

JD Edwards EnterpriseOne Applications

Canadian Payroll Year-End Processing Guide

9.2

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Preface

Welcome to the JD Edwards EnterpriseOne documentation.

Documentation Accessibility

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Related Information

For additional information about JD Edwards EnterpriseOne applications, features, content, and training, visit the JD Edwards EnterpriseOne pages on the JD Edwards Resource Library located at:

<http://learnjde.com>

Conventions

The following text conventions are used in this document:

Convention	Meaning
Bold	Boldface type indicates graphical user interface elements associated with an action or terms defined in text or the glossary.
<i>Italics</i>	Italic type indicates book titles, emphasis, or placeholder variables for which you supply particular values.
Monospace	Monospace type indicates commands within a paragraph, URLs, code examples, text that appears on a screen, or text that you enter.
> Oracle by Example	Indicates a link to an Oracle by Example (OBE). OBEs provide hands-on, step-by-step instructions, including screen captures that guide you through a process using your own environment. Access to OBEs requires a valid Oracle account.

2 Introduction to JD Edwards EnterpriseOne Canadian Payroll Year-End Processing

Canadian Payroll Year-End Processing Overview

This guide describes how to perform payroll-related year-end tasks related to payroll, including year-end rollovers, year-end form processing, and year-end information reporting.

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

The JD Edwards EnterpriseOne Canadian Payroll Year-End Processing system enables you to perform the required year-end tasks. You can:

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

Canadian Payroll Year-End Processing Implementation

When you are the implementation, take advantage of all Oracle sources of information, including the installation guides and troubleshooting information.

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

To update the year-end programs for the 2023 changes, XML functionality has been added for Canadian Year-End processing, which requires APIs included in Tools Releases 8.96.A1 and above. Without the Tools Releases minimum, the XML functionality will not process correctly. Also, with Tools Releases earlier than 8.96.A1, any package builds after taking the Year-End Payroll ESU for both US and Canadian customers will fail.

3 Understanding Payroll Year-End Processing

Supported Year-End Tax Forms

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

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

Release Levels

Canadian Payroll Year-End Processing for 2023 is available for the following release levels:

- EnterpriseOne 9.2

For releases prior to 9.2, please contact Advanced Customer Services to inquire about Market-Driven Support.

Year-End Processing Features

Canadian Payroll Year-End processing includes these features:

- Workbench approach

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

- Flexibility

By using special handling codes, you determine your own reporting rules and decide how information should be managed at the company and tax identification level. Also, when the form design changes, you can easily add new boxes to the form setup tables.

- Control reporting

By using online reviews, you can verify how the system derives the numbers that it uses.

- Filing Year-End Information

By running the magnetic media table conversion programs, you can submit the year-end payroll filing information in XML. The magnetic media table conversion programs convert the information in the table into XML, and therefore, eliminate the need for flat file conversion.

System Tables

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

Table	Usage
F77100 - Canadian Year-End Control	This table contains information about the year-end ID and information about the status of these processes: <ul style="list-style-type: none"> • Workfile build • Form print • Magnetic media build • Audit reports • Archive
F77101 - Canadian Year-End Print	This table contains information about year-end reporting, including audit reports, forms, and magnetic media, for each year-end ID.
F77105 - Year End Limits Setup	This table stores the maximum EI and pensionable earnings by year-end ID and tax year.
F77180 - Canadian Year-End Form Setup	This table contains information about the boxes that have been set up on year-end forms.
F77190 - Special Handling Setup	This table contains information about the pay types, deductions, benefits, accruals (PDBAs) that have been set up to populate boxes on year-end forms.
F77200 - Canadian Employee Year-End Form Header	This table contains the amounts that were retrieved from the Tax History table (F0713) for each employee during the workfile builds.
F77201T - Negative Amount Print	This table is used during printing of the Negative Amount Report (R77102A). This table should be empty when no print jobs are running.
F77210 - Canadian Employee Year-End Form Detail	This table contains the special handling amounts that were retrieved from the Tax Area Transaction History table (F06148) for each employee during the workfile builds.
F77220 - Employee Special Handling Detail	This table contains information about the PDBA codes and amounts that were retrieved for each employee through special handling.
F77230 - Employee Pension Maintenance	This table contains pension information for former employees and non-employees, including whether the pension information should print on a T4 or T4A form.

Table	Usage
F0713SAV - Backup Copy of F0713 For Tax Ledger Repost	This table is a copy of the Tax History table (F0713) before the Tax Ledger Repost.

Year-End Processing Cycle

The year-end processing cycle consists of these steps:

1. If the year-end forms were changed, populate the Canadian Year End Form Setup table (F77180) by running the R77180S program.

You can access this program using Batch Versions.

2. Run year-end rollover programs to carry forward PDBAs with balances to the new year.
(You carry forward PDBA balances to correctly process the payroll cycles in the new year.)
3. Verify the integrity of the tax history to ensure that you report the correct information to the government.
4. Run the Tax Area Transaction History Repost program (P77148A) to update the Tax Area Transaction History table (F06148).
5. If necessary, run the Tax Ledger Repost program (P77713) to update the Tax History table (F0713).
6. Set up this information, which is required for year-end processing:
 - o Pension adjustment records for both employees and pensioners.
 - o Year-end forms.
 - o Special handling codes.

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

7. Build year-end tables to retrieve the information that you need to print year-end forms.
8. Review the year-end information for accuracy before you report to the government.

You can review year-end information online as well as through workfile integrity reports and audit reports.

9. Print year-end forms to give to employees.
10. Generate XML files to submit to the government.
11. Archive year-end information.

Year-End Processing Checklist

When you process year-end information, see this checklist:

- Install the update to the software.

See *JD Edwards EnterpriseOne Tools Software Updates Guide in the JD Edwards EnterpriseOne Tools Software Updates Guide*

- Process 2023 year-end update programs to ensure that your system can process data that was not included in previous years.

Before you perform any year-end setup or processing tasks, populate the Canadian Year End Form Setup table (F77180) by running the R77180S program. Also run the R77101S-Canadian Year End Print Table (F77101) Update. You can access these programs using Batch Versions

- Run year-end rollovers.

See *Processing Year-End Rollovers*.

- Verify payroll history.

See *Verifying Payroll History Integrity*.

- Repost tax area information.

See *Reposting Tax Area Information*.

- Add pension information.

See *Setting Up Pension Records*.

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

See *Updating Year-End Form Setup*.

- Set up year-end forms.

See *Setting Up Year-End Forms*.

- Set up special handling information.

See *Setting Up Special Handling*.

- Create and submit a year-end ID to build the year-end tables.

See *Creating and Submitting a Year-End ID*.

- Verify the integrity of the year-end tables.

See *Reviewing Workfile Integrity Reports*.

- Enter adjustments.

See *Entering Adjustments for Year-End Forms*.

- Print year-end forms.

See *Printing Year-End Forms*.

- Generate year-end information in XML format.

See *Creating Magnetic Media*.

- Archive the year-end information.

See *Creating Magnetic Media*.

4 Setting Up Year-End Processing

Setting Up Year-End Forms

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

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

- Update year-end form setup.
- Revise year-end form setup.
- Set up special handling.
- Copy special handling codes.

Understanding Year-End Form Setup

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

Note:

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

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

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

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

Understanding Special Handling

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

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

When you associate PDBAs with specific boxes on year-end forms, the system adds the amounts for the associated PDBAs to the calculated totals that are reported in those boxes.

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

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

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

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

See *JD Edwards EnterpriseOne Canadian Payroll Year-End Processing Reports*.

Forms Used to Set Up Year-End Forms

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

Form Name	FormID	Navigation	Usage
Duplicate Special Handling	W77190B	On the Work With Special Handling form, select Copy Spec. Handling from the Form menu.	Copy the special handling setup from a previous year to the current year.

Updating Year-End Form Setup

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

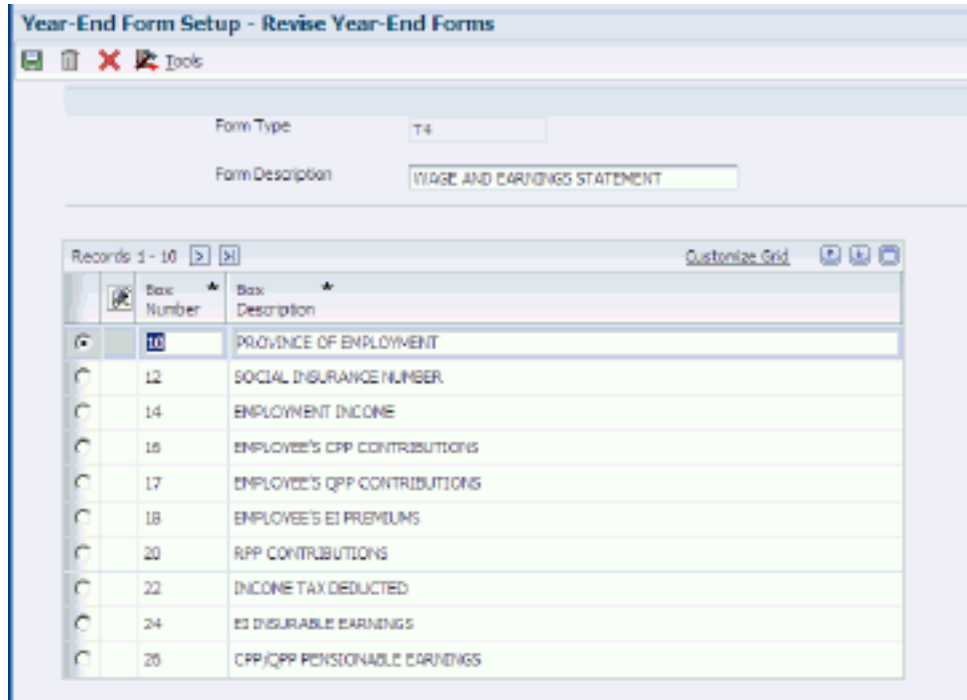
Batch Program	Table Updated	Change Made
Canadian Year-End Print Table (F77101) Update (R77101S)	Canadian Year-End Print (F77101)	Adds any new reports to the reports model.
Canadian Year-End Form Setup (F77180) Update (R77180S)	Canadian Year-End Form Setup (F77180)	Adds any new form boxes due to legislative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

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

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

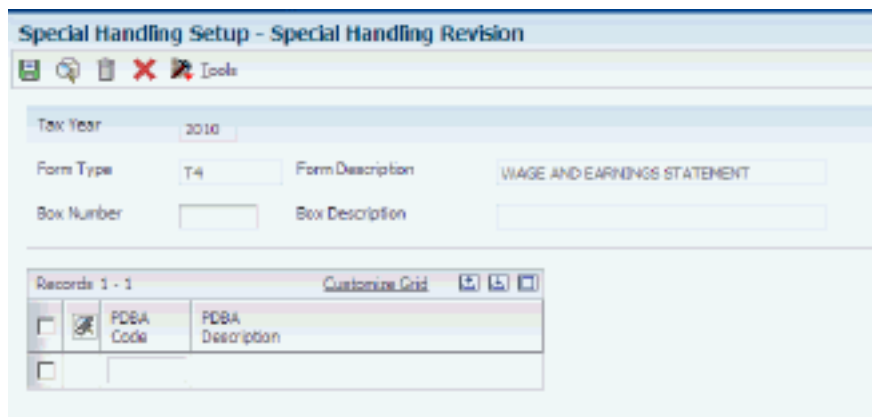
Revising Year-End Form Setup

Access the Revise Year-End Forms form.



Setting Up Special Handling

Access the Special Handling Revision form.



Box Number

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

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

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

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

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

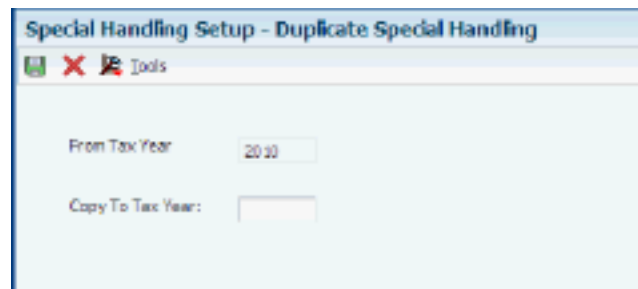
Case Code O

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

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

Copying Special Handling Codes

Access the Duplicate Special Handling form.



Setting Up Pension Records

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

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

Understanding Pension Records

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

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

- A former employee or nonemployee (such as a contractor) has tax history type P record in the Tax History table (F0713).
- A former employee has pension records that are flagged to print on a T4A in the F77230 table.

Note: For the employees who do not have tax history records for the corresponding employee pension maintenance records, enter the data selection for the Canadian Year-End Work File Build - T4A program (R77130) version same as the Year-End Workfile Build program (R77100) version. The R77130 now provides data selection on the Employee Pension Maintenance table (F77230) and Employee Master Information table (F060116). Enter the R77130 version name in the R77100 processing option. In case, you do not have any employees belonging to the mentioned criteria, then you do not need to select data on the R77130 version, and you can leave the processing option blank on R77100. The R77130 will use the default version ZJDE0001 to generate the T4A form. This functionality supports the releases 9.0 and 9.1.

- A former employee or nonemployee has had PDBA amounts linked to boxes on the T4A form through special handling.

Note: For the employees who do not have tax history and employee pension maintenance records but have PDBA records (F06148), use the Pension Maintenance program (P77235) to add records for the T4A boxes 016 and 028 with no amounts. The T4A build (R77130) uses the amounts from F06148 based on the special handling for these boxes, and will create a T4A record during year-end. Enter the R77130 version name in the R77100 processing option. If there are no employees that belong to the mentioned criteria, then you do not need to select any data. On the R77130 version and you can leave the processing option blank on Year-End Workfile Build program (R77100). The R77130 uses the default version ZJDE0001 to generate the T4A form. This functionality supports the releases 9.0 and 9.1.

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

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

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

Understanding the Pension Batch Maintenance Update Program

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

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

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

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

Understanding Individual Pension Records

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

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

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

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

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

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

Form Used to Set Up Pension Records

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

Creating Multiple Pension Records

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

Setting Processing Options for Pension Batch Maintenance Update (R77230)

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

Defaults

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

1. Year To Be Processed (Required)

Specify the tax year for which to create or update pension maintenance records. A four-digit entry in this field is required. Values include any number between 1000 and 9999.

2. Pension Plan Number

Specify which pension plan number to use for the Pension Maintenance records that are being created or updated. Values are contained in UDC table 77/PN.

3. Print On T4A Form

Specify the form on which to print pension adjustment information. Values are:

- 0: The pension adjustment information will be printed on a T4 form.
- 1: The pension adjustment information will be printed on a T4A form.

Creating Individual Pension Records

Access the Pension Maintenance form.

