TAX FREE HOLIDAY EVENT
November, 2013
Retail Pro v9

It's that time of year and your local or state government is proposing a Holiday Tax Free event. In this case not all items are to be offered tax free but rather items that pertain to a class or type.

The event will last for a week and then return back to regular taxing.

Retail Pro can be configured to allow for this event with a few simple steps. Once it is setup, you can enable the feature on the day or evening before the event begins and again you can disable when the event ends.
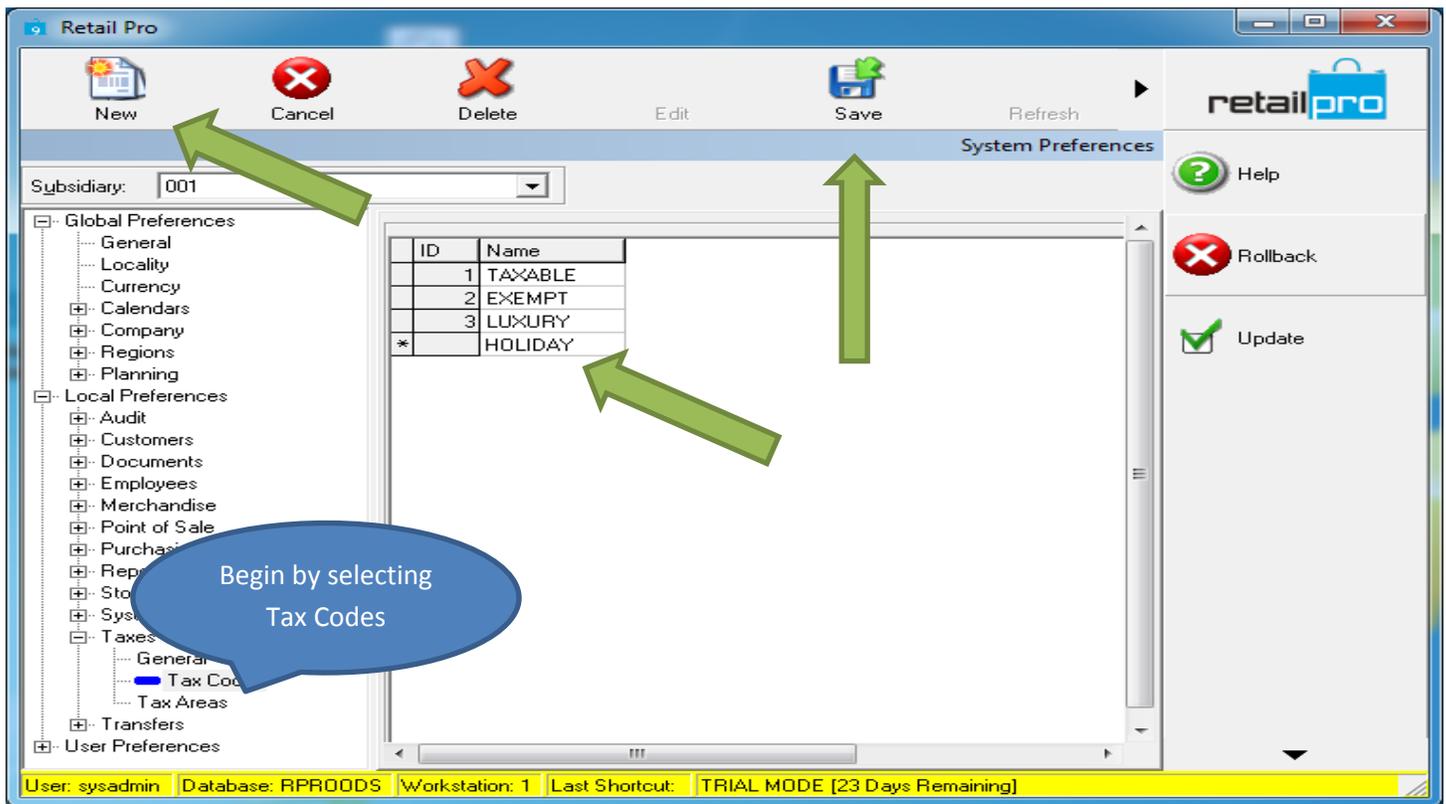
A few of things to know:

1- We will be creating a new **Tax Area** called Holiday (you may choose whatever name you prefer).
2- We will use **Tax Codes** to specify which skus will be affected (you may choose whatever **Tax Code** name).
3- This feature applies to both **RetailPro Version 8** and **Version 9**.

