

## **Monthly Report – XML FILE TRANSFER**

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Technical Documentation  
November 7, 2016 Version



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## Goals of the document

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This document is a technical reference intended for programmers and IT managers of employers regulated by the “Decree respecting the automotive services industry in the Athabaska, Thetford Mines, Granby and Sherbrooke regions”.

This document describes the XML standard specifications as required by the Eastern Townships CPA for the transfer of XML files through their website [www.cpaestrie.qc.ca](http://www.cpaestrie.qc.ca).

Employers who wish to register for this XML file transfer service should contact us by phone at 819-566-0616, or toll-free at 1-800-667-1083.

## Definitions of terms used throughout this document

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(FRENCH TERM BETWEEN PARENTHESIS. NDT)

CPA	The Joint committee of the automotive services industry in the Eastern Townships
Decree	Decree respecting the automotive services industry in the Athabaska, Thetford Mines, Granby and Sherbrooke regions ( <i>décret</i> )
Establishment	Garage, business enterprise, branch or any other institution registered with the CPA and regulated by the decree ( <i>établissement</i> )
Subject worker	Workers of an establishment regulated by the decree or who carry out works regulated by the decree ( <i>assujetti</i> )
Artisan	Person working on his own account alone or in partnership and who performs work governed by the Decree for others ( <i>artisan</i> )
Tag	Name of an expression delimited by a “<” and a “>”. A tag is comprised of two sections: a starting section (e.g. : <Prenom>) + an ending section (e.g. : </Prenom). Other information or tags can be found between these sections ( <i>balise</i> ).
Node	A tag which contains other tags ( <i>node</i> )
Attribute	One or several parameters of a node ( <i>attribut</i> )

## General specifications

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- XML file encoding : UTF-8
- Only one monthly report must be included with the XML file. The combination “Folio” + “Periode” must appear only one time in a file. For the transmission of several “Folio” and/or “Periode”, many files must be created.
- Data types in a tag :
  - Alphabetical: String of alphabetic characters only, independent of the case used.
  - Alphanumerical: String of alphanumerical characters, independent of the case used.
  - Numerical: Integer or decimal number which may be negative. Accepted formats are: 999 | -999 | 999- | 999 999,99 | 999,999.99 | -999 999,99 | 999,999.99-
  - Date: Accepted formats are: YYYY-MM-DD | YY-MM-DD | Null | or an empty string
- An empty tag is interpreted according to the data type expected:
  - Alphabetical: Empty string
  - Alphanumerical: Empty string
  - Numerical: Zero (0)
  - Date: NULL date (no date)
- An empty tag may be written as follows: <Courriel/> or <Courriel></Courriel>
- Some tags require an explicit content, a character or a code from a list. They will be detailed in the description of the tags.
- Tags not covered in this document will be ignored.
- Mandatory tags omitted are considered as Empty, NULL or Zero depending on the data type expected.
- The term “**Mandatory**” or “**Optional**” in the description of tags and attributes indicate whether a “tag” (and not a “data”) is mandatory or optional. Example: the tag <Courriel> is mandatory, but the data may be empty. To know if a data can be empty, verify its format.

## Node <RapportMensuel>

The tag <RapportMensuel> contains all of the Monthly Report Statement and must appear only one time in the XML file. It contains two mandatory attributes: “Folio” (the number of the establishment) and “Periode” (year and month of the report). For the transmitting of several “Folio” and “Periode”, many files must be created and transmitted.

### Example

```
<?xml version="1.0" encoding="utf-8"?>
  <RapportMensuel Folio="123456" Periode="1501">
    <Salarie>
      ...
    </Salarie>
    <Salarie>
      ...
    </Salarie>
    <PercuSalaries>50,18</PercuSalaries>
    <PartEmployeur>50,18</PartEmployeur>
    <DebitCredit>0,00</DebitCredit>
    <Total>100,36</Total>
    <Notes />
  </RapportMensuel>
```

<b>Attributes</b>		
Name	Format	Description
Folio	#####9	<b>MANDATORY.</b> Number of the establishment – <i>Box 2 of the monthly report.</i>
Periode	YYMM, YY-MM, YYYYMM or YYYY-MM	<b>MANDATORY.</b> Reporting year and month – <i>Box 1 of the monthly report.</i>

