



How to Use GrandMaster Suite

# **Performing the Year-End Procedure**



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## How to Use GrandMaster Suite - Performing the Year-End Procedure

### Overview

Each year employers must complete and issue the appropriate form(s) (e.g., T4, T4A) to every employee, retiree, officer or other individual to whom they paid remuneration in the year. Employers must also send copies of the forms (or a magnetic media file), as well as the matching summary, to the Canada Customs and Revenue Agency (CCRA). Employers must file T4 and T4A information returns (slips and related summaries) by the last day of February each year.

GrandMaster Suite assists in this process by providing a facility to create a file containing the relevant data.

### Processing T4 and T4A Forms

GrandMaster Suite allows you to generate your T4 and T4A forms easily. It calculates each employee's YTD amounts based on the previous year's payroll runs. This data is then used to print the requisite forms on any laser or continuous feed printer.

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**Note: Continuous Forms to be Replaced** - 2002 is the final year that the CCRA will support continuous feed forms for T4s. When filing in 2003 (for the 2002 tax year), you will only be able to use forms that are laser printer compatible (i.e. single-sheet feed). If your company is still using impact printers (dot matrix) with continuous feed forms, you will need to upgrade your system before that time.

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#### T4 Slips

As an employer, the CCRA requires that you submit a completed T4 slip for all individuals who received remuneration from you during the year if:

- You had to deduct CPP contributions, EI premiums, or income tax from the remuneration; or
- The remuneration was \$500 or more. If you provide group term life insurance taxable benefits to employees, you must always file T4 slips, even if the total remuneration an employee received was under \$500.

#### T4A Slips

Employers must complete a T4A for all persons who received the following types of remuneration, if it was \$500 or more or you deducted tax from it:

- Pension or Superannuation;
- Lump sum payments out of a pension fund or plan or deferred profit-sharing plan;
- Self-employed commissions;
- Annuities;
- Eligible retiring allowances;
- Non-eligible retiring allowances;

- Patronage allocations;
- RESP accumulated income payments;
- RESP educational assistance payments;
- Other income as described in the *Employers' Guide to Payroll Deductions - Filing the T4A Slip and Summary Form (RC4157)*.

## How Does it Work In GrandMaster Suite?

When you perform the year-end process, T4, T4A, and Relevé 1 information is extracted from the payroll database. This year-end information is kept in a separate file for additional editing and processing. When you run your first payroll with a cheque date in the following year, the YTD amounts are cleared automatically.

During the year-end process, GrandMaster Suite will make some decisions about where the information should be placed, based on the options you have selected. During the process, you will be prompted to confirm the placement of these earnings, deductions, and benefits. Check your *Employer's Guide To Source Deductions* to verify year-end processing decisions.

In most provinces, a Workers' Compensation report is also required at year-end. Refer to the *Workers Compensation* section of this guide for information on generating a Workers' Compensation report.

The Year-End functions integrated into GrandMaster Suite reflect the current specifications as outlined by the CCRA. When the CCRA updates information pertaining to year-end calculations, these changes will be applied to the GrandMaster Suite January update.

## When is the Best Time to Set up This Feature?

- The year-end procedure should be carried out sometime between the end of the year and the last day in February. To be more specific, sometime after your the last payroll run that has a cheque date ending in that calendar year. For example, if you have a bi-weekly pay period ending on December 20 with cheques dated in Jan., you would consider that the first payroll of the new year.
- When a company has ceased operations (e.g. goes out of business). Note that the CCRA requires notice soon after such an occurrence and sometime prior to year-end. This provides them adequate time to process each employee's tax information for the year.

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**Note: Life Insurance Benefits** - If you provide employees with taxable group term life insurance benefits, you always have to prepare a T4 slip, even if the total remuneration is less than \$500.

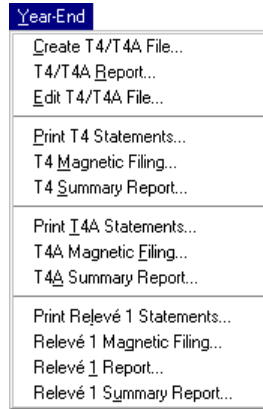
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## Working at the Payroll Level

All of the settings required to complete the year-end procedure are carried out at the payroll level. Most of the commands required for this procedure can be found under the *Payroll* module's **Year-End** menu. Other commands that affect the year-end process can be found using the **Earning** and **Deduction** commands under the **Payroll** menu.



**Fig. 1**  
The Payroll Module's Year-End Menu

## Creating the T4/T4A File

To perform the year-end procedure, you need to create a T4 / T4A data file. This file contains each employee's year-end information and is necessary for the printing of your T4 and T4A forms.

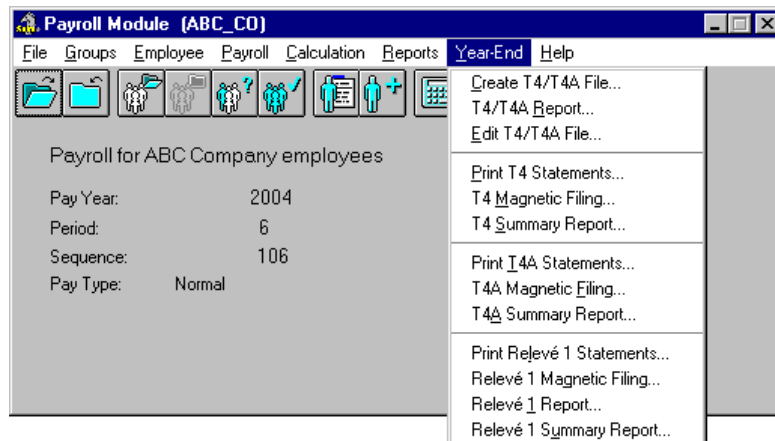
A separate file is created to allow for editing this information and/or entering last minute changes that were not included in the payroll data. Such changes can include automobile allowance and taxable life benefits. All fields within this file can be modified as required.

You can create the T4/T4A file as many times as you wish, until the desired results are achieved.

**Note: Starting a New Year** - GrandMaster Suite will automatically start a new year when the Cheque Date is in the new year. Although you can create T4s/T4A's any time after that, the T4s must be issued to the employees by the end of February.

### TO CREATE A T4/T4A FILE:

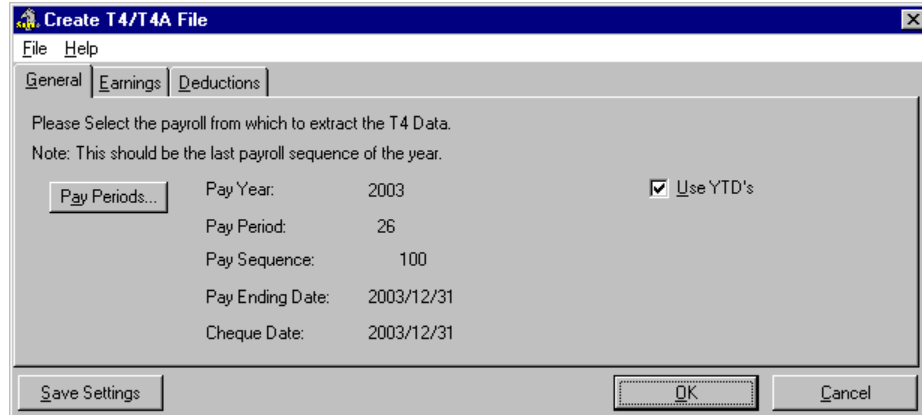
1. Open the *Payroll Module* and ensure your payroll is open and ready for use, then select the **Year-End** menu to display a list of the options that pertain to this procedure.



**Fig. 2**  
The Year-End Menu

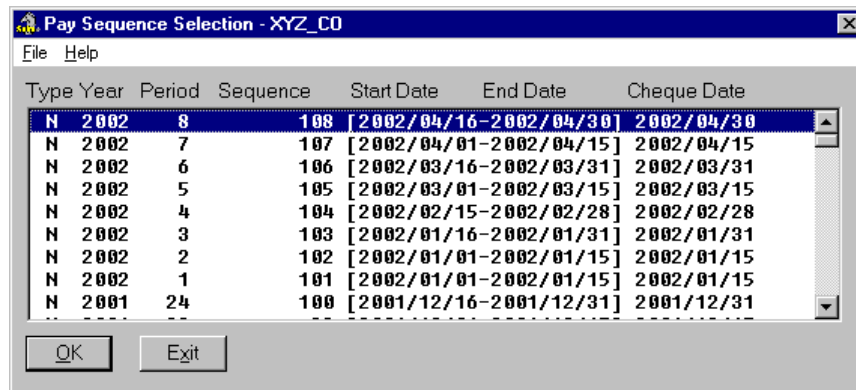
- Choose the **Create T4/T4A** command from the **Year-End** menu. This opens the *Create T4/T4A* dialog box. It contains three tabs with various options that you will use to define the parameters of the T4 file.

The *General* tab is used to specify the last pay sequence of the year. GrandMaster Suite requires the final pay period to correctly calculate the T4 data.



**Fig. 3**  
The *Create T4/T4A* Dialog Box

- Select the *Pay Periods* button. This opens the *Pay Sequence Selection* dialog box that displays each pay sequence from the previous year.
- Select your final pay run from the list provided by clicking on it once. The most recent pay runs will appear at the top of the list.



