

Set up PST (Provincial Sales Tax)

Sage 50 Simply Accounting Program

Prepared by *Simply Accounting Tutorial*

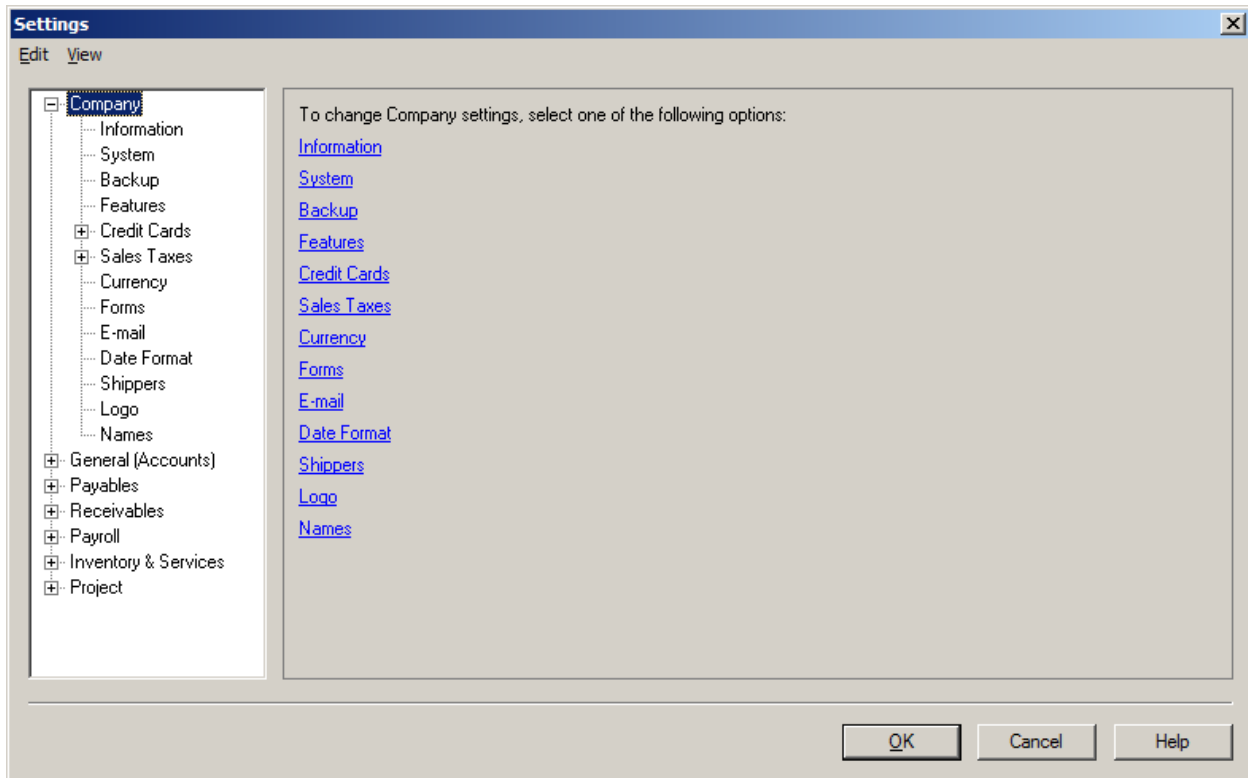
Updated on May 20, 2013

<http://www.simply-accounting-tutorial.ca/simply-accounting-tutorial/pst-and-gst-tax-table-setup-sage-50>

