2018

Year-End Update

Documentation Canada

2018 eCMS 3.7 / 4.0 / 4.1 Canadian Year End Processing

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Printing

This is a two-sided document that supports duplex printing. Duplex printing can be set up using your printer properties.

Support

Use the Computer Guidance Customer Support website to report incidents, log modification requests, modify existing support tickets or view a current list of all open or closed tickets.

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Year End Overview

Identical Processing for all Release Levels

You can use one year end manual for the US and one for Canada. Whether your company is running eCMS or CMS for Release 3.4.3 / 3.7 / 4.0 / 4.1, the yearly processing is identical, merely the screen appearances will differ.

However, if you are running CMS 343 you might be more comfortable with the "green screen" documentation that mirrors the screens that you will encounter during processing. If this is the case, you may prefer to download **2018 CMS 343 Canadian Year-End Processing**. The equivalent U.S. guide is **2018 CMS 343 Year-End Processing for U.S**.

Overview Information: Year End Processes

The following information is provided as an overview of the year end processes for CMS and eCMS. We highly recommended you read the entire document as updates have been made. In addition to your usual backup, we recommend a backup of both CMSFIL and the application libraries before processing for Year End.

Note: In the table below, both the eCMS menu path and the CMS menu fast paths are included.

Application	eCMS Menu Path	CMS Menu Path	Description	REQ'D.	Notations
Accounts Payable					Please refer to "Accounts Payable Year End Preparation" on page 3-1.
Accounts Receivable	Accounts Receivable | Monthly	ARPMP/05	Clear Customer Master Annual	No	Clears the Year-to-Date fields in the Customer Master. To maintain YTD and Life- to-Date sales and cost data instead of month and YTD, clear the Month-to-Date only at year end and never clear the YTD field.
Equipment Accounting	Equipment Accounting | Monthly	EQPMP/03	Zero Fiscal Year Fields	Yes	Use this option at the end of your fiscal year to zero the current year depreciation fields. Important: This option must be executed prior to running depreciation calculations for the new year. The system will display a reminder when you select the "Calculate Depreciation" on the Monthly Processing Menu.
General Ledger	General Ledger | Annual	GLPMP/02	Preliminary Close	Yes	Executes a preliminary Year End Close and prints a General Ledger Year End Initialization Report showing all the accounts and the balances that will be carried forward as opening balances for the ensuing year.

Application	eCMS Menu Path	CMS Menu Path	Description	REQ'D.	Notations
General Ledger	General Ledger | Annual	GLPMP/03	Update Close	Yes	Deletes detail records if the tax and fiscal year are both closed (default controlled), updates the history file, zero the monthly debit and credit balances and sets up the General Ledger balances for the new year in the master file.
General Ledger	General Ledger | Annual	GLPMP/04	Zero YTD Fields Dept. Master	No	Zeros out the Year-to-Date regular and overtime hour and dollar fields in the Department Master. This file is accessed through the Payroll Maintenance | Department Master and is done either at the calendar or fiscal year end.
Order Processing	Order Processing| Monthly	ORPMP/01	Inventory Update	No*	Run each month and at year end. Clears the year-to-date and monthly fields or optionally clears only the monthly fields in the Item Balance file. The Month-to-Date values are rolled to the Year-to-Date fields and the Year-to-Date, when selected, are rolled to the Prior Year fields. * Warning: The monthly update must be run before any transactions are entered for the new month.
Order Processing	Order Processing| Monthly	ORPMP/04	Clear Sales Rep MTD Totals	No	Run each month and at year end. Clears the Sales Representatives Month-to- Date Totals. You may optionally choose to have the system run the Inventory Update at the same time.
Payroll	Payroll | Annual	PRPAP	Annual Processing	Yes	Please refer to "Payroll Year End Preparation" on page 5-1.

Installing eCMS 3.7 / 4.0 / 4.1 Year-End

The amount of available space is not an issue with the Year-End CMS/eCMS install. Space requirements for all other CMS/eCMS installations remain as stated in their documentation.

For eForms 3 users, this installation includes new eForms templates for T5018 and T4 templates. Please see "Restoring eForms Templates for Year End Forms" on page A-1.

Before you begin

- During this installation you will be asked to confirm that your system is using the correct WebSphere server Profile and Node. You will need this information the first time you install the Fix Pack in each environment.

- You must be signed on as QSECOFR to run this install. The installation will not start if you are logged on as a different user; even as a user with QSECOFR authority.

  Important: All users must be off the system prior to running the installation.

Starting the Install

1. Place the Install CD in the optical drive.
2. Sign on as QSECOFR.
3. Type **wrkobjlck<name of your database library>*lib** on a command line (do not include the <> brackets). For most of our customers, this will be "CMSFIL" for the production library and "CMSFILTST" for the test library.
4. Press **ENTER**.

```
MAIN                        IBM i Main Menu
                                                        System:   INSTLTST
 Select one of the following:

       1. User tasks
       2. Office tasks
       3. General system tasks
       4. Files, libraries, and folders
       5. Programming
       6. Communications
       7. Define or change the system
       8. Problem handling
       9. Display a menu
      10. Information Assistant options
      11. IBM i Access tasks

      90. Sign off

 Selection or command
 ===> wrkobjlck cmsfil370 *lib


 F3=Exit   F4=Prompt   F9=Retrieve   F12=Cancel   F13=Information Assistant
 F23=Set initial menu
 (C) COPYRIGHT IBM CORP. 1980, 2009.
```

```
                        Work with Object Locks
                                            System:    INSTLTST
Object . . . . . :   CMSFIL370          Type . . . . . . :   *LIB
   Library  . . :    QSYS               ASP device . . :    *SYSBAS


Type options, press Enter.
  4=End job   5=Work with job   8=Work with job locks


Opt    Job          User        Lock       Status       Scope      Thread
  _    AP_IMPORTP   ECMS        *SHRRD     HELD         *JOB
  _    LSTN16370    CGCOWNER    *SHRRD     HELD         *JOB
  _    LSTN17370    CGCOWNER    *SHRRD     HELD         *JOB
  _    RUN16370     CGCOWNER    *SHRRD     HELD         *JOB
  _    RUN16370     CGCOWNER    *SHRRD     HELD         *JOB
  _    RUN16370     CGCOWNER    *SHRRD     HELD         *JOB
  _    RUN17370     CGCOWNER    *SHRRD     HELD         *JOB
  _    RUN17370     CGCOWNER    *SHRRD     HELD         *JOB
  _    RUN17370     CGCOWNER    *SHRRD     HELD         *JOB
  _    WF_DIGESTP   ECMS        *SHRRD     HELD         *JOB


                                                              Bottom

  F3=Exit   F5=Refresh   F12=Cancel


                                                          10/003
```

Any jobs on this screen that start with QQF will need to be signed off or ended. You should leave the AP_, WF_, LSTN and Run jobs active.

Type **LODRUN OPT01** on a command line, where OPT01 is the optical drive name, and press **ENTER.**

```
MAIN                         System i Main Menu
                                                    System:    B1003A2D
Select one of the following:

       1. User tasks
       2. Office tasks
       3. General system tasks
       4. Files, libraries, and folders
       5. Programming
       6. Communications
       7. Define or change the system
       8. Problem handling
       9. Display a menu
      10. Information Assistant options
      11. System i Access tasks

      90. Sign off


Selection or command
===> lodrun opt01


F3=Exit   F4=Prompt   F9=Retrieve   F12=Cancel   F13=Information Assistant
F23=Set initial menu
(C) COPYRIGHT IBM CORP. 1980, 2007.


MA    a                                                    20/019
```
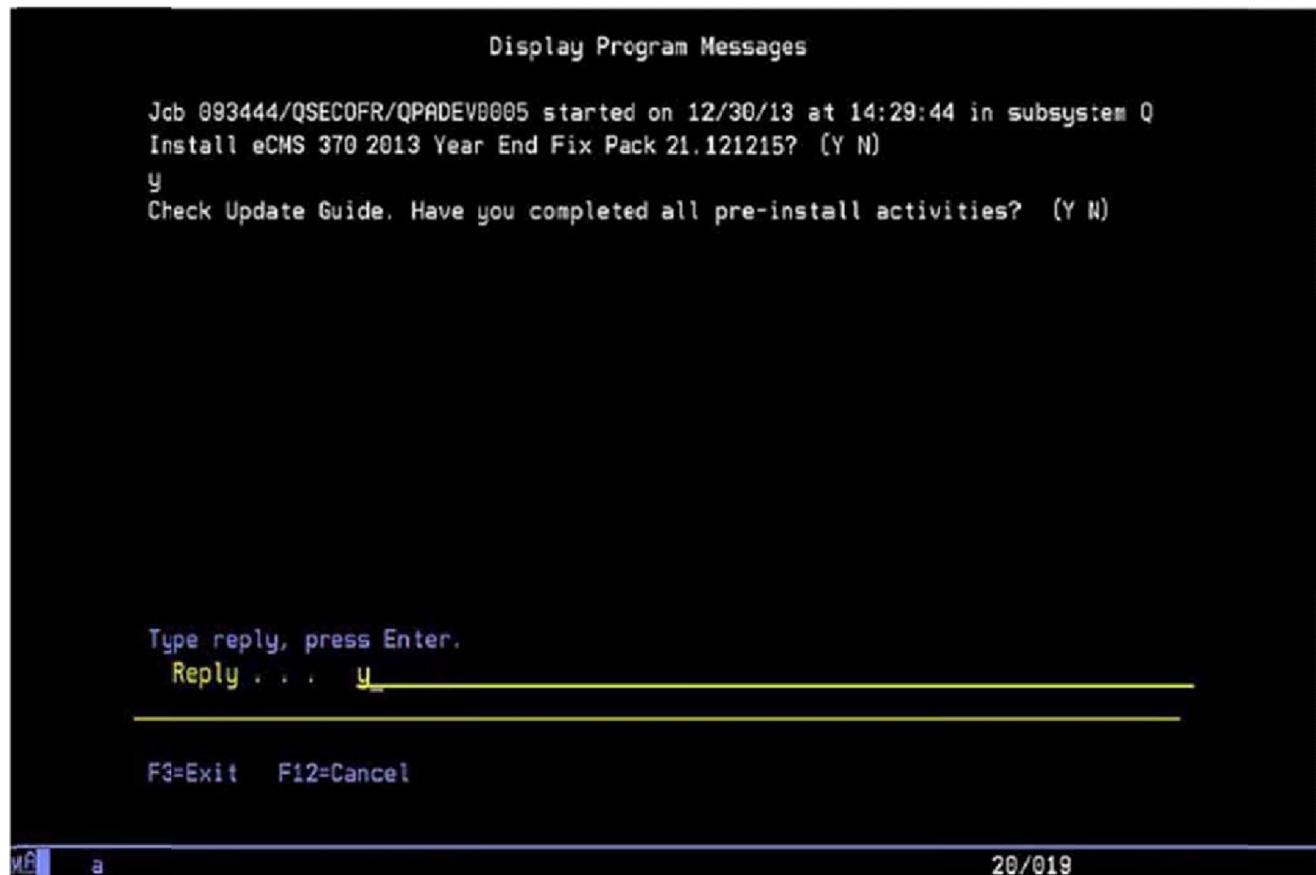
Program Messages 1

```
                        Display Program Messages


   Job 093444/QSECOFR/QPADEV0005 started on 12/30/13 at 14:29:44 in subsystem Q
   Install eCMS 370 2013 Year End Fix Pack 21.121215?  (Y N)
   y
   Check Update Guide. Have you completed all pre-install activities?  (Y N)















   Type reply, press Enter.
     Reply . . .   y_


   _____


   F3=Exit   F12=Cancel



   MA    a                                                        20/019
```

Please wait while the install objects are loaded and the CGCINST Library is restored. When this has finished, you will be prompted for responses to the following questions. We recommend you answer Y to both. Answering **N** to either question will terminate this installation.

"Install eCMS 370 2018 Year End Fix Pack [Y N]" - We assume you will enter **Y**.

"Check Update Guide Have you completed all pre-install activities? [Y N]" - You must ensure that no users are active in the environment (see pages 1-2 and 1-3). We highly recommend you have a current backup prior to running this install.

Enter **Y**.

CMS Environment Selection


```
Date: 12/30/13  RIR932      CMS Environment Selection        Time: 14.38.07

Installing: CMS YEAR END 2013
                              <----------Environment Libraries---------->
X  Environment  Release   Suffx  CMS Data   CMS Pgm    User Data  User Pgm

X  IT21        R370       350    CMSFIL370  CMSLIB370
      IT21 eCMS 370
x  IT11        R343 SP13         CMSFIL343  CMSLIB343
      IT11 - CMS 343                        INELIGIBLE: YE not supported
x  MC1         R370       350    CMSFIL     CMSLIB
      MC1 18001 370                         INELIGIBLE: YE not supported
x  QA14        R370       350    CMSFIL375  CMSLIB375
      QA14 eCMS 370                         INELIGIBLE: YE not supported




                                                              Bottom
F3=Exit  F5=Refresh

MA    a                                                       08/003
```

You should be familiar with the environments listed on the CMS Environment Selection screen, since they will be unique to your system.

