

Abacus Year End Payroll Procedures (Windows Version)

Prepare and post the last payroll in December before you print the T4 slips, print the T4 summary report for Revenue Canada.

Special Note: Canada Revenue Agency (CRA) requires that you to upload all your T4 data to their web site electronically, if you have 50 or more employees. There will be major penalties imposed upon you if this is not done. Note: To create the Electronic XML file for upload, will required that you have Abacus 32 Windows V6.00.

For Information contact us at support@silvermountain.ca or call (905)853-6922.

To accommodate the new XML file upload, ALL of the current employees MUST be edited and the names and addresses need to be adjusted.

An employee initial has been added.

The address needs to be adjusted to separate the City and Province from the address lines

Adjust the employee records before you perform the T4 functions.

Make sure you have performed a backup of all the data locations you are going to update.

Do not post any of the new-year payroll batches before you print the T4 slips. When you run FUNC WCRE, it resets the year-to-date fields to zero in all the employee master records. If you post the new year payroll batches before you print the T4 slips, FUNC WCRE will delete all the employee year-to-date totals for the New Year.

If you installed the ABACUS system after January 1, keep in mind that the reconciliation report only shows the calculated totals of the payroll transactions posted in the system. **If you manually entered year-to-date totals in most employee records after installation, the report cannot reconcile those employees.** However, the discrepancies should equal the manually entered amounts. If you re-created each payroll record from January 1 to the day you started using the installed system, the employee records should reconcile.

To prepare the employee payroll for the New Year:

- Print the *Employee Reconciliation Report* using option "P" in FUNC WCRE. This provides details of the discrepancies between the year-to-date totals in the employee master records and the sum of the detail records in the payroll sub-ledger. Always print this report as a part of the T4 Audit process.

- Reconcile the year-to-date totals in the employee master file with the payroll ledger. If you used ABACUS for the entire calendar year, select option "R" in FUNC WCRE to do this automatically. To save time, only reconcile the ranges of employees with discrepancies on the reconciliation report.

- Print the T4s on the forms provided by Revenue Canada, or print the T4tlat-09b.pdf available on our web site. Remember when printing the T4 pdf file, to turn the scaling to "None". The T4 Print Procedures have been enhanced to allow the entry/correction of information on the T4 forms. Please read the following pages on the procedures for running T4's.

- Print the information for the *T4-T4A Summary of Remuneration Paid* form provided by Revenue Canada. Please read the following pages on the procedures for running the T4 Summary.

- Once you are certain that the T4 slips are correct and have all the information required, reset the year-to-date totals in the employee master records. Use option "E" in FUNC WCRE to do this automatically. This step is irreversible. The payroll sub-ledger is also purged at this time.

- ABACUS stores the UIC insurable earnings from the last 53 weeks in the year for Record of Employment (ROE) purposes. FUNC WCRT uses these values for the termination slips that you might need to print in the first 53 weeks of the New Year.

- Update the TD1 information.

Important: After you have installed the Abacus payroll update for 2012 and you wish to run either the T4 or Year End Functions for the Wage Module please ensure that you enter the Abacus program using a January 2012 date and not a 2011 date. If you use a date for 2011, you will receive a message of “Invalid Date for this release”

Editing The Employees

Under WCE – Employee Edit, you will need to edit each employee and correct the name and address information, to separate the initial from the first name and the City and Province from the address information.

Employee	345		
Last Name	S MITH		
First Name	FRANK	Initial	T
Address	345 BROAD ST		
	APT 11		
City	TORONTO		
Province	ON		
Postal Code	L3X 3E3		
Phone	(905)212-4455		
Class Code	000	High Security?	N
Ins Mode:	OVR		

