

Adding PST to Soda Beverages in RMW (For Customers with Combo Soda Beverage Items)

- 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 'Tax' configuration for a new subcategory. The 'Tax' tab is selected, and the following options are visible:

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 'Subcategory' field for an item with code '000001'. The 'SODA' subcategory is selected and highlighted with a red box. The description of the item is 'Soda'.

- 4) Under Item -> Category, create a new 'non-sales' category for Soda PST Tax

The screenshot shows the 'Category' configuration for 'Soda PST'. The 'Non-Sales' category is selected and highlighted with a red box. The 'Exempt Tax' section is also visible, showing 'GST', 'PST', 'LQT', and 'SKIP GST' with corresponding 'For Qty >=' values of 0.00.

Exempt Tax	For Qty >=
GST	0.00
PST	0.00
LQT	0.00
SKIP GST	0.00

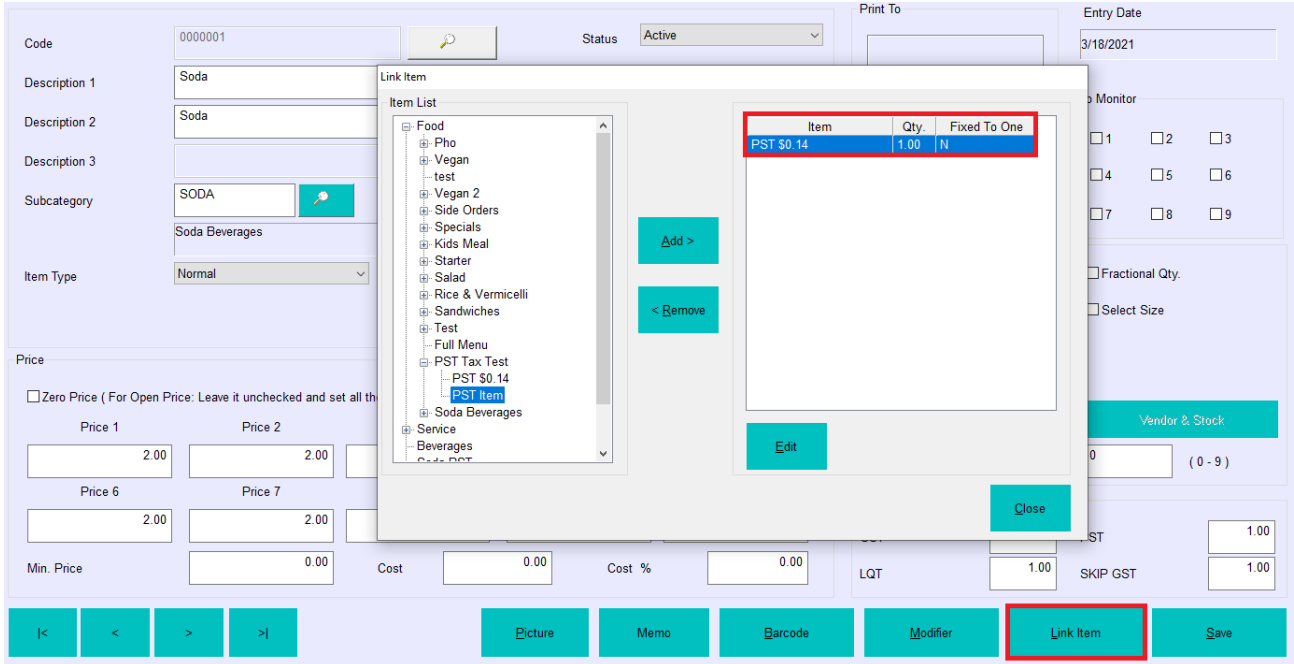
- 5) Under Item -> Subcategory, create a new subcategory for Soda PST Tax
 - a. Category is the category created in step 4
 - b. Ensure no tax is selected

The screenshot shows the configuration for a new subcategory. The 'Code' field contains 'SPST' and the 'Category' is set to 'Soda PST'. The 'Description 1' and 'Description 2' fields both contain 'Soda PST'. The 'Menu Color' is set to a light blue color. The 'Size Table' is set to 'B' and the 'Modifier Type' is set to '0'. The 'Order Priority' is set to '0'. The 'Tax' section is expanded, showing a table with columns 'Taxable', 'Tax Included in Price', and 'Eligible For Rebate'. The 'GST' and 'PST' checkboxes are highlighted with red boxes, and both are unchecked. Other tax options like 'LQT' and 'SKIP GST' are also present but unchecked.

- 6) Under Item -> Enter/Modify Items, find all soda beverages and calculate the PST applicable for all standalone soda beverages (based on the standalone price) and note it down
 - a. Ex. Soda = \$2, note that PST is \$0.14
- 7) Under Item -> Enter/Modify Items, create a PST item for each unique PST dollar value from step 6 under the Soda PST Tax subcategory created in step 5
 - a. Ex. If \$2 Soda and \$3 Lemon Coke exists then create (1) PST \$0.14 item and (1) PST \$0.21 item
 - b. Ex. If \$2 Coke and \$2 Sprite exists then only create (1) PST \$0.14 item

The screenshot shows the configuration for a new PST item. The 'Code' field contains 'PST1'. The 'Description 1' field contains 'PST \$0.14' and the 'Description 2' field also contains 'PST \$0.14'. The 'Subcategory' is set to 'SODA' and the 'Item Type' is set to 'Normal'. The 'Status' is set to 'Active'. The 'Price' section is expanded, showing a grid of price fields. The 'Price 1' field is highlighted with a red box and contains '0.14'. Other price fields (Price 2 through Price 10) also contain '0.14'. The 'Min. Price' field contains '0.00' and the 'Cost' field contains '0.00'. The 'Cost %' field contains '0.00'. There are 'Combo' and 'Sizes' buttons at the bottom of the configuration area.

- 8) Under Item -> Enter/Modify Items, locate all combo components that are soda beverages and attach a link item. The link item is the corresponding PST item created from step 7
 - a. If a combo component is the standalone, you must create a new item for the standalone product and replace your existing standalone soda beverage products in the menu layout with the new item created
 - i. If you have OLO, remember to change both your dine-in menu and OLO menu



- 9) 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 sum of "PST" and total non-sales of the Soda Beverage PST subcategory in the sales summary report

Ex. $\$0.14 + \$0.14 = \$0.28$ in the example below

<u>Non-Sales</u>				
Soda PST				
PST Tax Test	1.00	\$0.14	100.00%	\$0.14
	1.00	\$0.14	100.00%	\$0.14
Total Non-Sales	1.00	\$0.14		\$0.14
GST	1.00			\$0.96
PST	1.00			\$0.14