

User Guide

T4A Generator

Last Update: January 9, 2023

TABLE OF CONTENTS

1.	About	. 3
2.	Basic Setup	. 4
3.	Functionality	. 8
G	enerating T4A Entries	. 8
4.	Reporting	. 9
G	enerating T4A Reports	. 9
A	ccessing and Sharing T4A Reports	10
E	diting and Auditing T4A Entries Reports	11
5.	Security	14
6.	Registration	15



The T4A Generator application is a tool that can audit and generate T4A slips for your payees, email the slips to them, and generate T4A summary documents that can be submitted directly to the CRA.

For more information, please go to <u>https://www.websan.com/t4a-generator-app</u>.

2. BASIC SETUP

This section covers the basic system setup needed to create T4A entries. These steps should be completed prior to using the T4A Generator App.

The CRA only accepts T4A slips with a series number in the format "T4A#####". To create series numbers:

i. Search for No. Series.

No. Series								
Go to Pages and Tasks								
> No. Series	Administration							
> Serial No. Information List	Lists							

In the No. Series window, select New. Create a series by entering a unique code,

description, and starting number. Mark the box Default Nos. if this number series will be used to assign numbers automatically; otherwise, mark Manual Nos.

2	T4A		\times + New	🐯 Edit List	: 🗎 Delete	Navigate	More options	ේ ස්	7 ≣
	Code 1		Description		Starting No.	Ending No.	Last Date Used	Last No. Used	Default No
\rightarrow	T4A	÷	T4A Slips		T4A00001	_	_	_	

ii. Search Company Information.

company information		

Go to Pages and Tasks



Populate the T4A Account No. field.

Company Information

General			Show more
Name ·····		Phone No.	
Address		VAT Registration No.	
Address 2		Federal ID No.	
City · · · · · · · · · · · · · · · · · · ·	Toronto	T4A Account No.	123456789
Post Code		EORI Number	

iii. Go to the T4A Entries window, select T4a Setup.

T4A Entries				√ Saved	Д	ď	2
, ○ Search	🐯 Edit List	🗎 Delete	₩ T4A Setup	🖬 Calculate T4A Entries 🛛 …	È	Y	≣

In the T4A Email Setup section, enter the subject that will be used to email T4A documents to vendors. Choose an email body layout and, if needed, enter the email addresses of the people that should be copied when sending T4A emails to vendors. In the Contact Info - CRA XML Upload section, choose the T4A number series created in Step 1 and enter a contact person's information. The contact phone number must follow the format (###-####-####).

T4A Setup

T4A Email Setup

Subject	T4A Setup	CC E-Mail	oscar.cuevabravo@websan.com
Email Body Layout Co	70938579-000001 ~	BCC E-Mail	adam.macintosh@websan.com
Report Layout Descrip	Email Body Layout-70938579-0		

Contact Info - CRA XML Upload

T4A Submission No. S	T4A \sim	Contact Phone No.	4162722355
Contact Person	Adam Macintosh	Contact E-Mail	adam.macintosh@websan.com

Note that to use the T4A Generator functionalities, all payees must be set up as vendors. To setup payees (vendors), search vendors.

vendors		
Go to Pages and Tasks		Show all (17)
> Vendors	Lists	,

In the Vendors list window, select New and choose a template for a new vendor or go to an existing Vendor card.

Vendors								ď	2
	Manage	Process	New Document	Vendor	Navigate	 È	7	=	0

In the Vendor card, enter at least a first name, last name, BIN or SIN, and T4A Email if vendors are to be emailed their T4A documents. Enable the T4A Liable toggle to default all the PO lines for this vendor as T4A liable. Lines can also be marked or unmarked one by one when creating

POs.

Conoral

General		300	sw more
No	V00150	Subcontractor	
Name 😽 🔸		First Name	
Blocked · · · · · · · · · · · · · · · · · · ·	~	Last Name · · · · · · · · · · · · · · · · · · ·	
Balance (LCY)	0.00	T4A Liable	
Balance (LCY) As Customer	0.00	SIN Number	
Balance Due (LCY)	0.00	BN Number · · · · · · · · · · · · · · · · · · ·	
Address & Contact		Sha	ow more
Address		Mobile Phone No.	
Address		Email	
Address 2		Home Page	
Country/Region Code	~	Our Account No.	
City		Contact	
County		Primary Contact Code	
Post Code		Contact · · · · · · · · · · · · · · · · · · ·	
Show on Map		T4A Email	
Phone No.			

