

***Ministry of Municipal Affairs and Housing***

**Financial Information Return (FIR)**

**Smart FIR Municipal User Guide**

**Version 5.0**

**Final**

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# 1 DOCUMENT HISTORY

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<b>Document History</b>			
<b>Version</b>	<b>Date</b>	<b>Changed by</b>	<b>Description of changes</b>
1.0	February 2016	Al McLaren	Initial Draft
2.0	March 2016	Al McLaren	Final
3.0	November 2016	Owen Chandler	Update Final
4.0	December 2016	Royce Lee	Update Final
5.0	February 2023	Susan Martin	Updated for OPS BPS Secure

## 2 MUNICIPAL USERS

### 2.1 INITIALIZE

Go to the FIR website.

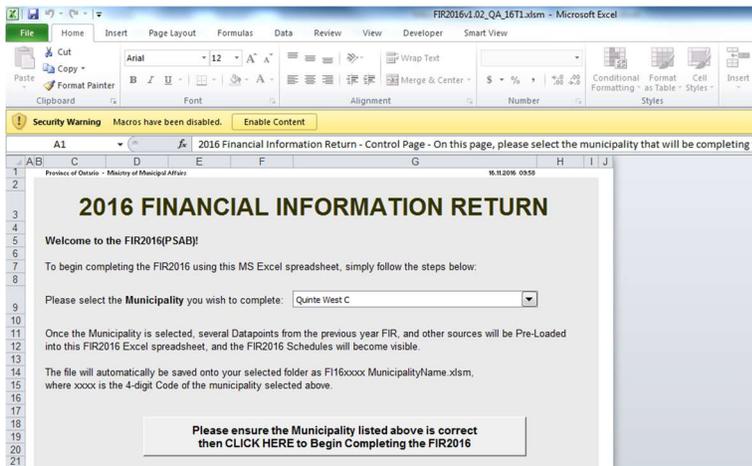
<https://efis.fma.csc.gov.on.ca/fir/index.php/en/financial-information-return-en/>

Download and save the Smart FIR to your computer.



#### About The Financial Information Return

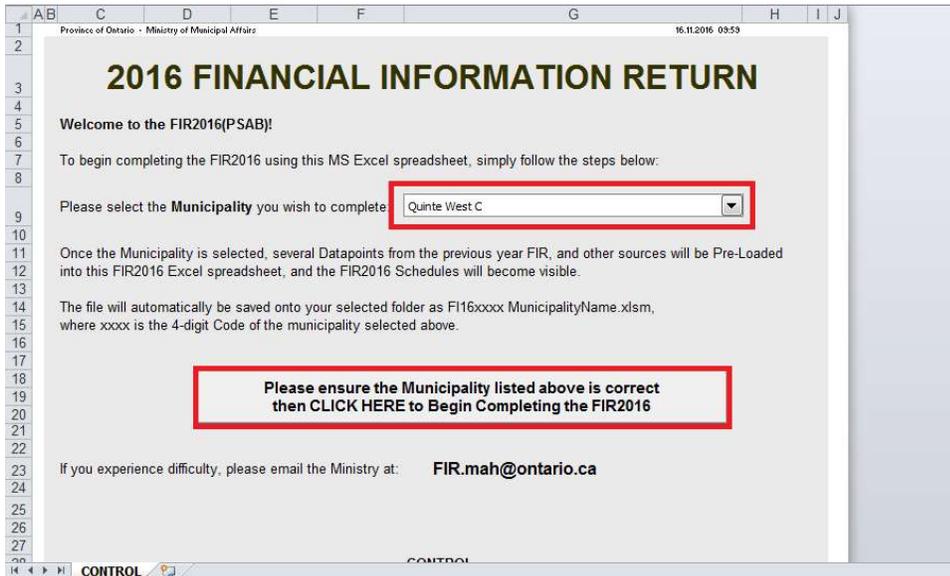
Open the Smart FIR template. If the Security Warning is displayed select → **Enable Content**



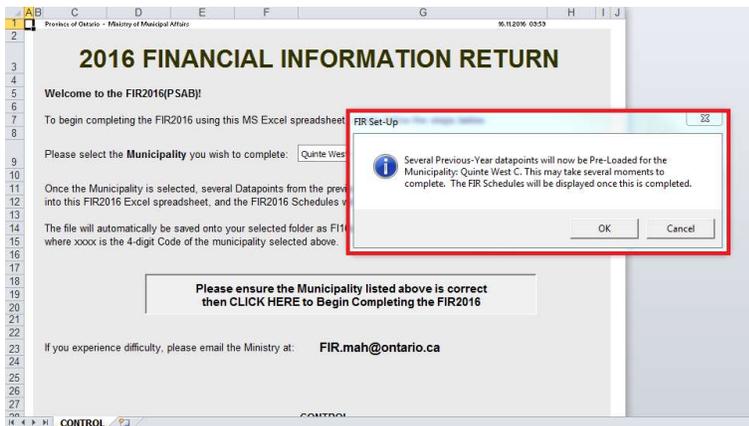
The security warning box may appear, select → **Yes** to continue



