

Work Instruction

Oct 14 to Apr 30 HST Self Assessment

ZFIR079

When to Use

Use this guide to help identify purchase transactions (prepayments for HST purposes) processed during the transition period Oct 14th, 2009 through to April 30th, 2010 relating to lease orders and maintenance contracts.

Steps

- Generate report output for the Funds Center (hierarchy) including Funds.
- Report output will need to be reviewed with respect to the purchase transactions subject to the transition rules governing the period Oct 14th, 2009 through April 30th, 2010.
<http://www.finance.utoronto.ca/services/tax/hsttransition.htm#transition>
- Identify the relevant transactions and submit copies of the supporting documentation (i.e. invoice), complete with FIS document numbers to the Financial Services Department, 215 Huron Street, 2nd floor; scanned documentation can be sent to hst.help@utoronto.ca.



The due date for the submission of invoices to FSD is June 15, 2010.

Menu Path

Use the following menu path(s) to begin this transaction:

- Accounting → Funds Management → Information System → Funds Management Section (U of T Reports) → Line items → FI Postings: Line Items by document number

Transaction Code

ZFIR079

Helpful Hints

The *HST OCT-APRIL Report Selection Screen Variant* uses the following selection criteria:

- **Fiscal Year/Period:** 2010/6 to 2011/1
- **Document Date:** 14.10.2009 to 30.04.2010
- **Document Type:** KN & RN
- **G/L Accounts:**

G/L Account	Short Text	Account Assignment Info
821020	Equipment:Lease/rent	Lease/rental of printers,scanners, phones, etc
821030	Equip:repair/mainten	Repair/mtnce of printers, scanners, phones, etc
821120	Equip:Computng:Lease	Lease of computers, laptops, monitors, etc.
821220	Equip:Fax:Leased	Lease of fax machines
821320	Equip:Auto:Leased	Lease of automobile items
821330	Vehicle repair/mtnce	Repair of vehicles

G/L Account	Short Text	Account Assignment Info
821331	Fire eqp rep/mntnce	Repair/maintenance of fire-safety items
821420	Equip:Copiers:Leased	Lease of copiers
821520	Equip:Aud/Vis:Leased	Lease of projectors, cameras, recorders, etc
821620	Scientific:EquipLeas	Lease of specialized equipment typically used in research
825200	Computer Software	Computer software, including licensing, etc.
835510	RealEst Leases:Space	UofT space rental fees
835520	RealEst Leases:Bldg	UofT building rental fees
835530	RealEst Leases:Land	UofT land rental fees
835726	High voltage mainten	Electric maintenance
835727	Air condition mntce	Air conditioning maintenance
835728	HVAC maintenance	Heating and ventlation maintenance
835729	Boiler maintenance	Boiler maintenance
835731	Electrical mainten	Electrcal maintenance
835732	Plumbing maintenance	Plumbing maintenance
835735	Flooring maintenance	Flooring maintenance
835736	Roofing maintenance	Roofing maintenance
835744	Elevator maintenance	Elevator maintenance services
835755	Landscaping	Landscaping services
835790	Equipment Maint.	Maintenance on photocopiers, projectors, etc
835795	Computer Equip Maint	Maintenance on computers, electronic data, etc.
836900	Cleaning Servs	Janitorial/caretaking/maintenance services
837420	Prof Mmshp/Assoc	Membership fees,renewals, etc.
860000	Maintence services	External:Key duplicates, electric outlets, etc.

