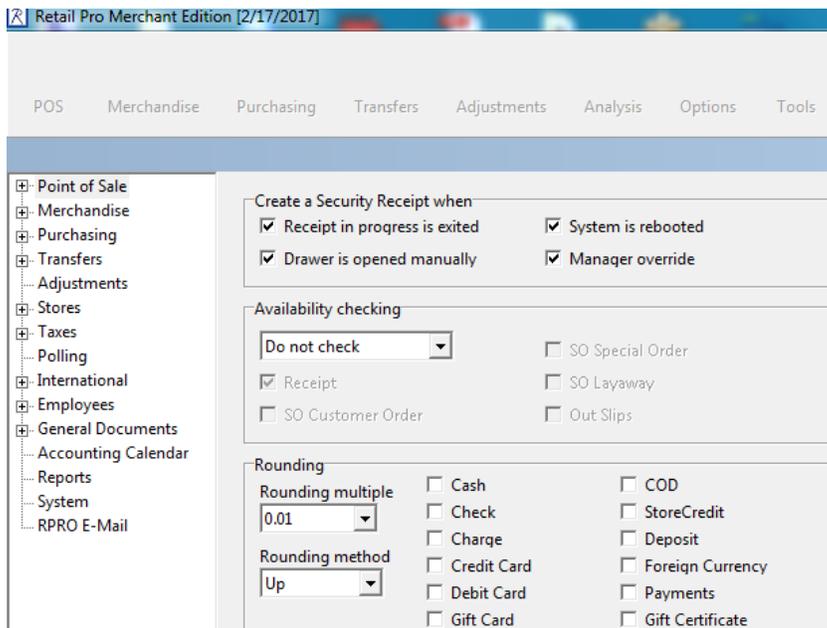# Tax Free Event

Version 8

The following document will show how you may setup a Tax Code to be used with items involved in Tax Free Events such as Back to School Weekend or Tax Free Holidays. After completing these steps, your items will be set to quickly change tax rates without affecting the rest of your inventory

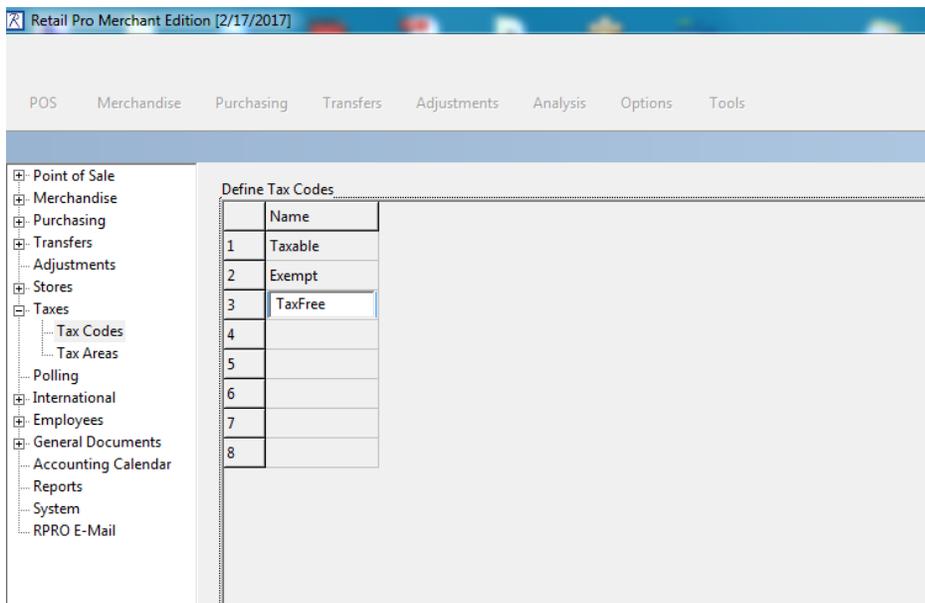**These Instructions are for RetailPro V8**

1. **Select options>System Preferences**

2. Now expand Taxes from the left side menu

3. Next Choose Tax Codes and create a new tax code for your Tax Free Event

4. Now go to Tax Areas and select your Tax Area from the drop down menu at the top

POS   Merchandise   Purchasing   Transfers   Adjustments   Analysis   Options   Tools

