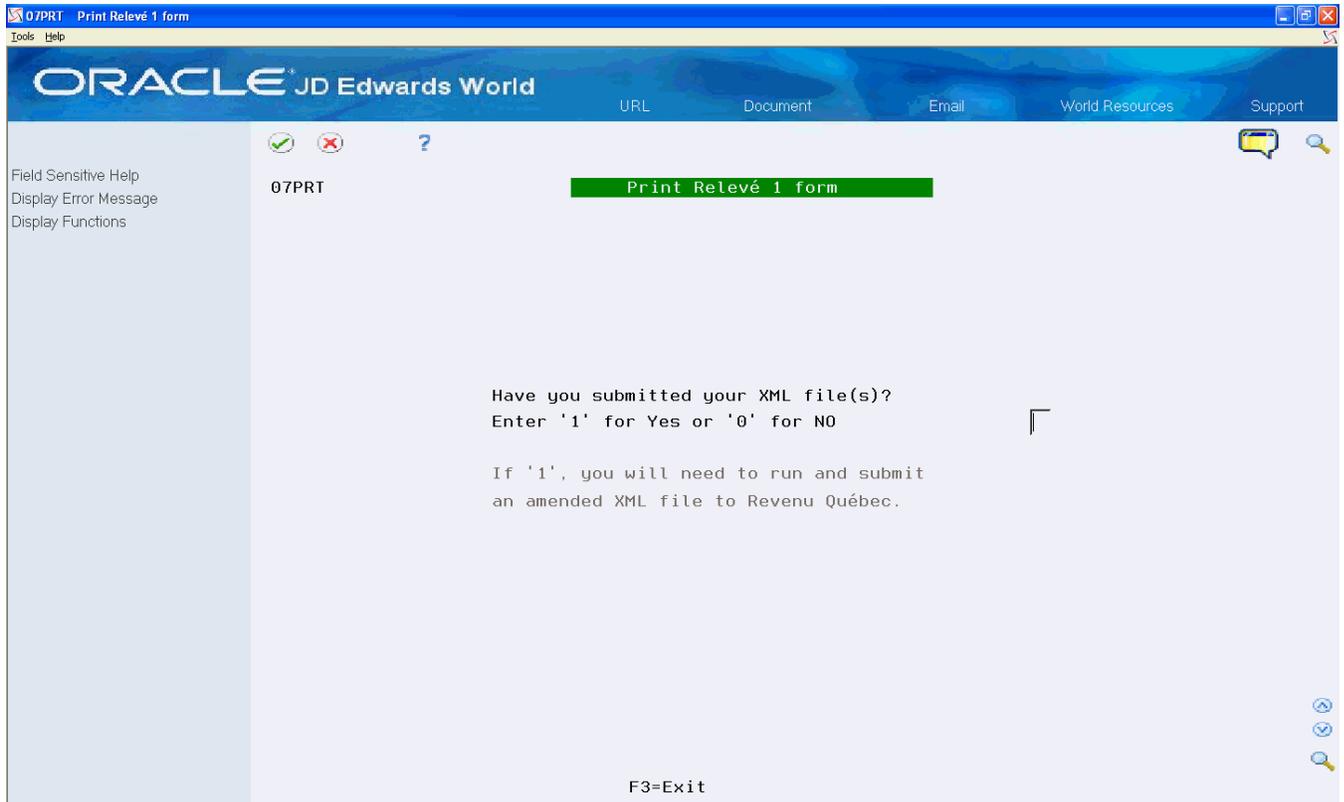
A	Employee						
D 0	Number	S.I.N.	Employee Name	Co.	Tax Area	Tax ID	ID
8	7703	481 560 670	Bellas, Debbie	00077	700190000	7788991154RS5454	430
	7777	084 560 671	Bureau, Richard	00077	700190000	7788991154RS5454	430

Opt: 2=RL-1 Adj 4=Footnotes 8=Laser Print F4=RL-1 Dtl F24=More

3. On Print Relevé 1 form, complete the Are you going to assign a new serial #? Enter 1 for Yes or 0 for NO field.



4. On Print Relevé 1 form screen, complete the Have you submitted your XML file(s)? field.



5. On Print Relevé 1 Form, complete the Enter replacement serial number field.
6. Choose Print Form (F6).

07PRT Print Relevé 1 form

Tools Help

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URL Document Email World Resources Support

Field Sensitive Help
Display Error Message
Display Functions

07PRT

Print Relevé 1 form

Relevé 1 Serial Number 001132456

Enter New Serial Number

F3=Exit F6=Print Form

Field	Explanation
Are you going to assign a new serial #?	<p>The Yes or No Entry field is a common single character entry field for simple yes or no responses on prompt screens. For International purposes, No = '0' and Yes = '1'.</p> <p><i>Screen-specific information</i></p> <p>Enter 1 for Yes or 0 for No. If you enter 0 (No), the form reprints using the existing serial number the system assigns to that record. You can return to the menu when you enter 0. If you enter 1 (Yes), the next Print Relevé 1 form screen displays.</p>
Have you submitted your XML file(s)?	<p>The Yes or No Entry field is a common single character entry field for simple yes or no responses on prompt screens. For International purposes, No = '0' and Yes = '1'.</p> <p><i>Screen-specific information</i></p> <p>Enter 1 for Yes or 0 for No. If you enter 0 (No), you replace the existing serial number in the record by entering a new serial number. If you enter 1 (Yes), the system saves the existing serial number and the new serial number you enter. Entering 1 indicates you have already submitted your files to Revenue Québec and you need to run an XML build for the amended slips and submit the file to Revenu Québec. Revenu Québec requires both serial numbers in the XML file.</p>
Enter replacement serial number	<p>The T4 number assigned to this amended record.</p> <p><i>Screen-specific information</i></p> <p>Enter all 9 digits of the new serial number that you want to assign to the form, including the check digit.</p>

Creating the XML File

You can use the XML format of the following forms to report year-end information to the CRA and Revenu Québec:

- T4
- T4A
- Relevé 1
- Relevé 2

Note: The system generates an integrity report during the XML build process. The integrity report validates the data the system enters in the XML file to ensure that the data conforms to the XML schema from the CRA. For example, the CRA requires that Canadian Postal Codes be in the XML file in the following format: A1A1A1 (alpha, numeric, alpha, numeric, alpha, numeric). If the postal code in the Address By Date table (F0116) is not in this format, the system prints an error on the integrity report. After you build the XML file, you need to review the integrity report. If any errors exist, make all necessary corrections and run the XML & Audit File Build program again. The XML file is successful if the integrity report contains the following message: **** XML File Contains No Errors ****. You can run these programs as a standalone audit report to validate the data the system creates in the workfile. You do not have to wait until you are ready to submit your XML file to run these.

What You Should Know About

Topic	Description
Creating the XML and Audit Files	<p>You create an XML file on the AS/400 and then transfer the file to your PC. The final step is to transmit the data to the CRA.</p> <p>The T4, T4A, Relevé 1, and Relevé 2 XML build programs create an XML file that uses the XML syntax and schema that the CRA requires. The system merges data from the workfile build with the XML tags in the schema.</p> <p>The system also creates an audit file using sequential file formatting so that you can print an audit report from the data in the XML file.</p>
Data Selection for Building the XML File	<p>For an original build, do not change the Data Selection for this program. All records in the T4, T4A, Relevé 1, and Relevé 2 workfile should be in the original files.</p> <p>For an amended build, select only those employees from the T4, T4A, Relevé 1, and Relevé 2 workfile that have changes. You only need to create and send an amended file if you sent an original file to the CRA and you need to change some of the information.</p> <p>For a canceled build, select only those employees from the T4, T4A, Relevé 1, and Relevé 2 workfile that you want to cancel. You only need to create and send a canceled file if you sent an original file to the CRA and you need to cancel some of the information.</p>
Data Sequence for Building the XML File	<p>Do not change the data sequence for this program.</p>
Technical Considerations for Building the XML File	<p>The CRA accepts XML file data in either of the following character sets. These character sets enable the XML file to capture international characters accurately (for example, the French character é).</p> <ul style="list-style-type: none"> • Windows-1252 includes character encoding for a comprehensive set of English and French Characters. JD Edwards World recommends this format. • ISO-8859-1 includes character encoding, however it does not include character encoding for all French characters or a Euro symbol. <p>You can find additional information about character sets by searching the World Wide Web.</p>
XML Integrity and Audit Reports	<p>This report contains three parts:</p> <ul style="list-style-type: none"> • Transmission record • Supplementary (detail) records • Summary records

Creating the XML file includes the following tasks:

- Working with the T4 XML Files
- Working with the T4A XML Files
- Working with the Relevé 1 XML Files
- Working with the Relevé 2 XML Files

Note:

- The CRA website for more information, including the XML specifications, schemas, Employer Guides, and General Filing information.
- The Revenu Québec website for Relevé information, including XML specifications.
- *Reviewing the XML Integrity Reports* for more information.

Note: Specifications for the Relevé XML format (all RL Slips) are available from Revenu Québec only if you are a registered partner with Revenu Québec. See *Transferring and Submitting the XML Workfile* for more information.

Working with the T4 XML Files

Create a workfile for T4 XML so you can transfer this workfile to your PC and submit the data to the CRA.

Working with the T4 XML files includes the following tasks:

- Creating the T4 XML and Audit Files
- Verifying the T4 XML File

Creating the T4 XML and Audit Files

This program reads information from the T4 Workfile (T07730) and the T4 Adjustment Workfile (T07740). The system saves the information in the T4 XML Workfile (T07760X), using the XML syntax and schema that the CRA requires. The system also saves the records in the T4 XML Audit Workfile (T07761), so that you can print an audit report of the information you send to the government.

Navigation

From **XML Processing (G772475)**, choose **Build T4 Files**

Processing Options

See *T4 XML and Audit File Build (P07760X)*

Verifying the T4 XML File

After you create the XML and audit files, verify that the information it contains is the information that you intend to submit to the government.

The T4 XML Integrity and Audit reports assist you in verifying this information. The integrity report lists any errors the system encounters when creating the T4 XML Workfile (T07760X) and the audit report lists the information from the T4 XML Audit Workfile (T07761).

Note: The Other Information area at the bottom of the T4 form includes several Box- Case and Amount boxes for the various types of additional income. There are numerous codes for additional income defined by the Canadian government. When you generate T4's, the system prints one primary slip and can print up to five "overflow" slips with additional income amounts, depending on how many amounts need to be special handled for the additional income. The T4 XML Audit Report (P07761X) reflects the total number of detail records in the XML file *including* the detail records for any overflow slips. The T4 Summary Report (P07746) reflects only the total number of T4's the employee receives for each company and tax ID. That is, one slip per employee regardless of how many overflow slips print. It does *not* include overflow slips in the slip count. The slip count on the XML Audit Report never matches the T4 Summary Report if an employee has more additional information amounts than the primary slip can accommodate. The totals on these reports accommodate two different numbers: XML detail records vs. slip counts.

During the XML & Audit File build, the system saves the information in the T4 XML Workfile (T07760X), using the XML syntax the CRA requires. The system also saves the records in the T4 XML Audit Workfile (T07761), using sequential formatting.

Navigation

From XML Processing (G772475), choose T4 XML Audit Report

Processing Options

See *T4 XML Audit Report (P07761X)*

Data Selection

Do not change the data selection for this program. There is only one field in the T4 XML Audit Workfile (T07761) and the file contains all the records the system saves during the XML build.

Changing the data selection does not accurately reflect the data that you submit to the government.

Data Sequence

Do not change the data sequence for this program. There is only one field in the T4 XML Audit Workfile (T07761) and it is in the same order that the system saves the records during the XML build.

Changing the data sequence does not accurately reflect the data that you submit to the government.

Technical Considerations

Do not attempt to correct the data in the T4 XML Workfile (T07760X) or in the T4 XML Audit Workfile (T07761). The information in these two files is an exact match. The T07760X stores the information using XML syntax and the T07761 stores the information using sequential formatting.

Changing the information in either of these files causes the information to be out-of-sync.

Grand totals exist in this report; however, grand totals are not in the XML file as they are not part of the XML schema the CRA issues. The grand totals are only in the report to assist you in associating this data to other reports.

Working with the T4A XML Files

Create a workfile for T4A XML so you can transfer this workfile to your PC and submit the data to the CRA.

Working with the T4A XML files includes the following tasks:

- Creating the T4A XML Files

- Verifying the T4A XML File

Creating the T4A XML Files

The program reads information from the T4A Workfile (T07732) and the T4A Adjustment Workfile (T07742). The system saves the information in the T4A XML Workfile (T07765X), using the XML syntax and schema that the CRA requires. The system also saves the records in the T4A XML Audit File (T07766), so that you can print an audit report of the information you send to the government.

Navigation

From XML Processing (G772475), choose Build T4A Files

Processing Options

See *T4A XML and Audit File Build (P07765X)*

Verifying the T4A XML Files

After you create the XML and audit files, verify that the information it contains is the information that you intend to submit to the government.

The T4A XML Integrity and Audit reports assist you in verifying this information. The integrity report lists any errors the system encounters when creating the T4A XML Workfile (T07765X) and the audit report lists the information from the T4A XML Audit Workfile (T07766).

During the XML & Audit File build, the system saves the information in the T4A XML Workfile (T07765X), using the XML syntax the CRA requires. The system also saves the records in the T4A XML Audit Workfile (T07766), using sequential formatting.

This report contains three parts:

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

Navigation

From XML Processing (G772475), choose T4A XML Audit Report

Processing Options

See *T4A XML Audit Report (P07766X)*

Data Selection

Do not change the data selection for this program. There is only one field in the T4A XML Audit Workfile (T07766) and the file contains all the records the system saves during the XML build.

Changing the data selection does not accurately reflect the data that you submit to the government.

Data Sequence

Do not change the data sequence for this program. There is only one field in the T4A XML Audit Workfile (T07766) and it is in the same order that the system saves the records during the XML build.

Changing the data sequence does not accurately reflect the data that you submit to the government.

Technical Considerations

Do not attempt to correct the data in the T4A XML Workfile (T07765X) or in the T4A XML Audit Workfile (T07766). The information in these two files is an exact match. The T07765X stores the information using XML syntax and the T07766 stores the information using sequential formatting.

Changing the information in either of these files causes the information to be out-of-sync.

Grand totals exist in this report; however, grand totals are not in the XML file as they are not part of the XML schema the CRA issues. The grand totals are only in the report to assist you in associating this data to other reports.

JD Edwards World includes summary and grand totals for box 46. However, box 46 is not in the XML file as it is not part of the XML schema that the CRA issues. The totals are only in the report to assist you in associating the totals to the detail and other reports.

Working with the Relevé 1 XML Files

Create a workfile for Relevé 1 XML so you can transfer this workfile to your PC and submit the data to Revenu Québec.

Working with the Relevé 1 XML files includes the following tasks:

- Creating the Relevé 1 XML Files
- Verifying the Relevé 1 XML File

Creating the Relevé 1 XML Files

This program reads information from the RL-1 Workfile (T07731) and the Relevé 1 Adjustment Workfile (T07741). The system saves the information in the Relevé 1 XML Workfile (T07770X), using the XML syntax and schema that Revenu Québec requires. The system also saves the records in the Relevé 1 XML Audit Workfile (T07771), so that you can print an audit report of the information you send to the government.

In addition to error messages, you might also receive a warning message. JD Edwards World recommends that you investigate the message to ensure the file's data accuracy. The warning message states: Warning-All Employees have both CPP/QPP.

The system successfully validates the XML file if the integrity report contains the following message: XML File Contains No Errors.

You only need to create and send an amended file, if you sent the original file to Revenu Québec and you need to change some of the information that you transmitted.

You only need to create and send a canceled file, if you sent an original file to Revenu Québec and you need to cancel some of the information that you transmitted.

Note:

- If you run this program as a standalone audit report prior to printing the Relevé forms, the system displays errors for the Serial Number field because the Print Laser Form program assigns the serial numbers to the Relevé forms. You can disregard these errors until you print the forms, however, you must print the forms to assign serial numbers before you run this program to create the file you send to Québec. If records are missing serial numbers, Québec rejects your file.
- If you set up a special handled DBA for L12 or L13 codes while building the Relevé 1 Workfile, then the rate of that DBA is moved to the L11 code. The L11 code is populated only when you set up a special handled DBA for L12 or L13 codes. The percentage rate for DBA must be less than or equal to 99.99; otherwise, the Relevé 1 XML will be rejected by the Revenu Québec. For example, you can set the percentage rate for DBA as 12.00 and not as 101.99. If multiple DBAs are attached to L12 or L13 in the Special Handling Code Table, the system uses the percentage rate of the first DBA occurrence for L11 code.

Navigation

From XML Processing (G772475), choose Build Relevé 1 Files

Processing Options

See *Relevé 1 XML and Audit File Build (P07770X)*

Data Selection

- For the original build, do not change the data selection. All records in the RL-1 workfile should be from the original files.
- For an amended build, select only those employees from the RL-1 workfile to which you made changes.
- For a canceled build, select only those employees from the RL-1 workfile for which you want to cancel an RL-1.

Data Sequence

Do not change the data sequence.

Verifying the Relevé 1 XML File

After you create the XML and audit files, verify that the information it contains is the information that you intend to submit to the government.

The Relevé 1 Integrity and Audit reports assist you in verifying this information. The integrity report lists any errors the system encounters when creating the Relevé 1 XML Workfile (T07770X) and the audit report lists the information from the Relevé 1 XML Audit Workfile (T07771).

