



# Canadian

2019 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 >

2019 Canadian Year End Documentation

*Print and Read Documentation*



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# Accounts Payable

- **Accounts Payable Year End Processing is Complete**
  - After Running the Final Cash Disbursement Update  
For the Current Reporting Period (Annual or Fiscal)
- **Objective**
  - Maintain or Create AP T5018 Codes (S)
  - Print T5018 Slips
  - Create the T5018 Electronic File



## *What Is New?*

### **Restore T5018 eForm format**

No changes that we are aware of at this time



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# T5018 Reconciliation

## Reports / Options Used to Reconcile Year End

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

<b>Business Number</b>	13670 0713
------------------------	------------

Use Vendor Master Listing / IDI to Verify and Maintain

- Vendor Name
- Address
- Code
- Tax ID number
- Proprietor Information



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# 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



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# 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:



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## IDI - Vendor Master Listing

### Accounts Payable > Listing

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



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



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# 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



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# 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



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# 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



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# 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

Use to Verify  
1099/ T5018 Type Codes

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



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# 1099/T5018 Code Table Listing Report – APP404

## Accounts Payable > Listings >

DATE 12/06/17      APP404      90 001 Marshall's Construction#0.030EE  
 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 withheld Box 16	16	Misc	
K	GRS PROCEEDS TO ATTY 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	COLLECTBL (287)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 >

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					
44 Barb Pepper	444-44-4444					
636 High Tower Builders	86-159753					
636.00						
Total for 1099-Misc						
636.00						
				3,047.11	3,047.11	
					1,250.00	
						4,297.11
				3,047.11		

Ties back to T5018 Individual Slip

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

Ties back to T5018 Slip Recap



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## 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



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## A/P History Report by Vendor Number – APP056

Accounts Payable > History >

Date 11/20/12		APP056		90 001 Karroll's Construction370-30EE				Accounts Payable History by Vendor - Summary		Time 10.33	Page 1
Number	Date	Description	Pay JobXXX Sub Sel Number Job Description	Invoice Vouch Amount No.	Date Paid	Check Number	Discount Amount	Check Amount			
-----I N V O I C E -----											
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



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# 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



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# 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



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# 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**



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# 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



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# 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 >



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# 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



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# Annual Vendor Report

## Accounts Payable > Annual

DATE 11/26/12		APP062		90 001 Karroll's Construction370-30EE			VENDOR MASTER FILE ANNUAL REPORT		TIME 9.35	PAGE 1
VENDOR NUMBER	VENDOR NAME AND ADDRESS	VENDOR ABBRV	VENDOR TELEPHONE NO.	DOL. TO DATE DIS. YTD	DOL. TO DATE DIS. LAST YR	DOL. YTD DIS. LOST YTD	DOL. LAST YR DIS. LOST LAST YR	PAY DATE		
00001	Vendor 1 Construction NOURISHING THE WORLD TALK TO EVERY ONE RELIV CITY	bbb ven 1	0000000	151,023.49 .00	.00	.00	.00	00/00/0000 .00		
00002	Leisel's Construction 150500 North Scottsdale-E Suite 123456 -----E City of My Dreams XX 99887825	AAALEISEL	4447000	242,830.57 .00	.00	.00	.00	04/01/2008 .00		
00004	Sitting Bull Trading Post Fort Apache Compound 1475 Sagebrush Alley Tuba City	SITTING	0000000	708,822.83 .00	.00	5,322.00	3,047.11	06/21/2012 .00		



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## 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

**Transmitter number is required to create XML file**

Contact Email

Technical Contact Information

**XML file transfer instructions are in the Year End Documentation**

Language of Communication



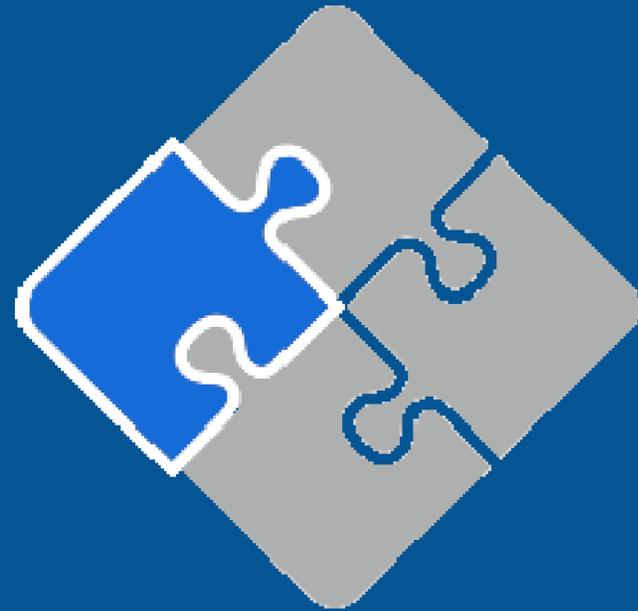
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# Canadian (CAN) Payroll

## □ Objective for T4 / T4A / RL-1

- Verify Box Assignments and Register Information
- Prepare Year End Processing
- Run Register(s)
- Print Slips
- Create XML File(s)



# What Is New?

## Copy Tax Tables

Added Tax Credits to the Copy

Tax Credits are now Universal like Tax Tables

## Restore T4, T4A and RL-1 eForms

A Description has been added to the Tax Credit Master

It is used to Identify Tax Credit by Federal or Province

Also Month & Year if Desired

Release Level 4.1 SP3



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# *Information Verification & Processing*

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# 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 – *after Prepare YE is run in Final***

**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



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# 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



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# Final Processing and Information Verification

***Run the following Reports***

**T-4 Register(s)**

**HR Vacation/Sick Available Listing if Hourly Vacation Accrual is Used**

***Run “Prepare Year End Files” option with Zero YTD Amounts field = Y***

**After last payroll for reporting year**

**Before 1<sup>st</sup> payroll of the new year**



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# 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 instructions 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



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# Pay Period Ending Table

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

The screenshot shows a software interface titled "Cheques Date Maintenance" with the identifier "XPR380" in the top right corner. The form contains the following fields:

- Company Number: 08
- Division Number: 035
- Year: 0000
- Pay Frequency Code: A dropdown menu with four options:  WK Weekly,  BW Biweekly,  SM Semi Monthly, and  MN Monthly.

