

USER GUIDE

GEM-PAY

Easy and complete



GEM-BOOKS®

www.GEM-BOOKS.com

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Help on the application

You can contact the GEM-CAR support team

- Phone 1-866-848-8282
- Email: support@gem-books.com

Special thanks to

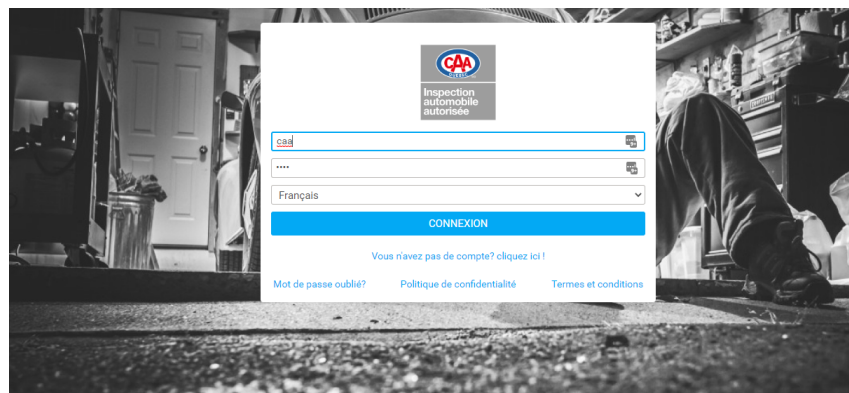
- to the accounting team of [Benoit Chabot](mailto:benoit@bc-cs.ca): benoit@bc-cs.ca Accounting firm
- to Danielle Maletto: daniem1961@gmail.com expert in bookkeeping for SMEs

For their participation and passion in the GEM-BOKS project

All users

Connection to the digital inspection application

- In your browser, enter :
 - <https://app.gem-car.com>



- Enter in the appropriate connection box,
 - First line: user
 - Second line: password

If you can't find your password, click on "Forgot your password",

You will then receive an email

Annexes: Exemple de courriel reçu pour la création de mot de passe

Bonjour **technicien-caa**,

Nous vous avons attribué un code d'utilisateur afin de vous créer un compte sur la plateforme.

Votre code d'utilisateur est le : **technicien-caa**

Le mot de passe que vous créerez sera confidentiel et ne **nous sera pas accessible**. Votre mot de passe peut être réinitialisé en tout temps en utilisant la fonction « mot de passe oublié ».

Veuillez cliquer le lien suivant afin de créer votre propre mot de passe et ainsi accéder à la plateforme

[Cliquez ici](#)

N'hésitez pas à communiquer avec nous pour toute question concernant ce courriel.

Sincères salutations,

Payroll Setup

Be sure to enter all the required accounting accounts so that the payroll transactions are created in the right accounts.

The number of pay periods is important to enter because GEM-BOKS calculates the annual income for tax purposes based on this.

For example, if an employee's pay is 500\$ for the current pay and the number of pays per year is 52, GEM-BOKS will understand that the employee has an annual salary of 26000\$. Under these configurations, you will see a "Payroll Deduction Rates and Contributions" table. This table shows the government rates per year. It is advised not to modify these figures, as they are governed by the government.



In the left menu, go to "Settings",
Then click on "Configuration".

Enter the information to be configured in the form:

Configurations

Le panneau de configuration est un des éléments les plus importants. Il permet d'adapter l'expérience à vos besoins

GÉNÉRALES PERSONNALISATION VENTES/ACHATS DEVICES/TAXES COMPTABILITÉ **PAYES** API CLIENTS

Choisir les comptes comptables à utiliser pour les payes

Nombre de périodes de paye par année 26	Compte de banque pour les payes 1005 - Caisse Desjardins
Compte pour la CNESST à payer 2029 - CNESST	Compte pour les fonds FTQ / CSN 2051 - Avantages sociaux courus
Compte pour vos retenues à la source provincial 2025 - Impôt provincial à payer	Numéro de compte de retenues à la source provincial
Compte pour vos retenues à la source fédéral 2020 - Impôt fédéral à payer	Numéro de compte de retenues à la source fédéral
No. identification employeur provincial No. identification employeur provincial	Numéro de préparateur provincial Numéro de préparateur provincial

.... Continuation of the form

ants. Il permet d'adapter l'expérience à vos besoins

/IS/TAXES COMPTABILITÉ **PAYES** API CLIENTS PROJETS SMTP RÔLES MARKETING

Compte de banque pour les payes
1005 - Caisse Desjardins

Compte pour les salaires à payer
2050 - Salaires à payer

Compte pour les fonds FTQ / CSN
2051 - Avantages sociaux courus

Compte pour les déplacements
5002 - déplacements

Numéro de compte de retenues à la source provincial
[]

Numéro de compte de retenues à la source fédéral
[]

Numéro de préparateur provincial
Numéro de préparateur provincial

Numéro séquentiel pour les Relevés 1 format électronique
0

FERMER **ENREGISTRER**

! = Champs obligatoires
? = Aide contextuelle disponible sous forme d'infobulle

déplacement

Click on "Save" at the bottom of the window

Other types of income & Advance

If you want to add other types of income to your payroll, this is where you will configure them (for example, for mileage or tips). You will be able to decide whether or not the employee pays taxes on this type of income and to which accounting account it is associated. For example, mileage will generally be non-taxable. It is also possible to set up a box for Relevé 1s and T4s for each type of income. If these boxes are left blank, the income will be considered standard income when generating these reports.

Advance:

General Ledger Advance

Select an asset account (e.g. 1055 - Advance to Employee) and set it to non-taxable.

- Make a deposit or check
- Make an entry in the ledger
 - In the reference, put the employee, the payroll number (optional),
 - Enter a tag: to track advances by employee with a single GL code. Alternatively, create a GL of advance by employee.
 - Enter the transaction
 - Save.

Nouvelle transaction

INFOS NOTES DOCUMENTS HISTORIQUE

Numéro 906 Date 2022-11-09 Référence Avance employé JOHN DOE

Étiquettes JOHN DOE

Clients (Compte 1050 - Comptes à recevoir)
Inscrire le code, le nom du client ou F# suivi du numéro de facture

FACTURER (D+) PAIEMENT (C-)

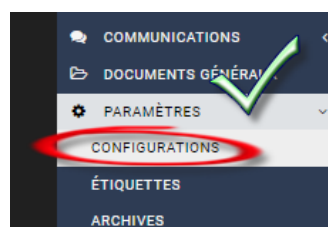
COMPTE	MONTANT			
1055 - Avance à un employé	1000.00	Debit	CAD	
1005 - Caisse Desjardins Can	1000.00	Credit	CAD	
	0.00	Credit	CAD	

BALANCE 0.00

FERMER ENREGISTRER ET FERMER

Advance to an employee through payroll

Before you begin, you must set up your GL code in advance to an employee.



Go to the "Settings / Configuration" menu,

Click on the "Payroll" tab,

Configurations

Le panneau de configuration est un des éléments les plus importants. Il permet d'adapter l'expérience à vos besoins.

GÉNÉRALES PERSONNALISATION VENTES/ACHATS DEVICES/TAXES COMPTABILITÉ **PAYES** API

Choisir les comptes comptables à utiliser pour les payes

Create an entry for the advance in 'Other types of income':

- GL of assets (usually in the 1000s)
- Not taxable.

+ NOUVEAU

Autres types de revenus
Configurer d'autres types de revenus pouvant être associés à des ressources humaines

NOM	COMPTE COMPTABLE ASSOCIÉ	IMPOSABLE AU PROVINCIAL	IMPOSABLE AU FÉDÉRAL	
Divers	7001 - Salaires	Non	Non	
Boni vacances	7001 - Salaires	Oui	Oui	
Automobile	7001 - Salaires	Oui	Oui	
Avance de salaire	1055 - Avance à un employé	Non	Non	

Back in payroll, to make a \$1000 advance to an employee, enter 1 as the number and \$1000 as the amount.

Paye

Vacances	0.00
Maladies	0.00
Déplacements (Kilomètres)	0.00
Commission	
Divers / ajustements	
Sous-total des revenus	

S	Nombre	Montant
	1.00	1000.00

le brut

Autres revenus	Nombre	Montant	Prov.
Avance de salaire	1.00	1000.00	
Total des revenus/Salaire brut			3047.07

Déductions	Montant
Assurance-emploi	36.82
R.Q.A.P.	15.16
R.R.Q.	188.97
Impôt provincial	449.84
Impôt fédéral	337.65
Sous-total des déductions	1028.44

Autres déductions	Figier	Montant	Prov.	Fed.
Compte pour les fonds FTQ / CNA		0.00	☒	☒

FERMER **ENREGISTRER** Montant remis/Salaire net: 2909.78

To take back this advance, enter -1 in number and \$1000 in amount.