The following instructions are for RetailPro Version 9

- **STEP 1 - Options > System Preferences > Local Preferences > Taxes > Tax Codes > Select New**
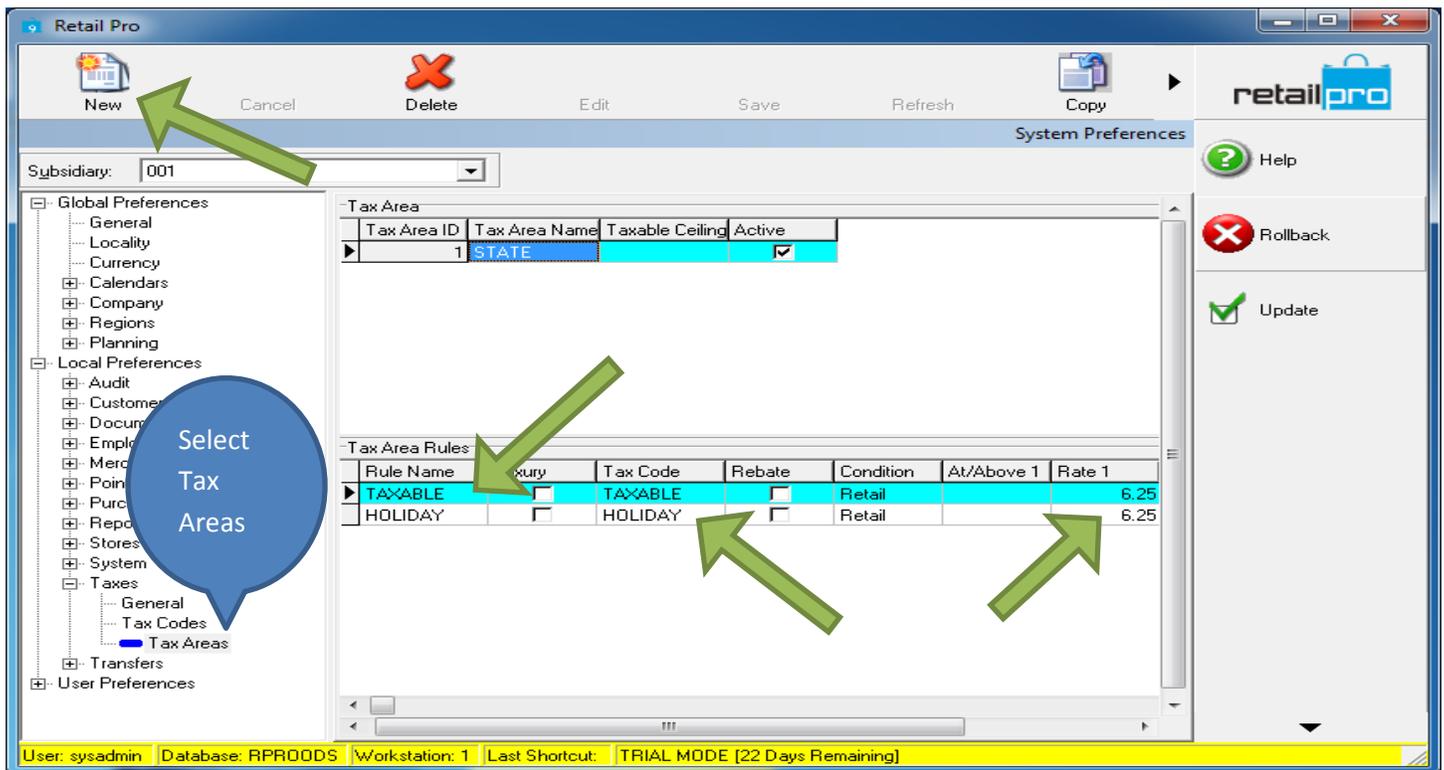
  (For this example we have named it HOLIDAY) and then **> Save.**

NOTE: In order to switch between **Regular Tax** and **Holiday Tax Areas** during and after the **tax free event**, it is also necessary to add the new **Tax Code** to the **Regular** (State) **Tax Area** with the regular **Tax Rate** applied.