The screenshot shows the 'Pension Maintenance' form. At the top right, there is a 'Query:' dropdown menu set to 'All Records'. Below the title bar are several icons and a 'Tools' button. The form is divided into several sections:

- Address Information:** Fields for 'Address Number', 'Home Company', 'Tax Area (Work)', and 'BDN Number'.
- Tax Information:** Fields for 'Tax Year' (with '2010' entered) and 'Year-End ID'.
- Pension Adjustment:** Fields for 'Pension Plan Number', 'Amount', and a 'Print on T4A' checkbox.
- Detail Grid:** A table showing 'Records 1 - 1'. The columns are 'Box Number', 'Box Description', 'Amount', and 'Year-End ID'. The first row is currently empty.

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

Address Number

Enter the address book number of the employee for whom you want to create a pension record.

Home Company

Enter the company number where the employee records generally reside.

Tax Area (Work)

Enter a code that identifies a geographical location and the tax authorities for an employee work site, including employee and employer statutory requirements. In the Vertex payroll tax calculation software, the tax area code is synonymous with GeoCode. To determine the valid codes for the location, refer to the documentation for the tax calculation software that you are using.

BIN Number (Business Identification Number)

Enter a number that identifies the company to the tax authority. This number can include the tax ID number for an individual, a federal or state corporate tax ID, a sales tax number, and so on.

Tax Year

Enter the tax year, including the century.

Pension Plan Number

Enter the seven-digit registration number issued for the employees' pension plan or deferred compensation profit-sharing plan.

Amount

Enter an amount for a specific box on a year-end form.

The pension adjustment amount will print in either box 034 on a T4A form or in box 52 on a T4 form. Amounts in the detail area will print on a T4A form in the box that you specify.

Box Number

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

Print on T4A

Select this option if you want to report the employee's pension information on a T4A form.

If you select the Print on T4A option, the employee's pension adjustment amount and pension plan number will print in boxes 034 and 036 on a T4A form. If you do not select the Print on T4A option, the employee's pension adjustment amount and pension plan number will print in boxes 50 and 52 on the employee's T4 form.

Note: Regardless of whether you are printing the pension adjustment amount and pension plan number on a T4 or T4A form, the system displays box number 034 next to pension adjustment amounts in the detail area of the Work With Pension Maintenance form. However, if the Print on T4A option is not selected, the system will print the information on a T4 form.

5 Processing Year-End Rollovers

Understanding Year-End Rollovers

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

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

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

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

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

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

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

- Remaining balances
- Remaining periods
- An inception-to-date limit
- An annual carryover limit

- Deduction amounts due
- Arrearages

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

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

- Payroll Month Rollover
- Calendar Month Rollover

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

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

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

Pay Period Ending Date	Payment Date	Run Calendar Month Rollover	Run Payroll Month Rollover
December 31, 2023	December 31, 2023	After this payroll	After this payroll
December 31, 2023	January 04, 2024	After this payroll	Before this payroll
January 04, 2023 with work dates in 2023 and 2024	January 04, 2023	After this payroll	Before this payroll
January 11, 2024 with no work dates in 2024	January 11, 2024	Before this payroll	Before this payroll

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

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

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

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

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

Processing Year-End Rollovers

This section lists prerequisites and discusses how to:

- Set processing options for Year-End Rollover (P07390).
- Roll over PDBAs.
- Review year-end rollover reports.

Prerequisites

Before you complete the tasks in this section:

- Set up rollover information for DBAs.
See *"Setting Up Rollover Information for DBAs" in the JD Edwards EnterpriseOne Applications Human Capital Management Fundamentals Implementation Guide* .
- Create backups of the Employee Transaction History Summary (F06146) and Calendar Month DBA Summary History (F06145) tables.

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

Form Used to Process Year-End Rollovers

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

Setting Processing Options for Year-End Rollover (P07390)

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

Process

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

1. Payroll Month Rollover (R07390A) Version

Specify the version of the Payroll Month Rollover program (R07390) that you want to run. If you leave this option blank, the system runs version XJDE0001.

2. Calendar Month Rollover (R07390B) Version

Specify the version of the Calendar Month Rollover program (R07390) that you want to run. If you leave this option blank, the system runs version XJDE0001.

3. Lost Vacation DBA Code

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

4. Lost Sick DBA Code

Specify the PDBA code that the system uses to store lost sick time. Lost sick time occurs when the amount of sick time available to roll over exceeds the rollover limit. The Payroll Month Rollover program stores lost sick hours in the Employee Transaction History Summary table. The Calendar Month Rollover program stores lost sick hours in the Calendar Month DBA Summary History table. If you do not enter a valid PDBA code in this option, the system does not store lost sick time.

Rolling Over PDBAs

Access the Work With Year-End PDBA Rollover form.

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

Year to Roll Over:

Print Report Without Update

Roll Over Terminated Employees

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

Roll Over Only the Accrued Balance

Summarize Rollover Balances

History to Roll Over

Payroll Month

Calendar Month

Choose an option below or select "Select to Rollover" on specific PDBAs in the grid

Roll Over All PDBAs

Roll Over Vac and Sick Only
Available only for Payroll Month

Select to Rollover	PDBA Code	T	Explanation Alpha Name
<input type="checkbox"/>	1	P	Regular
<input type="checkbox"/>	4	P	1st/Last Chk
<input type="checkbox"/>	15	P	Retro Pay
<input type="checkbox"/>	35	P	Piece Rate
<input type="checkbox"/>	50	P	Base Comp 1
<input type="checkbox"/>	200	P	Overtime 1.5
<input type="checkbox"/>	110	P	Overtime 2.0
<input type="checkbox"/>	204	P	Tut/Rem-Wtx
<input type="checkbox"/>	205	P	Tut/Rem-Tax
<input type="checkbox"/>	250	P	Relocation
<input type="checkbox"/>	300	P	Sick Pay
<input type="checkbox"/>	301	P	STD Pay
<input type="checkbox"/>	350	P	Hazard Pay
<input type="checkbox"/>	351	P	Operator Pay
<input type="checkbox"/>	352	P	Offshore Pay
<input type="checkbox"/>	401	P	Equipment

Year to Roll Over

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

Note: You must enter a four-digit year such as 2023. If you enter a two-digit year such as 11, the system does not perform the rollover.

Print Report Without Update

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

Roll Over Terminated Employees

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

Print and Update Vac and Sick Dollars

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

Roll Over Only the Accrued Balance

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

Summarize Rollover Balances

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

History to Roll Over

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

Roll Over All PDBAs

Select to roll over all PDBAs with the year-end rollover program.

Roll Over Vac and Sick Only

Select to roll over vacation and sick PDBAs only.

PDBA Code

To roll over specific PDBAs, select the PDBAs that you want from the detail area. Selected PDBAs are marked with a check mark.

Reviewing Year-End Rollover Reports

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

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

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

6 Verifying Payroll History Integrity

Understanding Payroll History Integrity

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

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

To simplify the process of regularly verifying the payroll history integrity, you can set up the integrity reports to run during the final update step of each payroll cycle. The versions of these reports that you run during final update should be set up to run in proof mode.

You should also run these reports monthly, quarterly, and before you begin year-end processing.

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

Verifying the Integrity of Payroll Detail History

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

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

Understanding the Canadian Payroll History Audit Report

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

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

Note:

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

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

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

Here is a description of the tables that the system compares if you select to compare basic history information in the report:

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

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

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

For a list of error codes that can appear on the report, see the user-defined code (UDC) table 77/ER.

Running the Canadian Payroll History Audit Report

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

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

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

Print

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

1. Enter Year for Audit Report

Specify the year for which the report should audit history information.

Note: Enter the year using four digits (for example: 2023).

2. Enter Month for Audit Report

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

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

3. Perform Basic History Audit

Specify whether you want to perform a basic history audit. The basic audit report compares these tables:

F0713 to F0716

F06145 to F0719

F06146 to F0618/F0719

F06176 to F0716

Values are:

Blank: Do not run the Basic History Audit.

0: Do not run the Basic History Audit.

1: Run the Basic History Audit.

4. Perform Paycheque History Audit

Specify whether you want to perform a paycheque history audit. The paycheque history audit compares these tables:

F06156 to F0716

F06156 to F0618

F06156 to F0719

Values are:

Blank: Do not run the Paycheque History Audit.

0: Do not run the Paycheque History Audit.

1: Run the Paycheque History Audit.

5. Company

Specify the company for which to run the audit reports.

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

Verifying Tax History Integrity

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

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

Understanding Tax History Integrity

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

- Detail records
- Summary records

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

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

Understanding the F0713 Integrity Report

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

The F0713 Integrity Report identifies these types of information:

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

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

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

Error Codes for the F0713 Integrity Report

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

0101 - Total gross is less than tax withheld

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

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

0102 - Gross minus excludable is less than tax withheld

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

Manually change the excludable or tax amount, if necessary.

0103 - Excludable is greater than gross

The excludable amount is greater than the gross wage.

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

0104 - Sign mismatch on gross and tax

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

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

0105 - Sign mismatch on gross and excludable

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

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

0106 - Mismatch state/county/city

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

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

0107 - Québec gross is greater than Federal gross

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

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

0108 - Employee number not in F060116

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

Manually add the employee back into the master table.

0109 - F0713 SIN does not match F060116

A difference exists between the Social Insurance Number (SIN) in the Employee Master Information table and the SIN in the Tax History table.

Verify that the SIN is correct when you access the Address Book from the Employee Information program (P0801).

0110 - Tax area not in F069016

The tax area code on the record does not exist in the Payroll Tax Area Profile table (F069016).

Add the tax area.

0111 - Tax ID not found in F069086

The corporate tax ID in the record does not exist in the Payroll Corporate Tax Identification table (F069086).

Add the corporate tax ID using the Corporate Tax Ids program (P059081A).

0112 - Tax ID doesn't match the F069086

The corporate tax ID in the record does not match the corporate tax ID in the Payroll Corporate Tax Identification table (F069086).

Verify that the tax ID is correct by using the Corporate Tax IDs program. This ID might have changed, but history records exist with the prior number. If the tax ID is incorrect, change it, and then run the F0713 Integrity Report in update mode.

0119 - CPP/QPP wages exceeding the annual limit

The CPP/QPP wages in the record exceed the annual limit for CPP/QPP wages.

Run an adjusting interim payroll with a tax override.

0120 - CPP/QPP contributions exceeding annual max

The CPP/QPP contributions in the record exceed the annual maximum for CPP/QPP contributions.

If one or more payroll cycles or interim payroll cycles remain to be run for the current year, Vertex will self-adjust the amount, refunding any excess contributions to the employee.

If the error is encountered after the system ran last payroll, run an adjusting interim payroll or leave the amount as is and allow the employee to reclaim the excess during tax filing.

Setting Processing Options for the F0713 Integrity Report (R777011)

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

Process

1. Processing Mode

Enter **1** to print and update errors or enter **0** to print errors only.

2. Error codes to omit from printing - leave blank to print all errors.

Specify the errors that you do not want to print on the report. To print all errors, leave all fields for this processing option blank. Enter the four-digit code for each error that you want to omit. Use leading zeros for codes that are fewer than four digits, for example, 0101. For a list of error codes, see UDC 77Y/EC.

Note: You cannot omit error code 0112.

3. Year to Process

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

4. CPP/QPP Annual Wage Limit

Specify the maximum amount of pensionable earnings from which to deduct CPP or QPP.

CPP/QPP Annual Exemption

Specify the basic yearly exemption for CPP or QPP.

CPP/QPP Employee Contribution Rate

Specify the rate that is used to calculate the CPP/QPP employee deduction amount. Enter the rate as a percentage. For example, if the CPP/QPP employee contribution rate is 4.7 percent, enter 4.7 for this processing option.

Running the F0713 Integrity Report (R777011)

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

Verifying Employment Insurance History Integrity

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

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

Understanding Employment Insurance History Integrity

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

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

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

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

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

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

- The company number does not exist in the F069086 table.
- The maximum EI earnings do not exist for the company.
- The employee record does not exist in the F0716 table.
- The amount of insurable earnings or tax does not match the amount in the F0716 table.

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

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

Setting Processing Options for the EI Integrity Report (R77015)

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

EI Integrity

1. Enter the Year you want the EI Integrity to generate

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

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

Versions

1. Version for EI Integrity Validation (R77016).

Specify the version of the EI Integrity Validation program that you want to run. If you leave this processing option blank, the system uses version XJDE0001.

Running the EI Integrity Report (R77015)

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

Verifying Employment Insurance Hour Integrity

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

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

Understanding Employment Insurance Hour Integrity

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

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

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

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

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

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

See [Revising Employment Insurance History](#).

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

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

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

Setting Processing Options for F06176 Hour Validation (R77020)

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

EI Hour

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

If you leave this processing option blank, the system generates a report but does not run it in update mode only.

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

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

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

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

Running F06176 Hour Validation (R77020)

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

Revising Employment Insurance History

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

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

Understanding Revisions to Employment Insurance History

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

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

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

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

Forms Used to Revise Employment Insurance History

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

Setting Processing Options for EI History (P776176)

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

Defaults

1. Current EI for calculating Premiums

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

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

Revising an Employment Insurance History Record

Access the EI History Revisions form.

ROE Number

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

Date Mailed

Specify the mailing date of a revised ROE.

EI Update Flag

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

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

7 Reposting Historical Information

Understanding Historical Information Report

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

You can also repost tax ledger information, but this step is optional for year-end processing.

Reposting Tax Area Information

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

Understanding Tax Area Transaction History Report

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

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

To repost, you must set up these batch programs:

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

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

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

Note:

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

The repost programs do not produce reports.

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

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

Prerequisite

Back up the Tax Area Transaction History table.

See *"Backing Up JD Edwards EnterpriseOne Tables"* in the *JD Edwards EnterpriseOne Administration Guide* .

Forms Used to Repost Tax Area Information

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

Reposting Tax Area Transaction History

Access the Warning Message and Version Input form.

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

Version Name for R77148A and R77148B

Enter the name of the versions of the Tax Area Transaction History Repost from F0618 and Tax Area Transaction History Repost from F0719 programs that you want to run.

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

Year To Repost (Blank = Repost All Years)

Enter a four-digit year.

Reposting Tax Ledger Information

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

Understanding Tax Ledger Repost

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

Note: This task is optional for year-end processing.

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

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

The repost programs do not produce reports.

Note:

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

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

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

CAUTION: Because the Tax Ledger Repost program completely re-creates the Tax History table, you should not change the data selection directly in the Tax Ledger Repost program. Doing so will delete records from the F0713 table.

Form Used to Repost the Tax Ledger

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

Reposting the Tax Ledger

Access the Warning Message form.

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

Year to Repost

Enter a four-digit year (for example, 2023) Oracle recommends that you repost only one year at a time. Also, you should not repost a year for which you have already completed year-end processing.

Month to Repost

If you fill in the Month to Repost field, you must also fill in the Year to Repost field.

