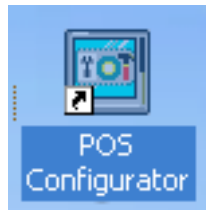


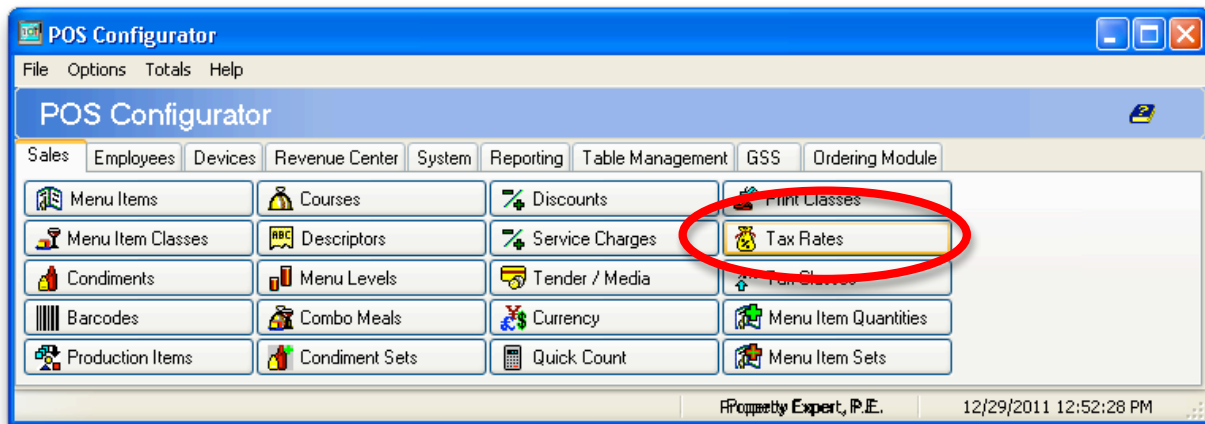


3700 Tax Rate Change

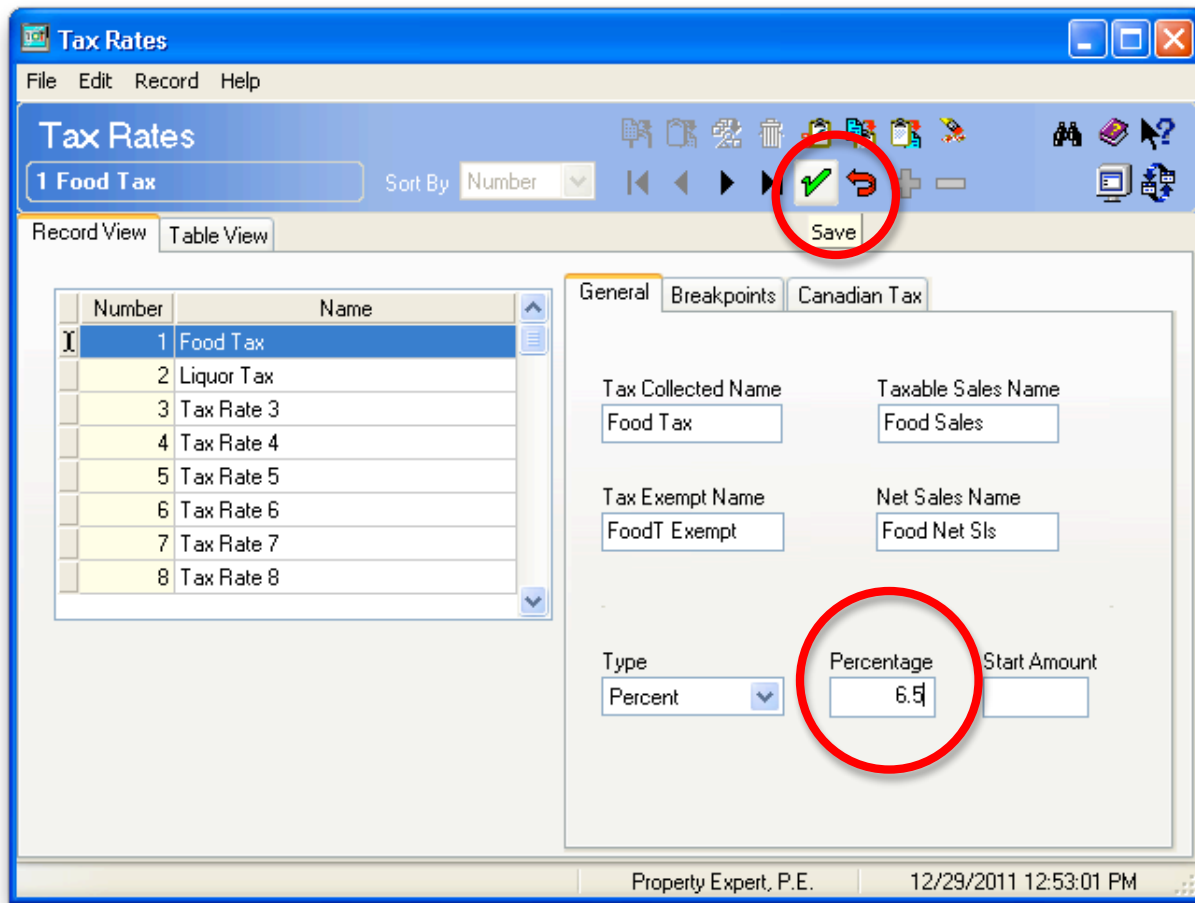
On your Micros manager PC, open POS Configurator and log in.



