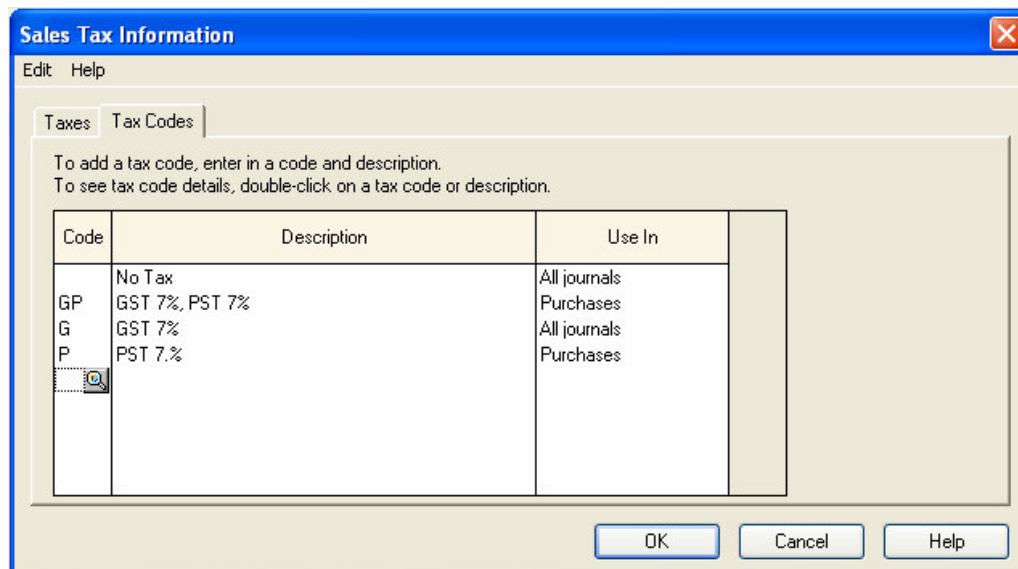


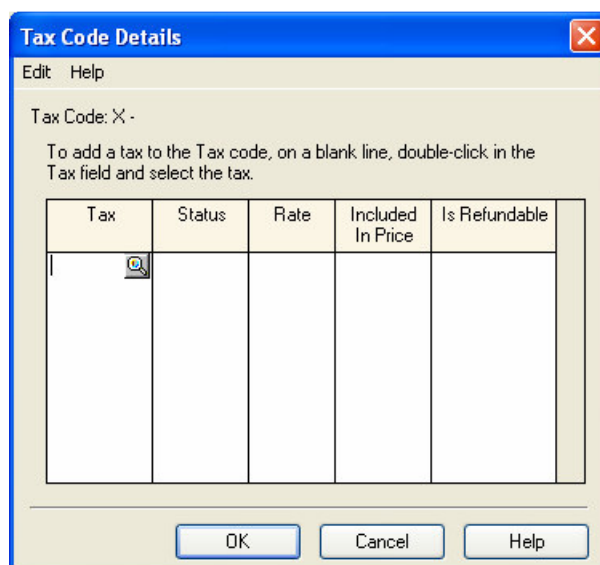
## Setting up a new GST rate in Simply Accounting

These steps will:

- change the GST rate setting,
  - allow processing of vendor invoices with the old or new GST rate, and
  - not require changing the default tax settings for your customers or vendors.
1. If you are using Simply Accounting Pro or Premium, multi-user, make sure no other users are logged in to Simply Accounting, then start it in *Single User Mode*.
  2. Select *Setup / System Settings / Sale Taxes*, and click on the *Tax Codes* Tab.



3. Click in the *Code* column below the last entry and type **X**. Then click on the button beside it.



- Click on the Finder button and select *GST*. Set up the tax exactly like your GST is set up now, including the **old rate**. Make sure to mark it *refundable*.

| Tax | Status  | Rate | Included In Price | Is Refundable |
|-----|---------|------|-------------------|---------------|
| GST | Taxable | 7    | No                | Yes...        |

- Click on *OK*.
- Now repeat steps 3 and 4 except add code **XP** and make the settings match your current settings for GST and provincial tax.
  - Now, back at the *Sales Tax Information* screen, click in the *Code* column next to your GST code. Click on the Finder button and change the rate to the **new GST rate**.
  - Repeat step 6 for your existing GST and provincial tax code.
  - If you are using a multi-user version of Simply Accounting, log out to permit other users to resume work.

After these changes:

- Sales invoices will automatically be issued with the new GST rate.
- Purchase invoices will use the new GST rate, but you can select **X** or **XP** for vendor invoices received with the old GST rate.
- Your default tax codes for Vendors and Customers do not need to change.