8 Processing Year-End Information

Understanding Year-End Workfiles

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

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

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

When you create a year-end ID, you must assign a version of the Canadian Year-End Work File Build program (R77100) to it. You use the data selection on this version to specify which employees will be included in the year-end ID. You can include all of the employees in a single year-end ID or divide them into groups and create a separate year-end ID for each group. Processing Option is available on R77100 to specify the version name of R77130. You need to specify the R77130 version only in some circumstances.

Note: For employees who do not have tax history records for the corresponding employee pension maintenance records, enter the data selection for the Canadian Year-End Work File Build - T4A program (R77130) version, the same as the Year-End Workfile Build program (R77100) version. The R77130 now provides data selection on the Employee Pension Maintenance table (F77230) and Employee Master Information table (F060116). Enter the R77130 version name in the R77100 processing option. If you have no employees belonging to the mentioned criteria, then you do not need to select any data from the R77130 version. Leave the processing option blank on the R77100 version. R77130 will use the default version ZJDE0001 to generate the T4A form. This functionality supports the releases 9.0 and 9.1.

Note: For employees who have no tax history and employee pension maintenance records, but have PDBA records (F06148), add records for the T4A boxes 016 and 028 that show no amounts. To add these amounts, use the Pension Maintenance program (P77235). The T4A build (R77130) uses the amounts from F06148 based on the special handling for these boxes, and will create a T4A record at year-end. Enter the R77130 version name in the R77100 processing option. If you have no employees who belong to the mentioned criteria, then you do not need to select any data on the R77130 version. Leave the processing option blank on Year-End Workfile Build program (R77100). The R77130 uses the default version ZJDE0001 to generate the T4A form. This functionality supports the releases 9.0 and 9.1.

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

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

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

- Canadian Year End Work File Build - NR4 (R77150)

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

From the year 2021 Source of income is mandatory for Relevé 2 XML.

Use the new processing option **Enter the source of amounts you are reporting for RL-2** to enter the source of amounts for RL-2 at the employer level. Changes to the specific employee should be updated in Display Releve2 information.

To enter the source of the amounts you are reporting, Use one of the codes below. If none of them apply, the following is displayed in the RL-2 XML with the user entered code.

- **Autre** for the **Provenance** box;
- **201** as an **Additional information** code and, as the value, the type of plan that is the source of the amounts.

Codes

- FERR-A - for an insured registered retirement income fund ("fonds enregistré de revenu de retraite assuré")
- FERR-D - for a depositary registered retirement income fund ("fonds enregistré de revenu de retraite dépositaire")
- FERR-F - for a trustee registered retirement income fund ("fonds enregistré de revenu de retraite fiduciaire")
- RAP - for a home buyer's plan ("régime d'accession à la propriété")
- RE - for an income-averaging annuity ("rente d'étalement/contrat de rente à versements invariables")
- REEP - for a lifelong learning plan ("régime d'encouragement à l'éducation permanente")
- REER-A - for an insured registered retirement savings plan ("régime enregistré d'épargne-retraite assuré")
- REER-D - for a depositary registered retirement savings plan ("régime enregistré d'épargne-retraite dépositaire")
- REER-F - for a trustee registered retirement savings plan ("régime enregistré d'épargne-retraite fiduciaire")
- REPA - for an income-averaging annuity for artists ("rente d'étalement pour artiste")
- RO - for an ordinary annuity ("rente ordinaire")
- RPA - for a registered pension plan ("régime de pension agréé")
- RPAC - for a pooled registered pension plan ("régime de pension agréé collectif")
- RPC - for the Canada pension plan ("régime de pensions du Canada")
- RPDB - for a deferred profit-sharing plan ("régime de participation différée aux bénéfices")
- RPNA - for an unregistered pension plan ("régime de pension non agréé")
- RRQ - for the Québec pension plan ("régime de rentes du Québec")
- RVER - for a voluntary retirement savings plan ("régime volontaire d'épargne-retraite")

The workfile build programs are based on these tables:

- Canadian Year-End Control (F77100)
- Pay Check History Tax Ledger - Canadian DB (F0716)
- Tax History (F0713)
- Tax Area Transaction History (F06148)

- Year End Limits Setup (F77105)
- Employee Pension Maintenance (F77230)

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

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

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

Setting Up Year-End Workfiles

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

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

Understanding Year-End IDs

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

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

When the workfile build is complete, the system generates the Negative Amount Report (R77100A), which lists all records in the workfile that contain negative amounts. To get the Negative Amount Report, go to Work with Servers.

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

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

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

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

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

Prerequisites

Before you complete the tasks in this section:

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

See *Verifying Payroll History Integrity*.

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

See *Updating Year-End Form Setup*.

Forms Used to Set Up Year-End Workfiles

Form Name	FormID	Navigation	Usage
Work With Canadian Year-End Workbench	W77100A	Canadian Year End (G07BTAXCA), Canadian Year End Workbench	Create and work with year-end IDs.
Year-End Revisions	W77100D	On the Work With Canadian Year-End Workbench form, click Add.	Create and submit a year-end ID for processing.
Report Setup	W77101E	On the Work With Canadian Year-End Workbench form, select the row that contains the year-end ID for which you are setting up reports, and then select Print Setup from the Row menu.	Set up the year-end reports, forms, and magnetic media programs for a year-end ID. You must create and submit a year-end ID before you can set up its reports, forms, and magnetic media.
Reports Model	W77101F	On the Report Setup form, select the first blank row in the detail area and then select Reports Model from the Form menu.	Select reports from the Reports Model, and assign them to a year-end ID.
Work With Documents by Employee	W77100B	On the Work With Canadian Year-End Workbench form, select the row that contains the year-end ID that you want to review, then select Document Inquiry, and then Employee Doc. Inq. from the Row menu.	Review the year-end forms included in the year-end ID for each employee.
Work With Documents by Form	W77100C	On the Work With Canadian Year-End Workbench form, select the row that contains the year-end ID that you want to review, and then select Document Inquiry, and then Form Doc. Inquiry from the Row menu.	Review the year-end forms included in the year-end ID by form.

Form Name	FormID	Navigation	Usage
Display T4 Information	W77200A	On Work With Documents by Employee or Work With Documents by Form, select a row that contains the T4 form that you want to review, and then select Detail from the Row menu.	Review the information that the system will print on the T4 form that you selected for the employee that you selected. The amounts in the header area are generated from tax history information. The amounts in the detail area are generated through special handling.
Display T4A Information	W77200C	On Work With Documents by Employee or Work With Documents by Form, select a row that contains the T4A form that you want to review, and then select Detail from the Row menu.	Review the information that the system print on the T4A form that you selected for the employee that you selected. The amounts in the header area are generated from tax history information. The amounts in the detail area are generated through special handling.
Display Relevé 1 Information	W77200B	On Work With Documents by Employee or Work With Documents by Form, select a row that contains the Relevé 1 form that you want to review, and then select Detail from the Row menu.	Review the information that the system will print on the Relevé 1 form that you selected for the employee that you selected. The amounts in the header area are generated from tax history information. The amounts in the detail area are generated through special handling.
Display Relevé 2 Information	W77200E	On Work With Documents by Employee or Work With Documents by Form, select a row that contains the Relevé 2 form that you want to review, and then select Detail from the Row menu.	Review the information that the system will print on the Relevé 2 form that you selected for the employee that you selected. The amounts in the header area are generated from tax history information. The amounts in the detail area are generated through special handling.
Display NR4 Information	W77200F	On Work With Documents by Employee or Work With Documents by Form, select a row that contains the NR4 form that you want to review, and then select Detail from the Row menu.	Review the information that the system will print on the NR4 form that you selected for the employee that you selected. The amounts in the header area are generated from tax history information. The amounts in the detail area are generated through special handling.

Form Name	FormID	Navigation	Usage
Employee Special Handling Detail	W77220A	On Display T4A Information, Display Relevé 1 Information, Display Relevé 2 Information, or Display NR4 Information, select the row containing the value in question and select EE Detail or EE Review from the Row menu.	Determine which PDBA is producing a special handling value.
DBA Transaction Detail Inquiry	W77148C	On the Employee Special Handling Detail form, select a row and click Select.	Review detailed transaction history for a PDBA.

Creating and Submitting a Year-End ID

Access the Year-End Revisions form.

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

Note: Complete the Recipient Type, Income Code 1, Currency Code 1, and Exemption Code 1 fields only if you are submitting NR4 forms. These fields are available when you select NR4 in the workbench.

Year-End ID

Enter a unique code that identifies a group of employees for whom you are processing year-end forms for a particular year. Use this ID to process each step of year-end processing.

Version

Enter the version of the Year-End Workfile Build program (R77100) on the Year-End Revisions Form. You do not need to set up identical versions of the other workfile build programs (R77101, R77120, and R77130), which are called by the Year-End Workfile Build program (R77100). The system uses version ZJDE0001 of these programs. Do not change data

selection for the ZJDE0001 versions. The data selection that you set up for R77100 applies to all of the workfile build programs.

Note: In some circumstances, you might need to create an additional version of R77130, and set the data selection to be the same as the R77100 version.

Tax Year

Enter the tax year, including the century.

Submit Year-End ID

If you select this option, the system submits the year-end ID for processing when you click OK on the Year-End Revisions form.

Form Type

Select the appropriate Form Type option to specify which forms the system should generate when you submit the year-end ID.

Tax ID Summarization

Select the option to specify whether employees with the same tax ID and different company IDs should be summarized into one reporting record.

Payroll Category Code Value

Enter the category code that you use to identify employment codes in the Payroll system. Valid category codes in the JD Edwards EnterpriseOne system are P001 through P020.

If you enter a payroll category code here, you must enter the employment codes in the user-defined code (UDC) table that is associated with this category code. For example, category code P002 is associated with UDC table 07/02.

This code prints in Box 29 on the T4 form.

Registered Indian Code

Enter a UDC (06/M) that designates minority classifications according to the standards of U.S. Equal Employment Opportunity Commission (EEOC) and Canadian Employment Equity Occupational Group (EEOG) standards. The predefined codes that the system provides are hard-coded. The system uses these codes to generate EEO reports and to compile Canadian Employment Equity information. Do not change these predefined codes. You can add codes, if necessary.

Company

If you complete the Company field, the year-end ID processes information only for employees in the company that you specify.

Max EI Earnings

Specify the maximum EI insurable earnings for T4 and Relevé 1 forms.

Max Pensionable Earnings

Specify the maximum pensionable earnings.

Recipient Type

Enter a code that classifies the recipient of the NR4 form. This code is printed on the NR4 form. The Canada Revenue Agency assigns values for this code, which are defined in UDC 77Y/RT.

Income Code 1

Enter a code that indicates the source of income. This code is printed on the NR4 form. The Canada Revenue Agency assigns values for this codes, which are defined in UDC 77/IC.

Currency Code 1

Enter the currency code of the amount of gross income reported in box 16 or 26 and the amount of tax withheld reported in box 17 or 27. Report the income in Canadian funds, if possible. However, if you cannot convert gross income and tax withheld, the Canada Revenue Agency converts both amounts to Canadian funds, based on the currency code and the average annual rate as published by the Bank of Canada on December 31. The CCRA assigns valid three-letter codes, which are defined in UDC 77/CU.

Exemption Code 1

Enter a code that gives the authority under the Income Tax Act or a bilateral tax treaty to exempt the amount from Part XIII withholding tax, or to apply a reduced withholding rate. The Canada Revenue Agency assigns values, which are defined in UDC 77/EX.

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

Access the Report Setup form.

Canadian Year End Workbench - Report Setup

OK Find Delete Cancel Form Tools

Year-End ID: YASHTEST1

Tax Year: 2010

All Forms/Reports Audit Reports Special Forms Magnetic Media

Seq	Report ID	Report Version	Description	Form Type
1	R77410	XJDE0001	Print T4 Forms - Employee Copy	S
2	R77501	ZJDE0001	Create T4 Magnetic Media File	M

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

1. Select the first blank row in the detail area, and then select Reports Model from the Form menu.
2. On the Reports Model form, select the report that you want to run and click Select. The system adds the report that you selected to the Report Setup form.
3. Repeat steps 1 and 2 until you have set up each report that you want to run.
4. On the Report Setup form, change the values in the Seq (Sequence) field for each report if you want to change the order in which the reports run.

5. To add reports or report versions that are not listed on the Reports Model form, complete the Seq, Report ID, and Report Version fields in the detail area for each report that you want to run.
The system completes the Description and Form Type fields.
6. To modify the reports that the system provides, select Add Version from the Form menu to access the Work With Batch Versions - Available Versions form.
7. Click OK.

Adjusting Year-End Forms

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

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

Understanding Adjustments

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

Note: If you need to make adjustments after you have printed year-end forms, you must reprint year-end forms after you have made the adjustments. Provide the corrected forms to the employees for whom you made the adjustments. Reprinting the year-end forms will also help you to create accurate audit reports.

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

You can also use adjustments to add Case Code O codes to Relevé1 forms.

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

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

Forms Used to Adjust Year-End Forms

Form Name	FormID	Navigation	Usage
Work With Canadian Year-End Workbench	W77100A	Canadian Year End (G07BTAXCA), Canadian Year End Workbench	Locate and work with year-end IDs.
Work With Documents by Employee	W77100B	On the Work With Canadian Year-End Workbench form, select the row that contains the year-end ID that you want to	Review the year-end forms included in the year-end ID by employee. Also, use this form

Form Name	FormID	Navigation	Usage
		review, and select Document Inquiry. Then, from the Row menu, select Employee Doc. Inq.	to delete the cancelled forms based on employee.
Work With Documents by Form	W77100C	On the Work With Canadian Year-End Workbench form, select the row that contains the year-end ID that you want to review, and select Document Inquiry. Then, from the Row menu, select, Form Doc. Inquiry.	Review the year-end forms included in the year-end ID by form. Also, use this form to delete the cancelled forms based on form type.
Display T4 Information	W77200A	On the Work With Documents by Employee form or Work With Documents by Form, select a row that contains the T4 form that you want to review. Then, from the Row menu, select Detail.	Enter adjustments for T4 forms.
Display T4A Information	W77200C	On Work With Documents by Employee or Work With Documents by Form, select a row that contains the T4A form that you want to review. Then, from the Row menu, select Detail.	Enter adjustments for T4A forms.
Display Relevé 1 Information	W77200B	On Work With Documents by Employee or Work With Documents by Form, select a row that contains the Relevé 1 form that you want to review. Then, from the Row menu, select Detail.	Enter adjustments for Relevé 1 forms.
Display Relevé 2 Information	W77200E	On Work With Documents by Employee or Work With Documents by Form, select a row that contains the Relevé 2 form that you want to review. Then, from the Row menu, select Detail.	Enter adjustments for Relevé 2 forms.
Display NR4 Information	W77200F	On Work With Documents by Employee or Work With Documents by Form, select a row that contains the NR4 form that you want to review. Then, from the Row menu, select Detail.	Enter adjustments for NR4 forms.
Employee Special Handling Detail	W77220A	On Display T4 Information, Display T4A Information, Display Relevé 1 Information, Display Relevé 2 Information, or Display NR4 Information, select the row that contains the value in question. Then from the Row menu, select EE Detail or EE Review.	Determine which PDBA (pay type, deduction, benefit, or accrual) is producing a special handling value.
Special Handling Adjustments	W77220B	On the Employee Special Handling Detail form, select Adjustment from the Form menu.	Adjust Case Code O codes.

