

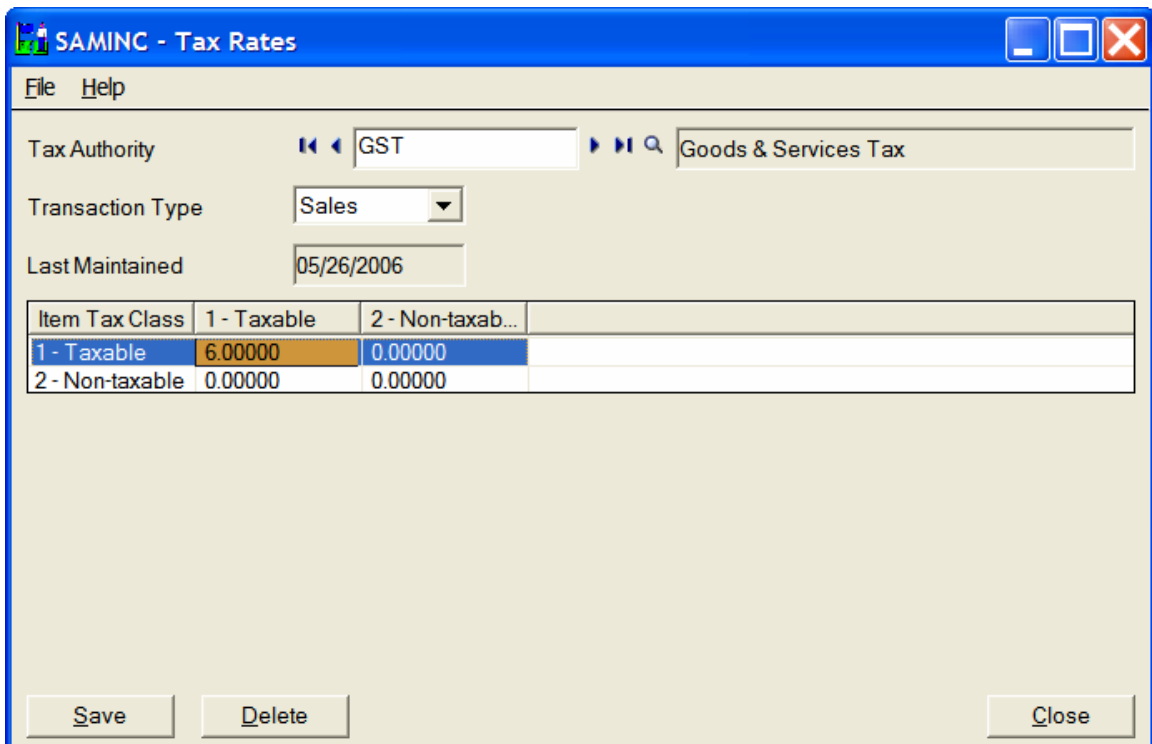
Modifying Tax Rates in ACCPAC:

1. From the ACCPAC desktop, click Common Services on the left-hand side of the screen.
2. Double-click the 'Tax Services' icon on the right.
3. Double-click on the 'Tax Rates' icon. You will see a screen similar to this:



The screenshot shows the 'SAMINC - Tax Rates' window. At the top, there is a menu bar with 'File' and 'Help'. Below the menu bar, there are three input fields: 'Tax Authority' with a search icon, 'Transaction Type' with a dropdown menu set to 'Sales', and 'Last Maintained' with a date field containing '/ /'. The main area is a table with the header 'Item Tax Class' and several empty rows. At the bottom, there are three buttons: 'Add', 'Delete', and 'Close'.

4. Click the Finder icon beside 'Tax Authority' and select 'GST'. Tax rates will appear in a spreadsheet at the bottom of the screen. Because the 'Transaction Type' field is listed as 'Sales', these are the tax rates you charge to customers.
5. Click on the 6.00000 tax rate in the spreadsheet and type '5'. Click 'Save' when finished.



The screenshot shows the 'SAMINC - Tax Rates' window after the 'Tax Authority' field has been set to 'GST'. The 'Tax Authority' field now contains 'GST' and the search icon. The 'Transaction Type' dropdown is still set to 'Sales'. The 'Last Maintained' field now contains the date '05/26/2006'. The table below is populated with data:

Item Tax Class	1 - Taxable	2 - Non-taxab...
1 - Taxable	6.00000	0.00000
2 - Non-taxable	0.00000	0.00000

At the bottom, there are three buttons: 'Save', 'Delete', and 'Close'.

6. Click the drop down icon beside 'Transaction Type' and select 'Purchases'. Tax rates will appear in a spreadsheet at the bottom of the screen. Because the 'Transaction Type' field is now listed as 'Purchases', these are the tax rates you are charged by vendors.
7. Click on the 6.00000 tax rate in the spreadsheet and type '5'. Click Save when finished.

SAMINC - Tax Rates

File Help

Tax Authority GST Goods & Services Tax

Transaction Type Purchases

Last Maintained 05/26/2006

Item Tax Class	1 - Taxable	2 - Non-taxab...
1 - Taxable	6.00000	0.00000
2 - Non-taxable	0.00000	0.00000

Save Delete Close

Note: Depending on your current tax configuration, ACCPAC may be setup to calculate tax on only Sales or only Purchases. In this case, the tax rate will only need to be changed under the corresponding Transaction Type.

Once you have finished the tax rate change, you should test it immediately. If you are unsure of any aspect of this change, please do not hesitate to contact us.

Disclaimer: We are not responsible for any improperly modified tax configurations when performed by the client.