Next we add the New Holiday **Tax Code** to the **Tax Area Rules** for the existing Regular **State Tax**. This allows us to continue collecting tax on items with HOLIDAY **Tax codes** when the event is over. Note that both **Tax Rates** are the same.
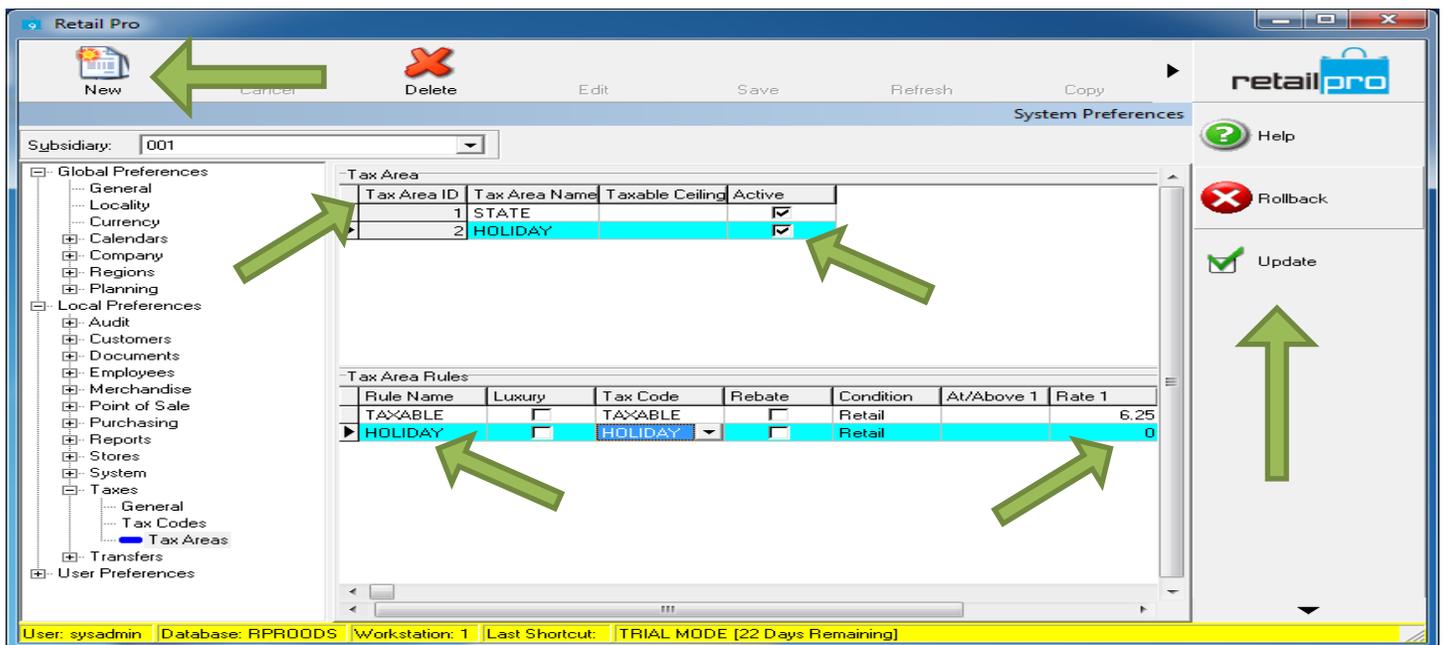
- **STEP 2 - Select Tax Areas > Highlight TAXABLE under Tax Area Rules and then > New.**

- **STEP 3 – Under the new Tax Area Rule assign the new Tax Code using the drop down.**

- **STEP 4 – Make sure the Tax Rate is the same as the Regular Tax Rate > Save.**

Next we need to add a new **Tax Area** named HOLIDAY to which we will also assign the same **Tax Area Rules** except on the HOLIDAY **Tax Area Rule** we will set the **Tax Rate** to **0.00** as shown in the following image.

