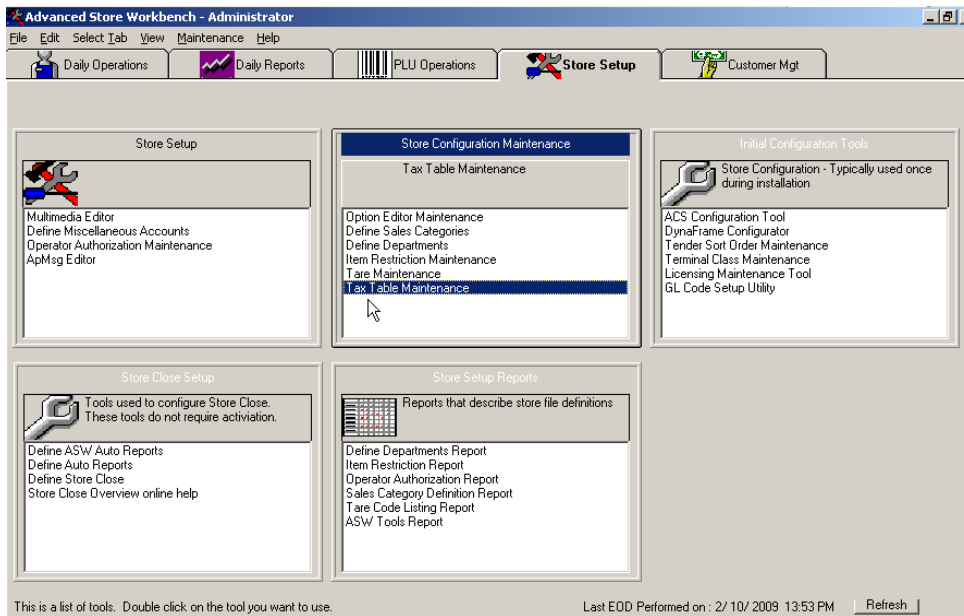


## Application Note – Changing Tax Rate in ACS-IR

The following instructions are for changing the tax rates in the ACS-IR software. The change can be programmed or pre-set at anytime, but must be 'Activated' to send to the registers. Once activated, the change is immediate. Therefore, activation should be done after store close or before store open on the legal day of the change.

### Setting the Tax Rate

1. Launch the ACS-IR **ASW Shell** program and sign in with a user ID and password (if applicable) that is authorized to make changes in the tax tables. If you are unsure, you can proceed anyway, or contact your manager or computer coordinator.
2. Select the **Store Setup** tab.

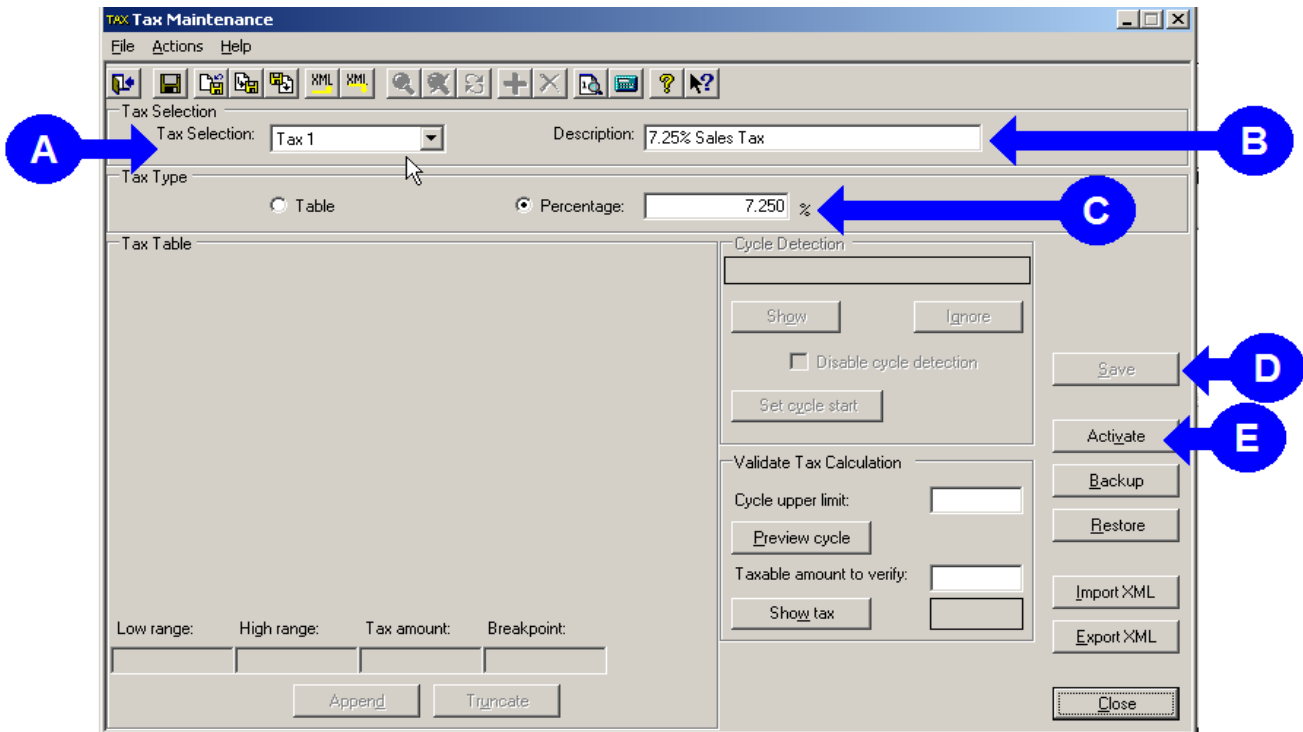


3. Locate the **Store Configuration Maintenance** box and then select **Tax Table Maintenance**. If this option is not available, then you will require a higher-level log-in ID. Contact your manager or computer coordinator.

#### Offices In:

Appleton, WI – Belle Fourche, SD – Bemidji, MN – Davenport, IA – Des Moines, IA – Duluth, MN - Eau Claire, WI  
Fargo, ND, Bismarck, ND - Madison, WI – Minneapolis, MN – Peoria, IL – Rochester, MN

4. ACS-IR supports four tax rates that can be used alone or in combination. Each of the four tax rates can be configured to calculate based on straight tax percentage, or by tax table. If your locale prohibits the straight tax percentage calculation (requires a special tax table), then obtain the table from the applicable tax board and contact the NCBP Customer Care Center for further assistance. The following instructions apply to a straight tax percentage.



5. In the **Tax Maintenance** screen, use the pull-down box to select the correct tax, typically **Tax 1**. **(A)**
6. If the **Description** lists the actual percentage, change it to the new rate. **(B)**
7. Enter the new **Percentage**, without a decimal point. Simply add zeros to the end until it shows properly. **(C)**
8. **Save and Activate**. **(D, E)** The change will appear immediately at the register.

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