Canadian

2018 Year-End Presentation

Our Goal

By the end of the session you will be able to accomplish the necessary Year-End procedures for Accounts Payable and Payroll

Year-End Documentation on Website

Canada

Customer Support Website

  http://www.computerguidance.com

  Login Requirements:

    User Name: Customer Number

    Password: Zip Code

Documentation Available under:

  Resources >

  QE and YE Documentation >

  2018 Canadian Year-End Documentation

Print and Read Documentation

**COMPUTER
GUIDANCE
CORPORATION**

Smarter Construction. Cloud ERP.

Accounts Payable

☐ **Accounts Payable Year-End Processing is Complete**

 o After Running the Final Cash Disbursement Update

   For the Current Reporting Period (Annual or Fiscal)

☐ **Objective**

 o Maintain or Create AP T5018 Codes (S)

 o Print T5018 Slips

 o Create the T5018 Electronic File

Smarter Construction. Cloud ERP.

What Is New?

Restore T5018 eForm format

No changes that we are aware of at this time

T5018 Reconciliation

Reports / Options Used to Reconcile Year-End

Verify Employer Business Number – located on the 2nd screen of the **Accounts Payable Defaults**

Business Number	13670 0713

Use Vendor Master Listing / IDI to Verify and Maintain
- Vendor Name
- Address
- Code
- Tax ID number
- Proprietor Information

T5018 Reconciliation

Run 1099/ T5018 Code Listing / IDI to verify Type Codes

Run Print 1099/T5018 Register to verify vendor information and box amounts

Run History Report by Vendor Number to get further detail on specific vendors

Use AP 1099/T5018 Code Maintenance to maintain codes by vendor and/or invoice

Run Print Register or T5018 forms to get order count

Vendor Master Listing and IDI Listing Reports
Accounts Payable > Listing >

Use the **Vendor Master Listing** report to verify vendor name, address, tax ID #, etc.

Examples of both reports are on the next 2 slides

IDI Report

Vendor Master Report

Details to Follow:

Smarter Construction. Cloud ERP.

IDI - Vendor Master Listing
Accounts Payable > Listing

Vendor... ▲ 3	Vendor Name	Address 1	City	St/Prov	Zip/Postal Code	1099 Form Required	Federal I.d. No
11493	ALBERTA DAMPROOFING	& WATERFROOFING LTD.	CALGARY	AB	T2E 6T7	S	122045719RT0001
11494	BONNIE'S BAKERY & DELI	CORNER OF MAINT & 5TH ST.	CALGARY	AB	T2E 6T7	S	122045718RT0001
14426	HY-GRADE MILLWORK	7TH AVE & LAURISTON ST.	SASKATOON	SK	S7K 3K1	S	121604722RT0001
15796	B & M EXCAVATING & CONTRT	BOX 472	PILOT BUTTE	SK	S0G 3Z0	S	871688382RT0001
15797	DARREL & DARREL & DARREL&	15TH & DARREL'S STREET	DARREL CITY	ON	5T6 9T5	S	122048719RT0001
19127	D & E WELDING & MFG.	#4, 880 LEATHEAD ROAD	KELOWNA	BC	V1X 2J8	S	132390121RT0001
51848	B & M Excavating & Contra	Box 472				S	GST123
51849	D & E Welding & MFG	& Waterproofing				S	GST65406
51850	Benzoni & Sons Canada LLC	56th Street & Bell	Thunder Bay	ON	T2C 2W7	S	100271170RT0001
51851	Moose Port Repairs Depot&	>21	Por Arthur	ON	P712Q	S	Z12345
51852	corp & partnership name	51852 Long way home				S	123-456-7812

COMPUTER GUIDANCE CORPORATION

Smarter Construction. Cloud ERP.

Vendor Master Listing
Accounts Payable > Listings > - XAP080 (Numeric) - APP088 (Alpha)

```
DATE 12/05/18          APP088              08 035  Canadian Company - 40.0                    TIME  5.03              PAGE    1
                                           VENDOR MASTER LISTING  - ALPHABETIC


VENDOR   VENDOR NAME              VENDOR ADDRESS 1        VENDOR ADDRESS 2        VENDOR ADDRESS 3              ABBREVIATION
Job   /Sub /PHONE                 FAX NO.                 ALTERNATE VENDOR    TERM T5018   GST REGISTRATION    TYP MIN CD   ENTERED

00001 XXXXXXXX & XXXXXXXXXXXXXX                                                                               XXXXXXXX &
                                                                                                              0  07/06/2006

51852 corp & partnership name    51852 Long way home                                                          ABBREVIATI
                                                  PST REGISTRATION NO.  pst registratio
                                                                               S      123-456-7812            P    0  07/06/2006

11493 ALBERTA DAMPROOFING         & WATERPROOFING LTD.    4552-14 STREET NE      CALGARY           AB T2E 6T7  ALBERTA DA
                                                                               S      122045719RT0001               0  07/10/2006
```

Smarter Construction. Cloud ERP.

COMPUTER GUIDANCE CORPORATION

Vendor Master Maintenance
Accounts Payable > Maintenance >

T5018 Fields

Tax ID Registration Numbers – GST / PST
    Vendor's GST / PST Registration Number is required if you are going to process a Slip T5018 for this vendor

T5018 Code – S
    T5018 for Canadian (CAN) Companies require an '**S**' code in the vendor master file for T5018 forms to print

The option **"Print When T5018 Code in Vendor Master"**, in Print T5018 forms, will determine if the code is a required field in the Vendor Master File.

    The code can be entered or changed during invoice entry

COMPUTER GUIDANCE CORPORATION

Smarter Construction. Cloud ERP.