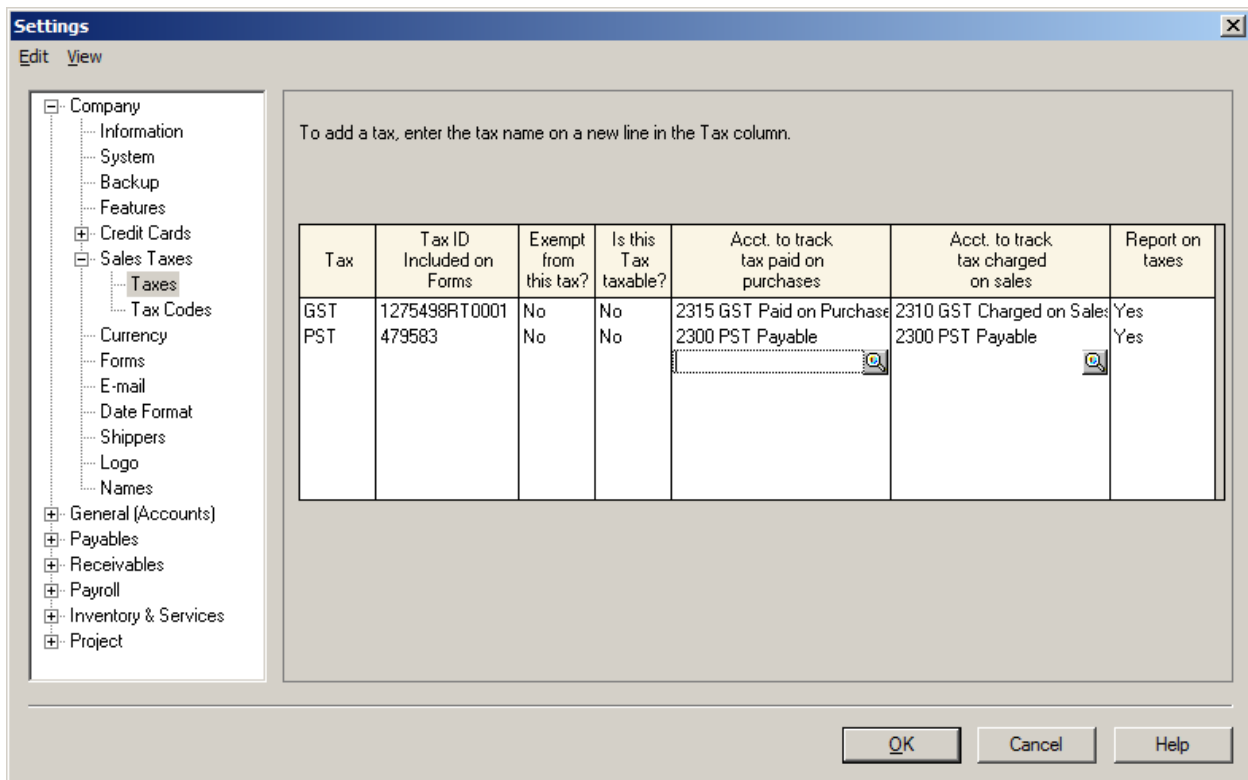
Step by step procedures are listed below:

In the home screen click on **Setup – Settings**.

On the right hand side click on **Company - Sales Taxes – Taxes**.



You should now be in the **Settings** screen.



In **Tax** Colum indicate the tax name. GST or PST

In **Tax ID included on forms**. Type in the registered GST and PST number. This will show up on the sales invoices.

In the **Exempt from this tax** and **Is this tax taxable** Colum indicate **No**.

