



User Guide

T4A Generator

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1. ABOUT



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 <https://www.websan.com/t4a-generator-app>.

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.

Code ↑	Description	Starting No.	Ending No.	Last Date Used	Last No. Used	Default Nos.
→ T4A	T4A Slips	T4A00001	–	–	–	

- ii. Search Company Information.

company information

Go to Pages and Tasks

> Company Information Administration

Populate the T4A Account No. field.

Company Information

General Show more

Name	<input type="text"/>	Phone No.	<input type="text"/>
Address	<input type="text"/>	VAT Registration No. ...	<input type="text"/>
Address 2	<input type="text"/>	Federal ID No.	<input type="text"/>
City	Toronto ...	T4A Account No.	123456789
Post Code	<input type="text"/>	EORI Number	<input type="text"/>

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

T4A Entries ✓ Saved

Search
 Edit List
 Delete
 T4A Setup
 Calculate T4A Entries ...

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	<input type="text" value="T4A Setup"/>	CC E-Mail	<input type="text" value="oscar.cuevabravo@websan.com"/>
Email Body Layout Co...	70938579-000001 ▾	BCC E-Mail	<input type="text" value="adam.macintosh@websan.com"/>
Report Layout Descrip...	<input type="text" value="Email Body Layout-70938579-0..."/>		

Contact Info - CRA XML Upload

T4A Submission No. S...	T4A ▾	Contact Phone No.	<input type="text" value="4162722355"/>
Contact Person	<input type="text" value="Adam Macintosh"/>	Contact E-Mail	<input type="text" value="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.

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   

 Search **+ New** Manage Process New Document Vendor Navigate ...    

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.

General

Show more

No.	V00150	...	Subcontractor	<input type="checkbox"/>
Name	*		First Name	
Blocked			Last Name	
Balance (LCY)		0.00	T4A Liable	<input type="checkbox"/>
Balance (LCY) As Customer		0.00	SIN Number	
Balance Due (LCY)		0.00	BN Number	

Address & Contact

Show 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.

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.

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

📄 Calculate T4A Entries

⋮
📧
🔍
☰

Default Values

SIN 000000000 BN Number 000000000RT0000

- 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) v

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 totals by:

Date 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.



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

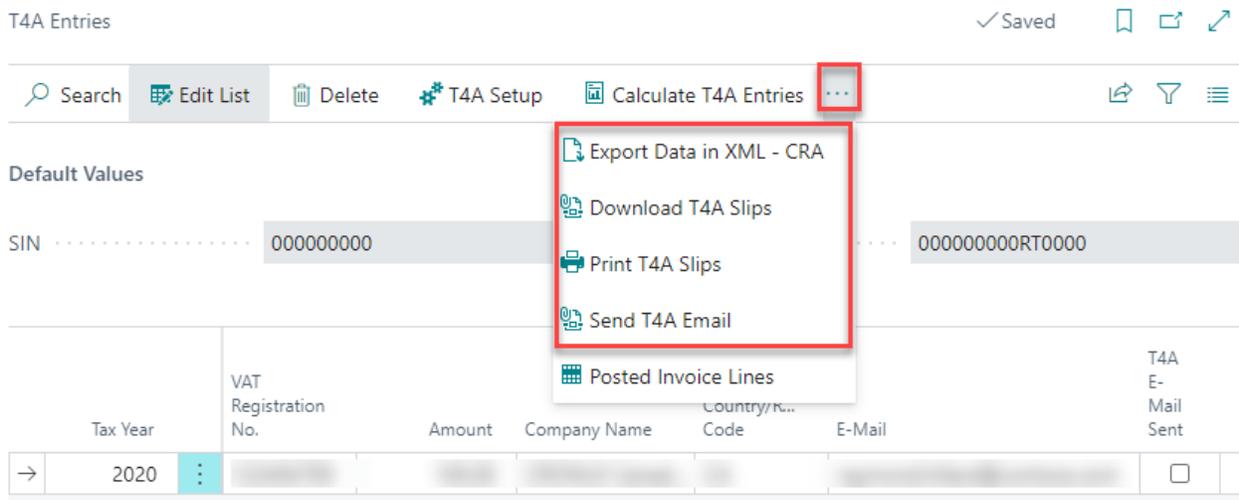
Once T4A Entries have been calculated, users can go back to the T4A Entries window to review all the relevant information for those entries.

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.



