

Ministry of Municipal Affairs

Financial Information Returns (FIR)

Smart FIR Municipal User Guide

Version 3.0

Final

January 2017

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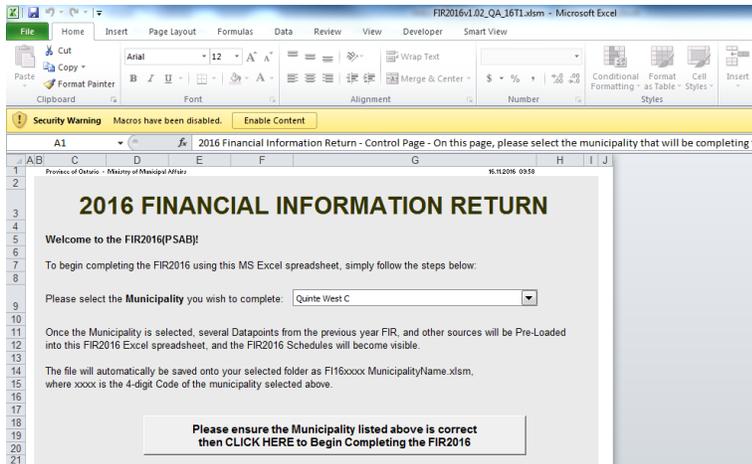
1 DOCUMENT HISTORY

Document History			
Version	Date	Changed by	Description of changes
0.1	February 2016	Al McLaren	Initial Draft
0.2	March 2016	Al McLaren	Final
0.3	November 2016	Owen Chandler	Update Final
1.0	December 2016	Royce Lee	Update Final
2.0	January 2016	Al McLaren	Added insert Row
3.0	February 2016	Al McLaren	Updated MFPB contact information

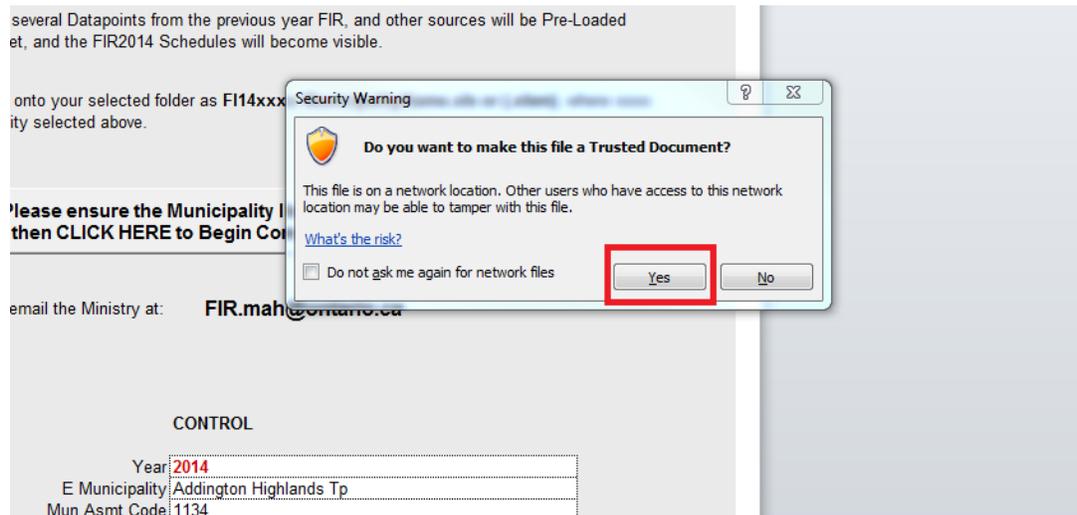
2 MUNICIPAL USERS

2.1 INITIALIZE

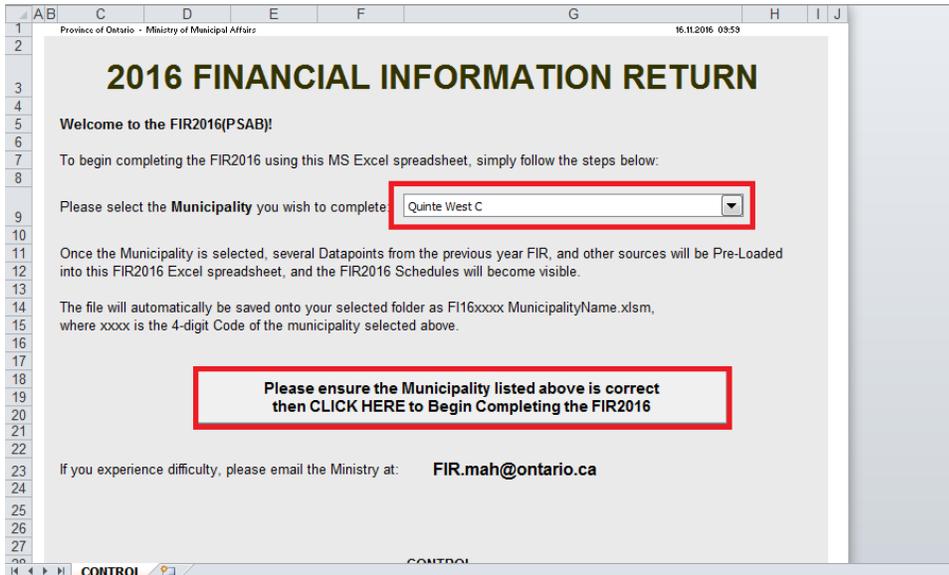
Download and save Smart FIR to a local location. Open Smart FIR. If the Security Warning is displayed select → **Enable Content**



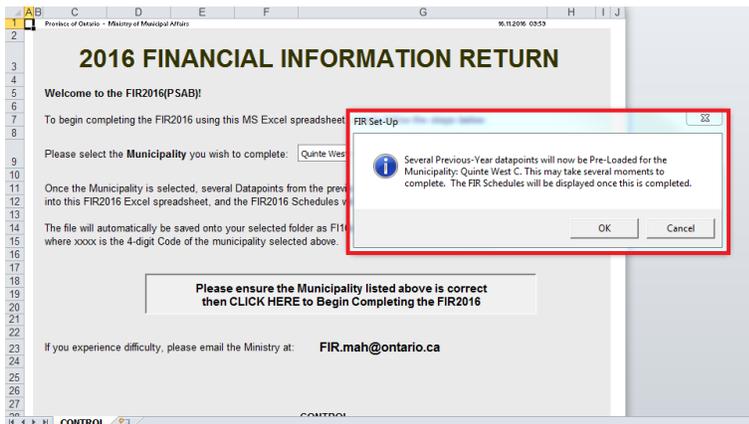
The security warning box may appear, select → **Yes** to continue



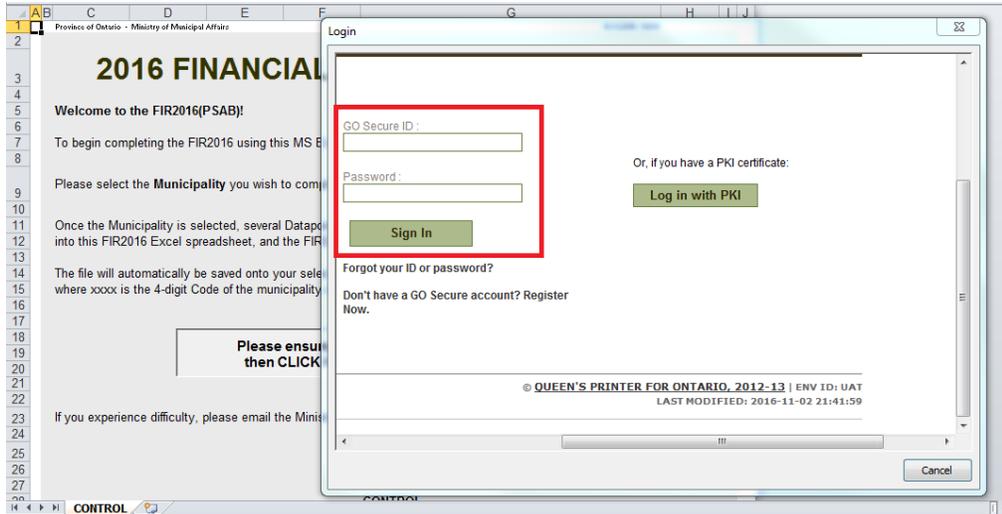
Select Municipality from the dropdown then select → **CLICK HERE** to begin button.