**Fig. 4**  
The *Final Pay Sequence Selected*

- Click *OK* once you have made your selection. The information for the selected pay period now appears in the *General* tab.

Notice that the *Use YTDs* checkbox is selected by default. This default setting ensures that GrandMaster Suite will produce the T4/T4A file with data based on the current employee YTD values as of December 31st.

**Note: YTD Values** - GrandMaster Suite has the capability of reading all of your pay periods for the year. You may wish to use this feature if you have employees that have changed provinces or have switched between business numbers at some point during the past year. If this is the case, you should perform **Step 7**.

7. Remove the check from the *Use YTDs* checkbox (by clicking on it once). This will instruct GrandMaster Suite to re-add each employee's YTD values for each assigned Business Number.

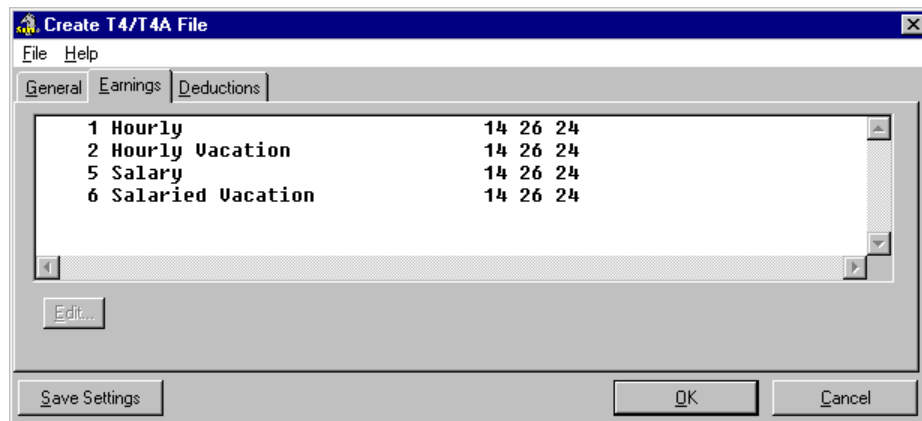
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**Note: Multiple Pay Calculations** - If you have employees who have pay calculations under more than one Business Number, or if you have converted to or began using GrandMaster Suite in the middle of the year, you **MUST** remove the check from this checkbox. This is necessary in order to have GrandMaster Suite produce a T4 for each province and Business Number.

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The remaining two tabs in this dialog box are used to assign or verify Earning and Deduction box assignments.

8. Select the *Earnings* tab to display the earnings defined in the payroll and the default T4/T4A box number assignments. In most cases, these numbers will already correspond to the data you entered for each employee.



**Fig. 5**  
*The Earnings Tab*

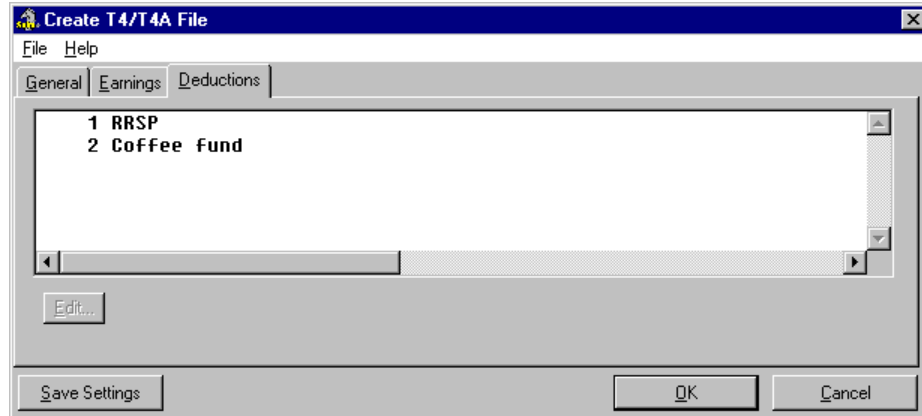
9. Scroll through the list of earnings to verify their box number assignments.

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**Note: Changing Box Number Assignments** - If you need to change a box number assignment for one or more earnings, please skip forward to the *Changing Box Number Assignments* section of this document.

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10. Select the *Deductions* tab to display the deductions defined in the payroll and the default T4/T4A box number assignments.



**Fig. 6**  
*The Deductions Tab*

11. Scroll through the list of deductions to verify their box number assignments.

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**Note: Changing Box Number Assignments** - If you need to change a box number assignment for one or more deductions, please skip forward to the *Changing Box Number Assignments* section of this document.

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12. Once you are satisfied with your T4/T4A earning and deduction settings, choose the *Save Settings* button. This stores the information on disk and ensures that this information is in place for the final step in the Year-End procedure.

With the correct settings in place, you are now ready to create the actual T4/T4A file.

13. Choose the *OK* button to start the data extraction process. A message appears that displays employee's names as their data is processed. Once the process is complete, a final message appears showing the number of T4 records that have been written and the total number of employees that have been processed.



**Fig. 7**  
*The Message Indicating a Completed T4 Data File*

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**Note: Active Employees** - GrandMaster Suite writes a T4 record for all employees with YTD values regardless of their payroll status. For example, if you have 45 active employees and 5 inactive ones (e.g. employees away on leave, laid off or terminated in the current payroll year, etc.), your T4/T4A file will include data for all 50.

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Once the T4/T4A file is created, you can make necessary adjustments to it as required. Changes can include such items as applying a taxable benefit for a company vehicle that was not included on the payroll, entering pension adjustments, etc. To learn more about editing your T4/T4A file, refer to the *Editing Your T4/T4A Data* section of this document.

With your T4/T4A data file complete, you can now proceed to the next step in the year-end procedure. This involves viewing the T4/T4A data report to verify its accuracy.

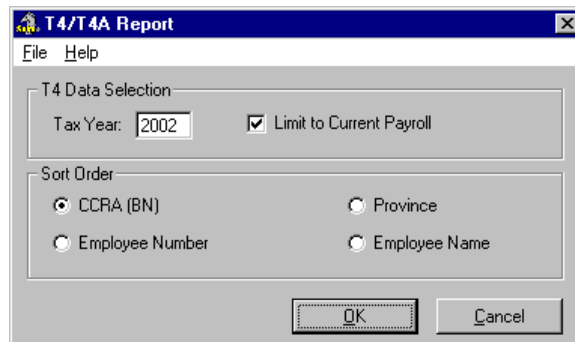
**Note: CPP/EI Mismatches** - If GrandMaster Suite displays a message indicating that there are employees with CPP/EI mismatches, you may need to edit the T4 file prior to finalizing the procedure. Refer to the *CPP/EI Mismatches* section of this document for further information.

## T4/T4A Data Report

The T4 Data Report summarizes all employee T4/T4A information. This provides you an opportunity to analyze the T4/T4A data and ensure that it is accurate prior to printing and filing the information slips or creating the magnetic media file.

### TO CREATE THE T4/T4A REPORT

1. Open the *Payroll Module* and ensure your payroll is open and ready for use. You can tell if you have a payroll selected because its name will appear in the center of the *Payroll Module*.
2. Select the **T4/T4A Report** command from the **Year-End** menu. This opens the *T4/T4A Report* dialog box that allows you to define the report's settings.



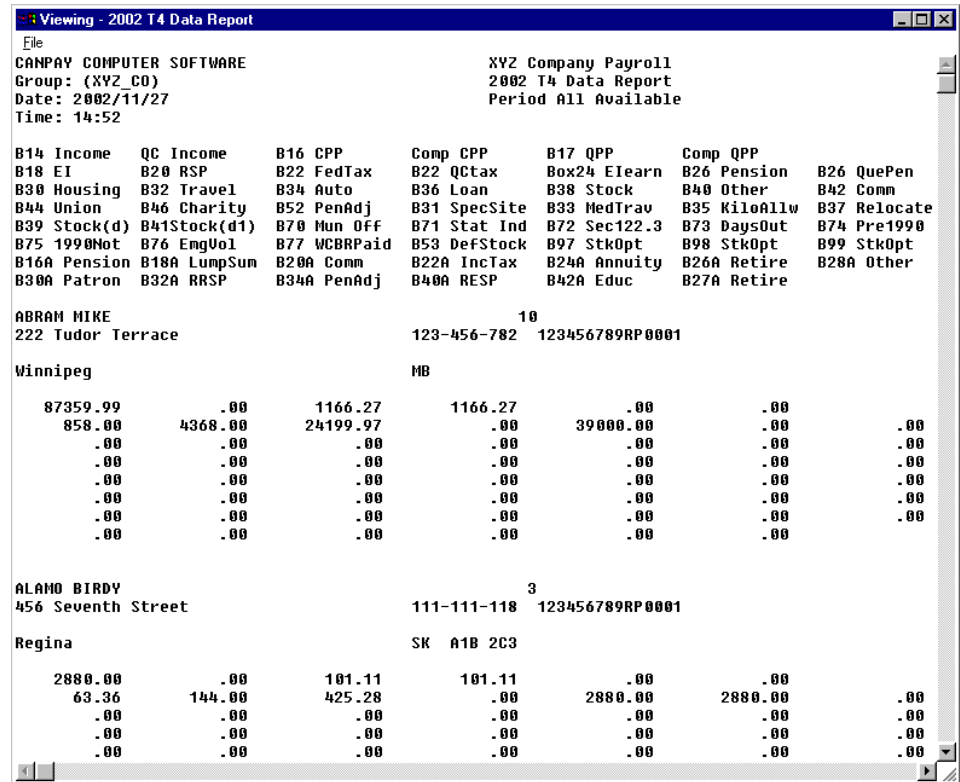
**Fig. 8**  
*The T4/T4A Report Dialog Box*

3. Define the settings for this report using the following definitions as reference:

T4 Data Selection	
<b>Tax Year</b>	Enter the desired tax year on which to base the report. The program will default this value to the previous tax year.
<b>Limit to Current Payroll</b>	If you are processing multiple payrolls, check this box to limit the report to the current payroll only. De-select this option to base the report on data from all payrolls that have a valid T4 file for the tax year specified.
Sort Order	

<b>CCRA (BN)</b>	Sort the report data based on the CCRA Business Number.
<b>Employee Number</b>	Sort the report data based on the Employee Number.
<b>Employee Name</b>	Sort the report data based on the Employee Name.
<b>Province</b>	Sort the report data based on the employee's Tax Province.

