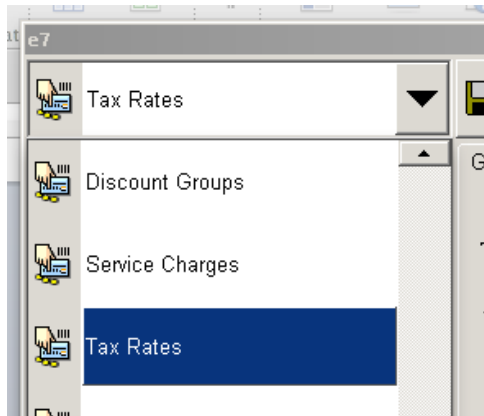




e7 Tax Rate Change

Log in as a manager and open Configurator. From the menu in the upper left corner, select **Tax Rates** (you may need to scroll down a bit).



In this section, 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.

Number	Name
1	ENT TAX
2	LIQ TAX
3	SALES TAX
4	
5	
6	
7	
8	

General | Breakpoint | Canadian Tax

General

Number: 1 Name: ENT TAX

Tax type: Percent Percentage: 2.5

Start amount: 0.00

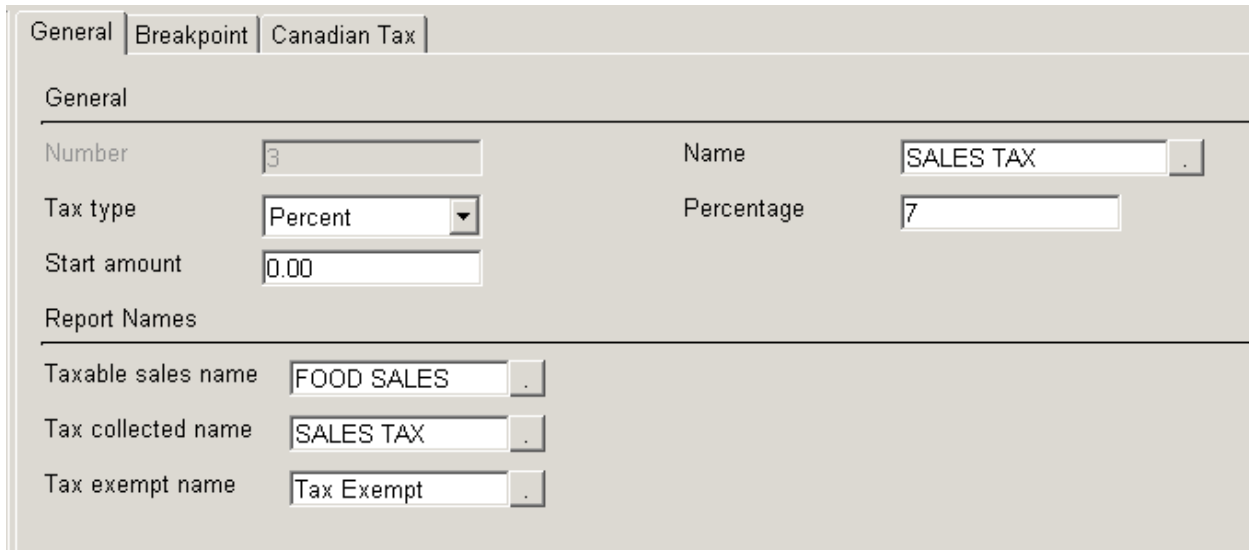
Report Names

Taxable sales name: Food Sales

Tax collected name: Entertainment Tax

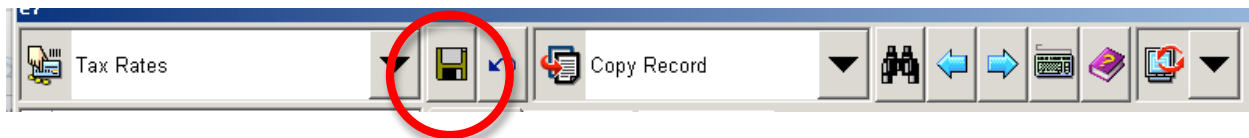
Tax exempt name: Tax Exempt

In the detail section on the right, set Percentage to the new tax rate for your jurisdiction.



General			
Number	3	Name	SALES TAX
Tax type	Percent	Percentage	7
Start amount	0.00		
Report Names			
Taxable sales name	FOOD SALES		
Tax collected name	SALES TAX		
Tax exempt name	Tax Exempt		

In the toolbar at the top of the screen, click the brown disk icon to save changes.



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

When you are finished, click the red arrow in the upper left to exit Configurator. Try ringing in several items (both food and liquor, if applicable) to ensure tax is calculating properly.

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