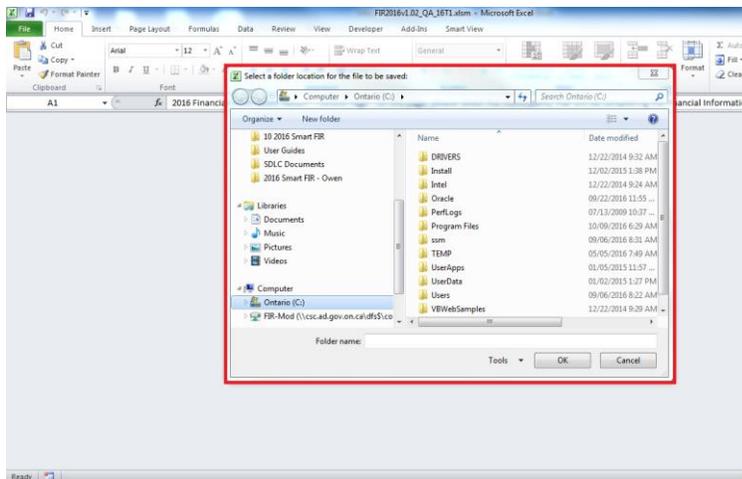
The following message will be displayed, select → **OK**



The GO-Secure login screen will be displayed. Enter your login credentials and select → **Sign In**

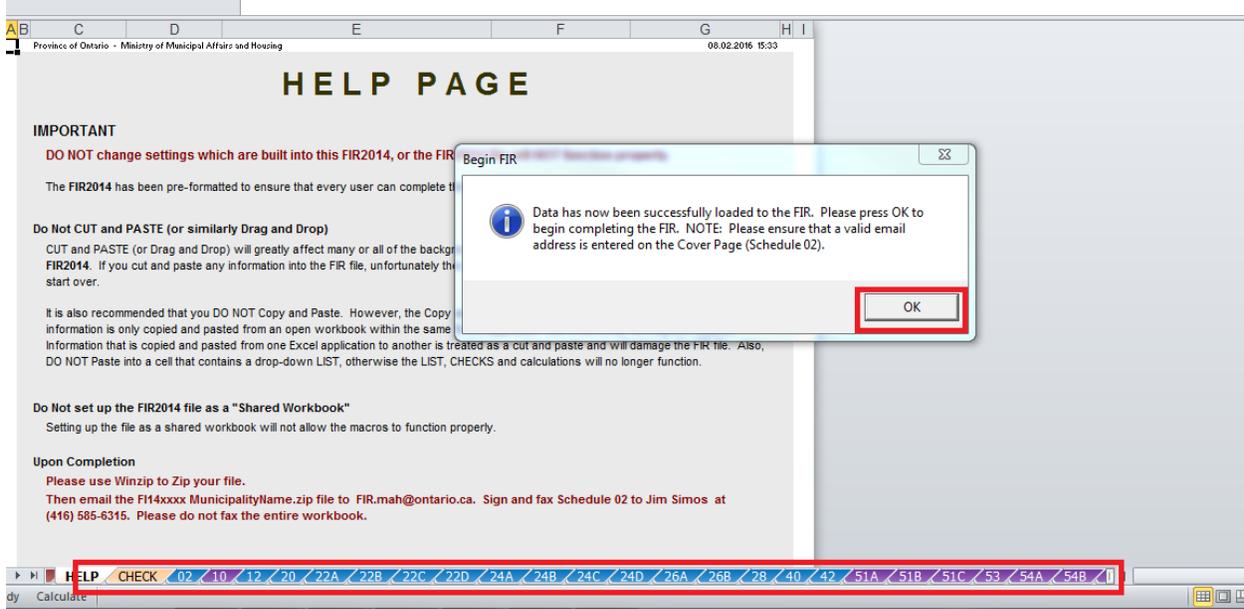


Select or create the folder you want to save the Smart FIR in and select → **OK**



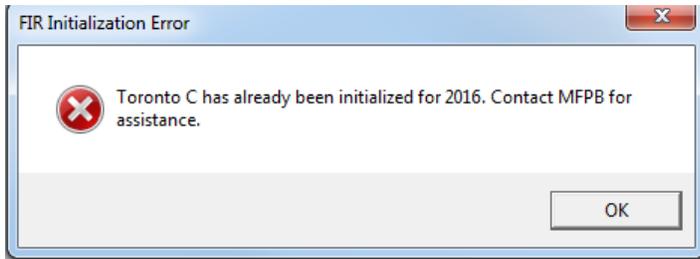
This process may take around 2-3 minutes and Excel may display (not responding). This is expected Excel behaviour.

The following message will be displayed, indicating the Smart FIR has successfully initialized. As well the schedule tabs will be displayed. Select → **OK** to continue.

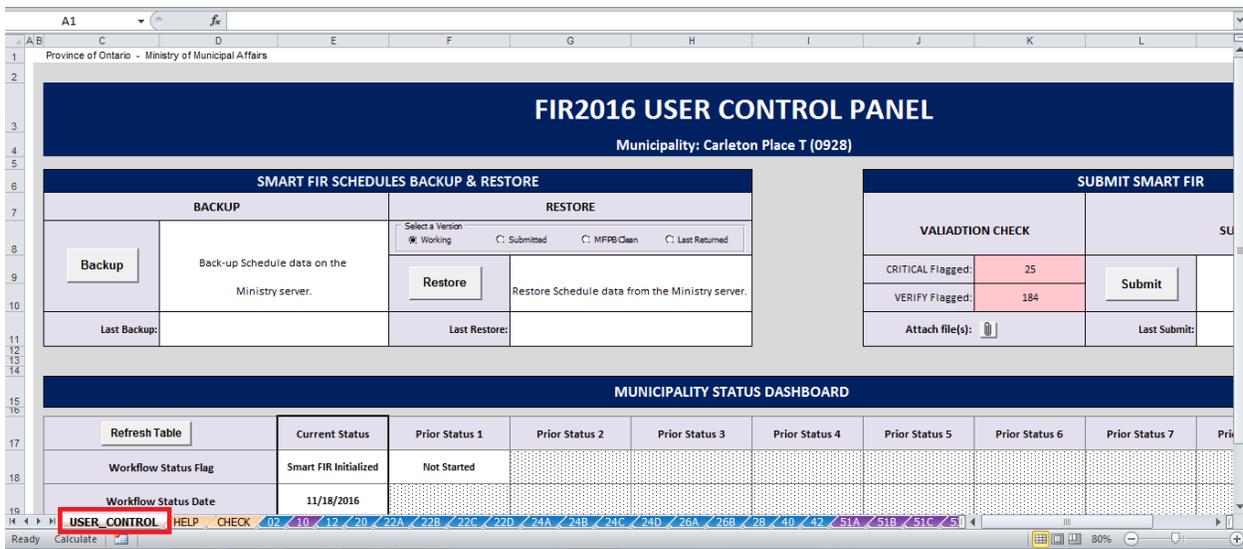


The Smart FIR is now ready for data entry, see Smart FIR Instruction for assistance in completing the forms.