- Once your settings are complete, choose the *OK* button. If you have the *Print to Screen* option activated under the *Printer Setup Options*, the report will appear in a window as shown below. If this option is not defined, the report will be sent to your default printer.



**Fig. 9**  
 The T4/T4A Data Report

If you need to make changes to your T4/T4A file (after analyzing this report), please refer to the *Editing Your T4/T4A Data* section of this document.

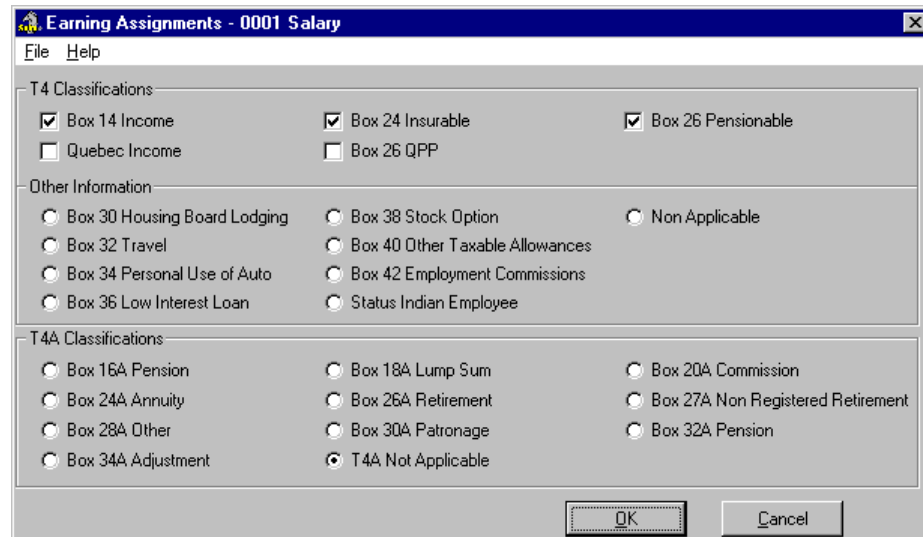
### Changing Box Number Assignments

At some point during the year-end procedure, you may find it necessary to change a box number assignment for an earning or deduction. GrandMaster Suite offers this functionality by allowing you to edit the detail for each earning/deduction as they relate to the T4/T4A process.

#### TO CHANGE AN EARNING BOX NUMBER ASSIGNMENT

- Open the *Create T4/T4A File* dialog box and select the *Earnings* tab.

- Click on the desired earning then select the *Edit* button (or double-click on the earning from the list). This opens the *Earning Assignments* dialog box. This dialog box allows you to view or edit the details for the selected earning as well as make changes to its T4/T4A box number assignments.



**Fig. 10**  
*The Earning Assignments Dialog Box*

- Make your desired changes using the various options found in each section of the dialog box. The *T4 Classifications* section provides options relating to common T4 assignments. The *Other Information* section offers options for less common assignments. The *T4A Classifications* section provides options relating to your employees' T4A data.

**Note: Invalid T4/T4A Combinations** - If you choose a combination of options that are not allowed in order to create this file, you will receive an error message when you attempt to close the dialog box. If this occurs, you will need to ensure that your settings are correct before closing the dialog box.

- When you have finished your changes, select the *OK* button close the dialog box. You are returned to the *Create T4/T4A File* dialog box where you need to save your changes.
- Choose the *Save Settings* button to store your earning changes. You can now create your T4/T4A file as required.

#### TO CHANGE A DEDUCTION BOX NUMBER ASSIGNMENT

- Open the *Create T4/T4A File* dialog box then select the *Deductions* tab.
- Click on the desired deduction then select the *Edit* button (or double-click on the deduction from the list). This opens the *Deduction/Benefit* dialog box. This dialog box allows you to view or edit the details for the selected deduction as well as make changes to its T4/T4A box number assignments.

**Fig. 11**  
The *Deduction/Benefit Settings Dialog Box*

3. Make your desired changes using the various options found in each section of the dialog box. The *Deduction Classification* section provides options relating to the T4/T4A assignments. The *Benefit Classification* section provides options relating to the benefits section of each employee's T4/T4A form.

**Note: Pension Adjustments** - If you need to assign a pension adjustment, please skip forward to the *Pension Adjustments* section of this document.

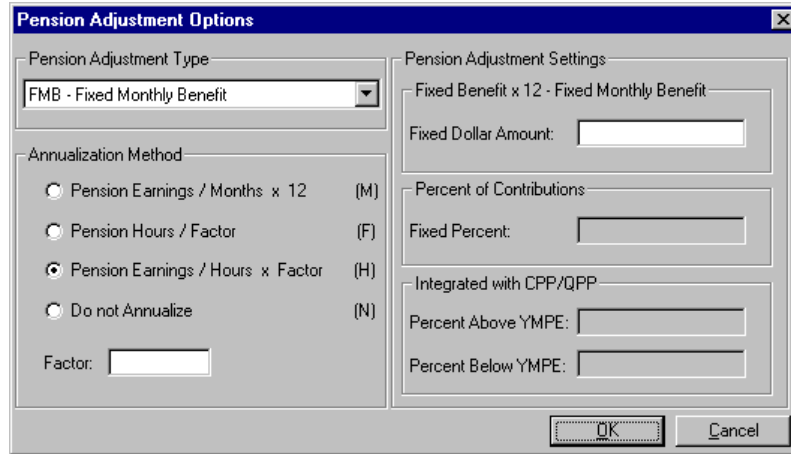
4. When you have finished your changes, select the *OK* button close the dialog box. You are returned to the *Create T4/T4A File* dialog box where you need to save your changes.
5. Choose the *Save Settings* button to store your deduction/benefit changes. You can now create your T4/T4A file as required.

## Pension Adjustments

Pension plans vary greatly from company to company. As such, GrandMaster Suite has no way of providing an automated method for defining pension adjustments. If a pension adjustment is required (Box 52), you must do so manually, using the *Deduction/Benefit* dialog box.

### TO ASSIGN A PENSION ADJUSTMENT

1. Open the *Create T4/T4A File* dialog box then select the *Deductions* tab.
2. Click on the desired deduction then select the *Edit* button to open the *Deduction/Benefit* dialog box.
3. Select the *Pension Adjustment Options* button to open a dialog box that allows you to specify the details for the adjustment.



**Fig. 12**  
*The Pension Adjustment Options Dialog Box*

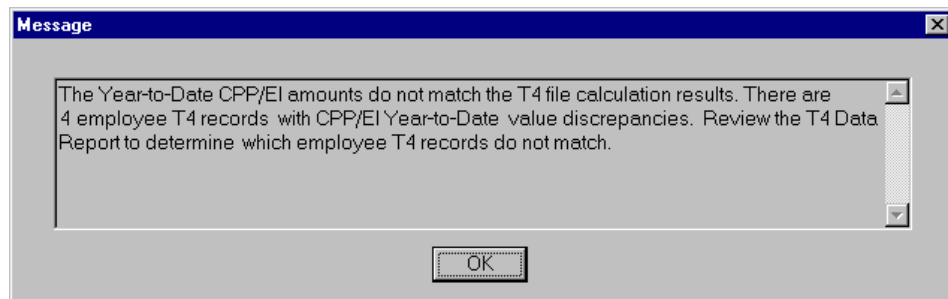
4. Choose the adjustment type from the *Pension Adjustment Type* list then define the settings using the various options in the dialog box. Note that certain options are grayed depending on the adjustment type you choose.

**Note: Choosing a Pension Adjustment Type** - If you are unsure of which pension adjustment type to use, you should consult with your pension plan administrator.

5. When you have finished your changes, select the *OK* button close both dialog boxes. You are returned to the *Create T4/T4A File* dialog box where you need to save your changes.
6. Choose the *Save Settings* button to store your deduction/benefit changes. You can now create your T4/T4A file as required.

## CPP/EI Mismatches

If you create your T4/T4A data file and receive a message indicating that there are employees with CPP/EI mismatches, you will need to correct them prior to finalizing the T4's. GrandMaster Suite provides this functionality by allowing you to edit your T4/T4A data.



