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## Application Note – Changing Tax Rate in SMS v2

The following instructions are for changing the tax rates in the SMS software.

### Edit Text File via Network

1. Open **SMSPro** and log in with a manager or higher user.
2. Click on the **Execute** menu and select **Execute report files**.
3. From the list of files scroll down and select the **deploy\_files.rpt** file then click **Execute**.
4. You will now see the following screen:

The screenshot shows a window titled "Reports wizard" with a subtitle "HO/Store/POS Transfert Utility". In the top right corner, there are "Launch" and "Reset" buttons. The main area contains several sections: "IF YOU ARE AN HO" with checkboxes for "Store" (unchecked) and "POS" (checked); "WHICH POS?" with a text box containing "XAL"; "FILE TO SEND" with an empty text box; "SEND TO WHICH FOLDER" with checkboxes for "SMS folder tree, current dir=OFFICE" (unchecked) and "Send to Inbox, to be processed" (unchecked); "COMMAND TO SEND WITH RESPONSE BACK" with radio buttons for "Function" (selected), "SQL", "SQI", and "SQM"; "FILENAME" with an empty text box; "PARAMETERS" with an empty text box; "INI FILENAME" with a text box containing "SYSTEM.INI"; and "[SECTION]KEY=VALUE" with a text box containing "[TAX1]RATE=6.25".

5. Set all the options to be the same as the above image.
6. Change the **[TAX1]RATE=6.25** to appropriate tax rate for your location. Example for a 6.5% rate change it to **[TAX1]RATE=6.5** if you are changing the tax 2 rate change it to **[TAX2]RATE=6.5**
7. Click **Launch** to send the change to the terminals.
8. The change will take affect the next time SMS loads on the terminal so you will either need to make the change the day before so it applies when the terminals reboot at night or restart the terminals after you make the change.

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