



## How to change your tax rate In Retail Pro Version 8

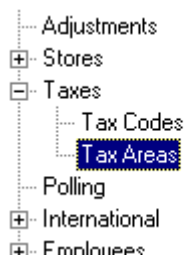
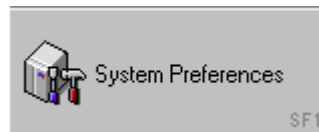
Periodically, your local tax rate may change. You need RPRO to reflect this change so you properly take in the correct tax dollars. Below are the steps to change your current rate to the new rate.

### IMPORTANT

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

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From the main screen of RPRO, got 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 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 changed all areas necessary, Click on “Save” on side menu.



The Tax Rate is now changed.

**Important Note:** For each location in a multi-store environment, the change will take place after the next polling cycle provided that tax areas are set to poll out in the station checklist.

\*Note: See the V8 Training video on “Changing Tax Rates” at [WWW.BigHairyDog.com](http://www.BigHairyDog.com) to see how to send new employees out to remote stores. Here is the link to the brief training video: <http://www.bighairydog.com/training/video.php?id=141> )