

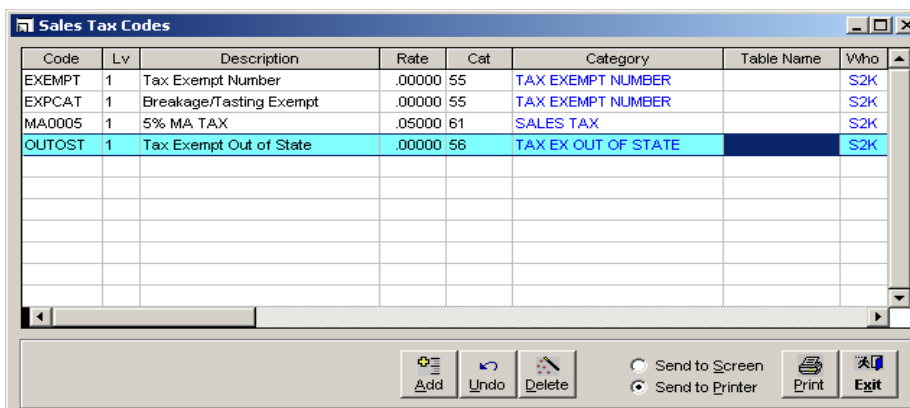
## **MASSACHUSETTS SALES TAX REPEAL 2011** **DO THIS BEFORE RINGING THE REGISTERS IN**

**Please check with your State Sales Tax Department to verify which items are included in the tax change**

Please read the entire document before making any changes to your system.  
It is a good idea to test these changes before the day of the tax change

### **SETUP IF ALL PRODUCTS ARE TAX EXEMPT**

Below is an example of a Sales Tax Code screen. You will find this screen in the backroom program under Administration/File Maintenance/Sales Tax Code. Please notice the code "MA0005" with .05000 in the rate column; there is a similar entry for the sales tax at your store. Print a copy of this screen and put it somewhere for safekeeping.

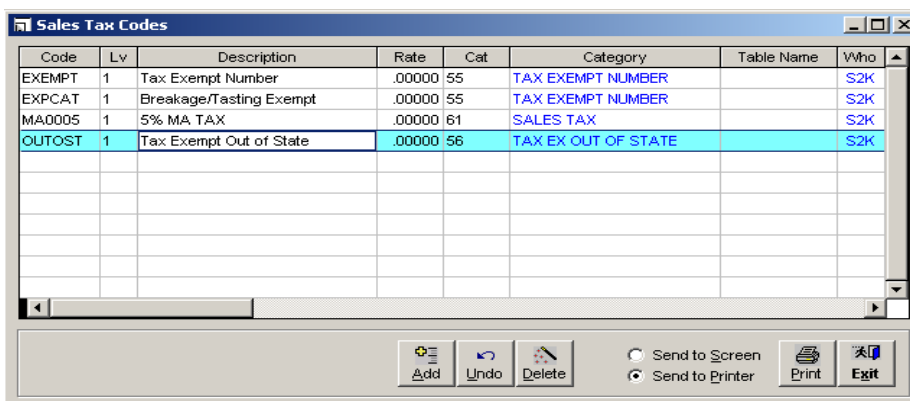


Code	Lv	Description	Rate	Cat	Category	Table Name	VWho
EXEMPT	1	Tax Exempt Number	.00000	55	TAX EXEMPT NUMBER		S2K
EXPCAT	1	Breakage/Tasting Exempt	.00000	55	TAX EXEMPT NUMBER		S2K
MA0005	1	5% MA TAX	.05000	61	SALES TAX		S2K
OUTOST	1	Tax Exempt Out of State	.00000	56	TAX EX OUT OF STATE		S2K

### **At the beginning of the day**

Make sure polling is off and the registers are not rung in.

