Anthology Payroll for Microsoft Dynamics 365

Anthology Payroll Canada Localization Configuration Guide

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Introduction

This document describes setup and configuration procedures for the Canadian localization of Anthology Payroll for Microsoft Dynamics 365. This document contains procedures for setting up:

- payroll objects (accumulators, benefit/deductions, etc.) specific to the Canadian localization
- T4s and T4As
- records of employment
- WCB reporting
- RL-1s for Quebec

This document is intended to be used with the latest version of the Canadian Statutory Deduction Spreadsheet available from Anthology Inc.

Prerequisites and Requirements

Before proceeding with these instructions, you must meet the following prerequisites:

- Anthology Payroll for Microsoft Dynamics 365 must be fully installed and configured according to the installation guide
- the Canadian localization (country extension) of Anthology Payroll must be fully installed and configured according to the installation guide
- the latest hotfixes for Anthology Payroll and the Canadian localization must be installed
- the latest Canadian Statutory Deduction Spreadsheet must be imported and any post-install instructions must be completed. To obtain the latest spreadsheet, please contact Anthology Client Support
- you must have administrative access to Microsoft Dynamics 365 for Finance and Operations, Enterprise Edition

Custom Calculations and Accumulators

If you have not yet gone live with Anthology Payroll or you do not use custom calculations and accumulators for statutory reporting, skip this section and proceed to the configuration procedures.

If you have already gone live with Anthology Payroll for Microsoft Dynamics 365 or you employ custom calculations and accumulators for the purposes of statutory reporting, you may have to make some decisions regarding how to set up the Canadian statutory reports to work in unison with your custom objects.

The Statutory Deduction Spreadsheet contains *versioned* calculations and accumulators that cannot be manually modified. These objects are maintained solely by Anthology Inc. and designed according to the most recent changes in Canadian federal and provincial/state taxation laws. If you have developed your own custom objects to model federal or provincial/state taxation laws, there may be some conflict in setting up the versioned objects. You must determine whether to retain your custom components or transition to the versioned objects.

If you choose to retain your custom setup, be aware that future Statutory Deduction Spreadsheets do not update your custom components. This means that to ensure accurate reporting, you must maintain your custom components according to Canadian taxation laws manually.

If you switch to the versioned calculations and accumulators part-way through a tax year, you must consider the following:

- After setting up the Canadian localization of Anthology Payroll, you must set initial values on the new accumulators to populate them with your year-to-date values. See See Appendix A: Set Initial Accumulator Values on page 44 for more information.
- It is recommended to verify your accumulator setup to ensure the values match your prior setup.
- After verifying accumulator values, you should remove the accumulator eligibilities for your custom accumulators. This retains your data, but prevents Anthology Payroll from continuing to update the obsolete accumulators.

Set up Anthology Payroll for Microsoft Dynamics 365 Objects

You can import the statutory deduction objects (accumulators, calculations, benefit/deductions, etc.) from the Statutory Deduction Spreadsheet for your jurisdiction. These objects require some setup after import. The spreadsheet must be installed before continuing with statutory deductions and reporting setup.

You can obtain the latest version of the Statutory Deduction Spreadsheet for your jurisdiction from the Anthology Inc. Client Support site:

Please contact Anthology Client Support

If you require federal reporting using more than one CRA Business Number, then you must create a duplicate set of federal reporting accumulators and calculations. Please contact Anthology Inc. Client Support for further details.

Set up Position Filters

Position filters are an attribute of a worker's position record. In a typical implementation of Anthology Payroll, position filters are used to classify worker positions into various jurisdictions and localities, such as states, provinces and regions. If you process pay for workers in multiple jurisdictions with differing tax rules and rates per jurisdiction, it is highly recommended you set up position filters to segregate your workers according to their location of work.

Anthology Payroll uses position filters to determine worker eligibility for accumulators and for the application of the appropriate format fields for statutory reporting. For example, the reporting requirements for one state or province may be different from another. Statutory reporting fields can be defined for each position filter you have configured, allowing you to control the data exported for each jurisdiction you report for.

For the procedure to set up position filters, refer to the appropriate section in the Anthology Payroll Implementer Training Guide.

Set up Date Period Dates

The Anthology Payroll Canadian Statutory Deduction Spreadsheet imports some basic date periods that are used in normal pay period processing. These date periods include:

- Calendar Month
- Calendar Quarter
- Calendar Week
- Calendar Year
- Pay Period
- Pay Year
- Tax Year

These periods do not include the individual dates such as your pay period end dates. These must be set up as part of your implementation.

To set up date period dates:

1. In the navigation pane, click **Setup** > **Tables** > **Dates** > **Date period dates** to open the **Date period dates** form.
2. On the **Fast entry** tab, specify the *Pay Period* **Date period**. Leave the **Pay group** blank.
3. Enter the **Date period year** equivalent to your current tax year.

4. Enter the **Date period number** of the first pay period to create. All dates are generated in succession from this number. For example, if this is the first pay period of the year and your tax year begins in January, you may enter *1*. If you are entering dates in the middle of the tax year, you may choose a later number.
5. Specify the **Start date** of the specified pay period number.
6. Specify the **Statement date** of the first date period date. This date is propagated forward to each generated date according to the increment cycle.
7. Specify the number of **Work days** to include in the pay period. Payroll processing does not use this information, but it can be included in reports.
8. Select the **Increment cycle**, which determines the unit of time between each successive pay period (i.e.: the unit of your pay period).
9. Enter a **Cycle length**, which acts as a multiplier for the **Increment cycle**. The product of the increment cycle and cycle length determines the overall length of each pay period. For example, an **Increment cycle** of *Weeks* and a **Cycle length** of *2* produces a biweekly pay period.
10. Specify a **Cycle number**, which is the number of dates to generate. For example, to generate a biweekly pay period cycle for one year, specify *26*.
11. Click **Generate** to generate the dates for the *Pay Period* **Date period**.
12. Repeat this process as required for additional **Date periods**, such as *Tax Year*. The **Increment cycle** for tax year is *Years* and the **Cycle length** is *1*.
13. Save your changes and close the form.

If you have *Weekly* and *Bi-weekly* pay periods, It is recommended to create 53 *Weekly* periods and 27 *Bi-weekly* periods. Then check the **Statement date** of the last pay period created. If the date is in the next tax year, then delete the last period.

To check a date period for any gaps between its dates:

1. On the **Fast entry** tab of the **Date period dates** form, specify the **Date period** to check in the **Check for gaps** section.
2. Click **Check** to check for gaps:
    - If there are no gaps, a message popup displays a message stating so.
    - If there are gaps, a warning popup displays. You can create the necessary dates to fill in the gaps manually or with **Fast entry**.

Set up Accumulators

Accumulator eligibility and values must be set up in order for Anthology Payroll calculations to function properly. Also, some accumulators store year-to-date values used in statutory reporting.

Some accumulators are segregated by province. You do not need to set up provincial accumulators for provinces in which you have no workers to process pay for.

To set up accumulator eligibilities:

1. In the **Anthology Payroll** navigation pane, click **Setup** > **Tables** > **Eligibilities** > **Accumulators** to open the **Accumulator eligibility** form.
2. On the **Fast entry** tab, set the following eligibilities according to your implementation of **Pay groups**, **Position types**, **Position assignment types** , **Position filters** or **Eligibility groups**. The following table describes the accumulators in the Canadian Statutory deductions spreadsheet and the suggested eligibility of each (*XX* represents the 2-character provincial identifier):

Accumulator	Description	Eligibility
XX WCB earn YTD	Provincial WCB earnings year-to-date. One accumulator for each province.	All workers working in associated province that provides WCB coverage
XX WCB TB YTD	Provincial WCB employer contributions year-to-date. One accumulator for each province.	All workers working in associated province that provides WCB coverage
All Garns Taken PP	All garnishment withheld in the pay period	All workers
CAN XX T4 40 Earns	Code 40 earnings for T4. One accumulator for each province.	All workers in associated province
CAN XX T4 40 TB EE	Code 40 taxable benefits for T4 - employee amount. One accumulator for each province.	All workers in associated province
CAN XX T4 40 TB ER	Code 40 taxable benefits for T4 - employer amount. One accumulator for each province.	All workers in associated province
CAN XX T4 Charity	Charity deductions for T4 (Box 46). One accumulator for each province.	All workers in associated province
CAN XX T4 CPP	CPP employee deductions for T4 (Box 16). One accumulator for each province.	All workers in associated province
CAN XX T4 CPP Deds	Pre-tax deductions that reduce CPP pensionable earnings for T4 (Box 26). One accumulator for each province.	All workers in associated province subject to CPP
CAN XX T4 CPP Earns	CPP earnings for T4. One accumulator for each province.	All workers in associated province subject to CPP
CAN XX T4 CPP ER	CPP employer contributions for T4. One accumulator for each province.	All workers in associated province subject to CPP
CAN XX T4 CPP TB EE	CPP taxable benefits for T4 (Box 26) - employee amount. One accumulator for each province.	All workers in associated province subject to CPP
CAN XX T4 CPP TB ER	CPP taxable benefits for T4 (Box 26) - employer amount. One accumulator for each province.	All workers in associated province subject to CPP
CAN XX T4 EI	EI employee deductions for T4 (Box 18). One accumulator for each province.	All workers in associated province subject to EI
CAN XX T4 EI Deds	Pre-tax deductions that reduce EI insurable earnings for T4 (Box 24). One accumulator for each province.	All workers in associated province subject to EI
CAN XX T4 EI Earns	EI earnings for T4 (Box 24). One accumulator for each province.	All workers in associated province subject to EI
CAN XX T4 EI ER	Employer paid EI premiums. One accumulator for each province.	All workers in associated province
CAN XX T4 EI TB EE	EI taxable benefits for T4 - employee amount (Box 24). One accumulator for each province.	All workers in associated province subject to EI
CAN XX T4 EI TB ER	EI taxable benefits for T4 - employer amount (Box 24). One accumulator for each province.	All workers in associated province subject to EI
CAN XX T4 Emp Deds	Employee deductions for T4 (Box 14). One accumulator for each province.	All workers in associated province