Type an **X** next to the applicable environment and press **ENTER**.

Various installation parameters, pertaining to your selection, will display on the Environment Selection screen, and the Year-End Updates installation will begin.

Note: This installation may take 30-45 minutes to complete. The ⬛ symbols, located in the bottom-left corner of the screen, indicate the procedure is running. Status messages will appear periodically throughout the install, and there are also at least 6 times when the install will stop and prompt you to press ENTER. Before doing so, please allow these processes to run to completion.

Program Messages 2

```
                        Display Program Messages

Job 093444/QSECOFR/QPADEV0005 started on 12/30/13 at 14:29:44 in subsystem Q
Install eCMS 370 2013 Year End Fix Pack 21.121215?  (Y N)
y
Check Update Guide. Have you completed all pre-install activities?  (Y N)
y
Library CMSFIL370 not saved within 24 hours. I=Ignore, C=Cancel
i
Correct? (Y,N): WAS Profile=IT21, Node=INSTLTST_IT21, IP=10.1.2.35.
y
DEDICATED PROCESS: Ensure no active users in IT21        . G=Go, C=Cancel




Type reply, press Enter.
  Reply . . .  _____



F3=Exit   F12=Cancel
```

```
a                                                                    20/018
```

"Library (database library name> not saved within 24 hours. I=Ignore, C=Cancel" - Select **I** to ignore this message and proceed with the install, or **C** to cancel.

"Correct? (Y/N): WAS Profile=(profile name), Node=(node name), IP=10.1.2.35". Select **N** if either of these values do not provide a match. You will be prompted to enter the correct values.

"DEDICATED PROCESS: Ensure no active users in IT21. G=Go, C=Cancel."

Installation Process

The following is the first of 4 screens that will represent different aspects of the installation procedure. Each part may take several minutes to complete. The ☒ symbols, located in the bottom-left corner of the screen, indicate the procedure is running, and status messages will appear periodically throughout the install. When prompted to press **ENTER**, do not do so until the above symbols have been cleared from the screen.


```
2013/12/30 14:43:43 : Parameters: success - V7~IT21~INSTLTST_IT21~10.1.2.35 -
   10.1.2.35 - C37010Y01 - NOUSER
2013/12/30 14:43:43 : WAS Proifile Directory: /QIBM/UserData/WebSphere/AppSer
ver/V7/Express/profiles/IT21
2013/12/30 14:43:43 : Successfully Stopped an IBM Websphere Application Serve
r Profile : success
2013/12/30 14:43:43 : Clearing temp directory of IBM Websphere Application Se
rver Profile : success
2013/12/30 14:43:43 : Clearing wstemp directory of IBM Websphere Application
Server Profile : success
2013/12/30 14:43:43 : Successfully cleared temp and wstemp directories.
         :      600 - CHGDTAARA DTAARA(C37010Y01/RTNCDE *ALL) VALUE('1')
CPF1015:  Data area RTNCDE in C37010Y01 not found.
         :      800 - CRTDTAARA DTAARA(C37010Y01/RTNCDE) TYPE(*CHAR) LEN(1) VALU
E('1') TEXT('Install Manager Return code from WEB scripts')
CPC0904:  Data area RTNCDE created in library C37010Y01.
         :        - RETURN         /* RETURN due to end of CL program */
Press ENTER to end terminal session.


===>  _____


F3=Exit F4=End of File F6=Print F9=Retrieve F17=Top
F18=Bottom  F19=Left   F20=Right F21=User Window

MA     a                                                  20/007
```

Program Messages 3

```
                      Display Program Messages

Job 093444/QSECOFR/QPADEV0005 started on 12/30/13 at 14:29:44 in subsystem Q
Install eCMS 370 2013 Year End Fix Pack 21.121215?  (Y N)
y
Check Update Guide. Have you completed all pre-install activities?  (Y N)
y
Library CMSFIL370 not saved within 24 hours. I=Ignore, C=Cancel
i
Correct? (Y,N): WAS Profile=IT21, Node=INSTLTST_IT21, IP=10.1.2.35.
y
DEDICATED PROCESS: Ensure no active users in IT21       . G=Go, C=Cancel
g
SUCCESSFUL install of C37012Y21. Delete temporary objects? D=Delete, K=Keep
k
SUCCESS!  Year-end updates installed in CMS environment IT21. Press Enter to



Press Enter to continue.




F3=Exit   F12=Cancel

                                                          01/001
```

"SUCCESSFUL install of C37012Y21. Delete temporary objects" D=Delete, K=Keep". Click **K** (Keep). **"SUCCESS! Year-end updates installed in CMS environment IT21. Press Enter to continue"**. Press **ENTER** - The installation procedure has completed successfully.

If you receive any error messages, it will be necessary to access the Computer Guidance Corporation's Customer Support Website and open a support ticket.

Installing CMS Year-End

The amount of available space is not an issue with the Year-End eCMS install. Space requirements for all other CMS installations remain as stated in their documentation.

Prior to this appointment, the following files will work in CMS only.

ServicePack12-14	
PRP218FM	P/R Tax Table Maint
PRP441FM	P/R State Media
SYS504FM	Payroll Defaults

Before you begin

- You must be signed on as QSECOFR to run this install. The installation will not start if you are logged on as a different user; even as a user with QSECOFR authority.
  Important: All users must be off the system prior to running the installation.

Starting the Install

1. Place the Install CD in the optical drive.
2. Sign on as QSECOFR.
3. Type **LODRUN OPT01** on a command line, where OPT01 is the optical drive name, and press **ENTER**.

```
MAIN                        System i Main Menu
                                                    System:   B1003A2D

Select one of the following:

        1. User tasks
        2. Office tasks
        3. General system tasks
        4. Files, libraries, and folders
        5. Programming
        6. Communications
        7. Define or change the system
        8. Problem handling
        9. Display a menu
       10. Information Assistant options
       11. System i Access tasks

       90. Sign off

Selection or command
===> lodrun opt01


F3=Exit   F4=Prompt   F9=Retrieve   F12=Cancel   F13=Information Assistant
F23=Set initial menu
(C) COPYRIGHT IBM CORP. 1980, 2007.
                                                             20/019
```

Program Messages 1

```
                    Display Program Messages


Job 408157/QSECOFR/QPADEV000D started on 12/30/13 at 14:12:02 in subsystem Q
Irstall CMS 343 SP12-SP14 2013 Year End Fix Pack 21.121215? (Y N)
y
Check Update Guide. Have you completed all pre-install activities?  (Y N)


















Type reply, press Enter.
  Reply . . .   y_




F3=Exit   F12=Cancel
```
```
KA    a                                                              20/019
```

Please wait while the install objects are loaded and the CGCINST Library is restored. When this has finished, you will be prompted for responses to the following questions. We recommend you answer Y to both. Answering N to either question will terminate this installation.

"Install CMS 343 SP12 - SP14 2018 Year End Fix Pack [Y N]" - We assume you will enter **Y**.

"Check Update Guide. Have you completed all pre-install activities? [Y N]" - This install requires no pre-install activities, however we highly recommend you have a current backup prior to running this install. Enter **Y**.

CMS Environment Selection

You should be familiar with the environments listed on the CMS Environment Selection screen, since they will be unique to your system.

Type an **X** next to the applicable environment and press **ENTER**.

Various installation parameters, pertaining to your selection, will display on the Environment Selection screen, and the Year-End Updates installation will begin.

Note: This installation may take several minutes to complete. The ▨ ▨ symbols, located in the bottom-left corner of the screen, indicate the procedure is running, and status messages will appear periodically throughout the install. Please allow this process to run to completion.

Program Messages 2

The following screen will display after selecting an Environment and clicking **ENTER**.

```
                         Display Program Messages

  Job 408157/QSECOFR/QPADEV000D started on 12/30/13 at 14:12:02 in subsystem Q
  Install CMS 343 SP12-SP14 2013 Year End Fix Pack 21.121215?  (Y N)
  y
  Check Update Guide. Have you completed all pre-install activities?  (Y N)
  y
  Library CMSFIL343 not saved within 24 hours.  I=Ignore, C=Cancel




  Type reply, press Enter.
    Reply . . .   i


  F3=Exit   F12=Cancel
  Loading install objects for update C34313YO1.

MA    a X                                                    01/001
```

Select **I** to ignore this warning.

Program Messages 3

This screen will prompt you to delete or keep your temporary files. If the install was successful, you can choose to delete these files. Select to keep them if you have received a message on the screen that you would like to discuss with CGC.

```
                        Display Program Messages


  Job 408157/QSECOFR/QPADEV000D started on 12/30/13 at 14:12:02 in subsystem Q
  Install CMS 343 SP12-SP14 2013 Year End Fix Pack 21.121215?  (Y N)
  y
  Check Update Guide. Have you completed all pre-install activities?  (Y N)
  y
  Library CMSFIL343 not saved within 24 hours. I=Ignore, C=Cancel
  i
  SUCCESSFUL install of C343YEY21. Delete temporary objects? D=Delete, K=Keep








    Type reply, press Enter.
      Reply . . .


  F3=Exit   F12=Cancel


                                                         20/013
```

The following screen will display when the installation procedure has successfully completed.

```
                         Display Program Messages

    Jcb 408157/QSECOFR/QPADEV000D started on 12/30/13 at 14:12:02 in subsystem Q
    Install CMS 343 SP12-SP14 2013 Year End Fix Pack 21.121215? (Y N)
    y
    Check Update Guide. Have you completed all pre-install activities?  (Y N)
    y
    Library CMSFIL343 not saved within 24 hours. I=Ignore, C=Cancel
    i
    SUCCESSFUL install of C343YEY21. Delete temporary objects? D=Delete, K=Keep
    d
    SUCCESS!  Year-end updates installed in CMS environment IT11. Press Enter to




    Press Enter to continue.



    F3=Exit    F12=Cancel


                                                                    01/001
```

If you receive any error messages, it will be necessary to access the Computer Guidance Corporation's Customer Support Website and open a ticket.

Accounts Payable Year End Preparation

The following options are tasks that need to be completed in preparation for final year-end processing.

Year End Processing Preparation

Run T5018 Forms to get order count. See page 3-2 for more information.

Run T5018 Code Listing to verify Type Codes. See page 3-1 for more information.

Use T5018 Type Code maintenance option to maintain Type Codes. See page 3-2 for more information.

Use Vendor Master option for address, code, and proprietor name maintenance. See page 3-3 for more information.

Run T5018 Forms to verify accuracy of the amounts for each box. See page 4-1 for more information.

Run History Report by Vendor Number to get further detail on specific vendors. See page 3-6 for more information.

Use AP T5018 Code Maintenance to maintain T5018 codes for invoices. See page 3-7 for more information.

Year-end

Run Annual Vendor Report after last cheque run of the year (optional). This does not affect T5018 processing. See page 3-9 for more information.

Run Update Current Year vendor file (optional). This does not affect T5018 processing. See page 4-1 for more information.

Processing

Print T5018 Forms. See page 4-1 for more information.

T5018 Forms

The form to use is a preprinted, three up horizontal form with perforations. The form is provided by the Canadian Federal Government. For more information, see their Web site at:

```
http://www.ccra-adrc.ca.
```

T5018 Code Listing

```
Accounts Payable | Listings | 1099/T5018 Code Listing
```
Note: There are no options associated with this procedure. After clearing security this option runs automatically.

T5018 Type Codes

`Accounts Payable | Maintenance | 1099/T5018 Type Codes`

- The codes maintained here are used for all company and all divisions.
- Each code requires a description and T5018 Box number. Consult your CPA or tax department for the appropriate box numbers.

Note: For T5018 processing, the code "S" can be set up and used in both the vendor master and in the detail records.

T5018 Type Code Selection

1. Enter a **T5018 Code** to add or update, or click the prompt to select from a list of existing codes.
2. Click **OK** to display the 1099/T5018 Type Code Detail entry screen.

T5018 Type Code Detail

3. Enter or update the T5018 **Description**, T5018 **Box Number**, and **Form Type**.
4. Enter the **Type of Gross** if you select Form Type **B**.

