User Guide

T4A Generator

Last Update: January 4, 2024

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1. ABOUT

The T4A Generator application is a tool that can audit and generate T4A & T4A-NR slips for your payees, email the slips to them, and generate T4A & T4A-NR summary documents that can be submitted directly to the CRA.
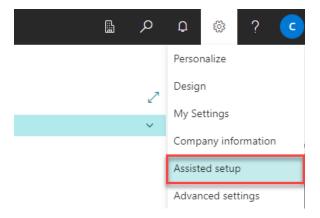
For more information, please go to https://www.websan.com/t4a-generator-app .
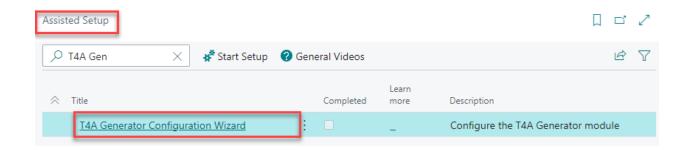
2. BASIC SETUP

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

T4A Generator Configuration Wizard

To begin using the T4A Generator, click the gear located at the top-right corner of the page and select Assisted setup.

In the Assisted Setup window, locate and click on the T4A Generator Configuration Wizard. This wizard will guide you through the application's basic configurations, including client registration, licensing, user permissions, and T4A setup.
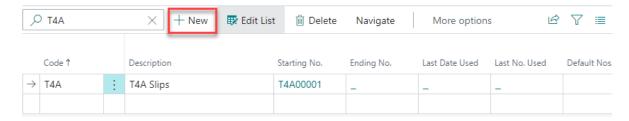

Number Series & T4A Account Number

The CRA only accepts XML electronic submissions with number series in the format "T4A#####". To create a number series:

    i.   Search for No. Series. In the No. Series window, select New.

    ii.   Create a No. Series by entering a unique Code, Description, and Starting Number.
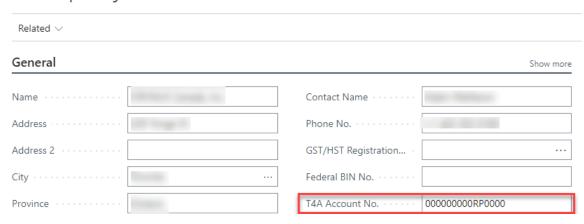
iii. Check the box Default Nos. if this number series will be used to assign numbers automatically; otherwise, mark Manual Nos.

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

Visit the following website [Electronic Transmittal - Canada.ca](#) to learn more about the electronic transmittal of T4A & T4A-NR slips.

To populate the T4A Account No., go to the Company Information window and populate the corresponding field.

Company Information

Related ⌄

General   Show more

Name		Contact Name	
Address		Phone No.	
Address 2		GST/HST Registration...	⋯
City	⋯	Federal BIN No.	
Province		T4A Account No.	000000000RP0000

T4A Email Setup, XML Uploads & Other Configurations

Search for T4A Setup and select the corresponding link.

Tell me what you want to do   ⤢ ✕

T4A Setup

Go to Pages and Tasks

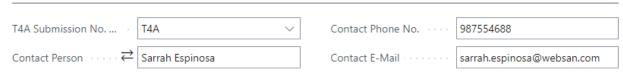> T4A Setup   Administration

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.

T4A Email Setup

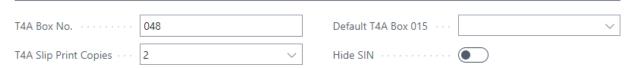|			
Subject · · · · · · · · · · ·	T4A Slip	CC E-Mail · · · · · · · · · · ·	support@websan.com
Email Body Layout C… ·	70938579-000117 ⌄	BCC E-Mail · · · · · · · · · · ·	oscar.cuevabravo@websan.com; ·
Report Layout Descri… ·	Email Body Layout-70938579-0…		

In the Contact Info – CRA XML Upload section, choose a T4A number series (refer to the previous section *Number Series & T4A Account Number*) and enter a contact person's information. The contact phone number must follow the format (###-###-####).