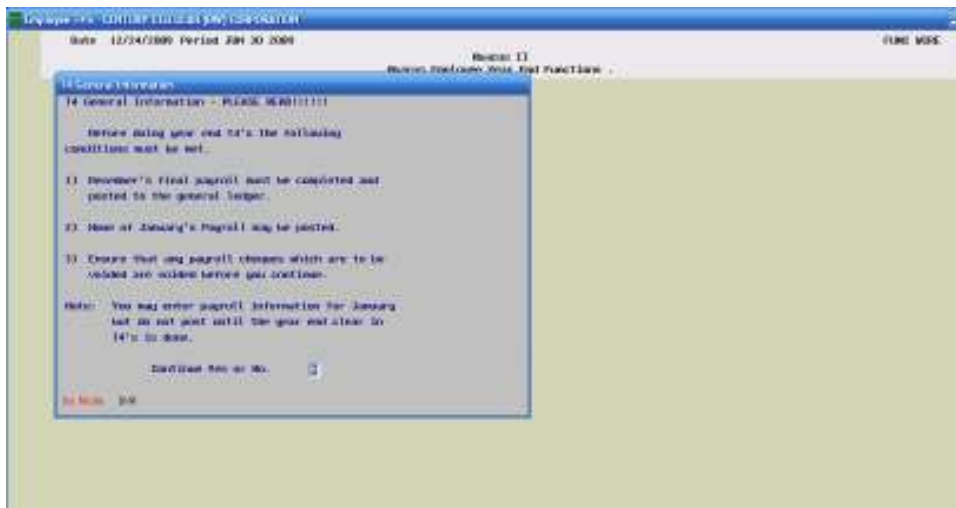
WCRE - Wages - Canadian Payroll - Reports - Employee T4s

The T4 Print function has changed. When you want to print T4's, the system will first generate a file of all of the employees that T4's will be printed for. After selecting all of the employees, you can then edit the information that will appear on the T4's, as well as any of the additional boxes that appear on the T4's.

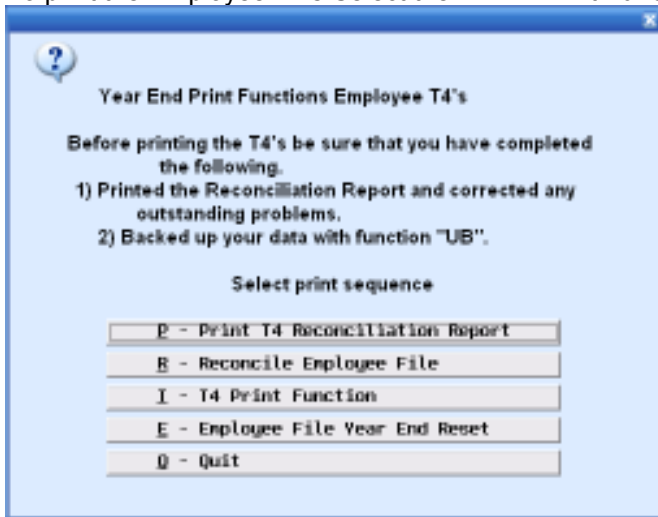
When you enter the Employee T4's function, you will be asked if you want to continue.



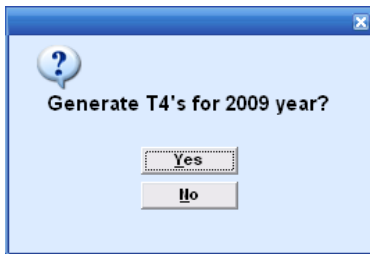
You will be presented with a number of things that need to be completed.



To print the Employee T4's Select the T – T4 Print Function.



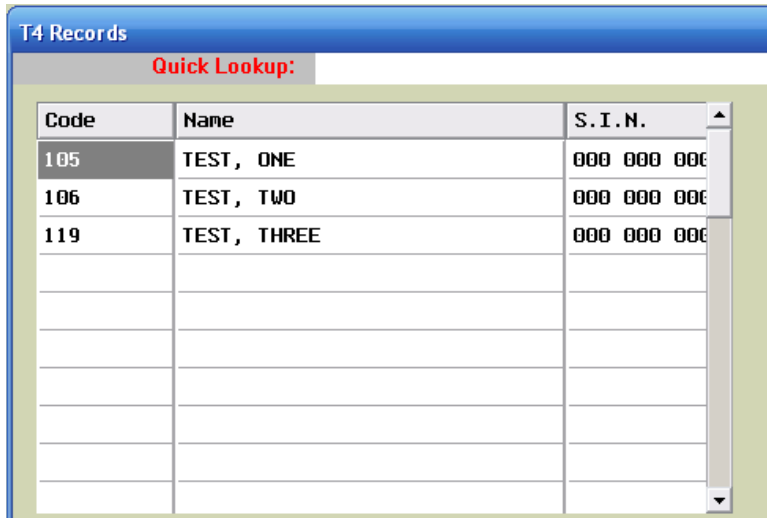
You will be asked to confirm that you want to generate the T4's.