If the Smart FIR has already been initialized by your Municipality the following message will be displayed. Please contact MFPB at FIR.MAH@ontario.ca for assistance.



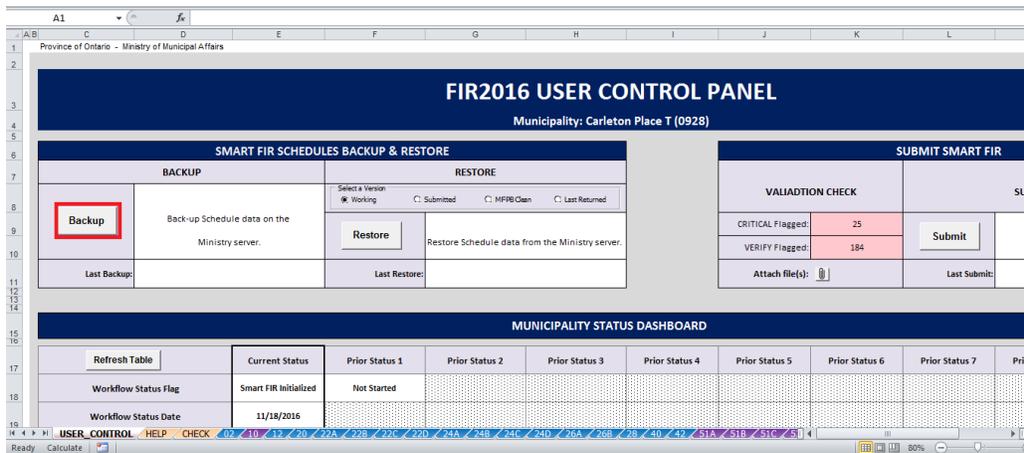
To access the User Controls to backup, restore and submit the Smart FIR select --> **USER CONTROL** tab.



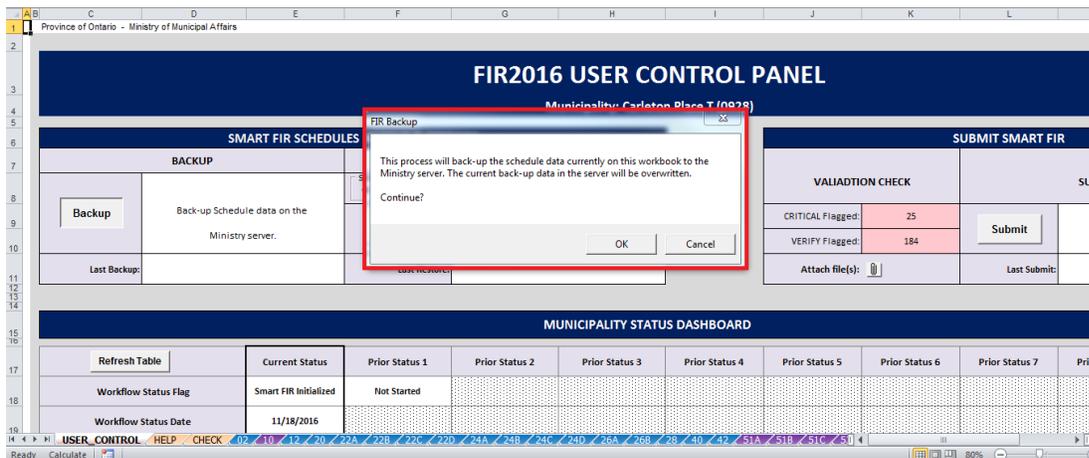
2.2 BACKUP AND RESTORE

Users can back up the Smart FIR data to the server at any time prior to submitting it to the Ministry. Each time the data is backed up it replaces the data from the last backup. At any time the user can restore the point in time backup, restoring the data from the server will overwrite any changes that have been made since the last backup.

To back up the data in the Smart FIR select → **Backup button**

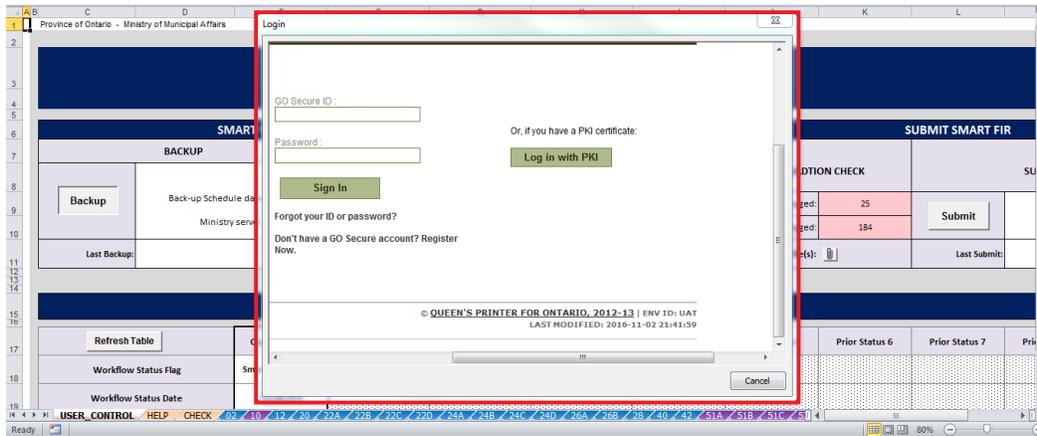


The following message will be displayed, select → **OK**



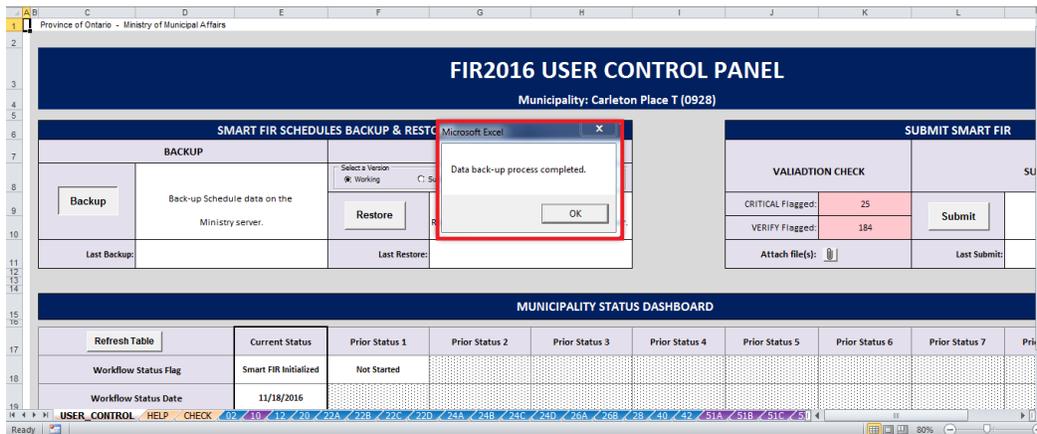
This process requires the use of the computers clipboard. Close other open applications and do not perform Copy and Paste functions while running workflow action buttons.

The GO-Secure login screen will be displayed. Enter your login credentials and select → **Sign In**

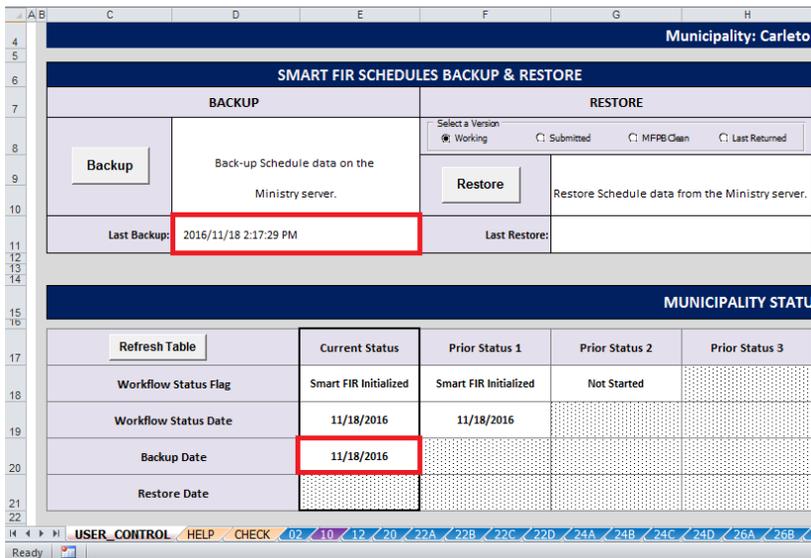


This process may take around 2-3 minutes and Excel may display (not responding). This is expected Excel behaviour.

