



Micros South Africa (Pty) Ltd  
Reg. 2001/022540/07

Adapt IT Johannesburg Campus  
152, 14<sup>th</sup> Road, Midrand, 1687

T: +27 10 494 0000

[Micros.co.za](http://Micros.co.za)



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# RES 3700 – CHANGE TAX RATE

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*Author: P.Bhenya*

**PURPOSE**

The purpose of this document is to provide guidance on how to change the Tax rate within the RES 3700 system

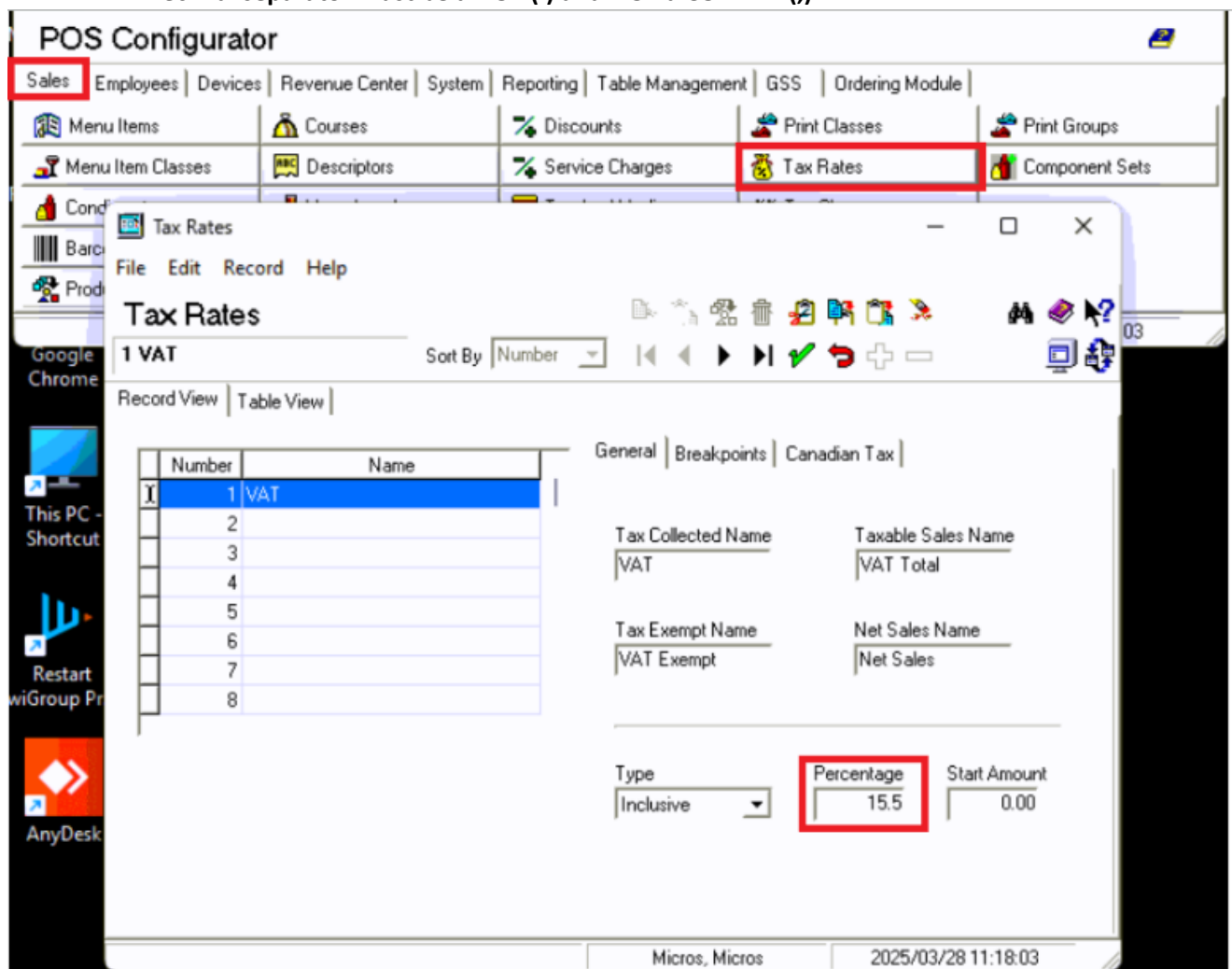
**HOW TO CHANGE THE TAX RATE IN RES3700**

- Log into POS Configurator



- Select the “SALES” tab and navigate to “TAX RATES”. as seen below
- 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 (,)**



The screenshot shows the POS Configurator interface. The 'Sales' tab is selected in the top navigation bar. The 'Tax Rates' option is highlighted in the main menu. A 'Tax Rates' window is open, displaying a table with one record: '1 VAT'. The 'Percentage' field is set to 15.5 and is highlighted with a red box. The 'Start Amount' is 0.00. The 'Type' is set to 'Inclusive'.

| Number | Name |
|--------|------|
| 1      | VAT  |
| 2      |      |
| 3      |      |
| 4      |      |
| 5      |      |
| 6      |      |
| 7      |      |
| 8      |      |

General | Breakpoints | Canadian Tax |

Tax Collected Name: VAT  
Taxable Sales Name: VAT Total

Tax Exempt Name: VAT Exempt  
Net Sales Name: Net Sales

Type: Inclusive  
Percentage: 15.5  
Start Amount: 0.00

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