



2018

Year-End Update

Documentation Canada

2018 eCMS 3.7 / 4.0 / 4.1 Canadian Year End Processing

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Contents

	Year End Overview.....	i
	Identical Processing for all Release Levels.....	i
	Overview Information: Year End Processes.....	i
Chapter 1	Installing eCMS3.7 / 4.0 / 4.1 Year-End.....	1-1
	Before you begin.....	1-1
	Starting the Install.....	1-1
	Program Messages 1.....	1-4
	CMS Environment Selection.....	1-5
	Program Messages 2.....	1-6
	Installation Process.....	1-7
	Program Messages 3.....	1-8
Chapter 2	Installing CMS/eCMS3.4.3 Year-End.....	2-1
	Before you begin.....	2-1
	Starting the Install.....	2-1
	Program Messages 1.....	2-2
	CMS Environment Selection.....	2-3
	Program Messages 2.....	2-4
	Program Messages 3.....	2-5
Chapter 3	Accounts Payable Year End Preparation.....	3-1
	T5018 Code Listing.....	3-1
	T5018 Type Codes.....	3-2
	T5018 Type Code Selection.....	3-2
	T5018 Type Code Detail.....	3-3
	Vendor Master Listing.....	3-3
	Vendor Master.....	3-4
	Vendor Master Selection.....	3-4
	Vendor Master Detail - General tab.....	3-5
	History Report by Vendor.....	3-6
	History Report by Vendor- Selection.....	3-6
	AP T5018 Code Maintenance.....	3-7
	AP T5018 Code Selection.....	3-7
	Changing a Vendor by Pay Select Number.....	3-7
	Change by Vendor/Pay Selection.....	3-8
	Changing a Vendor to a Specific T5018 Code.....	3-9
	Change by Vendor to Specific T5018 Code Selection.....	3-9
	Print Annual Vendor Report.....	3-9
Chapter 4	Accounts Payable Year End Processing.....	4-1
	Update Current Year Vendor File.....	4-1

Vendor YTD	4-1
T5018 Forms Magnetic Media & XML.....	4-1
Print T5018 Forms Selection.....	4-2
Reviewing the XML document on the Power 7	4-3
Retrieving the XML document on your PC.....	4-5
Chapter5 Payroll Year End Preparation	5-1
Payroll T4 Boxes	5-1
Distribution Master	5-2
File Listing Selection	5-2
Verify the Employee Master Information	5-3
Employee Master List Selection	5-3
Prepare Year End Files - For Test Purposes Only	5-4
Prepare Year End Files Selection	5-4
Creating test SY Y	5-4
Deleting test SY Y files.....	5-5
Chapter6 Payroll Year End Processing	6-1
Prepare Year End Files for T4.....	6-1
Prepare Year End Files Selection	6-1
Save T4 Files.....	6-2
Verifying “Zero to Date” and T4/RL-1 information	6-3
Distribution Master Selection - 3.4.3	6-3
Distribution Master Selection	6-4
Distribution Master Detail.....	6-4
Verify T4/RL-1 information	6-5
T4/RL-1 Box Assignment Selection	6-5
Employee Benefit/Deduction Enrollment	6-6
Personnel Data Selection	6-6
Benefit/Deduction Enrollment.....	6-7
Update Employment Insurance Rates	6-8
Employment Insurance Tax Selection.....	6-8
Employment Insurance Tax Detail	6-9
Update CPP/QPP Rates	6-10
Copy Canadian Tax Tables	6-11
Copy Tax Tables Selection.....	6-11
Update Tax Tables	6-12
Tax Table Selection	6-12
Tax Table Detail - Federal	6-13
Tax Table Detail - Federal Employment Credit	6-14
Tax Table Detail - Provincial.....	6-15
Optional Values Detail - Provincial	6-16
Optional Values - Provincial Health Premium.....	6-17
Optional General Ledger Processing	6-18
Zero YTD Fields - Department Master menu	6-18
Department Master YTD Menu	6-18
Department Master YTD Selection.....	6-18
Department Master YTD Detail.....	6-19

Year End Processing Steps-- Recap.....	6-19
Chapter7 T4 YearEnd Processing.....	7-1
T4 Register	7-1
T4 Register Selection	7-2
Year-End Box Assignment for T4	7-4
T4 Box Assignment Detail	7-4
Setting Up Z-Boxes	7-5
T4 Box Maintenance	7-6
T4 Box Maintenance Selection.....	7-6
T4 Box Maintenance Detail.....	7-7
T4 Forms/XML	7-8
T4 Forms Selection	7-8
T4 Forms / XML	7-10
T4 Forms / XML Detail 2	7-11
Reviewing the XML document on the Power 7.....	7-12
Retrieving the created XML document on your PC	7-14
Renaming SY Y Files	7-17
Renaming the SY Y files	7-17
Appendix A Restoring eForms Template for Year End Forms.....	A-1

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 recommend 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 "CMSFILST" 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

   99. 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

Object . . . . : CMSFIL370      Type . . . . . : *LIB
Library . . . : QSYS           ASP device . . : *SYSBAS

System: I4STLTST

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      *SHR&D    HELD        *JOB
-    LSTN16370   CGCOWNER  *SHR&D    HELD        *JOB
-    LSTN17370   CGCOWNER  *SHR&D    HELD        *JOB
-    RUN16370    CGCOWNER  *SHR&D    HELD        *JOB
-    RUN16370    CGCOWNER  *SHR&D    HELD        *JOB
-    RUN16370    CGCOWNER  *SHR&D    HELD        *JOB
-    RUN17370    CGCOWNER  *SHR&D    HELD        *JOB
-    RUN17370    CGCOWNER  *SHR&D    HELD        *JOB
-    RUN17370    CGCOWNER  *SHR&D    HELD        *JOB
-    RUN17370    CGCOWNER  *SHR&D    HELD        *JOB
-    WF_DIGESTP  ECMS      *SHR&D    HELD        *JOB

Bottom

F3=Exit  F5=Refresh  F12=Cancel

a 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:  B1003A20

Select one of the following:

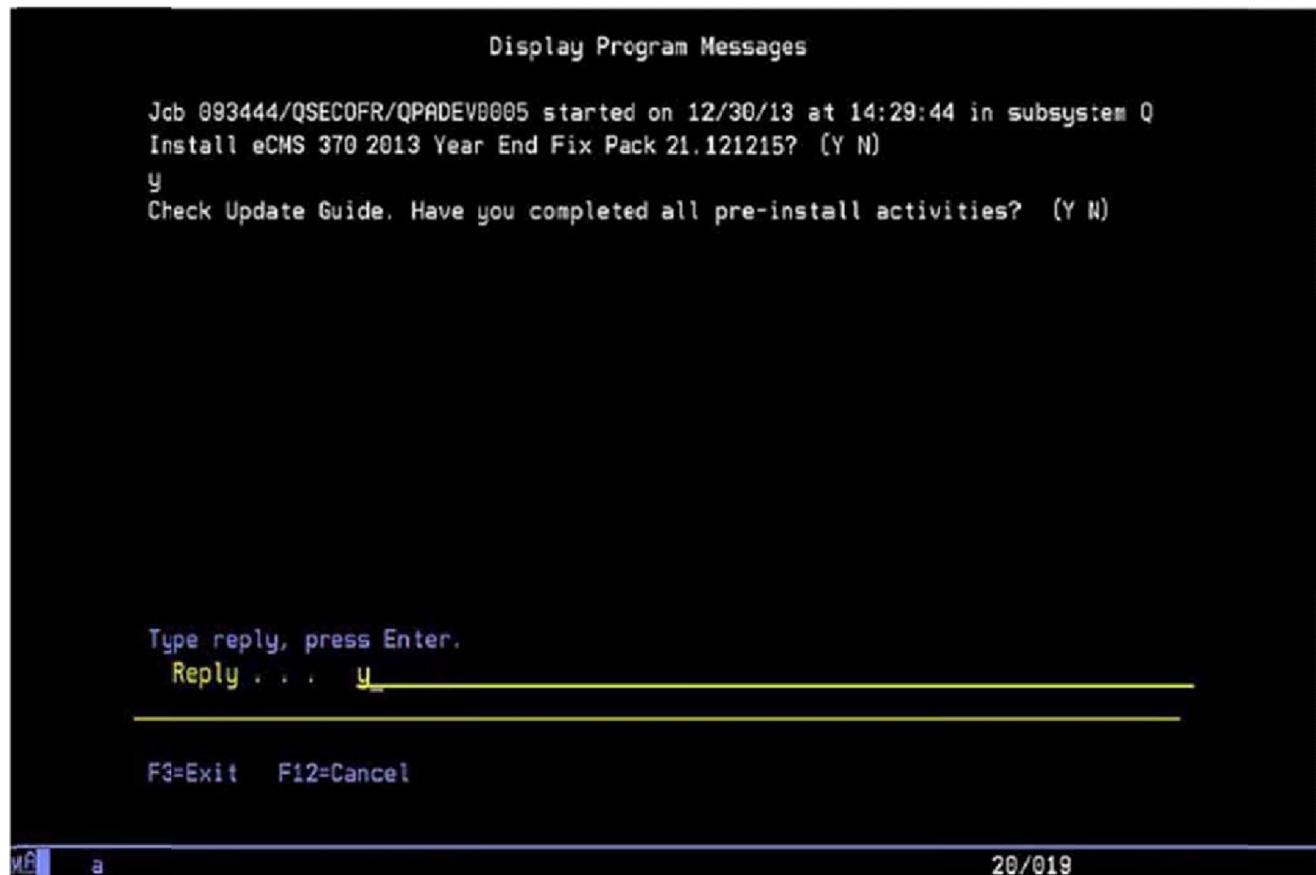
    1. User tasks
    2. Office tasks
    3. General system tasks
    4. Files, libraries, and folders
    5. Programming
    6. Communications
    7. Define or change the system
    8. Problem handling
    9. Display a menu
   10. Information Assistant options
   11. System i Access tasks

   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.
```


Program Messages1



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 Suffix CMS Data CMS Pgm User Data User Pgm

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

                                Bottom


F3=Exit F5=Refresh

```

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 **X**  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 Messages2

```
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.

“DEDICATEDPROCESS: 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 Profile 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 *A..L) 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

```

 a 20/007

Program Messages3

```

                                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

```

“SUCCESSFUL install of C37012Y21.Delete temporary objects”D=Delete, K=Keep”. Click K (Keep). “SUCCESS! Year-end updates installed inCMS environmentIT21.PressEnter 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.

Service Pack 12-14

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

- Place the Install CD in the optical drive.
- Sign on as QSECOFR.
- Type **LODRUNOPT01** on a command line, where OPT01 is the optical drive name, and press **ENTER**.

```

MAIN                               System i Main Menu                               System:  B1083A2D

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.
  
