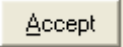


## Changing the GST rate in Countersales for Adagio

1. Make the tax change after closing on the last day before the tax rate change or before opening on the first day of the rate change.
2. Have all users exit from Countersales
3. Start the program and select *Countersales / Maintain Files / Tax Details*.
4. use the *Tax Group* drop-down list to select the appropriate tax group, then use the *Tax Authority* drop-down list to select **GST**.
5. Click on the *Rates* tab.
6. Change the rates for each tax status that includes GST. Then click .
7. Exit from the Tax screen, The new tax rates are now in effect for all users.