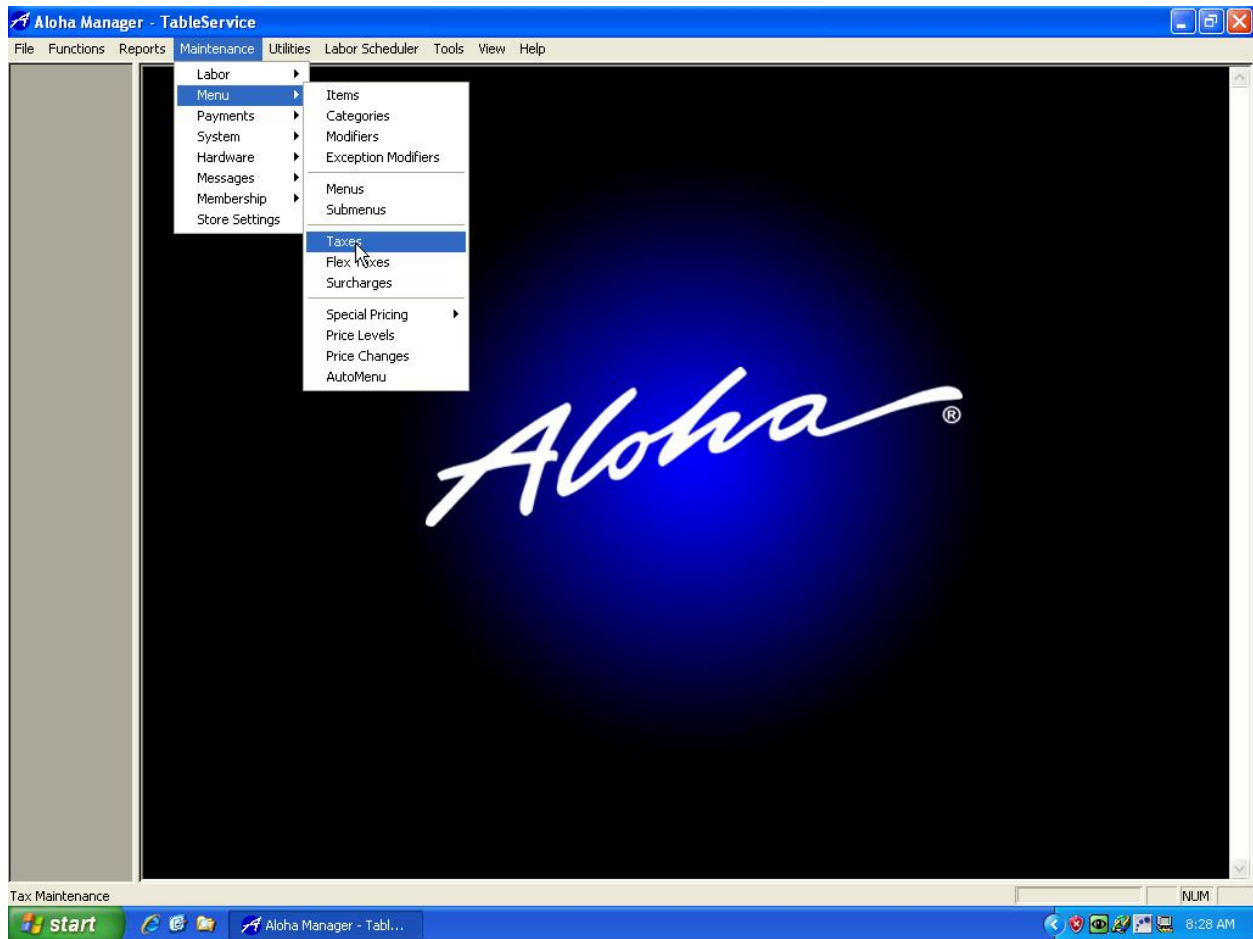


Aloha system (all versions 5.0 and higher):

1. Open and log into **Aloha Manager**
2. Click on **Maintenance**
3. Move the Mouse over **Menu** to expand the list
4. Click on **Taxes**



5. Adjust the **Tax Rate** and **Save**
6. Select the Number dropdown box to select each tax type that needs adjustment
 - In order for the tax rate change to go into effect immediately you will need to **Refresh Data**. If a refresh isn't completed the tax rate changes will take effect after end of day has completed