



TAX FREE HOLIDAY EVENT

November, 2013

Retail Pro v8

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.

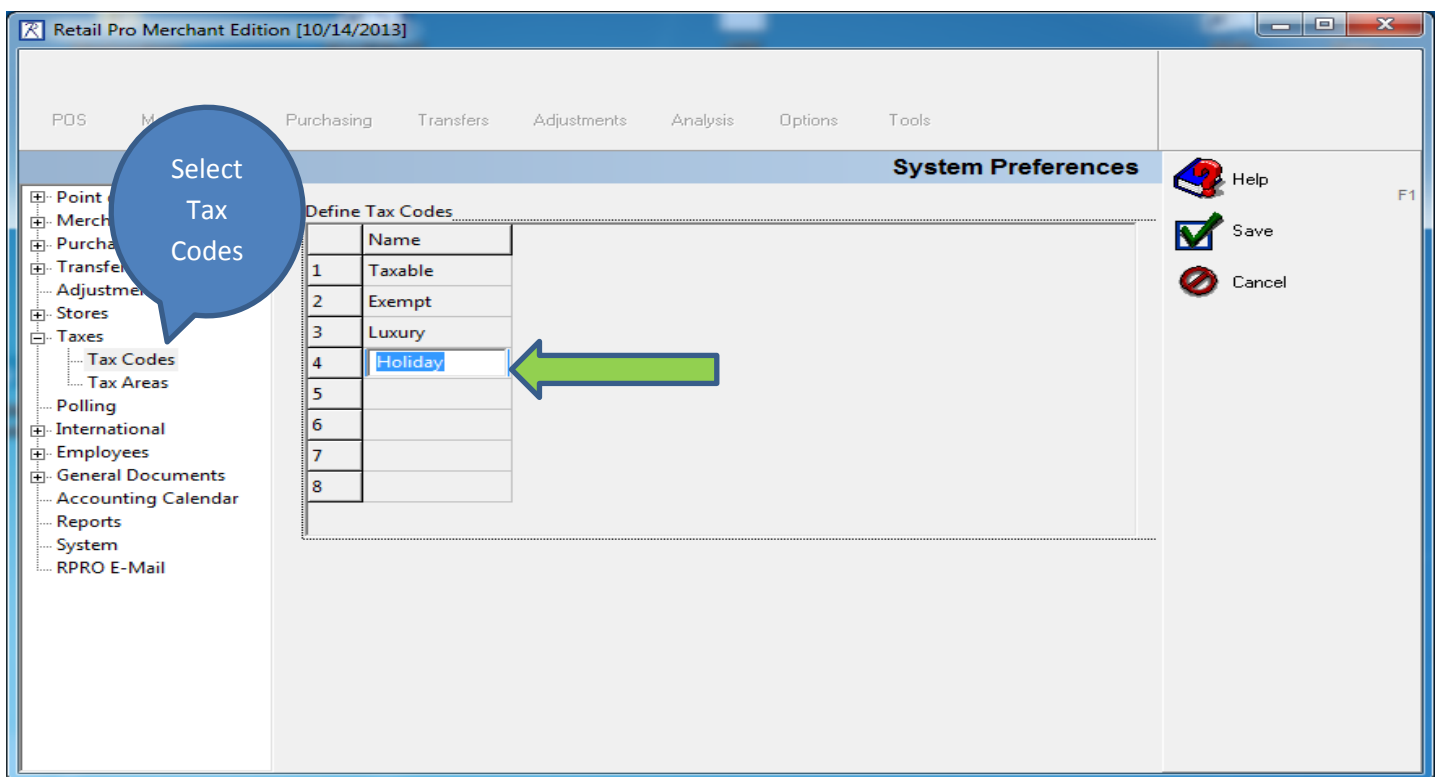
A few of things to know:

- 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 8

- **STEP 1 - Options > System Preferences > Taxes > Tax Codes > Type (the code name)**