Vendor Master Listing

The Vendor Master Listing is used to verify T5018 Codes and Vendor Names and Addresses. The Vendor Master Listing may be run alphabetically, numerically, or by Job.

```
Accounts Payable | Listings | Vendor Master - Alphabetic
```

Vendor Master

Use Vendor Master Maintenance for any necessary modifications to the Vendor Name, Proprietor Name, and T5018 Code.

```
Accounts Payable | Maintenance | Vendor Master
```

Vendor Master Selection

1. Accept the Company/Division used at login, or click the Division Number prompt to make new selections.
2. Enter a **Vendor Number**, or click the prompt to select from a list.
3. Click **OK**.

Vendor Master Detail - General tab

Note: On the CMS screen, the 1099 Code field will be on the left portion of the screen.

4. Edit Name, Address and 1099 Code.

- Adding or changing the 1099 Code here will not affect any existing invoices. To maintain 1099 codes for existing invoices, see "AP 1099 Code Maintenance" on page 3-10.

- State abbreviations will be used for the Federal/State combined media filing.

- DBA1 and DBA2 are 40 character fields each. These are new merge fields for 1099 eForms and are available to replace the Name and Proprietor Name fields. You will be required to manually make the form changes. It is not automatic. This is an all or nothing process. If you are replacing the merge field on the form then all of the names of the vendors must be populated in fields DBA1 and DBA2.

- New this year – On the first screen of the Vendor Master there is a new flag for FATCA indicator. When this is checked it populates the indicator on the 1099-MISC, 1099-DIV, and 1099_INT eForms and for electronic filing.

History Report by Vendor

The History Report by Vendor Number, on the Accounts Payable History Menu, provides more detail, and optionally includes universal vendors and non-universal vendors on one report.

Note: This report can be quite lengthy, even when you select it to run as Report Format = S (for Summary), as one line is required for each invoice.

```
Accounts Payable | History | History Report by Vendor Number
```

History Report by Vendor - Selection

AP T5018 Code Maintenance

This menu option is used to modify the T5018 Code embedded in data on a fully or partially paid invoice. The codes are initially set up through the T5018 Type Codes option in File Maintenance. These can be changed by specific vendor and pay select number, or by vendor/cheque date range.

```
Accounts Payable | Maintenance | AP 1099/T5018 Code Maint.
```

AP T5018 Code Selection

Changing a Vendor by Pay Select Number

1. **Vendor Number** - Enter a valid Vendor number, or click the prompt to select from a list.
2. **Pay Select Number** - Enter a valid **Pay Select Number**, or click the prompt to select from a list.
3. Click **OK** to advance to the next screen.

Note: To proceed to the next screen, put a Vendor Number, and a Pay Select Number, however leave the **From Check Date** and **To Check Date** fields blank, or you will proceed to the "Changing a Vendor to a Specific T5018 Code screen" (see page 3-9).

Change by Vendor/Pay Selection

4. Enter the correct T5018 Code in the new field or click the prompt to select from a list. Click OK to accept. The system will accept blank entry in this field.

Changing a Vendor to a SpecificT5018Code

Change by Vendor to Specific T5018 Code Selection

1. **Vendor** - Enter a valid Vendor Number, or click the prompt to select from a list.
2. **Pay Select Number** - Leave blank.
3. **From Code** / **To Code** - This is used to change the T5018 Code from one code to another or from no code (Blank) to a specific T5018 Code. It is required that any code used is first setup in the T5018 type codes.

    The **From Code** is the code that is currently in the file. To change from a blank code to another code, leave the From Code blank. The **To Code** is what you are changing it to.
4. **From Check Date** / **To Check Date** is a mandatory entry, used for invoices that are either partially or fully paid. If the Pay Select field is left blank, all codes will be changed for all partially or fully paid invoices within the specified date range.

    The **Vendor Name** and **Address** will display on the screen for verification after you click **OK**.
5. Click OK again to accept the change.

    Click **Exit** to cancel the change and return to the Main Menu.

    Click **Previous** to cancel the change and to return to the previous screen. If you click **Exit** or **Previous**, the T5018 Codes will not be changed.

Print Annual Vendor Report

This report displays summarized financial activity for each vendor. It is used to determine whether a T5018 is necessary.

Note: After clearing security, this report run automatically and has no selections

3.7 Menu Path: Accounts Payable | Monthly/Yearly Processing | Yearly Processing | Annual Vendor Report

4.0 / 4.1 Menu Path: Accounts Payable | Annual | Annual Vendor Report

Accounts Payable Year End Processing

Update Current Year Vendor File

3.7.0 Menu Path: Accounts Payable | Monthly/Yearly Processing | Yearly Processing | Update Current Year Vendor File

4.0.0 Menu Path: Accounts Payable | Annual | Update Current Year Vendor File

Accounts Payable Year End Processing is completed after running the Cash Disbursements Update for the last cheque run of current year, and prior to the first cheque run of the new year.

The "Update Current Year Vendor File" on the Annual Processing Menu is discretionary and does not affect your T5018 processing. There are no selections associated with this option, and it runs automatically.

The program moves the Vendor current Year-to Date amounts to the prior year fields, and zeros the amounts in the current Year-to-Date fields. These fields are viewed in Vendor Maintenance and Vendor Inquiry.

Important: If you ran this option in error, you can reset the current Year-to Date amounts by running the Vendor YTD option (see below).

Vendor YTD

3.7 Menu Path: System Administration | File Utilities | Calculate Balances | Vendor YTD

4.0 / 4.1 Menu Path: Admin | Calculate Balances | Vendor YTD

The Vendor YTD menu option is used to recalculate the Year-To-Date amount paid to vendors. Be sure that all users are out of the eCMS applications that use the Vendor Master. The system will use the Check History file to recalculate the Year-To-Date amounts. The Vendor Master will be updated with these recalculated amounts.

T5018 Forms Magnetic Media & XML

3.7 Menu Path: Accounts Payable | Monthly/Yearly Processing | Yearly Processing | Canadian T4 Forms/XML

4.0 / 4.1 Menu Path: Accounts Payable | Annual | Canadian T4 Forms/XML

You can print the T5018 forms and create the magnetic media for one Company/Division, or one Company/All Divisions, or All Companies/All Divisions.

One spool file per selection is created even if multiple companies/divisions are requested.

The program does not combine the values of Universal Vendors for Companies/Divisions with common Business Numbers for T5018s.

Print T5018 Forms Selection

You can combine All Companies/All Divisions for Magnetic Media under one Transmitter. This creates a record for each Company/Division indicating their individual Business Number.

To Print Forms

1. Enter the year to process.
2. Enter the lowest amount required for T5018 reporting.
3. Run in batch, or in interactive mode.
4. Create Magnetic Media file flag must be set to N. All other fields should be left blank to print T5018 form.

To Create T5018 Magnetic Media

1. Enter the year to process.
2. Enter the lowest amount required for T5018 reporting.
3. Run in batch, or in interactive mode.
4. Set the Create Magnetic Media file to Y.
5. Enter Transmitter Number (8-digit field).
6. Enter Technical Contact Name and Phone Number.
7. Select Language of Communication (E for English or F for French).

Note: This process creates a file called APPT5018. For more information on transferring files, see "Reviewing the XML document on the Power 7" on page 4-3.

If processing an Electronic file using All Company/All Division security, then Transmitter Co/Div must be entered.

Reviewing the XML document on the Power 7

1. From a Power 7 command line, type and enter the following command: WRKLNK T5018.

```
                        Work with Object Links

    Directory . . . . :   /

    Type options, press Enter.
      2=Edit   3=Copy   4=Remove   5=Display   7=Rename   8=Display attributes
      11=Change current directory ...

    Opt   Object link          Type     Attribute    Text
    5_    T5018                DIR

                                                                  Bottom
    Parameters or command
    ===> _____
    F3=Exit   F4=Prompt   F5=Refresh   F9=Retrieve   F12=Cancel   F17=Position to
    F22=Display entire field         F23=More options
MA    a                                                       10/003
```

2. Enter 5 on the Opt line and press ENTER to display directory contents.

```
                        Work with Object Links

      Directory . . . . :   /T5018


      Type options, press Enter.
        2=Edit   3=Copy   4=Remove   5=Display   7=Rename   8=Display attributes
        11=Change current directory ...


      Opt   Object link         Type    Attribute   Text
        __    t520110325172539.x >   STMF
        __    t520110328092943.x >   STMF
        __    t520110425162410.x >   STMF
        __    t520110425162557.x >   STMF
        __    t520110425163020.x >   STMF
        __    t520110425163137.x >   STMF
        __    t520110425163315.x >   STMF
        __    t520110425163800.x >   STMF
        5     t520110425164915.x >   STMF
                                                                More...
      Parameters or command
      ===> _____
      F3=Exit   F4=Prompt   F5=Refresh   F9=Retrieve   F12=Cancel   F17=Position to
      F22=Display entire field        F23=More options

   MA    a                                                    18/003
```

Note: The generated XML Document begins with the prefix "t" followed by the time and date the file was created, in hh:mm:ss:mm:dd:yy format. **Each time T5018 is generated, a new file is created**.

3. Display the file for review by entering another 5 on the Opt line. Review the file for accuracy. From this screen T5018 Forms Magnetic Media & XML you can also chose to edit the file by typing a 2 next to the file name on the Opt line.

4. After you have verified the accuracy of the XML file, you can save the document to your desktop. The XML Document can then be edited or, if desired, e-mailed.

Retrieving the XML document on your PC
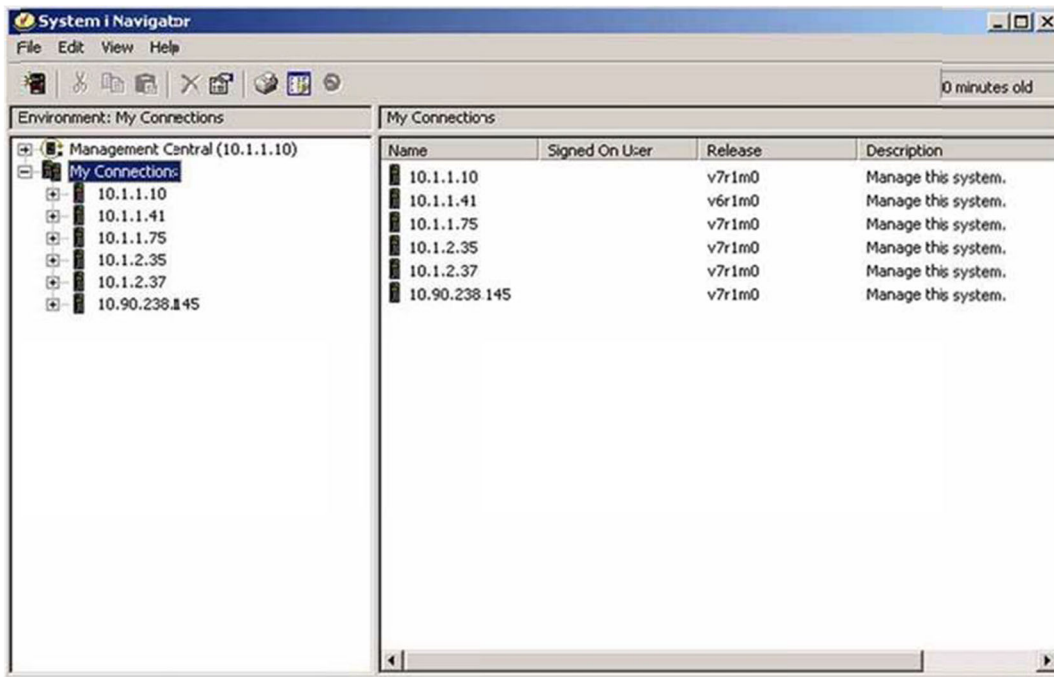
1. Open the Power 7 Navigator.

