

A RETAILER'S BEST FRIEND.



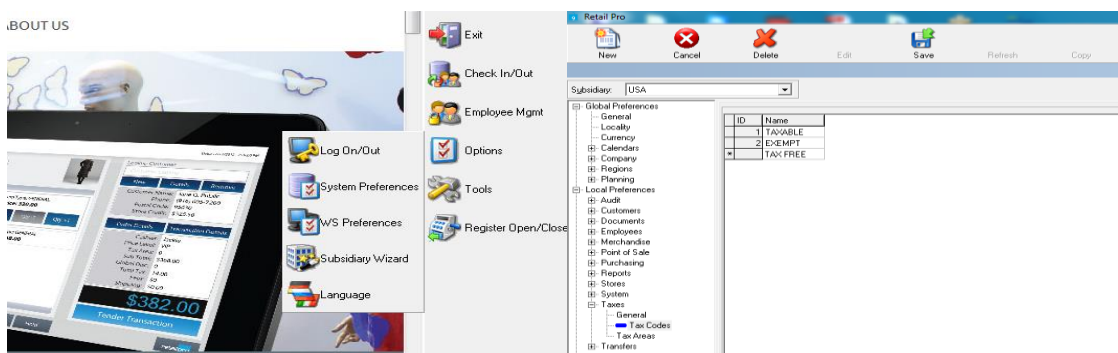
Tax Free Event

Version 9

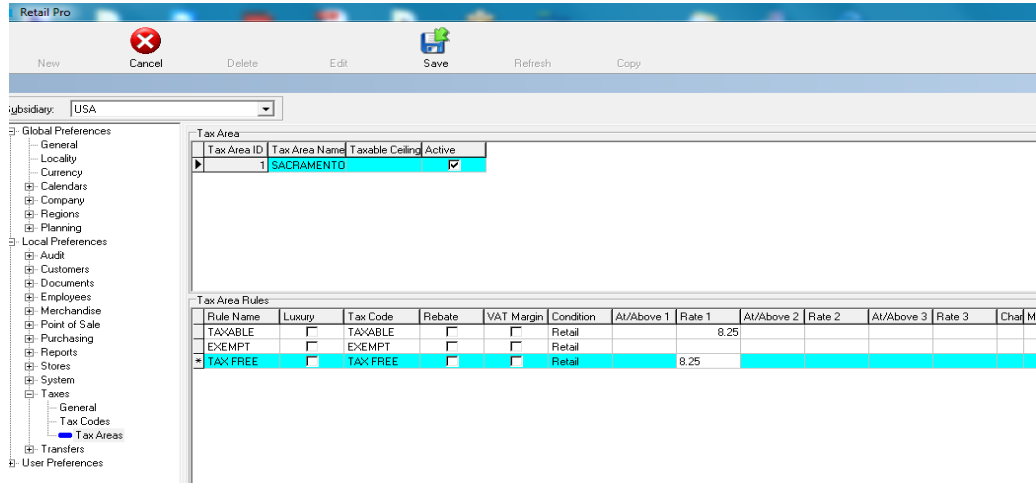
The following document will show how you may setup a Tax Code to be used with items involved in Tax Free Events such as Back to School Weekend or Tax Free Holidays. After completing these steps, your items will be set to quickly change tax rates without affecting the rest of your inventory