Note that there must be either a SIN or BN number for each payee. If there is no SIN number but there is a BIN, the CRA will default the SIN number to all zeroes, and vice versa.

3. FUNCTIONALITY

Generating T4A Entries

The T4A Generator app reviews the posted purchase invoices that have been closed (i.e., fully paid invoices – the Remaining Amount field for the invoice in the Vendor Ledger Entries window is zero) in order to generate reports. When input, applicable invoices can be flagged as "T4A Liable" to generate T4A entries. At year-end, the T4A Generator app will automatically produce a T4A report for the entries that are flagged and closed.

To generate a T4A entry:

- i. When a creating a Purchase Invoice, flag all applicable item lines as "T4A Liable".
- ii. Select the T4A Box Number to which the line amount will be added in the T4A Slip.This field defaults to 048.

Purchase Order			(0 12	+ 🖻					√Save
106001 · Fabrikan	n, Inc.									
Home Prepare Print/Send	Request Approval	Order	More options							
🛗 Post 🗸 🗋 Release	∨ 🔹 Create Whse. Re	eceipt 🛛 🔒 C	reate Inventory P	Put-away/Pick	ີ Send Interc	company Purchas	e Order 🛛 📲	Archive Docume	nt	
General										
Vendor Name	Fabrikam, Inc.				Status		Оре	n		
Contact · · · · · · · · · · · · · · · · · · ·	Krystal York				Container ID					
Document Date	2022-04-08			Ē	Raw Materials Ve	endor)		
Vendor Invoice No.	5755				Comments					
Vendor Shipment No.										
					Created On					
Lines Manage Line	Functions Order	Fewer options								
Pro Type Rec	mised Planned eipt Date Receipt Date	Expected Receipt Date	Department Code	Customergro Code	Over-Receipt Quantity	Over-Receipt Code	Container ID	Prev Location Code	T4A Liable	T4A Box No.
→ Item :	2022-04-09	2022-04-09			0					048

Note that line items can be flagged "T4A Liable" and assigned to a T4A Box Number at any point before the year-end report is generated.

For more information about T4A Box Numbers, please visit the following CRA website: <u>T4A slip:</u> <u>Statement of Pension, Retirement, Annuity, and Other Income - Personal income tax - Canada.ca</u>

4. **REPORTING**

The T4A Generator application generates easily accessible reports once T4A entries have been created. The built-in capabilities of this App make it easy to download, email, print, and export T4A slips. Changes can be applied quickly to existing reports.

Generating T4A Reports

To generate T4A reports:

i. Search the T4A Entries window.

T4A Entries	
Go to Pages and Tasks	
> T4A Entries	Administration
ii. In the T4A Entries window, select Calculate	T4A Entries.
T4A Entries	🗸 Saved 🔲 🖬 🧷
🔎 Search 🐺 Edit List 📋 Delete 🛛 🛊 T4A Setup 🔲 Calcu	late T4A Entries ··· 🖄 🖄 🖾
Default Values	
SIN 00000000	BN Number · · · · · · · · 00000000RT0000

iii. In the T4A Listing window, choose the printer you would like to use (if you wish to print a physical copy of your report). Then, in the field 'Amount Greater Than or Equal to' found under the Options section, enter the minimum invoice amount at which T4A entries will be generated. Note: This amount may depend on your company policy.

Printer	(Handled by the browser)	\sim

Options

Amount Greater Than or Equal To	0.00

The Date Filter should indicate a date range in the format MMDDYYYY, for example

01012021..12312021.

Filter: Vendor

× No	~
× T4A Liable	~
× Gen. Bus. Posting Group	~
+ Filter	
Filter totals by:	
× Date Filter	0101202112312021
+ Filter	

Note that under the Filter: Vendor section, there are additional filters that allow users to choose the vendors for which T4A entries will be calculated. Filters can be added or removed by selecting '+ Filter ...' or the 'X' next to each field. Additional settings can be selected in the Advanced section, found at the bottom of the T4A Listing window.

iv. In the T4A Listing window, select Preview and Close. A preview PDF report will appear on a new window; users may choose to download the PDF or close it to advance.