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

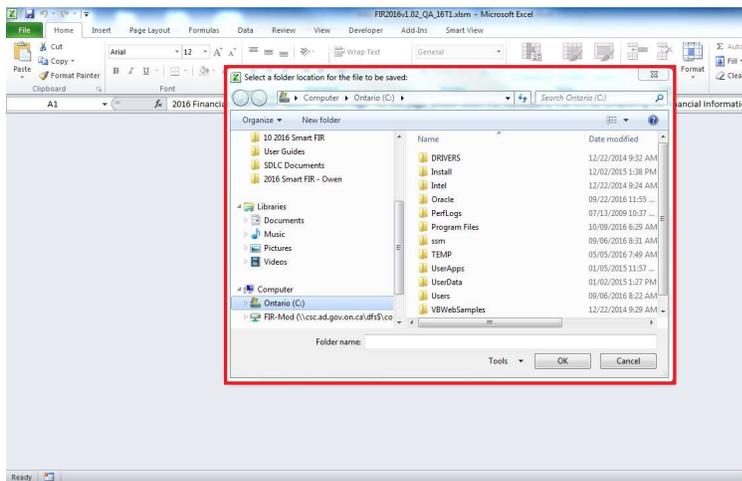


The following message will be displayed, select → **OK**



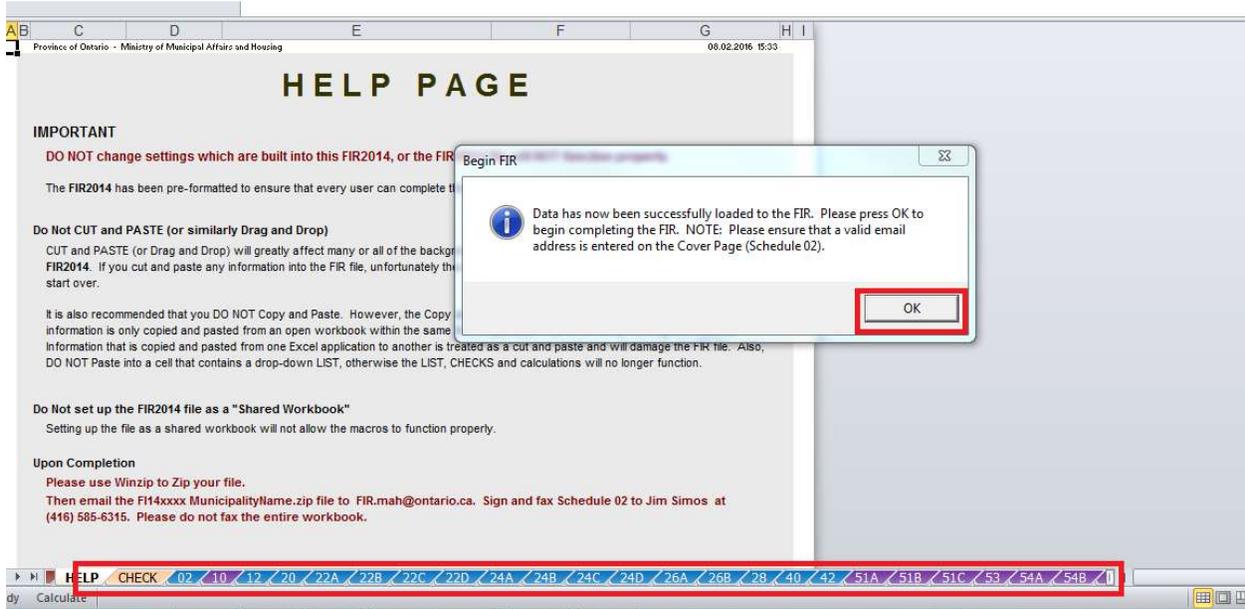
The OPS BPS Secure login screen will be displayed. Enter your login credentials and select → **Login**

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



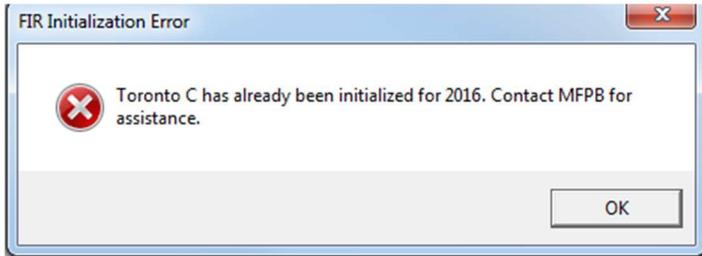
This process may take around 2-3 minutes and Excel may display (not responding). This is expected Excel behaviour.

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.

