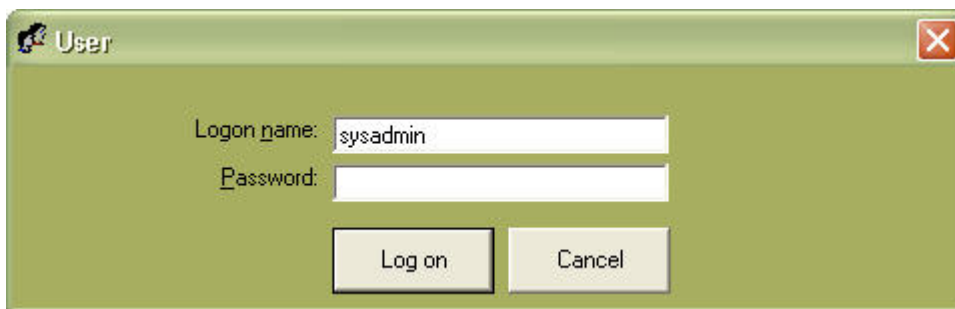


As the Government of Canada has recently announced that effective July 1, 2006, the GST rate will be lowered from 7% to 6%, the GST rate and the default GST rate will need to be updated in POSability at each store. This process will need to be done manually on the morning of the day that the new rate takes effect before any sales are processed.

Changing the GST Rate

The first step is to log into POSability as an administrator. Please contact Pulse Retail Systems as soon as possible if you do not have an administrator username and password.

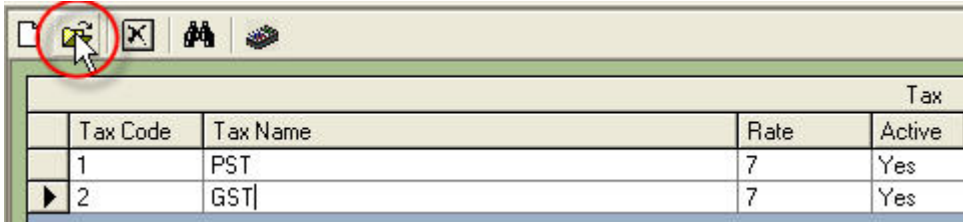


Next, choose Tax from the Maintenance menu on the left.



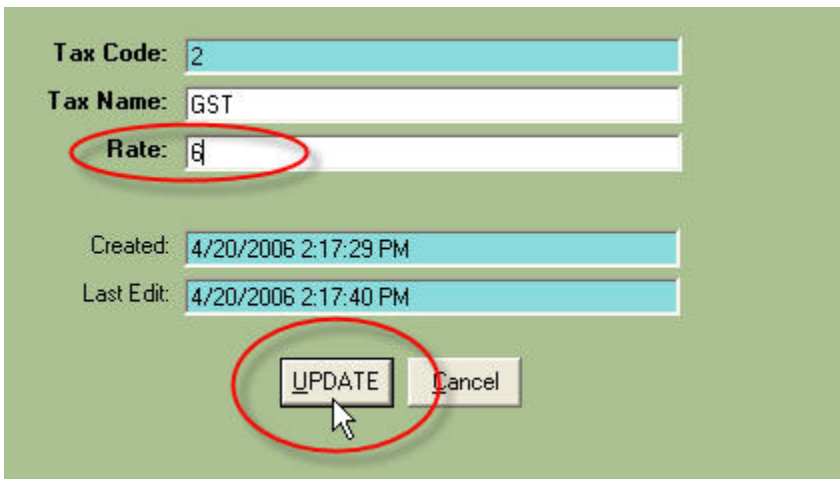


A list of taxes will appear. One of the Taxes will be GST, although the number may differ from store to store. Select the GST tax and either double-click to the left or click the [Open] button on the top toolbar.

