

Changing tax rates in AgExpert Analyst (HST)

On July 1, 2010, British Columbia and Ontario switch to harmonized sales tax (HST). In Nova Scotia, the HST goes to 15%. Below, you'll find detailed instructions to change the tax settings in your AgExpert Analyst software.

A few HST tips from FCC Management Software

- separate your invoices and receipts prior to July 1 from those using the new rate
- make entry easier by entering all pre-July 1 invoices and receipts first, then change the tax rate (as described below) to complete July entries using the new rate
- if you process older invoices and receipts, you can manually override the automatic GST/HST tax calculations to enter transactions under the old tax rate

Here's how to change to the HST rate in AgExpert Analyst

1. From the Setup Menu, click on Business Setup. The Business Setup window will be displayed. Select the Tax Information tab.
2. Change the Display name from GST to HST.
3. Enter the new GST/HST Rate % (Ontario: 13%, B.C.: 12%).
4. Change the PST rate in the bottom section to zero.

The screenshot shows the 'Business Setup' window with the 'Tax Information' tab selected. The 'GST / HST' section has 'Display Name' set to 'HST', 'Rate (%)' set to '13.000', and 'Reg. No.' set to '123456RT01'. The 'PST' section has 'PST Options' set to 'Combine PST with the Transaction Expense Account', 'Display Name' set to 'PST', 'Calculate on' set to 'Amount', and 'Rate (%)' set to '.000'. Red boxes highlight the 'Rate (%)' fields in both sections. Three numbered callouts provide instructions: 1. Update display name from GST to HST; 2. Change the Rate(%) to your respective rate (Ontario 13%, British Columbia 12%); 3. Update the amount for the PST rate in the bottom part to zero. 'Save' and 'Cancel' buttons are at the bottom right.

For Nova Scotia: update by simply changing the Rate (%) from 13 to 15.

The rate you enter here is used for the program's HST calculations whenever you enter transactions. You can change this rate at any time. Transactions that were recorded before the change was made will not reflect the new HST rate. This field is required for use in HST calculations.

If you have any questions, call FCC Management Software at 1-800-667-7893 or email support@fccsoftware.ca.