

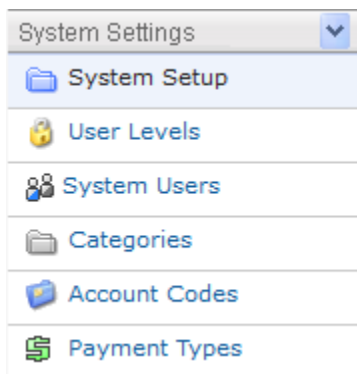


## ***NJ Sales Tax Update***

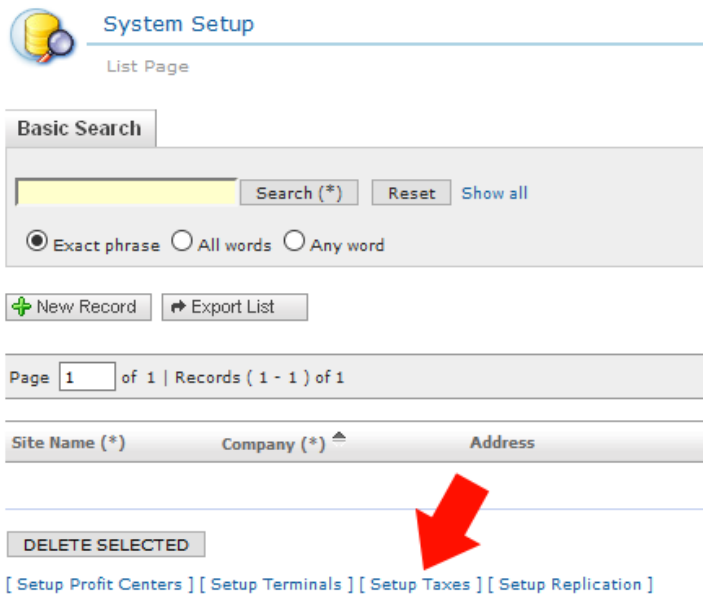
Effective **Jan 1<sup>st</sup> 2018** – the New Jersey Sales Tax will be further reduced from 6.875 to 6.625 percent.

To update your sales tax across the Micrologic system, please reference the guide below;

1. Navigate to your Micrologic WebApp – either locally or from your remote address.
2. You will need to login under an Administrator account and/or an account with sufficient privileges.
3. Once logged in, please navigate to the **System Settings** tab on the left side of the WebApp navigation menu. Example below;

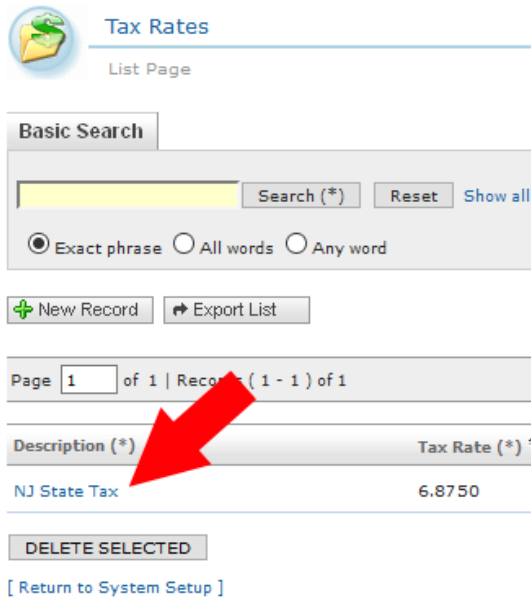


4. Under System Settings, we will want to select **System Setup** – if it has not already been selected.
5. After selecting System Setup – you will then need to click on **Setup Taxes** on the bottom of the screen. Example shown below;



The screenshot shows the 'System Setup' page. At the top left is a yellow and blue icon. The page title is 'System Setup' with 'List Page' below it. A 'Basic Search' section contains a search input field, 'Search (\*)', 'Reset', and 'Show all' buttons. Below the search are radio buttons for 'Exact phrase' (selected), 'All words', and 'Any word'. There are 'New Record' and 'Export List' buttons. A pagination bar shows 'Page 1 of 1 | Records ( 1 - 1 ) of 1'. A table header has columns for 'Site Name (\*)', 'Company (\*)', and 'Address'. Below the table is a 'DELETE SELECTED' button. At the bottom, a red arrow points to a breadcrumb trail: '[ Setup Profit Centers ] [ Setup Terminals ] [ Setup Taxes ] [ Setup Replication ]'.

