



Changing GST to 5% effective January 1, 2008

1. To change your GST from 6% to 5% please follow the following instructions.
2. Select your Product Management tab.
3. Select the Taxes Editor button by double clicking on it.
You will get a screen similar to the one below:

The screenshot shows a window titled "Taxes Editor" with a table and a form below it.

Tax Number	Code	Description
1	PST	PST
2	GST	GST

Below the table is a toolbar with buttons: < (left arrow), > (right arrow), Add, Delete, Find, Refresh, and a double-headed green arrow.

The form below the toolbar has the following fields:

- Tax Number: 2
- Code: GST
- Description: GOODS AND SERVICES TAX
- Reference: (empty)
- Type: Percent (dropdown)
- Rate: 5.000
- YBQ Detail (button)
- Calc. Order: 0

Below the form is a section titled "Calculate on top of the following taxes:" with two checkboxes: PST and GST.

At the bottom right of the window is an "Exit" button.

4. If you are missing the bottom portion of the screen you can click on the double headed green arrow to bring up the rest of the screen.
5. Select GST at the top of the screen which should be set to 6.000 and the type should be percent.
6. Change the 6.000 to 5.000 and click exit. When you are prompted if you want to save changes click YES.
7. You MUST restart all your tills for these changes to take effect. If you do not restart your tills the 6% rate will continue to be applied.

All items that are to be charged to new 5% GST rate as of January 1, 2008 will now be correct. There is no need to edit individual items.

If you require further assistance with these changes please contact our support desk at 1-888-460-6963.