**Fig. 13**  
*An Example of Mismatched CPP/EI Amounts*

**TO LOCATE A CPP/EI MISMATCH**

1. Open the *Payroll Module* and ensure your payroll is open and ready for use. You can tell if you have a payroll selected because its name will appear in the center of the *Payroll Module*.
2. Select the **T4/T4A Report** command from the **Year-End** menu, choose the correct *Tax Year*, and then create the report by choosing the **OK** button.
3. Beginning at the top of the report, search the data until you locate an employee who has a **S/B** at the bottom of their data. In the example below, the employee's CPP totals are only off by a few pennies. Although this is a small amount, it is enough to trigger the warning message that alerts you to the discrepancy.

CANPAY COMPUTER SOFTWARE		West Branch, Nursing	
Group: RN_GRP(WST)		2000 T4 Data Report	
Date: 2001/10/23		Period All Available	
Time: 10:16			
<b>AUBREY SUETLANA</b>			
37 WEST TRENT		864	444-999-444 133563163RP0002
<b>ADAMEO</b>			
		ON	M0P 1B0
25340.95	.00	851.78	851.78 .00 .00
608.18	1073.25	3571.08	.00 .00 25340.95 25340.95 .00
.00	.00	.00	.00 .00 .00 .00
475.65	.00	.00	.00 .00 .00 .00
.00	.00	.00	.00 .00 .00 .00
.00	.00	.00	.00 .00 .00 .00
.00	.00	.00	.00 .00 .00 .00
.00	.00	.00	.00 .00 .00 .00
CPP	851.78	S/B	851.80
<b>AYRANLO SHERYL</b>			
79 COURTFORD		652	333-888-777 133563163RP0002
<b>SUDBURY</b>			
		ON	E3P 2U3
39125.74	.00	1329.90	1329.90 .00 .00
936.00	1499.83	7480.12	.00 .00 39000.00 37600.00 .00
.00	.00	.00	.00 .00 .00 .00
558.00	.00	.00	.00 .00 .00 .00
.00	.00	.00	.00 .00 .00 .00
.00	.00	.00	.00 .00 .00 .00
.00	.00	.00	.00 .00 .00 .00
.00	.00	.00	.00 .00 .00 .00

**Fig. 14**  
*The Mismatched CPP Totals*

The CCRA makes it your responsibility to ensure that this data is correct. If you submit a T4/T4A data file with mismatched values, the CCRA will issue you a PIER report once they process your data (if the difference is greater than \$1.00).

Now that you have found the employee with the mismatch, you have several choices:

- Edit the data T4/T4A data using the facility that GrandMaster Suite provides. Care should be taken to ensure that you do not simply amend the numbers (e.g. adjusting an employee's tax to make up for a CPP shortfall). The Edit T4/T4A feature is provided to help you correct legitimate errors made during the payroll cycle.
- Remit the difference to the CCRA when you process your taxes for the year. If an employee has not been deducted the correct amount of CPP and comes up short for the year, many employers simply make up the difference (if it was the Payroll department's error). If the amount is significant, the employee should be notified of the shortfall and steps should be taken to make amends.

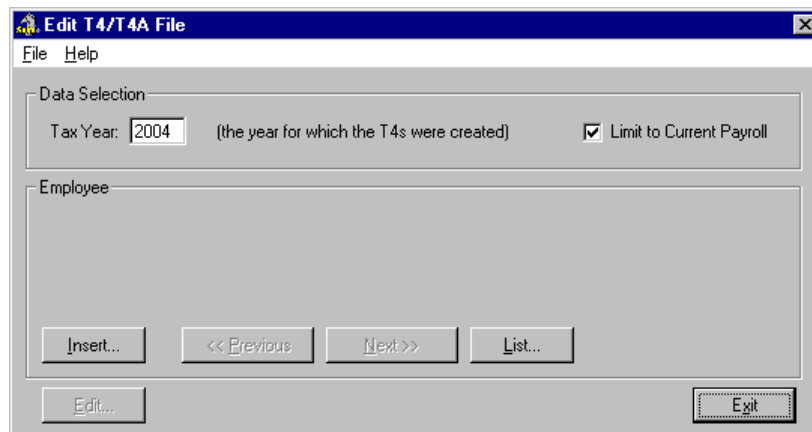
## Editing Your T4/T4A Data

GrandMaster Suite provides functionality that allows you to edit your T4/T4A data once the file has been created. When editing this data, care should be taken to ensure that CCRA imposed rules and regulations are being observed.

This lesson will show you how to access the T4/T4A file and how to make a simple data change.

### TO EDIT YOUR T4/T4A FILE

1. Open the *Payroll Module* and ensure your payroll is open and ready for use then choose the **Edit T4/T4A File** command from the **Year-End** menu. This opens the *Edit T4/T4A File* dialog box where you can choose the year and the employees for which you will perform the edits.

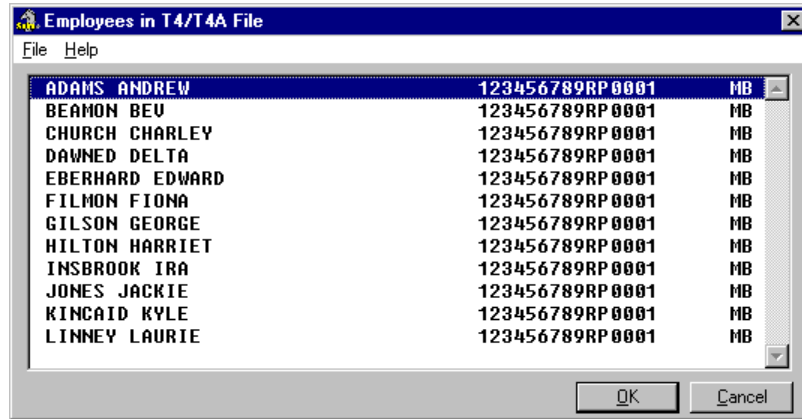


**Fig. 15**  
The Edit T4/T4A File Dialog Box

2. In the *Tax Year* field, enter the year for which you wish to edit the data. The value in this field will default to the previous calendar year.
3. If you are working with only one payroll, you can leave the *Limit to Current Payroll* checkbox with the default (that is, activated). This will restrict your editing to the currently selected payroll only.

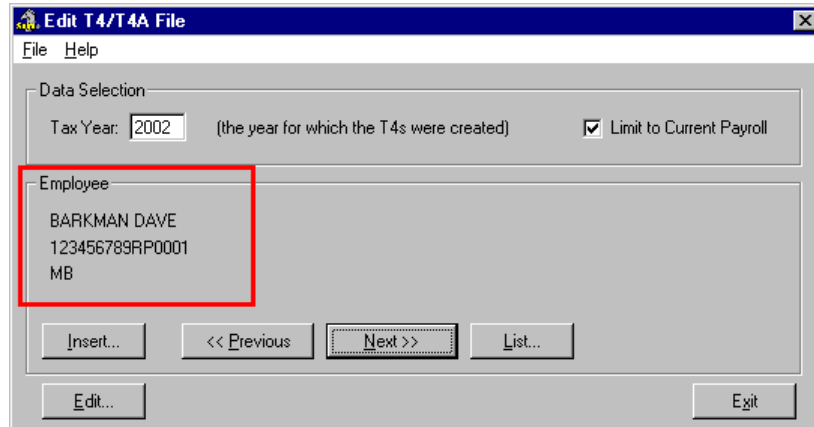
**Note: Multiple Payrolls** - If you are working with multiple payrolls and wish to edit employee information outside the currently selected payroll, you must de-select the *Limit to Current Payroll* checkbox (i.e. remove the check from its checkbox).

4. Choose the *List* button to display a list of employees whose data appears in the current T4/T4A data file. This list allows you to choose one employee at a time.



**Fig. 16**  
A List of Employees with Valid T4/T4A Data

5. Select the desired employee, then click *OK* to return to the *Edit T4/T4A* dialog box. The selected employee's information now appears in the dialog box.



**Fig. 17**  
A Selected Employee, Ready for Editing

6. Choose the *Edit* button to open the multi-tabbed *T4/T4A Details* dialog box. The first two tabs offer general address and miscellaneous information that pertains to the selected employee.

The remaining tabs provide options that allow you to change the data related directly to the employee's tax form.

**Fig. 18**  
*The Address Tab*

For the purposes of this lesson, we will be adding a benefit that this employee received through the use of an employer-provided vehicle (Box 34).

7. Select the *Box 14-29* tab to view the data for this section of the T4. Pay special attention to the total in *Box 14 Income* since the change we will be making will affect this field. In our example, the employee presently has **\$3076.92** in earnings listed for the year.

**Fig. 19**  
*The Employee's B 14-29 Tab (Corresponds to lines 14 through 29 on their Tax Form)*

8. Select the *Box 30-53* tab, then enter \$200.00 into the *Box 34 Auto* field. This amount corresponds to the benefits this employee received through the use of a company vehicle that the employer provided last year.