```

Program Messages1

```
Display Program Messages

Job 408157/QSECOFR/QPADEV0000 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)

Type reply, press Enter.
Reply . . . y_

F3=Exit F12=Cancel

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

```

Date: 12/30/13  RIR932      CMS Environment Selection      Time: 14.12.34

Installing: CMS YEAR END 2013

X Environment Release Suffix <-----Environment Libraries----->
  CMS Data  CMS Pgm  User Data  User Pgm
= IT11      R343 SP14      CMSFIL343 CMSLIB343
  IT11 - CMS 343
* IT8       R370      350  CMSFIL370 CMSLIB370
  IT8 eCMS 370
* MC1       R370      350  CMSFIL    CMSLIB
  MC1 18001 370
* QA14      R370      350  CMSFIL375 CMSLIB375
  QA14 eCMS 370
                                INELIGIBLE: YE not supported
                                INELIGIBLE: YE not supported
                                INELIGIBLE: YE not supported

                                Bottom


F3=Exit F5=Refresh

```

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

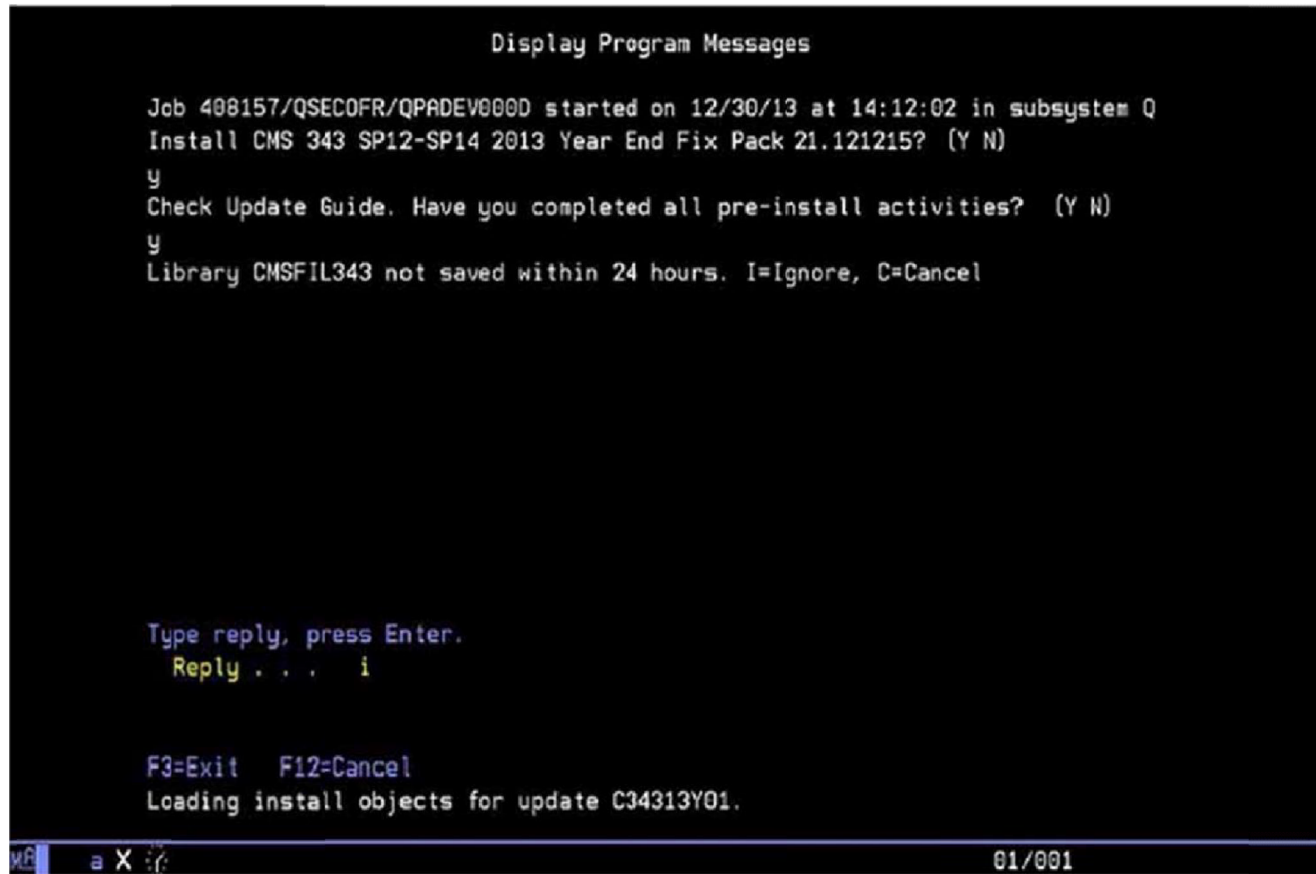
Type an **X** next to the applicable environment and press **ENTER**.

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 Messages2

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



```
Display Program Messages

Job 408157/QSECOFR/QPADEV0000 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 C34313Y01.
```

Select I to ignore this warning.

Program Messages3

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/QPADEV0000 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

MR a 20/013
```

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

```
Display Program Messages

Job 408157/QSECOFR/QPADEV0000 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

MA a 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

The screenshot displays the eCMS software interface for 'Accounts Payable' maintenance. The title bar indicates 'A/P 1099/T5018 Code Table Maintenance'. A central text box is labeled '1099/T5018 Code' with a dropdown arrow. The bottom status bar provides system information: 'powered by Computer Guidance Corporation', 'User Name: TB350 (Tom Bardas)', 'LBCC Group: QA - ALL', 'Menu: Main', and 'Version: 4.0 | SP: 999'. Navigation buttons 'Exit' and 'OK' are located at the bottom right.

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 CodeDetail

eCMS Company/Division: 37/000-4.0 Quick Quality Builders

Accounts Payable A/P 1099/T5018 Code Table Maintenance Mode: Update APP402 APPM10 - 21

1099 Code: 0

Description: fed income tax w/ b7 4

Box Number: 4

Form Type: Misc

Type of Gross: Gross Proceeds

Previous Delete Exit Ok

powered by Computer Guidance Corporation User Name: TB350 (Tom Barclay) LBCC Group: QA - ALL Menu: Main Version: 4.0 | SP: 999

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

eCMS Company/Division: 37/00-4.0 Quick Quality Builders

AP A/R Admin Archival ADP BoM Copy Co Eq Acct Eq Maint ECM G/L H/E H/E-HR-SS Inquiry Integration J/C Mat Req

Ord Proc PIC PS Payroll Payroll-Can Prop Mgm Purchasing Rep Const Service T&M User Menu

Accounts Payable Vendor Maintenance XAP052 APM10 - 1

Organization: 37

Division Number: 0

JAMES NUMBER: 0

Exit OK

powered by Computer Guidance Corporation User Name: TB350 (Tom Barclay) LBCC Group: QA - ALL Menu: Main Version: 4.0 | SP: 999

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

Accounts Payable Vendor Maintenance Mode: Update XAP05202

Vendor Number: 1046 Status: ACTIVE

Remit to Information

Name: Mosley Plumbing
 Address 1: 1046 East 8th Street
 Address 2:
 City: Mesa
 State: AZ
 Zip/Postal Code: 85209-9999
 Website:
 Customer Reference:
 User Defined Label:
 Alternate Vendor:
 Tax ID Number:
 Tax ID Number Type:
 Lien Waivers for Suppliers:
 DBA 1:
 DBA 2:
 Job Number:
 Sub Job Number:
 Account Number:
 Date Entered: 07/24/1998

Mail to Information

Name:
 Address 1:
 Address 2:
 City:
 State:
 Zip/Postal Code:
 Freight Amount: 0.00
 1099 Code:
 Vendor Type:
 Terms Code:
 Discount Percent: 0.00
 Check Clearing Days:
 Receiving Required:
 Withholding Code:
 Duplicate Invoice Edit for Coding Table:
 Exclude from PM:
 Minority Code:
 Subcontract Vendor:
 Manufacturing Vendor:
 FATCA Vendor: ☒

Previous Delete Deactivate Exit Ok

powered by Computer Guidance Corporation User Name: PAC353 (Penny Chambers) LBOC Group: ALLINVEST - All Employees/No Field Restrictions Menu Main Version: 4.0 SP 3

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

The screenshot shows the 'History' dialog box in the eCMS application. The window title is 'eCMS' and the company/division is '08/03--CGC Canadian 400 Company'. The menu bar includes options like AP, AR, Admin, Archival, ADP, BoM, Copy Co, Eq Acct, Eq Maint, ECM, GL, HR, HR-E, HR-SS, Inquiry, Integration, JIC, and Mail Req. The main area is titled 'History' and contains various selection criteria. At the bottom, there are 'Ok', 'Exit', and 'Cancel' buttons. The status bar at the very bottom indicates 'powered by Computer Guidance Corporation', 'User Name: TB350 (Tom Barday)', 'LBCC Group: QA - ALL', 'Menu: Main', and 'Version: 4.0 | SP: 999'.

	From	To
All Vendors	<input type="checkbox"/> Y	<input type="text" value="99999"/>
All Jobs	<input type="checkbox"/> Y	<input type="text" value="999999"/>
All Invoices	<input type="checkbox"/> Y	<input type="text" value="9999999999"/>
All Invoice dates	<input type="checkbox"/> Y	<input type="text" value="99/99/9999"/>
All Checks	<input type="checkbox"/> Y	<input type="text" value="999999"/>
All Check dates	<input type="checkbox"/> Y	<input type="text" value="99/99/9999"/>
All Purchase orders	<input type="checkbox"/> Y	<input type="text" value="99999999"/>
All Journal dates	<input type="checkbox"/> Y	<input type="text" value="99/99/9999"/>
Intercompany vendors	<input type="checkbox"/> I	
Reporting Vendor	<input type="checkbox"/> N	
Report format	<input type="checkbox"/> S	
Sort order	<input type="checkbox"/> P	<input type="checkbox"/> J=Job/Sub
Include check history	<input type="checkbox"/> Y	
OutqHold/Save	<input type="text" value=""/>	<input type="checkbox"/> N <input type="checkbox"/> Y
Job queue	<input type="checkbox"/> Y	

Ok Exit Cancel

powered by Computer Guidance Corporation User Name: TB350 (Tom Barday) LBCC Group: QA - ALL Menu: Main Version: 4.0 | SP: 999

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

The screenshot displays the 'eCMS' interface for 'Change 1099/T5018 Code'. The top menu bar includes options like AP, AR, Admin, Archival, ADP, Boli, Copy Co, Eq Acct, Eq Maint, ECM, GL, HR, HRE, HRSS, Inquiry, Integration, JIC, and Mail Req. The main form area contains the following fields:

- Company Number: 8
- Division Number: 35
- Vendor Number: 0
- Pay Select Number: 0
- From Code:
- To Code:
- From Check Date:
- To Check Date:

At the bottom right of the form are 'Exit' and 'Ok' buttons. The status bar at the very bottom shows: 'powered by Computer Guidance Corporation', 'User Name: TB350 (Toni Barclay)', 'LBCC Group QA- ALL', 'Menu: Main', and 'Version: 4.0 | SP: 999'.

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

eCMS Company Division: 37/000-4.0 Quick Quality Builders

AP ▼ AR ▼ Admin ▼ Archival ▼ ADP ▼ BoM ▼ Copy Co ▼ Eq Acct ▼ Eq Maint ▼ ECM ▼ GL ▼ HR ▼ HR-E ▼ HR-SS ▼ Inquiry ▼ Integration ▼ JIC ▼ Mail Req ▼ Ord Proc ▼ P/C ▼ P/S ▼

Payroll ▼ Payroll-Can ▼ Prop Mgm ▼ Purchasing ▼ Rep Const ▼ Service ▼ T&M ▼ User Menu ▼

Accounts Payable Change 1099 Code APP658 A/RPM10 - 7

Vendor Number:	1	Pay Select:	958	Invoice
Vendor Name:	Scorpion Excavation, Inc.	P O Number:	99020403	Number:
Job Number:		Halt Code:	N	Description:
Sub Job Number:				Date:
				Amount:

New Code	Old Code	Description	Amount
<input type="checkbox"/> .K		COMPRESSOR BELT 3/4	200.00
<input type="checkbox"/> .K		STATE	10.00
<input type="checkbox"/> .K		COUNTY	2.00
<input type="checkbox"/> .K		.LOCAL	2.00
<input type="checkbox"/> .K		7% TAX/RET-Y-ACC-YJ	-10.00
<input type="checkbox"/> .K		7% TAX/RET-Y-ACC-YJ	-2.00
<input type="checkbox"/> .K		7% TAX/RET-Y-ACC-YJ	-2.00

Previous Exit Ok

powered by Computer Guidance Corporation User Name: TB350 (Tom Barclay) LBCC Group: QA - ALL Menu: Main Version: 4.0 | SP: 999

- 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.
The display returns to the "APT5018 Code Selection screen" (see page 3-7).

Changing a Vendor to a Specific T5018 Code

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. **PaySelectNumber** - 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.

08 035 CGC T5018 Selection Screen APP666

Period ending date 123112 mmdjy

Lowest amount to include (2) 050000

Print when code in Vendor Master N

Run in batch Y Outq/Hold/Save N N

Create Maji Media File N

Transmitter Number 00000000

Contact e-mail

Technical Contact

Name Phone Number

Language of Communication E F

Ok Exit Cancel

powered by Computer Guidance Corporation User Name: TB350 (Tom Bardag) LBCC Group: QA- ALL Menu: Main Version: 4.0 | SP: 999

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: WRKLNKT5018.

