Quick Reference Guide

CorrigoPro – Entering Canadian taxes on an Invoice

- Invoice taxes must the entered as line items based on the various Canadian tax codes when billing in CAN dollars. This is a different process from how a US Service Provider would enter taxes within CorrigoPro

1. To start, click **"Please Select"** to display vendor price list items
2. Next, select the **"Tax"** item

3. Only enter the tax code in the **"Description"** field. Description must be HST, QST, PST or GST only without any spaces before or after the Tax Code. Only the three-digit Tax Code should be included
4. Leave **"QTY"** set at 1
5. Next, enter the total amount of the tax selected in the **"Rate"** field.
6. If needed, you can add an additional tax items by repeating these steps by adding another item to your invoice

- ## A few helpful tips...

To correctly identify the appropriate Rate Types listed for each province, tax Rate Types are defined as follows:

- GST = Goods and Services Tax (Federal Sales Tax)
- PST = Provincial Sales Tax
- QST = Quebec Sales Tax (Provincial Sales Tax in Quebec)
- HST = Harmonized Sales Tax (Federal and Provincial Sales Tax combined into a single rate)

The Rate Types defined for each province impact the way service providers need to specify tax on their taxable invoices.

- If an invoice should have GST only, then only a GST line item should be entered
- If an invoice should have HST only, then only an HST line item should be entered
- If an invoice should have both GST and PST, then both a GST line item and a PST line item should be entered
- If an invoice should have both GST and QST, then both a GST line item and a QST line item should be entered

For example, if a vendor is charging 5% tax on a BC invoice, the invoice would contain a single GST tax item at 5%. If a vendor is charging 12% tax on a BC invoice, the invoice would contain two tax items – one GST tax item at 5% and one PST tax item at 7%.