

**Hospitality & Retail Systems** 



# Tax change from 18 to 20% Micros 3700



## Hospitality & Retail Systems

Changing the tax is made in two stages

- 1) Change of name and value of tax by 20% in POS Configurator.
- 2) Change of the name and amount of tax by 20% in the fiscal registrar at the station.

#### Do not create new tax, just change the value of the tax and its name!

Needs to change: POS Configurator -> SALES -> Tax Rates и Tax Classes

🔄 POS Configurator				
File Options Totals	Help			
POS Configura	tor			8
Sales Employees Devic	es   Revenue Center   Syste	m   Reporting   Table Manage	ment   GSS   Ordering Mod	ule
🕼 Menu Items	👗 Courses	🏹 Discounts	🖉 Print Classes	🖉 Print Groups
🚽 Menu Item Classes	Descriptors	🎝 Service Charges	👸 Tax Rates 🛛	
👍 Condiments	🗧 📕 Menu Levels	😽 Tender / Media	å <sup>≈</sup> Tax Classes	
Barcodes	🚰 Combo Meals	🥻 Currency	🥻 Menu Item Quantitie	es
Production Items	🍐 付 Condiment Sets	🔲 Quick Count	🕅 Menu Item Sets	
			HRS, HRS	04.09.2018 12:17:31

It is necessary to open Tax Rates and change the Name and the percentage itself, then save the changes (green tick)

1 НДС 18%		Sort By Number 💽 🛛 🔹 🕨 🖓 🗇 🗗				04		
eco	rd View	Table View						
	Number	Na	me	-	General Breakpoints	Canadian Tax		
Þ	1	НДС 18%						
Ц	2	Без налога	-		Tax Collected Name	Taxable S	ales Name	
Н	3	Tax Rate 3			H.D.C 18%	H_C 18%		
Н	4	Tax Rate 4				1	~	
Н	5	Tax Rate 5			Tax Exempt Name	Net Sales	Name	
Н	6	Tax Rate 6			Tax1 Exempt	Txb1 Net	Sis	
Н	1	Tax Hate 7			Transaction of the	Treations		
μ	8	Tax Hate 8						
М	іеняем а 20%	название и в	еличину нал	ora	Type Inclusive	Percentage	Start Amour	nt



## Hospitality & Retail Systems

Next, you need to open Tax Classes, and change the Name to 20% VAT, then save the changes

Tax Classes File Edit Record Help		
Tax Classes 101 ндс 182	Sort By Number 💽 14 4 F Fl 🖉 🛱 📥	a ⊗ n? ⊒&
Record View     Table View       Number     Name       101     НДС 18%       202     без Налога	Active Tax Rates Г 1 HДС 20% Г 2 Без налога Г 3 Tax Rate 3 Г 4 Tax Rate 3 Г 4 Tax Rate 4 Г 5 Tax Rate 5 Г 6 Tax Rate 6 Г 7 Tax Rate 7 Г 8 Tax Rate 8	

Then reboot the database from the Control Panel to OFF and back to Front of House.

MICROS Control Panel	
<u>File View H</u> elp	
Control Panel	Minimize
<ul> <li>Restaurant</li> <li>SBUX001</li> <li>SQL Database Server</li> <li>WS1</li> <li>WS2</li> </ul>	Status Logging Restaurant <u>Ready</u>
····· 🗸 1102	Off
	Database
	Back Of House
	Front Of House
	👷 Reboot All 🛛 📔 Reload DB



# The second stage is the introduction of changes to the stations directly into the settings of the Fiscal Registrar.

The best option is to call a specialist company that serves your ECR for making changes to the tax rate.