Instructions making Retail items Non-GST/HST taxable for Tax Holiday offered By the Federal Government

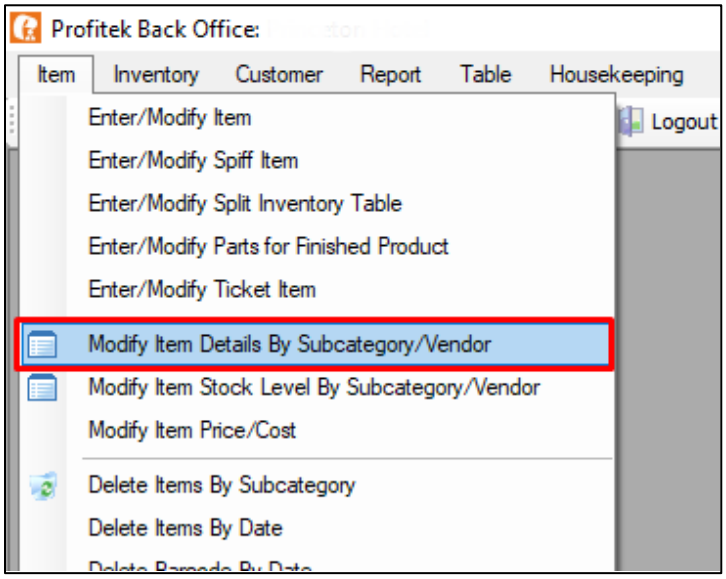
These instructions will guide you in removing GST/HST from your items during the Tax Holiday.

***** NOTE:**

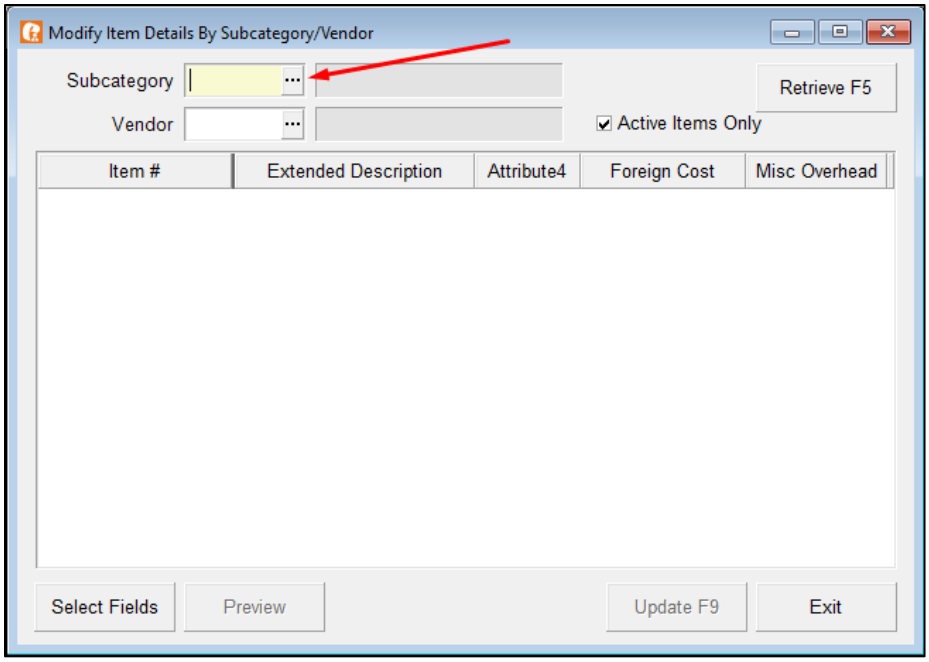
1. Please refer to the government website regarding the types of items that qualify for the tax break : https://www.canada.ca/en/services/taxes/child-and-family-benefits/gst-hst-holiday-tax-break.html
2. **Steps (9 to 11)** only applies to stores that include GST/HST tax in the retail price.
3. Keep track of what you had changed so that you can revert it on Feb 16, 2025
4. After completing your changes, make sure to relaunch the Cash Register program to apply the updates.

To make sweeping changes to the items in your system, you can remove the GST/HST tax at the subcategory level. Follow these steps **(1 to 7)** to complete the process.