Annotations on the screenshot include:

- A green thought bubble pointing to the Pay Frequency Code dropdown: "Must Setup Each Pay Frequency used CAN uses 'Cheque Date' for the New Year".
- A purple rounded rectangle: "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".
- A light blue rounded rectangle: "Select One of the Options Below Create, View or Delete".
- Buttons at the bottom: Ok, Exit, Create, View, Previous, and Delete. Arrows from the light blue box point to the Create, View, and Delete buttons.

# 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  
Bi-Weekly  
Semi-Monthly  
Monthly

5

(99=Last day in month)

(99=Last day in month)

**Semi-Monthly**  
Box 1 is the number Representing the day of the 1<sup>st</sup> Cheque Date in Jan  
Box 2 is the number Representing the day of the 2<sup>nd</sup> Cheque date in Jan

**Weekly - Number Representing the day of the 1<sup>st</sup> Cheque Date in Jan**

**Bi-Weekly – Number Representing the day of the 1<sup>st</sup> Cheque Date in Jan**

**Monthly**  
Number Representing the day of the 1<sup>st</sup> Cheque in Jan  
Enter 99 for the final day of the month

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

Ok Exit Previous

The screenshot shows a software interface for 'Cheques Date Maintenance'. It includes fields for 'Company', 'Division', 'Year', 'Pay Frequency Code', and '1st Cheque Day for January'. A list of pay frequencies is shown on the left. A '5' is entered in the '1st Cheque Day for January' field. Callout boxes provide instructions for each frequency: Weekly (day of 1st cheque), Bi-Weekly (day of 1st cheque), Semi-Monthly (day of 1st and 2nd cheques), and Monthly (day of 1st cheque, with 99 for the last day). A note specifies that entries should only be made for the selected frequency code.

# 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 Federal or 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 & are Now Universal**



# 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



# Setup Default Values

Administration > Application Installation >

Verify the following information for all Companies/Divisions processing Year End

## Company Name Default

Name

Address

## Payroll Defaults

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



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# 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



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# 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:



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# 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



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# 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



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# 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



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# 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



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# 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



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# Distribution Master Year End Box Listing – PRP100

Payroll > Listings >

08 035 Canadian Company - 4.1										TIME	PAGE	
Year-End Box Listing										3.43	1	
DATE	-Distribution-		Union	Ded	Tax/Ded		Earnings		Description	Local State	3rd Party	Sick Pay
12/11/2019	Code	Number	Number	Typ	Box	Code	Box	Code				
T4	A	000		00	18		4		EI			
T4	B	040		00	52				RPP CONT 5%			
T4	B	041		00	52				RPP CONT 3%			
T4	D	001		00	30				TAXABLE ADJUSTMENT			
T4	D	031		00	30							
T4	D	040		00	30							
T4	E	800		00	16		26		EE CPP - AB			
T4	E	810		00	16		26		EE CPP - BC			
T4	E	820		00	16		26		EE CPP - MB			
T4	E	830		00	16		26		EE CPP - NB			
T4	E	840		00	16		26		EE CPP - NF			
T4	E	850		00	16		26		EE CPP - NT			
T4	E	860		00	16		26		EE CPP - NS			
T4	E	870		00	16		26		EE CPP - ON			
T4	E	880		00	16		26		EE CPP - PE			
RL1	E	890		00	17		26		QPP EE			
T4	E	890		00	17		26		EE QPP - QC			
T4	E	900		00	16		26		EE CPP - SK			
T4	E	910		00	16		26		EE CPP - YT			
T4	E	920		00	16		26		EE CPP - NU			
T4	F	000		00	22		14		CRA - FEDERAL			



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# 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



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## 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)



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# IDI – Distribution Master - Zero To Date Flag for M & H Records

Payroll > Listings >

Company N... <sup>1</sup>	Division Nu... <sup>2</sup>	Distribution <sup>3</sup>	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



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# 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



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# Distribution Master Listing – PRP100

Canadian Payroll > Listings > Zero-To-Date Flag – H Codes

DATE 12/12/12		ERP100		08 035 Canadian Company			DISTRIBUTION LIST			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	FWT	PWT	LWT	UIC	CPP	W/C	NO.	CO DV	DT AMT
				CHK				ARREARS			UPD	BN/WG	W2	
				TYP	GRS				DED	J/C	CALC	DEST		
				R										
H	077	00	0100.00000.000	0100.00000.000	STOCK PURCHASE	0	N	N	N	N	N			N
				R			Y				N	N		N
H	079	00	0100.00000.000	0100.00000.000	TAXABLE CAR	0	N	N	N	N	N			N
				R			Y				N	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		N
H	087	00	0100.00001.000	0100.00002.000	GRAHAM TEST	0	N	N	N	N	N			N
				H			N			Y	N			N
				P										
				R										
				RL										
				V										
H	088	00	0225.00002.000	0615.00901.000	TAX FREE LOAN	0	N	N	N	N	N			N
				H			N			N	N	OTHER		N
				P										
				R										
				V										



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## Distribution Master Listing – PRP100

