

Table of Contents

Chapter 1 - Introduction	1-1
About T4 TimeSaver	1-1
Warranty Information	1-1
Technical Support	1-2
Requesting System Enhancements	1-2
Hardware Requirements	1-3
Chapter 2 - Getting Started	2-1
Installation	2-1
Starting the Program	2-2
Registration	2-2
What's on the T4 TimeSaver Window?	2-2
Use of Special Keys	2-3
Toolbar Icons	2-4
Input Conventions	2-6
Getting Help	2-6
Chapter 3 - Working with Databases	3-1
Creating a Database	3-1
Opening a Database	3-1
Closing a Database	3-2
Deleting a Database	3-2
Renaming a Database	3-2
Chapter 4 - User Setup Options	4-1
Data Entry Tabs	4-1
T4 Adjustment Defaults Tab	4-1
Magnetic Media Tab	4-3
Printing Adjustment Tab	4-3
Chapter 5 - Company Information	5-1
Creating a Company	5-1
Deleting a Company	5-2
Selecting a Company	5-2
Editing Company Information	5-2
Finding a Company	5-3
Chapter 6 - Entering Slips	6-1
Adding Slips	6-1
Deleting Slips	6-1
Remove Inactive Slips	6-1
Finding Slips	6-1

Sorting Slips	6-2
Entering Data	6-2
Overriding Calculated Fields	6-2
T4 Input Window	6-2
T4A Input Window	6-4
T5 Input Window	6-5
Relevé 1 Input Window	6-6
Relevé 3 Input Window	6-7
NR4 Input Window	6-9
T4A-NR Input Window	6-10
T5013 Input Window	6-10
Chapter 7 - Adjusting T4s and Relevé 1s	7-1
CPP/QPP Adjustment Options	7-2
EI Adjustment Options	7-2
Transfer Over Remittance	7-3
Other Options	7-3
Chapter 8 - Entering Summary Form Information	8-1
T4 Summary	8-1
T4A Summary	8-3
T5 Summary	8-4
RL-1 Summary	8-5
RL-3 Summary	8-7
NR4 Summary	8-8
T4A-NR Summary	8-9
T5013 Summary	8-10
Chapter 9 - Producing Reports	9-1
Printing Slips	9-1
Printing Summary Reports	9-3
Printing Adjustment Reports	9-5
Printing Edit List Reports	9-6
Printing the Company Summary Report	9-8
Using Filters	9-8
Chapter 10 - Filing by Magnetic Media	10-1
General information	10-1
Filing Procedures	10-1
Shipping Instructions for Filed on Diskette	10-2
Making Corrections to Data Filed on Magnetic Media	10-2
Setting up the Magnetic Media Transmitter Record Defaults	10-2
Chapter 11 - Additional Forms	11-1
Entering Data on an Additional Form	11-1

Saving an Additional Form	11-1
Editing Data on an Additional Form	11-1
Deleting Data from an Additional Form	11-2
Printing an Additional Form	11-2
Closing an Additional Form	11-2
Chapter 12 - Tools	12-1
Transfer Companies	12-1
Database Repair	12-1
Convert last year's database	12-2
Importing from a DOS version of T4 TimeSaver	12-3
Import from Text	12-4
Calculator	12-6
Edit Settings	12-7
Chapter 13 - Appendices	13-1
Appendix A - Data Backup	13-1
Appendix B - Technical Notes	13-2
Appendix C - Common Problems	13-3
Appendix D - Province/State Codes	13-5
Appendix E - Country codes	13-6
Appendix F - Equivalent fields on T4 and Relevé 1 Slips	13-7
Appendix G - Filing Requirements	13-8
Appendix H - Amending, Replacing, and Cancelling Slips	13-9
Appendix I - Headings for Import File	13-10
Index	14-1

Chapter 1 - Introduction

About T4 TimeSaver

ELM Computer Systems Inc. has provided custom programming and consulting services to accounting firms and to small business for the past 21 years. Its team of experienced programmers and analysts has thoroughly analyzed your needs as a professional accountant, and is committed to providing and maintaining a tax slip preparation system which is superior to any other system available.

Warranty Information

We warrant to you for ninety (90) days from the date you received the software package that the disk contains an accurate reproduction of the program, and the copy of the User Manual is accurately reproduced. The program itself is excluded from our warranty. To obtain replacement of these materials, you must (i) return the inaccurate disk or copy of the User Manual to us within the warranty period, or (ii) first notify us in writing within the warranty period that you have found an inaccuracy and then return the materials to us. This limited warranty only covers the original user of the software package, and we make no other warranties expressed or implied. ANY AND ALL WARRANTIES RELATING HERETO ARE LIMITED IN DURATION TO THIS NINETY-DAY WARRANTY PERIOD. REPLACEMENT OF THE DISK CONTAINING THE PROGRAM OR USER MANUAL IS YOUR EXCLUSIVE REMEDY AND SOLE MEASURE OF RECOVERABLE DAMAGES.

Disclaimer

The Package (The program and the User Manual) is licensed "as is", without warranty of any kind, either express or implied, including but not limited to the implied warranties of merchantability and fitness for a particular purpose, without limitation; all warranties against infringement or the like respecting the package are hereby disclaimed by us. We do not warrant that any functions contained in this package will meet your requirements or that your use of the package will be uninterrupted or error-free.

We shall have no liability to you or any third party regarding the package, the User Manual or otherwise in warranty, contract, tort, or otherwise. In no event will we be liable for any direct, incidental, special, indirect, general, or consequential damage or loss of any nature (such as damage to property, damages resulting from delay, claims of third parties, loss of profits, or injury to person) which may arise in connection with the use of or inability to use this package. This clause shall survive failure of an exclusive remedy.

We specifically disclaim liability for any and all forms generated by the Package for submission to Revenue Canada or Québec's Ministère du Revenu. It is the users' responsibility to ensure that the proper forms are used and, with respect to Relevé

1s and Relevé 3s, that the serial numbers on the forms are unique and within the range assigned to the user by ELM Computer Systems, Inc.

ELM Computer Systems Inc. has exercised reasonable diligence and has made reasonable efforts to ensure that the package is Year 2000 compliant. However, ELM Computer Systems Inc. assumes no responsibility or liability for damages arising out of the failure of the package to handle Year 2000 issues, or arising out of decisions made by you based on using the package.

Technical Support

As a registered user you may telephone or fax us with your questions about the installation and use of the T4 TimeSaver program.

Technical Support Hot Line:	1-800-268-3211
Local to Toronto:	(416) 495-1624
Fax Number:	(416) 495-0044
Internet:	support@elmcomputers.com
WWW:	www.elmcomputers.com

If you encounter a problem with the software, you may find some assistance in the "Common Problems" listed in Appendix C of this User Manual or in the program's on-line help system under the title "Common Problems". To access this information, press [F1] anywhere in the program and click on the **Contents** tab to view the table of contents for the Help system.

Technical support is available in the French language (support from our Toronto office is available only in English) to those of our clients who require it.

French Language Technical Support:
Telephone number: . (450) 441-3942
Fax Number: (450) 441-9937

Requesting System Enhancements

We value your suggestions at ELM Computer Systems Inc. and attempt, as much as possible to incorporate them into future versions of T4 TimeSaver. Many of the features now available in the system are the result of comments made by people such as yourself who have used the program for years.

If there is a feature which you would like to see in T4 TimeSaver please call or fax us a note and let us know. We cannot promise that all suggestions will be incorporated into the system but we assure you that each one will be given our careful consideration.

Thank you in advance for helping us to make T4 TimeSaver the finest tax slip preparation software available in Canada.

Hardware Requirements

Computer

¹486 IBM™ PC or 100% IBM compatibles, with a mouse.

Operating System

Windows 3.1™, Windows95™, Windows98™ or WindowsNT™.

System Memory

A minimum of 8 Mb RAM is required to run T4 TimeSaver.

Disk Drives

A hard disk drive with at least 10 Mb of available disk space is required for installation of the program files while leaving sufficient space for data. Data may be stored on either a hard disk or on floppies. The system may also be installed on a network file server.

Printer

Slips and summaries may be printed dot matrix, ink jet and laser printers using government supplied forms. Some dot-matrix printers do not have the capability of printing the government forms because the left tractor cannot be moved far enough to the left to align the forms properly. Also, any dot-matrix printer used to prepare returns on government supplied carbon forms must have the ability to print all copies of the standard four part form.

T4 TimeSaver can also produce most forms as facsimiles on ink jet and laser printers. You may also produce T4, T4A, and T5 returns on diskette, greatly reducing your paper requirements and the labour involved in producing these returns.

¹**Note:** IBM is a registered trademark- of International Business Machines Corporation: MS-DOS and Windows are registered trademarks of Microsoft Corporation. All product name mentioned in this manual and not listed above are trademarks of their respective companies.

Chapter 2 - Getting Started

Installation

T4 TimeSaver may be installed on any hard disk drive accessible to your computer. Single User and Network installations are described below.

If you prefer the data may be stored on floppies; however, for fastest program response, it is recommended that data files be kept on a hard disk.

To install T4 TimeSaver, follow these steps:

1. Copy the Original Diskettes. Make a copy of the T4 TimeSaver disks and store the originals in a safe place.
2. Close all open applications and reset your computer. This will avoid any possible conflicts with open programs.
3. Insert first diskette or CD in an appropriate drive.
4.
 - a) For Windows 3.1x™: In the Windows Program Manager, choose the **Run** command from the **File** menu. In the command Line box, type **a:t4setup** (or **b:t4setup**). Click OK to continue.
 - b) For Windows95™ or Windows98™: Click on the Start button in the lower left corner. Select Run from the menu displayed. Type **a:t4setup** (or **b:t4setup**). Click OK to continue.

When setup starts, follow the directions on your screen.

Single User Installation:

Install on either the local hard drive or any network drive available to the computer.

Network Installation:

a) *To install and run T4 TimeSaver on each workstation.* Select **Network Distribution** from the **Select Type of Install** window to put the installation files on your network drive. Then, run the installation from each workstation, selecting **Workstation** from the **Select Type of Install** window.

b) *To install run T4 TimeSaver on a network drive.* Select **Network Administrator** from the **Select Type of Install** window to install the program on a network drive. Then, run T4NODE.EXE from each workstation to copy the necessary files to run the program without copying all the files to each workstation.

Starting the Program

For Windows 3.1x™, select the T4 TimeSaver icon from the T4 TimeSaver program group. For Windows95™ and Windows98™, the **Start** menu will contain the T4 TimeSaver icon in the T4 TimeSaver program group.

Registration

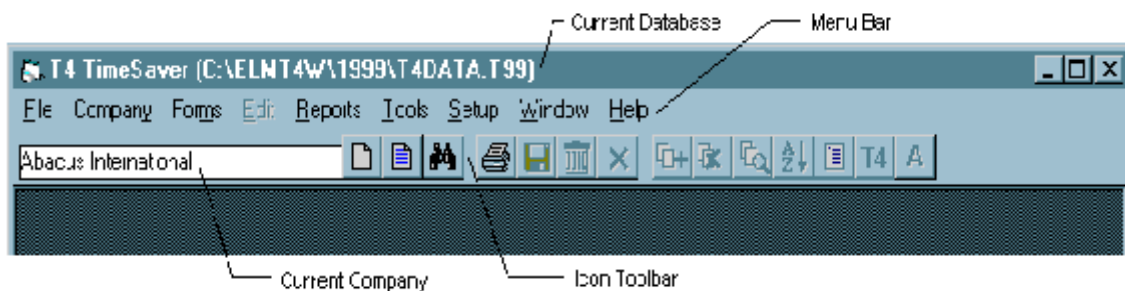
Your copy of the T4 TimeSaver needs to be registered before the entire list of functions within the program become available to you. To register this copy of the program simply enter the unique authorization number issued to you by ELM Computer Systems. Until this number is entered, the program will print "VOID" across all of the slips and summaries printed, and certain functions will be unavailable.

You may continue to use the T4 TimeSaver without registering the program. The opportunity to register will be available every time you start the program until registration has been completed.

The T4 TimeSaver program is copyright (c) 1987-1999 by ELM Computer Systems Inc. Please refer to the License Agreement in the User Manual for full details of the agreement between ELM Computer Systems Inc. and users of the package.

What's on the T4 TimeSaver Window?

The title bar of the main window contains the name of the program and the name of the current database with its full pathname. Beneath it is the main menu. Each menu can be accessed by either clicking on the name or pressing the underlined letter in combination with the [Alt] key. (e.g. [Alt] + [F] opens the File menu). Under the main menu are both the icon toolbar and the current company name. Clicking on the company name will give you a list of all the companies available in the current database. The icons which appear in colour are available to use. Those that are greyed out are only available when a form is open. See the section below on Toolbar Icons for details on the individual icons.



Use of Special Keys

The T4 TimeSaver makes use of some special keys and key combinations to facilitate your data entry and editing.

Short-cuts

Any command button that has an underlined letter can be accessed by simultaneously pressing the [Alt] key with that underlined letter. (E.g. pressing [Alt] + [O] would have the same affect as clicking on the OK button.)

In the same way, each menu title at the top of the screen, can be selected by simultaneously pressing the [Alt] key with the underlined letter. When the menu is open, you can select from the list of topics by simply typing the underlined letter (without the [Alt] key).

Many of the menu items have short-cut key strokes which can be used instead of opening up the menu and selecting the function. These are listed below:

F1 Accesses on-line help
 Ctrl + P . . . Opens print window with current employee selected
 Ctrl + A . . . Adds a slip to the current company
 Ctrl + D . . . Deletes the current slip from the current company data
 Ctrl + S . . . Allows you to select from the list of employees for the current company
 Ctrl + PgUp Moves to the first slip for the current company
 PgUp Moves to the previous slip for the current company
 PgDn Moves to the next slip for the current company, adding a new slip if current slip is the last slip
 Ctrl + PgDn Moves to the last slip for the current company
 F9 Switches between a T4 or T5 and its corresponding RL-1 or RL-3
 Ctrl + G . . . Switches between a slip and its corresponding Summary
 Ctrl + J . . . Adjusts the current employee's T4 or RL-1 slip

Special Keys for Data Entry

During data entry the following keys may prove useful:

Tab or Enter Moves to the next data entry field.
 Shift + Tab Moves to the previous data entry field.
 Esc Exits the current screen.
 Home Moves to the beginning of a data entry field.
 End Moves to the end of a data entry field.
 Del Erases the character under the cursor.
 Backspace Erases the character to the left of the cursor.
 F2 Opens a combo box (a box with a black top right corner, containing multiple choices).
 F4 Allows you to override a calculated field.
 F5 Formats the employee name as "SURNAME, Firstname".
 Up-Arrow . Moves to the previous selection in a list.
 Down-Arrow Moves to the next selection in a list.
 PgUp Moves by pages up through a list.
 PgDn Moves by pages down through a list.
 Shift+F6 . . . Inserts the company address to an employee's slip.
 F7 Copies the address and S.I.N. for the current employee to a clipboard.

Shift + F7 . Pastes the address and S.I.N. from the clipboard to the current employee.

Toolbar Icons

The toolbar is located directly below the main menu. The icons in the toolbar provide shortcuts for some of the common functions of the T4 TimeSaver program.



New Company Creates a new company within the current database. You must enter a company name that is unique to the database. You can have as many companies in the database as you wish.



Company Information Allows you to edit the company information for the current company. You can change the company name, address, business number, EI rate, or adjustment options.



Find Company Opens the "Find Company" dialog box. Type in the company name (or part of it) and select either "All databases in directory" or "Current database only". Then click on the **Find** button. T4 TimeSaver will generate a list of companies that contain the desired name (or part of name). Highlight the correct company and click on Select (or double-click on the correct company name) to select a particular company.



Print Opens the print window with the company and employee already selected. Choose the type of form and the copy number that you require. You can also adjust the margins and select printers from the same dialog box. [Ctrl] + [P] performs the same action. *See Chapter 9 - Producing Reports.*



Save Current Form *For use with the additional forms only.* Saves the data entered on the current form. One copy of each form can be saved at any given time.



Delete Current Form *For use with the additional forms only.* Deletes the data entered on the current form, leaving a blank form that can be used again.



Close Current Form *For use with the additional forms only.* Closes the form currently being viewed. You will be prompted to save the form if it has changed since the last time it was saved. Pressing the escape key performs the same function.



Add Slip Creates an empty slip of the same type as you are currently accessing. [Ctrl] + [A] performs the same function. Pressing [PgDn] when you are at the final slip for the company also adds a new slip.



Delete Slip Deletes the current slip. [Ctrl] + [D] performs the same function. If you delete the only slip, the slip window will be closed.



Find Slip Provides you with a list of all the employees entered for the current company. [Ctrl] + [S] performs the same function. Select the desired employee from the list by highlighting the name and then clicking on **OK** or simply double-clicking on the employee name.



Sort Slips Toggles between sorting the slips alphabetically by the employee's surname and sorting the slips in the order they were entered.



Go to Summary/Go to Slips Toggles between the Summary report and the slips for the type of form currently being displayed for the current company. [Ctrl] + [G] performs the same function.



Go to R1 Displays the Relevé 1 slip for the same employee as the T4 slip currently displayed. [F9] performs the same function. This icon is only visible when a T4 slip is being displayed.



Go to T4 Displays the T4 slip for the same employee as the Relevé 1 slip currently displayed. [F9] performs the same function. This icon is only visible when a Relevé 1 slip is being displayed.



Go to R3 Displays the Relevé 3 slip for the same employee as the T5 slip currently displayed. [F9] performs the same function. This icon is only visible when a T5 slip is being displayed.




Go to T5 Displays the T5 slip for the same employee as the Relevé 3 slip currently displayed. [F9] performs the same function. This icon is only visible when a Relevé 3 slip is being displayed.





Adjust this T4 Calculates and makes any adjustments necessary for the current slip, based on the adjustment options entered for the current company. [Ctrl] + [J] performs the same function. The adjusted values will appear below the entered values.



Moves to the first slip for the current company. [Ctrl] + [PgUp] performs the same function.

 Moves to the last slip for the current company. [Ctrl] + [PgDn] performs the same function.

 Moves to the previous slip for the current company. [PgUp] performs the same function.

 Moves to the next slip for the current company. [PgDn] performs the same function.

Input Conventions

The decimal point should be used to enter cents. Where no decimal point is entered, the system will assume and display zero cents when the [Tab] or [Enter] keys are pressed, or you move the cursor to another field.

New data entered in a field will overwrite previously entered data. You may edit existing data by using the left and right cursor control keys, as well as the [Backspace], [Delete], [Home], and [End] keys.

Getting Help

Whenever you require help press the [F1] key to access the on-line help screens. If context-sensitive help is available it will be displayed. Otherwise use the table of contents to access the desired topic. Hyperlinks to related topics are provided for your convenience.

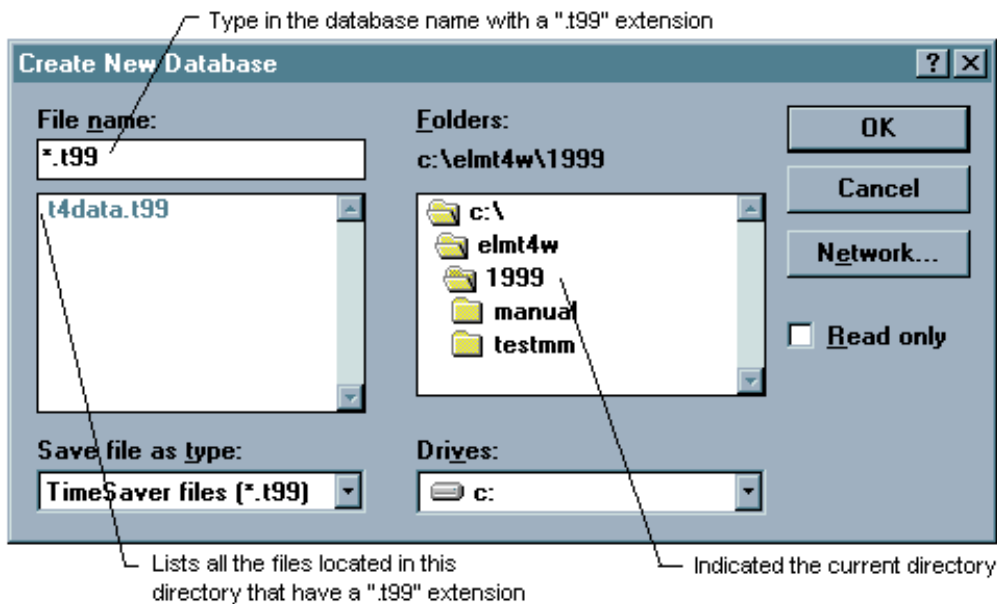
You can also access the help files from the **Help** menu. The **Contents** option will access the table of contents for the Help Pages. The **Search for help on** option will access the help index. The **Internet sites** submenu lists a number of Internet sites that may prove helpful.