2. Click the **+** next to your Power 7 system to expand the selection.
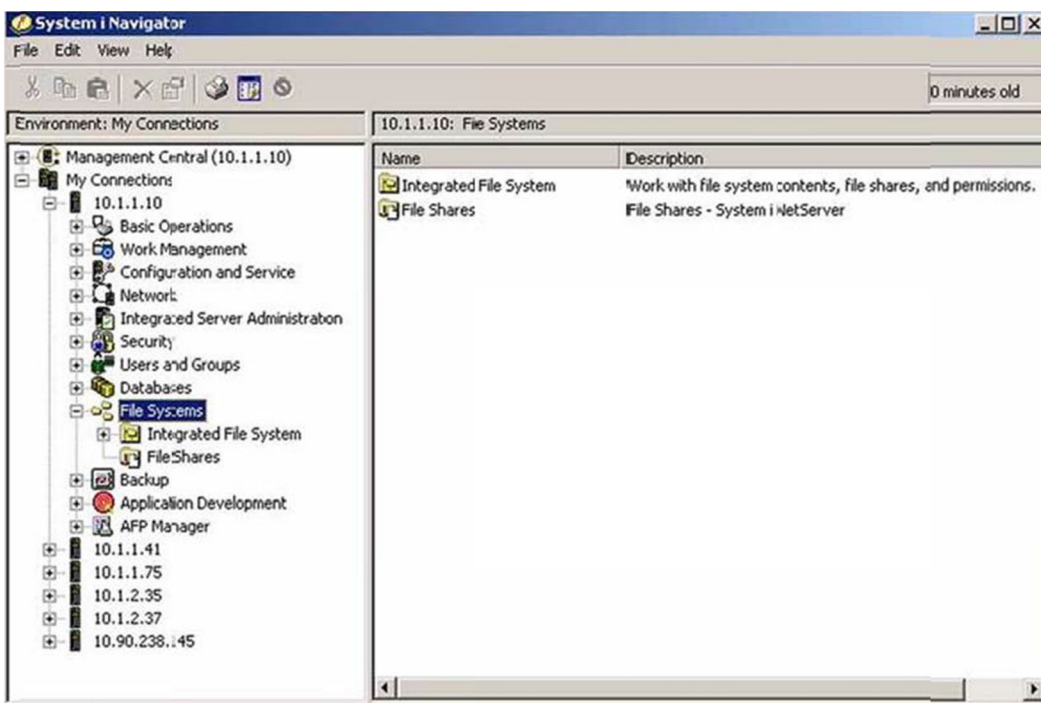
3. Click **File Systems**.
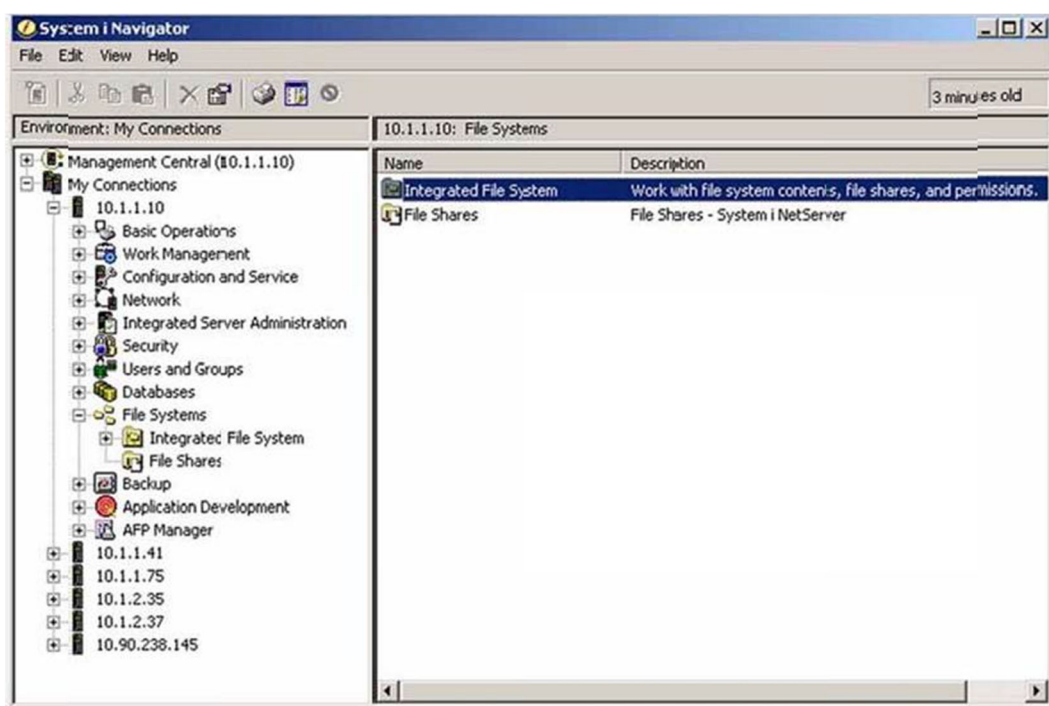
4. In the right-hand pane, double-click **Integrated File System**.
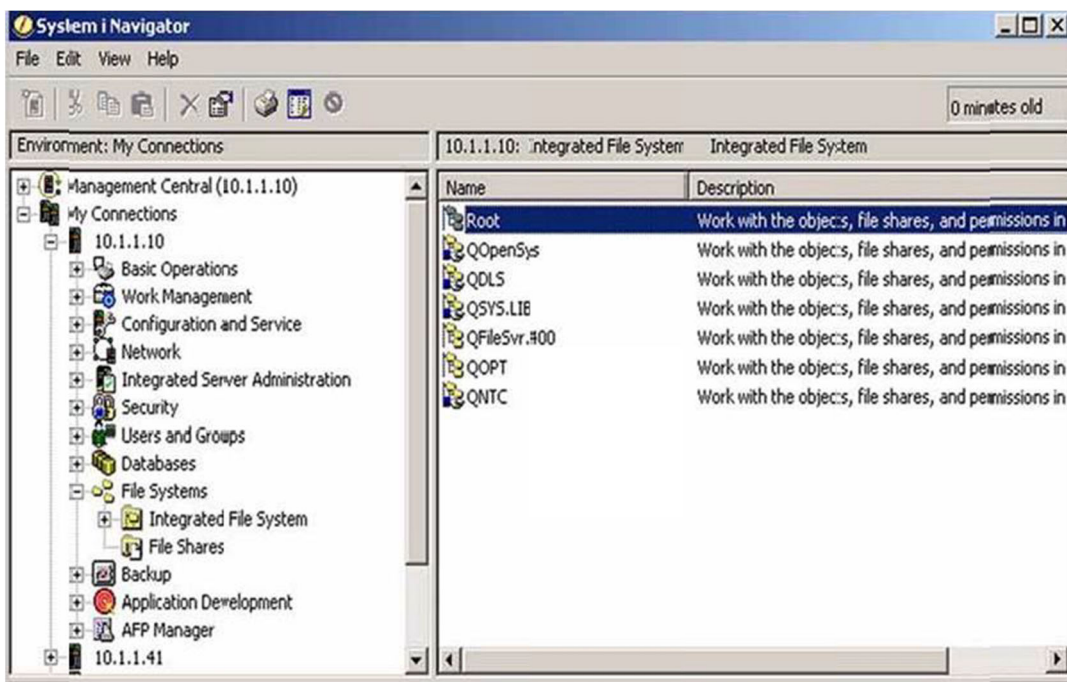
5. In the right-hand pane, double-click **Root**.
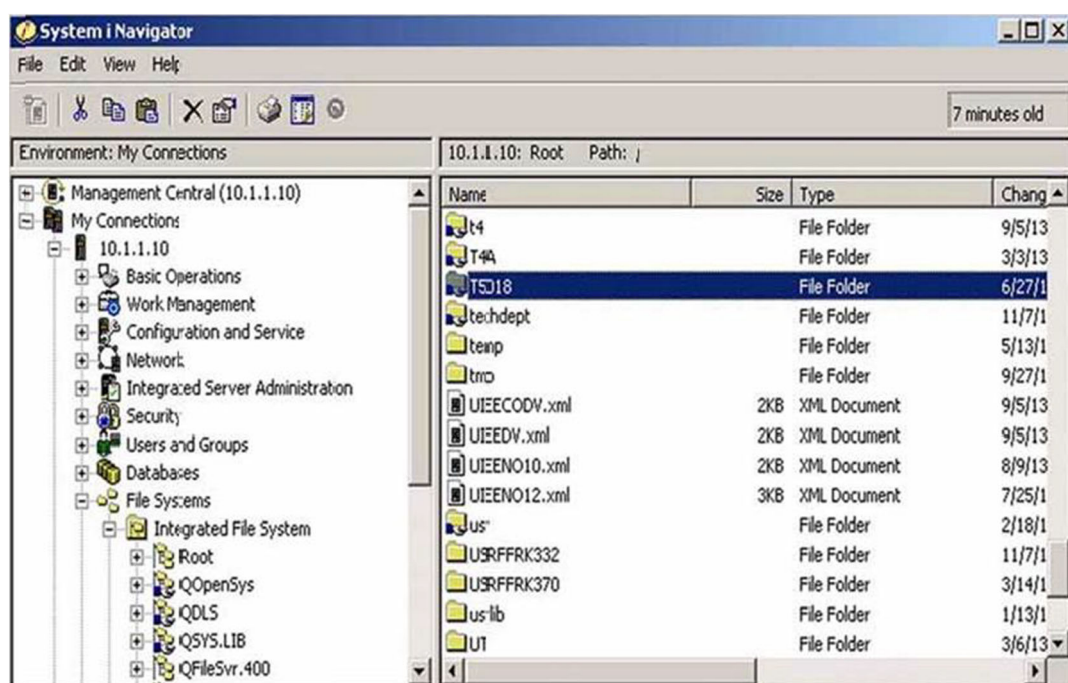
6. In the right-hand pane, double-click the **T5018** folder to display the XML files.
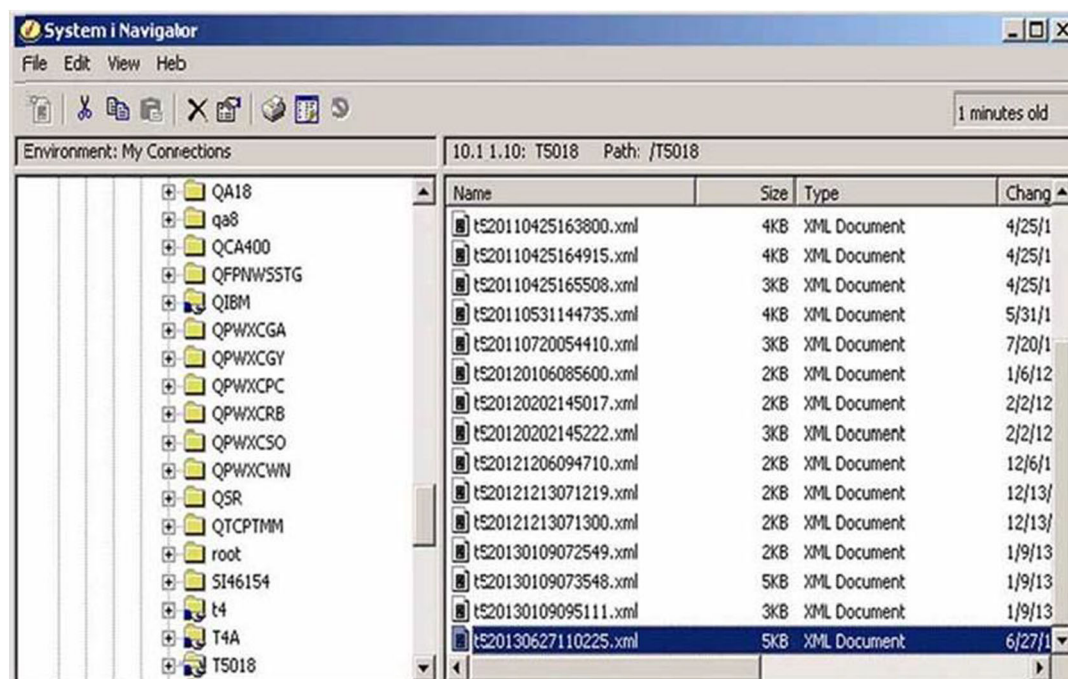
The generated XML document begins with the prefix "t" followed by the time and date the file was created, in hh:mm:ss:mm:dd:yy format. A new file is created each time a T5018 is generated.

E-mailing the XML document

You may now either drag or copy the document to your desktop, and attach it in an e-mail.

Editing the XML document

After you have copied the document to your desktop, you can open it (or edit it if needed) using Notepad. Right-click the file, and select **Edit with Notepad**. Make changes as needed, and save the file.

Payroll Year EndPreparation

The following options are tasks that need to be completed in preparation for final year-end processing.

Year End Process Prior To New Year Payroll And Before T4 Processing For Current Year

Print Distribution Master File Listing to verify T4 Box assignments and Zero To Date Amount flags. See page 5-2 for more information.

Print Employee Listing, Employee Name Only = Y, to verify employee name setup. See page 5-3 for more information.

Run the "Sick/Vacation Available" Listing.

Run the "Prepare Year End Files for T4" Option after the last payroll for T4 reporting year. See page 6-1 for more information.

Update Employment Insurance rates, update CPP/QPP rates, Copy and Update the Tax tables with any new rates if necessary. See page 6-9 for more information.

Begin Processing Payroll for new payroll year.

T4 Processing

Print T4 Register and Verify Information. See page 7-1 for more information.

T4 Box Maintenance for Z box. See page 7-7 for more information.

Print T4 Forms for provinces. See page 7-9 for more information.

Review the T4 XML document on the Power 7. See page 7-13 for more information.

Retrieve the T4 XML document using your PC. See page 7-15 for more information.

Email or Edit the XML document. See page 7-17 for more information.