```
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

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

Bottom

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
--  -
   5  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

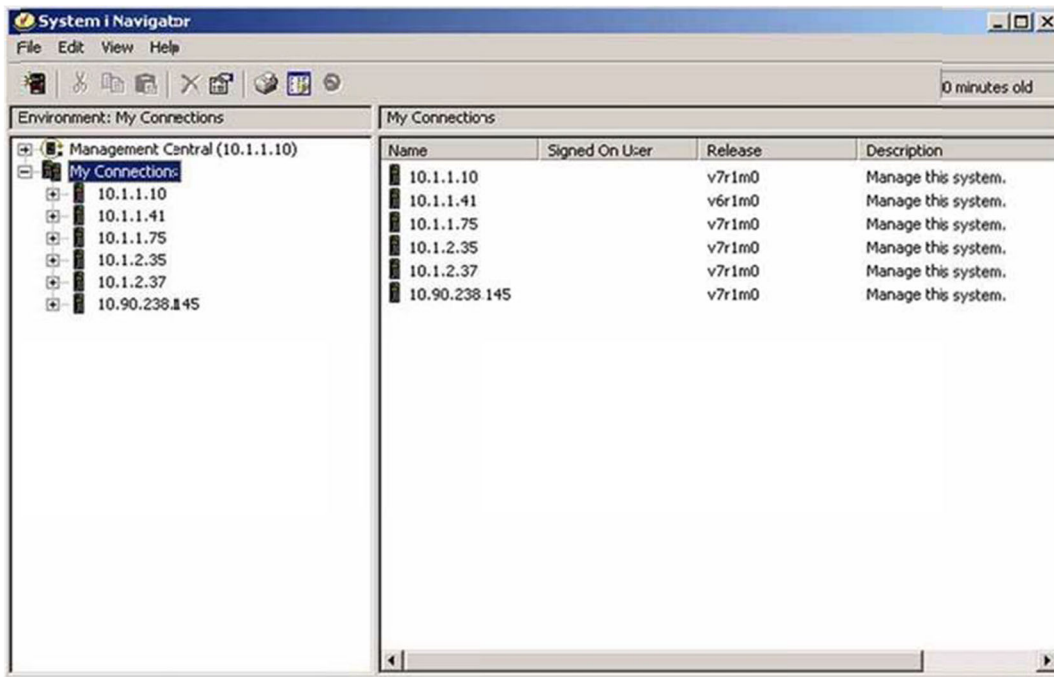
```

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.**

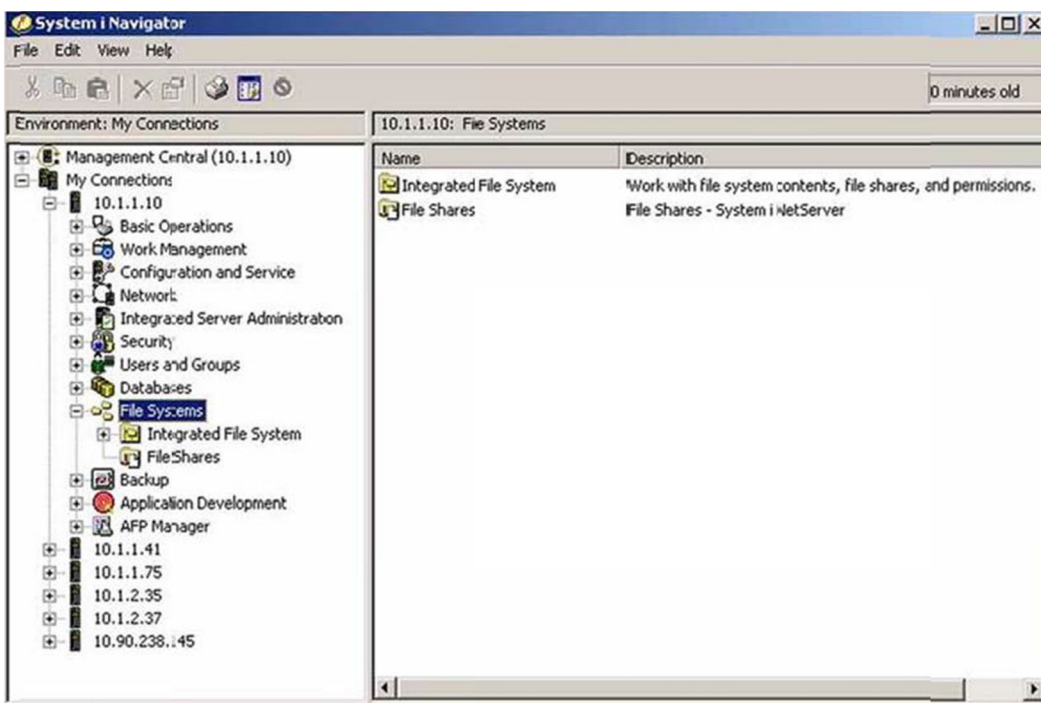
3. Display the file for review by entering another 5 on the Opt line. Review the file for accuracy. From this screen T5018 Forms Magnetic Media & XML you can also chose to edit the file by typing a 2 next to the file name on the Optline.
4. After you have verified the accuracy of the XML file, you can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

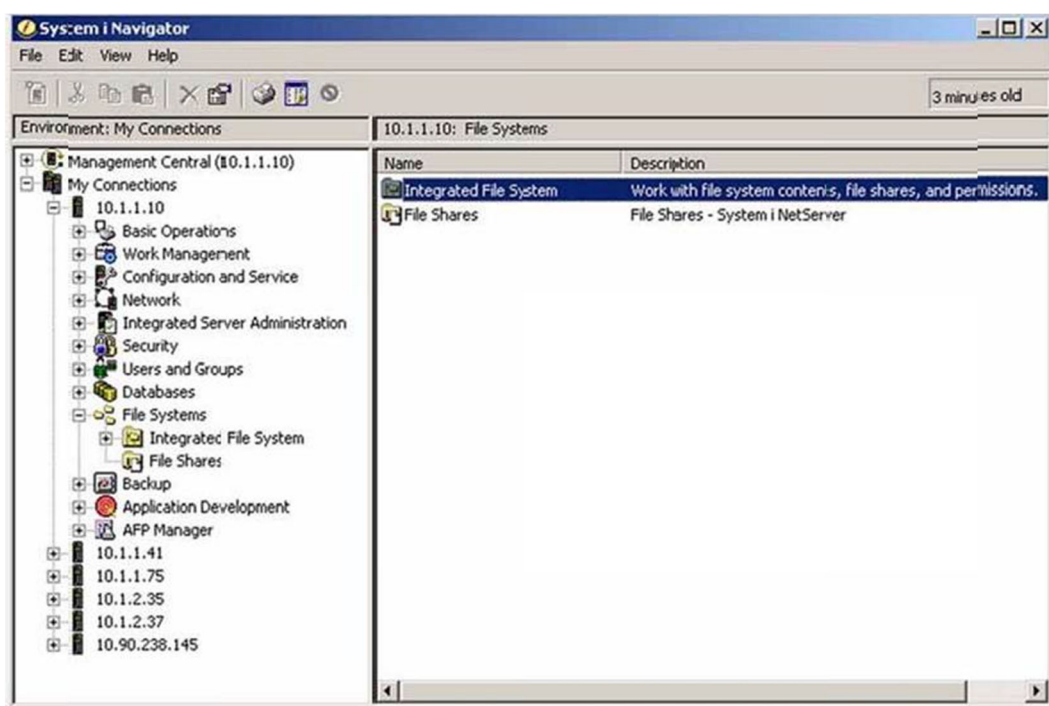
1. Open the Power7 Navigator.



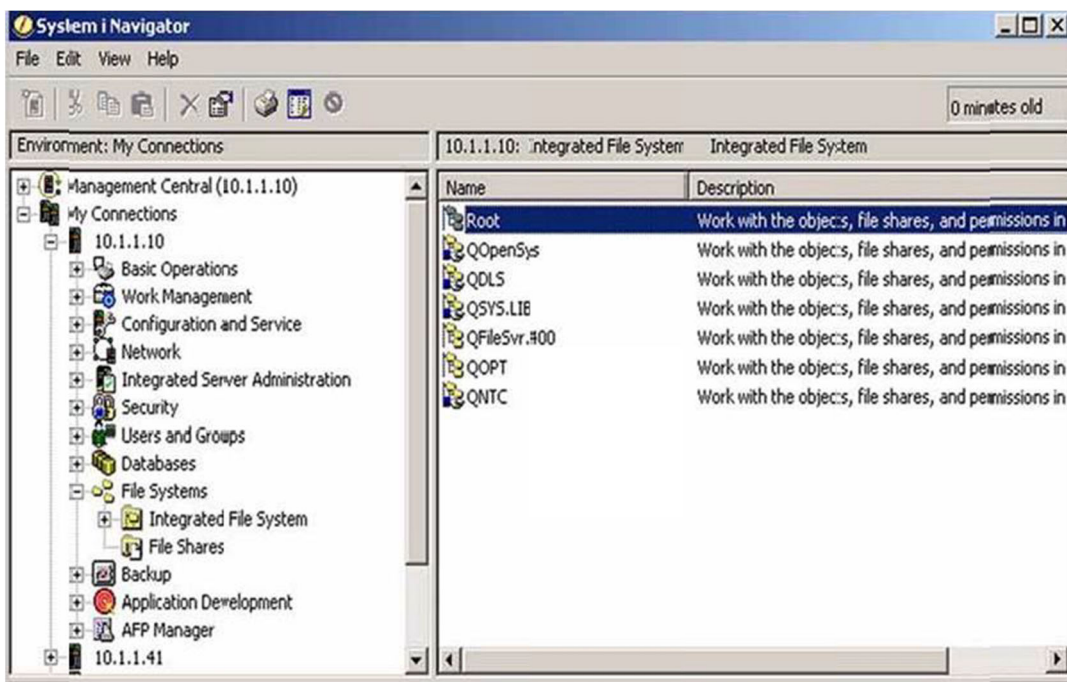
2. Click the + next to your Power7 system to expand the selection.



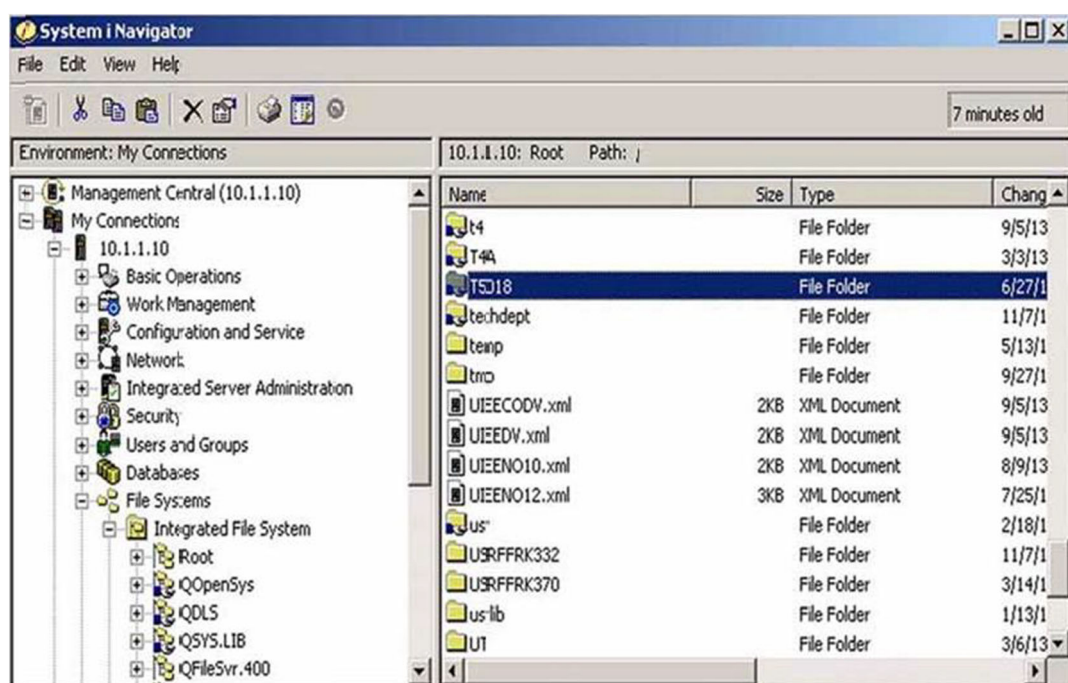
3. Click **File Systems**.



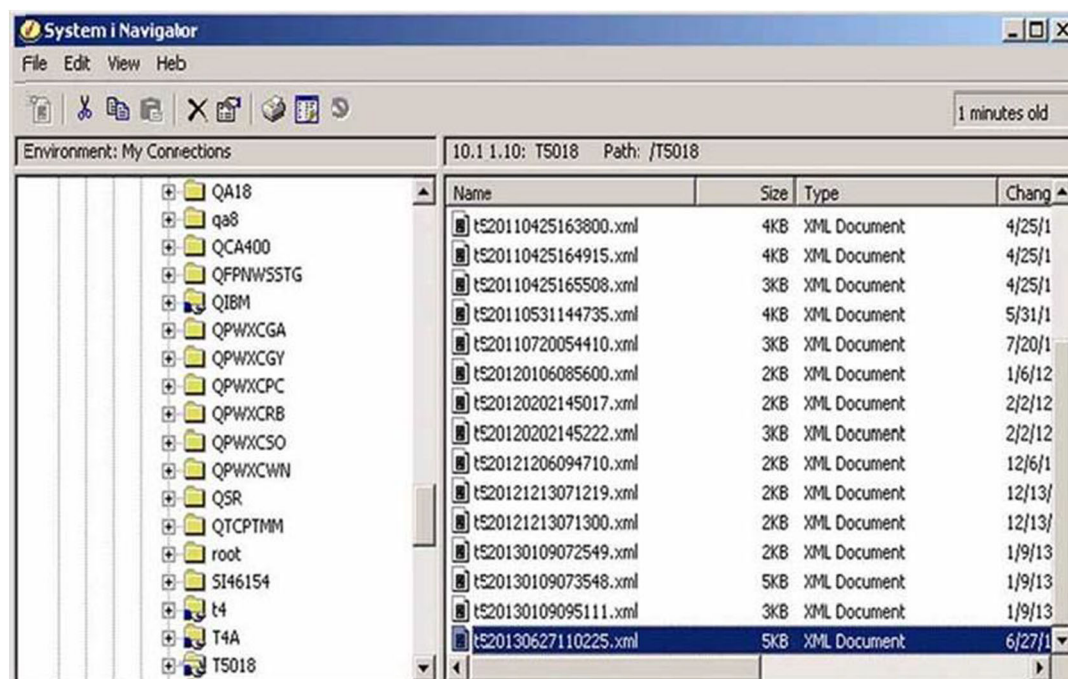
4. In the right-hand pane, double-click **Integrated File System**.



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 End Preparation

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-	
		22	14
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

eCMS Company/Division: 37/010-4.0 Quick Quality Builder:

AP A/R Admin Archival DP BOM Copy C/ E/ Acct E/ Maint ECM G/L HR HR-E HR-SS Inquiry Integration J/C Matl Req

Ord Proc P/C P/S Payroll Payroll-Can Prop Mgm Purchasing Rep Const Service T&M User Menu

37 001 4.0 File Listings Selection PRP260

Effective Date Range *

* Codes D and M

Distribution Code

(Blank=All)

Year-End Box Listing

Outg/hold/Save

Job Queue

Ok Exit

powered by Computer Guidance Corporation User/Name: TB350 (Tom Bardar) LBCC Group: QA - All Menu: Main Version: 4.0 | SP: 999

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

Company/Division: 37/000-4.0 Quick Quality Builders

87 000 4.0 Employee List Selection PRP46j

State Code	From: 000	To: 999	Local Code	From: 000	To: 999
Home State	000	999	Department	000	999
Employee Class	000	999	Union Number		99999
Type		99	Shift	0	9
Group		9	Hire Date	Y	
Start Date	Y		Terminated Employees	N	
Frequency		WK	Term Date	Y	
Marital Status	M	S	Termination Code	00	99
Exempt Certified	N	Y	Type	H	S
Standard Code	0	7	Sex Code	F	M
Exempt FIT	B	Y	Minority Code	0	9
Address: State		99	Exempt FICA	N	Y
Zip Code		99999	Crew Number	00000	99999
Area Code	000	999	Job Number		9999999
Sort Sequence	3		Pension Code	N	Y
			Print Sequence	1	
Employee Name Only	Y		Outg/Hold/Save		N N
			Job Queue	Y	

Ok Exit

powered by Computer Guidance Corporation User Name: TB350 (Tom Barday) LBCC Group QA - ALL Menu: Main Version: 4.0 | SP: 999

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
SYYP RS	Payroll System files-FICA and EIC limits.	SYYSTM	Province Master
SYYP RD	Payroll Defaults- EIN and PR defaults.		

3

eCMS v. 3.7 / 4.0 / 4.1		Canadian 3.7 / 4.0 / 4.1 Processing Only	
SYITCNC	Company Defaults-Company name and address.	SYITTEI	Employer EI Tax File
SYITPRS	Payroll System files-FICA and EIC limits.	SYITSTM	Province Master
SYITPRD	Payroll Defaults- EIN and PR defaults.	SYITMST	Employee Master

To Create test SY Y files

1. The **Zero YTD Amounts** field MUST be set to **N**. This creates the SY Y test files.
2. After completing your review of the T4 Register and the T4 Forms you MUST delete the SY YTEST files prior to running the final Prepare Year End.
Important: Do NOT delete SY Y files that have a year as part of the file name (for example: SY YCNC12, SY YPRD12, SY YPRS12).

Deleting test SY Y files

To Delete test SY Y files:

1. From a CMS command line type the following command:
`WRKOBJ SY Y*`
2. Click OK.
3. Type 4 on the OPT line next to SY Y 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 SY S 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 YTD 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 (Hand 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 SY Y Files.

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

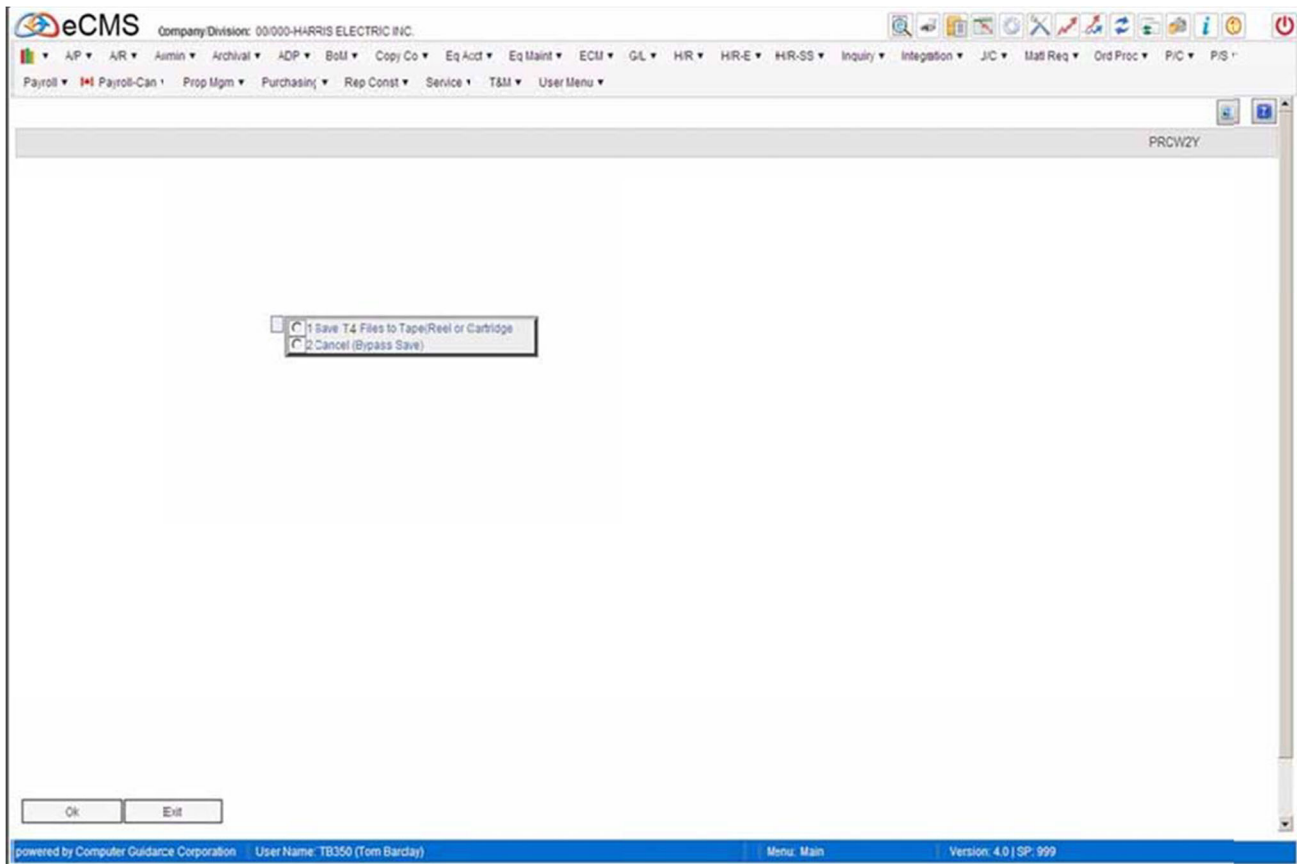
All Releases		Canadian Processing only	
SY YCNC	Company Defaults-Company name and address.	SY YTEI	Employer EI Tax File
SY YPRS	Payroll System files-FICA and EIC limits.	SY YSTM	Province Master
SY YPRD	Payroll Defaults-EIN and PR defaults.		

3

eCMS v. 3.7 / 4.0 / 4.1		Canadian 3.7 / 4.0 / 4.1 Processing Only	
SY YTCNC	Company Defaults-Company name and address.	SY YTTEI	Employer EI Tax File
SY YTPRS	Payroll System files-FICA and EIC limits.	SY YTSTM	Province Master
SY YTPRD	Payroll Defaults-EIN and PR defaults.	SY YTMST	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” and T4/RL-1 information

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.

The screenshot shows the 'Construction Management System' window with the 'Distribution Maintenance' screen (PSP224). The form includes the following fields:

Distribution		Union	Ded	Dates MMDDYYYY *			
Com	Div	Code	No.	Number	Type	Start	Completion
08	033		000		00		

* Codes D and M

At the bottom of the screen, there are five buttons: OK, Exit, Copy by Ind., Copy by Distr Code, and Year-End Boxes.

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 MasterDetail

The screenshot displays the eCMS Distribution MasterDetail screen. The top menu bar includes options like Payroll, Distribution Maintenance, and various system functions. The main form area is divided into several sections:

- General Information:** Distribution Code: M, Distribution Number: 13, Deduction Type: 0, Start Date: 01/01/1981, Completion Date: 12/31/2009.
- Description:** GARRIS-MENT, Liability Account: 0100.00001.000.
- Calculation Method:** Fixed Amount: 0.00, Arrears Deduction Amount: 0.00, Percent: 0.0, Arrears Deduction Percent: 0.00, Code: Gross, Regular Rate: 0.000, Overtime Rate: 0.000, Other Rate: 0.000.
- Exempt Withholding Tax Codes:** Federal Taxes: 0-Variable, State Income Taxes: Taxable, State Disability: Taxable, State Unemployment: Taxable, Worker's Comp: Taxable, Local Income Taxes: Taxable.
- Railroad:** RR T1 FICA SS: [], RR T1 FICA MC: [], RR T2 Pension: [], UI: [].
- Accounts Payable:** Vendor Number: 0, Vendor Location: 0, Company Number: 0, Division Number: 05, Separate Invoice: [].
