

FREQUENTLY ASKED QUESTIONS

Cantax FormMaster 2010 NF v.4.0

September 2011

XML Files for Electronic Transmission

QUESTION

In which subdirectory can I find the XML files generated by *Cantax FormMaster* for transmission to the government authorities?

ANSWER

By default, the XML files intended for transmission to the CRA or *Revenu Québec* are saved in the ...My Documents\CCH\CANTAX FormMaster 2010 NF\Generated Slips subdirectory.

You **must not transmit** the XML files saved in the ...My Documents\CCH\CANTAX FormMaster 2010 NF\FILE subdirectory. Those files will be rejected by the government authorities, because they are encrypted.

Using Preprinted Forms

QUESTION

How do I correctly print data on the preprinted slips I obtained from the CRA (T4, T4A or T5) or from *Revenu Québec* (RL-1 or RL-3)?

ANSWER

Access **Tools/Options and Settings/Print/Preprinted**. The settings allowing you to adjust printing on preprinted forms can be defined in this panel. First, select the slip and the slip copy to adjust from the **Select a slip** drop-down list. **You must make sure that each slip copy is adjusted.** For federal slips, copies 2 and 3 are grouped, but copies 1 and 4 are processed separately although the adjustments should normally be the same. Note that if you transmit the data on your slips via Internet or on electronic media, you do not have to adjust copy 1, since it will not be printed.

In the **Margin settings per printer** area of the **Options and Settings** dialog box, select the printer that will be used to print the slips. Then, for each slip copy, print a test page by clicking the appropriate button.

Start by adjusting the **upper margin** and the **left margin** based on the first slip on the test page. Make sure to correctly set the data generated by the test in the following fields:

Slip	Data
T4	SIN, year and box 22
T4A	SIN, year and box 016
T5	Box 24 and year
RL-1 T4	Box B
RL-1 T4A	Box E
RL-1 T4ANR	Box E
RL-3	Box A1 and year

From the first slip on the test page, make sure that the width of the printing area is appropriate by checking the position of the data generated by the test at the extreme right of the slip. If the data is positioned correctly, the width setting does not have to be changed.

Finally, from the last slip on the test page (the second in the case of the T4 and T4A slip and the third in the case of the T5 slip and the RL-1 and RL-3 slips), make sure that the height of the printing area is appropriate by checking the position of the data generated by the test at the bottom of the slip. If the data is positioned correctly, the height setting does not have to be changed.

Note that the settings for the height and the width are to be modified with caution because they affect scaling and can result in incorrect results.

Moreover, the adjustments are linked to the printer you have selected. If you change printer or computer, you will have to make new adjustments.

For example, the following settings provided satisfactory results during tests we made. However, it is possible that these values may not generate the same results depending on the printer you use.

Slip/RL slip	Margins and size of the printing area (in inches)			
	Top	Left	Height	Width
T4 - copy 1	0.35	0.03	11.1	8.2
T4 - copies 2 and 3	0.15	0.1	10.6	8.05
T4 - copy 4	0.35	0.03	11.1	8.2
T4A - copy 1	0.05	0	10.9	8.2
T4A - copies 2 and 3	0.27	0.19	10.45	8.08
T4A - copy 4	0.1	0	10.9	8.2
T5 - copy 1	0	0.25	13.4	8
T5 - copies 2 and 3	0	0.25	13.4	8
T5 - copy 4	0	0.25	13.4	8
RL-1 T4 - copies 1, 2 and 3	0.1	0.11	10.6	8.05
RL-1 T4A - copies 1, 2 and 3	0.1	0.11	10.6	8.05
RL-1 T4ANR - copies 1, 2 and 3	0.1	0.11	10.6	8.05
RL-3 - copies 1, 2 and 3	0.05	0.05	10.6	8.1

Note: The suggested values for all RL-1 slips are identical.

Once the print settings are set with the test pages, you can start printing the slips. Note that if you are using the **Print Slips** (Ctrl+L) command, you must ensure that the selected printer in the **Print Slips** dialog box is the same as the one for which you have determined the print settings.

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