The Financial Edge™

The Financial Edge Guide for Canada

101111

FE-FEGuideforCanada-101111

Contents

Welcome

Welcome to the *Financial Edge Guide for Canada*. This guide details ***Financial Edge*** functionality specific to Canada. For example, sales taxes such as the Goods and Services Tax (GST) and the Harmonized Sales Tax (HST) affect the ***Accounts Payable***, ***Accounts Receivable***, and ***Student Billing*** programs of ***The Financial Edge***.

If you have the optional module *Electronic Funds Transfer*, which adds fields and options to areas of ***Accounts Payable***, you can send and receive electronic transfers.

Keep in mind, if you need additional information while working in ***The Financial Edge***, you have access to all the user guides on our website. You can also access the help file from the **Help** menu, or by clicking **F1** from the program. Both help files and user guides contain the same helpful procedures, explanations, and examples.

The information in this guide is organized into seven chapters.

Note: Information in this guide is subject to change. Please visit our website to view the most current information. To access our system recommendations, select **System Recommendations** from the **Support** menu on our website at www.blackbaud.com.

Chapter 1: Welcome. This chapter details the various Blackbaud solutions we offer.

Chapter 2: EFT Transactions. This chapter discusses the EFT functionality present in ***Accounts Payable*** when you have the optional module *Electronic Funds Transfer*.

Chapter 3: GST in Accounts Payable. This chapter explains how sales taxes such as the Goods and Services Tax (GST) and the Harmonized Sales Tax (HST) affect ***Accounts Payable***.

Chapter 4: GST in Accounts Receivable. This chapter explains how sales taxes such as the Goods and Services Tax (GST) and the Harmonized Sales Tax (HST) affect ***Accounts Receivable***.

Chapter 5: GST in Accounts Student Billing. This chapter explains how sales taxes such as the Goods and Services Tax (GST) and the Harmonized Sales Tax (HST) affect ***Student Billing***.

Chapter 6: Cheque Processing. This chapter explains how you can print cheques, record bank drafts, create and edit one-time cheques, and create manual cheques.

Chapter 7: GST Reporting. In ***Accounts Payable*** and ***Accounts Receivable***, you can create Business Activity Statements to view sales tax information quickly and easily.

Blackbaud Solutions and Services

For more than two decades, we have provided world-class technology solutions to the nonprofit community, helping organizations of all sizes and types.

Software plays an important role in the Blackbaud equation for success. Indeed, our products set the standards by which others are measured. However, there is another essential part of the Blackbaud solution — services. As the largest and most experienced provider of services to the nonprofit community, we understand the unique challenges nonprofits face and help them overcome those challenges.

More than 12,000 nonprofit organizations have chosen to partner with us for the peace of mind that comes with one company providing an end-to-end solution of software and services. We focus our expertise on meeting your needs — so you can focus your resources on fulfilling your mission.

Data Services

We offer a wide range of data services. From database conversion to database consolidation, our staff of programmers and analysts have the experience, technology, and expertise to meet your organization’s needs.

To request a quote for data services or database conversion, please contact our Conversion Coordinator by e-mail at conversionestimate@blackbaud.com or by phone at 1-800-468-8996 x4200. You can also submit your request from the Data Services page on our website.

Accounting System Consulting

Accounting System Consulting services help you get the most out of our ***Financial Edge*** software by aligning your organization's systems with its processes and objectives. We partner with you to learn about your organization, identify issues, and plan a solution that is tailored to your needs.

Our consultants offer a unique combination of accounting experience and in-depth knowledge of our software. Many of our consultants have gained experience by serving as controllers and technical specialists and have worked for Big Five firms, nonprofit organizations, and the Financial Accounting Standards Board (FASB). They can share insight garnered from their work with hundreds of nonprofit organizations. Our accounting consulting team knows the software inside and out and are available to help you make the most of your system.

To learn how your organization can benefit from our Accounting System Consulting services, call 800-443-9441 or send an e-mail to solutions@blackbaud.com.

How We Can Help

- Evaluate and define historic data to convert to ***The Financial Edge***
- Import accounting information to ***General Ledger*** from non-Blackbaud products
- Assess your organization's unique reporting requirements
- Design your chart of accounts and account number structure
- Establish system security
- Determine the appropriate fund closing method based on your reporting needs
- Establish a start date for your new system, and determine what data to bring in from prior years' records
- Review your data entry methods and recommend ways to increase productivity in your business office
- Evaluate job responsibilities to ensure optimal workflow
- Establish an interface between ***The Raiser's Edge*** and ***General Ledger***
- Set up and maximize your use of optional modules, including *Projects and Grants*, *Budget Management*, and *Allocation Management*
- Create initial reports such as a balance sheet and income statements

Technical Consulting

Let our knowledgeable consultants bring their technical expertise to your site and manage the implementation of your ***Financial Edge*** products. By entrusting the nuts and bolts of implementation to one of our consultants, you ensure optimal setup of your system while keeping your time and energy focused on fostering your organization's mission.

Whether it is software installation or a detailed assessment of your current IT capabilities and needs, our team of *Microsoft*, *Cisco*, and *Oracle* certified engineers can help you meet your technical challenges head on.

If you would like to arrange for consulting services, call our Sales Department at 1-800-443-9441. Or send an e-mail outlining your specific needs to sales@blackbaud.com.

To learn more about our technical consulting offerings, such as technology assessments, diagnostic services, and software installations, you can download the printer-friendly document "Technical Consulting Services" from our website.

Training Solutions

Because we understand how important training is, we offer a variety of options to meet your different needs, including specialized classes on ***The Financial Edge*** at our home office and in cities across North America. As an alternative, trainers can come to your organization to deliver classroom-style or individualized instruction.

You may prefer to have our consultants guide you through the implementation process, discuss your system configuration, and tailor the software to meet your specific needs. For information about the best training option for your organization, call your account representative at 1-800-443-9441 or send an e-mail to solutions@blackbaud.com.

Blackbaud University. Offers a variety of classes in historic Charleston, South Carolina. By leaving the distractions of the office behind, clients can devote their energy to effectively learning ***Financial Edge*** software. Attendees agree that a key benefit of Blackbaud University is sharing knowledge and ideas with other students from a diverse range of nonprofit organizations.

Regional Training. Now available in more than 30 locations throughout North America. State-of-the-art training facilities provide an ideal setting for developing your knowledge.

On-Site Training. Provides a cost-effective option for organizations that cannot afford to have staff members away from the office for several days. The Blackbaud instructors can teach standard course curricula or create a special training program to meet your specific needs.

Online Learning Network . Delivers instructor-led and self-paced distance training to students via the Internet.

User Guides

All manuals documenting ***The Financial Edge*** are available through the **Help** menu in electronic form.

If you need to access the documents before you install ***The Financial Edge***, use the manuals directory on the CD, the **Read User Guides** link, or the Blackbaud website — www.blackbaud.com.

Blackbaud Forms

Blackbaud Business Forms provides custom checks, student bills, statements, invoices, purchase orders, tax forms, envelopes, and other computer forms that are specifically designed for use with ***The Financial Edge***. Blackbaud forms are guaranteed to align correctly and can be customized to your organization's specifications, using your logo, special inks, and print styles. Pre-printed forms from other suppliers are not guaranteed to align properly.

For more information, you can visit the forms section of our website at http://forms.blackbaud.com or send an e-mail with questions to forms@blackbaud.com. You can also call 866-4-BB-FORMS (866-422-3676).

Blackbaud Developer Network

The Blackbaud Developer Network (BDN) is an alliance of development partners, including system integrators, consultants, CPA firms and nonprofit organizations, that work with us to create solutions that expand the capabilities of ***The Financial Edge***. These solutions are additional applications, created specifically for our clients, that work with our software to expand functionality. For example, BDN solutions can include customized tools and plug-ins that integrate or interact with ***The Financial Edge*** to help your organization accomplish more in less time.

Our BDN development partners have been carefully selected. They each possess a distinct understanding of our software products and how nonprofit organizations use them to further their mission. This insight, coupled with technical expertise, provides the basis for creating quality solutions you can use to do more.

To learn more about the Blackbaud Developer Network (BDN), or to view potential software applications that can help your organization, go to http://developer.blackbaud.com.

EFT Transactions

EFT stands for electronic funds transfer, a general banking system in which transactions, such as deposits and bill payments, are made through computer databases and electronic files. Money does not physically change hands; it transfers electronically from one account into another account.

If you have the optional module *Electronic Funds Transfer*, which adds fields and options to areas of ***Accounts Payable***, you can send and receive electronic transfers.

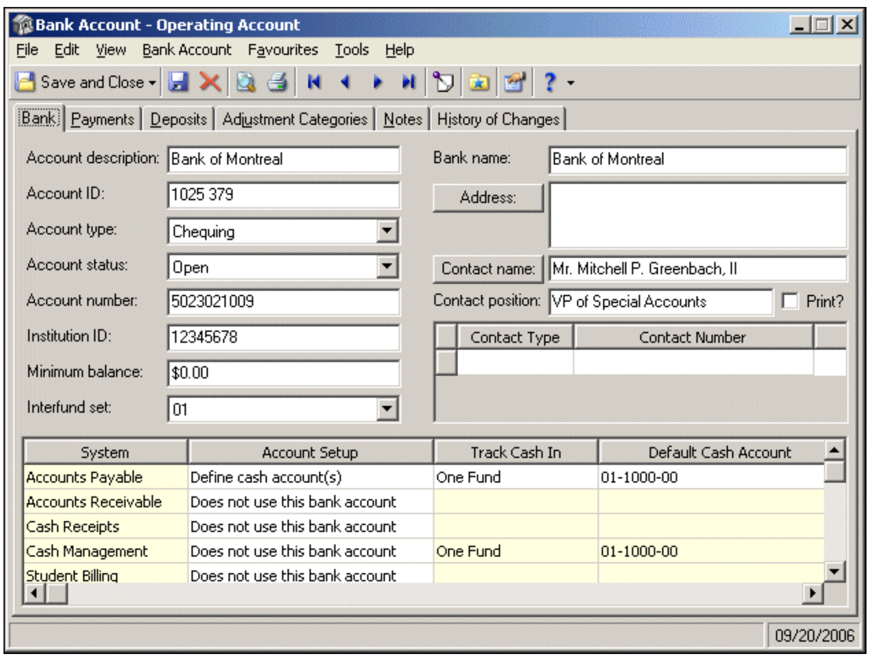
Adding EFT Information to the Bank Record

The bank account record stores account, payment, deposit, and adjustment information for a particular bank account. EFT functionality on the bank record includes the location for entering the institution ID, and form options for printing EFT notices.

You can also set EFT default options from the bank record. For more information on setting up EFT default options, see "Defining Default EFT Options" on page 9.

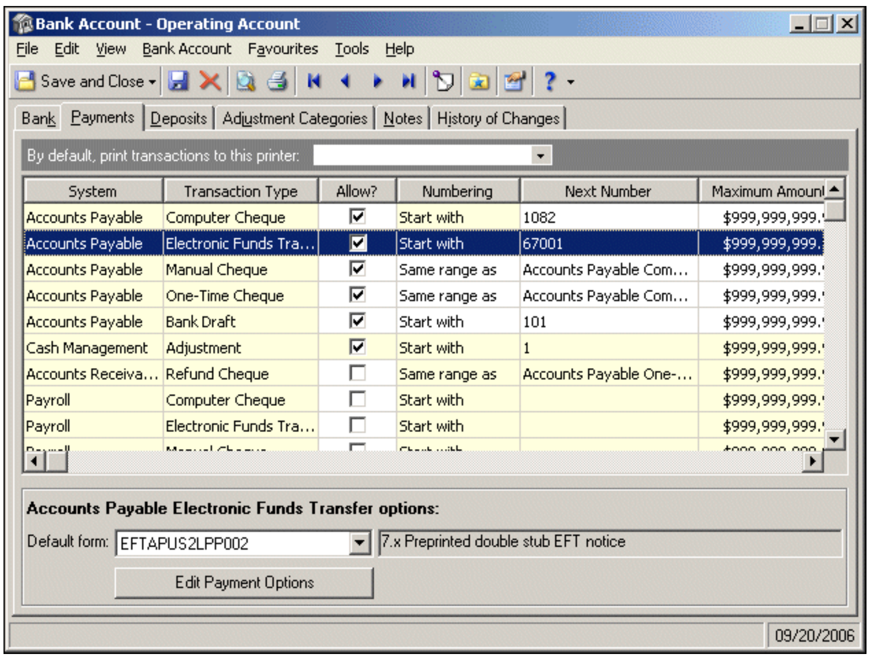
Adding EFT information to the bank record

1. From the Banks page, click **Open**. The Bank Account record opens to the Bank tab.



2. In the **Account description** field, enter the name of the bank account.
3. In the **Account ID** field, enter a unique identification for the bank account. This ID must be unique because it is used to identify each bank account and cannot be used for more than one account. Be accurate when you enter the ID because the way you enter it is how it appears on reports and mailings.
4. In the **Account type** field, select "Chequing", "Savings", or "Other".
5. In the **Account status** field, select "Open" or "Closed". If an account is closed, you can still edit information in the bank account record and use the account to print cheques. However, a closed bank account does not appear on invoice records in ***Accounts Payable***.
6. In the **Account number** field, enter the account number assigned by the bank.
7. In the **Institution ID** field, enter the eight-digit institution ID provided by the bank.
8. In the **Minimum balance** field, enter the minimum amount the bank requires for you to avoid service charges. If there is no minimum balance requirement, you can leave this field blank.

9. In the **Interfund set** field, select the interfund set used to make balancing entries between funds in ***General Ledger***. Interfund sets are created in *Configuration*.
10. In the **Bank name** field, enter the name of the bank.
11. To add address information for this account, click **Address** or enter the information in the field.
12. To add a contact name for this account, click **Contact name** or enter the name in the field.
13. To add the contact's position at the bank, enter the information in the **Contact position** field. To print the position on mailings, mark **Print?**
14. If you did not enter the contact through **Address**, enter it in the contact grid. In the **Contact Type** and **Contact Number** columns, select a contact type and enter the number.
15. To define the cash accounts that will use this bank account, make selections for each accounting program in the grid at the bottom of the screen.
16. Select the Payments tab. On the Payments tab you select form options for printing EFT notices.

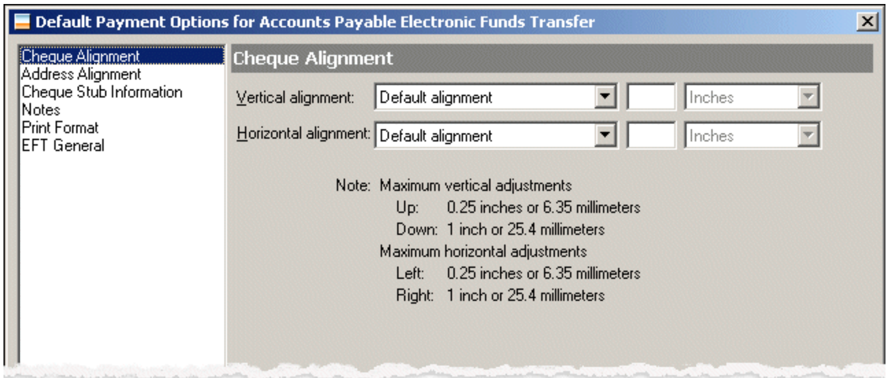


17. In the **Default form** field, select the format you want to use when printing EFT notices.
18. To set EFT default options, click **Edit Payment Options**. For more information on setting up EFT default options, see "Defining Default EFT Options" on page 9.
19. On the action bar, click **Save and Close** to return to the Banks page.

Defining Default EFT Options

You set EFT default options from the Payments tab of the bank record. You can define the following payment options for ***Accounts Payable*** EFT:

Cheque Alignment. To define the alignment of cheques on forms, select **Cheque Alignment** on the left of the Default Payment Options screen.



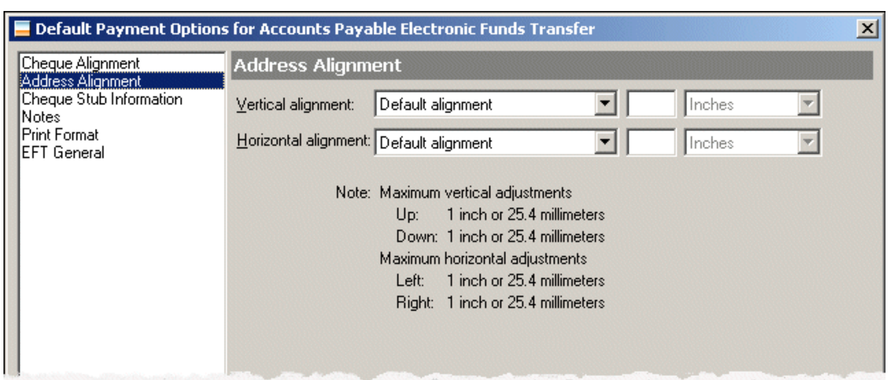
In the **Vertical alignment** field, select "Default alignment", "Move printed information up", or "Move printed information down".

If you select "Move printed information up" or "Move printed information down", you can select the distance to move the information. For example, if you select "Move printed information up" in the **Vertical alignment** field, enter .02, and select Inches, the information prints .02 inch higher on the cheque.

In the **Horizontal alignment** field, select "Default alignment", "Move printed information left", or "Move printed information right".

If you select "Move printed information left" or "Move printed information right", you can select the distance to move the information. For example, if you select "Move printed information left" in the **Horizontal alignment** field, enter .02, and select Inches, the information prints .02 inch toward the left on the cheque.

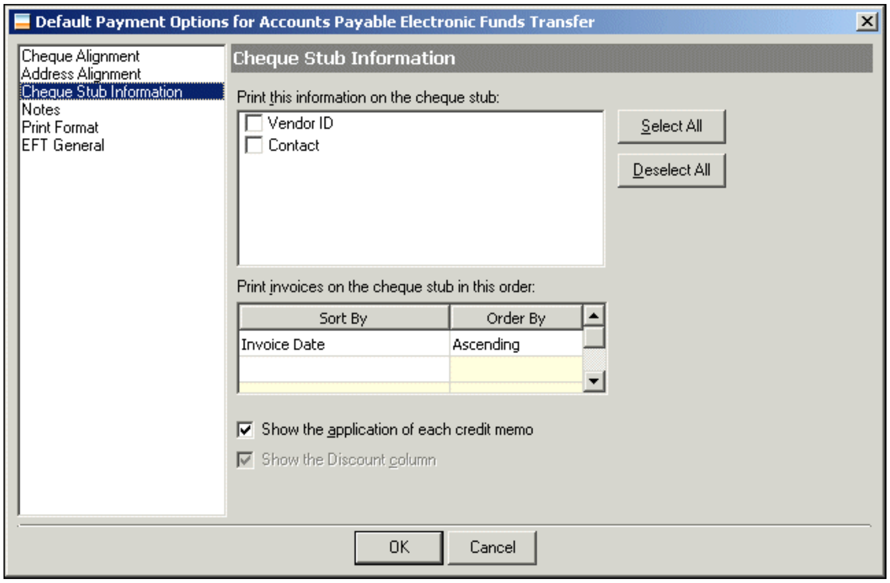
Address Alignment. To define the alignment of addresses on forms, select **Address Alignment** on the left of the Default Payment Options screen.



In the **Vertical alignment** and **Horizontal alignment** fields, select "Default alignment", "Move printed information up", or "Move printed information down".

If you select "Move printed information up" or "Move printed information down", you can select the distance to move the address. For example, if you select "Move printed information up" in the **Vertical alignment** field and enter 2, the address prints .02 inch higher on the form.

Cheque Stub Information. To select information to print on cheque stubs, select **Cheque Stub Information** on the left of the Default Payment Options screen.



In the **Print this information on the cheque stub** box, mark one or both of the checkboxes: **Vendor ID** or **Contact**.

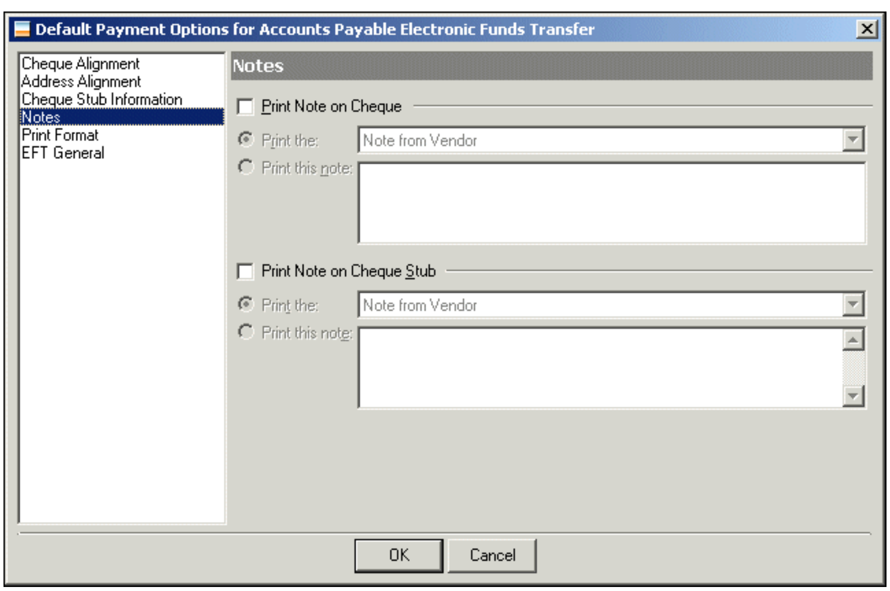
In the **Print invoices on the cheque stub in this order** grid, select how to itemize invoices on the cheque stub. For example, to list invoices by invoice number with the lowest number first, in the **Sort By** column select Invoice Number. In the **Order By** column, select Ascending.

Note: To sort even further, you can sort by Invoice Date and Invoice Amount.

To print credit memo applications on the cheque stub, mark **Show the application of each credit memo**.

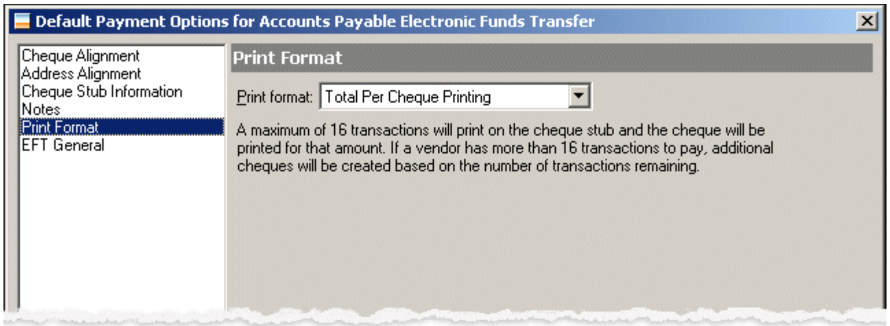
To show the discount amount as recorded in the vendor record, leave **Show the Discount column** marked.

Notes. To print a note on cheques and cheque stubs, select **Notes** on the left of the Default Payment Options screen.



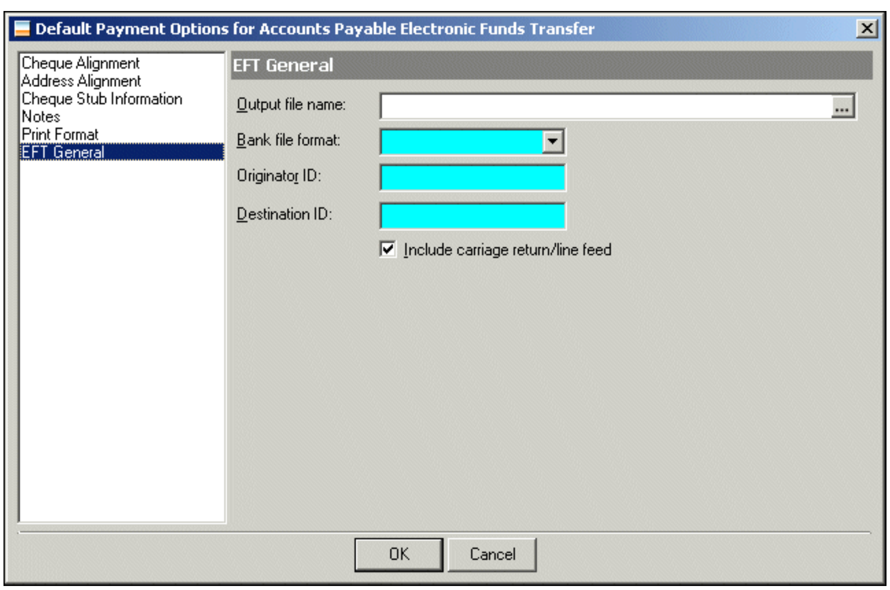
- To print a note on the cheque, mark **Print Note on Cheque**. Mark **Print the** to access a drop down menu of note selections. Mark **Print this note** to personalize a note on the cheque.
- To print a note on the cheque stub, mark **Print Note on Cheque Stub**. Mark **Print the** to access a drop down menu of note selections. Mark **Print this note** to personalize a note on the cheque stub.

Print Format. To select a printing format, select **Print Format** on the left of the Default Payment Options screen.



- Select "Total Per Cheque Printing" to print each cheque for the amount of the transactions that can fit on the cheque stub. Additional cheques are created based on the number of transactions fitting on a cheque stub.
- Select "Additional Document Cheque Printing" to print one cheque for the total amount and print all transaction details on a separate sheet regardless of the number of transactions on the cheque stub. Mark **Print the transaction detail sheets** or **Export the transaction detail sheets** to print or export transaction details. To print the distribution for the payment, mark **Show distribution for these characteristics** and mark the checkboxes for the information to appear with the transactions.
- Select "Combination Cheque Printing" to print one cheque for the total amount and print any transactions not fitting on the cheque stub on a separate sheet of paper. Mark **Print the transaction detail sheets** or **Export the transaction detail sheets** to print or export transaction details.

EFT General. To make formatting selections for EFTs, select **EFT General** on the left of the Default Payment Options screen. We recommend you check with your bank to verify these settings and ensure you create a file with the correct file format, originator, and destination ID.



In the **Output file name** field, enter the path and file name of the EFT file to create or click the ellipses to search for a file.

In the **Bank file format** field, select the bank format to use for the EFT.

Note: We recommend you check with your bank to verify these settings and ensure you create a file with the correct file format, originator, and destination ID.

In the **Originator ID** field, enter the alphanumeric code used to identify your organization.

In the **Destination ID** field, enter the bank's five-digit numeric code.

If you mark **Include carriage return/line feed**, the program appends a carriage return/line feed to indicate end of line in the EFT file.

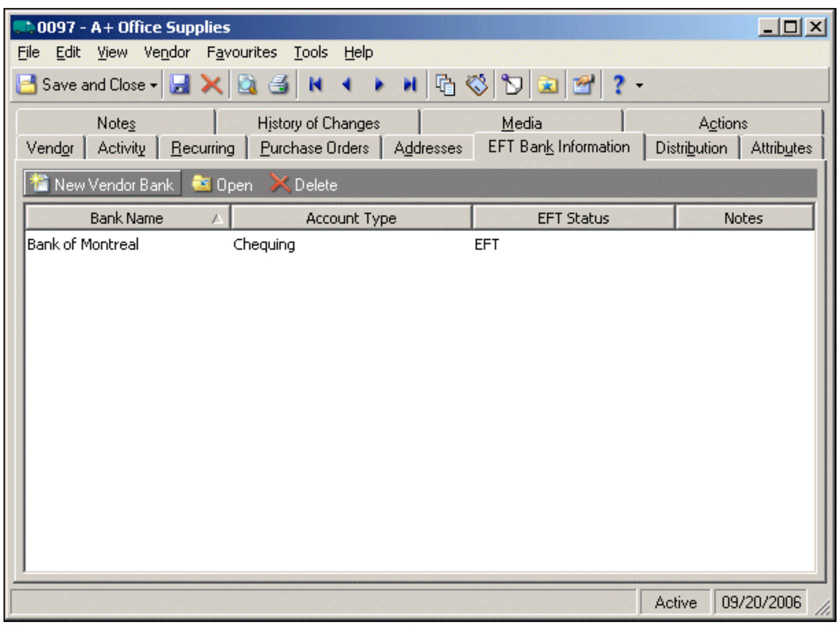
Managing EFT Bank Information

From the EFT Bank Information tab on the vendor record, you can establish the necessary banking information to perform electronic funds transfers with your vendors. When you add a new vendor bank you can designate the account name, account number, institution ID, and contact address information.

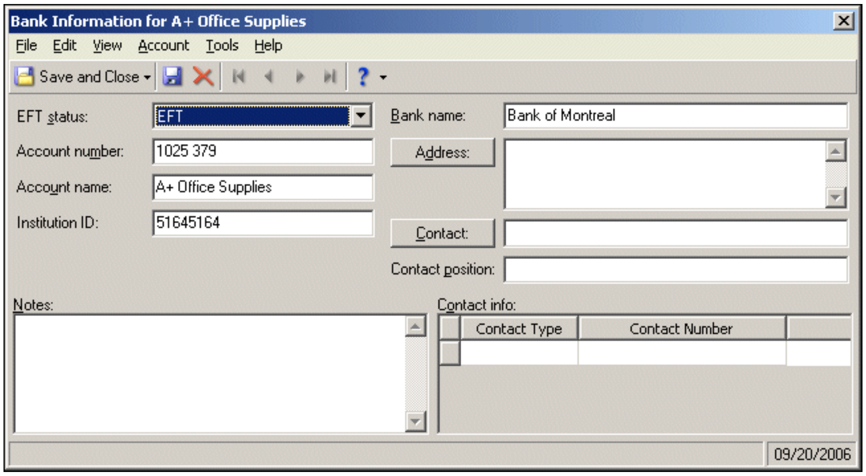
The EFT Bank Information tab appears only if you have the optional module *Electronic Funds Transfer*.

Adding a new vendor bank to a vendor record

1. From an open vendor record, select the EFT Bank Information tab.



2. From the EFT Bank Information tab, click **New Vendor Bank**. The New Bank screen appears.



3. In the **EFT status** field, select “EFT” or “Inactive”.
4. In the **Account number** field, enter the account number.
5. In the **Account name** field, enter the name of the account.
6. In the **Institution ID** field, enter the institution ID provided by the vendor’s bank.

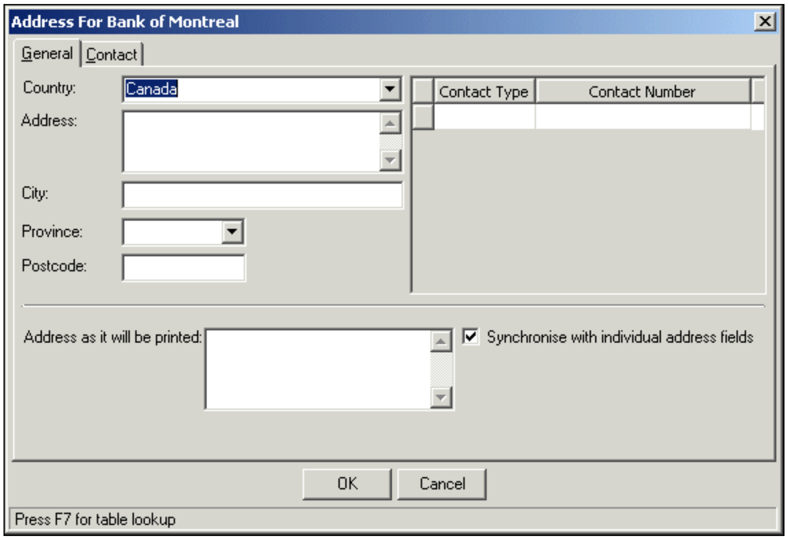
Note: The Institution ID must be provided by the vendor’s bank.

7. In the **Bank name** field, enter the name of the bank.
8. To add bank address information, click **Address**. For more information about entering address information, see “Adding vendor bank address information on the vendor record” on page 14.
9. To add bank contact information, click **Contact Name**. For more information about entering contact information, see “Adding vendor bank contact information on the vendor record” on page 15.
10. In the **Contact position** field, enter the contact’s position.
11. In the **Notes** grid, enter any notes associated with the bank.
12. In the **Contact info** grid, select a contact type in the **Contact Type** column and enter the contact number in the **Contact Number** column.
13. To return to the EFT Bank Information tab, click **Save and Close**.

Adding vendor bank address information on the vendor record

1. From an open vendor record, select the EFT Bank Information tab.

2. From the EFT Bank Information tab, click **Address**. The Address screen opens to the General tab.

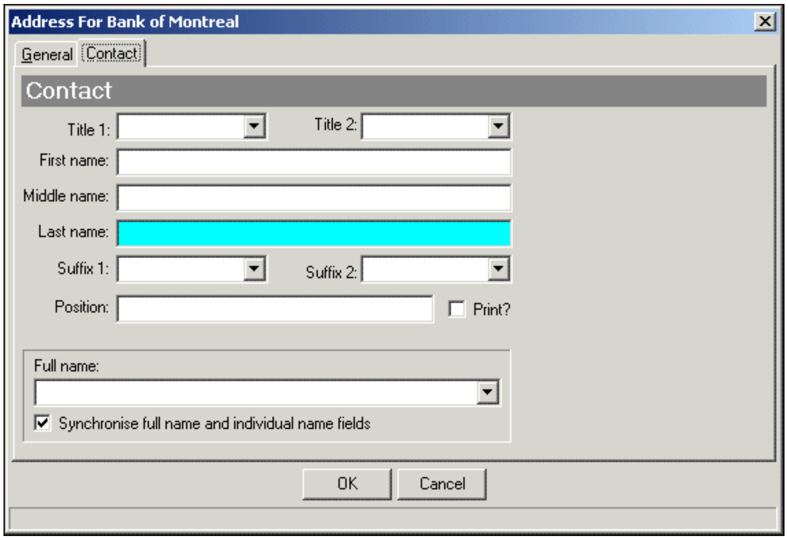


3. In the **Country** field, select the country of the bank.
4. In the **Address** field, enter the bank's address.
5. In the **City** field, select the bank's city.
6. In the **Province** field, select the bank's province.
7. In the **Postcode** field, enter the bank's Postcode.
8. In the contact grid, select types in the **Contact Type** column and enter details in the **Contact Number** column. This grid is the same as the contact grid on the EFT Bank Information tab of the vendor record.
9. In the **Address as it will be printed** box, verify the address is formatted the way you want it printed on reports. The **Address as it will be printed** box is the same as the **Address** box on the EFT Bank Information tab of the vendor record. To update the address boxes based on the individual address fields on the Addresses screen or update individual address fields on the Addresses screen based on the address boxes, mark **Synchronise with individual address fields**.
10. To return to the New Bank screen, click **OK**.

Adding vendor bank contact information on the vendor record

1. From an open vendor record, select the EFT Bank Information tab.

2. From the EFT Bank Information tab, click **Contact**. The Address screen opens to the Contact tab.



3. In the **Title 1** field, select a primary title for the contact.
4. In the **Title 2** field, select a secondary title for the contact.
5. In the **First name** field, enter the contact's first name.
6. In the **Middle name** field, enter the contact's middle name.
7. In the **Last name** field, enter the contact's last name.
8. In the **Suffix 1** and **Suffix 2** fields, select formal suffixes such as "Jr." or "Ph.D".
9. In the **Position** field, enter the contact's job title. To print the information entered in the **Position** field, mark the **Print?** checkbox.
10. In the **Full name** field, verify or edit how the contact's full name should appear. To update the full name based on the individual name fields or update individual name fields based on full name, you can mark **Synchronise full name and individual name fields**.

Creating an EFT payment

Note: To pay an invoice using EFT, you must select "Electronic Funds Transfer" as the **Payment method** on the invoice record.

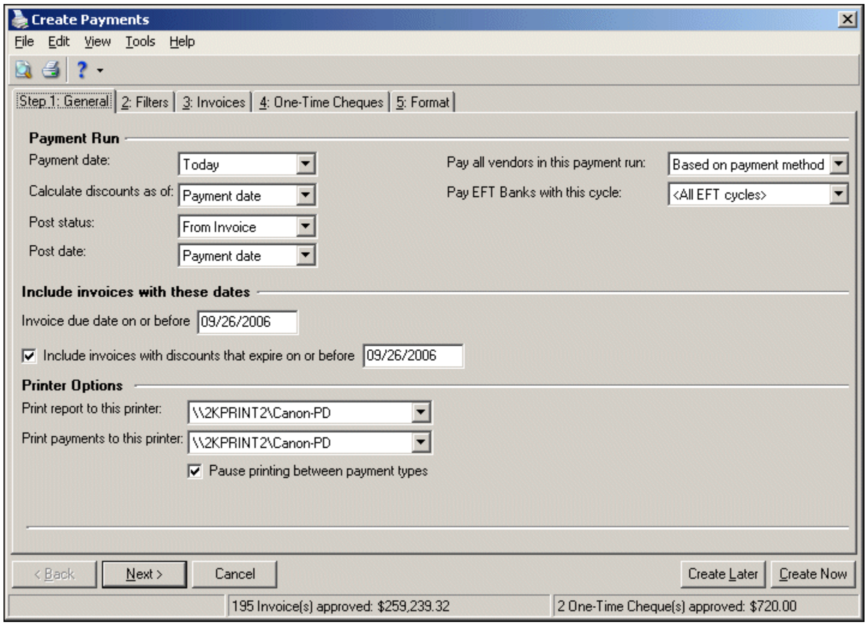
You can make EFT payments from the Banks page by clicking **Print cheques and record bank drafts** and accessing the Create Payments screen. Keep in mind, to pay an invoice using EFT, you must select "Electronic Funds Transfer" as the **Payment method** on the invoice record.

Using **Print cheques and record bank drafts** under *Payment tasks*, you can record and generate cheques and bank drafts for a series of payments in one payment run.

You can process payments using the default payment options selected for the bank account or make new formatting selections on the Format tab. For more information about default payment options, see "Defining Default EFT Options" on page 9.

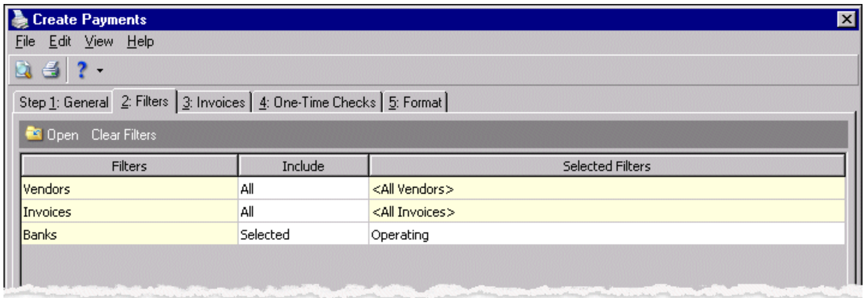
Creating a payment

1. From *Payment tasks* on the Banks page in ***Accounts Payable***, click **Print cheques and record bank drafts**. The Create Payments screen appears.



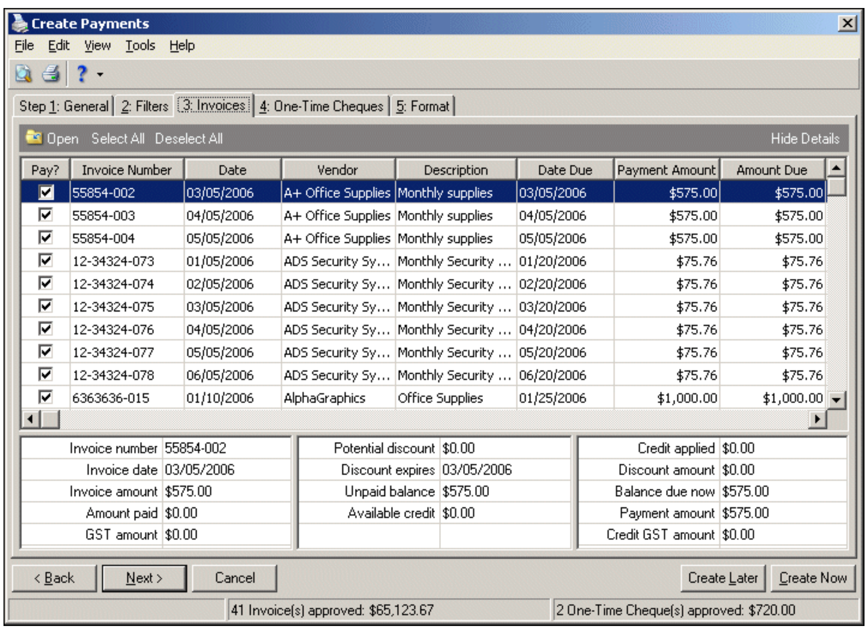
2. In the **Payment date** field, select “Today”, “Period end date”, or “Specific date” for dating the payments. If you select “Specific date”, enter a date in the **Date** field.
3. In the **Calculate discounts as of** field, select “Payment date”, “Today”, “Period end date”, or “Specific date” as the date for the program to use to determine if discounts are valid or expired. If you select “Specific date”, enter a date in the **Date** field. If none of the selected invoices have discounts, the program ignores this date.
4. In the **Post status** field, select the posting status to add to the payments included in the run:
   - “From Invoice” — The program assigns the post status according to each invoice’s post status. Enter a date to post in the **Post date** field.
   - “Not Yet Posted” — The program changes all payments from this payment run to Not Yet Posted. Enter a date to post in the **Post date** field.
   - “Do Not Post” — The program changes all payments from this payment run to Do Not Post.
5. In the **Pay all vendors in this payment run** field, select the method to use when you pay invoices:
   - “Based on payment method” — The program makes the payment as recorded in the invoice record.
   - “By Computer Cheque” — The program makes the payment by computer cheque, regardless of the method recorded in the invoice record. You can select “By Computer Cheque” only if you have security rights.
6. In the **Pay EFT Banks with this cycle** field, select an EFT cycle. EFT cycles are defined in *Configuration*.
7. To select invoices by date information, in the **Invoice due date on or before** field, enter a date. The program compares the date entered in this field with the scheduled payment date on the invoice.
8. To pay invoices before discounts expire, mark **Include invoices with discounts that expire on or before** and enter an expiration date in the field.
9. In the **Print report to this printer** field, select the printer for the control report.
10. In the **Print payments to this printer** field, select the printer for the cheques, EFT notices, or bank drafts.

11. Click **Next** or select the Filters tab.



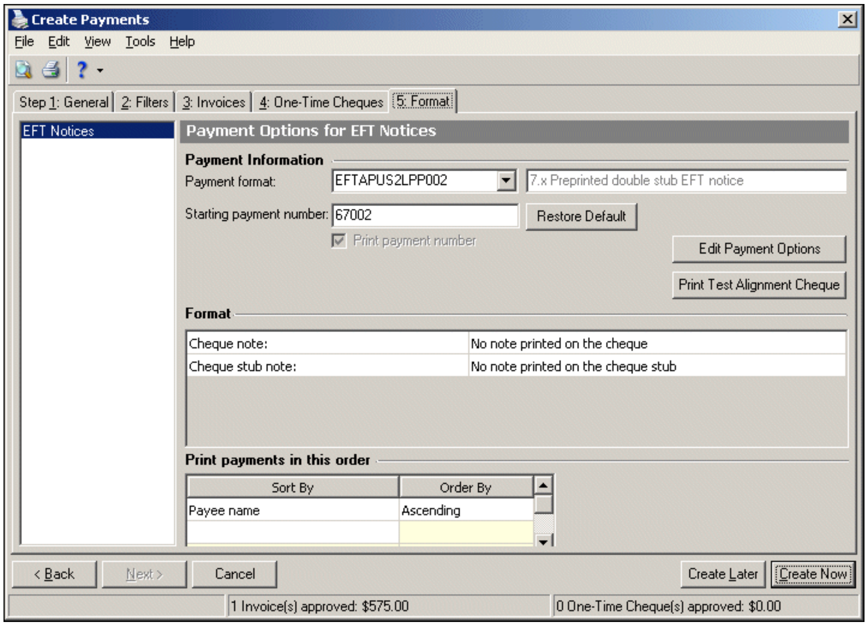
Note: The bank selected on the Banks page automatically appears as a Banks filter.

12. To select filters, choose “Selected” in the **Include** column. The Selected <Filters> screen appears so you can select filters for the payment run.
13. Click **OK**.
14. You return to the Filters tab and filters you selected appear in the **Selected Filters** column.
15. Click **Next** or select the Invoices tab.



16. In the **Pay?** column, mark the checkbox for each invoice you want to pay. To pay all the invoices, click **Select All** on the action bar.

17. Click **Next** or select the Format tab.

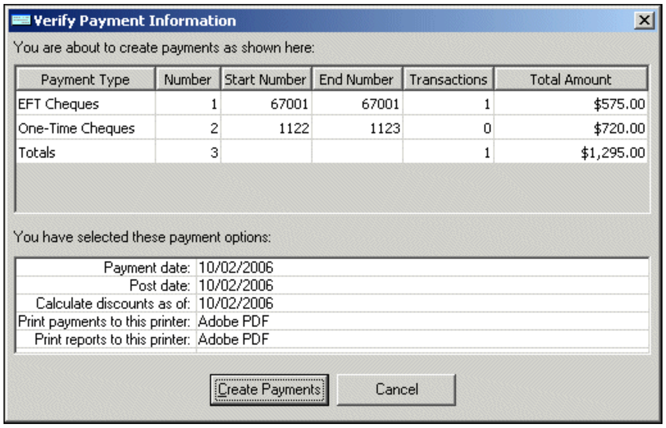


18. From the list on the left, select a payment method. The right side of the screen displays the default formatting selections for that payment type as selected on the Payments tab of the bank account record. The payment methods are the payment methods for the current approved invoices.
19. In the **Payment format** field, select a blank or preprinted form on which to print the payments. If the bank account is set to have multiple payment types use the same numbering series as another payment type, the **Starting payment number** field displays the first available number for payments using the same range.
20. In the **Starting payment number** field, enter the first number for the EFT Notice.
21. To print the cheque number on preprinted cheques, mark **Print payment number**.

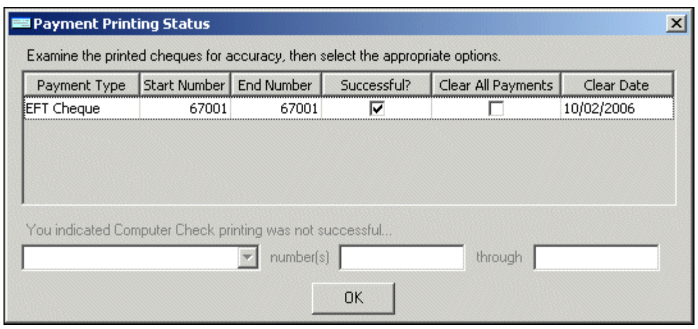
Note: To save changes on the Default Payment Options screen for the bank account, mark **Save these changes to the Bank Account**.