T4/T4A Details - BN: 123456789RP0001 - MB ( 11) KINCAID KYLE

File Help

Address Miscellaneous Box 14-29 **Box 30-53** Box 70-99 T4A Box 16-34 Releve 1 Box A-I Releve 1 Box J-T

**Note: These boxes will be printed in the 'Other Information' section on the bottom of the T4**

Box 30 Housing: *	<input type="text"/>	Box 40 Other: *	<input type="text"/>
Box 31 Special Work Site:	<input type="text"/>	Box 41 Stock Opt 110(1)(d.1):	<input type="text"/>
Box 32 Travel: *	<input type="text"/>	Box 42 Commissions: *	<input type="text"/>
Box 33 Medical Travel:	<input type="text"/>	Box 44 Union:	<input type="text"/>
<b>Box 34 Auto: *</b>	<b>200.00</b>	Box 46 Charitable:	<input type="text"/>
Box 35 Per KM Allowance:	<input type="text"/>	Box 52 Pension Adjustment:	<input type="text"/>
Box 36 Loan: *	<input type="text"/>	Box 53 Deferred Stock Option:	<input type="text"/>
Box 37 Relocation Loan:	<input type="text"/>		
Box 38 Stock: *	<input type="text"/>		
Box 39 Stock Opt 110(1)(d):	<input type="text"/>		

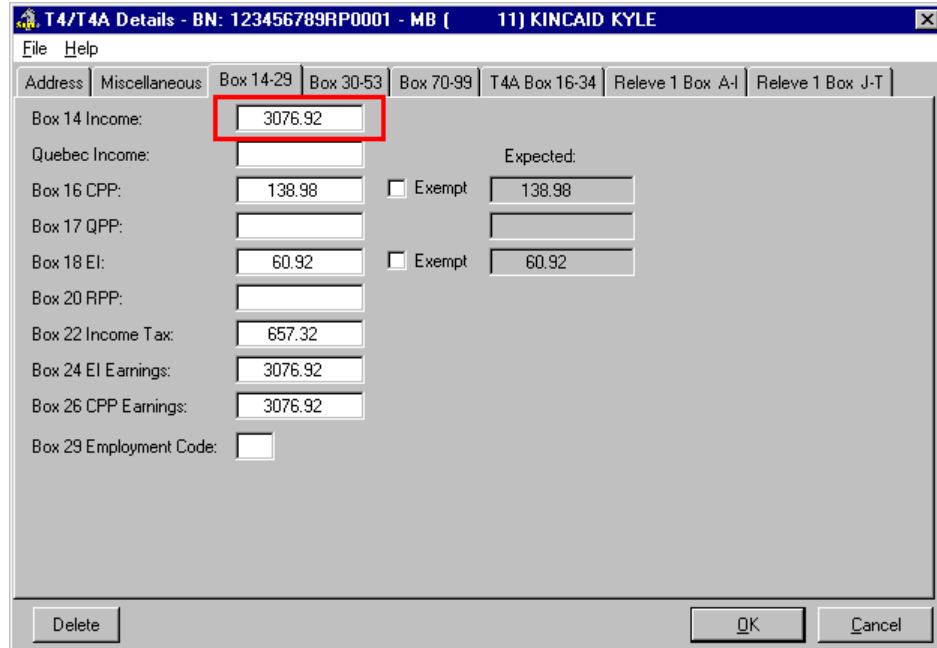
(\* - Automatically Included in Box 14 Income)

Delete OK Cancel

**Fig. 20**  
*The Auto Benefit Amount Entered*

**Note:** This amount you enter in this *Box 34 Auto* field should include the associated operating costs and standby charges along with any GST/HST that applies to the benefit. This amount will be automatically printed in the *Other Information* area of the T4 along with *Box 14 Income*.

9. Select the *Box 14-29* tab once again and notice how the amount has changed to reflect the additional \$200.00. The amount now appears as **\$3276.92**.



**Fig. 21**  
The Updated 14-29 Tab

10. Move through the remaining tabs provided to view or edit the amounts as required. Remember to ensure that you do not change data that would cause the CCRA any concerns (otherwise you may receive PIER report).

## Printing T4/T4A Statements

GrandMaster Suite allows you to print your T4 and T4A forms in-house using any standard Windows compatible printer. This includes continuous form devices (e.g. dot matrix or other impact printers) as well as single sheet fed printers (e.g. Laser or Inkjet printers).

**Note: Continuous Forms to be Replaced** - 2002 is the final year that the CCRA will support continuous feed forms for T4s. When filing in 2003 (for the 2002 tax year), you will only be able to use forms that are laser printer compatible (i.e. single-sheet feed). If your company is still using impact printers (dot matrix) with continuous feed forms, you will need to upgrade your system before that time.

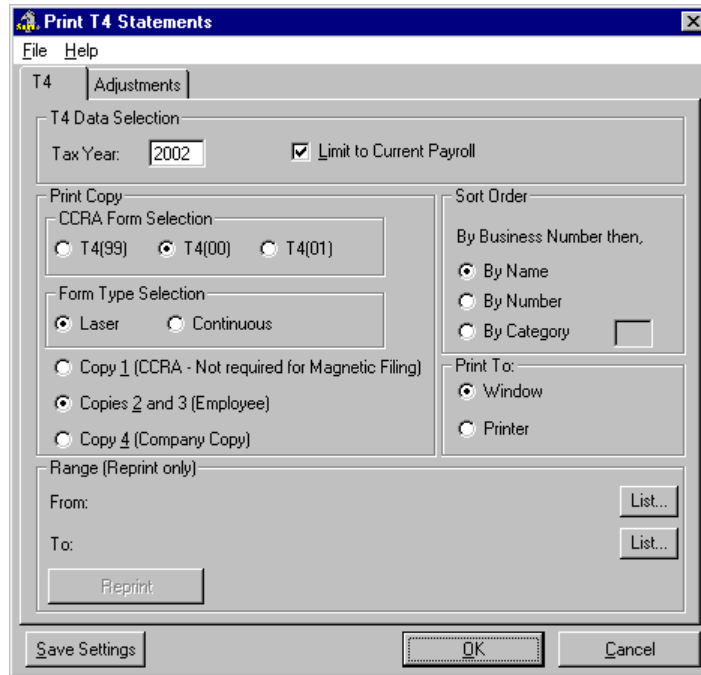
### ODBC Print Settings

GrandMaster Suite utilizes a runtime version of *Crystal Reports* to print the T4/T4A statements. You will need to have your ODBC settings defined correctly in order to proceed with the printing of your T4s. If you require additional assistance on defining your ODBC settings, refer to the *ODBC Print Settings* section of this document.

### TO PRINT T4/T4A STATEMENTS

1. Open the *Payroll Module* and ensure your payroll is open and ready for use. You can tell if you have a payroll selected because its name will appear in the center of the *Payroll Module*.

- Choose the **Print T4 Statements** command from the **Year-End** menu. This opens the *Print T4 Statements* dialog box where you can define the parameters for the printed forms.



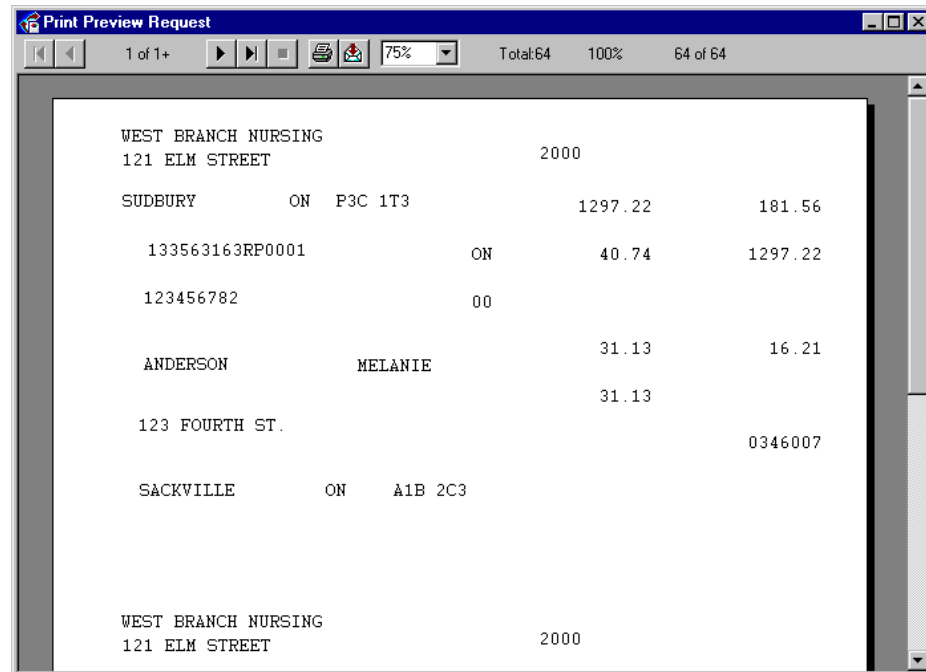
**Fig. 22**  
The *Print T4 Statements* Dialog Box

- Define the settings for your T4 statements using the following definitions as reference:

T4 Tab	
<b>Tax Year</b>	Enter the desired tax year on which to base the report. The program will default this value to the previous tax year.
<b>Limit to Current Payroll</b>	If you are processing multiple payrolls, check this box to limit the report to the current payroll only. De-select this option to base the report on data from all payrolls that have a valid T4 file for the tax year specified.
Print Copy - CCRA Form Selection	
<b>Form T4(99)</b>	Select this button to use the T4 form for 1999.
<b>Form T4(00)</b>	Select this button to use the T4 form for 2000.
<b>Form T4(01)</b>	Select this button to use the T4 form for 2001.
Print Copy - Form Type Selection	
<b>Laser</b>	Select this button to print the statements using a laser printer (onto CCRA laser printer T4 Statement stock).
<b>Continuous</b>	Select this button to print the statements using a continuous form or dot matrix printer (onto CCRA tractor feed T4 Statement stock).  When you choose this option, the <b>Copy 1 - 4</b> options (below) will be disabled.
	<b>Note: Continuous Form Printing</b> - When using the <i>Continuous Form Type</i> option, the T4 data will NOT print in each individual box for each data item. The CCRA only requires that the data be

	within the outside perimeter of the box (where a box is subdivided into smaller boxes). The forms were designed to accommodate users who will hand write the T4 information as well as those who will use a computer to print the information.
<b>Copy 1 (CCRA)</b>	Select this option to print a copy of the T4 statement for the CCRA. This option is not required if you are filing the T4 data by magnetic media. This option is only applicable if you are using a Laser printer.
<b>Copies 2 &amp; 3 (Employee)</b>	Select this option to print two copies of the T4 statements for distribution to the employee. This option is only applicable if you are using a Laser printer.
<b>Copy 4 (Company Copy)</b>	Select this option to print a copy of the T4 statement for your company records. This option is only applicable if you are using a Laser printer.
<b>Laser</b>	Select this button to print the statements using a laser printer (onto CCRA laser printer T4 Statement stock).
<b>Sort Order - By Business Number then:</b>	
<b>By Name</b>	Select this button to print the T4 statements alphabetically by employee Surname in ascending order.
<b>By Number</b>	Select this button to print the T4 statements by Employee Number in ascending order.
<b>By Category</b>	Select this button to print the T4 statements by the Category (as defined in the edit field immediately to the right of this option.
<b>Print To</b>	
<b>Window</b>	Select this button to display the T4 statements in the report viewer window. This is useful to preview the data prior to printing the actual statements.
<b>Printer</b>	Select this button to send the T4 statements to the selected printer.
<b>Print Range</b>	
<b>List (From:)</b>	Select this button to choose the first employee (in a given range of employees) whose T4 data you wish to print. Once you define this employee, you will need to define another employee to end the range (see the <i>List (To:)</i> button). This option is useful when you need to produce a limited range of printouts (e.g. when lining up your printer before a large print run).
<b>List (To:)</b>	Select this button to choose the employee whose T4 data will end the print range. This option works in conjunction with the <i>From:</i> option.

- Once you have completed your print settings, choose the *OK* button. This opens the *Print Review Request* window and displays the T4 data for the first employee, based on your sort method.



**Fig. 23**  
The Print Preview Request Window

5. Use the arrow buttons at the top of the window to preview the data.
6. Once you are satisfied, close this window, re-open the *Print T4 Statements* dialog box, then choose the *OK* button to send the documents to the printer.

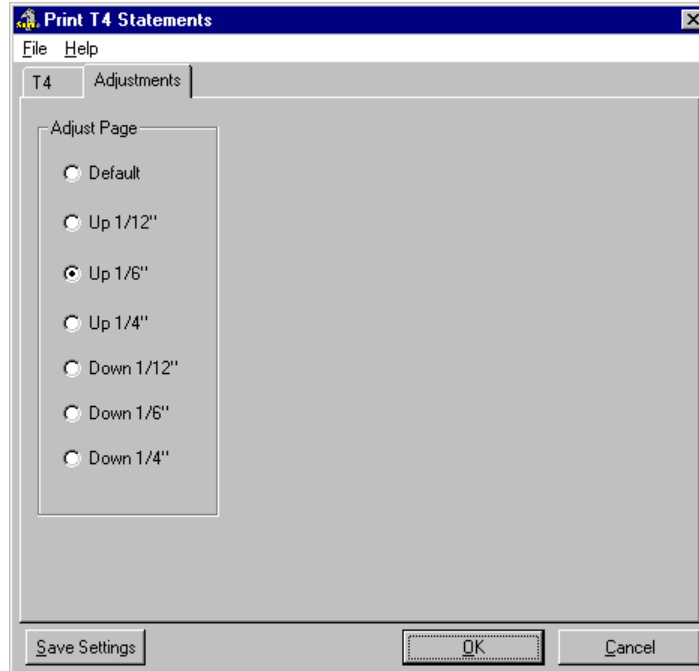
**Note: ODBC Jet Database Errors** - If you receive an ODBC error when you attempt to print your T4 statements, you will need to configure your ODBC drivers correctly. Refer to the *ODBC Configuration* section of this document for further instructions.

## Adjusting the Print Spacing for T4/T4A Statements

Printer specifications can vary greatly by device. To account for these variances, GrandMaster Suite allows you to adjust the spacing when you print your T4 statements. These adjustments can be applied to most laser and inkjet type printers.

### TO ADJUST THE PRINT SPACING FOR T4/T4A STATEMENTS

1. Open the *Print T4 Statements* dialog box, then select the *Adjustments* tab. This tab provides several options for adjusting the final location of your printed data.



**Fig. 24**  
*The Print T4 Statements Dialog Box*

2. Adjust the location of your printed T4 data by selecting from the options provided. You will note that GrandMaster Suite offers settings for the vertical adjustment only (the pre-printed T4 statements you receive from the CCRA provide ample room for variations in the left to right placement).
3. Print a small range of pages to verify your new spacing. Once you are satisfied with the adjusted location, you can send the entire range of pages to the printer.

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**Note: Printer Definition Files** - If you adjust the print spacing and find that the printed output does not change position, you may not have your printer definition files in the proper location. You can verify the location of your Printer Definition files (.RPTs) by running the Windows Explorer and ensuring that they are located in GrandMaster Suite's **runtime** folder.

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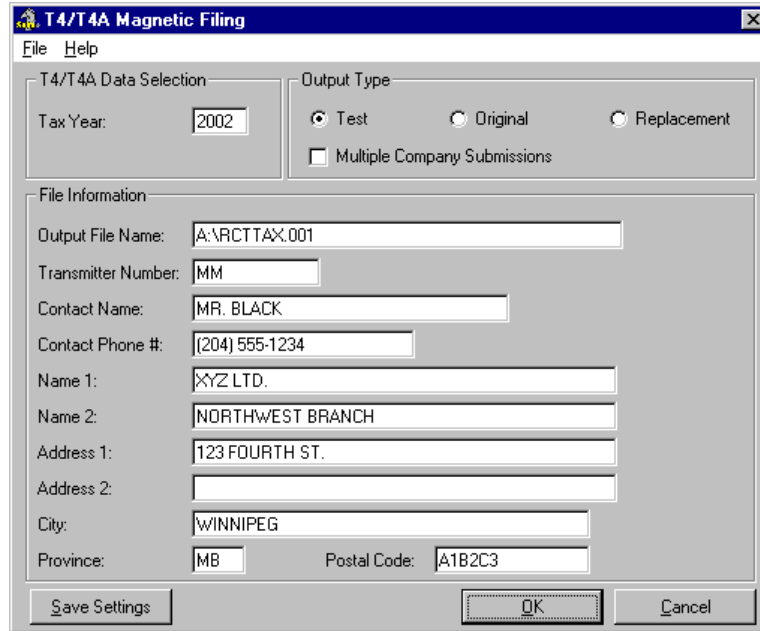
## Magnetic Media Filing

Effective with the 1999 filing year (i.e., forms to be filed in 2000), the CCRA requires employers to file their returns on computer tape, diskette or cartridge rather than paper (if they file a combined total of 500 or more slips for which magnetic media filing computer specifications are provided). This is called magnetic media filing.

When you file returns this way, you do not have to send the CCRA paper copies of either the slips or summary forms. Instead, you attach a transmittal sheet to the tape, diskette, or cartridge and send the package to the CCRA Magnetic Media Processing Team or drop it off at the local tax services office or centre. However, you must include the paper copies of any slips that are not being sent via magnetic media, as well as their related summary. You should provide separate tapes, diskettes or cartridges for each type of return you file.

**TO CREATE A MAGNETIC T4/T4A DATA FILE**

1. Open the *Payroll Module* and ensure your payroll is open and ready for use. You can tell if you have a payroll selected because its name will appear in the center of the *Payroll Module*.
2. Choose the **T4/T4A Magnetic Filing** command from the **Year-End** menu. This opens the *T4/T4A Magnetic Media Filing* dialog box where you can define the parameters for the magnetic file.