Accumulator	Description	Eligibility
CAN XX T4 Emp Earns	Employee earnings for T4 (Box 14). One accumulator for each province.	All workers in associated province
CAN XX T4 Emp TB EE	Employee taxable benefits for T4 (Box 14) - employee amount. One accumulator for each province.	All workers in associated province
CAN XX T4 Emp TB ER	Employee taxable benefits for T4 (Box 14) - employer amount. One accumulator for each province.	All workers in associated province
CAN XX T4 FedPrv Tax	Federal and provincial tax deductions for T4 (Box 22). One accumulator for each province.	All workers in associated province
CAN XX T4 Pen Adj	Pension adjustment deductions for T4 (Box 52). One accumulator for each province.	All workers in associated province
CAN XX T4 RPP	RPP deductions for T4 (Box 20). One accumulator for each province.	All workers in associated province
CAN XX T4 Union	Union dues deductions for T4 (Box 44). One accumulator for each province.	All workers in associated province
CAN Bonus Earns	Marginally taxed earnings in the pay period	All workers
CAN Bonus Earns YTD	Marginally taxed earnings year-to-date	All workers
CAN Lump Sum Amt	Lump sum amount for federal tax	All workers
CAN Lump Sum Amt YTD	Lump sum amount for federal tax year-to-date	All workers
CAN NonBonus Pymt	Non-marginally taxed earnings. Used for the detection of regular earnings in the pay period.	All workers
CAN QC RL1 Prv Tax	Provincial tax for RL-1 reporting. Quebec only.	All workers in Quebec
CAN QC T4 PPIP	PPIP deductions for T4. Quebec only.	All workers in Quebec
CAN QC T4 PPIP Deds	Pre-tax deductions that reduce PPIP insurable earnings for T4. Quebec only.	All workers in Quebec
CAN QC T4 PPIP Earns	PPIP earnings for T4. Quebec only.	All workers in Quebec
CAN QC T4 PPIP TB EE	PPIP taxable benefits for T4 - employee amount. Quebec only.	All workers in Quebec
CAN QC T4 PPIP TB ER	PPIP taxable benefits for T4 - employer amount. Quebec only.	All workers in Quebec
CAN QC T4 QPP	QPP deductions for T4. Quebec only.	All workers in Quebec
CAN QC T4 QPP Deds	Pre-tax deductions that reduce QPP pensionable earnings for T4. Quebec only.	All workers in Quebec
CAN QC T4 QPP Earns	QPP earnings for T4. Quebec only.	All workers in Quebec
CAN QC T4 QPP ER	Employer paid QPP premium. Quebec only.	All workers in Quebec
CAN QC T4 QPP TB EE	QPP taxable benefits for T4 - employee amount. Quebec only.	All workers in Quebec
CAN QC T4 QPP TB ER	QPP taxable benefits for T4 - employer amount. Quebec only.	All workers in Quebec
CAN ROE Ins Earnings	Insurable earnings for ROE	All workers
CAN ROE Ins Hours	Insurable hours for ROE	All workers
CAN Shares Amt	Approved shares of capital stock	All workers
CAN Shares Amt YTD	Approved shares of capital stock year-to-date	All workers
CAN T4A Box 016	Year-to-date pension amount for T4A reporting (line 115)	All workers

Accumulator	Description	Eligibility
CAN T4A Box 018	Year-to-date lump sum payments for T4A reporting (line 130)	All workers
CAN T4A Box 020	Year-to-date self-employed commissions amount for T4A reporting	All workers
CAN T4A Box 022	Year-to-date Income tax deducted for T4A reporting (line 437)	All workers
CAN T4A Box 024	Year-to-date annuities for T4A reporting	All workers
CAN T4A Box 048	Year-to-date fees paid for services for T4A reporting	All workers
CIP Shares	Cooperative Investment Plan shares deductions. Quebec only.	All workers in Quebec
CPP	Canadian Pension Plan contributions per pay period	All workers
CPP Elig Earns	Canadian Pension Plan eligible earnings	All workers subject to CPP
CPP YTD	Canadian Pension Plan contributions year-to-date	All workers
DED for CPP	Employee deductions that are subject to CPP	All workers subject to CPP
DED for CPP ER	Employer deductions that are subject to CPP	All workers subject to CPP
DED for EI	Employee deductions that are subject to EI	All workers subject to EI
DED for EI ER	Employer deductions that are subject to EI	All workers subject to EI
DED for QPIP	Employee deductions that are subject to QPIP. Quebec only.	All workers in Quebec subject to QPIP
DED for QPIP ER	Employer deductions that are subject to QPIP. Quebec only.	All workers in Quebec subject to QPIP
DED for QPP	Employee deductions that are subject to QPP. Quebec only.	All workers in Quebec subject to QPP
DED for QPP ER	Employer deductions that are subject to QPP. Quebec only.	All workers in Quebec subject to QPP
EI	Employment Insurance contributions per pay period	All workers
EI Elig Earns	Employment Insurance eligible earnings	All workers
EI YTD	Employment Insurance contributions year-to-date	All workers
EIRYTD	Employment Insurance employer contributions year-to-date	All workers
FTQ Shares	Quebec Federation of Labour shares. Quebec only.	All workers in Quebec
Garn1 Arears Ongoing	Total arrears deducted for Garnishment 1	All workers
Garn1 Arears Takn PP	Pay period withholding for arrears on Support Order 1	All workers
Garn2 Arears Ongoing	Total arrears deducted for Garnishment 2	All workers
Garn2 Arears Takn PP	Pay period withholding for arrears on Support Order 2	All workers
Garn3 Arears Ongoing	Total arrears deducted for Garnishment 3	All workers
Garn3 Arears Takn PP	Pay period withholding for arrears on Support Order 3	All workers
Garnishment 1 MTD	Garnishment 1 total month-to-date	All workers
Garnishment 1 PP	Pay period withholding for Garnishment Order 1	All workers
Garnishment 2 MTD	Garnishment 2 total month-to-date	All workers

Accumulator	Description	Eligibility
Garnishment 2 PP	Pay period withholding for Garnishment Order 2	All workers
Garnishment 3 MTD	Garnishment 3 total month-to-date	All workers
Garnishment 3 PP	Pay period withholding for Garnishment Order 3	All workers
Garnishment Admn Fee	Garnishment administrative fee	All workers
Garnishment Deds	Deductions not included in base earnings for garnishments	All workers
Garnishment Earns	Earnings eligible for garnishments	All workers
Garnishment1 Ongoing	Total accumulated amount deducted for Garnishment 1	All workers
Garnishment2 Ongoing	Total accumulated amount deducted for Garnishment 2	All workers
Garnishment3 Ongoing	Total accumulated amount deducted for Garnishment 3	All workers
NonBonusCPP Earns	Non-marginally taxed earnings subject to CPP. Used to derive CPP credit for federal tax.	All workers eligible for CPP
NonBonusEI Earns	Non-marginally taxed earnings subject to EI. Used to derive EI credit for federal tax.	All workers eligible for EI
NonBonusQPP Earns	Non-marginally taxed earnings subject to QPP. Used to derive QPP credit for Quebec federal tax.	All workers eligible for QPP
NonBonusQPIP Earns	Non-marginally taxed earnings subject to QPIP. Used to derive QPIP credit for Quebec federal tax.	All workers eligible for QPIP
QC Remote Travel	Remote travel amount. Quebec only.	All workers in Quebec not including pensioners
QC Reserve Allowance	Reserve allowance amount. Quebec only.	All workers in Quebec not including pensioners
QPIP	Quebec Parental Insurance Plan contributions per pay period. Quebec only.	All workers in Quebec
QPIP EE YTD	Quebec Parental Insurance Plan employee contributions year-to-date. Quebec only.	All workers in Quebec
QPIP Elig Earns	Quebec Parental Insurance Plan eligible earnings. Quebec only.	All workers in Quebec
QPIP ER YTD	Quebec Parental Insurance Plan employer contributions year-to-date. Quebec only.	All workers in Quebec
QPP	Quebec Pension Plan contributions per pay period. Quebec only.	All workers in Quebec
QPP Elig Earns	Quebec Pension Plan eligible earnings. Quebec only.	All workers in Quebec
QPP YTD	Quebec Pension Plan contributions year-to-date. Quebec only.	All workers in Quebec
Remote Allowance	Remote living allowance	All workers not including pensioners
RET Comp	Retirement compensation agreement	All workers
RPP EE	Retirement pension plan	All workers
RRSP EE	Registered retirement savings plan contribution, employee amount per pay period	All workers
RRSP ER	Registered retirement savings plan contribution, employer amount per pay period	All workers
RRSP on Bonus EE	RRSP contribution on supplemental income, employee amount per pay period	All workers
RRSP on Bonus EE YTD	RRSP contribution on supplemental income, employee amount year-to-date	All workers

Accumulator	Description	Eligibility
Taxable Benefits	Taxable benefits	All workers not including pensioners
Taxable Inc	Taxable income	All workers
T4A FedPrv Tax pymt	Pay period amount of tax paid on pension earnings	All workers
T4A Regular Earns	Pay period amount of pension earnings	All workers
T4A Marginal Earns	Pay period amount of marginally taxed pension earnings	All workers
T4A MarginalEarnsYTD	Marginally taxed pension earnings year-to-date, for T4A reporting	All workers
T4A Taxable Benefits	Taxable benefits contributing to pension income	Non-active workers receiving pension or retirement income
Marginal CPP Earns	Marginally taxed earnings subject to CPP	All workers subject to CPP
Marginal EI Earns	Marginally taxed earnings subject to EI	All workers subject to EI
Marginal QPP Earns	Marginally taxed earnings subject to QPP	All workers subject to QPP
T4A Remote Allowance	Pension income for remote living allowance	Non-active workers receiving pension or retirement income
T4A RCT Waiver	Revenue Canada Tax Waiver pension income amount	Non-active workers receiving pension or retirement income
T4A QC Remote Travel	Pension income for remote travel amount. Quebec only.	Non-active workers in Quebec receiving pension or retirement income
T4A QC Reserve Allow	Reserve allowance amount. Quebec only.	Non-active workers in Quebec receiving pension or retirement income
Union Dues	Union dues deductions	All workers

3. Click **Insert** to create the accumulator eligibilities.
4. Save your changes and close the form.

To set up accumulator values:

1. In the **Anthology Payroll** navigation pane, click **Setup** > **Tables** > **Accumulators** > **Accumulator values** to open the **Accumulator values** form.
2. On the **Fast entry** tab, select the **Accumulator**.
3. Select the following **Earnings**, **Earning groups**, **Benefit deductions**, or **Benefit/deduction groups**. Click **Insert** to create the accumulator values. Repeat for each accumulator:

> ***Note**: this table assumes that you have set up **Earning groups** and **Benefit/deduction groups** that contain all the suggested earnings or benefit/deductions.*

Accumulator	Earning Group	Benefit/deduction Group	Benefit/deductions
All Garns Taken PP		*All Garnishments*	
CAN Bonus Earns	All marginally taxed earnings, not including lump sum		
CAN Bonus Earns YTD	All marginally taxed earnings, not including lump sum		