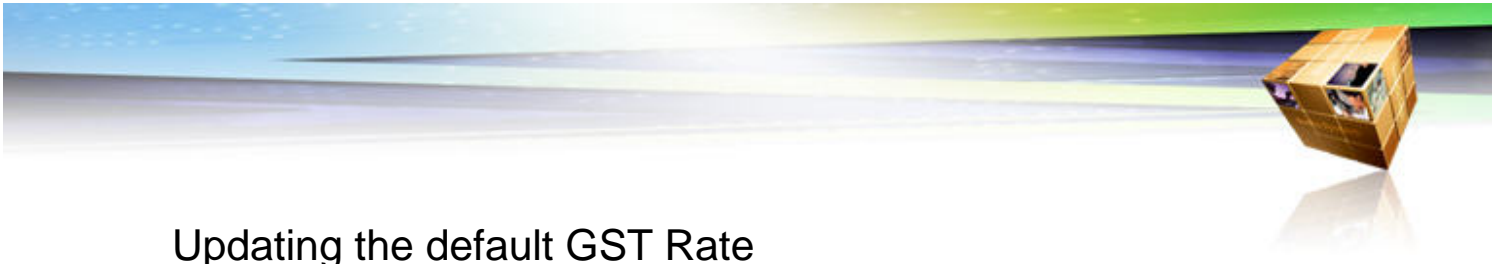


				Tax
	Tax Code	Tax Name	Rate	Active
	1	PST	7	Yes
▶	2	GST	7	Yes

Modify the Tax rate and click the [Update] button.



Tax Code: 2
Tax Name: GST
Rate: 7
Created: 4/20/2006 2:17:29 PM
Last Edit: 4/20/2006 2:17:40 PM
[UPDATE] [Cancel]