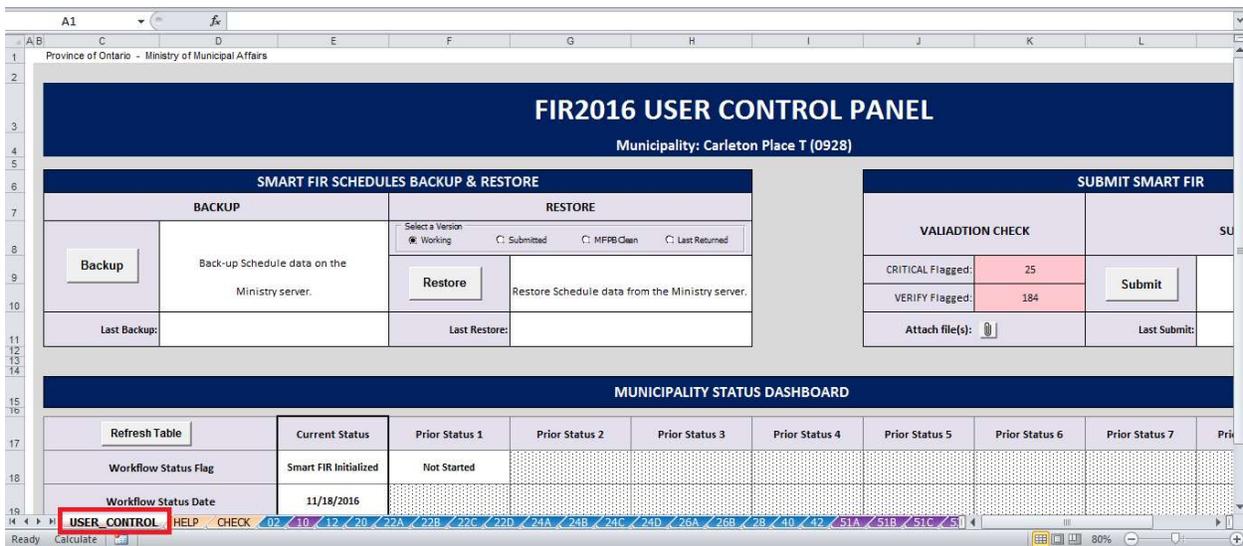


The Smart FIR is now ready for data entry, see Smart FIR Instruction for assistance in completing the forms.

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



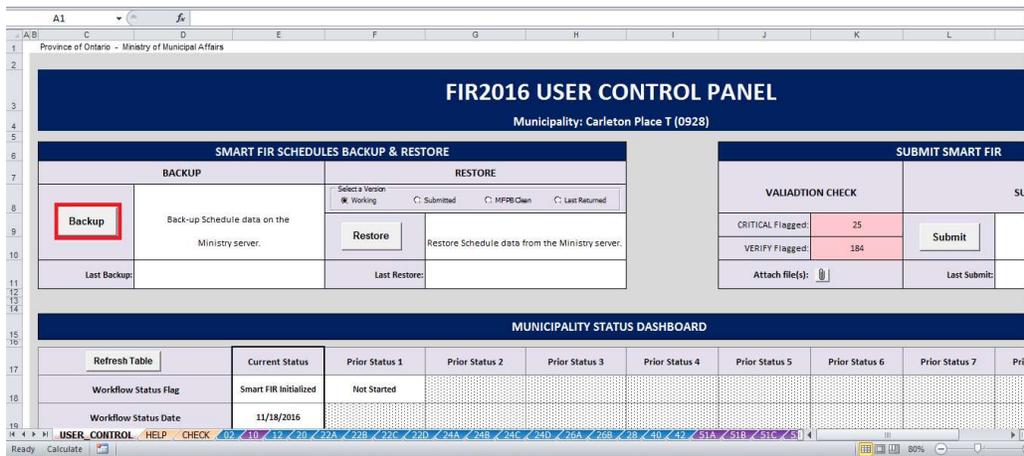
To access the User Controls to backup, restore and submit the Smart FIR select --> **USER CONTROL** tab.



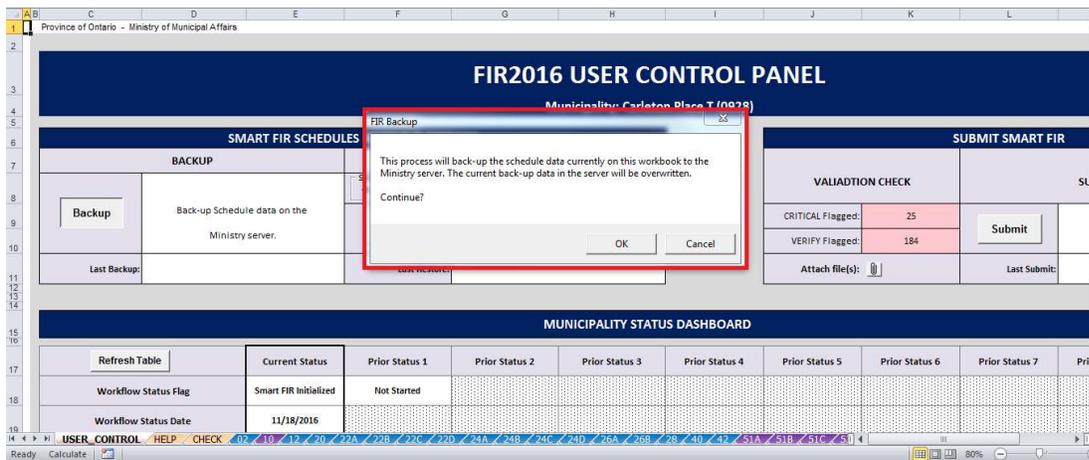
## 2.2 BACKUP AND RESTORE

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 computer's clipboard. Close other open applications and do not perform Copy and Paste functions while running workflow action buttons.