Vendor Master Maintenance
Accounts Payable > Maintenance >

T5018 Fields

Proprietor Name

The name entered here prints on the first line in the recipient's box of the T5018 Slip

The remainder of the information prints from the Vendor Master file Remit To information on the General 2 Tab

Country Code

As an option, enter the country in which the vendor resides

1099/T5018 Type Code Table Maintenance
Accounts Payable > Maintenance >

Type Codes are user-defined and are used to assign box number, Slip types and type of gross

They are system-wide and are the same for all Co/Div

Codes can be assigned to invoices during A/P Entry and at Open Payable Maintenance time

You may need to add or edit T5018 code types

Codes require descriptions and box numbers

1099/T5018 Code Master Listing - IDI
Accounts Payable > Listings >

Code	Description	1099 Box	Forms Type	Gross Flag	Status
V	FOREIGN TAX PAID BX 6	6	2		A
U	INVSTMNT EXPENSES BX 5	5	2		A
T	FED INCOME TAX W/H BX 4	4	2		A
S	Canadian Type S	22	3		A
R	Rent	03	3		A
Q	COLLCTBLS (28%)GAIN BX2D	2D	2		A
P	SECTION 1202 GAIN BX 2C	2C	2		A
O	OTHER INCOME	003	3		A
N	TOT CAPTL GAIN DISTR BX2A	1A	2		A

AP 1099/T5018 Code Master

Tools ▼ View As ▼ | default *

Use to Verify 1099/ T5018 Type Codes

Use Type Code 'S' Form Type 3 = Misc.

COMPUTER GUIDANCE CORPORATION

Smarter Construction. Cloud ERP.

1099/T5018 Code Table Listing Report – APP404
Accounts Payable > Listings >

```
                                     30 001 Karroll's Construction40.030EE
DATE 12/06/17        APP404                      1099/T5018 CODE MASTER LISTING              TIME:  12.34.02        PAGE    1

      CODE    DESCRIPTION              BOX    FORM TYPE   TYPE OF GROSS
       A      RENTS BOX 1               1     Misc
       B      ROYALTY BOX 2             2     Misc
       C      OTHER INCOME BX 3         3     Misc
       D      FED INCOME TAX W/H BX 4   4     Misc
       E      FISHING BOAT PROCEEDS BX5 5     Misc
       F      MEDICAL & HEALTH BX 6     6     Misc
       G      NON EMPLOYEE COMP BX 7    7     Misc
       H      SUB PMTS IN LIEU BX 8     8     Misc
       I      CROP INSURANCE PROCEEDS10 10    Misc
       J      State Tax wheld Box 16    16    Misc
       K      GRS PRCEEDS TO ATTNY BX14 14    Misc
       L      SEC 409A DEFRLS BOX 15A   15A   Misc
       M      SEC 409A INCOME BX 15B    15B   Misc
       N      TOT CAPTL GAIN DISTR BX2A 1A    Div
       O      UNRECAP SEC 125 GAIN BX2B 2B    Div
       P      SECTION 1202 GAIN BX 2C   2C    Div
       Q      COLLCTBLS (28%)GAIN BX2D  2D    Div
       R      Rent                      03    Misc
       S      Canadian Type S           22    Misc
```

Used to Verify
1099/ T5018 Type Codes

Use Type Code 'S'
Form Type 3 = Misc.

Selecting Option will Run the Report
(no Selection Screens will Appear)

Print 1099 Register – APP684
Accounts Payable > Annual >

```
                              90 001    Karroll's Construction370-30EE
DATE 11/20/12    APP684                  A/P 1099-MISC Register                           9.30          PAGE    3

   Limit :    600.00

          Box 001           Box 002           Box 003           Box 004           Box 005           Box 006           Box 007
          Box 008           Box 010           Box 016           Box 014           Box 15A           Box 15B
-------------- Vendor ----------------------
Number Name                      ID Number          Proprietor Name
      4 Sitting Bull Trading Post    86-55555
                                                                                                          3,047.11

     44 Barb Pepper                  444-44-4444
                                                                          3,047.11

    636 High Tower Builders          86-159753
          636.00
                                                                                                          1,250.00

Total for 1099-Misc
          636.00
                                                                                                          4,297.11
                                                                          3,047.11
```

Ties back to T5018 Individual Slip

Ties back to T5018 Slip Recap

Use Print 1099/T5018 Register to verify vendor information and box amounts

A/P History Report by Vendor Number – APP056
Accounts Payable > History >

Select for **specific vendor**

Select for **specific range of Cheque Dates**

This report is used to **identify the Pay Select Numbers** which may be used for individual invoices T5018 code maintenance

T5018 reporting is based on **Cheque Date** not Entry or Journal dates

Vendor Total is equal to the **Vendor's Individual Slip** and **Total for Register**, if all payments are subject to T5018 Reporting

A/P History Report by Vendor Number – APP056

Accounts Payable > History >

```
                                  90 001 Karroll's Construction370-30EE
Date 11/20/12         APP056               Accounts Payable History by Vendor - Summary      Time 10.33        Page      1

 ---------I N V O I C E  ---------    Pay JobXXX Sub                  Invoice Vouch    Date     Check         Discount           Check
Number        Date       Description    Sel Number Job Description     Amount   No.    Paid     Number         Amount           Amount

    00004 Sitting Bull Trading Post

1242012    01/27/2012 test 1099         5731                           822.00        01/27/2012 901476                           822.00
821PROG    06/21/2012                   5747 NICK       Nick's Jo    4,500.00        06/21/2012  10622                         4,500.00

                                        *Vendor Total*              5,322.00                                    .00           5,322.00

    00050 Anna's Bakery

2212012    02/21/2012 test void         5735                         4,500.00        02/21/2012   9221                         4,500.00
2212012    02/21/2012 test void         5735                         4,500.00-       02/21/2012   9221                         4,500.00-

                                        *Vendor Total*                   .00                                    .00                .00

    00222 All Purpose Vendor

3312012    03/31/2012 Test Entry Da     5744 NICK       Nick's Jo      333.31        04/18/2012  10621                           333.31

                                        *Vendor Total*                333.31                                    .00             333.31

                                        **Division    Total**       5,655.31                                    .00           5,655.31
```

Report has further detail on specific vendors

A/P 1099/T5018 Code Maintenance
Accounts Payable > Maintenance >

Type Codes assign to an Invoice Detail records control which box and amounts will be reported on the Slip

Code Maintenance is used to maintain codes assigned to invoice detail records

Codes can be added or removed by

Vendor/Pay Select Number

Vendor/Code/Date

A/P 1099/T5018 Code Maintenance
Accounts Payable > Maintenance >

Change by Vendor/Pay Select Number

Vendor Number- Enter valid Vendor Number, or click drop-down prompt to display selection list

Pay Select - Enter valid Pay Select Number, or click the drop-down prompt arrow to display a selection list

