



How to prepare your PCLaw® software for the March 23rd, 2017 PST increase.

Effective March 23rd, 2017 – The Saskatchewan Provincial Sales Tax (PST) rate has changed.

The 2017 Saskatchewan provincial budget has increased the PST rate from 5% to 6% effective March 23rd, 2017. Further details of these changes can be found on the [ministry of finance’s website](#).

****All Firms – Consult with your PCLaw CIC, Tax Advisor or Accountant before implementing any of these changes in PCLaw as tax implications may exist. Ensure that you make a backup of your data prior to implementing the steps below**.**

How to Update your PCLaw Settings

1. Determine which of your matters DO NOT currently have a PST rate of 5%.

- a. Go to **Reports > Clients> List of Clients**
- b. If you are running PCLaw 12 Service Pack 3 or higher, click the “Layout” drop-down and select “**Default - tax**”
- c. Generate, print and save this report for your records (proceed to Step 2)
- d. If you are NOT running PCLaw 12 Service Pack 3 or higher, use the “Adv. Search” function to identify files where PST is not equal to 5% for **fees**. Generate, print and save this report for your records

Field	Comparison	Compare To
PST Fees	Is Not Equal To	5

- e. If you are NOT running PCLaw 12 Service Pack 3 or higher, use the “Adv. Search” function to identify files where PST is not equal to 5 for **disbursements**. Generate, print and save this report for your records.

Field	Comparison	Compare To
PST Disbs	Is Not Equal To	5

2. Complete the following steps to enable the new PST rate of 6%:

- a. Make a backup of your PCLaw data. (Recommended)
- b. **Bill all completed services up to and including March 22nd, 2017 at the 5% PST Rate.**
- c. Go to **Options > System Settings > Tax**
- d. Under the **Tax** tab, change the Sales tax rate from **5** to **6** in the rate boxes as indicated in red below. (**See special note below the image about Taxes on Disbursements**).

Provincial	Memorized Transactions	Cheque Pattern	Front Office	Client Intake			
Firm	Other	Data Entry	Banking	Tax	Matter	Billing	Past Due/Interest

Sales Tax

Charge sales tax on fees at a rate of: %

Charge fees entered before at a rate of: %

Charge sales tax on disbursements at a rate of: %

Post input tax credit to G/L

Add to charges on or after:

Exempt from charges before:

Goods and Services Tax (GST) / Harmonized Sales Tax (HST)

Charge GST

Sales tax charged after GST Charge items before

Sales tax rate: % Sales tax rate: %

Rate on fees: % Rate on fees: %

Rate on disbursements: % Rate on disbursements: %

Show GST on trust cheque entries.

Matters taxable by default

Show Tax category on Time and Fee screens

Note: If your firm does not charge PST on any client disbursement, do not enable or change the Sales Tax on disbursements setting:

Charge sales tax on disbursements at a rate of: %

e. In the Good and Services Tax (GST)/Harmonized Sales Tax (HST) section, change the date for “Charge items before” to **Jan 1st, 1982**.

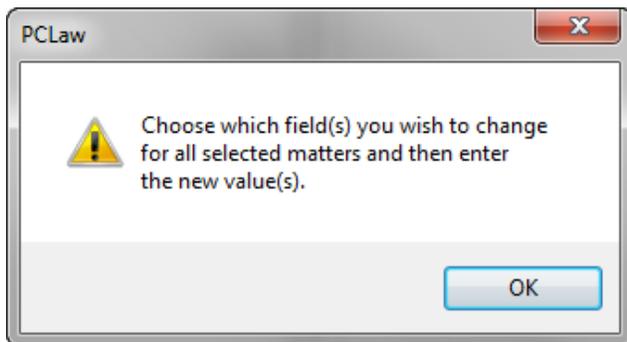
The dates on the tax tab can be set to 1/1/1982 as the PST rate change is driven by the date the services become payable or the date it is paid.