The OPS BPS Secure Login screen will be displayed. Enter your login credentials and select → **Login**.

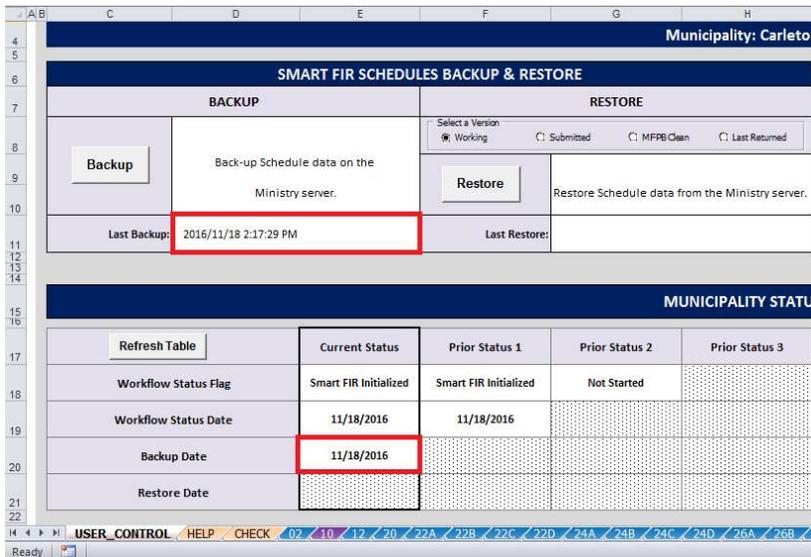


This process may take around 2-3 minutes and Excel may display (not responding). This is expected Excel behaviour.

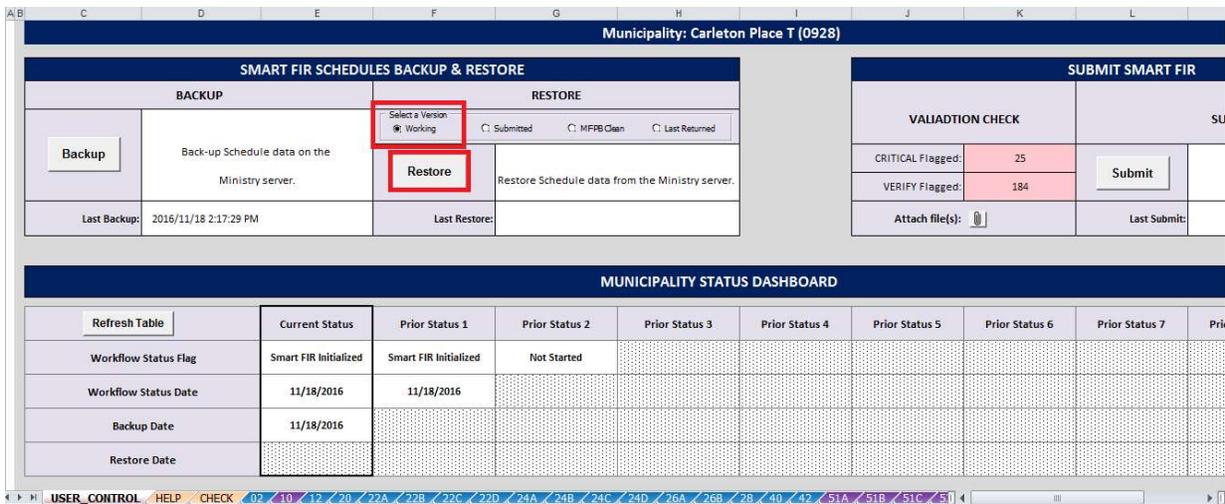
The following message will be displayed, select → **OK** to continue

MUNICIPALITY STATUS DASHBOARD									
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	Pri
Workflow Status Flag	Smart FIR Initialized	Not Started							
Workflow Status Date	11/18/2016								