These Instructions are for RetailPro V9

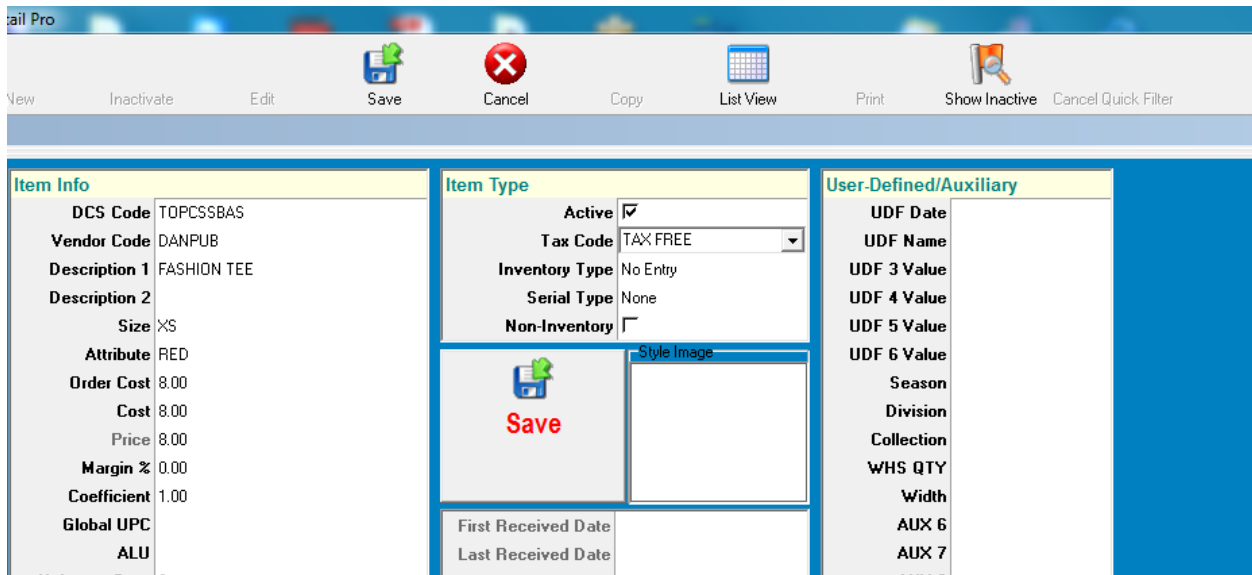
1. Go to options>system preferences>Taxes>Tax Codes then Select New (you can name the new tax code as you like)



2. Select Tax Areas, then highlight Taxable under Tax Area Rules, then notice the new button at the top, push that button
3. Under the new Tax Area Rule assign the new Tax Code using the drop down menu
4. Edit the Tax rate to be the same as your normal Tax Rate (this will be useful in just a bit) Save



5. Great! You're done creating the Tax Area, now we need to go to your Inventory
6. Go to Form View, Select Edit>Tax Codes>Select your new Tax Code and Save (note this does not immediately update your tax rate to 0.00, more on the next step) Do this for all inventory you want to be included in the Tax Free Event. Save, you're done for now. Your Tax Free items will behave the same as the rest of your inventory until you are ready to start your event



7. When you are ready to start your event go to Options>System Preferences>Local Preferences>Stores>General. Change the rate on your new Tax Area Rule to 0.00

Retail Pro

Subsidiary: USA

Global Preferences

- General
- Locality
- Currency
- Calendars
- Company
- Regions
- Planning
- Local Preferences
 - Audit
 - Customers
 - Documents
 - Employees
 - Merchandise
 - Point of Sale
 - Purchasing
 - Reports
 - Stores
 - System
 - Taxes
 - General
 - Tax Codes

Tax Area

Tax Area ID	Tax Area Name	Taxable Ceiling	Active
1	SACRAMENTO		<input checked="" type="checkbox"/>

Tax Area Rules

Rule Name	Luxury	Tax Code	Rebate	VAT Margin	Condition	At/Above 1	Rate 1	At/Above 2	Rate 2	At/Above 3
TAXABLE	<input type="checkbox"/>	TAXABLE	<input type="checkbox"/>	<input type="checkbox"/>	Retail		8.25			
EXEMPT	<input type="checkbox"/>	EXEMPT	<input type="checkbox"/>	<input type="checkbox"/>	Retail					
TAX FREE	<input type="checkbox"/>	TAX FREE	<input type="checkbox"/>	<input type="checkbox"/>	Retail		0.00			

8. Congratulations! You've created your Tax Free Event. Make sure you change the rate on your Tax Free Area Rule back to it's normal rate when it's done