Payroll T4 Boxes

Record	Description	T4 Boxes -	T4 Boxes-
S or Q	Province Income	22	14
F	Federal	22	14
E	Canada Employee Pension Plan	16	26
E	Canada Employee Pension Plan	17	26
T	Employee's EI Premium	18	24
U	Registered Pension Plan Contributions	20	28

Note: Boxes 20, 44, 50 and 52 will only print amounts on the Employee's home province T4. The home province is determined by the home province setup in the Employee Master.

Distribution Master

Payroll Canadian | Listings | Distribution Master

File Listing Selection

Print the Distribution Master for **T4 Box** and **Zero to Date Amount** verification.

Verify the Employee Master Information

`Payroll Canadian | Listings | Employee Master`

Employee Master List Selection

Run Employee Listing (**Employee Name Only** set to **Y**) to verify employee names are entered correctly in the First, Middle and Last name fields of the Employee Master. This procedure generates a spool file containing employee Names and Employment Identification numbers.

Prepare Year End Files - For Test Purposes Only

`Payroll Canadian | Annual | Prepare Year End Files for T4's`
This procedure is not mandatory and should be used only to verify your T4 Register.

Prepare Year End Files Selection

Creating test SYY

Creating test SYY files allows you to run the T4 Register for verification purposes. This process also allows you to run the T4 Forms to verify how many forms to order without interfering with manual payroll processing. The system will use these test files rather than using the live SYS files listed in the following tables:

All Releases		Canadian Processing only	
SYYCNC	Company Defaults-Company name and address.	SYYTEI	Employer EI Tax File
SYYPRS	Payroll System files-FICA and EIC limits.	SYYSTM	Province Master
SYYPRD	Payroll Defaults- EIN and PR defaults.		
3			

eCMS v. 3.7 / 4.0 / 4.1		Canadian 3.7 / 4.0 / 4.1 Processing Only	
SYYTCNC	Company Defaults-Company name and address.	SYYTTEI	Employer EI Tax File
SYYTPRS	Payroll System files-FICA and EIC limits.	SYYTSTM	Province Master
SYYTPRD	Payroll Defaults-EIN and PR defaults.	SYYTMST	Employee Master

To Create test SYY files

1. The **Zero YTD Amounts** field MUST be set to **N**. This creates the SYY test files.

2. After completing your review of the T4 Register and the T4 Forms you MUST delete the SYY TEST files prior to running the final Prepare Year End.

   Important: Do NOT delete SYY files that have a year as part of the file name (for example: SYYCNC12, SYYPRD12, SYYPRS12).

Deleting test SYY files

To Delete test SYY files:

1. From a CMS command line type the following command:

   ```
   WRKOBJ SYY*
   ```

2. Click OK.

3. Type 4 on the OPT line next to SYY files.

4. Click OK to delete the files.

5. See "T4 Year End Processing" on page 7-1 for the final processing procedures.

   Important: If these procedures are not performed for test purposes, then when processing the T4 Register or T4 Forms you must set the field, **Use Current Year Defaults**, to **Y**. Also note that you may receive an error if someone else is also using the SYS files.

Payroll Year End Processing

Prepare Year End Files for T4

Payroll Canadian | Annual | Prepare Year End Files for T4's

Prepare Year End Files Selection

Note: This is a dedicated procedure and requires All Companies/All Divisions and Executive Security.

1. Enter the year to be processed in the **W2/T4 Year** field (the T4 reporting year).

2. For the **Zero Y D Amounts** field:

   N   Does not change anything. Should be set to "N" for testing purposes. See "Prepare Year End Files - For Test Purposes Only" on page 5-4.

   Y   Will do all of the following.

   • The system clears the year-to-date balances in the Employee Deduction records as well as the Human Resource Benefit/Deduction records. The To-Date Amounts are zeroed out for the Distribution Master records (H and M records) that have their Zero To-Date Amount field set to Y. Refer to the following selections or further information:

      "Verifying " Zero to Date" and T4/RL-1 information" on page 6-3.

      "Employee Benefit/Deduction Enrollment" on page 6-6.

- The system calculates the Vacation/Sick Leave Carry Over Hours for all companies and divisions only if Vacation/Sick is set to default 1 (Calendar Year) in the Human Resources Defaults. If the default is set to 2 (Employee's Anniversary), no calculation is performed.
- Creates the SYY Files.

  If you are using eCMS 3.4.3, the Year End Prep procedure will create the 5 SYY files listed in the first table shown below. It will create all 10 of the SYY files listed in both tables for eCMS versions 3.7 / 4.0 / 4.1.

All Releases		Canadian Processing only	
SYYCNC	Company Defaults-Company name and address.	SYYTEI	Employer EI Tax File
SYYPRS	Payroll System files-FICA and EIC limits.	SYYSTM	Province Master
SYYPRD	Payroll Defaults-EIN and PR defaults.		
3			

eCMS v. 3.7 / 4.0 / 4.1		Canadian 3.7 / 4.0 / 4.1 Processing Only	
SYYTCNC	Company Defaults-Company name and address.	SYYTTEI	Employer EI Tax File
SYYTPRS	Payroll System files-FICA and EIC limits.	SYYTSTM	Province Master
SYYTPRD	Payroll Defaults-EIN and PR defaults.	SYYTMST	Employee Master

Important: This is created for All Companies, allowing the ability to change defaults for the new year payroll processing prior to processing T4s.

Save T4 Files
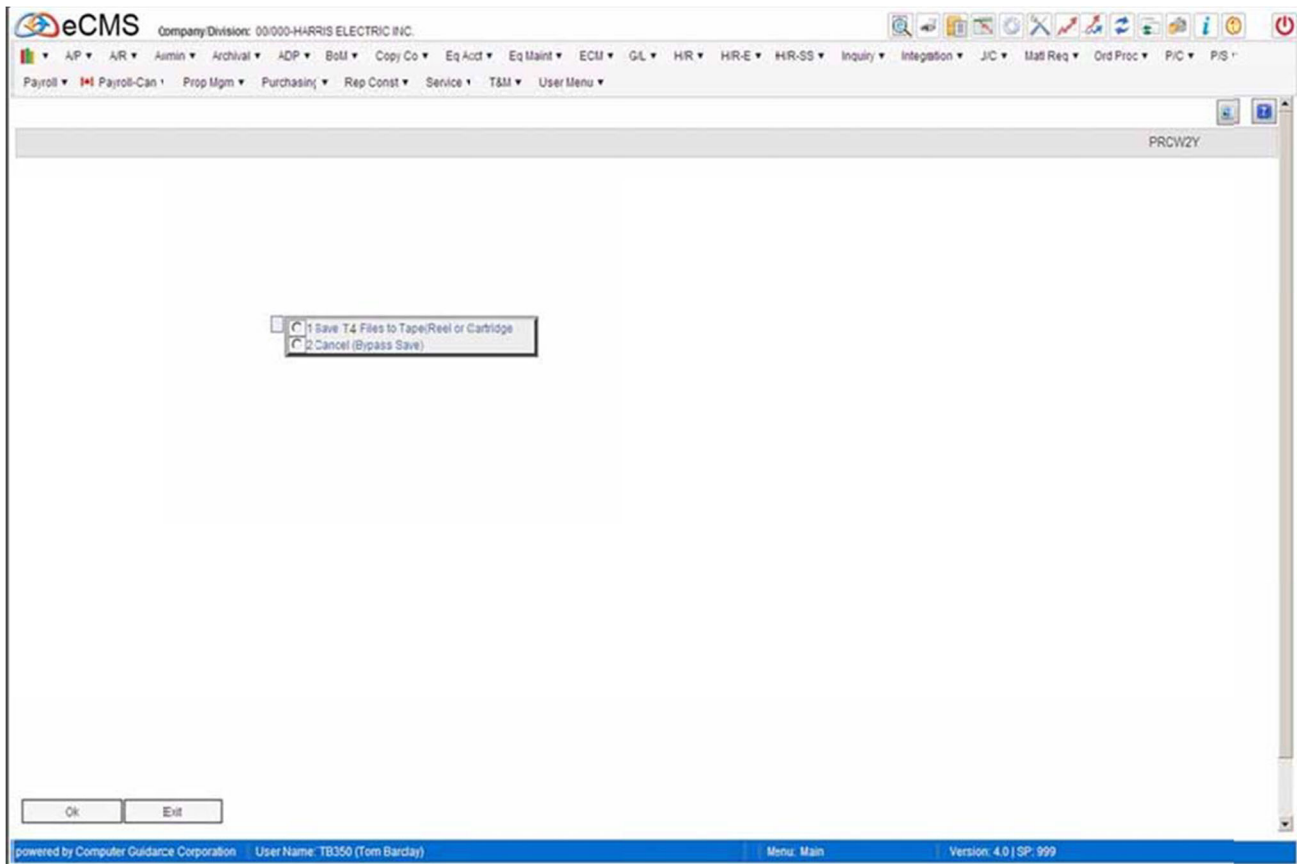
This screen displays after the SYY files have been created

Select **2 Cancel (Bypass Save)**. The SYY files will remain in CMSFIL and are included in any CMSFIL Backup.

Verifying "Zero to Date" andT4/RL-1information

`Payroll Canadian | Maintenance 1 | Distribution Master`

The Distribution Master for all **M** and **H** records needs to be verified to make sure that the Zero to Date field is set correctly and the T4/RL-1 boxes are correct.

Distribution Master Selection - 3.4.3

`Payroll Canadian | File Maintenance | Distribution Master`

This screen is a 343 screen shown to display the year-end boxes option.

Access the Year-End Box Maintenance screen by returning to the Distribution Maintenance screen #1 and clicking the **YEAR-END-BOXES** button, located at the bottom of the screen.

Distribution Master Selection

These screens will be a bit different for 3.7 / 4.0 / 4.1. In both cases, **M** records require a **Date**.

3.7 - Enter the selection criteria for the M or H record you wish to verify, or enter either in the Distribution Code field and click the Distribution Number prompt to select from a list. Click **OK**.

4.0 / 4.1 - Click the Distribution Code drop-down and make a selection from the list. On the next screen, click the Distribution Number prompt and make a selection from the list. Click **OK**.

Distribution Master Detail

The **Zero to Date** option works in conjunction with the **Zero YTD amounts Y/N** field on the <u>"Prepare Year End Files for T4"</u> (see page 6-1).

Select this option to zero To-Date amounts during Year-End preparation.

Verify T4/RL-1 information

Payroll Canadian | Annual | T4 Box Assignment

T4/RL-1 Box Assignment Selection

Scroll through the records to verify the **T4** and **RL-1** box information is correct. When adding new records certain fields are promptable. When adding Union records, it is important to prompt on the **Union Number** to associate it with the correct Distribution number.

Employee Benefit/Deduction Enrollment

Human Resources | Maintenance | Personnel Data

Personnel Data Selection

1. Enter a **Social Security Number**, or click the prompt to select from a list.
2. Click the **Employee Data** tab to open the **General 1** tab of the Employee Data screens.
3. Click the **Benefit/Deduction** tab.

Benefit/Deduction   Enrollment

- **Year-to-Date** amounts are zeroed when Prepare Year End files is run with the **Zero YTD Amounts** field set to **Y**. See "Prepare Year End Files for T4" (see page 6-1).

- **To-Date** amounts are zeroed when the **Zero to Date amount** field (in the Distribution Master) is set to **Y** and the **Zero Amounts YTD** field in Prepare Year End Files is also set to **Y**.

Update Employment Insurance Rates

This procedure is used to create or modify the contribution percentages, and earnings and tax limits, for various types of Employment Insurance and Personal Injury Protection Plan deductions for each Province. When necessary, EI Rates should be updated prior to processing the first payroll of the new year.

3.7   Menu Path: Payroll Canadian | File Maintenance | Additional File
          Maintenance | Employment Insurance Tax

4.0 / 4.1 Menu Path: Payroll Canadian | Maintenance 2 | Employment Insurance Tax

Employment Insurance Tax Selection

Province

Entering a Province number is required only for Quebec. All other Provinces can leave this field at the default, 000, and set up Employment Insurance by Business Suffix. If you wish to set up Employment Insurance by Province and Business Suffix, enter those values and click OK. In the future, this combination will be available from the prompt.

Business Suffix

Payroll reporting must include the Employer's Business Number and 4 digit suffix. The entry, **0000**, is not a valid Business Suffix.

To add a Business Suffix, enter a new number. To edit an existing Business Suffix, click the prompt and select from the list.

Employment Insurance Tax Detail

This detail screen is used to specify the Employment Insurance description, the Employee contribution percentage, the Employer's factor of the Employee contribution, and the Employee earnings and tax limits that are to be contributed towards the EI taxes.

The **PPIP** fields are provided for use by Quebec, and entry is not required by other Provinces.