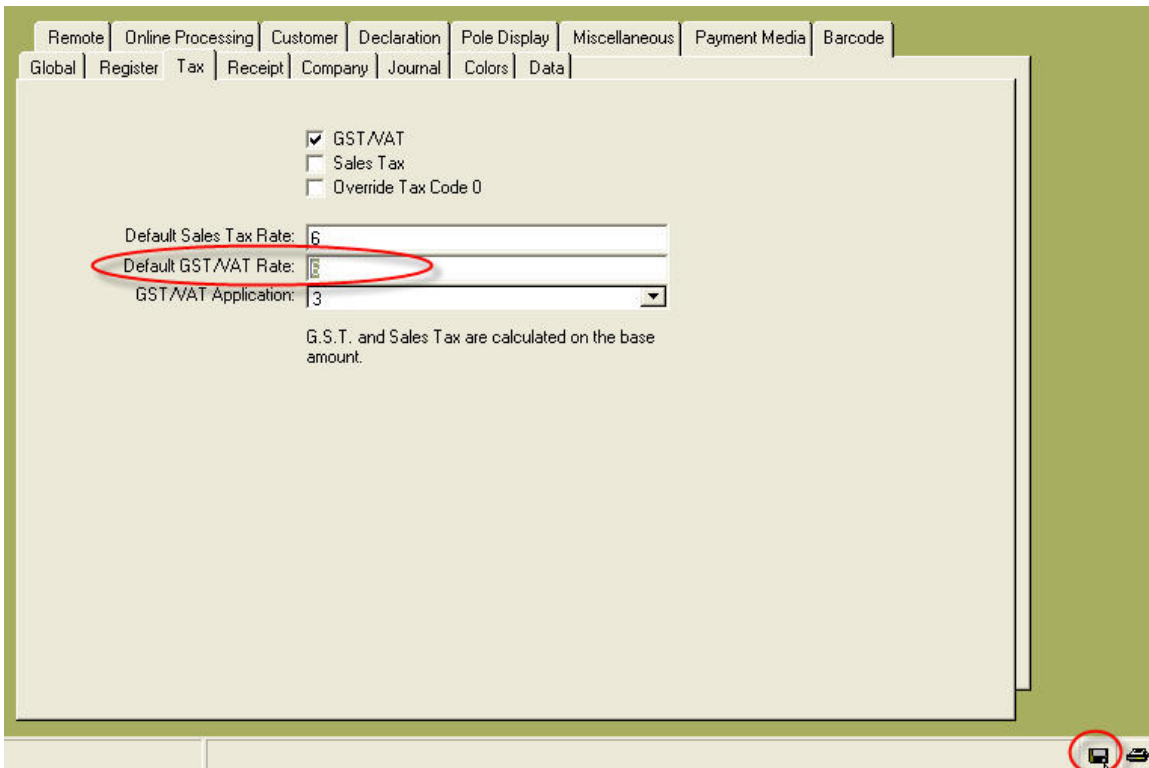
Updating the default GST Rate

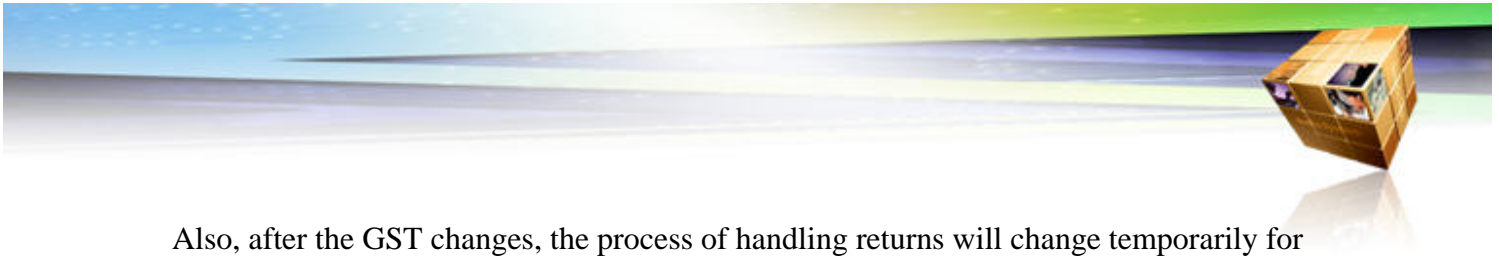
Most SKU's are connected to the GST tax and the changes outlined in the steps above should update all records. However, if an item is not associated with the GST, POSability also has a default GST rate. This should be updated as well.

On the left, choose [Configuration].



Click the Tax Tab on the right side and update the Default GST. Then click the Save icon on the lower right.





Also, after the GST changes, the process of handling returns will change temporarily for items purchased when GST is 7% but are returned at the reduced GST rate (6%).

Example: Processing a Sale with GST at 7%

When an item is scanned in, the GST is automatically calculated. On this item, it is \$0.70.

Customer (F2) | Items (F3) | Payment (F4)

Complete Void

#	Emp	SKU/Code #	Qty	Retail \$	Disc \$	Sell \$	Extended \$	Model
1	1	112..	1	10.00	0.00	10.00	10.00	GOLF BALL LOGO CHARGE

Apply Discount
 (F5) 50% +/- increase/decrease a quantity.
 (F6) 60%
 (F7) 20%
 (F8) 40%

Code: 112..

Total Qty	1
Subtotal\$	10.00
GST\$	0.70
Sales Tax\$	0.00
Total\$	10.70

Total Discount \$: 0.00

[F1] Help [F9] Lookup [F11] Del Item [F12] Park Bill [F4] Total Bill

After all the items have been scanned, the Payment details are entered on the Payment Tab. The tax total can be viewed here as well.

