

TAX CHANGES IN MAITRE'D

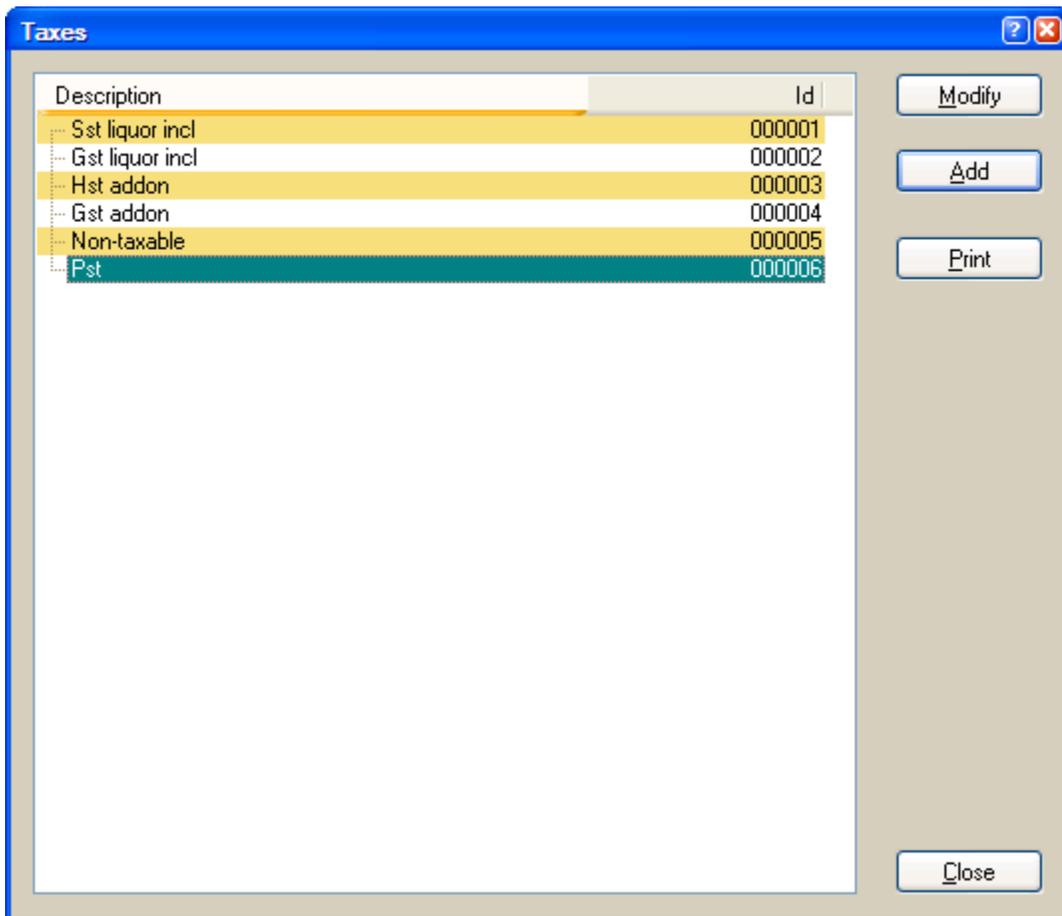
For April 1st 2013, this guide assumes that the tax rates are reverting back to their old values of 5% GST, 7% PST (retail items) and 10% SST (liquor tax). Please consult the BC government for up to date tax rate information.

ARE YOU A BAKERY THAT USES SPECIAL TAX RATES FOR 6 OR MORE BAKERY ITEMS?

Please phone Orca Dynamics for guidance, as this tax setup varies among different bakeries and is outside the scope of this guide.

SET UP YOUR TAX RATES

POINT OF SALE CONTROL > PAYMENTS > TAXES



Depending on your business, you'll need to set up each tax that you use here. Click ADD to add a new tax if needed. If the tax is already in your list, you can double click on it and edit it if needed (recommended). You can name the tax whatever you would like. For example, you could name your tax "GST" instead of "GST ADDON" as in the example.

