

QuickBooks Support

For QuickBooks Premier 2010

[print](#)



I charged HST between May 1 and July 1. How do I file the provincial portion of the HST?

Last updated: Jun 03, 2010 Article ID: 4595

Although the new HST (for ON and BC) begins officially on July 1, 2010, the CRA has created some [transitional rules](#) that may mean you need to start charging HST as early as May 1.

If you do end up charging HST prior to July 1, you can't file the provincial portion of the HST until after July 1. For example, if you charged HST before July 1 and your next filing period happened before July 1, you should only submit the GST portion of the harmonized sales tax. You can remit the PST portion on the first return that follows the July 1 date.

The steps below explain how to remove the provincial portion of the HST charged during the transitional period if you need to file your GST before July 1, then add the provincial amount back in to the next filing period that occurs after July 1. **These steps are for QuickBooks versions 2008 and later. Although you can follow along for earlier versions, some of the access points may be slightly different but the basic principal applies.**

Step 1: Determine the provincial portion of HST charged during transitional period

Note that if you file monthly, you'll have to complete this step a couple of times.

1. Run a QuickReport on the H tax code.
 - a. Go to **Lists** menu and select **Sales Tax Code List**.
 - b. In the **Sales Tax Code List**, select **HST** (or whichever tax code you used for HST).
 - c. Click **Reports**, then click **QuickRreport**.
 - d. Modify the date range so it covers the period where you had transitional transactions on HST (prior to June 30).
2. Filter the report by transaction type and total the sales and the purchase amounts for the period.
3. Calculate the appropriate provincial portion of the HST for both sales and purchases:
 - o **For Ontario:** multiply the total on the H tax code QuickReport by 8% or .08.
 - o **For BC:** multiply the total on the H tax code QuickReport by 7% or .07

Sales Tax Code QuickReport

1:11 PM
12/31/12

Premier Hockey School
Sales Tax Code QuickReport

Accrual Basis: **May through June 2010**

Type	Date	Num	Name	Memo	Amount
HST (ON) Only					
Invoice	06/13/2010	301	Team Green	Hockey Sticks	450.00
Invoice	06/06/2010	302	Cash Sales	Monthly Cha...	4,500.00
Invoice	06/28/2010	303	Kitchener Blades	Replica Unif...	800.00
Total HST (ON) Only					<u>5,750.00</u>
TOTAL					<u>5,750.00</u>

Sales Tax Adjustment

Adjustment Date: 06/30/2010

Entry No.: 3

Tax Agency: Receiver General

Sales Tax Item: HST (ON)

Tax Line: Line 103 GST/HST collectible

Sales Tax Account: GST/HST Payable

Adjustment Account: HST Transitional

Amount: 460.00

Memo: Sales Tax Adjustment

Buttons: OK, Cancel, Help

Callout Box: In this example, total sales for June is \$5750, so to calculate the provincial portion of the HST you charged in June on sales, multiply 5750 by .08 to get \$460. This is amount you enter in steps 2 & 3 to adjust your sales tax on sales. Now do the same to calculate the amount for purchases.

Step 2: Back out the provincial portion of HST from a filing period occurring before July 1

In this step, you are adjusting the sales tax owing for filing periods that occur before July 1 to remove the amount of the provincial portion of the HST. Note that if you file monthly, you'll have to complete this step a couple of times.

To adjust the sales tax (for sales) in filing periods that occur before July 1:

1. Go to the **Sales Tax** menu and select **Adjust Sales Tax Due**.
2. Choose an **Adjustment Date** that matches the last day of the filing period for which you are submitting now (before June 30).
3. Click the **Tax Agency** drop-down list and choose **Receiver General**.
4. Click the **Sales Tax Item** drop-down list and select **HST on Sales** (or whatever sales tax item you created for HST on sales).
5. Click the **Adjustment Account** drop-down list and choose **Add new**. Create an **Other Current Liability** account called *HST Transitional*.
6. In the **Amount** section, enter the sales provincial amount you figured out in Step 1 (don't enter a negative amount), and select **Decrease Sales Tax line**.
7. Click **OK**.

To adjust the sales tax (for purchases) in filing periods that occur before July 1:

1. Go to the **Sales Tax** menu and select **Adjust Sales Tax Due**.
2. Choose an **Adjustment Date** that matches the last day of the filing period for which you are submitting now (before June 30).

for HST on purchases).

5. Click the **Adjustment Account** drop-down list and choose the **HST Transitional** account you created earlier.
6. In the **Amount** section, enter the purchases provincial amount you figured out in Step 1 (don't enter a negative amount), and select **Decrease Sales Tax line**.
7. Click **OK**.

Step 3: Add the provincial portion of the HST to the next filing period ocuring after July 1

With this step, you are adjusting the sales tax for the next filing period that occurs after July 1 to add the provincial portion of the HST that you removed from earlier periods. Note that if you file monthly, you'll have to complete this step a couple of times.

To adjust the sales tax (on sales) for the next filing period ocuring after July 1:

1. Go to the **Sales Tax** menu and select **Adjust Sales Tax Due**.
2. Choose an **Adjustment Date** of **July 1, 2010**.
3. Click the **Tax Agency** drop-down list and choose **Receiver General**.
4. Click the **Sales Tax Item** drop-down list and select **HST on Sales** (or whatever sales tax item you created for HST on sales).
5. Click the **Adjustment Account** drop-down list and choose the **HST Transitional** account you created earlier.
6. In the **Amount** section, enter the same sales provincial amount you used in Step 2 (don't enter a negative amount), and select **Increase Sales Tax line**.
7. Click **OK**.

To adjust the sales tax (on purchases) for the next filing period ocuring after July 1:

1. Go to the **Sales Tax** menu and select **Adjust Sales Tax Due**.
2. Choose an **Adjustment Date** of **July 1, 2010**.
3. Click the **Tax Agency** drop-down list and choose **Receiver General**.
4. Click the **Sales Tax Item** drop-down list and select **HST on purchases** (or whatever sales tax item you created for HST on purchases).
5. Click the **Adjustment Account** drop-down list and choose **HST Transitional** account you created earlier.
6. In the **Amount** section, enter the same purchases provincial amount you used in Step 2 (don't enter a negative amount), and select **Increase Sales Tax line**.
7. Click **OK**.



Google Translate

Select Language

Google Gadgets powered by Google