22. To make changes to payment options in the bank account record, click **Edit Payment Options**. For more information about defining payment options, see "Formatting Payment Information" on page 14.
23. To make sure information is aligned properly on cheque forms or paper, click **Print Test Alignment Cheque**.
24. Select how to sort cheques when printing, in the **Sort By** and **Order By** columns in the **Print payments in this order** frame. For example, to sort cheques by payee name alphabetically, select "Payee name" in the **Sort By** column. In the **Order By** column, select "Ascending".
25. To review a report of the payments to be made before creating the payments, select **File**, **Preview Pre-Payment Report**.

26. Click **Create Now** at the bottom of the screen. If you marked **View payment summary information before creating payments** in Options, the Verify Payment Information screen appears.



27. To process the payments, click **Create Payments**. The first payment type prints and the Payment Printing Status screen appears for this payment type.



28. If the payments printed unsuccessfully or incorrectly, unmark the checkbox in the **Successful?** column.
29. The **You indicated Computer Cheque printing was not successful** frame becomes enabled. To void and purge the unsuccessful payments mark, **Void Cheques** and **Purge voided cheques** and enter the range of payment numbers.
30. Click **OK**. The program processes all other payment types in the order they appeared on the Verify Payment Information screen, and you return to the Banks page.

GST in Accounts Payable

This chapter explains how sales taxes such as the Goods and Services Tax (GST) and the Harmonized Sales Tax (HST) affect ***Accounts Payable***.

This chapter includes information about managing sales taxes in *Configuration*, *Records*, and *Reports*. For example, in *Configuration* you can designate GST/HST information, manage activity types, and set up a default receivables account for Public Service Bodies' Rebates.

Accounts Payable Configuration

Configuration is where you set up ***Accounts Payable*** to fit the needs of your organization. For example, on the General page, you can designate GST and HST information, including your Business Number, GST rate and tax entity, and whether you are located in an HST province. You can also enter your PSB Activity Code.

On the Product and Billing Items page, you can create different sales tax items, such as the standard GST tax percent, a tax free item for tax-free products and services, and, if you are in an HST province, an HST percent.

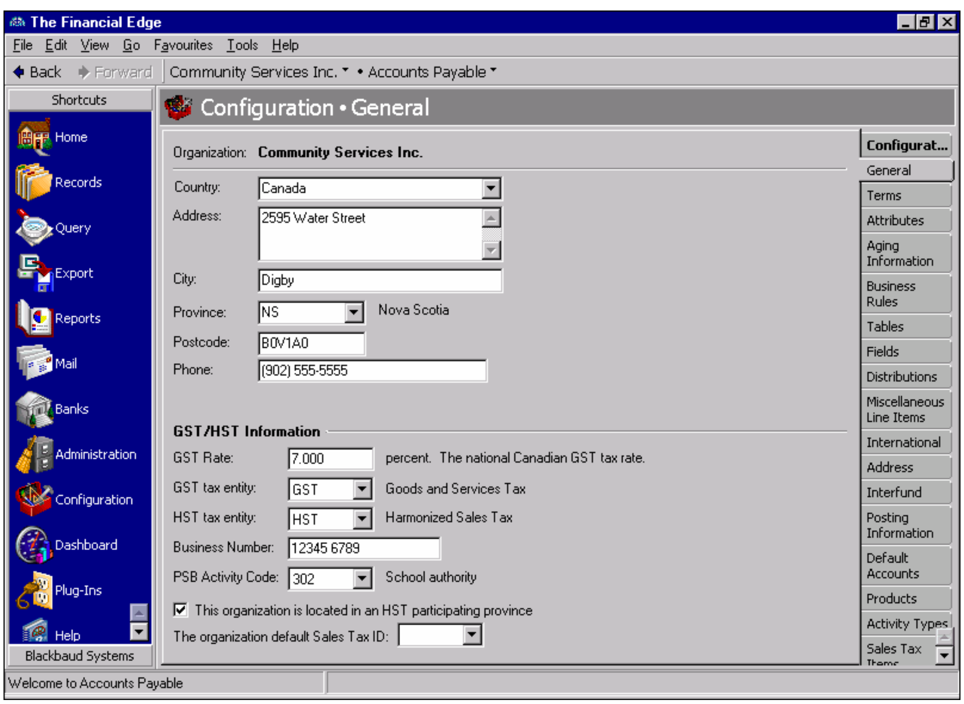
You can also set up accounts to use as the default receivables account for Public Service Bodies' Rebate values on transactions.

General Configuration

The General page is where you enter basic information about your organization.

The address and phone information you enter on this page appears on printed documents and correspondence. You can also enter GST/HST information, your Business Number, and PSB activity code. If you enter this information, it appears automatically, so you will not have to enter the information again later.

For more detailed information about entering information on the General page of *Configuration*, see the *Configuration Guide for Accounts Payable*.



Note: You can add or edit sales tax entities on the Tables page. For more information, see "Tables Configuration" on page 27.

GST Rate. In the **GST Rate** field, enter the current federal tax rate.

GST tax entity. In the **GST Tax entity** field, select a GST entity.

HST tax entity. In the **HST Tax entity** field, select an HST entity.

Business Number. In the **Business Number** field, enter the federal charitable identification number for your organization.

> **Note:** At the time this information was published, HST participating provinces included Nova Scotia, New Brunswick, Ontario, British Columbia, and Newfoundland and Labrador.

PSB Activity Code. In the **PSB Activity Code** field, select an activity type to use as the default. For more information about activity types, see “Managing Activity Types” on page 30.

This organization is located in an HST participating province. Mark this checkbox if your organization is located in an HST participating province.

> **Note:** ***Accounts Payable*** contains several preformatted sales tax IDs, including a GST percent, HST percent, local sales tax, and a zero-rated sales tax. You can add or edit these items at any time. You can also delete sales tax items if they are not currently used on a record.

The organization default Sales Tax ID. In this field, select a default sales tax ID. This field is helpful if you commonly use more than one sales tax type. You can select the sales tax you use most often and that entry appears as the default on records so you do not have to enter it every time. You can change the field entry if necessary.

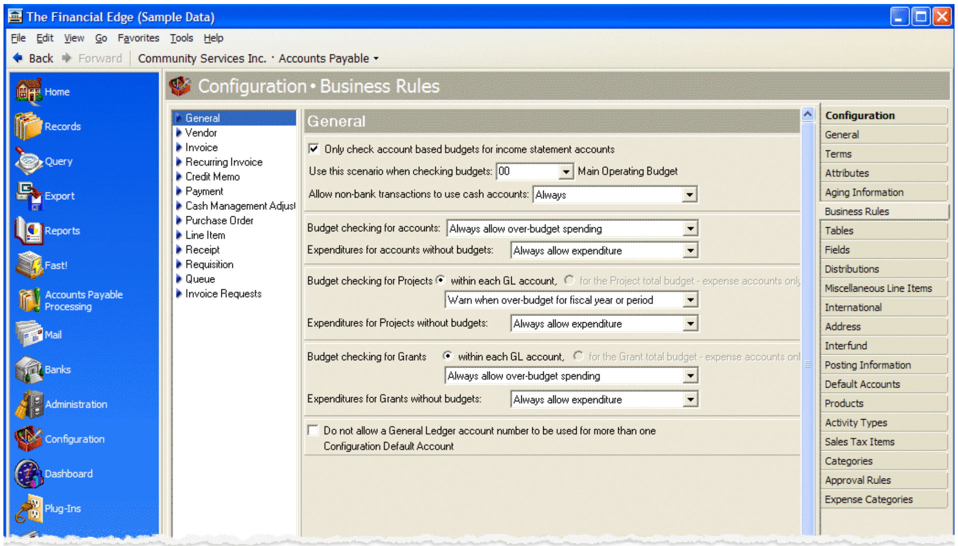
Business Rules

Business rules help you customize standard procedures and requirements to suit your organization. For example, by setting invoice business rules, you can designate the functions you use for invoicing. You can select whether to automatically apply open credit to new invoices, to require invoice approval before paying, to exclude Do Not Post as a post status, and whether to change an invoice status to paid when the applied credit reduces the balance to zero.

> **Note:** The **Business Rules** link in *Configuration* is visible only to users with supervisor rights assigned in *Security*. Business rules affect all users and are usually defined by the system administrator.

You can set sales tax business rules for invoice, recurring invoice, credit memo, receipt, and line item records, including an important tax option you can set for data entry. You can choose to “include tax” or “exclude tax” during data entry for the unit price and extended price.

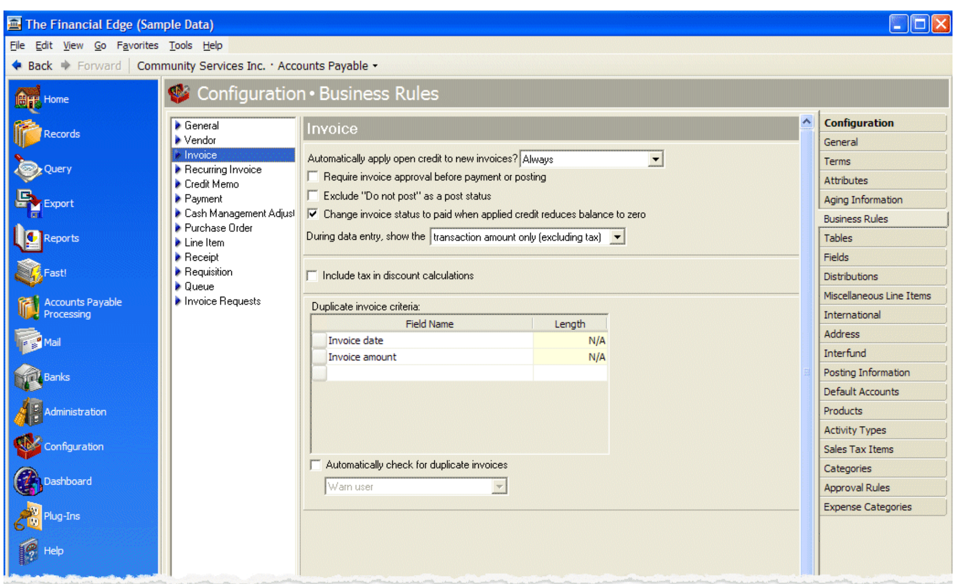
To change business rules, from the Configuration page, click **Business Rules**. The Business Rules page appears.



Invoice Business Rules

Note: This guide discusses only business rules related to GST. For detailed information about other business rules, see the *Configuration Guide for Accounts Payable*.

With Invoice business rules, you can determine whether displayed invoice transaction amounts include taxes, and you can require including taxes when computing discounts you receive for making early payments.

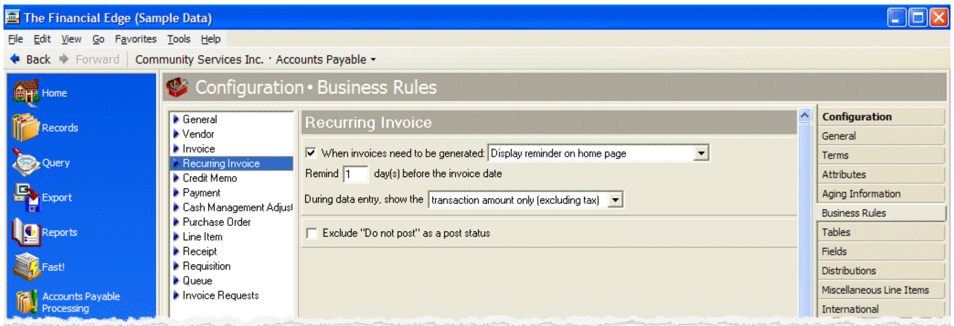


During data entry, show the. With this rule, you can select whether invoice transaction amounts should include or exclude taxes.

Include tax in discount calculations. Mark this rule to include tax amounts when calculating discounts you receive for early payments.

Recurring Invoice Business Rules

With Recurring Invoice business rules, you can determine whether displayed recurring invoice transaction amounts include taxes.

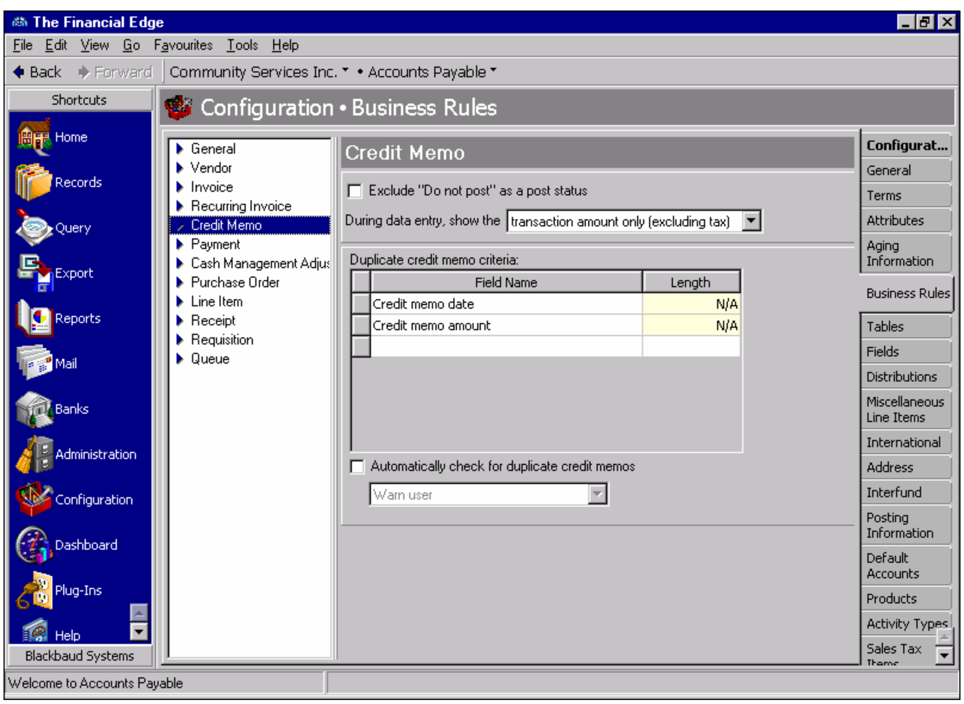


During data entry, show the. With this rule, you can select whether invoice transaction amounts should include or exclude taxes.

Credit Memo Business Rules

Note: This guide discusses only business rules related to GST. For detailed information about other business rules, see the *Configuration Guide for Accounts Payable*.

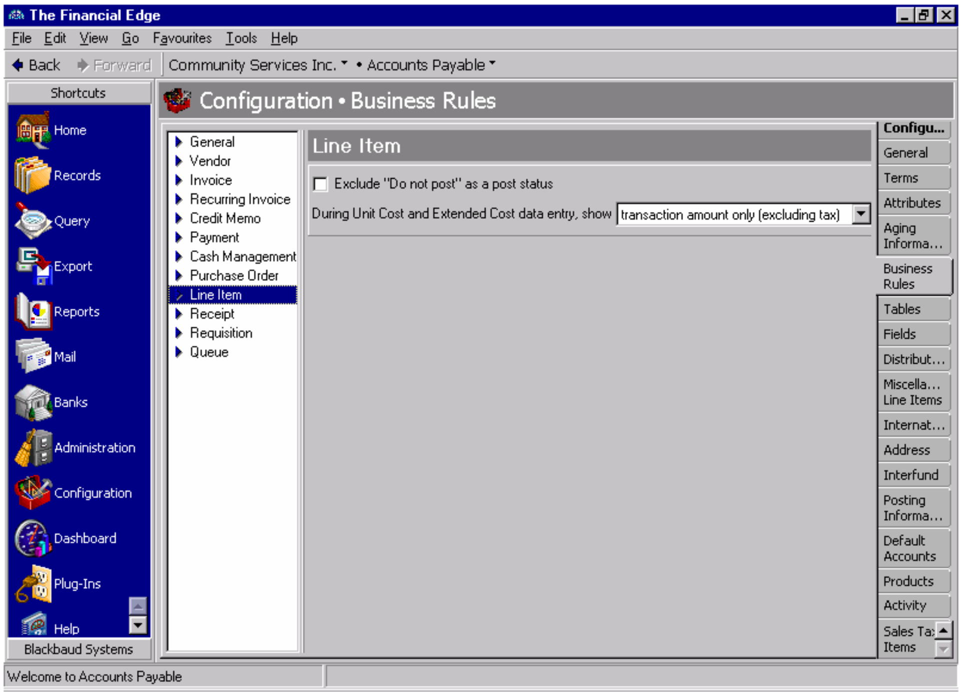
With Credit Memo business rules, you can determine whether displayed credit memo transaction amounts include taxes.



During data entry, show the. With this rule, you can select whether credit memo transaction amounts should include or exclude taxes.

Line Items Business Rules

With Line Item business rules, you can determine whether displayed line item costs include taxes.

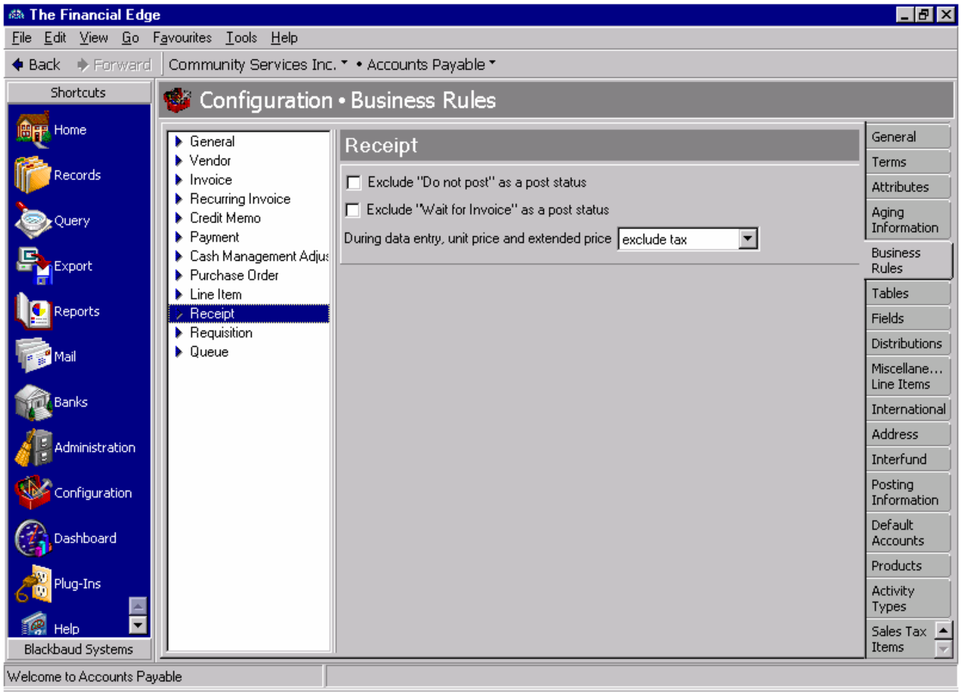


During Unit Cost and Extended Cost data entry, show. With this rule, you can select whether line item cost amounts should include or exclude taxes.

Receipt Business Rules

Note: This guide discusses only business rules related to GST. For detailed information about other business rules, see the *Configuration Guide for Accounts Payable*.

With Receipt business rules, you can determine whether displayed receipt price amounts include taxes.



During data entry, unit price and extended price. With this rule, you can select whether receipt price amounts should include or exclude taxes.

Tables Configuration

> **Note:** Sales tax entities are are shared between ***Accounts Payable***, ***Accounts Receivable***, and ***Student Billing***. If you create a billing entity in one program, such as ***Accounts Payable***, it also appears in the other programs.

Tables increase data entry speed and accuracy throughout ***Accounts Payable***. When entering information into a field with a table, you can quickly access a list of possible entries for that field, select an entry, and place it directly into the field rather than entering it manually.

In ***Accounts Payable***, the Sales Tax Entity table contains several predefined commonly used Canadian sales taxes, such GST, HST, and PST. You can also enter additional sales taxes, if, for example, your city imposes a sales tax. You can select from these field entries when creating several record types.

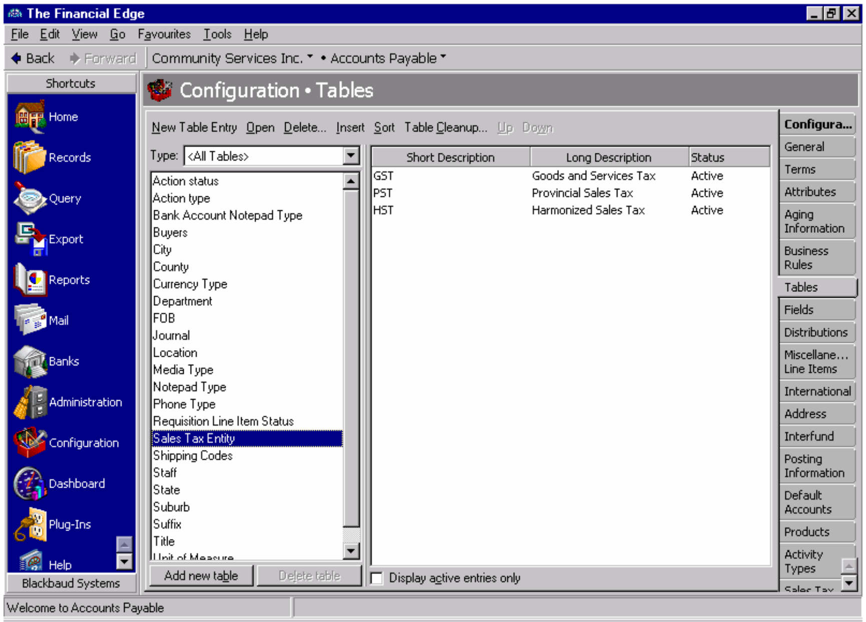
You can click the down arrow on the right side of a field or press **F4** to view a list of entries for a table. You can also place the cursor in the field and click the down arrow on your keyboard to scroll through the entries. You can usually enter text directly in the field, and if the program does not recognize it as a valid entry, you get a message asking if you want to add the text as a new entry. Finally, you can place the cursor in a table field and press **F7** to access a screen on which you can view, add, edit, and delete entries.

To keep entries uniform, it is also extremely important that you limit rights for adding and editing table entries. These rights are controlled though the Set Up System Security page of *Administration*. Allowing only a few key users to add, edit, or delete table entries ensures the validity of your database, records, and reports. Maintaining strict control over the Sales Tax Entity table is especially important because it ensures that your tax information is tracked and reported correctly.

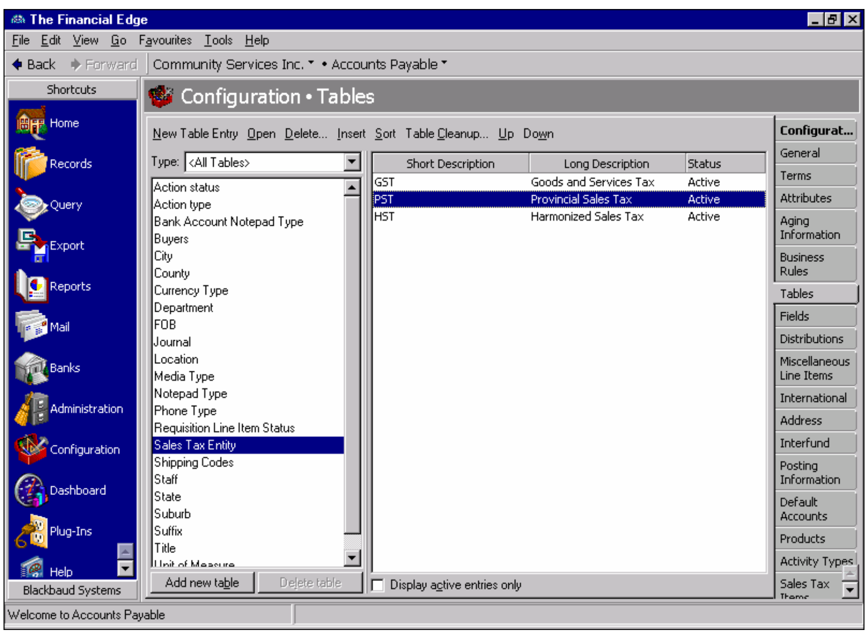
For more detailed information and procedures for adding, editing, and deleting tables and table entries, see the *Configuration Guide for Accounts Payable*.

Inserting a new Sales Tax Entity table entry

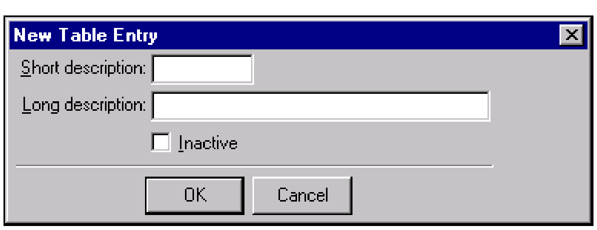
1. On the Tables page, select the Sales Tax Entity table. Table entries appear in a box on the right.



2. In the table entry box, select the entry below the point where to insert the new entry.



3. Click **Insert**. The New Table Entry screen appears.



4. In the **Short Description** field, enter an abbreviation for the new sales tax entity.
5. In the **Long description** field, enter the full name of the new sales tax entity.
6. To make the new table entry inactive, mark **Inactive**.
7. To save the new table entry and return to the Tables page, click **OK**. The new sales tax entity appears above the selected entry.

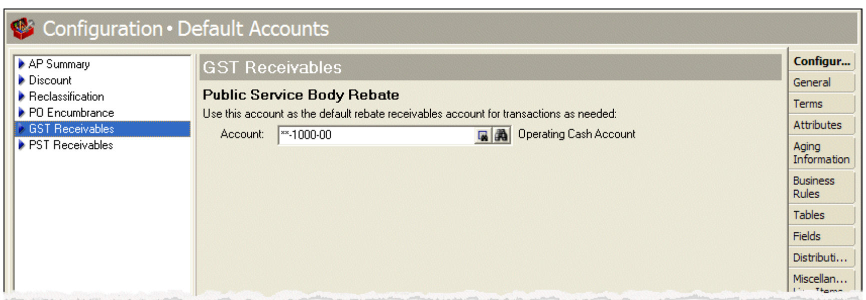
Managing Default Accounts

From the Default Accounts page, you can set up accounts to use as the default receivables account when applying rebate values on transactions. You can select default accounts for GST receivables and PST receivables.

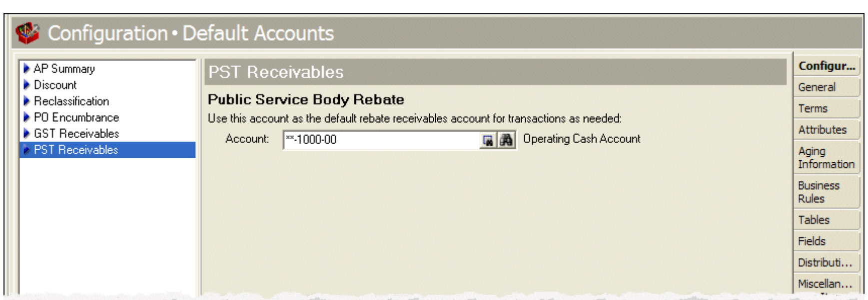
Tip: You can also create activity types to maintain default Public Service Body rebates and receivable accounts. The default accounts you set up here are overridden by the accounts you select for the activity type. For more information, see “Managing Activity Types” on page 30.

Selecting a default account

1. On the Configuration page, click **Default Accounts**. The Default Accounts page appears.
2. In the box on the left, select **GST Receivables**. The GST Receivables default account option appears.



3. In the **Account** field, enter an account number. This is the default federal receivables account used when applying rebate values on transactions. You can use the small binoculars to search for an account segment or use the large binoculars to search for an account number.
4. Next select **PST Receivables**. The PST Receivables default account option appears.



5. In the **Account** field, enter an account number. This is the default provincial receivables account used when applying rebate values on transactions. You can use the small binoculars to search for an account segment or use the large binoculars to search for an account number.

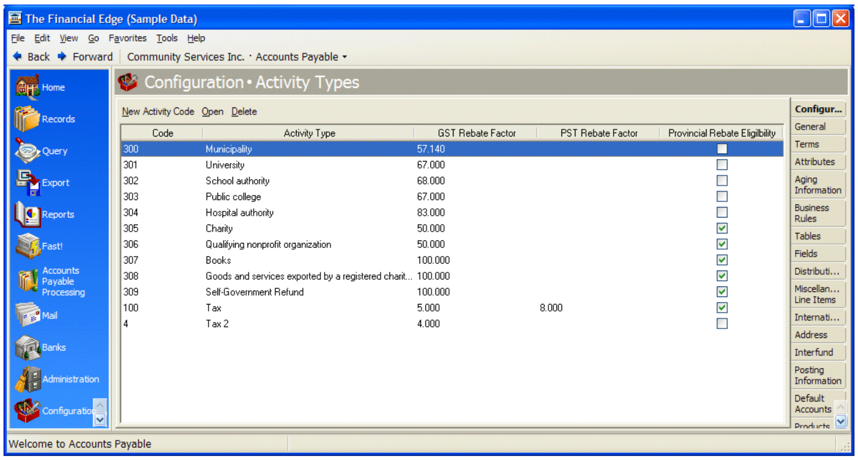
   If you do not have PST, enter your default GST receivables account in the **Account** field.
6. When you exit the Default Account page or select another type of account, your changes are saved automatically.

Managing Activity Types

You can maintain the Public Service Bodies' activity codes and rebates on the Activity Types page. The Activity Type page contains a grid of predefined activity types.

Managing activity information

1. From the Configuration page, click **Activity Types**. The Activity Types page appears.

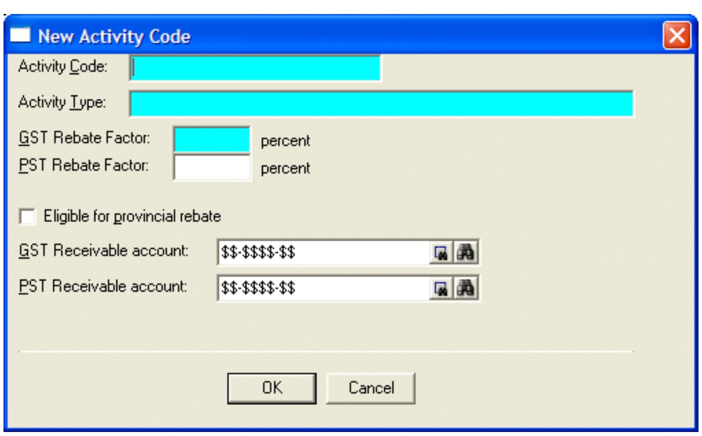


2. If the activity type is eligible for a provincial rebate, mark the checkbox in the **Provincial Rebate Eligibility** column.
3. To open an activity type and edit the information, select it in the grid and click **Open**.
4. To delete an activity type, select it in the grid and click **Delete**.

Adding an activity type

Note: If your organization is located in multiple provinces, you may need to set up custom activity types to represent each province.

1. From the Activity Types page, click **New Activity Code**. The New Activity Code screen appears.



2. In the **Activity Code** field, enter a numeric activity code.
3. In the **Activity Type** field, enter a name or brief description for the activity type.
4. In the **GST Rebate Factor** field, enter the federal rebate percent. This field is required.

5. In the **PST Rebate Factor** field, enter the provincial rebate percent. If you do not have a provincial tax, this field is not required.
6. If the activity code is eligible for provincial rebate, mark the checkbox.
7. In the **GST Receivable account** field, select a federal receivable account to use on transactions. To help locate the account, you can use the account or segment search.
8. In the **PST Receivable account** field, select a provincial receivable account to use on transactions. If you do not have a provincial tax, this field is not required.
9. Click **OK** to return to the Activity Types page.

Adding Sales Tax Items

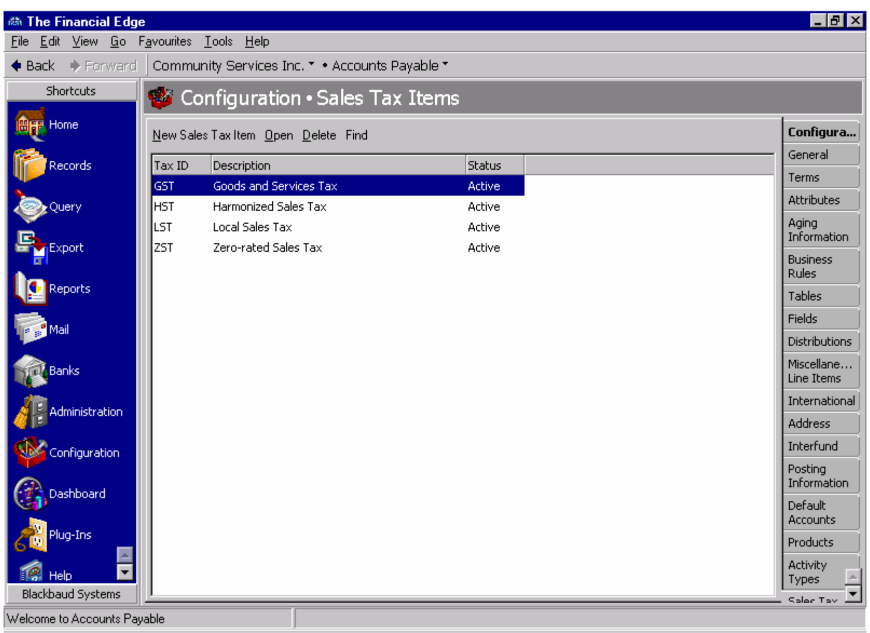
Note: ***Accounts Payable*** contains several preformatted sales tax IDs, including a GST percent, HST percent, local sales tax, and a zero-rated sales tax. You can add or edit these items at any time. You can delete sales tax items if they are not currently used on a record.

The Sales Tax Items page is where you add, edit, and delete sales tax items. You can use these items to track sales taxes for reporting and budgeting purposes or so you can later file for rebates.

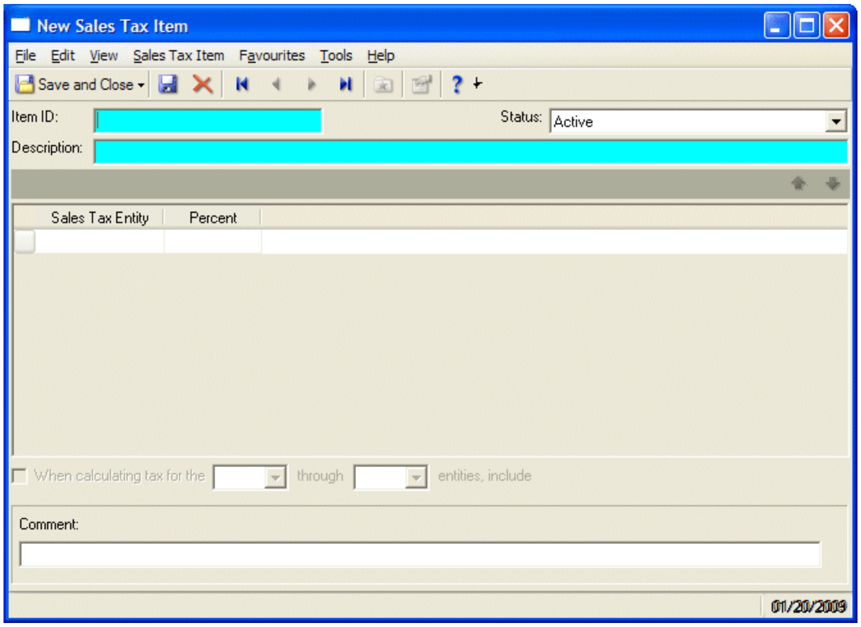
If you have vendors from multiple provinces, you may need to create custom sales tax items. For example, create an item called “Ontario” and make the sales tax entity HST with 13%. Create another item call “British Columbia” and make the sales tax entity HST with 12%.

Adding a new sales tax item

1. From the Configuration page, click **Sales Tax Items**. The Sales Tax Items page appears.



2. Click **New Sales Tax Item**. The New Sales Tax Item screen appears.



3. In the **Item ID** field, enter a unique ID for the item.
4. In the **Status** field, select “Active” or “Inactive”.
5. In **Description** field, enter a description of the sales tax item, for example, “Goods and Services Tax”.
6. In the **Sales Tax Entity** column, select a sales tax entity previously added to Sales Tax Entity table in *Configuration*. You can also enter a new entity in the column and you will be prompted to add it to the Sales Tax Entity table.
7. In the **Percent** column, enter the tax rate for the item. For example, “5.00”.
8. If taxes should be compounded on the first tax entity in the grid, mark **When calculating tax for the [] through [] include** and select the range. The options available depend on the number of sales tax entities in the grid.
9. In the **Comment** field, enter any additional information associated with the tax.
10. Click **Save and Close** to return to the Sales Tax Items page.

Accounts Payable Records

From the Records page of ***Accounts Payable***, you can create vendors, invoices, recurring invoices, and credit memos. Each of these record types can contain information to help you track sales taxes you pay so you can claim deductions or rebates. If you have the optional module *Purchase Orders*, you can also track sales tax information for purchase orders, products, receipts, and requisitions.

This chapter guides you through available sales tax options and fields, and it explains how they affect your organization. For detailed explanations of other record features, and for detailed procedures for creating new records, see the *Records Guide for Accounts Payable*.

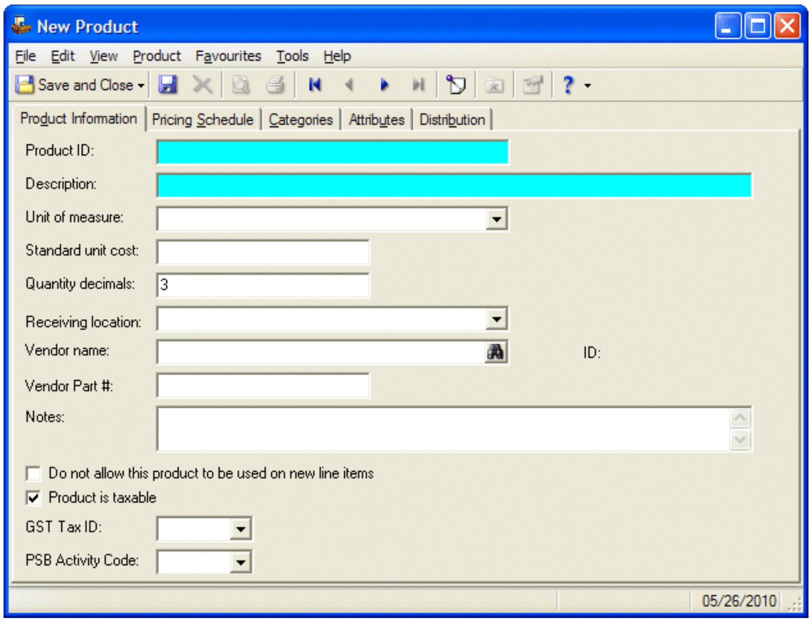
> **Note:** Before you begin adding sales tax information to records, you should create sales tax items and set business rules in *Configuration*.

Before you begin adding sales tax information to records, you should create sales tax items and set business rules in *Configuration*.

Adding GST to Products

Tip: To save time, you can add new products from a purchase order line item record.

If you have the optional module *Purchase Orders*, you can create product records in ***Accounts Payable***. On the product record, you can specify whether the product is taxable, and you can select a tax identifier you created in *Configuration*.



Note: You can add products from the Products page, the Open screen for products, or by selecting **File**, **New** from a product record. You can also add a product from a line item.

Product is taxable. If the product you are purchasing is taxable, mark this checkbox.

GST Tax ID. In the **GST Tax ID** field, select a tax entity code. If necessary, you can add sales tax entity codes to the Sales Tax Entity table on the Tables page of *Configuration*.

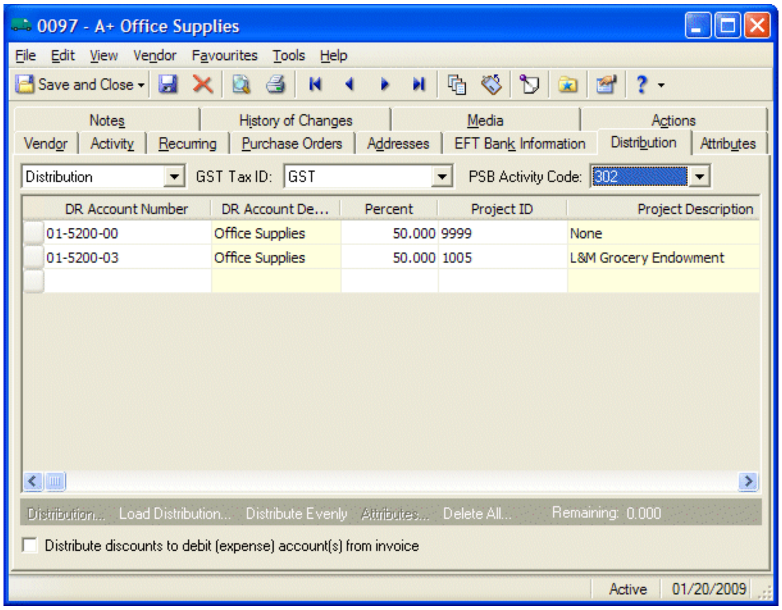
PSB Activity Code. In the **PSB Activity Code** field, select a public service bodies activity code for the product's vendor. You can add activity type codes on the Activity Types page of *Configuration*.

Adding GST to Vendors

Note: For detailed information and procedures for creating a new vendor record, see the *Records Guide for Accounts Payable*.

On the Distribution tab of the vendor record, you can assign a GST Tax ID and PSB Activity code. By applying tax IDs and activity codes, you can ensure that every invoice or credit memo created for this vendor contains the appropriate sales tax information. The tax information you enter on the vendor record appears automatically on the other record types.

The Distribution tab also contains vendor account distribution information. From here, you designate debit accounts for the vendor's transactions, amounts to distribute to the accounts, and whether to classify distributions using projects, classes, or transaction codes. For more information about vendor distributions, see the *Records Guide for Accounts Payable*.



GST Tax ID. In the **GST Tax ID** field, select a sales tax item. If necessary, you can add sales tax items on the Sales Tax Items page of *Configuration*.

PSB Activity Code. In the **PSB Activity Code** field, select a public service bodies activity code for this vendor. You can add activity type codes on the Activity Types page of *Configuration*.

Adding GST/PST to Invoices

Note: For detailed information and procedures for creating a new invoice record, see the *Records Guide for Accounts Payable*.

In ***Accounts Payable***, you can create two types of invoices: regular and recurring. A regular invoice is a request for payment from a vendor for goods or services rendered, while a recurring invoice is a template you use to create a regular invoice according to a schedule. A recurring invoice is never posted or included in any balance calculation.

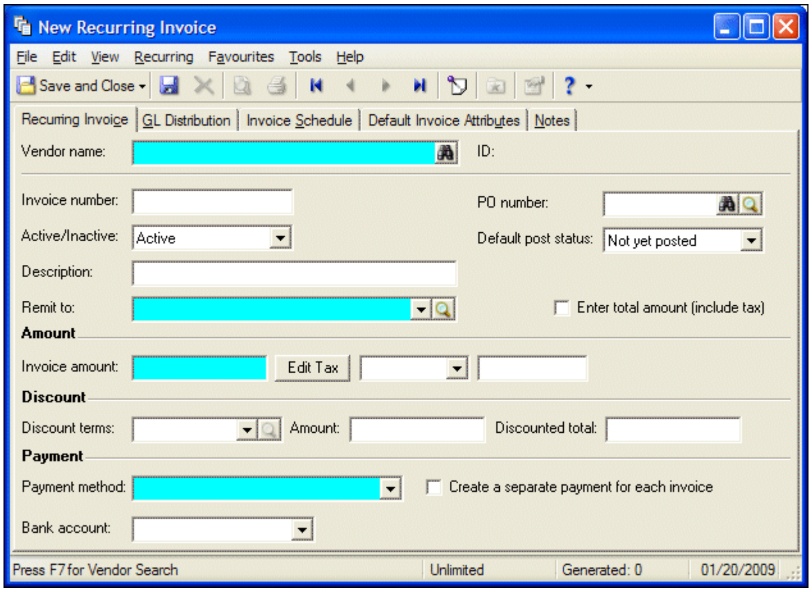
You can create both regular and recurring invoices directly from a vendor record or from the Records page. Sales tax options are available on both invoice and recurring invoice records.

If the business rule requiring approval before paying invoices is selected, all invoices must be approved before they can be paid or posted. To approve invoices, you must have security rights.

On the Distribution tab of invoices and recurring invoices, you can create a GST and PST Rebate distribution to track purchases or expenses that qualify for a GST and PST rebates.

Invoice Tab

On the Invoice tab, you can edit the sales tax information that appears for the charge amount you enter. You can also designate whether the total amounts include tax, or if the tax amount should be added.



Enter total amount (include tax). Mark this checkbox if you enter a total amount, including sales taxes, in the **Invoice amount** field. If you do not mark this box, when you enter an invoice amount in the **Invoice amount** field and select a sales tax, ***Accounts Payable*** adds the sales tax automatically.

Edit Tax. To edit the tax settings for this invoice, click **Edit Tax**. The Edit Sales Tax screen appears. For more information about editing sales tax information, see “Editing Sales Tax Information” on page 47.

