

Tips and Tricks

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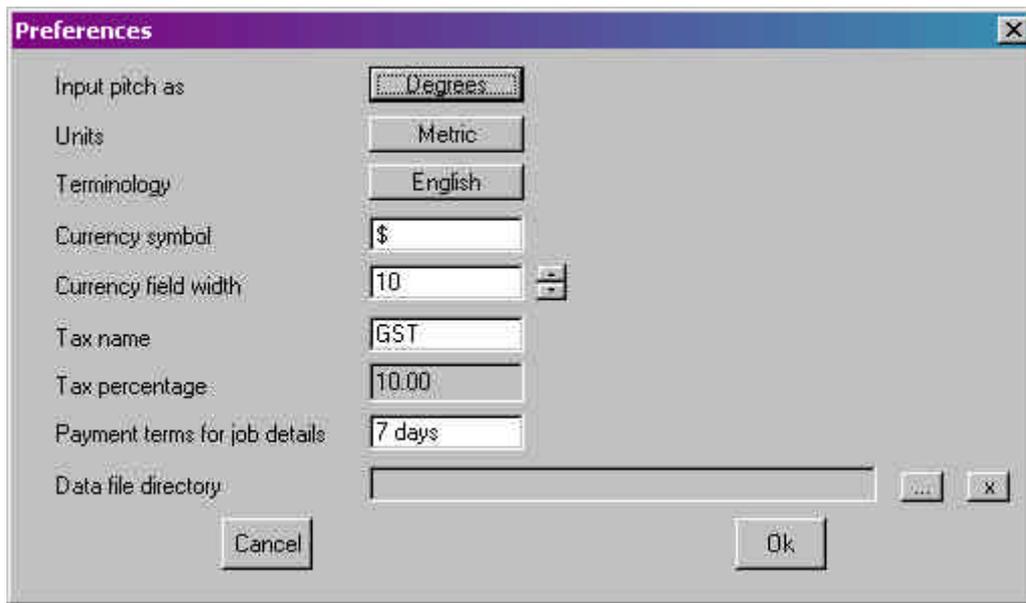
Items drawn from Applicad's Customer Service file

Number: 21

Objective: Changing the GST/Tax amount

Commands used: Utilities | Preferences

To change the GST/Tax name, simply go to **Utilities | Preferences**. This will bring up a dialog box similar to the following.



To change the tax name simply click on the field and change the name to the desired name. At this point, you will not be able to change the percentage. Click **OK** and then go back into **Preferences**. The tax percentage will now be able to be changed. Change it to the required number, click **OK**, and you are done.

If you want to keep the Tax name as **GST** but want to change the percentage, repeat the previous steps and change the tax name to **GST**. (Notice the full stop after the **T**). With this done you can now change the Tax percentage.

*Information in this note is applicable to Applicad's Steep Roof Products:
Sorcerer, Roof Magician and Roof Wizard.*