

CashierPRO™ September HST Update

Overview

As you may be aware, as of September 1st, native status individuals are to be charged the HST Reduced rate of 5% rather than the full 12% or 13% HST. CashierPRO currently handles changing the tax setting of items at the POS, but each line item must be changed individually.

A new **Patch** and **Procedure** are available to make this process much easier.

Installation Instructions

1. Install the patch on the server computer, however **DO NOT** Stop ProControl.

The patch is located at:

http://www.cashierpro.ca/Support_Files/cp319cHSTSept1.exe

Go to the CashierPRO Home Page, click the Support link in the upper right, you will notice this patch right after the other CashierPRO patches.

The patch must be run on ALL computers in the store that have CashierPRO installed.

If you have internet access from all computers in your store you can simply click the link, and click run.

If you do not have internet access from all computers (or you need to download the patch from home), put in a USB Flash Drive (or USB Key or USB Stick), keep track of the Drive letter that is assigned to the USB Flash Drive, click the link and click Save. Dropdown the box at the top of the Save As window and choose the USB Flash Drive Letter and click Save.

2. Install the patch on all other computers that have CashierPRO Installed.

New Procedure

Once you have installed the new patch, use the following procedure for sales to native status individuals:

1. Scan all items to be included in the sale.
2. Press the Exempt Button (F4) on the keyboard.
3. On the Tax Exemption screen you will be placed on a new check box labeled "Assign Native Status Tax Setting".
4. Press Spacebar to turn the check box on.
5. Press Enter to close the Tax Exemption screen.

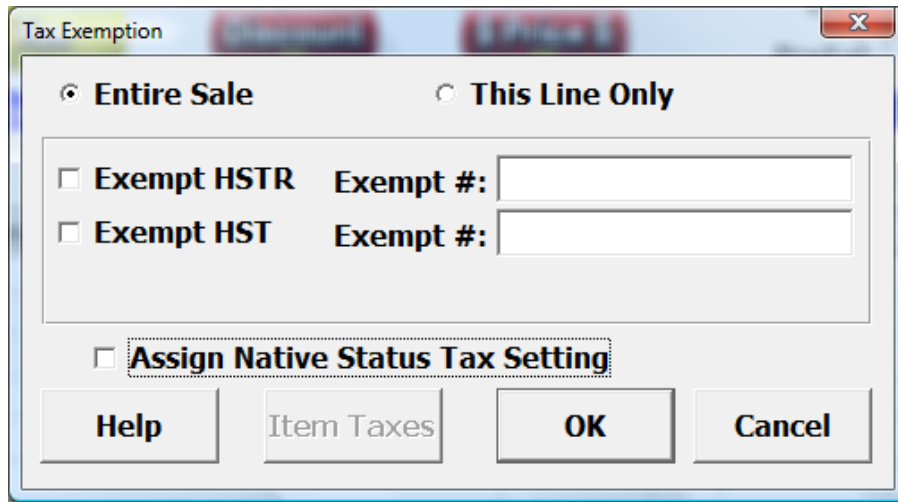
You will notice that all items are now flagged as "R" indicating that the HST Reduced rate has been used to calculate the taxes.

If, by chance, you have more items to scan after performing this procedure, simply perform the procedure again after scanning the additional item.

CashierPRO™ September HST Update

Tax Exemption Screen

The updated Tax Exemption screen will appear as follows:



The screenshot shows a dialog box titled "Tax Exemption" with a close button (X) in the top right corner. The dialog contains two radio buttons: "Entire Sale" (selected) and "This Line Only". Below these are two checkboxes: "Exempt HSTR" and "Exempt HST", each followed by an "Exempt #:" label and a text input field. A third checkbox, "Assign Native Status Tax Setting", is located below the others and is highlighted with a dashed border. At the bottom of the dialog are four buttons: "Help", "Item Taxes", "OK", and "Cancel".

Questions?

If you have any questions or concerns, please call our technical support line at 888-250-8135 extension 701.