

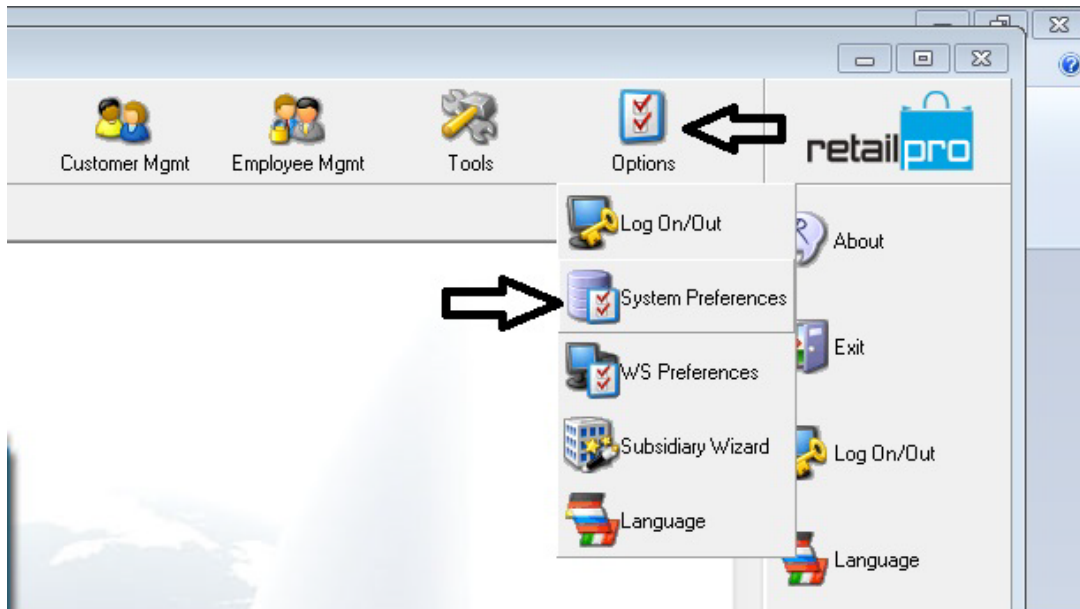


How to change your tax rate In Retail Pro Version 9

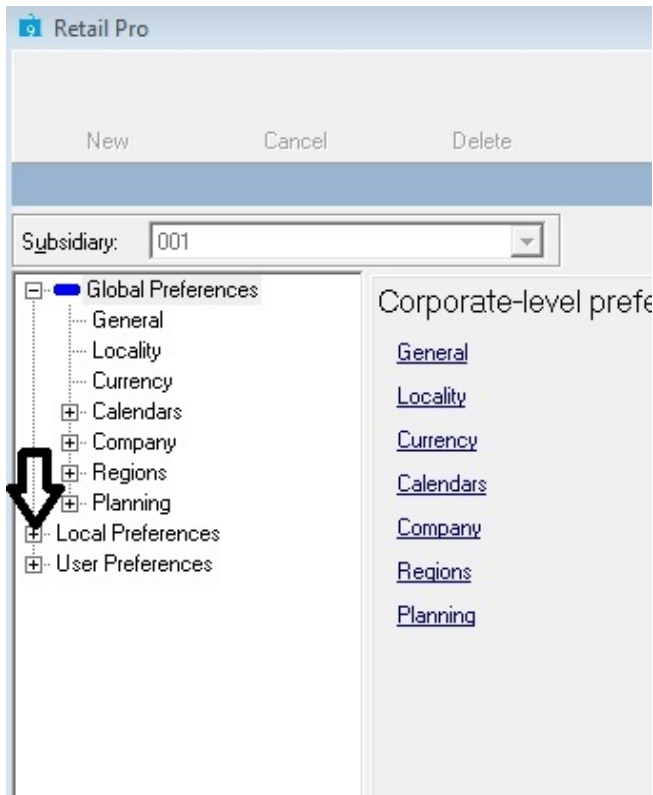
Periodically, your local tax rate may change. You need Retail Pro to reflect this change so you properly take in the correct tax dollars. Below are the steps to change your tax rate settings to the new rate.