Paye

Vacances	0.00
Maladies	0.00
Déplacements (Kilomètres)	0.00
Commission	
Divers / ajustements	
Sous-total des revenus	

S	Nombre	Montant
	- 1.00	1000.00

le brut

Autres revenus	Nombre	Montant	Prov.
Avance de salaire	- 1.00	1000.00	
Total des revenus/Salaire brut			3047.07

Déductions	Montant
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Autres déductions	Figier	Montant	Prov.	Fed.
Compte pour les fonds FTQ / CNA		0.00	☒	☒

FERMER **ENREGISTRER** Montant remis/Salaire net: 2909.78

Release of the advance transaction

Bilan — ×

Période de fin ⓘ
Courante ▼

☒ Utiliser les périodes au lieu des dates
☐ Comparatif

Filtrer par étiquettes de comptes
Cliquez pour sélectionner ▼

Filtrer par étiquettes de transactions
Tous ▼

Filtrer par devise
Tous ▼

☒ Ne pas afficher les comptes avec un solde à 0

FERMER ENVOYER

Go to the menu Accounting / Report / Balance Sheet,

In the report window, click on "Send".

The advance should be reflected in the balance sheet as an asset, as shown below:

Bilan — ×	
ACTIFS À COURT TERME	SOLDE
1002 - Paypal	
1005 - Caisse Desjardins Can	
1006 - Capital social	
1050 - Comptes à recevoir	
1051 - CAR temporaire	
1053 - Subvention à recevoir	
1055 - Avance à un employé	1 000,00
1070 - TPS à recevoir	

Other types of deductions

As for other types of income, it is possible to configure additional deductions, for example, alimony* or RRSPs. For a deduction, it is possible to configure if it is calculated annually, hourly, or on a percentage of the gross salary. When configuring the payroll of a human resource in the next step, you will be able to enter the amount in money or in percentage according to the configuration specified here. There is also a check box to indicate if the employer is the one who pays the amount instead of the human resource.

Nom	Compte
KM	5894 - Frais de déplacements des comm.
Case pour le Relevé 1	☐ Imposable au provincial
CLIQUEZ POUR SÉLECTIONNER	
Case pour le T4	☐ Imposable au fédéral
CLIQUEZ POUR SÉLECTIONNER	

Non-monetary benefits

If you want to add non-monetary benefits, for example, car rental, this is where you can set them up. Non-monetary benefits mean that the human resource is taxed on the value of the benefit.

Nom
Avantages provincial
Case pour le Relevé 1
CLIQUEZ POUR SÉLECTIONNER ☒ Imposable au provincial
Case pour le T4
CLIQUEZ POUR SÉLECTIONNER ☐ Imposable au fédéral
☐ La portion employeur est admissible au calcul de la RRQ
☐ La portion employeur est admissible au calcul du RQAP
☐ La portion employeur est admissible au calcul de l'assurance-emploi

Note: If you are providing a company vehicle, remember to return the taxes on the personal benefit portion.

Other deductions

+ NOUVEAU Autres types de déductions Configurer d'autres types de déductions pouvant être associés à des ressources humaines					
NOM	COMPTE COMPTABLE ASSOCIÉ	TYPE DE CALCUL	MAXIMUM PAR PAYE	IMPOSABLE AU PROVINCIAL	IMPOSABLE AU FÉDÉRAL
Club social	2060 - Club social à payer	Montant annuel	0,00	Non	Non
Assurances santé	2021 - Assurance emploi à payer	Montant annuel	0,00	Non	Non
Assurances vie 60	2021 - Assurance emploi à payer	Montant annuel	0,00	Non	Non
Assurances vie	2021 - Assurance emploi à payer	Montant annuel	0,00	Non	Non
Pension alimentaire	2061 - Pension alimentaire	Montant annuel	0,00	Non	Non

- Alimony
- Life insurance
- Health insurance
- RSP

Employee categories

This section defines, for example, the possible categories of employees in your company, for example, sales, administration, production, etc. Each employee category can be associated with a different expense account, commission account and benefits account.

By default, GEM-BOKS has created a category 'Employee', if you don't want to pay your salaries in separate accounts, you can simply associate the right accounts to this employee category. You will also notice that the trash can at the end of each line is blocked if ever an employee having access to a payroll has this type of category associated in his file. If you want to delete it, you will have to remove the association in the employee's file.

In addition, under the tab "Configurations" of this section, you can configure incomes, deductions and non-monetary benefits for this category of employee. This will make sure that all human resources having this category of employee will have these configurations automatically.

This is especially handy when you have multiple employees with the same income/deductions to set up, it allows you to set it up once here, and not have to do the next step in each HR record.

Catégories d'employés ⓘ

Employé

☐ Donne accès au REÉR

Salaire

5420 - Salaire autres ▼

Avantages sociaux

5435 - Avantage sociaux ▼

Commissions

5800 - Frais de représentation ▼

ⓘ = Champs obligatoires

❓ = Aide contextuelle disponible sous forme d'infobulle

FERMER

ENREGISTRER ET FERMER

▲

<

>

You are now ready to make payroll in GEM-BOKS! Open the 'Payroll' menu and click on the + at the bottom of the list.

If the window opens, it means that your configurations have been completed, if an error message appears, it means that a configuration has not been correctly completed, the error will specify where the problem is. When naming your payroll, we recommend something like 1801 for the first payroll of 2018, 1904 for the 4th payroll of 2019, etc.

AA - Payroll number 1 to 26

When you make a payroll, a transaction of this type will be created automatically for you;

At FLOW

SALARY EXPENSE BY EMPLOYEE CATEGORY

SALARY EXPENSE BY EMPLOYEE CATEGORY

BENEFITS (employer's expenses) BY EMPLOYEE CATEGORY

BENEFITS (employer's expenses) BY EMPLOYEE CATEGORY

To CREDIT

CSST TO BE PAID

QUEBEC INCOME TO BE PAID (Including provincial tax, QPP, HSF, QPIP)

CANADA INCOME PAYABLE (Including Federal Tax, Unemployment Insurance)

SALARY TO BE PAID (grouping all salaries)

MISCELLANEOUS TO BE PAID (Optional- if you have put FTP, Pension, etc)

Also, for each of your employees who are paid by check and for all other employees who receive direct deposit, there will be this transaction:

At FLOW

SALARY TO BE PAID

.to **CREDIT**
BANK

Please note this entry:

Creation of Human Resources

Choose a human resource, "Payroll" tab

You must first choose the type of human resource at the top if it is not already done. If you choose 'Freelancer', the employee will not receive any payroll by the system, it will be used in the purchasing module in the 'Call for billing' portion. For the employee to receive a payroll, you must set the type to 'Employee'. Several fields will then be displayed, you must fill all of them. Enter his hourly rate, the type of employee or other income / deductions he may have. Note that an employee may have more than one employee category, so that the financial statements reflect this information. For personal exemptions, it is normally best to click the 'Default exemption' options. This way, the employee will have the default government exemptions. You can however add a supplement in the 'Additional Deductions' boxes if necessary.

This employee pays unemployment insurance. Check this box if your employee is required to pay unemployment insurance. If the law states that an employee does not have to pay unemployment insurance, for example, if he or she owns a certain percentage of the company's shares, do not check this box.

This employee pays Q.P.R. If it is provided by law that this employee does not have to pay QPP, for example because of his age, do not check this box. It is possible to have different hourly rates, useful in the case where your employee may be paid at time and a half, double time, etc. Since the unemployment insurance law requires that you know the time worked by an employee in hours, you must now enter the normal number of hours and a normal hourly rate. If an employee is paid a fixed amount per week, enter a number of hours and an hourly rate that will correspond to their salary.

