

## T4 TIMESAVER USER MANUAL – ADDENDUM

1 – The paragraph below has been modified on page 6-2 of the User Manual:

### ***Sorting Slips***

When displaying various slips you can modify their sort order by selecting the desired field from the **Sort slips field** in the icon toolbar. This function will change the order of the slips from the current sort order to the order designated by the field displayed in the **Sort slips field** (the fields available for sorting will vary by the type of slip being edited. The slip currently being displayed will remain on the screen.

2 – The paragraph below has been added to page 10-1 of the User Manual:

Please note that returns for any employers filing over 500 returns are required by CCRA to be filed on magnetic media.

3 – The paragraph below has been added to page 10-3 of the User Manual:

Please note that returns for employers with fewer than 15 returns must not be submitted on magnetic media. Returns for any employers with over 500 returns are required by the Ministère du Revenu to be submitted on magnetic media.

4 – The paragraph below has been added to page 12-5 of the User Manual:

**9. “I get the message, ‘The OLE system files are in-use and cannot be updated. This installation must restart Windows to update OLE before it can continue. Press Yes to restart Windows and continue the installation, or press No to exit the installation.’ when installing the program.”**

This message is typically displayed when you are installing to a network directory on a Novell network (although similar messages may be displayed if you are installing to other network operating systems) and you do not have sufficient rights to modify the contents of the network directory. To resolve the problem log on to the network as an administrator and run the installation program again.

5 – Modified the paragraph below on page 12-5 of the User Manual:

### **10. 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.
  - . ensure that the most recent printer driver for your operating system has been installed, printer drivers are generally available from the printer manufacturer's website.
- c) Miscellaneous installation problems
- . ensure that no other software is running during installation of T4 TimeSaver such as anti-virus software or programs that start with Windows
  - . restart your computer to eliminate any potential memory corruption issues

6 – Modified the section below on page 11-4 of the User Manual:

***Internet T4 Filing***

T4 TimeSaver is able to utilize CCRA's The URL for the Internet T4 Filing website is listed below:

<http://www.ccra-adrc.gc.ca/tax/business/t4internet/filenow-e.html>

Under the current layout of the CCRA website you would proceed to the link below:

<https://t4-internet.ccra-adrc.gc.ca/le.t05s.tierp/index-e.jsp>

which will take you to a page entitled: "T4 Internet File Transfer for Software Developers." You will be required to read and agree to CCRA terms and conditions disclaimer before you can enter the Business Number and Web Access Code for the company for which you are filing an internet T4 return. Once this information has been entered and validated you will be prompted to upload a file containing the company data in XML format to the CCRA website. This process must be repeated for each company for which you wish to file T4 returns over the internet due to the fact that the CCRA Internet Filing protocol is currently under development and will not be in its final form until 2003 or 2004.

T4 TimeSaver will save all XML files in the following format:

*COMPANY\_NAME\_XXX.XML*

where "*COMPANY\_NAME*" is the name of the company for which the file has been created with all space characters replace by an underscore character; "*XXX*" is a sequential number applied by T4 TimeSaver to ensure that older files are not overwritten, and "XML" is the default file type designator required by CCRA.

7 – The paragraph below has been added to page 11-8 of the User Manual:

***Export***

The Export tool permits you to create a list of employee names and addresses to a quote-comma delimited text file. You may select to export data from a single company or a group of companies for any or all types of slips. This list may then be imported into any program capable of opening quote-comma delimited files for further processing.