Description

Enter a description of the business suffix employment tax record.

Employee Percent

Enter the percentage to be contributed by the Employee for the purpose of Employment Insurance.

Employee Tax Limit

Enter the tax limit to which Employees will be subject to Employment Insurance.

Employee Earnings Limit

Enter the upper earnings limit to which Employees will be subject to Employment Insurance.

Employer Factor

Enter the Employer Factor that will be applied to the Employee percentage to determine the Employer's Employment Insurance contribution.

Default

Y For Provinces other than Quebec: This record will be used to determine Employment Insurance Tax for Employees whose Master record does not specify a Business Suffix.

For Quebec: This record will be used to determine Employment Insurance Tax, for Employees whose Master record does not specify a Business Suffix, ONLY if the Master record's Province **Tax Code** is set to 890.

Update CPP/QPP Rates

Update CPP/QPP rates (if necessary) prior to processing the first payroll of the new year.

`Payroll Canadian | Maintenance 1 | Province Master`

Copy CanadianTax Tables

This option is a required step for year-end payroll. You cannot process payrolls for the upcoming year until you perform this step.

This step copies tax tables from one year, to a future year date. After you copy the tax tables for the new year, you can make any necessary adjustments through the Payroll Canadian | Maintenance 1 | Tax Table option.

The payroll programs search for tax tables dated with the year that matches your system year and uses the most current record available to copy your current year tax record.

When you select this option and clear security, the copy tax table selection screen displays.

Note: You must have Executive Security to use this option. Attempts to access this option without Executive Security will generate an error message.

```
Payroll Canadian | Annual | Copy Canadian Tax Tables
```

Copy Tax Tables Selection

Province

Enter the number of the Province whose tax tables you wish to copy, or click the prompt to select from a list. Enter 999 to copy tax tables from all Provinces. Enter 000 to copy the Federal tax tables.

To Month/Year

Enter the Month and Year for the new tax tables. These entries will populate the Month and Year fields in all of the new tax tables.

Update Tax Tables

This procedure is used to update, add, or delete Federal, Provincial and Local Tax tables. A tax table must be entered for each:

- Taxing Authority (Federal, Province, or Local)
- Any other type of table specified by the Province or Local entity.
  ```
  Payroll Canadian | Maintenance 1 | Tax Table
  ```

Tax Table Selection

Type

Click the prompt and select one of the following from the drop-down list to indicate the type of Taxing Entity to be used.

- **F** Federal
- **S** Province
- **L** Local (city or county)

Province/Territory

Enter a valid code for this Province, Territory, or Local taxing authority. Click the prompt to select from a list. Refer to the Computer Guidance Corporation list of Province codes. Enter "000" for the Federal Tax Table.

Month/Year

These entries will determine the effective date of this Tax Table. The actual date will be the first day of the Month entered. These entries make it possible to set up tax tables in advance.

You must run the **Copy Canadian Tax Tables** option on the Payroll Canadian | Annual menu as one of the required steps at year-end. You cannot process payroll for the ensuing year until you perform this step. See

Tax TableDetail Federal

Description

Enter the Province/Territory to which this table applies.

Wage Limit Amount and Percent

Enter each of the Wage Amount Limits and Percentages from the Federal Tax Form Guide.

Each table consists of up to 20 combinations of limits and percentages (ten on each of two screens). Enter the upper limit and the tax percentage for each earnings bracket.

The final Tax Wage Limit entered must be 999999999. The system will issue the following message if 999999999 does not occupy the final Wage Limit field:

```
MUST HAVE ALL 9'S LIMIT
```

Constant Amount

Enter the Constant Amount for this earnings bracket.

Tax Table Detail - Federal Employment Credit

Employment Credit Amount

  Enter the amount of Employment Credit.

Tax Table Detail - Provincial

Description

Enter the Province/Territory to which this table applies.

Wage Limit Amount and Percent

Enter each of the Wage Amount Limits and Constant Percentages from the Province Tax Form Guides.

Each table consists of up to 20 combinations of limits and percentages (ten on each of two screens). Enter the upper limit and the tax percentage for each earnings bracket.

The final Tax Wage Limit entered must be 999999999. The system will issue the following message if 999999999 does not occupy the final Wage Limit field:

```
MUST HAVE ALL 9'S LIMIT
```

Constant Amount

Enter the Constant Amount for this earnings bracket.

Optional Values Detail - Provincial

This screen will display only when you are entering data for Ontario.

Weekly/Bi-Weekly

These fields are not currently being used.

If applicable to the Province, enter values for the following fields.

Surtax (V1)

This tax will be multiplied by the amount entered as the percent (Pct field), and the resulting value will be added to the tax.

Limit Enter the dollar limit upon which surtax is calculated.

Percent Enter the percentage of the surtax to be added to the federal tax calculation.

% of Tax Enter the percent of tax for the tax calculation.

Tax Reduction Amount/Percent/Limit (S)

Enter the Tax Reduction Amount, Percent, and Limit for this Tax Table.

Tax Abatement Percent

Enter the Percentage by which Federal Taxes will be reduced.

Employment Credit Amount

Enter the amount of Employment Credit.

Flat Tax %

Enter the percentage that will be applied to earnings when determining the Flat Tax.

Optional Values Provincial Health Premium

Limit/Percent/Maximum Tax

Enter the Provincial Health Premium Limit, Percent and Maximum Tax for this Tax Table. Update Provincial Tax Tables with any new tax rates prior to processing the first payroll of the new year.

Optional General LedgerProcessing

Zero YTD Fields - Department Master menu

You can use this procedure to zero-out the year-to-date regular and overtime hour and dollar fields in the Department Master.

3.7: General Ledger | Monthly/Annual Processing | Zero Ytd Fields – Dept Master

4.0 / 4.1: General Ledger | Annual | Zero Ytd Fields Dept Master

This option operates independently of the General Ledger Year End Close to allow departments to report on their own yearend. Each department should run this option immediately after their yearend and before any subsequent payroll is run in order to properly reflect the department figures for the payroll reports.

You can run this option after the end of your T4 reporting year, or at the end of your fiscal year.

Department Master YTD Menu

Payroll Canadian | Maintenance 1 | Department Master – YTD

This menu option is provided to update, or delete, the Department Master - YTD Regular and Overtime Hours, and Dollars of labor cost, charged to this department. This file is updated by the Payroll application during the Payroll Update process. These records will print on the Department Master Listing. Year-To-Date Hours/Dollars fields can be cleared by running the Zero YTD Fields - Department Master procedure in General Ledger Maintenance.

Department Master YTD Selection

Company/Division Number

Accept the Company/Division used at login, or click the Division Number prompt to make new selections from a list.

Department Number

Enter a valid Department Number, or click the prompt to select from a list.

Department Master YTD Detail

Regular Hours

Enter or update the YTD Regular hours worked in the Department.

Overtime Hours/Other Hours

Enter or update the YTD Overtime and Other hours worked in the Department.

Regular Dollars

Enter or update the YTD cost of Regular wages for this Department.

Overtime Dollars/Other Dollars

Enter or update the YTD cost of Overtime and Other wages for this Department.

Miscellaneous Dollars

Enter or update the Taxable and Non-taxable adjustments for this Department

Year End Processing Steps -- Recap

- "Prepare Year End Files for T4" (see page 6-1). Run the procedure after the last payroll for the T4 reporting year.
- "Update Employment Insurance Rates" (see page 6-8) in Maintenance 1 (if necessary) for the new payroll year.
- "Update CPP/QPP Rates" (see page 6-10) in the Province Master.
- "Copy Canadian Tax Tables" (see page 6-11) for the new payroll year.
- "Update Tax Tables" (see page 6-12) for new payroll year.
- Begin Processing Payroll for new payroll year.

T4 Year End Processing

T4 Register

Use this menu option to print the T4 Register. This register serves as a preliminary copy of the actual T4 forms. Run this option as many times as is necessary to assure accurate T4 forms.

```
Payroll Canadian | Annual | T4 Register
```

Note: Run the Prepare Year End File for T4's option before processing this option. If you have not run that option, or if you have run the option previously and removed the files from your system, the following message displays:

```
PRPT4R

THE YEAR END PAYROLL FILES MUST BE RESTORED TO THE SYSTEM

OBTAIN THE DISKETTES BACKED UP FROM STEP 1 OF THE MENU

INSERT FIRST DISKETTE INTO DISKETTE READER
```

Restore the files, run the Prepare Year End File for T4's option, then execute this option.

Company/Division Security

If you intend to enter a federal ID in the Process All Companies with Fed ID# prompt, use the security access code associated with one of the Company/Divisions to be processed. Do not use security access for All Companies/All Divisions.

Print the T4 Register and verify all information including T4 Box numbers. Invalid or missing T4 Box Numbers will cause the information not to appear on the T4 Register or T4s. You should verify employee addresses before you print the T4 forms.

Note: Print a "cheques message" on the pay stubs asking employees to report address changes. To do this, use the **Cheques Message** option on the Payroll Maintenance 2 menu.

T4 Register Selection

```
Year To Process                        2014

Proccess Zero Business Suffix Only     N    [      ]


Print Sequence                         1

Print All Adjustments                  N


Outq/Hold/Save                         [        ] <   N N
Job Queue                              Y


Use Current Year Defaults              Y
   Restore From Tape   Device Id       [        ]




    Ok          Exit
```

Powered by Computer Guidance Corporation | User Name: PJC350 (Penny Chambers) | LBCC Group: ALL/NOREST - All Employees/No Field Restrictions | Menu: Main | Version: 4.0 | SP: 3

Year To Process

Enter the payroll year to process. The system default is the previous system year.

Process ZeroBusiness Suffix Only

Y   All earnings posted to business suffix 0000 will print.

N   T4 Register will print by business suffix, 000 suffix amounts will not print.

Pay Type

If you have Executive Payroll Security, you may choose one of the following codes to specify the type of Employees to process. When using a non-executive security code, the system automatically defaults to the Standard (non-executive) pay type.

1 Executive   **2** Standard   **3** All

Print Sequence

1   Print   by Employee Name(alphabetically)

2   Print by Employee Social Insurance Number(numerically)

3   Print by Employee Number(numerically)

Outq/Hold/Save

Enter an **Outq identifier** to send this report to a specific output queue. Leave this field blank to send the File Listing to the default output queue.

Enter **Y** in the **Hold** field to place this report on hold in the default, or specified, output queue.

Enter **Y** in the **Save** field to print the report, and then place it on hold in the default, or specified, output queue.

Job Queue

Y   Print this report in the Job Queue.

N   Print this report before other jobs in the Job Queue.

Use Current Year Defaults

This field will not display if SYY files remain on the system.

Year-End Box Assignment for T4

Payroll Canadian| Annual | T4 Box Assignment

This procedure uses theT4BoxAssignment optionto report Income orBenefitspaid outside ofthe normal payroll processing.See, "SettingUp Z-Boxes"on page7-6,for informationonusingZ Boxes.

T4 Box AssignmentDetail

TheYear-EndBoxMaintenancescreenisused toassociate variousPayrollDistributionswiththeirT4,andRL-1,BoxesandCodes.

Enter a New Record

New records are entered in the fields above the line and immediately below the Field Names.

1. Enterthe**FormType**inthe**Form**box,orclickthepromptandselect fromthelist. TheFormboxwill only accept thefollowingvalues:
   - T4
   - T4A
   - RL-1

2. Click the**Distribution Code**promptand select a code from thelist. Thefollowingfields will autofill accordingtotheselectionmade fromtheprompt:
   - Distribution Code
   - Distribution Number
   - Union Number
   - Deduction Type

Note: If you manually enter **U** as the **Distribution Code**, make an entry in the **Union Number** and **Deduction Type** fields, leaving the **Distribution Number** field blank.

3. Enter the Tax/Deduction **Box Number** where this Deduction/Benefit Type should appear on the form. The Box Number field is numeric.

4. Enter any **Codes**, used to identify specific Tax/Deduction amounts, that need to be printed in the above **Box Number. Codes** must be entered in upper-case.

5. When this entry is used to identify a tax, enter the associated wage in the **Earnings Box**. This field usually pertains to income taxes.

   Enter a **Description** for this record

After entering a new record, click **OK** to

save.

Edit an Existing Record

Current records are listed below the line, and all fields to the right of Deduction Type may be edited. After editing a record, click OK to save.

Deleting an Existing Record

Place an **X** in the Delete Column box that corresponds to the records you wish to delete. Click **Delete** to save the file with the records deleted.

Setting Up Z-Boxes

- Access the T4 Box Assignment option from the Payroll|Annual Processing menu. This procedure is used to

  set up special "Z" codes for each T4 Box number used to report amounts paid outside of the normal payroll processing (we recommend you process these amounts through normal Payroll processing, if possible, rather than using the "Z" Box Option).