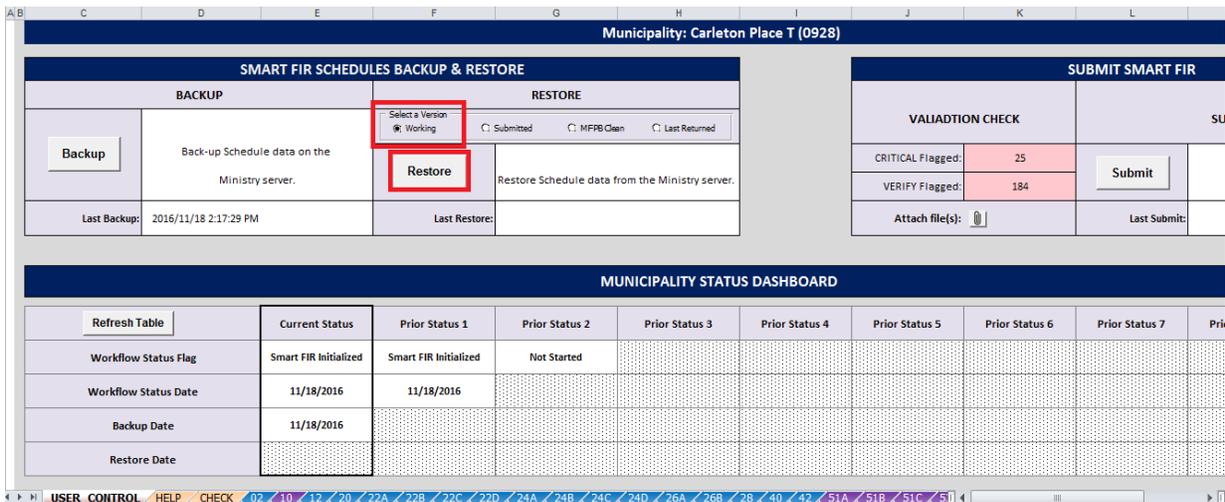
The following message will be displayed, select → **OK** to continue



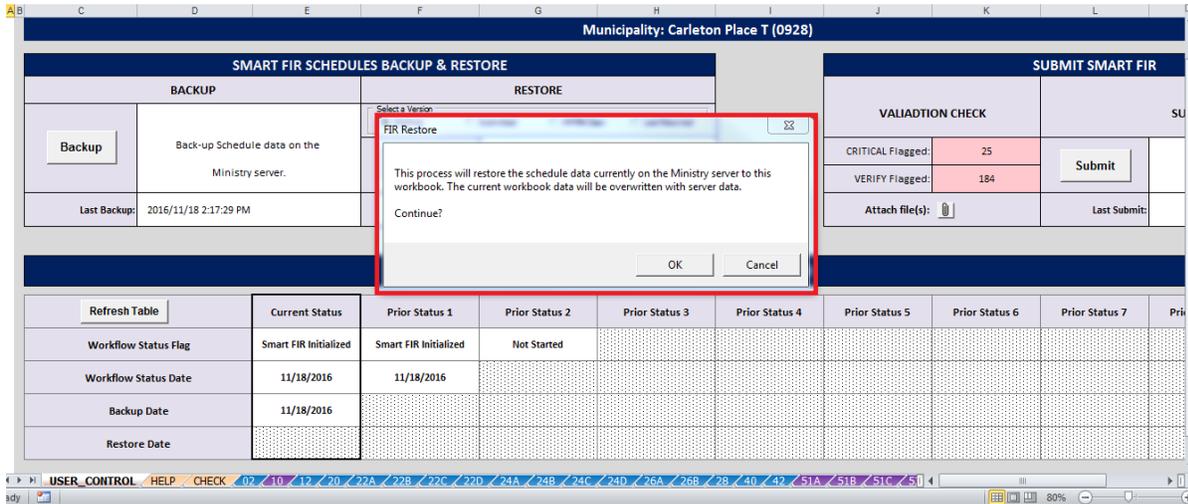
The status dashboard will be updated with the backup date; the dashboard will display the last 10 interactions with the Smart FIR server.



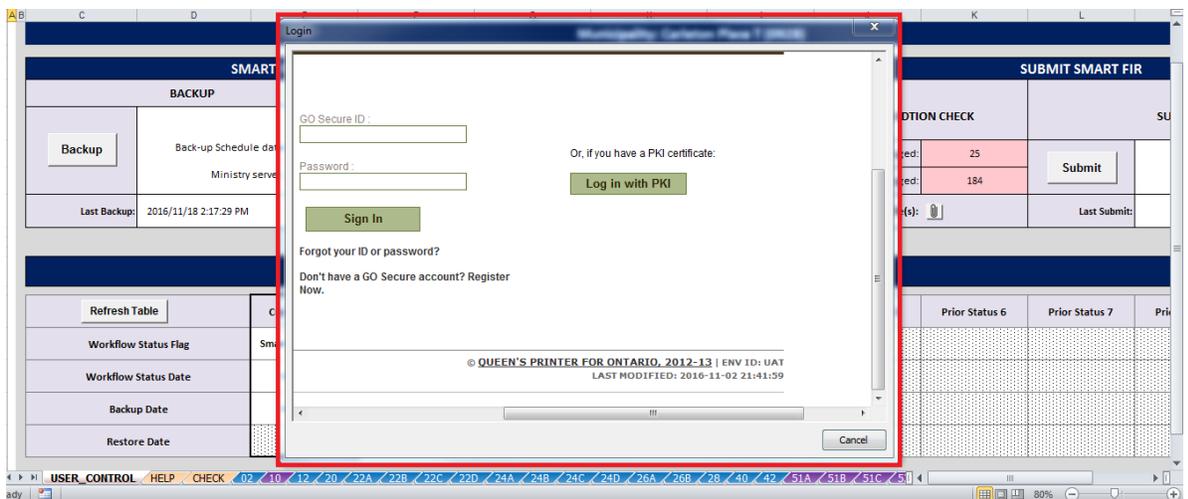
To restore data from the Smart FIR server select → **Restore**. Data that has been backed up to the Smart FIR server will be copied to the Smart FIR, and changes that have been made to the Smart FIR since the last back up will be overwritten. Ensure the **Working Version** is selected.



