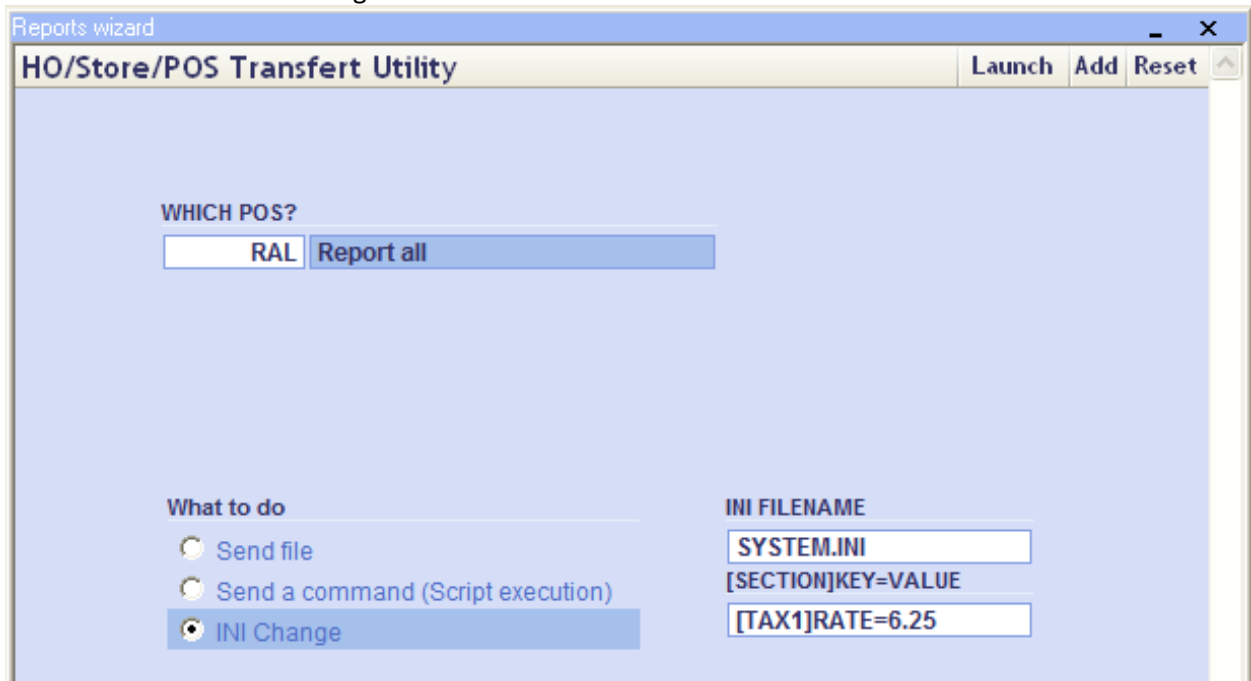


Application Note – Changing Tax Rate in SMS v3

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:



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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