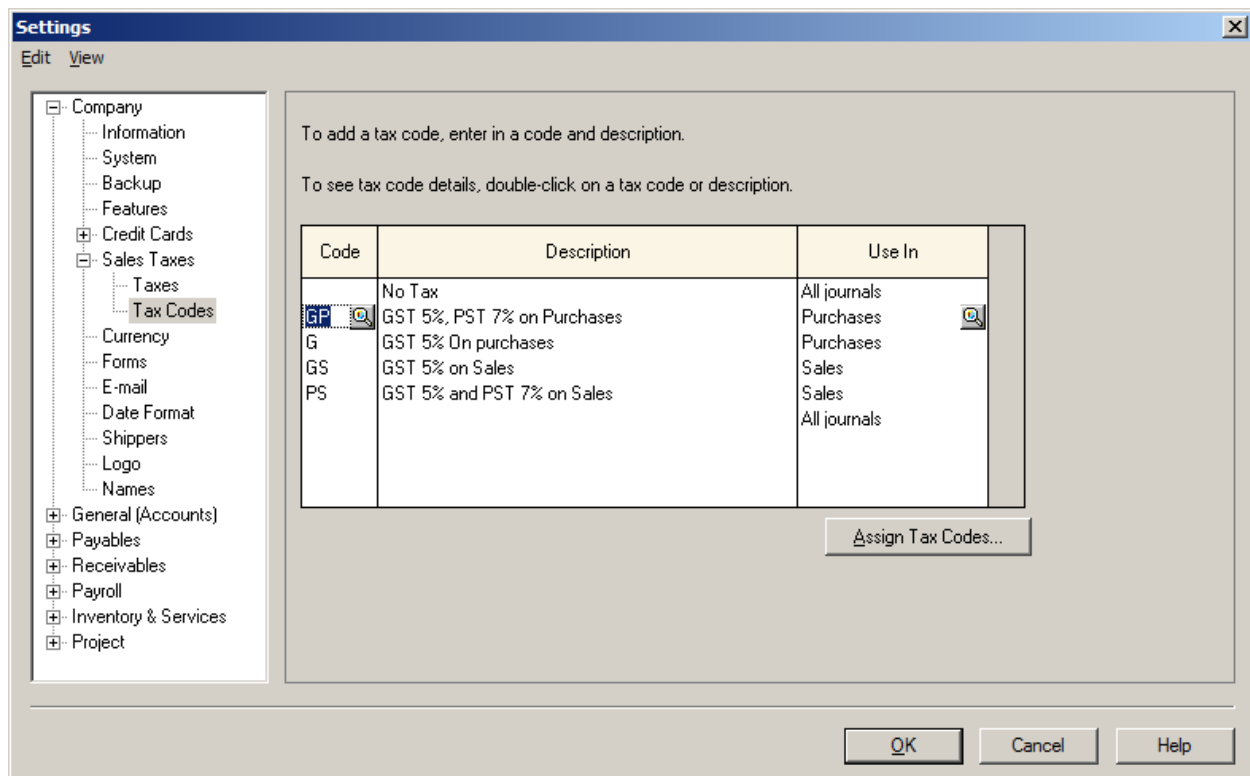
Account to track tax paid on purchases enter the account number from the chart of accounts.

Account to track tax charged on sales Enter the account number from the chart of accounts.

Report on taxes, indicate **Yes**.

Now click on **Tax Codes** on the left side of screen.

You should now be in **Settings** screen and it should look like this.



This example shows the PST and GST separately and the same format can be copied for other provinces with appropriate tax percentages.

GP = GST and PST

G = GST

GS = GST on Sales

PS = PST on Sales

After you have filled in the columns click on the magnifying glass located on The **GP** code.

You should be in the **Tax Code Details** screen.

Tax Code Details

Edit View Help

Tax Code: GP - GST 5%, PST 7% on Purchases

To add a tax to the Tax code, on a blank line, double-click in the Tax field and select the tax.