Entering Adjustments for Year-End Forms

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

Access the Display T4 Information form or another display form.

To enter adjustments to year-end forms:

1. On the Display T4 Information form, select Adjustments from the Form menu.
2. In the Adjustments column in the header area, enter the amount of the adjustment. You can also enter the employer related adjustment amounts.

You must enter the amount of the adjustment, not the amount after adjustment. For example, if an original amount of 400 has to be corrected to 500, enter 100 in the Adjusted field.

3. If the employee is exempt from either CPP and QPP or EI, select the appropriate option.

You can add new boxes in the detail area as well as change existing boxes.

4. To adjust the amount for a specific box that is listed in the detail area, fill the Amount Adjusted field.
5. To enter an adjustment for a box that does not appear, fill the Box Number and Amount Adjusted fields in the detail area.

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

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

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

Adding Case Code O Codes as Adjustments

Access the Display Relevé 1 Information form.

To add Case Code O codes as adjustments:

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

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

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

Resetting Year-End Steps

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

- Reset year-end workfiles.
- Reset status codes.
- Create a T4 year-end form manually.

Understanding Workfile Resets

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

You must reset the entire workfile when you:

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

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

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

When you reset status codes, remember these considerations:

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

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

Forms Used to Reset Year-End Steps

Form Name	FormID	Navigation	Usage
Work With Canadian Year-End Workbench	W77100A	Canadian Year End (G07BTAXCA), Canadian Year End Workbench	Locate and work with year-end IDs.

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

Resetting Year-End Workfiles

Access the Work With Canadian Year-End Workbench form.

To reset year-end workfiles:

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

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

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

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

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

Resetting Status Codes

Access the Version Reset Control Revisions form.

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

Creating a T4 Year-End Form Manually

Note: This functionality is available in only 9.1 release.

You can manually create individual T4 records after you build the workfile. You must do this if you process T4 information for active employees who 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 (F0713) table. 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.

Note:

You can also manually create and delete the T4A, Releve 1, Releve 2 forms. However, fields may vary based on the forms.

Identifying a Manual T4 Record

You can identify a manually created T4 record by Amend Type 3 on both Documents by Employee Inquiry and Documents by Form Inquiry. When you select a manual T4 record for review, the system displays an indicator showing Manual on the Display T4 Adjustments form.

Manually Adding T4 Records

To create a correct T4 record, you require Employee Number, Company Number, Company Tax ID, Tax Area Work, and Business Unit information. In both F77200 and F77210, the system stores all the amounts as adjustments. Only adjustment amount fields are enabled for input. The information in the other boxes, such as Province, Employment Code and Exempt codes, is not default: you must complete it.

For the users to add a new T4 record, Manual T4 Entry form exit is available on both Documents by Employee Inquiry and Documents by Form Inquiry. When you click the Manual T4 Entry form, you will see an OK and Cancel warning message. When you click on the OK button, the system will take you to an input form with all the fields required to manually create a new T4 record.

Employer CPP and EI Portions for manual T4 records

Employer CPP and EI totals are reported on the summary section of the xml submitted to the CRA. The system calculates the Employer CPP and EI portions from the history when you run the workfile build. The manual records are not created through workfile build, therefore, you must enter amounts in Employer CPP and EI portions fields. The amounts you enter for these two fields are directly stored as form amounts.

Maintaining Manual T4 Records

Maintaining and adjusting manual T4 records is the same as other T4 records. However, the Employer CPP and EI fields are available for modification only on the manual T4 records.

When you reset the manual T4 records with save adjustments options, only the adjustment amounts will be saved. Employer CPP and EI amounts, Exempt codes and Employment Code values will not be saved. For these fields, you must enter the values through the Display T4 Adjustments form after you rerun the workfile.

Deleting a Manual T4 Record

You can delete the manually created F77210 records by using the Display T4 Adjustments form. You can delete the manual F77200 records from either Documents by Employee Inquiry or Documents by Form Inquiry. When you delete a record from F77200, it also gets deleted from F77210.

Creating a T4 Year-End Form Manually

From the Canadian Year End (G07BTAXCA) menu, access the Canadian Year End Workbench.

1. Select the Year-End ID that you want to add to create Manual T4 records.
2. From the Row menu, select Employee Doc.Inq.through Document Inquiry, or select Form Doc. Inquiry.

If you select Employee Doc. Inq, then no action is required on Work with Documents by Employee form. If you select Form Doc. Inquiry, then select the option All Forms/T4 on Work with Documents by form.

3. From the Form menu, select Manual T4 Entry from.
4. Read the warning message, and click OK.
5. Access the Work with Manual T4 Entry form and complete the following fields.

Employee Number

Company

Tax Area (Work)

Province

BIN

Business Unit

Employment Code

6. Complete the following fields as required.

Employment Income

Federal Income Tax

EI Premium

EI Insurable Earnings

CPP Contributions

CPP Pension Earnings

PPIP Premium

PPIP Insurable Earnings

Employer EI Premium

CPP - Employer

Employer QPP

Exempt CPP, EI, PPIP Premium

7. In Boxes 20, 44, 46, 50, 52, and any other boxes, enter information as required in the grid. Click Ok.

9 Reporting Year-End Information

Submitting Year-End Reports, Forms, and Magnetic Media

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

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

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

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

Note: You must submit XML files separately, and not with reports and forms.

Generating XML Files

You must submit year-end information to the Canada Revenue Agency (CRA) and to the Ministère du Revenu du Québec in XML format. Due to several drawbacks in terms of usability and the deployment of web Methods, the process for generating XML files for government submission changed in 2008, and now does not require the use of additional integration technology services. These have been replaced by some internal business functions that automatically generate the XML files during the year-end process. Therefore, you do not require webMethods, Web Services Gateway, XPI, or other integration technologies, for XML file generation.

For the XML file generation process, you now require the JD Edwards EnterpriseOne tools release 8.96 or higher.

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

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

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

To select the magnetic media programs that you want to run, you use the Reports Setup. Each magnetic media program calls a related table conversion program. The table conversion program, creates the XML file, and stores the file in the

location that you specify in the processing options. For example, to create the XML file for T4 forms, you must complete these steps:

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

This is the location of the export folder.

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

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

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

Magnetic Media Program	Table Conversion Program
R77501 (Create T4 Magnetic Media File and Audit Report)	R89772001X
R77502 (Create Relevé 1 Magnetic Media File and Audit Report)	R89772002X
R77503 (Create T4A Magnetic Media File and Audit Report)	R89772003X
R77504 (Create Relevé 2 Magnetic Media File and Audit Report)	R89772006X
R77505 (Create NR4 Magnetic Media File and Audit Report)	R89772005X

Prerequisite

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

See *Setting Up Year-End Reports, Forms, and Magnetic Media*.

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

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

Submitting Year-End Reports, Forms, and XML Files

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

To submit year-end reports, forms, and generate XML files, complete the following steps:

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

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

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

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

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

Note: When you select Submit Selections from the Form menu, the system prints all reports that have been marked with a check mark. If you have selected the Audit Reports, Special Forms, or Magnetic Media options to limit the list of displayed reports, be aware that the system will submit for processing any reports that are marked with a check mark, even if they are not currently displayed.

5. Review the reports or files.

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

Reviewing Workfile Integrity Reports

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

Understanding Workfile Integrity Reports

The system provides these workfile integrity reports:

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

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

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

Error Codes for the Workfile Integrity Reports

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

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

Error	Description
0115 - SSN does not match	The social insurance number in the year-end tables does not match the social insurance number in the Tax History table.
0116 - WF Total value less than zero	The year-end tables include a negative total for a specific box. If a form contains any negative values, the system will not print that form. You must correct any negative values in the year-end tables before you print year-end forms. Note: If a total includes an adjusted field, the system prints an asterisk (*) before the error.
0117 - Pension Plan Number Different	The pension plan number in the year-end tables does not match the pension plan number in the Employee Pension Maintenance table.
0118 - NO ERRORS DETECTED	No errors were detected in the year-end workfiles for the form type.

Setting Processing Options in T4 Integrity Report (R77415)

Processing option enables the report to add the amount from box 66 and 67 to the F77200 column.

Defaults

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

1. Add box 66 and 67 values in F77200 column

Specify whether to add box 66 and 67 values in F77200 column or not to add the values from box 66 and 67 to the F77200 column. Values are:

Blank: Do not add box 66 and 67 in the report under F77200 column

1: Add box 66 and 67 in the report under F77200 column.

Printing Workfile Integrity Reports

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

See *Submitting Year-End Reports, Forms, and Magnetic Media*.

Printing Year-End Forms

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

- Set processing options for Print T4 Forms - Employee Copy (R77410).
- Set processing options for Print Relevé 1 Forms (R77420).

- Set processing options for Print Relevé 2 Forms (R77440).
- Set processing options for Print T4A Forms (R77430).
- Set processing options for Print NR4 Forms (R77450).
- Print multiple year-end forms.
- Print individual year-end forms.

Understanding the Year-End Print Programs

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

Note: When you print an amended T4 and T4A, the system prints the word AMENDED at the top of the form. When you print amended Releve 1 and Releve 2, the system prints the word Modifie at the top of the form.

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

The system provides these print programs:

- Print T4 Forms - Employee Copy (R77410).
To print instructions for T4 forms by using BI Publisher, use R77410C.
- Print Relevé 1 Forms (R77420).
- Print T4A Forms (R77430).
To print instructions for T4 A forms by using BI Publisher, use R77430C.
- Print Relevé 2 Forms (R77440).
- Print NR4 Forms (R77450).
To print instructions for NR4 forms by using BI Publisher, use R77450C.

The system calls these programs if necessary:

- Print Employer's Copy of T4 Forms (R77410B).
- Print Employer's Copy of Relevé 1 Forms (R77420B).
- Print T4A Forms: Employer's Copy (R77430B).
- **Note:** Relevé 2 forms for laser printers do not include an employer copy. The Ministère du Revenu du Québec recommends that you photocopy or microfilm copy 1 of the form for the files.

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

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

Additionally, printing year-end forms produces these reports:

- Summary Report For Print T4s (R77410A).
- Summary Report For Print Relevé 1s (R77420A).

- Summary Report For T4As (R77430A).
- Summary Report For Print Relevé 2s (R77440A).
- Summary Report For Print NR4s (R77450A).

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

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

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

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

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

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

The program prints as many as twelve other information boxes on each T4A form and if the number of Other Information boxes exceeds twelve, it prints those on the subsequent T4A forms. The first T4A form includes the employee information, fixed box amounts, and the first twelve other information box amounts. However, the subsequent T4A forms will print only the additional Other Information box amounts along with the employee information.

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

Batch Print of Amended and Canceled Releve 1 forms use F77200A to store Form Print and Mag Media status. These Form Print and Mag Media status fields are available on document form inquiry and document employee inquiry forms. Releve 1 form print UBE R77420 when submitted to print Amend/Cancel records update Form Print status field to 1. Releve1 form print UBE also check these records to make sure that once printed Amend/Cancel records are not picked up again during next print. Releve1 Mag Media when submitted to generate Amend/Cancel records update Mag Media status field to 1. Releve 1 Mag Media also check these records to make sure that once generated Amend/Cancel records are not picked up again during next Mag Media generation.

If you want to re-submit Amend/Cancel employee records using Releve 1 form print UBE, reset employee records using row exit "Reset Form Print" before submitting the batch print of Amend/Cancel records. If you want to re-submit Amend/Cancel employee records using Releve1 Mag Media, reset employee records using row exit "Reset Mag Media" before submitting the Mag Media.

You can also reset individual form print and mag media for Amend/Cancel records through the row exits available on document form inquiry and document employee inquiry forms.

Individual Forms

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

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

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

- R77410 - Print T4 Forms - Employee Copy.

- R77420 - Print Relevé 1 Forms.
- R77430 - Print T4A Forms.
- R77440 - Print Relevé 2 Forms.
- R77450 - Print NR4 Forms.

Note: You specify the version of the print programs listed here, using the Report Setup form.

Prerequisite

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

Forms Used to Print Year-End Forms

Form Name	FormID	Navigation	Usage
Work With Canadian Year-End Workbench	W77100A	Canadian Year End (G07BTAXCA), Canadian Year End Workbench	Select the year-end ID for which you want to print year-end forms.
Work With Documents by Employee	W77100B	On the Work With Canadian Year-End Workbench form, select the row that contains the year-end ID that you want to review. Then from the Row menu, select Document Inquiry, and then Employee Doc. Inq.	Select an individual year-end form to print by employee.
Work With Documents by Form	W77100C	On the Work With Canadian Year-End Workbench form, select the row that contains the year-end ID that you want to review. Then from the Row menu, select Document Inquiry, and then Form Doc. Inquiry.	Select an individual year-end form to print by form.
Print EE & ER or EE only	W77100L	On the Work With Documents by Employee form or the Work With Documents by Form form, select a row. Then from the Row menu, select.	When you print individual forms, specify whether to print employee and employer copies of the form, or the employee copies only.
Form Number	W77101I	If you are printing a Relevé 1 or Relevé 2 form, after you click an option on the Print EE and ER or EE only form, the system displays the Form Number form.	Enter the 8-digit number from the preprinted form that you are about to use.
Display T4 Information	W77200A	On the Work With Documents by Employee form or the Work With Documents by Form form, select the row that contains the form that you want to review. Then from the Row menu, select Detail.	Review detail for the T4 year-end form before printing the form.

Form Name	FormID	Navigation	Usage
Display T4A Information	WF77200C	On the Work With Documents by Employee form or the Work With Documents by Form form, select the row that contains the form that you want to review, and then select Detail from the Row menu.	Review detail for the T4A year-end form before printing the form.
Display Relevé 1 Information	W77200B	On the Work With Documents by Employee form or the Work With Documents by Form form, select the row that contains the form that you want to review. Then from the Row menu, select Detail.	Review detail for the Relevé 1 year-end form before printing the form.
Display Relevé 2 Information	W77200E	On the Work With Documents by Employee form or the Work With Documents by Form form, select the row that contains the form that you want to review. Then from the Row menu, select Detail.	Review detail for the Relevé 2 year-end form before printing the form.
Display NR4 Information	W77200F	On the Work With Documents by Employee form or the Work With Documents by Form form, select the row that contains the form that you want to review. Then from the Row menu, select Detail.	Review detail for the NR4 year-end form before printing the form.

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

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

Print

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

1. Copies of T4 Forms to Print

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

- 0:** Print only employee copies of the T4 forms.
- 1:** Print both employee and employer copies of the T4 forms.

