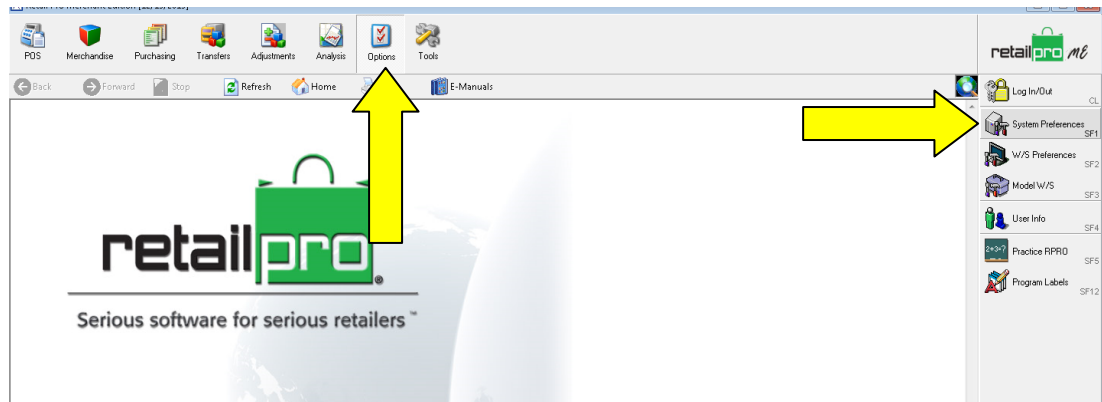




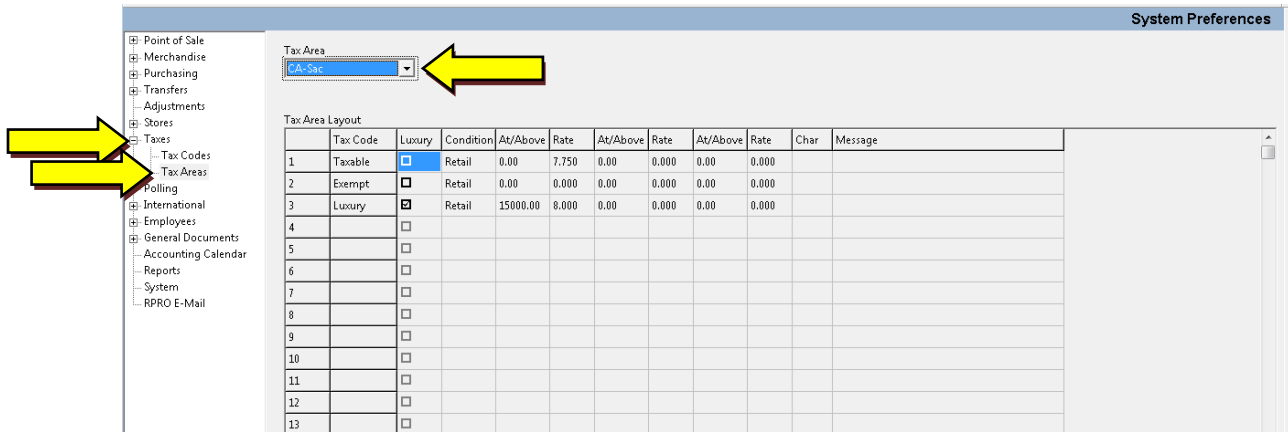
How To Change Tax Rates January, 2016 Retail Pro v8

In Retail Pro v8 you can **Change Tax Rates** when needed. We'll take a look at how to do that.

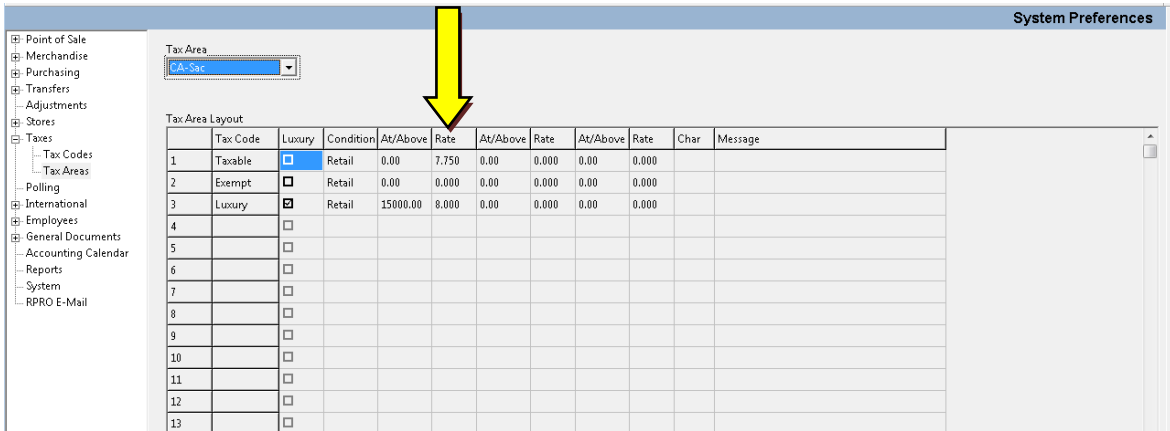
1. We will start by going to **Options** on the Top Menu then select **System Preferences** on the Side Menu.



2. Next we click the + in front of **Taxes**, then select **Tax Areas**. Next click the select arrow in the Tax Area pull down box and select the **Tax Area** you need to change.



3. Now change the **Tax Rate** that needs adjusting.



4. Should you have other **Tax Areas** that need to be adjusted, select the next **Tax Area** and make the changes.

5. When finished making your changes click **Save**. You now have **New Tax Rates**.

