



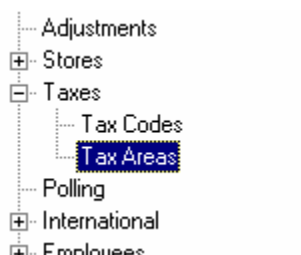
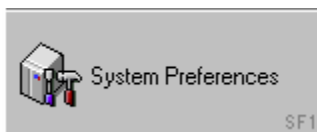
Feature of the Month- February 2011
How to change your tax rate

Every now and then your tax rate will change, below are the steps to change your current rate to the new rate.

IMPORTANT

Do not change the rate until you need it to change. The rate change takes place with the very next sale.

From the main screen of RPRO, go to Options>System Preferences>Taxes>Tax Areas.



Choose your tax area from the drop down list in upper left hand corner of your preference screen. Click in the RATE column that holds your current rate and enter your new rate right over the top of the old one. Repeat for all areas that need to be changed.

Tax Area
Sacramento

Tax Area Layout

	Tax Item	Tax Code	Luxury	Condition	At/Above	Rate	At/Above	Rate	At/Above	Rate	Char	Message
1	Taxable	Taxable	<input type="checkbox"/>	Retail	0.00	7.750	0.00	0.000	0.00	0.000		
2	Exempt	Exempt	<input type="checkbox"/>	Retail	0.00	0.000	0.00	0.000	0.00	0.000		
3			<input type="checkbox"/>									
4			<input type="checkbox"/>									
5			<input type="checkbox"/>									
6			<input type="checkbox"/>									
7			<input type="checkbox"/>									
8			<input type="checkbox"/>									
9			<input type="checkbox"/>									
10			<input type="checkbox"/>									
11			<input type="checkbox"/>									

Once you have made all of your changes, click on SAVE on side menu and you have successfully changed your tax rate.