Now select the range of employee for which you want to generate T4's.



After making the selection, the list of employees will appear.



Code	Name	S.I.N.
105	TEST, ONE	000 000 000
106	TEST, TWO	000 000 000
119	TEST, THREE	000 000 000

Press F2-Edit, to edit the individual information to appear on the T4's.

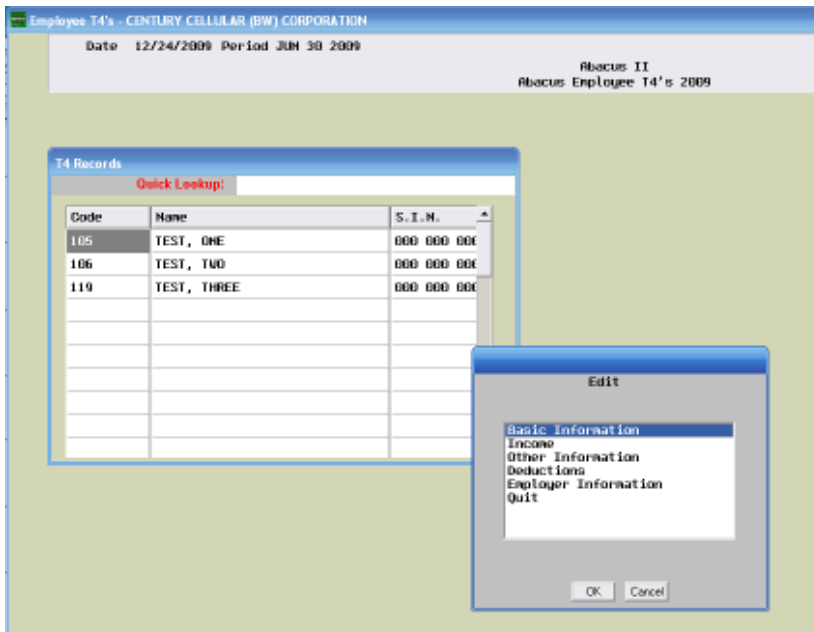
Basic Information – Contains the employee address information.

Income – Contains T4 Income & Deductions Amounts.

Other Information – Contains information to be used for the 6 user defined Incomes.

Deductions – Contains Union Dues, Charitable Donations and Pension Information.

Employer Information – Contains Employer Name and Number.



Employee T4's - CENTURY CELLULAR (BW) CORPORATION

Date 12/24/2009 Period JUN 30 2009

Abacus II
Abacus Employee T4's 2009

T4 Records

Quick Lookup:

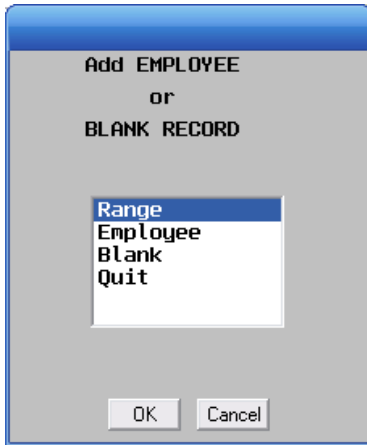
Code	Name	S.I.N.
105	TEST, ONE	000 000 000
106	TEST, TWO	000 000 000
119	TEST, THREE	000 000 000

Edit

- Basic Information
- Income
- Other Information
- Deductions
- Employer Information
- Quit

OK Cancel

Press F3-Add to add employees to the T4 file.



To print the T4, you MUST FIRST SELECT the employees to print.

You may press the F6-Mark to mark/unmark one employee.

Code	Name	S.I.P.
005	TEST, ONE	000 000 000
106	TEST, TWO	000 000 000
119	TEST, THREE	000 000 000

Press F7-Range to mark/unmark a range of employees.