Accumulator	Earning Group	Benefit/deduction Group	Benefit/deductions
CAN Lump Sum Amt	All marginally taxed earnings, not including lump sum		
CAN Lump Sum Amt YTD	All marginally taxed earnings, not including lump sum		
CAN NonBonus Pymt	All earnings taxed at regular rates		
CAN QC RL1 Prv Tax			*QC Provincial Tax*
CAN QC T4 PPIP			*QPIP*
CAN QC T4 PPIP Deds		deductions that reduce PPIP insurable earnings	
CAN QC T4 PPIP Earns	PPIP-insurable earnings		
CAN QC T4 PPIP TB EE		taxable benefits whose employee contributions should be added to PPIP insurable earnings	
CAN QC T4 PPIP TB ER		taxable benefits whose employer contributions should be added to PPIP insurable earnings	
CAN QC T4 QPP			*QPP*
CAN QC T4 QPP Deds		deductions that reduce QPP pensionable earnings	
CAN QC T4 QPP Earns	QPP-pensionable earnings		
CAN QC T4 QPP ER			*QPP*
CAN QC T4 QPP TB EE		taxable benefits whose employee contributions should be added to QPP pensionable earnings	
CAN QC T4 QPP TB ER		taxable benefits whose employer contributions should be added to QPP-pensionable earnings	
CAN ROE Ins Earnings	All earnings that qualify for employment insurance		
CAN ROE Ins Hours	Hours that should be reported on an ROE		
CAN Shares Amt			*CAN Shares*
CAN Shares Amt YTD			
CAN T4A Box 016	Pension or superannuation earnings (box 016)		
CAN T4A Box 018	Lump-sum payments (box 018)		
CAN T4A Box 020	Self-employed		

commissions (box 020)

CAN Shares			
CAN T4A Box 022			*T4A Prov Tax* *T4A Fed Tax*

Accumulator	Earning Group	Benefit/deduction Group	Benefit/deductions
CAN T4A Box 024	Annuities (box 024)		
CAN T4A Box 048	Fees for services (box 048)		
CAN XX T4 40 Earns	any earnings that should be reported as Other Information Amount code 40		
CAN XX T4 40 TB EE		any taxable benefits whose employee contributions are reported as Other Information Amount code 40	
CAN XX T4 40 TB ER		any taxable benefits whose employer contributions are reported as Other Information Amount code 40	
CAN XX T4 Charity		Charity benefit/deductions	
CAN XX T4 CPP			*CPP*
CAN XX T4 CPP Deds		deductions that reduce CPP-pensionable earnings	
CAN XX T4 CPP Earns	CPP-pensionable earnings		
CAN XX T4 CPP ER			*CPP*
CAN XX T4 CPP TB EE		taxable benefits whose employee contributions should be added to CPP-pensionable earnings	
CAN XX T4 CPP TB ER		taxable benefits whose employer contributions should be added to CPP pensionable earnings	
CAN XX T4 EI			*EI*
CAN XX T4 EI Deds		deductions that reduce EI-insurable earnings	
CAN XX T4 EI Earns	EI-insurable earnings		
CAN XX T4 EI ER			*EI*
CAN XX T4 EI TB EE		taxable benefits whose employee contributions should be added to EI-insurable earnings	
CAN XX T4 EI TB ER		taxable benefits whose employer contributions should be added to EI-insurable earnings	
CAN XX T4 Emp Deds		deductions that reduce employment income	
CAN XX T4 Emp Earns	Earnings contributing to employment income		
CAN XX T4 Emp TB EE		taxable benefits whose employee contributions should be added to employment income	

Accumulator	Earning Group	Benefit/deduction Group	Benefit/deductions
CAN XX T4 Emp TB ER		taxable benefits whose employer contributions should be added to employment income	
CAN XX T4 FedPrv Tax			*CAN Federal Tax* *QC Federal Tax* *Can Fed Add Tax* *XX Provincial Tax* *NL Deficit Levy*
CAN XX T4 Pen Adj			benefit/deduction used to report pension adjustments
CAN XX T4 RPP			*RPP*
CAN XX T4 Union			benefit/deduction used to report union dues
CIP Shares			*CIP Shares*
CPP			*CPP*
CPP Elig Earns	All earnings subject to CPP		
CPP YTD			*CPP*
DED for CPP		All deductions subject to CPP	
DED for CPP ER		All deductions subject to CPP	
DED for EI		All deductions subject to EI	
DED for EI ER		All deductions subject to EI	
DED for QPIP		All deductions subject to QPIP	
DED for QPIP ER		All deductions subject to QPIP	
DED for QPP		All deductions subject to QPP	
DED for QPP ER		All deductions subject to QPP	
EI			*EI*
EI YTD			*EI*
EI Elig Earns	All earnings subject to EI		
EIRYTD			*EI*
FTQ Shares			*FTQ Shares*
Garn1 Arears Ongoing			*Garn1 Arrears*
Garn1 Arears Takn PP			*Garn1 Arrears*
Garn2 Arears Ongoing			*Garn2 Arrears*
Garn2 Arears Takn PP			*Garn2 Arrears*

Accumulator	Earning Group	Benefit/deduction Group	Benefit/deductions
Garn3 Arears Ongoing			*Garn3 Arrears*
Garn3 Arears Takn PP			*Garn3 Arrears*
Garnishment 1 MTD			*Garnishment Order 1*
Garnishment 1 PP			*Garnishment Order 2*
Garnishment 2 MTD			*Garnishment Order 1*
Garnishment 2 PP			*Garnishment Order 2*
Garnishment 3 MTD			*Garnishment Order 3*
Garnishment 3 PP			*Garnishment Order 3*
Garnishment Admn Fee			*Garnishment Admin Fee*
Garnishment Deds		*All Garnishments*	
Garnishment Earns	*Garnishable Earns*		
Garnishment1 Ongoing			*Garnishment Order 1*
Garnishment2 Ongoing			*Garnishment Order 2*
Garnishment3 Ongoing			*Garnishment Order 3*
Marginal CPP Earns	*Marginal CPP Earns*		
Marginal EI Earns	*Marginal EI Earns*		
Marginal QPP Earns	Marginally taxed earnings that are subject to QPP		
NonBonusCPP Earns	All non-marginally taxed earnings subject to CPP		
NonBonusEI Earns	All non-marginally taxed earnings subject to EI		
NonBonusQPIP Earns	All non-marginally taxed earnings subject to QPIP		
NonBonusQPP Earns	All non-marginally taxed earnings subject to QPP		
QC Remote Travel			*QC Remote Travel*
QC Reserve Allowance	Reserve allowance earnings		
QPIP			*QPIP*
QPIP EE YTD			*QPIP*
QPIP Elig Earns	All earnings subject to QPIP		
QPIP ER YTD			*QPIP*
QPP			*QPP*
QPP Elig Earns	All earnings subject to QPP		
QPP YTD			*QPP*
Remote Allowance	Allowance earnings for		

remote living

Accumulator	Earning Group	Benefit/deduction Group	Benefit/deductions
RET Comp			Retirement compensation agreement transactions
RPP EE			*RPP*
RRSP EE		RRSP contributions on regular (non-bonus/supplementary) income	
RRSP ER		All RRSP contributions	
RRSP on Bonus EE		RRSP contributions on bonus or supplementary income	
RRSP on Bonus EE YTD		RRSP contributions on bonus or supplementary income	
T4A FedPrv Tax pymt			*T4A Prov Tax* *T4A Fed Tax*
T4A Marginal Earns	*T4AEarnsMarginalRate*		
T4A MarginalEarnsYTD	*T4AEarnsMarginalRate*		
T4A QC Remote Travel			QC Remote Travel
T4A QC Reserve Allow	Reserve allowance earnings		
T4A Regular Earns	*T4AEarns RegularRate*		
T4A Remote Allowance	Allowance earnings for remote living		
T4A Taxable Benefits		Employer benefit contributions that increase taxable income	
Taxable Benefits		Employer benefit contributions that increase taxable income	
Taxable Inc	All taxable employment income including marginal, lump sum and regular		
Union Dues		Union dues that reduce taxable income	
XX WCB earn YTD	All WCB assessable earnings		
XX WCB TB YTD		All WCB taxable benefits	

4. Save your changes and close the form.

Set up Benefit/deductions

Setting up benefit/deductions involves the following:

- adding benefit/deduction enrolments
- adding benefit/deduction rule groups and calculations
- setting up benefit/deduction groups

Ensure that you associate benefit/deductions with the appropriate payment types and schedules as part of your implementation. Your payment types and schedules are specific to your implementation. The procedures to set these up are detailed in the Anthology Payroll implementation guide.

Also, ensure that the tax benefit/deductions have a higher calculation sequence number than taxable benefit benefit/deductions or pre-tax deductions that reduce taxable income. CPP and EI must also be calculated before federal income tax withholdings.

Add Benefit/deduction Enrolments

The Canadian statutory deductions must be associated with the appropriate enrolments. Currently, only the garnishment benefit/deductions have enrolments included with the Statutory Deduction Spreadsheet.

To add benefit/deduction enrolments:

1. In the **Anthology Payroll** navigation pane, click **Setup** > **Tables** > **Benefit/deductions** > **Benefit/deductions** to open the **Benefit deductions** form.
2. On the **Overview** tab, select the following benefit/deductions and click the **Benefit/deduction enrolment selections** tab. Move the specified enrolments to the **Benefit/deduction enrolments selected** pane (*XX* represents the 2-character provincial identifier):

Benefit/deduction	Benefit/deduction enrolment
Garnishment Admn Fee	_Not Applicable
	Garn Admin Fee XX
Garnishment Order 1/2/3	_Not Applicable
	CRA Federal Order
	Support Order XX
	Garnishment Order XX
Garn1/2/3 Arrears	_Not Applicable
	Garn Arrears XX

3. Save your changes and close the form.

Add Benefit/deduction Rule Group Calculations

Each statutory benefit/deduction (and enrolment) must be associated with a calculation for each rule group you have implemented. Benefit/deduction codes may have worker or employer calculations, or both.

Some benefit/deductions are segregated by province. You do not need to set up provincial benefit/deductions for provinces in which you have no workers to process pay for.

To associate calculations with benefit/deductions:

1. In the **Anthology Payroll** navigation pane, click **Setup** > **Tables** > **Benefit/deductions** > **Benefit/deduction rule group calculations** to open the

Benefit/deduction rule group calculations form.

