

Changing GST Rate in Adagio Order Entry

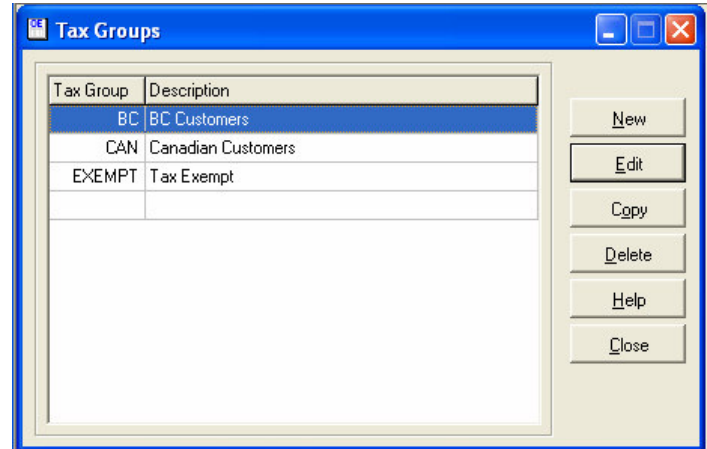
Important: The rate can only be changed immediately after running Day End Processing and before any new transactions are entered. Select *Order entry / Day end Processing*.

You must also print and clear the Tax Summary report before changing the rate. (*Reports / Transaction Reports / Tax Summary*). You may print it to a printer or file.

Select *Edit / Tax Groups*.

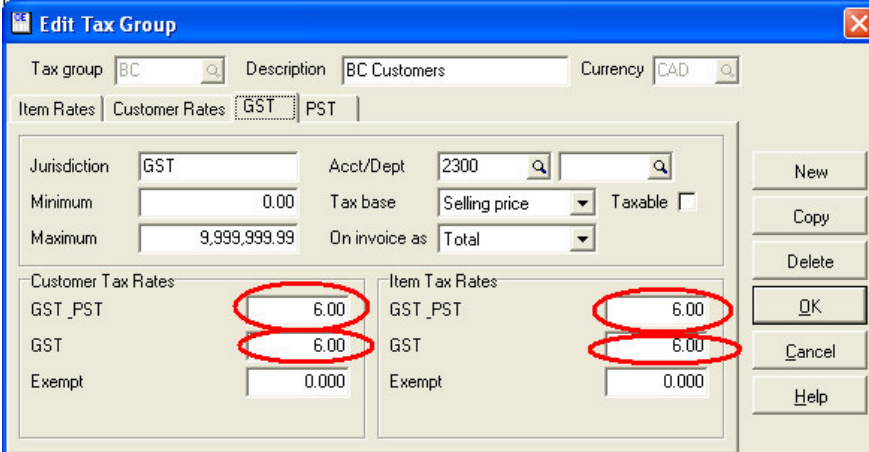
Make note of each of the tax groups that includes GST.

If you will need to produce orders/invoices at the old tax rate after the change-over, select each tax group that includes GST and click on *Copy*. Enter a new name, like OLDGST, and click *OK*.



Now, we need to edit the default tax rates, select the first one and click on *Edit*.

Click on the tab for *GST* and change the rates as shown below.



Tax group: BC Description: BC Customers Currency: CAD

Item Rates Customer Rates **GST** PST

Jurisdiction: GST Acct/Dept: 2300
Minimum: 0.00 Tax base: Selling price Taxable:
Maximum: 9,999,999.99 On invoice as: Total

Customer Tax Rates		Item Tax Rates	
GST_PST	6.00	GST_PST	6.00
GST	6.00	GST	6.00
Exempt	0.000	Exempt	0.000

Click on *OK* when done

Select each of the other tax groups that include GST and make the same changes. (*Note: If you have any groups that use HST, change that rate as well.*)

The new GST rate will be assigned to new orders and invoices automatically. If you need to enter an order or invoice at the old rate, change the tax group on the header screen to the OLDGST group.