

### **Micros 2700 system:**

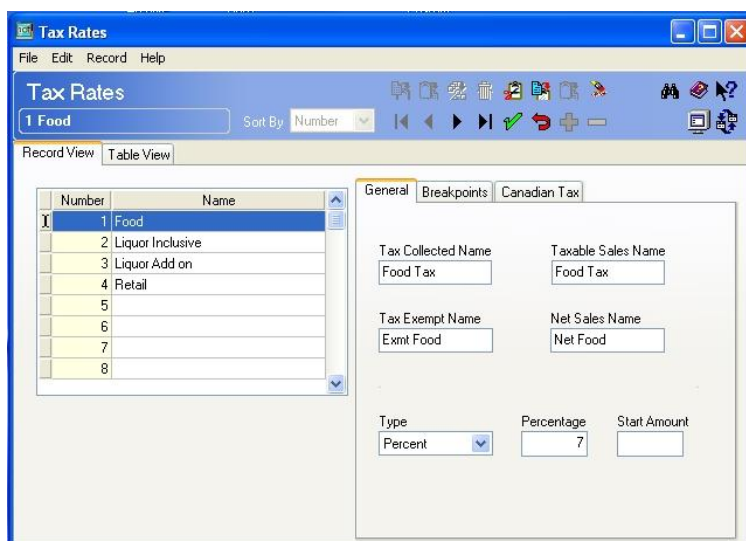
1. Insert the micros programming key and turn it to the right
2. Press [Shift] + [Enter]
3. Select [2-System Configurator]
4. Select [1-System]
5. Select [1-System]
6. Select [1-Overhead]
7. Select [3-Tax]
8. Select [2-Tax Tables]
9. Arrow over right twice to the [percent] field – enter new percentage
10. Press the [Page Dn] key to adjust all 4 tax rates if necessary
11. Press the [Shift] + [00] keys to exit the file and save your changes
12. Press [clear] twice to back up to the system overhead menu
13. Select [5-Broadcast [SYS]] to broadcast your changes.

### **Micros 8700 system:**

1. Open the 8700 Configurator from your desktop – enter your ID
2. Click the [Tax Table] button
3. Using the arrow keys, arrow down twice and over three times until the square appears around the first tax percentage rate.
4. Enter the new tax rates
5. When finished, choose File -> Save/Exit to save
6. If you feel you have made an error, choose File -> Quit and start over

### **Micros 3700 system:**

1. Open and log into the Micros Configurator
2. Click on the [Tax Rates] button (under the sales tab which is where you should start by default)
3. Select each tax rate individually on the left, changing the rate located on the right-bottom.
4. Click the green check to save.



## Tax rate change instructions

### Micros 9700 system:

1. Open and log into the EMC/RMC (where you add employees, etc)
2. EMC – Click on Configurator (RMC skip this step)
3. RMC – Click on [System Information] (EMC skip this step)
4. Click on [Tax Table]
5. Change each tax rate individually under the [%] column.
6. Save changes

	Tax Collected	Type	Start	%	
1	SALES TAX	2 - Add On, Percentage	0.00	5.5000	Breakpoints
2	INCLUSIVE TAX	3 - Included, Percentage	0.00	5.5000	Breakpoints
3	MISC. TAX	2 - Add On, Percentage	0.00	5.5000	Breakpoints
4	MISC. INCL TAX	3 - Included, Percentage	0.00	5.5000	Breakpoints
5		0 - Disabled Tax Rate	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

### Micros e7 system:

1. Open and log into the Micros Configurator
2. Click on the [Tax Rates] button towards the middle of the Configurator in the left drop down box.
3. Select each tax rate individually on the left, then in the general tab; change the rate in the percentage field.
4. Click the picture of the floppy to save.

The screenshot shows the 'Tax Rates' window in the Micros Configurator. On the left, a list of tax rates is displayed with 'FOOD TAX' selected. The right panel shows the configuration for 'FOOD TAX' with the following details:

- Number: 1
- Name: FOOD TAX
- Tax type: Percent
- Percentage: 6.6
- Start amount: 0.00
- Report Names: Taxable sales name (Taxable Sales), Tax collected name (Tax Collected), Tax exempt name (Tax Exempt)

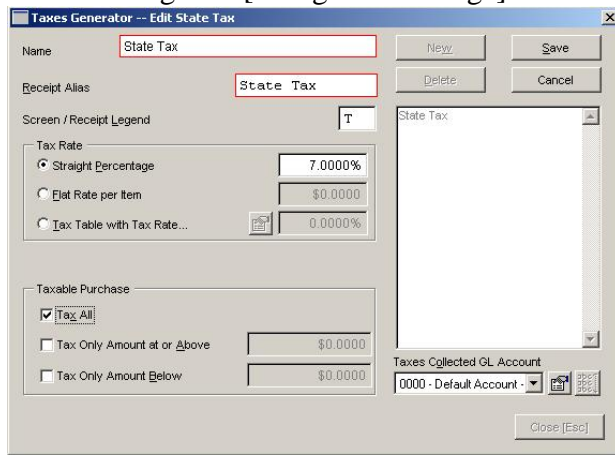
## Tax rate change instructions

### Catapult system:

1. Log into Catapult then go to Maintenance à Generators à Taxes.



2. On this screen select the tax rate you want to change (For most sites you will need to change the [Straight Percentage] field to the correct tax rate. Then click Save.



### Aloha system (all versions 5.0 and above):

1. Open and log into AlohaMgr
2. Click on [Maintenance]
3. Click on [Menu]
4. Click on [Taxes]
5. Change each tax ID individually clicking save after each change.

Please note if you make this tax change on the morning of July 1<sup>st</sup> 2008, a [Refresh Data] will be required to implement this change immediately. If this change is made on June 30<sup>th</sup> 2008, the end of day process will automatically change this for the New Year.

*If you have any questions regarding this tax change, please call prior to July 1<sup>st</sup> 2008 for assistance.*

NCBP service 1-866-272-7770 or 763.509.6000.