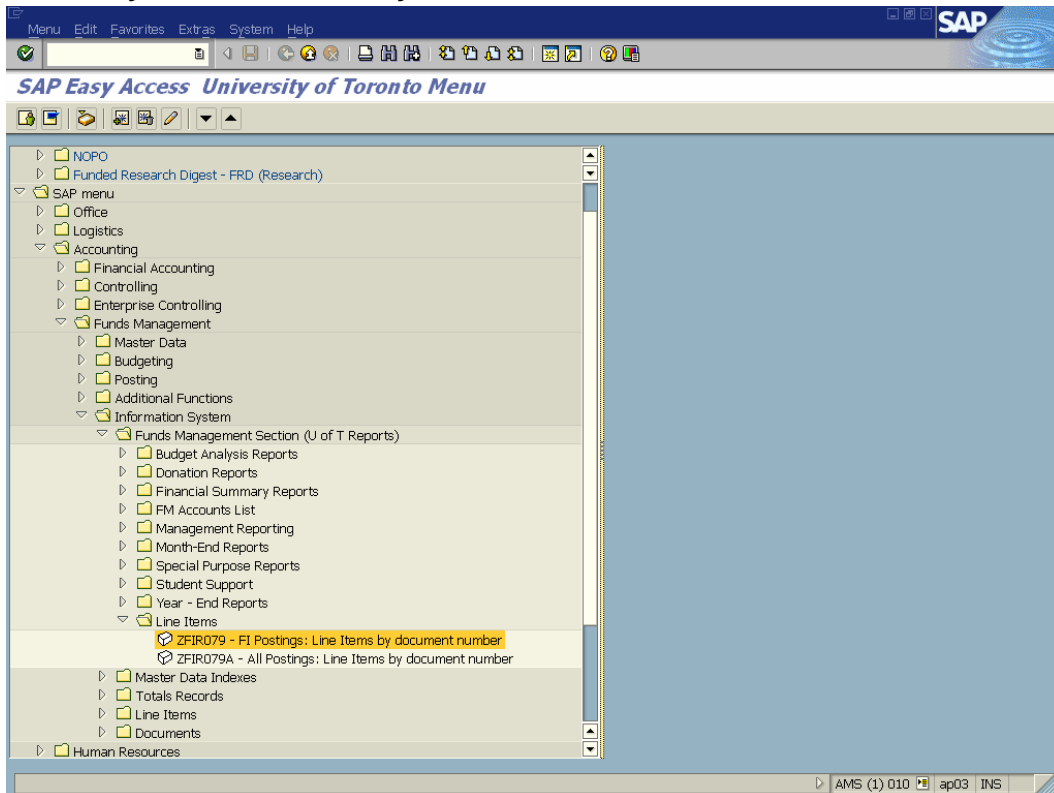
Layout: The **HST OCT-APR** report output layout will provide a list of the purchase transactions (prepayments) for lease orders and service contracts processed with the following tax codes:

- **Tax codes:** IX, I6, IA, J1, J2, J3, J4, J5, S1 & S2

Detailed Procedure

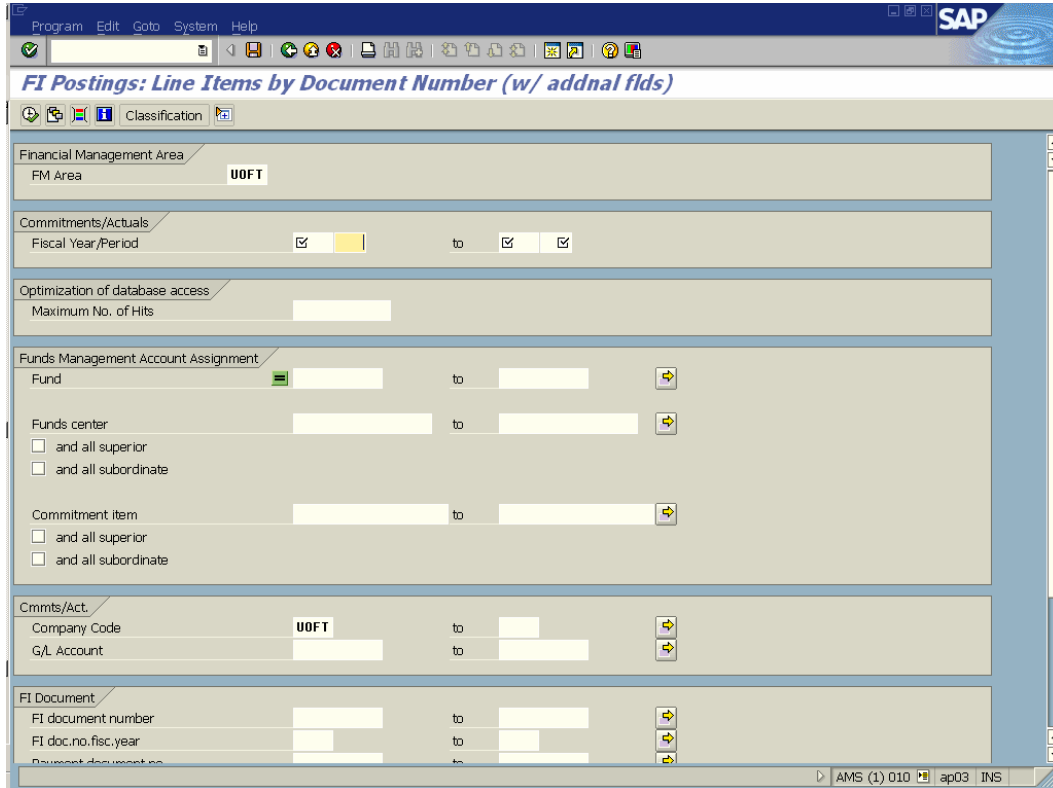
1. Start the transaction using the menu path or transaction code.


