

Massachusetts Tax Increase

There are two parts to configuring the new MA tax properly. First, you need to configure the rate and second you need to tell the software what items are now taxed at this rate. The following are instructions for making these changes.

Keep in mind that if you have more than one tax rate already configured your procedure may differ slightly from the instructions.

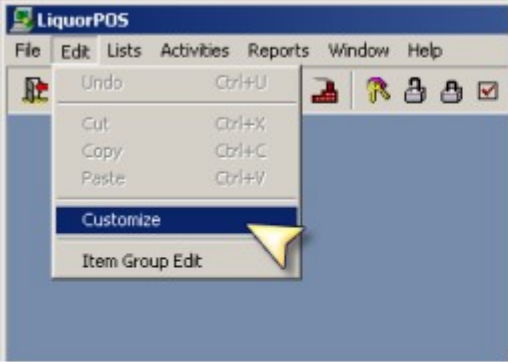
Part 1 - Set the Tax Rate

The tax rate must be configured in Customize on EVERY COMPUTER.

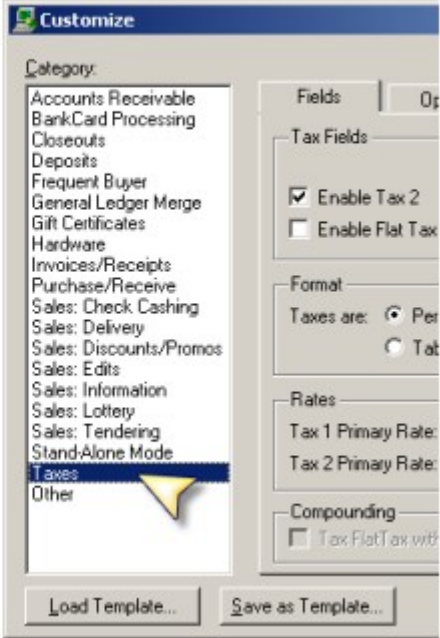
Step 1

Go to the **Edit** menu, click on **Customize** and select the **Taxes** category in the Customize window.

Edit Menu



Taxes Category



Mass Tax

Step 2

Once you have selected the **Taxes** category you will see the **Tax 1 Primary Rate** field. This is where you need to make the tax rate change. Enter the rate as a decimal and then click **OK**.

The screenshot shows the 'Customize' dialog box with the 'Options' tab selected. The 'Category' list on the left has 'Taxes' selected. The 'Tax Fields' section includes 'Tax 1 Label' (Sales Tax), 'Enable Tax 2', 'Tax 2 Label', 'Enable Flat Tax', and 'Flat Tax Label'. The 'Format' section has 'Percentage-based' selected. The 'Rates' section shows 'Tax 1 Primary Rate' (0.06250) and 'Tax 2 Primary Rate' (0.00000). A blue arrow points to the 'Tax 1 Primary Rate' field. The 'Compounding' section has three unchecked checkboxes: 'Tax Flat Tax with Tax1', 'Tax Flat Tax with Tax2', and 'Tax Tax1 with Tax2'. Buttons at the bottom include 'Load Template...', 'Save as Template...', 'OK', 'Cancel', and 'Apply'.