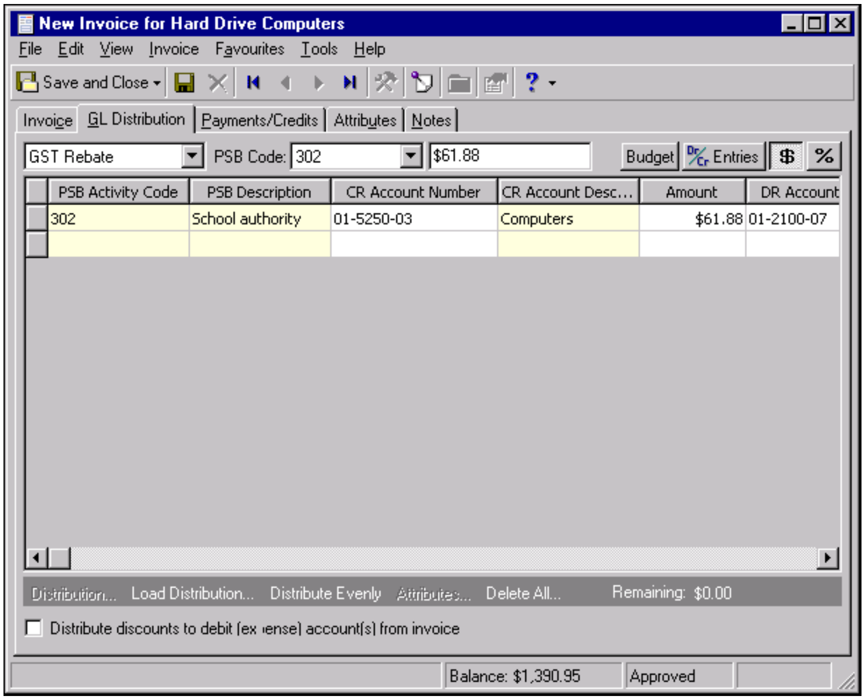
Distribution Tab

Note: For detailed information and procedures for creating a new invoice distribution, see the *Records Guide for Accounts Payable*.

On the invoice GL Distribution tab, you can create a distribution to track payments and expenses that qualify for GST and PST rebates. Then you can print a Public Sector Bodies GST Report to view a list of all GST transactions and taxes you paid.

Creating a GST or PST Rebate distribution

1. From an open invoice record, select the GL Distribution tab.



2. In the field above the grid, select “GST Rebate” or “PST Rebate.”
3. In the **PSB Code** field, select a code for the public service body. This code applies to both GST and PST. You can add and edit the public service bodies’ activity codes and rebates on the Activity Types page of *Configuration*. When you select a PSB code, the rebate amount appears in the amount field.
4. To enter distributions by amount, click the **$** button. To enter distributions by percent, click the **%** button.

Note: When the binoculars appear in an account field, you can use the small binoculars to search for an account segment or use the large binoculars to search for an account number.

5. The **CR Account Number** column is populated with the DR account number entered on the GL Distribution tab of the invoice. When you enter a credit account number, the description appears automatically in the **CR Account Description** column.
6. Enter the amount of the distribution in the **Amount** column or the percentage in the **Percent** column.

Note: The Supervisor can establish security options to hide the **CR Account Number** column.

7. The **DR Account Number** column displays default values, depending on default PST or GST Receivables account you defined in Default Accounts or on the Activity Type. When you enter a debit account number, the description appears automatically in the **DR Account Description** column.
8. If you have the optional module *Projects and Grants*, enter a project ID number in the **Project ID** column. When you enter a valid project ID number, the description appears automatically in the **Project Description** column.
9. In the **Class** column, select a class for the distribution.
10. If you have the optional module *Projects and Grants* and have defined transaction codes, additional columns appear based on the number of transaction codes you have defined. In the grid, select a value for each transaction code.

11. To enter different debit and credit transaction distributions, highlight a row by clicking the grey button to the left of the line, then click **Distribution**. To enter a debit transaction distribution, select **DR Distribution**. To enter a credit transaction distribution, select **CR Distribution**.

    To use a default distribution, click **Load Distribution**. Select “From Table” to use a default distribution from *Configuration* or add a new distribution table. Select “From Vendor” to use the distribution from the vendor record Distribution tab.

    To divide the distribution evenly among all accounts entered in the distribution grid, click **Distribute Evenly**.

    To view attribute information, click **Attributes**.

    To delete all rows of the grid, click **Delete All**.

    To distribute discounts to the debit accounts from the invoice, mark **Distribute discounts to debit (expense) account(s) from invoice**. If this box is unmarked, discounts are distributed to the default discount account from the Default Accounts page of *Configuration*.

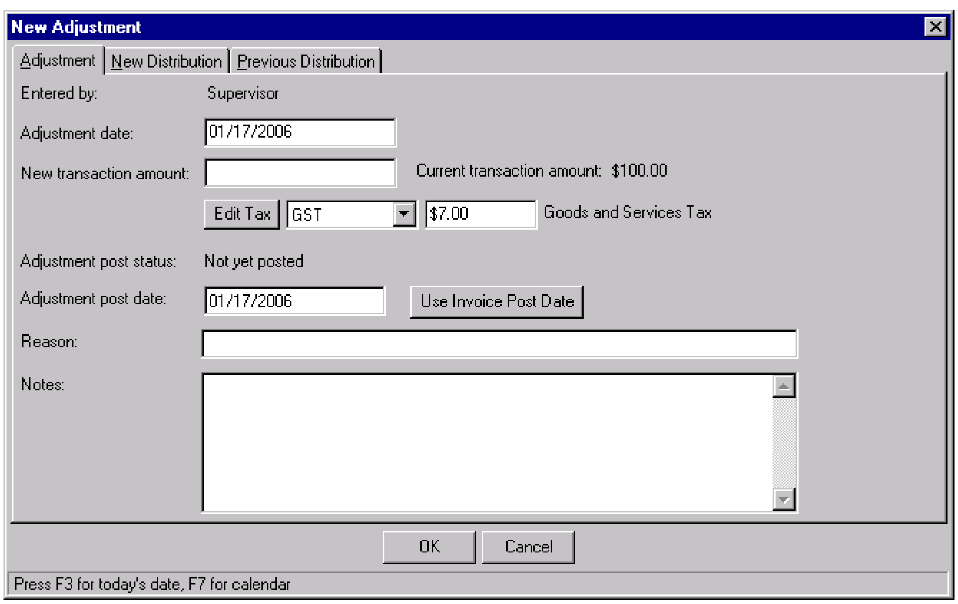
12. To save the invoice and return to the Invoice page, click **Save and Close**.

Invoice Adjustments

Adjustments are corrections you make to a posted invoice that reverse the incorrect post and then create another post with new distributions. You can change sales tax information on invoice adjustments only if you void a previous partial payment. To make a new adjustment to a posted invoice, from the menu bar, select **Invoice**, **New Adjustment**. The New Adjustment Screen Appears. For detailed information and procedures for creating invoice adjustments, see the *Records Guide for Accounts Payable*.

Adjustment Tab

On the invoice Adjustment Tab, you can enter a new transaction amount if the invoice has not been paid, and you can edit the sales tax.

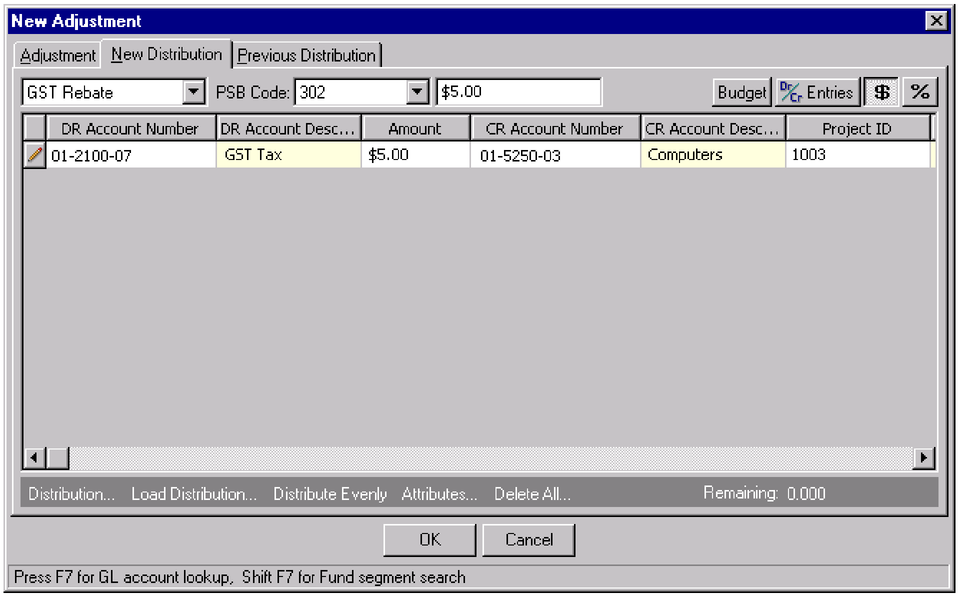


Edit Tax. To edit the tax settings for this invoice, click **Edit Tax**. The Edit Sales Tax screen appears. For more information about editing sales tax information, see “Editing Sales Tax Information” on page 47. When you select a sales tax item in the **Edit Tax** field, the tax amount appears automatically.

New Distribution Tab

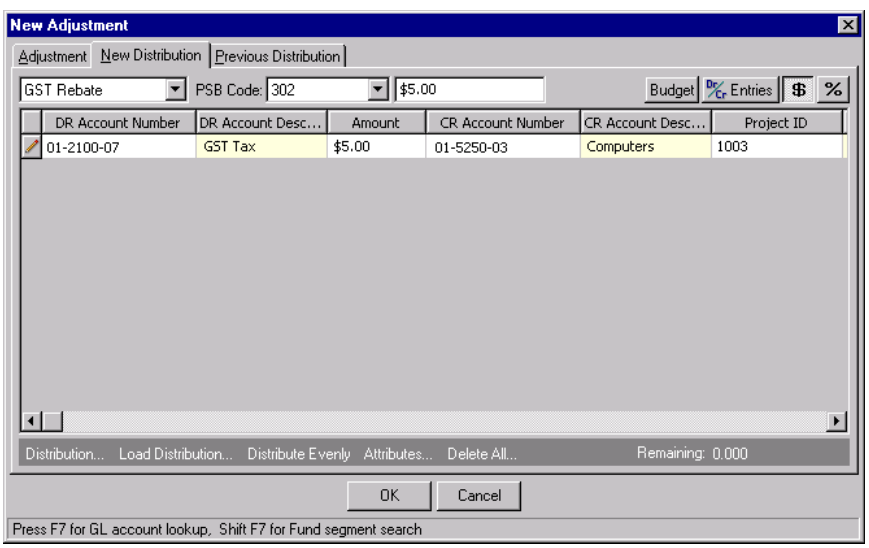
Note: For detailed information and procedures for creating invoice distributions, see the *Records Guide for Accounts Payable*.

On the New Distribution tab, you can edit the adjustment distribution, including the GST Rebate distribution. To view the amount of the previous distribution, select the Previous Distribution tab.



Editing a GST Rebate distribution on an invoice adjustment

1. On the New Adjustment screen of an open invoice record, select the New Distribution tab.



2. In the field above the grid, select “GST Rebate”.
3. In the **PSB Code** field, select a code for the public service body. You can add and edit the public service bodies’ activity codes and rebates on the Activity Types page of *Configuration*. When you select a PSB code, the rebate amount appears in the amount field.
4. To enter distributions by amount, click the **$** button. To enter distributions by percent, click the **%** button.

Note: When the binoculars appear in an account field, you can use the small binoculars to search for an account segment or use the large binoculars to search for an account number.

5. The **CR Account Number** column is populated with the DR account number entered on the GL Distribution tab of the invoice. When you enter a credit account number, the description appears automatically in the **CR Account Description** column.
6. Enter the amount of the distribution in the **Amount** column or the percentage in the **Percent** column.

Note: The Supervisor can establish security options to hide the **CR Account Number** column.

7. The **DR Account Number** column displays default values, depending on default PST or GST Receivables account you defined in Default Accounts or on the Activity Type. When you enter a debit account number, the description appears automatically in the **DR Account Description** column.
8. If you have the optional module *Projects and Grants*, enter a project ID number in the **Project ID** column. When you enter a valid project ID number, the description appears automatically in the **Project Description** column.
9. In the **Class** column, select a class for the distribution.
10. If you have the optional module *Projects and Grants* and have defined transaction codes, additional columns appear based on the number of transaction codes you have defined. In the grid, select a value for each transaction code.
11. To enter different debit and credit transaction distributions, highlight a row by clicking the grey button to the left of the line, then click **Distribution**. To enter a debit transaction distribution, select **DR Distribution**. To enter a credit transaction distribution, select **CR Distribution**.

    To use a default distribution, click **Load Distribution**. Select “From Table” to use a default distribution from *Configuration* or add a new distribution table. Select “From Vendor” to use the distribution from the vendor record Distribution tab.

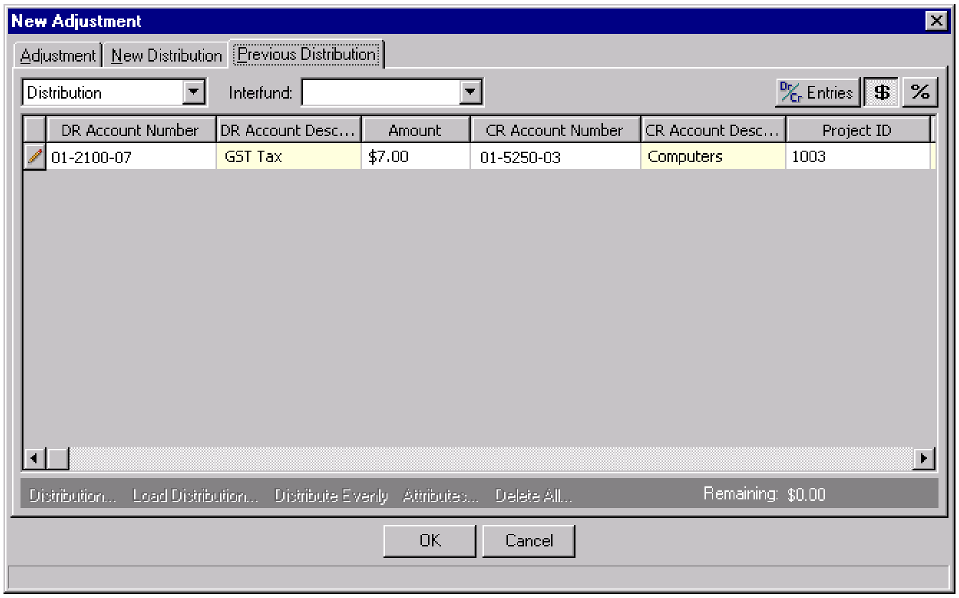
    To divide the distribution evenly among all accounts entered in the distribution grid, click **Distribute Evenly**.

    To view attribute information, click **Attributes**.

    To delete all rows of the grid, click **Delete All**.
12. To save the adjustment and return to the invoice record, click **OK**.

Previous Distribution Tab

On the Previous Distribution tab, you can view the tax distribution for the adjustment, before any changes. Field and grid entries on the Previous Tax Distribution tab are locked and cannot be edited. To change the tax distribution, see “Editing a GST Rebate distribution on an invoice adjustment” on page 38.



Adding GST/PST to Recurring Invoices

Note: For detailed information and procedures for creating a new recurring invoice record, see the *Records Guide for Accounts Payable*.

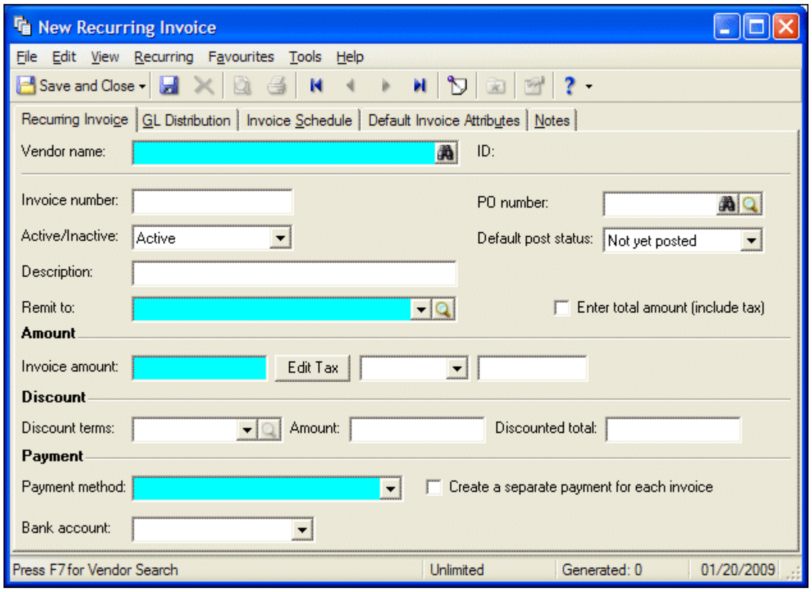
Recurring invoices are templates from which you can create regular invoices quickly and easily according to a schedule. They provide basic information such as the vendor name, invoice amount, and payment method, so you do not have to enter the entire invoice from scratch. Although you can pay and post the invoices you create from a recurring invoice, recurring invoices are never posted or included in any balance calculation.

You can create both regular and recurring invoices directly from a vendor record or create the invoice from the **File** menu of a vendor record and apply it to a vendor. GST options appear on invoice and recurring invoice records.

On the Distribution tab of recurring invoices, you can create a GST Rebate distribution to track purchases or expenses that qualify for a GST rebate.

Recurring Invoice Tab

On the Recurring Invoice tab, you can edit the sales tax information that appears for the charge amount you enter. You can also designate whether the total amounts include tax, or if the tax amount should be added.



Enter total amount (include tax). Mark this checkbox if you enter a total amount, including sales taxes, in the **Invoice amount** field. If you do not mark this box, when you enter an invoice amount in the **Invoice amount** field and select a sales tax, ***Accounts Payable*** adds the sales tax automatically.

Edit Tax. To edit the tax settings for this recurring invoice, click **Edit Tax**. The Edit Sales Tax screen appears. For more information about editing sales tax information, see "Editing Sales Tax Information" on page 47.

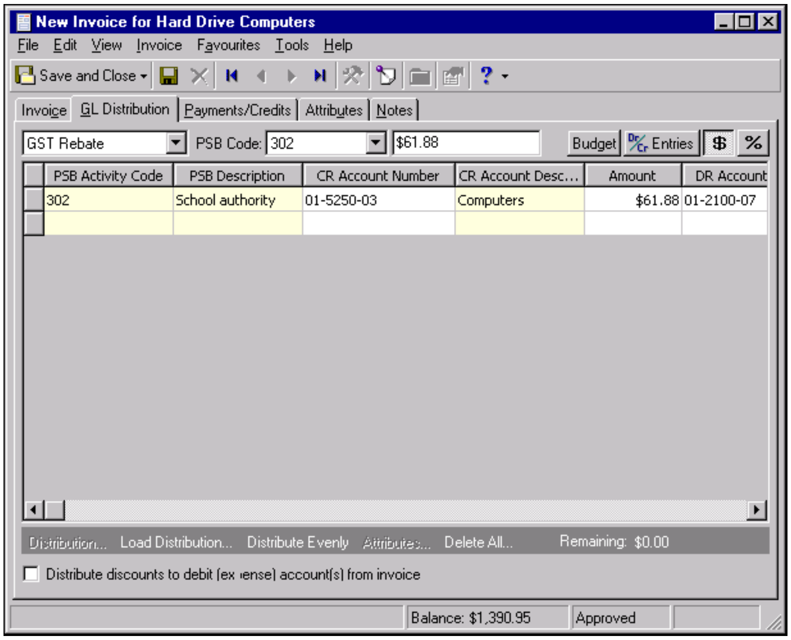
Distribution Tab

Note: For detailed information and procedures for creating a recurring invoice distribution, see the *Records Guide for Accounts Payable*.

On the recurring invoice Distribution tab, you can create a distribution to track payments and expenses that qualify for a tax rebate.

Creating a PST or GST Rebate distribution

1. From an open recurring invoice record, select the GL Distribution tab.



2. In the field above the grid, select “GST Rebate” or “PST Rebate.”
3. In the **PSB Code** field, select a code for the public service body. You can add and edit the public service bodies’ activity codes and rebates on the Activity Types page of *Configuration*. When you select a PSB code, the rebate amount appears in the amount field.
4. To enter distributions by amount, click the **$** button. To enter distributions by percent, click the **%** button.

Note: When the binoculars appear in an account field, you can use the small binoculars to search for an account segment or use the large binoculars to search for an account number.

5. The **CR Account Number** column is populated with the DR account number entered on the GL Distribution tab of the invoice. When you enter a credit account number, the description appears automatically in the **CR Account Description** column.
6. Enter the amount of the distribution in the **Amount** column or the percentage in the **Percent** column.

Note: The Supervisor can establish security options to hide the **CR Account Number** column.

7. The **DR Account Number** column displays default values, depending on default PST or GST Receivables account you defined in Default Accounts or on the Activity Type. When you enter a debit account number, the description appears automatically in the **DR Account Description** column.
8. If you have the optional module *Projects and Grants*, enter a project ID number in the **Project ID** column. When you enter a valid project ID number, the description appears automatically in the **Project Description** column.
9. In the **Class** column, select a class for the distribution.
10. If you have the optional module *Projects and Grants* and have defined transaction codes, additional columns appear based on the number of transaction codes you have defined. In the grid, select a value for each transaction code.
11. To enter different debit and credit transaction distributions, highlight a row by clicking the grey button to the left of the line, then click **Distribution**. To enter a debit transaction distribution, select **DR Distribution**. To enter a credit transaction distribution, select **CR Distribution**.

To use a default distribution, click **Load Distribution**. Select “From Table” to use a default distribution from *Configuration* or add a new distribution table. Select “From Vendor” to use the distribution from the vendor record Distribution tab.

To divide the distribution evenly among all accounts entered in the distribution grid, click **Distribute Evenly**.

To view attribute information, click **Attributes**.

To delete all rows of the grid, click **Delete All**.

To distribute discounts to the debit accounts from the invoice, mark **Distribute discounts to debit (expense) account(s) from invoice**. If this box is unmarked, discounts are distributed to the default discount account from the Default Accounts page of *Configuration*.

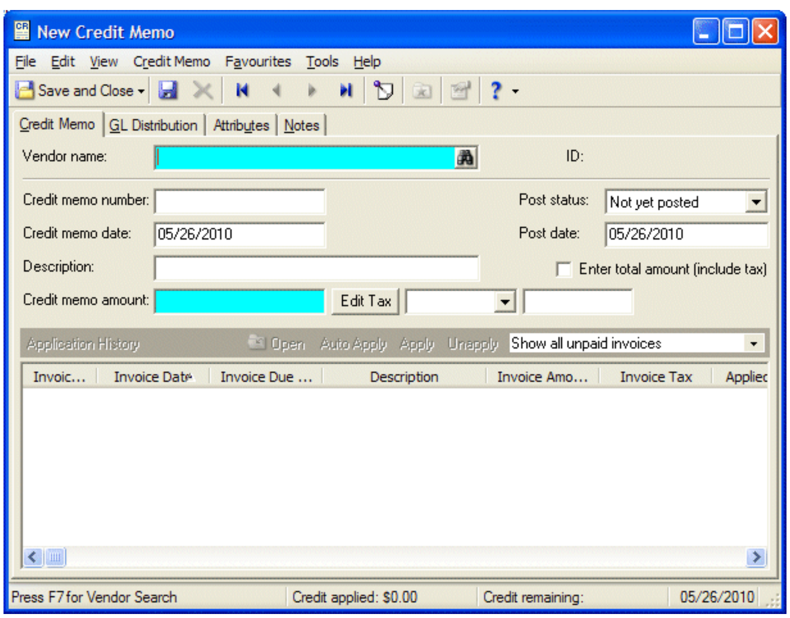
12. To save the recurring invoice and return to the Recurring Invoice page, click **Save and Close**.

Adding GST/PST to Credit Memos

Note: For detailed information and procedures for creating a new credit memo record, see the *Records Guide for Accounts Payable*.

A credit memo is a document issued by a vendor to record an adjustment against an invoice. You can apply a credit memo to one or more invoices to decrease the amount owed. Credit memos negatively impact the amount of GST and PST rebates you qualify for because they effectively reduce the amount of GST you pay.

The credit memo record displays basic credit memo information including number, date, description, post information, and sales tax amount.



Edit Tax. To edit the tax settings for this credit memo, click **Edit Tax**. The Edit Sales Tax screen appears. For more information about editing sales tax information, see “Editing Sales Tax Information” on page 47.

Distribution Tab

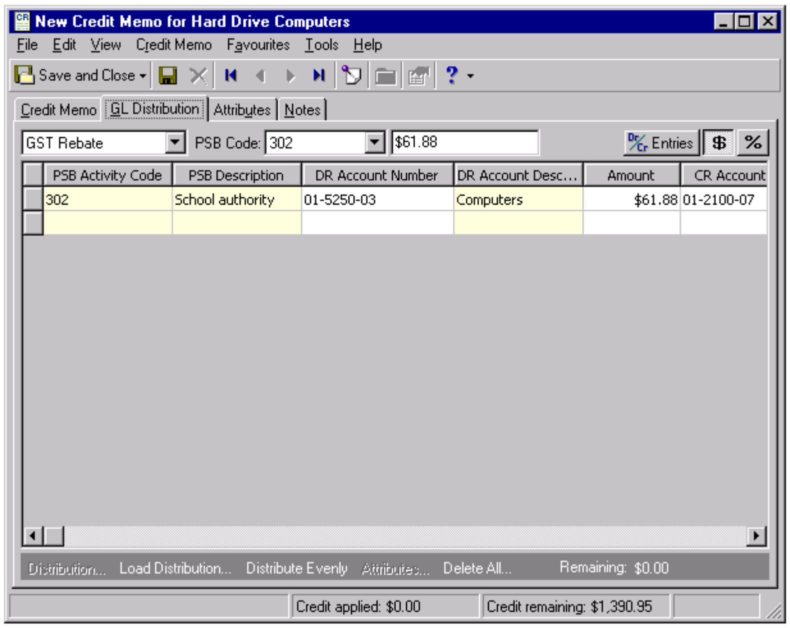
Note: For detailed information and procedures for creating a new invoice distribution, see the *Records Guide for Accounts Payable*.

On the credit memo Distribution tab, you can create a PST and GST Rebate distributions. This distribution tracks credits that negatively impact the amount of the PST or GST rebate you can file for. When you print a Public Sector Bodies GST Report, the negative rebate amount is subtracted from the rebate total so you do not claim unqualified deductions.

Creating a GST or PST Rebate distribution

Note: Credit memos negatively impact the amount of GST and PST rebates you qualify for because they effectively reduce the amount of GST you pay.

1. From an open credit memo record, select the GL Distribution tab.



2. In the field above the grid, select “GST Rebate” or “PST Rebate.”
3. In the **PSB Code** field, select a code for the public service body. You can add and edit the public service bodies’ activity codes and rebates on the Activity Types page of *Configuration*. When you select a PSB code, the rebate amount appears in the amount field.
4. To enter distributions by amount, click the **$** button. To enter distributions by percent, click the **%** button.
5. The **CR Account Number** column displays default values, depending on default PST or GST Receivables account you defined in Default Accounts or on the Activity Type. When you enter a credit account number, the description appears automatically in the **CR Account Description** column.

Note: When the binoculars appear in an account field, you can use the small binoculars to search for an account segment or use the large binoculars to search for an account number.

6. Enter the amount of the distribution in the **Amount** column or the percentage in the **Percent** column.
7. The **DR Account Number** column is populated with the CR account number entered on the GL Distribution tab of the invoice. When you enter a debit account number, the description appears automatically in the **DR Account Description** column.

Note: The Supervisor can establish security options to hide the **CR Account Number** column.

8. If you have the optional module *Projects and Grants*, enter a project ID number in the **Project ID** column. When you enter a valid project ID number, the description appears automatically in the **Project Description** column.

9. In the **Class** column, select a class for the distribution.
10. If you have the optional module *Projects and Grants* and have defined transaction codes, additional columns appear based on the number of transaction codes you have defined. In the grid, select a value for each transaction code.
11. To enter different debit and credit transaction distributions, highlight a row by clicking the grey button to the left of the line, then click **Distribution**. To enter a debit transaction distribution, select **DR Distribution**. To enter a credit transaction distribution, select **CR Distribution**.

    To use a default distribution, click **Load Distribution**. Select "From Table" to use a default distribution from *Configuration* or add a new distribution table. Select "From Vendor" to use the distribution from the vendor record Distribution tab.

    To divide the distribution evenly among all accounts entered in the distribution grid, click **Distribute Evenly**.
12. To attach transaction attributes to an account in the distribution, click **Attributes** at the bottom of the screen. When you finish entering information, click **OK** to return to the Distribution tab.

    To delete all rows of the grid, click **Delete All**.
13. To save the credit memo and return to the Credit Memos page, click **Save and Close**.

Adding GST/PST to Purchase Orders

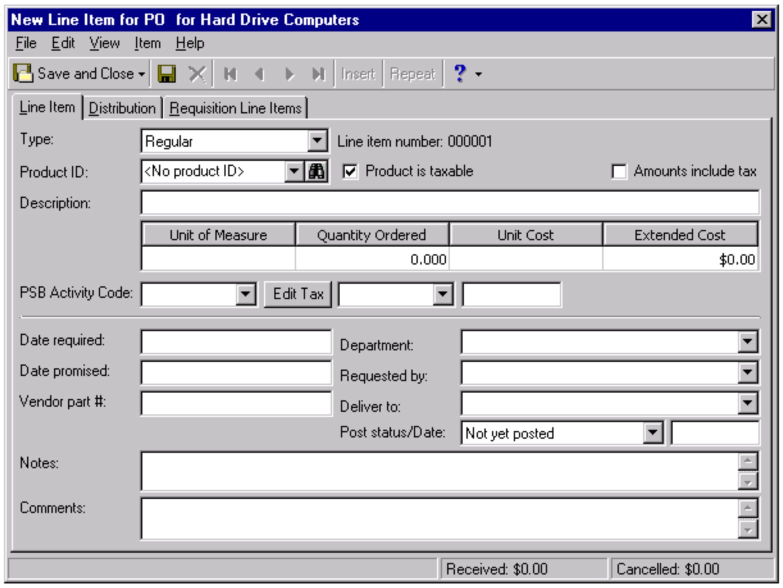
Note: For detailed information and procedures for creating a new purchase order, see the *Records Guide for Accounts Payable*.

If you have the optional module *Purchase Orders*, you can create purchase orders and receipts. A purchase order is a record you create to authorize the purchase of goods or services from a specific vendor. Once you create a purchase order record, you can enter line items and ***General Ledger*** distributions for each line item. In ***Accounts Payable*** you can create three types of purchase orders: regular, blanket, and template.

Once you generate a regular purchase order from a blanket purchase order, you cannot add additional line items to the blanket purchase order. Also, you cannot edit existing line items.

By creating a purchase order from a vendor record, you automatically associate the purchase order with that vendor.

On purchase order records, on the New Line Item screen, you can mark if the purchase line item is taxable, and you can specify whether or not the line item’s unit cost includes taxes. To access the New Line Item screen, on a purchase order record, select the Line Item tab and click **New Line Item**. The New Line Item screen appears.



Product is taxable. If the line item you are purchasing is taxable, mark this checkbox.

Amounts include tax. If you already included the tax amount in the Unit Cost of the line item, you can mark this checkbox to prevent the program from calculating additional taxes. When you mark this box, “(with tax)” appears beside the **Unit Cost** and **Extended Cost** column headings.

Edit Tax. To edit the tax settings for this line item, click **Edit Tax**. The Edit Sales Tax screen appears. For more information about editing sales tax information, see “Editing Sales Tax Information” on page 47.

Viewing GST on Receipts

Note: For detailed information and procedures for creating a new receipt record, see the *Records Guide for Accounts Payable*.

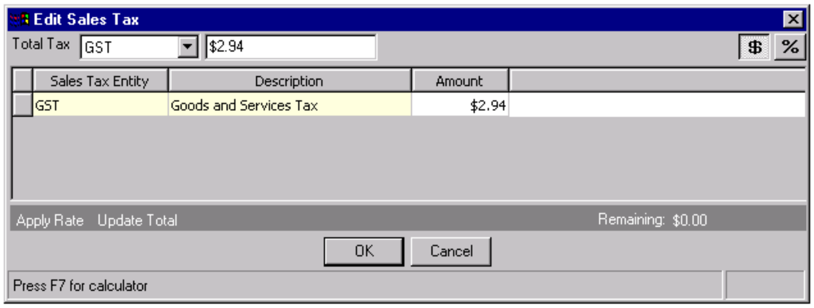
If you have the optional module *Purchase Orders*, you can create receipts. When you create a receipt for a purchase order, you automatically generate the entries required to reverse encumbrance transactions posted from a purchase order. A receipt also acts as a template you can use for creating invoices for items you have received.

Note: By creating a receipt record from a purchase order, you automatically associate the receipt with that purchase order and the purchase order number is loaded by default.

Once an item on a purchase order is delivered to your organization, you can receipt the item. A receipt consists of two parts: the receipt record and individual line item receipts attached to the receipt record. On the receipt record, you can enter the date the item was delivered, name of the person who received the order, and a description of the receipt. From the receipt record, you can add, edit, and delete individual line item receipts. You can manually create receipts for each line item or you can receive the purchase order automatically.

If the receipt line item contains sales taxes, you can view the sales tax distribution. On the Receipt tab, click **Sales Tax**. The Edit Sales Tax screen appears, however, fields on this screen are for informational purposes and cannot be edited. This information defaults from the purchase order record.

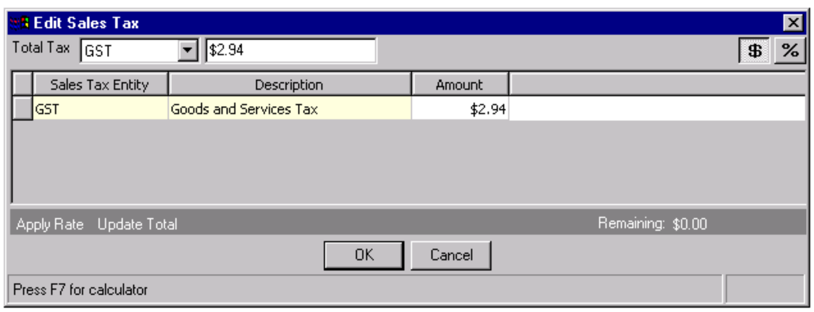
For detailed information and procedures for creating a new receipt record, see the *Records Guide for Accounts Payable*.



Editing Sales Tax Information

On several accounts payable record types, you can add or edit sales tax information on the Edit Sales Tax screen. This screen displays the current total tax amount and the default distributions you established on the Sales Tax Items page of *Configuration*. For more information about Sales Tax Items, see “Adding Sales Tax Items” on page 31.

To edit sales tax from an invoice, recurring invoice, receipt, or credit memo record, click **Edit Tax**. The Edit Sales Tax screen appears.



Total Tax. In the **Total Tax** field, select a sales tax item. A sales tax amount appears in the total tax amount field. You can add sales tax items to the Sales Tax Items page of *Configuration*.

Sales Tax Entity. This column displays the sales tax item you selected in the total tax field. This column is for informational purposes and cannot be edited.

Description. This column displays a description of the sales tax item you selected in the **Total Tax** field. This column is for informational purposes and cannot be edited.

Amount. To enter distributions by amount, click the **$** button.

Apply Rate. If you enter a new total tax, you can use this button to update subtotals in the **Amount** column for each billing entity in the grid. The new subtotals are based on the distribution percentages you entered on the Sales Tax Items page of *Configuration*.

Update Total. If you enter new tax distribution amounts in the **Amount** column of the grid, you can click this button to update the total tax amount field.

WebInvoicing

WebInvoicing is an optional module within *The Financial Edge WebPortal*. With *WebInvoicing*, you can create invoice requests and have them approved online.

Note: For more information about *WebInvoicing*, see the *WebInvoicing User Guide*.

When you create an invoice request, you select pre-defined expense categories, add GL distribution information, and attach supporting documentation such as receipts. The invoice request is then submitted for approval and an email notification can be sent to reviewers.

This section explains how the sales taxes such as the Goods and Services Tax (GST) and the Harmonized Sales Tax (HST) affect invoice requests created in *WebInvoicing*.

Before creating invoice requests we recommend you read the Configuration section of this chapter to ensure you have set up the default tax information and business rules to meet the needs of your organization.

You should also determine the type of access a user has to *WebInvoicing*. Properly setting up security ensures that users can access only the areas that you specify. New security groups are defined in *Administration* in ***Accounts Payable***.

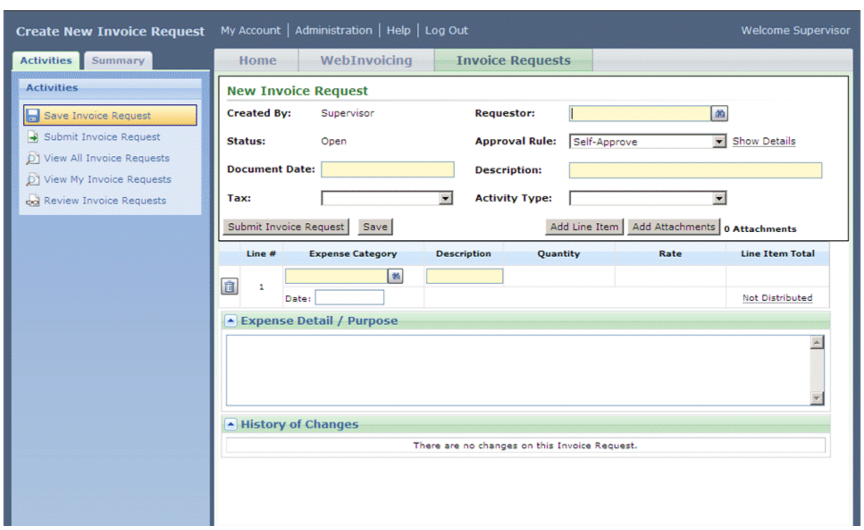
Create Invoice Requests

Creating an invoice request involves selecting the appropriate expense category and adding spending details, for example, attaching receipts and adding GL distribution information. Once the invoice request is approved, an invoice is generated in ***Accounts Payable***.

Create an invoice request

Note: For more information about the features and processes in *WebInvoicing*, see the *WebInvoicing User Guide*.

1. From the *WebInvoicing* home page, under **Activities**, click **Create New Invoice Request**. The Create New Invoice Request page appears.



2. In the **Requestor** field, enter the name of the vendor or person requesting payment. You also can use the binoculars to locate the person or vendor.

Note: To have a user's name appear in the requestor list, you must create a vendor record in ***Accounts Payable***. For more information about how to create a vendor record, see the Vendors chapter in the *Records Guide for Accounts Payable*.

3. In the **Approval Rule** field, select the approval rule you have rights to use. If you have self approval rights, this field defaults to “Self Approve”, however, you can change the rule. If your expenses exceed your self approval limit, this field becomes blank and you must select a new approval rule. Click **Show Details** to view more information about the selected approval rule.
4. In the **Document Date** field, enter the date the invoice request is created.

   When you want to check spending on a specific line item against the budget of a GL distribution account, the date entered in this field is used.
5. In the **Description** field, enter any additional information about the invoice request.
6. In the **Tax** field, select the sales tax item. Sales tax items are used to track sales taxes for reporting and budgeting purposes, or so you can later file for rebates. This field is optional.

   Accounts Payable contains several pre-formatted sales tax IDs, including a 5 percent GST item, a 15 percent HST item, a local sales tax, and a zero-rated sales tax. You can add or edit these items at any time from the Sales Tax Items page of *Configuration*.
7. In the **Activity Type** field, select an activity type to associate with this invoice request. Activity types are used to identify the PSB codes and rebates you have entered in the program. This field is optional.

Note: The PSB must have a credit account number assigned to it in order for it to appear in the **Activity Type** drop-down in *WebInvoicing*.

You can maintain the Public Service Bodies’ activity codes and rebates on the Activity Types page in *Configuration*. When using activity types, consider the following:

- Only activity types that have been defined on the Activity Types page in *Configuration* are available.
- Only activity types having a defined GST Receivable Account appear in the **Activity Type** drop-down.
- If you need to change the distribution of the PSB rebate, you must make this change in ***Accounts Payable*** after the invoice has been created.

8. To attach receipts, invoices or other documentation to the invoice request, click **Add Attachments**. The Attachments screen appears.
   a. To locate the document you want to attach to the invoice request, click **Browse**.
   b. To attach the document to the invoice request, click **Upload**. Any attachments added to the request are added to the Invoice Request tab of the invoice record in ***Accounts Payable***. For more information about the invoice record, see the *Records Guide for Accounts Payable*.
   c. To view the documents attached to the invoice request, click **View**.
   d. To close the Attachments screen, click **Close**.
9. In the line item area, enter detailed information about each expense:
   - In the **Expense Category** field, enter the name of the expense category or use the binoculars to locate the expense category. Based on your expense category selection, the **Description** field is populated.
   - In the **Quantity** field, you can enter the quantity of an item if **Calculate by Rate** was marked on the expense category record in ***Accounts Payable***. For example, you drove 50 miles to a conference and your organization reimburses its employees for mileage at $0.42 per mile. You would enter “50” in this field. The $0.42 value appears in the **Rate** field.
   - If **Calculate by Rate** was not marked on the expense category record, the **Quantity** field defaults to “1” and is not editable. For more information about defining an expense category, see “Create Expense Categories” on page 10.
   - In the **Rate** field, you can enter the cost for a particular expense, for example, $25 for a meal. However, if an expense category has a set rate, that value automatically appears in that field. For example, your organization reimburses its employees for mileage at $0.42 per mile, that amount appears in the **Rate** field. The number of miles traveled would be entered in the **Quantity** field. For more information about defining an expense category, see “Create Expense Categories” on page 10.

- In the **Date** field, enter the date the expense occurred. If the expense occurred over a date range, follow your organization’s policy, for example, entering the date your credit card was charged.
- The **Line Item Total** field displays the total amount of the expense.
- The **Tax amount** field displays the amount of tax for this line item based on the tax item you selected in the **Tax** field.

10. To add more line items to the invoice request, click **Add Line Item**.
11. To save the invoice request, click **Save**. We recommend saving frequently as you add line items to the invoice request. This prevents you from losing information if the browser is closed prior to saving.

Note: If the user has an account restriction in *Security*, he cannot save invoice requests for a category that contains that restricted number. Be sure to review the user’s account security restrictions after establishing the account numbers in their Expense Categories.

12. If necessary, you can delete an invoice request or a line item within the invoice request. To delete the invoice request, click **Delete**. Only the requestor can delete his own invoice request. To delete a line item within a request, click the trash can next to the specific line item. You cannot delete an invoice request if it has already been submitted.
13. In the **Expense Detail\Purpose** frame, enter additional information about the expenses in the invoice request.
14. To submit the invoice request for approval, click **Submit Invoice Request**. A confirmation message appears.
15. Click the **Home** tab to return to the Home page.

GST in Accounts Receivable

This chapter explains how sales taxes such as the Goods and Services Tax (GST) and the Harmonized Sales Tax (HST) affect ***Accounts Receivable***.

Accounts Receivable Configuration

Configuration is where you set up ***Accounts Receivable*** to fit the needs of your organization. You can designate GST/HST information, manage activity types, and set up a default receivables account for Public Service Bodies' Rebates.

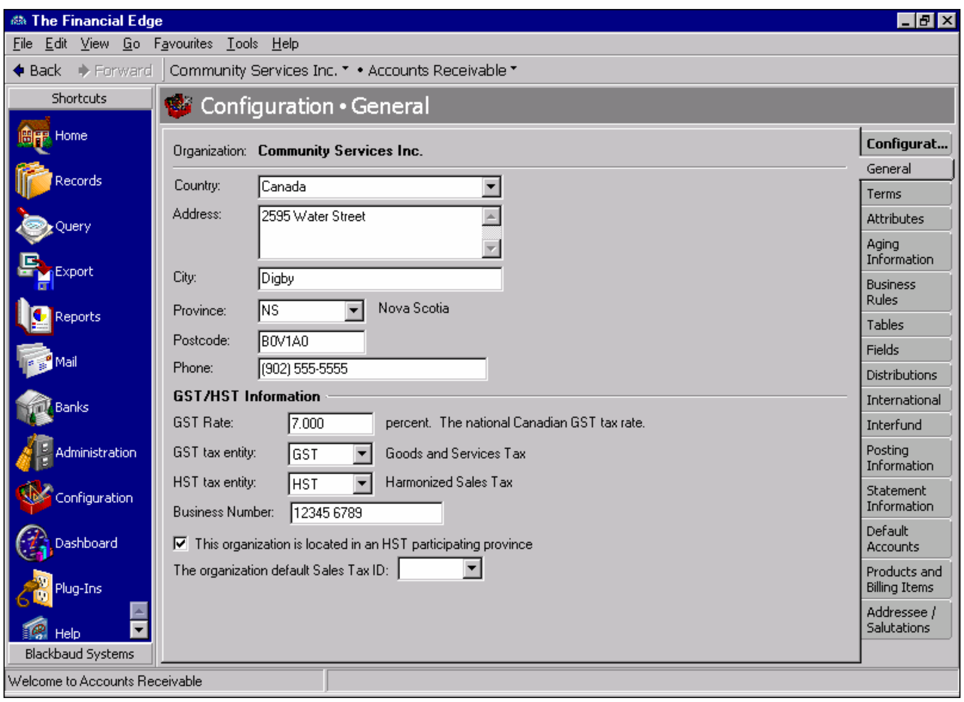
For example, you can set a business rule specifying if your organization collects sales taxes. Also, on the Products and Billing Items page, you can create different tax items, such as the standard 7 percent GST tax, a 15 percent HST tax, and, if applicable, a local sales tax. You can then select these items to speed data entry when creating new product, flat rate, and per usage billing items.

For more information and procedures for setting the other fields in ***Configuration***, see the *Configuration Guide for Accounts Receivable*.

General Configuration

The General page is where you enter basic information about your organization.

The address and phone information you enter on this page appears on printed documents and correspondence. You can also enter GST/HST information and your Business Number. If you enter this information, it appears automatically on reports so you do not have to enter the information again later.



GST Rate. In the **GST Rate** field, enter the current tax rate.

> **Note:** At the time this information was published, HST participating provinces included Nova Scotia, New Brunswick, and Newfoundland and Labrador.

GST tax entity. In the **GST Tax entity** field, select a GST entity.

HST tax entity. In the **HST Tax entity** field, select an HST entity.

Business Number. In the **Business Number** field, enter the federal charitable identification number for your organization.