Ressources humaines - John Doe

INFOS NOTES POSTE **PAIE** DOCUMENTS ATTRIBUTS COURRIEL VENDEUR LOG

Type de ressource humaine
 Employé

☒ Cet employé paie de l'assurance-emploi
☒ Cet employé paie du R.R.Q.
☒ Cet employé est assujéti à la cotisation CNESST

% provision pour vacances 4.00 % provision de maladie 0.00 Fonds FTQ / CSN (annuel) 0.00

Exemption personnelle provinciale 15012.00 ☒ Exemption par défaut Retenus supplémentaire (annuelle) 0.00

Exemption personnelle fédérale 11809.00 ☒ Exemption par défaut Retenus supplémentaire (annuelle) 0.00

Nombre d'heures à taux horaire norm... 40.00

Taux horaire normal 22.33 Taux horaire #2 0.00 Taux horaire #3 0.00 Taux horaire #4 0.00

Catégories d'employé

Catégorie d'employé 1 Pourcentage Catégorie d'employé 2 Pourcentage

At the bottom of the window, you can associate the other types of income, deductions or non-monetary benefits that you configured in the previous step. All the incomes/deductions that you will enter in the employee will be proposed to you at the time of the payroll. You will have the freedom to modify these deductions at the time of the payroll. If the selected employee category has non-monetary income, deductions or benefits configurations, it is not necessary to reconfigure them in the human resource record. The configurations entered here are only for the human resource concerned.

Autres revenus

REVENUS	MONTANT
KM	50,00

Autres déductions

DÉDUCTION	MONTANT	CALCUL
-----------	---------	--------

Avantages non monétaires

AVANTAGE	MONTANT (ANNUEL)
Avantages fédéral	2 600,00
Avantages provincial	5 200,00

Entering Cumulatives to Start a Mid-Year Payroll (Payroll Zero)?

Before starting, we assume that the basic payroll settings are already completed, that the parameters and payroll sections are properly filled out, and that the employee records are also filled out. If this is not the case, please refer to the previous sections.

Why enter cumulatives?

When you process your employees' payroll, it is important to enter the cumulative totals since there are annual limits that must not be exceeded for each employee. If you do not enter the cumulative totals, this annual limit will not be taken into account. Also, if you enter the cumulative totals in the middle of the month, you must take into account the deductions at source from your old software, as well as those made in Actif to make your payment for the current month. This pay is also called a 0 pay or zero pay. You can even literally specify the number "0" as the "pay number" when creating the pay.

Paye
— ×

Vos payes sont configurées à 26 périodes par année. Si vous désirez changer cette valeur, veuillez [cliquer ici](#).

Employé

Tous

Date de la paye ?

2022-03-11

Date du paiement

2022-03-11

Date de début de la période

2022-02-25

Date de fin de la période

2022-03-10

de la paye

0

du premier chèque

12065

☐ Envoyer automatiquement le relevé par courriel aux employés

☒ Ne pas imputer la banque

☐ Ne pas tenir compte des exemptions personnelles de base

☐ Ne pas tenir compte des retenues à la source

FERMER

ENVOYER

There are several ways to enter the cumulatives. Here is one way:

Step 1

Go to your old accounting software and search the numbers from the beginning of the year to the present. (Let's say it's February 18, we would have to search for the complete records of each employee from January 1 to February 18). By employee, these numbers are salary, QPP, unemployment insurance, vacation provision, etc.

Step 2

Create a payroll for each of the affected employees. In Active, go to the menu Payroll > Payroll. Click on the red + symbol at the bottom right of the screen to create a new payroll.

Step 3

Enter a payroll number that is lower than the first number used for the year in question. The payroll date will be the date used in your accounting, so make sure you choose a date that is earlier than your next payroll, for example, today. Be sure to select the following option: "Manual Payroll".

Paye

Vos payes sont configurées à 52 périodes par année. Si vous désirez changer cette valeur, veuillez [cliquer ici](#).

Employé
Tous

Date de la paye 2022-03-14 Date du paiement 2022-03-14

Date de début de la période 2022-03-07 Date de fin de la période 2022-03-13

de la paye 25 # du premier chèque 2

☐ Envoyer automatiquement le relevé par courriel aux employés

☐ Ne pas imputer la banque

☐ Ne pas tenir compte des exemptions personnelles de base

☐ Ne pas tenir compte des retenues à la source

☒ Paie manuelle

FERMER ENVOYER

Step 4

Enter the exact figures that you retrieved from your old software. For vacation accruals, be sure to enter the amount in the "Other information" section. The income section at the top of the page is for paid amounts only.

For each payroll, an accounting transaction will be created automatically by Asset. You will find them in Accounting > Transactions. You do not want a new transaction, you only need the cumulative one.

Step 5 (optional)

If you do not want to have the accounting trace of this accumulation, you can cancel the transaction that the payroll module has entered for you. In order to cancel the transaction you just made, you will have to create a new transaction manually (Accounting > New transaction).

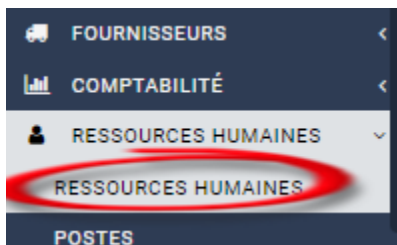
The numbers you enter must be the opposite numbers to those automatically created by Assets, in order to cancel the accounting entry you just created by adding the cumulative amounts. You can use the "Duplicate" function inside the transaction window, and simply change the debits to credits, and the credits to debits.

Note: If you have several employees and if you are comfortable, you could add up the amounts of all the transactions created by GEM-BOKS when you entered the totals, and make only one reverse entry. When we talk about a reverse entry or transaction, we are talking about a transaction on the same date, in the same accounts, with the same amounts, but everything that was a credit becomes a debit and vice versa.

Produce payroll :

Alimony

For a fixed amount of support deducted from each pay, use "Annual amount. If you want \$200 taken from each pay, enter \$5200 for a bi-weekly pay.



In the left-hand menu, go to "Human Resources",
Then click on "Human Resources".

In the grid of the employee, click on the name to edit his pay slip.

Ressources humaines  						FR
Vous consultez actuellement la liste des ressources humaines, où sont répertoriés tous vos employés, pigistes ou autres personnes qui jouent un rôle dans						
Statut: Actif						
NOM	COURRIEL AU TRAVAIL	TÉLÉPHONE TRAVAIL	POSTE	TÉLÉPHONE CELLULAIRE	VILLE	
John Doe	aabeka@v2v.ca	1866-848-8282;261	261		Montréal	
Achille					Sainte-Marthe-sur-le-Lac	
Achraf	atalizza@v2v.ca	1-866-848-8282;404	404			

In the employee's record, scroll down with the mouse to find "Other deductions".

Ressources humaines - **John Doe**

INFOSNOTESPOSTEPAYEDOCUMENTSClientsHORAIRECOURRIELVENDEURHISTORIQUE

Type de ressource humaine
Employé

☒ Cet employé paie de l'assurance-emploi
☒ Cet employé paie du R.R.Q.
☒ Cet employé est assujetti à la cotisation CNESST

Click on "New".

+ NOUVEAU Autres déductions Autres déductions à appliquer aux payes de cette ressource humaine				
DÉDUCTION		MONTANT	TYPE DE CALCUL	
Club social		52,00	Montant annuel	

Autres déductions - Nouveau — ✕

Déduction
Pensions alimentaires ▼

Montant
5200

Type de calcul
Montant annuel ▼

❗ = Champs obligatoires
❓ = Aide contextuelle disponible sous forme d'infobulle

FERMER **ENREGISTRER ET FERMER**

Formula monthly amount multiplied by number of pay periods per year.

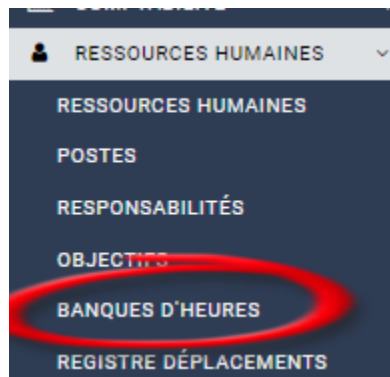
Nom	Compte
Pension alimentaire	2235 - Autres charges à payer ▼
Calcul	Maximum par paie
\$ annuel ▼	100.00
Case pour le Relevé 1	Case pour le T4
CLIQUEZ POUR SÉLECTIONNER ▼	CLIQUEZ POUR SÉLECTIONNER ▼

☐ Cochez cette case si une portion de cette déduction est payée par l'employeur

Insurance

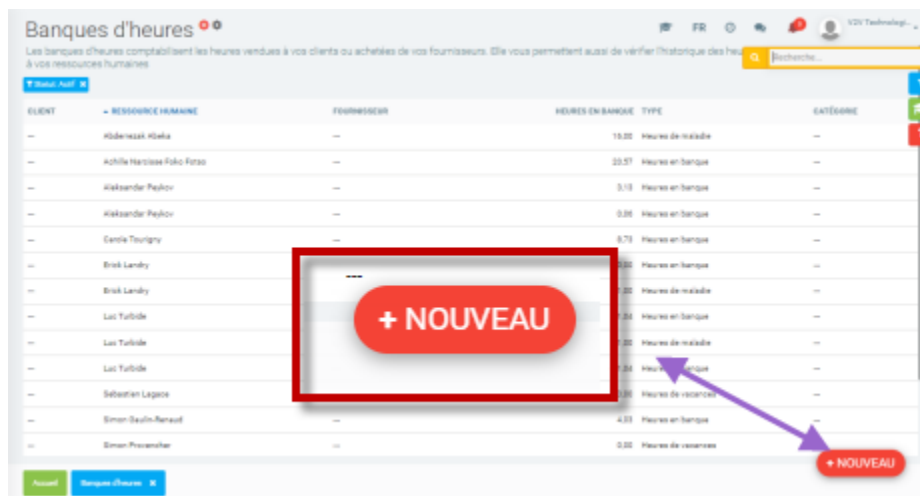
Bank of hours

Employees can bank up to 70 hours in a single rate time bank to be taken at a later date with no change in rate. Some sectoral parity committees may have different rules.