During the XML & Audit File build, the system saves the information in the Relevé 1 XML Workfile (T07770X), using the XML syntax Revenu Québec requires. The system also saves the records in the Relevé 1 XML Audit Workfile (T07771), using sequential formatting.

The report contains three parts:

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

Navigation

From XML Processing (G772475), choose Relevé 1 XML Audit Report

Processing Options

See *Relevé 1 XML Audit Report (P07771X)*

Data Selection

Do not change the data selection for this program. There is only one field in the Relevé 1 XML Audit Workfile (T07771) and the file contains all the records the system saves during the XML build.

Changing the data selection does not accurately reflect the data that you submit to the government.

Data Sequence

Do not change the data sequence for this program. There is only one field in the Relevé 1 XML Audit Workfile (T07771) and it is in the same order that the system saves the records during the XML build.

Changing the data sequence does not accurately reflect the data that you submit to the government.

Technical Considerations

Do not attempt to correct the data in the Relevé 1 XML Workfile (T07770X) or in the Relevé 1 XML Audit Workfile (T07771). The information in these two files is an exact match. The T07770X stores the information using XML syntax and the T07771 stores the information using sequential formatting.

Changing the information in either of these files causes the information to be out-of-sync.

Working with the Relevé 2 XML Files

Create a workfile for Relevé 2 XML so you can transfer this workfile to your PC and submit the data to Revenu Québec.

Working with the Relevé 2 XML files includes the following tasks:

- Creating the Relevé 2 XML files
- Verifying the Relevé 2 XML Files

Creating the Relevé 2 XML Files

This program reads information from the Relevé 2 Workfile (T07733) and the Relevé 2 Adjustment Workfile (T07743). The system saves the information in the Relevé 2 XML Workfile (T07775X), using the XML syntax and schema that Revenu Québec requires. The system also saves the records in the Relevé 2 XML Audit Workfile (T07776), so that you can print an audit report of the information you send to the government.

Note: If you run this program as a standalone audit report prior to printing the Relevé forms, the system displays errors for the Serial Number field because the Print Laser Form program assigns the serial numbers to the Relevé forms. You can disregard these errors until you print the forms, however, you must print the forms to assign serial numbers before you run this program to create the file you send to Québec. If records are missing serial numbers, Québec rejects your file.

Navigation

From XML Processing (G772475), choose **Build Relevé 2 Files**

Processing Options

See *Relevé 2 XML and Audit File Build (P07775X)*

Verifying the Relevé 2 XML File

After you run the XML & Audit File build, verify that the information it contains is the information that you intend to submit to the government.

The Relevé 2 XML Integrity and Audit reports allow you to verify this information. The integrity report lists any errors the system encounters when it creates the Relevé 2 XML Workfile (T07775X) and the audit report lists the information from the Relevé 2 XML Audit Workfile (T07776).

During the XML & Audit File Build, the system saves the information in the Relevé 2 XML Workfile (T07775X), using the XML syntax Revenu Québec requires. The system also save the same information in the Relevé 2 XML Audit Workfile (T07776), using sequential formatting.

The report contains three parts:

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

Navigation

From **XML Processing (G772475)**, choose **Relevé 2 XML Audit Report**

Processing Options

See *Relevé 2 XML Audit Report (P07776X)*

Data Selection

Do not change the data selection for this program. There is only one field in the Relevé 2 XML Audit Workfile (T07776) and the file contains all the records the system saves during the XML build.

Changing the data selection does not accurately reflect the data that you submit to the government.

Data Sequence

Do not change the data sequence for this program. There is only one field in the Relevé 2 XML Audit Workfile (T07776) and it is in the same order that the system saves the records during the XML build.

Changing the data sequence does not accurately reflect the data that you submit to the government.

Technical Considerations

Do not attempt to correct the data in the Relevé 2 XML Workfile (T07775X) or in the Relevé 2 XML Audit Workfile (T07776). The information in these two files is an exact match. The T07775X stores the information using XML syntax and the T07776 stores the information using sequential formatting.

Changing the information in either of these files causes the information to be out-of-sync.

Transferring and Submitting the XML Workfile

After you create the XML file on the AS/400, you transfer the file to your PC as an XML file so you can then submit it to the appropriate government authority. You can use the Integrated File System (IFS) or File Transfer Protocol (FTP)

to copy the XML file to a PC. JD Edwards World recommends that you validate your T4 and T4A XML files against the schema from the CRA, if you have a parser. This allows you to correct any data errors in the files before you electronically submit them to CRA.

If you do not have a parser or access to the schemas, you need to verify the information on the XML Integrity reports.

As of December 2006, Revenu Québec only provides schema information to partners that register with Revenu Québec. Therefore, you are not able to validate the data yourself, unless you are a registered partner. For all correspondence, requests for technical information pertaining to filing data files, or to request the ability to send a test file for validation, contact Revenu Québec.

For more information regarding the submission of Relevé files, refer to the Guide for Transmitting RL-Slip Data: General and Technical Information (IN-800-V) which is available on Revenue Québec's website.

Transferring and submitting the XML workfile includes the following tasks:

- Transferring using IFS
- Transferring using FTP
- Submitting the File to the Government

Transferring Using IFS

If you plan to use IFS to transfer your files, ensure your IFS directories exist before continuing. See [Setting Up Integrated File System \(IFS\) Directories](#) for more information.

When you transfer the XML file using IFS, ensure that you perform the following:

- Enter the name of the IFS directory in the IFS Path processing option for the following T4 XML programs. For example, enter: /home/userid or /home/t4xml.
 - T4 XML and Audit File Build (P07760X)
 - T4A XML and Audit File Build (P07765X)
 - Relevé 1 XML and Audit File Build (P07770X)
 - Relevé 2 XML and Audit File Build (P07775X)
- Enter the name of the XML file that you create in the XML File Name processing option. If this processing option is blank and the IFS Path processing option contains an IFS path, the system derives the XML file name as follows: yy999999sss where
 - yy = the tax year from the Control Parameter File.
 - 999999 = the 6-digit portion of the Transmitter Number from the processing option.
 - sss = 001 (as the sequence number) for T4 (002 for T4A, 003 for RL-1, and 004 for RL-2)
- Transmit the file to the Canada Revenue Agency or Revenu Québec using Windows Explorer to locate the file.

Transferring Using FTP

The following tasks include examples of a file transfer for an AS/400 named JDED, using the library name T4LIB429 and the XML file name 18123456001.xml for a T4. You must:

- Use the name of your AS/400

- Change the library name to your year-end T4 library name
- Locate the file number for the form you are submitting
- Use the correct naming convention of the XML file you are submitting to the government

Following is a list of the file names for the XML files that reside on the AS/400:

- T4 is T07760X.
- T4A is T07765X
- Relevé 1 is T07770X
- Relevé 2 is T07775X

The CRA and Revenue Québec use an XML file format of aapppppsss.xml. for XML files. You change the format as follows:

- aa = last two digits of the taxation year
- pppppp = the digits of your transmitter number
- sss = the sequence number of your file submission
- .xml = the file format identifier

For example, if you submit two files for the 2024 tax year and your transmitter number is NP123456, the file names are 18123456001.xml for the first submission and 18123456002.xml for the second submission.

Transferring using FTP includes the following tasks:

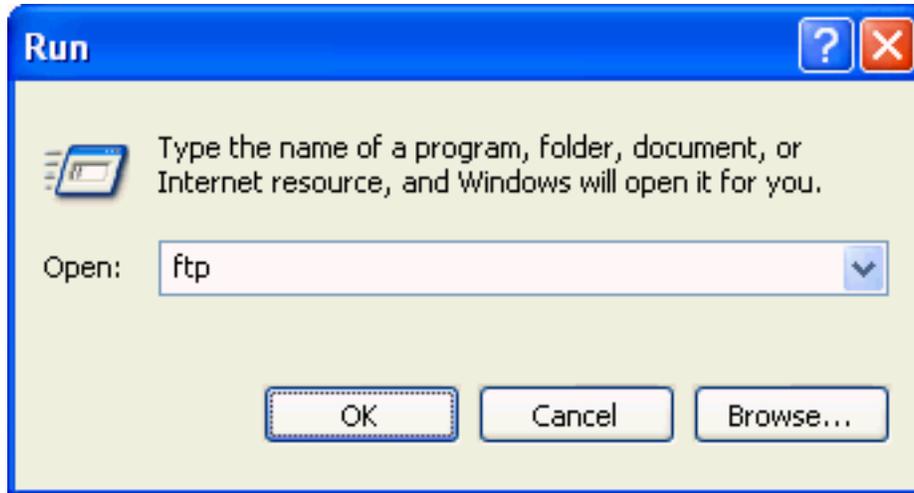
- To start the FTP utility
- To initiate an AS/400 session
- To copy the year-end file from the AS/400 to the PC
- To exit the FTP utility
- To locate the file on your PC
- To validate the T4 and T4A XML file (optional)

Before You Begin

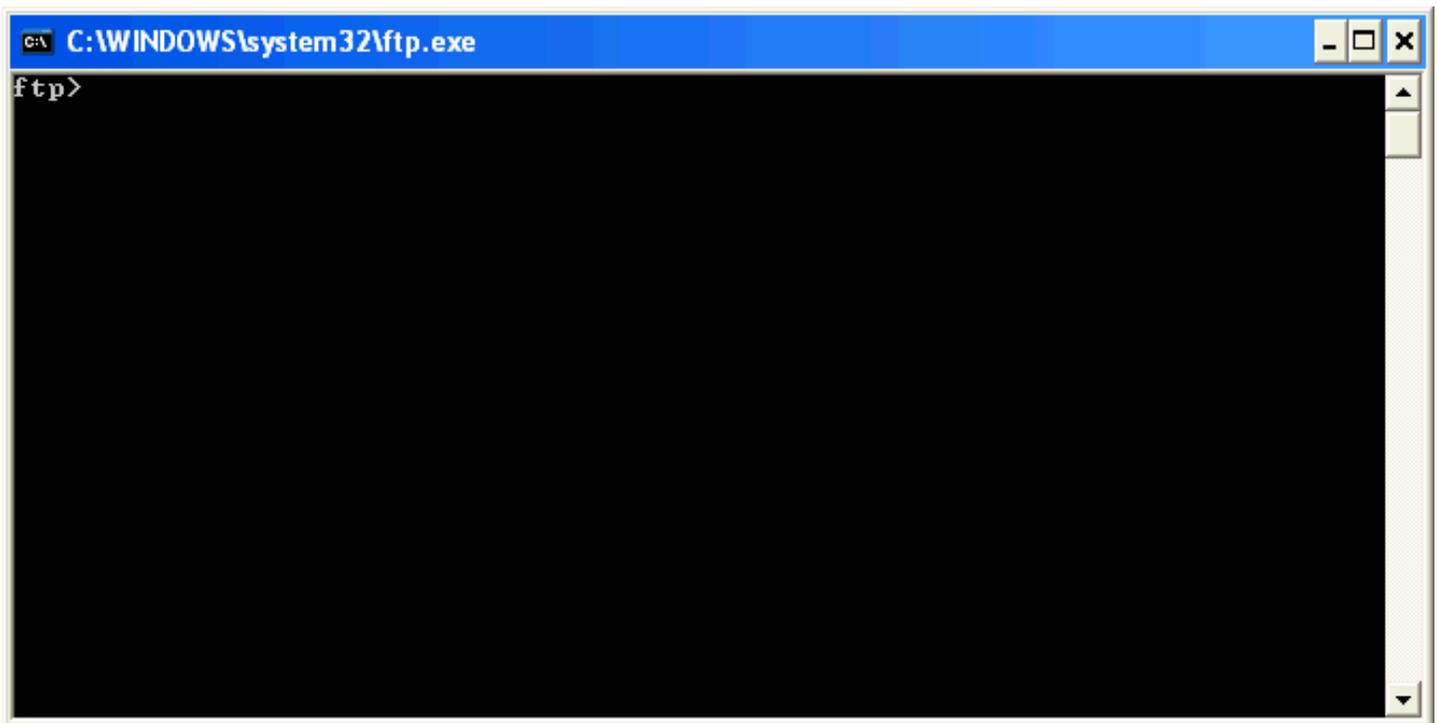
- Locate the workfile and ensure that the file on your AS/400 contains data. View the file using FEU, SQL, or another method. The files reside in your T4 library. The library name is T4LIBxxx, where xxx is the three-digit workfile ID that you chose for the XML and Audit File build. Verify the workfile number with your payroll department or review the workfile IDs from the Version Review program on the Canadian Year End Processing menu (G77247).
- Locate the name of your AS/400. The name displays in the upper right corner of any menu within the JD Edwards World software.
- Ensure you have access to FTP on their AS/400. Check with your IT staff to ensure that your user profile on the AS/400 allows access to FTP.
- Install a 3rd party software package, such as Altova's XMLSpy to validate the transferred workfile against the XML schema from the CRA (optional).

To start the FTP utility

1. On your PC Desktop, click the Windows Start button.
2. Click Run, the Run window displays.
3. Enter ftp and click OK to execute.



The following is an example of the ftp> window to initiate an AS/400 session.

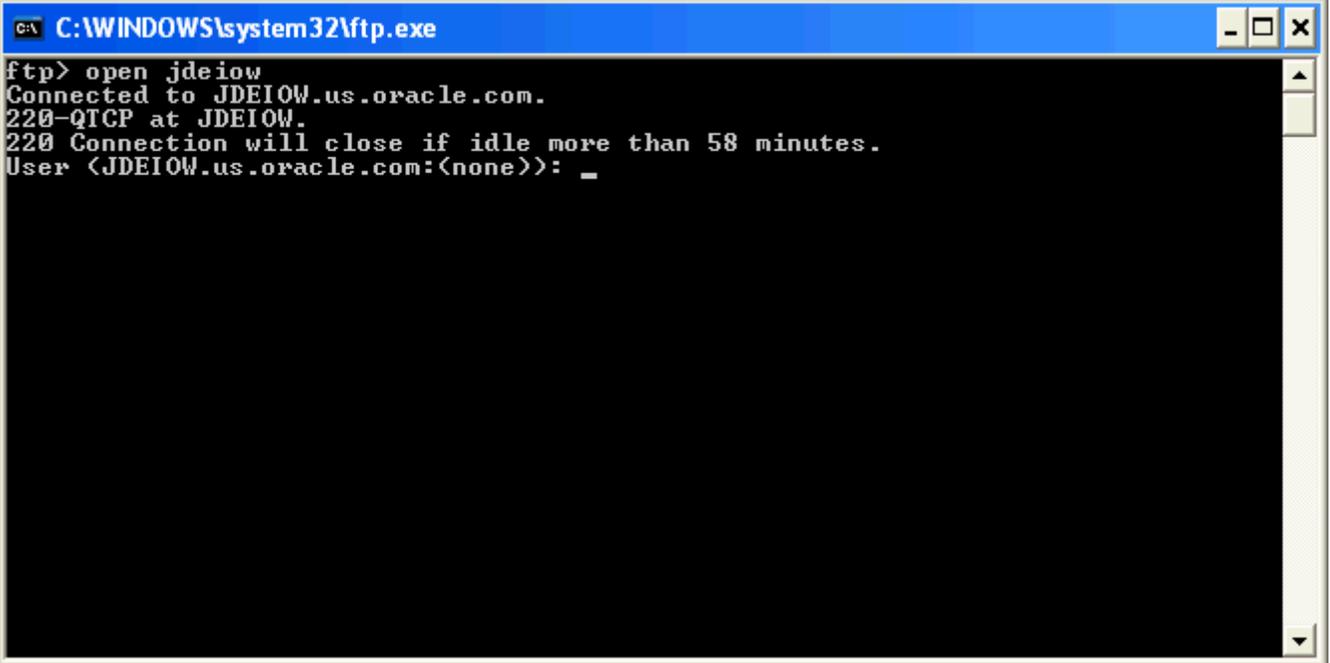


To initiate an AS/400 session

1. At the ftp> prompt, enter the word open, a space, the name of the AS/400 where the XML workfile resides and then press Enter.

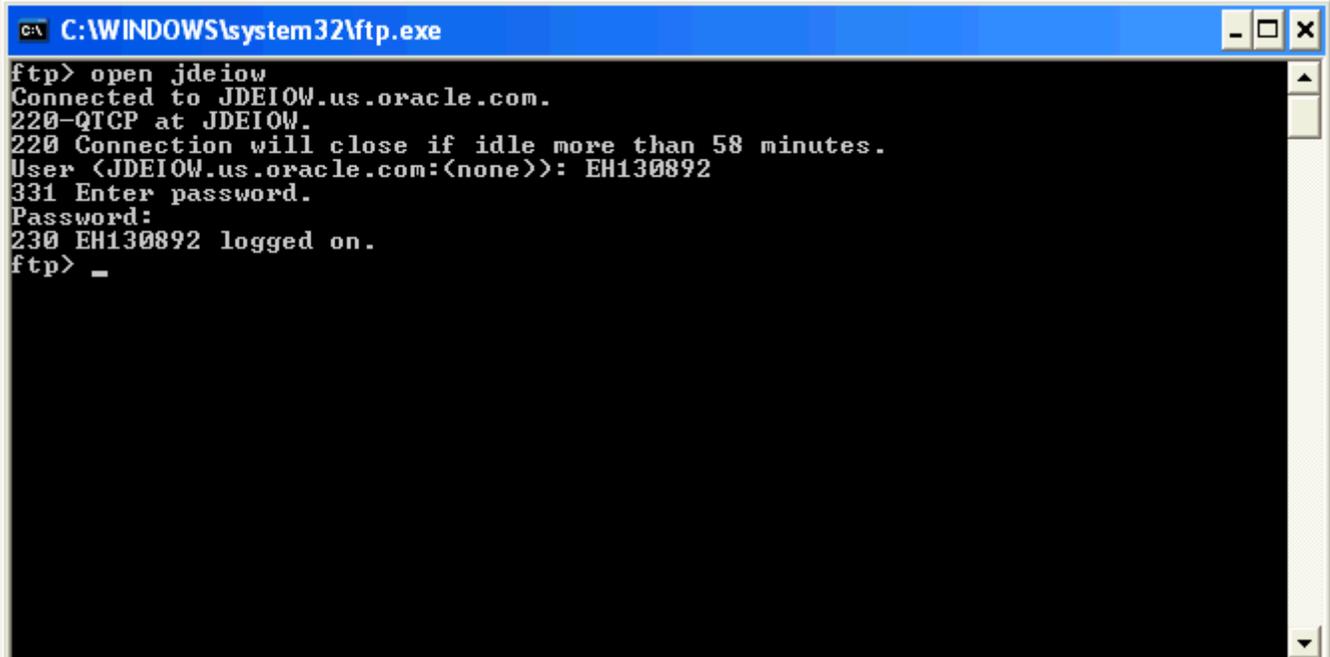
The following is an example of a session with an AS/400 named JDED.

