

### How to Create Service Charge & Tax

**Step 1** - For service charge words on receipts:

1. Log into Back Office
2. Click on System Setup
3. Click on System Configuration
4. Click on Profiles
5. Click on New Record
6. Click on Keyboard on
7. Type in exactly **ServiceName**
8. And press ← Enter
9. Click on Setting 1 field
10. Type in exactly **Y**
11. And press ← Enter
12. Click on Setting 1 field
13. Type in exactlyOptional Service Charge
14. And press ← Enter
15. Click on 'Data' from the pull down menus
16. Click on 'Save record' from the pull down menus
17. Say OK to save
18. Exit back to main screen
19. Exit to cash register

**Step 2** - For service charge tax:

1. Log into Back Office
2. Click on System Setup
3. Click on System Configuration
4. Click on Profiles
5. Click on New Record
6. Click on Keyboard on
7. Type in exactly **ServiceTax**
8. And press ← Enter

10. Click on Setting 1 field
11. Type in exactly **Exempt**
12. And press ← Enter
13. Click on 'Data' from the pull down menus
14. Click on 'Save record' from the pull down menus
15. Say OK to save
16. Exit back to main screen
17. Exit to cash register