- Deduction Codes:** Direct Deposit: [], COBRA Eligible: [], Declining Deduction: [], Deduction Group: 0, Pay Advance: [], Arrears Deduction: [], Auto Create: [].
- HRSS Setup:** HRSS Deduction Category: 0, Provider Phone Number: 0, Provider Website: [], Group ID Number: [].
- Reporting Deduction:** Reporting Deduction: 0, Processing Sequence: 0, Zero To-date Amount: [] (highlighted with a red box).
- Gross Code 7:** Gross Code 7: [], Garnishment: [], Condot Emp Deduction: [], Health Ins Deduction: [], Other 1: [], Other 2: [].

At the bottom, there are buttons for Previous, Check Types, Exit, and OK. The footer shows the software is powered by Computer Guidance Corporation, user name TB350 (Tom Barclay), LBCC Group: GA - ALL, Menu: Main, and Version: 4.0 | SP: 999.

The **Zero to Date** option works in conjunction with the **Zero YTD amounts Y/N** field on the ["Prepare Year End Files for T4"](#) (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

eCMS Company/Division: 08/035-CGC Canadian 400 Company

AP A/R Admin Archival ADP Boli Copy Co Eq Acct Eq Maint ECM G/L HR HR-E HR-SS Inquiry Integration JIC Matl Req

Ord Proc PC P/S Payroll Payroll-Can Prop ligm Purchasing Rep Const Service T&M User Menu

Year-End Box: Maintenance PRP802

Com Div
08 035

Form	-Diff- Code	No.	Sta	Union Number	Ded Tyt	Tax/Ded Box	Code	Earnings Box	Code	Description	3rd Party Sick	Del
RL1	D	004	000	000	00	Q	RA	A				
RL1	E	890	000	000	00	B		G				
RL1	H	040	000	000	00	D						
RL1	H	079	000	000	00	Q						
RL1	H	700	000	000	00	N						
RL1	S	890	000	000	00	E		A				
RL1	T	890	000	000	00	C						
RL1	U	001	000	100	01	F						
RL1	Z	501	000	000	00	A						
RL1	Z	502	000	000	00	B						

Search

Ok Exit Previous Delete

powered by Computer Guidance Corporation User Name: TB350 (Tom Barclay) LBCC Group QA - ALL Menu: Main Version: 4.0 | SP: 999

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

eCMS Company/Division: 08/03-CGC Canadian 400 Company

Human Resources File Maintenance-Selection Inquiry-Selection HRP102 HRP1M06 - 4

Company Number: 8
Division Number: 35 Validate:
Social Security Number: 1962 Y

Employee Data
Applicant Data

Refresh Exit

powered by Computer Guidance Corporation UserName: TB350 (Tom Bardag) LBCC Group: QA - ALL Menu: Main Version: 4.0 | SP: 999

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

eCMS Company Division: 08035-CGC Canadian 400 Company

AP A/R Admin Archival ADP BofM Copy Co Eq Acct Eq Maint ECM GL HR HR-E HR-SS Inquiry Integration JIC Mail Req Ord Proc P/C P/S

Payroll Payroll-Can Prop Mgm Purchasing Rep Const Service T&M User Menu

Human Resources Benefit/Deduction Enrollment Mode: Add HRP128 HRP106 - 8

Social Security Number: 000-001-952 Employee Name: Wayne Gretzky

General	General 2	Attendance	Behavioral Prof	Benefit/Deduct	Benefits Select	Comment	Comp Time	Company Propert	Contact	Dependents	Education
Emp Deductions	Employment	Events	Grievance	History	Ind Specialty	Insurance	Language Skills	Medical	Memberships	Military Servic	References
Resume	Salary Review	Skill History	Skill Inventory	State/Local	Termination-Is	Termination Lis	Training	UDC	Vac/Sick/Comp		

Benefit Number: 0

Frequency Code: 0-Not automat taken

Start Date:

End Date: 12/31/9999

Declined: ☐

Date Declined:

Deduction/Benefit Amounts			
	Year-to-Date	To-Date	Remaining
Employee:	0.00	0.00	0.00
Employer:	0.00	0.00	0.00

Calculation Overrides

Fixed Amount: 0.00 or Percent: 0.00 or Code:

Arrears Deduction amount: 0.00 or Arrears Deduction Percent: 0.00 or Calculation Method:

Regular Hour Rate: 0.000

Overtime Hour Rate: 0.000

Other Hour Rate: 0.000

Gross Pay Code: 0-All Hourly Gross

Accounts Payable Integration

Vendor Number: 0

Vendor Location: 0

Company Number: 0

Division Number: 0

Discretionary Deduction: ☐

Dependent View Benefit Add Cancel Exit OK

powered by Computer Guidance Corporation User Name: TB350 (Tom Barclay) LBCC Group: QA-ALL Menu: Main Version: 4.0 | SP: 999

- **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

The screenshot shows the 'eCMS' application window titled 'Company/Division: 08/035-CGC Canadian 400 Company'. The window has a menu bar with various options like A/P, A/R, Admin, Archival, ADP, Bolt, Copy Co, Eq Acct, Eq Maint, ECM, G/L, HF, HR-E, HR-SS, Inquiry, Integration, J/C, and Mail Req. Below the menu bar is a toolbar with icons for different functions. The main area of the window is titled 'Employment Insurance Tax' and contains a form with the following fields:

Com	Div	Province	Business Suffix
08	035	000	0000

At the bottom of the form are 'Ok' and 'Exit' buttons. The status bar at the bottom of the window displays 'powered by Computer Guidance Corporation', 'UserName: TB350 (Tom Bardag)', 'LBCC Group: QA - ALL', 'Menu: Main', and 'Version: 4.0 | SP: 999'.

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.

Company/Division: 08/035-CGC Canadian 400 Company

08 035 CGC Employment insurance Tax PRP396

province 000
business suffix 0001
description
2012 - DEFAULT SFX:1

Employee Percent(3)		Employer Tax Limit		Employee Earnings Limit	
EI	PPIP	EI(2)	PPIP(3)	EI(2)	PPIP(2)
1830	559	83997	34368	99999999	65000000

Employer Factor(3)

EI	PPIP
1400	782

Default
Y

Ok Exit Previous Delete

powered by Computer Guidance Corporation User Name: TB350 (Tom Barclay) LBCC Group QA - ALL Menu: Main Version: 4.0 | SP: 999

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

eCMS Company/Division: 08/031-CGC Canadian 400 Company

AP A/R Admin Archival ADP BOM Copy Co Eq Acct Eq Maint ECM GL HR HR-E HR-SS Inquiry Integration J/C Mail Req

Ord Proc P/C PS Payroll Payroll-Can Prop Mgm Purchasing Rep Const Service T&M User Menu

Payroll Province Master Maintenance Mode: Update PRP240 PRPM08 - 3

Province Number 820

Province Name: Manitoba	Minimum Wage: 0.000	Average Earnings: N
941, W2 ID: 820W4820	Suppl Info on Cert Rpt: <input type="checkbox"/>	Exposure limits: Calculated
Unemployment ID: 820PP820		Website: *****Correct Setup for 2012*****
Media Number: 0		

Worker's Compensation

Premium Basis: Dollar	Include in Earnings Premiums	Calculation limits
Annual Base Wage: 0.30	Overtime Pay: Include	Limit Type: Annual
	Other Pay: Include	Worker's Comp: 104000.00
Include in Hourly Premiums	Sick Pay: <input type="checkbox"/>	Property Damage: 0.00