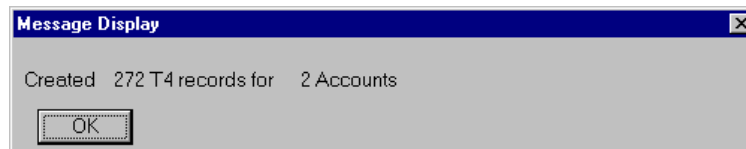
**Fig. 25**  
A Completed T4/T4A Magnetic Filing Dialog Box

3. Define the settings for your magnetic data file using the following definitions as reference:

T4s Tab	
<b>Tax Year</b>	Enter the desired tax year on which to base the file. The program will default this value to the previous tax year.
<b>Test</b>	Select this option to generate a test file for submission to the CCRA. The CCRA requires that all magnetic media test files be submitted before the end of November of the year for which you are filing.
<b>Original</b>	Select this option to generate the final production file for submission to the CCRA.
<b>Replacement</b>	Select this option to generate a replacement production file for submission to the CCRA.
<b>Multiple Company Submissions</b>	Select this option to ensure that the magnetic media file includes all payrolls with valid T4 files for the specified tax year.  This option is necessary for Service Bureaus who provide payroll services for multiple clients. The resulting file will contain the data for multiple companies.
<b>Output File Name</b>	Enter the file name and location for the magnetic data file. The name of the file cannot be changed from the displayed default -- the CCRA states that you may only change the three-digit extension to specify a series of diskettes. You may, however,

	change the destination drive as required. Please review the CCRA's <i>Computer Specifications for Data Filed on Magnetic Media T4, T4A, and T4A-NR</i> document for additional information.
	<b>Note: Multiple Magnetic Files</b> - Ensure that you copy only one magnetic data file per diskette. If this function is to be performed for multiple payrolls and you are not a payroll Service Bureau, each payroll magnetic file must be on a separate disk.
<b>Transmitter Number</b>	Enter the Transmitter Number as assigned by the CCRA. If you do not have a Transmitter Number, you may still submit an electronic file. In such a case, the CCRA requires that you replace the "MM" portion with spaces and the remaining 6 numeric characters with zeros.  If you do not enter a valid Transmitter Number, the CCRA will send you a letter indicating a problem with your magnetic file. This letter will contain a valid Transmitter Number that you can use in future years.
<b>Contact Name</b>	Enter the name of the individual who the CCRA may contact if there are questions regarding your magnetic data file.

- Once your settings are complete, choose the *Generate File* button. A message appears that displays employee's names as their data is processed. Once the process is complete, a final message appears showing the number of T4 records that have been written and the total number of accounts (payrolls) that have been processed.



**Fig. 26**  
*The Successful Creation of a T4 Magnetic File*

**Note: Multiple Payroll Deduction Accounts** - If you have more than one payroll deductions account with the CCRA, make sure you file a separate summary for each number.

## ODBC Configuration

Open Database Connectivity (ODBC) is a standard database access method developed by Microsoft Corporation. The goal of ODBC is to make it possible to access any data from any application, regardless of which database management system (DBMS) is handling the data.

In order for you to view and print T4/T4A statements, GrandMaster Suite requires that an ODBC driver be installed and configured on your computer. This action is accomplished automatically when you install GrandMaster Suite. Occasionally however, it may be necessary for you to re-configure these settings on your own.

## Crystal Reports

GrandMaster Suite employs a third-party utility that allows you to view and print your statements -- Seagate Software's Crystal Reports. When you install GrandMaster Suite on your computer, Crystal Report's printer definitions (.RPT files) are also installed along with the supporting tools for ODBC.

When you print statements, the Crystal Reports program will produce them based on the data stored in one of the following files (which are installed in GrandMaster Suite's **runtime** folder):

- **T4 Statements** - T4DATA.CSV
- **T4A Statements** - T4ADATA.CSV
- **Relevé 1 Statements** - RELDATA.CSV

These files must also reside in the same location as the corresponding .RPT files (mentioned above). Each time you print statements, the .CSV file that matches the statement report will be re-generated. If you encounter an error message indicating that the selected CSV file could not be found, you will need to re-configure your ODBC data source.

### TO RE-CONFIGURE AN ODBC DATA SOURCE

1. Open the Windows *Control Panel* by choosing the **Settings - Control Panel** command from your *Start* button.
2. From the *Control Panel*, double-click the select *Data Sources (ODBC)* icon. Older versions of Windows may list this option as *ODBC Data Sources*. This opens the *ODBC Data Source Administrator* dialog box.
3. Select the *System DSN* tab to display the drivers that are installed and available on this computer. You should see a Crystal Reports driver in the list, entitled **CrystalRptsCsv**.

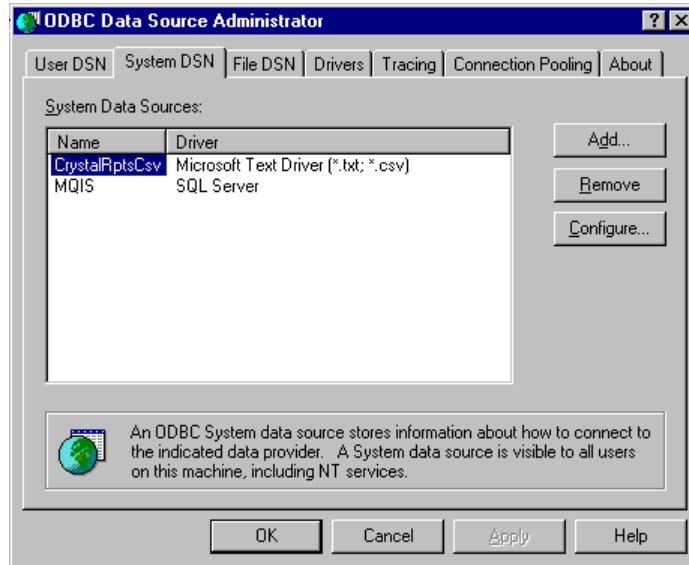
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**Note: Adding the Driver Manually** - If the *CrystalRptsCsv* driver is not present on your computer, you may manually add the driver. Refer to the *Adding an ODBC Driver* section of this document for further information.

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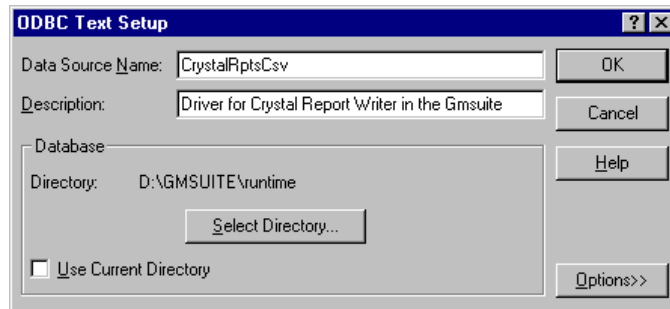
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**Fig. 27**  
*The System DSN Tab with the Crystal Reports Driver*

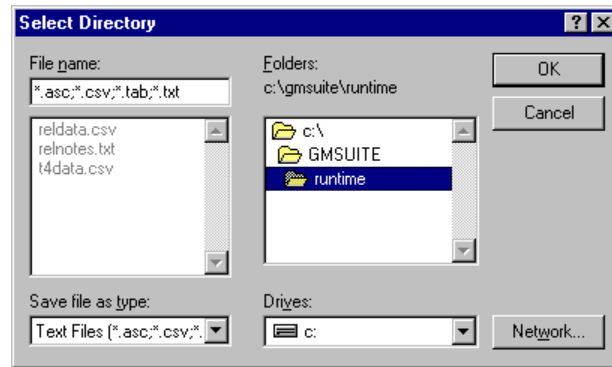
4. Select the Crystal Reports driver from the list, then choose the *Configure* button. This opens the *ODBC Text Setup* dialog box where you can verify the location of the required .CSV file.

Look at the location listed in the *Database - Directory* section of the dialog box. If it does not match the **\runtime** folder where you installed GrandMaster Suite, you will need to change it.



**Fig. 28**  
*The ODBC Text Setup Dialog Box*

5. Choose the *Select Directory* button and navigate to **\runtime** directory in the folder where you installed GrandMaster Suite. The correct folder will contain the following files: T4ADATA.CSV, T4ADATA.CSV and RELDATA.CSV.



**Fig. 29**

*The GrandMaster Suite \Runtime Folder with the .CSV Files*

6. Click *OK* to accept the folder location, then choose *OK* in the remaining dialog boxes to accept your changes. You will now be able to print your statements using various *Print Statements* command under the **Year-End** menu.

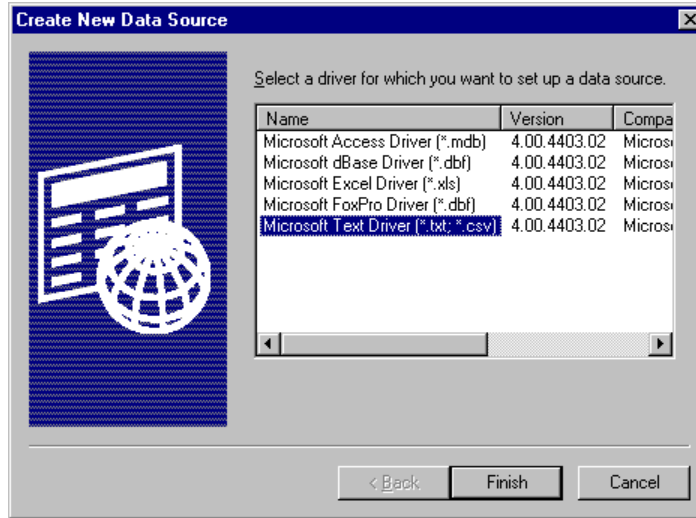
**Note: Further ODBC Errors** - If you still encounter ODBC errors after completing this section, please contact CanPay Technical Support. The support staff will be able to diagnose your problem and alert you to any outstanding issues regarding your ODBC setup.

## Adding an ODBC Driver

If you have determined that the **CrystalRptsCsvdriver** is not on the list of available ODBC drivers, you can manually install the driver using the steps outlined in this section.

