

Changing tax rates in AgExpert Analyst

On January 1, 2012, the Quebec Sales Tax (QST) changed to 9.5%.

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

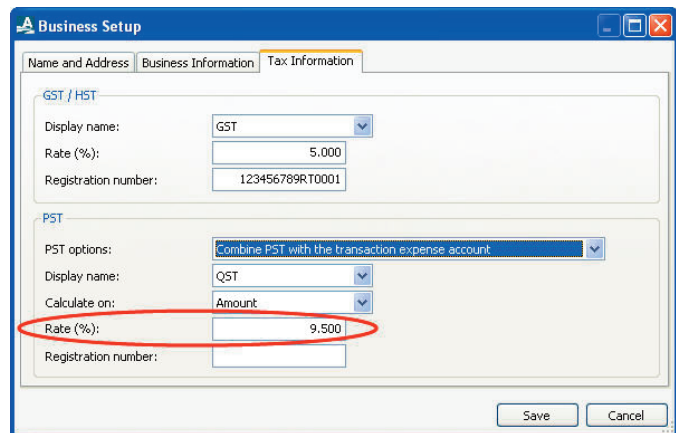
A few tips from FCC Management Software

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

Changing the GST/HST/QST 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. Enter the new GST/HST/QST Rate %.

The rates you enter here are used for the program's tax calculations whenever you enter transactions. You can change these rates at any time. Transactions that were recorded before the change was made will not reflect the new tax rate.



The screenshot shows the 'Business Setup' window with the 'Tax Information' tab selected. It contains two main sections: 'GST / HST' and 'PST'. In the 'GST / HST' section, the 'Display name' is 'GST', the 'Rate (%)' is '5.000', and the 'Registration number' is '123456789RT0001'. In the 'PST' section, the 'PST options' dropdown is set to 'Combine PST with the transaction expense account', the 'Display name' is 'QST', and the 'Calculate on' dropdown is set to 'Amount'. The 'Rate (%)' field in the PST section is circled in red and contains the value '9.500'. There are 'Save' and 'Cancel' buttons at the bottom right of the window.

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