The system displays a message that you are connected.

A screenshot of a Windows command prompt window titled "C:\WINDOWS\system32\ftp.exe". The window has a blue title bar and standard Windows window controls (minimize, maximize, close) on the right. The command prompt shows the following text:

```
ftp> open jdeiow
Connected to JDEIOW.us.oracle.com.
220-QTCP at JDEIOW.
220 Connection will close if idle more than 58 minutes.
User (JDEIOW.us.oracle.com:(none)): _
```

2. Enter your AS/400 sign on.



```
C:\WINDOWS\system32\ftp.exe
ftp> open jdeiow
Connected to JDEIOW.us.oracle.com.
220-QTCP at JDEIOW.
220 Connection will close if idle more than 58 minutes.
User (JDEIOW.us.oracle.com:(none)): EH130892
331 Enter password.
Password:
230 EH130892 logged on.
ftp> _
```

The system displays a message that you are logged on.

Note: If your logon attempt is unsuccessful, perhaps because of a typing error in your User ID or password or in both, it is best to exit the FTP utility and start over. Enter quit at the ftp> prompt and press Enter. Re-start the FTP utility.

To copy the year-end file from the AS/400 to the PC

1. Enter the following command at the ftp> prompt, ensuring that you replace the Xs for the appropriate year-end T4 library, file number for the appropriate form, and that you use the correct format for submitting the XML file to the government:

```
get t4libXXX/t077XXX c:\aapppppsss.xml
```

Following are the file numbers for the forms:

- o T4 is T07760X
- o T4A is T07765X
- o Relevé 1 is T07770X
- o Relevé 2 is T07775X

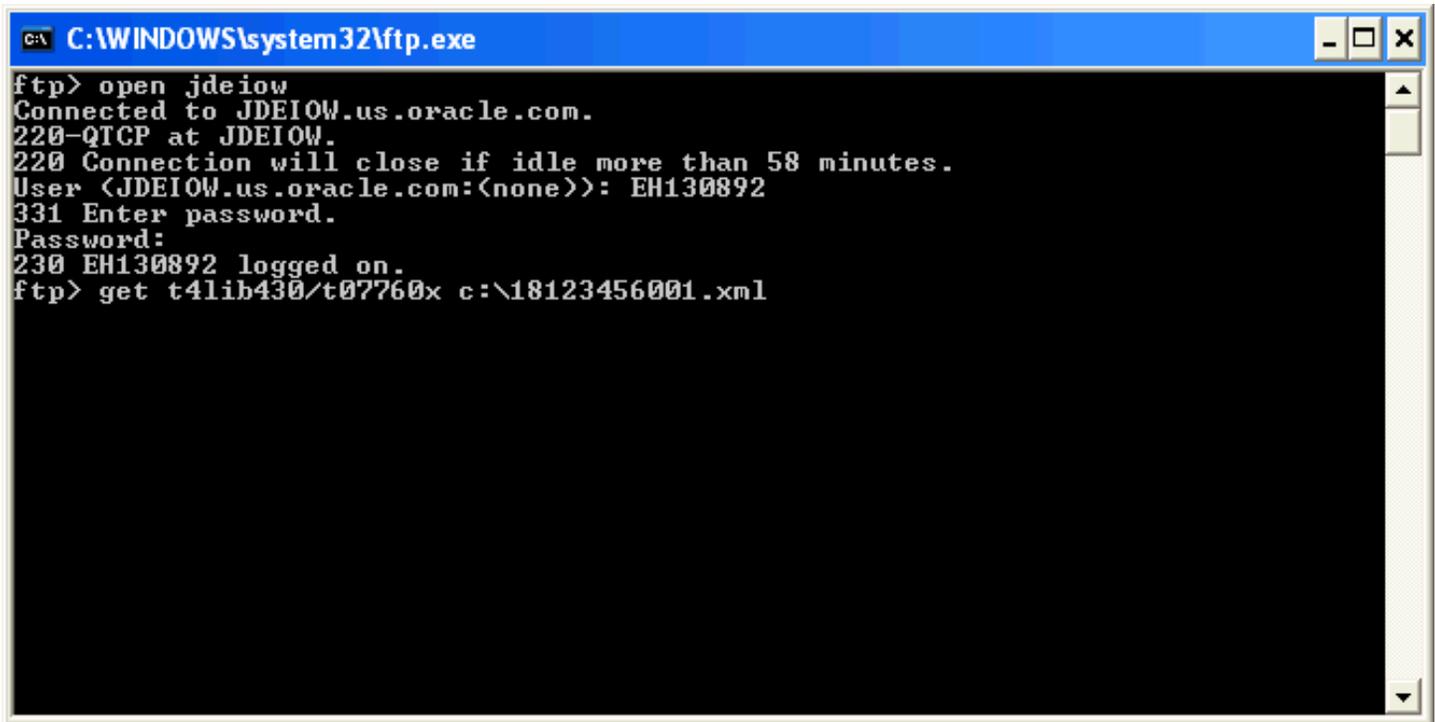
The CRA and Revenue Québec require the following format for submitting files:

- o aa = last two digits of the taxation year
- o pppppp = the digits of your transmitter number
- o sss = the sequence number of your file submission
- o .xml = the file format identifier

For example, if you submit two files for the 2024 tax year and your transmitter number is NP123456, the file names are 18123456001.xml for the first submission and 18123456002.xml for the second submission.

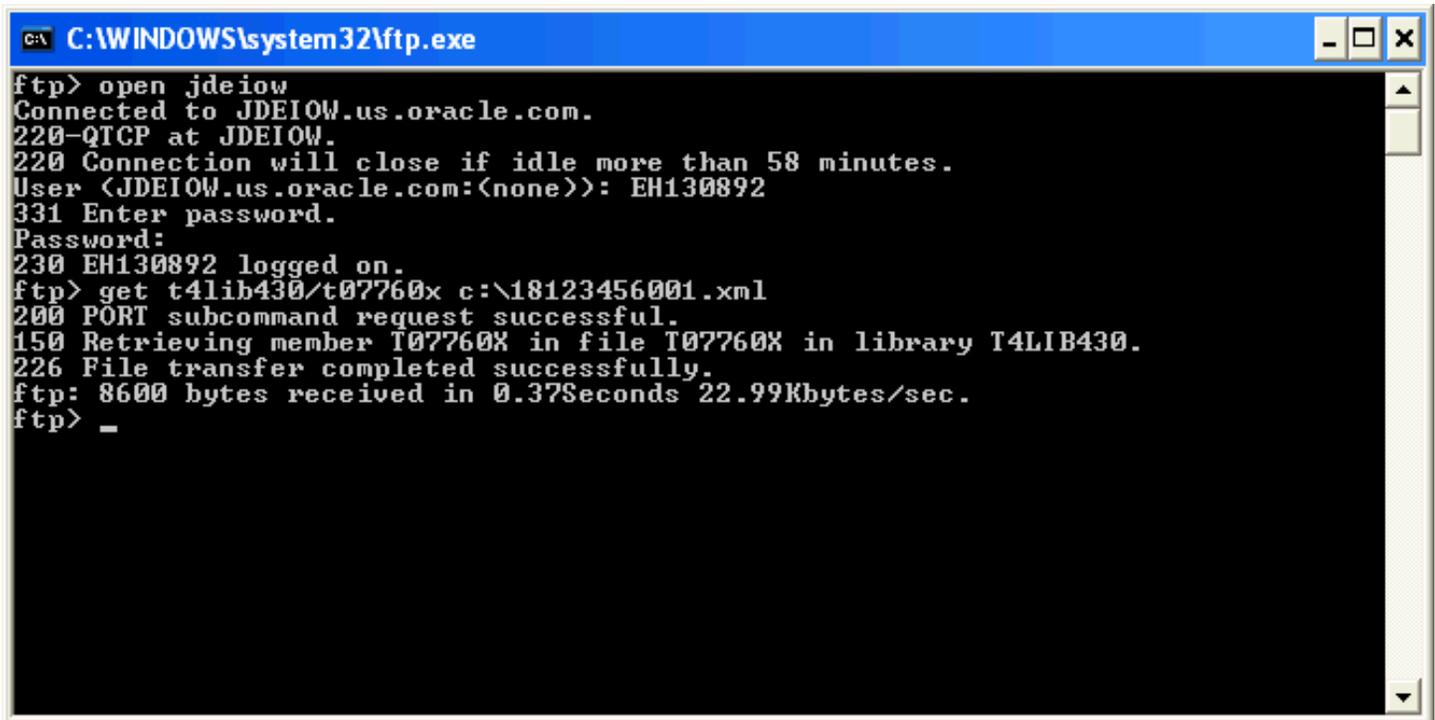
The following is an example for a T4 form using the year 2024, library name T4LIB430, and the XML file name 18123456001.xml.

2. Press Enter to copy the file.



```
C:\WINDOWS\system32\ftp.exe
ftp> open jdeiow
Connected to JDEIOW.us.oracle.com.
220-QTCP at JDEIOW.
220 Connection will close if idle more than 58 minutes.
User (JDEIOW.us.oracle.com:(none)): EH130892
331 Enter password.
Password:
230 EH130892 logged on.
ftp> get t4lib430/t07760x c:\18123456001.xml
```

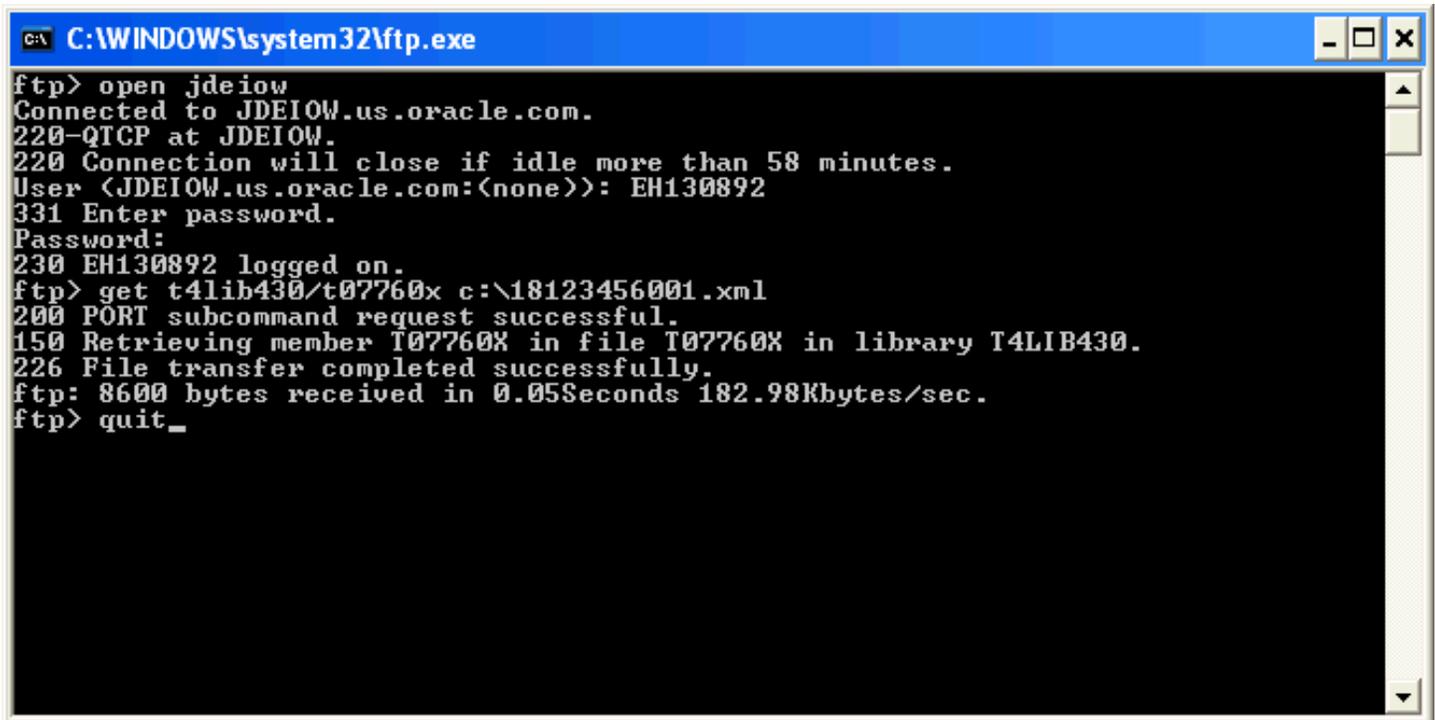
When the FTP process is successful in locating and transferring the file, FTP displays a message indicating how many bytes were received. If you do not receive this message, it is likely that the file on the AS/400 is empty or you need to check the spelling of the file and the library in the get command.



```
C:\WINDOWS\system32\ftp.exe
ftp> open jdeiow
Connected to JDEIOW.us.oracle.com.
220-QTCP at JDEIOW.
220 Connection will close if idle more than 58 minutes.
User (JDEIOW.us.oracle.com:(none)): EH130892
331 Enter password.
Password:
230 EH130892 logged on.
ftp> get t4lib430/t07760x c:\18123456001.xml
200 PORT subcommand request successful.
150 Retrieving member T07760X in file T07760X in library T4LIB430.
226 File transfer completed successfully.
ftp: 8600 bytes received in 0.37Seconds 22.99Kbytes/sec.
ftp> _
```

To exit the FTP utility

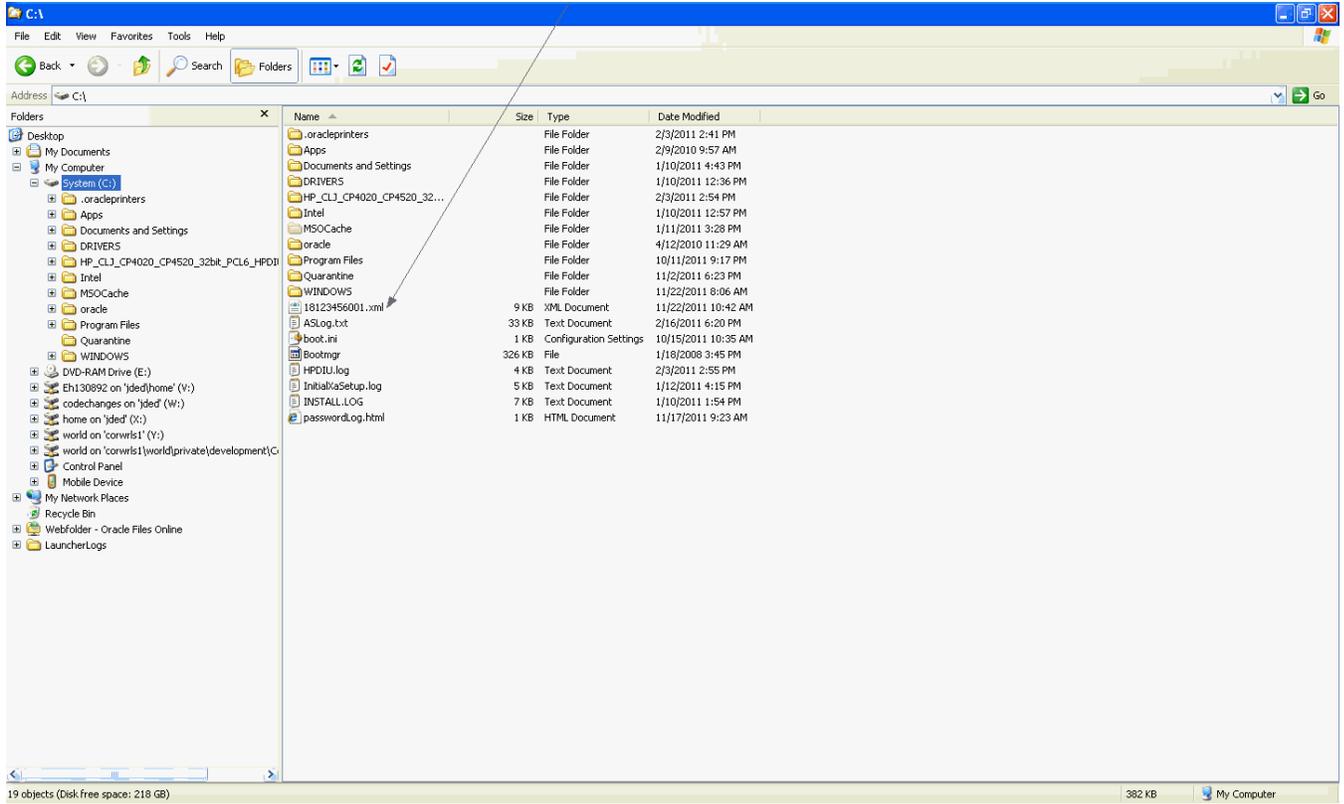
Enter the word quit at the ftp> prompt to end the FTP session.



```
C:\WINDOWS\system32\ftp.exe
ftp> open jdeiow
Connected to JDEIOW.us.oracle.com.
220-QTCP at JDEIOW.
220 Connection will close if idle more than 58 minutes.
User (JDEIOW.us.oracle.com:(none)): EH130892
331 Enter password.
Password:
230 EH130892 logged on.
ftp> get t4lib430/t07760x c:\18123456001.xml
200 PORT subcommand request successful.
150 Retrieving member T07760X in file T07760X in library T4LIB430.
226 File transfer completed successfully.
ftp: 8600 bytes received in 0.05Seconds 182.98Kbytes/sec.
ftp> quit_
```

To locate the file on your PC

1. Access the Local Disk C: on your PC and locate the XML icon for the file you transferred.



2. Create a folder on your PC to store objects for the validation process.
3. Copy and paste or move the XML file to the new folder (for the validation process).

