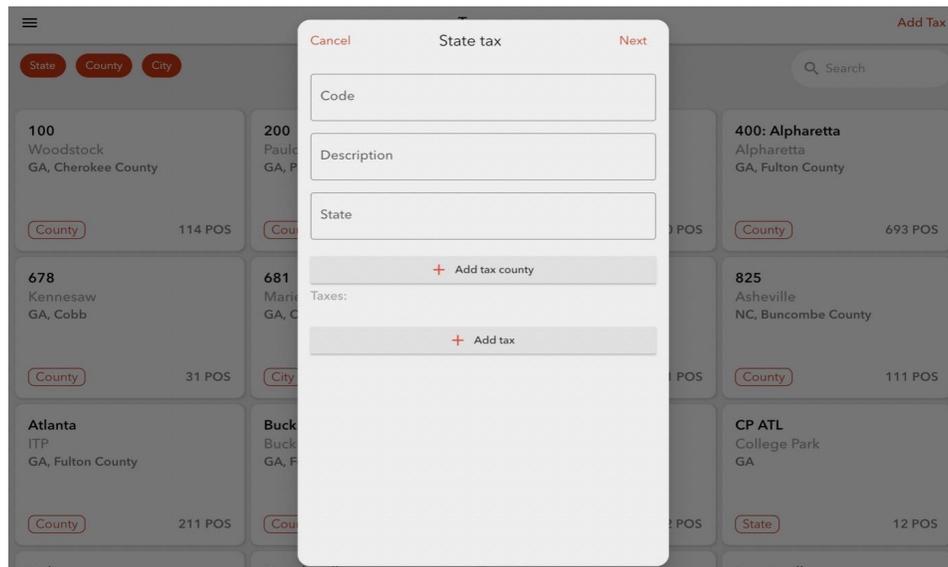


Add a Tax Area

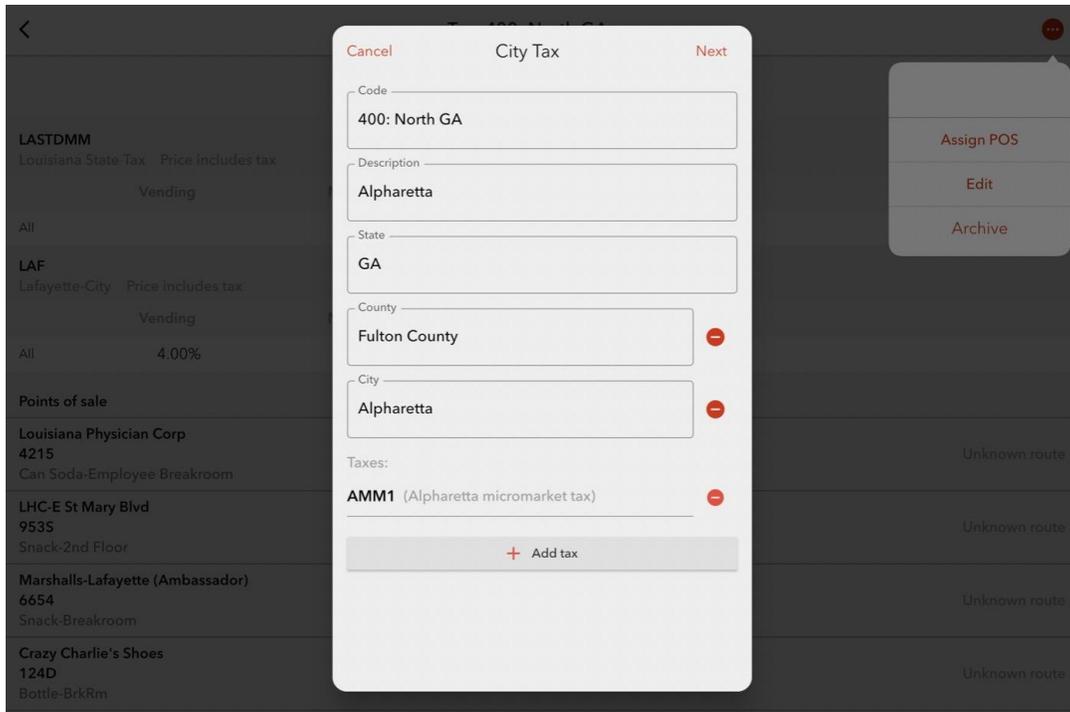
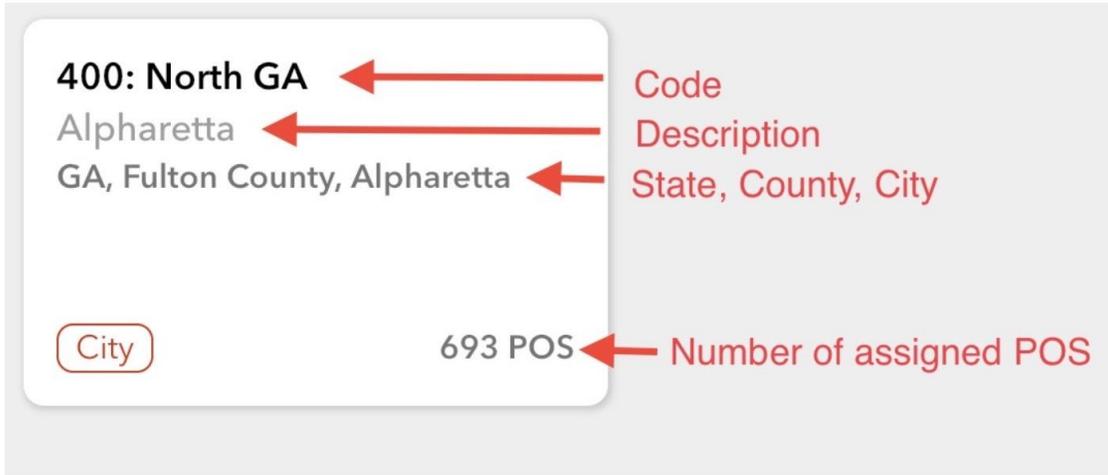
- From the Taxes page, select the **Add a Tax** button at the top right