Contact Info - CRA XML Upload

T4A Submission No. … ·	T4A ⌄	Contact Phone No. · · · ·	987554688
Contact Person · · · · ·⇄	Sarrah Espinosa	Contact E-Mail · · · · · · ·	sarrah.espinosa@websan.com

In the section Other Configurations, users can select a default T4A Box No. for other sources of income, a default value for Box 15, the number of T4A Slip print copies, etc.

Other Configurations

T4A Box No. · · · · · · · · ·	048	Default T4A Box 015 · · ·	⌄
T4A Slip Print Copies · · ·	2 ⌄	Hide SIN · · · · · · · · · · · · ⬤	

T4A NR Email Setup, Configuration & Projects

Search for T4A Setup and select the corresponding link.

Tell me what you want to do	⤢ ✕
T4A Setup	
Go to Pages and Tasks	
〉 T4A Setup	Administration

In the T4A Email Setup section, enter the subject that will be used to email T4A-NR 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-NR emails to Vendors.
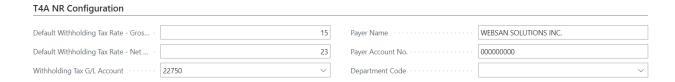
T4A NR Email Setup

NR Subject · · · · · · · · ·	T4A NR Slip	NR CC E-Mail · · · · · · · ·	support@websan.com
NR Email Body Layou... ·	70938581-000001 ⌄	NR BCC E-Mail · · · · · · · ·	oscar.cuevabravo@websan.com;
NR Report Layout De... ·	Copy of Built-in layout		

In the T4A NR Configuration, users can setup the following fields:

- Default Withholding Tax Rate - Gross (Percentage): Default rate used to calculate invoices' withholding line amounts. Must be less than the Default Net Withholding Rate. As a payer, you have to withhold 15% from fees, commissions, or other amounts that you pay to non-resident individuals, partnerships, or corporations for services provided in Canada. For more information, go to T4A-NR - Payments to Non-Residents for Services Provided in Canada - Canada.ca.

- Default Withholding Tax Rate - Net (Percentage): Must be less than the Default Net Withholding Rate. If you are a payer who is party to the R105-S Simplified Waiver, you have to withhold 23% from the net income paid to certain non-residents who request a waiver based on their income and expenses. For more information, go to Simplified Regulation 105 income tax waiver application for non-resident artist and athletes.

- Withholding Tax G/L Account: General Ledger account that will be utilized to record tax withholdings.

- Payer Name: Enter your operating or trade name in the space provided.

- Payer Account No.: Enter the 15-character payroll program account number you use to send your recipients' deductions. This number appears in the top right corner of the statement of account that the CRA sends you each month. It consists of three parts-the nine-digit business number (BN), a two-letter program identifier, and a four-digit reference number.

- Department Code: Specifies the code for Shortcut Dimension 1, which is one of two global dimension codes that you set up in the General Ledger Setup window.
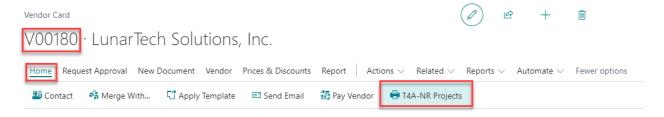

T4A-NR Projects link invoice line(s) amount(s) to Box 20 - *Travel expenses* of the T4A-NR slip. To learn more about Travel Expenses, please visit: T4A-NR slip - Canada.ca. When more than one invoice line is linked to the same Vendor, the amounts are summed. More than one Project may be assigned to the same Vendor. However, projects are Vendor specific, which means that the same project cannot be linked to more than one Vendor. Projects can be created in the T4A-NR Projects section of the T4A Setup window:
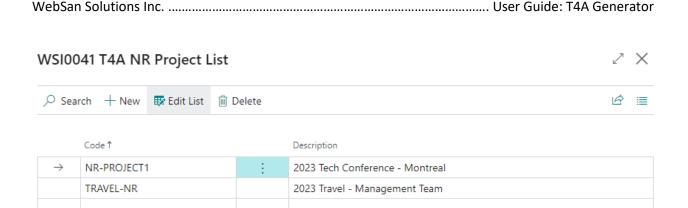
1. Assign a unique Code.

