

WMS: Did You Know?

From Professor Merlot



HST to PST – How to change it over on April 1, 2013

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On April 1st, 2013, the HST for British Columbia businesses will revert back to the PST and GST tax structures. As a WMS user, here's what to do and when to do, the changeover:

1. **Before March 31st:**

- a. Try to have all your Accounts Receivables paid off (so it is not necessary to re-open in April those Invoices after April 1 and complicate later account balancing).

2. **On March 31st (or last day open in March for business):**

- a. Backup your data file, WMSData, and save it in a different location to ensure is not overwritten for example, T:\MyUsbDriveYearEnds2013\March31\WMSData.zip.
- b. Do Year End procedures and balances from January 1 to March 31 for:
 - i. Accounting reports – **Export Menu, Month End Journal, Sales Payments** and the **Discount/Sales/Receivable /Tax Summary**. Print and put aside for future reference. Please see the **Accounting Manual chapter 6** for specific details.
 - ii. Inventory reports – **Inventory Year End by Category**, and **Inventory Year End Count by Category**. Print and put aside for future reference for your first quarter 2013 year end statistics.

3. **On April 1st (or first day open in April):**

- a. Open the **Preferences** form in the **Setup Switchboard** and select the **Tax Info** Tab.
- b. Change the **Tax1 Name** and **Rate** to **PST** and 7%.
- c. Change the **Tax2 Name** and **Rate** to **GST** and 5%. Ensure the GST Number is correct.
- d. Press the **Save** button
- e. Press the **Door** button to close this form.
- f. Open the **Products** form in the **Purchasing Switchboard**.
- g. Using the **Filter Funnel** button on the bottom of the form, press to open the **Query By Form**.



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- h. On this form (burgundy background), click once in the **Use PST** checkbox in the **Applicable Taxes** group to fill with a checkmark.

- i. Click **twice** in the **Discontinued** checkbox to select (with the white box), only products that are active.

- j. Press the **Apply Filter** button to return all the products that have that tax applied.

- k. Returning to the Products form, change the form to **View As a Spreadsheet** using the Ribbon (or Tool Bar) above the Products form.

- l. Maximize the spreadsheet to full screen and using the **Horizontal Scroll bar**, move to the right until the **UsePst** and **UseGst** columns are visible.

- m. Click these two names in each column header while **holding the Shift Key down**, to highlight the 2 columns.



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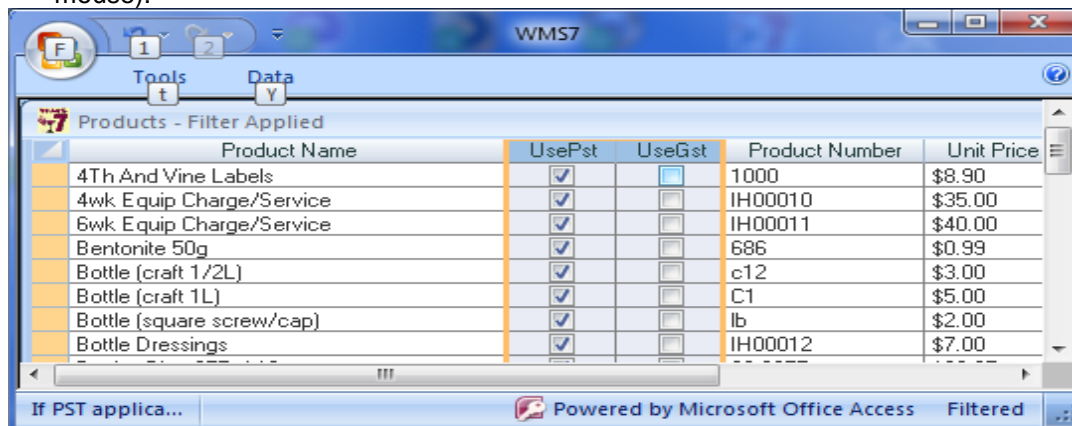
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- n. Now, click and **hold** with your left mouse button on the 2 columns.
- o. Move the 2 columns to the left (a Black vertical bar will be shown as you move your mouse).



- p. Release the mouse button when the **Black Vertical Bar** is next to the **Product Name** column.
- q. This will make the changes to the tax columns easier to recognize when next to the Product.
- r. Referring to each Product Name, either remove or add a checkmark to the PST and GST checkboxes where appropriate.
- s. Use the **Left and Right Arrow** buttons to navigate through the spreadsheet view of all of the current products that have been taxed.
- t. The **Spacebar** on your keyboard can be used to Toggle the setting (check or uncheck) in each checkbox. See table below.

Product Taxes:

Product Item Description	Apply PST	Apply GST
Wine Kit (Juice/Wort/Yeast)	No	No
Food Stuff	No	No
Service Fee (On-Premise fee)	No	Yes
Hard Items (Bottle, corks, labels, equipment)	Yes	Yes

For more information, please see the article by Jim Mullen, C.C.W.A & Government Liaison F.G.B.C., "A Return to the PST", link is available on our website page, Tips and Tricks.

Technical Support:

Phone/On-line Support will be available, as usual, on April 1st, 2013, from 7 a.m. until 6 p.m., or by email, terry@wms4wine.com or by phone, **1-604-802-6358**.

