# **REDEFINE BOXES**

## OBJECTIVE

It is not unusual to have to change the amounts displayed in the boxes of any of the three government forms - RL-I, T4, and T4A - and so, for various reasons.

In order to do this, we use what we call the **Redefine Boxes** option: it is therefore possible to select a box and modify its value by adding an amount or variable to a preexisting one, adding a completely new variable or amount, or even creating a new box, which does not automatically appear on the form (i.e. T4A forms).

The following procedure will tackle the creation of box redefinition.

### **STEPS**

maestro\* > Time Management > Payroll > T4 and RL-I > Print T4 and RL-I > Redefine boxes

Firstly, choose the file for which you want to redefine boxes.
Using the scroll-down menu, in the Filters / Default Values section, select the desired form.



Concerning the next steps, it is always possible to enter the information directly in the **Filters / Default Values** section (if multiple redefinition lines are needed for the same box) or directly in the **Details** grid, under the **Box** column (in order to modify multiple boxes in the same form).

- 2. Choose the **Box** you want to redefine.
- 3. Choose the affected company (if in multidimensional mode).
- 4. Choose the **Province**.
- 5. If needed, choose the affected employement insurance rate.
- 6. Choose one of the following four choices:
  - Enter a **Committee**;
  - Enter a Work Category;
  - Enter an **Employee** number;
  - Enter non of the preceding values (committee, work category, employee number) and the system will apply the box redefinition to all employees working in the selected company and province, and for the selected employment insurance rate.

You must, under no circumstances, enter information for all choices; you must enter information for a <u>single choice</u> only, orelse the system will perform the wrong calculations.

#### How To?

- 7. There are also various options for the formula:
  - a. Enter the total amount desired in the Formula column;
  - b. To add a variable or amount to the default formula, click on the ellipsis (...) to the right of the **Formula** column.

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Default Formula								R		
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	Variable	Description	_							^
1	AIFEDACTION	Federal Taxable Benefits Share								
2	AIFEDAUTO	Federal Taxable Benefits Vehicle								
3	AIFEDHEALTHINS	Federal Taxable Benefits Health Insurance								
4	AIFEDHOUSING	Federal Taxable Benefits Accomodation								
5	AIFEDINSOTHER	Federal Taxable Benefits Other Insurance								
6	AIFEDLOAN	Federal Taxable Benefits Loan								
7	AIFEDOTHER	Federal Taxable Benefits Other								
8	AIFEDSOCBEN	Federal Taxable Social Benefits (Insurance)								
9	AIFEDTRAVEL	Federal Taxable Benefits Trip								
10	AIPROACTION	Provincial Taxable Benefits Share								
11	AIPROAUTO	Provincial Taxable Benefits Vehicle								
12	AIPROHEALTHIN	Provincial Taxable Benefits Health Insurance								
13	AIPROHOUSING	Provincial Taxable Benefits Accomodation								
14	AIPROINSOTHER	Provincial Taxable Benefits Other Insurance								
15	AIPROLOAN	Provincial Taxable Benefits Loan								
16	AIPROOTHER	Provincial Taxable Benefits Other								
17	AIPROSOCBEN	Provincial Taxable Social Benefits (Insurance)								
18	AIPROTRAVEL	Provincial Taxable Benefits Trip								
19	AMTCSST	W/C - CSST Amount								
20	AMTCSSTPROV	W/C - CSST Provision								
21	BONUS.AI	Amount:Av. imposables prov.								
22	RONIUS AIEA	Amount: Av impos féd autres								~
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- i. To lower the default formula to the input screen, click on the small blue arrow, in the top right corner of the screen;
- ii. You can add mathematic operations and parentheses using the keyboard keys;
- iii. To add an existing **maestro**\* variable, double-clic on it in the **Variable** column, and it will appear in the input screen;
- iv. It is also possible to add an amount directly in the output screen without using variables;
- v. When you are satisfied by the formula, click on **Ok**.
- vi. The formula will appear in the **Formula** column of the **Redefine Boxes** option.
- 8. Save your changes.

## **SEE ALSO**

- Frequently Asked Questions Preparing T4 and RL-1 Slips
- Print T4 and RL-I

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