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E7 – CHANGE TAX RATE

DOC VERSION V1.1

Micros South Africa – March 2025

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PURPOSE

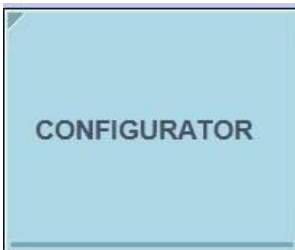
The purpose of this document is to provide guidance on how to change the Tax rate within the E7 system

HOW TO CHANGE THE TAX RATE IN E7

- Sign into E7 as a Manager/Owner



- Select the “CONFIGURATOR” tab on the manager screen



- On the top left drop down, select “TAX RATES”
- Change the standard rate of VAT in the “PERCENTAGE” field to the current VAT rate.
NB: Decimal separator must be a DOT (.) and NOT a COMMA (,)