Overtime Hours: <input type="checkbox"/>	Vacation Pay: <input checked="" type="checkbox"/>	Bodily Injury: 0.00
Other Hours: <input type="checkbox"/>	Holiday Pay: <input checked="" type="checkbox"/>	Executive Officer: 104000.00
Sick Hours: <input type="checkbox"/>	Employer Paid Benefit: <input checked="" type="checkbox"/>	Canadian
Vacation Hours: <input type="checkbox"/>	Special Check: <input checked="" type="checkbox"/>	Worker's Comp Weeks: 0
Holiday Hours: <input type="checkbox"/>	Non-Taxable Travel: <input type="checkbox"/>	CPP Exempt Amount: 3500.00
	Taxable Travel: <input checked="" type="checkbox"/>	CPP WageLimit: 50100.00
	Taxable Adjustments: <input checked="" type="checkbox"/>	CPP Percent: 4.950
	Non-Taxable Adjustments: <input type="checkbox"/>	Tax Limit: 2306.70

Previous Delete Exit Ok

powered by Computer Guidance Corporation User Name: TB350 (Tom Barclay) LBCC Group: QA - ALL Menu: Main Version: 4.0 | SP: 999

Copy Canadian Tax 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

The screenshot shows the 'Copy TaxTable File' window in the eCMS application. The window title is 'PRP804'. The main area contains three input fields: 'Province:' with a dropdown menu showing '000 - Federal' and '999 - All'; 'To month:' with a dropdown menu showing '00'; and 'To year:' with a text input field. At the bottom, there are 'Ok' and 'Exit' buttons. The footer bar displays 'powered by Computer Guidance Corporation', 'User Name: TB350 (Tom Barclay)', 'LBCC Group QA - ALL', 'Menu: Main', and 'Version: 4.0 | SP: 999'.

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

eCMS Company/Division: 08/03-CGC Canadian 400 Company

Canada Tax Table Maintenance PRP398

Type Province Cheque Type Month Year

Ok Exit

powered by Computer Guidance Corporation UserName: TB350 (Tom Bardag) LBCC Group: QA - ALL Menu: Main Version: 4.0 | SP: 999

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 ["Copy Canadian Tax Tables"](#) on page 6-11 for details.

Tax TableDetail Federal

eCMS Company/Division: 08/035-CGC Canadian #00 Company

AP A/R Admin Archival ADP Boli Copy Co Eq Acct Eq Maint ECM G/L HR HR-E HR-SS Inquiry Integration J/C Matl Req

Ord Proc P/C P/S Payroll Payroll-Can Prop ligm Purchasing Rep Const Service T&M User Menu

Canada Tax Table Maintenance PRP398

Type F Province 000 Cheque Type Month 01 Year 2013

Desc 2012 - CA FEDERAL TAX TABLE

	Limit Amt (2)	Pct (4)	Constant Amt (2)
1	004270700	0150000	0000000
2	008541400	0220000	0299900
3	013240900	0260000	0640800
4	999999999	0290000	1037800
5	000000000	0000000	0000000
6	000000000	0000000	0000000
7	000000000	0000000	0000000
8	000000000	0000000	0000000
9	000000000	0000000	0000000
10	000000000	0000000	0000000

Ok Exit Previous Delete

powered by Computer Guidance Corporation User Name: TB350 (Tom Barclay) LBCC Group QA-ALL Menu: Main Version: 4.0 | SP: 999

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

eCMS Company/Division: 08/035-CGC Canadian 400 Company

Canada Tax Table Maintenance PRP398

Type F Province 000 Cheque Type Month 01 Year 2013

FEDERAL

Weekly 00 Bi-Weekly 000

Employment Credit Amount(2)
0109500

Ok Exit Previous

powered by Computer Guidance Corporation UserName: TB350 (Tom Bardag) LBCC Group: QA - ALL Menu: Main Version: 4.0 | SP: 999

Employment Credit Amount

Enter the amount of Employment Credit.

Tax Table Detail - Provincial

eCMS Company/Division: 08/035-CGC Canadian #00 Company

A/P A/R Admin Archival ADP Boli Copy Co Eq Acct Eq Maint ECM G/L HR H-R-E H-R-SS Inquiry Integration J/C Mat Req
 Ord Proc P/C P/S Payroll Payroll-Can Prop Lign Purchasing Rep Const Service T&M User Menu

Canada Tax Table Maintenance PRP396

Type S Province \$20 Cheque Type Month 01 Year 2013

Desc 2012 - MANITOBA

	Limit Amt (2)	Pct (4)	Constant Amt (2)
1	003100000	0108000	0000000
2	006700000	0127500	0060500
3	999999999	0174000	0372000
4	000000000	0000000	0000000
5	000000000	0000000	0000000
6	000000000	0000000	0000000
7	000000000	0000000	0000000
8	000000000	0000000	0000000
9	000000000	0000000	0000000
10	000000000	0000000	0000000

Ok Exit Previous Delete

powered by Computer Guidance Corporation User Name: TB350 (Tom Barclay) LBCC Group QA-ALL Menu: Main Version: 4.0 | SP: 999

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.

Canada Tax Table Maintenance PRP398

Time

Type S Province 970 ChequeType Month #1 Year 2013

PROVINCIAL

Weekly 00 Bi-Weekly 00

Surtax (V1)			Tax Reduction(S)			Tax Abatement
Limit (2)	Pct (3)	% of Tax (3)	Amount (2)	Pct (3)	Limit (2)	Pct(3)
0421300	000000	000000	0021700	000000	0000000	000000
0539200	000000	000000	0000000	000000	0000000	
9999999	000000	000000	0000000	000000	0000000	
0000000	000000	000000	0000000	000000	0000000	
0000000	000000	000000	0000000	000000	0000000	
0000000	000000	000000	0000000	000000	0000000	

Employment Credit Amount(2) 0000000

Flat Tax Pct(3) 000000

Ok Exit Previous

powered by Computer Guidance Corporation Username: TB350 (Tom Bardag) LBCC Group: QA- ALL Menu: Main Version: 4.0 / SP: 999

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

eCMS Company/Division: 08/035-CGC Canadian #00 Company

AP AR Admin Archival ADP BOLL Copy Co Eq Acct Eq Maint ECM G/L HR HR-E HR-SS Inquiry Integration J/C Mat Req

Ord Proc P/C P/S Payroll Payroll-Can Prop Lign Purchasing Rep Const Service T&M User Menu

Canada Tax Table Maintenance PRP396

Time

Type S Province 870 Cheque Type Month 01 Year 2012

PROVINCIAL

Health Premium (V2)

Limit(2)	Pct(3)	Max Tax(2)
002000000	00000	0000000
003600000	00000	0030000
004800000	00000	0045000
007200000	25000	0060000
020000000	25000	0075000
999999999	25000	0090000

Ok Exit Previous

powered by Computer Guidance Corporation User Name: TB350 (Tom Barclay) LBCC Group QA-ALL Menu: Main Version: 4.0 | SP: 999

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 Ledger Processing

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