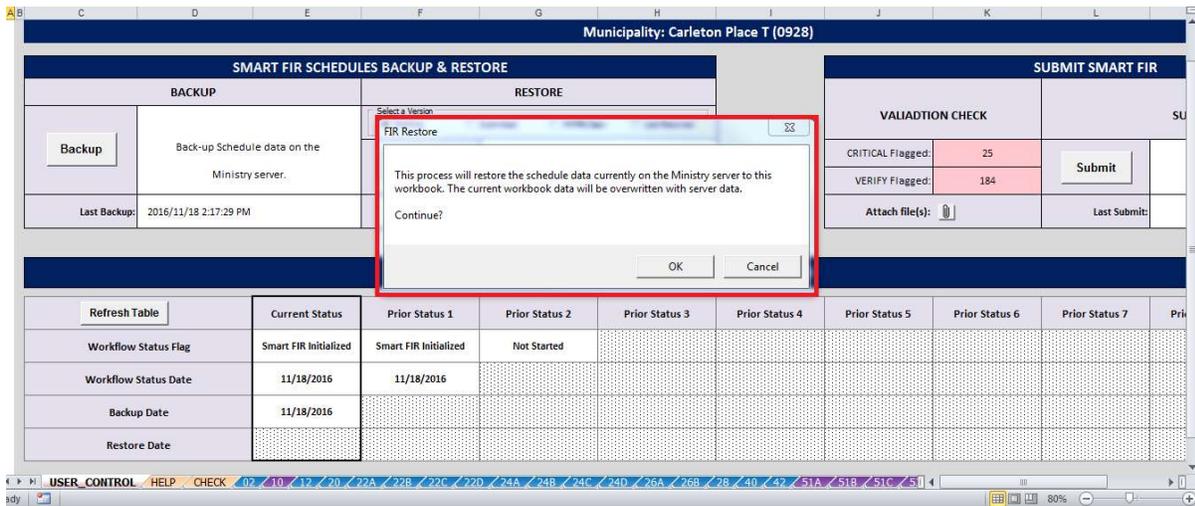
The status dashboard will be updated with the backup date; the dashboard will display the last 10 interactions with the Smart FIR server.



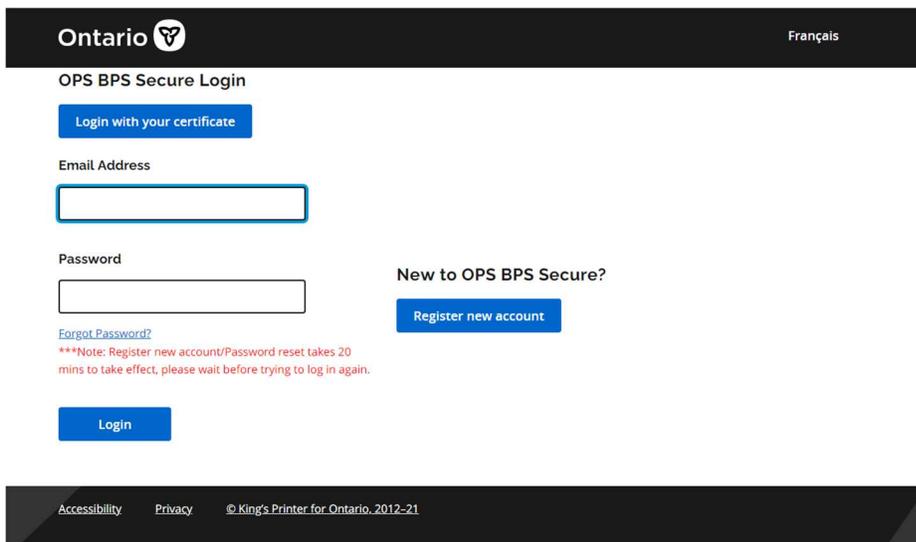
To restore data from the Smart FIR server, select → **Restore**. Data that has been backed up to the Smart FIR server will be copied to the Smart FIR, and changes that have been made to the Smart FIR since the last back up will be overwritten. Ensure the **Working Version** is selected.



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



The OPS BPS Secure Login screen will be displayed enter your login credentials and select → **Login**.



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 screenshot shows the 'SMART FIR SCHEDULES BACKUP & RESTORE' interface for 'Municipality: Carleton Place T (0928)'. A 'Microsoft Excel' dialog box is open in the center, displaying the message 'Data restore process completed.' with an 'OK' button. The background interface is divided into several sections:

- BACKUP:** Contains a 'Backup' button, a description 'Back-up Schedule data on the Ministry server.', and a 'Last Backup' timestamp of '2016/11/18 2:17:29 PM'.
- SUBMIT SMART FIR:** Includes a 'VALIDATION CHECK' table with the following data:
 

CRITICAL Flagged:	25	Submit
VERIFY Flagged:	184	
Attach file(s):		Last Submit:
- MUNICIPALITY STATUS DASHBOARD:** A table with the following structure:
 

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	Pri
Workflow Status Flag	Smart FIR Initialized	Smart FIR Initialized	Not Started						
Workflow Status Date	11/18/2016	11/18/2016							
Backup Date	11/18/2016								
Restore Date									

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.