⊞ Point of Sale
⊞ Merchandise
⊞ Purchasing
⊞ Transfers
⋯ Adjustments
⊞ Stores
⊟ Taxes
   ⋯ Tax Codes
   ⋯ Tax Areas
⋯ Polling
⊞ International
⊞ Employees
⊞ General Documents
⋯ Accounting Calendar
⋯ Reports
⋯ System
⋯ RPRO E-Mail

Tax Area

CALAVERAS ▼

Tax Area Layout

	Tax Code	Luxury	At/Above	Rate	At/Above	Rate	At/Above	Rate	Char	Message
1	Taxable	☐	0.00	8.250	0.00	0.000	0.00	0.000		
2	Exempt	☐	0.00	0.000	0.00	0.000	0.00	0.000		
3	Tax Fre	☐	0.00	0.000	0.00	0.000	0.00	0.000		
4		☐								
5		☐								
6		☐								
7		☐								
8		☐								

5. **Now change the rate on the new Tax code you created down at the bottom to match your current tax rate**

6. **Save your work from the right side menu, then let's go assign our new Tax Code to the appropriate inventory. Go to Merchandise>Inventory and here find the items to be included in your Tax Free Event**

New   Edit   Cancel   Delete   Copy   Print   Form   Log In/Out   Review
                                            F8   CL   F7

Search: ▼

Item #	DCS	Vend Code	Desc 1	Desc 2	Attr	Size	Qty	Inven P$	Cost	Serial	Non-Invent...	Qty Decim...
267	ACSCK	FORBAR	510	Socks Ad -Bear Vertical Stripe	626017	10-...	10	$7.50	$3.50		☐	0
268	ASJW...	HAPPYW	lg gemstones-c	citrine earrings			10	$20.00	$10.00		☐	0
269	ACSCK	FORBAR	903	Socks Kd - Plaid Snowman	613383	4-6	10	$6.50	$2.95		☐	0
270	ASJW...	HAPPYW	lg gemstones-t	turquoise earrings			10	$20.00	$10.00		☐	0
271	ASJW...	HAPPYW	lg butterfly charm	butterfly charm earrings			10	$20.00	$10.00		☐	0
272	ACSCK	FORBAR	903	Socks Kd - Raccoon face/prints	439495	4-6	10	$6.50	$3.60		☐	0
273	ACSCK	FORBAR	903	Socks Kd - Raccoon face/prints	439501	6-8	10	$6.50	$3.60		☐	0
274	ACSCK	FORBAR	903	Socks Kd - Bear coming and go	399652	4-6	10	$6.50	$2.95		☐	0
275	ACSCK	FORBAR	903	Socks Kd - Flannel Bear	518534	4-6	10	$6.50	$2.95		☐	0
276	ACSCK	FORBAR	903	Socks Kd - Flannel Bear	518541	6-8	10	$6.50	$2.95		☐	0
277	ASJW...	HAPPYW	lg gemstones-eq	epidote quartz earrings			10	$24.00	$12.00		☐	0
278	ACSCK	FORBAR	903	Socks Kd - Raccoon fun	497761	4-6	10	$6.50	$2.95		☐	0
279	ASJW...	HAPPYW	lg gemstones-a	azurite earrings			10	$24.00	$12.00		☐	0
280	ASJW...	HAPPYW	lg gemstones-j	jasper earrings			10	$24.00	$12.00		☐	0
281	ACSCK	FORBAR	903	Socks Kd - Bear Fun	485218	4-6	10	$6.50	$3.60		☐	0
282	ACSCK	FORBAR	903	Socks Kd - Bear Fun	486055	6-8	10	$6.50	$3.60		☐	0
283	ASJW	HAPPYW	lg gemstones-tg	turquoise earrings			10	$24.00	$12.00		☐	0

7. **Go to Form up at the top and then choose edit. Change the Tax Code to the new one you created from the drop down menu under Tax**

8. **Now your items are setup with a new Tax Code. They will ring up with the same tax rate as the rest of your inventory until you are ready for the Tax Free Event.**
9. **When you are ready to begin your Tax Free Event, go back to System Preferences>Taxes>Tax Areas and modify the rate under that new Tax Code you created to be 0.00.**

Congratulations! You're done

Your Tax Free items will ring up with 0 tax while the rest of your inventory rings up with your normal tax rate

To turn it off, simply go back to System Preferences>Taxes>Tax Rates and modify the rate of your new code to match your normal tax rate