2. Enter a Description.

3. In the Vendor Code column, select a Vendor for each of the lines.

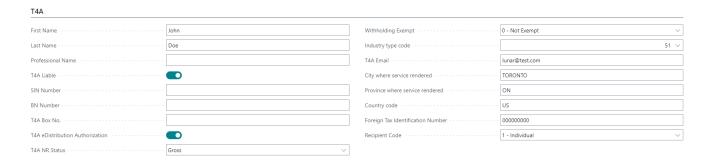Projects can also be generated by going to the desired Vendor Card, Home > T4A-NR Projects.

Projects created in the T4A Setup window will appear in the T4A-NR Projects window for each of the respective Vendors, and vice versa.

WSI0041 T4A NR Project List

Search + New Edit List Delete

	Code ↑		Description
→	NR-PROJECT1	⋮	2023 Tech Conference - Montreal
	TRAVEL-NR		2023 Travel - Management Team

Vendor Card Configuration

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

1. Go to Vendors. Select your desired Vendor to open the Vendor Card.
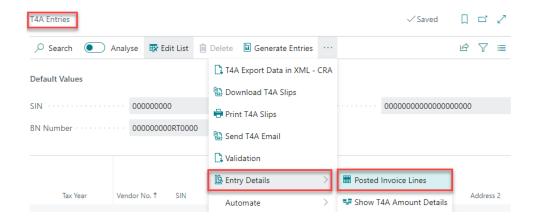2. Scroll down to the T4A section. Fill each of the following fields as needed:

T4A

Field	Value	Field	Value
First Name	John	Withholding Exempt	0 - Not Exempt
Last Name	Doe	Industry type code	51
Professional Name		T4A Email	lunar@test.com
T4A Liable	(toggle on)	City where service rendered	TORONTO
SIN Number		Province where service rendered	ON
BN Number		Country code	US
T4A Box No.		Foreign Tax Identification Number	000000000
T4A eDistribution Authorization	(toggle on)	Recipient Code	1 - Individual
T4A NR Status	Gross		

      a. First Name: Vendor's first name.

      b. Last Name: Vendor's last name.

      c. Professional Name: If the professional or operating name is different from the real or regal name of the non-resident, enter the professional name in this box.

      d. T4A Liable: Vendor is T4A liable. Toggle must be activated to assign a T4A NR Status.

      e. SIN Number: SIN number.

      f. BN Number: BN number.

      g. T4A Box No.: T4A Box No. for sources of income. Populate this field to overwrite the system T4A Box Bo. Value for this Vendor only.

h. T4A eDistribution Authorization: Vendor approved electronic distribution of T4A document.

i. T4A NR Status: T4A NR status.

j. Withholding Exempt: Withholding Exempt (Box 23).

k. Industry type code: Industry type code (Box (28).

l. T4A Email: T4A Emails – Separate by ; .

m. City where service rendered: T4A-NR Box 24.

n. Province where service rendered: T4A-NR Box 24.

o. Country code: Country Code.

p. Foreign Tax Identification Number: Foreign Tax Identification Number (T4A-NR Box 14).

q. Recipient Code: Recipient Code (Box 11).

T4A Vendors: Enable the T4A Liable toggle to default all the newly created PO lines for this vendor as T4A liable. Lines can also be marked or unmarked, one by one:

- When creating POs.

- Retroactively (when a Purchase Invoice has been posted and <u>fully paid</u>), by going to the T4A Entries window > Entry Details > Posted Invoice Lines. This process is explained in detail in a later section of the present user guide.

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.

T4A-NR Vendors: Enable the T4A Liable toggle and set the T4A NR Status field to *Gross* or *Net* to default all the newly created PO lines for this vendor as T4A-NR liable. Lines can also be marked or unmarked, one by one, following the same steps used for T4A Vendors.