2. Enter the Version to be Used by T4 Employer Copy (R77410B)

Specify which version of T4 Employer copy (R77410B) to use. If you leave this processing option blank, the system uses the default version, ZJDE0001.

3. Batch Print T4 Forms

Enter a value to specify whether you want to batch-print Original or Amended or Cancelled T4 forms. The batch-print of Original forms is not available for an archived year-end ID.

- 0:** Print Original Forms (Default).
- 1:** Print Amended Forms.

2: Print Cancelled Forms.

4. (Release 9.2 Update) Update audit fields in F77200 when printing amended T4 forms

Specify whether to update audit fields in F77200 when you reprint the amended T4 form.

Blank: Update audit the fields in F77200 (Default).

1: Do not update the audit fields in F77200.

5. Update audit fields in F77200 when printing archived T4 forms

Specify whether to update the audit fields in F77200 when you reprint the archived T4 form.

Blank: Update audit fields in F77200 (Default).

1: Do not update audit fields in F77200.

Setting Processing Options for Print Relevé 1 Forms (R77420)

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

Print

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

Copies of Relevé 1 Forms to Print

Specify whether to print employee and employer copies, or only employee copies of the Relevé 1 forms. Values are:

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

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

Batch Print Releve 1 Forms

Enter a value to specify whether you want to batch-print Original or Amended or Cancelled T4 forms. The batch-print of Original forms is not available for an archived year-end ID. This processing option is available in only 9.1.

0: Print Original Forms (Default).

1: Print Amended Forms.

2: Print Cancelled Forms.

Authorization Number

Specify the authorization number issued by the Quebec government. This is required for BI Publisher version only.

Note: See the legislative page on My Oracle Support website for the authorization number (Document 2241040.2).

<http://support.oracle.com/>

First Sequential Number

Specify the first sequential number in the range of sequential numbers provided by Quebec government. These sequential numbers print in the top right corner lower box on the Releve 1 form. This is required for BI Publisher version only.

Last Sequential Number

Specify the last sequential number in the range of sequential numbers provided by Quebec government. These sequential numbers print in the top right corner lower box on the Releve 1 form. This is required for BI Publisher version only.

Setting Processing Options for Print Releve 2 Forms (R77440)

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

Print

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

Authorization Number

Specify the authorization number issued by the Quebec government. This is required for BI Publisher version only.

Note: See the legislative page on My Oracle Support website for the authorization number (Document 2241040.2).
<http://support.oracle.com/>

First Sequential Number

Specify the first sequential number in the range of sequential numbers provided by Quebec government. These sequential numbers print in the top right corner, lower box on the Releve 2 form. This is required for BI Publisher version only.

Last Sequential Number

Specify the last sequential number in the range of sequential numbers provided by Quebec government. These sequential numbers print in the top right corner, lower box on the Releve 2 form. This is required for BI Publisher version only.

Setting Processing Options for Print T4A Forms (R77430)

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

Print

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

1. Copies of T4A Forms to Print

Specify whether to print employee and employer copies, or only employee copies of the T4A forms. Values are:

0: Print only employee copies of the T4A forms.

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

2. Enter the version to be used by T4A Employer copy (R77430B)

Specify which version of T4A employer copy (R77430B) to use. If you leave this processing option blank, the system uses the default version.

Blank: Default Version

3. Batch Print T4A Forms

Specify whether to batch print Original, or Amended, or Cancelled T4A forms. Batch print of Original forms is not available for an archived year -end ID.

- 0: Print Original Forms
- 1: Print Amended Forms.
- 2: Print Cancelled Forms.

Setting Processing Options for Print NR4 Forms (R77450)

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

Print

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

Copies of NR4 Forms to Print:

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

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

Printing Multiple Year-End Forms

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

See *Submitting Year-End Reports, Forms, and Magnetic Media*.

Printing Individual Year-End Forms

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

Access the Work With Canadian Year-End Workbench form.

To print an individual year-end form:

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

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

3. From the Row menu, select Document Inquiry, and then Employee Doc. Inq.
4. On the Work With Documents by Employee form, select the row that contains the employee for whom you want to print a form, and then select Print from the Row menu.
5. Select the option to print either the employer and employee forms, or the employee form only.

6. If you are printing a Relevé 1 or Relevé 2 form, enter the 8-digit number from the preprinted form that you are about to use and click OK.

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

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

Generating Year-End Forms Using BI Publisher

This section discusses generating T4, T4A, NR4, Releve 1 and Releve 2 year-end forms by using BI publisher.

You can generate T4, T4A, NR4, Releve 1 and Releve 2 forms using the Embedded BI Publisher objects. Embedded BI Publisher for JD Edwards EnterpriseOne leverages the output of UBEs to deliver content rich reports. When you use the embedded solution, a BI Publisher template is created and associated with an EnterpriseOne batch application (UBE). When the UBE is executed, a BI Publisher report output is automatically created and delivered. The embedded solution allows customers to produce and distribute content rich reports that are part of their standard business process. With the embedded solution key, BI Publisher components are delivered with the JD Edwards EnterpriseOne Tools Release.

This table lists the T4, T4A, NR4, Releve 1 and Releve 2 year-end reports and versions to use with BI Publisher Templates:

Form	Report	Version	Front and Back Side of the Form	Only Front Side of the Form	Only Back Side of the Form
T4 Forms - Employee Copy	R77410	XJDE0002BI		Yes	
T4 Forms - Employer Copy	R77410B	ZJDE0002BI		Yes	
T4 Employee Copy Instructions	R77410C	XJDE0001BI			Yes
T4 Employer Copy Instructions	R77410C	XJDE0002BI			Yes
T4A Forms - Employee Copy	R77430	XJDE0002BI		Yes	
T4A Forms - Employer Copy	R77430B	ZJDE0002BI		Yes	
T4A Employee Copy Instructions	R77430C	XJDE0001BI			Yes

Form	Report	Version	Front and Back Side of the Form	Only Front Side of the Form	Only Back Side of the Form
T4A Employer Copy Instructions	R77430C	XJDE0002BI			Yes
NR4 Employee Copy Instructions	R77450C	XJDE0001BI			Yes
Releve 1 Forms - Employee Copy	R77420	XJDE0003BI		Yes	
Releve 1 Forms - Employer Copy	R77420B	ZJDE0003BI		Yes	
Releve 2 Forms - Employee Copy	R77440	XJDE0003BI		Yes	

Generating T4 Year-End Forms using BI Publisher

BI Publisher for JD Edwards EnterpriseOne is enabled for the R77410/XJDE0002BI and R77410B/ZJDE0002BI reports to generate only the front side of the T4 year-end forms. Use these reports to generate the PDF forms that will print both the text and data in the T4 Year-end form. The JD Edwards EnterpriseOne reports are available in the Year End Software download. Unless specified in the documentation for a specific report, do not modify any report settings.

The system creates a new UBE R77410C to generate the instructions for T4 forms. The system will use version R77410C|XJDE0001BI to generate the instructions for employee T4 forms and version R77430C|XJDE0002BI to generate instructions for employer T4 forms. These R77410C versions are automatically invoked from the R77410 and R77410B programs.

Users must print forms, then reload the paper in their printer and print instructions on the other side of the forms. Users will need to test this on their individual printer. Users can also print a stack of forms, then print a separate stack of instructions, and collate one of each.

Note: These forms are reproduced with permission of the Minister of Public Works and Government Services Canada.

If you create a new batch version or copy an existing version to run a T4 year-end form by using BI Publisher, you must associate that version with a template and report definition. If you run a new version that is not associated with a template and report definition, then the system will print the default Pre-Printed version.

Note: After the ESU is downloaded, please verify and make sure that the TP77410TP01, TP77410BTP01, TP77410TP02, and TP77410BTP02 records in P95600 - BI Publisher Object Repository have valid start and end dates. If not, please enter valid start and end dates by selecting the record. and then selecting Effective Dates from the Row menu.

Generating T4A Forms by Using BI Publisher

BI Publisher for JD Edwards EnterpriseOne is enabled for the versions R77430/XJDE0002BI and R77430B/ZJDE0002BI reports to generate only the front side of the T4A year-end forms. Use these reports to generate the PDF forms that

will print both the text and the data in the T4A year-end form. The JD Edwards EnterpriseOne reports are available in the Year End Software download. Unless specified in the documentation for a specific report, do not modify any report settings.

A new UBE R77430C is created to generate the instructions for T4A forms. The system will use version R77430C/XJDE0001BI to generate instructions for employee T4A forms and version R77430C/XJDE0002BI to generate instructions for employer T4A forms. Users must print forms, then reload the paper in their printer and print the instructions on the other side of the forms. Users will need to test this on their individual printer. Users can also print a stack of forms, then print a separate stack of instructions, and collate one of each.

Note: These forms are reproduced with permission of the Minister of Public Works and Government Services Canada.

If you create a new batch version or copy an existing version to run a T4A year-end form by using BI Publisher, you must associate that version with a template and report definition. If you run a new version that is not associated with a template and report definition, then the system will print the default Pre-Printed version.

Note: After the ESU is downloaded, please verify and make sure that the TP77430TP01, TP77430TP02, TP77430BTP01, and TP77430BTP02 records in P95600 - BI Publisher Object Repository have valid start and end dates. If not, please enter valid start and end dates by selecting the record, and then selecting Effective Dates from the Row menu.

Generating NR4 Forms by Using BI Publisher

BI Publisher for JD Edwards EnterpriseOne is enabled for the version R77450/XJDE0002BI reports to generate only front side of the NR4 year-end forms. Use this report to generate the PDF forms that will print both the text and the data in the NR4 Year-end forms. The JD Edwards EnterpriseOne reports are available in the Year End Software download. Unless specified in the documentation for a specific report, do not modify any report settings.

The system creates a new UBE R77450C to generate the instructions for NR4 forms. The system will use version R77450C/XJDE0001BI to generate the instructions for employee NR4 form. This R77450C version is automatically invoked from R77450 program.

Users must print forms, then reload the paper in their printer and print instructions on the other side of the forms. Users will need to test this on their individual printer. Users can also print a stack of forms, then print a separate stack of instructions, and collate one of each.

Note: These forms are reproduced with permission of the Minister of Public Works and Government Services Canada.

If you create a new batch version, or copy an existing version to run a NR4 year-end form by using BI Publisher, you must associate that version with a template and report definition. If you run a new version that is not associated with a template and report definition, then the system will print the default Pre-Printed version.

Note: After the ESU is downloaded, please verify and make sure that the TP77450TP01 record in P95600 - BI Publisher Object Repository have valid start and end dates. If not, please enter valid start and end dates by selecting the record, and then selecting Effective Dates from the Row menu.

Note:

For more information about BI Publisher refer:

"Generating W2 and W2C Forms Using Embedded BI Publisher" in the

*JD Edwards EnterpriseOne Applications US Payroll Year-End
Processing Guide
2019*

"Prerequisites" in the

*JD Edwards EnterpriseOne Applications US Payroll Year-End
Processing Guide
2019*

*JD Edwards EnterpriseOne Tools BI Publisher for JD Edwards
EnterpriseOne
Guide*

*JD Edwards EnterpriseOne Tools Embedded Business Intelligence
for JD Edwards EnterpriseOne
Guide*

BI Publisher for JD Edwards EnterpriseOne (Document 789074.1) on My Oracle Support website.

<http://support.oracle.com/>

Generating Releve 1 Forms by Using BI publisher

BI Publisher for JD Edwards EnterpriseOne is enabled for the versions R77420/XJDE0003BI and R77420B/ZJDE0003BI reports. Use these reports to generate the PDF forms that will print both the text and the data along with the instructions on the front side of Releve1 Year-end forms. The JD Edwards EnterpriseOne reports are available in the Year End Software download. Unless specified in the documentation for a specific report, do not modify any report settings.

If you create a new batch version, or copy an existing version to run a Releve1 year-end form by using BI Publisher, you must associate that version with a template and report definition. If you run a new version that is not associated with a template and report definition, then the system will print the default Pre-Printed version.

Note: After the ESU is downloaded, please verify and make sure that the TP77420TP01 and TP77420BTP01 records in P95600 - BI Publisher Object Repository have valid start and end dates. If not, please enter valid start and end dates by selecting the record, and then selecting Effective Dates from the Row menu.

Calculating of Sequential Numbers on Releve 1 BIP Forms

When R77420/XJDE0003BI is submitted for the first time in the year, the first and the last sequential numbers are fetched from the processing options and stored in F77110 based on year and form ID. Current sequential number is then calculated and stored in F77100 based on the number of forms printed. For subsequent submissions of R77420/XJDE0003BI, current sequential number is read from F77110 and calculated based on number of forms printed and gets updated to F77110 again. Provided a form exit "RL Sequence Number" on year-end workbench which will display the Sequential Number setup form where user can view the lower box first, last and current sequential numbers of Releve 1 forms. Current Sequential numbers increment when users print Releve 1 year-end forms even for testing purpose. Users can select the required record in such situations and take the row exit "Reset Current" to reset the current sequential number to zero. But once actual yearend forms are printed at least once, do not reset the current sequential number. By doing so will cause duplicate lower box sequential numbers.

Record reservation is implemented on table F77100. When R77420/XJDE0003BI is submitted from multiple year-end IDs simultaneously, F77110 will be locked by the first instance of R77420/XJDE0003BI. For the rest of R77420/XJDE0003BI instances, a message will be printed on the output indicating users to submit the report again. Once the printing of Releve1 forms is complete, F77110 will be unlocked by the first instance of R77420/XJDE0003BI.

Generating Releve 2 Forms by Using BI Publisher

BI Publisher for JD Edwards EnterpriseOne is enabled for the versions R77440/XJDE0003BI report. Use this report to generate the PDF forms that will print both the text and the data along with the instructions on the front side of Releve year-end forms. The JD Edwards EnterpriseOne reports are available in the Year End Software download. Unless specified in the documentation for a specific report, do not modify any report settings.

If you create a new batch version, or copy an existing version to run a Releve1 year-end form by using BI Publisher, you must associate that version with a template and report definition. If you run a new version that is not associated with a template and report definition, then the system will print the default Pre-Printed version.

Note: After the ESU is downloaded, please verify and make sure that the TP77440TP01 record in P95600 - BI Publisher Object Repository have valid start and end dates. If not, please enter valid start and end dates by selecting the record, and then selecting Effective Dates from the Row menu.

Calculating of Sequential Numbers on Releve 2 BIP Forms

When R77440/XJDE0003BI is submitted for the first time in the year, the first and the last sequential numbers are fetched from the processing options and stored in F77110 based on year-end form ID. Current sequential number is then calculated and stored in F77100 based on the number of forms printed. For subsequent submissions of R77440/XJDE0003BI, current sequential number is read from F77110 and calculated based on number of forms printed and gets updated to F77110 again. Provided a form exit "RL Sequence Number" on year-end workbench which will display the Sequential Number setup form where user can view the lower box first, last and current sequential numbers of Releve 2 forms. Current Sequential numbers increment when users print Releve 2 year-end forms even for testing purpose. Users can select the required record in such situations and take the row exit "Reset Current" to reset the current sequential number to zero. But once actual year-end forms are printed at least once, do not reset the current sequential number. By doing so will cause duplicate lower box sequential numbers.