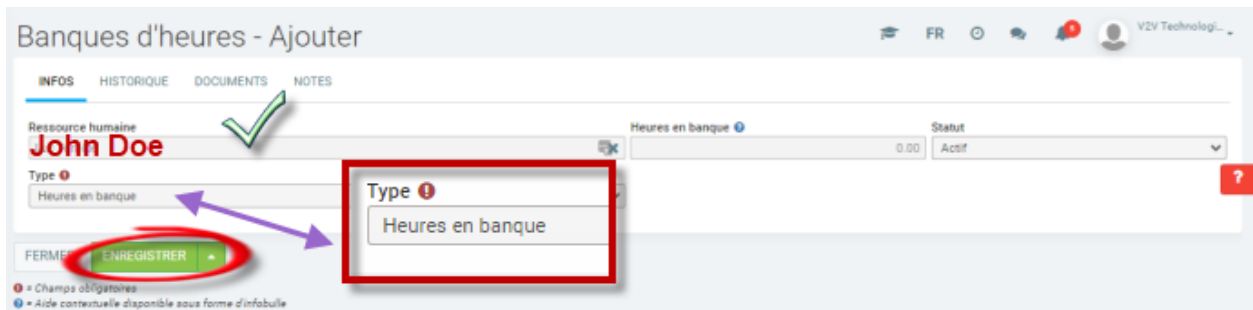


Go to the "Accounting" menu,
Click on the "Direct deposits" sub-menu.

In the bank grid, click on the new button.



Select an employee by typing a portion of his or her name in the "human resource" field,
In the "Type" menu, choose: "Time bank",
Click on "Save".



Adding hours to the "Time Bank" :



Click on the history tab,
Click on the "+" button.

In the window:

- Indicate the period during which the hours were accumulated,
- Add the time in hours,
- Rate (useful if the salary increases over time)
- Click on the "Save and close" button.

The screenshot shows a window titled "Temps - Nouveau" with a close button (X) in the top right corner. The window contains the following fields and values:

- Date** (marked with a red exclamation mark icon): 2022-10-17
- Note**: Période DU AU
- Temps**: 12.50
- Taux**: 0.00

Below the fields, there is a legend:

- i** = Champs obligatoires
- ?** = Aide contextuelle disponible sous forme d'infobulle

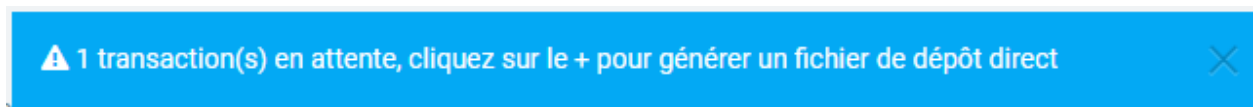
At the bottom, there are two buttons: "FERMER" and "ENREGISTRER ET FERMER". The "ENREGISTRER ET FERMER" button is highlighted with a red circle and a green checkmark.

Direct deposit management :

View deposits and send them to your financial institution

To view your pending direct deposits, click on the "Direct Deposits" menu under the "Accounting" menu. This list shows the history of direct deposit files that have previously been sent to your financial institution.

By selecting this module, a notification will inform you of the number of direct deposits that are waiting to be generated.



If you do not see this notification, you do not have a direct deposit pending.



As the notification indicates, click on the "+" to generate a new direct deposit file.

Choose the type of direct deposit file you wish to produce (employee) and click on "Send".

Then check off any pending direct deposits you wish to include in the file and click "Submit".

You will see a new direct deposit file listed. Click on the icon to download it and send it to your financial institution.

Notice of Direct Deposit

You can also click on the envelope to send an email to the direct deposit recipients to inform them of the payment. A PDF document will be attached to this email showing the invoices that have been paid with this deposit.

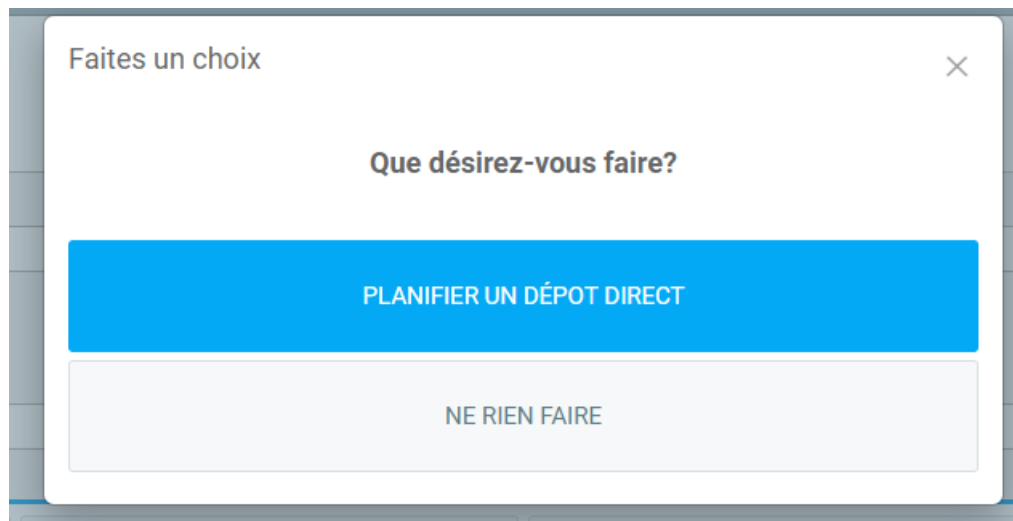
Note: Transactions in a dot tfe file cannot exceed **30 days**, (past or future).

The next sections show how to use direct deposits.

Produce direct deposits

In order to generate a direct deposit, you must first make a payment to a supplier, or a payroll to your employees using the accounting account linked to your bank that we configured in the previous step.

Once payment is completed using one of these methods, you will be asked the following question:



Select "Schedule Direct Deposit" to have the transaction placed on hold in the direct deposit module.

It is important to note that the payment is not immediately converted to direct deposit, but rather placed "Pending" in the direct deposit module. This way, you can prepare several payments during the day and simply generate a single file to upload to your financial institution's site at the end of the day. Note that if some payments are post-dated, your financial institution will not send the payment before the specified payment date.

The final step is to send the pending direct deposit file to your bank. Please refer to the FAQ: How do I view and send pending direct deposits?

File transmission errors

- Transit: The 00s that precede a number must be present in the numbering
 - 00232 = GOOD, while 232 = not GOOD,
- In the configuration of your Bank GL, make sure that the agency number is the payroll agency number and should be set to "DEPOT".

Charte des comptes - 1005

INFORMATION NOTES DÉPÔTS DIRECTS - PAIEMENTS PRÉAUTORISÉS HISTORIQUE

Choisissez votre banque ? Autre

Numéro de transit ?

Numéro de l'institution ?

Numéro de compte ?

Centrale ACP ?

Identifiant centrale ACP (Dépôts directs - Fourniss...

Identifiant centrale ACP (Dépôts Directs - Payes) 123456

Identifiant centrale ACP (Paiements préautorisés) ?

Transmission de données

Détail d'un organisme de dépôt-retrait direct

N° d'organisme 123456

N° de compte

Nom de l'organisme

Opération: ✓ Dépôt

Utilisation prévue: ✗ Retrait

Cancel or change a payroll:

You cannot change a payroll, you must delete an employee's payroll and redo it.