Canadian Payroll > Listings > Zero-To-Date Flag – M Codes

DATE 12/11/2019		PRP100		08 035 Canadian Company - 4.1 DISTRIBUTION LIST										TIME 3.43		PAGE 14					
-----DISTRIBUTION-----		DED		-----LIABILITY-----				-----G/L NUMBER-----				-----EXEMPT W/T CODES-----				VENDR A/P		ZERO TO			
CODE	NO.	TYP	LIABILITY	EXPENSE			DESCRIPTION			FWT	PWT	LWT	LCS	UIC	CPP	W/C	NO.	CO	DV	DT	AMT
AMOUNT	PCT	CDE	REG	HOURLY	RATE	OTH	ACH	PRE-NOTE	CHK	GRS	RPT	PROC	COBRA	DEC	ARREARS	DED	W2				
								DAYS	TYP		DED	SEQ	PART	DED	DED	GRP	DESC				
M EMPLOYEE DED	042	00							V												
01/01/1981	THR12/31/2099			0615.00	0901.0000		N	0000.000000.000	BN												N
		.00	.0 1	.000	.000	.000			H												
									P												
									R												
									S												
									V												
M EMPLOYEE DED	045	00							V												
01/01/1981	THR12/31/2099			0221.00	0002.0000		N	0000.000000.000	B	N					1	Y	N	N	Y	N	8 35 Y
		.00	.0 1	.000	.000	.000			P					N	N						
									R												
									V												
M EMPLOYEE DED	046	00							V												
01/01/1981	THR12/31/2099			0100.00	0000.0000		N	0000.000000.000	B						0	N	N	N	N	N	8 35 N
		3.72	.0	.000	.000	.000			P					N	N						
									R												
									V												
M EMPLOYEE DED	047	00							V												
01/01/1981	THR12/31/2099			0601.00	0000.0000		N	0000.000000.000	B	N					0	N	N	N	N	N	8 35 Y
		.00	.0 1	.000	.000	.000			P					N	N						
									R												
									V												



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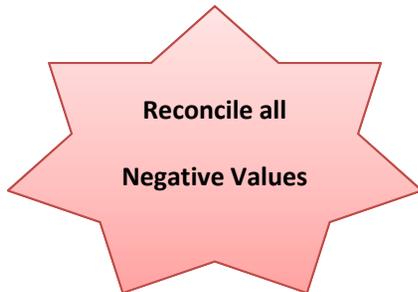
# Final Processing Prior to Prepare Year End Files

**Update the following for the current year**

Finalize all payrolls

Payoff Cheques are used to update information within the Systems Files

Void Cheques



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# 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**



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# T4 Register – PRP624

## Canadian Payroll > Annual >

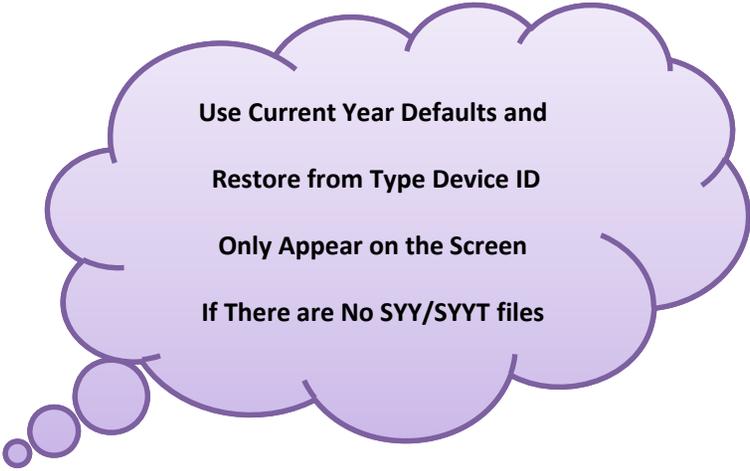
### Selection Screen

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

Year to Process – enter the appropriate 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/SYTT files**

# T4 Register – PRP624

## Canadian Payroll > Annual >

DATE	PRP624	08 035 Canadian Company - 4.1		T-4 REGISTER	TIME	4.01	PAGE	1
BUSINESS SUFFIX 0001								
FEDERAL								
----EMPLOYEE----	SOC. INS.	GROSS	TAXABLE	T4				
NO. NAME	NUMBER	WAGES	WAGES	WAGES	TAXES			
7114 Rudy R ROE	100-007-114	1,000.00	1,000.00	1,000.00	163.08			
8900 Alma A Quebec	289-000-002	1,250.00	1,250.00	1,250.00	150.97			
*** FEDERAL TOTALS		2,250.00		2,250.00				
			2,250.00		314.05			
*** TOTAL EMPLOYEES		2						



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# 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



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# 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**



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# 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**



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# Vacation/Sick Available Report – HRP006

Human Resources > Listings >

DATE 12/12/12		HRP006		08 035 Canadian Company				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			



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# 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

Creates the following files (**all release levels**)

SYYCNC: Company Name Defaults

SYYPRS: Payroll System Files

SYYPRD: Payroll Defaults

Creates the following additional files

SYYTCNC: Company Defaults

SYYTPRS: Payroll System Files

SYYTPRD: Payroll Defaults

***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***

SYYTEI: Employer EI Tax File

SYYSTM: State Master

SYYTTEI: Employer EI Tax File

SYYTSTM: State Master

SYYTMST: Employee Master



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# 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 **SY** files



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# 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 Personal Data 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



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# 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 Personal Data is zeroed out

The used bucket in the HR Personal Data 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



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# 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 Personal Data is populated with the new carryover amount

The used bucket in the HR Personal Data is zeroed out

The New Year's earned amount is uploaded to the HR Personal Data based on that employee's rate master



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## 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



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# 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

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

# Required Changes

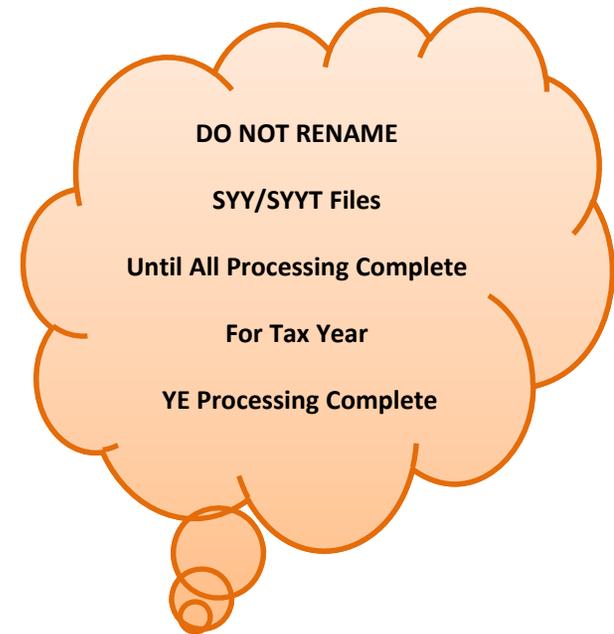
**Review All Date Sensitive Files**

**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



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# 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**