The following message will be displayed select → **OK** to continue

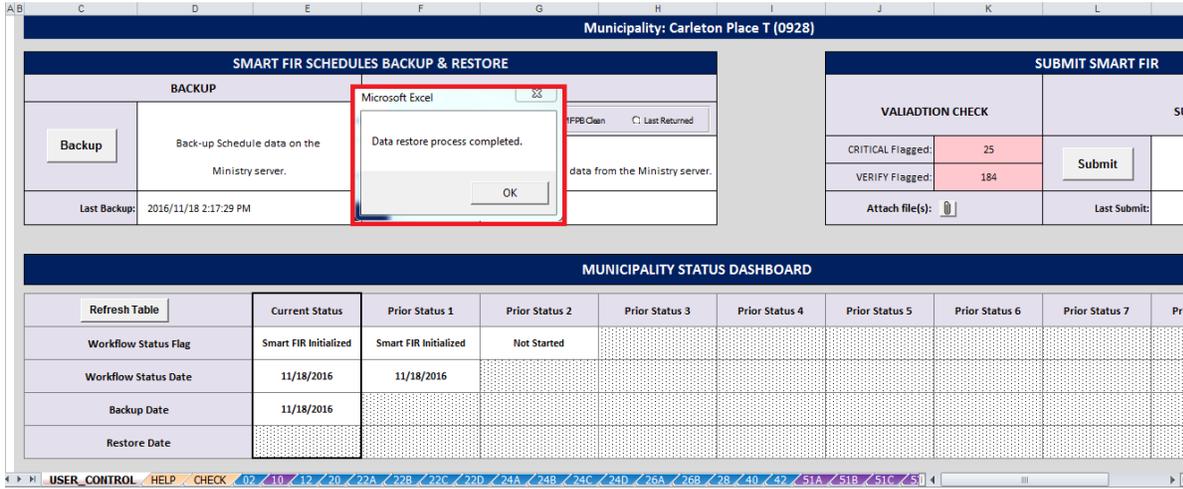


The GO-Secure login screen will be displayed enter your login credentials and select → **Sign In**



This process may take around 2-3 minutes and Excel may display (not responding). This is expected Excel behaviour.

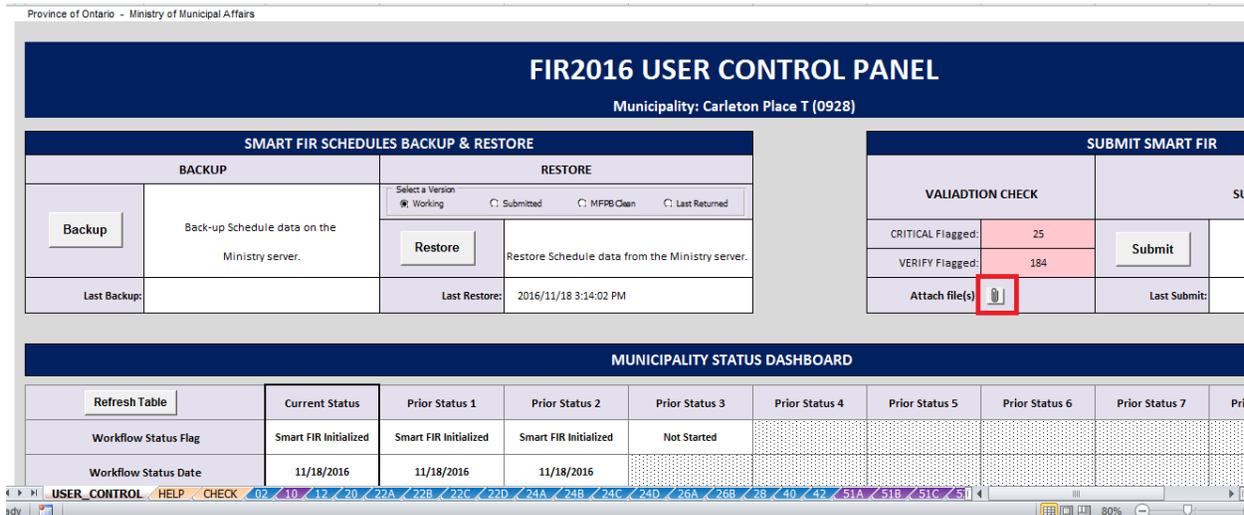
The following message will be displayed select → **OK** to continue.



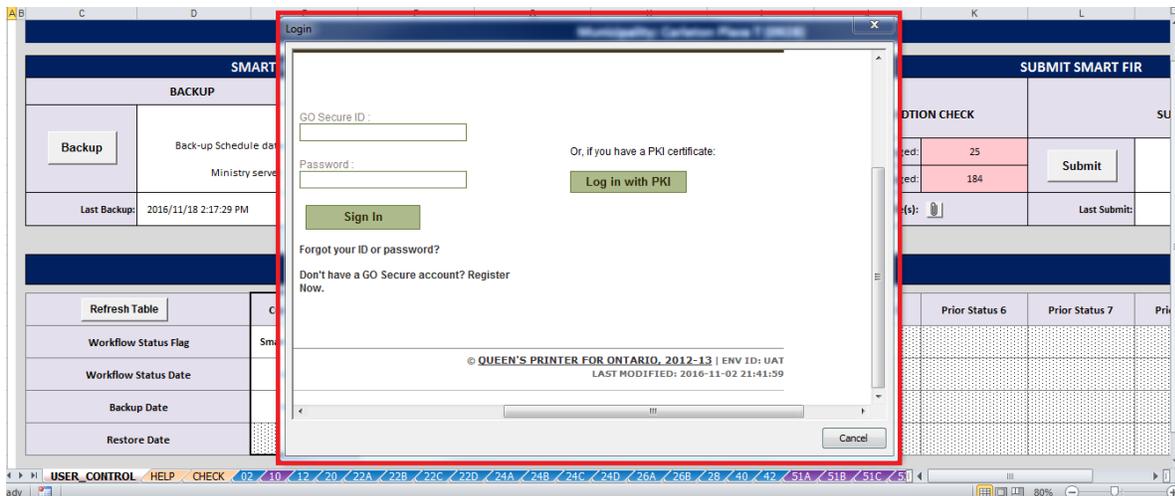
The status dashboard will be updated with the backup date and the dashboard will display the last 10 interactions with the Smart FIR server.

2.3 ATTACH FILES

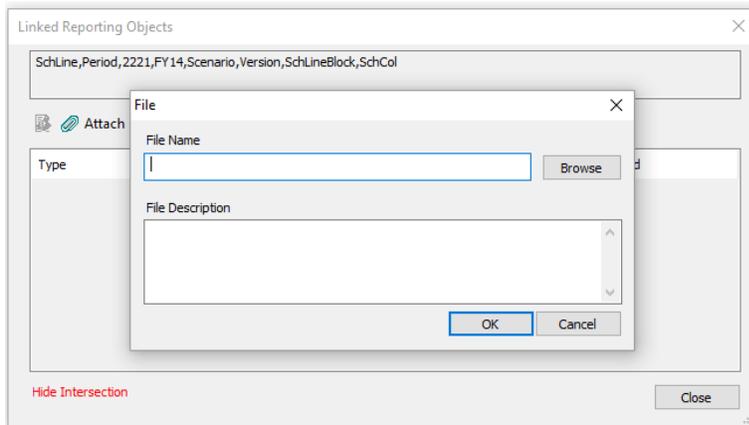
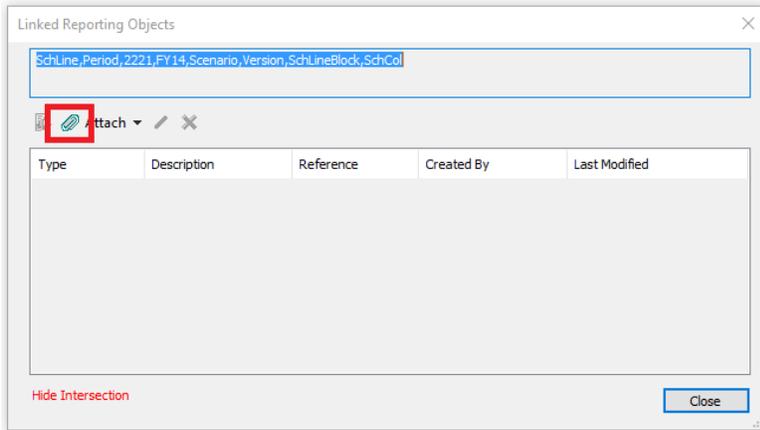
Municipalities may attach files to be submitted with the Smart FIR data. To attach a file select → **Attach files(s)** icon. Files may be attached after the Smart FIR has been submitted.