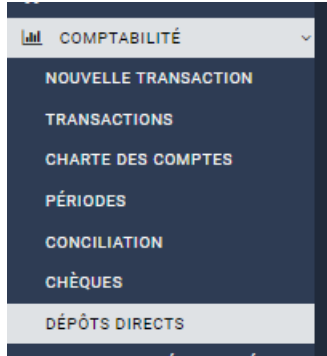
You realized you made a mistake when:

- The payroll has been generated as well as the direct deposit file:
 - Delete the direct deposit file.
 - Delete the employee's payroll,
 - Redo his pay
 - Regenerate the direct deposit file.
- The payroll was generated when the direct deposit file was generated:
 - Select the employee in error.
 - Make a new payroll for him,
 - Generate a new direct deposit file for this employee only
 - (incremental file number +1)
- The payroll was done without generating the direct deposit file:
 - Delete the payroll of the employee who has an error,
 - Redo the employee's payroll.

Note: Be sure to keep the same payroll number, date and period.

Deleting the direct deposit payroll file (if necessary)

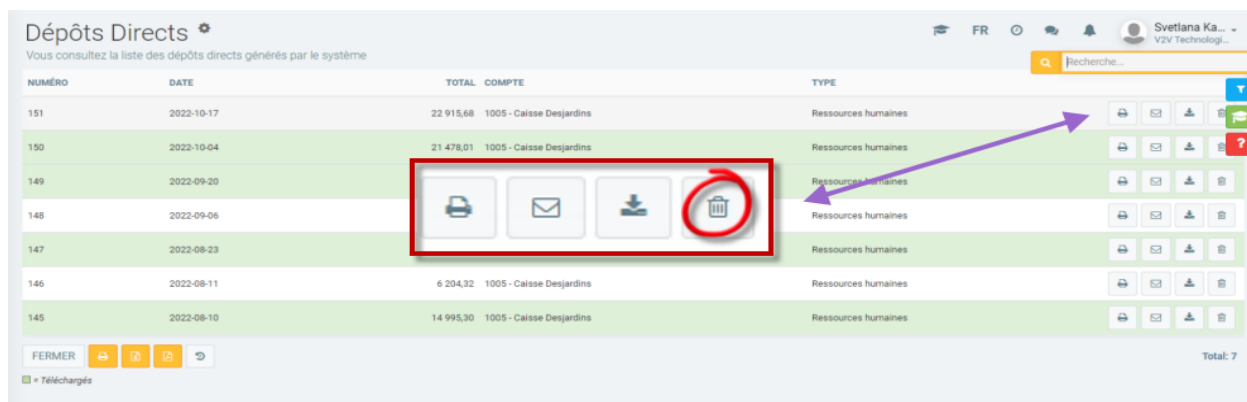
If you want to change or delete a payroll and the direct deposit file has been generated, you must delete it first.



Go to the "Accounting" menu,
Click on the "Direct deposits" sub-menu.

Note: Make sure you keep the same payroll number, date and period.

In the grid, click on the trash can icon to delete the payroll file

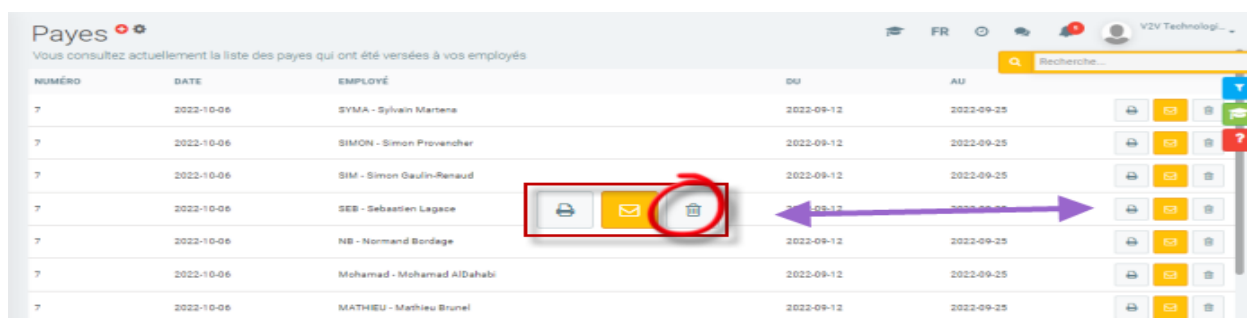


Deletion of payroll by employee



Go to the "Payroll" menu,
Click on the "Payroll" sub-menu.

You must delete the payroll by employee, by clicking on the icon with the trash can on the right of the grid.



Payroll Regeneration :

The system will regenerate the duplicate payroll, if the direct deposit file was generated before the deletion.

- You must delete the duplicates.
- **Note: Make sure you keep the same payroll number, date and period.**

DAS Payment Report

When you want to pay deductions at source, it means that you made payments the previous month.

To find out which accounting accounts will be affected, go and see which accounts you have set up in PATREMETER, CONFIGURATION, PAYE.

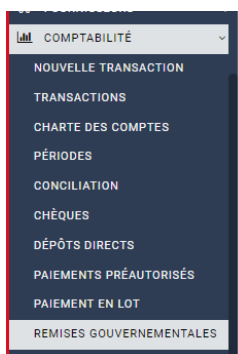
In ACCOUNTING, NEW TRANSACTIONS, do the following three transactions;

- Debit: FEDERAL DISCOUNT (for example: \$838.90)
- To the credit: BANK (for example: \$838.90)
- Debit: PROVINCIAL DISCOUNT (for example: \$1785.56)
- To the credit of: BANK (for example: 1785.56\$)
- Debit: CSST TO BE PAID (for example: \$46.46)
- To credit: BANK (for example: \$46.46)

If you wish to proceed manually, here are the instructions: with 2 options to retrieve the data.

Option 1: via government rebate Quebec and Federal

Pull the report



- In the left menu,
- Click on "Accounting",
- Click on "Government discount".

- Click new at the bottom right (in the line for edit)



Remises gouvernementales

Type de remise
Déductions à la source

Date de départ ❶ 2022-09-01 Date de fin ❶ 2022-09-30

Date du paiement ❶ 2022-10-15

Compte utilisé pour le paiement/remboursement
1005 Caisse Desjardins

FERMER ENVOYER

- Select the type of discount
 - "Deduction",
- Enter a range
 - The month before,
- Choose the payment date
 - The 15th of the current month
- Choose the account used,
- Click on "SEND".

DÉDUCTIONS À LA SOURCE (2022-09-01 - 2022-09-30)				
	EMPLOYÉ	EMPLOYEUR	TOTAL À PAYER	PAIEMENT
Salaire brut	66 848,71 \$			
DÉDUCTIONS PROVINCIALES				
Impôt provincial	9 100,31 \$		9 100,31 \$	
R.R.Q.	3 455,54 \$	3 455,54 \$	6 911,08 \$	
F.S.S.		1 138,86 \$	1 138,86 \$	
R.Q.A.P.	323,22 \$	452,80 \$	776,02 \$	
SOUS-TOTAL PROVINCIAL			17 926,27 \$	0.00
CNESST		249,69 \$	249,69 \$	0.00
TOTAL PROVINCIAL			18 175,96 \$	0.00
DÉDUCTIONS FÉDÉRALES				
Impôt fédéral	7 019,79 \$		7 019,79 \$	
Assurance-emploi	695,88 \$	974,24 \$	1 670,12 \$	
TOTAL FÉDÉRAL			8 689,91 \$	0.00
TOTAL DU PAIEMENT				26865.87