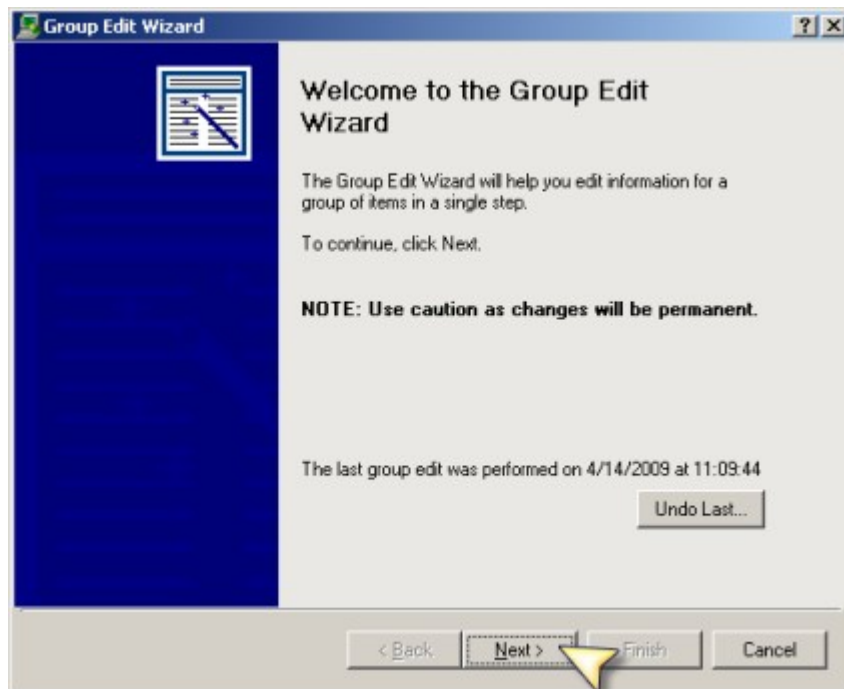
Part 2 - Change Item Tax Settings

Only perform the Group Edit on ONE COMPUTER. Changes made using Group Edit will apply to all computers running LiquorPOS.

You may need to enable Group Edit for the menu option to be available. Go to Edit>Customize>Other and check the box next to 'Enable Item Group Edit Menu Selection on this Machine.'

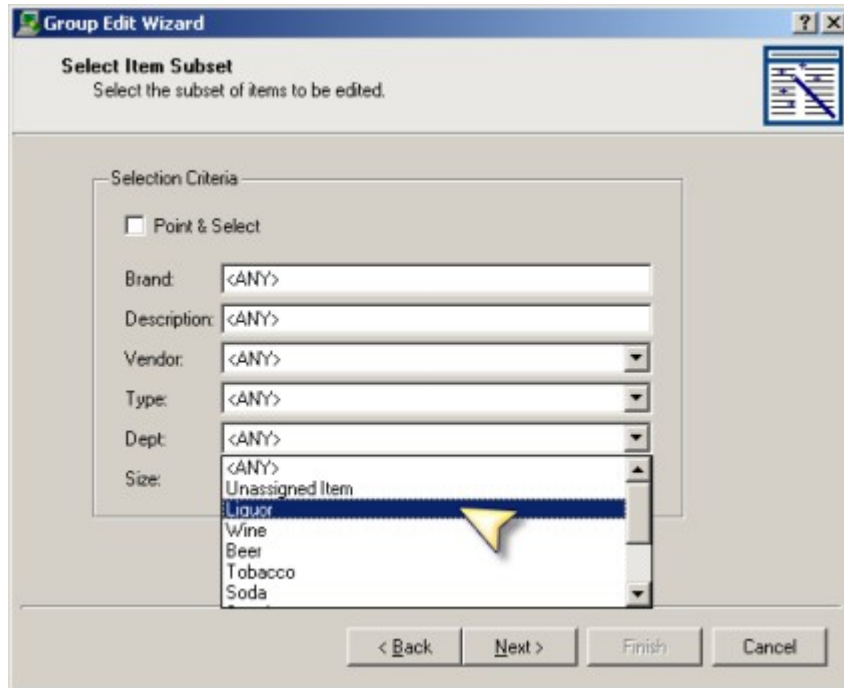
Step 1

Go to the **Edit** menu and click on **Item Group Edit**. This will launch the Group Edit wizard. Click **Next** to proceed with the wizard.