Chapter 3 - Working with Databases

Creating a Database

A TimeSaver database is a collection of the data for one or more companies in a single file on your computer. Each database can contain the data for numerous companies and you can create as many databases as you wish. To create a database select **New database** from the **File** menu.

You will need to give the database a name and decide which directory to store the database in. Type in a valid Windows filename of 8 characters or less. If you enter the extension, it must be ".t99". If no extension is entered it will default to ".t99". Select the **Folder** or directory in which you want to store the database by highlighting the directory name on the list displayed. If a multi-user network version of T4 TimeSaver is being used, the databases should be stored on a network drive so that they can be accessed by all users.



Click on **OK** to create the database and exit the **Create New Database** dialog box. The new database will be automatically opened and its name will appear in the title bar of your T4 TimeSaver window.

If you already have a database open when you choose **New database** the current database is automatically closed before the new database is created and opened unless you cancel the procedure.

Opening a Database

To work with an existing database, you must open it. Choose **Open Database** from the **File** menu. Select the **Folder** or directory which contains the required database. Select or type the name of the document you want to open in the **File name** field. This box only lists documents with the filename extension ".t99".

If no database exists you will need to create one by selecting **New database** from the **File** menu. There is a database labelled demo.t99 included with the program. This database should be used solely as an example of a database and not as your working database. You should create your own database to contain your data.

Closing a Database

Close the current database by selecting **Close database** from the **File** menu.

The database must be closed to allow you access to the file in order to move or backup without closing T4 TimeSaver, through your operating system.

Deleting a Database

Ensure that the database you wish to delete is closed. Select **Delete database** from the **File** menu. Locate and highlight the name of the database to be deleted and then click the **OK** button. You will be asked to confirm the deletion.

Renaming a Database

To rename an existing database you must first close the database. Select **Rename database** from the **File** menu. Locate and highlight the name of the database you wish to rename and click the **OK** button. You will be asked to enter the new name of the database file. Ensure that the correct filename is entered, including the path and the ".t99" extension and again click the **OK** button.

Chapter 4 - User Setup Options

T4 TimeSaver comes with many user-definable settings to make it more flexible and efficient. Before entering data, you may wish to configure the program to your specific needs. If you are using the multi-user version of the T4 TimeSaver, these settings can be different for each user.

Data Entry Tabs

Each data entry screen contains a number of boxes corresponding to the boxes on the printed form. It may not be necessary for you to enter information into each box as some boxes may be left blank or they may contain a default value. Place a check mark beside the name of each box where you want the cursor to stop and remove the check mark from beside any box where you do not require the cursor to stop in the Data Entry tabs for each type of slips. When you are finished, click on the **OK** button to save your selection.

The following is a sample of a T4 Data Entry tab:

T4 Data Entry		
When entering T4 slips, the cursor will automatically move to the boxes with a check		
<input checked="" type="checkbox"/> Employee name	<input checked="" type="checkbox"/> Voided	<input checked="" type="checkbox"/> Other information #1
<input checked="" type="checkbox"/> Address line 1	<input checked="" type="checkbox"/> 14 Employment income	<input checked="" type="checkbox"/> Other information #2
<input checked="" type="checkbox"/> Address line 2	<input checked="" type="checkbox"/> 16 CPP contribution	<input type="checkbox"/> Other information #3
<input checked="" type="checkbox"/> City	<input type="checkbox"/> 17 QPP contribution	<input type="checkbox"/> Other information #4
<input checked="" type="checkbox"/> Province	<input checked="" type="checkbox"/> 18 EI premium	<input type="checkbox"/> Other information #5
<input checked="" type="checkbox"/> Postal code	<input checked="" type="checkbox"/> 20 Pension plan	<input type="checkbox"/> Other information #6
<input checked="" type="checkbox"/> Country	<input checked="" type="checkbox"/> 22 Income tax deducted	<input type="checkbox"/> 44 Union dues
<input checked="" type="checkbox"/> 10 Prov. of employment	<input checked="" type="checkbox"/> 24 EI insurable earnings	<input checked="" type="checkbox"/> 46 Charitable donations
<input checked="" type="checkbox"/> 12 S.I.N.	<input checked="" type="checkbox"/> 26 CPP/QPP earnings	<input type="checkbox"/> 50 Pension plan DPSP number
<input checked="" type="checkbox"/> 29 Employment code	<input type="checkbox"/> 28 CPP exempt	<input checked="" type="checkbox"/> 52 Pension adjustment
<input checked="" type="checkbox"/> CPP pensionable weeks	<input type="checkbox"/> 28 EI exempt	<input type="checkbox"/> Other deductions from net pay
<input checked="" type="checkbox"/> Amended		<input checked="" type="checkbox"/> Employee number

During data entry, pressing the [Tab] key or the [Enter] key will move you from one checked box to the next. Pressing [Shift] + [Tab] will move you back to the previous checked box. Use the space bar to check and uncheck boxes. If, on a particular form, you need to edit a box that would normally be skipped, you can use your mouse to place the cursor within the field and then type in the data.

T4 Adjustment Defaults Tab

Complete the **T4 Adjustment Defaults** tab. The information on this tab will be copied to the T4 Adjustment Options tab of the Company Information window for each new company. See further information in *Chapter 7 Adjusting T4s and Relevé 1s* regarding how to set the adjustments to best suit your needs.

T4 Adjustment Defaults	
<p>CPP/QPP Adjustment Options</p> <p><input checked="" type="checkbox"/> Adjust if over maximum/under required minimum</p> <p><input type="checkbox"/> Adjust based on number of pensionable weeks</p> <p>Maximum number of pensionable weeks <input type="text" value="52"/></p>	<p>Transfer Over Remittance to Owner</p> <p>When adjustments reduce total deductions for the company, the over-remittance may be transferred to the tax of an owner or shareholder.</p> <p><input type="checkbox"/> Maintain the net pay of the owner/shareholder by increasing the gross pay by the amount added to tax.</p>
<p>EI Adjustment Options</p> <p><input checked="" type="checkbox"/> Adjust if over annual maximum</p> <p><input checked="" type="checkbox"/> Adjust based on insurable earnings</p> <p><input type="checkbox"/> Adjust insurable earnings based on EI deducted</p>	<p>Other Options</p> <p>Adjust CPP/EI differences greater than <input type="text" value="1.00"/></p> <p><input type="checkbox"/> Adjust CPP/EI to calculated amounts even if there is insufficient tax to offset the adjustment.</p> <p>If yes, enter the maximum amount by which tax may be reduced <input type="text" value="9,999.99"/></p>
<p>Note: Information on this tab is copied to each new company you set up.</p>	

Complete the **New Company Defaults** tab. This information will be automatically entered into each new company you set up. You may override these defaults for individual companies as you set them up.

New Company Defaults	
<p>T4 and T4A Summaries: Person to contact</p> <p>First name <input type="text"/></p> <p>Surname <input type="text"/></p> <p>Telephone <input type="text"/></p>	<p>Other Information</p> <p>Tax Centre <input type="text"/></p> <p>Taxation Services Office code <input type="text"/></p> <p>Default province of employment <input type="text"/></p>
<p>T5 Summary: Person to contact</p> <p>Name <input type="text"/></p> <p>Telephone <input type="text"/></p>	<p>Note: Information on this tab is copied to each new company you set up.</p>
<p>Certification section on all summaries</p> <p><input type="text"/> <input type="text"/></p> <p>Authorized person Position or office</p>	

Magnetic Media Tab

The **Magnetic Media** tab contains information required by the system to submit T4, T4A, and T5 returns on diskette. Enter the name and address of the company responsible for transmitting the magnetic media data. If Revenue Canada has assigned a transmitter number, it should also be entered. The language is set to *English* and the data type is set to *original* by the program. You should also enter an accounting contact name and phone number for Revenue Canada.

You do not have to submit a test diskette to Revenue Canada Taxation before filing your T4s, T4As, or T5s on diskette. We have already received approval for the magnetic media format on your behalf.

Enter the letter of the disk drive (either A or B) you wish to send the output to. Also, enter the diskette size by entering a **3** to indicate a 3.5 inch diskette or a **5** to indicate a 5.25 inch diskette. Check the appropriate box if you will be using a high density diskette (i.e. 1.44Mb or 1.2Mb).

Printing Adjustment Tab

Due to variances in the mechanical operation of laser printers, data may not align exactly when printing onto pre-printed laser forms. This tab allows you to offset the printing both vertically and horizontally by entering the appropriate distances in inches.

Before printing onto pre-printed laser forms, print a test page. If the alignment is off, press on the **Adjust Margins** button at the bottom of the print screen. Enter positive

values into the fields to adjust the location of the printing down or to the right. Enter negative values to adjust the location of the printing up or to the left.

Printing Adjustment																																			
<p>Adjustments on facsimile and pre-printed forms</p> <p>You may align printing on facsimiles and pre-printed flat forms by entering printing adjustments here. Positive values move printing down or to the right on the forms. Negative values move printing up or to the left.</p> <p>* T5 values are used for NR4 forms.</p>																																			
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Click on **OK** to return to the print screen. Print another test page to ensure that the correction accurately aligned the printing. Then continue with the printing of the reports.

Chapter 5 - Company Information

Creating a Company

You can enter as many companies as you would like into each database, as long as each one has a unique name. To create a new company in the current database select **New Company** from the **Company** menu. Company information is entered on the **Identification** tab and the **T4 Adjustment Options** tab.

Identification

You must enter a company name which is unique to the current database. (It is possible to have the same company name in different databases.) You should also enter as much of the requested company information as possible when you add a new company.

You must enter a valid business number if you wish to file slips and summaries for this company using magnetic media processing. T4 TimeSaver will automatically use the default values for the Tax Centre, the Taxation Services Office Code, and the Default Province of Employment that you entered on the **New Company Defaults** tab in the **Setup** menu. You may make any changes required for this particular company by simply typing in the correct information.

The company category field is a self defined field that allows you to group the companies into categories. Enter a different company category name for each group of companies you require. This will allow you to print reports that include only the companies in the specified category. See **Using Filters** in Chapter 9.

Identification	
Company Name and Address	
Name	NEW COMPANY
Care of	
Street address	
City	
Province	
Postal code	
Country	CAN
Other Information	
Business number (as shown on FD 7A form)	
Cor'n account no (unused as of 1998)	
Tax Centre	
Taxation Services Office	
Default province of employment	
Employers EI Rate	1.4000
Category code	

T4 Adjustment Options

With the T4 TimeSaver you have the flexibility of customizing your method of adjusting CPP/QPP and EI discrepancies for individual companies. When you add a new company, T4 TimeSaver will automatically insert the default values that you entered on the **T4 Adjustment Defaults** tab in the **Setup** menu. You may make any changes required for this particular company by simply typing in the correct information. For further information see *Chapter 7 Adjusting T4s and Relevé 1s*.

User Defaults

If, for a specific company, you have changed the values for the Tax Centre, the Taxation Services Office code, or the Default Province of Employment, on the **Identification** tab (or any of the options on the **T4 Adjustment Options** tab) pressing the User Default button will restore the default values that are stored in the User Setup Options. You will be asked to confirm the copying of this information.

Deleting a Company

Delete the current company, and all slips and Summary forms associated with the company, by selecting **Delete Company** from the **Company** menu. You will be given a warning and asked to confirm the deletion of the company by typing the word "DELETE".

Selecting a Company

To switch to another company, choose **Selecting a Company** from the **Company** menu. A list of all the companies stored in the current database will appear. Highlight the desired company and press [Enter] or click on the company name. You can perform the same function by simply clicking on the current company name visible at the top of the form.

Editing Company Information

You can edit the company information by selecting **Edit Company Information** from the **Company** menu.

User Defaults

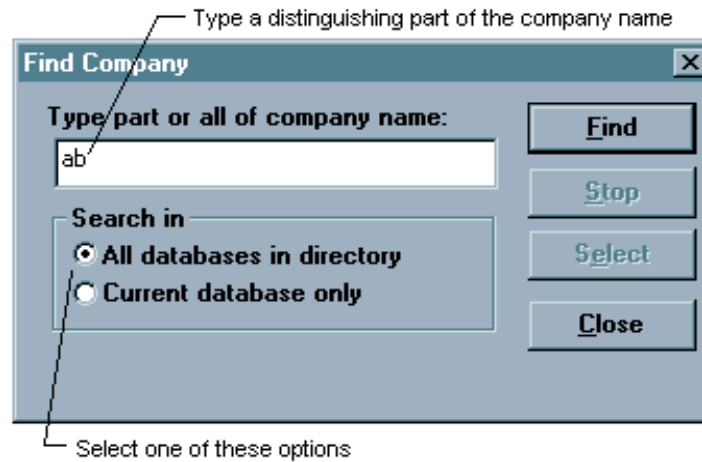
If you have changed any of the adjustment options, pressing the User Default button will restore the default values that were recorded during setup. You will be asked to confirm the copying of this information.

Sometimes it may be necessary to make changes to the T4 Adjustment options for a number of companies. Instead of making the changes on each company's T4 Adjustment Options tab you can make the changes on the **T4 Adjustment Defaults**

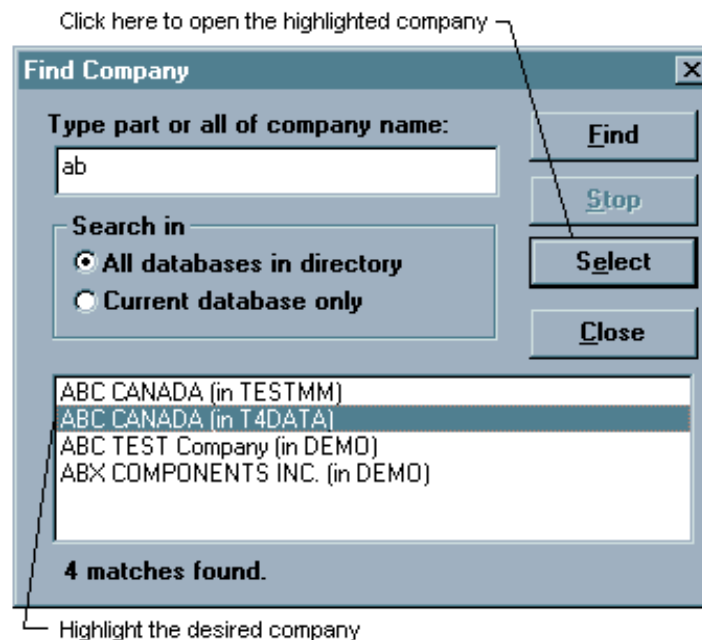
tab in the **Setup** menu. Then simply press this User Defaults button on the T4 Adjustment Options tab for each individual company.

Finding a Company

To locate a company, select **Finding a Company** from the **Company** menu. The Find Company dialog box will open. Type in a full or partial company name and select the scope of the search by clicking on either "All databases in directory" or "Current database only". Then, click on the **Find** button.



Once all the matching company names have been listed, double click on the required company name or highlight it and press **Select**. The selected company and its database will become the current company and database.



Chapter 6 - Entering Slips

Choose the type of slip you wish to enter by selecting it from the **Forms** menu. The following are some of the functions you can use:

Adding Slips

This function is used to add a new slip, of the same type as you are currently entering, to the active company. Access this function by selecting **Add Slip** from the **Edit** menu, clicking on the **Add Slip** icon in the icon toolbar, or by pressing [Ctrl] + [A]. A blank slip will appear in which you may enter the information for an individual employee.

After entering data in a box you may press either the **Enter** or **Tab** key and the cursor will move to the next box. The cursor only stops at the boxes that have been checked off on the corresponding **Data Entry** tab of the **Setup** menu.

You will be warned if the data you have entered is invalid.

Deleting Slips

Select **Delete Slip** from the **Edit** menu, or click on the **Delete Slip** icon in the icon toolbar, or press [Ctrl] + [D]. This function will delete the slip currently displayed on the screen. You will be asked to confirm the deletion.

If you delete the only slip, the slip window will be closed.

Remove Inactive Slips

Select **Remove Inactive Slips** from the **Company** menu to delete only those slips that have all dollar values equal to zero. These would be employees that were imported or converted from a previous year, but were not employed in the current year.

You can determine whether inactive slips exist by creating a Company Summary Report. The report will list the number of active and inactive slips of each type for the company. Select the type of slip to remove by typing "T4", "T4A", "T5", "T4A-NR", or "NR4" or simply type "ALL" to remove all types of inactive slips for this company.

Finding Slips

Choose **Select slip from list** from the **Edit** menu to display a list of all the employees for the current company. Clicking on the **Find Slip** icon in the icon

toolbar or pressing [Ctrl] + [S] performs the same function. Select from the list by either double clicking on the desired employee or by highlighting the name and then clicking on **Select** or pressing the enter key. The slip for the employee selected will appear on the screen.

Sorting Slips

Select **Sort slips by name** from the **Edit** menu or click on the **Sort slips** icon in the icon toolbar. This function will change the order of the slips from the order in which they were entered to alphabetical order by employee name. The slip currently being displayed will remain on the screen.

If there is a check mark beside the **Sort slips by name** menu item, then the slips are already in alphabetical order. Selecting this function again will switch back to the order of entry.

Entering Data

The data entry screen for each type of slip contains input fields that correspond to the boxes on the printed forms. Descriptions of some of these boxes are listed below under the appropriate type of slip. For the other boxes see the Employers' Guides provided by Revenue Canada for information about the regulations concerning the contents of any of the particular boxes.

Overriding Calculated Fields

Some fields on the slips and summaries contain calculated values. These values will appear in blue type. If it becomes necessary to edit a calculated field you may do so by pressing the F4 key. The background colour of the field will change to indicate the value is no longer the calculated value and you will be able to enter the desired value. To return to the calculated value, click the **Recalculate** button.

T4 Input Window

Employee Name

The employee name should be entered with the surname first, followed by a comma, and then the first name. The name can be formatted easily by pressing the F5 key. The T4 TimeSaver program will change the surname to block letters, make sure that the first letter of the first name is capitalized (e.g. SMITH, John), and insert a comma if none is entered.

E.I. Insurable Earnings

A value should only be entered in the E.I. Insurable earnings box when it is not equal to the gross pay amount (Box 14) or zero. If no amount is entered, Box 24 will be left blank on the printed slip as required by Revenue Canada.

CPP/QPP and EI Exempt Boxes

You may check one, both, or neither of the CPP/QPP and EI Exempt boxes as appropriate for the current employee.

Do not check the CPP/QPP exempt box if you entered an amount in Box 16 or Box 26. Check CPP/QPP exempt only if the earnings were exempt for the entire period of employment.

Do not check the EI Exempt box if you entered an amount in Box 18 or Box 24. Check EI exempt only if the earnings were exempt, or if they were not eligible for the entire reporting period of employment.

Do Not Adjust CPP/QPP and EI Boxes

Check one or both of these boxes to indicate that this particular slip should not be adjusted when the slips for this company are adjusted. This new feature, therefore, allows you to adjust some slips while leaving others as entered.