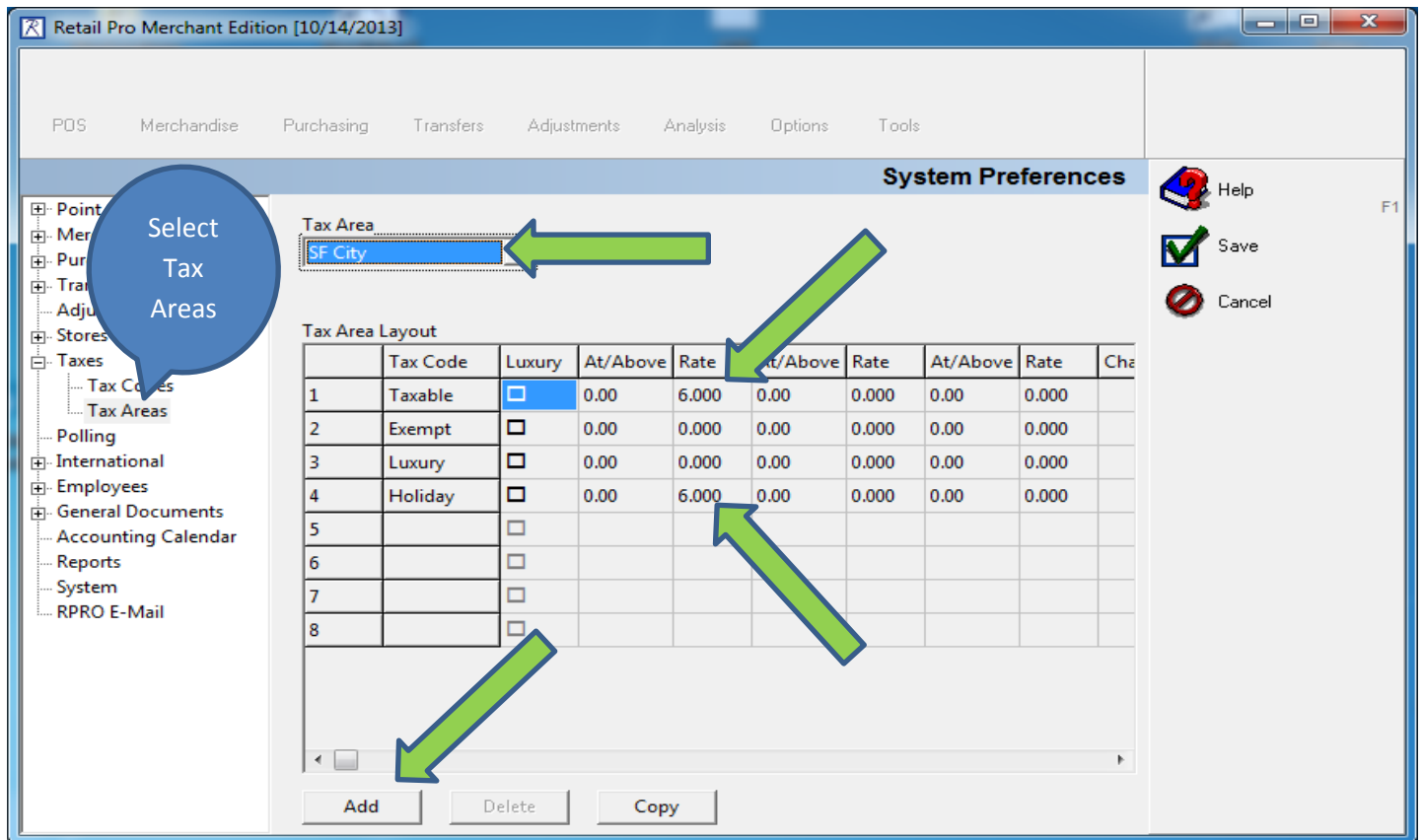
(For this example we have named it HOLIDAY)



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

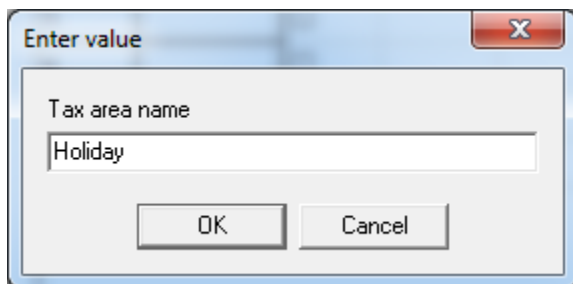
This allows us to continue collecting tax on items with **HOLIDAY Tax codes** when the event is over. Note that both **Tax Rates** are the same.