Click **OK** to advance to the next screen

Enter correct 1099/T5018 code in the **New** field, or click drop-down prompt to display selection list - field may be left blank

Click **OK** to accept

A/P 1099/T5018 Code Maintenance
Accounts Payable > Maintenance >

Change by Vendor to Specific 1099/T5018 Code

Enter **Vendor Number**, or click the drop-down prompt to select from a list

Leave **Pay Select Number** field blank

Enter a **From Code** and a **To Code**. These fields are used to change from one T5018 code to another, or to specify a code when none is currently being used. The **To Code** must already be setup in Type Code Maintenance

Remove a T5018 code by entering
From Code = current code, To Code = blank

Enter a **From Cheque Date** and a **To Cheque Date**, or use the Calendar to insert the dates
These entries are used for invoices that are either partially or fully paid

Leaving the Pay Select field blank changes the codes for all partially or fully paid invoices within the date range specified

Click **OK**

A/P 1099/T5018 Code Maintenance
Accounts Payable > Maintenance >

Change by Vendor to Specific 1099/T5018 Code

The vendor name and address will appear on the screen for verification purposes

Click **OK** again to accept this change

If you click **Exit** or **Previous,** the codes will *not* be changed

Clicking exit will cancel your changes and exit

Clicking previous will cancel your changes and return you to the previous screen

Accounts Payable Year-End Reports

Year-End Reports

Annual Vendor Report - Example of Annual Vendor Report shown on next slide

Print 1099 Register - Rerun for verification

YTD Vendor Balances

Update Current Year Vendor File - moves current YTD amounts to Prior Year and zeros Current Year fields
Accounts Payable > Annual

Vendor YTD
Admin > File Utilities > Calculate Balances >

Smarter Construction. Cloud ERP.

Annual Vendor Report
Accounts Payable > Annual

This report is optional and will not affect T5018 processing

It prints summarized history of activity for each vendor for both current and prior year and is used to verify whether a T5018 Slip is required

When you select the option the report runs automatically

Report Example on Next Slide

COMPUTER
GUIDANCE
CORPORATION

Smarter Construction. Cloud ERP.

Annual Vendor Report
Accounts Payable > Annual

```
                              90 001 Karroll's Construction370-30EE
DATE 11/26/12     APP062                  VENDOR MASTER FILE ANNUAL REPORT              TIME  9.35              PAGE     1

VENDOR                      VENDOR NAME      VENDOR            DOL. TO DATE        DOL. YTD       DOL. LAST YR    PAY DATE
NUMBER   VENDOR NAME AND ADDRESS    ABBRV    TELEPHONE NO.   DIS. YTD    DIS. LAST YR    DIS. LOST YTD  DIS. LOST LAST YR

00001    Vendor 1 Construction    bbb ven 1    0000000           151,023.49            .00             .00  00/00/0000
         NOURISHING THE WORLD
         TALK TO EVERY ONE                                  .00          .00            .00             .00
         RELIV CITY         CR 852047777

00002    Leisel's Construction    AAALEISEL    4447000           242,830.57            .00             .00  04/01/2008
         150500 North Scottsdale-E
         Suite 123456 ----------E                          .00          .00            .00             .00
         City of My  Dreams XX 99887825

00004    Sitting Bull Trading Post SITTING    0000000           708,822.83       5,322.00        3,047.11  06/21/2012
         Fort Apache Compound
         1475 Sagebrush Alley                              .00          .00            .00             .00
         Tuba City          MD 854784321
```

Smarter Construction. Cloud ERP.

COMPUTER GUIDANCE CORPORATION

Print T5018 Forms / XML
Accounts Payable > Annual

Enter the Period End Date

Enter the Lowest Amount to Include

Print when code in Vendor Master

Entering a **Y** will generate only if there is currently a code in the Vendor Master

Entering an **N** will bypass the Vendor Master and generate based on what is in the AP Detail file

Create Mag Media File

Transmitter Number

Contact Email

Technical Contact Information

Language of Communication

Transmitter number is required to create XML file

XML file transfer instructions are in the Year-End Documentation

COMPUTER GUIDANCE CORPORATION

Smarter Construction. Cloud ERP.

Canadian (CAN) Payroll

☐ **Objective for T4 / T4A / RL-1**

- o Verify Box Assignments and Register Information

- o Prepare Year-End Processing

- o Run Register(s)

- o Print Slips

- o Create XML File(s)

What Is New?

Copy Tax Tables

Add Tax Credits to the Copy

Make Tax Credits Universal like Tax Tables

You will be Notified When the is Actually Complete

COMPUTER GUIDANCE CORPORATION

Smarter Construction. Cloud ERP.

Final Processing and Information Verification

Send Payroll Print Cheque Message to verify employee information

Update Pay Period End Table

Update EE Tax Tables, Tax Credit Masters and Date Sensitive Deduction/Benefits for New Year

Update EI/CPP/QPP rates and limits

Verify the Following Information

Company Names, Addresses and Employer Business Numbers

Employee Full Name Field, Abbreviation and

Individual Name Fields: First, Middle, Last Name and Suffix

Final Processing and Information Verification

Employee Address and Social Insurance Number

Country Code in Employee Master

Box Assignments

Zero To Date Flags in the Distribution Master for M and H records

Reconcile Negative Values – Process Manual and Void Cheques

Enter Z Box Information if Applicable

Final Processing and Information Verification

Run the following Reports

> **T-4 Register(s)**
>
> **HR Vacation/Sick Available Listing if Applicable**
> **Use Hourly Vacation Accrual**

Run "Prepare Year-End Files" option with Zero YTD Amounts field = Y

> **After** last payroll for reporting year
>
> **Before** 1st payroll of the new year

Cheques Message
Canadian Payroll > Maintenance 2 >

Message Maintenance Selection Screen

The following fields should be **left blank** if message is to be sent to **ALL employees**

Job Number

Sub Job Number

Employee Class

Message Maintenance Description Screen

Enter up to **75 characters** for the Cheque message description

Make sure employees have instruction on how to handle changes if required

> **Example: "Please contact the PR Department if your Name, Address or SI# is Incorrect."**

This is an excellent way to get employees to verify their information is correct

COMPUTER GUIDANCE CORPORATION

Smarter Construction. Cloud ERP.