Note that the T4A Liable toggle must be enabled to make a T4A NR Status selection. If an NR vendor did not provide a SIN, BN, or Foreign Tax Identification Number, users can enter nine zeroes ('000000000') in the Foreign Tax Identification Number field to enable the T4A toggle; this will automatically set the T4A NR Status field to *Gross*.
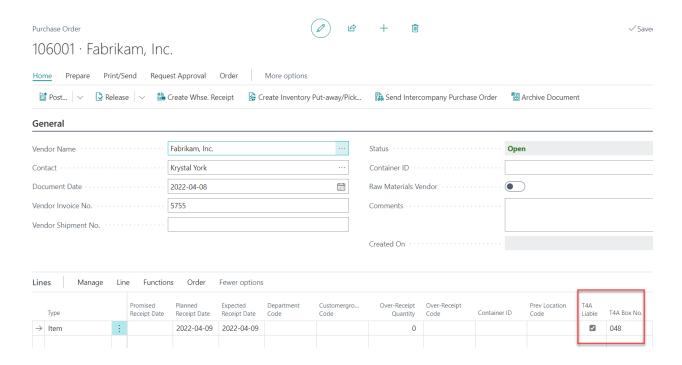
3. FUNCTIONALITY

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 Order or manually creating a Purchase Invoice, ensure all applicable item lines are flagged 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.

Note that T4A entries can only be generated for T4A vendors. Vendors who have been assigned a T4A NR Status can only generate T4A-NR entries. For more information about T4A vendor configuration, go to the Vendor Card Configuration section of this user guide.

For more information about T4A Box Numbers, please visit the following CRA website: [T4A slip: Statement of Pension, Retirement, Annuity, and Other Income - Personal income tax - Canada.ca](#)

Generating T4A-NR Entries

Generating T4A-NR Entries (Box 18 – *Gross Income*). To generate a T4A-NR entry:

i. When a creating a Purchase Order or manually creating a Purchase Invoice, ensure all applicable item lines have been assigned a *Gross* or *Net* T4A-NR Status.

Note that the amount in this field will be reflected in Box 18 of the T4A-NR slip, *Gross income.*

Generating Withholding lines (Box 22 – *Income Tax Deducted*). To generate a T4A-NR withholding line:

i. Go to the Vendor Card, scroll down to see the T4A section. Ensure the Withholding Exempt option is set to '0 – Not Exempt'.
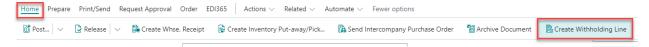

ii. Ensure the column T4A-NR Project column on the PO/Purchase Invoice is clear.
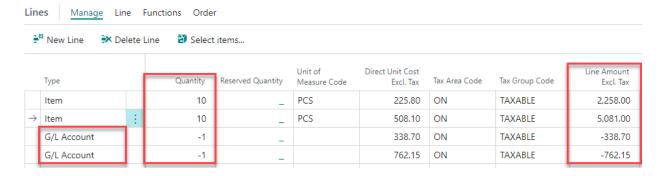

iii. On your document, click Home > Create Withholding Line.

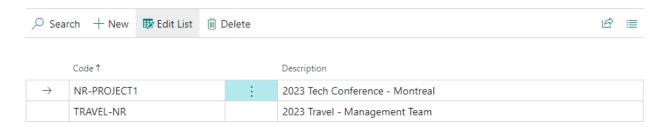106076 · LunarTech Solutions, Inc.

This action will create a withholding line for each of the Item lines in the document that meet the criteria explained in the steps above. The quantity is set to -1 to deduct the Line Amount from the Invoice. The G/L Account and Withholding Percentage Amount configurations are set in the T4A Setup window. To learn more about T4A-NR setup, please, go to the T4A NR Email Setup, Configuration & Projects section of the present user guide.
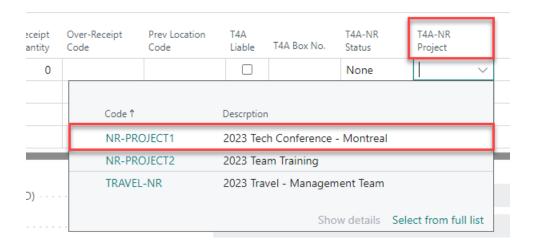