Send to	Print	Preview & Close	Cancel

The T4A Entries window will show a list of all the payees and their taxable amounts, according to the filters applied.

Accessing and Sharing T4A Reports

Once T4A Entries have been calculated, users can go back to the T4A Entries window to review all the relevant information for those entries.

T4A Entries

Go to Pages and Tasks

	>	T4A Entries	Administration
--	---	-------------	----------------

To download, print, or e-mail T4A slips, or to export data in XML format, in the T4A Entries window, select '...' and choose an option from the dropdown menu.

T4A Entries								√ Saved		ď	2
⊖ Search	₩ I	Edit l	.ist 📋 Delete	🗚 T4A Setu	p 🖬 Calcula	te T4A Entries			È	\mathbb{V}	=
Default Value	es				🕃 Export Da	ta in XML - CR I T4A Slips	A				
SIN			00000000		🖶 Print T4A	Slips		00000000RT0000			
					🕒 😫 Send T4A	Email					
			VAT Registration		Posted Inv	voice Lines country/κ				T4A E- Mail	
Tax Y	ear)20	÷	No.	Amount (Company Name	Code	E-Mail			Sent	

Note that the XML report generated by the app is accepted by the CRA and that Box Numbers are included in this report. For more information about the tags used in the XML - CRA report, please refer to the following CRA website: <u>T4A Statement of Pension, Retirement, Annuity, and</u> <u>Other Income - Canada.ca</u>

Editing and Auditing T4A Entries Reports

To delete or change an entry, select 'Edit List' or 'Delete' in the upper menu of the T4A Entries window. Additionally, users can audit and update an entry by changing their selection of posted invoice lines.

To audit/update invoice lines:

i. In the T4A Entries window, select '...' and then Posted Invoice Lines.

> Search E	😨 Edit I	List 📋 Dele	te 🙀 🛱 T4A Seti	up 🖬 🤇	Calculate T4A Ent	tries ····		6 1	7 ≣
Default Values				📑 Exp	oort Data in XML	- CRA			
CIN			0	🕒 Dov	wnload T4A Slips	5	000000000000000000000000000000000000000		
SIN		0000000	U	🖶 Prin	nt T4A Slips		000000000000000000000000000000000000000		
				말 Sen	nd T4A Email	_			
				🗰 Pos	ted Invoice Line	5			
Tax Year		Vendor No. 1	SIN L	.ast Name	First Name	Address 1	Address 2	City	
→ 2020	÷								

- ii. In the Edit Posted Invoice Lines window, apply the filters 'Year', 'Vendor No.', and 'T4A Liable' to find the invoice lines of interest.
- iii. Check or uncheck the T4A Liable box and enter a T4A Box Number for each invoice line as needed. Select Close to save and exit.

Edit - Posted Purchase Invoice Lines

Vendor No. 10000 ✓ Manage ✓ Mark T4A Liable Posting Date T4A Liable T4A Box No. Quantity Direct Unit Cost Excl. Tax Line Amount Excl. Tax → 2022-01-13 : 2022-02-12 @ 048 9 225.80 2,032.20 2,296.39 2022-02-12 @ 048 11 225.80 2,483.80 2,806.69 2022-03-13 @ 048 13 225.80 2,935.40 3,317.00	Yea	r · · · · · · · · · · ·		20	22		T4A Liable	[
Manage ✓ Mark T4A Liable Posting Date T4A T4A Box No. Direct Unit Cost Excl. Tax Line Amount Excl. Tax Amount Including VAT → 2022-01-13 : Image: Comparison of the text of	Vendor No								
Posting Date T4A Liable T4A Box No. Quantity Direct Unit Cost Excl. Tax Line Amount Excl. Tax Amount Including VAT → 2022-01-13 : ☑ 048 9 225.80 2,032.20 2,296.39 2022-02-12 ☑ 048 11 225.80 2,483.80 2,806.69 2022-03-13 ☑ 048 13 225.80 2,935.40 3,317.00	Ma	nage 🗸 M	ark T	4A Liable	2				
→ 2022-01-13 : ✓ 048 9 225.80 2,032.20 2,296.39 2022-02-12 ✓ 048 11 225.80 2,483.80 2,806.69 2022-03-13 ✓ 048 13 225.80 2,935.40 3,317.00		Posting Date		T4A Liable	T4A Box No.	Quantity	Direct Unit Cost Excl. Tax	Line Amount Excl. Tax	Amount Including VAT
2022-02-12 Image: Weight of the state of th	\rightarrow	2022-01-13	:	✓	048	9	225.80	2,032.20	2,296.39
2022-03-13 🛛 048 13 225.80 2,935.40 3,317.00		2022-02-12			048	11	225.80	2,483.80	2,806.69
		2022-03-13			048	13	225.80	2,935.40	3,317.00
2022-11-15 🛛 104 5 225.80 1,129.00 1,275.77		2022-11-15			104	5	225.80	1,129.00	1,275.77