You will need to change the tax rate to .000000 in the rate column for the code that starts with "MA" (see picture below). Click on the code field for the line that starts with MA, tab to the field called Rate. Change the rate to .00000 and then hit the enter key. Click on exit. Start the polling program. Watch the change poll down to the registers. Ring in a register and test the change using a miscellaneous taxable item before opening your store for the day.



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EXEMPT	1	Tax Exempt Number	.00000	55	TAX EXEMPT NUMBER		S2K
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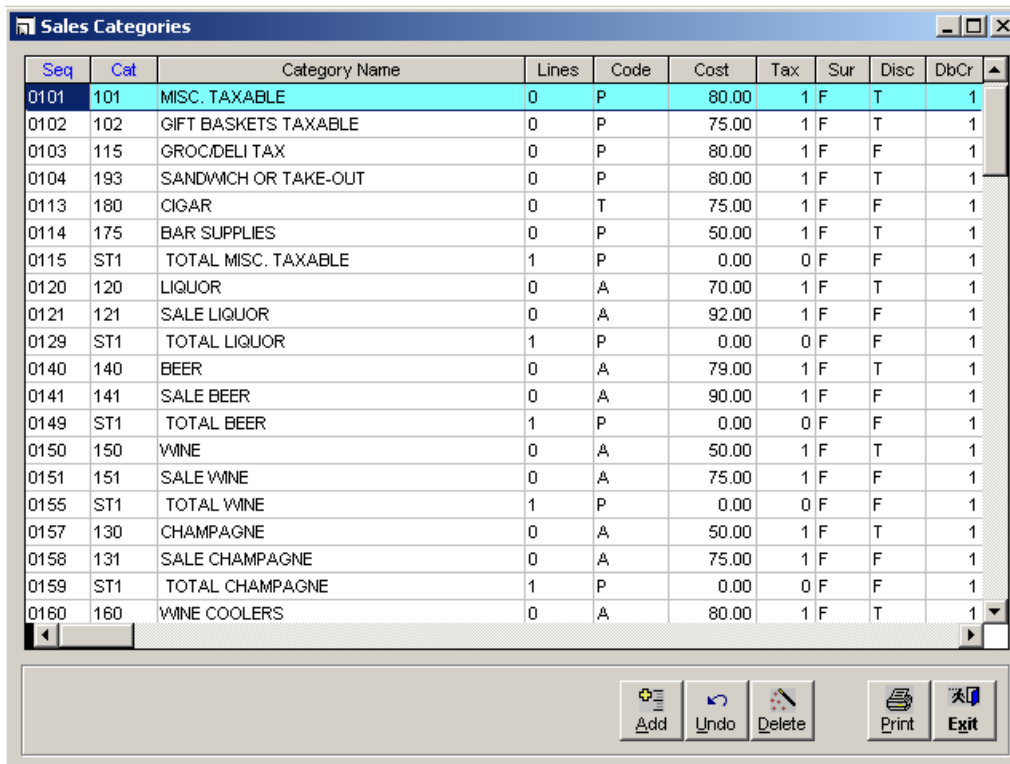
## At the end of the tax holiday

Again, start by turning polling off and ringing out the registers.

Bring up the Sales Tax Code Screen and enter the correct rate. If the rate is 5%, type .05000 in the rate field and hit enter to move off the field. Again, exit the screen and turn polling on and watch the change go down. Test each register using a miscellaneous taxable item before opening your store the day after the tax holiday.

## **SETUP IF NOT ALL PRODUCTS ARE TAX EXEMPT**

Leave the Sales Tax Code screen unchanged from its original setup. Open the Backroom program, click on Inventory and select Sales Categories (see screen shot below).