Province of Ontario - Ministry of Municipal Affairs

### FIR2016 USER CONTROL PANEL

Municipality: Carleton Place T (0928)

#### SMART FIR SCHEDULES BACKUP & RESTORE

BACKUP		RESTORE	
<b>Backup</b>	Back-up Schedule data on the Ministry server.	Select a Version <input checked="" type="radio"/> Working <input type="radio"/> Submitted <input type="radio"/> MFPB Clean <input type="radio"/> Last Returned	<b>Restore</b>
Last Backup:		Last Restore:	2016/11/18 3:14:02 PM

#### SUBMIT SMART FIR

VALIDATION CHECK		SUBMIT SMART FIR	
CRITICAL Flagged:	25	<b>Submit</b>	SU
VERIFY Flagged:	184		
Attach file(s)		Last Submit:	

#### MUNICIPALITY STATUS DASHBOARD

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
Workflow Status Flag	Smart FIR Initialized	Smart FIR Initialized	Smart FIR Initialized	Not Started					
Workflow Status Date	11/18/2016	11/18/2016	11/18/2016						

The OPS BPS Secure Login screen will be displayed. Enter your login credentials and select → **Login**

Ontario Français

### OPS BPS Secure Login

[Login with your certificate](#)

Email Address

Password

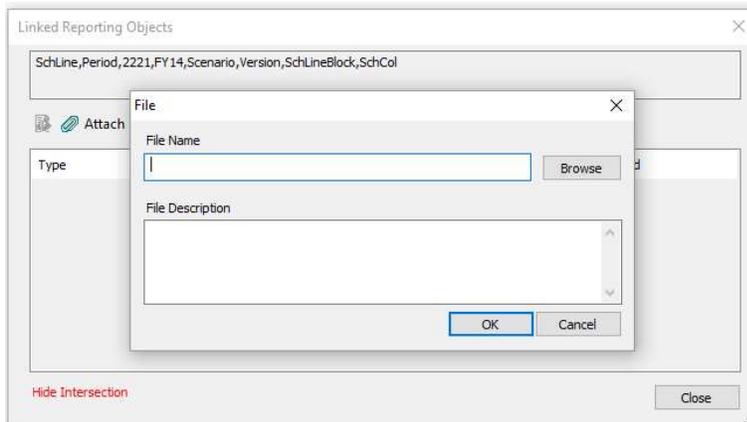
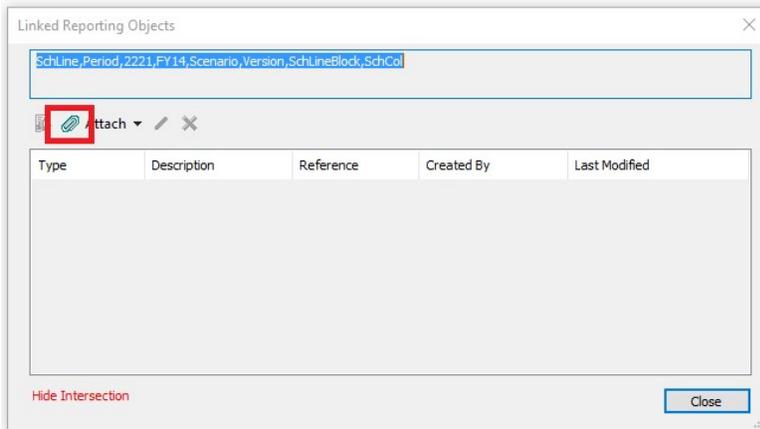
**New to OPS BPS Secure?**  
[Register new account](#)

[Forgot Password?](#)  
 \*\*\*Note: Register new account/Password reset takes 20 mins to take effect, please wait before trying to log in again.

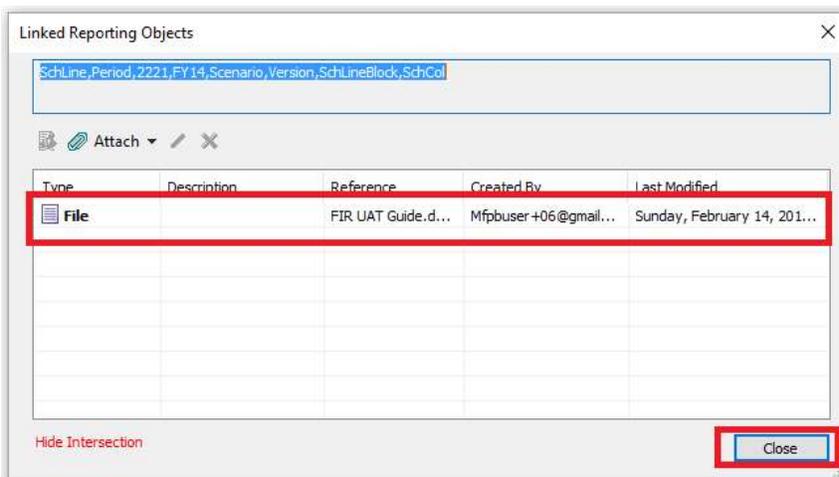
**Login**

Accessibility Privacy © King's Printer for Ontario, 2012-21

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**

Linked Reporting Objects

SchLine,Period,2221,FY14,Scenario,Version,SchLineBlock,SchCol

Attach

Type	Description	Reference	Created By	Last Modified
<b>File</b>		FIR UAT Guide.d...	Mfpbuser+06@gmail...	Sunday, February 14, 201...