f. Click **OK** to save the changes

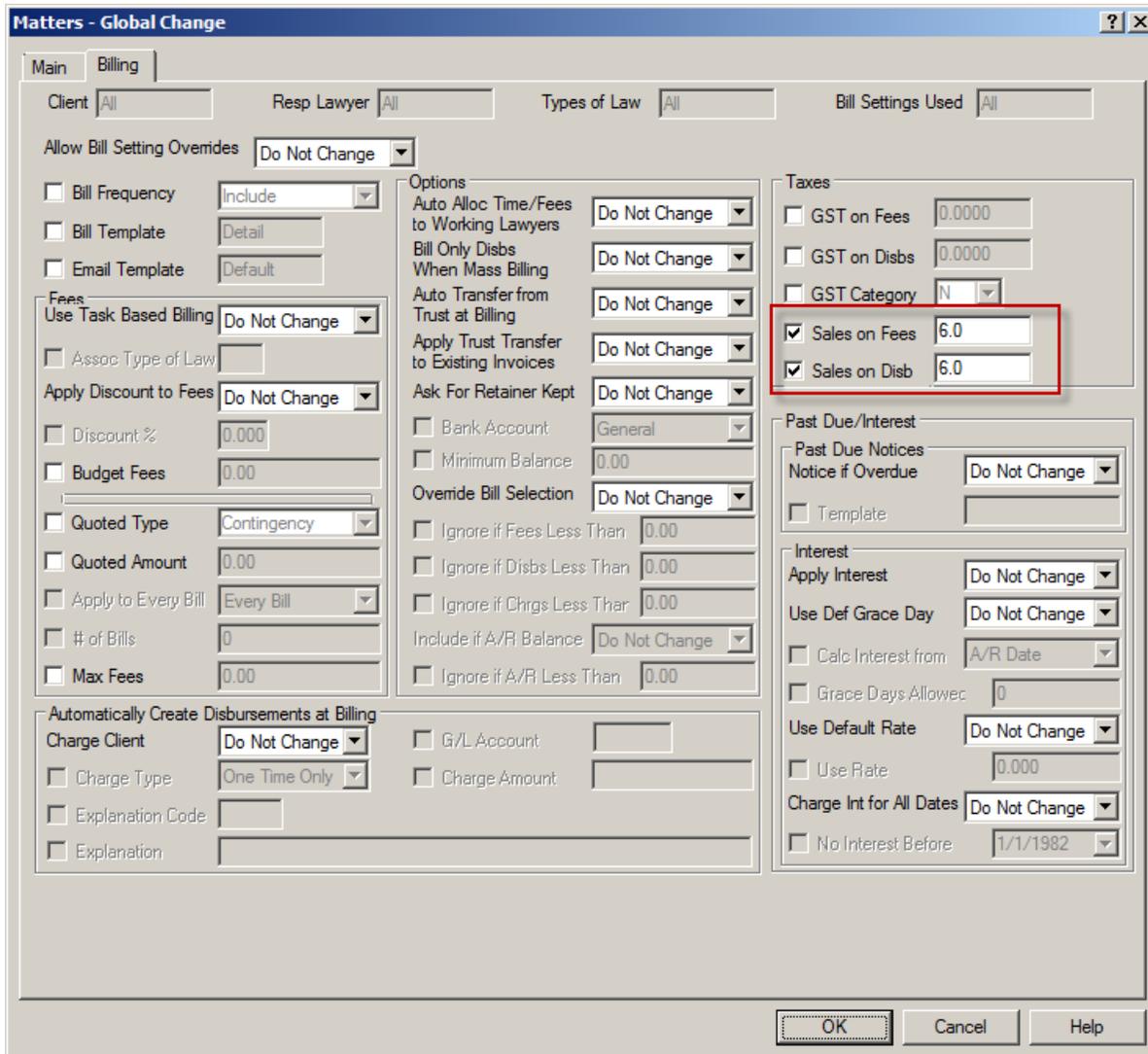
3. Perform a global change to match the current matters to the new tax defaults:

Note: Completing the following steps will **change all matters to the new PST rate of 6%**, including all Zero-Rated matters as well as files with special tax rates. The results from step #1 above provided you with a list of matters that are non-taxable, including those that are charged at a different sales tax rate so that you can make the necessary tax modifications on those files after completing the global change in PCLaw.

- a. In PCLaw, go to **File > Matter > Global Change** and select **OK**
- b. Select Ok to the following message:



- c. In the Matters – Global Change window, select the **Billing** tab.



The screenshot shows the 'Matters - Global Change' window with the 'Billing' tab selected. The window is divided into several sections:

- Client:** All
- Resp Lawyer:** All
- Types of Law:** All
- Bill Settings Used:** All
- Allow Bill Setting Overrides:** Do Not Change
- Options:**
 - Auto Alloc Time/Fees to Working Lawyers: Do Not Change
 - Bill Only Disbs When Mass Billing: Do Not Change
 - Auto Transfer from Trust at Billing: Do Not Change
 - Apply Trust Transfer to Existing Invoices: Do Not Change
 - Ask For Retainer Kept: Do Not Change
 - Bank Account: General
 - Minimum Balance: 0.00
 - Override Bill Selection: Do Not Change
 - Ignore if Fees Less Than: 0.00
 - Ignore if Disbs Less Than: 0.00
 - Ignore if Chrgs Less Than: 0.00
 - Include if A/R Balance: Do Not Change
 - Ignore if A/R Less Than: 0.00
- Taxes:**
 - GST on Fees: 0.0000
 - GST on Disbs: 0.0000
 - GST Category: N
 - Sales on Fees: 6.0** (highlighted)
 - Sales on Disb: 6.0** (highlighted)
- Past Due/Interest:**
 - Past Due Notices Notice if Overdue: Do Not Change
 - Template:
 - Interest:
 - Apply Interest: Do Not Change
 - Use Def Grace Day: Do Not Change
 - Calc Interest from: A/R Date
 - Grace Days Allowec: 0
 - Use Default Rate: Do Not Change
 - Use Rate: 0.000
 - Charge Int for All Dates: Do Not Change
 - No Interest Before: 1/1/1982
- Automatically Create Disbursements at Billing:**
 - Charge Client: Do Not Change
 - Charge Type: One Time Only
 - Explanation Code:
 - Explanation:
 - G/L Account:
 - Charge Amount:

Buttons at the bottom: OK, Cancel, Help.

- d. In the **Sales on Fees** and **Sales on Disb** boxes, enter the rate of **6.0**.

Note: If your firm does not charge PST on any client disbursement, do not enable or adjust the “Sales on Disb” box, only adjust the Sales on Fees.

- e. Click **OK** to complete the change.



4. Any matters that were non-taxable or those that have special tax rates must be changed through the Matter Manager in PCLaw on a matter by matter basis. These lists were obtained in Step 1 above.

- a. Go to **File > Matter Manager**
- b. Select the matter you wish to change and go to the **Billing** tab
- c. Select the taxes button and adjust the Sales Tax on Fees to the desired rate. Also adjust the Sales Tax on Disbursements if required.
- d. Choose **OK and Save and Close** to complete the changes.

If you have questions regarding these instructions, please contact PCLaw® support at 1-800-387-9785