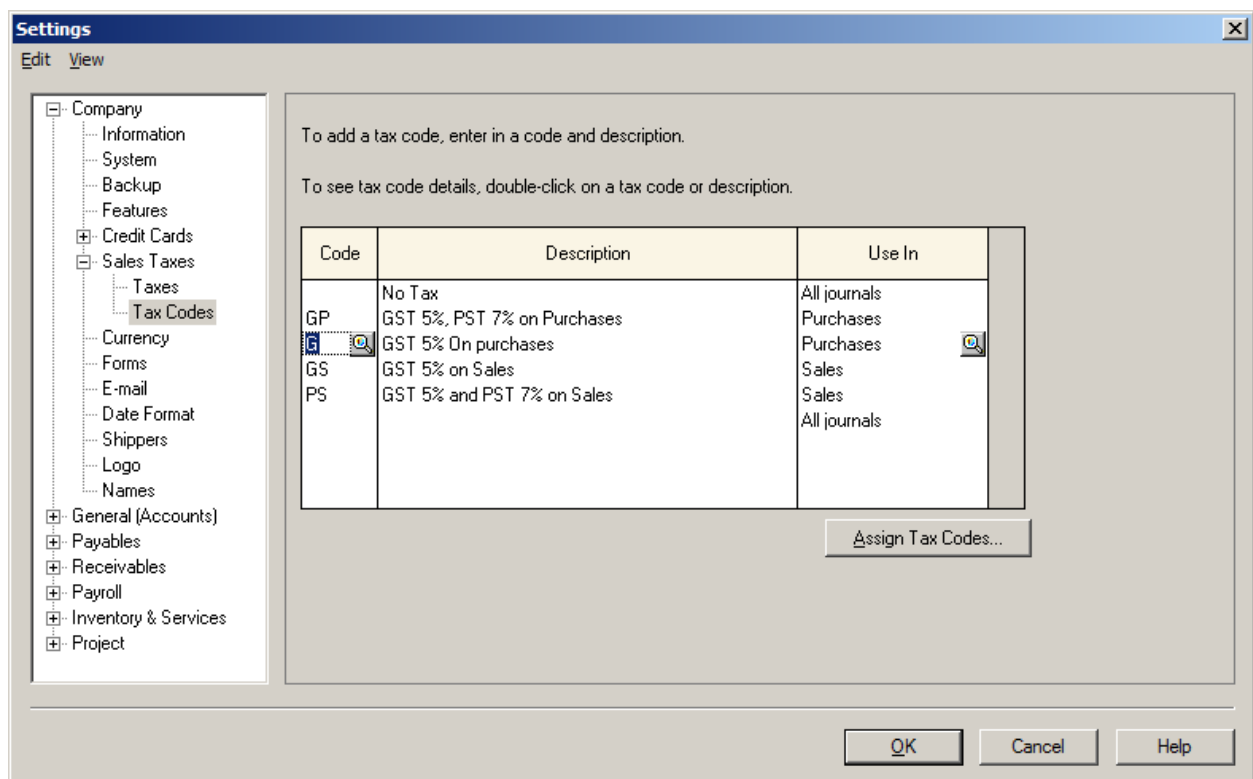
Tax	Status	Rate	Included In Price	Is Refundable
GST	Taxable	5	Yes	Yes
PST	Taxable	7	Yes	No

OK Cancel Help

Fill out the **tax, Status, Rate, Included in Price and is Refundable** columns as shown above.

Press **OK** to save.

You are back at **Settings** screen. Go down the list and pick the **G** in the **code** column.



Click on the magnifying glass beside **G** in the Code Column.

Tax Code Details [X]

Edit View Help

Tax Code: G - GST 5% On purchases

To add a tax to the Tax code, on a blank line, double-click in the Tax field and select the tax.

Tax	Status	Rate	Included In Price	Is Refundable
GST	Taxable	5	Yes	Yes

OK Cancel Help

Fill out the **tax, Status, Rate, Included in Price and is Refundable** columns as shown above.

Press **OK** to save. You are back at Settings screen. Go down the list and pick the **GS** in the code column.

Tax Code Details [X]

Edit View Help

Tax Code: GS - GST 5% on Sales

To add a tax to the Tax code, on a blank line, double-click in the Tax field and select the tax.

Tax	Status	Rate	Included In Price	Is Refundable
GST	Taxable	5	No	Yes

OK Cancel Help

Fill out the **tax, Status, Rate, Included in Price and is Refundable** columns as shown above.

Press **OK** to save. You are back at Settings screen. Go down the list and pick the **PS** in the code column.

Tax Code Details

Edit View Help

Tax Code: PS - GST 5% and PST 7% on Sales
To add a tax to the Tax code, on a blank line, double-click in the Tax field and select the tax.

Tax	Status	Rate	Included In Price	Is Refundable
GST	Taxable	5	No	Yes
PST	Taxable	7	No	No

OK

Cancel

Help

Fill out the **tax, Status, Rate, Included in Price and is Refundable** columns as shown above.

Press **OK** to save. You should be back to Settings screen. Click **OK** and accept all changes.