Hide Intersection Close

## 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 screenshot shows the 'FIR2016 USER CONTROL PANEL' for 'Municipality: Carleton Place T (0928)'. It is divided into two main sections: 'SMART FIR SCHEDULES BACKUP & RESTORE' and 'SUBMIT SMART FIR'.

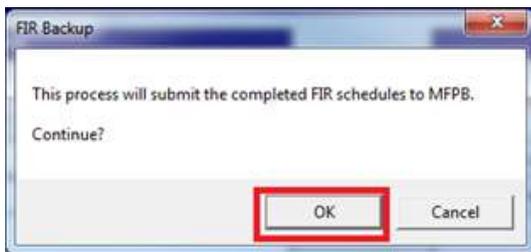
**SMART FIR SCHEDULES BACKUP & RESTORE**

BACKUP		RESTORE	
<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"/> MFPB Clean <input type="radio"/> Last Returned	<input type="button" value="Restore"/>
Last Backup:		Last Restore:	2016/11/18 3:14:02 PM

**SUBMIT SMART FIR**

VALIDATION CHECK		SU
CRITICAL Flagged:	0	<input type="button" value="Submit"/>
VERIFY Flagged:	0	
Attach file(s):	<input type="button" value="Upload"/>	Last Submit:

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



The OPS BPS Login screen will be displayed. Enter your login credentials and select → **Login**

The screenshot shows the 'Ontario OPS BPS Secure Login' screen. At the top right, there is a 'Français' link. Below the header, there is a 'Login with your certificate' button. The main form has two input fields: 'Email Address' and 'Password'. To the right of the password field is a 'New to OPS BPS Secure?' section with a 'Register new account' button. Below the password field is a 'Forgot Password?' link and a note: '\*\*\*Note: Register new account/Password reset takes 20 mins to take effect, please wait before trying to log in again.' At the bottom of the form is a 'Login' button. The footer contains links for 'Accessibility', 'Privacy', and '© King's Printer for Ontario, 2012-21'.

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

Declaration

### 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.

Linked Reporting Objects

SchLine (Period: 4331, FY14, Scenario, Version, SchLineBlock, SchCol)

Attach

Type	Description	Reference	Created By	Last Modified
Hide Intersection				

Close

BACKUP

Back-up Schedule data on the Ministry server.

2016/02/17 4:27:03 PM

Current Status

Smart FIR Initialized

02/17/2016

02/17/2016

02/17/2016

02/17/2016

02/17/2016

Submit

Last Submit:

Prior Status 7

Prior Sta

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

The screenshot shows a dashboard with several sections: BACKUP, RESTORE, VALIDATION CHECK, and SUBMIT FIR. A Microsoft Excel dialog box is overlaid on the dashboard, displaying the message "FIR Submit process completed." with an "OK" button highlighted by a red box. Below the dialog box is a "MUNICIPALITY STATUS DASHBOA" header and a table with columns for "Current Status" and "Prior Status 1" through "Prior Status 8". The "Current Status" cell is highlighted with a red box and contains the text "Submitted Under Review".

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 MFPB.

The screenshot shows a Microsoft Excel error dialog box with a red 'X' icon and the message "Cannot proceed due to the number of Critical flagged or Verify flagged." The "OK" button is highlighted with a red box.

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

edclaration

### 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-PAID OF TAXATION
26	TAXATION AND PAYMENTS-PAID SUMMARY
28	UPPER-TIER ENTITLEMENTS
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 FINANCIAL POSITION (DIRECT METHOD)
60	CONTINUITY OF REVENUE
61	DEVELOPMENT CHARGES
62	DEVELOPMENT CHARGES
70	CONSOLIDATED STATEMENT OF FINANCIAL POSITION (SINGLE-LOWER-TIER ONLY)
72	CONTINUITY OF TAXES
74	LONG TERM LIABILITY
75	WATER AND WASTEWATER
76	GOVERNMENT BUSINESS ENTERPRISES (GBE)
77	OTHER ENTITIES (SSSAB, HEALTH UNIT, OTHER AND TOTAL ALL)
79	COMMUNITY IMPROVEMENT PLANS
80	STATISTICAL INFORMATION
81	ANNUAL DEBT REPAYMENT LIMIT
83	NOTES

or 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

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

### FIR2016 USER CONTROL PANEL

Municipality: Ajax T (1805)

#### SMART FIR SCHEDULES BACKUP & RESTORE

Backup: Back-up Schedule data on the Ministry server.

Restore: Restore Schedule data from the Ministry server.

