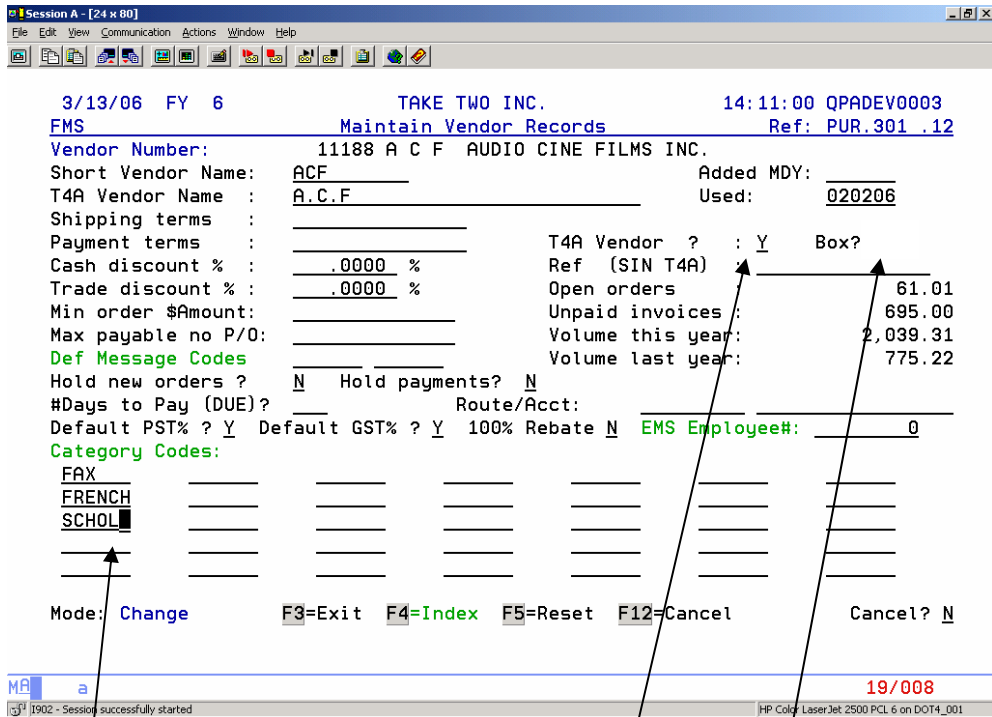


Finance - T4A's

CIMS does not do T4A-NR (Non-residents). Because of the low volume, we suggest receiving a second number so that you can remit these in non-XML format. If the volume does increase - then we will re-visit CIMS doing this automatically.

CIMS with program ACP.830 will produce T4a's and necessary transmission file(s) for the government. The process:

- a) Mark Vendor as T4A'able in PUR.310
 - T4A = Y
 - Category = SCHOL, T4A * only if you deal with both types of T4As



T4A Vendor Name: Optional. If this is blank, then Vendor Name will be used. If you want the name to appear differently than Vendor Name - input here.

T4A Vendor: Y or N. It is important to mark all T4able Vendors with 'Y'. T4A's will only be produced providing Vendor says 'Y'. When you do individual invoices you can mark invoices T4A Y or N - not all invoices to a Vendor need to be T4Aable.

T4A Box: When you run T4A's you can indicate what box# amounts will appear in. In the very very odd case that you have a Vendor with all amounts going into something other than box #28 (Commissions, Pension) then you can indicate a box# here and it will override the 28 when printed.

Category: You can run T4A's by Vendor Category. A good idea is to have a SCHOLarship category and potentially NONRES category and a T4A category. If you do this, you can control the box#'s and footnotes for appropriate T4A groups. This done mean 2 summary pages. When you run this option if you do use this theory make sure to always fill in category code!!!

- b) Mark Invoices as T4A'able. Be careful with invoices to properly describe T4able amount.

1. If the total amount is T4A'able AND this is not a non-resident , then mark T4A 'Y' and complete invoice in normal fashion.
2. If there is income tax to be deducted, then create the first invoice for the full amount and mark it T4A'able. Create a second invoice for the tax withhold amount (eg: owe person 100, make first invoice for 100, second one for 15.00-). On the second invoice ensure that the word FEDINC starts the description of the invoice (this is the trick by which system knows to place this amount in the tax box #22 of the T4A). Mark the invoice T4A 'Y'. Apply the \$15 to the appropriate account for remittances.
3. If this is a scholarship that is to be T4A'ed, then mark T4A 'Y' and complete invoice in normal fashion. When T4A's are produced rely on the Vendor Category and footnote to control printing 05 in the footnote just for scholarship items.
4. If the invoice includes GST which is NOT to be T4A'ed, then make sure to create two invoices. First with the T4A value and marked as T4A 'Y'. Create a second invoice and make it T4A 'N'. Code the GST to the appropriate account.

c) Issuing T4A's

Pre-Requisite: Use ACP.148 to create your control options for the year

Run **ACP.832** to check that all flags and categories are marked appropriately!!!

- The T4A program can be run several times, ie: each time the files are overridden.
- T4A's should always be run from the newest year, ie: two financial years are combined to give the necessary Jan/Dec T4A - but T4A's program must be initiated in the more recent financial year.
- If you have failed to mark an invoice correctly, use ACP.450 to correct - do so in the financial year that the invoice applies to
- T4As will only be produced for any Vendor with a T4 status 'Y'. Make sure to check Vendor Status and category codes - ACP.832 will identify any issues with Vendors.
- You can control which T4As print/create and what box and footnotes fill according to the Vendor Category. Be careful to create different member names for each transmission (ie: if you will be running regular, scholarship, non-res - then make sure each time you do ACP.830 with build file 'Y' to update member name say xxxxx06SC, xxxxxx06RG).

3/13/06 FY 6 TAKE TWO INC. 14:34:30 QPADEV0003
 FMS Prepare and Print Form T4A and/or Edit List. Ref: ACP.830P.01
 T4A Will Print for Calendar Year: 06

Print Edit Listing: Y Y/N
 Print T4A Forms: Y Y/N
 Box #: 28
 Footnote: _____
 Update T4A Balance in Vendor File: Y Y/N
 Use Vendor Balance Rather than Detail for Edit Listing: N Y/N
 T4A Effective Start Date: 3/13/06 FMS Member: TAKE205
 T4A Effective Stop Date: 3/13/06 FMS Member: TAKE206
 T4A Amount for Cut-off: 100.00
 Select Specific Category: _____

Payer Information
 Name: _____
 Account Number : _____

Footnote Text : _____
 PRINT Laser Format? Y OFFSET DOWN .000 RIGHT .000
 CREATE TRANSMISSION FILE?: N MEMBER NAME: TAKE200F FMSFILES/PACP830H
 F3=Exit F5=Reset F12=Cancel Cancel? N

MR a 14/062
 1902 - Session successfully started HP Color LaserJet 2500 PCL 6 on DOT4_001

** Special Note: On the odd occasion that you have vendor that you could both T4A regular and T4a scholarship in the same year - this would mean setting up a second Vendor!