<b>Tags</b>		
Name	Format	Description
Salarie	Node	Information related to the subject worker. See section Node <Salarie> later in this document.
PercuSalaries	-#####9.99	<b>MANDATORY.</b> Amount of levies from each subject worker – <i>Box 35 of the monthly report.</i>
PartEmployeur	-#####9.99	<b>MANDATORY.</b> Employer contribution – <i>Box 36 of the monthly report.</i>
DebitCredit	-#####9.99	<b>MANDATORY.</b> Amount of debit or credit used – <i>Box 38 of the monthly report.</i>

<b>Tags</b>		
<b>Name</b>	<b>Format</b>	<b>Description</b>
Total	-#####9.99	<b>MANDATORY.</b> The total of the three aforementioned tags – <i>Box 39 of the monthly report</i>
Notes	Alphanumeric or empty	<b>OPTIONAL.</b> Various remarks made about the report or the establishment.

## Node <Salarie>

The tag <Salarie> contains all the data related to a subject worker and must appear for each subject worker of the establishment, as well as for the reference period. The craftsmen are excluded from this tag, as well as from the monthly report (XML format or others). The craftsmen are charged on a quarterly basis without the monthly report being used.

### Example

```

<Salarie>
  <Nas>123456789</Nas>
  <Sexe>M</Sexe>
  <Langue>F</Langue>
  <Nom>JEAN-JACQUES</Nom>
  <Prenom>PIERRE</Prenom>
  <DateNaissance>1969-07-30</DateNaissance>
  <Adresse>1150 GALT EST</Adresse>
  <DateEmbauche>1991-09-09</DateEmbauche>
  <DateDepart>Null</DateDepart>
  <TypeDepart></TypeDepart>
  <Ville>SHERBROOKE</Ville>
  <Province>QUÉBEC</Province>
  <CodePostal>J1G1Y5</CodePostal>
  <Telephone>8195660616</Telephone>
  <Courriel />
  <Metier>16</Metier>
  <DateChangementMetier />
  <TotalGainMois>3105,24</TotalGainMois>
  <Prelevement>15,53</Prelevement>
  <Notes>Manque de travail pour les deux dernières semaines</Notes>
  <SousPeriode FinissantLe="2015-09-05">
    ...
  </SousPeriode>
  <SousPeriode FinissantLe="2015-09-12">
    ...
  </SousPeriode>
</Salarie>

```

<b>Tags</b>		
Name	Format	Description
Nas	999999999 or 999-999-999 or 999 999 999	<b>MANDATORY.</b> Subject worker social insurance number – <i>Box 3 of the monthly report.</i>
Sexe	« M », « H », « F »	<b>MANDATORY.</b> Subject worker gender. « M » or « H » for male and « F » for female. – <i>Box 5 of the monthly report.</i>
Langue	« F », « A », « E »	<b>MANDATORY.</b> Subject worker correspondence language. « F » for French and « A » or « E » for English. – <i>Box 6 of the monthly report.</i>

<b>Tags</b>		
<b>Name</b>	<b>Format</b>	<b>Description</b>
Nom	Alphanumerical	<b>MANDATORY.</b> Subject worker last name – <i>Box 9 of the monthly report.</i>
Prenom	Alphanumerical	<b>MANDATORY.</b> Subject worker first name – <i>Box 10 of the monthly report.</i>
DateNaissance	YYYY-MM-DD, YY-MM-DD	<b>MANDATORY.</b> Subject worker date of birth – <i>Box 11 of the monthly report.</i>
Adresse	Alphanumerical	<b>MANDATORY.</b> Subject worker home address (street name and number) – <i>Box 12 of the monthly report.</i>
DateEmbauche	YYYY-MM-DD, YY-MM-DD	<b>MANDATORY.</b> Subject worker date of hiring – <i>Box 13 of the monthly report.</i>
DateDepart	YYYY-MM-DD, YY-MM-DD, Null or an empty string	<b>MANDATORY.</b> Subject worker date of leaving – <i>Box 14 of the monthly report.</i>
TypeDepart	99	<b>OPTIONAL.</b> Reason for leaving according to the list in Appendix B
Ville	Alphanumerical	<b>MANDATORY.</b> Subject worker home town – <i>Box 15 of the monthly report.</i>
Province	Alphanumerical	<b>MANDATORY.</b> Subject worker province
CodePostal	Alphanumerical	<b>MANDATORY.</b> Subject worker postal code – <i>Box 16 of the monthly report.</i>
Telephone	9999999999, (999) 999-9999 or 999 999 9999 or empty or zero	<b>MANDATORY.</b> Subject worker phone – <i>Box 17 of the monthly report.</i>
Courriel	Alphanumerical or empty	<b>MANDATORY.</b> Subject worker Email
Metier	99	<b>MANDATORY.</b> Subject worker trade code. See trade list in Appendix A – <i>Box 20 of the monthly report.</i>
DateChangementMetier	YYYY-MM-DD, YY-MM-DD, Null or an empty string	<b>OPTIONAL.</b> Date when a subject worker changed his/her trade during his/her period of employment.
TotalGainsMois	-#####9.99	<b>MANDATORY.</b> Total of the tags <TotalGainsSemaine> of the nodes <SousPeriode> of the subject worker – <i>Box 33 of the monthly report.</i>
Prelevement	-#####9.99	<b>MANDATORY.</b> The levy the subject worker pay on his/her monthly total earnings – <i>Box 34 of the monthly report.</i>