To validate the T4 and T4A XML file (optional)

JD Edwards recommends that you validate the T4 and T4A XML file before submitting it to the government.

Relevé 1 and Relevé 2 schema are only available to partners registered with Revenu Québec as of 2006.

1. Download the XML schema from the CRA website to your PC.

Schemas are in zip files.

2. Unzip the contents of the zip file into the same folder with the XML file.
3. Start the 3rd party software and open the XML file to validate your company's data against the XML schema from the government.

If the system displays errors, you should make corrections to the data before submitting the file to the government.

Note: There can be conflicts between these software packages and the acceptable XML formats described previously. A file might fail validation because of issues in the 3rd party software that you use to validate the XML file.

Submitting the File to the Government

Contact the CRA and Revenu Québec for information about submitting your file.

10 Year-End Archiving

Archiving Year-End Information

After you print year-end forms and send them to your employees and to the government, you archive the year-end information using the Update to Archival program (P077301). The system copies the data from the temporary workfiles to the following permanent production tables:

- T4 Archival File (F07730)
- T4A Archival File (F07732)
- Relevé 1 (Provincial) Archival File (F07731)
- Relevé 2 Archival File (F07733)
- NR4 Archival File (F07734)

You can use these permanent tables to review historical forms and their adjustments.

When you archive your data, the system verifies the following:

- A valid DREAM Writer version
- The ID is not currently active
- All forms have been printed
- The ID is for a previous year, not the current year

After you archive year-end information, you cannot revise it. However, you can create individual amended year-end forms to send to the employee and government agency.

Note: You must archive the previous year's data before you load a new year-end update.

To archive year-end information

From Canadian Year End Processing (G77247), choose Update T4/Relevé to Archival

1. On Update T4/Relevé to Archival, enter the ID for the workfile that you want to archive in the T4/Relevé ID field and click Enter twice.



If an error message displays, you must resolve the error before you can submit the archive.

2. Choose Submit (F6).

The program prompts you to verify the submission of the reports.

3. Choose Submit Job (F6).

Working with Archived Information

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

Note: The Archival Relevé 1 Review program (P077261) displays the salaries of employees. You can prevent unauthorized access to this information by applying business unit security to the Employee Master table (F060116) to prevent employees in certain business units from printing the report.

Working with archived information includes the following tasks:

- Amending archived information
- Printing archived forms

Amending Archived Information

You cannot revise archived information if you find an error in an employee's year-end information. Instead, you use the Toggle Display/Update function in the appropriate Archival Review program to create a new (amended) year-end form. You can then print the amended form and send it to the employee and government agency.

The system maintains the serial number for the amended form separately from the serial number of the original record. When you amend information for an employee, the system creates a new record with an ID number of AMD (Amended). The employee's old record remains intact.

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

To amend archived information, you must have authority to use Toggle Display/Update Mode (F8). Your security officer must enter your user profile in function exit security. Otherwise, you will receive an Invalid Function Key message. If you need authority to amend year-end forms, contact your security officer. Alternatively, you can consult your security officer to find out who in your organization has authority to amend archived information.

To amend archived information

The following is an example using T4 forms, to amend other forms, use the same steps but choose the appropriate menu selection.

From Canadian Year End Processing (G77247), choose Archival T4 Review

1. On Archival T4 Review, complete the following fields and click Enter:
 - o Year
 - o Skip to Employee

077251 Archival T4 Review

Tools Help

ORACLE JD Edwards World

URL Document Email World Resources Support

077251 Archival T4 Review Year 18

Skip to Employee 7701 Holiday, Anthony

A	Employee							
D	0	Number	S.I.N.	Employee Name	Co.	Tax Area	Tax ID	ID
*	<input type="checkbox"/>	7701	256 136 888	Holiday, Anthony	00077	700150000	770246567RP2002	429
	<input type="checkbox"/>	7702	184 560 670	Derrick, Leslie	00077	700150000	770152712RP1001	429
	<input type="checkbox"/>	7703	481 560 670	Bellas, Debbie	00077	700190000	770152712RP1001	429
	<input type="checkbox"/>	7704	652 136 888	Rivard, Jacques	00077	700150000	770152712RP1001	429
	<input type="checkbox"/>	7707	388 871 188	Yelle, Stephane	00077	700150000	770152712RP1001	429
	<input type="checkbox"/>	7708	445 471 188	Lacroix, Pierre	00077	700150000	770152712RP1001	429
	<input type="checkbox"/>	7775	852 136 886	Deveny, Cindy L.	00077	700150000	770152712RP1001	429
	<input type="checkbox"/>	7777	084 560 671	Bureau, Richard	00077	700190000	770152712RP1001	429

Opt: 2=T4 Adj 8=Laser Print F4=T4 Detail F24=More

2. Access the detail area.

077251 Archival T4 Review

Tools Help

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077251 Archival T4 Review Year 18

Skip to Employee 7701 Holiday, Anthony

A Employee							
D 0	Number	S.I.N.	Employee Name	Co.	Tax Area	Tax ID	ID
*	7701	256 136 888	Holiday, Anthony	00077	700150000	770246567RP2002	429

T4 Box	Amount	T4 Box	Amount	T4 Box	Amount
10.Province	ON	46.Donation			
14.Income	12,307.60	50.Pnsn P.#			
16.CPP	466.85	52.Pns. Adj			
17.QPP		55.PPIP Prm			
18.EI Prem	295.38	56.PPIP Ern			
20.RPP	123,456.78				
22.Inc Tax	4,444.90				
24.EI Earns	12,307.60				
26.CPP Erns	.00				
28.Exmp CPP	EI PIP				
29.Emp. Cod					
44.Un. Dues					

Opt: 2=T4 Adj 8=Laser Print F4=T4 Detail F24=More

3. Choose Toggle Display/Update Mode (F8).
4. Make the necessary changes to the employee's record and click Enter.

Printing Archived Forms

If you create an amended year-end form, you can print the form to replace the original form that you sent to the employee or government agency. The system updates the history table with the new serial number.

These programs print information from the following tables:

- T4 Archival File (F07730)
- T4A Archival File (F07732)
- Relevé 1 (Provincial) Archival File (F07731)
- Relevé 2 Archival File (F07733)
- NR4 Archival File (F07734)

To print archived forms

The following is an example using Relevé 1 forms, to print other forms, use the same steps but choose the appropriate menu selection. The system does not require a serial number for T4 and T4A forms.

From Canadian Year End Processing (G77247), choose Archival Relevé 1 Review

1. On Archival Relevé 1 Review, complete the following fields and click Enter:
 - o Year
 - o Skip to Employee

077261 Archival Relevé 1 Review

ORACLE JD Edwards World

URL Document Email World Resources Support

077261 Archival Relevé 1 Review Year 18

Skip to Employee

A	Employee	D	0	Number	S.I.N.	Employee Name	Co.	Tax Area	Tax ID	ID
		8		7703	481 560 670	Bellas, Debbie	00077	700190000	7788991154RS5454	429
				7777	084 560 671	Bureau, Richard	00077	700190000	7788991154RS5454	429

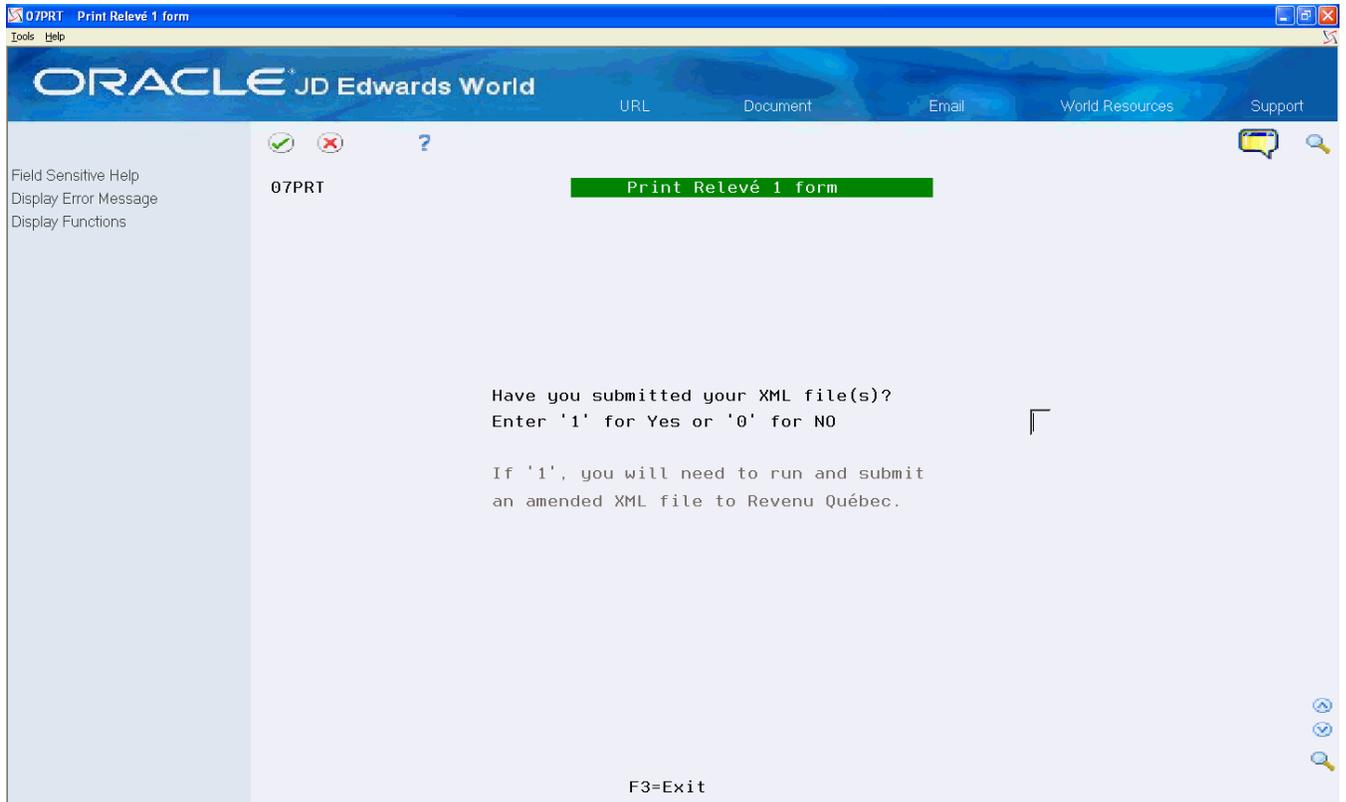
Opt: 2=RL-1 Adj 4=Footnotes 8=Laser Print F4=RL-1 Dtl F24=More

2. Enter 8 in the Option field next to the employee and workfile build that you want to print and click Enter.

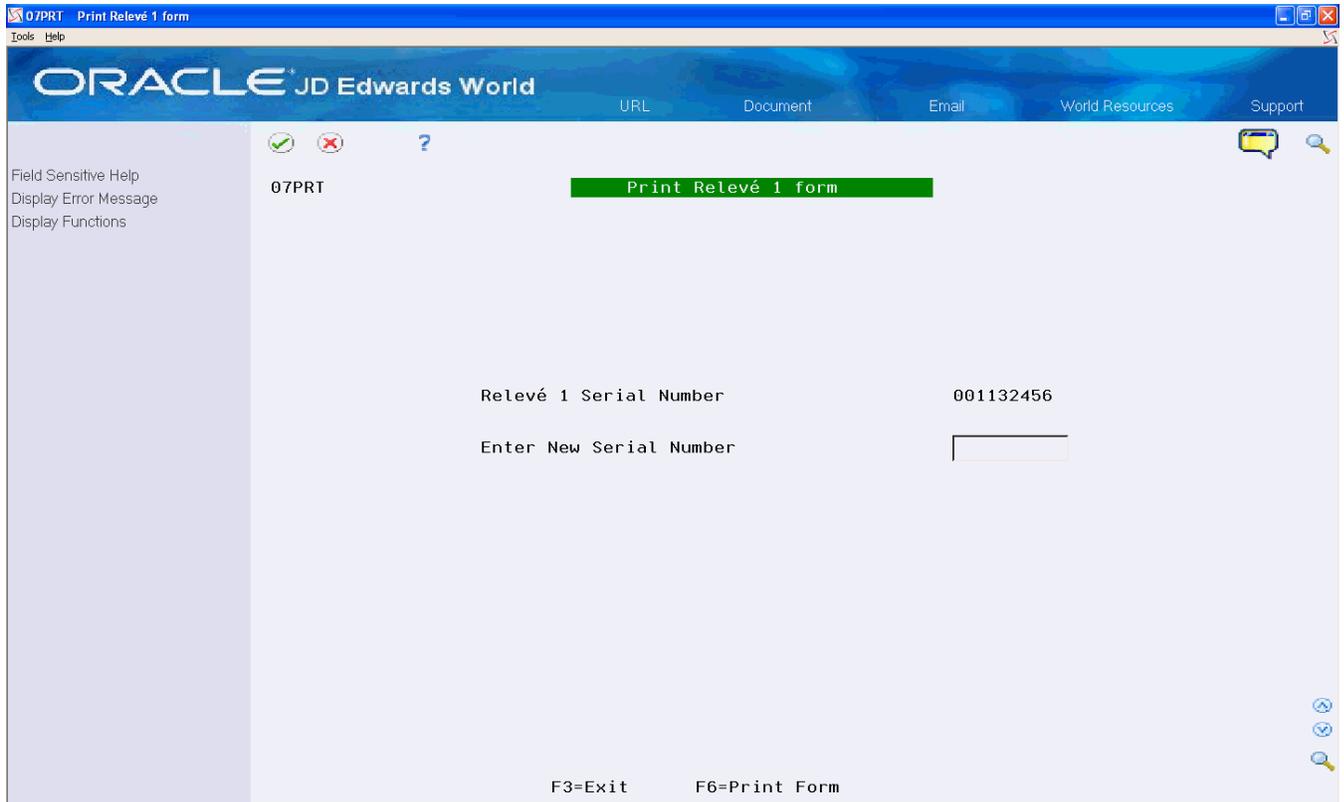
3. On the first Print Relevé 1 form, complete the Are you going to assign a new serial #? field and click Enter.



4. On the second Print Relevé 1 form, complete the Have you submitted your XML file(s)? field and click Enter.



5. On Print Relevé 1 form, complete the Enter New Serial Number field.



6. Choose Print Form (F6).

Field	Explanation
Are you going to assign a new serial #?	<p>The Yes or No Entry field is a common single character entry field for simple yes or no responses on prompt screens. For International purposes, No = '0' and Yes = '1'.</p> <p><i>Screen-specific information</i></p> <p>Enter 1 for Yes or 0 for No. If you enter 0 (No), you return to the previous screen to make your selections again before rerunning the print procedure.</p>
Have you submitted your XML file(s)?	<p>The Yes or No Entry field is a common single character entry field for simple yes or no responses on prompt screens. For International purposes, No = '0' and Yes = '1'.</p> <p><i>Screen-specific information</i></p> <p>Enter '1' for Yes or '0' for No.</p>

11 System Table Overview

Control Table

The system uses the following control table from the production library when processing year-end forms.

F07720 - T4 Relevé Control Parameter File

This table contains the following information:

- Workfile build selections by version
- Special handling code selections
- Version reset control flags

Permanent Tables

The system uses the following permanent tables from the production library when processing year-end forms.

