



## **Abacus/Telmax GST/HST Information Update**

June 21, 2010

As of July 1, 2010, the Provinces of British Columbia (12%) and Ontario (13%) will replace their GST (5%) with the HST. The Canada Revenue Agency will commence administration of the HST

There currently is in place HST for the Provinces of Newfoundland (13%), New Brunswick (13%) and Nova Scotia (new rate of 15%-change to take effect July 1, 2010)

The information contained in this Technical Document is for information only and not considered to be a statement on which tax is applicable or to be billed.

For further information and clarification on HST please refer to the Harmonized Sales Tax publication B-103 issued by the Canada Revenue Agency June 2010.



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**Case 1 - Your Company only has sales within a Province not participating with HST, then no changes are required to your Abacus setup.**

**Case 2 – Your Company only has sales within one of the Provinces of Ontario or British Columbia:**

Ensure that the following steps have been preformed.

**Step One**

**Inventory Tax Rate changes**

To do a Global GST /HST Tax rate change for Inventory perform the following:

In Telmax go to the menu VUP (Inventory- Inventory Utilities-Price Changes)

Select the Tax Rates option

Select GST Rate option

Enter the old rate of 0.05

Enter the new rate of 0.12 or 0.13

Enter the Department Range

Enter the Class Range

Hit the Enter key

To remove the Provincial Sales Tax from Inventory perform the following:

In Telmax go to the menu VUP (Inventory-Inventory Utilities-Price Changes)

Select Tax 1 (or Tax Rate that is applicable)

Enter the old rate of 0.08 or 0.07

Enter the new rate of 0.00

Select the Department Range

Select Class Range

Hit the Enter key

**Step Two**

**GST /HST Tax Rate Change within System Setup**

To make the changes within the Telmax system perform the following:

In Telmax go to the menu UIGT (Utilities-Initialize Info-General Information-Tax Setup)

Go to the GST line

Hit ENTER

Change current rate of GST to 0.12 or 0.13

Change description of GST to HST

Select the F8 key to Exit and accept the changes

To make the changes within the Abacus system perform the following:

Go to the menu UIG (Utilities-Initialize-General Information)

Go to the VAT ENABLED line

Hit ENTER twice

Change rate of 0.00 for HST to 0.12 or 0.13

Go to the PRIMARY TAX field and change G to H

Select the F8 key to Exit and accept the changes

### **Step Three**

**Disable the PST Rate (Ensure that all Sales Invoices have been posted and that all Records have been Marked Off and moved to the PST Vendor under function Taxes Other before disabling the PST)**

To ensure that the PST Rate is no longer in use perform the following:

In Telmax go to the menu item UIGT (Utilities-Initialize Info-General Information-Tax Setup)

Go to the Tax One /PST line

Hit ENTER

Change the current rate of PST to 0.00

Set Default Applied to N

Select the F8 key to Exit and accept the changes

See Forms Changes on last page

### **Case 3 –Your Company has sales as an HST participating Province to a non-participating HST Province:**

(Ontario, British Columbia, Nova Scotia, Newfoundland and Labrador, New Brunswick to Alberta, Saskatchewan, Manitoba, Quebec and the Territories)

Ensure that the following steps have been preformed.

#### **Step One**

##### **Inventory Tax Rate changes**

To do a Global GST /HST Tax rate change for Inventory perform the following:

In Telmax go to the menu VUP (Inventory- Inventory Utilities-Price Changes)

Select the Tax Rates option

Select GST Rate option

Enter the old rate of 0.05

Enter the new rate of 0.12 or 0.13

Enter the Department Range

Enter the Class Range

Hit the Enter key

To remove the Provincial Sales Tax from Inventory perform the following:

In Telmax go to the menu VUP (Inventory-Inventory Utilities-Price Changes)

Select Tax 1 (or Tax Rate that is applicable)

Enter the old rate of 0.08 or 0.07

Enter the new rate of 0.00

Select the Department Range

Select Class Range

Hit the Enter key

#### **Step Two**

##### **GST /HST Tax Rate Change within System Setup**

To make the changes within the Telmax system perform the following:

In Telmax go to the menu UIGT (Utilities-Initialize Info-General Information-Tax Setup)

Go to the GST line

Hit ENTER

Change current rate of GST to 0.12 or 0.13

Change description of GST to HST

Select the F8 key to Exit and accept the changes

To make the changes within the Abacus system perform the following:

Go to the menu UIG (Utilities-Initialize-General Information)