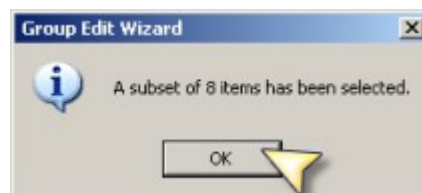


Step 2

You will now need to select the group of items you need to change the tax setting for. Most likely you will make the change by **Department**. So, click on the down arrow next to **Dept** and select the department you want to make a change to. Changes can also be made by type or any of the other criteria you see. Click **Next** after making the department selection.

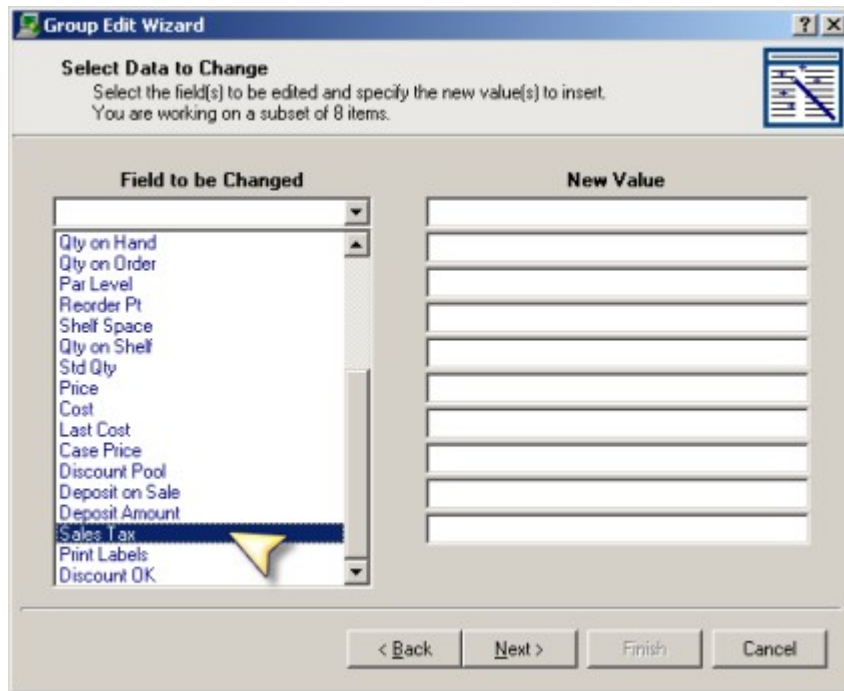


The wizard will prompt you with the number of items that have been selected according to the criteria you specified. Make sure this number makes sense. If you selected the liquor department this number should correspond to the number of different items you would expect to have in that department. Click **OK** to proceed.