Pay Period Ending Table

Canadian Payroll > Maintenance 2 > Year and Pay Frequency Selection Screen

Cheques Date Maintenance   XPR380

Company Number   08
Division Number   035
Year   0000
Pay Frequency Code

- ○ WK Weekly
- ○ BW Biweekly
- ○ SM Semi Monthly
- ○ MN Monthly

Used to Determine if Tax Credits (Claim Codes) are to be used

**If More than One Cheque Cut in Same Period
No Tax Credits will be Used
Unless Specified on Cheque Type**

Must Setup **Each Pay Frequency** used
CAN uses **"Cheque Date"** for the **New Year**

**Select One of the Options Below
Create, View or Delete**

| Ok | Exit | Create | View | Previous | Delete |

COMPUTER GUIDANCE CORPORATION

Smarter Construction. Cloud ERP.

Pay Period Ending Dates
Canadian Payroll > Maintenance 2 > Detail Selection Screen

Cheques Date Maintenance   XPR380

Company   08   Division   035   Year   2019

Pay Frequency Code   1st Cheque Day for January

Weekly   5
Bi-Weekly
Semi-Monthly   (99=Last day in month)
Monthly   (99=Last day in month)

Semi-Monthly
Box 1 is the number Representing the day of the 1st Cheque Date in Jan

Box 2 is the number Representing the day of the 2nd Cheque date in Jan

Weekly - Number Representing the day of the 1st Cheque Date in Jan

Monthly
Number Representing the day of the 1st Cheque in Jan
Enter 99 for the final day of the month

Bi-Weekly – Number Representing the day of the 1st Cheque Date in Jan

Make entry only for Pay Frequency Code selected on Prior Screen
Leave all other fields blank

Ok   Exit   Previous

COMPUTER GUIDANCE CORPORATION

Smarter Construction. Cloud ERP.

Tax Tables for New Year

Tax tables are **date sensitive** by the following

> Month and Year

> All Release Levels

Copy Tax Tables

> Tables are copied by Province, To Month and Year

> Can be created anytime and will not be used until the new month and year

Do Not delete prior year tables

New Feature

Copy Tax Credits & Make Credits Universal

Remember

Update New Year

Tax Table

Information

COMPUTER GUIDANCE CORPORATION

Smarter Construction. Cloud ERP.

Tax Tables for New Year

Distribution Master ER Tax Table Screen

Is no longer accessible via the Distribution Master with the Exception of

Distribution Code 'N' will still have access to **Distribution Master Employer Tax Screen**

Used by Canada for the **ER Health Tax**

Canada does not have the ER Tax Table Option and still need access to this screen

Do Not Delete

Prior Year Tables

Setup Default Values
Administration > Application Installation >

Verify the following information for all Company/Divisions processing Year-End

Company Name Default

Name

Address

Payroll Defaults

Business Number – 2nd Screen of Payroll Defaults - Com/Div specific

Smarter Construction. Cloud ERP.

Employee Maintenance
Canadian Payroll > Maintenance 1 > Employee Data

Verify the following information:

Full Name Field

Abbreviation Name – enter the employee's last name using all 8 characters. If less than 8 characters you can enter the entire last name
   followed by a space and the first letter of the first name or as much of the first name as possible

   This field is used to parse the full name field

Individual Name Fields

 Employee Address

Social Insurance Numbers

We **do not recommend using special characters** in the name and address fields
   They may cause issues with XML files

COMPUTER GUIDANCE CORPORATION

Smarter Construction. Cloud ERP.

Country Code

Canadian Payroll > Maintenance 1 > Employee Maintenance > Employee Data

Country Code

Optional field is used for T4 – T4A – RL1 processing if a Country Code is required for XML file

This field is not used for the Employee address

Please refer to the Province/Federal government specifications, concerning the type of XML files being used, to determine if this field is required

Employee Data – General Tab

Country:

COMPUTER GUIDANCE CORPORATION

Smarter Construction. Cloud ERP.

T4 / T4A / RL1 - Box Assignments
Canadian Payroll > Maintenance 1 >

Verify Assignments and Description

    Use T4 Box Assignment option

    Invalid or missing box numbers and codes will cause information not to appear on Registers, Slips and XML Files

Box Assignment Examples are listed in the Year-End Documentation

Always Verify for Accuracy!

T4 Box Assignment and Distribution Master are also Located on the Annual Menu

Smarter Construction. Cloud ERP.

T4 / T4A / RL1 - Box Assignments
Canadian Payroll > Maintenance 1 >

Enter a New Record - new records are entered in the fields above the line

Enter Slip Type (T4, T4A, RL-1) in the **Form** box, or click the prompt to select from a list

Click the **Distribution Code** prompt and select a code from the list

The **following fields will auto fill** according to the selection made from the prompt

Distribution Code
Distribution Number
Sta Number – Province Code associated with a Local Code (L)
Union Number
Deduction Type

Note: When entering Union records you will need to prompt and select the union number and type
The system will populate the appropriate value in the distribution, union number and type code

COMPUTER GUIDANCE CORPORATION

Smarter Construction. Cloud ERP.

T4 / T4A / RL1 - Box Assignments
Canadian Payroll > Maintenance 1 >

For information to appear on the Register, Slips and XML files it must have a **Box Number**

Box number fields are numeric

Enter Tax/Deduction box numbers

Enter the Earnings box numbers

Press Enter/OK to update the file

Z Boxes – created in T4 Box Assignment not in the Distribution Master

COMPUTER GUIDANCE CORPORATION

Smarter Construction. Cloud ERP.

T4 / T4A / RL1 - Box Assignments
Canadian Payroll > Maintenance 1 >

Edit an Existing Record

    Current records are listed below the line

    All fields to the right of **Deduction Type** may be edited

    After editing a record, press **ENTER /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 on the **Delete Button** – the line doesn't get deleted if you just click ok

Search Option – available for all slip types and distribution codes

COMPUTER GUIDANCE CORPORATION

Smarter Construction. Cloud ERP.