F07727 - Canadian Pension Information File

This table contains pension information for printing T4A forms. The system uses the following logical tables:

- F07727LA - Logical by year, company, address number, tax area, and tax ID
- F07727LB - Logical by year, address number, company, tax area, and tax ID
- F07727LC - Logical by year, social insurance number, company, tax area, and tax ID

F07730 - T4 Archival File

This table contains the archived history for T4 data. The system uses the following logical tables:

- F07730LA - Logical by version ID and T4 serial number
- F07730LB - Logical by year, company, address number, tax area, tax ID, payroll ID, and T4/Relevé amended flag
- F07730LD - Logical by year and address number
- F07730LE - Logical by payroll ID, T4/Relevé amended flag, year, company, address number, tax area, and tax ID
- F07730LF - Logical by payroll ID, T4/Relevé amended flag, and T4 control number
- F07730LI - Logical by year, company, tax ID, tax area, address number, payroll ID, and amended flag

F07731 - Relevé 1 (Provincial) Archival File

This table contains the archived history for Relevé 1 data. The system uses the following logical tables:

- F07731LA - Logical by version ID and Relevé 1 serial number
- F07731LB - Logical by year, company, address number, tax area, tax ID, payroll ID, and T4/Relevé amended flag
- F07731LD - Logical by year and address number
- F07731LE - Logical by payroll ID, T4/Relevé amended flag, year, company, address number, tax area, and tax ID
- F07731LF - Logical by payroll ID, T4/Relevé amended flag, and T4 serial number
- F07731LG - Logical by year, tax ID, company, address number, negative amount flag, secondary print flag, tax type, and tax area
- F07731LH - Logical by year, address number, and company

F07732 - T4A Archival File

This table contains the archived history for T4A data. The system uses the following logical tables:

- F07732LA - Logical by version ID and T4A serial number
- F07732LD - Logical by year and address number
- F07732LE - Logical by version ID, amended flag, year, company, address number, tax area, and tax ID
- F07732LF - Logical by payroll ID, Relevé amended flag, and T4A serial number

F07733 - Relevé 2 Archival File

This table contains the archived history for Relevé 2 data. The system uses the following logical tables:

- F07733LA - Logical by year, address number, T4/Relevé amended flag, tax area, tax ID, and company
- F07733LB - Logical by address number, amended flag, tax area, tax ID, and company
- F07733LC - Logical by version ID and Relevé 2 serial number
- F07733LD - Logical by version ID, amended flag, and Relevé 2 serial number
- F07733LE - Logical by year and address number
- F07733LG - Logical by version ID, amended flag, year, company, address number, tax area, and tax ID

F07734 - NR4 Archival File

This table contains the archived history for NR4 data. The system uses the following logical tables:

- F07734LA - Logical by year, company, address number, tax area, tax ID, version ID, and amended flag
- F07734LB - Logical by address number, tax area, year, tax ID, and company
- F07734LC - Logical by address number, version ID, and amended flag

- F07734LD - Logical by version ID, amended flag, year, company, address number, tax area, and tax ID
- F07734LE - Logical by year and address number
- F07734LF - Logical by payroll ID, T4/Relevé amended flag, and NR4 serial number

F07740 - T4 Adjustments Archival File

This table contains adjustment information for T4 data. The system uses the following logical tables:

- F07740LA - Logical by version ID, year, company, address number, tax area, and tax ID
- F07740LB - Logical by year and address number

F07741 - Relevé 1 Adjustment Archival File

This table contains adjustment information for Relevé 1 data. The system uses the following logical tables:

- F07741LA - Logical by version ID, year, company, address number, tax area, and tax ID
- F07741LB - Logical by year and address number

F07742 - T4A Adjustment Archival File

The system uses the F07742LA logical table, logical by version ID, year, company, address number, tax area, and tax ID to store adjustment information for T4A data.

F07743 - Relevé 2 Adjustment Archival File

This table contains adjustment information for Relevé 2 data. The system uses the following logical tables:

- F07743LA - Logical by version ID, year, company, address number, tax area, and tax ID
- F07743LB - Logical by year, address number, tax area, tax ID, and company
- F07743LC - Logical by version ID, year, company, address number, tax area, and tax ID

F07744 - NR4 Adjustment Archival File

The system uses the F07744LA logical table, logical by version ID, year, company, address number, tax area, and tax ID to store adjustment information for NR4 data.

Workfile Tables

The system uses the following workfile tables from your T4LIBxxx library when processing year-end forms.

T07730 - T4 Workfile

This table contains one record per T4 form. The system uses the following logical tables:

- T07730LA - Logical by version ID and T4 serial number
- T07730LB - Logical by year, company, address number, tax area, and tax ID
- T07730LD - Logical by year and address number
- T07730LE - Logical by payroll ID, T4/Relevé amended flag, year, company, address number, and tax ID
- T07730LF - Logical by payroll ID, T4/Relevé amended flag, and T4 serial number
- T07730LH - Logical by year, address number, tax ID, and province (Québec only)
- T07730LI - Logical by year, company, tax ID, tax area, address number, payroll ID, and amended flag

T07731 - Relevé 1 Workfile

This table contains one record per Relevé 1 form. The system uses the following logical tables:

- T07731LA - Logical by version ID and Relevé 1 serial number
- T07731LB - Logical by year, company, address number, tax area, tax ID, and amended flag
- T07731LD - Logical by year and address number
- T07731LE - Logical by version ID, amended flag, year, company, address number, tax area, and tax ID
- T07731LF - Logical by payroll ID, T4/Relevé amended flag, and T4A serial number
- T07731LG - Logical by year, tax ID, company, address number, negative amount flag, secondary print flag, tax type, and tax area
- T07731LH - Logical by year, address number, and company

T07732 - T4A Workfile

This table contains one record per T4A form. The system uses the following logical tables:

- T07732LA - Logical by version ID and T4A serial number
- T07732LB - Logical by year, company, address number, tax area, tax ID, and amended flag
- T07732LC - Logical by version ID and T4A serial number
- T07732LD - Logical by year and address number
- T07732LE - Logical by version ID, amended flag, year, company, address number, tax area, and tax ID
- T07732LF - Logical by payroll ID, T4/Relevé amended flag, and T4A serial number

- T07732LG - Logical by address number, tax area (work), tax ID, home company, and type of form

T07733 - Relevé 2 Workfile

This table contains one record per Relevé 2 form. The system uses the following logical tables:

- T07733LA - Logical by address number, tax area, year, tax ID, and company
- T07733LB - Logical by year, address number, amended flag, tax area, tax ID, and company
- T07733LC - Logical by version and Relevé 2 serial number
- T07733LD - Logical by version ID, amended flag, and Relevé 2 serial number
- T07733LE - Logical by year and address number
- T07733LG - Logical by version ID, amended flag, year, company, address number, tax area, and tax ID

T07734 - NR4 Workfile

This table contains one record per NR4 form. The system uses the following logical tables:

- T07734LA - Logical by year, company, address number, tax area, tax ID, version ID, and amended flag
- T07734LB - Logical by address number, tax area, year, tax ID, and company
- T07734LC - Logical by address number, version, and amended flag
- T07734LD - Logical by version, amended flag, year, company, address number, tax area, and tax ID
- T07734LE - Logical by year and address number
- T07734LF - Logical by T4/Relevé amended flag and NR4 serial number
- T07734LG - Logical by version ID and NR4 serial number

T07740 - T4 Adjustments Workfile

The T07740LA, a logical table by version ID, year, company, address number, tax area, and tax ID contains adjustment information for T4 data.

T07741 - Relevé 1 Adjustment Workfile

The T07741LA, a logical table by version ID, year, company, address number, tax area, and tax ID contains adjustment information for Relevé 1 data.

T07742 - T4A Adjustment Workfile

The T07742LA, a logical table by version ID, year, company, tax area, and tax ID contains adjustment information for T4A data.

T07743 - Relevé 2 Adjustment Workfile

This table contains adjustment information for Relevé 2 data. The system uses the following logical tables:

- T07743LA - Logical by version ID, year, company, address number, tax area, and tax ID
- T07743LB - Logical by year, address number, tax area, tax ID, and company
- T07743LC - Logical by version ID, year, company, address number, tax area, and tax ID

T07744 - NR4 Adjustment Workfile

The T07744LA, a logical table by version ID, year, company, address number, tax area, and tax ID contains adjustment information for NR4 data.

T07760X - T4 XML File

This table contains XML information for T4 forms.

T07765X - T4A XML File

This table contains XML information for T4A forms.

T07770X - Relevé 1 XML File

This table contains XML information for Relevé 1 forms.

T07775X - Relevé 2 XML File

This table contains XML information for Relevé 2 forms.

T07761 - T4 XML Audit File

This table contains XML file information in sequential format for the XML audit Report.

T07766 - T4A XML Audit File

This table contains XML file information in sequential format for the XML Audit Report.

T07771 - Relevé 1 XML Audit File

This table contains XML file information in sequential format for the XML Audit Report.

T07776 - Relevé 2 XML Audit File

This table contains XML file information in sequential format for the XML Audit Report.

12 Sample Forms

T4 - Statement of Remuneration Paid

Protected B when completed / Protégé B une fois rempli

T4 (24)

Employer's name – Nom de l'employeur		Canada Revenue Agency / Agence du revenu du Canada		T4	
Year / Année		<input style="width: 50px;" type="text"/>		Statement of Remuneration Paid État de la rémunération payée	
54 Employer's account number / Numéro de compte de l'employeur		Employer-offered dental benefits / Prestations dentaires offertes par l'employeur 45 <input style="width: 50px;" type="text"/>		Employment income / Revenus d'emploi 14 <input style="width: 50px;" type="text"/>	
12 Social insurance number / Numéro d'assurance sociale		Province of employment / Province d'emploi 10 <input style="width: 50px;" type="text"/>		Income tax deducted / Impôt sur le revenu retenu 22 <input style="width: 50px;" type="text"/>	
Exempt – Exemption CPP/QPP EI PPIP RPC/RRQ AE RPAP 28 <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>		Employment code / Code d'emploi 29 <input style="width: 50px;" type="text"/>		Employee's CPP contributions – see over / Cotisations de l'employé au RPC – voir au verso 16 <input style="width: 50px;" type="text"/>	
Employee's name and address – Nom et adresse de l'employé Last name (in capital letters) – Nom de famille (en lettres majuscules) First name – Prénom Initial – Initiale → <input style="width: 90%; height: 30px;" type="text"/>		Employee's second CPP contributions – see over / Deuxièmes cotisations de l'employé au RPC – voir au verso 16A <input style="width: 50px;" type="text"/>		Employee's QPP contributions – see over / Cotisations de l'employé au RRO – voir au verso 17 <input style="width: 50px;" type="text"/>	
		EI insurable earnings / Gains assurables d'AE 24 <input style="width: 50px;" type="text"/>		Employee's second QPP contributions – see over / Deuxièmes cotisations de l'employé au RRO – voir au verso 17A <input style="width: 50px;" type="text"/>	
		Employee's EI premiums / Cotisations de l'employé à l'AE 18 <input style="width: 50px;" type="text"/>		CPP/QPP pensionable earnings / Gains ouvrant droit à pension – RPC/RRQ 26 <input style="width: 50px;" type="text"/>	
		RPP contributions / Cotisations à un RPA 20 <input style="width: 50px;" type="text"/>		Union dues / Cotisations syndicales 44 <input style="width: 50px;" type="text"/>	
		Pension adjustment / Facteur d'équivalence 52 <input style="width: 50px;" type="text"/>		Charitable donations / Dons de bienfaisance 46 <input style="width: 50px;" type="text"/>	
		Employee's PPIP premiums – see over / Cotisations de l'employé au RPAP – voir au verso 55 <input style="width: 50px;" type="text"/>		RPP or DPSP registration number / N° d'agrément d'un RPA ou d'un RPDB 50 <input style="width: 50px;" type="text"/>	
				PPIP insurable earnings / Gains assurables du RPAP 56 <input style="width: 50px;" type="text"/>	
Other information (see over) / Autres renseignements (voir au verso) Box – Case Amount – Montant Box – Case Amount – Montant Box – Case Amount – Montant		Box – Case Amount – Montant Box – Case Amount – Montant Box – Case Amount – Montant		Box – Case Amount – Montant Box – Case Amount – Montant Box – Case Amount – Montant	

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

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

Note: Users need to make sure they order slip RL-1.P, which is an 8 1/2" x 11" form with 1 slip per form. JD Edwards World software does not support the 8 1/2" x 14" form.

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

RELEVÉ 2
Revenus de retraite et rentes

Année: _____ Code du relevé: _____ Provenance des revenus: _____ N° du dernier relevé transmis: _____

RL-2 (2024-10)

A Prestations d'un RPA	B Prestations (REER, FERR, RPDB ou RPAC/RVER) ou rentes	C Autres paiements	D Remboursement de primes au conjoint survivant (REER)	E Prestation réputée reçue au décès (REER, FERR ou RPAC/RVER)	F Remboursement de cotisations inutilisées (REER ou RPAC/RVER)
G Montant imposable en raison de la révocation (REER, FERR ou RVDAA)	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, FERR ou RPAC/RVER)	L Retrait dans le cadre du REEP
M Montants libérés d'impôt	O Retrait dans le cadre du RAP	Renseignements complémentaires			

Note: Users need to make sure they order slip RL-2.P, which is an 8 1/2" x 11" form with 1 slip per form. JD Edwards World software does not support the 8 1/2" x 14" form.

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

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 for tax purposes / Code de pays pour fins d'impôt	Payer or agent 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	
Line - Ligne 1	Income code / Code de revenu 14	Currency code / Code de devise 15	Gross income / Revenu brut 16	Non-resident tax withheld / Impôt des non-résidents retenu 17	Exemption code / Code d'exemption 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

Name and address of payer or agent / Nom et adresse du payeur ou de l'agent

Non-resident account number / Numéro de compte non-résident

Country code / Code pays

See the privacy notice after the codes on the next page.
 Consultez l'avis de confidentialité qui suit les codes à la page suivante.

NR4 (24)



13 Information Sources for Forms

T4 Boxes

Box	Contents	Tax History Type in F0713
14	Taxable gross	CA
16	Tax withheld	CB
17	Tax withheld	CG
18	Tax withheld	CC
20	Deduction amount	Special handling code
22	Tax withheld	CA
24	Insurable earnings	CC
26	Pensionable earnings	CB
45	Employer Offered Dental Benefits	CA
16A	Tax WithHeld for CPP2	C1
17A	Tax WithHeld for QPP2	Q1

The eligibility criteria for the CERB, CEWS, and CESB is based on employment income for a defined period. To meet this new requirement, employers must report income and any retroactive payments made during these periods.

The amount in Boxes 14 (employment income), 24 (EI Insurable Earnings), and 26 (Pensionable Earnings) do not include amounts in boxes 66-69. The amounts in these boxes come from PDBAs that you define in the Special Handling Code table (UDC 07/IP).

The system enters the amount in Box 52 (pension adjustment) through Pension Information Maintenance or Version Review (Adjustments). The system enters the amount in Box 73 (number of days outside of Canada) through Version Review (Adjustments).

See *Entering Adjustments to Year-End Forms* for more information.

Relevé 1 Boxes

Box	Contents	Tax Type
A	Taxable gross	700190000 CF
BA	Tax withheld	700190000 CG
E	Tax withheld	700190000 CF
F	Deduction amount	Special handling code
G	Pensionable Earnings	700190000 CG
H	QPIP Premiums	Special handling code
I	QPIP Insurable Earnings	Special handling code
L	Deduction amount	Special handling code
BB	Tax WithHeld for QPP2	700190000 Q1

14 Frequently Asked Questions

Data Integrity

Question	Answer
I tried to run the EI integrity reports from the DREAM Writer version list, but they do not produce reports. What am I doing wrong?	Run these reports from the EI Integrity menu (G77311), not from the DREAM Writer version list.
I ran the EI Integrity Validation program, but it did not correct the integrity errors.	This program prints an integrity report only. It does not update any tables.
When a tax ID needs to change during the year, what is the process to combine the tax records to avoid multiple T4s?	See <i>Updating Tax Records to Avoid Multiple T4s</i> .

Special Handling

Question	Answer
I used special handling to add a pay type to a box, but the correct amount did not print in the box.	If you add a pay type through special handling, you must repost pay types, as well as deductions, benefits, and accruals, to the Tax Area Transaction Summary History table (F06148) before you run the workfile build. See <i>Reposting Tax Area Information</i> for more information.

User Defined Codes

Question	Answer
Why am I not allowed to change the Description 2 field in UDC 07/SC?	The CCRA defines the codes which are the values in this field. These do not match the GeoCodes that the Vertex Payroll Tax Calculation System uses.

Workfile Build

Question	Answer
When I run the workfile build from the DREAM Writer version list, the process aborts. Nothing on the job log indicates why.	Run the workfile build from the Canadian Year-End Processing menu, not the DREAM Writer version list.
The amounts that print in Box 14 of my T4 forms are double what my employees' employment income should be. What am I doing wrong?	Taxable wages automatically print in wage boxes on the T4, so you should not add them in again.
I have employees who worked in more than one company in my organization during the year. Can I combine their amounts from all companies on the same year-end forms?	<p>For T4 forms <i>only</i>:</p> <ul style="list-style-type: none"> If the employee changed companies and still worked in the same province, you can complete the Summarize on Tax ID field on the second Build T4/Releve Workfiles screen to summarize the information. See Defining Year-End Workfiles for more information. If the employee changed companies and also changed provinces, you <i>cannot</i> summarize the information. <p>For T4A, Relevé 1, Relevé 2, and NR4 forms, you <i>cannot</i> summarize the information. The system creates a separate form for each company that the employee worked in.</p>

Year-End Rollover

Question	Answer
When should I run rollovers?	You should run the Calendar Month Rollover after the last payroll with work dates in the prior year, regardless of the cheque date. You should run the Payroll Month Rollover after the last cheque date of the prior year.
I am having problems getting my available vacation beginning balances to roll over and create a record for the new year. What am I doing wrong?	The rollover table might not be attached to this DBA. For more information, see Entering Rollover Information for DBAs for more information.
I ran the year-end rollover and now I need to issue an adjustment cheque for 2024. After I process the cheque, should I run the rollover again?	Perhaps. If you are making adjustments to DBAs, you might need to run the rollover again (selecting just that employee), or you can manually adjust history.
If an employee has two history records for the same DBA (only the company is	Only the record for the employee's current home company is rolled over. This record contains combined beginning balance and prior year totals.