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# H/R Benefit/Deduction Enrollment Report – IDI

## Payroll > Listings >

Com...	Div...	Emp...	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

<b>Arrears Deduction:</b>	<input type="checkbox"/>
<b>Auto Create:</b>	<input type="checkbox"/>
<b>Update Job Cost:</b>	<input type="checkbox"/>
<b>Zero To-date Amount:</b>	<input checked="" type="checkbox"/>
<b>Include in Benefit/Wage Calc:</b>	<input type="checkbox"/>
<b>Exclude from Garnishment Calc:</b>	<input type="checkbox"/>
<b>Do Not Use Department Sub-Account:</b>	<input type="checkbox"/>

**All YTD Fields Zero**  
**To-Date Fields (TD)**  
**Checked in Distribution**  
**Master will Zero**



# Benefit/Deduction Enrollment – HRP266

## Human Resources > Listings >

EMPLOYEE		EFFECTIVE		DECLINE		FIXED		PERCENT		TYP		HOURLY RATE											
SS#	NO.	NAME	FRQ	START	COMPLETION	Y/N	DATE	AMOUNT	RATE	CDE	GRS	REG	OVT	OTH									
*702-70-2713	702	Hope Alberta #702																					
<div style="border: 1px solid green; padding: 5px; display: inline-block;"> <table border="0"> <tr> <td>Y-T-D</td> <td>TO DATE</td> <td>REMAINING</td> </tr> <tr> <td>.00</td> <td>.00</td> <td>← YTD / TD = 0</td> </tr> <tr> <td>.00</td> <td>.00</td> <td></td> </tr> </table> </div>															Y-T-D	TO DATE	REMAINING	.00	.00	← YTD / TD = 0	.00	.00	
Y-T-D	TO DATE	REMAINING																					
.00	.00	← YTD / TD = 0																					
.00	.00																						
*999-00-0800	800	Jamie A Alberta 800 222																					
<div style="border: 1px solid green; padding: 5px; display: inline-block;"> <table border="0"> <tr> <td>Y-T-D</td> <td>TO DATE</td> <td>REMAINING</td> </tr> <tr> <td>.00</td> <td>.00</td> <td>← YTD = 0</td> </tr> <tr> <td>.00</td> <td>25.00</td> <td>TD &gt; 0</td> </tr> </table> </div>															Y-T-D	TO DATE	REMAINING	.00	.00	← YTD = 0	.00	25.00	TD > 0
Y-T-D	TO DATE	REMAINING																					
.00	.00	← YTD = 0																					
.00	25.00	TD > 0																					



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# Employee Deduction – PRP102

## Canadian Payroll > Listings >

DATE 12/11/2019 PRP102 08 035 Canadian Company - 4.1  
 EMPLOYEE DEDUCTIONS TIME 4.31 PAGE 1

-----EMPLOYEE-----	-----DEDUCTION-----	PCT	---HOURLY RATE---	AMOUNT	AMOUNT	LIMIT	REMAIN	FRQ	EXM
NUMBER NAME	NO. AMOUNT PCT CDE	REG	OVT	Y-T-D	TO DATE	AMOUNT	AMOUNT	CDE	W/T ACH PR
000000009 Doug Suzanne	64								
01/01/2010 12/31/2099	100.00	.0*	0	*	*		200.00	0	0 N N
000000009 Doug Suzanne	100								
01/01/2010 12/31/2099	50.00	.0*	0	*	*			0	1 N N
000000009 Doug Suzanne	152								
01/01/2010 12/31/2099	50.00	.0*	0	*	*		100.00	0	0 N N
000000015 George M Pistol #15	61								
01/01/1981 12/31/2099	600.00	.0*	*	*	*			0	0 N N
000000021 Stuart Olson -BI-WEE	70								
01/01/1981 12/31/2099	25.25	.0*	0	*	*			1	1 N N

YTD = 0  
TD > 0

YTD / TD = 0



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# 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



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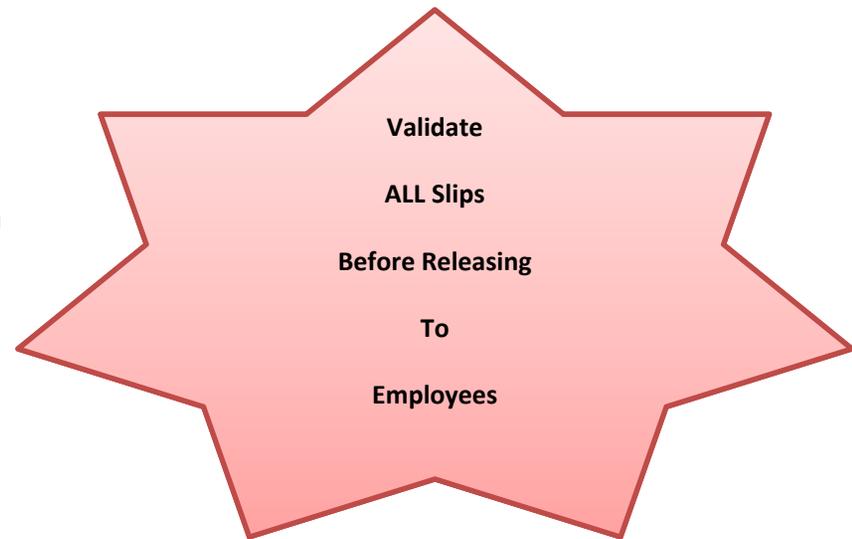
# T4 / T4A / RL-1 Processing

## 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



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# 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**