Once the POS Configurator window appears, click on Tax Rates (usually the second button down in the fourth column from the left, under the Sales tab):



In this window, you will see a list of all tax rates used by the system. In some cases, there may be more than one tax rate that needs to be changed (e.g. Add-On/Percent Food Tax, Inclusive Liquor Tax). For each tax rate that needs changing, begin by clicking on the appropriate line in the list on the Left.



In the detail section on the right, set Percentage to the new tax rate for your jurisdiction. Then, in the toolbar at the top of the screen, click the green checkmark icon to save changes.

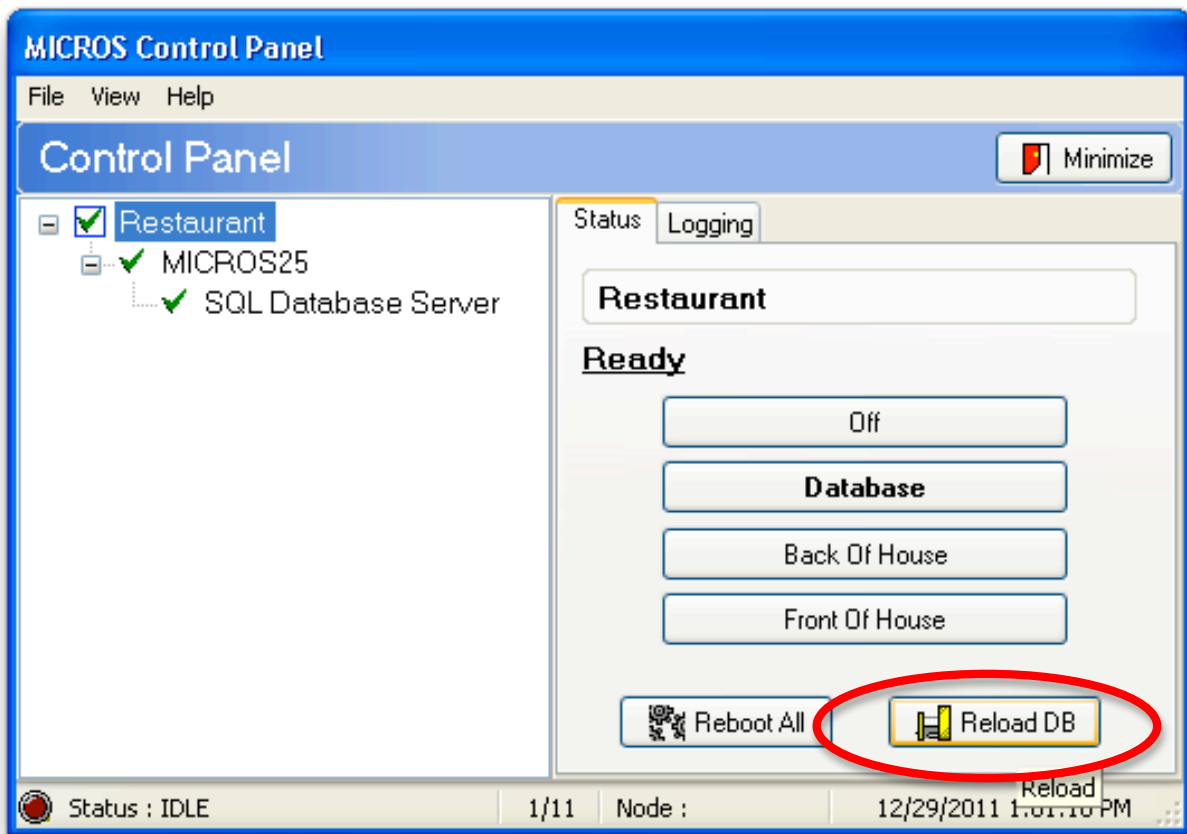
Repeat these steps for each additional tax rate in the lefthand list that needs to be changed.

When you are finished, close both the Tax Rates window and the main Configurator window.

Open Micros Control Panel, either by double-clicking the icon on the desktop, or by double-clicking the “boat wheel” icon next to the clock in the lower right corner of the screen.



In the Control Panel window, highlight Restaurant and click the “Reload DB” button to reload the database and propagate these changes to the front of house workstations:



The green checkmarks on the left will turn to yellow dots, then again to green checkmarks within a few minutes. Once green checkmarks are again displayed in Micros Control Panel, click the Minimize button.

Go to a front of house workstation (touchscreen) and try ringing in several items (both food and liquor, if applicable) to ensure tax is calculating properly. If you have more than one revenue center, try ringing in items at workstations in all revenue centers to ensure tax is being calculated correctly on all items in all revenue centers.

HMS/Micros cannot help you determine the correct tax rate for your local jurisdiction.

Questions?

We are happy to answer any questions you have about this change! Please understand that, depending on your support agreement with our company, your call may be billable. You may reach our 24-hour helpdesk at the following phone number:

(800) 242-8679