Question	Answer
different), will both records roll over into 2024 with a prior year balance?	
If I run the year-end rollover after a payroll for 2024, does the system delete amounts?	No. The rollover replaces only the totals for prior year and beginning balance, the number of periods, and the remaining balance.
Does a PDBA have to be an accrual in order to roll over?	No. It can be a pay type, deduction, benefit, or accrual. You can specify which PDBAs to roll over in the data selection of the DREAM Writer. For more information, see Entering Rollover Information for DBAs for more information.

15 Processing Options

Repost DBAs to Fiscal and Anniversary (P06147A)

Processing Option	Processing Options Requiring Further Description
1. Enter the YEAR to be reposted.	

Employment Insurance History Rev. (P06176)

Processing Option	Processing Options Requiring Further Description
1. Select on Tax ID's (Y/N): (blank defaults to 'N')	
2. Enter the current EI Rate for calculating Premiums. NOTE: If this option is left blank, premiums will NOT be recalculated	To recalculate premium amounts, you must include the percentage amount as a seven-digit number in the processing options. For example, enter 2.10% as 0021000.

Calendar Month Rollover (P063913)

Processing Option	Processing Options Requiring Further Description
1. Enter the YEAR being closed.	
2. Enter a '1' to print the report without update.	
3. Enter a '1' next to the history which should be rolled over. a. Calendar Month history b. Payroll Month history	

Processing Option	Processing Options Requiring Further Description
4. Enter a '1' to rollover balances for terminated employees. (Terminated Employees are determined by a pay status of 'T').	
5. Select the employee number to print: A = Address Book B = Social Security C = Third Employee Number	
6. Enter a '1' to rollover vacation and sick accruals ONLY. (Not applicable for Calendar Month rollover).	
7. Enter a '1' to have vacation and sick dollar amounts printed on the report and added to the file. (Not applicable to Calendar Month Rollover). NOTE: Dollars will not be rolled over for accruals that use certain Table Methods, regardless of whether there is a '1' in this processing option. See program helps for a list of these methods.	
8. Enter the PDDBA codes to roll over or leave blank for all. 1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12.	
9. Enter a '1' to roll only the accrued balance. NOTE: This option should only be used on paired DBAs.	
10. Enter the Data Item of the date to be used for calculating months of service (Default: DST-Date Started). Date options: DSI - Date of Original Employment PADT - Participation Date PSDT - Date Pay Starts ED01-ED03 - User Defined Dates	

Special Handling Code Table (P067204)

Processing Option	Processing Options Requiring Further Description
<p>Enter a '1' to setup Special Handling for a Canadian Employee (Only)</p> <p>(Default = 0)</p>	<p>You must set the processing option to 1 if you want to associate Box O explanatory codes with PDBAs on the Special Handling Code Table screen. The system does not allow data entry in the Cd (Box O Code) field if this processing option is not set to 1.</p> <p>If you do not set the processing option to 1, you can enter 1 (PDBA Setup) in the Option field to access the DBA Setup screen. From there, choose the Year-End option to access the Year-End Parameters window. You can associate the Box O code with the PDBA on the Year-End Parameters window.</p> <p>Box O (Other taxable income) appears on the Relevé 1 form.</p>

Assign Special Handling Code Tables (P067203)

Processing Option	Processing Options Requiring Further Description
<p>Enter default form to display upon entry. Valid values are: T4, T4A, RL1, RL2 or NR4. (Default = T4)</p>	

Repost DBAs to Calendar Month F06145 (P07145)

Processing Option	Processing Options Requiring Further Description
<p>Enter the YEAR to be reposted (YY) . . . IMPORTANT NOTES</p>	
<p>1. History records for the year selected will be initialized for all employees processed. THEREFORE, if you select a year make sure that you also select records in F0619 for the same year when setting up your Dream-Writer specification.</p>	
<p>2. If you wish to process all years for which data exists in the F0619 file leave the "YEAR" field blank.</p>	

Repost DBAs to Payroll Month F06146 (P07146)

Processing Option	Processing Options Requiring Further Description
Enter the YEAR to be reposted (YY) . . . NOTE: If you are reporting everything, leave this BLANK. If you do not have all the detail for all your history in this file, records in F06146 could be cleared and not be reposted.	

Repost Pay Types to Payroll Month F06146 (P071461)

Processing Option	Processing Options Requiring Further Description
Enter the YEAR to be reposted (YY) . . . NOTE: If you are reporting everything, leave this BLANK. If you do not have all the detail for all your history in this file, records in F06146 could be cleared and not be reposted.	

Repost DBAs to Tax Area Summary F06148 (P07148)

Processing Option	Processing Options Requiring Further Description
Enter the Year to be reposted . . . (Year is a 2 digit field, Example 2000 will be entered 00)	

EI Integrity Validation (P077015)

Processing Option	Processing Options Requiring Further Description
<p>1. Enter the year you want the EI Integrity to generate (Ex. 1997).</p> <p>Note: Your data selection MUST only include records for the year entered in the processing option.</p> <p>All data selection should be by check date. If the above processing option is left blank, the current system year is assumed.</p>	<p>The year that you enter must match the calendar year that you use for data selection. If it does not, the program produces a blank report.</p>

EI Hour Integrity Report (P077020)

Processing Option	Processing Options Requiring Further Description
<p>Enter a '1' to run this report in update mode. A value of ' ' will create a verification report only.</p> <p>Note: The report must be run in verification mode BEFORE you can run it in update mode</p>	

Payroll Month PDBAs Integrity (F06146) (P077021)

Processing Option	Processing Options Requiring Further Description
<p>1. Select report processing mode.</p> <p>N = Print errors on report only.</p> <p>Y = Print errors on report and correct by UPDATING the PDBA History File.</p>	
<p>2. Enter Error Codes you DO NOT wish to print or leave these fields blank to print ALL errors. Error codes must be entered</p>	

Processing Option	Processing Options Requiring Further Description
as 0101, 0102, 0103, etc. DO NOT print the following errors: " " " "	
SKIP OPTION 3 IF YOU DO NOT WANT ANY TAX ID UPDATES/CONSOLIDATION TO OCCUR.	
3. Enter the NEW tax ID number to update and consolidate the selected F06146 records. DEFAULT OF BLANK WILL NOT UPDATE OR CONSOLIDATE ANY RECORDS.	

T4/Relevé Workfiles Version Review (P07725)

Processing Option	Processing Options Requiring Further Description
1. Display Mode for Adjusted T4/Relevés: Y = Include adjustments in amounts. N = Only display the adjustments. (N = default)	

Assign Special Handling Code Tables (P077206)

Processing Option	Processing Options Requiring Further Description
Enter default form to display upon entry. Valid values are: T4, T4A, RL1, RL2 or NR4. (Default = T4).	

Pension Batch Update (P077271)

Processing Option	Processing Options Requiring Further Description
<p>Enter Year to be processed (YY)</p> <p>** This date MUST be entered in the DATA SELECTION as well.</p> <p>Enter Pension Plan Number</p> <p>This is a 7 digit numeric field</p> <p>Update T4A Flag (Y/N)</p>	<p>You must enter the year you are processing in this processing option as well as in the data selection.</p> <p>The pension plan number that you enter must exist in UDC 77/PN and must be seven characters.</p> <p>To print the pension plan number and pension adjustment on a T4A form, enter Y (Yes). To print the pension plan number and pension adjustment on a T4 form, enter N (No) or leave this processing option blank.</p>

Calendar Month DBAs Integrity (F06145) (P077031)

Processing Option	Processing Options Requiring Further Description
<p>1. Select report processing mode.</p> <p>N = Print errors on report only.</p> <p>Y = Print errors on report and correct by UPDATING the PDDBA History File.</p>	
<p>2. Enter Error Codes you DO NOT wish to print or leave these fields blank to print ALL errors. Error codes must be entered as 0101, 0102, 0103, etc. DO NOT print the following errors:</p> <p>"</p> <p>"</p> <p>"</p> <p>"</p>	
<p>SKIP OPTION 3 IF YOU DO NOT WANT ANY TAX ID UPDATES/CONSOLIDATION TO OCCUR.</p>	
<p>3. Enter the NEW tax ID number to update and consolidate the selected F06146 records.</p>	

Processing Option	Processing Options Requiring Further Description
DEFAULT OF BLANK WILL NOT UPDATE OR CONSOLIDATE ANY RECORDS.	

T4 Summary Report (P07746)

Processing Option	Processing Options Requiring Further Description
1. Enter the T4 Version ID for which to run the Report.	
2. Enter a '1' to print Summary Information only. A blank is the default and will print Detail and Summary Information.	
3. Enter '1' if you want to subtotal on 200 records. If left blanks the report will break per company.	

T4A Summary Report (P07747)

Processing Option	Processing Options Requiring Further Description
1. Enter the T4A Version ID for which to run the Report.	
2. Enter a '1' to print Summary Information only. A blank is the default and will print Detail and Summary Information.	

Relevé 1 Summary Report (P07748)

Processing Option	Processing Options Requiring Further Description
1. Enter the Relevé 1 Version ID for which to run the Report.	
2. Enter a '1' to print Summary Information only. A blank is the default and will print Detail and Summary Information.	

Relevé 2 Summary Report (P07749)

Processing Option	Processing Options Requiring Further Description
1. Enter the Relevé 2 Version ID for which to run the Report.	
2. Enter a '1' to print Summary Information only. A blank is the default and will print Detail and Summary Information.	

NR4 Summary Report (P07750)

Processing Option	Processing Options Requiring Further Description
1. Enter the NR4 Version ID for which to run the report.	
2. Enter a '1' to print Summary Information only. A blank is the default and will print Detail and Summary Information.	

T4 XML and Audit File Build (P07760X)

Processing Option	Processing Options Requiring Further Description
1. Enter the Workfile Id for the T4 Processing cycle.	Enter the workfile ID you use to create the T4 workfile on Canadian Year End Processing (G77247).
2. Enter the Transmitter Number Pos 1-2 = MM Pos 3-8 = 999999 (6-digit number) Your number is assigned by the CRA.	<p>This processing option relates to the XML Transmitter Record.</p> <p>This value identifies the company that prepares and sends the data files. The first two characters are always MM; followed by six digits. The CRA assigns this number.</p> <ul style="list-style-type: none"> • Pos 1-2 = MM • Pos 3-8 = 999999 (6-digit number)
3. Transmitter Company Address Number	<p>This processing option relates to the XML Transmitter Record. You must identify the transmitter company sending the XML file.</p> <p>The company Address Book number is the transmitter's company number in the Address Book tables and the system uses it to retrieve the name and address information for the Transmitter Record.</p> <p>The system uses the company number to retrieve the company name from the Address Book Who's Who file (F0111).</p> <p>The system also uses the company number to retrieve the most current address from the Address by Date file (F0116).</p> <p>The value you enter must be a valid record in the Address Book.</p>
4. Transmitter Language Preference E = English F = French	<p>This processing option relates to the XML Transmitter Record.</p> <p>The primary language the transmitter uses for communication purposes.</p> <p>The values are either English (E) or French (F).</p>
5. Enter the Social Insurance Number for Proprietor #1. (9 digits)	<p>This processing option relates to the XML Employer Summary Record. In the summary records, you must provide information about the employer name and address as well as some total amounts and the SIN numbers of the proprietors/owners, if applicable.</p> <p>NOTE: If you are creating a submission that contains multiple employers, they all use these values. If you need to specify different values for each employer, you must run separate builds to create a separate submission for each.</p> <p>If the Employer is a Canadian-controlled private corporation or an unincorporated employer, then you must provide the Social Insurance Number (SIN) of any proprietors or principal owners.</p> <p>This is the SIN for the primary proprietor/owner.</p> <p>Use this SIN on all summary records for all employers in the XML build.</p>
6. Enter the Social Insurance Number for Proprietor #2. (9 digits)	<p>This processing option relates to the XML Employer Summary Record. In the summary records, you must provide information about the employer name and address as well as some total amounts and the SIN numbers of the proprietors/owners, if applicable.</p>

Processing Option	Processing Options Requiring Further Description
	<p>NOTE: If you are creating a submission that contains multiple employers, they all use these values. If you need to specify different values for each employer, you must run separate builds to create a separate submission for each.</p> <p>If the Employer is a Canadian-controlled private corporation or an unincorporated employer, then you must provide the Social Insurance Number (SIN) of any proprietors or principal owners.</p> <p>This is the SIN for the secondary proprietor/owner.</p> <p>Use this SIN on all summary records for all employers in the XML build.</p>
<p>7. Enter the T4 Report Type Code</p> <p>O = Original (Default)</p> <p>A = Amended</p>	<p>This processing option relates to the XML Transmitter Record. You must provide this information.</p> <p>The type of submission that you send to CRA.</p> <ul style="list-style-type: none"> • O = Original (Default) • A = Amended
<p>8. Submission Reference ID (unique 8 alphanumeric field created by transmitter for each submission)</p>	<p>This processing option relates to the XML Transmitter Record. You must provide this information.</p> <p>This is a unique value that the transmitter creates to identify each submission filed.</p> <p>Enter 8 alphanumeric characters.</p>
<p>9. Enter the Transmitter Type Indicator</p> <p>1 = Filing for yourself</p> <p>2 = Filing on behalf of other filers</p> <p>3 = Filing for yourself using a purchased software package (Default)</p> <p>4 = You are a software vendor</p>	<p>This processing option relates to the XML Transmitter Record. You must identify the type of package being sent.</p> <p>The type of transmitter that is preparing and sending the submission.</p> <p>The valid values are set by CRA.</p> <p>1 – Filing for yourself.</p> <p>2 – Filing on behalf of other filers.</p> <p>3 – Filing for yourself using purchased software package (Default).</p> <p>4 – You are a software vendor.</p>
<p>10. What country does the blank value stand for in UDC 00/CN?</p> <p>1 = Canada (Default)</p> <p>2 = United States</p> <p>3 = Other</p>	<p>In the Address Book Revisions program, you can leave the Country field blank and the system retrieves the value based on a blank value in UDC 00/CN.</p> <p>If a company is based in Canada, most likely the blank default value represents Canada.</p> <p>If a company is based in the United States, most likely the blank default value represents the U.S.</p> <p>JD Edwards World examines the province, state, and country values according to CRA's schema information, therefore, it is necessary to determine what the blank value represents in UDC 00/CN for the Address Book records.</p> <p>1 = Canada (Default)</p> <p>2 = United States</p> <p>3 = Other</p>
<p>CONTACT INFORMATION:</p>	<p>The contact information for the transmitter. The CRA uses this information to contact the transmitter concerning any issues or information regarding the submission.</p>

Processing Option	Processing Options Requiring Further Description
<p>NOTE: This information is used for the Transmitter and all Summary records.</p>	<p>The Transmitter and all Summary records use this information.</p>
<p>11. Name (First followed by surname and omit titles Example: John Smith)</p>	<p>This processing option relates to the XML Transmitter Record. You must provide the name of the contact person for the transmitter.</p> <p>Name (First followed by surname and omit titles Example: John Smith)</p>
<p>12. Area Code (3 digit number - 999)</p>	<p>This processing option relates to the XML Transmitter Record. You must provide the telephone number of the contact person for the transmitter.</p> <p>Area code (3 digit number - 999)</p>
<p>13. Telephone Number Example: 334-4000</p>	<p>This processing option relates to the XML Transmitter Record. You must provide the telephone number of the contact person for the transmitter.</p> <p>Telephone Number Example 334-4000</p>
<p>14. Extension (5 digit number - 99999)</p>	<p>This processing option relates to the XML Transmitter Record. You must provide the telephone number of the contact person for the transmitter.</p> <p>Extension (5 digit number - 99999)</p>
<p>15. E-mail Address Example: jsmith@oracle.com</p>	<p>This processing option relates to the XML Transmitter Record.</p> <p>E-mail Address Example: jsmith@oracle.com</p>
<p>16. Enter the Detail Record Type</p> <p>A = Amended</p> <p>O = Original (Default)</p> <p>C = Canceled</p>	<p>This processing option relates to information that you report at the employee level.</p> <p>In most cases, this value will be the same as the value you enter in the Report Type Code processing option.</p> <p>CRA only allows for Report Type Codes of O (Original) and A (Amended). The Report Type Code is at the Employer level.</p> <p>If you want to cancel employee slips, you must use a Report Type Code of A but a Detail Record Type of C.</p> <p>An Amended return cannot contain an original slip.</p> <p>The allowed values are set by CRA as follows:</p> <ul style="list-style-type: none"> • Originals = O • Amendments = A • Cancel = C
<p>17. Enter the type of character set to use to save your XML file:</p> <p>1 = Windows-1252 (Default)</p> <p>2 = ISO-8859-1</p>	<p>This processing option relates to the very first line in the XML file known as the Declaration. Example: <code><?xml version="1.0" encoding="ISO-8859-1" ?></code></p> <p>The XML Declaration indicates the version of XML that you use in the XML document as well as the character set you use.</p> <p>The system inserts the value you enter here in the XML Declaration of the XML document you create.</p> <p>The only two values that you should use are: Windows-1252 and ISO-8859-1</p>

Processing Option	Processing Options Requiring Further Description
XML FILE INFORMATION	
18. Enter the IFS path to where the XML file to be extracted. If blank, the user will need to use FTP to extract the file. Example: /HOME/T4XML/	<p>Enter the Integrated File System (IFS) path where the system places the T4 XML Workfile (T07760X). This is the file the system extracts into the true XML document which you transmit to the CRA. For example: /home/userid/OR /home/r12xml/</p> <p>Using IFS requires additional setup. See Work with Import/Export in the Technical Foundation Guide.</p> <p>If you leave this processing option blank, you use the File Transfer Protocol (FTP) method for extracting the file. Access the XML Processing menu (G772475), choose Transfer XML Files(s) to PC, and review the instructions.</p>
19. Enter the file name for the XML file to be extracted. Do not use spaces or special characters, except an underscore. Example: yy999999sss where yy = Tax Year, 999999 = Transmitter Number, and sss = a unique sequence number.	<p>IFS File Name:</p> <p>Enter the file name for the XML file you want to extract. Do not use spaces or special characters, except an underscore.</p> <p>For example: 10NP999999001 where: 10 stands for the taxation year NP999999 stands for your transmitter number 001 stands for a unique sequence number.</p> <p>If you leave this processing option blank and enter a value in the IFS Path processing option, the system derives the XML file name as follows:</p> <p>10NP9999001 where:</p> <p>10 is the taxation year NP999999 is the transmitter number you enter in the Transmitter Number processing option 001 is the sequence number. For example: 10NP123456001</p>

T4 XML Audit Report (P07761X)

Processing Option	Processing Options Requiring Further Description
1. Enter the Workfile Id for the T4 Processing cycle.	