- **STEP 2 - Select Tax Areas > Use Drop Down and Select Existing Tax Area.**
(Notice there is already a Tax Code named Holiday)
- **STEP 3 – Under the Existing Tax Area make the Holiday Tax Rate the same as the Taxable Rate.**



Next we need to add a new **Tax Area** named **HOLIDAY**.

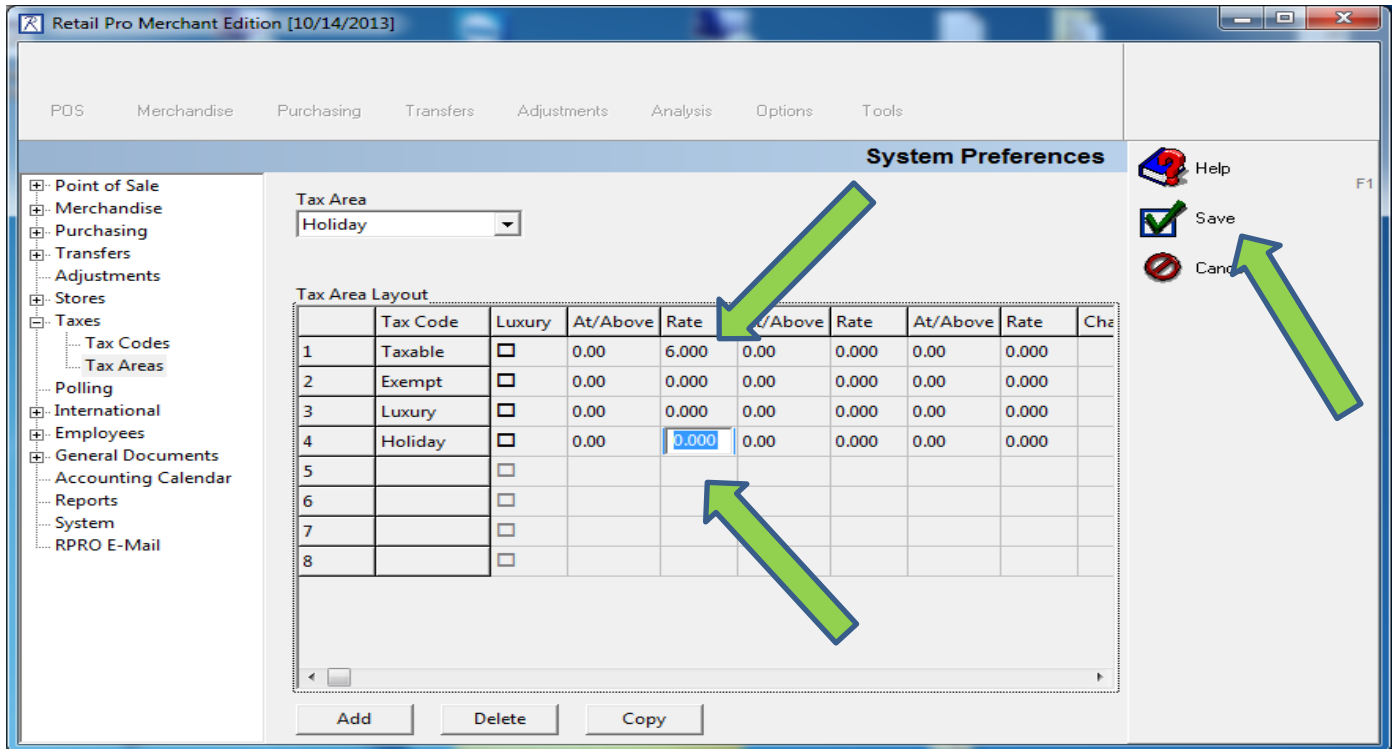
- **STEP 5 – Select Add > Assign Tax Area name (Holiday)**



Be sure to apply a **Tax Rate** of **0.00** to the **Holiday Tax Code** under the new **Holiday Tax Area**.