Note that the amount in this field will be reflected in Box 22 of the T4A-NR slip, *Income Tax Deducted.*

Generating Projects (Box 20 – *Travel Expenses*). The Projects functionality of the T4A application allows users to register travel expenses paid directly to third parties for the benefit of non-residents, and travel expenses reimbursed to the non-resident. To learn more about Box 20 – Travel Expenses, please visit: T4A-NR slip - Canada.ca. To generate a T4A-NR project:

 i. Generate a project for the Vendor that incurred the travel expense. To learn how to generate a project, please refer to the section T4A NR Email Setup, Configuration & Projects of the present user guide.

ii. When generating the third-party PO/Invoice corresponding to the NR-Vendor travel expense, select the corresponding project at the line level for the column T4A-NR Project.

iii. Post and completely pay the invoice.

iv. The project amount will be reflected in Box 20 of the NR-Vendor T4A slip.

Retroactively Generating T4A Entries

Line items can be flagged "T4A Liable" and assigned to a T4A Box Number at any point before the year-end report is generated. To learn how to retroactively create T4A entries, refer to the section Editing and Auditing T4A Entries Reports of the present user guide.

4. REPORTING

The T4A Generator application generates easily accessible reports once T4A & T4A-NR 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.
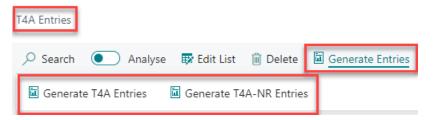
Generating T4A Reports

To generate T4A / T4A-NR reports:

i. Search the T4A Entries window.

ii. In the T4A Entries window, select Generate Entries, then select one the corresponding option to generate T4A or T4A-NR entries.
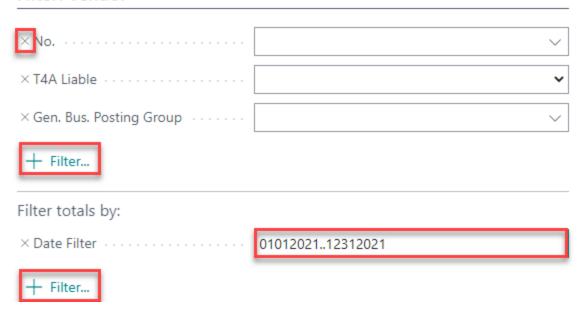

iii. In the T4A Listing window, enter the minimum invoice amount at which T4A entries will be generated. Note: This amount may depend on your company policy.

Users may also use the Vendor and Date filters to only select the vendors & dates for which T4A entries will be calculated. Note that the Date Filter should indicate a date range in the format MMDDYYYY, for example 01012021..12312021.
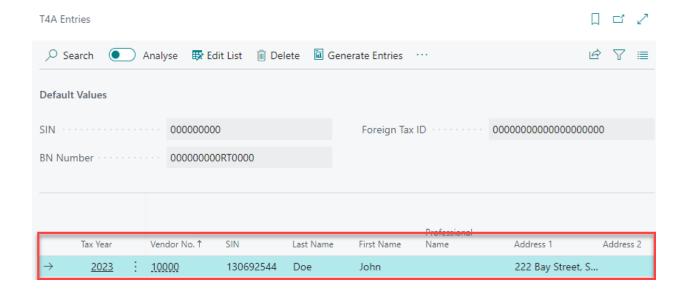
Filter: Vendor

× No.

× T4A Liable

× Gen. Bus. Posting Group

+ Filter...

Filter totals by:

× Date Filter · · · · · · · · · · · · · · · · · · ·   01012021..12312021

+ Filter...