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# Renaming the SYY Files

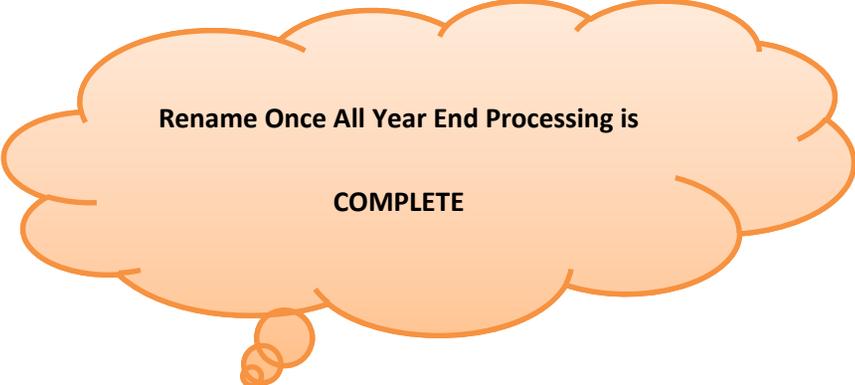
**\*\*\*Do Not Remove W2 Files\*\*\*** this deletes the SYY files

**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**



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# Renaming the SY Y Files

## SY Y Files

SY YCNCyy	SY YSTMyy
SY YPRSy y	SY YTEIyy
SY YPRDyy	

## SY YT Files

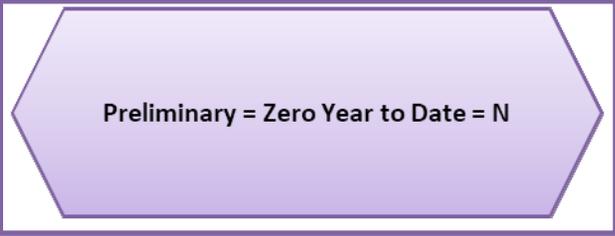
SY YTCNCyy	SY YTSTMyy
SY YTPRSyy	SY YTTEIyy
SY YTPRDyy	SY YTMSTyy



# Deleting the SYY Files

Should you need to re-create prior year Forms or Electronic Media 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 2019 has been **run PRELIMINARY not FINAL**

00 000 All	Prepare Year-End Files	PRP010
		
W2/T4 Year	<input type="text" value="2019"/>	
Zero YTD Amounts	<input type="text" value="N"/>	



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# Deleting the SY Y Files

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

WRKOBJ SY Y\* - press enter – use option 4 to delete

SY YCNCy y	SY YSTM y y
SY YPRSy y	SY YTEI y y
SY YPRD y y	SY YSTM y y
SY YTCNCy y	SY YTEI y y
SY YPRSy y	SY YTMST y y
SY YPRD y y	

***Important Note Below***

**SY YT files must be deleted  
before you can delete the SY Y files**



*Critical Slides Listed Below*

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# Prepare Year End Files

## Payroll > Annual>

### Prepare Year End Files for T-4 Processing

#### Security Requires

- All Company/All Division
- Executive Level



To Avoid Getting an “Unable to Allocate Error”

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



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# Old Versus New Year Date Messages on Proof

Payroll > Processing > *Year Not Equal to System Year*

The screenshot shows a payroll processing screen with an 'Info Messages' dialog box at the top. The dialog box contains the text: 'Year not equal to System Year - Press Enter to accept'. Below the dialog box, the main interface is divided into several sections: 'Process', 'Security', and 'Dates'. The 'Process' section includes checkboxes for 'Salaried', 'Hourly', 'Special', 'Retroactive', and 'Bypass Limits', with 'Salaried', 'Hourly', and 'Special' checked. The 'Security' section includes checkboxes for 'Craft Lbr', 'Level 2', and 'Level 3', all of which are checked. The 'Dates' section includes fields for 'Week Ending' (01/01/2020), 'Cheque' (12/12/2019), and 'Journal Date' (12/12/2019). A red callout box on the right side of the screen contains the text: 'Exit if Not Correct' and 'Enter to Accept'. A blue arrow points from the 'Week Ending' field to the 'Info Messages' dialog box.

Payroll

Info Messages

Year not equal to System Year - Press Enter to accept

PRP00401 PRPM06 - 1

**Process**

Salaried

Hourly

Special

Retroactive

Bypass Limits

Week Number(s) 1

Processing Week Number

**Dates:** Week Ending  Cheque  Journal Date

**Security**

Craft Lbr

Level 2

Level 3

All Batches

Pre-Mark All Batches

Adjustment#: Piece Work

Exit if Not Correct

Enter to Accept

# Old Versus New Year Date Messages on Proof

## Payroll > Processing > *WE Date from Entry and Proof Differ*

08 035 Canadian Company  
PAYROLL PROOF

DATE 12/12/2019 PRP038  
TIME 8.14 PAGE 1

4.1  
WEEK ENDING 12/12/2019

WK/ DEPT OR CS ----- REGULAR  
DY Job /Sub COST DIST.TY HOURS RATE

000000800 Jamie A Alberta 800 222  
1-1  
REGULAR  
\*\* WEEK ENDING 06/11/2019

WE Date from Entry = 06/11/2019 - WE Date from Proof = 12/12/2019

If Correct Continue - If Not Clear Process and Correct the Wrong Date

\*\* Payroll entry week ending date differs from Proof week ending date.

REG	OTH	OVT	TOTAL	C/E	C/U	TAXABLE	NON-TAX	SICK	EMPL DEDUCT	PRE-CALC REG	GROSS OTH
11.00	.00	.00	11.00	.00	.00	.00	.00	.00	.00	275.00	.00
TOTAL						---TIPS---				---- NUMBER ----	
275.00				.00	.00	TOTAL	UNION			EMP	TRAN
						.00	.00			1	1
											CHEQUE
											1



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# 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 >

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# *iSeries Access Client Solutions*