Province Code

T4 TimeSaver will automatically insert into Box 10 the code for the province of employment entered on the **Identification** tab of the **Company Information**. You may, of course, override it for a specific employee. If the province code is set to "QC", the Employee's QPP contribution box is included in the data entry fields and you will be unable to access the CPP box. If any other province code is entered, the Employee's CPP contribution box will be accessible but not the QPP box. Also, if the province code is QC, a Relevé 1 slip can be accessed by pressing F9 or clicking on the R1 icon.

S.I.N. Validation

T4 TimeSaver will check the validity of the S.I.N. entered and display a warning if it is invalid. You can, however, ignore the warning and continue to enter other information. The formula used to test the value of the S.I.N. is found in the Revenue Canada Publication: *Formulae for Federal and Provincial Deductions for Computer Users*. When the edit list is printed, there will be an asteric beside the any invalid S.I.N. values.

CPP Pensionable Weeks

If you have selected "Adjust based on number of pensionable weeks" for the CPP/QPP Adjustment Option on the **T4 Adjustment Options** tab of the **Company Information**, a value must be entered into the input field "CPP Pensionable Weeks". This field will default to 52 or 53 depending on the value entered under Maximum Number of Pensionable Weeks, but you may override this value for specific employees.

Other Income

Record other income in the boxes provided at the bottom of the window. The type code of the income should be indicated in the **Boxes** with the corresponding **Amounts** directly beneath. See your Tax Guide for a list of appropriate type codes.

Amended T4s

Click on the check box labelled "Amended" to indicate that the T4 is an amended one. This will cause the word "AMENDED" to be printed across the top of the slip as required by Revenue Canada. It will also cause the slip to be included when the "Amended only" option is chosen when printing T4 slips or the T4 Summary.

Net Pay Calculation

The employee's net pay is calculated and displayed on the screen as you enter data into each box of the T4 and may prove useful as an audit check. It will be calculated in one of the two following ways:

Gross Pay - Standard Deductions - Other Deductions; or
Gross Pay - Standard Deductions - Taxable Benefits - Other Deductions.

The Gross Pay is the amount entered in Box 14. The Standard Deductions include the values entered in Boxes 16, 17, 18, 20, 22, 44 and 46. Note that the Standard Deduction includes both provincial (Québec) and federal taxes. Taxable Benefits is the sum of the "Amounts" boxes which represent taxable benefits. Other deductions (if there are any) must be entered manually to arrive at the appropriate figure for Net Pay.

You can switch between these two methods of calculating the Net Pay by clicking on the **Net Pay Options** button and then selecting the appropriate option. You can also check the "Don't display net pay" to remove this information from the display.

Youth Hires Program

Check this box if the employee qualifies for the Youth Hires Program. T4 TimeSaver will track the insurable earnings of all employees marked as youths and use this information to calculate the premium relief on the T4 Summary.

T4A Input Window

Employee Name

The employee name should be entered with the surname first, followed by a comma, and then the first name. The name can be formatted easily by pressing the F5 key. The T4 TimeSaver program will change the surname to block letters, make sure that the first letter of the first name is capitalized (e.g. SMITH, John), and insert a comma if none is entered.

S.I.N. Validation

The T4 TimeSaver will check the validity of the S.I.N. entered and display a warning if it is invalid. You can, however, ignore the warning and continue to enter other information. The formula used to test the value of the S.I.N. is found in the Revenue Canada Publication: *Formulae for Federal and Provincial Deductions for Computer Users*.

Footnotes

Text footnotes may be entered in the fields provided. Footnotes for use with Magnetic Media submissions may be accessed by clicking on the **Magnetic Media** command button in the top right corner of the screen. Type the word "amended" (in upper, lower, or mixed case) in the footnote section to indicate that the T4A is an amended T4A. This will cause the word "AMENDED" to be printed across the top of the slip as required by Revenue Canada. It will also cause the slip to be included if you choose "Amended only" when printing T4A slips or the T4A Summary.

T5 Input Window

Recipient Name

The recipient name should be entered with the surname first, followed by a comma, and then the first name. The name can be formatted easily by pressing the F5 key. The T4 TimeSaver program will change the surname to block letters, make sure that the first letter of the first name is capitalized (e.g. SMITH, John), and insert a comma if none is entered.

Recipient ID Number Validation

If the recipient is an individual, enter the recipient's Social Insurance Number (S.I.N.). For interest credited to a joint account, enter the S.I.N. of only one of the individuals. If the recipient is not an individual, enter the first nine digits of the recipient's business number, if available. The T4 TimeSaver will check the validity of the S.I.N. entered and display a warning if it is invalid. You can, however, ignore the warning and continue to enter other information. The formula used to test the value of the S.I.N. or business number is found in the Revenue Canada Publication: *Formulae for Federal and Provincial Deductions for Computer Users*.

Report Code

This code helps Revenue Canada determine if this is the original T5 slip issued to the recipient, or if it amends the original.

Enter 0, if this is the original slip.

Enter 1, if this changes the financial or identification information of a slip previously submitted.

Recipient Type

Enter one of the following valid codes to identify the type of recipient:

- 1, if the investment income was earned by an individual
- 2, if the investment income was earned by a joint account (two individuals).
- 3, if the investment income was earned by a corporation.
- 4, if the investment income was earned by an association, a trust (fiduciary-trustee, nominee, or estate), a club, a partnership, or other.
- 5, if the investment income was earned by a government, government enterprise, or international organization.

Currency Code

If you cannot report amounts in Canadian dollars, identify the foreign currency according to the ISO (International Organization for Standardization) 4217 Codes for the Representation of Currencies and Funds. Enter the appropriate three-letter alphabetical or three-digit numeric codes. If possible, use the alphabetical codes. For example:

USD - United States, dollar
JPY - Japan, yen
SVC - El Salvador, colon
FRF - France, franc
HKD - Hong Kong, dollar
ITL - Italy, lire
DEM - Germany, mark
DKK - Denmark, kröne
GBP - United Kingdom, pound
ESP - Spain, peseta

Leave this area blank if you are reporting the amount in Canadian dollars. If you must report amounts in different currencies in respect of the same recipient, use a separate T5 slip for each currency.

Automatic Calculations

The Taxable Amount of Dividends and the Federal Dividend Tax Credit are calculated and displayed automatically by the system as follows:

Taxable Amount of Dividends = (Actual Dividends) * 1.25

Federal Dividend Tax Credit = (Actual Dividends) * 1/6

This calculation does not apply for any corporate recipients or any recipient that is a charitable organization.

Relevé 3 Required

If a Relevé 3 will be printed for the current recipient, check the **Relevé 3 Required** box. You can then use the **Go to corresponding R3** icon from the toolbar to view and edit the Relevé 3 slip.

Relevé 1 Input Window

A Relevé 1 will always be added when a T4 is created that has "QC" entered as the Province of Employment. Conversely, a T4 will also be added automatically for each Relevé 1 entered. Note that the Province of Employment is always "QC" for any RL-1 created.

When you are adding a Relevé 1 or a T4, all the relevant values (dollar amounts, name and address, etc.) are carried over to the corresponding form. Footnotes and boxes that are specific to the Relevé 1 or the T4 will not be carried over. See *Appendix F - Equivalent fields on T4 and Relevé 1 Slips* for further details.

Employee Name

The employee name should be entered with the surname first, followed by a comma, and then the first name. The name can be formatted easily by pressing the F5 key. The T4 TimeSaver program will change the surname to block letters and make sure that the first letter of the first name is capitalized (e.g. SMITH, John).

S.I.N. Validation

T4 TimeSaver will check the validity of the S.I.N. entered and display a warning if it is invalid. You can, however, ignore the warning and continue to enter other information. The formula used to test the value of the S.I.N. is found in the Revenue Canada Publication: *Formulae for Federal and Provincial Deductions for Computer Users*.

QPP Pensionable Weeks

If you have selected "Adjust based on number of pensionable weeks" for the CPP/QPP Adjustment Option on the **T4 Adjustment Options** tab of the **Company Information**, a value must be entered into the input field "QPP Pensionable Weeks". This field will default to 52 or 53 depending on the value entered under Maximum Number of Pensionable Weeks, but you may override this value for specific employee's.

Footnotes

Text footnotes may be entered in the fields provided.

Net Pay Calculation

The employee's net pay is calculated and displayed on the screen as you enter data into each box of the RL-1 and may prove useful as an audit check. It will be calculated in one of the two following ways:

Gross Pay - Standard Deductions - Other Deductions; or
Gross Pay - Standard Deductions - Taxable Benefits - Other Deductions.

The Standard Deductions include the values entered in Boxes B, C, D, E, F, & N, plus Box 22 (Income tax deducted) of the corresponding T4. Taxable Benefits is the sum of Boxes H through L and P. Other deductions (if there are any) must be entered manually to arrive at the appropriate figure for Net Pay.

You can switch between these two methods of calculating the Net Pay by clicking on the **Net Pay Options** button and then selecting the appropriate option. You can also check the "Don't display net pay" to remove this information from the display.

Relevé 3 Input Window

Recipient Name

The recipient name should be entered with the surname first, followed by a comma, and then the first name. The name can be formatted easily by pressing the F5 key. The T4 TimeSaver program will change the surname to block letters, make sure that the first letter of the first name is capitalized (e.g. SMITH, John), and insert a comma if none is entered

Recipient ID Number Validation

If the recipient is an individual, enter the recipient's Social Insurance Number (S.I.N.). For interest credited to a joint account, enter the S.I.N. of only one of the individuals. If the recipient is not an individual, enter the first nine digits of the recipient's business number, if available. The T4 TimeSaver will check the validity of the S.I.N. entered and display a warning if it is invalid. You can, however, ignore the warning and continue to enter other information. The formula used to test the value of the S.I.N. or business number is found in the Revenue Canada Publication: *Formulae for Federal and Provincial Deductions for Computer Users*.

Relevé Code

This code determines if this is the original RL-3 slip issued to the recipient, or if it amends the original.

Enter 0, if this is the original slip.

Enter 1, if this changes the financial or identification information of a slip previously submitted.

Recipient Type Code

Enter one of the following valid codes to identify the types of recipient:

- 1, if the investment income was earned by an individual
- 2, if the investment income was earned by a joint account (two individuals).
- 3, if the investment income was earned by a corporation.
- 4, if the investment income was earned by an association, a trust (fiduciary-trustee, nominee, or estate), a club, a partnership, or other.
- 5, if the investment income was earned by a government, government enterprise, or international organization.

Automatic Calculations

The Taxable Amount of Dividends and the Federal Dividend Tax Credit are calculated and displayed automatically by the system as follows:

Taxable Amount of Dividends = (Actual Dividends) * 1.25

Federal Dividend Tax Credit = (Actual Dividends) * 1/6

This calculation does not apply for any corporate recipients or any recipient that is a charitable organization.

Currency Code

All amounts entered on a RL-3 slip should be in Canadian dollars. If this is not possible, enter the corresponding currency code according to international standard 4217 of the International Organization for Standardization (ISO). Enter the appropriate three-letter alphabetical or three-digit numeric codes. If possible, use the alphabetical codes. For example:

USD - United States, dollar

JPY - Japan, yen

SVC - El Salvador, colon

FRF - France, franc

HKD - Hong Kong, dollar

ITL - Italy, lire

DEM - Germany, mark

DKK - Denmark, kröne

GBP - United Kingdom, pound

ESP - Spain, peseta

If you must report amounts in different currencies in respect of the same recipient, use a separate RL-3 slip for each currency.

NR4 Input Window

Name

The recipient name should be entered with the surname first, followed by a comma, and then the first name. The name can be formatted easily by pressing the F5 key. The T4 TimeSaver program will change the surname to block letters, make sure that the first letter of the first name is capitalized, and insert a comma if none is entered (e.g. SMITH, John).

Status

Indicate whether the current slip is an amended, duplicate, or additional slip. Otherwise, this field can be left blank.

Recipient Type Code

Enter one of the following valid codes to identify the types of recipient:

- 1, if the income was earned by an individual
- 2, if the income was earned by a joint account (two individuals).
- 3, if the income was earned by a corporation.
- 4, if the income was earned by an association, a trust (fiduciary-trustee, nominee, or estate), a club, a partnership, or other.

5, if the income was earned by a government, government enterprise, or international organization.

Income Code

Enter the appropriate numeric income code, or select one from the drop down list, to indicate the source of the income being reported.

Currency Code

Gross income and non-resident tax withheld should be reported in Canadian funds. However, Revenue Canada will convert both these values to Canadian currency based on the currency code entered here and the average annual rate. Ensure that both the gross income and the non-resident tax withheld are in the same currency and that the appropriate three letter code is selected.

Exemption Code

Enter the applicable exemption code, or select it from the drop down list.

T4A-NR Input Window**Name**

The recipient name should be entered with the surname first, followed by a comma, and then the first name. The name can be formatted easily by pressing the F5 key. The T4 TimeSaver program will change the surname to block letters, make sure that the first letter of the first name is capitalized, and insert a comma if none is entered (e.g. SMITH, John).

Country of Residence

Enter the appropriate three character country code, or select it from the drop down list, to indicate the country of residence of the recipient. See Appendix E for a full list of the standard three character country codes.

Non-Resident's Service Industry

Enter the four digit numeric code, or select it from the drop down list, indicating the type of service industry.

Status

Indicate whether the current slip is an amended, duplicate, or additional slip. Otherwise, this field can be left blank.

City/Province where services rendered

Enter the city name, leave a space and then type the two character province code for the province in which the services were rendered.

Days in Canada

Enter the total number of days the non-resident was in Canada during this calendar year while under contract with the payer. Include weekends and holidays.

Professional Name

Use this box if the professional or operating name is different from the real or legal name of the non-resident. For example, this box may be used when payments are made to non-residents in the entertainment and athletic professions.

T5013 Input Window**Name**

The recipient name should be entered with the surname first, followed by a comma, and then the first name. The name can be formatted easily by pressing the F5 key. The T4 TimeSaver program will change the surname to block letters, make sure that the first letter of the first name is capitalized, and insert a comma if none is entered (e.g. SMITH, John).

Status

Indicate whether the current slip is an amended, duplicate, or additional slip. Otherwise, this field can be left blank.

Units or interest owned

Enter the number of partnership units, complete to all decimal places, held by the partner.

Partner's share (%) of income (loss)

This value will be calculated based on the Units or Interest Owned of all the partners in the partnership.

Recipient Type Code

Enter one of the following valid codes to identify the types of recipient:

- 1, for an individual, other than a trust;
- 3, for a corporation; or
- 4, for a trust or a partnership.

Country Code

Enter the appropriate three character country code, or select it from the drop down list, to indicate the country of residence of the recipient. See Appendix E for a full list of the standard three character country codes.

Member Code

Enter the Member code used to identify the partner's membership status within the partnership for income tax purposes. Use:

- 0, for a limited partner, at any time during the fiscal period;
- 1, for a specified member who is not a limited partner;

- 2, for a general partner; and
- 3, for a limited partner's exempt interest as defined in subsection 96(2.5).

Boxes 18-45

These fields will be automatically filled based on the partner's share of the net income or loss and the amounts given on the T5013 summary. To override a calculated value, press the F4 key and then type in the desired value.

Recalculate

Click on this button to redistribute the amounts given on the summary, according to each partner's share. You have the option of recalculating all fields, or only those fields that have not been overridden.

Boxes 18-32/33-45

Use these buttons to switch between pages of input fields.

Chapter 7 - Adjusting T4s and Relevé 1s

There are two methods of adjusting the T4s and RL-1s. The first is to use the **Adjust this T4/R1** icon to adjust only the current employee. The adjustments will be made based on the adjustment options selected for the current company. These adjustments will not be reflected in the corresponding T4 summary.

The second method is the adjust all of the employees of the company using the **Adjust all T4s/R1s for this company** icon. If the latter method is being used, you can skip any individual slips that you may not want to adjust by checking the **Do not**

The screenshot shows the 'T4 Adjustment Options' dialog box with the following sections and annotations:

- CPP/QPP Adjustment Options:**
 - Adjust if over maximum/under required minimum
 - Adjust based on number of pensionable weeks
 - Maximum number of pensionable weeks: (Annotation: Value can be 52 or 53)
- Transfer Over Remittance:**
 - Transfer over remittance of CPP/EI to the employee with the following S.I.N.
 - Increase gross pay of above employee by amount of over remittance
- EI Adjustment Options:**
 - Adjust if over annual maximum
 - Adjust based on insurable earnings
 - Adjust insurable earnings based on EI deducted
- Other Options:**
 - Adus: CPP/EI differences greater than (Annotation: Put the minimum amount that you want to adjust)
 - Adus: CPP/EI to calculated amounts even if there is insufficient tax to offset the adjustment
 - If yes, enter the maximum amount by which tax may be reduced

Additional annotation: A S.I.N. will need to be entered if the box below is checked.

adjust CPP/QPP and/or EI box(es). The adjustments will be made based on the same adjustment options selected for the current company. In this case the adjustments are reflected in the corresponding T4 Summary.

An adjustment report can be produced by checking the **print adjustment report** option on the Adjust all T4s/R1s window before clicking the **do adjustments** button. Or you can select the Adjustment report from the T4 submenu of the Reports menu. In either case an Adjustment Report window

All adjustment can be reversed by clicking the **Undo Adjustments** button on the Adjust all T4s/R1s window.

If you are entering data for more than one company, you may want to select the appropriate options on the **T4 Adjustment Defaults** tab in the **Setup** menu. The default options will then be copied to each new company you setup. You can make any changes necessary for individual companies, and also enter the S.I.N. number of the employee to receive the transfer of over remittance of CPP/EI, if you choose.

CPP/QPP Adjustment Options

A - Adjust CPP/QPP if over maximum/under minimum

If this option is selected, then the CPP will be adjusted to fall within the following range:

Upper Limit: the lesser of:

- the CPP/QPP pensionable earnings x 3.5%; and
- \$1,186.50

Lower Limit: the lesser of:

- (the CPP/QPP pensionable earnings - \$3500) x 3.5%; and
- \$1,186.50

If the CPP/QPP deducted is greater than the Upper Limit, it will be adjusted down to the Upper Limit. If the CPP/QPP deducted is less than the Lower Limit, it will be adjusted up to the Lower Limit. If the CPP/QPP deducted falls within the range of the Upper and Lower Limits, no adjustments will be made to CPP/QPP.

This option ignores any potential reduction resulting from the annual CPP basic exemption which must be prorated based on pensionable weeks as outlined below. This option was implemented for situations where it is not desirable to enter the number of pensionable weeks on each T4 slip.

B - Adjust CPP/QPP based on number of pensionable weeks

If this option is selected, CPP/QPP will be calculated as:

$$(\text{CPP/QPP pensionable earnings} - \text{prorated deduction}) \times 3.5\%$$

Where the *prorated deduction* is calculated as:

$$(\text{actual number of pensionable weeks} / \text{maximum number of pensionable weeks}) \times \$3500$$

NOTE THAT ONLY ONE OF A OR B MAY BE SELECTED.

C - Maximum number of pensionable weeks

This number is the number of weeks in the employer's fiscal year and is used in the above calculation to prorate the CPP/QPP basic exemption. The default value is 52 weeks but can be changed to 53 weeks if required.

EI Adjustment Options

D - Adjust EI if over annual maximum

If this option is selected, the EI will only be adjusted if it is greater than:

- standard annual maximum of \$39,000 x 2.55% or \$ 994.50

NOTE THAT THIS OPTION CAN BE SELECTED ALONE OR WITH EITHER ONE OF E OR F

E - Adjust EI based on Insurable Earnings

If this option is selected, the EI will be calculated as:

- EI insurable earnings x 2.55%

(If E.I. insurable earnings are not entered, gross pay will be used.)

F - Adjust EI insurable earnings based on EI deducted

This option assumes the entered amount for EI deducted is correct. When this option is selected, EI insurable earnings will be calculated as the minimum of:

- EI deducted (box 18) / 2.55%;
- \$39,000; and
- Employment income (box 14).