Distribution Master Listing – PRP100
Canadian Payroll > Listings >

Audit T4 Box Assignment

Distribution Code = Blank for all

Set Year-End Box Listing = Y

PRP100 report will print twice – smaller one will be for the box assignment

Distribution Master Year-End Box Listing – PRP100
Payroll > Listings >

```
                        08 035   Canadian Company - 40.0
                                 Year-End Box Listing
DATE 11/11/2014       PRP100                                              TIME 12.24              PAGE    1
         -Distribution-   Union   Ded   Tax/Ded    Earnings                       3rd Party
Form    Code    Number   Number   Typ   Box  Code  Box   Code  Description    Local State   Sick Pay
T4       A      000               00    18         4           EI
T4       B      040               00    52                     RPP CONT 5%
T4       B      041               00    52                     RPP CONT 3%
T4       C      820               00    17         26          CPP MANITOBA
T4       C      890               00    17
T4       D      001               00                           TAXABLE ADJUSTMENT
T4       D      003               00               14          NON-TAXABLE ADJUSTME
T4       D      031               00    31
T4       D      040               00    30
W2       D      090               00    31
T4       E      800               00    16         26          ALBERTA
T4       E      810               00    16         26          BRITISH COLUMBIA
T4       E      820               00    16         26          MANITOBA
T4       E      830               00    16         26          NEW BRUNSWICK
T4       E      870               00    16         26          ONTARIO
RL1      E      890               00    17         26          QPP EE
T4       E      890               00    17         26          QUEBEC
T4       E      900               00    16                     SASKATCHEWAN
T4       E      920               00    16         26          NUNAVUT
T4       F      000               00    22         14          CANADA FEDERAL
T4       H      001               00    30
```

Smarter Construction. Cloud ERP.

COMPUTER GUIDANCE CORPORATION

Distribution Master
Canadian Payroll > Maintenance 1 >

Zero-To-Date Flag

Payroll Deduction (M) Codes

HR Benefits/Deduction (H) Codes

Zero To-Date Amt flag should be set to one of the following:

Checked (Y) – Benefits and deductions that have annual limits
   Examples: RRSP or Insurance

Unchecked (N) – Benefits and deductions that have limits that cross over years
   Examples: Garnishments or Loans

Smarter Construction. Cloud ERP.

Distribution Master
Payroll > Maintenance 1 >

Zero-To-Date Flag

When **Prepare Year-End** is run with the **Zero YTD Amount flag -** checked (Y)

YTD Fields will be set to zero for
HR Deduction/Benefits (H Records)
Payroll Deductions (M Records)

To-Date-Amount fields will be set to zero if the **Zero To-Date Amt Flag** is checked (Y) for
HR Deduction/Benefits (H Records)
Payroll Deductions (M Records)

The Distribution Master Listing

Used to Verify Flag is Setup Properly

Smarter Construction. Cloud ERP.

COMPUTER GUIDANCE CORPORATION

IDI – Distribution Master - Zero To Date Flag for M & H Records
Payroll > Listings >

Company N... ▲ ¹	Division Nu... ▲ ²	Distribution ▲ ³	Distribution Num...	Zero to date Amounts
8	35	H	101	Y
8	35	H	107	Y
8	35	H	140	N
8	35	H	200	N
8	35	H	201	N
8	35	H	202	N
8	35	H	205	N
8	35	H	222	N
8	35	H	400	N
8	35	H	405	Y
8	35	H	500	N

COMPUTER GUIDANCE CORPORATION

Smarter Construction. Cloud ERP.

Distribution Master Listing – PRP100
Payroll > Listings >

Audit Zero-To-Date Amounts

Run once with Distribution Code Flag = M

Run once with Distribution Code Flag = H

COMPUTER GUIDANCE CORPORATION

Smarter Construction. Cloud ERP.

Distribution Master Listing – PRP100
Canadian Payroll > Listings > Zero-To-Date Flag

```
                              08 035   Canadian Company
                                       DISTRIBUTION LIST
DATE 12/12/12        PRP100            00/00/0000 THRU 99/99/9999                        TIME 12.40                    PAGE    4

-----DISTRIBUTION----- DED ------------------G/L N                     -------   ----EXEMPT W/T CODES---- VENDR  A/P   ZERO TO
CODE                   NO. TYP  LIABILITY           EXPENSE       DESCRIPTION    PWT PWT LWT UIC CPP  W/C  NO.   CO DV OT AMT
--------------------------------------------------------------------------------------------------------------------------
                                             CHK                      ARREARS                    UPD BN/WG  W2
                                             TYP GRS                  DED                        J/C CALC   DEST
                                             R                                                      N         N

H                      077  00  0100.00000.000      0100.00000.000  STOCK PURCHASE   O  N   N   N   N   N                      N
                                             R                                      Y                   N   N

H                      079  00  0100.00000.000      0100.00000.000  TAXABLE CAR      O  N   N   N   N   N                      N
                                             R                                      Y                   N   N

H                      084  00  0100.00000.000      0100.00000.000  TAXABLE BENEFIT  3  N   N   N   N   N                      N
                                             R                                      Y                   Y   N   TAX BEN

H                      087  00  0100.00001.000      0100.00002.000  GRAHAM TEST      O  N   N   N   N   N                      N
                                             H                                      N                   Y   N
                                             P
                                             R
                                             R1
                                             V

H                      088  00  0225.00002.000      0615.00901.000  TAX FREE LOAN    O  N   N   N   N   N                      N
                                             H                                      N                   N   N   OTHER
                                             P
                                             R
                                             V
```

Zero-To-Date-Flag

Final Processing Prior to Prepare Year-End Files

Update the following for the current year

Finalize all payrolls

Payoff Cheques are used to update information within the Systems Files

Void Cheques

Reconcile all

Negative Values

Verify

T4 / T4A – RL-1 - Registers are Correct

COMPUTER GUIDANCE CORPORATION

Smarter Construction. Cloud ERP.
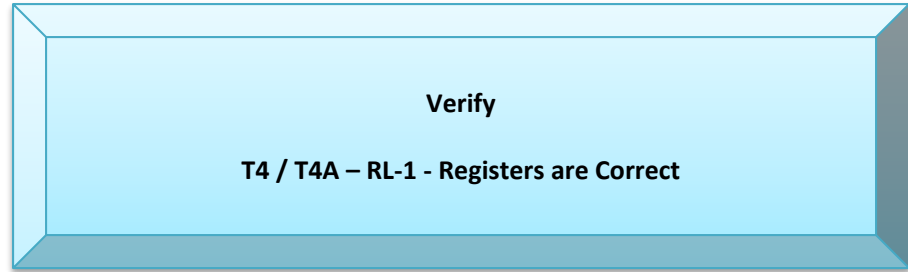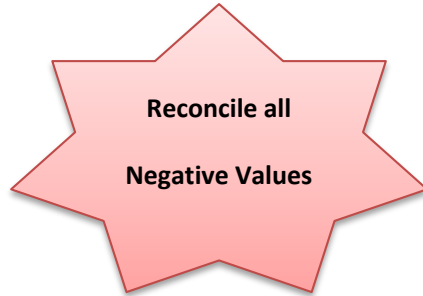
T4 Box Maintenance
Canadian Payroll > Annual > Selection Screen