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.
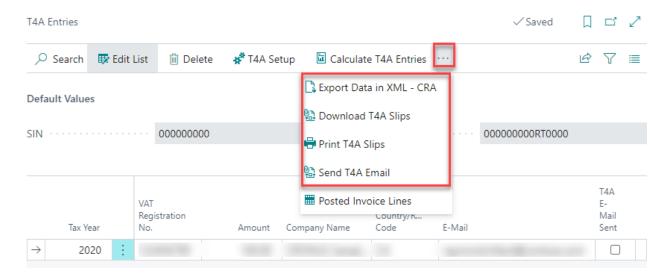
Send to...   Print   Preview & Close   Cancel

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

T4A Entries

🔍 Search   ⬤ Analyse   📝 Edit List   🗑 Delete   📊 Generate Entries   · · ·

Default Values

SIN · · · · · · · · · · · · · · ·   000000000   Foreign Tax ID · · · · · · · · ·   00000000000000000000

BN Number · · · · · · · · ·   000000000RT0000

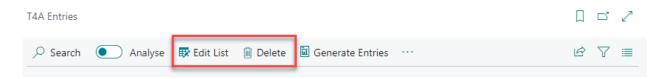| Tax Year		Vendor No. ↑	SIN	Last Name	First Name	Professional Name	Address 1	Address 2
→ 2023	:	10000	130692544	Doe	John		222 Bay Street, S…	

Accessing and Sharing T4A Reports

Once T4A / T4A-NR Entries have been calculated, users can go back to the T4A Entries window to review all the relevant information for those entries. 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
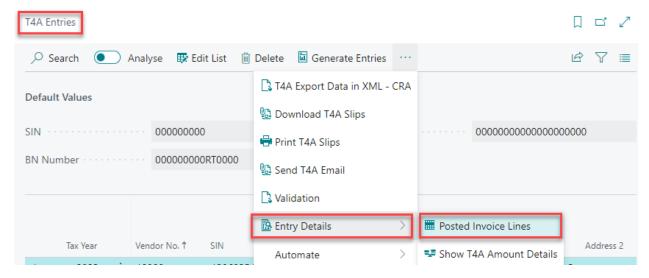
Editing and Auditing T4A Entries Reports

To delete or change an entry, select 'Edit List' or 'Delete' in the upper menu of the T4A Entries window.

Additionally, users can audit, update, and/or retroactively mark T4A/T4A-NR entries by changing their selection of posted invoice lines.
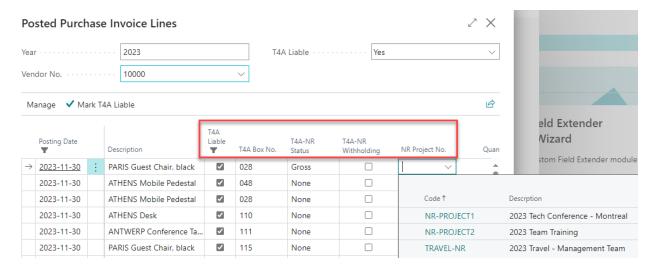
To audit/update invoice lines:

i. In the T4A Entries window, Entry Details > 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. For T4A entries, check or uncheck the T4A Liable box or enter a T4A Box Number. For T4A-NR entries users may: assign a T4A-NR Status, check the T4A-NR Withholding Line box to set the line amount as a withholding amount, or select an existing project from the NR Project No. dropdown field for each invoice line, as needed. Select Close to save and exit.
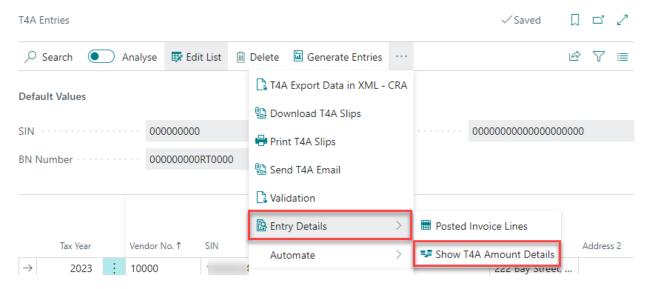
iv.   Re-run the report by following the steps outlined in the section Generating T4A
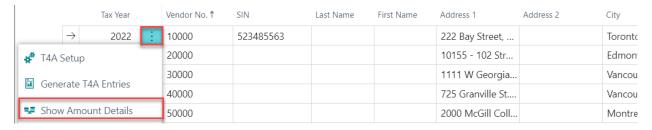
Reports of the present documentation.