T4A XML and Audit File Build (P07765X)

Processing Option	Processing Options Requiring Further Description
1. Enter the Workfile Id for the T4A Processing cycle.	Enter the workfile ID you use to create the T4A workfile on Canadian Year End Processing (G77247).

Processing Option	Processing Options Requiring Further Description
<p>2. Enter the Transmitter Number.</p> <p>Pos 1-2 = MM Pos 3-8 = 999999 (6-digit number) Your number is assigned by the CRA.</p>	<p>This processing option relates to the XML Transmitter Record.</p> <p>This value identifies the company that prepares and sends the data files. The first two characters are always MM; followed by six digits. The CRA assigns number.</p> <ul style="list-style-type: none"> • Pos 1-2 = MM • Pos 3-8 = 999999 (6-digit number)
<p>3. Transmitter Company Address Number</p>	<p>This processing option relates to the XML Transmitter Record. You must identify the company sending the XML file.</p> <p>The company Address Book number is the transmitter's company number in the Address Book tables and the system uses it to retrieve the name and address information for the Transmitter Record.</p> <p>The system uses the company number to retrieve the company name from the Address Book Who's Who file (F0111).</p> <p>The system also uses the company number to retrieve the most current address from the Address by Date file (F0116).</p> <p>The value you enter must be a valid record in the Address Book.</p>
<p>4. Transmitter Language Preference</p> <p>E = English</p> <p>F = French</p>	<p>This processing option relates to the XML Transmitter Record.</p> <p>The primary language the transmitter uses for communication purposes.</p> <p>The values are either English (E) or French (F)</p>
<p>5. Enter the Social Insurance Number for Proprietor #1. (9 digits)</p>	<p>This processing option relates to the XML Employer Summary Record. In the summary records, you must provide information about the employer name and address as well as some total amounts and the SIN numbers of the proprietors/owners, if applicable.</p> <p>NOTE: If you are creating a submission that contains multiple employers, they all use these values. If you need to specify different values for each employer, you must run separate builds to create a separate submission for each.</p> <p>If the Employer is a Canadian-controlled private corporation or an unincorporated employer, they must provide the Social Insurance Number (SIN) of any proprietors or principal owners.</p> <p>This is the SIN for the primary proprietor/owner.</p> <p>Use this SIN on all summary records for all employers in the XML build.</p>
<p>6. Enter the Social Insurance Number for Proprietor #2. (9 digits)</p>	<p>This processing option relates to the XML Employer Summary Record. In the summary records, you must provide information about the employer name and address as well as some total amounts and the SIN numbers of the proprietors/owners, if applicable.</p> <p>NOTE: If you are creating a submission that contains multiple employers, they all use these values. If you need to specify different values for each employer, you must run separate builds to create a separate submission for each.</p> <p>If the Employer is a Canadian-controlled private corporation or an unincorporated employer, they must provide the Social Insurance Number (SIN) of any proprietors or principal owners.</p> <p>If the Employer is a Canadian-controlled private corporation or an unincorporated employer, they must provide the Social Insurance Number (SIN) of any proprietors or principal owners.</p> <p>This is the SIN for the secondary proprietor/owner.</p>

Processing Option	Processing Options Requiring Further Description
	Use this SIN on all summary records for all employers in the XML build.
<p>7. Enter the T4A Report Type Code</p> <p>O = Original (Default)</p> <p>A = Amended</p>	<p>The type of submission that you send to CRA.</p> <p>O = Original (Default)</p> <p>A = Amended</p>
<p>8. Submission Reference ID (unique 8 alphanumeric field created by transmitter for each submission)</p>	<p>This is a unique value that the transmitter creates to identify each submission you file.</p> <p>It is 8 alphanumeric characters.</p>
<p>9. Enter the type of character set to use to save your XML file:</p> <p>1 = Windows-1252 (Default)</p> <p>2 = ISO-8859-1</p>	<p>This processing option relates to the very first line in the XML file known as the Declaration. Example: <?xml version="1.0" encoding="ISO-8859-1" ?></p> <p>The XML Declaration indicates the version of XML that you use in the XML document as well as the character set you use.</p> <p>The system inserts the value you enter here in the XML Declaration of the XML document you create.</p> <p>The only two values that you should use are: Windows-1252 and ISO-8859-1</p>
<p>10. Enter the Registered Pension Plan #</p> <p>Registered Pension Plan #1</p> <p>Registered Pension Plan #2</p> <p>Registered Pension Plan #3</p>	<p>Information goes on the Employer Summary Record.</p> <p>The CRA issues these pension plan registration numbers.</p> <p>The system validates the values you enter against UDC 77/PN.</p> <p>These are optional fields. If you enter values, the program only validates the values against UDC 77/PN as JD Edwards World does not have a database of the valid values to verify.</p> <p>You must ensure that you enter this information correctly so that the CRA does not reject the data file for containing an invalid value.</p> <p>Registered Pension Plan #1</p> <p>Registered Pension Plan #2</p> <p>Registered Pension Plan #3</p>
<p>11. Enter the Transmitter Type Indicator</p> <p>1 = Filing for yourself</p> <p>2 = Filing on behalf of other filers</p> <p>3 = Filing for yourself using a purchased software package (Default)</p> <p>4 = You are a software vendor</p>	<p>This processing option relates to the XML Transmitter Record. You must identify the type of package being you are sending.</p> <p>The type of transmitter that is preparing and sending the submission.</p> <p>The valid values are set by CRA.</p> <p>1 - Filing for yourself</p> <p>2 - Filing on behalf of other filers</p> <p>3 - Filing for yourself using purchased software package (Default)</p> <p>4 - You are a software vendor</p>

Processing Option	Processing Options Requiring Further Description
<p>12. What country does the blank value stand for in UDC 00/CN?</p> <p>1 = Canada (Default)</p> <p>2 = United States</p> <p>3 = Other</p>	<p>In the Address Book Revisions program, you can leave the Country field blank and the system determines the value based on a blank value in UDC 00/CN.</p> <p>If a company is based in Canada, most likely the blank default value represents Canada.</p> <p>If a company is based in the United States, most likely the blank default value represents the U.S.</p> <p>JD Edwards World examines the province, state, and country values according to CRA's schema information, therefore, it is necessary to determine what the blank value represents in UDC 00/CN for the Address Book records.</p> <p>1 = Canada (Default)</p> <p>2 = United States</p> <p>3 = Other</p>
<p>CONTACT INFORMATION:</p> <p>NOTE: This information is used for the Transmitter and all Summary records.</p>	<p>These processing options relate to the XML Transmitter Record.</p> <p>The CRA uses this information to contact the transmitter concerning any issues or information regarding the submission.</p> <p>The Transmitter and all Summary records use this information.</p>
<p>13. Name (First followed by surname and omit titles Example: John Smith)</p>	<p>This processing option relates to the XML Transmitter Record. You must provide the name of the contact person for the transmitter.</p> <p>Name (First followed by surname and omit titles Example: John Smith)</p>
<p>14. Area Code (3 digit number - 999)</p>	<p>This processing option relates to the XML Transmitter Record. You must provide the telephone number of the contact person for the transmitter.</p> <p>Area code (3 digit number - 999)</p>
<p>15. Telephone Number Example: 334-4000</p>	<p>This processing option relates to the XML Transmitter Record. You must provide the telephone number of the contact person for the transmitter.</p> <p>Telephone Number Example 334-4000</p>
<p>16. Extension (5 digit number - 99999)</p>	<p>This processing option relates to the XML Transmitter Record. You must provide the telephone number of the contact person for the transmitter.</p> <p>Extension (5 digit number - 99999)</p>
<p>17. E-mail Address</p> <p>Example: jsmith@oracle.com</p>	<p>This processing option relates to the XML Transmitter Record.</p> <p>E-mail Address Example: jsmith@oracle.com</p>
<p>18. Enter the Detail Record Type</p> <p>A = Amended</p> <p>O = Original (Default)</p> <p>C = Canceled</p>	<p>This processing option relates to information you report at the employee level.</p> <p>In most cases, this value is the same as the value you enter in the Report Type Code processing option.</p> <p>The CRA only allows for Report Type Codes of O (Original) and A (Amended). The Report Type Code is at the Employer level.</p>

Processing Option	Processing Options Requiring Further Description
	<p>If you want to cancel employee slips, you must use a Report Type Code of A but a Detail Record Type of C.</p> <p>An Amended return cannot contain an original slip.</p> <p>The valid values are set by CRA as follows:</p> <p>Originals = O</p> <p>Amendments = A</p> <p>Cancel = C</p>
XML FILE INFORMATION	
<p>19. Enter the IFS path to where the XML file to be extracted. If blank, the user will need to use FTP to extract the file. Example: /HOME/T4XML/</p>	<p>Enter the Integrated File System (IFS) path where the system places the T4A XML Workfile (T07765X). This is the file the system extracts into the true XML document which you transmit to the CRA. For example: /home/userid/OR /home/r12xml/</p> <p>Using IFS requires additional setup. See Work with Import/Export in the Technical Foundation Guide.</p> <p>Note: If you leave this processing option blank, you use the File Transfer Protocol (FTP) method for extracting the file. Access the XML Processing menu (G772475), choose Transfer XML Files(s) to PC, and review the instructions.</p>
<p>20. Enter the file name for the XML file to be extracted. Do not use spaces or special characters, except an underscore. Example: yy999999sss where yy = Tax Year, 999999 = Transmitter Number, and sss = a unique sequence number.</p>	<p>IFS File Name:</p> <p>Enter the file name for the XML file you want to extract. Do not use spaces or special characters, except an underscore.</p> <p>For example: 10NP999999001 where: 10 stands for the taxation year NP999999 stands for your transmitter number 001 stands for a unique sequence number.</p> <p>If you leave this processing option blank and enter a value in the IFS Path processing option, the system derives the XML file name as follows:</p> <p>10NP9999001 where: 10 is the taxation year NP999999 is the transmitter number you enter in the Transmitter Number processing option 001 is the sequence number. For example: 10NP123456001</p>

T4A XML Audit Report (P07766X)

Processing Option	Processing Options Requiring Further Description
<p>1. Enter the Workfile Id for the T4 Processing cycle.</p>	

Canada Laser Forms - Employee Copies (P07770A)

Processing Option	Processing Options Requiring Further Description
<p>1. Specify the form to align by entering a '1' beside the form.</p> <p>T4 2 part (S077321) OR</p> <p>T4A 3 part (S077421) OR</p> <p>Relevé 13 part (S077521) OR</p> <p>Relevé 2 3 part (S077621) OR</p> <p>NR4 3 part (S077721) OR</p> <p>NOTE: Listed are the number of lines up, down, left, right per form.</p> <p>If values entered are greater than maximum lines displayed, the program will not process.</p>	
<p>2. Adj printing if Too High/Low on form:</p> <p>Maximum number of lines to move UP:</p> <p>T4, T4A = 1 Rel1, Rel2 = 0 NR4 = 3 OR</p> <p>Maximum number of lines to move DOWN:</p> <p>T4 & T4A = 2 Rel1, Rel2 = 3 NR4 = 4</p>	
<p>3. Adj printing if Too Far Left/Right:</p> <p>Maximum number of spaces to move LEFT:</p> <p>T4,T4A = 0 Rel1, Rel2, NR4 = 3 OR</p> <p>Maximum number of spaces to move RIGHT:</p> <p>T4, T4A, NR4 = 4 Rel1, Rel2 = 3 More</p>	
<p>4. Enter the source library you are copying from:</p>	
<p>5. New source member (S077321, S077421 S077521, S077621, S077721) will reside in Source Library:</p>	

Processing Option	Processing Options Requiring Further Description
<p>Object Library: Notes:</p> <p>If using custom library, it must contain source physical file JDESRC.</p> <p>User must have authority to compile in chosen libraries.</p> <p>The object library must be added to top of user's library list.</p>	

Canada Forms Alignment - Employer copy (P07770C)

Processing Option	Processing Options Requiring Further Description
<p>1. Select the FORM to align by entering a '1' beside the form:</p> <p>T4 2 part (S077329) OR</p> <p>T4A 3 part (S077429) OR</p> <p>Relevé 1 3 part (S077529) OR</p> <p>Relevé 2 3 part (S077629) OR</p> <p>NR4 3 part (S077729) OR</p> <p>NOTE: Listed are the number of lines up, down, left, right per form.</p> <p>If values entered are greater than maximum lines displayed, the program will not process.</p>	
<p>2. Adj printing if Too High/Low on form:</p> <p>Maximum number of lines to move UP:</p> <p>T4, T4A = 1 Rel1, Rel2 = 0 NR4 = 3 OR</p> <p>Maximum number of lines to move DOWN:</p> <p>T4 & T4A = 2 Rel1, Rel2 = 3 NR4 = 4</p>	
<p>3. Adj printing if Too Far Left/Right:</p> <p>Maximum number of spaces to move LEFT:</p>	

Processing Option	Processing Options Requiring Further Description
T4,T4A = 0 Rel1, Rel2, NR4 = 3 OR Maximum number of spaces to move RIGHT: T4, T4A, NR4 = 4 Rel1, Rel2 = 3	
4. Enter the source library you are copying from:	
5. New source member (S077329, S077429 S077529, S077629, S077729) will reside in Source Library: Object Library: Notes: If using custom library, it must contain source physical file JDESRC. User must have authority to compile in chosen libraries. The object library must be added to top of user's library list.	

Relevé 1 XML and Audit File Build (P07770X)

Processing Option	Processing Options Requiring Further Description
1. Enter the Workfile ID for the Relevé Processing cycle (Mandatory)	Enter the workfile ID you use to create the Relevé workfile on Canadian Year End Processing (G77247).
2. Enter the Type of Package (Mandatory) 1-Original file 4-Amended file 6-Cancelled file	This processing option relates to the XML Transmitter Record and the type of package that you send to Revenu Québec. The valid values are set by Revenu Québec. 1 - Original Data 4 - Amended file 6 - Cancelled file
3. Enter the Source of Relevé Slips used (Mandatory) A - Revenu Québec B - Facsimiles from a third party C - Facsimiles produced by the transmitter D - Any combination of the above	This processing option relates to the XML Transmitter Record. Indicate the source from which you obtained the slips to print the physical Relevé slips. A - Revenu Québec B - Facsimiles from a third party C - Facsimiles produced by the transmitter

Processing Option	Processing Options Requiring Further Description
	D - Any combination of the above
<p>4. Enter the Transmitter Number (Mandatory) Pos 1-2 = NP Pos 3-8 = 999999 (6-digit number) You must ask Revenu Québec to assign you this number.</p>	<p>This processing option relates to the XML Transmitter Record.</p> <p>This number identifies the person who prepares and sends the data files. The first two characters are always NP; followed by six digits. Revenu Québec assigns this number.</p> <p>Pos 1-2 = NP</p> <p>Pos 3-8 = 999999 (6-digit number)</p>
<p>5. Enter the Type of Transmitter (Optional)</p> <p>1 - Filing for yourself</p> <p>2 - Filing on behalf of other filers</p> <p>3 - Filing for yourself and on behalf of other filers</p>	<p>This processing option relates to the XML Transmitter Record.</p> <p>Enter the type of transmitter that is preparing and submitting the data files. The valid values are set by Revenu Québec.</p> <p>1 - Filing for yourself</p> <p>2 - Filing on behalf of other filers</p> <p>3 - Filing for yourself and on behalf of other filers</p>
<p>6. Enter the Transmitter Company Number (Mandatory)</p>	<p>This processing option relates to the XML Transmitter Record. You must identify the transmitter company submitting the XML file.</p> <p>The company Address Book number is the transmitter's company number in the Address Book tables and the system uses it to retrieve the name and address information for the Transmitter Record.</p> <p>The system uses the company number to retrieve the company name from the Address Book Who's Who file (F0111).</p> <p>The system also uses the company number to retrieve the most current address from the Address by Date file (F0116).</p> <p>The value you enter must be a valid record in the Address Book.</p>
<p>7. Enter the Québec Enterprise Number (NEQ) as assigned by the Registraire des entreprises (REQ) or clerk of the Superior Court (10 Numeric- Optional)</p>	<p>This number relates to the XML Total Record for the Employer for each group of Relevé slips.</p> <p>You must provide information concerning the employer along with the totals for the various boxes of the Relevé slips.</p> <p>This is the number the Registraire des entreprises (REQ) or the clerk of the Superior Court assigns each employer.</p> <p>This is 10 character numeric field.</p> <p>This is an optional field and the program only validates that you enter 10 numbers as JD Edwards World does not have a database of the valid values to verify.</p> <p>You must ensure that the data in this file is correct or Revenu Québec can reject it because it contains an invalid value.</p>
<p>COMPUTER CONTACT (All Optional)</p>	<p>The contact information for the transmitter's Computer resource person.</p> <p>Revenu Québec uses this information to contact the transmitter concerning any issues or information regarding the data in the XML file.</p>

Processing Option	Processing Options Requiring Further Description
8. Name (Last followed by first and omitting title-Example: Smith, Jon)	You must provide the name of the contact person for the transmitter. Name (Last followed by first and omitting title - Example: Smith Jon)
9. Area Code	You must provide the telephone numbers of the contact person for the transmitter. Area Code
10. Telephone Number - Example: 334-4000	Telephone Number - Example: 334-4000
11. 7 digit extension - Example: 41234	7 digit extension - Example: 41234
12. Preferred Language A = English F = French	Preferred Language A = English F = French
ACCOUNTING CONTACT (All Optional)	The contact information for the transmitter's Accounting resource person. Revenu Québec uses this information to contact the transmitter concerning any issues or information regarding the data in the XML file, for example, the amounts in the file.
13. Name (Last followed by first and omitting title-Example: Smith, Jon)	Name (Last followed by first and omitting title - Example: Smith Jon)
14. Area Code	Area Code
15. Telephone Number - Example: 334-4000	Telephone Number - Example: 334-4000
16. 7 digit extension - Example: 41234	7 digit extension - Example: 41234
17. Preferred Language A = English F = French	Preferred Language A = English F = French
18. Software company certification number. Assigned by Revenu Québec. 12 alphanumeric and formatted as follows: RQ-00-99-999 where RQ = Revenu Québec 00 = Taxation year for which software was certified 99 = Relevé form ('01' or '02')	You must enter this number as RQ-00-99-999 (12 alphanumeric). RQ = Revenu Québec 00 = Taxation year for which software was approved 99 = Type of Relevé slip 999 = Software Developer identification number This is the number Revenu Québec issues to the developer of the XML file, for example Oracle, when they certify the software.