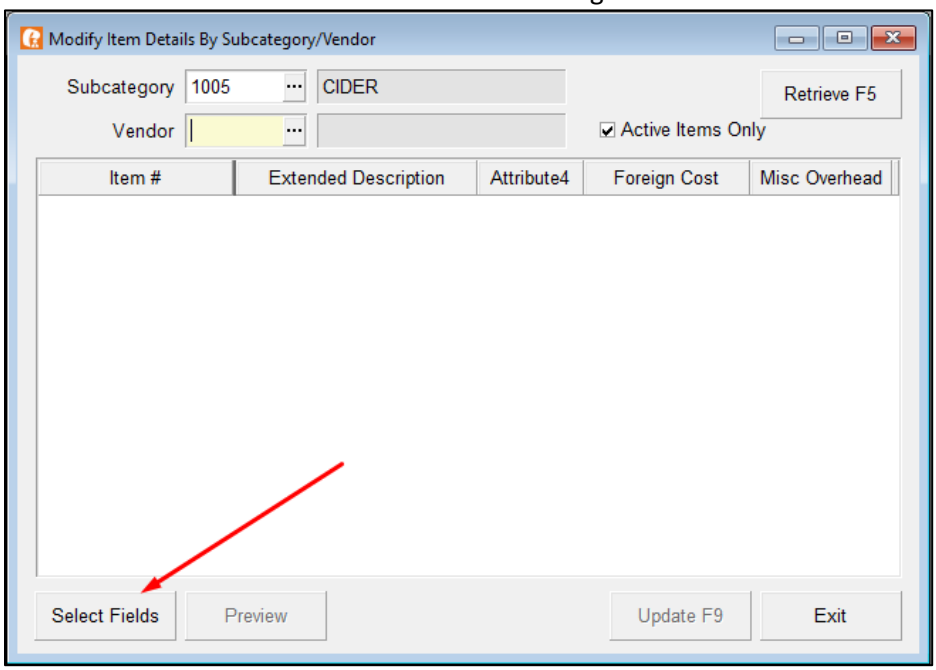
1. Login to the Back office and navigate to **Item > Modify Item Details by Subcategory/Vendor.**

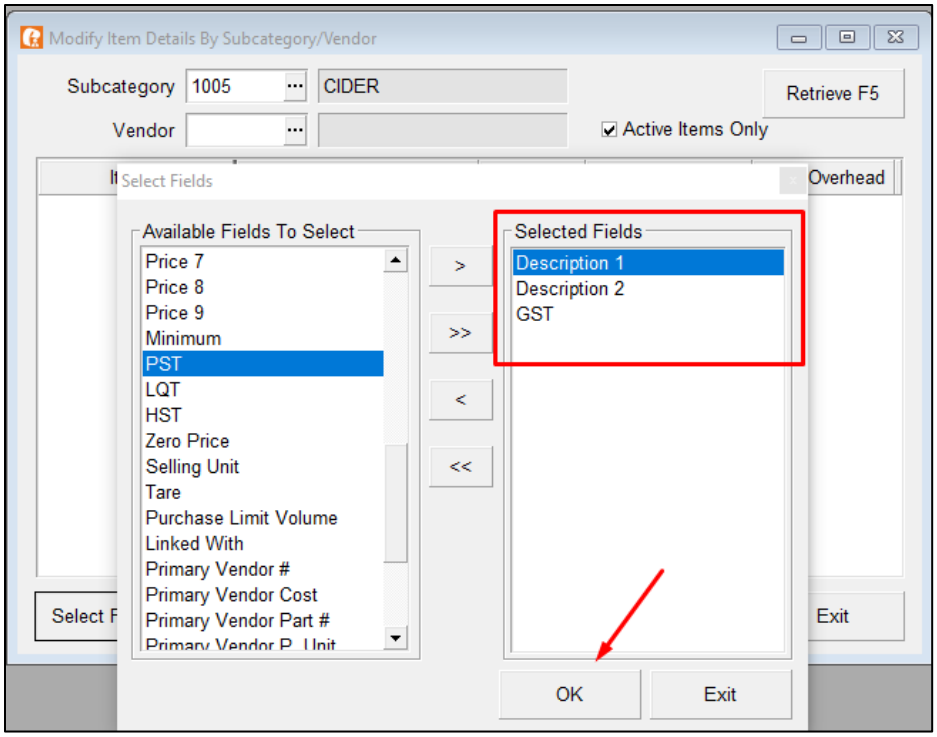


2. Select the Subcategory that you are going to remove GST by clicking the ellipsis button and then select the subcategory and click Ok.

