

MICROS 3700 TAX CHANGE

Open POS Configurator.

Enter your ID number.

Click on the “Sales” tab. (you should already be on it)

Click on “Tax Rates”

You will see the different tax names on the left.

Click on the first one and change the rate in the “Percentage” box on the lower right side of the screen.

BE SURE to Repeat this step for each tax name.

Click on the green check mark

Exit out of all windows.

Test if you wish.