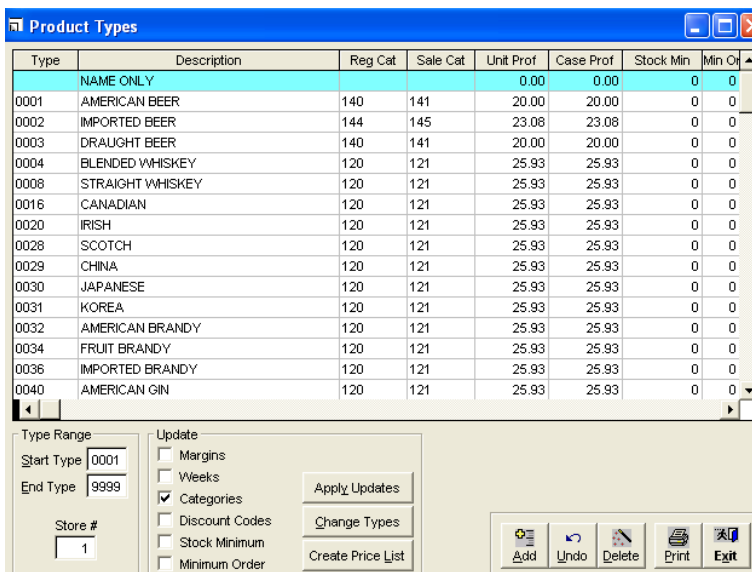
Seq	Cat	Category Name	Lines	Code	Cost	Tax	Sur	Disc	DbCr
0101	101	MISC. TAXABLE	0	P	80.00	1	F	T	1
0102	102	GIFT BASKETS TAXABLE	0	P	75.00	1	F	T	1
0103	115	GROC/DELI TAX	0	P	80.00	1	F	F	1
0104	193	SANDWICH OR TAKE-OUT	0	P	80.00	1	F	T	1
0113	180	CIGAR	0	T	75.00	1	F	F	1
0114	175	BAR SUPPLIES	0	P	50.00	1	F	T	1
0115	ST1	TOTAL MISC. TAXABLE	1	P	0.00	0	F	F	1
0120	120	LIQUOR	0	A	70.00	1	F	T	1
0121	121	SALE LIQUOR	0	A	92.00	1	F	F	1
0129	ST1	TOTAL LIQUOR	1	P	0.00	0	F	F	1
0140	140	BEER	0	A	79.00	1	F	T	1
0141	141	SALE BEER	0	A	90.00	1	F	F	1
0149	ST1	TOTAL BEER	1	P	0.00	0	F	F	1
0150	150	WINE	0	A	50.00	1	F	T	1
0151	151	SALE WINE	0	A	75.00	1	F	F	1
0155	ST1	TOTAL WINE	1	P	0.00	0	F	F	1
0157	130	CHAMPAGNE	0	A	50.00	1	F	T	1
0158	131	SALE CHAMPAGNE	0	A	75.00	1	F	F	1
0159	ST1	TOTAL CHAMPAGNE	1	P	0.00	0	F	F	1
0160	160	WINE COOLERS	0	A	80.00	1	F	T	1

Click on Print to make a copy of the file before making any changes. It will help you when you have to change the tax codes back at the end of the day.

## At the beginning of the day

Make sure polling is off and the registers are not rung in.

Please notice the Tax column on the screen shot above. This field controls the tax status of your sales categories. There should be a 0, 1, or 2. The 0 denotes non-taxable categories, 1 is for taxable categories and 2 is for additional state or local taxes. You are only interested in the items that have 1s for right now. You will need to change the 1 to a 0 for categories that benefit from the tax change. Make sure you move off the field you changed and exit the screen using the Exit button on the bottom right. Select Product Types screen.



Enter the start type and the end type. Make sure that the store number is correct. Click the box in front of Categories. Select the Apply Updates.

Turn polling and watch the change poll down to the registers. Ring the registers in. Remember to run a test sale to make sure the changes have taken effect.

### Changing the tax back

If the tax change is temporary You will need to reverse the changes you made earlier.

Again, start by turning polling off and ringing out the registers.

This is when the printout you made earlier of the Sales Categories comes in handy. Make the necessary changes to the Tax column, move off that field and exit the screen. Turn polling on so you can view the change going down to the registers and then ring the registers in. Remember to run a test sale to make sure the changes have taken effect.