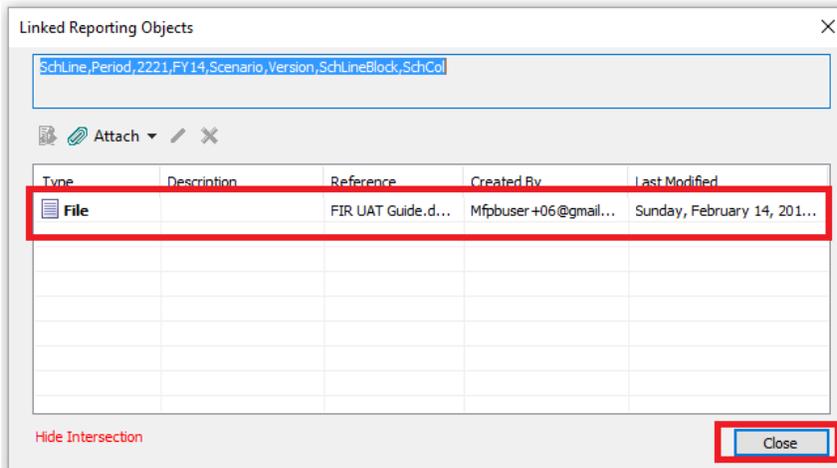
The GO-Secure login screen will be displayed. Enter your login credentials and select → **Sign In**



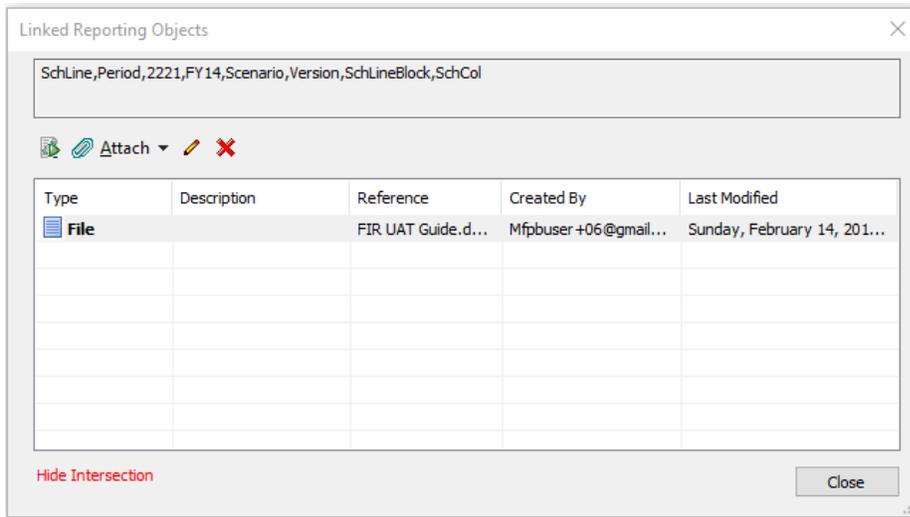
The following dialog box will be displayed. Select → **Attach - File** then browse to the file that is to be attached then select → **OK**



Select → **Close** to complete file attachment



To view or remove files that have been attached select the file attach ICON, login to Smart FIR. To remove an attached file, select the file and select → X

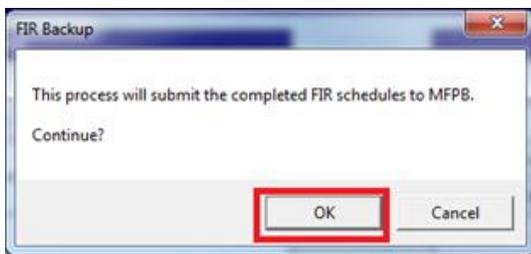


2.4 SUBMIT

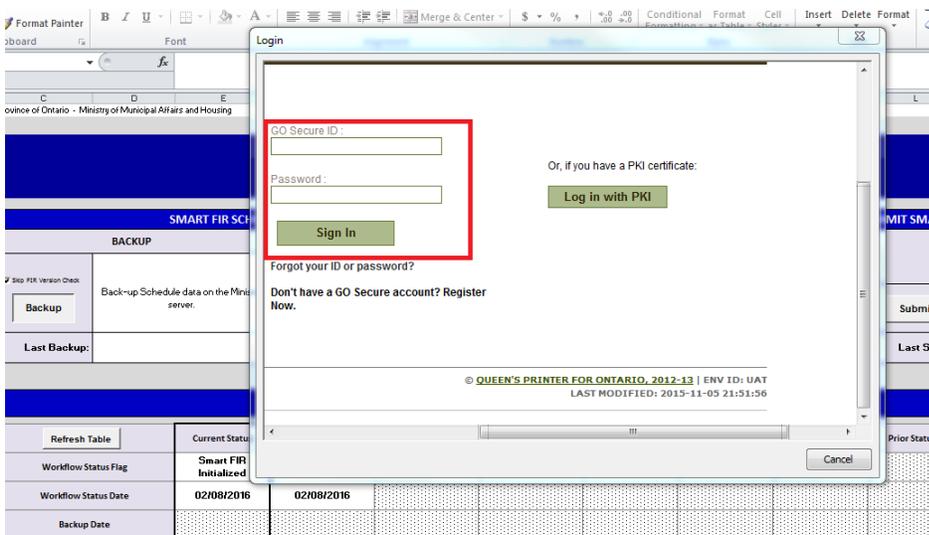
Once the Smart FIR has been completed and all Verify and Critical Errors have been addressed, select → **Submit**. Results of the Check Tab will be displayed on the User Control panel. Return to the Check tab to address any outstanding issues.



The following message will be displayed select → **OK** to continue.



The GO-Secure login screen will be displayed. Enter your login credentials and select → **Sign In**



The Declaration of the Municipal Treasurer will be displayed, check the boxes to **acknowledge that**: and select → **OK**

DECLARATION OF THE MUNICIPAL TREASURER

Pursuant to the information required by the Province of Ontario under the Municipal Affairs Act, the following schedules are attached:

Schedule	Title
10	CONSOLIDATED STATEMENT OF OPERATIONS: REVENUE
12	GRANTS, USER FEES AND SERVICE CHARGES
20	TAXATION INFORMATION
22	MUNICIPAL AND SCHOOL BOARD TAXATION
24	PAYMENTS-IN-LIEU OF TAXATION
26	TAXATION AND PAYMENTS-IN-LIEU SUMMARY
28	UPPER-TIER ENTITLEMENTS UPPER-TIER ONLY
40	CONSOLIDATED STATEMENT OF OPERATIONS: EXPENSES
42	ADDITIONAL INFORMATION
51	SCHEDULE OF TANGIBLE CAPITAL ASSETS
53	CONSOLIDATED STATEMENT OF CHANGE IN NET FINANCIAL ASSETS (NET DEBT) AND TANGIBLE CAPITAL ASSET ACQUISITION FINANCING/DONATIONS
54	CONSOLIDATED STATEMENT OF CASH FLOW (SELECT DIRECT OR INDIRECT METHOD)
60	CONTINUITY OF RESERVES AND RESERVE FUNDS
61	DEVELOPMENT CHARGES RESERVE FUNDS
62	DEVELOPMENT CHARGES RATES (INCLUDING SPECIAL AREAS)
70	CONSOLIDATED STATEMENT OF FINANCIAL POSITION
72	CONTINUITY OF TAXES RECEIVABLE SINGLE/LOWER-TIER ONLY
74	LONG TERM LIABILITIES AND COMMITMENTS
75	WATER AND WASTEWATER
76	GOVERNMENT BUSINESS ENTERPRISES (GBE)
77	OTHER ENTITIES (DSSAB, HEALTH UNIT, OTHER AND TOTAL ALL)
79	COMMUNITY IMPROVEMENT PLANS
80	STATISTICAL INFORMATION
81	ANNUAL DEBT REPAYMENT LIMIT
83	NOTES

By checking the boxes, I acknowledge that:

For the purposes of this Financial Information Return, the amounts disclosed on the attached schedules are in agreement with the books and records of the municipality and its consolidated entities.

