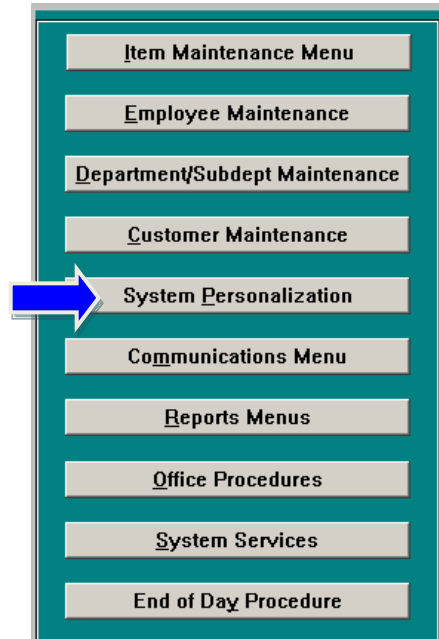


Application Note – Changing Tax Rate in ScanMaster Software

The following instructions are for changing the tax rates in the ScanMaster software. Typically, the tax rate change is programmed on the day before the actual change. By doing so, the change is sent to the registers during the next end-of-day and takes effect automatically the following morning. Additional instructions are provided if this change must be effective immediately. These instructions are intended for a single tax (Tax1) rate change by straight percentage. If your store uses multiple taxes or uses tax tables, please contact the NCBP Customer Care Center for assistance.

Setting the Tax Rate (Back Office)

1. Launch the ScanMaster back office program and sign in with a user ID and password that is authorized to make changes in **System Personalization**. If you are unsure, you can proceed anyway, or contact your manager or computer coordinator.
2. From the ScanMaster Main Menu, select **System Personalization**. If the selection is grayed-out and you cannot select it, then you need a higher level ScanMaster ID. When you obtain one, start again at step #1.
3. From the System Personalization screen, select **Register Control File**.

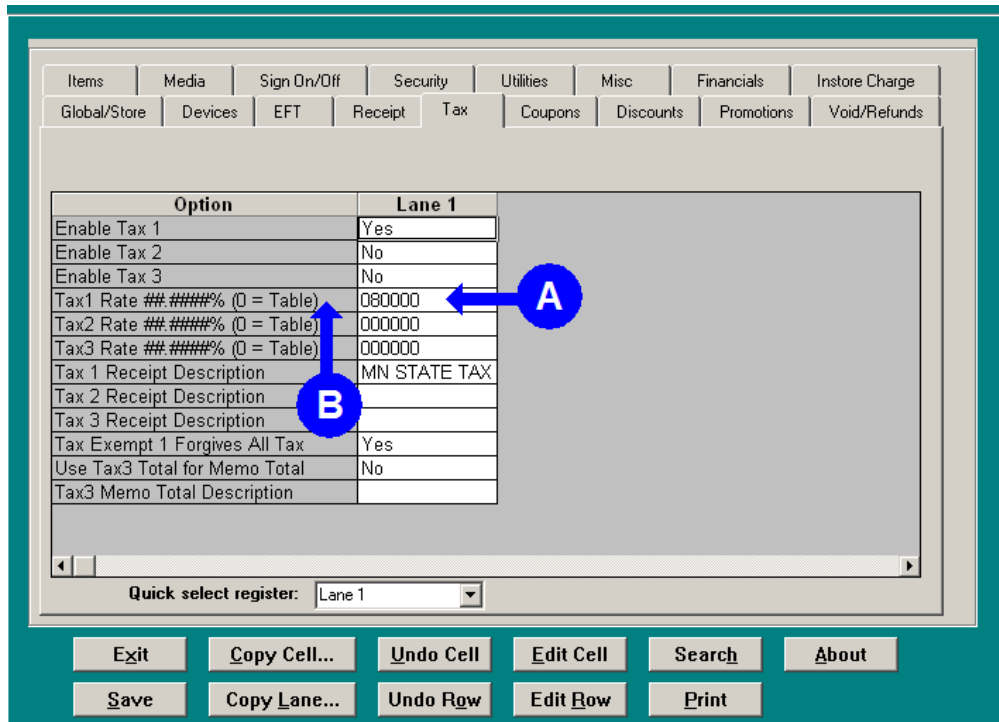


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Offices In:

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4. Selecting **Register Control File** in Step #3 will display the following screen:



Option	Lane 1
Enable Tax 1	Yes
Enable Tax 2	No
Enable Tax 3	No
Tax1 Rate ##.####% (0 = Table)	080000
Tax2 Rate ##.####% (0 = Table)	000000
Tax3 Rate ##.####% (0 = Table)	000000
Tax 1 Receipt Description	MN STATE TAX
Tax 2 Receipt Description	
Tax 3 Receipt Description	
Tax Exempt 1 Forgives All Tax	Yes
Use Tax3 Total for Memo Total	No
Tax3 Memo Total Description	

Quick select register: Lane 1

Buttons: Exit, Copy Cell..., Undo Cell, Edit Cell, Search, About, Save, Copy Lane..., Undo Row, Edit Row, Print

5. The tax rate (8%) is shown (A). If all the tax rates are '000000' then your store uses tax tables instead of a regular percentage calculation. If your store uses tax tables, then obtain a new tax table from your government agency and contact the NCBP Customer Care Center for further assistance. Changing tax tables is beyond the scope of this note.
6. Assuming the current tax rate is shown in (A), double-click on gray side of the percentage box (B). This will bring up an edit box at the top of the screen. Enter the new tax rate. Note that there is no decimal point in this entry. If the rate is less than 10, then you must lead with a zero, and you must fill in with zeros to make 6 digits. Click on **OK** to complete the entry. See Examples:

6.5% - enter **065000**
 10.25% - enter **102500**
 7.825% - enter **078250**

7. Click on **Save** at the bottom of the screen to save the change. A confirming window will appear.

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8. In the confirming window, select '**All Lanes**' and then '**Save**'. The tax rate will be effective on the registers starting the next business day. Exit the Register Configuration screen.

Immediate Tax Rate Activation

If you are changing the tax rate on or after the effective date and want to apply the change immediately, then perform the change in the back office as described above. Then, continue with these directions and repeat for every register that requires an immediate change. Any registers not done will be updated with the change during the next end-of-day.

1. If a cashier is signed in, then sign them out.
2. Locate and press the up-arrow key (↑) below the cashier's keypad.
3. You may be prompted for a manager number. If so, enter it.
4. Select '**Utilities**' from the Dynakey list.
5. You may be prompted again for a manager number. If so, enter it.
6. Select '**Update Register**' at the top of the Dynakey list.
7. You will be prompted '**Are You Sure? Y/N**'. Hit the **Enter** key to confirm.
8. The register will update files. Depending on how it is set up, this may take a few moments, or as long as 10 minutes. Upon completion, the register will restart, with the new tax rate activated.

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