Z Box Usage

Not required

Does not affect employee earnings file

Z Box Maintenance information will appear on the T4 Register (bottom), slip and XML files

Enter the following information:

Employee Number

Year

T4 Box Distribution No – this is the number of the Z box you created in the T4 Box Assignment

Business Suffix

Amount

> **No Local Number for Z box Maintenance**

T4 Register – PRP624
Canadian Payroll > Annual >
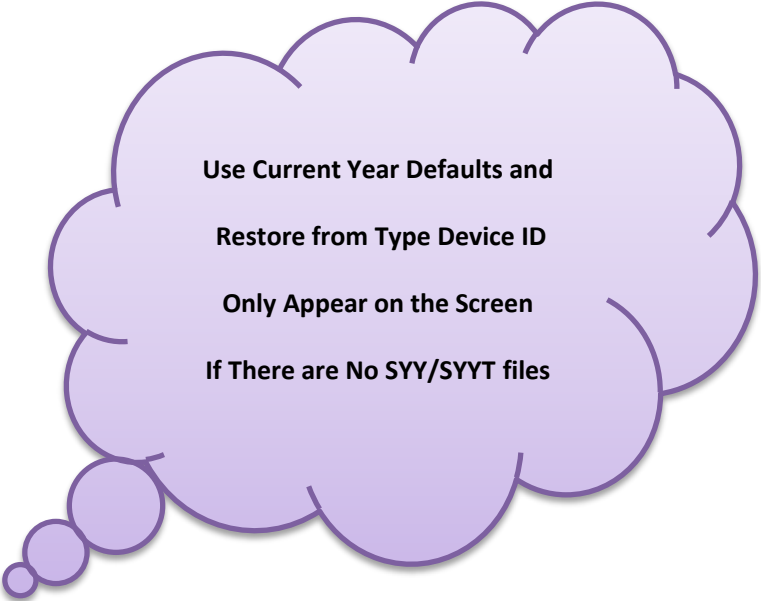
Selection Screen

Prior to Running Prepare Year-End in Final (Zero YTD Amount = Y)

    Year to Process – defaults to current calendar year

    Use Current Year Defaults = Y

    Restore From Tape Device ID = blank

Use Current Year Defaults and

Restore from Type Device ID

Only Appear on the Screen

If There are No SYY/SYYT files

Smarter Construction. Cloud ERP.

COMPUTER GUIDANCE CORPORATION

T4 Register – PRP624
Canadian Payroll > Annual >

```
                                        08 035 Canadian Company
DATE 12/12/12      PRP624                    T-4 REGISTER                        TIME 12.26      PAGE   20

 BUSINESS SUFFIX  0001
FEDERAL
  ----EMPLOYEE----         SOC. INS.      GROSS        TAXABLE        T4
  NO.  NAME                 NUMBER        WAGES         WAGES        WAGES         TAXES

     9 Doug Suzanne        480-550-009    3,095.95     2,695.95     3,095.95        924.78
  2669 Sal Ashek-For Sal Us 712-392-918   50,075.00    50,075.00    50,075.00     22,871.26
   801 Annie Alberts       801-801-801    3,000.00     3,000.00     3,000.00        930.69
 30801 ANNABELLA ABCON     202-020-202    2,100.00     2,100.00     2,100.00        523.96
   800 Jamie A Alberta 800 999-000-800    81,650.00    81,050.00    81,650.00     30,129.64
  1212 BiWeekly Bill       000-001-212    6,689.95     6,689.95     6,689.95      2,059.72
   810 Ben C British       990-000-810    2,000.00     2,000.00     2,000.00        338.98
   803 Alberta - BW        000-000-803    2,000.00     2,000.00     2,000.00        780.00
   877 Tom Lawless         333-333-777    2,375.00     2,375.00     2,375.00        611.96
  1005 Graham Charlie Nelso 100-510-050   670.00       670.00       670.00          27.86
   870 OLIVE O ONTARIO     870-870-870    108,111.00   108,111.00   108,111.00    48,688.42
   890 Quincy Q Quebec     999-000-890    4,000.00     4,000.00     4,000.00        590.14


       ***   FEDERAL  TOTALS       265,766.90          265,766.90
                                                264,766.90          108,477.41
                       *** TOTAL EMPLOYEES   12

                                          00 SUBTOTAL:       227,348.55
```

Wage Definitions

Gross Pay = total gross taxable earnings (before exempt amount) plus (+) non-taxable payments

This includes: Wages, Taxable Adjustment, HR and Union Benefits which are include in Gross = Y

Plus (+)

Non-Taxable Adjustments, Non-Taxable HR and Union Benefits which are include in Gross = Y

Gross Taxable Earnings = fully loaded taxable earnings (before exempt amount)

This includes: Wages, Taxable Adjustment, HR and Union Benefits which are include in Gross = Y

Subject Earnings = Gross Taxable Earnings minus (-) exempt amount

This includes: Wages, Taxable Adjustments, HR and Union Benefits which are include in Gross = Y

Minus (-)

Associated exempt amount

COMPUTER GUIDANCE CORPORATION

Smarter Construction. Cloud ERP.