- A new window will pop up

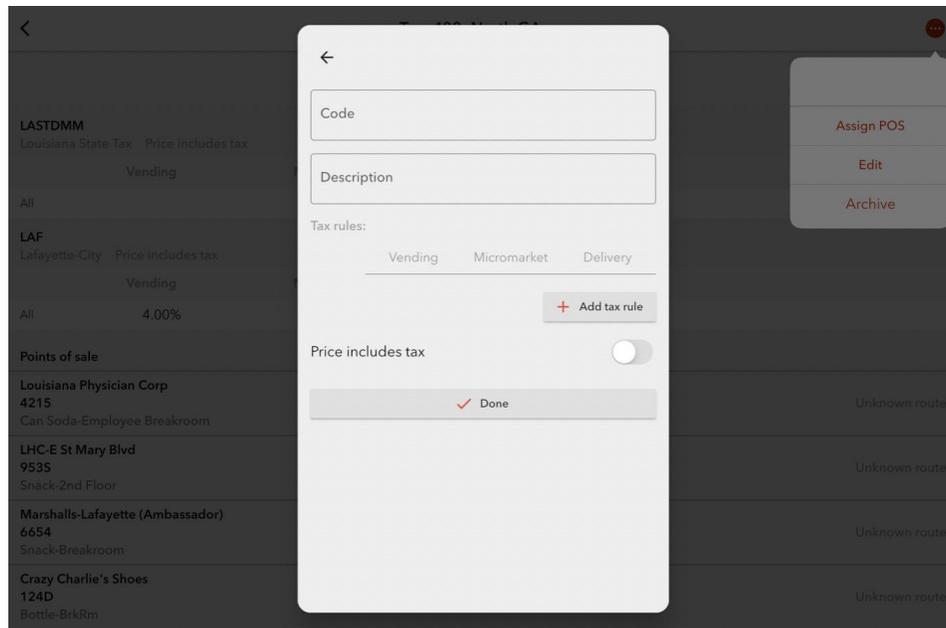


- The only required fields are **Code** and **Taxes:** (Tax Rules)
 - A **Tax Code** is not auto-generated, but it can be anything you want
- Here are the **Tax Area** fields and how they display on the **Taxes** page:

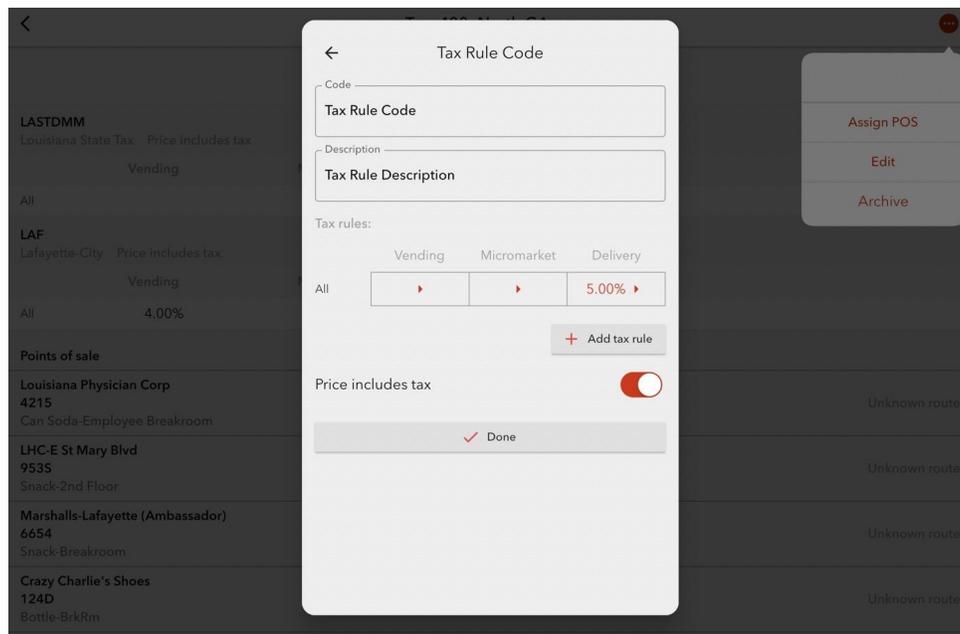


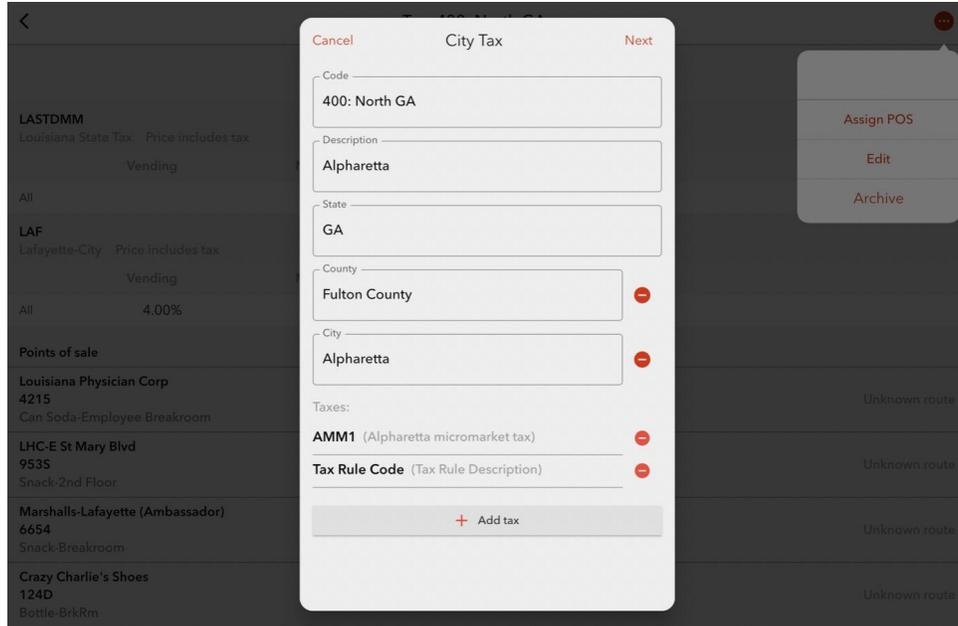
How to add a Tax Rule

- Select the **+ Add Tax** button

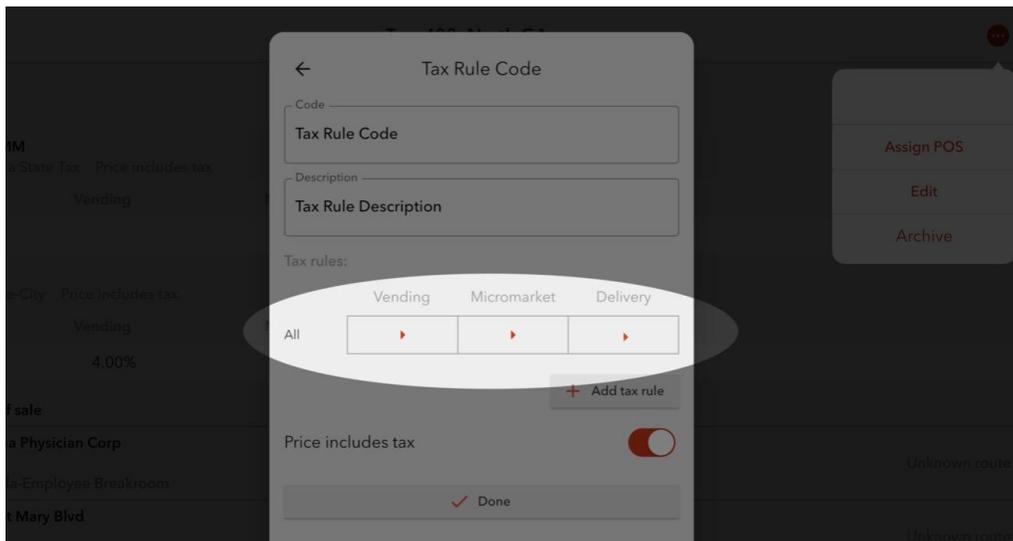


- Again, the **Code** and **Description** can be anything you want them to be





- Select the **+ Add Tax Rule** button
- Select the **Product Family** this tax rule will be applied to
- Select the **red arrow** beneath **Vending**, **Micro Market**, and/or **Delivery** to add the **Tax Rate** or **Amount**



←

All - Delivery

Rate Amount

Tax rate

5 %

✓ Done

Assign POS

Edit

Archive

LASTDMM
Louisiana State Tax Price includes tax
Vending
All

LAF
Lafayette-City Price includes tax
Vending
All 4.00%

Points of sale

Louisiana Physician Corp
4215
Can Soda-Employee Breakroom Unknown route

LHC-E St Mary Blvd
9535
Snack-2nd Floor Unknown route

Marshalls-Lafayette (Ambassador)
6654
Snack-Breakroom Unknown route

Crazy Charlie's Shoes
124D
Bottle-BrkRm Unknown route