2. On the **Fast entry** tab, select the applicable **Benefit/deduction rule groups**.
3. Select the following **Benefit deductions**, **Benefit/deduction enrolments** and their associated **Employer calculation** and/or **Worker calculation**. Verify the **Active date**. Click **Insert** to create a benefit/deduction rule group calculation. Repeat for each benefit/deduction (*XX* represents the 2-character provincial identifier):

Benefit/deduction	Benefit/deduction enrolment	Employer calculation	Worker calculation
CAN Federal Tax	Outside Quebec		CAN Tax
	Quebec		QC CAN Tax
CPP		CPP Employer	CPP Employee
EI	Outside Quebec	EI Employer Basic	EI Employee
	Quebec	QEI Employer Basic	QEI Employee
Garnishment Admn Fee	_Not Applicable		No Pay or Zero
	Garn Admin Fee XX		Garn Admin XX
Garnishment Order 1	_Not Applicable		No Pay or Zero
	CRA Federal Order		Garn1 CRA Final
	Support Order XX		Garn1 SupportXX Fin
	Garnishment Order XX		Garn1 GarnXX Fin
Garnishment Order 2	_Not Applicable		No Pay or Zero
	CRA Federal Order		Garn2 CRA Final
	Support Order XX		Garn2 SupportXX Fin
	Garnishment Order XX		Garn2 GarnXX Fin
Garnishment Order 3	_Not Applicable		No Pay or Zero
	CRA Federal Order		Garn3 CRA Final
	Support Order XX		Garn3 SupportXX Fin
	Garnishment Order XX		Garn3 GarnXX Fin
Garn1 Arrears	_Not Applicable		No Pay or Zero
	Garn Arrears XX		Garn1 SuprtXX Arears
Garn 2 Arrears	_Not Applicable		No Pay or Zero
	Garn Arrears XX		Garn2 SuprtXX Arears
Garn3 Arrears	_Not Applicable		No Pay or Zero
	Garn Arrears XX		Garn3 SuprtXX Arears
QPIP		QPIP Employer	QPIP Employee
QPP		QPP Employer	QPP Employee
T4A Fed Tax	Outside Quebec		CANT4A Fed Tax
	Quebec		QCT4A CAN Tax
T4A Prov Tax	T4A XX Prov tax		XXT4A Prov Tax
XX Provincial Tax			XX Tax

4. Save your changes and close the form.

Set up Benefit/deduction Groups

Grouping benefit/deductions together allows for ease of maintenance when scheduling benefit/deductions, associating them with payment types and updating accumulators.

The groups listed below are only the ones included with the Statutory Deduction Spreadsheet. Your implementation may have additional groups.

To configure benefit/deduction groups:

1. In the **Anthology Payroll** navigation pane, click **Setup** > **Tables** > **Benefit/deductions** > **Benefit/deduction groups** to open the **Benefit/deduction groups** form.
2. On the **Overview** tab, select the following benefit/deduction groups and click the **Benefit/deduction group benefit deductions** tab. Move the specified benefit/deductions to the **Benefit deductions selected** pane (*XX* represents the 2-character provincial identifier):

Benefit deduction group	Benefit deduction group benefit deductions
All Garnishments	Garn1 Arrears Garn2 Arrears Garn3 Arrears Garnishment Admn Fee Garnishment Order 1 Garnishment Order 2 Garnishment Order 3
Non Garnishable deds	CPP EI XX Provincial Tax QEI (Quebec only) QPIP (Quebec only) QPP (Quebec only)
XX WCB Liability	XX WCB Other provincial WCB deductions

3. Save your changes and close the form.

Add Benefit/deductions to Payment Types

Benefit/deductions must be associated with payment types to be processed for payments of those types. If all your payment types are associated with benefit/deduction groups and you have already added all the benefit/deductions below to relevant benefit/deduction groups (see See Set up Benefit/deduction Groups on page 18), you do not need to update your payment types.

Alternatively, you may create additional benefit/deduction groups and associate them with payment types instead of associating the benefit/deduction codes individually. Your payment types are specific to your implementation. This procedure references typical payment types.

To add benefit/deductions to payment types:

1. In the **Anthology Payroll** navigation pane, click **Setup** > **Tables** > **Payments** > **Payment type benefit deduction selections** to open the **Payment type benefit**

deduction selections form.

2. Click the **Fast entry** tab.
3. For each of the following **Benefit deductions** or **Benefit/deduction groups**, add them to the appropriate **Payment types**. Click **Insert** to add all selected **Benefit deductions** or groups to all selected **Payment types** (*XX* represents the 2-character provincial identifier):

Benefit/deduction	Benefit/deduction Group	Suggested Payment Types
	All Garnishments	regular payments manual/off-cycle payments bonus/supplemental payments
	XX WCB Liability	regular payments manual/off-cycle payments bonus/supplemental payments
	Non Garnishable deds	regular payments manual/off-cycle payments bonus/supplemental payments
T4A Fed Tax		regular payments manual/off-cycle payments bonus/supplemental payments adjustment/correction payments
T4A Prov Tax		regular payments manual/off-cycle payments bonus/supplemental payments adjustment/correction payments
CAN Federal Tax		regular payments manual/off-cycle payments bonus/supplemental payments adjustment/correction payments
QC Fed Add Tax		regular payments manual/off-cycle payments bonus/supplemental payments
XX Provincial Tax		regular payments manual/off-cycle payments bonus/supplemental payments adjustment/correction payments

4. Save your changes and close the form.

Set up Earnings

The Statutory Deduction Spreadsheet for Canada does not provide any default earning codes, so you must create the required earning rule group calculations and generated earnings according to your implementation. However, the spreadsheet does provide some earning groups for use in contributing to accumulators.

Also ensure that you associate your earning codes with the appropriate payment types as part of your implementation. Your payment types are specific to your implementation. The procedures to set these up are detailed in the Anthology Payroll implementation guide. This guide contains a procedure for adding earning groups to payment types.

This section contains the following procedures:

- setting up earning groups
- add earning groups to payment types

Set up Earning Groups

Grouping earnings together allows for ease of maintenance when updating accumulators and associating earnings with payment types.

To configure earning groups:

1. In the **Anthology Payroll** navigation pane, click **Setup** > **Tables** > **Earnings** > **Earning groups** to open the **Earning groups** form.
2. On the **Overview** tab, select the following earning groups and click the **Earning group earnings** tab. Move the specified earnings to the **Earnings selected** pane:

Earning group	Earning group earnings
Garnishable Earns	All earnings that can be subject to garnishment
Marginal CPP Earns	Marginally taxed earnings subject to CPP
Marginal EI Earns	Marginally taxed earnings subject to EI
T4AEarns RegularRate	Taxable retirement earnings that are taxed at regular rate. Should not include taxable employment income earnings.
T4AEarnsMarginalRate	Taxable retirement earnings that are taxed at marginal rate. Should not include taxable employment income earnings.

3. Save your changes and close the form.

Add Earning Groups to Payment Types

Earnings must be associated with payment types if they are to appear on pay statements of those types. You may associate earning groups with payment types such that when earnings are added to those groups, they are automatically associated with the correct payment types. The Canadian Statutory Deduction Spreadsheet provides some default earning groups, but no earning codes.

Your payment types are specific to your implementation. This procedure references suggested payment types.

To add earning groups to payment types:

1. In the **Anthology Payroll** navigation pane, click **Setup** > **Tables** > **Payments** > **Payment type earning selections** to open the **Payment type earning selections** form.
2. Click the **Fast entry** tab.
3. For each of the following **Earning groups**, associate them with the appropriate **Payment types**. Click **Insert** to add all selected **Earnings** to all selected **Payment**

types:

Earning group	Suggested Payment Types
Garnishable Earns	regular payments manual/off-cycle payments bonus/supplemental payments

4. Save your changes and close the form.

Set up Financial Institutions

The Canadian localization of Anthology Payroll comes with a few default financial institutions and export formats for those institutions. Some of them require some additional setup depending on your business requirements.

Set up CPA Export Format

EFT files submitted to the Canadian Payroll Association (CPA) have a unique processing logic. CPA accepts submitted EFT files that contain the pay information for multiple pay groups in a single file. This processing logic is controlled by the **Export file name** set on the export format record.

To set up CPA export format:

1. In the **Anthology Payroll** navigation pane, click **Setup** > **Tables** > **Financial institutions** > **Financial institution export formats** to open the **Financial institution export formats** form.
2. On the **Overview** tab, select the *CPA* **Financial institution export format**.
3. On the **General** tab, set one of the following options for the **Export file name**:
    - leave blank to allow Anthology Payroll to generate a new, unique EFT file name every pay period.
    - enter a file name to allow Anthology Payroll to append pay information from all applicable pay groups into a single EFT file of the name. Note that by using this option, the EFT file *must* be downloaded *every pay period* otherwise Anthology Payroll will continue to append pay information to the existing file.
4. Save your changes and close the form.

Set up T4 Reporting

T4 reporting must be set up before the T4 slips report can generate the correct information. This section contains procedures for:

- setting up T4 format fields
- setting up T4 format parameters
- setting T4 general definitions (parameters)

The T4 slips report gathers worker information from accumulators (see See Set up Accumulators on page 6). If you have more than one CRA Business

Number, you may need to duplicate and configure the T4 accumulators for each additional number.

Set up T4 Format Fields

Format fields for the T4 must be manually configured. Each format field is associated with a position filter that corresponds to a provincial jurisdiction or separate CRA Business Number. If you have multiple jurisdictions/CRA Business Numbers, you must create T4 format fields for each one, but Anthology Payroll provides a quick method to duplicate format fields.

To set up the T4 format fields:

1. In the **Anthology Payroll** navigation pane, click **Setup** > **Tables** > **Payroll** > **Forms** > **Formats** to open the **Formats** form.
2. On the **Overview** tab, select the *T4 Slip* **Export format**.
3. Click **Setup** > **Format fields** to open the **Format fields** form.
4. Create or modify the following export format fields. Enter the **Export format field** name, **Field source type**, and **Field source** as listed in the table below, if it does not already exist (where *XX* is the 2-character province identifier applicable to the province indicated):

Export Format	Description	Field Source	T4 Box Field	Type
Charitable Donations	Year-to-date charitable donations by employee	Accumulator	CAN XX T4 Charity	46
CPP Contributions	Year-to-date CPP deductions paid by employee	Accumulator	CAN XX T4 CPP	16
CPP Contributions- ER	Year-to-date CPP deductions paid by employer	Accumulator	CAN XX T4 CPP ER	XML Trailer
CPPQPP Pension Earns	Calculation for deriving yearly earnings eligible for CPP (or QPP) pension contributions	Calculation	CAN XX T4 CPP Earng	26
Creation Date	Submission date for the T4. The default value is the current system date (Systemdateget() function), but you may enter an explicit date as desired (MM/DD/YYYY format).	Expression or Fixed, if desired	Systemdateget()	
EI Insurable Earnings	Calculation for deriving insurable earnings by pay period	Calculation	CAN XX T4 EI Earng	24
EI Premiums	Year-to-date EI deductions paid by employee	Accumulator	CAN XX T4 EI	18
EI premiums- ER	Year-to-date EI deductions paid by employer	Accumulator	CAN XX T4 EI ER	XML Trailer
Employer Address	Employer's address if the T4 is sent electronically	Fixed	custom text	
Employer Area	Employer’s telephone area code if T4 is sent electronically	Fixed	custom text	
Employer City	Employer’s city if T4 is sent electronically	Fixed	custom text	
Employer Contact	Employer’s contact name if T4 is sent electronically	Fixed	custom text	