Wage Definitions

Covered Earnings = Subject (gross taxable - exempt) up to the limit

This includes: Wages, Taxable Adjustments, HR and Union Benefits which are include in Gross = Y
Minus (-)
Associated exempt amount

Note

Stops at the limit set in associated tax tables

If no limits exist

Subject and Covered Earnings

will be the same

Vacation/Sick Available Report – HRP006
Human Resources > Listings >

Report used to verify vacation/sick are correct for the current year

Report needs to be run to capture the vacation/sick available information after the

last payroll of the current year but **before Prepare Year-End is Run**

The accrued and carry over information are real time

it is CRITICAL to retain this report as a source document

Smarter Construction. Cloud ERP.

Vacation/Sick Available Report – HRP006
Human Resources > Listings >

```
                                    08 035 Canadian Company
 DATE 12/12/12      HRP006              VACATION/SICK AVAILABLE LISTING                    TIME 12.33      PAGE    5

   -----EMPLOYEE-----                                                            --------COMP EARNED--------
  SS#        NAME             ACCRUED    USED   AVAILABLE    ACCRUED   USED    AVAILABLE    ACCRUED   USED   AVAILABLE

 DEPARTMENT 218

 100-51-0050 Graham Charlie Nelso   40.00     .00    40.00       8.00    .00      8.00       20.00    10.00     10.00


                  TOTALS           40.00     .00    40.00       8.00    .00      8.00       20.00    10.00     10.00
```

Prepare Year-End Files
Canadian Payroll > Annual >

Prepare Year-End Files for T4/T4A/RL-1 Processing

    Security Requires
        All Company/All Division
        Executive Level

> *Not a dedicated procedure – however to avoid getting*
>
> *"Unable to Allocate Errors" this option should be run when*
>
> *the majority of CMS/eCMS users are off the system*

Creates the following files (**all release levels**)
    SYYCNC: Company Name Defaults   SYYTEI: Employer EI Tax File
    SYYPRS: Payroll System Files   SYYSTM: State Master
    SYYPRD: Payroll Defaults

Creates the following additional files
    SYYTCNC: Company Defaults   SYYTTEI: Employer EI Tax File
    SYYTPRS: Payroll System Files   SYYTSTM: State Master
    SYYTPRD: Payroll Defaults   SYYTMST: Employee Master

COMPUTER GUIDANCE CORPORATION

Smarter Construction. Cloud ERP.

Prepare Year-End Files
Canadian Payroll > Annual >

New files are used to process Slips and XML files

This step must be done after the last payroll is run for the current year

Payrolls for the new year will use the original **SYS** files

Slips and XML files use the **SYY** files

Timing is CRITICAL!!

COMPUTER GUIDANCE CORPORATION

Smarter Construction. Cloud ERP.

Prepare Year-End Files
Canadian Payroll > Annual>

Zero YTD Amounts = 'Y/N'

If 'Y', Year To Date balances in employee payroll deductions (M) and H/R deductions/benefits (H) will be cleared. Any Distribution master records set to "Zero To-Date Amount = 'Y', the To Date Amount fields also zero

M and H Records should only have the Zero To Date field checked (Y) if there is an annual limit (i.e. RPP, RRSP, Insurances). Garnishments and child supports are examples of records that have limits that exceed a year and should not have this field checked (N)

Vacation/Sick Leave

Carry Over Hours based on Accrual Rate master will be calculated

Earned Sick and/or Vacation hours set for calendar year is done and the carryover field in HR employee master is populated

Vacation/Sick Available Listing

Needs to be run before the First Payroll of the new year to capture the vacation/sick available time for each employee

Prepare Year-End Files
Canadian Payroll > Annual>

When Prepare Year-End is processed with the Zero YTD Amount flag set to 'Y' vacation/sick is effected in the following ways:

Method = 1 (Accrual)

Year-End Function = 2 (Anniversary)
Nothing happens to vacation/sick
All calculations are handled during payroll processing when the employee hits their anniversary

Year-End Function = 1 (Calendar)
The accrued bucket in the HR employee master is zeroed out
The used bucket in the HR employee master is zeroed out
The carryover limit is calculated based on the limitation of the employee's accrual master
All calculations are handled during payroll processing when the employee hits their anniversary

Smarter Construction. Cloud ERP.

Prepare Year-End Files
Canadian Payroll > Annual>

Method = 2 (Earned)

Year-End Function = 2 (Anniversary)
Nothing happens to vacation/sick
All calculations are handled during payroll processing when the employee hits their anniversary

Year-End Function = 1 (Calendar)
The carryover calculation is done and the carryover field in the HR employee master is populated with the new carryover amount
The used bucket in the HR employee master is zeroed out
The New Year's earned amount is uploaded to the HR employee master based on that employee's rate master

Required Changes

Change Rates/Limits

 Tax Credit Master Federal and Provincial (Claim Codes)

 Employment Insurance

 CPP/QPP

Employment Insurance Tax is by Business Suffix and Province if applicable

 Employee percent

 Employee tax limit

 Employee earnings limit

 Employer factor

Province Master contains CPP/QPP exempt amount, earnings limit, tax limit and CPP/QPP percent

Required Changes

Tax tables are **date sensitive** by the following

- Month and Year
- All Release Levels

Copy Tax Tables

Tables are copied by Province, To Month and Year

New Feature

Copy Tax Credits &

Make Credits Universal

Do Not Delete

Prior Year Tables

Tax Tables are Province, Month and Year Specific

and can be

Copied and Updated

with New Year Information at Any Time

These tables will not be used until the new years payrolls are processed

COMPUTER GUIDANCE CORPORATION

Smarter Construction. Cloud ERP.

