

Unit Financial System (UFS) User Guide



UFS Tax Action Item Guide PST BC Tobacco Tax

UFS screen examples

Tax Rates

PST - BC tax code 136 is the 7% tax that should be used for the Tobacco Products. Billing Templates and Cash Registers should be updated if they do not already include this code.

User: JHelms4
Week End: 5/7/2021 12:00:00 AM Week: 1 Period: 9
Node: Test CN/TESTDCN
Build Number 1.4.0.1215

Maintenance Revenues Expenses Weekly Entries Meal Entry OSI Statistics WOR Reports Transmit to FSC End of Week Routines Setup Utility SAP Fiori Help Knowledge Base

Maintenance->Tax Rates

Tax Code	Tax Rate %	Tax Description	Province Name	Tax Acct No.	Account Description
136	7.000	PST - BC	BRITISH COLUMBIA	44571703	PROV SALES TAX - BC
138	7.000	PST - MB	MANITOBA	44571704	PROVINCE SLS TAX MANITOBA
124	9.975	QST - QC	QUEBEC	44571794	QST COLLECTED-DIRECT

Function Sheet – Tax Entry

Apply PST – BC tax code to function sheets

Revenues->Billing->Function Sheets

Function Sheet - Tax Entry

Function Sheet - Account Taxability

Account	Taxable
70011140: CONVENIENCE STORE	Y

Invoice - Customer Information
UFS Customer ID :
Tax Exempt?

Available Tax Codes

Code	Description	Tax %	Tax G/L	Account Description
135	GST - BC	5.000	44577798	GST COLLECTED-DIRECT
136	PST - BC	7.000	44571703	PROV SALES TAX - BC
139	PST - BC 10%	10.000	44574703	BC PST 10% LIQOUR COLLECT
140	PST - BC 20%	20.000	44575703	BC PST 20% VAPE TAX COLLEC

Add ->>
<<- Remove
Non-Taxable

Function Sheet -Account Tax Details

Code	Description	Tax %	Tax G/L	Account Description
136	PST - BC	7.000	44571703	PROV SALES TAX - BC

OK Cancel

Cash Entry – Register Receipts & Tax

Confirm PST – BC 7% rate in cash entry, tax distribution

Tax Exempt	Paid Outs	Credit Card Slips	Register Receipts & Tax
Total Adjustments	Start of Shift Reason	Over/Short Amount Reason	
Total Register Receipts:	0.00	Total Tax Exempt Sales:	0.00
Tax Distribution - User Must Input Sales Tax			
Tax Code: Description (Rate / Account Number)			Amount
139: PST - BC 10% (10% - Acct# 44574703)			0.00
136: PST - BC (7% - Acct# 44571703)			0.00
Total Tax Collected			0.00
Taxable Sales:			0.00
Edit	Insert	Delete	OK Cancel

Steps to update Register in Cash Setup

1. Select Register to update
2. Click Edit
3. Click Tax Rates
4. Click the look up icon and select proper tax code to update with new rate
5. Click OK and Save. Repeat this process until all Registers have been updated

Revenues->Cash Setup->Register

Register Number: 8

Description: British Columbia Unit

Register Number	Description	Subsection Number	Unit Number
8	British Columbia Unit		86401003

Add Edit Remove

Register Reading: 100.00 Postal Code: V3W2M1

Default Change Fund: 0.00

POS Number:

Register Type: Daily

Tax Rates

Will Unit Manually Input Tax from Register or POS system During Cash Entry? Yes

Save Reset Cancel

136	7%	PST - BC	44571703	PROV SALES TAX - BC
137	15%	HST - PE	44571798	HST COLLECTED-DIRECT
138	7%	PST - MB	44571704	PROVINCE SLS TAX MANITOBA
139	10%	PST - BC 10%	44574703	BC PST 10% LIQOUR COLLECT
140	20%	PST - BC 20%	44575703	BC PST 20% VAPE TAX COLLEC

OK Close

Steps to update Non-Contractual Templates in Billing Setup

1. Select template to update
2. Click Edit
3. Click Tax Entry
4. For the applicable account listed under **account taxability**, you must apply PST – BC tax code 136 of 7%. Click OK.
5. Save and repeat process for any additional templates.

Revenues->Billing Setup->Non-Contractual Template

Unit Number	Template	BC Unit	Template Description
86401002	19		

Add Edit

Reason Code 4: CLIENT CATERING

Delete Tax Entry

Non-Contractual Tax Entry

Description Customer

Non-Contractual - Account Taxability

Account	Taxable
70019044: REV-RETAIL-OTHER	Y

Available Tax Codes

Code	Description	%	G/L	Account Description
135	GST - BC	5.000	44577798	GST COLLECTED-DIRECT
136	PST - BC	7.000	44571703	PROV SALES TAX - BC
139	PST - BC 10%	10.000	44574703	BC PST 10% LIQUOR COLLECT
140	PST - BC 20%	20.000	44575703	BC PST 20% VAPE TAX COLLEC

Add ->> <<- Remove Non-Taxable

Non-Contractual - Account Tax Details

Code	Description	Tax %	Tax G/L	Account Description
136	PST - BC	7.000	44571703	PROV SALES TAX - BC

OK Cancel