Export Format	Description	Field Source	T4 Box Field	Type
Employer Country	Employer's country if T4 is sent electronically	Fixed	custom text	
Employer Email	Employer's email if T4 is sent electronically	Fixed	custom text	
Employer Local	Employer's telephone extension if T4 is sent electronically	Fixed	custom text	
Employer Name	Employer's name if T4 is sent electronically	Fixed	custom text	
Employer Phone	Employer's phone number if T4 is sent electronically	Fixed	custom text	
Employer Postal	Employer's postal code if T4 is sent electronically	Fixed	custom text	
Employer Province	Employer's province if T4 is sent electronically	Fixed	custom text	
Employment Code	Default employment code if no employee code is found	Fixed	custom text	
Employment Income	Calculation for deriving taxable income	Calculation	CAN XX T4 Empl Inc	14
Income Tax Deducted	Federal and provincial taxes withheld	Accumulator	CAN XX T4 FedPrv Tax	22
Other Info Amount X	To populate one or more other info amounts for other boxes on the form, you must set up pairs of Other Info Amount X and Other Info Code X records, where X is an integer between 1 and 10. For example, to add Box 40 to T4s, create an Other Info Amount 1 record, and select the custom accumulator, then create a matching Other Info Code 1 row and enter the corresponding T4 box number.	Usually an Accumulator or Calculation code	CAN XX T4 Code 40 Earns	
Other Info Code X	Box number that will appear in the "Box" field associated with the corresponding "Other Info Amount X" field.	Fixed	custom text	
Payroll Account Num	Employer's payroll account number, which includes the business number as prefix	Fixed	custom text	54
Pension Adjustment	Calculation for deriving the pension adjustment to the nearest dollar	Calculation	CAN XX T4 PensionAdj	52
PPIP Insurable Earns	Provincial Parental Insurance Plan-insurable earnings	Accumulator	CAN XX T4 PPIP Earng	56
PPIP Premiums	Year-to-date PPIP premiums paid by the employee	Accumulator	CAN XX T4 PPIP	55
Proprietor #1	Social insurance number of proprietor or principal owner	Fixed	custom text	
Proprietor #2	Social insurance number of proprietor or 2nd principal owner	Fixed	custom text	
QPP Contributions	Year-to-date QPP deductions paid by the employee (Quebec only)	Accumulator	CAN QC T4 QPP	17
RPP Contributions	RPP contributions by the employee	Accumulator	CAN XX T4 RPP	20

Export Format	Description	Field Source	T4 Box Field	Type
RPP/DPSP Regn Number	7-digit registration number issued by the CRA for RPP or DPSP. Can also be a 7-digit number for an unregistered foreign pension plan.	Fixed	custom text	50
Transmission File No	XML transmission file number of last XML file created	Fixed	custom text	
Transmitter Address	Transmitter’s address if T4 is sent electronically	Fixed	custom text	
Transmitter Area	Transmitter’s area code if T4 is sent electronically	Fixed	custom text	
Transmitter City	Transmitter’s city if T4 is sent electronically	Fixed	custom text	
Transmitter CRA account type	Select the type of your CRA account if you are using a My business account (MyBA) or Web access code (WAC)	Select one of PN9, BN15, Trust or NR4	enum name: PHRCATransmitterAcctTypeValues	Enum
Transmitter CRA account number	Your account number of up to 15 characters is required if you are using a My business account (MyBA) or Web access code (WAC)	Fixed	Alphanumeric	
Transmitter Contact	Transmitter’s contact name if T4 is sent electronically	Fixed	custom text	
Transmitter Country	Transmitter’s country if T4 is sent electronically	Fixed	custom text	
Transmitter Email	Transmitter’s email address if T4 is sent electronically	Fixed	custom text	
Transmitter Language	Language the T4 statements will be produced in.	Enum name: PHRCAROEPrintLanguage	Field source: English	
Transmitter Local	Transmitter’s telephone extension if T4 is sent electronically	Fixed	custom text	
Transmitter Name	Transmitter’s name if T4 is sent electronically	Fixed	custom text	
Transmitter Number	Magnetic media transmitter number assigned to the business by CRA. The format is 2 alpha, 7 numeric.	Fixed	custom text	
Transmitter Phone	Transmitter’s phone number if T4 is sent electronically	Fixed	custom text	
Transmitter Postal	Transmitter’s postal code if T4 is sent electronically	Fixed	custom text	
Transmitter Province	Transmitters province if T4 is sent electronically	Fixed	custom text	
Transmitter representative identifier	Your 7-character account number is required if you are using the Represent a client (RAC) application	Fixed	Alphanumeric	
Transmitter Type	Transmitter’s type if T4 is sent electronically	Enum name: PHRCAT4TransmTypes	Field source: Submitting your returns	
Union Dues	Year-to-date union dues withheld for the employee. Only required employer and union agree that the union will not issue receipts for union dues.	Fixed	custom text	

***Note**: For T4 slip box 28, the CPP/QPP exempt, EI exempt, and PPIP exempt checkboxes are derived by looking up benefit/deduction transactions for the codes specified in the **General definitions** form. For example, if you identify that the CPP-QPP deduction code is CPP, it will review that and mark the box as necessary.*

5. Select *Yes* for **Display in report?** to allow the field to appear when generated.
6. Select *Yes* for **Exclude if zero?** to prevent the field from appearing when its value is zero.
7. Save your changes and close the form.

Set up T4 Format Parameters

You can customize the file name and the location of where T4 reports are generated.

To set up T4 format parameters:

1. In the **Anthology Payroll** navigation pane, click **Setup** > **Tables** > **Payroll** > **Forms** > **Formats** to open the **Formats** form.
2. On the **Overview** tab, select the *T4 Slip* **Export format**.
3. Click **Setup** > **Format parameters** to open the **Format parameters** form.
4. Change any of the following parameters as desired:
   - *XMLFileName*: enter/modify the file name of the XML file T4 report data is exported to. File name must have the *.xml* extension.
   - *XMLDirectory*: enter/modify the directory path location where the XML file is saved to. In a Dynamics 365 cloud environment, this parameter is not used. You use the **Download files to local network** function to retrieve the file instead.
5. Save your changes and close the form.

Set T4 General Definitions

Some general definitions must be mapped to benefit/deduction codes for T4 reporting. This procedure must be completed once per company.

To set up T4 general definitions:

1. In the **Anthology Payroll** navigation pane, click **Setup** > **Parameters** to open the **General definitions** form.

2. Filter by *T4* in the **Category** search field to view only the T4-related general definitions.
3. Set the **String values** for the following **General definition codes**:
    - *CPP Deduction Code*: *CPP* benefit/deduction code
    - *EI Deduction Code*: *EI* benefit/deduction code
    - *Latest reportable T4 tax year*: latest tax year that employees can access their T4 forms for, in the **Employee self service** workspace. Default is *2019*. To disable access, set to *0*.
    - *Latest reportable T4A tax year*: latest tax year that employees can access their T4A forms for, in the **Employee self service** workspace. Default is *2019*. To disable access, set to *0*.
    - *PPIP Deduction Code*: *QPIP* benefit/deduction code
    - *QPP Deduction Code*: *QPP* benefit/deduction code
4. Save your changes and close the form.

Set up T4A Reporting

T4A reporting must be set up before the T4A report can generate the correct information. This section contains procedures for:

- setting up T4A format fields
- setting up T4A format parameters

The T4A report gathers worker information from accumulators (See Set up Accumulators on page 6). If you have more than one CRA Business Number, you may need to duplicate and configure the T4A accumulators for each additional number.

Set up T4A Format Fields

Format fields for the T4A must be manually configured. Each format field is associated with a position filter that corresponds to a provincial jurisdiction or separate CRA Business Number. If you have multiple jurisdictions/CRA Business Numbers, you must create T4A format fields for each one, but Anthology Payroll provides a quick method to duplicate format fields.

To set up the T4A format fields:

1. In the **Anthology Payroll** navigation pane, click **Setup** > **Payroll** > **Forms** > **Formats** to open the **Formats** form.
2. On the **Overview** tab, select the *T4A Slip* **Export format**.
3. Click **Setup** > **Format fields** to open the **Format fields** form.
4. Create or modify the following export format fields. Enter the **Export format field** name, **Field source type**, and **Field source** as listed in the table below, if it does not already exist (where *XX* is the 2-character province identifier applicable to the province indicated):

Export	Description	Field Source	Field Source Format Field	Type
Annuities	Annuities (Box 024)	Accumulator	CAN T4A Box 024	
Creation Date	Submission date for the T4A. The default value is the current system date (Systemdateget() function), but you may enter an explicit date as desired (MM/DD/YYYY format).	Expression or Fixed, if desired	Systemdateget()	
Employer Address	Employer's address if the T4A is sent electronically	Fixed	custom text	
Employer Area	Employer’s telephone area code if T4A is sent electronically	Fixed	custom text	
Employer City	Employer’s city if T4A is sent electronically	Fixed	custom text	
Employer Contact	Employer’s contact name if T4A is sent electronically	Fixed	custom text	
Employer Country	Employer’s country if T4A is sent electronically	Fixed	custom text	
Employer Email	Employer’s email if T4A is sent electronically	Fixed	custom text	
Employer Local	Employer’s telephone extension if T4A is sent electronically	Fixed	custom text	
Employer Name	Employer’s name if T4A is sent electronically	Fixed	custom text	
Employer Phone	Employer’s phone number if T4A is sent electronically	Fixed	custom text	
Employer Postal	Employer’s postal code if T4A is sent electronically	Fixed	custom text	
Employer Province	Employer’s province if T4A is sent electronically	Fixed	custom text	
Fees for Services	Fees for services (Box 048)	Accumulator	CAN T4A Box 048	
Income Tax Deducted	Income tax deducted (Box 022)	Accumulator	CAN T4A Box 022	
Lump-sum Payments	Lump-sum payments (Box	Accumulator	CAN T4A Box 018	

Export	Description	Field Source	Field Source Format Field	Type
	018)			
Other Info Amount X	To populate one or more other info amounts for other boxes on the form, you must set up pairs of Other Info Amount X and Other Info Code X records, where X is an integer between 1 and 10. For example, to add Box 195 to T4As, create an Other Info Amount 1 record, and select the custom accumulator, then create a matching Other Info Code 1 row and enter the corresponding T4 box number.	Usually an Accumulator or Calculation	Custom accumulator or calculation	
Other Info Code X	Box number that will appear in the "Box" field associated with the corresponding "Other Info Amount X" field.	Fixed	custom text	
Payroll Account Num	Employer's payroll account number, which includes the business number as prefix	Fixed	custom text	
Pension or Superann	Pension or superannuation (Box 016)	Accumulator	CAN T4A Box 016	
Pension Plan #1	Pension plan number issued by CRA for first pension plan.	Fixed	custom text	
Pension Plan #2	Pension plan number issued by CRA for second pension plan.	Fixed	custom text	
Pension Plan #3	Pension plan number issued by CRA for third pension plan.	Fixed	custom text	
Proprietor #1	Social insurance number of proprietor or principal owner	Fixed	custom text	
Proprietor #2	Social insurance number of proprietor or 2nd principal owner	Fixed	custom text	