Record reservation is implemented on table F77100. When R77440/XJDE0003BI is submitted from multiple year-end IDs simultaneously, F77110 will be locked by the first instance of R77440/XJDE0003BI. For the rest of R77440/

XJDE0003BI instances, a message will be printed on the output indicating users to submit the report again. Once the printing of Relevé 1 forms is complete, F77110 will be unlocked by the first instance of R77440/XJDE0003BI.

Creating Magnetic Media

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

- Set processing options for Create T4 Magnetic Media File and Audit Report (R77501).
- Set processing options for Create Relevé 1 Magnetic Media File and Audit Report (R77502).
- Set processing options for Create T4A Magnetic Media File and Audit Report (R77503).
- Set processing options for Create Relevé 2 Magnetic Media File and Audit Report (R77504).
- Set processing options for Create NR4 Magnetic Media File and Audit Report (R77505).
- Set processing options for Create T4 Magnetic Media Table – XFLAT Format table conversion program (R89772001X).
- Set processing options for Create Relevé 1 Magnetic Media table conversion program (R89772002X).
- Set processing options for Create T4A Magnetic Media Table – XFLAT Format table conversion program (R89772003X).
- Set processing options for Create NR4 Magnetic Media – XFLAT Format table conversion program (R89772005X).
- Set processing options for Create Relevé 2 Magnetic Media table conversion program (R89772006X).

Note:

- *"Business Views in Table Conversion" in the JD Edwards EnterpriseOne Tools Table Conversion Guide .*

Understanding Magnetic Media

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

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

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

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

Note: You cannot create magnetic media tables for archived records. You must create magnetic media before you archive.

The system provides these magnetic media programs:

- R77501 - Create T4 Magnetic Media File and Audit Report.

- R77502 - Create Relevé 1 Magnetic Media File and Audit Report.
- R77503 - Create T4A Magnetic Media File and Audit Report.
- R77504 - Create Relevé 2 Magnetic Media File and Audit Report.
- R77505 - Create NR4 Magnetic Media File and Audit Report.

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

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

- Create T4 Magnetic Media Table – XFLAT Format table conversion program (R89772001X).
- Create Relevé 1 Magnetic Media table conversion program (R89772002X).
- Create T4A Magnetic Media Table – XFLAT Format table conversion program (R89772003X).
- Create NR4 Magnetic Media – XFLAT Format table conversion program (R89772005X).
- Create Relevé 2 Magnetic Media table conversion program (R89772006X).

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

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

Audit Reports

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

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

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

These reports consist of these three parts:

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

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

XML File Location

Before you process magnetic media programs to generate XML files, you must verify whether an export folder is available on your system. If not, then create an export folder on your system. Then you must enter the location of the export folder, along with the XML file name that you want to generate, in the processing options of the magnetic media table conversion programs.

Note:

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

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

Relevé 1 and Relevé 2 Forms

Before you create XML files for Releve 1 and Releve 2 forms, you must print the Relevé 1 and Relevé 2 forms.

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

Summary Record Totals

Under specific circumstances, the system can miscount the summary records for T4, T4A, and NR4 magnetic media. If all of the employees in a company or in a tax area have zero-dollar amounts, the system does not create a summary record for that company or tax area. However, the system calculates the number of summary records based on the number of companies or tax areas *before* determining whether they have zero-dollar amounts. Therefore, the summary count is incorrect in this situation.

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

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

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

Versions

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

1. Enter the Version to be used by the T4 Magnetic Media program (R89772001X).

Specify which version of the Create T4 Magnetic Media Table program (R89772001X) to use. You must specify a valid version, and you must complete the processing options for the version of the Create T4 Magnetic Media Table program that you specify before you process magnetic media. If you do not perform these actions, the system will produce incorrect data in the magnetic media file.

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

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

Versions

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

1. Enter the Version to be used by the Relevé 1 Magnetic Media program (R89772002X).

Specify which version of the Create Relevé 1 Magnetic Media program (R89772002X) to use. You must specify a valid version, and you must complete the processing options for the version of the Create Relevé 1 Magnetic Media program that you specify before you process magnetic media. If you do not perform these actions, the system will produce incorrect data in the magnetic media file.

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

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

Versions

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

1. Enter the Version to be used by the T4A Magnetic Media program (R89772003X).

Specify which version of the Create T4A Magnetic Media Table program (R89772003X) to use. You must specify a valid version, and you must complete the processing options for the version of the Create T4A Magnetic Media Table

program that you specify before you process magnetic media. If you do not perform these actions, the system will produce incorrect data in the magnetic media file.

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

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

Versions

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

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

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

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

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

Versions

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

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

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

Setting Processing Options for Create T4 Magnetic Media Table – XFLAT Format (R89772001X)

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

Defaults

1. XML File Path with File Name

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

Workfile

1. Data Type Code

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

O: Original data

A: Amended data

C: Cancelled data

This processing option is required.

2. Transmitter Number

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

3. Language

Specify the official language of your preference. Values are:

E: English

F: French

This processing option is required.

4. Submission Reference Identification

Specify the unique number that the transmitter creates to identify each submission they file with CRA.

This processing option is required.

Contact

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

Specify the name of the person to contact for technical questions about magnetic media submission.

This processing option is required.

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

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

3. Technical Contact Phone Extension Format: 9999

Specify the phone extension of the person to contact for technical questions about magnetic media submission. If the extension is of fewer than four characters, enter leading zeros to fill four characters. For example, enter the extension 123 as 0123. If no extension is required, enter four zeros. This processing option is required.

4. Technical Contact E-Mail Address

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

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

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

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

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

7. Accounting Contact Phone Extension Format: 9999

Specify the phone extension of the person to contact for accounting questions about magnetic media submission. If the extension is of fewer than four characters, enter leading zeros to fill four characters. For example, enter the extension 123 as 0123. If no extension is required, enter four zeros. This processing option is required.

Company

1. Social Insurance Number for Proprietor #1

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

2. Social Insurance Number for Proprietor #2

Specify the Social Insurance Number (SIN) of the secondary proprietor or second owner if the employer is a Canadian-controlled private corporation or is unincorporated. Otherwise, enter nine zeros in this field.

3. Transmitting Company Address Number

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

4. Number of Submitting Companies

Specify the number of companies for which you are submitting year-end forms on this magnetic medium. This processing option is required.

5. Federal Youth Hires Program Indicator

Specify whether the company that is submitting the magnetic media is part of an associated group of employers (for the purposes of the Federal Youth Hires Program). Values are:

0: Not participating

1: Participating

This processing option is required.

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

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

Defaults

1. XML File Path with File Name

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

Workfile

1. Transmitter Number

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

2. Type Of Package

Specify the type of file to be stored on the magnetic medium that the program produces. Values are:

- 1: Original file
- 3: Original test file
- 4: Amended file
- 5: Amended test file
- 6: Canceled file
- 7: Canceled test file

This processing option is required.

3. Source of RL Slips

Specify the source of the Relevé slips that you are using. Values are:

- A: From Ministère du Revenu du Québec
- B: From a third party
- C: Facsimiles produced by the transmitter
- D: Any combination of the above

This processing option is required

4. Transmitting Company Address Number

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

5. Software Developer's Authorization Number

Specify the authorization number of the software developer. Set this value to RQ-18-01-035.

6. Partner Identifier

Specify the partner identifier number. Set the value in this field to 0000000000000147.

7. Product Identifier

Specify the product identifier number. Set the value in this field to 00000000000011FC.

8. Test Case Number

Specify the test case number. Use this processing option only to obtain certification. Leave this processing option blank in the production environment.

Technical

1. Computer Resource Name

Specify the last and first name of the person to contact for technical questions about magnetic media submission. This processing option is required.

2. Computer Resource Phone Number

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

3. Computer Resource Phone Extension

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

4. Computer Resource Language

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

A: English

F: French

This processing option is required.

Accounting

1. Accounting Contact Name

Specify the last and first name of the person to contact for accounting questions about your magnetic media submission. This processing option is required.

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

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

3. Accounting Contact Phone Extension Format: 9999 (4-digit number)

Specify the phone extension of the person to contact for accounting questions about your magnetic media submission. Enter the extension in the format: 9999. This processing option is required.

4. Accounting Contact Language

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

A: English

F: French

This processing option is required.

Setting Processing Options for Create T4A Magnetic Media Table – XFLAT Format (R89772003X)

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

Defaults

1. XML File Path with File Name

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

Workfile

1. Data Type Code

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

O: Original data

A: Amended data

C: Cancelled data

This processing option is required.

2. Transmitter Number

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

3. Language

Specify the official language of your preference. Values are:

E: English.

F: French.

This processing option is required.

4. Submission Reference Identification

Specify the unique number that the transmitter creates to identify each submission they file with CRA.

This processing option is required.

Contact

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

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

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

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

3. Technical Contact Phone Extension Format: 9999

Specify the phone extension of the person to contact for technical questions about magnetic media submission. If the extension is of fewer than four characters, enter leading zeros to fill four characters. For example, enter extension 123 as 0123. If no extension is required, enter four zeros.

This processing option is required.

4. Technical Contact E-Mail Address

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

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

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

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

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

7. Accounting Contact Phone Extension Format: 9999

Specify the phone extension of the person to contact for accounting questions about magnetic media submission. If the extension is of fewer than four characters, enter leading zeros to fill four characters. For example, enter extension 123 as 0123. If no extension is required, enter four zeros. This processing option is required.

Company

1. Social Insurance Number for Proprietor #1

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

2. Social Insurance Number for Proprietor #2

Specify the SIN of the secondary proprietor or second owner if the employer is a Canadian-controlled private corporation or is unincorporated. Otherwise, enter nine zeros in this field.

3. Transmitting Company Address Number

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

4. Number of Submitting Companies

Specify the number of companies for which you are submitting year-end forms on this magnetic medium. This processing option is required.

5. Federal Youth Hires Program Indicator

Specify whether the company submitting the magnetic media is part of an associated group of employers (for the purpose of the Federal Youth Hires Program). Values are:

0: Not participating

1: Participating

This processing option is required

Setting Processing Options for Create NR4 Magnetic Media – XFLAT Format (R89772005X)

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

Defaults

1. XML File Path with File Name

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

Workfile

1. Data Type Code

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

O: Original data

A: Amended data

C: Cancelled data

This processing option is required

2. Transmitter Number

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

3. Language

Specify the official language of your preference. Values are:

E: English.

F: French.

This processing option is required.

4. Transmitting Company Address Number

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

5. Remitter Type

Specify whether you are a payer or a disbursing agent. Values are:

1: Payer

2: Disbursing agent

6. Submission Reference Identification

Specify the unique number that the transmitter creates to identify each submission filed with CRA. This processing option is required.

Contact

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

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

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

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

3. Technical Contact Phone Extension Format: 9999

Specify the phone extension of the person to contact for technical questions about magnetic media submission. If the extension is of fewer than four characters, enter leading zeros to fill four characters. For example, enter extension 123 as 0123. If no extension is required, enter four zeros. This processing option is required.

4. Technical Contact E-Mail Address

Specify the e-mail address of the person to contact for technical questions about magnetic media submission.

This processing option is required.

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

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

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

Specify the phone number of the person to contact for accounting questions about magnetic media submission. Enter the phone number in the format: 999-999-9999.

This processing option is required.

7. Accounting Contact Phone Extension Format: 9999

Specify the phone extension of the person to contact for accounting questions about magnetic media submission. If the extension is of fewer than four characters, enter leading zeros to fill four characters. For example, enter extension 123 as 0123. If no extension is required, enter four zeros.

This processing option is required.

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

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

Defaults

Workfile

1. Transmitter Number

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

2. Type Of Package

Specify the type of file to be stored on the magnetic medium that the program produces. Values are:

1: Original file

3: Original test file

4: Amended file

5: Amended test file

6: Canceled file

7: Canceled test file

3. Source Of RL Slips

Specify the source of the Relevé slips you are using. Values are:

A: From Ministère du Revenu du Québec

B: From a third party

C: Facsimiles produced by the transmitter

D: Any combination of the above

This processing option is required

4. Transmitting Company Address Number

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

5. Software Developer's Certification Number

Specify the certificate number of the software developer. Set the value in this field to RQ-18-02-017.

6. Partner Identifier

Specify the partner identifier number. Set the value in this field to 0000000000000147.

7. Product Identifier

Specify the product identifier number. Set the value in this field to 00000000000011FC.

8. Test Case Number

Specify the test case number. Use this processing option only to obtain certification. Leave this processing option blank in the production environment.

Technical

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

Specify the name of the person to contact for technical questions about magnetic media submission.

This processing option is required.

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

Specify the phone number of the person to contact for technical questions about magnetic media submission. Enter the phone number in the format: 999-999-9999.

This processing option is required.

3. Technical Contact Phone Extension Format: 9999

Specify the phone extension of the person to contact for technical questions about magnetic media submission. If the extension is fewer than four characters, enter leading zeros to fill four characters. For example, enter extension 123 as 0123. If no extension is required, enter four zeros.

This processing option is required.

4. Technical Contact Language

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

E: English

F: French

This processing option is required.

Accounting

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

Specify the name of the person to contact for accounting questions about magnetic media submission.

This processing option is required.

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

Specify the phone number of the person to contact for accounting questions about magnetic media submission. Enter the phone number in the format: 999-999-9999.

This processing option is required.

7. Accounting Contact Phone Extension Format: 9999

Specify the phone extension of the person to contact for accounting questions about magnetic media submission. If the extension is of fewer than four characters, enter leading zeros to fill four characters. For example, enter extension 123 as 0123. If no extension is required, enter four zeros.

This processing option is required.

4. Accounting Contact Language

Specify the official language of the accounting contact. Values are:

E: English

F: French

This processing option is required.

Archiving Year-End Information

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

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

Understanding Year-End Archiving

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

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

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

See *Printing Individual Year-End Forms*.

Amendments to Archived Information

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

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

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

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

Forms Used to Archive Year-End Information

Form Name	FormID	Navigation	Usage
Work With Canadian Year-End Workbench	W77100A	Canadian Year End (G07BTAXCA), Canadian Year End Workbench	Select the year-end ID for which you want to archive or amend year-end forms. You can amend only those year-end IDs that have been archived. Archived year-end IDs have a 1 in the Archive Status field.

Form Name	FormID	Navigation	Usage
Canadian Year-End [Archive]	W77250A	On the Work With Canadian Year-End Workbench form, select the year-end ID that you want to archive. Then, from the Row menu, select Archive.	Archive all of the year-end forms for a year-end ID.
Work With Documents by Employee	W77100B	On the Work With Canadian Year-End Workbench form, select the row that contains the year-end ID that you want to review. Then from the Row menu, select Document Inquiry, and then Employee Doc. Inq.	Search by employee and select an individual archived year-end form to amend.
Work With Documents by Form	W77100C	On the Work With Canadian Year-End Workbench form, select the row that contains the year-end ID that you want to review. Then from the Row menu, select Document Inquiry, and then Form Doc. Inquiry.	Search by form and select an individual archived year-end form to amend.