The screenshot displays the 'Department Year-to-Date Maintenance' window within the eCMS application. The window features a standard menu bar at the top with options such as A/P, A/R, Admin, Archival, ADP, Bolt, Copy Co, Eq Acct, Eq Maint, ECM, GL, H/F, H/R-E, H/R-SS, Inquiry, Integration, J/C, and Mail Req. Below the menu bar, the window title is 'Department Year-to-Date Maintenance' and the subtitle is 'Payroll'. The main area contains three input fields: 'Company Number' (with a dropdown arrow), 'Division Number' (with a dropdown arrow), and 'Department Number' (with a dropdown arrow). At the bottom right of the window, there are 'Exit' and 'OK' buttons. The status bar at the bottom of the screen provides additional information: 'powered by Computer Guidance Corporation', 'UserName: TB350 (Tom Bardag)', 'LBCC Group: QA - ALL', 'Menu: Main', and 'Version: 4.0 | SP: 999'.

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

Year - to - Date Values	
Regular Hours:	29,732.87
Overtime/Other Hours:	3,900.70
Regular Dollars:	3,363,232.92
Overtime/Other Dollars:	1,332,232.33
Miscellaneous Dollars:	1,091,451.30

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

YearEndProcessingSteps--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

Canadian	T4	PRP626
----------	----	--------

Year To Process	<input type="text" value="2014"/>
Process Zero Business Suffix Only	<input type="text" value="N"/> <input type="text"/>
Print Sequence	<input type="text" value="1"/>
Print All Adjustments	<input type="text" value="N"/>
Outq/Hold/Save	<input type="text"/> <input type="text" value="N"/> <input type="text" value="N"/>
Job Queue	<input type="text" value="Y"/>
Use Current Year Defaults	<input type="text" value="Y"/>
Restore From Tape	<input type="text"/>
Device Id	<input type="text"/>

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
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Year To Process

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

Process Zero Business 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 SY Y files remain on the system.

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

Company/Division: 08/035-CGC Canadian #00 Company

Year-End Box Maintenance PRP802

Form	Deduction Type	No.	Sta	Union Number	Ded. Typ	Tax/Ded Box	Code	Earnings Box	Code	Description	3rd Party	Sick	De
T4	U	007	000	101	02	52				HEALTH			
T4	U	007	000	101	03	52				PENSION			
T4	U	010	000	18	01	20				HEALTH/WELFARE			
T4	Z	014	000		00	14				INCOME			
T4	Z	016	000		00	16				EMPLOYEE CPP			
T4	Z	017	000		00	17				EMPLOYEE QPP			
T4	Z	018	000		00	18				EMPLOYEE EI			
T4	Z	020	000		00	20				RPP CONTRIBUTIONS			
T4	Z	022	000		00	22				INC TAX DEDUCTED			
T4	Z	024	000		00	24				REINSURABLE EARNIN			

Search: [] [] [] [] []

Buttons: Ok, Exit, Previous, Delete

powered by Computer Guidance Corporation User Name: TB350 (Tom Barclay) LBCC Group QA-ALL Menu: Main Version: 4.0 | SP: 999

- 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 setup 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

eCMS Company/Division: 08/035-CGC Canadian 400 Company

AP A/R Admin Archival ADP BOM Copy Co Eq Acct Eq Maint ECM G/L HF H/R-E H/R-SS Inquiry Integration J/C Mail Req

Ord Proc P/C P/S Payroll Payroll-Can Prop Mgm Purchasing Rep Condt Service T&M User Menu

T4 PRP518

Com: Div: Employee: Year: T4 Box: Distr No: Bus Suffix:

08 035 000000000 Year: 000

Ok Exit

powered by Computer Guidance Corporation UserName: TB350 (Tom Bardag) LBCC Group: QA - ALL Menu: Main Version: 4.0 | SP: 999

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

Company/Division: 08/035-CGC Canadian #00 Company

Menu: A/P, A/R, Admin, Archival, ADP, BOM, Copy Co, Eq Acct, Eq Maint, ECM, G/L, HR, H/R-E, H/R-SS, Inquiry, Integration, J/C, Mail Req, Ord Proc, P/C, P/S, Payroll, Payroll-Can, Prop Lign, Purchasing, Rep Const, Service, T&M, User Menu

08 035 CGC T4 PRP516

Employee	Year	T4 Box Distr No	Bus Suffix
800	2012	30	0000

Amount(2)

Ok Exit Previous

powered by Computer Guidance Corporation User Name: TB350 (Tom Barclay) LBCC Group: QA-ALL Menu: Main Version: 4.0 | SP: 999

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

08 035 CGC T4 Forms Selection PRP434

Year To Process: 012
Process Zero Business Suffix Only: 1
Use Current Year Defaults: Y
Restore Form Type Device Id:
Province Code: 00
Province Abbreviation:
Print T4 Forms: Y
Print T4A Forms: N
Form: XML

Ok Exit

powered by Computer Guidance Corporation UserName: TB350 (Tom Bardag) LBCC Group: QA - ALL Menu: Main Version: 4.0 | SP: 999

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			

Print T4/T4A Forms

- 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

The screenshot shows the eCMS software interface. At the top, there's a menu bar with various options like A/P, A/R, Admin, Archival, ADP, BoM, Copy Co, Eq Acct, Eq Maint, ECM, G/L, H/R, H/R-E, H/R-SS, Inquiry, Integration, J/C, Mail Req, Ord Proc, P/C, PS, Payroll, Payroll-Can, Prop Mgm, Purchasing, Rep Cons, Service, T&M, and User Menu. Below the menu bar, the main window displays the 'PRP436' form. The form is titled 'Company/Division: 08035-CGC Canadian 400 Company'. It contains several input fields: Transmitter Number (MM 000000), Number of Business Suffixes Reporting (000000), Name (CGC Canadian 400 Company), Name2, Address (1234 Main Street), Address2 (Suite 200), City (Chatham), Province (ON), Country (CAN), Postal Code (T5S 1G8), Technical Contact Name, Phone (000 0000000), Ext (0000), Email, Language of Communication (E), Media Type (2), Data Type (1), Payment Year (2012), and Device Name (Tape Only). At the bottom, there are 'Ok' and 'Exit' buttons. The status bar at the very bottom shows 'powered by Computer Guidance Corporation', 'User Name: TB350 (Tom Barclay)', 'LBCC Group: QA - ALL', 'Menu: Main', and 'Version: 4.0 | SP: 999'.

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

1. Specify the following options:

- **Transmitter Number**—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

eCMS Company/Division: 08/035-CGC Canadian 400 Company

PRP436

Employer Information:

Name: CGC Canadian 400 Company
 Name2:
 Attention:
 Address: 12-4 Main Street
 Address2: Suite 200
 City: Chatham
 Province: ON Country: CAN Postal Code: T5S 1G8

Accounting Contact:

Name:
 Phone: 000 0000000

Ok Exit Return

powered by Computer Guidance Corporation User Name: TB350 (Ton. Barday) LBCC Group:QA - ALL Menu: Main Version: 4.0 | SP: 999

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 Power7 command line, type and enter the following command: **WRKLNKT4**

The screenshot shows a terminal window with the following text:

```
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

Parameters or command
===>

F3=Exit  F4=Prompt  F5=Refresh  F9=Retrieve  F12=Cancel  F17=Position to
F22=Display entire field      F23=More options

Bottom

MA a 10/003
```

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

```

Work with Object Links

Directory . . . . : /t4

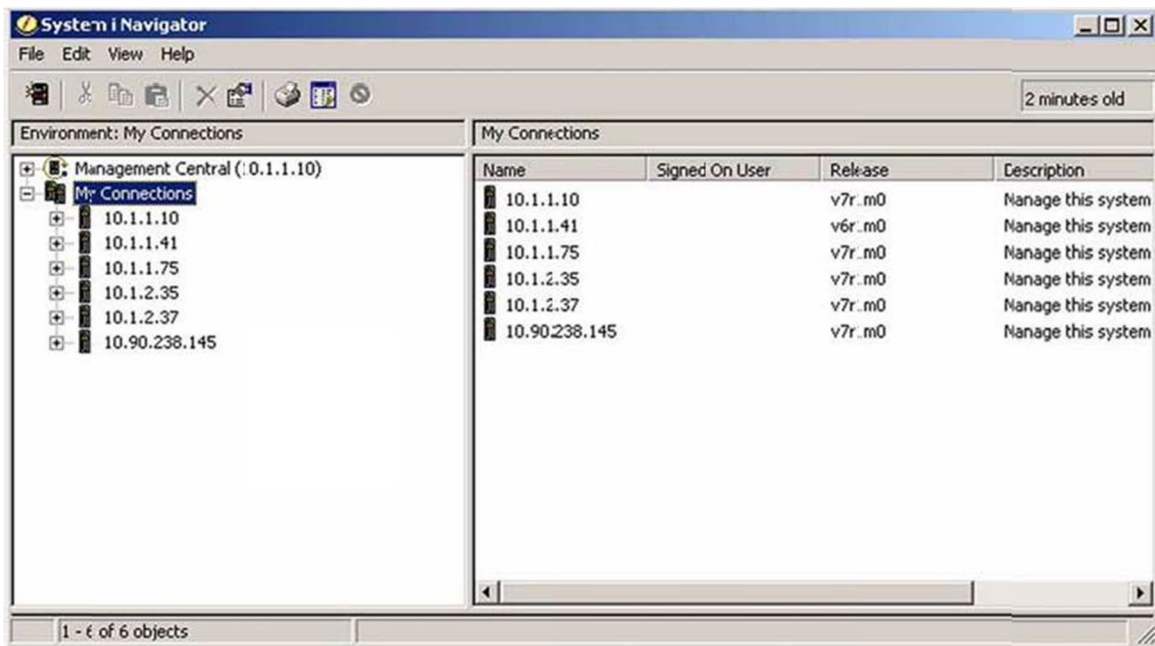
Type options, press Enter.
  2=Edit  3=Copy  4=Remove  5=Display  7=Rename  8=Display attributes
  11=Change current directory ...

Opt  Object link      Type  Attribute  Text
---  ---
   1  t4100202121112.xml  STMF
   2  t4100238051412.xml  STMF
   3  t4100829051612.xml  STMF
   4  t4100845022713.xml  STMF
   5  t4100948030912.xml  STMF
   6  t4101032022713.xml  STMF
   7  t4101304051612.xml  STMF
   8  t4101511030912.xml  STMF
   9  t4102114030212.xml  STMF
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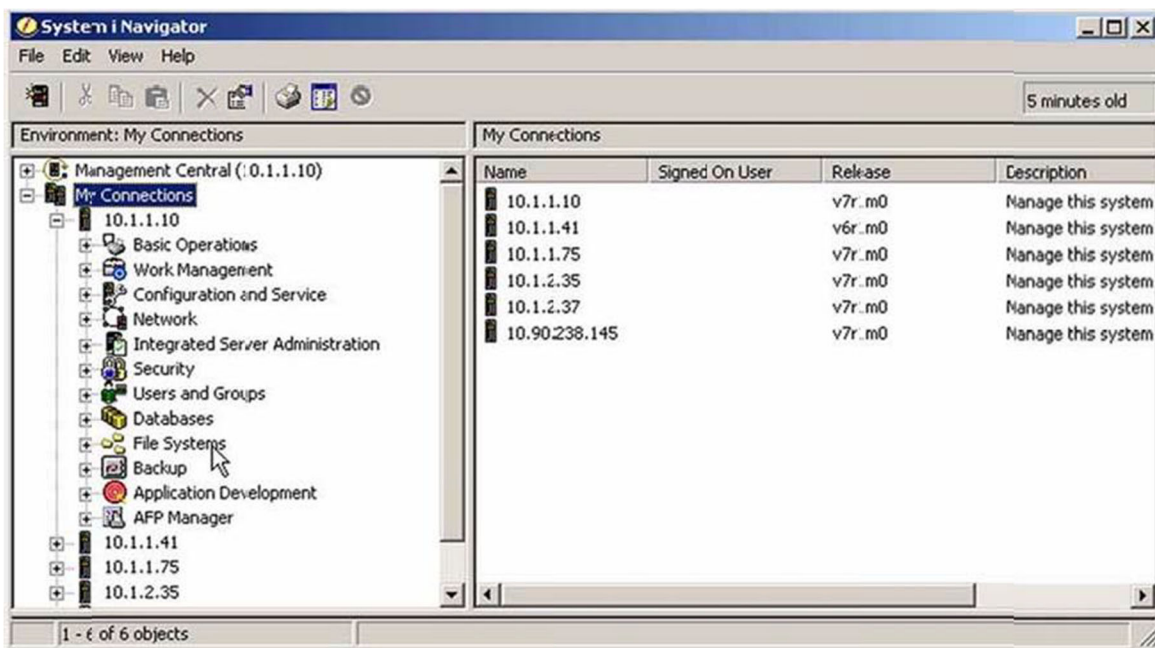
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Retrieving the created XML document on your PC