<b>Tags</b>		
<b>Name</b>	<b>Format</b>	<b>Description</b>
Notes	Alphanumerical or empty	<b>OPTIONAL.</b> Reason why the subject worker has no declared week for each week of the reference month.
NotesHeuresNegatives	Alphanumerical or empty	<b>OPTIONAL.</b> Reason why the subject worker has hours or amounts in negative in the reference month.
SousPeriode	Node	Information related to the subject worker weeks of work. See Node section <SousPeriode> later in this document.

## Node <SousPeriode>

The tag <SousPeriode> contains all the data related to the week of work of the subject worker. It includes only one mandatory attribute “FinissantLe” which identifies the last day of the current payroll. This tag must appear for each week of the reference period. Two tags <SousPeriode> may represent the same week for a specific subject worker in the case of an increase of the hourly rate during the week, or a correction of the week.

### Example

```
<SousPeriode FinissantLe="2015-09-05">
  <TauxHoraire>20,65</TauxHoraire>
  <PrimeEquipe>0,00</PrimeEquipe>
  <HeuresJour>36,00</HeuresJour>
  <HeuresNuit>0,00</HeuresNuit>
  <Heures50>0,00</Heures50>
  <Heures100>0,00</Heures100>
  <TotalHeures>36,00</TotalHeures>
  <HeuresCumulees>0,00</HeuresCumulees>
  <Ajustement>0,00</Ajustement>
  <Boni>0,00</Boni>
  <Commission>0,00</Commission>
  <PreavisDepart>0,00</PreavisDepart>
  <Ferie>0,00</Ferie>
  <Formation>0,00</Formation>
  <HeuresCumPayees>0,00</HeuresCumPayees>
  <Vacances>0,00</Vacances>
  <TotalGainsSemaine>743,40</TotalGainsSemaine>
</SousPeriode>
```

<b>Attributes</b>		
Name	Format	Description
FinissantLe	YYYY-MM-DD, YY-MM-DD	<b>MANDATORY.</b> Date indicating the last day of the week of work of an employer. – <i>Box 22 of the monthly report.</i>

<b>Tags</b>		
Name	Format	Description
TauxHoraire	#####9.99	<b>MANDATORY.</b> The hourly rate payed to the subject worker – <i>Box 23 of the monthly report.</i>
PrimeEquipe Or PrimeNuit	#####9.99	<b>MANDATORY.</b> Hourly increase payed to the subject worker for the work done at night. – <i>Box 24 of the monthly report.</i>