iv. Re-run the report by following the steps outlined under the Functionality >Generating T4A Entries section of the present documentation.

Recall that T4A documents only include posted purchase invoices; only fully paid (closed) invoices will show on the T4A document for the period range selected.

Alternatively, users have the option to enter T4A amounts manually by selecting the (...) menu button found next to the Vendor No. column in the T4A entries window, and then, Show Amount Details.

Tax Year			Vendor No. 🕇	SIN	Last Name	First Name	Address 1	Address 2	City		
		\rightarrow	2022	÷	10000	523485563			222 Bay Street,		Toronto
*	🖋 T4A Setup			_	20000				10155 - 102 Str		Edmon
Gonorato TAA Entrios					30000				1111 W Georgia.		Vancou
			40000				725 Granville St		Vancou		
👽 Show Amount Details			50000				2000 McGill Coll.		Montre		

In the T4A Box Amount window that appears, select the Vendor No., T4A Box No. and Amount that should appear in the T4A slip for a specific vendor.

T4A Box Amo	ount					✓ Saved		Ľ	2
✓ Search	🐯 Edit List	前 Delete					Ċ	\mathbb{Y}	≣
Ver	ndor No. 🕇 🝸				T4A Box No. †			Amo	unt
→ <u>10</u>	000	,	~	÷	048			4,516	5.00
10	000				104			1,129	9.00

5. SECURITY

The T4A Generator application, along with the rest of WebSan Inc.'s Dynamics 365 apps, have a built-in AutoPermission security functionality. When a user with the proper credentials installs an App, the AutoPermission function automatically triggers and assigns or updates the user's permissions. No other action is needed from the user.

When a user without the proper credentials installs an App, the AutoPermission function allows the installation, but user permissions are not changed. In this case, a user with the proper security credentials can change the user's permissions later.

To change user permissions, search and go to the User list.

Tell me what you want to do		2 X
users		
Go to Pages and Tasks	SI	now all (21)
> Users	Administration	Д

In the Users window, select Assign WebSan Permissions to assign all users the WebSan Permission Set.

\leftarrow	Users								
	Users: All \vee	,	New Manage	Home	Navigate	More option	s		
	ቆ Update users fro	🔁 Effective Perm	Effective Permissions		Invite external accountant		🖶 Assign WebSan Permissions		
	User Name ↑		Full Name				Status	Authentication Em	nail
	ADMIN	:					Enabled		

6. **REGISTRATION**

To register a WebSan Inc.'s application, search WebSan Client Information and select WebSan Client Information – Administration.

Tell me what you want to do		2 X
websan client information		
Go to Pages and Tasks		
> WebSan Client Information	Administration	
In the WebSan Client Information wind information. After your information is a	ow, enter your company's contact and billing complete, select Transmit Data.	
) 🖻 + ඕ ✓ Saved [] /
WebSan Client Infor	mation	
🔂 Transmit Data		
General		
MS Client ID	On Hold	
Active		
Contact Information		
Company · · · · · · · *	PostalCode / ZipCode \star	
Name	Country · · · · · · · · *	
Address · · · · · · · · · *	Phone	
Address2 · · · · · · ·	Email	

Email CC

Billing is Same as Co...

D

*

*

Citv

Province / State