
Sales Tax Programming

The *SPS-300* allows three calculation options for each of the four possible taxes.

- Add-On - most sales taxes can be programmed by entering an *add-on* tax percentage rate.
- Tax Table - if a tax entered as an add-on tax percentage does not follow exactly the tax chart follow that apply in your area, *tax table* programming will match tax collection exactly to the break points of your tax table. (Tax table programming allows up to 75 breakpoints.)
- VAT - if tax is included in the cost of the item, you can use value added tax (*VAT*) to calculate the tax share of each sale.
- A fourth tax programming option, for the Canadian Goods and Services tax (*GST*) can be set using tax rate 4.

Important Note: After you have entered your tax program, test for accuracy by entering several transactions of different dollar amounts. Carefully check to make sure the tax charged by the cash register matches the tax amounts on the printed tax chart for your area. As a merchant, you are responsible for accurate tax collection. If the cash register is not calculating tax accurately, or if you cannot program your tax properly from the information in this manual, contact your Dealer for assistance.

Programming an Add-On Tax Rate Percentage

When tax requirements can be met using a straight percentage rate, use the following method to program a tax as a straight percentage.

1. Turn the control lock to the **PGM** position.
2. From the **PROGRAM MODE** menu, press **2** to view the **TAX PROGRAMMING** screen:

```
TAX PROGRAMMING
TAX NUMBER (1-4)      1 ←
DESC : TAX1
TAX TYPE (0-2)       0
 0 : ADD-ON
 1 : TAX TABLE
 2 : VAT
```

3. When the arrow is pointed at the **TAX NUMBER** field, enter the number of the tax you wish to program. (There are four taxes available, enter **1**, **2**, **3**, or **4**.) The arrow will move to the **TAX TYPE** field.

4. Enter **0** for an **ADD-ON** tax with a straight percentage rate. The appropriate **TAX # PROGRAMMING** screen displays:

```

      TAX #1 PROGRAMMING
TAX RATE                                0.000←

```

5. When the arrow is pointed at the **TAX RATE** field, enter the percentage rate for the sales tax. For example if the tax is 6 percent, enter **6.000** or **6.0**. If the tax is 7.5 percent, enter **7.500** or **7.5** using the decimal key. If the tax is 10 percent, enter **10.000** or **10.0**. Press **CASH** to set the rate.
6. The **TAX PROG.** screen will return prompting you to enter the next tax, if necessary. Continue to program additional taxes or press **CLEAR** to return to the **PROGRAM MODE** screen.

Programming a Tax Table

In some cases, a tax that is entered as a percentage does not exactly follow the tax charts that apply in your area (even if the tax chart is based on a percentage). In these cases, we recommend that you enter your tax using tax table programming. This method will match tax collection exactly to the break points of your tax table.

Before programming, obtain a copy of the tax table you wish to program. You will need the printed tax table if you wish to determine the break point entries yourself. The "Tax Table Programming Example - Illinois 6% Tax Table" on page 157 is used as an example in the steps that follow.

Note: **You can enter up to 75 break points.**

1. Turn the control lock to the **PGM** position.
2. From the **PROGRAM MODE** menu, press **2** to view the **TAX PROG.** screen:

```

      TAX PROGRAMMING
TAX NUMBER (1-4)                        1←
DESC : TAX1
TAX TYPE (0-2)                           1
  0 : ADD-ON
  1 : TAX TABLE
  2 : VAT

```