

## Update your Fuel Tax Credit Rates

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## SUMMARY

From time to time the federal government will make changes to the rates at which eligible businesses can claim Fuel Tax Credits. This helpnote describes how to update existing Fuel Tax Credit rates in your set of books with the new rates.

## Pre-requisite

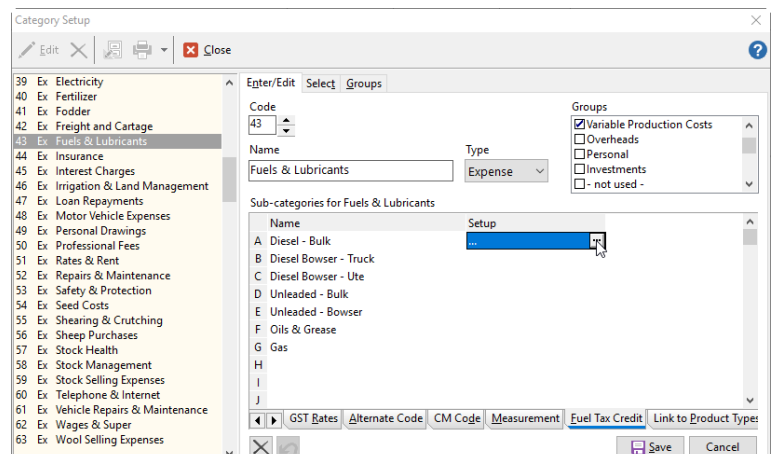
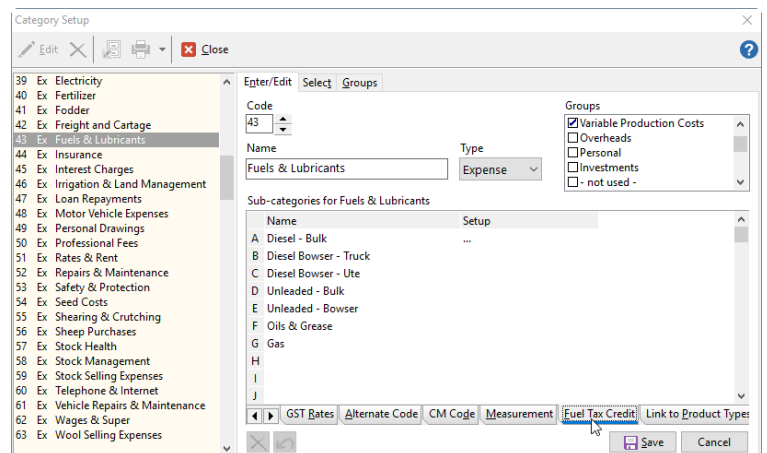
Before attempting to update your Fuel, Tax Credits rates ensure that you are running the latest version of Phoenix by doing a Check for Update. To Check for Updates:

1. Connect to the Internet
2. Launch Phoenix and open a set of books (doesn't matter which one)
3. On the menu bar at the top of the screen click on **Help** (beside *Tools*) click on **Check for Updates** then follow the prompts.

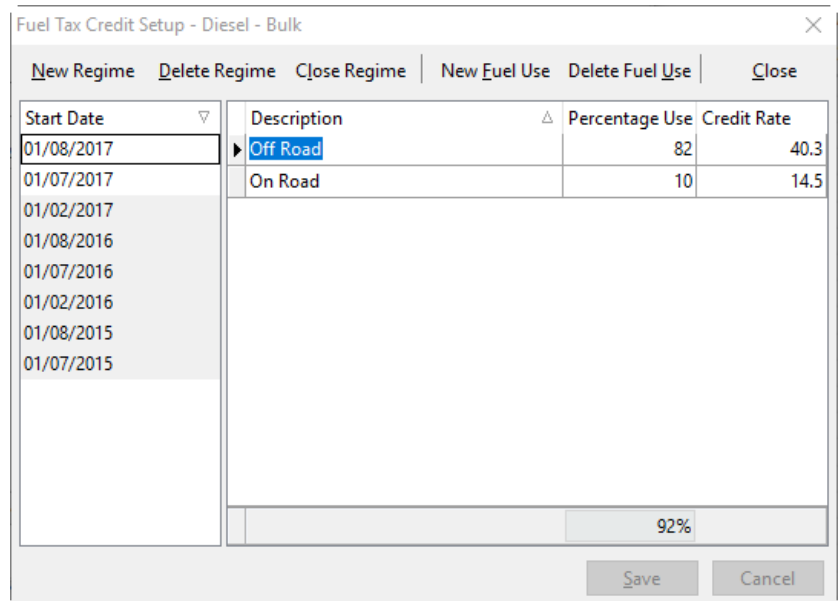
Your computer will then connect with one of AGDATA's servers and download the latest available version. If you are on the latest version, it will tell you that no further updates are available.

## Update Existing Fuel Tax Credit Rates

1. Click **Categ** (category) Setup on the toolbar.
2. Select your Fuel category in your category list
3. Click the **Fuel Tax Credit tab** showing in the bottom right hand corner
4. Select the sub-category which you
5. Double click on the "..."



6. The Fuel Tax Credit Setup window will appear. Click **New Regime**
7. Select the **start date** of the new regime. This will be the date the new rate became effective
8. Click **Save**.
9. The option to Copy previous fuel uses will appear, Click **Yes**. This will copy across the Description & Percentage Use of your last regime.
10. To Select the **new credit rate** by clicking on the credit rate column and a drop down will appear. From the drop down select the correct Fuel Tax Credit Rate.
11. Once selected click **Save**.



*#Note This setup of a new regime needs to be done for each sub-category used for fuel which is eligible for claiming a Fuel Tax Credit*

12. Click **Close** to exit both the fuel tax credit setup as well as the category setup.

*#Note When doing the GST Return ensure that it is showing the new rates for your fuel purchases*

## Trouble Shooting

Detailed information on setting up the Fuel Tax Credit Rates can be found in the **Phoenix Help System**. The easiest way to find it is once you open the Help system, click on the **Index tab** on the left hand side, find **fuel** in the list and simply double click on it.