Print Range Criteria

Print Range Criteria

From Employee 005 TEST, ONE

To Employee 119 TEST, THREE

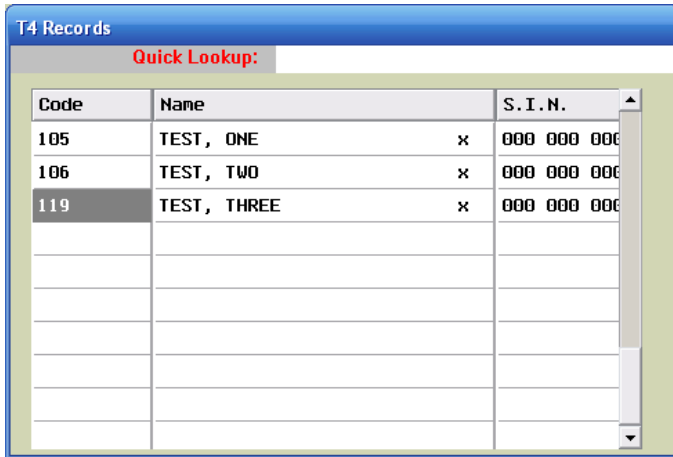
Employee Class

RevCan Acct # 866299753RP00 High Rate Account

Action M Mark

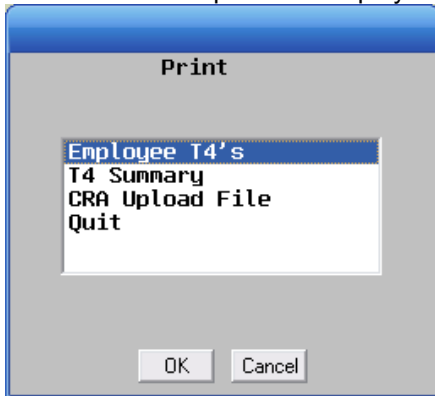
Ins Mode: OVR

Once all of the employee have been selected, you will see a check mark to the right of the employees selected.

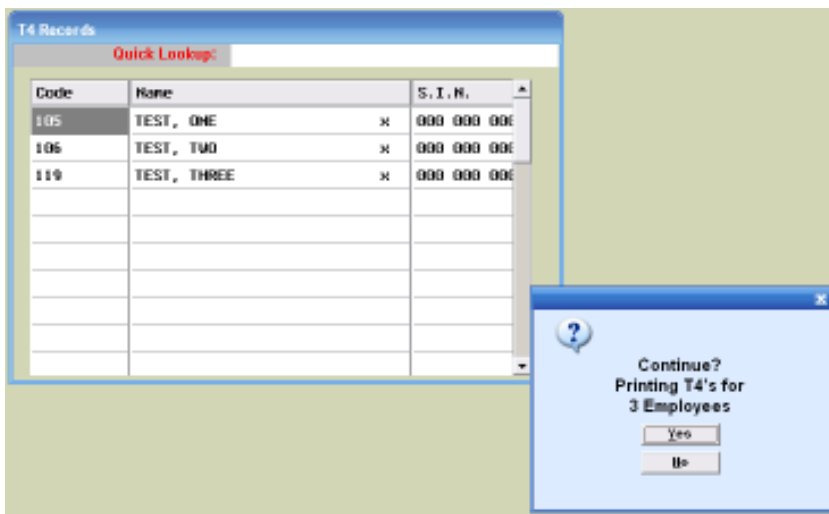


Code	Name	S.I.N.
105	TEST, ONE	000 000 000
106	TEST, TWO	000 000 000
119	TEST, THREE	000 000 000

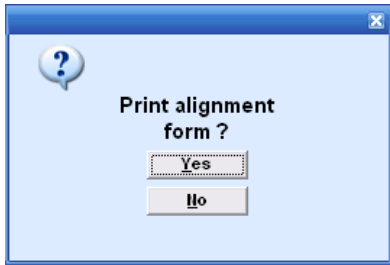
Press F5-Print to print the Employee T4's, T4 Summary and CRA XML Upload File.



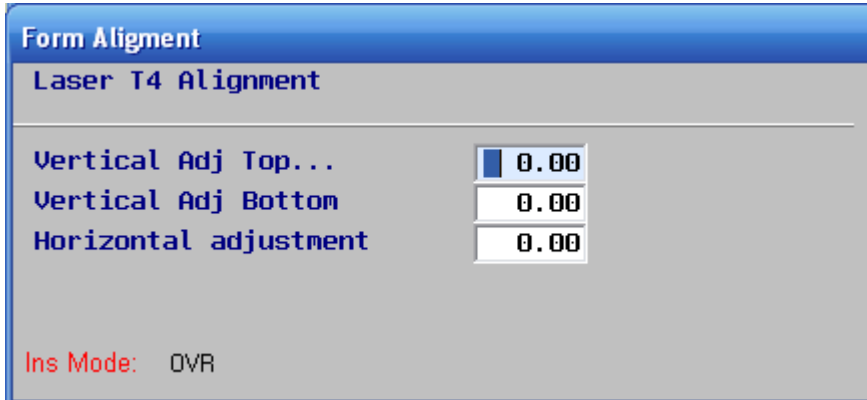
You will be told of the number of Employees that have been selected for printing.