- **STEP 6 – Assign 0.00 Tax Rate under Holiday Tax Code and set Taxable Code Rate to regular rate > Save**

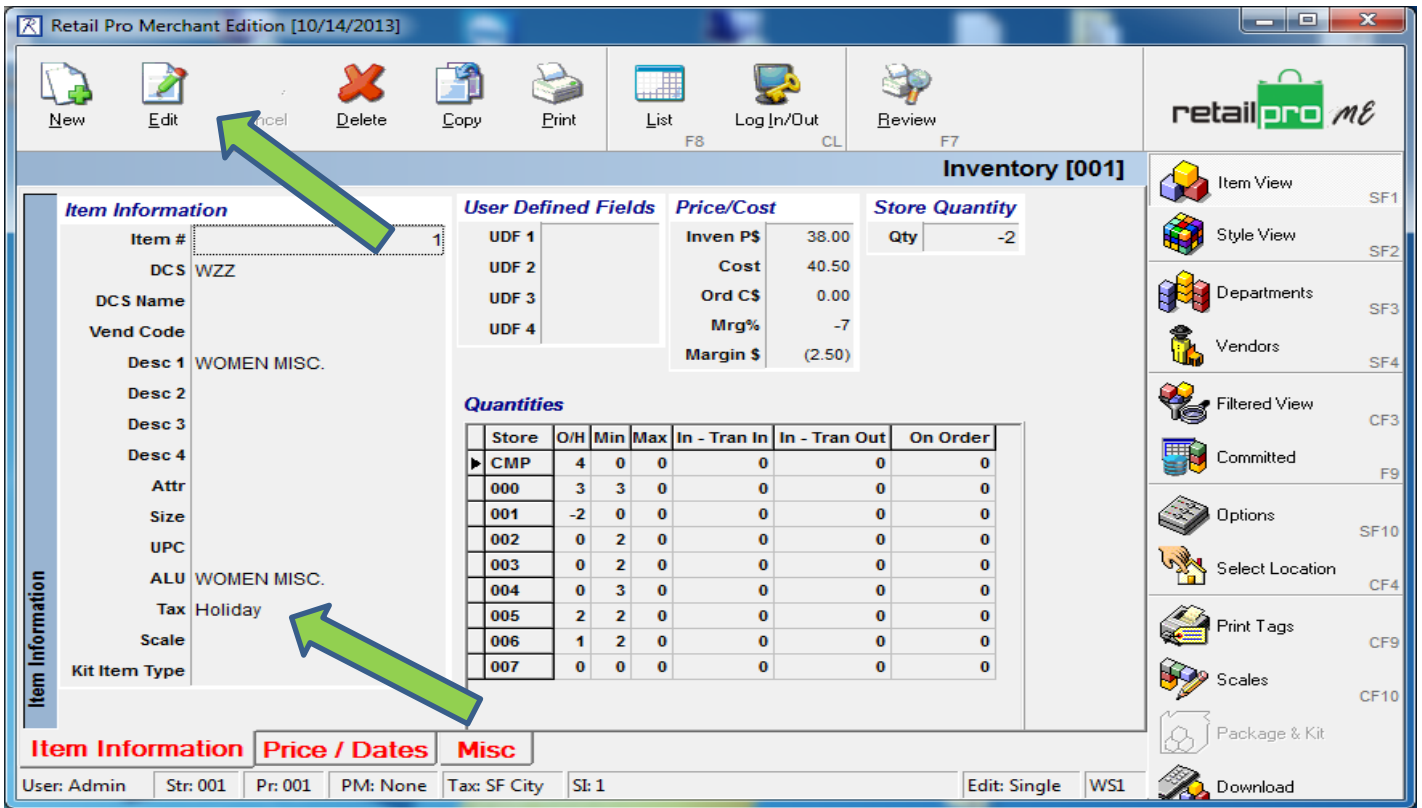
See below image.