Processing Option	Processing Options Requiring Further Description
999 = Software Developer identification number. Oracle is assigned a new # each year so check Oracle World Support Website or contact GSC for the value to enter.	Oracle receives a new number every year in late December or January, after the release of the year-end update and you must check the My Oracle Support website or contact GCS for the value you must enter.
19. What country does the blank value stand for in UDC 00/CN? 1 = Canada (Default) 2 = United States 3 = Other	In the Address Book Revisions program, you can leave the Country field blank and the system determines the value based a blank value in UDC 00/CN. If a company is based in Canada, most likely the default value of blank represents Canada. If a company is based in the United States, most likely the default value of blank represents the US. JD Edwards World examines the province, state, and country values according to Revenu Québec's schema information, therefore, it is necessary to determine what the blank value represents in UDC 00/CN for the Address Book records.
20. Enter the type of character set to use to save your XML file: 1 = Windows-1252 (Default) 2 = ISO-8859-1	This processing option relates to the very first line in the XML file known as the Declaration. Example: <pre><?xml version="1.0" encoding="ISO-8859-1" ?></pre> The XML Declaration indicates the version of XML you use in the XML document as well as the character set. The value system inserts the value you enter in the XML Declaration of the XML document you create. The only two values that you should use are: Windows-1252 and ISO-8859-1.
XML FILE INFORMATION	
21. Enter the IFS path to where the XML file to be extracted. If blank, the user will need to use FTP to extract the file. Example: /HOME/RL1XML/	Enter the Integrated File System (IFS) path where the system places the Relevé 1 XML Workfile (T07770X). This is the file the system extracts into the true XML document which you transmit to the CRA. For example: /home/userid/OR /home/rl2xml/ Using IFS requires additional setup. See Work with Import/Export in the Technical Foundation Guide. If you leave this processing option blank, you use the File Transfer Protocol (FTP) method for extracting the file. Access the XML Processing menu (G772475), choose Transfer XML Files(s) to PC, and review the instructions.
22. Enter the file name for the XML file to be extracted. Do not use spaces or special characters, except an underscore. Example: yy999999sss where yy = Tax Year, 999999 = Transmitter Number, and sss = a unique sequence number.	IFS File Name: <ul style="list-style-type: none"> • Enter the file name for the XML file you want to extract. Do not use spaces or special characters, except an underscore. For example: 10NP999999001 where: <p>10 stands for the taxation year</p> <p>NP999999 stands for your transmitter number</p> <p>001 stands for a unique sequence number.</p>

Processing Option	Processing Options Requiring Further Description
	<ul style="list-style-type: none"> If you leave this processing option blank and enter a value in the IFS Path processing option, the system derives the XML file name as follows: 10NP9999001 where: 10 is the taxation year NP999999 is the transmitter number you enter in the Transmitter Number processing option. 001 is the sequence number. For example: 10NP123456001
<p>23. Enter the email address of the person responsible for the XML file. The email is limited to 60 characters. Anything after 60 will be truncated. (Optional)</p>	<p>Email address of the person responsible for the XML file</p> <ul style="list-style-type: none"> Enter the email address of the person who is responsible for creating the XML file. This allows Revenu Québec to expedite the processing of your file. In the majority of cases, this is the email address for the name of person you enter in the Name processing options under Computer/Accounting Resource. This information allows Revenu Québec to contact the person by email.
<p>24. Enter the desired language of communication by email. (Optional)</p> <p>A = English F = French</p>	<p>Enter the language preference of the person in the email address that is responsible for creating the XML file.</p> <p>The allowed values are:</p> <p>A = English F = French</p>
<p>25. Enter the PPIP Employee Contribution (Premium) rate for the current year.</p>	<p>The PPIP Employee Premium rate for the current year.</p> <p>The amount in Box H should be equal to the calculated results of the PPIP Insurable Earnings reported in Box I multiplied by the PPIP Employee Contribution (Premium) rate for the current year. A variance of plus or minus \$1.00 between the amount from payroll history and the amount calculated allows for rounding issues.</p> <p>This rate changes every year and should match the rate assigned to the DBA used to calculate the Employee portion of PPIP throughout the year.</p>

Taxation History Integrity (F0713) (P077011)

Processing Option	Processing Options Requiring Further Description
<p>1. Select report processing mode.</p> <p>N = Print errors on report only.</p> <p>Y = Print errors on report and correct by UPDATING the PDBA History File.</p>	

Processing Option	Processing Options Requiring Further Description
<p>2. Enter Error Codes you DO NOT wish to print or leave these fields blank to print ALL errors. Error codes must be entered as 0101, 0102, 0103, etc. DO NOT print the following errors:</p> <p>"</p> <p>"</p> <p>"</p> <p>"</p>	
<p>SKIP OPTION 3 IF YOU DO NOT WANT ANY TAX ID UPDATES/CONSOLIDATION TO OCCUR.</p>	
<p>3. Enter the NEW tax ID number to update and consolidate the selected F06146 records.</p> <p>DEFAULT OF BLANK WILL NOT UPDATE OR CONSOLIDATE ANY RECORDS.</p>	

Relevé 1 XML Audit Report (P07771X)

Processing Option	Processing Options Requiring Further Description
<p>1. Enter the Workfile Id for the Relevé 1 Processing cycle.</p>	

Relevé 2 XML and Audit File Build (P07775X)

Processing Option	Processing Options Requiring Further Description
<p>1. Enter the Workfile ID for the Relevé Processing cycle (Mandatory)</p>	<p>Enter the workfile ID you use to create the Relevé workfile on Canadian Year End Processing (G77247).</p>
<p>2. Enter the Type of Package (Mandatory)</p> <p>1-Original file</p>	<p>This processing option relates to the XML Transmitter Record.</p> <p>The type of package that you send to Revenu Québec. The valid values are set by Revenu Québec.</p>

Processing Option	Processing Options Requiring Further Description
<p>4-Amended file</p> <p>6-Cancelled file</p>	<p>1 - Original Data</p> <p>4 - Amended file</p> <p>6 - Cancelled file</p>
<p>3. Enter the Source of Relevé Slips used (Mandatory)</p> <p>A - Revenu Québec</p> <p>B - Facsimiles from a third party</p> <p>C - Facsimiles produced by the transmitter</p> <p>D - Any combination of the above</p>	<p>This processing option relates to the XML Transmitter Record.</p> <p>Indicate the source from which you obtained the slips to print the physical Relevé slips.</p> <p>A - Revenu Québec</p> <p>B - Facsimiles from a third party</p> <p>C - Facsimiles produced by the transmitter</p> <p>D - Any combination of the above</p>
<p>4. Enter the Transmitter Number (Mandatory) Pos 1-2 = NP Pos 3-8 = 999999 (6-digit number) You must ask Revenu Québec to assign you this number.</p>	<p>This processing option relates to the XML Transmitter Record.</p> <p>This number identifies the person who prepares and sends the data files. The first two characters are always NP followed by six digits. Revenu Québec assigns this number.</p> <p>Pos 1-2 = NP</p> <p>Pos 3-8 = 999999 (6-digit number)</p>
<p>5. Enter the Type of Transmitter (Optional)</p> <p>1 - Filing for yourself</p> <p>2 - Filing on behalf of other filers</p> <p>3 - Filing for yourself and on and on behalf of other filers</p>	<p>This processing option relates to the XML Transmitter Record.</p> <p>The type of transmitter that is preparing and submitting the data files. The valid values are set by Revenu Québec.</p> <p>1 - Filing for yourself</p> <p>2 - Filing on behalf of other filers</p> <p>3 - Filing for yourself and on behalf of other filers</p>
<p>6. Enter the Transmitter Company Number (Mandatory)</p>	<p>This processing option relates to the XML Transmitter Record.</p> <p>The company Address Book number is the transmitter's company number in the Address Book tables and the system uses it to retrieve the name and address information for the Transmitter Record.</p> <p>The system uses the company number to retrieve the company name from the Address Book Who's Who file (F0111).</p> <p>The system also uses the company number to retrieve the most current address from the Address by Date file (F0116).</p> <p>The value you enter must be a valid record in the Address Book.</p>
<p>7. Enter the Québec Enterprise Number (NEQ) as assigned by the Registraire des entreprises (REQ) or clerk of the Superior Court (10 Numeric-Optional)</p>	<p>This number relates to the XML Total Record for the Employer for each group of Relevé slips.</p>
<p>COMPUTER CONTACT (All Optional)</p>	<p>The contact information for the transmitter's Computer resource person.</p>

Processing Option	Processing Options Requiring Further Description
	Revenu Québec uses this information to contact the transmitter concerning any issues or information regarding the data in the XML file.
8. Name (Last followed by first and omitting title-Example: Smith, John)	This processing option relates to the XML Transmitter Record. Name (Last followed by first and omitting title - Example: Smith Jon)
9. Area Code	This processing option relates to the XML Transmitter Record. Area Code
10. Telephone Number - Example: 334-4000	This processing option relates to the XML Transmitter Record. Telephone Number - Example: 334-4000
11. 7 digit extension - Example: 41234	This processing option relates to the XML Transmitter Record. 7 digit extension - Example: 41234
12. Preferred Language A = English F = French	This processing option relates to the XML Transmitter Record. Preferred Language A = English F = French
ACCOUNTING CONTACT (All Optional)	The contact information for the transmitter's Accounting resource person. Revenu Québec uses this information to contact the transmitter concerning any issues or information regarding the data in the XML file, for example, the amounts in the file.
13. Name (Last followed by first and omitting title-Example: Smith, John)	This processing option relates to the XML Transmitter Record. Name (Last followed by first and omitting title - Example: Smith Jon)
14. Area Code	This processing option relates to the XML Transmitter Record. Area Code
15. Telephone Number - Example: 334-4000	This processing option relates to the XML Transmitter Record. Telephone Number - Example: 334-4000
16. 7 digit extension - Example: 41234	This processing option relates to the XML Transmitter Record. 7 digit extension - Example: 41234
17. Preferred Language A = English	This processing option relates to the XML Transmitter Record. Preferred Language

Processing Option	Processing Options Requiring Further Description
F = French	A = English F = French
<p>18. Software company certification number. Assigned by Revenu Québec.</p> <p>12 alphanumeric and formatted as follows: RQ-00-99-999 where</p> <p>RQ = Revenu Québec</p> <p>00 = Taxation year for which software was certified</p> <p>99 = Relevé form ('01' or '02')</p> <p>999 = Software Developer identification number. Oracle is assigned a new # each year so check Oracle World Support Website or contact GSC for the value to enter.</p>	<p>You must enter this number as RQ-00-99-999 (12 alphanumeric).</p> <p>RQ = Revenu Québec</p> <p>00 = Taxation year for which software was approved</p> <p>99 = Type of Relevé slip</p> <p>999 = Software Developer identification number</p> <p>This is the number Revenu Québec issues to the developer of the XML file, for example Oracle, when they certify the software.</p> <p>Oracle receives a new number every year in late December or January, after the release of the year-end update and you must check the My Oracle Support website or contact GSC for the value you must enter.</p>
<p>19. What country does the blank value stand for in UDC 00/CN?</p> <p>1 = Canada (Default)</p> <p>2 = United States</p> <p>3 = Other</p>	<p>In the Address Book Revisions program, you can leave the Country field blank and the system determines the value based a blank value in UDC 00/CN.</p> <p>If a company is based in Canada, most likely the default value of blank represents Canada.</p> <p>If a company is based in the United States, most likely the default value of blank represents the US.</p> <p>JD Edwards World examines the province, state, and country values according to Revenu Québec's schema information, therefore, it is necessary to determine what the blank value represents in UDC 00/CN for the Address Book records.</p>
<p>20. Enter the type of character set to use to save your XML file:</p> <p>1 = Windows-1252 (Default)</p> <p>2 = ISO-8859-1</p>	<p>This processing option relates to the very first line in the XML file known as the Declaration. Example: <?xml version="1.0" encoding="ISO-8859-1" ?></p> <p>The XML Declaration indicates the version of XML you use in the XML document and the character set.</p> <p>The value system inserts the value you enter in the XML Declaration of the XML document you create.</p> <p>The only two values that you should use are: Windows-1252 and ISO-8859-1.</p>
XML FILE INFORMATION	
<p>21. Enter the IFS path to where the XML file to be extracted. If blank, the user will need to use FTP to extract the file. Example: /HOME/RL2XML/</p>	<p>Enter the Integrated File System (IFS) path where the system places the Relevé 2 XML Workfile (T07775X). This is the file the system extracts into the true XML document which you transmit to the CRA. For example: /home/userid/OR /home/rl2xml/</p> <p>Using IFS requires additional setup. See Work with Import/Export in the Technical Foundation Guide.</p> <p>If you leave this processing option blank, you use the File Transfer Protocol (FTP) method for extracting the file. Access the XML Processing menu (G772475), choose Transfer XML Files(s) to PC, and review the instructions.</p>

Processing Option	Processing Options Requiring Further Description
22. Enter the file name for the XML file to be extracted. Do not use spaces or special characters, except an underscore. Example: yy999999sss where yy = Tax Year, 999999 = Transmitter Number, and sss = a unique sequence number.	<p>IFS File Name:</p> <p>Enter the file name for the XML file you want to extract. Do not use spaces or special characters, except an underscore.</p> <p>For example: 10NP999999001 where: 10 stands for the taxation year NP999999 stands for your transmitter number 001 stands for a unique sequence number.</p> <p>If you leave this processing option blank and enter a value in the IFS Path processing option, the system derives the XML file name as follows:</p> <p>10NP9999001 where: 10 is the taxation year NP999999 is the transmitter number you enter in the Transmitter Number processing option 001 is the sequence number. For example: 10NP123456001</p>
23. Enter the email address of the person responsible for the XML file. The email is limited to 60 characters. Anything after 60 will be truncated. (Optional)	<p>Enter the email address of the person who is responsible for creating the XML file. This allows Revenu Québec to expedite the processing of your file.</p> <p>In the majority of cases, this is the email address for the name of person you enter in the Name processing options under Computer/Accounting Resource. This information allows Revenu Québec to contact the person by email.</p>
24. Enter the desired language of communication by email. (Optional) A = English F = French	<p>Enter the language preference of the person in the email address that is responsible for creating the XML file.</p> <p>Valid values are:</p> <p>A = English F = French</p>

Relevé 2 XML Audit Report (P07776X)

Processing Option	Processing Options Requiring Further Description
1. Enter the Workfile Id for the Relevé 2 Processing cycle.	

Repost Tax ID to Tax Ledger F0716 (P07990)

Processing Option	Processing Options Requiring Further Description
1. Enter the NEW Tax ID number you want to update the selected F0716 records with. PLEASE BE CAREFUL! Only select, via data	

Processing Option	Processing Options Requiring Further Description
selection on the Dream Writer, records you want the Tax Id field updated on.	

T4 Print Special Forms (P077321)

Processing Option	Processing Options Requiring Further Description
1. Do you want the employer address to print on the T4 forms? 0 = No 1 = Yes (Default)	
2. Do you want the cheque route code to print on the T4 forms along with the other employee address fields? 0 = No (Default) 1 = Yes	