Export	Description	Field Source	Field Source Format Field	Type
Self-employed commns	Self-employed commissions (Box 020)	Accumulator	CAN T4A Box 020	
Transmission File No	XML transmission file number of last XML file created	Fixed	custom text	
Transmitter Address	Transmitter’s address if T4A is sent electronically	Fixed	custom text	
Transmitter Area	Transmitter’s area code if T4A is sent electronically	Fixed	custom text	
Transmitter City	Transmitter’s city if T4A is sent electronically	Fixed	custom text	
Transmitter CRA account type	Select the type of your CRA account if you are using a My business account (MyBA) or Web access code (WAC)	Select one of PN9, BN15, Trust or NR4	enum name: PHRCATransmitterAcctTypeValues	Enum
Transmitter CRA account number	Your account number of up to 15 characters is required if you are using a My business account (MyBA) or Web access code (WAC)	Fixed	Alphanumeric	
Transmitter Contact	Transmitter’s contact name if T4A is sent electronically	Fixed	custom text	
Transmitter Country	Transmitter’s country if T4A is sent electronically	Fixed	custom text	
Transmitter Email	Transmitter’s email address if T4A is sent electronically	Fixed	custom text	
Transmitter Language	Language the T4A statements will be produced in.	Fixed	English	
Transmitter Local	Transmitter’s telephone extension if T4A is sent electronically	Fixed	custom text	
Transmitter Name	Transmitter’s name if T4A is sent electronically	Fixed	custom text	
Transmitter Number	Transmitter number if T4A is sent electronically	Enum	Enum name: PHRCAROEPrintLanguage	Field source: English
Transmitter Phone	Transmitter’s phone number if T4A is sent electronically	Fixed	custom text	
Transmitter Postal	Transmitter’s postal code if T4A is sent electronically	Fixed	custom text	

Export	Description	Field Source	Field Source Format Field	Type
Transmitter Province	Transmitters province if T4A is sent electronically	Fixed	custom text	
Transmitter representative identifier	Your 7-character account number is required if you are using the Represent a client (RAC) application	Fixed	Alphanumeric	
Transmitter Type	Transmitter's type if T4A is sent electronically	Enum	Enum name: PHRCAT4TransmTypes	Field source: Submitting your returns

5. Select *Yes* for **Display in report?** to allow the field to appear when generated.
6. Select *Yes* for **Exclude if zero?** to prevent the field from appearing when its value is zero.
7. Save your changes and close the form.

Set up T4A Format Parameters

You can customize the file name and the location of where T4A reports are generated.

To set up T4A format parameters:

1. In the **Anthology Payroll** navigation pane, click **Setup** > **Tables** > **Payroll** > **Forms** > **Formats** to open the **Formats** form.
2. On the **Overview** tab, select the *T4A Slip* **Export format**.
3. Click **Setup** > **Format parameters** to open the **Format parameters** form.
4. Change any of the following parameters as desired:
    - *XMLFileName*: enter/modify the file name of the XML file T4A report data is exported to. File name must have the *.xml* extension.
    - *XMLDirectory*: enter/modify the directory path location where the XML file is saved to. In a Dynamics 365 cloud environment, this parameter is not used. You use the **Download files to local network** function to retrieve the file instead.
5. Save your changes and close the form.

Set up RL-1 Reporting

RL-1 reporting must be set up before the RL-1 report can generate the correct information. RL-1 reporting is specific to the province of Quebec. If you do not process pay for workers in Quebec, you do not need to set up RL-1 reporting. This section contains procedures for:

- setting up RL-1 format fields
- setting up RL-1 format parameters
- setting RL-1 general definitions (parameters)

The RL-1 report gathers worker information from accumulators (see See Set up Accumulators on page 6). If you have more than one CRA Business Number, you may need to duplicate and configure the RL-1 accumulators for each additional number.

Set up RL-1 Format Fields

Format fields for the RL-1 must be manually configured. Each format field is associated with a position filter that corresponds to a provincial jurisdiction or separate CRA Business Number. If you have multiple jurisdictions/CRA Business Numbers, you must create RL-1 format fields for each one, but Anthology Payroll provides a quick method to duplicate format fields.

To set up the RL-1 format fields:

1. In the **Anthology Payroll** navigation pane, click **Setup** > **Payroll** > **Forms** > **Formats** to open the **Formats** form.
2. On the **Overview** tab, select the *RL-1 Slip* **Export format**.
3. Click **Setup** > **Format fields** to open the **Format fields** form.
4. Create or modify the following export format fields. Enter the **Export format field** name, **Field source type**, and **Field source** as listed in the table below, if it does not already exist (where *XX* is the 2-character province identifier applicable to the province indicated):

Export Format Field	Description	Field Source Type	Field Source
Accounting area	Accounting resource's telephone area code, if RL-1 is sent electronically	Fixed	custom text
Accounting language	Communication language if RL-1 is sent electronically	Fixed	Enum name: *PHRCARL1Language* Field source: *French*
Accounting local	Accounting resource's telephone extension, if RL-1 is sent electronically	Fixed	custom text
Accounting phone	Accounting resource's telephone number, if RL-1 is sent electronically	Fixed	custom text
Accounting resource	Accounting resource's name, if RL-1 is sent electronically	Fixed	custom text
Canadian forces	Employee's Canadian Forces personnel deduction	Accumulator	
Certification number	Certification number of the software	Fixed	custom text
Charitable Donations	Charitable donations deducted from employee (Box N)	Accumulator	
Child expenses	Employee's child care expenses from social security	Accumulator	
Commissions	Commissions included in box A or box R (Box M)	Accumulator	
Computer area	Computer resource's telephone area code, if RL-1 is sent electronically	Fixed	custom text
Computer language	Communication language if RL-1 is sent electronically	Fixed	Enum name: *PHRCARL1Language* Field source: *French*
Computer local	Computer resource's telephone extension, if RL-1 is sent electronically	Fixed	custom text
Computer phone	Computer resource's telephone number, if RL-1 is sent electronically	Fixed	custom text
Computer resource	Computer resource's name, if RL-1 is sent electronically	Fixed	custom text
CPP Contributions	Year-to-date CPP deductions paid by employee	Accumulator	*CAN XX T4 CPP*
Creation Date	Submission date for the RL-1. The default value is the current system date (Systemdateget() function), but you may enter an explicit date as desired (MM/DD/YYYY format).	Expression or Fixed, if desired	Systemdateget()
Deferred salaries	Deferred salaries or wages (Box Q)	Accumulator	

Export Format Field	Description	Field Source Type	Field Source
EI Premiums	Year-to-date EI deductions paid by employee (Box C)	Accumulator	*CAN XX T4 EI*
Employer Address	Employer's address if the RL-1 is sent electronically	Fixed	custom text
Employer City	Employer’s city if RL-1 is sent electronically	Fixed	custom text
Employer Country	Employer’s country if RL-1 is sent electronically	Fixed	custom text
Employer ident num	Employer’s identification number provided by Revenue Quebec	Fixed	custom text
Employer insurance	Contributions to multi-employer insurance plan (Box P)	Accumulator	
Employer Name	Employer’s name if RL-1 is sent electronically	Fixed	custom text
Employer Postal	Employer’s postal code if RL-1 is sent electronically	Fixed	custom text
Employer Province	Employer’s province if RL-1 is sent electronically	Fixed	custom text
Employment Income	Employment income (Box A)	Accumulator	
Enterprise Number	Enterprise number provided by Revenue Quebec	Fixed	custom text
File number	File number provided by Revenue Quebec	Fixed	custom text
Income Tax Deducted	Quebec income tax deducted from employee (Box E)	Accumulator	*CAN QC RL1 Prv Tax*
Indian income	Income paid to a first nations resident on a reserve (Box R)	Accumulator	
Meals accommodation	Meals and accommodation (Box V)	Accumulator	
Motor vehicle	Use of a motor vehicle for personal purposes (Box W)	Accumulator	
Other benefits	Other benefits (Box L)	Accumulator	
Other income amt X	To populate one or more other info amounts for other boxes on the form, you must set up pairs of *Other income amt X* and *Other income code X* records, where *X* is an integer between 1 and 10.	Usually an Accumulator or Calculation code	To include additional "Other information" boxes relevant to your company, create your own accumulators and/or calculations.
Other income code X	Box number/letter that will appear in the "Box" field associated with the corresponding "Other Info Amount X" field.	Fixed	custom text
Phased retirement	Phased retirement amount (Box U)	Accumulator	
Police officers	Employee's police officer deduction, if applicable	Accumulator	
Private health	Private health services plan employer contributions (Box J)	Accumulator	
QPIP insurable earns	Quebec Parental Insurance Plan insurable earnings (Box I)	Accumulator	*CAN QC T4 PPIP Earns*
QPIP premiums	Quebec Parental Insurance Plan premiums (Box H)	Accumulator	*CAN QC T4 PPIP*
QPP Contributions	Employee's Quebec Pension Plan contributions (Box B)	Accumulator	*CAN QC T4 QPP*

Export Format Field	Description	Field Source Type	Field Source
QPP pension earns	Employee's Quebec Pension Plan pensionable earnings (Box G)	Accumulator	*CAN QC T4 QPP Earns*
RPP Contributions	Employee's Registered Pension Plan contributions (Box D)	Accumulator	*CAN XX T4 RPP*
Slip number paper	8-digit starting slip number if RL-1 is filed on paper	Fixed	custom text
Slip number XML	8-digit starting slip number if RL-1 is transmitted electronically	Fixed	custom text
Tips allocated	Tips allocated and included in box A or box R (Box T)	Accumulator	
Tips received	Tips received and included in box A or box R (Box S)	Accumulator	
Transmission File No	XML transmission file number of last XML file created	Fixed	custom text
Transmission Year No	XML transmission tax year number of last XML file created	Fixed	custom text
Transmitter Address	Transmitter’s address if RL-1 is sent electronically	Fixed	custom text
Transmitter City	Transmitter’s city if RL-1 is sent electronically	Fixed	custom text
Transmitter Country	Transmitter’s country if RL-1 is sent electronically	Fixed	custom text
Transmitter Name	Transmitter’s name if RL-1 is sent electronically	Fixed	custom text
Transmitter Number	Magnetic media transmitter number assigned to the business by Revenue Quebec.	Fixed	custom text
Transmitter Postal	Transmitter’s postal code if RL-1 is sent electronically	Fixed	custom text
Transmitter Province	Transmitters province if RL-1 is sent electronically	Fixed	custom text
Transmitter Type	Transmitter’s type if RL-1 is sent electronically	Enum	Enum name: *PHRCARL1TransmTypes* Field source: *Filing for yourself*
Trips remote area	Trips by resident of a designated remote area (Box K)	Accumulator	
Union Dues	Union dues deducted from employee (Box F)	Accumulator	

5. Select *Yes* for **Display in report?** to allow the field to appear when generated.
6. Select *Yes* for **Exclude if zero?** to prevent the field from appearing when its value is zero.
7. Save your changes and close the form.