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 7 - Got to Merchandise > Inventory - (Use regular method to search for an item to be modified)**
- **STEP 8 – Form View > Edit - Tax > Select Holiday > Save.**



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

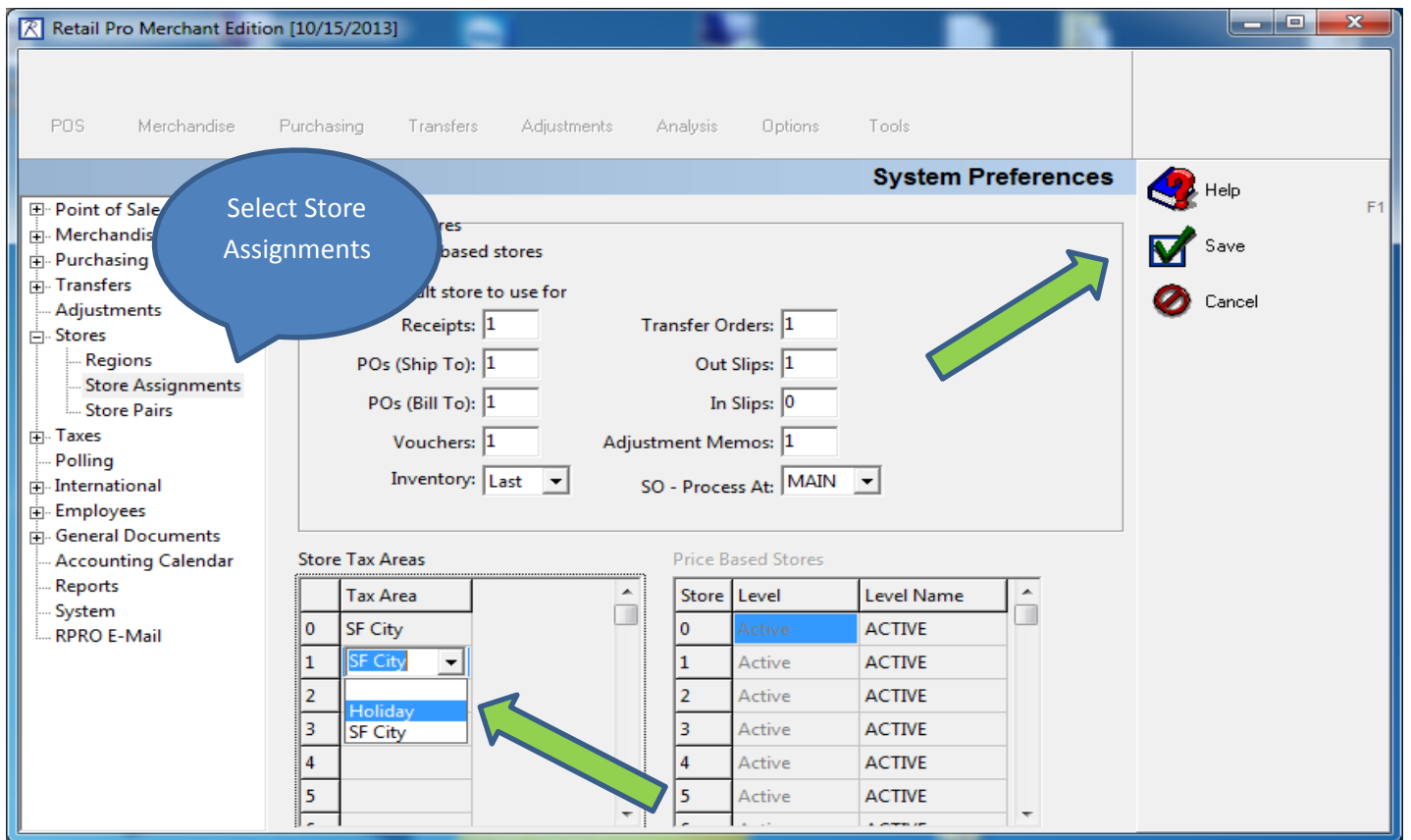
Now that your HOLIDAY items have been updated you can begin using the HOLIDAY Tax Area.

Following we will demonstrate the result of your new settings.