GST ADDON TAX:

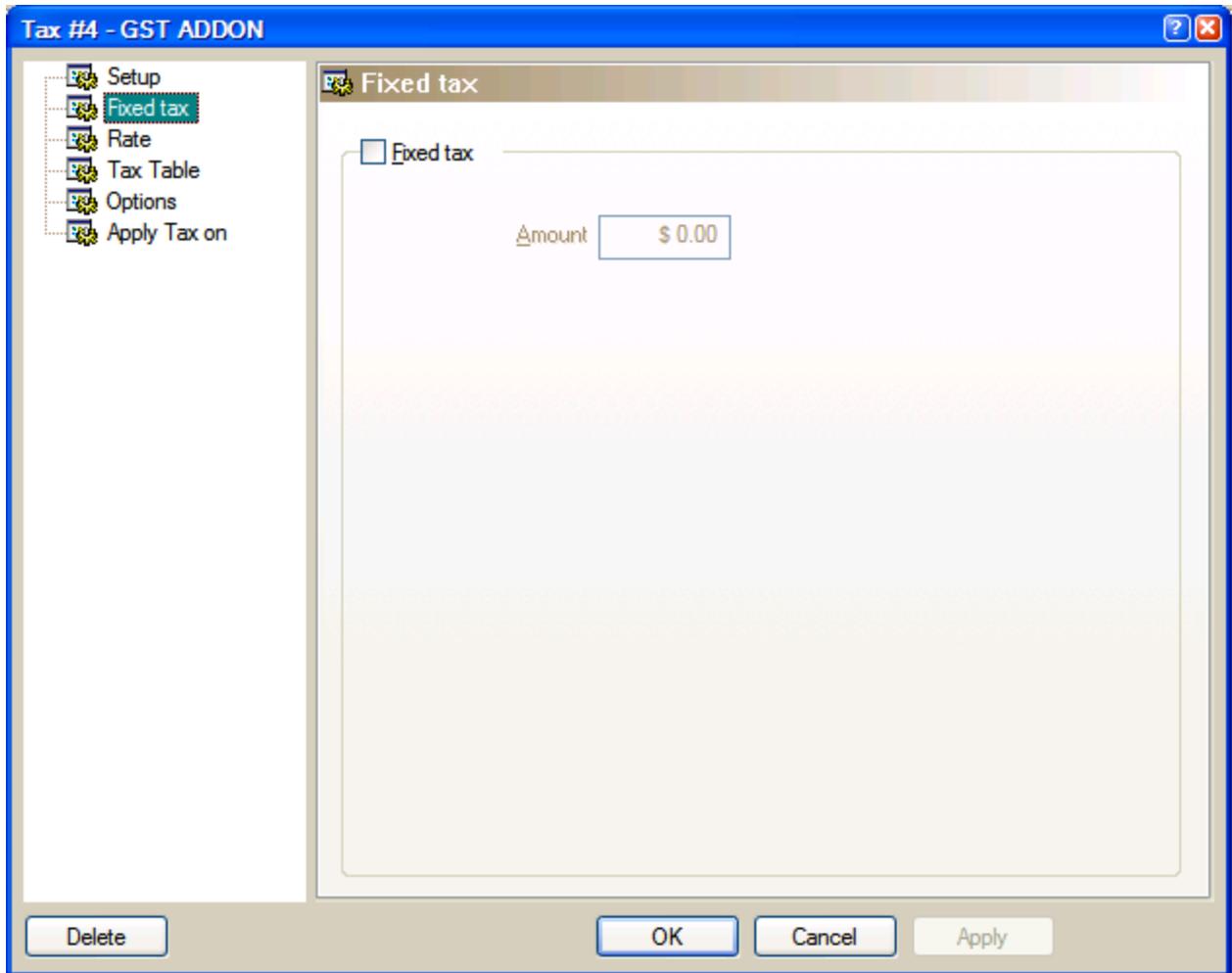
The screenshot shows a software window titled "Tax #4 - GST ADDON". On the left is a sidebar with a tree view containing the following items: "Setup" (highlighted in green), "Fixed tax", "Rate", "Tax Table", "Options", and "Apply Tax on". The main content area is titled "Setup" and contains the following fields:

- Description:** A text box containing "GST ADDON".
- Category:** A dropdown menu showing "Food".
- Fiscal Identification:** A text box containing "0".
- Tax type:** A dropdown menu showing "Undefined".

