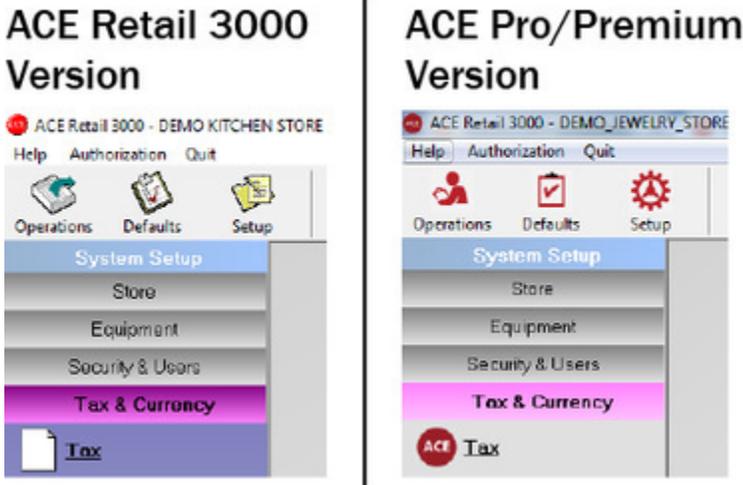


How to Change Taxes

Step-by-step guide

1. Go to **Setup > Tax & Currency > Tax**.



2. Select the **Tax Type** that you would like to edit by clicking on it once. (For example: GST, PST, etc.).

Taxes Setup					
	Short Name	Tax Type Name	No Item Exception	No Dept Exception	No Customer Exception
	GST	Goods and Service Tax	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	HSR	HST Refundable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	PST	Provincial Sales Tax	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Under the **Sales Tax** section of the screen, adjust the **Rate %**.

Sales Tax

Rate % Tax Agency Charge/Show on Sales Charge on Freight Out Regular Tax Included in Price

Lower Rate (Item vs Customer) Wins for Sales with Customers Show Tax Number

Apply Tax ONLY on Invoice Over (Tax Floor) \$ % If Invoice <= Tax Floor Tax Always Applies

4. Next, under the **Purchase Tax** section of the screen, adjust the **Rate %**.

Purchase Tax

Rate % Charge/Show on Purchase Charge on Freight In Refundable on Payouts

This Tax is Refundable Allow Overwrite

Refundable Tax is not Included in Cost of Inventory (Posted Separately to your Accounting System)

5. Click on **Save** and then **Quit** to exit that **Tax Default Setting** screen. Your tax has now been changed.

Related articles

- [How to View Customers with Different Statuses and Change the Status of a Customer](#)

- [How to Change the HST Tax Rate](#)
- [How to Switch Currencies on the Payment Screen](#)
- [How to Change Taxes](#)
- [How to Setup Exception Tax Rates](#)