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

- **STEP 9 - Options > System > Preferences > Stores >Store Assignments.**

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



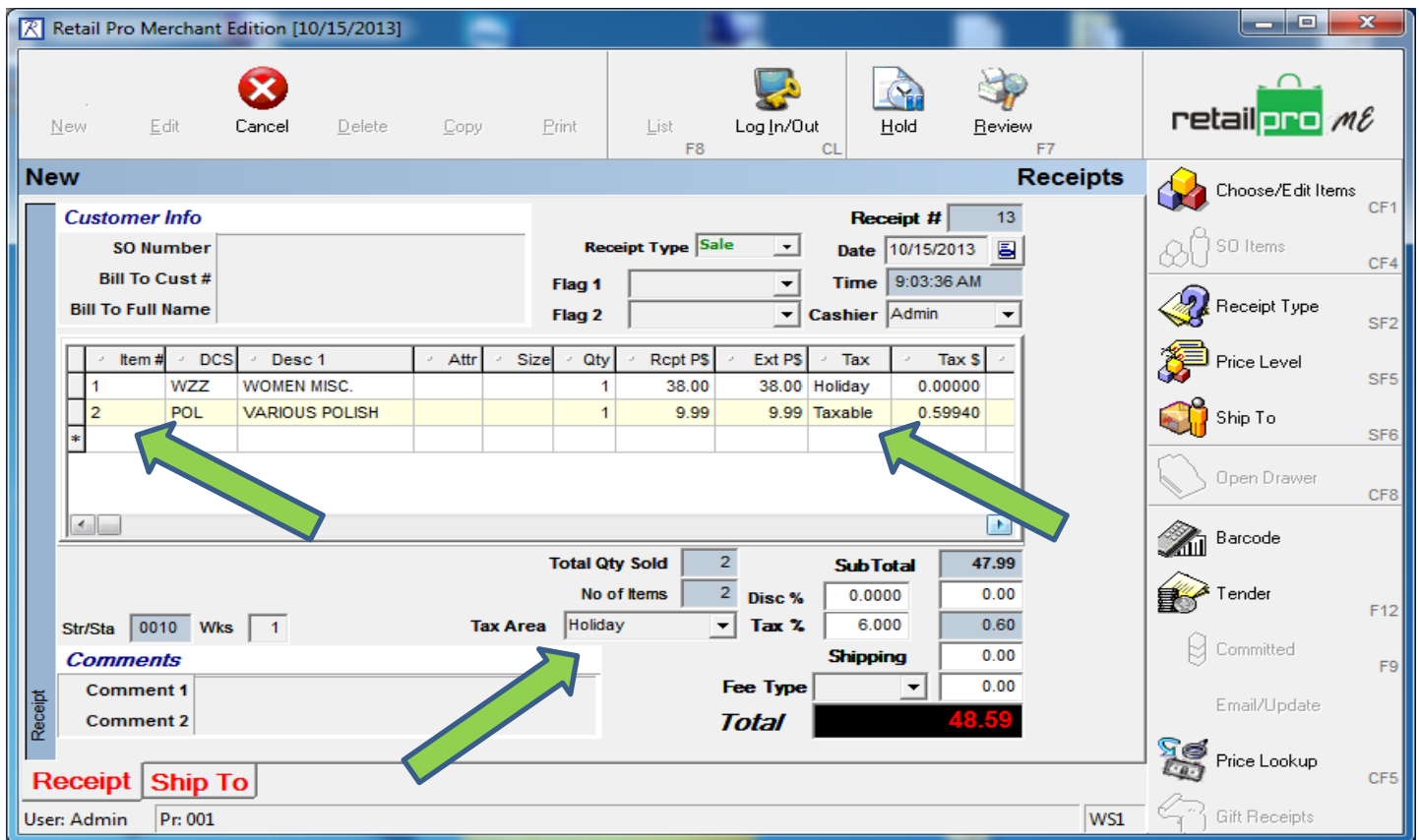
CONCLUSION:

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(code) and Tax \$ columns to display the results.

- **Step 10 - 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. Also notice the Tax Area as Holiday.



At the end of the tax free event

- **STEP 10 - Options > System Preferences > Stores > Store Assignments** 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!