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How to Process Receipts, Refunds and Clear Refundable Deposits

**repeat tip*



FAST Tips

Simulation

How to Process Receipts, Refunds
and Clear Refundable Deposits

*FAST Team,
Financial Services Dept.
University of Toronto*

The image shows a video thumbnail with a blue background and a play button icon. The text on the thumbnail includes the title 'FAST Tips', the word 'Simulation', the video title 'How to Process Receipts, Refunds and Clear Refundable Deposits', and the presenter information 'FAST Team, Financial Services Dept. University of Toronto'.

Learn More:

- [Reference Guide - Create Cash Receipts for Refundable Deposits](#)
- [Reference Guide - Repayment of Refundable Deposits](#)

If you have any trouble viewing this simulation, please contact fast.help@utoronto.ca.

What does self-assessing of HST mean? Do I have to self-assess?

To self-assess means to calculate how much HST should be paid on the purchase of a good or service when the supplier has not billed HST or just billed the Federal Component (GST) of HST on an invoice.

The self-assessment rules apply to all purchases by the University. Despite the general rules discussed in the link below (updated in Oct-19), the University will **almost** never require self-assessment on purchases made within Canada. The exception is where a foreign organization, which is not registered for HST, performs a service **within Canada**.

Taxable goods and services delivered and/or performed in Ontario should be charged HST unless the goods and services qualify for exemptions, point of sale rebates, or are zero-rated supplies.

It is the responsibility of the individual/department initiating the purchase to determine if goods or service needs to be self-assessed for HST.

For a high-level, scenario by scenario assessment please take a look at the [GTFM Policy](#).

Learn More:

- [GTFM Policy - HST](#)
- [Resource - Tax Code Summary Table](#)
- [Reference Guide - Create Journal Entry](#)

My SAP screen looks different since the recent GUI update... How do I change my SAP Theme?

If you would like to change your SAP Theme, click the 'Customize Local Layout' icon or ALT+F12 keys on your keyboard and select 'Options'.

1. Open the '**Visual Design Folder**' and select '**Theme Preview/Settings**'
2. Select the '**Enjoy**' theme (recommended)
3. Click '**Apply**'
4. Click '**OK**'

NOTE: You will need to log out, and back in again, to see the changes reflected.

Once the Enjoy theme has been set, you can change the colour for more contrast or to differentiate colours between SAP instances.

Learn More:

- [Knowledge Centre: Navigation Tips & Tricks](#)

Things to consider when posting an invoice payment to Canada Post

The reference field in both the FB60 - Enter Vendor Invoice and MIRO - Invoice Receipt (PO related) transactions play an important role in the cheque production process. It appears on the cheque stub, and helps the vendor identify and apply specific invoice payments from the total cheque amount.

if your department processes invoices to Canada Post, it is important to enter the **10-digit invoice number** (without any prefixes added) in the Reference field (e.g., 9XXXXXXXXXX) and **NOT** the account number.

Sample Canada Post Invoice:



Invoice date (Y-M-D) **2019-10-26**
 Customer number **4608608**
 Invoice number **9646444444**
 Customer ref. 1
 Customer ref. 2

Your details

Order date (Y-M-D) / Order no.	Reference	Number of items	Weight (g)/ item	Price/item	Weight price	Service description	Amount
Lettermail							
2018-02-14	Annual Fund	15	18.00	0.84000		Standard Letters	12.60
C167440382	Annual Fund	4	18.00	1.19000		USA Letter-post Std 5/L	4.76
74422Feb13D						Subtotal	17.36
	Mailed by: 20829¢					HST (ON)	2.26
						Total	\$19.62
2019-10-14	Annual Fund	102	18.00	0.84000		Standard Letters	85.68
C167440513	Annual Fund	12	18.00	1.19000		USA Letter-post Std 5/L	14.28
74422 Feb13R						Subtotal	99.96
	Mailed by: 20829¢					HST (ON)	11.14
						Total	\$111.10
Total number of items		133				Lettermail	\$130.72
Personalized Mail							
2019-10-23		12,837	25.00	0.53000		Persld MI SpecH DMD Std	6,803.61
C167467120		6,384	25.00	0.53000		Persld MI SpecH DF Std	3,383.52
BOUNDLESS		354	25.00	0.53000		Persld MI SpecH DCF Std	187.62
		21	25.00	0.53000		Persld MI SpecH Res Std	11.13
		415	25.00	0.53000		Persld MI SpecH FCP Std	219.95
	Mailed by: ADDRESS-ALL MAILING					Subtotal	10,605.83
						HST (ON)	1,378.76
						Total	\$11,984.59
Total number of items		20,011				Personalized Mail	\$11,984.59

Thank you for your business.

PO Invoice:

Enter Incoming Invoice: Company Code UOFT

Show PO structure Show worklist Hold Simulate Messages Help

Transaction Invoice

Basic Data Payment Details Tax Contacts Note

Invoice date 26.10.2019 Reference 9646444444

Posting Date 01.11.2019 Period 7

Amount 11,984.59 Calculate tax

Tax Amount 0.00

Text 9646444444, Canada Post, Postage

Baseline Date

Company Code UOFT University of Toronto

Lot No.

10-digit Invoice Number (NO Pre-fix)

Learn More:

- [Reference Guide: FB60 - Create Invoice](#)
- [Reference Guide: MIRO - Create Invoice or Credit Memo \(PO related\)](#)
- [Simulation: How to Check if an Invoice has been Processed if the Document Number is Not Known](#)
- [Simulation: Determining the Status of a Cheque, Foreign Draft or Electronic Funds Transfer](#)

ONE-ON-ONE WORK SUPPORT

Get HELP FAST - Biweekly lunch time AMS support session

Location: 256 McCaul St

Weds, Nov 13, 2019 | 11:30am - 1pm | FIS, HRIS & RIS/MRA/MROL | room 103

Tues, Nov 26, 2019 | 12:30pm - 2pm | FIS | room 103

TRAINING

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