Note that T4A documents only include posted purchase invoices; only fully paid (closed)

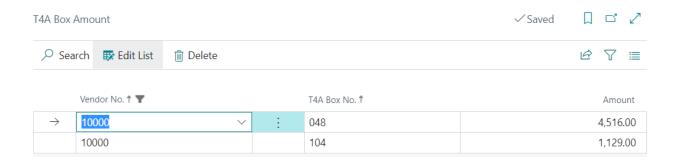invoices will show on the T4A document for the period range selected.

As an additional method to audit and update T4A reports, users have the option to enter T4A

amounts manually by going to T4A Entries > Entry Details > Show T4A Amount Details.

Or, directly at the line level, by as shown in the image below.
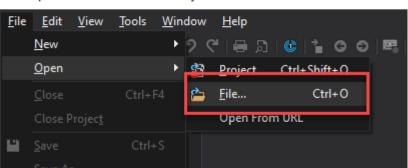

In the T4A Box Amount window, select the Vendor No., T4A Box No. and Amount that should

appear in the T4A slip for a specific vendor. This feature is not available for T4A-NR entries.
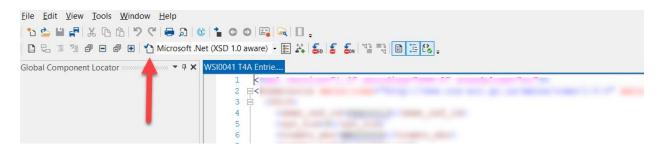
Validating T4A XML Files

The CRA recommends users to validate all files with a validation parser before these are submitted. Validating files allows users to fix potential data entry errors before filing. To validate a T4A XML file, follow the steps below:

1. In the T4A Entries window, download your XML – CRA T4A file.

2. Download Liquid Studio at https://www.liquid-technologies.com/trial-download.

3. Install the community version and use Key: LXSCM-73925F8C-0BD85D7E-0. If this key doesn't work, there is an option to request the community version key while installing Liquid Studio.

4. After the installation, open Liquid Studio.
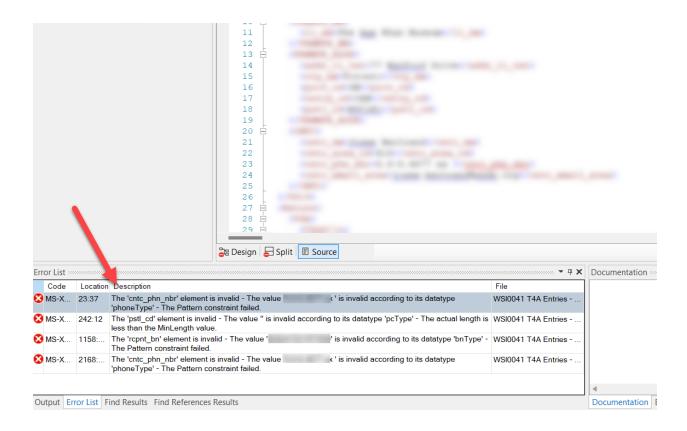
5. Use File > Open > File and open your T4A XML file.

6. Hit validate button to run the schema validation.

7. Check bottom section of the liquid studio for error.

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.

Saved

WebSan Client Information

Transmit Data

General

MS Client ID · · · · · · · · · ·   On Hold · · · · · · · · · · ·

Active · · · · · · · · · · · · ·

Contact Information

Company · · · · · · · · · *   PostalCode / ZipCode *

Name · · · · · · · · · *   Country · · · · · · · · · · *

Address · · · · · · · · · *   Phone · · · · · · · · · · · ·

Address2 · · · · · · · · · ·   Email · · · · · · · · · · · ·

City · · · · · · · · · · · · *   Email CC · · · · · · · · · · ·

Province / State · · · · · *   Billing is Same as Co… · ·