NOTE THAT ONLY ONE OF E OR F MAY BE SELECTED

Transfer Over Remittance

G - Transfer employer's over remittance of CPP or EI to the following employee

When adjustments reduce total deductions for the company, the employer's portion of the over-remittance may be transferred to the tax of an owner or shareholder.

If a S.I.N. is entered here, then any net overpayment of CPP/QPP and EI resulting from adjustments calculated by the program will be credited to the tax deducted for the T4/RL-1 of this employee. This adjustment will be reflected in the adjusted tax on the Adjustment reports for the particular employee.

H - Increase the gross pay with over remittance

If an over remittance is created by the adjustments and you indicate that you want the over remittance to be transferred to one employee (i.e. an owner or shareholder), you may also increase the gross pay of that employee in order to keep the net pay at the same level. If this option is chosen and the transferee's CPP/QPP is under the maximum deduction for the year, the CPP/QPP will NOT be adjusted again for this underpayment.

Other Options

I - Adjust CPP/EI differences greater than _____.

If an amount is entered in this box, an adjustment to CPP/QPP or EI must be greater than this threshold in order for the adjustment to be made. If the difference between the calculated amount and the entered amount for CPP/QPP and EI is less than or equal to the threshold, no adjustments will be made and the entered amounts for CPP/QPP, EI and tax will appear on the T4 slips.

J - Do you want CPP & EI to be adjusted to their calculated amounts even if there is insufficient tax to cover the difference?

If this option is selected, it will adjust CPP/QPP and EI to their calculated amounts although there may not be sufficient tax to make up the difference.

Where there is insufficient tax to cover the net adjustment to CPP/QPP and EI, this difference will be posted to the T4 Summary. The shortfall is comprised of the increase in the employer's portion of CPP/EI and the increase in the employee's contribution which was not offset by tax. The employer will have to make up the difference when filing the Summary. It would then be up to the employer to collect the under-contributed employee's portion from the employee.

K - Enter the maximum amount by which tax may be reduced

If item J was selected, you may enter the maximum amount by which tax may be reduced. This option prevents the tax from being decreased to zero. For example, if you only wanted tax to be decreased by a maximum of \$100, enter \$100 in this field.

Chapter 8 - Entering Summary Form Information

From the main menu select **Forms** and then select the type of Summary you wish to view (or click on the **Go to summary** icon from the toolbar while editing a slip).

All values that can be calculated from the information entered onto the slips will appear on the summary form in blue. The remaining values will need to be entered manually. These will generally appear as white boxes and the cursor will move from one to the next, skipping the calculated values. See the specific form and field below for more information.

Overriding Calculated Values

If it becomes necessary to edit a calculated field you may do so by pressing the F4 key. The background colour of the field will change to indicate the value is no longer the calculated value and you will be able to enter the desired value. To return to the calculated value, click the **Recalculate** button.

T4 Summary

T4 Slip Totals (Page 1)

T4 slips filed for USA employees.....	0	Employee's CPP contribution.....	3,216.00
Total number of T4 slips filed.....	2	Employer's CPP contribution.....	3,216.00
Employment income before deductions.....	28,140.00	Employee's EI premiums.....	183,600.00
Registered pension plan contributions.....	4,020.00	Employer's EI premiums.....	257,040.00
Pension adjustment.....	1,045.00	Income tax deducted.....	8,844.00
EI insurable earnings.....	28,140.00	Total deductions reported.....	455,916.00
		Minus: remittances.....	0.00
		Minus: New Hires Program refund.....	0.00
		Balance due/(Overpayment).....	455,916.00
		Amount enclosed.....	0.00

Not all slips are adjusted. The totals represent the unadjusted values entered by the user.

Data entry complete

Recalculate **Page 1** **Page 2** **More Info** **OK**

F4 - Override calculated field

Remittances

Enter the amount of money already remitted to Revenue Canada.

New Hires Program refund

Enter the amount of refund being claimed.

Amount Enclosed

Enter the amount to be enclosed with the T4 Summary form.

Adjustment Status

The T4 Summary will reflect the adjusted values as long as all of the employees for the company have been adjusted. If, however, only some of the slips have been adjusted using the **Adjust this T4/R1** icon, the summary will reflect the unadjusted values for all of the employees.

Data entry complete

Once all of the data has been input for a given company, check the data entry complete box. This will allow you to print reports that will include only the companies that are completed, or conversely, only the companies that are not completed. See **Using Filters** in Chapter 9.

Recalculate

Recalculates the calculated values, returning overridden values to the calculated value.

Page 2

Contains the rest of the information required for the T4 Summary.

T4 Summary Information (Page 2)	
SIN of proprietor/owner <input type="text" value="111-111-118"/> <input type="text" value="222-222-226"/>	Youth Hires EI Premium Relief 1999 insurable earnings <input type="text" value="14,000.00"/> Minus: 1998 base amount <input type="text" value="0.00"/> <input type="text" value="14,000.00"/> x 2.55% x <input type="text" value="499.80"/> Premium relief
Person to contact about this return First name <input type="text" value="John"/> Surname <input type="text" value="Simpson, C.A."/> Phone <input type="text" value="(416)123-1234"/> Ext. <input type="text"/>	Certification <input type="text" value="TIM BURGESS"/> Name and surname (in capital letters) <input type="text" value="ACCOUNTANT"/> <input type="text"/> Position or office Date Printed

Youth Hires EI Premium Relief

This will be automatically calculated based on the employees that are labelled as participating in the youth hires program.

Person to contact about this return

The default contact name and phone number entered on the **New Company Defaults** tab of the **Setup** menu will appear in this area. If no default name and number were entered, these fields will be blank. In either case you can change the information at this time.

Certification

The default certification name and position entered on the **New Company Defaults** tab of the **Setup** menu will appear in this area. If no default name was entered, these fields will be blank. In either case you can change the information at this time.

More Info

Contains the company category, printing dates, and date filed by Magnetic Media if applicable.

T4A Summary

T4A Slip Totals (Page 1)					
Total T4A slips for US employees.....		0			
Total number of T4A slips filed.....	88	2			
Pension or superannuation.....	16	3,216.00			
Lump-sum payments.....	18	3,618.00			
Self-employed commissions.....	20	4,020.00			
Annuities.....	24	4,824.00			
Retiring allowances.....	26	5,226.00			
Non-eligible retiring allowances.....	27	5,427.00			
Other Income.....	28	5,628.00			
Patronage allocations.....	30	33,030.00			
Pension plan contributions.....	32	6,432.00			
			Pension adjustment.....	34	683.40
			RESP accum. income payments.....	40	804.00
			RESP educ. asst. payments.....	42	844.20
			Total tax deductions reported.....	22	4,422.00
			Minus: remittances.....	82	0.00
			Balance due/(Overpayment).....		4,422.00
			Amount enclosed.....		0.00

Data entry complete **Recalculate** **Page 1** **Page 2** **More Info** **OK**

Remittances

Enter the amount of money already remitted to Revenue Canada.

Amount Enclosed

Enter the amount to be enclosed with the T4A Summary form.

Recalculate

Recalculates the calculated values, returning overridden values to the calculated value.

Page 2

Contains the rest of the information required for the T4A Summary.

Person to contact about this return

The default contact name and phone number entered on the **New Company Defaults** tab of the **Setup** menu will appear in this area. If no default name and number were entered, these fields will be blank. In either case you can change the information at this time.

Certification

The default certification name and position entered on the **New Company Defaults** tab of the **Setup** menu will appear in this area. If no default name was entered, these fields will be blank. In either case you can change the information at this time.

More Info

Contains the company category, printing dates, and date filed by Magnetic Media if applicable.

T5 Summary

T5 Summary Information			
Information return for year ended December 31,	<input type="text" value="1999"/>	Filer identification number	<input type="text" value="VGF123445"/>
		Language of choice for correspondence.	<input checked="" type="checkbox"/> English <input type="checkbox"/> French
<input type="checkbox"/> If this is an amended T5 summary, check here.	<input type="checkbox"/> If this is an additional T5 summary, check here.	<input checked="" type="checkbox"/> If you have filed a T5 information return before, check here.	
T5 Slip Totals			
Total number of T5 slips.....	<input type="text" value="2"/>	Foreign income.....	<input type="text" value="2,650.00"/>
Actual amount of dividends.....	<input type="text" value="20,000.00"/>	Foreign tax paid.....	<input type="text" value="276.00"/>
Taxable amount of dividends.....	<input type="text" value="25,000.00"/>	Royalties from Canadian sources.....	<input type="text" value="1,340.00"/>
Federal dividend tax credit.....	<input type="text" value="3,333.34"/>	Capital gains dividends.....	<input type="text" value="298.00"/>
Interest: from Canadian sources.....	<input type="text" value="243.00"/>	Accrued income: Annuities.....	<input type="text" value="309.00"/>
Other income from Cdn sources.....	<input type="text" value="2,540.00"/>	Eligible for resource allowance ded'n.....	<input type="text" value="320.00"/>
		Unclaimed amounts-dividends and interest	<input type="text" value="0.00"/>
		Tax deducted from unclaimed amounts.....	<input type="text" value="0.00"/>
Person to contact about this return			
<input type="text" value="BILL SMITH"/>	<input type="text" value="(416)123-1231"/>	<input type="checkbox"/> Data entry complete	<input type="button" value="Recalculate"/>
Name	Telephone number		
Certification			
<input type="text"/>	<input type="text" value="CGA"/>	<input type="text"/>	<input type="button" value="More Info"/>
Authorized person	Position or office	Date Printed	<input type="button" value="OK"/>

T5 Summary Information

Fill in the year, filer ID number, language choice, and indicate whether it is an amended or additional Summary. Also indicate if you have filed a T5 Summary before.

T5 Slip Totals

You must enter the unclaimed dividends and interest, and the tax on this unclaimed amount.

Person to contact about this return

T4 TimeSaver will automatically use the data entered in **New Company Defaults** in the **Setup** menu when the company was first created. You can, however, change the information if required.

Certification

T4 TimeSaver will automatically use the data entered in **New Company Defaults** in the **Setup** menu when the company was first created. You can, however, change the information if required.

Recalculate

Recalculates the calculated values, returning overridden values to the calculated value.

More Info

Contains the company category, printing dates, and date filed by Magnetic Media if applicable.

RL-1 Summary

Contributions to QPP		Contribution to CNT	
Employee (Box 3)	Employer	Remuneration subject to contribution	
4,600.00	4,600.00	0.00	0.00
= 9,200.00 1		x 0.08% = 0.00 8	
Quebec income tax withheld			
FL-1 Tax	FL-2E	RL-2 Tax	
3,000.00	0.00	0.00	
= 3,000.00 2			
Contribution to health services fund (FSS)		Contribution to FNF	
Salaries		Total payroll	
44,250.00	44,250.00	0.00	0.00
Exempt -	Boxes A + Q	Eligible training expenditures	
0.00		-	0.00
Subject =	Adjustments	Note: Payroll less than \$250,000	
44,250.00	1,770.00	=	0.00 9
x 4%		BALANCE 13,970.00 10	
Other Information			
Identification No. []			
Date of statement []			
Previous name []			
No. RL-1 slips 2			
Transmitter number: []		Relevé data on magnetic media <input type="checkbox"/>	
Telephone []			
Date Printed []			
Compensation tax			
<input checked="" type="checkbox"/> Check here if exempt from compensation tax			
Earnings			
44,250.00	x 1%		0.00 4
Subtotal lines 1 through 4		13,370.00 5	
Total from Statement of Duties		0.00 6	
TOTAL		13,370.00 7	
<input type="checkbox"/> Data entry complete			
Recalculate		More Info	
Slips are unadjusted. Totals are the values entered by user.			
OK			

Québec income tax withheld

Enter the value of the total income tax withheld from all R16 slips, and all R2 slips.

Contributions to health services fund (FSS)

In the **Adjustments** box, enter the value required to obtain the correct total **Salaries** value. If the value contained in the box labelled **Boxes A + Q** is the same as the total salaries, leave the **Adjustments** box with the default value of 0.00.

In the **Exempt** box, enter any salaries and wages paid by a new corporation and exempted from the contribution. You will need to attach a completed copy of the chart found on page 2 of the *Summary of Source Deductions and Employer Contributions*.

Compensation Tax

Compensation tax applies only to listed financial institutions other than corporations. If the company is not exempt from the compensation tax, remove the check from the appropriate box.

Totals

After you have manually completed the Statement of duties (by month) section of the *Summary of Source Deductions and Employer Contributions*, enter the total value in the box labelled **Total from Statement of Duties**.

Contribution to CNT

Enter the remuneration subject to contribution to the financing of the *Commission des normes du travail (CNT)*, as calculated on form *LE-39.0.2-V*. in the box labelled **Remuneration subject to contribution**.

Contribution to FNF

Enter the value of the **eligible training expenditures** in the box so that the contribution to the *Fonds national de formation de la main-d'oeuvre* can be calculated.

Note that if the total payroll (sum of boxes A and Q) is less than two hundred fifty thousand dollars, no contribution to FNF is required.

Other Information

Enter the other requested information required for the RL-1 Summary form.

Date printed

If the Relevé 1 Summary was previously printed, the date printed on the summary will be recorded here. Otherwise this box will be blank.

Recalculate

Recalculates the calculated values, returning overridden values to the calculated value.

More Info

Contains the company category and the printing dates.

RL-3 Summary

RL-3 Slip Totals (Page 1)			
A Actual amount of dividends.....	20,000.00	I Capital gains dividends.....	238.00
B Taxable amount of dividends.....	25,000.00	J Accrued income: Annuities.....	308.00
C Dividend tax credit.....	2,277.50	Total Boxes A, D, E, H, I, and J.....	24,730.00
D Interest from Canadian sources.....	243.00	Amount for which Releve 3s not filed.....	0.00
E Other income from Cdr sources.....	2,540.00	Total investment income.....	24,730.00
F Gross foreign income.....	2,650.00	Total amount of income of unknown users.....	0.00
G Foreign income tax.....	276.00	Quebec income tax withholding (15%).....	0.00
H Royalties from Canadian sources.....	1,340.00		

Data entry complete

Amount for which Releve 3s not filed

You should manually total all amounts from RL-3 slips that were not submitted because the amount was less than \$50 and enter the total value in the box labelled **Amount for which Relevés 3s not filed**.

Total amount of income of unknown users

You will need to calculate this value yourself by totaling the combined income from all RL-3 slips that have "Unknown" for the recipient's name and address.

Page 2

Contains the rest of the information required for the RL-3 Summary.

RL-3 Summary Information

Enter the correct year for which the data applies.

The "Code" field refers to whether the Summary is an original (0), additional (1), or amended (2) Summary. Enter the appropriate code.

If you are submitting Relevé 3 data on magnetic media, check the box and enter the number of RL-3 slips which are being submitted in this manner.

Filer (payer or nominee)

Enter the filer ID number, filer branch number (if applicable), and the name and telephone number of a resource person. The name and address of the filer will be taken from the company information **Identification** tab.

Transmitter

Enter the ID number, transmitter number, name and address of the transmitter company, and the name and phone number of a resource person.

Certification

When you create a new company, the title and phone number for the certification section are copied from the **New Company Defaults** tab of the **Setup** menu. You may edit them on the RL-3 Summary form if required.

Recalculate

Recalculates the calculated values, returning overridden values to the calculated value.

More Info

Contains the company category and the printing dates.

NR4 Summary

NR4 Summary Information		Account number		<input type="checkbox"/> Filing as disbursing agent
Year ending Dec. 31, 1999	Estates/trusts fiscal year end 31-Dec-99	123456879		
NR4 Slip Totals				
Total number of NR4 slips - Box 88	2	Reported tax withheld - Box 22	14,867.00	
Reported gross income - Box 18	45,000.00	Unreported tax withheld - Box 28	0.00	
Unreported gross income - Box 26	0.00	Total tax withheld (22+28) - Box 32	14,867.00	
Total gross income (18+26) - Box 30	45,000.00	Minus: remittances - Box 82	0.00	
		Balance due/(Overpayment)	14,867.00	
Person to contact about this return				
<input type="text"/>		<input type="text"/>		<input type="checkbox"/> Data entry complete
Name		Telephone number		
Certification				
<input type="text"/>	<input type="text"/>	<input type="text"/>	Recalculate	
Position or office	Telephone number	Date Printed	More Info	
			OK	

Account Number

Enter the account number under which non-resident tax deductions are remitted. This number has to match the account number shown on the remittance part of Form NR76, Non-Resident Tax - Statement of Account.

Unreported Gross Income

Add the gross income reported on Forms NR601 and NR602.

Unreported Tax Withheld

Add the non-resident tax amounts reported on Form NR601.

Remittances

Enter the amount of money already remitted to Revenue Canada.

Person to contact about this return

The default contact name and phone number entered on the **New Company Defaults** tab of the **Setup** menu will appear in this area. If no default name and number were entered, these fields will be blank. In either case you can change the information at this time.

Certification

The default certification name and position entered on the **New Company Defaults** tab of the **Setup** menu will appear in this area. If no default name was entered, these fields will be blank. In either case you can change the information at this time.

Recalculate

Recalculates the calculated values, returning overridden values to the calculated value.

More Info

Contains the company category, printing dates, and date filed by Magnetic Media if applicable.

T4A-NR Summary

T4ANR Slip Totals	
Total T4ANR slips filed - Box 88	2
Gross income - Box 18	49,000.00
Travel expenses - Box 20	10,000.00
Total tax deductions - Box 22	8,700.00
Minus: remittances - Box 82	0.00
Balance due/(Overpayment)	8,700.00
Amount enclosed	0.00

Person to contact about this return	Certification
First name <input type="text"/>	<input type="text"/>
Surname <input type="text"/>	Name and surname (in capital letters)
Telephone <input type="text"/>	<input type="text"/> <input type="text"/>
	Position or office Date Printed

SINs of proprietors or principal owners	<input type="checkbox"/> Data entry complete
<input type="text"/> <input type="text"/>	

Recalculate	More Info	OK
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Remittances

Enter the amount of money already remitted to Revenue Canada.

Person to contact about this return

The default contact name and phone number entered on the **New Company Defaults** tab of the **Setup** menu will appear in this area. If no default name and number were entered, these fields will be blank. In either case you can change the information at this time.

Certification

The default certification name and position entered on the **New Company Defaults** tab of the **Setup** menu will appear in this area. If no default name was entered, these fields will be blank. In either case you can change the information at this time.

Recalculate

Recalculates the calculated values, returning overridden values to the calculated value.

More Info

Contains the company category, printing dates, and date filed by Magnetic Media if applicable.

T5013 Summary

The screenshot shows a software window titled "T5013 Summary" with a tabbed interface. The active tab is "A - Identification". Other tabs include "B - Certification", "C - Income/loss", "D - Selected data", "E - Misc.", "Additional", and "Partners".

Under the "Area A - Identification" heading, there are several input fields:

- Status (Amended, etc.)
- Business code (box 05)
- Fiscal period from: [] To: []
- Partnership's id number
- Tax shelter ic. number
- Tax shelter's principal business activity and code (box 06)
- Have you filed a partnership return before?
- If yes, for what year: [0]
- Address on last return, if different from present:
 - Address: []
 - City / Prov.: []
 - Postal code: [] County: []

At the bottom of the window, there are four buttons: Data entry complete, **Recalculate**, **More Info**, and **OK**. A vertical sidebar on the right side of the window contains the numbers 1, 2, and 3.

The T5013 Summary has multiple pages. Across the top of the screen there are seven tabs: one for each of the five "Areas" on the T5013 summary, one for "Additional Amounts for Allocation" and one for "Partners". Each tab has up to three pages of data entry screens. Most of the data entry fields appear exactly as they appear on the T5013 Summary. See the 1999 Guide for the Partnership Information Return for full details on the completion of the T5013 summary. Listed below are some of the extra fields.

Area A, Page 1

Status

Leave blank if this is an original form. Otherwise, enter one of "Amended", "Duplicate", or "Additional" to describe the status of the summary.