1. Open the Power7 Navigator.

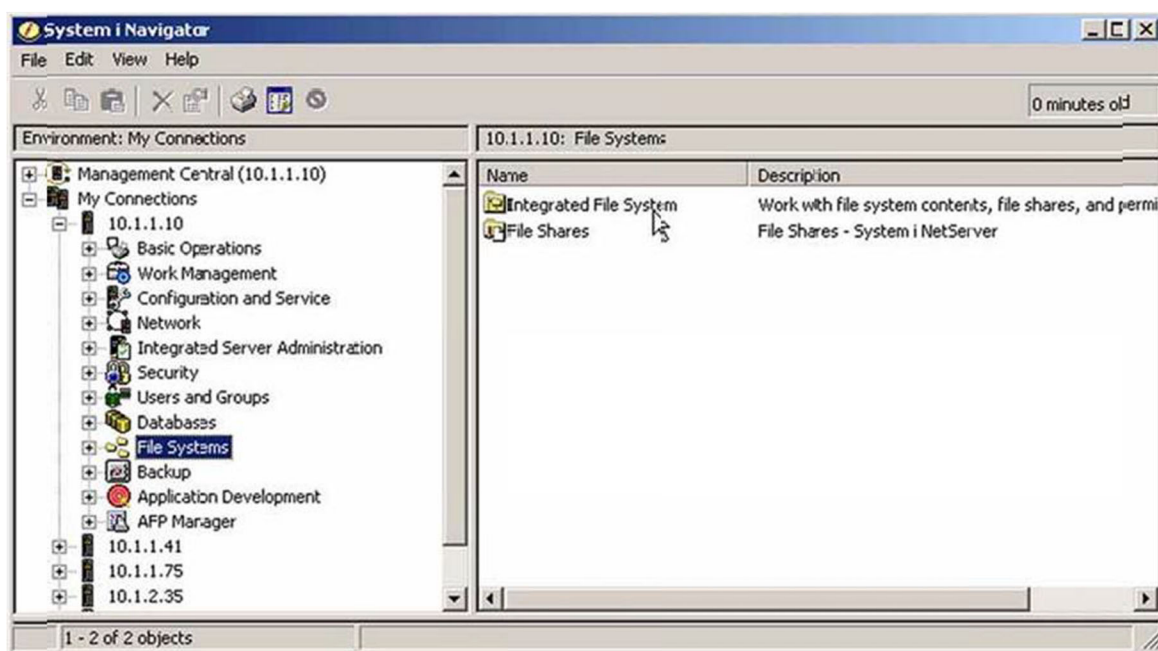


2. Click the + next to your Power7 system to expand the selection.

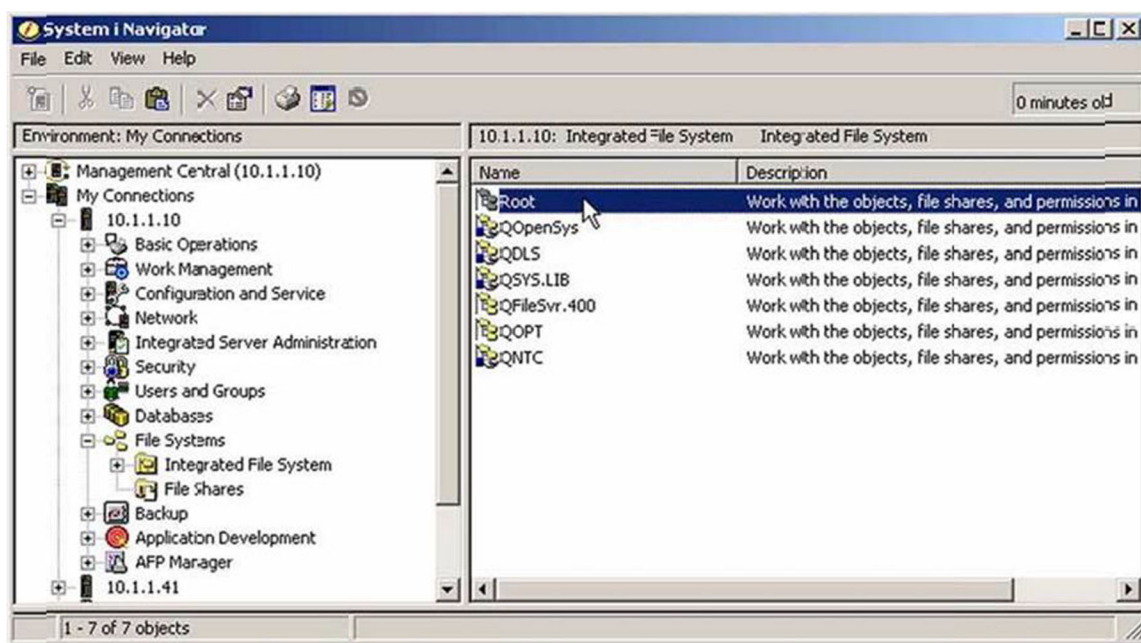


3. Click File Systems

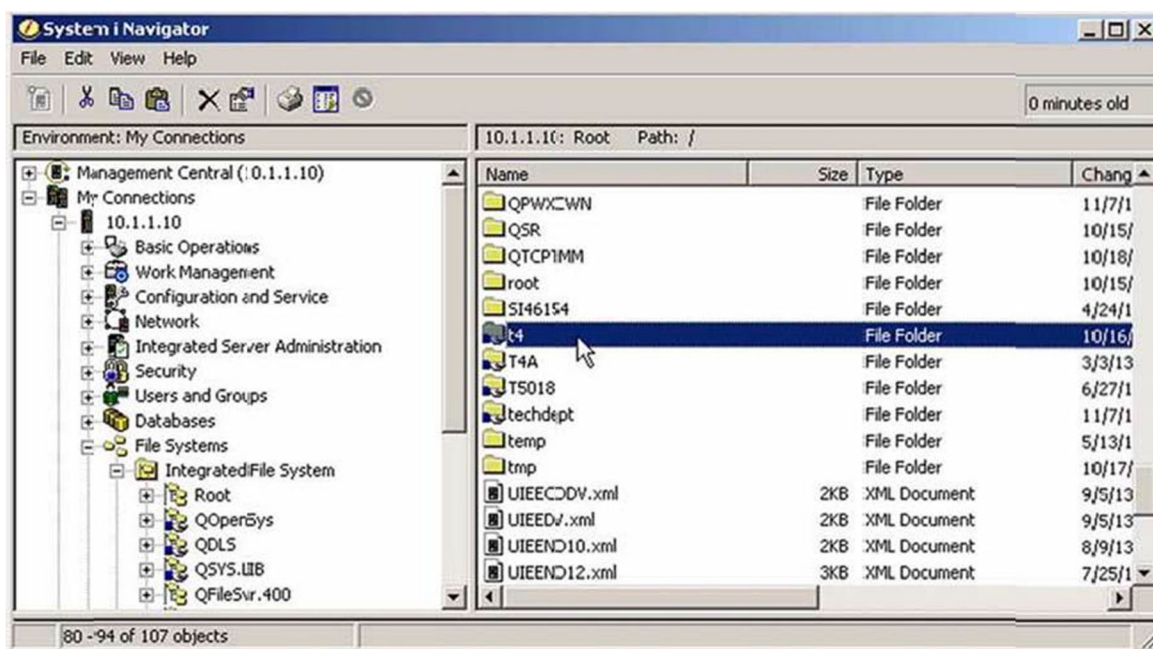
- In the right-hand pane, double-click **Integrated File System**.



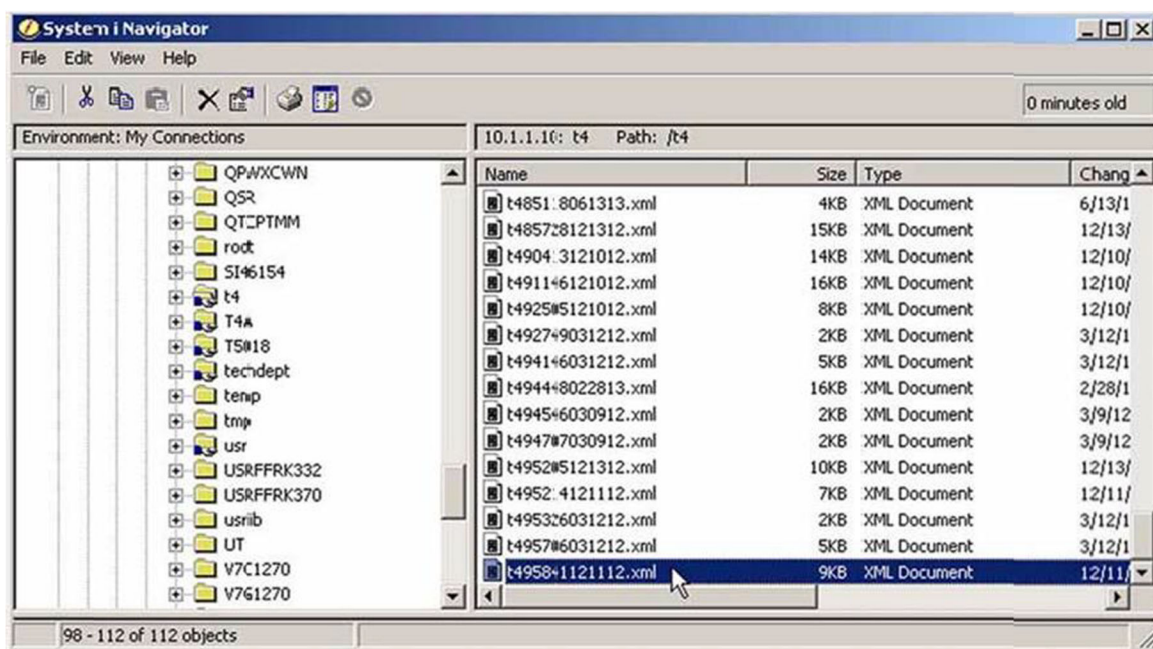
- In the right-hand pane, double-click **Root**.



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 SYF Files

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

If you are using eCMS 3.4.3, the 5 SYF files listed in the first table, shown below, will exist on your system. All 10 of the SYF 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	
SYFCNC	Company Defaults-Company name and address.	SYFTEI	Employer EI Tax File
SYFPRS	Payroll System files-FICA and EIC limits.	SYFSTM	Province Master
SYFPRD	Payroll Defaults- EIN and PR defaults.		

eCMS v. 3.7 / 4.0 / 4.1 Only		Canadian 3.7 / 4.0 / 4.1 Processing Only	
SYFTCNC	Company Defaults-Company name and address.	SYFTTEI	Employer EI Tax File
SYFTPRS	Payroll System files-FICA and EIC limits.	SYFTSTM	Province Master
SYFTPRD	Payroll Defaults- EIN and PR defaults.	SYFTMST	Employee Master

* Do NOT remove or delete these files.

Renaming the SYF files

1. Select **F10** at any CMS menu to get a command line
2. Type the command **WRKOBJ(space)SYF***, and press **ENTER**.
3. Put a **7** on the OPT line next to the SYF 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 SYFCNC to SYFCNC12 (i.e., last two digits of year)
5. Type **F3** to exit the Work with Objects screen.

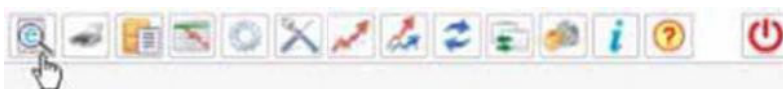
Restoring eForms Templates for Year End Forms

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 T5018Form
- Releve

1. Click the eForms Viewer icon on the eCMS toolbar.



2. Click the Edit Templates icon on the eFormstoolbar.



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).

eCMS Company/Division: 08/035-CGC Canadian-400 Company

Edit Templates

Select	Copy	Name	Description	Co Div	Location	Customer Number	Joc Number	Sub Job	Create UserID	Active
<input type="checkbox"/>	Canadian T4 Form	A/P Checks	Master Template for A/P Checks	20 0	0				CGCOWNER	<input type="checkbox"/>
<input type="checkbox"/>	Canadian T5018 Form	A/P Checks_EV8	Master Template for A/P Checks	0 0	0				VDONEPUDI	<input type="checkbox"/>
<input type="checkbox"/>	Certified Letter	A/P Checks rmb	Master Template for A/P Checks	1 0	0				RBALL	<input type="checkbox"/>
<input type="checkbox"/>	Certified Payroll	Katie A/P Checks	Katie A/P Checks	3 23	Arizona2	0			KJE350	<input type="checkbox"/>
<input type="checkbox"/>	Change Order Request	A/P Checks WR/P 0323	Wrapping Test	3 23		0			ACD150	<input type="checkbox"/>
<input type="checkbox"/>	Commercial Invoice	A/P Checks_1_1	Master Template for A/P Checks	1 0		0			CGCOWNER	<input type="checkbox"/>
<input type="checkbox"/>	Contract Price Quote	A/P Checks_1_1_copy	Master Template for A/P Checks	37 0		0			CGCOWNER	<input type="checkbox"/>
<input type="checkbox"/>	Correspondence Log	A/P Checks_1_1_TEJ	Master Template for A/P Checks_TEJ_	1 0	San Diego	0			TEJ350	<input type="checkbox"/>
<input type="checkbox"/>	Credit App	A/P Checks 8 35	Master Template for A/P Checks 8 35	8 35		0			CSALAS	<input type="checkbox"/>
<input type="checkbox"/>	Daily Reports	A/P Checks WR/P 0423	Wrapping Test	62 0		0			GWB350	<input type="checkbox"/>
<input type="checkbox"/>	Daily Time Card/Crew	A/P Checks Co 79	Template for A/P Checks Co 79	79 0		0			SASNEK350	<input type="checkbox"/>
<input type="checkbox"/>	Daily Time Card/Job	BMH A/P Checks	BMH Template for A/P Checks test	3 23		0			BMH850	<input type="checkbox"/>
<input type="checkbox"/>	Dunning Letter	A/P Checks comp1 d0	Master Template for A/P Checks	1 20		0			TEJ350	<input type="checkbox"/>
<input type="checkbox"/>	Equip Work Orders	A/P Checks Co >7 Cop	A/P Check with Copy Written Across it Co 3*	37 0		0			SASNEK350	<input type="checkbox"/>
<input type="checkbox"/>	Fed CC-257	A/P Checks vidya	Master Template for A/P Checks	1 0	Vidya	0			VRABADURAJ	<input type="checkbox"/>
<input type="checkbox"/>	Forecast									
<input type="checkbox"/>	Form 1099-Broker									
<input type="checkbox"/>	Form 1099-Dividends									
<input type="checkbox"/>	Form 1099-Int									
<input type="checkbox"/>	Form 1099-Misc									
<input type="checkbox"/>	Form 941A									
<input type="checkbox"/>	Form 941B									
<input type="checkbox"/>	Freehand Letter									
<input type="checkbox"/>	HR Billing Statement									
<input type="checkbox"/>	Issues Journal									
<input type="checkbox"/>	JIC Inc Stmt/Forecast									
<input type="checkbox"/>	Material Procurement									
<input type="checkbox"/>	Material Requisition									
<input type="checkbox"/>	Copy/Chg									
<input type="checkbox"/>	Edit									

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

The screenshot shows the eCMS interface for editing templates. At the top, the header includes the eCMS logo and the text "Company/Division: 08/085-CGC Canadian 400 Company". Below the header, there is a section titled "Edit Templates" with a dropdown menu set to "Canadian T4 Form". A table lists the templates, with the first row selected. The table has columns: Select, Copy/Change, Open Template, Name, Description, Co Div, Location, Customer Number, Job Number, Sub Job, Create UserID, and Active. The first row contains a checked checkbox in the Select column, a "Copy/Chg" button, an "Edit" button, the name "Canadian T4 Form", the description "Master Template for Canadian T4 Form", and other fields with values "0 0", "0", and "CGCOWNER". Below the table, there is a filter section with a "Column Name" dropdown set to "Select One", a "Filter" dropdown set to "Equal to", and a "Value" input field. A "Go" button is next to the input field. At the bottom right, there are buttons for "Delete", "Restore", and "Close".

Select	Copy/Change	Open Template	Name	Description	Co Div	Location	Customer Number	Job Number	Sub Job	Create UserID	Active
<input checked="" type="checkbox"/>	Copy/Chg	Edit	Canadian T4 Form	Master Template for Canadian T4 Form	0 0	0				CGCOWNER	<input type="checkbox"/>

Column Name: Select One Filter: Equal to Value: Go

1 - 2 of 2

Delete Restore Close

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.