Customer (F2) | Items (F3) | Payment (F4)

Bill Total\$: 10.70

Media Type:

Amount: 0.00

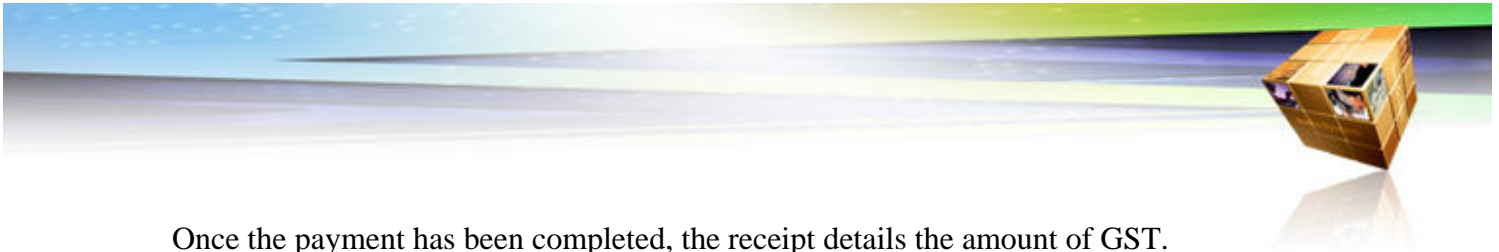
Media Used			
Type	Payment Method	Amount	
▶ 1	CASH	12.00	

Change Due\$: CASH 1.30

[F11] Complete Bill

Items Breakdown Summary

Net Sales:	10.00
Paid Out:	0.00
Sub Total:	10.00
Other:	0.00
Tax:	0.70
Total:	10.70



Once the payment has been completed, the receipt details the amount of GST.

Emp #	Item#	Description	Unit Price	Qty	Disc	Extended Price	
1	112..	GOLF BALL LOGO CHARGE ROD/NB	10.00	1		10.00	
						Sub-total:	10.00
						GST:	0.70
						PST:	0.00
						Total:	10.70
Paid by: CASH							12.00
Change Due: CASH							1.30

Example: Processing a Return with GST at 6%

In the period immediately following a reduction in GST, staff will need to check receipts to see if the item being returned was sold when the GST was 7%. If the item was sold at 7%, when it is entered on the Items Tab with a quantity of -1, the GST will calculate at the new rate.

Customer (F2) | Items (F3) | Payment (F4)

Complete Void

#	Emp	SKU/Code #	Qty	Retail \$	Disc \$	Sell \$	Extended \$	Model
1	1	112..	-1	10.00	0.00	10.00	-10.00	GOLF BALL LOGO CHARGE

Apply Discount

[F5] 50% +/* increase/decrease a quantity. **Code: 112..**

[F6] 60%

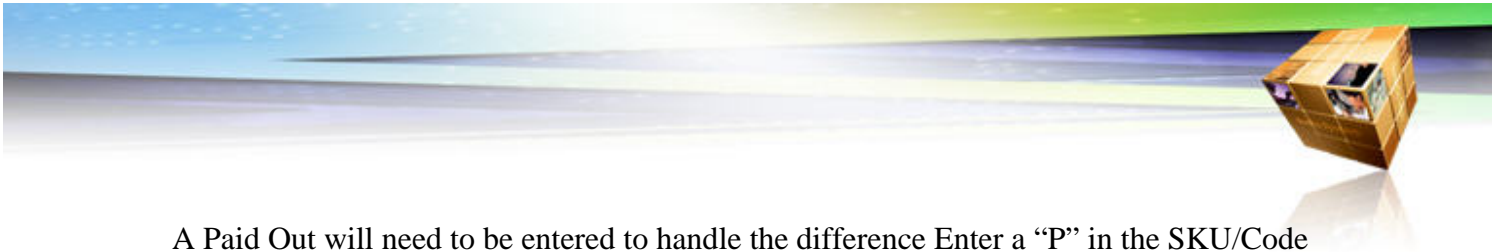
[F7] 20%

[F8] 40%

Total Discount \$: 0.00

Total Qty	-1
Subtotal\$	-10.00
GST\$	-0.60
Sales Tax\$	0.00
Total\$	-10.60

[F1] Help [F9] Discount [F11] Del Item [F12] Park Bill [F4] Total Bill



A Paid Out will need to be entered to handle the difference. Enter a “P” in the SKU/Code # field. The system will prompt the user for a Paid Out number. This number should be consistent for all returns of this nature.