6. After selecting Setup Taxes – you will want to click on the description of your sales tax.  
Example shown below;



The screenshot shows the 'Tax Rates' List Page. It includes a 'Basic Search' section with a search input field, 'Search (\*)', 'Reset', and 'Show all' buttons. Below the search are radio buttons for 'Exact phrase', 'All words', and 'Any word'. There are also 'New Record' and 'Export List' buttons. The page shows 'Page 1 of 1 | Records ( 1 - 1 ) of 1'. A table with two columns, 'Description (\*)' and 'Tax Rate (\*)', contains one row: 'NJ State Tax' with a tax rate of '6.8750'. A red arrow points to the 'NJ State Tax' description. Below the table is a 'DELETE SELECTED' button and a '[ Return to System Setup ]' link.


7. This will allow us to modify the current tax rate using the **Edit** button – as shown below;

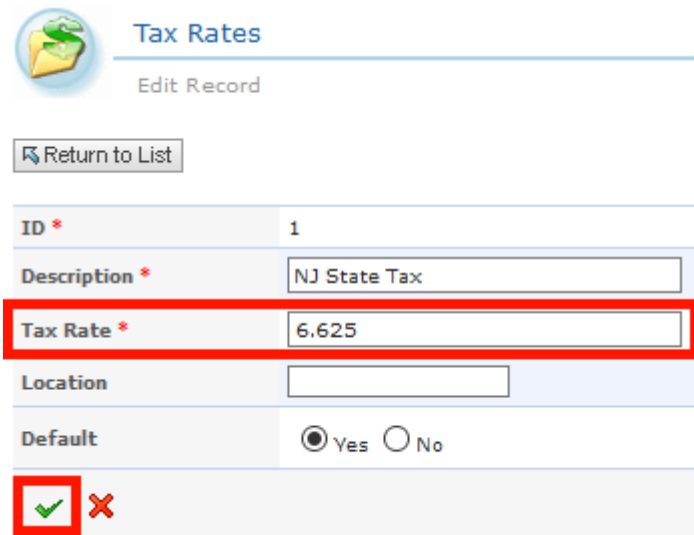


The screenshot shows the 'Tax Rates' View Record page. It features a 'Return to List' button. Below is a table with the following details:

ID	1
Description	NJ State Tax
Tax Rate	6.8750
Location	
Default	Yes

At the bottom left of the table is an 'Edit' button (represented by a pencil icon), which is highlighted by a red arrow.

8. After selecting the Edit button – you will now be able to modify the Description, Tax Rate, Location and Default settings of the selected tax rate. Once you have updated the **Tax Rate**, you will need to press the **Apply** button (  ) to save the changes. Example shown below;



The screenshot shows the 'Tax Rates' edit record interface. It includes a 'Return to List' button, a table with fields for ID, Description, Tax Rate, Location, and Default, and a bottom bar with a checkmark and an 'X' icon. The 'Tax Rate' field is highlighted with a red border.

ID *	1
Description *	NJ State Tax
Tax Rate *	6.625
Location	
Default	<input checked="" type="radio"/> Yes <input type="radio"/> No

9. The final step would be to **repeat Step 6** by clicking on the Description of the Tax Rate. Instead of editing the rate now, we will be applying a **Tax Update** by clicking the button shown below.

 Tax Update

**Tax Update:**

To update all taxable goods and services with this tax rate, click the 'Tax Update' button.

Goods and Services include:  
Services, Surcharges, Discounts, and Inventory Items

**\*\*Important\*\*** Running this Tax Update will modify **ALL Services, Surcharges, Discounts and Inventory Items** currently using that tax rate.