Set up RL-1 Format Parameters

You can customize the file name and the location of where RL-1reports are generated.

To set up RL-1 format parameters:

1. In the **Anthology Payroll** navigation pane, click **Setup** > **Tables** > **Payroll** > **Forms** > **Formats** to open the **Formats** form.
2. On the **Overview** tab, select the *RL-1 Slips* **Export format**.
3. Click **Setup** > **Format parameters** to open the **Format parameters** form.
4. Change any of the following parameters as desired:
   - *XMLFileName*: enter/modify the file name of the XML file RL-1 report data is exported to. File name must have the *.xml* extension.
   - *XMLDirectory*: enter/modify the directory path location where the XML file is saved to. In a Dynamics 365 cloud environment, this parameter is not used. You use the **Download files to local network** function to retrieve the file instead.
5. Save your changes and close the form.

Set RL-1 General Definitions

Some general definitions must be mapped to benefit/deduction codes for RL-1 reporting. This procedure must be completed once per company.

To set up RL-1 general definitions:

1. In the **Anthology Payroll** navigation pane, click **Setup** > **Parameters** to open the **General definitions** form.
2. Filter by *T4* in the **Category** search field to view only the T4-related general definitions. RL-1 general definitions are included in this categorization.
3. Set the **String values** for the following **General definition codes**:
   - *PPIP Deduction Code*: *QPIP* benefit/deduction code. Quebec only.
   - *QPP Deduction Code*: *QPP* benefit/deduction code. Quebec only.
4. Close the form to save your changes.
5. Save your changes and close the form.

Set up Record of Employment Reporting

Record of Employment (ROE) reporting must be set up before the ROE report can generate the correct information. This section contains procedures for:

- setting up ROE format fields
- setting up ROE format parameters

The ROE report gathers worker information from accumulators (see See Set up Accumulators on page 6). If you have more than one CRA Business Number, you may need to duplicate and configure the ROE accumulators for each additional number.

Set up ROE Format Fields

Format fields for the ROE must be manually configured. Each format field is associated with a position filter that corresponds to a provincial jurisdiction or separate CRA Business Number. If you have multiple jurisdictions/CRA Business Numbers, you must create ROE format fields for each one, but Anthology Payroll provides a quick method to duplicate format fields.

To set up the ROE format fields:

1. In the **Anthology Payroll** navigation pane, click **Setup** > **Tables** > **Payroll** > **Forms** > **Formats** to open the **Formats** form.
2. On the **Overview** tab, select the *ROE* **Export format**.
3. Click **Setup** > **Format fields** to open the **Format fields** form.
4. Create or modify the following export format fields. Enter the **Export format field** name, **Field source type**, and **Field source** as listed in the table below, if it does not already exist (where *XX* is the 2-character province identifier applicable to the province indicated):

Export Format Field	Description	Field Source Type	Field Source
Business number	Employer's CRA Business number to appear on ROE	Fixed	custom text
Contact area	Telephone area code of the person issuing the ROE	Fixed	custom text
Contact first name	First name of the person issuing the ROE	Fixed	custom text
Contact last name	Last name of the person issuing the ROE	Fixed	custom text
Contact local	Telephone extension of the person issuing the ROE	Fixed	custom text
Contact phone	Telephone number of the person issuing the ROE	Fixed	custom text
Creation date	Submission date for the ROE. The default value is the current system date (Systemdateget() function), but you may enter an explicit date as desired (MM/DD/YYYY format).	Expression or Fixed, if desired	Systemdateget ()
EI earnings	Insurable earnings by pay period. Used to calculate sections 15B and 15C on the ROE.	Accumulator	*CAN ROE Ins Earnings*
EI Hours	Insurable hours by pay period. Used to calculate section 15A on the ROE.	Accumulator	*CAN ROE Ins Hours*

5. Select *Yes* for **Display in report?** to allow the field to appear when generated.
6. Select *Yes* for **Exclude if zero?** to prevent the field from appearing when its value is zero.
7. Save your changes and close the form.

Set up ROE Format Parameters

You can customize the file name and the location of where ROE reports are generated.

To set up ROE format parameters:

1. In the **Anthology Payroll** navigation pane, click **Setup** > **Tables** > **Payroll** > **Forms** > **Formats** to open the **Formats** form.
2. On the **Overview** tab, select the *ROE* **Export format**.
3. Click **Setup** > **Format parameters** to open the **Format parameters** form.
4. Change any of the following parameters as desired:
    - *XMLFileName*: enter/modify the file name of the XML file T4 report data is exported to. File name must have the *.xml* extension.
    - *XMLDirectory*: enter/modify the directory path location where the XML file is saved to. In a Dynamics 365 cloud environment, this location is on the server and you may not have access to it as a client. You can use the **Download files to local network** function to retrieve the file instead.
5. Sve your changes and close the form.

Set up ROE General Definitions

Some general definitions must be mapped to accumulator codes for ROE reporting. You can also specify some ROE reporting default values. This procedure must be completed once per company.

To set up ROE general definitions:

1. In the **Anthology Payroll** navigation pane, click **Setup** > **Parameters** to open the **General definitions** form.
2. Filter by *ROE* in the **Category** search field to view only the ROE-related general definitions.
3. Set the **String values** for the following **General definition codes**:
    - *EI dollars accumulator*: *CAN ROE Ins Earnings* accumulator
    - *EI hours accumulator*: *CAN ROE Ins Hours* accumulator
    - *ROE business number*: default business number to use on all ROE submissions if no business number is set in the format fields.
    - *ROE issuer based on user*: *Yes* to indicate that the name of the issuer on the record of employment is the Dynamics user's name. *No*, to use *ROE issuer name* general definition parameter (below).
    - *ROE issuer name*: issuer name on the record of employment if it is not the Dynamics user's name
    - *ROE issuer telephone*: issuer telephone number to appear on the record of employment
4. Save your changes and close the form.

Set up WCB Reporting

Workers' Compensation Board (WCB) reporting must be set up before the WCB report can generate the correct information. This includes the setup of WCB accumulators (see See Set up Accumulators on page 6) and the **Workers compensation categories** form.

To set up workers compensation categories:

1. In the **Anthology Payroll** navigation pane, click **Setup** > **Tables** > **Types** > **Workers compensation categories** to open the **Workers compensation categories** form.
2. On the **Overview** tab, create a new record.
3. On the **General** tab, enter the **Workers compensation category** name and description. The **Short code** defaults to the first five characters of the name.
4. Specify the **Province/territory** for this category.
5. Specify the appropriate **Eligible earnings accumulator** that determines the assessable earnings (e.g.: *XX WCB earn YTD*).
6. Specify the appropriate **Eligible fringe benefits accumulator** that determines the assessable non-cash fringe benefits assessable, if any (e.g.: *XX WCB TB YTD*).
7. Enter an **Active date** and **Expiry date**.
8. Repeat as needed for additional categories and jurisdictions.
9. Save your changes and close the form.

Ensure that the workers compensation category is set for each worker on their **Worker positions** form to enable accurate WCB reporting.

Set up HR Employee Self-Service

Anthology Payroll allows workers to view their own pay statement information from their Human Resources Employee Self-Service workspace. This requires the employee to have their Office 365 user account associated to a worker in Dynamics 365 and the appropriate security role for viewing pay statements.

This procedure assumes that the worker is already configured with an Office 365 account that is synchronized with Dynamics 365.

To set up employee self-service for viewing pay statements:

1. In the **System Administration** navigation pane, click **Users** > **Users** to open the **Users** list.
2. Click the **User ID** of the user to configure for self-service pay statements to open their **Users** form.
3. In the **Person** field in the **User details** section, locate and assign the worker record that corresponds to the user account if it is not already set.

4. In the **User's roles** section, click **Assign roles** to open the **Assign roles to user** pane.
5. Select the *Anthology Payroll employee self service* role. Click **OK** to assign it to the user.
6. Save your changes and close the form.

Set up Other General Definitions

Your implementation of Anthology Payroll may elect to configure additional options that control how Anthology Payroll operates and how it interacts with other modules. These options are in the **General definitions** table and they are configured for the entire Dynamics company (legal entity).

This section contains a reference of other general definition parameters that you may set for your implementation and how the parameter affects Anthology Payroll and associated modules.

To set general definitions:

1. In the **Anthology Payroll** navigation pane, click **Setup**> **Parameters** to open the **General definitions** form.
2. Locate the **General definition code** and change the appropriate field to change the option.
3. The following table describes commonly used general definition parameters:

General Definition Code	Description	Parameter Values	Default Value
Allow backdated late changes	Allow backdated changes to worker position assignments when pay processing has already produced transactions for the pay period. Enabling this function allows users to potentially *orphan* paid time or earning transactions and track those changes for manual reconciliation. Please refer to appropriate user documentation for further details on managing these types of transactions.	*Yes* / *No*	*No*
Allow employment factor total to exceed 1.00	Indicate that workers in the current company are permitted to exceed an employment factor (the **Full-time equivalent** field on their **Worker positions** form) of *1.00*. Once enabled, the restriction is lifted from all workers in the Dynamics company. By default, this option is not enabled.	*Yes* / *No*	*No*
Allow intercompany project postings	Allow project postings to be posted to projects in other Dynamics companies from the current Dynamics company. Requires project records on the **Project intercompany postings** form to be configured, as well as expense and hours journals in the destination companies to be set.	*Yes* / *No*	*No*
AP postings separate invoice/voucher	Indicate that transactions posted to Accounts Payable require separate invoice and voucher numbers for each worker and deduction.	*Yes* / *No*	*No*