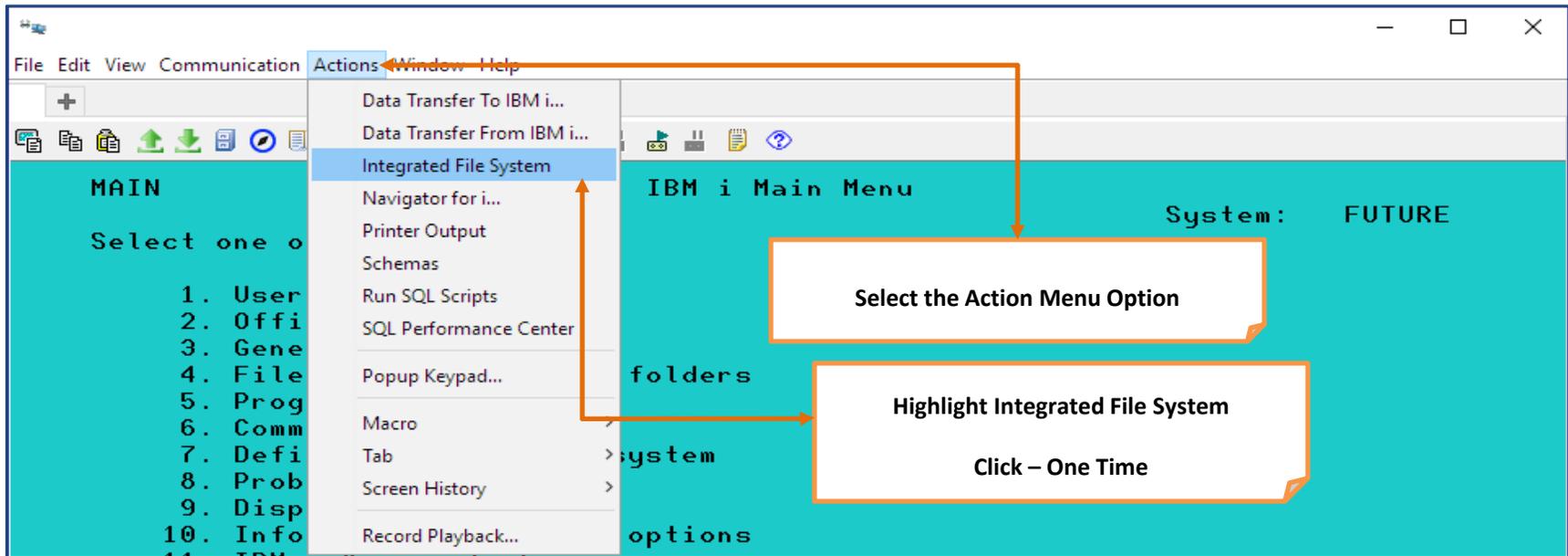
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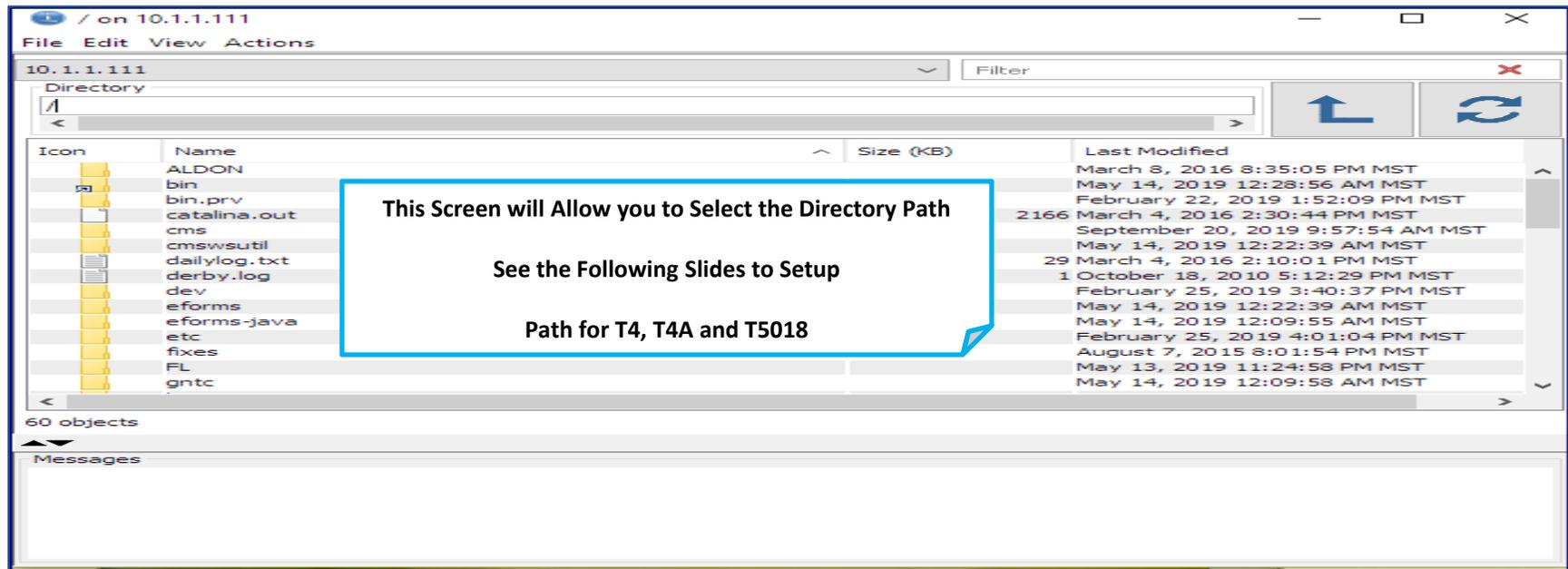
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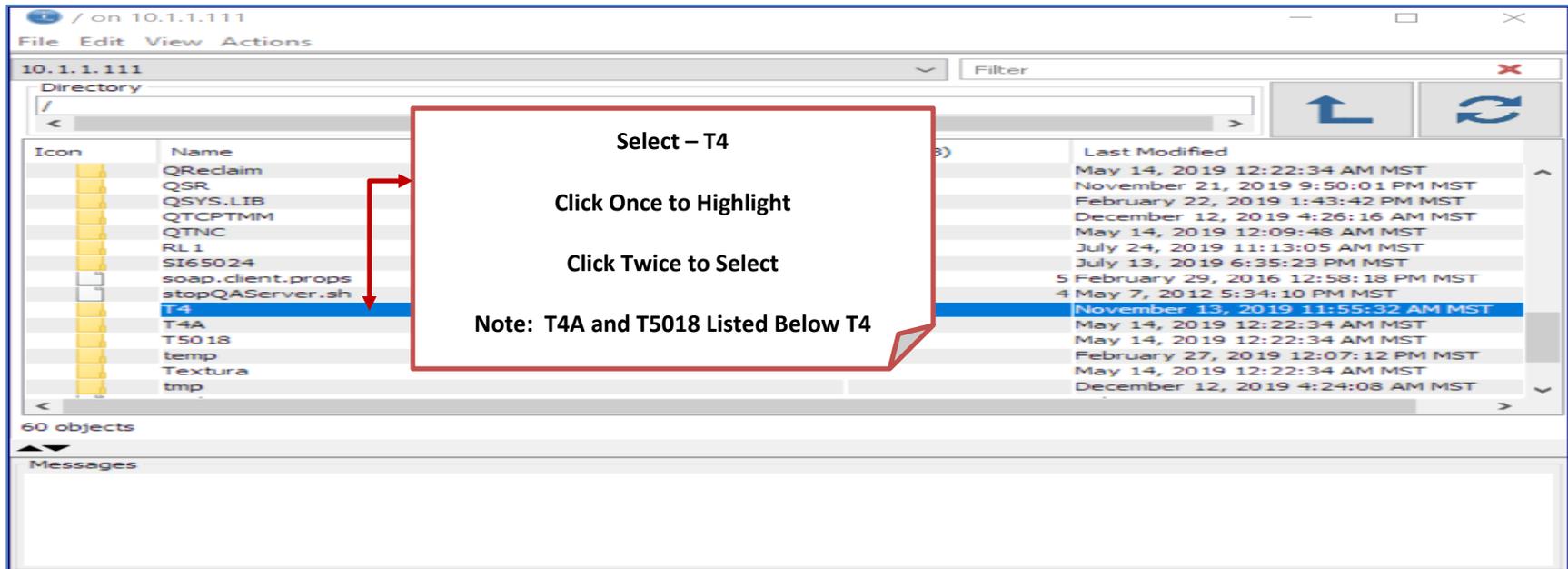
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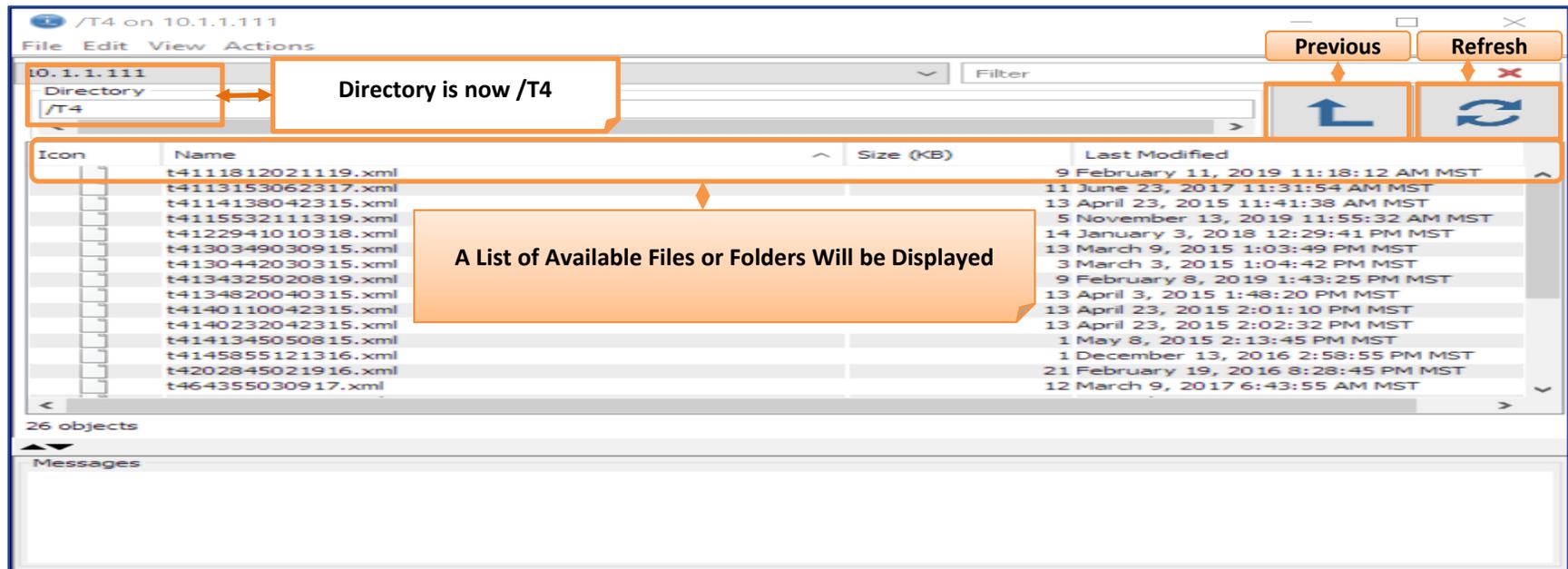