SAP Easy Access University of Toronto Menu



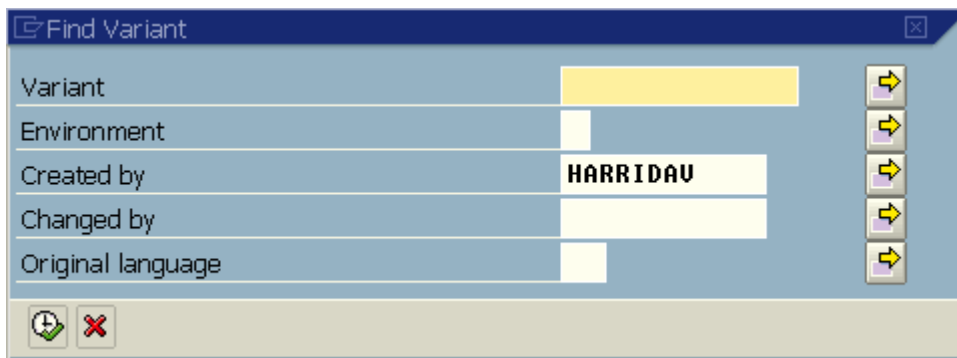
2. Double-click  ZFIR079 - FI Postings: Line Items by document number.

FI Postings: Line Items by Document Number (w/ addnal flds)



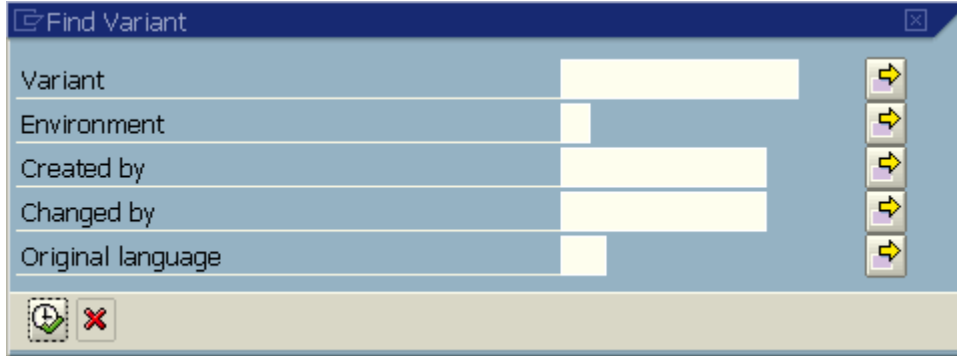
- Click  to open the *Find Variant* window to select the *HST OCT-APRIL Report Selection Screen Variant*..


Find Variant




- Remove the user id listed in the **Created by** field (if any).