Business Code

Enter the four digit Business code from the T5013 slip box 05.

Tax Shelter's principal business activity and code

Enter a two digit code and the matching description from box 06 of the T5013 slip.

Area B

Person to contact about this return

The default contact name and phone number entered on the **New Company Defaults** tab of the **Setup** menu will appear in this area. If no default name and number were entered, these fields will be blank. In either case you can change the information at this time.

Certification

The default certification name and position entered on the **New Company Defaults** tab of the **Setup** menu will appear in this area. If no default name was entered, these fields will be blank. In either case you can change the information at this time.

Area C

The amounts shown in Area C, lines 181 to 291, are the total of the amounts allocated to the partners in boxes 18 to 29 on the T5013 slips. The sources of income and losses are broken down into various categories that may be subject to different income tax rules. Include income from both Canadian and foreign sources in Canadian currency.

The information entered in this area will be allocated among the partners and posted to boxes 18, 20, and 22-29 of the T5013 slips according to each partner's share of net income (or loss).

Gross Income or Loss

These amounts are the gross income or losses for accounting purposes from the financial statements.

Net Income or Loss

These amounts are the net income or losses adjusted for income tax purposes.

Area D

This section sums up the selected information from the partnership's financial statements for the period covered by the partnership information return.

Area E

Check each box to indicate a *Yes* response or leave blank for a *No* response. In many cases, further information will be requested if the response is *Yes*.

Additional Amounts for Allocation

The information entered in this area will be allocated among the partners and posted to boxes 19, 21, and 30-45 of the T5013 slips according to each partner's share of net income (or loss).

Partners

Shows the name, Identification number, units or interest owned, and the percentage share of each partner in the partnership.

Chapter 9 - Producing Reports

See Appendix G for a table outlining the filing requirements for the slips and Summaries available with T4 TimeSaver.

Printing Slips

Select the desired type of slip from the **Reports** menu. Then select **Slips** from this list of available reports. A dialog box will open, which will allow you to select which slips you wish to print, the type of paper and the printer you wish to print them on, and the number of copies you wish to print. The individual slips can then be distributed to the employees or recipients and Revenue Canada.

Note that the unadjusted values will print on each of the T4 and Relevé 1 slips unless all of the slips have been adjusted. You will be warned if some of the slips are adjusted and others are not.

Companies

Select one of the three options listed:

All (to print the slips for all companies in the current database),

Current (to print the slips for only the current company), or

Selected (to print the slips for the companies you select).

If you choose **Selected**, click on the **Select** button to get a list of the companies contained in the current database. Choose the companies you wish to print slips for using the **Select**, **Unselect**, **Select All**, and **Unselect All** buttons. When all the required companies have been added to the selected list, click on **Close**.

Slips

Select one of the four options listed:

All (to print all the slips for the selected companies),

Amended only (to print only the amended slips for the selected companies),

Originals only (to print only the slips that have not been amended for the selected companies), or

Selected (to print only the selected slips for the current company).

If you choose **Selected**, click on the **Select** button to get a list of the employees for the current company. Choose which employees you wish to print slips for using the select, unselect, select all, and unselect all buttons. When all the required employees have been added to the selected list, click on close.

Type of Forms

Select one of the listed options:

Plain paper laser facsimiles (to print a facsimile copy of the slip on a laser printer)

Pre-printed laser forms (to print onto preprinted laser forms), or
Continuous dot matrix forms (to print onto continuous feed multi-part forms on a dot-matrix printer).

Copy & Printer Selection

Choose which copies of the slips you wish to print by checking one or more of the boxes. The options will change, depending on the **Type of Form** you have selected. See the Filing Requirements in Appendix G for details regarding the printing and distribution of the various copies of the slips.

Each copy selection has a separate printer selection. Accept the printer named in the combo box or select another valid printer from the list.

Options

Whenever a facsimile or pre-printed laser form is being printed, the option to **Pause between copies for paper change** will be available. If this option is checked, the program will prompt you to change from the paper for copy 2/3 to copy 1 and then to copy 4 when appropriate.

Whenever a pre-printed laser form is used, you will have the option to **Print a test page**. If the printing does not align correctly, click on the **Adjust Margins** button, and enter values that will offset the printing and move it to the correct place.

You may elect to **print inactive (nil) forms**. These are slips that have all dollar values set to zero. This slips will not print unless this option is checked.

For some forms you will have the option to print **French instructions on copy 2/3**. You may select this option for French speaking employees.

In some cases T4 TimeSaver may try to switch to a paper size that your printer driver cannot accommodate. Checking the **use default paper size** option will cause the program to use the paper size selected in Windows.

Some printer drivers allow printing closer to the bottom of the paper than others. In some cases, the preprinted forms cannot be completed, because the particular printer driver cannot print as close to the bottom of the form as is necessary. If this is the case T4 TimeSaver will warn you that there is a problem and offer some possible solutions. One of the solutions may be to check the **force printing to bottom** option. When this option is selected, T4 TimeSaver will attempt to change the paper size to a larger size to force the printer to print lower on the page.

Some of the pre-printed forms from Revenue Canada contain fields that are composed of frames; one for each character in the field. It is not necessary to follow these frames when typing or printing using a printer since the frames are ignored by the scanning devices used to read the data. However, if you would like to have the

data stretched to fit one character into each frame you can select the **fit numbers/text in frames** option.

Sort Returns by

If you select "Sort returns by Company", T4 TimeSaver will print copies 2/3, copy 1 and then copy 4 for the first company, and then repeat for each remaining company. If you select "Sort returns by Copy Number", all of the copy 2/3s will print, followed by all of the copy 1s and finally all of the copy 4s.

Order of Slips

Choose whether you wish the slips to print in the same order as they were entered or alphabetically by employee name.

***Note** that the T5014, T5015, and T5017 partnership forms will print using the same Adobe Acrobat Reader software as the additional forms. You will be able to print the form for the current company only. See Chapter 11 for more details concerning printing additional forms.*

Printing Summary Reports

To print the Summary Form to be sent with the slips to Revenue Canada, select the appropriate type of summary from the list in the **Reports** menu, and then choose **Summaries** from the list of available reports. A dialog box will open which will allow you to select which Summary forms you wish to print, the type of paper to print them on, the printer you wish to print them on, and the number of copies you wish to print.

Note that the summary will reflect the unadjusted values from each slip unless all of the slips have been adjusted. You will be warned if some of the slips are adjusted while others are not.

Companies

Select one of the three options listed:

- **All** (to print the Summary reports for all companies in the current database),
- **Current** (to print the Summary report for only the current company), or
- **Selected** (to print the Summary reports for the companies you select).

If you choose **Selected**, click on the **Select** button to get a list of the companies contained in the current database. Choose the companies you wish to print a Summary Report for using the **Select**, **Unselect**, **Select All**, and **Unselect All** buttons. When all the required companies have been added to the selected list, click on **Close**.

Slips

Select one of the options listed:

- **All** (to include all the slips in the Summary report for the selected companies),
- **Amended only** (to include only the amended slips in the Summary report for the selected companies), or
- **Originals only** (to include only the non-amended slips in the Summary report for the selected companies).

Type of Forms

Select one of the options listed:

- **Plain paper** (to print a facsimile copy of the form on a laser printer),
- **Pre-printed laser forms** (to print onto preprinted laser forms), or
- **Continuous forms** (to print onto continuous feed forms on a dot matrix printer).

Copy & Printer Selection

Select one or more of the options listed. The options will change, depending on the **Type of Form** you have selected. See the Filing Requirements in Appendix G for details regarding the printing and distribution of the various copies of the Summaries.

Each copy selection has a separate printer selection. Accept the printer named in the combo box or select another valid printer from the list.

Options

Whenever a laser form is being printed, the option to **pause between copies for paper change** will be available. If this option is checked, the program will prompt you to change paper between copies 1 and 2 and between copies 2 and 3.

Whenever a pre-printed laser form is used, you will have the option to **print a test page**. If the printing does not align correctly, click on the **Adjust Margins** button, and enter values that will offset the printing and move it to the correct place.

You may elect to **print inactive (nil) forms**. These are slips that have all dollar values set to zero. This slips will not print unless this option is checked.

If you have been sent pre-printed summaries from Revenue Canada, they may already contain the company name, address, and business number as well as the code for the applicable tax centre. In this case you would select the **name/address preprinted** option to suppress duplicate printing of this information.

In some cases T4 TimeSaver may try to switch to a paper size that your printer driver cannot accommodate. Checking the **use default paper size** option will cause the program to use the paper size selected in Windows.

Some printer drivers allow printing closer to the bottom of the paper than others. In some cases, the preprinted forms cannot be completed, because the particular

printer driver cannot print as close to the bottom of the form as is necessary. If this is the case T4 TimeSaver will warn you that there is a problem and offer some possible solutions. One of the solutions may be to check the **force printing to bottom** option. When this option is selected, T4 TimeSaver will attempt to change the paper size to a larger size to force the printer to print lower on the page.

Some of the pre-printed forms from Revenue Canada contain fields that are composed of frames; one for each character in the field. It is not necessary to follow these frames when typing or printing using a printer since the frames are ignored by the scanning devices used to read the data. However, if you would like to have the data stretched to fit one character into each frame you can select the **fit numbers/text in frames** option.

Sort Returns by

If you select "Sort returns by Company", T4 TimeSaver will print all of the summaries for the first company and then repeat for each remaining company. If you select "Sort returns by Copy Number", the copy 1s for all the companies will print first, followed by all of the copy 2s, etc.

You may also choose to print the current date, or change to another date if appropriate.

***Note** that the T5013 summary will print using the same Adobe Acrobat Reader software as the additional forms. You will be able to print the form for the current company only. See Chapter 11 for more details concerning printing additional forms.*

Printing Adjustment Reports

A report showing all the adjustments made for each employee can be produced for the T4 and RL-1 slips. To generate this report, select **T4** or **RL-1** from the **Reports** menu. Then choose **Adjustments** from this list of available reports. A dialog box will open which will allow you to select the companies for which you wish to print T4 Adjustment Reports and the desired printer.

Companies

Select one of the three options listed:

- **All** (to print the Adjustment report for all companies in the current database),
- **Current** (to print the Adjustment report for only the current company), or
- **Selected** (to print the Adjustment report for the companies you select).

If you choose **Selected**, click on the **Select** button to get a list of the companies contained in the current database. Choose the companies you wish to print the Adjustment Reports for using the **Select**, **Unselect**, **Select All**, and **Unselect All**

buttons. When all the required companies have been added to the selected list, click on **Close**.

Or click on **Filter** to select the companies to include by data entry status, printing status, magnetic media processing status, or company category. See the section entitled Using Filters at the end of this chapter.

Order of Slips

Select one of the options listed:

- **Order by employee name** (lists employees alphabetically by surname), or
- **Order in data entry sequence** (lists employees in the order they were entered).

Copies of Report

Type in the number of copies you require.

Output Report to

Select one of the options listed:

- **Display** (shows the report on your computer monitor), or
- **Printer** (prints the report on paper).

Options

Select one of the options listed:

- **Detailed report** which shows the entered and adjusted values for each employee's CPP/QPP, EI, and tax deduction, as well as a Summary for the company, or
- **Summary report** which lists the total adjustments for each company.

Printer Setup

This command button accesses the Print Setup dialog box, where you can select the default printer for printing Adjustment Reports and the source (paper tray, manual, etc.) of the paper.

Printing Edit List Reports

A complete edit listing of all the slips can be produced for T4s, T4As, T5s, RL-1s, and RL-3s. To generate this report, choose the type of slip from the **Reports** menu, and then select **Edit List** from the list of available reports. A dialog box will open which will allow you to select the companies to print an Edit List Report for and the printer to print the reports on.

Companies

Select one of the three options listed:

- **All** (to print the Edit List report for all companies in the current database),
- **Current** (to print the Edit List report for only the current company), or

- **Selected** (to print the Edit List report for the companies you select).

If you choose **Selected**, click on the **Select** button to get a list of the companies contained in the current database. Choose the companies you wish to print the Edit List Reports for using the **Select**, **Unselect**, **Select All**, and **Unselect All** buttons. When all the required companies have been added to the selected list, click on **Close**.

Or click on **Filter** to select the companies to include by data entry status, printing status, magnetic media processing status, or company category. See the section entitled Using Filters at the end of this chapter.

Fields to print

Select one of the two options listed:

- **All** (to include all the fields available on the slip), or
- **Selected** (to print only those fields which you select).

If you choose **Selected**, click on the **Select** button to get a list of the fields available for the current slip. Choose the fields you wish to print on the Edit List Reports by using the select, unselect, select all, and unselect all buttons. When all the required fields have been added to the selected list, click on close.

Order of Slips

Select one of the options listed:

- **Order by employee name** (lists employees alphabetically by surname), or
- **Order in data entry sequence** (lists employees in the order they were entered).

Copies of Report

Type in the number of copies you require.

Output Report to

Select one of the options listed:

- **Display** (shows the report on your computer monitor), or
- **Printer** (prints the report on paper).

Options

Check one or both of the options listed if appropriate:

- **Include addresses**, or
- **Include inactive slips**. (An inactive slip is one which has all dollar amounts set to zero.)
- **Use legal paper (8½ x 14)**
- **Landscape orientation**

Printer Setup

This command button accesses the Print Setup dialog box where you can select the default printer for printing Edit List Reports and the source (paper tray, manual, etc.) of the paper.

Note: An asterisk beside a S.I.N. indicates that the S.I.N. value is invalid. (See S.I.N. validation on page 6-2).

Printing the Company Summary Report

A Company Summary Report is a listing of the companies in the current database with the number of active and inactive slips of each type. Select **Company Summary Report** from the **Reports** menu to generate this report. A dialog box will open which will allow you to select which companies to include, the number of copies to be printed, the printer to use, and whether to print the report or display it on the computer screen.

Companies

Select one of the three options listed:

- **All** (to print the Summary reports for all companies in the current database),
- **Current** (to print the Summary report for only the current company), or
- **Selected** (to print the Summary reports for the companies you select).

If you choose **Selected**, click on the **Select** button to get a list of the companies contained in the current database. Choose the companies you wish to print a Summary Report for using the **Select**, **Unselect**, **Select All**, and **Unselect All** buttons. When all the required companies have been added to the selected list, click on **Close**.

Or click on **Filter** to select the companies to include by data entry status, printing status, or company category. See the section entitled Using Filters at the end of this chapter.

Copies of Report

Type in the number of copies you require.

Output Report to

Select one of the options listed:

- **Display** (shows the report on your computer monitor), or
- **Printer** (prints the report on paper).

Options

Decide whether or not you want to include the address information.

Printer Setup

This command button accesses the Print Setup dialog box where you can select the default printer for printing Company Summary Reports and the source (paper tray, manual, etc.) of the paper.

Using Filters

The **Filter** button allows you to select which companies to include in a report based on data entry status, printing status, magnetic media status, or company category. The report generated will contain information for the companies that meet the criteria you select, all other companies will be filtered out. When you click on the **Filter** button, the **Select Companies by Filter** window appears.

Select Companies by Filter

Report subtitle: _____

Data Entry Status

- Select on data entry status
- Data entry complete
- Data entry not complete

Printing Status

- Select on printing status
- Slips and summaries printed
- Slips and/or summaries not printed

Magnetic Media Status

- Select on magnetic media status
- Magnetic media processed
- Magnetic media not processed
- Date processed: 09-Dec-99

Company Category

- Select on company category
- Category: _____

Filter applies to

If you are setting a filter based on data entry status, printing status or magnetic media status, select the type of return to filter on. (Only one may be selected.)

- T4
- T4A
- T5
- NR4
- T4ANR

Set Filter **Cancel**

Data Entry Status

Check this box if you want to filter by whether or not the data entry is complete. Select one of the options listed.

Printing Status

Check this box if you need to filter by whether or not the slips and summaries have been printed. Select one of the options listed.

Magnetic Media Status

Check this box if you want to filter by whether or not the slips for the company have been filed by magnetic media. You can also filter out the companies by the date that

their magnetic media was processed. This option only appears when reports are being entered for returns for which magnetic media filing is supported.

Company Category

Check this box if you wish to select one company category to report on. Then type in the company category name.

Filter Applies To

This option only appears when printing the Company Summary Report. You need to indicate which type of return the data entry status and printing status refers to.

Once you have made your selections, click on the **Set Filter** button. You will be told the number of companies that meet the criteria you have outlined. Confirm the selection and the company names will appear in the companies box.

Chapter 10 - Filing by Magnetic Media

NOTE: This feature is only available on the T4 TimeSaver Plus.

General information

Filing on magnetic media is to your advantage because it reduces your printing costs as well as the time spent handling paper. The program generates all the components required for a complete magnetic media submission:

- floppy disk(s) containing the T4, T4A, T5, T4A-NR, or NR4 information and transmitter identification,
- two copies of the Magnetic Media Transmittal form (T619)

A magnetic media submission may only contain one set of diskettes containing T4s, T4As, T5s, T4A-NRs, or NR4s. If you have downloaded data to diskette more than once, i.e. You have more than one batch of diskettes to submit, each batch must be submitted with its associated paper-work in a separate envelope. Multiple envelopes may be taped together for simplified mailing.

You may process multiple returns (a combination of several companies) at the same time to create a diskette submission. Approximately 2000 slips and summary records will fit on a 1.44Mb floppy diskette. When a diskette is filled, T4 TimeSaver will inform you to insert another diskette. The entire set would count as one submission.

Filing Procedures

The following instructions are provided here for convenient reference. For complete details, obtain the Revenue Canada publications T4028 (for T4s, T4As, and T4A-NRs), and T4031(E) (for T5s and NR4s), both entitled *Computer Specifications for Data Filed on Magnetic Media*.

1. You may file only original returns on Magnetic Media. Prepare corrections in accordance with the instructions below. Amended T4s, T4As, T4A-NRs, NR4s, and T5s with a report code of 1 will automatically be skipped by the system.
2. If you are submitting T4, T4A, T5, T4A-NR, or NR4 returns partially on diskette and partially on paper forms you must complete a separate summary for the portion on paper. Both the magnetic media and paper portions of the return should be submitted to the Magnetic Media Processing Unit.
3. As noted earlier, filing T4, T4A, T5, T4A-NR, and NR4 slips on diskettes eliminates the need to file paper copies of the summaries and slips with Revenue Canada. Do not send Revenue Canada paper copies of any summaries and slips that have been filed on diskette.

4. Submit separate diskettes for T4, T4A, T5, T4A-NR, and NR4 submissions.

Shipping Instructions for Filed on Diskette

A complete magnetic media submission, including the diskette(s) and two copies of the Magnetic Media Transmittal form, should be labelled 'MAGNETIC MEDIA FILER' in clear, bold print and sent by courier or mail to the Magnetic Media Processing Unit. You may include a number of submissions in a single shipment, as long as each submission is in a separate envelope. If you include more than one diskette in a submission, each must be labelled and numbered in sequence (i.e. 1 of 3, 2 of 3, and 3 of 3).

Making Corrections to Data Filed on Magnetic Media

If it becomes necessary to make changes to the slips submitted on diskette please consult the following instructions:

If the submission has not yet been sent to Revenue Canada you may choose to simply correct the returns and recreate the diskette(s). If you do not wish to recreate the diskette(s) you may prepare amended slips and summaries and include them with the diskette submission.

If the corrections are being made to a submission that has already been sent to the Magnetic Media Processing Unit, you have no alternative but to print amended paper slips and summaries and send them to the taxation office that services your district. Do NOT send them to the Magnetic Media Processing Unit. You are also required to fill out a change form to be included with your corrections. Please contact the Magnetic Media Processing Unit for further information.