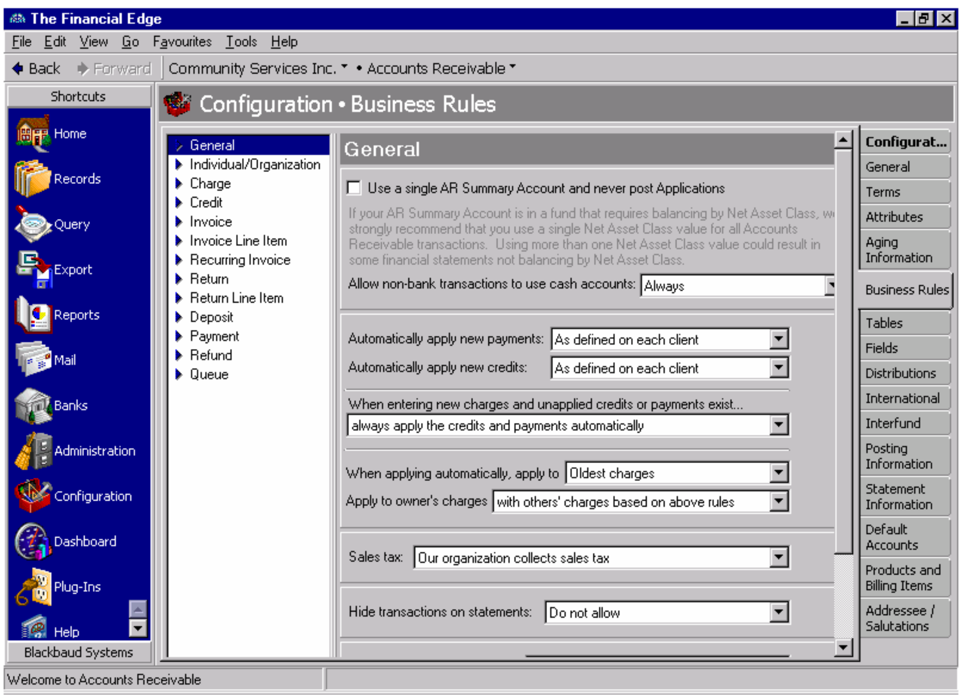
This organization is located in an HST participating province. Mark this checkbox if your organization is located in an HST participating province.

Note: ***Accounts Receivable*** contains several preformatted sales tax IDs, including a 7 percent GST item, a 15 percent HST item, a local sales tax, and a zero-rated sales tax. You can add or edit these items at any time. You can delete sales tax items if they are not currently used on a record.

The organization default Sales Tax ID. In this field, select a default sales tax ID. This field is helpful if you commonly use more than one sales tax type. You can select the sales tax you use most often and that entry will appear as the default on records so you do not have to enter it every time. You can change the field entry if necessary.

Business Rules Configuration

Business rules help you customize standard procedures and requirements to suit your organization. On the General business rules page in ***Accounts Receivable***, you can set a business rule to designate whether your organization collects sales taxes.



Sales tax. In the **Sales tax** field, if your organization collects goods and services taxes, select “Our Organization collects sales tax.”

Tables Configuration

Note: Sales tax entities are are shared between ***Accounts Payable***, ***Accounts Receivable***, and ***Student Billing***. If you create a billing entity in one program, such as ***Student Billing***, it also appears in the other programs.

Tables increase data entry speed and accuracy throughout ***Accounts Receivable***. When entering information into a field with a table, you can quickly access a list of possible entries for that field, select an entry, and place it directly into the field rather than entering it manually.

In ***Accounts Receivable***, the Sales Tax Entity table contains several predefined commonly used Canadian sales taxes, such GST, HST, and PST. You can also enter additional sales taxes, if, for example, your city imposes a sales tax. You can select from these field entries when creating several record types.

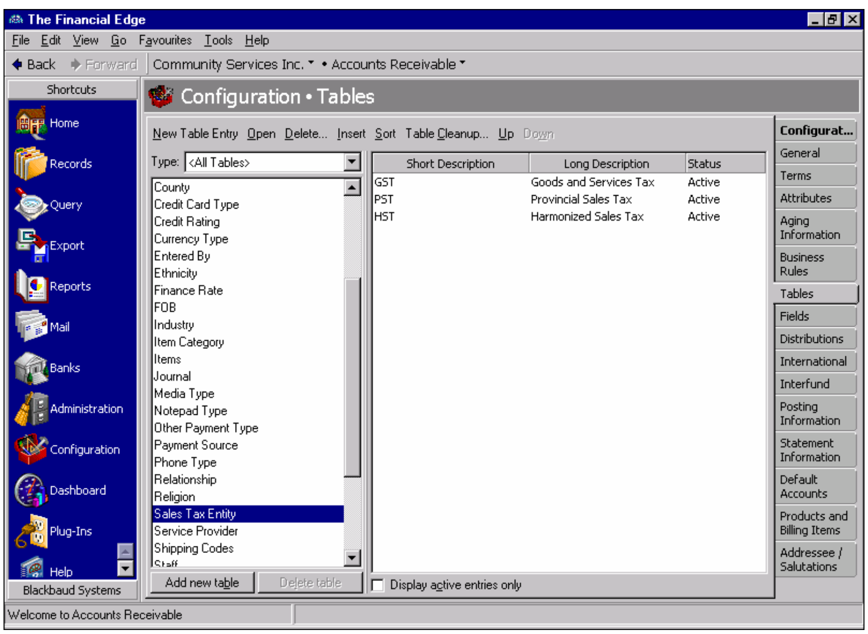
You can click the down arrow on the right side of a field or press **F4** to view a list of entries for a table. You can also place the cursor in the field and click the down arrow on your keyboard to scroll through the entries. You can usually enter text directly in the field, and if the program does not recognize it as a valid entry, you get a message asking if you want to add the text as a new entry. Finally, you can place the cursor in a table field and press **F7** to access a screen on which you can view, add, edit, and delete entries.

To keep entries uniform, it is also extremely important that you limit rights for adding and editing table entries. These rights are controlled though the Set Up System Security page of *Administration*. Allowing only a few key users to add, edit, or delete table entries ensures the validity of your database, records, and reports. Maintaining strict control over the Sales Tax Entity table is especially important because it ensures that your tax information is tracked and reported correctly.

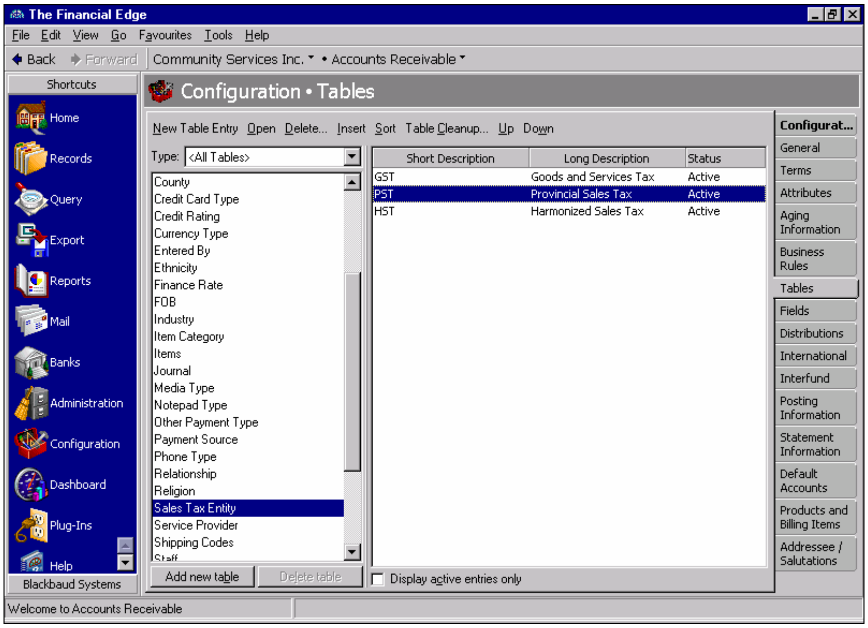
For more detailed information and procedures for adding, editing, and deleting tables and table entries, see the *Configuration Guide for Accounts Receivable*.

Inserting a new Sales Tax Entity table entry

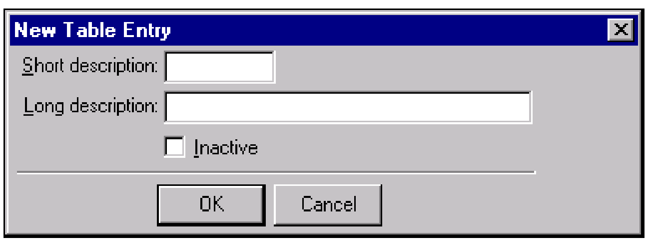
1. On the Tables page, select the Sales Tax Entity table. Table entries appear in a box on the right.



2. In the table entry box, select the entry below the point where to insert the new entry.



3. Click **Insert**. The New Table Entry screen appears.



4. In the **Short Description** field, enter an abbreviation for the new sales tax entity.
5. In the **Long description** field, enter the full name of the new sales tax entity.
6. To make the new table entry inactive, mark **Inactive**.
7. To save the new table entry and return to the Tables page, click **OK**. The new sales tax entity appears above the selected entry.

Products and Billing Items Configuration

Note: You must define at least one Product or Billing Item record before adding charges.

This section contains information about creating new sales tax items and applying existing sales tax items to products and billing items. For more information about Products and Billing Items, see the *Records Guide for Accounts Receivable*.

Creating Sales Tax Items

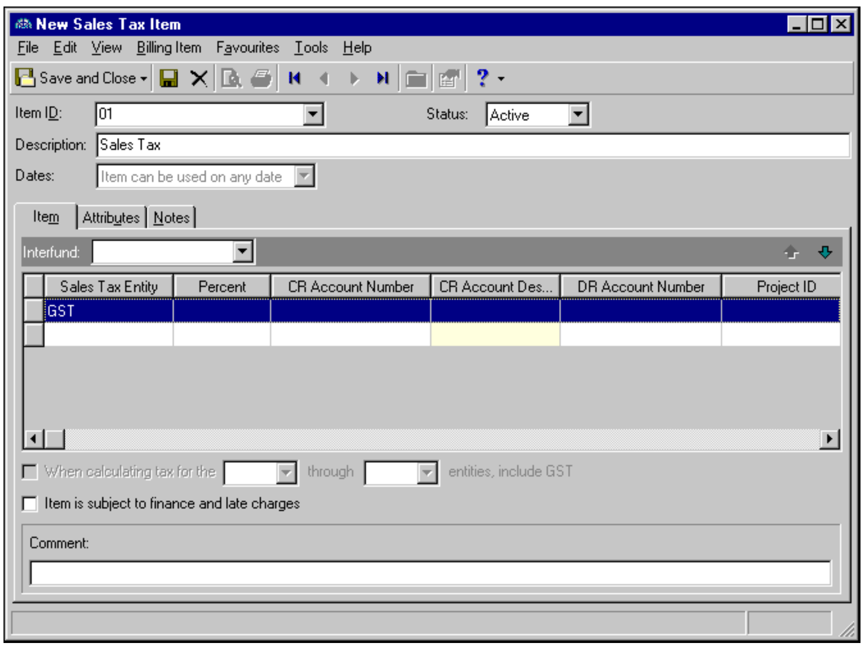
If your organization collects sales tax on behalf of government bodies for items or services rendered, you can establish sales tax items. Once you establish sales tax items, you can associate them with subsequent billing item records and transactions.

Note: You create product and billing item records from the Products and Billing Items page of *Configuration*. For increased efficiency, you can also create product and billing item records from the Products and Billing Items page of *Records*, or to save time, directly from charge or invoice records.

Adding a sales tax item

This procedure guides you through adding a sales tax item from the Products and Billing Items page of *Configuration* in ***Accounts Receivable***. However, you can also add sales tax items, as needed, when adding charges and entering line items on invoices. Additionally, you can add sales tax items from the Records page of ***Accounts Receivable***.

1. From the Products and Billing Items page, click the down arrow next to **New Flat Rate Item** and select New Sales Tax Item. The New Sales Tax Item screen appears.



2. In the **Item ID** field, enter a unique ID for the item.
3. In the **Status** field, select “Active” or “Inactive”.
4. In the **Description** field, enter a description of the item.
5. In the **Dates** field, select “Item can be used on any date” or “Item can only be used from” and enter the dates during which the sales tax item can be used.
6. In the **Sales Tax Entity** column of the grid, select a sales tax entity previously added to Sales Tax Entity table in *Configuration*. You can also enter a new entity in the column and you will be prompted to add it to the Sales Tax Entity table.
7. In the **Percent** column, enter the tax rate for the corresponding entity. For example, “7.00”.
8. In the **CR Account** and **DR Account** columns, enter the correct account information. You can use the binoculars to search for accounts.

Note: An interfund entry is a balancing entry made to transfer activity between funds and ensure each fund is kept in balance. Interfund entries are used only when you enter a debit account from a fund different from the credit account.

9. If you enter debit and credit accounts from different funds, in the **Interfund** field above the distribution grid, select an interfund set to balance the accounts. If you have not created a balancing interfund set for those accounts in *Configuration*, you cannot save the distribution. For more information about interfund entries, see the *Configuration Guide for Accounts Receivable*.
10. If you have the optional module *Projects and Grants*, enter a project ID number in the **Project ID** column, or use the binoculars to search for a project ID. When you enter a valid project ID number, the description appears automatically in the **Project Description** column.
11. In the **Class** column, select a class for the distribution.
12. If you have the optional module *Projects and Grants* and have defined transaction codes, additional columns appear based on the number of transaction codes you have defined. In the grid, select a value for each transaction code.
13. If taxes should be compounded on the first tax entity in the grid, mark **When calculating tax for the [] through [] include** and select the range. The options available in the range drop-down lists depend on the number of sales tax entities in the grid.
14. You can make the item subject to both finance charges and late fees by marking **Item is subject to finance and late charges**.
15. In the **Comments** field, you can enter default comments for the item that will appear on statements.
16. To save the sales tax item and return to the Records page, click **Save and Close**. To continue adding information for this item, click the Attributes tab. For detailed procedures about entering information on the Attributes tab, see “Adding an attribute to a sales tax item” on page 64.

    You can also add notes for the sales tax item. For detailed procedures about adding notes, see “Adding a note to a sales tax item” on page 65.

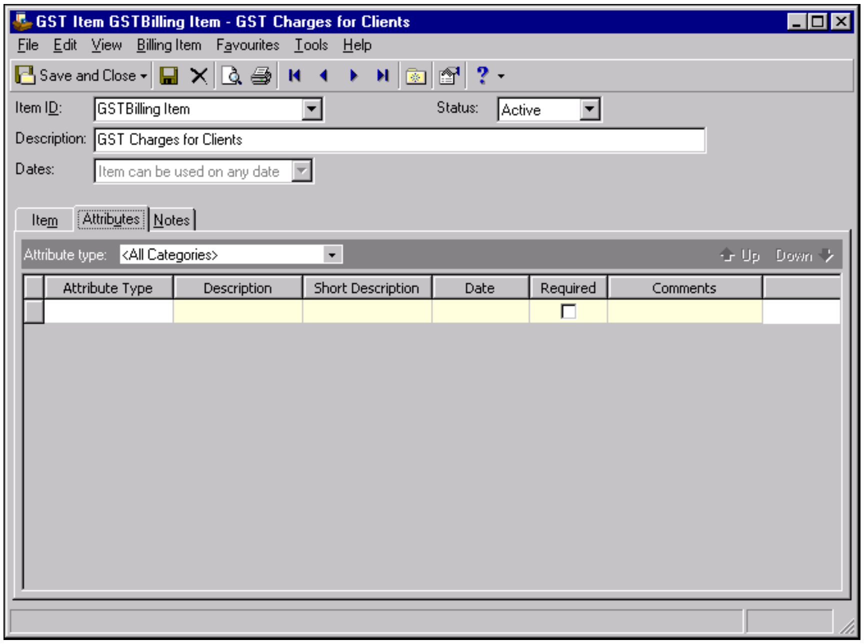
► Adding an attribute to a sales tax item

Note: If you mark an attribute as required in *Configuration*, the attribute automatically appears on the item and you must select a description before saving.

An attribute is a reporting tool you use to group information based on a common theme. By defining attributes, you can filter information to your specification, which is a useful feature for sorting or filtering items for reports. You can also define the type of data stored for each item. For example, if you have defined an attribute for income categories, you can track products and billing items by income.

Note: Attributes can be edited at any time or deleted if the attribute is not required.

1. From an open sales tax item record, select the Attributes tab.



2. In the **Attribute type** field, select a specific attribute type or “All Categories”.
3. In the **Attribute type** column, select an attribute. Attribute types are established in *Configuration*.
4. In the **Description** column, select a description of the attribute.

Note: The **Short Description** column and the **Required** checkbox are for informational purposes and are edited only from the Attributes page of *Configuration*.

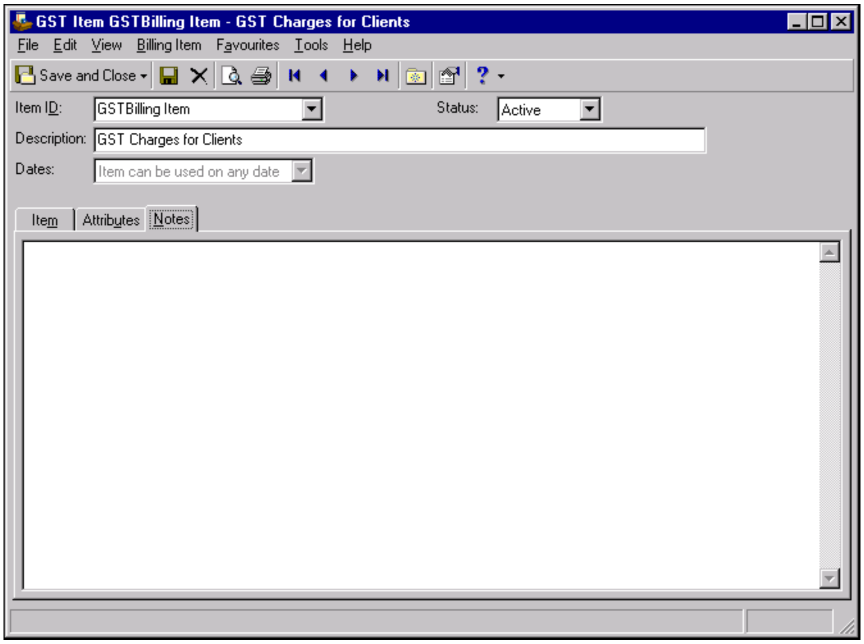
5. In the **Date** column, enter a date.
6. In the **Comments** column, enter additional information about the attribute.
7. To close the sales tax item record and return to the Products and Billing Items page, click **Save and Close**.

Adding a note to a sales tax item

The Notes tab of a sales tax item record is an open text field where you can enter additional information about the sales tax item. You can maintain data such as the purchaser’s name, the delivery date, or other important information.

1. From an open sales tax item record, select the Notes tab.

2. In the text box, enter free-form text information about the sales tax item.



Tip: Notes can be edited or deleted at any time. Just remember that deleted notes cannot be recovered!

3. When you exit the Notes tab, your changes are saved automatically.

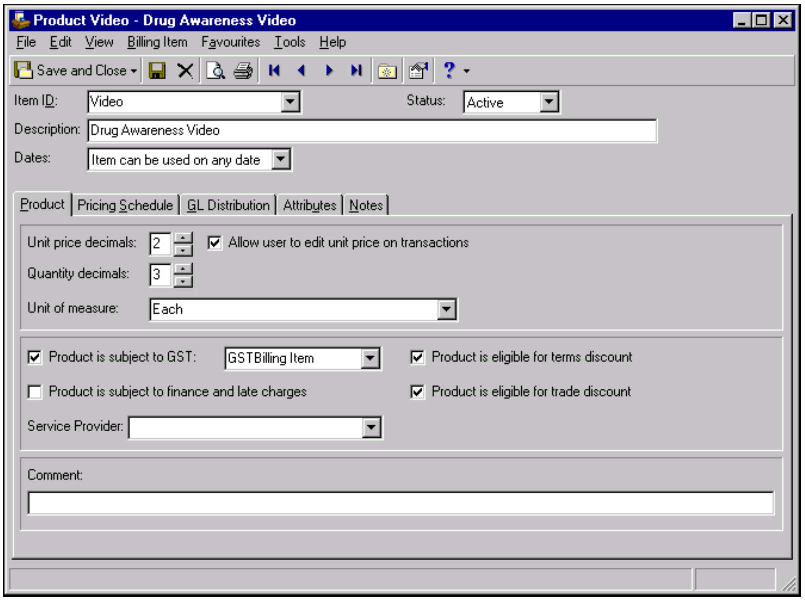
Adding Sales Taxes to Products and Billing Items

Note: You must define at least one Product or Billing Item record before adding charges.

If your organization collects sales taxes, when you create a product, flat rate, or per usage item that is subject to a sales tax, such as GST or HST, mark **Item is subject to sales tax**. Then, you can select a related sales tax item or create a new item. Selecting an existing sales tax item speeds data entry because ***Accounts Receivable*** automatically calculates the sales tax and applies the sales tax item's default distribution to the product, flat rate, or per usage record so you do not have to reenter that information.

Adding Sales Taxes to Products

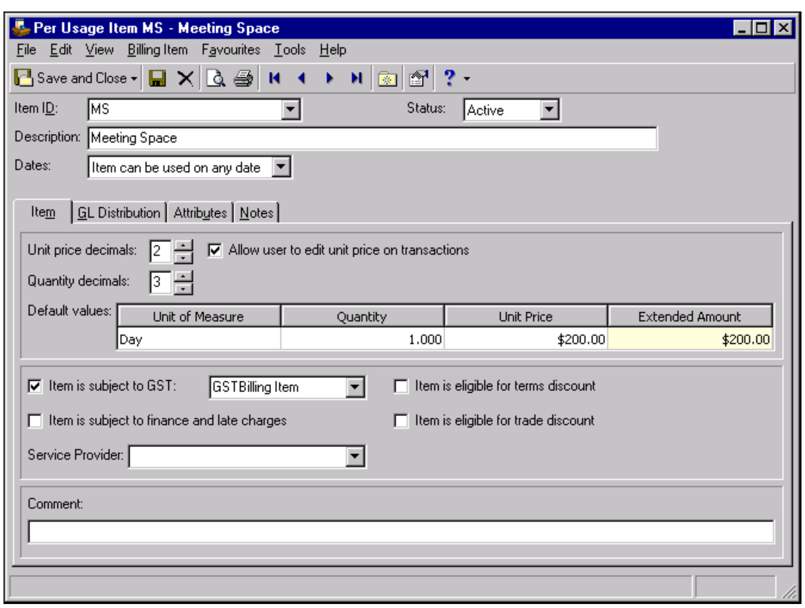
On the Product tab of a product record, you can specify if the product is taxable, and you can select a sales tax billing item.



Product is subject to sales tax. Mark this checkbox if you must collect sales taxes for this product. In the sales tax field, select the sales tax item you want to apply to this product. You create sales tax items on the Product and Billing Items page. For more information about sales tax items, see “Creating Sales Tax Items” on page 55.

Adding Sales Taxes to Flat Rate and Per Usage Items

On the Item tab of flat rate and per usage item records, you can specify if an item is taxable, and you can select a sales tax billing item.



Item is subject to sales tax. Mark this checkbox if you must collect sales tax for this item. In the sales tax field, select the sales tax item you want to apply to this item. You create sales tax items on the Product and Billing Items page. For more information about sales tax items, see "Creating Sales Tax Items" on page 55.

Accounts Receivable Records

From the Records page of ***Accounts Receivable***, you can create products and billing items, clients, charges, credits, invoices, recurring invoices, returns, refunds, deposits, and payments. Each of these record types can contain information to help you track sales taxes you collect.

In ***Accounts Receivable***, you can create and apply sales tax items to products and billing items, and on the Products and Billing Items page, you can create a new billing item for sales tax charges. After you create sales tax items, you can add them as line items on other record types.

This chapter guides you through available sales tax options and fields, and it explains how they affect your organization. For detailed explanations of other record features, and for procedures for creating new records, see the *Records Guide for Accounts Receivable*.

> **Note:** Before you begin adding sales tax information to records, you should create sales tax items and set business rules in *Configuration*.

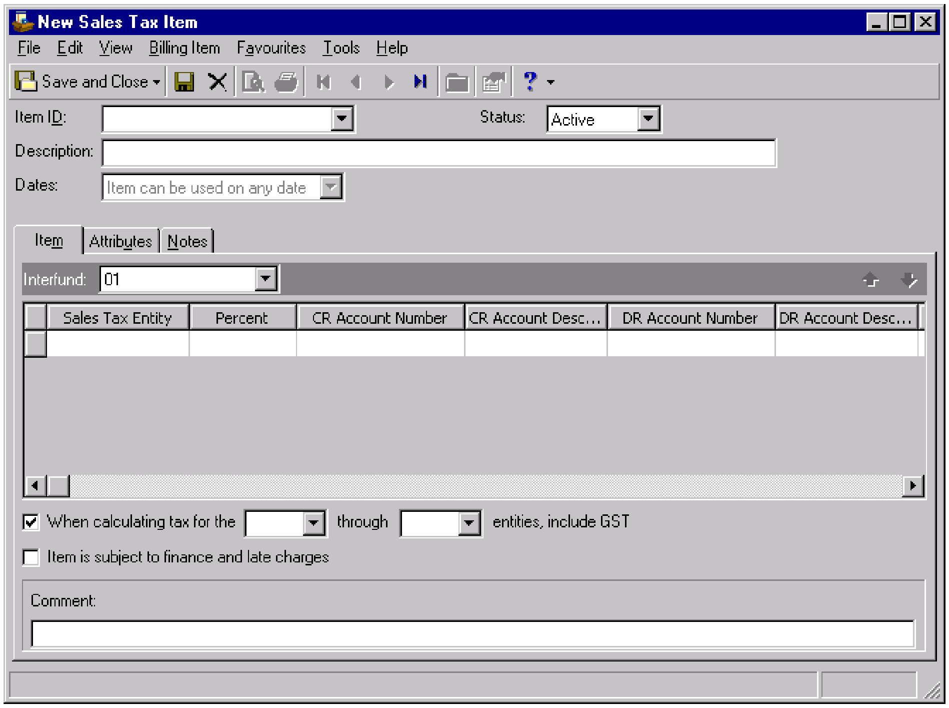
Before you begin adding sales tax information to records, you should create sales tax items and set business rules in *Configuration*. For more information about *Configuration*, see the Getting Started chapter.

Creating a New Sales Tax Item

If your organization collects sales taxes on behalf of government bodies for items or services rendered, you can establish sales tax items. Once you establish sales tax items, you can associate them with subsequent billing item records.

> **Note:** You can also create product and billing item records from the Products and Billing Items page of *Configuration*, or to save time, directly from charge or invoice records.

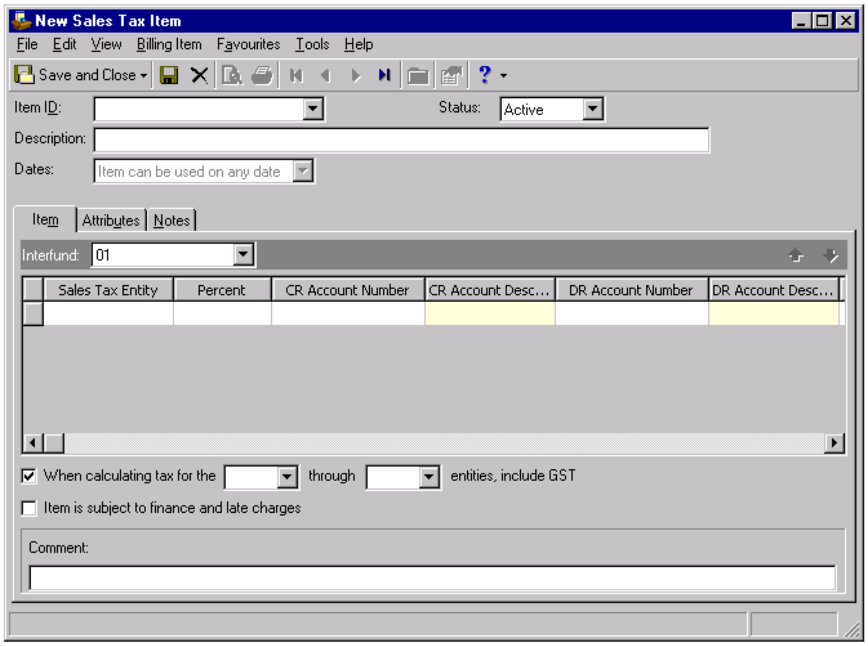
On the Products and Billing Items page, you can create new sales tax items that you can access from other records to help track information and speed data entry. To create a new sales tax item, on the Products and Billing Items page, click the down arrow next to the **New Flat Rate Item** button and select New Sales Tax Item. The New Sales Tax Item screen appears.



Adding a sales tax item

This procedure guides you through adding a sales tax item from the Records page of ***Accounts Receivable***. However, you can also add sales tax items, as needed, when adding charges and entering line items on invoices. Additionally, you can add sales tax items from the Products and Billing Items page of *Configuration* in ***Accounts Receivable***.

1. From the Products and Billing Items page, click the down arrow next to **New Flat Rate Item** and select **New Sales Tax Item**. The New Sales Tax Item screen appears.



2. In the **Item ID** field, enter a unique ID for the item.
3. In the **Status** field, select “Active” or “Inactive”.
4. In the **Description** field, enter a description of the item.
5. In the **Dates** field, select “Item can be used on any date” or “Item can only be used from” and enter the dates during which the sales tax can be used.
6. In the **Sales Tax Entity** column of the grid, select a sales tax entity previously added to the Sales Tax Entity table in *Configuration*. You can also enter a new entity in the column and you will be prompted to add it to the Sales Tax Entity table.
7. In the **Percent** column, enter the tax rate for the corresponding entity. For example, “7.00”.
8. In the **CR Account** and **DR Account** columns, enter the correct account information. You can use the binoculars to search for accounts.

Note: An interfund entry is a balancing entry made to transfer activity between funds and ensure each fund is kept in balance. Interfund entries are used only when you enter a debit account from a fund different from the credit account.

9. If you enter debit and credit accounts from different funds, in the **Interfund** field above the distribution grid, select an interfund set to balance the accounts. If you have not created a balancing interfund set for those accounts in *Configuration*, you cannot save the distribution. For more information about interfund entries, see the *Configuration Guide for Accounts Receivable*.
10. If you have the optional module *Projects and Grants*, enter a project ID number in the **Project ID** column, or use the binoculars to search for a project ID. When you enter a valid project ID number, the description appears automatically in the **Project Description** column.

11. In the **Class** column, select a class for the distribution.
12. If you have the optional module *Projects and Grants* and have defined transaction codes, additional columns appear based on the number of transaction codes you have defined. In the grid, select a value for each transaction code.
13. If taxes should be compounded on the first sales tax item in the grid, mark **When calculating tax for the [] through [] include** and select the range. The options available depend on the number of sales tax items in the grid.
14. You can make the item subject to both finance charges and late fees by marking **Item is subject to finance and late charges**.
15. In the **Comments** field, you can enter default comments for the item that will appear on statements.
16. To save the sales tax item record and return to the Records page, click **Save and Close**. To continue adding information for this item, click the Attributes tab. For detailed procedures about entering information on the Attributes tab, see “Adding an attribute to a sales tax item” on page 64.

    You can also add notes for the sales tax item. For detailed procedures about adding notes, see “Adding a note to a sales tax item” on page 65.

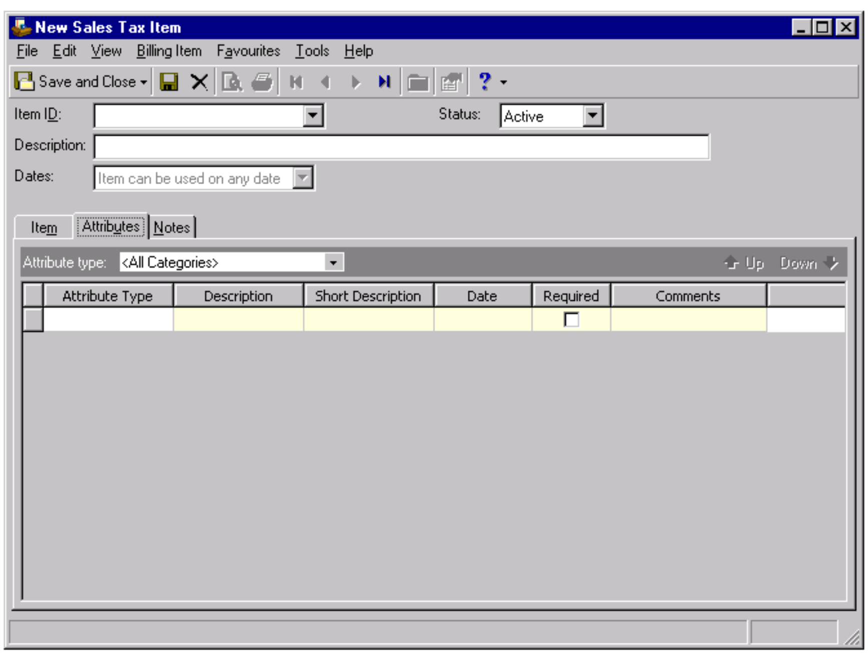
Adding an attribute to a sales tax item

Note: If you mark an attribute as required in *Configuration*, the attribute automatically appears on the item and you must select a description before saving.

An attribute is a reporting tool you use to group information based on a common theme. By defining attributes, you can filter information to your specification, which is a useful feature for sorting or filtering items for reports. You can also define the type of data stored for each item. For example, if you have defined an attribute for income categories, you can track products and billing items by income.

Note: Attributes can be edited at any time or deleted if the attribute is not required.

1. From an open sales tax item record, select the Attributes tab.



2. In the **Attribute type** field, select a specific attribute type or “All Categories”.
3. In the **Attribute type** column, select an attribute. Attribute types are established in *Configuration*.

4. In the **Description** column, select a description of the attribute.

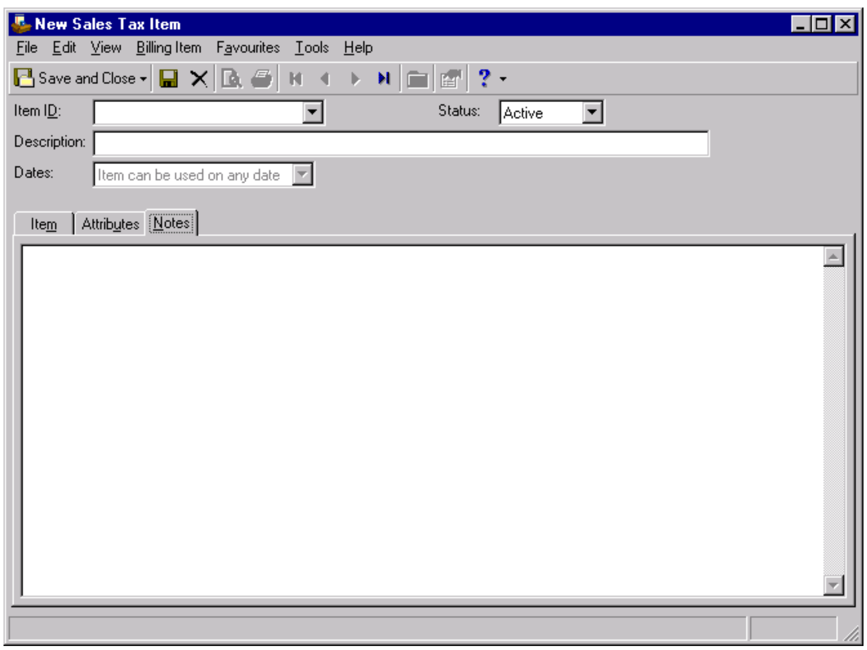
Note: The **Short Description** column and the **Required** checkbox are for informational purposes and are edited only from the Attributes page of *Configuration*.

5. In the **Date** column, enter a date.
6. In the **Comments** column, enter additional information about the attribute.
7. To close the sales tax item record and return to the Products and Billing Items page, click **Save and Close**.

Adding a note to a sales tax item

The Notes tab of a sales tax item record is an open text field where you can enter additional information about the sales tax item. You can maintain data such as the purchaser's name, the delivery date, or other important information.

1. From an open sales tax item record, select the Notes tab.
2. In the text box, enter free-form text information about the sales tax item.



Tip: Notes can be edited or deleted at any time. Just remember that deleted notes cannot be recovered!

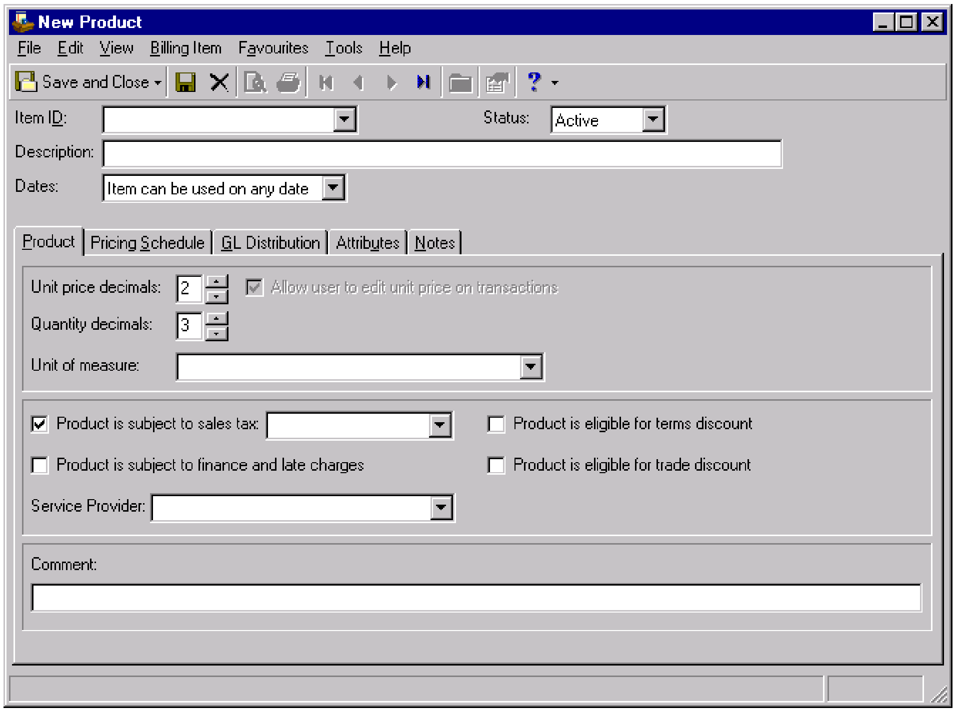
3. When you exit the Notes tab, your changes are saved automatically.

Adding Sales Tax to Products and Billing Items

If your organization collects sales taxes, when you create a product, flat rate, or per usage item that is subject to sales tax, mark **Item is subject to sales tax**. Then you can select a related sales tax item or create a new sales tax item. Selecting an existing sales tax item speeds data entry because ***Accounts Receivable*** automatically calculates the sales tax and applies the sales tax item's default distribution to the product, flat rate, or per usage record so you do not have to reenter that information.

Adding Sales Tax to Products

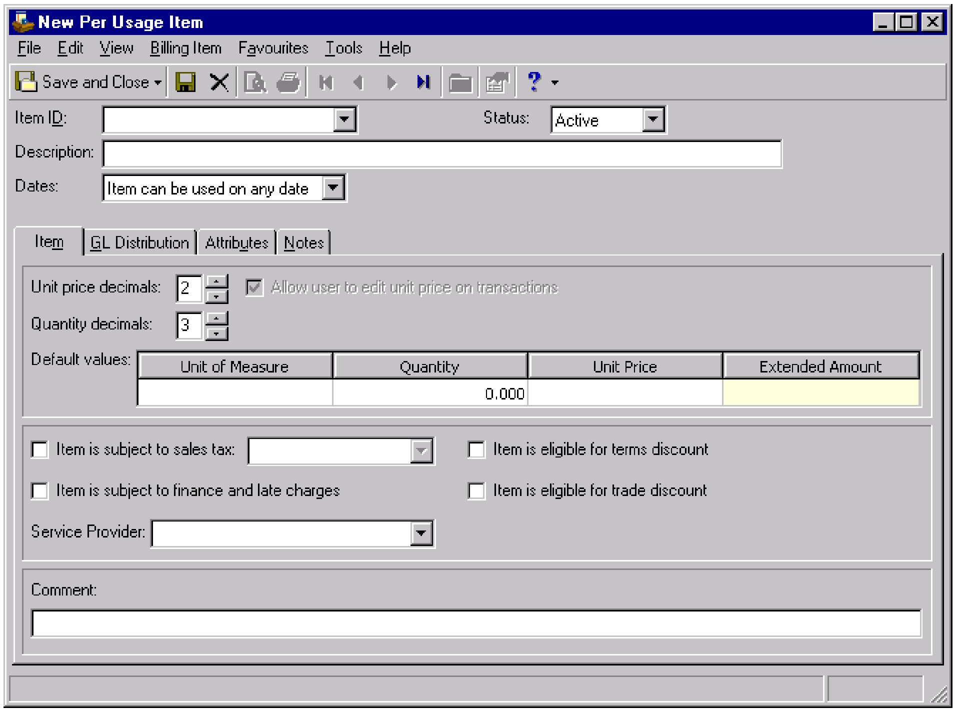
On the Product tab of a product record, you can specify if the product is taxable, and you can select a sales tax item.



Product is subject to sales tax. Mark this checkbox if you must collect sales tax for this product. In the sales tax field, select the sales tax item you want to apply to this product. You create sales tax items on the Product and Billing Items page. For more information about sales tax items, see “Creating a New Sales Tax Item” on page 61.

Adding Sales Tax to Flat Rate and Per Usage Items

On the Item tab of flat rate and per usage item records, you can specify if an item is taxable, and you can select a sales tax item.



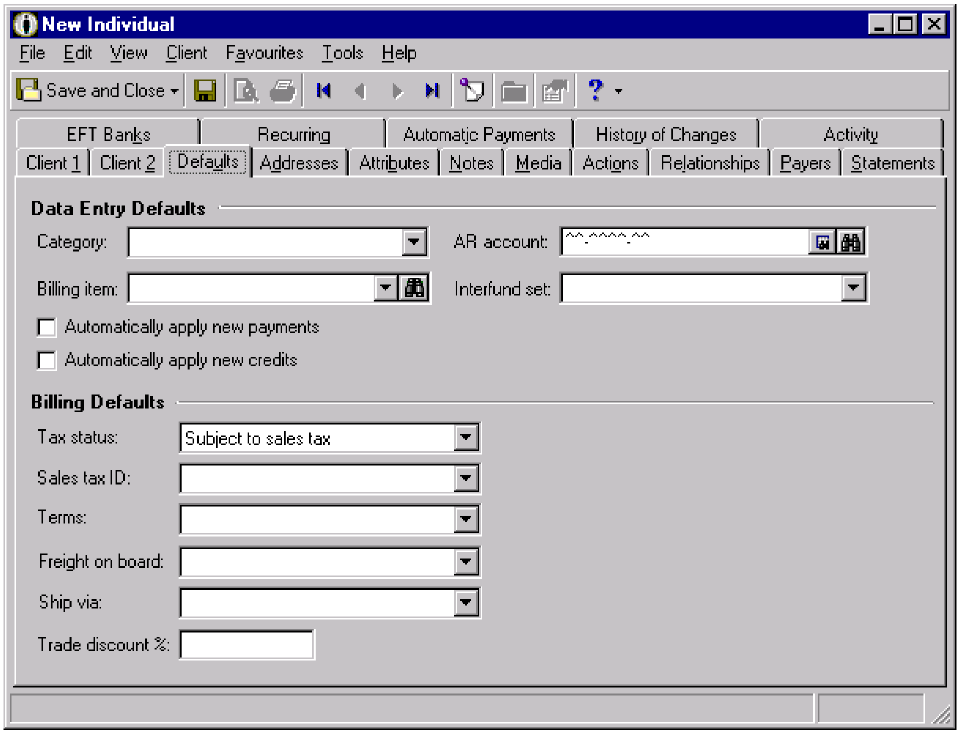
Item is subject to sales tax. Mark this checkbox if you must collect sales tax for this item. In the sales tax field, select the sales tax item you want to apply to this item. You create sales tax items on the Product and Billing Items page. For more information about sales tax items, see "Creating a New Sales Tax Item" on page 61.

Adding Sales Tax Information to Client Records

Note: For detailed information and procedures for creating a new client record, see the *Records Guide for Accounts Receivable*.

On client records, you can specify whether the client is subject to paying sales tax, and you can designate a default sales tax item that appears automatically when you create invoices, invoice line items, and charges for that client. That way, you do not have to type that information on every new record. On the client Activity tab, you can view, open, and edit invoice, credit, refund, return, and charge records, including sales tax items. For more information about invoices, see "Adding Sales Tax to Invoices and Recurring Invoices" on page 70. For more information about charges, see "Adding Sales Tax to Charges" on page 68.

To enter sales tax information, from an open organization or individual client record, select the Defaults tab.



Tax status. In the **Tax status** field, select whether the client is subject to sales tax or whether they are tax exempt.

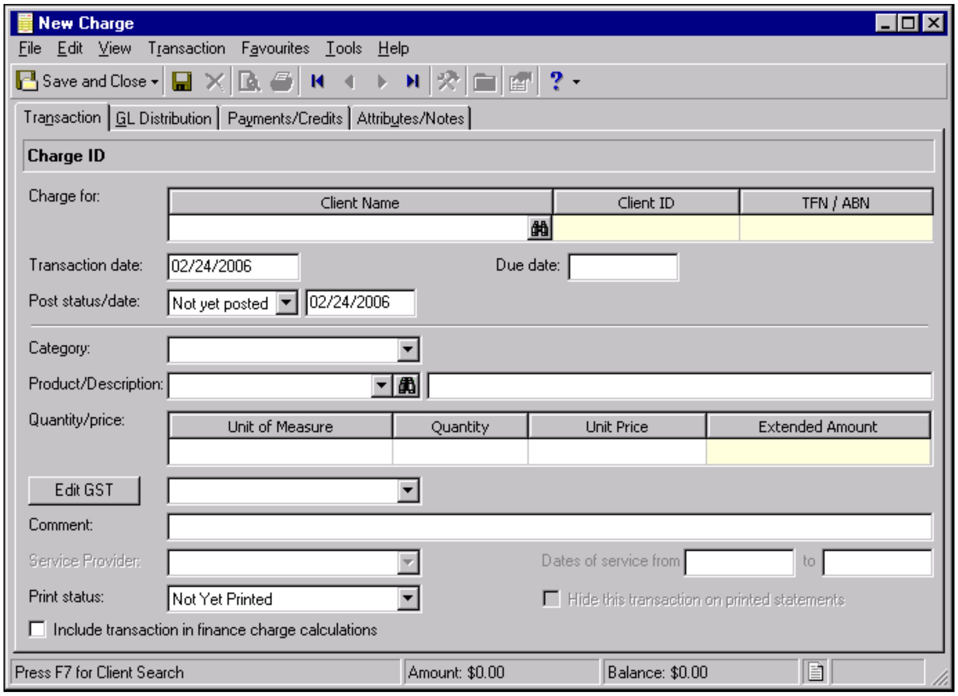
Sales tax ID. In the **Sales Tax ID** field, select a default sales tax item to apply to the client's transactions.