At the bottom of the window are four buttons: "Delete", "OK", "Cancel", and "Apply".

Category: is generally not used, it only shows up in specific tax related reports.

FIXED TAX: Leave this area unchecked



RATE: Enter in 5.00 for 5% GST.

Tax #4 - GST ADDON

- Setup
- Fixed tax
- Rate**
- Tax Table
- Options
- Apply Tax on

Rate

Current

Rate

Minimum Taxable

Special Mode Tax

Upcoming

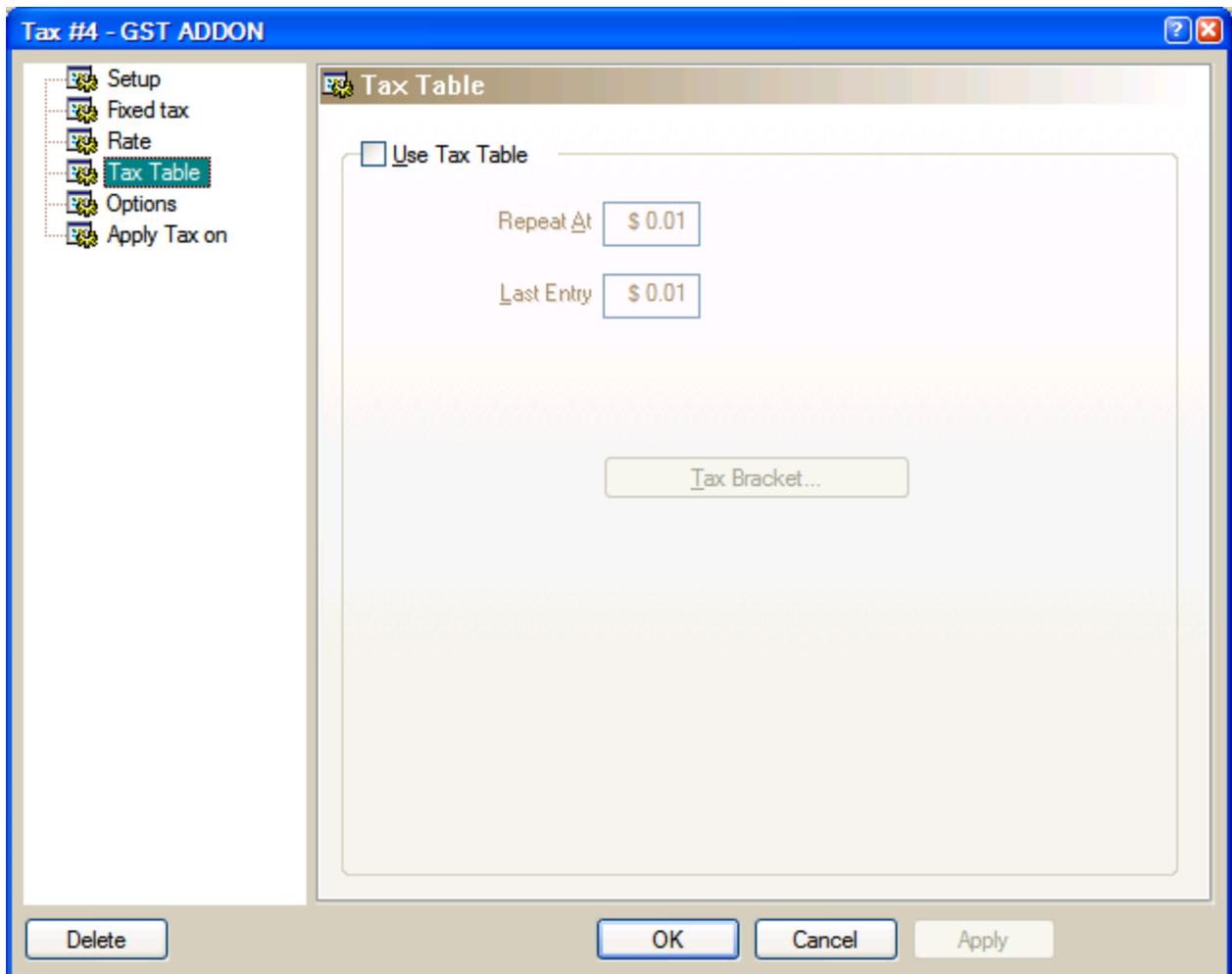
Rate

Minimum Taxable

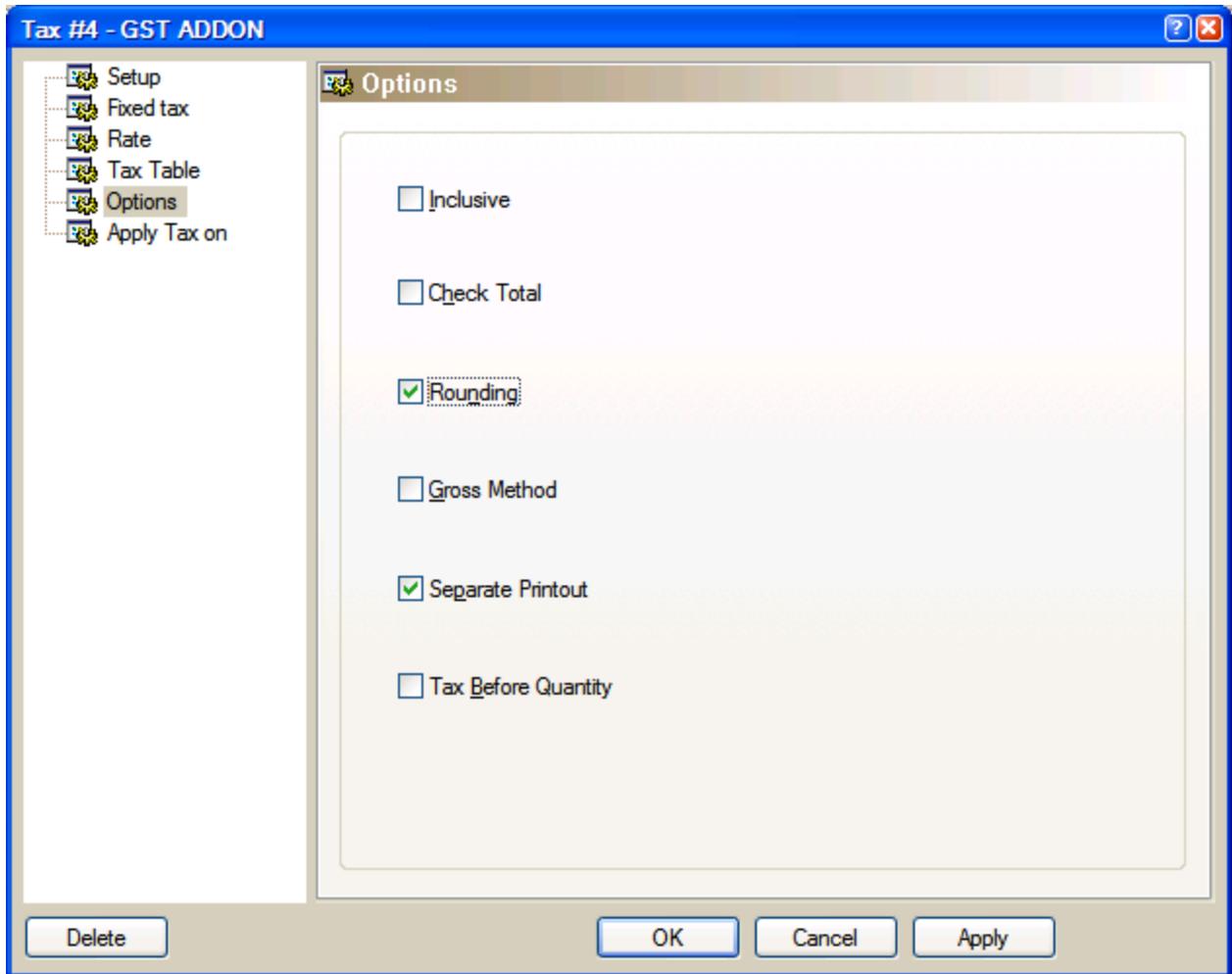
Date

Delete OK Cancel Apply

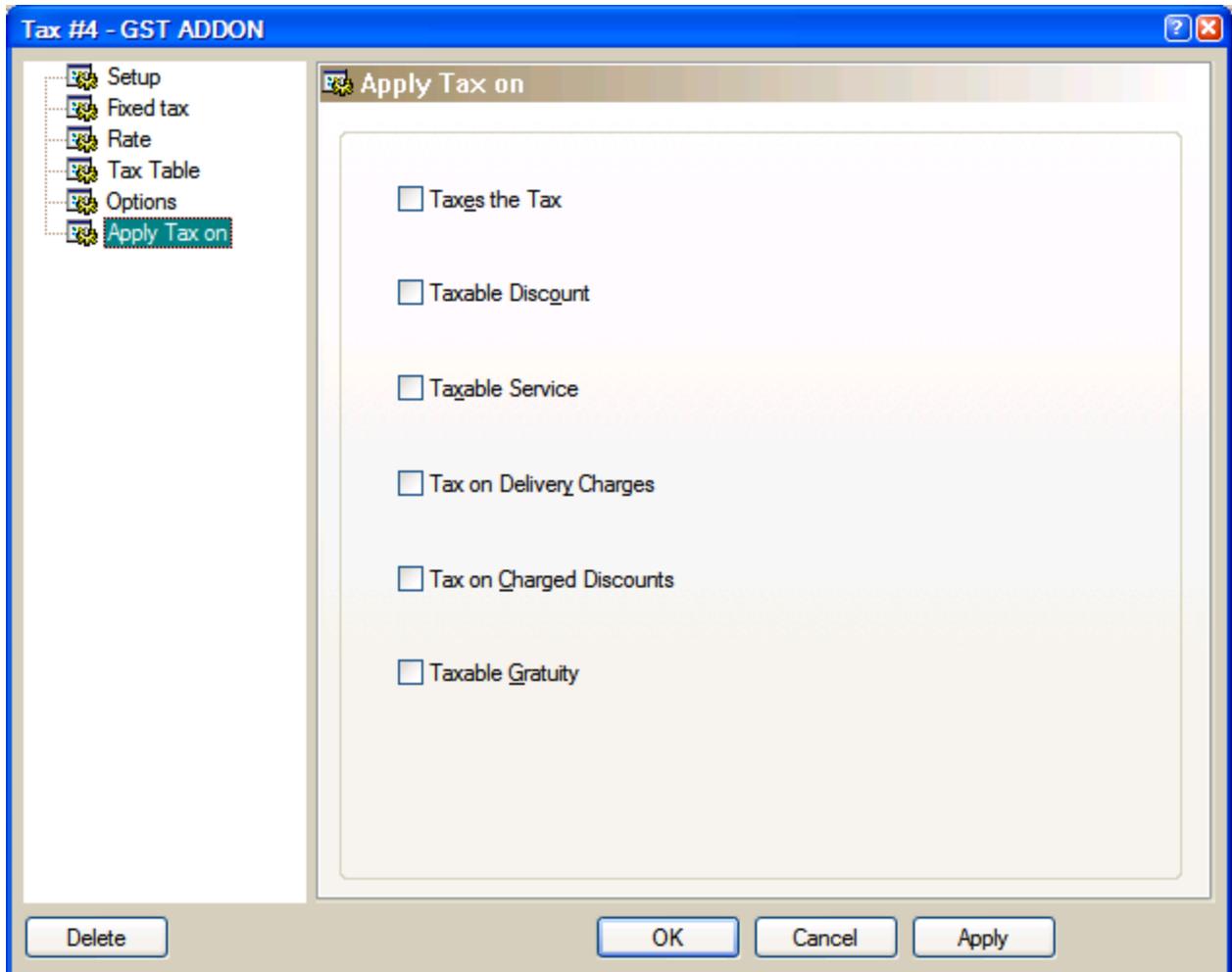
TAX TABLES: leave this un-checked.