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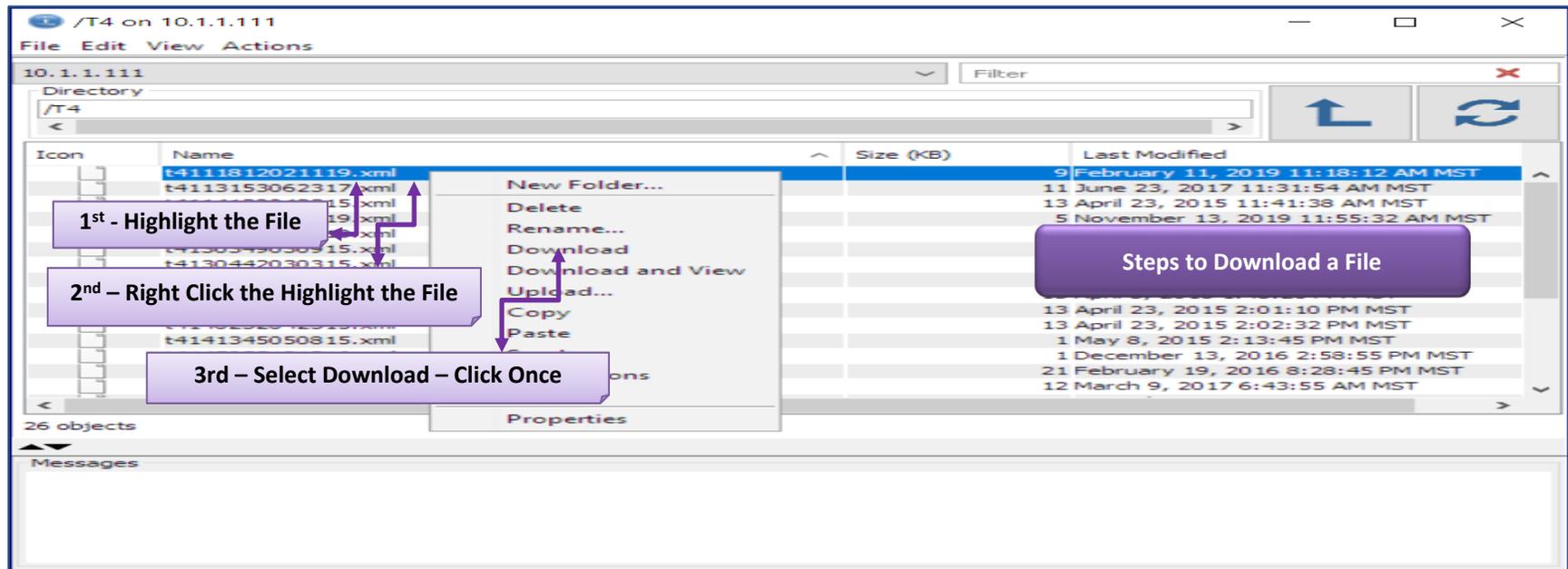
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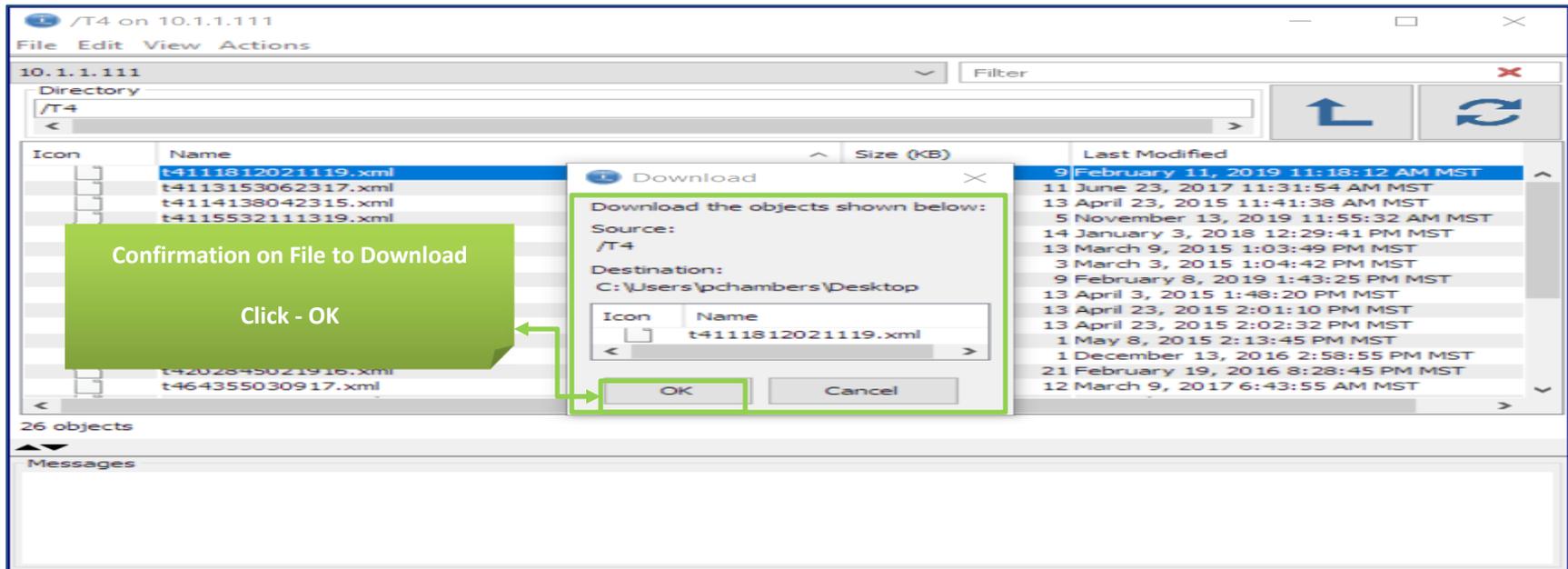
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10.1.1.111 /T4 on 10.1.1.111