- Amounts entered through "Z" Boxes, are not processed within the Payroll System and these amounts will only appear on the T4 Register, the T4 Forms, and the electronic files for T4s.

T4 Box Maintenance

`Payroll Canadian | Annual | T4 Box Maintenance`

This procedure is used to assign an employee to a Z box distribution code, as set up in the Year-End boxes (see, "Year-End Box Assignment for T4" on page 7-4).

Z boxes are not to be used to clean up data, even though either positive or negative values can be entered (see, "Z Box Notes:" on page 7-8).

T4 Box Maintenance Selection

1. Enter Employee Number, Year and Distribution Number you used when you created the Z box (see, "T4 Box Assignment Detail" on page 7-4).
2. Enter the appropriate Business Suffix.
3. Click **OK**.

T4 Box Maintenance Detail

4.   Enter the Amount of the adjustment. This adjustment can be either positive or negative, and is summed together with other items that have the same T4 Box Number and Description.

Z Box Notes:

The Z Box information will print at the bottom of the T4 Register.

Since Z boxes do not update the Earnings file, they should only be used for items that are to be added to the annual forms and magnetic media. Items that need to be reflected on the Quarterly filing need to be processed through the system, not by using a Z box.

T4 Forms/XML

Use this menu option to print the T4 forms required for annual employee tax records and government reporting. This option can record T4 information on magnetic media (diskette or tape) and prints combined T4 Forms or separate T4 Forms for federal and each province or local entity.

Before printing the T4 forms, check the T4 Register carefully to see that all employees show a Social Insurance number and that all totals balance to your control numbers. You might also want to print out the Employee Master File, and verify that employee records contain correct employee addresses.

It is suggested that you order twice the amount of T4 forms you expect to use, to allow for unexpected problems. If you have any questions, call CGC before running this or subsequent procedures on this menu.

This option also uses the year end files created by the Prepare Year End Payroll Files option.

> **Important:** To file T4 information on diskette, you must use a single-sided low-density (1D) diskette initialized with the 128-byte/sector FORMAT (not FORMAT2).

To download to PC diskettes, the 5.25 or 3.5 diskettes must be in MS-DOS format.

To file T4 information on tape, you must use a ½ inch magnetic tape in the unpacked mode on 9 track type. The recording density is 1600 characters per inch, using standard IBM OS/VS header and trailer labels, and 1 block of logical records.

```
Payroll Canadian | Annual | T4 Forms/XML
```

T4 Forms Selection

Year To Process

Enter the payroll year to be processed.

Process Zero Business Suffix Only

Y Process only records with zero business suffixes. That is, only records to which you have not assigned a business suffix to are printed.

N Print all records.

The business suffix prints on the T4 form.

Gross Selection

A All gross wages to be included on T4.

T Only taxable wages to be included on T4.

Province Code/Province Abbreviation

Enter the Code and Abbreviation that corresponds to the Province for which you are processing T4's.

AB	Alberta	800	**PE**	Prince Edward Islands	880
BC	British Columbia	810	**PQ**	Quebec (Quebec Form)	890
MB	Manitoba	820	**QT**	Quebec(T4 Form)	890
NB	New Brunswick	830	**SK**	Saskatchewan	900
NF	Newfoundland	840	**YT**	Yukon Territories	910
NT	Northwest Territories	850	**US**	United States	
NS	Nova Scotia	860	**ZZ**	Other	
ON	Ontario	870			

PrintT4/T4AForms

Y Print T4 forms. The system operator will be prompted to load the T4 Forms when the balance of your selections are complete.

N Only magnetic media processing will occur, if selected to do so.

Print T4/T4AXML

Y Print T4/T4AXML.

N Do not print XML.

T4 Forms/ XML

If **Print T4/T4AXML** was set to **Y**, this screen displays.

1. Specify the following options:

    - **TransmitterNumber** – Enter the transmitter number assigned by the CRA. If you haven't been given a transmitter number by Revenue Canada, enter all 5's.

    - **Number of Business Suffixes Reporting** - Enter the number of Business Suffixes being reported for the province selected on the previous screen.

    - **Transmitter Name & Address Information** - The Company name and address defaults in from the company defaults. Edit as necessary.

    - **Technical Contact Name/Phone** - Enter the name and phone number of the company's technical contact person.

    - **Language of Communication** - Specify the language of communication for the company.

    - **Media Types** - Enter a 2 for media type.

        2   PC Diskette

    - **Data Type** - Select what type file is being generated at this time.

        1   Original Data

        2   Test Data

        3   Replacement Data

    - **Payment Year** - Defaults in from the previous screen.

    - **Device Name** If a tape is used, enter the device name assigned within your system to the diskette or

        Tape drive on which the magnetic media will be processed.

T4 Forms / XML Detail 2

2. Specify the following options:
   - Employer Information - The employer Name and Address populates from the Company defaults. Edit if necessary.
   - Accounting Contact - Enter an accounting contact Name and Phone Number.

3. Click **OK**.

Reviewing the XML document on the Power 7

1. From a Power 7 command line, type and enter the following command: **WRKLNK T4**

```
                        Work with Object Links

    Directory  . . . . :   /

    Type options, press Enter.
      2=Edit    3=Copy    4=Remove    5=Display    7=Rename    8=Display attributes
      11=Change current directory ...

    Opt    Object link           Type      Attribute    Text
    5_     t4                    DIR



                                                                     Bottom
    Parameters or command
    ===> _____
    F3=Exit    F4=Prompt    F5=Refresh    F9=Retrieve    F12=Cancel    F17=Position to
    F22=Display entire field             F23=More options

MA    a                                                        10/003
```

2. Enter **5** on the **Opt** line and press **ENTER** to display directory contents.

```
                        Work with Object Links

    Directory . . . . :   /t4


    Type options, press Enter.
      2=Edit   3=Copy   4=Remove   5=Display   7=Rename   8=Display attributes
     11=Change current directory ...


    Opt   Object link          Type    Attribute    Text
     __     t4100202121112.xml   STMF
     __     t4100238051412.xml   STMF
     __     t4100829051612.xml   STMF
     __     t4100845022713.xml   STMF
     __     t4100948030912.xml   STMF
     __     t4101032022713.xml   STMF
     __     t4101304051612.xml   STMF
     __     t4101511030912.xml   STMF
     5      t4102114030212.xml   STMF
                                                                    More...
    Parameters or command
    ===> _____
    F3=Exit   F4=Prompt   F5=Refresh   F9=Retrieve   F12=Cancel   F17=Position to
    F22=Display entire field            F23=More options

MA      a                                                    18/003
```

Note: The generated XML document begins with the prefix t4 followed by the time and date the file was created, in hh:mm:ss:mm:dd:yy format. Each time a t4 is generated, a new file is created.

3. Display the file for review by entering another **5** on the **Opt** line. Review the file for accuracy. From this screen you can also chose to edit the file by typing a **2** next to the file name on the **Opt** line.

4. After you have verified the accuracy of the XML file, you can save the document to your desktop (you can also edit the file after you have retrieved it) and e-mail it if desired.

Retrieving the created XML document on your PC
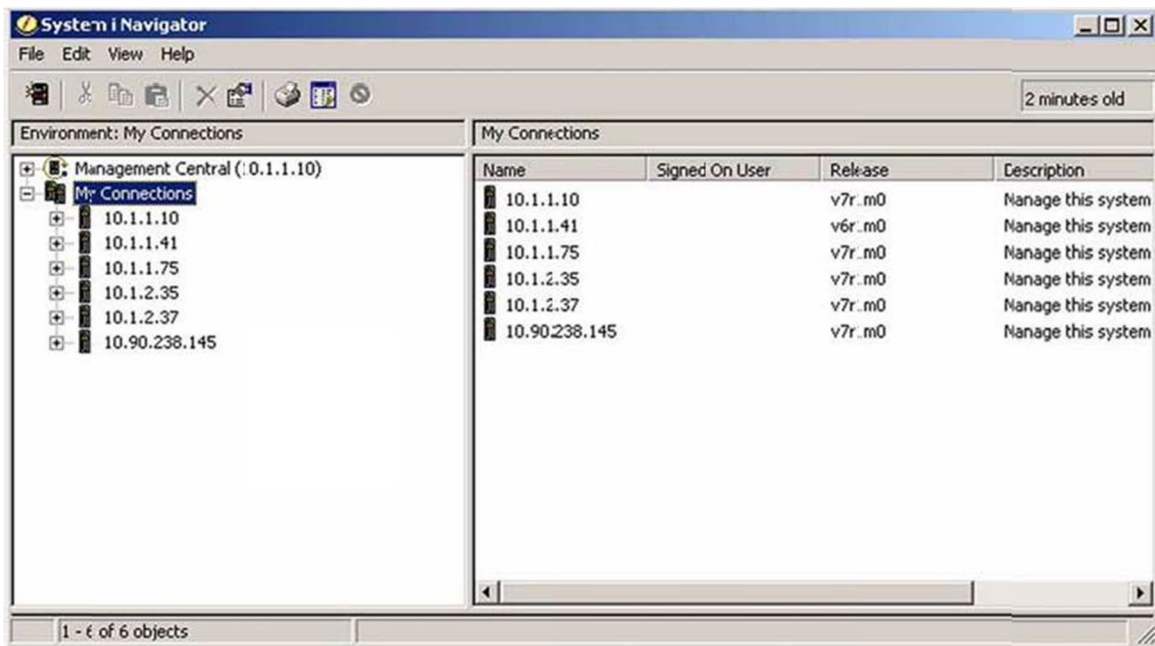
1. Open the Power 7 Navigator.

