

## HOW to CHANGE the TAX RATE in CALCMENU Web

To change existing tax rates assigned to merchandise, recipes and menus, do the following:

1. In the CALCMENU Web Home page, click *Configuration > Merchandise > Tax Rates*.

**Tax Rates**

System Account **Merchandise(s)** Recipe(s) Menu Tools

Browse: All All Status: Active

[New](#) [Remove](#) [Merge](#)

Name  [Search](#) [Clear](#)

Tax Rates	Description		Global
<input type="checkbox"/> 0	Tax1	<a href="#">Edit</a>	<input checked="" type="checkbox"/>
<input type="checkbox"/> 2.4	Tax2	<a href="#">Edit</a>	<input checked="" type="checkbox"/>
<input type="checkbox"/> 2.5	Tax3	<a href="#">Edit</a>	<input checked="" type="checkbox"/>
<input type="checkbox"/> 7.6	Tax4	<a href="#">Edit</a>	<input checked="" type="checkbox"/>
<input type="checkbox"/> 8	Tax5	<a href="#">Edit</a>	<input checked="" type="checkbox"/>

2. Click the **Edit** button opposite the tax rate which you want to change.

**Tax Rates**

System Account **Merchandise(s)** Recipe(s) Menu Tools

Browse: All All Status: Active

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Name  [Search](#) [Clear](#)

Tax Rates	Description		Global
<input type="checkbox"/> 0	Tax1	<a href="#">Edit</a>	<input checked="" type="checkbox"/>
<input type="checkbox"/> 2.4	Tax2	<a href="#">Edit</a>	<input checked="" type="checkbox"/>
<input type="checkbox"/> 2.5	Tax3	<a href="#">Edit</a>	<input checked="" type="checkbox"/>
<input type="checkbox"/> 7.6	Tax4	<a href="#">Edit</a>	<input checked="" type="checkbox"/>
<input type="checkbox"/> 8	Tax5	<a href="#">Edit</a>	<input checked="" type="checkbox"/>

3. Type the new tax rate or tax description.

### Tax Rates

System
Account
Merchandise(s)
Recipe(s)
Menu
Tools

**Enter Tax Information:**

Fields with asterisks (\*) are required.

Tax\* :

Description\* :

Global :

4. Click **Save**.

The new tax rate will be displayed.

### Tax Rates

System
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Merchandise(s)
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Tools

Browse: All All Status: Active

Name

Tax Rates	Description	Global
<input type="checkbox"/> 0	Tax1	<input checked="" type="checkbox"/> <a href="#">Edit</a>
<input type="checkbox"/> 2.4	Tax2	<input checked="" type="checkbox"/> <a href="#">Edit</a>
<input type="checkbox"/> 7.6	Tax4	<input checked="" type="checkbox"/> <a href="#">Edit</a>
<input type="checkbox"/> 8	Tax5	<input checked="" type="checkbox"/> <a href="#">Edit</a>
<input type="checkbox"/> 10	Tax3	<input checked="" type="checkbox"/> <a href="#">Edit</a>

Merchandise, recipes and menus using the tax rate will be automatically updated.