Go to the VAT ENABLED line

Hit ENTER twice

Change rate of 0.00 for HST to 0.12 or 0.13

Go to the PRIMARY TAX field and change G to H

Select the F8 key to Exit and accept the changes

### **Step Three**

**Disable the PST Rate (Ensure that all Sales Invoices have been posted and that all Records have been Marked Off and moved to the PST Vendor under function Taxes Other before disabling the PST)**

To ensure that the PST Rate is no longer in use perform the following:

In Telmax go to the menu item UIGT (Utilities-Initialize Info-General Information-Tax Setup)

Go to the Tax One /PST line

Hit ENTER

Change the current rate of PST to 0.00

Set Default Applied to N

Select the F8 key to Exit and accept the changes

**Sales made between an HST participating and a non-HST participating Provinces charge the GST rate of 5%.**

**To accommodate this Telmax has an F Key that allows you to select the correct tax rate to charge.**

In IS (Invoicing- Sales) you can select the correct tax by using the F9 key.

The F9 key appears when entering a Detail line (Inventory or Miscellaneous) in the body of the Invoice.

The F7 key (HST/GST) will then appear and you can toggle between HST and GST.

See Forms changes on last page.

### **Case 4 – Your company has sales as an HST participating Province to another HST participating Province using the same HST rate: (Ontario, Newfoundland, Labrador and New Brunswick)**

Ensure that the following steps have been preformed.

#### **Step One**

##### **Inventory Tax Rate changes**

To do a Global GST /HST Tax rate change for Inventory perform the following:

In Telmax go to the menu VUP (Inventory- Inventory Utilities-Price Changes)

Select the Tax Rates option

Select GST Rate option

Enter the old rate of 0.05

Enter the new rate of 0.12 or 0.13

Enter the Department Range

Enter the Class Range

Hit the Enter key

To remove the Provincial Sales Tax from Inventory perform the following:  
In Telmax go to the menu VPL (Inventory-Price Changes-List Changes)  
Select Tax 1 (or Tax Rate that is applicable)  
Enter the old rate of 0.08 or 0.07  
Enter the new rate of 0.00  
Select the Department Range  
Select Class Range  
Hit the Enter key

### **Step Two**

#### **GST /HST Tax Rate Change within System Setup**

To make the changes within the Telmax system perform the following:  
In Telmax go to the menu UIGT (Utilities-Initialize Info-General Information-Tax Setup)  
Go to the GST line  
Hit ENTER  
Change current rate of GST to 0.12 or 0.13  
Change description of GST to HST  
Select the F8 key to Exit and accept the changes

To make the changes within the Abacus system perform the following:  
Go to the menu UIG (Utilities-Initialize-General Information)  
Go to the VAT ENABLED line  
Hit ENTER twice  
Change rate of 0.00 for HST to 0.12 or 0.13  
Go to the PRIMARY TAX field and change G to H  
Select the F8 key to Exit and accept the changes

### **Step Three**

**Disable the PST Rate (Ensure that all Sales Invoices have been posted and that all Records have been Marked Off and moved to the PST Vendor under function Taxes Other before disabling the PST)**

To ensure that the PST Rate is no longer in use perform the following:  
Go to the menu item UIG (Utilities-Initialize Info –General Information)  
Go to the QST/PST ENABLED  
Hit ENTER twice  
Set P to N  
Select the F8 key to Exit and accept the changes  
Inventory Tax Rate changes

Use the HST rate of (13%) set up in Abacus.

**See Forms Changes on last page.**

### **Case 5 – Your Company has sales from an HST participating Province to another HST participating Province using a different HST rate:**

Changes to the Abacus program are required - a new version is being released.  
Scheduled release date for the week of June 21st, 2010.

## **Changing the Forms within Telmax to reflect the HST**

In Telmax go to UIFL (Utilities-Initialize Info-Forms Setup-Layout Forms)

Select Invoice form in list marked Active to edit

Select the F7 Footer key

Go to line with TX in the SEC Column that has the GST Number on it

Hit ENTER once and you will see the line that has the GST information on it. Type HST/GST or just HST over the GST The option is yours.

Select the F8 key to Accept the change.

If another line has the word GST on it – repeat the edit on it with HST

You may or may not wish to remove the PST information from the Invoice

If you leave the PST information on the Invoice it will always remain blank.

To remove the PST information from the form, go to the line that has the PST on it

Hit the F4 Delete key

Also delete the line that has the TAX 1 on it.

Hit the F8 key to accept the change.

To Exit and finalize the form hit the F8 key until the form has been updated and saved.

You may test this form by using the Print key to make sure that all changes are correct.