Adding Sales Tax to Charges

Note: For detailed information and procedures for creating a new charge record, see the *Records Guide for Accounts Receivable*.

When you create a charge record that contains sales tax, ***Account Receivable*** automatically creates a separate charge record containing the sales tax item. For example, Dr Mary Young purchases T-shirts for which you must charge sales tax. The last charge on file is number 1022. When you create the charge record for the T-shirts, the program automatically creates charge 1023 for the sales tax item, and the charge you created for the T-shirt order is given number 1024.

On a saved charge record, when you click **Edit sales tax**, the program opens the sales tax charge record so you can edit the sales tax item description. All other fields are locked and cannot be edited.



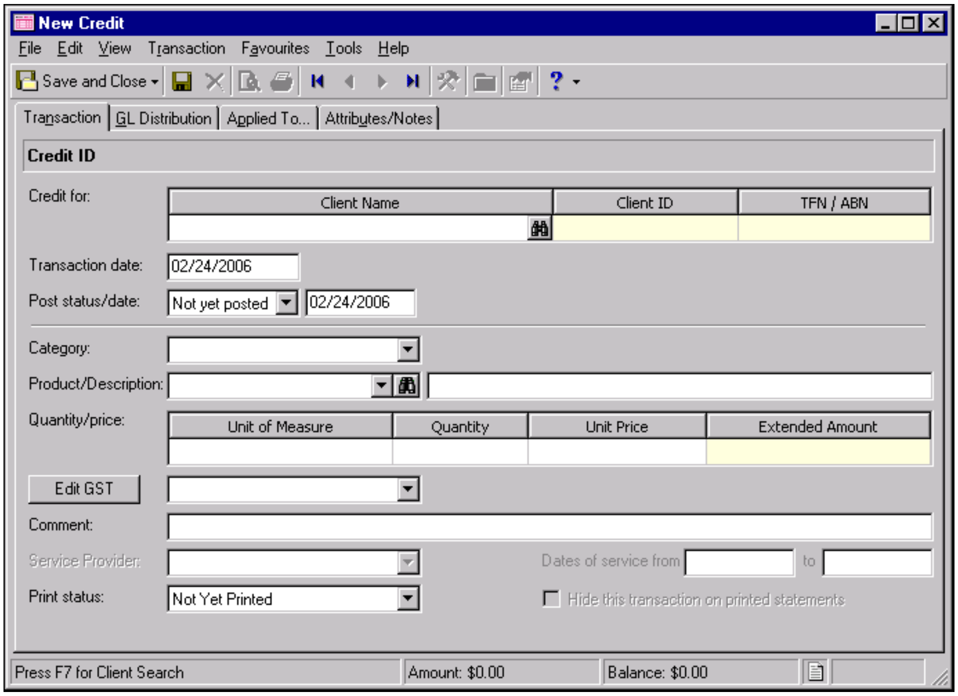
Edit sales tax. To edit the tax settings for this charge, click **Edit sales tax**. A charge record containing the sales tax item appears so you can edit the sales tax item description. All other fields are locked and cannot be edited.

In the sales tax field, select the sales tax item you want to apply to this charge. You create sales tax items on the Product and Billing Items page. For more information about sales tax items, see “Creating a New Sales Tax Item” on page 61.

Adding Sales Tax to Credits

When you create a credit record that contains sales tax, ***Account Receivable*** automatically creates a separate credit record containing the sales tax item. For example, you create a credit for Dr Mary Young that includes sales tax. The last credit on file is number 517. When you create the new credit record, the program automatically creates credit 518 for the sales tax credit, and the credit you created is given number 519.

When you click **Edit sales tax**, the program opens the sales tax credit record so you can edit the sales tax item description. All other fields are locked and cannot be edited.



Edit sales tax. To edit the tax settings for this credit, click **Edit sales tax**. A credit record containing the sales tax item appears so you can edit the sales tax item description. All other fields are locked and cannot be edited.

In the sales tax field, select the sales tax item you want to apply to this credit. You create sales tax items on the Product and Billing Items page. For more information about sales tax items, see “Creating a New Sales Tax Item” on page 61.

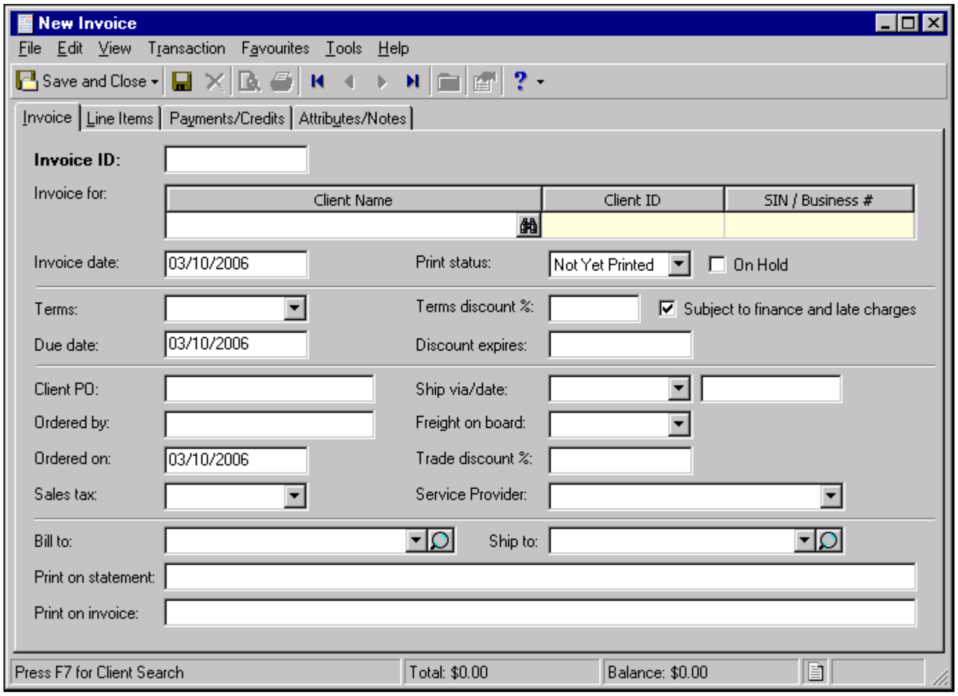
Adding Sales Tax to Invoices and Recurring Invoices

Invoices are essential for maintaining information about client bills and tracking outstanding accounts receivable. On invoice and recurring invoice records, you can easily view line items added to the invoice, apply discounts, and view applied payments and credits. You can also edit sales tax information and apply sales tax to the invoice line items. Adding sales tax to invoice line items ensures you can quickly and easily produce an accurate accounting of sales tax you collect.

Note: In ***Accounts Receivable***, you manage recurring invoices on the Recurring Invoices page of *Records*. For more information about recurring invoices, see the *Records Guide for Accounts Receivable*.

In ***Accounts Receivable***, you can create two types of invoices: regular and recurring. A regular invoice is a payment request you send to clients for goods or services rendered, while a recurring invoice is a template you use to create a regular invoice according to a schedule. ***Accounts Receivable*** invoices are not posted, instead, you post the invoice’s line items. Recurring invoices are also never posted or included in any balance calculation. In ***Accounts Receivable***, recurring invoices are entered, edited, and deleted from the Recurring Invoices page of *Records*.

Sales tax fields are identical on invoice and recurring invoice records.



Note: For detailed information and procedures for creating a new invoice or recurring invoice record, see the *Records Guide for Accounts Receivable*.

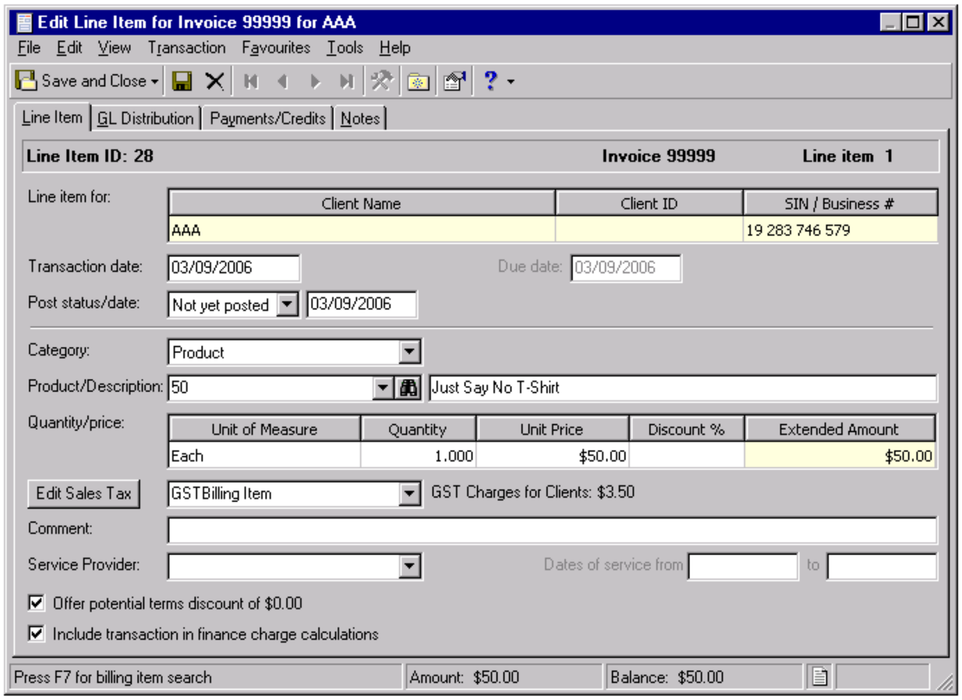
Sales tax. In the **Sales tax** field, you can select a sales tax item to use as the default sales tax on invoice line items.

Line Items Tab

In ***Accounts Receivable***, you cannot post an invoice, but you can post the invoice's line items. In other words, invoices are "containers" that hold line items. Invoice line items are individual charges added to a client's record so you can maintain an accurate accounting of purchases and bill accordingly. The charge records you create when you add an invoice line item can be posted later. For more information about charge records, see the *Records Guide for Accounts Receivable*.

When you create an invoice line item that contains sales tax, ***Account Receivable*** automatically creates a separate charge record containing the sales tax item. For example, you create an invoice when Dr Mary Young purchases T-shirts for which you must charge sales tax. The last charge on file is number 1022. When you create the charge record for the T-shirts, the program automatically creates charge 1023 for the sales tax item.

On a saved invoice line item, when you click **Edit sales tax**, the program opens the sales tax charge record so you can edit the sales tax item description. All other fields are locked and cannot be edited.



Edit sales tax. To edit the tax settings for this line item, click **Edit sales tax**. A charge record containing the sales tax item appears so you can edit the sales tax item description. All other fields are locked and cannot be edited.

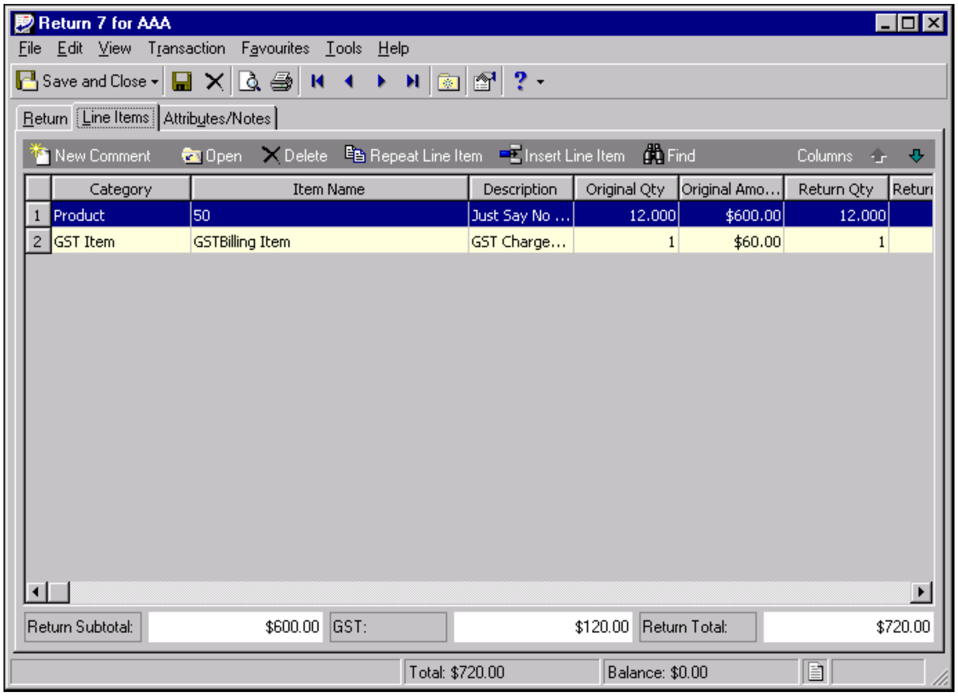
In the sales tax field, select the sales tax item you want to apply to this line item. You create sales tax items on the Product and Billing Items page. For more information about sales tax items, see "Creating a New Sales Tax Item" on page 61.

Viewing Sales Tax on Returns

Note: In *Configuration*, you can set a business rule preventing users from adding invoices and invoice line items if the client record is marked "Inactive" or "On hold".

In ***Accounts Receivable***, if you make an error when entering invoices, you can create a return record that reverses all or part of the invoice. The return record then appears on the Payments/Credits tab. You cannot reverse standalone invoices that do not contain line items. To reverse an entire invoice, from the menu bar, select **Transaction**, **Reverse Entire Invoice**. To reverse part of an invoice, select **Transaction**, **Reverse Portion of Invoice**. For more information about returns, see the *Records Guide for Accounts Receivable*.

On the Line Item tab of a return record, in the sales tax field at the bottom of the screen, you can view the returned amount of sales tax.



GST in Student Billing

This chapter explains how sales taxes such as the Goods and Services Tax (GST) and the Harmonized Sales Tax (HST) affect ***Student Billing***.

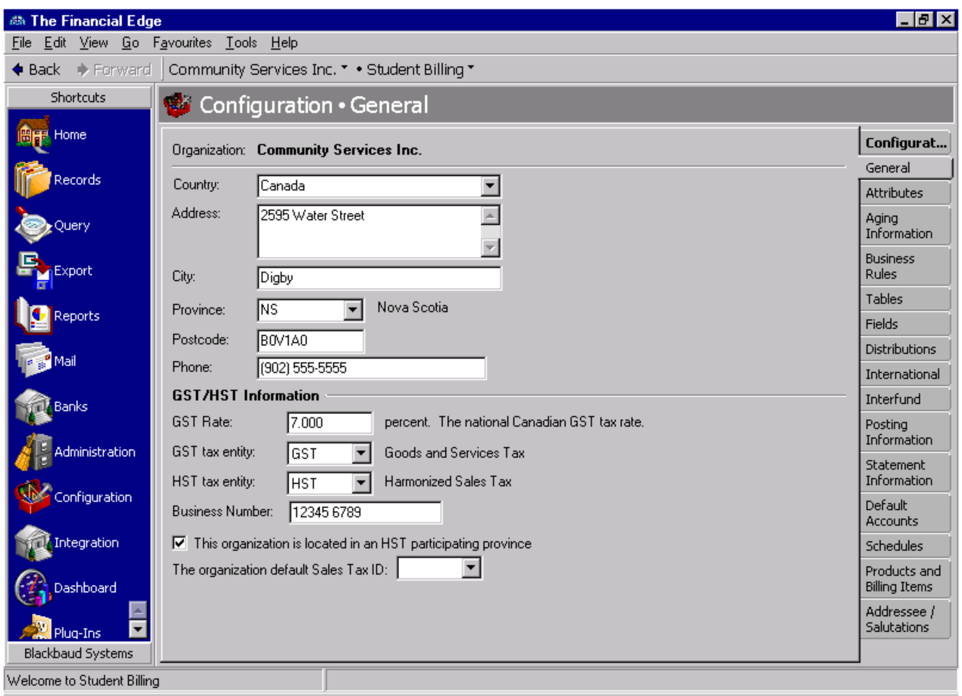
Student Billing Configuration

Configuration is where you set up ***Student Billing*** to fit the needs of your organization. For example, you can set a business rule specifying whether your organization collects sales taxes. On the Products and Billing Items page, you can create different tax items, such as the standard 7 percent GST tax, a 15 percent HST tax, and, if applicable, a local sales tax. You can then select these items to speed data entry when creating new product, flat rate, and per usage billing items. For more information about *Configuration*, see the *Configuration Guide for Student Billing*.

General Configuration

The General page is where you enter basic information about your organization.

The address and phone information you enter on this page appears on printed documents and correspondence. You can also enter GST/HST information and your business number. If you enter this information, it appears automatically on reports so you do not have to enter the information again later.



Note: At the time this information was published, HST participating provinces included Nova Scotia, New Brunswick, and Newfoundland and Labrador.

GST Rate. In the **GST Rate** field, enter the current tax rate.

GST tax entity. In the **GST Tax entity** field, select a GST entity.

HST tax entity. In the **HST Tax entity** field, select an HST entity.

Business Number. In the **Business Number** field, enter the federal charitable identification number for your organization.

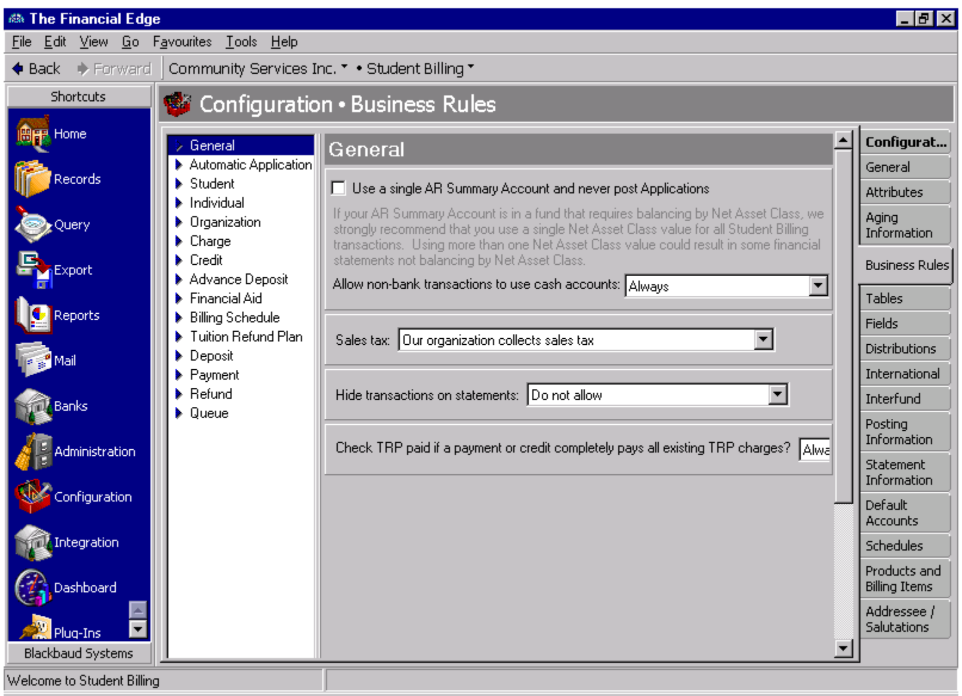
This organization is located in an HST participating province. Mark this checkbox if your organization is located in an HST participating province.

Note: ***Student Billing*** contains several preformatted sales tax IDs, including a 7 percent GST item, a 15 percent HST item, a local sales tax, and a zero-rated sales tax. You can add or edit these items at any time. You can delete sales tax items if they are not currently used on a record.

The organization default Sales Tax ID. In this field, select a default sales tax ID. This field is helpful if you commonly use more than one sales tax type. You can select the sales tax you use most often, and that entry appears as the default on records so you do not have to enter it every time. You can change the field entry if necessary.

Business Rules Configuration

Business rules help you customize standard procedures and requirements to suit your organization. On the General business rules page in ***Student Billing***, you can set a business rule to designate whether your organization collects sales taxes.



Sales tax. In the **Sales tax** field, if your organization collects goods and services taxes, select Our Organization collects sales tax.

Tables Configuration

Note: Sales tax entities are are shared among ***Accounts Payable***, ***Accounts Receivable***, and ***Student Billing***. If you create a billing entity in one program, such as ***Student Billing***, it also appears in the other programs.

Tables increase data entry speed and accuracy throughout ***Student Billing***. When entering information into a field with a table, you can quickly access a list of possible entries for that field, select an entry, and place it directly into the field rather than entering it manually.

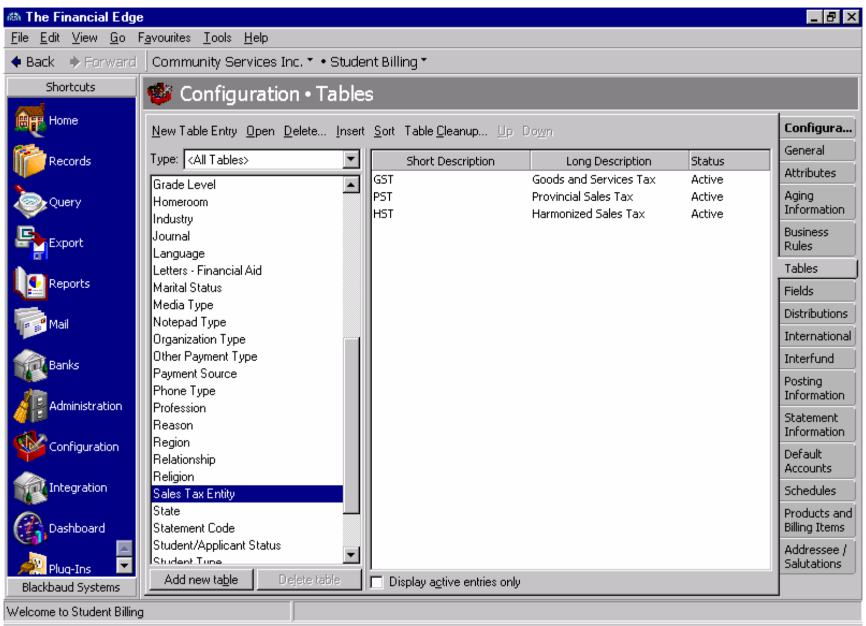
In ***Student Billing***, the **Sales Tax Entity** table contains several predefined, commonly used Canadian sales taxes, such GST, HST, and PST. You can also enter additional sales taxes, if, for example, your city imposes a sales tax. You can select from these field entries when creating several record types.

You can click the down arrow on the right side of a field or press **F4** to view a list of entries for a table. You can also place the cursor in the field and click the down arrow on your keyboard to scroll through the entries. You can usually enter text directly in the field, and if the program does not recognize it as a valid entry, you get a message asking if you want to add the text as a new entry.You can also place the cursor in a table field and press **F7** to access a screen on which you can view, add, edit, and delete entries.

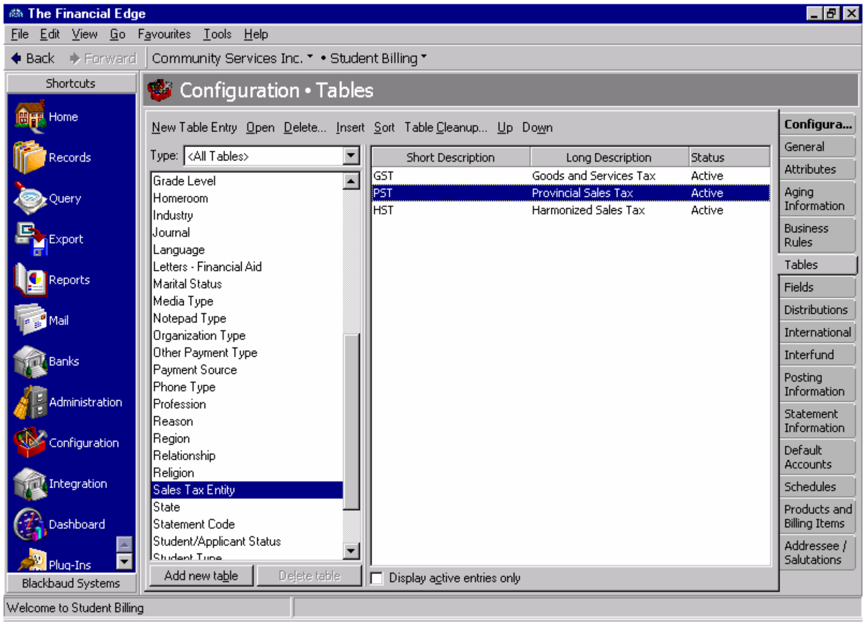
To keep entries uniform, we strongly recommend that you limit rights for adding and editing table entries. These rights are controlled though the Set Up System Security page of *Administration*. Allowing only a few key users to add, edit, or delete table entries ensures the validity of your database, records, and reports. Maintaining strict control over the Sales Tax Entity table is especially important because it ensures that your tax information is tracked and reported correctly. For more information about tables and table entries, see the *Configuration Guide for Student Billing*.

Inserting a new Sales Tax Entity table entry

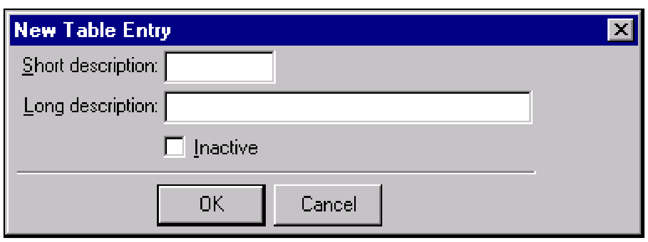
1. On the Tables page, select **Sales Tax Entity**. Table entries appear in the grid on the right.



2. In the grid, select the entry below the point where to insert the new entry.



3. On the action bar, click **Insert**. The New Table Entry screen appears.



4. In the **Short Description** field, enter an abbreviation for the new sales tax entity.
5. In the **Long description** field, enter the full name of the new sales tax entity.
6. To make the new table entry inactive, mark **Inactive**.
7. To save the new table entry and return to the Tables page, click **OK**. The new sales tax entity appears above the selected entry.

Products and Billing Items Configuration

In *Configuration*, you can create new sales tax items and apply existing sales tax items to products and billing items. With sales tax items, you can track the sales taxes you collect from students, individuals, or organizations. For more information about products and billing items, see the Products and Billing Items chapter of the *Records Guide for Student Billing*.

Creating Sales Tax Items

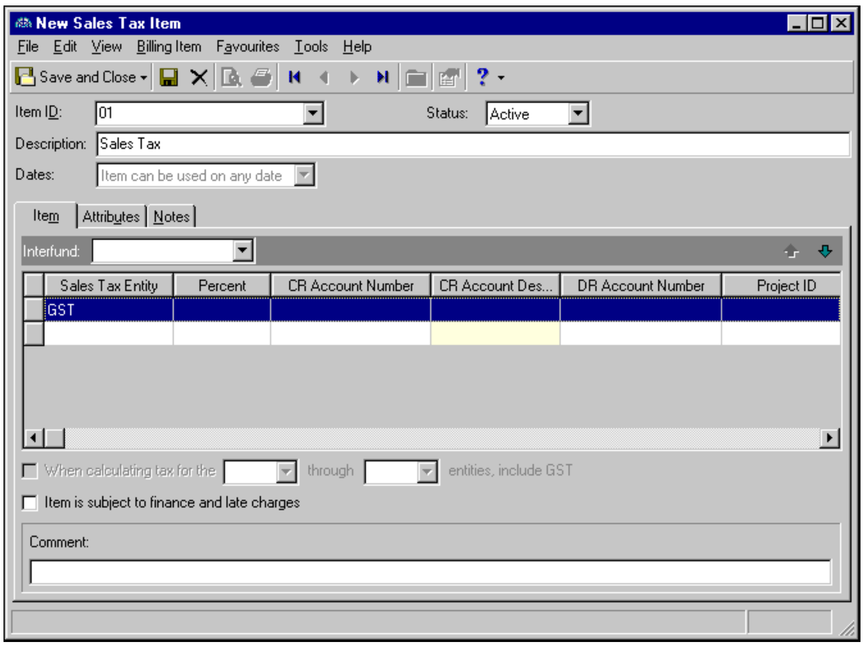
If your organization collects sales tax on behalf of government bodies for items or services rendered, you can establish sales tax items. Once you establish sales tax items, you can associate them with subsequent billing item records and transactions.

Note: You can create product and billing item records from the Products and Billing Items page of *Configuration*. For increased efficiency, you can also create product and billing item records from the Products and Billing Items page of *Records*, or directly from charge or invoice records.

Adding a sales tax item

This procedure guides you through adding a sales tax item from the Products and Billing Items page of *Configuration* in ***Student Billing***. However, you can also add sales tax items, as needed, when adding charges and entering line items on invoices. Additionally, you can add sales tax items from the Records page of ***Student Billing***.

1. From the Products and Billing Items page, click the down arrow next to **New Flat Rate Item** and select **New Sales Tax Item**. The New Sales Tax Item screen appears.



2. In the **Item ID** field, enter a unique ID for the item.
3. In the **Status** field, select “Active” or “Inactive”.
4. In the **Description** field, enter a description of the item.
5. In the **Dates** field, select “Item can be used on any date” or “Item can only be used from” and enter the dates during which the sales tax item can be used.
6. In the **Sales Tax Entity** column of the grid, select a sales tax entity previously added to the **Sales Tax Entity** table in *Configuration*. You can also enter a new entity in the column and you will be prompted to add it to the Sales Tax Entity table.
7. In the **Percent** column, enter the tax rate for the entity, for example, “7.00”.
8. In the **CR Account** and **DR Account** columns, enter the account information. You can use the binoculars to search for accounts.

Note: An interfund entry is a balancing entry made to transfer activity between funds and ensure each fund is kept in balance. Interfund entries are used only when you enter a debit account from a fund different from the credit account.

9. If you enter debit and credit accounts from different funds, in the **Interfund** field above the distribution grid, select an interfund set to balance the accounts. If you have not created a balancing interfund set for those accounts in *Configuration*, you cannot save the distribution. For more information about interfund entries, see the *Configuration Guide for Student Billing*.
10. If you have the optional module *Projects and Grants*, enter a project ID number in the **Project ID** column, or use the binoculars to search for a project ID. When you enter a valid project ID number, the description appears automatically in the **Project Description** column.
11. In the **Class** column, select a class for the distribution.
12. If you have the optional module *Projects and Grants* and have defined transaction codes, additional columns appear based on the number of transaction codes you have defined. In the grid, select a value for each transaction code.
13. If taxes should be compounded on the first tax entity in the grid, mark **When calculating tax for the [ ] through [ ] include** and select the range. The options available in the range depend on the number of sales tax entities in the grid.
14. To make the item subject to both finance charges and late fees, mark **Item is subject to finance and late charges**.
15. In the **Comments** field, you can enter default comments for the item that will appear on statements.
16. To save the sales tax item and return to the Records page, click **Save and Close**.

    To continue adding information for this item, select the Attributes tab. For more information about attributes, see “Adding an attribute to a sales tax item” on page 81.

    You can also add notes for the sales tax item. For more information about notes, see “Adding a note to a sales tax item” on page 82.

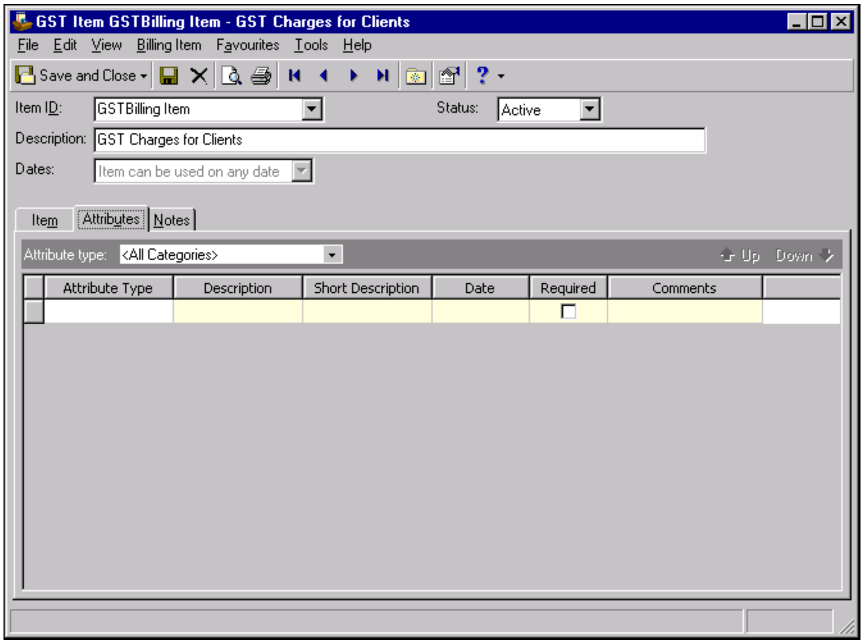
Adding an attribute to a sales tax item

Note: If you mark an attribute as required in *Configuration*, the attribute automatically appears on the item and you must select a description before saving.

An attribute is a reporting tool you use to group information based on a common theme. By defining attributes, you can filter information to your specification, which is a useful feature for sorting or filtering items for reports. You can also define the type of data stored for each item. For example, if you have defined an attribute for income categories, you can track products and billing items by income.

Note: Attributes can be edited at any time or deleted if the attribute is not required.

1. From an open sales tax item record, select the Attributes tab.



2. To add an attribute to the sales tax item, in the **Attribute type** field, select a specific attribute type or “All Categories”.
3. In the **Attribute type** column, select an attribute. Attribute types are established in *Configuration*.
4. In the **Description** column, select a description of the attribute.
5. To make the attribute required, in the Required column, mark the checkbox.

Note: The **Short Description** column and the **Required** checkbox are for informational purposes and are edited only from the Attributes page of *Configuration*.

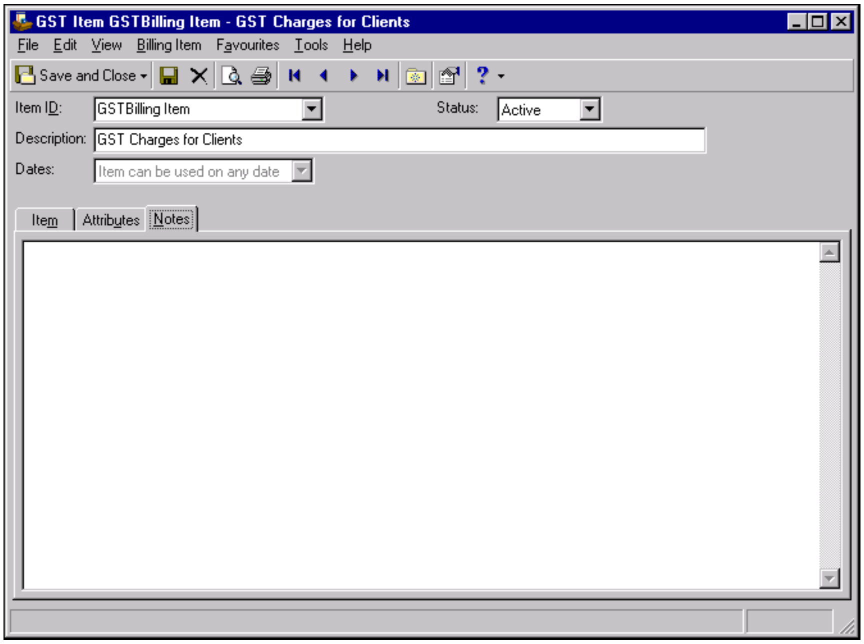
6. In the **Date** column, enter a date.
7. In the **Comments** column, enter additional information about the attribute.
8. To close the sales tax item record and return to the Products and Billing Items page, click **Save and Close**.

Adding a note to a sales tax item

The Notes tab of a sales tax item record is an open text field where you can enter additional information about the sales tax item. You can maintain data such as the purchaser’s name, the delivery date, or other important information.

1. From an open sales tax item record, select the Notes tab.

2. In the text box, enter free-form text information about the sales tax item.



Tip: Notes can be edited or deleted at any time. Just remember that deleted notes cannot be recovered!

3. When you exit the Notes tab, your changes are saved automatically.

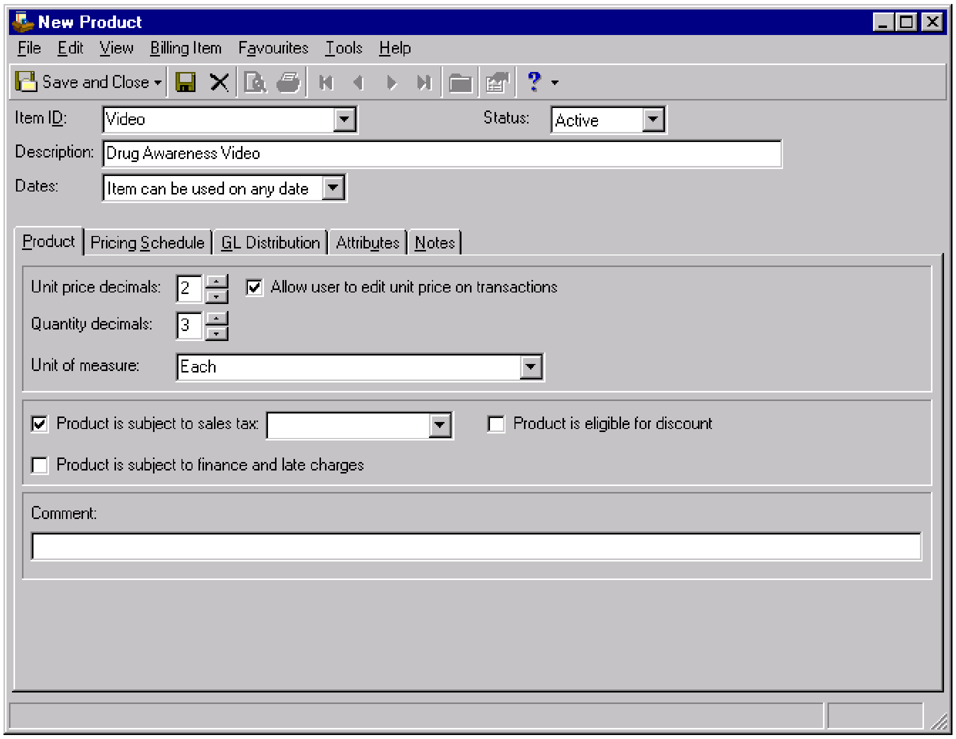
Adding Sales Taxes to Products and Billing Items

Note: You must define at least one product or billing item record before adding charges.

If your organization collects sales taxes, when you create a product, flat rate, or per usage item that is subject to a sales tax, such as GST or HST, on the product or billing item record, mark **Item is subject to sales tax**. Then, you can select a related sales tax item or create a new item. Selecting an existing sales tax item speeds data entry because ***Student Billing*** automatically calculates the sales tax and applies the sales tax item's default distribution to the product, flat rate, or per usage record so you do not have to reenter that information.

Adding Sales Taxes to Products

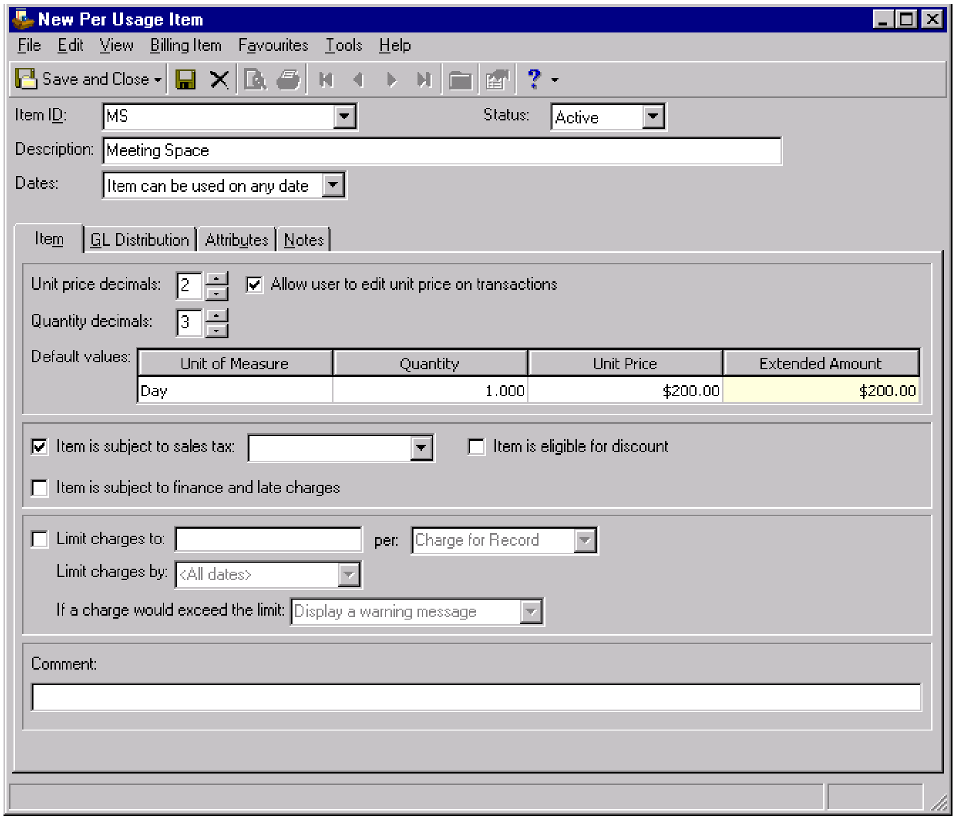
On the Product tab of a product record, you can specify whether the product is taxable, and you can select a sales tax billing item.



Product is subject to sales tax. Mark this checkbox if you must collect sales taxes for this product. In the field, select the sales tax item to apply to this product. You create sales tax items on the Product and Billing Items page. For more information about sales tax items, see "Creating Sales Tax Items" on page 79.

Adding Sales Taxes to Flat Rate and Per Usage Items

On the Item tab of flat rate and per usage item records, you can specify whether an item is taxable, and you can select a sales tax billing item.



Item is subject to sales tax. Mark this checkbox if you must collect sales tax for this item. In the field, select the sales tax item to apply to this item. You create sales tax items on the Product and Billing Items page. For more information about sales tax items, see "Creating Sales Tax Items" on page 79.

Student Billing Records

From the Records page of ***Student Billing***, you can create product and billing item, student, individual, organization, charge, credit, invoice, recurring invoice, return, refund, deposit, and payment records. Each record type can contain information to help you track sales taxes you collect.

In ***Student Billing***, you can create and apply sales tax items to products and billing items, and on the Products and Billing Items page, you can create a new billing item for sales tax charges. After you create sales tax items, you can add them as line items on other records.

This chapter guides you through available sales tax options and fields, and it explains how they affect your organization. For detailed explanations of other record features, and for procedures for creating new records, see the *Records Guide for Student Billing*.

Note: Before you begin adding sales tax information to records, we strongly recommend you create sales tax items and set business rules in *Configuration*.

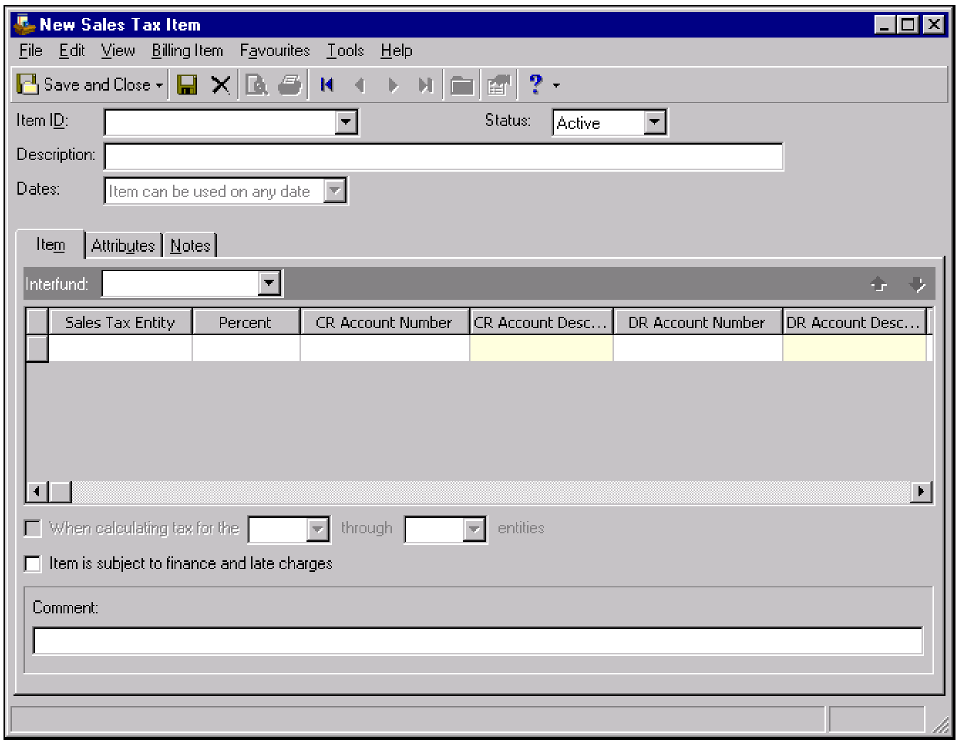
Before you begin adding sales tax information to records, we recommend you create sales tax items and set business rules in *Configuration*. For more information about *Configuration*, see the Getting Started chapter.

Adding a New Sales Tax Item

If your organization collects sales taxes on behalf of government bodies for items or services rendered, you can establish sales tax items. Once you establish sales tax items, you can associate them with billing item records.

Note: You can also create Product and Billing Item records from the Products and Billing Items page of *Configuration*, or directly from charge or invoice records.