This Financial Information Return has been prepared in accordance with the Financial Information Return instructions.

OK
Cancel

The **Attach Files**

dialog box will be displayed, see section 2.3 above for details on how to attach files.

The following message will be displayed and the dashboard will be updated to **Submitted Under Review** select → **OK** to finish the Submission.

BACKUP		RESTORE		VALIDATION CHECK		SUBMIT FIR	
<input type="button" value="Backup"/>	Back-up Schedule data on the Ministry server.	Select a version <input checked="" type="radio"/> Working <input type="radio"/> Submitted <input type="radio"/> J998 Clean <input type="radio"/> Last Returned	<input type="button" value="Restore"/>			<input type="button" value="Submit"/>	Submit FIR Schedules.
Last Backup:	2016/02/17 5:10:14 PM	Last Restore:	2016/02/17 4:12:18 PM			Last Submit:	

Microsoft Excel

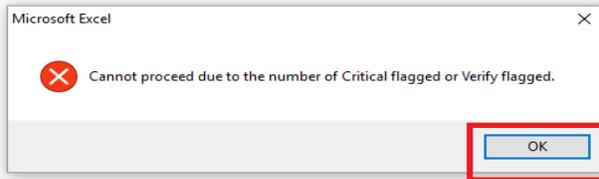
FIR Submit process completed.

MUNICIPALITY STATUS DASHBOA

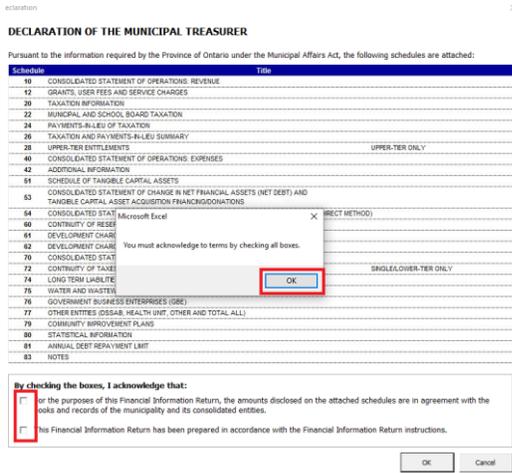
Refresh Table	Current Status	Prior Status 1	Prior Status 2	Prior Status 3	Prior Status 4	Prior Status 5	Prior Status 6	Prior Status 7	Prior Status 8	Prior Status
Workflow Status Flag	Submitted Under Review	Smart FIR Initialized	Smart FIR Initialized	Smart FIR Initialized	Smart FIR Initialized	Not Started				
Workflow Status Date	02/17/2016	02/17/2016	02/17/2016	02/17/2016	02/17/2016					
Backup Date	02/17/2016	02/17/2016	02/17/2016							
Restore Date	02/17/2016	02/17/2016	02/17/2016	02/17/2016						

2.4.1 SUBMIT ERRORS

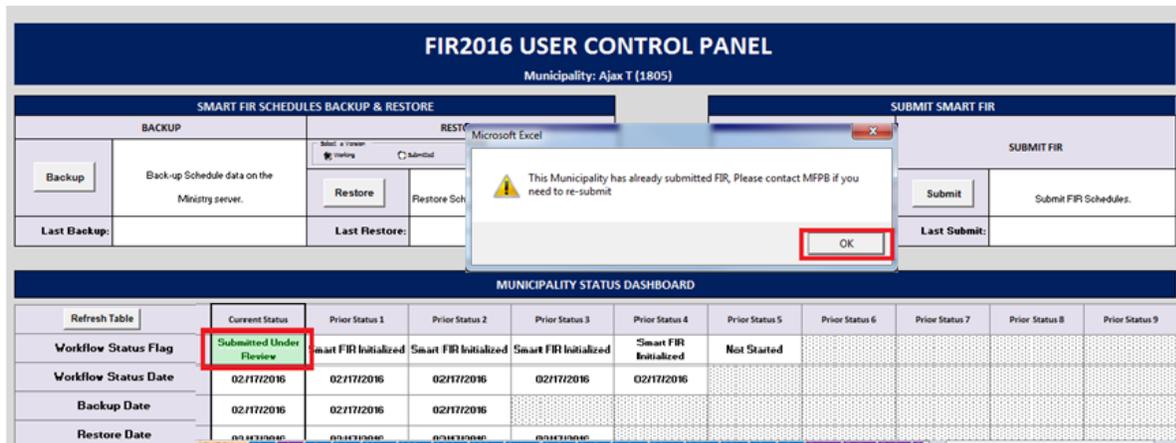
If there are unaddressed Verify or Critical Errors remaining on the Smart FIR the following message will be displayed, select → **OK** and return to the Smart FIR forms and correct the errors. If errors cannot be resolved contact the MFPB at FIR.MAH@ontario.ca for assistance..



If the checkboxes on the Declaration are not checked, the following message will be displayed, select → **OK** and **check** the boxes

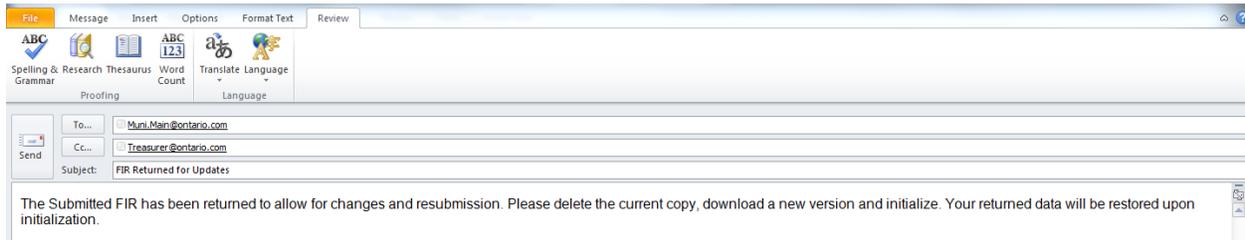


Once a Smart FIR has been submitted, a second submission is not allowed. If an attempt to submit is made, the following message will be displayed. Select → **OK** to continue



2.5 RETURNED SMART FIR

MFPB may return a Smart FIR to the Municipality to allow for updates and resubmission. The municipality will receive the following email.



Delete the existing Smart FIR, download a **new** uninitialized version and follow the **steps in 2.1**. The newly initialized Smart FIR will contain the data that was submitted and any changes that have been made by MFPB.

Changes can now be made to the Smart FIR, Back-up, Restore and Submit processes as described in 2.2 – 2.4 are now available. Once the appropriate changes have been made the Smart FIR can be resubmitted.