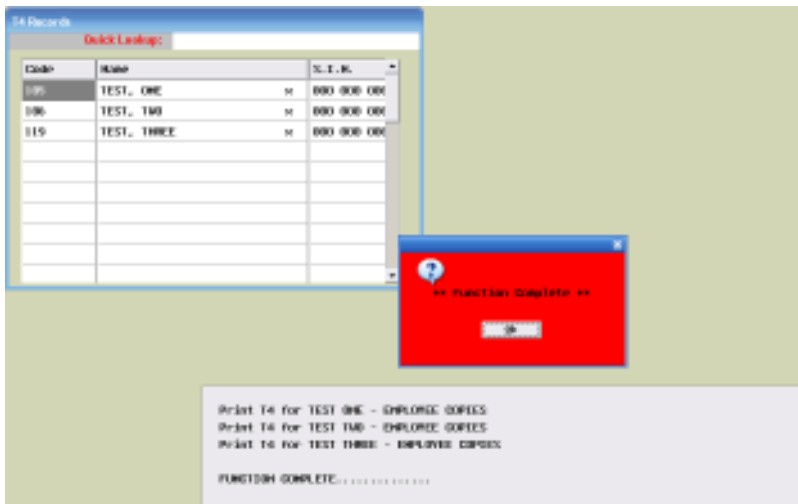
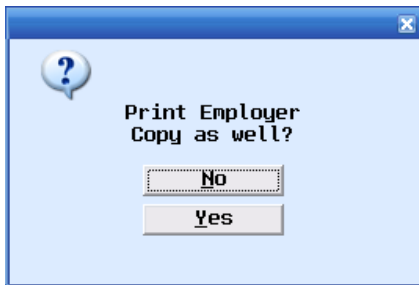
You can then print alignment pages to confirm that the form and data align.



Enter adjustment information to align the data with the form.



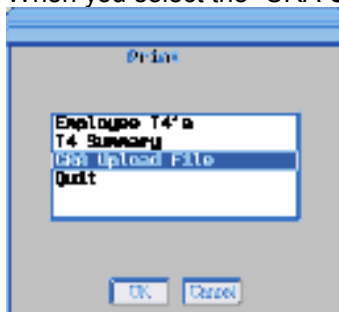
If you would like to print the Employer Copy at this time, select Yes.



After the T4's have been printed, you will see a "P" to the right of each of the employee names.

Code	Name	S.I.N.	
105	TEST, ONE	xP 000 000 000	
106	TEST, TWO	xP 000 000 000	
119	TEST, THREE	xP 000 000 000	

When you select the "CRA Upload File"



After select the CRA Upload file, you will be presented with the follow screen.

Media Number....	MM123456	Language.....	E
Transmitter Name:	YOUR COMPANY NAME LTD		
	REST OF COMPANY NAME		
Address:	ADDRESS LINE 1		
	ADDRESS LINE 2		
City:	CITY		
Province/State:	ON	Country:	CAN
Postal/Zip:	L3LL3L		
Contact Name:	FRANK TOTH		
Contact Phone #:	905	-	853-6922 x 999
Contact Email:	support@silvermountain.ca		
Proprietor 1 SIN:	000000000	Proprietor 2 SIN:	000000000

Ins Mode: INS

Media number: This number is supplied to you by CRA. If you do not have one, contact CRA At 1-800-665-5164.

The Proprietor SIN numbers are if the employee is a Canadian-Controlled Private Corporation or unincorporated. These are for the primary and secondary proprietors SIN numbers.



Next select the location and name of the XML file. Make note of where you save the file.

THE FILE NAME MUST END WITH THE EXTENSION OF “XML”

After you have created the XML file, follow the link below to upload your XML file to CRA

<http://www.cra-arc.gc.ca/esrvc-srvce/rf/thr/ift-tfi/hw-eng.html>

The upload may not be done before January 11, 2012.