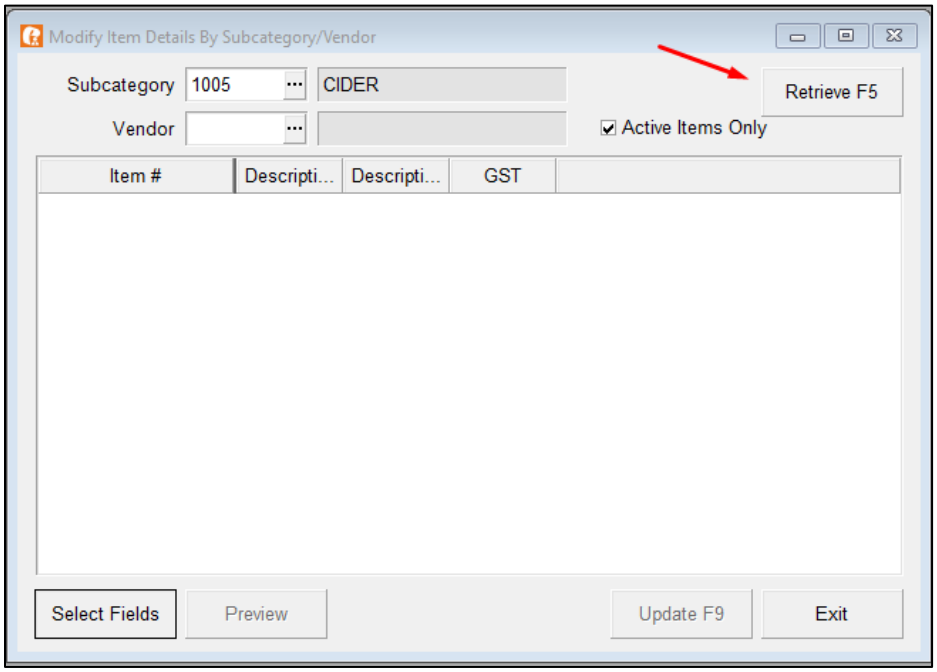


3. Select the **Description 1, Description 2 and GST** under Selected Fields from the Select Fields and click Ok. You can use the arrow **"<"** to remove single field and arrow **">"** to add fields.



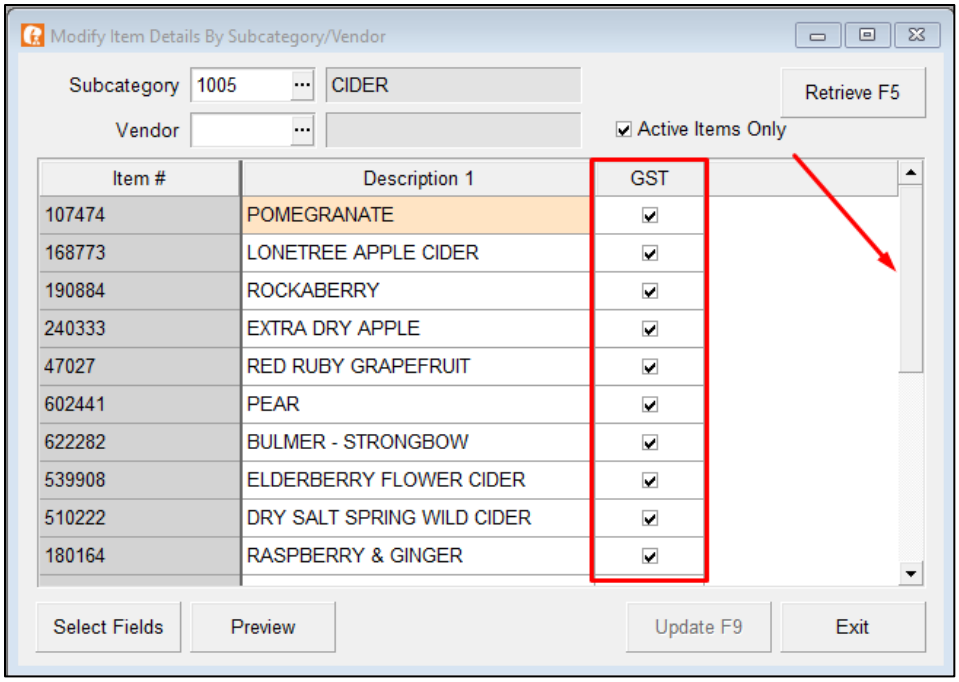


4. Click **Retrieve F5** to show all the items under the selected Subcategory.



5. Start unchecking GST/HST for the qualified items and then click **"Update"** button to apply the changes. You can use the scroll bar on the right to see all the items.

You can check qualified items from the Government website:
GST/HST holiday tax break - Canada.ca



6. Repeat the process from **Step 2**, **Step 4** and **Step 5** for the rest of the subcategories that you want to remove GST/HST.

7. For WebInterface User, if you do the changes after the daily item upload, you need to run the **[Process Upload Item]** under WebInterface so that changes will be updated to the website. If you have Deliverect Integration, you must publish your menu to update your delivery platforms as well.

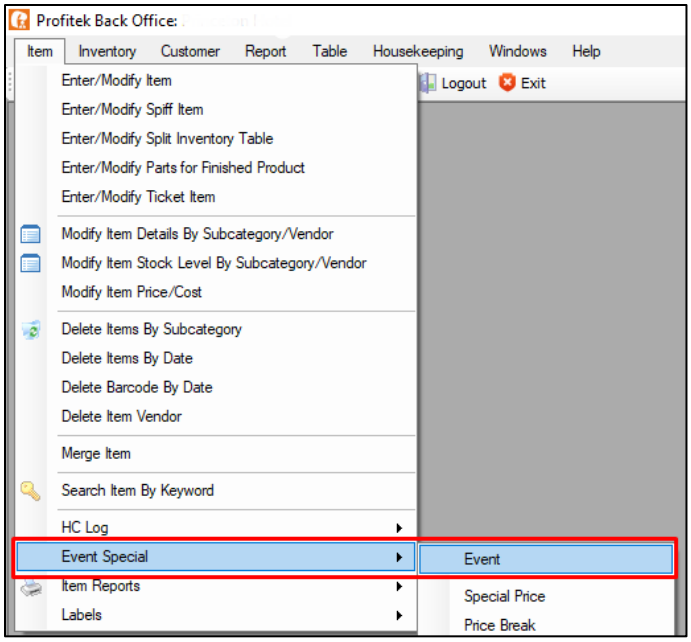
8. Done.