Required Changes

Review All Date Sensitive Files

Year-End Rules*:*

    Employee Master is real time. Changes made are immediate

    Earnings File is date sensitive by year

    SYY and SYYT Files should be used to process T4/T4A/RL-1 and XML information

DO NOT RENAME

SYY/SYYT Files

Until All Processing Complete

For Tax Year

YE Processing Complete

COMPUTER GUIDANCE CORPORATION

Smarter Construction. Cloud ERP.
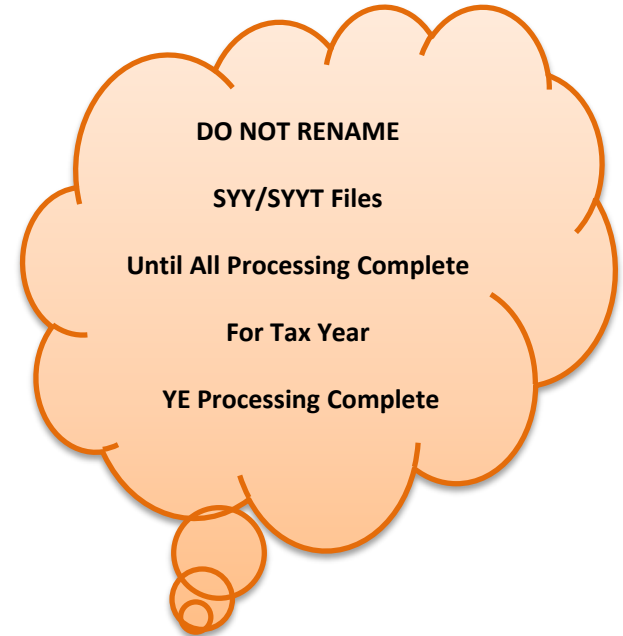
After Running Prepare Year-End Files
Prior to New Year Payroll

The following Reports Are Used for Verification

      HR Benefit/Deduction Enrollment Listing

      Payroll Deduction Listing

Verify the HR Benefit/Deduction (H) and PR Deduction values for the current year are correct after running Prepare Year-End.

    All YTD amount fields should be Zero

    To-Date-Amount fields should be zero, if the Zero To-Date Amount flag in the Distribution Master is set to 'Y'

You can Now Begin Processing Payroll for New Payroll Year

Examples of both Reports on the next 3 Slides

COMPUTER GUIDANCE CORPORATION

Smarter Construction. Cloud ERP.

H/R Benefit/Deduction Enrollment Report – IDI
Payroll > Listings >

Com... ▲1	Div... ▲2	Emp... ▲3	Employee Name	Benefit N...	Ded Amt-YTD	Ded Amt To Date	Emplr YTD Amt	Emplr To Date Amt	Remaining Amt
8	35	1005	Graham Charlie...	3	0.00	0.00	0.00	8,212.00	0.00
8	35	1005	Graham Charlie...	9	0.00	0.00	0.00	505.00	0.00
8	35	1005	Graham Charlie...	14	0.00	0.00	0.00	0.00	0.00
8	35	1005	Graham Charlie...	18	0.00	313.43	0.00	0.00	0.00

Arrears Deduction:	☐
Auto Create:	☐
Update Job Cost:	☐
Zero To-date Amount:	☑
Include in Benefit/Wage Calc:	☐
Exclude from Garnishment Calc:	☐
Do Not Use Department Sub-Account:	☐

All YTD Fields Zero

To-Date Fields (TD)

Checked in Distribution

Master will Zero

COMPUTER GUIDANCE CORPORATION

Smarter Construction. Cloud ERP.

Benefit/Deduction Enrollment – HRP266
Human Resources > Listings >

Employee Deduction – PRP102
Canadian Payroll > Listings >

T4 Processing
Canadian Payroll > Annual >

Print T4/T4A/RL-1 Register and Verify Information

    Note: **"Use Current Year Defaults" field** **will "Not'** **appear if SYY/SYYT files exist** on the system

Print T4/T4A/RL-1 Slip

    Clear Security Single Company/Single Division

    Enter Province Code

    Enter Province Abbreviation

    Select Slip Type

Z Box usage – not required

    Does not affect employee earnings

    Positive and negative values can be entered

    Information will appear on the Register, slips and electronic files. It is not included in the employee's earnings

T4 / T4A / RL-1 Processing
Payroll > Annual >

Verify ALL information on T4 / T4A / RL-1 Registers

Print T4 / T4A / RL-1 Slips

See list of forms in Year-End documentation for more information

Validate

ALL Slips

Before Releasing

To

Employees

XML Files

Refer to Year-End Documentation on how to do the following:

Create XML files

Access XML Files using System I Navigator

Prior to submitting files to proper authorities ALWAYS verify that the information contained within the files is correct

Renaming the SYY Files

Do Not Remove W2 Files this deletes the SYY files

Rename them instead!

Rename using the command
    WRKOBJ (**space**) SYY* - press enter – use option 7 to rename

Year-End uses the SYY/SYYT files if they exist on the system

Rename Once All Year-End Processing is

COMPLETE

COMPUTER
GUIDANCE
CORPORATION

Smarter Construction. Cloud ERP.

Renaming the SYY Files

SYY Files

SYYCNCyy	SYYSTMyy
SYYPRSyy	SYYTEIyy
SYYPRDyy	

SYYT Files

SYYTCNCyy	SYYTSTMyy
SYYTPRSyy	SYYTTEIyy
SYYTPRDyy	SYYTMSTyy

Rename Do Not Delete

COMPUTER GUIDANCE CORPORATION

Smarter Construction. Cloud ERP.

Deleting the SYY Files

Should you need to re-create prior year Slips or XML files please contact the support department and we will instruct you how to proceed.

SYY and SYYT files should only be deleted if Prepare Year-End Files for 2018 has been **run PRELIMINARY not FINAL**

Deleting the SYY Files

Should you need to delete the files use the following command:

WRKOBJ SYY* - press enter – use option 4 to delete

SYYCNCyy	SYYSTMyy
SYYPRSyy	SYYTEIyy
SYYPRDyy	SYYTSTMyy
SYYTCNCyy	SYYTTEIyy
SYYTPRSyy	SYYTMSTyy
SYYTPRDyy	

Important Note Below

SYYT files must be **deleted**

before you can delete the SYY files

Reminder

Critical Slides Listed Below

Prepare Year-End Files
Payroll > Annual>

Prepare Year-End Files for T-4 Processing

Security Requires

- ➢ All Company/All Division

- ➢ Executive Level

Not a Dedicated Procedure

To Avoid Getting an "Unable to Allocate Error"

this option should be run when the majority of CMS/eCMS users are off the system

COMPUTER GUIDANCE CORPORATION

Smarter Construction. Cloud ERP.

Year-End Documentation on Website

Canada

Customer Support Website

      http://www.computerguidance.com

      Login Requirements:

            User Name: Customer Number

            Password: Postal Code

Documentation Available under:

      Resources >

      QE and YE Documentation >

      2018 Canadian Year-End Documentation

Print and Read Documentation

COMPUTER GUIDANCE CORPORATION

Smarter Construction. Cloud ERP.