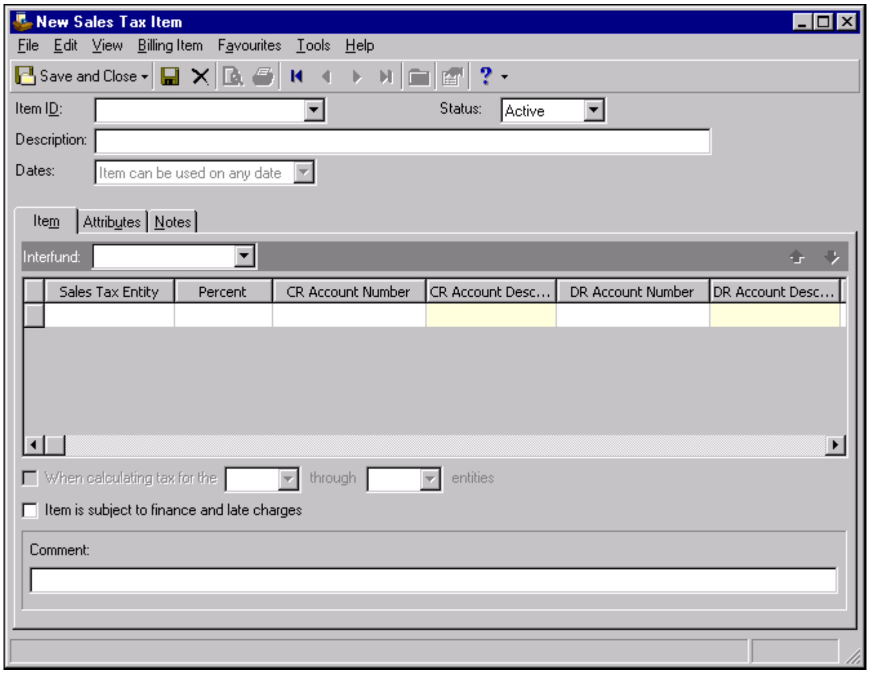
On the Products and Billing Items page, you can create new sales tax items that you can access from other records to help track information and speed data entry. To create a new sales tax item, on the Products and Billing Items page, click the down arrow next to **New Flat Rate Item** and select New Sales Tax Item. The New Sales Tax Item screen appears.



Adding a sales tax item

This procedure guides you through adding a sales tax item from the Records page of ***Student Billing***. However, you can also add sales tax items, as needed, when adding charges and entering line items on invoices. Additionally, you can add sales tax items from the Products and Billing Items page of *Configuration* in ***Student Billing***.

1. From the Products and Billing Items page, click the down arrow next to **New Flat Rate Item** and select **New Sales Tax Item**. The New Sales Tax Item screen appears.



2. In the **Item ID** field, enter a unique ID for the item.
3. In the **Status** field, select “Active” or “Inactive”.
4. In the **Description** field, enter a description of the item.
5. In the **Dates** field, select “Item can be used on any date” or “Item can only be used from” and enter the dates during which the sales tax can be used.
6. In the **Sales Tax Entity** column of the grid, select a sales tax entity previously added to the Sales Tax Entity table in *Configuration*. You can also enter a new entity in the column and you will be prompted to add it to the Sales Tax Entity table.
7. In the **Percent** column, enter the tax rate for the corresponding entity. For example, “7.00”.
8. In the **CR Account** and **DR Account** columns, enter the correct account information. You can use the binoculars to search for accounts.
9. If you enter debit and credit accounts from different funds, in the **Interfund** field above the distribution grid, select an interfund set to balance the accounts. If you have not created a balancing interfund set for those accounts in *Configuration*, you cannot save the distribution. For more information about interfund entries, see the *Configuration Guide for Student Billing*.
10. If you have the optional module *Projects and Grants*, enter a project ID number in the **Project ID** column, or use the binoculars to search for a project ID. When you enter a valid project ID number, the description appears automatically in the **Project Description** column.
11. In the **Class** column, select a class for the distribution.
12. If you have the optional module *Projects and Grants* and have defined transaction codes, additional columns appear based on the number of transaction codes you have defined. In the grid, select a value for each transaction code.

13. If taxes should be compounded on the first sales tax item in the grid, mark **When calculating tax for the [] through [] include** and select the range. The options available depend on the number of sales tax items in the grid.
14. You can make the item subject to both finance charges and late fees by marking **Item is subject to finance and late charges**.
15. In the **Comments** field, you can enter default comments for the item that will appear on statements.
16. To save the sales tax item record and return to the Records page, click **Save and Close**. To continue adding information for this item, click the Attributes tab. For detailed procedures about entering information on the Attributes tab, see “Adding an attribute to a sales tax item” on page 88.

    You can also add notes for the sales tax item. For detailed procedures about adding notes, see “Adding a note to a sales tax item” on page 89.

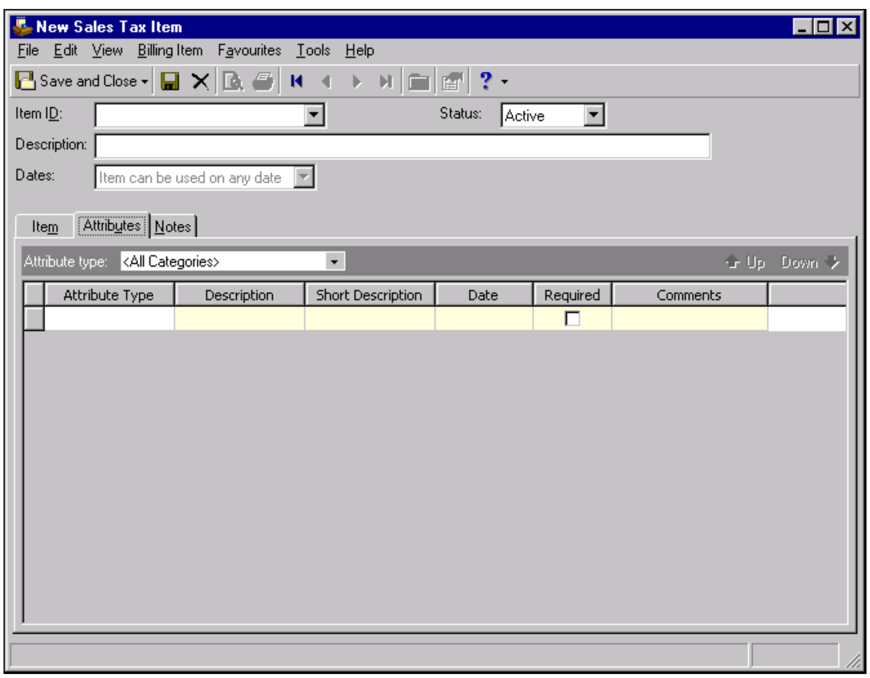
Adding an attribute to a sales tax item

Note: If you mark an attribute as required in *Configuration*, the attribute automatically appears on the item and you must select a description before saving.

An attribute is a reporting tool you use to group information based on a common theme. By defining attributes, you can filter information to your specification, which is a useful feature for sorting or filtering items for reports. You can also define the type of data stored for each item. For example, if you have defined an attribute for income categories, you can track products and billing items by income.

Note: Attributes can be edited at any time or deleted if the attribute is not required.

1. From an open sales tax item record, select the Attributes tab.



2. In the **Attribute type** field, select a specific attribute type or “All Categories”.
3. In the **Attribute type** column, select an attribute. Attribute types are established in *Configuration*.
4. In the **Description** column, select a description of the attribute.

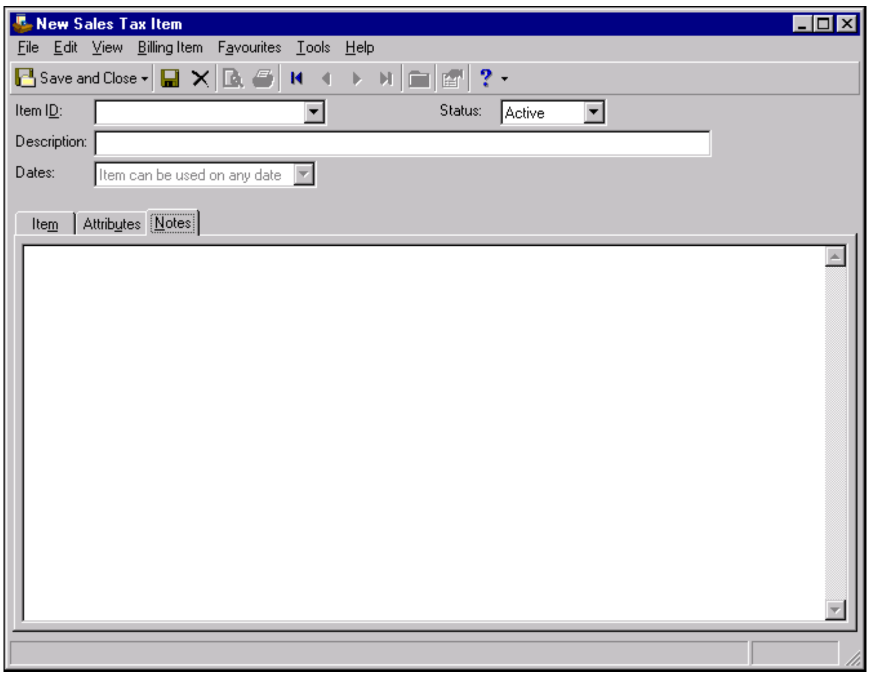
Note: The **Short Description** column and the **Required** checkbox are for informational purposes and are edited only from the Attributes page of *Configuration*.

5. In the **Date** column, enter a date.
6. In the **Comments** column, enter additional information about the attribute.
7. To close the sales tax item record and return to the Products and Billing Items page, click **Save and Close**.

Adding a note to a sales tax item

The Notes tab of a sales tax item record is an open text field where you can enter additional information about the sales tax item. You can maintain data such as the purchaser's name, the delivery date, or other important information.

1. From an open sales tax item record, select the Notes tab.
2. In the text box, enter free-form text information about the sales tax item.



Note: Notes can be edited or deleted at any time. Just remember that deleted notes cannot be recovered!

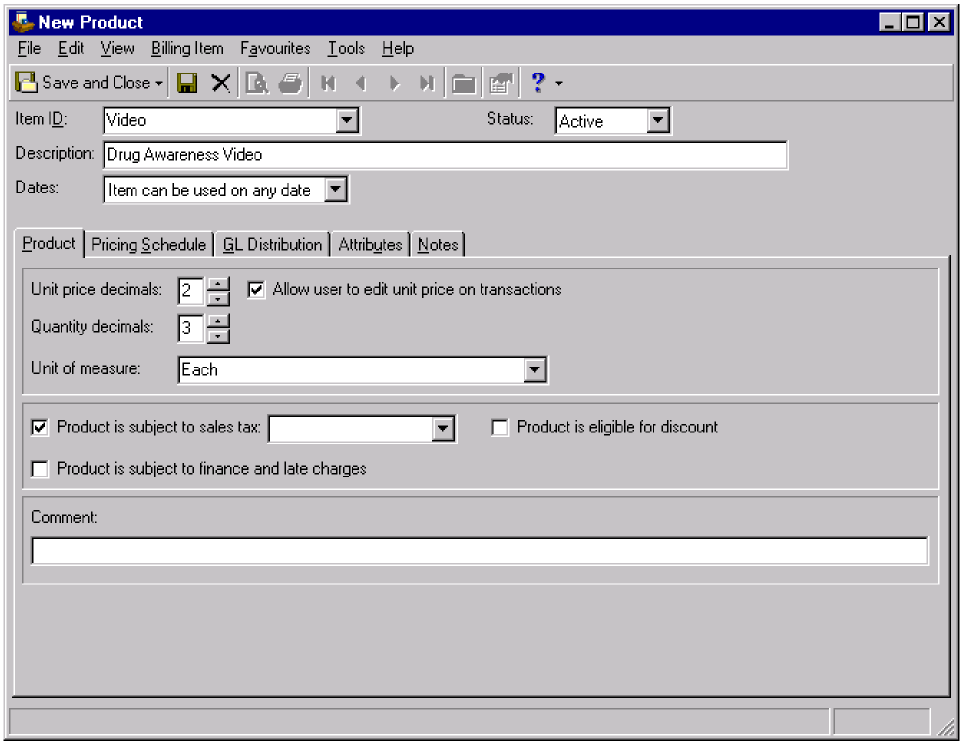
3. When you exit the Notes tab, your changes are saved automatically.

Adding Sales Tax to Products and Billing Items

If your organization collects sales taxes, when you create a product, flat rate, or per usage item that is subject to sales tax, mark **Item is subject to sales tax**. Then, you can select a related sales tax item or create a new sales tax item. Selecting an existing sales tax item speeds data entry because ***Student Billing*** automatically calculates the sales tax and applies the sales tax item's default distribution to product, flat rate, or per usage record so you do not have to reenter that information.

Adding Sales Tax to Products

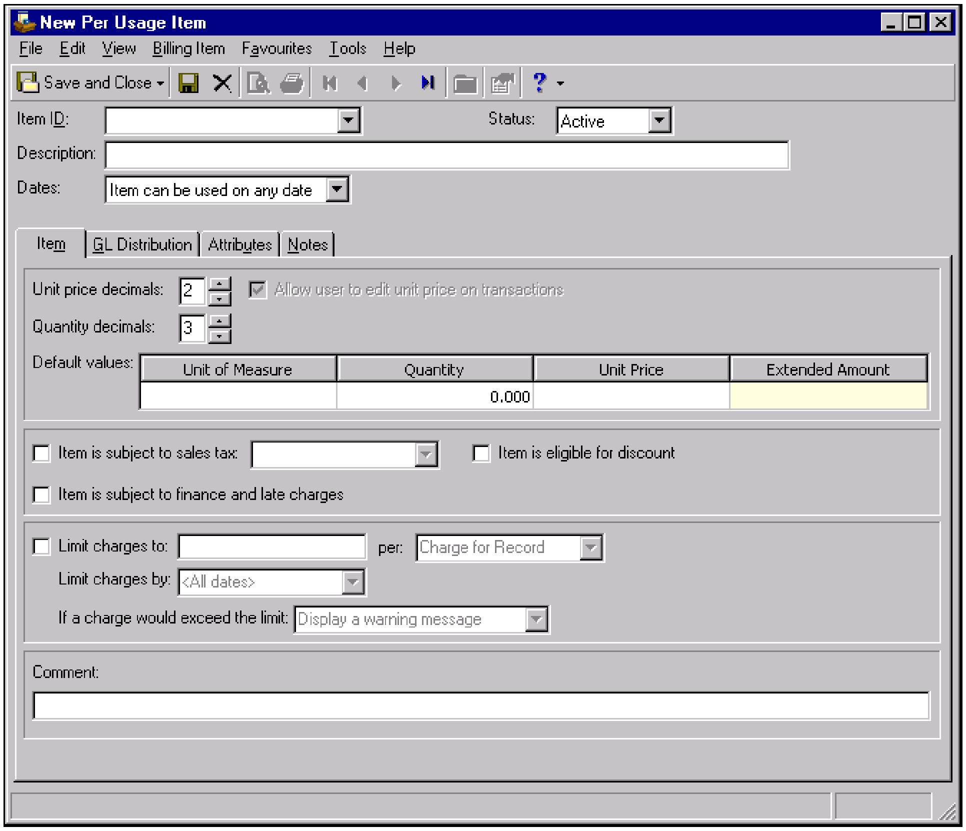
On the Product tab of a product record, you can specify if the product is taxable, and you can select a sales tax item.



Product is subject to sales tax. Mark this checkbox if you must collect sales tax for this product. In the sales tax field, select the sales tax item you want to apply to this product. You create sales tax items on the Product and Billing Items page. For more information about sales tax items, see “Adding a New Sales Tax Item” on page 86”.

Adding Sales Tax to Billing Items

On the Item tab of flat rate, per usage, TRP, and new automatic billing item records, you can specify if an item is taxable, and you can select a sales tax item.



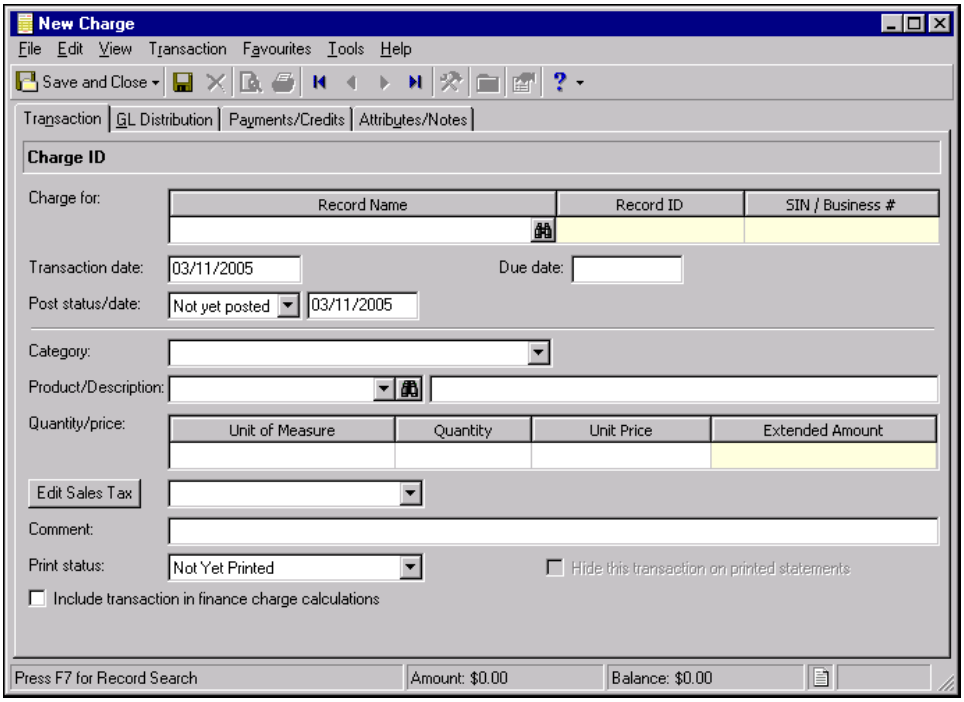
Item is subject to sales tax. Mark this checkbox if you must collect sales tax for this item. In the sales tax field, select the sales tax item you want to apply to this item. You create sales tax items on the Product and Billing Items page. For more information about sales tax items, see “Adding a New Sales Tax Item” on page 86.

Adding Sales Tax to Charges

Note: For detailed information and procedures for creating a new charge record, see the *Records Guide for Student Billing*.

When you create a charge record that contains sales tax, ***Student Billing*** automatically creates a separate charge record containing the sales tax item. For example, Dr Mary Young purchases T-shirts for which you must charge sales tax. The last charge on file is number 1022. When you create the charge record for the T-shirts, the program automatically creates charge 1023 for the sales tax item, and the charge you created for the T-shirt order is given number 1024.

On a saved charge record, when you click **Edit sales tax**, the program opens the sales tax charge record so you can edit the sales tax item description. All other fields are locked and cannot be edited.



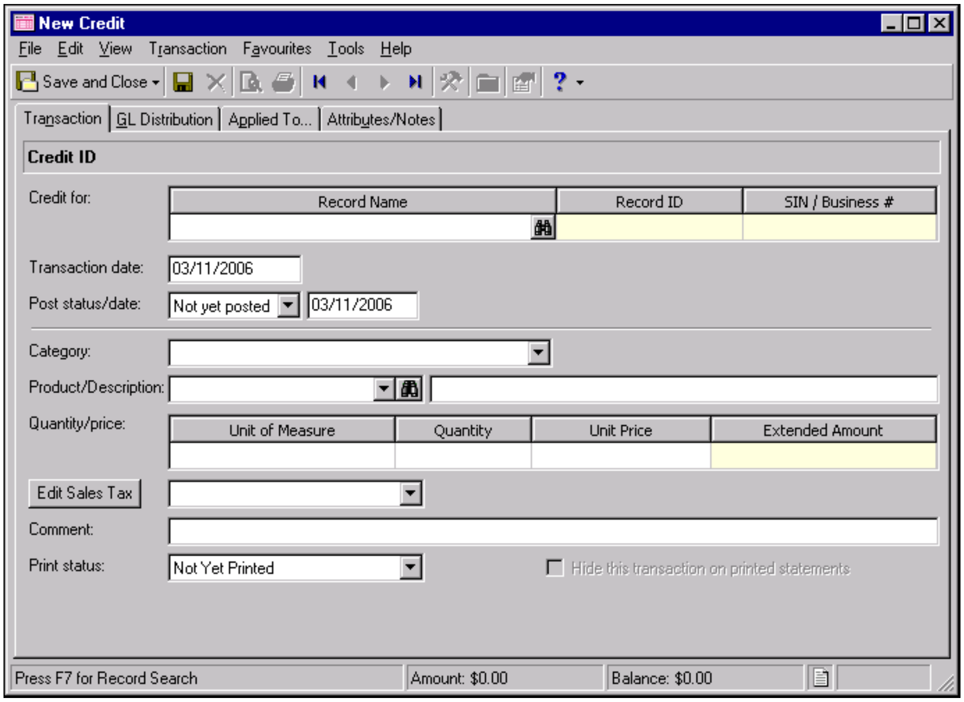
Edit sales tax. To edit the tax settings for this charge, click **Edit sales tax**. A charge record containing the sales tax item appears so you can edit the sales tax item description. All other fields are locked and cannot be edited.

In the sales tax field, select the sales tax item you want to apply to this charge. You create sales tax items on the Product and Billing Items page. For more information about sales tax items, see "Adding a New Sales Tax Item" on page 86.

Adding Sales Tax to Credits

When you create a credit record that contains sales tax, ***Account Receivable*** automatically creates a separate credit record containing the sales tax item. For example, you create a credit for Dr Mary Young that includes sales tax. The last credit on file is number 517. When you create the new credit record, the program automatically creates credit 518 for the sales tax credit, and the credit you created is given number 519.

When you click **Edit sales tax**, the program opens the sales tax credit record so you can edit the sales tax item description. All other fields are locked and cannot be edited.



Edit sales tax. To edit the tax settings for this credit, click **Edit sales tax**. A credit record containing the sales tax item appears so you can edit the sales tax item description. All other fields are locked and cannot be edited.

In the sales tax field, select the sales tax item you want to apply to this credit. You create sales tax items on the Product and Billing Items page. For more information about sales tax items, see "Adding a New Sales Tax Item" on page 86.

Cheque Processing

In ***Accounts Payable***, you can make payments from the Banks page. You can print cheques, record bank drafts, create and edit one-time cheques, and create manual cheques.

You can pay all invoices associated with a bank account or select payments to make based on a series of filters. For example, you can select invoices for payment based on a due date or a discount expiry date. You can also make payments for one vendor or all vendors.

Note: A one-time cheque is a direct disbursement to an individual or company not maintained as a vendor in the database.

A one-time cheque is paid to an individual or business not maintained as a vendor in your database. A manual cheque is a handwritten cheque for which you only record the information in your database.

Printing Cheques and Recording Bank Drafts

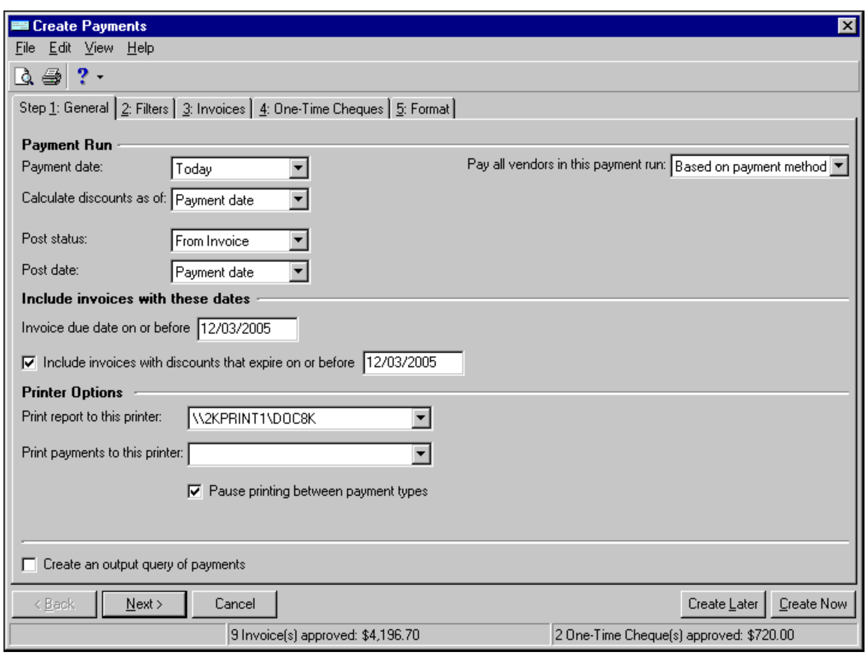
When you click **Print cheques and record bank drafts**, you access the Create Payments screen where you select the records and set up printing options for the payments. The Create Payments screen has tabs on which you set parameters: General, Filters, Invoices, One-Time Cheques, and Format.

Note: To stop processing a payment run, click **Cancel** at the bottom of the screen.

To move among the tabs, click **Next** and **Back** at the bottom of the screen or select the tab itself. On these tabs you specify the records to include in the payment run and how the payments should look. Once you have selected parameters for the payment run, you can make the payments by clicking **Create Now** at the bottom of the screen. To save the parameters and make the payments later, click **Create Later**.

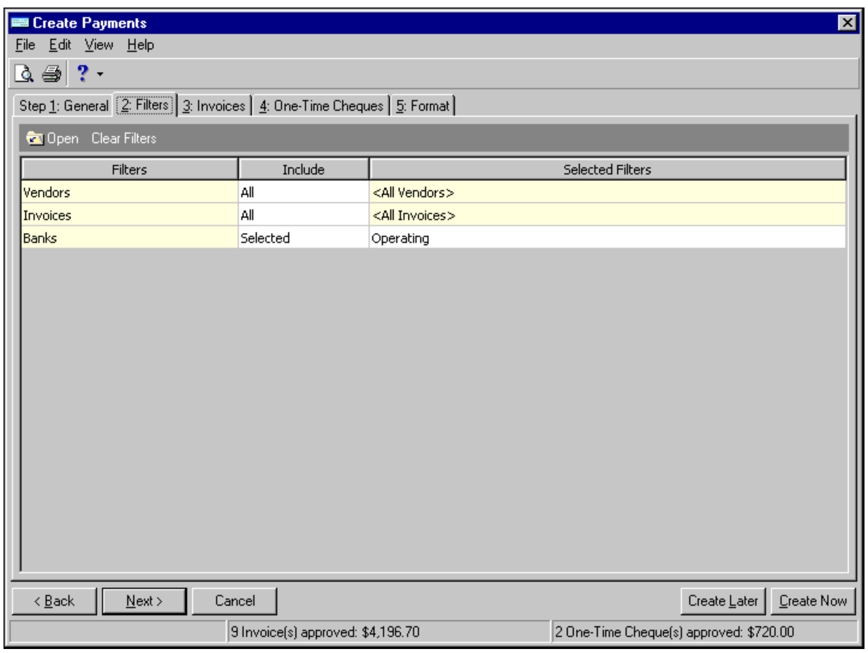
Creating a payment

1. From *Payment tasks* on the Banks page, click **Print cheques and record bank drafts**. The Create Payments screen opens to the General tab.



2. In the **Payment date** field, select a date for the payments you are creating. You can select “Today”, “Period end date”, or “Specific date”. If you select “Specific date”, enter the date.
3. In the **Pay all vendors in this payment run** field, select the method to use when you pay invoices. You can select “By Computer cheque”, or “Based on payment method”.

4. In the **Calculate discounts as of** field, select a date for the program to use to determine whether discounts are valid or expired. If none of the selected invoices have discounts, the program ignores this date.
5. In the **Post status** field, select the status the payment should be after it is made.
6. In the **Post date** field, select a post date. If you select “Specific Date”, enter a date.
7. In the **Invoice due date on or before** field, enter a date.
8. To pay invoices before discounts expire, mark **Include invoices with discounts that expire on or before** and enter an expiry date in the field.
9. In the **Print report to this printer** field, select the printer on which to print the Pre-payment Report.
10. In the **Print payments to this printer** field, select the printer on which to print the cheques.
11. If you are making different types of payments or want to change paper during the payment run, mark **Pause printing between payment types**.
12. To create an output query of the payment run, mark **Create an output query of payments**.
13. Click **Next** or select the Filters tab.

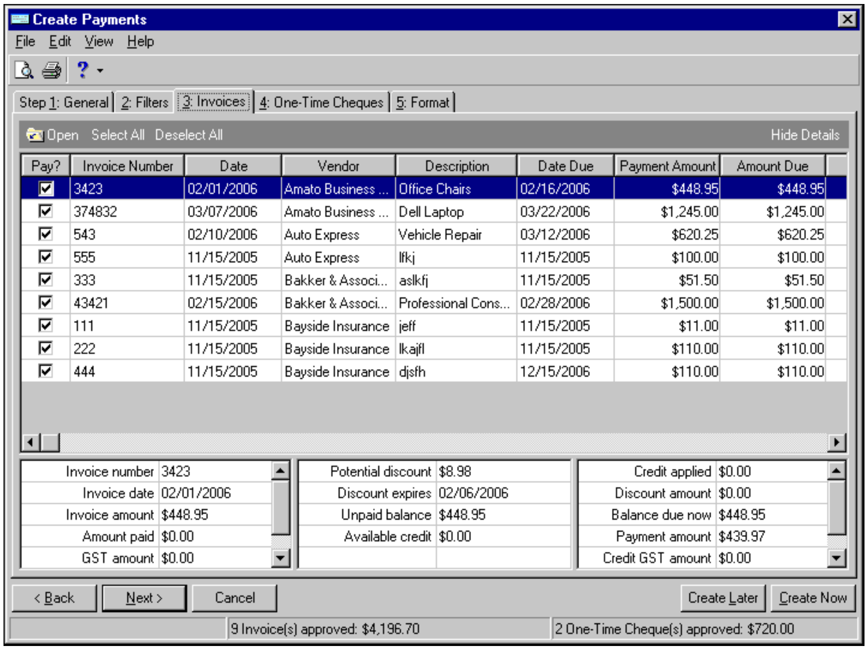


14. To access the Selected <Filter> screen, select a filter in the grid and click **Open** on the action bar. For example, click “Vendors” in the **Filters** column, click **Open**, and the Selected Vendors screen appears.
15. To remove filters, click **Clear Filters**. The **Include** column displays “All” for every filter.

Note: The **Filters** column lists vendors, invoices, and banks as the filters available for payments. You cannot edit this column.

16. In the **Include** column, select “All” or “Selected”. If you choose “Selected”, the Selected <Filter> screen opens so you can designate specific filters. The filters you specify appear in the **Selected Filters** column.

17. Click **Next** or select the Invoices tab.

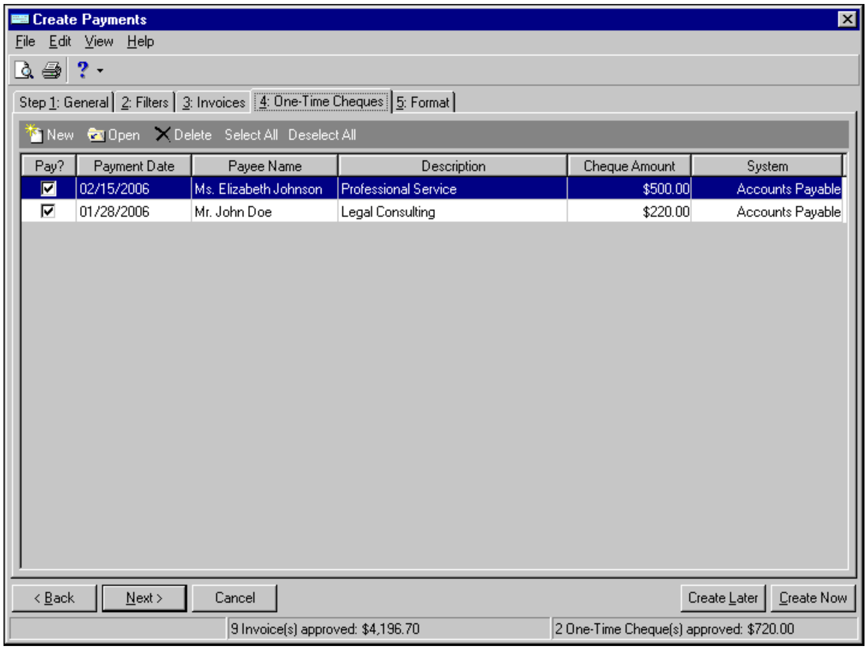


18. To pay all the invoices, click **Select All** on the action bar. The program marks the checkbox in the **Pay?** column for all the invoices.
19. To pay only specific invoices, unmark the checkbox in the **Pay?** column of the invoices you do not want to pay.

Note: On the Invoices tab you can select invoices to be paid in the payment run. You can create or edit the payment schedule for the invoice.

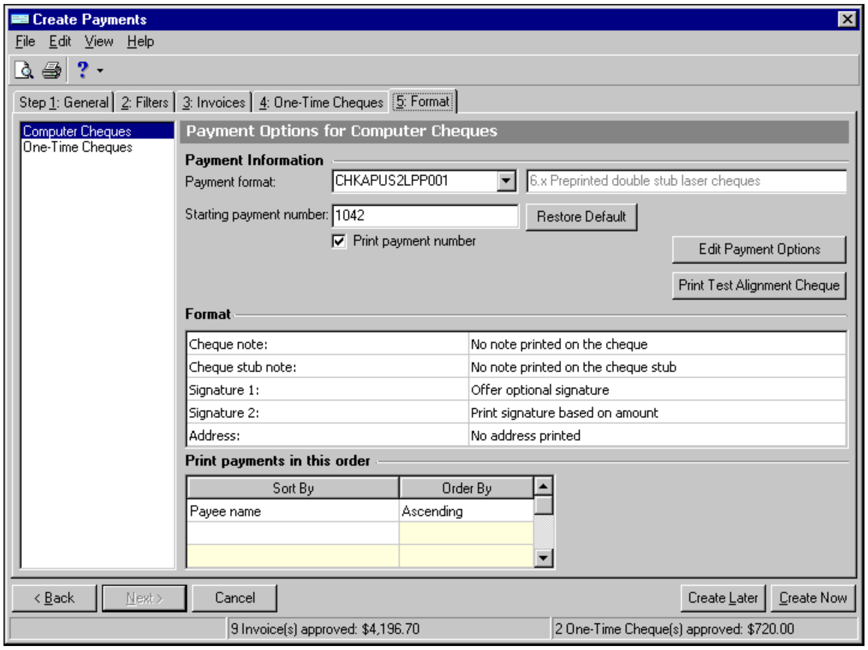
20. If you do not want to pay the invoices, click **Deselect All** on the action bar. The program unmarks the checkbox in the **Pay?** column for all the invoices.
21. Click **Hide Details** to hide invoice information displayed at the bottom of the screen. Click **Show Details** to see invoice information.

22. Click **Next** or select the One-Time Cheques tab.



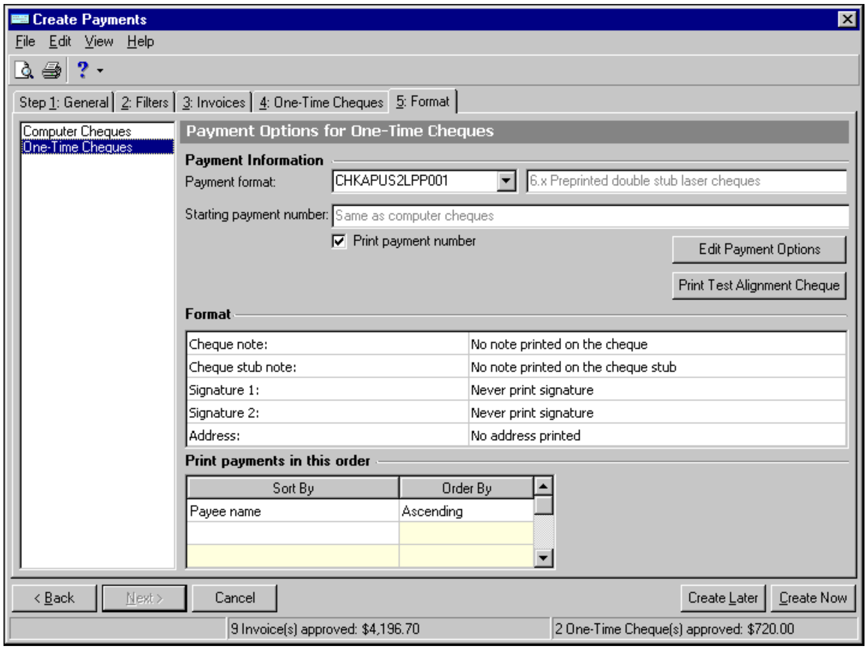
23. To create a new one-time cheque, click **New**. For more information about creating one-time cheques, see “Creating a New One-Time Cheque” on page 101.
24. To include all the one-time cheques in this payment run, click **Select All** on the action bar. The program marks the checkbox in the **Pay?** column for all the cheques.
25. To include only specific one-time cheques, unmark the checkbox in the **Pay?** column of the cheques you do not want to pay.
26. If you do not want to include all the one-time cheques in this payment run, click **Deselect All** on the action bar. The program unmarks the checkbox in the **Pay?** column for all the cheques.

27. Click **Next** or select the Format tab. In the list on the left, select **Computer Cheques**. Payment options for computer cheques appear on the right.



28. In the **Payment format** field, select the form your office uses.
29. In the **Starting payment number** field, enter a starting number, up to nine digits, for the cheques.
30. To make changes to payment options selected in the bank account record, click **Edit Payment Options**. When you click **Edit Payment Options**, the Default Payment Options screen appears.
31. To make sure information is aligned properly on your cheque forms or paper, click **Print Test Alignment Cheque**.
32. In the **Sort By** and **Order By** columns at the bottom of the screen, select how to sort cheques for printing.

33. To select formatting options for the one-time cheques in this payment run, select **One-Time Cheques** in the list on the left.



34. In the **Payment format** field, select the form your office uses.
35. Mark **Print payment number** so the cheque number appears on the cheques.
36. In the **Sort By** and **Order By** columns at the bottom of the screen, select how to sort cheques for printing.

Note: To stop processing a payment run, click **Cancel** at the bottom of the screen.

37. Now that payments are selected and formatted, you are ready to print the cheques. Click **Create Now** at the bottom of the screen.

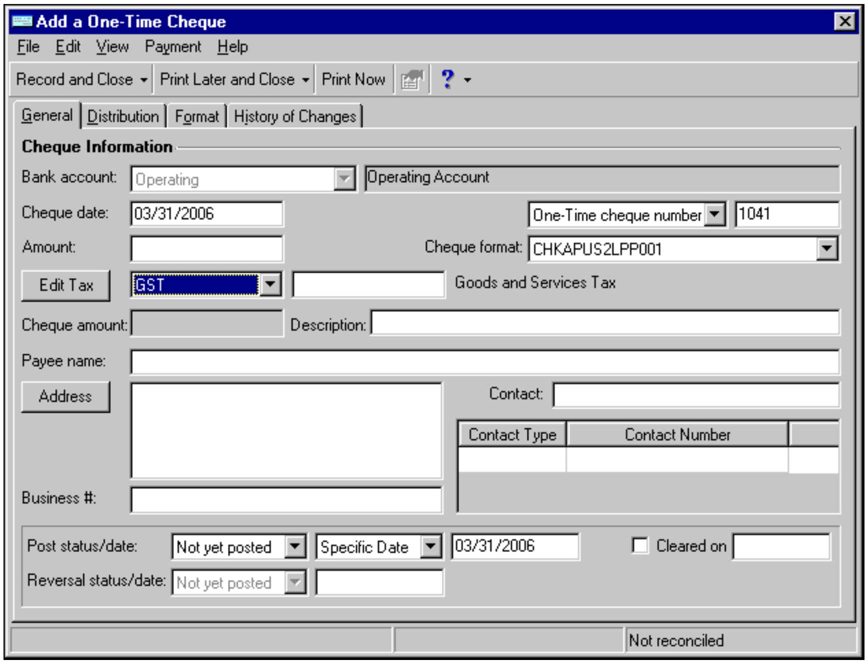
Creating a New One-Time Cheque

A one-time cheque is written to an individual or company not maintained as a vendor in the database. When you click **Create a new one-time cheque**, the Add a One-Time cheque screen appears so you can define payment, printing, and posting options for the cheque. The Add a One-Time cheque screen has tabs on which you set parameters: General, Distribution, and Format. The History of Changes tab is for informational purposes only; you do not enter or edit data on this tab.

Adding a one-time cheque

Note: The bank account ID automatically appears in the **Bank account** field. If you realize you are using the wrong bank account, you must close the Add a One-Time cheque screen and select another bank account from the Banks page.

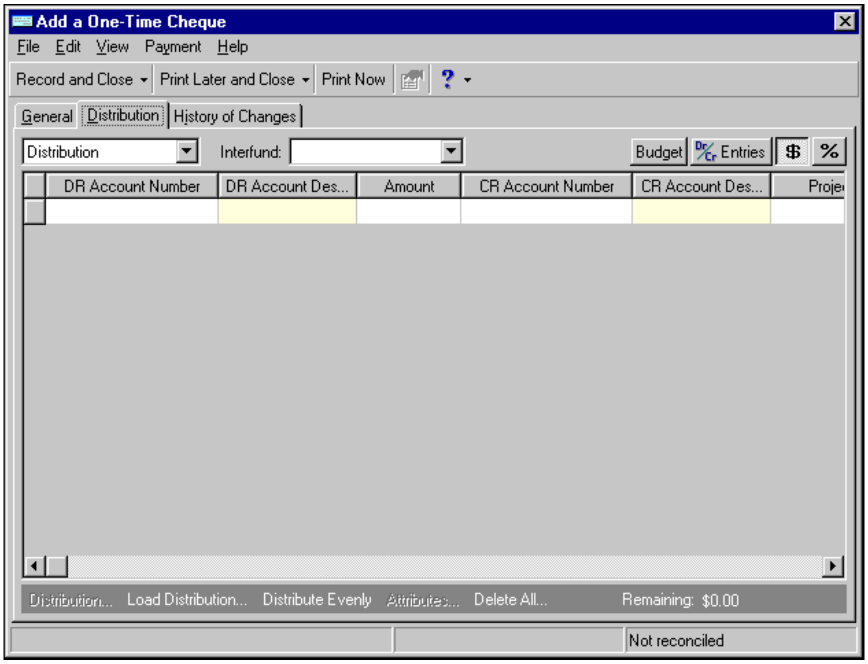
1. From *Payment tasks* on the Banks page, click **Create a new one-time cheque**. The Add a One-Time cheque screen opens to the General tab.



2. Bank account information and today's date automatically appear in the **Bank account** and **Cheque date** fields.
3. Enter the amount and a description of the payment in the **Amount** and **Description** fields
4. In the **Cheque format** field, select a cheque form your office uses.
5. In the **Payee name** field, enter the name of the business.
6. To edit sales tax information, click **Edit Tax**. For more information about editing sales tax information on the invoice record, see "Editing Sales Tax" on page 104.
7. Enter the contact information in the **Contact** field and **Contact Type** grid.
8. In the **Business #** field, enter tax identification number for your organization.
9. Select a post status and date for the one-time cheque in the **Post status/date** fields. When the cheque clears the bank, you can mark **Cleared on** and enter the date.

Note: You can create a distribution for the payment on the Distribution tab.

10. Select the Distribution tab.



11. In the distribution field, select “Distribution” or “Miscellaneous Entries”.

    If you select “Distribution”, enter the **GST Tax ID** field.

    If you select “Miscellaneous Entries”, select an interfund entry set in the **Interfund** field to balance the accounts.

Note: To delete all of the distributions, click **Delete All**. To delete one distribution line, select the row to delete by clicking the button to the left of the grid. Select **Edit** from the toolbar, then **Delete Row**. The program deletes the selected row.

12. In the **DR Account Number** column, enter the debit fund or account for the distribution. You can use the small binoculars to search for an account segment or the large binoculars to search for an account number.

    When you enter a valid debit account number, the description appears automatically in the **DR Account Description** column.

13. Enter the amount of the distribution in the **Amount** column or the percentage in the **Percent** column. You can manually enter amounts or percents for each account or you can click **Distribute Evenly** to distribute amounts or percents equally among the selected accounts.

14. In the **CR Account Number** column, enter the credit fund or account for your distribution. You can use the small binoculars to search for an account segment or use the large binoculars to search for an account number.

    When you enter a valid credit account number, the description appears automatically in the **CR Account Description** column.

15. In the **Interfund** field above the distribution grid, select an interfund set to balance the accounts if you enter debit and credit accounts from different funds. If you have not created a balancing interfund set for those accounts in *Configuration*, you cannot save the distribution.

16. If you have the optional module *Projects and Grants*, enter the project ID number in the **Project ID** column or use the binoculars to search for a project ID. When you enter a valid project ID number, the description appears automatically in the **Project Description** column.

17. In the **Class** column, select a class for the distribution.

18. If you have the optional module *Projects and Grants* and have defined transaction codes, additional columns appear based on the number of transaction codes you have defined. In the grid, select a value for each transaction code.
19. To enter different transaction distributions for the debit and credit accounts in a distribution row, select the distribution row and click **Distribution**. For a debit account, select **DR Distribution**. For a credit account, select **CR Distribution**. The Transaction Distribution screen appears.

    You can also use this screen to split transaction distributions among multiple projects, classes, or transaction codes for a single debit or credit account. When you have finished entering information, click **OK** to return to one-time cheque Distribution tab.
20. You can click **Load Distribution** to display a list of all existing account distributions defined in ***Accounts Payable*** *Configuration*.
21. You can click **Distribute Evenly** to divide the distribution evenly among all accounts entered in the distribution grid.
22. To attach transaction attributes to an account in the distribution, select the account and click **Attributes** on the action bar below the grid. When you have finished entering information, click **OK** to return to the one-time cheque Distribution tab.
23. You can click **Delete All** to delete all the distributions in the grid.
24. If you have the optional module *Budget Management*, you can click **Budget** on the action bar above the grid to check the account or project against its budget.
25. To preview ***General Ledger*** debits and credits for the cheque, click **DR/CR Entries** on the action bar above the grid.

Note: The History of Changes tab displays an historic record of key changes made to the one-time cheque. The information provides an audit trail and is for informational purposes only. You cannot add or edit data on the History of Changes tab.