- **STEP 5 – Highlight Tax Area ID > Select New > Assign Tax Area Name > Make Active > Repeat above steps with Tax Codes.**
  Be sure to apply a **Tax Rate** of **0.00** to the HOLIDAY **Tax Code** as pictured below > then chose **Update.**
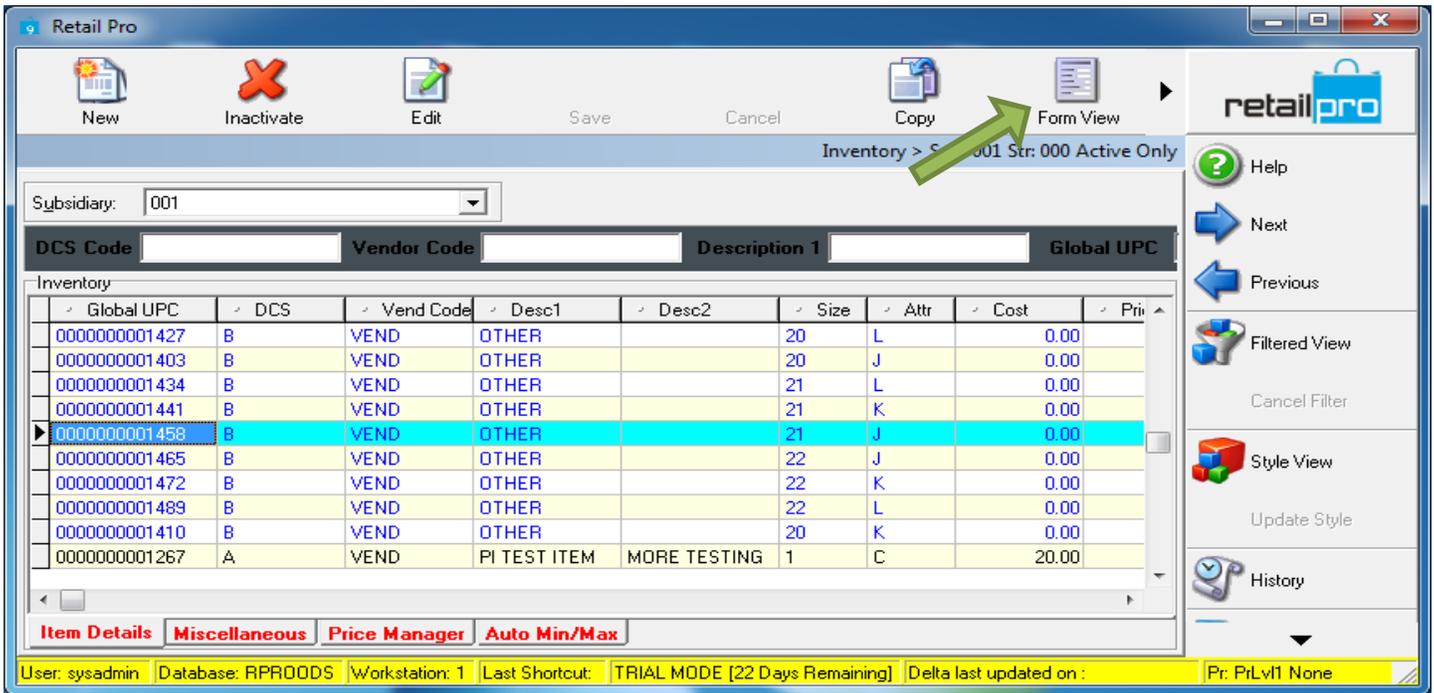