Paid Out Number [X]

Please enter a Paid Out number between 1 and 99.
You may not continue until a PO # is entered.

OK
Cancel

After a Paid Out number has been entered, a reference prompt will also appear. Again, this reference should be consistent (i.e. GST ADJ).

Paid Out [X]

Please Enter Reference #.

OK
Cancel

After the Paid Out has been entered, the GST will remain at the reduced percent, however the total should be the same as it was on the original sale.

Customer (F2) | Items (F3) | Payment (F4)

Complete Void

#	Emp	SKU/Code #	Qty	Retail \$	Disc \$	Sell \$	Extended \$		Model
1	1	112	-1	10.00	0.00	10.00	-10.00		GOLF BALL LOGO CHARGE
2	1	Paid Out	1	0.10	0.00	0.10	-0.10	gst	PO #: 7
*									

Apply Discount

[F5] 50% +/* increase/decrease a quantity.

[F6] 60%

[F7] 20%

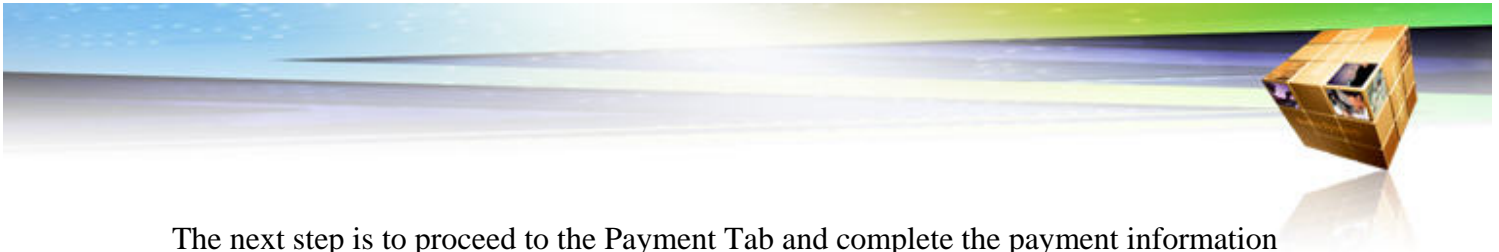
[F8] 40%

Total Discount \$: 0.00

Code: Paid Out →

Total Qty	0
Subtotal\$	-10.10
GST\$	-0.60
Sales Tax\$	0.00
Total\$	-10.70

[F1] Help [F9] Lookup [F11] Del Item [F12] Park Bill [F4] Total Bill



The next step is to proceed to the Payment Tab and complete the payment information normally. Note the Tax remains at the lower amount (the Paid Out shows the GST adjustment amount).

Customer (F2) | Items (F3) | Payment (F4)

Bill Total\$: -10.70

Media Type:
 Amount: 0.00

Media Used			
	Type	Payment Method	Amount
▶	1	CASH	-10.70

Change Due\$: 0.00

[F11] Complete Bill

Items Breakdown Summary

Net Sales: -10.00
 Paid Out: -0.10
 Sub Total: -10.10

Other: 0.00
Tax: -0.60
 Total: -10.70

The receipt for this transaction will look like this:

Emp #	Item#	Description	Unit Price	Qty	Disc	Extended Price
1	112..	GOLF BALL LOGO CHARGE ROD	10.00	-1		-10.00
1	Paid Out	PO #: 7	0.10	1		-0.10
						Sub-total: -10.10
						GST: -0.60
						PST: 0.00
						Total: -10.70
Paid by: CASH						-10.70
Change Due:						0.00



End-of-Day and Sales History Reporting

If any returns have been entered, the reports will contain the details about the Paid Outs. For example, the Sales History by Z will contain a portion for Paid Outs, sub-totaled by Paid Out (PO) number.

Paid Out Summary		
PO Number	Quantity	Amount
PO #: 7	1	-0.10
Total:	1	-0.10

By keeping the Reference number entered the same; all GST adjustments will be grouped together in