Last Backup: [Date]

Last Restore: [Date]

#### SUBMIT SMART FIR

Submit: Submit FIR Schedules.

Last Submit: [Date]

Microsoft Excel

This Municipality has already submitted FIR, Please contact MFPB if you need to re-submit

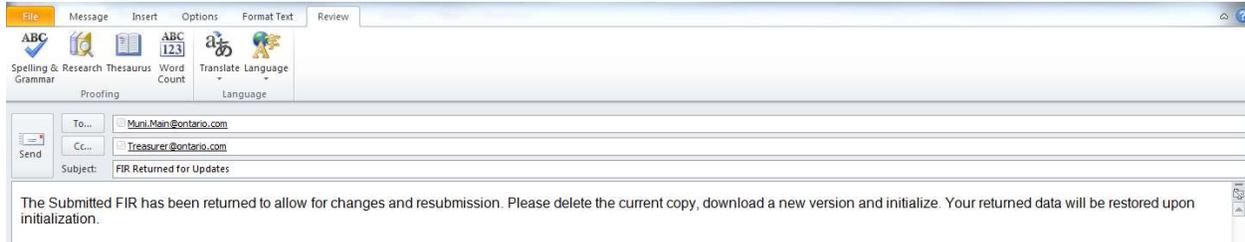
OK

#### MUNICIPALITY STATUS DASHBOARD

	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 9
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						

## 2.5 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

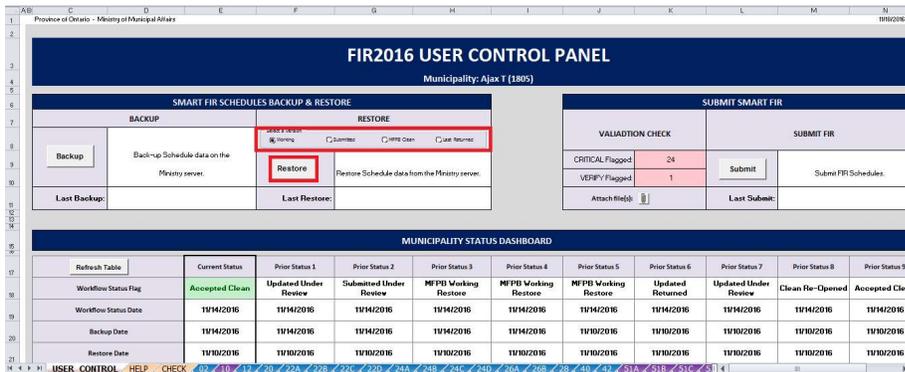
Prior to Submit:

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

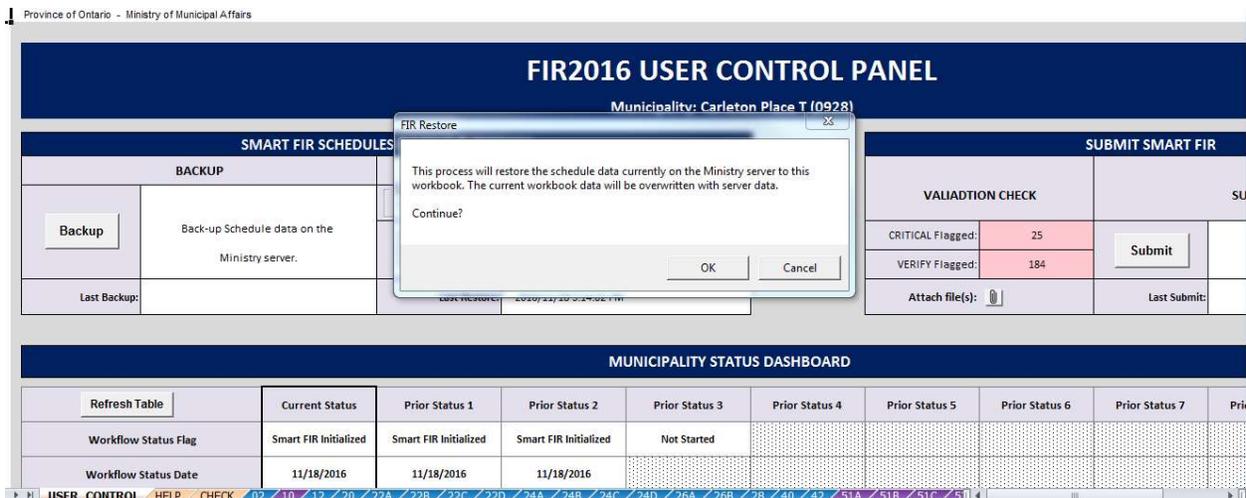
After Submit

- 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 OPS BPS Login screen will be displayed. Enter your login credentials and select → **Login**

Ontario  Français

OPS BPS Secure Login

Login with your certificate

Email Address

Password

New to OPS BPS Secure?

Register new account

[Forgot Password?](#)

\*\*\*Note: Register new account/Password reset takes 20 mins to take effect, please wait before trying to log in again.

Login

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