OPTIONS: For a GST addon tax, you want to checkmark ROUNDING and SEPARATE PRINTOUT (tax is on a separate line on guest receipts) If your tax is included in your price, you want to also checkmark INCLUSIVE and TAX BEFORE QUANTITY. If you want help or want to learn more about these options, click the "?" question mark button and then click the check-mark box of the option you want to learn about.



APPLY TAX ON: most businesses will leave these un-checked. Continue to the end of this guide if your business adds on gratuity, or services charges or delivery charges to checks.



SETTING UP A GST INCLUDED TAX:

- Use the same options as GST ADDON, except checkmark INCLUSIVE and TAX BEFORE QUANTITY in the OPTIONS section

SETTING UP AN SST LIQUOR ADDON TAX:

- Use the same options as GST addon except set the rate to 10 instead of 5

SETTING UP AN SST LIQUOR INCLUSIVE TAX:

-Use the same options as GST ADDON except checkmark INCLUSIVE and TAX BEFORE QUANTITY in OPTIONS and set the rate to 10 instead of 5.

SETTING UP A TAX FOR NON-TAXABLE ITEMS

- Use the same options as GST ADDON except set the rate to 0, and ROUNDING will be un-checked.

IF YOU ADD GRATUITY TO CHECKS:

- If you add on gratuity to checks: IE, you press PRINT CHECK, and then GRATUITY, and you want to charge 5% GST onto the gratuity amount, then go to your GST tax, go to APPLY TAX ON, and checkmark TAXABLE GRATUITY.

- Now go to your other taxes (especially HST), go to APPLY TAX ON, and make sure TAXABLE GRATUITY is UN-checked. If you leave TAXABLE GRATUITY checkmarked on more than one tax, then you will charge multiple taxes on your gratuities!