FERMER



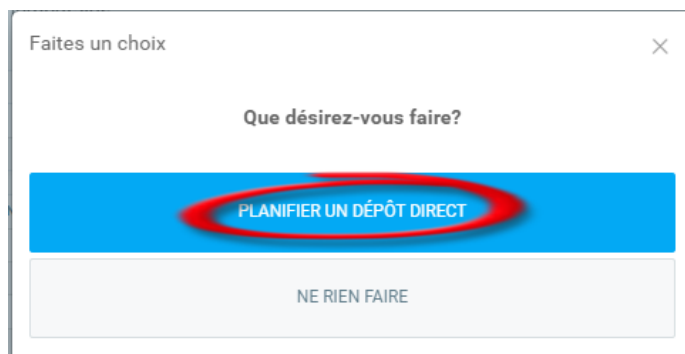
Remises gouvernementales

DÉDUCTIONS À LA SOURCE (2022-09-01 - 2022-09-30)				
	EMPLOYÉ	EMPLOYEUR	TOTAL À PAYER	PAIEMENT
Salaire brut	66 767,13 \$			
DÉDUCTIONS PROVINCIALES				
Impôt provincial	9 543,10 \$		9 543,10 \$	
R.R.Q.	3 444,54 \$	3 444,54 \$	6 889,08 \$	
F.S.S.	42,66 \$		1 142,66 \$	
R.Q.A.P.	64,79 \$	796,58 \$	796,58 \$	
SOUS-TOTAL PROVINCIAL			17 372,02 \$	17 372,02
CNESST		262,88 \$	262,88 \$	262,88
TOTAL PROVINCIAL			17 634,90 \$	17 634,90
DÉDUCTIONS FÉDÉRALES				
Impôt fédéral	9 521,87 \$		9 521,87 \$	
Assurance-emploi	645,25 \$	73,36 \$	1 668,61 \$	
TOTAL FÉDÉRAL			8 190,28 \$	8 190,28
TOTAL DU PAIEMENT				25 825,18

FERMER

Confirm the amounts,
Click on "PROCESS",

Confirm by answering "YES",

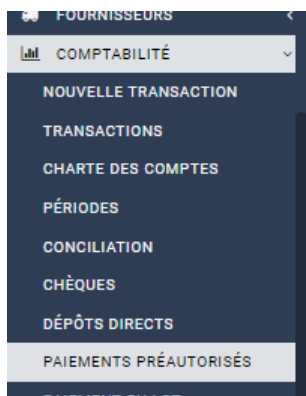


Make your selection:

"Schedule a direct deposit" to make a payment by file,

"Do nothing" to make a manual deposit via the bank's website,

Schedule a direct deposit



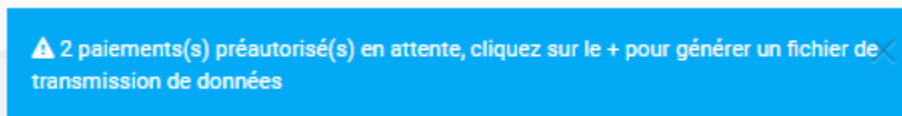
In the left menu,

- Click on "Accounting",
- Click on "Government discount".

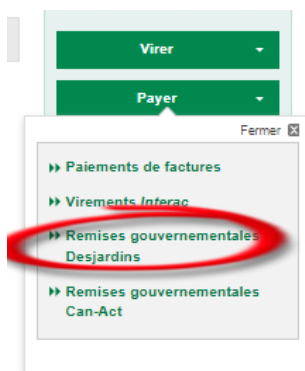
Click on "+ NEW", to create a file



If you have other payments pending, you will get a warning message in blue



Provincial government rebate online: desjardins



On the Desjardins site,

- Click on the "Pay" menu on the right,
- Then select "Government Discounts".

Step 1:

- Select the "Revenu Québec" form: employer's contribution,
- Check the option on the right,
- Click on the "Enter" button.

Remises gouvernementales – Desjardins

Aide | Imprimer | Fermer

Faire une remise | **Gérer les formulaires**

Étape 1 : Choisir le formulaire et cliquer sur Saisir

> Pour les remises pour une province autre que le Québec, veuillez utiliser le service Remises gouvernementales Can-Act sous le bouton Paiements (Attention! L'administrateur principal doit avoir procédé à l'inscription).

REVENU QUÉBEC

Formulaire	Remises en attente
☒ Revenus et cotisations de l'employeur (Formulaires TPZ-1015-R, 14.1, 14.2, 14.3, 14.4) 1089162072 - RS0001 - Ce formulaire est destiné uniquement aux employeurs tenus d'effectuer des retenues à la source et des cotisations de l'employeur à Revenu Québec. Si vous désirez effectuer des remises CSST et que vous n'êtes pas inscrit au fichier des retenues à la source de Revenu Québec, vous devez utiliser le bordereau « Versement pour la CSST » (TPZ-1015.R, 14.5) transmis par la poste par Revenu Québec.	☒
☐ Sommaire des retenues et des cotisations de l'employeur (Formulaire RLZ-1-S) 1089162072-110001 -	☐
☐ TPS/TVH-TVQ (Formulaires FPZ-500, FPZ-500.AR, FPZ-500.IF) 1089162072 - TQ0001 - 144216355RT0001 -	☐
☐ Pension alimentaire (Formulaire PPA-101) 9005887906 - 670001 -	☐

Agence du revenu du Canada | **Canada Revenue Agency**

Formulaire	Remises en attente
☐ Retenues à la source courantes (Formulaires PD7A-PD7A(ATM), PD7A-RB, RC107) V2V TECHNOLOGIES INC - 144216355RP0001 - Mensuelle -	☐

Saisir | **Lister**

Step Two:

Fill in the form, respecting the format of the form on the website:

- No spaces in the numbers or symbols,
- Use the "." separator for decimals, not the "," .
- Click on "Calculate",
- Validate the information online versus your GEM-BOKS report,
- Click on the "Validate" button if everything matches, otherwise correct your information.

Faire une remise **Gérer les formulaires**

Étape 2 : Remplir le formulaire

REVENU QUÉBEC

Retenues et cotisations de l'employeur
(Formulaires TPZ-1015-R, 14.1, 14.2, 14.3, 14.4)

N° d'identification : 1089182072

Dossier : RS 0001

Fréquence de déclaration : Mensuelle

Période visée : du 01 SEP 2022 au 30 SEP 2022 (JJ/MM/AAAA)

A : Retenues d'impôts et taxe compensatoire (s'il y a lieu) : 9100.31 CAD

B : Cotisations au RRQ : 6911.08 CAD

C : Cotisation au Fond des services de santé (FSS) : 1138.86 CAD

D : Cotisations à l'assurance parentale (ROAP) : 776.02 CAD

E : Sous-total (A + B + C + D) : 17926.27 CAD

F : CSST : 249.69 CAD

Total à remettre (E + F) : 18175.96 CAD

Calculer

> Pour consulter les déclarations complétées, cliquez sur Relevés et documents, puis sur Recherche de remises gouvernementales.
> Pour consulter les déclarations postdatées, cliquez sur Recherche d'opérations, puis sur En attente.

Valider **Annuler**

Step Three:

- Select the "Employer Contribution" form,
- Select "One time only" from the drop-down menu,
- Select the transfer date: 15th of the current month,
- Select the account at the bottom,
- Click on the "Validate" button.

Remises gouvernementales — Desjardins

Faire une remise **Gérer les formulaires**

Étape 3 : Choisir fréquence, date et compte source

> La date des paiements différés doit être postérieure ou égale au 12/10/2022.

REVENU QUÉBEC

Formulaire **Revenu Québec** Montant (CAD) 18 175.96

☒ Retenues et cotisations de l'employeur (Formulaires TPZ-1015-R, 14.1, 14.2, 14.3, 14.4) 1089182072RS0001 -

☐ Sommaire des retenues et des cotisations de l'employeur (Formulaire RLZ-1.S) 1089182072110001 -

☐ TPS/TVA-TVQ (Formulaires FPZ-500, FPZ-500.AR, FPZ-500.IF) 1089182072TQ0001 -

☐ Pension alimentaire (Formulaire PPA-101) 9005887908670001 -

Agence du revenu du Canada Canada Revenue Agency

Formulaire **Agence du revenu du Canada** Montant (CAD) Fréquence et date (JJ/MM/AAAA)

☐ Retenues à la source courantes (Formulaires PDA, PDA(TM), PDA-RB, RC107) 144218355RP0001 -

Saisir Total : [18 175.98 CAD]

À partir du compte :

Compte **Compte de l'employeur** Solde (CAD)

Valider **Annuler**

A confirmation will then appear on the screen:

- Click on "Confirm" to proceed

Remises gouvernementales – Desjardins

Aide ⓘ | Imprimer 🖨️ | Fermer ✕

[Faire une remise](#) [Gérer les formulaires](#)

La date inscrite pour l'opération (15 oct. 2022) est un samedi. Veuillez noter que les opérations prévues le samedi sont exécutées le lundi. Pour plus d'information, consultez l'aide.