IMPORTANT

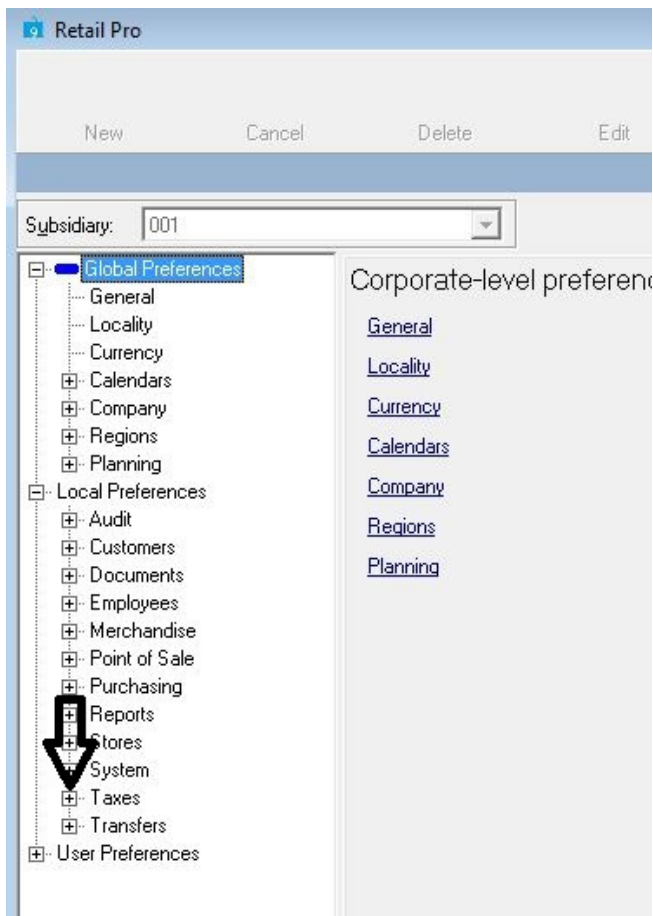
Do not change the rate until you need it to change. The rate change takes place with the very next sale.



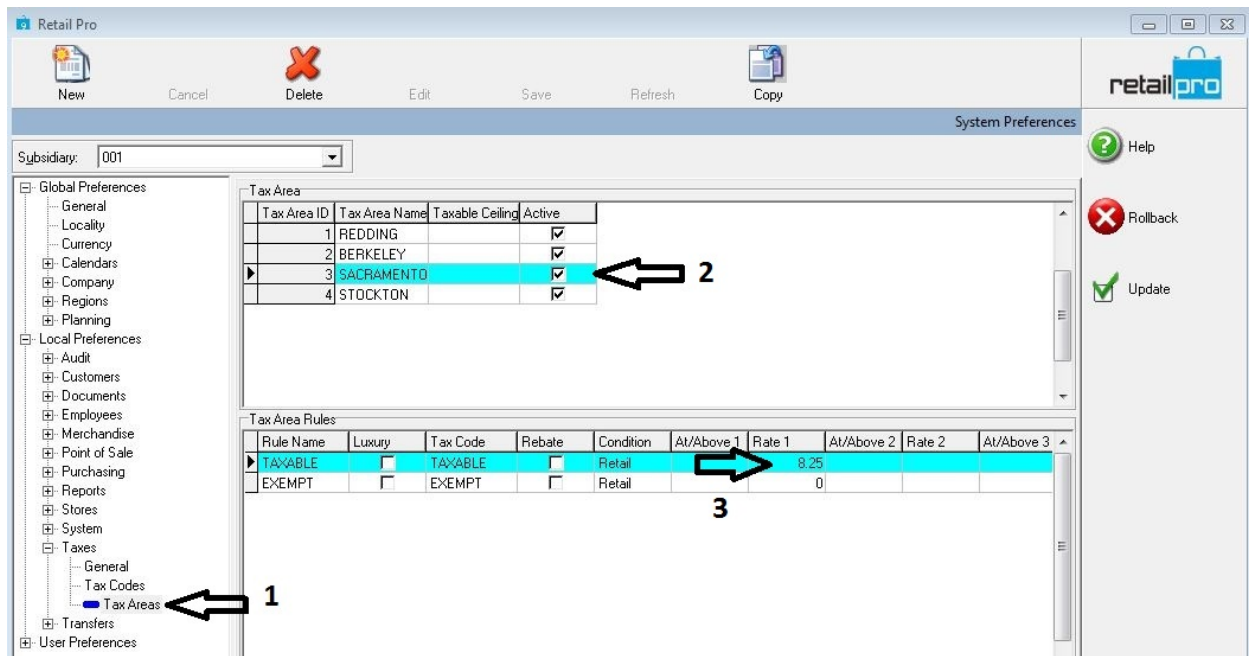
From the main Retail Pro screen, select “Options” and then “System Preferences”
*(*Note: A sysadmin level Retail Pro login is required to make these changes)*