File Edit View Actions

10.1.1.111 Directory Filter

/T4

Icon	Name	Size (KB)	Last Modified
	t4111812021119.xml		9 February 11, 2019 11:18:12 AM MST
	t41113153062317.xml		11 June 23, 2017 11:31:54 AM MST
	t4114138042315.xml		13 April 23, 2015 11:41:38 AM MST
	t4115532111319.xml		5 November 13, 2019 11:55:32 AM MST
	t4122941010318.xml		14 January 3, 2018 12:29:41 PM MST
	t4130349030915.xml		3 March 9, 2015 1:03:49 PM MST
	t4130442030315.xml		3 March 3, 2015 1:04:42 PM MST
	t4134325020819.xml		9 February 8, 2019 1:43:25 PM MST
	t4134820040315.xml		3 April 3, 2015 1:48:20 PM MST
	t4140110042315.xml		3 April 23, 2015 2:01:10 PM MST
	t4140232042315.xml		3 April 23, 2015 2:02:32 PM MST
	t4141345050815.xml		1 May 8, 2015 2:13:45 PM MST
	t4145855121316.xml		1 December 13, 2016 2:58:55 PM MST
	t4202845021916.xml		21 February 19, 2016 8:28:45 PM MST
	t464355030917.xml		12 March 9, 2017 6:43:55 AM MST

26 objects

Messages

Downloading t4111812021119.xml  
Successfully downloaded t4111812021119.xml

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*Thank You*

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