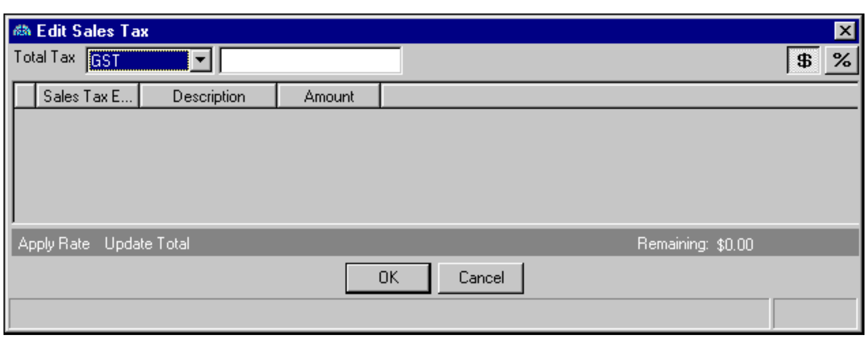
26. Click **Print Later and Close** on the toolbar so you can print this one-time cheque in your next payment run. You return to the Banks page.

Editing Sales Tax

To edit sales tax information, click **Edit Tax** on the one-time cheque. When you edit the tax amount, the new amount is applied to the tax distribution proportionally.

Editing sales tax from a one-time cheque

1. From the one-time cheque, click **Edit Tax**. The Edit Sales Tax screen appears.



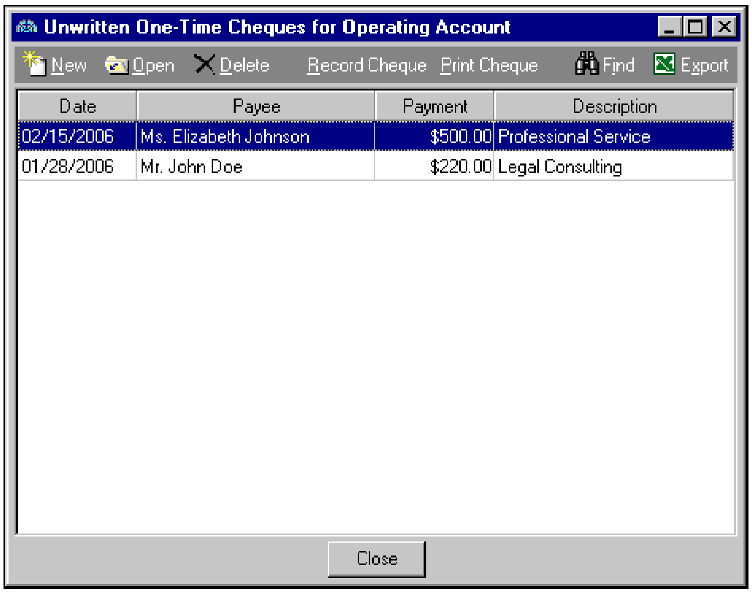
2. In the **Total Tax** field, select “GST”, “HST”, “LST” or “ZST”.
3. To enter distributions by amount, click the **$** button. To enter distributions by percent, click the **%** button.
4. Click **OK** to save the edited sales tax.

Editing Unwritten One-Time Cheques

When you click **Edit unwritten one-time cheques**, the Unwritten One-Time Cheques screen for the selected bank account appears so you can select a cheque and edit payment, printing, and posting options for the cheque. You can also record and print one-time cheques from this screen.

Editing an unwritten one-time cheque

1. From *Payment tasks* on the Banks page, click **Edit unwritten one-time cheques**. The Unwritten One-Time Cheques screen appears.



Note: To use one-time cheque information in another software application, click **Export** on the toolbar.

2. Select a cheque in the grid and click **Open** on the toolbar. You can enter or edit information on the cheque record before making the payment.
3. To record the cheque as a payment transaction in the bank register, select the cheque in the grid and click **Record Cheque** on the toolbar.

Note: If the grid contains numerous entries, you can click **Find** to find a specific one-time cheque. By using the Find screen, you can quickly find the cheque instead of spending time scrolling through them in the grid.

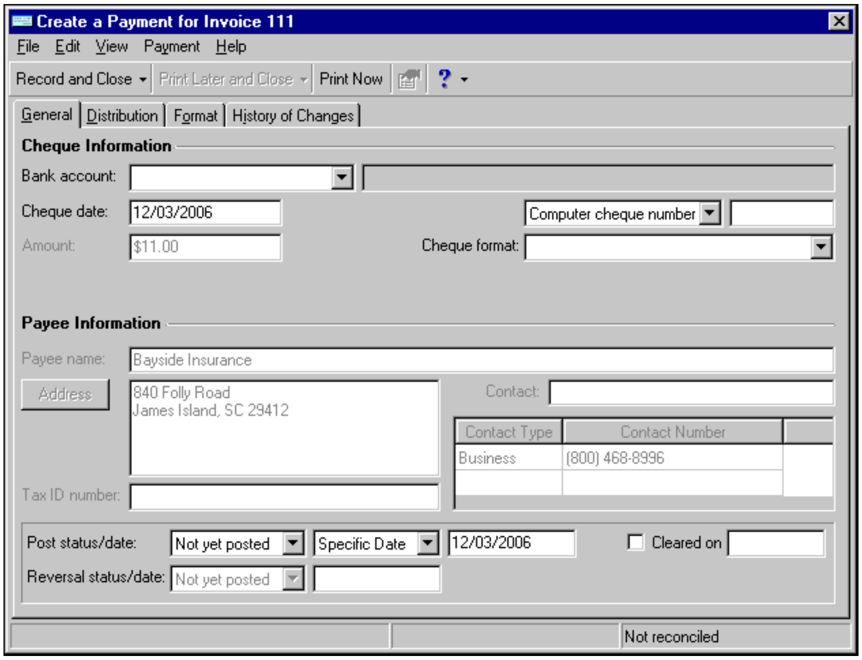
4. To print the cheque, select it in the grid and click **Print Cheque** on the toolbar. The Printing Payment Status screen appears so you can assure cheques will print successfully. After cheques print and you return to the Unwritten One-Time Cheques screen, the cheque no longer appears in the grid.
5. Click **Close** to return to the Banks page.

Creating Payments from Invoices

From the Payments/Credits tab of an invoice record, you can click **Pay Now** to open the Create a Payment for Invoice screen. This screen is similar to the Add a One-Time cheque screen in *Banks*. Here, you create cheques to pay invoices.

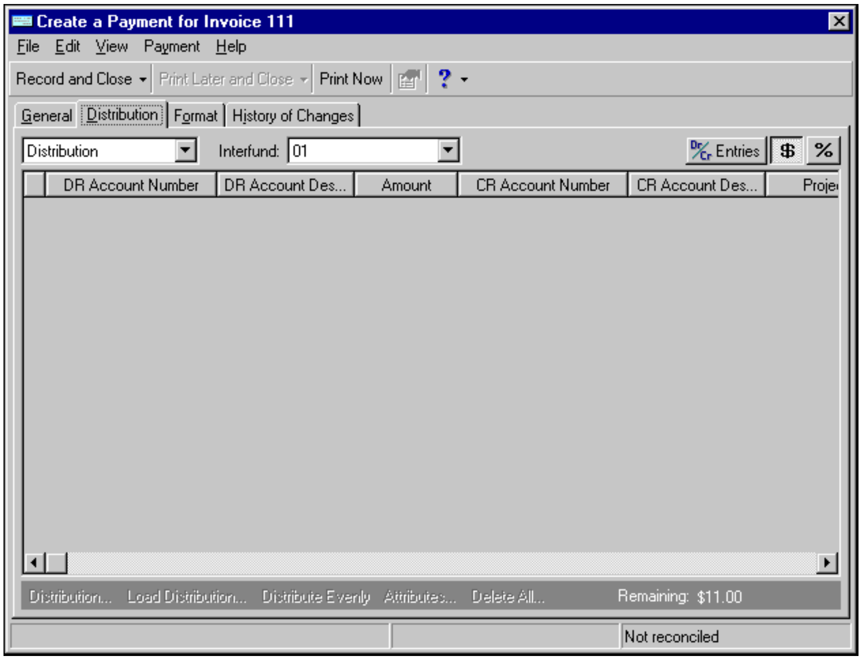
Creating a payment from an invoice

1. From the Payments/Credits tab of an open invoice record, click **Pay Now**. The Create a Payment for Invoice screen opens to the General tab.



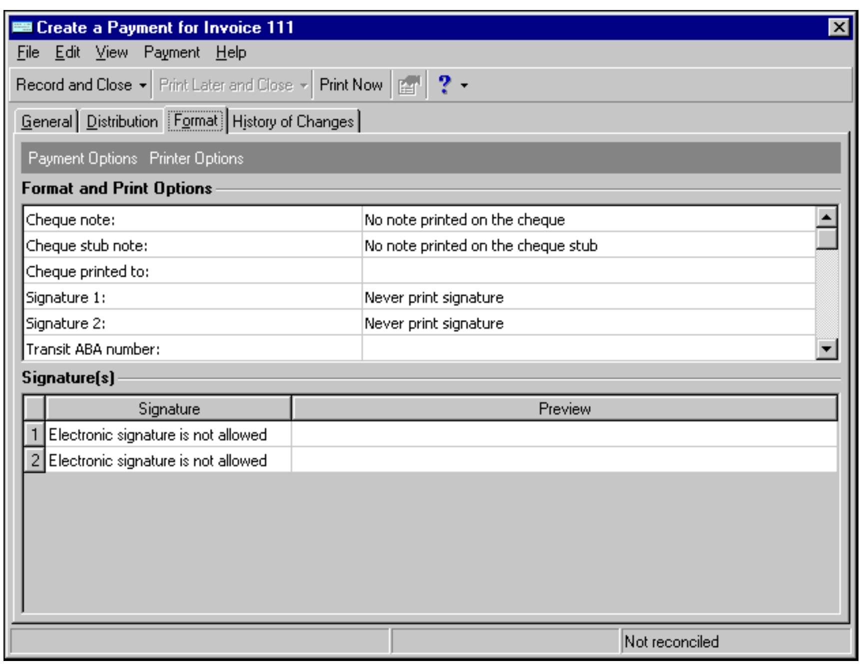
2. In the **Bank account** field, select a bank account. The bank account description appears automatically.
3. In the **Cheque date** field, enter the cheque date.
4. The **Amount** field is for informational purposes only and displays values from the **Invoice amount** or **Discount amount** fields of the invoice.
5. In the cheque type field, select “Computer cheque number” or “Manual cheque number”.
6. In the cheque number field, enter a cheque number.
7. If you select a computer cheque type, in the **Cheque format** field, select a format.
8. The **Payee name**, **Address**, and **Tax ID number** fields are for informational purposes and display vendor information from the invoice.
9. The **Contact** field and contacts grid are for informational purposes and display contact information from the invoice.
10. In the **Post status/date** field, select a current posting status and the date posted to the general ledger. If you select “Specific Date”, enter a date.
11. When the cheque clears, mark **Cleared on** and enter the date it cleared.
12. The **Reversal status/date** fields are for informational purposes only and display reversal information from the invoice.

13. Select the Distribution tab.



14. You can view debit and credit information you entered on the invoice record. Information on the Distribution tab is for informational purposes only and cannot be edited.

15. Select the Format tab.



16. Click **Payment Options** on the action bar to access the Payment Options screen. In the **Format and Print Options** grid, you can change alignment and cheque stub information. In the **Signature(s)** grid, you can add or edit electronic signatures and enter notes for the one-time cheque.

Note: Selections you make on the Payment Options screen appear in the **Format and Print Options** frame.

17. Click **Printer Options** to access the Printer Options screen. From this screen you can select printing information for the payments.
18. To save the payment and return to the invoice record, click **Record and Close**.

GST Reporting

In ***Accounts Payable*** and ***Accounts Receivable***, you can create Business Activity Statements to view sales tax information quickly and easily. These reports are valuable tools for documenting your sales tax rebates and providing accurate information about the taxes you collect.

The Reports page is the central location for reporting. From the navigation bar, select *Reports* to access the Reports page. This page contains links to each report category. When you click a link, the program displays a list of the reports making up the category. To access Public Sector Bodies GST Reports in ***Accounts Payable,*** click **Invoice Reports**. To access Public Sector Bodies GST Reports and Sales Tax Reports in ***Accounts Receivable***, click **Transaction Reports**.

This chapter explains the procedures for creating Public Sector Bodies GST Reports and Sales Tax Reports.

Accounts Payable Reports

In ***Accounts Payable***, you can create Public Sector Bodies GST Reports to list all your obligations and entitlements as GST amounts. You can use these values to complete the GST portion of your taxes and file for rebates. This section contains detailed procedures for creating a GST report. For detailed information about creating other ***Accounts Payabl***e reports, see the *Reports Guide for Accounts Payable*.

Creating a Public Sector Bodies GST Report

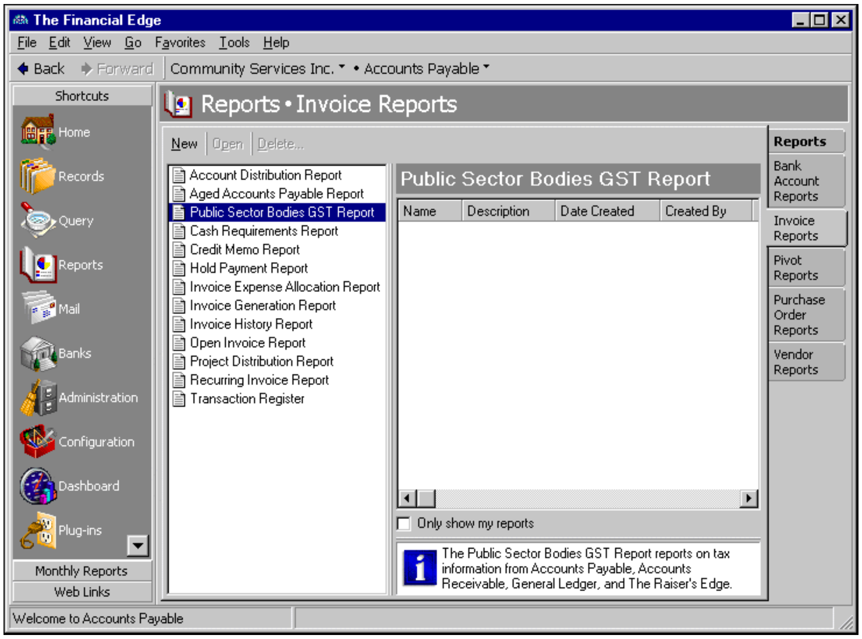
The Public Sector Bodies GST Report shows tax information from ***Accounts Payable***, ***Accounts Receivable***, ***General Ledger***, and the ***Raiser's Edge***.

The Public Sector Bodies GST Report has four tabs on which you set parameters: General, AP Filters, AR Filters, and Format. To move among the tabs in a report, use **Next** and **Back** at the bottom of the screen or select the tab itself. On these tabs you specify the records to include in the report and how the report should look.

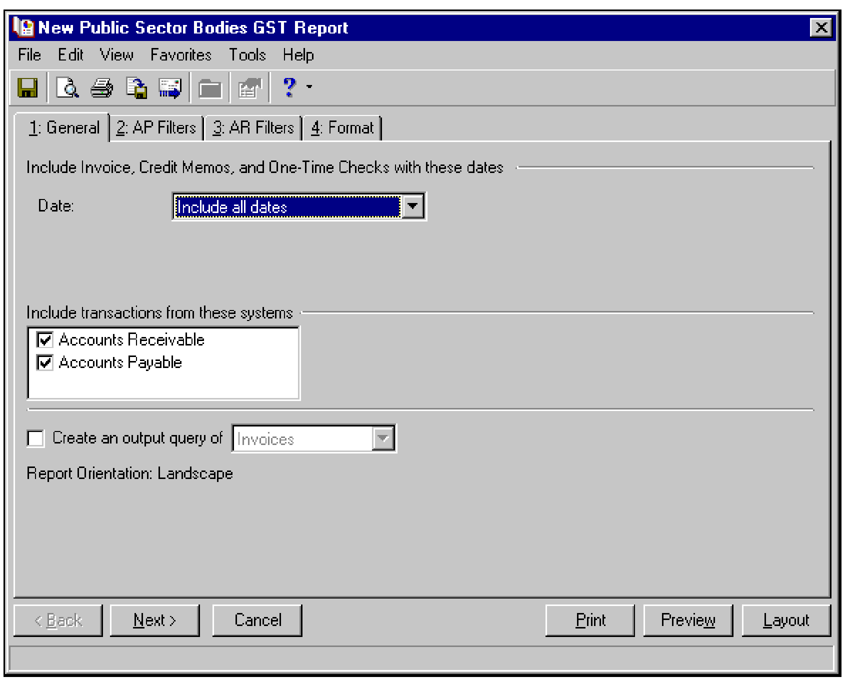
- **Creating a Public Sector Bodies GST Report**

Note: The action bar is located above the list of reports and contains links for creating a new report, opening a report, and deleting a report. These links are common to all Reports pages.

1. From the Reports page, click **Invoice Reports**. The Invoice Reports page appears with a list of all invoice reports on the left. In the list, select **Public Sector Bodies GST Report**.



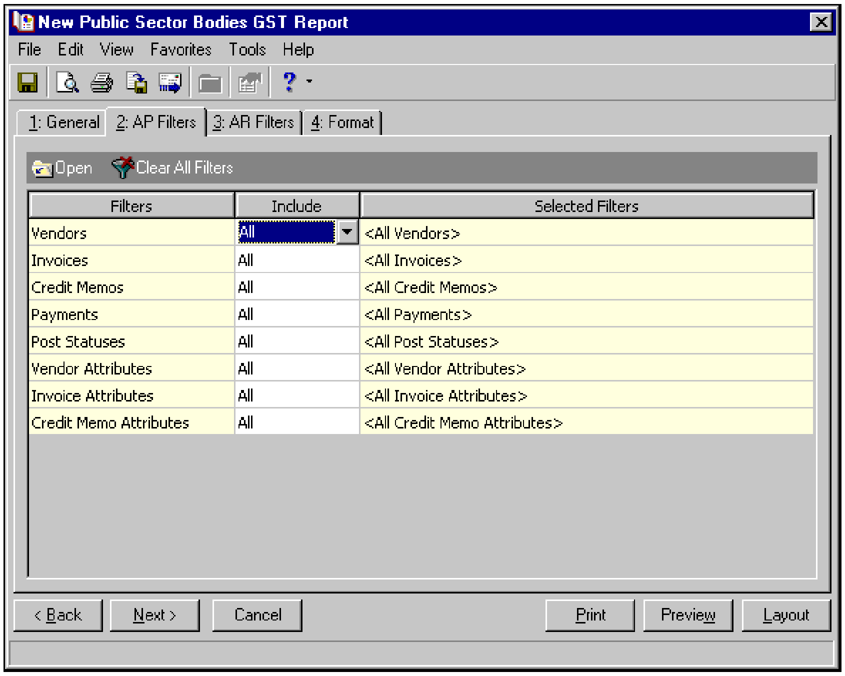
2. On the action bar, click **New**. The New Public Sector Bodies GST Report screen opens to the General tab. On this tab, you can set specific parameters and make selections about the information included in the report.



Note: Fields, options, and checkboxes on the General tab vary for each report.

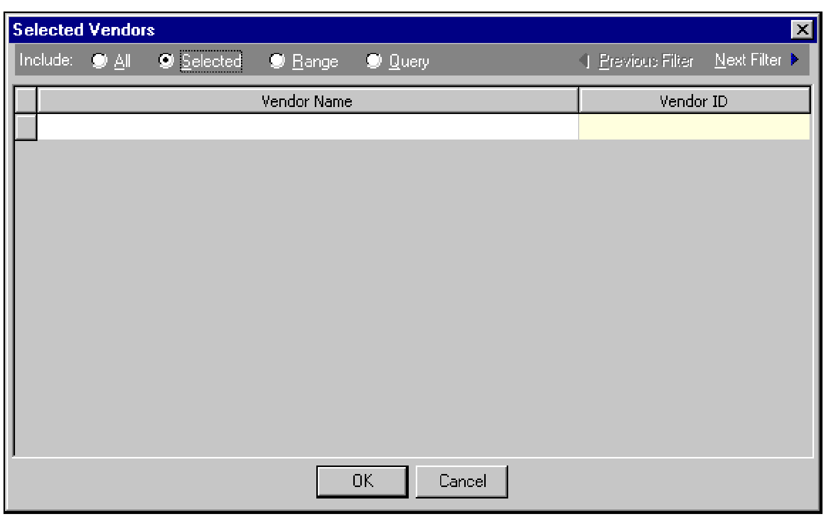
3. In the **Date** field, select a date range for the report. If you select <Specific range>, you must also enter a start date and end date.

4. In the **Include transactions from these systems** frame, mark **Accounts Payable** or **Accounts Receivable** to include transactions from those programs in the report.
5. To create an output query, mark **Create an output query** and select “Invoices”.
6. Click **Next** or select the AP Filters tab. On this tab, you can filter the information appearing in the report.



Note: Once you highlight a filter in the grid, you can click **Open** to access the Selected <Filter> screen on which you select specific filters.

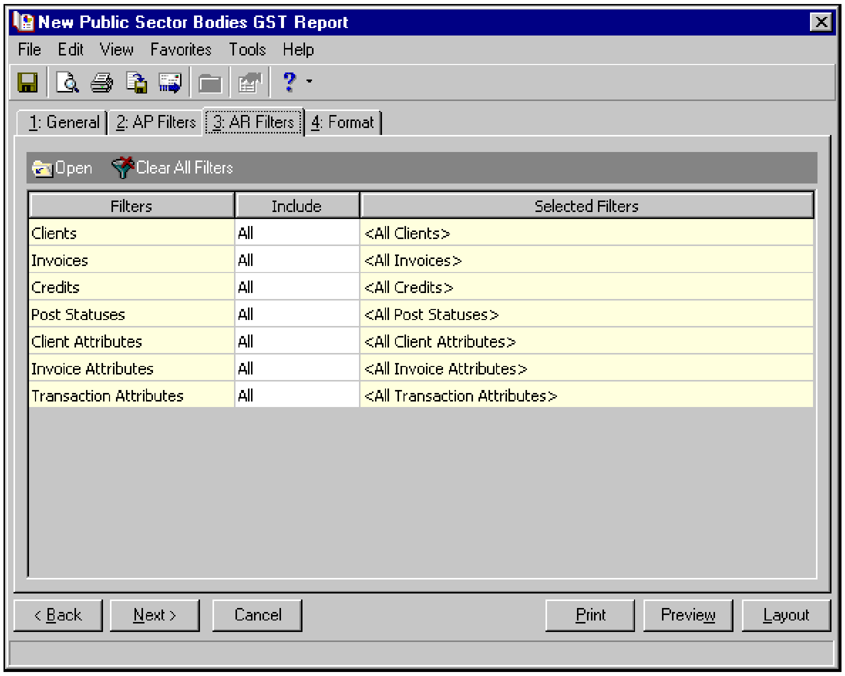
7. In the **Include** column, select “All” or “Selected”. If you choose “Selected,” the Selected <Filter> screen opens so you can designate specific filters.



8. To include all the filters listed in the grid, mark **All**.
9. To view or edit the previous filter without returning to the AP Filters tab, click **Previous Filter**. To view or edit the next filter without returning to the AP Filters tab, click **Next Filter**.

Note: You can click **Clear All Filters** to remove all previously selected filters from the report.

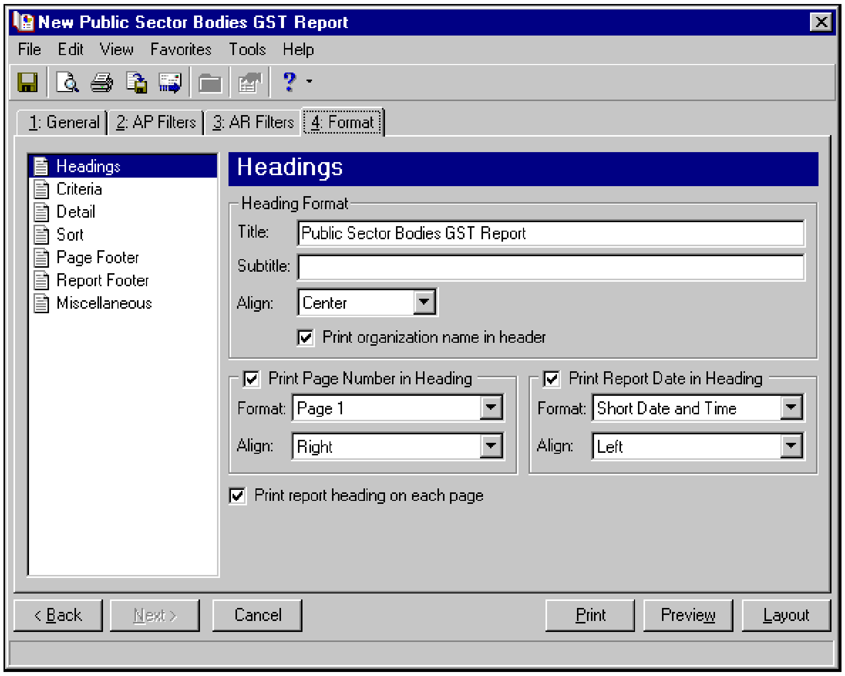
10. Click **OK** to return to the AP Filters tab. Your selections appear in the grid.
11. Click **Next** or select the AR Filters tab.



Note: Once you highlight a filter in the grid, you can click **Open** to access the Selected <Filter> screen on which you select specific filters.

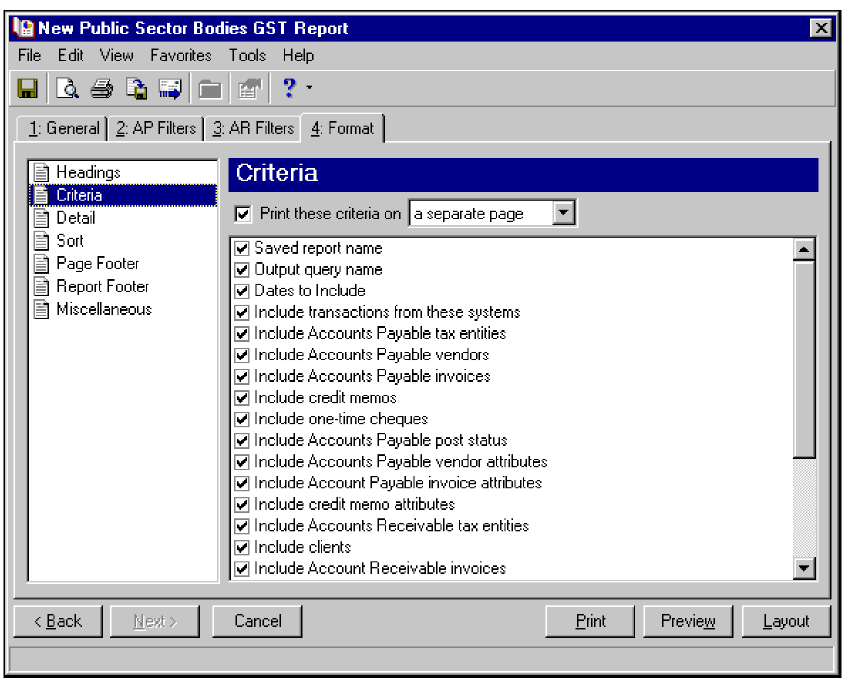
12. In the **Include** column, select “All” or “Selected”. If you choose “Selected,” the Selected <Filter> screen opens so you can designate specific filters.
13. To include all the filters listed in the grid, mark **All**.
14. To view or edit the previous filter without returning to the AR Filters tab, click **Previous Filter**. To view or edit the next filter without returning to the AR Filters tab, click **Next Filter**.
15. Click **OK** to return to the AR Filters tab. Your selections appear in the grid.

16. Click **Next** or select the Format tab. On the Format tab, you select how you want the report to appear.



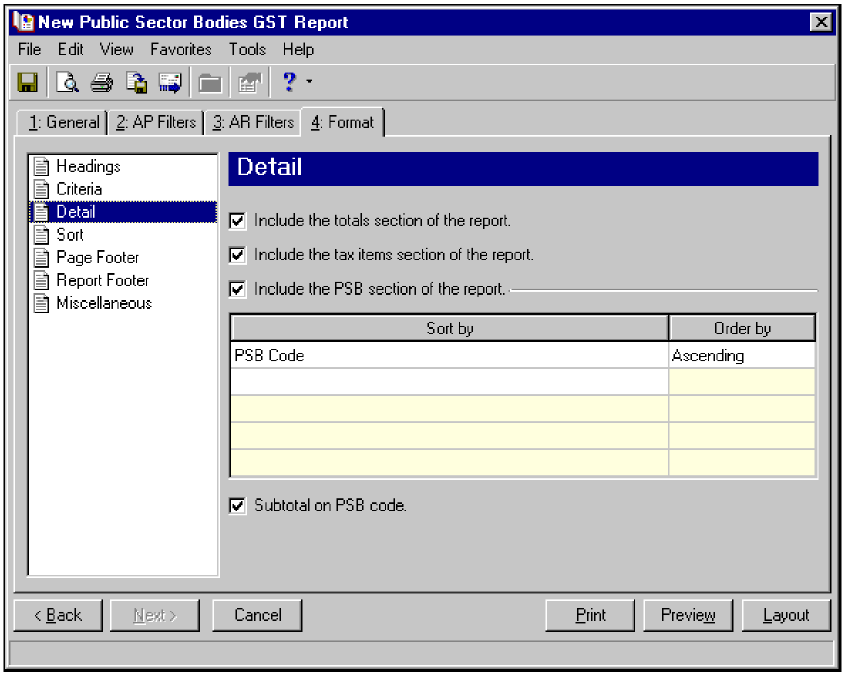
Headings. You can enter a maximum of 60 characters in both the **Title** and **Subtitle** fields. The program assigns a name in the **Title** field based on the record type; in this case, “Public Sector Bodies GST Report”. You can change this title. The title and subtitle appear at the top of the report. You can also select how to align the heading and whether to include your organization’s in the header.

You can include other options in the header, such as the page number and the date, to appear on every page of the report.

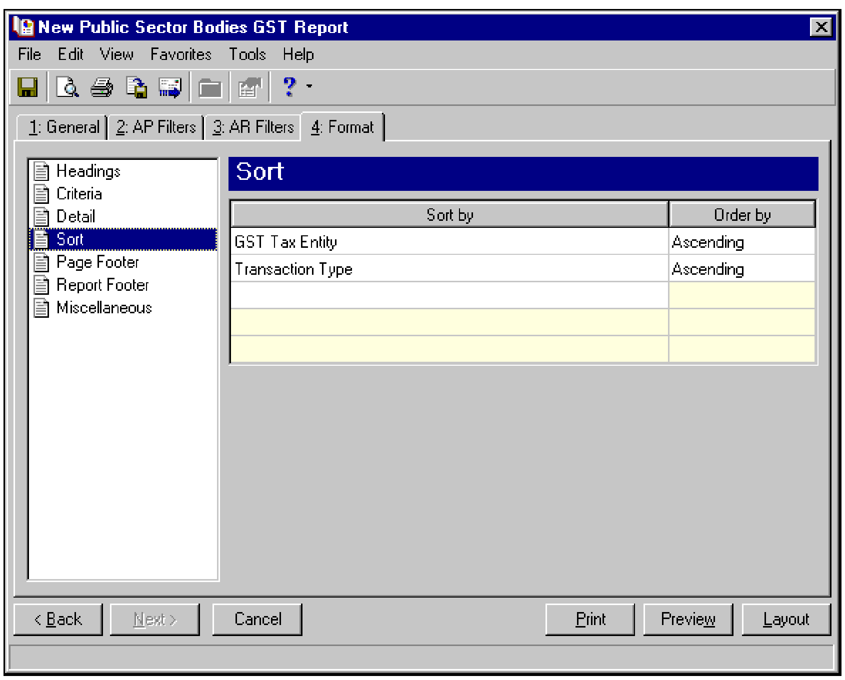


Criteria. Select **Criteria** to print a list of criteria used to create the report. Mark **Print these criteria on** and select a separate page or the first page. All selected options print in the criteria section of the report.

The program automatically selects all criteria. Unmark the checkbox for any you do not want to print with the report.

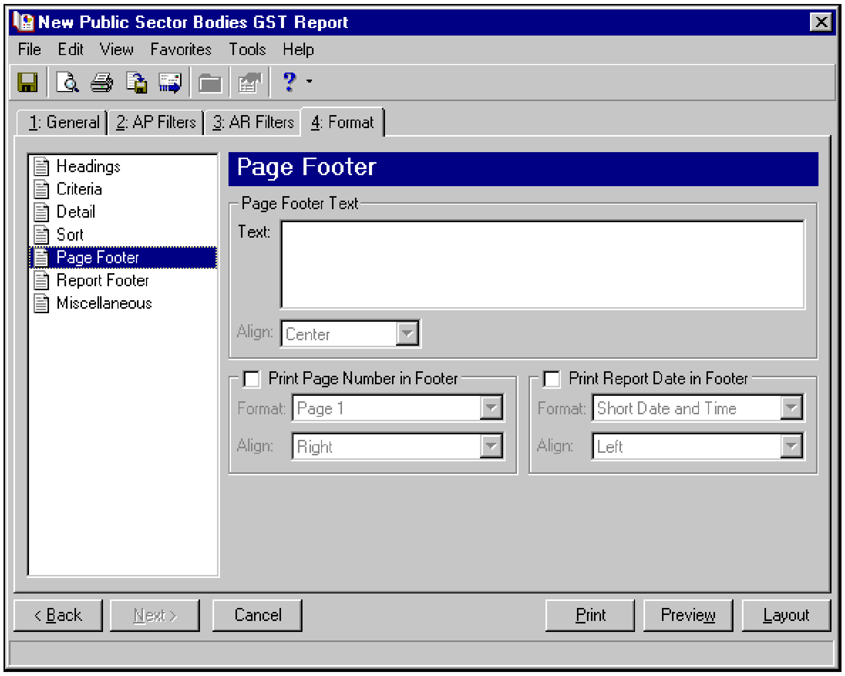


Detail. Use **Detail** to select details specific to the report.

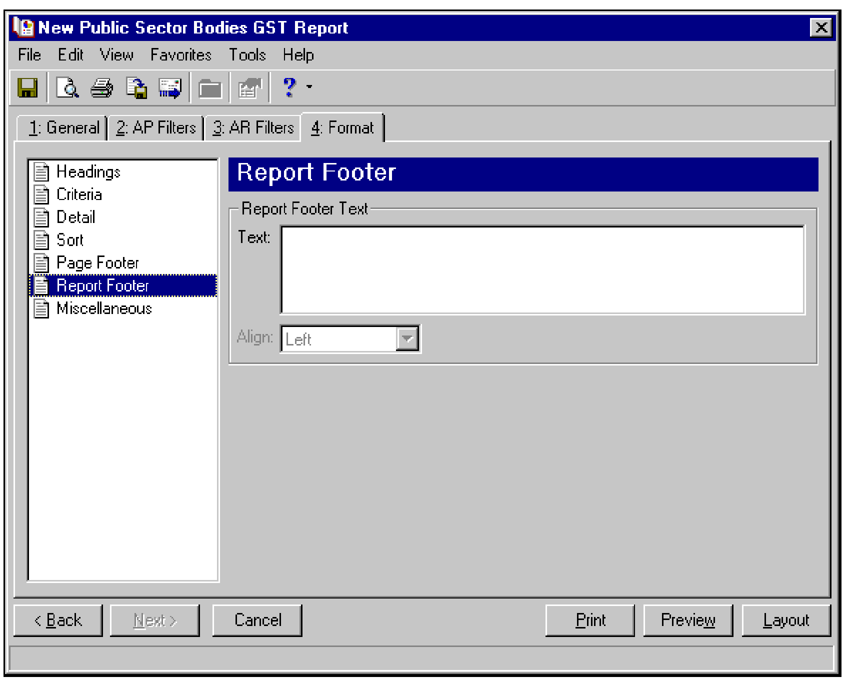


Sort. Use **Sort** to select the order in which information appears on the report. When you select **Sort** on the Format tab, a grid displays the categories you can sort in the report. Select a sorting category in the **Sort by** column and select Ascending or Descending in the **Order by** column.

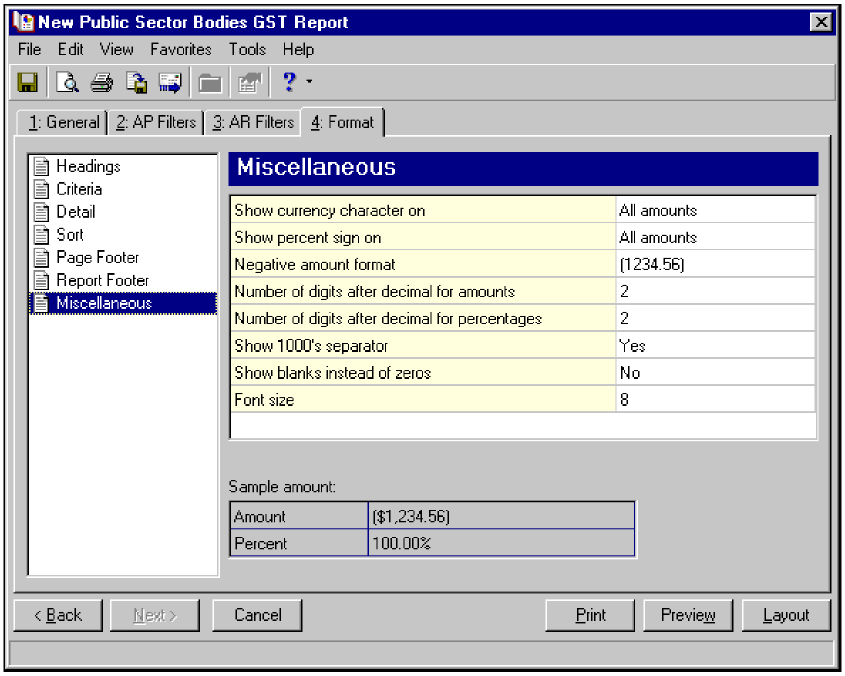
If you make no selections in the **Sort by** column in the grid, the program sorts by GST Tax Entity and Transaction Type in ascending order.



Page Footer. You can enter a maximum of 255 characters in the page footer. You can also include other options in the page footer, such as the page number and date.



Report Footer. You can enter a maximum of 255 characters in the report footer and select how you want text aligned. The report footer appears at the end of the report.



Miscellaneous. You can select how you want numbers to appear on the report. You can also select the font size used in the report.

Accounts Receivable Reports

In ***Accounts Receivable***, you can create Public Sector Bodies GST Reports to list all your obligations and entitlements as GST amounts. You can use these values to complete the GST portion of your taxes and file for rebates. This section contains detailed procedures for creating a GST report. For detailed information about creating other ***Accounts Receivable*** reports, see the *Reports Guide for Accounts Receivable*.

Creating a Public Sector Bodies GST Report

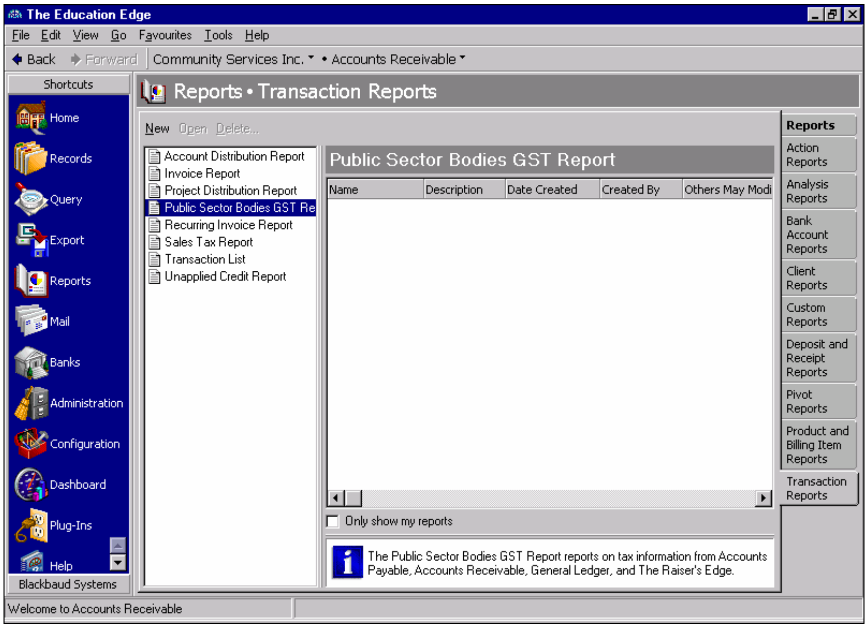
The Public Sector Bodies GST Report shows tax information from ***Accounts Payable***, ***Accounts Receivable***, ***General Ledger***, and the ***Raiser's Edge***.

The Public Sector Bodies GST Report has four tabs on which you set parameters: General, AP Filters, AR Filters, and Format. To move among the tabs in a report, use **Next** and **Back** at the bottom of the screen or select the tab itself. On these tabs you specify the records to include in the report and how the report should look.

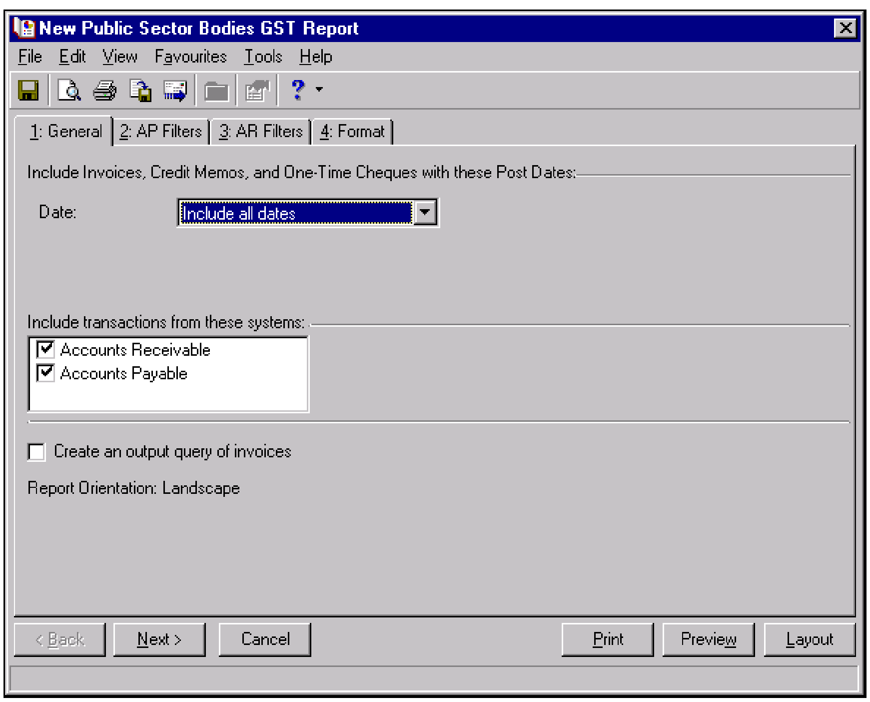
- **Creating a Public Sector Bodies GST Report**

Note: The action bar is located above the list of reports and contains links for creating a new report, opening a report, and deleting a report. These links are common to all Reports pages.

1. From the Reports page, click **Transaction Reports**. The Invoice Reports page appears with a list of all transaction reports on the left. In the list, select **Public Sector Bodies GST Report**.



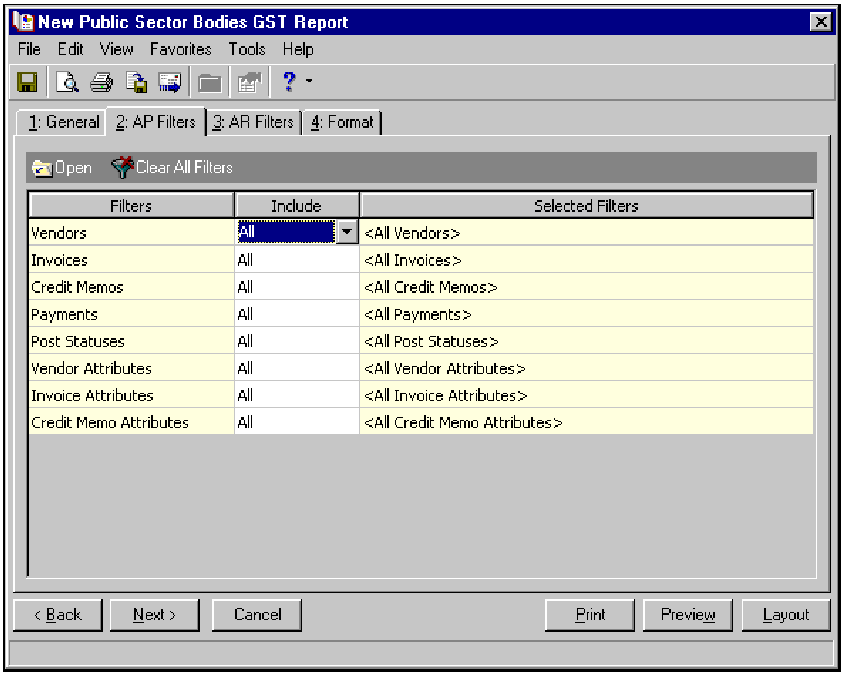
2. On the action bar, click **New**. The New Public Sector Bodies GST Report screen opens to the General tab. On this tab, you can set specific parameters and make selections about the information included in the report.



Note: Fields, options, and checkboxes on the General tab vary for each report.

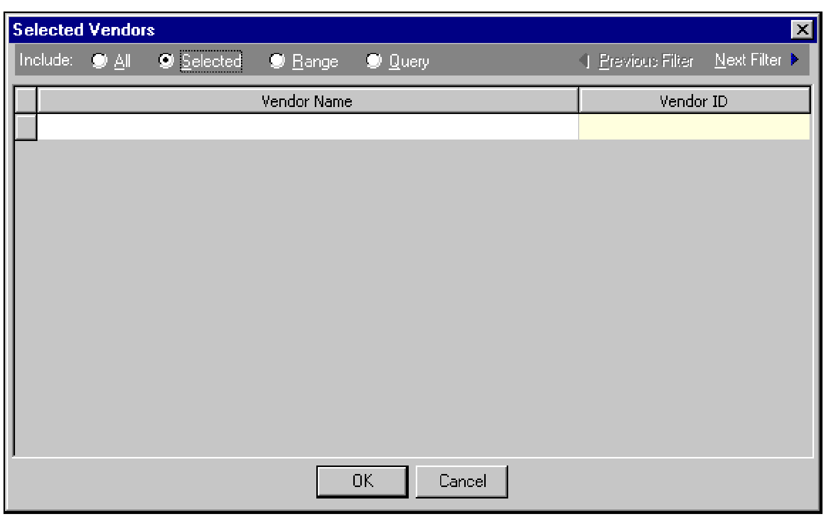
3. In the **Date** field, select a date range for the report. If you select <Specific range>, you must also enter a start date and end date.