<b>Tags</b>		
<b>Name</b>	<b>Format</b>	<b>Description</b>
HeuresJour	-#####9.99	<b>MANDATORY.</b> Regular hours worked during the day – <i>Box 26 of the monthly report.</i>
HeuresNuit	-#####9.99	<b>MANDATORY.</b> Regular hours worked during the night – <i>Box 27 of the monthly report.</i>
Heures50	-#####9.99	<b>MANDATORY.</b> Overtime hours at time and a half – <i>Box 28 of the monthly report.</i>
Heures100	-#####9.99	<b>MANDATORY.</b> Overtime hours at double time – <i>Box 31-X of the monthly report.</i>
TotalHeures	-#####9.99	<b>MANDATORY.</b> Total of hours worked – <i>Box 29 of the monthly report.</i>
HeuresCumulees	-#####9.99	<b>MANDATORY.</b> Number of hours worked as accumulated hours. – <i>Box 30 of the monthly report.</i>
Ajustement	-#####9.99	<b>MANDATORY.</b> Amount paid as an adjustment – <i>Box 31-A of the monthly report.</i>
Boni	-#####9.99	<b>MANDATORY.</b> Amount paid as a bonus – <i>Box 31-B of the monthly report.</i>
Commission	-#####9.99	<b>MANDATORY.</b> Amount paid as a commission – <i>Box 31-C of the monthly report.</i>
PreavisDepart	-#####9.99	<b>MANDATORY.</b> Amount paid as a compensation in lieu of notice – <i>Box 31-P of the monthly report.</i>
Depart	-#####9.99	<b>MANDATORY.</b> Vacation hours paid upon a departure – <i>Box 31-D of the monthly report.</i>
Ferie	-#####9.99	<b>MANDATORY.</b> Indemnity for statutory holidays – <i>Box 31-J of the monthly report.</i>
Formation	-#####9.99	<b>MANDATORY.</b> Amount paid for training – <i>Box 31-F of the monthly report.</i>
HeuresCumPayees	-#####9.99	<b>MANDATORY.</b> Amount paid as cumulated hours – <i>Box 31-H of the monthly report.</i>

<b>Tags</b>		
<b>Name</b>	<b>Format</b>	<b>Description</b>
Vacances	-#####9.99	<b>MANDATORY.</b> Amount paid for vacation – <i>Box 31-V of the monthly report.</i>
TotalGainsSemaine	-#####9.99	<b>MANDATORY.</b> Gross week salary – <i>Box 32 of the monthly report.</i>

## **XML File Transmission**

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The transmission of your XML report must be done only through our secured website: <https://www.cpaestrie.qc.ca/rapportenligne/login.aspx>.

Once logged, go to section “Rapports”, select the desired period and upload your XML report.

Your report will be validated before transmitting it to CPA. The CPA website may ask you more information to complete its files.

## **XML File Validation**

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The XML structure, data typing and mandatory data of your report will be validated when the upload is attempted. More information may be asked before the transmission of your report to CPA.

## Adjustment and amended report

Adjustments and amendments of a week already declared must be included in the next monthly report to be produced. You cannot produce just an amended report. It must be produced in the accounting form and not as replacement information.

You can write the amended data in two ways:

- Possibility #1: by reversing the faulty declaration in a first accounting entry and the good one in a second entry.
- Possibility #2: by adding or withdrawing the discrepancies between the declared week and the new declaration into only one accounting entry.

### Example

Declared week									
Ending on	Rate	...	Reg. hrs	...	Hrs 50%	...	Total Hrs	...	Total Week
2015-11-01	20,00 \$		42,00		0,00		42,00		840,00 \$

### Potential amendment on the next report produced, Possibility #1

Week amended									
Ending on	Rate	...	Reg. hrs	...	Hrs 50%	...	Total Hrs	...	Total Week
2015-11-01	20,00 \$		-42,00		0,00		-42,00		-840,00 \$
2015-11-01	20,00 \$		40,00		2,00		42,00		860,00 \$

### Potential amendment on the next report produced, Possibility #2

Week amended									
Ending on	Rate	...	Reg. hrs	...	Hrs 50%	...	Total Hrs	...	Total Week
2015-11-01	20,00 \$		-2,00		2,00		0,00		20,00 \$

## Appendix A – List of trades

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Trade codes	
Code	Description
1	MECHANIC
2	ELECTRICIAN
3	MACHINIST
4	AUTOMATIC TRANSMISSION SPECIALIST
7	PARTS REBUILDER
10	SERVICE ATTENDANT
12	PUMP ATTENDANT
13	PARTS CLERK
14	MESSENGER
16	BODYMAN
17	PAINTER
18	WELDER
20	WHEEL ALIGNER
23	SUSPENSION SPECIALIST
27	DISMANTLER
33	SEMISKILLED WORKER
34	WASHER
35	MECHANIC (VLR)
37	VENDOR OF TIRES AND WHEELS

## Appendix B – List of types of departure

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Types of departure codes	
Code	Description
2	Sickness or injury
3	Mandatory retirement
4	Dismissal
5	Compassionate care leave
6	Strike or lock-out
7	Voluntary departure
8	Work sharing
9	Leave
10	Return to school
11	Maternity
12	Training
13	Parental leave
14	Death
15	Transfer from an establishment to another
16	Trade not regulated by the Decree
19	Temporary layoff planned back
20	End of job link not expected back