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

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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

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.

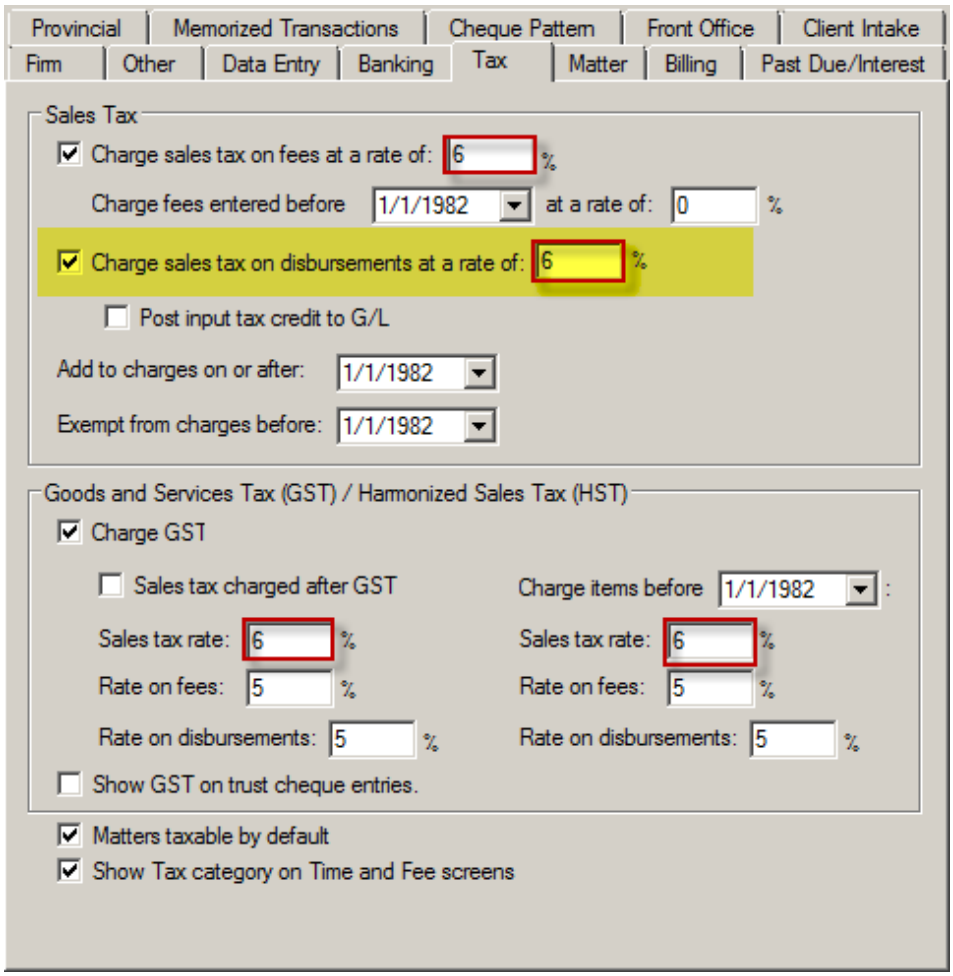
2. Complete the following steps to enable the new PST rate of 6%:

a. Make a backup of your PCLaw data. (Recommended)

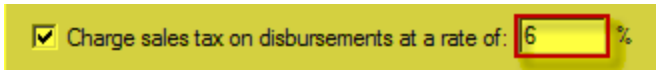
b. ***Bill all completed services up to and including March 22nd, 2017 at the 5% PST Rate***.

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**).



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



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.