Further Information

If you have further questions regarding the specifics of your magnetic media submission, please contact the Magnetic Media Processing Unit at the following:

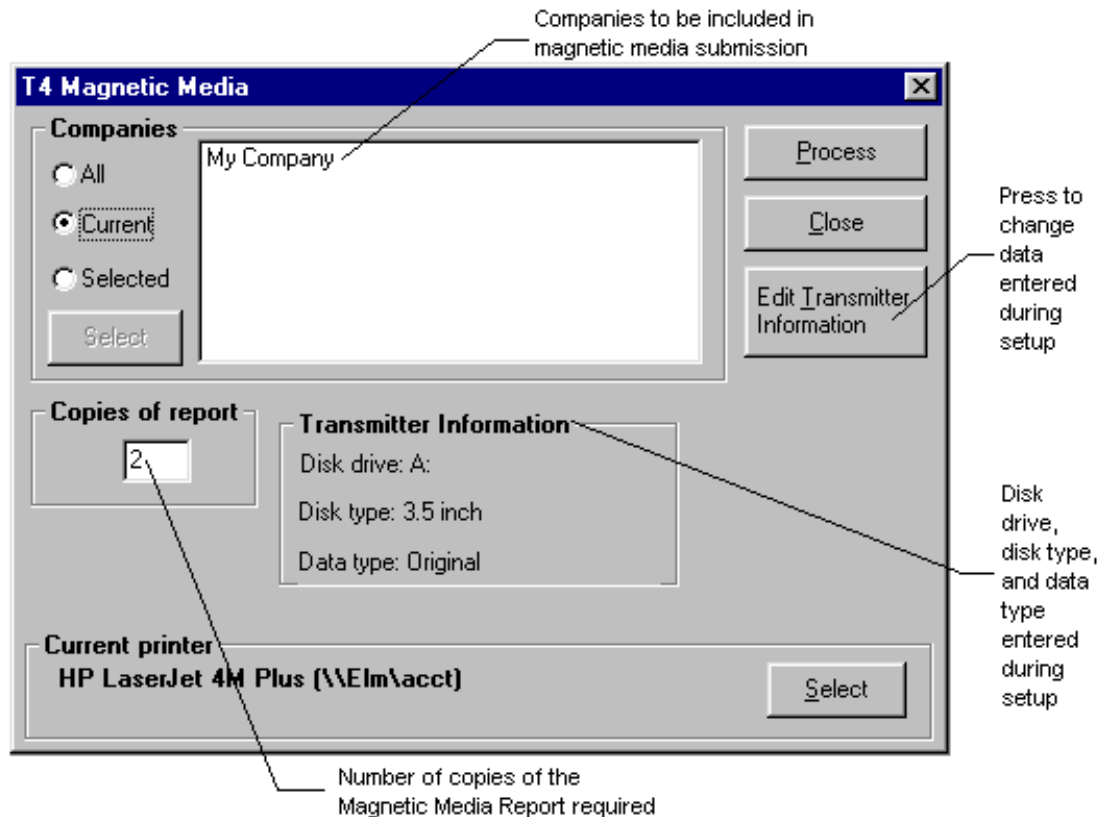
Magnetic Media Processing Unit
Revenue Canada, Taxation
Ottawa Taxation Centre
875 Heron Road
Ottawa, Ontario
K1A 1A2
1-800-665-5164

Setting up the Magnetic Media Transmitter Record Defaults

During setup you should complete the **Magnetic Media** tab of the **Setup** menu if you plan to submit returns on magnetic media. Much of the information required by T4 TimeSaver for magnetic media processing is contained there.

To access the magnetic media processing, choose the type of slip required from the **Reports** menu and then select **Magnetic Media** from the list of available reports displayed. Note that magnetic media filing is only available for T4, T4A, T5, T4A-NR, and NR4 returns.

The magnetic media dialog box will open and give you a number of options:



Companies

Select one of the three options listed:

- **All** (to create magnetic media output for all companies in the current database),
- **Current** (to create magnetic media output for only the current company), or
- **Selected** (to create magnetic media output for the companies you select).

If you choose **Selected**, click on the **Select** button to get a list of the companies contained in the current database. Choose the companies you wish to create magnetic media output for using the select, unselect, select all, and unselect all buttons. When all the required companies have been added to the selected list, click on close.

Or click on **Filter** to select the companies to include by data entry status, printing status, magnetic media processing status, or company category. See the section entitled Using Filters at the end of Chapter 9.

Output data to

Select one of the options listed:

- **Drive A:** or
- **Drive B:**

Be sure to place a blank formatted diskette in the corresponding drive. You will be prompted at the appropriate time.

Copies of Report

Type in the number of copies of the T619 form (required for magnetic media processing) that you desire. Two copies of this form need to be sent to Revenue Canada along with your diskettes .

Current printer

This area displays the current printer. The **Select** command button accesses the Print Setup dialog box where you can select the default printer for printing Magnetic Media Reports and the source (paper tray, manual, etc.) of the paper.

Process

Pressing this command button will begin the processing of the magnetic media. You will be prompted to insert formatted diskettes when needed, and given a filename to put on the diskette label. The magnetic media transmittal reports will print automatically once the processing is complete.

Edit Transmitter Information

Pressing this command button will allow you access to the information stored on the **Magnetic Media** tab of the **Setup** menu. You can add missing information or edit existing data. Clicking on the **OK** button will return you to the magnetic media dialog box.

Chapter 11 - Additional Forms

In addition to the returns with integrated slips and summaries (T4, T4A, T5, RL-1, RL-3, T4A-NR, and NR4) T4 TimeSaver Plus has over 50 other “standalone” forms. These forms are accessed via the **Forms** menu on T4 TimeSaver Plus and require Windows 95 or better. You will also need to have Adobe Acrobat Reader to print the forms. Adobe Acrobat Reader is available on the T4 TimeSaver installation CD (but not on the installation diskettes). It is also available free of charge for download from Adobe’s web site. See **Internet sites** in the **Help** menu.

There can be only one copy of each form for each company at any given time, whether it is blank or has had data entered on it. If you require more than one of the same form for a company, you will need to enter the data on the first form, print it, then clear the data from the form. This process can be repeated for as many different copies of the form as you require.

Entering Data on an Additional Form

Select the form from one of the submenus of the **Forms** menu. A data entry window will open containing the form. The cursor will be in the first blank box on the form. Type in the pertinent data, moving from box to box by hitting the tab key. You do not have to enter spaces to line data up with the form, the text you enter will automatically be formatted to suit the data and box type. (Eg. Currency values will be right justified in the box, with the decimal points lining up). Do not be concerned if the characters do not line up exactly on the screen. The formatting has been designed to space the text properly on the printed page.

Saving an Additional Form

For each company in your database, you can save one completed copy of each of the additional forms. Click on the **Save current form** icon. The data you have entered will be saved with the form. The form can be completed, edited, or printed at a later date. Pressing [Ctrl] + [S] performs the same function.

Editing Data on an Additional Form

Open the form by selecting it from one of the submenus of the **Forms** menu. The form will appear within the data entry window. Move to the box you wish to edit by tabbing from box to box or by clicking the box with the mouse pointer. Make the necessary alterations and then either save or print the form.

Deleting Data from an Additional Form

Clicking on the **Delete current form** icon will delete all of the data that has been entered onto an additional form. You will then have a blank form which can be used again. Note that this deletes the data from the form even if it has been saved. You should always print any forms that you have already entered before clearing the data.

Printing an Additional Form

Once the form has been completed it can be printed. Open the form by selecting it from one of the submenus of the **Forms** menu. Click on the Print current form to send the form to the printer. Pressing [Ctrl] + [P] performs the same function. T4 TimeSaver will require Adobe Acrobat Reader to perform this function. If it is unable to locate the Acrobat Reader you should install (or re-install) it from your T4 TimeSaver CD or Adobe's web site.

Closing an Additional Form

Click on **Close current form** icon to close the data entry window containing an additional form. If the form has not been saved since the last change, you will be asked whether you wish to save it. You can also close the form by pressing the escape key.

Chapter 12 - Tools

Transfer Companies

Use this function to transfer one or more companies from the current database to another database. Set the destination database by selecting an existing database or creating a new one. Indicate which company(ies) you wish to transfer using the **Select**, **Unselect**, **Select All**, and **Unselect All** buttons. If the **Remove Company from Source Database** option is not checked, the company information will remain in both the current database and the destination database, otherwise it will be available only in the destination database.

Database Repair

The database repair routine in T4 TimeSaver may be used to recover from certain types of file corruption caused by power failures, software problems, many hardware problems, and most common types of operator errors. However, certain situations such as physical damage to the data storage media (hard drive or disks), or inadvertent erasure of files cannot be rectified by database repair routine.

Warning:

IN NO CASE SHOULD YOU RELY SOLELY ON THE DATABASE REPAIR ROUTINE IN THIS SYSTEM TO PROTECT YOUR FILES FROM ACCIDENTAL ERASURE OR ANY OTHER LOSS OR CORRUPTION. YOU ARE RESPONSIBLE FOR ENSURING THAT ADEQUATE BACKUP COPIES OF ALL YOUR FILES (BOTH DATA AND PROGRAMS) ARE MADE ON A REGULAR, SYSTEMATIC BASIS.

When to run Database Repair

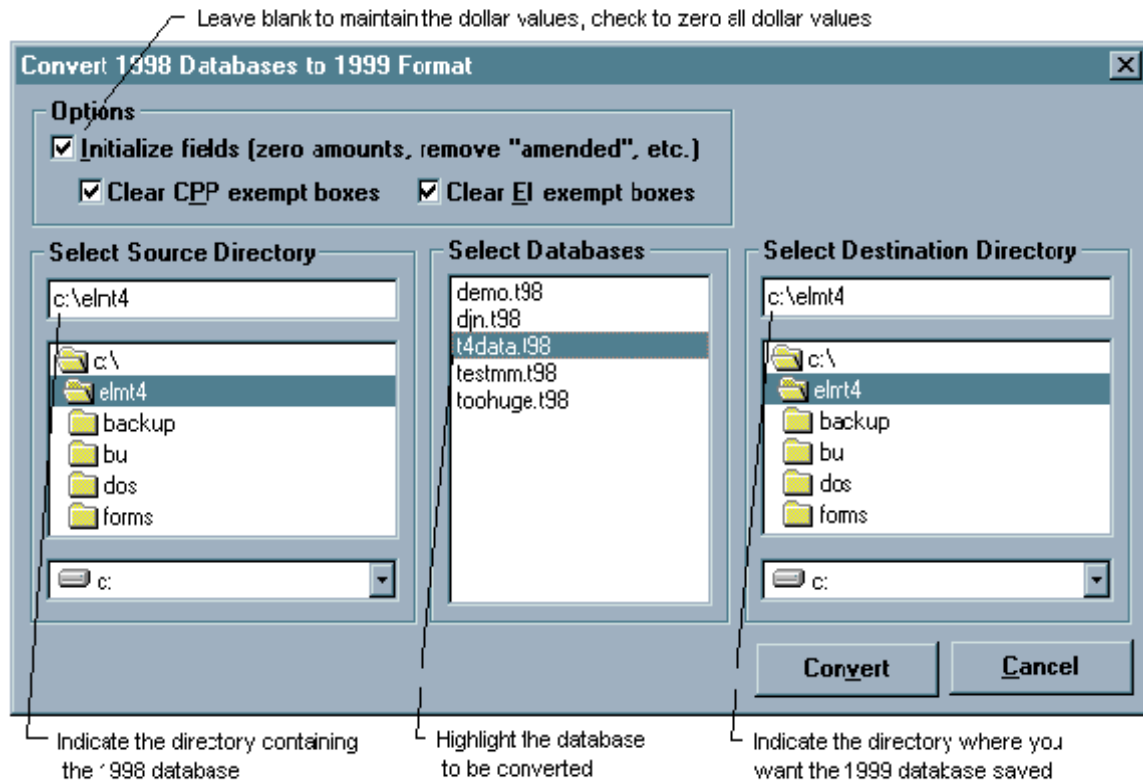
The system constantly checks the validity of its files, and if it detects any corruption it will report it. This could occur if you had turned off the computer (or re-booted) without exiting T4 TimeSaver or had a power failure. If you run out of disk space you may also experience some problems with the data. In this case, you should free up some disk space before proceeding with the database repair routine.

If you get an error message about a corrupted database, you should run the **Database Repair** option in the **Tools** menu to attempt to correct the damage. Before using this tool it is advisable to make a backup copy of your database. You can copy the database to a floppy diskette, or to another hard drive.

Select the **Database Repair** option from the **Tools** menu. Choose the current database or selected database and click Start. If you have chosen selected database, highlight the correct database directory and name from the list of available databases. The process will begin as soon as you click on **OK**. You will be informed when the repair is complete. Any data that cannot be fixed will be discarded. You can then open the database again, and continue as usual.

Convert last year's database

This function converts a ".t98" database into a ".t99" database of the same name. Use this function to maintain the company and employee data.



Initialize fields

You can choose to set all dollar values to zero and to remove any "amended" markers by checking this box. Otherwise, all dollar values will be maintained and amended slips will still be labelled amended. Check in the appropriate box(es) if you want to clear the CPP and/or the EI exempt fields.

Select Source Directory

Choose the drive and directory that contains the 1998 databases you wish to convert. The T4 TimeSaver will automatically find and list all the files having a ".t98" extension. The ".t98" databases will not be deleted.

Select T4 TimeSaver file(s) to be converted

Highlight the file(s) you wish to convert. T4 TimeSaver will create a new file with the same name but a ".t99" extension in the same directory as the original 1998 database. Only the highlighted files will be converted when the **Convert** button is clicked.

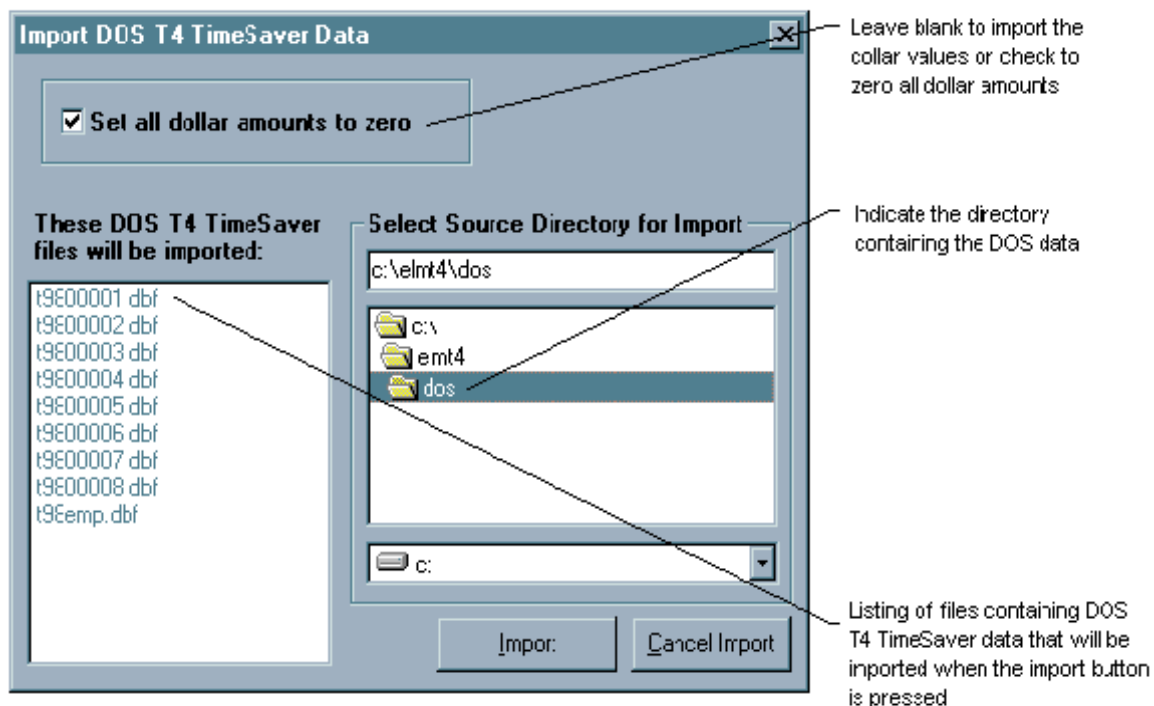
Select Destination Directory

Choose the drive and directory in which you wish to store the 1999 database. The directory can be the one containing the 1998 database or you can create a new one each year.

Importing from a DOS version of T4 TimeSaver

The ability to import data from a DOS version of T4 TimeSaver is useful if the company and employee information are similar to a previous year when you used a DOS version of T4 TimeSaver.

To perform this function, select **Import from DOS T4 TimeSaver** from the **Tools** menu. You will need to select the directory and path for the DOS data. Descriptions of these options are given below. Once the applicable options have been selected, click on the **Import** button to begin the import.



Once the requested data has been imported, the current database will be closed to save all of the data. The DOS data will not be deleted.

Set all dollar amounts to zero

Check this box if you only need to import the names and address information and will be re-entering all dollar values. Leave the box unchecked if you have already entered this year's dollar values and wish them to be imported.

Select Source Directory for Import

Choose the drive and directory that contains the DOS files you wish to import. The program will automatically find all DOS T4 TimeSaver type files located in the selected directory and list them.

DOS T4 TimeSaver Files:

Lists the files that were found by the program in the directory you selected. They will all be imported when the **Import** button is clicked.

Duplicate Information

If, while importing company information, the T4 TimeSaver locates a company with the same name as a company that already exists in your database, a warning message will appear and offer you the following options:

Merge with existing company data. Use this option if the company you are trying to import is the same as the existing company with the same name, but the data in the DOS file is more up to date. The dollar amounts and address information will be updated to the new values for existing employees and any new employees will be added.

Skip this company. Use this option if the company you are trying to import is the same as the existing company with the same name, and you do not need to re-import the data.

Import the company, changing the name to _____. Use this option if the company you are trying to import is not the same as the existing company with the same name, and you want to give it a new, unique name, before importing it. If you choose this option you will also have to enter the new name. T4 TimeSaver will check to make sure that the new name is not a duplicate name and will then import the data.

Cancel import. Use this option if you want to stop the import. Any data already imported will be saved.

Cancelling the Import Function

The **Import DOS T4 TimeSaver Data** dialog box contains a **Cancel Import** button which can be pressed at any time. Also, if the T4 TimeSaver program locates duplicate information, you will again have the option to use the **Cancel Import** button. Any data already imported will be saved.

Import from Text

Note: Appendix I contains important information regarding Importing from text files.

If you have information in a payroll package or another tax slip preparation software product, and you would like to import this information into T4 TimeSaver, you can do so if the software allows you to export to a spreadsheet or text file. You can import company, T4, T4A, T5, RL-1, RL-3, T4A-NR, NR4, and T5013 slip information.

Creating an import file

The files that T4 TimeSaver imports are tab-delimited text files. (The format of the text file is quite similar to the format used by QuickBooks for its export and import files.) The file is structured with keywords in capital letters that serve as row and column headings. The keywords that appear at the beginning of each row identify

the type of information in that row. For example, the keyword T4 indicates that the row contains data about a T4 slip.

Generally, rows that begin with the same keyword are grouped together. For example, all of the T4 entries appear as a single block of rows in the file. Each block, in turn, has its own column headings that appear in capital letters in the cells of the first row in the block. The column headings identify the type of information that each column in the block contains.

There is one important exception to the rule that rows are grouped by keyword. If your import file includes both company and slip information, the slip information must follow immediately after the company to which it applies. For example, if your import file includes two companies with their associated T4 data, the blocks of information would be in sequence as follows:

```
Company 1
T4's for Company 1
Company 2
T4's for Company 2
```

You may optionally choose not to import company information, but to add the company information using T4 TimeSaver. The Import function will prompt you for the company to import slip information into. If you select the company this way, the import file may only contain slips for that company.

The best way to create or view an import file is to use a spreadsheet program -- that way, you will see the data laid out into rows and columns. If you do not have a spreadsheet program, you can also create an import file in a word processor.