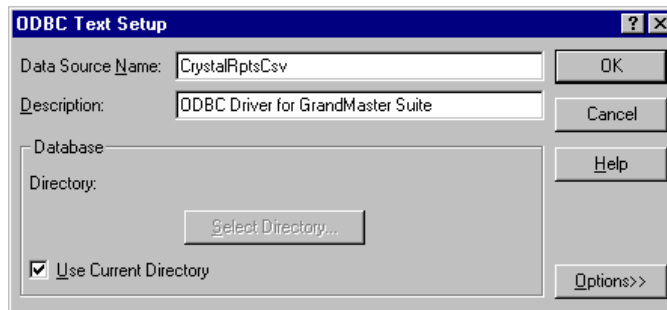
### TO MANUALLY ADD AN ODBC DRIVER

1. Open the Windows *Control Panel* by choosing the *Settings - Control Panel* command from your *Start* button.
2. From the *Control Panel*, double-click the select *Data Sources (ODBC)* icon. Older versions of Windows may list this option as *ODBC Data Sources*. This opens the *ODBC Data Source Administrator* dialog box.
3. Select the *System DSN* tab to display the drivers that are installed and available on this computer. Since the **CrystalRptsCsv** driver does not appear in the list, you will have to add it manually.
4. Choose the *Add* button to open the *Create New Data Source* dialog box, then choose the *Microsoft Text Driver* option from the list of drivers.



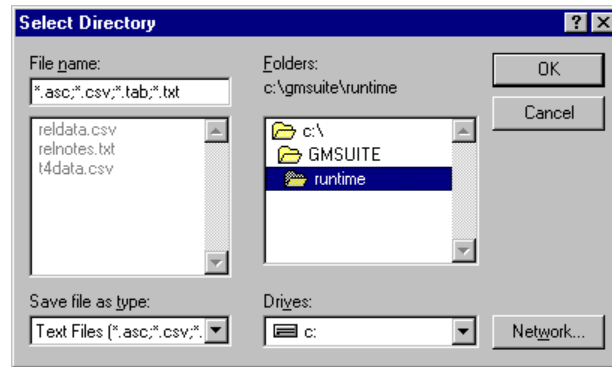
**Fig. 30**  
*The Microsoft Text Driver Selected*

5. Select the *Finish* button to accept your selection. This opens the *ODBC Text Setup* dialog box where you must define the location of the required data source.
6. Enter **CrystalRptsCsv** in the *Data Source Name* field and add a general description for this driver (as shown in the sample below).



**Fig. 31**  
*The Data Source Name and Description Defined*

7. Click on the *Use Current Directory* checkbox. This action removes the check from its box and enables the *Select Directory* button. This button is required to locate the .CSV files in your GrandMaster Suite \runtime folder.
8. Choose the *Select Directory* button and navigate to \runtime directory in the folder where you installed GrandMaster Suite. The correct folder will contain the following files: T4DATA.CSV, T4ADATA.CSV and RELDATA.CSV.



**Fig. 32**

*The GrandMaster Suite \Runtime Folder with the .CSV Files*

9. Click *OK* to accept the folder location, then choose *OK* in the remaining dialog boxes to accept your changes. You will now be able to print your statements using various *Print Statements* command under the **Year-End** menu.

**Note: Further ODBC Errors** - If you still encounter ODBC errors after completing this section, please contact CanPay Technical Support. The support staff will be able to diagnose your problem and alert you to any outstanding issues regarding your ODBC setup.

## ODBC Installation Issues

If you encounter an ODBC-related error message while installing GrandMaster Suite, don't be alarmed. GrandMaster Suite will still install successfully and you will be able to process payrolls effectively. However, you will not be able to produce T4/T4A/Relevé 1 statements until the ODBC drivers have been successfully installed.

Known error message may be similar to any of the following:

- **File(s) failed to self-register. c:\windows\system32\Mstext40.dll.**
- **Could not load the setup or translator library. Microsoft Text Driver (\*.txt, \*.csv).**

## ODBC Utilities

We have included several utilities on your GrandMaster Suite CD-ROM that may help you resolve other ODBC issues that arise. These tools are located in the **\mdac** folder of the CD-ROM.

- **MDAC\_TYP.EXE** - Microsoft Data Access Components (MDAC) are key technologies that enable Universal Data Access. These components include Microsoft ActiveX Data Objects, OLE DB, and Open Database Connectivity (ODBC).
- **CC.EXE** - Microsoft Component Checker (Comcheck.exe) is a tool that helps you diagnose installation issues with MDAC. Depending on the operating system and version of MDAC that is installed, Comcheck can also remove and re-install different versions of MDAC.
- **DCOM95.EXE** - Distributed Component Object Model (DCOM) enables software components to communicate directly over a network in a reliable, secure, and efficient manner. DCOM is native to the Windows 2000, Windows NT 4.0 and Windows 98 operating systems. DCOM must be installed on Windows 95 computers to enable this functionality.

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**Note: Use These Utilities With Care** - These special utilities can cause your computer to function improperly if they are not used correctly. If you are unsure of how to use these utilities, please consult with your IT department or call CanPay Technical Support for further information.

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## Working at the Employee Level

Other than ensuring that your employee data is defined correctly, there are no specific settings to be carried out at the employee-level.

## Frequently Asked Questions

### Why do I receive a CPP/EI Mismatch error when I create my T4/T4A file?

- 1) A CPP mismatch can occur if you attempt to create the T4/T4A file when one or more employees have too many defined pay periods (extra pay periods can occur when you run an Additional Pay or Extra Pay calculation for an employee).
- 2) An EI mismatch can occur if one or more employees have switched to a reduced EI rate at some time during the year. You can avoid this occurrence by removing the check from the *Use YTDs* checkbox in the *Create T4/T4A File* dialog box. Removing the check ensures that GrandMaster Suite will perform a complete recalculation of each pay period, rather than using the year-to-date values.

### Why do I receive an "ODBC - MS Jet Database Engine" error when I try to print my T4s?

- 1) Your ODBC driver is not installed. Refer to the ODBC Configuration section of this document for further information.
- 2) Your ODBC driver is not installed correctly, or the path to your driver is not correct. Refer to the ODBC Configuration section of this document for further information.

### Where can I obtain a supply of T4 and T4A forms for my laser printer?

You can contact your local CCRA office or phone (800) 959-2221 and request blank T4/T4A stock. You can also order these forms online at the following Internet site:

[www.ccra-adrc.gc.ca/formspubs/request-e.html](http://www.ccra-adrc.gc.ca/formspubs/request-e.html)

### How do I balance my Year-end totals before I print my T4s?

The best way to do this is to balance these totals against the amounts you remitted to the Receiver General. If the amounts need adjusting, you can use the *Edit T4/T4A Data* command located under the **Year-End** menu. Remember to avoid changing data that would cause the CCRA any concerns (otherwise you may receive a PIER report).

### When can I expect to receive my GrandMaster year-end software update?

CanPay provides all registered users with a copy of the year-end update once the Federal budget is complete and the final draft has passed legislation. This generally occurs during the second and third week of December. Go to our website at [www.canpay.com](http://www.canpay.com) and view the News page to keep track of changes to the software as they happen.

## Appendix A - General T4/T4A Guidelines

### General T4 Guidelines

Before you start to enter information on your T4 slips, please keep the following points in mind:

- Complete the slips clearly and in alphabetical order using a standard 10- or 12-character per inch font if typed or computer generated.
- Make sure the SIN and name you enter on the T4 slip for each employee is the same as the one on his or her SIN card.
- If you had an employee who worked in more than one province during the year, prepare a separate T4 slip for earnings and deductions that apply to each province or territory.
- Report, in Canadian dollars, all amounts you paid to employees during the year.
- Do not use hyphens or dashes between names/numbers and don't type the dollar sign (\$).
- Report all amounts in dollars and cents. However, report the pension adjustment (PA) in box 52 in dollars only.
- Do not show negative dollar amounts on slips. To make a change to a previous year, send us an amended slip for the year in question.
- If you do not have to enter a box amount, do not print or type "nil" - leave the box blank.
- Do not change the headings of any of the boxes.
- If you give employees multiple slips, either because they were employed in more than one province or on different payrolls, you should report the PA proportionately on each T4 slip. If you are unable to apportion the PA this way, you can report it on one slip.

### General T4A Guidelines

The summary form is used to report the totals of the amounts that you reported on the related slips. Before you start to enter information on the summary form, keep the following points in mind:

- Make sure you use a separate summary for each type of slip.
- If you did not receive a personalized T4 Summary form, get a blank one from your nearest tax centre. Enter your Business Number, operating or trading name, and address.
- Report amounts in Canadian dollars and cents on all T4 Summary forms.
- If you file a summary form for a taxation year other than the one printed on the form, cross out the year in the upper left corner, and enter the correct year directly below it.
- Complete a separate summary form for each one of your payroll deductions accounts. Ensure each summary form is in front of the related slips (do not use staples).
- The totals you report on your summary form have to agree with the totals you report on your slips. Errors or omissions can cause unnecessary processing delays.
- You can make a photocopy of the original T4 Summary form, and use it as your working copy. Keep the working copy for your records.
- Send the original T4 Summary form along with the related slips to the Ottawa Technology Centre. You can find the address on the summary form.