

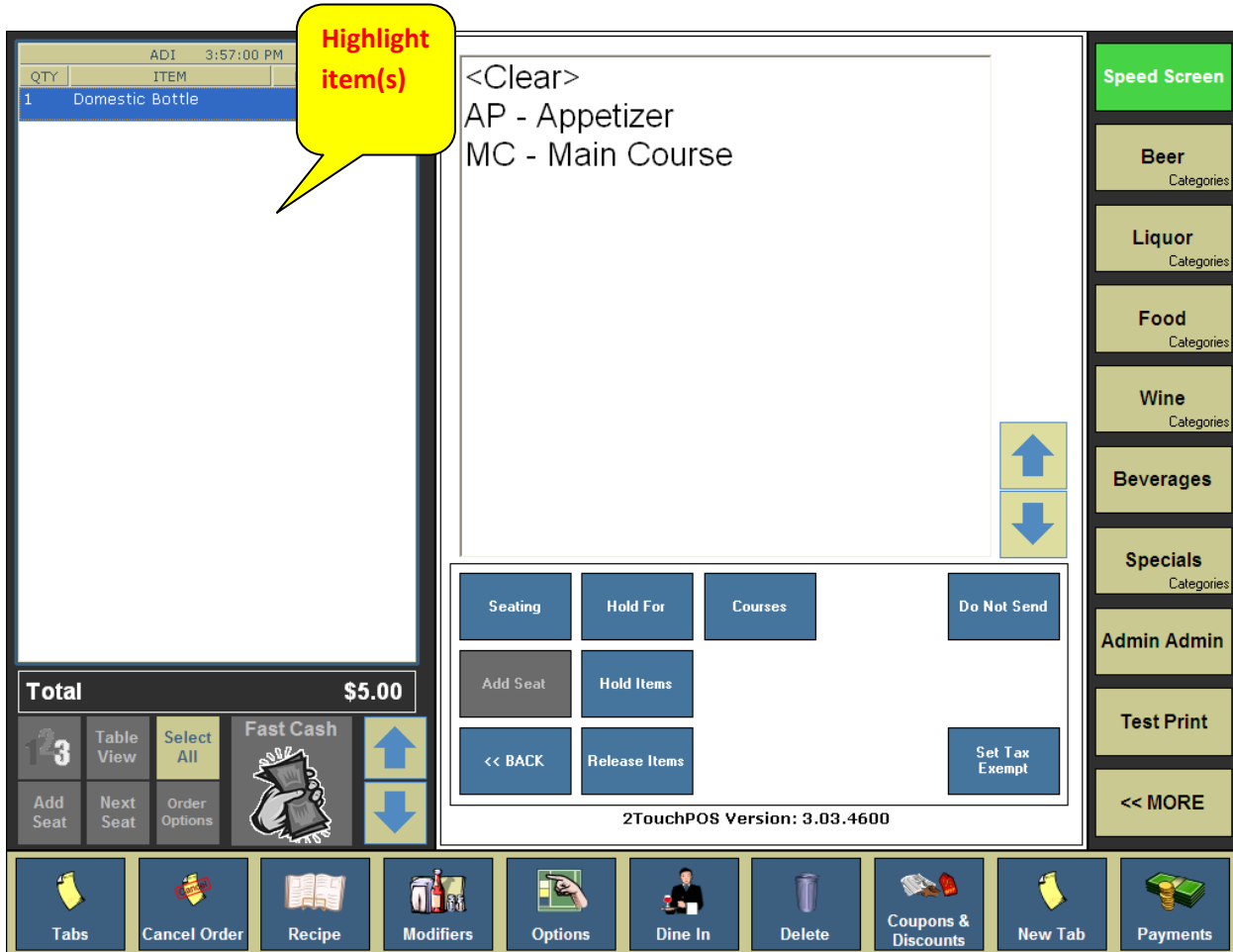
TwotouchKBPOS00007

ADI Online Support Center:

How to have a sales for tax exempted

You Have 2 options

-
- Option 1** in the order options screen just pick tax exempt button
Tax tables (Check) Tax can be exempted **(this need done for both options)**
Note: Older versions earlier than 03.03.4600 may not work
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- Option 2** use tabs and pick a tax exempt customer
Keep in mind, the category must be checked as tax exempt in order for the tax exempt to work
-