*** Only follow next steps if your items have GST/HST included in the retail price ***

To remove the GST/HST value from your retail price, create an event that applies a **4.80%** discount to your selected items or subcategories. For BC and product with Liquor Tax, use 4.3% as the discount rate in the steps below.

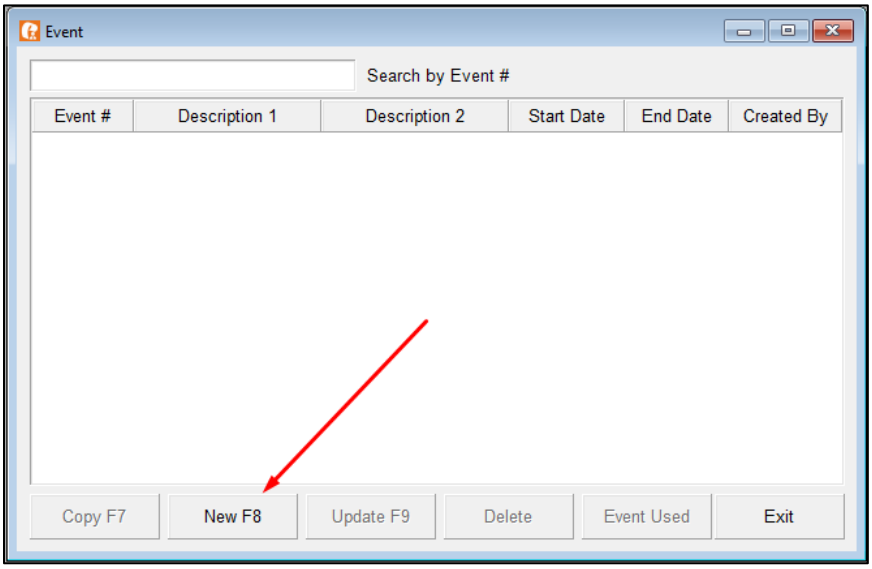
To achieve this, you will need to create a new event scheduled to run from **December 14, 2024** to **February 15, 2025.**

9. Login to Back Office and navigate to **Item > Event Special > Event**.

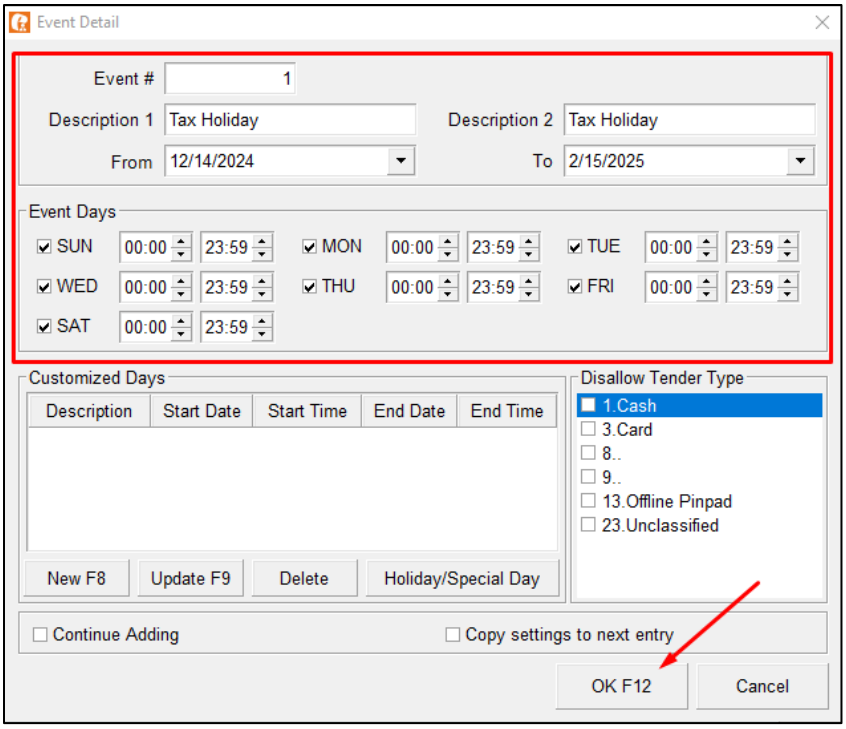


10. Create a new Event.

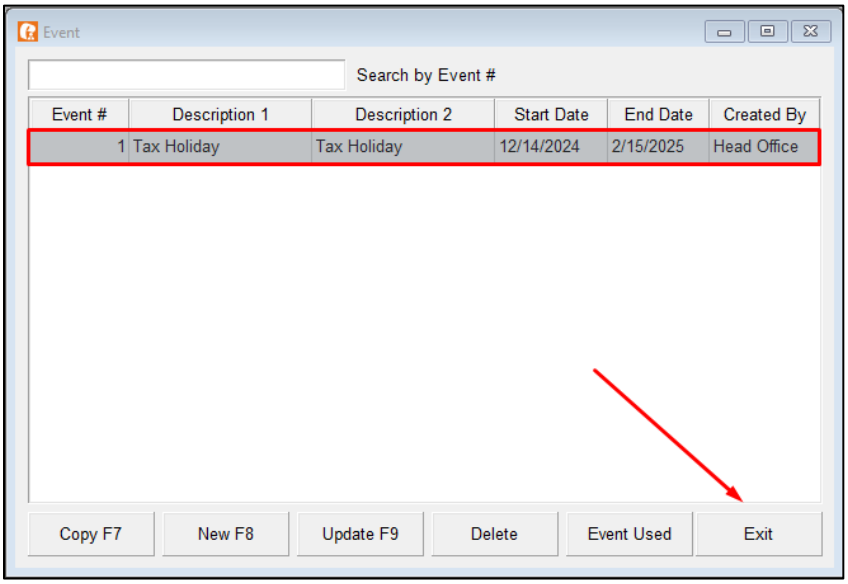
9.1. Click **"New F8"** button.



