

How to change your Tax Rate.

Log into your admin portal

Navigate to Setup, Settings, Locations, select the location you wish, and find the tax rate you want to change. MAKE SURE YOU CLICK SAVE

This will update that rate for all products in the system using it.

The screenshot shows the BrewPOS admin portal interface. The top navigation bar includes 'Reports', 'Timecards', 'Setup', 'Security', 'More', and 'Support'. Below this is a secondary navigation bar with 'Locations', 'Categories', 'Products', 'Modifiers', 'Discounts', and 'Settings'. The 'Locations' menu is selected, and the 'Settings' icon is also highlighted. The main content area displays the settings for the location 'Barking Pup Taos'. The 'Tax Rate 1' field is highlighted with an orange circle and contains the value '8.5'. Other fields include 'Location Name', 'Address', 'City, State, Zip', 'Phone', 'Receipt Promo', 'Receipt Footer', 'Marquee', 'Whiteboard', 'Merchant ID', 'Processor', 'Phone', and 'Web'. The 'Save' and 'Cancel' buttons are visible at the bottom right.

Field	Value
Location	TAOS
Loc ID	TAOS
Location Name	Barking Pup Taos
Address	1234 SW Elm
City, State, Zip	Taos NM 87571
Phone	505 555 1212
Receipt Promo	Join us for Taco Tuesday
Receipt Footer	Thank You!
Marquee	Ask us about Gift Cards
Whiteboard	Great job this week! Push the merch!
Merchant ID	5482984000409351
Tax Rate 1	8.5
Tax Rate 2	0
Tax Rate 3	0
Server Privacy	<input type="checkbox"/>
Forced Covers	<input type="checkbox"/>
Forced Seating	<input type="checkbox"/>
Last Call	<input checked="" type="checkbox"/> Time...
CC PreAuth	20.00
Processor	
Phone	
Web	