2.6 VIEWING VERSIONS

Municipalities can restore various versions to the Smart FIR to be able to view the data. Data will be available based on the status of the Smart FIR

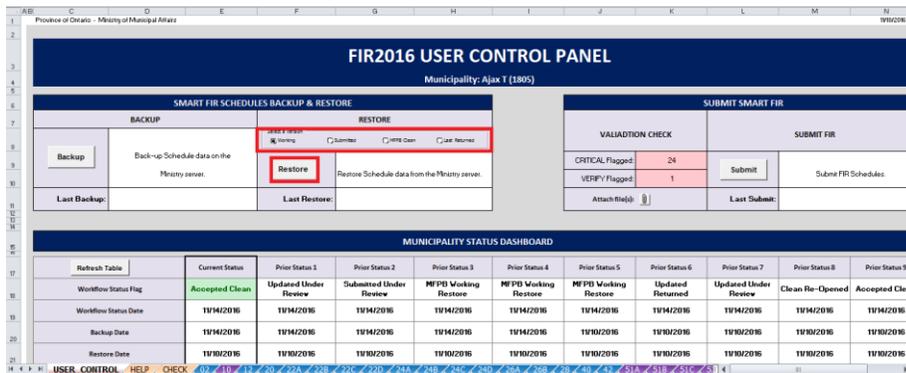
Prior to Submit:

- Working – the latest working version stored on the Smart FIR server

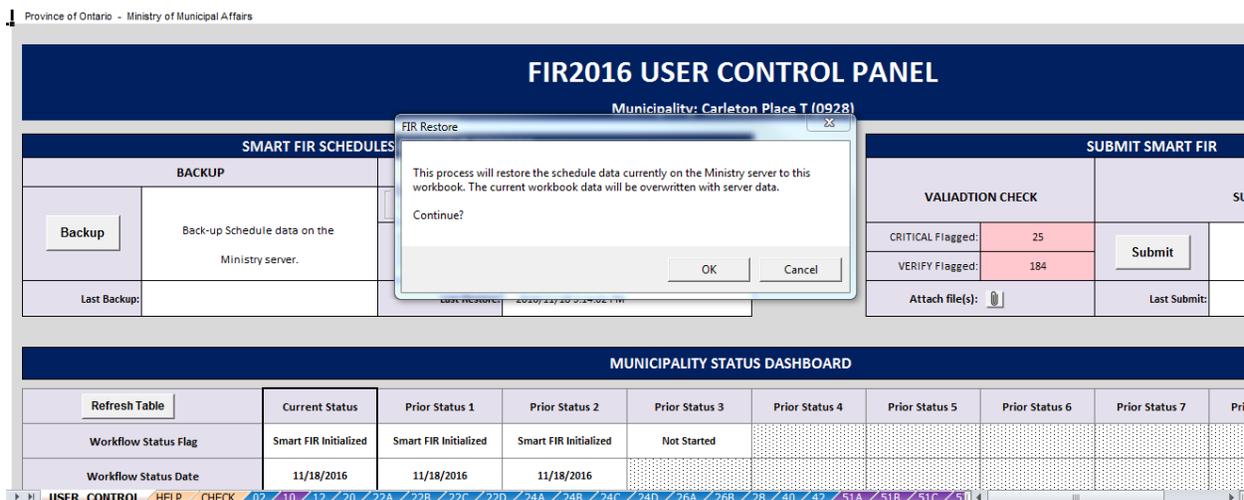
After Submit

- Working – the latest working version stored on the Smart FIR server
- Submitted – the submitted version
- MFPB Clean – the final version of the Smart FIR, will be empty prior to MFPB Clean Status
- Last returned – a copy of the data that was returned, will be empty prior to a return of the Smart FIR

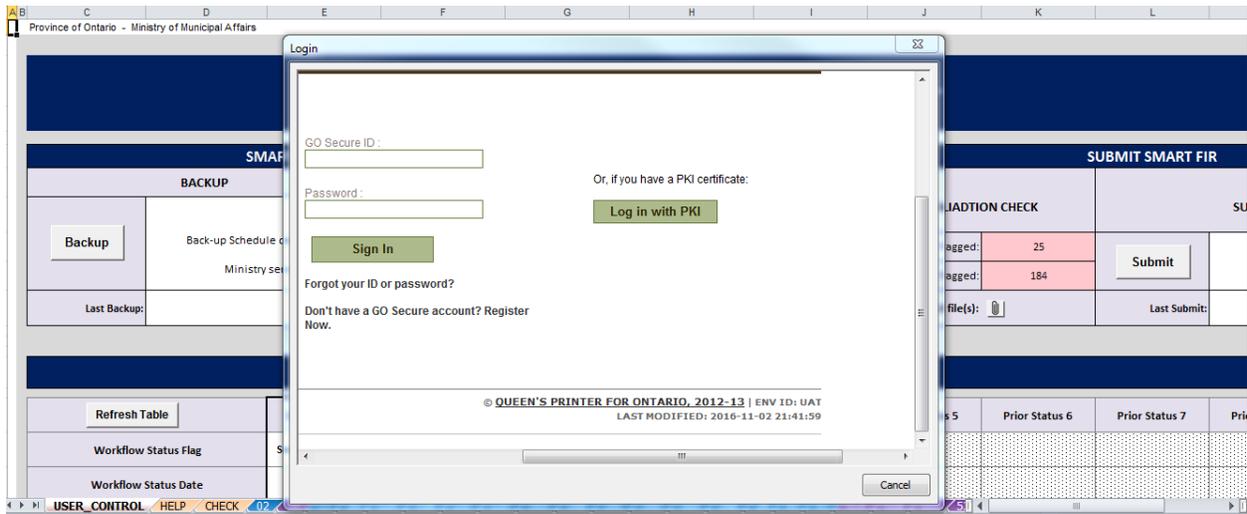
To restore a version of the data select the required version and select → **Restore**



The following message will be displayed select → **OK** to continue.



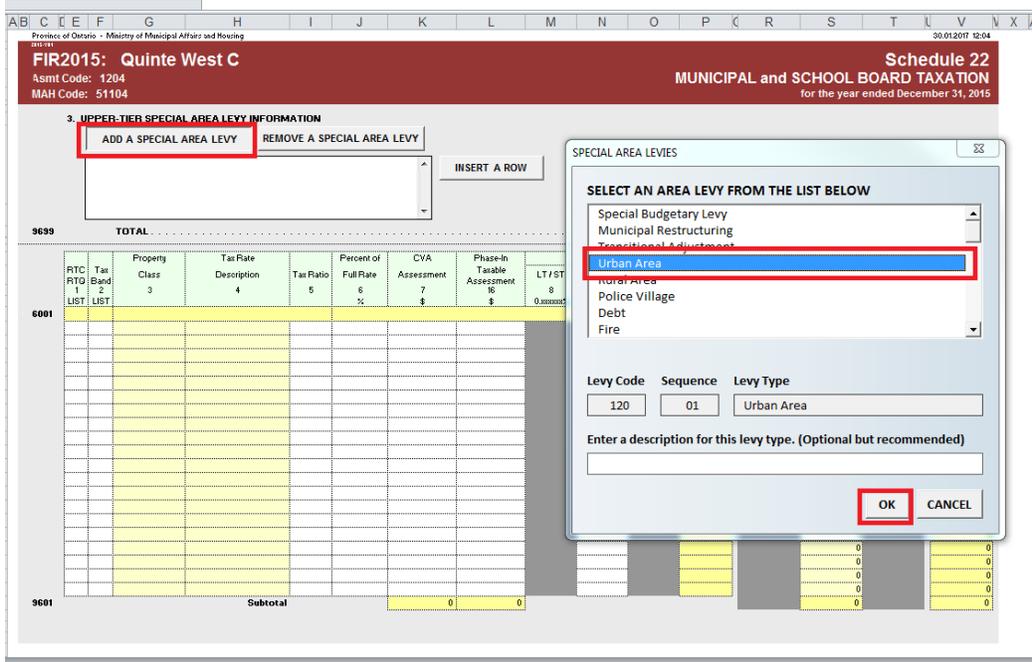
The GO-Secure login screen will be displayed. Enter your login credentials and select → **Sign In**



2.7 INSERTING ROWS IN TAX / PIL SCHEDULES

To insert a new row in a Tax or PIL you must first have a Special Area Levy. To **Add a Special Area Levy** to the schedule.

Select → **Add a Special Area Levy** then select an area from the list and Select → **OK**



The special area levy will be created with 20 rows

