Keystroke™ Point Of Sale

Tax Rate Changes in Keystroke POS

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When a taxing authority announces an upcoming rate change, use the Date Range Setting on the Tax Formula dialog box to pre-configure the rate change so it will happen automatically on the appropriate day. For example, let's say on January 1, 2042 the State sales tax rate is scheduled to increase from 3% to 4%.

On the State District, you will add a new Formula for the appropriate Tax Code (probably T for Taxable items). Leave all settings the same as the current formula using the same Tax Code, except for the Amount (which should be 4% in this example) and the new Start Date which should be changed to January 1, 2042 (i.e., 01/01/42 in this example). Then edit the current Tax Formula (the one with the 3% tax rate), and change the end date to December 31, 201; (i.e., 12/31/1; , or the last day it will be in effect).

The following defines the steps needed to prepare for a tax rate change, regardless of whether the change is State or Local.

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*NOTE: For current information, refer to the **Keystroke** F1 Help screens while editing Tax Formulas.*

Step-by-Step

1. From the Main Menu, select Configuration Manager – Tables Menu.

2. From the Tables Menu, select Tax – Districts.

3. Select the appropriate Tax District (e.g., State or Local) and press [ENTER] or [F3] to edit. (Note: Some companies choose not to use separate districts for State and Local. In this case, you may have just one State/Local district.)

4. Tab to the Tax Formulas box and press [INS] to add a new formula.

5. Verify the Tax Code is T for Taxable, and enter in the new tax rate amount (4% in this example).

6. Tab to the Start Date Range field and enter the appropriate starting date (01/01/20 in this example). Leave the default end date, and press [F10] to save the new tax formula.

7. Use the arrow keys to highlight the old tax formula (3% in this example), and press [ENTER] or [F3] to edit.

8. Change the End Date Range to the last day the old tax is valid, usually the day before the new tax rate takes effect (12/31/1; in this example). Press [F10] to save these changes.

9. Press [F10] again to save the entire tax district. The new tax rate will take effect automatically on the appropriate day.

10. You may test the rate change by entering a "test" sale in the Sales Manager. Enter in a taxable item, then go to the Transaction Menu and choose Number/Date. Change the Transaction Number to "**1**". Enter the date on which the tax rate change will take effect (i.e., **01/01/20** in this example). Press **[Ok]** or [F10]. When the **"WARNING:This date is in the future. Proceed with date as entered?"** message appears, press **[Ok]** . When the **"Change number counter for future sales?"** message appears, select **[No]**. Once you have verified the new tax rate (reflected in the Tax field in the lower right-hand corner of the Invoice), clear the transaction by pressing [ALT][T] (Transaction Menu), [C] (Clear),then [F10] or **[Ok]**. Do not print or save this "test" transaction.

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