9.2. Enter Description **"Tax Holiday"** and Set date from **"12/14/2024"** to **"02/15/2025"** and then Click "**Ok F12".**



9.3. Click **Exit**.

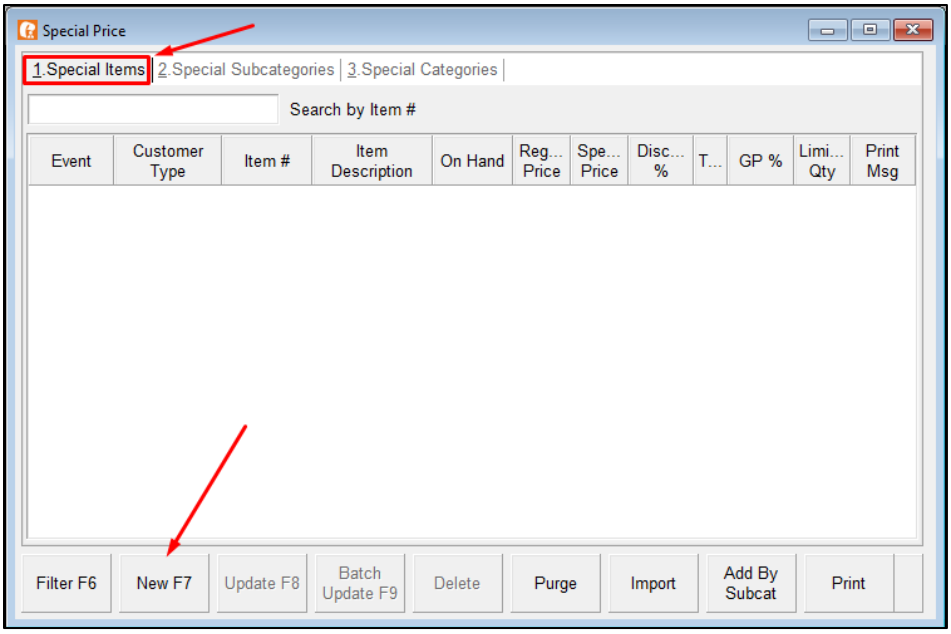


This is an example of the event created, titled **"Tax Holiday."** The start and end dates align with those set by the Federal Government. No additional changes are necessary.

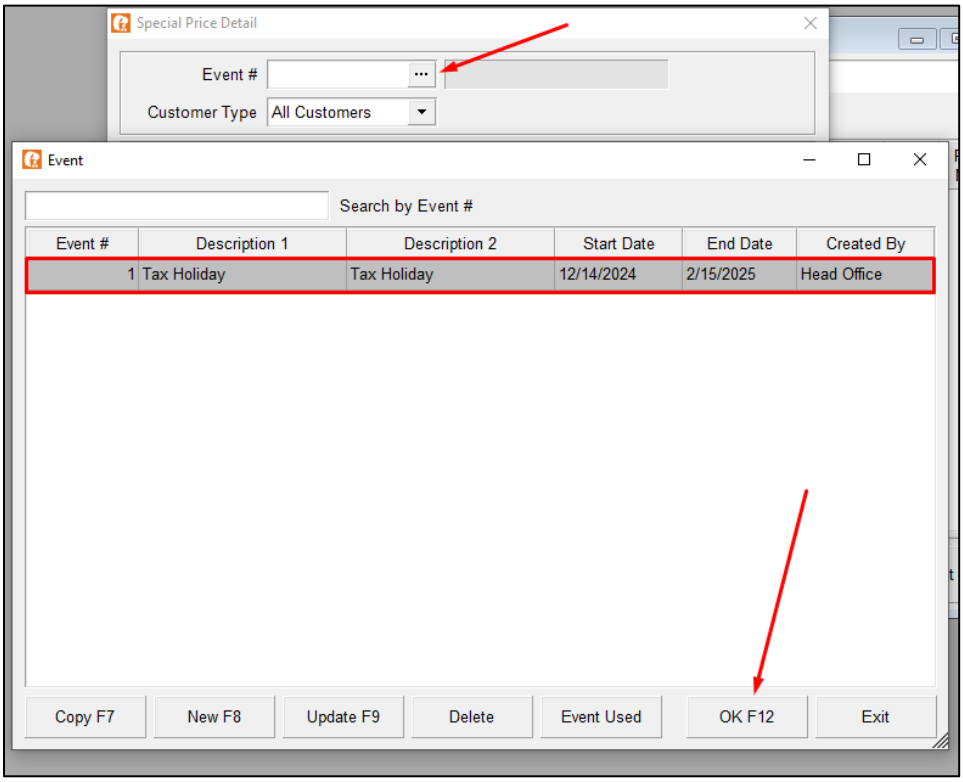
10. After creating the event, you will now set a special price for your items or subcategories to apply the **4.80%** discount. For BC with Liquor Tax, the discount should be 4.3%. Navigate to **Item > Event Special > Special Price**. You can apply the discount either by item number or by subcategory.