General Definition Code	Description	Parameter Values	Default Value
Check accumulators against enrollments	Enforce the checking of whether workers have been assigned the proper benefit/deduction codes and enrolled in the proper generated earnings by looking at accumulator amounts they have accumulated in the pay period and verifying those against setup tables that associate accumulators to benefit/deduction codes and generated earning codes. If this option is set to *Yes*, this step becomes mandatory during the normal pay process.	*Yes* / *No*	*No*
Date to be used for AP postings	Indicate which date of the transaction is to be used for postings to **Accounts Payable**.	*Pay period end date* / *Statement date*	*Pay period end date*
Date to be used for GL postings	Indicate which date of the transaction is to be used for postings to **General Ledger**.	*Pay period end date* / *Statement date*	*Pay period end date*
Date to be used for Project postings	Indicate which date of the transaction is to be used for postings to **Project Management and Accounting**.	*Pay period end date* / *Statement date*	*Pay period end date*
Default active date for new code entries	A default **Active date** to set on all new earnings, benefit/deductions, entitlements, and other setup records.	date	
Default AP worker vendor text type	Controls the amount of the worker's identification to be included on transactions posted to Accounts Payable. This option only applies to benefit and deduction transactions that are attributed to a worker. Options include: • *Worker name*: display the worker's name • *Personnel number*: display the worker's personnel number • *<blank>*: show no worker information, only the pay group and pay period timestamp	*Worker name* / *Personnel number* / blank	*Worker name*
Export postings CSV files location	A folder location of where posting export files are saved, used when the **Export postings to the Accounts Payable module** and/or **Export postings to the General Ledger module** parameters are set to export to CSV file. Can be a UNC network path or local server directory. Ensure the AOS has access rights to write to this location.	UNC path or local server directory	
Export postings to the Accounts Payable module	Indicates how Anthology Payroll handles transaction postings to the Accounts Payable module. Transactions can be exported through Dynamics directly (default behaviour), to an external CSV file, or disabled.	*Yes* / *No* / *Create CSV file*	*Yes*
Export postings to the General Ledger module	Indicates how Anthology Payroll handles transaction postings to the General Ledger module. Transactions can be exported through Dynamics directly (default behaviour), to an external CSV file, or disabled.	*Yes* / *No* / *Create CSV file*	*Yes*
Include blank projects and categories cost	Indicate whether to include costs from blank projects and categories in postings to the expense journal. Used for **Project Management and Accounting** integration.	*Yes* / *No*	*No*
Include occupation code on journal transactions	Indicate whether to include occupation summary on posted transactions to the hours and expense journals. Used for **Project Management and Accounting** integration.	*Yes* / *No*	*No*

General Definition Code	Description	Parameter Values	Default Value
Include shift code on journal transactions	Indicate whether to include shift summary on posted transactions to the hours and expense journals. Used for **Project Management and Accounting** integration.	*Yes* / *No*	*No*
Large currency amounts	Allow the **Payroll register** report in Anthology Payroll to display large number amounts in the standard spacing of the report. When enabled, the report supports numerical values up to *9,999,999.99* and total fields up to *99,999,999.99*.	*Yes* / *No*	*No*
Late first payments option	Indicate that Anthology Payroll will check for possibility of late first payments for new workers when processing pay.	*Yes* / *No*	*No*
Locations mandatory on positions	Indicates whether location information is mandatory when worker positions are created.	*Yes* / *No*	*No*
Multiple jurisdiction workers	Indicates whether a position filter is mandatory when worker positions are created. Position filters help identify the jurisdiction (state) a worker's position is in, for workers with multiple positions in multiple jurisdictions.	*Yes* / *No*	*No*
Payslip address format	Indicate which worker's address format to use on pay statements generated from Anthology Payroll. Address formats are defined in the **Organization administration** module (**Organization administration** > **Global address book** > **Addresses** > **Address setup** > **Address format**). If this parameter is not set, the current default address format is used.	address format	
Post benefit/deductions based on department	Indicates if the benefit/deduction postings are prorated by payments' earnings' departments.	*Yes* / *No*	*No*
Post benefit/deductions based on financial dims	Indicates if the benefit/deduction postings are prorated by payments' earnings' financial dimensions.	*Yes* / *No*	*No*
Post benefit/deductions based on occupation	Indicates if the benefit/deduction postings are prorated by payments' earnings' occupations.	*Yes* / *No*	*No*
Post benefit/deductions based on relief reason	Indicates if the benefit/deduction postings are prorated by payments' earnings' relief reasons.	*Yes* / *No*	*No*
Post benefit/deductions based on task	Indicates if the benefit/deduction postings are prorated by payments' earnings' tasks.	*Yes* / *No*	*No*
Post benefit/deductions based on work reason	Indicates if the benefit/deduction postings are prorated by payments' earnings' work reasons.	*Yes* / *No*	*No*

General Definition Code	Description	Parameter Values	Default Value
Prior period time can trigger pay period salary	Indicates how time records detected in a prior pay period impact salary calculation in the current pay period when there was no salary generated in the prior period. Default behaviour (*Yes*) will generate pay period salary for each date that salary was not generated in the prior period if any unprocessed, prior period time records are detected in the current pay period. If set to *No*, the **Time to earnings** pay process will only generate salary for each day that contains an unprocessed time record in the prior period where no other salary was generated, instead of generating the full prior pay period's worth of salary.	*Yes* / *No*	*Yes*
Project earning reversal expense journal name	Name of the project journal that records expenses, such as unit-based earnings and amount-based earnings, to be used for posting earning reversals. Used for **Project Management and Accounting** integration.	journal name	
Project expense journal name	Name of the project journal that records expenses, such as unit-based earnings and amount-based earnings. Used for **Project Management and Accounting** integration.	journal name	
Project hours earning group	Name of the earning group that contains hours-based earning codes that should be posted to **Project Management and Accounting**. If this earning group does not exist, it must be set up.	earning group	
Project hours journal name	Name of the project journal that records hours worked in projects. Used for **Project Management and Accounting** integration.	journal name	
Project hours postings include zero-cost records	Indicate whether zero-value (or zero-cost) earning transactions are to be posted to a project hours journal for the purposes of tracking time and shift information.	*Yes* / *No*	*No*
Project reversal hours journal name	Name of the project journal to be used for posting hours reversals from StaffRight Scheduling. Used for **Project Management and Accounting** integration.	journal name	
Project time reversal expense journal name	Name of the project journal that records expenses, such as unit-based earnings and amount-based earnings, to be used for posting time reversals. Used for **Project Management and Accounting** integration.	journal name	
Salary rotation shift filter	Identifies a set of shift codes (in a shift group) that represent zero-hour shifts to be used on non-work days during a rotation. This allows workers who are on an absence rotation to not generate salary on non-work days.	shift group code	
Salary use FTE	When enabled, set the **Apply FTE to Salary** field on all new workers and worker positions to *Yes* by default. Once the parameter is set, all new workers and worker positions created henceforth have the field set to *Yes*.	*Yes* / *No*	*No*
Separate deposits from pay statements	Indicates whether direct deposit EFT file generation is run in a separate process from pay statement creation, on subsequent runs of the payment approval process.	*Yes* / *No*	*No*
Use bank's financial dimensions on payments debits	Indicates that debit postings to the *Payroll clearing* account in Accounts Payable will use the same financial dimensions entered on the bank account setup in the **Cash and bank management** module, when no financial dimensions are detected on the transaction.	*Yes* / *No*	*No*

General Definition Code	Description	Parameter Values	Default Value
Use debit financial dimensions	Indicate that credit postings to Accounts Payable will use the same financial dimensions as their debit posting counterparts when no financial dimensions are detected for those credit postings. By default, this functionality is not enabled and any credit postings not configured with financial dimensions are posted as-is.	*Yes* / *No*	*No*
Use HR Compensation Module option	Indicates that all salary and hourly wage information (and some generated earnings, depending on configuration) are obtained from the Human Resources module as fixed compensation plans. When enabled, wage information in Anthology Payroll is disabled on the **Workers** and **Worker positions** forms.	*Yes* / *No*	*No*
Use HR position's full-time equivalent factor	Indicate that when Anthology Payroll calculates worker pay, it uses the **Full-time equivalent** field on the worker's position record in the **Human resources** module instead of the **Employment factor (FTE)** field on the **Worker positions** form in Anthology Payroll.	*Yes* / *No*	*No*
Use HR worker's financial dimensions	Allow Anthology Payroll to check financial dimension information on the **Worker** form in the Human resources module when generating earnings and posting transactions to HR and AP. When enabled, Anthology Payroll checks the HR module when no financial dimension information is found on account exceptions, organization splits, the earning code, the project task, or the worker's position record.	*Yes* / *No*	*No*
Use Talent	Indicate that your implementation of Dynamics 365 uses Talent instead of Finance and Operations. This parameter, when set, disables some of the human resource functions that are normally accessible from Anthology Payroll, so as to prevent possible de-synchronization of information that is now managed in Talent.	*Yes* / *No*	*No*
Working set option	Indicates whether user-initiated pay processes that are run in batch utilize multi-threaded processing for improved performance. If set to *Yes*, the **Working set size** parameter must also be set.	*Yes* / *No*	*No*
Working set size	The working set size for processing multiple workers at a time for pay processes run in batch mode. Requires the **Working set option** parameter to be set to *Yes*.	integer	*500*
Working set size batch accumulators	The working set size for processing multiple accumulators at a time for the **Delete/set initial accumulator values based on period** function running as a batch process.	integer	*10*

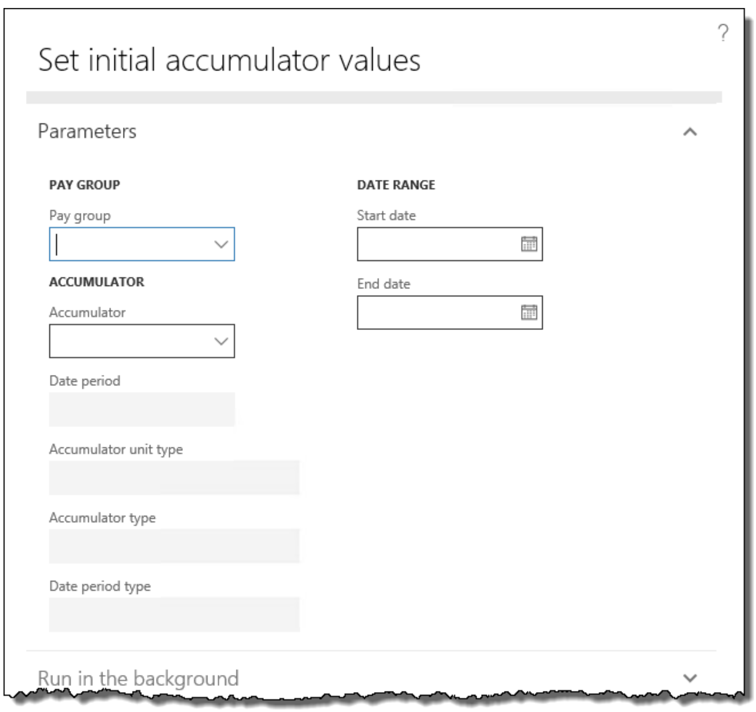
Appendix A: Set Initial Accumulator Values

After creating new accumulators in a live environment, you may need to populate them with existing transactional data. It is recommended to complete and close the current pay period before running this procedure. You should also run this procedure before creating any new transactions in the new pay period.

In order to run this procedure on an accumulator, the accumulator must be fully set up with eligibilities and values.

To set initial accumulator values:

1. In the **Anthology Payroll** navigation pane, click **Periodic** > **Other** > **Accumulators** > **Set initial accumulator values** to open the **Set initial accumulator values** pane.



2. Specify the **Pay group** to set the initial values of the accumulator for.
3. Specify the **Accumulator** to set values for.
4. Specify the **Start date** of the date range containing the transactional data to accumulate in the accumulator.
5. Click **OK** to create the accumulator and set its initial values.

6. To review the amounts that are accumulated, navigate to **Inquiries** > **Accumulators** > **<your accumulator level>**. Filter by **Accumulator** name and locate the accumulator you just set.