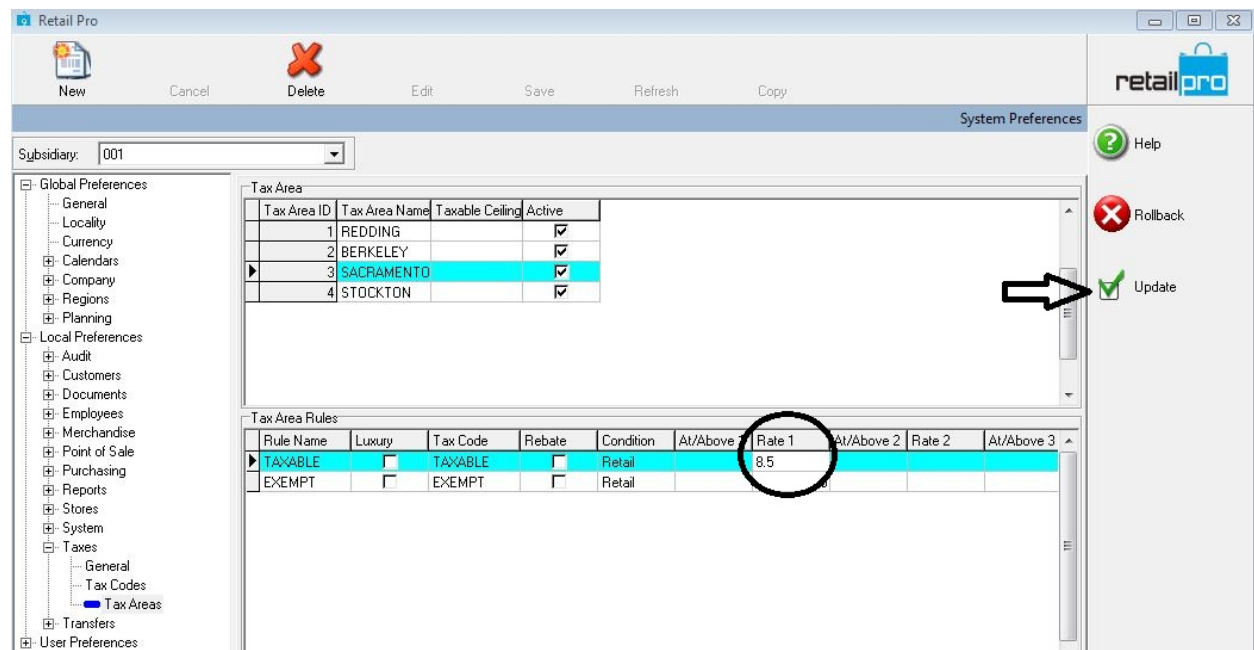
Select the “+” plus sign to the left of “Local Preferences”.



Then, Select the “+” plus sign to the left of “Taxes”.



1. Click “Tax Areas”
2. At the top window, select the Tax Area where you want to adjust the rate.
3. In the bottom window, click in the rate field.



- Change the tax rate to the desired percentage.
- And then Click “Update”.
- **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.

See the V9 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=159>