4. In the **Include transactions from these systems** frame, mark **Accounts Payable** or **Accounts Receivable** to include transactions from those programs in the report.
5. To create an output query of invoices, mark **Create an output query of invoices**.
6. Click **Next** or select the AP Filters tab. On this tab, you can filter the information appearing in the report.



Note: Once you highlight a filter in the grid, you can click **Open** to access the Selected <Filter> screen on which you select specific filters.

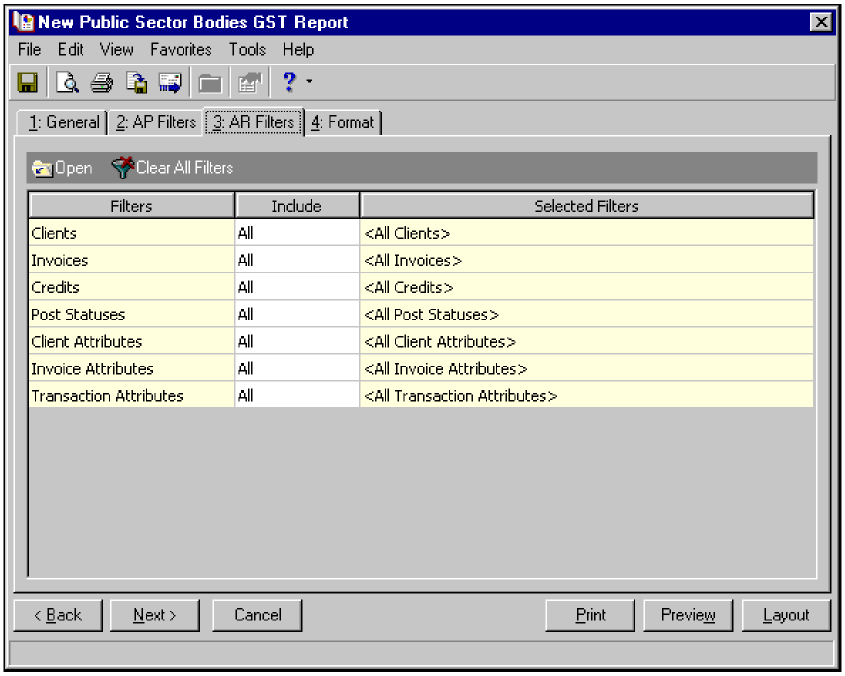
7. In the **Include** column, select "All" or "Selected". If you choose "Selected," the Selected <Filter> screen opens so you can designate specific filters.



8. To include all the filters listed in the grid, mark **All**.
9. To view or edit the previous filter without returning to the AP Filters tab, click **Previous Filter**. To view or edit the next filter without returning to the AP Filters tab, click **Next Filter**.

Note: You can click **Clear All Filters** to remove all previously selected filters from the report.

10. Click **OK** to return to the AP Filters tab. Your selections appear in the grid.
11. Click **Next** or select the AR Filters tab.

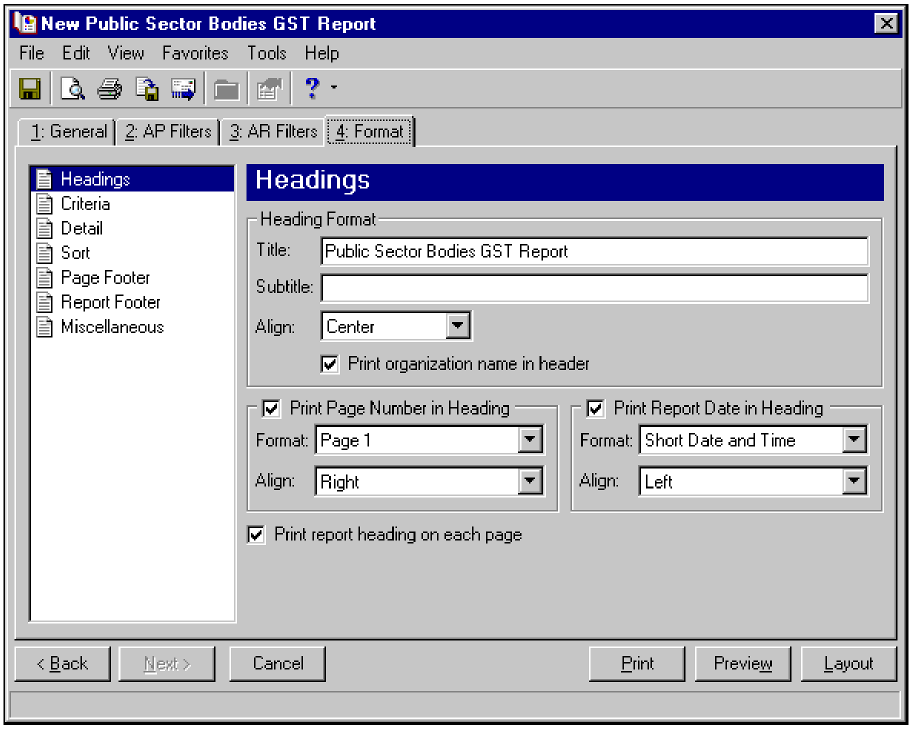


Note: Once you highlight a filter in the grid, you can click **Open** to access the Selected <Filter> screen on which you select specific filters.

12. In the **Include** column, select “All” or “Selected”. If you choose “Selected,” the Selected <Filter> screen opens so you can designate specific filters.
13. To include all the filters listed in the grid, mark **All**.
14. To view or edit the previous filter without returning to the AR Filters tab, click **Previous Filter**. To view or edit the next filter without returning to the AR Filters tab, click **Next Filter**.
15. Click **OK** to return to the AR Filters tab. Your selections appear in the grid.
16. Click **Next** or select the Format tab. On the Format tab, you select how you want the report to appear.

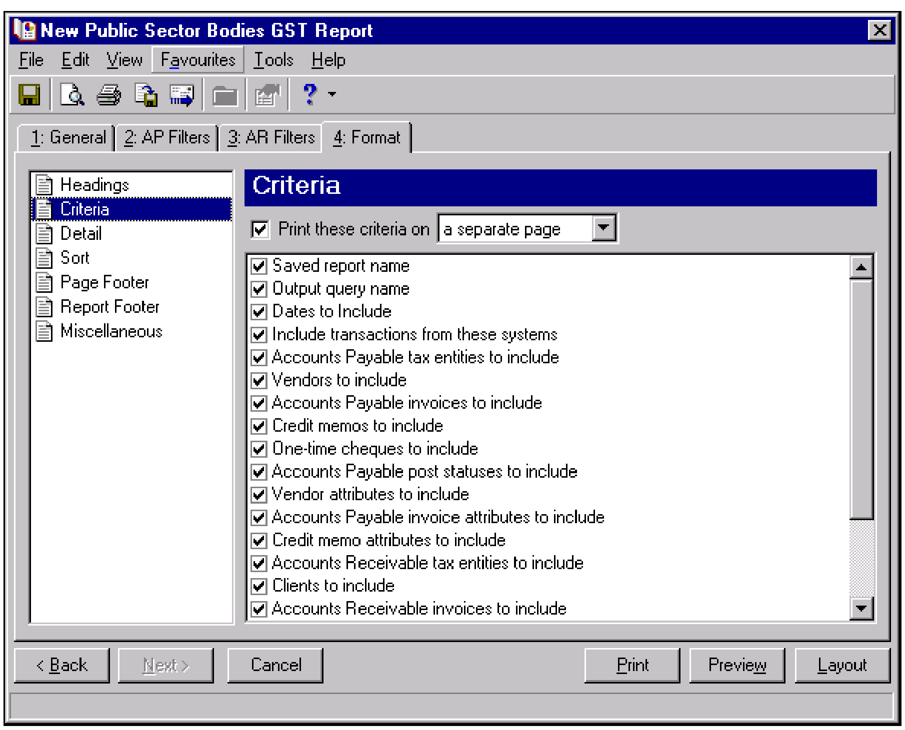
Headings. You can enter a maximum of 60 characters in both the **Title** and **Subtitle** fields. The program assigns a name in the **Title** field based on the record type; in this case, “Public Sector Bodies GST Report”. You can change this title. The title and subtitle appear at the top of the report. You can also select how to align the heading and whether to include your organization’s in the header.

You can include other options in the header, such as the page number and the date, to appear on every page of the report.

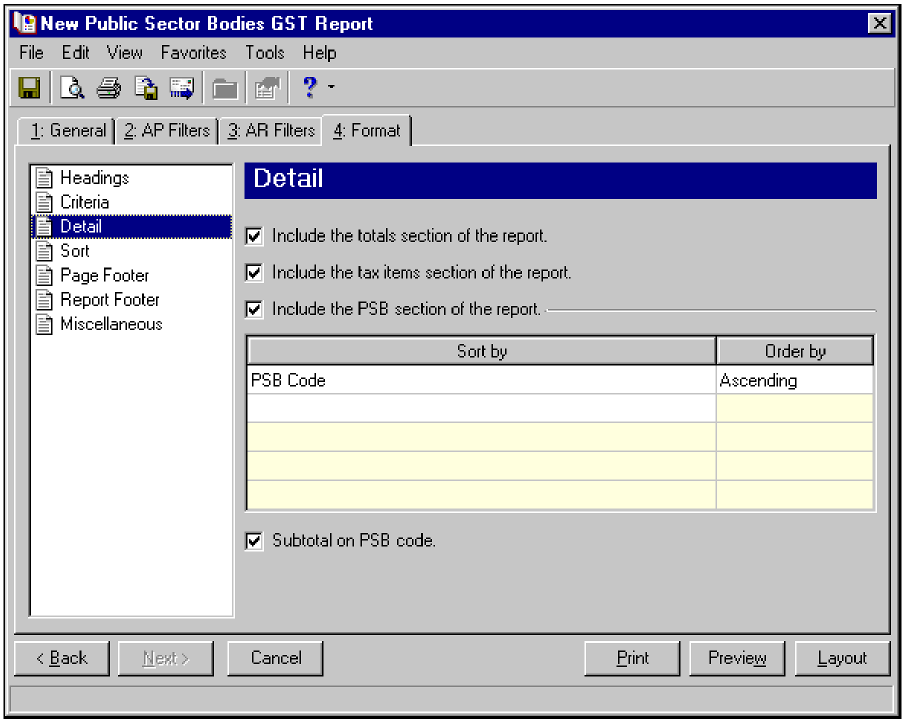


Criteria. Select **Criteria** to print a list of criteria used to create the report. Mark **Print these criteria on** and select a separate page or the first page. All selected options print in the criteria section of the report.

The program automatically selects all criteria. Unmark the checkbox for any you do not want to print with the report.

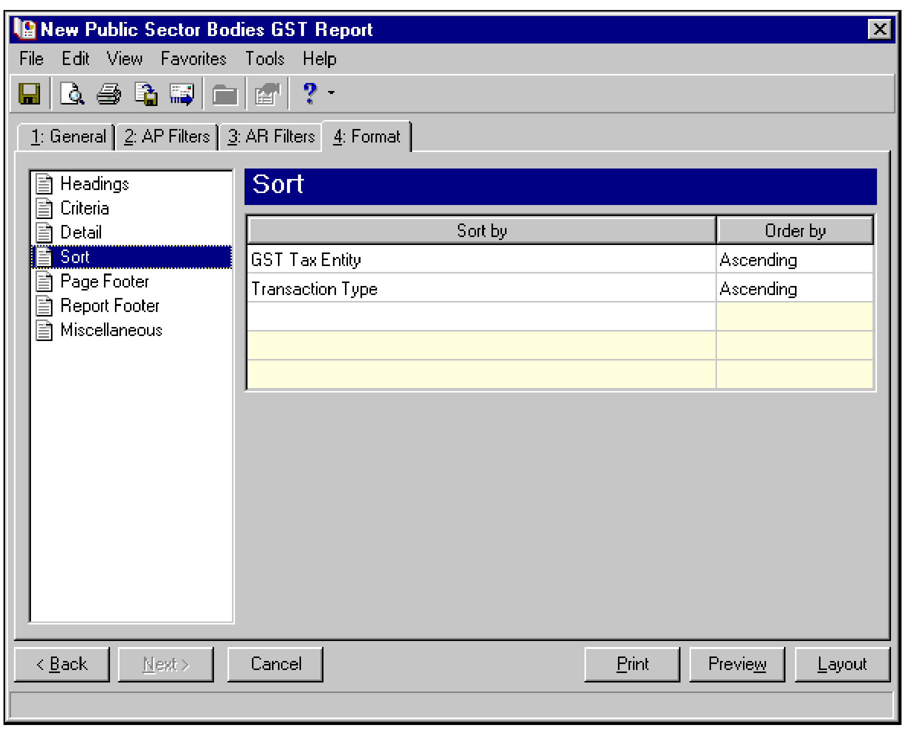


Detail. Use **Detail** to select details specific to the report.

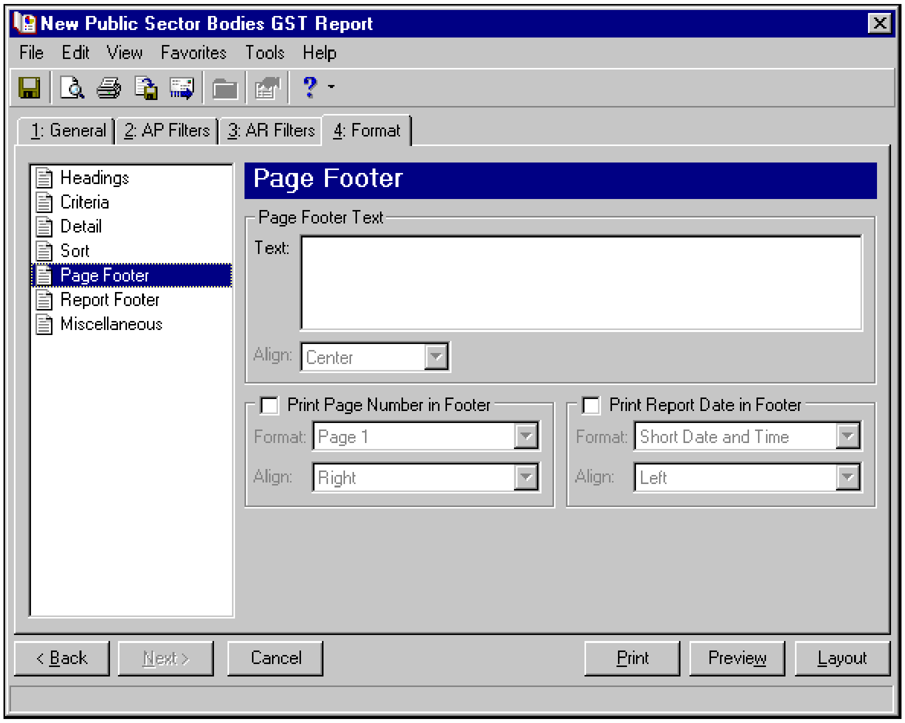


Sort. Use **Sort** to select the order in which information appears on the report. When you select **Sort** on the Format tab, a grid displays the categories you can sort in the report. Select a sorting category in the **Sort by** column and select Ascending or Descending in the **Order by** column.

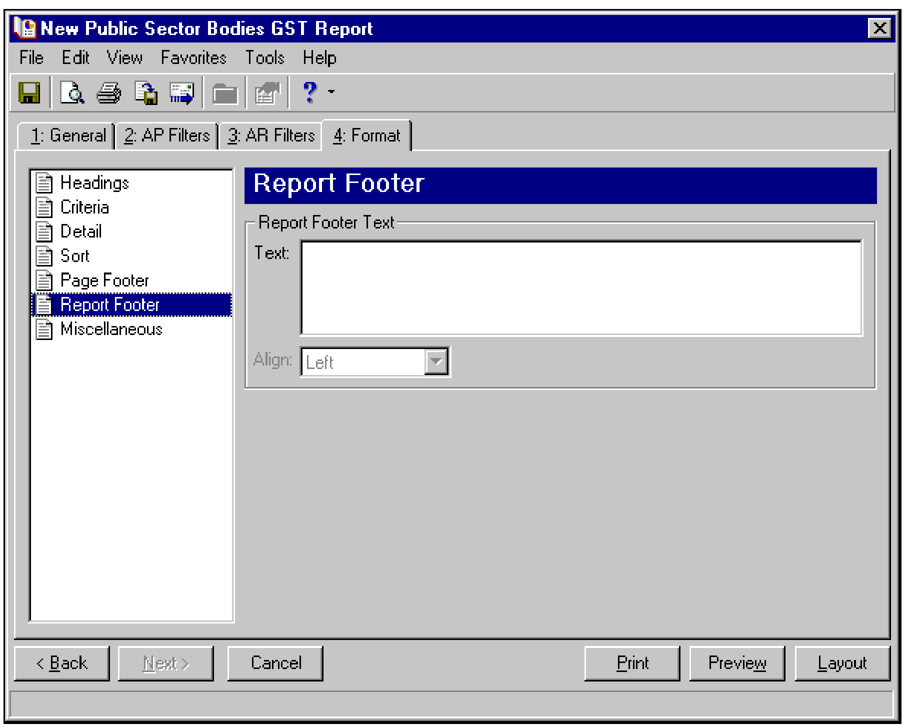
If you make no selections in the **Sort by** column in the grid, the program sorts by GST Tax Entity and Transaction Type in ascending order.



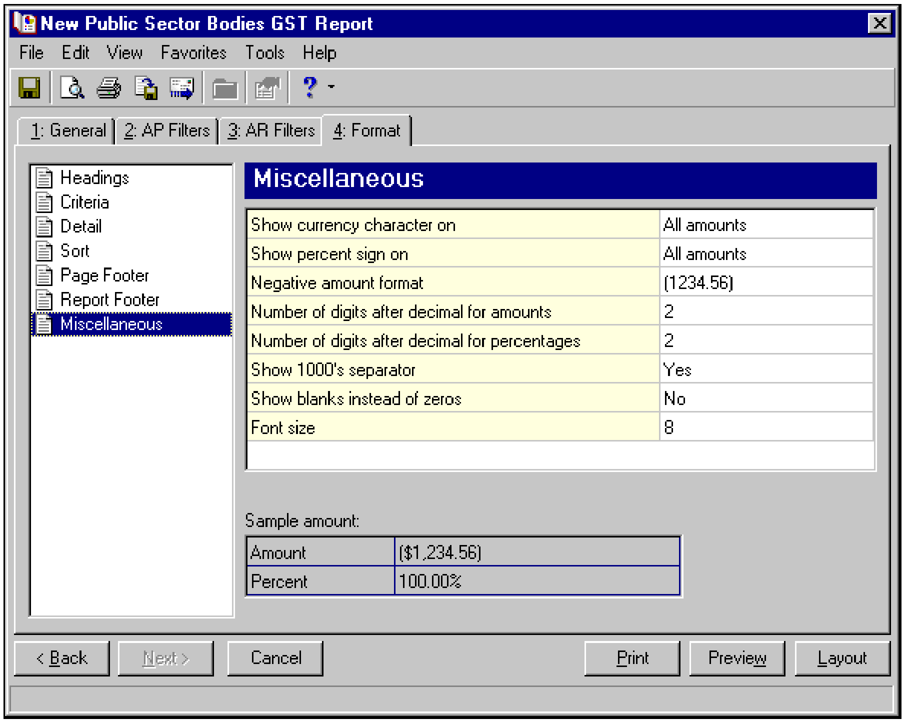
Page Footer. You can enter a maximum of 255 characters in the page footer. You can also include other options in the page footer, such as the page number and date.



Report Footer. You can enter a maximum of 255 characters in the report footer and select how you want text aligned. The report footer appears at the end of the report.



Miscellaneous. You can select how you want numbers to appear on the report. You can also select the font size used in the report.



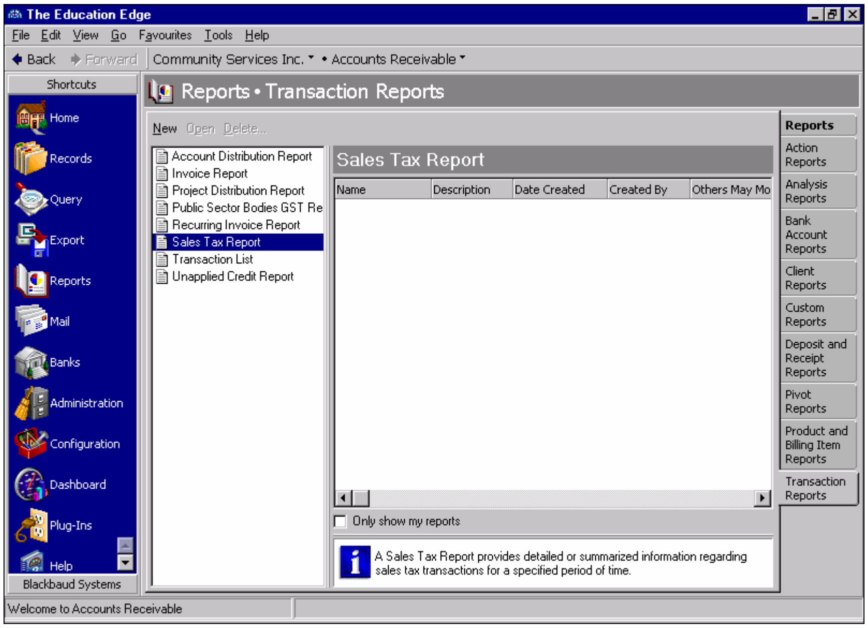
Creating a Sales Tax Report

By creating a Sales Tax Report in ***Accounts Receivable***, you can view a breakdown of the sales taxes you collect from or refund to clients. This report lists details such as the client name, source amount, tax amount, and the subtotals by sales tax item.

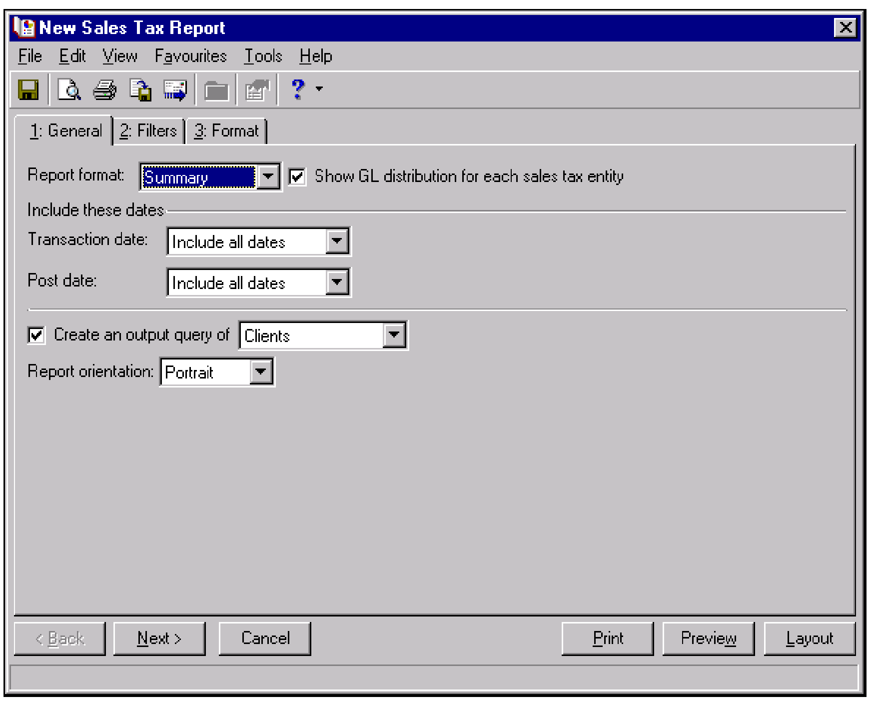
Creating a sales tax report

1. From the Reports page, click **Transaction Reports**. The Transaction Reports page appears with a list of all transaction reports on the left.

2. In the list on the left, select **Sales Tax Report**.



3. On the action bar, click **New**. The New Sales Tax Report screen appears on the General tab. On this tab, you can set specific parameters and make selections about the information included in the report.



Note: Fields, options, and checkboxes on the General tab vary for each report.

4. In the **Report format** field, select Detail or Summary. If you select Detail, the report shows every transaction that incurred sales tax. If you select Summary, the report shows only the amount of sales tax that is owed to each sales tax entity.

   If you select Summary in the **Report format** field, you can mark **Show GL distribution for each sales tax entity** to include a summary of the GL distribution.

5. In the **Transaction date** field, select a date or date range for the transactions to include in the report.

   If you select <Specific range>, you can specify a start and end date. If the **Start date** field is blank, all activity is included up to the end date. If the **End date** field is blank, all activity from the start date forward, including transactions with a date in the future, is included. If both fields are blank, all activity is included.

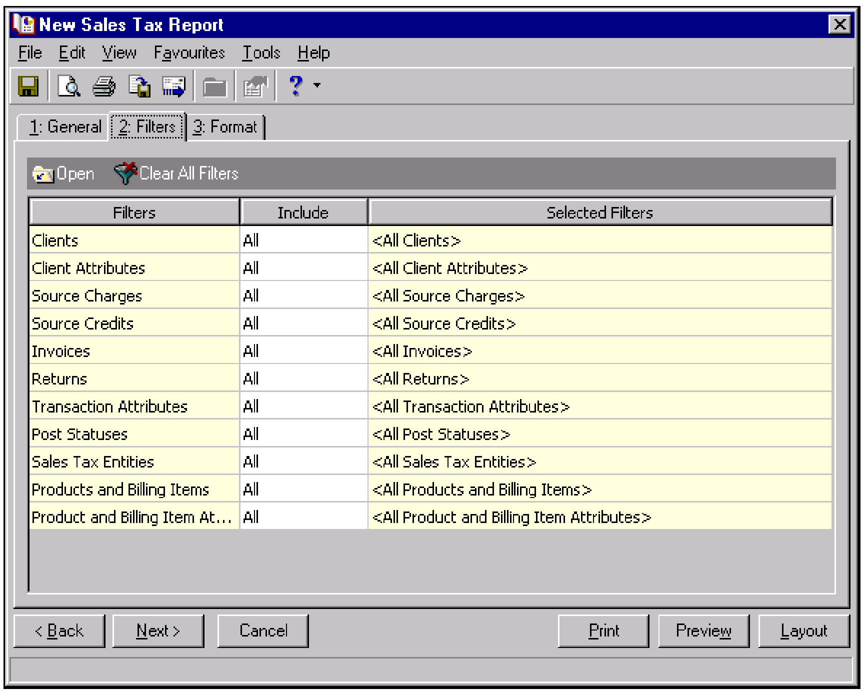
6. In the **Post date** field, select a date or date range of post dates of transactions to include in the report.

   If you select <Specific range>, you can specify a start and end date. If the **Start date** field is blank, all activity is included up to the end date. If the **End date** field is blank, all activity from the start date forward, including transactions with a post date in the future, is included. If both fields are blank, all activity is included.

7. To create an output query, mark the checkbox and select the output query type you want to create.

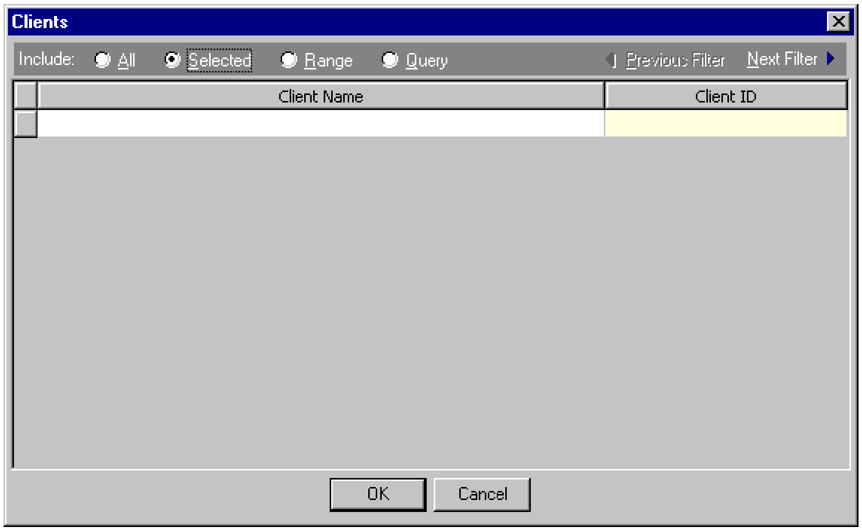
8. In the **Report orientation** field, select “Landscape” or “Portrait”.

9. Click **Next** or select the Filters tab. On this tab, you can filter the information appearing in the report.



Note: Once you select a filter in the grid, you can click **Open** to access the Selected <Filter> screen on which you select specific filters.

10. In the **Include** column, select “All” or “Selected”. If you choose “Selected,” the Selected <Filter> screen opens so you can designate specific filters. Depending on your selection, different filter screens can appear.



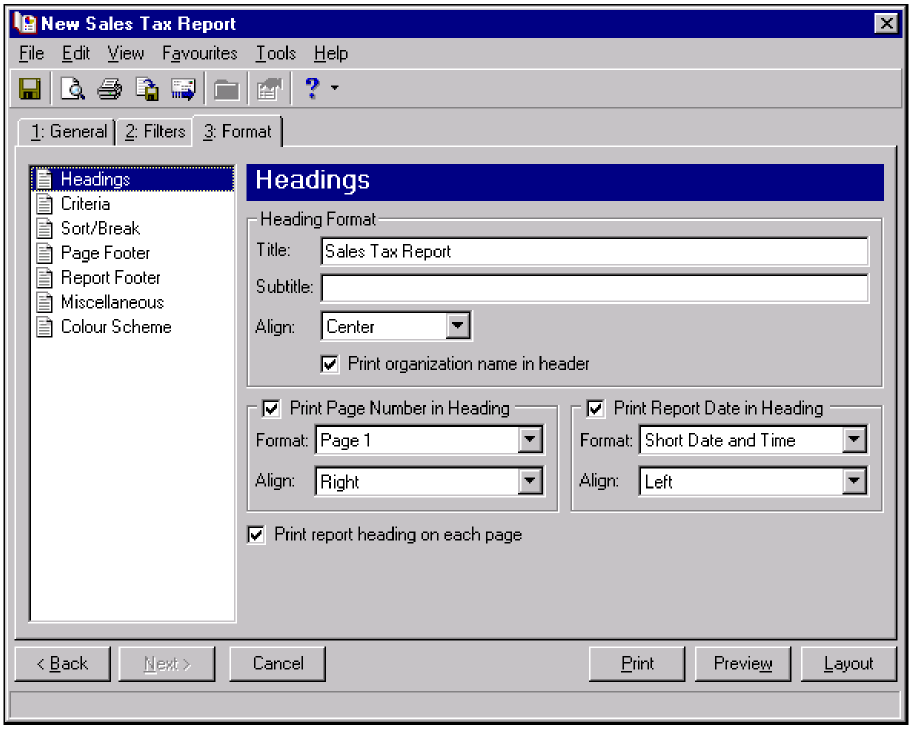
11. To include all of the filters listed in the grid, select **All**. You can include individual filters by choosing **Selected** and moving the filter into the **Include these gst tax entities** box.
12. To view or edit the previous filter without returning to the AP Filters tab, click **Previous Filter**. To view or edit the next filter without returning to the AP Filters tab, click **Next Filter**.

Note: You can click **Clear All Filters** to remove all previously selected filters from the report.

13. Click **OK** to return to the Filters tab.
14. Click **Next** or select the Format tab. On the Format tab, you select how you want the report to appear. A description of each formatting option is provided.

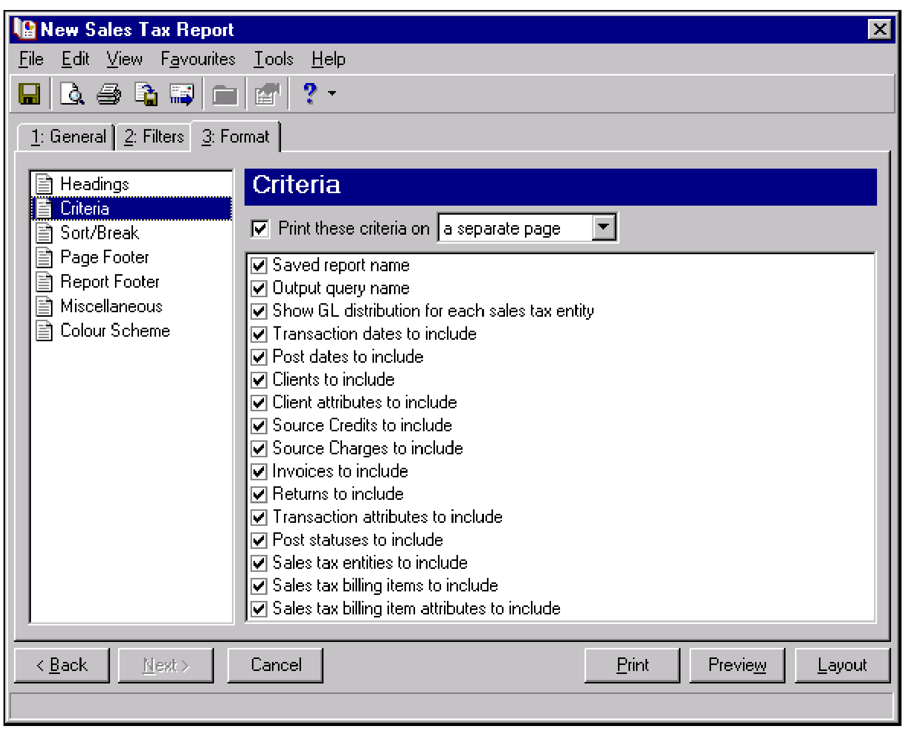
Headings. You can enter a maximum of 60 characters in both the **Title** and **Subtitle** fields. The program assigns a name in the **Title** field based on the record type; in this case, “Business Activity Statement”. You can change this title. The title and subtitle appear at the top of the report. You can also select how you want the heading aligned and if you want your organisation’s name to appear in the header.

You can include other options in the header, such as the page number and the date, also select to include the header on every page of the report.



Criteria. Select **Criteria** to print a list of criteria used to create the report. Mark **Print these criteria on** and select a separate page or the first page. All selected options print in the criteria section of the report.

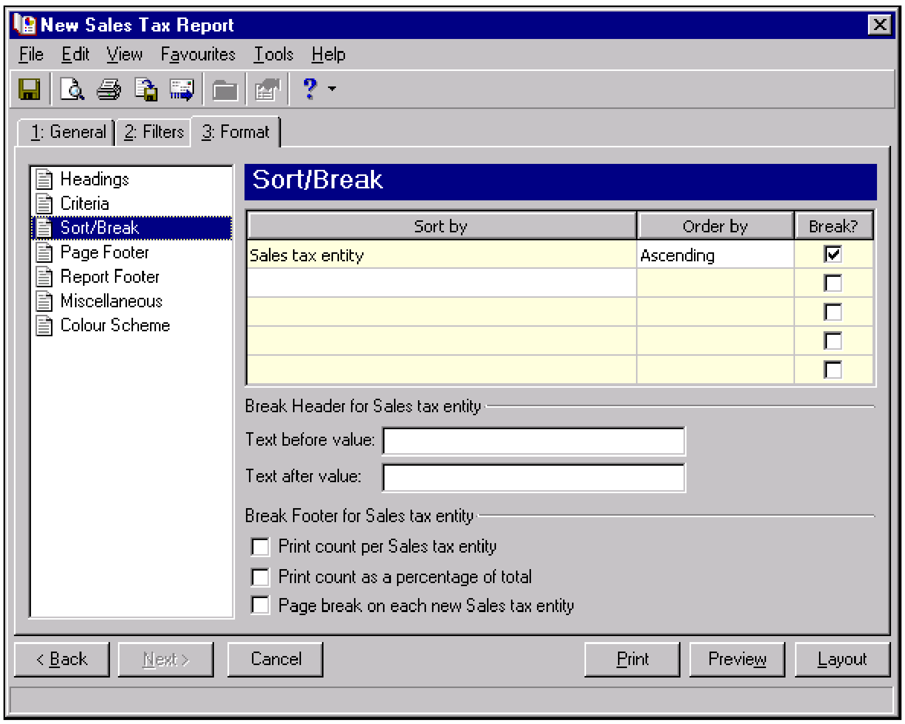
The program automatically selects all criteria. Unmark the checkbox for any you do not want to print with the report.



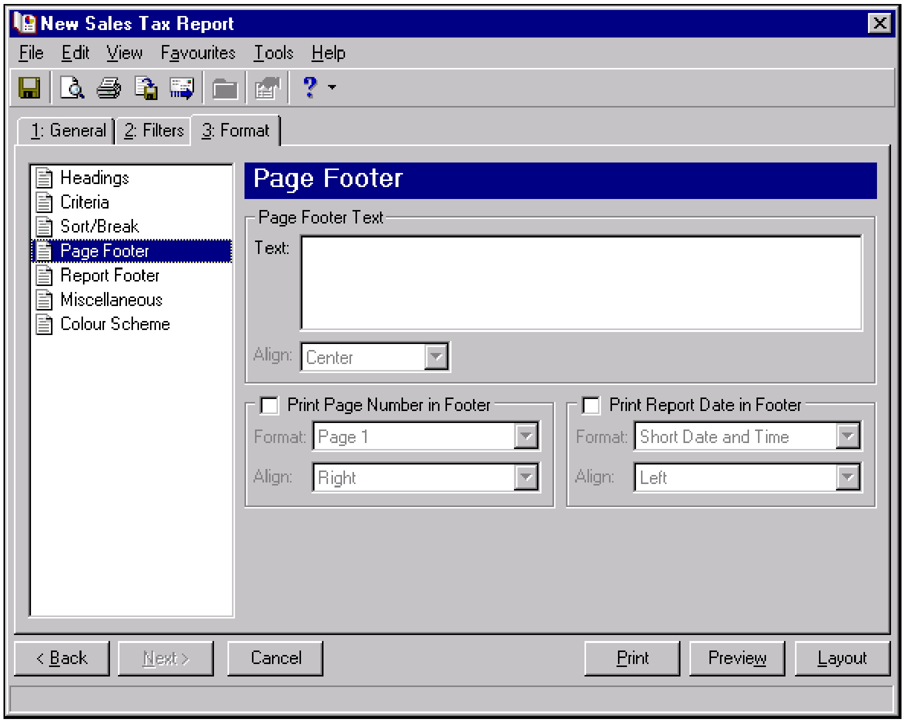
Sort/Break. Use **Sort/Break** to select the order in which information appears on the report. When you select **Sort/Break** on the Format tab, a grid displays the categories you can sort in the report. Select a sorting category in the **Sort by** column and select Ascending or Descending in the **Order by** column.

If you make no selections in the Sort by column in the grid, the program sorts by sales tax entity in ascending order.

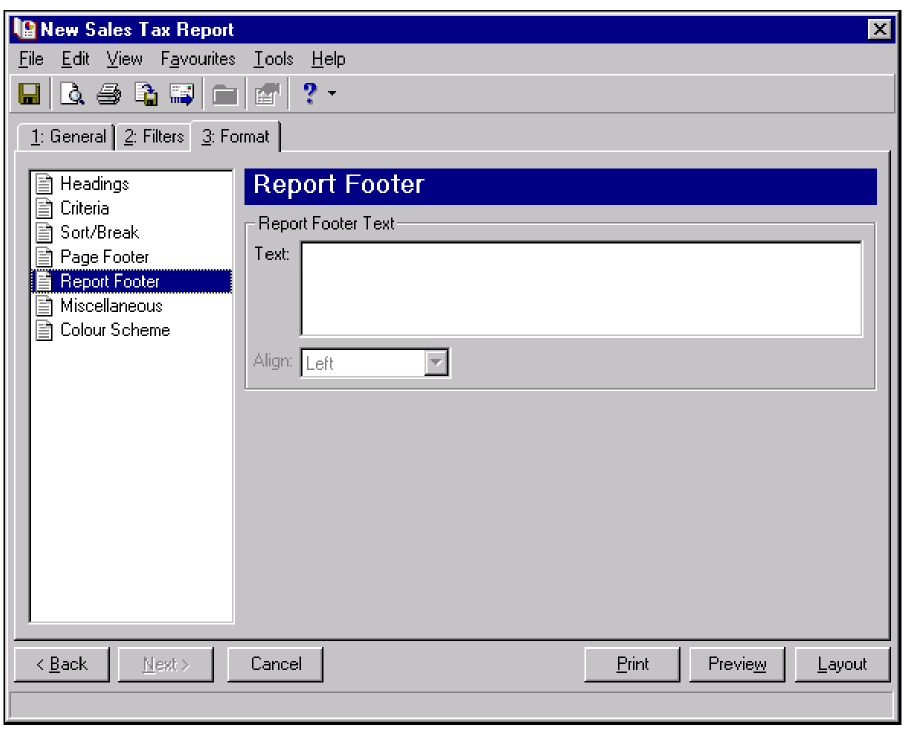
You can also create breaks between the sections you have sorted by. In the **Text before value** and **Text after value** fields, you can enter up to 30 characters in each field for information you want to print directly before and after the break. If you mark **Print count per Sales tax entity** or **Print count as percentage of total** for the selected sort field, the number or percentage for each selected sort option appears in the footer. If you mark **Page break on each new Sales tax entity**, a new page starts for the highest level break.



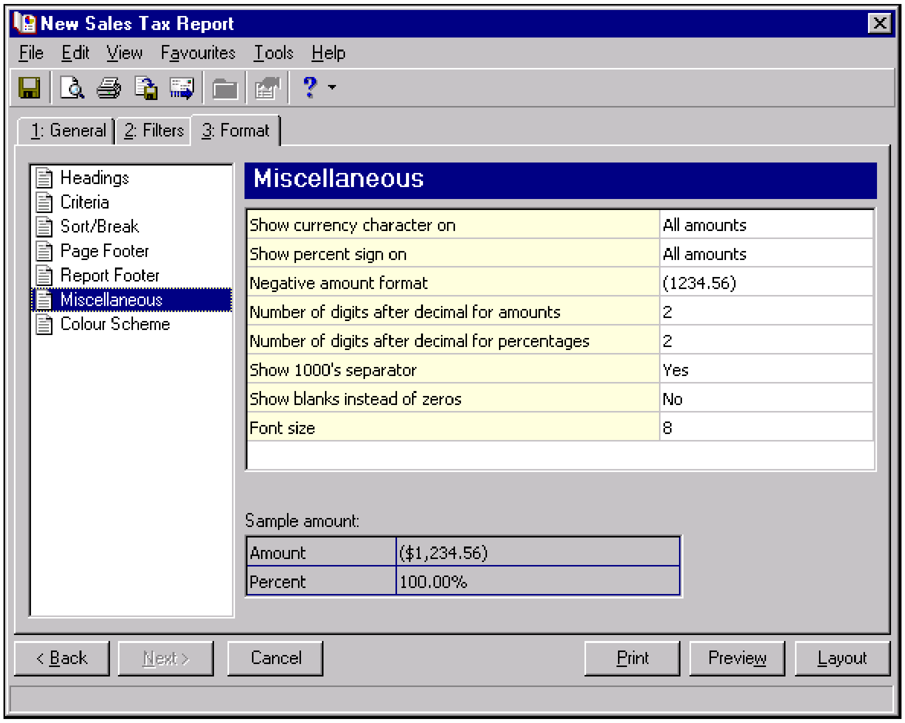
Page Footer. You can enter a maximum of 255 characters in the page footer. You can also include other options in the page footer, such as the page number and date.



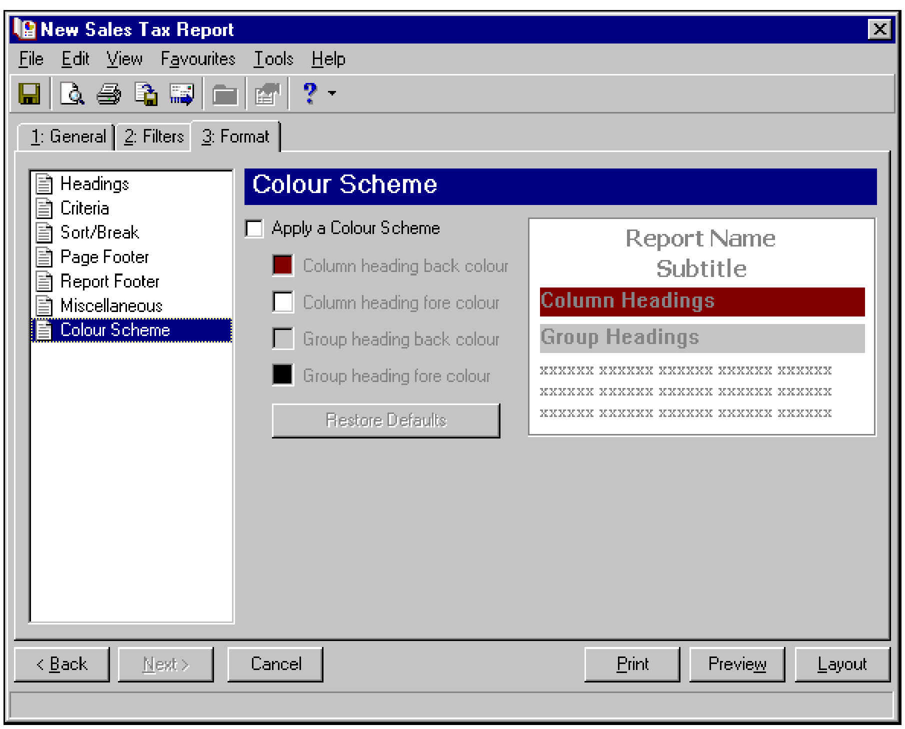
Report Footer. You can enter a maximum of 255 characters in the report footer and select how you want text aligned. The report footer appears at the end of the report.



Miscellaneous. You can select how you want numbers to appear on the report. You can also select the font size used in the report.



Colour Scheme. Use Colour Scheme to select colours for report headings. When you click in the colour checkbox next to the selection, the Colour screen appears so you can select a standard colour or define a custom colour. If you leave the **Apply a Colour Scheme** checkbox unmarked, the report prints in black and white.



Index

O

P

R

S

T

U

V