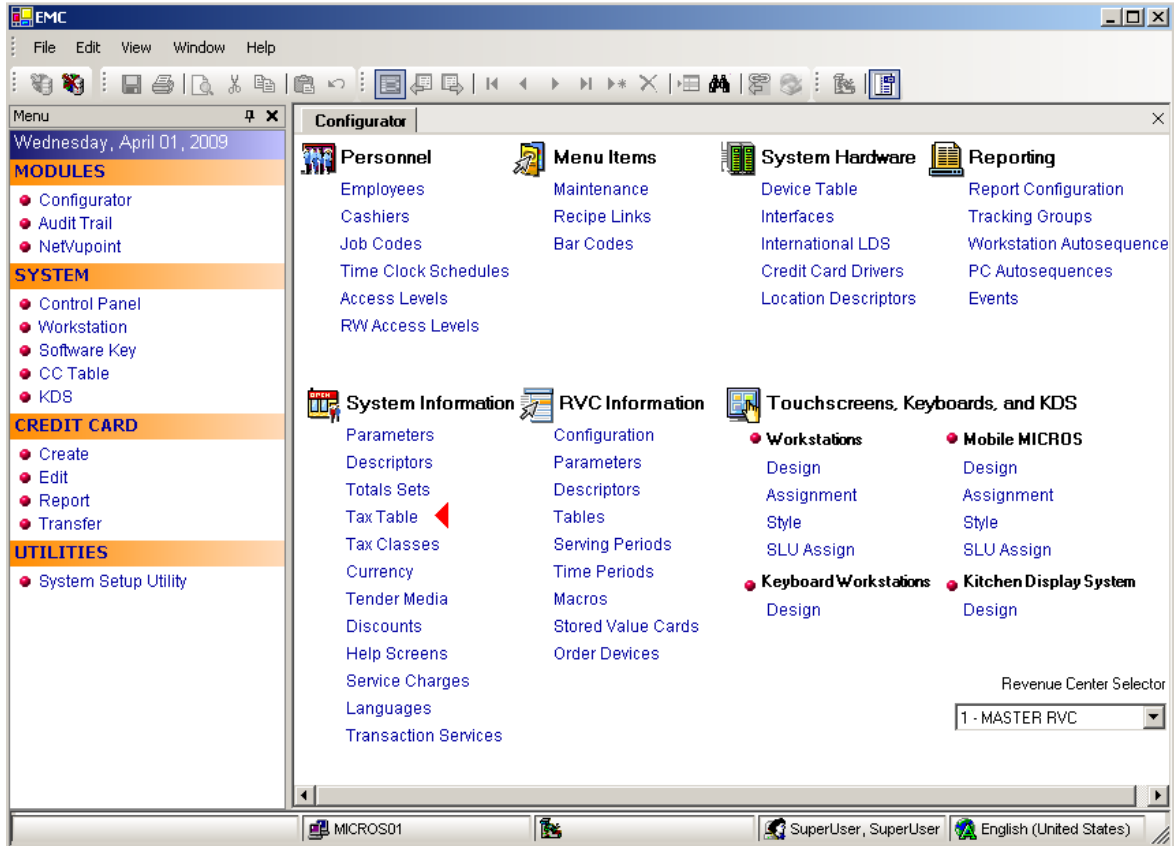




Micros 9700 system (version 3.0 and higher):

- 1. Open and log into the EMC (the Enterprise Management Console)
- 2. EMC – Click on **Configurator**
- 3. Click on **Tax Table** under the System Information section



4. Change each tax rate individually under the % column.

The screenshot shows the EMC Configurator Taxes window. The 'General' tab is selected. Under 'Global Tax Options', 'Apply tax as:' is set to 'Add-On' and 'Non-taxable Sales Total Name' is 'Non-Taxable Sale'. The 'Print Tax Itemizers' checkbox is checked. Below this is a table with 11 rows of tax data.

	Tax Collected	Type	Start	%	Breakpoints
1	GST	2 - Add On, Percentage	0.00	5.0000	Breakpoints
2	PST	2 - Add On, Percentage	0.00	8.0000	Breakpoints
3	PLT	2 - Add On, Percentage	0.00	10.0000	Breakpoints
4		2 - Add On, Percentage	0.00	0.0000	Breakpoints
5		2 - Add On, Percentage	0.00	0.0000	Breakpoints
6		0 - Disabled Tax Rate	0.00	0.0000	Breakpoints
7		0 - Disabled Tax Rate	0.00	0.0000	Breakpoints
8		0 - Disabled Tax Rate	0.00	0.0000	Breakpoints
9		0 - Disabled Tax Rate	0.00	0.0000	Breakpoints
10		0 - Disabled Tax Rate	0.00	0.0000	Breakpoints
11		0 - Disabled Tax Rate	0.00	0.0000	Breakpoints

5. Save changes