

Promoter transactions reference sheet

The record type (RT) and transaction type (TT) fields categorize promoter RESP transactions. For example, contract information transactions can be abbreviated by “100-01” because they have a record type field of 100 and a transaction type field of 01. The following table shows all promoter transactions.

RT	TT	Transaction	Purpose
Non-financial transactions required to register an RESP			
100	01	Contract information	Provides RESP contract information to create or update contract records
200	03	Beneficiary information	Provides information to create or update beneficiary records
	04	Subscriber information	Provides information to create or update subscriber records
Transactions with a financial impact on RESPs			
400	11	Contribution	Reports contributions and may also request the Basic and the Additional CESG
	13	EAP	Reports required information when a beneficiary is paid an EAP
	14	PSE contribution withdrawal	Reports a contribution withdrawal when a beneficiary is eligible for an EAP
	19	Transfer in	Reports required information when an RESP receives an RESP transfer
	21	Incentive repayment	Reports the amount and reason when incentives must be repaid to the CESP system
	22	Termination adjustment	Reports incentive amounts lost when terminating an RESP with a loss
	23	Transfer out	Reports required information when an RESP transfers funds to another RESP
	24	Request for CLB payment	Requests the CLB
411	40	BCTESG request	Requests the British Columbia Training and Education Savings Grant (BCTESG)
	41	Cancel BCTESG request	Cancels a previous request for the BCTESG
511	12	PCG/spouse information	Provides or updates the PCG/spouse information to request the Additional CESG for a processed contribution transaction
Summary Records			
700	None	Summary report transaction	Reports fair market value of an RESP

Reporting period

Each calendar month corresponds to a specific reporting period during which promoters generate new RESP transactions and make corrections to rejected transactions from other reporting periods.

Processing period

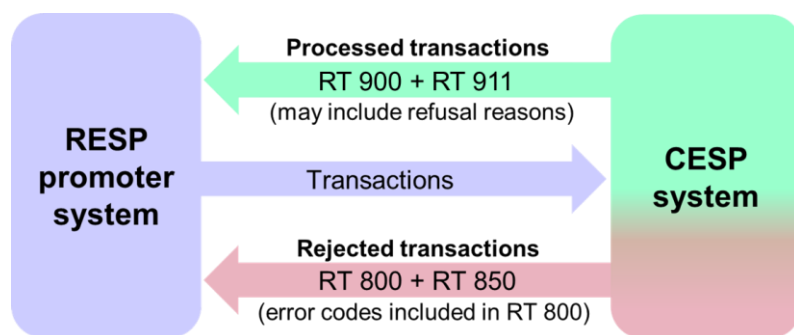
Every month, the CESP system processes promoter files submitted by 5 pm Eastern Time on the 4th business day of the month. Files are processed in the following month if they are received after this date. Access the production cut-off dates on Canada.ca/RESPresources:

- Tab: Systems documentation
- Click: Production Cut-Off Dates

CESP reports reference sheet

Transaction status

The CESP system provides the status of each promoter transaction in the CESP reports.



Trouble-shooting guides

RESP Provider User Guide:

- Appendix E: Understanding error codes
- Appendix F: Understanding refusal reasons

Access online at:

Canada.ca/RESPresources

- Tab: User Guide and Publications
- Click: RESP Provider User Guide
 - Click: Appendix E. Understanding error codes
 - Click: Appendix F. Understanding refusal reasons

Records in the CESP reports

Record types (RT) categorize records in report files. The following table shows the record types used in these CESP reports.

CESP Reports	RT	Description
Transaction error report (.err)	800	Reports transactions containing errors and provides corresponding error codes. Rejected transactions must be corrected by the promoter and resubmitted to the CESP system.
Severe error report (.ser)	850	Reports transaction error types which cannot have regular error messages. Rejected transactions must be corrected by the promoter and resubmitted to the CESP system.
Transaction processing report (.pro)	002	Supplies reporting period information and indicates the net amount of incentives that will be paid to the promoter for all beneficiaries throughout the reporting period, after subtracting repayment amounts and taking reversed transactions into consideration.
	003	Identifies the promoter file processed by the CESP system. Each file processed in the reporting period generates a corresponding RT 003 record.
	900	Acknowledges the successful processing of each RT 100, RT 200, RT 400 and RT 511 transaction. These records also provide information required to update RESP notional accounts and may include refusal reasons for the Basic CESG, the Additional CESG and the CLB.
	911	Acknowledges the successful processing of each RT 411 transaction and each RT 400 transaction that includes BCTESG amounts greater than zero. These records also provide information required to update the BCTESG notional accounts and may include refusal reasons for the BCTESG.
SIN validation report (.svr)	920	Identifies beneficiaries who have already been successfully validated by the CESP system, but have since been flagged with Social Insurance Number (SIN) issues. Promoters are responsible for reviewing these reports and resolving these issues.
Contract registration report (.reg)	950	Reports the status of non-financial transactions required for contract registration. The CESP system sends contract information to the CRA for registration only if the CESP system validation of these transactions indicates that a contract would be eligible for registration by the CRA.
Referral report (.ref)	960	Reports referral transactions to RESP promoters participating in the Education Savings Referral Service that are received by the CESP system from Service Ontario.