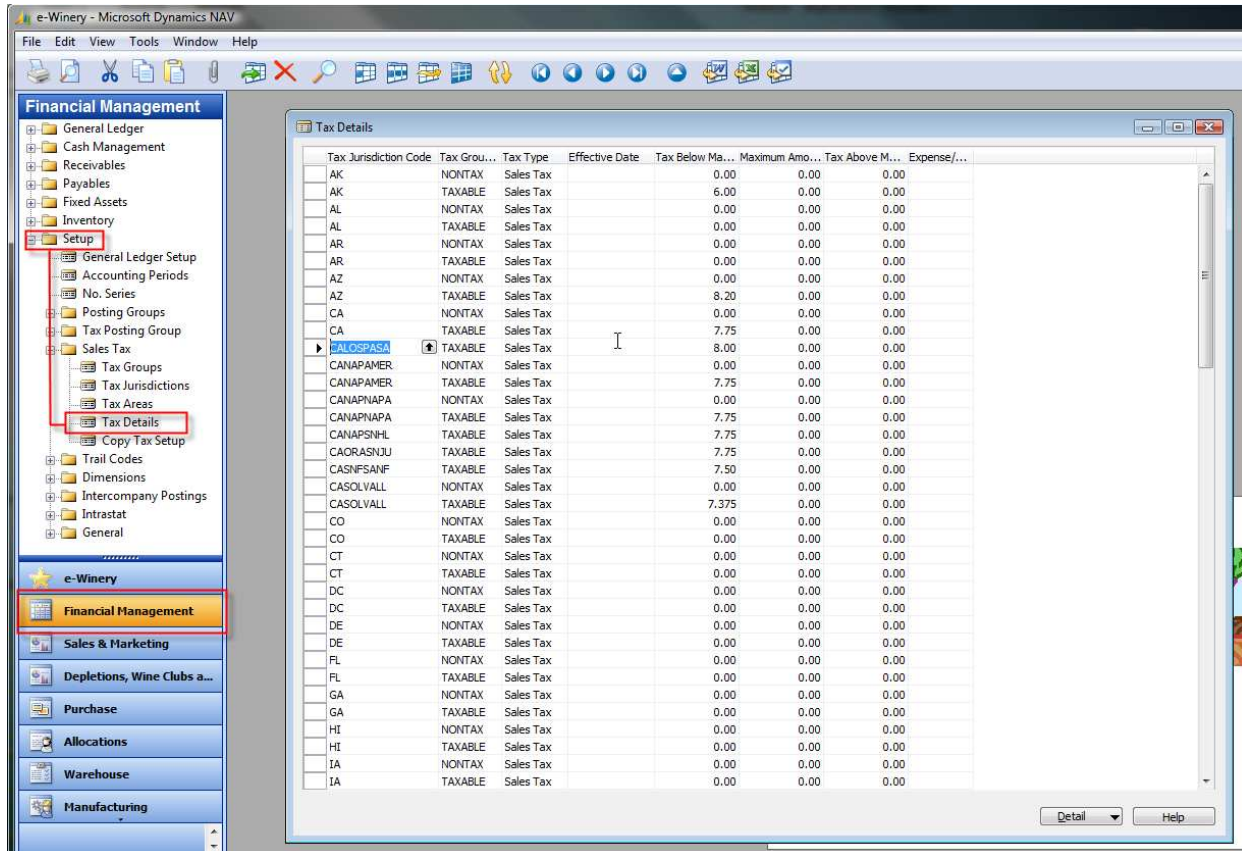


Changing Sales Tax in NAV and RMS

Effective April 1st, California sales tax is increasing by 1% state wide. In order to comply with these changes, here is a tutorial on changing sales tax rates in NAV and RMS.

For Navision

Step 1: Go to the Sales Tax setup menu and select Tax Details

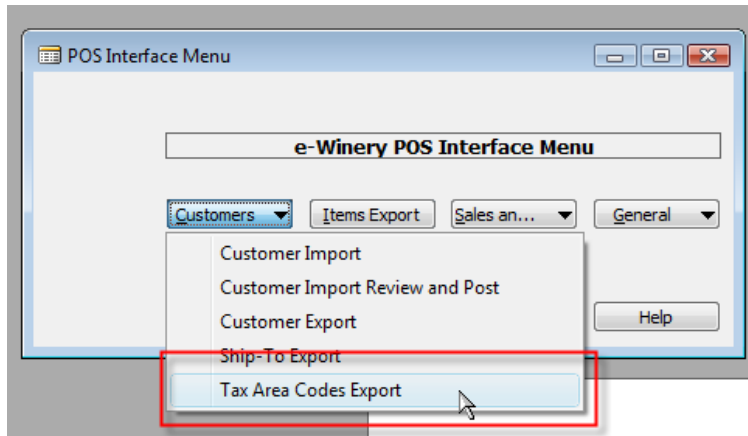


Step 2: Create a new line for California Sales Tax and input an effective date of 4/1/2009 and the new tax rate that will take effect on April 1st

