# **Admin Center - Operations - Creating Taxes**

25 Steps <u>View most recent version</u>

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# Go to staging-management.silverwarepos.com

#### **STEP 2**

# **Click on Operations**

Items		
Groups	• Taxes	
Questions	Ten Ground	Search for the Tax you are looking for
Sales Class	lax Groups	Ø.T
Price Levels		@ lax
Menu Availability		Name 🗸
Scheduling		HST 13%
POS panel designer		151 1570
		HST 13% NQ
Veide		HST 15%
Discounts		HST 5%
Gratuities		1515/0
Payment types		Showing 1 to 4 of 4 entries
Taxes		
오 Employees 🗸 🗸		
🔓 Permissions 🗸 🗸		



# **Click on Taxes**

Menu Availability		Name 🗸
Scheduling		HST 13%
POS panel designer		HST 13% NO
Operations	^	101 10 20 10
Voids		HST 15%
Discounts		HST 5%
Gratuities		Showing 1 to 4 of 4 entries
Payment types		
Taxes		
요 Employees	~	
6 Permissions	~	
🕹 Import/Export	~	

#### STEP 4

# **Click on Taxes**

88			
P All Stores			
Menu Items Groups Questions Sales Class	^	All taxes <ul> <li>Taxes</li> <li>Tax Groups</li> </ul>	
Price Levels Menu Availability Scheduling POS panel designer			Name V HST 13%
Operations Voids	^		HST 13% NQ HST 15%



# Search Bar

C	
Search for the Tax you are looking for	
⊌ Tax	
Name > HST 13%	
HST 13% NQ	
HST 15%	
HST 5%	
Shoring 1 to 4 of 4 charce	

#### STEP 6

#### Filter

Save 🗸
1 5 +
>
>



## How to add new tax

^	All taxes	
	• Taxes	O Search for the Tax you are leaking for
	Tax Groups	
lity		Name 🗸
signer		HST 13%
^		HST 13% NQ
		HST 15%
		HST 5%

#### STEP 8

#### Tax name

^	< Taxes	
	Tax Creating a new tax	
	Name	Enter tax name
	Rate	0
	Minimum amount	0
^	Maximum amount	0
	Interface ID	Enter Interface ID
	Reference number	Enter reference number



# Tax rate

	< Taxes	
	Tax Creating a new tax	
	Name	Enter tax name
	Rate	0
	Minimum amount	0
1	Maximum amount	0
	Interface ID	Enter Interface ID
	Reference number	Enter reference number
	Allow exempt	
1		

#### STEP 10

# Minimum amount

^	< Taxes	
	Tax Creating a new tax	
	Name	Enter tax name
ity	Rate	0
igner	Minimum amount	0
^	Maximum amount	0
	Interface ID	Enter Interface ID
	Reference number	Enter reference number
~	Allow exempt	
t v	Require manager to exempt	



## Maximum amount

	< Taxes	
	Tax Creating a new tax	
	Name	Enter tax name
	Rate	0
	Minimum amount	q
×	Maximum amount	0
	Interface ID	Enter Interface ID
	Reference number	Enter reference number
* *	Allow exempt	
*	Require manager to exempt	

#### STEP 12

#### Interface ID

Name	Enter tax name	
Rate	0	
Minimum amount	0	
Maximum amount	0	
Interface ID	Enter Interface ID	
Reference number	Enter reference number	
Allow exempt		
Require manager to exempt		
Require reason to exempt		
Dependencies	Choose dependencies	



## **Reference number**

Rate	0	
Minimum amount	0	
Maximum amount	0	
Interface ID	Enter Interface ID	
Reference number	Enter reference number	
Allow exempt		
Require manager to exempt		
Require reason to exempt		
Dependencies	Choose dependencies	