- **<u>Discount by Item:</u>**

    1. Select **"1. Special Items"** if you want to add the discount by items and then click **"New F7".**

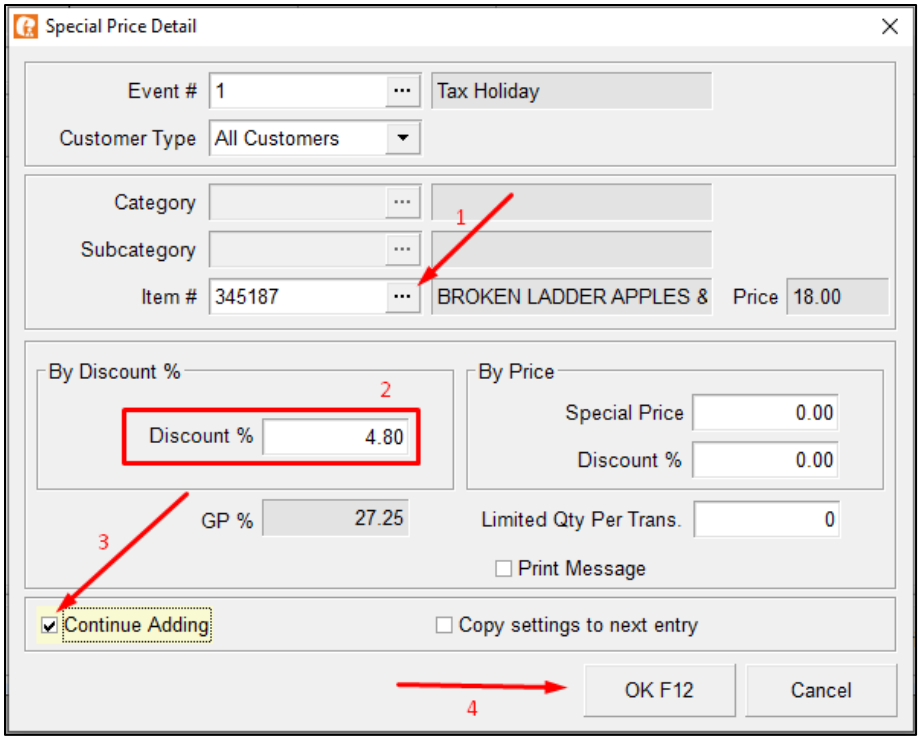


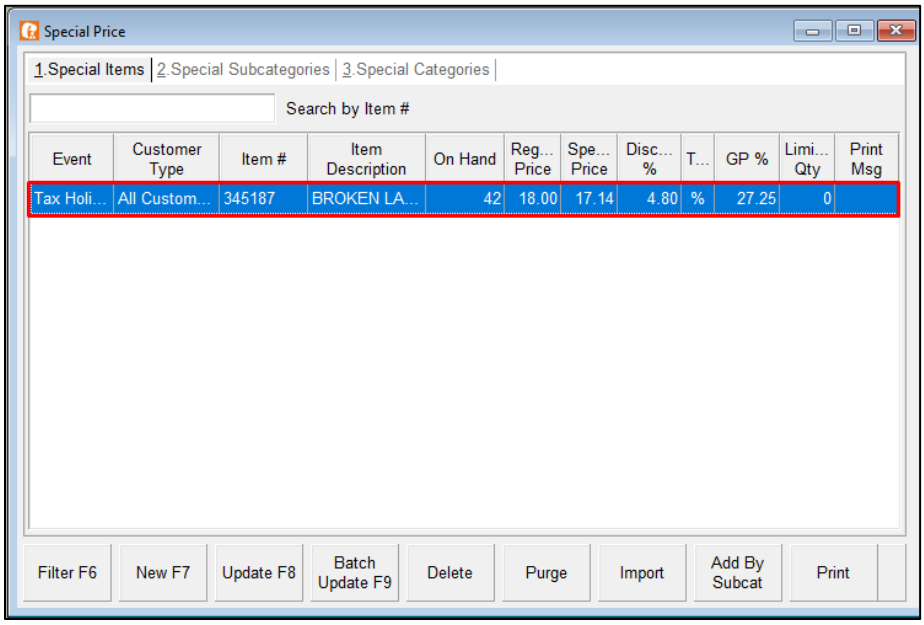
2. Click on the **Ellipsis** button to browse the event **"Tax Holiday"** and then click **"Ok F12".**