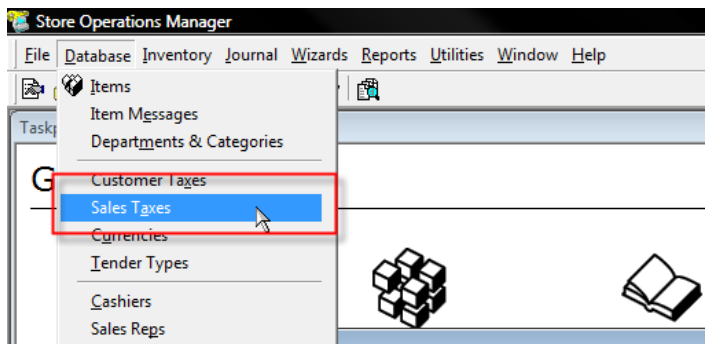
Tax Jurisdiction Code	Tax Group	Tax Type	Effective Date	Tax Below Maximum Amount	Maximum Amount	Tax Above Maximum Amount	Expense/Rate
AK	NONTAX	Sales Tax		0.00	0.00	0.00	
AK	TAXABLE	Sales Tax		6.00	0.00	0.00	
AL	NONTAX	Sales Tax		0.00	0.00	0.00	
AL	TAXABLE	Sales Tax		0.00	0.00	0.00	
AR	NONTAX	Sales Tax		0.00	0.00	0.00	
AR	TAXABLE	Sales Tax		0.00	0.00	0.00	
AZ	NONTAX	Sales Tax		0.00	0.00	0.00	
AZ	TAXABLE	Sales Tax		8.20	0.00	0.00	
CA	NONTAX	Sales Tax		0.00	0.00	0.00	
CA	TAXABLE	Sales Tax		7.25	0.00	0.00	
CA	TAXABLE	Sales Tax	04/01/09	8.25	0.00	0.00	
CALOSPASA	TAXABLE	Sales Tax		8.00	0.00	0.00	

Step 4: Bring in all sales through March 31st, after business hours on March 31st

Step 5: The morning of April 1st push over the new tax codes into the RMS Database using POSLink



Step 6: Confirm in Store Operations Manager that the correct percentage is set under California Sales Tax



The screenshot shows the "Sales Taxes" window with a "Lookup Code:" field containing "CA" and "51 entries" displayed. Below the field is a table with the following data:

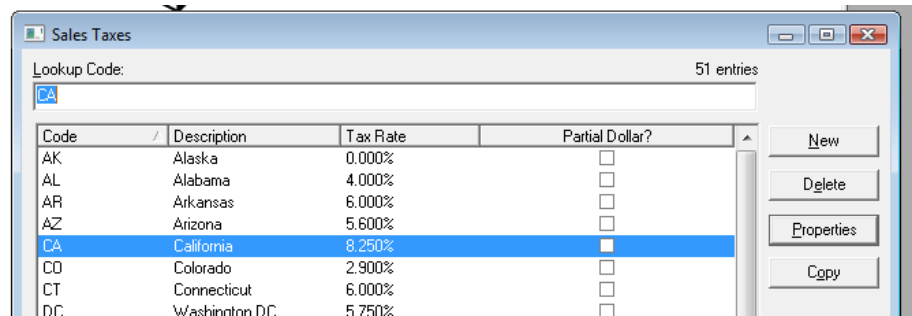
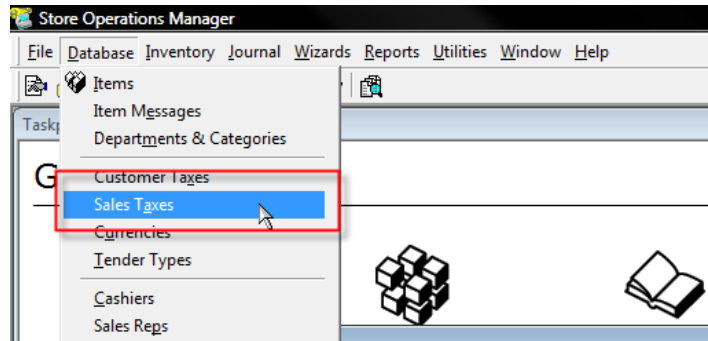
Code	Description	Tax Rate	Partial Dollar?
AK	Alaska	0.000%	<input type="checkbox"/>
AL	Alabama	4.000%	<input type="checkbox"/>
AR	Arkansas	6.000%	<input type="checkbox"/>
AZ	Arizona	5.600%	<input type="checkbox"/>
CA	California	8.250%	<input checked="" type="checkbox"/>
CO	Colorado	2.900%	<input type="checkbox"/>
CT	Connecticut	6.000%	<input type="checkbox"/>
DC	Washington DC	5.750%	<input type="checkbox"/>

Buttons for "New", "Delete", "Properties", and "Copy" are visible on the right side of the window.

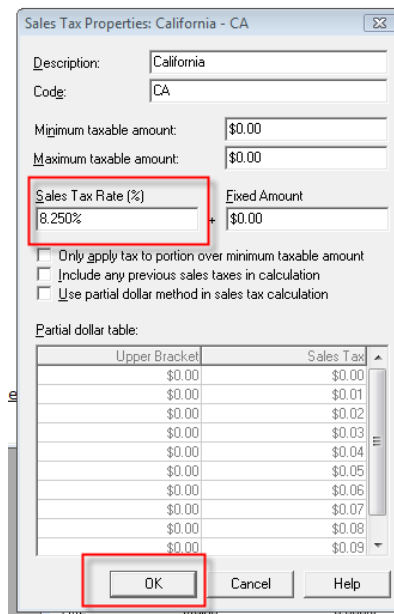
Step 7: After confirming the correct percentage, run a Z report on ALL registers for the tax percent to take effect

For RMS Only

Step 1: Open up Store Operations Manager the morning of April 1st before any sales have been conducted and go to the Sales Tax Area



Step 2: Find CA tax area and click Properties, adjust the percentage in the "Sales Tax rate (%)" box to the desired rate and click OK



Step 3: Run a Z report on all registers for the tax percentage to take effect