> Veuillez vérifier et confirmer les opérations suivantes :

Remises gouvernementales différées

De	Montant	Vers	Fréquence et date (JJ/MM/AAAA)
Coeur-de-l'Île 0084331-EOP	18 175,96 CAD	Retenues et cotisations de l'employeur (Formulaires TPZ-1015-R.14.1, 14.2, 14.3, 14.4) 1089162072RS0001 -	Une seule fois le : 15 OCT 2022

[Confirmer](#) [Corriger](#) [Annuler](#)

Federal online DAS remittance: with Desjardins

Here is the bottom of the DAS report, with the information for the federal DAS

DÉDUCTIONS FÉDÉRALES	EMPLOYÉ	EMPLOYEUR	TOTAL À PAYER	PAIEMENT
Impôt fédéral	6 521,67 \$		6 521,67 \$	
Assurance-emploi	695,25 \$	973,36 \$	1 668,61 \$	
TOTAL FÉDÉRAL			8 190,28 \$	0.00
TOTAL DU PAIEMENT				25825.18

[FERMER](#) [📄](#) [🔄](#)

[Faire une remise](#)[Gérer les formulaires](#)

Étape 2 : Remplir le formulaire

Agence du revenu
du CanadaCanada Revenue
Agency

Retenues à la source courantes

(Formulaires PD7A, PD7A(TM), PD7A-RB, RC107)

Nom de l'entreprise :	
N° d'entreprise/de compte :	1442
Dossier :	RP0001
Fréquence des déclarations :	Mensuelle
Fin de la période de versement :	AOÛ 2022 (MM/AAAA)
Nombre d'employés pour la dernière période de paie :	15
Rémunération brute pour la période de versement :	66797.13 00 CAD
Montant du paiement	8190.28 CAD

> Pour consulter les déclarations complétées, cliquez sur **Relevés et documents**, puis sur **Recherche de remises gouvernementales**.
 > Pour consulter les déclarations postdatées, cliquez sur **Recherche d'opérations**, puis sur **En attente**.

[Valider](#)[Annuler](#)

	Agence du revenu du Canada	Canada Revenue Agency
--	-------------------------------	--------------------------

Formulaire	Montant (CAD)	Fréquence et date (JJ/MM/AAAA)
☒ Agence du revenu du Canada Retenues à la source courantes (Formulaires PD7A, PD7A(TM), PD7A-RB, RC107) 144216355RP0001 -	8 190.28	Immédiatement / En direct JJ MOIS AAAA

Saisir Total : [8 190.28 CAD]

À partir du compte :

De compte	Solde (CAD)
☒ Cœur-de-l'Île 0084331-EOP	

Valider **Annuler**

Option 2: via detailed government rebates (Other regions)

Pull the report



Proceed to make online payments to your financial institutions using the detailed report

Print or email a document

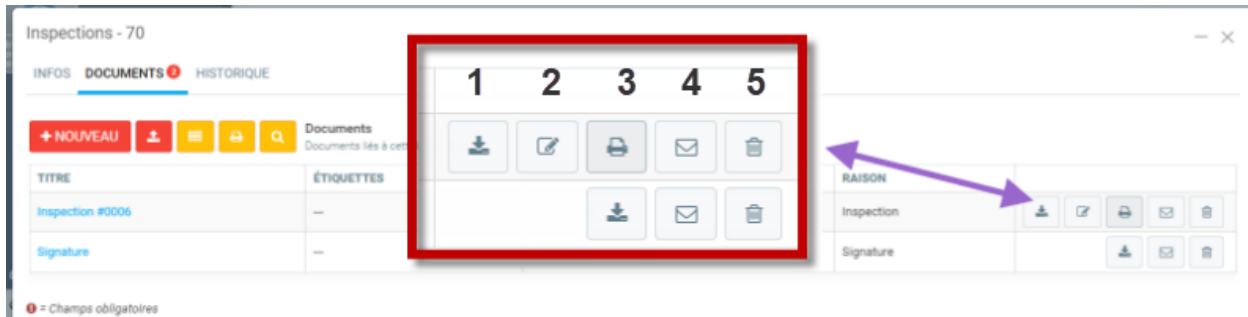
- From the inspection grid, select the inspection to be opened,
- In the inspection form, click on the "DOCUMENTS" tab,

A screenshot of a web application interface for 'Inspection'. At the top, there's a tab bar with 'OS', 'DOCUMENTS', and 'HISTORIQUE'. The 'DOCUMENTS' tab is selected and circled in red. Below the tabs, there's a form with several fields: 'Numéro' (70), 'Client' (Mathieu Brunel -), 'Véhicule' (AUDI - Q5), 'Technicien' (caa - CAA), 'Inspection' (CAA EXPRESS ROUTE), 'Odomètre entrée' (125000), 'Odomètre sortie' (125001), 'Étiquettes' (Bilan mécanique), and 'Statut' (Actif). Below these fields, there's a section titled 'SECTION A - ESSAI ROUTIER' with a sub-section 'Comportement routier'. To the right of this section, there's a legend with colored circles and icons.

Click on the icon associated with the action you wish to take according to the legend below:

1. Download the document,

2. Check the signature,
3. Print the document,
4. Send the document by email,
5. Delete the document.



Re-employment

Coming soon ...

Termination of Employment Procedure and Termination of Employment RE

Step 1: Disable access rights

On the employee's last day of work, be sure to remove their access rights. See section on access rights.

Step 2: Generate the last pay with vacation :

In order to produce an employee's last payroll, you will need the employee's vacation and sickness records. Click on the "Payroll"->"Reports"->"Payroll Report" menu. You will be presented with a screen like this one:

Rapport de paie

Vos paies sont configurées à 52 périodes par année. Si vous désirez changer cette valeur, veuillez [cliquer ici](#).

Employé
John Doe ✓

Méthode de sélection
Date de la paie

Date de départ
AAAA-MM-JJ

Date de fin
AAAA-MM-JJ

Type de rapport
Charges de l'employeur

☐ Rapport détaillé
☒ Rapport nombre d'heures
☐ Rapport autres revenus
☐ Rapport autres déductions

FERMER **ENVOYER**

In order to see the totals, select the employee for whom you want to do a termination pay, and then insert the pay period for which he worked for you. You can simply empty the "Start date" and "End date" fields so that all the pay periods are included in the report. You can then click on "Submit" to generate the report.

Note: if an employee is not in the list, it is because he was put inactive too quickly. See

Step 4

Here is an example of the report this will produce:

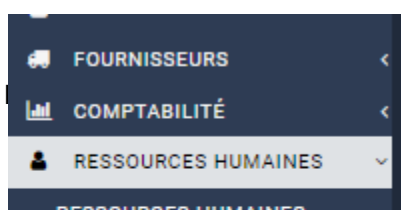
Rapport de paie			
John Doe Charlemagne QC,J5Z 1B7		Date de la paie : 2020-12-09	
		Période de la paie : 2020-12-02 au 2020-12-08	
		Embauche : 2018-04-23	
		Nombre d'employés : 1	
		Nombre de paies : 8	
		Provision pour vacances (Courant) : 1 047,00	
		Provision pour vacances (Cumulatif) : 1 047,00	
	EMPLOYÉ	EMPLOYEUR	TOTAL
Salaire brut	17 500,00		17 500,00
DÉDUCTIONS PROVINCIALES			
Impôt provincial	0,00		0,00
F.S.S.		297,44	297,44
R.Q.A.P.	92,01	128,77	220,78
R.R.Q.	941,14	941,14	1 882,28
Sous-Total			2 400,50
CNESST		76,48	76,48
Total			2 476,98
DÉDUCTIONS FÉDÉRALES			
Impôt fédéral	0,00		0,00
Assurance-emploi	219,28	306,99	526,27
Total			526,27
AUTRES DÉDUCTIONS			
test	87,10	0,00	87,10
TOTAL DES DÉDUCTIONS	1 339,53		

At the top of the report, you will see the Vacation Provision (Cumulative), and the Sick Provision (Cumulative). Please note that if no provision has been accumulated for the employee, they will not be displayed. You can therefore note these values, and then proceed to make the last payroll for this employee.

Insurance :

If you offer an insurance program, remember to adjust the insurance deduction for the last month. If you pay bi-weekly, you will need to triply the deduction amount to apply the premium due to the fact that the employee was covered on day one, but does not start paying after 30 days.

Time bank:



Go to the "human resources" menu,

Click on the submenu: "Time bank".

Write an endnote for the job:

Notes on pay stub:

Ex. note: The last paycheck includes your accumulated vacation & illness. Note that as stipulated in the insurance agreement, the first month's premium was billed on your last pay statement.