NOTE: Always remember to click the **Save** button after entering data and before moving on to next step. Once the **Tax Areas** and **Tax Rules** have been added you can click on **Update**.
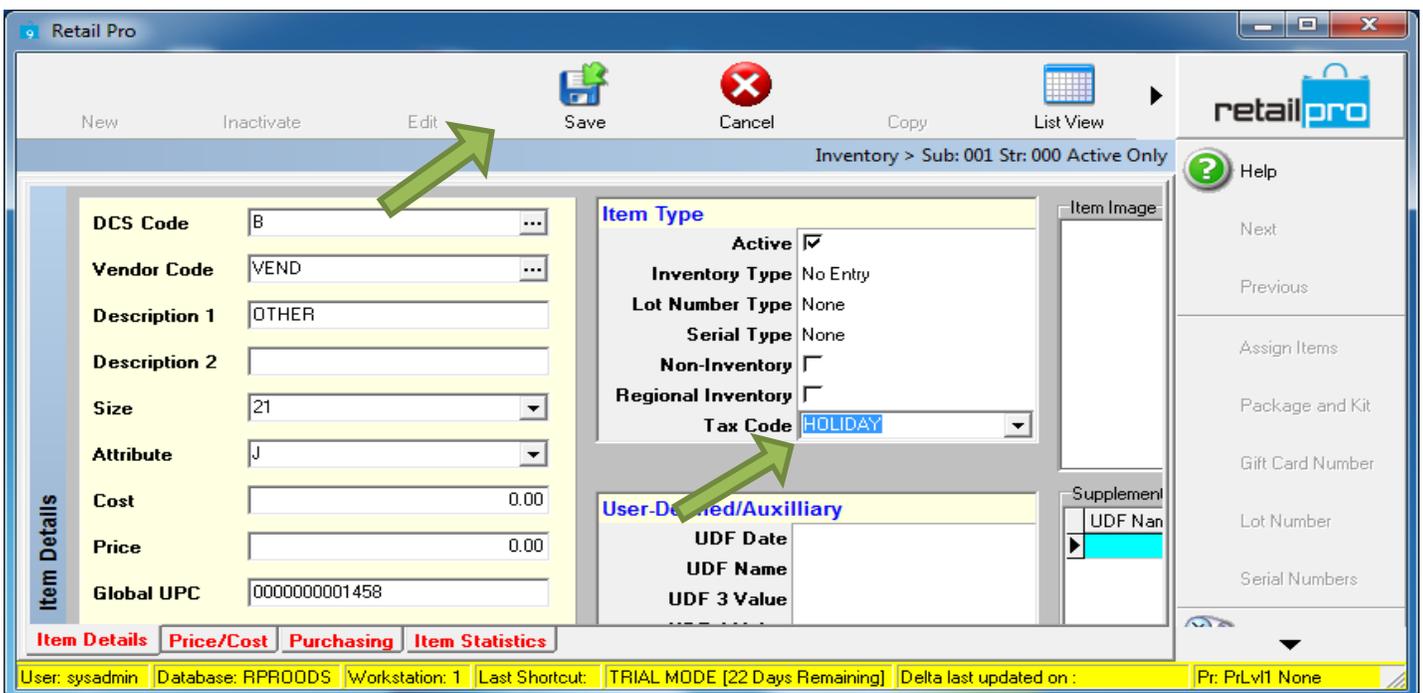
Now we will move on to assigning the new **Tax Code** HOLIDAY to specific items in our inventory.

NOTE: For the sake of this demo we will simply select a random item and to more easily display the **Item Properties** we will select **Form View.**

- **STEP 6 - Go to - Merchandise > Inventory -** (Use your regular method to search for an item to be modified} > **Form View.**

- **STEP 7 – Select Edit > Tax Codes > In drop down select new Tax Code then Save.**