#### STEP 14

# Allow exempt

	Scheduling POS panel designer		Minimum amount	0
8	Operations	^	Maximum amount	0
	Voids Discounts Gratuities		Interface ID	Enter Interface ID
	Payment types Taxes		Reference number	Enter reference number
2	Employees	~	Allow exempt	þ
6 1	Permissions Import/Export	~ ~	Require manager to exempt	
			Require reason to exempt	
			Dependencies	Choose dependencies
			Active	



# Require manager to exempt

e operations	Maximum amount	0	
Voids			
Discounts	Interface ID	Enter Interface ID	
Gratuities	interface ib		
Payment types	Defenses	Estas aufores a sumbar	
Taxes	Reference number	Enter reference number	
& Employees ∽	Allow exempt		
6 Permissions 🗸 🗸		_	
🕹 Import/Export 🗸 🗸	Require manager to exempt		
	Require reason to exempt		
	Dependencies	Choose dependencies	
	Active		
	Permission level	Choose permission set	

## STEP 16

# Require reason to exempt

Payment types   Taxes   Reference number   Allow exempt Import/Export Require manager to exempt Require reason to exempt Dependencies Choose dependencies
Taxes     Reference number     Enter reference number       A Employees     >       Permissions     >       Import/Export     >       Require manager to exempt        Require reason to exempt        Dependencies
A Employees ~   A Permissions ~   Import/Export ~   Require manager to exempt Import/Export   Require reason to exempt Import/Export   Dependencies Choose dependencies
▲ Permissions       ✓         ▲ Import/Export       ✓         Require manager to exempt       ✓         Require reason to exempt       □         Dependencies       Choose dependencies
Le Import/Export → Require manager to exempt Require reason to exempt Dependencies Choose dependencies
Require reason to exempt           Dependencies       Choose dependencies
Dependencies Choose dependencies
Active 🗹
Permission level Cloud Admin Permission Set - (CM_St



# Choose dependencies

	Reference number	Enter reference number
* *	Allow exempt	
~	Require manager to exempt	
	Require reason to exempt	
	Dependencies	Choose dependencies
	Active	
	Permission level	Cloud Admin Permission Set - (CM_St.LouisBarGrill_Database)

#### **STEP 18**

# Active

A Permissions ✓	Allow exempt	
占 Import/Export 🗸 🗸	Require manager to exempt	
	Require reason to exempt	
	Dependencies	Choose dependencies
	Active	
	Permission level	Cloud Admin Permission Set - (CM_St.Louis



# **Permission level**

~	Chora evening		
: 🗸	Require manager to exempt		
	Require reason to exempt		
	Dependencies	Choose dependencies	
	Active		
	Permission level	Cloud Admin Permission Set - (CM_St.LouisBarGrill_Database)	

#### STEP 20

# Click on Tax Groups

88			
P All Stores	1		
Menu Items	^	All taxes	
Groups Question Sales Cla Price Lev	s Iss els	• Taxes	Search for the Tax you are look
Menu Av Schedulir	ailability ng		Name 🗸
POS pan	el designer		HST 13%
Operati	ions ^		HST 15%
Discount	c		LICT 5%



# How to add tax group

^ All	taxes	
т	axes	O Search for the Tax Group you are leaking for
• T	ax Groups	
		Tax Group
lity		Name 🗸
signer		Food
^		Liquor
		Non-Qualifying
		Рор

## STEP 22

# Tax group name

^	< Taxes			
	Tax Group Creating a new tax group			
	Name	Enter tax group name		
	Active			
	Permission level	Choose permission set		
^	Taxes	Choose taxes		



## Active

#### **STEP 24**

# **Permission level**

^	< Taxes	
	Tax Group Creating a new tax	group
	Name	Enter tax group name
ity	Active	
igner	Permission level	Choose permission set
^	Taxes	Choose taxes
* * t *		



## **Choose taxes**

	Tax Group Creating a new tax group			
	Name	Enter tax group name		
	Active			
	Permission level	Choose permission set		
^	Taxes	Choose taxes		
× ×				
~				