Using option 1

Setting up option 2

- a Tax tables
(Check) Tax can be exempted **(this need done for both options)**

Tax Description: Sales Tax6 Tax can be exempted

Dine In Percent: 6

Carry Out Percent: 6

Delivery Percent: 6

Walk In Percent: 0

Drive Thru Percent: 0

Last modified: 7/2/2012 14:20 By: Adi Tech

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- B Menu
Categories
(Check) Tax can be exempted
--do this for all categories that could be tax exempted---

Department: Beer

Category: Bottles, Drafts

Settings (1 of 2)

Description: Bottles

Short Description: Bottles

Department: Beer

Modifier List: <None>

Course: <None>

Button Color: Select Color

Audit Control Item Default

Tax can be exempted

Allow Last Round

Reporting Category, Delete, New, Save, Cancel

- C Customers
Customer accounts
New customer
Advanced

Type in their tax exempted number a number (any number must be put in there)

Customer Joe

Account Disabled

Member Number: 10000

ID:

Password:

Tax Exempt No.: 1123174873984798

Do Not Accept Orders

Do Not Accept Checks

Acct \$ Limit: 0.00

Membership Types (1 of 3)

Height: [] Weight: []

Expiration Date: [] (MM/DD/YYYY)

Account added in 2TouchPOS

At the POS

- 1 Put items on screen
- 2 New Tab (start a new tab)
- 3 Go back to tabs Pick tab (choose your tab)
- 4 options
- Tax exempted (option will be there)
- 5 Then choose customer
- 6 Take payments

S	Owner	Description	G	H	Amount	T
<input checked="" type="checkbox"/>		99999 Comp Tab	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>		99998 Spill Tab	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	<input type="checkbox"/>
<input type="checkbox"/>	ADI	00122 Carry Out	<input type="checkbox"/>	<input type="checkbox"/>	\$5.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	ADI	00123 Customer Joe	<input type="checkbox"/>	<input type="checkbox"/>	\$5.00	<input type="checkbox"/>
<input type="checkbox"/>	ADI	00120 test	<input type="checkbox"/>	<input type="checkbox"/>	\$11.00	<input type="checkbox"/>

Key
 S = Shared G = Gratuity
 T = Tax Exempt H = Hold

Buttons: Tax Exempt, Rename Tab, Add Surcharge, View Tab Details, Transfer To Table, Remove Customer Account, Attach Credit Card, Manual Pre-Auth

Speed Screen Panel: Add To Tab, Transfer Tab(s), Open, Split Tab, Combine Tabs, Print Tab(s), Add Gratuity, Payments, Options

Keyboard: A-Z, Speed Screen, Logout, Clear All, Fire, Last Round, Modify Round, Send

Select Customer Account

Joe, Customer

Key: A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z

Buttons: Select, Cancel

List Count: 1

Reports to run for this is

1. Tax Summary Report

This report will only be accurate once a Z has been done for the end of day.

TAX SUMMARY REPORT

\ADI Full Database
TAX SUMMARY REPORT

RUN BY: Tech Support ADI - POS1
DATE/TIME RUN: 08/15/2012 4:12 PM

DATE RANGE:
08/15/2012 04:00 - 08/16/2012 04:00

DESCRIPTION	SALES	TAXES	SALES	TAXES
	Sales Tax6		Other Tax	
Dine In		(6%)		(10%)
TOTAL SALES	4.00	0.12	0.00	0.00
TAX EXEMPT	2.00	0.00	0.00	0.00
NON-TAXABLE	0.00	0.00	0.00	0.00
TAXABLE SALES	2.00	0.12	0.00	0.00
Carry Out		(6%)		(0%)
TOTAL SALES	0.00	0.00	0.00	0.00
TAX EXEMPT	0.00	0.00	0.00	0.00
NON-TAXABLE	0.00	0.00	0.00	0.00
TAXABLE SALES	0.00	0.00	0.00	0.00
Delivery		(6%)		(0%)
TOTAL SALES	0.94	0.06	0.00	0.00
TAX EXEMPT	0.00	0.00	0.00	0.00
NON-TAXABLE	0.00	0.00	0.00	0.00
TAXABLE SALES	0.94	0.06	0.00	0.00

Printer: POS1 Printer Export Drive: C: Reload Drives

Report Format Print Email Report Save Report to File Close

This report will show Exempt Sales