



Setting Up Taxes for Products

This article provides instructions on how to configure taxes for your products.

From the BakeSmart Main application Home screen click on "Products" and then either Browse for products or List your products.

Select a product from the list, by clicking the product name, to enter the "Product Form View". In "Product Form View" you will see some tabs across the top of the screen. Click on the "Taxes" tab.

In this tab you will see a list of your stores, an "Available?" option, and the tax information.

Check the "Available?" box for each store in which the product is available. You also have the option to select if the product is taxable for dine-in and take-out. If the product is taxed no matter what check both boxes. If the item is not taxed for one option make sure that box is NOT checked. You can also uncheck both boxes if the item is tax exempt.

In this screen we also have the ability to set an exemption based on the number of items purchased. Lets say your location does not add sales tax to doughnuts purchased in quantities of a dozen or more, so we need to add a tax exemption.

To add an exemption click on the "Tax Exemptions" button on the right of the screen. Click on "+Add" to add a new exemption. Now we enter the Store, Type of Tax, Exemption Name, Exemption Type, and the Number Required to receive the exemption.

(NOTE -The "Type" of "More Than" is equivalent to "Greater Than or Equal To" so in the above scenario we would use **Type "More Than" and **Number Required** "12" to create an exemption on 12 or more doughnuts.)**

To set up tax rates for a store see "**Configuring Stores, Taxes, and Days of Operation**"