

OPERATOR

This guide is intended for daily use of the system

Taxes

A **tax** is an added amount, and can be a flat number or a percentage.

Taxes, Revenue Classes and Menu Items link together in different ways.

Tip

Tip copy goes here.

Is there a consequence we can illustrate? something won't happen, or allow something?:

A tax must be created before it can be to a revenue class or a menu item.

Test the tax setup thoroughly to understand how specific taxes are reported.

pulled from instructions... If the desired tax does not yet exist, create it. Only after the tax amount and name has been created can it be then applied or linked to menu items or a revenue class.

Tax Reports

Tip copy goes here.

About Taxes in Dinerware

Learn how to set up tax amounts and how to attribute those taxes to specific items within the Dinerware system. Dinerware **does not** address local, state or federal tax requirements for any business.

Important: Specific rules and exceptions apply to businesses so Dinerware strongly recommends owners **first consult a certified tax professional**, such as a CPA, to ensure correct rates can be set up in the Dinerware system.

This document provides the following:

- An introduction to taxes, revenue classes and menu items**
- How to create a new tax**
- How to assign a tax to a revenue class**
- How to set tax rates for individual menu items**
- How to make liquor/beer/wine taxes "hidden taxes"**

Taxes, Revenue Classes and Menu Items

A **tax** is an added amount, and can be a flat number or a percentage. In some cases, some taxes are flat and others are a percentage and both types may need to be set up in Dinerware. Taxes can be attached to different items set up in the Dinerware system.

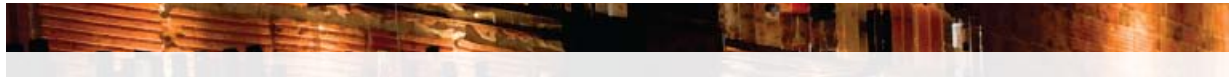
A **revenue class** is a group of menu items that share tax and accounting rules.

Alcohol sales and food sales are often taxed at different rates. Taxes and Revenue Classes track sales of these differently taxed groups.

Specific tax rates can be applied to either revenue classes or individual menu items. If menu items are assigned to a revenue class first, a tax can be applied to a whole class in one step. Menu items may also be taxed individually.

How to create a new tax

A tax must be created before it can be to a revenue class or a menu item. Use the menu,



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Tip:

How to make Liquor/beer/wine taxes "Hidden Taxes"

1. From the Manager screen, touch 'Menu'
2. Touch 'Taxes' (bottom of the screen)
3. Choose 'New' to create a Liquor, Beer and/or Wine Tax.
4. Type in the tax name, and tax percentage or flat fee tax amount
5. Select the "Hidden Tax" check box.
6. Select item groups and/or revenue classes to which this tax is applied.

About Taxes in Dinerware

revenue, and tax setup screens.

Important! Consult a certified tax professional to learn tax rates required before setting up taxes in the Dinerware system.

Log On to the terminal using your four-digit PIN.

1. From the Manager screen, touch '**Menu.**'
2. Touch '**Taxes.**'
3. Touch '**New.**'
4. **Name the tax** (example: "State Liquor Tax").
5. Enter the tax **amount** and **specify how it is applied.**
6. Select the appropriate check box to specify if the tax is either:
 - A percentage of the price

OR

 - A flat fee
7. To link the tax to specific Menu Items, select the appropriate boxes on the Items list.
8. To link the tax to revenue classes, select the appropriate check boxes on the 'Revenue Classes' list on the far right.

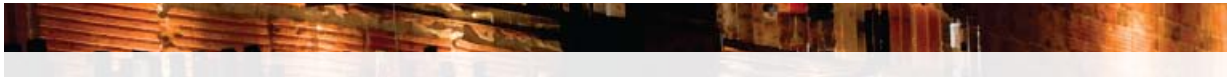
How to assign a tax to a revenue class

Alcohol sales and food sales are often taxed at different rates. Use the Taxes and Revenue Class functions to track sales of these differently taxed groups.

By linking a tax to a revenue class, that tax can be applied to all menu items in a single simple step.

Log On to the terminal using your four-digit PIN.

1. From the Manager screen, touch '**Menu.**'

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About Taxes in Dinerware

2. Choose **'Taxes.'**
3. Select the tax to assign to the revenue class.
4. Touch **'Edit.'**
5. To link the tax to specific menu items, select the appropriate check boxes on the Items list.

How to set tax rates for individual menu items

Some Menu Items may have individual taxes associated with them.

Log On to the terminal using your four-digit PIN.

1. Log in and go touch **'Manager.'**
2. Choose **'Menu.'**
3. Choose **'Taxes.'**
4. **Select the tax** to assign to the menu item.

If the tax does not yet exist, create it.

5. Choose **'Edit.'**
6. To link the tax to specific menu items, **select the check boxes** on the **'Items'** list.