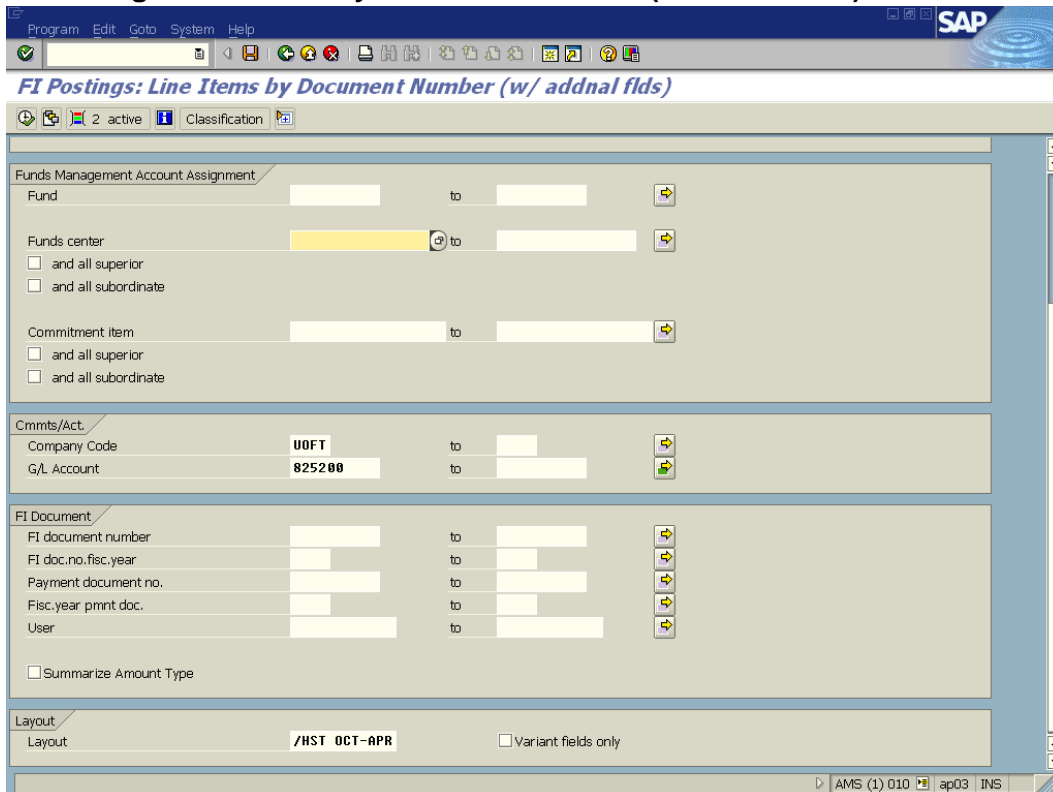
Find Variant



5. Click  to retrieve a list of *Report Selection Screen Variants* then select the variant

HST OCT-APRIL	HST Transition Oct 14 - Apr 30	A	X	MACINSUZ
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6. Click  to choose the variant.

FI Postings: Line Items by Document Number (w/ addnal flds)




7. Complete the following as required:

Field Name	Required/Optional/Conditional	Description
Funds center	Required	A six digit code, starting with "1" or "2" used to record the funding and spending transactions for financial activity reported on a fiscal year basis. (i.e. operating, ancillary, principal investigator (PI), etc.).

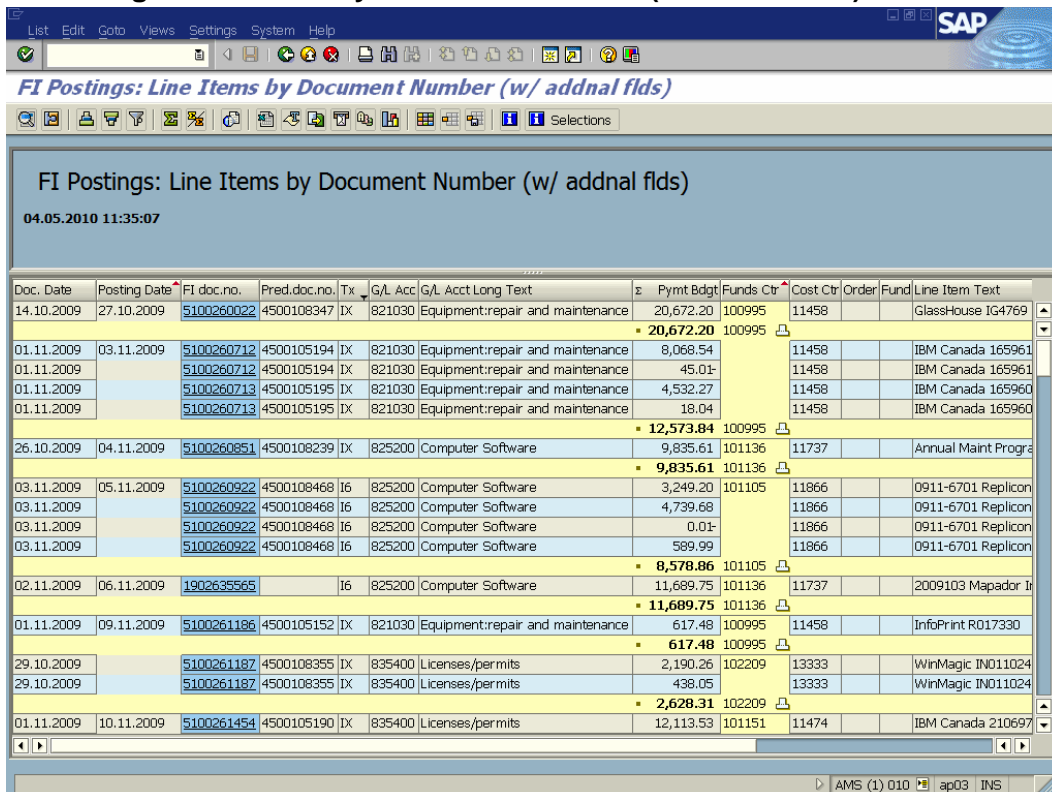
8. Click and all subordinate to include all Funds Centers below the funds center entered.