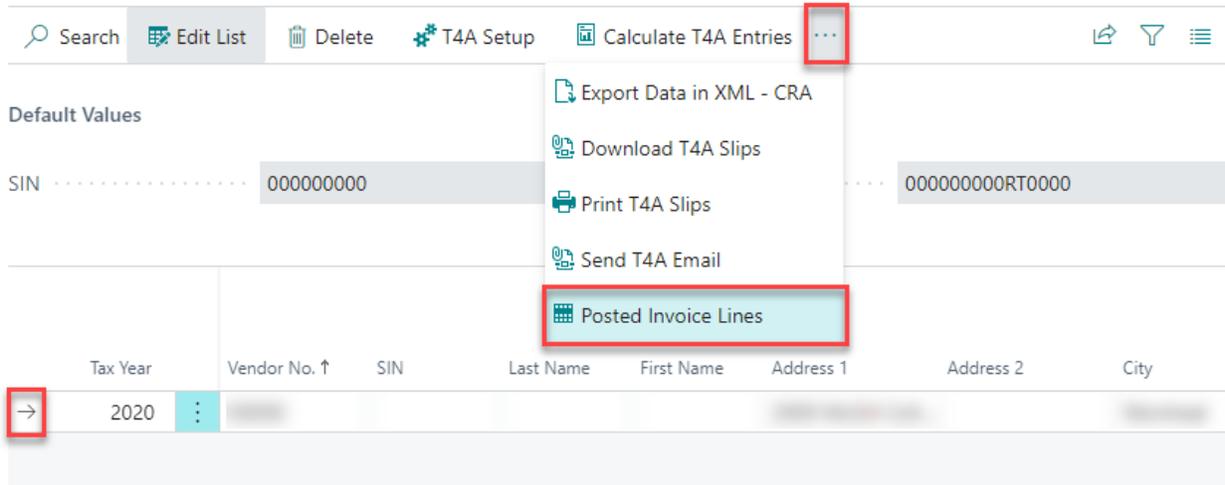
Note that the XML report generated by the app is accepted by the CRA and that Box Numbers are included in this report. For more information about the tags used in the XML - CRA report, please refer to the following CRA website: [T4A Statement of Pension, Retirement, Annuity, and Other Income - Canada.ca](https://www.cra.ca/other-income)

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.



- 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

Year 2022 T4A Liable
 Vendor No. 10000

Manage Mark T4A Liable

Posting Date	T4A Liable	T4A Box No.	Quantity	Direct Unit Cost Excl. Tax	Line Amount Excl. Tax	Amount Including VAT
→ 2022-01-13	<input checked="" type="checkbox"/>	048	9	225.80	2,032.20	2,296.39
2022-02-12	<input checked="" type="checkbox"/>	048	11	225.80	2,483.80	2,806.69
2022-03-13	<input checked="" type="checkbox"/>	048	13	225.80	2,935.40	3,317.00
2022-11-15	<input checked="" type="checkbox"/>	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
→ 2022	10000	523485563			222 Bay Street, ...		Toront
	20000				10155 - 102 Str...		Edmon
	30000				1111 W Georgia...		Vancou
	40000				725 Granville St...		Vancou
	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 Amount ✓ Saved   

 Search  Edit List  Delete   

Vendor No. ↑ ▼	T4A Box No. ↑	Amount
→ 10000	048	4,516.00
10000	104	1,129.00

5. SECURITY

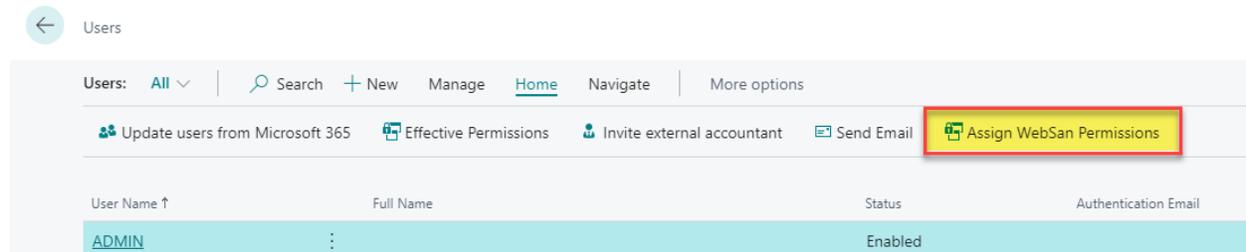
The T4A Generator application, along with the rest of WebSan Inc.'s Dynamics 365 apps, have a built-in AutoPermission security functionality. When a user with the proper credentials installs an App, the AutoPermission function automatically triggers and assigns or updates the user's permissions. No other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



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



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

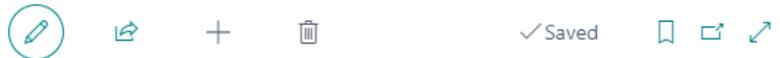


websan client information

Go to Pages and Tasks

> WebSan Client Information Administration

In the WebSan Client Information window, enter your company's contact and billing information. After your information is complete, select Transmit Data.



WebSan Client Information

Transmit Data

General

MS Client ID On Hold
Active

Contact Information

Company *	<input type="text"/>	PostalCode / ZipCode *	<input type="text"/>
Name *	<input type="text"/>	Country *	<input type="text"/>
Address *	<input type="text"/>	Phone	<input type="text"/>
Address2	<input type="text"/>	Email	<input type="text"/>
City *	<input type="text"/>	Email CC	<input type="text"/>
Province / State *	<input type="text"/>	Billing is Same as Co... .	<input checked="" type="checkbox"/>