

Using Canadian Tax with CRE with HST

Tax Rates

Inventory Maintenance

Item: Adult-Shirt
Pizza Setup
Print Labels
Keyboard

Department for this Item	Shirts	Avg Cost	\$0.00000	<input type="checkbox"/> HST1	<input type="checkbox"/> Tax 4
Item Number	078894564	Price You Charge	\$20.00000	<input checked="" type="checkbox"/> HST2	<input type="checkbox"/> Tax 5
Description	Adult-Shirt	Price with tax	\$23.00	<input type="checkbox"/> VAT3	<input type="checkbox"/> Tax 6
2nd Description		# In Stock	20	<input type="checkbox"/> Bar Tax	

Click to Select Picture

Optional Info
Pending Orders
Properties
Notes
Modifiers
Price Levels

Ordering Info
Special Pricing
Matrix
Sales History
Recipe
Printers

Options Additional Info

Bonus Points	0	# Barcodes	20	Alternate SKUs	<input checked="" type="checkbox"/>	Tag Along Items	<input checked="" type="checkbox"/>
Commission	% of Gross Profit		0.0%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Location

Unit Size Unit Type

0

<input type="checkbox"/> Modifier Item	<input type="checkbox"/> Disable this Item	<input type="checkbox"/> Foodstampable
<input type="checkbox"/> Exclude from Account Limit	<input type="checkbox"/> Prompt Quantity	<input type="checkbox"/> Auto-Weigh
<input type="checkbox"/> Check ID Before Selling	<input type="checkbox"/> Prompt Price	<input type="checkbox"/> Use Serial/Batch #
<input type="checkbox"/> Check ID #2 Before Selling	<input type="checkbox"/> Allow Buyback	<input type="checkbox"/> Special Permission
<input checked="" type="checkbox"/> Count This Item	<input checked="" type="checkbox"/> Print on Receipt	

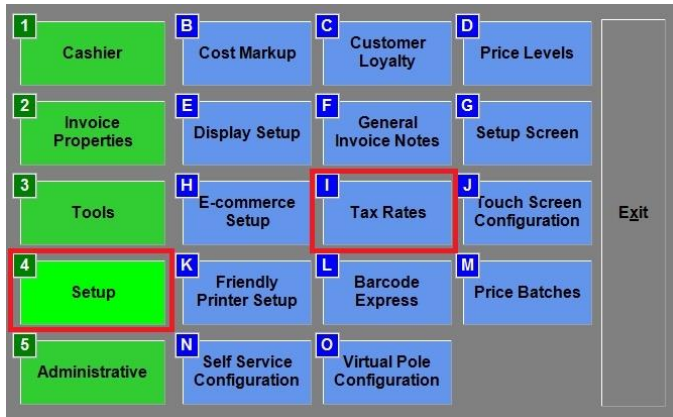
Search by Item Number

Profit% 0% Retail Discount 0% Gross Margin 100.0%

Setting up Tax Rates in CRE/RPE



1. Select the **Manager** or **Options** button.
2. Enter the administrator password (default: admin) where applicable.



3. Select **Setup** then, **Tax Rates**.

Set Tax Rate

Default Tax Rate Area Tax Rates

StoreID	Name	Rate	Description
1001	Tax1 Rate	0	Tax
1001	Tax2 Rate	0	Tax 2
1001	Tax3 Rate	0	Tax 3
1001	Tax4 Rate	0	Tax 4
1001	Tax5 Rate	0	Tax 5
1001	Tax6 Rate	0	Tax 6

Tax 2 On Tax 1 Tax 2 Threshold 0

UPDATE Cancel

4. Select the **Default Tax Rate** tab, here you will need to enter **Tax Information**.

5. You will need to:

- Change **Tax** in the **Description** column to **HST**.
- Change the **Tax1 Rate** to one of your **HST Tax** rates.
- Change **Tax2** in the **Description** column to **HST**.
- Change the **Tax2 Rate** to the other **HST Tax** rate.

Note: In this example we have added a number to each HST rate name in order to differentiate the two tax rates.

6. Select **Update** to save your changes.

Set Tax Rate

Default Tax Rate Area Tax Rates

StoreID	Name	Rate	Description
1001	Tax1 Rate	5	HST1
1001	Tax2 Rate	15	HST2
1001	Tax4 Rate	0	Tax 4
1001	Tax5 Rate	0	Tax 5
1001	Tax6 Rate	0	Tax 6
1001	Tax3 Rate	0	VAT3

Tax 2 On Tax 1 Tax 2 Threshold 0

UPDATE Cancel

Setting up Tax Rates in CRE/RPE



1. Select the **Manager** or **Options** button.
2. Enter the administrator password (default: admin) where applicable.
3. Select **Administrator** then, **Inventory Maintenance**.

Inventory Maintenance

Item: **Jeans-Large** Pizza Setup Print Labels Keyboard

Department for this Item: **Pants** Avg Cost: \$0.00000 HST1 Tax 4
 Item Number: 056 Price You Charge: \$54.00 HST2 Tax 5
 Description: **Jeans-Large** Price with tax: \$56.70 VAT3 Tax 6
 2nd Description: # In Stock: 0 Bar Tax Tax 6

Optional Info Pending Orders Properties Notes Modifiers Price Levels
 Ordering Info Special Pricing Matrix Sales History Recipe Printers

Options Additional Info

Bonus Points: 0 # Barcodes: 0 Alternate SKUs Tag Along Items
 Commission: % of Gross Profit 0.0%

Location: Modifier Item Disable this Item Foodstampable
 Exclude from Account Limit Prompt Quantity Auto-Weigh
 Check ID Before Selling Prompt Price Use Serial/Batch #
 Unit Size: 0 Unit Type: Check ID #2 Before Selling Allow Buyback Special Permission
 Count This Item Print on Receipt

Search by Item Number Profit%: 0% Retail Discount: 0% Gross Margin: 100.0%

4. Select **Look up** to search for the item that we will be editing.
5. Use the webpage below to determine which items will be charged the 5% HST tax rate (Tax1) or the 15% HST tax rate (Tax2).
 - <http://www.cra-arc.gc.ca/menu/GHIS-e.html>
6. Select **Save**.

Inventory Maintenance

Item: **Adult-Shirt** Pizza Setup Print Labels Keyboard

Department for this Item: **Shirts** Avg Cost: \$0.00000 HST1 Tax 4
 Item Number: 078894564 Price You Charge: \$20.00000 HST2 Tax 5
 Description: **Adult-Shirt** Price with tax: \$23.00 VAT3 Tax 6
 2nd Description: # In Stock: 20 Bar Tax Tax 6

Optional Info Pending Orders Properties Notes Modifiers Price Levels
 Ordering Info Special Pricing Matrix Sales History Recipe Printers

Options Additional Info

Bonus Points: 0 # Barcodes: 20 Alternate SKUs Tag Along Items
 Commission: % of Gross Profit 0.0%

Location: Modifier Item Disable this Item Foodstampable
 Exclude from Account Limit Prompt Quantity Auto-Weigh
 Check ID Before Selling Prompt Price Use Serial/Batch #
 Unit Size: 0 Unit Type: Check ID #2 Before Selling Allow Buyback Special Permission
 Count This Item Print on Receipt

Search by Item Number Profit%: 0% Retail Discount: 0% Gross Margin: 100.0%

7. Pictured Left is an example of an item where the 15% HST tax rate (Tax2) is being used.

You will then want to do a test transaction to make sure that it is working correctly.