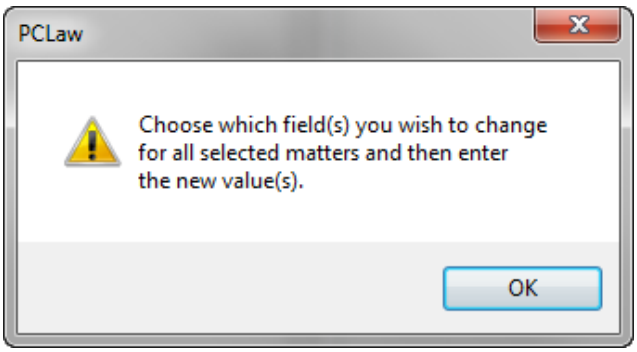
f. Click **OK** to save the changes

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

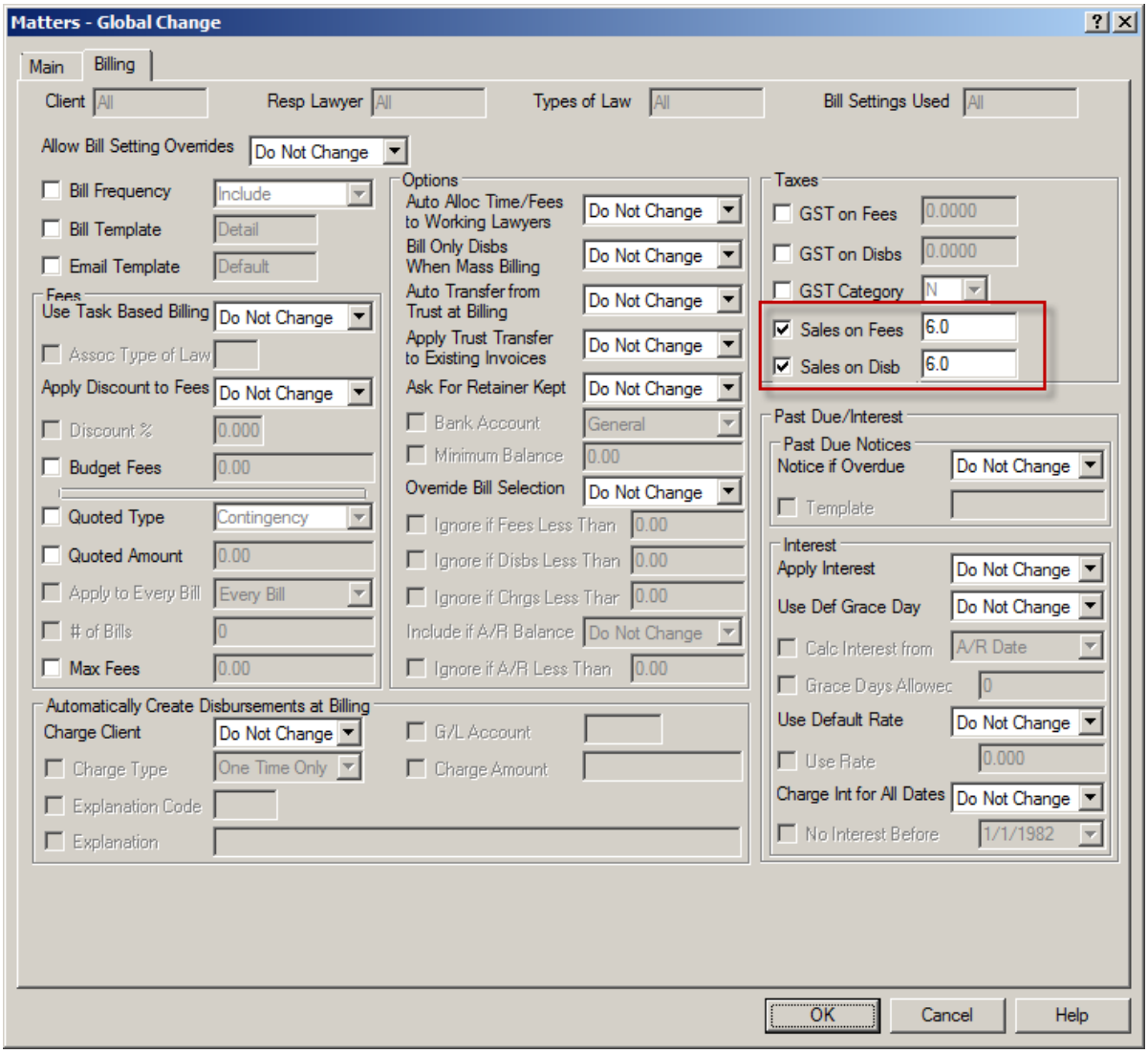
Note: Completing the following steps will **change all matters to the new PST rate of 6%**, including all Zero-Rated matters as well as files with special tax rates. The results from step #1 above provided you with a list of matters that are non-taxable, including those that are charged at a different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



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