Instructions

1. Open the spreadsheet that contains the data.
2. Move the contents of all the cells in your spreadsheet one column to the right so that the first column is blank.
3. Move the contents of all the cells down by one row so that the first row is blank.
4. Check the structure of the spreadsheet. If it contains more than one type of information, for example, company information and T4 information, make sure that each type of information has its own block in the spreadsheet. The blocks should follow each other vertically. Insert a blank row of cells to separate the blocks.
5. In the first cell in the blank row above each block of information, enter one of the keywords shown in this table. Be sure to include the exclamation point (!).

Enter this text . . .	If the block contains...
!COMPANY	Company information
!T4	T4 and/or RL-1 slip information

!T4A	T4A slip information
!T5	T5 and/or RL-3 slip information
!NR4	NR4 information
!T4ANR	T4A-NR information
!T5013	T5013 (Partnership) information

For example, if the spreadsheet contains a company followed by its T4 slips, the structure of the spreadsheet would be as follows:

```
!COMPANY
[Company information]
!T4
[List of employee's names, addresses, gross pay, etc.]
```

6. Fill in the remaining cells of the first column with the keyword you entered in the first row for each information block. This time, omit the exclamation point.

In our example, the first column would look like this:

```
!COMPANY
COMPANY
!T4
T4
T4
T4
[etc.]
```

7. Complete the first row for each block of information by adding the headings that T4 TimeSaver expects to find for that type of information. See Appendix I for details about headings for company and slip information.

For example, the first row for a list of T4 slips might look like this:

```
!T4 NAME ADDRESS1 ADDRESS2 CITY PROV POSTAL SIN GROSS TAX (etc.)
```

8. Make sure that the content of the columns in each block matches the headings you just added. For example, if the city and province are in one column, you need to move the province to the PROV column and the city to the CITY column.

9. Save the spreadsheet as a text file. (The columns must be separated by tabs.) Add a .TXT extension to the filename. The .TXT extension is not required; however, if you use the extension, T4 TimeSaver locates the file more quickly.

10. Start T4 TimeSaver. From the Tools menu, choose Import from Text File and enter the name and path of the file you just created. Click OK.

What happens

T4 TimeSaver adds the data to the database you currently have open and updates summaries as needed. For example, if you have imported a list of T4 slips, T4 TimeSaver updates the T4 summary with the totals of the slips.

Calculator

Select Calculator from the **Tools** menu to open a window containing a calculator which can be used for simple mathematical calculations.

Edit Settings

T4 TimeSaver uses .ini files to store data. It may be necessary to edit these files directly. Usually this would be done under the supervision of a T4 TimeSaver Technical support specialist.

Chapter 13 - Appendices

Appendix A - Data Backup

Routine backup procedures are essential to protect against data loss or corruption in any computerized system. The best time to make a backup copy is just before you turn the computer off at night. Do not backup your data onto *existing backup disks!* If you should have a power failure while doing the backup, you would lose your previous backup as well.

Backup for Floppy Disk Users

Use File Manager or Explorer to make a copy of your data disk(s). Access Window Help or your User Manual for further information. You should also have a backup copy of your T4 TimeSaver installation disks.

Backup for Hard Disk Users

Copy the database to a floppy disk or separate hard drive using the DOS copy command or Windows File Manager or Explorer . The current database name appears in the very top bar of the T4 TimeSaver window. The database will be in the same directory as the program unless you specified otherwise when you created the database. Be sure to close the database before attempting to back it up.

Restoring Data Files

Copy the stored backup of the database back to the working directory using the DOS copy command or Windows File Manager or Explorer.

Appendix B - Technical Notes

Data Storage

T4 TimeSaver stores the data you enter in Access 5.0 database files having the extension ".t99". The company information is stored within the database in a table called "Company", one record per company. There is also a table within the database for each type of slip and Summary form. Data is stored in these tables, one record per employee, and connected to the company information by a company number assigned by the system.

The file T4W99.INI is stored in the same directory as the program and, among other things, stores the authorization number. There will be additional file(s) containing various user and machine related information also stored in the working directory. If you have the single user version of T4 TimeSaver the file will be named SINGLE99.INI. If you have the network version of the program, there will be a separate file for each user and the files will be named *user*99.INI, where *user* is the user name entered when starting T4 TimeSaver.

Additional Forms

If you do a complete installation, a subdirectory called \FORMS will be created under your program directory. The files required for the additional forms feature will be located here.

Appendix C - Common Problems

1. "I get the message 'Company is locked by user _____', but there are no other stations using the T4 TimeSaver." or "The user named is not currently using the program."

This problem typically occurs when a database is left open after the program is finished with it. If you are sure that the user being named is not using T4 TimeSaver already and that the company is not in use at another workstation, you can answer "Yes" and unlock the company. If this does not solve the problem, select **Unlock all companies** from the **Company** menu.

2. "The system is not calculating CPP properly. How do I enter the number of pensionable weeks?"

This is one of the most common problems encountered by users of the T4 TimeSaver. Most likely, the problem stems from a failure to properly set up the adjustment options. There are two adjustment options involving CPP:

- Adjust CPP if over maximum or under minimum
- Adjust over/under paid CPP to tax based on number of pensionable weeks.
(See information in *Chapter 7 Adjusting T4s and Relevé 1s* for details)

The first option provides only a rough adjustment. It will either adjust CPP up to the minimum or down to the maximum. If it falls in between these two, it will not be changed. This option was implemented for situations where it is not desirable to enter the number of pensionable weeks on each T4 slip. Because the system does not have the number of weeks available to calculate prorated CPP exemptions (if any), it must assume that there is no exemption. The calculated CPP may therefore be higher when this option is used.

The second option requires you to enter the number of pensionable weeks on each T4 slip, defaulting to the value entered for this option. Thus the program has enough information to calculate prorated exemptions, and a more exact adjustment results.

3. "When I print to pre-printed laser forms, the printing doesn't line up."

From the printing dialog box click on the **Adjust Margins** button (or from the **Setup** menu select the **Printing Adjustment** tab). Enter positive or negative values into the spaces provided under the headings "Vertical" and "Horizontal". Positive values will move the printing down or to the right, while negative values will move the printing up or to the left. You can indicate different adjustments for each type of form listed.

4. "Copy 1 of the T4 (or T5) slip will not print as a facsimile form." or "The T4 (or T5) Summary cannot be printed as a facsimile form."

Revenue Canada Taxation will not permit the facsimile printing of copy 1 of the T4 or T5 slips and Summaries due to the nature in which they are processed. The laser facsimiles of the T4 and T5 slips included with the T4 TimeSaver are for use only

when filing T4 and/or T5 returns as Magnetic Media submissions (on diskette). If you wish to use a laser printer for the preparation of paper T4 and/or T5 returns you must use the single sheet forms supplied by Revenue Canada. T4 TimeSaver is able to print to these forms as well as the standard dot-matrix printer (continuous) forms.

At some point in the future this will apply to the T4As as well, since Revenue Canada will be switching to form reading equipment in most of these areas.

5. "EI insurable earnings is not printing even when I have entered a value in Box 24."

If the EI insurable earnings is equal to gross pay or if it is equal to zero, Revenue Canada, Taxation asks that the EI insurable earnings not be printed, leaving Box 24 blank in such cases. This is not a problem with T4 TimeSaver and we have checked with Revenue Canada, Taxation to ensure that the system is functioning properly.

6. Other Problems

a) Miscellaneous data problems:

- run the **Database Repair...** found in the **Tools** menu on your data.

b) Miscellaneous printing problems:

- turn both the computer and the printer off, wait a minute, and turn them both on again.
- check to see that a printer is connected to your computer and that the cables are snug.

Appendix D - Province/State Codes

The following abbreviations apply to the Canadian provinces:

NF - Newfoundland	MB - Manitoba
LB - Labrador	SK - Saskatchewan
PE - Prince Edward Island	AB - Alberta
NS - Nova Scotia	BC - British Columbia
NB - New Brunswick	NT - Northwest Territories
QC - Québec	NU - Nunavut
ON - Ontario	YT - Yukon Territories

The following abbreviations apply to the United States:

AL - Alabama	MT - Montana
AK - Alaska	NE - Nebraska
AR - Arizona	NH - New Hampshire
AR - Arkansas	NJ - New Jersey
CA - California	NM - New Mexico
CO - Colorado	NY - New York
CT - Connecticut	NV - Nevada
DE - Delaware	NC - North Carolina
DC - District of Columbia	ND - North Dakota
FL - Florida	OH - Ohio
GA - Georgia	OK - Oklahoma
HI - Hawaii	OR - Oregon
ID - Idaho	PA - Pennsylvania
IL - Illinois	RI - Rhode Island
IN - Indiana	SC - South Carolina
IA - Iowa	SD - South Dakota
KS - Kansas	TN - Tennessee
KY - Kentucky	TX - Texas
LA - Louisiana	UT - Utah
ME - Maine	VT - Vermont
MD - Maryland	VA - Virginia
MA - Massachusetts	WA - Washington
MI - Michigan	WV - West Virginia
MN - Minnesota	WI - Wisconsin
MS - Mississippi	WY - Wyoming
MO - Missouri	

Use the code 'ZZ' for instances where none of the above apply.

Appendix E - Country codes

ARG - Argentina	LIE - Liechtenstein
AUS - Australia	LUX - Luxembourg
AUT - Austria	MYS - Malaysia
BHS - Bahamas, The	MLT - Malta
BHR - Bahrain	MEX - Mexico
BGD - Bangladesh	MAR - Morocco
BRB - Barbados	NLD - Netherlands
BEL - Belgium	ANT - Netherlands Antilles
BMU - Bermuda	NZL - New Zealand
BRA - Brazil	NGA - Nigeria
VGB - British Virgin Islands	NOR - Norway
CMR - Cameroon	PAK - Pakistan
CAN - Canada	PAN - Panama
CYM - Cayman Islands	PNG - Papua New Guinea
CHL - Chile	PHL - Philippines
CHN - China, People's Republic of	POL - Poland
COL - Columbia	PRT - Portugal
SUN - Commonwealth of Independent States	PRI - Puerto Rico
CIV - Ivory Coast	ROM - Romania
CYP - Cyprus	SAU - Saudi Arabia
DNK - Denmark	SEN - Senegal
DOM - Dominican Republic	SYC - Seychelles
EGY - Egypt	SLE - Sierra Leone
FIN - Finland	SGP - Singapore
FRA - France	ZAF - South Africa
DEU - Germany, Federal Republic of	ESP - Spain
GRC - Greece	LKA - Sri Lanka
GRD - Grenada	SWE - Sweden
GUY - Guyana	CHE - Switzerland
HKG - Hong Kong	TWN - Taiwan (Republic of China)
ISL - Iceland	THA - Thailand
IND - India	TTO - Trinidad and Tobago
IDN - Indonesia	TUN - Tunisia
IRL - Ireland	TUR - Turkey
ISR - Israel	ARE - United Arab Emirates
ITA - Italy	GBR - United Kingdom
JAM - Jamaica	USA - United States of America
JPN - Japan	URY - Uruguay
KEN - Kenya	VEN - Venezuela
KOR - Korea, Republic of (South)	VIR - Virgin Islands (US)
LBN - Lebanon	YUG - Yugoslavia
BLZ - Leeward & Windward Islands & Belize	ZMB - Zambia
LBR - Liberia	OMC - All other countries

Appendix F - Equivalent fields on T4 and Relevé 1 Slips

The following fields are always identical on a T4 slip and a Relevé 1 slip: Changing a value on either the T4 or the Relevé 1 will result in the same change in the corresponding field of the other form.

Box 17 - QPP	=	Box B - QPP
Box 18 - EI	=	Box C - EI
Box 20 - RPP contribution	=	Box D - RPP contribution
Box 46 - Charitable donations	=	Box N - Charitable donations

Appendix G - Filing Requirements

	Payee	Government Copy	Keep for Records	Magnetic Media
T4 Slip	Copies 2 & 3 Dot-matrix Laser - facsimile Laser - pre-printed	Copy 1 Dot-matrix ² Laser - pre-printed	Copy 4 Any type or colour of paper	Available
T4 Summary		Copy 1 ² Laser- pre-printed	Copy 2 Any type or colour of paper	Available
T4A Slip	Copies 2 & 3 Dot-matrix Laser - facsimile Laser - pre-printed	Copy 1 Dot-matrix Laser - facsimile Laser - pre-printed	Copy 4 Any type or colour of paper	Available
T4A Summary		Copy 1 Laser - pre-printed Laser - facsimile	Copy 2 Any type or colour of paper	Available
T5 Slip	Copies 2 & 3 Dot-matrix Laser - facsimile Laser - pre-printed	Copy 1 Dot-matrix ³ Laser - pre-printed	Copy 4 Any type or colour of paper	Available
T5 Summary		Copy 1 Dot-matrix ³ Laser - pre-printed	Copy 2 Any type or colour of paper	Available
RL-1 Slip	Copies 2 & 3 Dot-matrix Laser - yellow facsimile Laser - pre-printed	Copy 1 Dot-matrix Laser - yellow facsimile Laser - pre-printed	Copy 4 of facsimile or photocopy	Not available
RL-1 Summary		Copy 1 Dot-matrix - draft only Laser - yellow facsimile Laser - pre-printed	Photocopy	Not available
RL-3 Slip	Copies 2 & 3 Dot-matrix Laser - blue facsimile Laser - pre-printed	Copy 1 Dot-matrix Laser - blue facsimile Laser - pre-printed	Copy 4 of facsimile or photocopy	Not available
RL-3 Summary		Copy 1 Dot-matrix - draft only Laser - blue facsimile Laser - pre-printed	Photocopy	Not available
NR4 Slip	Copies 2 & 3 Dot-matrix Laser - pre-printed	Copy 1 Dot-matrix Laser - pre-printed	Copy 4 Dot-matrix or Laser	Available
NR4 Summary		Copy 1 Dot-matrix	Copy 2	Available
T4A-NR Slip	Copies 2 & 3 Dot-matrix	Copy 1 Dot-matrix	Copy 4 Dot-matrix	Available
T4A-NR Summary		Copy 1 Dot-matrix	Copy 2	Available
T5013 Slip	Copies 2 & 3 Dot-matrix Laser - facsimile	Copy 1 Dot-matrix Laser - facsimile	Copy 4 Dot-matrix of facsimile	Not available

²Revenue Canada will not accept a facsimile of copy 1 of the T4 slip or summary

³Revenue Canada will not accept a facsimile of copy 1 of the T5 slip or summary

T5013 Summary		Copy 1 Laser - facsimile	Photocopy	Not available
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Appendix H - Amending, Replacing, and Cancelling Slips

Amending and Cancelling

Revenue Canada and Ministère du Revenu Québec require specific procedures when amending or cancelling slips that have already been submitted. The following table gives an outline of the requirements for each type of slip.

	Amended Slips			Cancelled Slips	
	Submit new slip marked "Amended" at the top	Additional Requirements	Send Amended Summary?	Submit Copy of Original marked "Cancelled" at top	Send Amended Summary?
T4	⁴ Yes.	Send letter explaining the amendment	No	Yes	No
T4A	Yes	Send letter explaining the amendment	No	Yes	No
T5	Yes - include filer ID number and put "1" in Box 21.	Send letter explaining the amendment	If dollar amount changed	Yes (but marked "Deleted")	Yes if dollar amount changed
RL-1	Yes - indicate number from upper-right hand corner of original	Send letter explaining the amendment	Yes	Yes	Yes
RL-3	Yes - put a "1" in box marked "Relevé Code "	Send photocopy of original clearly marked "cancelled"	Yes - with "2" in box marked "Code"	Yes	Yes - with "2" in box marked "Code"
NR4	Yes	Send letter explaining the amendment	Yes	Yes	Yes
T4A-NR	Yes	Send letter explaining the amendment	Yes	Yes	Yes
T5013	Yes	Send letter explaining the amendment	Yes	Yes	Yes

Replacing

In every case, to replace a lost or destroyed slip, reprint and distribute to the employee as with the original, but DO NOT submit copy 1 to the Tax Centre. Instead, label it "Duplicate" and keep in your own files.

⁴ If amendment is because PA is wrong, you don't have to report the amendment unless the PA correction is greater than \$50 or you are asked to by the employee or Revenue Canada.

Appendix I - Headings for Import File

Keywords are used as column headings by the import function to identify the information in the column. Generally, each keyword is the name of a field in a TimeSaver table. A special keyword, NULL, can be used to cause the import to ignore a column.

Text fields are alphanumeric fields with a specified maximum size. If the data to be imported exceeds the maximum size, the value will be truncated to fit into the field. If data exceeds the maximum size of a field by more than 30 characters, an error message will be given and the import process will be halted. Generally, the alphanumeric fields may contain letters, numbers, spaces and punctuation. In some cases, they must be in upper case (such as province codes, postal codes and country codes). In other fields, mixed case is acceptable.

Yes/No fields. Acceptable values for Yes are Y, YES, or -1. Acceptable values for No are N, NO or 0.

Currency fields are dollar amounts. They should be formatted with a decimal between the dollars and cents; if there is no decimal, even dollars is assumed. Do not insert commas as thousands separators. For example, \$1,200.50 should be formatted as 1200.50. The absolute maximum value is 999,999,999.99.

Integer fields are numeric whole numbers from 1 to about 32,000. They must be entered without decimals or commas; for example, 1234.

Some fields have default values that will be used if the field is not present in the import file. These are listed in the Comments, Example and Defaults column in bold print. In addition to those listed below, the province and country codes for slips are defaulted to the province and country codes of the company information.

Headings for Company Information

Heading	Description	Type, max. size	Comments, Examples & Defaults
NAME1	Line 1 of company name	Text, 35	
NAME2	Line 2 of company name	Text,30	
CAREOF	Care of line of address	Text,30	
ADDRESS1	Line 1 of address	Text,30	
ADDRESS2	Line 2 of address	Text,30	
CITY	City	Text,28	
PROV	Province code	Text,2	ON, QC, BC...

