

Simulation: How to use the Dynamic Selections Function in FIS Reports

Did you know that FIS line item and Document List reports have additional criteria that can help you filter your output prior to executing?

Watch this simulation to learn how you can **save time and reduce the need to modify report output by using Dynamic Selections**.



The image is a video thumbnail for a simulation. It features a dark blue background with a pattern of light blue hexagons. On the left, the text 'FAST Tip' is written in large white letters, with 'Simulation' in smaller white letters below it. In the center, there is a blue circular play button icon. On the right, there is a white rectangular box containing the text: 'How to use Dynamic Selections in FIS Reports', 'FAST Team,', 'Financial Services Dept.', and 'University of Toronto'. The top right corner of the thumbnail is a solid brown color.

Learn More:

- [QRG: FI Line Item Report](#)
- [QRG: Create and Retrieve a Report Selection Screen Variant](#)

How do we handle the provincial sales tax for purchases from non-HST provinces & territories excluding expense reimbursements?

There are five non-HST provinces including Quebec, Alberta, British Columbia, Manitoba, Saskatchewan, as well as the Northwest Territories, Nunavut and Yukon. Provincial portion of taxes incurred in a non-HST province are not recoverable and therefore expensed using tax code EO. However, the University is eligible for rebate on the GST portion paid in other provinces.

As an example of how to handle these purchases, outlined below are scenarios involving the purchase of goods or services from Quebec and the difference in tax treatment.

Scenario	Tax Treatment	Vendor Line item	Simulation
Purchased from vendor in Quebec and shipped directly to U of T	Ontario HST should be charged and HST # visible on the invoice. Quebec provincial tax should not be included.	Purchase - \$100 HST - \$13	Tax code: E1 - \$113 Accounts: 825000 – 103.41
Purchased in person in Quebec and brought back to U of T to be consumed in Ontario.	Quebec provincial tax and GST charged at time of purchase. Ontario provincial tax to be self-assessed. Effectively, both the Ontario and Quebec provincial tax will be paid along with the GST.	Purchase - \$100 GST – \$5 QST – \$9.95 Total Amount Paid to Vendor: \$114.95	Tax Codes: E4 - \$105 E0 - \$9.95 Accounts: 825000 – 103.41 825000 - 9.95 Total \$113.36
Purchased and consumed in Quebec including for Other categories on the expense reimbursement form. eg. Supplies	Quebec provincial tax and GST should be charged.	Purchase – \$100 GST – \$5 QST – \$9.95 Total Amount Paid to Vendor: \$114.95	Tax Code: E3 - \$105 E0 - \$9.95 Accounts: 825000 – 101.65 825000 – 9.95 Total \$111.60

Learn More:

- [GTFM Policy: Harmonized Sales Tax \(HST\)](#)
- [FAQ: HST](#)
- [Reference Material: Tax Code Summary Table](#)

Revised Broader Public Sector Expenses Directive – Per Diems

**(as per January 17th Financial Services Memo)*

The Ontario government has recently revised the Broader Public Sector Expenses Directive to align with recent changes to the Ontario Public Service Travel, Meal and Hospitality Expenses Directive.

As a result of the changes, original itemized receipts for meal claims are no longer a requirement when funding is provided by the Ontario government or by its agencies or ministries.

To learn more about the changes and **specific per diem allowance rates**, refer to the [Financial Services memo](#).

Learn More:

- [Memo: Revised Broader Public Sector Expenses Directive – Per Diem](#)
- [GTFM Policy: Travel and Other Reimbursable Expenses – Policies and Guidelines](#)
- [GTFM Policy: Reimbursement Rates](#)
- [Training Documentation: Managing Travel & Other Reimbursable Expenses](#)

Requesting Ideas for FAST Tips Articles and Simulations!

It's a new year, and the FAST Tip Newsletter is ready for fresh ideas from our readers.

If you have any suggestions for FAST Tip articles or simulations, **send us your input in the feedback link below!**

[**FEEDBACK**](#)

ONE-ON-ONE WORK SUPPORT

Get HELP FAST - Biweekly lunch time AMS support sessions (FIS, HRIS, RIS/MRA/MROL)

LOCATION: 256 McCaul St.

Wednesday, February 8 th	room 103	11:30am – 1pm
Thursday, February 23 rd	room 109	12:30pm – 2pm

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