

Adding PST to Soda Beverages in RMW (For Customers Selling Standalone Soda Beverages)

- 1) Log into RMW Back Office
- 2) Under Item -> Subcategories, create a new subcategory for soda beverages
 - a. Ensure GST and PST are selected

The screenshot shows the 'Item -> Subcategories' configuration screen. The 'Code' field contains 'SODA' and the 'Category' is set to 'Beverages'. The 'Description 1' and 'Description 2' fields both contain 'Soda Beverages'. The 'Menu Color' is set to a light blue color. The 'Size Table' is set to '0'. The 'Modifier Type' is set to '0'. The 'Order Priority' is set to '0'. The 'Tax' section is expanded, showing a table with three columns: 'Taxable', 'Tax Included in Price', and 'Eligible For Rebate'. The 'GST' and 'PST' checkboxes are checked and highlighted with red boxes. The 'LQT' and 'SKIP GST' checkboxes are unchecked.

Taxable	Tax Included in Price	Eligible For Rebate
<input checked="" type="checkbox"/> GST	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> PST	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> LQT	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> SKIP GST	<input type="checkbox"/>	<input type="checkbox"/>

- 3) Under Item -> Enter/Modify Item, locate all your soda beverages and change the subcategory to the subcategory created in step 2

The screenshot shows the 'Enter/Modify Item' screen. The 'Code' field contains '000001'. The 'Description 1' field contains 'Soda'. The 'Description 2' field contains 'Soda'. The 'Description 3' field is empty. The 'Subcategory' field is highlighted with a red box and contains 'SODA'. The 'Soda Beverages' subcategory is visible below the 'Subcategory' field.

- 4) Restart Order Entry on all workstations
 - a. If you do not use OLO, setup is complete
 - b. If you use OLO, re-upload using the OLO Client

The total PST reportable for a date range is equal to the PST indicated in the sales summary report

Ex. \$0.28 in the example below

PST

2.00

\$0.28