Heading	Description	Type, max. size	Comments, Examples & Defaults
POSTAL	Postal code (including space)	Text,10	
COUNTRY	Country code	Text,3	CAN, USA...
DEFPROVEMP	Usual province of employment	Text,2	
ACCOUNTNO	Business number	Text,15	
CORPACCTNO	Corporate account number	Text,15	
TAXCENTRE	Taxation centre	Text,13	

Headings for T4 and RL-1 Slips

Heading	Description	Type, max. size	Comments, Examples & Defaults
NAME	Employee name	Text, 30	Required field
ADDRESS1	Address line 1	Text, 30	
ADDRESS2	Address line 2	Text, 30	
CITY	City	Text, 28	
PROV	Province code	Text, 2	
POSTAL	Postal code (including space)	Text, 10	
COUNTRY	Country code	Text, 3	
INCOME	Employment income (box 14)	Currency	
CPP	CPP contributions (box 16)	Currency	
QPP	QPP contributions (box 17, B)	Currency	
EI	EI premiums (box 18, C)	Currency	
RPP	Reg. Pension plan contr. (box 20, D)	Currency	
TAX	Federal income tax deducted (box 22)	Currency	
EIEARN	EI insurable earnings (box 24)	Currency	
CPPEARN	CPP pensionable earnings (box 26)	Currency	
CPPEXEMPT	CPP exempt (box 28)	Yes/No	
EIEXEMPT	EI exempt (box 28)	Yes/No	
UNION	Union dues (box 44)	Currency	
CHARITABLE	Charitable donations (box 46, N)	Currency	

Heading	Description	Type, max. size	Comments, Examples & Defaults
PENSIONNO	RPP/DPSP number (box 50)	Text, 7	
PENSION	Pension adjustment (box 52)	Currency	
PROVEMP	Province of employment (box 10)	Text, 2	
SIN	Social insurance number (box 12)	Text, 9	
EMPCODE	Employment code (box 29)	Text, 2	
EMPNUM	Employee number, reference number	Text, 20	
CPPWEEKS	Weeks eligible for CPP	Numeric, 4	52.00, 52.5, etc.
NETPAYOTHER	Other deductions from Net Pay	Currency	For net pay calc.
OTHERCODE1	Other information code #1	Text, 2	
OTHERAMT1	Other information amount #1	Currency	
OTHERCODE2	Other information code #2	Text, 2	
OTHERAMT2	Other information amount #2	Currency	
OTHERCODE3	Other information code #3	Text, 2	
OTHERAMT3	Other information amount #3	Currency	
OTHERCODE4	Other information code #4	Text, 2	
OTHERAMT4	Other information amount #4	Currency	
OTHERCODE5	Other information code #5	Text, 2	
OTHERAMT5	Other information amount #5	Currency	
OTHERCODE6	Other information code #6	Text, 2	
OTHERAMT6	Other information amount #6	Currency	
AMENDED	Amended slip	Yes/No	
YOUTHFLAG	Youth hires program	Yes/No	
TAXYEAR	Taxation year	Integer, 4	Current year

Additional headings for RL-1 slips

Heading	Description	Type, max. size	Comments, Example & Defaults
INCOMER1	Employment income (box A)	Currency	
TAXR1	Quebec income tax deducted (box E)	Currency	
UNIONR1	Union dues (box F)	Currency	

Heading	Description	Type, max. size	Comments, Example & Defaults
QPPEARN	QPP pensionable earnings (box G)	Currency	
HOUSING	Meals and accommodation (box H)	Currency	
AUTOR1	Personal use of auto (box I)	Currency	
HEALTHR1	Private health insurance (box J)	Currency	
TRAVELR1	Travel (box K)	Currency	
OTHERTBR1	Other taxable benefits (box L)	Currency	
COMMISSIONS	Employment commissions (box M)	Currency	
OTHERINC	Other taxable income (box O)	Currency	
INSURANCE	Multi-employer insurance (box P)	Currency	
DEFERRED	Deferred salary (box Q)	Currency	
INDIANINC	Exempt income for an Indian (box R)	Currency	
TIPS	Tips received (box S)	Currency	
TIPSALLOCATED	Tips allocated (box T)	Currency	
PHASEDRETIRE	Phased retirement (box U)	Currency	
CODEBOXOR1	Code for Box O	Text, 2	
FNOTE1R1	Footnote #1	Text, 30	
FNOTE2R1	Footnote #2	Text, 30	
FNOTE3R1	Footnote #3	Text, 30	

Headings for T4A Slips

Heading	Description	Type, max. size	Comments, Examples & Defaults
NAME	Employee name	Text, 30	Required field
ADDRESS1	Address line 1	Text, 30	
ADDRESS2	Address line 2	Text, 30	
CITY	City	Text, 28	
PROV	Province code	Text, 2	
POSTAL	Postal code (including space)	Text, 10	
COUNTRY	Country code	Text, 3	

Heading	Description	Type, max. size	Comments, Examples & Defaults
SUPER	Pension or superannuation (box 16)	Currency	
LUMPSUM	Lump-sum payments (box 18)	Currency	
SELF	Self-employed commissions (box 20)	Currency	
TAX	Income tax deducted (box 22)	Currency	
ANNUITIES	Annuities (box 24)	Currency	
RETIRING	Eligible retiring allowances (box 26)	Currency	
RETIRINGNON	Non-eligible retiring allowances (box 27)	Currency	
OTHER	Other income (box 28)	Currency	
PATRONAGE	Patronage allocations (box 30)	Currency	
PAST	RPP contributions (past service)(box 32)	Currency	
PENSION	Pension adjustment (box 34)	Currency	
PENSIONNO	Pension plan reg. number (box 36)	Text, 19	
RESPACCUM	RESP accumulated income pay'ts (box 40)	Currency	
RESPED	RESP educational assist. pay'ts (box 42)	Currency	
CHARITABLE	Charitable donations (box 46)	Currency	
SIN	Social insurance number (box 12)	Text, 9	
FNOTECODE	Footnote code (box 38)	Currency	
RECIPIENTNO	Recipient's number (box 14)	Text, 12	
FNOTE1	Footnote #1	Text, 30	
FNOTE2	Footnote #2	Text, 30	
FNOTE3	Footnote #3	Text, 30	

The following four fields are for use by government filers only.

Heading	Description	Type, max. size	Comments, Examples & Defaults
RECBN	Recipient Business No. (1 st 9 digits)	Text, 9	Government only
CORPNAME1	Recipient corporation name line 1	Text, 30	Government only
CORPNAME2	Recipient corporation name line 2	Text, 30	Government only

Heading	Description	Type, max. size	Comments, Examples & Defaults
RECTYPE	Recipient type code	Integer,1	Government only

The following fields are for magnetic media filers only. Consult Revenue Canada's magnetic media specifications for details. On printed T4A slips, most of this information is included as footnotes. However, the T4 TimeSaver import procedure will NOT create footnotes from this information. To import footnotes that will appear on printed slips, use the headings FNOTE1, FNOTE2 and FNOTE3 above.

Heading	Description	Type, max. size	Comments, Examples & Defaults
BOX16CODE	Box 16 code	Integer,2	0, 9, 13, 14
UNREGPEN	Unregistered pension plan	Currency	
SIPENSION	Status Indian - pension or superannuation	Currency	
BOX18CODE	Box 18 code	Integer, 2	0,2,8,9,10,13,14
LUMPSUMACC	Lump-sum payments accrued to 12/31/97	Currency	
LUMPSUMSI	Status Indian - Lump-sum payments	Currency	
LUMPSUMRPP	Lump-sum payments (RPP-not eligible)	Currency	
LUMPSUMDPSP	Lump-sum payments (DPSP-not eligible)	Currency	
LUMPSUMNONRES	Lump-sum payments (non-resident services)	Currency	
LUMPSUMUNREG	Lump-sum payments (unreg'd pension ben.)	Currency	
LUMPSUMNOTRANS	Lump-sum payments (not eligible for trans.)	Currency	
BOX24CODE	Box 24 code	Integer, 2	0, 10, 13, 15
DPSPANNUITY	Installment or annuity payment under DPSP	Currency	
IAACANNUITY	IAAC annuity	Currency	
BOX26CODE	Box 26 code	Integer, 2	0, 14
RETIRINGSI	Status Indian - eligible retiring allowance	Currency	
BOX27CODE	Box 27 code	Integer, 2	0, 14
RETIRINGNONSI	Status Indian - non-eligible retiring allowance	Currency	
BOX28CODE	Box 28 code	Integer, 2	see Guide
OTHERSI	Status Indian - other income	Currency	

Heading	Description	Type, max. size	Comments, Examples & Defaults
OTHERDPSP	Installment or annuity under revoked DPSP	Currency	
BOARDSITE	Board and lodging at special work sites	Currency	
MEDTRAVEL	Medical travel	Currency	
LOANBENEFIT	Loan benefit under subsection 80.4(2)	Currency	
RESEARCH	Research grants	Currency	
SCHOLARSHIP	Scholarships, fellowships, or bursaries	Currency	
WAGELOSS	Income from wage loss plans	Currency	
DEATHBENEFIT	Death benefits	Currency	
DISABILITY	Disability benefits	Currency	
BOX32CODE	Box 32 code	Integer, 2	0, 26
RPPPRE1990	RPP (pre-1990 past service)	Currency	
FNOTEDESC	Footnote description area	Text, 60	
BOX40CODE	Box 40 code	Integer, 2	0, 22
CHARNO1	Charitable organization reg'n number #1	Text, 15	
CHARNO2	Charitable organization reg'n number #2	Text, 15	
CHARNO3	Charitable organization reg'n number #3	Text, 15	

Headings for T5 and RL-3 Slips

Heading	Description	Type, max. size	Comments, Examples & Defaults
NAME1	Recipient name line 1	Text, 30	Required field
NAME2	Recipient name line 2	Text, 30	
ADDRESS1	Address line 1	Text, 30	
ADDRESS2	Address line 2	Text, 30	
CITY	City	Text, 28	
PROV	Province code	Text, 2	
POSTAL	Postal code (including space)	Text, 10	
COUNTRY	Country code	Text, 3	
TAXYEAR	Taxation year	Integer, 4	Current year
ACTUAL	Actual amount of dividends (box 10, A)	Currency	

Heading	Description	Type, max. size	Comments, Examples & Defaults
TAXABLE	Taxable amount of dividends (box 11)	Currency	
CREDIT	Federal dividend tax credit (box 12)	Currency	
INTEREST	Interest from Cdn sources (box 13, D)	Currency	
OTHER	Other income from Cdn sources (box 14, E)	Currency	
FORINC	Foreign income (box 15, F)	Currency	
FORTAX	Foreign tax paid (box 16, G)	Currency	
ROYALTIES	Royalties from Cdn sources (box 17, H)	Currency	
CAPGAINS	Capital gains dividends (box 18, I)	Currency	
ACCRUED	Accrued income: Annuities (box 19, J)	Currency	
RESOURCE	Resource allowance deduction (box 20)	Currency	
REPORTCODE	Report code (box 21)	Text, 1	0
SIN	Recipient identification number (box 22)	Text, 15	
RECTYPE	Recipient type (box 23)	Text, 1	1
CURRENCY	Foreign currency code (box 27)	Text, 3	
TRANSIT	Transit (box 28)	Text, 8	
ACCOUNTNO	Recipient account number (box 29)	Text, 12	

Additional Headings for RL-3 Slips

Heading	Description	Type, max. size	Comments, Examples & Defaults
TAXABLER3	Taxable amount of dividends (box B)	Currency	
CREDITR3	Dividend tax credit (box C)	Currency	

Headings for NR4 Slips

Heading	Description	Type, max. size	Comments, Examples & Defaults
NAME1	Recipient name line 1	Text, 30	Required field
NAME2	Recipient name line 2	Text, 30	
ADDRESS1	Address line 1	Text, 30	
ADDRESS2	Address line 2	Text, 30	

Heading	Description	Type, max. size	Comments, Examples & Defaults
CITY	City	Text, 28	
PROV	Province code	Text, 2	
POSTAL	Postal code (including space)	Text, 10	
COUNTRY	Country, in address	Text, 3	CAN, USA, etc.
STATUS	Status of slip	Text, 12	Amended, etc.
TAXYEAR	Year (box 10)	Integer,4	1998, 1999, etc.
RECTYPE	Recipient Type (box 11)	Text, 1	
COUNTRYCODE	Country code (box 12)	Text, 3	
PAYERID	Payer or remitter Identification Number	Text, 20	
SIN	Foreign Social Security or Insurance No.	Text, 20	
INCOMECODE1	Income Code (box 14)	Text, 2	
CURRENCYCODE1	Currency code (box 15)	Text, 3	
INCOME1	Gross Income (box 16)	Currency	
TAX1	Non-resident tax withheld (box 17)	Currency	
EXEMPTIONCODE1	Exemption code (box 18)	Text, 1	
INCOMECODE2	Income Code (box 24)	Text, 2	
CURRENCYCODE2	Currency code (box 25)	Text, 3	
INCOME2	Gross Income (box 26)	Currency	
TAX2	Non-resident tax withheld (box 27)	Currency	
EXEMPTIONCODE2	Exemption code (box 28)	Text, 1	

Headings for T4ANR Slips

Heading	Description	Type, max. size	Comments, Examples & Defaults
NAME	Recipient name	Text, 30	Required field
ADDRESS1	Address line 1	Text, 30	
ADDRESS2	Address line 2	Text, 30	
CITY	City	Text, 28	
PROV	Province code	Text, 2	
POSTAL	Postal code (including space)	Text, 10	

Heading	Description	Type, max. size	Comments, Examples & Defaults
COUNTRY	Country	Text, 3	USA
YEAR	Taxation Year	Integer, 4	1999
STATUS	Status of slip	Text, 12	Amended, etc.
INCOME	Gross income (box 18)	Currency	
TRAVEL	Travel expenses (box 20)	Currency	
TAX	Income tax deducted (box 22)	Currency	
REDUCTION	Reduction authorized (box 23)	Text, 1	1
CITYPROV	City and Province where services tendered	Text, 32	
DAYSINCANADA	Number of days recipient was in Canada	Integer	Max. of 366
FOREIGNSIN	Foreign Social security number (box 12)	Text, 20	
SIN	Canadian social insurance number (box 14)	Text, 9	
PROFNAME	Professional name (box 16)	Text, 30	
INDUSTRY	Non-resident's service industry	Text, 4	
COUNTRYRES	Country of Residence	Text, 3	USA

Headings for T5013 Slips

Heading	Description	Type, max. size	Comments, Examples & Defaults
NAME1	Recipient name line 1	Text, 30	Required field
NAME2	Recipient name line 2	Text, 30	
ADDRESS1	Address line 1	Text, 30	
ADDRESS2	Address line 2	Text, 30	
CITY	City	Text, 28	
PROV	Province code	Text, 2	
POSTAL	Postal code (including space)	Text, 10	
COUNTRY	Country, in address	Text, 3	CAN, USA, etc.
STATUS	Status of slip	Text, 12	Amended, etc.
COUNTRYCODE	Country code (box 7)	Text, 3	CAN, USA, etc.
MEMBERCODE	Member code (box 8)	Text, 1	

Heading	Description	Type, max. size	Comments, Examples & Defaults
UNITSOWNED	Partnership units held (box 9)	Numeric	4 decimals
RECTYPE	Recipient code (box 11)	Text, 1	
CEERENUNCIATION	Cdn. Exploration Expense, Renunciation	Currency	
CEEADJUSTMENT	Cdn. Exploration Expense, Adjustment	Currency	
CEEASSISTANCE	Cdn. Exploration Expense, Assistance	Currency	
CDERENUNCIATION	Cdn. Development Expense, Renunciation	Currency	
CDEADJUSTMENT	Cdn. Development Expense, Adjustment	Currency	
CDEASSISTANCE	Cdn. Development Expense, Assistance	Currency	
DETAILS	Details	Text	Up to 1000 char.
Headings for boxes 18-45 and boxes 53-58 are in the following format, where nn is the box number:			
BOXnn	Box nn	Currency	

Index

- Additional Forms
 - clearing 2-4, 11-1
 - closing 2-4, 11-2
 - data entry 11-1
 - deleting 2-4, 11-1
 - editing information 11-1
 - opening 11-1
 - printing 11-2
 - saving 2-4, 11-1
- Adjustment options
 - defaults 4-1
 - other settings 7-3
 - settings for CPP/QPP 7-2
 - settings for EI 7-2
 - settings for over-remittance 7-3
- Adjustment report
 - printing 9-5
- Authorization 2-2
- Calculated fields
 - overriding 6-2
- Calculator 12-6
- Clearing
 - additional forms 2-4, 11-1
- Closing
 - additional forms 2-4, 11-2
 - databases 3-2
- Common Problems 13-3
- Company
 - category 5-1, 9-8
 - creating 2-4, 5-1
 - deleting 5-2
 - editing information 5-2
 - finding 2-4, 5-3
 - selecting 5-2
 - transferring 12-1
 - unlocking 13-3
- Company information
 - user defaults 4-2
- Company summary report
 - printing 9-8
- Corruption
 - recovery 12-1
- CPP adjustment options
 - setting limits 7-2, 7-3
- CPP pensionable earnings
 - maximum and minimum 7-2
 - prorated 7-2
- CPP pensionable weeks
 - entering 6-3
 - setting maximum 7-2
- CPP/QPP exemption 6-3
- Creating
 - company 2-4, 5-1
 - databases 3-1
 - slips 2-4, 6-1
 - summary 2-5
- Currency code 6-6
- Data entry
 - additional forms 11-1
 - short-cuts 2-3, 4-1
 - slips 6-2
 - status 8-2, 9-8
- Databases
 - closing 3-2
 - creating 3-1
 - deleting 3-2
 - opening 3-1
 - renaming 3-2
 - repairing 12-1
- Defaults
 - adjustment options 4-1, 5-2
 - identification 5-1
- Deleting
 - additional forms 2-4, 11-1
 - company 5-2
 - databases 3-2
 - inactive forms 6-1
 - slips 2-5, 6-1
- Diskette filing 10-2
- Dot-matrix forms
 - printing slips 9-2
 - printing summaries 9-4
- Duplicate information
 - during importing 12-4
- Edit list report
 - printing 9-6
- Editing
 - additional forms 11-1
 - company information 2-4, 5-2
- EI Adjustment options
 - setting 7-2
 - setting limits 7-3
- EI deduction
 - calculation 7-3
 - maximum 7-2
- EI exemption 6-3
- Facsimiles
 - printing slips 9-1
 - printing summaries 9-4
- Filing Requirements 13-8
- Filters
 - setting 9-8
- Finding
 - company 2-4, 5-3
 - slips 2-5, 6-1
- Footnotes
 - text 6-6
- French T4s

printing	9-2	for selected companies	9-1, 9-3, 9-8
Hardware		French T4s	9-2
requirements	1-3	in frames	9-2
Help		inactive forms	9-2
accessing	2-6	omitting name and addresses	9-4
Icons		pause to change paper	9-2
descriptions	2-4	pre-printed laser forms	9-1
Importing from DOS T4 TimeSaver	12-3	printing order of slips	9-2
Importing from Text	12-4	selected copies	9-2
Inactive forms		selected slips	9-1
deleting	6-1	selecting slips to include on summary	9-3
printing	9-2	slips	9-1
Installation		summary forms	9-3
network version	2-1	Province	
single-user	2-1	of employment	5-1, 5-2, 6-3, 6-6
Keystrokes		QPP Adjustment options	
short-cuts	2-3	setting	7-2
Magnetic Media		QPP pensionable earnings	
requirements	5-1	maximum and minimum	7-2
filing	1-3	prorated	7-2
footnotes	6-5	QPP pensionable weeks	
processing	10-2	entering	6-7
setup	4-3	setting maximum	7-2
Multi-user		Recipient type code	6-5
installation	2-1	Registration	2-2
Net pay		Relevé 1	
Relevé 1	6-7	slips	6-6
T4	6-4	summary	8-5
Network		Relevé 3	
installation	2-1	slips	6-7
Network version		summary	8-7
setup	3-1	Relevé code	6-8
NR4		Rename	
slips	6-9	databases	3-2
summary	8-8	Repair database	12-1
Opening		Report code	6-5
additional forms	11-1	Save	
databases	3-1	additional forms	2-4, 11-1
Other adjustment options		Selecting	
setting	7-3	company	2-4, 5-2
Over-remittance adjustment options		slips	2-5
setting	7-3	supplementary slips	2-5
Overriding		Short-cuts	
calculated fields	6-2	during data entry	2-3, 4-1
Pre-Printed laser forms		icons	2-4
printing slips	9-1	keystrokes	2-3
printing summaries	9-4	SIN	
Printers		validation	6-3, 9-7
types	1-3	Single-user	
Printing		installation	2-1
additional forms	11-2	Slips	
adjustment reports	9-5	creating	2-4, 6-1
alignment	4-3, 9-2	data entry	6-2
company summary report	9-8	deleting	2-5, 6-1
dot-matrix forms	9-2	finding	2-5, 6-1
edit list report	9-6		
facsimiles	9-1		

NR4	6-9
printing	9-1
Relevé 1	6-6
Relevé 3	6-7
selecting	2-5
sorting	2-5, 6-2
T4	6-2
T4A	6-4
T4A-NR	6-10
T5	6-5
T5013	6-10
Sorting	
slips	2-5, 6-2
Summary	
creating	2-5
NR4	8-8
Relevé 1	8-5
Relevé 3	8-7
T4	8-1
T4A	8-3
T4A-NR	8-9
T5	8-4
T5013	8-10
Summary forms	
printing	9-3
Supplementary slips	
selecting	2-5
T4	
slips	6-2
summary	8-1
T4A	
slips	6-4
summary	8-3
T4A-NR	
slips	6-10
summary	8-9
T5	
slips	6-5
summary	8-4
T5013	
slips	6-10
summary	8-10
Tax reduction	
setting limits	7-4
Technical support	1-2
Transfer companies	12-1
Warranty	
requirements	1-1
Windows 3.1x	
installation	2-1
Windows95	
installation	2-1