3. You can now add the items to be discounted by 4.80%.

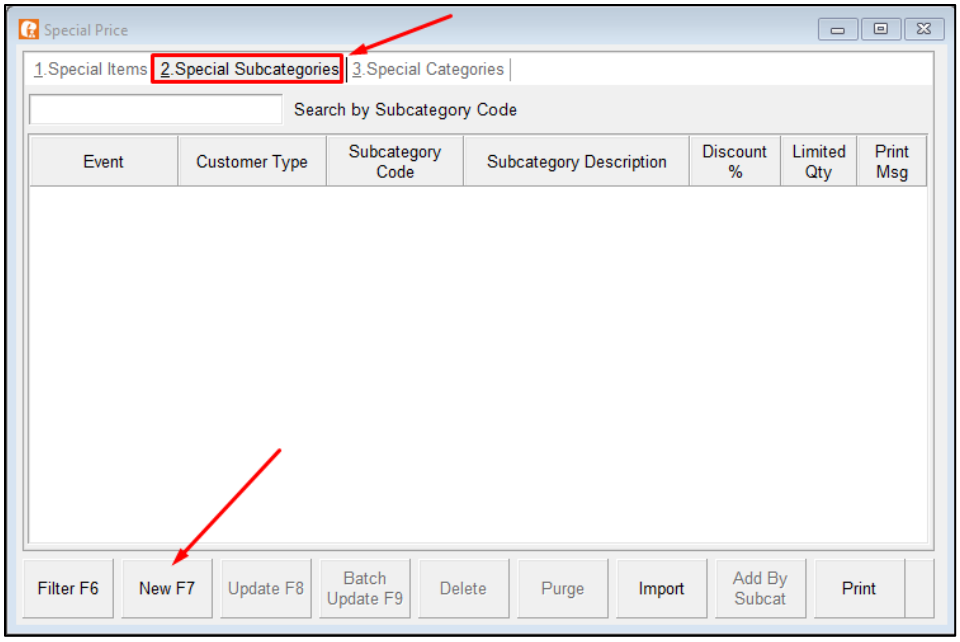
3.1. Select the item by clicking the Ellipsis button.
3.2. Add **4.80%** Discount
3.3. Check off Continue adding if you want to continue adding multiple items.
3.4. Click **"Ok F12".**
3.5. Done!