Archiving Year-End Forms

Access the Canadian Year-End [Archive] form.

To start the archiving process, select the Archive option and click OK.

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

Amending Archived Information

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

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

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

To amend archived information:

1. Select the row that contains the form that you want to amend. Then from the Row menu, select Amend.

The system creates a new record with an Amend status of **1** and an Archive status of blank. At this point, the amended record is a duplicate of the original record. However, the amended record can be changed and the original record cannot.

2. Click Find to display the newly created record in the detail area.
3. Select the row that contains the amended record, and then click Select.
4. On the Display T4 Information form, enter the amount of the adjustment in the Adjustments column in the header area.

Enter the amount of the adjustment, not the amount after adjustment. For example, if an original amount of 400 should be corrected to 500, enter 100 in the Adjusted field.

5. If the employee is exempt from either CPP and QPP or EI, select the appropriate option.
6. Complete the Amount Adjusted field to amend the amount for a specific box that is listed in the detail area.
7. Complete the Box Number and Form Amount fields in the detail area, to add new boxes.

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

8. Complete the Box Number and Additional Text fields in the detail area, if a box requires a text entry rather than a numerical value.
9. Click OK, to save the amended record.

(Release 9.2 Update) The amended record can be archived again, if required. After the amended record is created, the Archive option appears in the Row exit of the Work With Canadian Year-End Workbench form (W77100A).

10. Select the year-end ID for which you want to archive the year-end forms, click Row exit, and select Archive. The system will open the Canadian Year-End [Archive] form (W77250A).

11. Select the Archive option and click OK. When you select the Archive option, the system displays the following warning message:

Verify that forms are printed and XML files have been generated for the amended forms. This action cannot be undone. This is only a warning. Press OK to continue.

After the amended record is archived, the system changes the status of the record to Amend status A and Archive status 1.

12. To make an amendment again, select the row that contains the form that you want to amend. Then from the Row menu, select Amend. Then repeat the steps from 2 through 9.
13. To archive the newly amended record, repeat Steps 10 and 11 and the system changes the status of the record to Amend status B and Archive status 1.

To cancel archived information:

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

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

If you cancel an amended record, the system will change the status flag from 1 to 2 indicating that it has been cancelled. You cannot change a cancelled record.

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

Printing XML File of a Revised Amendment Record (Release 9.2 Update)

If you revise a record in a set of already archived and amended records, reprint the XML file of the revised amendment record individually to avoid reprinting all the previously amended records in the XML file.

To print the XML file of a revised amendment T4 form:

1. On the Work With Canadian Year-End Workbench form, select the row that contains the year-end ID that you want to review. From the Row menu, select Document Inquiry, and then Employee Doc. Inq.
2. On the Work with Documents by Employee form, search by employee and select the revised amendment T4 form.
3. Click Print XML from the Row menu.

10 Appendix A - Sample Forms

Sample Forms

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

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

T4 - Statement of Remuneration Paid

This form is a 2023 T4 form. This form is for reference only:

Protected B when completed / Protégé B une fois rempli

Employer's name – Nom de l'employeur				Canada Revenue Agency Agence du revenu du Canada		<p style="font-size: 1.2em; margin: 0;">T4</p> <p style="margin: 0;">Statement of Remuneration Paid État de la rémunération payée</p>	
		Year Année					
54 Employer's account number / Numéro de compte de l'employeur		Employer-offered dental benefits Prestations dentaires offertes par l'employeur		Employment income Revenus d'emploi		Income tax deducted Impôt sur le revenu retenu	
		45		14		22	
Social insurance number Numéro d'assurance sociale		Province of employment Province d'emploi		Employee's CPP contributions – see over Cotisations de l'employé au RPC – voir au verso		Employee's QPP contributions – see over Cotisations de l'employé au RRQ – voir au verso	
		10		16		17	
12		Exempt – Exemption CPP/QPP EI PPIP RPC/RRQ AE RPAP		Employee's second CPP contributions – see over Deuxièmes cotisations de l'employé au RPC – voir au verso		Employee's second QPP contributions – see over Deuxièmes cotisations de l'employé au RRQ – voir au verso	
		28		16A		17A	
Employee's name and address – Nom et adresse de l'employé		Employment code Code d'emploi		EI insurable earnings Gains assurables d'AE		CPP/QPP pensionable earnings Gains ouvrant droit à pension – RPC/RRQ	
		29		24		26	
Last name (in capital letters) – Nom de famille (en lettres moulées)		Employee's EI premiums Cotisations de l'employé à l'AE		18		44	
First name – Prénom		RPP contributions Cotisations à un RPA		20		46	
Initial – Initiale		Pension adjustment Facteur d'équivalence		52		50	
		Employee's PPIP premiums – see over Cotisations de l'employé au RPAP – voir au verso		55		56	
Other information (see over)		Box – Case		Amount – Montant		Box – Case	
Autres renseignements (voir au verso)		Box – Case		Amount – Montant		Box – Case	

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

This form is a 2023 T4A form. This form is for reference only:

Payer's name – Nom du payeur _____		Canada Revenue Agency Agence du revenu du Canada	Year Année <input style="width: 40px;" type="text"/>	<h2 style="margin: 0;">T4A</h2> <p style="margin: 0;">Statement of Pension, Retirement, Annuity, and Other Income État du revenu de pension, de retraite, de rente ou d'autres sources</p>
061 Payer's program account number Numéro de compte de programme du payeur _____	015 Payer-offered dental benefits Prestations dentaires offertes par le payeur _____	016 Pension or superannuation – line 11500 Prestations de retraite ou autres pensions – ligne 11500 _____	022 Income tax deducted – line 43700 Impôt sur le revenu retenu – ligne 43700 _____	
012 Social insurance number Numéro d'assurance sociale _____	013 Recipient's program account number Numéro de compte de programme du bénéficiaire _____	018 Lump-sum payments – line 13000 Paiements forfaitaires – ligne 13000 _____	020 Self-employed commissions Commissions d'un travail indépendant _____	
Recipient's name and address – Nom et adresse du bénéficiaire Last name (print) – Nom de famille (en lettres moulées) First name – Prénom Initials – Initiales _____		024 Annuities Rentes _____	048 Fees for services Honoraires ou autres sommes pour services rendus _____	
Other information (see page 2) Autres renseignements (voir à la page 2)				
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 _____	Box – Case Amount – Montant _____

T4A (23) Protected B when completed / Protégé B une fois rempli

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

This form is a 2023 Relevé 1 form. This form is for reference only.

RELEVÉ 1

Revenus d'emploi et revenus divers

						RL-1 (2023-10)
						Année
						Code du relevé
						N° du dernier relevé transmis
						2023
A- Revenus d'emploi	B- Cotisation au RRQ	C- Cotisation à l'assurance emploi	D- Cotisation à un RPA	E- Impôt du Québec retenu	F- Cotisation syndicale	
G- Salaire admissible au RRQ	H- Cotisation au RQAP	I- Salaire admissible au RQAP	J- Régime privé d'ass. maladie	K- Voyages (région éloignée)	L- Autres avantages	
M- Commissions	N- Dons de bienfaisance	O- Autres revenus	P- Régime d'ass. interentreprises	Q- Salaires différés	R- Revenu « situé » dans une réserve	
S- Pourboires reçus	T- Pourboires attribués	U- Retraite progressive	V- Nourriture et logement	W- Véhicule à moteur	Code (case O)	
Renseignements complémentaires						

Instructions et explications relatives aux cases du relevé 1

S'il y a lieu, reportez les montants inscrits aux cases de ce relevé aux lignes correspondantes de votre déclaration de revenus.

- A** Revenus d'emploi avant les retenues à la source (ligne 101)
- B** Cotisation au Régime de rentes du Québec (RRQ) (ligne 98)
- C** Cotisation à l'assurance emploi
- D** Cotisation à un régime de pension agréé (RPA). Reportez ce montant à la ligne 205, après soustraction du montant inscrit à la case D-1.
- E** Impôt du Québec retenu à la source (ligne 451)
- F** Cotisation syndicale (ligne 397.1)
- G** Salaire admissible au RRQ (ligne 98.1)
- H** Cotisation au Régime québécois d'assurance parentale (RQAP) (ligne 97)
- I** Salaire admissible au RQAP (ligne 14 ou 34 de l'annexe R)
- M** Commissions incluses dans le montant de la case A ou R (ligne 100)
- N** Dons de bienfaisance. Consultez le guide de la déclaration à la ligne 395.
- O** Autres revenus non inclus dans le montant de la case A. Voyez la signification des codes de la case O.
- Q** Salaires différés (non imposables et non inclus dans le montant de la case A ou R)
- R** Revenu « situé » dans une réserve ou un « local » (ligne 293)
- S** Pourboires autres que ceux figurant à la case T. Ce montant est déjà inclus dans celui de la case A ou R.
- T** Pourboires attribués par l'employeur. Ce montant est déjà inclus dans celui de la case A ou R.
- U** Salaire présumé sur lequel est calculée une cotisation supplémentaire au RRQ, en vertu d'une entente de retraite progressive (non imposable et non inclus dans le montant de la case A ou R)

Avantages imposables inclus dans le montant de la case A ou R, selon le cas

- J** Cotisation versée par l'employeur en vertu d'un régime privé d'assurance maladie. Consultez le guide de la déclaration à la ligne 381.
- K** Voyages effectués par un particulier habitant une région éloignée reconnue. Consultez le guide de la déclaration à la ligne 236.
- L** Autres avantages
- P** Cotisation versée à un régime d'assurance interentreprises (grille de codes 105)

- RB** Bourses d'études ou récompenses (ligne 154)
- RC** Subventions de recherche (ligne 154)
- RD** Honoraires (lignes 22 à 26 de l'annexe L)
- RG** Prestations d'adaptation pour les travailleurs (ligne 154)
- RH** Allocations de complément de ressources pour les travailleurs âgés (ligne 154)
- RI** Prestations versées dans le cadre d'un programme établi en vertu de la Loi sur le ministère des Pêches et des Océans (loi du Canada) (ligne 154)
- RJ** Allocations de retraite (y compris une somme versée pour compenser la perte d'un emploi) (ligne 154)
- RK** Prestation au décès (ligne 154)
- RL** Ristournes (ligne 154)
- RM** Commissions versées à un travailleur autonome (lignes 22 à 26 ou 30 de l'annexe L)
- RN** Prestations d'un régime d'assurance salaire (ligne 107)
- RO** Avantage reçu par un actionnaire (ligne 130)
- RP** Avantage reçu par un associé (lignes 22 à 26 de l'annexe L)
- RQ** Convention de retraite (ligne 154)
- RR** Services rendus au Québec par une personne ne résidant pas au Canada (lignes 22 à 26 de l'annexe L)
- RS** Soutien financier (ligne 154)
- RT** Autres indemnités versées par l'employeur à la suite d'un accident du travail (ligne 148)
- RU** Paiements d'aide aux études d'un régime enregistré d'épargne-études (REEE) (ligne 154)
- RV** Paiements de revenus accumulés d'un REEE (ligne 154)
- RX** Subvention aux apprentis (ligne 154)
- RZ** Revenus de nature différente

Renseignements complémentaires

- A-1** Régime de prestations aux employés
- A-2** Fiducie pour employés
- A-3** Remboursement de salaire (ligne 207)
- A-4** Frais de scie mécanique

- B-1** Cotisation au RPC (ligne 96)
- D-1** Convention de retraite (ligne 207)
- D-2** Cotisation pour services rendus avant 1990 – Employé cotisant
- D-3** Cotisation pour services rendus avant 1990 – Employé non cotisant
- G-1** Avantage imposable en nature (ligne 102)
- G-2** Salaire admissible au RPC (ligne 96.1)
- K-1** Voyages pour soins médicaux
- L-2** Volontaire – Compensation non incluse aux cases A et L (ligne 102)
- L-3** Allocation non imposable pour dépenses engagées dans le cadre des fonctions
- L-4** Avantage découlant d'une dette contractée pour acquérir des placements (ligne 231)
- L-7** Avantage pour option d'achat au décès
- L-8** Choix lié aux options d'achat de titres
- L-9** Déduction pour option d'achat de titres selon l'article 725.2 de la Loi sur les impôts (ligne 297)
- L-10** Déduction pour option d'achat de titres selon l'article 725.3 de la Loi sur les impôts (ligne 297)
- O-2** Déduction pour ristournes (ligne 297)
- O-3** Rachat d'une part privilégiée
- O-4** Remboursement de prestations d'assurance salaire (ligne 207)
- O-5** Prestations du Programme incitatif pour la rétention des travailleurs essentiels (PIRTE)
- O-6** Prestations canadiennes d'urgence (PCU ou PCUE) (ligne 169)
- O-7** Prestations canadiennes relatives à la relance économique (PCRE, PCMRE ou PCREPA) (ligne 169)
- O-8** Remboursement de prestations du PIRTE. Consultez le guide de la déclaration à la ligne 246.
- O-9** Remboursement d'autres prestations (PCU, PCUE, PCRE, PCMRE, PCREPA ou PCTCC). Consultez le guide de la déclaration à la ligne 246.
- O-10** Prestation canadienne pour les travailleurs en cas de confinement (PCTCC) (ligne 169)

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

This is a 2023 Relevé 2 form. This form is for reference only.

RELEVÉ 2

Revenus de retraite et rentes

						Année	Code du relevé	Provenance des revenus	N° du dernier relevé transmis	RL-2 (2023-10)
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								

Instructions et explications relatives aux cases du relevé 2

S'il y a lieu, reportez les montants inscrits aux cases de ce relevé aux lignes correspondantes de votre déclaration de revenus.

A Prestations d'un RPA (ligne 122)

B Prestations d'un REER, d'un FERR, d'un RPDB ou d'un RPAC/RVER, prestations de remplacement du revenu (PRR) reçues en vertu de la Loi sur le bien-être des vétérans (loi du Canada) ou rentes (y compris une RVDAA) [ligne 122]

C Autres paiements :

- reportez ce montant à la ligne 154 s'il provient d'un RPA, d'un RPNA, d'un RPDB, d'un REER, du RAP, du REEP, d'un régime ou d'un arrangement complémentaire sans capitalisation, ou d'une rente (y compris une REPA ou une RVDAA);
- reportez-le à la ligne 119 s'il s'agit d'un paiement fait en vertu du RRQ.

D Remboursement de primes au conjoint survivant (REER) [lignes 154 et 250]

E Prestation réputée reçue au décès (REER, FERR ou RPAC/RVER). Reportez ce montant à la ligne 122 (dans le cas d'un FERR ou d'un RPAC/RVER) ou à la ligne 154 (dans le cas d'un REER). Consultez le *Guide pour la déclaration de revenus d'une personne décédée* (IN-117).