To make the termination pay, simply make a standard payroll as indicated in this FAQ: How to generate a standard payroll for one or all my employees. You will see that in the Revenues section, you can indicate amounts in the "Sickness" and "Vacation" lines. This is where you will indicate the total cumulative amount of the employee noted in the previous step, in order to pay him the amounts and reset his cumulative to 0. You can enter 1 in the field "hours", and then the cumulative amount in the "rate". After the payroll is completed, the accumulated vacation and sick leave will be reset to 0.

Step 3: Filing the Termination :

Currently, GEM-BOKS does not allow you to generate Records of Employment automatically. You will therefore need the pay slips in order to proceed via the federal government web site accessible via the following link:

- <https://www.canada.ca/fr/emploi-developpement-social/programmes/assurance-emploi/ae-liste/assurance-emploi-re/sinscrire-re-web.html>

In order to obtain the payroll totals, go to the "Payroll"->"Reports"->"Payroll Report" menu, you will see several report options in order to obtain the information you will need to produce your terminations.

First, choose the human resource (or all of them if you have several leaving in the same period), enter the dates of the period corresponding to the calendar year from January 1 to December 31, select the type of report "Cumulative employee" and check the option "Hours report".

Rapport de paie

Vos paies sont configurées à 26 périodes par année. Si vous désirez changer cette valeur, veuillez [cliquer ici](#).

Employé
John Doe ✓

Méthode de sélection
Date de la paie

Date de départ
2020-01-01

Date de fin
2020-12-31

Type de rapport
Charges de l'employeur

☐ Regrouper par employé

☐ Rapport détaillé

☒ Rapport nombre d'heures ✓

☐ Rapport autres revenus

☐ Rapport autres déductions

FERMER **ENVOYER**

The generated report will show you the totals of all payrolls for the selected period. In addition, you will see the cumulative totals of all the incomes and deductions, as well as the sick and vacation banks at the top of the report.

Rapport de paie

John Doe

Mascouche QC,J7K 2L6

Embauche :

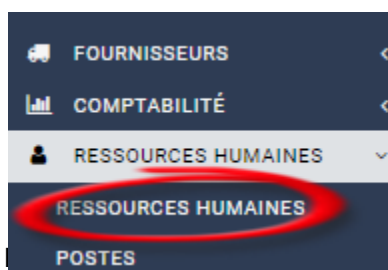
Provision pour vacances : 79,80

	EMPLOYÉ	CUMULATIF
Salaire brut	1 830,00	1 830,00
DÉDUCTIONS PROVINCIALES		
Impôt provincial	36,16	36,16
R.Q.A.P.	9,63	9,63
R.R.Q.	79,31	79,31
DÉDUCTIONS FÉDÉRALES		
Impôt fédéral	49,43	49,43
Assurance-emploi	22,88	22,88
AUTRES DÉDUCTIONS		
TOTAL DES DÉDUCTIONS	197,41	197,41
SALAIRE NET	1 632,59	1 632,59
MONTANT REMIS	1 632,59	1 632,59

LE SALAIRE EST CALCULÉ COMME SUIV	HEURES	TAUX	TOTAL
Heures #1	75	20,00	1 500,00
Heures #1	30	11,00	330,00
Total			1 830,00

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Step 4: Make the employee "inactive"

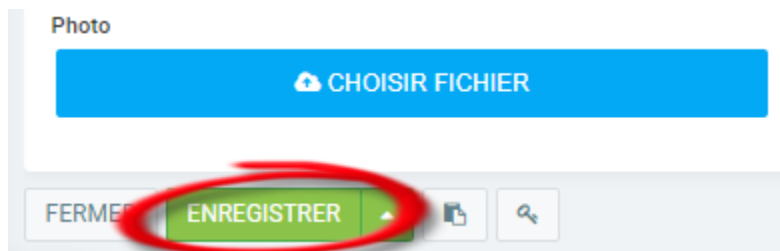
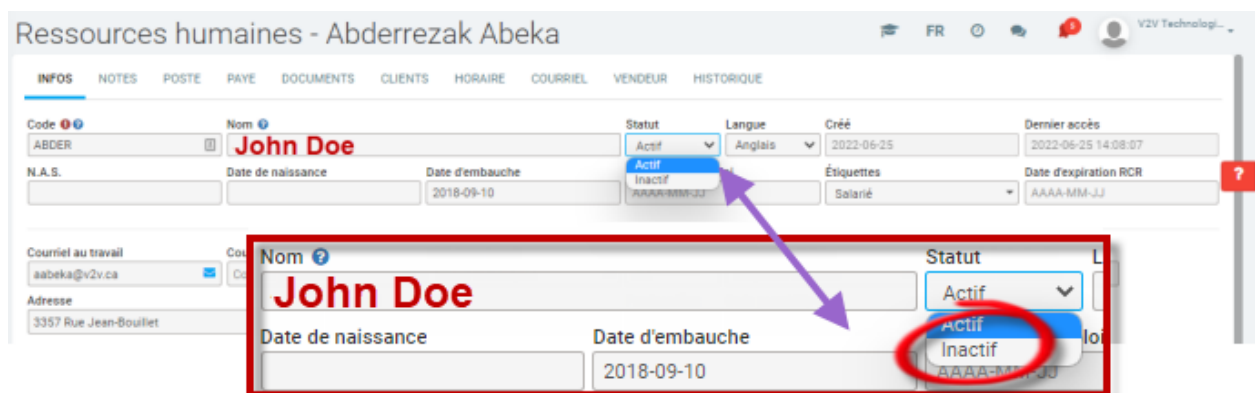


Go to the "Human Resources" menu,
Click on the "Human Resources" submenu.

Click on the employee's name in the grid on the right.



In the status menu, select: "Inactive",



Click on the "Save" button

Production of T4 and Statement 1

To issue tax slips for your employees, click Payroll > Tax Slips in the left-hand menu.

1. Click the red New button in the lower right corner. A dialog box entitled "Tax Slips" will appear.
2. Select the employee or group of employees for whom you want to produce the slips.
3. Choose the year.
4. Specify the type of slip you want to produce, either original, cancelled or amended. (*See below for more info.)
5. Check or uncheck the box Send a copy by email to the employee.
6. Click on send to produce the slips.



What is the difference between an original, amended or cancelled slip?

Original slip: Choose this option when this is the first time you are printing and sending this slip to your employee.

Amended slip : Choose this option if you need to file amended slips to correct the original slip. For example, if you discover that you made an error on a slip after you filed your return.

Cancelled slip: Choose this option if you need to cancel a slip that has already been filed on your return.

Note: An inactive employee will receive his T4 at the end of the year.

For more information about amended or cancelled slips,

- please visit the CRA website

<https://www.canada.ca/fr/agence-revenu/services/impot/entreprises/sujets/retenues-paie/remplir-produire-declarations-renseignements/t4-information-employeurs/feuille-t4/modifier-annuler-ajouter-remplacer-feuilles-t4.html>

or Revenu Québec.

Produce electronic statements (in XML format)

Before generating your tax slips, make sure you have your **Preparer** Number, Employer Identification Number and Sequential Number for Relevés 1 electronic format. If you do not have this information, please follow the steps to obtain it at the following address

- <https://www.revenuquebec.ca/fr/services-en-ligne/formulaires-et-publications/details-courant/ed-430/>.



Once you have this information, please enter it in the section provided in the Settings menu, Configurations, under the Payroll tab.

No. identification employeur 123456789	Numéro de préparateur provincial NP000000	Numéro séquentiel pour les Relevés 1 format électronique 10000000
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Then, you can go to the Payroll, Tax Slips menu to generate your Relevé 1 and T4 slips in paper (PDF) and electronic (XML) formats. For more information on the procedure, please consult the following FAQ: How to produce your employees' T4 and Relevé 1 slips. The document that will be generated for you will be a compressed (ZIP) file containing one compressed (ZIP) file per employee and several totals documents. Here is an example of what the ZIP contains:

Taxes (ZIP)

- Employee 1 (Zip)
- T4 (PDF)

- T4 (XML/Electronic)
- R1 (PDF)
- R1 (XML/Electronic)
- Employee 2 (Zip)
 - T4 (PDF)
 - T4 (XML/Electronic)
 - R1 (PDF)
 - R1 (XML/Electronic)
- R1 Summary (PDF)
- Summary T4 (PDF)
- R1E Summary (XML/Electronic)
- T619 (XML/Electronic)

For Relevé 1 reporting, you will need the file named R1E Summary in XML format, which contains all of your employees' Relevé 1s. For T4 reporting, you will need the file named T619 in XML format, which contains all of your employees' T4s.