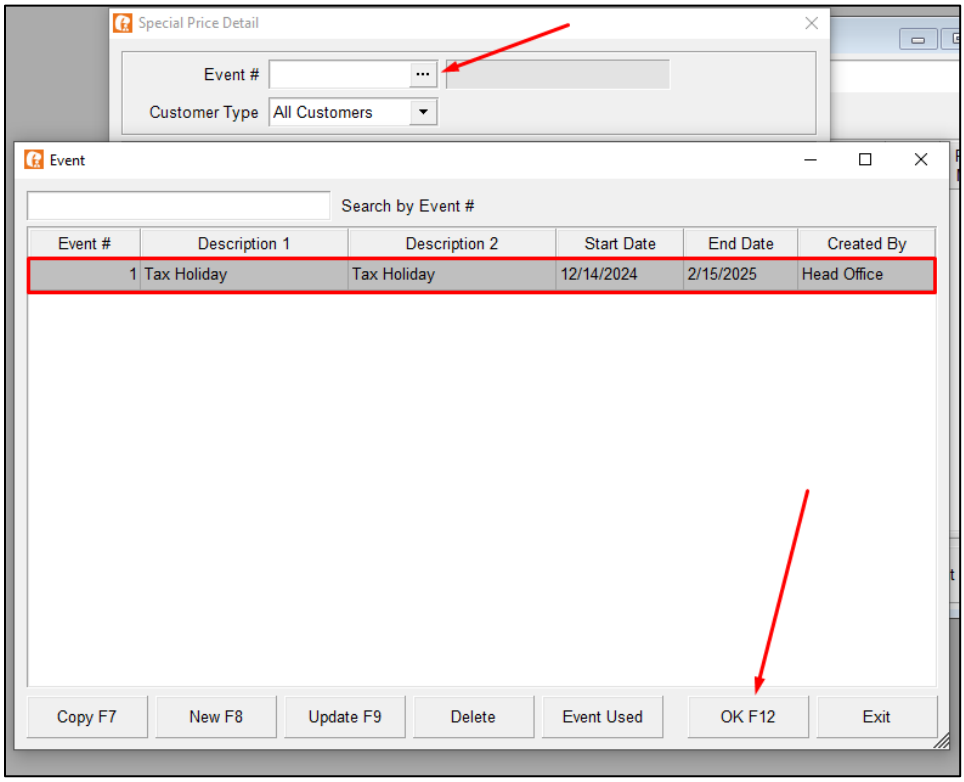


- **<u>Discount by Subcategory</u>**

1. Select **"2. Special Subcategories"** if you want to add the discount by items and then click **"New F7".**

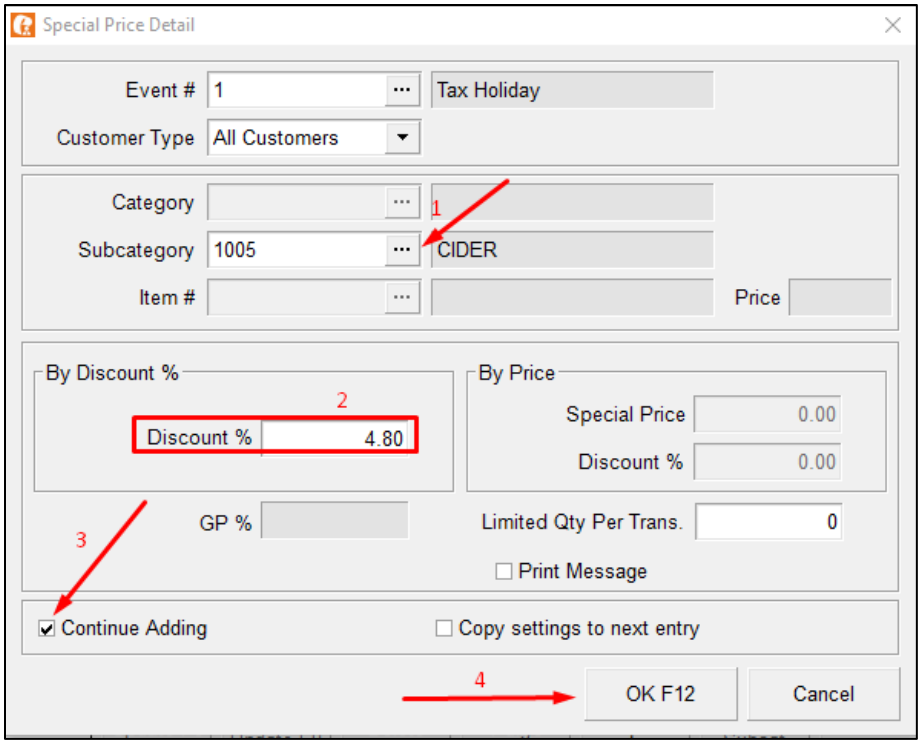


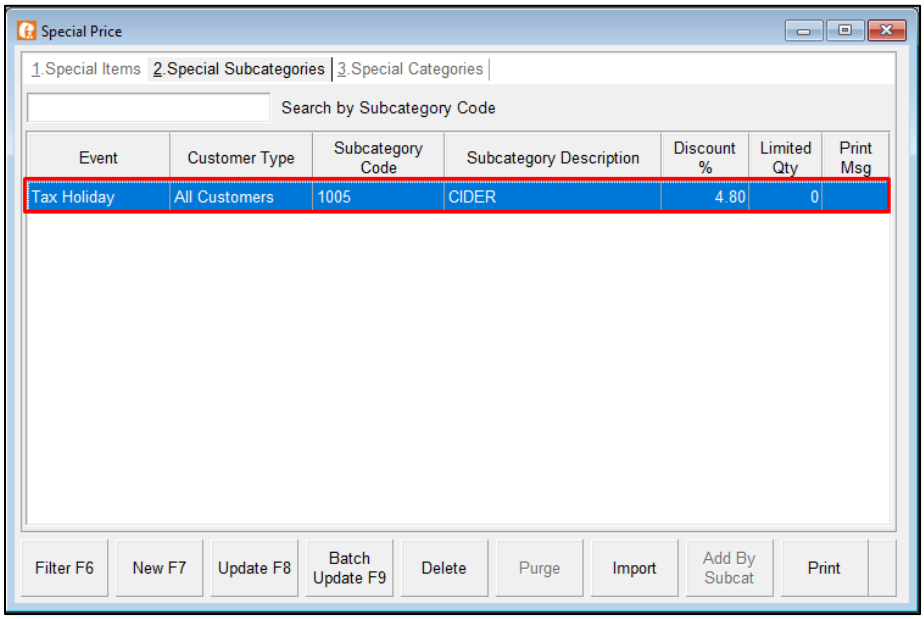
2. Click on the **Ellipsis** button to browse the event **"Tax Holiday"** and then click **"Ok F12".**



3. You can now add the subcategories to be discounted by 4.80%.

3.1. Select the subcategory by clicking the Ellipsis button.
3.2. Add **4.80%** Discount
3.3. Check off Continue adding if you want to continue adding other subcategories.
3.4. Click **"Ok F12".**
3.5. Done!


Special Price Detail
Event #
1
Tax Holiday
Customer Type
All Customers
Category
1
Subcategory
1005
CIDER
Item #
Price
By Discount %
2
Discount %
4.80
By Price
Special Price
0.00
Discount %
0.00
3
GP %
Limited Qty Per Trans.
0
Print Message
Continue Adding
Copy settings to next entry
4
OK F12
Cancel


Special Price
1.Special Items
2.Special Subcategories
3.Special Categories
Search by Subcategory Code
Event
Customer Type
Subcategory Code
Subcategory Description
Discount %
Limited Qty
Print Msg
Tax Holiday
All Customers
1005
CIDER
4.80
0
Filter F6
New F7
Update F8
Batch Update F9
Delete
Purge
Import
Add By Subcat
Print

11. Done.