



# Adjusting Tax Rates and Groups

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# Overview of Tax Rates and Groups

Tax rates and tax groups are required to properly charge customers taxes. They are set up within the POS, and cannot be adjusted at corporate.

A tax group is what holds specific tax rates. Multiple groups can be created, giving a wide variety of taxing options for items. Up to 4 tax rates can be assigned, and any combination of these rates can be applied to tax groups.

management | TAXES 

Group Description	Apply Tax 1	Apply Tax 2	Apply Tax 3	Apply Tax 4
NON-TAXABLE	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
TAXABLE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2 total tax groups

close

tax rates

edit

new

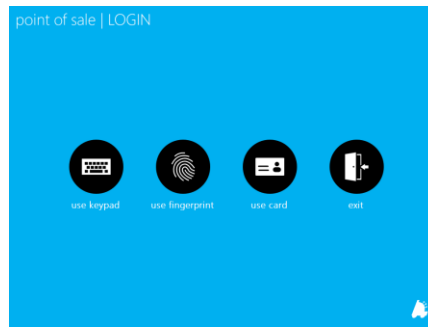


## Adjusting Tax Rates

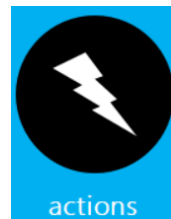
1. Open the POS by double clicking the POS icon



2. Log into the POS

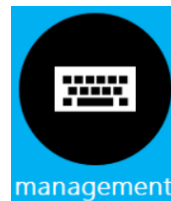


3. Choose "actions"

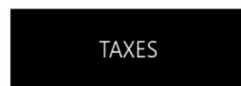


*FastTraxPOS*

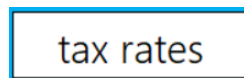
4. Choose "management"



5. Choose "TAXES"




6. Choose "tax rates"





7. This screen allows you to adjust tax rate(s) and the name of the rate(s)

management | TAX RATE DETAILS 

tax rate 1:	<input type="text" value="5.00"/>	%	tax rate 1 name:	<input type="text" value="STATE TAX"/>
tax rate 2:	<input type="text" value="5.00"/>	%	tax rate 2 name:	<input type="text" value="CITY TAX"/>
tax rate 3:	<input type="text" value="2.50"/>	%	tax rate 3 name:	<input type="text" value="COUNTY"/>
tax rate 4:	<input type="text" value="0"/>	%	tax rate 4 name:	<input type="text"/>

8. When done, choose "save"

save

Tax rates are set at each store. If in a corporate environment, it is **very** important to make sure that every store and corporate have the tax groups set up in the same order. Failure to do this could cause taxing or reporting issues.

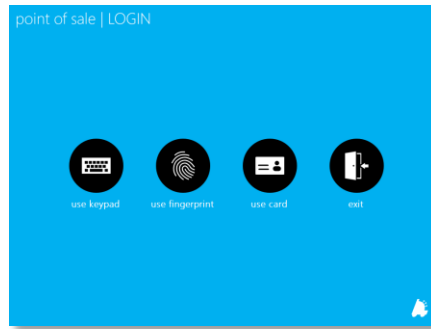


## Adjusting Tax Groups

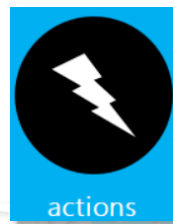
1. Open the POS by double clicking the POS icon



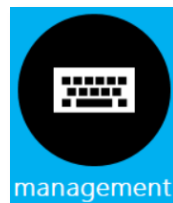
2. Log into the POS



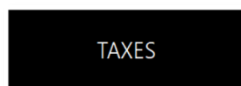
3. Choose "actions"




4. Choose "management"



5. Choose "TAXES"





management | TAXES 

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2 total tax groups

close tax rates edit new

Tax groups are what tax rates are associated with. New tax groups can be created by choosing the “new” button, and existing tax groups can be altered by highlighting a group and choosing the “edit” button. When creating or editing a tax group, tax rates are assigned to the group(s).



## How Taxes Are Applied To Items

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Individual items are taxed based on the “department” that they are in. Departments are tied to a specific “POS Flag”. The “POS Flag” is what contains the tax group. So, tax rates are associated to items in the following order:

Tax Rate(s) → Tax Group → POS Flag → Department → Item

*FasTraxPOS*