F Remboursement de cotisations inutilisées (REER ou RPAC/RVER) [ligne 154]

G Montant imposable en raison de la révocation d'un REER, d'un FERR ou d'un contrat de RVDAA. Reportez ce montant à la ligne 122 (dans le cas d'un REER ou d'un contrat de RVDAA) ou à la ligne 154 (dans le cas d'un FERR ou d'un contrat de RVDAA).

Signification des sigles à la case

« Provenance des revenus »

- FERR-A** Fonds enregistré de revenu de retraite assuré
FERR-D Fonds enregistré de revenu de retraite dépositaire
FERR-F Fonds enregistré de revenu de retraite fiduciaire
RAP Régime d'accès à la propriété
RE Rente d'étalement (contrat de rente à versements invariables)
REEP Régime d'encouragement à l'éducation permanente
REER-A Régime enregistré d'épargne-retraite assuré
REER-D Régime enregistré d'épargne-retraite dépositaire
REER-F Régime enregistré d'épargne-retraite fiduciaire
REPA Rente d'étalement pour artiste
RO Rente ordinaire
RPA Régime de pension agréé
RPAC Régime de pension agréé collectif
RPDB Régime de participation différée aux bénéfices
RPNA Régime de pension non agréé
RRQ Régime de rentes du Québec
RVDAA Rente viagère différée à un âge avancé
RVER Régime volontaire d'épargne-retraite

Renseignements complémentaires

- A-1** Revenu « situé » dans une réserve ou un « local » (ligne 293)
B-1 Prestations d'un FERR qui excèdent le montant minimal
B-2 Prestations d'un FERR transférées (ligne 250)
B-3 Prestation désignée qui excède le montant minimal
B-4 Prestation désignée transférée (ligne 250)
C-1 Paiement unique accumulé au 31 décembre 1971 (ligne 402)
C-2 Paiement unique en vertu d'un RPNA
C-3 Transfert excédentaire d'un paiement unique
C-4a Paiement pour rente de retraite
C-4b Paiement pour rente de conjoint survivant
C-4c Paiement pour rente d'invalidité
C-4d Paiement pour rente d'orphelin
C-4e Paiement pour rente d'enfant de cotisant invalide
C-4f Prestation de décès
C-6 Nombre de mois dans l'année pendant lesquels le rentier a été invalide
C-7 Date de cessation de la rente d'invalidité
C-8 Début de la période d'invalidité
C-9 Impôt spécial retenu (ligne 443)
C-10 Date du paiement unique fait en vertu d'un RPA ou d'un RPDB.

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

This form is a 2023 NR4 form. This form is for reference only:

11 Appendix B - Information Sources for Forms

Year-End Forms

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

T4 Boxes

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

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

The amount in Box 14 (employment income) includes the amounts in boxes 24, 26, 30, 32, 34, 36, 38, 40, and 42. The amounts in these boxes come from PDBAs that are defined through special handling.

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

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

Box 26, CPP/QPP pensionable earnings must be completed on the T4 slip at all times, starting January 1, 2023, for the 2023 taxation year.

Box 24, EI insurable earnings must be completed on the T4 slip at all times, starting January 1, 2023, for the 2023 taxation year.

Volunteer Firefighters payment is exempt up to CAD 1,000. Report this by using code 87 in the "Other information" area of the T4 slip.

T4A Boxes

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

Box	Contents	Tax Type
022	Income tax withheld	CA
015	Payer-offered dental benefits	Special handling code

Relevé 1 Boxes

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

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

Relevé 2 Boxes

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

Box	Contents	Tax Type
J	Québec income tax withheld	700190000 CF

NR4 Boxes

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

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

12 Appendix C - JD Edwards EnterpriseOne Canadian Payroll Year-End Processing Reports

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

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

Report ID and Report Name	Description	Navigation
R07390 Year-End Rollover	This report lists the pay type, deductions, benefits and accruals (PDBA) balances that are being rolled over.	The system generates this report when you process rollovers.
R77015 EI Integrity F0716/ F06176 Exceptions	This report finds discrepancies between the Unemployment Insurance History table (F06176) and the Tax History table (F0713) and lists the records that do not match.	Canada Advanced and Technical Operations (G07BUSCAP3), EI Integrity Report
R77016 EI Integrity Validation	This report displays errors the EI Integrity F0716/F06176 Exceptions report (R77015) detects.	This report is called by the R77015 report.
R77020 F06176 Hour Validation	This report finds and corrects discrepancies between the Unemployment Insurance History table (F06176) and the Employee Transaction History table (F0618).	Canada Advanced and Technical Operations (G07BUSCAP3), F06176 Hour Validation
R77413 Canadian Year End Audit Reports	You print audit reports to review information in the year-end tables. The information in the audit reports is the same information that you review online by selecting the Document Inquiry from the Row menu on the Work With Canadian Year-End Workbench form.	You print this report by submitting reports from the Canadian Year End Workbench.
R77415 T4 Integrity Report	This report compares the T4 data in the Canadian Employee Year-End Form Header table (F77200) and the Canadian Employee Year-End Form Detail table (F77210) with the corresponding data in these tables:	You print this report by submitting reports from the Canadian Year End Workbench.

Report ID and Report Name	Description	Navigation
	<ul style="list-style-type: none"> • Tax History (F0713) • Employee Transaction History (F0618) • DBA Transaction Detail History (F0719) • Employee Pension Maintenance (F77230) 	
<p>R77425 Relevé 1 Integrity Report</p>	<p>This report compares the Relevé 1 data in the Canadian Employee Year-End Form Header table (F77200) and the Canadian Employee Year-End Form Detail table (F77210) with the corresponding data in these tables:</p> <ul style="list-style-type: none"> • Tax History (F0713) • Employee Transaction History (F0618) • DBA Transaction Detail History (F0719) • Employee Pension Maintenance (F77230) 	<p>You print this report by submitting reports from the Canadian Year End Workbench.</p>
<p>R77435 T4A Integrity Report</p>	<p>This report compares the T4A data in the Canadian Employee Year-End Form Header table (F77200) and the Canadian Employee Year-End Form Detail table (F77210) with the corresponding data in these tables:</p> <ul style="list-style-type: none"> • Tax History (F0713) • Employee Transaction History (F0618) • DBA Transaction Detail History (F0719) • Employee Pension Maintenance (F77230) 	<p>You print this report by submitting reports from the Canadian Year End Workbench.</p>
<p>R77445 Relevé 2 Integrity Report</p>	<p>This report compares the Relevé 2 data in the Canadian Employee Year-End Form Header table (F77200) and the Canadian Employee Year-End Form Detail table (F77210) with the corresponding data in these tables:</p> <ul style="list-style-type: none"> • Tax History (F0713) • Employee Transaction History (F0618) • DBA Transaction Detail History (F0719) • Employee Pension Maintenance (F77230) 	<p>You print this report by submitting reports from the Canadian Year End Workbench.</p>

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

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

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

R77413 - Canadian Year End Audit Reports

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

- XJDE0001 - T4 Audit Report
- XJDE0002 - Relevé 1 Audit Report

- XJDE0003 - T4A Audit Report
- XJDE0004 - Relevé 2 Audit Report
- XJDE0005 - NR4 Audit Report

To print all five reports, you must include all five (or corresponding) versions in the reports setup in order.

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

Data Selection for Canadian Year-End Audit Reports

You select a year-end ID in the Canadian Year-End Workbench to run reports. As a result, for data selection and the tax year of audit reports, the system uses the year-end ID that you selected.

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

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

Data Sequence for Canadian Year-End Audit Reports

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

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

Processing Options for Canadian Year-End Audit Reports (R77413)

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

Print

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

Detail or Summary Report

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

- 0:** Print employee detail lines.
- 1:** Print only summaries by company and tax ID.

R77864 - Special Handling Report

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

Processing Options for Special Handling Report (R77864)

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

Print

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

1. Summary or detail information

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

0: Print detail and summary information (default).

1: Print summary information only.

2. Form ID

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

1: T4

2: Relevé 1

3: T4A

4: Relevé 2

5: NR4

T4

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

1. Special Handling Tag

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

14: Employment Income

16: Employee's CPP contributions

17: Employee's QPP contributions

- 18:** Employee's EI premiums
- 20:** RPP contributions
- 22:** Income tax deducted
- 24:** EI insurable earnings
- 26:** CPP/QPP pensionable earnings
- 28:** CPP/QPP and EI exempt
- 29:** Employment code
- 30:** Housing, board and lodging
- 31:** Special work site
- 32:** Travel in a prescribed zone
- 33:** Medical travel
- 34:** Personal use of employer's automobile
- 36:** Interest free and low-interest loan
- 37:** Employee home relocation loan deduction
- 38:** Stock option benefits
- 39:** Stock Option and shares Ded. (110(1)(D))
- 40:** Other taxable allowances and benefits
- 41:** Stock option shares Ded. (101(1)(D.1))
- 42:** Employment Commissions
- 44:** Union dues
- 46:** Charitable donations
- 50:** RPP or DPSP registration number
- 52:** Pension adjustment
- 57:** Employment income - March 15 to May 9
- 58:** Employment Income - May 10 to July 4
- 59:** Employment Income - July 5 to August 29
- 60:** Employment Income - August 30 to September 26
- 66:** Eligible retiring allowances
- 67:** Non-eligible retiring allowances
- 68:** Status Indian (exempt income) - eligible retiring allowances
- 69:** Status Indian (exempt income) - non-eligible retiring allowances

- 70:** Municipal officer's expense allowance
- 71:** Indian (exempt income) - Employment
- 72:** Section 122.3 income
- 73:** Number of days outside of Canada
- 74:** PRE-1990 past serv cont. while cont.
- 75:** PRE-1990 past serv cont. while non cont.
- 77:** Workers Comp. Ben. repaid to employer
- 78:** Fishers - Gross earnings
- 79:** Fishers - Net partnership amount
- 80:** Fishers - Shareperson amount
- 81:** Placement or employment agency
- 82:** Driver of passenger carrying vehicle
- 83:** Barber or hairdresser
- 84:** Public transit pass
- 85:** Employee-paid pre. for pvt. health plans
- 86:** Security options election
- 87:** Volunteer emergency worker exmt. amt.
- 88:** Indian (exempt income) - Self- employment

R1

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

1. Special Handling Tag

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

- A:** Employment income
- B:** QPP contributions
- C:** Employment insurance premium
- D:** RPP contributions
- E:** Québec income tax
- F:** Union dues
- G:** QPP pensionable earnings
- H:** Meals and accommodation

- I:** Personal use of motor vehicle
- J:** Contr. by employer to priv. health sav. pl.
- K:** Trips made by residents to remote area
- L:** Other benefits
- M:** Commissions
- N:** Charitable donations
- O:** Other income not in box A
- O-5:** Incentive Program to Retain Essential Workers benefits (IPREW)
- O-6:** Canada emergency benefits (CERB or CESB)
- O-7:** Canada recovery benefits (CRB, CRSB and CRCB)
- O-8:** Repayment of IPREW benefits
- O-9:** Repayment of benefits received in 2021 (CERB, CESB, CRB, CRSB or CRCB)
- P:** Contributions to multi employer ins. plan
- Q:** Deferred salary or wages
- R:** Tax exempt income paid to an Indian
- S:** Tips received
- T:** Tips allocated by employer
- U:** Phased retirement
- V:** Meals and accommodation
- W:** Personal use of motor vehicle

T4A

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

1. Special Handling Tag

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

- 016:** Pension or superannuation
- 018:** Lump-sum payments
- 020:** Self-employed commissions
- 022:** Income tax deducted
- 024:** Annuities
- 026:** Eligible retiring allowances

- 027:** Non-eligible retiring allowance
- 028:** Other income
- 030:** Patronage allocations
- 032:** Registered pension plan contributions
- 034:** Pension adjustment
- 037:** Advanced life deferred annuity purchase
- 040:** RESP accumulated income payments
- 042:** RESP educational assistance payments
- 046:** Charitable donations
- 048:** Fees and services
- 102:** Lump-sum payments - non-resident services transferred under paragraph 60(j)
- 104:** Research grants
- 105:** Scholarships, fellowships, bursaries, artists' project grants, and prizes
- 106:** Death benefits
- 107:** Payments from a wage-loss replacement plan, not fully funded by employee premiums
- 108:** Lump-sum payments from a RPP - not eligible for transfer
- 109:** Periodic payments from an unregistered pension plan
- 110:** Lump-sum payments accrued to December 31, 1971
- 111:** IAAC Annuities
- 115:** Installment or annuity payments under a DPSP
- 116:** Medical travel assistance
- 117:** Loan benefits
- 118:** Medical premium benefits
- 119:** Premiums paid to a group term life insurance benefit
- 122:** RESP accumulated income payments paid to other
- 123:** Payments from a revoked DPSP
- 124:** Board and lodging at special work sites
- 125:** Disability benefits paid out of a superannuation or pension plan
- 126:** Registered pension plan contributions (pre-1990 past service)
- 127:** Veteran's benefit
- 129:** Tax deferred cooperative share

- 130:** Apprenticeship Incentive Grant or Apprenticeship Incentive Grant for Women or Apprenticeship Completion Grant
- 131:** Registered disability savings plan
- 132:** Wage Earner Protection Program
- 133:** Variable pension benefits
- 134:** Tax-Free Savings Account (TFSA) taxable amount
- 135:** Recipient-paid premiums for private health services plans
- 136:** Federal Income Support for PMMC
- 142:** Status Indian (exempt income) - eligible retiring allowances
- 143:** Status Indian (exempt income) - non-eligible retiring allowances
- 144:** Status Indian (exempt income) - other income
- 146:** Status Indian (exempt income) - pension or superannuation
- 148:** Status Indian (exempt income) - lump-sum payments
- 150:** Labour Adjustment Benefits Act and Appropriation Act
- 152:** SUBP qualified under the Income Tax Act
- 154:** Cash award or prize from payer
- 156:** Bankruptcy settlement
- 158:** Lump-sum payments not from an RPP or a DPSP - not eligible for transfer
- 162:**Pre-1990 past serv from RPP not contr.
- 180:** Lump-sum payments from a DPSP - not eligible for transfer
- 190:** Lump-sum payments from an unregistered plan
- 194:** PRPP Payments
- 195:** Indian (exempt income) - PRPP pay
- 200:** Provincial/Territorial COVID-19 financial assistance payments
- 201:** Repayment of COVID-19 financial assistance
- 205:** One-time payment for older seniors
- 210:** Postdoctoral fellowship income amount

R2

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

1. Special Handling Tag

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

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

NR4

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

1. Special Handling Tag

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

- 16:** Gross income line 1
- 17:** Non-Resident tax withheld line 1
- 26:** Gross income line 2
- 27:** Non-Resident line 2

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