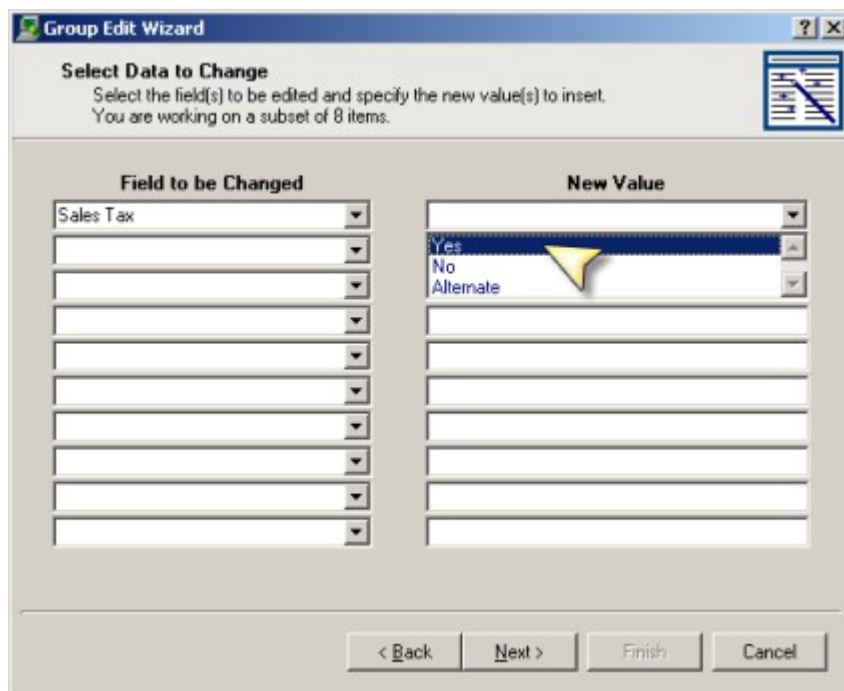


Step 3

After selecting the group of items you want to make a change to you need to tell the software what you want to change. Using the pull down menu, scroll down the list and double click on **Sales Tax**.



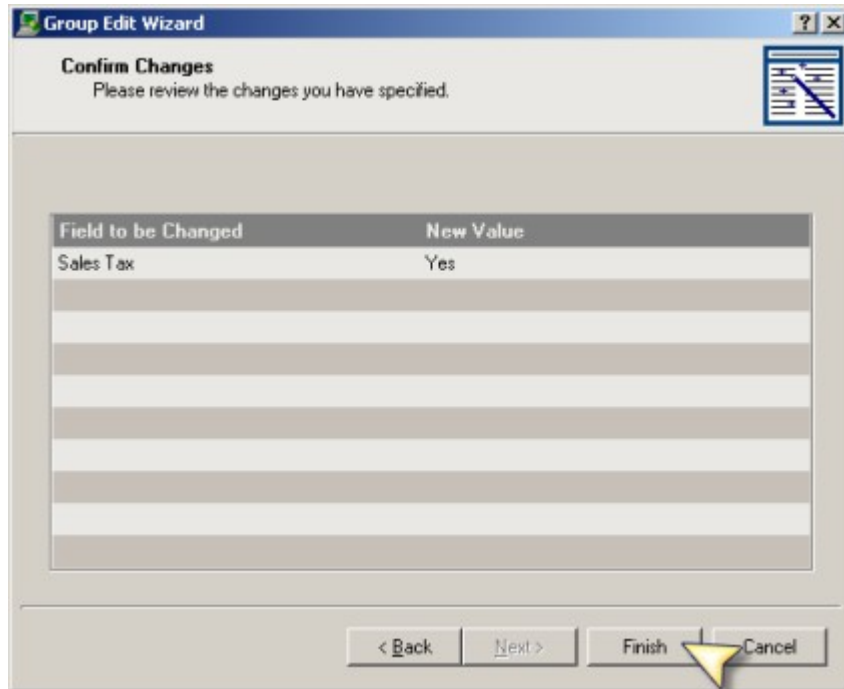
After you select the field to be changed it will ask you what you want to change the field to. Under **New Value** double click on **Yes**. When you have made the selection click **Next** to proceed.



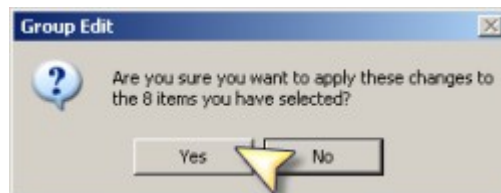
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Step 4

You will be asked to confirm the changes. Review the information to make sure it is correct and click **Finish** to proceed.

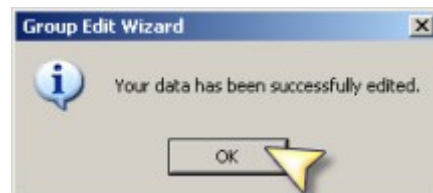


The wizard will prompt you a second time to confirm the changes. Click **Yes** to proceed.



Step 5

The wizard will process the changes and tell you when it has finished. Click **OK** to finish the wizard.



Finish - Perform Group Edit on Additional Departments

As there are several types of item the new tax applies to, you will need to repeat the **Group Edit** process for any additional departments.