

QUICK REFERENCE GUIDE

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Step 1

Time:
5 Minutes



Changing Tax Rates

Tools:
No Tools Required



Difficulty:
Easy



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SMART 360 POS™

Changing Tax Rates

This feature provides the business with the option to modify the tax rate applied to inventory.

1. Open your web browser. Go to <http://backoffice.smart360pos.com>.
2. Enter the email and password provided, followed by clicking the **Login** button.

Email :

Password :

English ▾

Remember UserName

[Forgot Password](#) [Click Here to Register](#)

Log In

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3. Select **Tax Rates** from the main screen option.



4. The Tax Rate Module will show the Current Tax Rate set up during the initial set up process. Modify the tax rate description and/or the new tax rate if required followed by pressing the **Save** button.

Tax Rate

| | Description | Current Rate | New Tax Rate |
|------------|---|--------------|----------------------------------|
| Tax Rate 1 | <input type="text" value="Tax Exempt"/> | 5 % | <input type="text" value="0"/> % |
| Tax Rate 2 | <input type="text" value="GST"/> | 7 % | <input type="text" value="5"/> % |
| Tax Rate 3 | <input type="text" value="PST"/> | 0 % | <input type="text" value="7"/> % |

Save

Congratulations!

You have successfully updated the tax rate information to be used.

For more information, please refer to other Quick Reference Guides or for other details refer to: www.royalsovereign.ca

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Please Do Not Return This Product To the Store Need Help? Have Questions?
Please call us Monday – Friday from 8:30am to 5:30 (EST) at
1-866-961-6673

For additional product information, please visit our website:
www.royalsovereign.ca