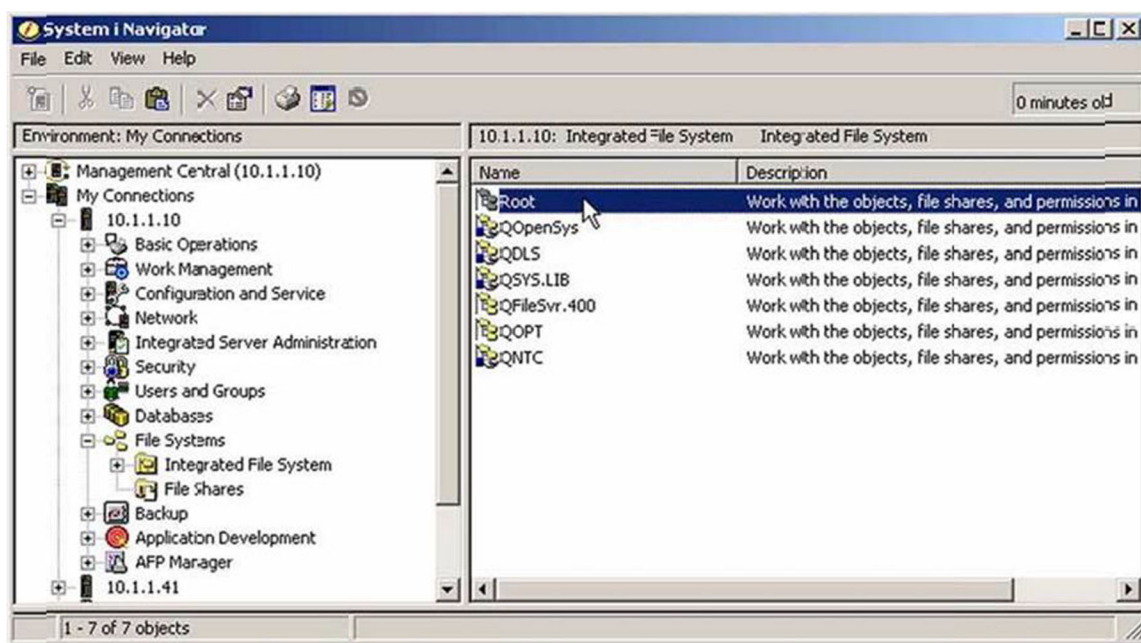2. Click the **+** next to your Power 7 system to expand the selection.
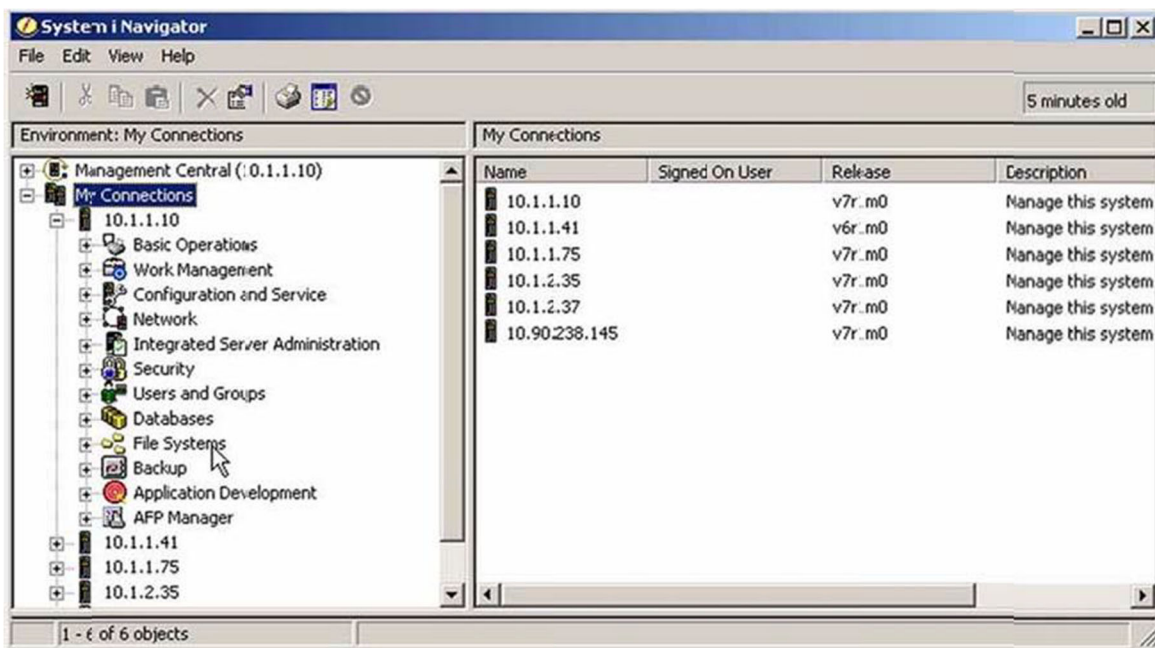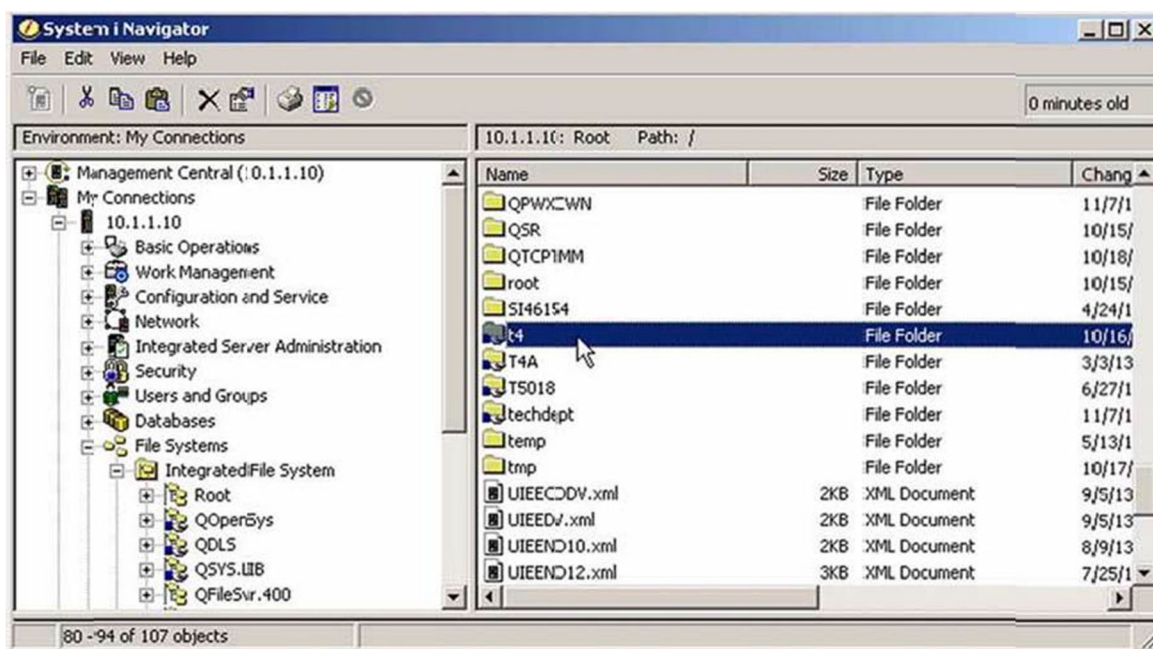

3. Click **File Systems**

4. In the right-hand pane, double-click **Integrated File System**.
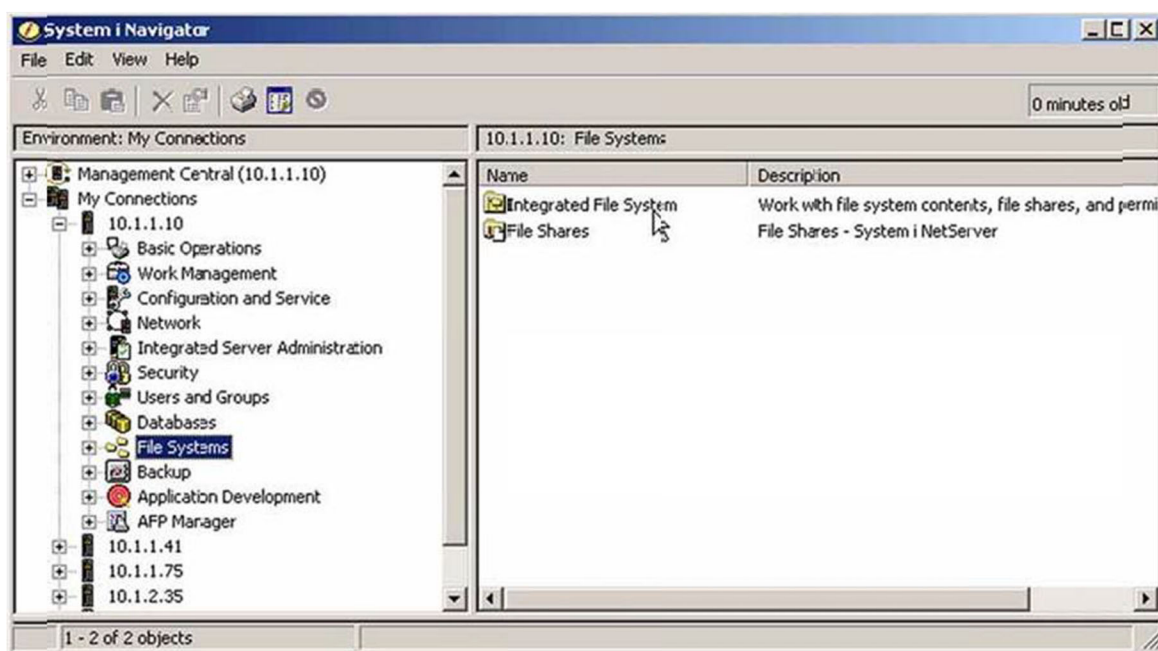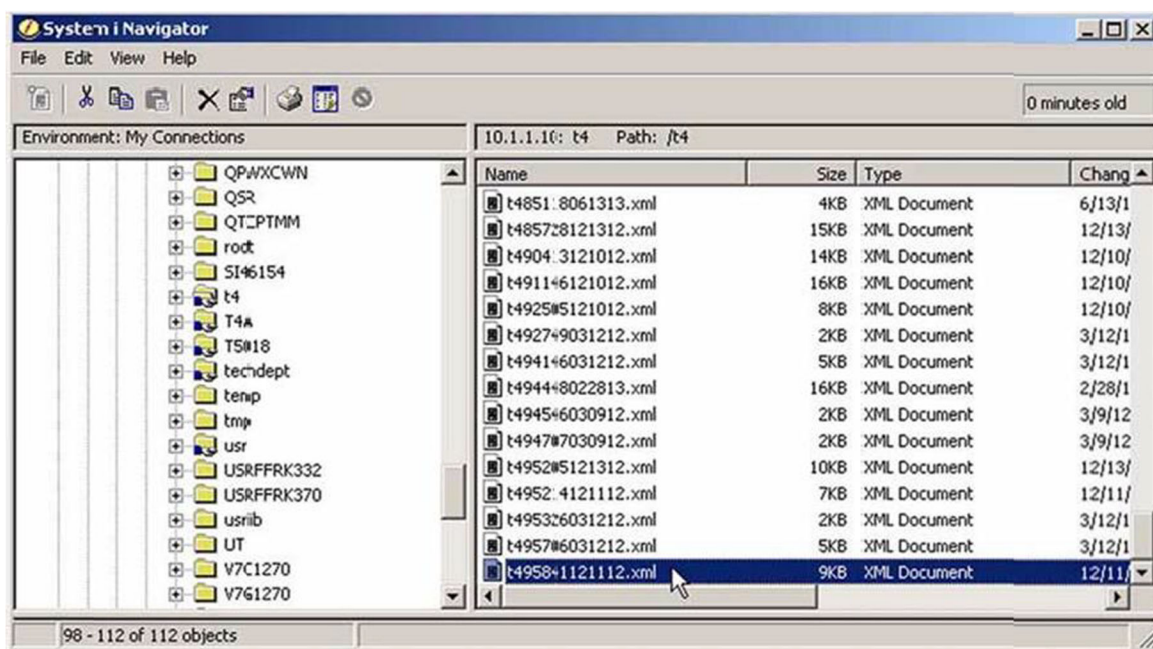

5. In the right-hand pane, double-click **Root**.

6. In the right-hand pane, double-click the **t4** folder to display the XML files.

The generated XML document begins with the prefix t4, followed by the time and date the file was created, in hh:mm:ss:mm:dd:yy format. A new file is created each time a T5018 is generated.

E-mailing the XML document

You may now either drag or copy the document to your desktop, and attach it in an e-mail.

Editing the XML document

After you have copied the document to your desktop, you can open it (or edit it if needed) using Notepad. To edit right-click the file, and select Edit with Notepad. Make changes as needed, and save the file.

Renaming SYY Files

After completing all W2 processing, but before processing the First Quarter 941 reports and forms, the SYY files created MUST BE RENAMED.

If you are using eCMS 3.4.3, the 5 SYY files listed in the first table, shown below, will exist on your system. All 10 of the SYY files listed in both tables will exist if you are using either eCMS version 3.7 / 4.0 / 4.1.

All Releases		Canadian Processing Only	
SYYCNC	Company Defaults-Company name and address.	SYYTEI	Employer EI Tax File
SYYPRS	Payroll System files-FICA and EIC limits.	SYYSTM	Province Master
SYYPRD	Payroll Defaults- EIN and PR defaults.		

eCMSv.3.7 / 4.0 / 4.1 Only		Canadian 3.7 / 4.0 / 4.1 Processing Only	
SYYTCNC	Company Defaults-Company name and address.	SYYTTEI	Employer EI Tax File
SYYTPRS	Payroll System files-FICA and EIC limits.	SYYTSTM	Province Master
SYYTPRD	Payroll Defaults-EIN and PR defaults.	SYYTMST	Employee Master

* Do NOT remove or delete these files.

Renaming the SYY files

1. Select **F10** at any CMS menu to get a command line
2. Type the command **WRKOBJ (space) SYY***, and press **ENTER**.
3. Put a **7** on the OPT line next to the SYY files, and press **ENTER**.
4. The first file will appear. Type the new name on the "New Object" line (press **ENTER**). The next file will display, repeat rename for second file and press enter. The third file will then display, repeat the rename process (press **ENTER**). Rename Example: From SYYCNC to SYYCNC12 (i.e., last two digits of year)
5. Type **F3** to exit the Work with Objects screen.

Restoring eForms Templates for Year End Forms

eForms templates use a dynamic year field, which allows you to determine the year to be displayed. These templates are installed as part of the Year End installation procedure, however they will need to be updated before they can be used. In eForms, this is called "restoring" a template.

After you have installed your Year End CD, the following eForms templates will need to be restored on the eForms server.

- CanadianT4Form
- CanadianT4AForm
- Canadian T5018 Form
- Releve

1. Click the eForms Viewer icon on the eCMS toolbar.
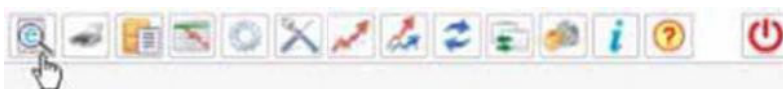
2. Click the Edit Templates icon on the eForms toolbar.

3. On the Edit Templates Selection screen, click the Edit Templates drop-down prompt and select the first Canadian form from the list (Canadian T4 Form).

4. On the Edit Templates Detail screen, select the **Canadian T4 Form** template by clicking in the **Select** box.

5. Click the [Restore] button.

6. You will be prompted to confirm this selection. On the popup window, click **OK**.

7. Click the Edit Templates drop-down prompt to select the next template, and repeat this procedure for each of the five template listed above.