IF YOU ADD SERVICE CHARGES TO CHECKS

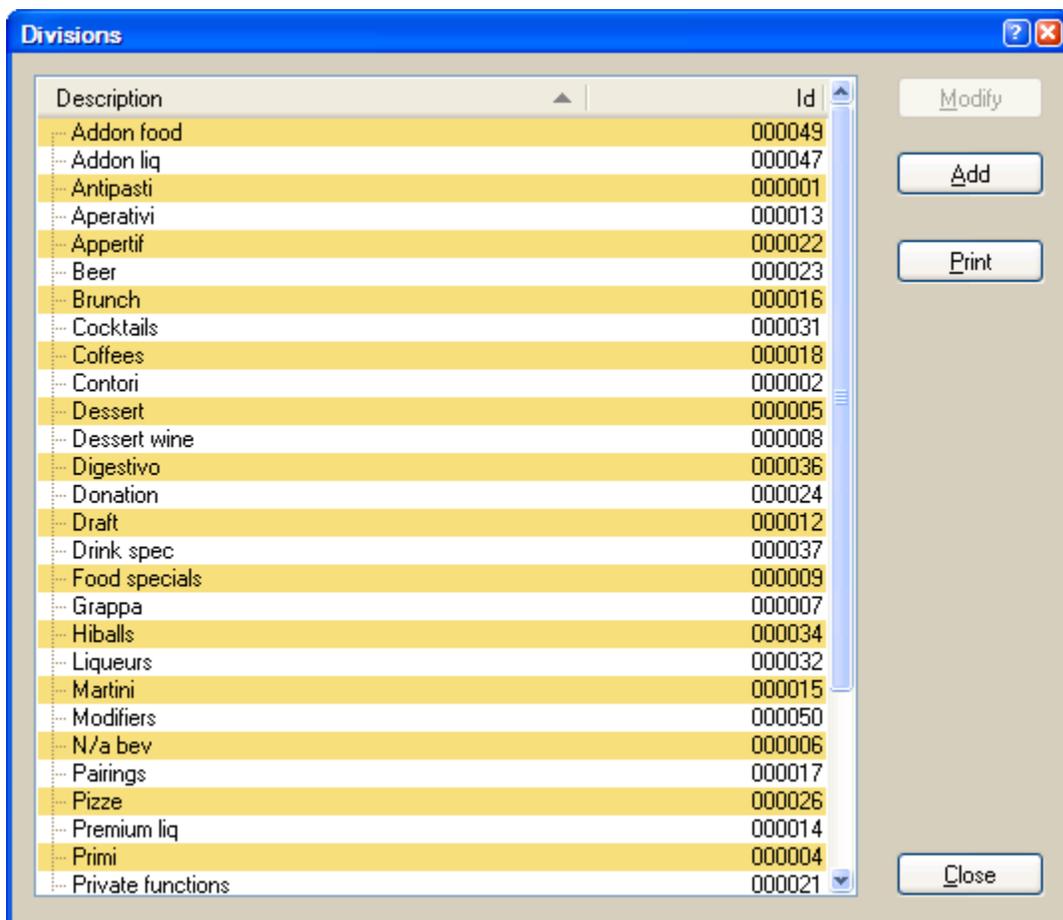
- If you add service charges to checks. IE: if you press PRINT CHECK, then SERVICE or WITHOUT SERVICE to add a service charge, and you want to charge 5% GST on the service charge amount, go to your GST tax, go to APPLY TAX ON, and checkmark TAXABLE SERVICE.
- Now, go to your other tax types (especially HST), go to APPLY TAX ON, and make sure TAXABLE SERVICE is UN-checked. If you leave TAXABLE SERVICE checkmarked on more than one tax, then you will charge multiple taxes on your service charge!

IF YOU ADD CHARGED DISCOUNTS TO CHECKS:

- If you add charges to checks via "reverse discounts and coupons:" IE, you press PRINT CHECK, then COUPON or DISCOUNT, and then choose an option that adds a charge to the guest check, and you want to apply a 5% GST tax to the charge amount, then go to your GST tax, and then to APPLY TAX ON, and then checkmark TAX ON CHARGED DISCOUNTS.
- Now, go to your other tax types (especially HST), go to APPLY TAX ON, and make sure TAX ON CHARGED DISCOUNTS is UN-checked. If you leave TAX ON CHARGED DISCOUNTS checkmarked on more than one tax, then you will charge multiple taxes on your service charge!

APPLY PROPER TAX TO EACH OF YOUR SALES DIVISIONS

Go to POINT OF SALE CONTROL > REVENUE CENTER > DIVISIONS



You will need to double click on each of your divisions, go to the TAX section, and make sure the tax that gets applied is appropriate.

If only 1 tax is used, make sure TAX2 is set to "Undefined."

Please consult the BC Government for questions regarding which taxes to apply to which sales items.
Below are only theoretical examples.

EXAMPLES:

BURGER division: TAX1=GST ADDON TAX2=UNDEFINED
BTL BEER division: TAX1=GST INCLUDED TAX2=SST INCLUDED
WHOLESALE division: TAX1=NON TAXABLE TAX2=UNDEFINED
HATS + TEESHIRTS division: TAX1=PST TAX2 =UNDEFINED
ESPRESSO division: TAX1=GST ADDON TAX2=UNDEFINED