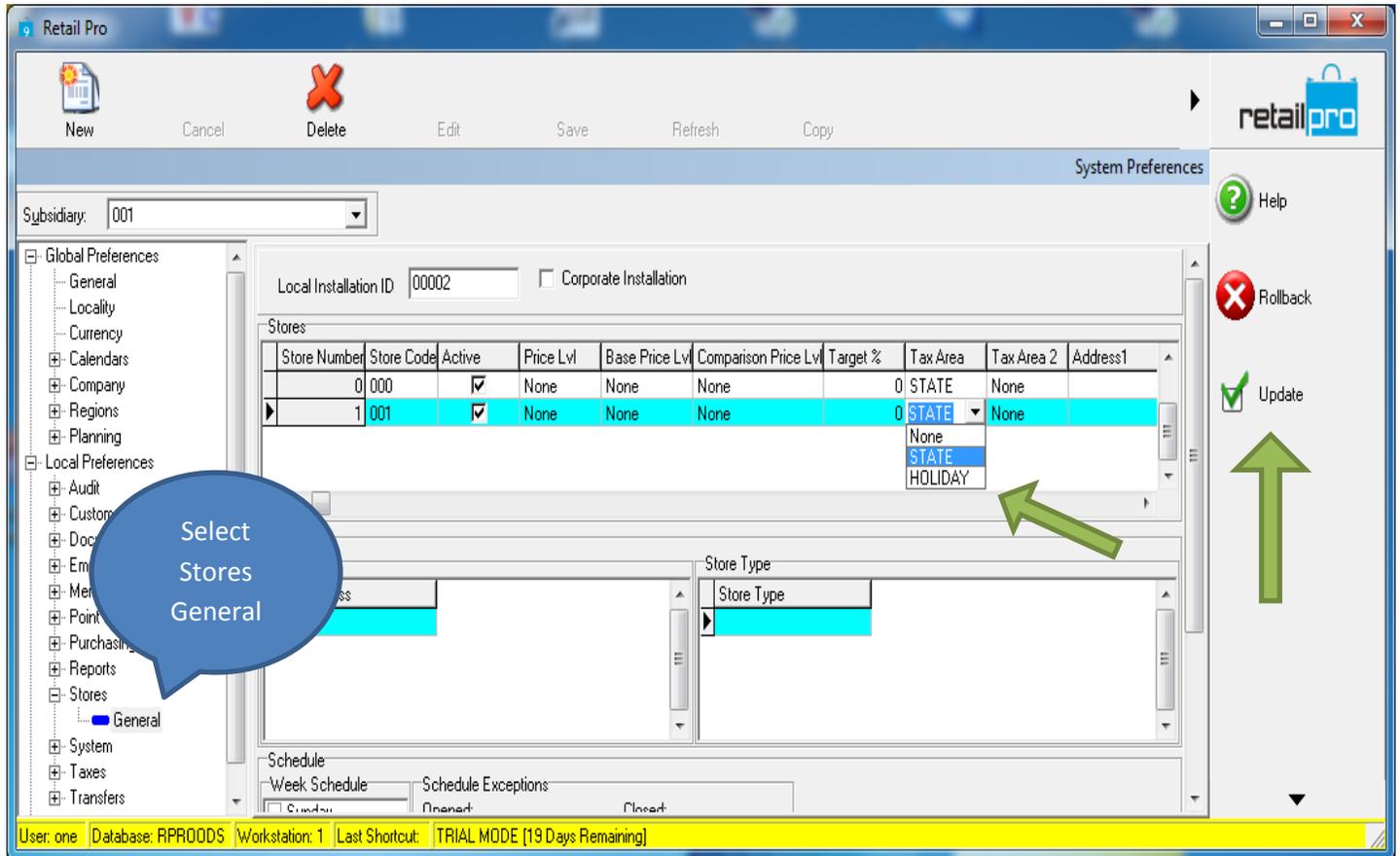## Repeat these steps with all items involved in the tax free event.

Now that your HOLIDAY items have been updated you can begin using the HOLIDAY **Tax Area**.

Following we will demonstrate the result of your new settings.

On the night before or day of the Tax Free event.

- **STEP 8 - Options > System > Preferences > Local Preferences > Stores > General**

Change the **Tax Area** to HOLIDAY (or whichever name you chose to use) for the specific store involved **> Update.**

CONCLUSION:

Using the following image you can verify that the HOLIDAY **Tax Area** and the HOLIDAY **Tax Codes** are taking effect.

NOTE: To more easily demonstrate we have added the **Tax $** and **Tax** (code) columns to display the results.

- **STEP 9 - Sales > Receipts > New   Enter Tax Free Item followed by a taxable Item.**

Notice that the item with the HOLIDAY **Tax Code** displays **0.00** dollars whereas the item with the TAXABLE **Tax Code** displays the dollar amount being taxed.

At the end of the tax free event

- **STEP 10 - Options> System Preferences > Local Preferences > Stores > General** and change the stores **Tax Area** back to TAXABLE.
- By using the **Tax Code** method for certain items once you revert back to TAXABLE **Tax Area**, all items with the HOLIDAY **Tax Code** will again start collecting the usual tax.

THAT IS ALL!