

# Data Control Systems

“Point-Of-Sale Systems Solutions”

4200-130 Atlantic Avenue, Raleigh, NC 27604

Office: (919) 872-5016 Fax: (919) 850-0920 Email: [victor@dcspos.com](mailto:victor@dcspos.com)



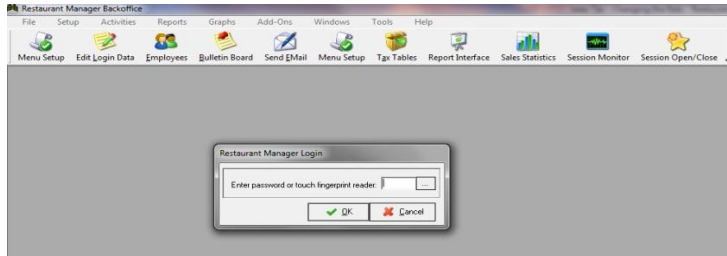
## Changing the Sales Tax Rate

The N.C. State Sales & Use Tax rate is scheduled to decrease by 1% July 1, 2011. Please refer to the [www.dorn.com](http://www.dorn.com) website for additional information regarding the actual percentage rate that you should charge.

Please follow the steps below to modify the sales tax percentage rate in your Restaurant Manager P.O.S. System (Versions 15, 16, & 17):

1. Open “Back Office”

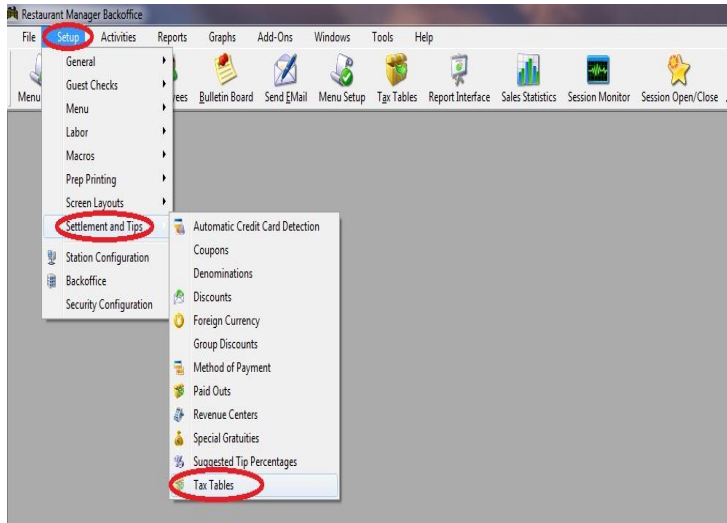
2. Enter “Passcode”



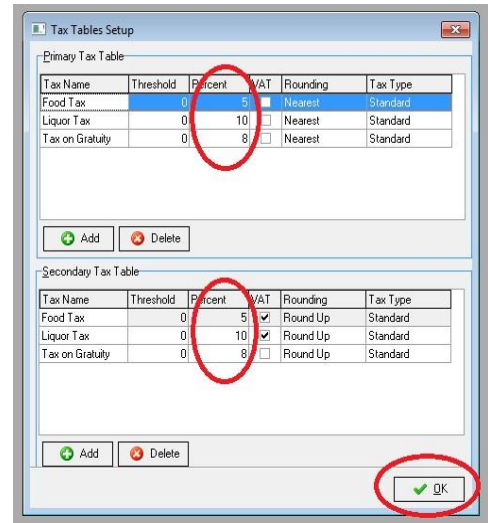
3. Go to “Setup”

4. Go to “Settlement and Tips” \*

5. Go to “Tax Tables” \*



Steps 3 – 5



Steps 6 – 7

6. Double-Click on each percent field and enter the new rate as a percentage (Don't Forget the Decimal!)

7. Click on “OK” (Located on the bottom-right)

\*Note: If a “Tax Table” button is located on the Back Office Toolbar, you can click on it and by-pass Steps 4 & 5.