All Funds associated with the Funds Center hierarchy will be included in the listing.

9. Click  to execute the report.

FI Postings: Line Items by Document Number (w/ addnal flds)



The screenshot shows a SAP report window titled "FI Postings: Line Items by Document Number (w/ addnal flds)". The report displays a table of financial transactions with columns for Doc. Date, Posting Date, FI doc.no., Pred.doc.no., Tx, G/L Acc, G/L Acct Long Text, Pymt Bdgt, Funds Ctr, Cost Ctr, Order, Fund, and Line Item Text. The data is grouped by document number and includes sub-totals for each group.

Doc. Date	Posting Date	FI doc.no.	Pred.doc.no.	Tx	G/L Acc	G/L Acct Long Text	Σ Pymt Bdgt	Funds Ctr	Cost Ctr	Order	Fund	Line Item Text
14.10.2009	27.10.2009	5100260022	4500108347	DX	821030	Equipment:repair and maintenance	20,672.20	100995	11458			GlassHouse IG4769
							20,672.20	100995				
01.11.2009	03.11.2009	5100260712	4500105194	DX	821030	Equipment:repair and maintenance	8,068.54		11458			IBM Canada 165961
01.11.2009		5100260712	4500105194	DX	821030	Equipment:repair and maintenance	45.01		11458			IBM Canada 165961
01.11.2009		5100260713	4500105195	DX	821030	Equipment:repair and maintenance	4,532.27		11458			IBM Canada 165960
01.11.2009		5100260713	4500105195	DX	821030	Equipment:repair and maintenance	18.04		11458			IBM Canada 165960
							12,573.84	100995				
26.10.2009	04.11.2009	5100260851	4500108239	DX	825200	Computer Software	9,835.61	101136	11737			Annual Maint Progr
							9,835.61	101136				
03.11.2009	05.11.2009	5100260922	4500108468	I6	825200	Computer Software	3,249.20	101105	11866			0911-6701 Replicon
03.11.2009		5100260922	4500108468	I6	825200	Computer Software	4,739.68		11866			0911-6701 Replicon
03.11.2009		5100260922	4500108468	I6	825200	Computer Software	0.01		11866			0911-6701 Replicon
03.11.2009		5100260922	4500108468	I6	825200	Computer Software	589.99		11866			0911-6701 Replicon
							8,578.86	101105				
02.11.2009	06.11.2009	1902635565		I6	825200	Computer Software	11,689.75	101136	11737			2009103 Mapador Ir
							11,689.75	101136				
01.11.2009	09.11.2009	5100261186	4500105152	DX	821030	Equipment:repair and maintenance	617.48	100995	11458			InfoPrint R017330
							617.48	100995				
29.10.2009		5100261187	4500108355	DX	835400	Licenses/permits	2,190.26	102209	13333			WinMagic IN011024
29.10.2009		5100261187	4500108355	DX	835400	Licenses/permits	438.05		13333			WinMagic IN011024
							2,628.31	102209				
01.11.2009	10.11.2009	5100261454	4500105190	DX	835400	Licenses/permits	12,113.53	101151	11474			IBM Canada 210697

10. Review the list and select the relevant transactions that need to be submitted for self-assessment.

11. Submit the copies of the supporting documentation (i.e. invoices), complete with FIS document numbers, for those transactions identified as requiring self-assessment for the HST to the Financial Services Department; scanned copies can be sent to hst.help@utoronto.ca



The due date for the submission of invoices to FSD is June 15, 2010.

Resource Information:



Contact your FAST team representative for additional assistance on how to use this function. <http://www.finance.utoronto.ca/fast/contacts.htm>

Reference Guides:

FI Postings Line Item Report:

<http://www.finance.utoronto.ca/Assets/Finance+Digital+Assets/qrg/reporting/lineitems/fipostings.pdf?method=1>

Report Toolbar:

<http://www.finance.utoronto.ca/fast/qrg/nav/commonrptfcns/rpttoolbar.htm>

Line Item Functionality:

<http://www.finance.utoronto.ca/Assets/Finance+Digital+Assets/qrg/reporting/common/lifunc.pdf?method=1>

Create and Retrieve a Report Selection Screen Variant:

<http://www.finance.utoronto.ca/fast/qrg/nav/commonrptfcns/screenvariant.htm>

Download a Report:

<http://www.finance.utoronto.ca/fast/qrg/nav/commonrptfcns/downloadrpt.htm>