
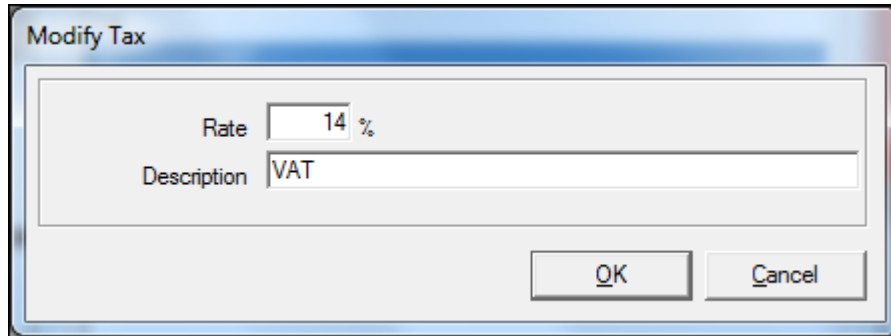


## HOW to CHANGE the TAX RATE

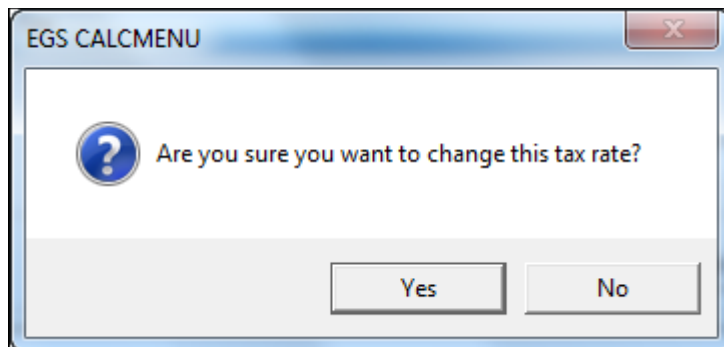
To change existing tax rates assigned to merchandise, recipes and menus, do the following:

1. Click *Configuration > Manage Taxes*.
2. Select the tax rate that you want to modify.
3. Click **Modify** .
4. Type the new tax rate. Click **OK**.



The screenshot shows a dialog box titled "Modify Tax". It has two input fields: "Rate" with the value "14 %" and "Description" with the value "VAT". At the bottom right, there are two buttons: "OK" and "Cancel".

5. Click **Yes**.



The screenshot shows a dialog box titled "EGS CALCMENU". It contains a question mark icon and the text "Are you sure you want to change this tax rate?". At the bottom, there are two buttons: "Yes" and "No".

This will automatically update the merchandise, recipes and menus using the tax rate.